

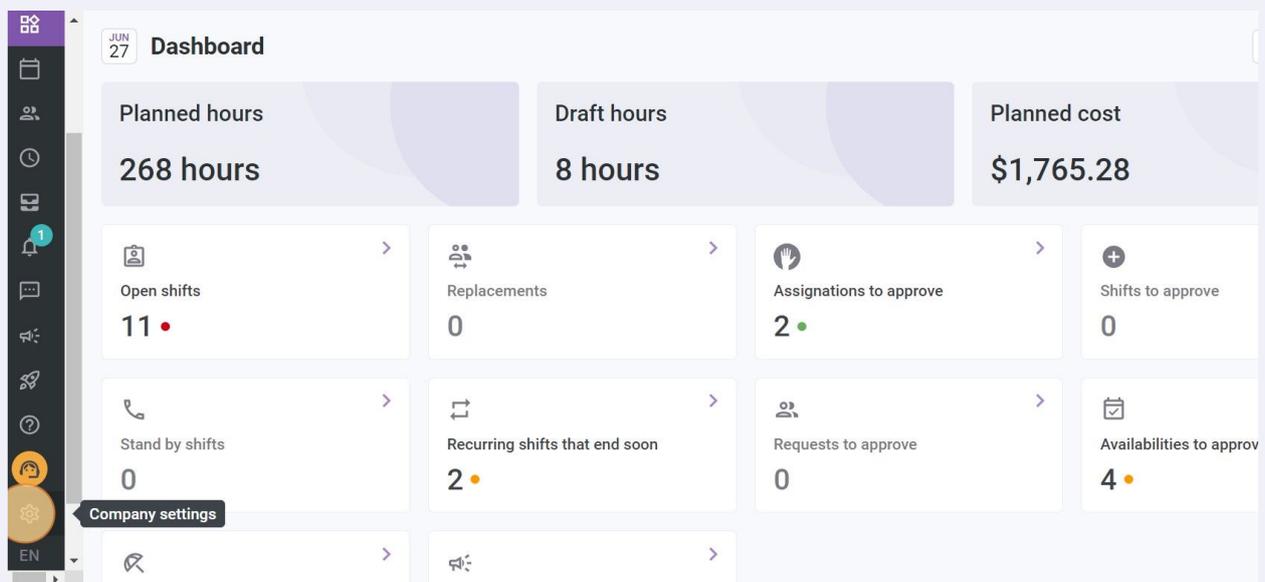
# How to edit or delete a division



Learn how to edit or delete a division with Voilà!

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

2 Click on Company settings



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### Select Organizational Structure

#### Settings

##### 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



##### Invitation & Assignment



##### Employee Mobility

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Click the three dots at the end of the division you want to edit

## Organizational Structure

### Divisions & Teams

Add a new team

> Urgence 0 teams



> Ambulance 4 members



> Clinic 41 members



5 Press Edit

## Organizational Structure

### Divisions & Teams

Add a new team 

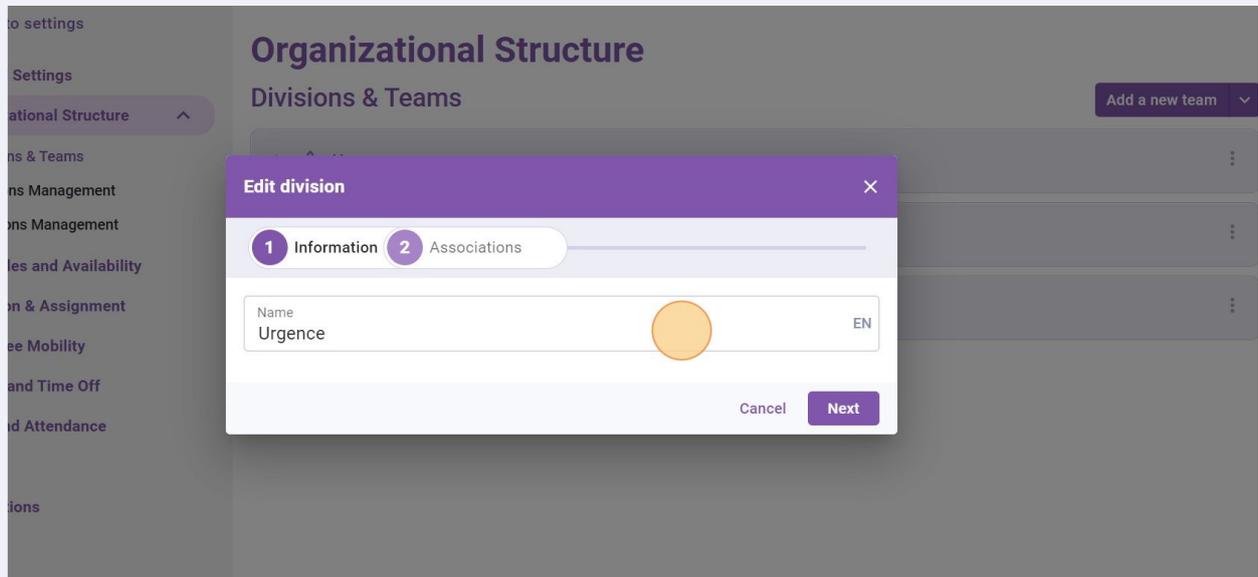
>  Urgence 0 teams

>  Ambulance 4 members

>  Clinic 41 members

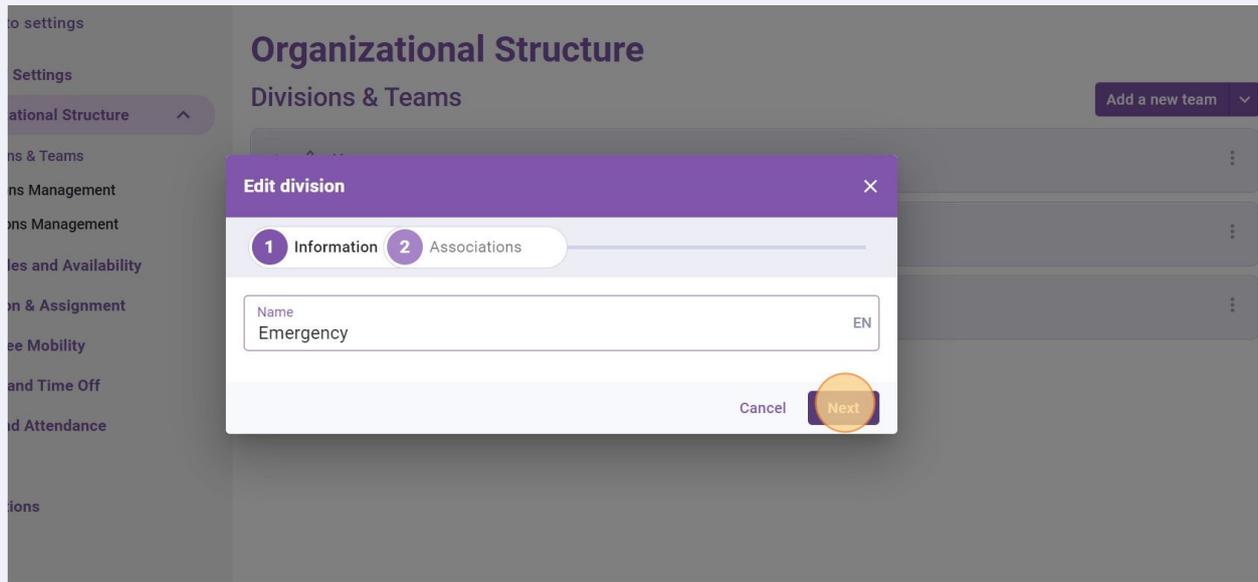
Edit  
Delete

6 Enter the new division name

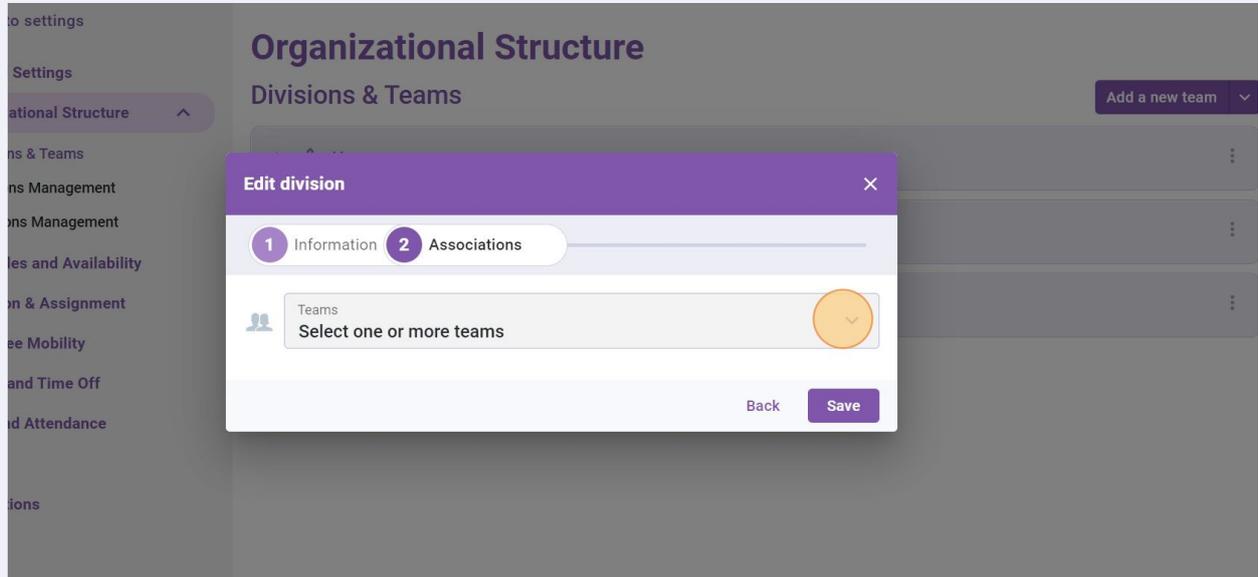


The screenshot shows the 'Organizational Structure' settings page with a modal dialog box titled 'Edit division'. The dialog has two tabs: '1 Information' (selected) and '2 Associations'. In the 'Information' tab, there is a text input field for 'Name' containing the text 'Urgence'. To the right of the input field is a small orange circle icon and the text 'EN'. At the bottom of the dialog, there are 'Cancel' and 'Next' buttons.

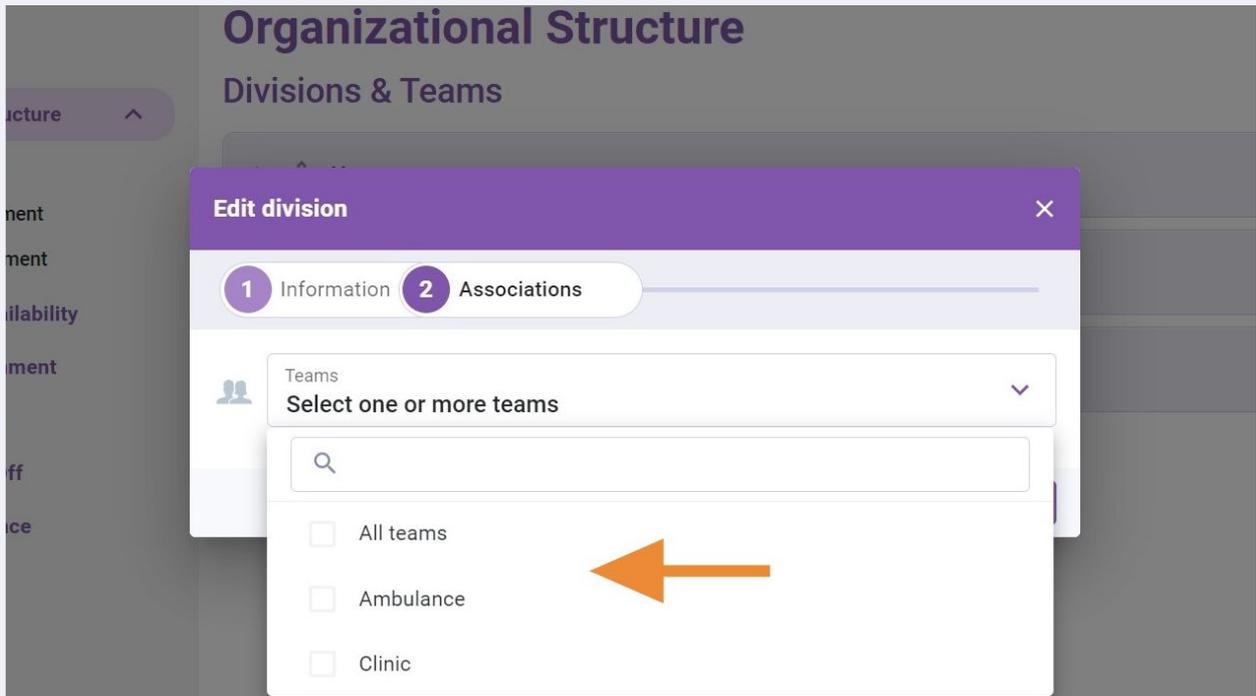
7 Click Next



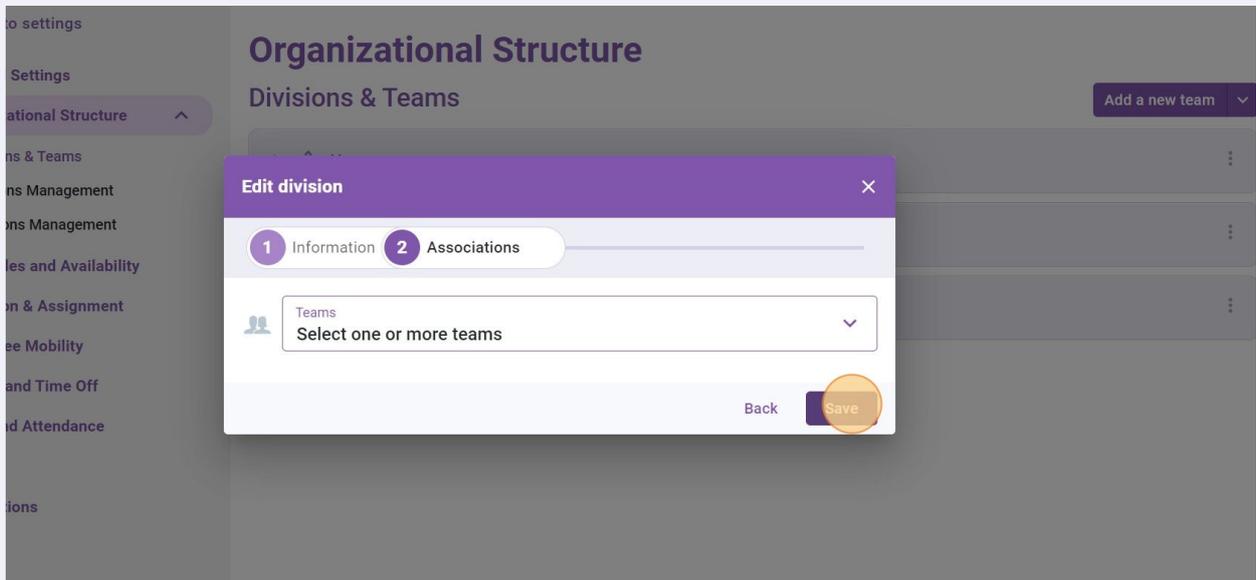
8 Click on the arrow



9 Select one or more teams



10 Click Save



11 Click the three dots at the end of the division you want to edit

## Organizational Structure

### Divisions & Teams

Add a new team 

>  Emergency 0 teams



>  Ambulance 4 members



>  Clinic 41 members



12 Click Delete

## Organizational Structure

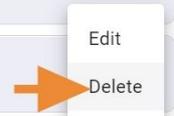
### Divisions & Teams

Add a new team 

>  Emergency 0 teams



>  Ambulance 4 members



>  Clinic 41 members



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## Click Confirm

The screenshot shows a web application interface for managing organizational structure. On the left is a sidebar with a 'Settings' menu where 'Organizational Structure' is selected. The main content area is titled 'Organizational Structure' and 'Divisions & Teams'. It features a list of divisions: 'Emergency' (0 teams), 'Ambul', and 'Clinic'. A modal dialog box titled 'Confirm action' is overlaid on the 'Emergency' division, asking 'Are you sure that you wish to remove division Emergency?'. The dialog has a 'Cancel' button and a 'Confirm' button.