

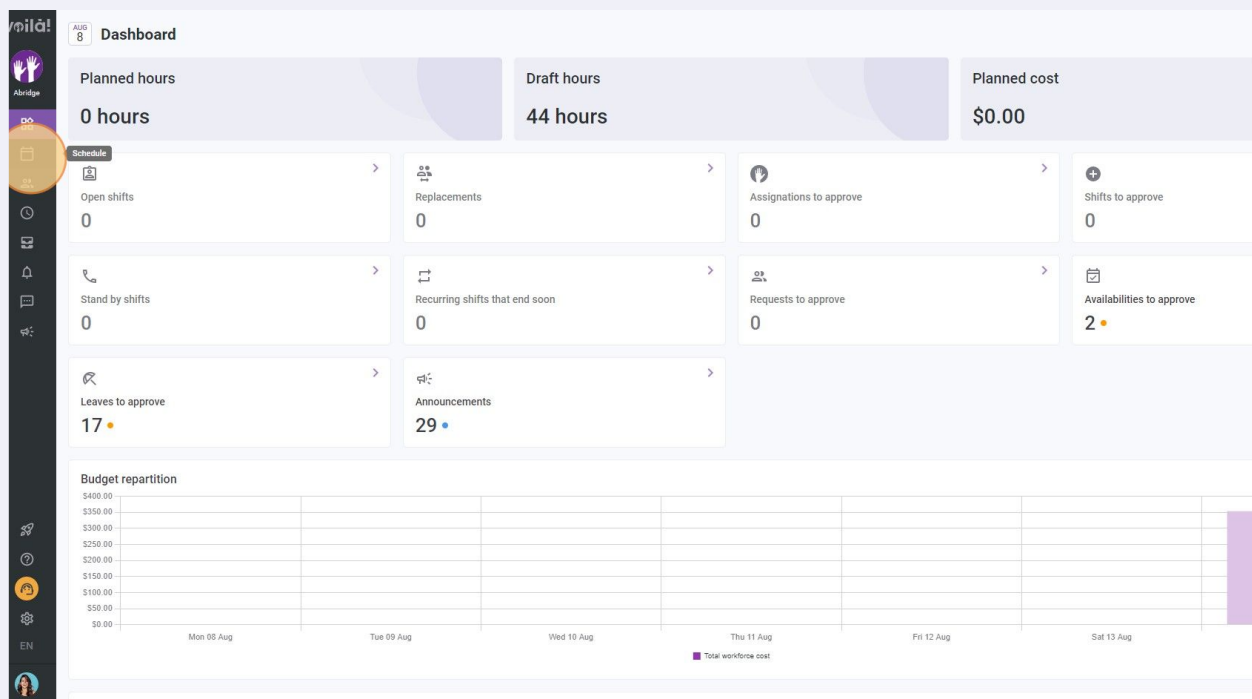
# How to sort employees?



Learn how to sort employees with Voilà!

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

2 Click Schedule



### 3 Select the drop down menu located at the top of the employee column

The screenshot shows the Abridge HR software interface in 'Employees view'. At the top, there's a navigation bar with 'Today', date range 'Aug 7, 2022 - Aug 13, 2022', and tabs for 'Calendar view' and 'Employees view'. A dropdown menu is open at the top of the employee column, showing options: 'Open shifts (0)', 'First name', 'Last name', 'Seniority', 'Working hours', 'Score', 'Employee code', 'Employment type', 'Cost', and 'Personalized'. The 'First name' option is selected. The calendar grid shows shifts for employees like Anne Bonesso, Anthony Michaud, Bruno Aidik, Christian Michel, Claudia Hamilton, David Gauthier, and Diane Smith. The bottom section shows summary statistics: Total planned hours, Total overtime hours, and Total workforce cost.

### 4 Select how you want to sort your employees

This screenshot is identical to the one above, showing the Abridge HR software interface. The dropdown menu at the top of the employee column is open, and the 'First name' option is selected. The calendar grid displays shifts for the same set of employees, and the summary statistics at the bottom remain the same.