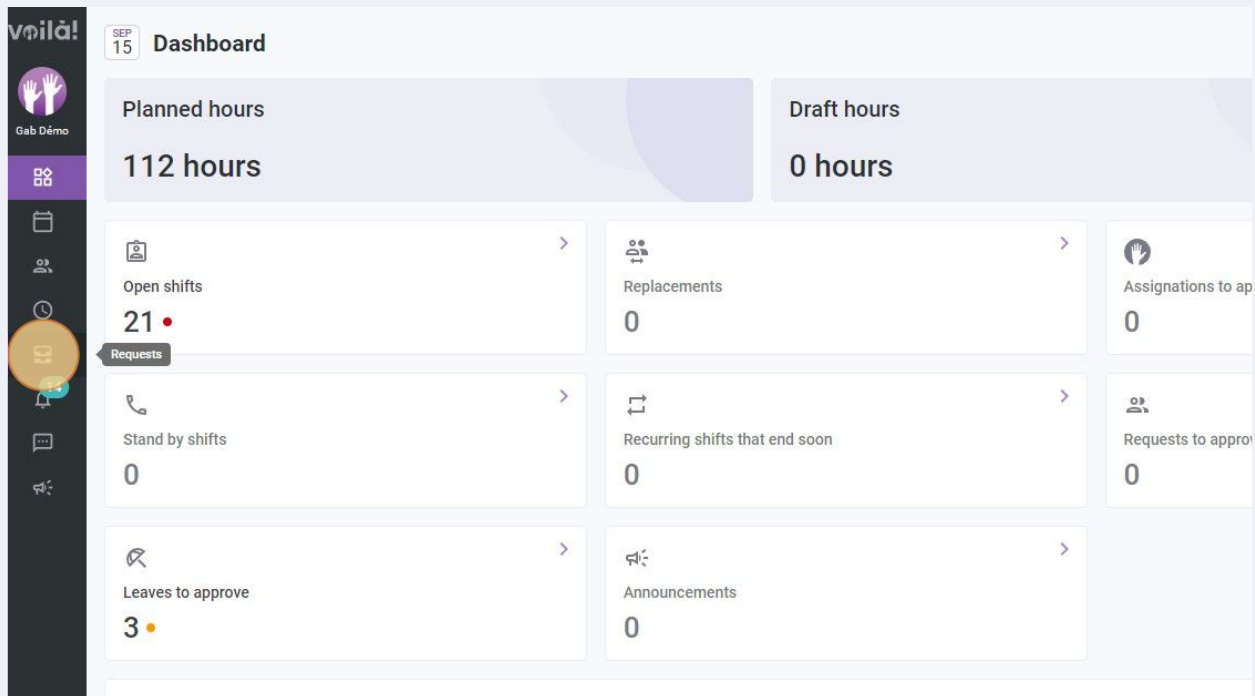


# How to modify a leave request






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

2 Go into the Requests section.



### 3 Click on the pen icon.

Leave type	Reason for the request	Manager	Approbation	Hiring Date	Creation date	
Vacances annuelles	Voyage	Tech Support	Pending		Sep 15, 2022, 9:16 AM	
Vacances annuelles	Voyage	Tech Support	Pending		Sep 15, 2022, 9:20 AM	
Vacances annuelles	Trip	Tech Support	Pending		Sep 15, 2022, 10:03 AM	

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### 4 Modify all the desired information and click on Save.

**Start of leave**

Saturday, September 17, 2022

Specify the time

**End of leave**

Saturday, September 24, 2022

Specify the time

0 Days  
Suggested: 0 days

Trip