How to manage templates?



Learn how to manage templates with Voilà!

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



3 Click the templates icon located at the top right of the schedule

	Calendar vi	ew Employees view		Week	k v No grouping v	'≯. Auto-assign +
				٩ [
AUGUST						TOTAL
MON 1	TUE 2	WED 3	THU 4	FRI 5	Tempertes	Planned hours Cost
		10:00 - 18:00 (8h 0m) © •	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) Sp2, CB				
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) ⊏ H1, Restaurant 3	9:00 - 17:00 (8h 0m) 🕫 🔴	•	40h \$855.00
	-	10:55 - 17:00 (6h 5m) 프로 (H1, RI				6.08h \$0.00
	0:00 - 1:00 (1h 0m) C1, R2 - Room 1		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
						0h \$0.00
			0:00 - 1:00 (1h 0m) C1, R2 - Room 1			1h \$0.00
						9h \$173.25
		¥ .				0h \$0.00
						8h \$240.00
			0:00 - 1:00 (1h 0m) @@	0:00 - 1:00 (1h 0m) @@	0:00 - 1:00 (1h 0m) © •	3h \$0.00

4 Select Shift templates or Schedule templates

pilā!	😴 Today 🤇 Jul 31, 2022 -	Aug 6, 2022		Calenda	ar view Employees view		Weel	< 🗸 No grouping
r F							۹ [. ⊖ ⊻ ⊡ 2
bridge 日合	Sorted by First name 🗸	SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
Ë.	(?) 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) Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m)⊏≌⊕ ● Sp2, Ri	
2.		10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB			
©	Anne Bonesso Manager 10: 2205 - Full-Time 201 - 300- Je vais à l'école		9:00 - 17:00 (8h 0m) # 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) 4® 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) #@ • H1, Restaurant 3	•
Δ	Anthony Michaud A Full-Time ND - 37h	Templa	ates					
þ	Bruno Aldik Full-Time 10h - 37.5h	Shift ten	nplates Schedule templates	🌑 Show my teams temp	lates		Q, 1h 0m)⊚	0:00 - 1:00 (1h 0m) © C1, RI
45	Bruno Aldik Admin Full-Time	Template	name Team	Position	Location	Hours		
	Admin 10: 10:905 - Full-Time			on a shift in the sche	dule or while creating a shift	u menu		
	Christian Rashford ID: 22365 - Full-Time ND - ND	5:00 - 14:00 (9h 0 S1, Restaurant 3				0-0 of 0 1<		
	Claudia Hamilton Manager 10, 100 - Full-Time 10, -25h - 4 suis à l'école							
-	David Gauthier	10:00 - 18:00 (8h 0m) Sp1, Restaurent 3 Absent						
0	Oliane Smith Admin Pull-Time 206 - 406					0:00 - 1:00 (1h 0m) @@	0.00 - 1:00 (1h 0m)®® \$p1, R2 - Room 1	0:00 - 1:00 (1h 0m) (Sp1, R2 - Room 1
0	12: 123 - Full-Time							
\$\$	Finilie Lockhead			9111111111111111 \$				
EN	Total planned hours	46h	16h	9h	36.1h	19h	20h	2h
	Total overtime hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
	Total workforce cost	\$653	\$325	\$193	\$261	\$171	\$209	\$22

5 Click the three dots located at the end of the template you wish to edit

< Jul 31, 2022 - A	ug 6, 2022 >				Calendar vi	ew Employees view			Week 🗸 🛛 No grouping 🗸	🔆 Auto-assign 🛛 🧲
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	JULY		AUGUST							TOTAL
Sorted by First name 🗸	SUN 3	1	MON 1	τι	E 2	WED 3	THU 4	FRI 5	SAT 6	Planned hours Cost
(6)	5:00 - 14:00 (9h 0) S1, Restaurant 3	m) ©				10:00 - 18:00 (8h 0m)⊗ Sp2, CB	0:00 - 1:00 (1h 0m) © Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) = P (Sp2, RI	•	42h \$0.00
	10:00 - 18:00 (8h) Sp1, Restaurant 3	0m) ©				10:00 - 18:00 (8h 0m) @				
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*		Model A	12	6 d	ays	1x Host 1		(In the physical section (In the physical sect	0:00 - 1:00 (1h 0m) Φ C1, RI	3h \$66.99
		Événement A	9	1 d:	ву	2x Waiter 1 1x Supervisor		-		0h \$0.00
ichel		2 semaines	11	6 da	ays	3x Nurse 8x Host 1		1		1h
-Time		в	5	5 da	ays	4x Host 1 1x Supervisor 2		1		30.00
ashford I-Time	5:00 - 14:00 (9h 0 S1, Restaurant 3	с	7	5 di	ays	1x Supervisor 2x Supervisor 2	4x Host 1	:		9h \$173.25
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t.	\$653		\$325	\$193		\$261	\$171	\$209	\$22	\$1,834

6 Click Rename

< Jul 31, 2022 - J	Aug 6, 2022 >				Calendar v	iew Employees view			Week	No grouping V	🖟 Auto-assign 🚺
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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) \$p2, CB	0:00 - 1:00 (1h 0m) © Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) Sp2, Rl	•99		42h \$0.00
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ichel	2	semaines	11		6 days	3x Nurse 8x Host 1		Delete			1h
-Time	в		5		5 days	4x Host 1 1x Supervisor 2		:			\$0.00
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t.	\$653						\$171	\$209			\$1,834

3

7 Type the new Template name et click Confirm

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10:00 - 18:00 (8h Sp1, Restaurant 3						10:00 - 18:00 (8h 0m) 0							
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8 Click the three dots located at the end of the template you wish to delete

< Jul 31, 2022 - /	Aug 6, 2022 >				Calendar	view Employees view			Weel	No grouping V	🤌 Auto-assign
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Sorted by First name 🗸	JULY SUN 3	1	AUGUST MON 1		TUE 2	WED 3	THU 4	FRI 5		SAT 6	TOTAL Planned hours Cost
(6)	5:00 - 14:00 (9h 0 S1, Restaurant 3	m) ©				10:00 - 18:00 (8h 0m) © •	0:00 - 1:00 (1h 0m) © Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m))520 •		42h \$0.00
	10:00 - 18:00 (8h Sp1, Restaurant 3	0m) ©				10:00 - 18:00 (8h 0m) @					
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I-Time		В	5		5 days	4x Host 1 1x Supervisor 2		1			\$0.00
ashford I-Time	5:00 - 14:00 (9h 0 S1, Restaurant 3	с	7		5 days	1x Supervisor 2x Supervisor 2	4x Host 1	1			9h \$173.25
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			5325	\$193		5261	\$171	5209		\$22	\$1,834

9 Click Delete

< Jul 31, 2022 - A	ug 6, 2022 >				Calendar view	Employees view			Week	✓ No grouping ✓	in Auto-assign
									۹ 🗔	⊕ ⊻ ⊡ 2 ⊡ 0	\$ ₫ ⊗ ‡ :
	JULY		AUGUST								TOTAL
Sorted by First name 🗸	SUN 31		MON 1	TUE	2	WED 3	THU 4	FRI 5		SAT 6	Planned hours Cost
(6)	5:00 - 14:00 (9h 0m) S1, Restaurant 3	0			l	10:00 - 18:00 (8h 0m) © 🍵	0:00 - 1:00 (1h 0m) © Sp1, R2 - Room 1	9:00 - 17:00 (8h 0m) = Sp2, RI	20 •		42h \$0.00
	10:00 - 18:00 (8h 0m Sp1, Restaurant 3	n) Φ				10:00 - 18:00 (8h 0m) ©					
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ichel 🔔	2	semaines	11	6 days	(3	8x Nurse 8x Host 1		Delete			1h \$0.00
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t	\$653		\$325	\$193	\$2	61	\$171	\$209		\$22	\$1,834

Click Confirm

S.G 1.400, CH 100 (1h 0m) - B.G 1.00 (1h 0m) - B.G 1	• •								
1000-1800 (bh 0m)* Image: Second (bh 0m)**	5:00 - 14:00 (9h 0) S1, Restaurant 3				10:00 - 18:00 (8h 0m) © •	0:00 - 1:00 (1h 0m) Sp1, R2 - Room 1	9:00 - 17:00 Sp2, RI) (8h 0m) = 2 @ 🔹	
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11 Click OK

< Jul 31, 2022 - A	ug 6, 2022 >				Calenda	r view Employees view			Wee	k 🗸 No grouping 🧹	🎢 Auto-assign
									Q		
	JULY		AUGUST								TOTAL
Sorted by First name 🗸	SUN 31	L	MON	1	TUE 2	WED 3	THU 4		FRI 5	SAT 6	Planned hours Cost
(6)	5:00 - 14:00 (9h 0m S1, Restaurant 3	1) ©				10:00 - 18:00 (8h 0m) © • Sp2, CB	0:00 - 1:00 (1h 0m) © Sp1, R2 - Room 1	9:00 - 17: Sp2, RI	00 (8h 0m) # 문 🌚 🖕		42h \$0.00
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ashford I-Time	5:00 - 14:00 (9h 0	С		7	5 days	1x Supervisor 2x Supervisor 2	4x Host 1	:			9h \$173.25
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