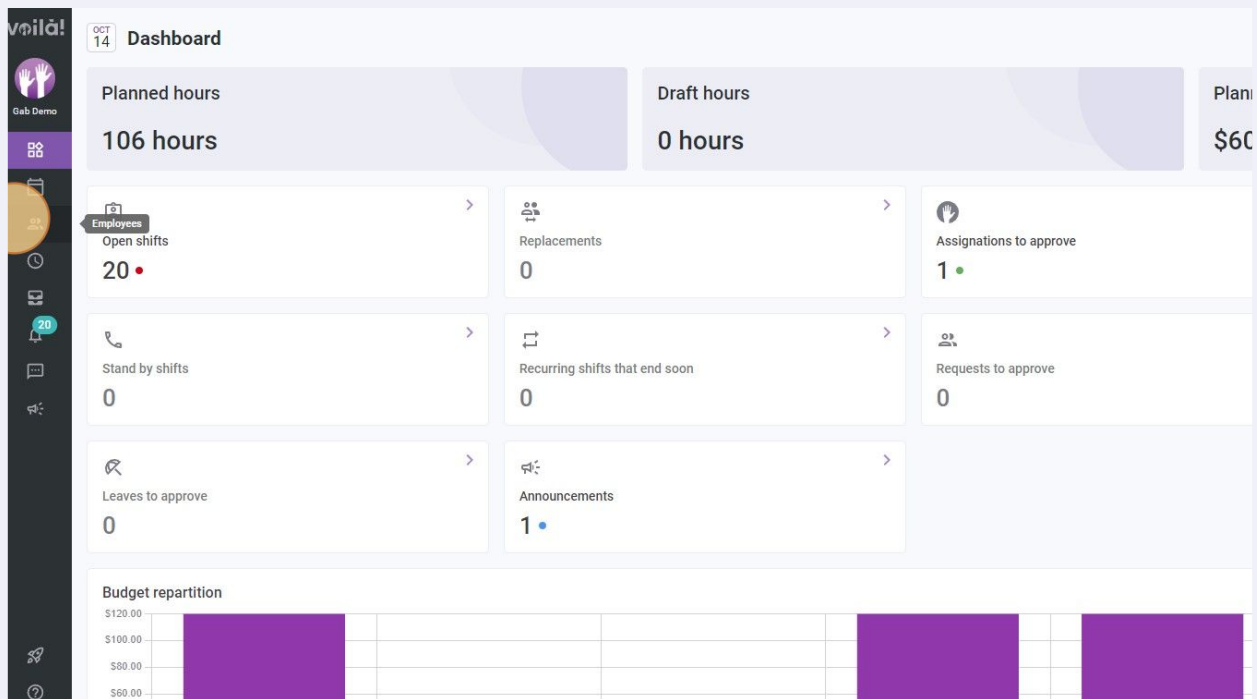


How to manage an employee's notifications settings



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

2 Go into the Employees section.



3 Select the desired employee.

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position	Location
AB Anne Bonesso	Full-Time		41624	demovola+bonesso@...	Floor Kitchen	Server Cook Host +1	Resto 1
AM Anthony Michaud	Full-Time		27925	christianmichaud93+9...	Floor Kitchen	Server Host	Resto 1
BA Bruno Aldik	Full-Time		96865	demovola+aldik1@gm...	Floor Kitchen	Server Host	Resto 1 Resto 2
BA Bruno Aldik	Full-Time		01730	demovola+aldik@gma...	Kitchen	Cook	Resto 1
CM Christian Michaud	Full-Time		68942	christianmichaud93@...	Floor	Server Host	Resto 1
CR Christine Rashford	Full-Time		20776	demovola+rashford@...	Floor	Server Host	Resto 1
CH Claudia Hamilton	Full-Time		60483	demovola+hamilton@...	Kitchen	Cook	Resto 1
DG David Genest	Full-Time		99924	dgenest@volla.app	Floor	Server Host	Resto 1
DS Diane Smith	Full-Time		63626	demogvolla@gmail.com	Kitchen	Cook	Resto 1
DM DJ Mullet	Full-Time		41908		Kitchen	Cook	Resto 1
EM Elon Musk	Full-Time		98029	elonmusk@tesla.com	Floor	Server Host	Resto 1
ÉL Émilie Lockhead	Full-Time		42494	demovola+lockhead@...	Kitchen	Cook	Resto 1
GF Gabriel Forget	Full-Time		69420		Kitchen	Cook	Resto 1
IL Isabelle Lemieux	Full-Time		90572	demovola+lemieux@g...	Floor	Server	Resto 1
JF Jennifer Fernandes	Full-Time		47918	demovola+fernandes...	Kitchen	Cook	Resto 1

4 In the Personal Preferences section, click on the pen icon.

coming soon

No upcoming changes

Attachments

No attachments.

Personal Preferences

Communication language

French

Notifications

Push, Email

Notification types

Invitations : Push, Email
 Shift Management : Push, Email
 Replacements and Swaps : Push, Email
 On Call Shifts : Push, Email
 My Profile : Push, Email
 Reminders : Push, Email
 Settings : Push, Email
 Leave requests : Push, Email
 Conversations : Push, Email
 Punch : Push, Email
 Timesheets : Push, Email
 Forms : Push, Email
 Budgets : Push, Email
 Availability : Push, Email
 Announcements : Push, Email

Created on Jul 5, 2022, 2:45 PM
 Updated on Jul 6, 2022, 3:17 PM
 Update logs

Associations

Teams

Kitchen

Locations

Resto 1

Positions

	Score	Hourly Wage
▼ Cook	0 ★	15\$/h
Total		

Notes

Note by	Date	Note
No notes have been added.		

Shift Punch Related Notes

Note by	Shift date	Note
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5

Select if you want to receive the notifications by push, Email or both.

The screenshot shows the 'Personal Preferences' settings page. The 'Notifications' section is highlighted with a red circle, showing 'Push' and 'Email' both checked. The 'Notification types' section lists various categories with 'Push' and 'Email' checked for each.

Category	Push	Email
Invitations :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Management :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Replacements and Swaps :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
On Call Shifts :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Profile :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reminders :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Settings :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave requests :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conversations :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punch :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheets :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forms :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Select the type of notifications you want to receive.

The screenshot shows the 'Personal Preferences' settings page. The 'Notifications' section is highlighted with a red circle, showing 'Push' unchecked and 'Email' checked. The 'Notification types' section lists various categories with 'Email' checked for each.

Category	Push	Email
Invitations :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Management :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Replacements and Swaps :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On Call Shifts :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
My Profile :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reminders :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Settings :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leave requests :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conversations :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Punch :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheets :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forms :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Budgets :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Availability :	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements :	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7

Click on the check icon to save the changes.

The screenshot displays the Voilà! user interface. On the left is a dark sidebar with the Voilà! logo and a user profile icon labeled 'Gab Demo'. The main content area is divided into several sections:

- Coming soon:** A box indicating 'No upcoming changes'.
- Attachments:** A box indicating 'No attachments'.
- Personal Preferences:** This section is highlighted with a purple bar and a checkmark icon. It includes:
 - Communication language:** Radio buttons for English, French (selected), and Spanish.
 - Notifications:** Checkboxes for Push and Email (checked).
 - Notification types:** A list of categories with checkboxes for Email: Invitations, Shift Management, Replacements and Swaps, On Call Shifts, My Profile, Reminders, Settings, Leave requests, Conversations, Punch, and Timesheets.
- Associations:** A section with two sub-sections:
 - Teams:** A box containing 'Kitchen'.
 - Locations:** A box containing 'Resto 1'.
- Positions:** A table with columns for Score and Hourly Wage.

	Score	Hourly Wage
▼ Cook	0 ★	15\$/h
Total		
- Notes:** A section with a table header: Note by, Date, Note. Below the header, it states 'No notes have been added.'
- Shift Punch Related Notes:** A section with a table header: Note by, Shift date, Note.