

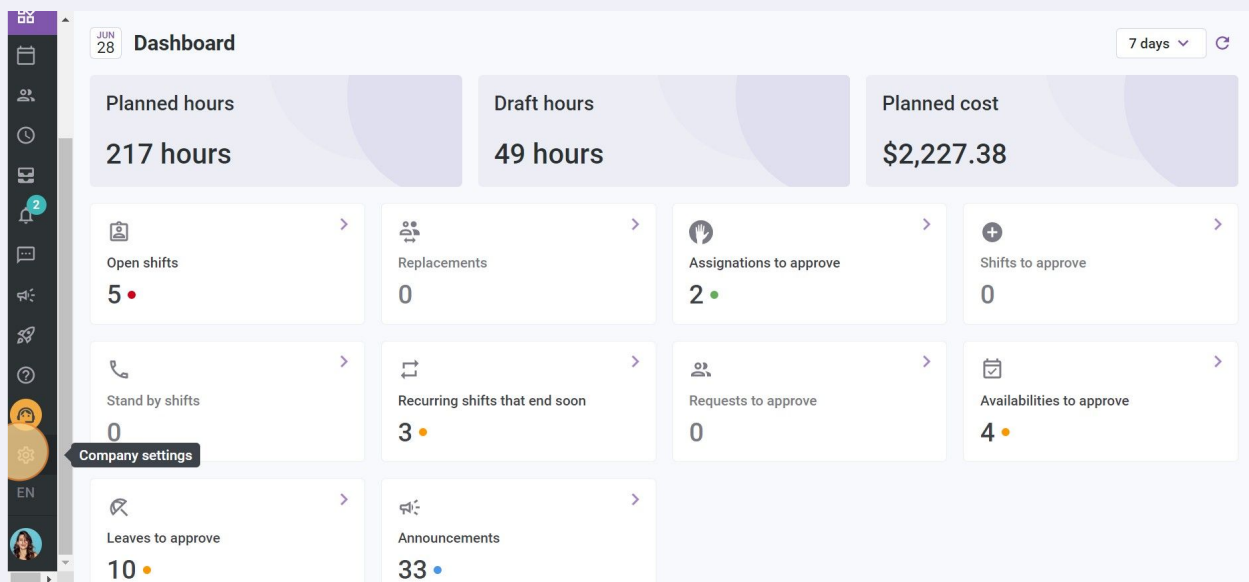
How to edit or delete a team



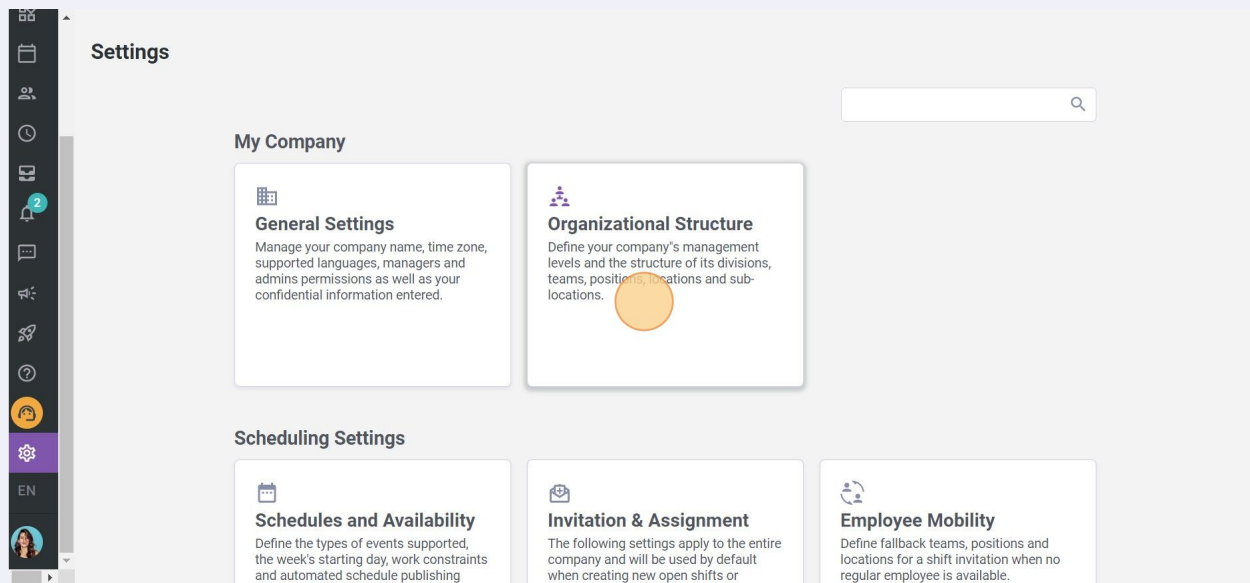
Learn how to edit or delete a team with Voilà!

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

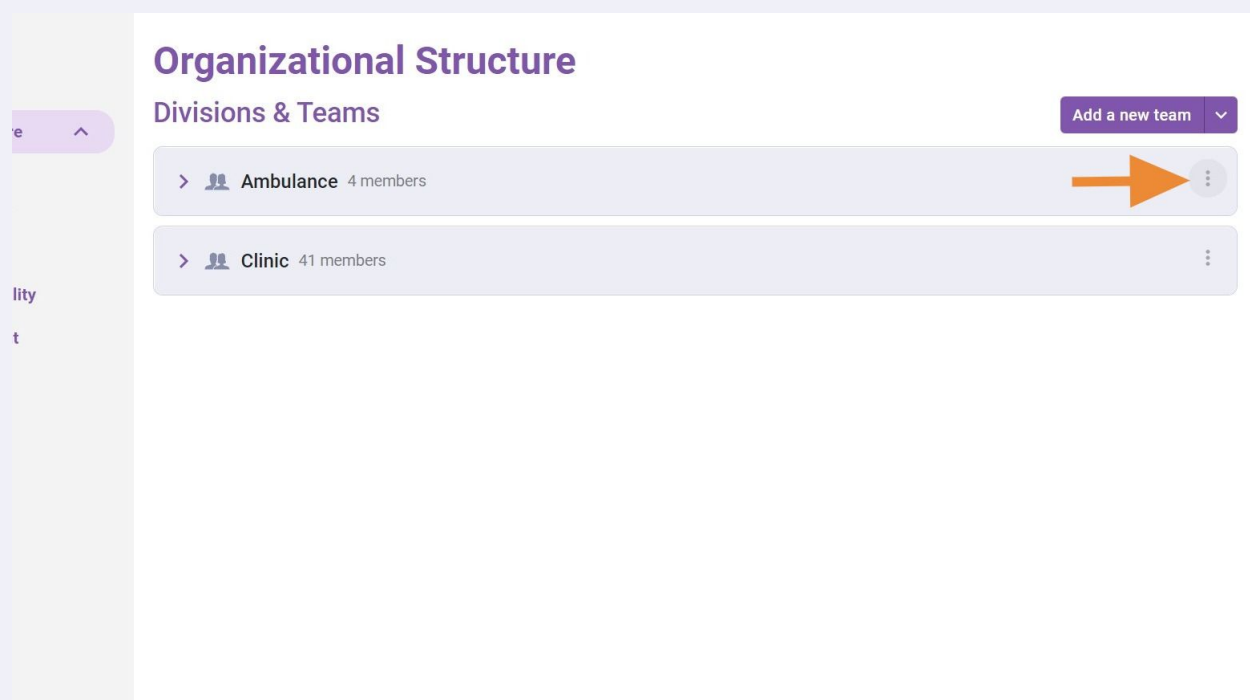
2 Click on Company settings



3 Select Organizational Structure



4 Click the three dots at the end of the team you want to edit



5 Click on Edit

The screenshot shows the 'Organizational Structure' page with a sidebar on the left. The main content area is titled 'Divisions & Teams' and has a button 'Add a new team' in the top right. Below this, there are two team entries: 'Ambulance' with 4 members and 'Clinic' with 41 members. A context menu is open for the 'Ambulance' team, showing 'Edit' and 'Delete' options. An orange arrow points to the 'Edit' option.

6 Change the necessary information: name and/or time zone

The screenshot shows the 'Edit team' modal form for the 'Ambulance' team. The form has two tabs: '1 Information' and '2 Associations'. The 'Information' tab is active, showing fields for 'Name' (Ambulance), 'Time Zone' (UTC-05:00 Toronto), and 'Integration' (Code). The 'Name' field has a language dropdown set to 'EN'. The 'Time Zone' field has a dropdown arrow. The 'Integration' field is a text input. At the bottom right, there are 'Cancel' and 'Next' buttons.

7 Press Next

The screenshot shows the 'Organizational Structure' settings page. A modal titled 'Edit team' is open, displaying the 'Information' tab. The modal contains the following fields:

- Name:** Ambulance (Language: EN)
- Time Zone:** (UTC-05:00) Toronto
- Integration:** Code

At the bottom of the modal, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red circle.

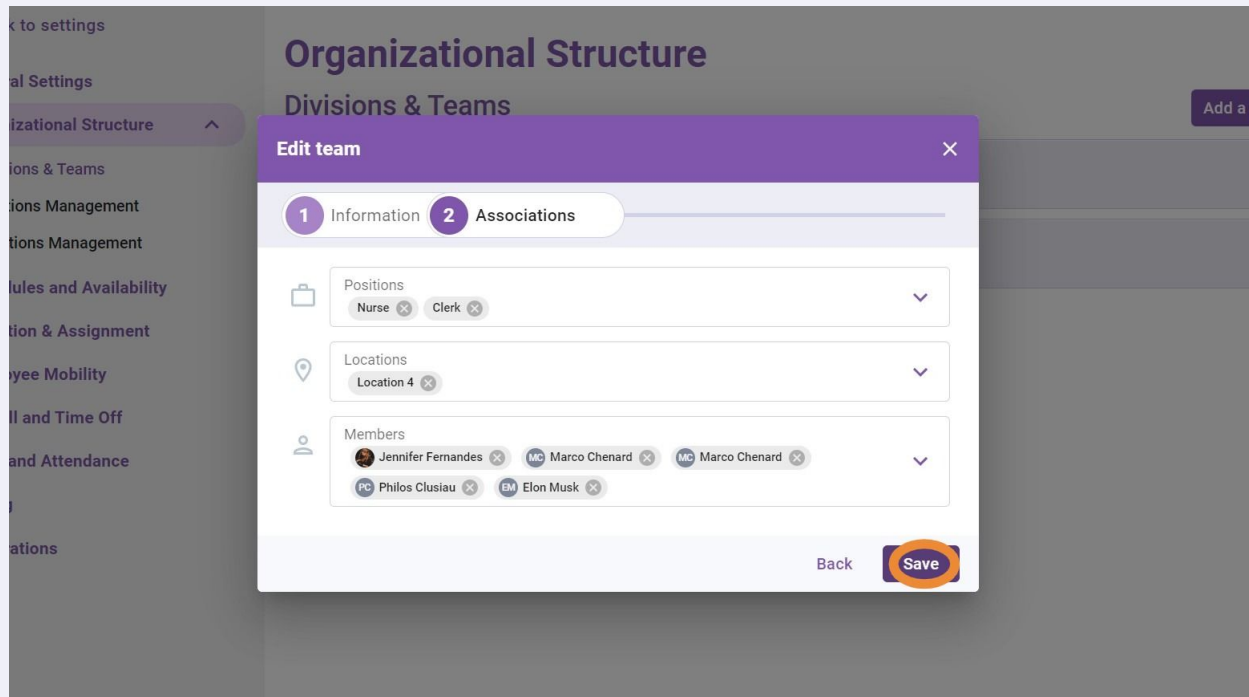
8 Modify the necessary information: positions, places and/or team members

The screenshot shows the 'Organizational Structure' settings page. A modal titled 'Edit team' is open, displaying the 'Associations' tab. The modal contains the following sections:

- Positions:** Nurse, Clerk
- Locations:** Location 4
- Members:** Jennifer Fernandes, Marco Chenard, Marco Chenard, Philos Clusiau, Elon Musk

At the bottom of the modal, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red circle.

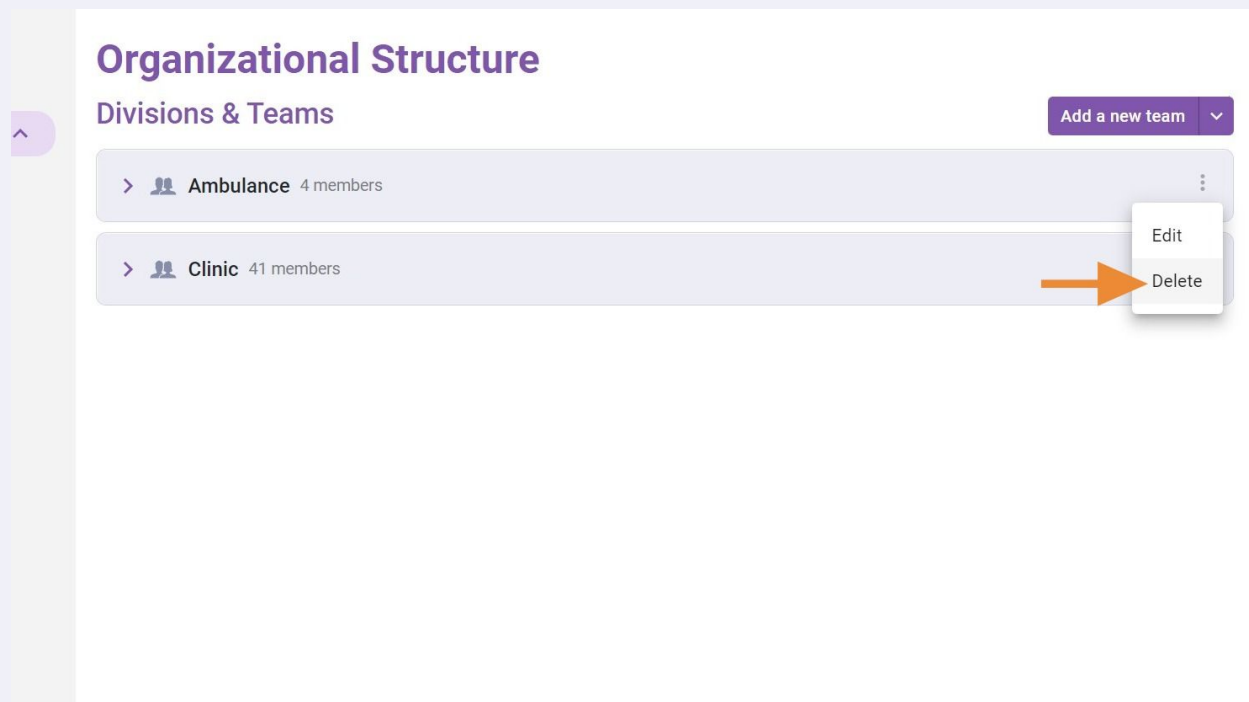
9 Click on Save



10 Click the three dots at the end of the team you want to delete



11 Press Delete



12 Click Confirm

