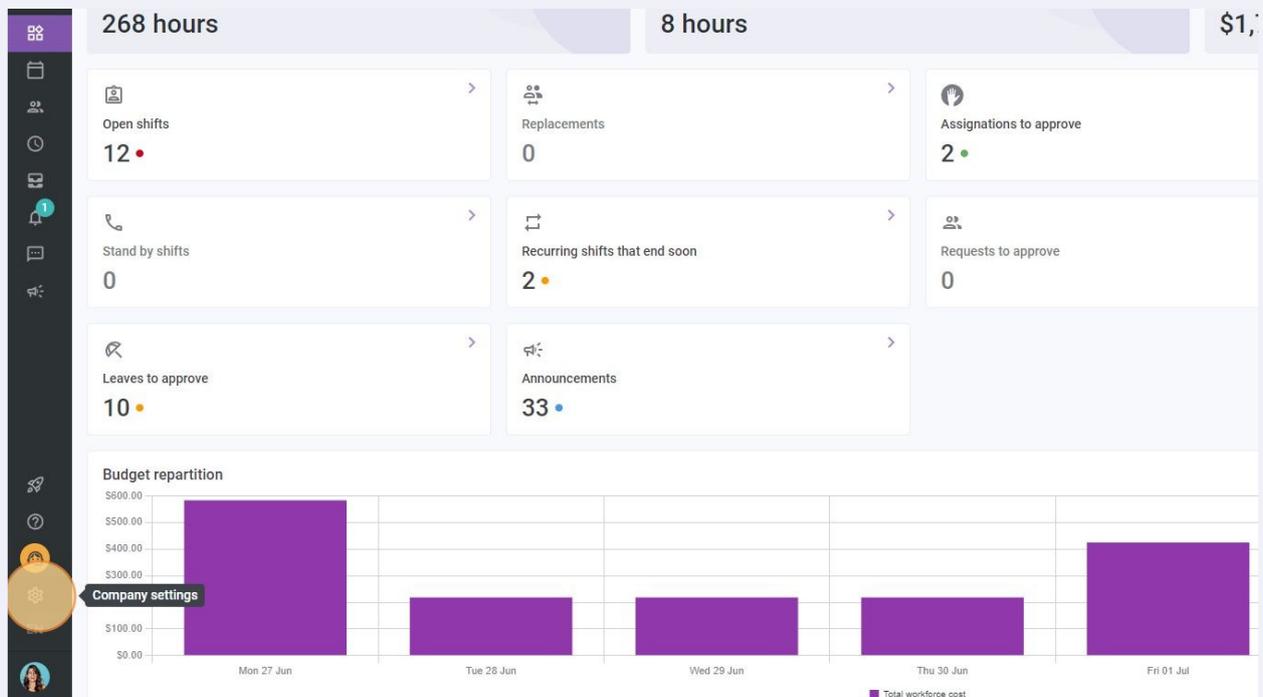


How to edit/delete an invitation rule



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

2 Click on the Company settings icon.



3 Select Invitation & Assignment.

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

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 web and mobile time clocks for specific teams, locations and positions.

4 Go into the Invitation & Assignment Priority section.

The screenshot shows the Availa! settings interface. On the left is a vertical navigation menu with the following items: General Settings, Organizational Structure, Schedules and Availability, Invitation & Assignment (highlighted in purple), Invitation Management, Invitation & Assignment Priority (highlighted with an orange circle), Employee Mobility, Payroll and Time Off, Time and Attendance, Billing, and Integrations. The main content area is titled "Invitation & Assignment" and "Invitation Management". It contains the following sections:

- Default Invitation Mode:** A dropdown menu set to "Everyone".
- Force invitation mode:** A toggle switch that is currently turned off. Below it, text reads: "The specified invitation rule will be applied and can't be changed when creating a shift or replacement."
- Custom Invitation Rules:** A section with a help icon (?) containing a table of custom rules.

Custom Rules Application	
Management	
CPE A	
Maintenance	
Ambulance	Nurse, Location 4
Cook	Location B

5 Click the pen icon to modify a rule.

Assignment Assignment Priority

Determine the priority for employees to be invited to a shift or a replacement. They are assigned to the shift or replacement based on the priority. A rule can be created to determine the priority.

Assignment

Add a new invitation rule

Type	
Advanced	 
Standard	 
Advanced	 
Standard	 
Standard	 
Standard	 
Advanced	 

6 Edit the settings you want in the rule and click Save to apply the modifications.

Edit an invitation rule [X]

1 Invitation phases 2 Assignment Priority 3 **Name**

Name

Rule Name
Every Locations EN

Back Save

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7 To delete an invitation rule, click on the trash icon.

Assignment

Assignment Priority

Determine the priority for employees to be invited to a shift or a replacement. They are assigned to which employees interested in a shift will be assigned to it. A rule can be created to control the workflow.

Assignment

Add a new invitation rule

Type	
Advanced	 
Standard	 
Advanced	 
Standard	 
Standard	 
Standard	 
Advanced	 

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8 Click Confirm to delete the rule.

Rules & Assignment

Type	
Advanced	
Standard	
Advanced	
Standard	
Standard	
Standard	
Standard	
Advanced	

Confirm action ✕

Are you sure that you wish to remove invitation rule Rule 1?

Cancel Confirm