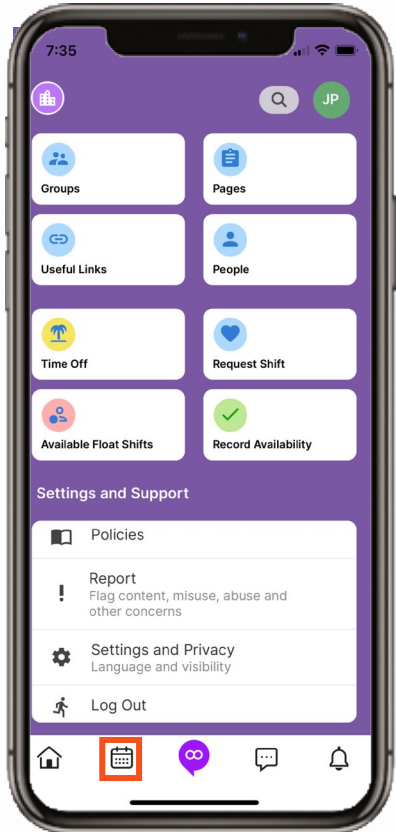


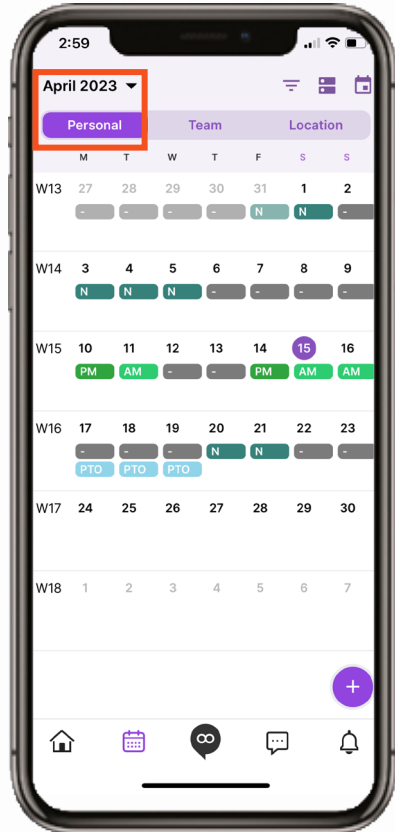
Loop - Personal Calendar Navigation & Actions

Loop Personal Calendar Navigations & Actions

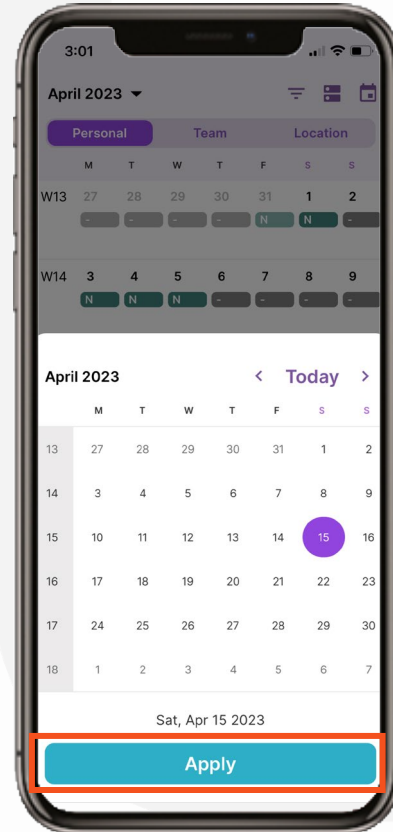
1 Select the **Calendar** at the bottom of the screen.



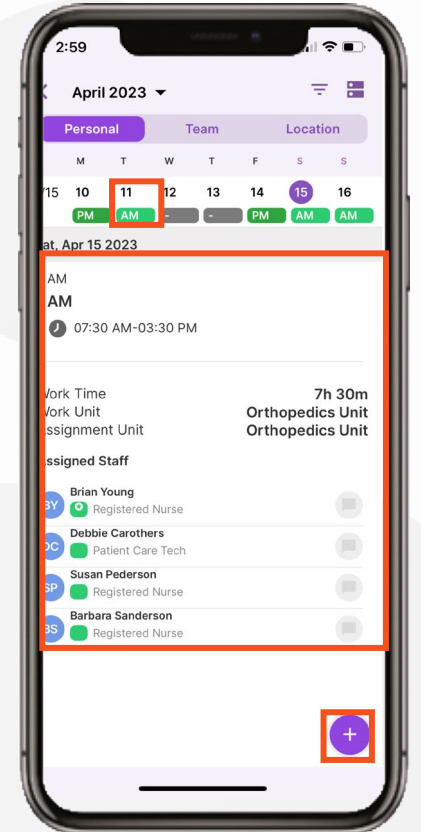
2 Your **Personal** Schedule will be displayed for the current month.



3 You can scroll months by clicking the year drop down, and swiping left anywhere on the main calendar to view the next month. Click **Apply** to select the month.

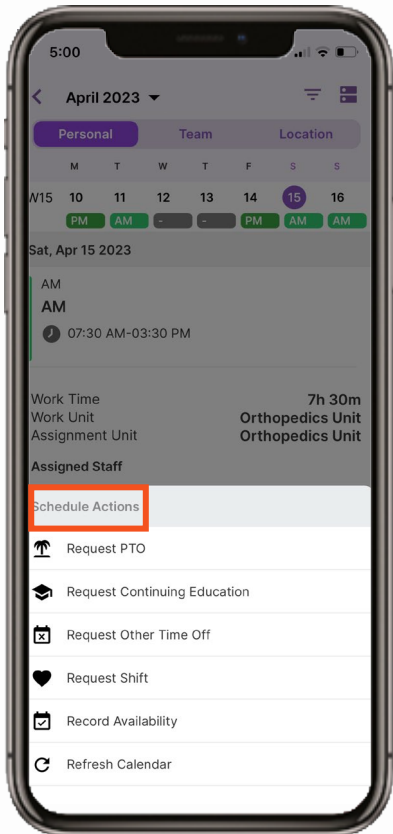


4 Select a **Shift** to view the details and Assigned Staff. Click the **plus sign** in the bottom right to schedule actions.

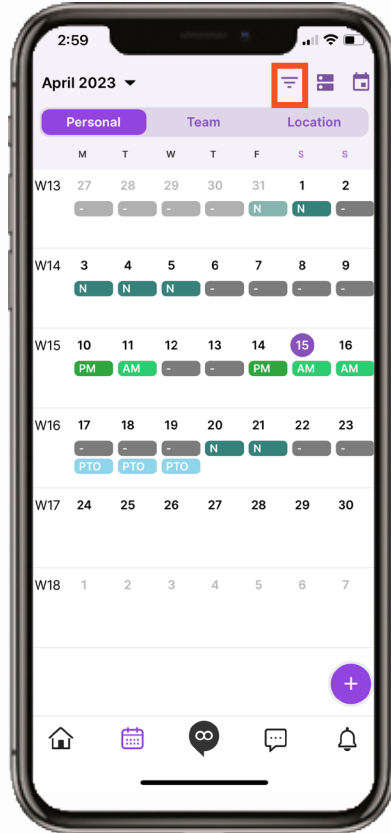


Loop Personal Calendar Navigations & Actions

5 Select the appropriate action from the **Schedule Actions** menu that appears at the bottom of the screen.



6 Select the **Filter icon** in the top right to view **Schedule Settings**.



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

