

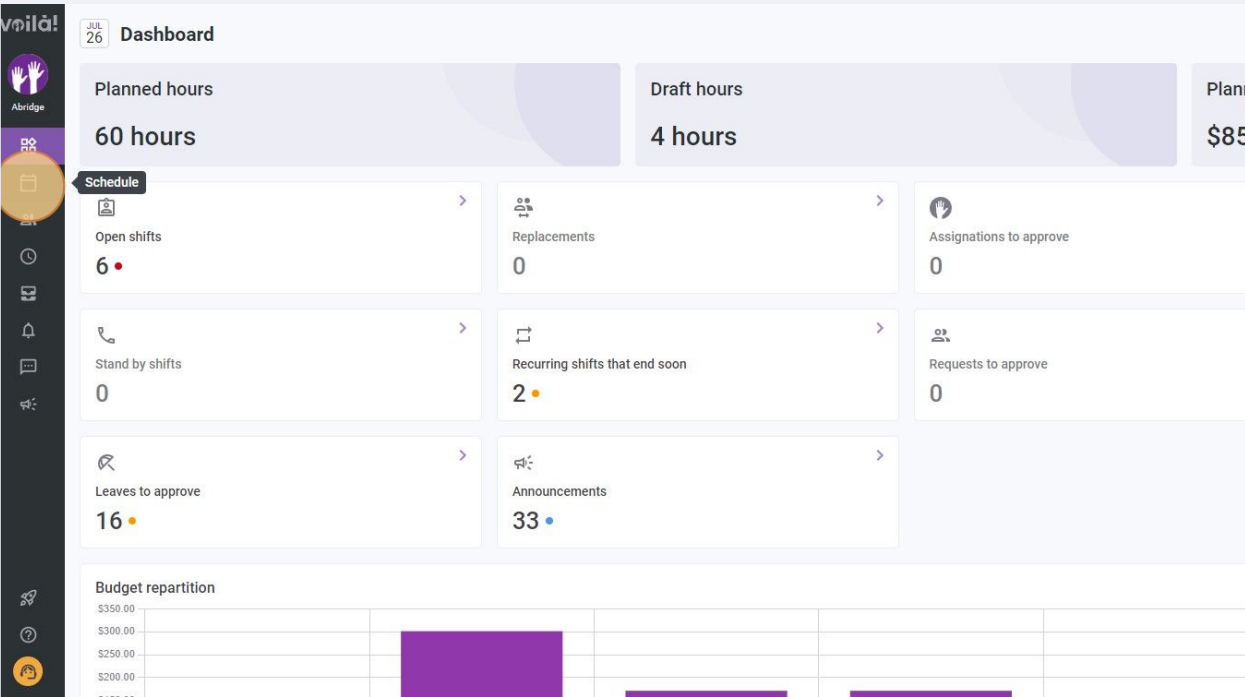
How to convert a shift with assignment to an open shift?



Learn how to convert a shift with assignment to an open shift with Voilà!

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

2 Click Schedule



3 Click on the shift you want to convert to an open shift

The screenshot shows the Ploot! software interface in 'Employees view'. The calendar displays shifts for various employees from Sunday, July 24, to Saturday, July 30, 2022. A shift for Bruno Aldik on Wednesday, July 27, is highlighted with a red circle. A tooltip for this shift is displayed, showing details like 'Cook 1', '8:00 - 17:00 (9h)', 'Restaurant 1', and 'Planned total: 9h'.

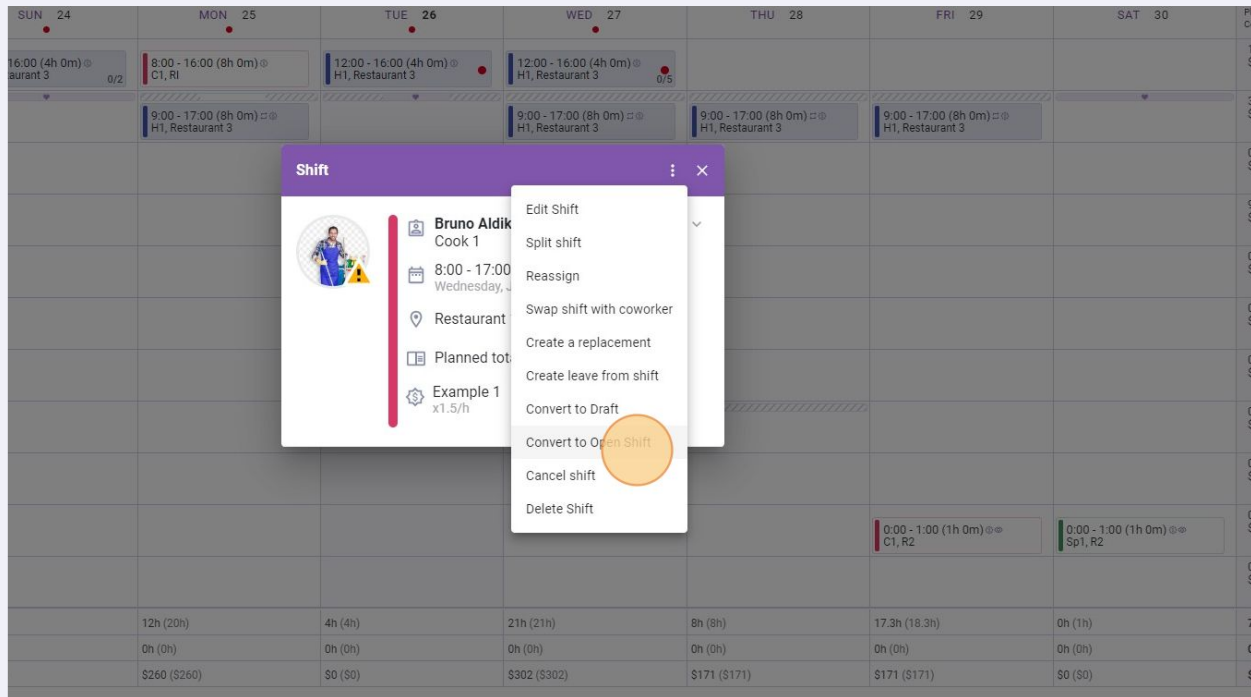
Employee	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL
Open shifts (9)	12:00 - 16:00 (4h 0m) @ H1, Restaurant 3 0/2	8:00 - 16:00 (8h 0m) @ C1, R1	12:00 - 16:00 (4h 0m) @ H1, Restaurant 3	12:00 - 16:00 (4h 0m) @ H1, Restaurant 3 0/5				12h (20h) \$0.00
Anne Bonesso		9:00 - 17:00 (8h 0m) @ H1, 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		32h \$684.00
Anthony Michaud				9:00 - 17:00 (8h 0m) @ H1, Restaurant 3				9h \$130.50
Bruno Aldik				8:00 - 17:00 (9h 0m) @ C1, R1				9h \$0.00
Bruno Aldik								0h \$0.00
Christian Michaud								0h \$0.00
Christine Rashford								0h \$0.00
Claudia Hamilton								0h \$0.00
David Genest								0h \$0.00
Diane Smith								0h \$0.00
Elon Musk								0h \$0.00
Total planned hours	8h (8h)	12h (20h)	4h (4h)	21h (21h)	8h (8h)	17.3h (16.3h)	0h (1h)	70.3h (80.3h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$89 (\$89)	\$260 (\$260)	\$0 (\$0)	\$302 (\$302)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	\$993 (\$993)

4 Click on the three dots located at the top right of the window

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Total workforce cost	\$89 (\$89)	\$260 (\$260)	\$0 (\$0)	\$302 (\$302)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	\$993 (\$993)

5 Select Convert to Open Shift



6 Click Confirm

