

# Comment convertir un quart avec assignation en quart ouvert?

Apprenez comment convertir un quart avec assignation en quart ouvert avec Voilà!

1 Rendez-vous au <https://console.voila.app/fr>

2 Appuyez sur Horaire

The screenshot displays the Voilà! console dashboard for the month of July 2026. The main section is titled 'Tableau de bord' (Dashboard) and shows the following data:

- Heures planifiées** (Planned hours): 76 heures
- Heures en brouillon** (Draft hours): 4 heures
- Coût** (Cost): 72€

The 'Horaire' (Scheduling) section is highlighted and contains several metrics:

- Quarts ouverts** (Open shifts): 6
- Remplacements** (Replacements): 0
- Assignations à approuver** (Assignments to approve): 0
- Quarts sur appel** (Shifts on call): 0
- Quarts récurrents terminant bientôt** (Recurring shifts ending soon): 2
- Demandes à approuver** (Requests to approve): 0
- Demandes de congé à approuver** (Vacation requests to approve): 16
- Annonces** (Announcements): 33

At the bottom, there is a 'Répartition du budget' (Budget distribution) bar chart showing three bars of approximately 140,00 € each, with a y-axis ranging from 80,00 € to 180,00 €.

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Cliquez sur le quart que vous souhaitez convertir en quart ouvert

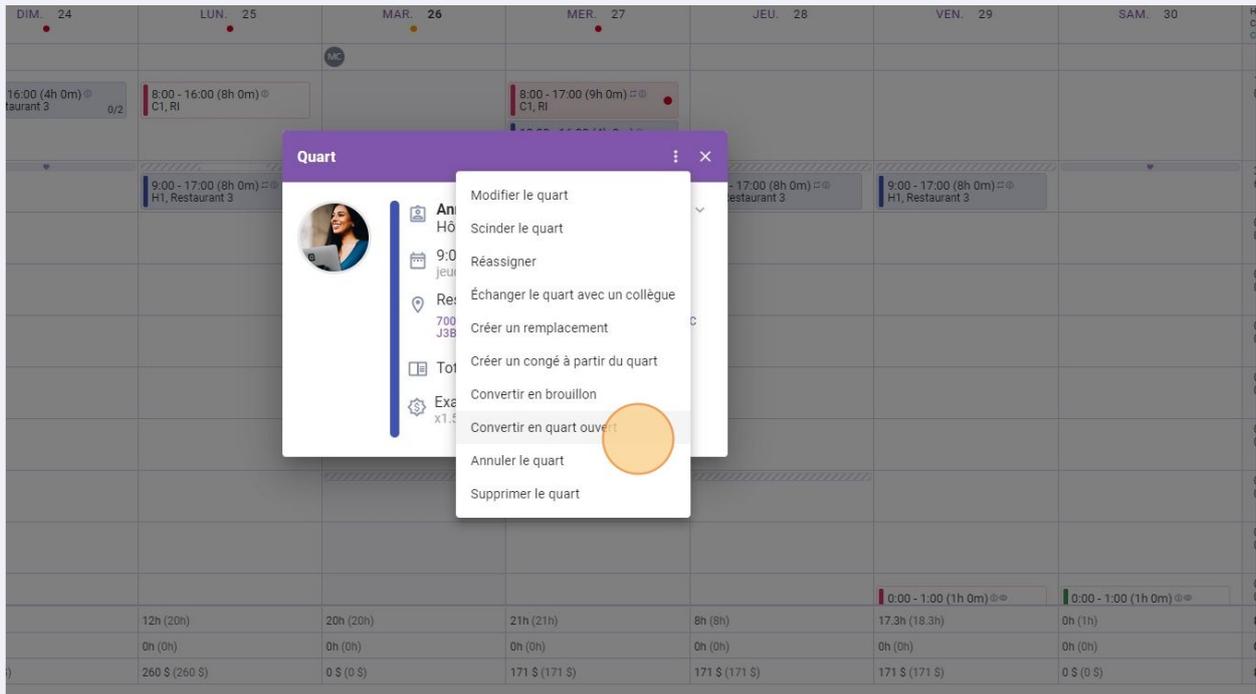
The screenshot shows the Mila! scheduling interface. At the top, there are navigation options like 'Aujourd'hui', '24 Jul. 2022 - 30 Jul. 2022', and 'Vue par employés'. A toolbar includes 'Semaine', 'Aucun groupement', and 'Auto-assignation'. The main area is a calendar grid for the month of July. A list of employees is on the left, including Anne Bonesso, Anthony Michaud, Bruno Aldik, Christian Michaud, Christine Rashford, Claudia Hamilton, David Genest, and Diane Smith. A pop-up window for 'Anne Bonesso - 2205' is open, showing details for a shift on 'jeudi 28 juillet 2022' from '9:00 - 17:00 (8h)' at 'Restaurant 3'. The pop-up also indicates 'Total planifié : 8h' and 'Exemple 1' with a rate of 'x1.5/h'.

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Appuyez sur les trois points situés en haut à droite de l'encadré

This screenshot is similar to the previous one, showing the same scheduling interface. However, the pop-up window for 'Anne Bonesso' is slightly different, showing 'jeudi 28 juillet 2022' and 'Total planifié : 8h'. A three-dot menu icon is highlighted in the top right corner of the pop-up window, indicating the next step in the process.

## 5 Cliquez sur Convertir en quart ouvert



## 6 Appuyez sur Confirmer

