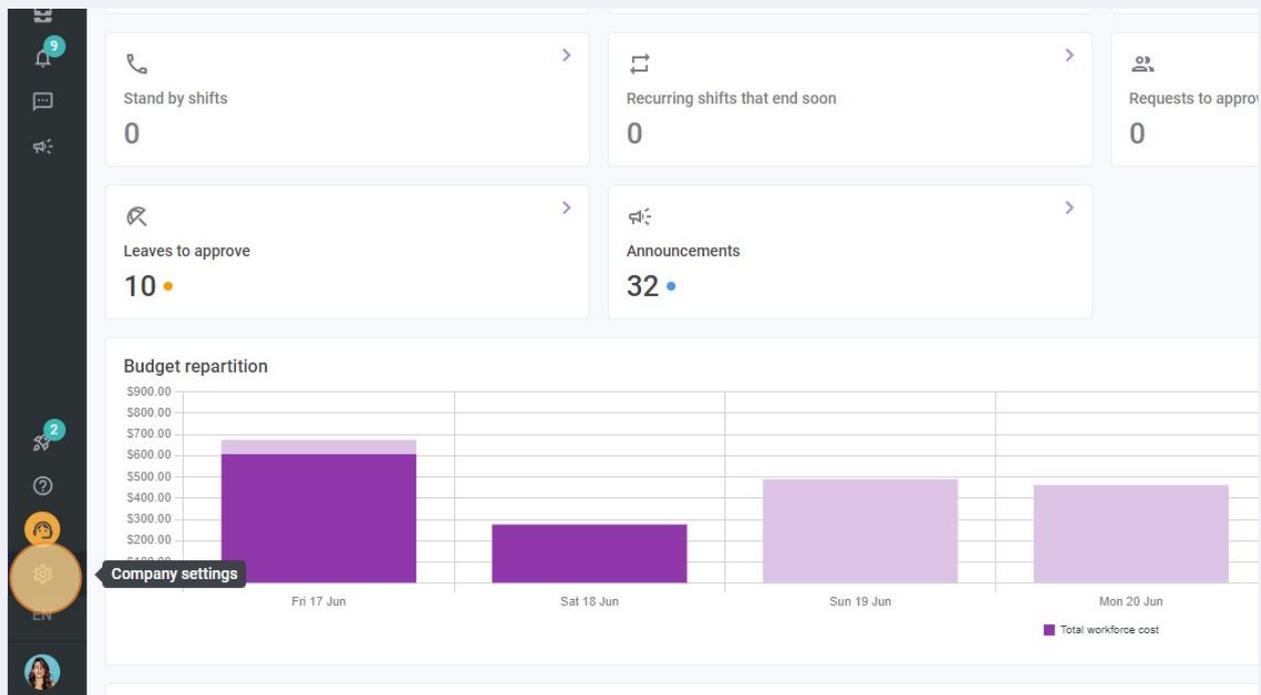


# How to create custom permissions

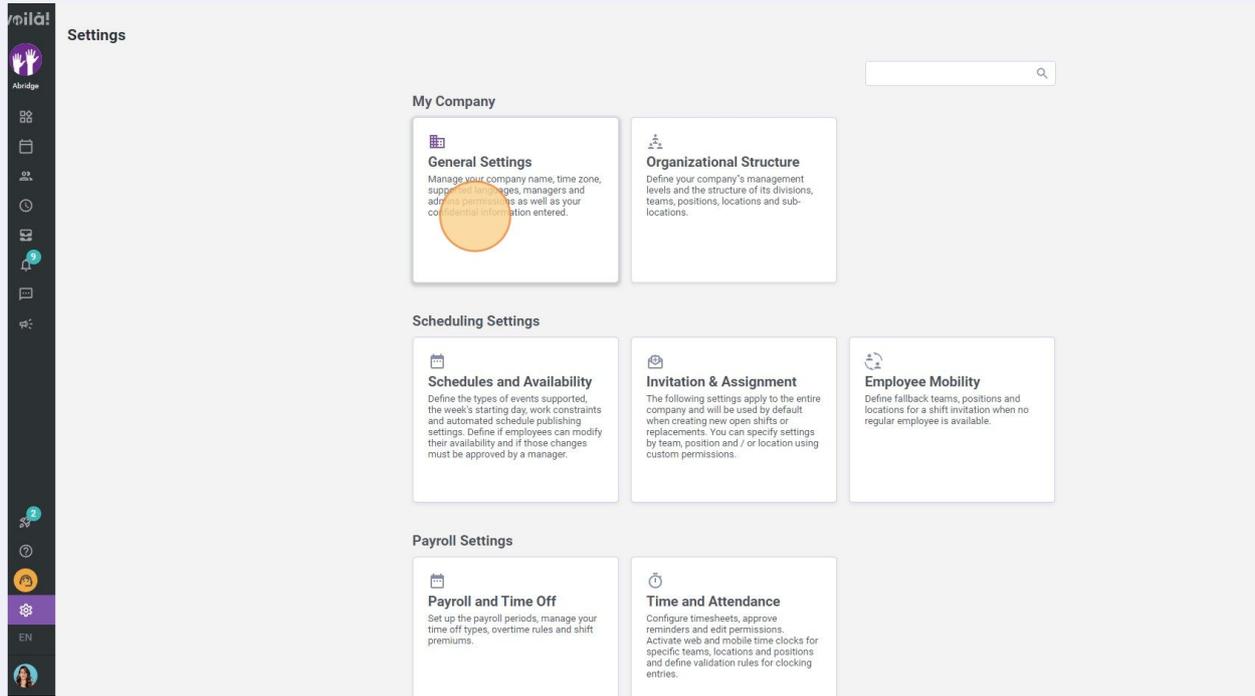


1 Navigate to the Voilà! web console <https://console.voila.app/en>

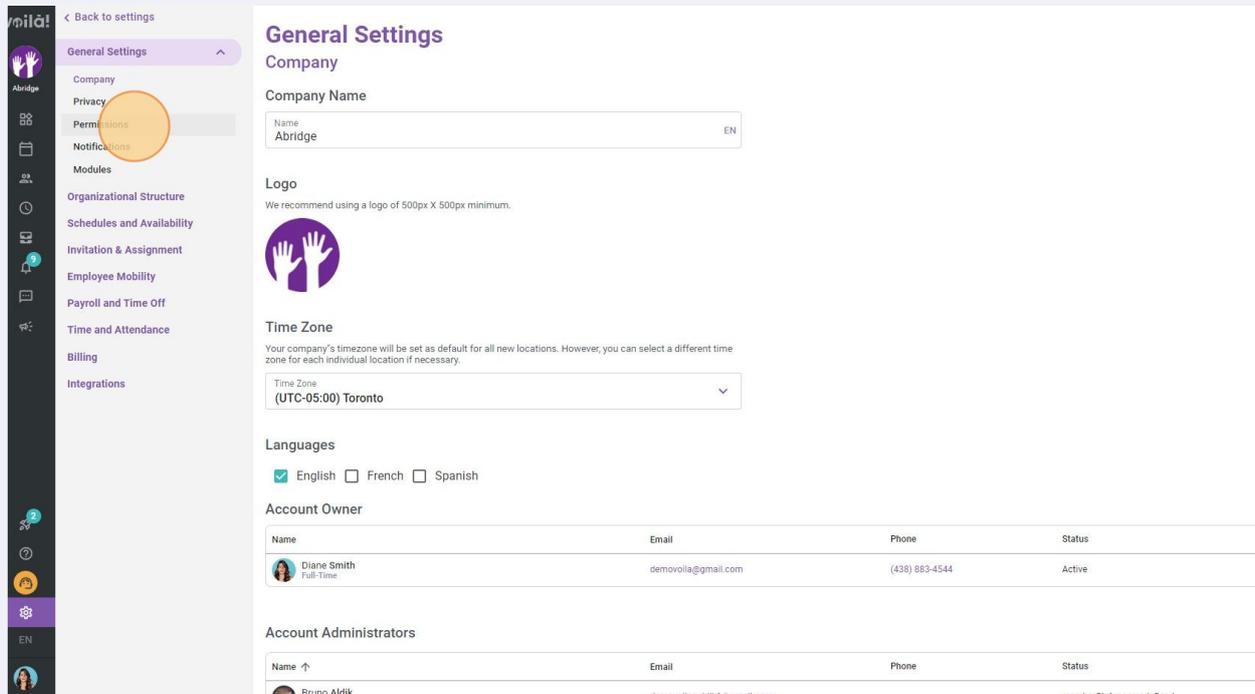
2 Click on the Company settings icon.



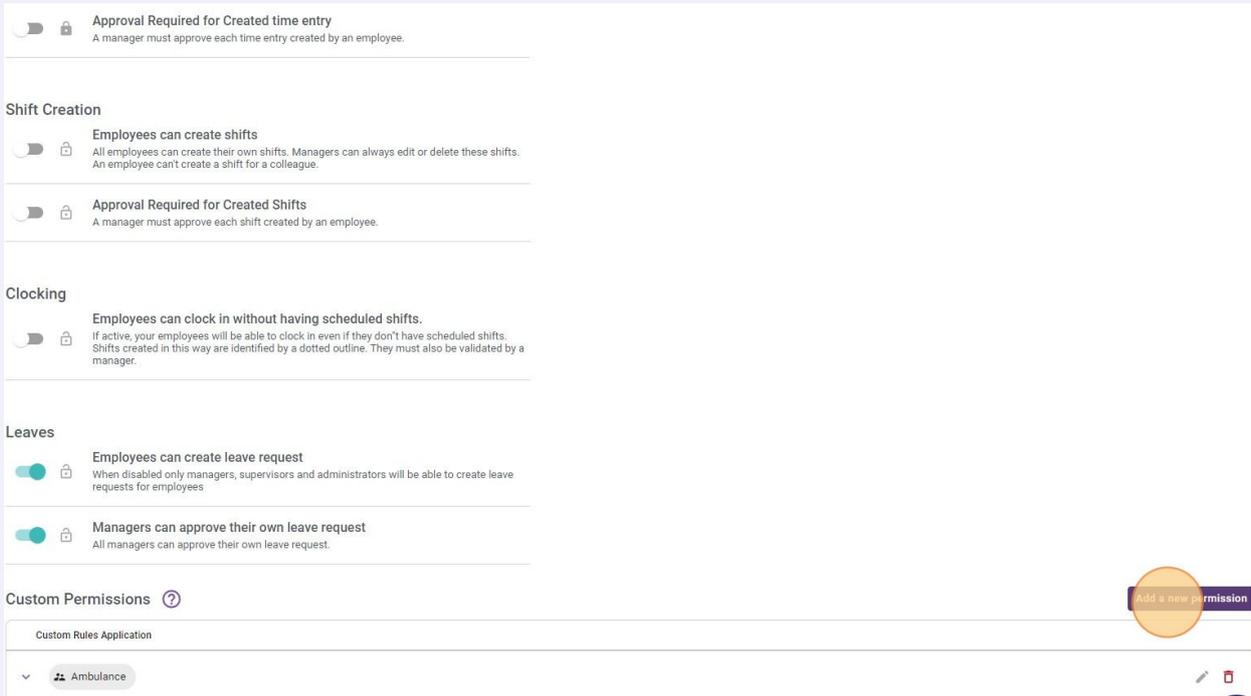
### 3 Select General Settings.



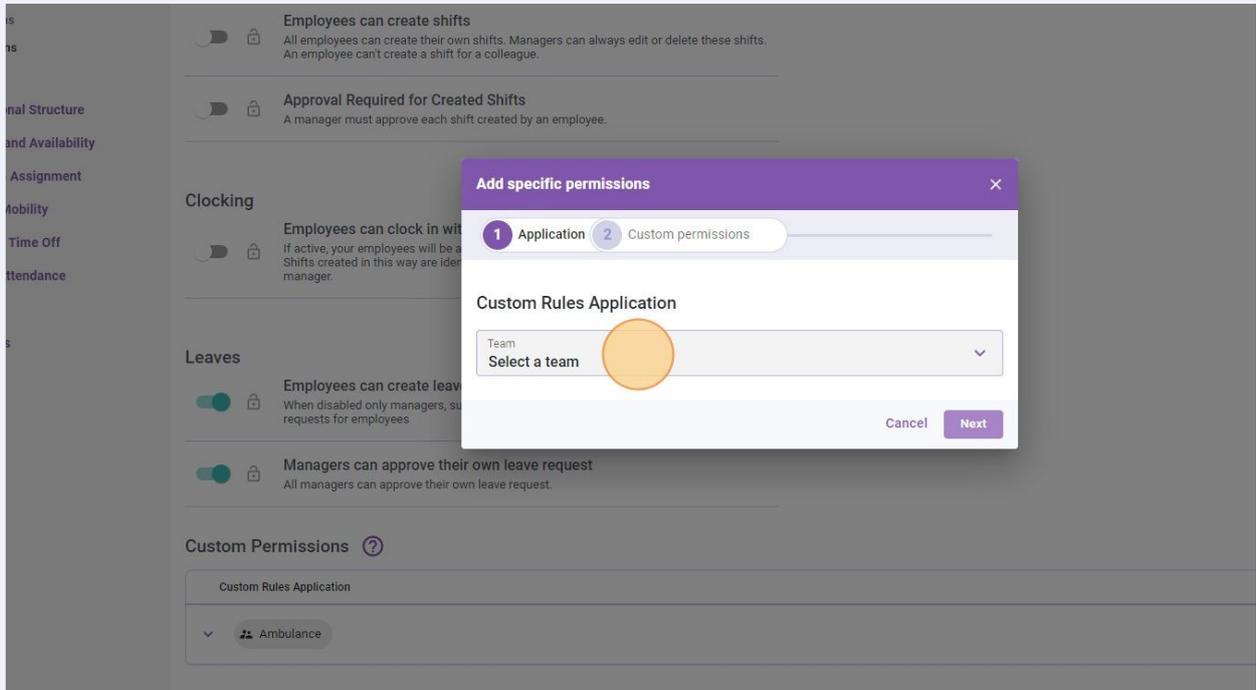
### 4 Go into the Permissions section.



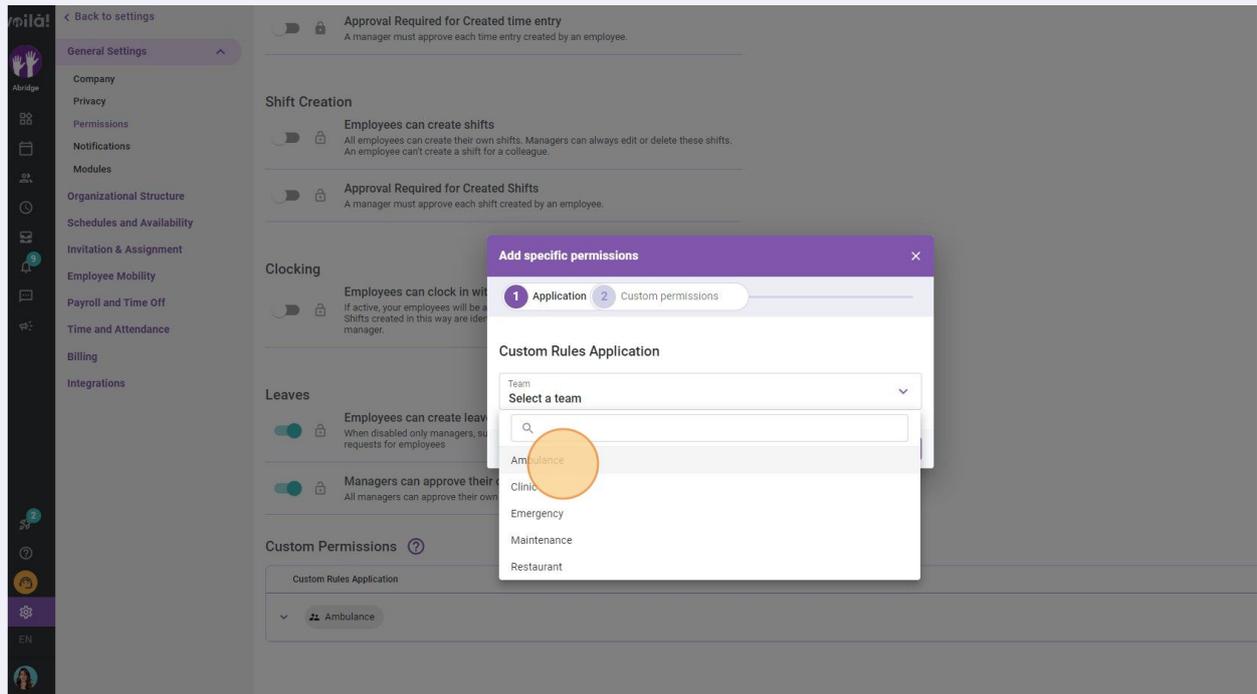
**5** Scroll down to the Custom Permissions section and click on Add a new permission.



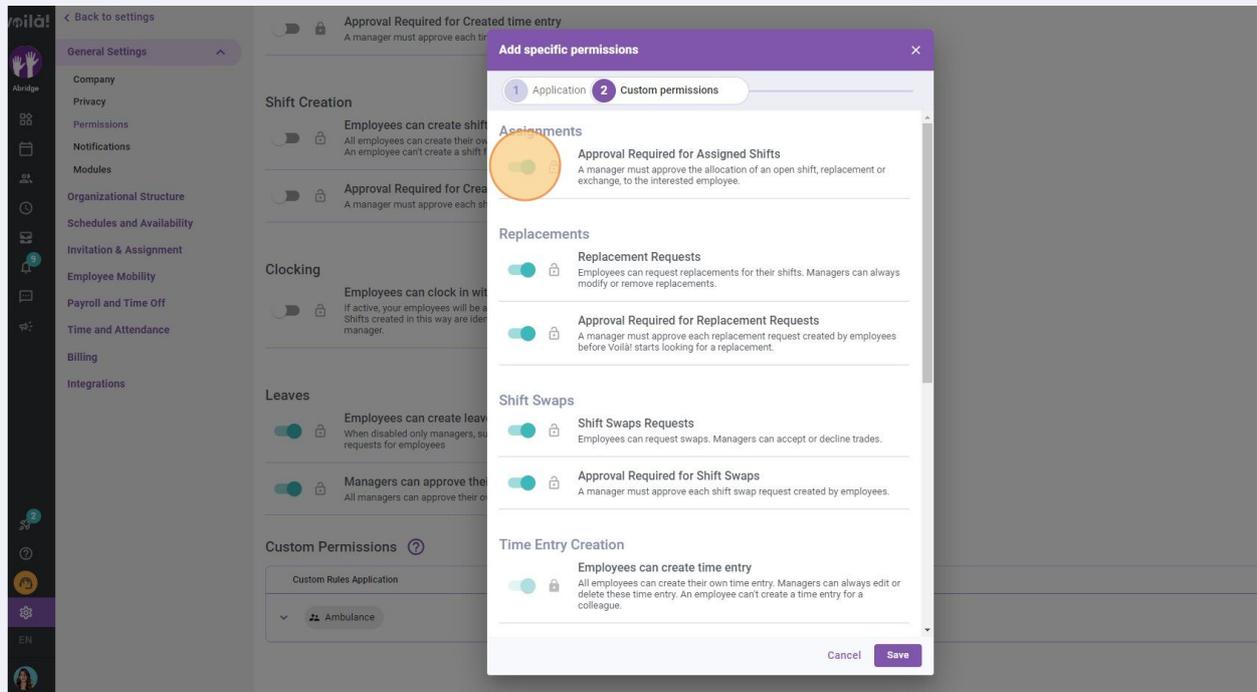
**6** Click on Select a team.



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



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



9

Click on Save to apply the change(s).

The screenshot shows a settings interface for a Voila! HR system. A modal window titled "Add specific permissions" is open, displaying a list of permissions categorized into Assignments, Replacements, Shift Swaps, and Time Entry Creation. Each permission has a toggle switch and a lock icon. The "Save" button at the bottom right of the modal is highlighted with a yellow circle.

**Add specific permissions**

1 Application 2 Custom permissions

**Assignments**

- Approval Required for Assigned Shifts**  
A manager must approve the allocation of an open shift, replacement or exchange, to the interested employee.

**Replacements**

- Replacement Requests**  
Employees can request replacements for their shifts. Managers can always modify or remove replacements.
- Approval Required for Replacement Requests**  
A manager must approve each replacement request created by employees before Voila! starts looking for a replacement.

**Shift Swaps**

- Shift Swaps Requests**  
Employees can request swaps. Managers can accept or decline trades.
- Approval Required for Shift Swaps**  
A manager must approve each shift swap request created by employees.

**Time Entry Creation**

- Employees can create time entry**  
All employees can create their own time entry. Managers can always edit or delete these time entry. An employee can't create a time entry for a colleague.

Cancel Save