How to select shift/shifts? Voila!

Learn how to select shift/shifts with Voilà!

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

2	Click Schedule						
voilà!	26 Dashboard						
WW Absides	Planned hours			Draft hours			Plan
	78 hours			4 hours			\$75
0	Schedule © Open shifts 6 •	>	en accements Replacements 0		Σ	Assignations to approve	
⊈ ⊡ \$*:	م Stand by shifts 0		≓ Recurring shifts that 2 ●	end soon	>	왔 Requests to approve O	
	R Leaves to approve 16 •	>	≓ Announcements 33 ●		>		
8 0 6	Budget repartition 5180.00 5180.00 5140.00 5120.00 51000 5100.00 510000000 5100000000 510000000000						

Click Activate selection mode

3

< Jul 24, 2022	ul 30, 2022 >		Calendar v	ew Employees view		We	eek ~ No grouping ~	🎢 Auto-assign
					This period	d has drafts Publish		
orted by First name 🗸	JULY SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI	election mode AT 30	TOTAL Planned hours Cost Leaves
	12:00 - 16:00 (4h 0m) © H1, Restaurant 3 0/2	8:00 - 16:00 (8h 0m) C1, RI	•	8:00 - 17:00 (9h 0m) ¤⊗ C1, Ri 12:00 - 15:00 (4h 0m) ©				17h (25h) \$0.00
e Técole	•	9:00 - 17:00 (8h 0m) ≓ ⊕ H1, Restaurant 3	n (11111) + (11111)	H1, Restaurant 3 0/5 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	0:00 - 1:00 (1h 0m) © C1, RI	33h \$705.95
aud 🔺							0:00 - 1:00 (1h 0m) © C1, RI	1h \$0.00
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						0:00 - 1:00 (1h 0m) @@	0:00 - 1:00 (1h 0m) @@	0h (2h) \$0.00
	8h (8h)	12h (20h)	20h (20h)	21h (21h)	8h (8h)	17.3h (18.3h)	2h (3h)	88.3h (98.3h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	Oh
	\$89 (\$89)	\$260 (\$260)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$22 (\$22)	\$885 (\$885)

4 Select the shift of your choice

< Jul 24, 2022	Jul 30, 2022 >		Calendar v	ew Employees view		Wee	k 🗸 No grouping 🗸	🥢 Auto-assign
						0 selected shifts 🛛 🗙		4° ⊡ ⊗
orted by First name 🗸	JULY SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29	SAT 30	TOTAL Planned hours Cost Leaves
			6					
	12:00 - 16:00 (4h 0m) © H1, Restaurant 3 0/2	8:00 - 16:00 (8h 0m) © C1, RI		8:00 - 17:00 (9h 0m) ⊏© C1, RI				17h (25h) \$0.00
				12:00 - 16:00 (4h 0m) H1, Restaurant 3				
	•		2) (111111) (* * * * * * * * * * * * * * * * * * *					33h
e Fécole		9:00 - 17:00 (8n 0m) # @ H1, Restaurant 3		9:00 - 17:00 (8h 0m) 0 @ H1, Restaurant 3	9:00 - 17:00 (8n 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8n/om) = 0 H1, Restaurant 3	C1, RI	3703.93
aud 🔺							0:00 - 1:00 (1h 0m) © C1, RI	1h \$0.00
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ford								0h \$0.00
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A								0h \$0.00
						0:00 - 1:00 (1h 0m) 👁	0:00 - 1:00 (1h 0m) @@	0h (2h) \$0.00
	8h (8h)	12h (20h)	20h (20h)	21h (21h)	8h (8h)	17.3h (18.3h)	2h (3h)	88.3h (98.3h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	Oh
	\$89 (\$89)	\$260 (\$260)	\$0 (S0)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$22 (\$22)	\$885 (\$885)



Tip! To select several shifts at the same time, you must hold the SHIFT key on your keyboard



Once your shift(s) have been selected, use the tools on the top right menu in order to modify your selection.