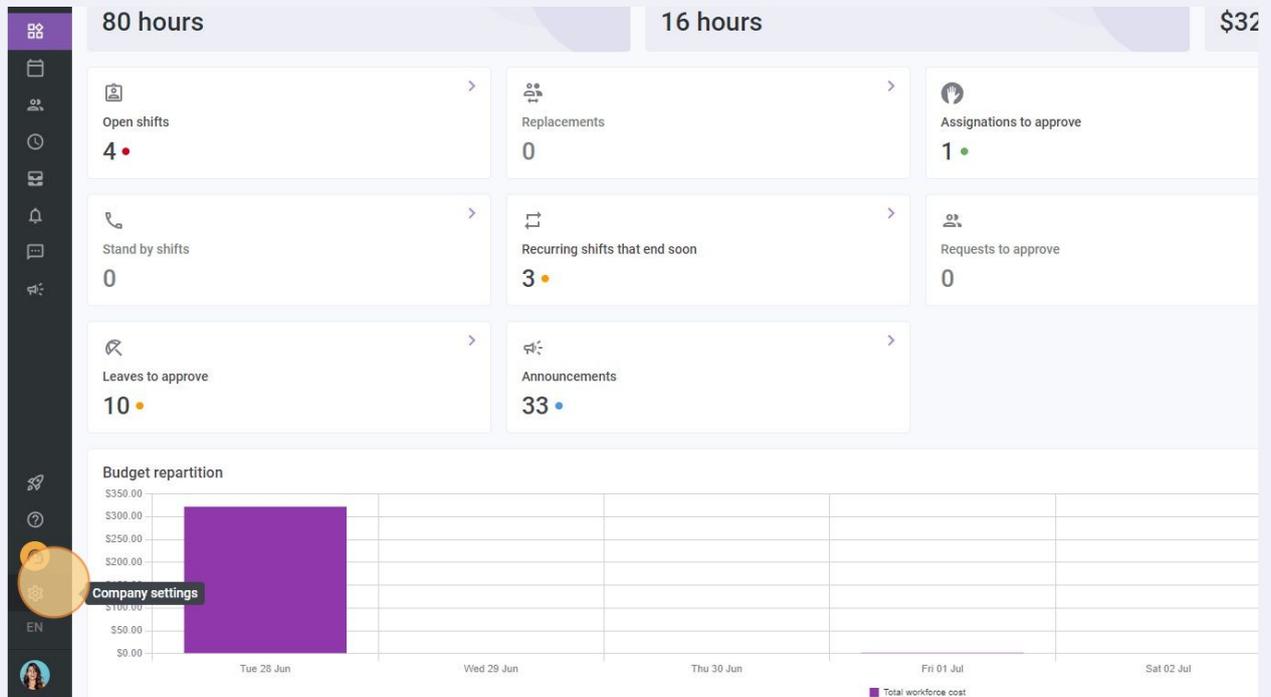


How to set up web time clock



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

2 Click on the Company settings icon.



3 Select Time and Attendance.

General Settings
Manage your company name, time zone, supported languages, managers and admin 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 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 off types, overtime rules and shift premiums.

Time and Attendance
Configure timesheets, approve reminders and edit permissions. Activate web and mobile time clocks for specific teams, positions and locations and define validation rules for clocking entries.

Account Management

4 Click on the Enable web time clock switch to activate the feature.

Time and Attendance
Time Clock Management

The time clock validates your employees presence for their shifts. It also automatically fills their timesheets.

Web Time Clock

Enable web time clock
Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

Mobile Time Clock

Enable mobile time clock
Allows employees to clock in from their phones using the Voilà! app.

Positions Requiring Employees to Clock In ⓘ

Color	Name	Punch Required	Timesheet Autofill
■	Logistic Coordinator	Yes	Not applicable if punch is required
■	Nurse	Yes	Not applicable if punch is required
■	Pediatrician	Yes	Not applicable if punch is required
■	Reception	Yes	Not applicable if punch is required
■	Security	Yes	Not applicable if punch is required
■	Supervisor	Yes	Not applicable if punch is required
■	Warehouse worker	Yes	Not applicable if punch is required

GPS Validation ⓘ

Rows per page: 25 ▾

5 Click on the pen icon.

Time and Attendance

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Web Time Clock

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Allows employees to clock in on a computer or tablet by entering their phone number or PIN Voilà!

Enable web time clock

URL
https://punch.voila.app

Username
DemoVideo

Company password

Use photo validation
Photo validation requires the employee to take a photo when clocking in and out

Mobile Time Clock

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Allows employees to clock in from their phones using the Voilà! app.

Positions Requiring Employees to Clock In ?

Color	Name	Punch Required	Timesheet Autofill
-------	------	----------------	--------------------

6 Enter your Voilà!'s account password.

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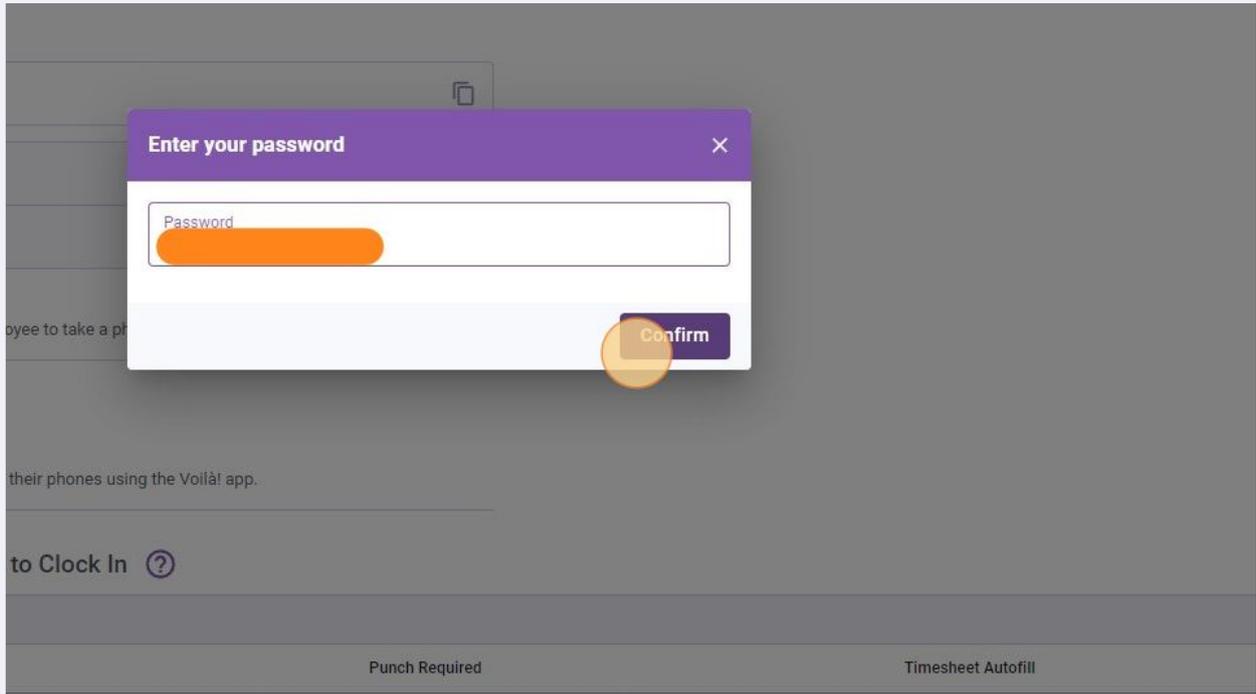
Color	Name	Punch Required	Timesheet Autofill
-------	------	----------------	--------------------

Enter your password

Password

Confirm

7 Click Confirm.



8 Click on the copy icon to copy the link.

Link to settings

- General Settings
- Organizational Structure
- Schedules and Availability
- Position and Assignment
- Employee Mobility
- Roll and Time Off
- Time and Attendance**
- Time Clock Management
- Time Entries Settings
- Timesheet Approvals
- Reporting
- Integrations

Time and Attendance

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Positions Requiring Employees to Clock In ?

Color	Name	Punch Required	Timesheet Autofill
■	Logistic Coordinator	Yes	Not applicable if punch is required
■	Nurse	Yes	Not applicable if punch is required

9 Open a new browser tab and paste the link.

10 Copy the Username.

Time and Attendance
Time Clock Management

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Enable web time clock

URL:

Username:

Company password:

Use photo validation
Photo validation requires the employee to take a photo when clocking in and out

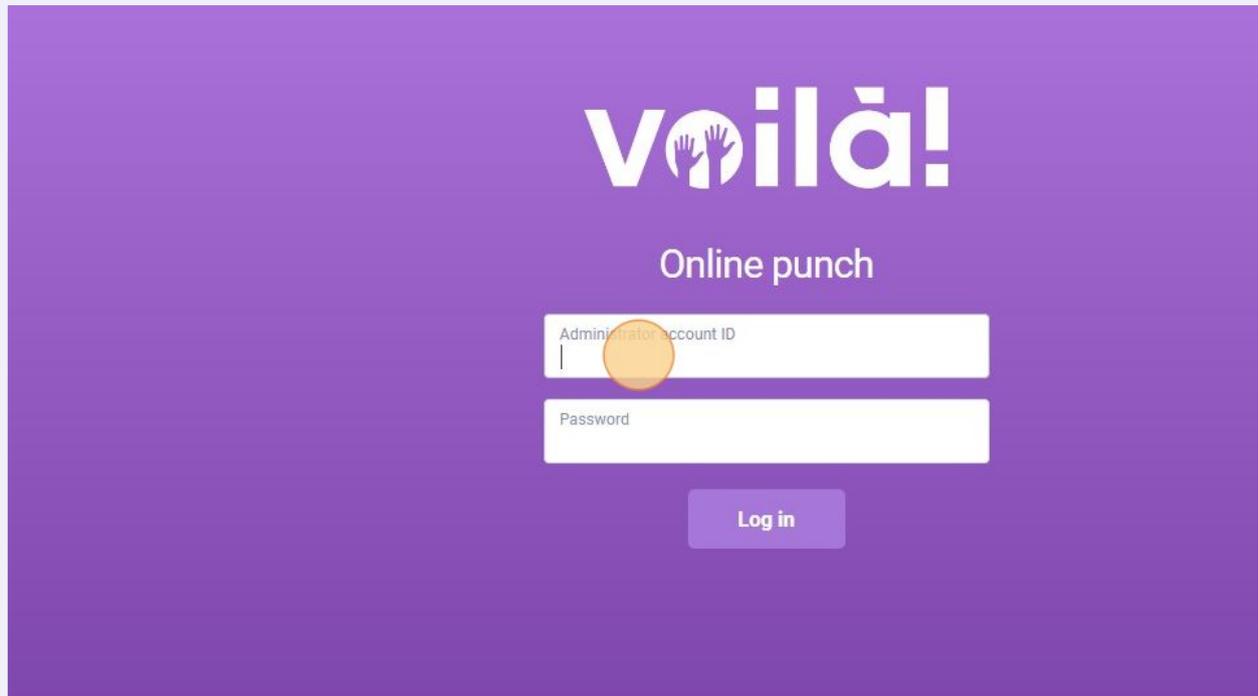
Mobile Time Clock

Enable mobile time clock
Allows employees to clock in from their phones using the Voila! app.

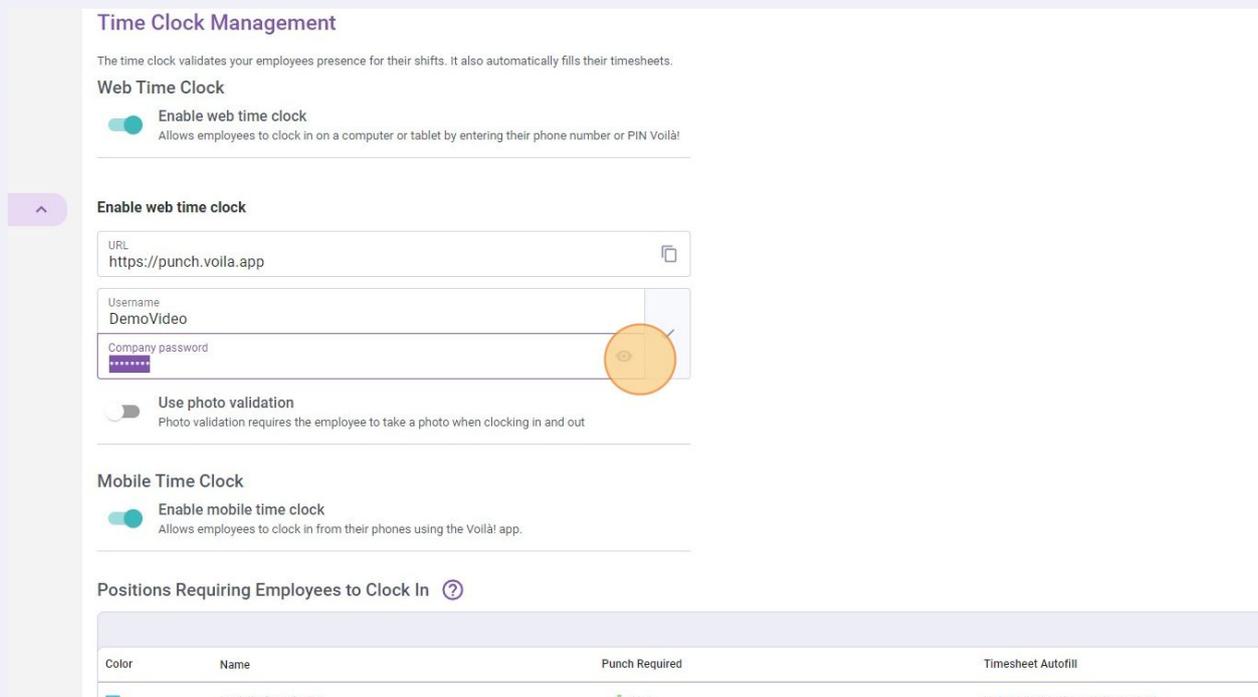
Positions Requiring Employees to Clock In ⓘ

Color	Name	Punch Required	Timesheet Autofill
■	Logistic Coordinator	<input checked="" type="checkbox"/> Link copied	Not applicable if punch is required
■	Nurse	<input type="checkbox"/>	Not applicable if punch is required

11 Paste the username in the Administrator account ID field.



12 Click on the eye icon to reveal the password.



13 Copy the company password.

Time Clock Management

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Web Time Clock

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Enable web time clock

URL
https://punch.voila.app

Username
DemoVideo

Company password
[Redacted]

Use photo validation
Photo validation requires the employee to take a photo when clocking in and out

Mobile Time Clock

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Positions Requiring Employees to Clock In ?

Color	Name	Punch Required	Timesheet Autofill
	Logistic Coordinator	Yes	Not applicable if punch is required

14 Paste the password in the Password field.

voilà!

Online punch

Administrator account ID
DemoVideo

Password
[Redacted]

Log in

15

Click on Log in and you will be logged in your web time clock.

