# How to create custom permissions

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vøilà!

Navigate to the Voilà! web console https://console.voila.app/en



## Select General Settings.

/@ilā!	Settings			٩	
昭		My Company			
8		E General Settings	Cranizational Structure		
జి		Manage your company name, time zone, supported languages, managers and	Define your company's management levels and the structure of its divisions,		
0		admins permissions as well as your confidential information entered.	teams, positions, locations and sub- locations.		
<b>4</b> 4÷		Scheduling Settings			
		Check and Availability Define the types of events supported, the week's starting day, work constraints and automated schedule publishing settings. Define freeployees can modify their availability and if those changes must be approved by a manager.	Invitation & Assignment     Invitation & Assignment     The following settings apply to the entire     compary and will be used by default     when creating new open shifts or     replacements? You can appechy settings     by team, position and / or location using     custom permissions.	€2 Employee Mobility Define fallback teams, positions and locations for a shift invitation when no regular employee is available.	
2 2 2		Payroll Settings			
len		Payroll and Time Off Set up the payroll periods, manage your time off types, overtime rules and shift premiums.	Time and Attendance Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, locations and positions and define validation rules for clocking entities.		

#### Go into the Permissions section.

/⊅ilā! ¥¥ Abridge BS	Back to settings  General Settings  Company  Privacy Permittions  Monthermony	General Settings Company Company Name	EN		
- ai O 13 Q	Modules Organizational Structure Schedules and Availability Invitation & Assignment Employee Mobility Payroll and Time Off Time and Attendance Billing Integrations	Logo We recommend using a logo of 500px X 500px minimum.	select a different time		
20 20 80 EN		Languages	Email demovolia@gmail.com Email demovolia+aktikt memail.com	Phone (438) 883-4544 Phone	Status Status Status memberStatuses undefined

Scroll down to the Custom Permissions section and click on Add a new permission.

	Ô	Approval Required for Created time entry A manager must approve each time entry created by an employee.
Shift (	Creati	on
	ĉ	Employees can create shifts All employees can create their own shifts. Managers can always edit or delete these shifts. An employee can't create a shift for a colleague.
	î	Approval Required for Created Shifts A manager must approve each shift created by an employee.
Clock	ing	
	÷	Employees can clock in without naving scheduled shifts. If active, your employees will be able to clock in even if they don't have scheduled shifts. Shifts created in this way are identified by a dotted outline. They must also be validated by a manager.
Leave	s	
•	÷	Employees Can Create leave request When disabled only managers, supervisors and administrators will be able to create leave requests for employees
•	÷	Managers can approve their own leave request All managers can approve their own leave request.
Custo	m Pe	rmissions ⑦
Cu	stom Ru	les Application
~	21 An	nbulance

### Click on Select a team.

s sal Structure nd Availability	Employees can create shifts         All employees can create shifts.         All employee can create shifts         Approval Required for Created Shifts         Approval Required for Created Shifts         Amanager must approve each shift created by an employee.
Assignment obility Time Off tendance	Clocking Employees can clock in with ff active, your employees will be manager. Add specific permissions Custom permissions Custom Rules Application Custom Rules Application
	Leaves  Employees can create leav When disabled only managers, su requests for employees Cancel Next
	All managers can approve their own leave request     All managers can approve their own leave request     Custom Permissions ③     Custom Rules Application     ✓

Select the team to which you want to apply a custom permission.

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#### 8 Click on the switch to activate/deactivate the desired setting(s).



Click on Save to apply the change(s).

