

How to open an employee's timesheet?



Learn how to open an employee's timesheet 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**: 0 (with a 'Timesheets' sub-label)
- Replacements**: 0
- Assignations to approve**: 0
- Shifts to approve**: 0
- Stand by shifts**: 0
- Recurring shifts that end soon**: 0
- Requests to approve**: 0
- Availabilities to approve**: 2
- Leaves to approve**: 17
- Announcements**: 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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Use the date and arrows at the top of the screen to navigate from one week to the next

Employees	DIM.	3	LUN.	4	MAR.	5	MER.	6	JEU.	7	VEN.	8	SAM.	9	Total
Anne Bonesso			8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m				40h 0m
Bruno Aldik			7h 0m	8h 0m	9h 0m	8h 0m						7h 0m			16h 0m
Christine Rashford				8h 0m	8h 0m	8h 0m	7h 0m								15h 0m
Claudia Hamilton				8h 0m	7h 0m	7h 0m									14h 0m
Anthony Michaud			8h 0m									8h 0m			8h 0m
Bruno Aldik			7h 0m	7h 0m											7h 0m
David Gauthier															0h 0m
Diane Smith															0h 0m
Elon Tusk															0h 0m
Filippo Bolleau															0h 0m
Isabelle Lemieux															0h 0m
Total		0h 0m	25h 49m	16h 0m	51h 1m	47h 0m	48h 0m	15h 0m	202h 50m	290h 50m	0h 36m				

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Click View employe's timesheet located at the right end of the employee's name

Employees	DIM.	10	LUN.	11	MAR.	12	MER.	13	JEU.	14	VEN.	15	SAM.	16	Total
Bruno Aldik		8h 0m							22h 0m	6h 0m	8h 0m				33h 0m
Anne Bonesso				8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m	8h 0m				32h 0m
Anthony Michaud															0h 0m
Christian Michel									22h 0m						22h 0m
Bruno Aldik									6h 0m	0h 0m					6h 0m
Christine Rashford															0h 0m
Claudia Hamilton															0h 0m
David Gauthier															0h 0m
Émilie Lockhead															0h 0m
Isabelle Lemieux															0h 0m
Jennifer Zappa															0h 0m
Total		0h 0m	0h 0m	8h 0m	8h 6m	58h 1m	14h 0m	5h 0m	93h 7m	159h 31m					