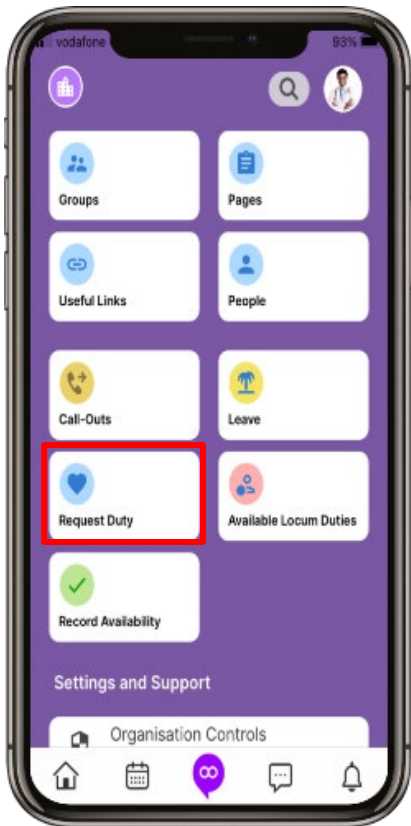


# Loop – Request Duties

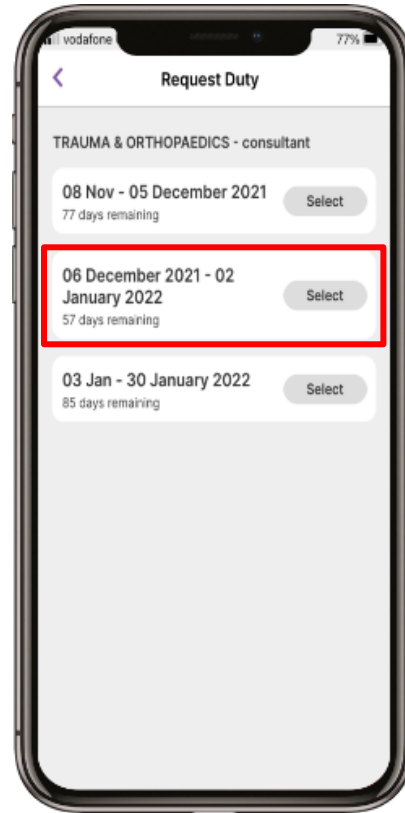
1

Select **Request Duty** from the Loop main screen



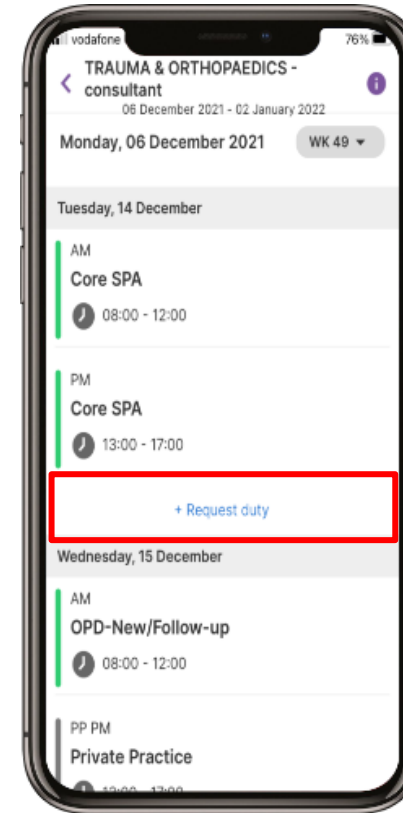
2

Select a **date range**.



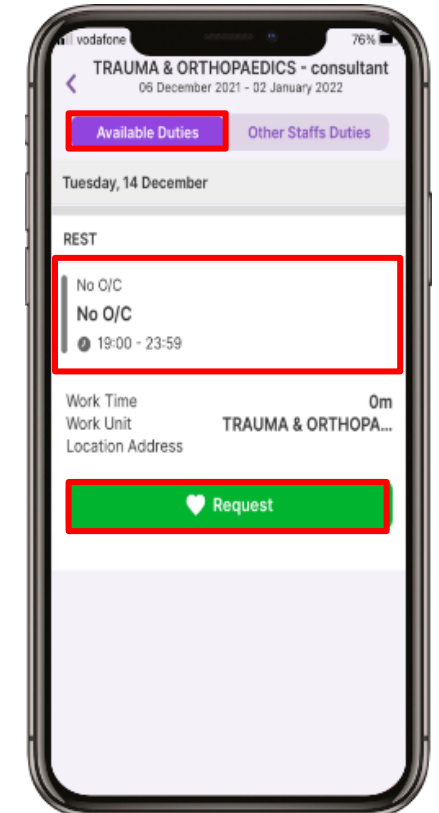
3

Select **+ Request Duty** blue text beneath the date of the duty you would like to request.



4

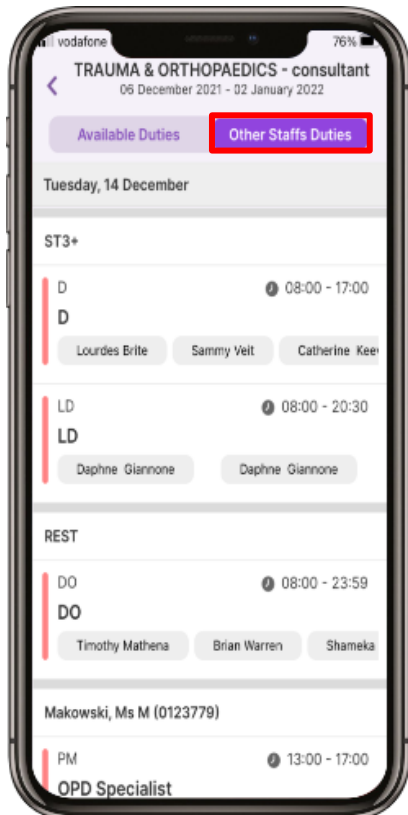
From the Available Duties list, select the duty you wish to request and then select the **Request** button.



# Loop – Request Duties

5

To view **Other Staffs Duties**, select the option at the top of the screen



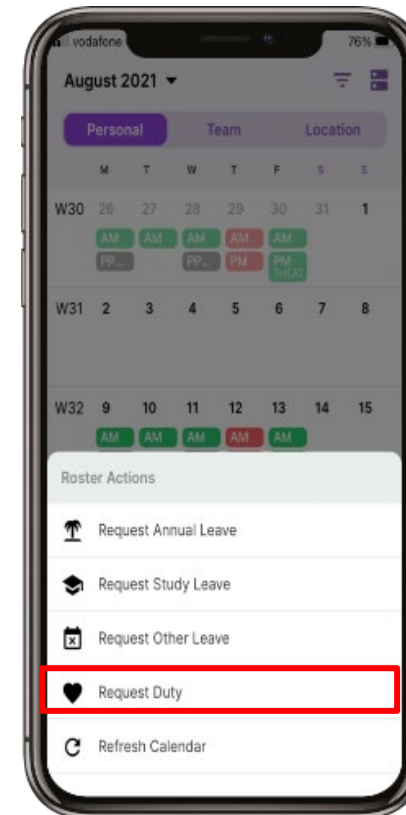
6

You can also request a duty via the **calendar**. Select the **Calendar** at the bottom of the screen, then select the **purple +** button in the bottom right of the screen to see Roster Actions.



7

From the Roster Actions list, select **Request Duty** and follow Steps 2, 3 and 4 as before



8

You can also request a duty from the **Newsfeed** page. Select the **Home** button and then select the **purple and white +** button and follow Steps 2, 3 and 4 as before.

