

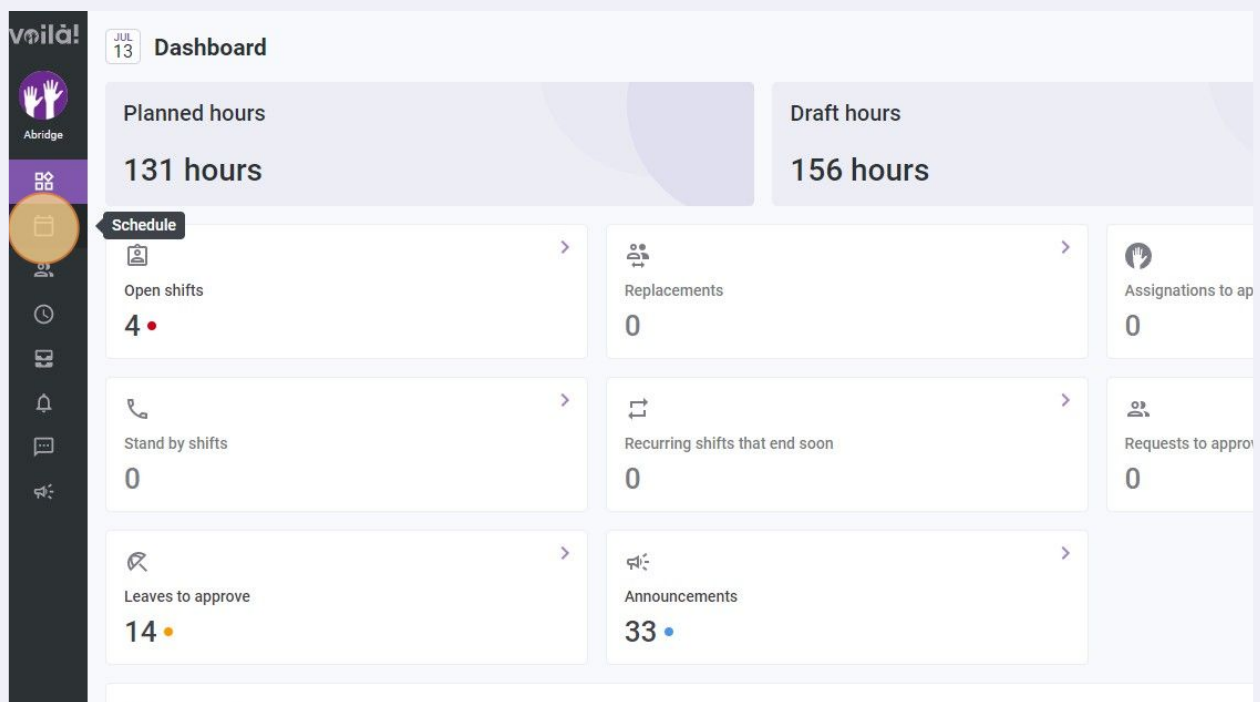
How to create an open shift?



Open shifts allow you to invite multiple employees to take a specific shift based on their profile and availability. Invited employees will have the option to accept or decline the shift

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

- 2 Click Schedule



3 Select Employees view

Today < Jul 10, 2022 - Jul 16, 2022 > Calendar view **Employees view** Week No grouping Auto

This period has drafts Publish

Sorted by First name	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	TOTAL
Open shifts (37)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 3:00 (3h 0m) @ C1, R1 0:15 - 7:00 (6h 45m) @ C1, R1 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3	9.75h \$0.00
Anne Bonesso Manager 20:00 - Full-Time 20h - 30h - Je vais à l'école			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 Full-Time 10h - 37.5h		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 \$0.00
Bruno Aldik Full-Time 10h - 37.5h	1:30 - 21:15 (19h 45m) @ Absent				1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1 1:45 - 16:15 (14h 30m) @ C1, R2 - Room 1	2:00 - 8:00 (6h 0m) @ H1, R2	2:00 - 7:00 (5h 0m) @ H1, Restaurant 3	67.25h \$1,699.25
Bruno Aldik Full-Time 10h - 37.5h					1:00 - 7:00 (6h 0m) @ H1, R1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
Christian Michaud Full-Time 10h - 40h					1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1			22h \$0.00
Total planned hours	19.8h (63.8h)	0h (0h)	8h (24h)	8h (24h)	82.3h (108.3h)	19.8h (54.8h)	5h (22h)	142.8h (442.8h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	16.3h (16.3h)	6h (6h)	5h (5h)	27.3h
Total workforce cost	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$1,238 (\$1,238)	\$477 (\$477)	\$148 (\$148)	\$2,646 (\$2,646)

4 Click in the box located in between Open shifts and the column of the day desired for the shift

Today < Jul 10, 2022 - Jul 16, 2022 > Calendar view **Employees view** Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	TOTAL
Open shifts (37)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 3:00 (3h 0m) @ C1, R1 0:15 - 7:00 (6h 45m) @ C1, R1 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	9:00 - 14:00 (5h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3	9.75h (24h 75h) \$0.00
Anne Bonesso Manager 20:00 - Full-Time 20h - 30h - Je vais à l'école			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 Full-Time 10h - 37.5h		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 (0h) \$0.00
Bruno Aldik Full-Time 10h - 37.5h	1:30 - 21:15 (19h 45m) @ Absent				1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1 1:45 - 16:15 (14h 30m) @ C1, R2 - Room 1	2:00 - 8:00 (6h 0m) @ H1, R2	2:00 - 7:00 (5h 0m) @ H1, Restaurant 3	67.25h \$1,699.25
Bruno Aldik Full-Time 10h - 37.5h					1:00 - 7:00 (6h 0m) @ H1, R1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
Christian Michaud Full-Time 10h - 40h					1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1			22h \$0.00
Total planned hours	19.8h (63.8h)	0h (0h)	8h (24h)	8h (24h)	82.3h (108.3h)	19.8h (54.8h)	5h (22h)	142.8h (442.8h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	16.3h (16.3h)	6h (6h)	5h (5h)	27.3h
Total workforce cost	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$1,238 (\$1,238)	\$477 (\$477)	\$148 (\$148)	\$2,646 (\$2,646)

5 Click Start time

New shift on Friday, July 15, 2022

Shift with assignment **Open shift**

Start time **0:00** End time **3:00** (3h 0m)

Repeat **Does not repeat**

Team **Kitchen**

Position **Cook 1** Quantity **1**

Location **Restaurant 1**

0 Employees will be invited

Paid breaks **+ Add**

Unpaid break **+ Add**

Advanced parameters **⚙️**

View budgets **Draft** **Publish**

6 Select the start time of the shift

New shift on Friday, July 15, 2022

Shift with assignment **Open shift**

Start time **0:00** End time **3:00** (3h 0m)

Repeat **Does not repeat**

Team **Kitchen**

Position **Cook 1** Quantity **1**

Location **Restaurant 1**

0 Employees will be invited

Paid breaks **+ Add**

Unpaid break **+ Add**

Advanced parameters **⚙️**

View budgets **Draft** **Publish**

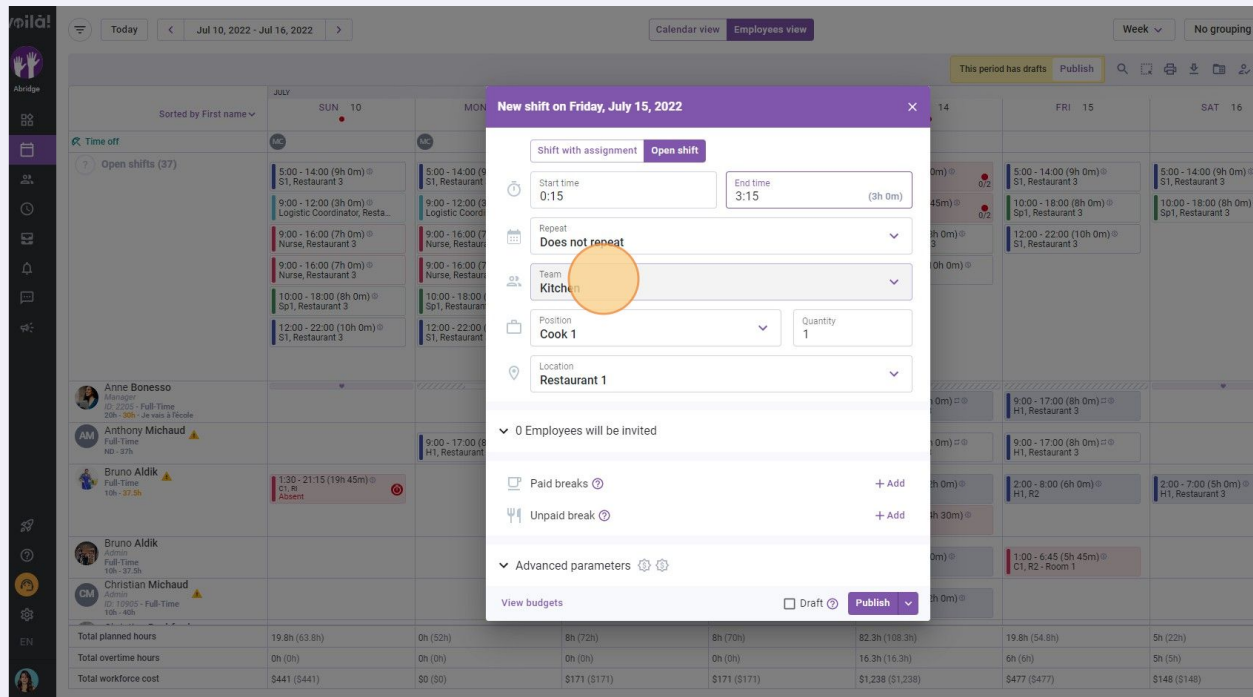
7 Click End time

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'End time' field is highlighted with an orange circle, showing '3:00' (2h 45m). The dialog box includes fields for 'Start time' (0:15), 'Repeat' (Does not repeat), 'Team' (Kitchen), 'Position' (Cook 1), and 'Location' (Restaurant 1). There are also checkboxes for 'Paid breaks' and 'Unpaid break', and a 'Publish' button at the bottom right.

8 Select the end time for the shift

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box with the 'End time' dropdown menu open. The dropdown menu lists various time options, and the option '3:00' is highlighted with an orange circle. The dialog box includes fields for 'Start time' (0:15), 'Repeat' (Does not repeat), 'Team' (Kitchen), 'Position' (Cook 1), and 'Location' (Restaurant 1). There are also checkboxes for 'Paid breaks' and 'Unpaid break', and a 'Publish' button at the bottom right.

9 Click Team drop down menu



The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Team' dropdown menu is open, showing 'Kitchen' as the selected option. An orange circle highlights the 'Team' dropdown menu.

Shift with assignment | Open shift

Start time: 0:15 | End time: 3:15 (3h 0m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1 | Quantity: 1

Location: Restaurant 1

0 Employees will be invited

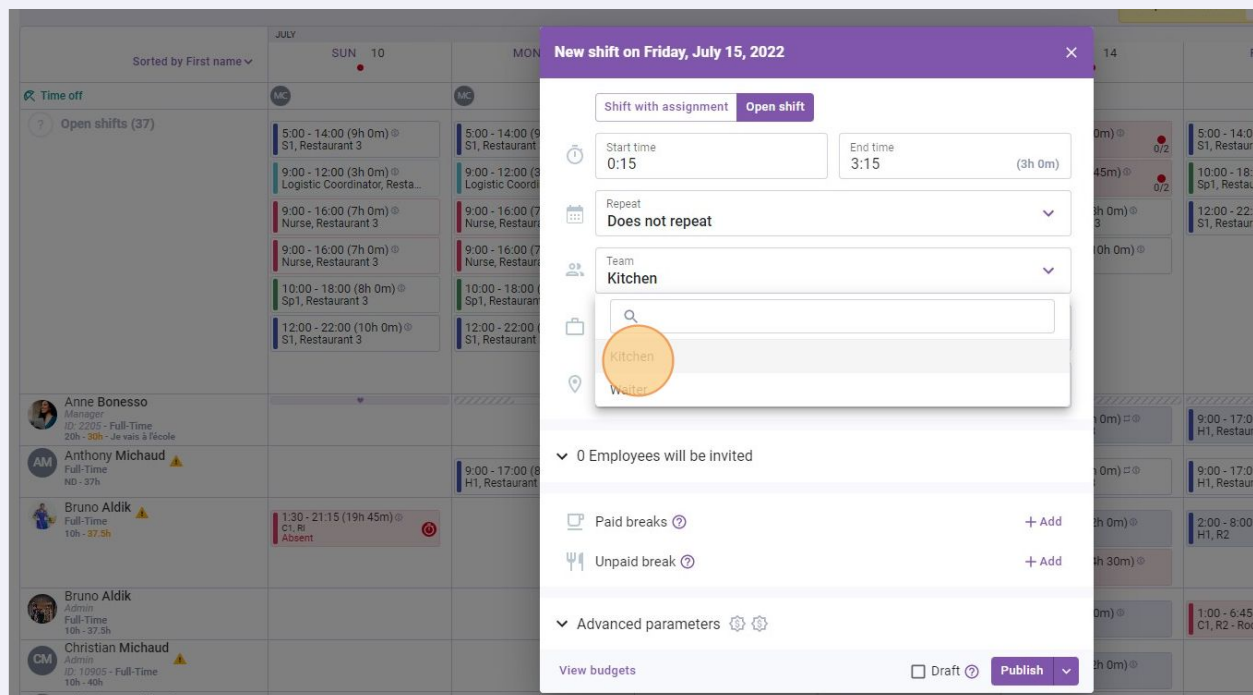
Paid breaks: + Add

Unpaid break: + Add

Advanced parameters: ⚙️

View budgets | Draft | Publish

10 Select the team of your choice



The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Team' dropdown menu is open, showing 'Kitchen' and 'Waiter' as options. An orange circle highlights the 'Team' dropdown menu.

Shift with assignment | Open shift

Start time: 0:15 | End time: 3:15 (3h 0m)

Repeat: Does not repeat

Team: Kitchen

Position: | Quantity:

Location:

0 Employees will be invited

Paid breaks: + Add

Unpaid break: + Add

Advanced parameters: ⚙️

View budgets | Draft | Publish

11 Click Position drop down menu

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box in the software. The 'Open shift' tab is selected. The 'Position' dropdown menu is highlighted with an orange circle, showing 'Cook 1' as the selected option. The 'Quantity' is set to 1. The 'Location' is 'Restaurant 1'. The 'Repeat' option is 'Does not repeat'. The 'Team' is 'Kitchen'. The 'Advanced parameters' section is expanded, showing 'Paid breaks' and 'Unpaid break' options. The 'Publish' button is visible at the bottom right of the dialog box.

12 Select the position of your choice

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box in the software. The 'Open shift' tab is selected. The 'Position' dropdown menu is open, showing a search bar and a list of positions. 'Cook 1' is highlighted with an orange circle, and 'Supervisor' is selected. The 'Quantity' is set to 1. The 'Location' is 'Restaurant 1'. The 'Repeat' option is 'Does not repeat'. The 'Team' is 'Kitchen'. The 'Advanced parameters' section is expanded, showing 'Paid breaks' and 'Unpaid break' options. The 'Publish' button is visible at the bottom right of the dialog box.

13 If you want to create several shifts at the same time select the desired quantity

The dialog box 'New shift on Friday, July 15, 2022' is shown over a calendar background. It has two tabs: 'Shift with assignment' and 'Open shift'. The 'Open shift' tab is active. Fields include: Start time (0:15), End time (3:15) with a duration of (3h 0m), Repeat (Does not repeat), Team (Kitchen), Position (Cook 1), and Location (Restaurant 1). A 'Quantity' dropdown is open, showing a list of numbers from 1 to 9. An orange circle highlights the number 1. Below the dropdown, it says '0 Employees will be invited'. There are sections for 'Paid breaks' and 'Unpaid break', each with a '+ Add' button. At the bottom, there is a 'View budgets' link, a 'Draft' checkbox, and a 'Publish' button.

14 Click Location drop down menu

The dialog box 'New shift on Friday, July 15, 2022' is shown over a calendar background. It has two tabs: 'Shift with assignment' and 'Open shift'. The 'Open shift' tab is active. Fields include: Start time (0:15), End time (3:15) with a duration of (3h 0m), Repeat (Does not repeat), Team (Kitchen), Position (Cook 1), and Location (Restaurant 1). A 'Quantity' dropdown is open, showing a list of numbers from 1 to 9. An orange circle highlights the number 1. Below the dropdown, it says '0 Employees will be invited'. There are sections for 'Paid breaks' and 'Unpaid break', each with a '+ Add' button. At the bottom, there is a 'View budgets' link, a 'Draft' checkbox, and a 'Publish' button.

15 Select the Location of your choice

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Location' dropdown is open, and 'Restaurant 1' is highlighted with an orange circle. The background shows a calendar view with various shifts and employee names.

16 Click Employees will be invited

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Employees' section is expanded, and '0 Employees will be invited' is highlighted with an orange circle. The background shows a calendar view with various shifts and employee names.

17 Click Invitation rule

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Invitation rule' dropdown is highlighted with an orange circle. The background shows a calendar view for July 10-16, 2022, with various shifts and employee assignments.

Shift details:

- Shift with assignment: ☐ Open shift: ☒
- Start time: 0:15 End time: 3:15 (3h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1 Quantity: 1
- Location: Restaurant 1

Invitation settings:

- Invitation rule: **Everyone** (highlighted)
- Minimum score: 0
- Employees to be invited: No employees
- Needs approval: ☒
- Preferred employees: ☐
- Paid breaks: ☐ + Add
- Unpaid break: ☐ + Add

Buttons: View budgets, Draft, Publish

18 Select the invitation rule of your choice

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box with the 'Invitation rule' dropdown menu open. The menu options are: Everyone (highlighted), Seniority, Every Locations, Everyone, Last minute replacement, and Union A - Advanced Flow. The background shows the same calendar view as in the previous screenshot.

Shift details:

- Shift with assignment: ☐ Open shift: ☒
- Start time: 0:15 End time: 3:15 (3h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1 Quantity: 1
- Location: Restaurant 1

Invitation settings:

- Invitation rule: **Everyone** (highlighted)
- Minimum score: 0
- Employees to be invited: No employees
- Needs approval: ☒
- Preferred employees: ☐
- Paid breaks: ☐ + Add
- Unpaid break: ☐ + Add

Buttons: View budgets, Draft, Publish

19 Click Advanced parameters if required

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box. The 'Advanced parameters' section is highlighted with an orange circle. The dialog includes the following fields and options:

- Time: 0:15 to 3:15 (3h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 1
- Employee: Christine Rashford
- Needs approval: ☒
- Preferred employees: ☐
- Paid breaks:
- Unpaid break:
- Advanced parameters: ☒ (highlighted with an orange circle)

20 Fill in the advanced settings according to your preferences

The screenshot shows the 'New shift on Friday, July 15, 2022' dialog box with the 'Advanced parameters' section expanded. The section includes the following settings:

- Variable end time: ☐
- Shift is on call: ☐
- Note:
- Internal note:
- Shift Premiums: Night (Example 1)
- Time Zone: (UTC-05:00) Toronto
- Paid preparation time: 0m
- Minimum score: 0

21 Click Publish

The screenshot shows a shift scheduling application. A modal window titled "New shift on Friday, July 15, 2022" is open, allowing the user to configure a new shift. The background is a calendar grid for the week of July 10-16, 2022, with various shifts assigned to different locations like "S1, Restaurant 3" and "H1, Restaurant 3".

The modal form contains the following sections:

- Breaks:** "Paid breaks" and "Unpaid break", each with a "+ Add" button.
- Advanced parameters:**
 - Variable end time:** A toggle switch.
 - Shift is on call:** A toggle switch.
 - Note:** A text input field.
 - Internal note:** A text input field with a note below it: "This note is only visible by managers, supervisors or administrators".
 - Shift Premiums:** A dropdown menu with "Night" and "Example 1" as options.
 - Time Zone:** A dropdown menu set to "(UTC-05:00) Toronto".
 - Paid preparation time:** A text input field set to "0m".
 - Minimum score:** A text input field set to "0".
- Bottom:** A "View budgets" link, a "Draft" checkbox, and a prominent orange "Publish" button.



There is another way to create an open shift. See the steps below:

22 Click the icon located at the right of the schedule

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	TOTAL
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SSO								32h \$684.00
chaud		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 (0h) \$0.00
	1:30 - 21:15 (19h 45m) @ C1, R1 Absent				1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1 1:45 - 16:15 (14h 30m) @ C1, R2 - Room 1	2:00 - 8:00 (6h 0m) @ H1, R2		67.25h \$1,699.26
ichaud					1:00 - 7:00 (6h 0m) @ H1, R1 1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
								22h \$0.00
	19.8h (63.8h)	0h (0h)	8h (2h)	8h (70h)	82.3h (108.3h)	22.8h (57.8h)	5h (22h)	145.8h (445.8h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	16.3h (16.3h)	6h (6h)	5h (5h)	27.3h
	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$1,238 (\$1,238)	\$477 (\$477)	\$148 (\$148)	\$2,646 (\$2,646)

23 Click Open shift

Today Jul 10, 2022 - Jul 16, 2022

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

New shift

Shift with assignment Open shift

Date Sunday, July 10, 2022

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

Repeat Does not repeat

Team Kitchen

Position Cook 1

Location Restaurant 1

Assigned employees

Search in all employees

Employee

Recommended employees (available) View criteria

Other suggested employees (available) View criteria

View budgets

Draft Publish

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(38)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	0:00 - 3:00 (3h 0m) @ C1, R1 0:15 - 7:00 (6h 45m) @ C1, R1 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	0:15 - 3:15 (3h 0m) @ C1, R1 5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3	12.75h (272.75h) \$0.00
SSO								32h \$684.00
chaud		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 (0h) \$0.00
	1:30 - 21:15 (19h 45m) @ C1, R1 Absent				1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1 1:45 - 16:15 (14h 30m) @ C1, R2 - Room 1	2:00 - 8:00 (6h 0m) @ H1, R2		67.25h \$1,699.26
ichaud					1:00 - 7:00 (6h 0m) @ H1, R1 1:00 - 23:00 (22h 0m) @ H1, R2 - Room 1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
								22h \$0.00
	19.8h (63.8h)	0h (0h)	8h (2h)	8h (70h)	82.3h (108.3h)	22.8h (57.8h)	5h (22h)	145.8h (445.8h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	16.3h (16.3h)	6h (6h)	5h (5h)	27.3h
	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$1,238 (\$1,238)	\$477 (\$477)	\$148 (\$148)	\$2,646 (\$2,646)

24 Proceed to steps 5 to 21 above

The screenshot displays a shift management application interface. A 'New shift' modal is open, allowing the user to create a new shift. The modal includes the following fields and options:

- Shift with assignment** / **Open shift** (toggle)
- Date**: Sunday, July 10, 2022
- Start time**: 0:00, **End time**: 1:00 (1h 0m)
- Repeat**: Does not repeat
- Team**: Kitchen
- Position**: Cook 1, **Quantity**: 1
- Location**: Restaurant 1
- Employee invitation**: 1 Employee will be invited
- Paid breaks**: + Add
- Unpaid break**: + Add
- Advanced parameters**: (gear icon)
- View budgets**: Draft, Publish

The background shows a calendar view for July 10, 2022, with various shifts assigned to employees like Anne Bonesso, Anthony Michaud, Bruno Aldik, and Christian Michaud. The interface also includes a 'Calendar view' / 'Employees view' toggle and a 'Week' dropdown.