

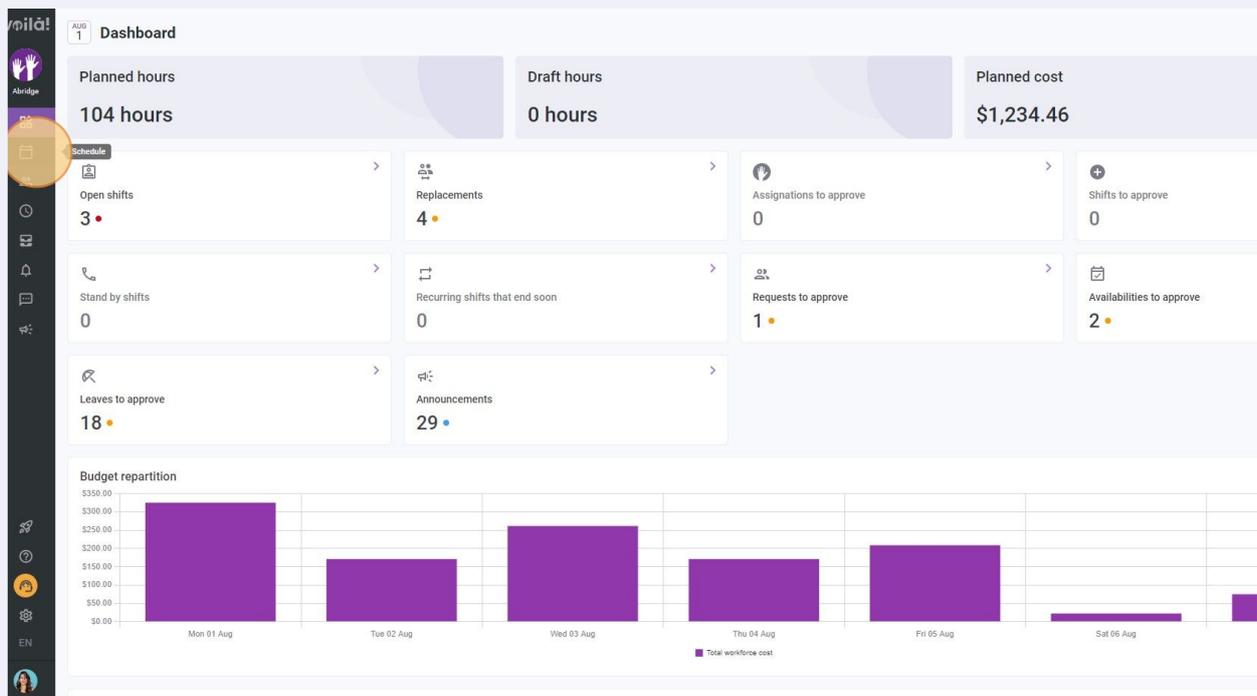
# How to create a shift template?



Learn how to create a shift template with Voilà!

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

2 Click Schedule



3 Follow the steps to create a schedule

## 4 Click the arrow

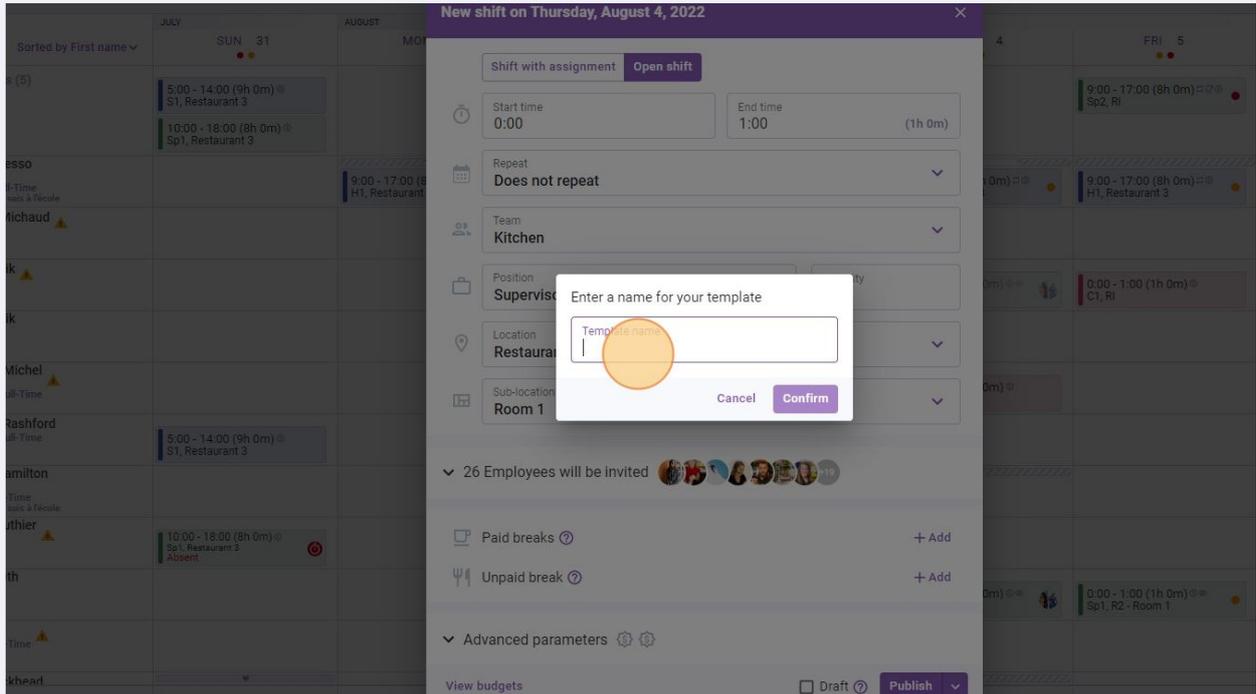
The screenshot shows a scheduling software interface with a calendar view for July 31, 2022, to August 6, 2022. A dialog box titled "New shift on Thursday, August 4, 2022" is open in the center. The dialog box has a purple header and contains the following fields and options:

- Shift with assignment (selected) / Open shift
- Start time: 0:00, End time: 1:00 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Supervisor, Quantity: 1
- Location: Restaurant 2
- Sub-location: Room 1
- 26 Employees will be invited (with employee avatars)
- Paid breaks: + Add
- Unpaid break: + Add
- Advanced parameters: [Settings icon]
- View budgets
- Buttons: Draft, Publish (highlighted with a red circle)

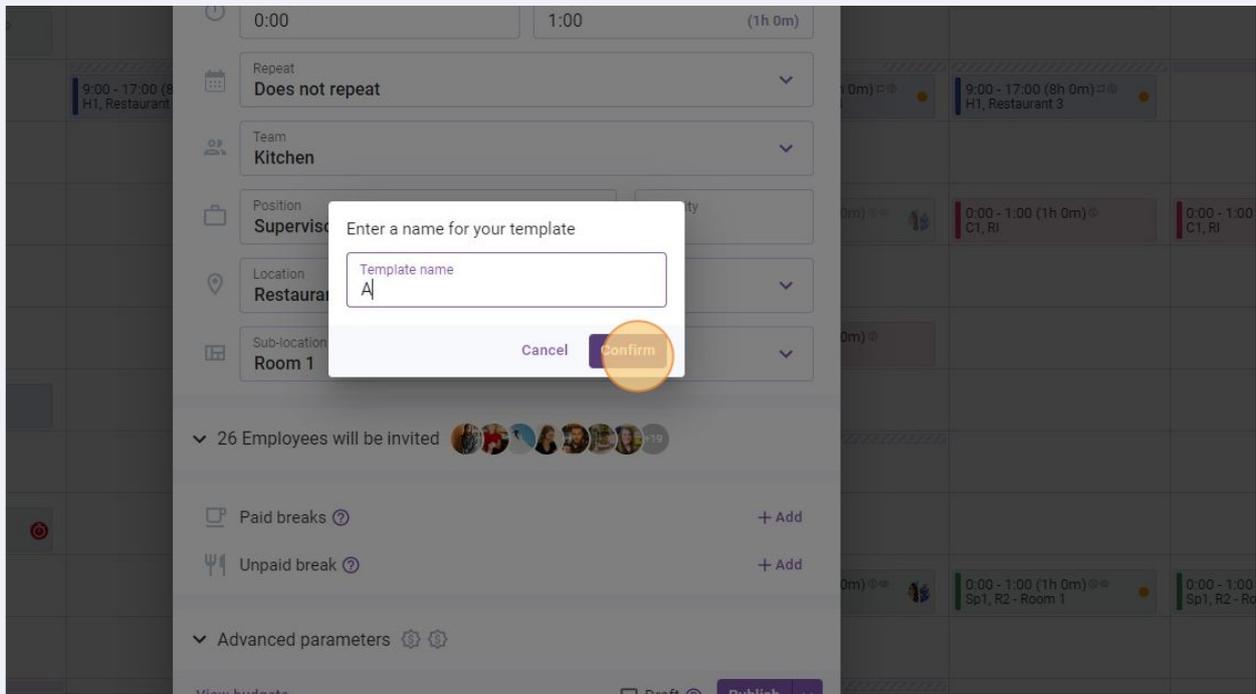
## 5 Click Save as template

This screenshot is identical to the one above, showing the "New shift on Thursday, August 4, 2022" dialog box. However, the "Publish" button is now expanded into a dropdown menu. A red circle highlights the "Save as template" option at the bottom of this menu.

## 6 Type the Template name



## 7 Click Confirm



# 8

## Click Publish

The screenshot displays a scheduling application interface. At the top, there's a navigation bar with 'Calendar view' and 'Employees view' tabs. A date range 'Jul 31, 2022 - Aug 6, 2022' is shown. The main area is a calendar grid with employee names on the left and shift details on the right. A modal window titled 'New shift on Thursday, August 4, 2022' is open in the center. The modal has two tabs: 'Shift with assignment' (selected) and 'Open shift'. It contains the following fields and options:

- Start time: 0:00, End time: 1:00 (1h 0m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Supervisor, Quantity: 1
- Location: Restaurant 2
- Sub-location: Room 1
- 26 Employees will be invited (with employee avatars)
- Paid breaks: + Add
- Unpaid break: + Add
- Advanced parameters: [Settings icon]
- View budgets: [Draft] [Publish]

The background calendar shows shifts for various employees like 'Sp1, Restaurant 3', 'H1, Restaurant 1', and 'C1, R1'. A summary table at the bottom right shows 'Planned hours' and 'Cost' for different days and locations.