# How to use filters in timesheets?

# vøila!

Learn how to use filters in timesheets with Voilà!

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

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8 Dashboard								7 da
Planned hours		Draft hours				Planned cost		
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and to buy	100 07 609	Heu to Aug	Total wo	inforce cost	11112 2009		Jai 17 Mg	Jun 14 Aug

## **3** Click the filter icon located at the top left of the timesheets

Filter									
	Employees Sorted by First v	TUE 1	9 WED 20	тни 21	FRI 22	SAT 23	sun 24	MON 25	Т
Clinique principale	Bruno Aldik Full-Time						RRR		
	Bruno Aldik Admin Full-Time						RRR		
	Christian Michel Admin ID: 10905 - Full-Time						RRR		
	Christine Rashford ID: 22365 - Full-Time						RRR		
	Claudia Hamilton Manager ID: 100 - Full-Time						RRR		
	David Gauthier Supervisor Full-Time						RRR		
	Diane Smith Admin Full-Time						RRR		
	Elon Tusk ID: 123 - Full-Time						RRR		
	Émilie Lockhead						R		

#### 4 Click Teams and select the filters of your choice

/oilà!	× Filters	= Timesheets		< Jul 19	), 2022 - Aug 1, 202:	2 >			Pay period
Abridge	Teams Positions Q & Members Types								
諮	Q	Employees Sorted by name	e TUE 19	WED 20	тни 21	FRI <b>22</b>	SAT 23	SUN 24	MON Real
8	Select all teams	Clinique principale Bruno Aldik Full-Time						RRR	0h 0h 1h (
2	Brewery	Bruno Aldik						RRR	Oh
©	🔲 🚢 Kitchen	Full-Time							4h :
2		Christian Michel Admin ID: 10905 - Full-Time						RRR	Oh Oh
		Christine Rashford ID: 22365 - Full-Time						RRR	Oh Oh Oh t
<b>4</b> :		Claudia Hamilton Manager ID: 100 - Full-Time						RRR	<b>Oh</b> Oh
		David Gauthier Supervisor Full-Time						RRR	0h Oh
		Diane Smith Admin Full-Time						RRR	Oh Oh
		Elon Tusk ID: 123 - Full-Time						RRR	Oh Oh
\$ ?		Émilie Lockhead						R	Oh On
6		Filippo Boileau						RRR	Oh
ŝ		4							
		Total	Real: 8h 0m Expected: 20h 45m	8h 30m 20h 25m	<b>8h 0m</b> 11h 30m	<b>8h 0m</b> 9h 0m	<b>2h 0m</b> 5h 45m	Oh Om Oh Om	<b>20h 5</b> 18h 5
45									

# **5** Click Positions and select the filters of your choice

/oilà!	× Filters		ets			< Jul	19, 2022 - Aug 1, 20	22 >				Pay perioc
Abridge	Team Positions Locations Members Types											
諮	Q		Employees Sorted b	y First 🗸	TUE 19	WED 2	) THU 21	FRI 22	SAT 23	SUN 24	MON	Real
Ħ	Select all teams	Clinique principale	Bruno Aldik Full-Time							RRR		0h 0h 1h :
2	Brewery		Bruno Aldik							RRR		Oh
O	🗌 🚢 Kitchen		Full-Time									4h :
<b>В</b> Ф			Christian Michel Admin ID: 10905 - Full-Time							RRR		Oh Oh
			Christine Rashford ID: 22365 - Full-Time	I						RRR		Oh Oh Oh t
46			Claudia Hamilton Manager ID: 100 - Full-Time							RRR		Oh Oh
			David Gauthier Supervisor Full-Time							RRR		Oh Oh
			Diane Smith Admin Full-Time							RRR		Oh Oh
			Elon Tusk ID: 123 - Full-Time							RRR		Oh Oh
<i>ଶ</i> (୩			Émilie Lockhead ID: 2236 - Student							R		Oh Oh
0			Filippo Boileau Full-Time							RRR		Oh Oh
鐐		4										
			Total	Real: Expected: Paid leave:	8h 0m 20h 45m	8h 30m 20h 25m	<b>8h 0m</b> 11h 30m	<b>8h 0m</b> 9h 0m	2h 0m 5h 45m	Oh Om Oh Om	<b>20h 5</b> 18h 5	
412												

## Click Locations and select the filters of your choice

/oilă!	× Filters	<b>Timesheets</b>		< Jul 19	, 2022 - Aug 1, 202	2 >			Pay period
Abridge	Teams Positions Constitions Mombers Types								
諮	Q	Employees Sorted by Finame	irst ~ TUE 19	WED 20	тни 21	FRI <b>22</b>	SAT 23	sun 24	MON Real
Ħ	Select all positions	Clinique principale Bruno Aldik Full-Time						RRR	0h 0h 1h (
23	Host 1	Bruno Aldik						RRR	Oh
Q	🔲 🖲 Nurse	Full-Time							4h :
	Supervisor	Christian Michel Admin ID: 10905 - Full-Time						RRR	0h Oh
	Supervisor 2	Christine Rashford						RRR	Oh
- 	🔲 🕚 Waiter 1								Oh !
		Claudia Hamilton Manager 10: 100 - Full-Time						RRR	Oh Oh
		David Gauthier Supervisor Full-Time						RRR	Oh Oh
		Diane Smith Admin Full-Time						RRR	Oh Oh
		Elon Tusk ID: 123 - Full-Time						RRR	Oh Oh
\$ ?		Émilie Lockhead						R	Oh Oh
0		Filippo Boileau						RRR	Oh
鐐		4							
EN		Total Ex Pai	Real: 8h 0m xpected: 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	<b>8h 0m</b> 9h 0m	<b>2h 0m</b> 5h 45m	Oh Om Oh Om	<b>20h 5</b> 18h 5
10									

# Click Members and select the filters of your choice

× Filters	<b>⇒</b> Timeshee	ets		< Jul 1	9, 2022 - Aug 1, 203	22 >			Pay period
Teams Positions Locations Members Types		Employees Sorted by First ~	тие 19	WED 20	тни 21	FRI <b>22</b>	SAT 23	SUN 24	MON Real
Select all locations	Clinique principale	Bruno Aldik Full-Time						RRR	Oh Oh
Clinique principale		Bruno Aldik Admin Full-Time						RRR	0h 0h 4h 3
Restaurant 2		Christian Michel Admin ID: 10905 - Full-Time						RRR	0h Oh
C 🖓 Restaurant 3		Christine Rashford ID: 22365 - Full-Time						RRR	Oh Oh
		Claudia Hamilton Manager ID: 100 - Full-Time						RRR	Oh Oh
		David Gauthier Supervisor Full-Time						RRR	Oh Oh
		Oiane Smith Admin Full-Time						RRR	<b>Oh</b> Oh
		Elon Tusk ID: 123 - Full-Time						RRR	<b>Oh</b> Oh
		Émilie Lockhead						R	<b>Oh</b> Oh
		Filippo Boileau Full-Time						RRR	<b>Oh</b> Oh
	4	Real: Total Expected: Paid leave:	<b>8h 0m</b> 20h 45m	8h 30m 20h 25m	<b>8h 0m</b> 11h 30m	<b>8h 0m</b> 9h 0m	<b>2h 0m</b> 5h 45m	Oh Om Oh Om	<b>20h 5</b> 18h 5
	X     Filters       Teaming     Positions       Q     Q       Select all locations     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Q       Q     Restaurant 2       Q     Restaurant 3	X     Filters       Teams     Positions       Q     Image: Select all locations       Q     Clinique principale       Q     Restaurant 1       Q     Restaurant 2       Q     Restaurant 3	X       Filters         ▼       Filters         Team       Position         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       Restaurant 2         Q       Restaurant 3         Q       Restaurant 3         Q       Restaurant 4         Q       Restaurant 3         Q       Restaurant 3         Q       Restaurant 4         Q       C         Q       Restaurant 3         Q       Restaurant 4         Q       C         Q       Restaurant 4         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C         Q       C	V Filters     Image: Select all locations     Image: Select all locations	X       Filters       Image: Control of the second	X       Filter <ul> <li>Timesheets</li> <li></li></ul>	X       Filters       Image: Source break       Image: Source		Filters       Image: Control of the first international of the first international of the first international of the filter international of the filternational of the filternational of the filternational of the fil

## 8 Click Types and select the filters of your choice

/oilà!		Filters	\Xi Timeshe	ets			< Jul	19, 2022 - Aug 1, 20	22 >			Pay period
Abridge	Teams	Positions Locations Members										
諮	Q			Employees Sorted	by First 🗸	TUE <b>19</b>	WED 20	) THU 21	FRI 22	SAT 23	sun 24	MON Real
Ħ	Sele	ect all employees	Clinique principale	Bruno Aldik Full-Time							RRR	Oh Oh
2	A											
©	0 🔮	Anne Bonesso Manager ID: 2205 - Full-Time		Bruno Aldik Admin Full-Time							RRR	0h 0h 4h :
8	0 🏽	Anthony Michaud Full-Time		Christian Michel Admin ID: 10905 - Full-Time	e						RRR	Oh Oh
¢	В											
		Bruno Aldik Full-Time		Christine Rashfo ID: 22365 - Full-Tim	rd e						RRR	Oh Oh Oh t
4÷		Admin Full-Time		Claudia Hamiltor	ı						RRR	Oh
	с			1D: 100 - Full-Time								UN
		Admin ID: 10905 - Full-Time		David Gauthier Supervisor Full-Time							RRR	Oh Oh
		Christine Rashford										
	0	Claudia Hamilton Manager ID: 100 - Eul-Time		Diane Smith Admin Full-Time							RRR	Oh Oh
	D			Char Turk							RRR	
		David Gauthier Supervisor		D: 123 - Full-Time								Oh Oh
8		Diane Smith Admin Full-Time		Émilie Lockhead ID: 2236 - Student							R	Oh Oh
Ŷ	E											
<b>(1)</b>	0	Elon Tusk ID: 123 - Full-Time		Filippo Boileau Full-Time							KKK	Oh Oh
\$ <u>3</u>	- 56	Émilie Lockhead	4	14								
EN	F	ID: 2236 - Student		Total	Real: Expected:	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m	0h 0m	20h 5
		Filippo Boileau Fuli-Time			Paid leave:	20n 45m	zun 25m	11h 30m	Aµ QW	5n 45m	un Om	180.5
	-	- Robert 188										