How to create a new Employee



Navigate to https://console.voila.app/en/

2 Go to the Employees Tab.

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Abridge	Planned hours		Draft hours			Planned c	ost	
器	375 hours		69 hours			\$3,900	.68	
	Employees Open shifts 8 •	>	Replacements	>	C Assignations to approve 3 •	>	C Shifts to approve	>
ф #:	్ Stand by shifts O	>	C Recurring shifts that end soon	>	Requests to approve	>	 Availabilities to approve 4 • 	>
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Click on Add an Employee

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Abridge	Name 个	Status	Phone Clocking	Email	Teams	Position	Location	
部	Anne Bonesso Admin ID: 2205	Full-Time	00001	demovoila+bonesso	Emergency Maintenance Clinic	Nurse Reception Supervisor +2	Établissement 1 Établissement 2	1
2 2	Anthony Michaud 🛓	Full-Time	98233		Emergency Maintenance Clinic	Nurse Warehouse work Logistic Coordin +4	Établissement 3 Établissement 1	1
0	🐁 Bruno Aldik 🔺	Full-Time	40278	demovoila+aldik@g	Emergency Restaurant	Nurse Warehouse work Logistic Coordin +4	Établissement 3 Établissement 1	1
¢	Bruno Aldik	Full-Time	31412	demovoila+aldik1@g	Emergency Restaurant	Nurse Warehouse work Logistic Coordin +4	Établissement 3 Établissement 1	/ 1
ų.	CM Christian Michaud Admin ID: 10905	Full-Time	79911	christianmichaud93	Emergency Restaurant	Nurse Warehouse work Logistic Coordin +4	Établissement 3 Établissement 1	/ 1
	Christine Rashford Manager ID: 22365	Full-Time	85303	demovoila+rashford	Emergency Maintenance Clinic	Nurse	Établissement 3 Établissement 1	1
x ²	Claudia Hamilton Manager ID: 100	Full-Time	14586	demovoila+hamilton	Emergency Maintenance Clinic	Nurse Warehouse work Logistic Coordin +4	Établissement 3 Établissement 1	/ :
0	David Genest A Supervisor	Full-Time	90687	dgenest@voila.app	Emergency Maintenance Clinic	Nurse Reception Supervisor	Établissement 3 Établissement 1	/ 1
(¹⁰⁾ 章	Diane Smith	Full-Time	(438) 883-4544 12345	demovoila@gmail.co	Emergency Maintenance Clinic	Nurse Logistic Coordin Reception +3		/ :
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4 Type the First Name, Last Name, Email and Phone Number of the new Employee

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Actuage	Name 🛧 Status	Phone Clocking Email Teams Position	Location
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Ą	Bruno Aldik Full-Time	First name Morgan Last name Freeman Inc. (44)	Établissement 3 Établissement 1
¢.	Christian Michaud Kathin Admin ID: 10905	Status Status violate work in (44)	Établissement 3 Établissement 1
	Christine Rashford Manager ID: 22365	Email (optional) Morgan@freeman.com	Établissement 3 Établissement 1
<u>,</u> 2	Claudia Hamilton Manager ID: 100 Full-Time	Phone Number (optional) 123456789 n. (44)	Établissement 3 Établissement 1
0	David Genest 🛦 Full-Time	Cancel Next splin Supervisor	Etablissement 3
(0) (2)	Diane Smith Full-Time	(438) 883-4544 12345 demovoila@gmail.co Emergency Maintenance Nurse Logistic Coordin Clinic Reception +3	Z 1
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5 Click Next

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¢		Bruno Aldik	Full-Time)•	Morga	an			Freeman			rehouse work din +4	Établissement Établissement	9		1	:
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(A) (公) (公)		Diane Smith	Full-Time	(43	8) 883-454	14 12345	demove	oila@gmail.co	Emergency (Maintenance	Nurse L Reception	ogistic Coordin				1	:
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6 Click on this dropdown menu to select the Teams Select one or more teams

Full-Time		00001	demovoila+bonesso	Emergency Maintenance Clinic	Nurse F +2	Reception
Full-Time	Add an en	nployee			×	rehouse wo
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tine Rashford	Full-Time		All teams	
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dia Hamilton ^{Iger} 10	Full-Time		Clinic	
d Genest 🛓	Full-Time		Emergency	
			Maintenance	
e Smith	Full-Time	(43	Restaurant	
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7 Click on this dropdown menu to select the Positions Select one or more positions

Anthony Michaud 🗼	Full-Time	Add an employee	×
Bruno Aldik 🔺	Full-Time	1 Information 2 Associations 3 Additional Information	
Bruno Aldik Admin	Full-Time	Linic Maintenance	~
Christian Michaud Admin ID: 10905	Full-Time	Select one or more positions	~
Christine Rashford Manager ID: 22365	Full-Time	Locations Select one or more locations	~
Claudia Hamilton Manager ID: 100	Full-Time	Back	Next
David Genest	Full-Time	90687 dgenest@voila.app Emergency Maintenance Clinic	Nurse F
Diane Smith	Full-Time	Emergency Maintenance (438) 883-4544 12345 demovoila@omail.co	Nurse

truno Aldik dmin	Full-Time	22	٩	
hristian Michaud	Full Time			All positions
2: 10905	Fuil-Time			Clerk
Christine Rashford Lanager D. 22365	Full-Time	9		Logistic Coordinator
laudia Hamilton	Full-Time	_		Nurse
9 100				Pediatrician
avid Genest 🔔	Full-Time			Reception
Viane Smith	Full-Time	(43		Security
lon Musk 🔺	e 11 m			Supervisor
				Warehouse worker

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Click on this dropdown menu to select the Locations Select one or more locations.

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2	Anthony Michaud 🛦	Full-Time	Add an employee		× rehouse work	Établissement 3 Établissement 1	1 :
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۵	Bruno Aldik	Full-Time	Clinic & Maintenance &		vehause work	Établissement 3 Établissement 1	/ :
ų.	Christian Michaud Admin 10: 10905	Full-Time	Positions Pediatrician 🛞 Security 🛞		rehouse work din +4	Établissement 3 Établissement 1	/ :
	Christine Rashford Manager ID: 22365	Full-Time	Locations Select one or more location	s	~	Établissement 3 Établissement 1	/ :
5 ²	Claudia Hamilton Manager ID: 100	Full-Time		B	rehouse work) ack Next din) (+4)	Établissement 3 Établissement 1	/ :
0	David Genest 🔺	Full-Time	90687 dgenest	©voila.app Clinic Maintenan	ice Nurse Reception Supervisor +2	Établissement 3 Établissement 1	/ :
\$	Diane Smith	Full-Time	(438) 883-4544 12345 demovo	ila@gmail.co Emergency Maintenan	Reception +3		1 :
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			Clinic +2	2	
AM	Anthony Michaud 🛕	Full-Time	Add an employee	×	rehouse work din+4
*	Bruno Aldik 📥	Full-Time	1 Information 2 Associations 3 Additional Information		rehouse work din +4
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СМ	Christian Michaud Admin ID: 10905	Full-Time	Positions Pediatrician S Security S	~	rehouse work din +4
•	Christine Rashford Manager ID: 22365	Full-Time	Select one or more locations	~	
۲	Claudia Hamilton Manager ID: 100	Full-Time			rehouse work fin +4
DG	David Genest 🛦 Supervisor	Full-Time	Établissement 1		eception Supervisor
0	Diane Smith Admin	Full-Time	(43 Établissement 2		ogistic Coordin
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Abridge	Name 🛧 Status	Phone Clocking Email Teams	Position	Location
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đ.	Christian Michaud Admin Admin ID: 10905	Positions Pediatrician (2) Security (2)	rehouse work	Établissement 3 Établissement 1
	Christine Rashford Manager ID: 22365	Locations Etablissement 2 ③ Etablissement 3 ③	~	Établissement 3 Établissement 1
5P2	Claudia Hamilton Manager ID: 700	Back	rehouse work	(Établissement 3)
0	David Genest 🛦 Full-Time	90687 dgenest@voila.app Clinic Clinic	+2 Supervisor	Établissement 3 Établissement 1
الان بې	Diane Smith Full-Time	(438) 883-4544 12345 demovoila@gmail.co (Emergency) (Maintenance Clinic	Nurse Logistic Coordin Reception +3	Z 1
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10 Optional: Type the Employee ID, the Hourly Wage, the Max hours per week, the Max hours per pay period

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N	ame 🛧	Status	Ph	one Clocking Email Te	ams P	osition		Location	
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(Bruno Aldik	Full-Time	\$	Hourly Wage (optional)			rehouse work	Établissement 3 Établissement 1	
(Christian Michaud	Full-Time	()	Max Hours (optional)			tin +4	Établissement 3 Établissement 1	
(Christine Rashford Manager ID: 22365	Full-Time	0	Max hours per pay period (optional)				Établissement 3 Établissement 1	
	Claudia Hamilton Manager 10: 100	Full-Time		Hiring Date (optional)			rehouse work	Établissement 3 Établissement 1	
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(Diane Smith	Full-Time	64	a) cos as in 12545 activitation grant to .	Back	Save Reception	istic Coordin		
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11 Click on the Hiring Date field to access the calendar Select the Hiring Date

lik	Full-Time	\$	Hourly Wage (optional) 25					rehouse wo din +4
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Rashford	Full-Time	0	Max hours per pay period 80	d (optional)				
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nest 🛦	Full-Time		☑ Send invitation ⑦					eption
ith	Full-Time	(45	9/ 003:4544 12345	uernosona@gman.co	Clinic	Back	Save	listic Coord +3
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Full-Time		Hiring Date (c									rehouse work
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12 Select Send Invitation if you would like the employee to receive an invitation right away.

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Abridge	Name 个	Status	Phone Clocking Email Teams Position		Location		
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\$	Anthony Michaud 🗼	Full-Time	1 Information 2 Associations 3 Additional Information	rehouse work din +4	Établissement 3 Établissement 1	1	1
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Ą	Bruno Aldik	Full-Time	Hourly Wage (optional) 25	rehouse work	Établissement 3 Établissement 1	1	:
4),	Christian Michaud Admin 10:10905	Full-Time	C Max Hours (optional) 40	rehouse work	Établissement 3 Établissement 1	1	:
	Christine Rashford Manager ID: 22365	Full-Time	Max hours per pay period (optional) 80		Établissement 3 Établissement 1	1	:
5 ²	Claudia Hamilton Manager ID: 100	Full-Time	Hing Date (optional) 11/05/2022	rehouse work) din) (+4)	Établissement 3 Établissement 1	1	:
0	David Genest 🛦	Full-Time	Send invitation ③	eption Supervisor	Établissement 3 Établissement 1	1	:
<u>م</u> ش	Diane Smith	Full-Time	(55) 00-54 1245 denotoria granica. (55) 00-54 1245 denotoria granica.	istic Coordin		1	:
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13 Click Save

Name	\uparrow	Status	Ph	one Clocking Email	Teams	Position		Location	
9	Anne Bonesso Admin 10: 2205	Full-Time	Add	an employee		×	eption Supervisor	Établissement 1 Établissement 2	1
AM	Anthony Michaud	Full-Time	1	Information 2 Associations	Additional Information)	rehouse work	Établissement 3 Établissement 1	1
÷.	Bruno Aldik 🔺	Full-Time	Ø	Employee ID (optional) 123			rehouse work	Établissement 3 Établissement 1	1
6	Bruno Aldik Admin	Full-Time	\$	Hourly Wage (optional) 25			rehouse work	Établissement 3 Établissement 1	1
СМ	Christian Michaud	Full-Time	0	Max Hours (optional) 40			rehouse work	Établissement 3 Établissement 1	1
•	Christine Rashford Manager ID: 22365	Full-Time	0	Max hours per pay period (optional) 80				Établissement 3 Établissement 1	1
1	Claudia Hamilton Manager ID: 100	Full-Time		Hiring Date (optional) 11/05/2022			rehouse work din +4	Établissement 3 Établissement 1	1
DG	David Genest 🛦	Full-Time		✓ Send invitation ⑦			eption Supervisor	Établissement 3 Établissement 1	1
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