

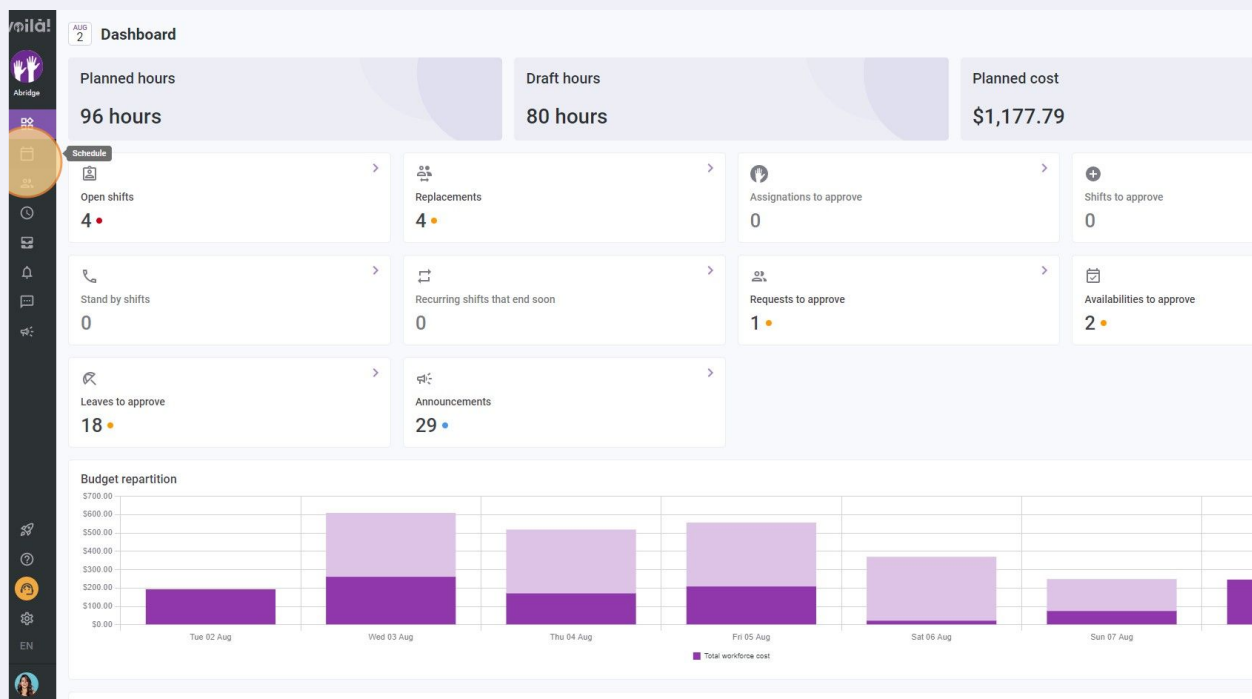
How to copy schedule?



Learn how to copy schedule with Voilà!

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

2 Click Schedule



3

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

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
(6)	5:00 - 14:00 (9h 0m) @ Sp1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) @ Sp2, CB 10:00 - 18:00 (8h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1 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
esso		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		40h \$855.00
chaud								0h \$0.00
			0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1 Absent	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0:00 - 1:00 (1h 0m) @ C1, RI	0:00 - 1:00 (1h 0m) @ C1, RI	3h (33h) \$66.99 (\$762.99)
					0:00 - 1:00 (1h 0m) @ Sp2, CB	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0h (23h) \$0.00 (\$696.00)
ichel				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	1h \$0.00
ashford	5:00 - 14:00 (9h 0m) @ Sp1, Restaurant 3				0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			9h \$173.25
ilton								0h \$0.00
hier	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) @ Sp2, CB	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) 0h (0h)	16h (16h) 0h (0h)	9h (9h) 0h (0h)	30h (46h) 0h (0h)	19h (35h) 0h (0h)	20h (36h) 0h (0h)	2h (18h) 0h (0h)	142h (206h) 0h
	\$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

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
(6)	5:00 - 14:00 (9h 0m) @ Sp1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3					0:00 - 17:00 (8h 0m) @ Sp2, RI		42h \$0.00
esso		9:00 - 17:00 (8h 0m) @ H1, Restaurant 3				9:00 - 17:00 (8h 0m) @ H1, Restaurant 3		40h \$855.00
Michaud								0h \$0.00
dik								2h (23h) \$66.99 (\$762.99)
dik						9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	0h (22h) \$0.00 (\$696.00)
Michel						9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) @ H1, Restaurant 3	1h \$0.00
Rashford	5:00 - 14:00 (9h 0m) @ Sp1, Restaurant 3							9h \$173.25
Hamilton								0h \$0.00
authier	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 Absent							8h \$240.00
nith						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) 0h (0h)	16h (16h) 0h (0h)	9h (9h) 0h (0h)	30h (46h) 0h (0h)	19h (35h) 0h (0h)	20h (36h) 0h (0h)	2h (18h) 0h (0h)	142h (206h) 0h
	\$653 (\$653)	\$325 (\$325)	\$193 (\$193)	\$261 (\$609)	\$171 (\$519)	\$209 (\$557)	\$22 (\$370)	\$1,834 (\$3,226)

Copy schedule

1 Shifts selection 2 Confirmation

Copy the shifts of

Jul 31, 2022 - Aug 6, 2022

Sun Mon Tue Wed Thu Fri Sat

Teams: All teams

Positions: All positions

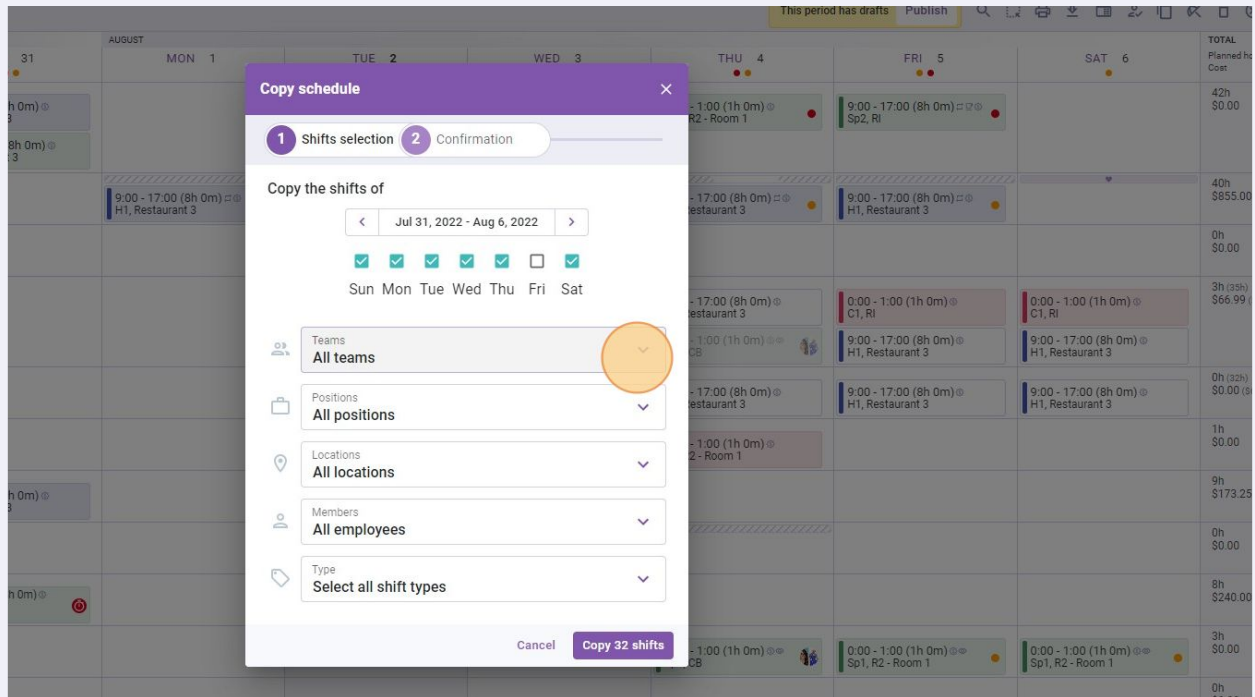
Locations: All locations

Members: All employees

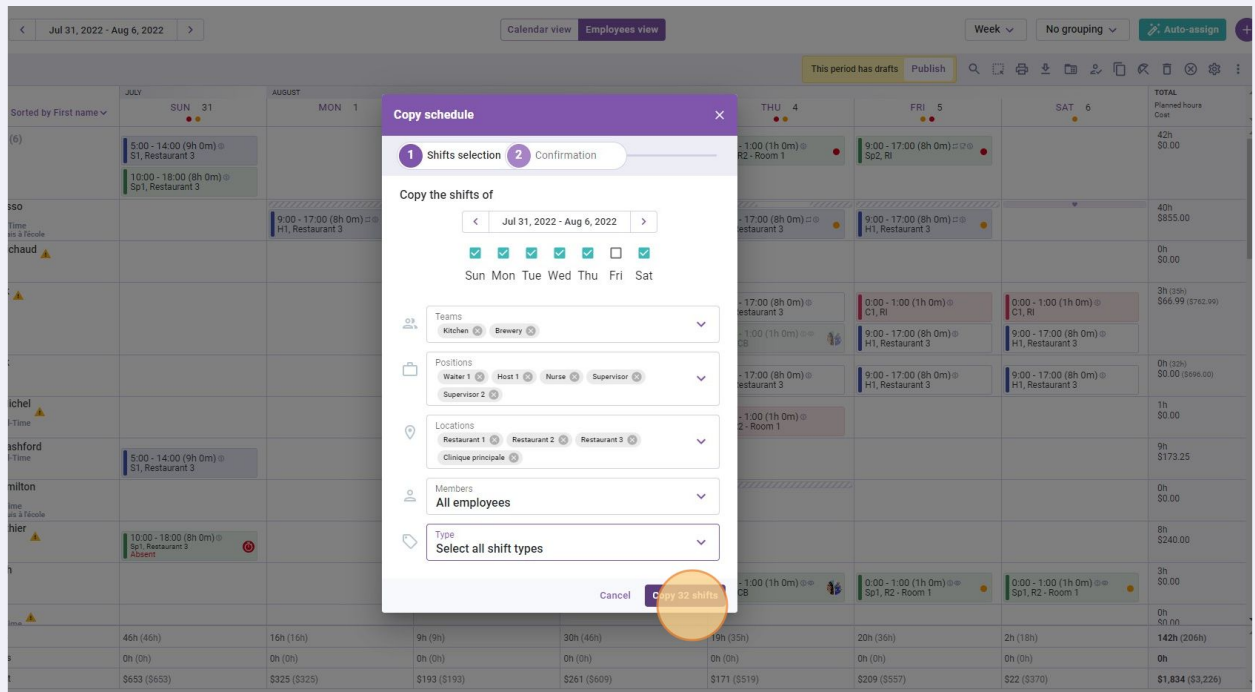
Type: Select all shift types

Cancel Copy 40 shifts

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



6 Click Copy shifts



Click Paste shift

Copy schedule

1 Shifts selection 2 Confirmation

Selected shifts

SUNDAY (10 SHIFTS)

- 0:00 - 1:00 (1h 0m) @ C1, R1 Absent
- 0:00 - 1:00 (1h 0m) @ C1, R1 Absent
- 0:00 - 1:00 (1h 0m) @ C1, R1 Absent
- 0:00 - 1:00 (1h 0m) @ C1, R1 Absent
- 5:00 - 14:00 (9h 0m) @ S1, Restaurant 3
- 5:00 - 14:00 (9h 0m) @ S1, Restaurant 3
- 9:00 - 17:00 (8h 0m) @ Sp1, Restaurant 3

Paste to: 07/08/2022

☐ Paste as open shift

Shifts will be created as drafts.

Back **Paste 12 shift**