## How to change the dates **Voila!** in timesheets?

Learn how to change the dates in timesheets with Voilà!

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

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There are two ways to change the dates:

## **3** Click on one of the two arrows located around the dates

	<	Aug 2, 2022 -		Pay period v Group by location									
													Q @ Ø ≜ ✓
	Employees Sorted b	iy First 🗸	TUE 2	WED 3	тни 4	FRI 5	SAT 6	SUN 7	MON 8	TUE 9	WED 10	тни	Total Real - Expected - Paid leave
Clinique principale	Bruno Aldik Full-Time												Oh Om 📋 🛛
	Bruno Aldik Admin Full-Time												Oh Om 📋 🛛
	Christian Michel Admin ID: 10905 - Full-Time												Oh Om 📋 🏾
	Christine Rashford ID: 22365 - Full-Time												Oh Om 🗈 🛛
	Claudia Hamilton Manager ID: 100 - Full-Time												Oh Om 📋 🛛
	David Gauthier Supervisor Full-Time												Oh Om 📋 🏾
	Dlane Smith Admin Full-Time				1h 0m								0h 0m 1h 0m
	Elon Tusk ID: 123 - Full-Time												Oh Om 📋 🛛
	Émilie Lockhead ID: 2236 - Student												Oh Om 📋 🛛
4	Total	Real: Expected: Paid leave:	<b>8h 0m</b> 9h 0m	<b>4h 0m</b> 6h 0m	<b>8h Om</b> 19h 0m	<b>8h 0m</b> 12h 0m	Oh Om 2h 0m	Oh Om Oh Om	Oh Om Oh Om	Oh Om Oh Om	Oh Om Oh Om	Oh Or Oh Orr	28h 0m 48h 0m

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## Click directly on the dates

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	Employees Sorted by nam	e First v	TUE 16	WED 1	7 THU 1	6 FRI 19	SAT 20	sun 21	MON 22	TUE 23	WED 24	THU	Tot Real - Expected				
Clinique principale	Bruno Aldik Full-Time												Oh Om Oh Om				
	Bruno Aldik Admin Full-Time												Oh Om Oh Om				
	Christian Michel Admin ID: 10905 - Full-Time												Oh Om Oh Om				
	Christine Rashford ID: 22365 - Full-Time												Oh Om oh Om				
	Claudia Hamilton Manager ID: 100 - Full-Time												Oh Om Oh Om				
	David Gauthier Supervisor Full-Time												Oh Om 🚺				
	Admin Full-Time												Oh Om Oh Om				
	Elon Tusk ID: 123 - Full-Time												Oh Om Oh Om				
	Émilie Lockhead												Oh Om Oh Om				
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	Total	Real: Expected: Paid leave:	Oh Om Oh Om	<b>0h 0m</b> 4h 0m	<b>Oh Om</b> 12h Om	<b>Oh Om</b> 12h Om	<b>Oh Om</b> 23h 5m	<b>Oh Or</b> 16h Or	0h ( 109h								

## **5** Select the date of your choice

	< Aug 16, 2022 - Aug 29, 2022 →												Pay p					
Sorted by First 🗸	TUE <b>1</b>	6 WED	17	тни 18	FRI	19	SAT	20	SUN	21	MON 2	2	TUE	23	WED	24	тни	
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ne Rashford is - Full-Time					7 8	9	1 11 12	1	3									
a Hamilton Full-Time					14 15 21 22 :	16 23	17 18 19 24 25 26	) 2 5 2	0 7									
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usk Full-Time																		
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