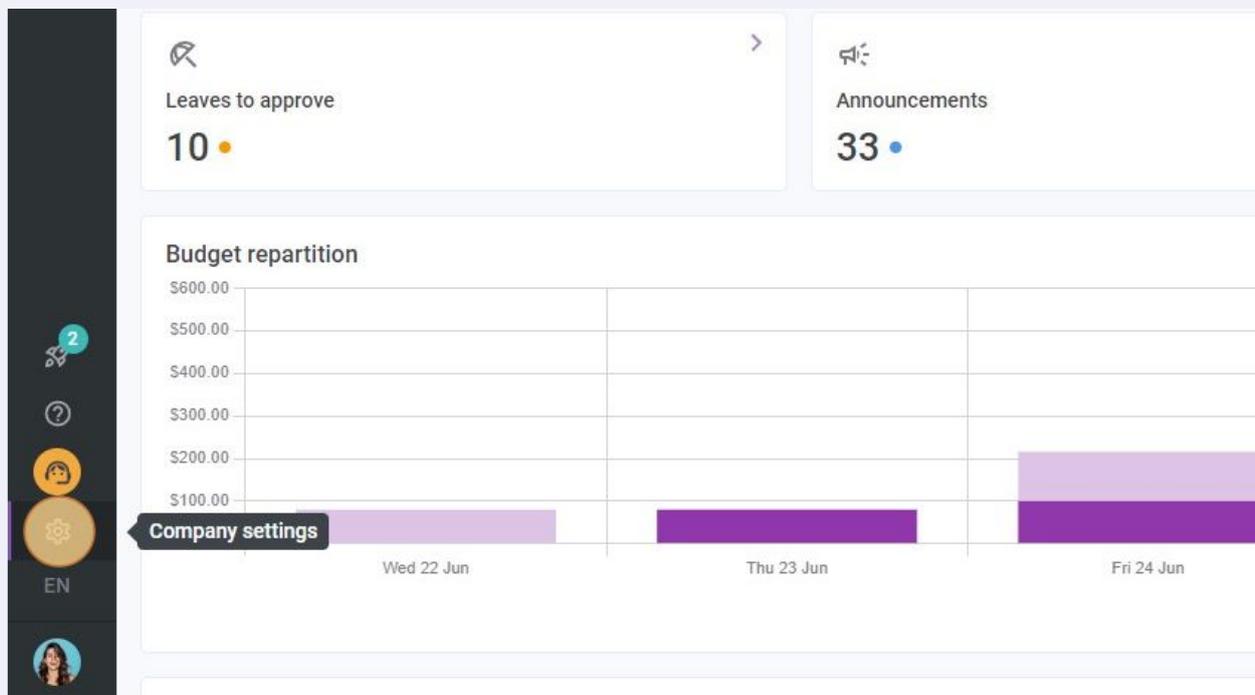


How to force default invitation mode

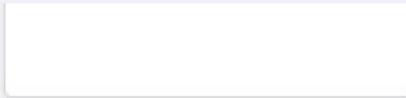
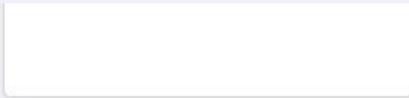


1 Navigate to the Voilà! web console <https://console.voila.app/en>

2 Click on Company settings.



3 Select Invitation & Assignment.



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



4 Click on the Force invitation mode switch to enable/disable this setting.

 < Back to settings

- General Settings
- Organizational Structure
- Schedules and Availability
- Invitation & Assignment** ^
- Invitation Management
- Invitation & Assignment Priority
- Employee Mobility
- Payroll and Time Off
- Time and Attendance
- Billing
- Integrations

Invitation & Assignment

Invitation Management

The following parameters are applied to the whole company and will be used by default when creating new shifts or replacements.

Default Invitation Mode

 Default invitation rule
Everyone

 **Force invitation mode**
The specified invitation rule will be applied and can't be changed when creating a shift or replacement.

Custom Invitation Rules ?

Custom Rules Application
Management
CPE A
Maintenance