How to delete multiple shifts?

Learn how to delete multiple shifts with Voilà!

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



Voila!

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

	Calendar vi	ew Employees view		Week	No grouping V	🥻 Auto-assign 🕂
				٩ 🗆	. ⊕ ⊻ ⊡ 2 ⊡ (
AUGUST						Seleta -
MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Cost
		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				
0:00 17:00 (9h 0m) 17/0	0:00 17:00 (9h 0m) t/0	♥ 0:00_17:00 (9b.0m) ⊂ 0	0:00 17:00 (9b 0m) r(0	0:00 17:00 (9h 0m) 10	· · · · ·	40h \$855.00
H1, Restaurant 3	H1, Restaurant 3	H1, Restaurant 3	H1, Restaurant 3	H1, Restaurant 3		0000.00
		10:55 - 17:00 (6h 5m) #말⊕ H1, RI				6.08h \$0.00
	0:00 - 1:00 (1h 0m) C1, R2 - Room 1		0:00 - 1:00 (1h 0m) © 🌘	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
		Ψ				0h \$0.00
						8h \$240.00
			0:00 - 1:00 (1h 0m) ©©	0:00 - 1:00 (1h 0m) ©	0:00 - 1:00 (1h 0m) @@	3h \$0.00

4 Click From

< Jul 31, 2022 - A	Aug 6, 2022 >			Calendar	view Employees view			We	ek 🗸 🛛 No grouping 🤟	🎢 Auto-assig
								Q		₹ 🗊 🛞 ౙ
orted by First name 🗸	JULY SUN 31	AUGUST MON 1	Delete				THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		Delete	events		^	- 1:00 (1h 0m) R2 - Room 1	9:00 - 17:00 (8h 0m) # 20 • Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3		Delete	From						
		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3		Sunday, July 31, 2022	2		- 17:00 (8h 0m) = 0	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	•	40h \$855.00
d 🔺] Without end date						6.08h \$0.00
				Saturday, August 6, 2	022		- 1:00 (1h 0m) ©©	0:00 - 1:00 (1h 0m)®	0:00 - 1:00 (1h 0m) @	3h \$66.99
			0	Teams All teams		~				0h \$0.00
A			- C	Positions All positions		~	- 1:00 (1h 0m) @ 2 - Room 1			1h \$0.00
rd	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3		0	Locations		~				9h \$173.25
1 vole			•	Members		~				0h \$0.00
<u>k</u>	10:00 - 18:00 (8h 0m) © Sp1, Restaurent 3			All employees						8h \$240.00
				Select all shift types		*	- 1:00 (1h 0m) 👁 👔	0:00 - 1:00 (1h 0m)@@	0:00 - 1:00 (1h 0m) @@	3h \$0.00
					Cancel De	ete 33 shifts				0h \$0.00
	*									Ob
	46h	16h	9h		36.1h	19h		20h	2h	148.1h
	Oh	Oh	Oh		Oh	Oh		Oh	Oh	Oh
	\$653	\$325	\$193		\$261	\$171		\$209	\$22	\$1,834

Delete shifts 10:00 - 18:00 (8h 0m) Sp1, Restaurant 3 9:00 - 17:00 (8h 0m) = H1, Restaurant 3 17:00 (8h 0m) = • • 9:00 - 17:00 (8h 0m) = • • • • • • • • July 2022 👻 > < М Т W Т S F s 2 8 9 16 13 14 15 10 12 23 22 30 24 29 5:00 - 14:00 (9h 0m) \$1, Restaurant 3 CANCEL 6 Select all shift types :00 (1h 0m) 0 = 0 0:00 - 1:00 (1h 0m) 0 = 0 0:00 - 1:00 (1h 0m) 5 0 0:00 - 1:00 (1h 0m) 0 = 0 0:00 (1h 0m) 0 = 0 0:00 - 1:00 (1h 0m) 0 = 0 0:00 - 1: Cancel Delete 33 shifts

6 Click To

5

Today 🔍 🕹 Jul 31, 2022 - A	Aug 6, 2022 >		Cal	endar view Employees vie	~		Wei	ek 🗸 📄 No grouping 🧹	🎢 Auto-a
							۹		R D Ø
Sorted by First name 🗸	SUN 31	AUGUST MON 1	Delote evente	l uro o		THU 4	FRI 5	SAT 6	TOTAL Planned hou Cost
oen shifts (6)	5:00 - 14:00 (9h 0m) © \$1, Restaurant 3		Delete events		^	• 1:00 (1h 0m) © R2 - Room 1	9:00 - 17:00 (8h 0m) 5 P . Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3		From						
ine Bonesso Inager 12205 - Full-Time 6- 306 - Je vals à l'école		9:00 - 17:00 (8h 0m) #@ H1, Restaurant 3	Monday, August	1, 2022		- 17:00 (8h 0m) = © 🔹	9:00 - 17:00 (8h 0m) #	0	40h \$855.00
nthony Michaud 🛕 II-Time I- 37h			To Soturday Augus	+ 6. 2002					6.08h \$0.00
runo Aldik 🔔 II-Time h- 37.5h			Saturday, Augus	10,2022		. 1:00 (1h 0m) 👓 🌗	0:00 - 1:00 (1h 0m)® C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h \$66.99
uno Aldik ^{min} I-Time 8-37.5h			All teams		~				0h \$0.00
nristian Michel Imin 10905 - Full-Time h - 40h			Positions All positions		~	- 1:00 (1h 0m) © 2 - Room 1			1h \$0.00
nristine Rashford 22365 - Full-Time - ND	5:00 - 14:00 (9h 0m) © \$1, Restaurant 3		Locations All locations		~				9h \$173.25
audia Hamilton mager 100 - Full-Time h - 25h - Je suis à l'école			Members		~	*****			0h \$0.00
avid Gauthier	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent		Type		~				8h \$240.00
ane Smith Inter II-Time 8-40h			Select all shift ty	rpes		- 1:00 (1h 0m) © 🏾 🚺	0:00 - 1:00 (1h 0m) © * • Sp1, R2 - Room 1 •	0:00 - 1:00 (1h 0m) @@ \$p1, R2 - Room 1	3h \$0.00
on Tusk 123 - Full-Time			_	Cancel	elete 24 shifts				0h \$0.00
nilie Lockhead	é. •			· · · · · · · · · · · · · · · · · · ·					Oh
nned hours	46h	16h	9h	36.1h	19h		20h	2h	148.1h
rtime hours	Oh	Oh	Oh	Oh	Oh		Oh	Oh	Oh
kforce cost	\$653	\$325	\$193	\$261	\$171		\$209	\$22	\$1,834

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

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

022 >		Calendar view Employees view	Calendar view Employees view			✓ No grouping ✓
						3 4 10 2 10 0
SUN 31	MON 1	Delete events		THU 4	FRI 5	SAT 6
) - 14:00 (9h 0m) Restaurant 3		Delete shifts		• 1:00 (1h 0m) © R2 - Room 1 •	9:00 - 17:00 (8h 0m) = 20 • Sp2, Ri	
Restaurant 3	9:00 - 17:00 (8h 0m) #0 H1, Restaurant 3	From Monday August 1,2022 August 2022 - < >		- 17:00 (8h 0m) = 0	9:00 - 17:00 (8h 0m) #0 H1, Restaurant 3	•
		S M T W T F (1) 2 3 4 5 (6) 7 8 9 10 11 12 13 4 14 15 16 17 18 19 20	~	21:00 (1h 0m) (1 = 16	0:00 - 1:00 (1h 0m) Φ C1, RI	0.00 - 1:00 (1h 0m) 0 C1,RI
) - 14:00 (9h 0m) ⊛		21 22 23 24 25 26 27 28 29 30 31	~	- 1:00 (1h 0m) © 2 - Room 1		
Restaurant 3		TODAY CANCEL	~			
0 - 18:00 (8h 0m) Restaurant 3		Type Select all shift types	~	- 1:00 (1h 0m) 0.0	0:00 - 1:00 (1h 0m)@@ Sn1 R2 - Room 1	0:00 - 1:00 (1h 0m) @ # Sn1 R2 - Room 1

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

rst name 🛩	JULY SUN 31	AUGUST MON 1	The a lines a		THU 4	FRI 5	
	5:00 - 14:00 (9h 0m) ⊕ S1, Restaurant 3		Delete events	×	1:00 (1h 0m) ©	9:00 - 17:00 (8h 0m) ¤ ₽Ф ●	
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3		Delete shifts				
		9:00 - 17:00 (8h 0m) ⊏⊕	Monday, August 1, 2022		17:00 (8h 0m) = 0	9:00 - 17:00 (8h 0m) = 0	
		Trij nestadian o	Without end date		stadianto	TH, NORMANNO	
			To Saturday, August 6, 2022				
					1:00 (1h 0m) 🕬 🎼	0:00 - 1:00 (1h 0m)® C1, Ri	0:00 - 1:0 C1, RI
			All teams	~			
			Positions All positions	~ 2	1:00 (1h 0m) ® - Room 1		
	5:00 - 14:00 (9h 0m) S1, Restaurant 3		Locations All locations	~			
			All employees	~			
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent		Select all shift types	~			
					1:00 (1h 0m) 🔍 🎁	0:00 - 1:00 (1h 0m) \$p1, R2 - Room 1	0:00 - 1:0 Sp1, R2 - F
			Cancel Delete 2	24 shifts			
	*		annannan • mannannannan				

9 Click Delete shift

< Jul 31, 2022 - A	ug 6, 2022 >		Calendar	view Employees view			(Week v No grouping v	🎢 Auto-assign
								< ः ⊜ ≛ ⊡ ะ ⊡	
Sorted by First name 🗸	SUN 31	AUGUST MON 1	Delete events			THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
(6)	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		Delete shifts		^	- 1:00 (1h 0m) © R2 - Room 1	9:00 - 17:00 (8h 0m) = 80 Sp2, Ri	•	42h \$0.00
	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3		From		1				
SSO Time sis à l'école		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	Monday, August 1, 20	22		- 17:00 (8h 0m) 🕬 🔹	9:00 - 17:00 (8h 0m) = @ H1, Restaurant 3	•	40h \$855.00
chaud 🔔			To		7				6.08h \$0.00
*			Saturday, August 6, 2	022		- 1:00 (1h 0m) ©© 15	0:00 - 1:00 (1h 0m)© C1, Ri	0:00 - 1:00 (1h 0m) @ C1, RI	3h \$66.99
			Teams Brewery (2)	\$	~				0h \$0.00
ichel			Positions Host 1 (3)	``	~	- 1:00 (1h 0m) @ 2 - Room 1			1h \$0.00
ashford I-Time	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		Locations Restaurant 1 (2)	,	~				9h \$173.25
milton ime			o Members		-				0h \$0.00
hier 🔔	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3		All employees						8h \$240.00
n			Assigned open shift 🛞 Reg	uler shifts (2)		- 1:00 (1h 0m) 👁 🤹	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) ◎ ◎ Sp1, R2 - Room 1	3h \$0.00
ime 🔺				Cancel Delete 1 s	ift				0h \$0.00
head				as annan					Ob
	46h	16h	9h	36.1h	19h		20h	2h	148.1h
5	Oh	Oh	Oh	Oh	Oh		Oh	Oh	Oh
t	\$653	\$325	\$193	\$261	\$171		\$209	\$22	\$1,834

Click Confirm

	Delete shifts	NE SUNDIN 1	ake w
	From Monday, August 1, 2022	277. (J1770) (05 Dav) 5 8	
H1, Restaurant 3	Without end date	estaurant 3	H1, Restaurant 3
	To Saturday, August 6, 2022		
	Confirm action X	-1:00 (1h 0m) t-0 15	0:00 - 1:00 (1h 0m) @ 0:00 - 1:00 C1, RI
	Do you really want to delete 1 shift?	~	
	Cancel Confirm	→ 2 - Room 1	
	C Locations Restaurant 1	~	
	All employees	►	
۲	Type Assigned open shift Regular shifts	~	
		- 1:00 (1h 0m) 🔍 🎁	0:00 - 1:00 (1h 0m) 0 = 0:00 - 1:00 Sp1, R2 - Room 1 Sp1, R2 - Ro
	Cancel Delete	1 shift	