How to turn on/off approval of availability changes?

Learn how to turn on or turn off approval of availability changes with Voilà!

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Navigate to https://console.voila.app/en/dashboard

2 Click Company settings



Vmila!

Select Organizational Structure

^ Settings	My Company		Q
	E General Settings Manage your company name, time zone, supported languages, managers and admins permissions as well as your confidential information entered.	Corganizational Structure Define your company's management levels and the structure of its divisions, teams, portions, ideations and sub- locations.	
	Scheduling Settings		
÷	Chedules 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.

Press Schedules and Availability



Click Availability Settings



Click Approval of availability changes

Abridge	< Back to settings General Settings Organizational Structure Schedules and Availability Schedule Work Constraints Budget Tracking Availability Settings Invitation & Assignment Employee Mobility	Schedules and Availability Availability Settings Image: Approval of availability changes Amanager must approve any new availability submitted by an employee before it is applied to their schedules. Image: Deadline Set a deadline to submit availability changes Custom Availability Rules (?)	
₩ 20 00 00 00 00 00 00 00 00 00 00 00 00	Payroll and Time Off Time and Attendance Billing Integrations	Application No data to show	0-0 of 0