

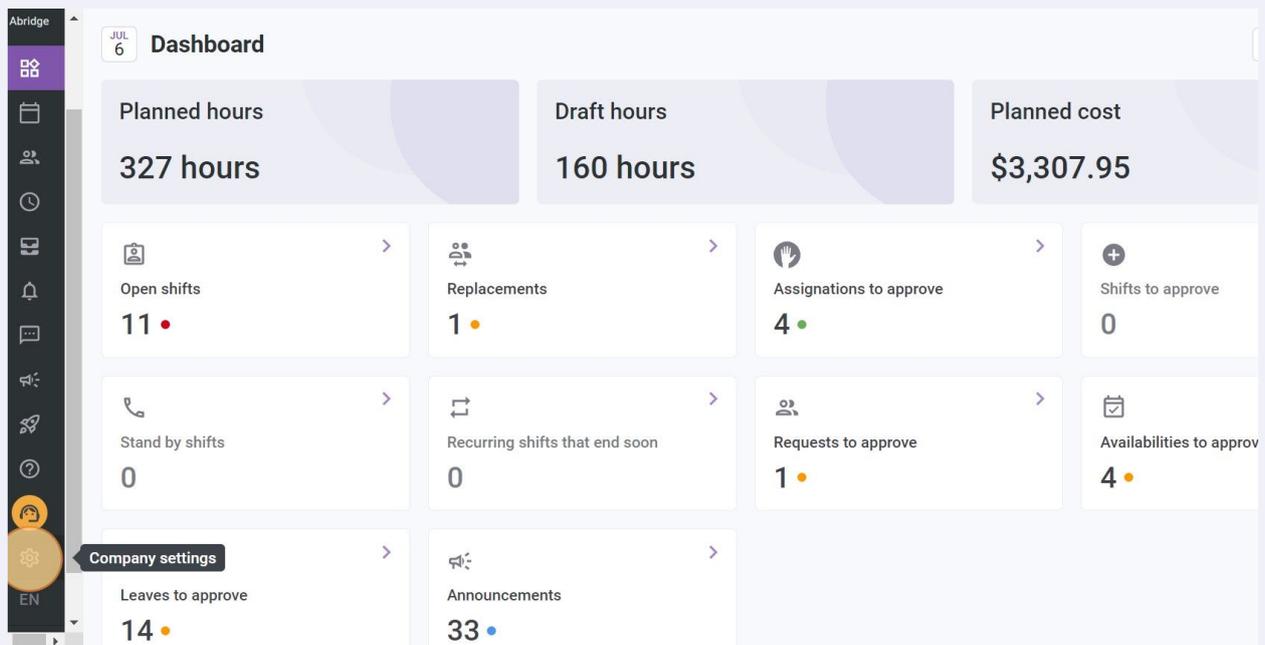
How to edit/delete sublocations



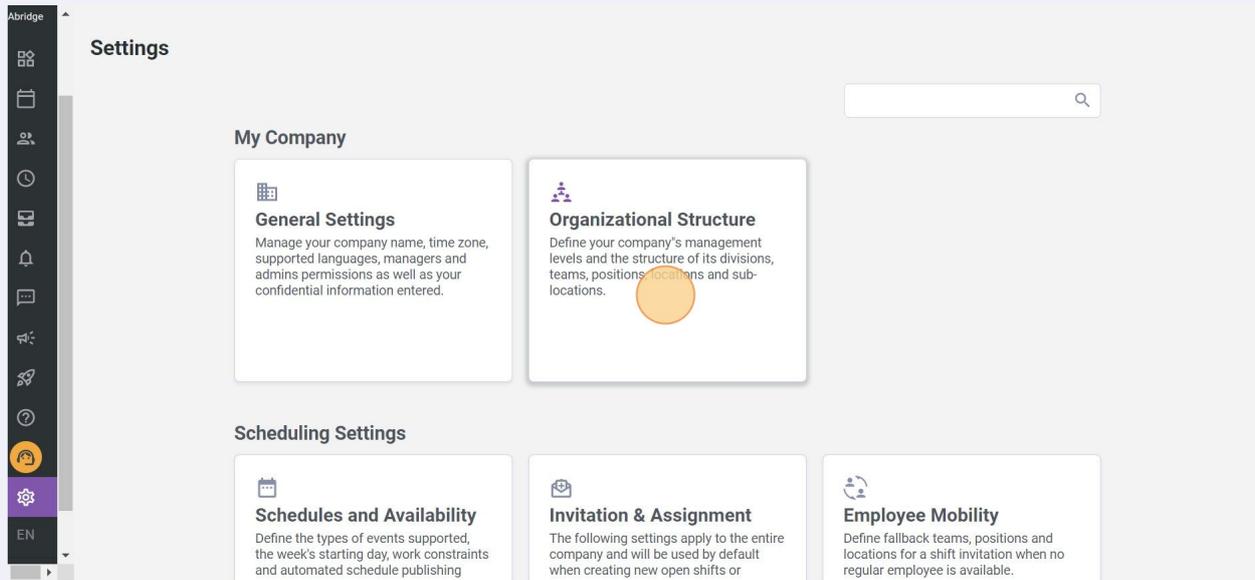
Learn how to edit or delete sublocations with Voilà!

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

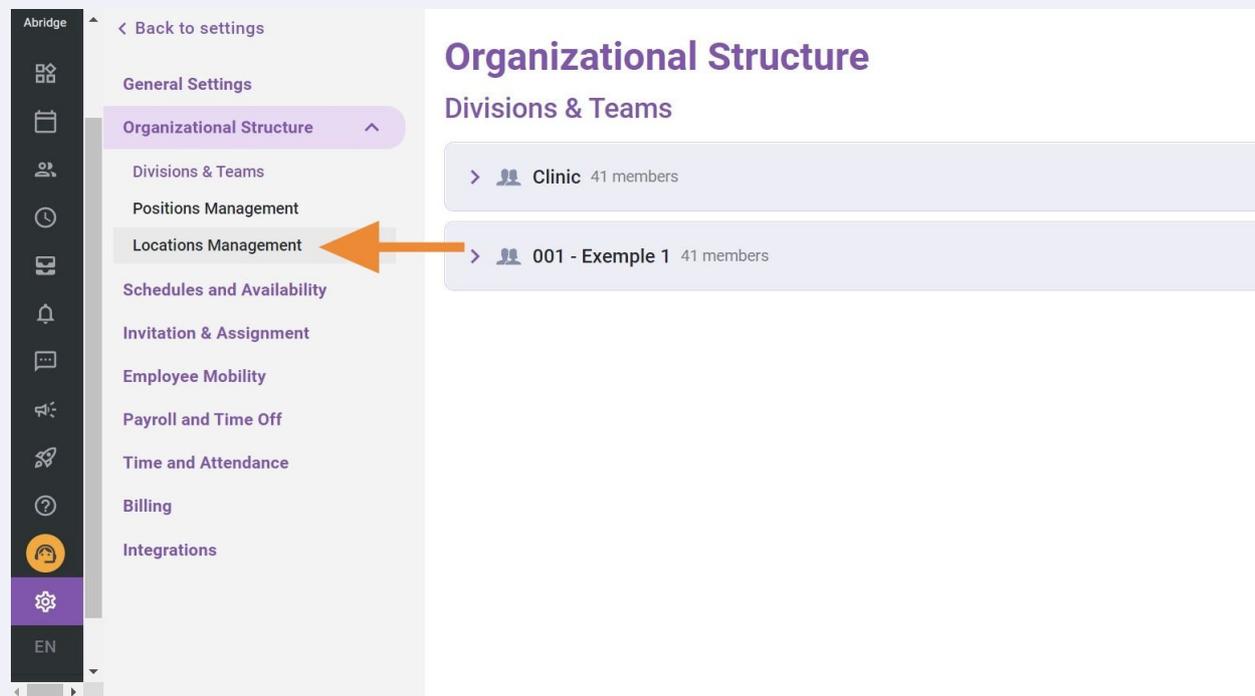
2 Click Company settings



3 Select Organizational Structure



4 Click Locations Management



5

Click on the three dots located at the end of the locations from which you would like to edit/delete a sublocation

to settings

Settings

Organizational Structure

Teams & Teams

Locations Management

Locations Management

Locations and Availability

Locations & Assignment

Employee Mobility

Locations and Time Off

Locations Attendance

Locations

Organizational Structure

Locations Management

Add a new location

Name ↑	Abbrevia...	Code	Address	Teams
<input type="checkbox"/> Bell Centre	BC	10	1909 Av. des Canadiens-de-Montréal, Montréal, QC H3B 5E8, Canada	 
Lieu 1	LI			Exemple 1  
Location 3			322 Mnt de la Baie, Pointe-Calumet, QC J0N 1G0, Canada	Clinic Exemple 1  

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6

Click Manage sublocations

to settings

Settings

Organizational Structure

Teams & Teams

Locations Management

Locations Management

Locations and Availability

Locations & Assignment

Employee Mobility

Locations and Time Off

Locations Attendance

Locations

Organizational Structure

Locations Management

Add a new location

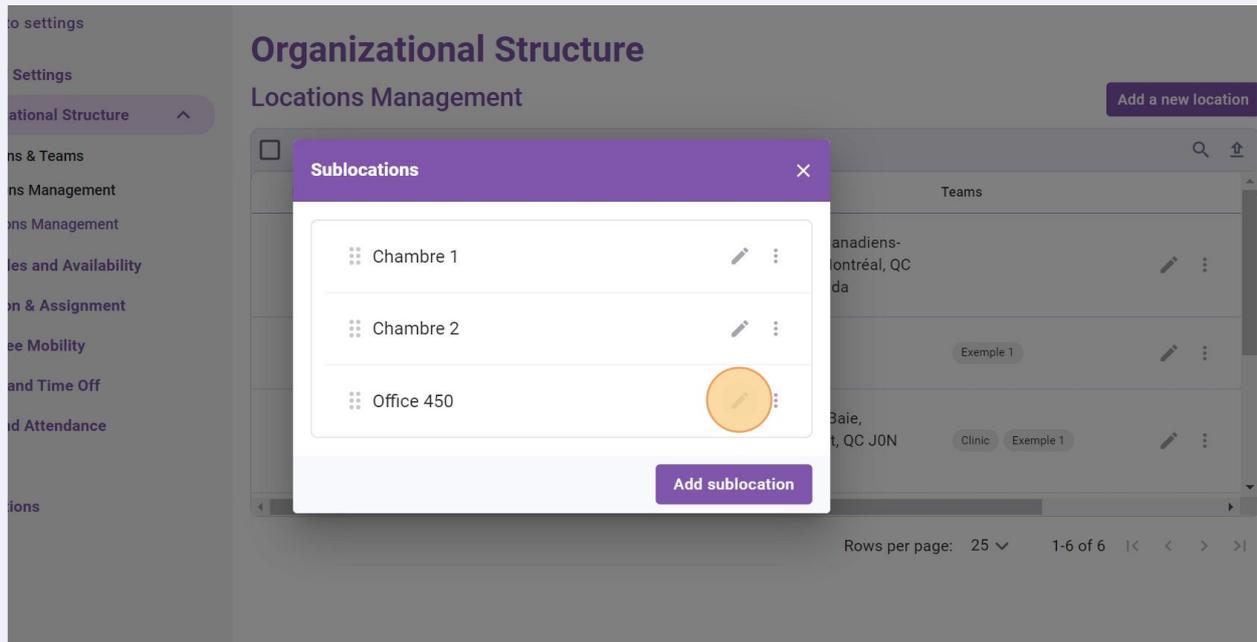
Name ↑	Abbrevia...	Code	Address	Teams
Bell Centre	BC	10	1909 Av. des Canadiens-de-Montréal, Montréal, QC H3B 5E8, Canada	 
Lieu 1	LI			 
Location 3			322 Mnt de la Baie, Pointe-Calumet, QC J0N 1G0, Canada	 

Rows per page: 25 1-6 of 6

- Manage sublocations
- Associate to teams or employees
- Remove from teams or employees
- Remove location

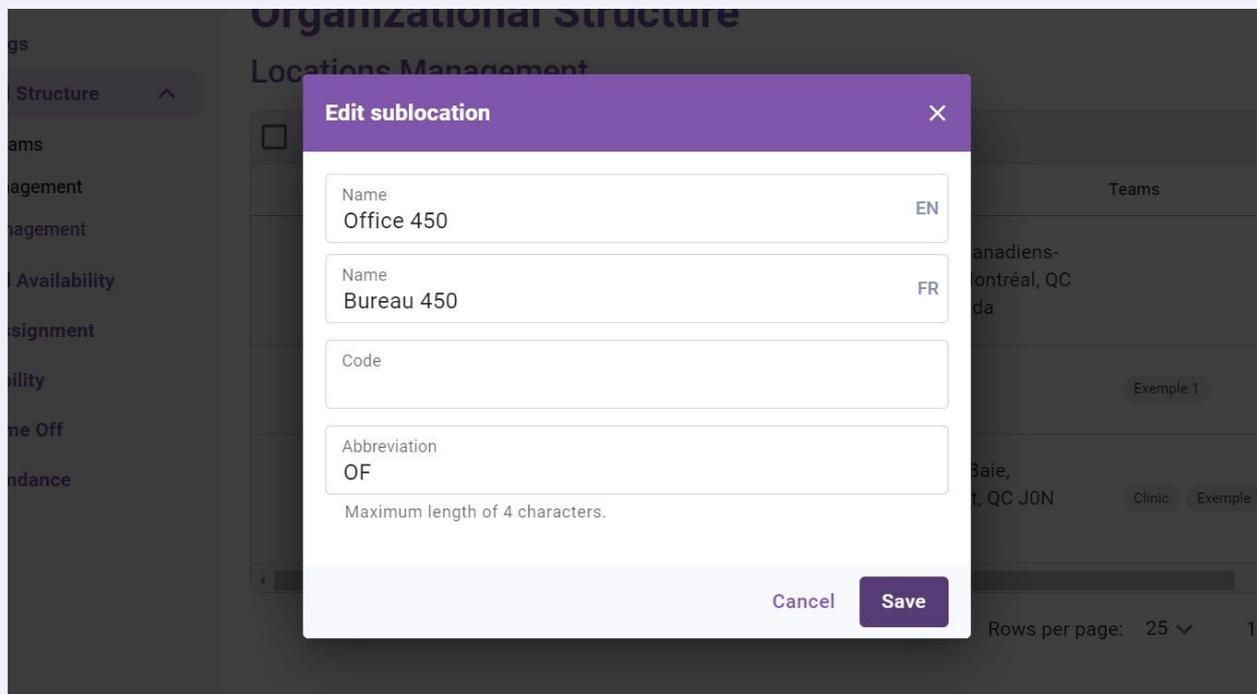
7

Click on the pencil located at the end of the sublocation to edit

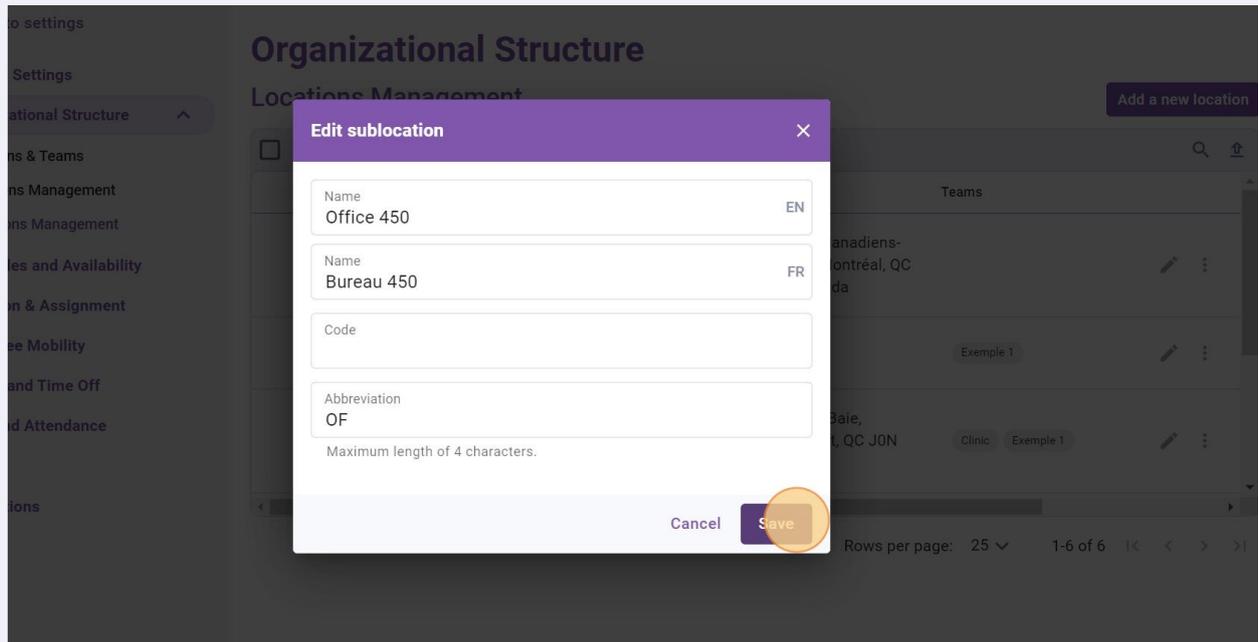


8

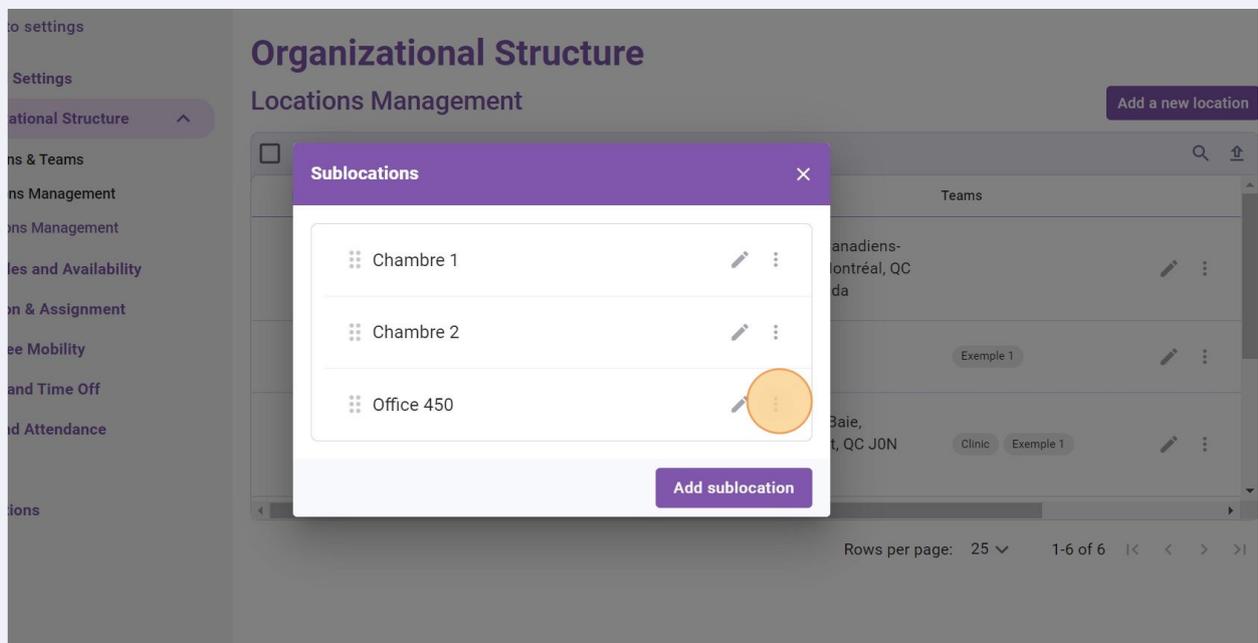
Edit the necessary information



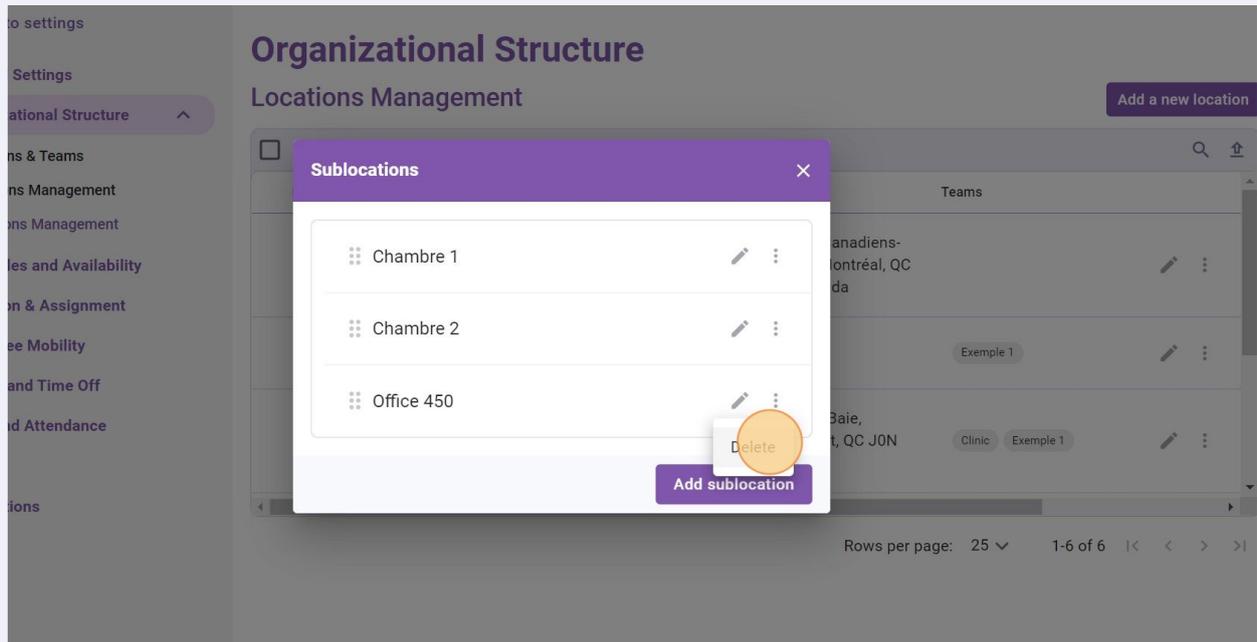
9 Click Save



10 Click on the three dots located at the end of the sublocation to delete



11 Click Delete



12 Click Confirm

