

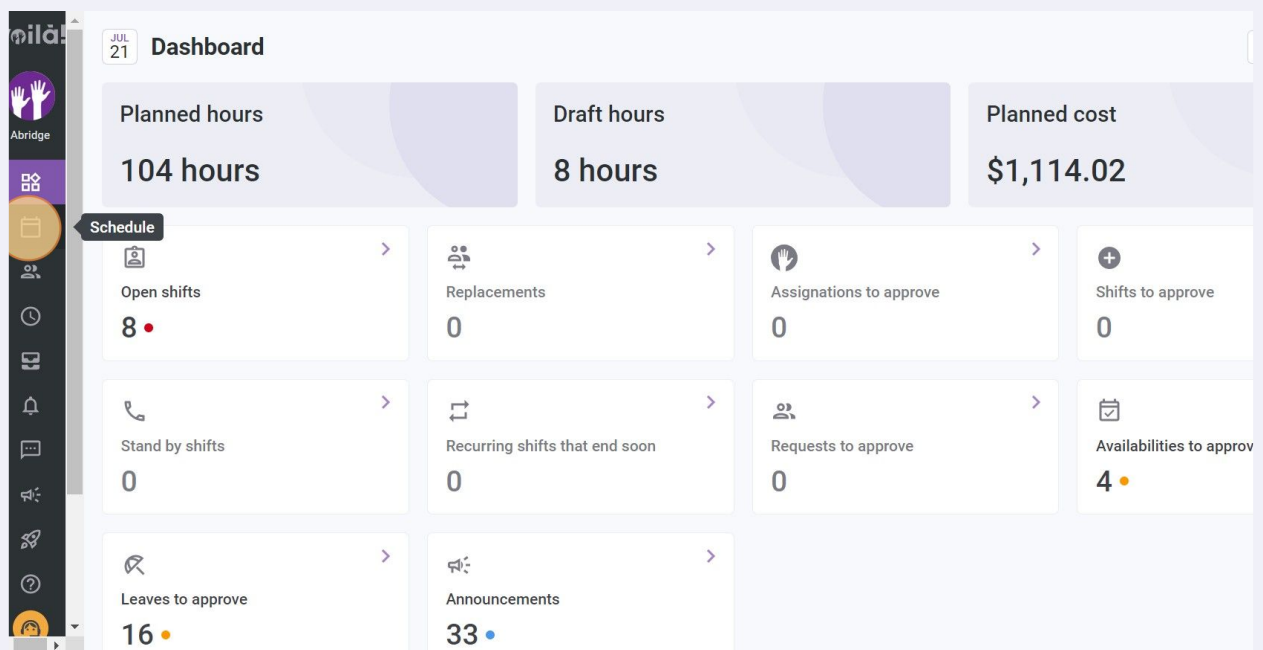
# How to create a shift in Calendar View?



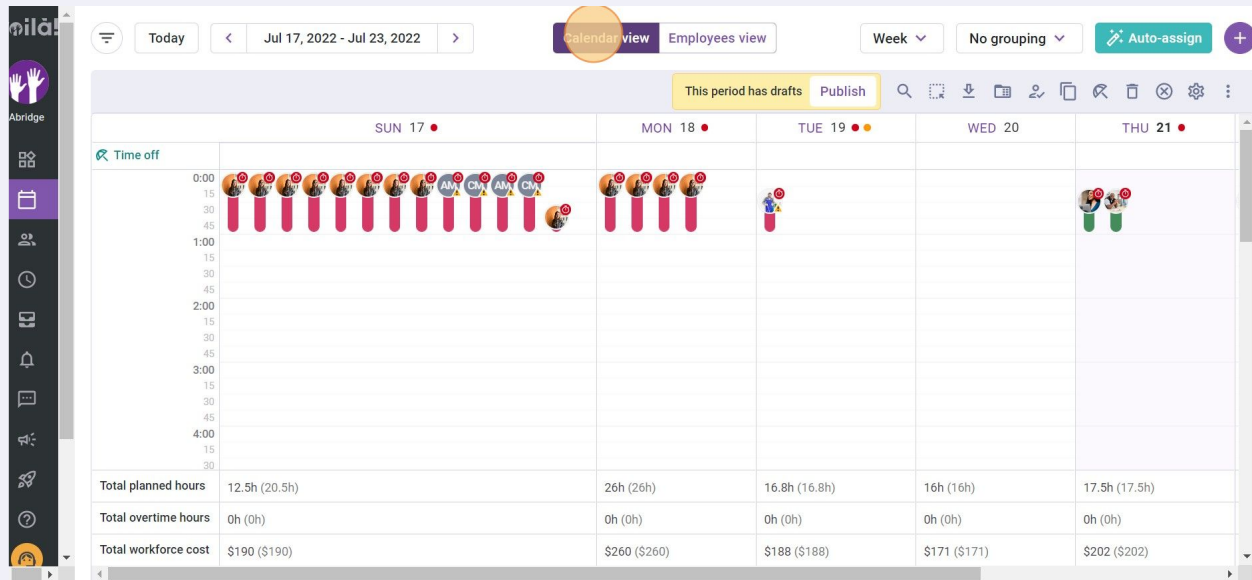
Learn how to create a shift in Calendar View with Voilà!

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

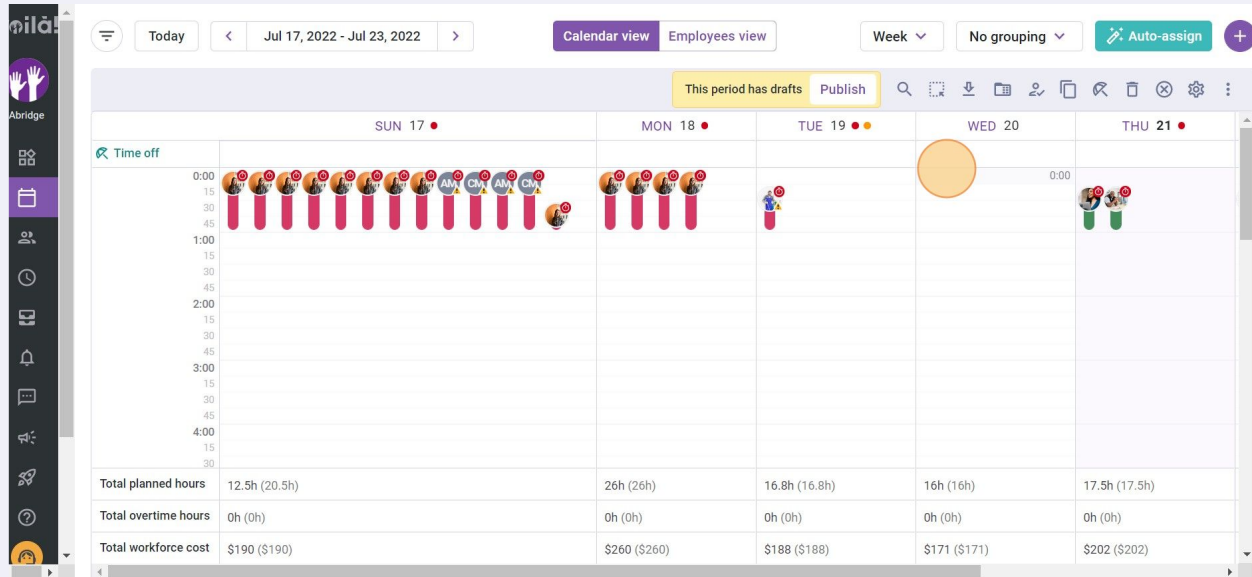
2 Click Schedule



### 3 Select Calendar view



### 4 Select a time slot in the calendar by dragging your cursor



5

Click Shift with assignment or Open shift according to the type of shift you want to create

**New shift on Wednesday, July 20, 2022**

Shift with assignment Open shift

Start time 0:00 End time 4:00 (4h 0m)

Repeat Does not repeat

Team Kitchen

Position Supervisor

Location Restaurant 1

View budgets Draft Publish (2)

6

Click Start time and/or End time if you want to correct the time slot you previously selected

**New shift on Wednesday, July 20, 2022**

Shift with assignment Open shift

Start time 0:00 End time 4:00 (4h 0m)

Repeat Does not repeat

Team Kitchen

Position Supervisor

Location Restaurant 1

View budgets Draft Publish (2)

## 7 Click Team drop down menu

**New shift on Wednesday, July 20, 2022**

Shift with assignment | Open shift

Start time: 0:15 | End time: 4:00 (3h 45m)

Repeat: Does not repeat

Team: Kitchen

Position: Supervisor

Location: Restaurant 1

View budgets | Draft ? | Publish (2)

## 8 Select the team of your choice

**New shift on Wednesday, July 20, 2022**

Shift with assignment | Open shift

Start time: 0:15 | End time: 4:00 (3h 45m)

Repeat: Does not repeat

Team: Kitchen

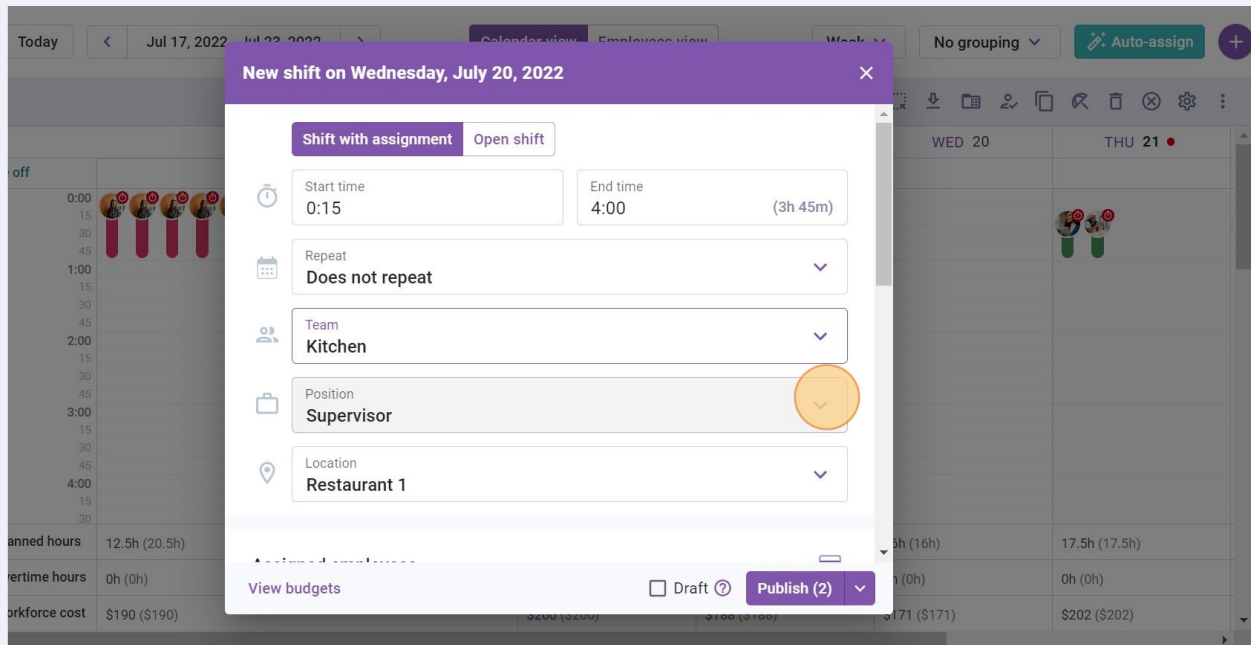
Search: [Search bar]

Kitchen

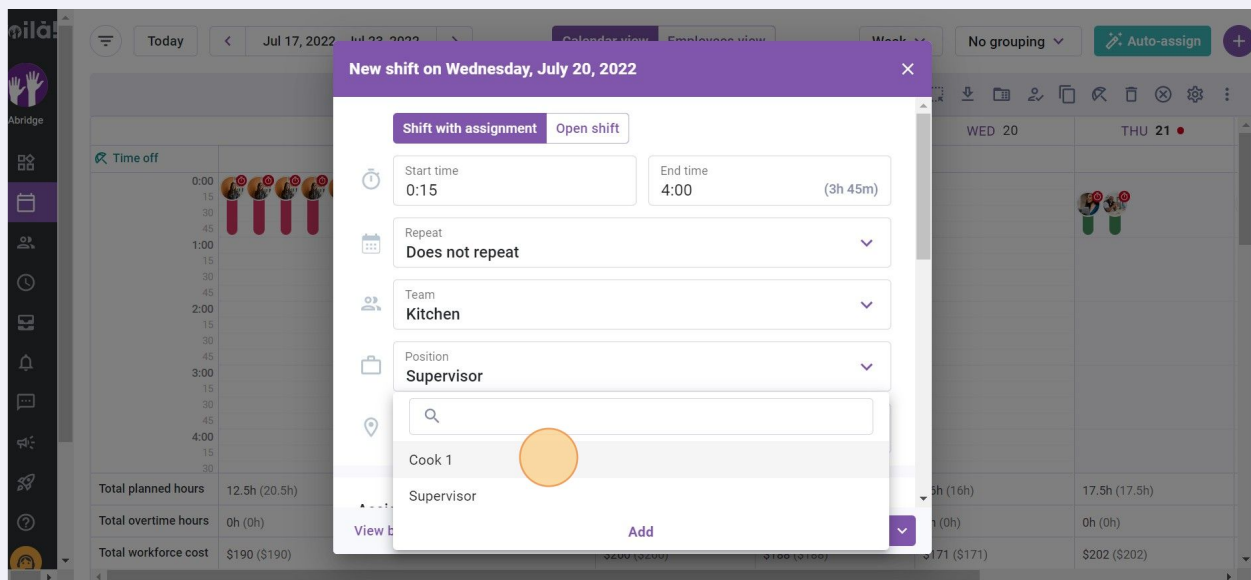
Waiter

View budgets | Draft ? | Publish (2)

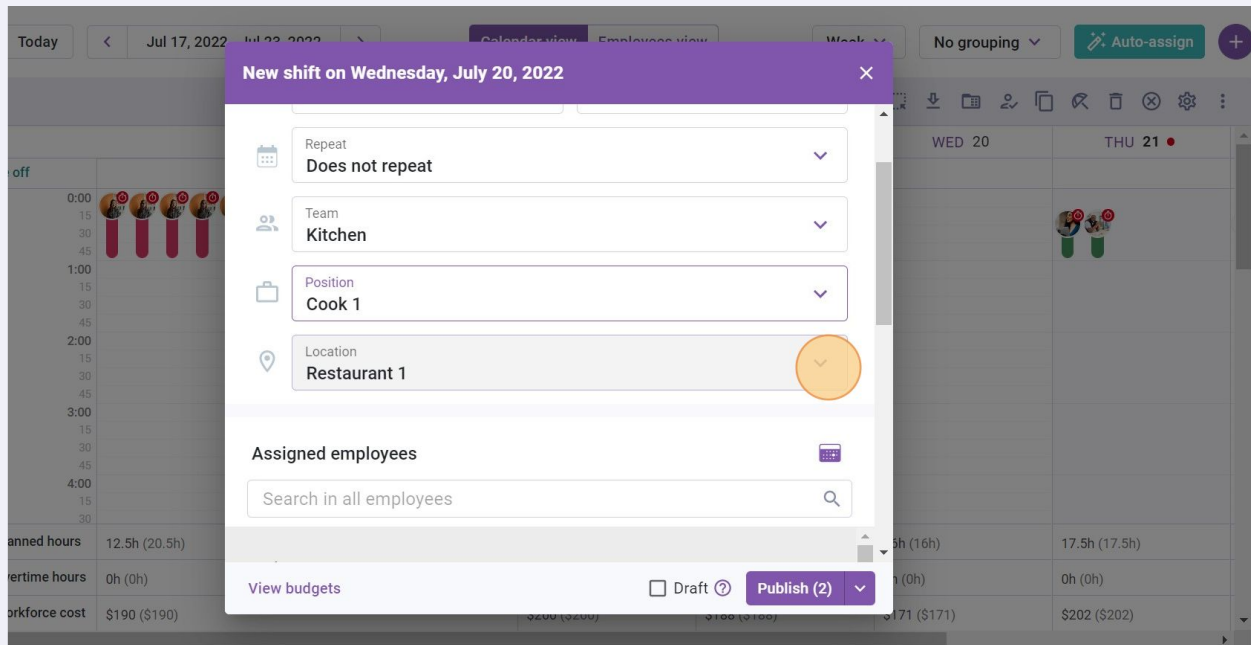
## 9 Click Position drop down menu



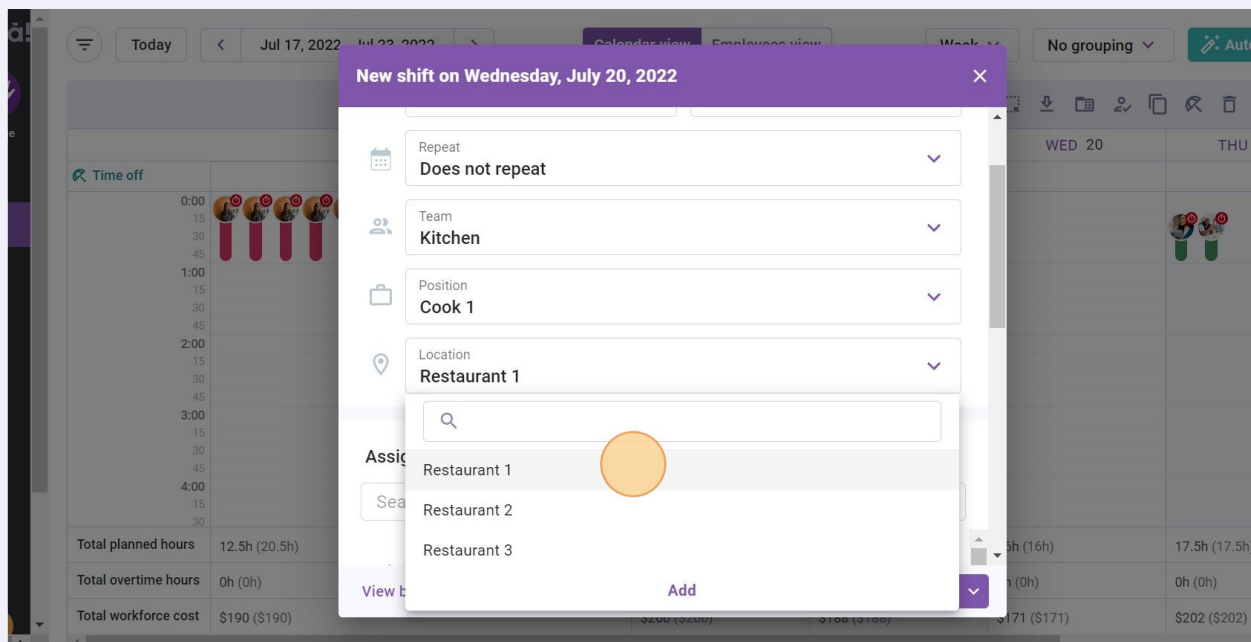
## 10 Select the position of your choice



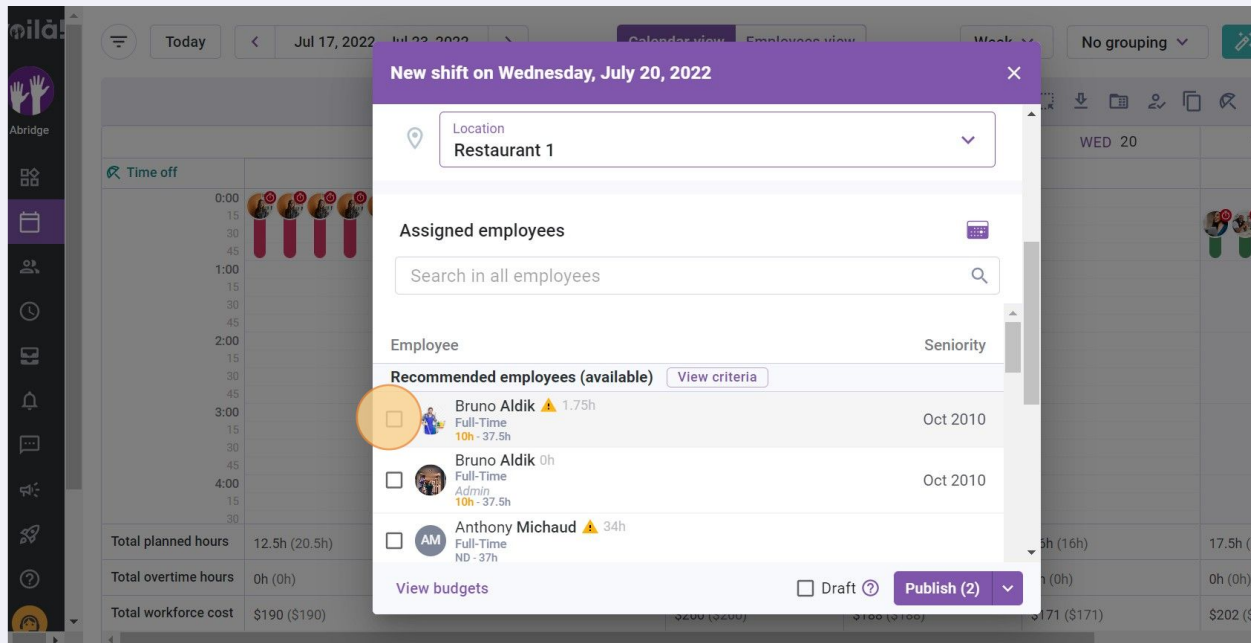
## 11 Click Location drop down menu



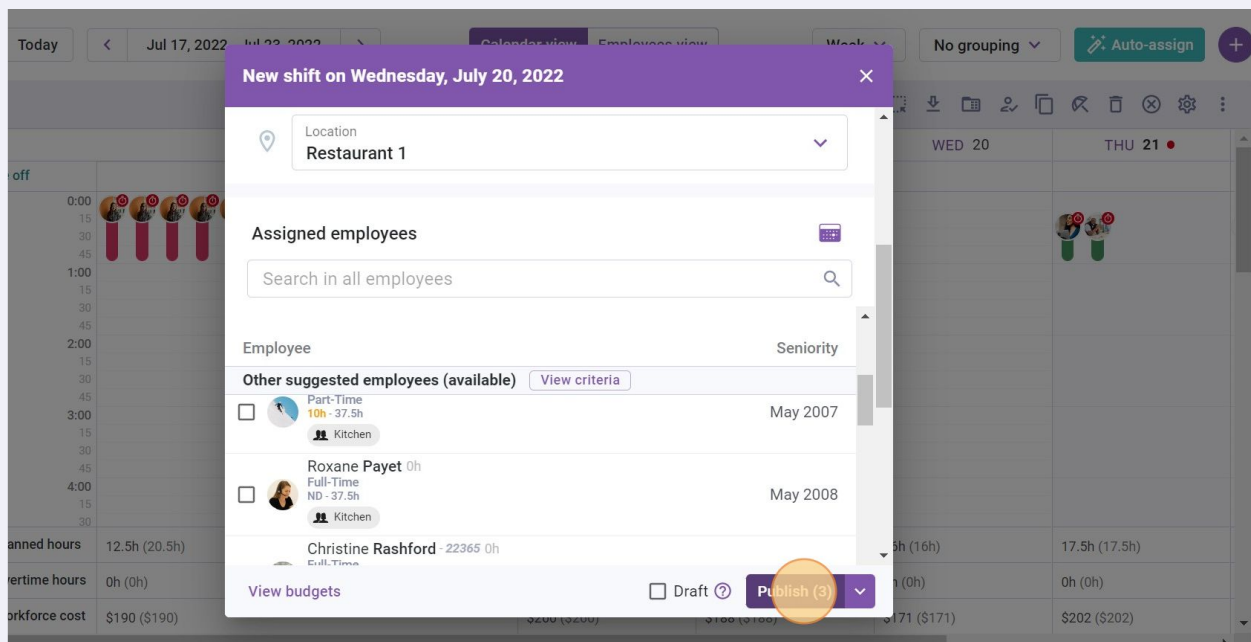
## 12 Select the location of your choice



### 13 Choose the employee you want to assign for the shift



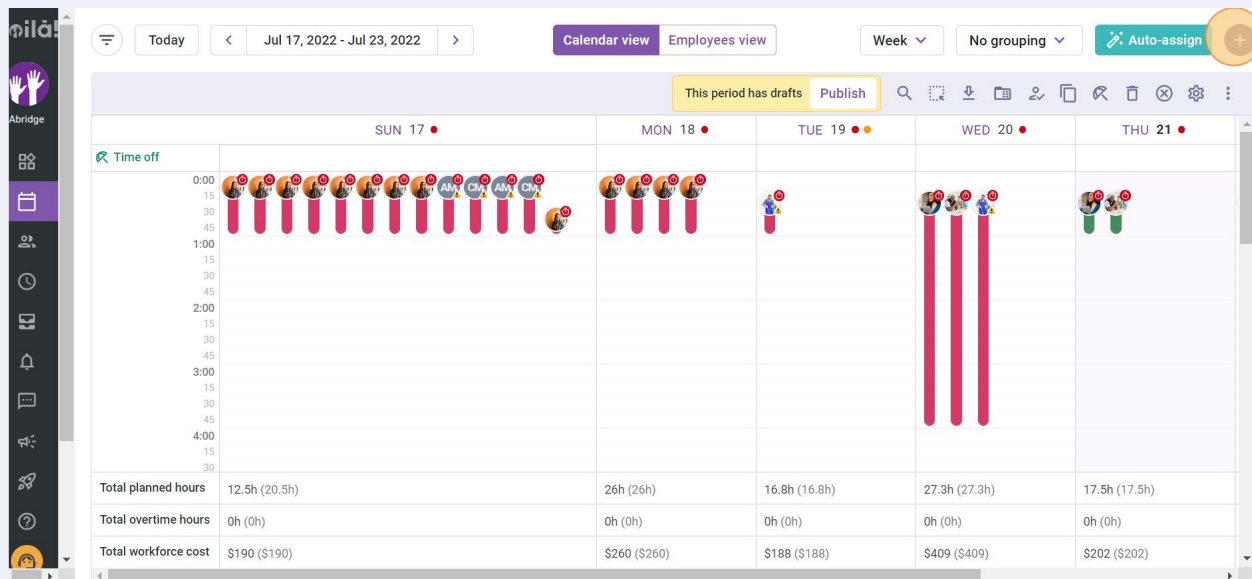
### 14 Click Publish



! There is another way to create a shift in Calendar View. Here are the steps to follow:



## 15 Click the purple icon located at the right of the schedule



## 16 Click Shift with assignment or Open shift according to the type of shift you want to create

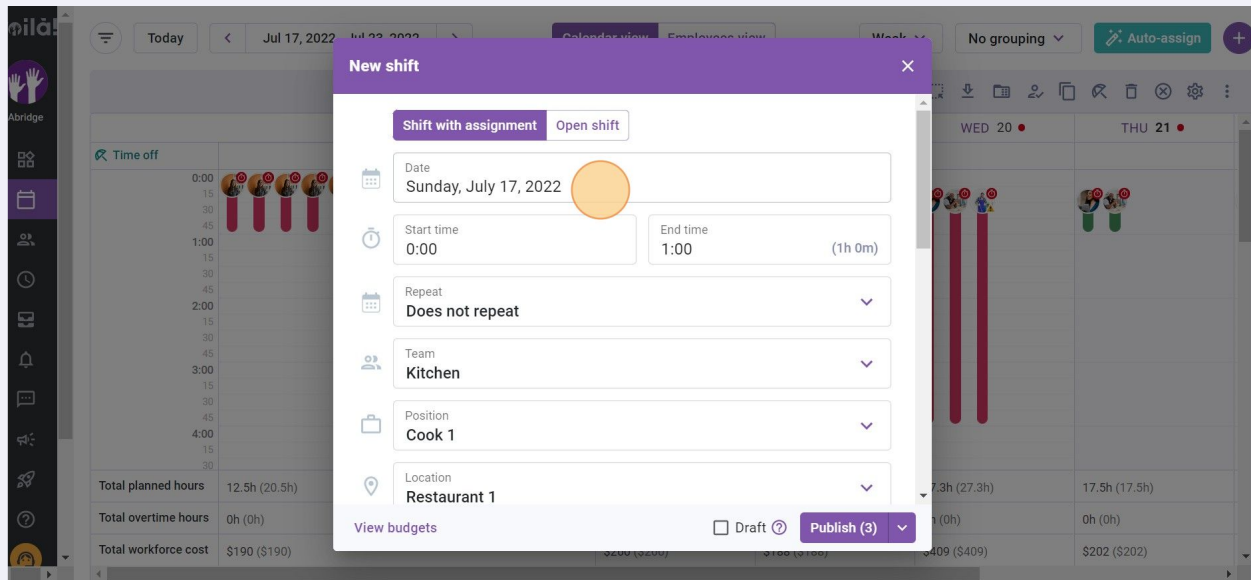
The screenshot shows the Abridge scheduling interface with a 'New shift' modal form open. The form has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The form includes the following fields:

- Date: Sunday, July 17, 2022
- Start time: 0:00
- End time: 1:00 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 1

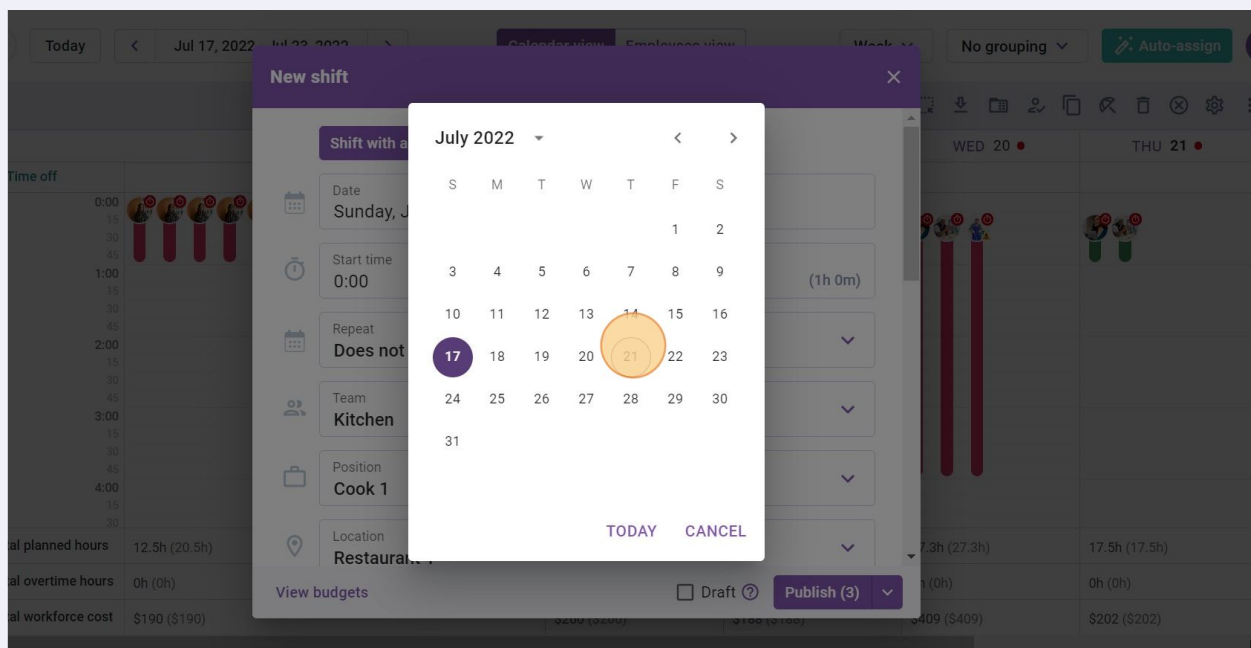
At the bottom of the form, there is a 'View budgets' link, a 'Draft' checkbox, and a 'Publish (3)' button.



## 17 Click Date



## 18 Select the date of the shift



## 19 Click Start time

**New shift**

Shift with assignment | Open shift

Date  
Thursday, July 21, 2022

Start time  
0:00

End time  
1:00 (1h 0m)

Repeat  
Does not repeat

Team  
Kitchen

Position  
Cook 1

Location  
Restaurant 1

View budgets | Draft | Publish (3)

## 20 Select the start time of the shift

**New shift**

Shift with assignment | Open shift

Date  
Thursday, July 21, 2022

Start time  
0:00

End time  
1:00 (1h 0m)

Repeat  
Does not repeat

Team  
Kitchen

Position  
Cook 1

Location  
Restaurant 1

View budgets | Draft | Publish (3)

## 21 Click End time

The 'New shift' dialog box is displayed over a background calendar view. The dialog has a purple header with a close button. It contains two tabs: 'Shift with assignment' (selected) and 'Open shift'. The fields are as follows:

- Date: Thursday, July 21, 2022
- Start time: 0:30
- End time: 1:00 (30m) - This field is highlighted with an orange circle.
- Repeat: Does not repeat
- 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 (3)' button.

## 22 Select the end time of the shift

The 'New shift' dialog box is shown with the 'End time' dropdown menu open. The menu lists the following options:

- 0:45 15m
- 1:00 30m
- 1:15 45m
- 1:30 1h 0m - This option is highlighted with an orange circle.
- 1:45 1h 15m
- 2:00 1h 30m

The other fields in the dialog remain the same as in the previous screenshot.

## 23 Click Team drop down menu

**New shift**

Shift with assignment | Open shift

Date  
Thursday, July 21, 2022

Start time  
0:30

End time  
1:30 (1h 0m)

Repeat  
Does not repeat

Team  
Kitchen

Position  
Cook 1

Location  
Restaurant 1

View budgets

☐ Draft ? **Publish (3)**

## 24 Select the team of your choice

**New shift**

Shift with assignment | Open shift

Date  
Thursday, July 21, 2022

Start time  
0:30

End time  
1:30 (1h 0m)

Repeat  
Does not repeat

Team  
Kitchen

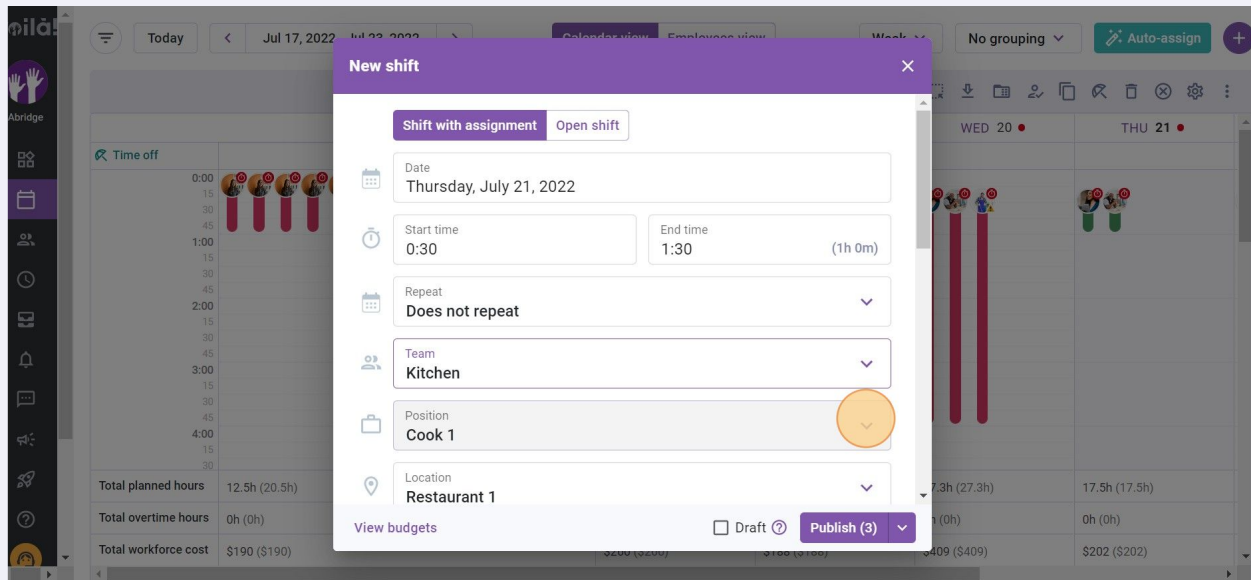
Position  
Cook 1

Location  
Restaurant 1

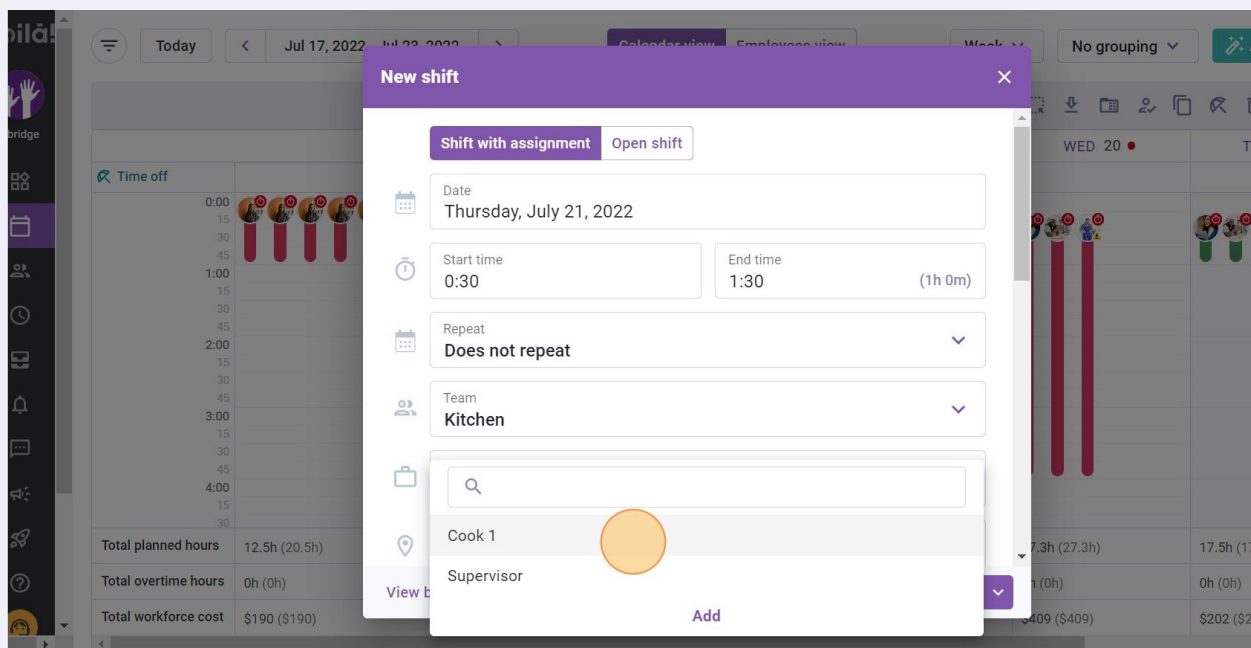
View budgets

☐ Draft ? **Publish (3)**

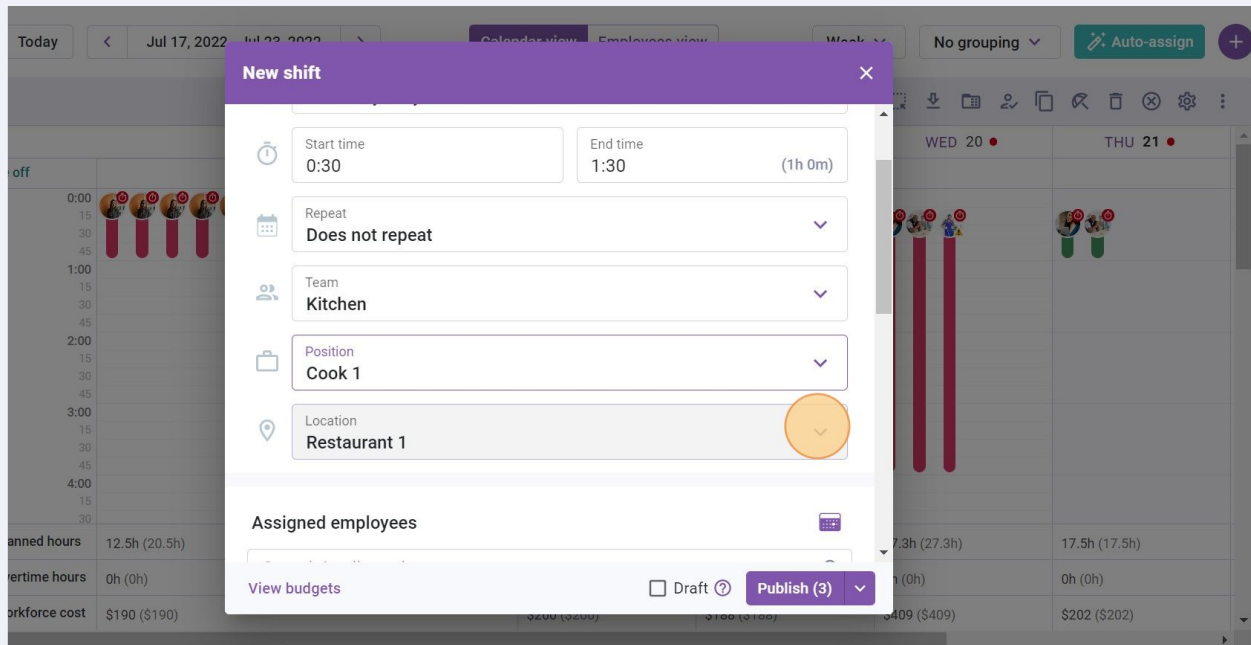
## 25 Click Position drop down menu



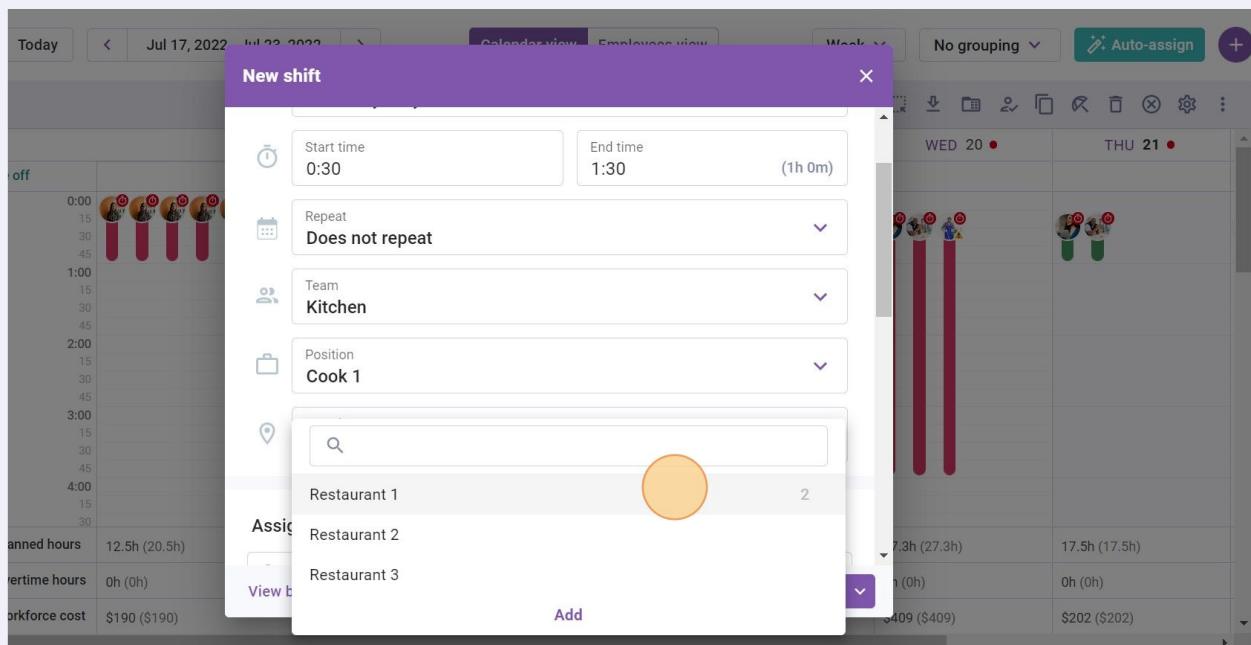
## 26 Select the position of your choice



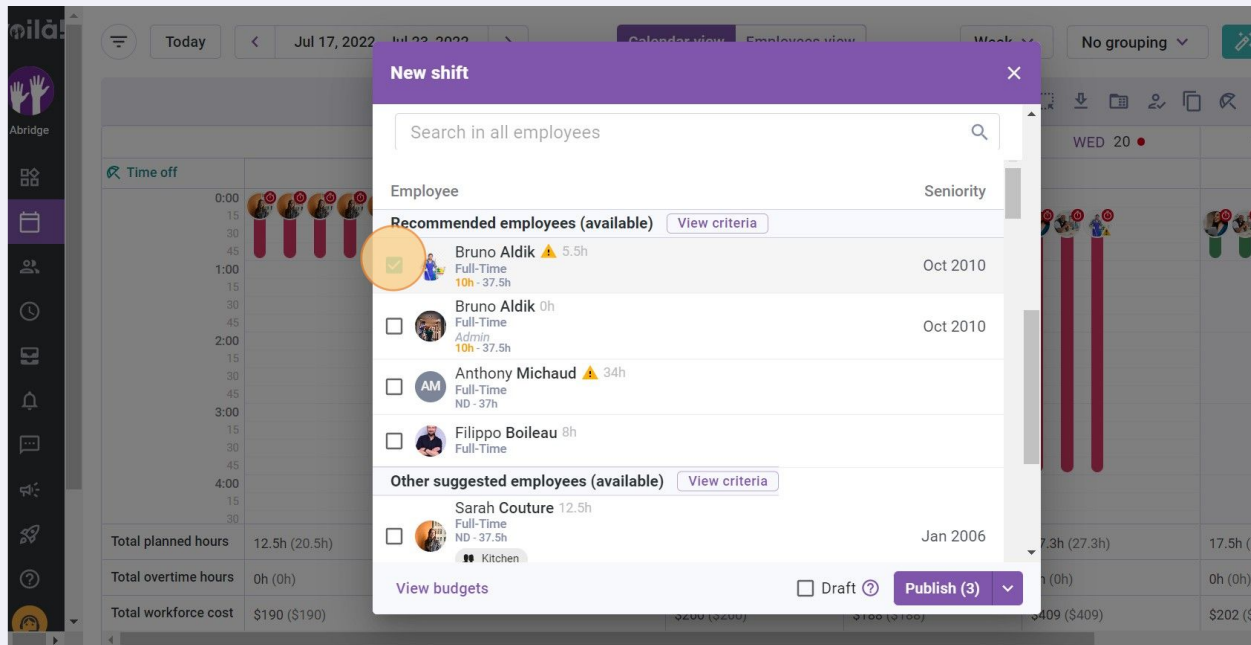
## 27 Click Location drop down menu



## 28 Select the location of your choice



## 29 Choose the employee you want to assign for the shift



## 30 Click Publish

