How to cancel shifts?

vøila!

Learn how to cancel shifts with Voilà!

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

2 **Click Schedule** oilà! 2 Dashboard ** Planned hours Draft hours Planned cost 96 hours 204 hours \$1,177.79 > > > â t Do 0 0 Open shifts Replacements Assignations to approve Shifts to approve 4• 4 • 0 0 e 1 0 Stand by shifts Recurring shifts that end soon Requests to approve Availabilities to approve 0 0 1• 2. R > 5 Leaves to approve Announcements 29 • 18 • Budget repartition \$1,600.00 -\$1,400.00 -\$1,200.00 -\$1,000.00 -\$800.00 -\$600.00 -\$400.00 -\$200.00 -\$200.00 -0 Fri 05 Aug Total workforce cost

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

< Jul 31, 2022 - A	Nug 6, 2022 >		Calendar v	iew Employees view		W	eek 🗸 🛛 No grouping 🗸	🎢 Auto-assign
					This perio	d has drafts Publish Q		१ 🗖 🛛 🕸
	JULY	AUGUST						TOT
Sorted by First name 🗸	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Plant Cost
i)	5:00 - 14:00 (9h 0m) S1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) ∷ 2 Φ Sp2, RI		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) (0 Sp2, CB				
D		011111111111111111111111111111111111111	pannin anni	•	in the second		21) v	40h
ne à l'école		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		\$855.00
iaud 🔔								0h \$0.00
A			0:00 - 1:00 (1h 0m) ©	9:00 - 17:00 (8h 0m) ©	9:00 - 17:00 (8h 0m) @	0:00 - 1:00 (1h 0m) @	0:00 - 1:00 (1h 0m) @	3h (35h) \$66.99 (\$762.95
			Absent	HI, Nestaulant 3	0:00 - 1:00 (1h 0m) 00	9:00 - 17:00 (8h 0m) ©	9:00 - 17:00 (8h 0m) ©	
					spz, ob	Fil, Restaurant 5	H I, Restaulant S	
				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	0h (32h) \$0.00 (\$696.00)
hel 🗼					0:00 - 1:00 (1h 0m) @			1h \$0.00
ime					C1, R2 - Room 1			
hford ime	5:00 - 14:00 (9h 0m) S1, Restaurant 3							9h \$173.25
ilton				2 6 💌				0h
ie.								\$0.00
à l'école								100
er 🔺	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) 👁 🐞	0:00 - 1:00 (1h 0m)©@ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@	3h \$0.00
								0h \$0.00
	46h (46h)	16h (16h)	9h (9h)	30h (46h)	19h (35h)	20h (36h)	2h (18h)	142h (206h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171 (\$519)	\$209 (\$557)	\$22 (\$370)	\$1 834 (\$3 22)

Select the time period you wish ton cancel

< Jul 31, 2022 - A	Aug 6, 2022 >			Calendar	view Employees	view			Wee	ek 🗸 No grouping 🗸	🎢 Auto-assign
								This perio	od has drafts Publish Q		\$ ā & \$
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	Cancel	events			THU 4		FRI 5	SAT 6	TOTAL Planned hours Cost
ð)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		0	1.1.124			- 1:00 (1h 0m) (R2 - Room 1	•	9:00 - 17:00 (8h 0m) ∷ ♀⊚ ● Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3		Canc	el shifts							
0 ne à l'école		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3		Sunday, July 31, 20	22		- 17:00 (8h 0m) estaurant 3	=== •	9:00 - 17:00 (8h 0m) =		40h \$855.00
naud 🗼				Without end date	2022						0h \$0.00
A 62				Suturday, August 6,	2022		- 17:00 (8h 0m) estaurant 3		0:00 - 1:00 (1h 0m) @ C1, RI	0:00 - 1:00 (1h 0m) © C1, Ri	3h (35h) \$66.99 (\$762.99)
			23	Teams All teams		~	- 1:00 (1h 0m) CB	- 15	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	
			Ō	Positions All positions		~	- 17:00 (8h 0m) testaurant 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)
thel			0	Locations		~	- 1:00 (1h 0m) @ 2 - Room 1				1h \$0.00
hford Ime	5:00 - 14:00 (9h 0m) @ \$1, Restaurant 3		0	Members		272					9h \$173.25
ilton			à	All employees		~					0h \$0.00
ier	10:00 - 18:00 (8h 0m) © Sp1. Restaurant 3)	\bigcirc	Select all shift ty	rpes	~					8h \$240.00
	PUSCIN				Cancel	Cancel 40 shifts	- 1:00 (1h 0m) @ CB	° 15	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)	16h (16h)	9h (9		30h (46h)	19h (20h (36h)	2h (18h)	142h (206h)
	0h (0h)	0h (0h)	0h (0		0h (0h)	0h (0			Oh (Oh)	0h (0h)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193		\$261 (\$609)	\$171	(\$519)		\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226)

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

Today 🤇 Jul 31, 2022 - A	Aug 6, 2022 >		Calendar	view Employees view			Wee	k 🗸 No grouping 🗸	🥢 Aut
						This perio	d has drafts Publish Q		@ D
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	Cancel events			THU 4	FRI 5	SAT 6	TOTAL Planner Cost
Open shifts (6)	5:00 - 14:00 (9h 0m) © S1, Restaurant 3				R	1:00 (1h 0m) ⊕ 12 - Room 1 ●	9:00 - 17:00 (8h 0m) = 120 • Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3		Cancel shifts						
Anne Bonesso Manager 10: 2205 - Full-Time		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	Sunday, July 31, 20	22		17:00 (8h 0m) =	9:00 - 17:00 (8h 0m) □ ⊚ H1, Restaurant 3	•	40h \$855.
Anthony Michaud Full-Time ND- 37h			Without end date To Saturday August 6	2022					0h \$0.00
Bruno Aldik Full-Time 10h - 37.5h			Saturday, August 0,	2022	ie	17:00 (8h 0m) © estaurant 3	0:00 - 1:00 (1h 0m) © C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h (3: \$66.9
			All teams		~	1:00 (1h 0m) 👓 📢	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	
Bruno Aldik Admin Full-Time 106-37.5h			Positions All positions		~	17:00 (8h 0m) staurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	0h (32 \$0.00
Christian Michel Admin 10: 10905 - Foll-Time 106: - 40b			Locations		~ 2	1:00 (1h 0m) © 2 - Room 1			1h \$0.00
Christine Rashford ID: 22365 - Full-Time ND - ND	5:00 - 14:00 (9h 0m) \$1, Restaurant 3		o Members		~				9h \$173.
Claudia Hamilton Menager 10: 100 - Full-Time 100 - Full-Time			All employees						0h \$0.00
David Gauthier	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent		Select all shift ty	pes	~				8h \$240.
Diane Smith Admin Full-Time 206-40h				Cancel Cancel	40 shifts	1:00 (1h 0m) © 🍨 🎼	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1 @	0:00 - 1:00 (1h 0m)@@ \$p1, R2 - Room 1	3h \$0.00
Elon Tusk									0h \$0,00
tal planned hours	46h (46h)	16h (16h)	9h (9h)	30h (46h)	19h (35)		20h (36h)	2h (18h)	142h
tal overtime hours	0h (0h)	0h (0h)	Oh (Oh)	0h (0h)	0h (0h)		0h (0h)	0h (0h)	Oh
tal workforce cost	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171 (\$	519)	\$209 (\$557)	\$22 (\$370)	\$1,83

Click Cancel shifts

< Jul 31, 2022 - A	kug 6, 2022 >			Calendar	view Employees view	J			W	leek 🗸 No grouping 🗸	🎢 Auto-assign
								This perio	d has drafts Publish Q		\$ ₫ ⊗ \$
rted by First name 🗸	JULY SUN 31	AUGUST MON 1	Cancel e	events			THU 4		FRI 5	SAT 6	TOTAL Planned houra Cost
	5:00 - 14:00 (9h 0m) © 51, Restaurant 3		Canc	el shifts			- 1:00 (1h 0m) © R2 - Room 1	٠	9:00 - 17:00 (8h 0m) ⊭ ₽⊚ Sp2, RI		42h \$0.00
	Sp1, Restaurant 3	9:00 - 17:00 (8h 0m) ⊐ @ H1 Restaurant 3		From Sunday, July 31, 20	22		- 17:00 (8h 0m) :		9:00 - 17:00 (8h 0m) #8		40h \$855.00
id 🗼				Without end date	. 2022						0h \$0.00
							- 17:00 (8h 0m) estaurant 3		0:00 - 1:00 (1h 0m)@ C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h (356) \$66.99 (\$762.99
			8	Teams All teams		~	• 1:00 (1h 0m) == CB	15	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	
			Ċ	Positions All positions		~	- 17:00 (8h 0m) (sestaurant 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)
e e			0	Locations All locations		~	- 1:00 (1h 0m) @ 2 - Room 1				1h \$0.00
prd ?	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		0	Members		~					9h \$173.25
n école				All employees							0h \$0.00
	10:00 - 18:00 (8h 0m) © Sp1. Restaurant 3 Absent		\diamond	Select all shift t	ypes	×					8h \$240.00
					Cancel Can	etl 40 shifts	- 1:00 (1h 0m) @	15	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	3h \$0.00
A.							<u>/</u>				Oh so oo
	46h (46h)	16h (16h)	9h (9		30h (46h)	19h (20h (36h)	2h (18h)	142h (206h)
	0h (0h)	0h (0h)	0h (0		0h (0h)	0h (0			0h (0h)	0h (0h)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193		\$261 (\$609)	\$171			\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226

7 Click Confirm

< Jul 31, 2022 - A	ug 6, 2022 >		Calendar	view Employees view					Week	✓ No grouping ✓	🖉 Auto-assign
											C ○ Ø :
Sorted by First name 🛩	JULY SUN 31					THU 4		FRI 5			TOTAL Planned hours Cost
(6)	5:00 - 14:00 (9h 0m) S1, Restaurant 3		Canaal abitta			- 1:00 (1h 0m) R2 - Room 1	•		•		42h \$0.00
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3		Cancer shirts								
SSO Time		9:00 - 17:00 (8h 0m) # a	Sunday, July 31, 202	22		- 17:00 (8h 0m) = 0					40h \$855.00
ns à l'école chaud		HI, Kestaurant 3	Without end date			estaurant s	- 1				Oh
			⊺∘ Saturday, August 6,	2022							50.00
A			Confirm action			- 17:00 (8h 0m) ⊙ lestaurant 3	1			0:00 - 1:00 (1h 0m) Φ C1, RI	3h (35h) \$66.99 (5762.99)
				^ v		-1:00 (1h 0m) cro	46			9:00 - 17:00 (8h 0m) © H1, Restaurant 3	
			Do you really want	to cancel 40 shifts?		- 17:00 (8h 0m) o				9:00 - 17:00 (8h 0m) ©	Oh (32h) \$0.00 (\$696.00)
ichel				Cancel Confirm		estaurant 3				H1, Restaurant 3	1h
Time			Locations All locations	- v		- 1:00 (1h 0m) @ 2 - Room 1					\$0.00
ashford -Time	5:00 - 14:00 (9h 0m) ©										9h \$173.25
milton			All employees	~		aannaan					0h \$0.00
ime us à l'école hier			Select all shift ty	mes 🗸							80
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent		contrait officery								\$240.00
1				Cancel Cancel 40 shi	fts	- 1:00 (1h 0m) © #	46			0:00 - 1:00 (1h 0m) 0 0	3h \$0.00
											0h 80.00
											142h (206h)
											Oh
											\$1,834 (\$3,226)