

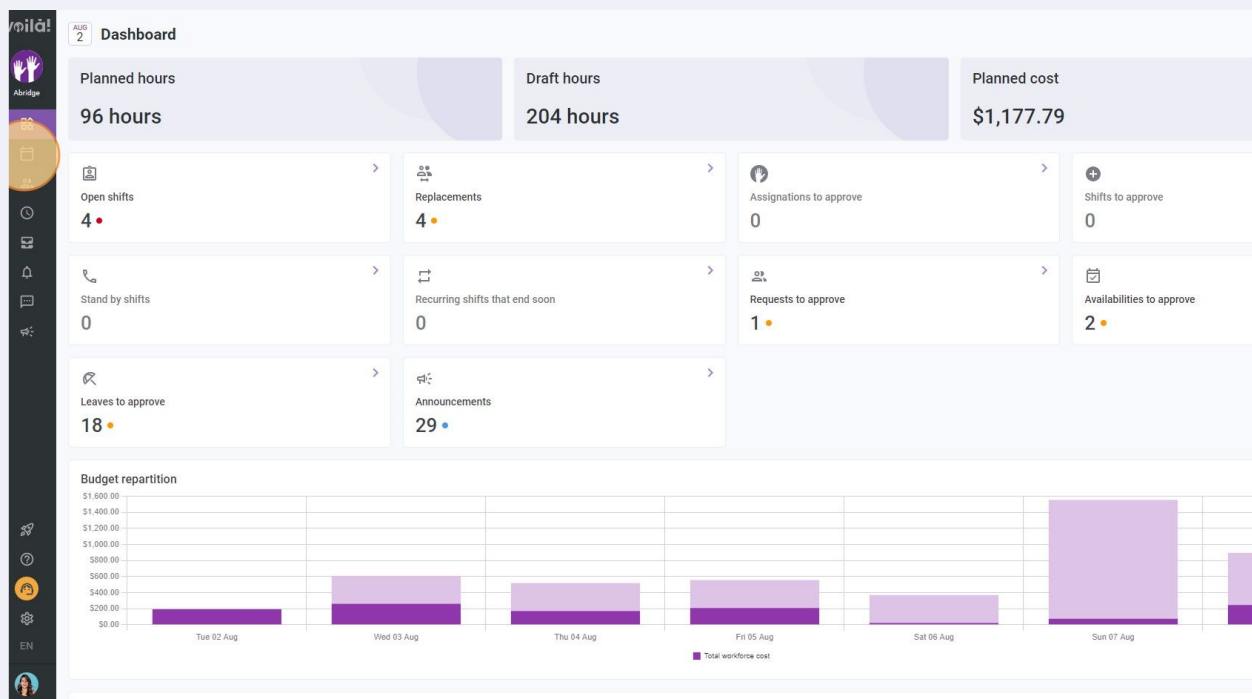
How to cancel shifts?



Learn how to cancel shifts with Voilà!

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

2 Click Schedule



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Click the Cancel icon located at the top right of the schedule

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
(6)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) @ Sp2, CB 10:00 - 18:00 (8h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1 10:00 - 18:00 (8h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ Sp2, RI 9:00 - 17:00 (8h 0m) @ Sp2, RI		42h \$0.00
SSO		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		40h \$855.00
chaud								0h \$0.00
			0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1 Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) @ C1, RI 9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) @ C1, RI	3h (35h) \$66.99 (\$762.99)
					0:00 - 1:00 (1h 0m) @ Sp2, CB 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	0h (32h) \$0.00 (\$696.00)
Michel				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	1h \$0.00
ashford	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3				0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			9h \$173.25
milton								0h \$0.00
hier	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) @ Sp2, CB 9:00 - 17:00 (8h 0m) @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	3h \$0.00
								0h \$0.00
	46h (46h) 0h (0h) \$653 (\$653)	16h (16h) 0h (0h) \$325 (\$325)	9h (9h) 0h (0h) \$193 (\$193)	30h (46h) 0h (0h) \$261 (\$609)	19h (35h) 0h (0h) \$171 (\$519)	20h (36h) 0h (0h) \$209 (\$557)	2h (18h) 0h (0h) \$22 (\$370)	142h (206h) 0h \$1,834 (\$3,226)

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Select the time period you wish to cancel

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
(6)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3				0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1 9:00 - 17:00 (8h 0m) @ Sp2, RI	0:00 - 1:00 (1h 0m) @ Sp2, RI 9:00 - 17:00 (8h 0m) @ Sp2, RI		42h \$0.00
SSO		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		40h \$855.00
chaud								0h \$0.00
			0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1 Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) @ C1, RI 9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) @ C1, RI	3h (35h) \$66.99 (\$762.99)
					0:00 - 1:00 (1h 0m) @ Sp2, CB 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	0h (32h) \$0.00 (\$696.00)
Michel				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	1h \$0.00
ashford	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3				0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			9h \$173.25
milton								0h \$0.00
hier	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) @ Sp2, CB 9:00 - 17:00 (8h 0m) @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	3h \$0.00
								0h \$0.00
	46h (46h) 0h (0h) \$653 (\$653)	16h (16h) 0h (0h) \$325 (\$325)	9h (9h) 0h (0h) \$193 (\$193)	30h (46h) 0h (0h) \$261 (\$609)	19h (35h) 0h (0h) \$171 (\$519)	20h (36h) 0h (0h) \$209 (\$557)	2h (18h) 0h (0h) \$22 (\$370)	142h (206h) 0h \$1,834 (\$3,226)

Cancel events

Cancel shifts

From Sunday, July 31, 2022

☐ Without end date

To Saturday, August 6, 2022

Teams All teams

Positions All positions

Locations All locations

Members All employees

Type Select all shift types

Cancel Cancel 40 shifts

5 Select Teams, Positions, Locations, Members and/or Type if required

The screenshot shows the 'Cancel events' dialog box overlaid on a calendar view. The dialog is titled 'Cancel events' and contains a 'Cancel shifts' section. The 'From' date is set to 'Sunday, July 31, 2022' and the 'To' date is set to 'Saturday, August 6, 2022'. Below the date fields are five dropdown menus: 'Teams' (All teams), 'Positions' (All positions), 'Locations' (All locations), 'Members' (All employees), and 'Type' (Select all shift types). At the bottom right of the dialog are 'Cancel' and 'Cancel 40 shifts' buttons.

6 Click Cancel shifts

The screenshot shows the 'Cancel events' dialog box overlaid on a calendar view. The dialog is titled 'Cancel events' and contains a 'Cancel shifts' section. The 'From' date is set to 'Sunday, July 31, 2022' and the 'To' date is set to 'Saturday, August 6, 2022'. Below the date fields are five dropdown menus: 'Teams' (All teams), 'Positions' (All positions), 'Locations' (All locations), 'Members' (All employees), and 'Type' (Select all shift types). At the bottom right of the dialog are 'Cancel' and 'Cancel 40 shifts' buttons. An orange circle highlights the 'Cancel 40 shifts' button.

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