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

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

Click on the Company settings icon.

129 hours		4 hours	
© Open shifts 3 ●	> A Replacements	د	Assignations to approve 2 •
ور Stand by shifts 0	> Recurring shifts 0	that end soon	Requests to approve
	> et: Announcements 32 •	\$	
Budget repartition \$600.00 \$500.00 \$400.00 \$300.00 Company settings \$100.00			
\$0.00 Thu 16 Jun	Fri 17 Jun	Sat 18 Jun	Sun 19 Jun

Vmila!

Select General Settings.

! Settings			Q
	My Company		
	Concern Settings Experience propary name, time zone, concerne louges, managers and an one per essions as well as your confidential information entered.		
	Scheduling Settings		
	Chevelan and Availability Schedules and Availability Define the types of events supported the week's strong day, work constraints and automated schedule publishing settings. Define ferrophyses can modify their availability and if those changes must be approved by a manager.	Invitation & Assignment Invitation & Assignment Company and will be used by default when creating new cases shifts or replacements You can specify satings by team position and / or location using custom permissions.	Employee Mobility 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 hears locations and nositions	

Go into the Permissions section.

oilà!	< Back to settings	General Settings		
**	General Settings	Company		
Abridge	Company	Company Name		
晗	Privacy Permissions	Name	EN	
8	Notifications	Abridge	EN	
2	Modules	Logo		
0	Organizational Structure	We recommend using a logo of 500px X 500px minimum.		
8	Schedules and Availability Invitation & Assignment			
₽	Employee Mobility			
	Payroll and Time Off			
đ :	Time and Attendance	Time Zone		
	Billing	Your company's timezone will be set as default for all new location zone for each individual location if necessary.	s. However, you can select a different time	
	Integrations	Time Zone (UTC-05:00) Toronto	~	
		Languages		
5 ²		✓ English ☐ French ☐ Spanish		
0		Account Owner		
0		Name	Email	Phone

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

