How to create a shift template?

vøila!

Learn how to create a shift template with Voilà!

1 Navigate to https://console.voila.app/en 2 **Click Schedule** pilà! 1 Dashboard WY Planned hours Draft hours Planned cost 0 hours \$1,234.46 104 hours Schedule Ê 0°n 0 0 Open shifts Assignations to approve Shifts to approve Replacements 3. 4 • 0 0 > > e 4 00 Stand by shifts Recurring shifts that end soon Requests to approve Availabilities to approve 0 0 2. 1 • R sti-Leaves to approve Announcements 18• 29 • Budget repartition \$300.00 \$250.00 \$200.00 \$150.00 0 \$100.00 \$50.00 \$0.00 Thu 04 Aug Total workforce cost

3

Follow the steps to create a schedule

Click the arrow

< Jul 31, 2022 - A	ug 6, 2022 >		Calendar view Employees view							Week 🗸 🛛 No grouping 🗸 🤌 Auto-assign				
			New shift on Thursday, August 4, 2022X							۹	▯骨⊻▯ጶ▯ጶ			
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Click Save as template

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