



LOOP MOBILE

GETTING STARTED GUIDE

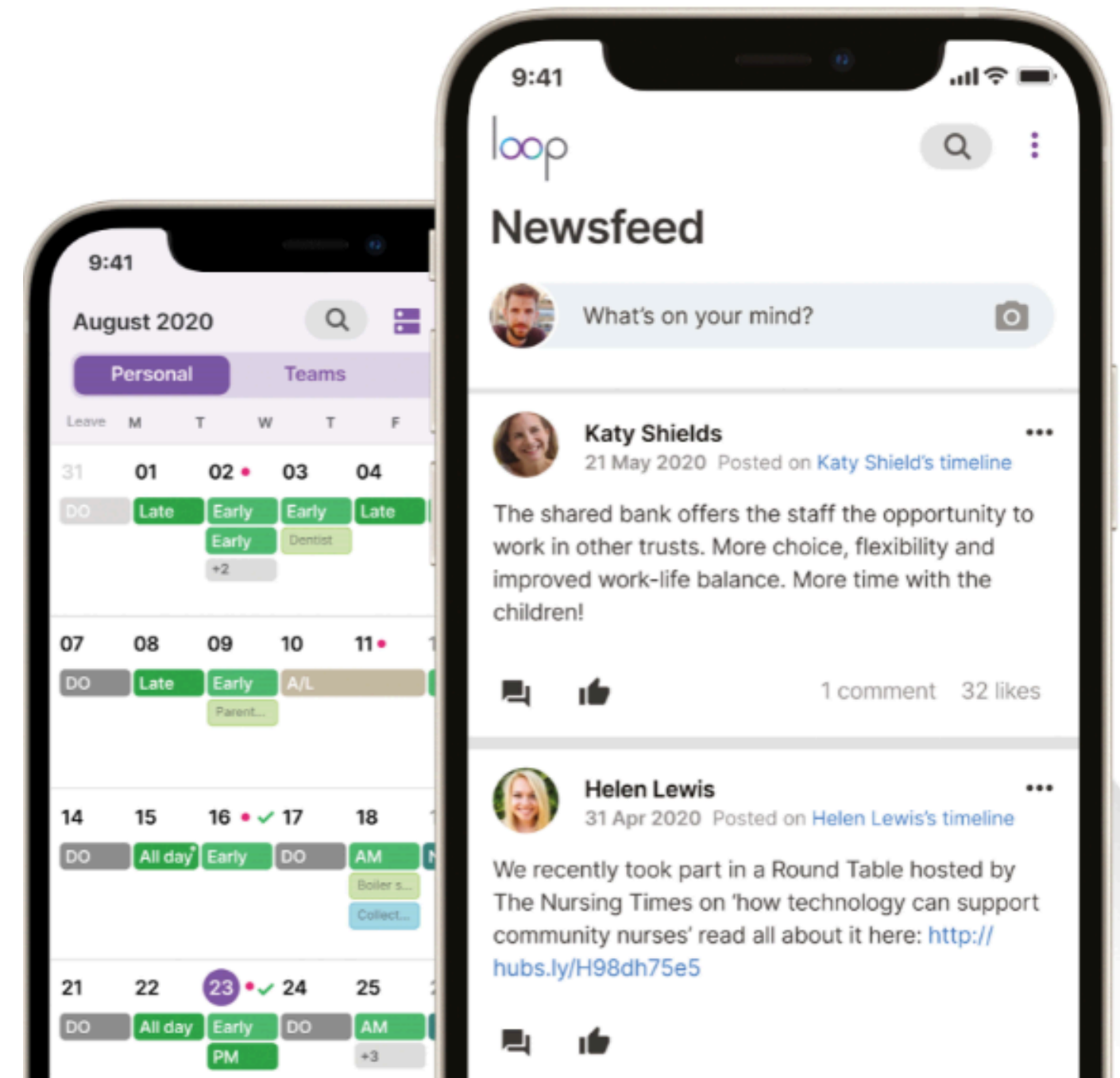
Your new home for



EMPLOYEE ONLINE



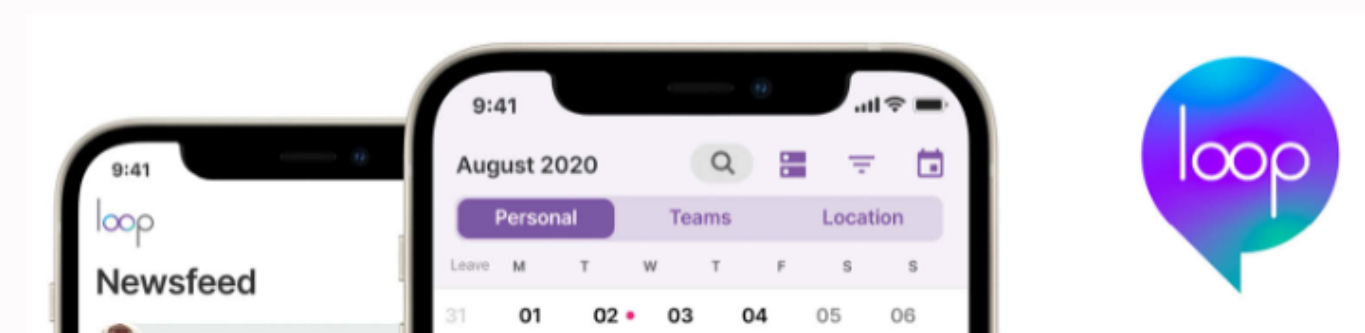
CREATION DATE : 04/12/24



Requirements For Loop

To access Loop, you must meet the following requirements.

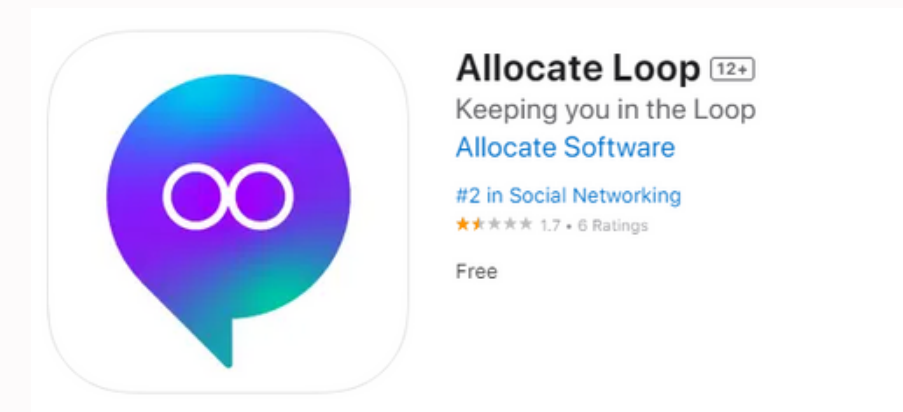
Software	Component	Minimum Requirements	Recommended Requirements
Loop web application	Operating System	N/A	Windows 10
	Internet Browser	N/A	Latest versions of Safari, Edge, and Chrome
	Device	N/A	Android, minimum 8" Display resolution greater than or equal to 768 x 1024
Loop mobile application	Operating System	iOS 13 Android 13	iOS 17 Android 14
	Internet Browser	N/A	Latest versions of Edge and Chrome



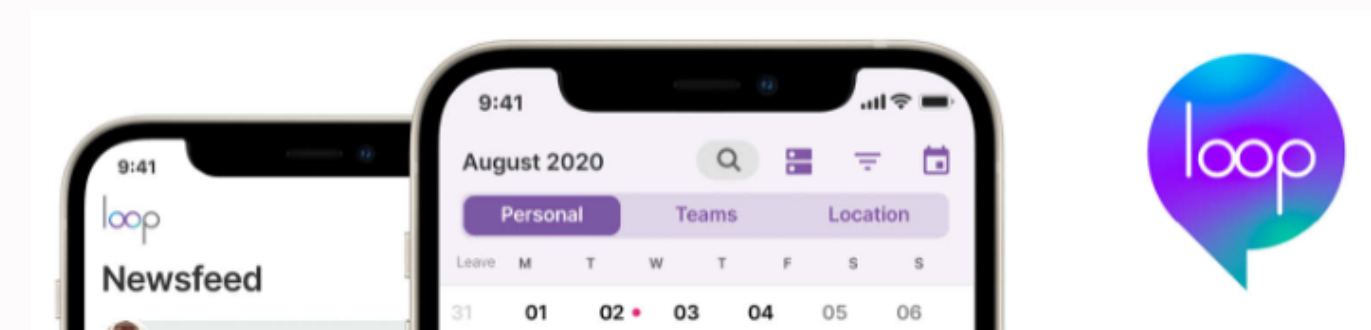
Downloading LOOP

For any staff member signing up for a Loop account for the first time but has previously used Allocate ME, Please refer to guide **Loop Mobile - Moving From Allocate ME To Loop**

Using your mobile device open your app store or Google Play store and search for the app

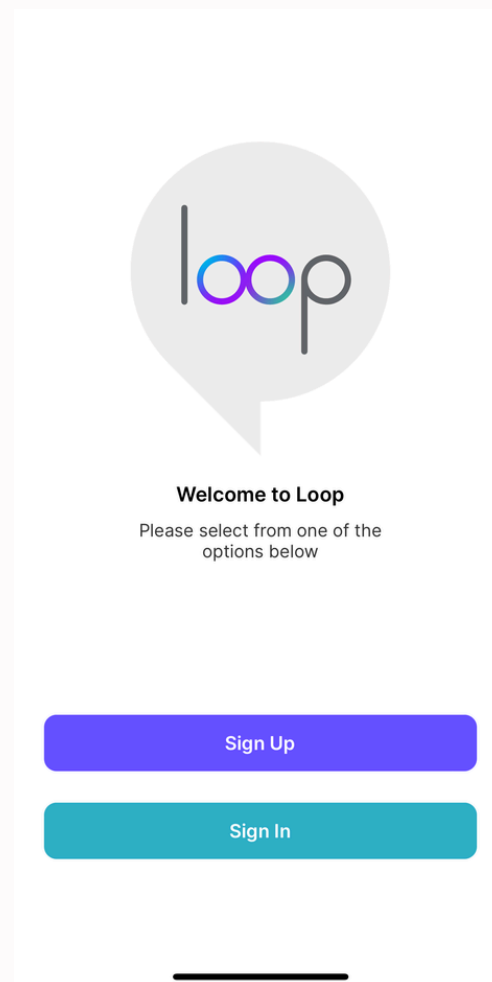


Proceed to download the app from your required app store

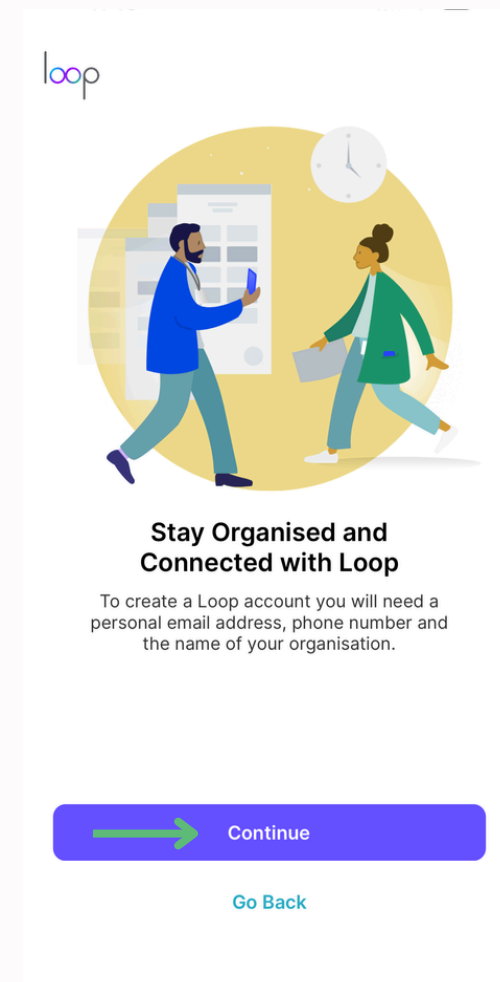


Sign Up For A Loop Account

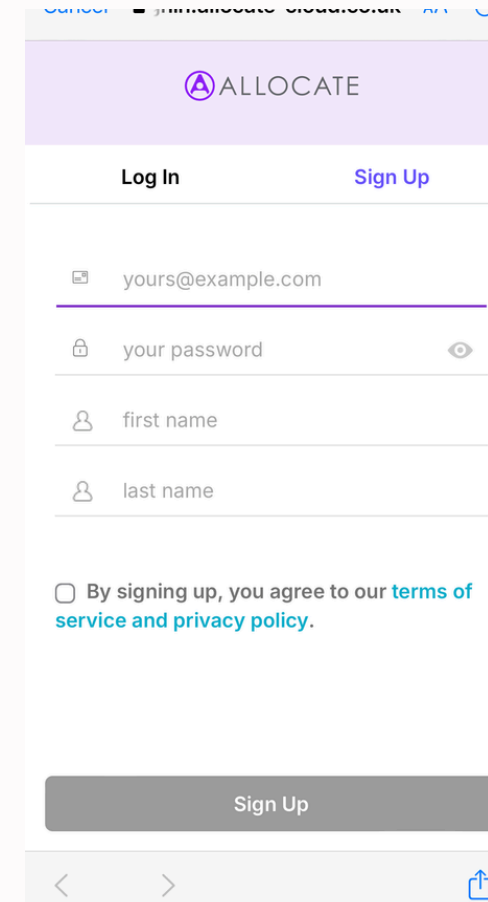
Open the Loop app and you will be welcomed with the below screen.



In the page that opens, tap **Continue**.

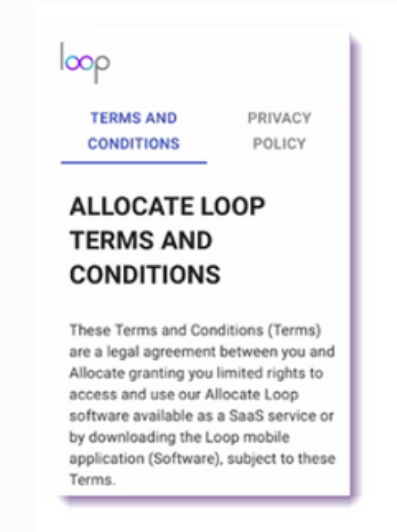


Complete the **Sign Up** Form.

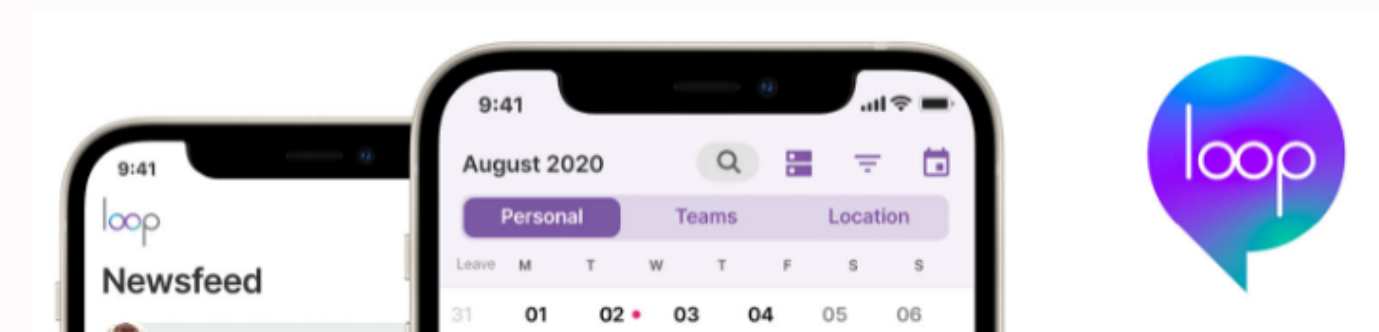
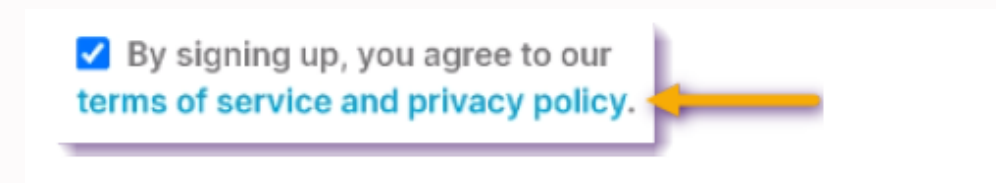


The image shows the sign-up form in the Loop app. At the top, there is a purple header with the 'ALLOCATE' logo. Below it, there are two tabs: 'Log In' and 'Sign Up'. The form fields include: email (yours@example.com), password (your password), first name, and last name. At the bottom, there is a checkbox labeled 'By signing up, you agree to our terms of service and privacy policy.' and a grey 'Sign Up' button.

View and Read the **terms of service and privacy policy**



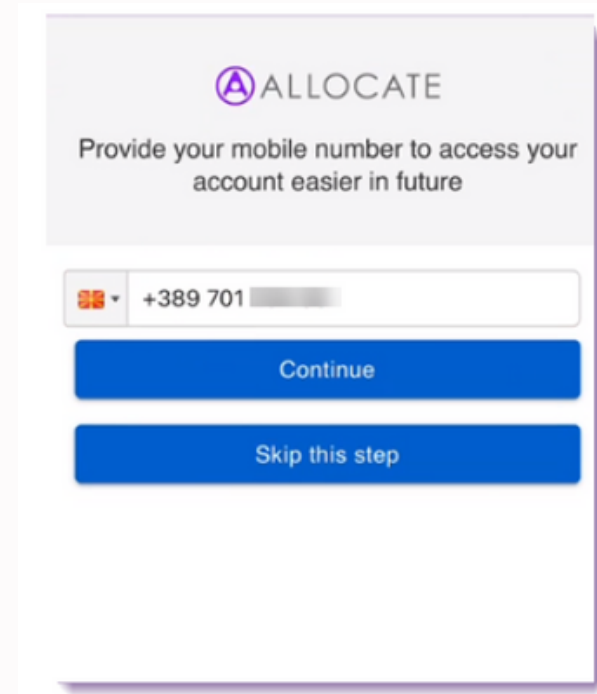
Check the box to accept the **terms of service and privacy policy** and tap **Sign in**.



Sign Up For A Loop Account

The Loop mobile application will send an email to your email account and opens a new form for you to be able to enable login with your phone number
(Optional)

If you wish to do this please type in your country code and phone number and tap **Continue**.



ALLOCATE

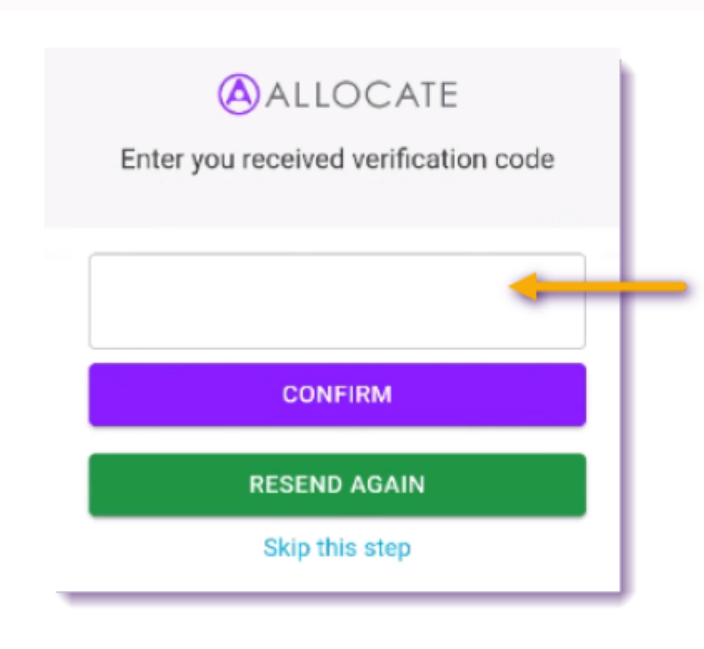
Provide your mobile number to access your account easier in future

+389 701

Continue

Skip this step

The Loop mobile application sends you an SMS with a verification code, in the page that opens, type in your verification code and tap **confirm**.



ALLOCATE

Enter you received verification code

CONFIRM

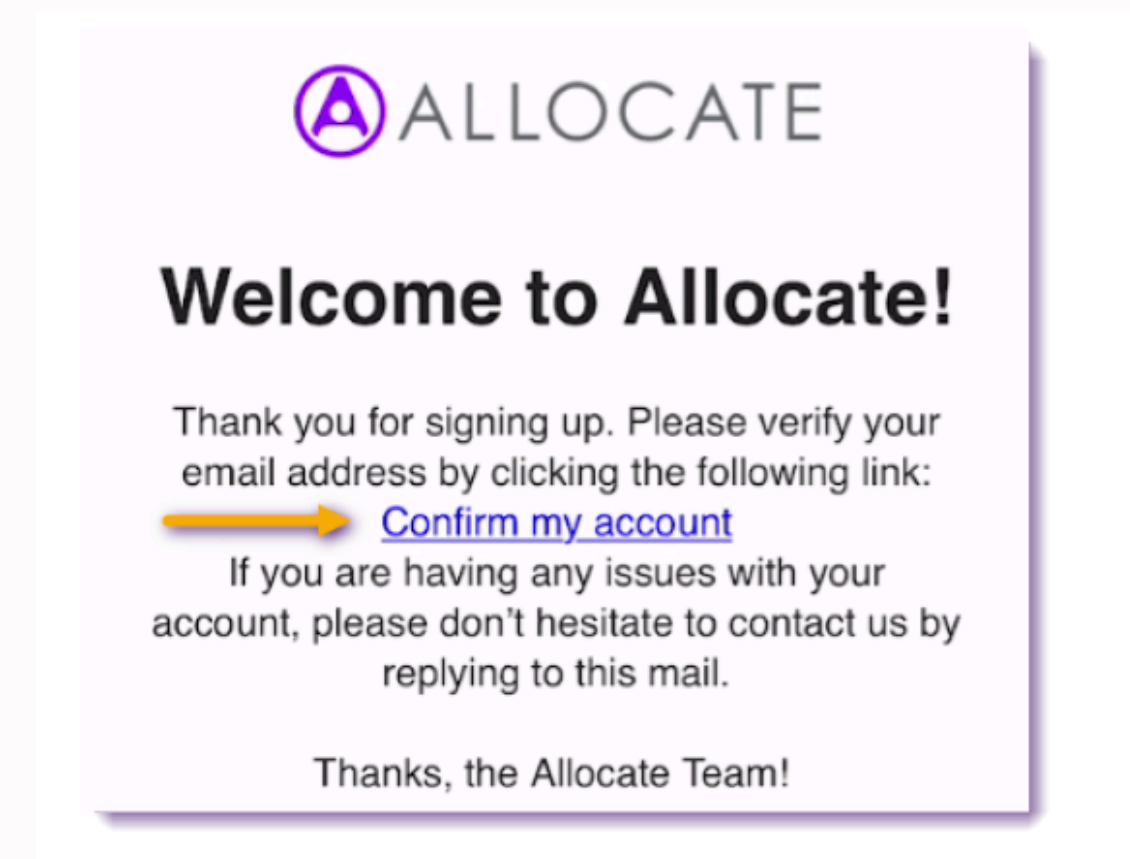
RESEND AGAIN

Skip this step

The Loop mobile application confirms your phone number and displays a new page.

Alternatively, tap **Skip this step**. The Loop mobile application skips this steps and displays a new page.

In the email confirmation, tap **Confirm my account**.



ALLOCATE

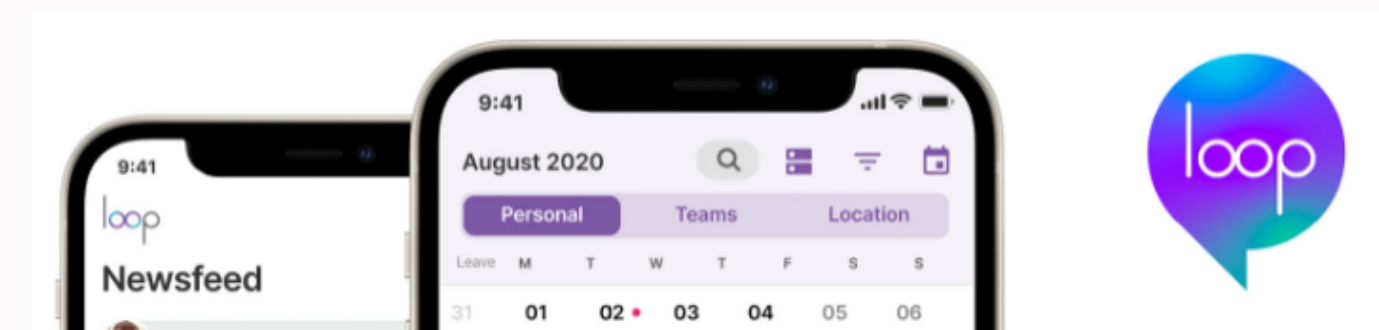
Welcome to Allocate!

Thank you for signing up. Please verify your email address by clicking the following link:

→ [Confirm my account](#)

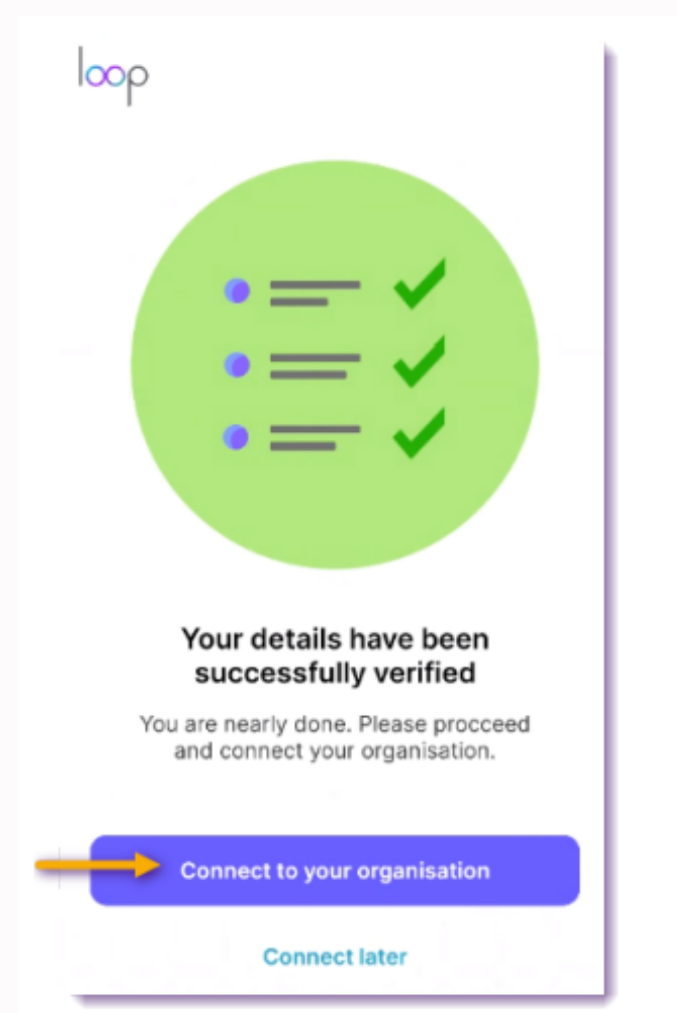
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks, the Allocate Team!

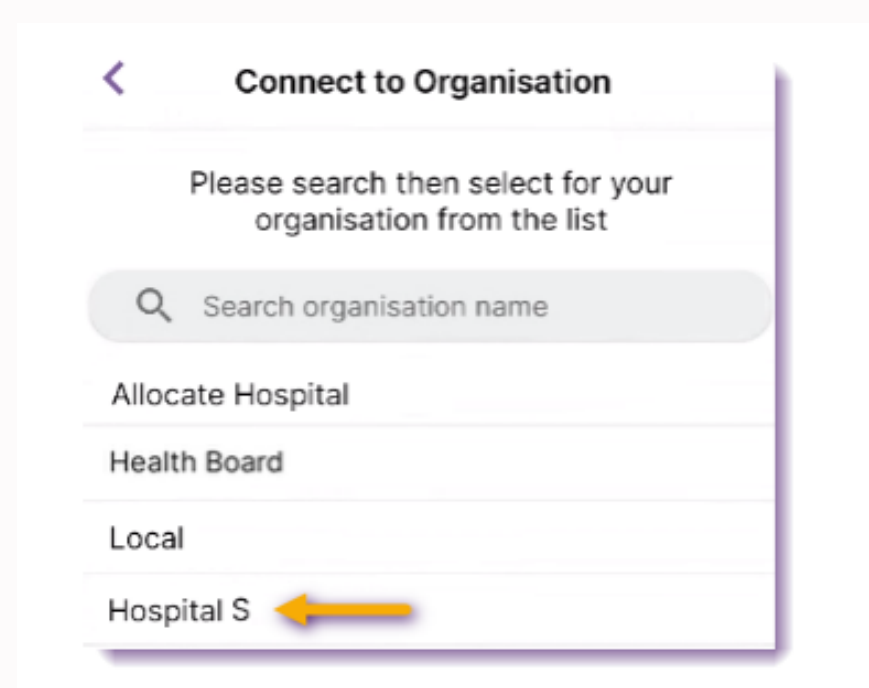


Sign Up For A Loop Account

Tap and pull down the page to refresh the Loop mobile application and you should now be greeted with the below page but before you can view your rosters and interact with colleagues, you must **Connect to your Organisation**

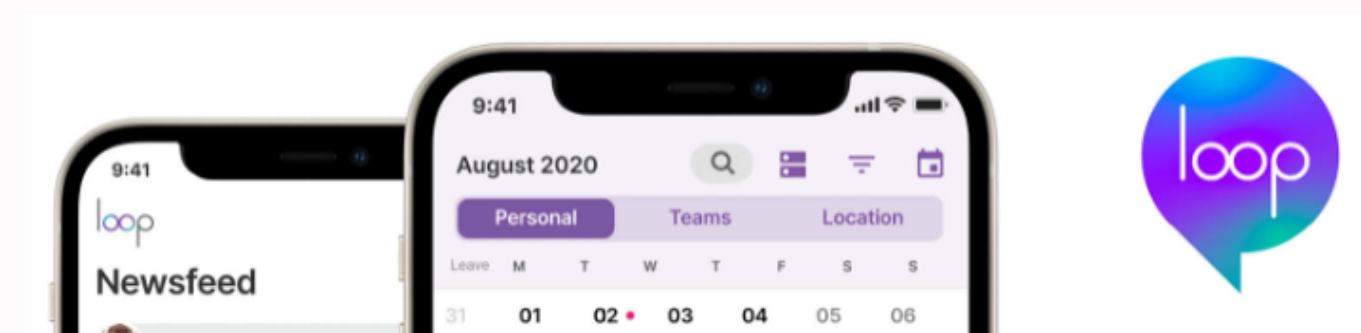
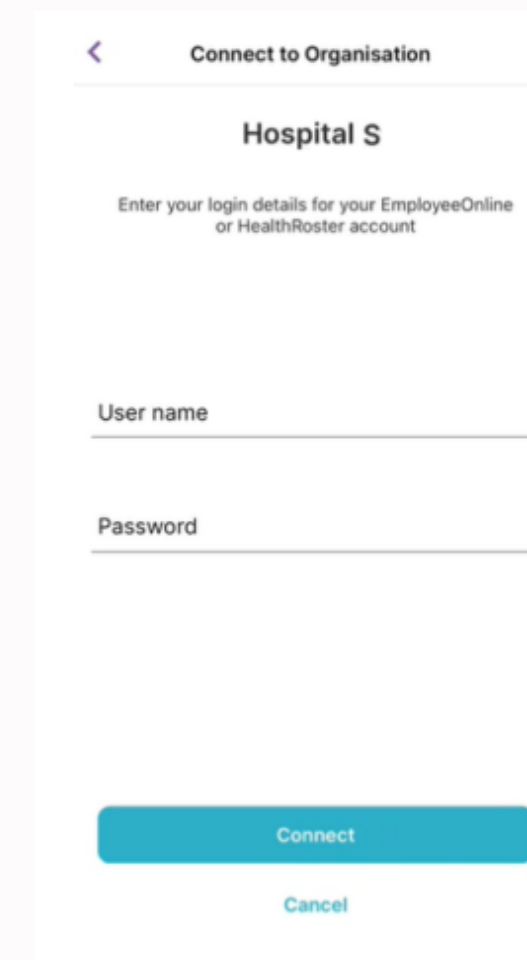


In Connect to Organisation, tap the organisation NHS Lothian



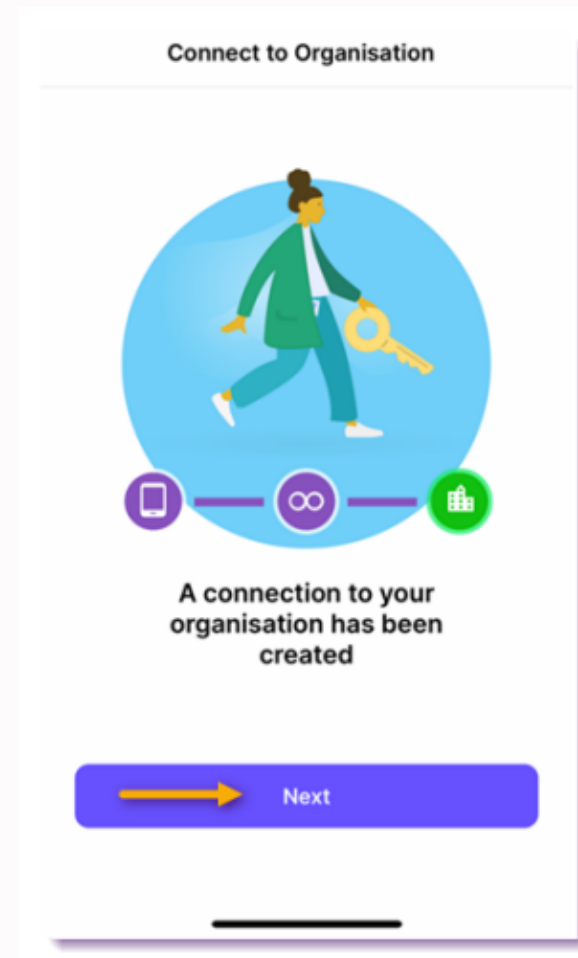
NOTE : To connect to your organisation, you must have an EmployeeOnline or HealthRoster / Optima account account.

Complete the form that opens with your EmployeeOnline or HealthRoster / Optima account details and tap **Connect**.

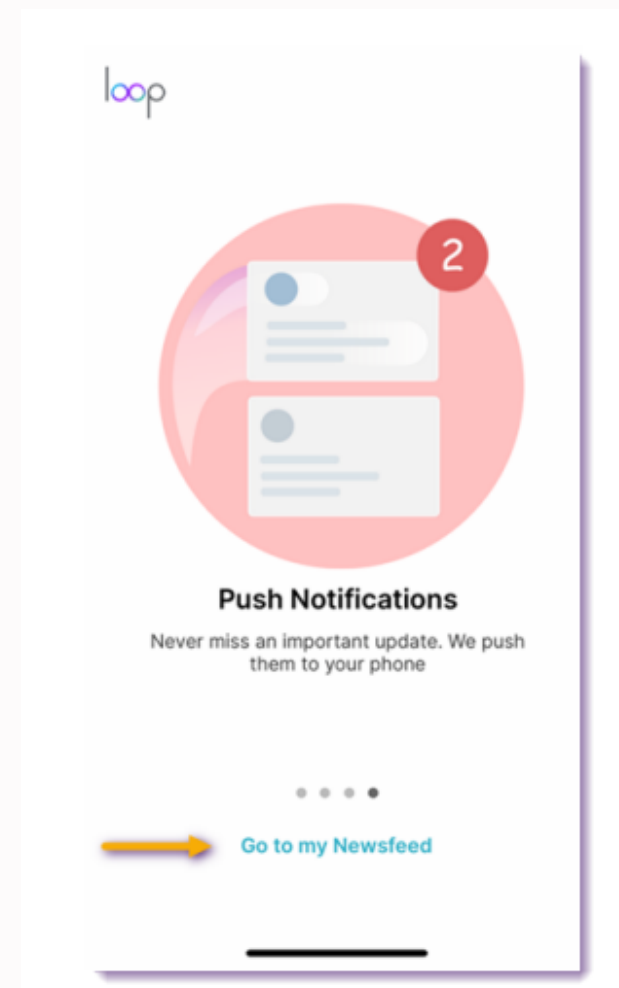


Sign Up For A Loop Account

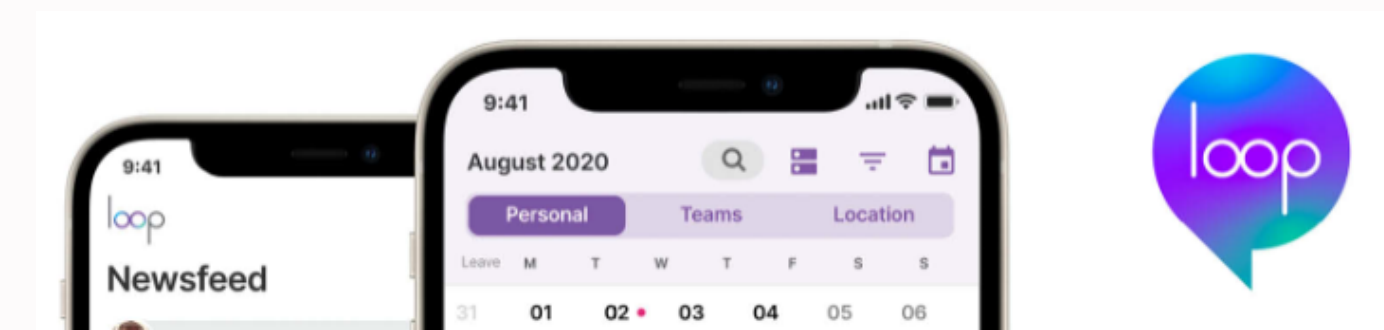
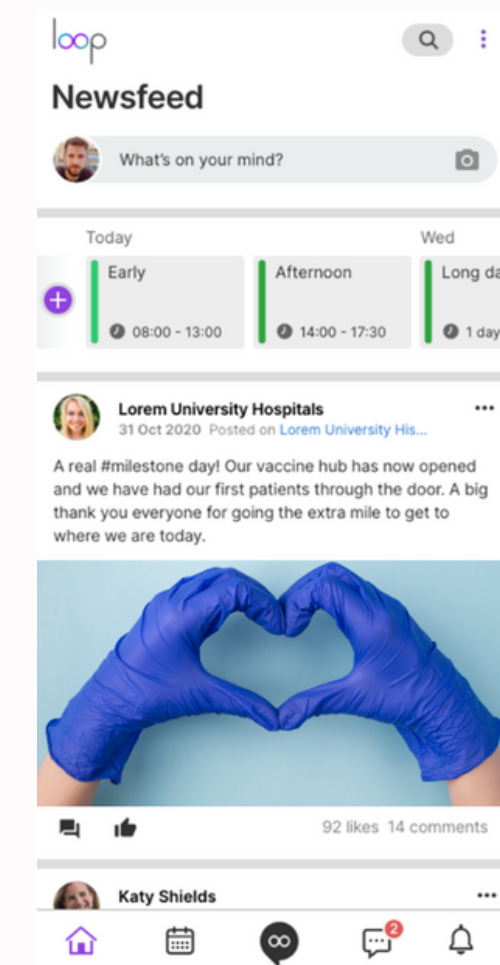
You should now be connected to NHS Lothian, in the page that opens, tap **Next**.



Swipe left until you view the **Push Notifications** panel, then tap **Go to my Newsfeed**



Congratulations you have now successfully installed loop to view your rosters and interact with colleagues and so much more.





THANK YOU

NHS Lothian eROSTERING TEAM

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Your new home for

