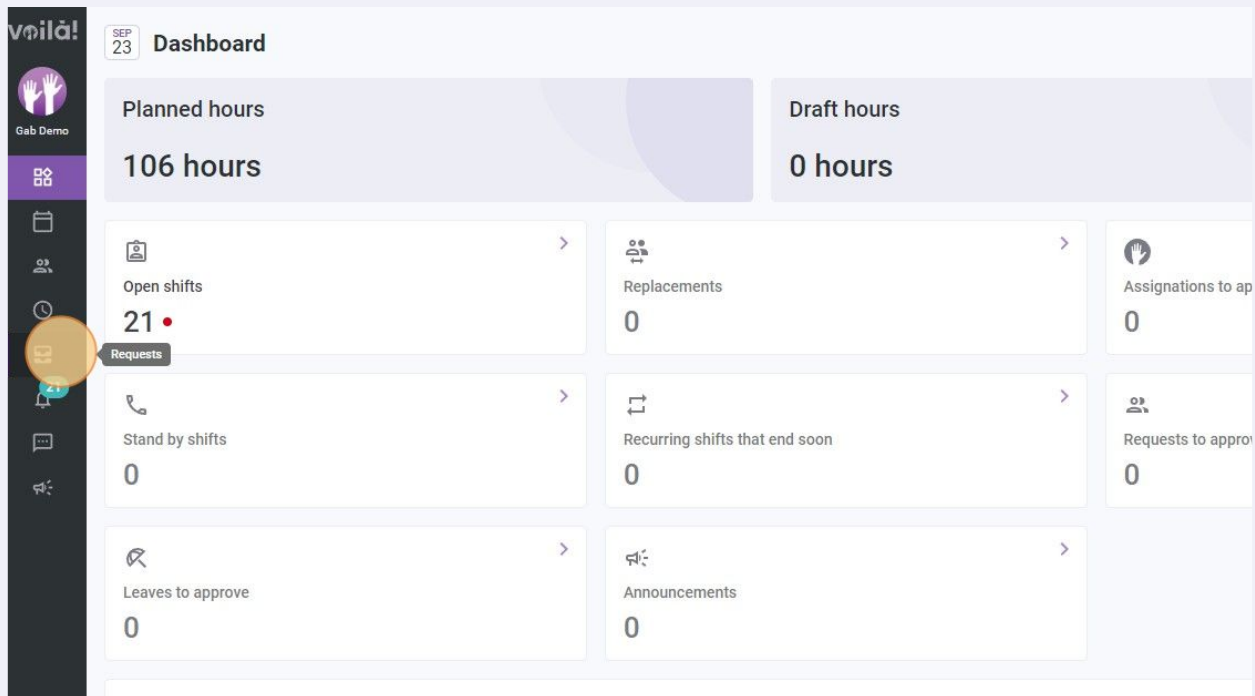


How to approve/refuse an availability request



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

2 Go into the requests section



3 Click on Availability.

The screenshot shows the Voilà! interface with the 'Requests' section active. The 'Availability' tab is highlighted with an orange circle. The main content area is empty, displaying 'No data to show'. The table headers are: Employee, Leave request date ↑, Leave type, Reason for the request, Manager, and Approbation.

4 Click on the desired Availability request.

The screenshot shows a list of availability requests. The 'End date' column for the first row is highlighted with an orange circle. The table has the following data:

	Type	Start date	End date	Approbation
Forget	Availability	Sep 23, 2022		Pending

Summary statistics: Pending (1), Approved (13), Decl. (0). Rows per page: 25, 1-1 of 1.

5 Click on Approve or Decline the availability request.

GF
Gabriel Forget

Availability change from Friday, September 23, 2022

Allow replacements outside availability: ND
Preferred min hours per week: ND
Preferred max hours per week: ND
Preferred max hours per pay period: ND
Max days from Monday to Friday: ND
Max days per weekends: ND
Max shifts per day: ND

Note:

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

Created on Sep 23, 2022, 10:43 AM

6 Click on Confirm.

GF
Gabriel Forget

Availability change from Friday, September 23, 2022

Allow replacements outside availability: ND
Preferred min hours per week: ND
Preferred max hours per week: ND
Preferred max hours per pay period: ND
Max days from Monday to Friday: ND
Max days per weekends: ND
Max shifts per day: ND

Note:

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

Confirm action ✕

Are you sure you wish to approve this request?

7

Click on the (x) icon.

Pending (1) Approved (13) Declined (0) All (14)

Requests

Approval

Approved

GF

Gabriel Forget

Availability change from friday, september 23, 2022

Allow replacements outside availability: No
Preferred min hours per week: ND
Preferred max hours per week: ND
Preferred max hours per pay period: ND
Max days from monday to friday: ND
Max days per weekends: ND
Max shifts per day: ND

Note:

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

Rows per page: 25 1-1 of 1