

How to create a repeating shift?

When you have a shift that repeats over time, there is no need to create it one after the other. Use this tutorial to learn how to create automated repeating shift.

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

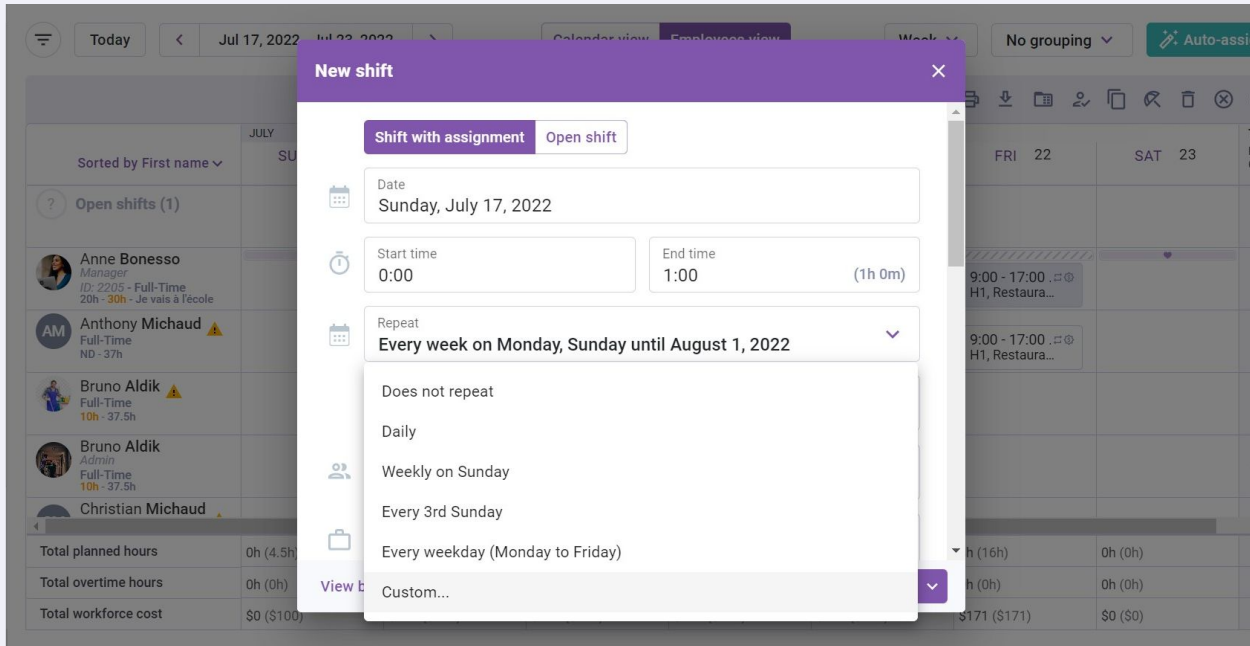
2 Click Repeat drop down menu

The screenshot displays the 'New shift' dialog box in the Voila! scheduling application. The dialog is titled 'New shift' and has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The fields are as follows:

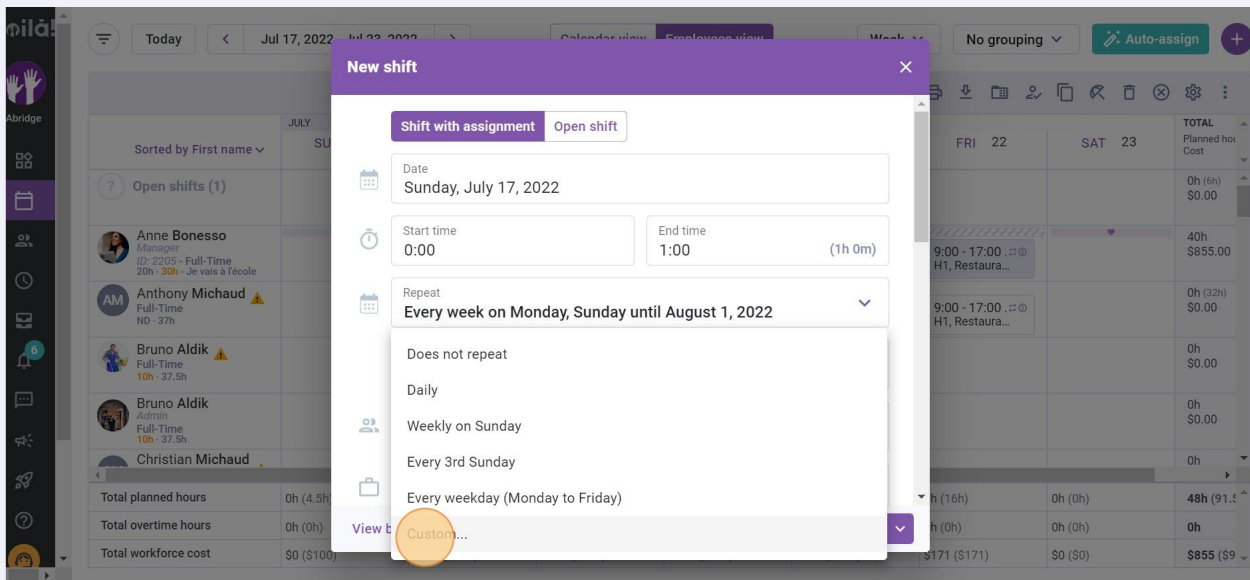
- Date: Sunday, July 17, 2022
- Start time: 0:00
- End time: 1:00 (1h 0m)
- Repeat: Every week on Monday, Sunday until August 1, 2022 (highlighted with a yellow circle)
- During: 2 weeks
- Team: Kitchen
- Position: Cook 1

At the bottom of the dialog, there is a 'View budgets' link, a 'Draft' checkbox, and a 'Create' button with a dropdown arrow. The background shows a calendar view with a list of employees on the left and a grid of dates on the right.

3 Choose the most suitable option

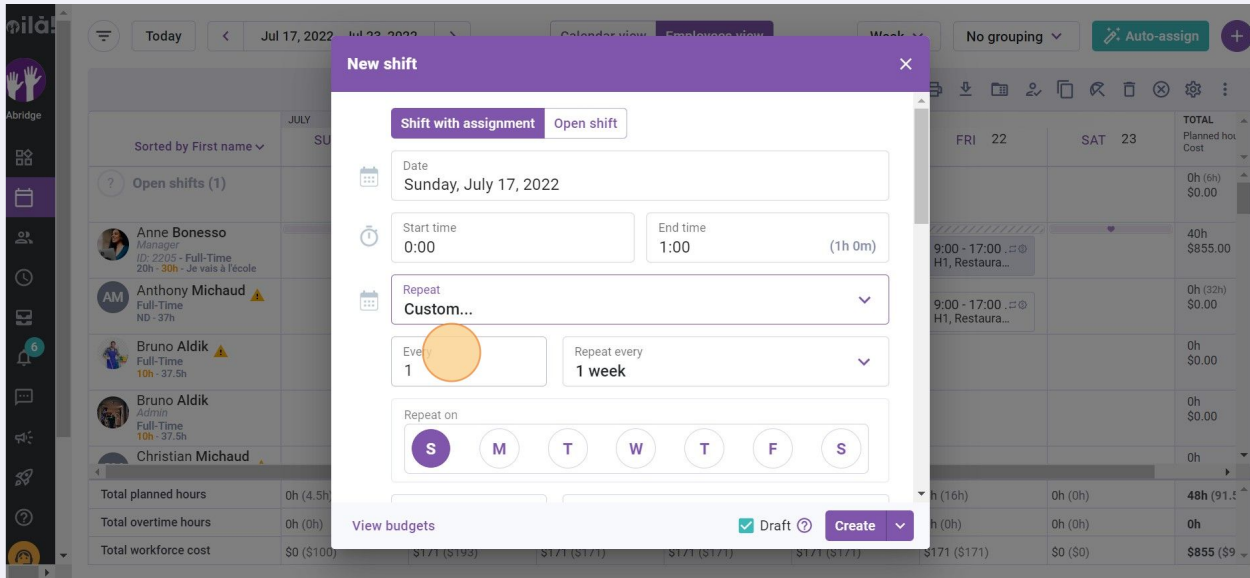


4 Click Custom if required



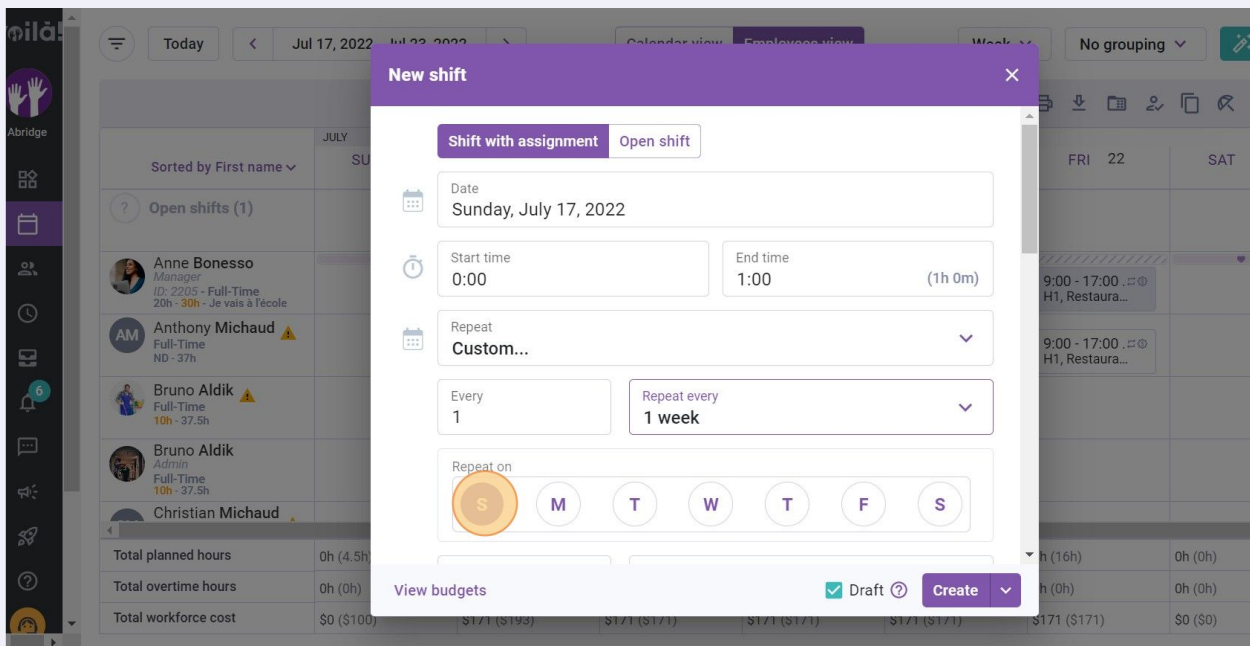
5

For customized recurrences, choose the frequency of the shift and the duration of the recurrence.



6

Select the days of work for the repeating shift



7

Click Publish

The screenshot shows a 'New shift' dialog box with the following fields:

- Start time: 0:00
- End time: 1:00 (1h 0m)
- Repeat: Every week on Monday, Sunday until August 1, 2022
- During: 2 weeks
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 1

At the bottom of the dialog, there is a 'View budgets' link, a 'Draft' checkbox, and a 'Publish' button which is circled in orange.