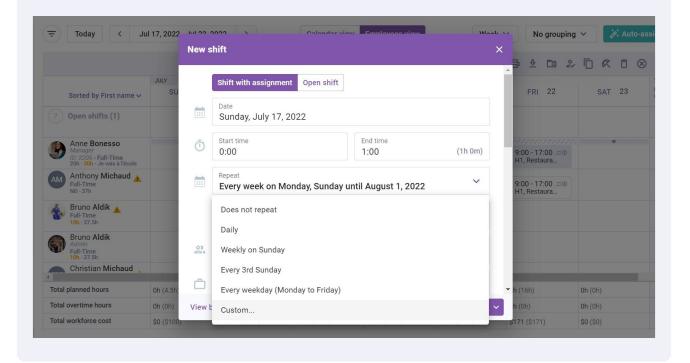
vøila!

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.

		console.voila.app/en/schedule/emplo	5		
Click Repeat dr	on du				
Click Repeat u	opu	Jwn menu			
\Xi 🛛 Today 🧹 Jul 17, 20			No groupin	g 🗸 🥻 Auto	-assiq
	New	shift	× 		⊗ :
JULY	su	Shift with assignment Open shift	FRI 22	SAT 23	
Sorted by First name v		Date Sunday, July 17, 2022		0A1 20	
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	Ō	Start time End time 0:00 1:00 (1h 0m)	9:00 - 17:00 .¤⊚ H1, Restaura		
Anthony Michaud		Repeat Every week on Monday, Sunday until August 1, 2022	9:00 - 17:00 .= 0		
ND - 37h			H1, Restaura		
& Bruno Aldik		During Veeks			
Bruno Aldik A Full-Time 10h - 37.5h		Team			
Full-Time 10h - 37.5h Bruno Aldik Admin	00	Kitchen			
Full-Time 10h - 37.5h Bruno Aldik	0)			0h (0h)	
Full-Time Toh-37.5h Bruno Aldik Admin Full-Time Tull-Time Toh-37.5h	Ē.	Position V Cook 1	h (16h)		
Full-Time Full-Time Bruno Aldik Admin feb:-37.5h Christian Michaud	5h)	×	 h (16h) h (0h) 	0h (0h)	

Choose the most suitable option



4 Click Custom if required

			New s	hift				×				
										2 D Q		(2) (2)
	Sorted by First name 🗸	JULY		Shift with assignment Op	en shift				FRI 22	SAT	23	TOTAL Planned Cost
				Date								0h (6h)
	(?) Open shifts (1)			Sunday, July 17, 2022								\$0.00
	Anne Bonesso	(Company)	$(\bar{1})$	Start time	End time		(11-0)				Ψ	40h
	ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			0:00	1:00		(1h 0m)		9:00 - 17:00 . <i>⊐</i> © H1, Restaura			\$855
	Anthony Michaud		***	Repeat Every week on Monday,	Cundou until August	1 2022	~		9:00 - 17:00 .⊐⊚			0h (3 \$0.00
	ND - 37h			Every week on wonday,	Sunday until Augus	1,2022			H1, Restaura			
	Bruno Aldik A Full-Time 10h - 37.5h			Does not repeat								0h \$0.0
	Bruno Aldik			Daily								Oh
	Admin Full-Time 10h - 37.5h		8	Weekly on Sunday								\$0.0
	Christian Michaud			Every 3rd Sunday								0h
	Total planned hours	0h (4.5h)	Ô	Every weekday (Monday to	o Friday)			-	h (16h)	0h (0h)		48h (
	Total overtime hours	0h (0h)	View b	Custom				~	h (0h)	0h (0h)		0h
-	Total workforce cost	\$0 (\$100)	_						\$171 (\$171)	\$0 (\$0)		\$855

3

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

		New	shift				×		
	JULY		Shift with assignm	ent Open shift				2° 🗋 🧟 i	∃ ⊗
Sorted by First r	011		Silit with assignin	one open shint			FRI 22	SAT 2	:3
? Open shifts (1)			Date Sunday, July 17	, 2022					
Anne Bonesso Manager ID: 2205 - Full-Tim 20h - 30h - Je vais à		Ō	Start time 0:00		End time 1:00	(1h 0m)	9:00 - 17:00 . ⊄ © H1, Restaura	•	
Am Anthony Mich Full-Time ND - 37h			Repeat Custom			~	9:00 - 17:00 .≓⊄ H1, Restaura		
Bruno Aldik A Full-Time 10h - 37.5h			Every 1	Repeat events and the second s	ery	~			
Bruno Aldik Admin Full-Time 10h - 37.5h			Repeat on						
Christian Mich	aud 🔒		S M) (T) (W T F	S			
Total planned hours	0h (4.5h)						▼ h (16h)	0h (0h)	
Total overtime hours	0h (0h)	View	budgets		🗹 Dr	aft ⑦ Create 丶	h (0h)	0h (0h)	
Total workforce cost	\$0 (\$100		\$1/1 (\$193)	51/1 (51/1)	\$1/1 (\$1/1)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	

6 Select the days of work for the repeating shift

5

		New shift		×	(
					_ <mark>∋ </mark>
Sorted by First name	JULY SU		Open shift		FRI 22
? Open shifts (1)		Date Sunday, July 17, 2023	2		
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'écol	e	Image: Start time 0:00	End time 1:00	(1h 0m)	9:00 - 17:00 .¤© H1, Restaura
Anthony Michaud Full-Time ND - 37h	247)	Repeat Custom		~	9:00 - 17:00 .¤⊚ H1, Restaura
Bruno Aldik A Full-Time 10h - 37.5h		Every 1	Repeat every 1 week	~	
Bruno Aldik Admin Full-Time 10h - 37.5h Christian Michaud		Repeat on M	т (w (т (FS	
Total planned hours	• 0h (4.5h)				✓ h (16h)
Total overtime hours	0h (0h)	View budgets	Z	Draft ⑦ Create 🗸	h (0h)
Total workforce cost	\$0 (\$100)	\$171 (\$193) \$1	/1 (\$1/1) \$1/1 (\$1/1)	\$1/1 (\$1/1)	\$171 (\$171)

7 Click Publish

Today < Ju	117,2022	New s					×	No group	ping		17. A
								⊉ 🖿	04	6	2
Sorted by First name 🗸	JULY	Ō	Start time 0:00		End time 1:00	(1h 0m)		FRI 22		SA	т 23
Open shifts (1)			Repeat Every week on	ı Monday, Sunday ur	ntil August 1, 2022	~					
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			During 2 weeks			~	9:00	0 - 17:00 . <i>⊐</i> Restaura			٠
Anthony Michaud A Full-Time ND - 37h		00	Team Kitchen			~		0 - 17:00 .≓ Restaura			
Bruno Aldik Full-Time 10h - 37.5h		Å	Position			~					
Bruno Aldik Admin Full-Time 10h - 37.5h]	Cook 1								
Christian Michaud		0	Restaurant 1			~					
l planned hours	1h (6.5h)					0	🕆 h (16	óh)		0h (0h)	
l overtime hours	0h (0h)	View b	udgets		🗌 Draft 🕐	Publish	- h (0ł	1)		0h (0h)	
I workforce cost	\$22 (\$145)	-	\$193 (\$216)	\$171 (\$171)	\$171 (\$171) \$1.		\$171	(\$171)		\$0 (\$0)	