## How to convert to draft? Voila!

Learn how to covert a shift to draft with Voilà!

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

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2 **Click Schedule** oilà! 26 Dashboard \*\* Planned hours Draft hours Planned cost 62 hours \$859.16 2 hours Schedule > > > â t Do 0 0 Open shifts Replacements Assignations to approve Shifts to approve 6. 2. 0 0 2 I 0 Stand by shifts Recurring shifts that end soon Requests to approve Availabilities to approve 0 2. 0 4 • R > 5 Leaves to approve Announcements 33 • 16. Budget repartition \$350.00 \$300.00 \$250.00 \$200.00 \$150.00 \$100.00 3 \$50.00 -\$0.00 -Wed 27 Jul Thu 28 Jul Fri 29 Jul Total workforce cost 1

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

⊤ Today         < Jul 24, 2022	lul 30, 2022 >		Calendar v	ew Employees view		W	Veek 🗸 No grouping 🗸	/ Auto-as
					This perio	d has drafts Publish Q	0.82020	R 🖬 🛛
	JUDY							TOTAL
Sorted by First name $\sim$	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	Planned hou Cost
? Open shifts (9)	12:00 - 16:00 (4h 0m) H1, Restaurant 3 0/2	8:00 - 16:00 (8h 0m)⊚ C1, RI	12:00 - 16:00 (4h 0m) H1, Restaurant 3	12:00 - 16:00 (4h 0m) H1, Restaurant 3				12h (20h) \$0.00
Anne Bonesso Manager 1D: 2205 - Full-Time 206 - 306 - Je vais à l'école		9:00 - 17:00 (8h 0m) # 0 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) = 0 H1, Restaurant 3	•	32h \$684.00
Anthony Michaud A Full-Time ND - 37h								0h \$0.00
Bruno Aldik A Full-Time 106 - 37.5h				8:00 - 17:00 (9h 0m) 🕬 C1, RI				9h \$130.50
Bruno Aldik Admin Full-Time 106-37.5h								0h \$0.00
Christian Michaud Admin ID: 10905 - Full-Time 106 - 406								0h \$0.00
Christine Rashford ID: 22365 - Full-Time ND - ND								0h \$0.00
Claudia Hamilton Manager ID: 100 - Full-Time 100 - 25h - Je suis à l'école				٠				0h \$0.00
David Genest Supervisor Full-Time 20th - 40h								0h \$0.00
Diane Smith Admin Full-Time 20h - 40h						0:00 - 1:00 (1h 0m) ©© C1, R2	• 0:00 - 100 (1h 0m) #* •	+ <sup>2h</sup> \$0.00
Elon Musk ID: 123 - Full-Time								0h \$0.00
Émille Lockhead ID: 2236 - Student 206 - 306 - îm super available	*		(1111111111111), ♥ 211					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
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	Oh
Total workforce cost	000 (000)	0060 (0060)	00 (00)	0000 (0000)	A474 (A474)	0474 (0474)	00 (00)	4000 (00)

4 Click the three dots located a the top right of the window

>			Calendar view Employees view	1			Week	K V No grouping V	🥻 Auto
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24 (4h 0m)⊕ 3 0/2 ▼	MON 25 8:00-16:00 (9h 0m) © 0:17 9:00-17:00 (8h 0m) = 0 H1, Restaurant 3	Swap ?	TUE 26     WED 27       Image: Signature     Supervisor       Image: Signature     0:00 - 1:00 (1h 0m) Saturday, July 30, 2022       Image: Signature     Restaurant 2 Hollywood, FL, USA       Image: Signature     Looking for employees       Image: Signature     Planned total: 1h       Image: Signature     Request reason Signature       Image: Add a note     Night x1.04/h       Image: Signature     Signature       Image: Signature     X1.04/h       Image: Signature     X1.5/h		THU 28 +17:00 (8h 0m) = ⊕ testaurant 3	FRI 29		SAT 30	TOTAL         Planned h           Cost         12h (201           32h         5644.00           0h         50.00           9h         5130.50           0h         50.00           0h         50.00
		1 EMPLOYEE	INVITED Tel Georges 9.25h or. Jul 2, 2020	•		0:00 - 1:00 (1h 0m) 9 < C1, R2	•	0:00 - 1:00 (1h 0m) ©⊕ Sp1, R2	2h \$0.00 0h \$0.00

## Select Convert to Draft

22 >			Calendar view	Employees view				Week 🗸	No grouping 🗸	
						This perio	od has drafts Publish	< □ ₽	≗ ⊡ ೭ [	jq
SUN 24 • 16:00 (4h 0m) • 0/2 •	MON 25 8:00-16:00 (8h 0m) (0 C), Ri 9:00-17:00 (8h 0m) (1 H1, Restaurant 3	Swap	<ul> <li>Diane Smith Supervisor</li> <li>0:00 - 1:00 (1f Saturday, July 3</li> <li>Restaurant 2 Holiywood, FL, US</li> <li>Looking for er</li> <li>Planned total:</li> <li>Request reasc No specified reas</li> <li>Add a note</li> <li>Add a note</li> <li>Night x1.04/h</li> <li>Example 1 x1.5/h</li> </ul>	WED 27	× - 172 - 17	THU 28	FRI 29		SAT 30 *	
		1 EMPLOYEE INV	/ITED Georges 9.25h Jul 2, 2020 7:15 - 16:30 /0h 15m) d.0	0			0:00 - 1:00 (1h 0m) & C1, R2	• 0:00 Sp1,	I - 1:00 (1h 0m) ⊚⊛ R2	•

6	Click Confirm
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9:00 - 17:00 (8h 0m) = a H1, Restaurant 3	<ul> <li>■ Diane Smith Supervisor</li> <li>➡ 0:00 - 1:00 (1h 0m) Saturday, July 30, 2022</li> <li>● Restaurant 2 Hollywood, FL, USA</li> </ul>	~	- 17:00 (8h 0m) = 0 restaurant 3	9:00-17:00 (8h 0m) #© H1, Restaurant 3	
	Confirm action	×			
	to draft? Cancel				
	St.104/n Example 1 x1.5/h				
	EE INVITED lichel Georges 9.25h red on: Jul 2, 2020	• •		0:00 - 1:00 (1h 0m) 0 * C1, R2	0:00 - 1:00 Sp1, R2
	Jul 29 /15-16:30 (9h 15m) domain Sp1, R2				