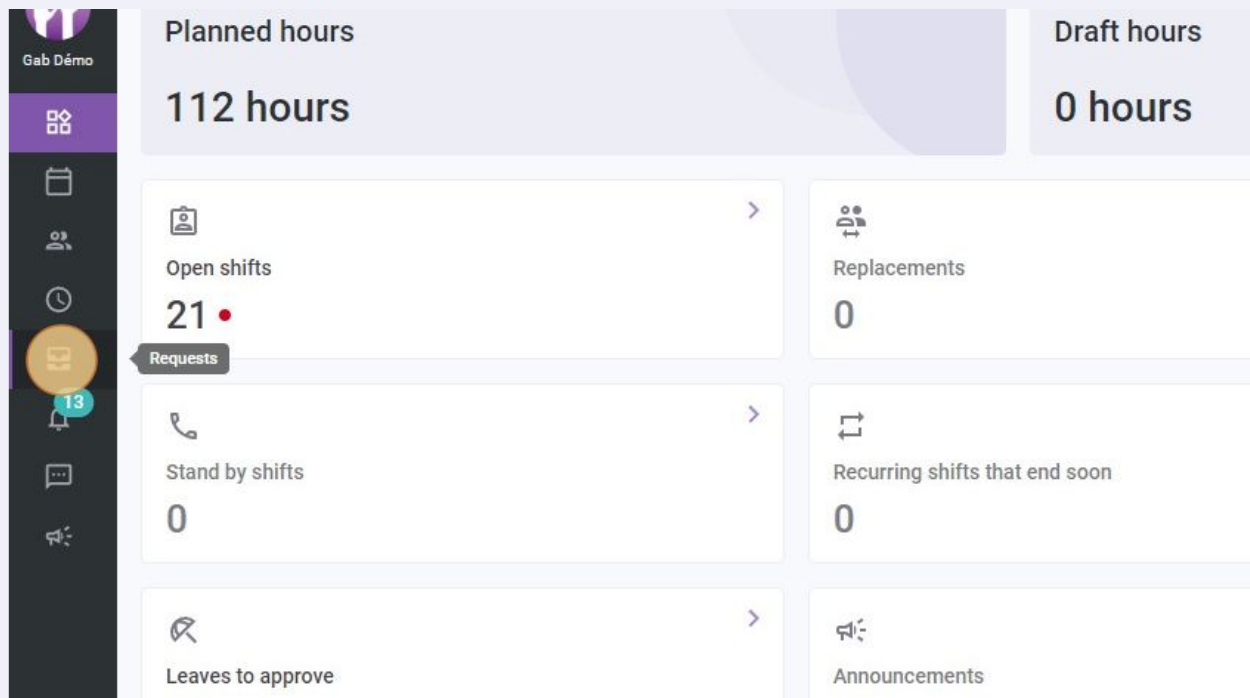


# How to export a report of leave requests

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

2 Go into the Requests section.



The screenshot shows the Voilà! dashboard interface. On the left is a dark sidebar with navigation icons: a home icon, a calendar icon, a person icon, a clock icon, a highlighted 'Requests' icon with a '13' notification badge, a bell icon, a document icon, and a settings icon. The main content area has a light purple header with 'Planned hours' (112 hours) and 'Draft hours' (0 hours). Below this are six white cards with icons and right-pointing arrows: 'Open shifts' (21), 'Replacements' (0), 'Stand by shifts' (0), 'Recurring shifts that end soon' (0), 'Leaves to approve', and 'Announcements'.

Metric	Value
Planned hours	112 hours
Draft hours	0 hours
Open shifts	21
Replacements	0
Stand by shifts	0
Recurring shifts that end soon	0
Leaves to approve	
Announcements	

3 Click on the Export a report icon.

The screenshot shows a table with the following columns: Manager, Approbation, Hiring Date, and Creation date. There are three rows of data, all with 'Pending' status. An orange circle highlights the 'Export a report' button in the top right corner of the table. Above the table, there are filters for 'Pending (3)', 'Approved (0)', 'Declined (3)', and 'All (6)'. Below the table, there is a pagination control showing 'Rows per page: 25' and '1-3 of 3'.

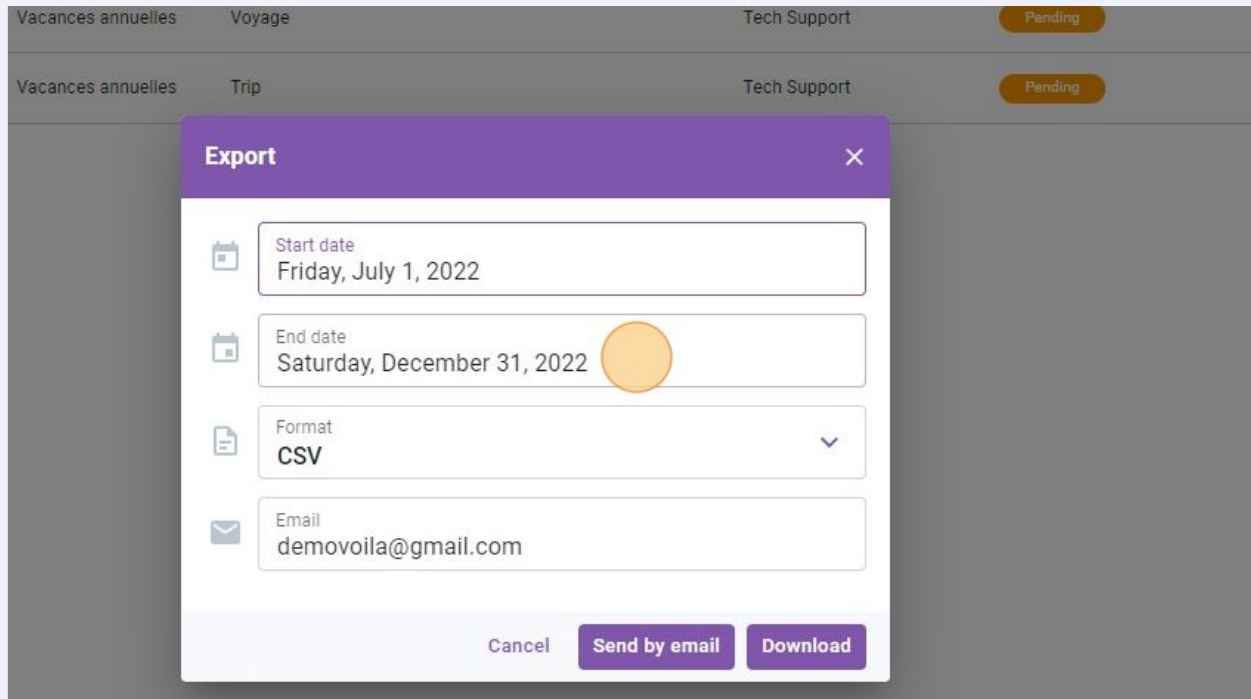
Manager	Approbation	Hiring Date	Creation date	
Tech Support	Pending		Sep 15, 2022, 9:16 AM	
Tech Support	Pending		Sep 15, 2022, 9:20 AM	
Tech Support	Pending		Sep 15, 2022, 10:03 AM	

4 Select a start date.

The screenshot shows an 'Export' dialog box with the following fields: Start date (Saturday, January 1, 2022), End date (Saturday, December 31, 2022), Format (CSV), and Email (demovoila@gmail.com). An orange circle highlights the 'Start date' field. The background shows a table with three rows of data, all with 'Pending' status.

Start date	End date	Format	Email
Saturday, January 1, 2022	Saturday, December 31, 2022	CSV	demovoila@gmail.com

**5** Select an end date.



**6** Select a Format and send the report by email on the selected email address, or download it.

