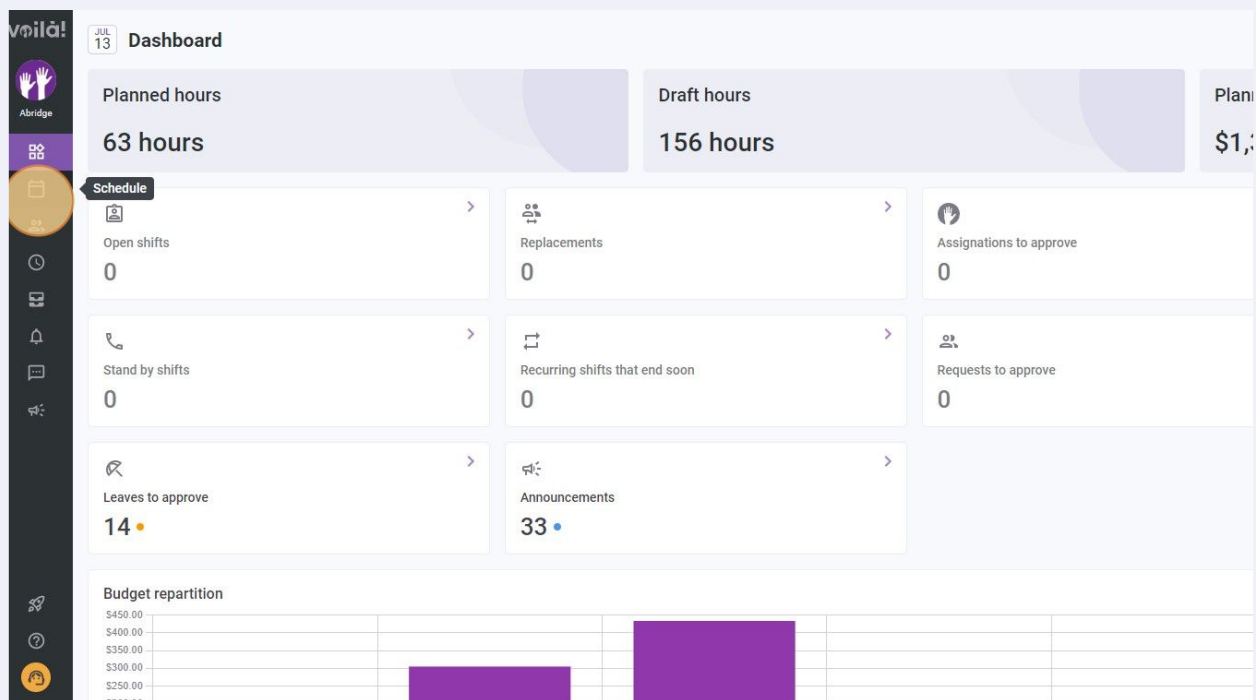


How to create a shift with **voilà!** assignment?

The employee mode allows you to view the weekly schedule and create or edit your employees' shifts

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

2 Click Schedule



3 Select Employees view

Calendar view **Employees view** Week No grouping Auto-assign

This period has drafts Publish

Sorted by First name	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	TOTAL Planned hours Cost Leaves
(33)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3	0h (26h) \$0.00
Time to a Ecole								32h \$684.00
chaud		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		0h (40h) \$0.00
	1:30 - 21:15 (19h 45m) @ Absent					2:00 - 8:00 (6h 0m) @ H1, R2	2:00 - 7:00 (5h 0m) @ H1, Restaurant 3	30.75h \$686.65
					1:00 - 7:00 (6h 0m) @ H1, R1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
chaud								0h \$0.00
Time	19.8h (63.8h)	0h (52h)	8h (72h)	8h (70h)	14h (40h)	19.8h (54.8h)	5h (22h)	74.5h (374.5h)
	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$305 (\$305)	\$433 (\$433)	\$112 (\$112)	\$1,633 (\$1,633)

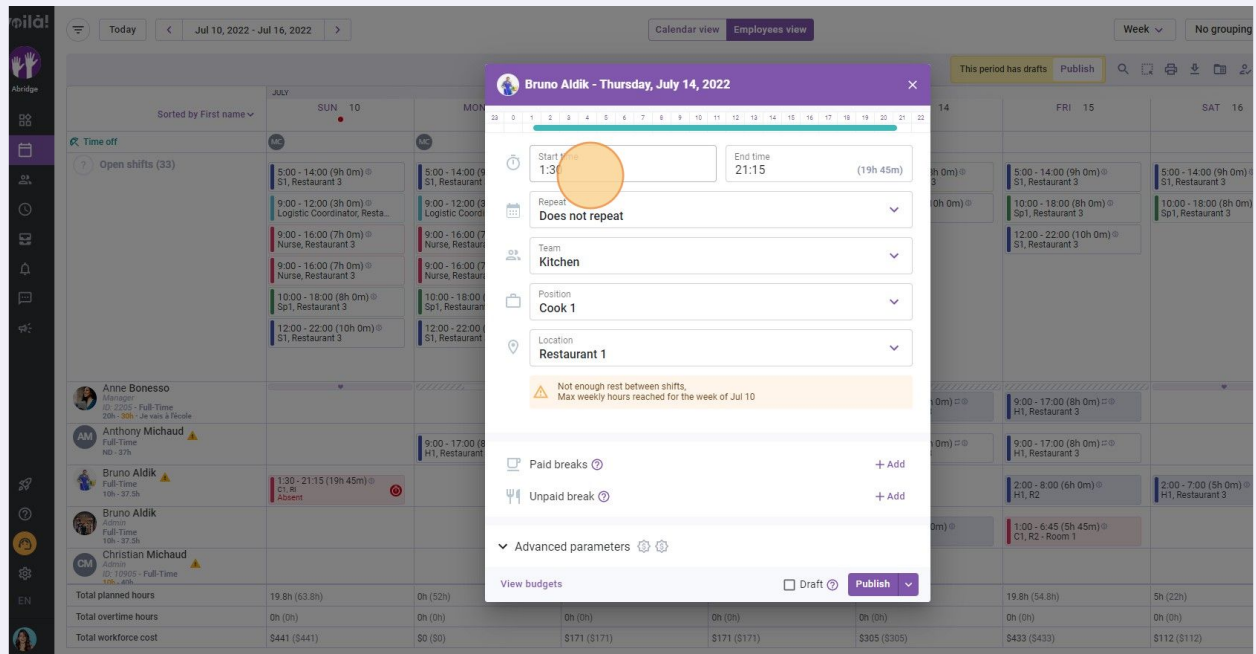
4 Click on the cell in the column of the day and the row of the employee of your choice

Today Calendar view **Employees view** Week No grouping Auto-assign

This period has drafts Publish

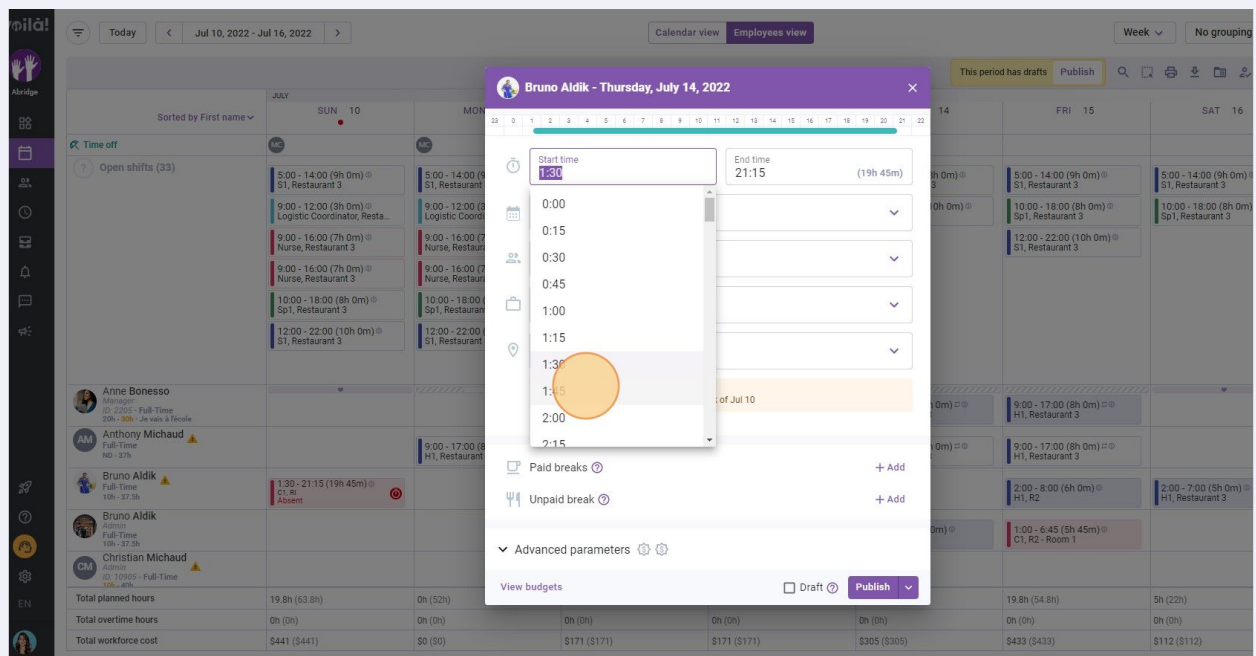
Sorted by First name	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	SAT 16	TOTAL Planned hours Cost Leaves
Time off								
Open shifts (33)	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 12:00 (3h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Logistic Coordinator, Resta... 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 9:00 - 16:00 (7h 0m) @ Nurse, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 9:00 - 16:00 (7h 0m) @ Sp1, Restaurant 3 12:00 - 22:00 (10h 0m) @ S1, Restaurant 3	5:00 - 14:00 (9h 0m) @ S1, Restaurant 3 10:00 - 18:00 (8h 0m) @ Sp1, Restaurant 3	0h (26h) \$0.00
Annie 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		32h \$684.00
Anthony Michaud		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		0h (40h) \$0.00
Bruno Aidik	1:30 - 21:15 (19h 45m) @ Absent					2:00 - 8:00 (6h 0m) @ H1, R2	2:00 - 7:00 (5h 0m) @ H1, Restaurant 3	30.75h \$686.65
Bruno Aidik					1:00 - 7:00 (6h 0m) @ H1, R1	1:00 - 6:45 (5h 45m) @ C1, R2 - Room 1		11.75h \$262.38
Christian Michaud								0h \$0.00
Total planned hours	19.8h (63.8h)	0h (52h)	8h (72h)	8h (70h)	14h (40h)	19.8h (54.8h)	5h (22h)	74.5h (374.5h)
Total overtime hours	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h (0h)	0h
Total workforce cost	\$441 (\$441)	\$0 (\$0)	\$171 (\$171)	\$171 (\$171)	\$305 (\$305)	\$433 (\$433)	\$112 (\$112)	\$1,633 (\$1,633)

5 Click Start time



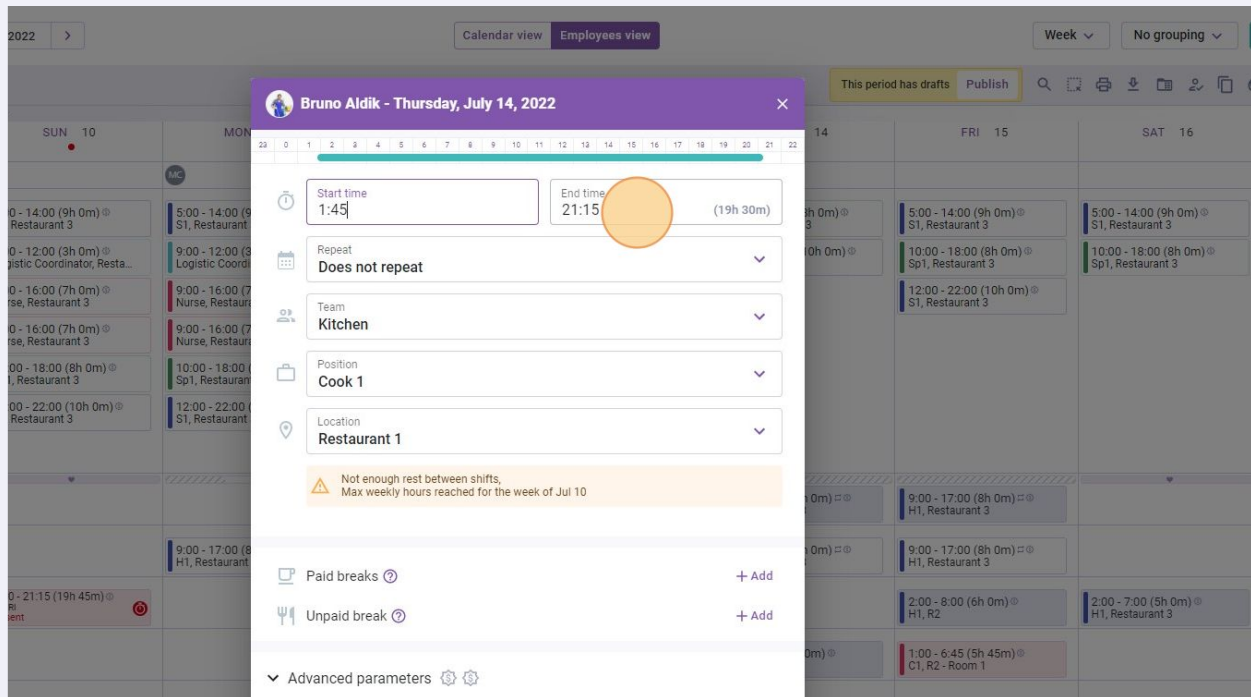
The screenshot shows the Mila! software interface. The main view is 'Open shifts' for Bruno Aldik on Thursday, July 14, 2022. A modal window is open for editing the shift. The 'Start time' field is highlighted with an orange circle. The 'End time' is 21:15 (19h 45m). The 'Does not repeat' checkbox is checked. The 'Team' is 'Kitchen', 'Position' is 'Cook 1', and 'Location' is 'Restaurant 1'. A warning message states: 'Not enough rest between shifts, Max weekly hours reached for the week of Jul 10'. The 'Paid breaks' and 'Unpaid break' sections are visible, each with an '+ Add' button. The 'Advanced parameters' section is expanded, showing 'View budgets'. The 'Draft' and 'Publish' buttons are at the bottom right of the modal.

6 Select the start time for the shift

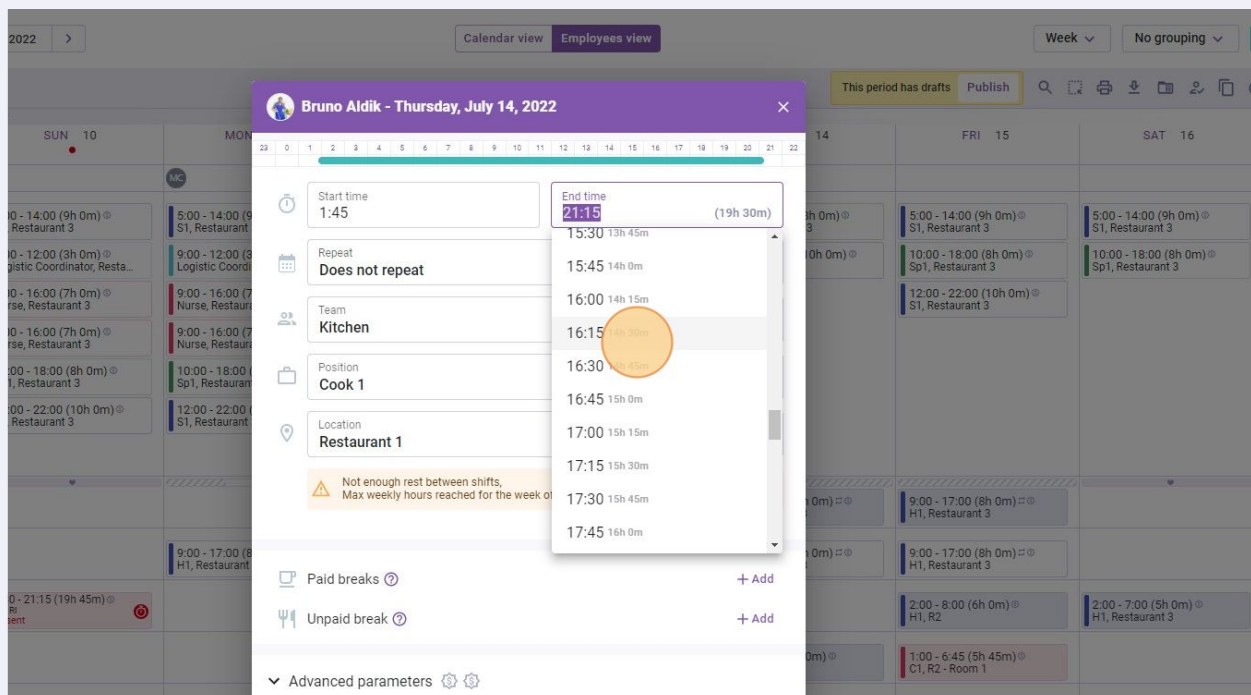


The screenshot shows the Mila! software interface. The main view is 'Open shifts' for Bruno Aldik on Thursday, July 14, 2022. A modal window is open for editing the shift. The 'Start time' dropdown menu is open, showing a list of times from 0:00 to 2:00. The 'Start time' field is highlighted with an orange circle. The 'End time' is 21:15 (19h 45m). The 'Does not repeat' checkbox is checked. The 'Team' is 'Kitchen', 'Position' is 'Cook 1', and 'Location' is 'Restaurant 1'. A warning message states: 'Not enough rest between shifts, Max weekly hours reached for the week of Jul 10'. The 'Paid breaks' and 'Unpaid break' sections are visible, each with an '+ Add' button. The 'Advanced parameters' section is expanded, showing 'View budgets'. The 'Draft' and 'Publish' buttons are at the bottom right of the modal.

7 Click End time



8 Select the end time for the shift



9 Click the Team drop down menu

Bruno Aldik - Thursday, July 14, 2022

Start time: 1:45 End time: 16:15 (14h 30m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Not enough rest between shifts. Max weekly hours reached for the week of Jul 10

Paid breaks + Add

10 Select the team of your choice

Bruno Aldik - Thursday, July 14, 2022

Start time: 1:45 End time: 16:15 (14h 30m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Not enough rest between shifts. Max weekly hours reached for the week of Jul 10

Paid breaks + Add

Unpaid break + Add

Advanced parameters

View budgets Draft Publish

11 Click Position drop down menu

The screenshot displays the 'Bruno Aldik - Thursday, July 14, 2022' shift scheduling window. The 'Position' dropdown menu is open, showing 'Cook 1' as the selected option. Other options visible include 'Supervisor'. The 'Location' is set to 'Restaurant 1'. A warning message states: 'Not enough rest between shifts, Max weekly hours reached for the week of Jul 10'. At the bottom, there are buttons for 'Paid breaks' and 'Unpaid break', each with a '+ Add' link.

Start time: 1:45, End time: 16:15 (14h 30m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Not enough rest between shifts, Max weekly hours reached for the week of Jul 10

Paid breaks ? + Add

Unpaid break ? + Add

12 Select the position of your choice

The screenshot shows the 'Bruno Aldik - Thursday, July 14, 2022' shift scheduling window. The 'Position' dropdown menu is open, and 'Cook 1' is selected. The 'Location' is set to 'Restaurant 1'. A warning message states: 'Not enough rest between shifts, Max weekly hours reached for the week of Jul 10'. At the bottom, there are buttons for 'Paid breaks' and 'Unpaid break', each with a '+ Add' link. The 'Advanced parameters' section is also visible, showing 'View budgets' and 'Draft' buttons.

Start time: 1:45, End time: 16:15 (14h 30m)

Repeat: Does not repeat

Team: Kitchen

Position: Cook 1

Location: Restaurant 1

Not enough rest between shifts, Max weekly hours reached for the week of Jul 10

Paid breaks ? + Add

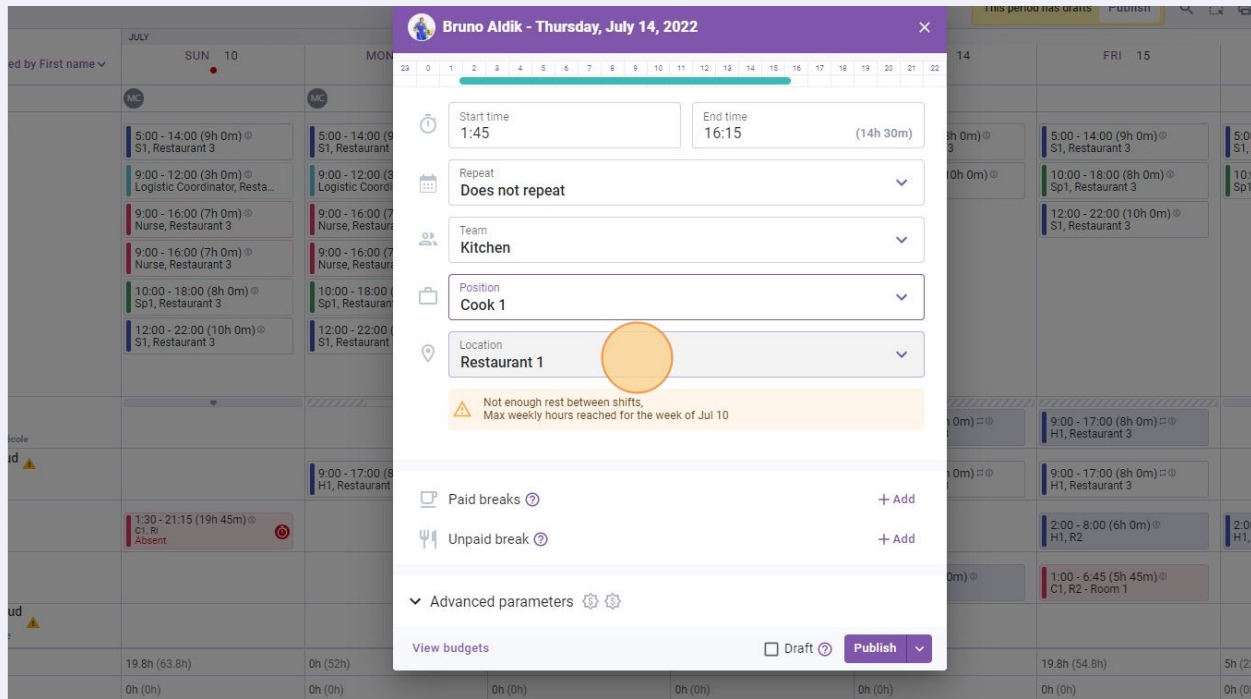
Unpaid break ? + Add

Advanced parameters ? ?

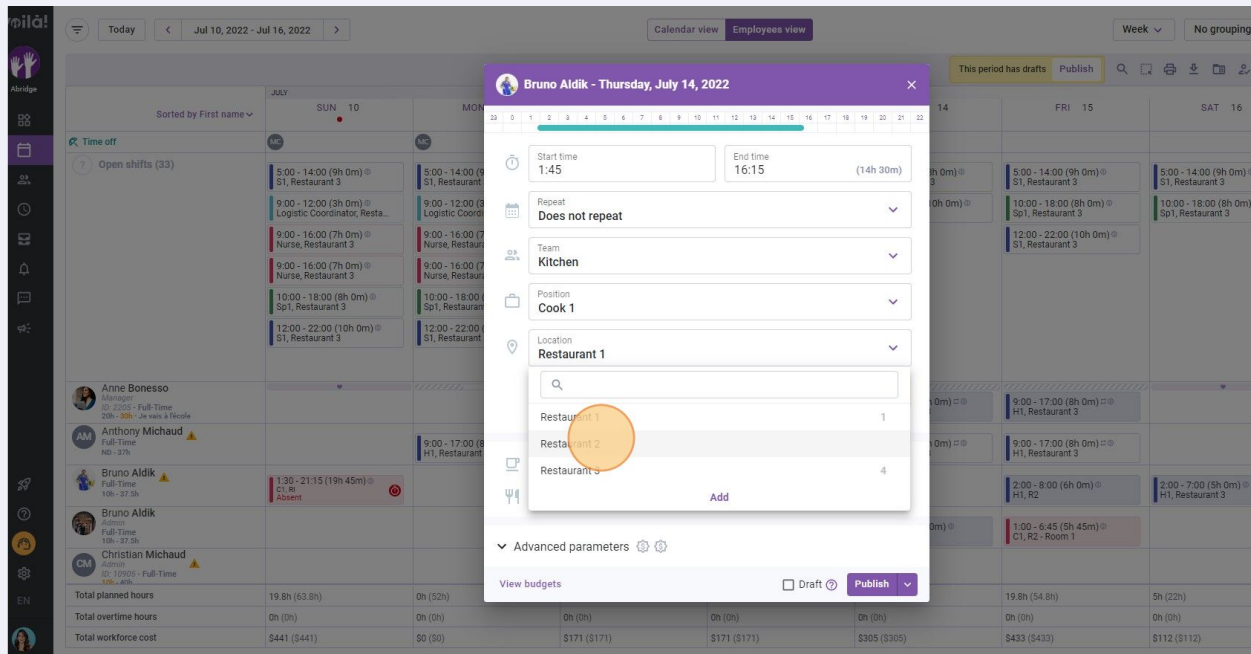
View budgets

Draft ? Publish

13 Click Location drop down menu



14 Select the location of your choice



15 Click Advanced parameters if required

Modal window for Bruno Aldik - Thursday, July 14, 2022:

- Start time: 1:45
- End time: 16:15 (14h 30m)
- Repeat: Does not repeat
- Team: Kitchen
- Position: Cook 1
- Location: Restaurant 2
- Sub-location: Room 1
- Warning: Not enough rest between shifts, Max weekly hours reached for the week of Jul 10
- Buttons: Paid breaks, Unpaid break, Advanced parameters (highlighted), View budgets, Draft, Publish

16 Adjust advanced settings according to your preferences

Modal window for Bruno Aldik - Thursday, July 14, 2022 (Advanced parameters):

- Variable end time: ☐
- Shift is on call: ☐
- Note: [Text area]
- Internal note: [Text area]
- Shift Premiums: Night (Example 1)
- Time Zone: UTC-05:00 Toronto
- Paid preparation time: 0m
- Minimum score: 0
- Buttons: View budgets, Draft, Publish

17 Do a final check and press Publish

The screenshot shows the Pila! software interface with a shift schedule for July 14, 2022. A modal window titled "Bruno Aldik - Thursday, July 14, 2022" is open, displaying "Unpaid break" parameters. The modal includes sections for "Advanced parameters" (Variable end time, Shift is on call, Note, Internal note), "Shift Premiums" (Night, Example 1), "Time Zone" (UTC-05:00 Toronto), "Paid preparation time" (0m), and "Minimum score" (0). At the bottom of the modal are buttons for "View budgets", "Draft", and "Publish".



Alert! There is another way to create a shift with assignment. Here are the steps:

18 Click the icon located a the right of the schedule

The screenshot shows the Pila! software interface with a shift schedule for July 14, 2022. The interface displays a grid of shifts for various employees (Anne Bonesso, Anthony Michaud, Bruno Aldik, Bruno Aldik, Christian Michaud) across the week. A yellow icon is visible in the top right corner of the interface.

19 Click Shift with assignment

The screenshot shows the 'New shift' dialog box in a scheduling application. The 'Shift with assignment' tab is selected and highlighted with an orange circle. The dialog contains the following fields and options:

- Date:** Sunday, July 10, 2022
- Start time:** 0:00
- End time:** 1:00 (1h 0m)
- Repeat:** Does not repeat
- Team:** Kitchen
- Position:** Cook 1
- Location:** Restaurant 2
- Sub-location:** Room 1
- Assigned employees:** Search in all employees
- Employee:** Bruno Aldik (Full-Time, 11:75h)
- Recommended employees (available):** View criteria
- View budgets:** Draft, Publish

The background shows a calendar view for July 10, 2022, with various shifts and employee assignments.

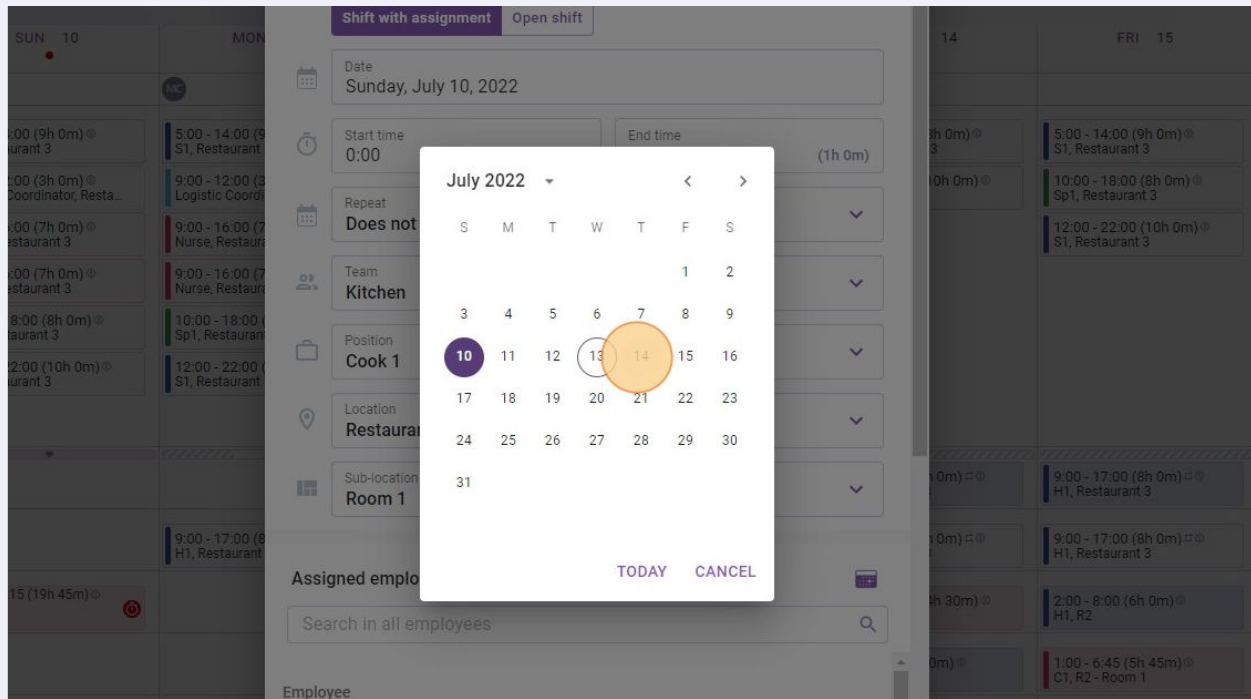
20 Click Date

The screenshot shows the 'New shift' dialog box in a scheduling application. The 'Date' field, which contains 'Sunday, July 10, 2022', is highlighted with an orange circle. The dialog contains the following fields and options:

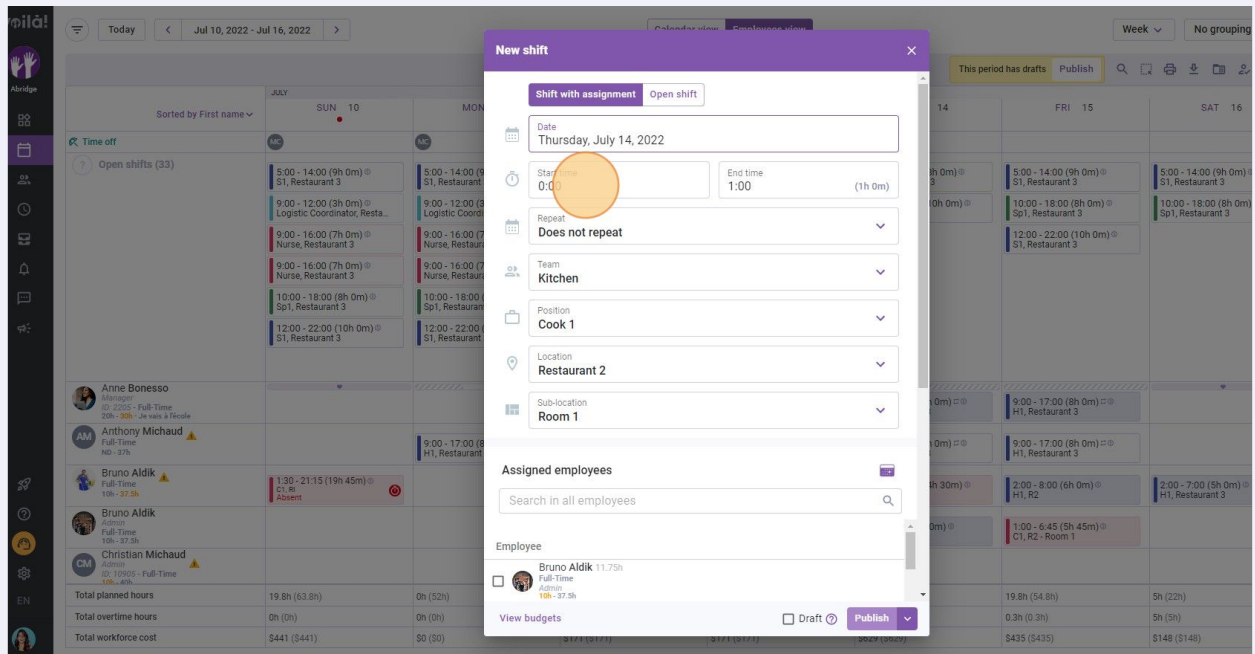
- Date:** Sunday, July 10, 2022
- Start time:** 0:00
- End time:** 1:00 (1h 0m)
- Repeat:** Does not repeat
- Team:** Kitchen
- Position:** Cook 1
- Location:** Restaurant 2
- Sub-location:** Room 1
- Assigned employees:** Search in all employees
- Employee:** Bruno Aldik (Full-Time, 11:75h)
- Recommended employees (available):** View criteria
- View budgets:** Draft, Publish

The background shows a calendar view for July 10, 2022, with various shifts and employee assignments.

21 Select the date



22 Click Start time



23 Select the start time of the shift

The screenshot shows the 'New shift' dialog box in a scheduling application. The 'Shift with assignment' tab is selected. The 'Date' is set to 'Thursday, July 14, 2022'. The 'Start time' dropdown menu is open, displaying a list of times from 0:00 to 2:15 in 15-minute increments. The time 0:00 is highlighted with an orange circle. The 'End time' is set to 1:00. Below the time selection, there are fields for 'Assigned employees' (with a search bar), 'Employee' (with a dropdown), and 'Recommended employees (available)' (with a 'View criteria' link). At the bottom, there are 'Draft' and 'Publish' buttons. The background shows a calendar view for July 10-16, 2022, with various shifts assigned to employees like Anne Bonesso, Anthony Michaud, Bruno Aldik, and Christian Michaud.

24 Click End time

The screenshot shows the 'New shift' dialog box in a scheduling application. The 'Shift with assignment' tab is selected. The 'Date' is set to 'Thursday, July 14, 2022'. The 'Start time' is set to 1:00. The 'End time' dropdown menu is open, displaying a list of times from 1:00 to 11:00 in 1-hour increments. The time 1:00 is highlighted with an orange circle. Below the time selection, there are fields for 'Repeat' (set to 'Does not repeat'), 'Team' (set to 'Kitchen'), 'Position' (set to 'Cook 1'), 'Location' (set to 'Restaurant 2'), and 'Sub-location' (set to 'Room 1'). Below these fields, there are fields for 'Assigned employees' (with a search bar), 'Employee' (with a dropdown), and 'Recommended employees (available)' (with a 'View criteria' link). At the bottom, there are 'Draft' and 'Publish' buttons. The background shows a calendar view for July 10-16, 2022, with various shifts assigned to employees like Anne Bonesso, Anthony Michaud, Bruno Aldik, and Christian Michaud.

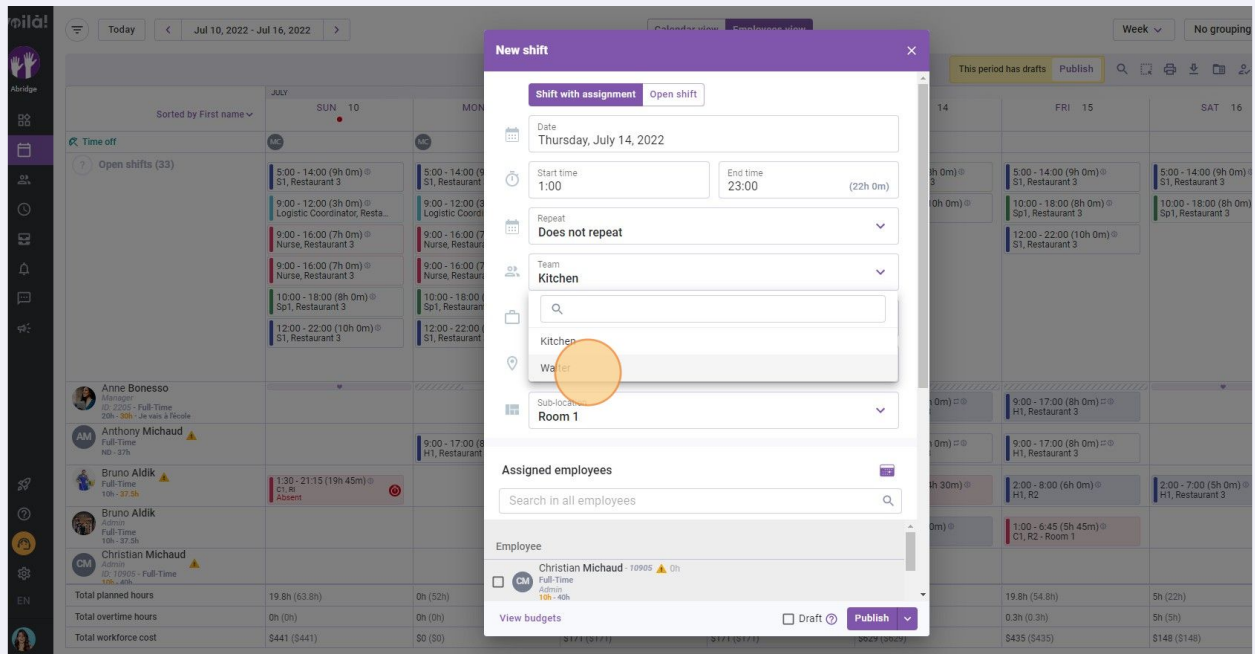
25 Select the end time of the shift

The 'New shift' dialog box is open, showing the 'Shift with assignment' tab. The 'Date' is set to Thursday, July 14, 2022. The 'Start time' is 1:00. The 'End time' dropdown menu is open, showing a list of times. An orange circle highlights the '23:00' option. The background shows a calendar view for July 10-16, 2022, with various shift assignments for different roles like 'S1, Restaurant 3', 'Logistic Coordinator, Resta...', 'Nurse, Restaurant 3', 'Sp1, Restaurant 3', and 'H1, Restaurant 3'.

26 Click Team

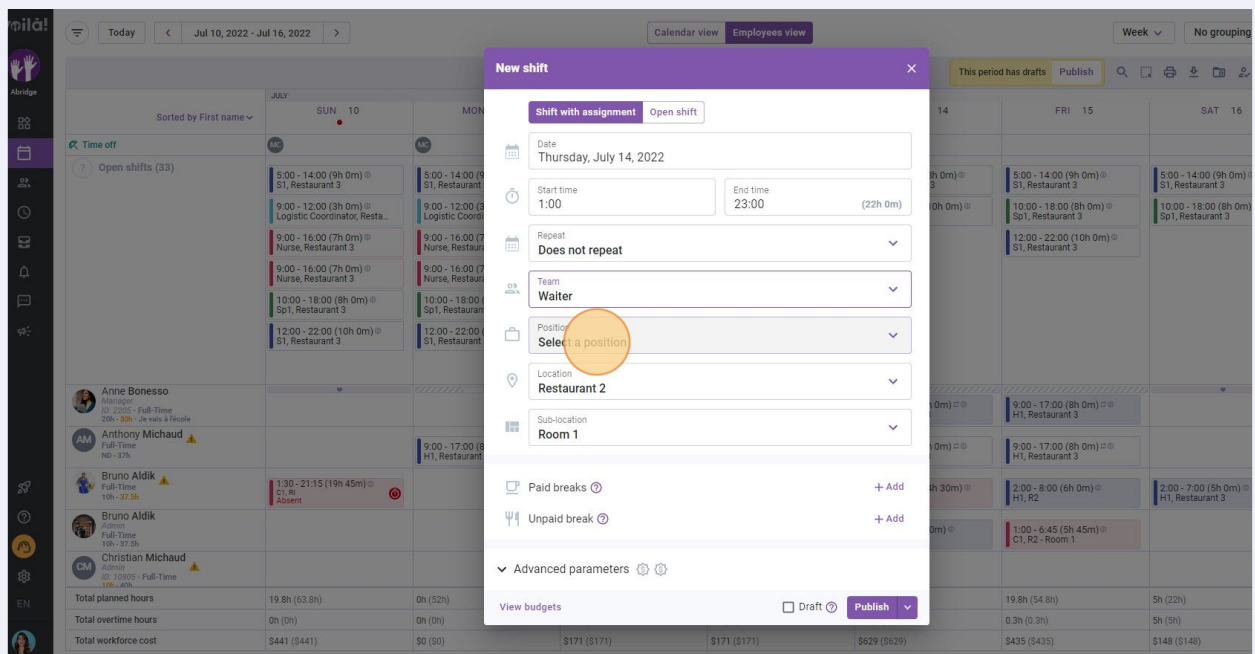
The 'New shift' dialog box is open, showing the 'Shift with assignment' tab. The 'Date' is set to Thursday, July 14, 2022. The 'Start time' is 1:00. The 'End time' is set to 23:00. The 'Team' dropdown menu is open, showing a list of teams. An orange circle highlights the 'Kitchen' option. The background shows a calendar view for July 10-16, 2022, with various shift assignments for different roles like 'S1, Restaurant 3', 'Logistic Coordinator, Resta...', 'Nurse, Restaurant 3', 'Sp1, Restaurant 3', and 'H1, Restaurant 3'.

27 Select the team of your choice



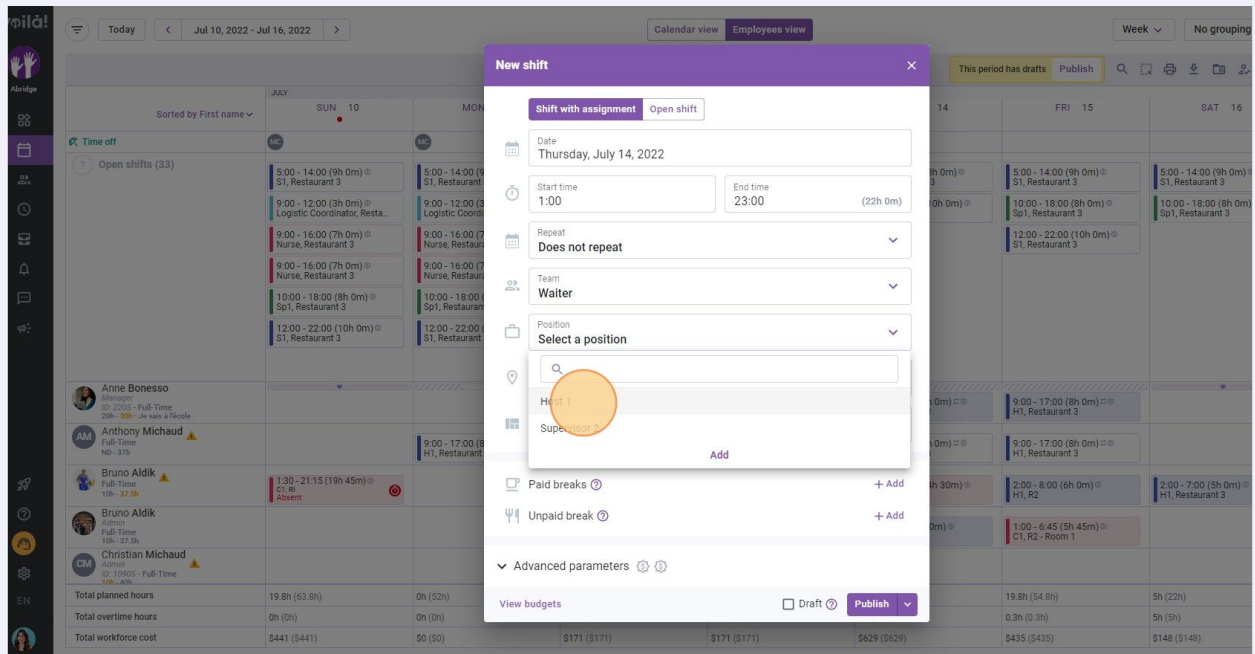
The screenshot shows the Mila! scheduling interface. A 'New shift' dialog box is open, allowing the user to create a new shift. The dialog has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The 'Date' is set to 'Thursday, July 14, 2022'. The 'Start time' is '1:00' and the 'End time' is '23:00' (22h 0m). The 'Repeat' option is set to 'Does not repeat'. The 'Team' dropdown is set to 'Kitchen', and an orange circle highlights the 'Kitchen' option in the list. The 'Sub-location' is set to 'Room 1'. The 'Assigned employees' section shows a search bar and a list of employees, with 'Christian Michael' selected. The 'View budgets' section shows 'Draft' and 'Publish' buttons.

28 Click Position



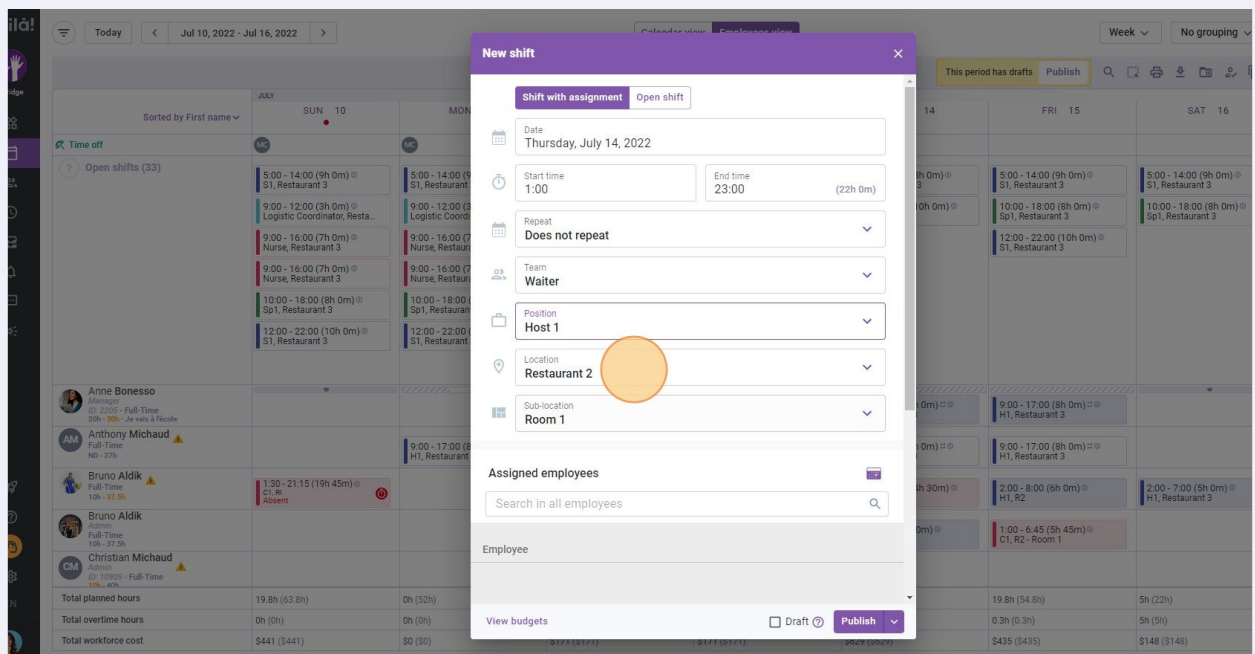
The screenshot shows the Mila! scheduling interface. A 'New shift' dialog box is open, allowing the user to create a new shift. The dialog has two tabs: 'Shift with assignment' (selected) and 'Open shift'. The 'Date' is set to 'Thursday, July 14, 2022'. The 'Start time' is '1:00' and the 'End time' is '23:00' (22h 0m). The 'Repeat' option is set to 'Does not repeat'. The 'Team' dropdown is set to 'Waiter', and an orange circle highlights the 'Waiter' option in the list. The 'Position' dropdown is set to 'Select a position', and an orange circle highlights the 'Select a position' option in the list. The 'Location' is set to 'Restaurant 2' and the 'Sub-location' is set to 'Room 1'. The 'Paid breaks' and 'Unpaid break' sections show '+ Add' buttons. The 'Advanced parameters' section shows a gear icon. The 'View budgets' section shows 'Draft' and 'Publish' buttons.

29 Select the position of your choice



The screenshot shows the 'New shift' dialog box with the 'Position' dropdown menu open. The options are 'Host 1' and 'Superior'. An orange circle highlights the 'Host 1' option. The background shows a calendar view for July 10, 2022, with various shifts and employees listed.

30 Click Location



The screenshot shows the 'New shift' dialog box with the 'Location' dropdown menu open. The options are 'Restaurant 2' and 'Room 1'. An orange circle highlights the 'Restaurant 2' option. The background shows a calendar view for July 10, 2022, with various shifts and employees listed.

31 Select the location of your choice

The 'New shift' dialog box is shown with the following details:

- Shift with assignment** (selected) / Open shift
- Date:** Thursday, July 14, 2022
- Start time:** 1:00 / **End time:** 23:00 (22h 0m)
- Repeat:** Does not repeat
- Team:** Waiter
- Position:** Host 1
- Location:** Restaurant 2 (highlighted with an orange circle)
- Assigned employees:**
 - Restaurant 1: 1
 - Restaurant 2: 1
 - Restaurant 3: 4
- Employee:** Recommended employees (available) - View criteria
- View budgets** (button)
- Buttons:** Draft, Publish

32 Choose the employee you want to assign for the shift

The 'New shift' dialog box is shown with the following details:

- Does not repeat** (selected)
- Team:** Waiter
- Position:** Host 1
- Location:** Restaurant 2
- Sub-location:** Room 1
- Assigned employees:**
 - Search in all employees
 - Employee list: Diane Smith, Isabelle Lemieux, Jennifer Fernandes, Jennifer Tremblay (highlighted with an orange circle)
- Recommended employees (available)** - View criteria
- View budgets** (button)
- Buttons:** Draft, Publish

33 Do a final check and press Publish

The screenshot displays a scheduling application interface. A 'New shift' modal window is open, allowing the user to configure a new shift. The modal includes the following fields:

- Does not repeat** (dropdown menu)
- Team**: Waiter
- Position**: Host 1
- Location**: Restaurant 2
- Sub-location**: Room 1
- Assigned employees**: A search bar and a list of recommended employees (available).

The recommended employees list includes:

- ☒ Christian Michaud - 10965 - 0h
- ☐ David Genest - 0h
- ☐ Diane Smith - 0h
- ☐ Isabelle Lemieux - 111 - 0h

At the bottom of the modal, there are buttons for **Draft** and **Publish (2)**. The background shows a calendar grid with various shifts assigned to employees, including Christian Michaud, David Genest, Diane Smith, and Isabelle Lemieux. The grid displays dates from July 10 to July 16, 2022, and includes columns for 'Planned hours' and 'Cost'.