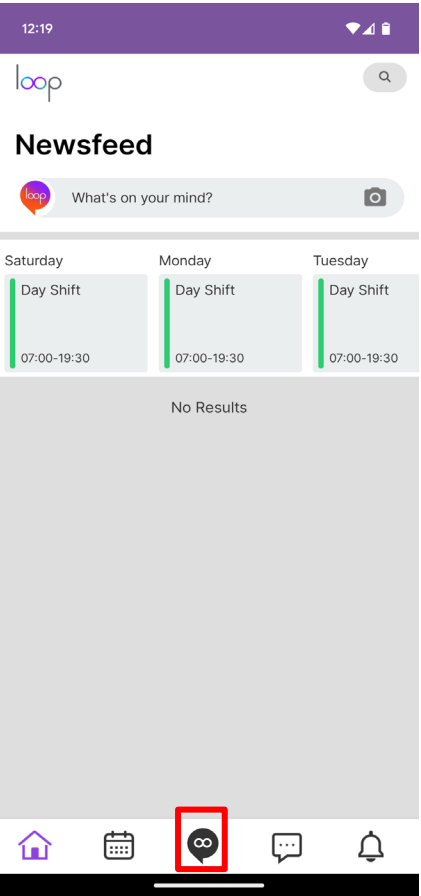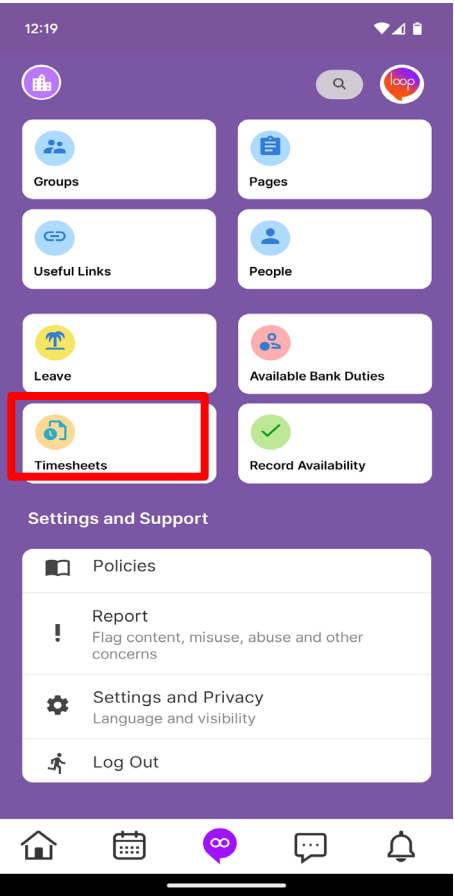# Loop – Adding Timesheets

1
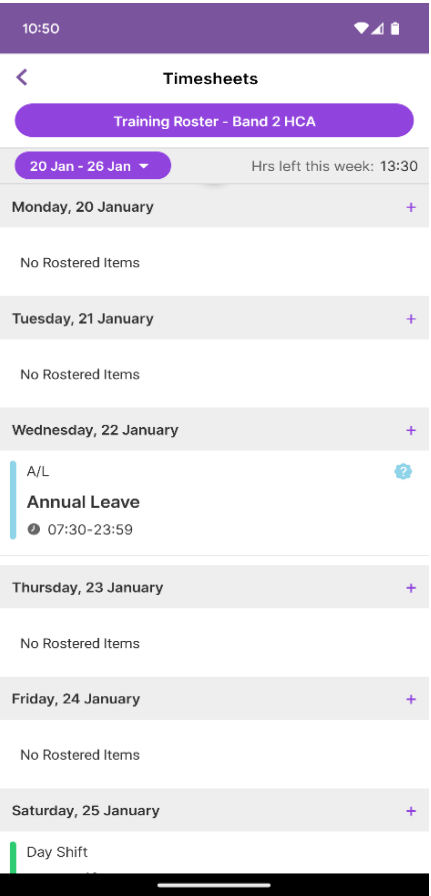Select the **Loop logo** (Main Screen) at the bottom of the screen.
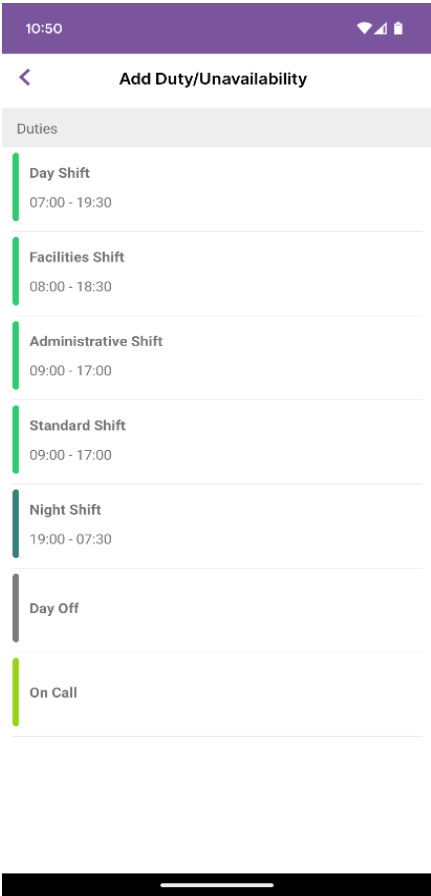
2
Select timesheets

3.
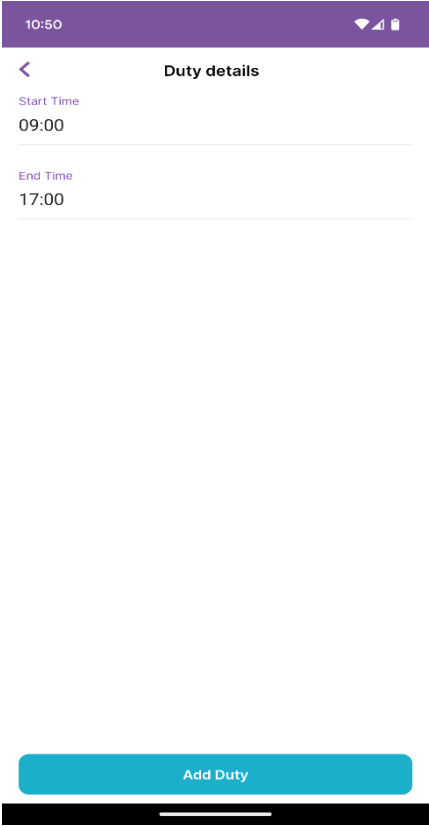Tap the little plus next to the day you want to add a timesheet for.
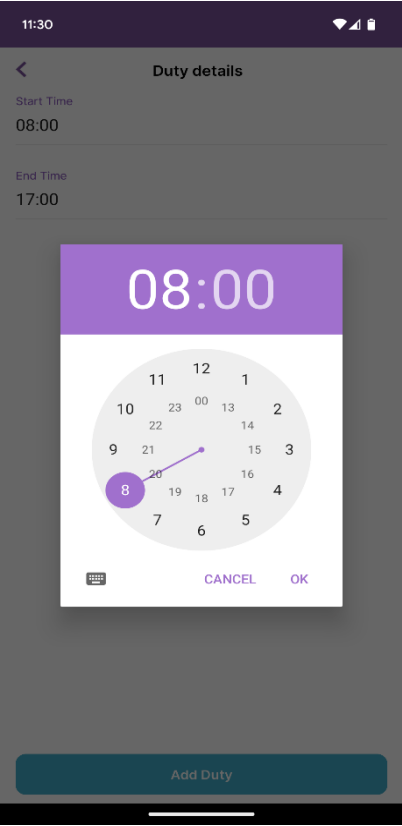
4.
Select the duty
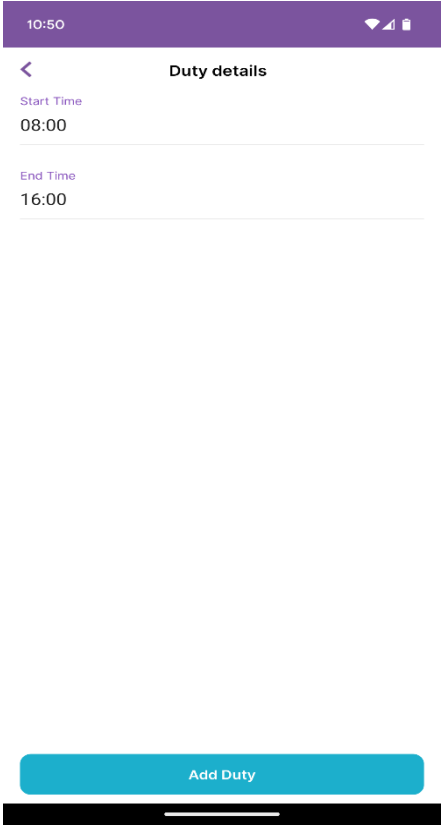
Loop – Adding Timesheets

5.
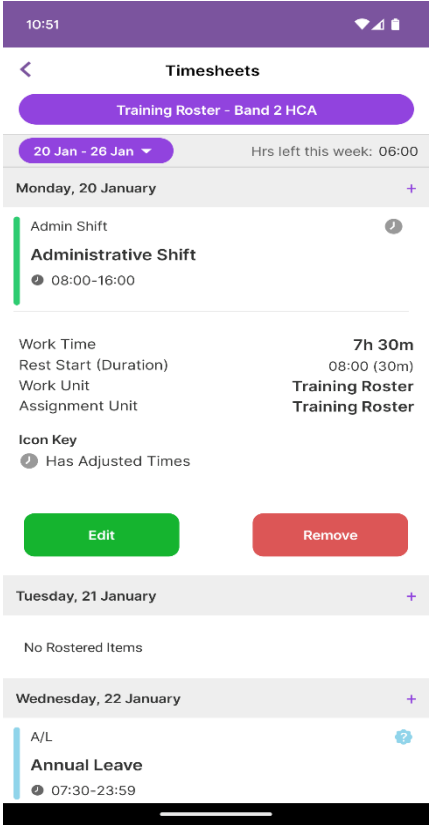Tap start and end time to adjust the shift times

6.
Use the clock to adjust the time

7.
Once adjusted as needed select add duty at the bottom

8.
To change an already assigned shift tap on the shift and click edit

RLDatix

Loop – Adding Timesheets

6.

From here you can adjust the start, end and rest times and add a note.