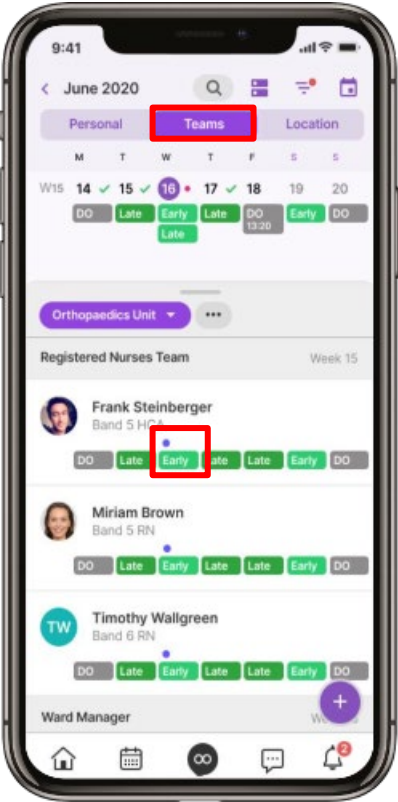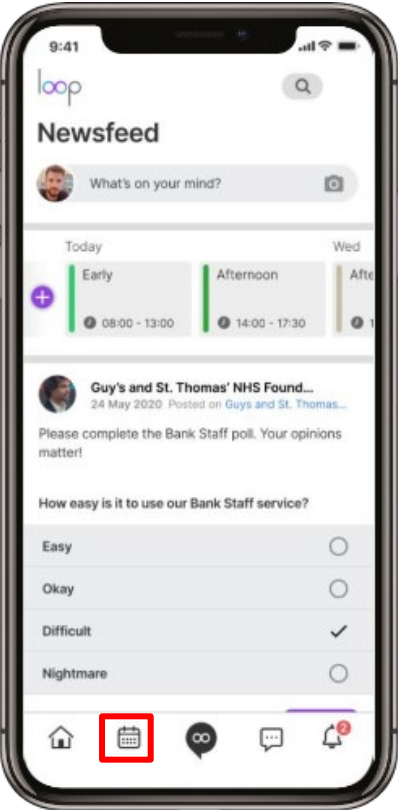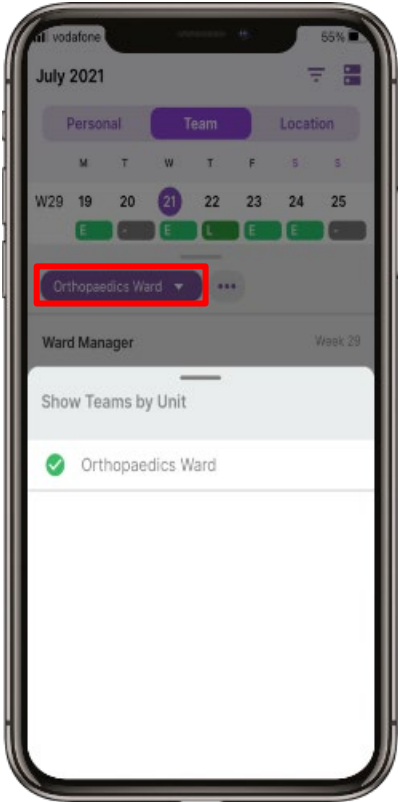# Loop – Team Calendar Navigation & Actions

1

Select the **Calendar** at the bottom of the screen.

2

Select the **Team** tab
You can view the current week and the duty each person in the unit is working, this is shown by a blue dot above the duty.
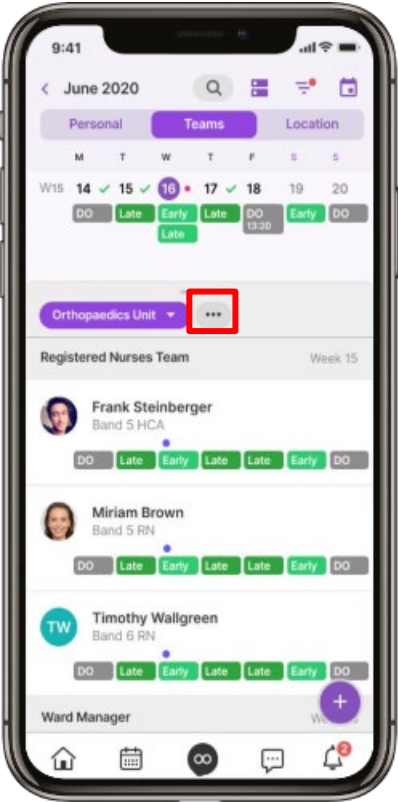
3

If you have **multiple postings** you can **change** the **Unit** by selecting the unit name currently showing from the dropdown menu. You can then select another unit
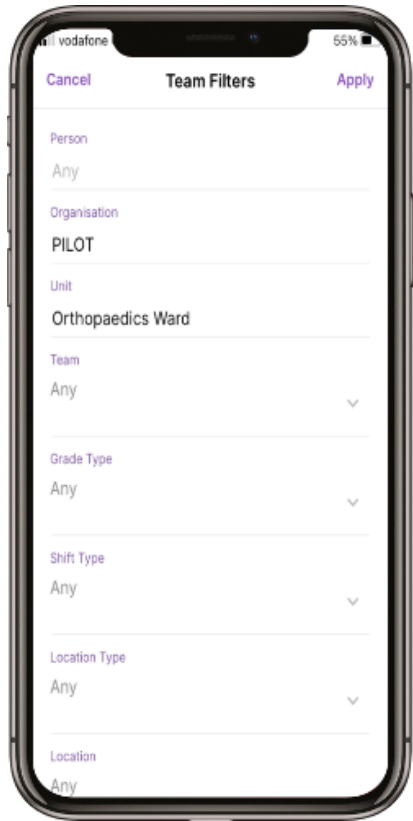
4

To **Filter** the people shown, select the **3 dots** to the right of the unit name.
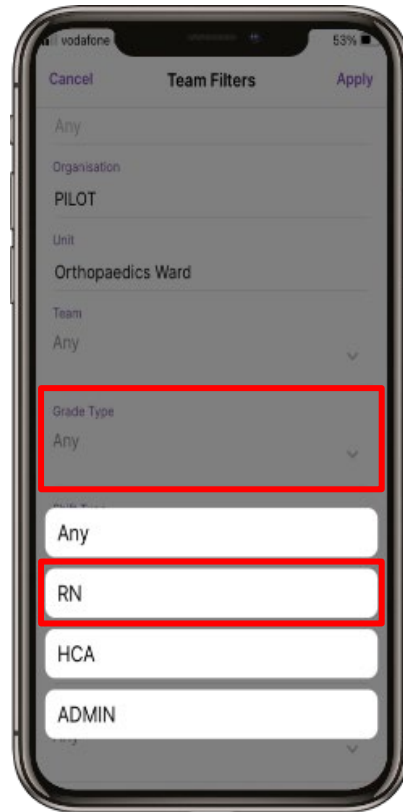
Loop – Team Calendar Navigation & Actions

5

You can filter by **Team, Grade Type, Shift Type, Location Type, Location, Activities** and **Fulfilment.** Scroll down to view more filters
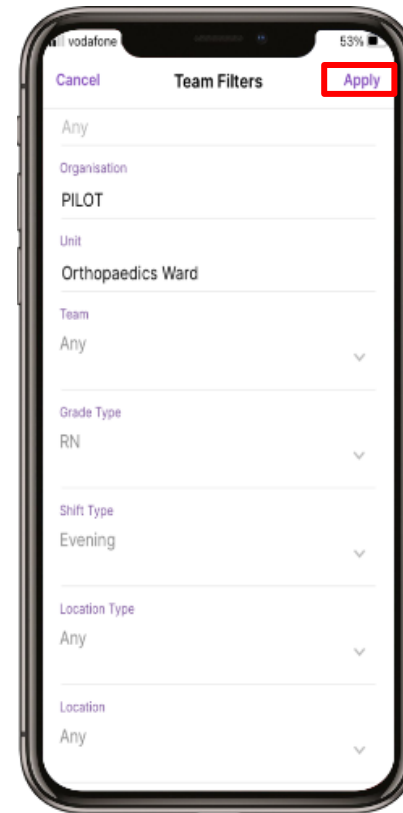
6

Select a F**ilter** and then select a **Filter option**. Repeat for the other filters
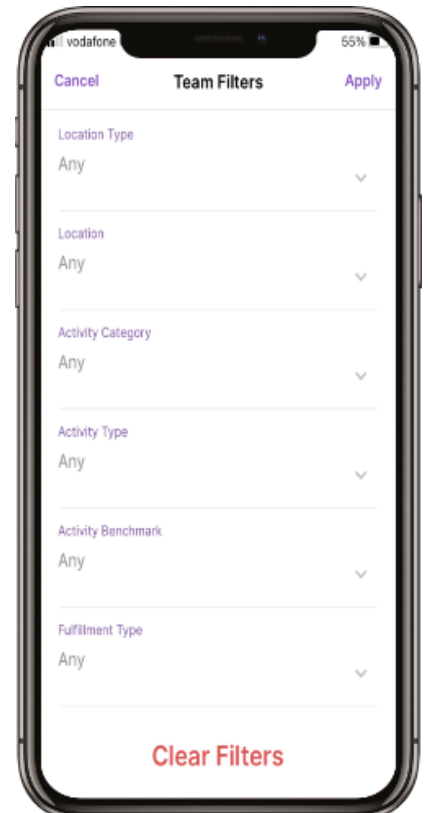
7

Once you have chosen your filters, select **Apply**
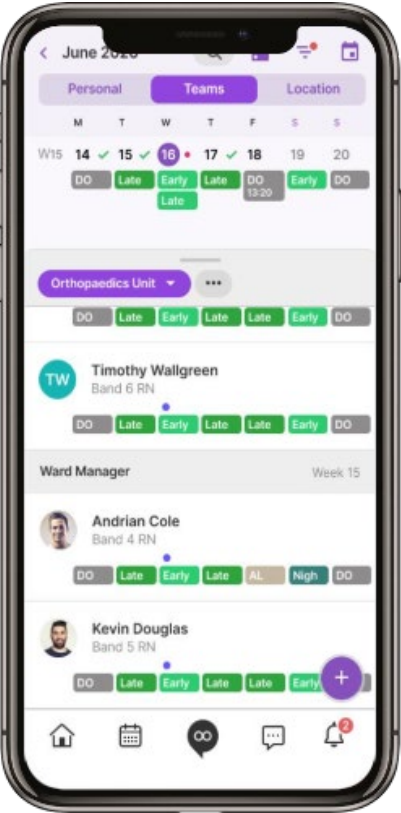
8

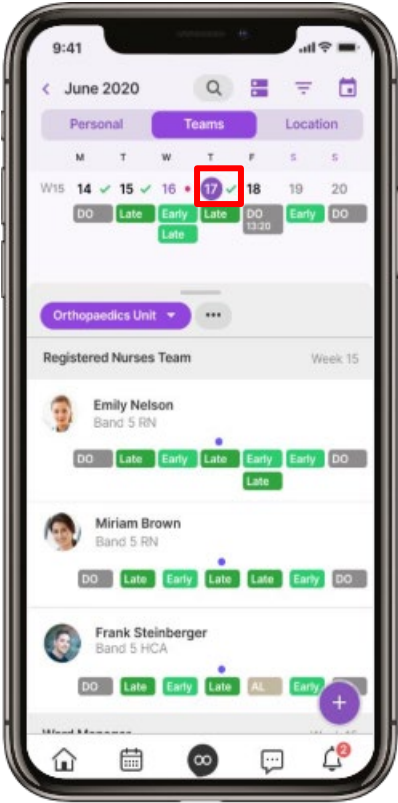To **Clear** the **Filter(s)**, select **Clear Filters** at the bottom of the screen
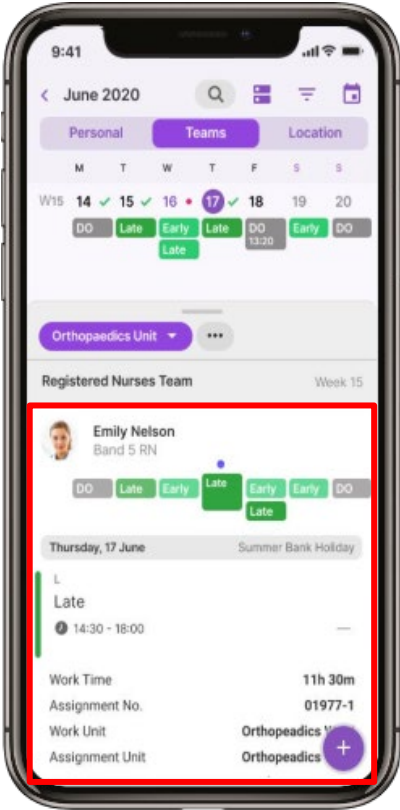
Loop – Team Calendar Navigation & Actions

11

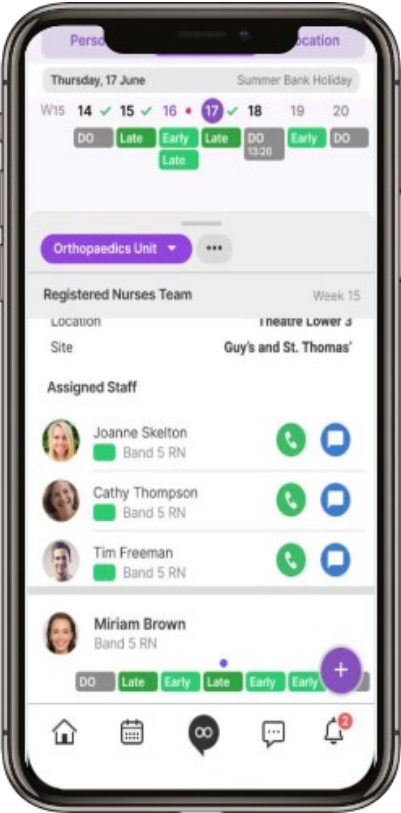**Scroll down** to view more Teams and what duties people are working.

12

Select a **day** to view the team working.

13

Select a **team member** to view the duty details such as **Work Time**, **Assignment Number**, **Work Unit**.
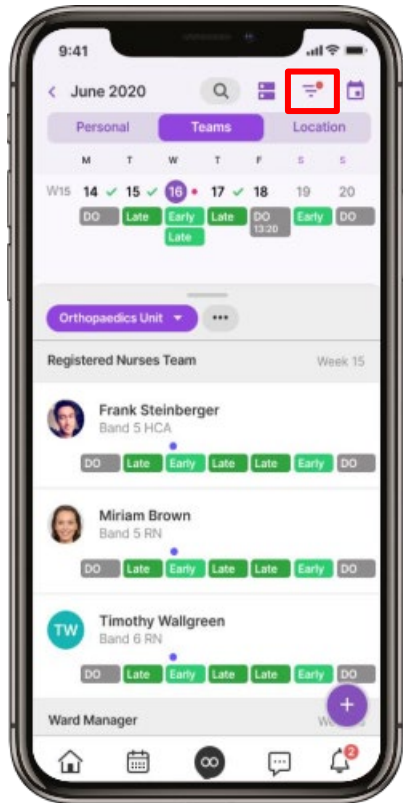
14

Scroll down to view **Assigned Staff**

Loop – Team Calendar Navigation & Actions

15

Select **Roster Settings** at the top of the screen

16

Swipe the toggles to turn what is shown on/off and select **Apply** to save your settings.