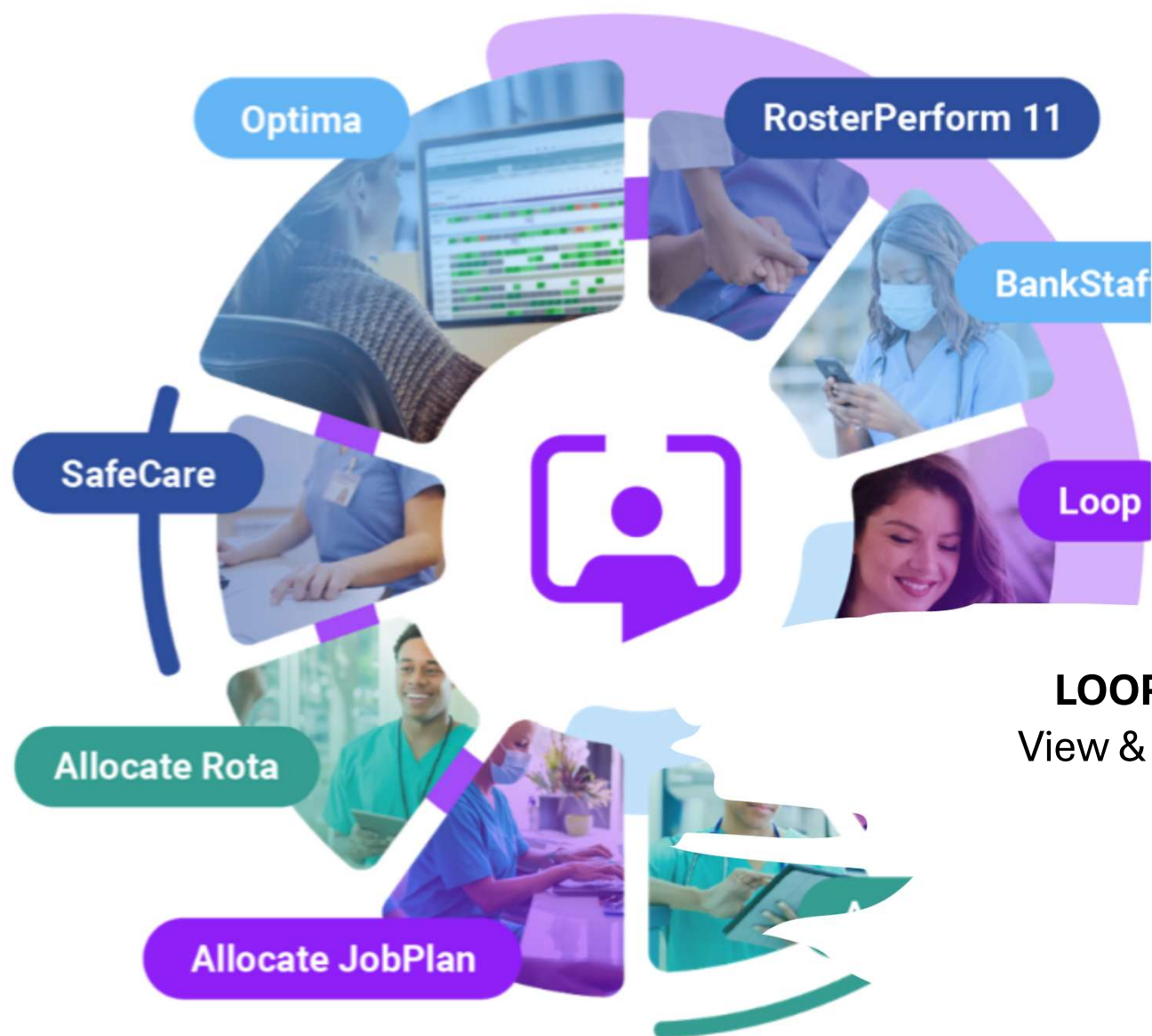




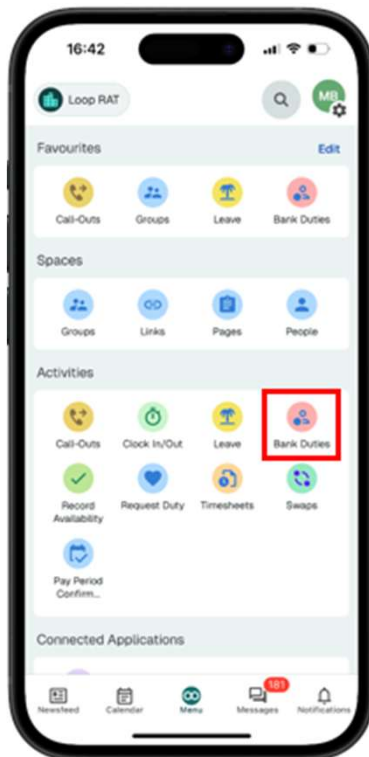
LOOP Quick Reference Guide
View & Book Available Bank Duties
Step by Step



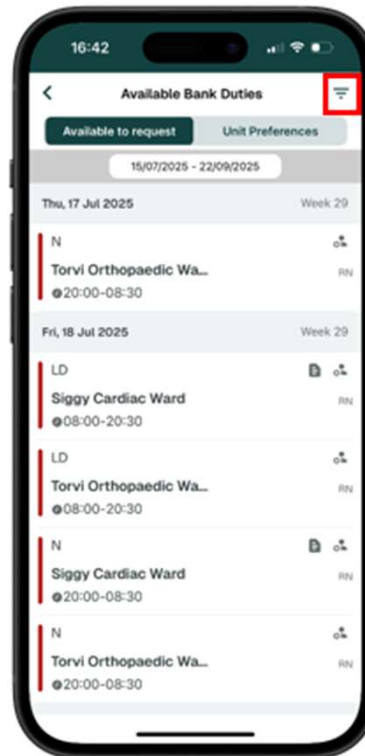
VIEW & BOOK AVAILABLE BANK DUTIES



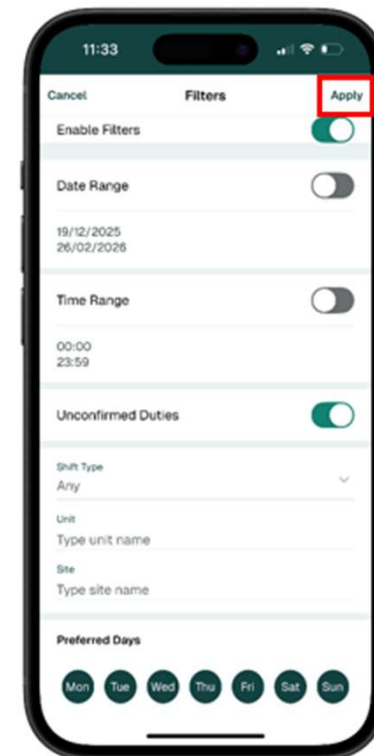
Step 1 – Navigate to the Bank Duties section from the LOOP main screen.



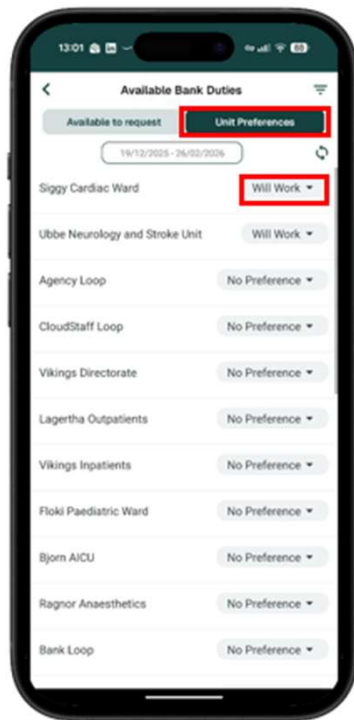
Step 2 – Select an Available Duty from the list. You may refine this list by applying filters via the three lines icon in the upper right corner of the screen.



Step 3 – Choose the appropriate filters and tap the Apply button located in the top right.



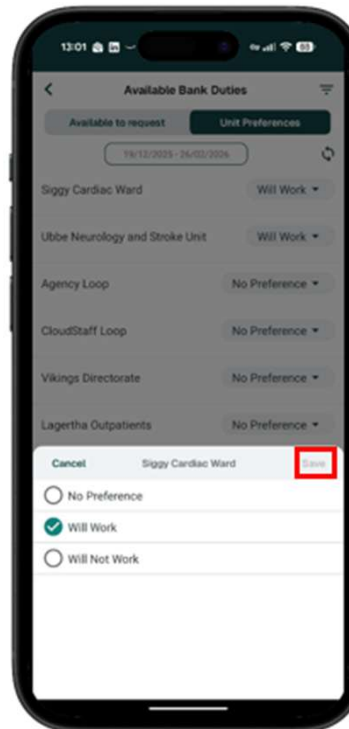
Step 4 – Set preferences for units by selecting the Unit Preferences tab at the top of the screen.



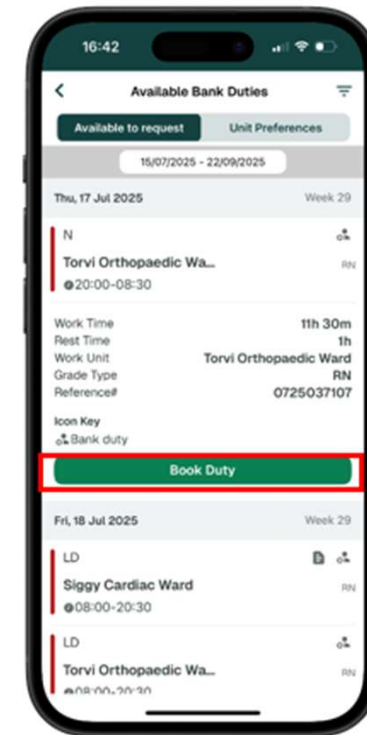
VIEW & BOOK AVAILABLE BANK DUTIES

Step 5 – Indicate whether you Will Work or Will Not Work in each unit, or select No Preference as required. After making your selection, tap Save. These preferences are accessible to Admins and Managers.

Please be aware: Selecting Will Not Work will prevent shifts for that unit from displaying in the Available to Request section.



Step 6 – Return to the Available to Request tab, tap on the desired duty, and select the green Book Duty button.





VIEW & BOOK AVAILABLE BANK DUTIES



Step 7 – Confirm your selection by choosing Book Bank.

Step 8 – The booked duty will now appear in your personal roster.

Please note: If a rostering rule restricts you from booking a duty, you will receive the following error message.

