How to reassign a shift to **Voila!** someone else?

Learn how to reassign a shift to someone else with Voilà!

1	Navigate to https://con	isole.voila.ap	op/en			
2	Click Schedule					
voilă!	Dashboard					
**	Planned hours			Draft hours		
Abridge	35 hours			2 hours		
© 0	Schedule Ê Open shifts O	>	en anticipation de la constante de la constan		×	Assignations to ap 0
4 □ *	ে Stand by shifts O	>	C Recurring shifts that 2 ●	>	왕 Requests to approv 0	
	© Leaves to approve 17 •	>	র্দ্ Announcements 33 •		>	

Right-click the shift you want to reassign

	lul 30, 2022 >		Calendar v	Employees view	We	ek 🗸 🛛 No grouping 🗸	✓ 🥢 Auto-ass	
						٩	082020	
Sorted by First name 🗸	JULY SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL Planned hours Cost
🗭 Time off			88					
? Open shifts (0)								0h \$0.00
Anne Bonesso Manager ID: 2205 - Full-Time 206 - 30h - Je vais à l'école	0:00 - 1:00 (1h 0m) © C1, Ri Absent		9(111111) · • · · · · · · · · · · · · · · · · ·		0:00 - 1:00 (1h 0m) @ C1, RI		23 · · · ·	2h \$43.90
Anthony Michaud Anthony Michau				10:55 - 17:00 (6h 5m) # 2⊚ H1, RI	0:45 - 2:00 (1h 15m)⊗ C1, Ri			15.33h \$0.00
				10:56 - ? © C1, R2				
Bruno Aldik Admin Full-Time			0:00 - 1:00 (1h 0m) © C1, RI Absent				_	1h \$22.33
Bruno Aldik A Full-Time 10h - 37.5h							000 - 1:00 (1h 0n) ¢	+ ^{1h} \$22.33
Christian Michaud Admin 10: 10905 - Full-Time 106 - 40h								0h \$0.00
Christine Rashford ID: 22365 - Full-Time ND - ND					S Absent - Jul 28, 2022 - Jul 28, 2022			0h \$0.00
Claudia Hamilton Manager ID: 100 - Full-Time				· · · · · · · · · · · · · · · · · · ·				0h \$0.00
David Genest Supervisor Full-Time								0h \$0.00
- Diane Smith								0b
Total planned hours	1h	Oh	1h	14.1h	2.3h	Oh	1h	19.3h
Total overtime hours	Oh	Oh	0h	0h	Oh	0h	Oh	Oh
Total workforce cost	\$22	so	\$22	\$0	\$22	\$0	\$22	\$89

4 Click Reassign

		0:00 - 1:00 (1h 0m) C1, RI			\$43.90
					15.33h
	10:55 - 17:00 (6h 5m) ¤ ≌⊚ H1, RI	0:45 - 2:00 (1h 15m) C1, RI			🖰 Select
	10:56 - ? © C1, R2				🛅 Save as shift template
) - 1:00 (1h 0m) ©					Copy shift
ent					🛠 Cut shift
				0:00 - 1:00 (1h 0m) C1, RI	C Change hours
					📂 Edit Shift
		🛸 Absent - Jul 28, 2022 - Jul 28, 2022			/ Split shift
					2. Reassign
	•				🚆 Swap shift with cowork
					ి. Create a replacement
					📄 Convert to Draft
					옼? Convert to Open Shift
	14.1h	2.3h	Oh	1h	🛞 Cancel shift
	Oh	Oh	Oh	Oh	 Delete Chift
	\$0	\$22	\$0	\$22	

5 Select the employee to whom you want to reassign the shift



Click Confirm selection

	Aborgit									^	a • • • 2 •	RO
	Search in all employees									Q		TOTAL
Sorted by First name	Employee	Seniority	JULY SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL A A Planned hours	SAT 30	Planned h Cost Leaves
K Time off	Decommonded employees (available)	v esiteria								Cost 👻		
(?) Open shifts (0)	Reuno Aldik th	wicinteria								th on a		0h \$0.00
Anne Bonesso	O Pull-Time	Oct 2010			0.00 - 1:00 01, 81 Absent	•				\$22.33		2h
Manager ID: 2205 - Full-Time	Anne Bonesso - 2205 2h				(111. ¥ 111.				v	2h /40h		\$43.90
200-30h-Je vais à l'école Anthony Michaud	Full-Time Manager 20h - 30h - Je vais à l'école	May 2018	0.00 - 1:00 C1, Ri Absert				0:00 - 1:00 C1, RI			\$43.90		15.33h
ND - 37h	Anthony Michaud 🔺 15.33h					10:55-17:00::	0:45-2:00			15.33h/40 \$0.00		\$0.00
	ND - 37h					H1, RI	C1, RI			00.00		
- Rruno Aldik						10:56 - ? 🕝						
Admin Full-Time 10 - 37.56	O									0h \$0.00		\$22.33
🔏 Bruno Aldik 🔥	Other suggested employees (available)	ew criteria										1h
Tull-Time 106-37.5h	Martin Carr 0h									0h /40h	0:00 - 1:00 (1h 0m) () C1, RI	\$22.33
Christian Michaud Admin ID: 10905 - Full-Time	Full-Time ND - 37.56 L Kitchen	Dec 2005								\$0.00		0h \$0.00
Christine Rashford D: 22365 - Full-Time ND - ND	Sarah Couture On FullTime No - 37.5h	Jan 2006								0h /40h \$0.00		0h \$0.00
Claudia Hamilton Manager 10: 700 - Full-Time 106-:25h - Je suts à l'école	Jennifer Zappa - 552 0h Part-Time 106- 37.5h	May 2007								0h /40h \$0.00		0n \$0.00
David Genest Supervisor Full-Time 20h - 40h	C C Roxane Payet Oh Full-Time Notary 56 Net Kitchen	May 2008								0h /40h \$0.00		0h \$0.00
Total planned hours	Christine Pashford, 22245 (In									-	1h	19.3h
Total overtime hours	Advanced search							Can	cel Confirm	1 selection	Oh	Oh
								Gair			2002	