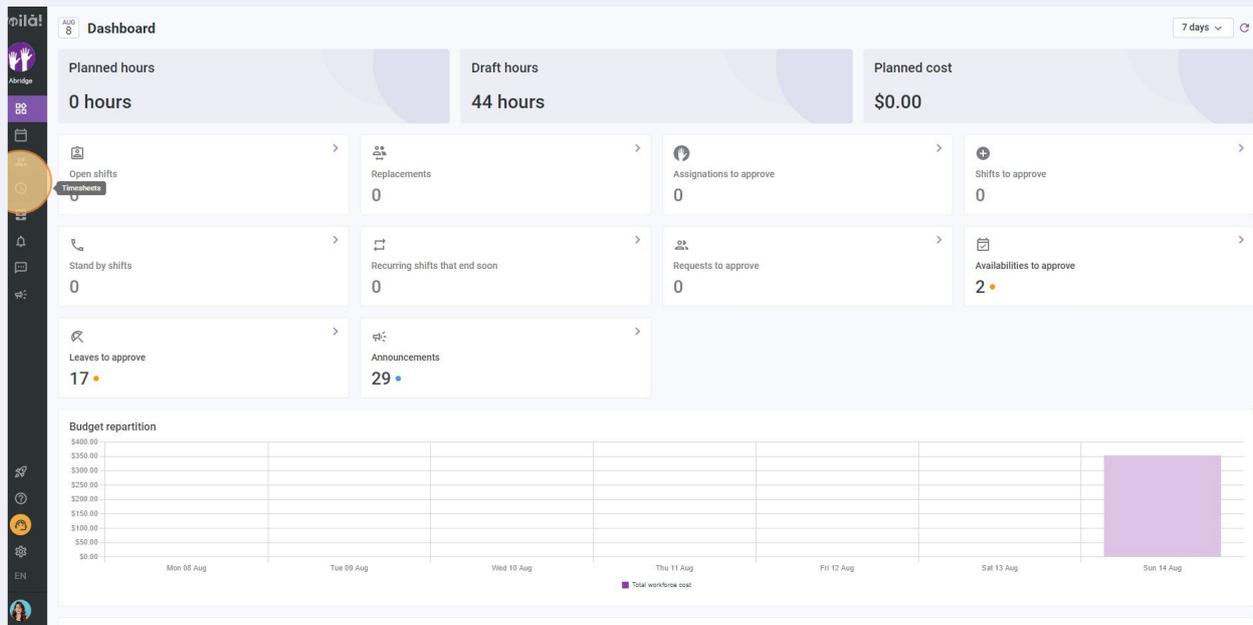


How to use filters in timesheets?

Learn how to use filters in timesheets with Voilà!

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

2 Click Timesheets



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

The screenshot shows the 'Timesheets' page with a sidebar on the left containing various icons. A 'Filter' icon is highlighted with a yellow circle. The main area displays a table with columns for dates from TUE 19 to TUE 25. The table lists employees under the 'Clinique principale' team, including Bruno Aldik, Christian Michel, Christine Rashford, Claudia Hamilton, David Gauthier, Diane Smith, Elon Tusk, and Émilie Lockhead. Each employee's row shows time slots with blue icons indicating activity.

4 Click Teams and select the filters of your choice

The screenshot shows the 'Timesheets' page with the 'Filters' panel open on the left. The 'Teams' filter is selected, and the table displays a summary of hours worked and expected for each day. The table includes a 'Real' column for actual hours and an 'Expected' column for planned hours. The total hours for each day are summarized at the bottom of the table.

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	Real
Bruno Aldik						0h 1h		0h 1h
Bruno Aldik						0h 4h		0h 4h
Christian Michel						0h		0h
Christine Rashford						0h 0h		0h 0h
Claudia Hamilton						0h		0h
David Gauthier						0h		0h
Diane Smith						0h		0h
Elon Tusk						0h		0h
Émilie Lockhead						0h		0h
Filippo Boileau						0h		0h
Total	8h 0m	8h 30m	8h 0m	8h 0m	2h 0m	0h 0m	20h 5	20h 5

5 Click Positions and select the filters of your choice

The screenshot shows the 'Timesheets' interface with the 'Positions' filter selected in the sidebar. The main table displays employee data for the period Jul 19, 2022 - Aug 1, 2022. The sidebar filter is set to 'Positions' and includes options for 'Select all teams', 'Brewery', and 'Kitchen'. The main table shows a list of employees for 'Clinique principale' with columns for days of the week and a 'Real' column for actual hours.

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	Real
Bruno Aldik (Full-Time)						0h 1h		0h 1h
Bruno Aldik (Admin Full-Time)						0h 4h		0h 4h
Christian Michel (Admin ID: 10905 - Full-Time)						0h		0h
Christine Rashford (Manager ID: 22365 - Full-Time)						0h 0h		0h 0h
Claudia Hamilton (Manager ID: 100 - Full-Time)						0h		0h
David Gauthier (Supervisor Full-Time)						0h		0h
Diane Smith (Admin Full-Time)						0h		0h
Elon Tusk (ID: 123 - Full-Time)						0h		0h
Emilie Lockhead (ID: 2236 - Student)						0h		0h
Filippo Boileau (Full-Time)						0h		0h
Total	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	0h 0m 0h 0m	20h 5 18h 5	

6 Click Locations and select the filters of your choice

The screenshot shows the 'Timesheets' interface with the 'Locations' filter selected in the sidebar. The main table displays employee data for the period Jul 19, 2022 - Aug 1, 2022. The sidebar filter is set to 'Locations' and includes options for 'Select all positions', 'Host 1', 'Nurse', 'Supervisor', 'Supervisor 2', and 'Waiter 1'. The main table shows a list of employees for 'Clinique principale' with columns for days of the week and a 'Real' column for actual hours.

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	Real
Bruno Aldik (Full-Time)						0h 1h		0h 1h
Bruno Aldik (Admin Full-Time)						0h 4h		0h 4h
Christian Michel (Admin ID: 10905 - Full-Time)						0h		0h
Christine Rashford (Manager ID: 22365 - Full-Time)						0h 0h		0h 0h
Claudia Hamilton (Manager ID: 100 - Full-Time)						0h		0h
David Gauthier (Supervisor Full-Time)						0h		0h
Diane Smith (Admin Full-Time)						0h		0h
Elon Tusk (ID: 123 - Full-Time)						0h		0h
Emilie Lockhead (ID: 2236 - Student)						0h		0h
Filippo Boileau (Full-Time)						0h		0h
Total	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	0h 0m 0h 0m	20h 5 18h 5	

7 Click Members and select the filters of your choice

The screenshot shows the 'Filters' panel on the left with the 'Members' filter selected. The main panel displays a grid of employee time entries for the period Jul 19, 2022 - Aug 1, 2022. The grid is organized by employee and location (Clinique principale). The columns represent days of the week (TUE, WED, THU, FRI, SAT, SUN, MON) and the rows represent individual employees. The 'Real' column shows the actual time worked, and the 'Expected' column shows the expected time. The 'Paid leave' column shows the time taken for paid leave.

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	Real
Bruno Aldik (Full-Time)						0h 1h		0h 1h
Bruno Aldik (Admin - Full-Time)						0h 4h		0h 4h
Christian Michel (Admin - Full-Time)						0h		0h
Christine Rashford (Manager - Full-Time)						0h 0h		0h 0h
Claudia Hamilton (Manager - Full-Time)						0h		0h
David Gauthier (Supervisor - Full-Time)						0h		0h
Diane Smith (Admin - Full-Time)						0h		0h
Elon Tusk (Admin - Full-Time)						0h		0h
Émilie Lockhead (Admin - Student)						0h		0h
Filippo Boileau (Full-Time)						0h		0h
Total	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	0h 0m 0h 0m	20h 5 18h 5	

8 Click Types and select the filters of your choice

The screenshot shows the 'Filters' panel on the left with the 'Types' filter selected. The main panel displays a grid of employee time entries for the period Jul 19, 2022 - Aug 1, 2022. The grid is organized by employee and location (Clinique principale). The columns represent days of the week (TUE, WED, THU, FRI, SAT, SUN, MON) and the rows represent individual employees. The 'Real' column shows the actual time worked, and the 'Expected' column shows the expected time. The 'Paid leave' column shows the time taken for paid leave.

Employees	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24	MON 25	Real
Bruno Aldik (Full-Time)						0h 1h		0h 1h
Bruno Aldik (Admin - Full-Time)						0h 4h		0h 4h
Christian Michel (Admin - Full-Time)						0h		0h
Christine Rashford (Manager - Full-Time)						0h 0h		0h 0h
Claudia Hamilton (Manager - Full-Time)						0h		0h
David Gauthier (Supervisor - Full-Time)						0h		0h
Diane Smith (Admin - Full-Time)						0h		0h
Elon Tusk (Admin - Full-Time)						0h		0h
Émilie Lockhead (Admin - Student)						0h		0h
Filippo Boileau (Full-Time)						0h		0h
Total	8h 0m 20h 45m	8h 30m 20h 25m	8h 0m 11h 30m	8h 0m 9h 0m	2h 0m 5h 45m	0h 0m 0h 0m	20h 5 18h 5	