

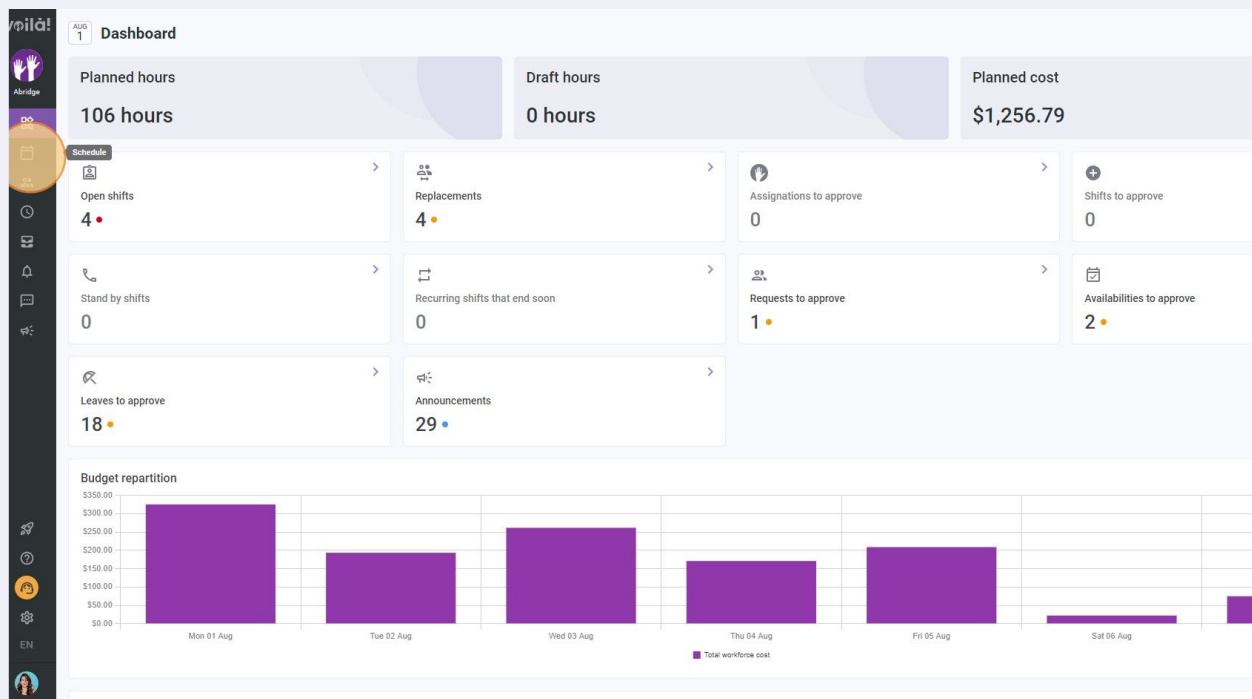
How to create a schedule template



Learn how to create a schedule template with Voilà!

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

2 Click Schedule



3 Follow the steps to select shifts

4 Select Save as schedule template

Calendar view Employees view Week No grouping Auto-assign

5 selected shifts

Save as schedule template

Sorted by First name v	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	TOTAL
(6)	5:00 - 14:00 (9h 0m) @ S1, 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	9:00 - 17:00 (8h 0m) @ Sp2, RI	42h \$0.00
SSO		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				10:55 - 17:00 (6h 5m) @ H1, RI			6.08h \$0.00
			0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1		0:00 - 1:00 (1h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ C1, RI	3h \$66.99
							0h \$0.00
Michel					0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1		1h \$0.00
ashford	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3						9h \$173.25
Milton							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	2h \$0.00
						0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	0h \$0.00
head							0h \$0.00
	46h	16h	9h	36.1h	19h	20h	148.1h
	0h	0h	0h	0h	0h	0h	0h
	\$653	\$325	\$193	\$261	\$171	\$209	\$22
							\$1,834

5 Type the Template name

Save as schedule template

Enter a name for your schedule template

Template name
B

Cancel Confirm

6

Click Confirm

The screenshot displays a scheduling interface with a grid of time slots. A modal dialog box titled "Save as schedule template" is centered on the screen. The dialog contains a text input field labeled "Template name" with the letter "B" entered. Below the input field are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a yellow circle. The background grid shows various time slots with labels such as "0:00 - 14:00 (9h 0m) @ H1, Restaurant 3", "10:00 - 18:00 (8h 0m) @ Sp2, CB", and "0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1". The bottom of the grid shows a summary row with values like "16h", "9h", "36.1h", "19h", "20h", and "2h".