# How to use the filters?

# vøila!

Learn how to use the filters with Voilà!

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



Planned hours		Draft hours			Planned cost		
0 hours		44 hours			\$0.00		
khodule Den shifts O	>	약 Replacements 0	> C As 0	) signations to approve	>	Shifts to approve 0	
°,₀ Stand by shifts O	>	다 Recurring shifts that end soon 0	> 2 Re 0	uests to approve	>	<ul> <li>☑</li> <li>Availabilities to approve</li> <li>2 ●</li> </ul>	
R Leaves to approve 17 •	>	st: Announcements 29 ●	>				
Budget repartition							
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S0.00 Mon 08 Aug	Tue 09 A	ug Wed 10 Aug	Thu 11 A	ig i	Fri 12 Aug	Sat 13 Aug	Sun 14 Aug
			Total workforce co	st.			

#### **3** Click the filter icon located a the top left of the schedule

						This per
	AL	JGUST				
	Sorted by First name $\backsim$	SUN 7	MON 8	TUE 9	WED 10	THU 11
Host 1	Open shifts (0)					
	Anne Bonesso					
	Manager 10: 2205 - Full-Time 20h - Joh - Je vais à l'école		9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) = H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 0 H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3
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			9:00 - 17:00 (8h 0m) 🗆 🗞 H1, Restaurant 3	9:00 - 17:00 (8h 0m) = 8 H1, Restaurant 3	9:00 - 17:00 (8h 0m) 🕬 🎱	9:00 - 17:00 (8h 0m) H1, Restaurant 3
	Anthony Michaud A Full-Time ND - 37h				10:55 - 17:00 (6h 💷 😰 🔕	
	Bruno Aldik     Full-Time     10h - 37.5h     Sh				9:00 - 17:00 (8h 0m) (0 8h	9:00 - 17:00 (8h 0m) H1, Restaurant 3
					9:00 - 17:00 (8h 0m) (	9:00 - 17:00 (8h 0m) H1, Restaurant 3
	Bruno Aldik Admin Full-Time 10b - 37.5b				9:00 - 17:00 (8h 0m) ® 8 H1, Restaurant 3	9:00 - 17:00 (8h 0m) H1, Restaurant 3
					9:00 - 17:00 (8h 0m) (	9:00 - 17:00 (8h 0m) H1, Restaurant 3
	Christian Michel Admin 1D: 10905 - Full-Time					
	Claudia Hamilton Manager ID: 100 - Full-Time				٠	

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

Normal Restance R	milà!	× Filters	\Xi Today	< Aug 7, 2022 - Aug 13, 2022	>	C	alendar view Employ	ees view		Week 🗸 Gro	up by positior
Nume         Num         Nume         Nume	**	Teams Positions Locations Members Types						This p	eriod has drafts Publis	h < 🛛 🖨	⊉ ⊡ ஃ
Q         Control         Cont	Abridge	- Theo			AUGUST						1
Note         Open shifts (0)	脓	Q		Sorted by First name 🗸	SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT
•		Select all teams	Host 1	? Open shifts (0)							
American       American <td< td=""><td></td><td></td><td></td><td>Anne Bonesso</td><td></td><td></td><td></td><td></td><td></td><td></td><td>2</td></td<>				Anne Bonesso							2
<ul> <li> <ul> <li> <ul> <li></li></ul></li></ul></li></ul>		Brewery		Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 900 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	
A       Image: Control of the sector of the se		Kitchen				9:00 - 17:00 900 H1, Restaurant 3	9:00 - 17:00 🕫 🔕	9:00 - 17:00 = 🚳 H1, Restaurant 3	9:00 - 17:00 4 🚳	9:00 - 17:00 🕫 🔕	
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Image: Second				Bruno Aldik				9:00 - 17:00 (8	9:00 - 17:00 (8	9:00 - 17:00 (8	9:00 - 17:0 H1 Restau
30         Compare Setting Set								9:00 - 17:00 (8 8 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3		
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Image: Christian Michel Image: Christian Michel				101-37.00				9:00 - 17:00 (8 🔕	9:00 - 17:00 (8 🔕		
Image: State of the state				Christian Michel Admin 10: 10905 - Full-Time							
Object         Object<	53			Claudia Hamilton Manager (D: 100 - Full-Time 101 - 25h - Je suis à l'école							
Image: Display line with the second	0			David Gauthier Supervisor							
Total planned hours         0h         0h <td>@ \$</td> <td></td> <td></td> <td>Diane Smith Admin Full-Time 201 - 40h</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	@ \$			Diane Smith Admin Full-Time 201 - 40h							
Total overtime hours         On         Oh         Oh <td></td> <td></td> <td></td> <td>Total planned hours</td> <td>0h</td> <td>Oh</td> <td>Oh</td> <td>Oh</td> <td>Oh</td> <td>0h</td> <td>Oh</td>				Total planned hours	0h	Oh	Oh	Oh	Oh	0h	Oh
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Total workforce cost \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0				Total workforce cost	\$0	\$0	ŝn	\$0	\$0	\$0	\$0

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

/oilà!	× Filters	\Xi Today	< Aug 7, 2022 - Aug 13, 2022	>	Ca	alendar view Employ	ees view		Week 🗸 🛛 Grou	Jp by position
**	Teams Positions Locations Members Types						This p	eriod has drafts Publis		⊉ 🗖 ೭⁄
Abridge	Q		Sorted by First name $\checkmark$	AUGUST SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT
E	Select all teams	Host 1	? Open shifts (0)							
8	Brewery		Anne Bonesso Manager 10: 2205 - Full-Time		9:00 - 17:00 = 8	9:00 - 17:00 =	9:00 - 17:00 _ = = 8	9:00 - 17:00 = 8	9:00 - 17:00 🛱	8
© E	🗋 🚢 Kitchen		2001 - SUIT - Sie Vans al recore		9:00 - 17:00 🕬 🕲	9:00 - 17:00 🕬	9:00 - 17:00 = @	9:00 - 17:00 = 💿 H1, Restaurant 3	9:00 - 17:00 5 H1, Restaurant 3	
а С					9:00 - 17:00 🕫 🔕 H1, Restaurant 3 🚳	9:00 - 17:00 9:00 H1, Restaurant 3	9:00 - 17:00 _ = = H1, Restaurant 3	9:00 - 17:00 50 H1, Restaurant 3		
			Anthony Michaud A Full-Time ND - 37h				10:55 - 17:00 = 9 (8) H1, RI			
41:			Bruno Aldik A Full-Time 10h - 37.5h				9:00 - 17:00 (8 🔕	9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕	9:00 - 17:00 H1, Restaura
							9:00 - 17:00 (8 8 H1, Restaurant 3	9:00 - 17:00 (8 💩 H1, Restaurant 3		
			Bruno Aldik Admin Full-Time 10h - 37.5h				9:00 - 17:00 (8 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, Restauri
							9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3		
			Christian Michel Admin 10: 10905 - Full-Time 10h - 40h							
58			Claudia Hamilton Manager ID: 100 - Full-Time				•			
0			David Gauthier							
<u>@</u>			Diane Smith Admin Full-Time							
805 EN			20h - 40h Total planned hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
			Total overtime hours	Oh	Oh	Oh	0h	Oh	Oh	Oh
			Total workforce cost	\$0	SO	\$0	\$0	\$0	SO	\$0

## Click Locations and select the filters of your choice

/oilà!	× Filters	- Today	< Aug 7, 2022 - Aug 13, 2022	>	C	alendar view Employ	ees view		Week 🗸 Grou	up by position
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Ħ	Select all positions	Host 1	? Open shifts (0)							
03			Anne Bonesso							2
â	Host 1		Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 = H1, Restaurant 3	9:00 - 17:00 50 H1, Restaurant 3	9:00 - 17:00 = @ H1, Restaurant 3	9:00 - 17:00 50 H1, Restaurant 3	9:00 - 17:00 🕬 🔕 H1, Restaurant 3	
0	🗋 🕚 Nurse				9:00 - 17:00 9 8 H1, Restaurant 3	9:00 - 17:00 9	9:00 - 17:00 = 🔕 H1, Restaurant 3	9:00 - 17:00 70 H1, Restaurant 3	9:00 - 17:00 🕬	
*	Supervisor				9:00 - 17:00 5 H1, Restaurant 3	9:00 - 17:00 9 H1, Restaurant 3	9:00 - 17:00 - = = H1, Restaurant 3	9:00 - 17:00 5 🔕 H1, Restaurant 3		
₽	Supervisor 2		Anthony Michaud A Full-Time ND - 37b				10:55 - 17:00 = 90 H1.R			
- 	🔲 鱼 Waiter 1		Bruno Aldik 🔺				9:00 - 17:00 (8	9:00 - 17:00 (8	9:00 - 17:00 (8	9:00 - 17:0
			10h - 37.5h				H1, Restaurant 3 🤒	H1, Restaurant 3	H1, Restaurant 3 🥸	H1, Restaur
			- Druge Aldik				H1, Restaurant 3	9.00 - 17.00 (8 😒 H1, Restaurant 3 🥸		
			Admin Full-Time				9:00 - 17:00 (8 🔞 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕	9:00 - 17:0 H1, Restaur
							9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🚳 H1, Restaurant 3		
			Christian Michel Admin 10: 10905 - Full-Time							
59			Claudia Hamilton Manager 10: 100 - Full-Time 10: 25h - Je suis à l'école				•			
0			David Gauthier Supervisor Full-Time							
@) \$			Diane Smith Admin Full-Time 20h - 40h							
EN			Total planned hours	Oh	Oh	Oh	0h	Oh	0h	Oh
			Total overtime hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
			Total workforce cost	SO	SO	\$0	SO	\$0	SO	\$0

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

/oilā!	× Filters	\Xi Today 🤇	Aug 7, 2022 - Aug 13, 2022	>	Ca	alendar view Employ	ees view		Week 🗸 Grou	p by position
WY							This p	eriod has drafts Publis	○ Q ⊕ :	± ⊡ ≥
Abridge	Teams Positions Locations Members Types			AUGUST						
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Ö	Select all locations	Host 1	? Open shifts (0)							
2	Clinique principale	4	Anne Bonesso							
			ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 9 H1, Restaurant 3	9:00 - 17:00	9:00 - 17:00 _ = = H1, Restaurant 3	9:00 - 17:00 : : : : : : : : : : : : : : : :	9:00 - 17:00	
	Restaurant 1				9:00 - 17:00 9 0 H1, Restaurant 3	9:00 - 17:00 🕫 😒	9:00 - 17:00 = 0 H1, Restaurant 3	9:00 - 17:00 9 🔞 H1, Restaurant 3	9:00 - 17:00 🕬	
**	Restaurant 2				9:00 - 17:00 🕬 🔕	9:00 - 17:00 50 H1, Restaurant 3	9:00 - 17:00 - = = = H1, Restaurant 3	9:00 - 17:00 50 H1, Restaurant 3		
÷	C 🔍 Restaurant 3	(	Anthony Michaud A Full-Time ND - 37h				10:55 - 17:00 = 9 H1, RI			
<b>4</b> :		4	Bruno Aldik A Full-Time 10h - 37.5h				9:00 - 17:00 (8 🔞 H1, Restaurant 3	9:00 - 17:00 (8 🔕	9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 H1, Restaura
							9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3		
		(	Bruno Aldik Admin Full-Time 10h - 37.5h				9:00 - 17:00 (8 🔕	9:00 - 17:00 (8 🔕	9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 H1, Restauri
							9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3		
		(	Christian Michel Admin 10: 10905 - Full-Time							
53		6	Claudia Hamilton Manager 10: 100 - Full-Time 100 - 25h - Je suis à l'école				-			
0		Ć	David Gauthier							
@ \$		(	Diane Smith Admin Full-Time 20h - 40h							
EN		1	fotal planned hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
		1	fotal overtime hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
		1	fotal workforce cost	\$0	\$0	\$0	\$0	\$0	SO	\$0

## 8 Click Types and select the filters of your choice

pilā!		Filters	\Xi Today	< Aug 7, 2022 - Aug 13, 2022		C	alendar view Employ	rees view		Week 🗸 Grou	up by position
**	din h Taame	Desitions Locations Member						This	period has drafts Publis	• < □ ♣	n 🖞
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Ξ	Selec	t all employees	Host 1	? Open shifts (0)							
•	۵			Anne Bonesso							2
<b>a</b>		Anne Bonesso		Manager ID: 2205 - Full-Time 20h - 30h - Je vais à l'école		9:00 - 17:00 🛱 🔕 H1, Restaurant 3	9:00 - 17:00 🕫 🔕 H1, Restaurant 3	9:00 - 17:00 _ # 8 H1, Restaurant 3	9:00 - 17:00 5 H1, Restaurant 3	9:00 - 17:00 🕫 🔕 H1, Restaurant 3	
0		ID: 2205 - Full-Time Anthony Michaud				9:00 - 17:00 # 8 H1, Restaurant 3	9:00 - 17:00 🕫 🔕 H1, Restaurant 3	9:00 - 17:00 = 8 H1, Restaurant 3	9:00 - 17:00 98 H1, Restaurant 3	9:00 - 17:00 🕬	
2		Full-Time				9:00 - 17:00 5 H1, Restaurant 3	9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 9:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00 - 17:00	9:00 - 17:00 0 H1, Restaurant 3	9:00 - 17:00 50 H1, Restaurant 3		
4 💬	•	Bruno Aldik Full-Time		Anthony Michaud A				10:55 - 17:00 = P			
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	с							9:00 - 17:00 (8	9:00 - 17:00 (8	( Int, residuant o	
		Admin ID: 10905 - Full-Time		Bruno Aldik				ni, restaulant s -	Hi, Restaurant 5		
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		Claudia Hamilton						9:00 - 17:00 (8 🔕 H1, Restaurant 3	9:00 - 17:00 (8 🔕 H1, Restaurant 3		
	D	ID: 100 - Full-Time		Christian Michel Admin ID: 10905 - Full-Time							
<b>1</b>	0 🚳	David Gauthier Supervisor Full-Time		Claudia Hamilton Manager ID: 100 - Full-Time							
0		Diane Smith Admin Full-Time		David Gauthier Supervisor							
	E			Full-Time 20h - 40h							
<mark>رس</mark> ش		Elon Tusk ID: 123 - Full-Time		Diane Smith Admin Full-Time							
€2) FN	0 🚱	Émilie Lockhead		20h - 40h Total planned hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
	F			Total overtime hours	Oh	Oh	Oh	Oh	Oh	Oh	Oh
	-	Filippo Boileau		Total workforce cost	\$0	\$0	\$0	\$0	\$0	SO	\$0