

How to edit/archive a location



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

2 Click on the Company settings icon.

The screenshot shows the Voilà! web console dashboard. On the left is a dark sidebar with several icons, including a gear icon for 'Company settings' which is highlighted with a tooltip. The main content area features a grid of six summary cards, each with an icon, a title, and a numerical value (all are 0):

- Top-left: 21 (with a red dot)
- Top-middle: 0
- Top-right: 0
- Middle-left: Stand by shifts (0)
- Middle-middle: Recurring shifts that end soon (0)
- Middle-right: Requests to approve (0)
- Bottom-left: Leaves to approve (0)
- Bottom-middle: Announcements (0)

Below the grid is a 'Budget repartition' chart. The y-axis represents cost in dollars, ranging from \$0.00 to \$1.00 in \$0.10 increments. The x-axis shows dates: Tue 19 Jul, Wed 20 Jul, Thu 21 Jul, and Fri 22 Jul. A legend at the bottom right indicates a purple square for 'Total workforce cost'. The chart area is currently empty.

3 Select Organizational Structure

Your free trial ends in 12 hours. To continue using Voilà! without interruption, [add your payment information](#)

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 settings. Define if employees can modify their availability and if those changes must be approved by a manager.



Invitation & Assignment

The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.



Employee Mobility

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

Payroll Settings



4 Go into the Locations Management section.

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Voilà!



< Back to settings

General Settings

Organizational Structure

Divisions & Teams

Positions Management

Locations Management

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Billing

Integrations

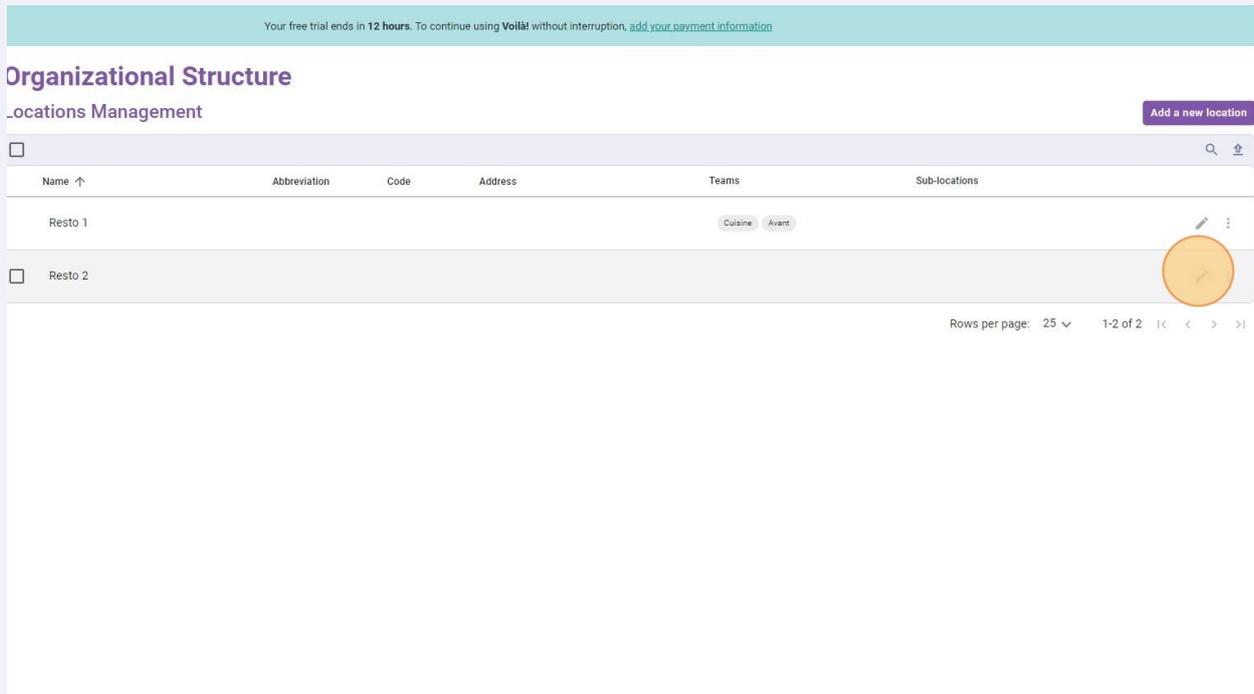
Organizational Structure

Divisions & Teams

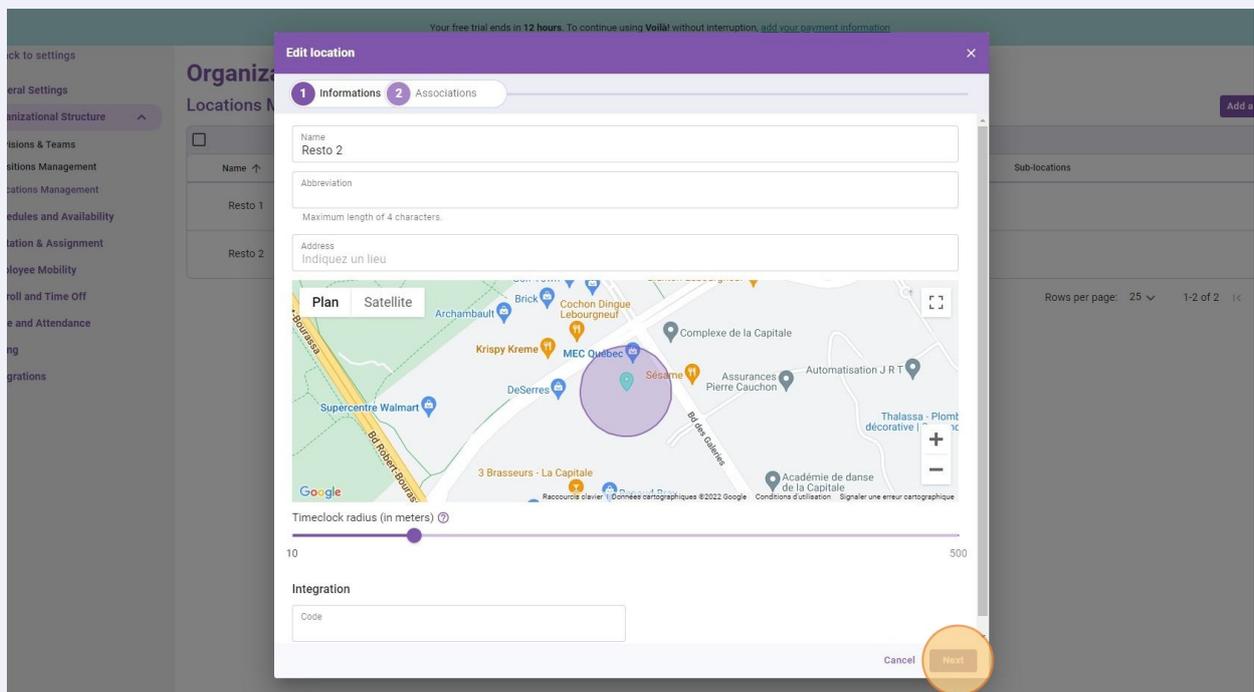
> Avant 29 members

> Cuisine 14 members

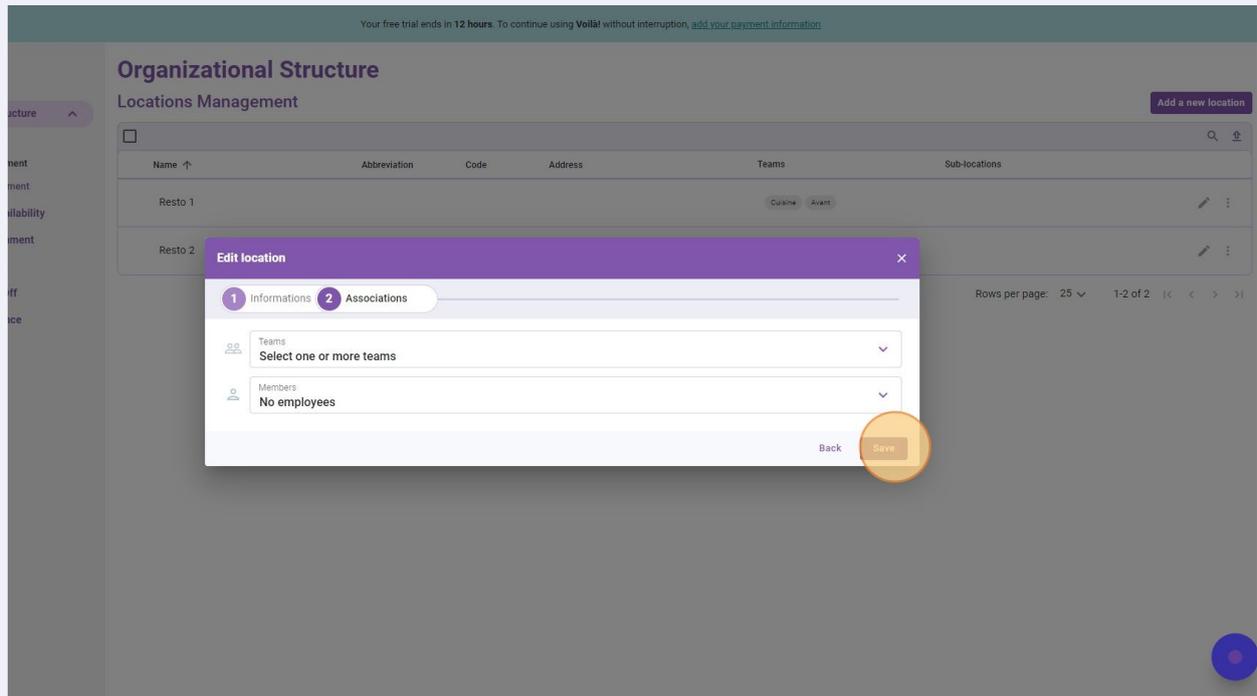
5 Click the pen icon to modify a location.



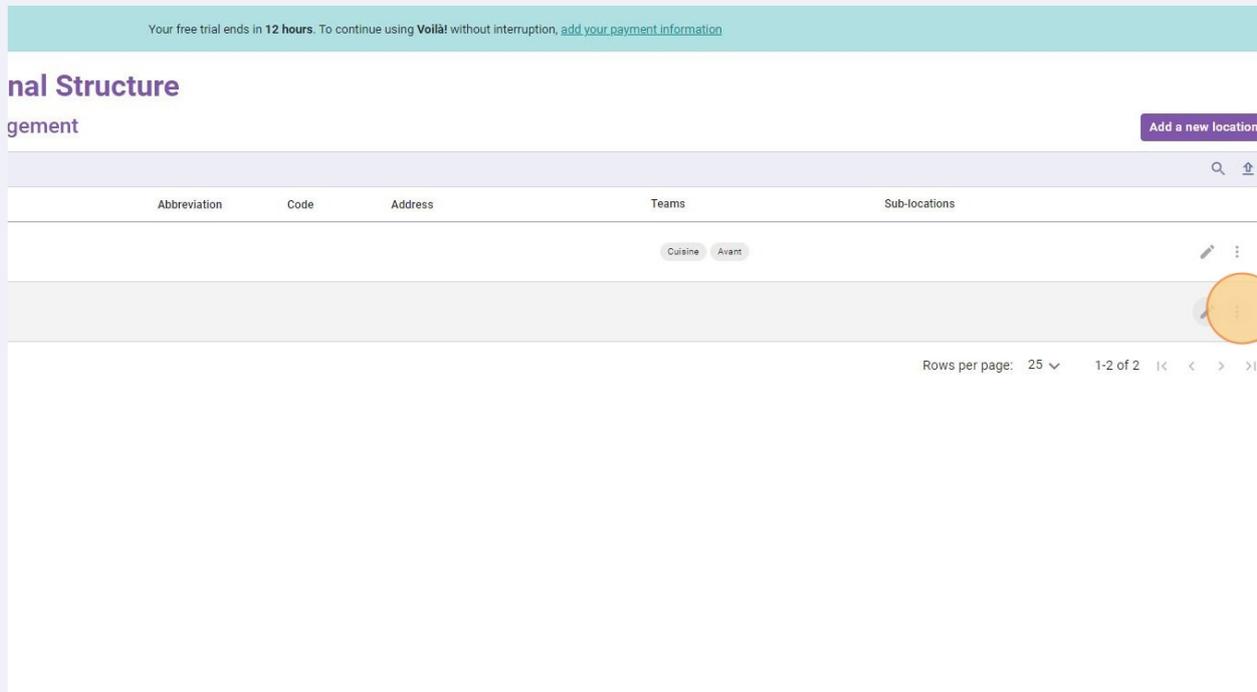
6 Modify the location's information and click next.



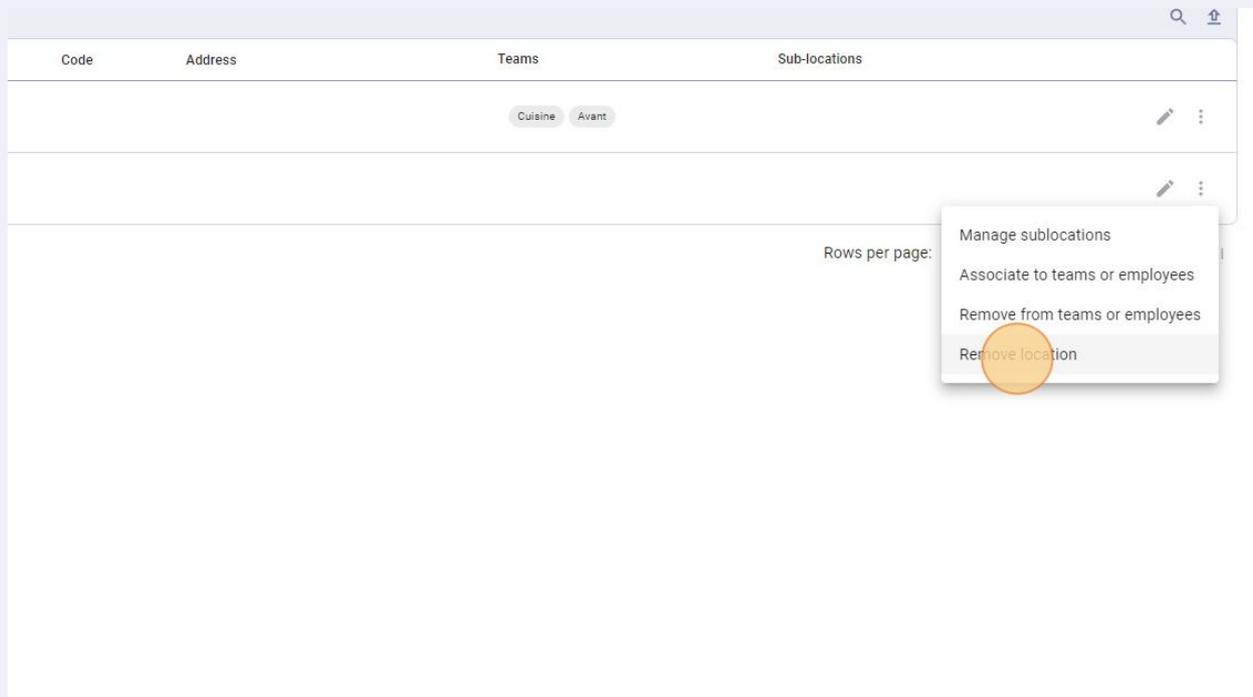
7 Modify the location's associations and click on Save to apply the changes.



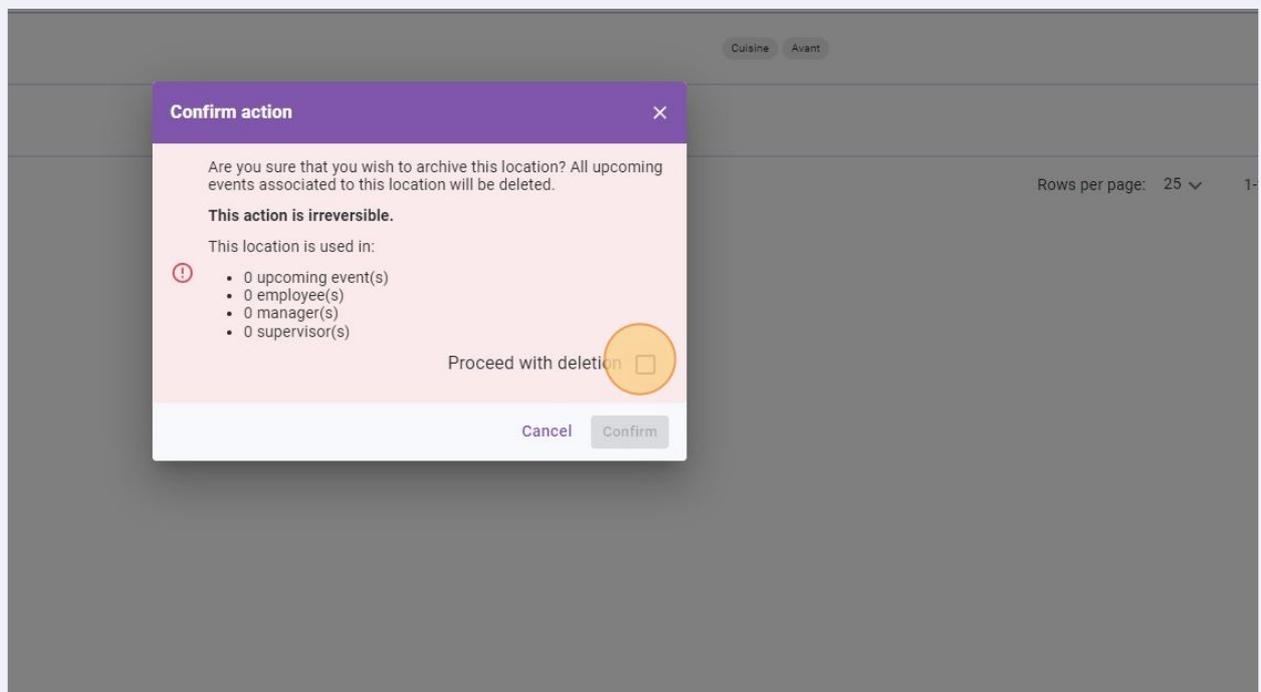
8 To delete a location, click on the three dots icon.



9 Click on Remove location.



10 Click on the Proceed with deletion box.



11 Click on Confirm to delete the location.

Confirm action [X]

Are you sure that you wish to archive this location? All upcoming events associated to this location will be deleted.

This action is irreversible.

This location is used in:

- 0 upcoming event(s)
- 0 employee(s)
- 0 manager(s)
- 0 supervisor(s)

Proceed with deletion

Cancel **Confirm**

Rows per page: 25 1-2

✔ Location successfully saved