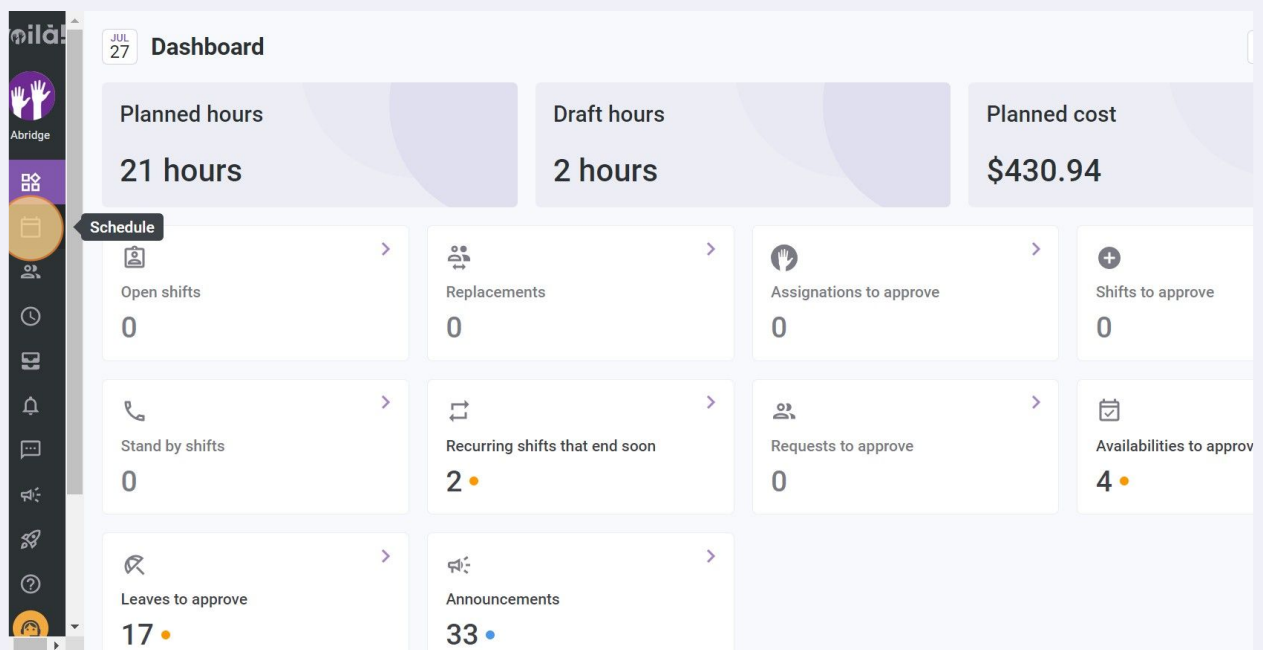


How to change hours of a shift?

Learn how to change hours of a shift with Voilà!

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

2 Click Schedule



3 Right-click the shift you wish to edit

Today < Jul 24, 2022 - Jul 30, 2022 > Calendar view Employees view Week No grouping Auto-assign +

Sorted by First name ▾

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL
off			MC					Planned hours
Open shifts (0)								Cost
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0:00 - 1:00 (1... C1, RI Absent				0:00 - 1:00 (... C1, RI			Leaves
Anthony Michaud Full-Time ND - 37h					0:00 - 1:00 (... C1, RI			2h \$43.90
Bruno Aldik Admin Full-Time 10h - 37.5h			0:00 - 1:00 (1... C1, RI Absent					1h \$0.00
Bruno Aldik Full-Time 10h - 37.5h							0:00 - 1:00 (... C1, RI	1h \$22.33
Planned hours	1h	0h	1h	0h	2h	0h	1h	5h
vertime hours	0h	0h	0h	0h	0h	0h	0h	0h
orkforce cost	\$22	\$0	\$22	\$0	\$22	\$0	\$22	\$89

4 Click Change hours

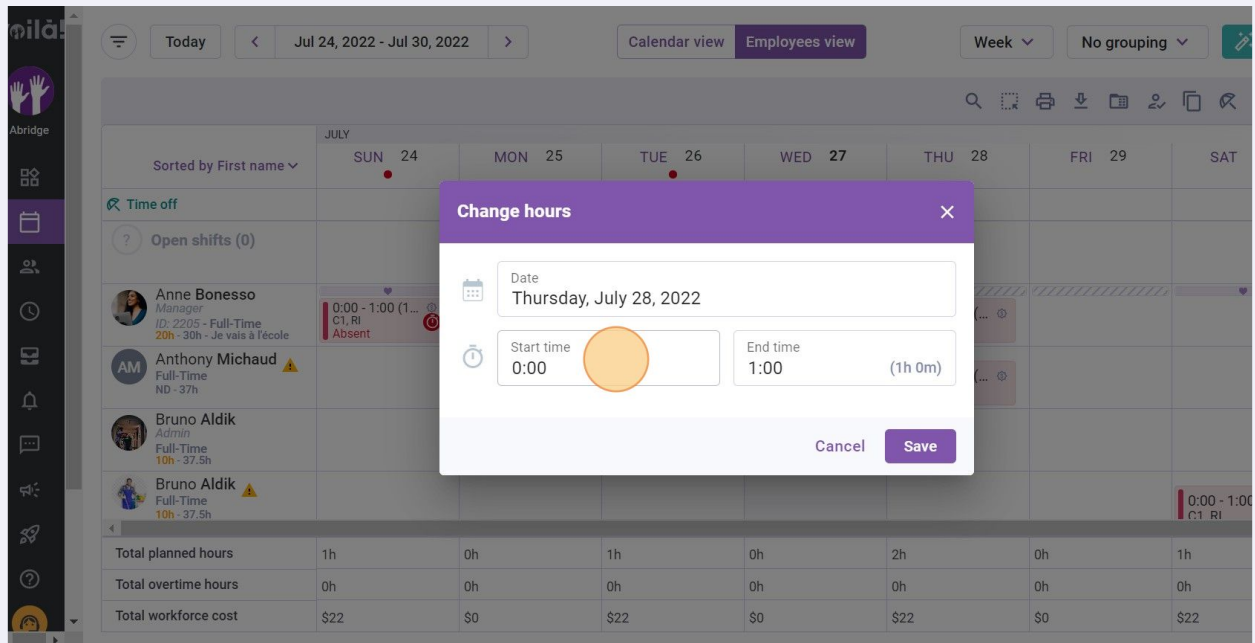
Today < Jul 24, 2022 - Jul 30, 2022 > Calendar view Employees view Week No grouping Auto-assign +

Sorted by First name ▾

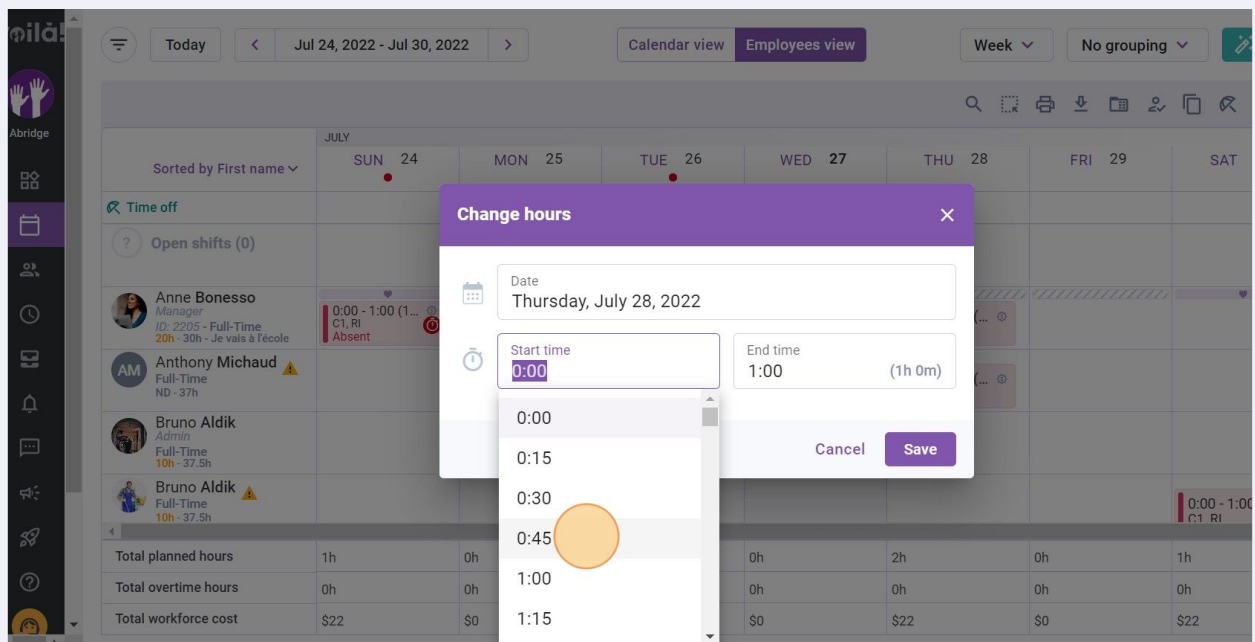
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orkforce cost	\$22	\$0	\$22	\$0	\$22	\$0	\$22	\$89

- Select
- Save as shift template
- Copy shift
- Cut shift
- Change hours
- Edit Shift
- / Split shift
- Reassign
- Swap shift with coworker
- Create a replacement
- Convert to Draft

5 Click Start time



6 Select the start time of the shift



7

Click End time

The screenshot shows a 'Change hours' dialog box overlaid on a calendar interface. The dialog has a purple header and contains the following fields:

- Date:** Thursday, July 28, 2022
- Start time:** 0:45
- End time:** 1:00 (15m)

At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background calendar shows a week view from Sunday, July 24, to Saturday, July 30, 2022. It lists employees and their shifts, including Anne Bonesso, Anthony Michaud, and Bruno Aldik.

8

Select the end time of the shift

This screenshot shows the same 'Change hours' dialog box, but with the end time dropdown menu open. The menu displays a list of time options in 15-minute increments:

- 1:00 15m
- 1:15 30m
- 1:30 45m
- 1:45 1h 0m
- 2:00 1h 15m
- 2:15 1h 30m

The '1:00' option is currently selected, and an orange circle highlights it. The background calendar view remains the same as in the previous screenshot.

9

Click Save

The screenshot displays a workforce management application interface. At the top, there's a navigation bar with 'Today', a date range 'Jul 24, 2022 - Jul 30, 2022', and tabs for 'Calendar view' and 'Employees view'. A 'Week' dropdown and 'No grouping' option are also present. The main area shows a calendar grid for the week of July 24-30, 2022. A 'Change hours' dialog box is open, allowing modification of a shift for Thursday, July 28, 2022. The dialog includes fields for 'Date' (Thursday, July 28, 2022), 'Start time' (0:45), and 'End time' (2:00), with a calculated duration of 1h 15m. The background shows employee schedules for Anne Bonesso, Anthony Michaud, and Bruno Aldik, along with a summary table at the bottom.

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL
Planned hours	1h	0h	1h	0h	2h	0h	1h	5h
Overtime hours	0h	0h	0h	0h	0h	0h	0h	0h
Workforce cost	\$22	\$0	\$22	\$0	\$22	\$0	\$22	\$89