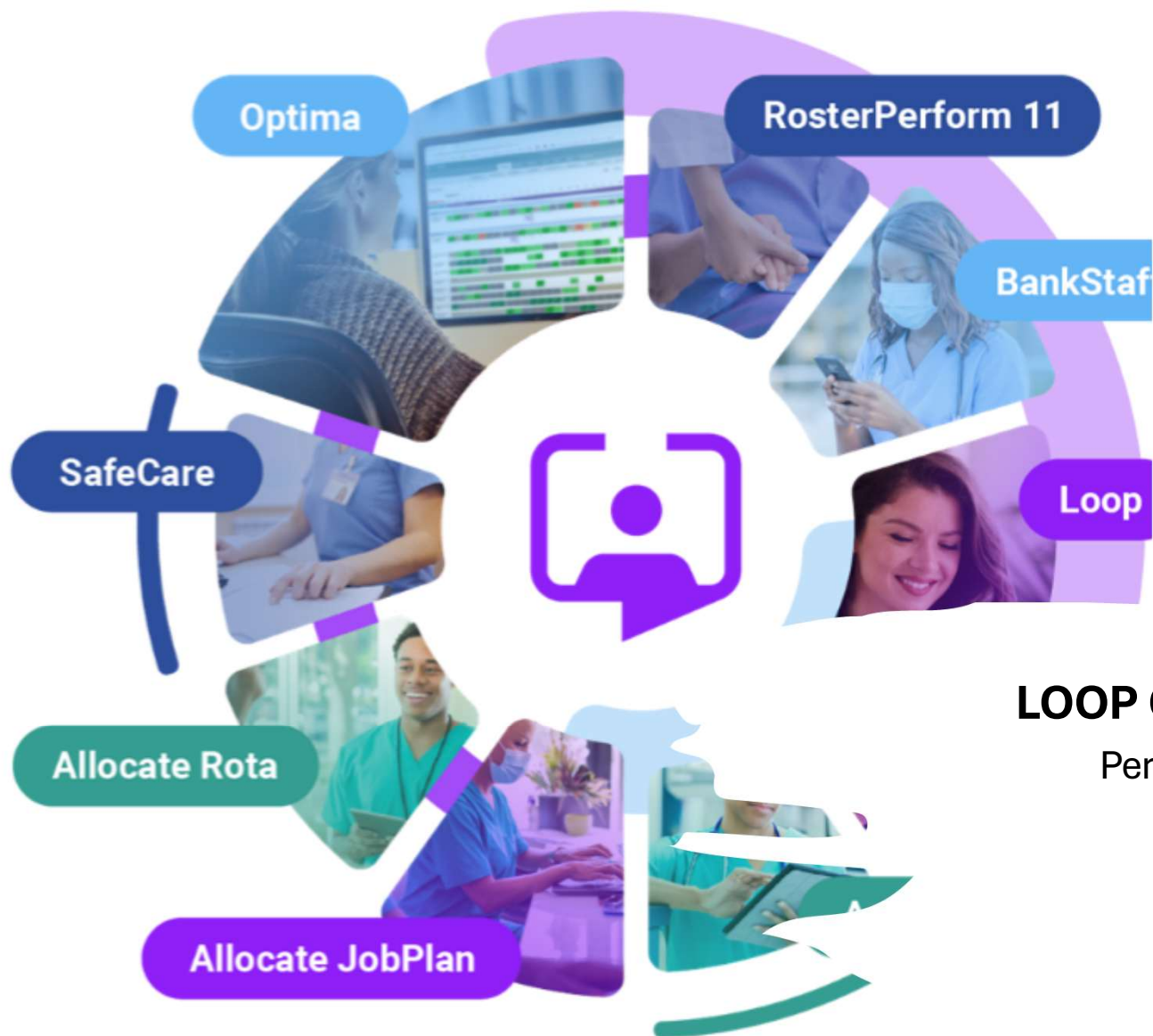




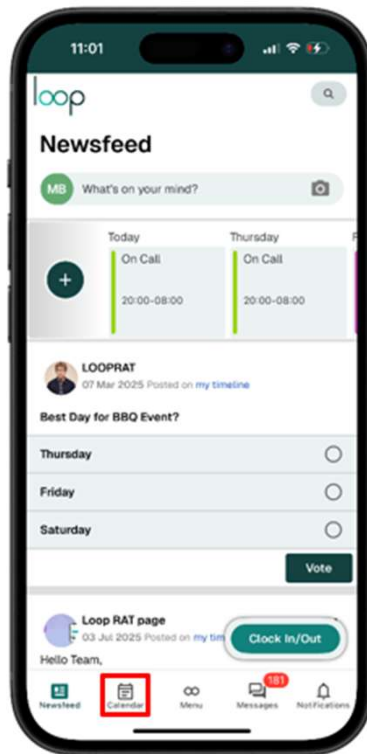
LOOP Quick Reference Guide

Personal Roster Navigation

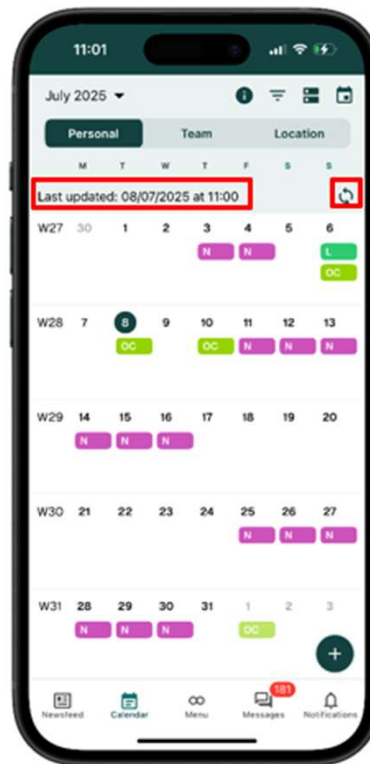
Step by Step

PERSONAL ROSTER NAVIGATION

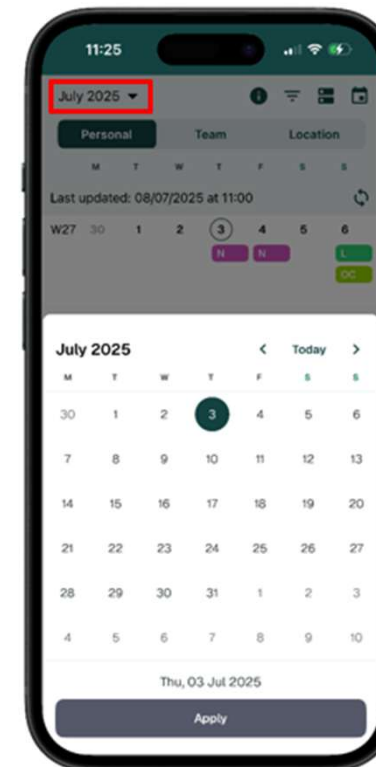
Step 1 – Tap the Calendar located at the bottom of your screen.



Step 2 – Your current month's personal roster will appear. To refresh it, tap the refresh button at the top; this updates the roster information and shows the last update time.



Step 3 – Switch months by swiping left on the main calendar to view upcoming months or right to revisit previous ones. Alternatively, tap the month in the upper left corner to open the menu and select a specific date.

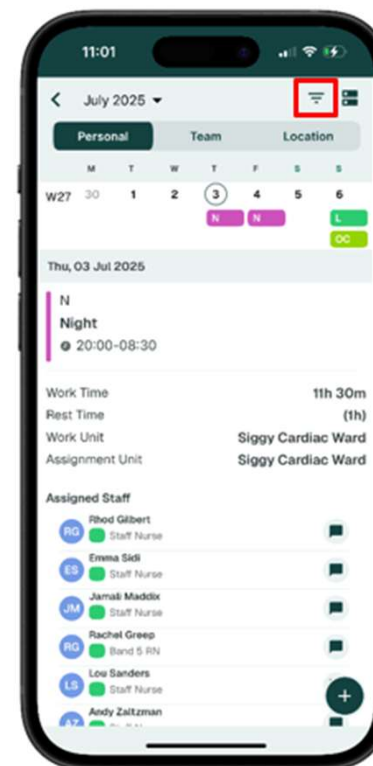
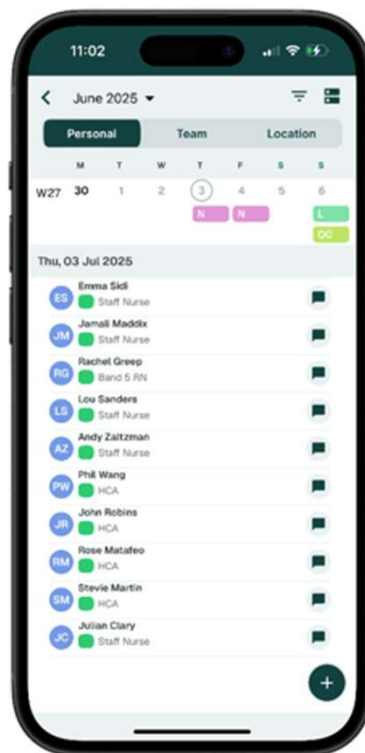
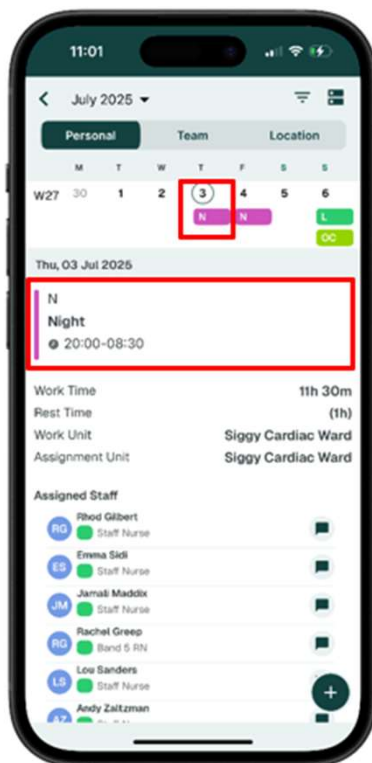


PERSONAL ROSTER NAVIGATION

Step 4 – Tap on any Duty to access its details and see the assigned staff members.

Step 5 – Scroll down for additional information.
To move between weeks, swipe across the week bar at the top. If connected, you can message colleagues by tapping the speech box icon.

Step 6 – Tap the Filter icon in the top right to access Roster Settings.

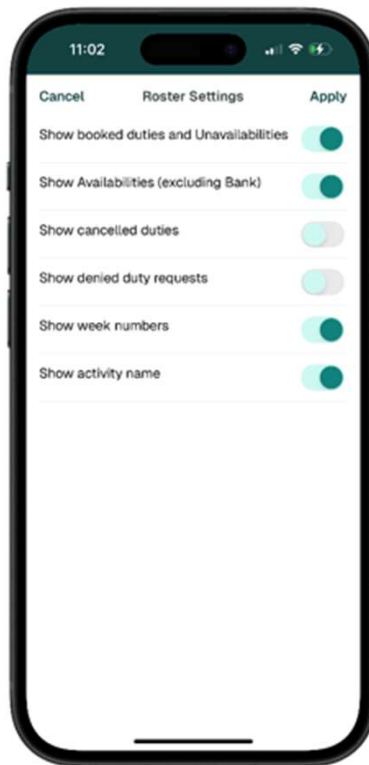




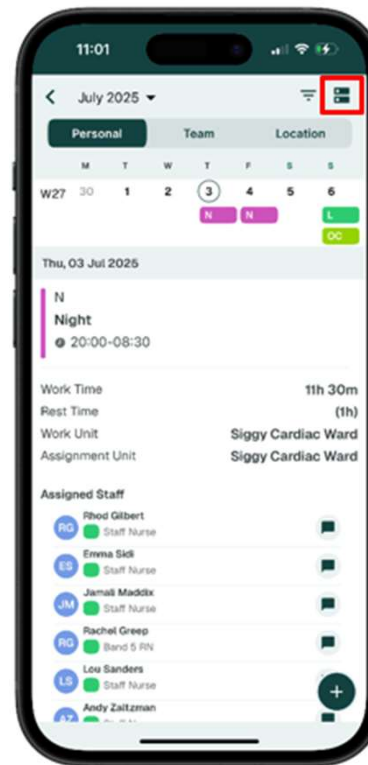
PERSONAL ROSTER NAVIGATION



Step 7 – Swipe the toggles to activate or deactivate filter settings, then select Apply to confirm your changes.



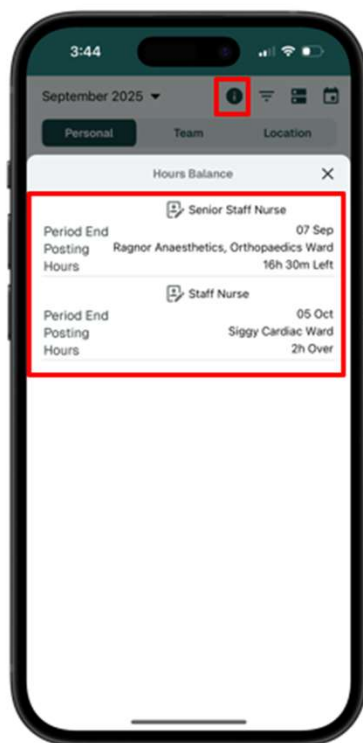
Step 8 – If you work with multiple organisations, use the Controller Settings icon in the top right to switch between them.



Step 9 – Select the desired organisation(s) and return to the previous screen.

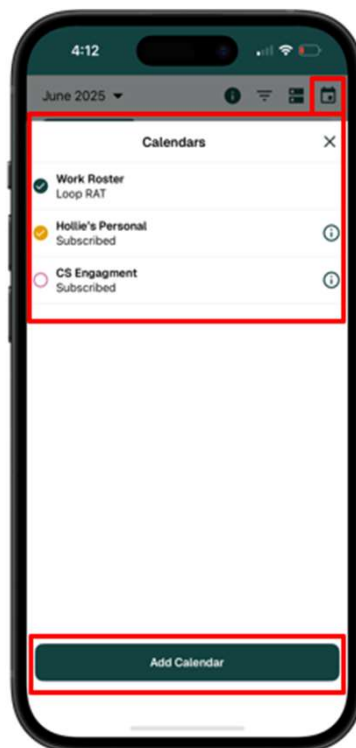


Step 10 – Tap the Information icon at the top to open the Hours Balance screen, which displays the end of the roster period, posting, and remaining hours to work, broken down by contract.



PERSONAL ROSTER NAVIGATION

Step 11 – Access external calendars linked to your account by tapping the Calendar Icon at the top and selecting the desired calendar. You can add a personal calendar (such as Outlook or Apple) by selecting Add Calendar.



Step 12 – Get the external calendar URL from your personal calendar, paste it into the URL field, enter the calendar name, pick a colour, and tap Add to include it in LOOP.

