

# How to create a new division



Learn how to add a new division with Voilà!

1 Navigate to <https://console.voila.app/en/dashboard>

2 Click on Company settings

The screenshot shows the Voilà! dashboard interface. At the top left, there is a sidebar with various icons, and the 'Company settings' icon (a gear) is highlighted with a red circle. The main dashboard area displays the following information:

- Dashboard** (JUN 27)
- Planned hours:** 268 hours
- Draft hours:** 8 hours
- Planned cost:** \$1,765.28
- Open shifts:** 11
- Replacements:** 0
- Assignations to approve:** 2
- Shifts t:** 0
- Stand by shifts:** 0
- Recurring shifts that end soon:** 2
- Requests to approve:** 0
- Availab:** 4
- Company settings:** (highlighted in the sidebar)
- Leaves to approve:** 10
- Announcements:** 33

### 3 Select Organizational Structure

#### Settings

#### My Company



##### General Settings

Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.



##### Organizational Structure

Define your company's management levels and the structure of its divisions, teams, positions, locations and sub-locations.



#### Scheduling Settings



##### Schedules and Availability

Define the types of events supported, the week's starting day, work constraints and automated schedule publishing



##### Invitation & Assignment

The following settings apply to the entire company and will be used by default when creating new open shifts or



##### Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

### 4 Click on the arrow

to settings

Settings

Organizational Structure ^

Teams & Teams

Teams Management

Teams Management

Schedules and Availability

Invitation & Assignment

Employee Mobility

Time Off

Attendance

Locations

## Organizational Structure

### Divisions & Teams

Add a new team

> Ambulance 4 members

> Clinic 41 members

5 Click on Add a new division

## Organizational Structure

### Divisions & Teams

Ambulance 4 members

Clinic 41 members

Add a new team

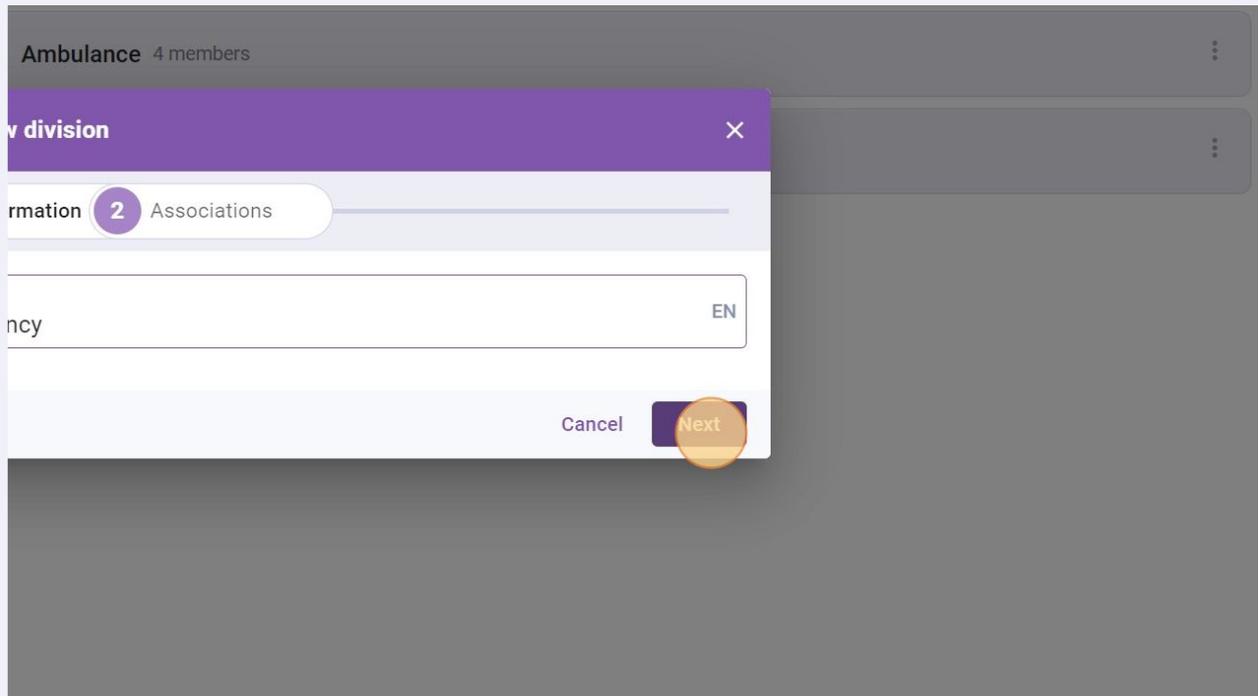
Add a new division

Import teams

6 Type the name of the division

The screenshot shows a modal dialog box titled "Add a new division" with a close button (X) in the top right corner. The dialog has two steps: "1 Information" (active) and "2 Associations". Under the "Information" step, there is a text input field labeled "Name" with a cursor inside. To the right of the input field is a language dropdown menu currently set to "EN". At the bottom of the dialog, there are two buttons: "Cancel" and "Next". The background shows a blurred view of the "Divisions & Teams" page with a breadcrumb for "Ambulance 4 members".

7 Press Next



8 Click Save

