

How to create unique availabilities



1 Navigate to the Voilà! web console <https://console.voila.app/en/dashboard>

2 Click on your profile picture.

The screenshot shows the Voilà! dashboard interface. At the top, there's a navigation bar with the Voilà! logo and a user profile picture. The main dashboard area is titled "Dashboard" and features several key metrics:

- Planned hours:** 107 hours
- Draft hours:** 0 hours
- Planned cost:** \$0.00

Below these metrics are several cards for different categories, each with a right-pointing arrow:

- Open shifts:** 21
- Stand by shifts:** 0
- Leaves to approve:** 0
- Replacements:** 0
- Recurring shifts that end soon:** 0
- Announcements:** 0
- Assignations to approve:** 0
- Requests to approve:** 0
- Shifts to approve:** 0
- Availabilities to approve:** 0

At the bottom, there is a "Budget repartition" table with a vertical axis from \$0.00 to \$1.00 and a horizontal axis showing dates from Thu 22 Sep to Tue 27 Sep. A legend indicates that the purple bars represent "Total workforce cost".

3 Click on MY PROFILE.

The screenshot shows a user dashboard with a dark sidebar on the left. The main content area has several cards: 'Leaves to approve' with a value of 0, 'Announcements' with a value of 0, and a 'Budget repartition' chart. A profile menu is overlaid on the dashboard, showing 'Tech Support' with a 'TS' icon, 'MY PROFILE' (highlighted with an orange circle), and 'LOG OUT'. The sidebar contains icons for home, help, profile, settings, and language (EN). The footer shows 'v. 5.9.0 - Versions history - © Voilà! 2022'.

4 Click on the three dots icon next to Availability.

The screenshot shows a user profile page for 'Tech Support'. The left sidebar has a 'Gab Demo' header and various icons, with a notification badge '19' on the profile icon. The profile information is as follows:

- Connection information:** demovoila@gmail.com (with a green checkmark), 4388834544 (with a Canadian flag icon), and a 'Change Password' link.
- Availability:** A yellow warning box states 'Any availability changes must be approved by a manager.' Below it, 'Allow replacements outside availability' is set to 'No'. A three-dot menu icon (highlighted with an orange circle) is next to the 'Availability' header.
- Preferred schedule constraints:** A list of constraints with values: Min weekly hours (ND), Max weekly hours (ND), Max pay period hours (ND), Max days from monday to friday (ND), Max days per weekends (ND), Max shifts per day (ND), and Max hours between shifts (ND).
- General information:** 'ROLE' is 'Admin' and 'EMPLOYEE ID' is 'ND'. 'STATUS' is 'Full-Time' (with a dropdown arrow) and 'HIRING DATE' is 'ND'.
- Additional information:** 'GENDER' is 'Select a gender' (with a dropdown arrow).
- Emergency contacts:** 'PRIMARY CONTACT NAME' is 'ND' and 'SECONDARY CONTACT NAME' is empty.

5 Select Add unique availabilities.

Tech Support

Connection information

demovoila@gmail.com ✓

4388834544

Change Password

Availability

Any avail. approved

Update availability

Add unique unavailabilities

Add unique availabilities

Allow rep. availabil.

Preferred schedule constraints

Min weekly hours ND

Max weekly hours ND

Max pay period hours ND

Max days from monday to friday ND

Max days per weekends ND

Max shifts per day ND

Max hours between shifts ND

SUNDAY All day

MONDAY All day

TUESDAY All day

WEDNESDAY All day

THURSDAY All day

ROLE Admin	EMPLOYEE ID ND	EMAIL demovoila@gmail.com
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General information

STATUS Full-Time	HIRING DATE ND	MAX HOURS PER WEEK ND
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Additional information

GENDER Select a gender	DATE OF BIRTH ND
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Emergency contacts

PRIMARY CONTACT NAME ND	PRIMARY CONTACT PHONE ND
SECONDARY CONTACT NAME ND	SECONDARY CONTACT PHONE ND

Time banks

	Code	Quantity	Preapproved Leave
Vacation leave	DEFAULT	0 days	0 days
Congé maladie	02	0 days	0 days

6 Select the desired date.

September 2022 < >

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

All day

Note for manager

Note

MAX HOURS PER WEEK

ND

7

Click on add (x) availabilities.

The screenshot shows a calendar modal window overlaid on a background form. The calendar displays a grid of dates from 1 to 30. The date 22 is circled in white, and the date 24 is highlighted in a dark purple circle. Below the calendar, there is a checked checkbox labeled "All day", a text input field for "Note for manager" with the placeholder text "Note", and two buttons: "Cancel" and "Add 1 availability". The background form is dimmed and shows fields for "ADDRESS", "PRIMARY CONTACT NOTE", "SECONDARY CONTACT NOTE", and "Available Leave".