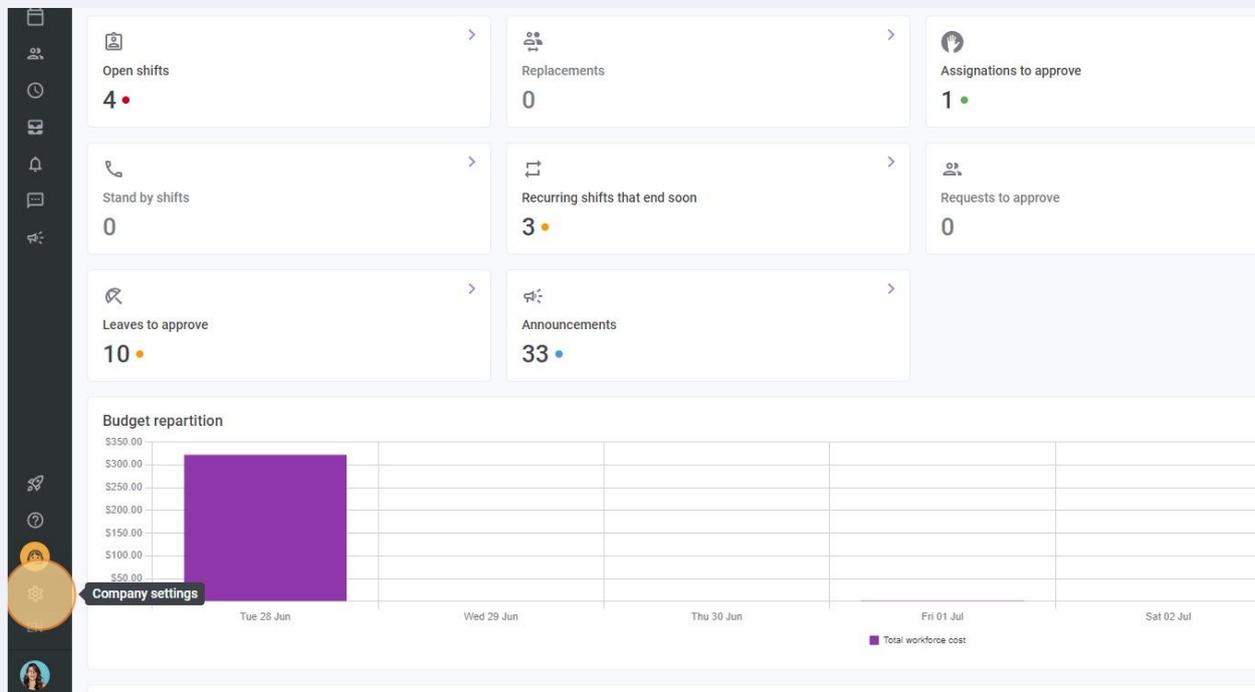


How to hide coworkers

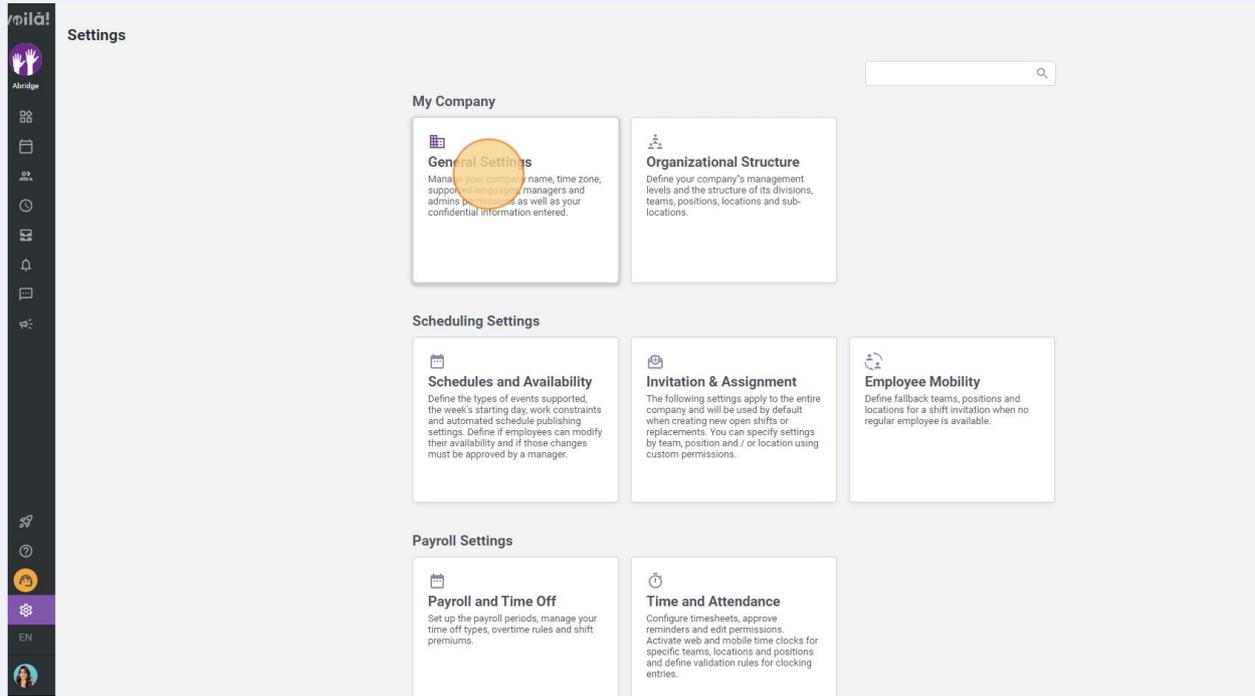


1 Navigate to the Voilà! web console <https://console.voila.app/en>

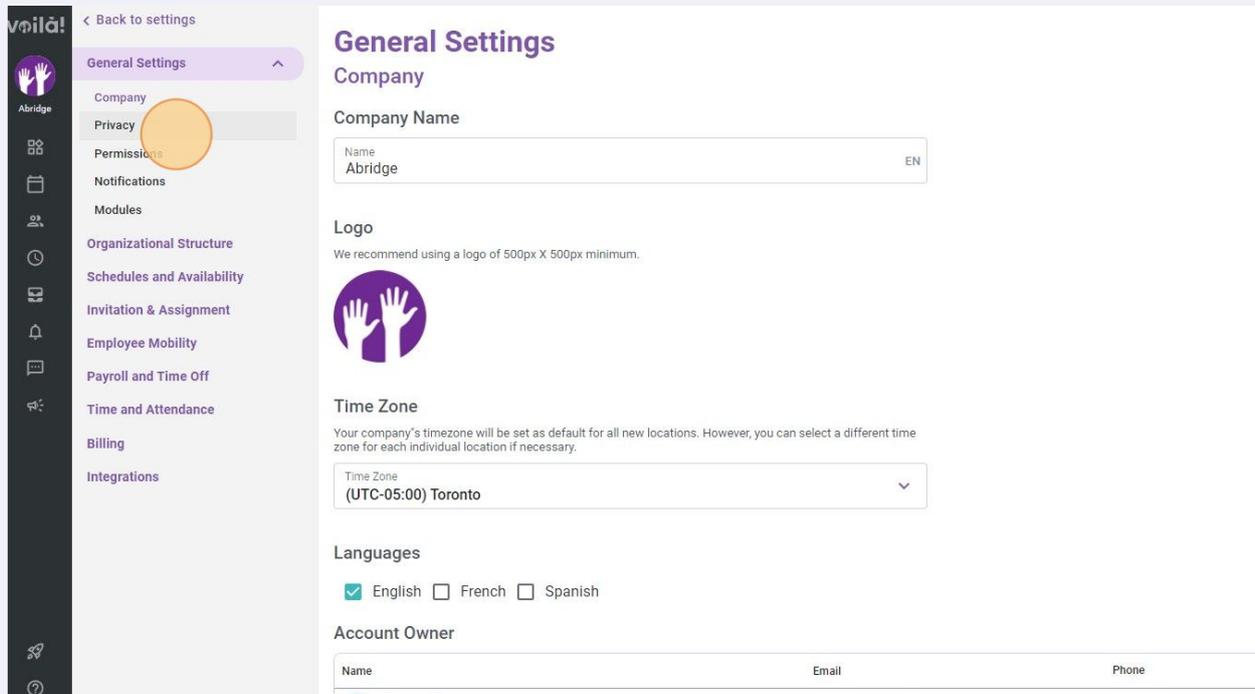
2 Click on the Company settings icon.



3 Select General Settings.



4 Go into the Privacy section.



5

Click on the Hide Coworkers switch to enable/disable this setting.

The screenshot shows the 'vohla!' settings application. On the left is a dark sidebar with a 'vohla!' logo at the top and 'Abridge' below it. The sidebar contains a list of menu items: 'General Settings' (highlighted with a purple bar and an upward arrow), 'Company', 'Privacy', 'Permissions', 'Notifications', 'Modules', 'Organizational Structure', 'Schedules and Availability', 'Invitation & Assignment', 'Employee Mobility', 'Payroll and Time Off', 'Time and Attendance', 'Billing', and 'Integrations'. At the bottom of the sidebar are icons for a search, a refresh, and a help icon. The main content area is titled 'General Settings' and 'Privacy'. Below the title is a sub-header 'Privacy' and a note: 'The following settings apply to the entire company. You can specify settings by team, position and / or location using custom permissions.' The 'Hide Coworkers' setting is highlighted with a yellow circle. It has a toggle switch that is currently turned off (grey). Below it are five other privacy settings, each with a toggle switch and a lock icon: 'Hide Invitations' (on), 'Hide Contact Information' (on), 'Hide Coworkers Schedules' (off), 'Hide Coworkers Availabilities' (off), and 'Hide Coworkers Leaves' (off). At the bottom of the main content area is the section 'Chat Privacy Settings'.