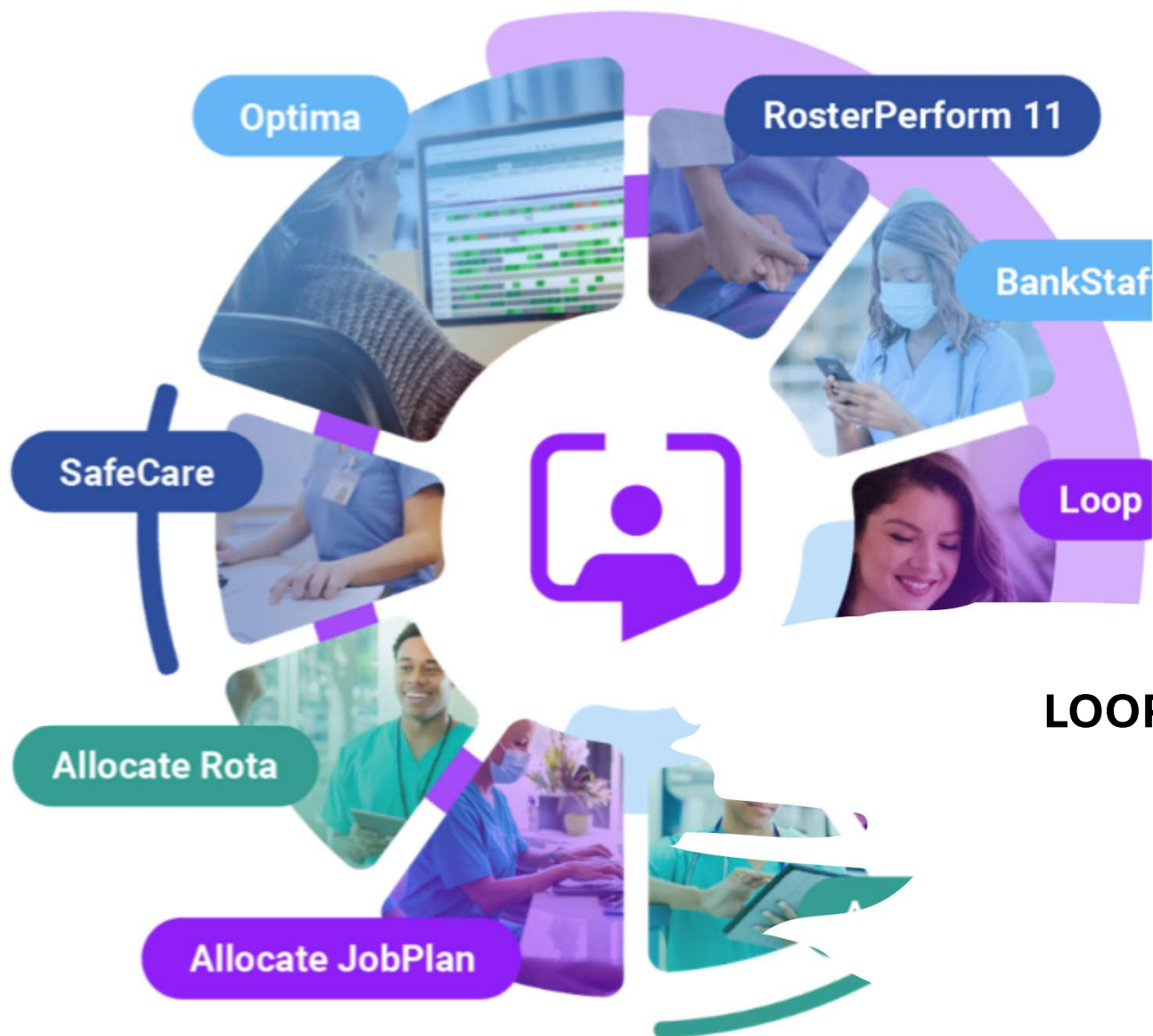




LOOP Quick Reference Guide

Main Screen Navigation

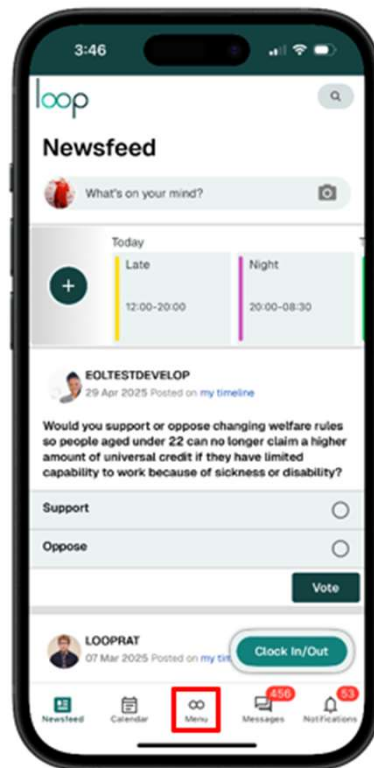
Step by Step



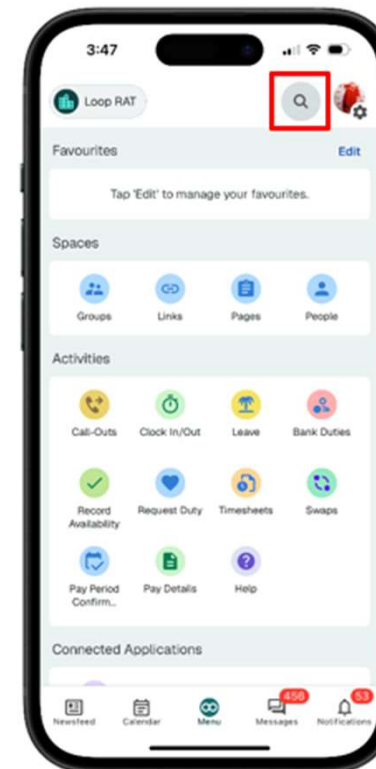
MAIN SCREEN NAVIGATION



Step 1 – Access the LOOP menu by selecting the corresponding button at the bottom of the screen. The LOOP menu provides navigation to Groups you are affiliated with, People within your network, Pages you follow, Rostering features, as well as Settings and Support options.



Step 2 – Click on the Magnifying Glass icon located at the top of the screen to initiate a search.

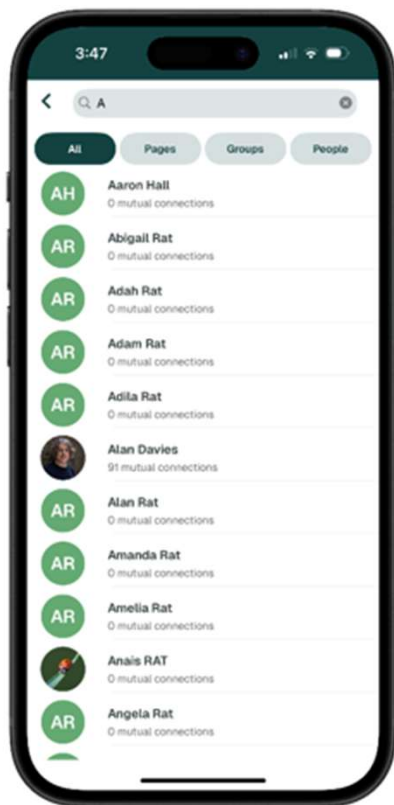




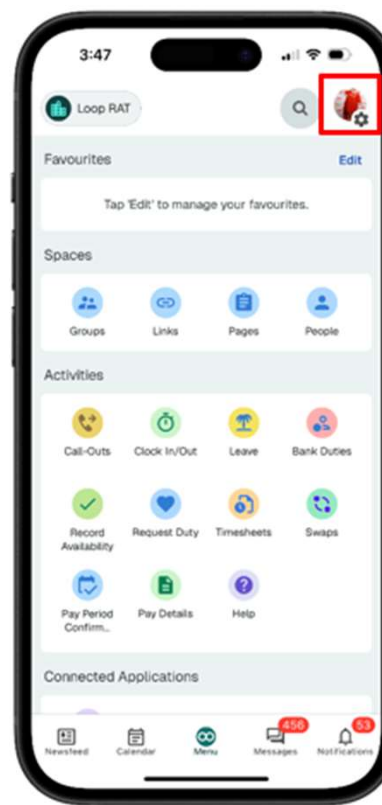
MAIN SCREEN NAVIGATION



Step 3 – Enter the desired name in the search bar and select from the results. You may filter searches by All, Pages, Groups, or People.

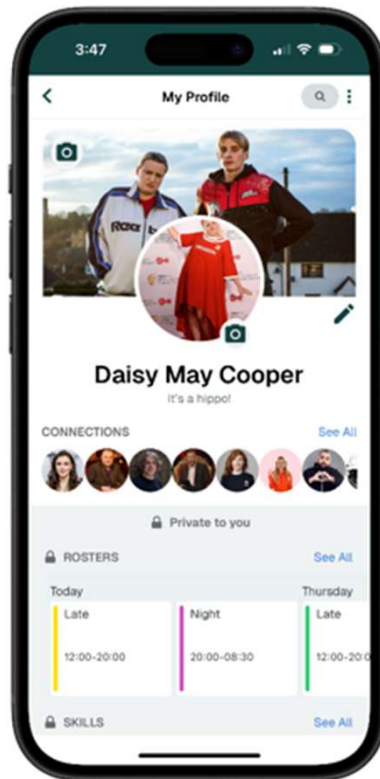


Step 4 – Select your Profile icon in the upper right corner to update your Profile Details and Photos.

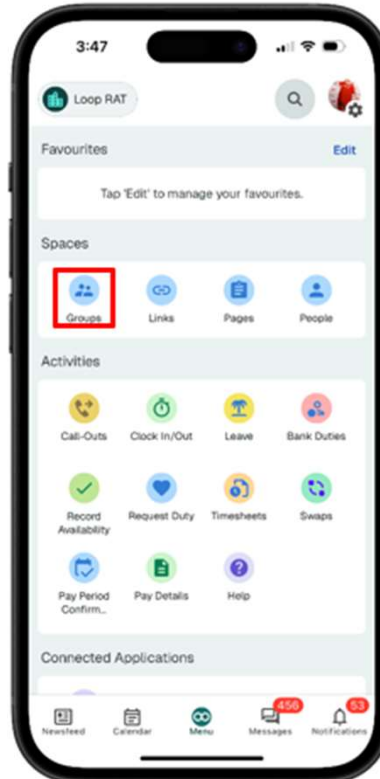


MAIN SCREEN NAVIGATION

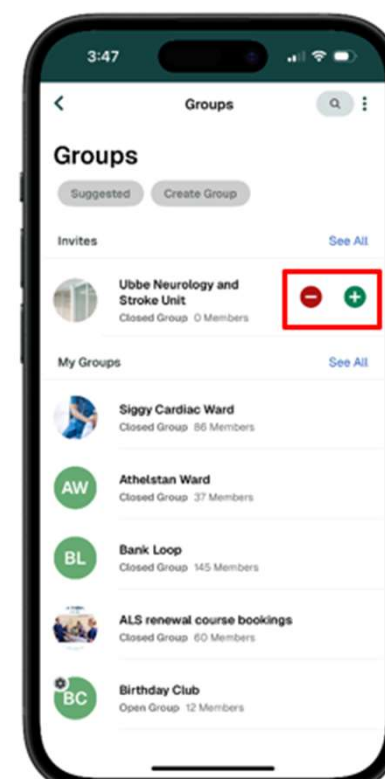
Step 5 – User profile will look like the reference below.



Step 6 – Navigate to Groups to review Invitations and Suggested groups.

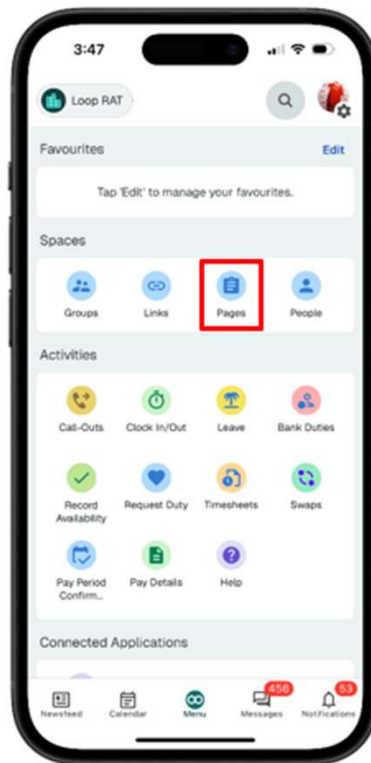


Step 7 – Accept an invitation by selecting the **Green +**, or decline by choosing the **Red -**.

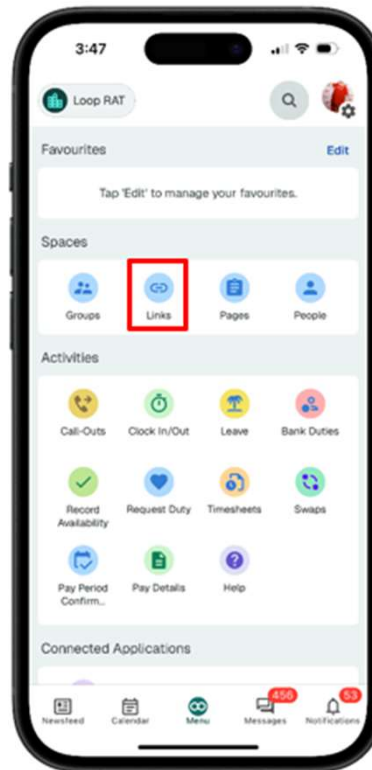


MAIN SCREEN NAVIGATION

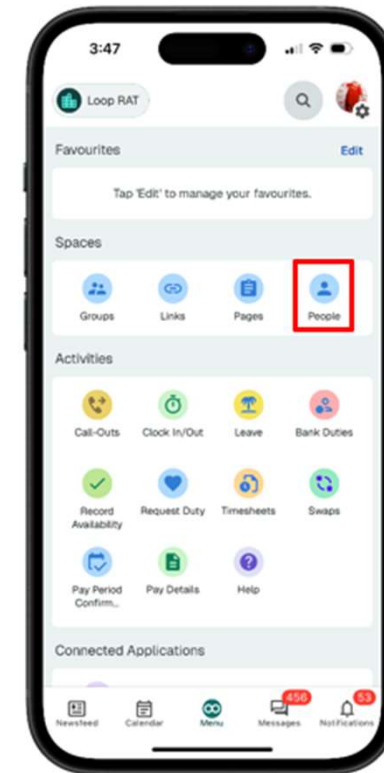
Step 8 – Go to Pages to view Suggested pages.



Step 9 – Select Useful Links to access URL links provided by Connected Organisations. Click the Link to open your mobile browser and view the associated webpage.

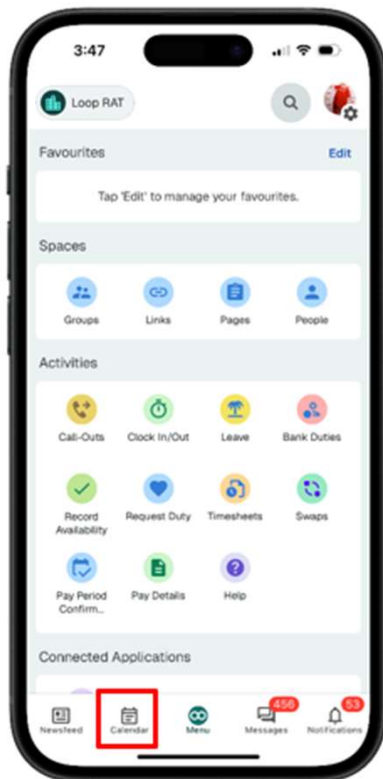


Step 10 – Navigate to People to see Invitations, Suggested contacts, and Connected individuals.

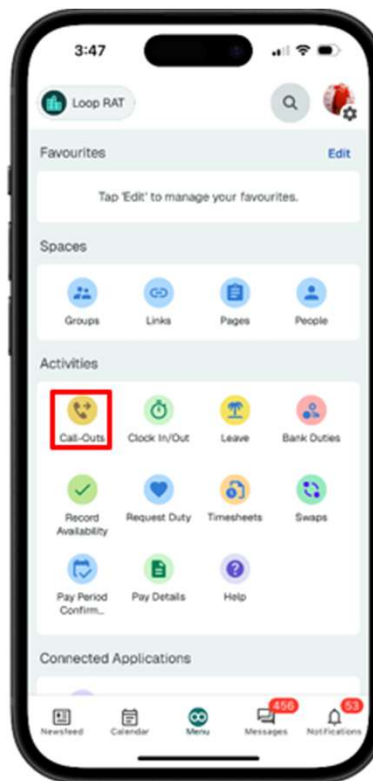


MAIN SCREEN NAVIGATION

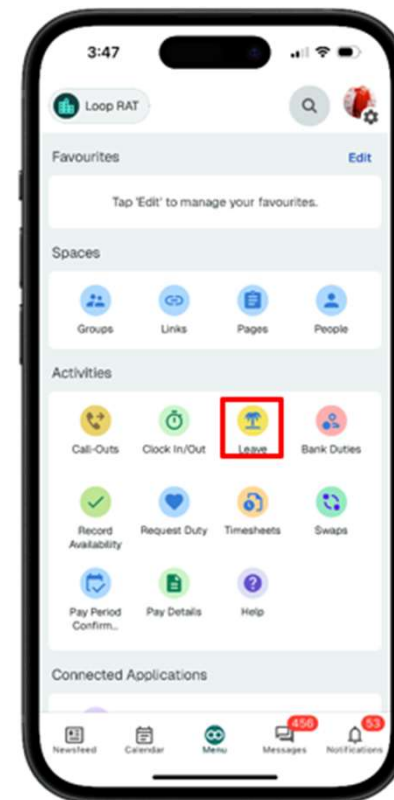
Step 11 – Select the Calendar Icon to display your Personal Calendar.



Step 12 – Choose Call Outs to view and request available call-outs.



Step 13 – Select Leave to view and submit leave requests.



MAIN SCREEN NAVIGATION

Step 14 – Use Request Duty to review duties you have requested.

Step 15 – Select Bank Duties to browse available duties.

Step 16 – Choose Record Availability to review or book annual leave, study leave, and other types of leave.

