How to create a required Voila! delay before remplacement request?

Learn hwo to create a required delay before remplacement request with Voilà!

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

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	© Open shifts ↓ ●	>	Replacements	>	 Assignations to approve 2 • 	>	➡Shifts tO
	دے Stand by shifts O	>	≓ Recurring shifts that end soon 1 ●	>	왔 Requests to approve O	>	⊠ Availab 4 •
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	Subject constitution \$25.00 \$20.00 \$15.00 \$10.00						

Select Organizational Structure

Settings			
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	My Company		
	General Settings Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Define your company's management levels and the structure of its divisions, teams, positions. locations and sub- locations.	
	Scheduling Settings		
		⊕	<u>.</u>
	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.

Press Schedules and Availability



Click Delay before remplacement request

	< Back to settings General Settings Organizational Structure Schedules and Availability Schedule Work Constraints Budget Tracking Availability Settings Invitation & Assignment Employee Mability	Schedules and Availability Schedule Display Options Week starts on Sunday *	
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6	Click Required delay	
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11 ⁴⁴ . ⊡ ∵ & &	Schedule Work Constraints Budget Tracking Availability Settings Invitation & Assignment Employee Mobility Payroll and Time Off	Week starts on Sunday Replacement settings Image: Complexity of the setting of the setting of the request and the start of the shift is greater than the minimum delay. Required delay Om
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Select the desired delay

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Settings

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Schedules and	Availability
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