How to create custom privacy rules

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



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Select General Settings.

/oilă! Set	ttings			Q	
Abridge		My Company			
** © S3		Ceneral Settings Manage you company man p. time zone, supported it youpper man pers and adming persons as und as your confidential in a support of the edge.	Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.		
ф- С					
ça (Scheduling Settings			
		Content of the second s	Envitation & Assignment Invitation & Assignment The following settings apoly to the entire compary and will be used by default when creating new open shifts or replacements? You can specify settings by approximately a settings by approximately approximately approximately approximately the setting of the setting o	CD Employee Mobility Define faltback teams, positions and locations for a shift invitation when no regular employee is available.	
3 ⁹²		Payroll Settings			
20 60 88 EN		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 we and mobile time clocks for specific teams, locations and positions and edirie validation rules for clocking entries.		

Go into the Privacy section.

voilà!	< Back to settings	Diane Smith Full-Time	demovoila@gmail.com	(438) 883-4544	
	General Settings				
Abridge	Company	Account Administrators			
晗	Permission	Name 🛧	Email	Phone	
Ħ	Notifications Modules	Bruno Aldik Full-Time	demovoila+aldik1@gmail.com		
2		CM Christian Michaud A ID: 10905 - Full-Time	christianmichaud93@gmail.com		
0	Schedules and Availability	Diane Smith Full-Time	demovoila@gmail.com		
8	Invitation & Assignment				
¢.	Employee Mobility	Supervisors			
	Payroll and Time Off	Name 1	Teams	Email	
4	Time and Attendance Billing	David Genest Supervisor Full-Time	Food Services Management	dgenest@volla.app	
	Integrations	Diane Smith Admin Full-Time	Housekeeping Management accueil	demovoila@gmail.com	
		Managers			
		Name 🛧	Teams 个	Email	
5 2 2		Agence Charlevoix Manager Full-Time		demovoila+charlevoix@gmail.com	
0		Claudia Hamilton Manager In: 100 - Full-Time		demovoila+hamilton@gmail.com	

5 Scroll down to the Custom Privacy Rules section and click on Add a privacy rule.

	Privacy Settings	
^	Hide Invitations Employees cannot see the list of their colleagues invited to an open shift, a replacement or a swap request.	
	Hide Contact Information Employees cannot see their colleagues" contact information.	
	Hide Coworkers Schedules With hidden schedules, an employee can't see the schedules of their coworkers.	
e lity	Hide Coworkers Availabilities With hidden availabilities, an employee can't see availabilities of their coworkers.	
	Hide Coworkers Leaves With hidden leaves, an employee can't see the leaves of their coworkers.	
	Chat Privacy Settings Hide conversations When active, the conversation feature is disabled for all Volia users. Prevent conversations between employees and their managers When active, an englogee cannot start a conversation with his or her managers, supervisors and administrators can still do it. Prevent conversations between colleagues	
	When active, an employee cannot start a conversation with one or more of his colleagues. Custom Privacy Rules ② Custom Rules Application	
	v Z Ambulance	

6 Click on Select a team.

/oilà!	< Back to settings	Privacy Settings		
	General Settings	Hide Invitations		
Abridge	Company Privacy	Hide Contact Information		
器	Permissions	Employees cannot see their colleagues' contact information.		
Ħ	Notifications Modules	Hide Coworkers Schedules With hidden schedules an employee cant see the schedules of their coworkers.		
S S	Organizational Structure	— Alide Coworkers Availabilities		
8	Schedules and Availability	With hidden availabilities, an employee can't see availabilities of their coworkers.		
æ	Invitation & Assignment	Hide Coworkers Leaves Add A Privacy Rule ×		
	Payroll and Time Off	Application 2 Custom rules		
ф <u>(</u>	Time and Attendance	Chat Privacy Settings		
	Billing	Hide conversations		
	integrations	Provent conversions between Select a team		
		Prevent control autority between supervisors and administrators can still Cancel Next		
		Prevent conversations between colleagues		
2 52		When active, an employee cannot start a conversation with one or more of his colleagues.		
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0		Custom Rules Application		
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7 Select the team for which you want the custom rule to apply to.



8 Select the switch of your choice to activate or deactivate a rule.



Once you are done, click on Save to apply the changes to your account.

