How to create a shift in Employees View?

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

1	Navigate to http	os://conso	ole.voila.app/e	en/dashboard		
2	Click Schedule					
øilå!	Dashboard					7 days ∨ C
Abridge	Planned hours 100 hours		Draft hours O hours		Planned \$1,033	cost 3.64
☐ < s ☆ □	chedule Open shifts 8 •	> Replacen 0	nents	Assignations to approve	>	Shifts to approve
} ⊡ ₽*:	ر Stand by shifts 0	> Recurring 0) shifts that end soon	왅 Requests to approve O	>	 ⇒ Availabilities to approve 4 •
89 ⊘ , ▼	 ℝ Leaves to approve 16 • 	> st. Announc 33 •	ements			

voilà!

Select Employees view

= Today < Ju	ıl 17, 2022 - Jul 23, 20	22 >	Calendar view	Employees view	Week	 No grouping 	Auto-as	sign
					۹ 💭	骨 ⊻ ⊡ ೭		錢
	JULY							TOTAL
Sorted by First name \backsim	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Planned Cost Leaves
🕅 Time off								
? Open shifts (1)		10:00 - 16:00 💵 🕸 C1, RI						6h \$0.00
Anne Bonesso		01116 0111	2 (1111) . (111)					40h
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 .⊐Φ H1, Restaura	9:00 - 17:00 .¤⊕ H1, Restaura		\$855.
Anthony Michaud Anthony Michaud Anthony Michaud Anthony States and	0:00 - 1:00 (1 C1, R2 Absent	9:00 - 17:00 .⊐ H1, Restaura		9:00 - 17:00 . = H1, Restaura	9:00 - 17:00 . = 0 H1, Restaura	9:00 - 17:00 . <i>□</i> H1, Restaura		34h \$0.00
	0:00 - 1:00 (1 C1, R2 - Room 1 Absent							
Bruno Aldik A Full-Time 10h - 37.5h								0h \$0.00
4								
Total planned hours	12.5h	26h	16h	16h	16h	16h	0h	102.5
Total overtime hours	0h	0h	0h	Oh	Oh	0h	Oh	0h
Total workforce cost	\$190	\$260	\$171	\$171	\$171	\$171	\$0	\$1,13

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

= Today < Ju	l 17, 2022 - Jul 23, 20	022 →	Calendar view	Employees view	Week	No grouping	🗙 🥻 🕅 🖌 Auto-as	ssign
					۹ 🗋	@ ⊻ ⊡ 2⁄		礅
	JULY							TOTAL
Sorted by First name \checkmark	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	Planned Cost Leaves
🕅 Time off							4	
? Open shifts (1)		10:00 - 16:00 ⊈@ C1, RI						6h \$0.00
Anne Bonesso	•		· · · · · · · · · · · · · · · · · · ·				•	40b
Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 . <i>□</i> 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		\$855
Anthony Michaud A Full-Time ND - 37h	0:00 - 1:00 (1 C1, R2 Absent	9:00 - 17:00 . = 0 H1, Restaura		9:00 - 17:00 . <i>□</i> H1, Restaura	9:00 - 17:00 . = 0 H1, Restaura	9:00 - 17:00 .= H1, Restaura		34h \$0.00
	0:00 - 1:00 (1 C1, R2 - Room 1 Absent							
Bruno Aldik A Full-Time 10h - 37.5h			+					0h \$0.00
4				-				
Total planned hours	12.5h	26h	16h	16h	16h	16h	0h	102.5
Total overtime hours	Oh	Oh	0h	0h	0h	0h	Oh	0h
Total workforce cost	\$190	\$260	\$171	\$171	\$171	\$171	\$0	\$1.13

5 Click Start time

		- 🛞 -	Bruno Aldik - Tuesday, July 19,	2022		×
	JULY	22 23	0 1 2 3 4 5 6 7 8 9	10 11 12 13 14 15 16	17 18 19 20 2	
Sorted by First name \checkmark	SU	ā	Start time	End time		FRI 22
Time off		0	0:00	1:00	(1h 0m)	
? Open shifts (1)			Repeat Does not repeat		~	
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		0	Team Kitchen		~	9:00 - 17:00 . ≓
Anthony Michaud A Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	Ċ	Position Cook 1		~	9:00 - 17:00 . ≓ H1, Restaura
Bruno Aldik A Full-Time	C1, R2 - Absent	0	Location Restaurant 2		~	
Total planned hours	12.5h		Sub-location Room 1		~	▼ 6h
Total overtime hours	Oh	View I	budgets	🔽 Draf	⑦ Create	h
Total workforce cost	\$100	_		0 CT 71	19171	\$171

Select the start time for the shift

		· • •		4 7 8 9 10	-	16 16 17 18 10 20 2	₽ ⊻	Ē 2/		ā ®	曰 (1)
	JULY	22 23		0 / 0 9 10	11 12 13 14	10 10 17 10 19 20 2	ERI	22	SA	23	Planne
Sorted by First nan	ne 🗸 👘 ÖÖ	ā	Start time		End time		T TA		U.A.		Cost Leaves
🕅 Time off		0	0:00		1:00	(1h 0m)			0		
? Open shifts (1)			0.00	-							6h
			0.00			~					ŞU.U
Anne Bonesso			0:15				111111	1111111		Ψ	40h
ID: 2205 - Full-Time 20h - 30h - Je vais à l'éc	ole	2	0:30			~	H1, Rest	aura			585
Anthony Michaud	i 🛕 🛛 0:00 - 1		0:45				0.00 17	100 = 0			34h
ND - 37h	C1, R2 Absent	Ċ	1.00			~	H1, Rest	aura			ŞU.(
	0:00 - 1 C1, R2 -		1.00								
& Bruno Aldik	Sent Absent	0	1:15	•		~					Ob
Full-Time 10h - 37.5h		\vee	Restaurant 2								\$0.0
		122	Sub-location			~					
Total planned hours	12.5h		Room 1				🔻 6h		0h		102
Total overtime hours	Oh	View b	oudgets			Draft ⑦ Create	h		Oh		Oh
Total workforce cost	\$190		\$260	\$171	\$1/1	\$171	\$171		\$0		\$1,1

Click End time

Today < Jul	l 17, 2022		anno Aldik - Tuesd	Colondar viaw	Employees	view	Mo	~~ ~ X	N	o group	oing	~	ở‡ Aut	o-ass	ign (Ð
		22 23 0	1 2 3 4 5	6 7 8 9 10	11 12 13 1	4 15 16 17	18 19 20	21	un ⇒		04		Ō	\otimes	。 资	
Sorted by First name 🗸	JULY								FRI	22		SAT	23		TOTAL Planned ho Cost	^
off		Ō	Start time 0:15		End time 1:00		(45m)				(a			Leaves	*
Open shifts (1)			Repeat Does not repeat				~								6h \$0.00	
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		00	Team Kitchen				~		9:00 - 17 H1, Rest	7:00 .= aura			Ψ		40h \$855.00	
Anthony Michaud 🛕 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	ů	Position Cook 1				~		9:00 - 17 H1, Rest	7:00 . = (aura					34h \$0.00	
Bruno Aldik 🛕 Full-Time 10h - 37.5h	C1, R2 - Absent	0	Location Restaurant 2				~								0h \$0.00	
		12	Sub-location Room 1				~								•	
vertime hours	12.5h								on			oh			102.5h	
vertifie nours	ÓTICO	View b	uagets			🗹 Draft (?)	Create	~				ôn.			UN ÓA AGA	
lorkioice cost	\$190		\$200	\$1/1	5171	\$171			\$171			\$0			\$1,134	*

8 Select the end time for the shift

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orted by First name 🗸	JULY	22 23	0 1 2 3 4 5 6 7	8 9 10 11 12 13 14 15 16	17 18 19 20 21	FRI 22	SAT 23	TOTAL Planned hou Cost
off		Ē	Start time 0:15	End time 1:00	(45m)		•	Leaves
oen shifts (1)			Repeat Does not repeat	0:30 15m				6h \$0.00
nne Bonesso anager : 2205 - Full-Time Jh - <mark>30h</mark> - Je vais à l'école		0	Team Kitchen	0:45 30m 1:00 45		9:00 - 17:00 .¤⊗ H1, Restaura		40h \$855.00
Ithony Michaud A	0:00 - 1 C1, R2 Absent	Ċ	Position Cook 1	1:15 1h 0m 1:30 1h 15m		9:00 - 17:00 .¤⊚ H1, Restaura		34h \$0.00
uno Aldik	C1, R2 - Absent	0	Location Restaurant 2	1:45 1h 30m	•			0h \$0.00
aned hours	12.5h	155	Sub-location Room 1		~	X 6b	Ob	102 5h
rtime hours	0h	View h	udaets	V Draf	O Create	h	Oh	0h
kforce cost	\$100		\$260	\$171		\$171	\$0	\$1.134

9 Click Team drop down menu

Today < Jul	17, 2022	101.00.0	0000	Calondar view	Employage	viow	Ma	sk v	No	groupi	ng ∨	1	‡ Auto-as	sign 🕂
		22 23 C	Bruno Aldik - Tuesd	lay, July 19, 202:	11 12 13 14	15 16 17	18 19 20	×	₽	.	° D	R	ō 🛛	竣:
Sorted by First name 🗸	JULY		Chart time		Cudding.		10 10 20	-	FRI	22		SAT	23	TOTAL Planned hou Cost
off		Ō	0:15		1:00		(45m)				0			Leaves
Open shifts (1)			Repeat Does not repeat				~							6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - <mark>30h</mark> - Je vais à l'école		0	Team Kitchen						9:00 - 17 H1, Resta	////// 200.⊑© aura		٠		40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent 0:00 - 1 C1, R2 -	å	Position Cook 1				~	ł	9:00 - 17 H1, Resta	':00 .≓⊚ aura				34h \$0.00
Bruno Aldik Full-Time 10h - 37.5h	Absent	0	Location Restaurant 2				~							0h \$0.00
			Sub-location				~							Þ
lanned hours	12.5h		ROOM I					*	6h		Oh			102.5h
vertime hours	0h	View b	udgets			🗹 Draft 🕐	Create	~	h		Oh			Oh
orkforce cost	\$190		\$260	\$1/1	\$1/1	\$171			\$171		\$0			\$1,134 🚽

Select the team of your choice

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orted by First name 🗸	JULY	22 23		3 9 10 11 12 13	14 15 16 17	18 19 20 2	21	FRI	22		SAT 23	3	TOTAL Planned h
ff		Ī	Start time 0:15	End time 1:00		(45m)	18			0			Leaves
oen shifts (1)			Repeat Does not repeat			~	I						6h \$0.00
nne Bonesso anager : 2205 - Full-Time h - 30h - Je vais à l'école	distanting to	00	Team Kitchen			~	9:0 H1	00 - 17: I, Restau	////// 00.⊐© Jra		v		40h \$855.0
nthony Michaud 🛕 II-Time - 37h	0:00 - 1 C1, R2 Absent	Ċ	Q				9:0 H1	00 - 17: I, Restau	00.⊐© Jra				34h \$0.00
	0:00 - 1 C1, R2 - Absent		Kitchen										
uno Aldik 🛕 II-Time h- 37.5h		0	Waiter										0h \$0.00
nned hours	12.5h	12	Sub-location Room 1			~	▼ 6h			Oh			102.5h
ertime hours	Oh	View b	udgets		V Draft 🕐	Create	✓ h			Oh			Oh
orkforce cost	0h \$190	View b	S260 S1/1	\$1/1	Draft (?)	Create	h \$171	1		0h \$0			0h \$1

Click Position drop down menu

Today < Jul	17, 2022	101.00.0	022	Colondor view	Employeee	viou	Mo	ak \$	•	No	group	oing `	~	*/*. 1	Auto-as	sign 🕂
		🚯 в	runo Aldik - Tuesd	lay, July 19, 2022	2			×	5	Ŷ	Ē	0		2 1	ĩØ	於:
Partad by First name v	JULY	22 23 0	1 2 3 4 5	6 7 8 9 10	11 12 13 1	4 15 16 17 1	18 19 20	21	-	FRI	22	EV	S/	AT 2	3	TOTAL Planned hou
off		Ō	Start time 0:15		End time 1:00		(45m)		ł			(a			Leaves
Open shifts (1)			Repeat Does not repeat				~		I							6h \$0.00
Anne Bonesso Manager 1D: 2205 - Full-Time 20h - <mark>30h</mark> - Je vais à l'école		3	Team Kitchen				~		9:0 H1)0 - 17 , Resta	:00 .=3 iura			٣		40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent 0:00 - 1 C1, R2 -	b	Position Cook 1						9:0 H1)0 - 17 , Resta	:00 .¤ iura					34h \$0.00
Bruno Aldik Full-Time 10h - 37.5h	Absent	0	Location Restaurant 2				~									0h \$0.00
		12	Sub-location				~									•
lanned nours	12.5h					_			- 6h			(Dh			102.5h
vertime hours	Oh	View b	udgets			🗹 Draft 🕐	Create	~	h			(Dh			Oh
rorkforce cost	\$190		\$260	\$171	\$1/1	\$171			\$171				\$0			\$1,134

Select the position of your choice

		Bruno Aldik - Tuesday, July 19,	2022	×		
	JULY SI	0 1 2 3 4 5 6 7 8 9	10 11 12 13 14 15	16 17 18 19 20 21		SAT
Sorted by First name 🛩		Start time	End time			0/11
🞗 Time off	Ċ	0:15	1:00	(45m)		0
? Open shifts (1)		Repeat Does not repeat		~		
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0	Team Kitchen		~	9:00 - 17:00 .¤© H1, Restaura	•
Anthony Michaud A Full-Time ND - 37h	0:00 - 1 C1, R2 Absent 0:00 - 1 C1, R2 -	Position Cook 1		~	9:00 - 17:00 ,≓⊕ H1, Restaura	
Bruno Aldik 🔺	Absent	Q				
10n - 37.5n		Cook 1)			
Total planned hours	12.5h	Supervisor			6h	Oh
Total overtime hours	0h Vie	N b	Add	~	h	Oh
Total workforce cost	6100	1916 I 199 23			171	¢0

Click Location drop down menu



Select the location of your choice

		- 🚯 I	Bruno Aldik - Tuesday, July 19, 2022		×				
	JULY	6	Kitchen	~	-	⊉ 🛅	2		Ī
Sorted by First name \curlyvee	SU	ů	Position	~		FRI 22		SAT	2
え Time off			COOK I				0		
? Open shifts (1)		۲	Location Restaurant 2	~					
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			٩		9:0 H1,	0 - 17:00 .= Restaura			v
Anthony Michaud	0.00 1		Restaurant 1		1.18				
Full-Time ND - 37h	C1, R2 Absent	œ	Restaurant 2		9:0 H1,	0 - 17:00 .= Restaura			
	C1, R2 - Absent	1114	Restaurant 3		1.00				
Bruno Aldik A Full-Time		Ψ1	Add		1				
		✓ Ac	vanced parameters (\$) {\$}						
Total planned hours	12.5h				▼ 6h		0h		
Total overtime hours	Oh	View	pudgets	✓ Draft ⑦ Create	✓ h		0h		
Total workforce cost	\$190	_	S260 S171 S171	\$171	\$171		\$0		

15 Click Advanced parameters if required



16 Click Publish

(!)

		1	Signo Aldik - Tuesday, July 19, 2	022	×		Ē∎ 2∕			※ 錄:
orted by First name 🗸	JULY	F	Internal note			FRI	22	SAT	г 23	TOTAL Planned he Cost Leaves
ff										
en shifts (1)			This note is only visible by managers, s	supervisors or administrators						6h \$0.00
nne Bonesso anager : 2205 - Full-Time h - 30h - Je vais à l'école		(3)	Shift Premiums Night 🛞 Example 1 🛞		~	9:00 - 17 H1, Rest;	7:00 . <i>=</i> © aura		•	40h \$855.00
nthony Michaud 🛕 II-Time - 37h	0:00 - 1 C1, R2 Absent		Time Zone (UTC-05:00) Toronto		~	9:00 - 17 H1, Resta	7:00 . <i>⊏</i> ⊚ aura			34h \$0.00
	0:00 - 1 C1, R2 - Absent	Ō	Paid preparation time							
uno Aldik 🛕 I-Time h - 37.5h		☆	Minimum score 0		☆					0h \$0.00
ned hours	12.5h					∽ 6h		Oh		102.5h
time hours	Oh	View b	oudgets	🗌 Draft ⑦	Publish 🗸	h		Oh		Oh
kforce cost	\$190	_	S260 S171	\$1/1 \$1		\$171		\$0		\$1,134

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

= Today < Ju	ll 17, 2022 - Jul 23, 20	22 >	Calendar view	Employees view	Week	 No grouping 	y ∨ /⁄∴ Auto-as	sign
					Q []	⊜ ⊻ ⊡ 2⁄		额
Sorted by First name 🛩	JULY SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	TOTAL Planned Cost Leaves
🕅 Time off								
? Open shifts (1)		10:00 - 16:00 ⊈� C1, RI						6h \$0.00
Anne Bonesso		11115 1111	0 (1111) • (111)	2 (111111111111111111111111111111111111	ammini		•	40h
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 .¤Φ H1, Restaura	9:00 - 17:00 . <i>¤</i> ⊕ H1, Restaura		\$855.0
Anthony Michaud A Full-Time ND - 37h	0:00 - 1:00 (1 C1, R2 Absent	9:00 - 17:00 .= (0) H1, Restaura		9:00 - 17:00 . ♯⊕ H1, Restaura	9:00 - 17:00 .⇔⊕ H1, Restaura	9:00 - 17:00 .= H1, Restaura		34h \$0.00
	0:00 - 1:00 (1 C1, R2 - Room 1 Absent							
Bruno Aldik A Full-Time 10h - 37.5h			0:15 - 1:00 (4 C1, RI Absent					0.75h \$16.7
4								
Total planned hours	12.5h	26h	16.8h	16h	16h	16h	0h	103.3
Total overtime hours	Oh	Oh	0h	0h	0h	Oh	Oh	0h
Total workforce cost	\$190	\$260	\$188	\$171	\$171	\$171	\$0	\$1,15

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

Today < Ju	ıl 17, 2022	Tel 00 0000	Colondar view Employees v	Wooles	No grouping	✓
		New shift		×	.∋ ⊻ ⊡ ೭	
Sorted by First name ∽	JULY	Shift with assignmer	Open shift		FRI 22	SAT 23
Time off		Date Sunday, July 17, 2	2022			0
) Open shifts (1)		Start time 0:00	End time 1:00	(1h 0m)		
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		Repeat Does not repeat		~	9:00 - 17:00 .≓© H1, Restaura	
Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	Team Kitchen		~	9:00 - 17:00 .≓⊚ H1, Restaura	
Bruno Aldik	Absent	Position Cook 1		~		
al planned hours	12.5h	 Location Restaurant 1 		~	▼ 6h	Oh
tal overtime hours	0h	View budgets] Draft ⑦ Publish 🗸	h	Oh
tal workforce cost	\$190	\$260	\$188 \$171	\$171	\$171	\$0

19 Click Date

ilă!	\Xi Today < Ju	ıl 17, 2022	Iul 99	2022	Colondor vi	ow Employo	noo viow	14/00	de s		No grou	ping 🚿		🎢 Au	to-ass	ign (
			New s	hift					×	a 2	: 💷	04	D Ø	Ĉ	\otimes	曰: 句
oridge		JULY		Shift with assignmer	nt Open shift					EF	21 22		SA	т 23		TOTAL Planned hou
諸	Sorted by First name ∽		-	Date												Cost Leaves
en 🗌	R Time off			Sunday, July 17, 2	2022							(3			
2 2	?) Open shifts (1)		Ō	Start time		End time 1:00		(1h 0m)								6h \$0.00
0	Anne Bonesso Manager ID: 2205 - Full-Time 20b - 30b - Je vais à l'école		-	Repeat		1.00		(9:00 - H1, Re	////// 17:00 . ¤ staura			٣		40h \$855.00
8	Anthony Michaud	0.00 - 1		Does not repeat				•								34h
é	Full-Time ND - 37h	C1, R2 Absent	0	Team Kitchen				~		9:00 - H1, Re	17:00.¤ staura					\$0.00
	🔏 Bruno Aldik 🗼	Absent	Å	Position				~								0.75h
70 -	Full-Time 10h - 37.5h			Cook 1												\$16.76
58			0	Location				~								•
୭	Total planned nours	12.5h		Restaurant I						* 6h		0)h			103.3h
	Total workforce cost	Uh Ólao	View	oudgets			📋 Draft 🕜	Publish	~	n		0	in No			Un
	Iotal Workforde Cost	5190		\$200	5188	31/1	\$17			\$171		5	0			\$1,151

20 Select the date

Today < Ju	il 17, 2022	New s	hift					Emm		viou	W.			Nog	roupin	g 🗸		
															1 0 2			
	JULY		Shift with a	July	2022	Ŧ			<	>								TOTAL Planned hou
	50		Data	S	М	Т	W	т	F	S								
off			Sunday, J													0		
									1	2								
			Start time	3	4	5	6	7	8	9	(1h 0m)							
Anne Bonesso Manager ID: 2205 - Full-Time			Repeat	10	11	12	13	14	15	16	(in only						v	
20h - 30h - Je vais à l'école			Does not	17	18	19	20	2	22	23	~							
Full-Time ND - 37h	0:00 - C1, R2 Absent 0:00 - C1, R2 -	03	Team Kitchen	24	25	26	27	28	29	30	~							
Bruno Aldik Full-Time 10h - 37.5h	Absent		Position Cook 1								~							
lanned hours	12.5h		Location Restaural					TODAY	C C	ANCEL	~	Ŧ	6h) 103.3h
vertime hours	0h	View b	oudgets							Draft (Publish	~	h					Oh
orkforce cost	\$190		\$260		\$188			\$17	-		\$171	5						\$1,151

21 Click Start time

		New s	shift				×							
							A			\$ E	R	Î (章 (2)	
Sorted by First name 🗸	JULY		Shift with assignment O	oen shift				FRI	22		SAT	23	TOTA Plann Cost	L
🕅 Time off			Date Friday, July 22, 2022							0				
(?) Open shifts (1)		Ō	Start time	End tir	ne	(1h 0m)							6h \$0.0	00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		(m)	Repeat	1.00		(in only		9:00 - 17 H1, Rest	7:00 .¤© aura				40h \$85	5.
Anthony Michaud	0:00 - 1 C1, R2		Does not repeat					9:00 - 17	7:00.⊐©				34h \$0.0	þc
112-571	Absent	00	Kitchen			~		mi, kesu	aura					
Bruno Aldik Full-Time 10h-37.5h	S Absent	Ċ	Position Cook 1			~							0.75 \$16	51.7
Total planned bours	10.5b	0	Location			~		6b		Ob			103	
Total overtime hours	0h	View	Restaurant		D Draft @	Dublich		h		Oh			06	ĺ
Total workforce cost	¢100	viewi	buugets			Publish	Ľ	171		Ón			on	

22 Select the start time of the shift

Sorted by First name 🗸	JULY	(
Sorted by First name 🗸	JULY				^
	SU	Shift with assignment	Open shift		FRI 22
R Time off		Friday, July 22, 202	22		
? Open shifts (1)		Start time 0:00	End time 1:00	(1h 0m)	
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		0:00		~	9:00 - 17:00 . ¤⊗ H1, Restaura
Anthony Michaud A Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	0.15	-		9:00 - 17:00 . ¤⊚ H1, Restaura
	0:00 - 1 C1, R2 - Absent	0:30	_	~	
Bruno Aldik A Full-Time 10h - 37.5h		1:00		~	
<		1:15	•	~	
Total planned hours	12.5h	Restaurant			▼ 6h
Total overtime hours	0h	View budgets		🗌 Draft 🕜 🛛 Publish 🗸	h

23 Click End time

Today < Ju	il 17, 2022	New s	shift	Colondar view Employ	roop view	14/07	× ~	No	group	ng 🗸	Ĵ	¢‡ Auto-a	ssign
							3	<u>₽</u>		2	R	ō Ø) 🕸 :
Sorted by First name 🗸	JULY		Shift with assignment	Open shift			Î	FRI	22		SAT	23	TOTAL Planned hou Cost
off			^{Date} Friday, July 22, 2022				1			0			Leaves
Open shifts (1)		Ō	Start time 0:15	Find time		(45m)	ų						6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - <mark>30h</mark> - Je vais à l'école			Repeat			~	9 F	9:00 - 17 11, Resta	:00 .¤© aura			,	40h \$855.00
Anthony Michaud 🗼 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	2	Team Kitchen			~	ç F):00 - 17 11, Resta	:00 . ≓© iura				34h \$0.00
Bruno Aldik 🛕 Full-Time 10h - 37.5h	Absent	Ċ	Position Cook 1			~	ł						0.75h \$16.76
lanned hours	12.5h	\bigcirc	Location Restaurant 1			~	▼ 61	h		Oh			▶ 103.3h
vertime hours	Oh	View b	oudgets		🗌 Draft ⑦	Publish	~ h			0h			0h
orkforce cost	\$190	_	\$260 \$1	188 \$171	517	1	\$1	71		\$0			\$1,151

24 Select the end time for the shift

	ar 17, 2022	New s	hift				×		no-assign
							_∋ ⊻ ⊡	2000	※ 韓:
rted by First name 🗸	JULY		Shift with assigr	nment Open shift	1		FRI 22	SAT 23	TOTAL Planned he Cost
			Date Friday, July 22	2, 2022				0	
en shifts (1)		Ī	Start time 0:15		End time	(45m)			6h \$0.00
ne Bonesso nager 2205 - Full-Time - <mark>30h</mark> - Je vais à l'école			Repeat	at	0:30 15m	(9:00 - 17:00 .⊐ H1, Restaura	2222 V ©	40h \$855.00
hony Michaud 🛕 Time ^{37h}	0:00 - 1 C1, R2 Absent	0	Team	σαι	0:45 30m		9:00 - 17:00 . = H1, Restaura		34h \$0.00
	0:00 - 1 C1, R2 - Absent		Kitchen		1:15 10m				
no Aldik 🛕 Time 37.5h		Ċ	Position Cook 1		1:30 1h 15m				0.75h \$16.76
ed hours	12.5h	\odot	Location Restaurant 1		1:45 1h 30m	•	▼ 6h	Oh	103.3h
ime hours	Oh	View b	oudgets		🗌 Draft	⑦ Publish	h	Oh	Oh
force cost	\$190	_	\$260	\$188	\$1/1	5171	\$171	\$0	\$1,151

25 Click Team drop down menu

Today < Jul	17, 2022	Now e	bift	Calandar via	Employee	o view	INF.	ak (•	No	groupi	ng 🗸		ở‡ Aut	o-ass	ign 🕂
		New 5	iiiit					^	3			e, 1		Ō	\otimes	容 :
Sorted by First name 🗸	JULY		Shift with assignme	ont Open shift						FRI	22		SAT	23		TOTAL A Planned hou Cost
off			^{Date} Friday, July 22, 2	022								¢	•			Leaves
)pen shifts (1)		Ī	Start time 0:15		End time 1:15		(1h 0m)		l							6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			Repeat				~		9:0 H1,	0 - 17: , Resta	00 .¤© ura			v		40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent		Does not repeat						9:0 H1,)0 - 17: , Resta	00.≓© ura					34h \$0.00
	0:00 - 1 C1, R2 - Absent	ä	Kitchen				Č	/								
Bruno Aldik 🛕 Full-Time 10h - 37.5h		Ô	Position Cook 1				~									0.75h \$16.76
		\odot	Location				~									
lanned hours	12.5h	v	Restaurant 1				-		▼ 6h			0	h			103.3h
vertime hours	Oh	View b	udgets			🗌 Draft 🕜	Publish	~	h			0	h			0h
orkforce cost	\$190		\$260	\$188	\$171	\$17	1		\$171			\$	0			\$1,151 🚽

26 Select the team of your choice

		New	shift				×			_			
	UIV						-	⇒ ⊻			R		E TOTA
Sorted by Fi	rst name ∽ St	L	Shirt with assignment Op					FRI	22		SAT	23	Planr Cost
🕅 Time off			Date Friday, July 22, 2022							0			
(?) Open shifts	(1)	Ō	Start time	End time		(1h 0m)							6h \$0.
Anne Bone Manager ID: 2205 - Full 20b - 20b - Lax	SSO Time	-	Repeat	1.15				9:00 - 17 H1, Resta	/////////////////////////////////////		*		401 \$83
Anthony M Full-Time ND - 37h	ichaud (0:00 - C1, R2 Absen		Does not repeat Team Kitchen			• •		9:00 - 17 H1, Resta	':00 .⊐© aura				34h \$0.0
Bruno Aldil Full-Time 10h - 37.5h	Absen	ĉ	Q										0.7 \$16
Total planned hours	12.5h	0	Waiter				+	6h		Oh			103
Total overtime hour	s Oh	View	budgets		🗌 Draft ⑦	Publish		h		0h			Oh
Total workforce cos	t \$190		\$260 \$198	\$1/1	5171			171		\$0			\$1

27 Click Position drop down menu

Today < Jul	17, 2022	101.00	0000	Calandarivia	Employor	no view	Ma		1	lo grou	iping	~	1	Auto-a	assign	0
		New s	hift					×	un ⊅		Po Yo	6	R	Î (章 (1)	:
Sorted by First name 🗸	JULY	Ē	Start time 0:15		End time 1:15		(1h 0m)	•	FR	22		S	SAT	23	TOTAL Planne Cost Leaves	d hou
off Open shifts (1)			Repeat Does not repeat				~					()			6h \$0.00	- D
Anne Bonesso Manager 10: 2205 - Full-Time 2010 - 2010 - Javeis à l'école		00	Team Kitchen				~		9:00 - H1, Res	////// 17:00 .= staura			v		40h \$855	.00
Anthony Michaud	0:00 - 1 C1, R2 Absent	ů	Position Cook 1)	9:00 - H1, Res	17:00 .= staura					34h \$0.00)
	0:00 - 1 C1, R2 - Absent	0	Location Restaurant 1				~									
Bruno Aldik Full-Time 10h - 37.5h															0.75h \$16.7	1 76
		Assig	gned employees													•
lanned hours	12.5h						~	•	6h			0h			103.3	3h 🔶
vertime hours	Oh	View b	oudgets			🗌 Draft 🕐	Publish	~	h			0h			0h	
rorkforce cost	\$190		\$260	\$188	\$1/1	\$17	1	5	171			\$0			\$1,15	51 👻

28 Select the position of your choice

		New SI						<u>•</u>		2/ [Ô	\otimes	容
Sorted by First name 🗸	JULY	Ō	Start time 0:15	End time 1:15	(1	h 0m)		FRI	22		SAT	23		TOTAL Planned Cost Leaves
off Open shifts (1)			Repeat Does not repeat			~								6h \$0.00
Anne Bonesso Manager D: 2205 - Full-Time 2016 - 306 - Je vais à l'école	-	00	Team Kitchen			~	100	1:00 - 17	//////////////////////////////////////			v		40h \$855.
Anthony Michaud Anthony Michaud	0:00 - 1 C1, R2 Absent	Ċ	Position Cook 1			~	ç	:00 - 17 11, Resta	':00 .≓@ aura					34h \$0.00
	0:00 - 1 C1, R2 - Absent	0	Q	~										
Iruno Aldik 🛕 ull-Time Oh - 37.5h		Assir	Cook 1 Supervisor											0.75h \$16.7
anned hours	12.5h	7001		Add		n	- 6	1		OF				103.3
ertime hours	Oh	View b	udgets		🗌 Draft 🕐 🛛 P	ublish 🗸	h			OF	i i			0h
orkforce cost	\$190	_	S260 S	188 \$1/1	\$1/1		\$1	71		ŝ	k.			\$1,15

29 Click Location drop down menu

Today < Ju	17, 2022	101.00.0	Colondar view Empl	avaas view		No grouping	✓ 🥻 Auto-as	ssign 🕂
		New s	hift		×	ь л. г. . о		~ ·
	JULY		Does not repeat	~	^	∄⊻ ⊑ ₂√		TOTAL
Sorted by First name 🛩	SU	00	Team Kitchen	~	J	FRI 22	SAT 23	Planned hou Cost Leaves
)pen shifts (1)		ů	Position Cook 1	~			•	6h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - <mark>30h</mark> - Je vais à l'école		٢	Location Restaurant 1			9:00 - 17:00 .¤⊚ H1, Restaura		40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h	0:00 - 1 C1, R2 Absent	Assig	gned employees			9:00 - 17:00 . = © H1, Restaura		34h \$0.00
Bruno Aldik 🛕 Full-Time 10h - 37.5h	Ausent	Sea	irch in all employees	۹	-			0.75h \$16.76
		Employ	vee	Seniority				
anned hours	12.5h	Recom	mended employees (available) View criteria		•	ih	Oh	103.3h
vertime hours	0h	View b	oudgets	Draft ⑦ Publish	~ +		Oh	Oh
orkforce cost	\$190	-	\$260 \$188 \$171	\$171	\$1	71	\$0	\$1,151

Select the location of your choice

		New shift			×	
	JULY	Doe	not repeat		× -	
Sorted by First name \sim	SU	Team			~	FRI 22
民 Time off		Kito	en			
? Open shifts (1)		Posit Coc	n : 1		~	
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		Loca Res	aurant 1		~	9:00 - 17:00 .¤© H1, Restaura
Anthony Michaud Anthony Michau	0:00 - 1 C1, R2 Absent	C				9:00 - 17:00 .≓⊚ H1, Restaura
	0:00 - C1, R2 -	Assiç Res	aurant 1			
Bruno Aldik	ADSent	Sea Res	aurant 2			
10h - 37.5h		Res	aurant 3		Â	
Total planned hours	12.5h	Recom	Add			6h
Total overtime hours	Oh	View budget		🗌 Draft 🕜 🛛 Pul	olish 🗸	h
Total workforce cost	\$190	826	\$188 \$171	5171		\$171

31 Choose the employee you want to assign for the shift



Do a final check and click Publish

			New shift	×						
					a 1	ŀ 🛅	2	İQ	Ō (曰 曰
	Sorted by First name 🗸	JULY	Assigned employees		F	RI 22		SAT	23	TOTA Plann Cost
Ø	ই Time off		Search in all employees Q				Ø			
	? Open shifts (1)			*						6h
			Employee Seniority							\$0.0
	Anne Bonesso	0	Recommended employees (available) View criteria		0.00	17:00 =0			۷	40h
	ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		Christine Rashford - 22365 0h Nov 2009		9.00 ·	estaura				585
	Am Anthony Michaud A	0:00 - 1	Bruno Aldik 🛦 0.75h		9:00 -	17:00.=@				34h \$0.0
	ND - 37h	Absent	V 🚯 Full-Time Oct 2010		H1, Re	estaura				
		C1, R2 - Absent	Bruno Aldik Oh							
	💰 Bruno Aldik 🔺		Admin 10h-37.5h							0.75
	10h - 37.5h		Claudia Hamilton - 100 Oh Full-Time Jun 2018							510
4	Tetal planned haven	10.51	Manager 10h - 25h - Je suis à l'école							
	Total planned hours	12.5h	Christian Michaud - 10005 🌢 2b		on		U	-		103
	Total overtime nours	UN	View budgets Draft (2) Publish	ř	n					Oh