

How to manage an employee's locations



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

2 Go into the Employees section.












The screenshot shows the Voilà! dashboard interface. At the top left, there is a sidebar with the Voilà! logo and a 'Gab Demo' user profile. The main dashboard area is titled 'Dashboard' and shows the date 'OCT 14'. Key metrics are displayed in large boxes: 'Planned hours' at 106 hours, 'Draft hours' at 0 hours, and 'Plan' at \$60. Below these are several cards for different categories: 'Employees' (20), 'Open shifts' (20), 'Stand by shifts' (0), 'Leaves to approve' (0), 'Replacements' (0), 'Recurring shifts that end soon' (0), 'Announcements' (1), 'Assignations to approve' (1), and 'Requests to approve' (0). At the bottom, there is a 'Budget repartition' bar chart with a y-axis ranging from \$60.00 to \$120.00. The chart shows three purple bars of varying heights, representing budget distribution across different categories.

3 Select the desired employee.

voilà!

Gab Demo

Employees

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position
AB Anne Bonesso  <small>ID: 1</small>	Full-Time		41624	demovoila+bonesso@...	Floor Kitchen	Server Cook Host
AM Anthony Michaud 	Full-Time		27925	christianmichaud93+9...	Floor Kitchen	Server Host
BA Bruno Aldik 	Full-Time		96865	demovoila+aldik1@gm...	Floor Kitchen	Server Host
BA Bruno Aldik 	Full-Time		01730	demovoila+aldik@gma...	Kitchen	Cook
CM Christian Michaud 	Full-Time		68942	christianmichaud93@...	Floor	Server Host
CR Christine Rashford 	Full-Time		20776	demovoila+rashford@...	Floor	Server Host
CH Claudia Hamilton 	Full-Time		60483	demovoila+hamilton@...	Kitchen	Cook
DG David Genest 	Full-Time		99924	dgenest@voila.app	Floor	Server Host
DS Diane Smith 	Full-Time		63626	demogvoila@gmail.com	Kitchen	Cook
DM DJ Mullet 	Full-Time		41908		Kitchen	Cook
EM Elon Musk 	Full-Time		98029	elonmusk@tesla.com	Floor	Server Host

4 In the Locations section, click on the pen icon.

Quantity	Preapproved Leave	Available Leave
0 days	0 days	0 days
0 days	0 days	0 days
0 hours	0 hours	0 hours

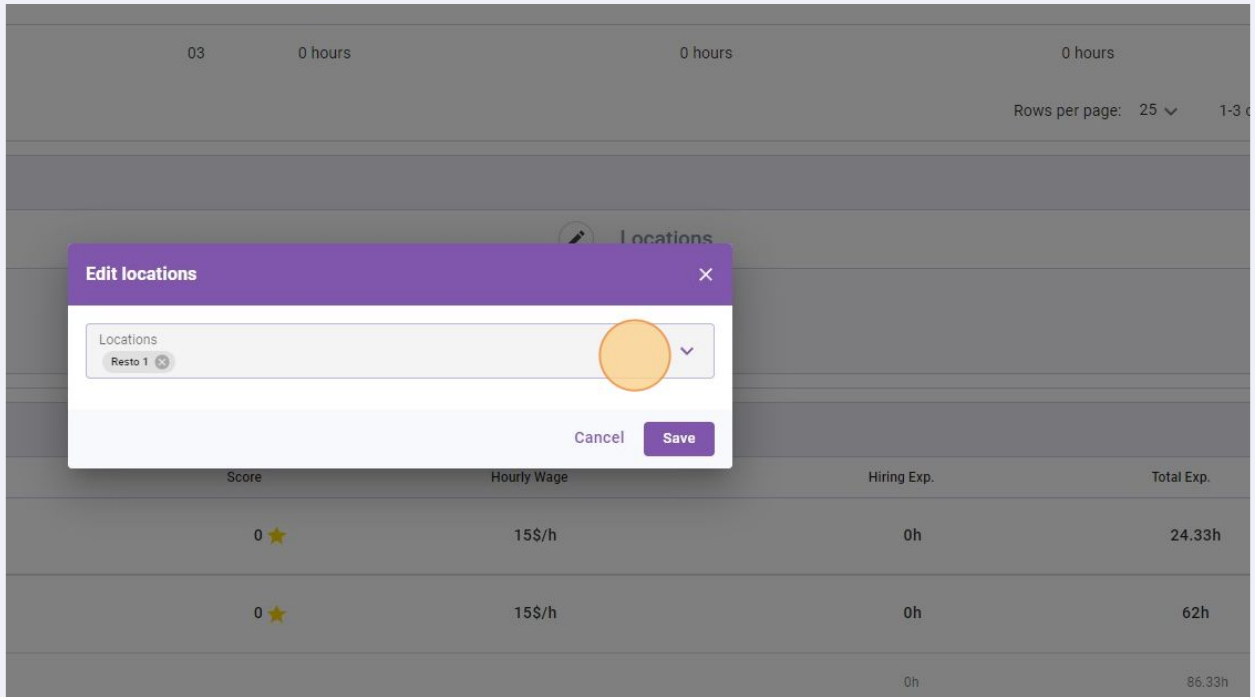
Rows per page: 25 ▾ 1-3 of 3 |< < > >|

Locations

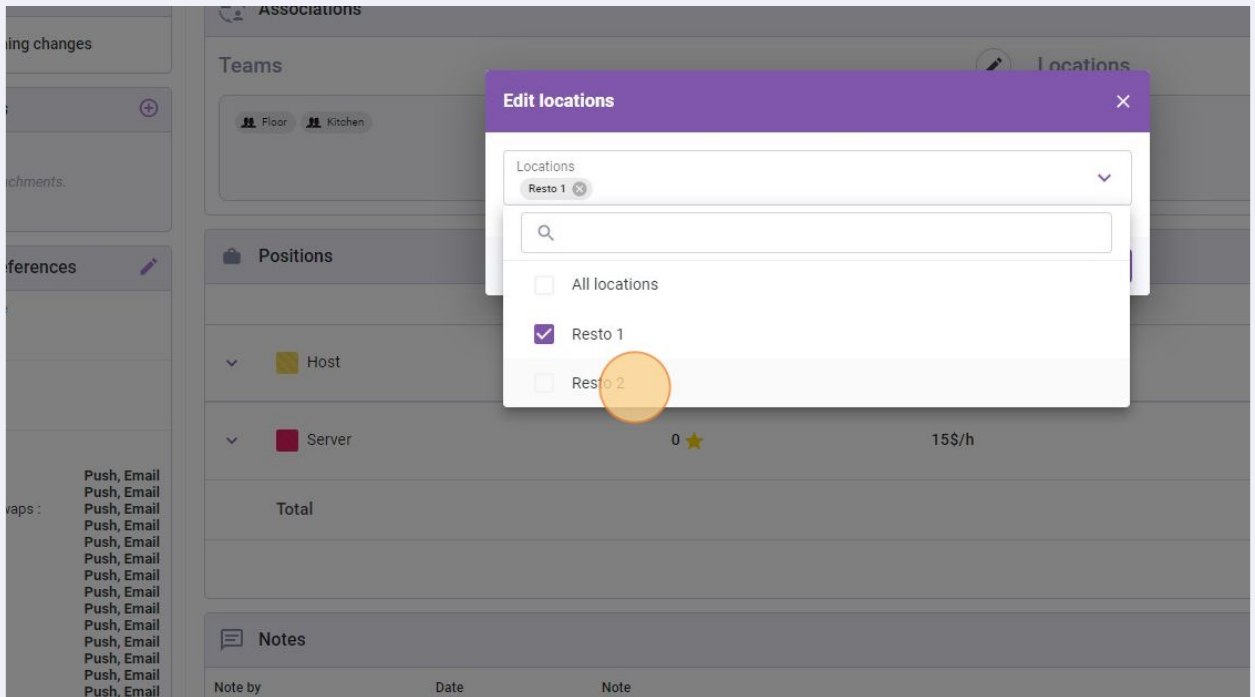
Resto 1

Score	Hourly Wage	Hiring Exp.	Total Exp.
0 ★	15\$/h	0h	24.33h

5 Click on the Locations field.



6 Select the location(s) of your choice.



7

Click on Save to apply the changes.

The screenshot shows a web application interface. At the top right, there are pagination controls: "Rows per page: 25" and "1-3 of 3". Below this is a "Locations" header with a pencil icon. A modal dialog titled "Edit locations" is open, featuring a search bar with "Locations" and two tags: "Resto 1" and "Resto 2". At the bottom of the modal are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red circle. Below the modal is a table with the following data:

Score	Hourly Wage	Hiring Exp.	Total Exp.
0 ★	15\$/h	0h	24.33h
0 ★	15\$/h	0h	62h
		0h	86.33h

At the bottom right of the table area, there are pagination controls: "Rows per page: 10" and "1-2 of 2".