

How to search for a leave request



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

2 Go into the Requests section.

The screenshot shows the Voilà! dashboard interface. At the top, it displays 'SEP 16 Dashboard'. Key metrics include 'Planned hours' (112 hours), 'Draft hours' (0 hours), and 'Planned' (\$0.00). The dashboard is divided into several sections: 'Open shifts' (21), 'Stand by shifts' (0), 'Leaves to approve' (3), 'Replacements' (0), 'Recurring shifts that end soon' (0), and 'Announcements' (0). There are also sections for 'Assignations to approve' (0) and 'Requests to approve' (0). A 'Budget repartition' table is visible at the bottom. The sidebar on the left contains navigation icons, with the 'Requests' icon highlighted in a blue circle.

Budget repartition				
\$1.00				
\$0.90				
\$0.80				
\$0.70				
\$0.60				
\$0.50				

3 Click on the Search icon.

Leaves Availability

Pending (3) Approved (0) Declined (3) All (6)

	Leave request date ↑	Leave type	Reason for the request	Manager	Approbation	Hiring Date	Creation date	
Bonesso	September 17, 2022 - September 24, 2022	Vacances annuelles	Voyage	Tech Support	Pending		Sep 15, 2022, 9:16 AM	✎ ⋮
Bonesso	September 17, 2022 - September 24, 2022	Vacances annuelles	Voyage	Tech Support	Pending		Sep 15, 2022, 9:20 AM	✎ ⋮
Bonesso	September 17, 2022 - September 24, 2022	Vacances annuelles	Trip	Tech Support	Pending		Sep 15, 2022, 10:03 AM	✎ ⋮

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4 Click on this field, and search the name of the employee you want to find.

Pending (3) Approved (0) Declined (3) All (6)

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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