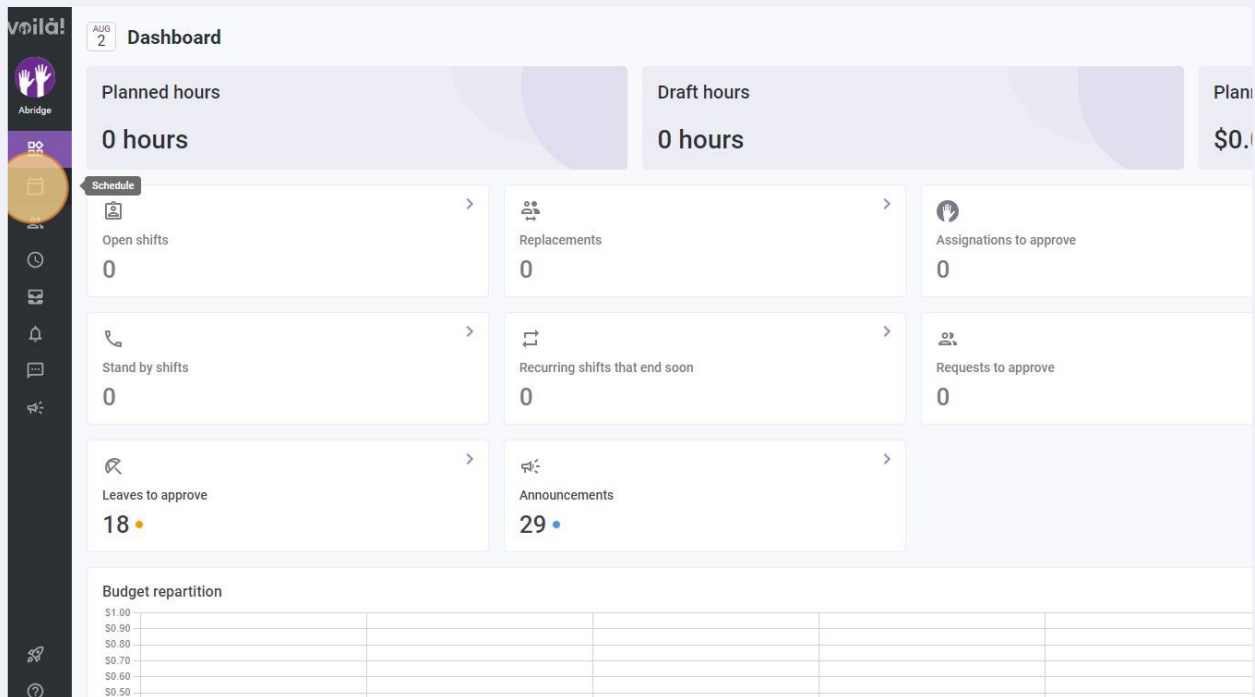


How to change displayed dates?

Learn how to change displayed dates with Voilà!

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

2 Click Schedule



The screenshot shows the Voilà! Dashboard interface. The sidebar on the left has a 'Schedule' button highlighted with an orange circle. The main dashboard area displays various metrics and sections:

- Dashboard** (AUG 2)
- Planned hours**: 0 hours
- Draft hours**: 0 hours
- Planned hours**: \$0.00
- Schedule** (highlighted in the sidebar)
- Open shifts**: 0
- Replacements**: 0
- Assignations to approve**: 0
- Stand by shifts**: 0
- Recurring shifts that end soon**: 0
- Requests to approve**: 0
- Leaves to approve**: 18
- Announcements**: 29
- Budget repartition**: A table with columns for budget categories and values.

Budget repartition					
\$1.00					
\$0.90					
\$0.80					
\$0.70					
\$0.60					
\$0.50					



There are two ways to change the displayed dates

3 Click on one of the two arrows located around the dates

The screenshot shows the Mila! software interface. At the top, there's a navigation bar with 'Today', a date range 'Aug 14, 2022 - Aug 20, 2022', and tabs for 'Calendar view' and 'Employees view'. A red circle highlights the navigation arrows around the date 'Aug 20, 2022'. Below the navigation bar, there's a sidebar with various icons. The main area displays a grid of shifts and employee names. A summary table at the bottom shows planned hours, overtime hours, and workforce costs for each day.

	SUN 14	MON 15	TUE 16	WED 17	THU 18	FRI 19	SAT 20
Open shifts (20)	9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta.	9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta.	9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta.	9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta.	9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta.	9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta.	
Anne Bonesso							
Anthony Michaud							
Bruno Aldik							
Bruno Aldik							
Christian Michel							
Christine Rashford							
Claudia Hamilton							
David Gauthier							
Total planned hours	0h (44h)	0h (44h)	0h (56h)	0h (54h)	0h (46h)	0h (41h)	0h (17h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)
Total workforce cost	\$0 (\$354)	\$0 (\$354)	\$0 (\$474)	\$0 (\$258)	\$0 (\$225)	\$0 (\$358)	\$0 (\$247)

4 Click on the dates displayed

The screenshot shows the Mila! software interface. At the top, there's a navigation bar with 'Today', a date range 'Aug 21, 2022 - Aug 27, 2022', and tabs for 'Calendar view' and 'Employees view'. A red circle highlights the date 'Aug 21, 2022'. Below the navigation bar, there's a sidebar with various icons. The main area displays a grid of shifts and employee names. A summary table at the bottom shows planned hours, overtime hours, and workforce costs for each day.

	SUN 21	MON 22	TUE 23	WED 24	THU 25	FRI 26	SAT 27	TOTAL
Open shifts (3)			6:00 - 6:00 (1d 0h 0m) @ H1, R1	6:00 - 6:00 (1d 0h 0m) @ H1, R1		9:00 - 17:00 (8h 0m) @ Sp2, R1		24h (32h) \$0.00
Anne Bonesso		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 \$655.00
Anthony Michaud				10:55 - 17:00 (6h 5m) @ H1, R1				6.08h \$0.00
Bruno Aldik				8:00 - 17:00 (9h 0m) @ C1, R1				9h \$195.75
Bruno Aldik								0h \$0.00
Christian Michel								0h \$0.00
Christine Rashford								0h \$0.00
Claudia Hamilton								0h \$0.00
David Gauthier								0h \$0.00
Diane Smith	Absent - Aug 20, 2022 - Aug 21, 20...							0h \$0.00
Elon Tusk								0h \$0.00
Total planned hours	4h (4h)	12h (12h)	12h (12h)	47.1h (47.1h)	16h (16h)	17h (25h)	9h (9h)	117.1h (125.1h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$75 (\$75)	\$246 (\$246)	\$246 (\$246)	\$367 (\$367)	\$171 (\$171)	\$340 (\$340)	\$169 (\$169)	\$1,613 (\$1,613)

5 Select the dates of your choice and click OK

The image shows a calendar application with a date selection modal open for August 2022. The modal displays the days of the month, with the 21st through 27th highlighted in purple. The background shows a grid of dates with various time slots and labels like 'H1, Restaurant 3'.

S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
	12	13	14	15	16	17
	18	19	20	21	22	23
	24	25	26	27	28	29
	30	31				

Buttons: TODAY, CANCEL, OK