

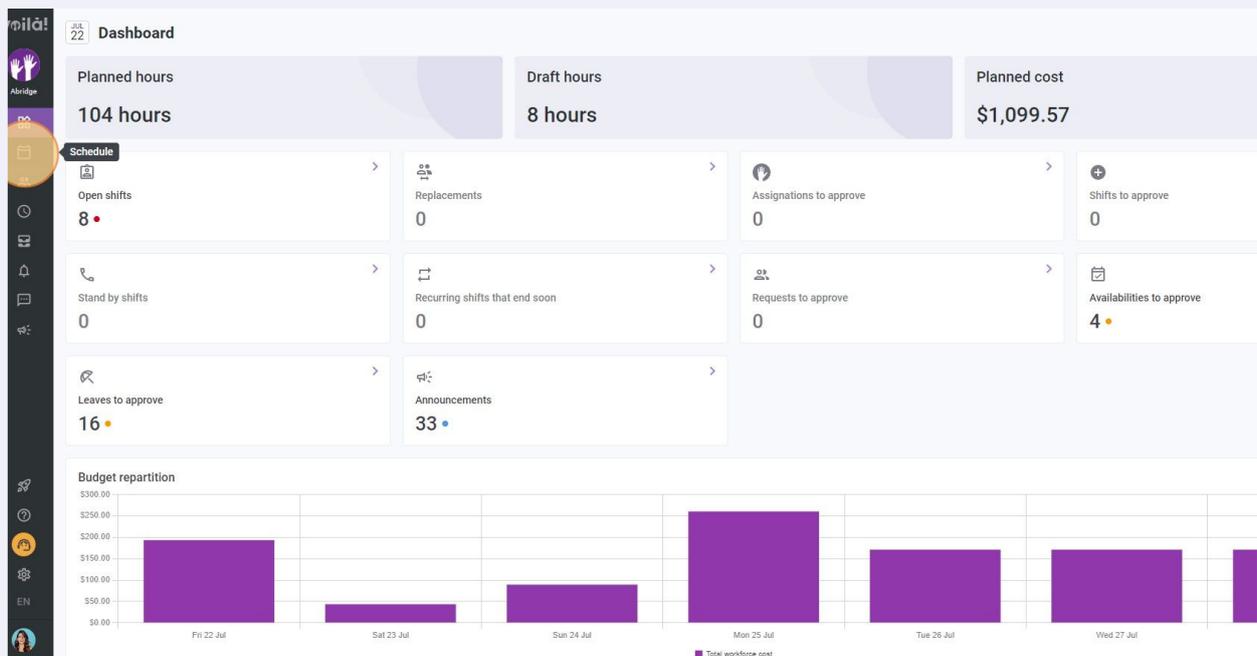
How to assign an open shift?



Learn how to assign an open shift with Voilà!

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

2 Click Schedule



3 Select Employees view

Calendar view **Employees view** Week No grouping

This period has drafts Publish

Sorted by First name	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
Open shifts (2)	8:00 - 16:00 (8h 0m) @ C1, RI	10:00 - 16:00 (6h 0m) @ C1, RI					
Anne Bonesso Manager 05 - Full-Time 08h - Je vais à l'école	0:00 - ? @ C1, RI Sp1, RI 0:00 - 1:00 (1h 0m) @ Sp1, RI	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:45 - 4:45 (4h 0m) @ C1, RI Absent	0:15 - 4:00 (3h 45m) @ C1, RI Absent	0:15 - 1:00 (45m) @ Sp1, RI Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:15 - 1:30 (1h 15m) @ C1, RI 0:30 - 1:15 (45m) @ Sp1, RI
Anthony Michaud Admin 7h	0:00 - 1:00 (1h 0m) @ C1, RI Absent 0:00 - 1:00 (1h 0m) @ C1, RI - Room 1 Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	
Bruno Aldik Admin 07.5h			0:15 - 1:00 (45m) @ C1, RI Absent	0:15 - 4:00 (3h 45m) @ C1, RI Absent		0:15 - 1:15 (1h 0m) @ C1, RI - Room 1 Absent	
Bruno Aldik Admin 07.5h							
Christian Michaud Admin 005 - Full-Time 04h	0:00 - 1:00 (1h 0m) @ C1, RI Absent 0:00 - 1:00 (1h 0m) @ C1, RI - Room 1 Absent						
Christine Rashford Admin 065 - Full-Time							
Claudia Hamilton							
Total planned hours	12.5h (20.5h)	26h (26h)	28.8h (28.8h)	27.3h (27.3h)	19.5h (19.5h)	17h (17h)	2.8h (2.8h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	1.5h (1.5h)	8h (8h)	2h (2h)
Total workforce cost	\$190 (\$190)	\$260 (\$260)	\$353 (\$353)	\$409 (\$409)	\$254 (\$254)	\$250 (\$250)	\$58 (\$58)

4 Drag the open shift to the employee you wish to assign and drop it into their schedule

Calendar view **Employees view** Week No grouping

This period has drafts Publish

Sorted by First name	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23
Open shifts (2)	8:00 - 16:00 (8h 0m) @ C1, RI	10:00 - 16:00 (6h 0m) @ C1, RI					
Anne Bonesso Manager 05 - Full-Time 08h - Je vais à l'école	0:00 - ? @ C1, RI Sp1, RI 0:00 - 1:00 (1h 0m) @ Sp1, RI	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:45 - 4:45 (4h 0m) @ C1, RI Absent	0:15 - 4:00 (3h 45m) @ C1, RI Absent	0:15 - 1:00 (45m) @ Sp1, RI Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:15 - 1:30 (1h 15m) @ C1, RI 0:30 - 1:15 (45m) @ Sp1, RI
Anthony Michaud Admin 7h	0:00 - 1:00 (1h 0m) @ C1, RI Absent 0:00 - 1:00 (1h 0m) @ C1, RI - Room 1 Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	
Bruno Aldik Admin 07.5h			0:15 - 1:00 (45m) @ C1, RI Absent	0:15 - 4:00 (3h 45m) @ C1, RI Absent		0:15 - 1:15 (1h 0m) @ C1, RI - Room 1 Absent	
Bruno Aldik Admin 07.5h							
Christian Michaud Admin 005 - Full-Time 04h	0:00 - 1:00 (1h 0m) @ C1, RI Absent 0:00 - 1:00 (1h 0m) @ C1, RI - Room 1 Absent						
Christine Rashford Admin 065 - Full-Time							
Claudia Hamilton							
Total planned hours	12.5h (20.5h)	26h (26h)	28.8h (28.8h)	27.3h (27.3h)	19.5h (19.5h)	17h (17h)	2.8h (2.8h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	1.5h (1.5h)	8h (8h)	2h (2h)
Total workforce cost	\$190 (\$190)	\$260 (\$260)	\$353 (\$353)	\$409 (\$409)	\$254 (\$254)	\$250 (\$250)	\$58 (\$58)

5 Click Confirm

The screenshot shows a scheduling software interface with a calendar view for July 17, 2022, to July 23, 2022. A dialog box titled 'Confirm' is overlaid on the calendar, asking 'Are you sure you want to assign the employee for the shift?'. The shift details are: Cook 1, Restaurant 1, 8:00 - 16:00, Sunday, July 17, 2022. The employee to be assigned is Bruno Aldik, Full-Time. A warning message states: 'Max pay period hours reached for the period beginning Jul 5'. The dialog box has buttons for 'Do not show anymore', 'Draft', 'Cancel', and 'Confirm'.

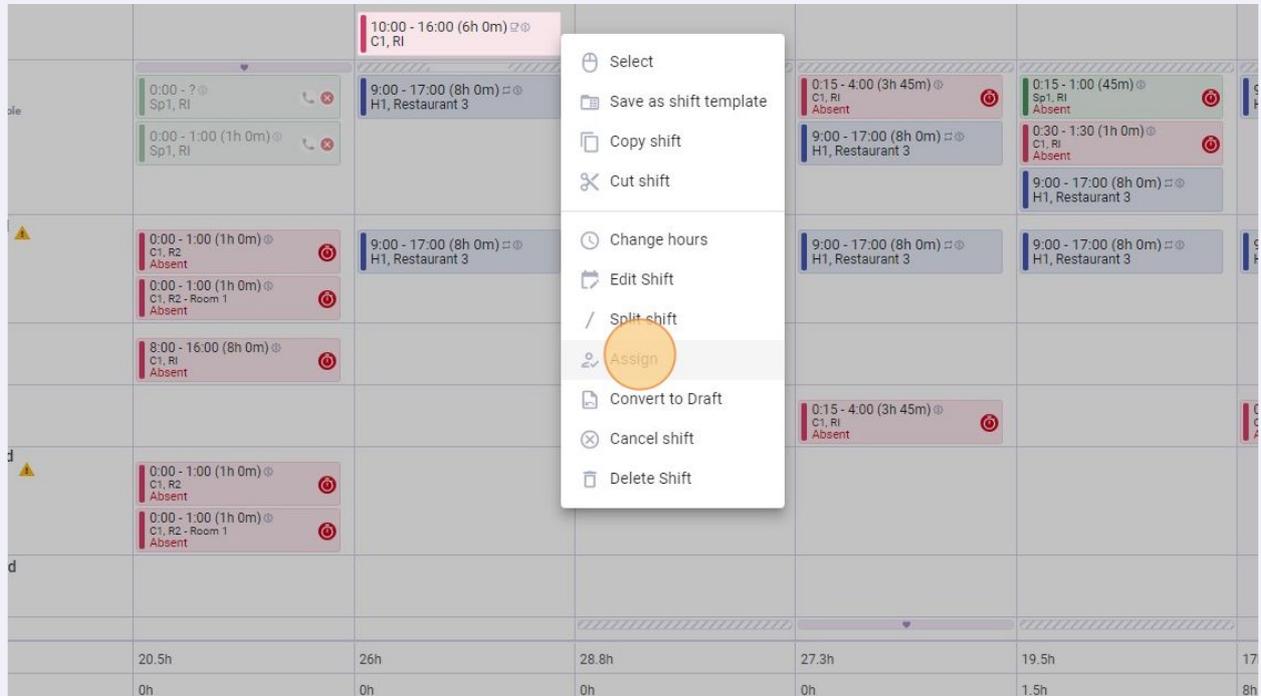


There is another way to assign an open shift. Here are the steps to follow:

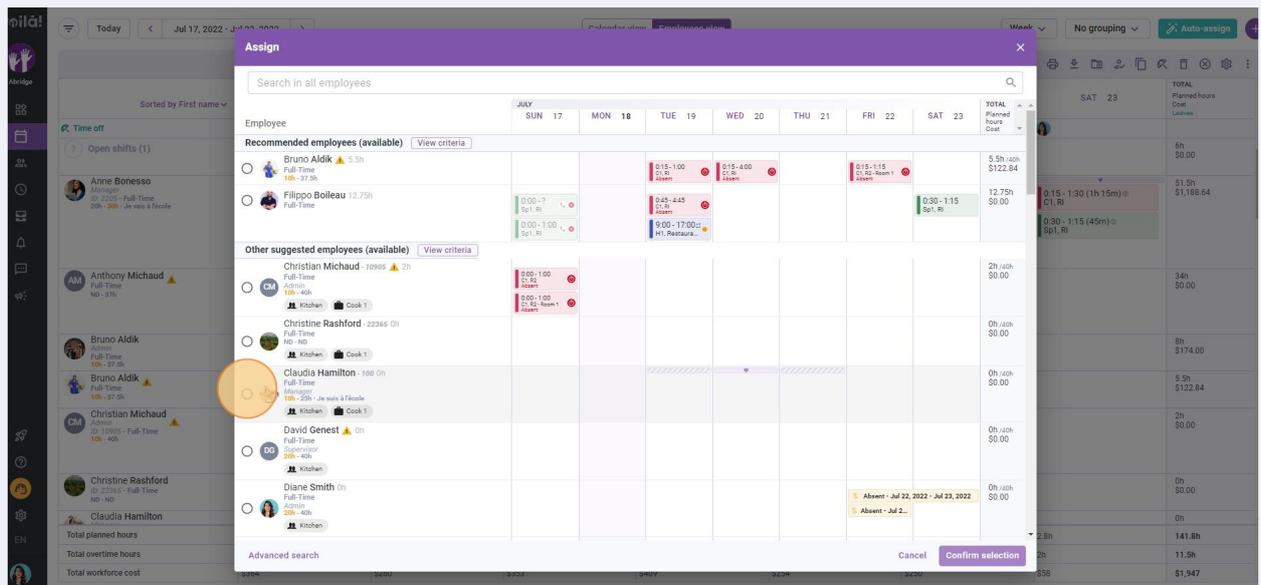
6 Right click on the open shift

The screenshot shows a scheduling software interface with a calendar view for July 17, 2022, to July 23, 2022. A right-click context menu is open over an open shift. The menu items are: 'Open shift (1)', 'Anne Bonesso', 'Anthony Michaud', 'Bruno Aldik', 'Christian Michaud', and 'Christine Rashford'. The shift details are: Open shift, Cook 1, 10:00 - 16:00 (6h), Monday, July 18, 2022, Restaurant 1. The menu also shows 'Planned total: 6h' and 'Paid break time: 15m'. The context menu has a question mark icon next to the 'Open shift' item.

7 Click Assign



8 Select the employee you want to assign for the shift



9

Click Confirm selection

The screenshot shows the 'Assign' dialog box in a scheduling application. The dialog is titled 'Assign' and has a search bar at the top. Below the search bar, there are two sections: 'Recommended employees (available)' and 'Other suggested employees (available)'. Each section lists employees with their names, roles, and availability for the week of July 17-23, 2022. The availability is shown as a grid with colored cells indicating shifts. A 'Confirm selection' button is highlighted with a red circle at the bottom right of the dialog.

Employee	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL Planned hours	Cost
Recommended employees (available)									
Bruno Aldik - 5.5h Full-Time			0:15-1:00 Sp1, R1	0:15-4:00 Sp1, R1		0:15-1:15 Sp1, R1		5.5h	\$122.64
Filippo Bolleau - 12.75h Full-Time	0:00-? Sp1, R1		0:45-4:45 Sp1, R1 9:00-17:00 R1, Restaurant				0:30-1:15 Sp1, R1	12.75h	\$0.00
Other suggested employees (available)									
Christian Michaud - 10905 - 2h Full-Time			0:00-1:00 Sp1, R1					2h	\$0.00
Christine Rashford - 22365 0h Full-Time								0h	\$0.00
Claudia Hamilton - 100 0h Full-Time								0h	\$0.00
David Genest - 0h Full-Time								0h	\$0.00
Diane Smith - 0h Full-Time								0h	\$0.00
Absent - Jul 22, 2022 - Jul 23, 2022								0h	\$0.00
Absent - Jul 2...								0h	\$0.00