# How to edit a shift?

# vøila!

Learn how to edit a shift with Voilà!

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

Dashboard								7 days 🗸
Planned hours		ſ	Draft hours			Planned	cost	
94 hours			10 hours			\$988.	98	
Schedule © Open shifts 6 •	>	Replacements		> ( ^ C	ssignations to approve	>	<ul><li>Shifts to approve</li></ul>	
جے Stand by shifts O	>	C Recurring shifts 2●	that end soon	> 2 R	equests to approve	>	<ul> <li>✓</li> <li>Availabilities to appro</li> <li>4 ●</li> </ul>	ove
C Leaves to approve	>	다. Announcements		>				

## Right-click the shift you want to edit

(Ŧ)	Today < Ju	l 24, 2022 - Jul 30, 20	22 >	Calendar view	Employe	ees view	Week	~	No grouping	✓ 🥻 Auto-a	issign
					This period	has drafts	Publish Q 🔅	9	⊻ 🖬 🏖		) 🕸 :
	Sorted by First name 🗸	JULY SUN 24	MON 25	TUE 26		(	AM		FRI 29	SAT 30	TOTAL Planned hou Cost
?	Open shifts (9)	12:00 - 16:00 H1, Restaura <sub>0/2</sub>	8:00 - 16:00 () C1, RI	12:00 - 16:00 H1, Restaura	2	Anthony N	1ichaud				12h (20h) \$0.00
e	Anne Bonesso Manager 1D: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 . <i>⊑</i> ⊚ H1, Restaura	9:00 - 17:00 . ≓⊚ H1, Restaura		Host 1 9:00 - 17:0 Tuesday, Jul	0 (8h) v 26. 2022		- 17:00 . ≓® Restaura	j 🖉 🌩	40h \$855.00
AN	Anthony Michaud A Full-Time ND - 37h		9:00 - 17:00 . ≓ H1, Restaura	9100 - 17:00 . ≓@ H1 Restaura	0	Restaurant 700 Rue Dor	t 3 chester, Saint-Jean-su	r-	- 17:00 . ≓⊚ Restaura		40h \$0.00
1	Bruno Aldik A Full-Time 10h - 37.5h					Planned to	otal : 8h				0h \$0.00
6	Bruno Aldik Admin Full-Time 10h - 37.5h				ĻŢ	Every weel	kday until October 5	i,			0h \$0.00
	Christian Michaud				ŵ	(ID : 3343)					0h ·
Tot	al planned hours	8h (8h)	20h (28h)	20h (20h)	133	Example 1			6h)	<b>0h</b> (0h)	100h (10
Tot	al overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)		0h (0h)	0h (0	Dh)	0h (0h)	0h
Tot	al workforce cost	\$89 (\$89)	\$260 (\$260)	\$171 (\$171)	\$171 (\$1	171)	\$171 (\$171)	\$171	(\$171)	\$0 (\$0)	\$1,034 (\$

#### Select Edit shift

Today < Ju	l 24, 2022 - Jul 30, 20	22 >	Calendar view	Employees view	We	eek '	<b>~</b>	No gr	ouping		1	Auto-	assign	G
				This period has drafts Publish	Q		8	⊉ ⊏	I 2/	Ē	R	Î (	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	:
	JULY												тот	AL
Sorted by First name 🗸	SUN 24	MON 25	TUE 26	WED 27 THU	J 28			FRI 2	9	5	SAT	30	Plan Cost	ned hou
pen shifts (9)	12:00 - 16:00 H1, Restaura <sub>0/2</sub>	8:00 - 16:00 (\$ C1, RI	12:00 - 16:00 H1, Restaura	e Select	-								12ł \$0.	n (20h) 00
Anne Bonesso Manager D: 2205 - Full-Time 20h - <mark>30h</mark> - Je vais à l'école	٧	9:00 - 17:00 . □ © H1, Restaura	9:00 - 17:00 . ¤⊚ H1, Restaura	<ul><li>Save as shift template</li><li>Copy shift</li></ul>	1	0	9:00 H1,	- 17:00 Restaura	.=©		٣		40ł \$85	1 55.00
Anthony Michaud 🛕 Full-Time ND - 37h		9:00 - 17:00 . ≓	9:00 - 17:00 . <b>≓</b> H1, Restaura	X Cut shift	4	۲	9:00 H1,	- 17:00 Restaura	.=©				40ł \$0.	1 00
Bruno Aldik 🛕 Full-Time 10h - 37.5h				Change hours	ł								0h \$0.	00
Bruno Aldik Admin Full-Time 10h - 37.5h				/ Split shift	1								0h \$0.	00
Christian Michaud 🔒				2√ Reassign									0h	
anned hours	8h (8h)	20h (28h)	20h (20h)	🚔 Swap shift with coworke	er		16h (1	6h)		<b>0h</b> (0h	)		100	<b>Dh</b> (10
vertime hours	0h (0h)	0h (0h)	0h (0h)	2? Create a replacement			0h (0h	)		<b>0h</b> (0h	)		Oh	
orkforce cost	\$89 (\$89)	\$260 (\$260)	\$171 (\$171)		-		\$171	\$171)		\$0 (\$0	)		\$1,	,034 (\$

#### 5 Click Date Jul 24, 2022 Jul 20, 2022 Today < Maak No grouping 🗸 🥻 Auto-assign 🕇 🕂 -Edit shift \*\* ● ⊻ □ ≈ □ ≪ ī ≪ \$ : JULY TOTAL Planned ho Cost <sup>Date</sup> Tuesday, July 26, 2022 ::: FRI 29 SAT 30 Sorted by First name $\sim$ 12h (20h \$0.00 Start time End time 12:00 H1, Re: Ō 17:00 9:00 (8h 0m) Anne Bonesso 40h \$855.00 9 Repeat 9:00 - 17:00 .**≓**⊚ H1, Restaura... ::: ~ Every weekday until October 5, 2022 Anthony Michaud A Full-Time ND - 37h 40h \$0.00 9:00 - 17:00 . ≓© H1. Restaura... During 3 months V Bruno Aldik 🛕 Full-Time 10h - 37.5h 0h \$0.00 Team 0 ~ Kitchen Bruno Aldik 0h \$0.00 Position ů ~ Christian Michaud 0h • 100h (10 Total planned hours 8h (8h Location **h** (16h) 0h (0h) Total overtime hours 🗌 Draft 🕜 🛛 Save 🗸 0h (0h) 0h (0h) 0h View budgets Total workforce cost \$89 (\$8 \$0 (\$0) \$1,034 (\$

#### 6

#### Select the date for the shift

	1 24, 2022													No grouping	
		Edit sl	nift												
													<u>^</u>		
	JULY		<sup>Date</sup> Tuesday,	July	2022	*			<	>			F	RI 29	
				S	Μ	Т	W	Т	F	S					
	12:00 H1, Res		Start time 9:00						1	2	(8	h 0m)			
Anne Bonesso Manager ID: 2205 - Full-Time			Repeat	3	4	5	б	7	8	9		~	9:00 H1, R		v
Anthony Michaud			Lvery wet	10	11	12	13	14	15	16					
Full-Time ND - 37h			During 3 months	17	18	19	20	21	22	23		~	9:00 H1, R		
Bruno Aldik 🔺 Full-Time			Teem	24	25	26		28	29	30					
		0	Kitchen	31								~			
Admin															
Full-Time 10h - 37.5h			Position									~			
Christian Michaud			_					TODA	( C	ANCEL					
Total planned hours	8h (8h)		Location	_									▼ 6h (16		
Total overtime hours	0h (0h)	View b	udgets							D	aft ⑦	Save	🗸 h (0h)		
Total workforce cost	\$89 (\$89)		SZ60 (SZ60		51/1	(51/1)		517	1(51/1	1	51/1 (51	741	\$171 (\$		

#### Click Start time

		Edit s	nift	×		
				A		ov Y
Sorted by First name	JULY SU		Date Wednesday, July 27, 2022		FRI 29	
? Open shifts (9)	12:00 H1, Re:	Ō	Start time 9:00 End time 17:00 (8h 0)	m)		
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'écol	e		Repeat Every weekday until October 5, 2022	~	9:00 - 17:00 .¤© H1, Restaura	
Anthony Michaud Full-Time ND - 37h	A		During 3 months	~	9:00 - 17:00 .¤© H1, Restaura	
Bruno Aldik A Full-Time 10h - 37.5h		0	Team	~		
Bruno Aldik Admin Full-Time 10h - 37.5h		Å	Position			
Christian Michaud	*			×		
Total planned hours	8h (8h)	$\sim$	Location	-	<b>6h</b> (16h)	
Total overtime hours	0h (0h)	View l	udgets 🗌 Draft 🔊 🚺	ve 🗸	<b>h</b> (0h)	
Total workforce cost	\$89 (\$89)	_	S260 (S260) S1/1 (S1/1) S1/1 (S1/1) S1/1 (S1/1)		<b>\$171</b> (\$171)	

#### Select the start time for the shift

										) E
	Sorted by First name 🗸	JULY		Date Wednesday, July 27, 2022				FRI 29	SAT 30	F
	Open shifts (9)	12:00 H1, Re	Ō	Start time 9:00	End time 17:00	(8h 0m)				
9	Anne Bonesso Manager 10: 2205 - Full-Time 20h - 30h - Je vais à l'école	Concession of the local division of the loca		7:45	.022	~		9:00 - 17:00 . ⇔© H1, Restaura	•	
AN	Anthony Michaud A Full-Time ND - 37h			800		~		9:00 - 17:00 . ≓⊚ H1, Restaura		
*	Bruno Aldik A Full-Time 10h - 37.5h		0	8:30		~				
6	Bruno Aldik Admin Full-Time			8:45 9:00						
-	Christian Michaud				<u> </u>	~				
Tota	al planned hours	8h (8h)	$\sim$	Location				▼ 6h (16h)	0h (0h)	
Tota	al overtime hours	0h (0h)	View b	udgets		Draft ⑦ Save	~	h (0h)	0h (0h)	
Tota	al workforce cost	\$89 (\$891		S260 (S260)	(1) \$1/1 (\$1/1	1 181/1 (\$1/1)		<b>15171</b> (\$171)	\$0 (\$0)	ł

#### 9 Click End time

	Jul 24, 2022	Edit sl	ift	×	No groupi	ng 🗸 🖉 Auto-a	assign
		Luit					) \$ :
Sorted by First name 🗸	, JULY SU		Date Wednesday, July 27, 2022		FRI 29	SAT 30	TOTAL Planned ho Cost
? Open shifts (9)	12:00 H1, Re:	Ō	Start time 8:00 End time 17:00 (9h 0	m)			12h (20h) \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			Repeat Every weekday until October 5, 2022	~	9:00 - 17:00 .¤@ H1, Restaura	2 •	40h \$855.00
Anthony Michaud A Full-Time ND - 37h	k.		During 3 months	~	9:00 - 17:00 .¤⊚ H1, Restaura		40h \$0.00
Bruno Aldik A Full-Time 10h - 37.5h		0)	Team	~			0h \$0.00
Bruno Aldik Admin Full-Time			Kitchen Position				0h \$0.00
Christian Michaud				~			0h
Total planned hours	8h (8h)	~	Location		► 6h (16h)	<b>0</b> h (0h)	100h (1
Total overtime hours	0h (0h)	View b	udgets 🗌 Draft 🕐 🔽	ive 🗸	h (0h)	0h (0h)	0h
Total workforce cost	\$89 (\$89)		S260 (S260) S1/1 (S1/1) S1/1 (S1/1) S1/1 (S1/1)		\$171 (\$171)	\$0 (\$0)	\$1.034

#### Select the end time for the shift

Today < Jul 24	l, 2022 E	dit sh	nift	Employage view	X	No	o groupino	<b>)</b> ~	<i>'</i> ∂ <sup>‡</sup> AL	ito-ass	ign (+
						<u>₽</u>	Ē 2		Q D	$\otimes$	袋 :
J Sorted by First name ~	SU		<sup>Date</sup> Wednesday, July 27, 2022		.	FRI	29	S	SAT 30		TOTAL Planned hou Cost
Open shifts (9)	12:00 H1, Re:	Ō	Start time 8:00	End time <b>17:00</b> (9h 0m)							12h (20h) \$0.00
Anne Bonesso Manager 1D: 2205 - Full-Time 20h - 30h - Je vais à l'école			Repeat Every weekday until October 5, 20:	15:45 7h 45m	• 0+	):00 - 17 11, Resta	/////////////////////////////////////		۷		40h \$855.00
Anthony Michaud Full-Time ND - 37h			During 3 months	16:00 8h 0m 16:15 8h 15m	-	):00 - 17 11, Resta	7:00 .¤⊚ aura				40h \$0.00
Bruno Aldik A Full-Time 10h - 37.5h		0	Team Kitoben	16:30 8h 30m							0h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h		e (	Position	16:45 8h 45m							0h \$0.00
Christian Michaud											0h
lanned hours 8	n (8h)	~ (	Location		• 6	h (16h)		0h (0h	)		100h (10
vertime hours 01	n (Oh) 🛛 🗸	iew b	udgets	Draft ⑦ Save	h 🗸 h	(0h)		0h (0h	)		0h
vorkforce cost \$8	89 (\$89)	-	\$260 (\$260) \$171 (\$171)	\$171 (\$171) \$171 (\$171)	\$1	71 (\$171	1)	\$0 (\$0	)		\$1,034 (\$

## Click the Team drop down menu

		Edit s	hift				×						
							<u>^</u>	₽ <del>•</del>		° D	R	Ô (×	Ð
Sorted by First n	ame 🗸 🛛 SL		<sup>Date</sup> Wednesday, July	27, 2022				FRI	29		SAT	30	
? Open shifts (9)	12:00 H1, Re	Ō	Start time 8:00		End time 17:00	(9h 0m)							
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l	l'école		Repeat Every month on t	he 4th Wednesd	ay until October 5, 2022	2 ~		9:00 - 1 H1, Rest	////// 7:00 .⊈© aura			,	
Anthony Micha Full-Time ND - 37h	ud 🛦		During 3 months			~		9:00 - 1 H1, Rest	7:00 . ⊐⊚ aura				
Bruno Aldik A Full-Time 10h - 37.5h		0	Team										
Bruno Aldik Admin Full-Time 10h - 37.5h			Position										
Christian Micha	aud 🛓					~							
Total planned hours	8h (8h)	~	Location				-	<b>6h</b> (16h)		0h (0	Dh)		
Total overtime hours	0h (0h)	View	budgets		🗌 Draft	⑦ Save	~	h (0h)		0h (0	)h)		
Total workforce cost	\$90 (\$9		\$7KH (\$7KH)	CT /1 /CT /11	\$171 (\$171) \$	1/1/(\$1/1)		171 (\$17		\$0.(5			

#### Select the team of your choice

			Luit of				• ⊻ ⊡ ≳		ŵ :
	Sorted by First name 🗸	JULY	Ē	Date Wednesday, July 27, 2022		Â	FRI 29	SAT 30	TOTAL Planned ho Cost
	Open shifts (9)	12:00 H1, Re	Ī	Start time End time 8:00 17:00	(9h 0m)	I			12h (20h) \$0.00
	Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			Repeat Every month on the 4th Wednesday until October 5, 2022	~		9:00 - 17:00 .¤© H1, Restaura	•	40h \$855.00
A	Anthony Michaud A Full-Time ND - 37h			During 3 months	~		9:00 - 17:00 . ¤© H1, Restaura		40h \$0.00
1	Bruno Aldik Full-Time 10h - 37.5h		0)	Team	~				0h \$0.00
9	Bruno Aldik Admin Full-Time			Kitchen					0h \$0.00
	Christian Michaud			Kitchen					0h
То	tal planned hours	8h (8h)	~	Waiter		- 6	5h (16h)	0h (0h)	100h (1
To	tal overtime hours	0h (0h)	View b		~		n (0h)	0h (0h)	0h

## Click the Position drop down menu

Today < Jul	24, 2022	Edit sl	nift	Calandar via	-Employage	itout	Waak	No grou	iping 🗸	*∕≱* Auto-a	assign 🕂
								- 2 - €	2		) \$ I
Sorted by First name 🗸	JULY		Date Wednesday, July 2	7, 2022				FRI 29	S	AT 30	TOTAL Planned hou Cost
)pen shifts (9)	12:00 H1, Re	Ī	Start time 8:00		End time 17:00		(9h 0m)				12h (20h) * \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école			Repeat Every month on th	e 4th Wednesd	ay until Octob	er 5, 2022	~	9:00 - 17:00 . = H1, Restaura		v	40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h			During 3 months				~	9:00 - 17:00 . H1, Restaura			40h \$0.00
Bruno Aldik 🛕 Full-Time 10h - 37.5h		00	Team				~				0h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h		Ċ	Position								0h \$0.00
Christian Michaud			Select a position								0h 💌
lanned hours	8h (8h)	(	Location					▼ 6h (16h)	<b>0h</b> (0h)		100h (10 👘
vertime hours	0h (0h)	View b	udgets			🗌 Draft 🕐	Save 🗸	h (0h)	<b>0h</b> (0h)		Oh
orkforce cost	\$89 (\$89)		\$260 (\$260)	\$171 (\$171)	\$171 (\$171)	\$171 (	\$171)	\$171 (\$171)	\$0 (\$0)		\$1,034 (\$ 🚽

#### Select the position of your choice

		Ealt SI	uft		×				-		
					-	<b>a</b> •		02		ā 🛛	(1) (2)
Sorted by First name 🗸	JULY		<sup>Date</sup> Wednesday, July 27, 2022			FR	29		SAT	30	TOT Plan Cost
? Open shifts (9)	12:00 H1, Re:	Ī	Start time         End time           8:00         17:00	(9h 0m)	1						121 \$0.
Anne Bonesso Manager (D: 2205 - Full-Time 20h - 30h - Je vais à l'école		<b></b>	Repeat Every month on the 4th Wednesday until October 5, 2022	~		9:00 - H1, Re:	/////// I7:00 .≓© staura				40 \$8
Anthony Michaud Anthony Michau			During 3 months	~		9:00 - H1, Re:	I7:00 .⊐⊚ staura				40 \$0
Bruno Aldik 🔺 Full-Time 10h - 37.5h		00	Team	~							0h \$0
Bruno Aldik Admin Full-Time 10h - 37.5h		A	Q								0h \$0.
Christian Michaud			Cook 1								0h
Iotal planned hours	8h (8h)	(	Supervisor		_	<b>6h</b> (16h		0	h (0h)		10
Total overtime hours	0h (0h)	View b	*		~	<b>h</b> (0h)		0	h (0h)		Oh

# Click the Location drop down menu

Today < Ju	l 24, 2022		2002 N	Colondor vi	ow Employees	viow	14/20	.L	No gi	ouping	~	🎢 Auto-a	ssign 🕂
		Ealt S				×			1 2		) 🕸 :		
Sorted by First name 🗸	JULY	00	Team Kitchen				~		FRI 2	9	SAT	30	TOTAL Planned hou Cost
Open shifts (9)	12:00 H1, Res	Ċ	Position Cook 1				~	1					12h (20h) \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vaís à l'école		0	Location Restaurant 3					Ç, H	):00 - 17:00 11, Restaura	).=© a		•	40h \$855.00
Anthony Michaud 🛕 Full-Time ND - 37h			Sub-location				~	ç	0:00 - 17:00 11, Restaura	).≓⊚ a			40h \$0.00
Bruno Aldik 🛕 Full-Time 10h - 37.5h			Select a sub-	location				-1					0h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h		Assig	gned employees	5									0h \$0.00
Christian Michaud 🔒		Sea	irch in all emplo	byees			Q						0h 👻
lanned hours	8h (8h)							- <b>-</b> 6	h (16h)		<b>0h</b> (0h)		100h (10 👘
vertime hours	0h (0h)	View b	oudgets			🗌 Draft 곗	Save	~ h	(0h)		0h (0h)		0h
orkforce cost	\$89 (\$89)		\$260 (\$260)	\$171 (\$171)	\$171 (\$171)	\$171 (3	(171)	\$1	<b>71</b> (\$171)		\$0 (\$0)		\$1,034 (\$ 🚽

#### Select the location of your choice

\Xi Today <	Jul 24, 2022 Jul 20	2022	Calandar view Employ	noo viow	14/-	ale v	No grouping	1 ~
	Edit	shift				×		
Sorted by First name ~	JULY SU 23	Team Kitchen			~		FRI 29	S
? Open shifts (9)	12:00 H1, Re	Position Cook 1			~			
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école	0	Location Restaurant 3			~		9:00 - 17:00 . <i>⊐</i> ⊚ H1, Restaura	
Anthony Michaud Anthony Michaud Anthony Michaud		Q				У <sup>1</sup> .	9:00 - 17:00 . <b>≓⊚</b> H1, Restaura	
Bruno Aldik A Full-Time 10h - 37.5h		Restaurant 1						
Bruno Aldik Admin Full-Time	Ass	Restaurant 2 iç Restaurant 3			7			
Christian Michaud	Se	a	Add					
Total planned hours	8h (8h)					Â.	<b>6h</b> (16h)	0h (0h
Total overtime hours	Oh (Oh) View	budgets		🗌 Draft ⑦	Save	~	<b>h</b> (0h)	<b>0h</b> (0h
Total workforce cost	\$89 (\$89)	\$260 (\$260)	\$171 (\$171) \$171 (\$1	/1) \$1/1 (\$	171)		\$171 (\$171)	\$0 (\$0

#### **17** Select the employee you want to assign for the shift



#### 18 Click Save

			Edit s	Edit shift										
				COOK I			• 3	₽		04 4		2	ōΘ	) 8
	Sorted by First name $\sim$	JULY	٢	Location Restaurant 1	~			FRI	29		S	AT (	30	F
	Open shifts (9)	12:00 H1, Re					I							
	Anne Bonesso	0	Assi	gned employees			9:1	//// 00 - 17	///// 7:00 .=					
	1D: 2205 - Full-Time 20h - 30h - Je vais à l'école		Sea	arch in all employees	Q		H1	I, Rest	aura					
A	Anthony Michaud A Full-Time ND - 37h		Employ	Vee	Seniority	Î	9:I H1	00 - 17 I, Resta	7:00 . ≓ aura					
4	Bruno Aldik 🔺		Recom	mended employees (available)	View criteria		ų							
6	Bruno Aldik		•	Bruno Aldik 🛕 Oh Full-Time 10h - 37.5h	Oct 2010		ł							
	Full-Time 10h - 37.5h Christian Michaud		0 🎧	Bruno Aldik 0h Full-Time Admin 10b - 37.5b	Oct 2010		ł							
Тс	otal planned hours	8h (8h)	$\sim$	Filippo Boileau <sup>0h</sup>			▼ 6h	(16h)			0h (0h)			
Тс	otal overtime hours	0h (0h)	View b	oudgets	🗌 Draft 🕜 🛛 Save	~	h (I	0h)			0h (0h)			
То	otal workforce cost	\$90 (\$90	_	C760707710771077107710			\$17	1 (\$17			¢0 (¢0)			