

# Loop App User Guide

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



### Contents

	Page
Sign in	3
User Profile	4-7
Request a Connection	8-10
Remove a Connection	11-12
Block a Connection	13-14
Personal Roster Navigation & Actions	15-17
Team Calendar Navigation & Actions	18-21
Request Leave	22-26
Available Bank Duties	27-28
Log Out	29



# Loop – Sign In

#### 1 Select Sign In from the landing page



### 2

Enter you 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.



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.



LOCATE







#### 5

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





### 6

Cover Photo

Profile Picture

Your Name

Bio

Liam Goodwin

and St. Thomas Hospital.

Select Edit to change the photos

Public Details

Working 4 years as a health care assistant in Guy's

Done

Edit

7

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

### Public Details Done **Profile Picture** Your Name Liam Goodwin Edit Working 4 years as a health care assistant in Guy's and St. Thomas Hospital. Job Title Band 5 RN Mobile Number Edit 075 6271 26371

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



### 9

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





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.







13

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

14

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

My Profile TIMELINE Write something 0 .... We're planning an upgrade to Employee Online (EOL). Find out more here: www.allocateme.com Q = = June 2020 Teams Persona P. 5 5 mark M. 01 \* 02\*\* 03 04 05 06 W13 30 **63** 001 102 likes CO í.





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

15

My Profilescreen



## 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.



OCATE







### 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.





#### Q : People Connected Invites Suggested Invites See All 0 Francis McKellan 0 0 See All **Connected People** Margaret Ng \*\*\* **Tony Jackson** \*\*\* 1 mutual connections. T Tim Freeman 111 Andy Gohil \*\*\* 2 mutual connections Suggested People See At Margaret Ng 1 **Tim Freeman** 21 mutual connections

### 9:41 My Connections Q : People you are connected to Margaret Ng \*\*\* 12 mutual connections Tony Jackson .... Tim Freeman ..... Andy Gohil 100 2 mutual convections Wendy Lewis .... Show more results

Select the three dots to the right of

the person you wish to remove the

3

connection with

4 Select Remove Connection



### 11

### 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.





#### Q : People Connected Invites Suggested Invites See All 0 Francis McKellan 0 0 See All **Connected People** Margaret Ng \*\*\* **Tony Jackson** \*\*\* 1 mutual connections. T Tim Freeman 111 Andy Gohil \*\*\* 2 mutual connections Suggested People See At Margaret Ng 1 **Tim Freeman** 21 mutual connections

### 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

Select the Calendar at the bottom of the screen.

loop

Today

θ

matter!

Easy

Okay

Difficult

Nightmare

曲

企

Early

### 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.

### vodafor 62% 호 📲 July 2021 Personal Team Location T W T F S S W26 28 29 30 1 2 3 4 W27 5 6 7 8 9 10 11 W28 12 13 14 15 16 17 18 - MD E W29 19 20 21 22 23 24 25 W30 26 27 28 29 3 31 1 . . . . . . . . . . . . W31 2 3 4 5 6 7

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



OCATE





# 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 Selec

Select the Filter in the top right to view Roster Settings

### ,

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



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



CATE







# Loop – Personal Roster Navigation & Actions

9

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





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

# - 2 July 2021 W T F W29 19 20 21 22 23 24 25 Ward Manager Show Teams by Unit Orthopaedics Ward

### 4

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





### 5

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

#### 6

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

Once you have chosen your filters, select Apply

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



CATE



Cancel	Team Filters	Apr
	ream mers	
Any		
Organisation		
PILOT		
Unit		
Orthopaedic	s Ward	
Team		
Any		
Grade Type		
RN		~
Shift Type		
Evening		$\sim$
Location Type		
Any		~
Location		
Any		~



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



LOCATE







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.







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









5 The dashboard shows a summary of Leave Entitlement 6 Scroll down

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



ATF







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.



CATE

<	Request Annual Le	ave
Annual Los		
9 Jun 2021	- 08 Jun 2022	
Full day		
Ctact data		
		10001
weane	suay, 29/09	12021
atch ho		
End date	eday 20/00	12021
End data Wedne	esday, 29/09	/2021
End date Wedne	esday, 29/09	)/2021
End date Wedne Duration	esday, 29/09	0/2021
End date Wedne Duration	esday, 29/09	0/2021 Done
End date Wedne Duration	esday, 29/09	0/2021 Done
End date Wedne Duration	esday, 29/09 duy August	0/2021 Done
End date Wedne Duration 27 28 29	esday, 29/09 August September	D/2021
End cate Wedne Duration	esday, 29/09 August September October	Done 2019 2020 2021 2022
End date Wedne Duration 20 27 28 29 30 31	esday, 29/09 august September October November	Done 2019 2020 2021 2022 2022





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.



OCATE

an **CRLDatix** company







25

### 17

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

Wednesday, 29/09/2021		
	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		
Cubmit remue	ot.	
Submit reque	st	

## 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







