

# How to change view period on the timesheets?

Learn how to change view period on the timesheets with Voilà!

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

2 Click Timesheets

The screenshot shows the Voilà! dashboard for August 9. The top section displays three key metrics: Planned hours (0 hours), Draft hours (88 hours), and Planned cost (\$0.00). Below these are several cards for different categories, each with a right-pointing arrow:

- Open shifts: 0
- Stand by shifts: 0
- Leaves to approve: 17
- Replacements: 0
- Recurring shifts that end soon: 0
- Announcements: 29
- Assignations to approve: 0
- Requests to approve: 0
- Shifts to approve: 0
- Availabilities to approve: 2

At the bottom, there is a 'Budget repartition' bar chart. The y-axis represents cost from \$0.00 to \$400.00. The x-axis shows dates from Tue 09 Aug to Sun 14 Aug. A purple bar for 'Total workforce cost' is visible on Sun 14 Aug, reaching approximately \$350.00.

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Click the drop down menu located at the right of the timesheets

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	SUN 31	Total
Anne Bonesso	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m					1h 0m				40h 30m
Jennifer Zagga		1h 10m					8h 0m	8h 0m	8h 0m	0h 0m				24h 0m
Marco Chenard					2h 0m					0h 0m	0h			2h 2m
Bruno Aldik							6h 0m	7h 0m		7h 8m				20h 8m
Filippo Boileau	4h 0m				0h 45m		6h 5m		6h 5m					12h 10m
Nicole Fernandez										0h 7m	8h			8h 7m
Anthony Michaud									6h 5m		1h			7h 5m
Jennifer Fernandes														3h 0m
Christine Rashford								6h 0m		0h 38m	1h			16h 38m
Christian Michel									6h 5m					6h 5m
<b>Total</b>	<b>8h 0m</b>	<b>8h 30m</b>	<b>8h 0m</b>	<b>8h 0m</b>	<b>2h 0m</b>	<b>0h 0m</b>	<b>20h 5m</b>	<b>26h 0m</b>	<b>38h 20m</b>	<b>21h 8m</b>	<b>11h</b>	<b>11h</b>	<b>31h</b>	<b>171h 5m</b>
	<b>Expected:</b>	<b>20h 45m</b>	<b>20h 25m</b>	<b>11h 30m</b>	<b>9h 0m</b>	<b>0h 45m</b>	<b>18h 5m</b>	<b>20h 0m</b>	<b>22h 20m</b>	<b>19h 38m</b>	<b>31h</b>	<b>31h</b>	<b>31h</b>	<b>261h 8m</b>
	<b>Paid leave:</b>													<b>37h 20m</b>

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Select the period of your choice

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	SUN 31	Total
Anne Bonesso	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m					1h 0m				40h 30m
Jennifer Zagga		1h 10m					8h 0m	8h 0m	8h 0m	0h 0m				24h 0m
Marco Chenard					2h 0m					0h 0m	0h			2h 2m
Bruno Aldik							6h 0m	7h 0m		7h 8m				20h 8m
Filippo Boileau	4h 0m				0h 45m		6h 5m		6h 5m					12h 10m
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	<b>Expected:</b>	<b>20h 45m</b>	<b>20h 25m</b>	<b>11h 30m</b>	<b>9h 0m</b>	<b>0h 45m</b>	<b>18h 5m</b>	<b>20h 0m</b>	<b>22h 20m</b>	<b>19h 38m</b>	<b>31h</b>	<b>31h</b>	<b>31h</b>	<b>261h 8m</b>
	<b>Paid leave:</b>													<b>37h 20m</b>