

How to change displayed period?



Learn how to change displayed period with Voilà!

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

2 Click Schedule

The screenshot shows the Voilà! dashboard interface. On the left is a dark sidebar with various icons. The 'Schedule' icon, which is a calendar, is highlighted with a yellow circle. The main dashboard area has a header with 'AUG 2 Dashboard'. Below the header, there are three large cards: 'Planned hours' showing '96 hours', 'Draft hours' showing '204 hours', and 'Planned budget' showing '\$1,000.00'. Below these are six smaller cards arranged in a 2x3 grid: 'Open shifts' (4), 'Replacements' (4), 'Assignations to approve' (0), 'Stand by shifts' (0), 'Recurring shifts that end soon' (0), and 'Requests to approve' (1). At the bottom, there is a 'Leaves to approve' card (18) and an 'Announcements' card (29). At the very bottom, there is a 'Budget repartition' table with columns for different budget categories and their respective amounts.

Budget repartition					
\$1,600.00					
\$1,400.00					
\$1,200.00					
\$1,000.00					
\$800.00					

Click the drop down menu located at the top right of the schedule

[illegible]

Select the period of your choice

Calendar view Employees view

This period has drafts Publish

AUGUST

MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
		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	9:00 - 17:00 (8h 0m) @ Sp2, RI		Planned hours 42h Cost \$0.00
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
						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) @ Sp2, CB	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 9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	3h (35h) \$66.99 (\$762.99)
		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)
			0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			1h \$0.00
						9h \$173.25
						0h \$0.00
						8h \$240.00

Week
Week (compact)
2 weeks
4 weeks