

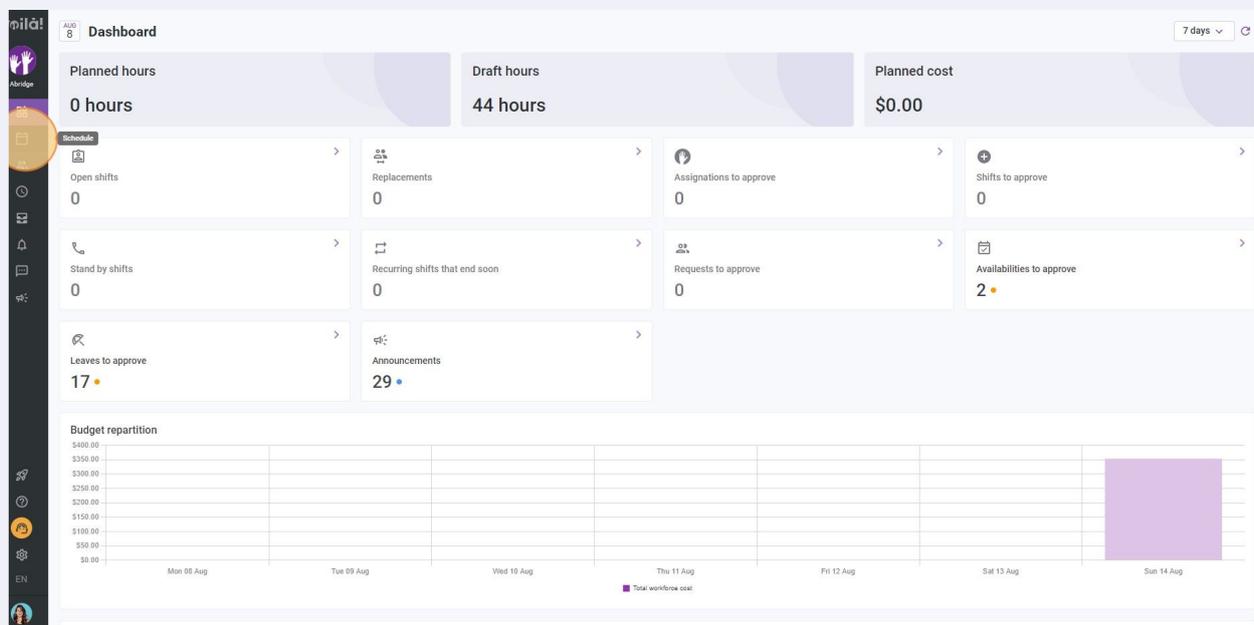
# How to use the filters?



Learn how to use the filters with Voilà!

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

2 Click Schedule



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Click the filter icon located at the top left of the schedule

The screenshot shows the Voilà! scheduling interface. At the top, there's a navigation bar with 'Today', a date range 'Aug 7, 2022 - Aug 13, 2022', and view toggles for 'Calendar view' and 'Employees view'. A filter icon is highlighted in a circle at the top left. The main area is a calendar grid for August, with columns for SUN 7, MON 8, TUE 9, WED 10, and THU 11. The grid shows employee schedules for 'Host 1'. Employees listed include Anne Bonesso, Anthony Michaud, Bruno Aldik, Christian Michel, Claudia Hamilton, and David Gauthier. Each employee's schedule is shown as a grid of shifts across the days, with details like time, duration, and location (e.g., 'H1, Restaurant 3').



Warning! Filters are diminutive, so your employee will have to meet all the selected criteria.

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

The screenshot shows the software interface with the 'Teams' filter selected in the left sidebar. The main calendar view displays employee schedules for August 7-13, 2022, with the 'Employees view' tab active. The calendar shows shifts for various employees, including Anne Bonesso, Anthony Michaud, Bruno Aldik, Christian Michel, Claudia Hamilton, David Gauthier, and Diane Smith. The 'Filters' sidebar on the left includes options for 'Select all teams', 'Brewery', and 'Kitchen'. The top navigation bar shows 'Today', 'Aug 7, 2022 - Aug 13, 2022', 'Calendar view', 'Employees view', 'Week', and 'Group by position'.

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

The screenshot shows the software interface with the 'Positions' filter selected in the left sidebar. The main calendar view displays employee schedules for August 7-13, 2022, with the 'Employees view' tab active. The calendar shows shifts for various employees, including Anne Bonesso, Anthony Michaud, Bruno Aldik, Christian Michel, Claudia Hamilton, David Gauthier, and Diane Smith. The 'Filters' sidebar on the left includes options for 'Select all teams', 'Brewery', and 'Kitchen'. The top navigation bar shows 'Today', 'Aug 7, 2022 - Aug 13, 2022', 'Calendar view', 'Employees view', 'Week', and 'Group by position'.

## 6 Click Locations and select the filters of your choice

The screenshot shows the 'Filters' panel on the left with the 'Locations' tab selected. The main calendar area displays a grid for August 7-13, 2022, in 'Employees view'. The grid shows shifts for various employees, with a summary table at the bottom.

	SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT
<b>Total planned hours</b>	0h	0h	0h	0h	0h	0h	0h
<b>Total overtime hours</b>	0h	0h	0h	0h	0h	0h	0h
<b>Total workforce cost</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## 7 Click Members and select the filters of your choice

The screenshot shows the 'Filters' panel on the left with the 'Members' tab selected. The main calendar area displays a grid for August 7-13, 2022, in 'Employees view'. The grid shows shifts for various employees, with a summary table at the bottom.

	SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT
<b>Total planned hours</b>	0h	0h	0h	0h	0h	0h	0h
<b>Total overtime hours</b>	0h	0h	0h	0h	0h	0h	0h
<b>Total workforce cost</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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Click Types and select the filters of your choice

The screenshot displays the 'myia!' employee scheduling software interface. The top navigation bar includes 'Filters', 'Today', a date range 'Aug 7, 2022 - Aug 13, 2022', and view options 'Calendar view' and 'Employees view'. A red circle highlights the 'Types' filter icon in the top navigation bar. The left sidebar shows a list of employees with checkboxes for selection. The main area is a calendar grid for August 7-13, 2022, showing shifts for various employees. The bottom section contains a summary table for 'Host 1'.

	SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT
Host 1							
Open shifts (0)							
Anne Bonesso		9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	
Anthony Michaud		9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	9:00 - 17:00 H1, Restaurant 3	
Bruno Aldik				10:55 - 17:00 H1, Ri			
Christian Michel				9:00 - 17:00 (8... H1, Restaurant 3	9:00 - 17:00 (8... H1, Restaurant 3	9:00 - 17:00 (8... H1, Restaurant 3	9:00 - 17:00 H1, Restaura
Christine Rashford				9:00 - 17:00 (8... H1, Restaurant 3	9:00 - 17:00 (8... H1, Restaurant 3		
Claudia Hamilton				9:00 - 17:00 (8... H1, Restaurant 3	9:00 - 17:00 (8... H1, Restaurant 3		
David Gauthier							
Diane Smith							
Elon Tusk							
Emilie Lockheed							
Filippo Boileau							
Total planned hours	0h	0h	0h	0h	0h	0h	0h
Total overtime hours	0h	0h	0h	0h	0h	0h	0h
Total workforce cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0