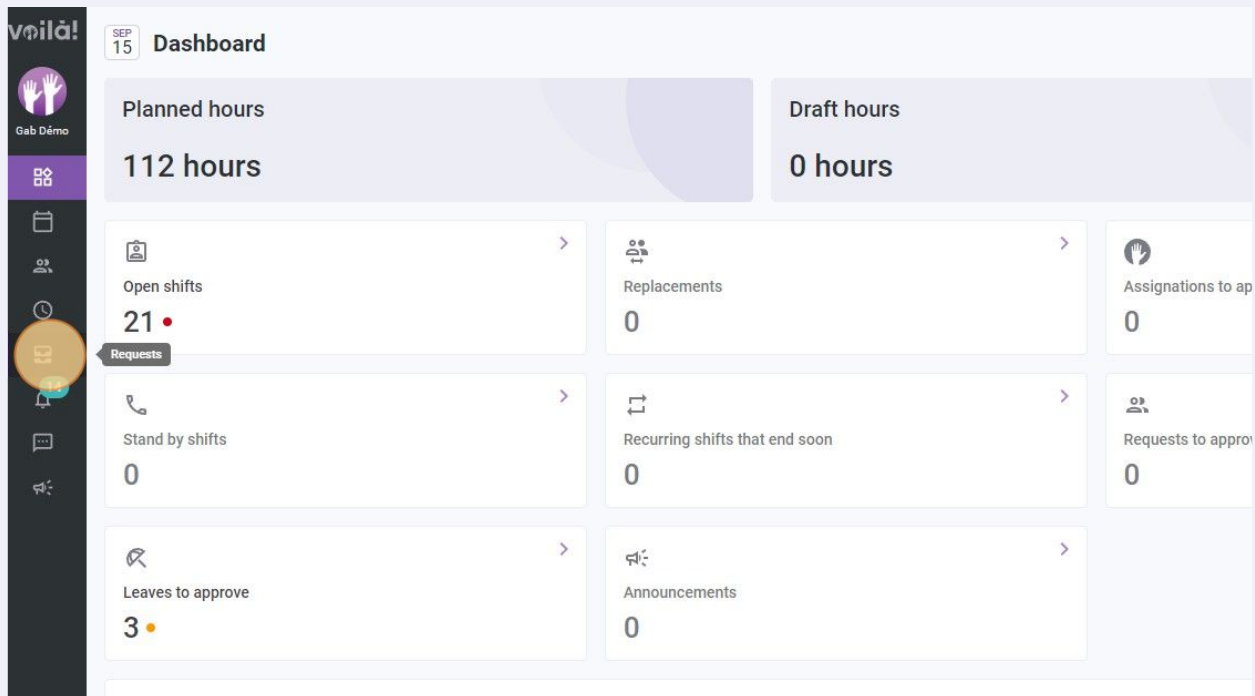


# How to filter leave requests



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

2 Go into the Requests section.



### 3 Click on the Filter icon.

The screenshot shows the Voilà! interface with the 'Requests' page selected. A purple sidebar on the left contains various navigation icons. At the top, there are tabs for 'Requests', 'Leaves', and 'Availability'. A filter icon (three horizontal lines) is highlighted with an orange circle. Below the tabs is a table with the following data:

| Employee                  | Leave request date ↑                    | Leave type         | Reason for the request | Manager      | Approbation |
|---------------------------|---|--------------------|------------------------|--------------|-------------|
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Voyage                 | Tech Support | Pending     |
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Voyage                 | Tech Support | Pending     |
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Trip                   | Tech Support | Pending     |

### 4 Select the way you want to filter the leave requests. (Per Teams, Positions, Locations, Members or Types)

The screenshot shows the Voilà! interface with the 'Filters' panel open. The 'Filters' panel has tabs for 'Teams', 'Positions', 'Locations', 'Members', and 'Types'. The 'Members' tab is selected and highlighted with an orange circle. Below the tabs is a search bar and a list of filter options: 'Select all teams', 'Avant', and 'Cuisine'. The 'Requests' table is visible on the right side of the screen, showing the same data as in the previous screenshot.

5

Select the Filter(s) you want.

The screenshot displays the Voilà! HR system interface. On the left is a 'Filters' sidebar with a search bar and a list of employees grouped by letter (A, B, C, D). The 'Members' filter is selected. On the right is the 'Requests' table, which shows three requests for Anne Bonesso. The table has columns for Employee, Leave request d..., Leave type, Reason for the request, and Manager.

| Employee                  | Leave request d...                      | Leave type         | Reason for the request | Manager      |
|---------------------------|---|--------------------|------------------------|--------------|
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Voyage                 | Tech Support |
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Voyage                 | Tech Support |
| AB Anne Bonesso Full-Time | September 17, 2022 - September 24, 2022 | Vacances annuelles | Trip                   | Tech Support |