

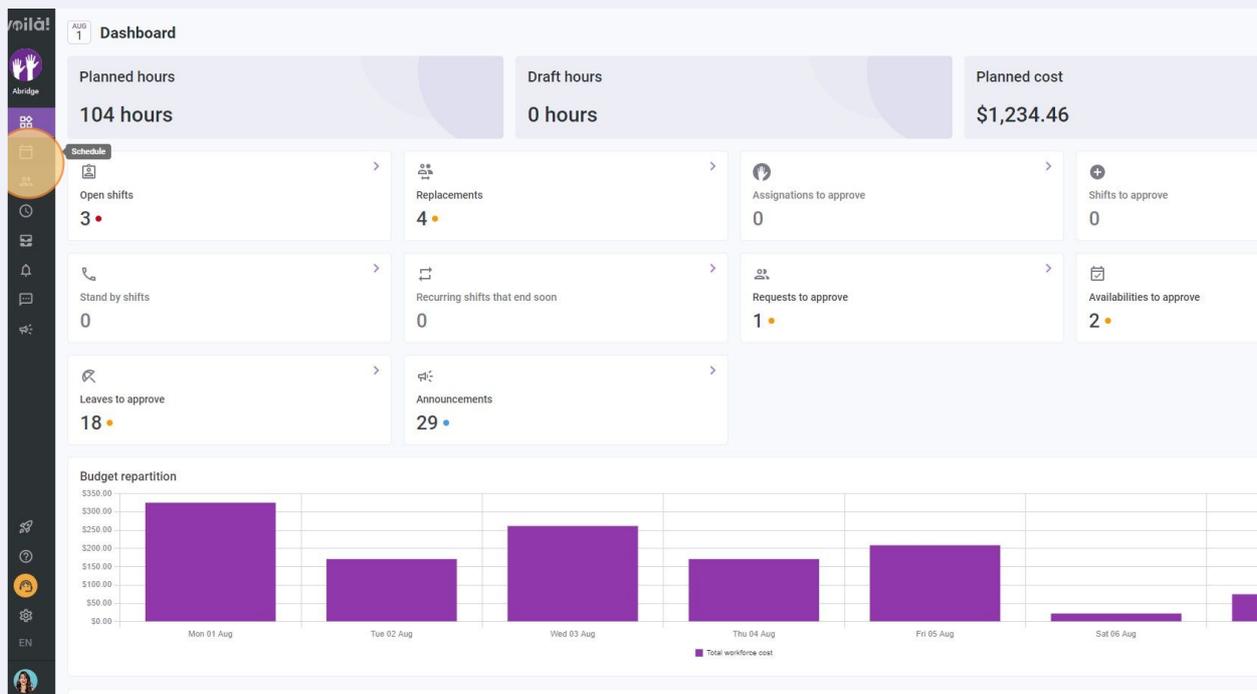
How to print your schedule?



Learn how to print your schedule with Voilà!

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

2 Click Schedule



3 Select Employees view

Calendar view Employees view Week No grouping Auto-assign

	JULY SUN 31	AUGUST MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	TOTAL
Open shifts (5)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) @ Sp2, CB 10:00 - 18:00 (8h 0m) @ Sp2, CB		9:00 - 17:00 (8h 0m) @ Sp2, RI		41h \$0.00
Anne Bonesso (Manager)		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) @ H1, Restaurant 3		48h \$855.00
Anthony Michaud (Full-Time)				10:55 - 17:00 (6h 5m) @ H1, RI				6.08h \$0.00
Bruno Aldik (Autre)					0:00 - 1:00 (1h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ C1, RI	0:00 - 1:00 (1h 0m) @ C1, RI	2h \$44.66
Christian Michel (Autre)					0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			1h \$0.00
Christine Rashford (Full-Time)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3							9h \$173.25
Claudia Hamilton (Manager)								0h \$0.00
David Gauthier (Autre)	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3							8h \$240.00
Diane Smith (Full-Time)					0:00 - 1:00 (1h 0m) @ Sp2, CB	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) @ Sp1, R2 - Room 1	3h \$0.00
Elon Tusk (Full-Time)								0h \$0.00
Emilie Lockheart								0h \$0.00
Total planned hours	46h	16h	8h	36.1h	18h	20h	2h	146.1h
Total overtime hours	0h	0h	0h	0h	0h	0h	0h	0h
Total workforce cost	\$653	\$325	\$171	\$261	\$171	\$209	\$22	\$1,812

4 Click the printer icon located at the right top of the schedule

Calendar view Employees view Week No grouping Auto-assign

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Choose the desired number of copies and layout and click Print



Note: If the print preview seems off, adjust your printer settings to show graphics.