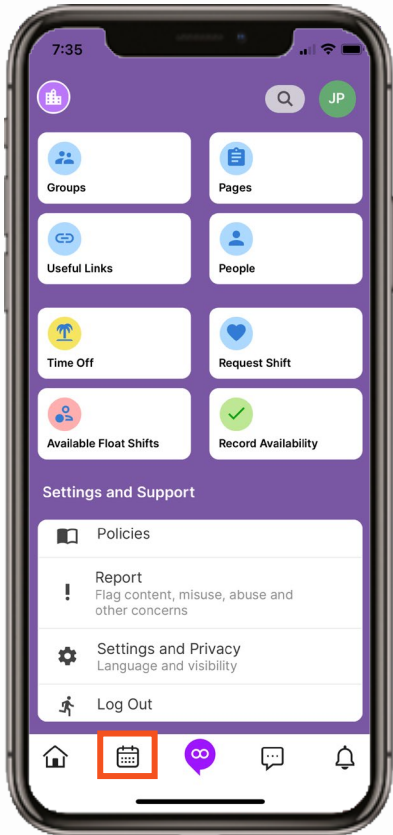


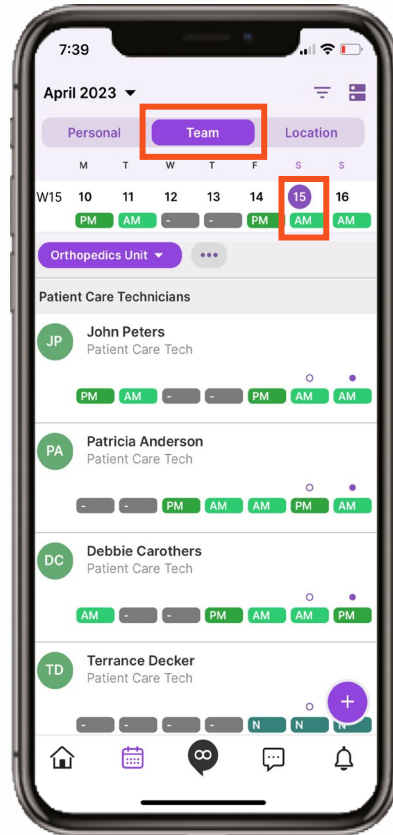
Loop - Team Calendar Navigation

Loop Team Calendar Navigation

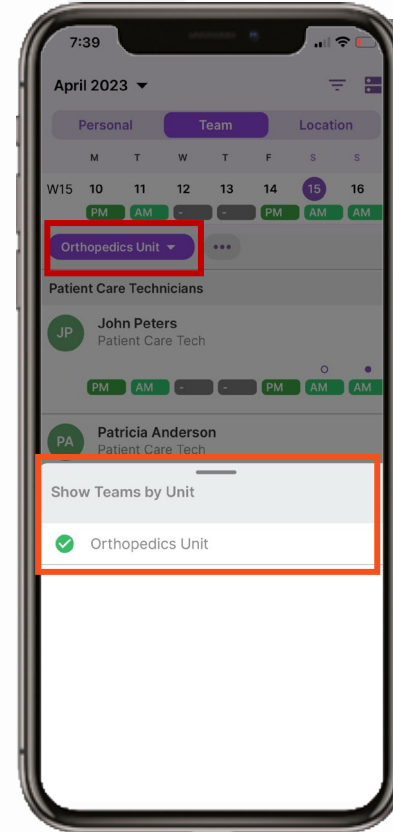
1 Select the **Calendar** at the bottom of the screen.



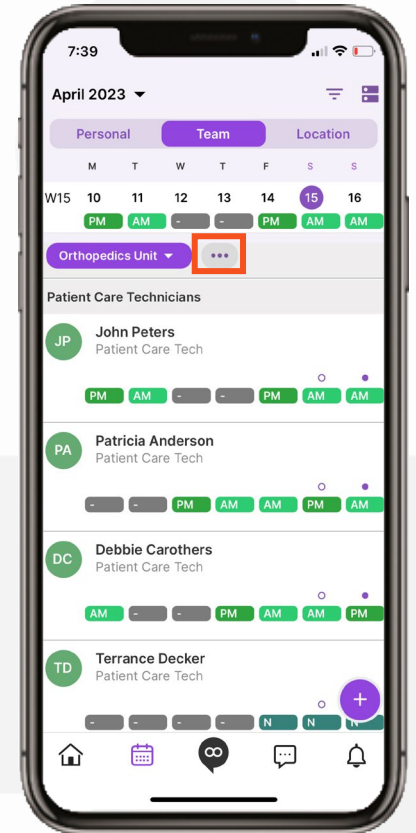
2 Select the **Team** tab. You can view the current week and the Shift each person in the unit is working, which is shown by a purple dot above the Shift.



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

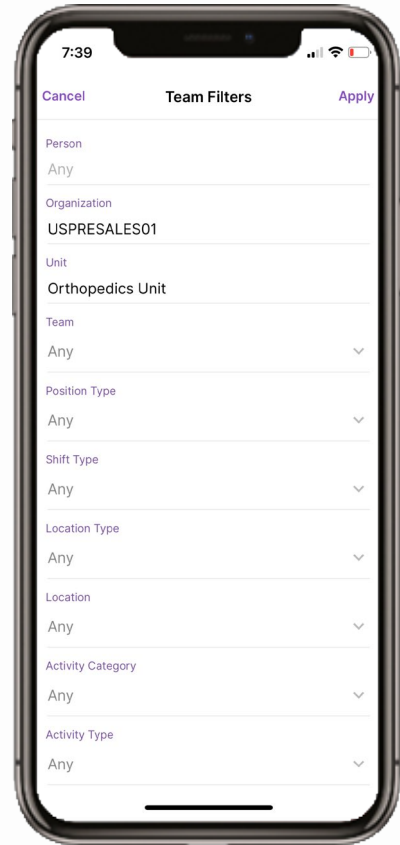


4 To Filter the people shown, select the **three dots** to the right of the Unit name.

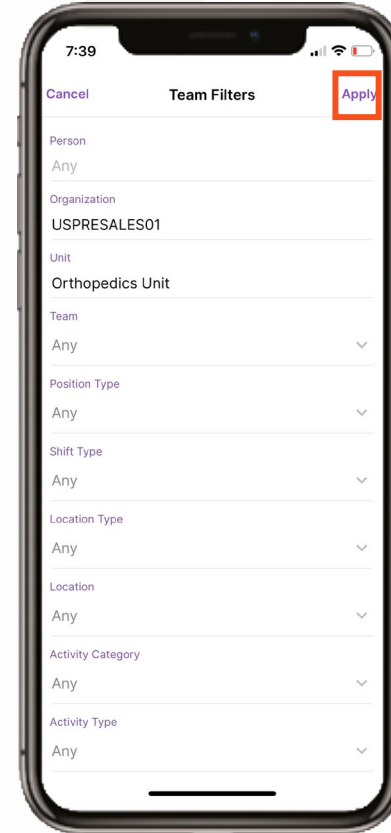


Loop Team Calendar Navigation

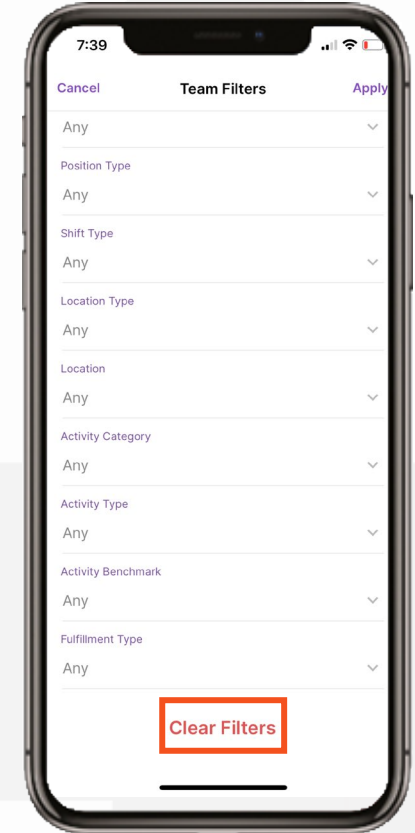
- 5** You can filter by **Team, Job Type, Shift Type, Location Type, Location, and Fulfilment**. Scroll down to view more filters.
- 6** Select a **Filter** and then select a **Filter option**. Repeat for the other filters.



- 7** Once you have chosen your filters, select **Apply**.

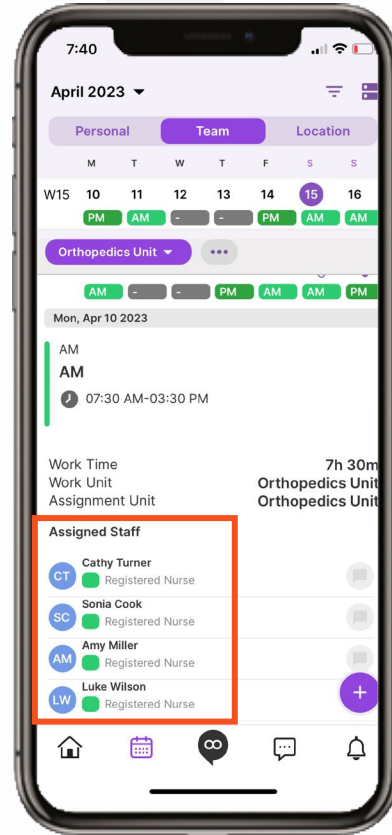
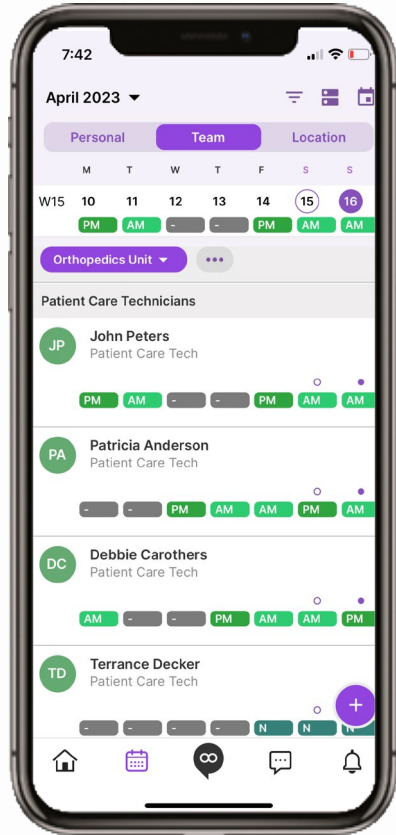
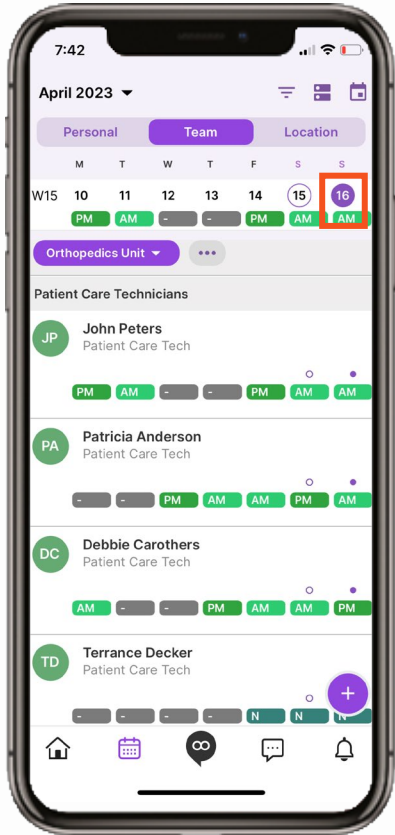


- 8** To clear the **Filter(s)**, select **Clear Filters** at the bottom of the screen.



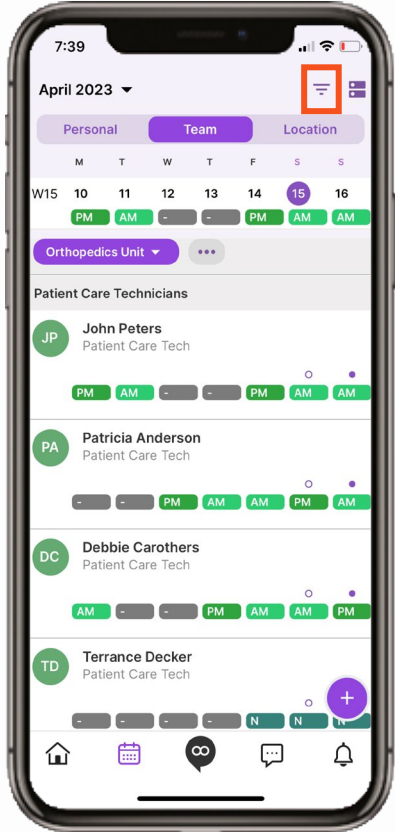
Loop Team Calendar Navigation

- 9 Select a **day** to view the Team working.
- 10 **Scroll** down to view more Teams and what Shifts people are working.
- 11 Scroll down to view **Assigned Staff**.

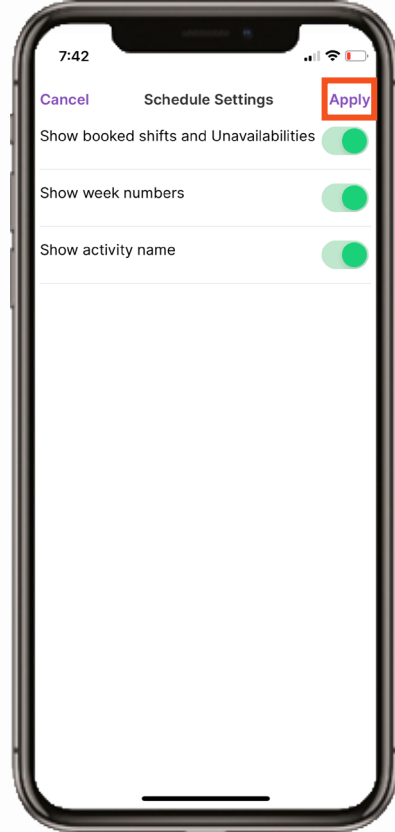


Loop Team Calendar Navigation

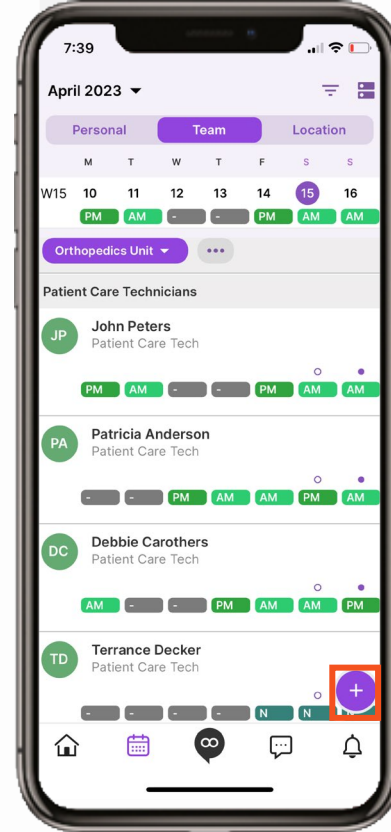
12 Select **Schedule Settings** at the top of the screen.



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



14 To access other Schedule Actions, select the purple **plus sign** in the lower right.



15 Select the desired option from the **Schedule Actions** menu.

