

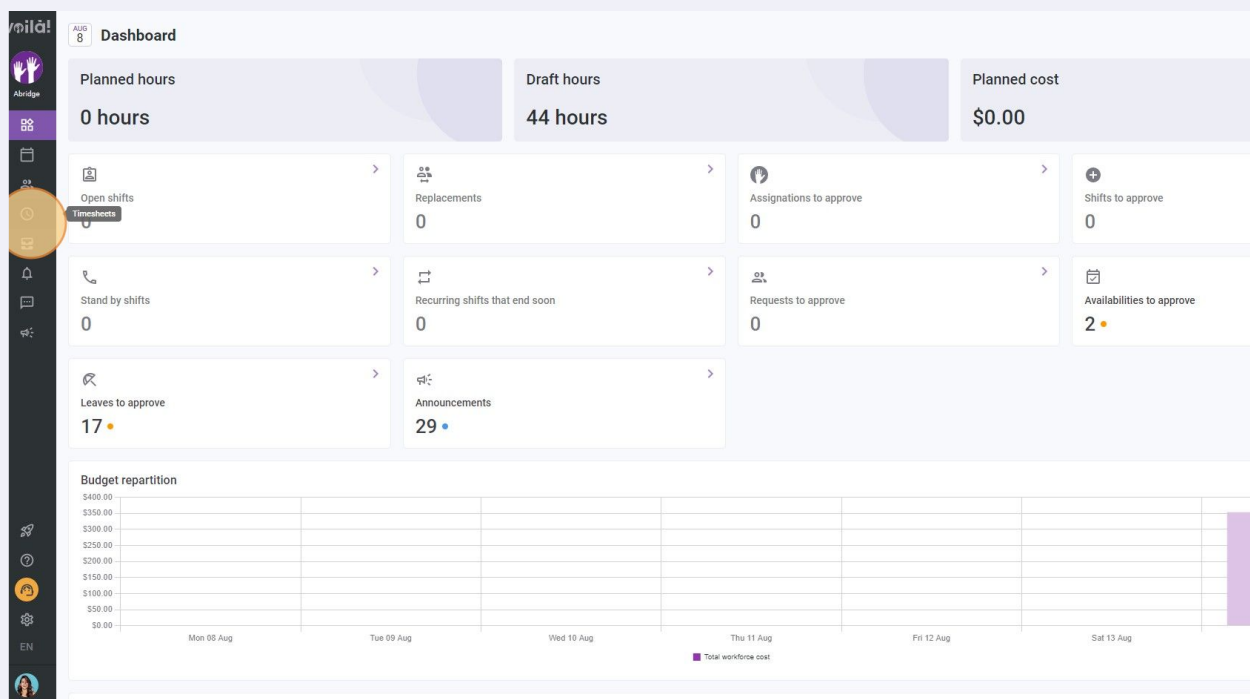
How to use grouping on your timesheets?



Learn how to use grouping on your timesheets with Voilà!

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

2 Click Timesheets



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

Timesheets Aug 2, 2022 - Aug 15, 2022 Pay period No grouping

Employees	TUE	2	WED	3	THU	4	FRI	5	SAT	6	SUN	7	MON	8	TUE	9	WED	10	THU	11	FRI	Total
Anne Bonesso Manager ID: 2295 - Full-Time	8h 0m				8h 0m		8h 0m															24h 0m 24h 0m
Anthony Michaud Full-Time																						0h 0m 0h 0m
Bruno Aldik Full-Time	1h 0m						1h 0m		1h 0m													0h 0m 0h 0m
Bruno Aldik Admin Full-Time																						0h 0m 0h 0m
Christian Michel Admin ID: 10905 - Full-Time					1h 0m																	0h 0m 0h 0m
Christine Rashford ID: 22365 - Full-Time																						0h 0m 0h 0m
Claudia Hamilton Manager ID: 100 - Full-Time																						0h 0m 0h 0m
David Gauthier Supervisor Full-Time																						0h 0m 0h 0m
Diane Smith Admin Full-Time					1h 0m		1h 0m		1h 0m													0h 0m 0h 0m
Elon Tusk ID: 123 - Full-Time																						0h 0m 0h 0m
Total	Real: Expected: Paid leave:	8h 0m 8h 0m	4h 0m 6h 0m	8h 0m 19h 0m	8h 0m 12h 0m	0h 0m 2h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	28h 0m 48h 0m

4 Select the grouping of your choice

Timesheets Aug 2, 2022 - Aug 15, 2022 Pay period No grouping

Employees	TUE	2	WED	3	THU	4	FRI	5	SAT	6	SUN	7	MON	8	TUE	9	WED	10	THU	11	FRI	Total
Anne Bonesso Manager ID: 2295 - Full-Time	8h 0m				8h 0m		8h 0m															24h 0m 24h 0m
Anthony Michaud Full-Time																						0h 0m 0h 0m
Bruno Aldik Full-Time	1h 0m						1h 0m		1h 0m													0h 0m 0h 0m
Bruno Aldik Admin Full-Time																						0h 0m 0h 0m
Christian Michel Admin ID: 10905 - Full-Time					1h 0m																	0h 0m 0h 0m
Christine Rashford ID: 22365 - Full-Time																						0h 0m 0h 0m
Claudia Hamilton Manager ID: 100 - Full-Time																						0h 0m 0h 0m
David Gauthier Supervisor Full-Time																						0h 0m 0h 0m
Diane Smith Admin Full-Time					1h 0m		1h 0m		1h 0m													0h 0m 0h 0m
Elon Tusk ID: 123 - Full-Time																						0h 0m 0h 0m
Total	Real: Expected: Paid leave:	8h 0m 8h 0m	4h 0m 6h 0m	8h 0m 19h 0m	8h 0m 12h 0m	0h 0m 2h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	0h 0m 0h 0m	28h 0m 48h 0m