How to print your schedule?



Learn how to print your schedule with Voilà!

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



Select Employees view

〒 Today < Jul 31, 2022 - A	Aug 6, 2022 >		Calendar v	Calendar view Employees view				Week 🗸 No grouping 🗸 🧪 Auto	
						٩ [ং ত ০	
	JULY	AUGUST						TOTAL	
Sorted by First name 🗸	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	Cost Cost	
? Open shifts (5)	5:00 - 14:00 (9h 0m) S1, Restaurant 3			10:00 - 18:00 (8h 0m) © . Sp2, CB		9:00 - 17:00 (8h 0m) □ 🕫 ● Sp2, Ri		41h \$0.00	
	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) © • Sp2, CB					
Anne Bonesso			ioannin anni	*	unnin unni		2 🔍 💌	40h	
ID: 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) # 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) = H1, Restaurant 3		\$855.0	
Anthony Michaud A Full-Time NO - 37h				10:55 - 17:00 (6h 5m) ⊄ 20 H1, RI				6.08h \$0.00	
Full-Time 10h - 37.5h					0:00 - 1:00 (1h 0m) 🐲 👔	0:00 - 1:00 (1h 0m)® C1, RI	0:00 - 1:00 (1h 0m) ® C1, RI	2h \$44.66	
Bruno Aldik Admin Full-Time 10:-37.5b								0h \$0.00	
Christian Michel					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: - 25- Je suis à l'école				•				0h \$0.00	
David Gauthier Supervisor Full-Time 200-400	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.0i	
Diane Smith Admin Full-Time					0:00 - 1:00 (1h 0m) ФФ 🚯	0:00 - 1:00 (1h 0m) © © . Sp1, R2 - Room 1	0:00 - 1:00 (1h 0m) 0	3h \$0.00	
😰 Elon Tusk 🔺								0h \$0.00	
🕬 Émilie Lockhead	ų		(11111111111111111111111111111111111111					0h	
Total planned hours	46h	16h	8h	36.1h	18h	20h	2h	146.1h	
Total overtime hours	0h	Oh	0h	Oh	Oh	Oh	Oh	Oh	
Total workforce cost	\$653	\$325	\$171	\$261	\$171	\$209	\$22	\$1,812	

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

< Jul 31, 2022 - J	Aug 6, 2022 >		Calendar v	iew Employees view		Wee	k → No grouping →	🎢 Auto-assign
						٩		え 亘 ⊗ 尊
orted 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) (8h 0m) (8h 0m)		9:00 - 17:00 (8h 0m) □ 🕫 ● Sp2, Ri		41h \$0.00
	10:00 - 18:00 (8h 0m) Sp1, Restaurant 3			10:00 - 18:00 (8h 0m) \$p2, CB				
i 0 me : 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) ¤ ◎ H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	•	40h \$855.00
haud 🗼				10:55 - 17:00 (6h 5m) ⊏ 🕫 H1, RI				6.08h \$0.00
.					0:00 - 1:00 (1h 0m) 👓 👔	0:00 - 1:00 (1h 0m)© C1, RI	0:00 - 1:00 (1h 0m) @ C1, RI	2h \$44.66
								0h \$0.00
ine A					0:00 - 1:00 (1h 0m) @ C1, R2 - Room 1			1h \$0.00
hford ime	5:00 - 14:00 (9h 0m) © S1, Restaurant 3							9h \$173.25
ilton e à l'école				9 🕞 💌				0h \$0.00
er 🗼	10:00 - 18:00 (8h 0m) © Sp1, Restaurant 3 Absent							8h \$240.00
					0:00 - 1:00 (1h 0m) 👁 🐞	0:00 - 1:00 (1h 0m) @@ • Sp1, R2 - Room 1 •	0:00 - 1:00 (1h 0m) @@	3h \$0.00
e 🔺								0h \$0.00
hae			(/////////////////////////////////////					Ob
	46h	16h	8h	36.1h	18h	20h	2h	146.1h
	Oh	Oh	Oh	0h	Oh	Oh	Oh	Oh
	\$653	\$325	\$171	\$261	\$171	\$209	\$22	\$1,812



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.