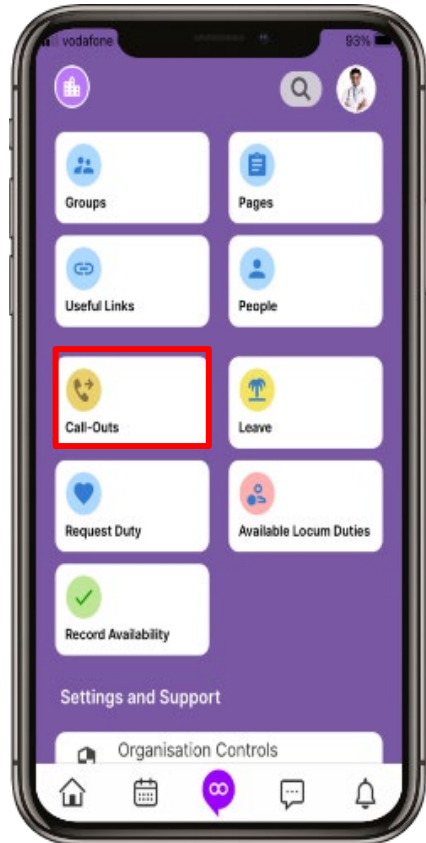


Loop – Call-Outs

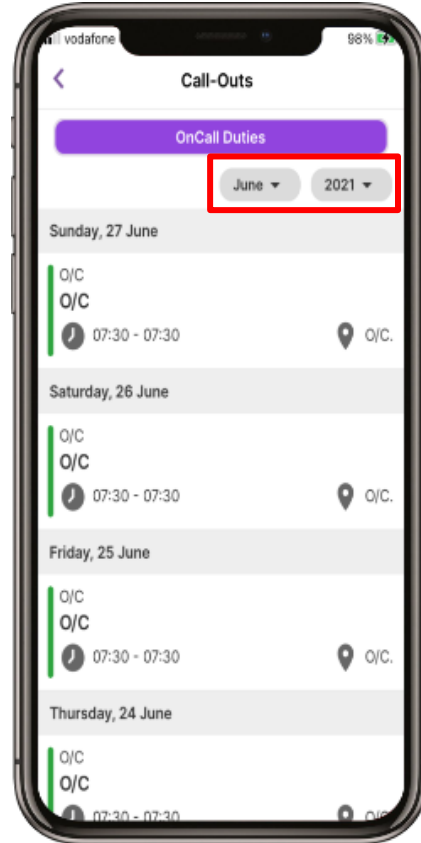
1

Select **Call Outs** from the Loop main screen



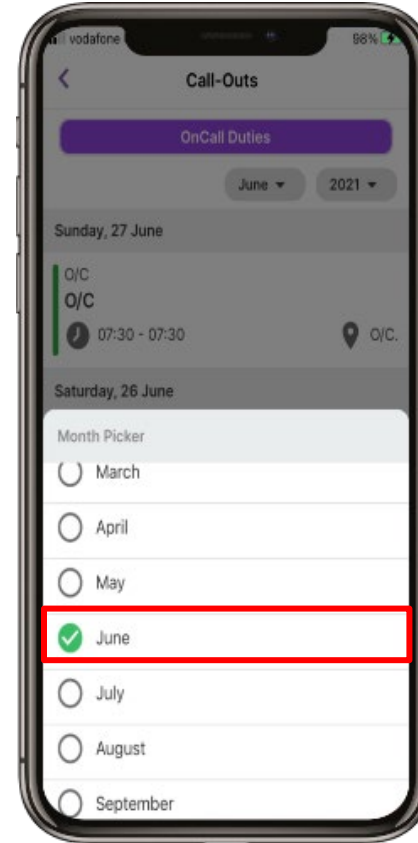
2

A list of assigned **On Call** duties will be displayed, these can be accessed by selecting the appropriate **month** and **year** of the duty



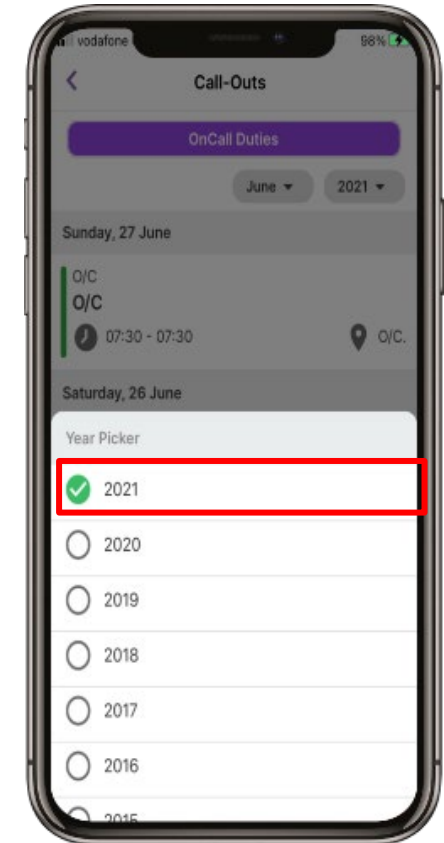
3

Select the **month** button and select the month you wish to view



4

Select the **year** button and select the year you wish to view

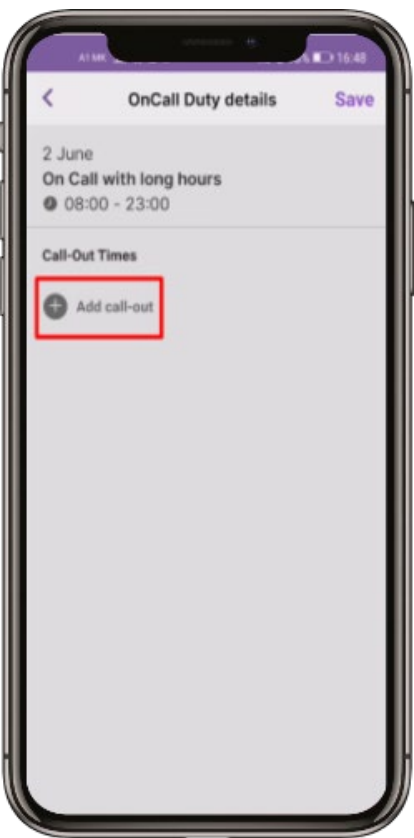


Loop – Call-Outs

5
Extend the On Call card by selecting it. If you select the **Call-Outs** button, you are redirected to another screen where you can **add** the Call-Out

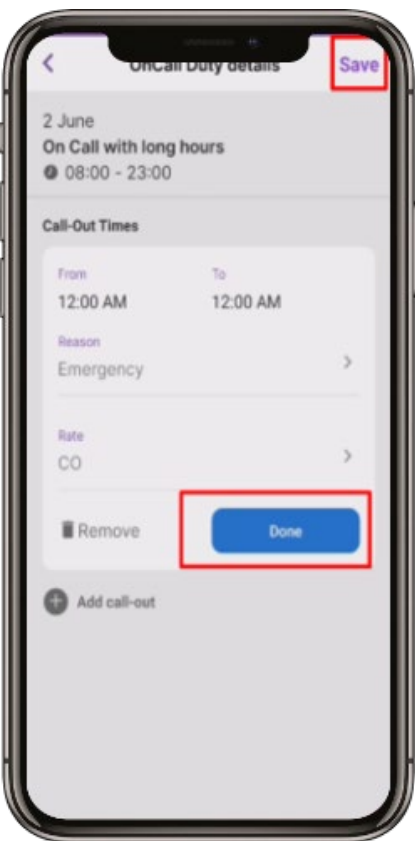


6
Select **Add Call-out**

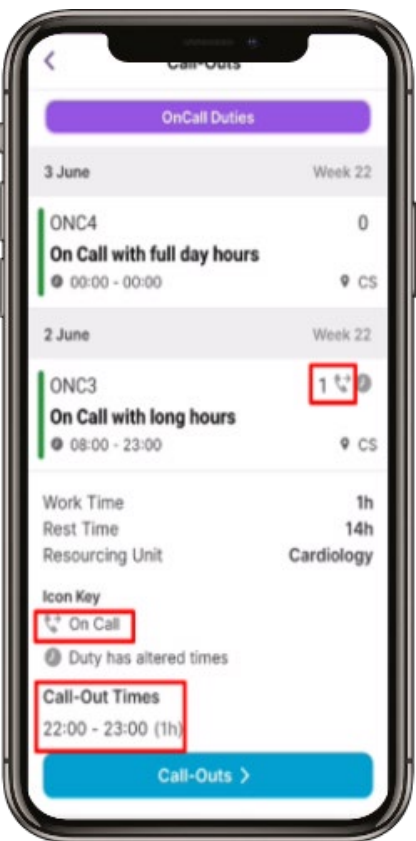


7
Select the **From** and **To** times, **Reason** and **Rate**, then select **Done** and then select **Save**.

N.B. if you don't click on Save and return back to the list of assigned duties the Call-out will not be added.



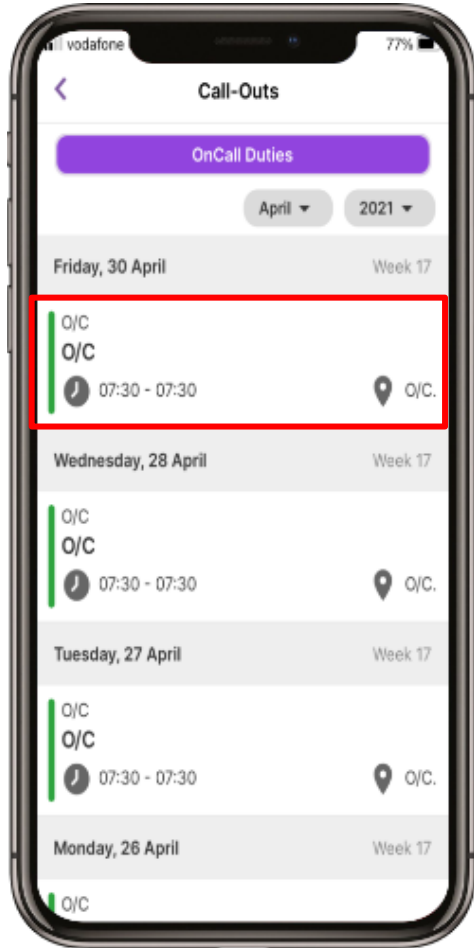
8
The details are added to the On Call card in the list of assigned duties



Loop – Call-Outs

9

To **Edit/Remove** a Call Out, select the Call Out.



10

Select the blue **Call-Outs** button



11

Select the **pencil** to **Edit** and select **Done** to confirm. Select **Remove** to delete the Call-Out

