

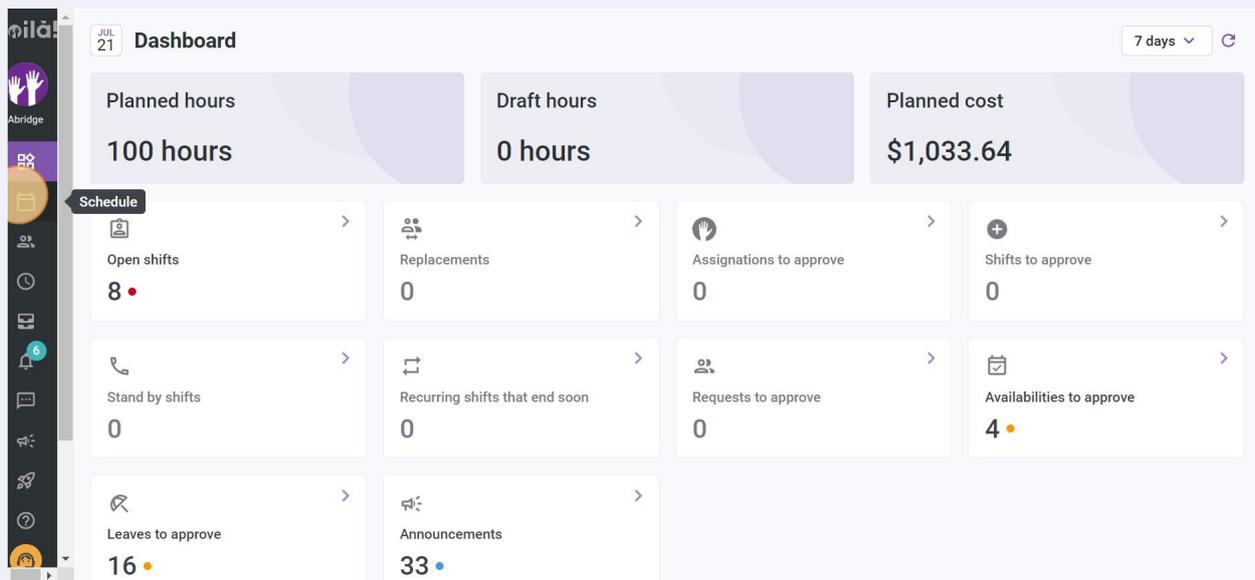
How to create a shift in Employees View?



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

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

2 Click Schedule



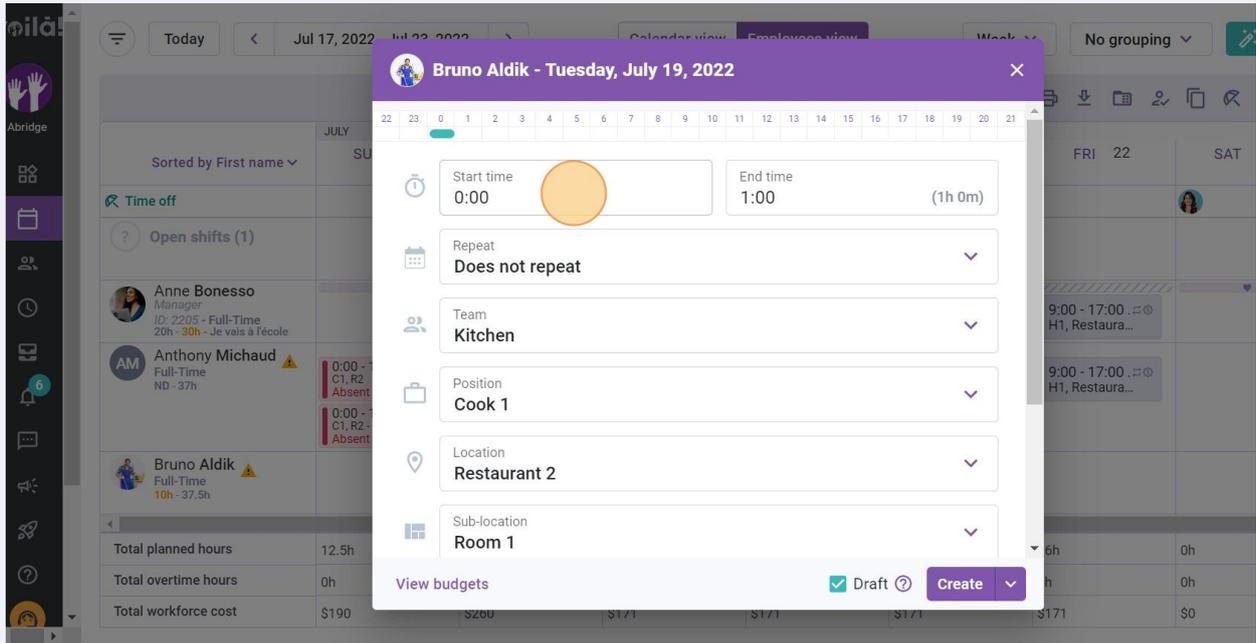
3 Select Employees view

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL Planned hrs Cost Leaves
Time off								
Open shifts (1)		10:00 - 16:00 ☰ C1, RI						6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 ☰ H1, Restaura...		40h \$855.00				
Anthony Michaud Full-Time ND - 37h	0:00 - 1:00 (1... C1, R2 Absent	9:00 - 17:00 ☰ H1, Restaura...		9:00 - 17:00 ☰ H1, Restaura...	9:00 - 17:00 ☰ H1, Restaura...	9:00 - 17:00 ☰ H1, Restaura...		34h \$0.00
Bruno Aldik Full-Time 10h - 37.5h	0:00 - 1:00 (1... C1, R2 - Room 1 Absent							0h \$0.00
Total planned hours	12.5h	26h	16h	16h	16h	16h	0h	102.5h
Total overtime hours	0h	0h	0h	0h	0h	0h	0h	0h
Total workforce cost	\$190	\$260	\$171	\$171	\$171	\$171	\$0	\$1,134

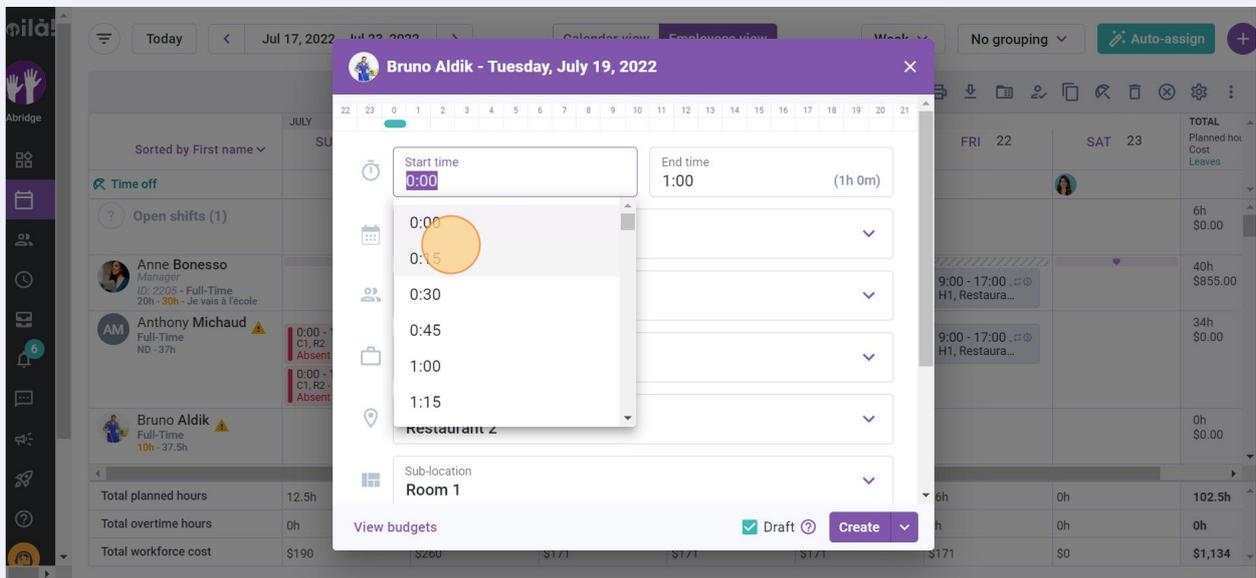
4 Click on the cell in the column of the day and the row of the employee of your choice

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL Planned hrs Cost Leaves
Time off								
Open shifts (1)		10:00 - 16:00 ☰ C1, RI						6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 ☰ H1, Restaura...		40h \$855.00				
Anthony Michaud Full-Time ND - 37h	0:00 - 1:00 (1... C1, R2 Absent	9:00 - 17:00 ☰ H1, Restaura...		9:00 - 17:00 ☰ H1, Restaura...	9:00 - 17:00 ☰ H1, Restaura...	9:00 - 17:00 ☰ H1, Restaura...		34h \$0.00
Bruno Aldik Full-Time 10h - 37.5h	0:00 - 1:00 (1... C1, R2 - Room 1 Absent							0h \$0.00
Total planned hours	12.5h	26h	16h	16h	16h	16h	0h	102.5h
Total overtime hours	0h	0h	0h	0h	0h	0h	0h	0h
Total workforce cost	\$190	\$260	\$171	\$171	\$171	\$171	\$0	\$1,134

5 Click Start time



6 Select the start time for the shift



7 Click End time

The screenshot shows a scheduling software interface with a modal form for Bruno Aldik on Tuesday, July 19, 2022. The modal form has the following fields:

- Start time: 0:15
- End time: 1:00 (45m) - This field is highlighted with an orange circle.
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 2
- Sub-location: Room 1

At the bottom of the modal, there are buttons for "View budgets", "Draft" (with a question mark icon), and "Create" (with a dropdown arrow).

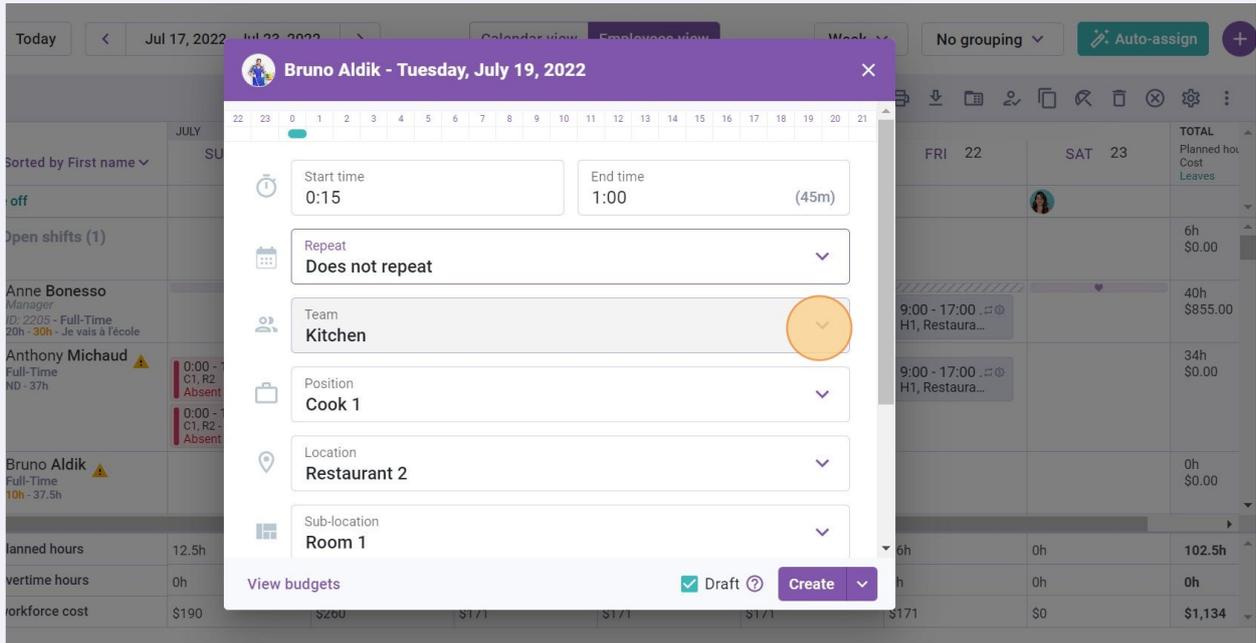
8 Select the end time for the shift

The screenshot shows the same scheduling software interface as in step 7, but with a dropdown menu open for the "End time" field. The dropdown menu lists the following options:

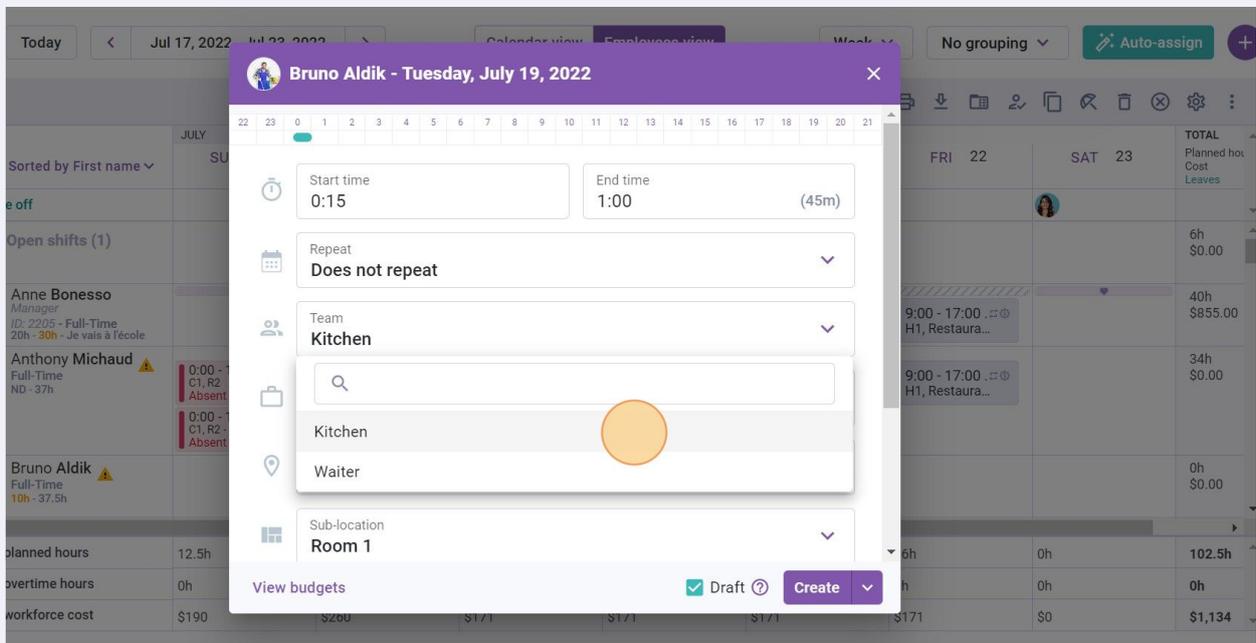
- 0:30 15m
- 0:45 30m
- 1:00 45m - This option is highlighted with an orange circle.
- 1:15 1h 0m
- 1:30 1h 15m
- 1:45 1h 30m

The modal form fields are the same as in step 7.

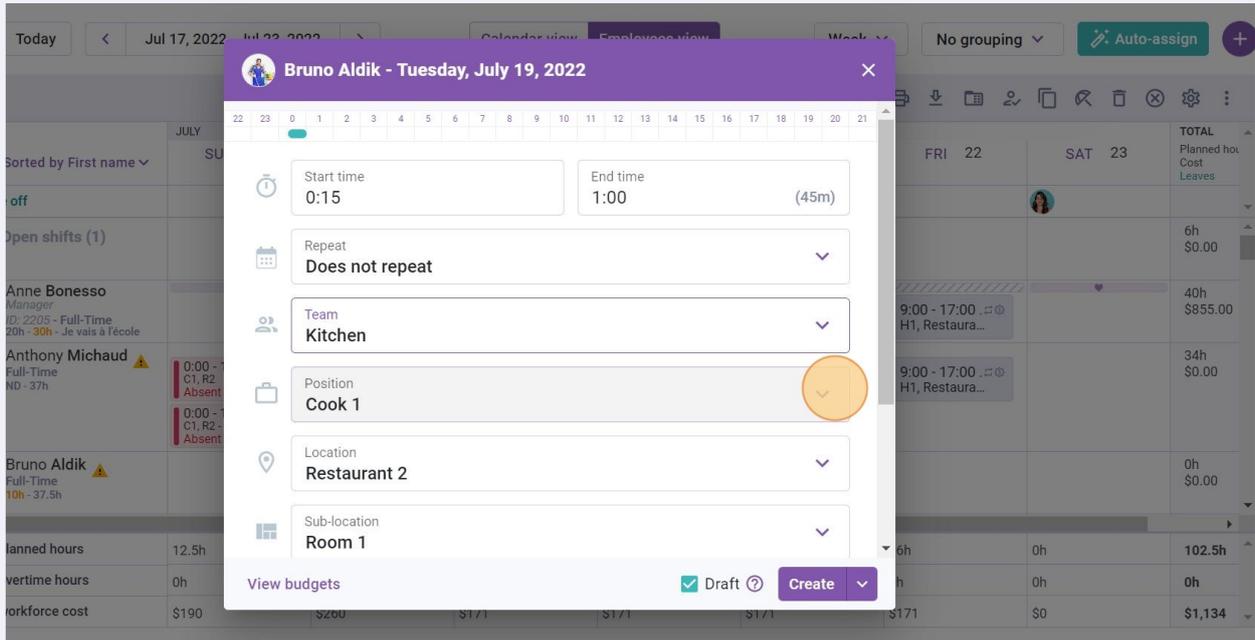
9 Click Team drop down menu



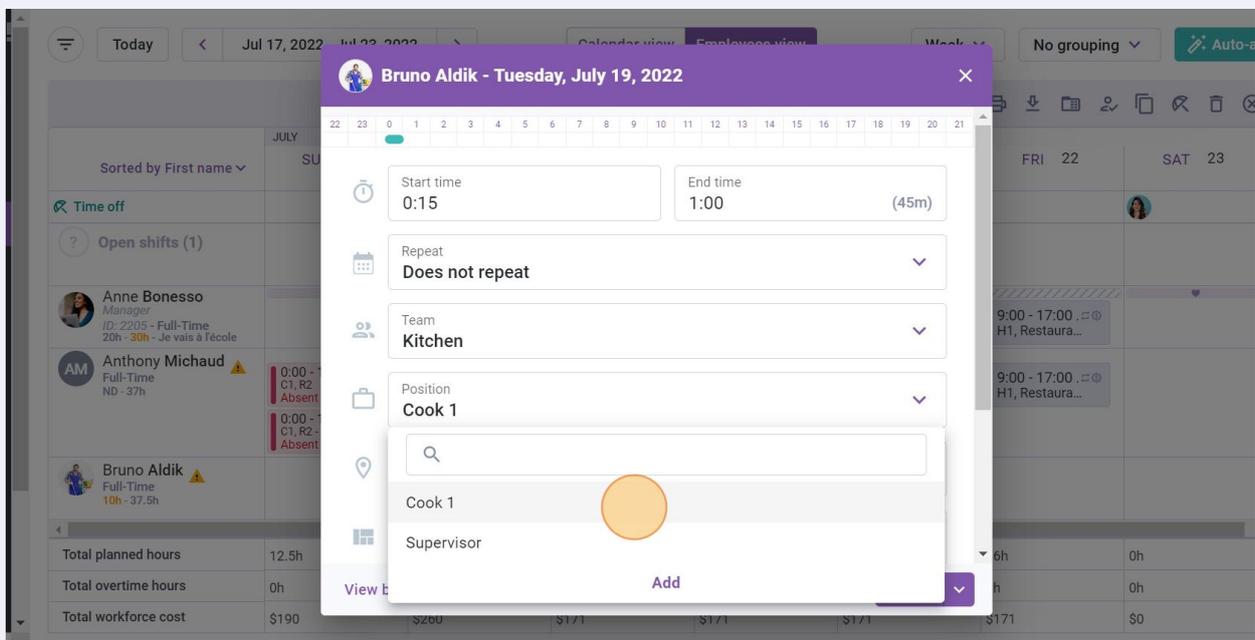
10 Select the team of your choice



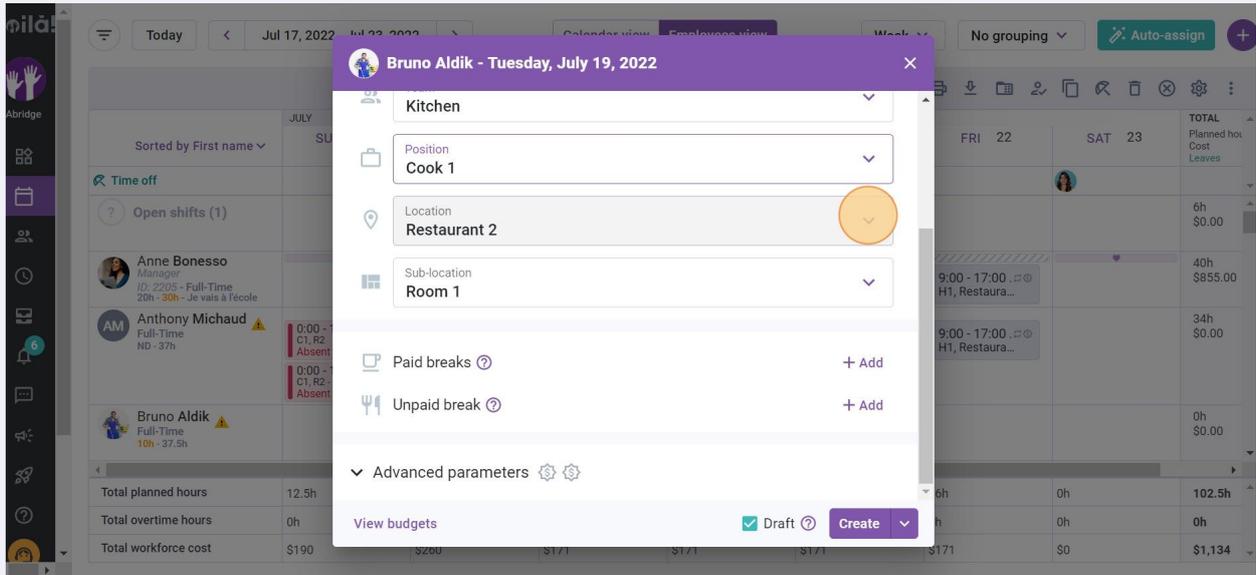
11 Click Position drop down menu



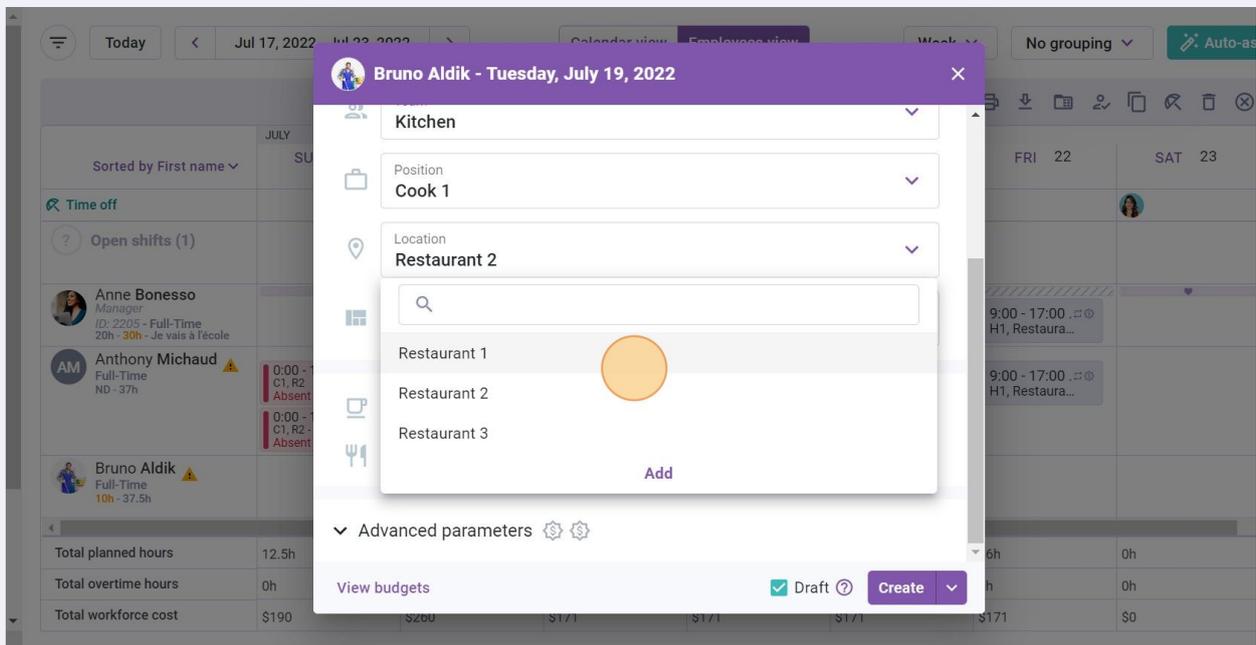
12 Select the position of your choice



13 Click Location drop down menu



14 Select the location of your choice



15 Click Advanced parameters if required

Does not repeat

Team
Kitchen

Position
Cook 1

Location
Restaurant 1

Paid breaks [?] + Add

Unpaid break [?] + Add

Advanced parameters [?] [?]

View budgets Draft [?] Create [?]

16 Click Publish

Internal note

This note is only visible by managers, supervisors or administrators

Shift Premiums
Night Example 1

Time Zone
(UTC-05:00) Toronto

Paid preparation time
0m

Minimum score
0

View budgets Draft [?] Publish [?]

! There is another way to create a shift in employees view. Here are the steps:

17 Click the icon located a the right of the schedule

	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL
Sorted by First name								
Time off								
Open shifts (1)		10:00 - 16:00 C1, R1						6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...		40h \$855.00
Anthony Michaud Full-Time ND - 37h	0:00 - 1:00 (1... C1, R2 Absent	9:00 - 17:00 H1, Restaura...		9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...	9:00 - 17:00 H1, Restaura...		34h \$0.00
Bruno Aldik Full-Time 10h - 37.5h	0:00 - 1:00 (1... C1, R2 - Room 1 Absent		0:15 - 1:00 (4... C1, R1 Absent					0.75h \$16.76
Total planned hours	12.5h	26h	16.8h	16h	16h	16h	0h	103.3h
Total overtime hours	0h	0h	0h	0h	0h	0h	0h	0h
Total workforce cost	\$190	\$260	\$188	\$171	\$171	\$171	\$0	\$1,151

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

New shift

Shift with assignment | Open shift

Date: Sunday, July 17, 2022

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

Repeat: Does not repeat

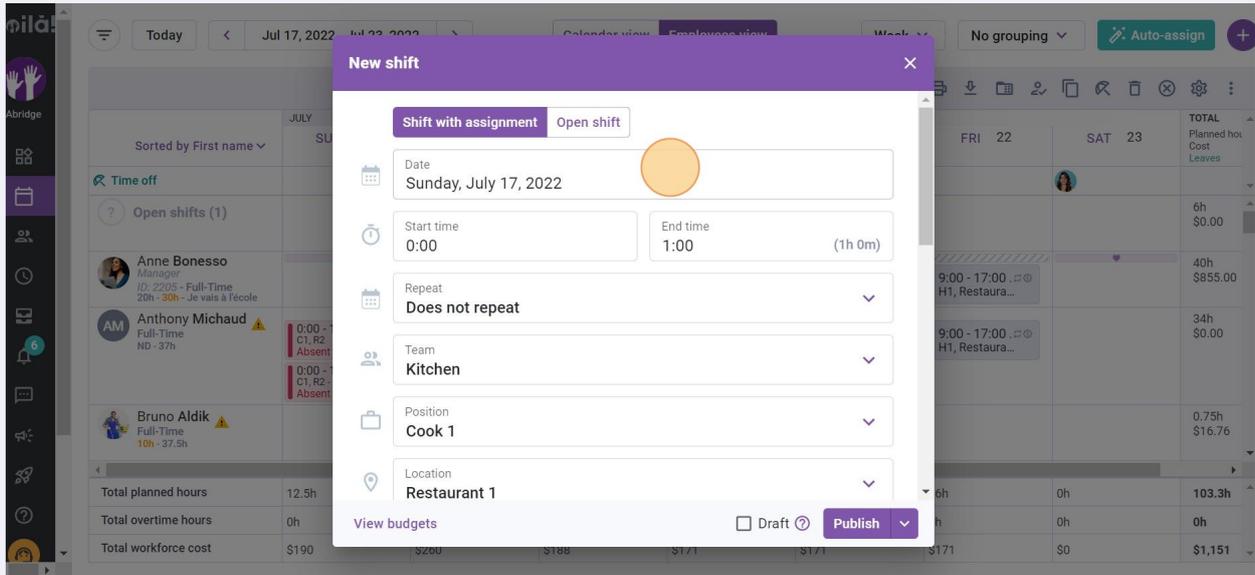
Team: Kitchen

Position: Cook 1

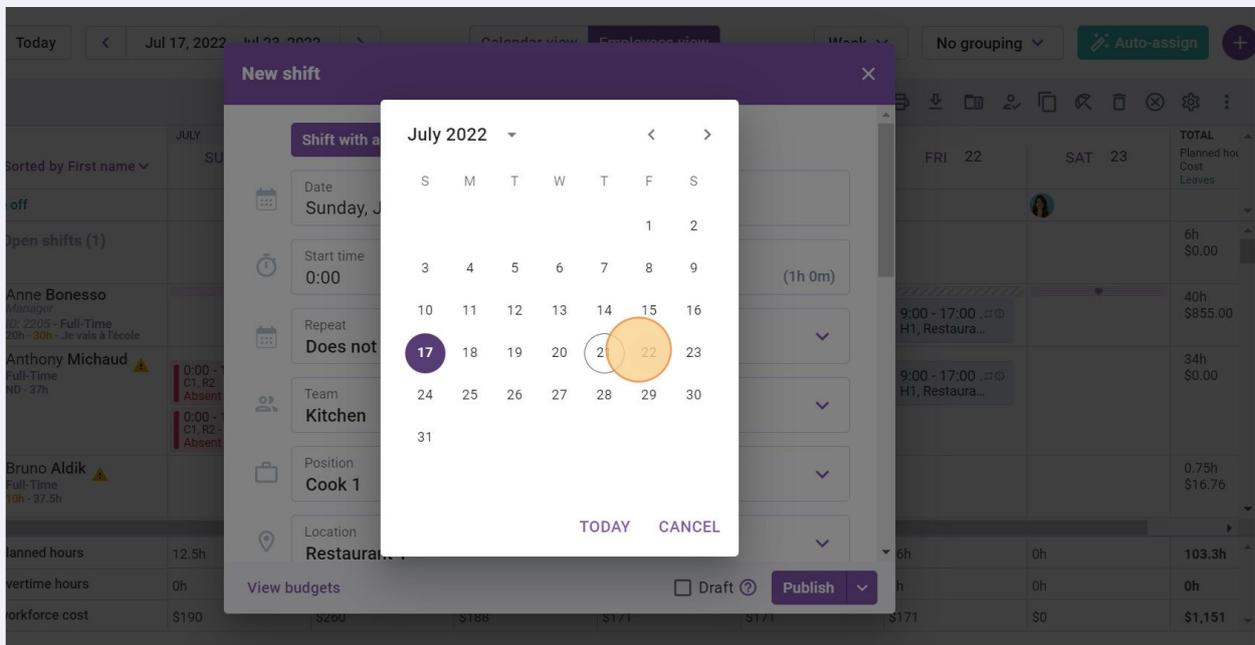
Location: Restaurant 1

View budgets | Draft | Publish

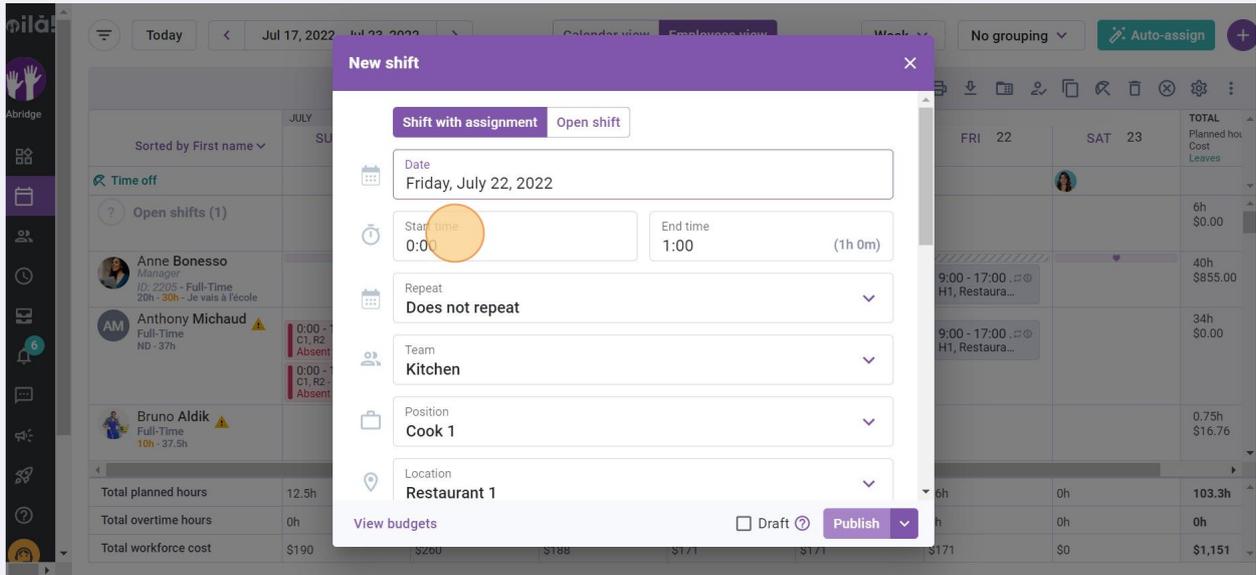
19 Click Date



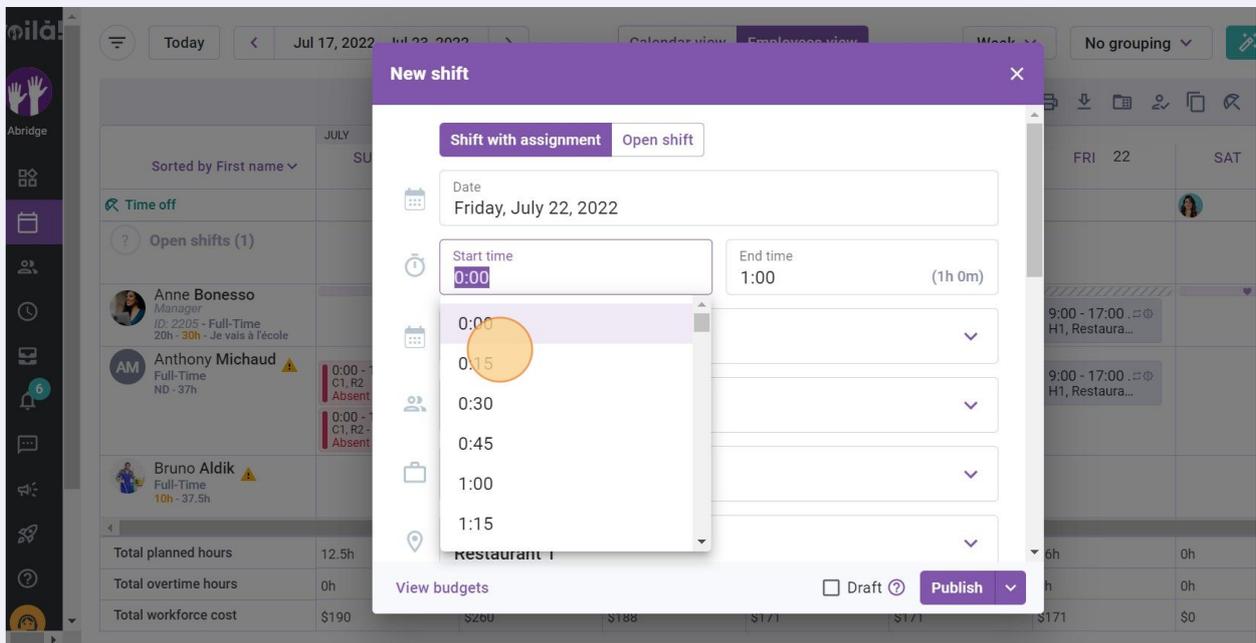
20 Select the date



21 Click Start time



22 Select the start time of the shift



23 Click End time

The screenshot shows the 'New shift' dialog box in a scheduling application. The dialog is titled 'New shift' and has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The form contains the following fields:

- Date: Friday, July 22, 2022
- Start time: 0:15
- End time: 1:00 (45m) - This field is highlighted with a red circle.
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 1

At the bottom of the dialog, there are two buttons: 'Draft' (disabled) and 'Publish' (active).

24 Select the end time for the shift

The screenshot shows the 'New shift' dialog box in a scheduling application. The 'End time' field is open, displaying a dropdown menu with the following options:

- 0:30 15m
- 0:45 30m
- 1:00 45m - This option is selected and highlighted with a red circle.
- 1:15 1h 0m
- 1:30 1h 15m
- 1:45 1h 30m

The rest of the dialog box is the same as in the previous screenshot.

25 Click Team drop down menu

The screenshot shows the 'New shift' dialog box in a scheduling application. The dialog is titled 'New shift' and has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The form contains the following fields:

- Date: Friday, July 22, 2022
- Start time: 0:15
- End time: 1:15 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen (highlighted with an orange circle)
- Position: Cook 1
- Location: Restaurant 1

At the bottom of the dialog, there are buttons for 'View budgets', 'Draft', and 'Publish'.

26 Select the team of your choice

The screenshot shows the 'New shift' dialog box with the 'Team' dropdown menu open. The dropdown menu lists 'Kitchen' and 'Waiter', with 'Kitchen' selected and highlighted by an orange circle. The other fields in the dialog are the same as in the previous screenshot:

- Date: Friday, July 22, 2022
- Start time: 0:15
- End time: 1:15 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 1

At the bottom of the dialog, there are buttons for 'View budgets', 'Draft', and 'Publish'.

27 Click Position drop down menu

The screenshot shows a 'New shift' dialog box overlaid on a scheduling interface. The dialog box contains the following fields:

- Start time: 0:15
- End time: 1:15 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1 (highlighted with an orange circle)
- Location: Restaurant 1

At the bottom of the dialog box, there is an 'Assigned employees' section and buttons for 'View budgets', 'Draft', and 'Publish'.

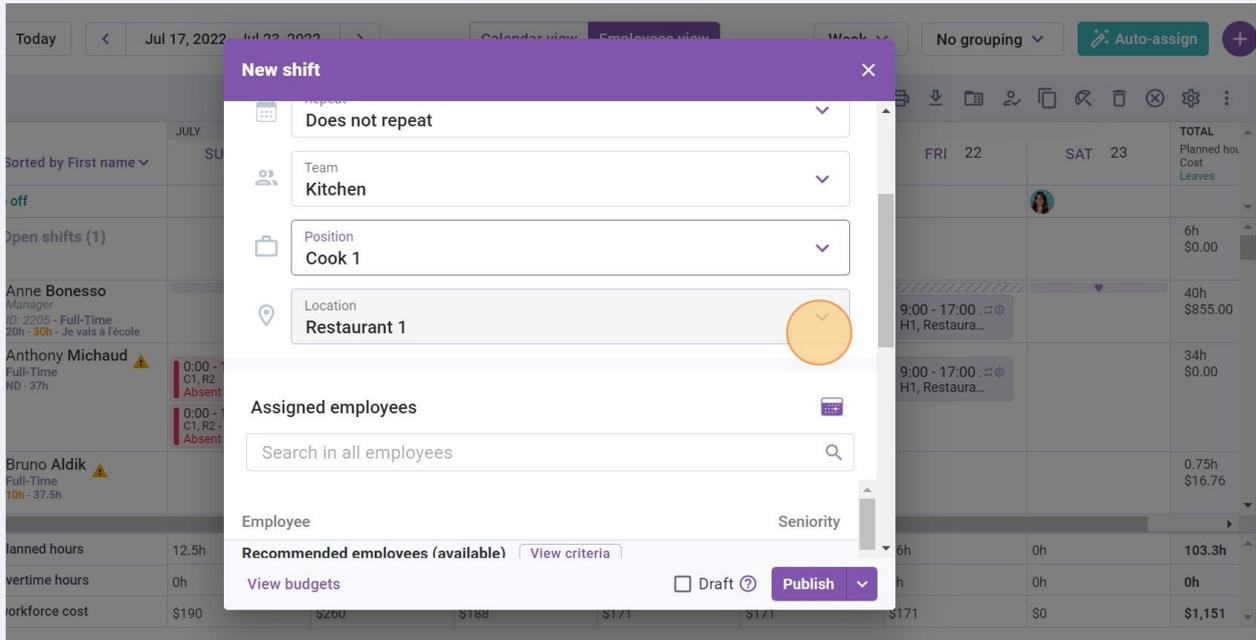
28 Select the position of your choice

The screenshot shows the same 'New shift' dialog box as in the previous image, but with the 'Position' dropdown menu open. The dropdown menu lists the following options:

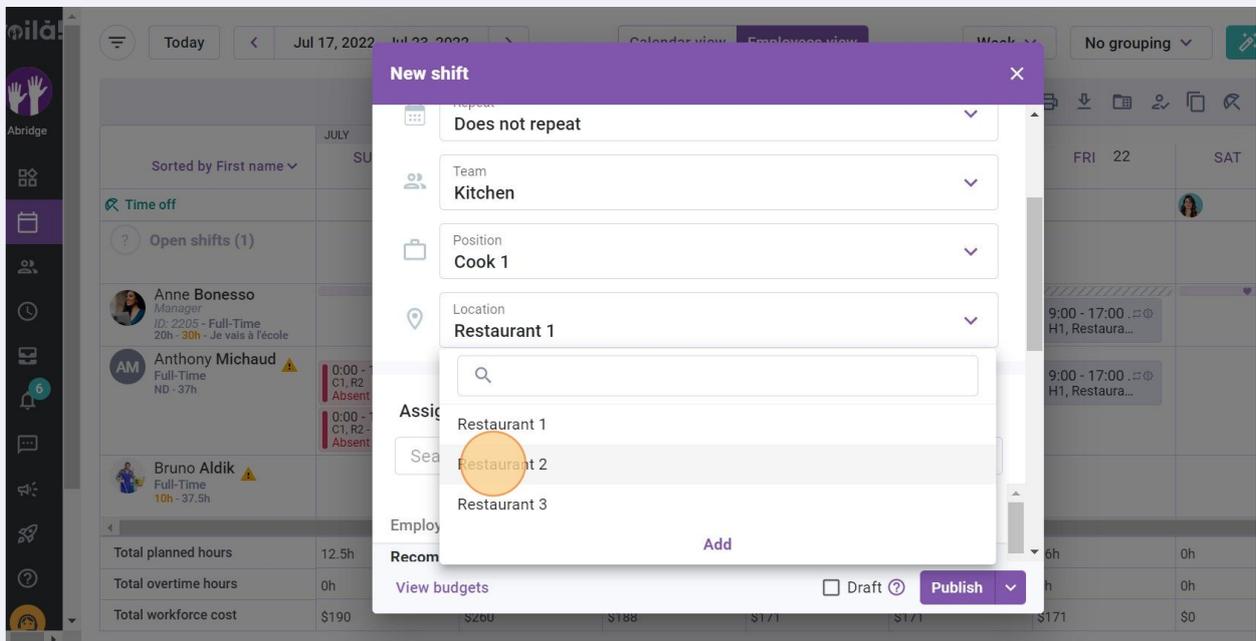
- Cook 1 (highlighted with an orange circle)
- Supervisor

An 'Add' button is visible at the bottom of the dropdown menu. The background interface remains the same as in the previous image.

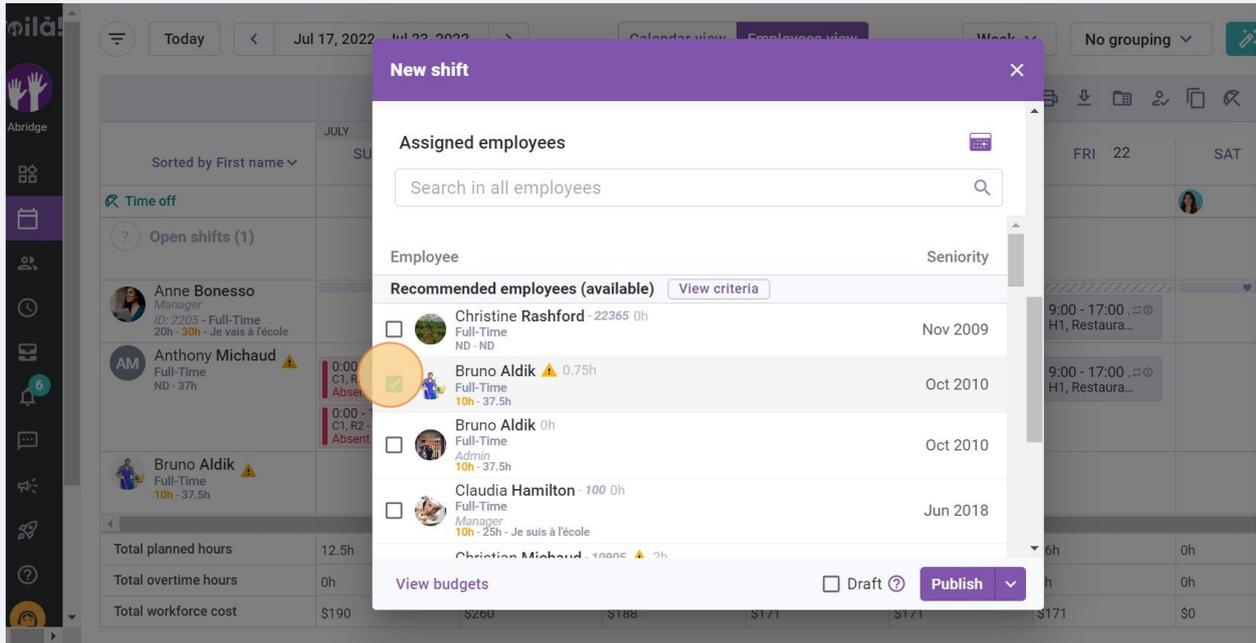
29 Click Location drop down menu



30 Select the location of your choice



31 Choose the employee you want to assign for the shift



32 Do a final check and click Publish

