How to edit/archive a position?

voila!

Learn how to edit or archive a position with Voilà!

1	Navigate to https://co	onsol	e.voila.aj	pp/en/dashb	board	l		
2 0	Click Company settin	gs						
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Select Organizational Structure

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日 中 原 線 の	General Settings Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Creanizational Structure Define your company's management levels and the structure of its divisions, teams, positions, locations and sub- locations.	
@ 傘	Scheduling Settings		
	Chedules and Availability Define the types of events supported, the week's starting day, work constraints and automated schedule publishing	Invitation & Assignment The following settings apply to the entire company and will be used by default when creating new open shifts or	Define fallback teams, positions and locations for a shift invitation when no regular employee is available.



Click Positions Management



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

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

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8 Click the Teams drop-down menu

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Select the team(s) of your choice

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Click on the Members drop-down menu

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11 Select the employee(s) of your choice



12 Click Save

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

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14 Click Remove position

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15 Click Confirm

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and Time Off Id Attendance	 6 employee(s) 1 manager(s) 0 supervisor(s) 	Clinic	1
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