# How to change hours of a Voila! shift?

Learn how to change hours of a shift with Voilà!

1	Navigate to https	://cor	nsole.vo	ila.app/en				
2	Click Schedule							
milă!	Dashboard							
Abridge	Planned hours 21 hours			Draft hours 2 hours			Planned \$430.	cost 94
	chedule Open shifts O	>	e Replacemen 0	nts	>	Assignations to approve	>	<ul><li>Shifts to approve</li></ul>
<b>↓</b> ↓ 	ر Stand by shifts 0	>	≓ Recurring s 2 ●	hifts that end soon	>	왕 Requests to approve 0	>	<ul> <li>✓</li> <li>Availabilities to approv</li> <li>4 ●</li> </ul>
88 ⑦ ◎	<ul> <li>Icaves to approve</li> <li>17 ●</li> </ul>	>	r∰: Announcem 33 ●	ients	>			

### Right-click the shift you wish to edit

3

Today < Ju	ll 24, 2022 - Jul 30, 20	)22 >	Calendar view	Employees view	Week	✓ No grouping	y ∨ 🥻 Auto-as	sign
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	JULY							TOTAL
Sorted by First name 🗸	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	Planned hou Cost Leaves
off			MC		<b>()</b>			
Open shifts (0)								0h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0:00 - 1:00 (1 (0) C1, Ri Absent		(1111) 🎈 (111)		0:00 - 1:00 ( (*) C1, RI			2h \$43.90
Anthony Michaud 🛕 Full-Time ND - 37h					0:00 - 1:00 ( @ C1, RI	+		1h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h			0:00 - 1:00 (1 C1, RI Absent					1h \$22.33
Bruno Aldik 🛕 Full-Time 10h - 37.5h							0:00 - 1:00 ( @ C1 RI	1h \$22.33
lanned hours	1h	Oh	1h	0h	2h	Oh	1h	5h
vertime hours	Oh	0h	0h	0h	Oh	0h	Oh	0h
orkforce cost	\$22	\$0	\$22	\$0	\$22	\$0	\$22	\$89

## 4 Click Change hours

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	JULY					_				-			-	TOTAL
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ull-Time <mark>0h</mark> - 37.5h			C1, RI Absent			/	Onlin	- 1- : 64						QZZ.30
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anned hours	1h	0h	1h	0h	2h	t Do	Swap	p shift	with	i cowo	rker			5h
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orkforce cost	\$22	\$0	\$22	\$0	\$22	-						-		\$89

### Click Start time

➡ Today < Ju	l 24, 2022 - Jul 30,	2022 >	Calendar view	Employees view		Week	~ N	lo grouping
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Sorted by First name 🗸	JULY SUN 24	MON 25	TUE 26	WED 27	THU	28	FRI	29
Time off		Change hours			×			
? Open shifts (0)								
Anne Bonesso Manager 1D: 2205 - Full-Time 20h - 30h - Je vais à l'école	©:00 - 1:00 (1 C1, RI Absent	Date Thursday,	July 28, 2022			<u></u> ©		
Anthony Michaud A Full-Time ND - 37h		0:00		End time 1:00	(1h 0m)	( 👁		
Bruno Aldik Admin Full-Time 10h - 37.5h				Cancel	Save			
Bruno Aldik A Full-Time 10h - 37.5h								
Total planned hours	1h	Oh	1h	Oh	2h		Oh	
Total overtime hours	Oh	Oh	Oh	Oh	0h		0h	
Total workforce cost	\$22	\$0	\$22	\$0	\$22		\$0	

#### Select the start time of the shift

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	JULY								
Sorted by First name 🗸	SUN 24	M	ON 25	TUE 26	WED 27	THU	28	FRI 29	
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? Open shifts (0)									
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ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	Absent	ā	Start time		End time				
Full-Time ND - 37h			0:00		1:00	(1h 0m)	( ©		
Bruno Aldik			0:00						
Full-Time 10h - 37.5h			0:15		Cancel	Save			
Bruno Aldik A			0:30						
<	16	Ob	0:45		Ob	26		Ob	
Total overtime hours	Oh	Oh _	1:00		Oh	Oh		Oh	
Total workforce cost	600	0	1.15		¢0	622		60	

### Click End time

Today < Jul	24, 2022 - Jul 30, 20	022	>	Calendar view	Employe	es view		W	eek 🕚	~	No	grou	ping	<b>~</b> (	*/)*+ 1	\uto-a	ssign	Ð
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Sorted by First name 🗸	SUN 24	1	MON 25	TUE 26	WE	D <b>27</b>	THU	28			FRI	29		SA	т 3	0	Plann Cost Leave	ed hou es
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Anthony Michaud 🛕 Full-Time ND - 37h		Ī	Start time 0:45		End time 1:00		(15m)	(									1h \$0.0	0
Bruno Aldik Admin Full-Time 10h - 37.5h						Cancel	Save										1h \$22.	.33
Bruno Aldik 🛕 Full-Time 10h - 37.5h														0:00 - C1 RI	1:00 (		1h \$22.	.33
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orkforce cost	\$22	\$0		\$22	\$0		\$22			\$0				\$22			\$89	

#### 8 Select the end time of the shift

Today < Ju	l 24, 2022 - Jul 30, 2	022	>	Calendar view	Employees view		Week	~	No	grouping	×	<i>'∥</i> ‡ Au	to-as:	sign
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orted by First name 🗸	JULY SUN 24		MON 25	TUE 26	WED 27	THU	28		FRI	29	SA	AT 30		TOTAL Planned hou Cost Leaves
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en shifts (0)			~											0h \$0.00
nne Bonesso anager : 2205 - Full-Time	0:00 - 1:00 (1 @ C1, RI		<sup>Date</sup> Thursday,	July 28, 2022			©					¥		2h \$43.90
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uno Aldik <sup>min</sup> I-Time 1-37.5h					1:00 15m 1:15 30m									1h \$22.33
uno Aldik 🛦 II-Time n - 37.5h					1:30 45m						0:00 - C1 RI	1:00 (		1h \$22.33
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rtime hours	Oh	0h		Oh	2:00 1h (5m			0h			Oh			Oh
kforce cost	\$22	\$0		\$22	2:15 1h 30m			\$0			\$22			\$89

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? Open shifts (0)		Data						
Anne Bonesso Manager 1D: 2205 - Full-Time 2011 - 301 - Je vais à l'école	0:00 - 1:00 (1 0 C1, RI Absent	Thursd	ay, July 28, 2022			( ©		Ø
Anthony Michaud A Full-Time ND - 37h		0:45		End time 2:00	(1h 15m)	( @		
Bruno Aldik Admin Full-Time 10h - 37.5h				Cancel	Save			
Bruno Aldik A Full-Time 10h - 37.5h								0:00 - 1:00 ( @ C1 RI
Total planned hours	1h	Oh	1h	Oh	2h		Oh	1h
Total overtime hours	Oh	Oh	Oh	Oh	Oh		Oh	Oh
Total workforce cost	\$22	\$0	\$22	\$0	\$22		\$0	\$22