

How to filter out non validated time entries?

Learn how to filter out non validated time entries with Voilà!

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

2 Click Timesheets

The screenshot shows the Voilà! dashboard interface. At the top, it displays 'AUG 9 Dashboard'. Below this, there are three summary cards: 'Planned hours' (0 hours), 'Draft hours' (88 hours), and 'Planned cost' (\$0.00). The dashboard is divided into several sections with expandable cards:

- Open shifts** (Timesheets icon): 0
- Replacements** (Replacements icon): 0
- Assignations to approve** (Assignations icon): 0
- Shifts to approve** (Shifts icon): 0
- Stand by shifts** (Stand by icon): 0
- Recurring shifts that end soon** (Recurring icon): 0
- Requests to approve** (Requests icon): 0
- Availabilities to approve** (Availabilities icon): 2
- Leaves to approve** (Leaves icon): 17
- Announcements** (Announcements icon): 29

At the bottom, there is a 'Budget repartition' bar chart. The y-axis represents cost from \$0.00 to \$400.00. The x-axis shows dates from Tue 09 Aug to Sun 14 Aug. A purple bar indicates the 'Total workforce cost' for Sun 14 Aug, which is approximately \$350.00.

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Select the Filter icon located at the top left of the timesheets

Voilà! Timesheets Jul 10, 2022 - Jul 16, 2022

Employees	Sorted by Working hours	DIM.	10	LUN.	11	MAR.	12	MER.	13	JEU.	14	VEN.	15	SAM.	16	Real.
Bruno Aldik Full-Time		0h 0m								22h 0m		6h 0m		5h 0m		33h 67m
Anne Bonesso Manager ID: 2205 - Full-Time					8h 0m		8h 0m		8h 0m			8h 0m				32h 32m
Anthony Michaud Full-Time																0h 0m
Christian Michel Admin ID: 10905 - Full-Time										22h 0m						22h 22m
Bruno Aldik Admin Full-Time										6h 0m		0h 0m				6h 11m
Christine Rashford ID: 22265 - Full-Time																0h 0m
Claudia Hamilton Manager ID: 100 - Full-Time																0h 0m
David Gauthier Supervisor Full-Time																0h 0m
Émilie Lockhead ID: 2226 - Student																0h 0m
Isabelle Lemieux ID: 111 - Full-Time																0h 0m
Jennifer Zappa																0h
Total	Real: Expected: Paid leave:	0h 0m 17h 45m	0h 0m 0h 0m	8h 0m 8h 0m	8h 6m 13h 0m	58h 1m 88h 31m	14h 0m 19h 40m	5h 0m 10h 30m								

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Click Types

Voilà! Filters

Teams Positions Locations Members **Types**

Search:

- Select all teams
- Brewery
- Kitchen

Timesheets

Employees	Sorted by Working hours	DIM.	10
Bruno Aldik Full-Time		0h 0m	
Anne Bonesso Manager ID: 2205 - Full-Time			
Anthony Michaud Full-Time			
Christian Michel Admin ID: 10905 - Full-Time			
Bruno Aldik Admin Full-Time			

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Select Non validated time entry

The screenshot shows the 'Timesheets' application interface. On the left, a filter menu is open, showing 'Entry types' and 'Employee statuses'. The 'Non validated time entry' option is highlighted. The main area displays a table of time entries for various employees over a week from July 10 to 16, 2022. The table includes columns for days of the week and total hours for 'Real', 'Expected', and 'Paid leave'.

Employees	DIM. 10	LUN. 11	MAR. 12	MER. 13	JEU. 14	VEN. 15	SAM. 16	Total	
Bruno Aldik (Full-Time)	0h 0m				22h 0m	6h 0m	5h 0m	33h 0m 67h 15m	
Anne Bonesso (Manager ID: 2295 - Full-Time)			8h 0m	8h 0m	8h 0m	8h 0m		32h 0m 32h 0m	
Anthony Michaud (Full-Time)								0h 0m 0h 0m	
Christian Michel (Admin ID: 10955 - Full-Time)					22h 0m			22h 0m 22h 0m	
Bruno Aldik (Admin ID: 22365 - Full-Time)					6h 0m	6h 0m		6h 0m 17h 45m	
Christine Rashford (ID: 22365 - Full-Time)								0h 0m 0h 0m	
Claudia Hamilton (Manager ID: 100 - Full-Time)								0h 0m 0h 0m	
David Gauthier (Supervisor Full-Time)								0h 0m 0h 0m	
Émilie Lockhead (ID: 2238 - Student)								0h 0m 0h 0m	
Isabelle Lemieux (ID: 111 - Full-Time)								0h 0m 0h 0m	
Jennifer Zappa								0h 0m	
Total	Real: Expected: Paid leave:	0h 0m 19h 45m	0h 0m 0h 0m	8h 0m 8h 0m	8h 6m 13h 0m	58h 1m 88h 31m	14h 0m 19h 45m	5h 0m 10h 30m	93h 7m 159h 31m