

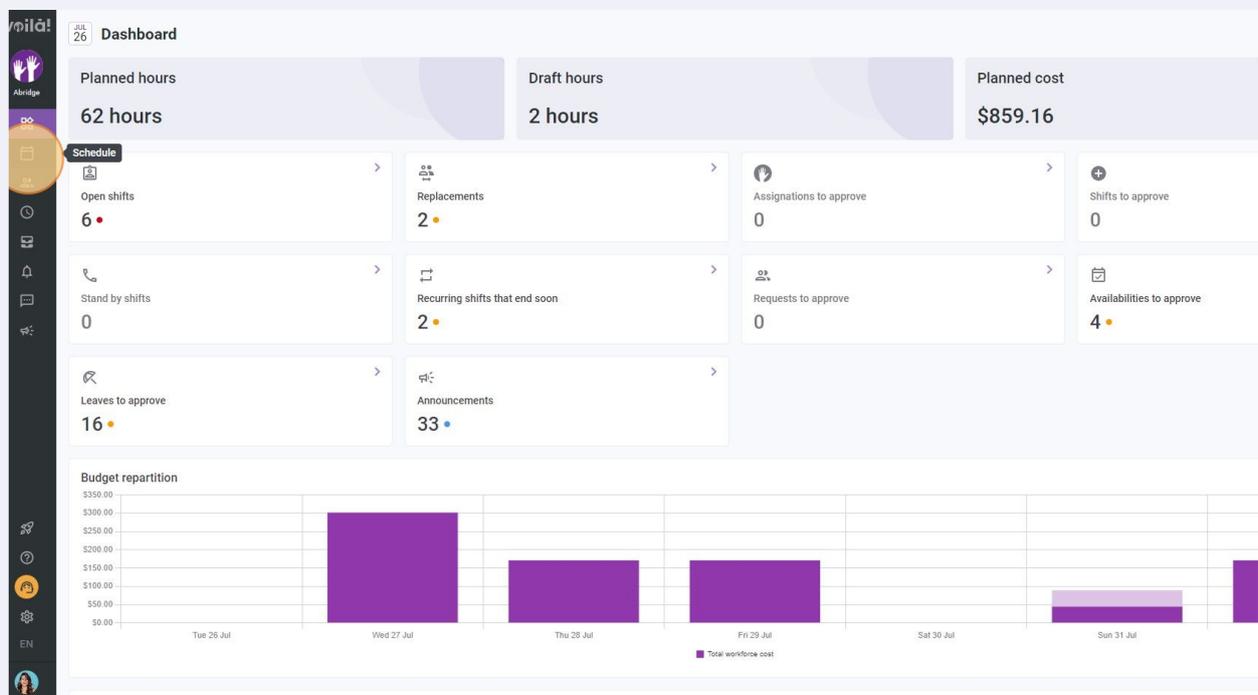
# How to convert to draft?



Learn how to convert a shift to draft with Voilà!

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

2 Click Schedule



### 3 Click on the shift you want to convert to draft

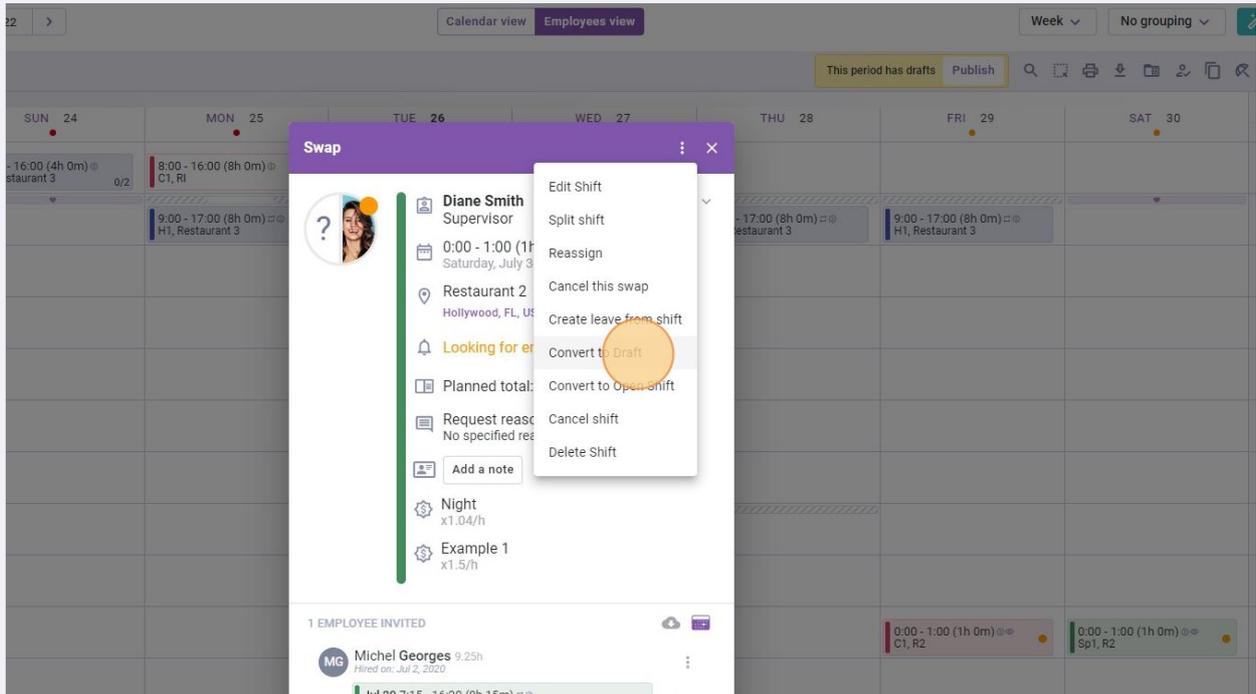
The screenshot shows the Mila! employee scheduling interface. The calendar view displays shifts for employees from Sunday, July 24th, to Saturday, July 30th. A shift for Diane Smith on Friday, July 29th, is highlighted with a yellow circle. The interface includes a sidebar with employee profiles, a top navigation bar with 'Calendar view' and 'Employees view' tabs, and a summary table at the bottom showing total planned hours and workforce costs.

	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	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				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								0h \$0.00
Bruno Aldik				8:00 - 17:00 (9h 0m) @ C1, R1				9h \$130.50
Bruno Aldik								0h \$0.00
Christian Michaud								0h \$0.00
Christine Raschford								0h \$0.00
Claudia Hamilton								0h \$0.00
David Genest								0h \$0.00
Diane Smith						0:00 - 1:00 (1h 0m) @ C1, R2	0:00 - 1:00 (1h 0m) @ Sp1, R2	2h \$0.00
Elon Musk								0h \$0.00
Émilie Lockhead								0h \$0.00
Total planned hours	8h (8h)	12h (20h)	4h (4h)	21h (21h)	8h (8h)	18.3h (18.3h)	1h (1h)	72.3h (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 the three dots located at the top right of the window

The screenshot shows the Mila! employee scheduling interface with a 'Swap' modal window open. The modal displays details for a shift for Diane Smith, Supervisor, on Saturday, July 30, 2022, at Restaurant 2, Hollywood, FL, USA. The shift is for 0:00 - 1:00 (1h 0m). The modal includes options for 'Looking for employees', 'Planned total: 1h', 'Request reason: No specified reason', 'Add a note', and 'Night' (x1.04/h) and 'Example 1' (x1.5/h). A yellow circle highlights the three dots menu icon in the top right corner of the modal. The background shows the calendar view with a shift for Diane Smith on Friday, July 29th, highlighted.

## 5 Select Convert to Draft



## 6 Click Confirm

