

How to use grouping?



Use grouping to separate your employees in a way that suits you best

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

2 Click Schedule

The screenshot shows the Voilà! dashboard interface. At the top, there's a 'Dashboard' header with the date 'AUG 2'. Below this, there are three main summary cards: 'Planned hours' (0 hours), 'Draft hours' (0 hours), and 'Planned cost' (\$0.00). A 'Schedule' button is highlighted in a blue circle. Below the summary cards, there are several tiles for different categories: 'Open shifts' (0), 'Stand by shifts' (0), 'Leaves to approve' (18), 'Replacements' (0), 'Recurring shifts that end soon' (0), 'Announcements' (29), 'Assignations to approve' (0), 'Requests to approve' (0), and 'Shifts to approve' (0). At the bottom, there is a 'Budget repartition' table with columns for dates from Tue 02 Aug to Sun 07 Aug and a row for 'Total workforce cost'.

	Tue 02 Aug	Wed 03 Aug	Thu 04 Aug	Fri 05 Aug	Sat 06 Aug	Sun 07 Aug
\$1 00						
\$0 90						
\$0 80						
\$0 70						
\$0 60						
\$0 50						
\$0 40						
\$0 30						
\$0 20						
\$0 10						
\$0 00						
Total workforce cost						

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Click the drop down menu located at the top right of the schedule

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	AUGUST	MON 29	TUE 30	WED 31	SEPTEMBER	THU 1	FRI 2	SAT 3	TOTAL
(1)							9:00 - 17:00 (8h 0m) Sp2, RI		0h (0h) \$0.00
iso		9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3		40h \$855.00
chaud				10:55 - 17:00 (6h 5m) H1, RI					6.08h \$0.00
									0h \$0.00
ichel									0h \$0.00
ashford									0h \$0.00
ilton									0h \$0.00
hier									0h \$0.00
									0h \$0.00
head									0h \$0.00
	4h (4h)	12h (12h)	12h (12h)	14.1h (14.1h)	16h (16h)	8h (16h)	0h (0h)	0h (0h)	66.1h (74.1h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
	\$75 (\$75)	\$246 (\$246)	\$246 (\$246)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	\$0 (\$0)	\$1,080 (\$1,080)

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Select the grouping of your choice

Calendar view Employees view Week No grouping Auto-assign

This period has drafts Publish

Time off

Open shifts (1)

Sorted by First name	AUGUST	MON 29	TUE 30	WED 31	SEPTEMBER	THU 1	FRI 2	SAT 3	TOTAL
Anne Bonesso		9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3		40h \$855.00
Anthony Michaud				10:55 - 17:00 (6h 5m) H1, RI					6.08h \$0.00
Bruno Aldik									0h \$0.00
Christian Michel									0h \$0.00
Christine Rashford									0h \$0.00
Claudia Hamilton									0h \$0.00
David Gauthier									0h \$0.00
Diane Smith									0h \$0.00
Elon Tusk									0h \$0.00
Emilie Lockhead									0h \$0.00
Total planned hours	4h (4h)	12h (12h)	12h (12h)	14.1h (14.1h)	16h (16h)	8h (16h)	0h (0h)	0h (0h)	66.1h (74.1h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$75 (\$75)	\$246 (\$246)	\$246 (\$246)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	\$0 (\$0)	\$1,080 (\$1,080)