

How to set deadline for submission of availability changes?



Learn how to set deadline for submission of availability changes with Voilà!

1 Navigate to <https://console.voila.app/en/dashboard>

2 Click Company settings

The screenshot displays the Voilà! dashboard for 'Abridge' on July 4. The dashboard features a sidebar with navigation icons, including a gear icon for 'Company settings' which is highlighted with a tooltip. The main content area shows a summary of key metrics:

Metric	Value
Planned hours	32 hours
Draft hours	48 hours
Planned cost	\$268.95

Below the summary, there are several tiles with counts and right-pointing arrows:

- Open shifts: 4
- Replacements: 0
- Assignations to approve: 2
- Shifts to approve: 0
- Stand by shifts: 0
- Recurring shifts that end soon: 1
- Requests to approve: 0
- Availability changes: 4
- Announcements: 33
- Company settings: 11

3 Select Organizational Structure

Settings

My Company

- General Settings**
Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.
- Organizational Structure**
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
- Invitation & Assignment**
The following settings apply to the entire company and will be used by default when creating new open shifts or
- Employee Mobility**
Define fallback teams, positions and locations for a shift invitation when no regular employee is available.

4 Click Schedules and Availability

< Back to settings

Organizational Structure

Divisions & Teams

- > Clinic 41 members
- > 001 - Exemple 1 41 members

Schedules and Availability

5 Press Availability Settings

Schedules and Availability
Schedule

Display Options
Week starts on
Sunday

Replacement settings
 Delay before replacement request
An employee will not be able to request replacement on a shift if the delay between the date of the request and the start of the shift is greater than the minimum delay.

Required delay
1d 0h 0m

Specific parameter ?
Settings application
Clinic

6 Click Deadline

Schedules and Availability
Availability Settings

Approval of availability changes
A manager must approve any new availability submitted by an employee to their schedules.

Deadline
Set a deadline to submit availability changes

Custom Availability Rules ?
Application
No data to show

7 Click Deadline to submit availability

Schedules and Availability
Availability Settings

Approval of availability changes
A manager must approve any new availability submitted by an employee before it is applied to their schedules.

Deadline
Set a deadline to submit availability changes

04/07/2022

Custom Availability Rules ?

Application
No data to show

8 Enter the desired deadline

Schedules and Availability
Availability Settings

Approval of availability changes
A manager must approve any new availability submitted by an employee before it is applied to their schedules.

Deadline
Set a deadline to submit availability changes

04/07/2022

Custom Availability Rules ?

Application
No data to show

9

Add a note for employees if needed

The screenshot shows a software interface for managing employee schedules and availability. On the left is a vertical sidebar with a dark background and white icons. The top icon is a hand with a plus sign, labeled 'Abridge'. Below it are icons for organizational structure, a calendar, a person, a clock, a document, a notification bell with a '4' badge, a speech bubble, a person with a plus sign, a rocket, a question mark, a home icon, and a gear icon. The main content area is white and titled 'Schedules and Availability' in purple. Underneath is the 'Availability Settings' section, which includes a toggle for 'Approval of availability changes' (currently off), a 'Deadline' toggle (currently on), and two text input fields: 'Deadline to submit availability' (with the value '07/07/2022') and 'Note for employees'. Below this is the 'Custom Availability Rules' section, which features a table with one column labeled 'Application' and a message 'No data to show' at the bottom.

< Back to settings

General Settings

Organizational Structure

Schedules and Availability ^

Schedule

Work Constraints

Budget Tracking

Availability Settings

Invitation & Assignment

Employee Mobility

Payroll and Time Off

Time and Attendance

Billing

Integrations

Schedules and Availability

Availability Settings

Approval of availability changes
A manager must approve any new availability submitted by an employee before it is applied to their schedules.

Deadline
Set a deadline to submit availability changes

07/07/2022

Custom Availability Rules ?

Application
No data to show