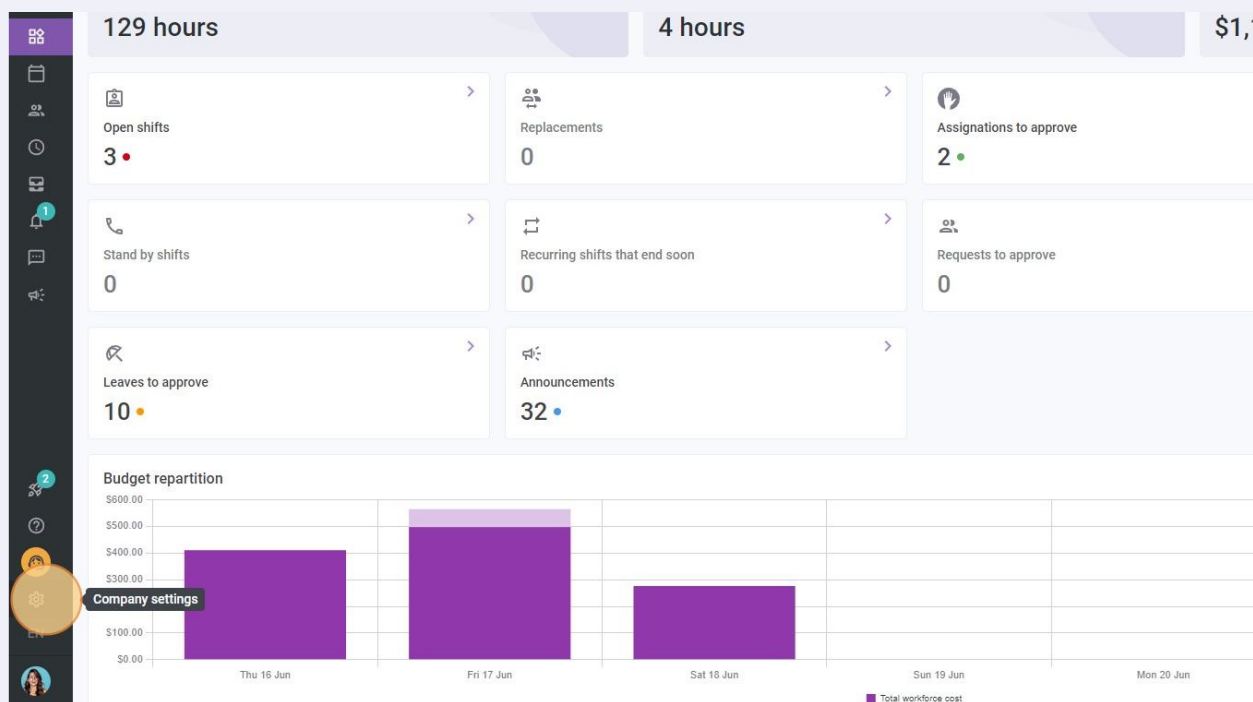


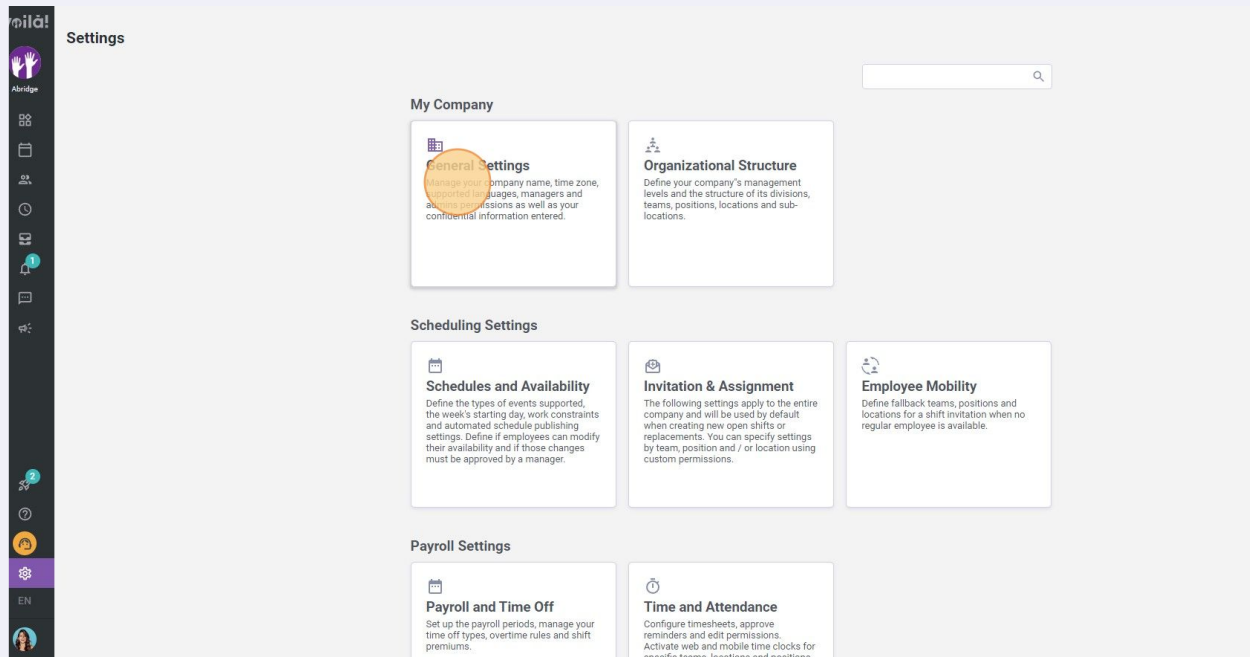
How to turn on/off the replacement request option for your employees

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

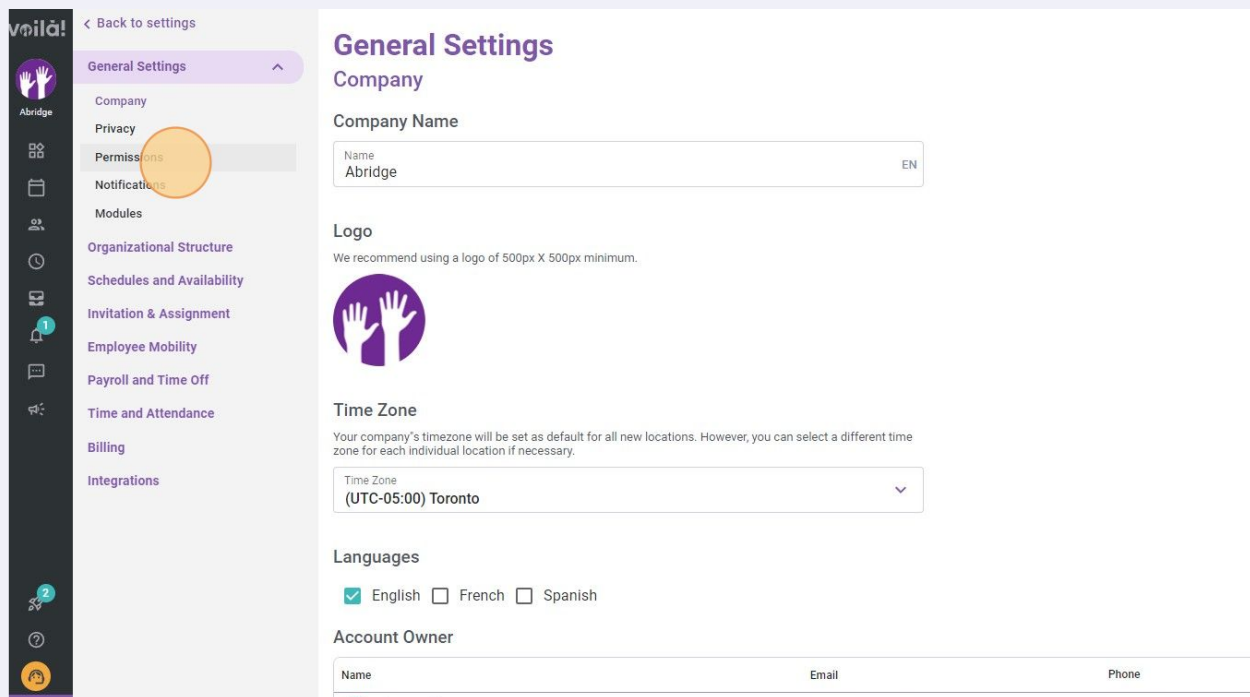
2 Click on the Company settings icon.



3 Select General Settings.



4 Go into the Permissions section.



5

Click on the Replacement Requests option to activate/deactivate this option.

Voilà! < 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
- Billing
- Integrations

General Settings

Permissions

The following permissions apply to the entire company. You can specify permissions by team, position and / or location using custom permissions.

Assignments

☒ **Approval Required for Assigned Shifts**
A manager must approve the allocation of an open shift, replacement or exchange, to the interested employee.

Replacements

☒ **Replacement Requests**
Employees can request replacements for their shifts. Managers can always modify or remove replacements.

☒ **Approval Required for Replacement Requests**
A manager must approve each replacement request created by employees before Voilà! starts looking for a replacement.

Shift Swaps

☒ **Shift Swaps Requests**
Employees can request swaps. Managers can accept or decline trades.

☒ **Approval Required for Shift Swaps**
A manager must approve each shift swap request created by employees.

Time Entry Creation

☐ **Employees can create time entry**
All employees can create their own time entry. Managers can always edit or delete these time entry. An employee can't create a time entry for a colleague.