# How to add a unique unavailability



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

## 2 Click on your profile picture.

21•		0		Assignations to approve
جے Stand by shifts O	>	≓ Recurring shifts that end soon 0	5.	Requests to approve
依 Leaves to approve 0	>	दर्श: Announcements 0	>	
Budget repartition				
Budget repartition				
Budget repartition <sup>51.00</sup> <sup>50.90</sup> <sup>50.80</sup>				
Budget repartition				
Budget repartition 51.00 50.90 50.80 50.70 50.20				
Budget repartition S1.00 S0.90 S0.80 S0.70 S0.60 S0.50				
Budget repartition 51.00 50.50 50.50 50.70 50.60 50.50 50.50 50.40 50.40				
Budget repartition S1.00 S0.90 S0.70 S0.60 S0.50 S0.50 S0.50 S0.40 S0.30 S0.20				
Budget repartition				
Budget repartition				
Budget repartition	Fri 23 Sep	Sat 24 Sep	St	in 25 Sep Mon 26 S

Select MY PROFILE.

Stand by shifts	>	Recurring shifts that end soon 0				
<pre>     C Leaves to approve     O </pre>	>	ಳ್. Announcements O	,	>		
S1.00 S0.90						
S1.00 S0.90 S0.80 TS Tech Support						
Budget repartition						

# 4 Click on the three dots icon next to Availability.

13	Profile at Gab Demo							
Tech Support	ROLE	EMPLOYEE ID	E					
Connection information	Admin	ND	demovoil					
🖂 demovoila@gmail.com 🥏	General information							
<b>€ I</b> • <b>I</b> 4388834544	STATUS	HIRING DATE	MAX HO					
Change Password	Full-Time 🗸	ND						
Availability	Additional information							
Any availability changes must be approved by a manager.	GENDER Select a gender	~	DATE					
Allow replacements outside No	Emergency contacts							
Preferred schedule constraints           Min weekly hours         ND           Max weekly hours         ND           Max pay period hours         ND           Max days from monday to friday         ND	PRIMARY CONTACT NAM	ME	PRIMARY C					
Max days per weekends ND Max shifts per day ND Max hours between shifts ND	SECONDARY CONTACT N	AME	SECONDARY					
SUNDAY All day	ND		1.1					

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### Select Add unique unavailabilities.



## Select the desired date(s).

											1
mation	Select the date for which you will not be available.										
STATUS Full-Time ∽		Septe	embei	r 2022	2 -		<	>	N	AX HOURS PER PAY PERIOD	
		М	т	W	Т	F	S	S			<u>k</u>
formation					1	2	3	4			
GENI		5	6	7	8	9	10	11			ADE
Select a		12	13	14	15	16	17	18			
ontacte		19	20	21	22	23	24	25			
PRIMARY CON		26	27	28	29	30					PRIMARY CO
NI											ł
SECONDARY CC	🗹 All day										SECONDARY
111	Note for manager										1
nks	Note										
									ed Leave		Available Leave
2							Con	aal Add 0 unavailabilities			o dave

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# Click on Add (x) unavailability.

neral information	Select the date for v	which y	rou wil	ll not	be av	ailabl	e.					
STATUS Full-Time →		Septe	ember	202	2 🔹		<	>			MAX HOURS PER PAY PERIOD ND	HOURLY WAGE
ditional information		М	Т	W	T 1	F 2	S 3	S 4				
GENI Select a		5	6	7	8	9	10	11				ADDRESS ND
nergency contacts		19	20	21	22	23	24	25				
PRIMARY CON		26	27	28	29	30						PRIMARY CONTACT NOTE
SECONDARY CC	All day											SECONDARY CONTACT NOTE
Time banks	Note											
										ed Leav	e /	vailable Leave
acation leave							Ca	ncel	Add 1 unavailability			0 days
ongé maladie	02		0 day	s					0 day	IS		0 days
ongé sans solde	03		0 hou	rs					0 hou	urs		0 hours