

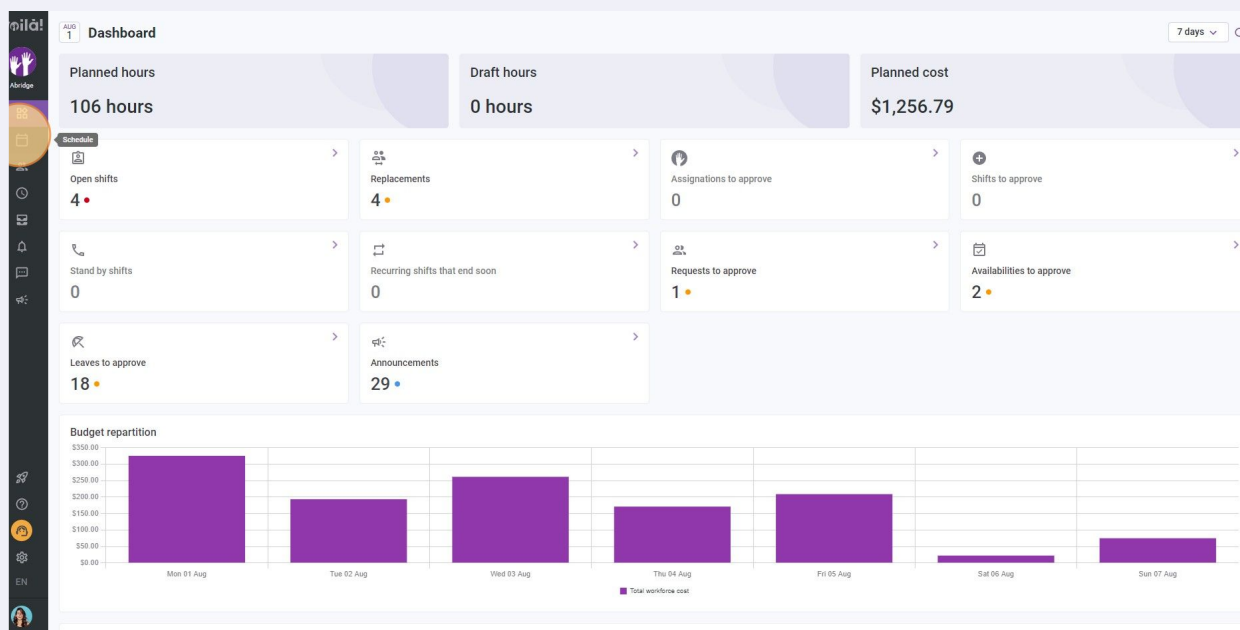
How to delete multiple shifts?



Learn how to delete multiple shifts with Voilà!

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

2 Select Schedule



3 Click the trash can icon located at the top right of the schedule

Calendar view Employees view Week No grouping Auto-assign

Search, Print, Download, Copy, Paste, Undo, Redo, Refresh, Settings, Help

AUGUST							
MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6		
		10:00 - 18:00 (8h 0m) Sp2, CB	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) Sp2, RI			42h \$0.00
		10:00 - 18:00 (8h 0m) Sp2, CB					
9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3			40h \$855.00
		10:55 - 17:00 (6h 5m) H1, RI					6.08h \$0.00
	0:00 - 1:00 (1h 0m) C1, R2 - Room 1		0:00 - 1:00 (1h 0m) Sp2, CB	0:00 - 1:00 (1h 0m) C1, RI	0:00 - 1:00 (1h 0m) C1, RI		3h \$66.99
							0h \$0.00
			0:00 - 1:00 (1h 0m) C1, R2 - Room 1				1h \$0.00
							9h \$173.25
							0h \$0.00
							8h \$240.00
							3h \$0.00
			0:00 - 1:00 (1h 0m) Sp2, CB	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1		3h \$0.00

4 Click From

Jul 31, 2022 - Aug 6, 2022 Calendar view Employees view Week No grouping Auto-assign

Sorted by First name v

Delete events

Delete shifts

From Sunday, July 31, 2022

☐ Without end date

To Saturday, August 6, 2022

Teams All teams

Positions All positions

Locations All locations

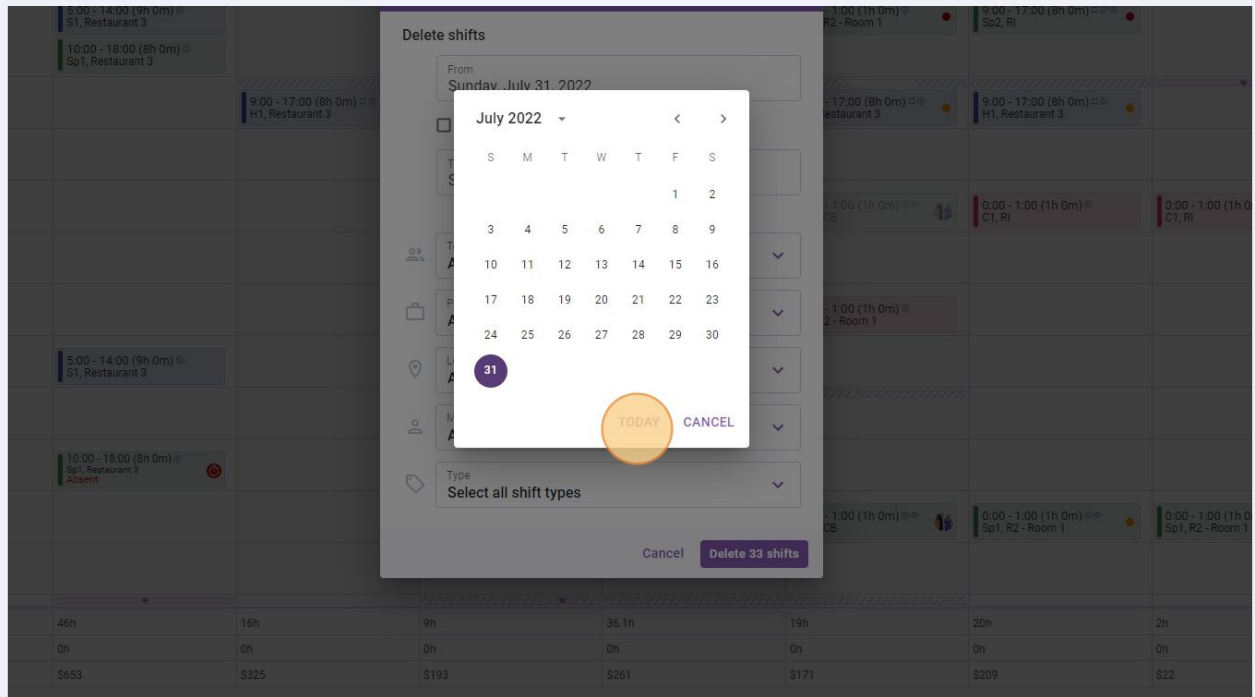
Members All employees

Type Select all shift types

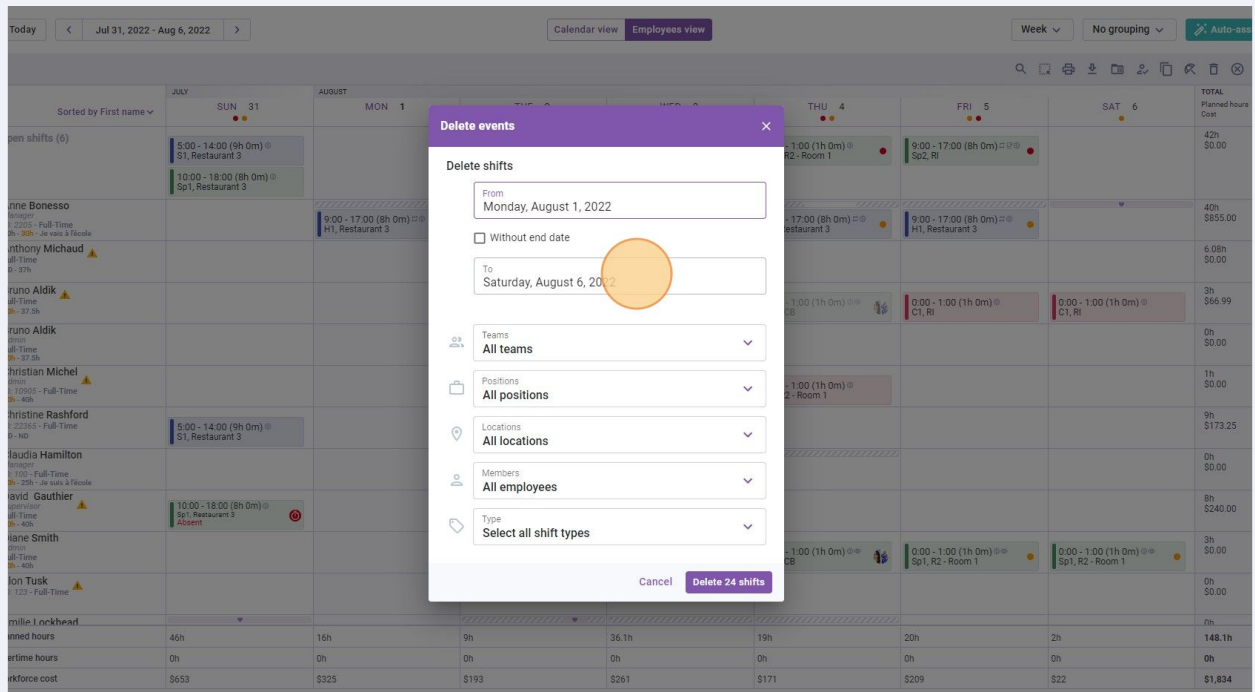
Cancel Delete 33 shifts

JULY		AUGUST					TOTAL
SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Planned hours Cost
5:00 - 14:00 (9h 0m) S1, Restaurant 3				1:00 (1h 0m) Sp2, R2 - Room 1	9:00 - 17:00 (8h 0m) Sp2, RI		42h \$0.00
10:00 - 18:00 (8h 0m) Sp1, Restaurant 3				17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3		40h \$855.00
	9:00 - 17:00 (8h 0m) H1, Restaurant 3						6.08h \$0.00
				1:00 (1h 0m) Sp2, CB	0:00 - 1:00 (1h 0m) C1, RI	0:00 - 1:00 (1h 0m) C1, RI	3h \$66.99
				1:00 (1h 0m) C1, R2 - Room 1			0h \$0.00
				1:00 (1h 0m) C1, R2 - Room 1			1h \$0.00
							9h \$173.25
							0h \$0.00
							8h \$240.00
							3h \$0.00
							0h \$0.00
							0h \$0.00
46h	16h	9h	36.1h	19h	20h	2h	148.1h
\$653	\$325	\$193	\$261	\$171	\$209	\$22	\$1,834

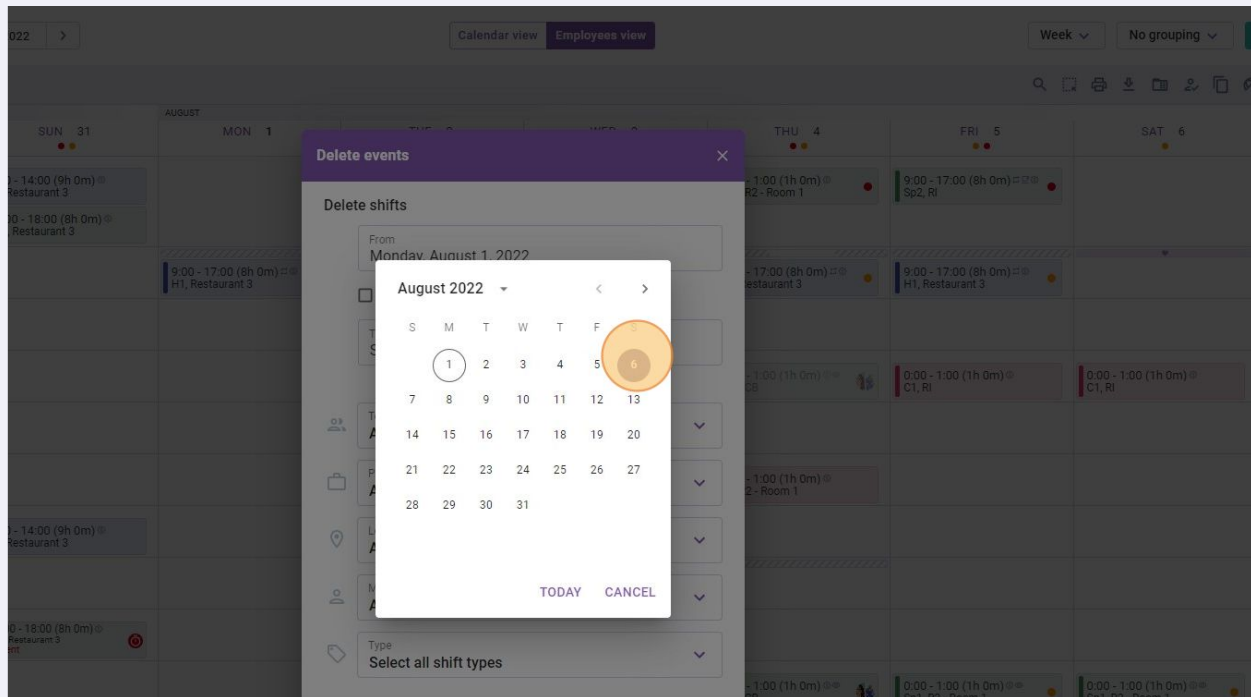
5 Choose the start date over which you want to delete the shifts



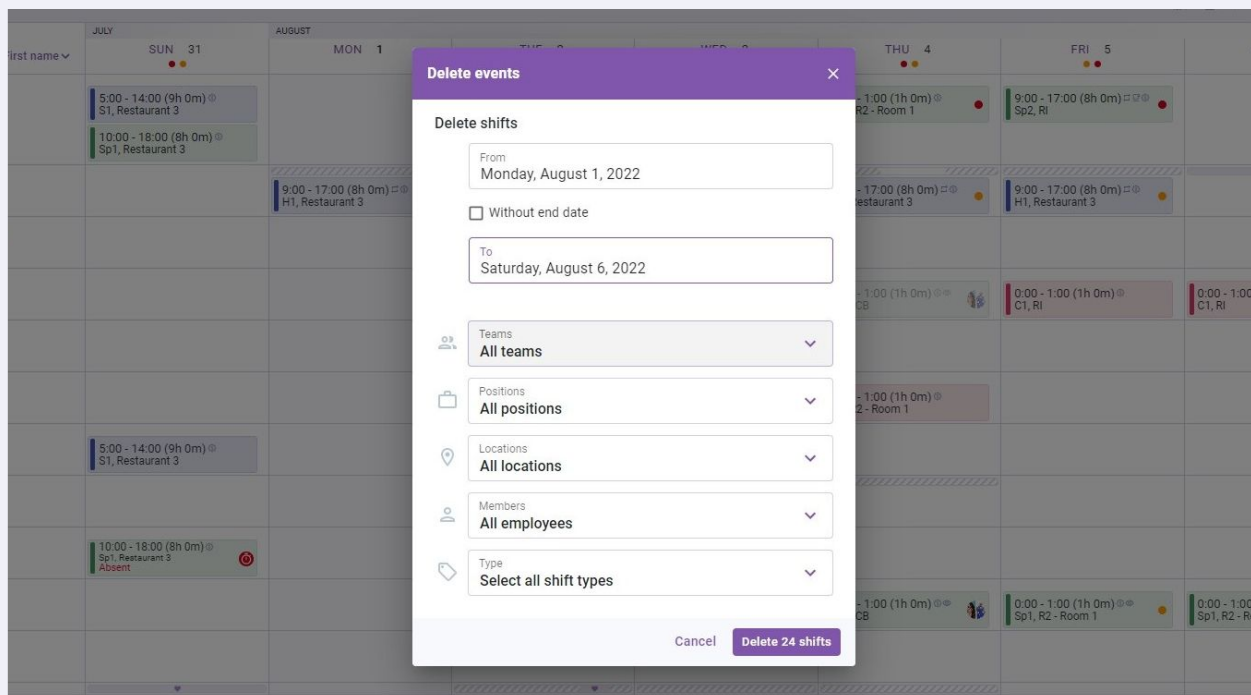
6 Click To



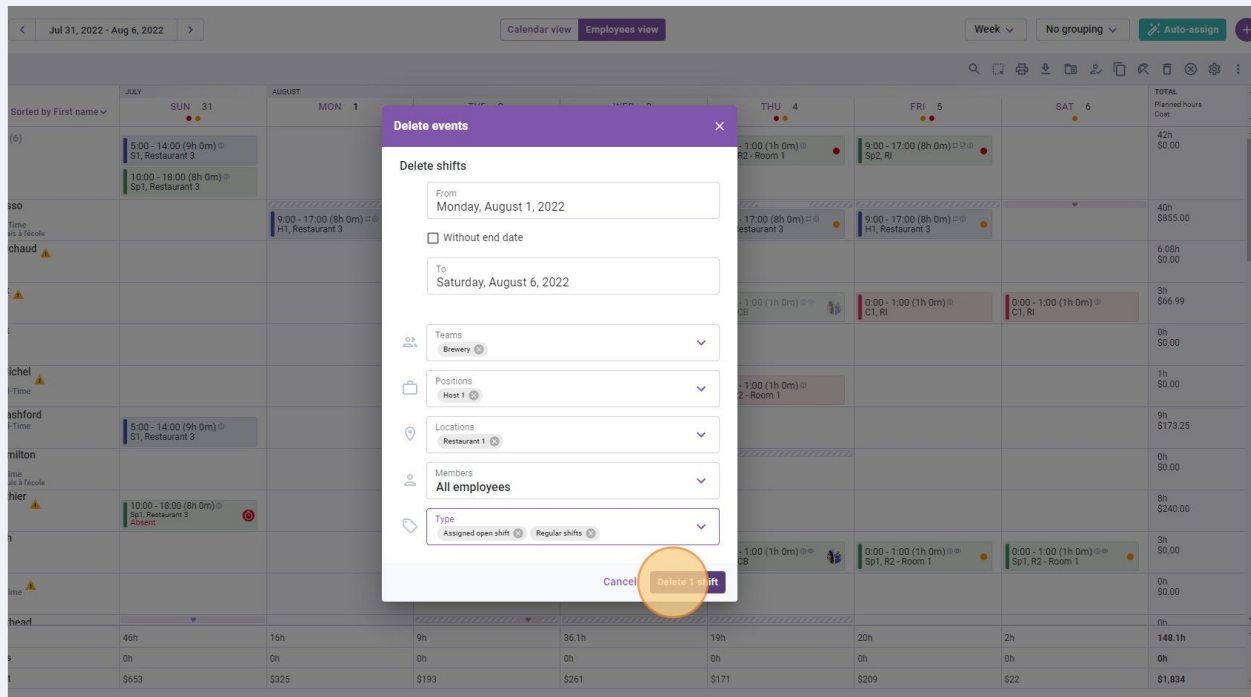
7 Choose the end date over which you want to delete the shifts



8 Select Teams, Positions, Locations, Members and Type if required



9 Click Delete shift



10 Click Confirm

