

# How to create a Draft shift?



Draft shifts allow you to create a schedule without sharing it with your employees. They will only be visible to managers and administrators

- 1 Navigate to <https://console.voila.app/en/schedule/employees/week/17-07-2022>

- 2 Activate the Draft function located at the bottom of the window

**New shift**

Start time: 0:00 End time: 1:00 (1h 0m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Assigned employees

☒ Draft

### 3 Click Create

**New shift**

Start time: 0:00 End time: 1:00 (1h 0m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Assigned employees

[View budgets](#)

☒ Draft [Create](#)

| Employee          | Shift        | Planned hours | Planned cost  |
|-------------------|--------------|---------------|---------------|
| Anne Bonesso      | 9:00 - 17:00 | 40h           | \$855.00      |
| Anthony Michaud   | 9:00 - 17:00 | 0h (32h)      | \$0.00        |
| Bruno Aldik       | 9:00 - 17:00 | 0h            | \$0.00        |
| Bruno Aldik       | 9:00 - 17:00 | 0h            | \$0.00        |
| Christian Michaud | 9:00 - 17:00 | 0h            | \$0.00        |
| Total             |              | 48h (86.5h)   | \$855 (\$855) |