

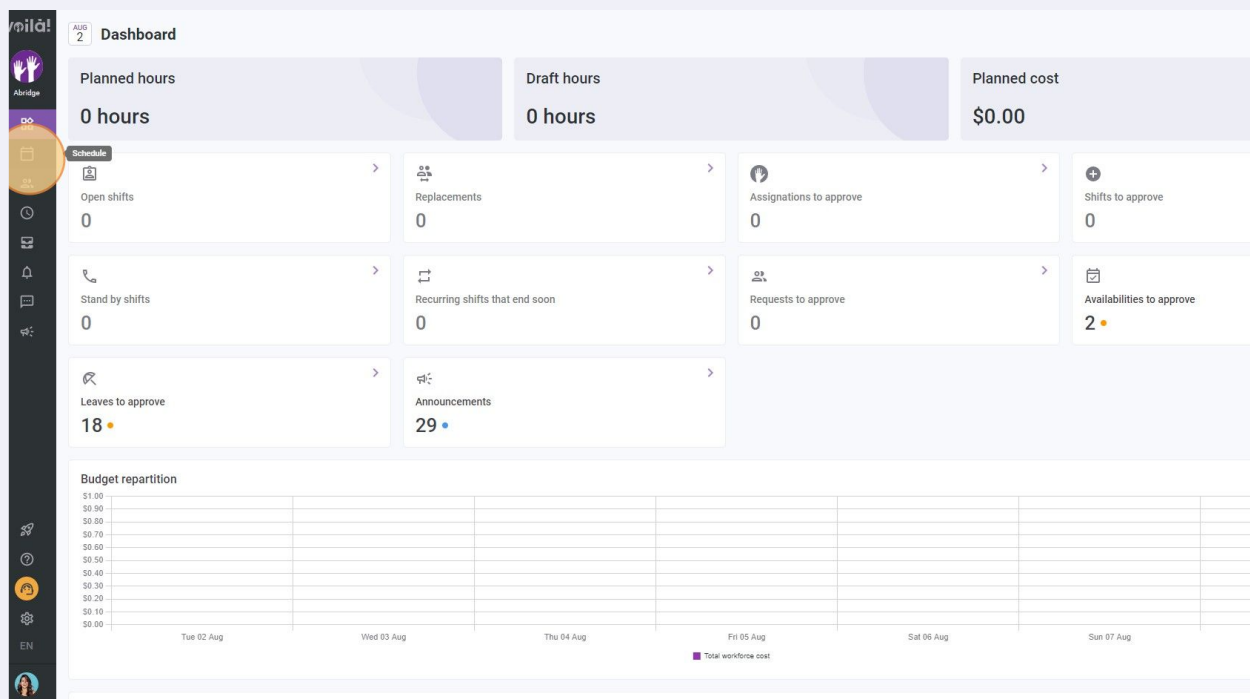
How to use grouping?



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

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

2 Click Schedule



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

<

Aug 28, 2022 - Sep 3, 2022

>

Calendar view

Employees view

Week

No groupings

Auto-assign

This period has drafts

Publish

</

Select the grouping of your choice

Calendar view Employees view

Today Aug 28, 2022 - Sep 3, 2022

This period has drafts Publish

Sorted by First name

Open shifts (1)

	AUGUST	SUN 28	MON 29	TUE 30	WED 31	SEPTEMBER	THU 1	FRI 2	
Time off									
Anne Bonesso Manager 9:00 - Full-Time 28: 28h		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	9:00 - 17:00 (8h 0m) ☐☐ H1, Restaurant 3	40h \$855.00
Anthony Michaud Full-Time 40: 20h					10:55 - 17:00 (6h 05m) ☐☐ H1, R				6.08h \$0.00
Bruno Aldik Full-Time 12h: 27.5h									0h \$0.00
Bruno Aldik Full-Time 10h: 27.5h									0h \$0.00
Christian Michel Agent 0h: 10005 - Full-Time 10h: 40h									0h \$0.00
Christine Rashford Agent 0h: 22365 - Full-Time 40: 40h									0h \$0.00
Claudia Hamilton Manager 0h: 1000 - Full-Time 10h: 25h - Je suis à l'école									0h \$0.00
David Gauthier Agent 20h: 40h									0h \$0.00
Diane Smith Agent Full-Time 20h: 40h									0h \$0.00
Elon Tusk Agent 12: 12 - Full-Time									0h \$0.00
Émilie Lockhead									0h
Total planned hours	4h (4h)	12h (12h)	12h (12h)	14.1h (14.1h)	16h (16h)	8h (16h)	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)	
Total workforce cost	\$75 (\$75)	\$246 (\$246)	\$246 (\$246)	\$171 (\$171)	\$171 (\$171)	\$171 (\$171)	\$0 (\$0)	\$1,080 (\$1,080)	

No grouping
 Group by position
 Group by team
 Group by location
 Group by sub-location