

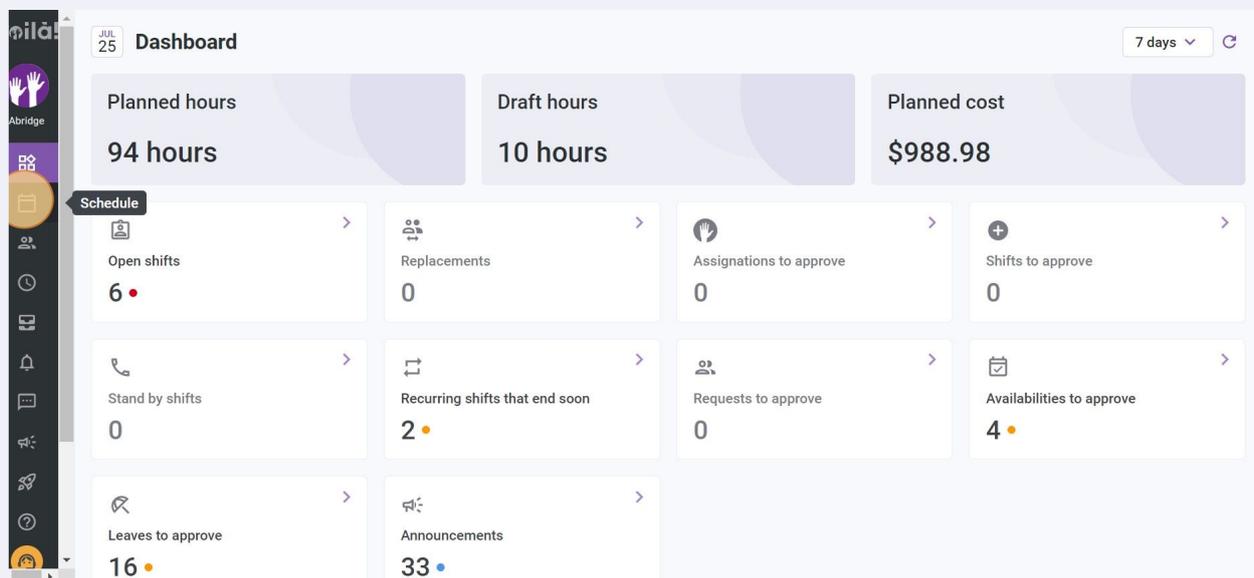
How to edit a shift?



Learn how to edit a shift with Voilà!

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

2 Click Schedule



3 Right-click the shift you want to edit

The screenshot shows the software interface in 'Employees view' for the week of July 24, 2022, to July 30, 2022. A context menu is open over a 9:00 - 17:00 shift on Tuesday, July 26, 2022, assigned to Anthony Michaud. The menu options include: Select, Save as shift template, Copy shift, Cut shift, Change hours, Edit Shift (highlighted with a red circle), Split shift, Reassign, Swap shift with coworker, Create a replacement, and Convert to Draft. The background calendar shows shifts for other employees like Anne Bonesso and Bruno Aldik.

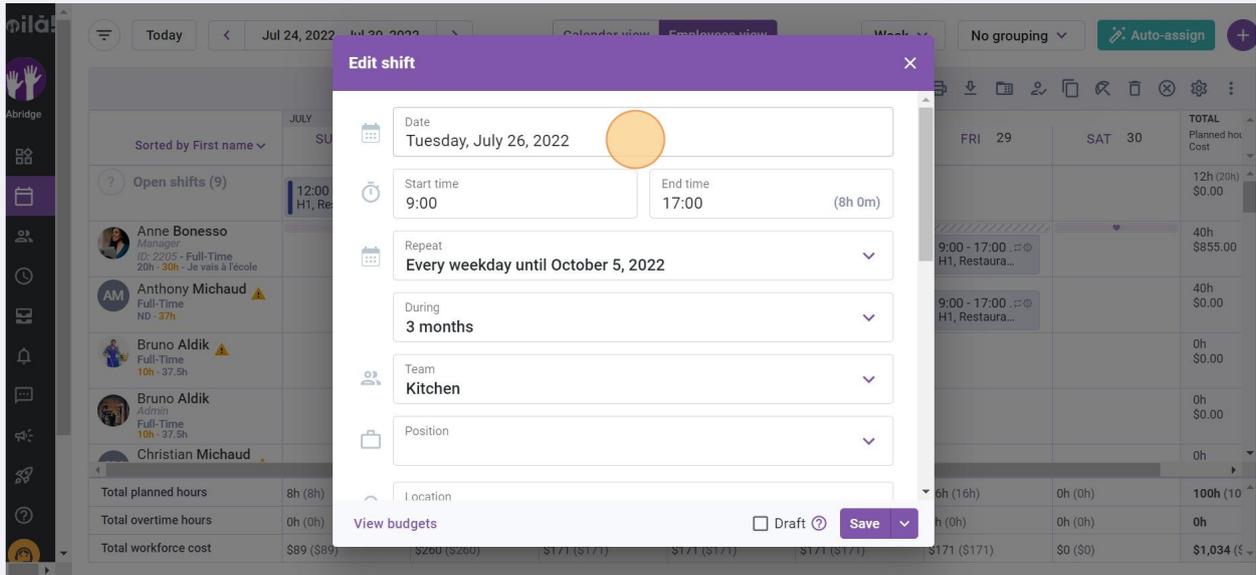
	SUN 24	MON 25	TUE 26	FRI 29	SAT 30	TOTAL
Open shifts (9)	12:00 - 16:00 .. H1, Restaura... 0/2	8:00 - 16:00 ... C1, RI	12:00 - 16:00 .. H1, Restaura...			12h (20h) \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 .. H1, Restaura...	9:00 - 17:00 .. H1, Restaura...			40h \$855.00
Anthony Michaud Full-Time ND - 37h		9:00 - 17:00 .. H1, Restaura...	9:00 - 17:00 .. H1, Restaura...			40h \$0.00
Bruno Aldik Full-Time 10h - 37.5h						0h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h						0h \$0.00
Christian Michaud						0h
Total planned hours	8h (8h)	20h (28h)	20h (20h)			100h (100h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$89 (\$89)	\$260 (\$260)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$1,034 (\$1,034)

4 Select Edit shift

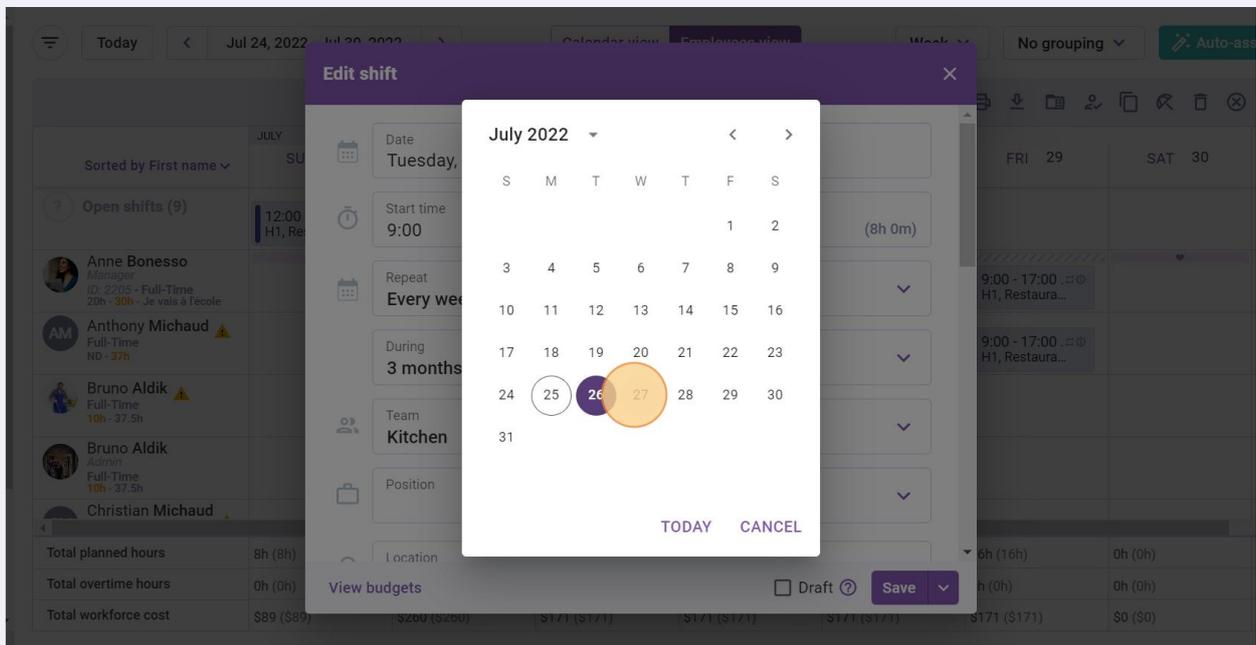
This screenshot is similar to the previous one but shows the context menu with 'Edit Shift' highlighted by a red circle. The background calendar view is the same, showing the week of July 24, 2022, to July 30, 2022, with shifts for various employees.

	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL
Open shifts (9)	12:00 - 16:00 .. H1, Restaura... 0/2	8:00 - 16:00 ... C1, RI	12:00 - 16:00 .. H1, Restaura...					12h (20h) \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 .. H1, Restaura...	9:00 - 17:00 .. H1, Restaura...			9:00 - 17:00 .. H1, Restaura...		40h \$855.00
Anthony Michaud Full-Time ND - 37h		9:00 - 17:00 .. H1, Restaura...	9:00 - 17:00 .. H1, Restaura...			9:00 - 17:00 .. H1, Restaura...		40h \$0.00
Bruno Aldik Full-Time 10h - 37.5h								0h \$0.00
Bruno Aldik Admin Full-Time 10h - 37.5h								0h \$0.00
Christian Michaud								0h
Total planned hours	8h (8h)	20h (28h)	20h (20h)			16h (16h)	0h (0h)	100h (100h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$89 (\$89)	\$260 (\$260)	\$171 (\$171)			\$171 (\$171)	\$0 (\$0)	\$1,034 (\$1,034)

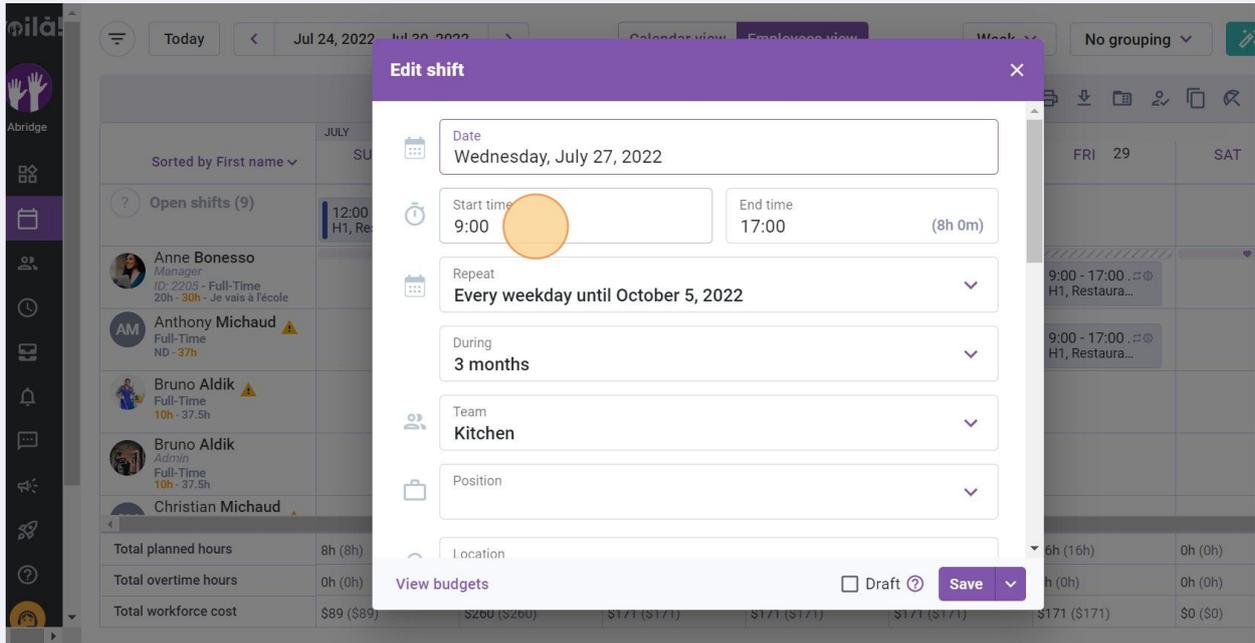
5 Click Date



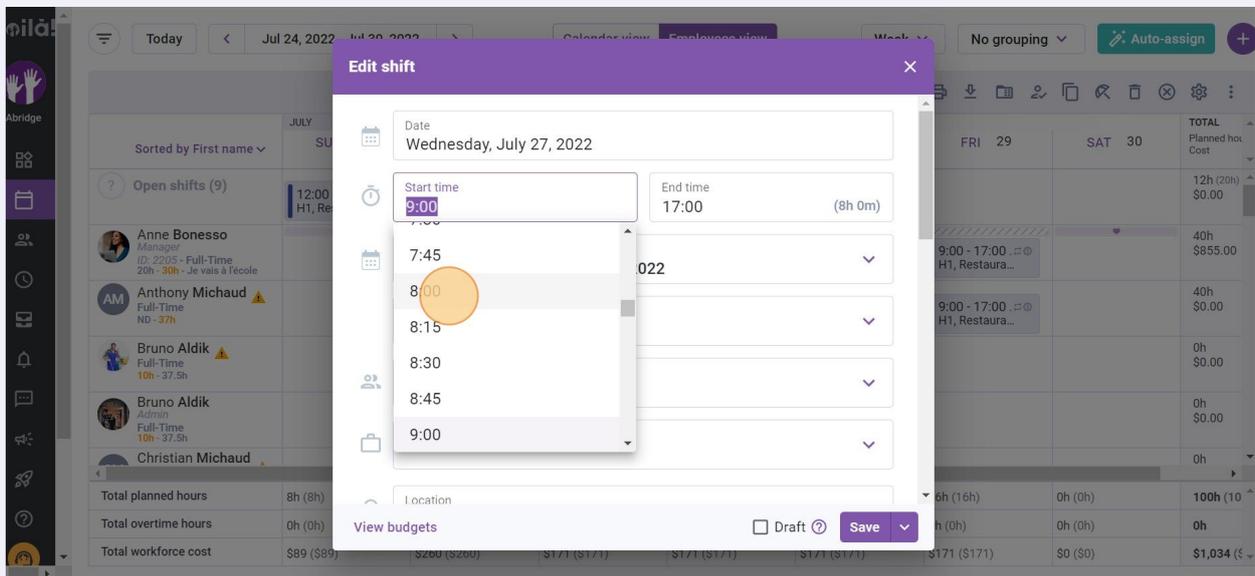
6 Select the date for the shift



7 Click Start time



8 Select the start time for the shift



9 Click End time

The screenshot shows the 'Edit shift' dialog box in a scheduling application. The dialog is open over a calendar view. The 'End time' field is highlighted with an orange circle. The dialog contains the following information:

- Date: Wednesday, July 27, 2022
- Start time: 8:00
- End time: 17:00 (9h 0m)
- Repeat: Every weekday until October 5, 2022
- During: 3 months
- Team: Kitchen
- Position: (empty)
- Location: (empty)

At the bottom of the dialog, there are buttons for 'View budgets', 'Draft', and 'Save'.

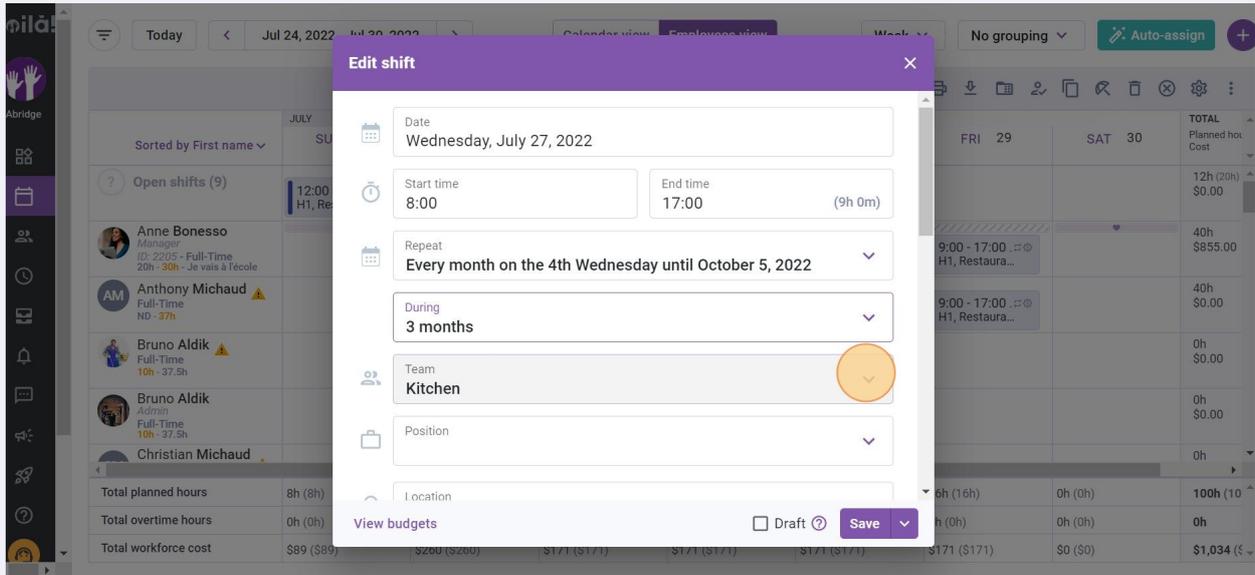
10 Select the end time for the shift

The screenshot shows the 'Edit shift' dialog box in a scheduling application. The 'End time' dropdown menu is open, showing a list of time options. The option '17:00 (9h 0m)' is selected and highlighted with an orange circle. The dialog contains the following information:

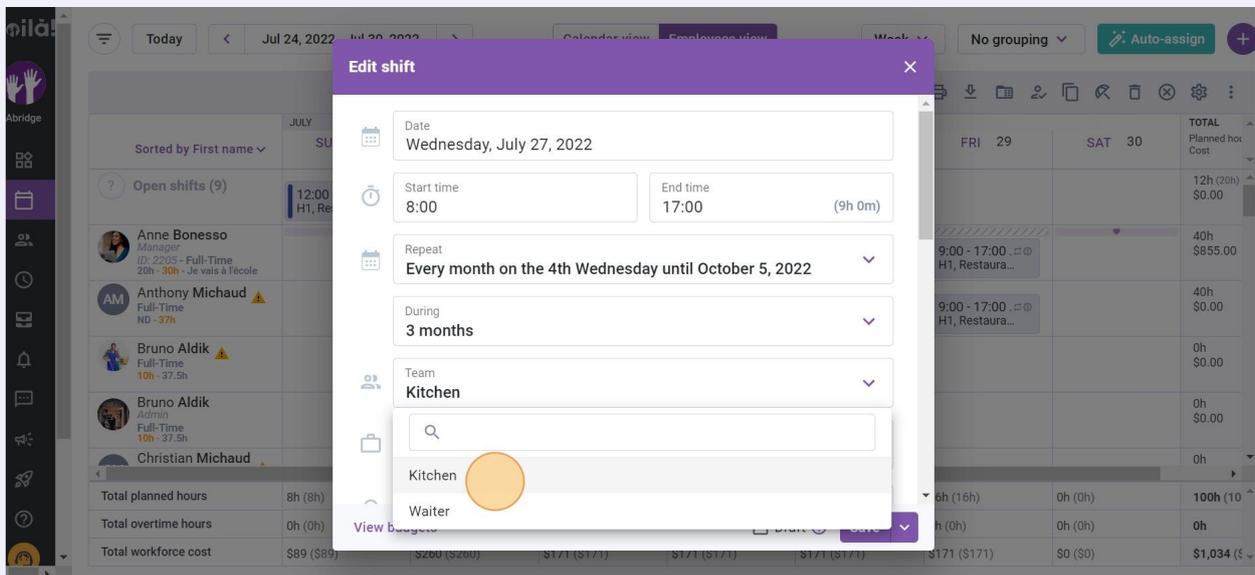
- Date: Wednesday, July 27, 2022
- Start time: 8:00
- End time: 17:00 (9h 0m)
- Repeat: Every weekday until October 5, 2022
- During: 3 months
- Team: Kitchen
- Position: (empty)
- Location: (empty)

At the bottom of the dialog, there are buttons for 'View budgets', 'Draft', and 'Save'.

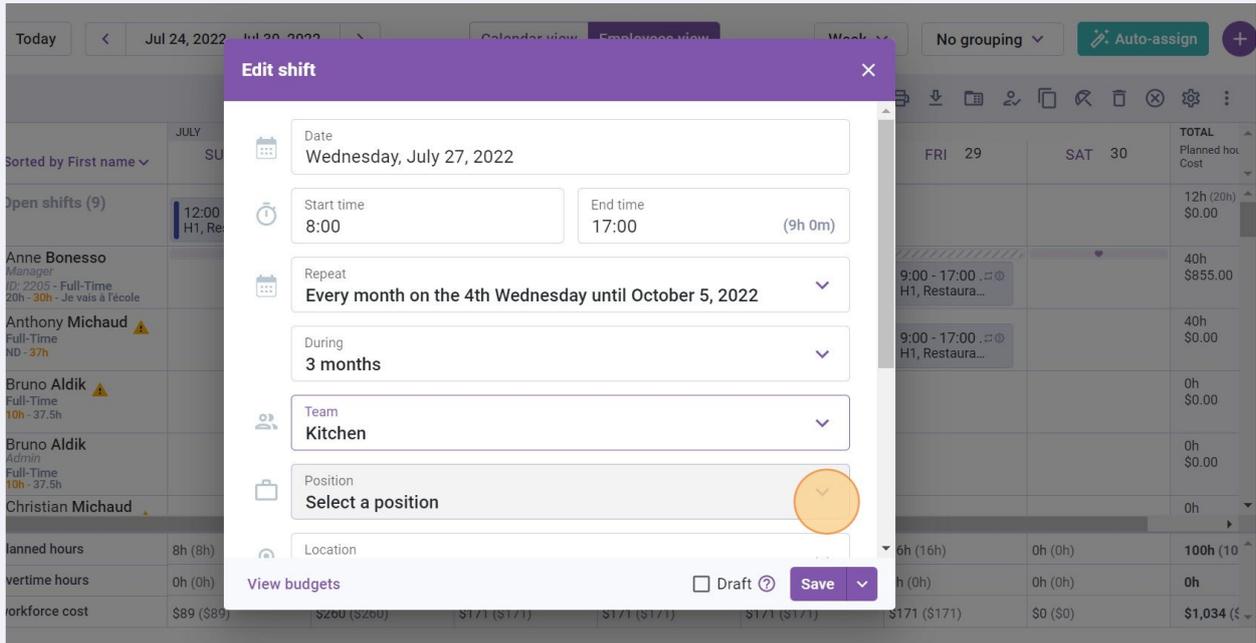
11 Click the Team drop down menu



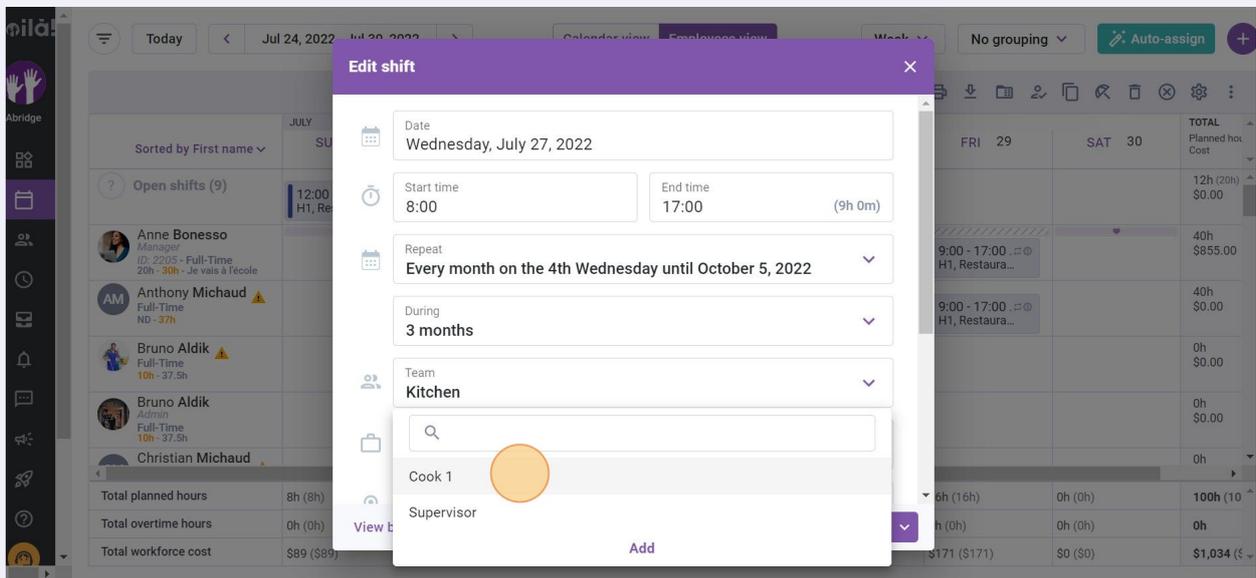
12 Select the team of your choice



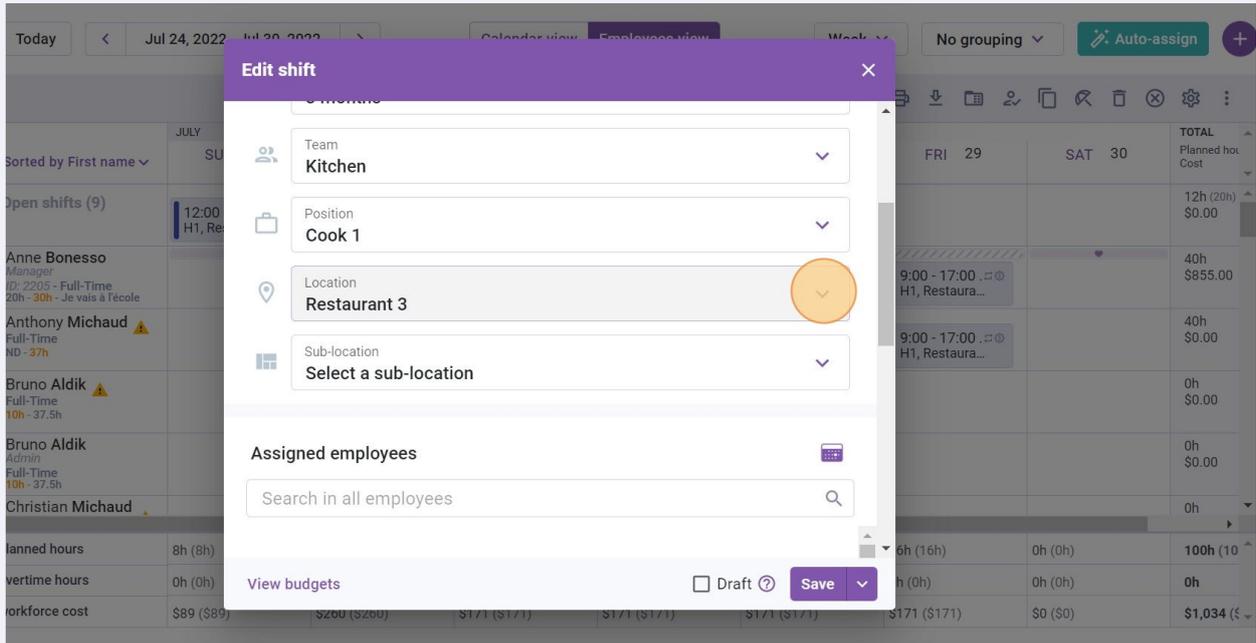
13 Click the Position drop down menu



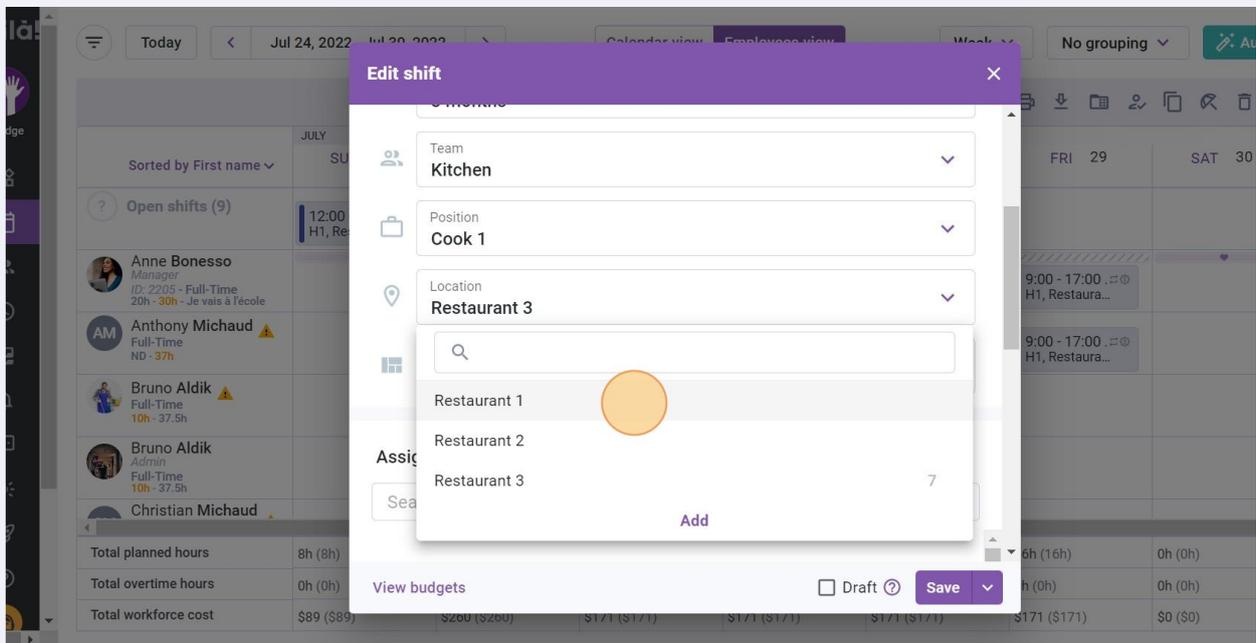
14 Select the position of your choice



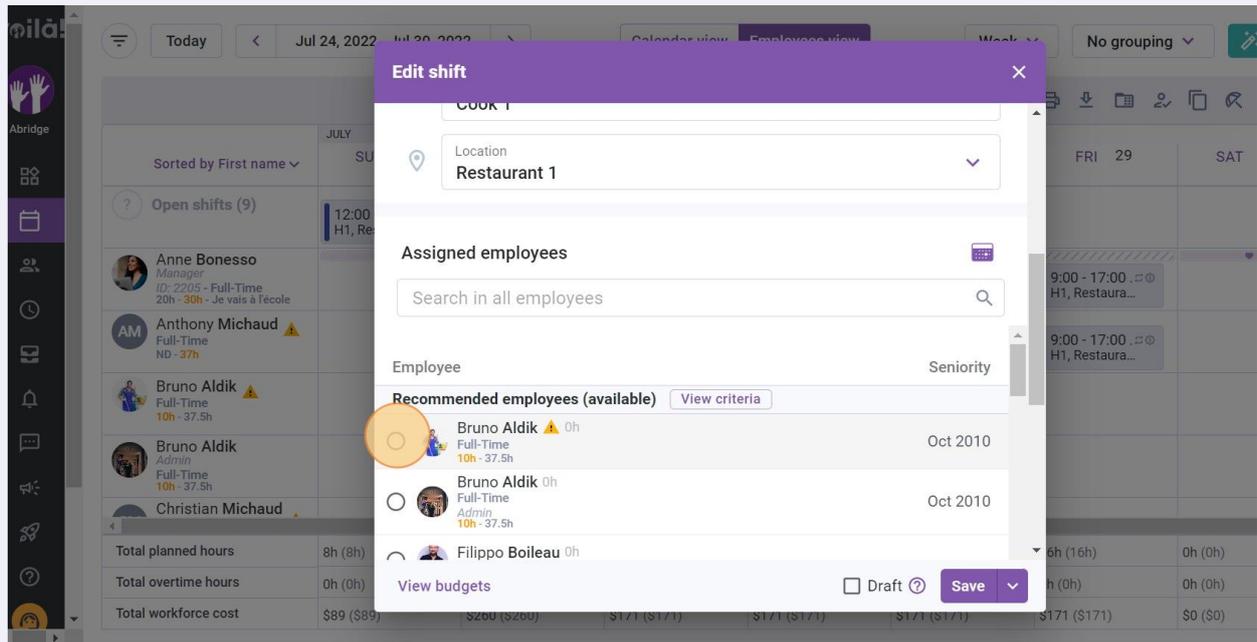
15 Click the Location drop down menu



16 Select the location of your choice



17 Select the employee you want to assign for the shift



18 Click Save

