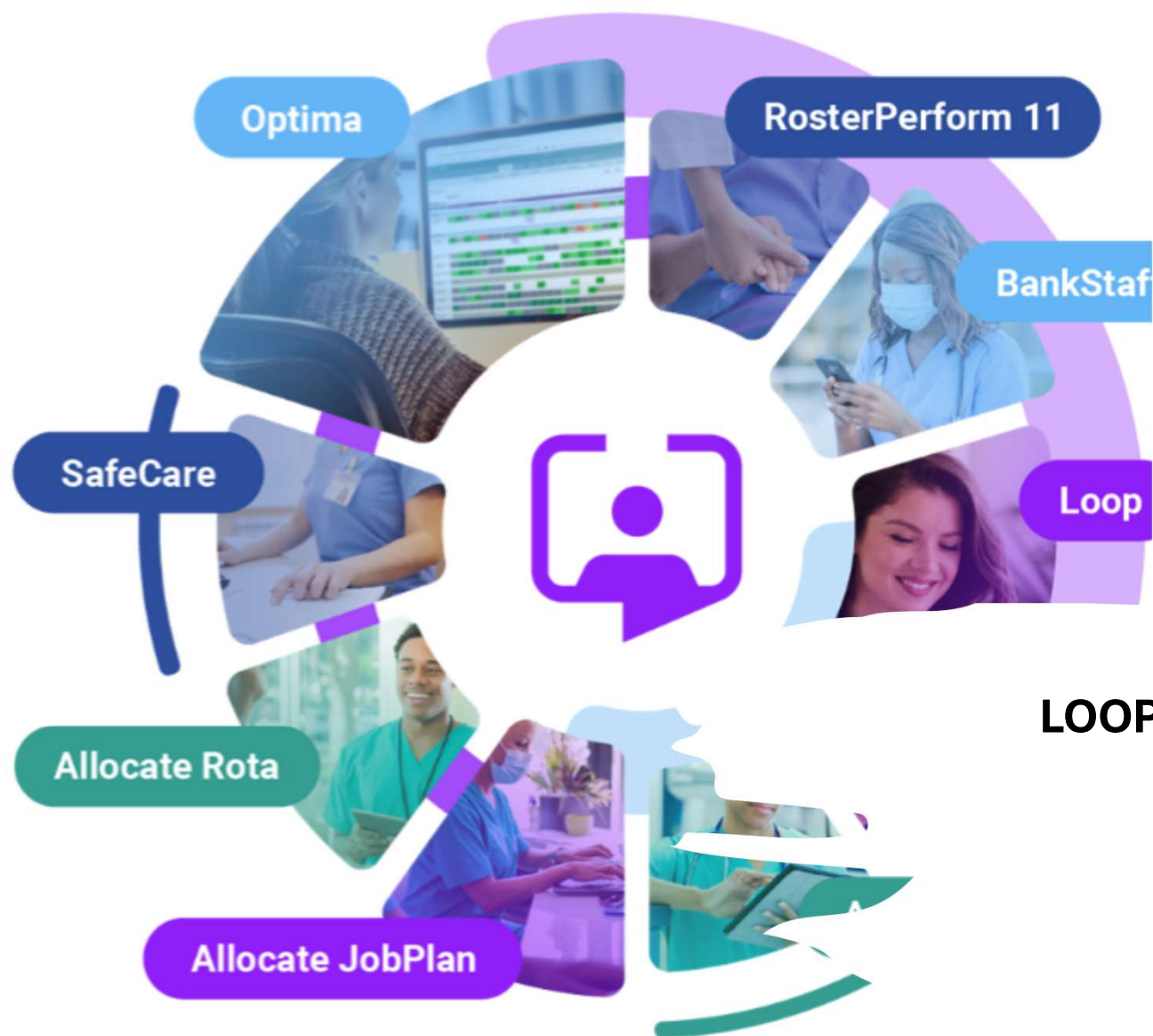




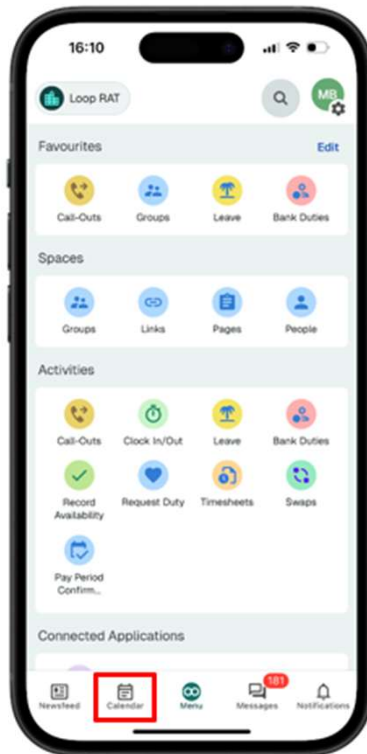
LOOP Quick Reference Guide

Recording Availability

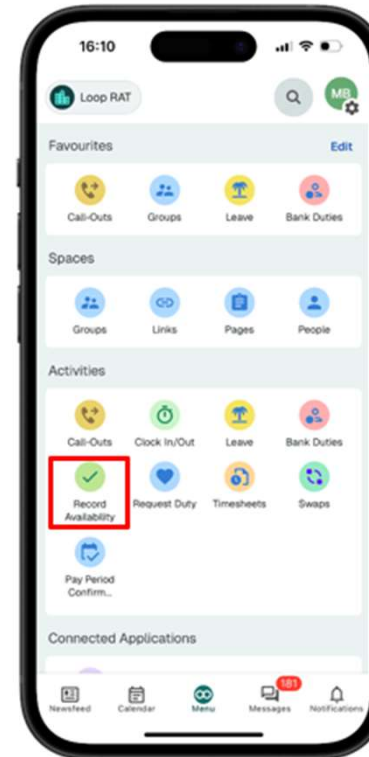
Step by Step

RECORDING AVAILABILITY

Step 1 – To add your availability, access the Calendar by selecting it from the bottom of the screen.

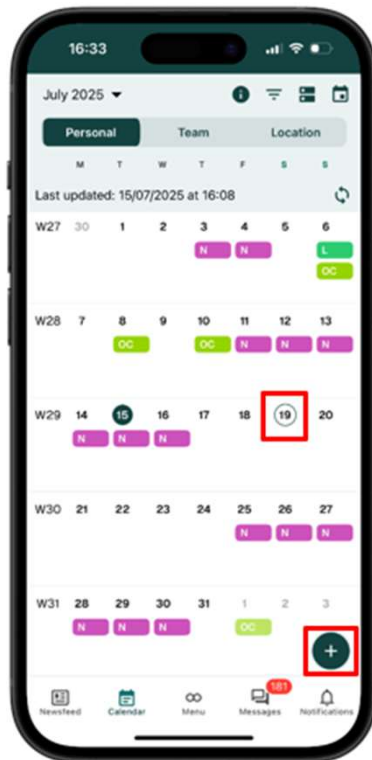


Step 2 – Alternatively, select Record Availability from the LOOP main screen to enter your available times.

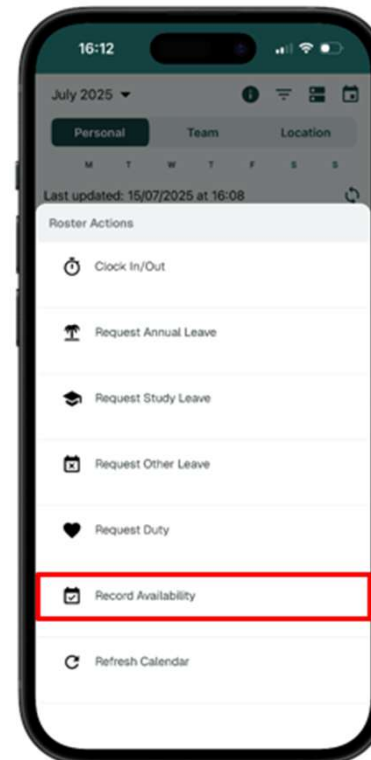


RECORDING AVAILABILITY

Step 3 – Ensure the desired date is chosen in the roster, then press the + icon. This action will open the form with the selected day automatically entered.

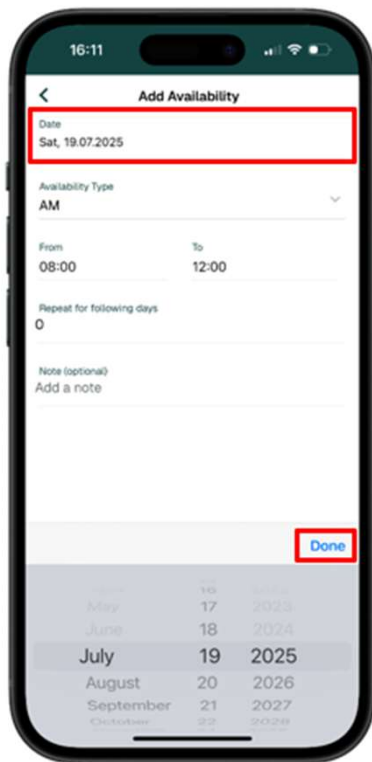


Step 4 – Click on Record Availability.



RECORDING AVAILABILITY

Step 5 – Adjust the date as necessary by scrolling through the days, months, and years, then select Done to confirm your choice.



16:11

< Add Availability

Date
Sat, 19.07.2025

Availability Type
AM

From To
08:00 12:00

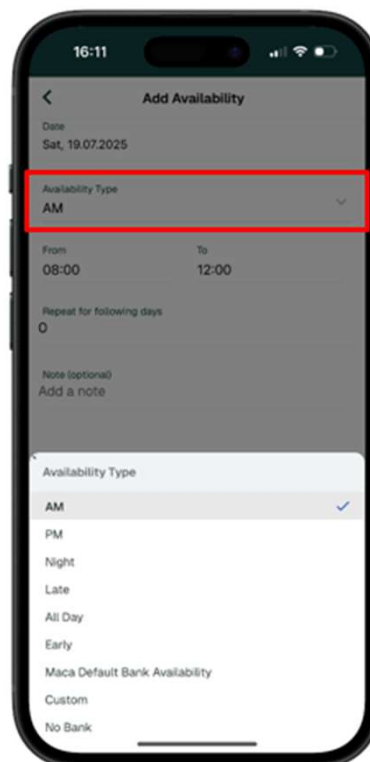
Repeat for following days
0

Note (optional)
Add a note

Done

May	16	2023
May	17	2023
June	18	2024
July	19	2025
August	20	2026
September	21	2027
October	22	2028

Step 6 – Modify the Availability Type as needed.



16:11

< Add Availability

Date
Sat, 19.07.2025

Availability Type
AM

From To
08:00 12:00

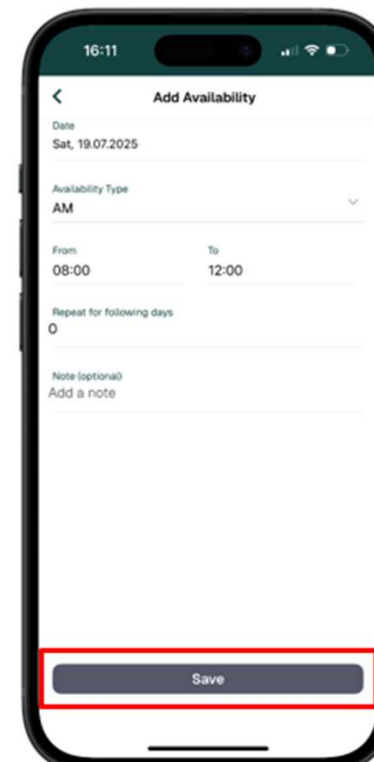
Repeat for following days
0

Note (optional)
Add a note

Availability Type

- AM ✓
- PM
- Night
- Late
- All Day
- Early
- Maca Default Bank Availability
- Custom
- No Bank

Step 7 – Press Save to record your changes.



16:11

< Add Availability

Date
Sat, 19.07.2025

Availability Type
AM

From To
08:00 12:00

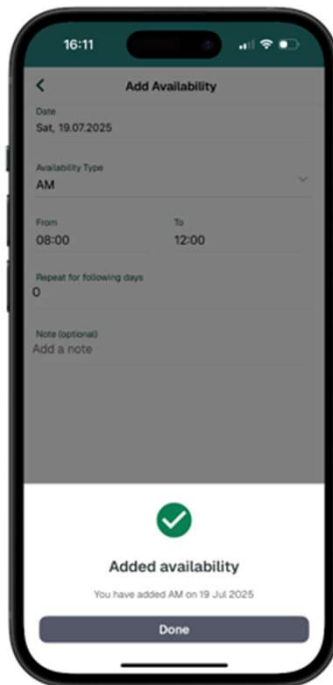
Repeat for following days
0

Note (optional)
Add a note

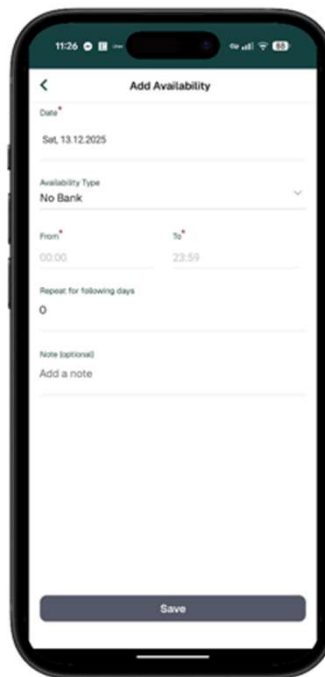
Save

RECORDING AVAILABILITY

Step 8 – A confirmation message will appear on the screen.



Step 9 – To mark a day as unavailable for work, select the No Bank availability type.



Step 10 – View your availability on the roster; available days will be indicated by a green tick, while unavailable days will be marked with a red circle crossed by a line.



Please Note: marking yourself as unavailable is not the same as requesting unavailability. Requesting unavailability is essentially booking leave, while simply setting yourself as unavailable indicates you are not free that day.