

# How to manage fallback priorities



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

2 Click on the Company settings icon.

The screenshot displays the Voilà! web console dashboard. On the left is a dark sidebar with navigation icons, including a settings gear icon. The main area features a grid of six summary cards, each with a title, an icon, and a large '0' value:

- Open shifts (calendar icon)
- Replacements (swap icon)
- Stand by shifts (phone icon)
- Recurring shifts that end soon (circular arrows icon)
- Leaves to approve (checkmark icon)
- Announcements (megaphone icon)

At the bottom, there is a 'Budget repartition' section with a bar chart. The y-axis shows values from \$1,600.00 to \$2,000.00. The chart has three purple bars of varying heights.

### 3 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 sub-locations.

#### 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



##### Payroll and Time Off

Set up the payroll periods, manage your



##### Time and Attendance

Configure timesheets, approve

### 4 Go into Manage fallback invitations.

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**Employee Mobility**  
Employee Mobility

Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

**Fallback Invitation Priority**  
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 invitation section.

Teams	⋮
Positions	⋮
Locations	⋮

5

To change the fallback priorities for the teams, click on the three dots next to the team of your choice.

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## Employee Mobility

Manage fallback invitations

Teams Positions Locations

Team ↑	Fallback team
Avant	
Cuisine	

Rows per page: 25 1-2 of 2

6

Click on Manage.

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## Employee Mobility

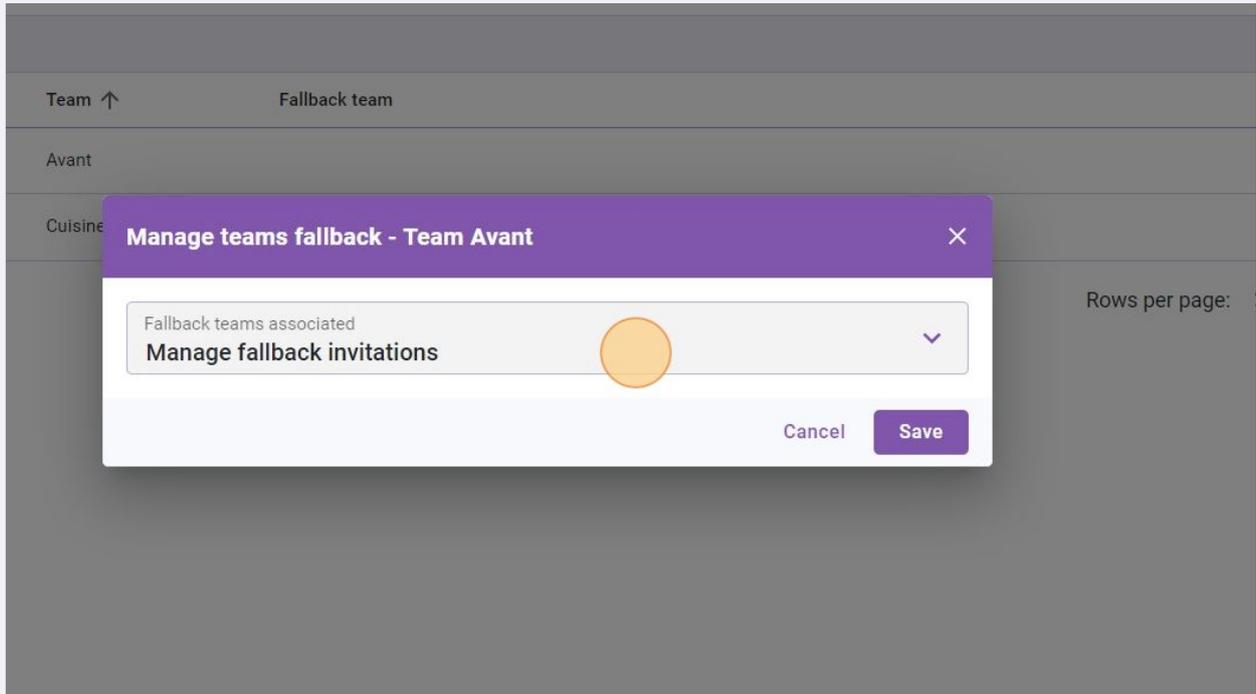
Manage fallback invitations

Teams Positions Locations

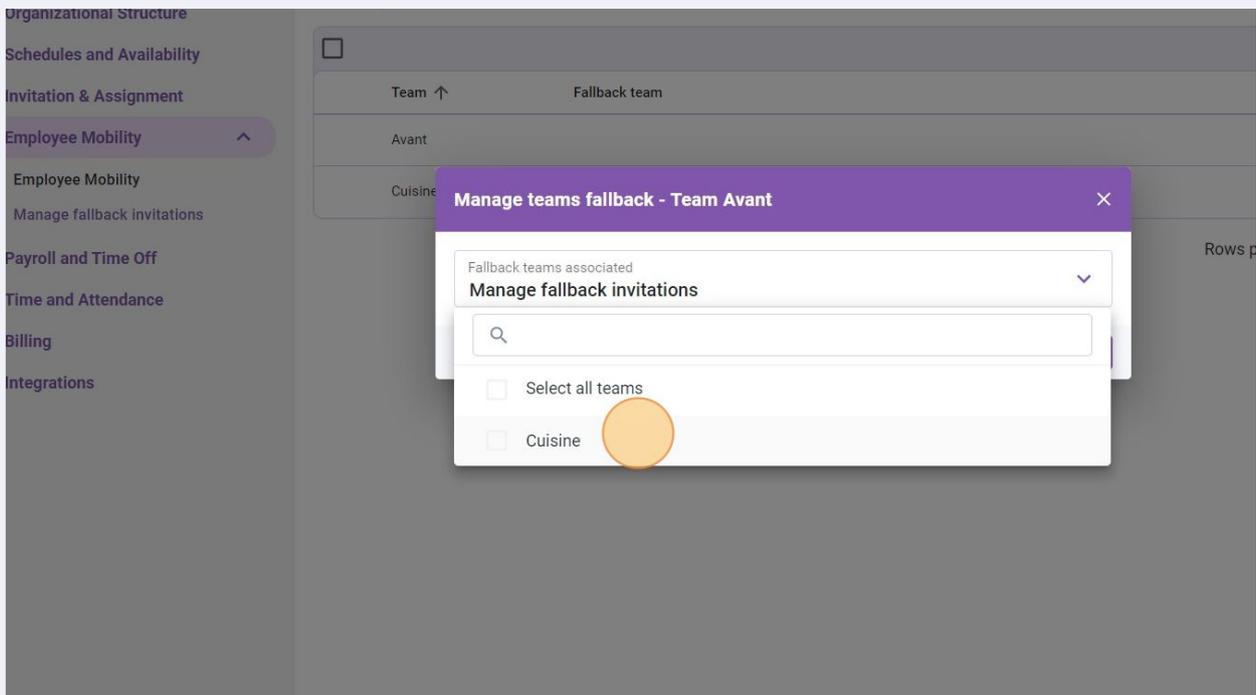
Team ↑	Fallback team
Avant	
Cuisine	

Rows per page: 25 1-2 of 2

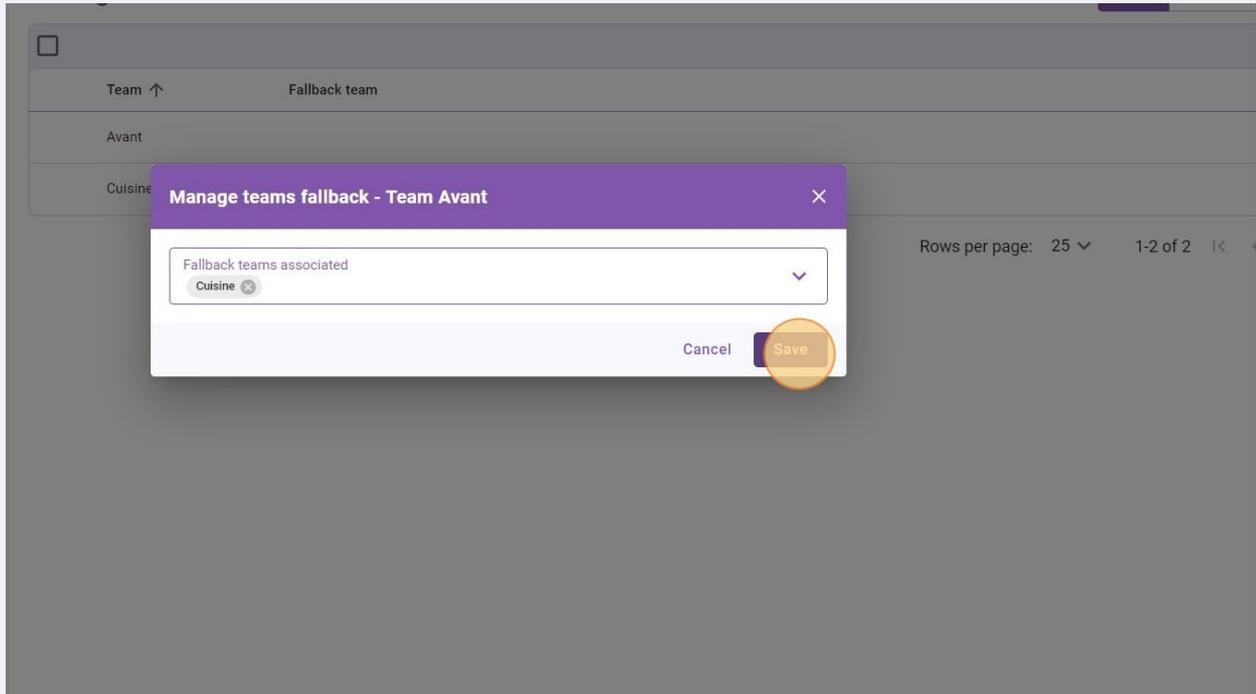
7 Click on the Fallback teams associated bar



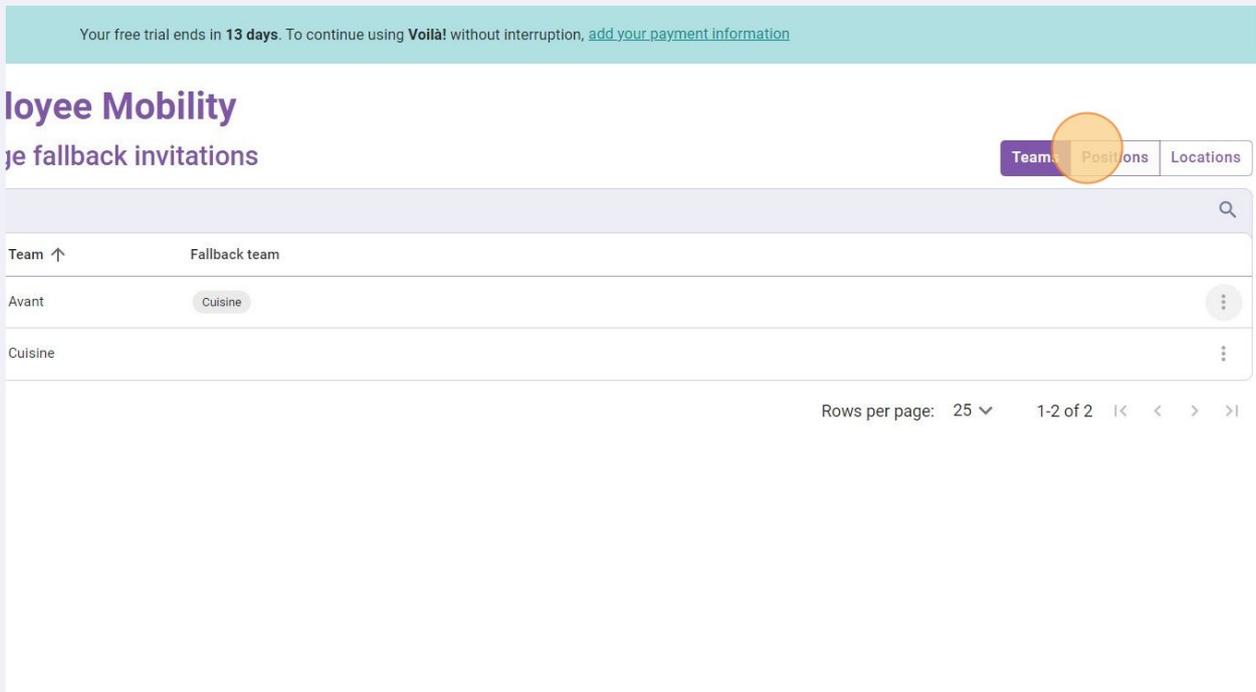
8 Select the team of your choice.



9 Click on Save.



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



11 Click the three dots next next to the position of your choice.

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## Employee Mobility

Manage fallback invitations

Teams Positions Locations

Position ↑	Fallback position	
Cuisinier		⋮
Hôtesse		⋮
Plongeur		⋮
Serveur		⋮

Rows per page: 25 ▾ 1-4 of 4 |< < > >|

12 Select Manage.

## Employee Mobility

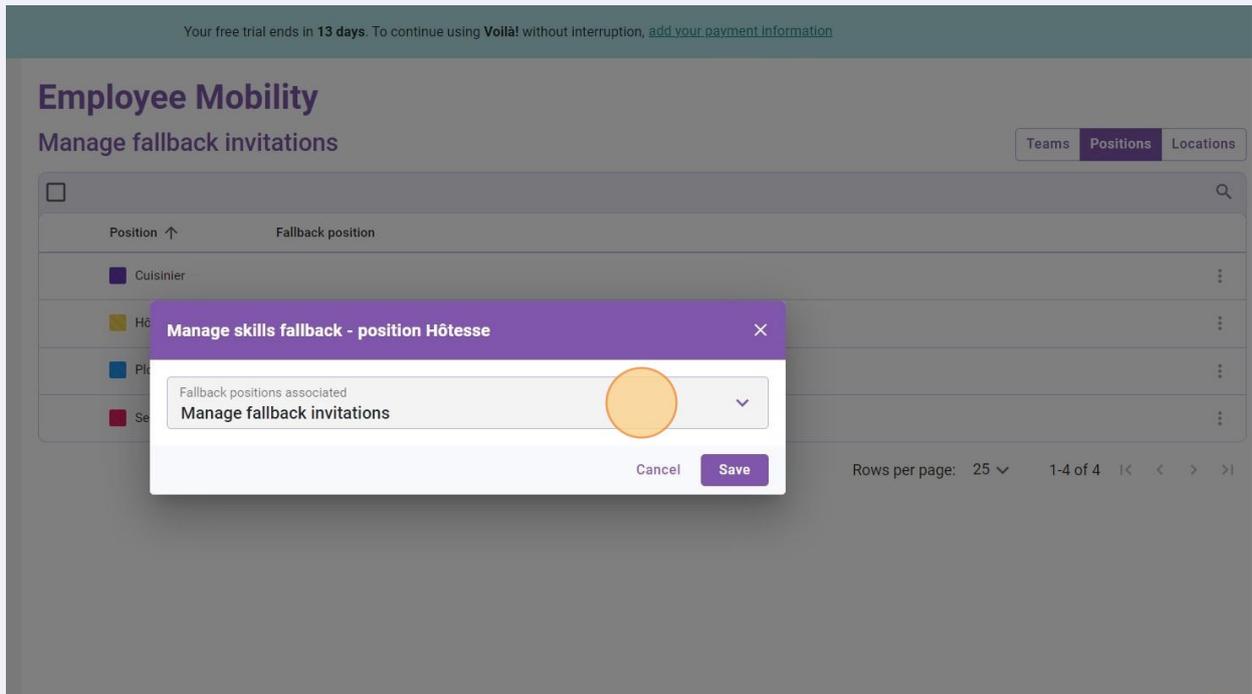
Manage fallback invitations

Teams Positions Location

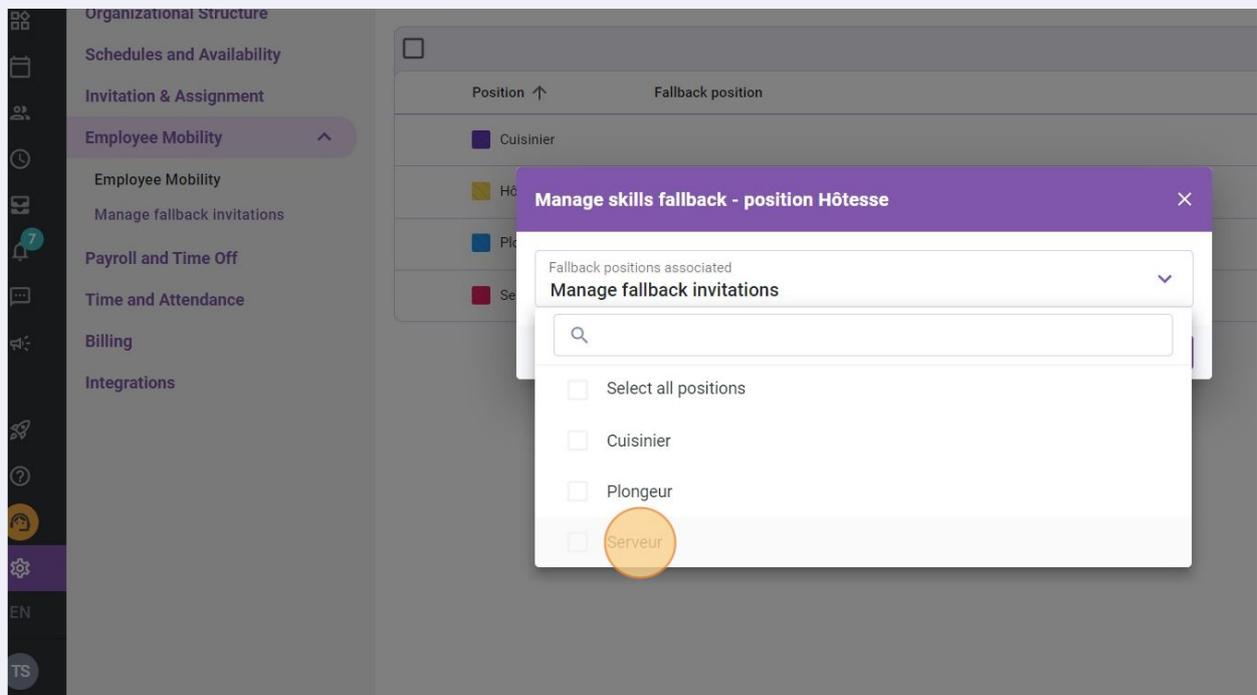
Position ↑	Fallback position	
Cuisinier		⋮
Hôtesse		⋮
Plongeur		⋮
Serveur		⋮

Rows per page: 25 ▾ 1-4 of 4 |< < > >|

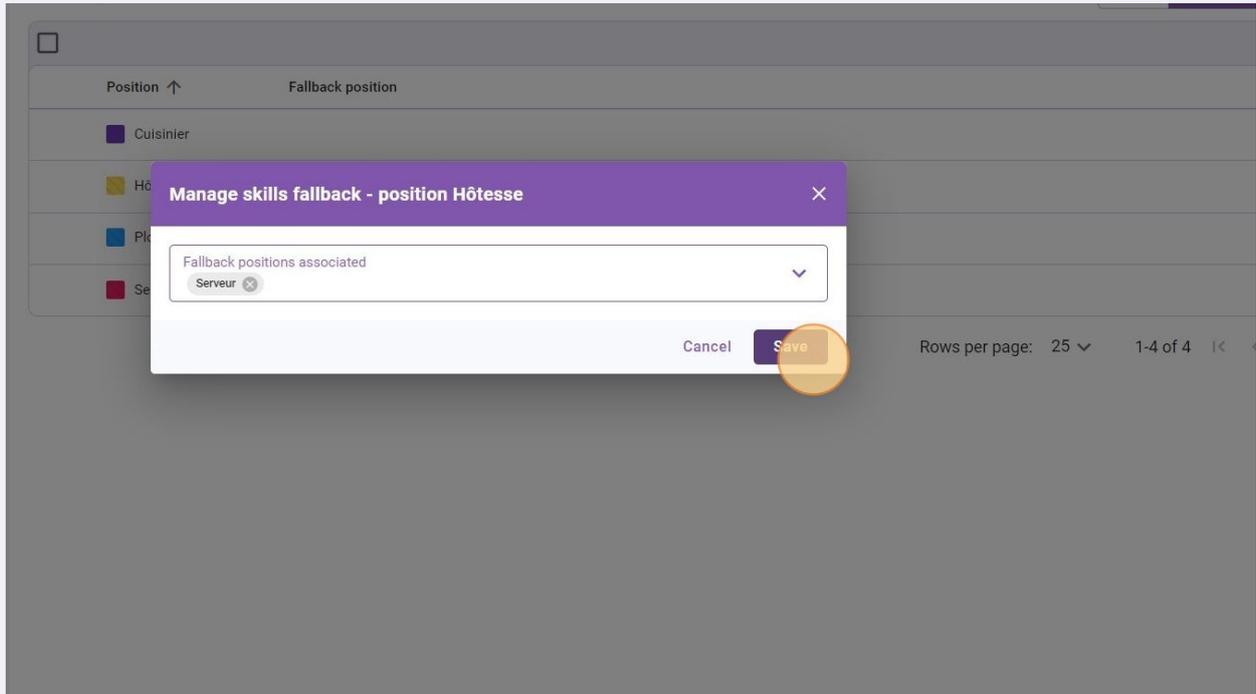
13 Click on the Fallback positions associated bar.



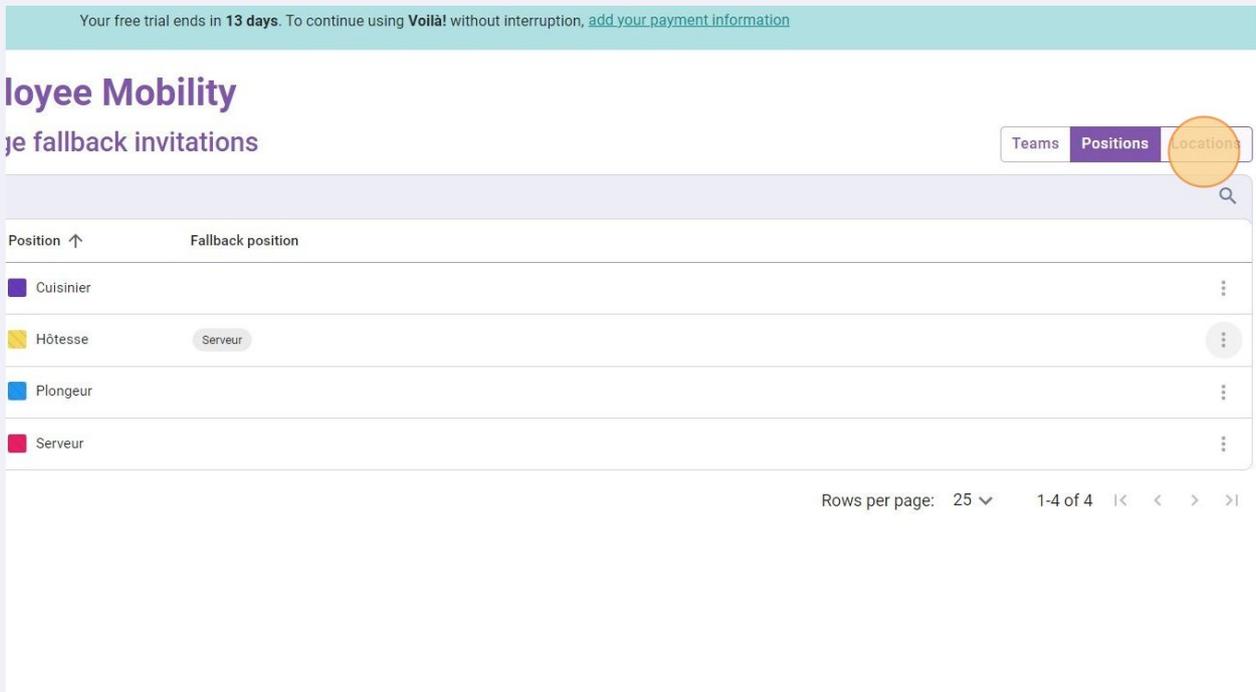
14 Select the desired position(s).



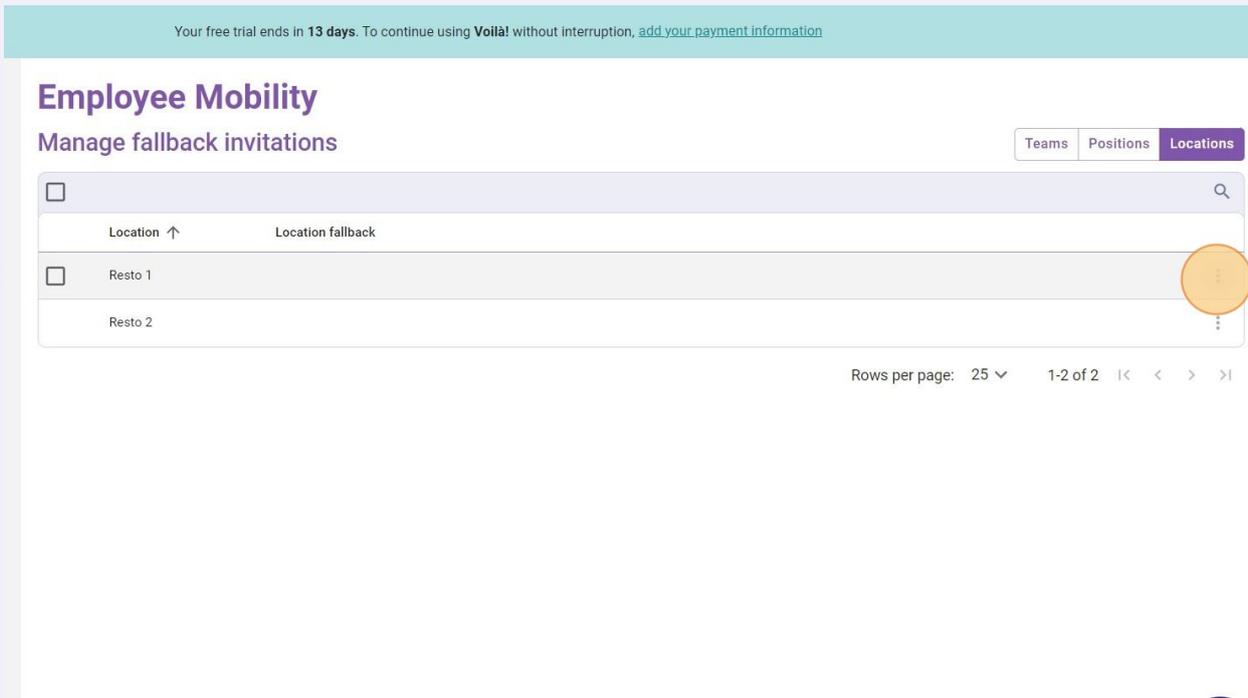
15 Click on Save to apply the changes.



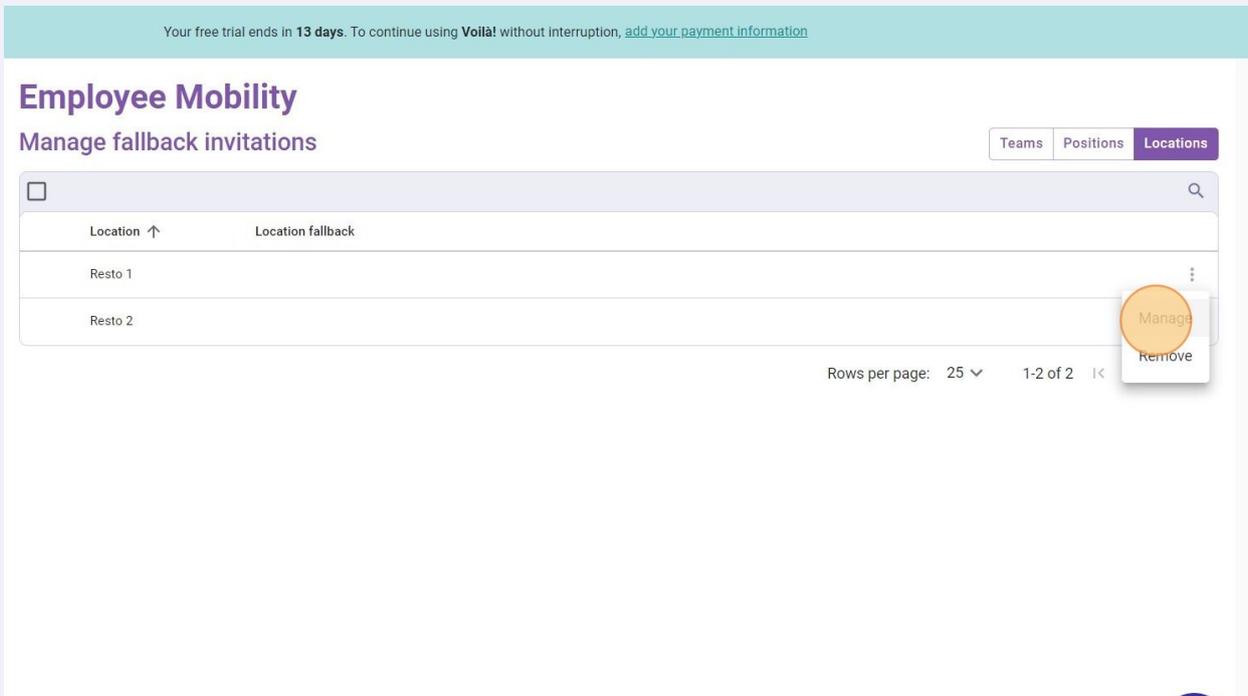
16 To change the fallback priorities for the locations, click on Locations.



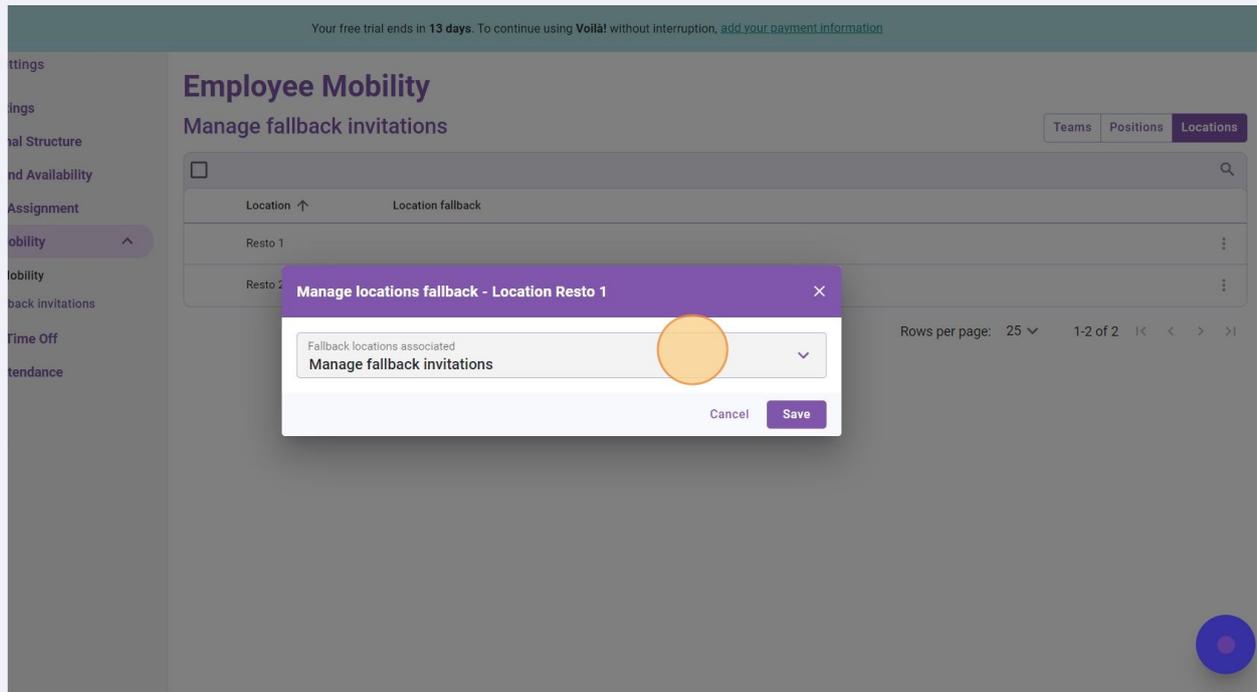
**17** Click on the three dots next to the desired location.



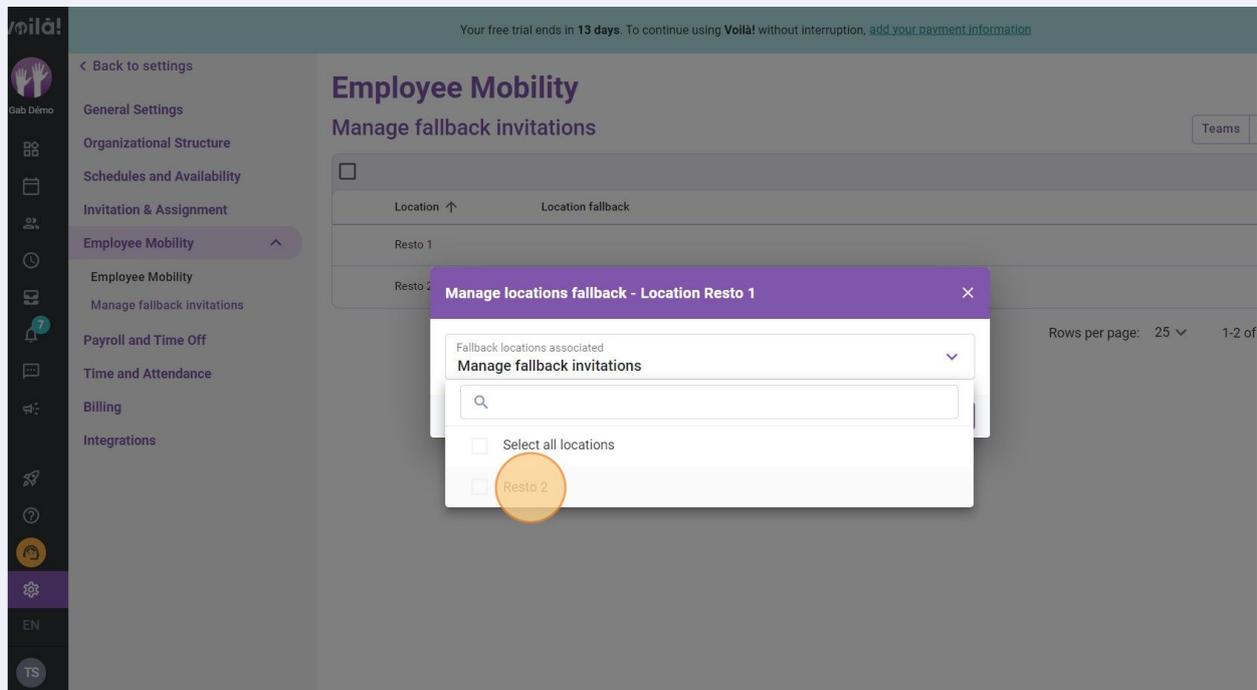
**18** Select Manage.



19 Click on the Fallback locations associated bar.



20 Select the location(s) of your choice.



21 Click on Save to apply the changes.

The screenshot shows the 'Employee Mobility' interface with the 'Manage fallback invitations' section. A modal dialog titled 'Manage locations fallback - Location Resto 1' is open, displaying a list of 'Fallback locations associated' with 'Resto 2' selected. The 'Save' button is highlighted with a yellow circle.

**Employee Mobility**  
Manage fallback invitations

Location ↑	Location fallback
Resto 1	
Resto 2	

**Manage locations fallback - Location Resto 1**

Fallback locations associated

- Resto 2

Cancel Save

Rows per page: 25