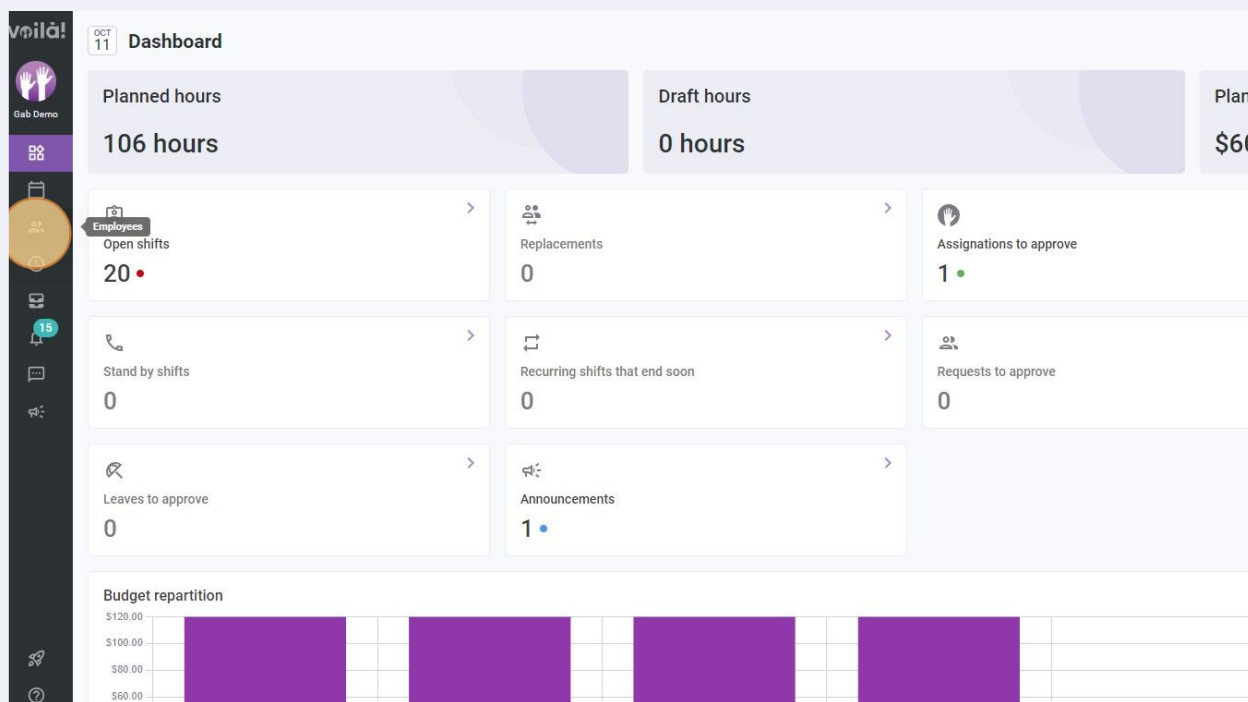


How to modify an employee's time banks














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

2 Go into the Employees section.






3 Select the desired employee.

voilà! Employees

Name ↑	Status	Phone	Clocking ...	Email	Teams	Position
<input type="checkbox"/> AB Anne Bonesso  Full-Time	Full-Time		41624	demovoila+bonesso@...	Avant	Serveur Hôtesse
AM Anthony Michaud 	Full-Time		27925	christianmichaud93+9...	Avant	Serveur Hôtesse
BA Bruno Aldik 	Full-Time		96865	demovoila+aldik1@gm...	Avant	Serveur Hôtesse
BA Bruno Aldik 	Full-Time		01730	demovoila+aldik@gma...	Cuisine	Cuisinier
CM Christian Michaud 	Full-Time		68942	christianmichaud93@...	Avant	Serveur Hôtesse
CR Christine Rashford 	Full-Time		20776	demovoila+rashford@...	Avant	Serveur Hôtesse
CH Claudia Hamilton 	Full-Time		60483	demovoila+hamilton@...	Cuisine	Cuisinier
DG David Genest 	Full-Time		99924	dgenest@voila.app	Avant	Serveur Hôtesse
DS Diane Smith 	Full-Time		63626	demogvoila@gmail.com	Cuisine	Cuisinier
DM DJ Mullet 	Full-Time		41908		Cuisine	Cuisinier
EM Elon Musk 	Full-Time		98029	elonmusk@tesla.com	Avant	Serveur Hôtesse

4 Click on the pen icon.

	ND		ND
	PRIMARY CONTACT PHONE  ND		PRIMARY CONTACT NOTE ND
	SECONDARY CONTACT PHONE  ND		SECONDARY CONTACT NOTE ND
			
Quantity	Preapproved Leave	Available Leave	
DEFAULT 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 < < > >			

5 Click on the field of the desired time bank.

Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND

Time banks

	Code	Quantity	Preapproved Leave
Vacation leave	DEFAULT	0	0 days
Congé maladie	02	0	0 days
Congé sans solde	03	0	0 hours

Associations

6 Enter the desired value.

Select a gender ▼ ND ND

Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Time banks

	Code	Quantity	Preapproved Leave	Available Leave
Vacation leave	DEFAULT	7	0 days	7 days
Congé maladie	02	0	0 days	0 days
Congé sans solde	03	0	0 hours	0 hours

Rows per page: 25 ▼ 1-3

Associations

Teams ✎ Locations