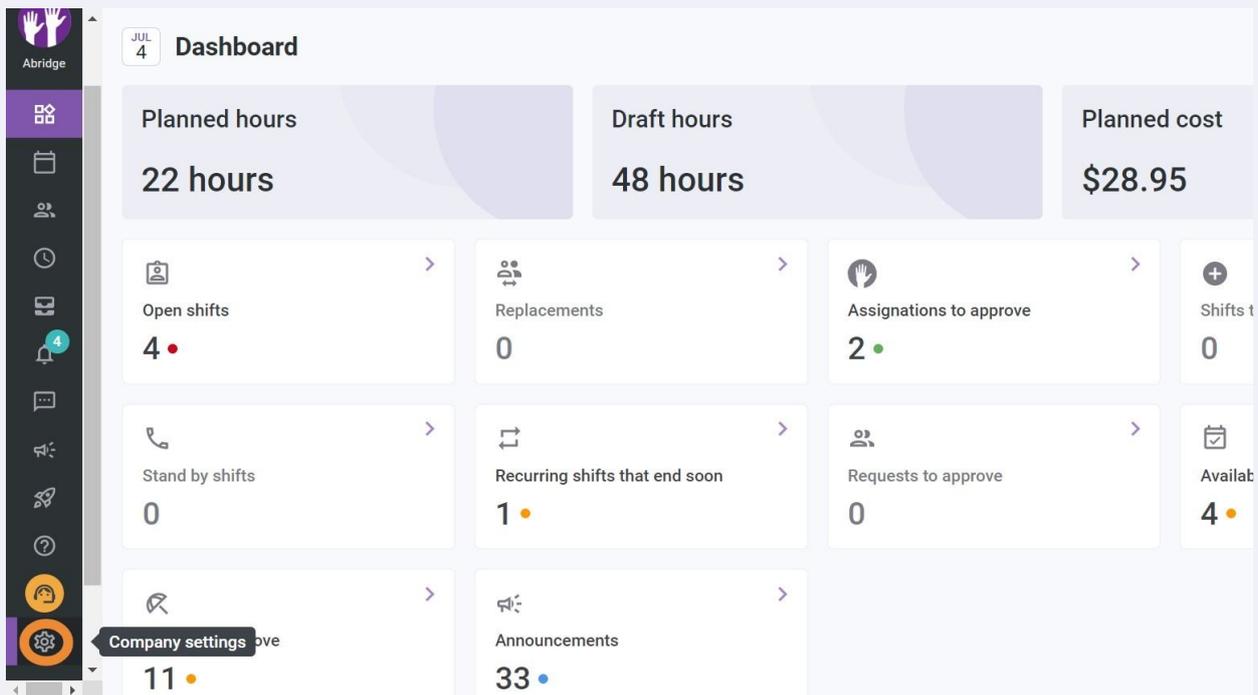


How to turn on/off approval of availability changes?

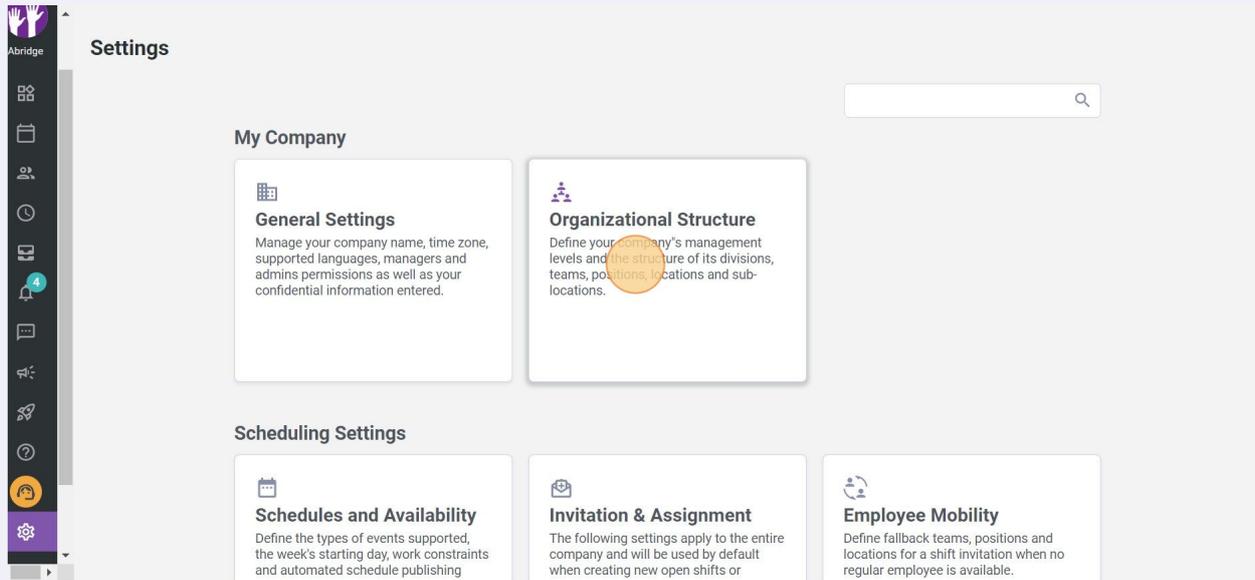
Learn how to turn on or turn off approval of availability changes with Voilà!

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

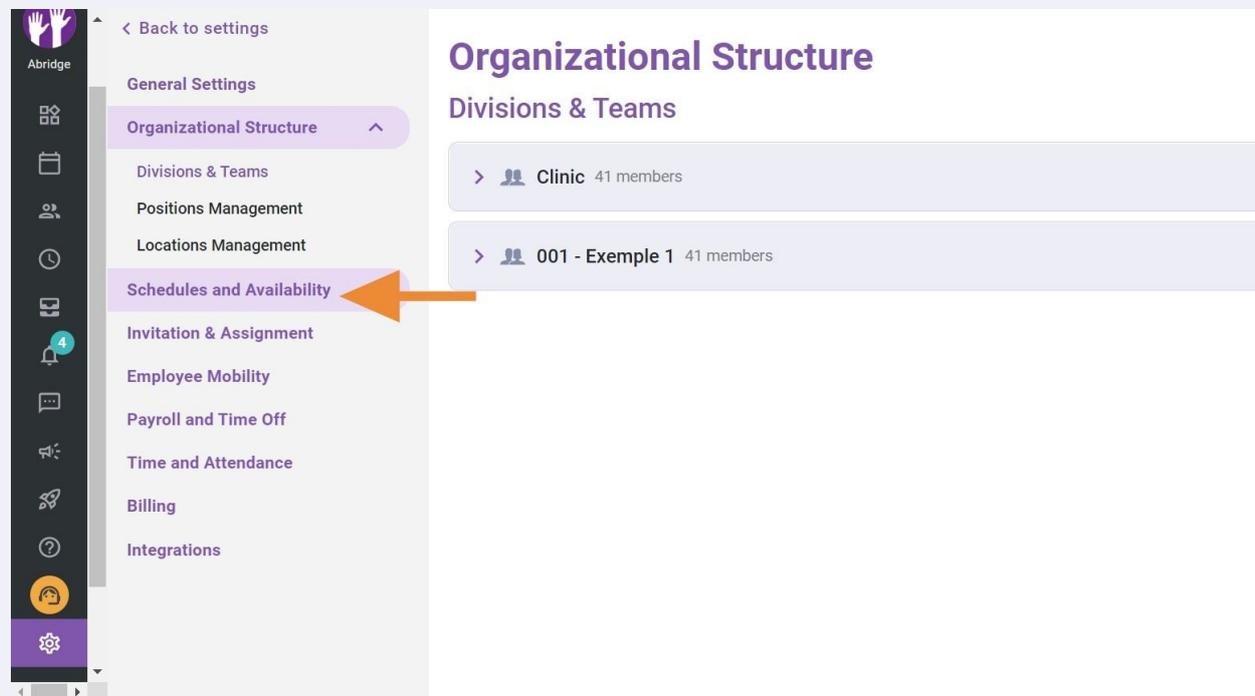
2 Click Company settings



3 Select Organizational Structure



4 Press Schedules and Availability



5 Click 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 Approval of availability changes

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

Custom Availability Rules ?

Application

No data to show

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