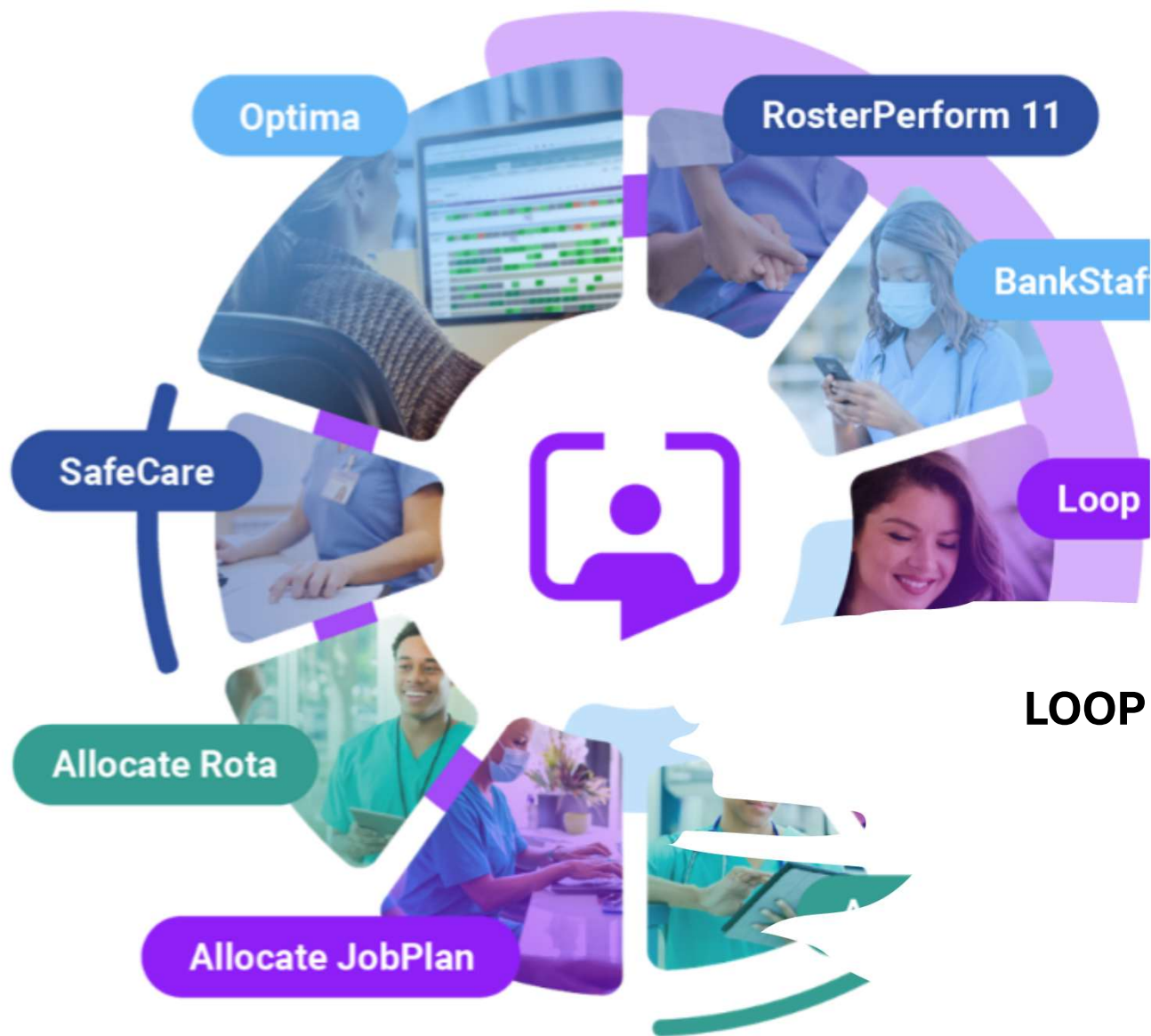




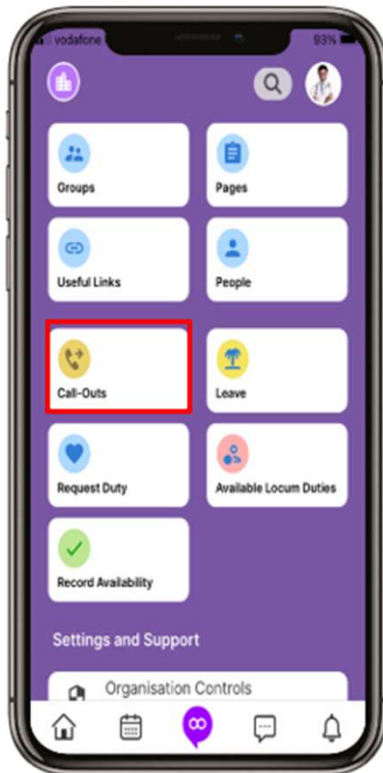
LOOP Quick Reference Guide

Call-Outs

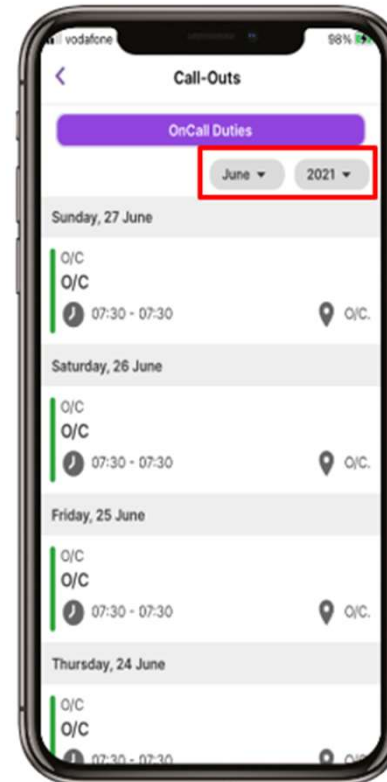
Step by Step

CALL-OUTS

Step 1 – Access the Call-Outs section from the LOOP main screen.

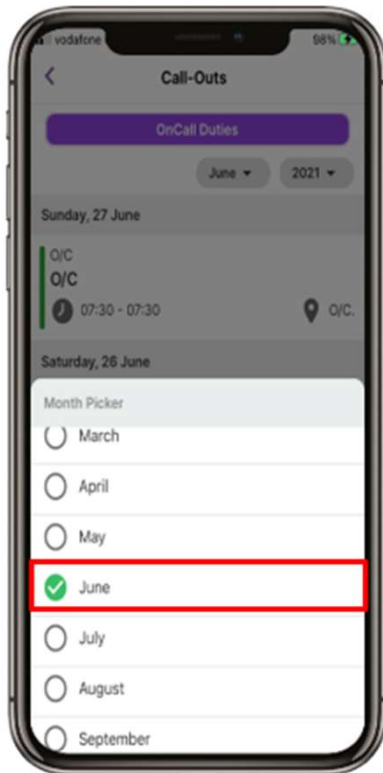


Step 2 – Review the list of assigned On Call duties, which may be filtered by selecting the relevant month and year.

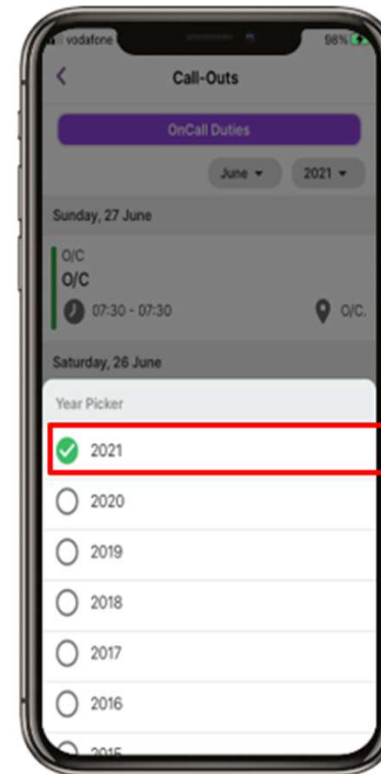


CALL-OUTS

Step 3 – Click the month button and choose the desired month.



Step 4 – Click the year button and select the appropriate year.

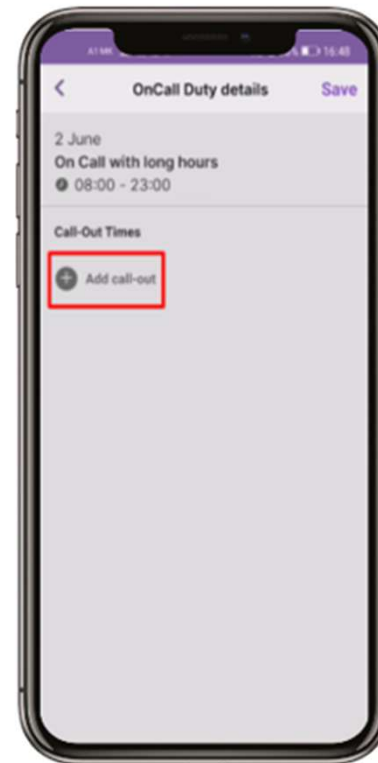


CALL-OUTS

Step 5 – Expand the On Call card by clicking on it. If you select the Call-Outs button, you will be redirected to a separate screen where you can add a new Call-Out.

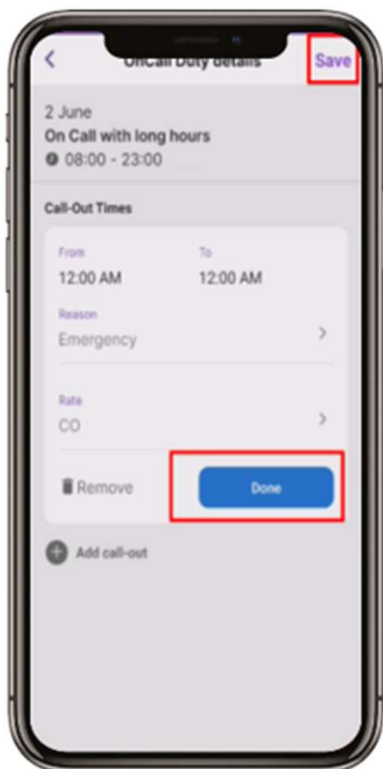


Step 6 – Click Add Call-Out.

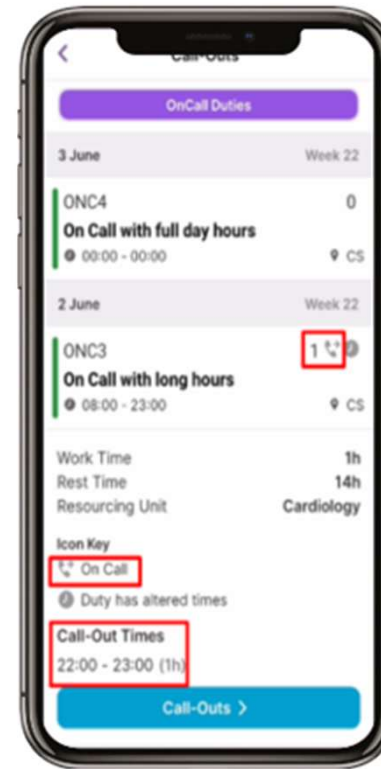


CALL-OUTS

Step 7 – Specify the From and To times, provide the Reason and Rate, then click Done and subsequently Save. Note: If Save is not selected, the Call-Out will not be added to your assigned duties.

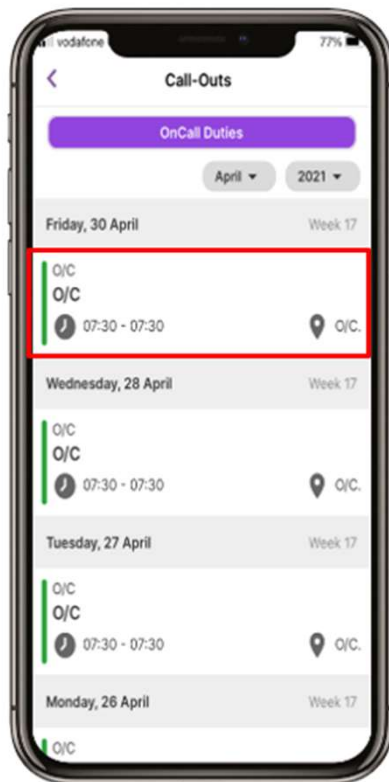


Step 8 – The entered details will appear on the On Call card within the assigned duties list.



CALL-OUTS

Step 9 – To edit or remove a Call-Out, select the specific Call-Out entry.



Step 10 – Click the Call-Outs button.



Step 11 – Click the pencil icon to edit and confirm changes by selecting Done. Use the Remove option to delete the Call-Out.

