



# LOOP MOBILE

## USER GUIDE

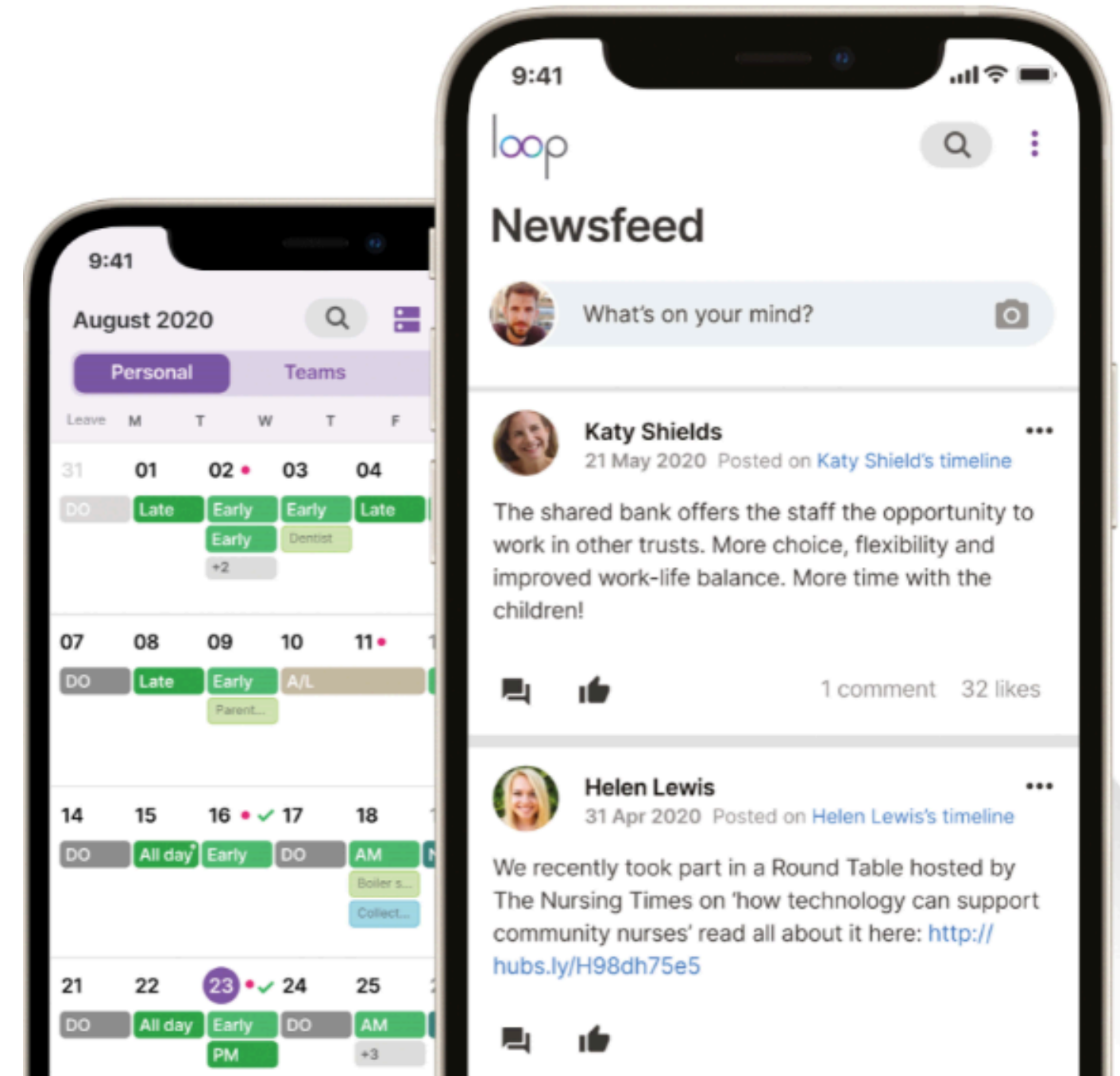
Your new home for



EMPLOYEE ONLINE



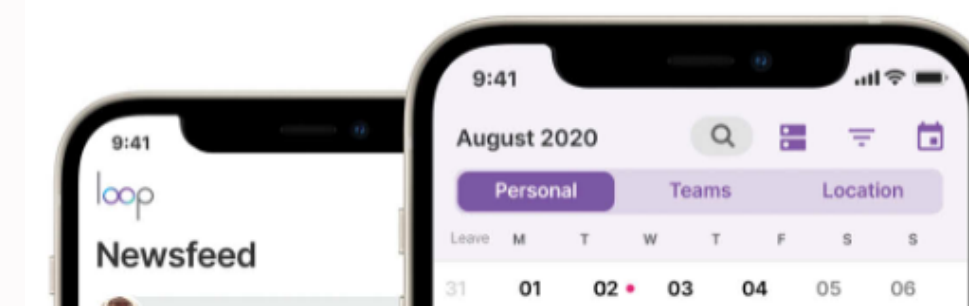
CREATION DATE : 08/01/25



# Requirements For Loop

To access Loop, you must meet the following requirements.

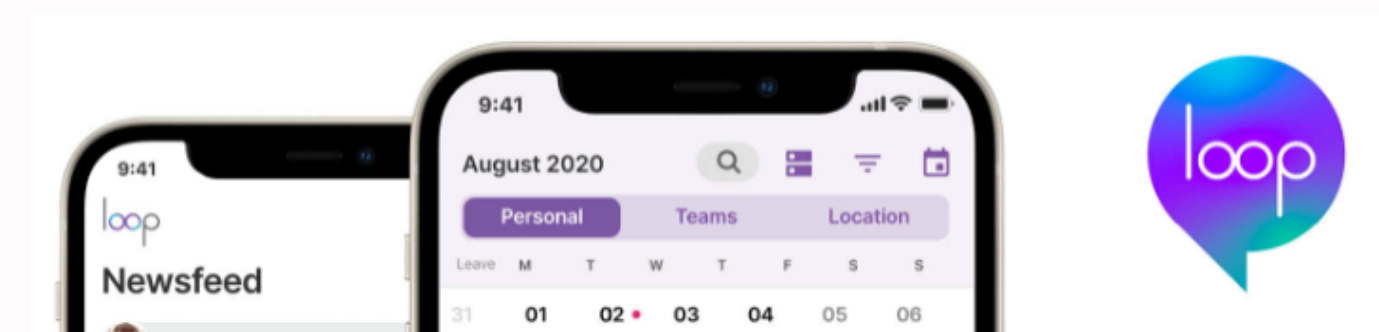
Software	Component	Minimum Requirements	Recommended Requirements
Loop web application	Operating System	N/A	Windows 10
	Internet Browser	N/A	Latest versions of Safari, Edge, and Chrome
	Device	N/A	Android, minimum 8" Display resolution greater than or equal to 768 x 1024
Loop mobile application	Operating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



# Contents



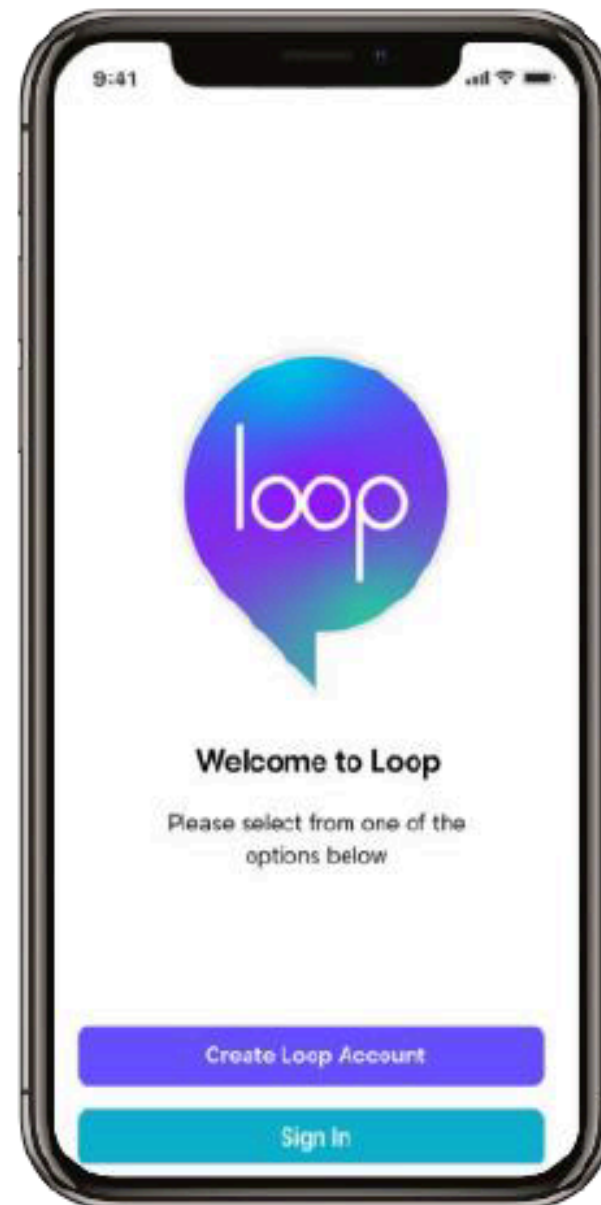
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# Loop - Sign In

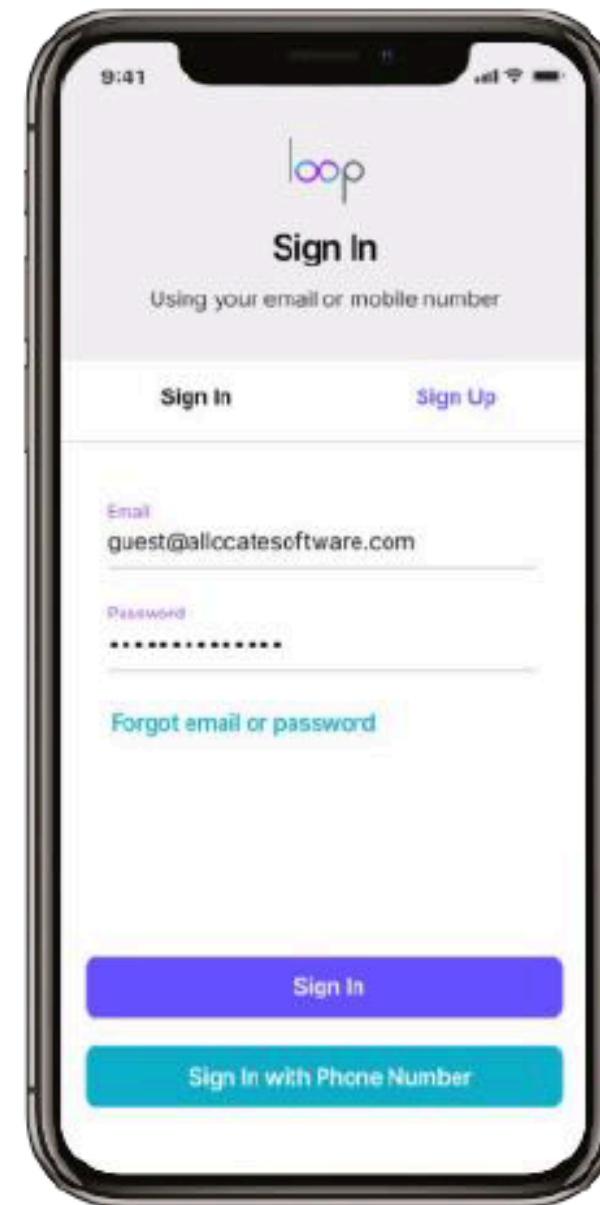
1

Select **Sign In** from the landing page



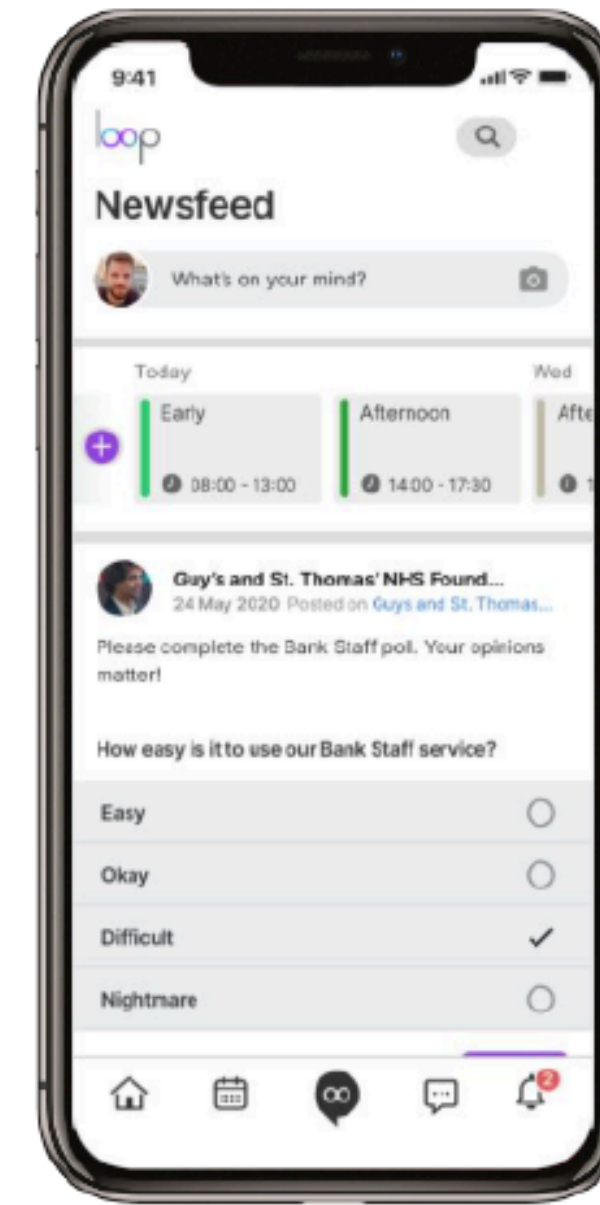
2

Enter your **Email** address that you used to sign up and enter your **Password**. If you prefer to log on with your mobile number then select **Sign in with Phone Number**



3

Once you have logged in successfully, you will land on the **Home** page and your **Newsfeed**.

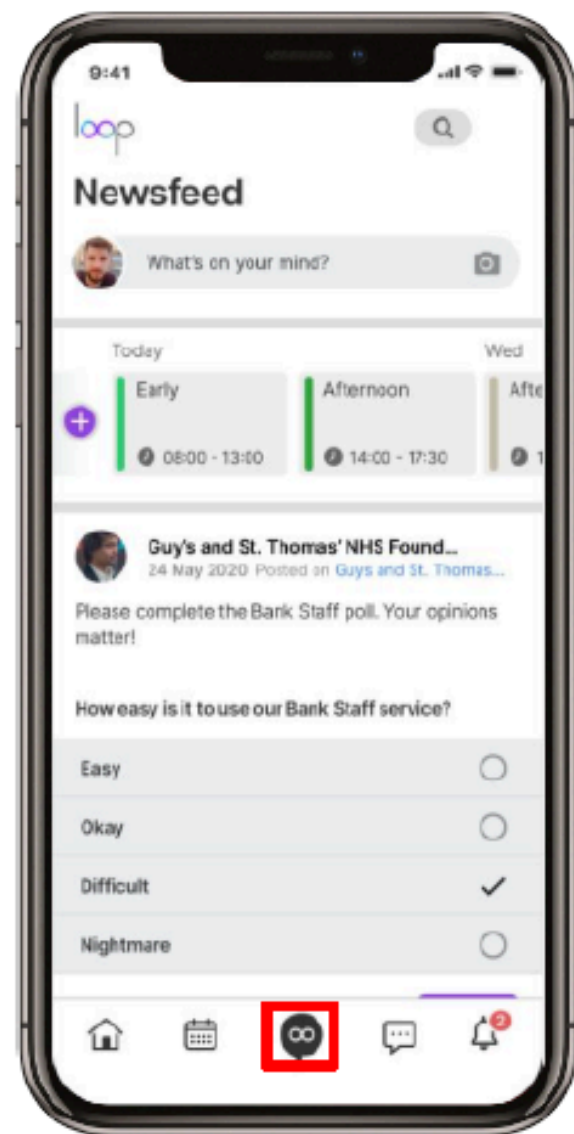




# Loop - User Profile

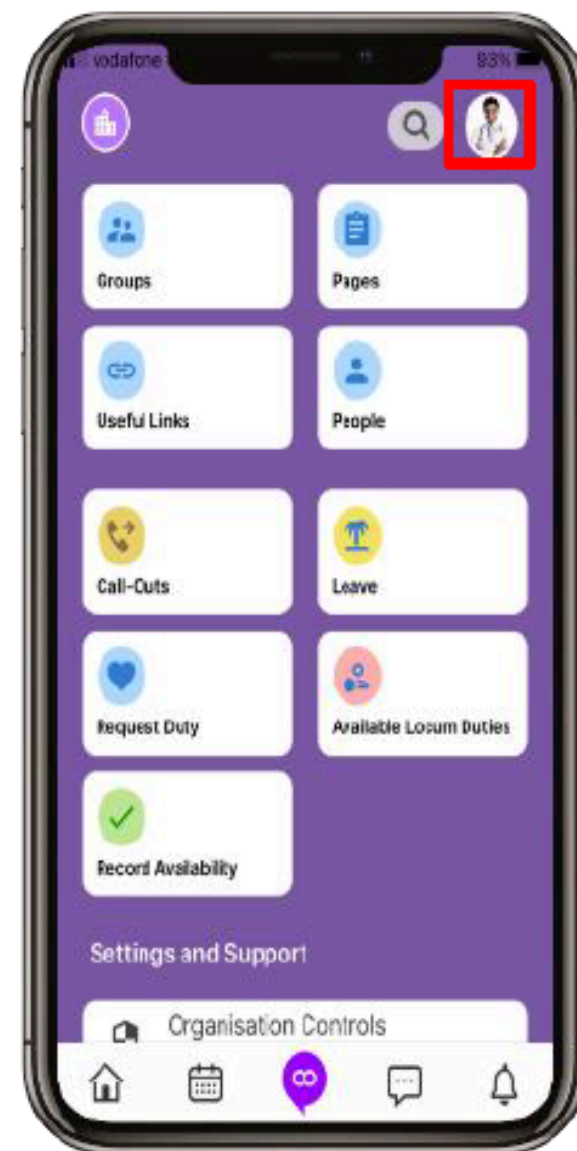
1

Select the Loop logo at the bottom of the screen.



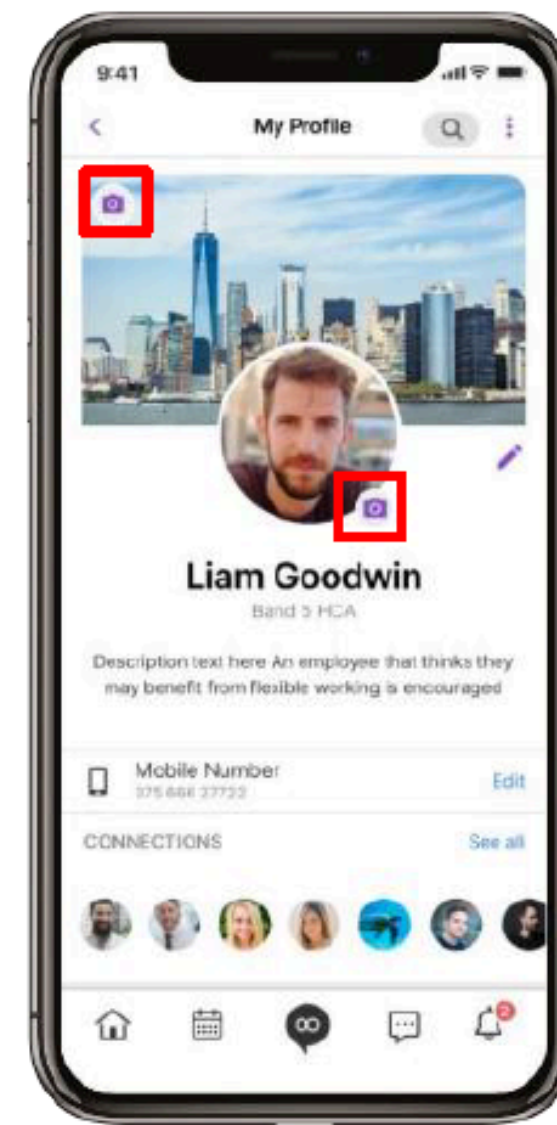
2

Select your User Profile in the top right of the screen.



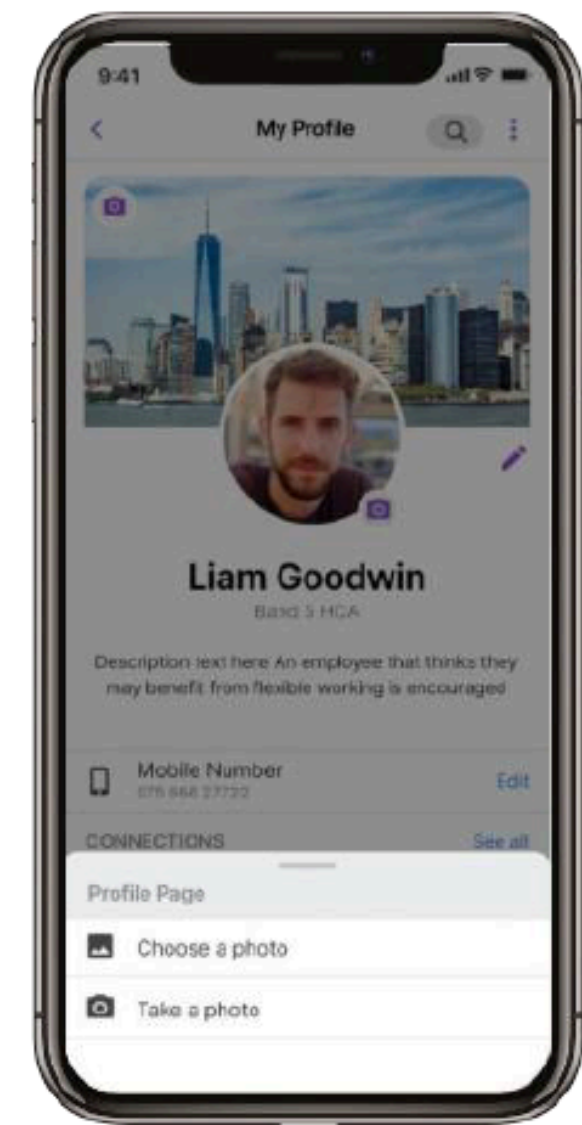
3

You can edit your profile page and change the background and profile photos by selecting the camera icons



4

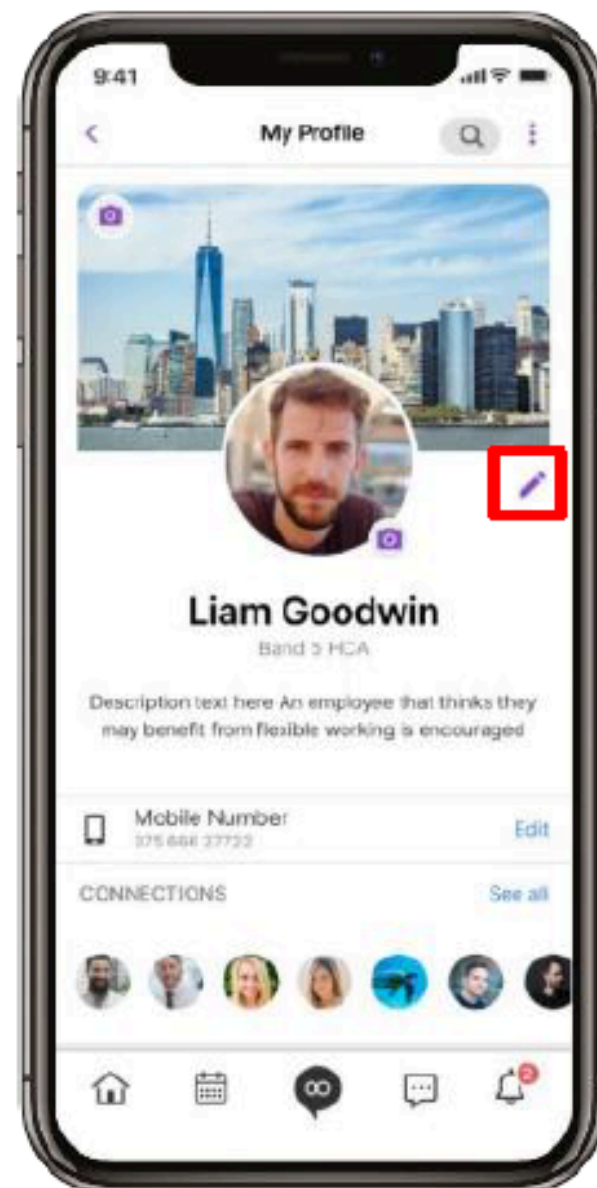
To change the photo, select Choose a photo or Take a photo.



# Loop - User Profile

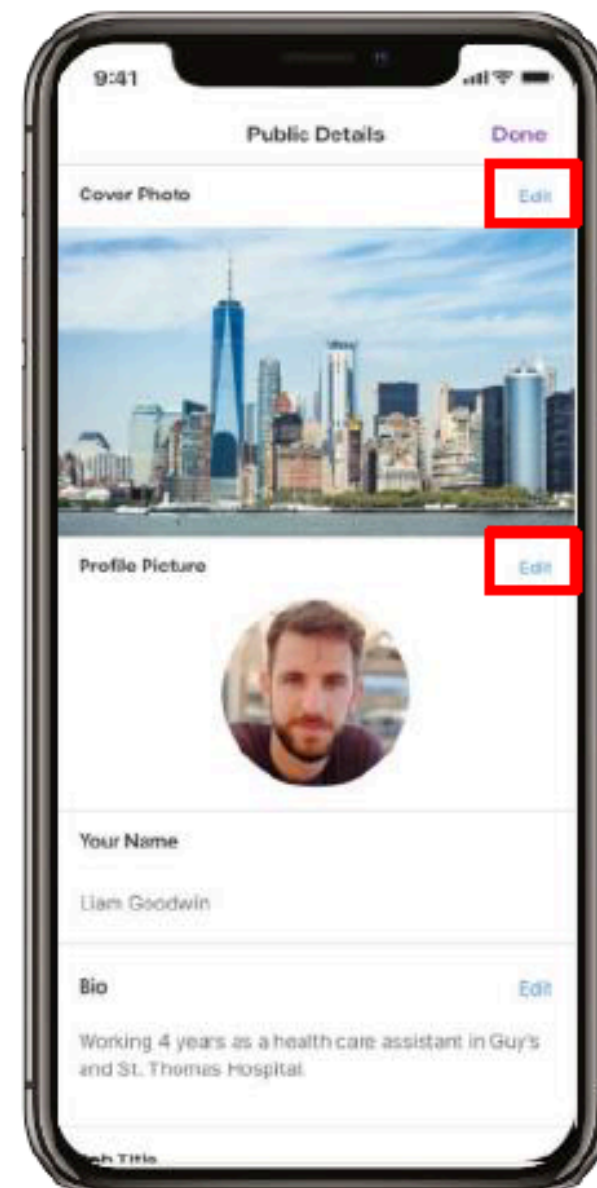
5

You can **edit** your public details including the **photos** by selecting the pencil.



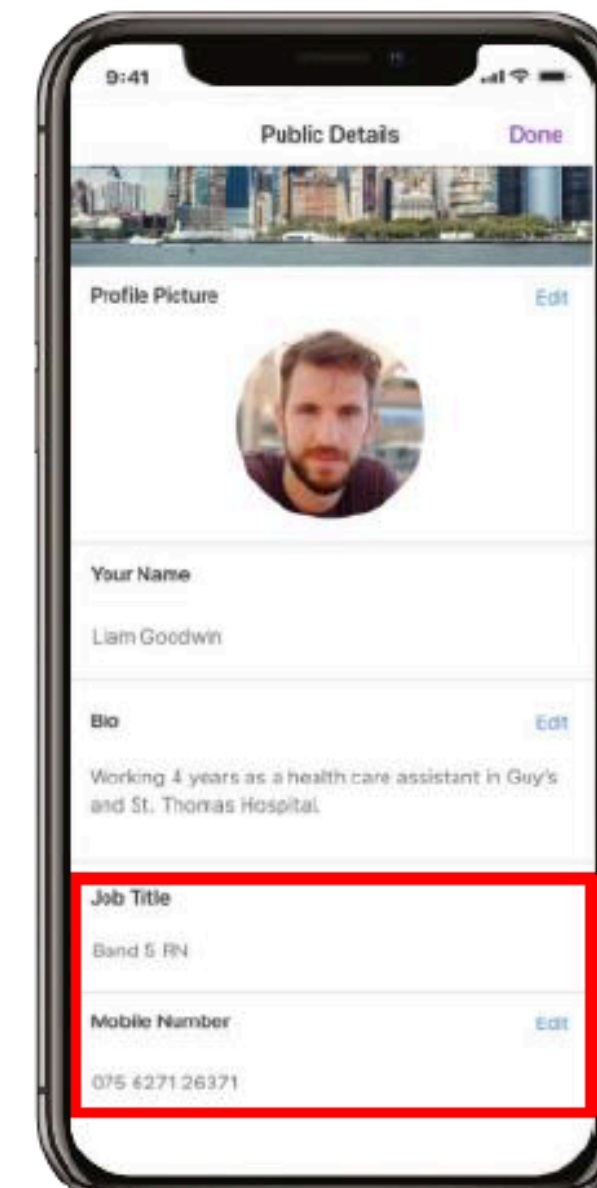
6

Select **Edit** to change the photos



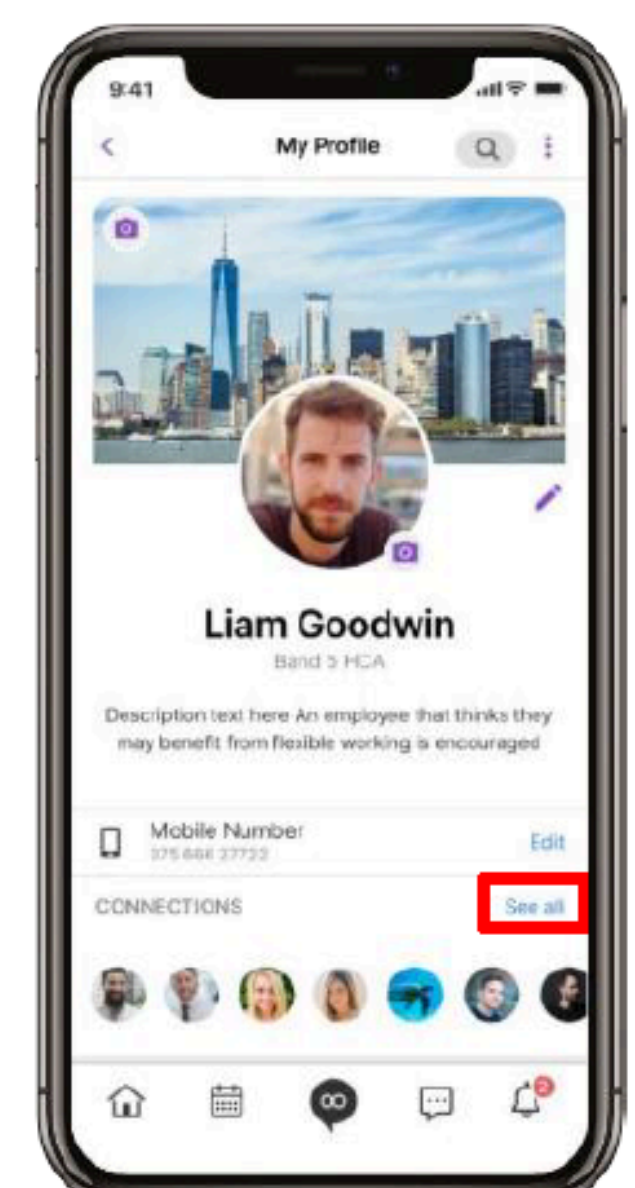
7

Scroll down to view more options to edit. Select **Edit** to change. Select **Done** to save.



8

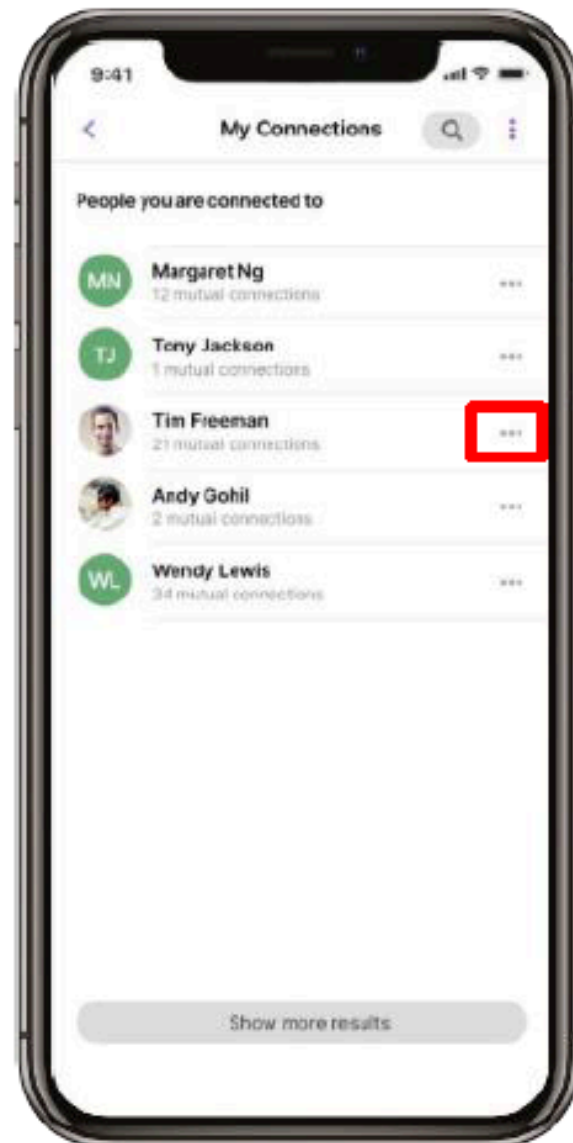
Select **See all** to the right of **Connections** to view all your connections



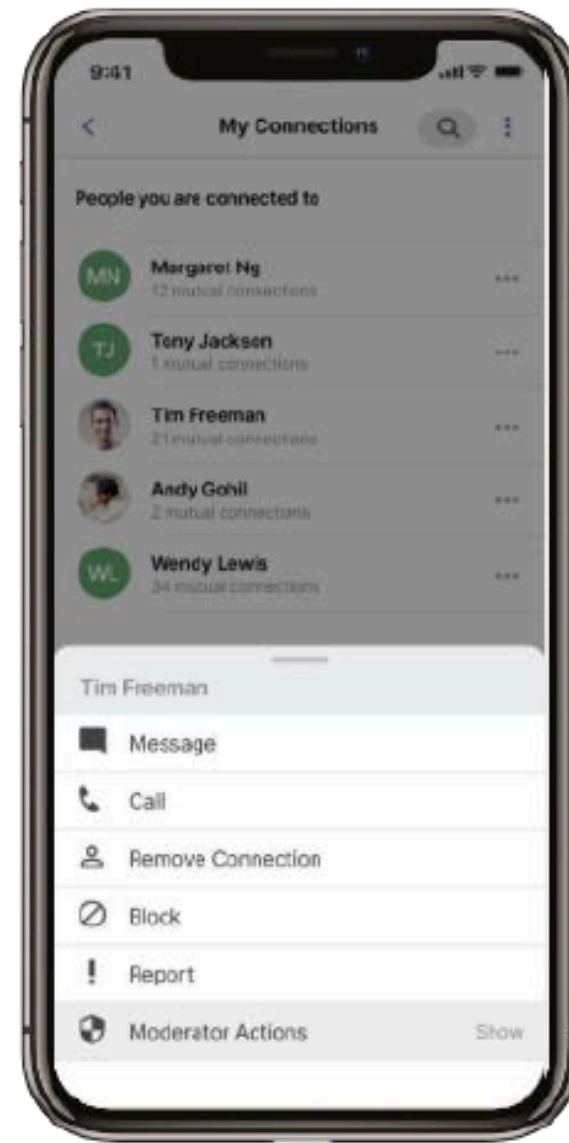


# Loop - User Profile

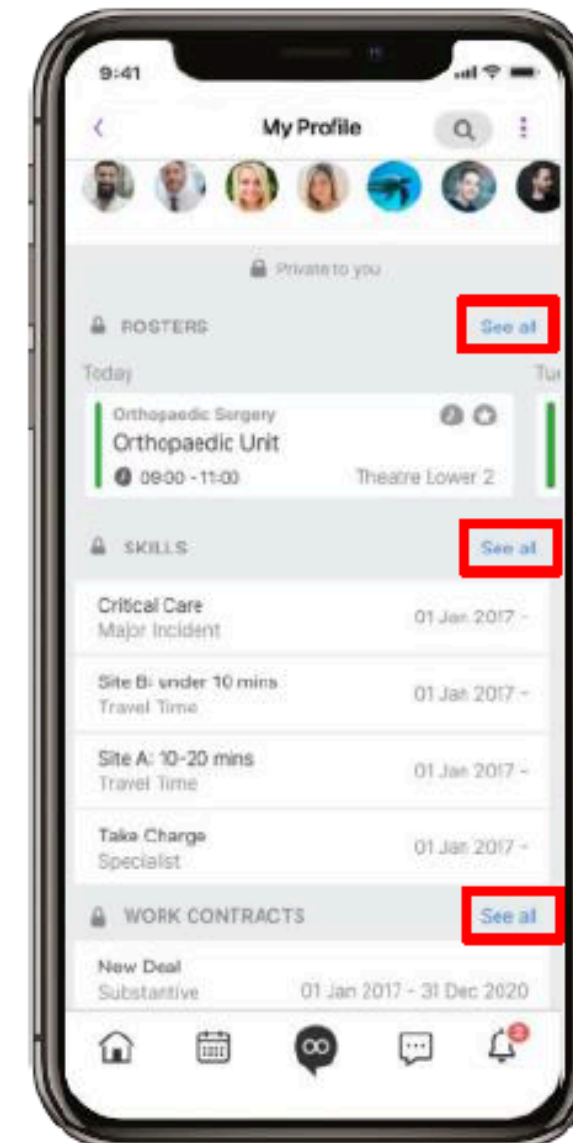
- 9  
Select the **three dots** to the right of any person you are connected to.



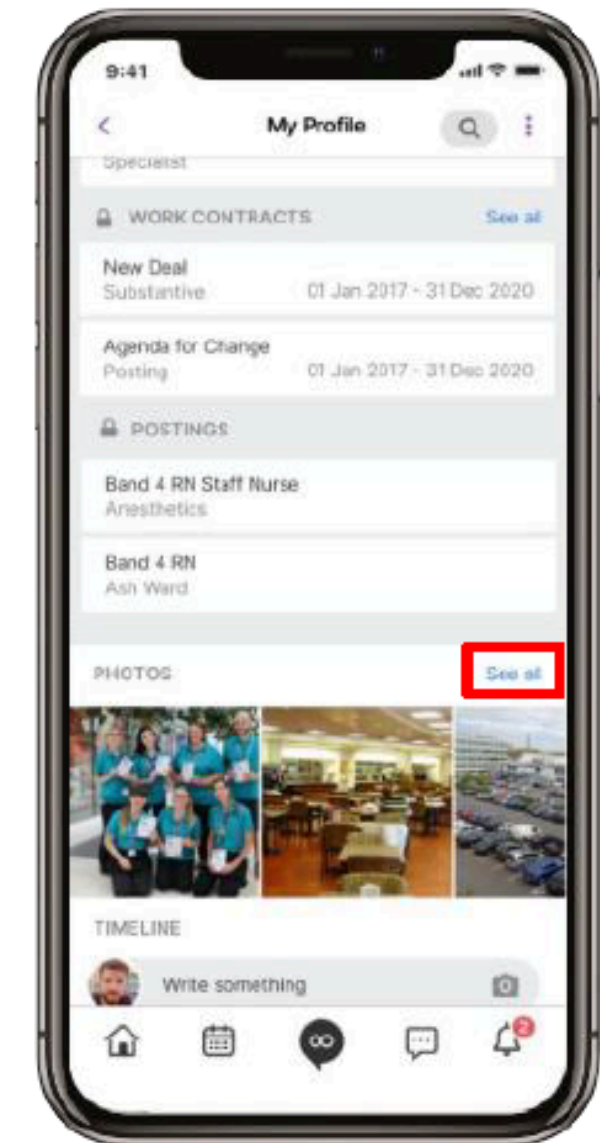
- 10  
The menu will open and you can select to send them a **Message**, **Call** them, **Remove Connection**, **Block** them or **Report** them.



- 11  
Scroll down **My Profile** to view more details You can view your **Rosters**, **Skills** and **Work Contracts**. Select **See all** to view more detail.



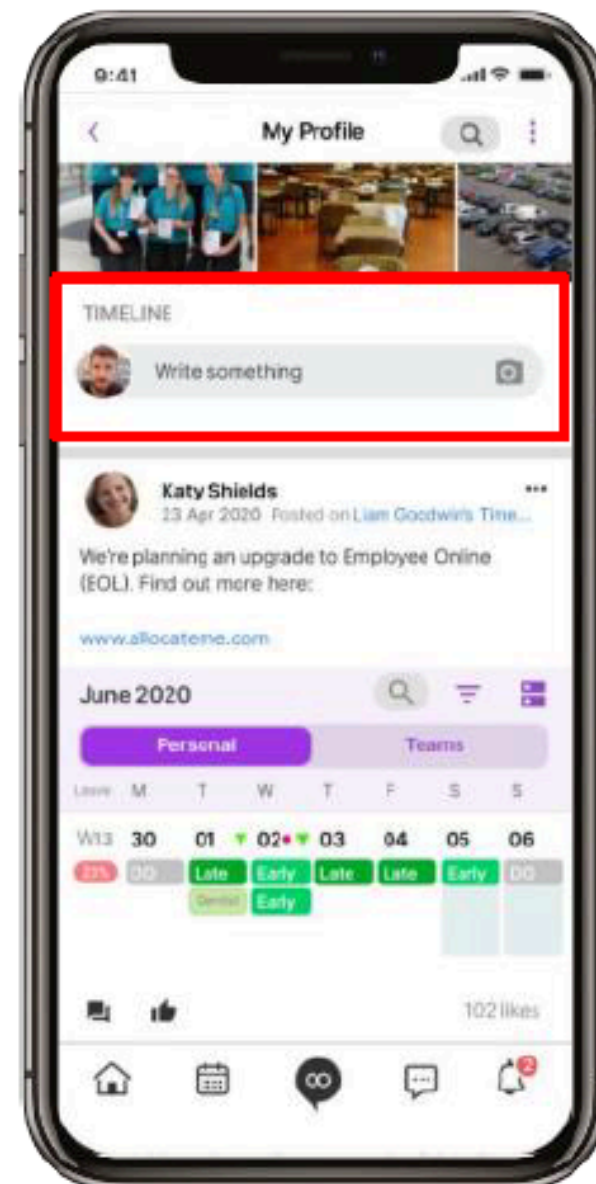
- 12  
You can also view your **Postings** and **Photos**. Select **See all** to view your photos.



# Loop - User Profile

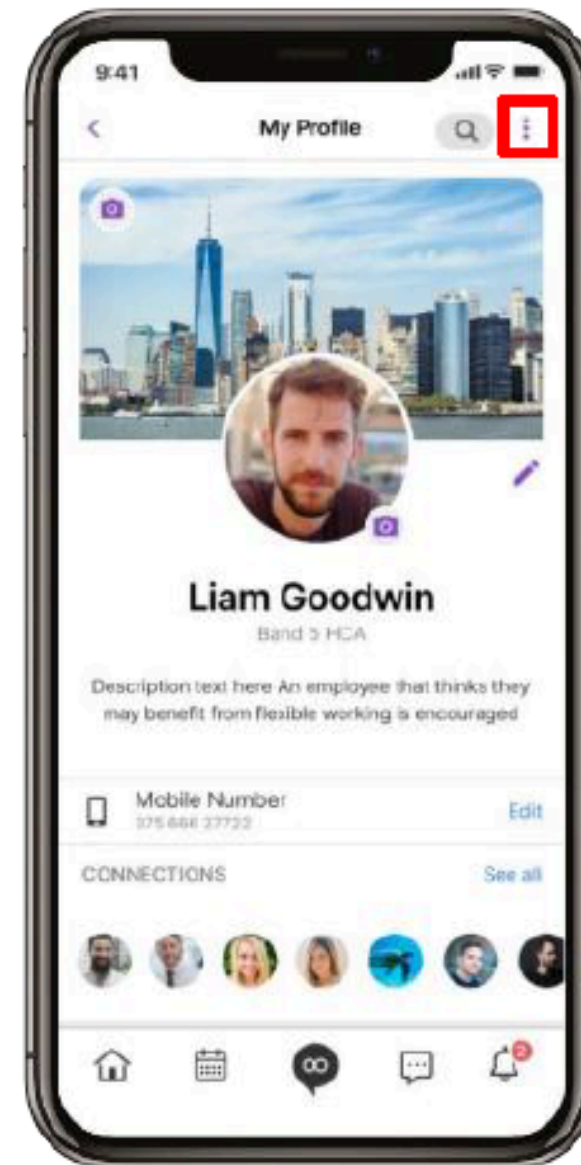
13

Add a **post** to your **Timeline** and add a **photo** and view your **Timeline**.



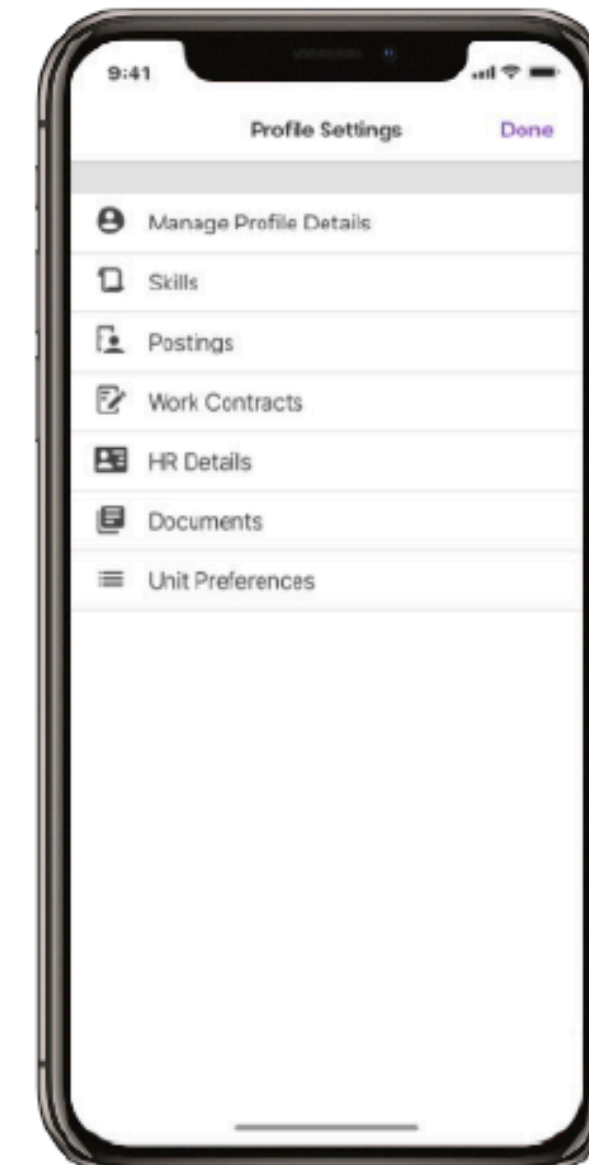
14

Select the **three dots** in the top right corner of **My Profile** to view the settings



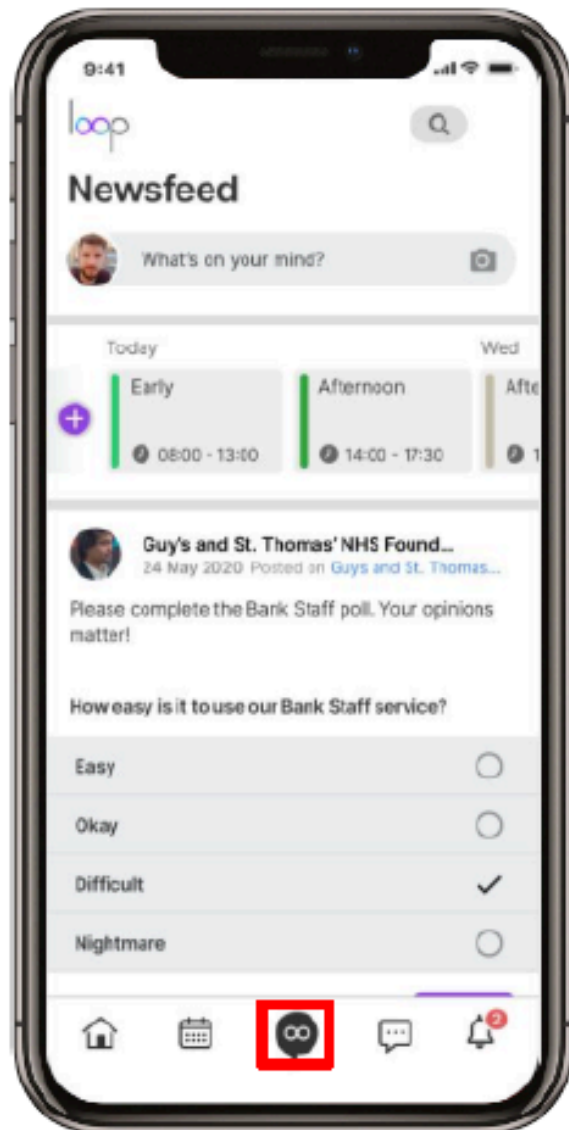
15

Select any of the **Profile Settings** to view and select **Done** to return to **My Profile** screen

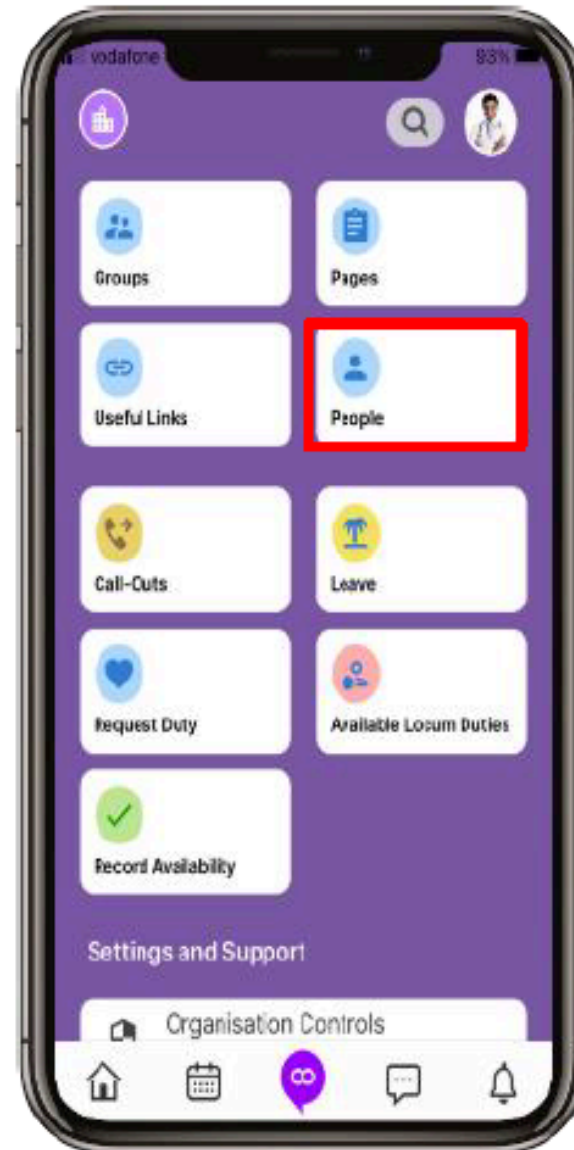


# Loop - Request a Connection

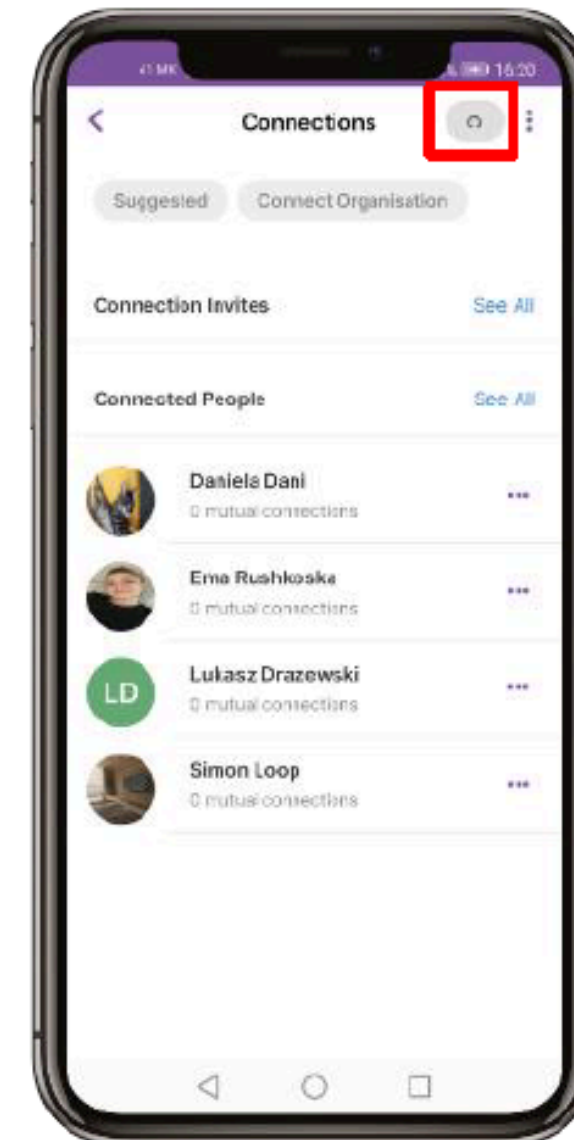
1  
Select the **Loop** logo at the bottom of the screen.



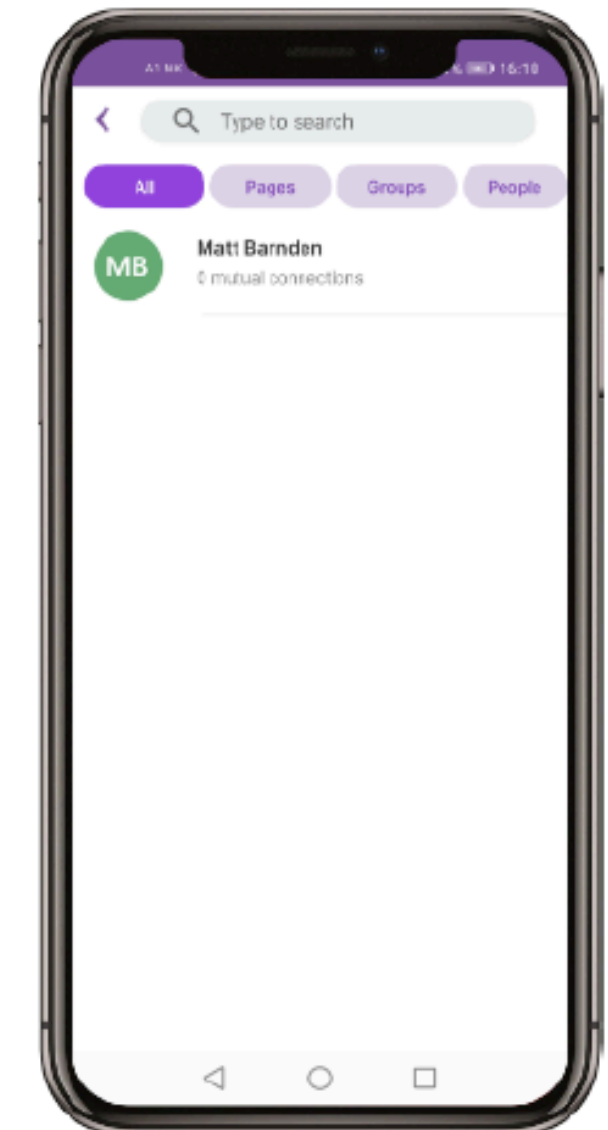
2  
Select **People**.



3  
Select the **Magnifying Glass** to search for the person.



4  
Start to **type** the **name** of the person you are looking for.

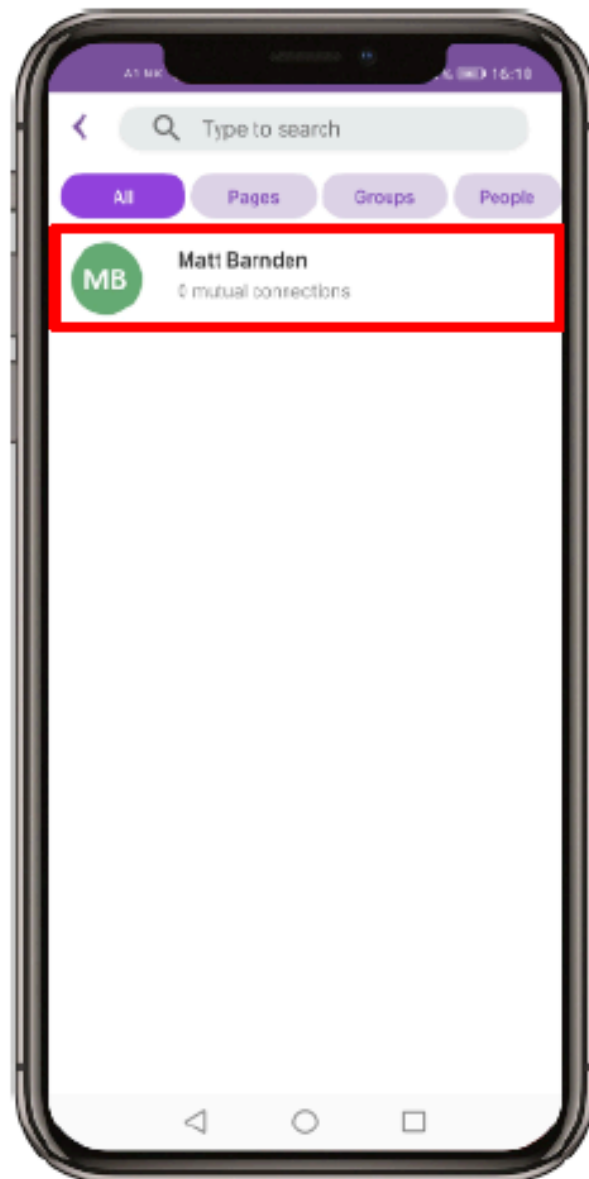




# Loop - Request a Connection

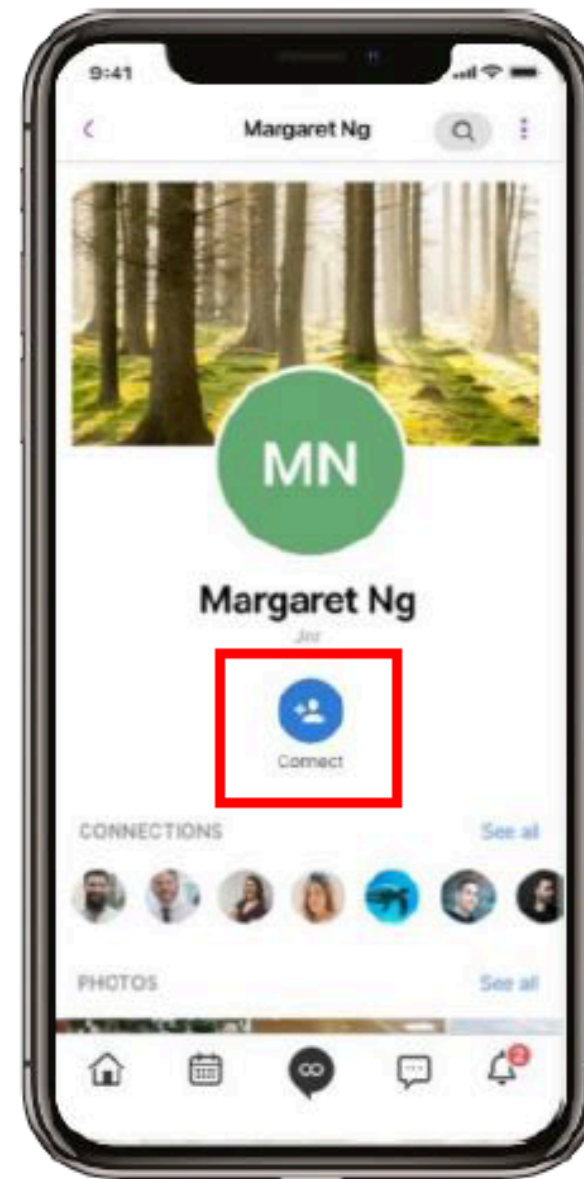
5

Select the name of the person from the list.



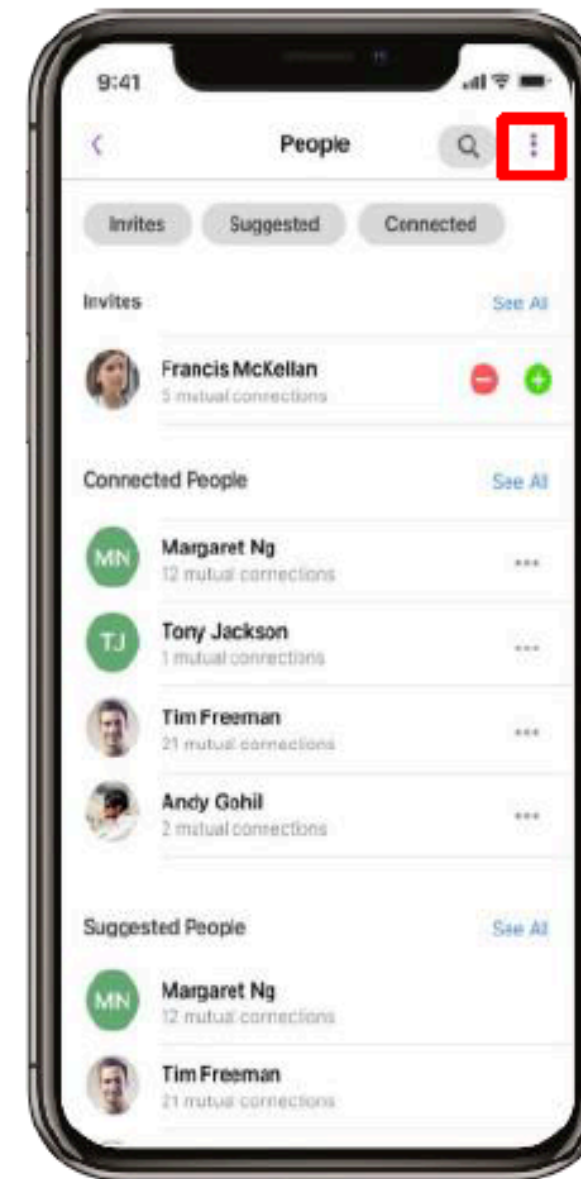
6

Select the Connect icon.



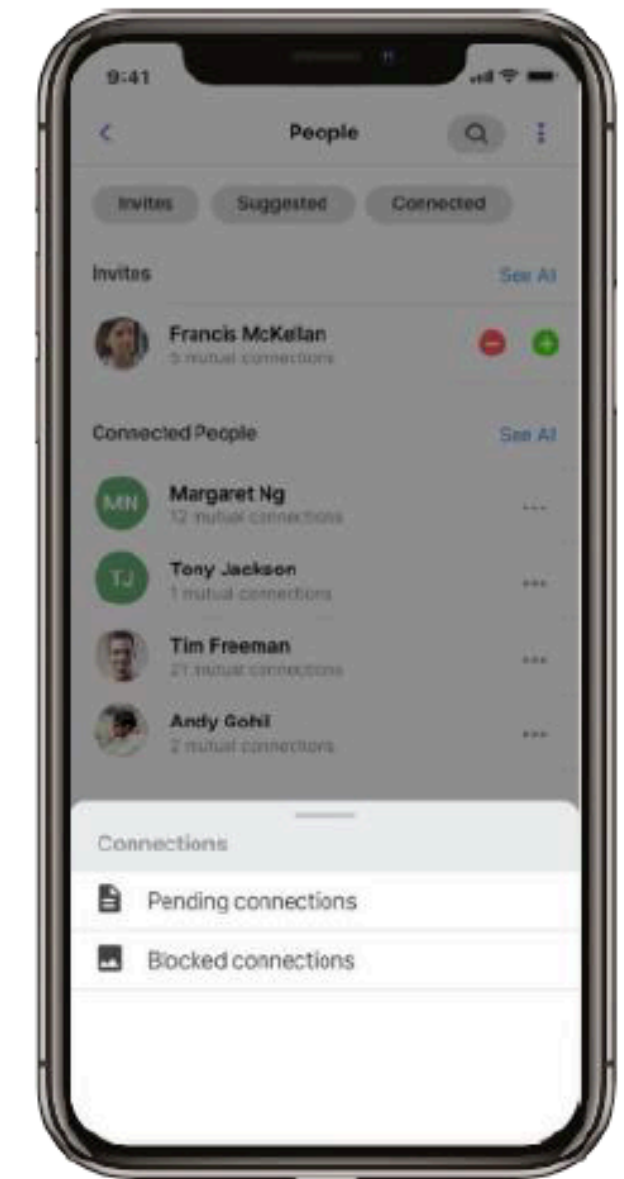
7

To view your Pending Connections select the three dots in the top right



8

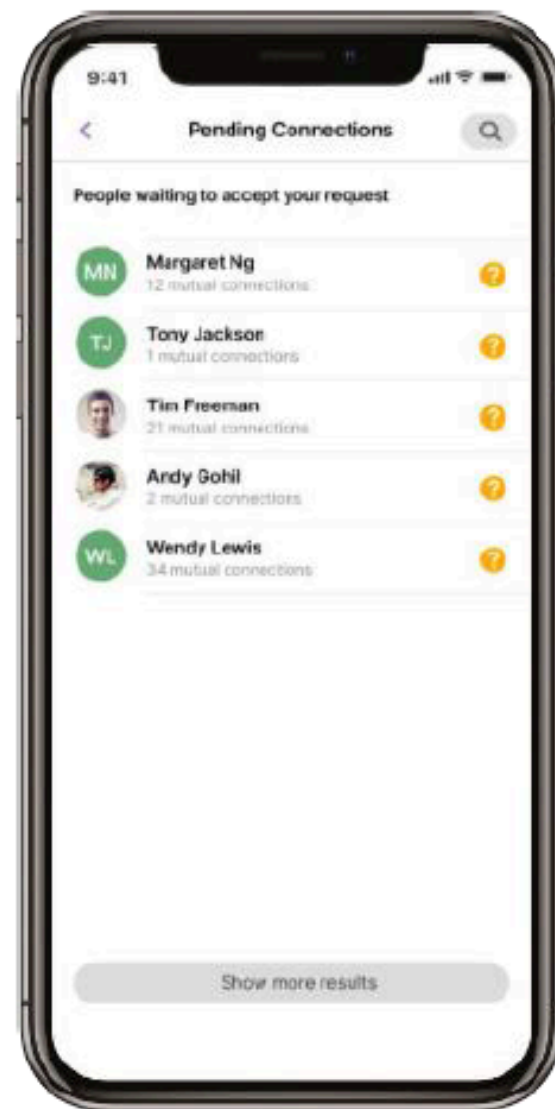
Select Pending Connections.



# Loop - Request a Connection

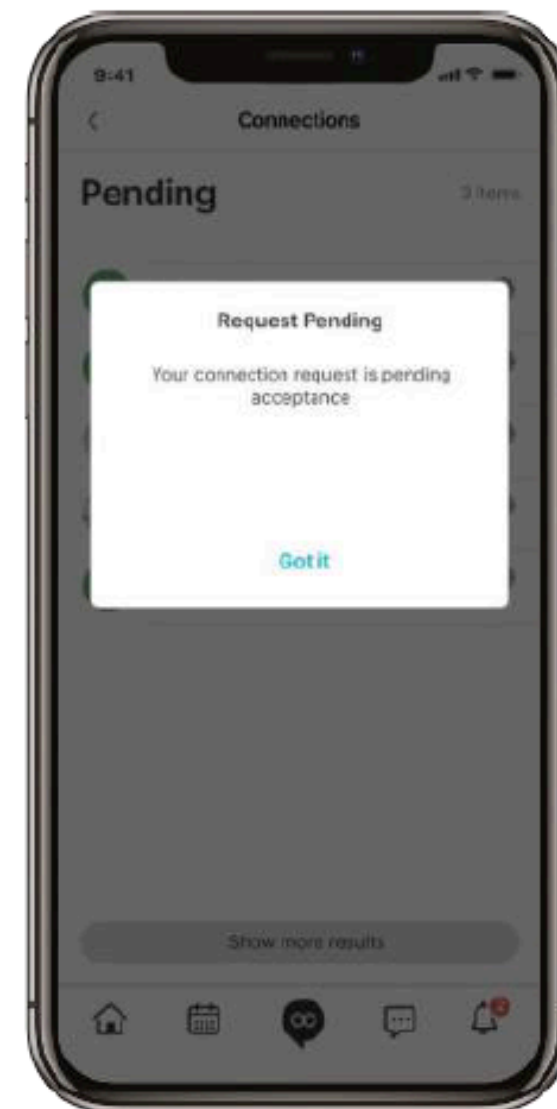
9

You will be able to view People waiting to accept your request.



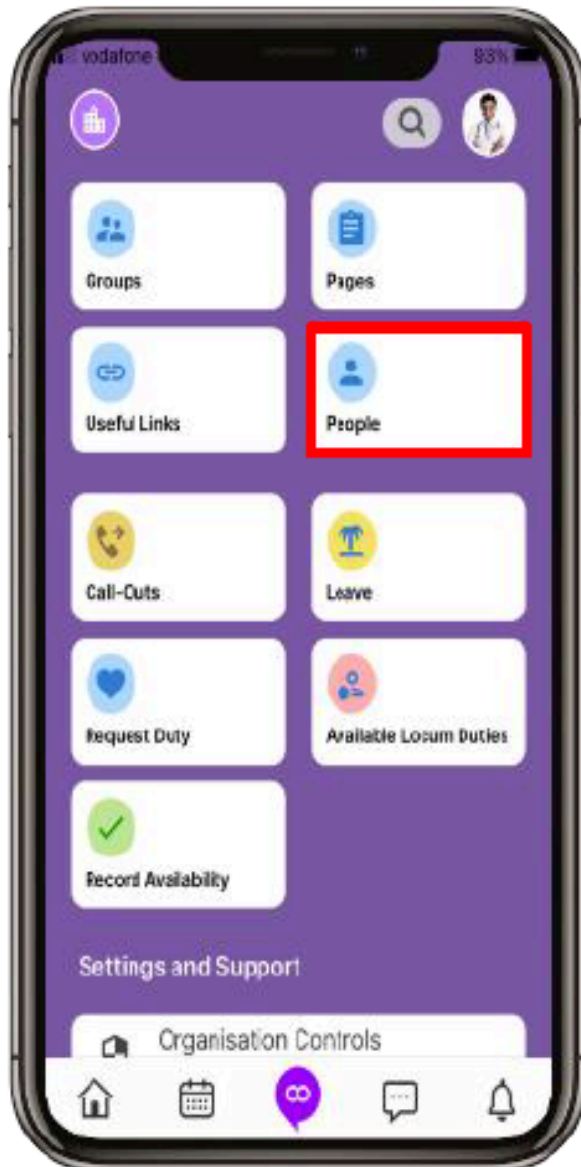
10

Select the yellow ? to view the status

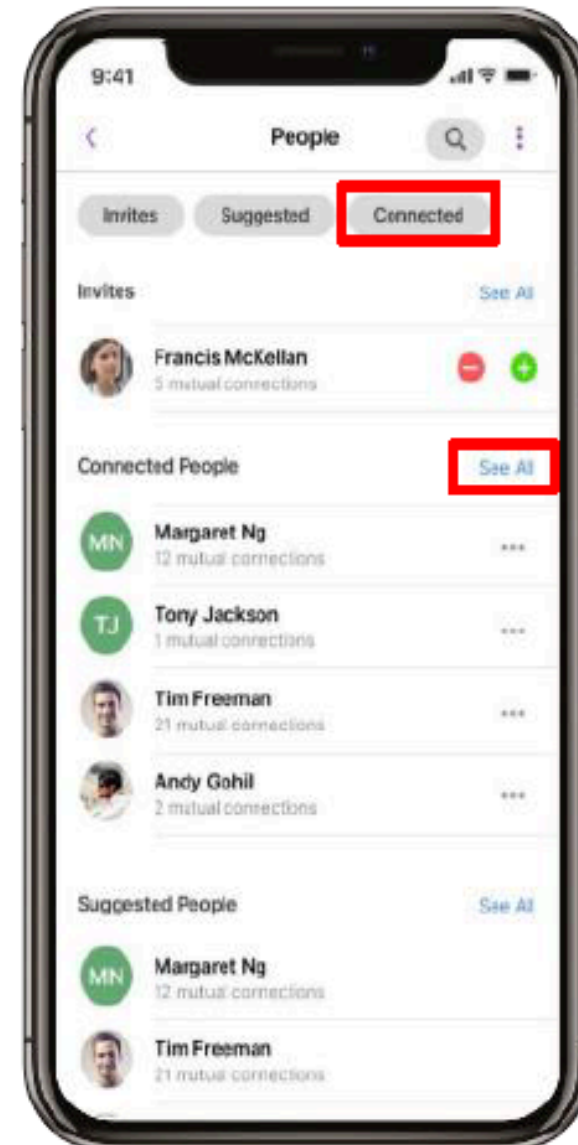


# Loop - Remove a Connection

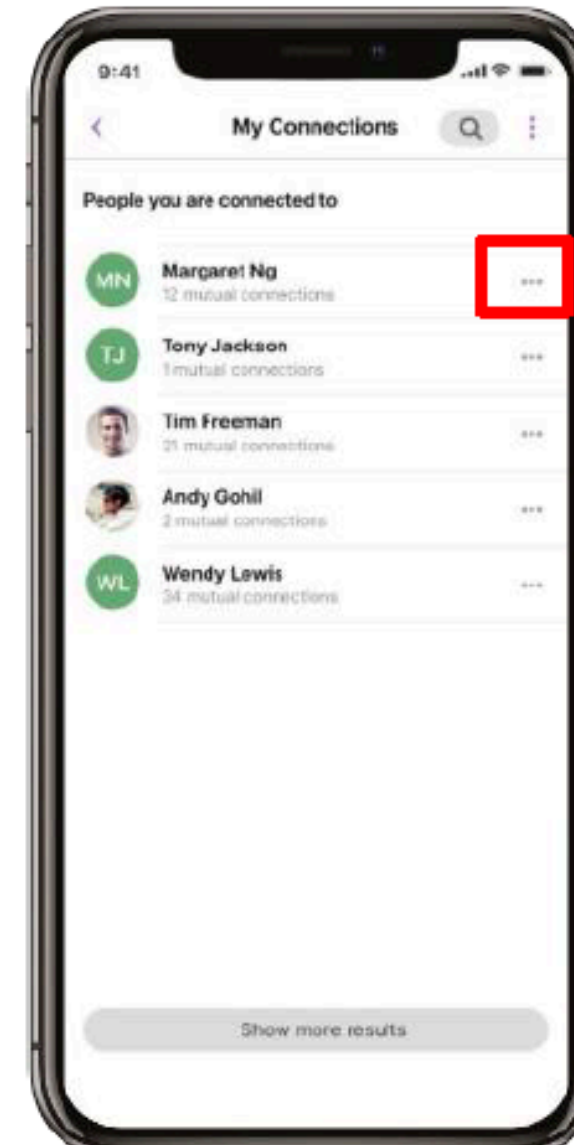
1  
Select People



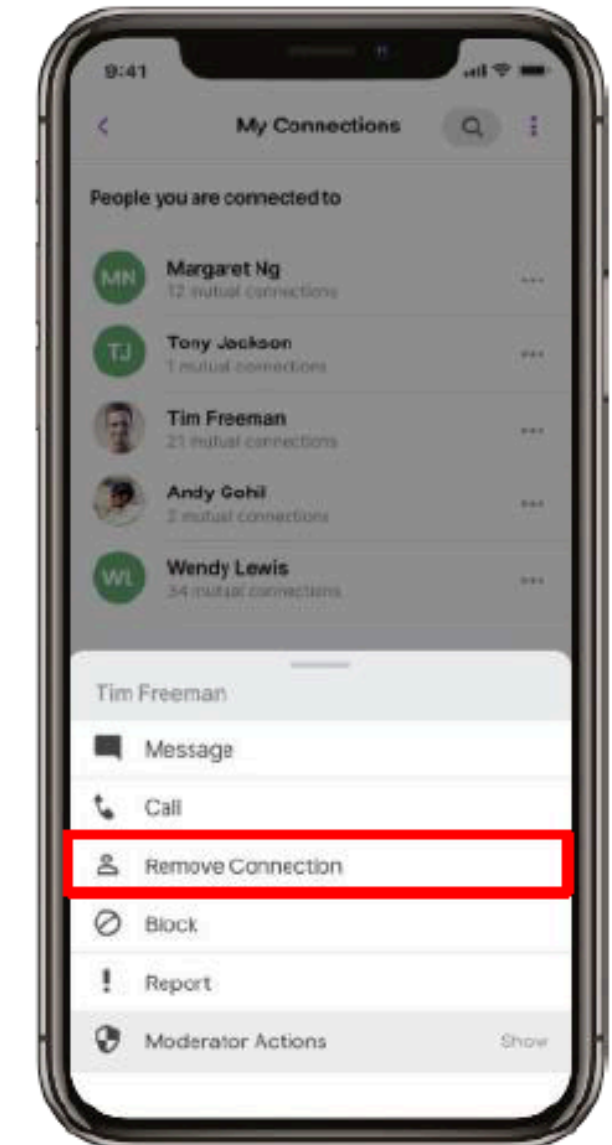
2  
Select Connected or See All to the right of Connected People.



3  
Select the three dots to the right of the person you wish to remove the connection with



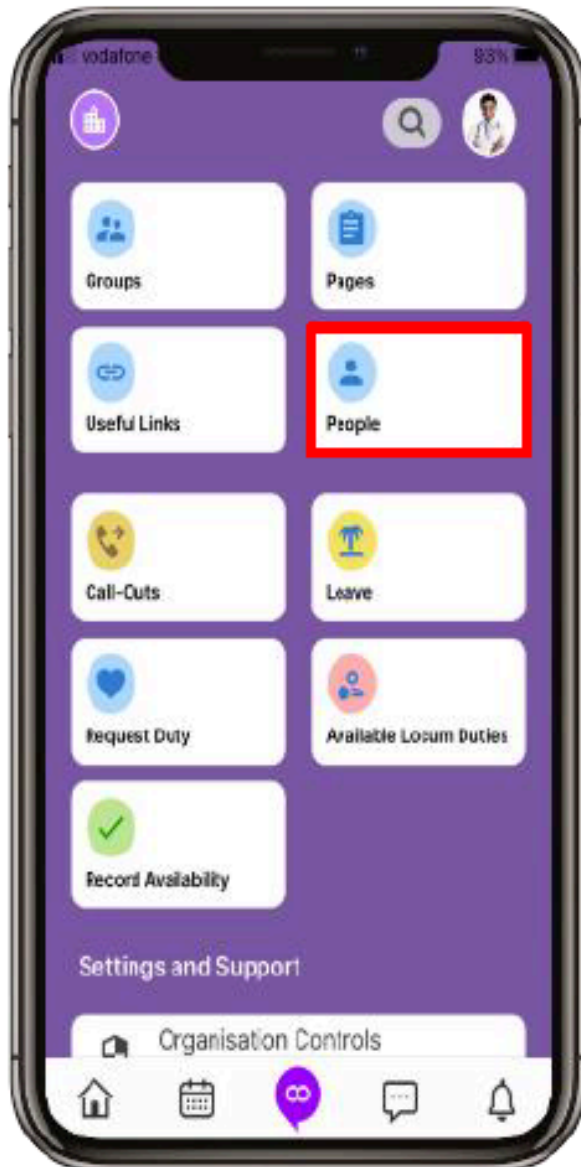
4  
Select Remove Connection



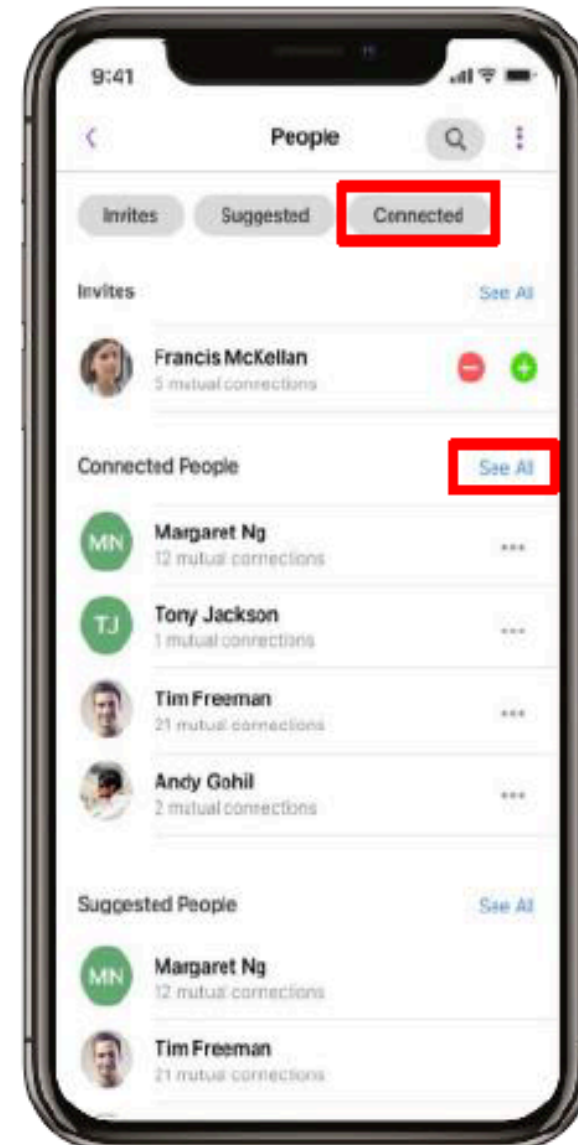


# Loop - Remove a Connection

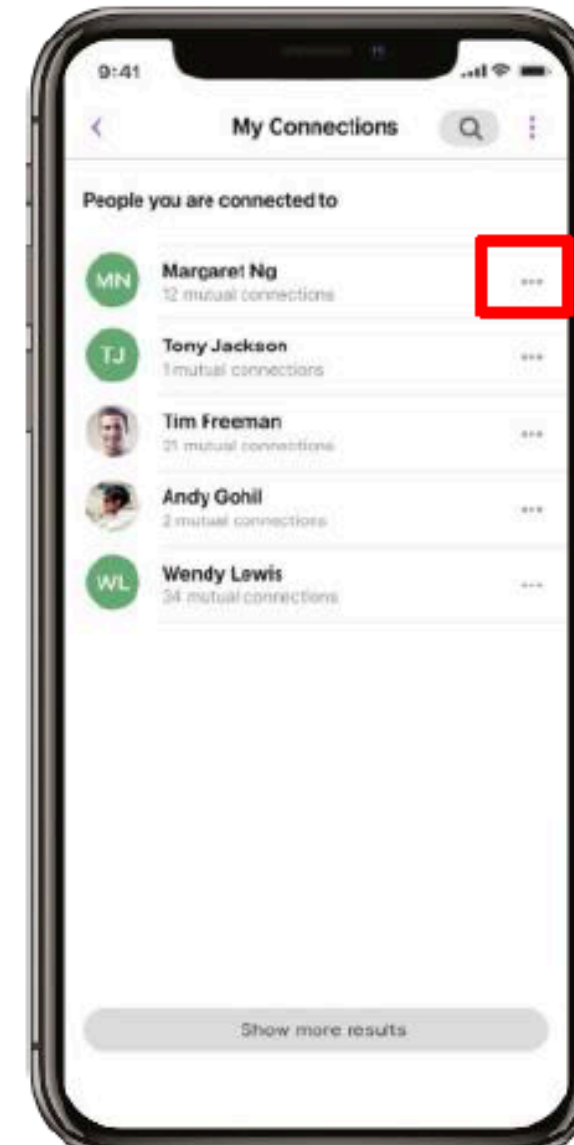
1  
Select People



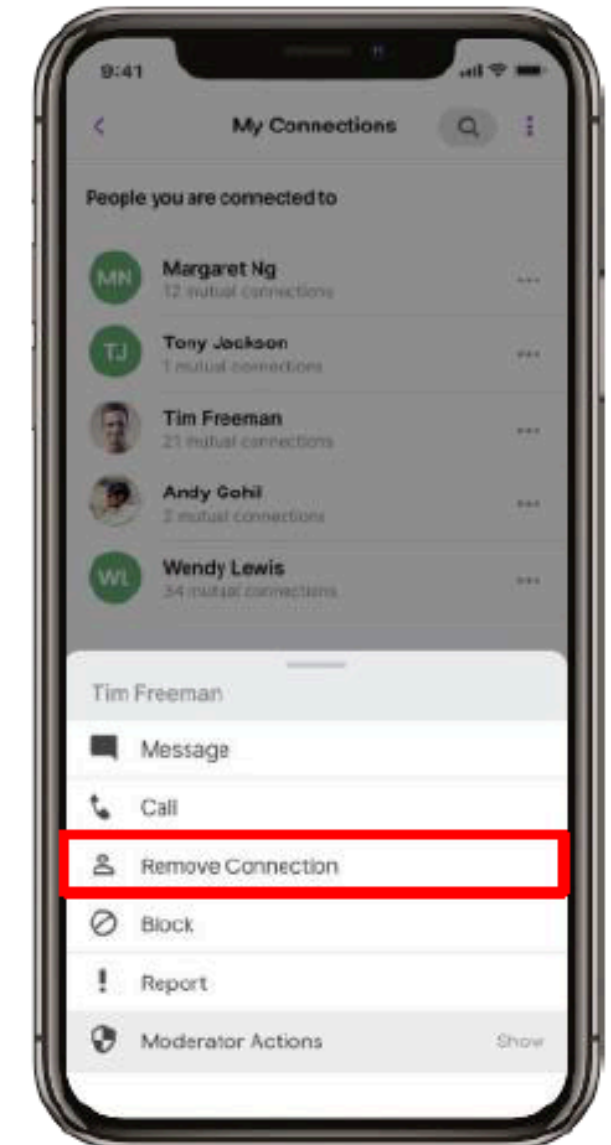
2  
Select Connected or See All to the right of Connected People.



3  
Select the three dots to the right of the person you wish to remove the connection with



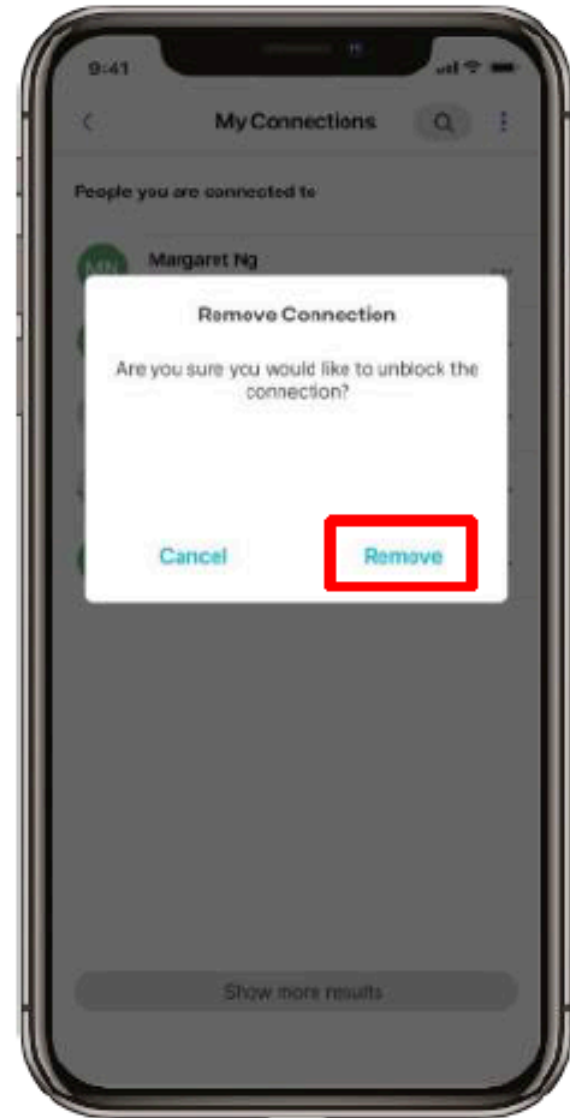
4  
Select Remove Connection



# Loop - Remove a Connection

5

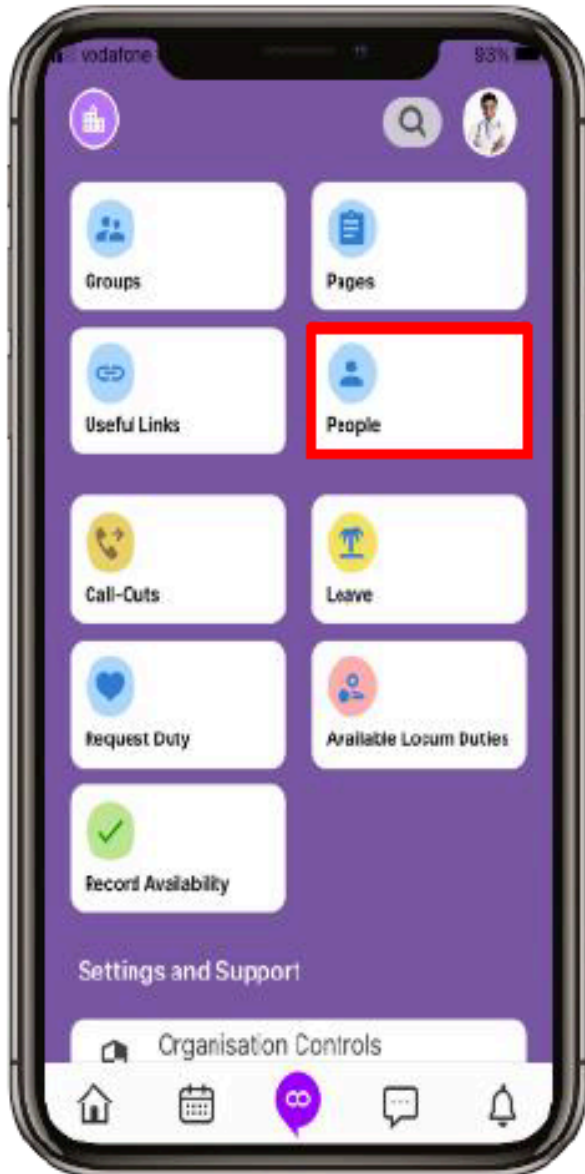
Select **Remove** to remove the connection



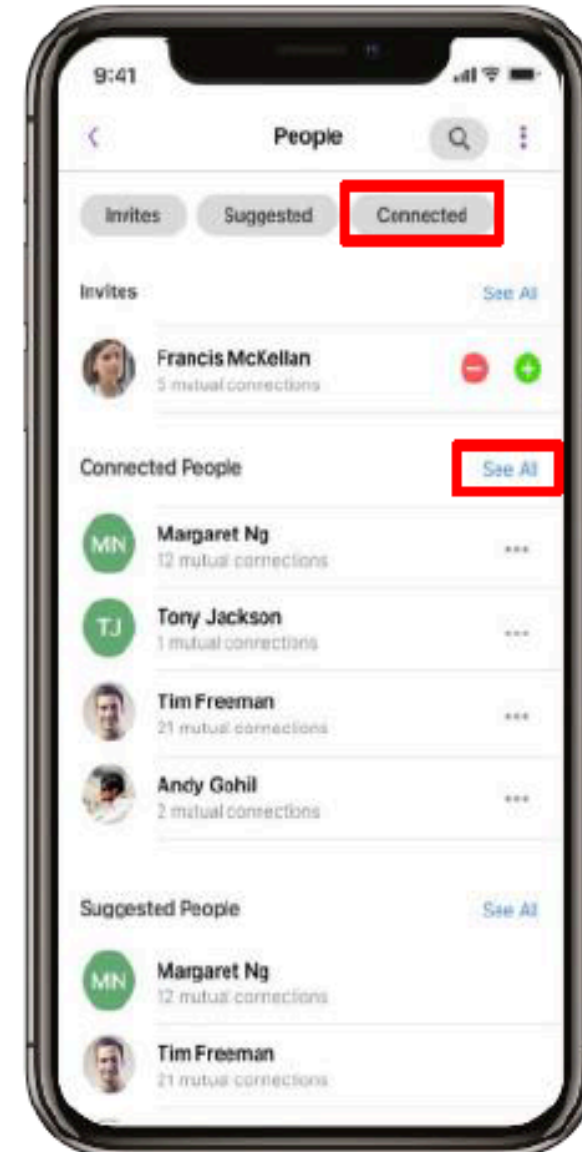


# Loop - Block a Connection

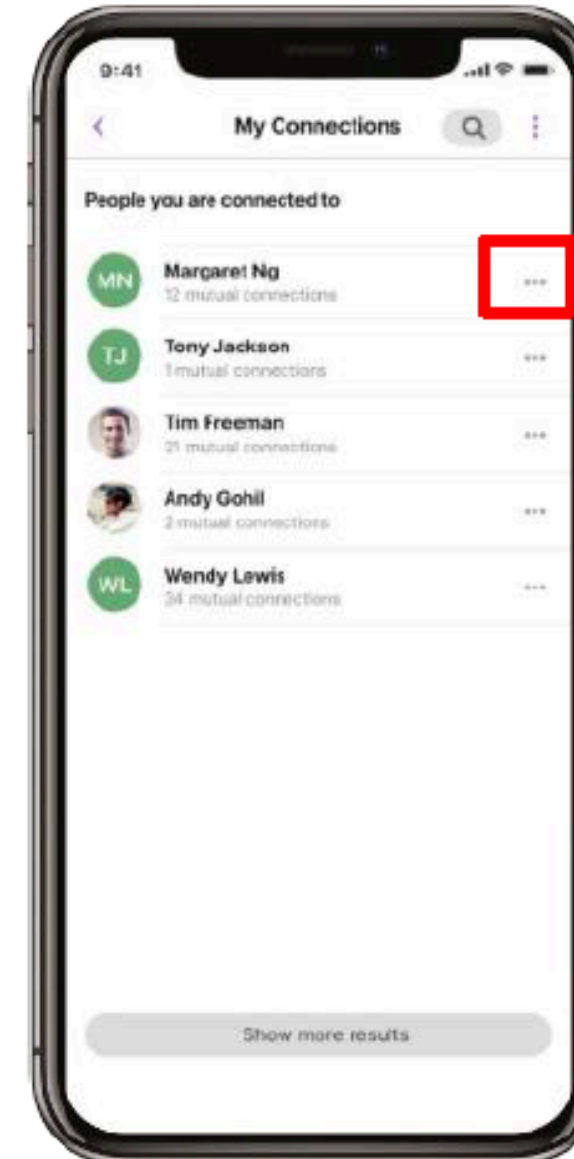
1  
Select People



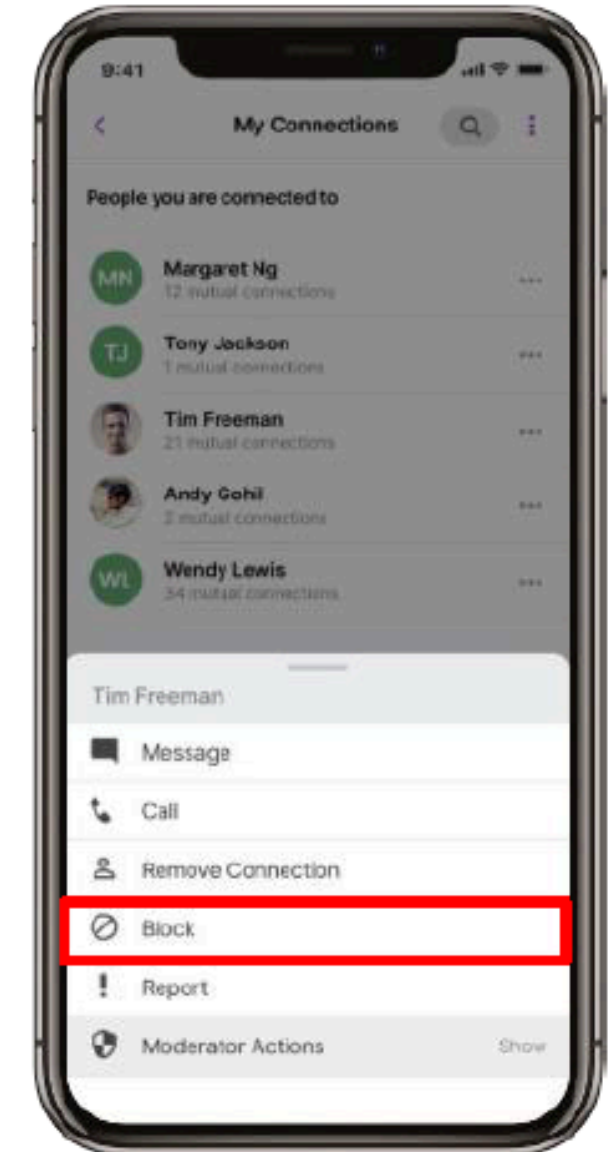
2  
Select Connected or See All to the right of Connected People.



3  
Select the three dots to the right of the person you wish to block the connection with



4  
Select Block



# Loop - Block a Connection

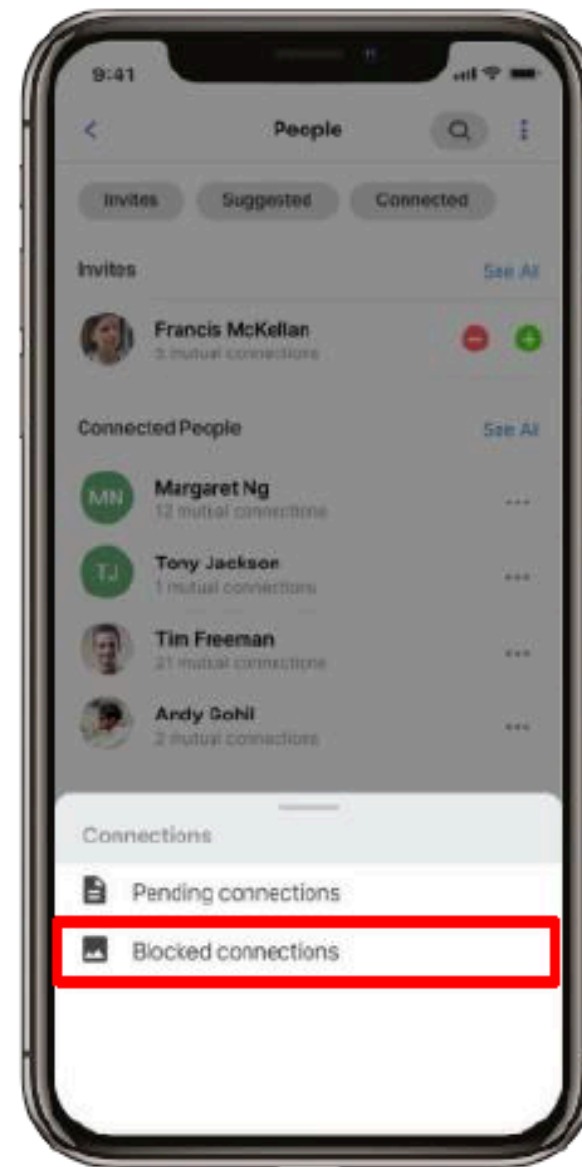
5

Select **Register** to block the connection



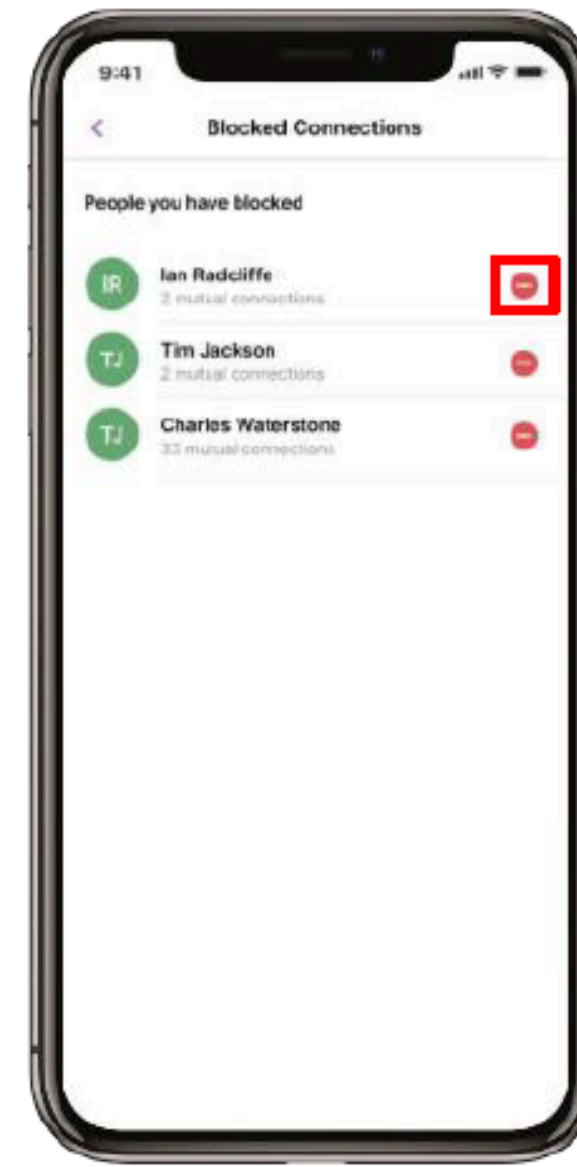
6

To view the Blocked connections, select the **three dots** in the top right of People and select **Blocked connections**



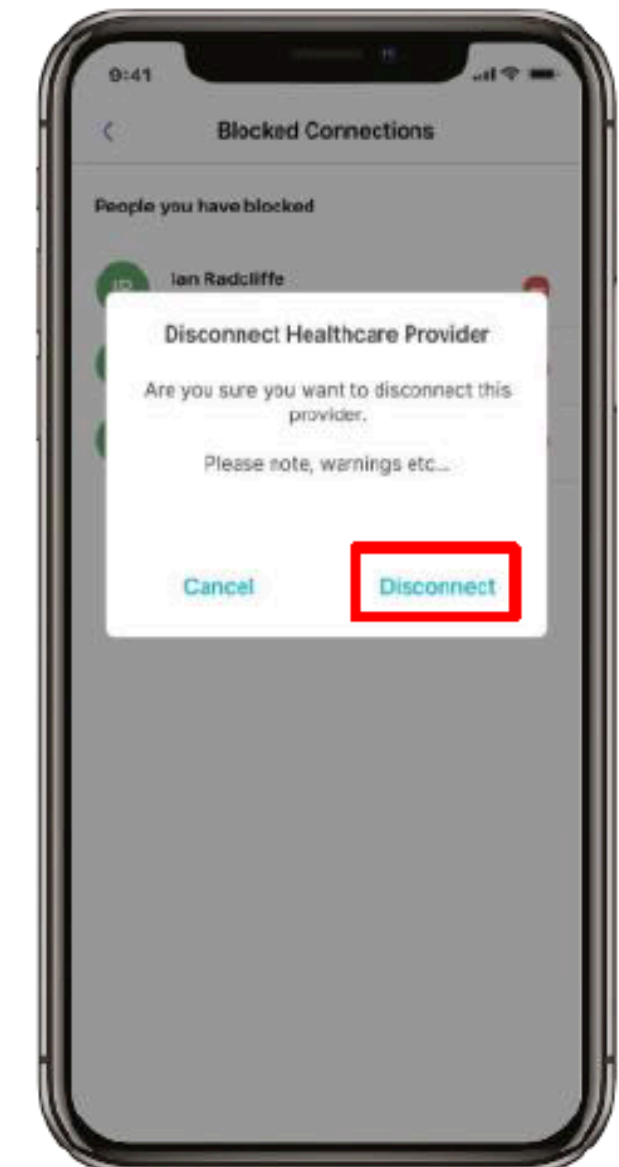
7

People you have blocked will be shown on this screen. To remove completely select the **Red -**



8

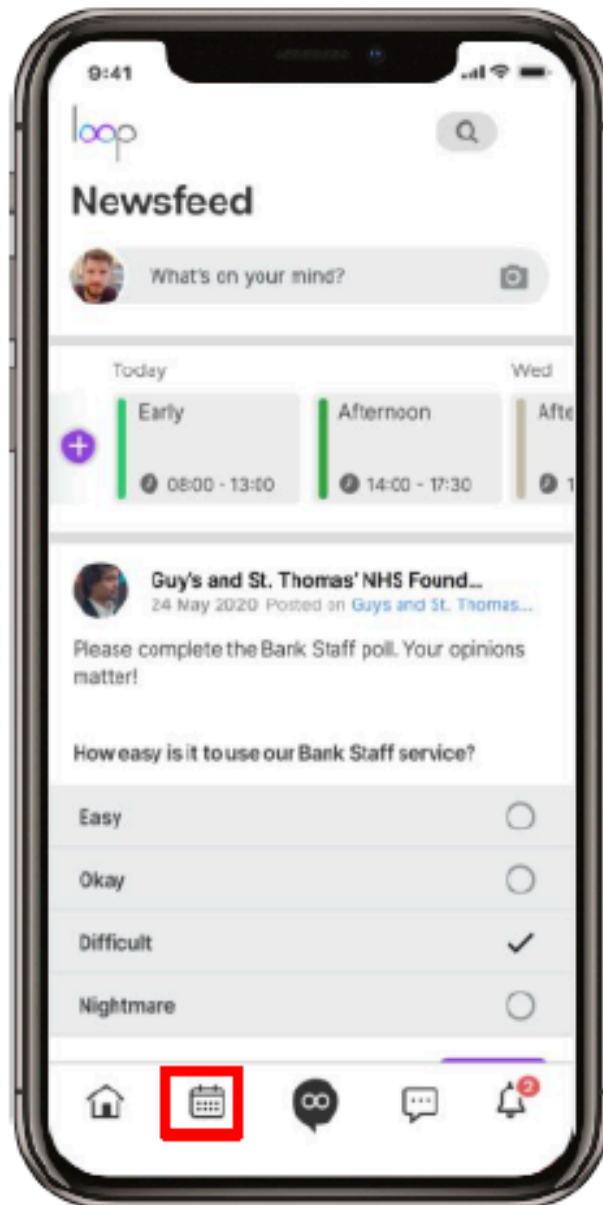
Select **Disconnect**



# Loop - Personal Roster Navigation & Actions

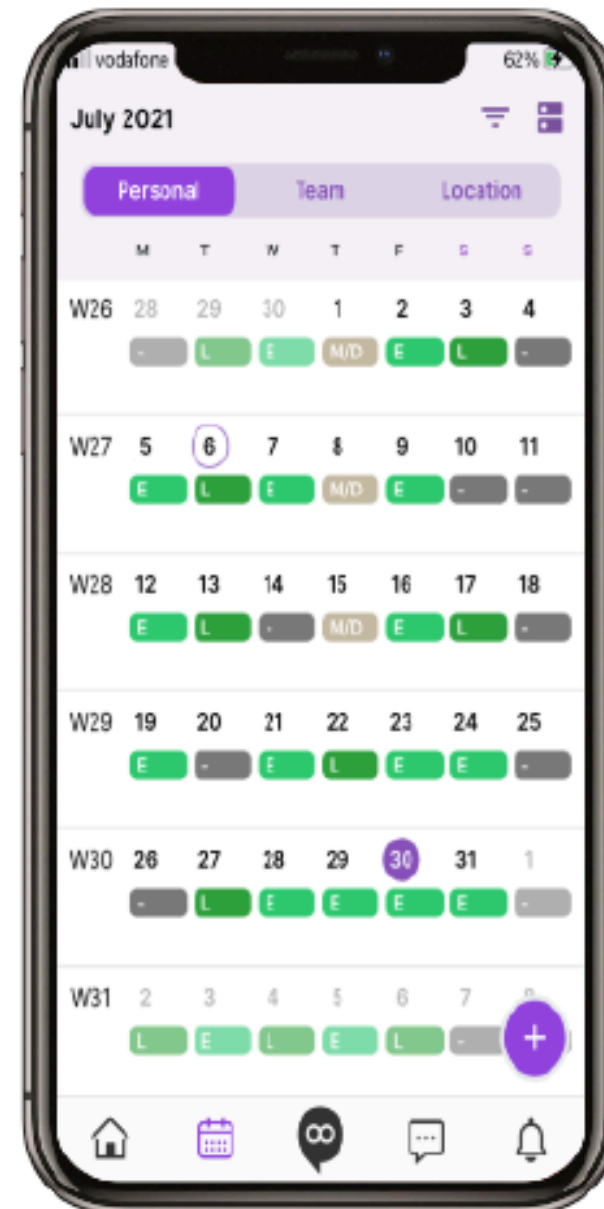
1

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



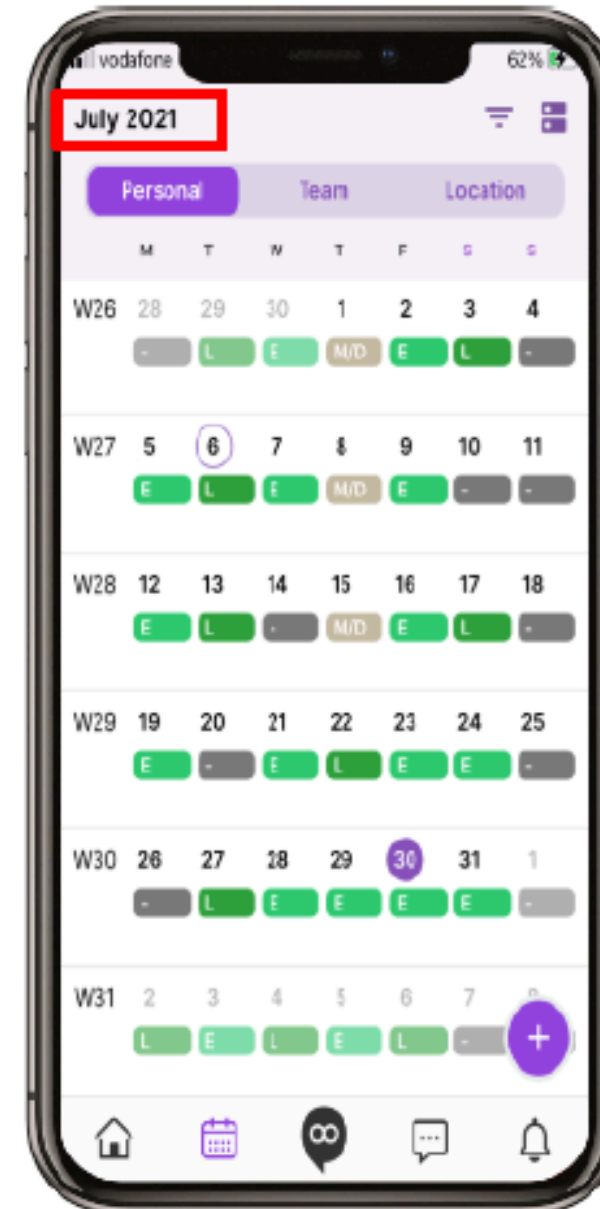
2

Your **Personal** roster will be displayed, for the current month.



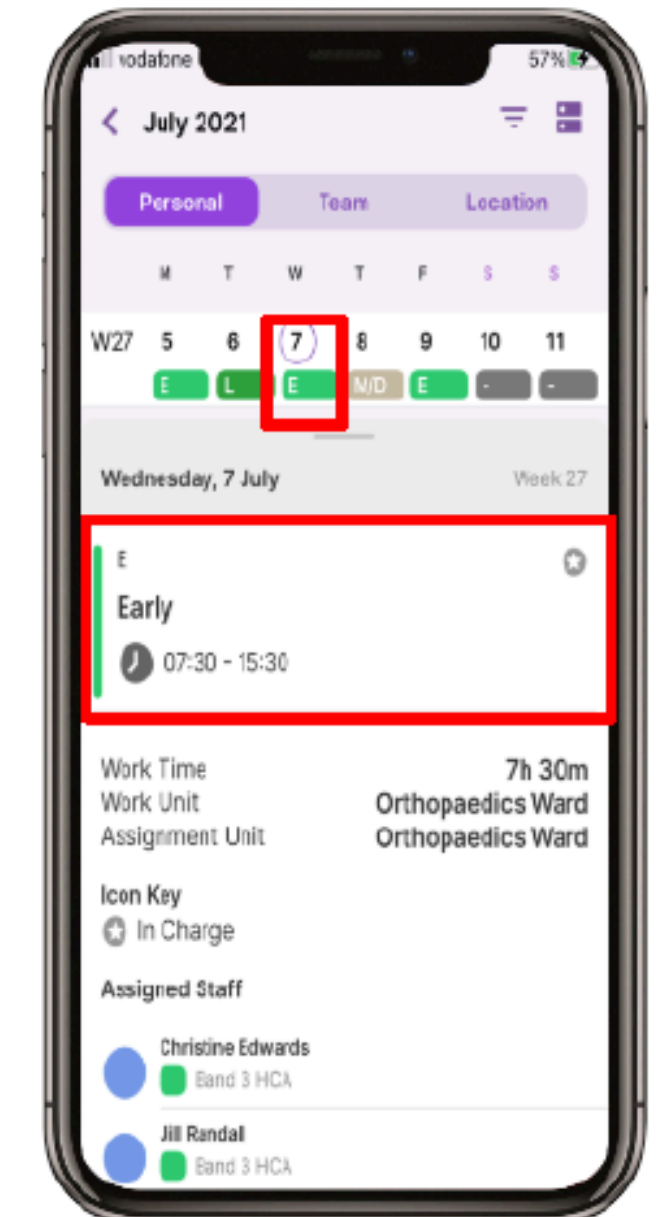
3

You can **scroll months** by swiping to the left anywhere on the main calendar to view the next month, and swipe to the right to go back a month.



4

Select a **Duty** to view the details and **Assigned Staff**.

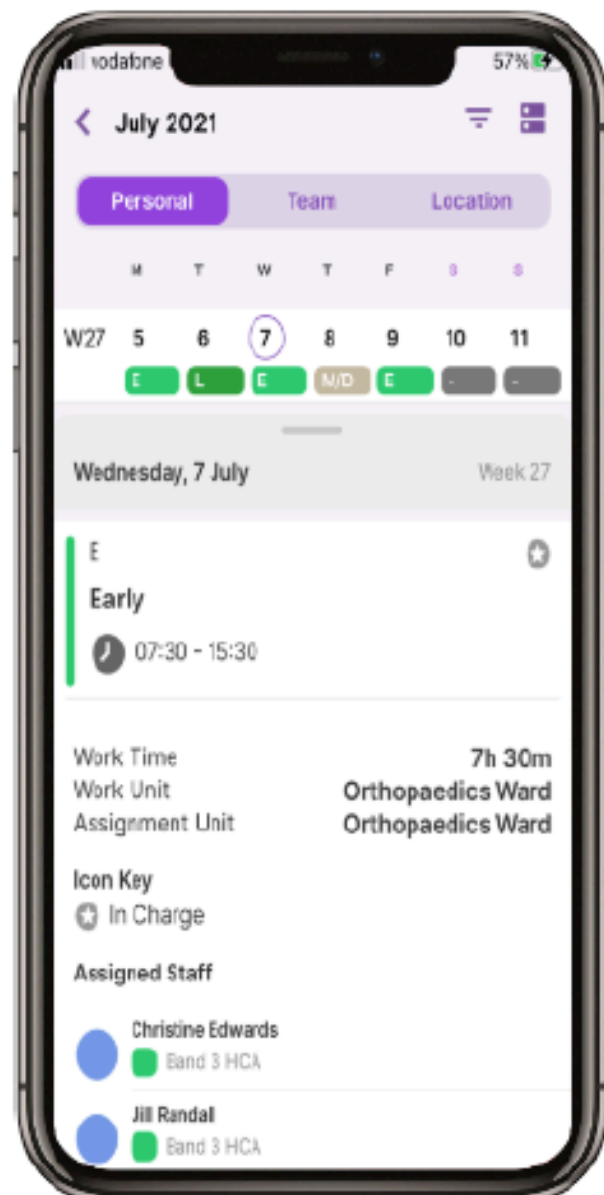




# Loop - Personal Roster Navigation & Actions

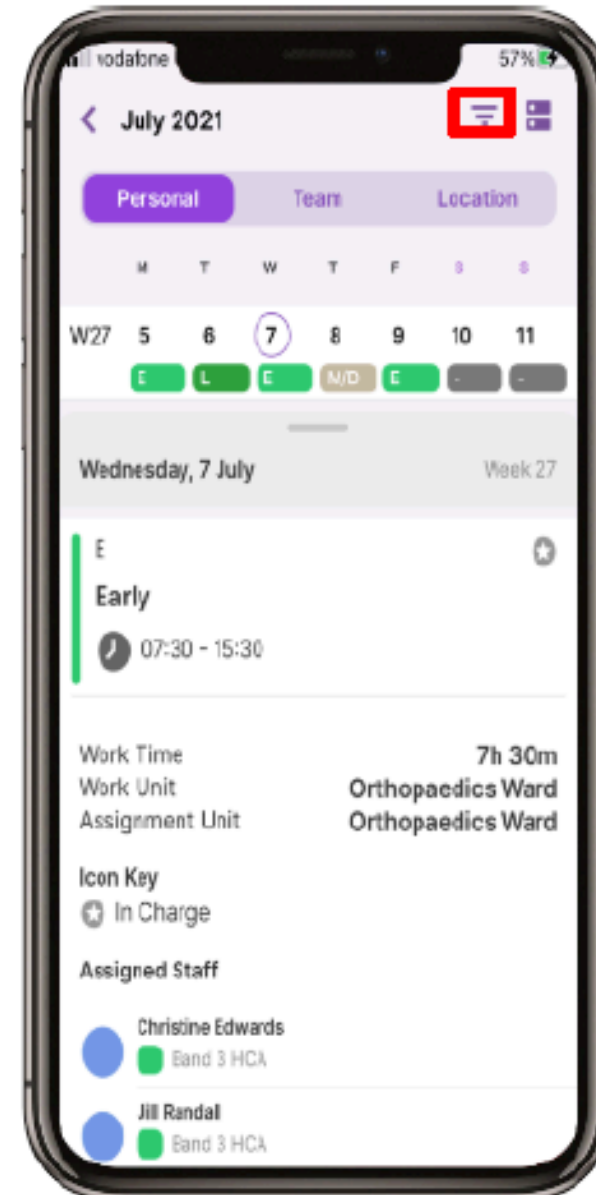
5

Scroll down to view further details.  
You can move to another week by swiping across the weeks at the top.



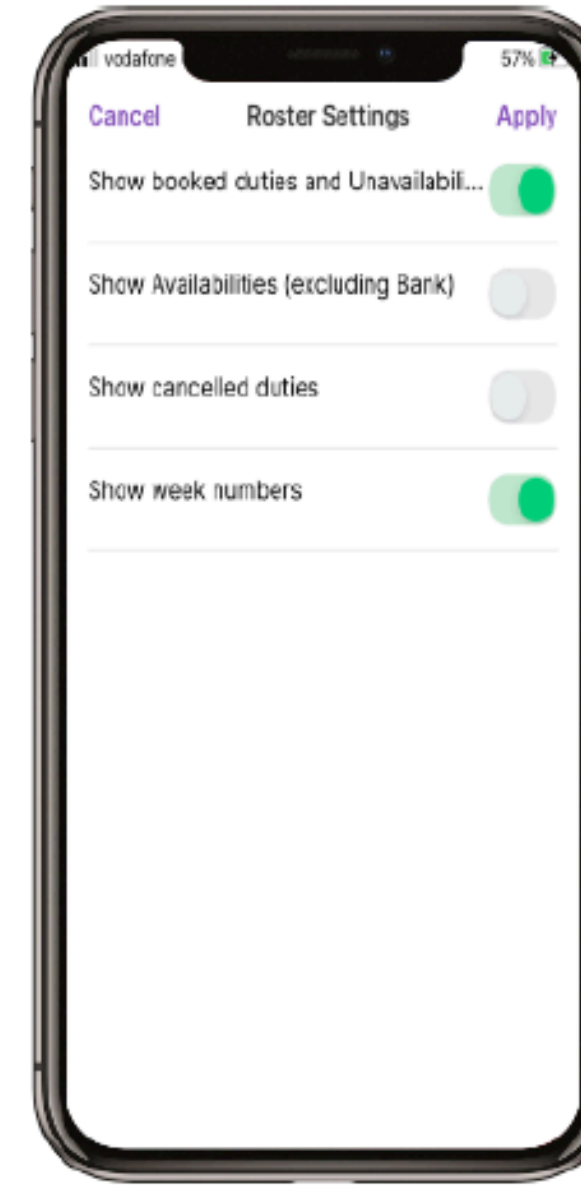
6

Select the Filter in the top right to view Roster Settings



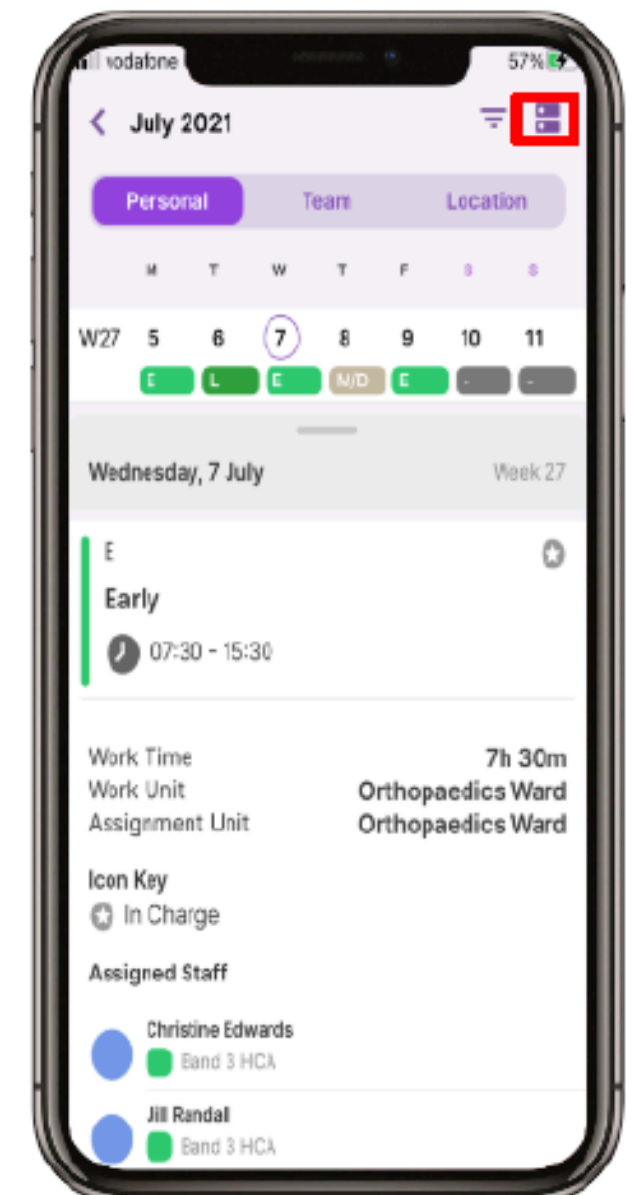
7

Swipe the buttons to toggle on or off and select Apply to save the changes.



8

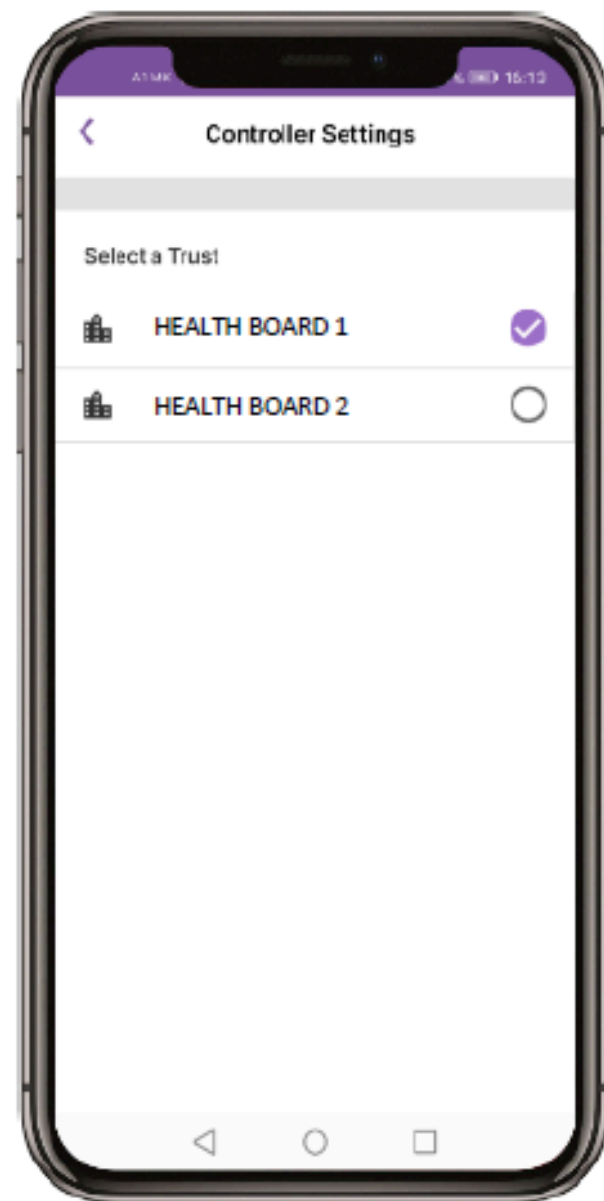
If you work for multiple organisations, select your Organisation button to change the organisation being viewed



# Loop - Personal Roster Navigation & Actions

9

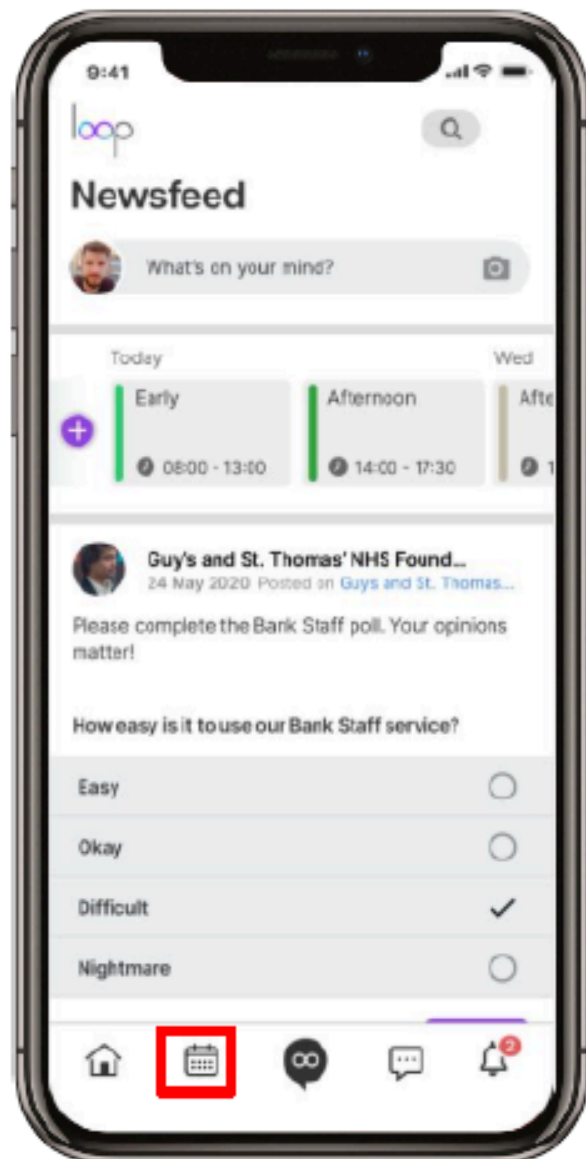
Select the **organisation(s)** and you will return to the previous screen



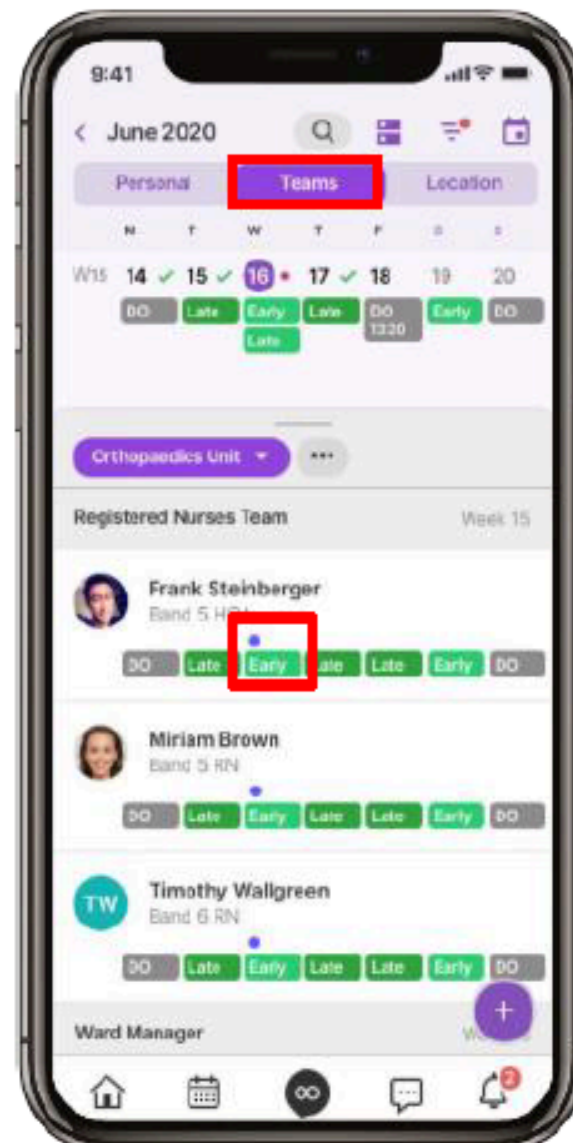


# Loop - Team Calendar Navigation & Actions

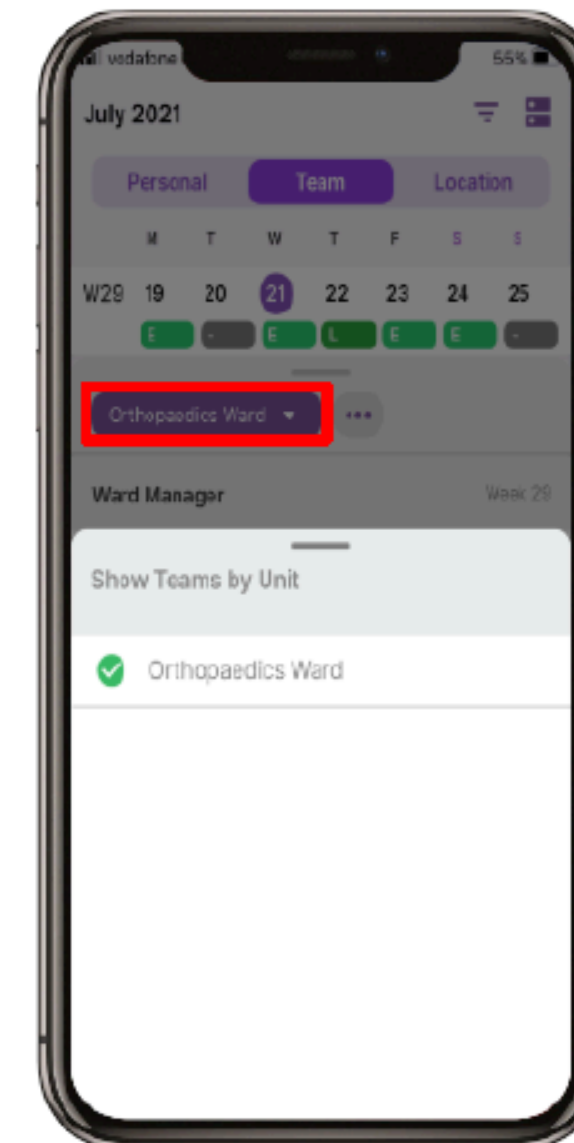
- 1  
Select the **Calendar** at the bottom of the screen.



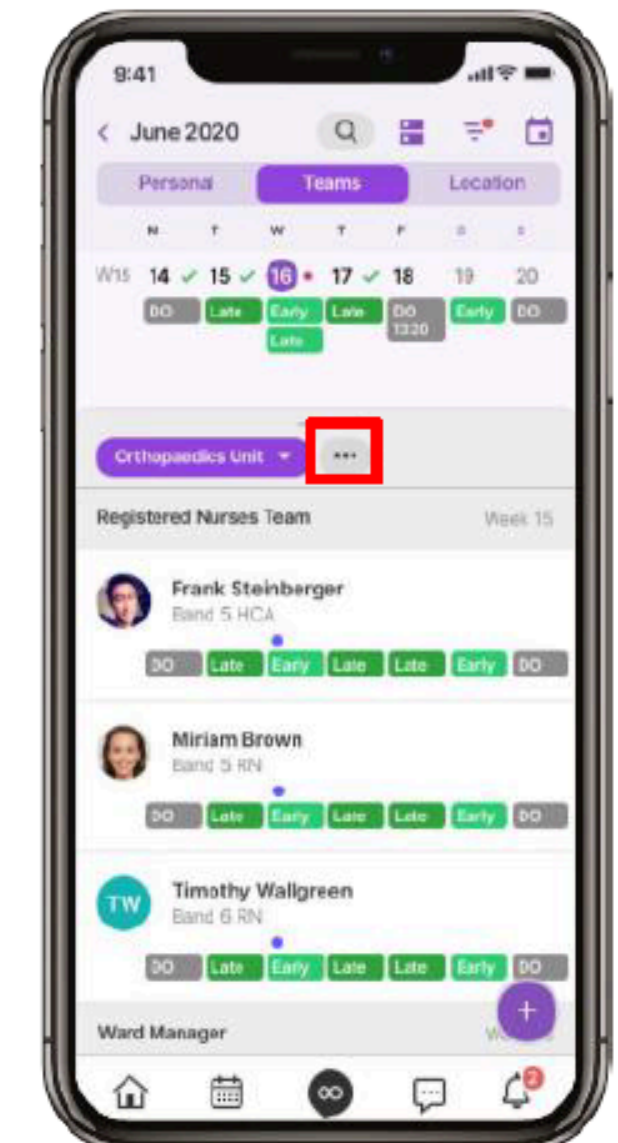
- 2  
Select the **Team** tab  
You can view the current week and the duty each person in the unit is working which is shown by a blue dot above the duty.



- 3  
If you have multiple postings you can change the Unit by selecting the Unit currently showing. You can then select another unit



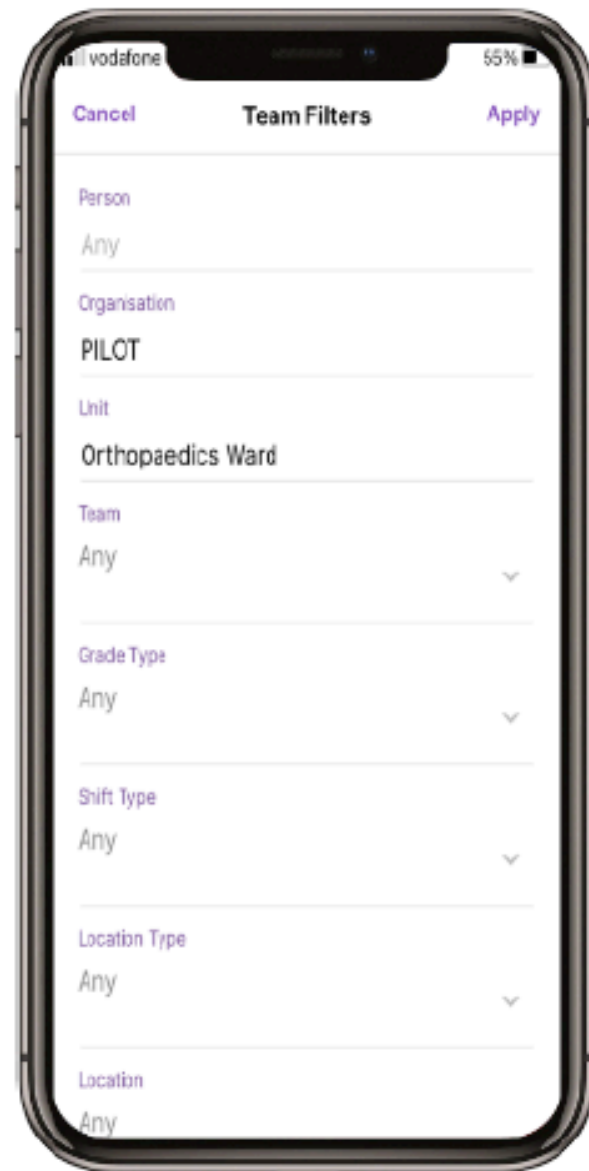
- 4  
To Filter the people shown, select the 3 dots to the right of the unit name.



# Loop - Team Calendar Navigation & Actions

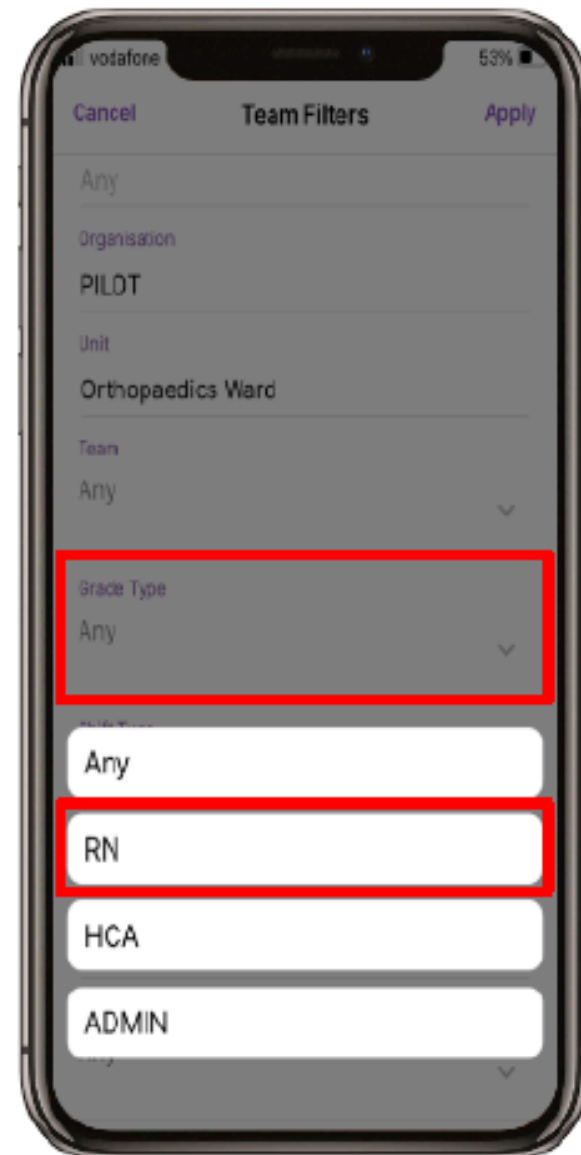
5

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



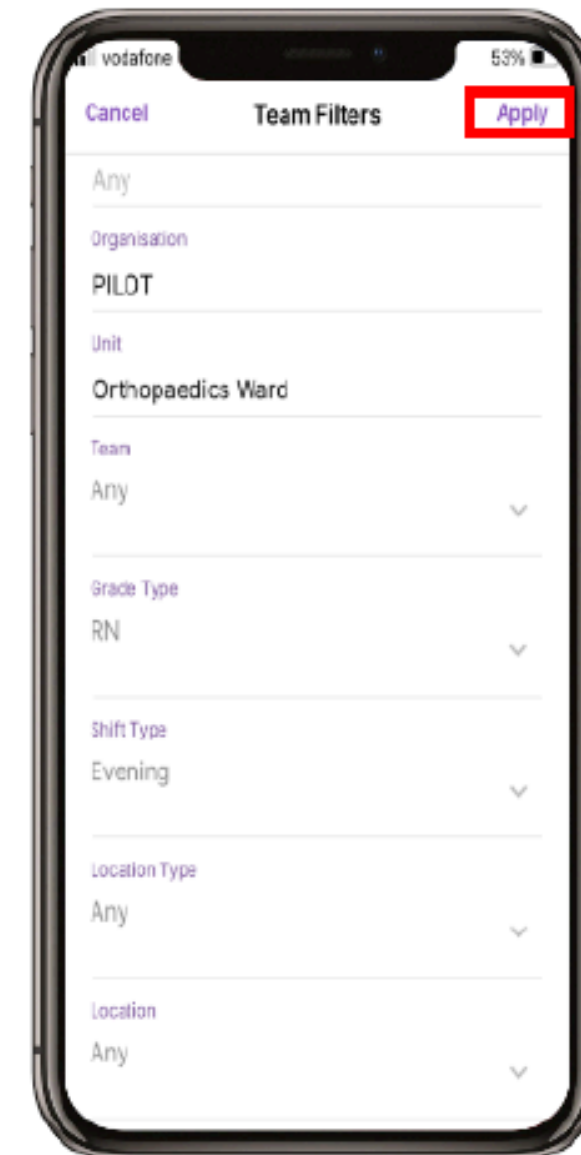
6

Select a Filter and then select a Filter option. Repeat for the other filters



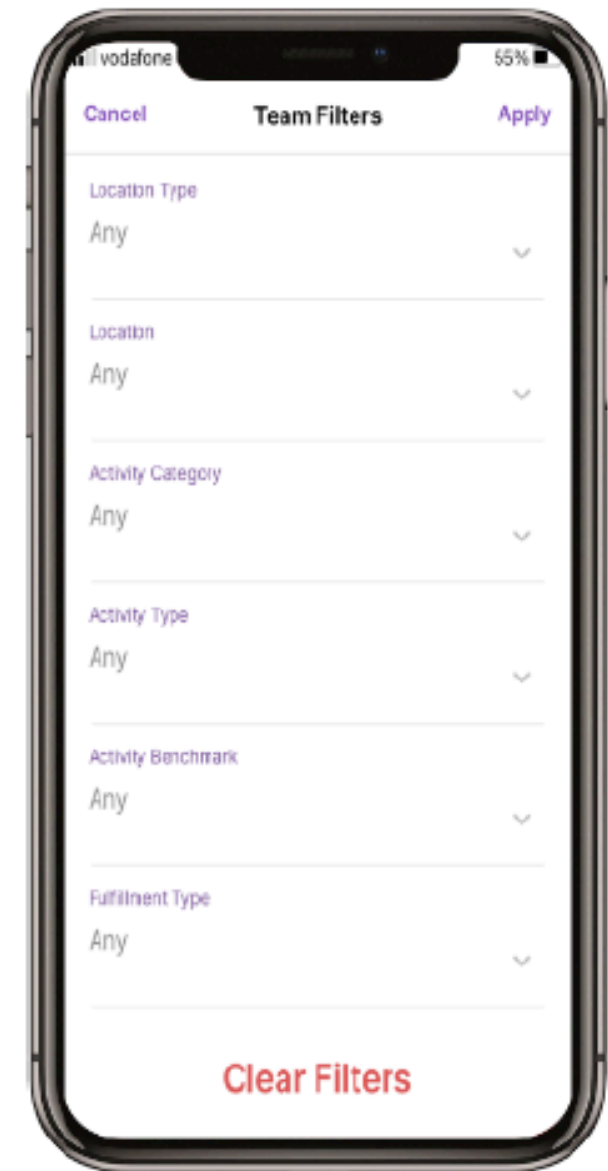
7

Once you have chosen your filters, select Apply



8

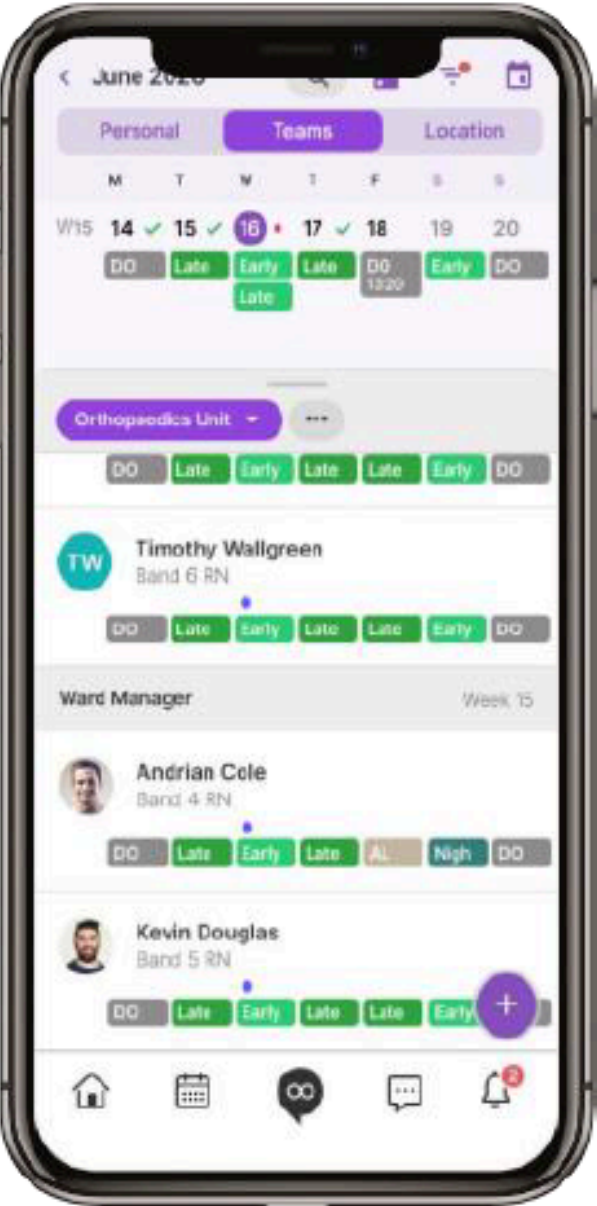
To Clear the Filter(s), select Clear Filters at the bottom of the screen



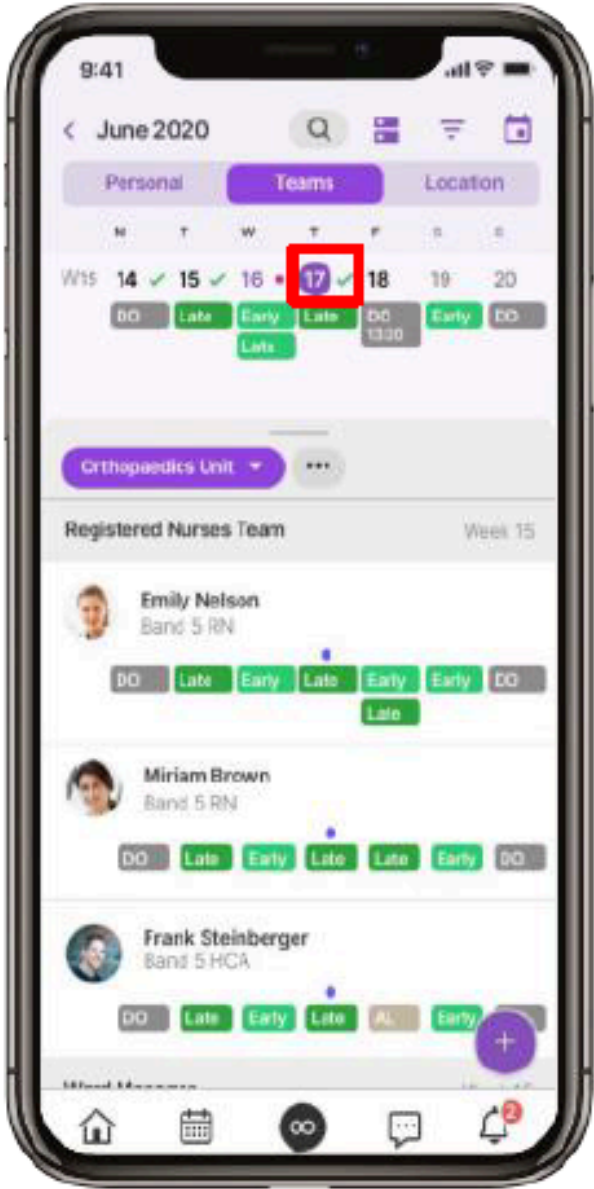
# Loop - Team Calendar Navigation & Actions



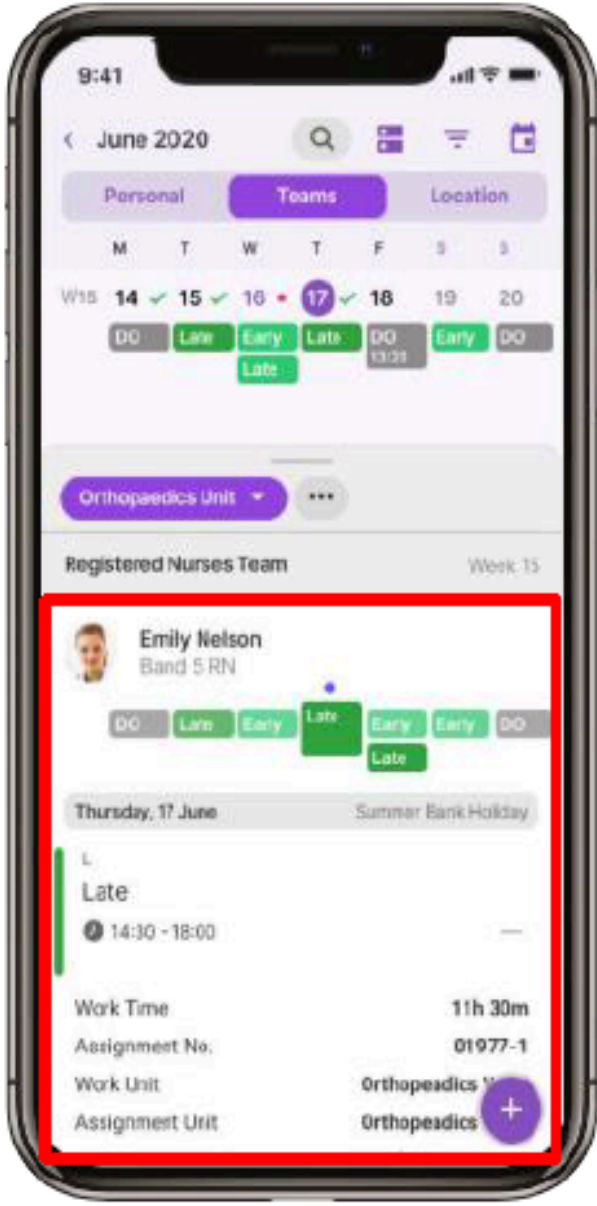
11  
Scroll down to view more Teams and what duties people are working.



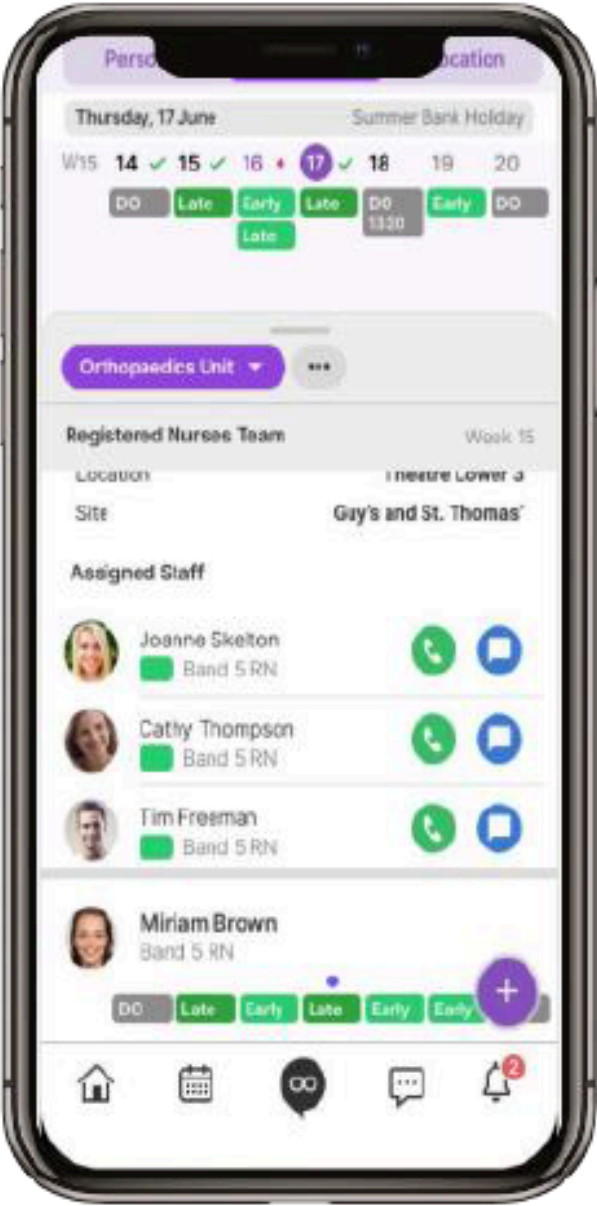
12  
Select a day to view the Team working.



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

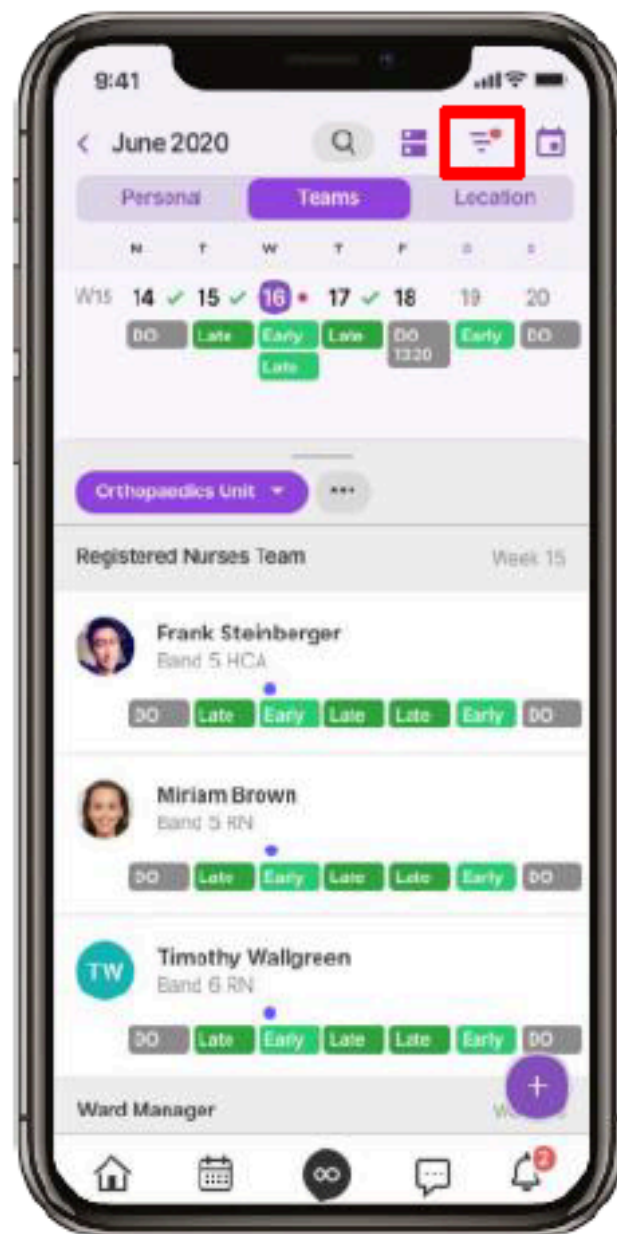




# Loop - Team Calendar Navigation & Actions

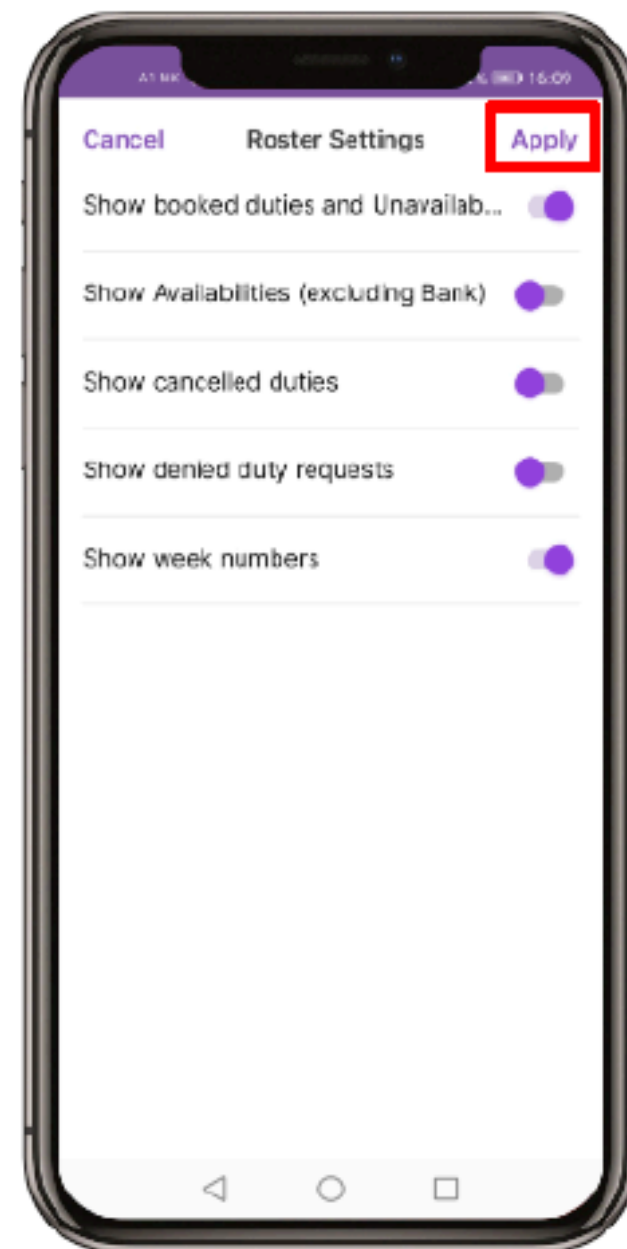
15

Select Roster Settings at the top of the screen



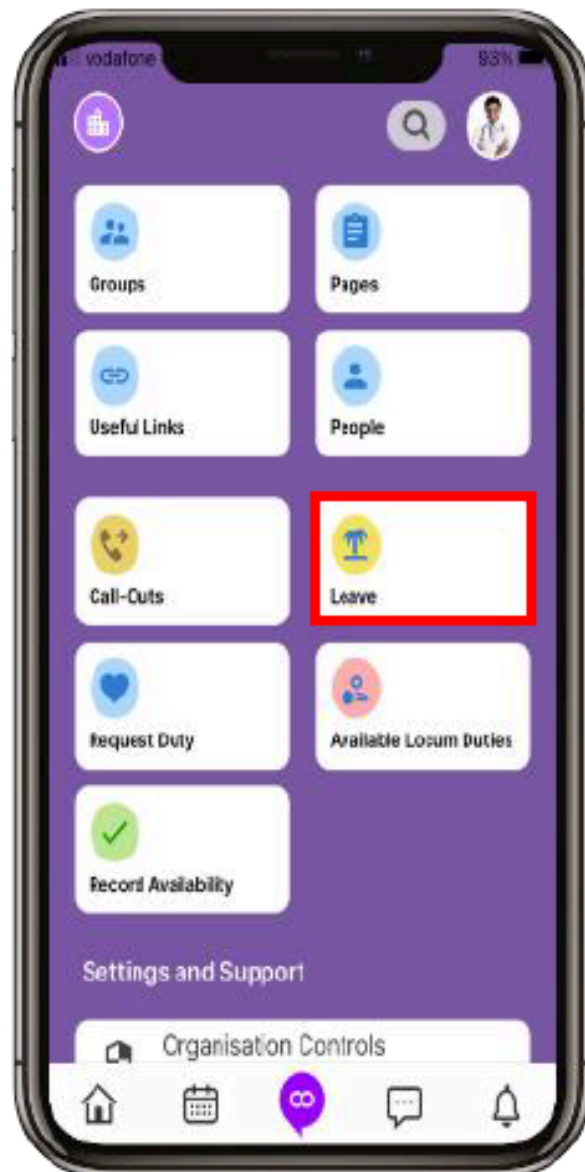
16

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

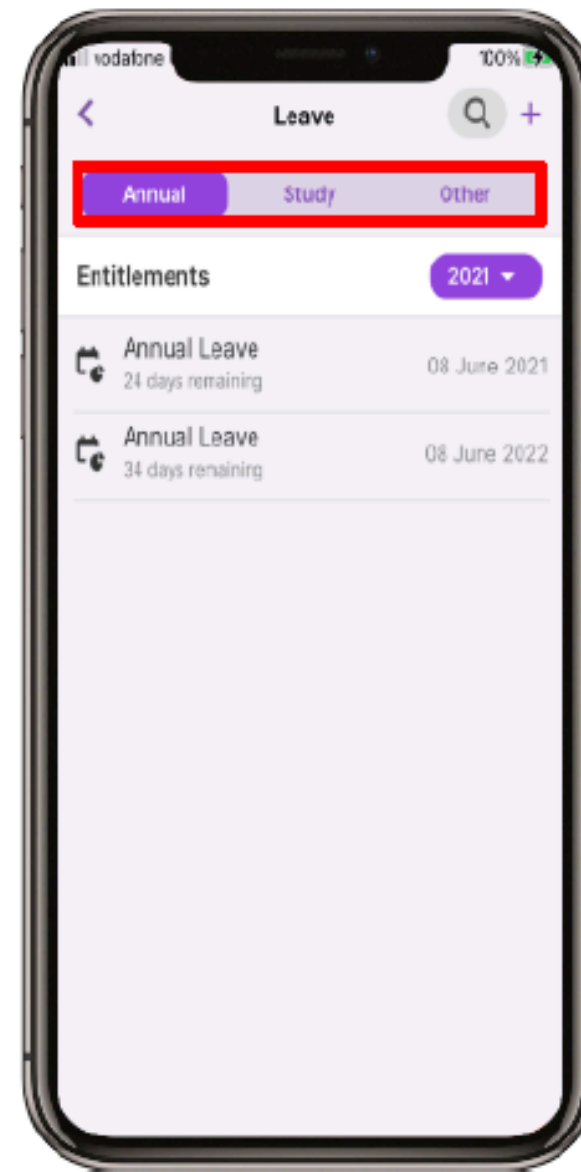


# Loop - Request Annual Leave

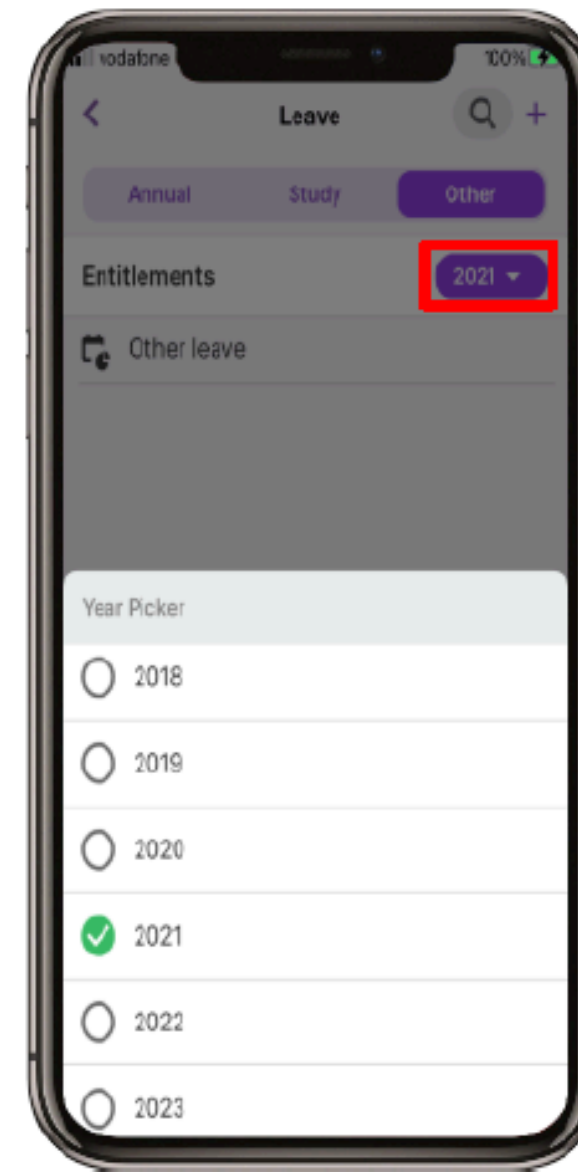
1  
Select the **Loop Logo** at the bottom of the screen and then select **Leave**



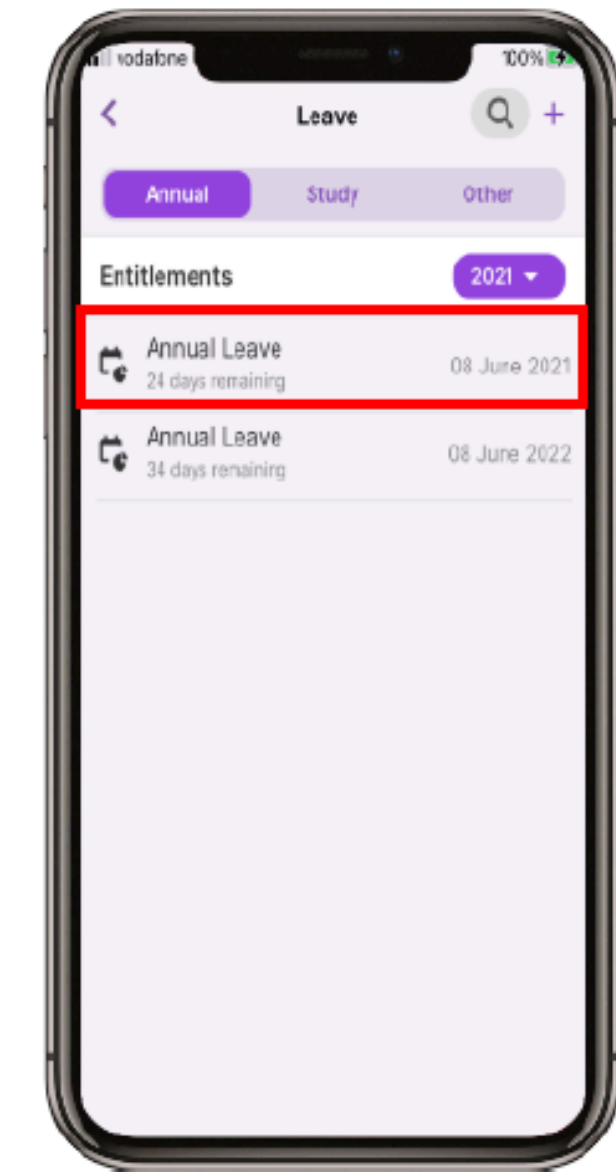
2  
You can view your **Annual**, **Study** and **Other** leave by selecting the links at the top of the screen



3  
Select the **Year** in the top right to change the year you would view/request leave.



4  
Select the **Leave Entitlement** to view the dashboard and balance

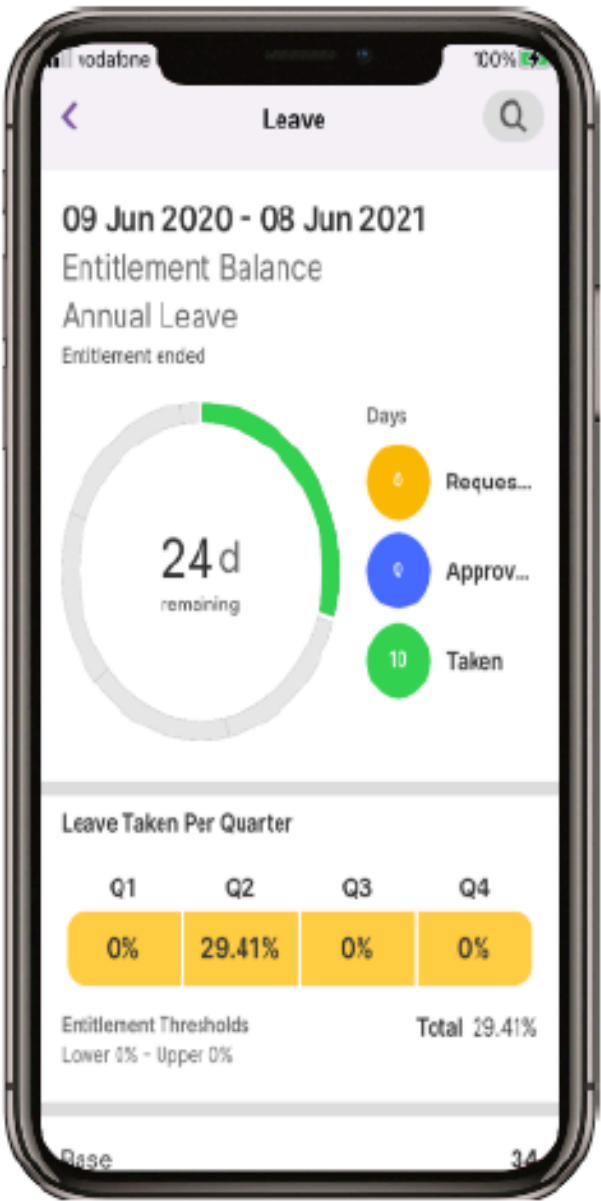




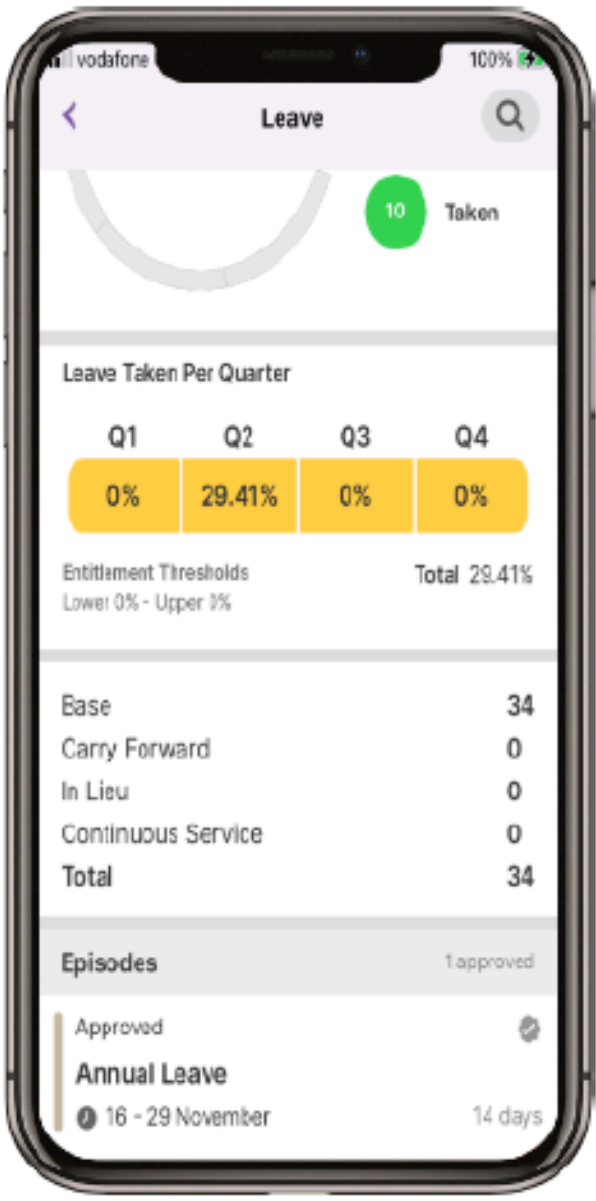
# Loop - Request Annual Leave



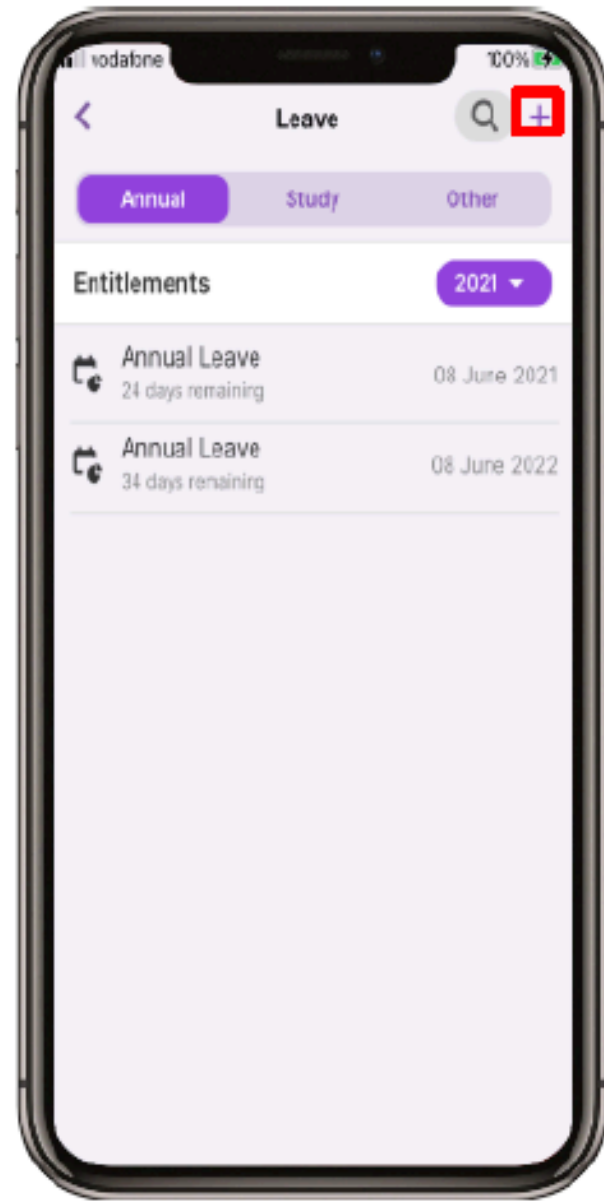
5  
The dashboard shows a summary of Leave Entitlement



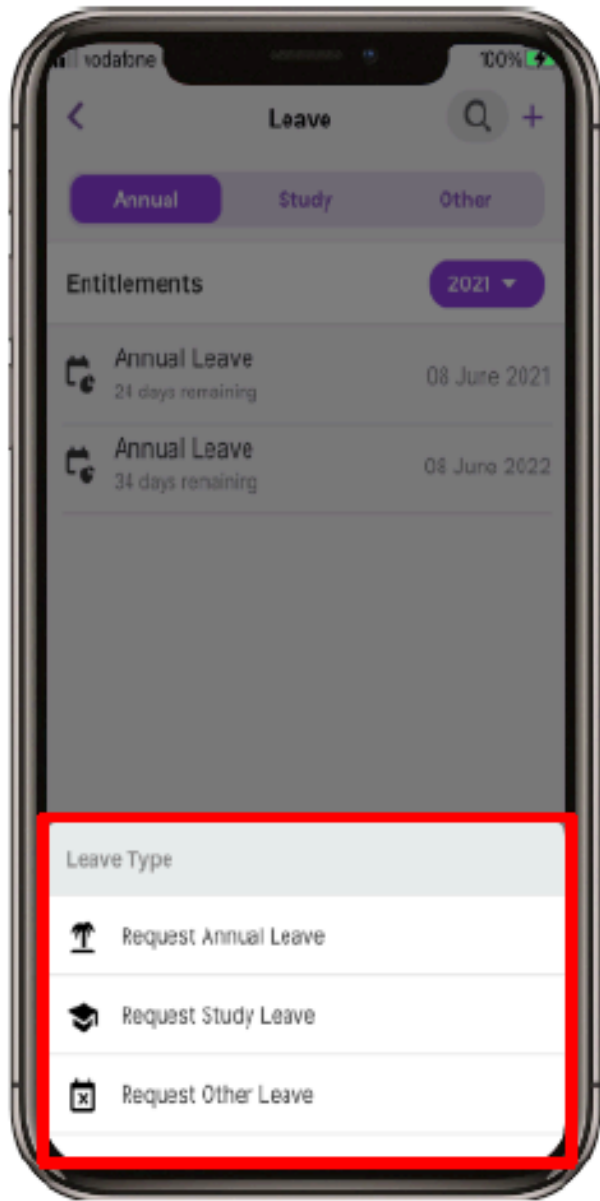
6  
Scroll down to view more information and Approved Leave



7  
Select the + in the top right to add a Leave Request



8  
Select the type of leave you would like to request



# Loop - Request Annual Leave

9  
Select the **Start date** to change the date.

Request Annual Leave

Annual Leave  
09 Jun 2021 - 08 Jun 2022

Full day ☒

Start date  
Monday, 23/08/2021

End date  
Monday, 23/08/2021

Duration  
1 day

Reason  
Select

Other staff leave [View](#)

Affected Duties  
2 duties to be cancelled

10  
Select the **date** and select **Done**. Repeat for the **End date**. Swipe the **Full day** to **Off** if a full days leave is not required

Request Annual Leave

Annual Leave  
09 Jun 2021 - 08 Jun 2022

Full day ☒

Start date  
Wednesday, 29/09/2021

End date  
Wednesday, 29/09/2021

Duration  
1 day

[Done](#)

Other staff leave [View](#)

Affected Duties  
2 duties to be cancelled

11  
Select **Reason**

Request Annual Leave

Annual Leave  
09 Jun 2021 - 08 Jun 2022

Full day ☒

Start date  
Monday, 23/08/2021

End date  
Monday, 23/08/2021

Duration  
1 day

Reason  
Select

Other staff leave [View](#)

Affected Duties  
2 duties to be cancelled

12  
Select from the list.

Request Annual Leave

Annual Leave  
09 Jun 2021 - 08 Jun 2022

Full day ☒

Start date  
Wednesday, 29/09/2021

End date  
Wednesday, 29/09/2021

Duration  
1 day

Reason  
Select

Other staff leave [View](#)

Affected Duties  
2 duties to be cancelled

Cancel Select Reason

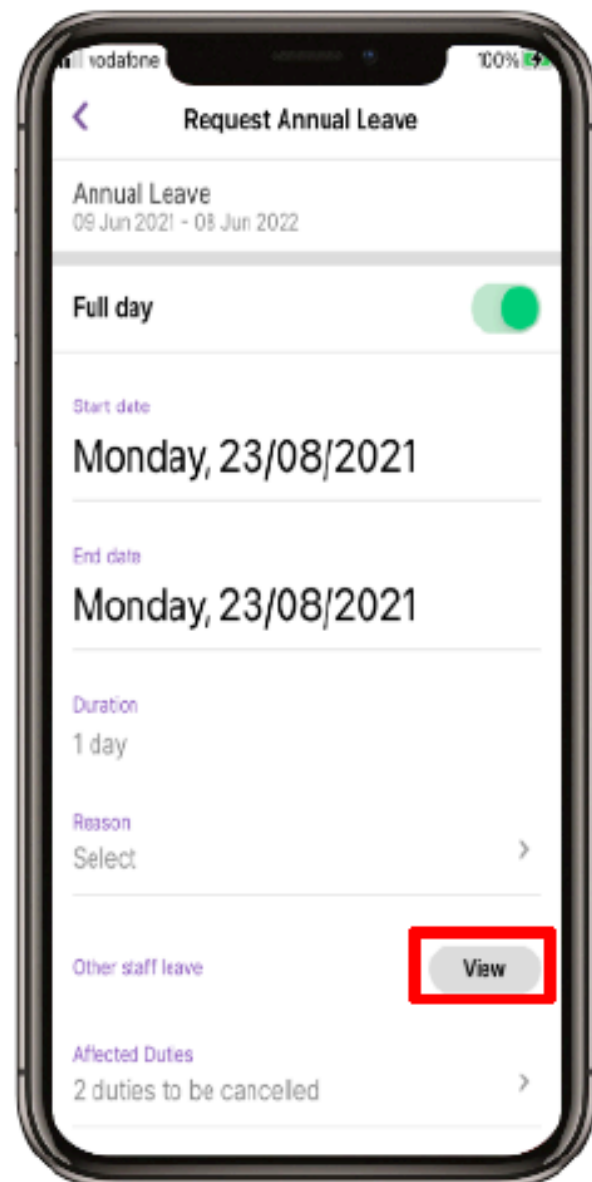
Annual Leave

Bank Holiday

# Loop - Request Annual Leave

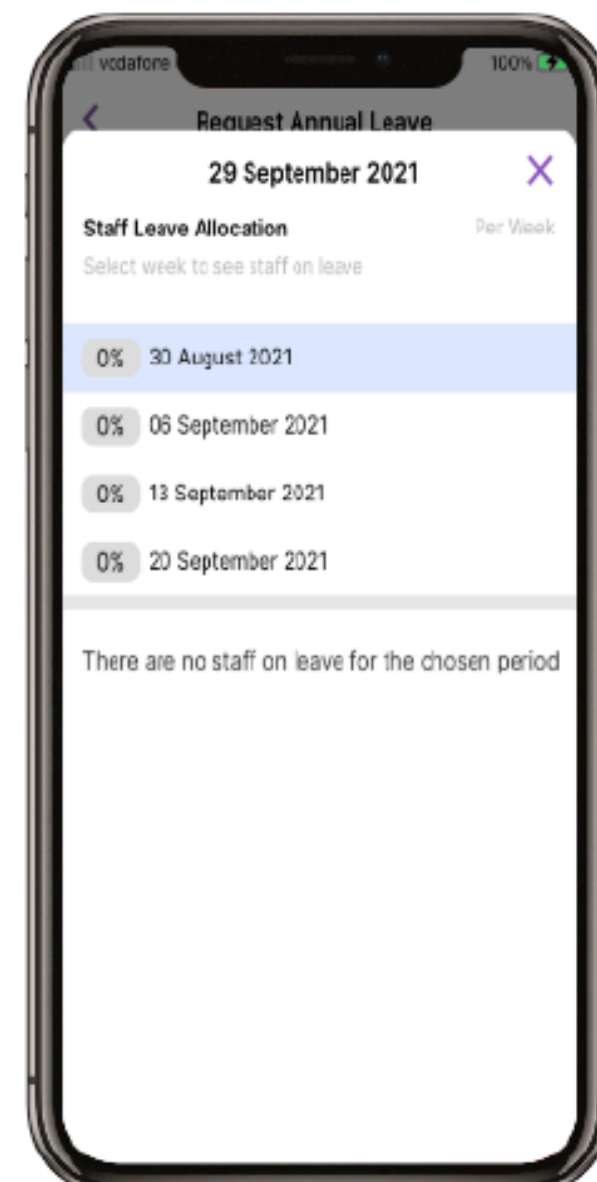
13

To view other staff leave, select the View button.



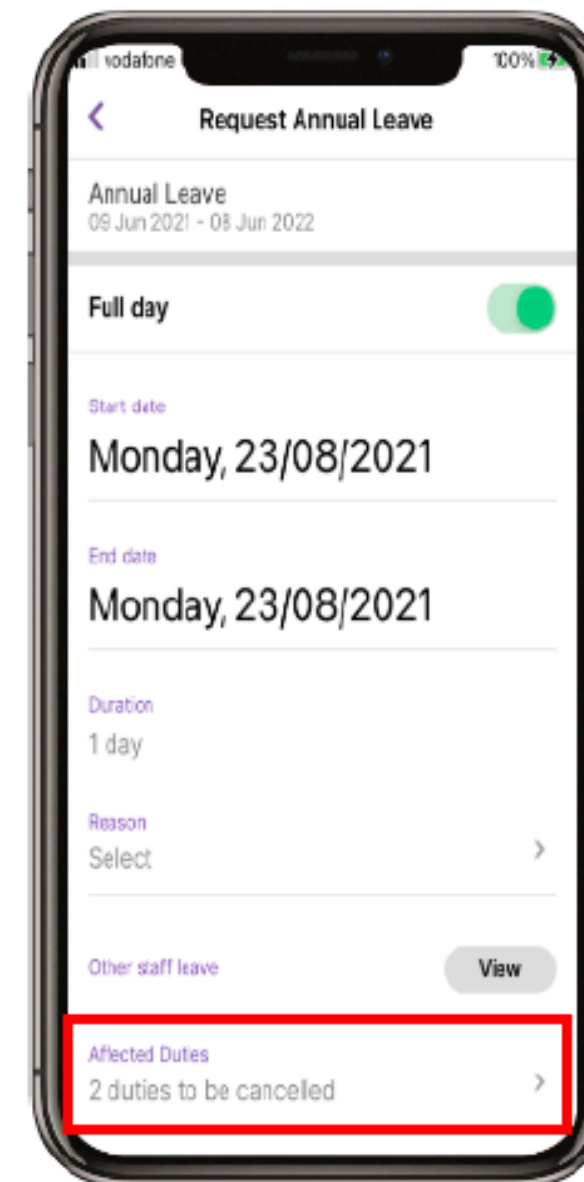
14

Select the X to close



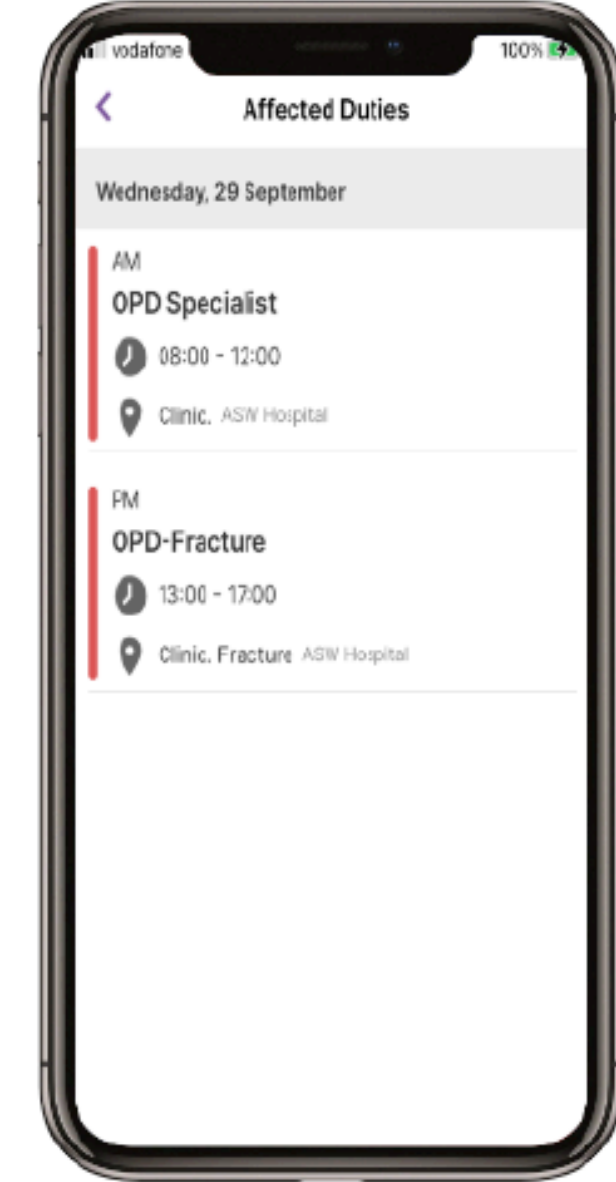
15

To view the Affected Duties, select Affected Duties at the bottom of the screen



16

Select the arrow head in the top left to go back.



# Loop - Request Annual Leave

17

There is an optional **Note** field to add any notes. When you have completed the form, select **Submit request**

Request Annual Leave

Wednesday, 29/09/2021

End date

Wednesday, 29/09/2021

Duration

1 day

Reason

Annual Leave

Other staff leave

View

Affected Duties

1 duties to be cancelled

Note (optional)

Add a note

Submit request

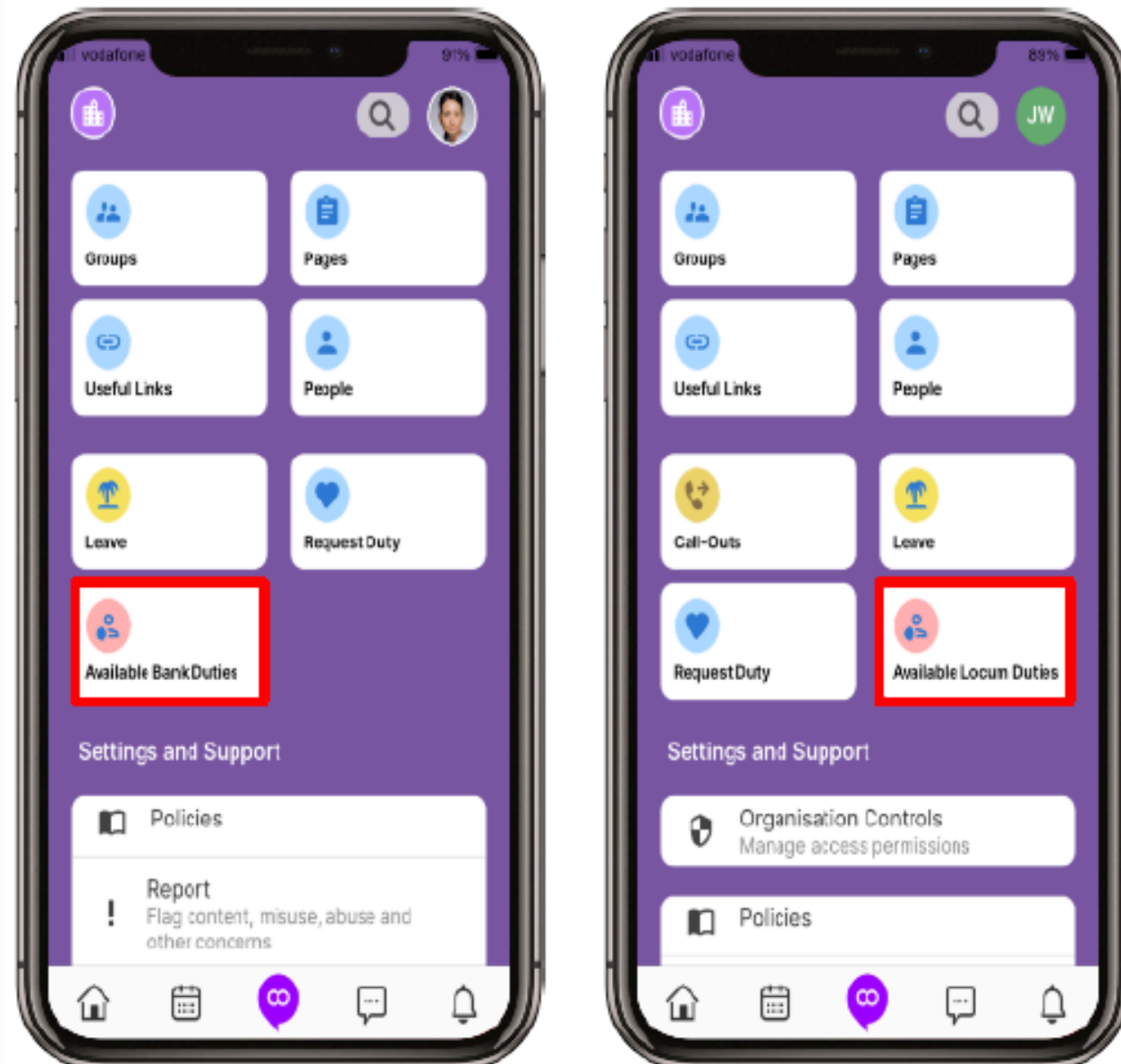




# Loop - Available Bank Duties

1

Select Available Bank/Locum Duties from the Loop main screen



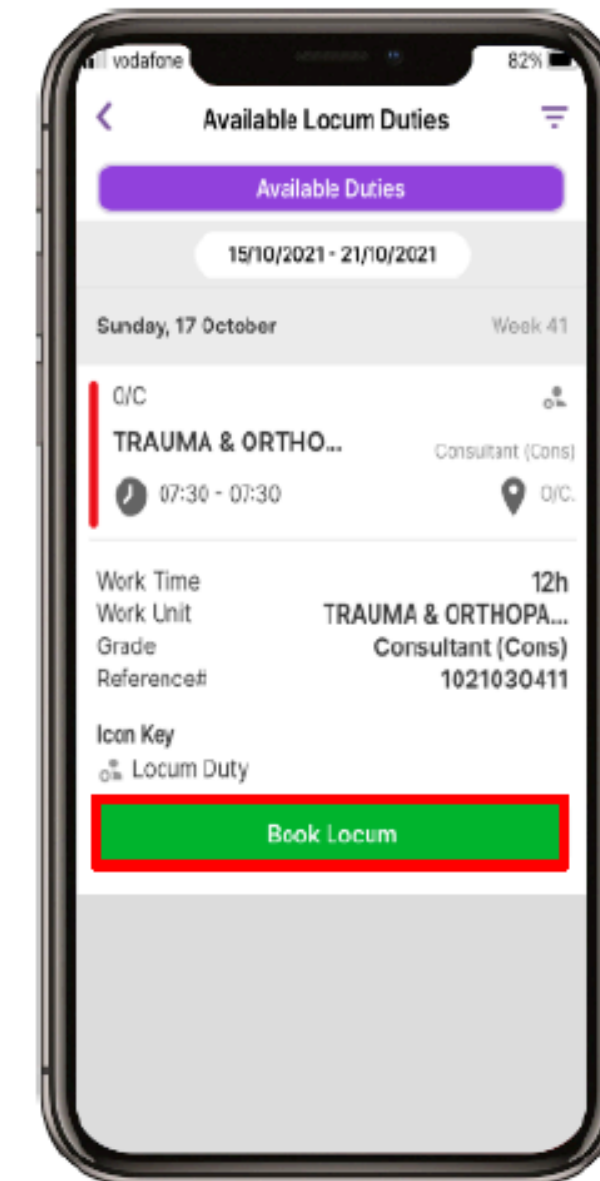
2

Select an Available Duty from the list



3

Select the green Book button

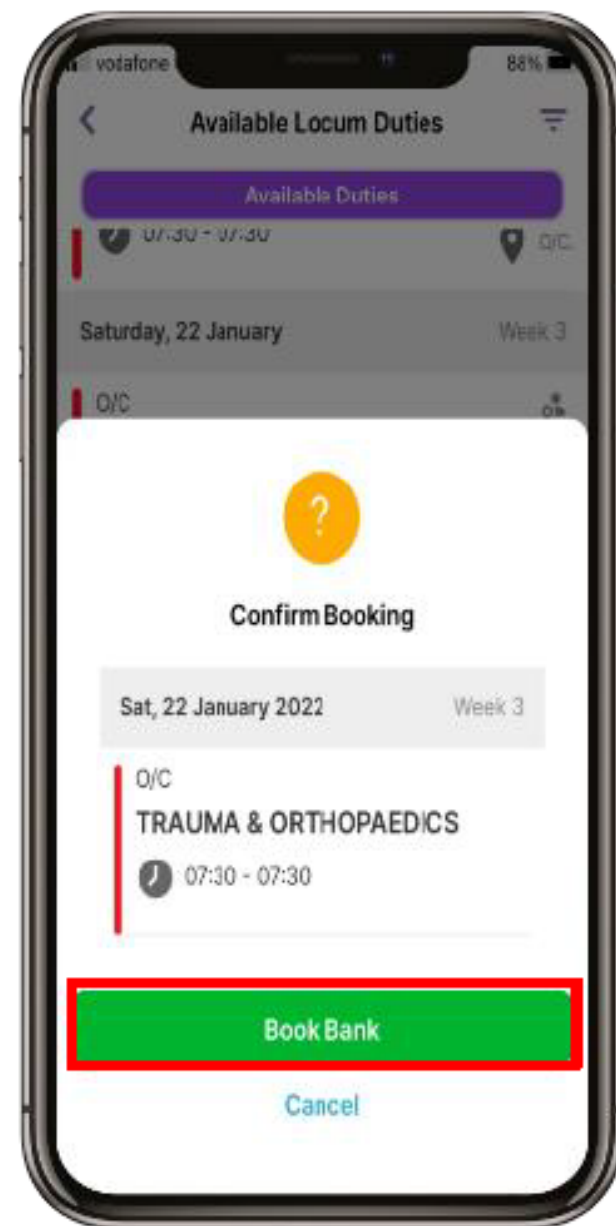


NB- In some areas Bank shifts are not available to direct book.

# Loop - Available Bank Duties

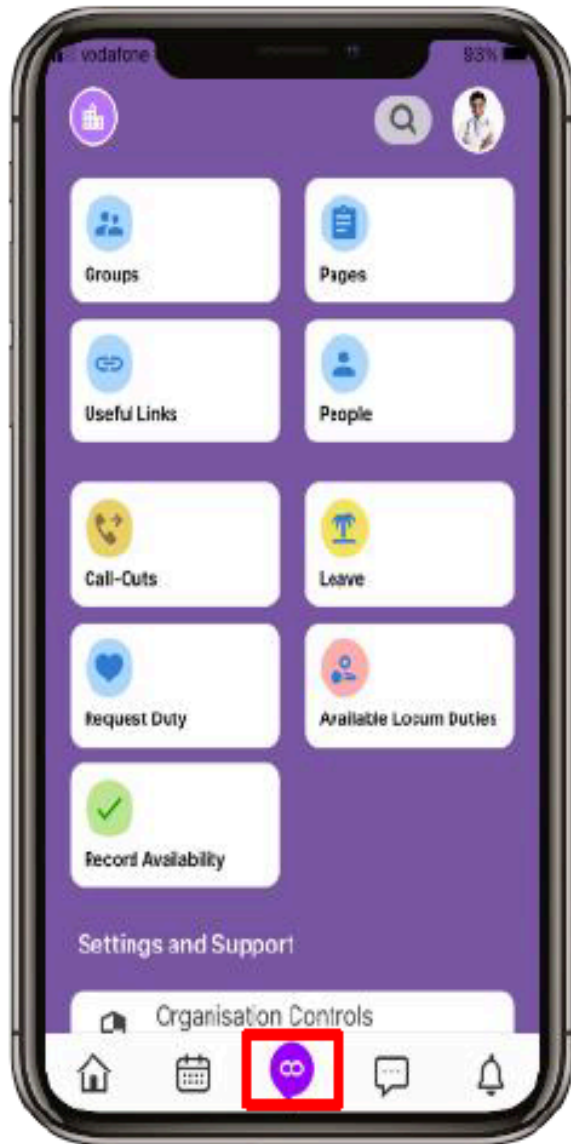
4

Select Book Bank

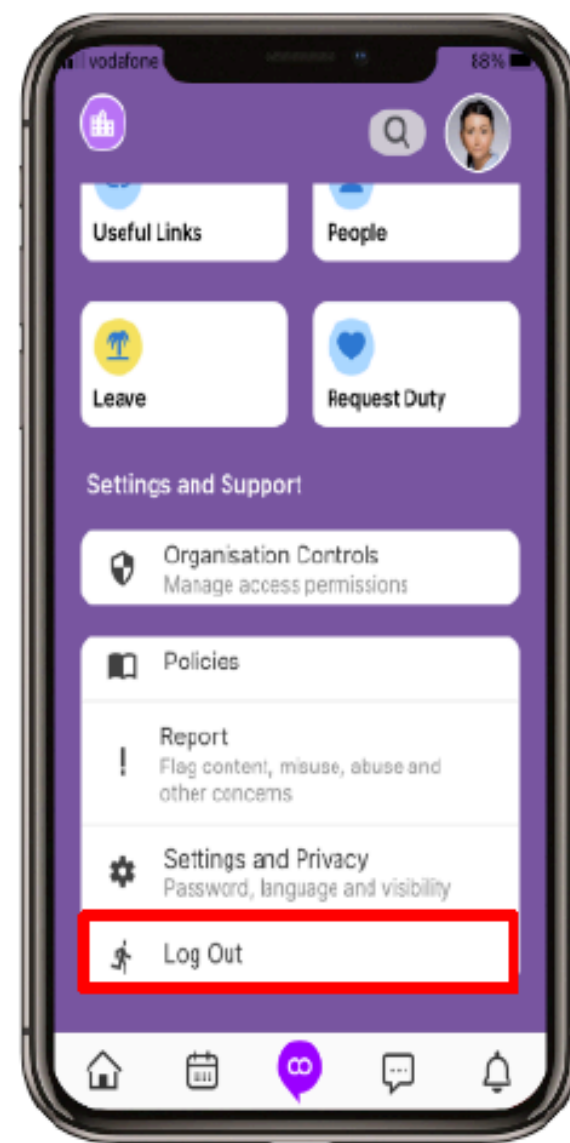


# Loop - Log Out

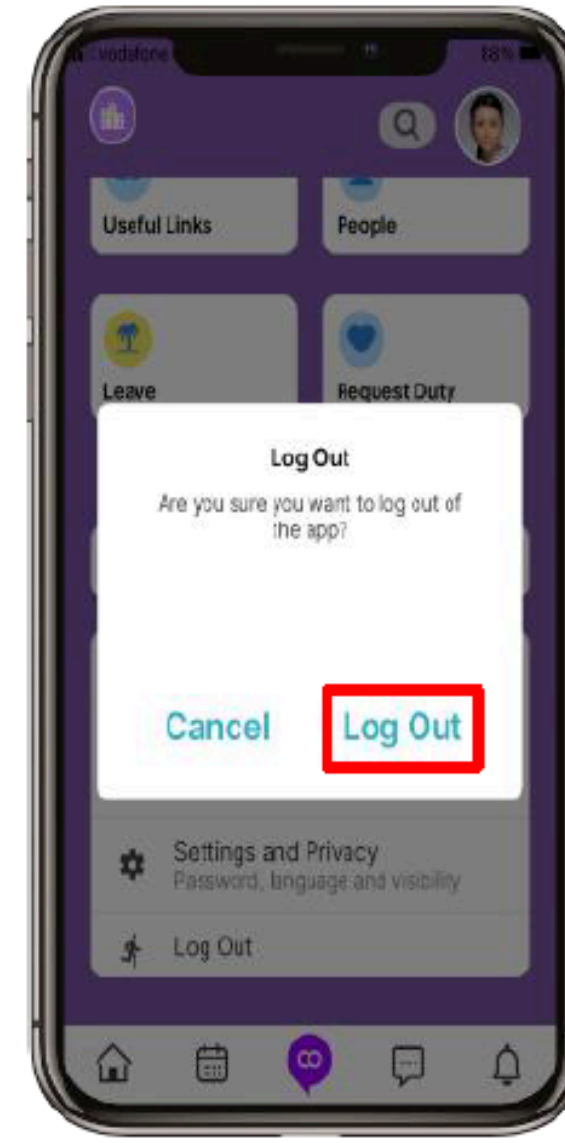
1  
Select the **Loop Logo** at the bottom of the screen



2  
Scroll down to **Log Out**. Select **Log Out**



3  
Select **Log Out**



4  
You will return to the **Sign In** screen





# THANK YOU

**NHS Lothian eROSTERING TEAM**



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