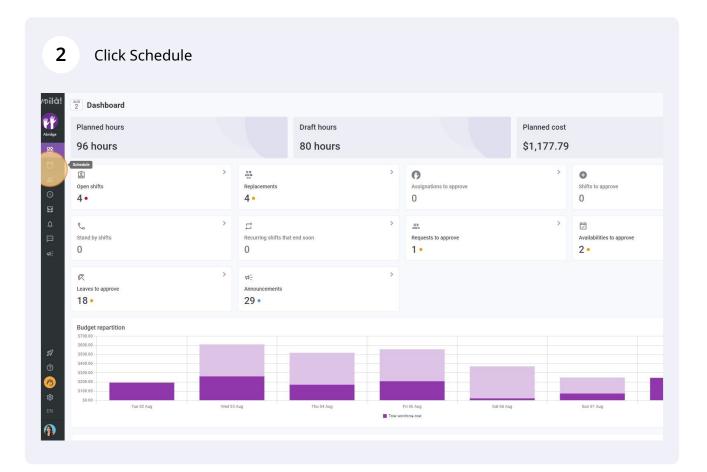
How to copy schedule? Voila!

Learn how to copy schedule with Voilà!

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



3 Select the copy icon located at the right top of the schedule

< Jul 31, 2022 - A	Aug 6, 2022 >		Calendar v	iew Employees view		Wee	k → No grouping →	🎢 Auto-assign
					This period	d has drafts Publish Q	. e • • • <u>* •</u> •	
	JULY	AUGUST		Lange and	and the local		Copy	TOTAL Planned hours
orted by First name 🗸	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Cost
	5:00 - 14:00 (9h 0m) S1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) ∷ 🕫 ● Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) © Sp2, CB				
							*	40h \$855.00
e Técole		9:00 - 17:00 (8h 0m) □ ◎ H1, Restaurant 3	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) = 0 + 11, Restaurant 3	9:00 - 17:00 (8h 0m) 🕫 🕚 😐		9855.00
aud 🔔								0h \$0.00
			0:00 - 1:00 (1h 0m) (0 01, R2 - Reom 1	9:00 - 17:00 (8h 0m) ©	9:00 - 17:00 (8h 0m) ©	0:00 - 1:00 (1h 0m) ©	0:00 - 1:00 (1h 0m) @	3h (35h) \$66.99 (\$762.99)
			Absent	H1, Restaurant 3	H1, Restaurant 3	C1, RI	C1, RI	
					0:00 - 1:00 (1h 0m) 👁 👘	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	9:00 - 17:00 (8h 0m)⊕ H1, Restaurant 3	9:00 - 17:00 (8h 0m) ⊕ H1, Restaurant 3	0h (32h) \$0.00 (\$696.00)
me 🔔					0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			1h \$0.00
iford me	5:00 - 14:00 (9h 0m) ® S1, Restaurant 3							9h \$173.25
ton	ST, Restaulant S							Oh
								\$0.00
i l'école	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) 🕬 🐐	0:00 - 1:00 (1h 0m) © @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	3h \$0.00
*								0h \$0.00
	46h (46h)	16h (16h)	9h (9h)	30h (46h)	19h (35h)	20h (36h)	2h (18h)	142h (206h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171 (\$519)	\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226)

4 Choose which time period of the schedule will be copied

< Jul 31, 2022	Aug 6, 2022 >		Caler	dar view Employees view			Wee	ek 🗸 🛛 No grouping 🧹	🎢 Auto-assign
						This per	iod has drafts Publish Q	┇ቆ⊻⊡≥โ	R 🗊 🛞 🕸
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3		THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
fts (6)	5:00 - 14:00 (9h 0m) ⊚ S1, Restaurant 3		Copy schedule		×	- 1:00 (1h 0m) © R2 - Room 1	9:00 - 17:00 (8h 0m) ⊏ 🕫 ●		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3		1 Shifts selection 2	Confirmation					
nesso 'ull-Time Je vals à l'école		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	Copy the shifts of	2022 - Aug 6, 2022		- 17:00 (8h 0m) # ®	9:00 - 17:00 (8h 0m) # H1, Restaurant 3		40h \$855.00
Michaud 🗼				2022 - Aug 6, 2022					0h \$0.00
dik 🗼			Sun Mon Tu	ie Wed Thu Fri Sat		- 17:00 (8h 0m) © lestaurant 3	0:00 - 1:00 (1h 0m) © C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h (35h) \$66.99 (\$762.99)
			All teams		~	- 1:00 (1h 0m) 🚥 🐴	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	
dik			Positions All positions		~	- 17:00 (8h 0m)⊚ testaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	0h (325) \$0.00 (\$696.00)
Full-Time			Locations		~	- 1:00 (1h 0m) ⊚ 2 - Room 1			1h \$0.00
Rashford Full-Time	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		All locations						9h \$173.25
Hamilton Ill-Time Je suis à l'école			All employees		~				0h \$0.00
authier	10:00 - 18:00 (8h 0m) © Sp1. Restaurant 3 Absent)	Select all shift typ	es	~				8h \$240.00
nith				Cancel Co	oy 40 shifts	- 1:00 (1h 0m) © 🕫 🎁	0:00 - 1:00 (1h 0m)@@ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) 00 Sp1, R2 - Room 1	3h \$0.00
k 🔺									0h \$0.00
urs	46h (46h)	16h (16h)	9h (9h)	30h (46h)	19h (20h (36h)	2h (18h)	142h (206h)
ours	Oh (Oh)	Oh (Oh)	Oh (Oh)	Oh (Oh)	0h (0		Oh (Oh)	Oh (Oh)	Oh
cost	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171		\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226)

5 Select Teams, Positions, Locations, Members or Type if required

		_		This per	iod has drafts Publish Q		
31	AUGUST MON 1		TUE 2 WED 3	THU 4	FRI 5	SAT 6	TOTAL Planned ho Cost
h 0m) © 3			schedule ×	- 1:00 (1h 0m) © R2 - Room 1	9:00 - 17:00 (8h 0m) ⊄ ⊠© ● Sp2, Ri		42h \$0.00
8h 0m) © 3		1	Shifts selection 2 Confirmation				
	9:00 - 17:00 (8h 0m) #@ H1, Restaurant 3	Сору	the shifts of	- 17:00 (8h 0m) ¤⊚ estaurant 3	9:00 - 17:00 (8h 0m) #0 H1, Restaurant 3	•	40h \$855.00
							0h \$0.00
			Sun Mon Tue Wed Thu Fri Sat	- 17:00 (8h 0m) @ testaurant 3	0:00 - 1:00 (1h 0m) © C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h (35h) \$66.99 (
		2	Teams All teams	- 1:00 (1h 0m) 🗆 🔹 🚺	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	
		Ċ	Positions V	- 17:00 (8h 0m) © estaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0h (326) \$0.00 (si
		۲	Locations V	- 1:00 (1h 0m) ⊚ 2 - Room 1			1h \$0.00
h 0m) © 3		0	Members				9h \$173.25
		0	All employees				0h \$0.00
h 0m) ©		\bigcirc	Select all shift types				8h \$240.00
			Cancel Copy 32 shifts	- 1:00 (1h 0m) 👓 👔	0:00 - 1:00 (1h 0m) @@	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	3h \$0.00
							0h

Click Copy shifts

< Jul 31, 2022 - J	Aug 6, 2022 >		C	alendar view Employees view				We	No grouping V	🎢 Auto-assign
							This perio	d has drafts Publish Q		? ⊡ ⊗ ‡
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	Copy schedule			THU 4		FRI 5	SAT 6	TOTAL Planned houra Cost
6)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		1 Shifts selection	2 Confirmation		- 1:00 (1h 0m) © R2 - Room 1	•	9:00 - 17:00 (8h 0m) = 2 @ •		42h \$0.00
	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3									
0 me à l'école	- (n. 199	9:00 - 17:00 (8h 0m) = @ H1, Restaurant 3	Copy the shifts of	31, 2022 - Aug 6, 2022 >		- 17:00 (8h 0m) = estaurant 3		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3		40h \$855.00
naud 🗼			Sun Mon	✓ ✓ ✓ □ ✓ Tue Wed Thu Fri Sat						0h \$0.00
кс.			-			- 17:00 (8h 0m) @ testaurant 3		0:00 - 1:00 (1h 0m) © C1, Ri	0:00 - 1:00 (1h 0m) © C1, RI	3h (35h) \$66.99 (\$762.99)
			Kitchen (3) Brewe	ry 🕲	~	- 1:00 (1h 0m) 👓	45	9:00 - 17:00 (8h 0m)⊕ H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	
			Positions Waiter 1 (2) Host Supervisor 2 (2)	1 🕲 Nurse 🕲 Supervisor 🕲	~	- 17:00 (8h 0m) @ testaurant 3		9:00 - 17:00 (8h 0m) © H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	0h (32h) \$0.00 (\$696.00)
nel 🔺			Locations			- 1:00 (1h 0m) © 2 - Room 1				1h \$0.00
hford Ime	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		Clinique principale	estaurant 2 🛞 Restaurant 3 🕲	~					9h \$173.25
ilton e à l'école			All employees		~					0h \$0.00
er 🔺	10:00 - 18:00 (8h 0m) © Sp1. Restaurant 3 Absent)	Select all shift	types	~					8h \$240.00
				Cancel Conv	32 shifts	- 1:00 (1h 0m) ©© CB	15	0:00 - 1:00 (1h 0m)@@ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@	3h \$0.00
A										0h \$0.00
	46h (46h)	16h (16h)	9h (9h)	30h (46h)	19h (3			20h (36h)	2h (18h)	142h (206h)
	0h (0h)	Oh (Oh)	0h (0h)	0h (0h)	0h (0)			Oh (Oh)	Oh (Oh)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171	\$519)		\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226)

7 Click Paste shift

Jul 31, 2022 - A	ug 6, 2022 >		Cale	endar view Employees view			We	ek 🗸 No grouping 🗸	🎢 Auto-assign
			Copy schedule			This perio	d has drafts Publish Q		\$ <u>0</u> 8
ted by First name 🗸	JULY SUN 31	AUGUST MON 1	1 Shifts selection 2	Confirmation		THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		Selected shifts			- 1:00 (1h 0m) © R2 - Room 1	9:00 - 17:00 (8h 0m) ≅ ♀ ● Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3		SUNDAY (10 SHIFTS)		-				
icole		9:00 - 17:00 (8h 0m) ∷ @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) = C1.Ri Absent	0		- 17:00 (8h 0m) # 0 •	9:00 - 17:00 (8h 0m) := 0 H1, Restaurant 3	•	40h \$855.00
ud 🔺			0:00 - 1:00 (1h 0m) = C1.RI Absent	0					0h \$0.00
			0:00 - 1:00 (1h 0m) = C1, Ri Absent			- 17:00 (8h 0m) ©	0:00 - 1:00 (1h 0m) © C1, Ri	0:00 - 1:00 (1h 0m) © C1, Ri	3h (35h) \$66.99 (\$762.99)
			0:00 - 1:00 (1h 0m) = C1, RI Absent	0		1:00 (1h 0m) 👓 🎁	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) © H1, Restaurant 3	
			? 5:00 - 14:00 (9h 0m) S1, Restaurant 3)©		- 17:00 (8h 0m) ©	9:00 - 17:00 (8h 0m)⊕ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0h (32%) \$0.00 (\$696.00)
*			5:00 - 14:00 (9h 0m) S1, Restaurant 3)©		- 1:00 (1h 0m) ©			1h \$0.00
e ord e	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		9:00 - 17:00 (8h 0m) Sp1, Restaurant 3)00	•	2 - Room 1			9h \$173.25
in école			Paste to 07/08/2022						0h \$0.00
*	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3		Paste as open shift						8h \$240.00
			 Ginerate Ginerate<	ed as drafts.		- 1:00 (1h 0m) ©© 🏾 🎁	0:00 - 1:00 (1h 0m) @ @ . Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@ • Sp1, R2 - Room 1	3h \$0.00
N									0h \$0.00
	46h (46h)	16h (16h)		Back Past	e 32 shift	ŝh)	20h (36h)	2h (18h)	142h (206h)
	0h (0h)	0h (0h)	0h (0h)	Oh (Oh)	0		0h (0h)	0h (0h)	Oh
	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171	(\$519)	\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226