

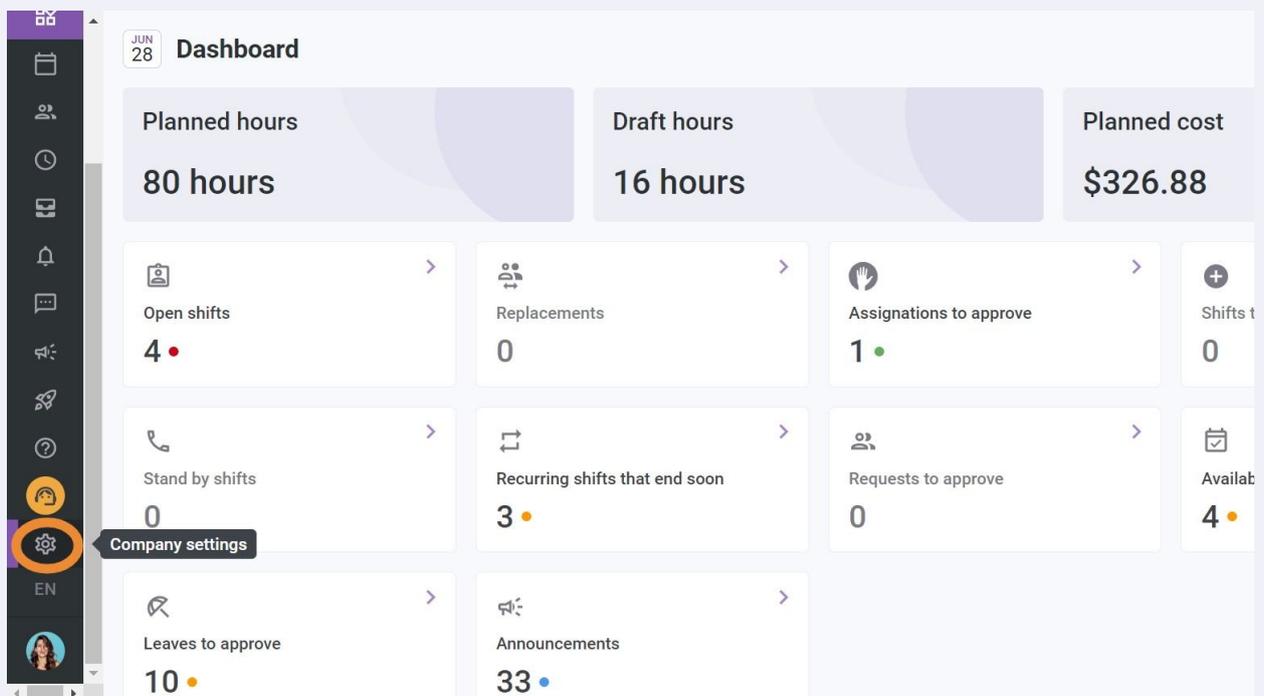
How to edit/archive a position?



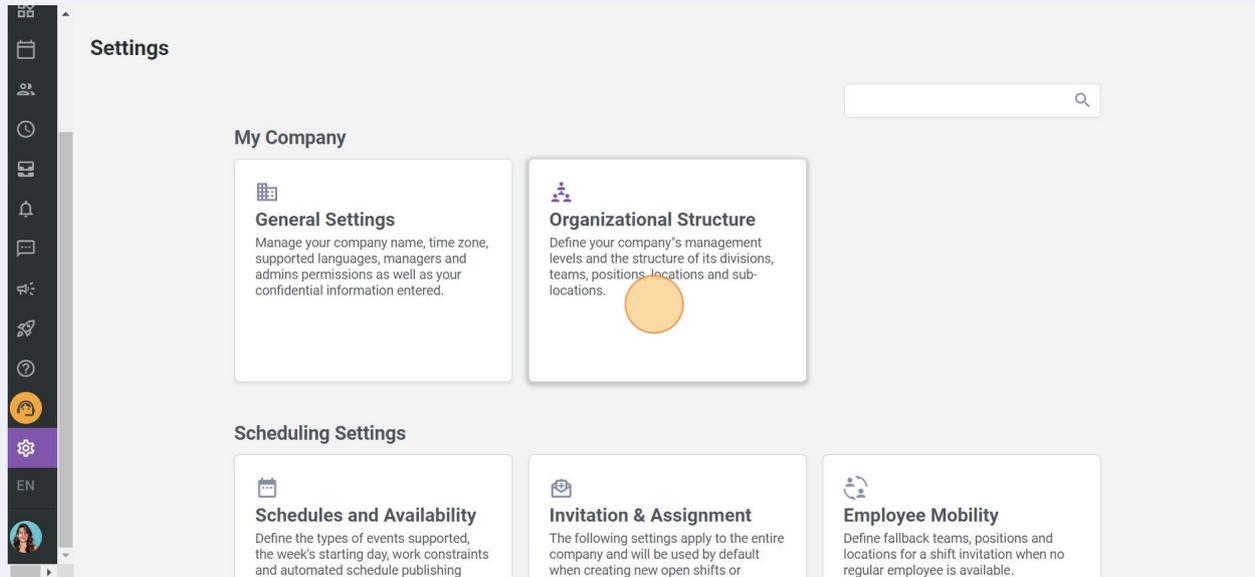
Learn how to edit or archive a position with Voilà!

1 Navigate to <https://console.voila.app/en/dashboard>

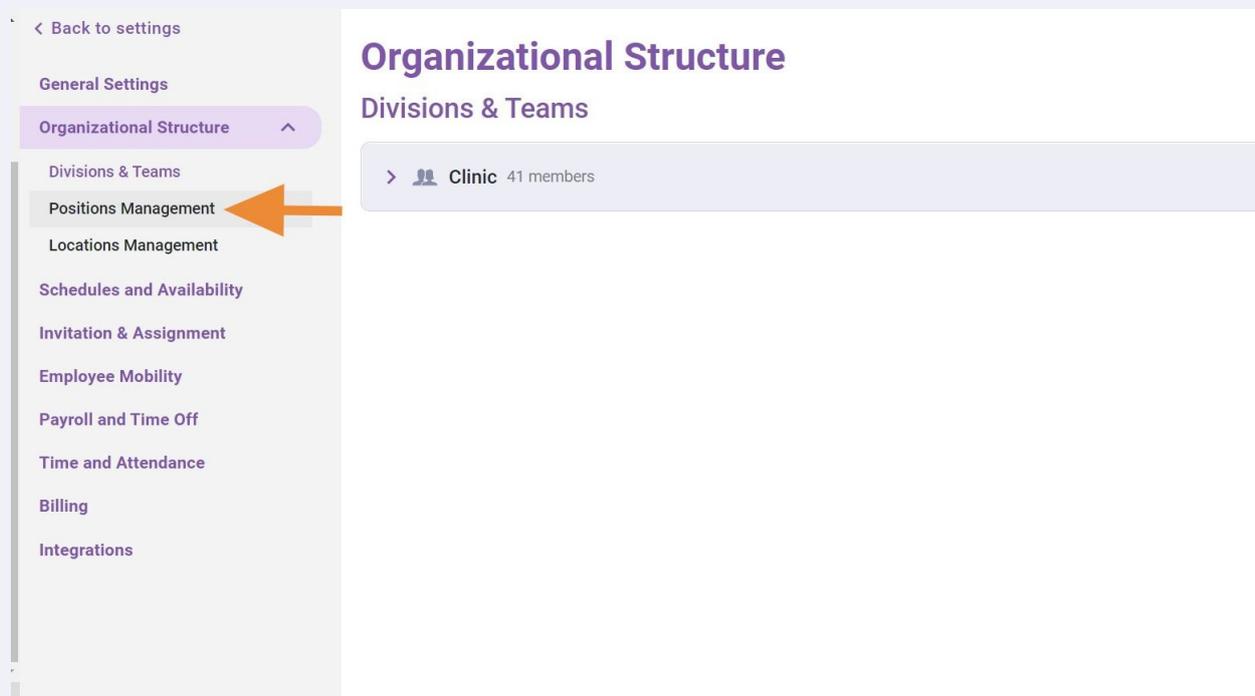
2 Click Company settings



3 Select Organizational Structure



4 Click Positions Management



5 Press the pencil at the end of the position you want to change

Organizational Structure

Positions Management

Add a new position

Color	Name	Abbreviation	Code	Teams	
	Clerk				 
	Logistic Coordinator		YOUTH	Clinic	 
	Nurse		NURS	Clinic	 
	Pediatrician			Clinic	 

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6 Change the Name, Abbreviation and/or Color of the position

Edit position

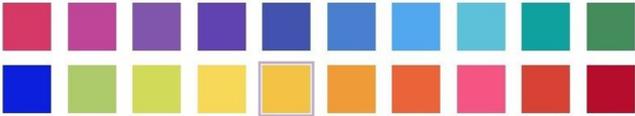
1 Informations 2 Associations

Name Clerk EN

Abbreviation

Maximum length of 4 characters.

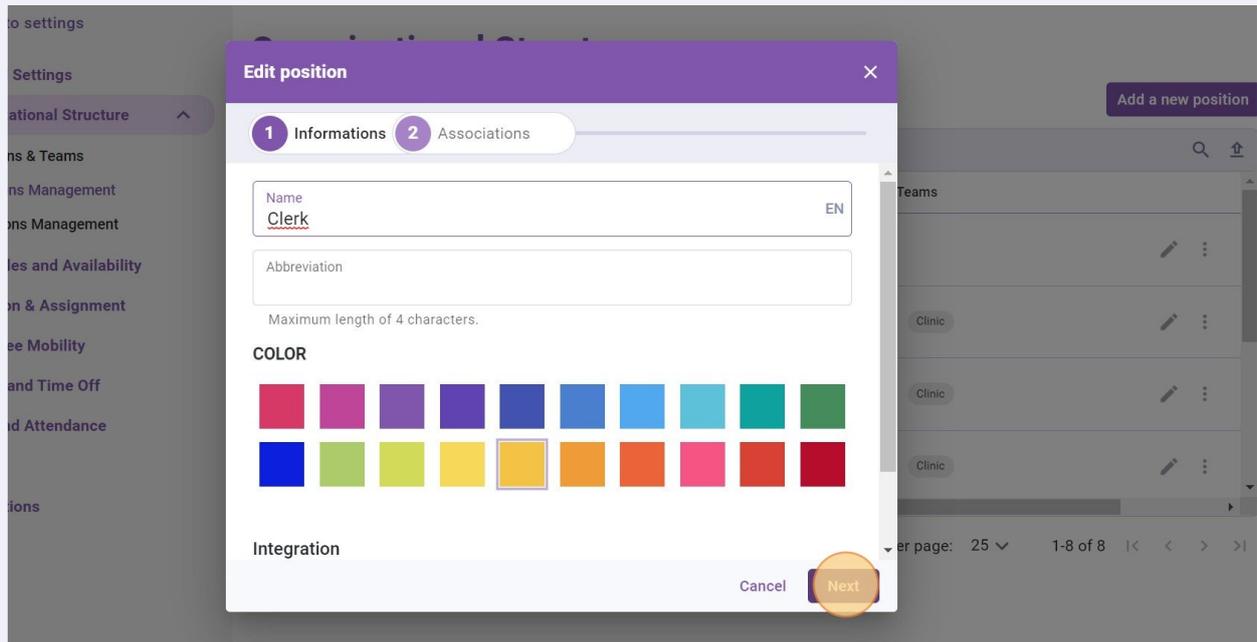
COLOR



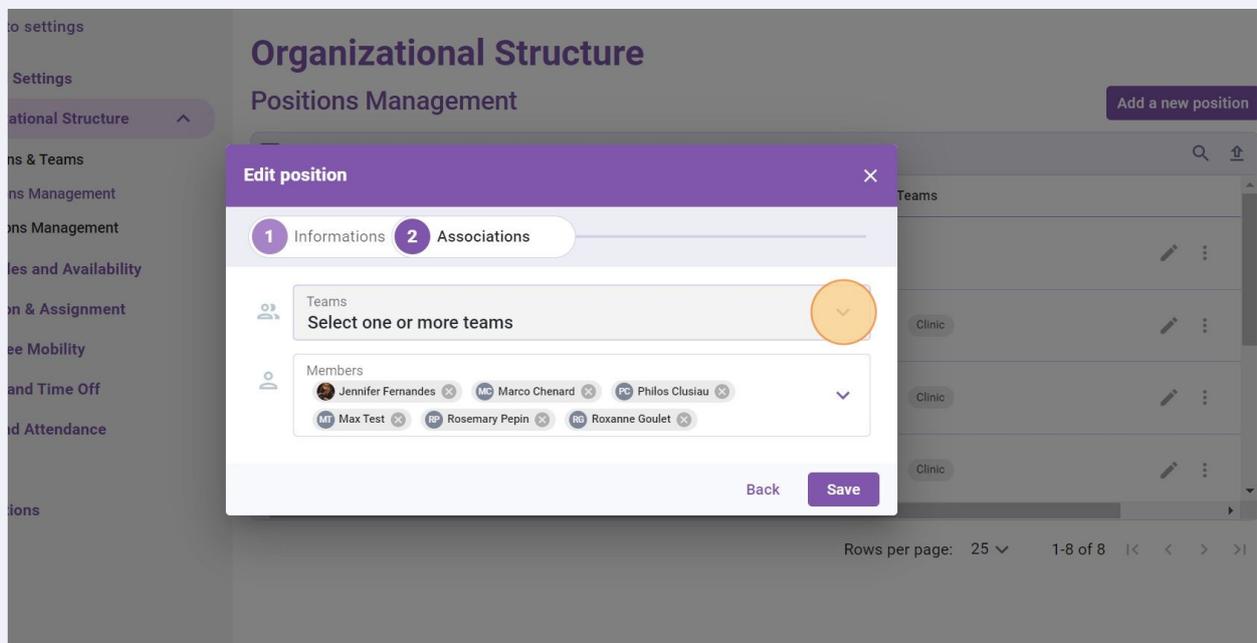
Integration

Cancel Next

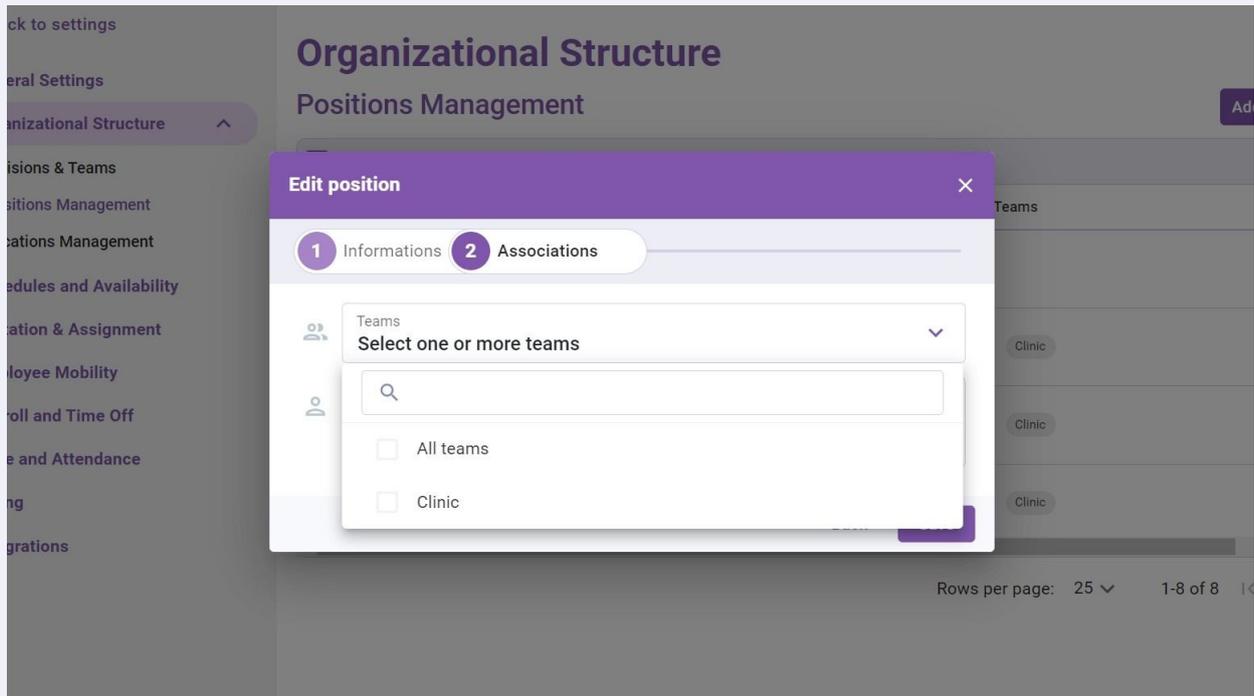
7 Press Next



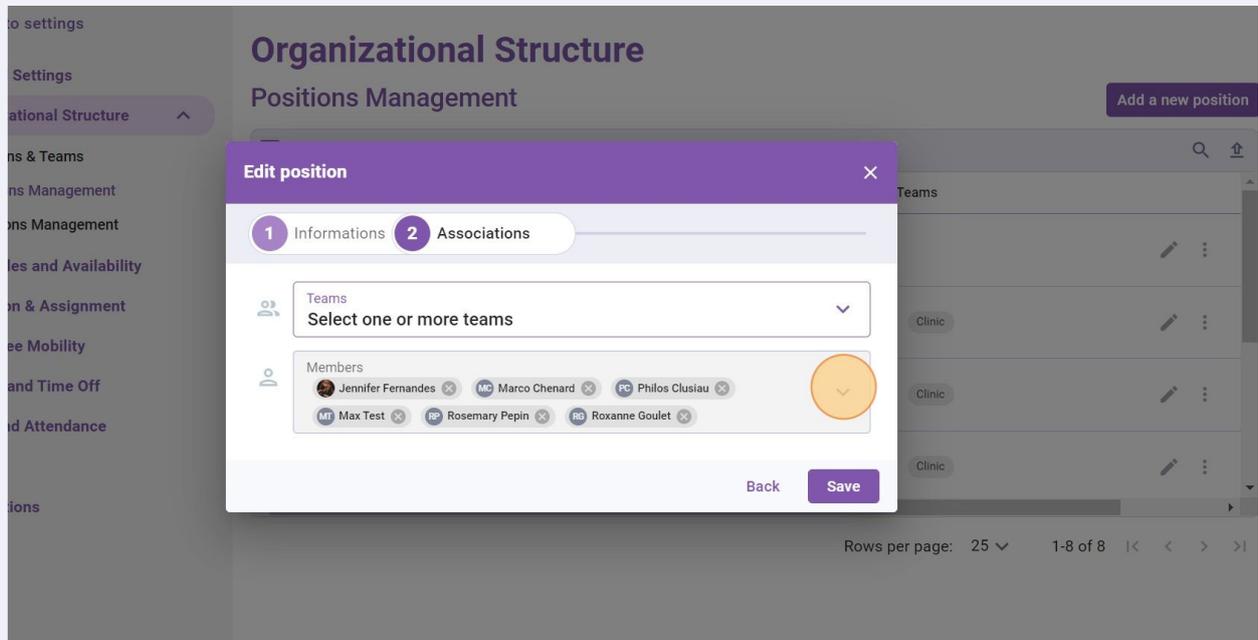
8 Click the Teams drop-down menu



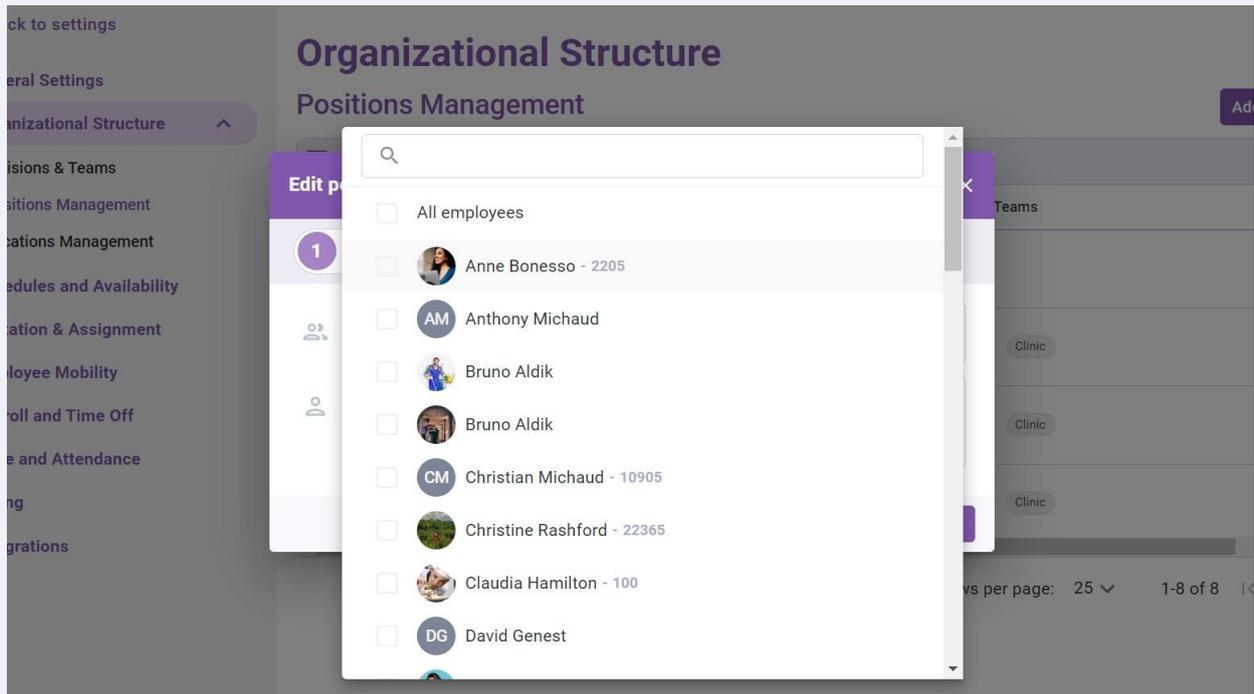
9 Select the team(s) of your choice



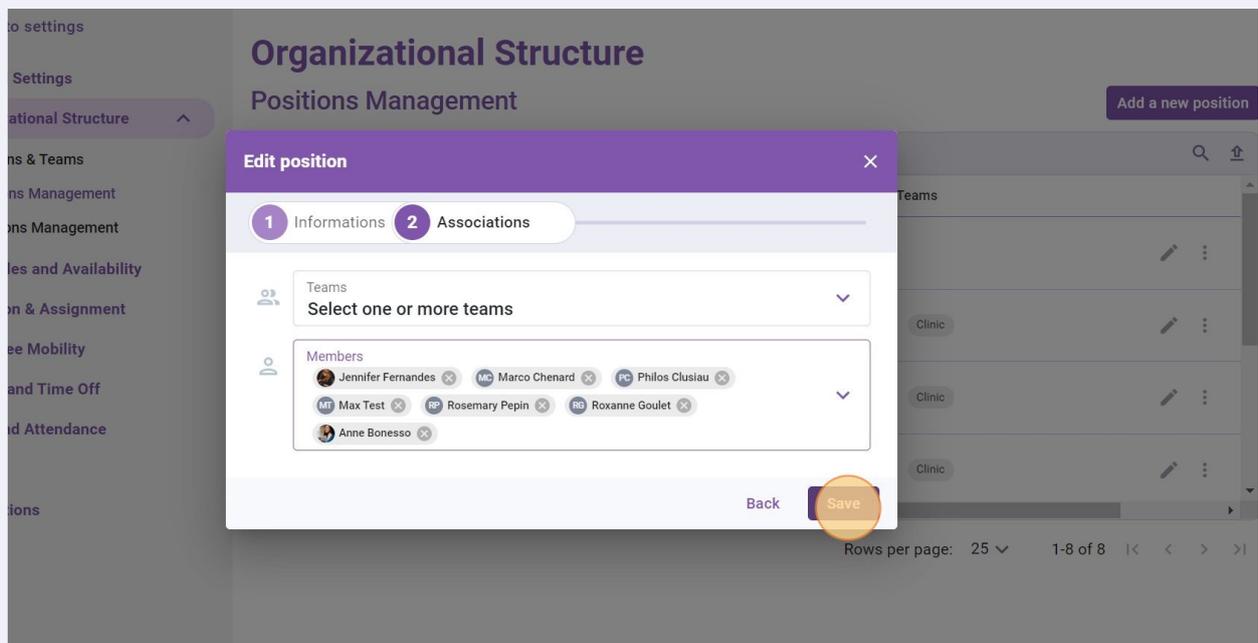
10 Click on the Members drop-down menu



11 Select the employee(s) of your choice



12 Click Save



13 Click the three dots at the end of the position you want to archive

Organizational Structure

Positions Management

Add a new position

Color	Name	Abbreviation	Code	Teams	
<input type="checkbox"/>	 Clerk				
	Logistic Coordinator		YOUTH	Clinic	 
	Nurse		NURS	Clinic	 
	Pediatrician			Clinic	 

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14 Click Remove position

Organizational Structure

Positions Management

Add a new position

Color	Name	Abbreviation	Code	Teams	
	Clerk				 
	Logistic Coordinator		YOUTH	Clinic	 
	Nurse		NURS	Clinic	 
	Pediatrician			Clinic	 

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Associate to teams or employees

Remove from teams or employees

Remove position

15 Click Confirm

