

# How to modify an employee's positions



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 13'. Key metrics are displayed in large cards: 'Planned hours' at 106 hours, 'Draft hours' at 0 hours, and 'Plan' at \$60. Below these are several smaller cards for 'Open shifts' (20), 'Replacements' (0), 'Stand by shifts' (0), 'Recurring shifts that end soon' (0), 'Leaves to approve' (0), and 'Announcements' (1). There are also 'Assignations to approve' (2) and 'Requests to approve' (0) cards. At the bottom, a 'Budget repartition' bar chart shows three purple bars of varying heights against a scale from \$60.00 to \$120.00.

### 3 Select the desired employee.

voilà! Employees

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position
<input type="checkbox"/> 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 Positions section, click on the pen icon.

Congé maladie	02	0 days	0 days	0 days
Congé sans solde	03	0 hours	0 hours	0 hours

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

Associations

Teams  Locations 

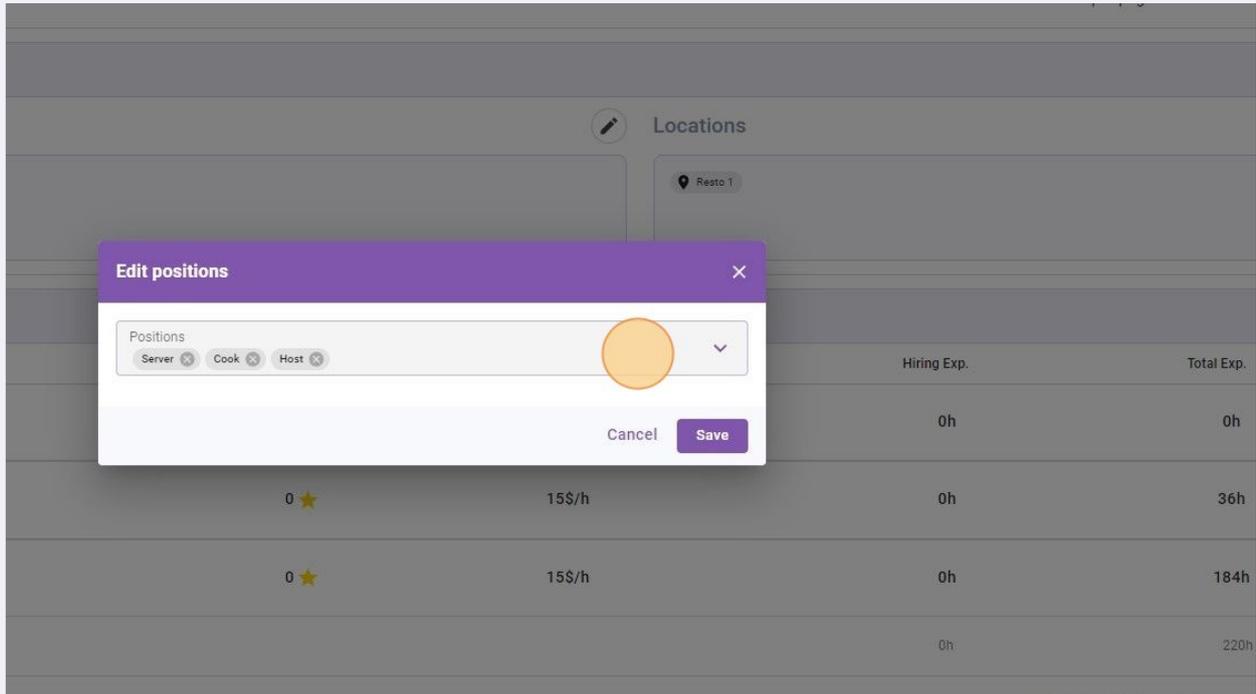
Floor Kitchen Resto 1

Positions 

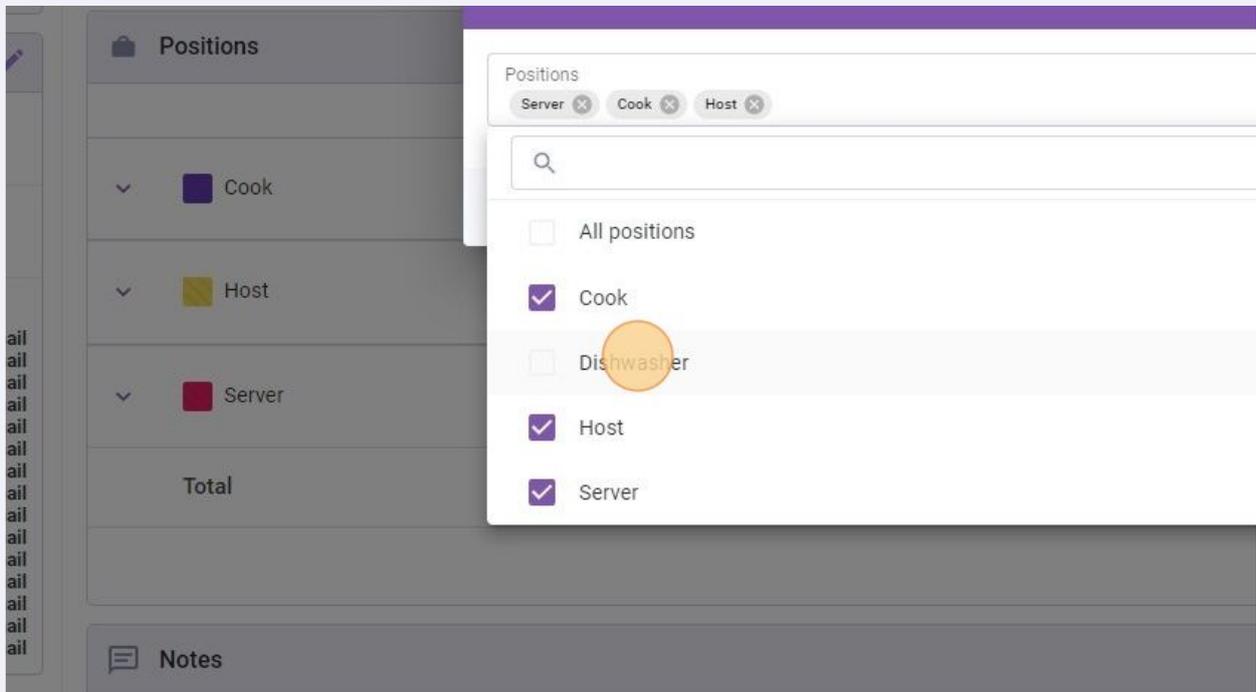
	Score	Hourly Wage	Hiring Exp.	Total Exp.
▼ Cook	ND	15\$/h	0h	0h
▼ Host	0 ★	15\$/h	0h	36h
▼ Server	0 ★	15\$/h	0h	184h
Total			0h	220h

Rows per page: 10 ▾ 1-3 of 3 |< < > >|

5 Click on the position field.



6 Select the positions you want to add/remove from the employee's profile.



7

Click on Save to apply the changes.

The screenshot shows a web application interface for managing 'Locations'. The main header is 'Locations' with a location pin icon and 'Resto 1' below it. A modal window titled 'Edit positions' is open, showing a list of selected positions: 'Server', 'Cook', 'Host', and 'Dishwasher'. The modal has 'Cancel' and 'Save' buttons. The background is a table with columns for 'Hiring Exp.' and 'Total Exp.'. The table has three rows of data. The 'Save' button in the modal is highlighted with a yellow circle.

	Hiring Exp.	Total Exp.
0 ★	0h	0h
0 ★	0h	36h
0 ★	0h	184h

Rows per page: 10 1-3 of 3