How to insert from schedule template?

Voilà!

Learn how to insert from schedule template with Voilà!

1 Navigate to https://console.voila.app/en 2 **Click Schedule** pilà! 2 Dashboard ** Planned hours Draft hours Planned cost 96 hours 0 hours \$1,177.79 Schedule è 0°A Di 0 0 Open shifts Assignations to approve Shifts to approve Replacements 4. 4 • 0 0 > C 4 00 ☑ Stand by shifts Recurring shifts that end soon Requests to approve Availabilities to approve 0 0 2. 1 • R sti-Leaves to approve Announcements 18• 29 • Budget repartition \$250.00 \$200.00 \$150.00 \$100.00 3 \$50.00 \$0.00 Fri 05 Aug Total workforce cost

3 Right-click on an empty box or, if there is a shift displayed in the box, right-click next to it

- Ioday (Jul 31, 2022 - /	Aug 6, 2022 >		Calendar	Wee	ĸ ✓ No grouping ✓	/. Auto		
						۹ (2 0
Sorted by First name \sim	SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL Planned I Cost
? Open shifts (6)	5:00 - 14:00 (9h 0m) S1, Restaurant 3			10:00 - 18:00 (8h 0m) © •	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) □ 2 ◎ ● Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB				
Anne Bonesso Manager 1D: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 (8h 0m) # H1, Restaurant 3	9:00 - 17:00 (8h 0m) # ® H1, Restaurant 3	9:00 - 17:00 (8h 0m) ⇔ H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	2 c •:	40h \$855.0
Anthony Michaud A Full-Time ND - 37h]			0h \$0.00
Bruno Aldik A Full-Time 106 - 37.5h			0:00 - 1:00 (1h 0m) © C1, R2 - Room 1 Absent		0:00 - 1:00 (1h 0m) 👓 🐐	0:00 - 1:00 (1h 0m)© C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h \$66.99
Bruno Aldik Admin Full-Time 106-37.5h								0h \$0.00
Christian Michel Admin 10: 10905 - Full-Time					0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			1h \$0.00
Christine Rashford ID: 22365 - Full-Time ND - ND	5:00 - 14:00 (9h 0m) \$1, Restaurant 3							9h \$173.2
Claudia Hamilton Manager 10: 100 - Full-Time 10: - 25h - Je suis à l'école				2 · · · ·				0h \$0.00
David Gauthier	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3 Absent							8h \$240.0
Diane Smith Admin Full-Time 206 - 40h					0:00 - 1:00 (1h 0m) ФФ 🚯	0:00 - 1:00 (1h 0m) ® . Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @@	3h \$0.00
😰 Elon Tusk ID: 123 - Full-Time 🔺								0h \$0.00
🕬 Émilie Lockhead	ų		CITITITITITITITITI \$ 21					0h
Total planned hours	46h	16h	9h	30h	19h	20h	2h	142h
Total overtime hours	0h	0h	Oh	Oh	Oh	Oh	Oh	Oh
Total workforce cost	\$653	\$325	\$193	\$261	\$171	\$209	\$22	\$1.834

4 Click Insert from schedule template

< Jul 31, 2022 - J	Aug 6, 2022 >		Calendar v	iew Employees view		Wee	k ∽ No grouping ∽	🎢 Auto-assign
						٩ (
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
5)	5:00 - 14:00 (9h 0m) S1, Restaurant 3			10:00 - 18:00 (8h 0m) © . Sp2, CB .	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) ⊏ 🕫 🌒		42h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB				
D 10 à l'école		9:00 - 17:00 (8h 0m) = @ H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) ≅ H1, Restaurant 3	9:00 - 17:00 (8h 0m) ¤ ◎ H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	*	40h \$855.00
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K.			0:00 - 1:00 (1h 0m) () C1, R2 - Room 1 Absent		0	0:00 - 1:00 (1h 0m)© C1, RI	0:00 - 1:00 (1h 0m) © C1, RI	3h \$66.99
								0h \$0.00
hel 🗼					0:00 - 1:00 (1h 0m) C1, R2 - Room 1			1h \$0.00
nford me	5:00 - 14:00 (9h 0m) © S1, Restaurant 3							9h \$173.25
lton e à l'école				•				0h \$0.00
er 🔺	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.00
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	\$653	\$325	\$193	\$261	\$171	\$209	\$22	\$1.834

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Select the template of your choice

/oilā!	(Today < Jul 31, 2022 - A	ug 6, 2022 >			Calendar vi	ew Employees view		Week	No grouping
¥¥									۹ ۵	. ⊜ ⊻ ⊡ 2
Abridge		Sorted by First name 🗸	JULY SUN 31	AUGUST	1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
Ħ		Open shifts (6)	5:00 - 14:00 (9h 0m) ⊕ S1, Restaurant 3				10:00 - 18:00 (8h 0m) ◎ Sp2; CB	0:00 - 1:00 (1h 0m) \$p1, R2 - Room 1	9:00 - 17:00 (8h 0m)⊄≌© ● \$p2, RI	
2			10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3				10:00 - 18:00 (8h 0m) © • Sp2, CB			
0	e	Anne Bonesso Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 (8 H1, Restaurant	Insert from	schedule template	•	× 10m)#©	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	•
4	3	Anthony Michaud Full-Time ND - 37h			1 Templ	ate 2 Confirmation		tedule templati		
	-	Bruno Aldik Full-Time 10h - 37.5h			2 semain	es - 11 shifts - 3 August to 13 A	ugust	0m) ** (1\$	0:00 - 1:00 (1h 0m) © C1, RI	0:00 - 1:00 (1h 0m) © C1, RI
4÷	6	Bruno Aldik Admin Full-Time 10h-37.5h			3x Nurse	8x Host 1				
	0	Christian Michel Admin 10: 10905 - Full-Time			O 4x Host 1	1x Supervisor 2		0m) ©		
	•	Christine Rashford ID: 22365 - Full-Time ND - ND	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		C - 7 shift	ts - 3 August to 7 August ior 2x Supervisor 2 4x Host 1				
	Ż	Claudia Hamilton Manager ID: 100 - Full-Time 106 - 22h - Je suis à l'école			Create as	open	Cancel	Next		
53		David Gauthier Supervisor Full-Time 200-406	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							
0	0	Diane Smith Admin Full-Time 20h - 40h						0:00 - 1:00 (1h 0m) **	0.00 - 1:00 (1h 0m)®® \$p1, R2 - Room 1	0.00 - 1:00 (1h 0m) @0 Sp1, R2 - Room 1
0	2	Elon Tusk ID: 123 - Full-Time								
\$\$	===	Émilie Lockhead				(11111111111111111111111111111111111111				
EN	Tota	I planned hours	46h	16h		9h	30h	19h	20h	2h
	Tota	al overtime hours	Oh	Oh		Oh	On	Oh	Oh	Oh
	Tota	Il workforce cost	\$653	\$325		\$193	\$261	\$171	\$209	\$22

6 Click Next

< Jul 31, 2022 -)	Aug 6, 2022 >		Calendar vi	iew Employees view		Wee	k ∽ No grouping ∽	🔆 Auto-assign
						Q		₹ 🗊 ⊗ 🕸 :
Sorted by First name 🗸	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL Planned hours Cost
(6)	5:00 - 14:00 (9h 0m) © S1, Restaurant 3			10:00 - 18:00 (8h 0m) @	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) = 🕬 🌒 Sp2, Ri		42h \$0.00
	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) ® Sp2, CB				
\$SO Time uis à l'école		9:00 - 17:00 (8 H1, Restaurant Insert from	n schedule template		• • • • • •	9:00 - 17:00 (8h 0m) = 0 • H1, Restaurant 3 •	*	40h \$855.00
chaud 🗼		1 Temp	late 2 Confirmation		hedule template			0h \$0.00
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		B - 5 shi	8x Host 1					0h \$0.00
ichel		• 4x Host 1	1x Supervisor 2		0m) Ф			1h \$0.00
ashford I-Time	5:00 - 14:00 (9h 0m) © S1, Restaurant 3	O C - 7 shi	fts - 3 August to 7 August isor 2x Supervisor 2 4x Host 1					9h \$173.25
milton ime als à l'école		Create as	s open	Cancel	Next			0h \$0.00
hier 🛦	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.00
1					0.00 - 1:00 (1h 0m) 🖤 🚯	0:00 - 1:00 (1h 0m) © ® • Sp1, R2 - Room 1 •	0:00 - 1:00 (1h 0m) @@ \$p1, R2 - Room 1	3h \$0.00
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	46h	16h	9h	30h	19h	20h	2h	142h
5	Oh	Oh	Oh	Oh	Oh	Oh	Oh	Oh
	\$653	\$325	\$193	\$261	\$171	\$209	\$22	\$1,834

7 Click Save

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< Jul 31, 2022 - J	tug 6, 2022 >					Calend	ar view E	mployees vi	ew					[Week	✓ No grouping ✓	🎢 Auto-assign
															۹ 🕻	● ☆ ☎ ♪ ∩ 0	< ⊡ ⊗ ‡ :
Sorted by First name 🗸	JULY SUN 31	AUGUST	Insert	from sch	edule tem	plate						4		FRI 5		SAT 6	TOTAL Planned hours Cost
	5:00 - 14:00 (9h 0m) © 51, Restaurant 3 10:00 - 18:00 (8h 0m) © 5n1 Bestaurant 3		1	Femplate (2 Confi	irmation)—					0m) © 1	•	9:00 - 17:00 (8h 0m) = 2 Sp2, Ri	•		42h \$0.00
SSO Time Is à l'école		9:00 - 17:00 (8 H1, Restaurant	i	Date Wednes	day, Augu	st 3, 2022						0m) ¤©	•	9:00 - 17:00 (8h 0m) = ® H1, Restaurant 3	•	*	40h \$855.00
chaud 🗼			9:00	W 3	T 4	F 5	S 6	S 7	M 8	T 9	•	nedule te	nplate				0h \$0.00
*			30 10:00 30	ľ	ľ	ľ	ľ	ľ				Dm) 🕬	45	0:00 - 1:00 (1h 0m)® C1,RI		0:00 - 1:00 (1h 0m) © C1, RI	3h \$66.99
			11:00 30 12:00														0h \$0.00
ichel			13:00 30 14:00									0m) Φ					1h \$0.00
ashford -Time	5:00 - 14:00 (9h 0m) © S1, Restaurant 3		30 15:00 30 16:00														9h \$173.25
nilton ime is à l'école			30 17:00 30	1	1	1		1									0h \$0.00
hier 🛦	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent		18:00 30 19:00							_							8h \$240.00
1			20:00								-	0m) 👁	15	0:00 - 1:00 (1h 0m) @@ Sp1, R2 - Room 1	٠	0:00 - 1:00 (1h 0m) @@	3h \$0.00
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	46h	16h		9h			30h			19h				20h		2h	142h
5	Oh	Oh		Oh			Oh			Oh				Oh		Oh	Oh
	\$653	\$325		\$19	3		\$261			\$171				\$209		\$22	\$1,834

Please proceed with care when inserting a new schedule template as the shift will be created at the exact same place as the template. Therefore, it is important to have the employees in the exact same order if you want a perfect copy of your template.