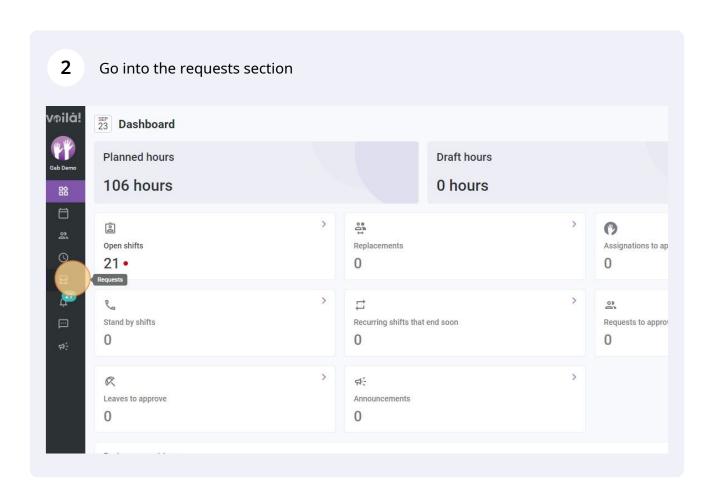# How to approve/refuse an availability request

voilà!

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1 Navigate to the Voilà! web console https://console.voila.app/en/dashboard

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2 Go into the requests section

3 Click on Availability.

Requests	Leaves	Availability

	Employee	Leave request date ↑	Leave type	Reason for the request	Manager	Approbation
				No data to show		

Gab Demo

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4 Click on the desired Availability request.

Pending (1) Approved (13) Decl

	Type	Start date	End date	Approbation
Forget	Availability	Sep 23, 2022		Pending

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5 Click on Approve or Decline the availability request.

6 Click on Confirm.

7 Click on the (x) icon.

Pending (1) Approved (13) Declined (0) All (14)

Requests   ✕

Approbation

Pending

✓ Approved

GF   ≡✓   **Availability change**
                           from friday, september 23, 2022
Gabriel **Forget**   Allow replacements outside availability: No
                           Preferred min hours per week: ND
                           Preferred max hours per week: ND
                           Preferred max hours per pay period: ND
                           Max days from monday to friday: ND
                           Max days per weekends: ND
                           Max shifts per day: ND

Note:

SUNDAY	Unavailable
MONDAY	All day
TUESDAY	All day
WEDNESDAY	All day
THURSDAY	All day
FRIDAY	All day
SATURDAY	All day

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