

# How to update your availability schedule



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

2 Click on your profile picture in the bottom left.

The screenshot displays the Voilà! dashboard interface. On the left is a vertical navigation sidebar with icons for home, calendar, notifications, and a profile picture at the bottom. The main content area is a grid of six summary cards, each with an icon, a title, and a numerical value:

- Open shifts: 21
- Stand by shifts: 0
- Leaves to approve: 0
- Replacements: 0
- Recurring shifts that end soon: 0
- Announcements: 0
- Assignations to approve: 0
- Requests to approve: 0

Below the grid is a 'Budget repartition' chart. The y-axis represents cost in dollars, ranging from \$0.00 to \$1.00 in \$0.10 increments. The x-axis shows dates from Thursday, 22 Sep to Monday, 26 Sep. A legend at the bottom right indicates that the purple bars represent 'Total workforce cost'. The chart area is currently empty.

**3** Click on MY PROFILE.

The screenshot shows a user dashboard with a dark sidebar on the left containing navigation icons. The main content area has several cards: 'Leaves to approve' (0), 'Announcements' (0), and a 'Budget repartition' chart. A dropdown menu is open over the 'MY PROFILE' icon, showing options for 'Tech Support', 'MY PROFILE', and 'LOG OUT'. The background chart shows data for 'Fri 23 Sep' and 'Sat 24 Sep'.

**4** Click on the three points icon next to Availability.

The screenshot shows a user profile page with a sidebar on the left. The 'Availability' section is highlighted with a yellow background and a three-dot menu icon. The main content area is divided into sections: 'General information', 'Additional information', 'Emergency contacts', and 'Time banks'. The 'Availability' section contains a warning message and a table of preferred schedule constraints. The 'Time banks' section contains a table with columns for Code and Quantity.

Code	Quantity
Vacation leave	0 days

## 5 Click on Update Availability.

The screenshot shows the Availa! user profile page. The left sidebar contains navigation icons and a user profile section with the email 'demovoila@gmail.com' and phone number '4388834544'. The main content area is divided into several sections:

- General information:** STATUS (Full-Time), HIRING DATE (ND), MAX HOURS PER WEEK (ND).
- Additional information:** GENDER (Select a gender), DATE OF BIRTH (ND).
- Emergency contacts:** PRIMARY CONTACT NAME (ND), PRIMARY CONTACT PHONE (ND), SECONDARY CONTACT NAME (ND), SECONDARY CONTACT PHONE (ND).
- Time banks:** A table listing various leave types and their quantities.

The 'Availability' section is highlighted in yellow, and the 'Update availability' button is circled in orange. Below it, there are options to 'Add unique unavailabilities' and 'Add unique availabilities'. The 'Preferred schedule constraints' section lists various constraints with 'ND' values.

Day	Availability
SUNDAY	All day
MONDAY	All day
TUESDAY	All day
WEDNESDAY	All day
THURSDAY	All day
FRIDAY	All day
SATURDAY	All day

	Code	Quantity	Preapproved Leave
Vacation leave	DEFAULT	0 days	0 days
Congé maladie	02	0 days	0 days
Congé sans solde	03	0 hours	0 hours

## 6 Update your availability and click on Save.

The screenshot shows the 'Update Availability' modal dialog box. It contains a list of days with checkboxes for 'Available' and 'All day' options. The 'Save' button is highlighted in a yellow circle.

Day	Available	All day
Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Allow replacements outside availability

Preferred schedule constraints

Cancel Save