

How to update an employee profile information?



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

2 Click on the Employees tab

Name ↑	Status	Phone	Clocking...	Email	Teams	Position	Location
Anne Bonesso Manager ID: 2295	Full-Time		00001	demovoila+bonesso...	Brewery		RI
Anthony Michaud	Full-Time		98233	christianmichaud93+...	Kitchen Brewery		Restaurant 3 R2 RI
Bruno Aldik Admin	Full-Time		31412	demovoila+aldik1@g...	Urgence		Restaurant 3 R2 RI +1
Bruno Aldik Supervisor	Full-Time		40278	demovoila+aldik@g...	Urgence	Nurse	Restaurant 3 R2 RI +1
Christian Michel Admin ID: 10905	Full-Time	(514) 409-4793	79911	christianmichaud93...	Kitchen Brewery		Restaurant 3 R2 CB
Christine Rashford ID: 22365	Full-Time		85303	demovoila+rashford...	Kitchen Brewery	Nurse	Restaurant 3 R2 CB
Claudia Hamilton Manager ID: 100	Full-Time		14586	demovoila+hamilton...	Kitchen Brewery		Restaurant 3 R2 CB
David Gauthier Supervisor	Full-Time		90687	dgenest@voila.app	Kitchen Brewery		Restaurant 3 R2 CB
Diane Smith Admin	Full-Time	(438) 883-4544	12345	demovoila@gmail.co...	Kitchen Brewery		Restaurant 3 R2 CB
Elon Tusk ID: 123	Full-Time	(411) 322-5656	21226	elonmusk@tesla.com	Kitchen Brewery		Restaurant 3 R2 CB
Émilie Lockhead ID: 2236	Student		86783	demovoila+lockhead...	Kitchen Brewery	Supervisor Waiter 1 Host 1	Restaurant 3 R2 CB
Filippo Roileau	Full-Time	(438) 499-4792	23886		Kitchen Brewery	Supervisor Waiter 1 Host 1	Restaurant 3 R2 RI

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3 Select the employee you would like to update

voilà! Employees Active (42) Inactive (13) All (55)

Name	Status	Phone	Clocking..	Email	Teams	Position	Location
 Anne Bonesso Manager ID: 2205	Full-Time		00001	demovoila+bonesso...	Brewery		RI
 Anthony Michaud	Full-Time	98233	christianmichaud93+...	Kitchen Brewery		Restaurant 3 R2 RI	
 Bruno Aldik Admin	Full-Time	31412	demovoila+aldik1@g...	Urgence		Restaurant 3 R2 RI +1	
 Bruno Aldik Supervisor	Full-Time	40278	demovoila+aldik@g...	Urgence	Nurse	Restaurant 3 R2 RI +1	
 Christian Michel Admin ID: 10905	Full-Time	(514) 409-4793	79911	christianmichaud93...	Kitchen Brewery		Restaurant 3 R2 CB
 Christine Rashford ID: 22365	Full-Time	85303	demovoila+rashford...	Kitchen Brewery	Nurse	Restaurant 3 R2 CB	
 Claudia Hamilton Manager ID: 100	Full-Time	14586	demovoila+hamilton...	Kitchen Brewery		Restaurant 3 R2 CB	
 David Gauthier Supervisor	Full-Time	90687	dgenest@voila.app	Kitchen Brewery		Restaurant 3 R2 CB	
 Diane Smith Admin	Full-Time	(438) 883-4544	12345	demovoila@gmail.co...	Kitchen Brewery		Restaurant 3 R2 CB
 Elon Tusk ID: 123	Full-Time	(411) 322-5656	21226	elonmusk@tesla.com	Kitchen Brewery		Restaurant 3 R2 CB
 Émilie Lockhead ID: 2236	Student	86783	demovoila+lockhead...	Kitchen Brewery	Supervisor Waiter 1 Host 1	Restaurant 3 R2 CB	
 Filippo Roileau	Full-Time	(438) 499-4792	23886		Kitchen Brewery	Supervisor Waiter 1 Host 1	Restaurant 3 R2 RI

Rows per page: 30 1-30 of 42

4 Click on the Employee ID field to update it.

voilà!  Anne Bonesso

Connection information
demovoila+bonesso@... ✓

Availability
Allow replacements outside availability: Yes

Preferred schedule constraints
Min weekly hours: 20h
Max weekly hours: 37.5h
Max pay period hours: ND
Max days from monday to friday: 4
Max days per weekends: 2
Max shifts per day: 1
Max hours between shifts: 1h

SUNDAY: Unavailable
MONDAY: Unavailable
TUESDAY: All day
WEDNESDAY: All day
THURSDAY: All day
FRIDAY: All day

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
TIME CLOCK PIN 00001			

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
HOURLY WAGE 15\$			

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

5 Click on the Email field to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
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TIME CLOCK PIN: 00001

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
HOURLY WAGE 15\$			

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Availability

Allow replacements outside availability: Yes

Preferred schedule constraints

- Min weekly hours: 20h
- Max weekly hours: 37.5h
- Max pay period hours: ND
- Max days from monday to friday: 4
- Max days per weekends: 2
- Max shifts per day: 1
- Max hours between shifts: 1h

SUNDAY: Unavailable
MONDAY: Unavailable
TUESDAY: All day
WEDNESDAY: All day
THURSDAY: All day
FRIDAY: All day

6 Click on the Phone Number field to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
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TIME CLOCK PIN: 00001

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
HOURLY WAGE 15\$			

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Availability

Allow replacements outside availability: Yes

Preferred schedule constraints

- Min weekly hours: 20h
- Max weekly hours: 37.5h
- Max pay period hours: ND
- Max days from monday to friday: 4
- Max days per weekends: 2
- Max shifts per day: 1
- Max hours between shifts: 1h

SUNDAY: Unavailable
MONDAY: Unavailable
TUESDAY: All day
WEDNESDAY: All day
THURSDAY: All day
FRIDAY: All day

7 Click on the Time Clock Pin to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demoivoila+bonesso@gmail.c...	PHONE NUMBER ND
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TIME CLOCK PIN
00001

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
HOURLY WAGE 15\$			

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Availability

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY Unavailable
MONDAY Unavailable
TUESDAY All day
WEDNESDAY All day
THURSDAY All day
FRIDAY All day

8 Click on the Status menu to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate E

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demoivoila+bonesso@gmail.c...	PHONE NUMBER ND
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TIME CLOCK PIN
00001

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERI 80h
HOURLY WAGE 15\$			

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME	SECONDARY CONTACT PHONE	SECONDARY CONTACT NOTE

Availability

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY Unavailable
MONDAY Unavailable
TUESDAY All day
WEDNESDAY All day
THURSDAY All day

9

Select the Status of your choice to apply it to your employee.

Employee Worksheet View Schedule Plan a leave request Deactivate E

Profile at Abridge

ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER
Manager	2205	demovoila+bonesso@gmail.c...	ND

TIME CLOCK PIN: 00001

General information

STATUS	HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERI
Full-Time	20/05/2018	40h	80h

HOURLY WAGE: 15\$

Additional information

DATE OF BIRTH	ADDRESS
ND	ND

Emergency contacts

PRIMARY CONTACT NAME	PRIMARY CONTACT PHONE	PRIMARY CONTACT NOTE
ND	ND	ND

Availability

Allow replacements outside availability: Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY: Unavailable
MONDAY: Unavailable
TUESDAY: All day
WEDNESDAY: All day
THURSDAY: All day

10

Click on the Hiring Date field to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER
Manager	2205	demovoila+bonesso@gmail.c...	ND

TIME CLOCK PIN: 00001

General information

STATUS	HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERIOD
Full-Time	20/05/2018	40h	80h

HOURLY WAGE: 15\$

Additional information

GENDER	DATE OF BIRTH	ADDRESS
Male	ND	ND

Emergency contacts

PRIMARY CONTACT NAME	PRIMARY CONTACT PHONE	PRIMARY CONTACT NOTE
ND	ND	ND

Availability

Allow replacements outside availability: Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY: Unavailable
MONDAY: Unavailable
TUESDAY: All day
WEDNESDAY: All day
THURSDAY: All day
FRIDAY: All day

11 Click on the Hourly Wage field to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
		TIME CLOCK PIN 00001	

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
		HOURLY WAGE 15\$	

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Availability

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY Unavailable
MONDAY Unavailable
TUESDAY All day
WEDNESDAY All day
THURSDAY All day
FRIDAY All day

12 Click on the Gender field to update it.

Employee Worksheet View Schedule Plan a leave request Deactivate Employee

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
		TIME CLOCK PIN 00001	

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
		HOURLY WAGE 15\$	

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Availability

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

SUNDAY Unavailable
MONDAY Unavailable
TUESDAY All day
WEDNESDAY All day
THURSDAY All day
FRIDAY All day

13 Select the Gender of your employee.

Profile at Abridge

ROLE Manager	EMPLOYEE ID 2205	EMAIL demovoila+bonesso@gmail.c...	PHONE NUMBER ND
		TIME CLOCK PIN 00001	

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERI 80h
		HOURLY WAGE 15\$	

Additional information

GENDER Male	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

14 Click on the Date of Birth field to update.

Availability

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours	20h
Max weekly hours	37.5h
Max pay period hours	ND
Max days from monday to friday	4
Max days per weekends	2
Max shifts per day	1
Max hours between shifts	1h

General information

STATUS Full-Time	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
		HOURLY WAGE 15\$	

Additional information

GENDER Female	DATE OF BIRTH ND	ADDRESS ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Time banks

	Code	Quantity	Preapproved Leave	Available Leave
Stat Holiday	760	12.84 hours	8 hours	4.84 hours
Timebank	C022	66.13 hours	0 hours	66.13 hours

15 Click on the Address field to update it.

Availability ⋮

Allow replacements outside availability Yes

Preferred schedule constraints

Min weekly hours 20h
 Max weekly hours 37.5h
 Max pay period hours ND
 Max days from monday to friday 4
 Max days per weekends 2
 Max shifts per day 1
 Max hours between shifts 1h

SUNDAY	Unavailable
MONDAY	Unavailable
TUESDAY	All day
WEDNESDAY	All day
THURSDAY	All day
FRIDAY	All day
SATURDAY	All day

Coming soon

No upcoming changes

Attachments ⊕

General information

STATUS Full-Time ▼	HIRING DATE 20/05/2018	MAX HOURS PER WEEK 40h	MAX HOURS PER PAY PERIOD 80h
HOURLY WAGE 15\$			

Additional information

GENDER Female ▼ ☑ ☒	DATE OF BIRTH <input type="text" value="ND"/>	ADDRESS <input type="text" value="ND"/>
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND	PRIMARY CONTACT NOTE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND

Time banks ✎

	Code	Quantity	Preapproved Leave	Available Leave
Stat Holiday	760	12.84 hours	8 hours	4.84 hours
Timebank	C022	66.13 hours	0 hours	66.13 hours