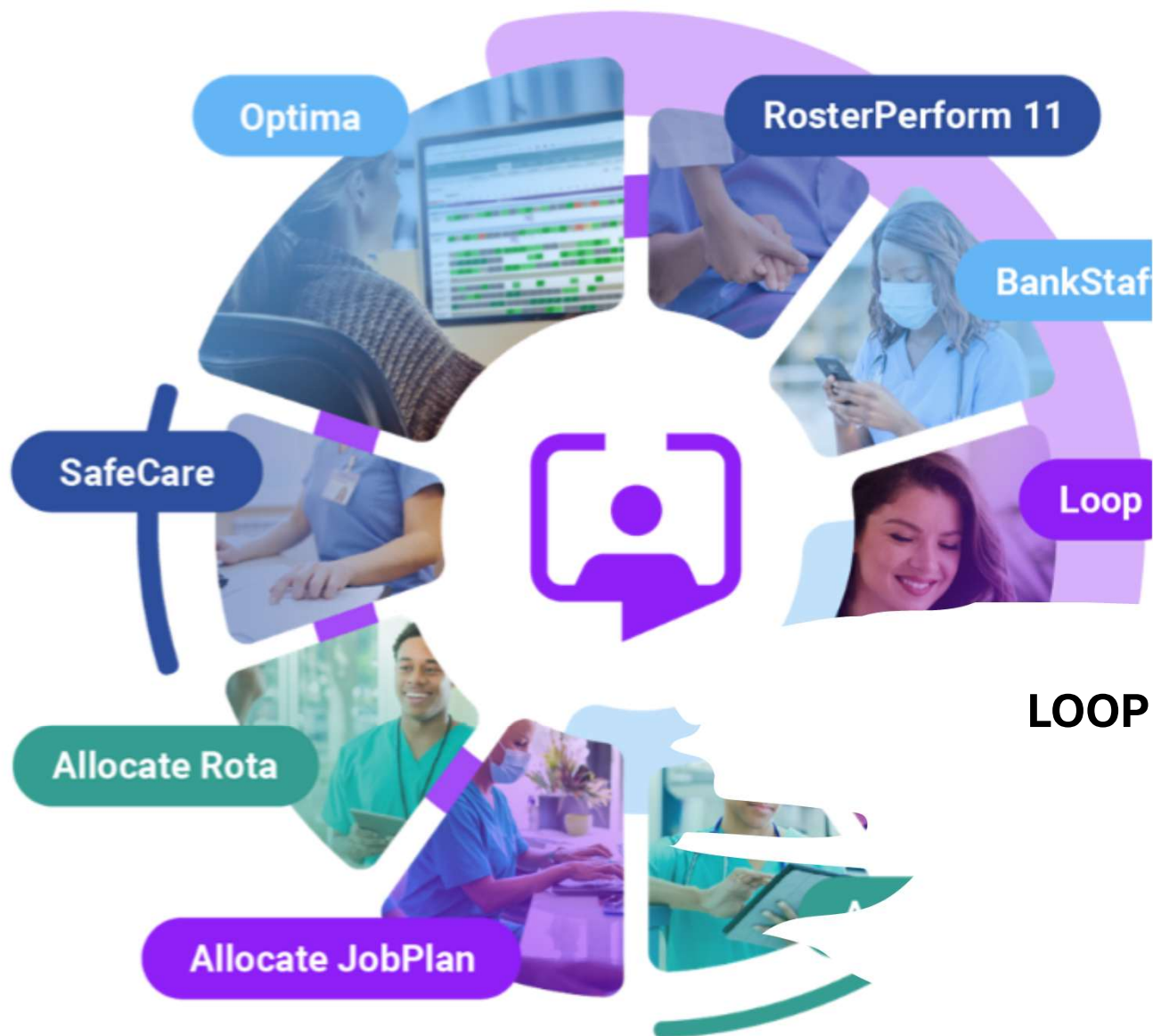




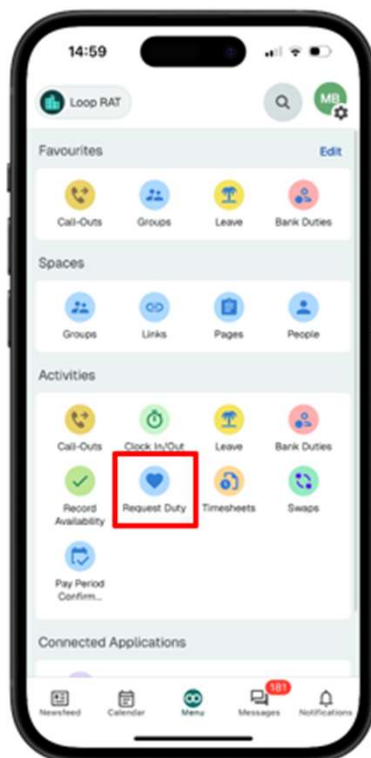
LOOP Quick Reference Guide

Requesting Duties

Step by Step

REQUESTING DUTIES

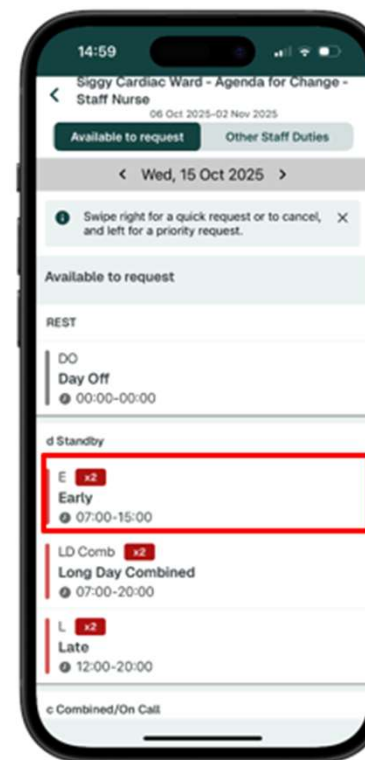
Step 1 – On the LOOP main screen, tap the Request Duty button.



Step 2 – Open a Roster Period and choose your desired date.



Step 3 – Pick the Duty you wish to request. You can quickly swipe right for a Quick Request or to Cancel, or swipe left for a Priority Request.

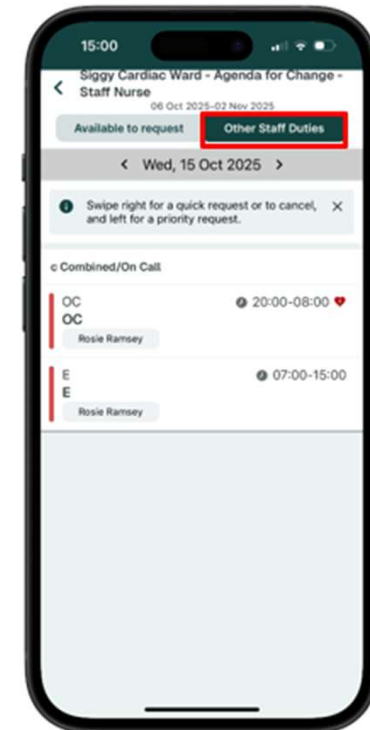
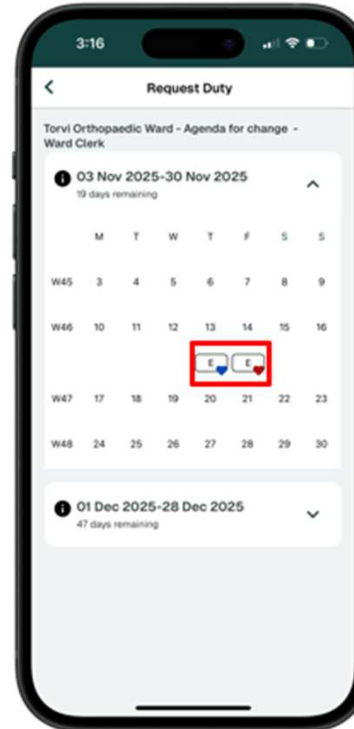
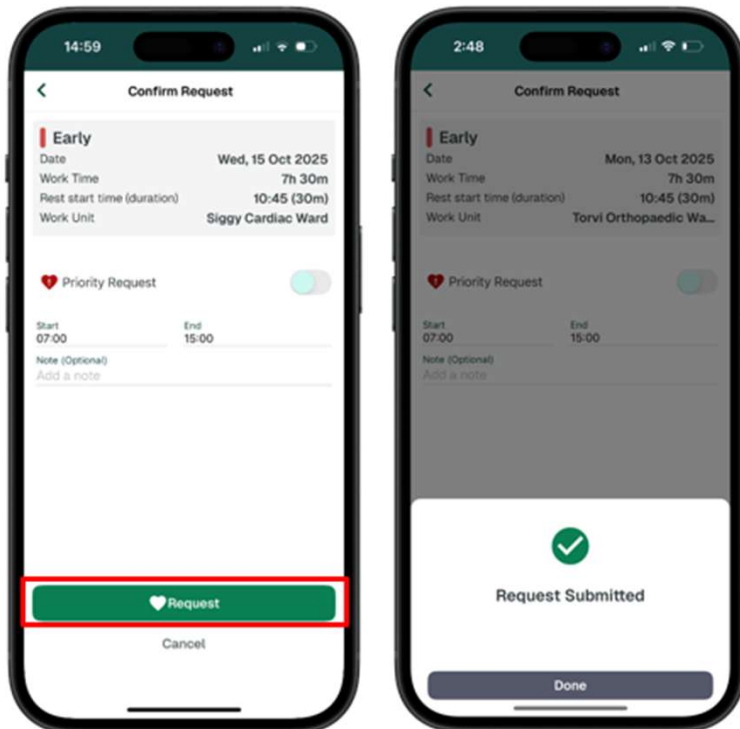


REQUESTING DUTIES

Step 4 – To mark your request as a priority, click the button next to Priority Request. Then tap Request, and you'll see a panel confirming your submission.

Step 5 – Your requested duties will appear in the Roster Period. Duties you've requested show a **blue heart**, while priority requests display a **red heart**.

Step 6 – If you want to check Other Staff Duties, use the option at the top of the screen.

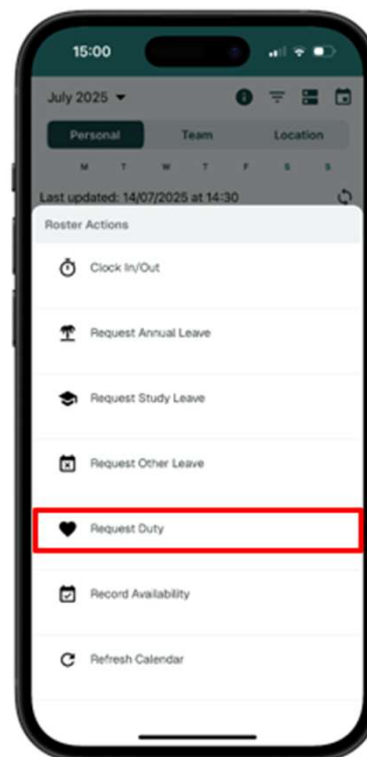


REQUESTING DUTIES

Step 7 – You can also make a duty request through the calendar by tapping Calendar at the bottom, then selecting the + button in the lower right to open Roster Actions.



Step 8 – From the Roster Actions menu, select Request Duty and repeat Steps 2, 3, and 4.



Step 9 – Another way is through the Newsfeed page: hit the Home button, then select the + button, and follow Steps 2, 3, and 4 again.

