How to manage fallback **Voild** priorities

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

. Open shifts Replacements Assi 0 0 0 <u>_</u>6 > > e 11 2 Stand by shifts Recurring shifts that end soon Req 0 0 0 38 > > R 0 5 Leaves to approve Announcements 0 0 0 **Budget repartition** \$2,000.00 \$1,800.00 \$1,600.00 -

Click on the Company settings icon.

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Select Employee Mobility

Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered. Define your company s management levels and the structure of its divisions, teams, positions, locations and sublocations.

Scheduling Settings



4 Go into Manage fallback invitations.

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**	< Back to settings	Employee Mobility
Gab Démo	General Settings	Employee Mobility
諮	Organizational Structure	
8	Schedules and Availability	Define failback teams, positions and locations for a shirt invitation when no regular employee is available.
03	Invitation & Assignment	Fallback Invitation Priority
۽ ص	Employee Mobility	The fallback invitation order allows you to define the order in which employees in fallback groups will be invited. You can configure the fallback invitations of your teams, locations and positions in the fallback
	Employee Mebility	invitation section.
8	Manage failback invitations	Teams
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To change the fallback priorities for the teams, click on the three dots next to the team of your choice.

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6	Click	on Manage.										

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Employee Mobility

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Click on the Fallback teams associated bar

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Team ↑ Fallback team		
Avant		
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8 Select the team of your choice.

Organizational Structure			
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		Cuisine	

Click on Save.

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10 To modify the fallback priorities for the positions, click on Positions.

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Team ↑	Fallback team			
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11 Click the three dots next next to the position of your choice.

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12 Select Manage.

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Click on the Fallback positions associated bar.



Select the desired position(s).

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Click on Save to apply the changes.



16 To change the fallback priorities for the locations, click on Locations.

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Position 个	Fallback position					
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17 Click on the three dots next to the desired location.

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18 Select Manage.

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Employee Mobility

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Click on the Fallback locations associated bar.

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20 Select the location(s) of your choice.

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Click on Save to apply the changes.

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