

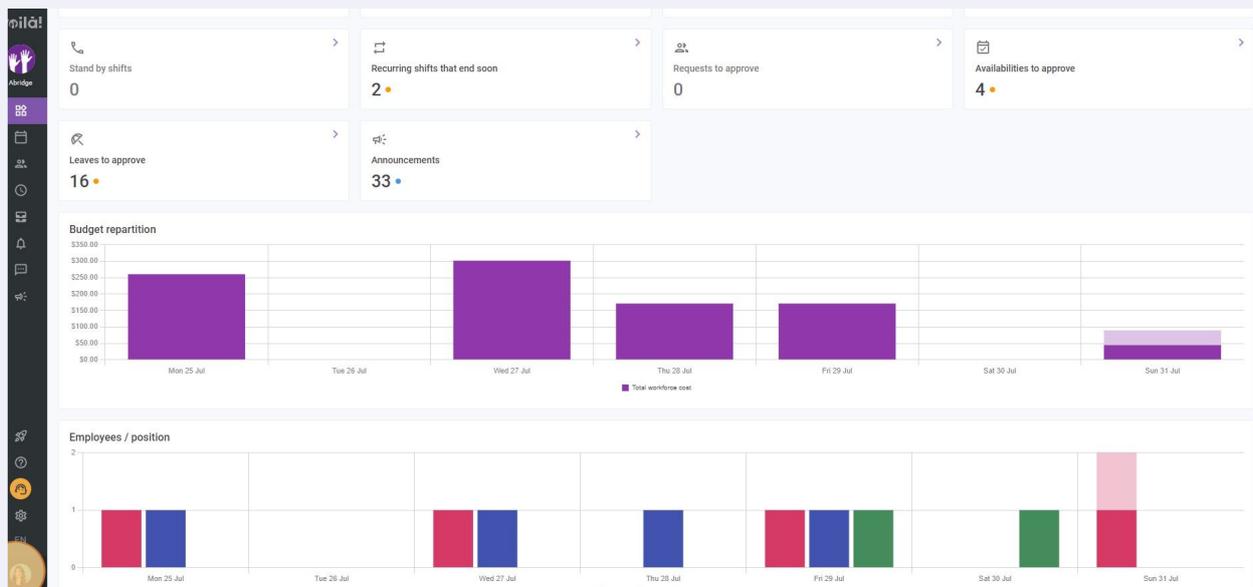
How to swap shift with coworker?



Learn how to swap shift with coworker with Voilà!

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

2 Click on your icon profile located at the bottom left of the screen



3 Click My profile

Stand by shifts: 0

Recurring shifts that end soon: 2

Requests to approve: 0

Availabilities to approve: 4

Leaves to approve: 16

Announcements: 33

Budget repartition

Date	Total workforce cost
Mon 25 Jul	\$200.00
Tue 26 Jul	\$0.00
Wed 27 Jul	\$250.00
Thu 28 Jul	\$150.00
Fri 29 Jul	\$150.00
Sat 30 Jul	\$50.00

MY PROFILE
Diane Smith
LOG OUT

A new version of the application is now available (v 5.6.2). [Reload](#)

4 Select View Schedule

Employee Worksheet

[View Schedule](#) [Plan a leave request](#) [Deactivate Employee](#)

Profile at Abridge

ROLE	EMPLOYEE ID	EMAIL	PHONE NUMBER	TIME CLOCK PIN
Admin	ND	demovilla@gmail.com	4388834544	12345

General information

STATUS	HIRING DATE	MAX HOURS PER WEEK	MAX HOURS PER PAY PERIOD	HOURLY WAGE
Full-Time	ND	40h	ND	ND

Additional information

DATE OF BIRTH	ADDRESS
ND	ND

Emergency contacts

PRIMARY CONTACT NAME	PRIMARY CONTACT PHONE	PRIMARY CONTACT NOTE
ND	ND	ND
SECONDARY CONTACT NAME	SECONDARY CONTACT PHONE	SECONDARY CONTACT NOTE
ND	ND	ND

Time banks

	Code	Quantity	Preapproved Leave	Available Leave
Stat Holiday	FER	-12 hours	8 hours	-20 hours
Timebank	C022	0 hours	0 hours	0 hours
Absent	000	0 days	0 days	0 days

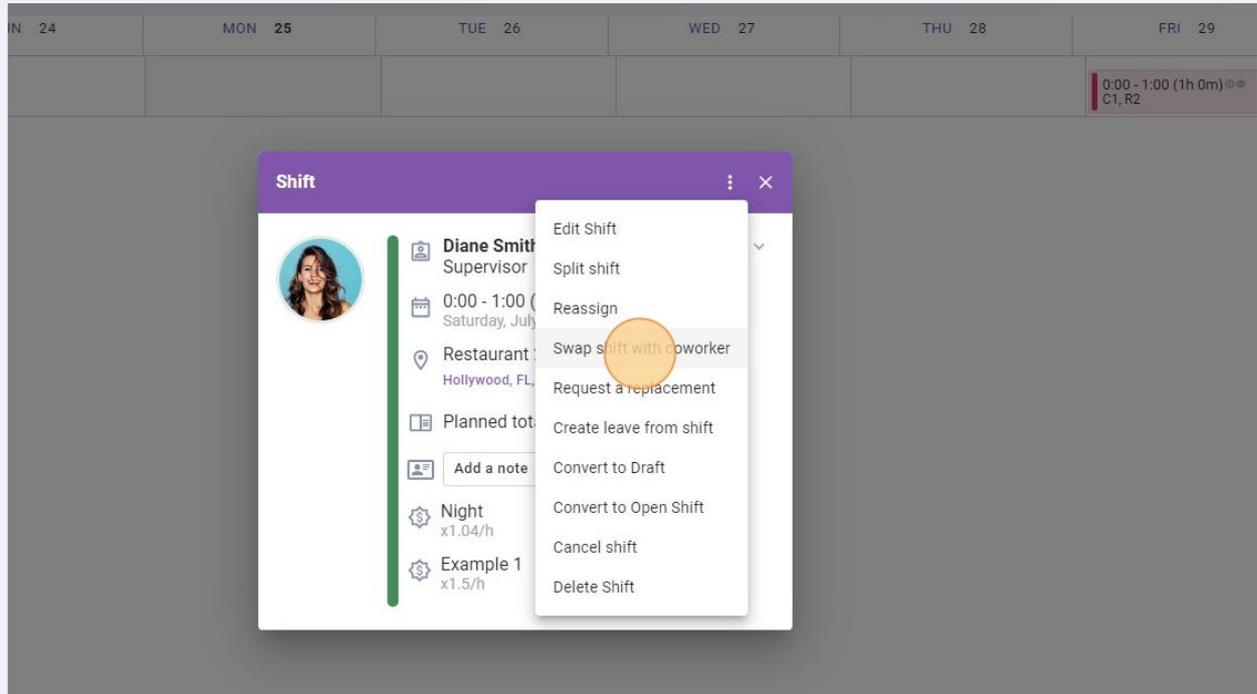
5 Click on the shift you want to swap

The screenshot shows a scheduling interface for an employee named Diane Smith. The main area is a calendar for the month of July 2022, with columns for each day from Sunday the 24th to Saturday the 30th. A shift is scheduled for Saturday, July 30, from 0:00 to 1:00 (1h 0m) with a rate of Sp1, R2. This shift is highlighted with an orange circle. On the left side, there is a sidebar with employee information, including email, phone number, and password. Below this, there are options to change availability and constraints. At the top right, there are buttons for 'View worksheet', 'Plan a leave request', and 'Deactivate Employee'.

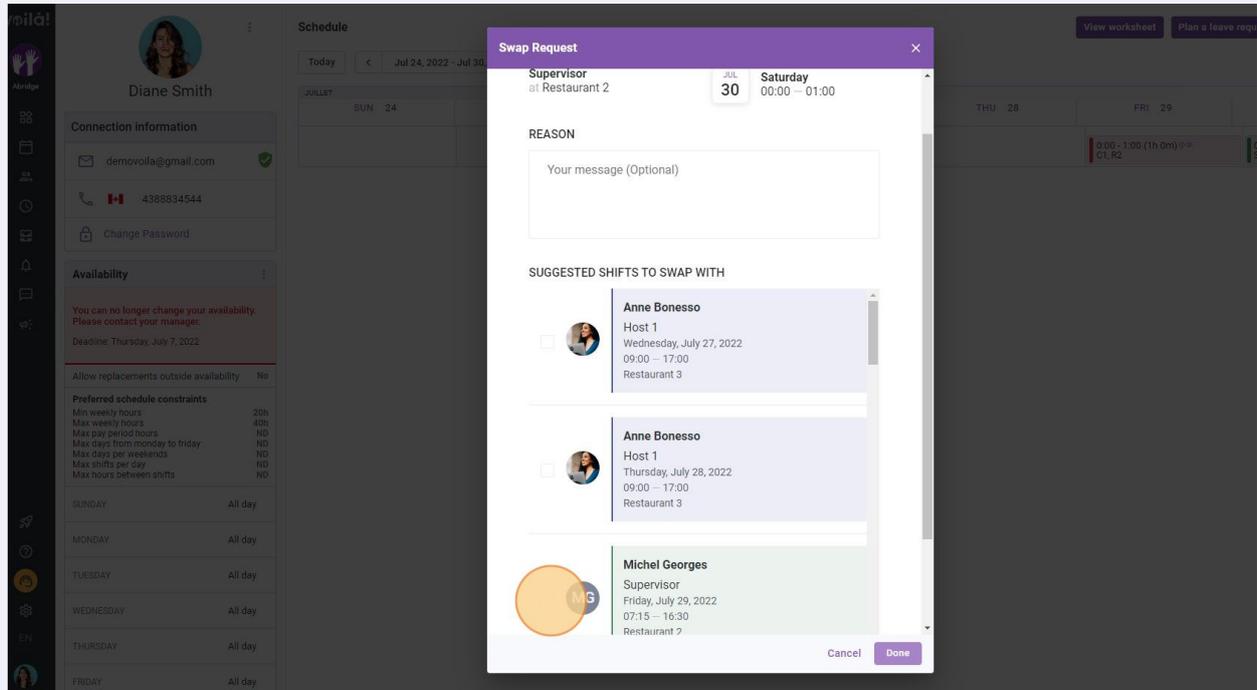
6 Click the three dots located at the top right of the window

The screenshot shows the same scheduling interface as above, but with a 'Shift' modal window open. The modal displays the following information: the supervisor's name (Diane Smith, Supervisor), the shift time (0:00 - 1:00 (1h 0m) on Saturday, July 30, 2022), the location (Restaurant 2, Hollywood, FL, USA), and the planned total (1h). There is an 'Add a note' button and a list of shift types: 'Night' (x1.04/h) and 'Example 1' (x1.5/h). In the top right corner of the modal, there are three dots and a close button, with an orange circle highlighting the three dots.

7 Click Swap shift with coworker



8 Select the employee you want to swap with



9

Click Done

The screenshot shows a 'Swap Request' dialog box overlaid on a scheduling interface. The dialog is titled 'Swap Request' and contains the following information:

- Requester:** Supervisor at Restaurant 2
- Date and Time:** Saturday, July 30, 00:00 - 01:00
- REASON:** A text input field with the placeholder 'Your message (Optional)'. The field is currently empty.
- SUGGESTED SHIFTS TO SWAP WITH:** A list of three suggested shifts, each with a checkbox and a 'Done' button:
 - Anne Bonesso, Host 1, Wednesday, July 27, 2022, 09:00 - 17:00, Restaurant 3
 - Anne Bonesso, Host 1, Thursday, July 28, 2022, 09:00 - 17:00, Restaurant 3
 - Michel Georges, Supervisor, Friday, July 29, 2022, 07:15 - 16:30, Restaurant ?
- Buttons:** 'Cancel' and 'Done' buttons are located at the bottom right of the dialog.

The background interface shows a calendar view for July 2022, with a sidebar on the left containing employee information and availability settings. A 'Done' button is also visible in the bottom right corner of the background interface.