

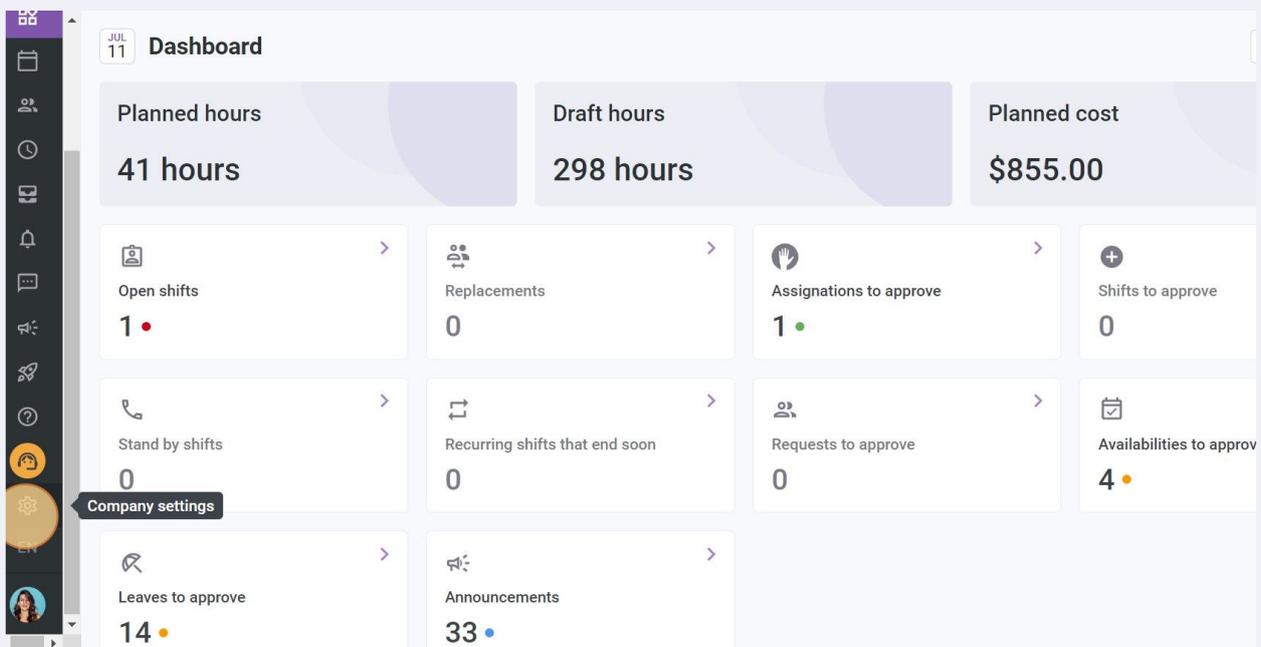
How to edit time clock username/password?



Lear how to edit time clock username & password with Voilà!

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

2 Click Company settings



3 Select Time and Attendance

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.

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.

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 and define validation rules for clocking entries.

Account Management

Billing

Integrations

4 Click the pencil

< Back to settings

General Settings

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Time Clock Management

Time Entries Settings

Timesheet Approvals

Billing

Integrations

Enable web time clock
Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

Enable web time clock

URL
https://punch.voila.app

Username
DemoVideo

Company password

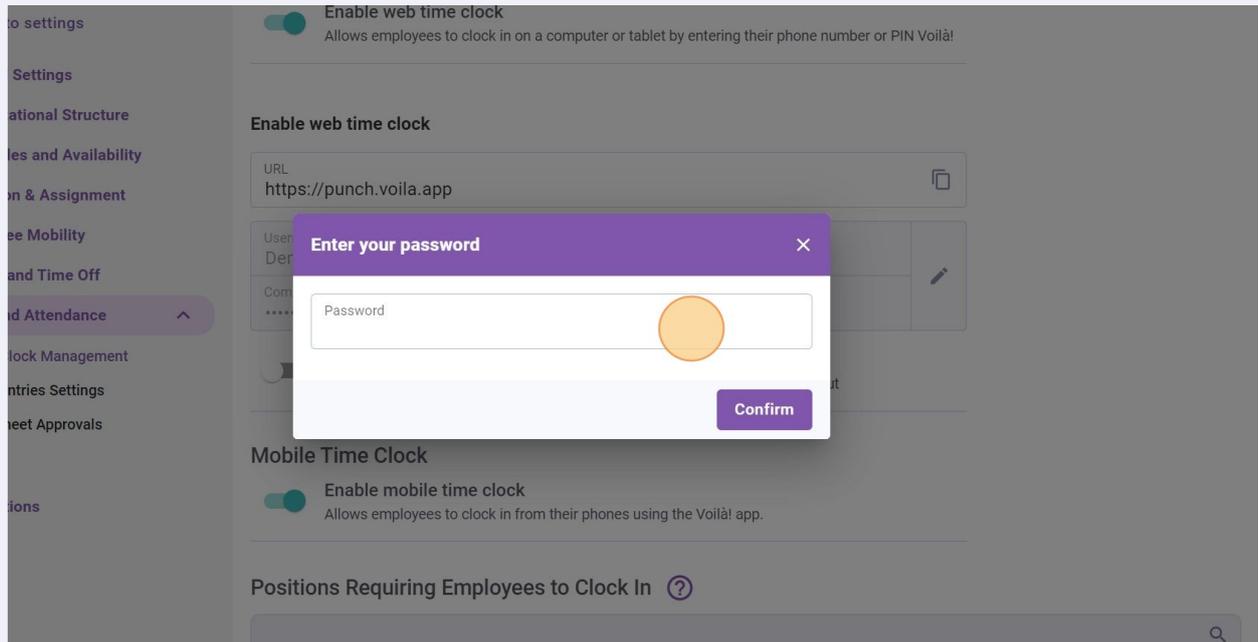
Use photo validation
Photo validation requires the employee to take a photo when clocking in and out

Mobile Time Clock

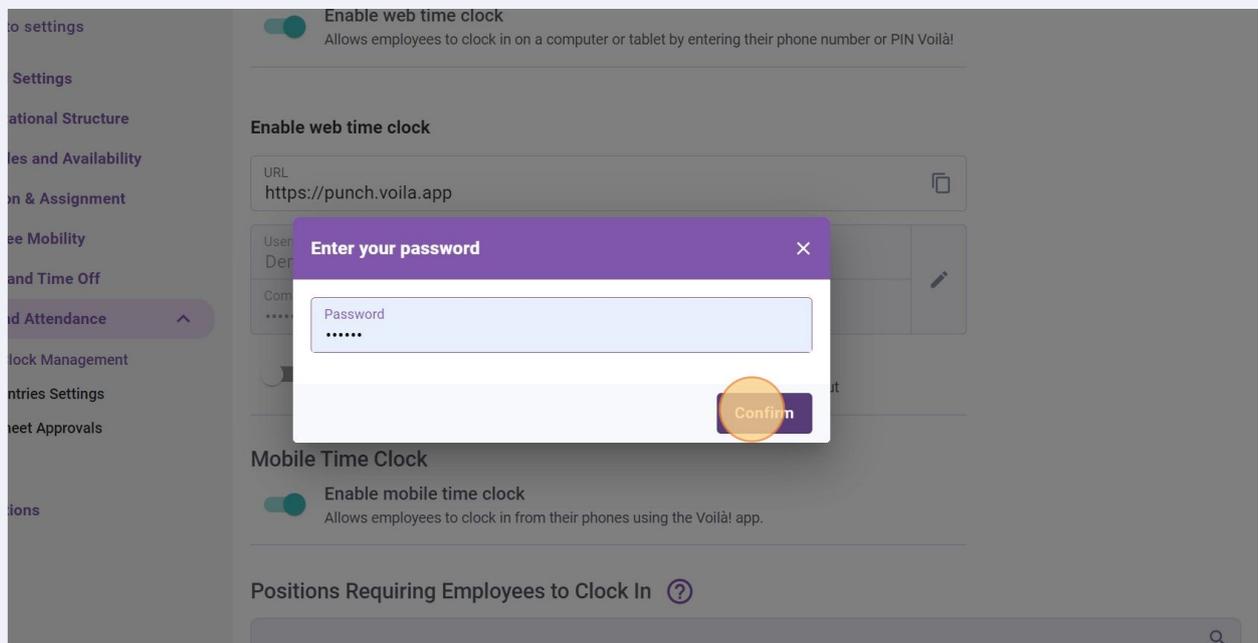
Enable mobile time clock
Allows employees to clock in from their phones using the Voilà! app.

Positions Requiring Employees to Clock In ?

5 Enter your current password



6 Click Confirm



7 Click Username

Click to settings

General Settings

Organizational Structure

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Company password
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Mobile Time Clock

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Positions Requiring Employees to Clock In ?

8 Write your new Username

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General Settings

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EN

EN

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Positions Requiring Employees to Clock In ?

9 Click Company password

The screenshot shows the 'Time and Attendance' settings page. The left sidebar contains a navigation menu with 'Time and Attendance' selected. The main content area is titled 'Enable web time clock' and includes a toggle switch that is turned on. Below the toggle, there are three input fields: 'URL' with the value 'https://punch.voila.app', 'Username' with the value 'DemoVideo', and 'Company password' with masked characters. The 'Company password' field is highlighted with a red circle. Below the password field is a 'Use photo validation' toggle switch that is turned off. Further down, there is a 'Mobile Time Clock' section with a toggle switch that is turned on. At the bottom, there is a section for 'Positions Requiring Employees to Clock In' with a search icon.

10 Write your new company password

The screenshot shows the 'Time and Attendance' settings page, identical to the previous one. The 'Company password' field is highlighted with a red circle, indicating the step to write a new password. The rest of the page content, including the sidebar, toggle switches, and other sections, remains the same.

11

Click the arrow

to settings

Settings

Organizational Structure

Roles and Availability

Users & Assignment

Employee Mobility

Attendance and Time Off

Web Attendance 

Clock Management

Company Settings

Request Approvals

Integrations

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