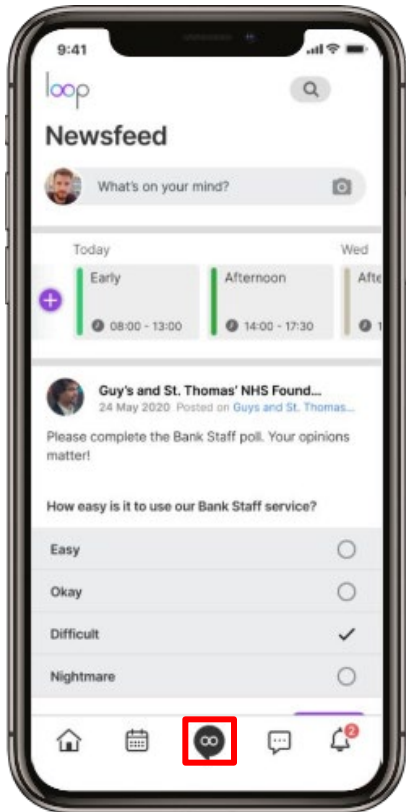


Loop – Main Screen Navigation & Actions

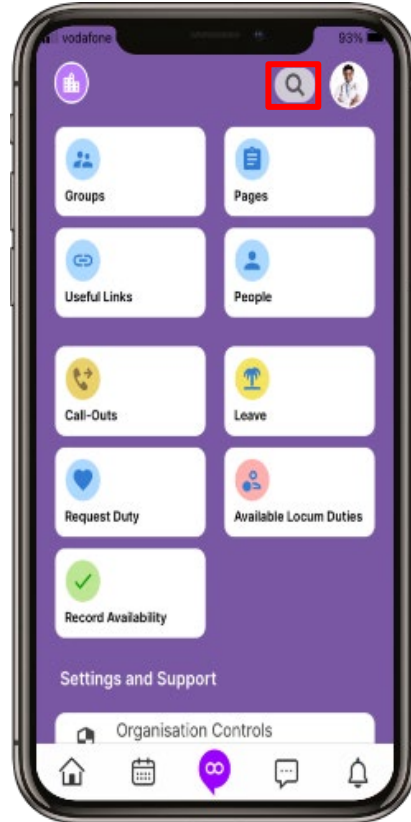
1

Select the **Loop logo** (Main Screen) at the bottom of the screen. The **Loop menu** allows you to navigate to **Groups** you belong to, **People** you're connected with, **Pages** you follow, **Rostering** features and **Settings** and **Support**.



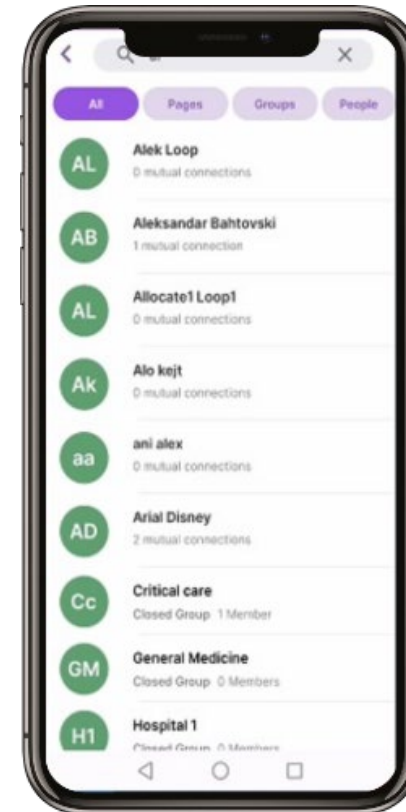
2

Select the **Magnifying Glass** at the top of the screen to **Search**



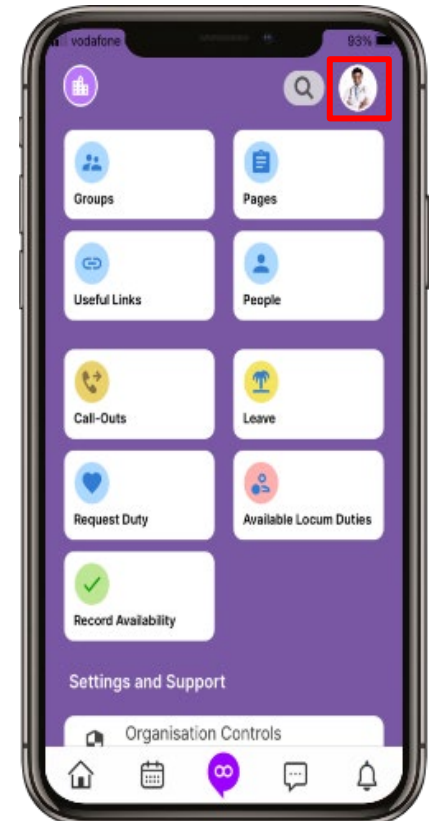
3

Start to type the name of what you are looking for at the top and then select it. You can choose from **All**, **Pages**, **Groups** & **People**



4

Select your **Profile** picture in the top right to change your **Profile details** and **photos**.



Loop – Main Screen Navigation & Actions

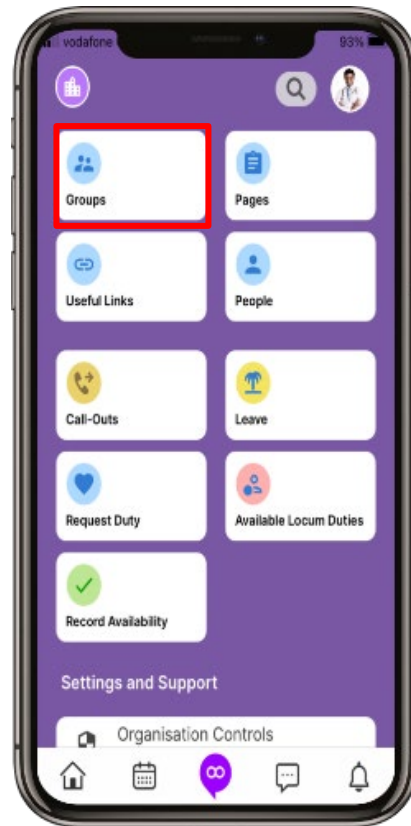
5

See the **User Profile QRG** for more information



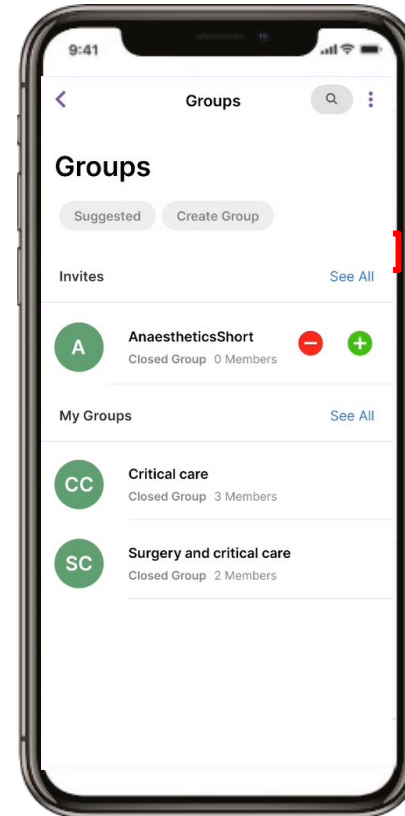
6

Select **Groups** to view **Invites**, **Suggested** or to **Create a Group**.



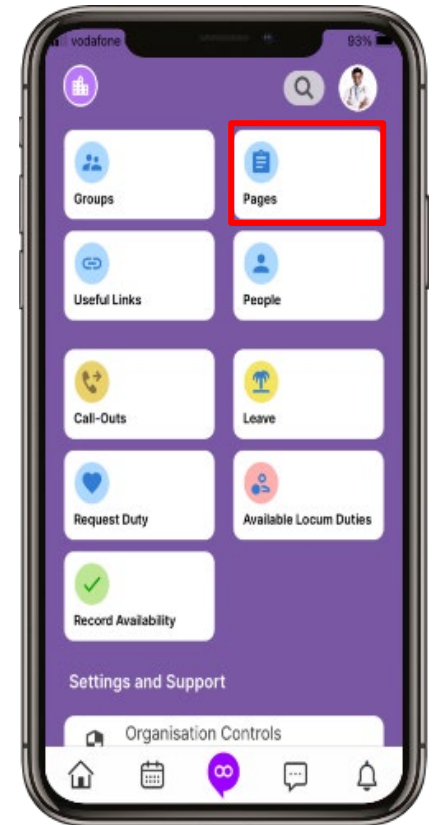
7

Select the **Green +** to **accept** the invite or select the **Red –** to **decline** the invite. See the **Group Options and Admin QRG** for more information



8

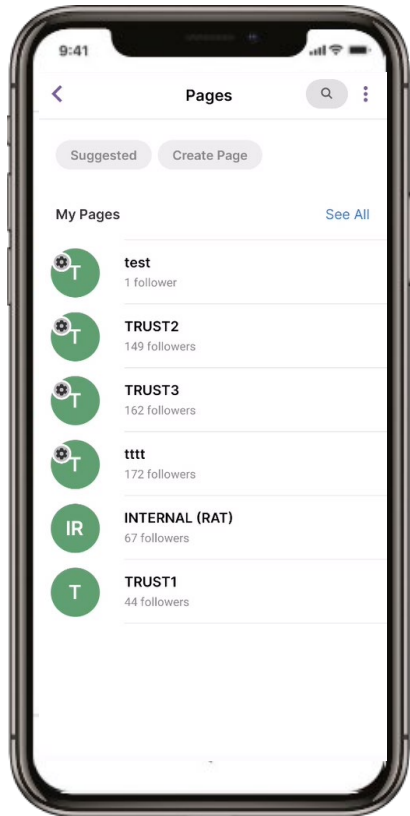
Select **Pages** to view **Suggested** or to **Create a Page**.



Loop – Main Screen Navigation & Actions

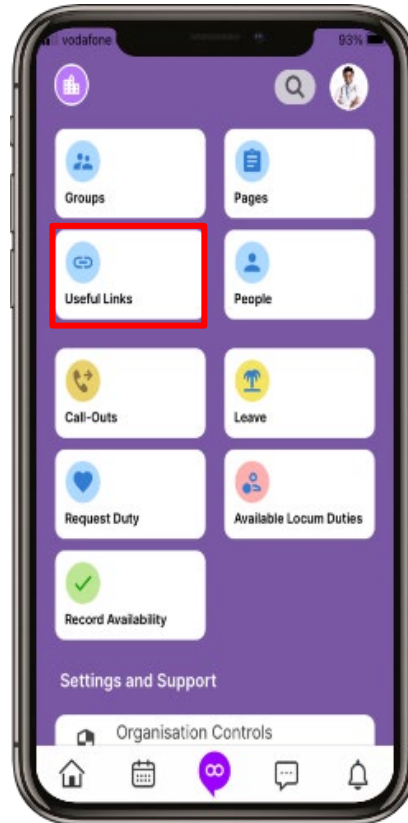
9

See the **Create a Page** and/or **Page Options** and **Admin QRG** for more information on this screen



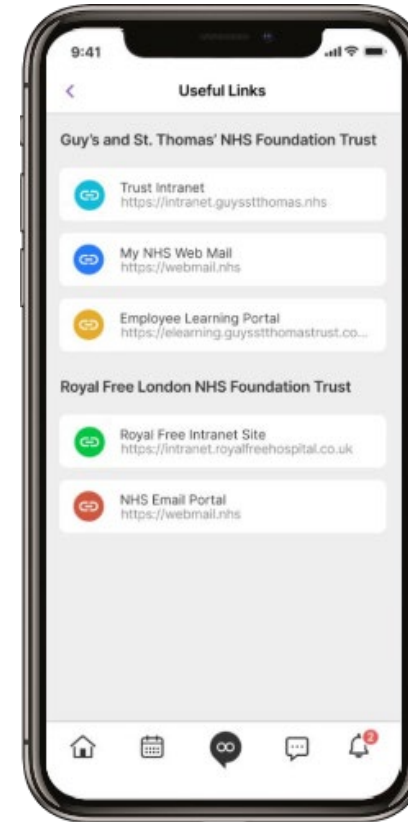
10

Select **Useful Links** to view URL Links from Connected Organisations



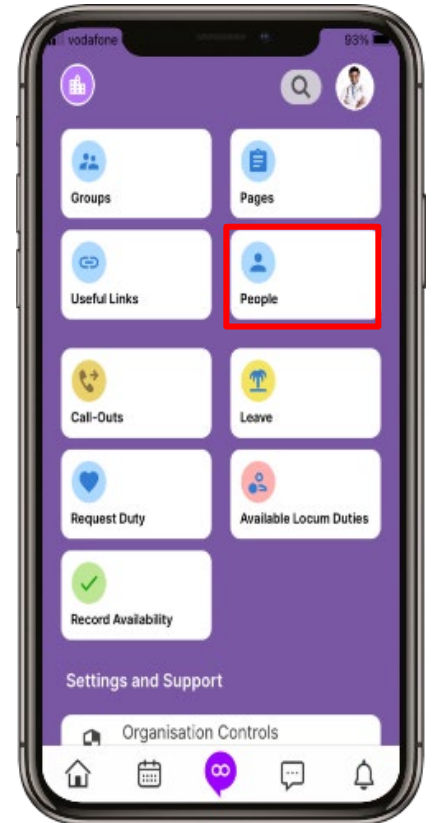
11

Select the **Link** to open your mobile browser and view the webpage.



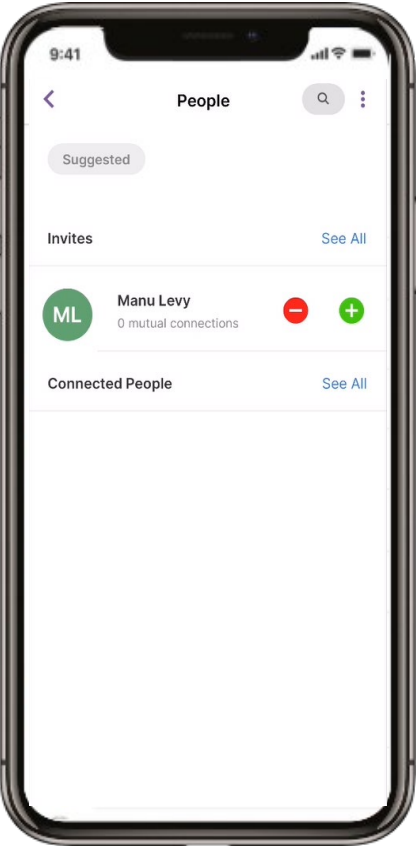
12

Select **People** to view **Invites**, **Suggested** and **Connected People**.

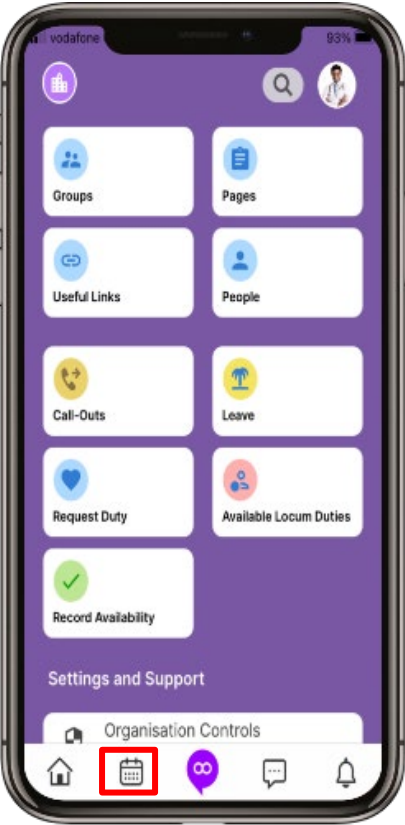


Loop – Main Screen Navigation & Actions

13
See the **People (My Connections)** QRG for more information on this screen



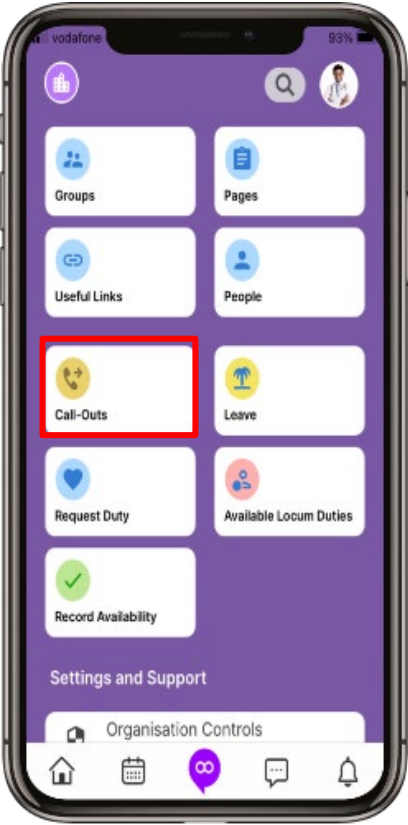
14
Select the **calendar** icon to view your **Personal Calendar**



15
Please see the **Personal Calendar Navigation & Actions** QRG for more information



16
Select **Call-Outs** to view and request Call-Outs.



Loop – Main Screen Navigation & Actions

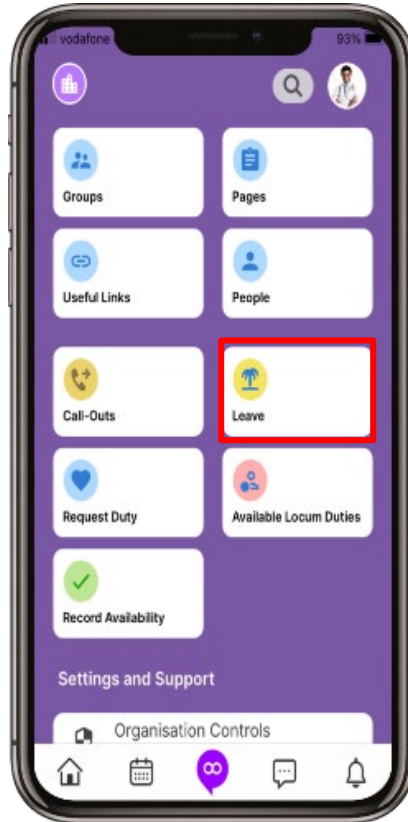
16

Please see the **Call-Outs QRG** for more information on this screen



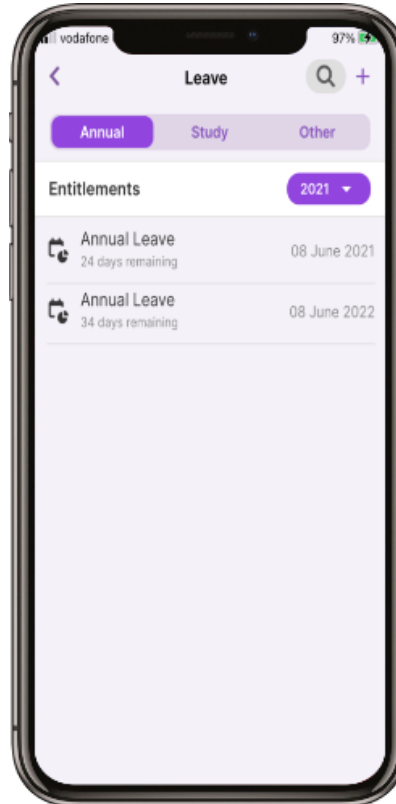
17

Select **Leave** to view and request leave.



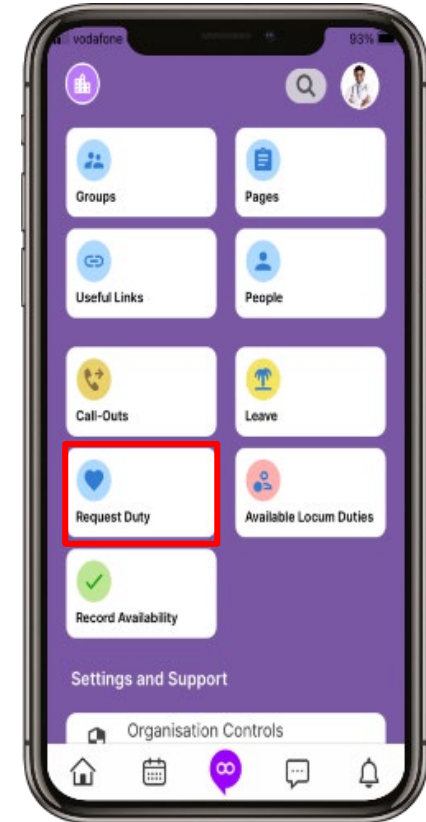
18

Please see the **Request Leave QRG** for more information



19

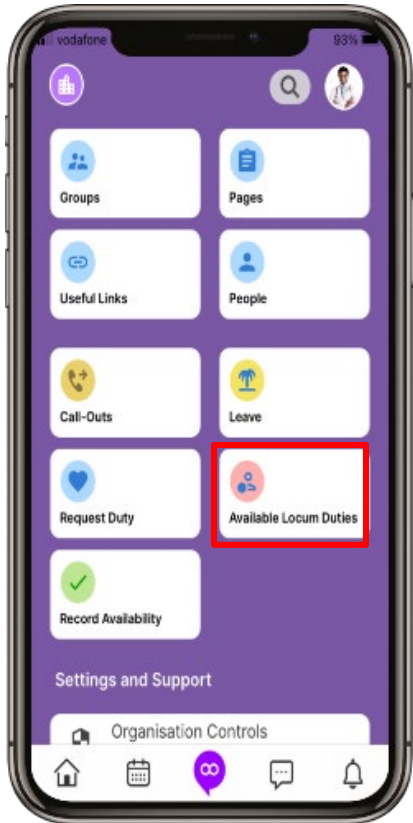
Select **Request Duty** to view the Duties you have requested. Please see the **Request Duties QRG** for more information



Loop – Main Screen Navigation & Actions

20

Select **Available Locum/Bank Duties** to view the duties available



21

Please see **Available Locum or Bank Duties QRG** for more information.

