How to update an employee profile information?



Navigate to https://console.voila.app/en/employees

2 Click on the Employees tab

voilà!	= Employees								Active (42) Inac	tive (13) All (55
WY									م		₫ ₫
Abridge	Name 个	Status	Phone	Clocking	Email	Teams		Position	Location		
路	Anne Bonesso Manager ID: 2205	Full-Time		00001	demovoila+bonesso	Brewery			RI		
	Anthony Michaud	Full-Time		98233	christianmichaud93+	Kitchen	Brewery		Restaurant 3	R2 RI	Þ
	Bruno Aldik	Full-Time		31412	demovoila+aldik1@g	Urgence			Restaurant 3 +1	R2 RI	Þ.
	Bruno Aldik 🔺	Full-Time		40278	demovoila+aldik@g	Urgence		Nurse	Restaurant 3	R2 RI	
ų P	Christian Michel Admin	Full-Time	(514) 409-4793	79911	christianmichaud93	Kitchen	Brewery		Restaurant 3	R2 CI	в
स ं	Christine Rashford	Full-Time		85303	demovoila+rashford	Kitchen	Brewery	Nurse	Restaurant 3	R2 CI	В
	Claudia Hamilton Manager ID: 100	Full-Time		14586	demovoila+hamilton	Kitchen	Brewery		Restaurant 3	R2 CI	в
-	David Gauthier 🛓	Full-Time		90687	dgenest@voila.app	Kitchen	Brewery		Restaurant 3	R2 CI	в
88	Diane Smith	Full-Time	(438) 883-4544	12345	demovoila@gmail.co	Kitchen	Brewery		Restaurant 3	R2 CI	в
	Elon Tusk 🛕	Full-Time	(411) 322-5656	21226	elonmusk@tesla.com	Kitchen	Brewery		Restaurant 3	R2 CI	в
\$	Émilie Lockhead	Student		86783	demovoila+lockhead	Kitchen	Brewery	Supervisor Waiter 1 Host	1 Restaurant 3	R2 CI	в
EN	Eilippo Boileau	Full-Time	(438) 499-4792	23886		Kitchen	Brewerv	Supervisor Waiter 1 Host	1 Restaurant 3	R2 RI	D:
~								Rows per p	age: 30 🗸 1-30	of 42	IC C

3 Select the employee you would like to update

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					001001000		n sa kana kana ka	4	· 🦰	×
Name 1	Status	Phone	Clocking	Email	Teams		Position	Location		
Anne Bonesso Martines	Full-Time		00001	demovoila+bonesso	Brewery			RI		
Anthony Michaud 🔺	Full-Time		98233	christianmichaud93+	Kitchen	Brewery		Restaurant 3	R2	RI
Bruno Aldik	Full-Time		31412	demovoila+aldik1@g	Urgence			Restaurant 3 +1	R2	RI
Bruno Aldik 🛓	Full-Time		40278	demovoila+aldik@g	Urgence)	Nurse	Restaurant 3	R2	RI
Christian Michel Admin	Full-Time	(514) 409-4793	79911	christianmichaud93	Kitchen	Brewery		Restaurant 3	R2	СВ
Christine Rashford	Full-Time		85303	demovoila+rashford	Kitchen	Brewery	Nurse	Restaurant 3	R2	СВ
Claudia Hamilton Manager ID: 100	Full-Time		14586	demovoila+hamilton	Kitchen	Brewery		Restaurant 3	R2	СВ
David Gauthier 🛦	Full-Time		90687	dgenest@voila.app	Kitchen	Brewery		Restaurant 3	R2	CB
Diane Smith	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	СВ
Émilie Lockhead	Student		86783	demovoila+lockhead	Kitchen	Brewery	Supervisor Waiter 1 Host	Restaurant 3	R2	CB
							Supervisor Waiter 1 Host	Restaurant 3	R2	RI

Click on the Employee ID field to update it.

voilă!		Employee Worksheet	View Schedu	le Plan a leave request Deactivate Employee						
W	a	Profile at Abridge								
Abridge	Anne Bonesso	ROLE	EMAIL	PHONE NUMBER						
晗	Connection information	Manager 220	5 demovoila+bonesso@gmail	.c 🚺 ND						
	🖂 demovoila+bonesso@ 🥥		TIME CLOCK PIN 00001							
0	و. 1.1	General information								
8	Availability	STATUS	HIRING DATE MAX HOURS PE	R WEEK MAX HOURS PER PAY PERIOD						
¢	Allow replacements outside availability Yes	Full-Time V	20/05/2018 40h	80h						
Ш Ф	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	HOURLY WAGE 15\$								
	Max shifts per day 1 Max hours between shifts 1h	Additional information								
Ð	SUNDAY Unavailable	GENDER Mala	DATE OF BIRTH	ADDRESS						
ଛ	MONDAY Unavailable	Wate	ND	ND						
<u>@</u>	TUESDAY All day	Emergency contacts								
戀	WEDNESDAY All day	PRIMARY CONTACT NAME	PRIMARY CONTACT NOTE							
EN	THURSDAY All day									
	FRIDAY All day	SECONDARY CONTACT NAME	SECONDARY CONTACT PHONE	SECONDARY CONTACT NOTE						
1	HIDAY Ali day	ND	I+I ND	ND						

Click on the Email field to update it.

voilă!	:	Employee Worksheet	View Sched	ule Plan a leave request Deactivate Employee				
W	B	Profile at Abridge						
Abridge	Anne Bonesso	ROLE	EMAIL EMAIL	PHONE NUMBER				
	Connection information	Manager	2205	I.C				
□ \$	🖂 demovoila+bonesso@		00001					
0	گ ∎•ا	General information						
8	Availability	STATUS	HIRING DATE MAX HOURS PE	ER WEEK MAX HOURS PER PAY PERIOD				
¢	Allow replacements outside availability Yes	Full-Time 🗸	20/05/2018 40h	80h				
	Preferred schedule constraints Min weekly hours 200 Max weekly hours 737.51 Max weekly hours NI Max days from monday to friday Max days prom weekends Max days per weekends Max burys between shifts 11	Additional information	HOURLY WAGE 15\$ Additional information					
~	SUNDAY Unavailable	GENDER	DATE OF BIRTH	ADDRESS				
@ }}	MONDAY Unavailable	Male V	ND	ND				
	TUESDAY All day	Emergency contacts						
袋	WEDNESDAY All day	PRIMARY CONTACT NAME	PRIMARY CONTACT PHONE	PRIMARY CONTACT NOTE				
EN	THURSDAY All day							
	FRIDAY All day	SECUNDARY CONTACT NAME ND	SECUNDARY CONTACT PHONE	ND				

Click on the Phone Number field to update it.

voilă!		Employee Worksheet		View Schedule	Plan a leave request Deactivate Employee				
W	e	Profile at Abridge							
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER				
略	Connection information	Manager	2205						
	🖂 demovoila+bonesso@ 🥏			00001					
©	و. 1+1	General information							
8	Availability	STATUS	HIRING DAT	TE MAX HOURS PER	WEEK MAX HOURS PER PAY PERIOD				
¢	Allow replacements outside availability Yes	Full-Time	× 20/05/201	18 40h	80h				
i t	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	HOURLY WAGE 15\$							
	Max shifts per day 1 Max hours between shifts 1h	Additional information							
~	SUNDAY Unavailable	GENDER	DATE OF BIRT	н	ADDRESS				
\$¥ 0	MONDAY Unavailable	Male	▼ ND		ND				
	TUESDAY All day	Emergency contacts							
蓉	WEDNESDAY All day	PRIMARY CONTACT NA	ME PR	IMARY CONTACT PHONE	PRIMARY CONTACT NOTE				
EN	THURSDAY All day	ND.			112				
	FRIDAY All day	SECONDARY CONTACT N	IAME SEC	ND	SECONDARY CONTACT NOTE				

Click on the Time Clock Pin to update it.

/oilà!		Employee Worksheet		View Schedule	e Plan a leave request Deactivate Employee
W		Profile at Abridge			
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER
晗	Connection information	Manager	2205	demovoila+bonesso@gmail.c	5 I+I ND
	🗹 demovoila+bonesso@ 🥏				
0	گ∎•ا	General information			
8	Availability	STATUS	HIRING DA	TE MAX HOURS PER	WEEK MAX HOURS PER PAY PERIOD
¢	Allow replacements outside availability Yes	Full-Time	20/05/20	18 40h	80h
ii ¢	Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max pay period monday to fiday Max days per weekands Ama days per days and ama days and ama days per days and ama days and ama days and ama days per days and ama days per days and ama days per days and ama days	Additional information		HOURLY WAGE 15\$	
de la	SUNDAY Unavailable	GENDER	DATE OF BIR	тн	ADDRESS
@ }}	MONDAY Unavailable	Male	ND ND		ND
	TUESDAY All day	Emergency contacts			
戀	WEDNESDAY All day	PRIMARY CONTACT NAM	/E P	RIMARY CONTACT PHONE	PRIMARY CONTACT NOTE
EN	THURSDAY All day				
	FRIDAY All day	SECUNDARY CONTACT NA	ANTE SE	ND	ND

8 Click on the Status menu to update it.

voilà!		Employee Worksheet		View Schedule	Plan a leave request Deactivate E		
WW		Profile at Abridge					
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER		
巼	Connection information	Manager	2205	demovoila+bonesso@gmail.c	ND		
	🖂 demovoila+bonesso@ 🥏			00001			
0	℃ I+I	General information					
8	Availability	STATUS	HIRING DA	TE MAX HOURS PER WEI	EK MAX HOURS PER PAY PERI		
¢	Allow replacements outside availability Yes	Full-Time	20/05/20	18 40h	80h		
	Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max pay period hours ND Max days form monday to friday 4 Max days per weekends 2 Max shifts per day 1	Additional information	HOURLY WAGE 15\$				
	Max hours between shifts 1h	Additional information					
~	SUNDAY Unavailable	GENDER	DATE OF BIRT	н	ADDRESS		
\$¥ ②	MONDAY Unavailable	Male	✓ ND		ND		
6	TUESDAY All day	Emergency contacts					
鐐	WEDNESDAY All day	PRIMARY CONTACT NA	ME PF	IMARY CONTACT PHONE	PRIMARY CONTACT NOTE		
EN	THURSDAY All day	SECONDARY CONTACT N	IAME SEC	ONDARY CONTACT PHONE	SECONDARY CONTACT NOTE		
		SECONDART CONTACT N	SEC	ONDART CONTACT PROME	SECONDART CONTACT NOTE		

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

voilà!		: Е	mploye	e Worksheet			View Schedule	Plan a leave requ	est Deactivate E
WY			Profile	at Abridge					
Abridge	Anne Bonesso			ROLE	EMPLOYEE ID		EMAIL		PHONE NUMBER
晗	Connection information			Manager	2205	demovo	ila+bonesso@gmail.c	•	ND
	🖂 demovoila+bonesso@	0				TIME CLOCK PIN 00001			
0	د. ۱۰۱		Genera	Information					
8	Availability		Full-Time		HIRING DATE MAX HO		MAX HOURS PER WE	DURS PER WEEK MAX HOURS	
¢	Allow replacements outside availability	Yes		Part-Time	20/05/201	18	40h		80h
	Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max period hours ND Max days from monday to friday 4			Substitute Occasional	HOURLY WAGE 15\$				
	Max shifts per day Max hours between shifts	1 1h	Additi	On Contract					
2	SUNDAY Unavaila	able		Temporary Replacement	DATE OF BIRT	н		ADDRESS	
\$¥ ⑦	MONDAY Unavaila	able	_	Prospect	ND			ND	
	TUESDAY All	day	Emerg	Training					
\$	WEDNESDAY All	day		Parental Leave	PR	IMARY CONTACT P	HONE	PRIMARY	CONTACT NOTE
EN	THURSDAY All	day	_	Student	14	ND			ND
~					SEC	ONDARY CONTACT	PHONE	SECONDAR	Y CONTACT NOTE

Click on the Hiring Date field to update it.

voilă!		Employee Worksheet		View Schedul	e Plan a leave request Deactivate Employee					
W	B	Profile at Abridge								
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER					
諮	Connection information	Manager	2205	demovoila+bonesso@gmail.	c 🚺 ND					
Ħ	🖂 demovoila+bonesso@ 🤡			TIME CLOCK PIN						
옰			0001							
0	° ►	General information								
8	Availability	STATUS	HITTING DAT	E MAX HOURS PER	WEEK MAX HOURS PER PAY PERIOD					
¢	Allow replacements outside availability Yes	Full-Time v 20/05/2013 40h 80h								
iii V	Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max pay period hours ND Max days from monday to friday 4			HOURLY WAGE 15\$						
	Max days per weekends 2 Max shifts per day 1 Max hours between shifts 1h	Additional information								
	SUNDAY Unavailable	GENDER	DATE OF BIRTI	н	ADDRESS					
58	MONDAY Unavailable	Male	► ND		ND					
0	THEORY	Emergency contacts								
	TUESDAT All day	Line, gone, contacto								
鐐	WEDNESDAY All day	PRIMARY CONTACT NA	ME PR	IMARY CONTACT PHONE	PRIMARY CONTACT NOTE					
EN	THURSDAY All day									
	FRIDAY All day	SECONDARY CONTACT N	IAME SEC	ND NDARY CONTACT PHONE	SECONDARY CONTACT NOTE					

Click on the Hourly Wage field to update it.

voilă!		Employee Worksheet		View Schedul	e Plan a leave request Deactivate Employee				
W		Profile at Abridge							
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER				
晗	Connection information	Manager	2205	demovoila+bonesso@gmail.	c ND				
	🖂 demovoila+bonesso@ 🥏			TIME CLOCK PIN 00001					
0	€ ►	General information							
8	Availability	STATUS	HIRING DA	MAX HOURS PER	WEEK MAX HOURS PER PAY PERIOD				
¢	Allow replacements outside availability Yes	Full-Time	Full-Time V 20/05/2018 40h 80h						
₽ ₩	Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max pay period hours 30h Max days from monday to friday 4 Max days from monday to friday 4 Max days for hours 20h Max days for hours 4 Max days for hours 20h Max days for hours 10h Max hours between shifts 1h	Additional information	Hover Wee						
~	SUNDAY Unavailable	GENDER	DATE OF BIR	тн	ADDRESS				
*	MONDAY Unavailable	Male	▼ ND		ND				
	TUESDAY All day	Emergency contacts							
袋	WEDNESDAY All day	PRIMARY CONTACT NA	PRIMARY CONTACT NAME PRIMARY CONTACT		PRIMARY CONTACT NOTE				
EN	THURSDAY All day	ND.		NU	טא				
	FRIDAY All day	SECONDARY CONTACT N	IAME SE	CONDARY CONTACT PHONE ND	SECONDARY CONTACT NOTE ND				

Click on the Gender field to update it.

W		Profile at Abridge						
Abridge	Anne Bonesso	ROLE	EM	PLOYEE ID	LOYEE ID EMAIL		PHONE NUM	
晗	Connection information	Manager		2205	demovo	ila+bonesso@gmail.c		ND
Ħ	demovailathanessa@	2			TIME CLOCK PIN			
23					00001			
0	°. ►	General information						
8	Availability	STATUS		HIRING DATI	e l'	MAX HOURS PER WEEK	MA	K HOURS PER PAY PERI
¢	Allow replacements outside availability Y	s Full-Time	~	20/05/201	8	40h		80h
E T	Preferred schedule constraints Min weekly hours 22 Max weekly hours 37. Max pay period hours 8 Max days from monday to friday Max days per weekends Max table one day.	h h D 4 2	HOURLY WAGE					
	Max hours between shifts	Additional information						
	SUNDAY Unavailable	GENDER		DATE OF BIRTH	4		ADDRESS	
% (?)	MONDAY Unavailable	Male		ND			ND	
6	TUESDAY All day	Emergency contacts						
礅	WEDNESDAY All day	PRIMARY CONTACT	PRIMARY CONTACT NAME		MARY CONTACT P	HONE	PRIMARY	CONTACT NOTE
EN	THURSDAY All day			7	115			
	FRIDAY All day	SECONDARY CONTAC	T NAME	SECO	NDARY CONTACT	PHONE	SECONDAR	Y CONTACT NOTE
				7.7.				

Select the Gender of your employee.

WY		Profile at Abridge					
Abridge	Anne Bonesso	ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER		
晗	Connection information	Manager	2205	demovoila+bonesso@gmail.	I.c ND		
8	🖂 demovoila+bonesso@ 🥏			00001			
0	د. 14	General information					
13	Availability	STATUS	HIRING DATE	MAX HOURS PEF	R WEEK MAX HOURS PER PAY PERI		
¢	Allow replacements outside availability Yes	Full-Time 🗸 🗸	20/05/2018	40h	80h		
T T	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 bayfister weekends 2 Max bayfister between shifts 1	Additional information		HOURLY WAGE 15\$			
<i>a</i>	SUNDAY Unavailable	GENDER	DATE OF BIRTH		ADDRESS		
\$¥ ⑦	MONDAY Unavailable	Male ~	ND		ND		
6	TUESDAY All day	Emerg Female					
錼	WEDNESDAY All day	X Prefer not to say	PRIM	ARY CONTACT PHONE	PRIMARY CONTACT NOTE		
EN	THURSDAY All day		SECON		SECONDARY CONTACT NOTE		
	FRIDAY All day	ND	I+I	ND	ND		

Click on the Date of Birth field to update.

S 1+1		General information							
Availability		STATUS		HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERIOD			
Allow replacements outside availability Yes		Full-Time	~	20/05/2018	40h	80h			
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		HOURLY WAGE 15\$							
		Additional information							
SUNDAY	Unavailable	GENDER		DATE OF BIRTH	ADDRESS				
MONDAY	Unavailable	remaie v V ND							
TUESDAY	All day	Emergency contacts							
WEDNESDAY	All day	PRIMARY CONTACT NAME		PRIMARY CONTACT PHONE		PRIMARY CONTACT NOTE			
THURSDAY	All day								
FRIDAY	All day	SECONDARY CONTACT NAME		SECONDARY CONTACT PHONE		SECONDARY CONTACT NOTE			
SATURDAY	All day	🕅 Time banks				,			
Coming soon			Cada	Quantity	Preamproved Leave	Ausilable Leone			
No upcoming changes		Stat Holiday	760	12.84 hours	8 hours	4.84 hours			
Attachments	Ð	Timebank	C022	66.13 hours	0 hours	66.13 hours			

Click on the Address field to update it.

S 10		General information							
Availability	:	STATUS		HIRING DATE	MAX HOURS PER	WEEK MAX HOURS PER PAY PERIOD			
Allow replacements out	side availability Yes	Full-Time	e ~	20/05/2018	40h	80h			
Preferred schedule constraints Min weekly hours 20h Max weekly hours 37.5h Max pay period hours ND Max days from monday to friday 4		HOURLY WAGE 15\$							
Max days per weekends Max shifts per day Max hours between shifts	2 1 5 1h	Additional information							
SUNDAY	Unavailable	GENDER DATE OF BIRTH							
MONDAY	Unavailable								
TUESDAY	All day	Emergency contacts							
WEDNESDAY	All day	PRIMARY CONTACT NAME ND		PRIMARY CONTACT PHONE		PRIMARY CONTACT NOTE			
THURSDAY	All day			ND		ND			
FRIDAY All day		SECONDARY CONTACT NAME		SECONDARY CONTACT PHONE		SECONDARY CONTACT NOTE			
SATURDAY	All day	© Time banks							
Coming soon		• • • • • • • • • • • • • • • • • • • •	0.1			And the Learner			
No upcoming changes		Stat Holiday	760	12 84 hours	Preapproved Leave	4 84 bours			
Attachments	\oplus		700						