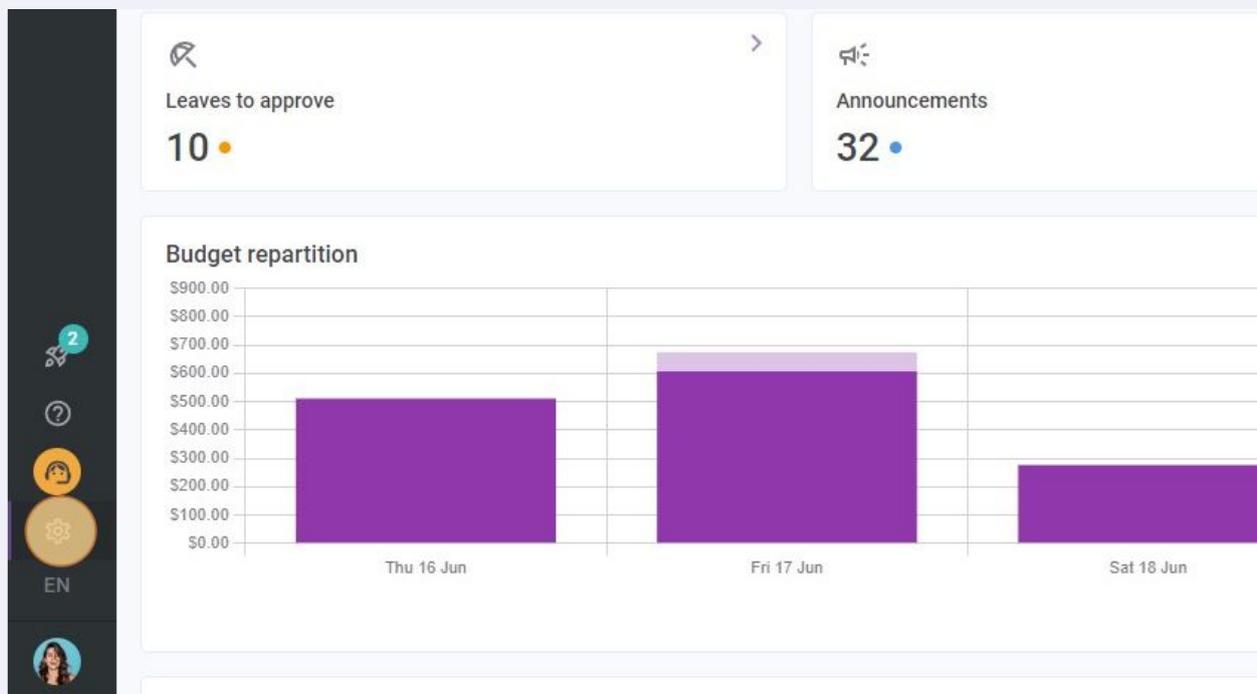


How to turn on/off the employees can clock in without having scheduled shifts option

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

2 Click on the Company settings icon.



3 Select General 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



4 Go into the Permissions section.

voila! < Back to settings

General Settings ^

- Company
- Privacy
- Permissions
- Notifications
- Modules
- Organizational Structure
- Schedules and Availability
- Invitation & Assignment
- Employee Mobility
- Payroll and Time Off
- Time and Attendance
-

General Settings

Company

Company Name

Name
Abridge

Logo

We recommend using a logo of 500px X 500px minimum.

Time Zone

Your company's timezone will be set as default for all new locations. However, you ca

5

Click on the Employees can clock in without having scheduled shifts switch to turn this option on/off.

The screenshot shows a settings page with a dark sidebar on the left and a main content area on the right. The sidebar contains icons for Billing, Integrations, a notification icon with a '2', a help icon, a user profile icon, a settings icon (highlighted in purple), the text 'EN', and a user profile picture. The main content area is divided into sections: 'Employees can create shifts' (toggle off), 'Approval Required for Created Shifts' (toggle off), 'Clocking' (with a sub-section 'Employees can clock in without having scheduled shifts' toggle on), and 'Leaves' (with a sub-section 'Employees can create leave request' toggle on).

Billing
Integrations

Employees can create shifts
All employees can create their own shifts. Managers can always edit shifts.
An employee can't create a shift for a colleague.

Approval Required for Created Shifts
A manager must approve each shift created by an employee.

Clocking

Employees can clock in without having scheduled shifts
If active, your employees will be able to clock in even if they don't have a scheduled shift.
Shifts created in this way are identified by a dotted outline. They must be approved by a manager.

Leaves

Employees can create leave request
When disabled only managers, supervisors and administrators will be able to create leave requests for employees.