



Loop App User Guide

You can contact the eRostering Team on HR Service Now via Firstport and the ? Icon on Optima

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Loop – Sign In

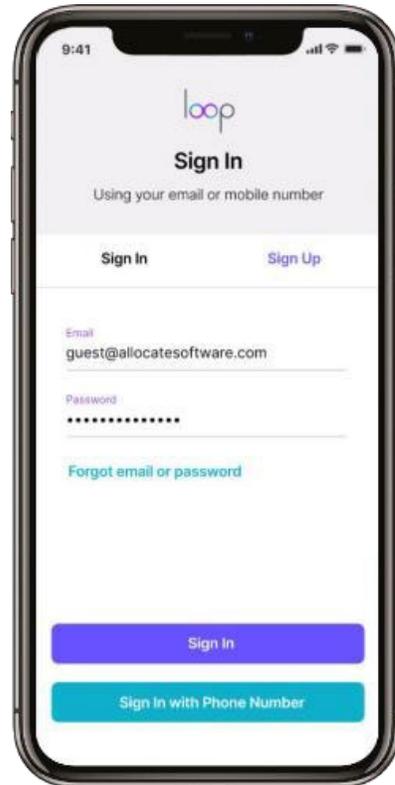
1

Select Sign In from the landing page



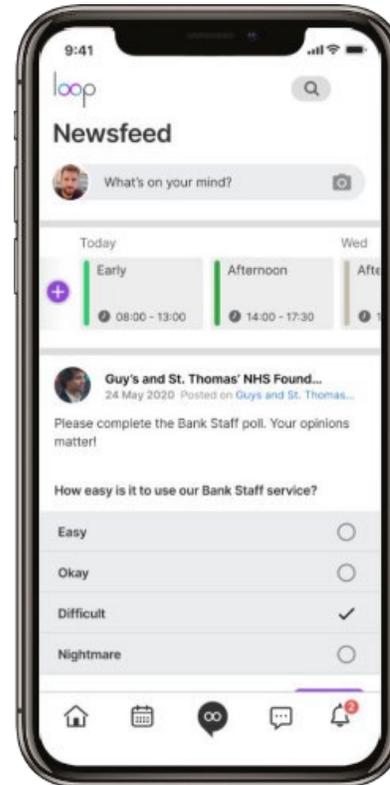
2

Enter your Email address that you used to sign up and enter your Password. If you prefer to log on with your mobile number, then select Sign in with PhoneNumber



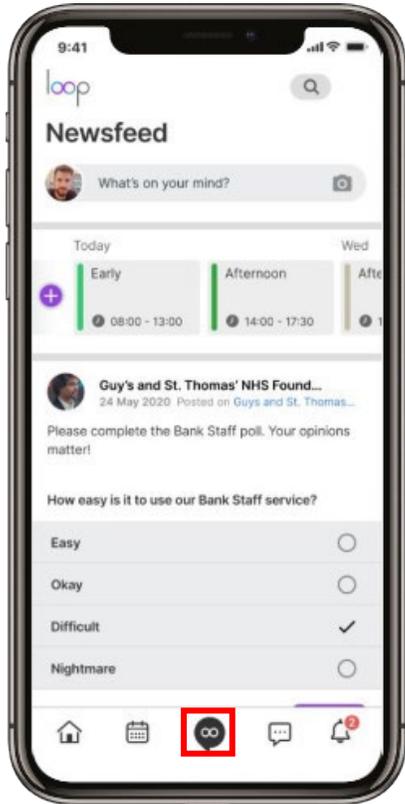
3

Once you have logged in successfully, you will land on the Home page and your Newsfeed.

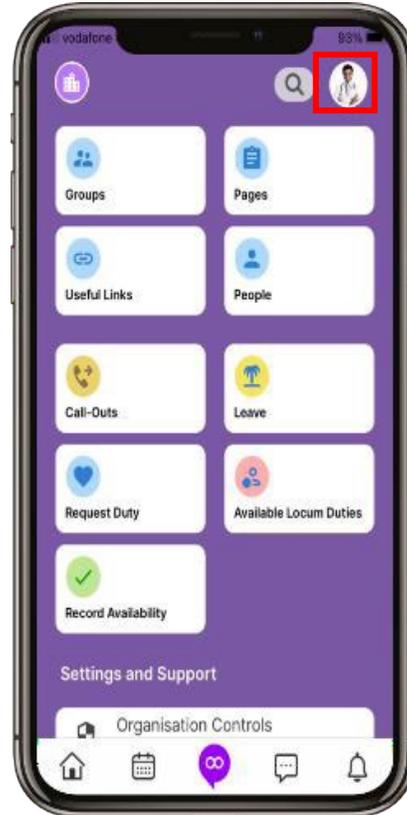


Loop – User Profile

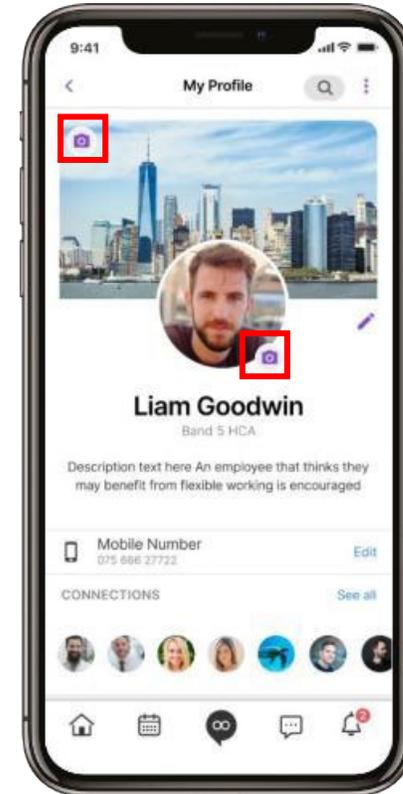
1
Select the Loop logo at the bottom of the screen.



2
Select your User Profile in the top right of the screen.



3
You can edit your profile page and change the background and profile photos by selecting the camera icons



4
To change the photo, select Choose a photo or Take a photo.

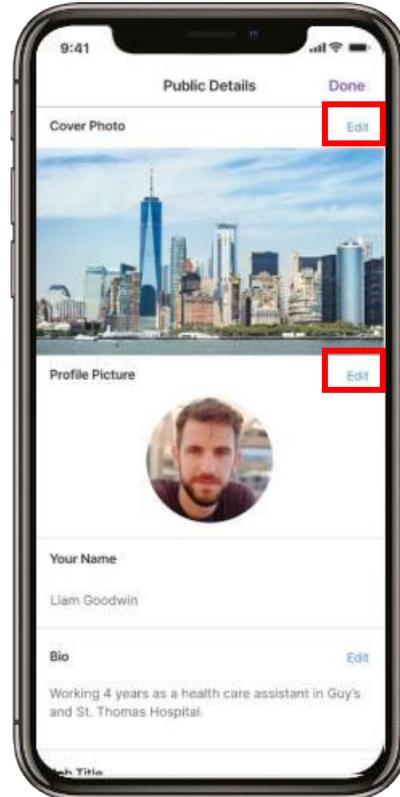


Loop – User Profile

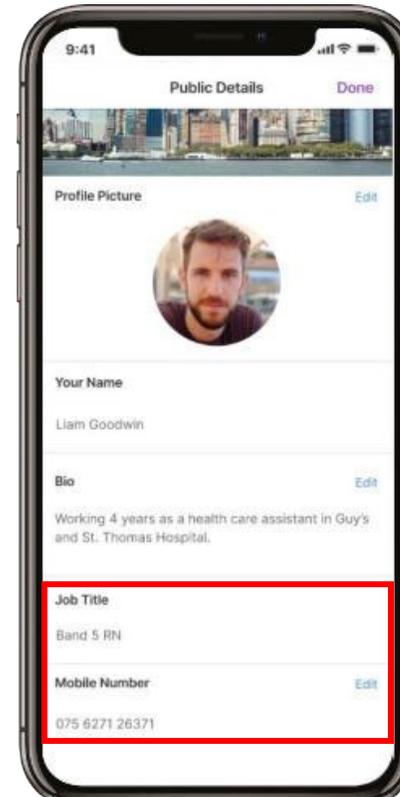
5
You can edit your public details including the photos by selecting the pencil.



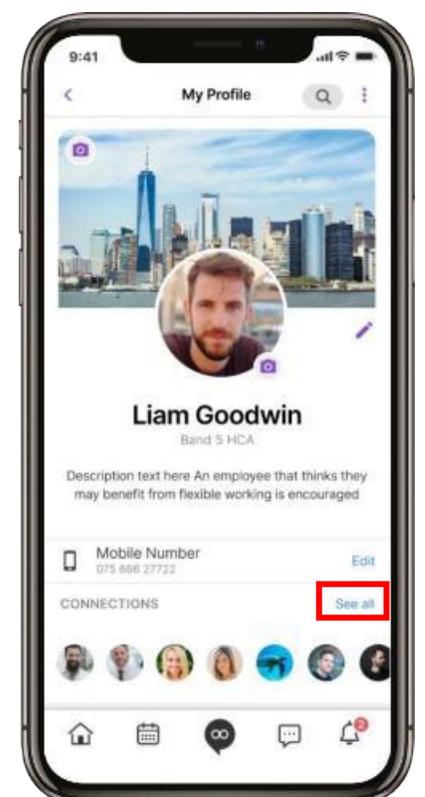
6
Select Edit to change the photos



7
Scroll down to view more options to edit. Select Edit to change. Select Done to save.

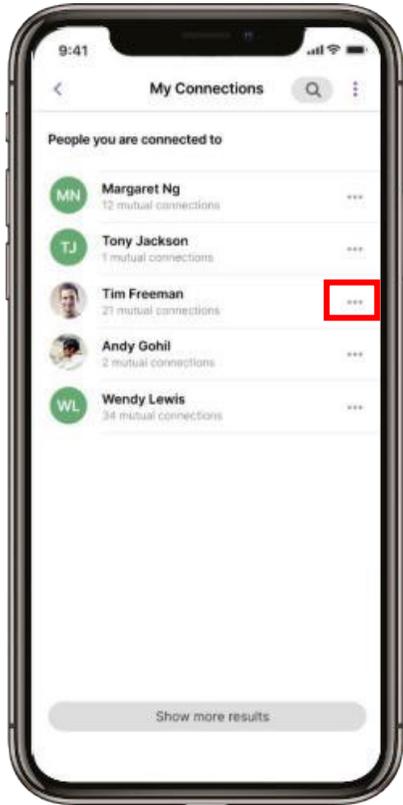


8
Select See all to the right of Connections to view all your connections

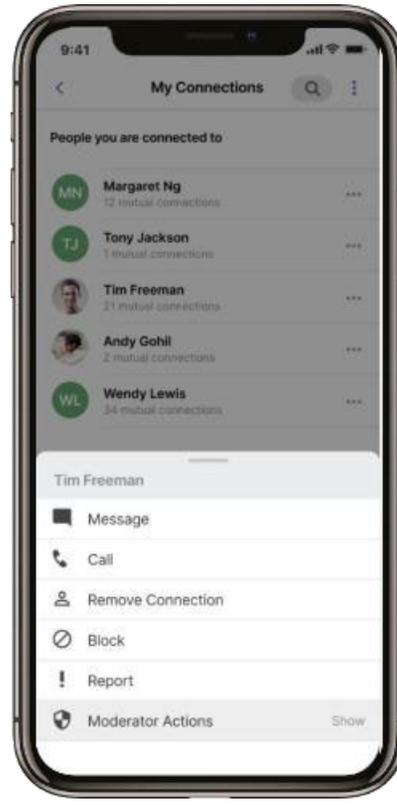


Loop – User Profile

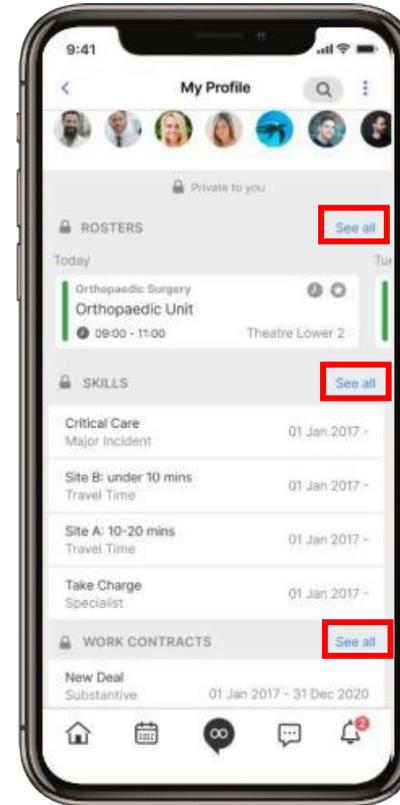
9
Select the three dots to the right of any person you are connected to.



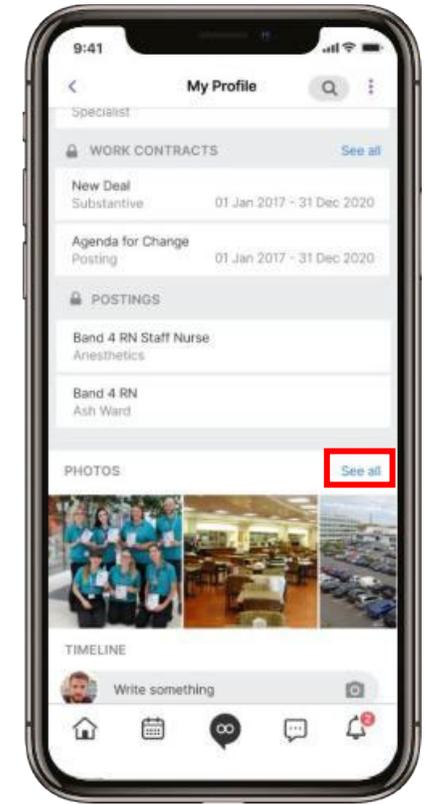
10
The menu will open and you can select to send them a Message, Call them, Remove Connection, Block them or Report them.



11
Scroll down My Profile to view more details You can view your Rosters, Skills and Work Contracts. Select See all to view more detail.



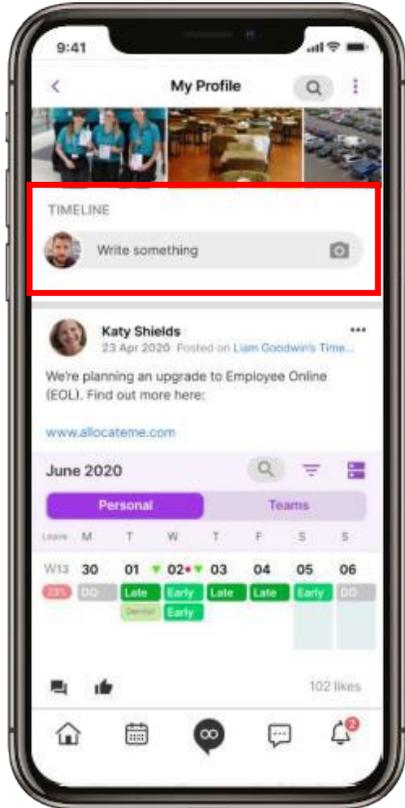
12
You can also view your Postings and Photos. Select See all to view your photos.



Loop – User Profile

13

Add a post to your Timeline and add a photo and view your Timeline.



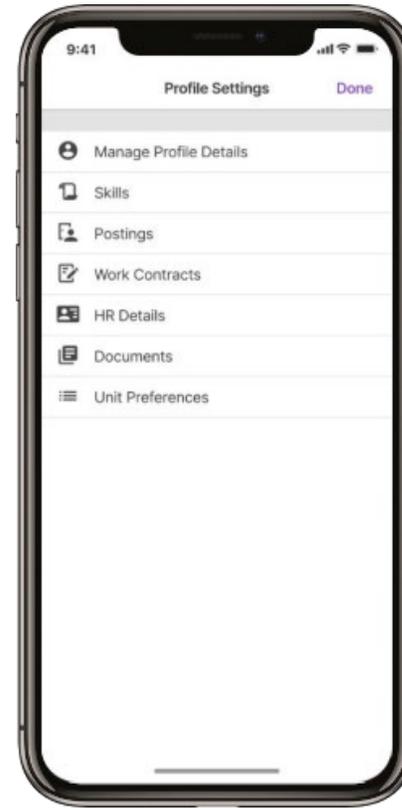
14

Select the three dots in the top right corner of My Profile to view the settings



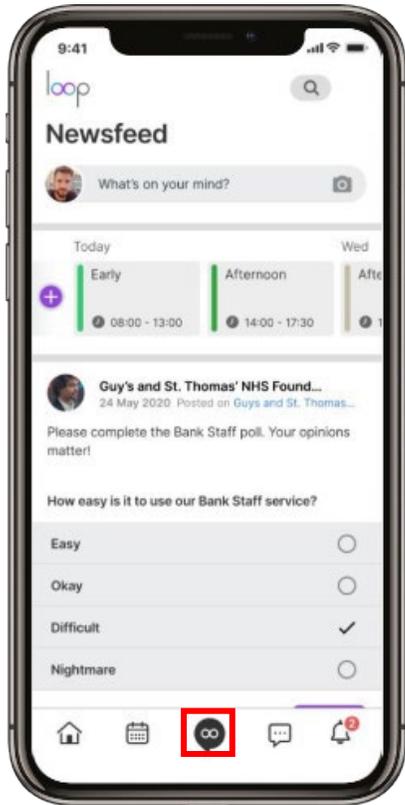
15

Select any of the Profile Settings to view and select Done to return to My Profile screen

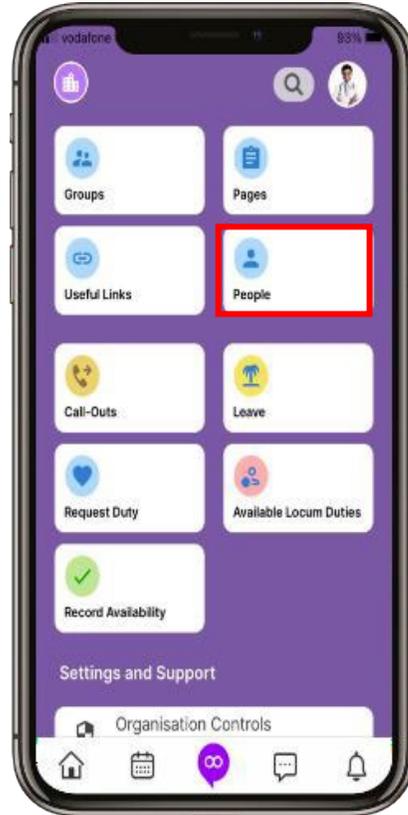


Loop – Request a Connection

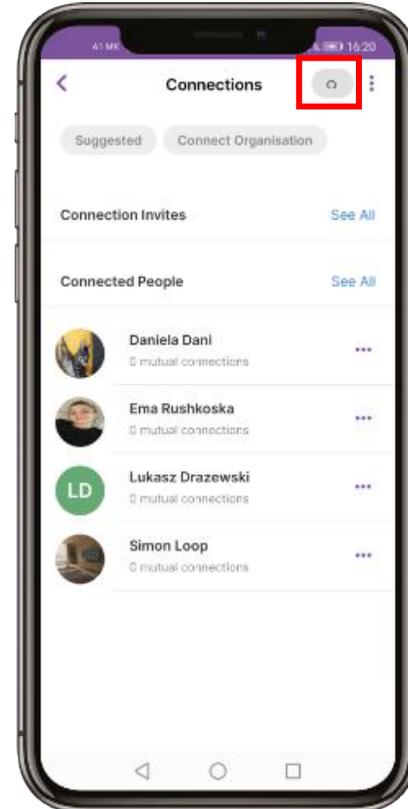
1
Select the Loop logo at the bottom of the screen.



2
Select People.



3
Select the Magnifying Glass to search for the person.



4
Start to type the name of the person you are looking for.



Loop – Request a Connection

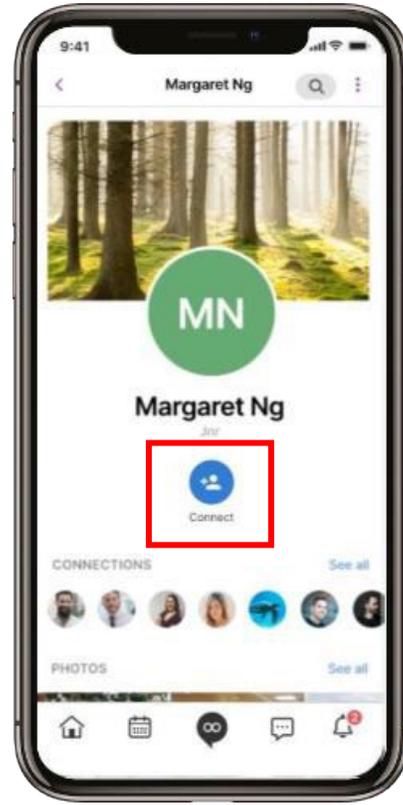
5

Select the name of the person from the list.



6

Select the Connect icon.



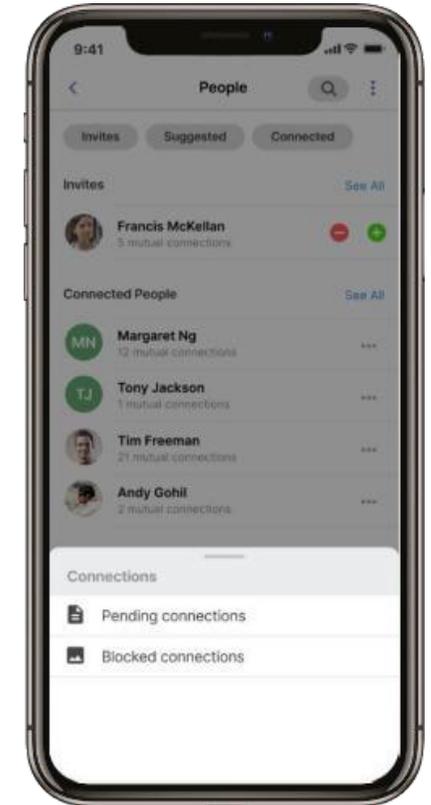
7

To view your Pending Connections, select the three dots in the top right



8

Select Pending Connections.



Loop – Request a Connection

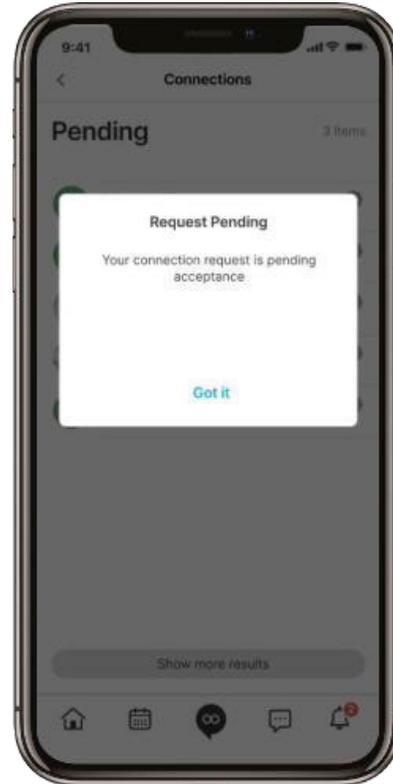
9

You will be able to view People waiting to accept your request.



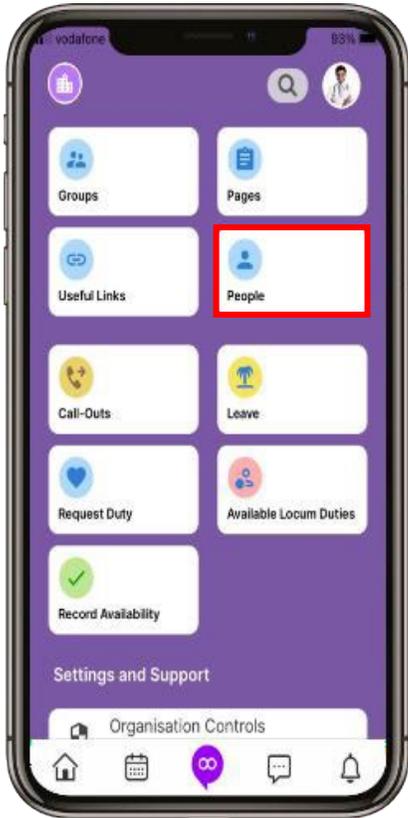
10

Select the yellow ? to view the status

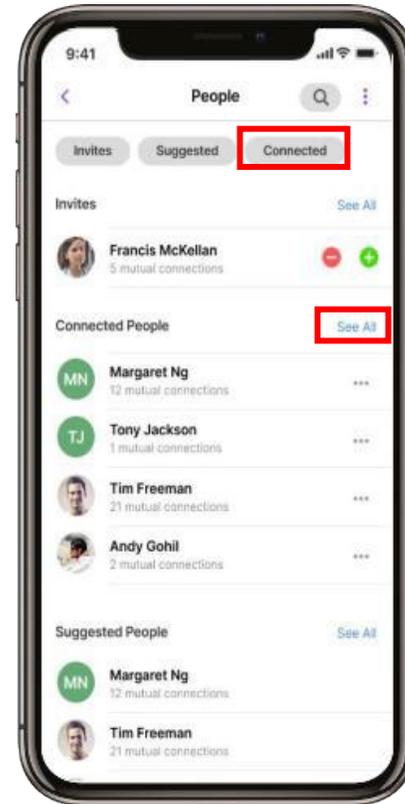


Loop – Remove a Connection

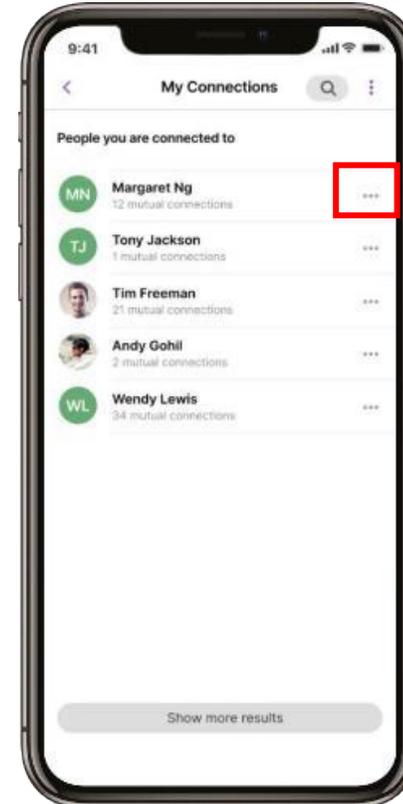
1
Select People



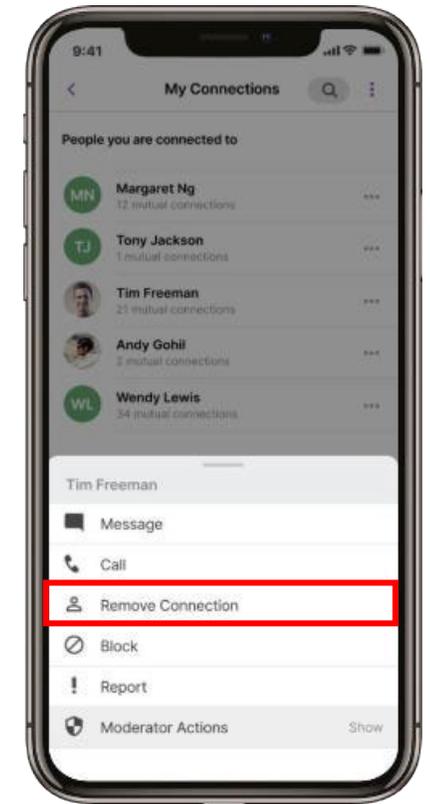
2
Select Connected or See All to the right of Connected People.



3
Select the three dots to the right of the person you wish to remove the connection with



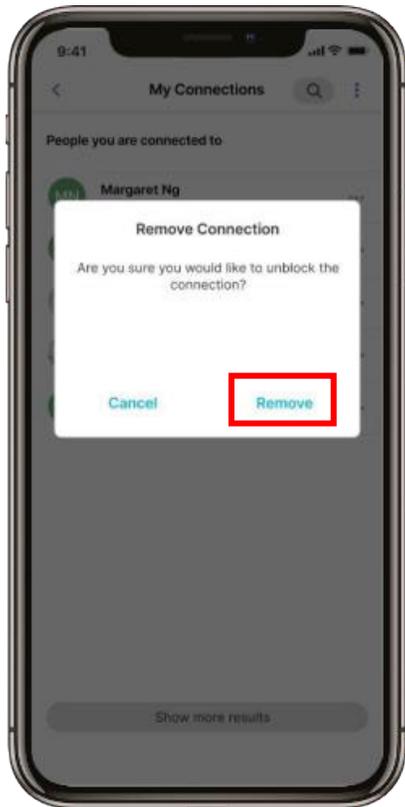
4
Select Remove Connection



Loop – Remove a Connection

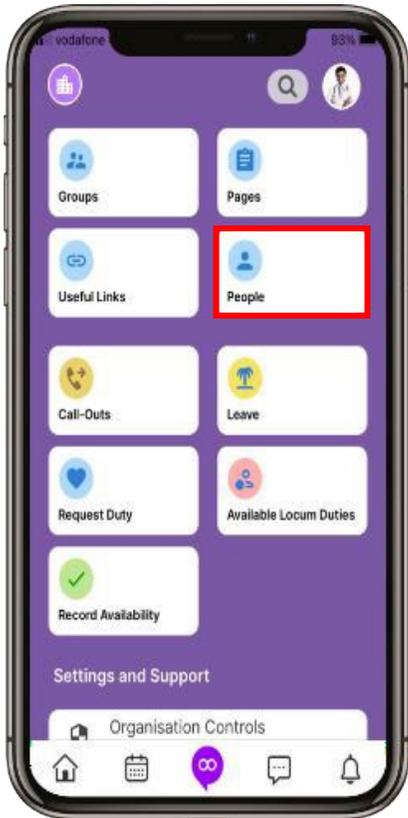
5

Select Remove to remove the connection

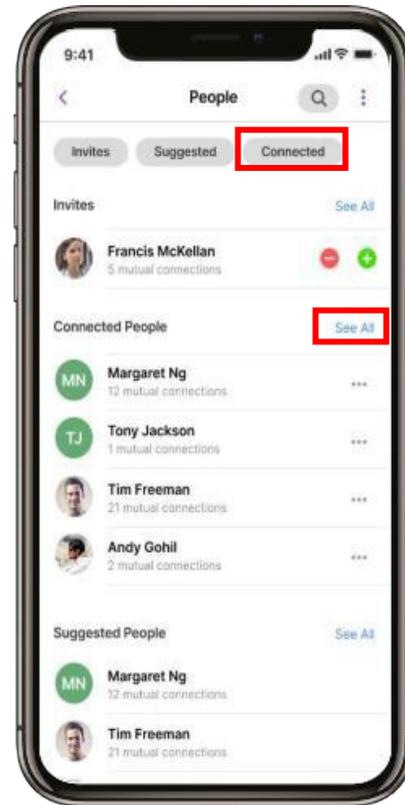


Loop – Block a Connection

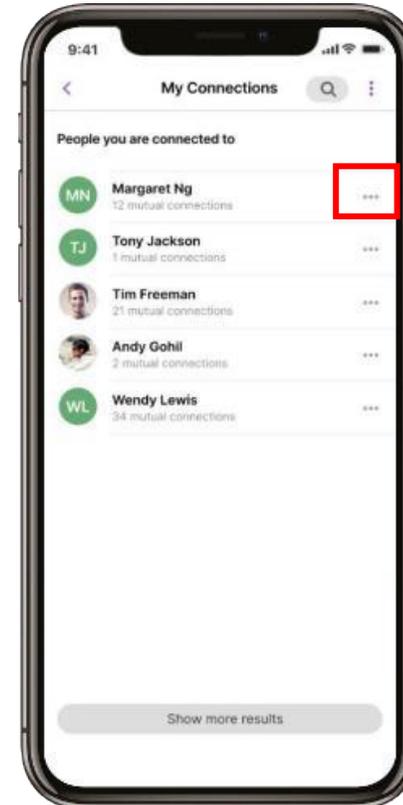
1
Select People



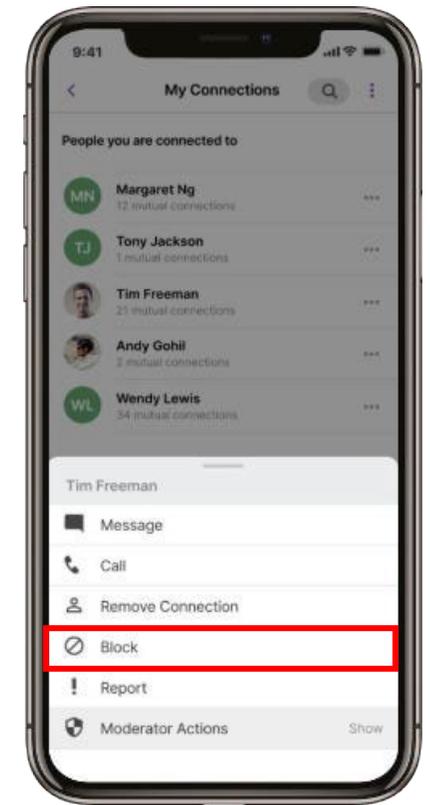
2
Select Connected or See All to the right of Connected People.



3
Select the three dots to the right of the person you wish to block the connection with



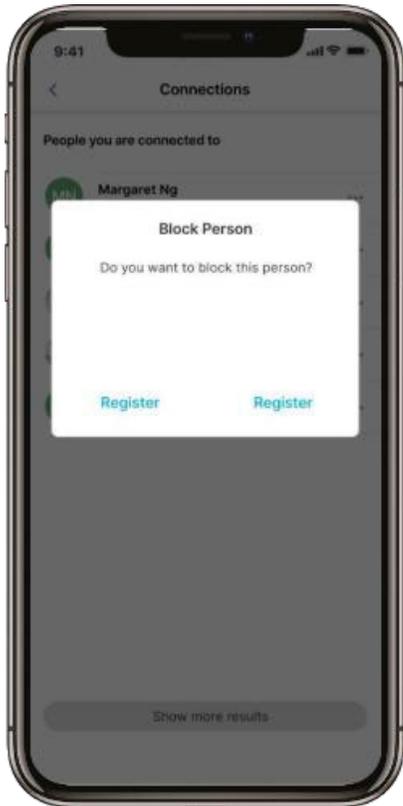
4
Select Block



Loop – Block a Connection

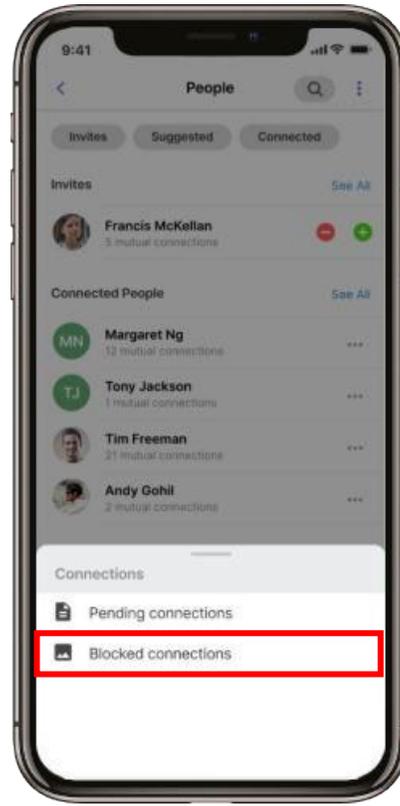
5

Select Register to block the connection



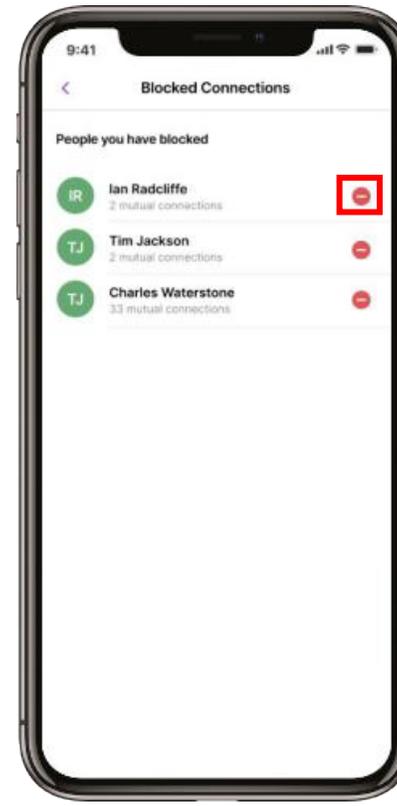
6

To view the Blocked connections, select the three dots in the top right of People and select Blocked connections



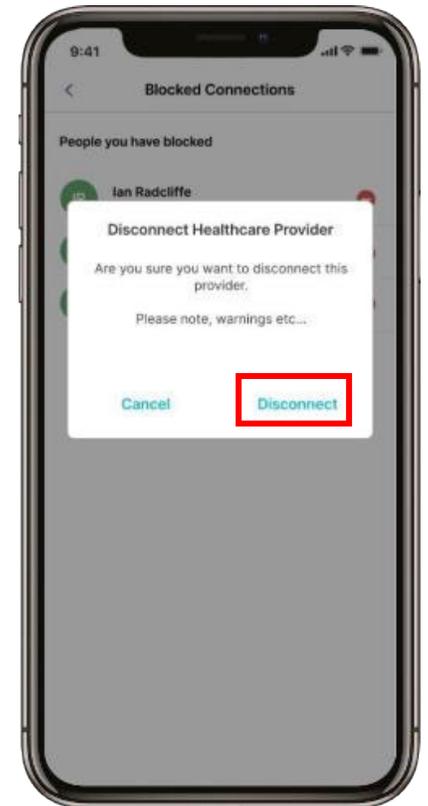
7

People you have blocked will be shown on this screen. To remove completely select the Red -



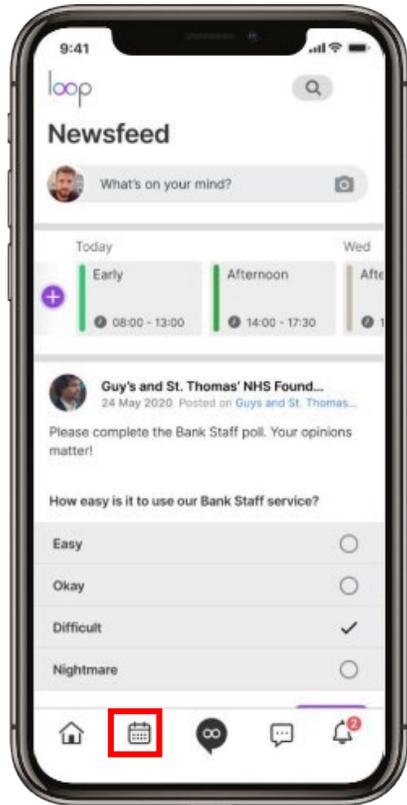
8

Select Disconnect

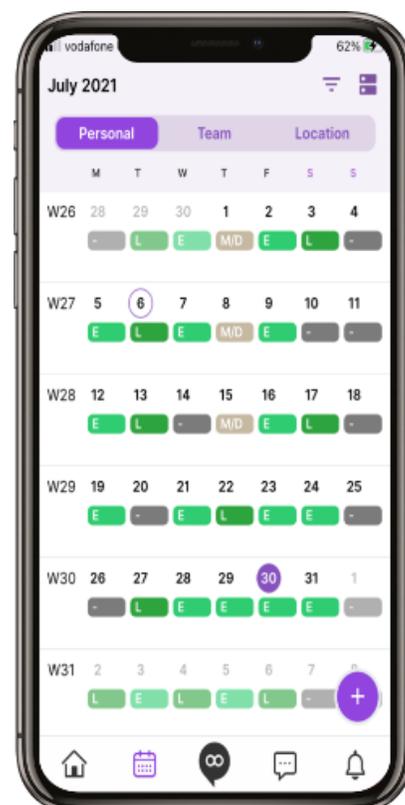


Loop – Personal Roster Navigation & Actions

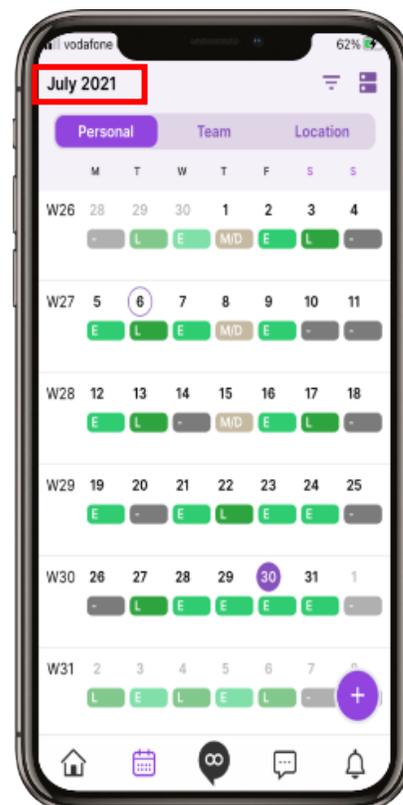
1
Select the Calendar at the bottom of the screen.



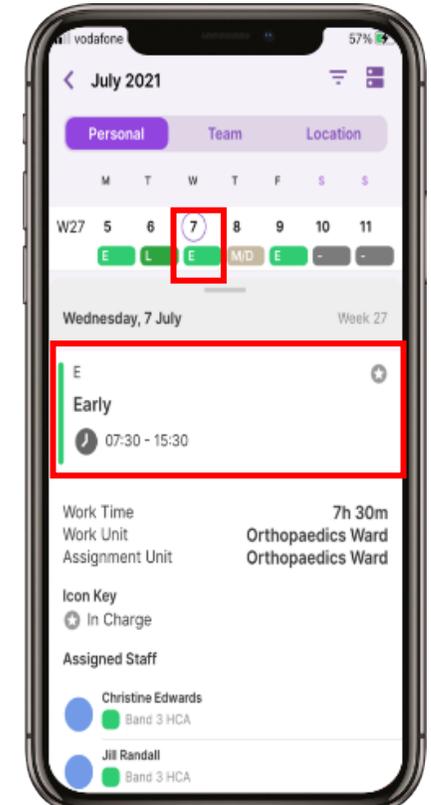
2
Your Personal roster will be displayed, for the current month.



3
You can scroll months by swiping to the left anywhere on the main calendar to view the next month, and swipe to the right to go back a month.



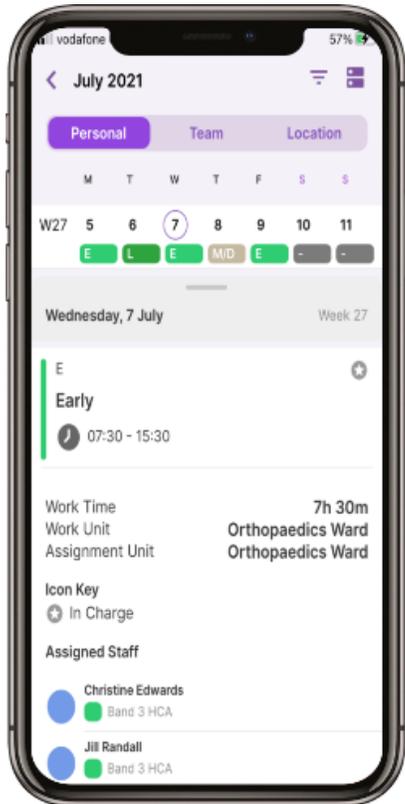
4
Select a Duty to view the details and Assigned Staff.



Loop – Personal Roster Navigation & Actions

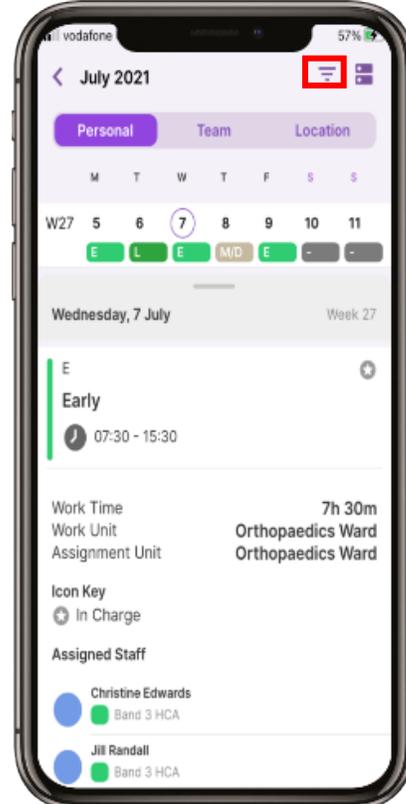
5

Scroll down to view further details. You can move to another week by swiping across the weeks at the top.



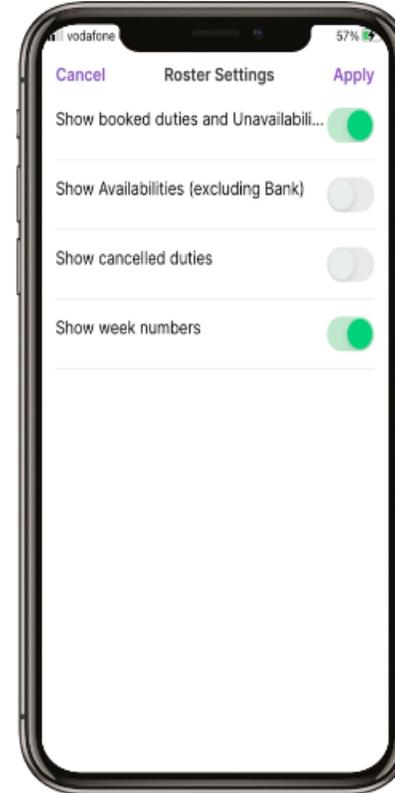
6

Select the Filter in the top right to view Roster Settings



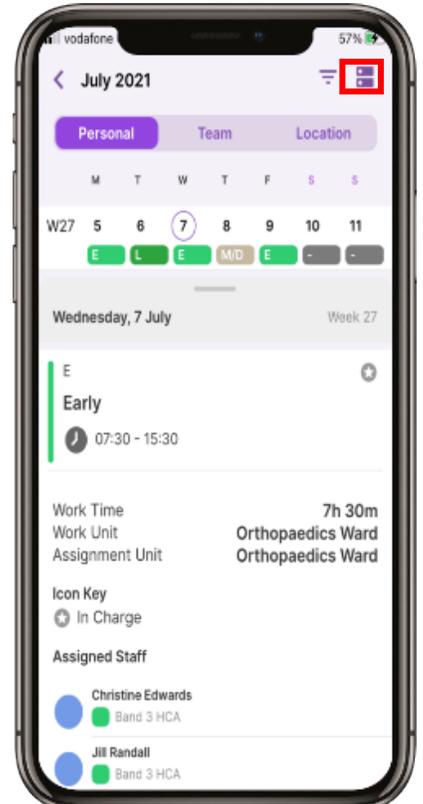
7

Swipe the buttons to toggle on or off and select Apply to save the changes.



8

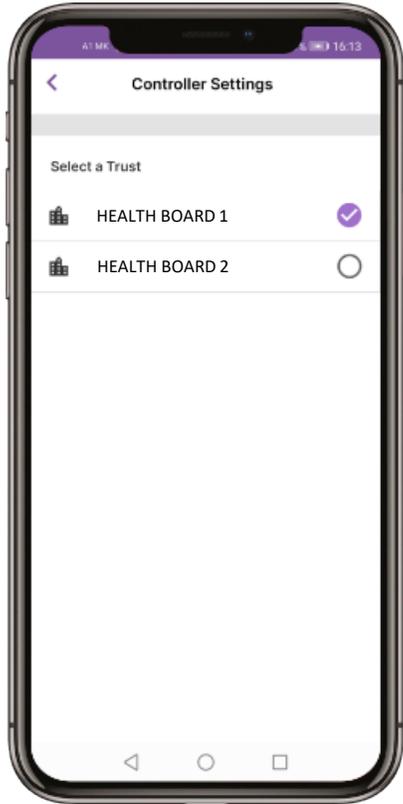
If you work for multiple organisations, select your Organisation button to change the organisation being viewed



Loop – Personal Roster Navigation & Actions

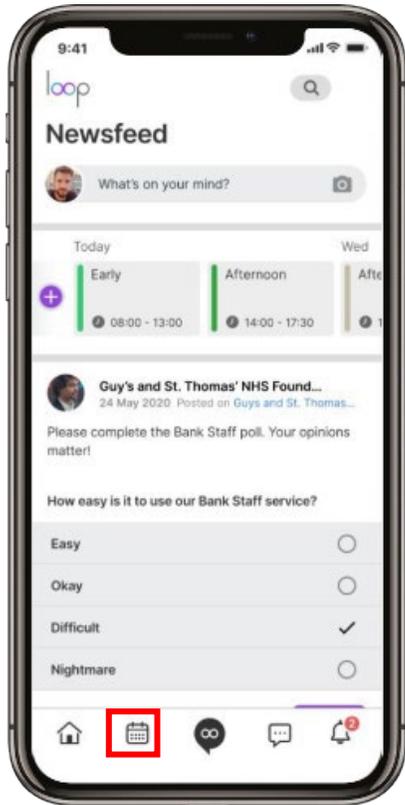
9

Select the organisation(s) and you will return to the previous screen

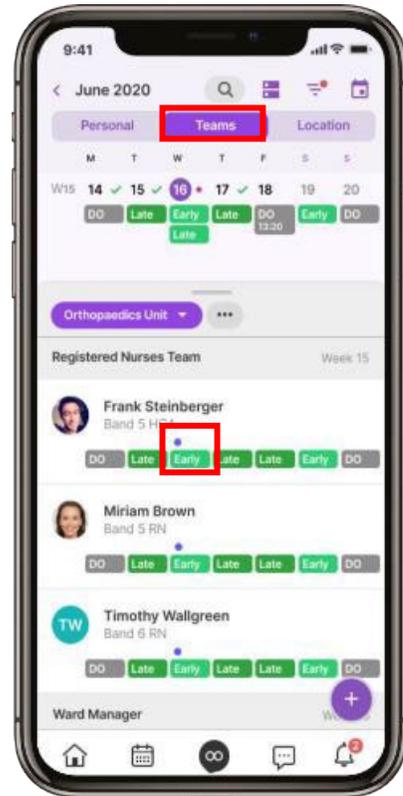


Loop – Team Calendar Navigation & Actions

1
Select the Calendar at the bottom of the screen.



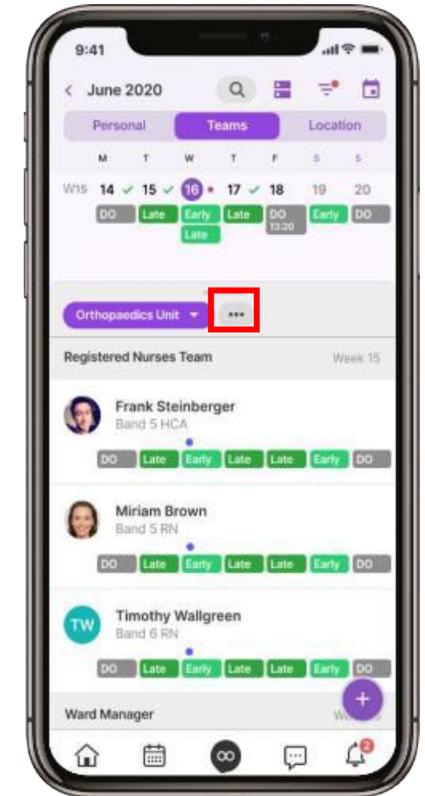
2
Select the Team tab
You can view the current week and the duty each person in the unit is working which is shown by a blue dot above the duty.



3
If you have multiple postings you can change the Unit by selecting the Unit currently showing. You can then select another unit



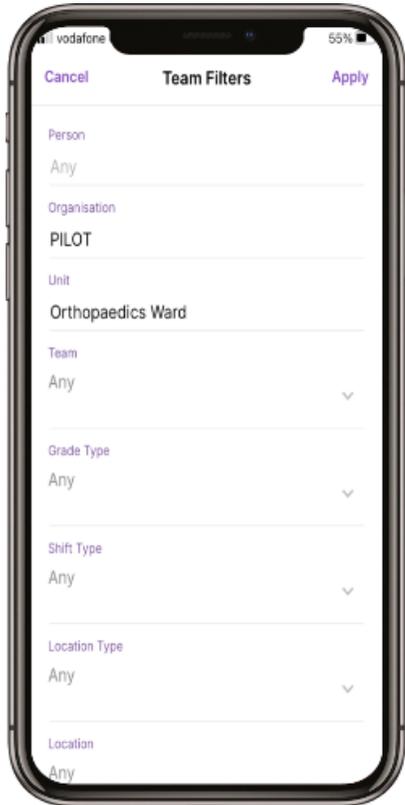
4
To Filter the people shown, select the 3 dots to the right of the unit name.



Loop – Team Calendar Navigation & Actions

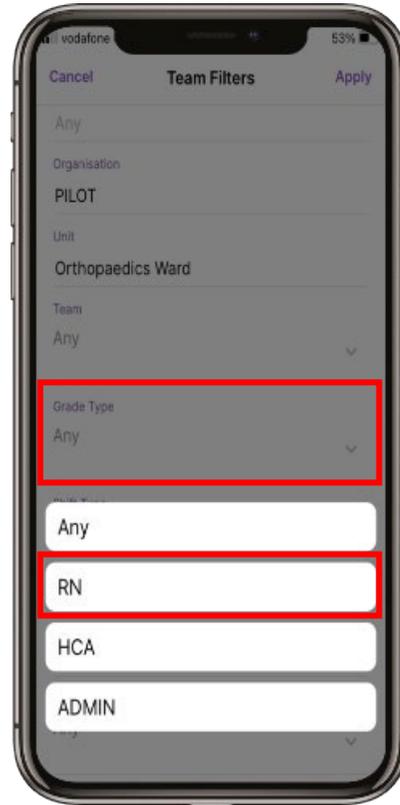
5

You can filter by Team, Grade Type, Shift Type, Location Type, Location, Activities and Fulfilment. Scroll down to view more filters



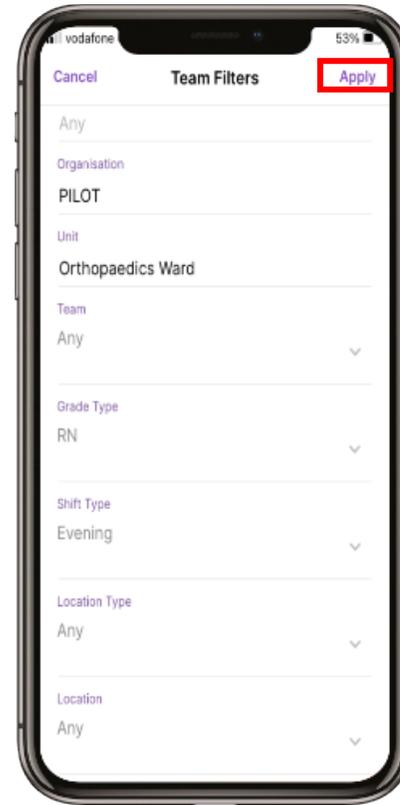
6

Select a Filter and then select a Filter option. Repeat for the other filters



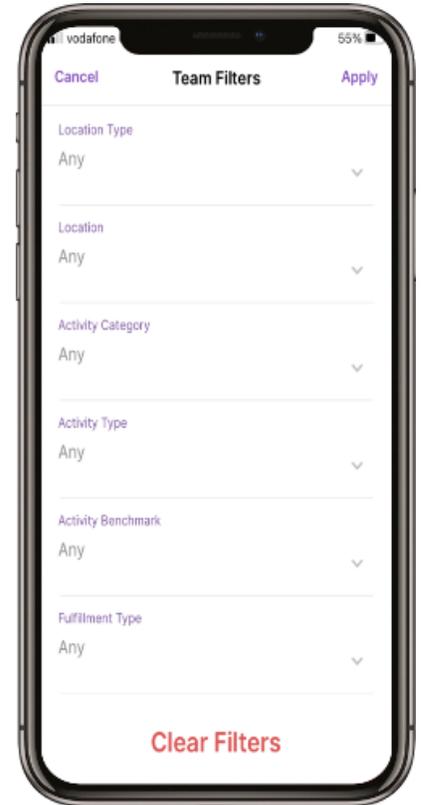
7

Once you have chosen your filters, select Apply



8

To Clear the Filter(s), select Clear Filters at the bottom of the screen



Loop – Team Calendar Navigation & Actions

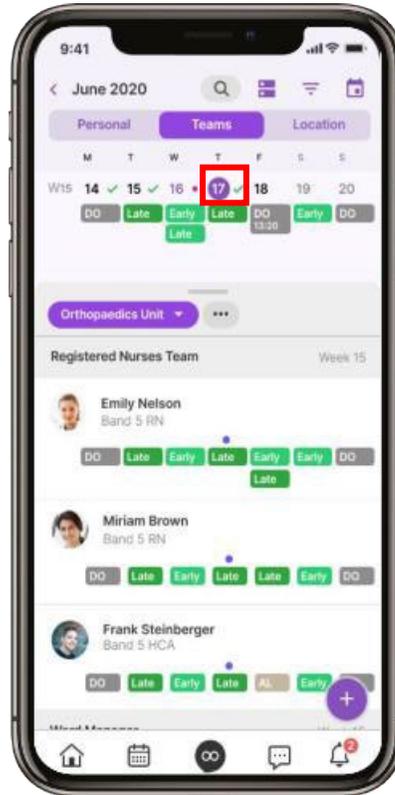
11

Scroll down to view more Teams and what duties people are working.



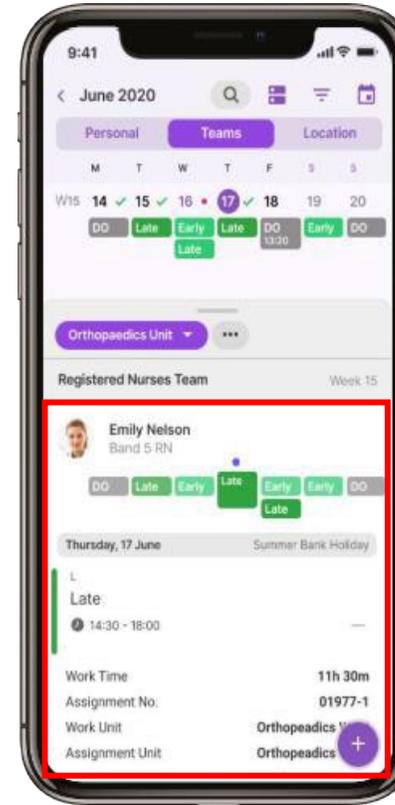
12

Select a day to view the Team working.



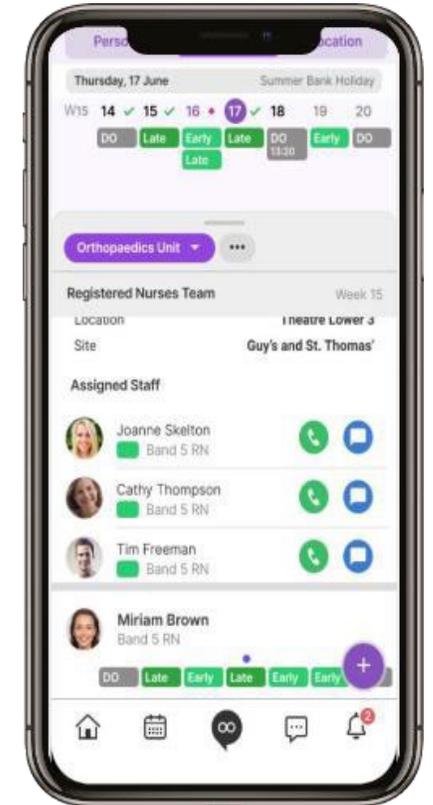
13

Select a team member to view the duty details such as Work Time, Assignment Number, Work Unit.



14

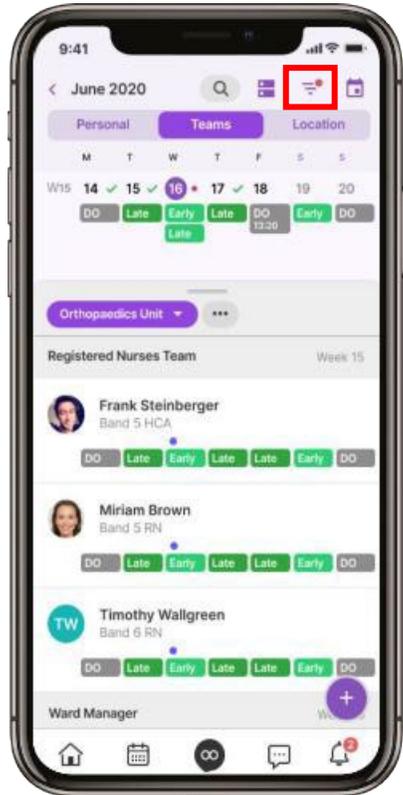
Scroll down to view Assigned Staff



Loop – Team Calendar Navigation & Actions

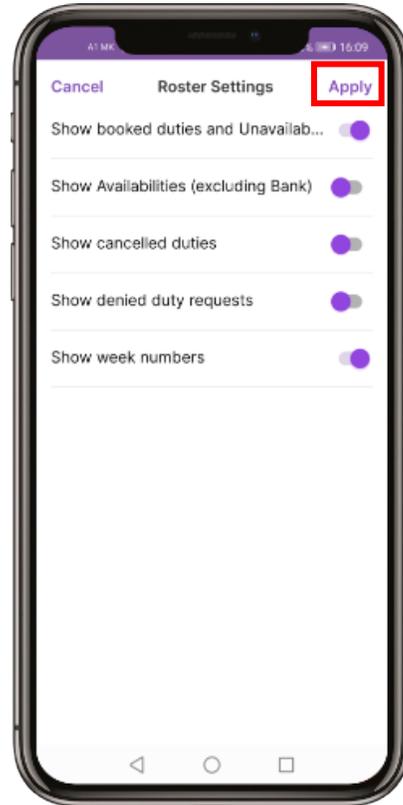
15

Select Roster Settings at the top of the screen



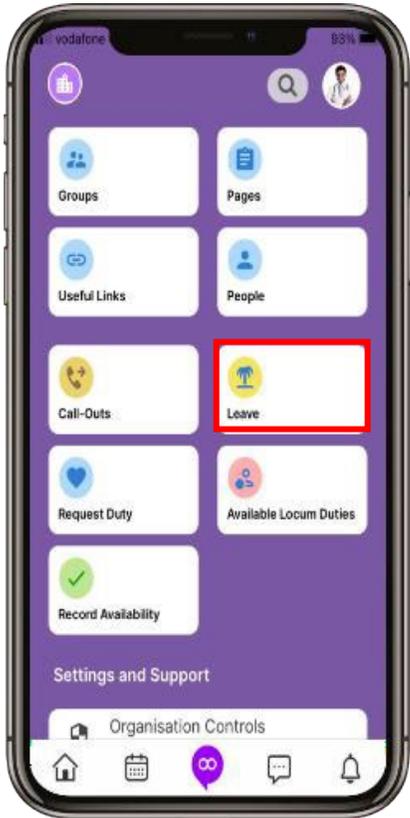
16

Swipe the toggles to turn what is shown on/off and select Apply to save your settings.



Loop – Request Leave

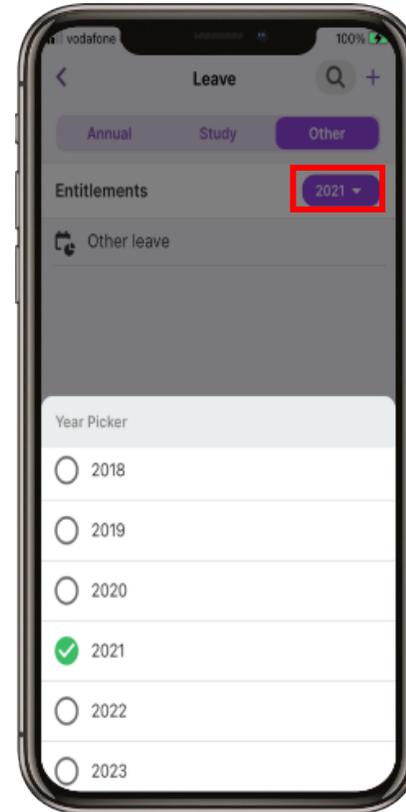
1
Select the Loop Logo at the bottom of the screen and then select Leave



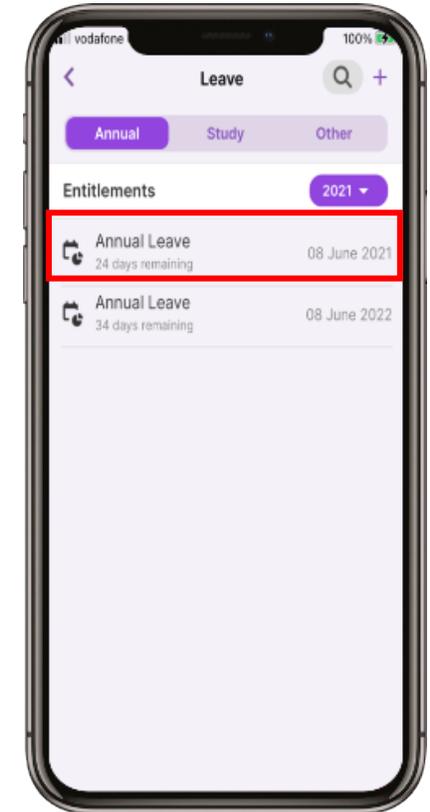
2
You can view your Annual, Study and Other leave by selecting the links at the top of the screen



3
Select the Year in the top right to change the year you would view/request leave.

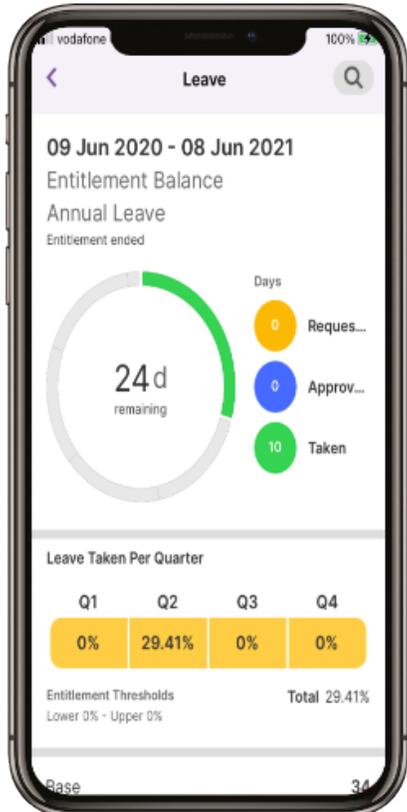


4
Select the Leave Entitlement to view the dashboard and balance

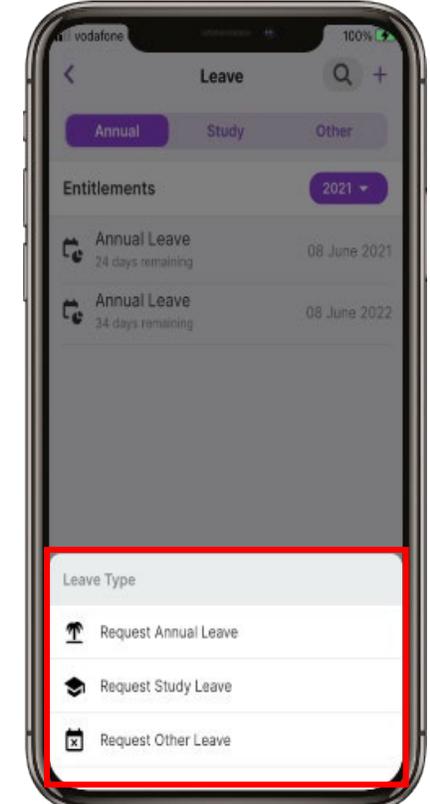
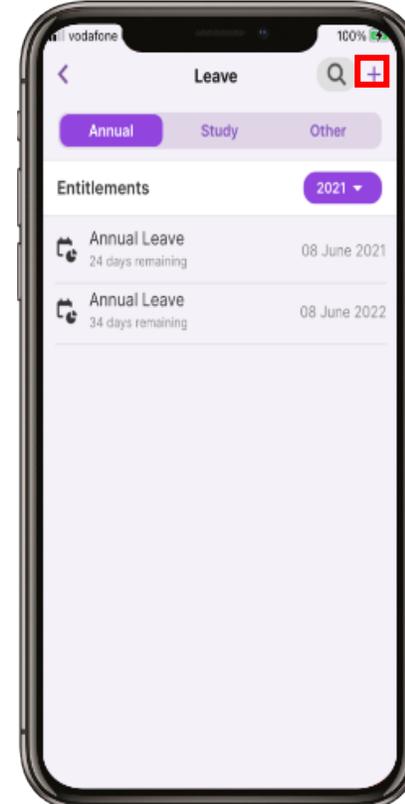
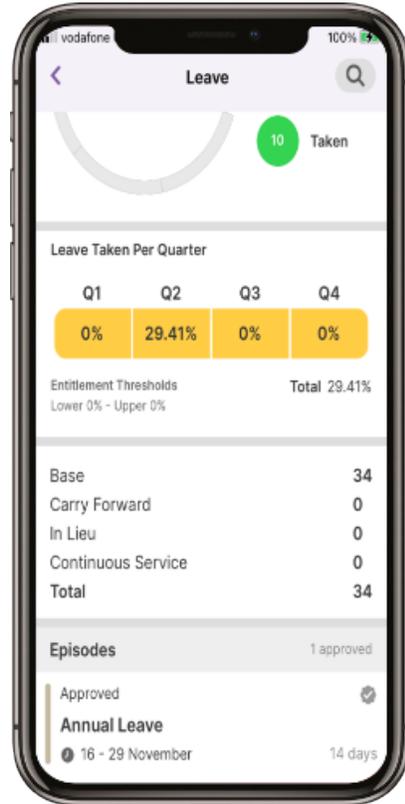


Loop – Request Leave

- 5 The dashboard shows a summary of Leave Entitlement
- 6 Scroll down to view more information and Approved Leave

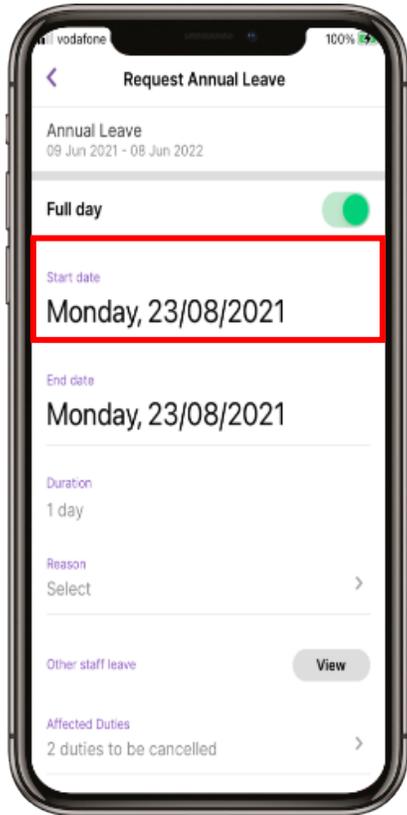


- 7 Select the + in the top right to add a Leave Request
- 8 Select the type of leave you would like to request

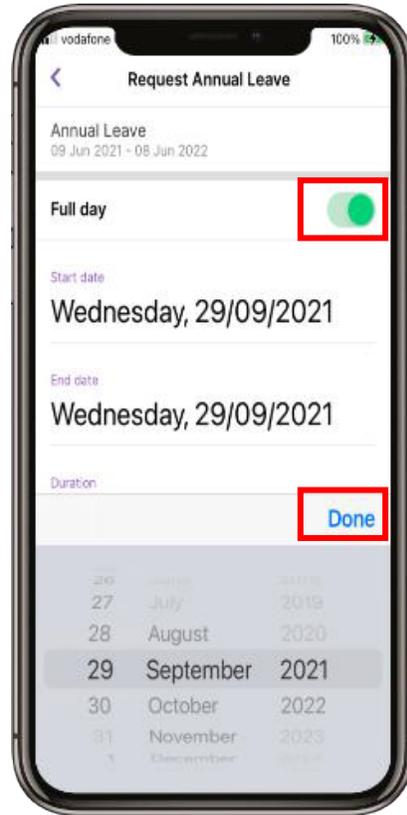


Loop – Request Leave

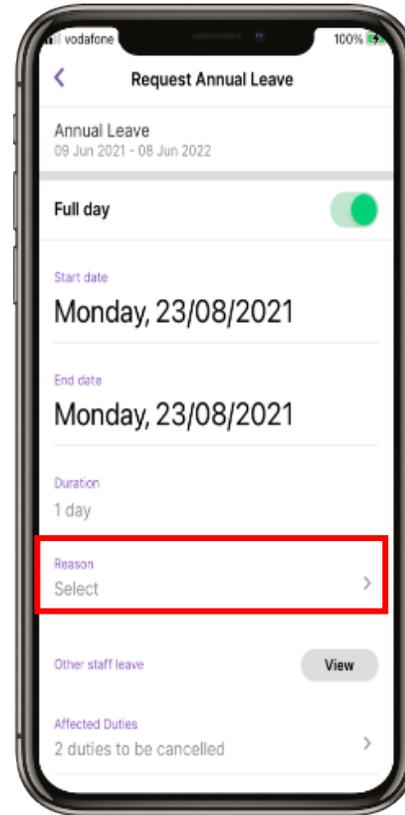
9
Select the Start date to change the date.



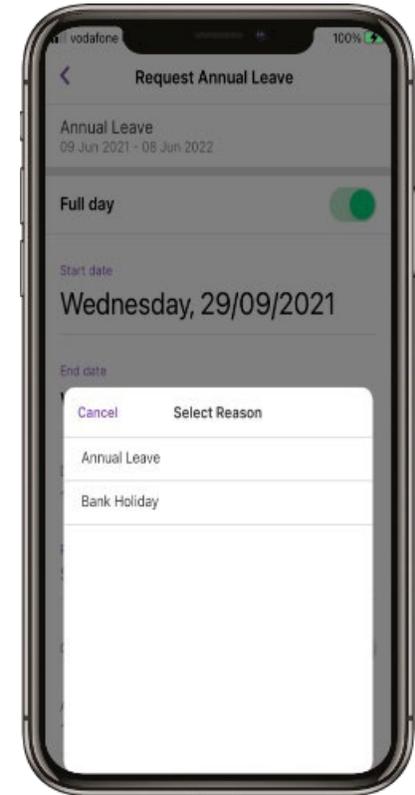
10
Select the date and select Done.
Repeat for the End date. Swipe the Full day to Off if a full day's leave is not required



11
Select Reason



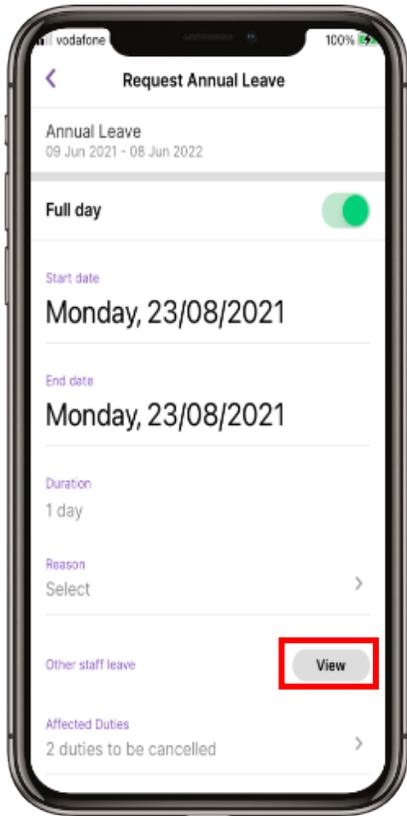
12
Select from the list.



Loop – Request Leave

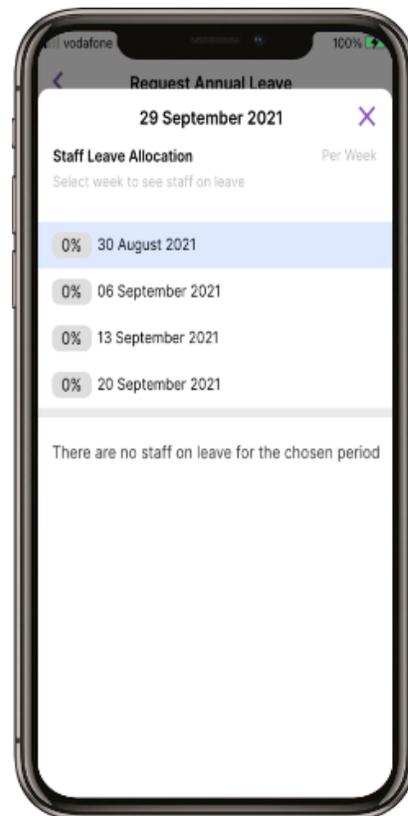
13

To view other staff leave, select the View button.



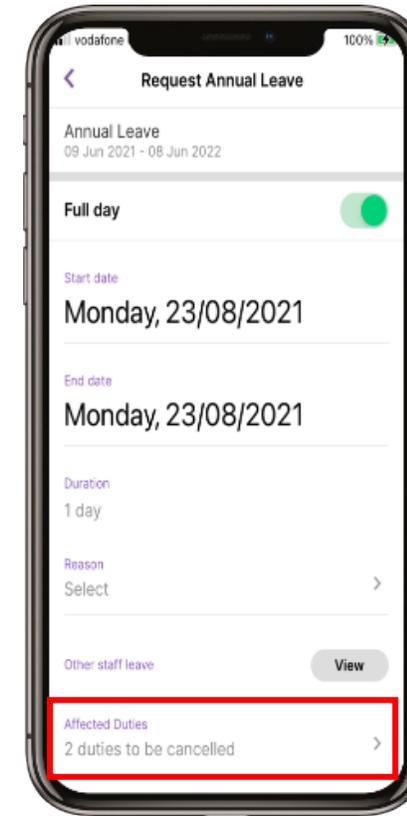
14

Select the X to close



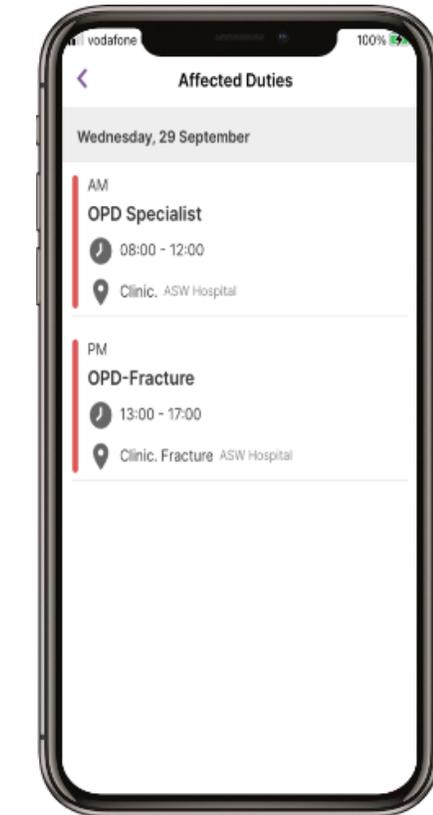
15

To view the Affected Duties, select Affected Duties at the bottom of the screen



16

Select the arrow head in the top left to go back.



Loop – Request Leave

17

There is an Note (optional) field to add any notes. When you have completed the form, select Submit request

Request Annual Leave

Wednesday, 29/09/2021

End date
Wednesday, 29/09/2021

Duration
1 day

Reason
Annual Leave >

Other staff leave [View](#)

Affected Duties
1 duties to be cancelled >

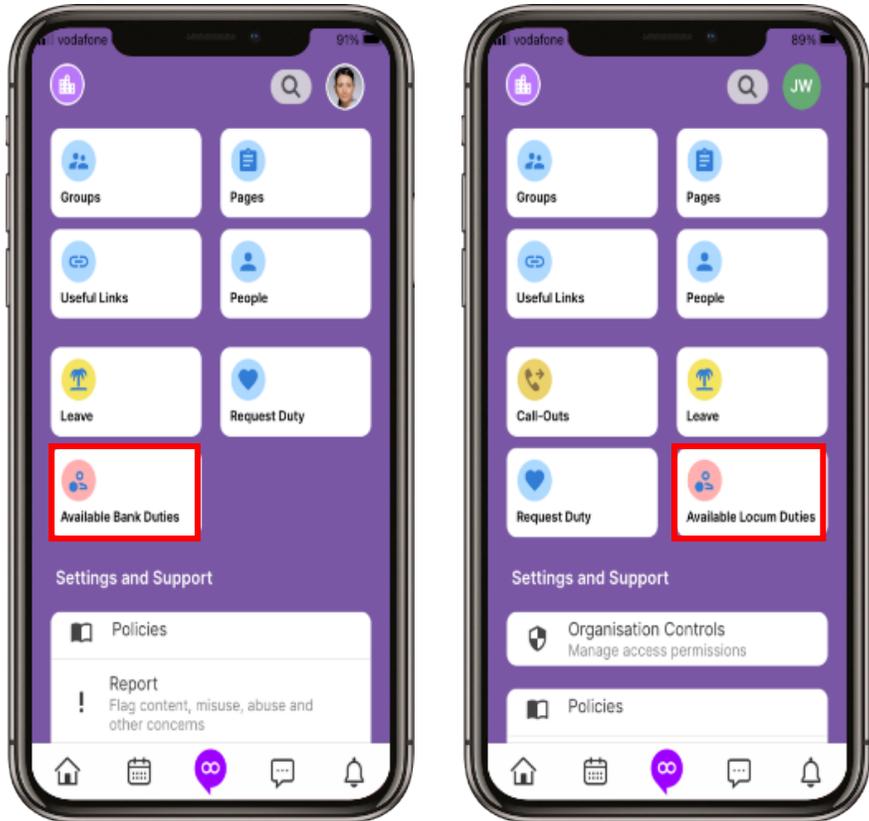
Note (optional)
Add a note

Submit request

Loop – Available Bank Duties

1

Select Available Bank/Locum Duties from the Loop main screen



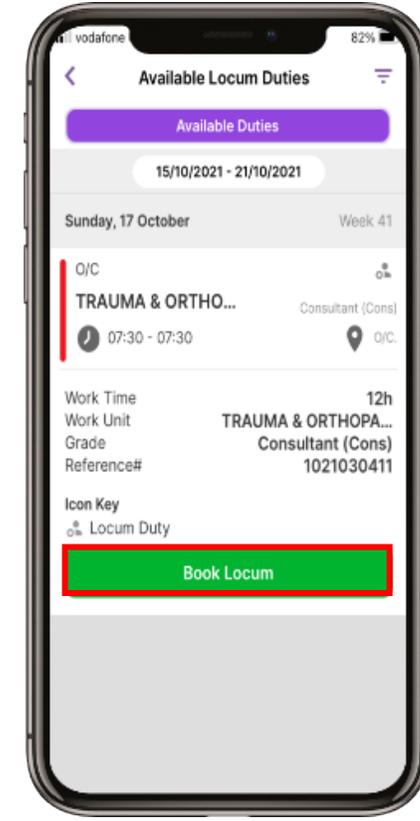
2

Select an Available Duty from the list



3

Select the green Book button

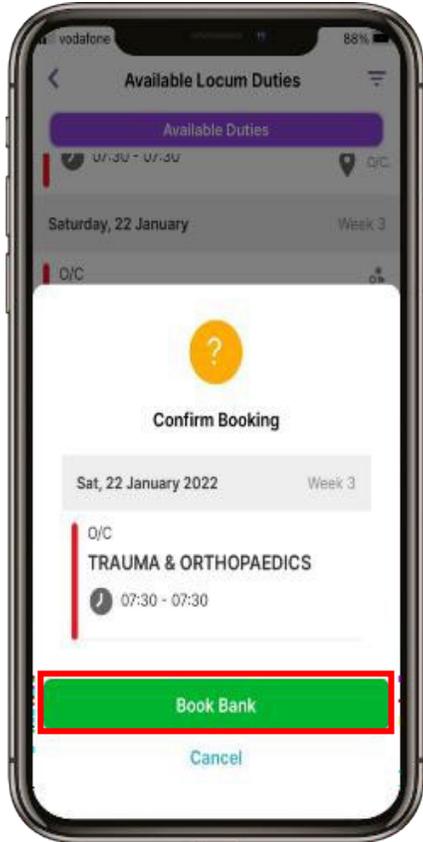


NB- In some areas Bank shifts are not available to direct book.

Loop – Available Bank Duties

4

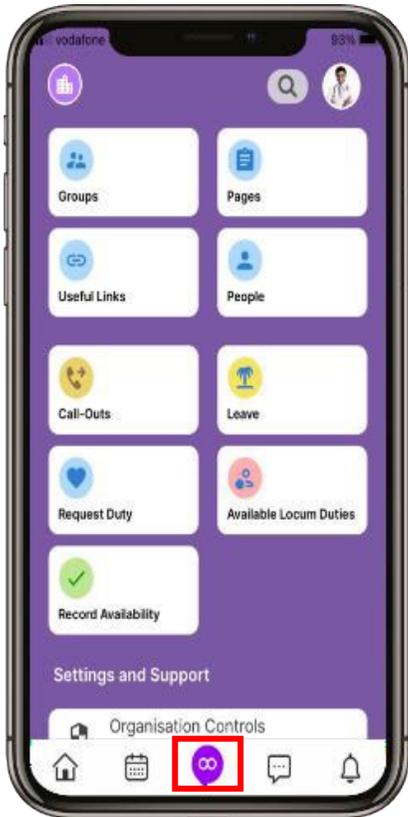
Select Book Bank



Loop – Log Out

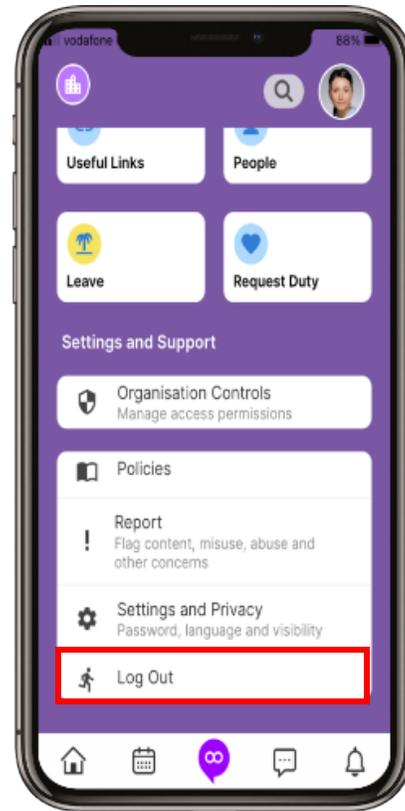
1

Select the Loop Logo at the bottom of the screen



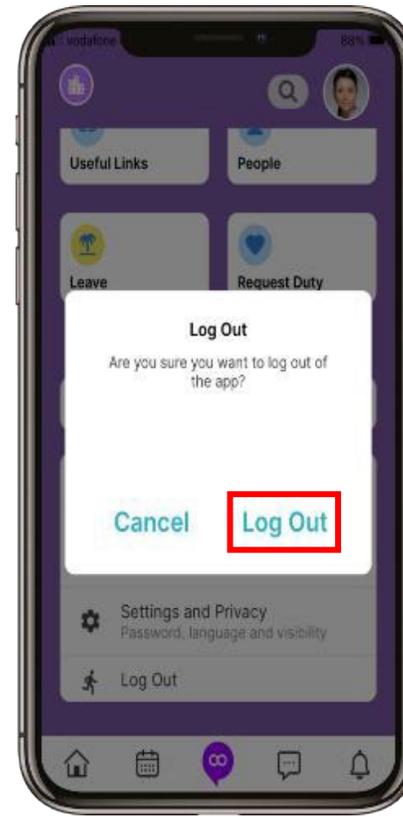
2

Scroll down to Log Out. Select Log Out



3

Select Log Out



4

You will return to the Sign In screen

