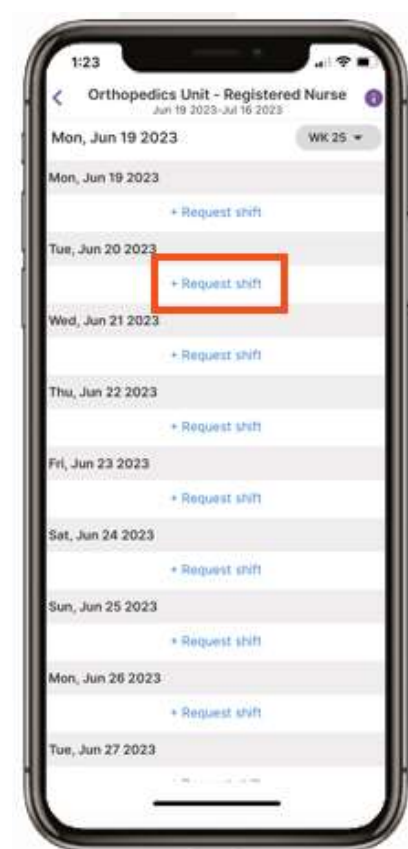
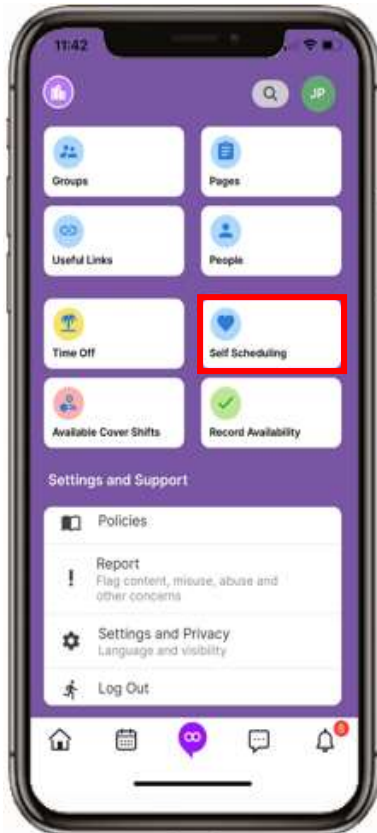




LOOP: SELF SCHEDULING - REQUESTING SHIFTS

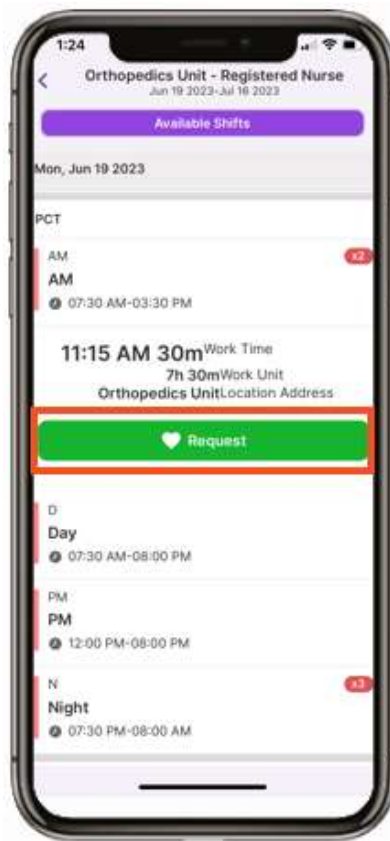
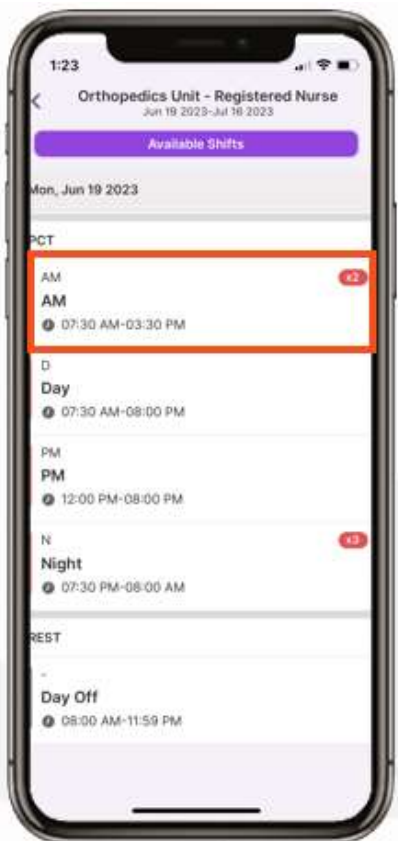
Staff members use Loop to request shifts they want to work. There are three methods that can be used to request shifts.

1. Click **Self Scheduling** on the **Loop main screen**.
2. Select a **date range** from the **Request Shift** screen.
3. Select **+ Request Shift** below the date of the shift you are requesting.

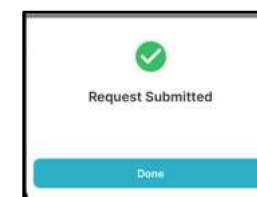


LOOP: SELF SCHEDULING - REQUESTING SHIFTS

4. Select the **shift** you are requesting from the **Available Shifts** screen.
5. Click the **Request** button on the **Available Shifts** screen.
6. Click the **Request** button on the **Confirm Request** screen.

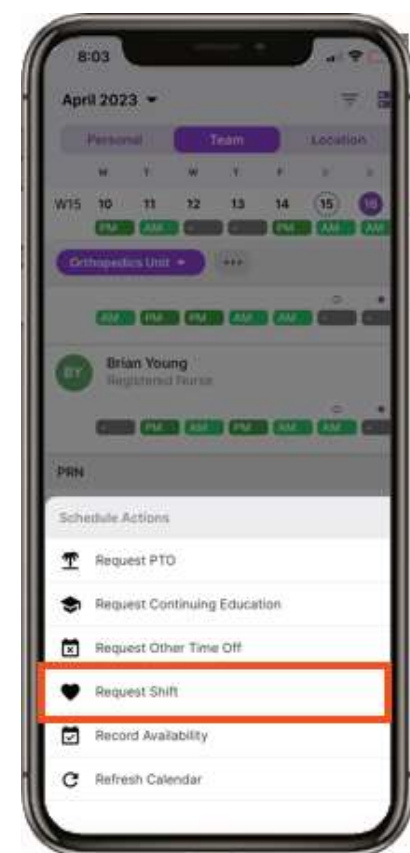


A **Request Submitted** notice displays at the bottom of the **Confirm Request** screen.



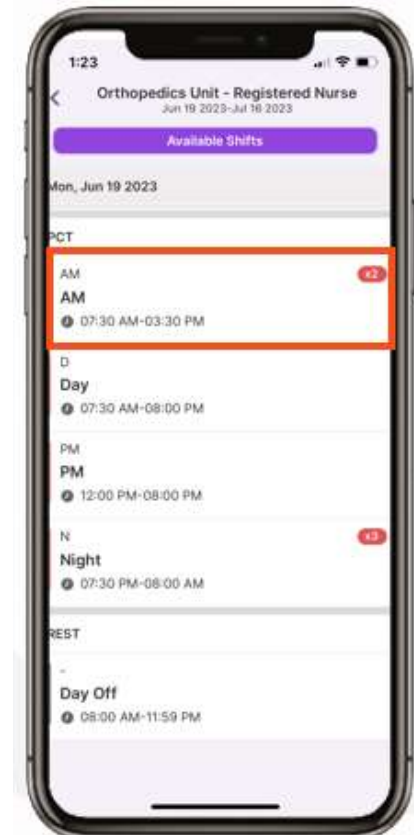
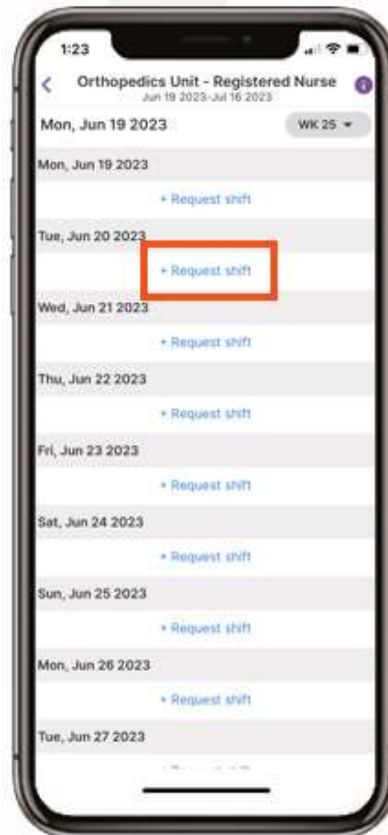
LOOP: REQUESTING SHIFTS – USING THE CALENDAR

1. Click the **calendar** icon on the **Loop main screen**.
2. Click the **purple + sign** at the bottom of the **calendar**.
3. Select **Request Shift** from the **Schedule Actions** menu.



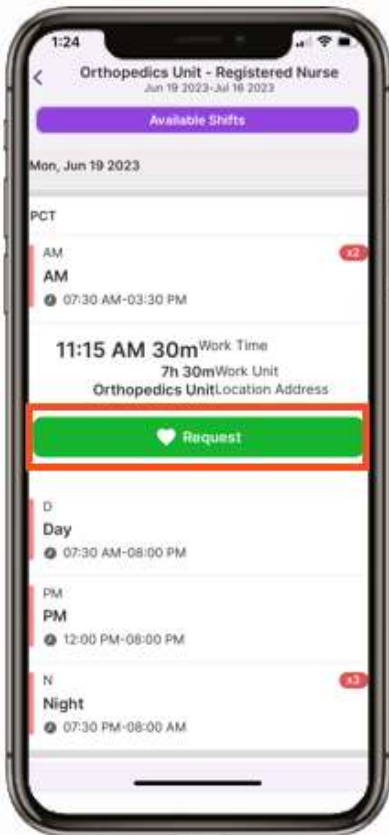
LOOP: REQUESTING SHIFTS – USING THE CALENDAR

4. Select a **date range** from the **Request Shift** screen.
5. Select **+ Request Shift** below the date of the shift you are requesting.
6. Select the **shift** you are requesting from the **Available Shifts** screen.



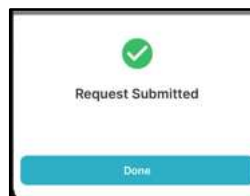
LOOP: REQUESTING SHIFTS – USING THE CALENDAR

7. Click the **Request** button on the **Available Shifts** screen.



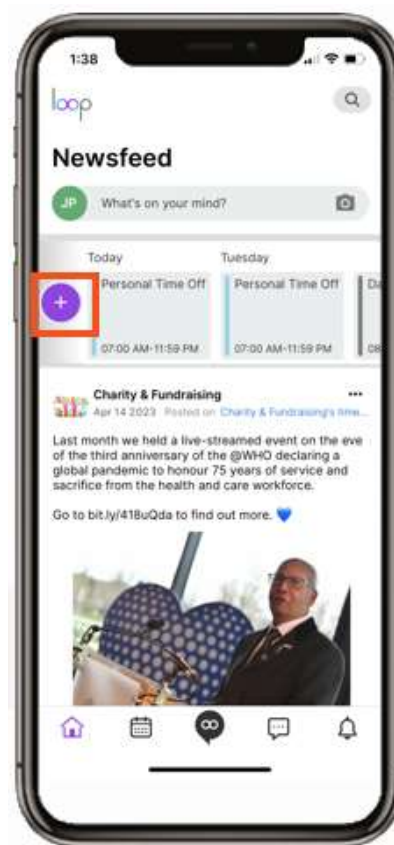
8. Click the **Request** button on the **Confirm Request** screen.

A **Request Submitted** notice displays at the bottom of the **Confirm Request** screen.



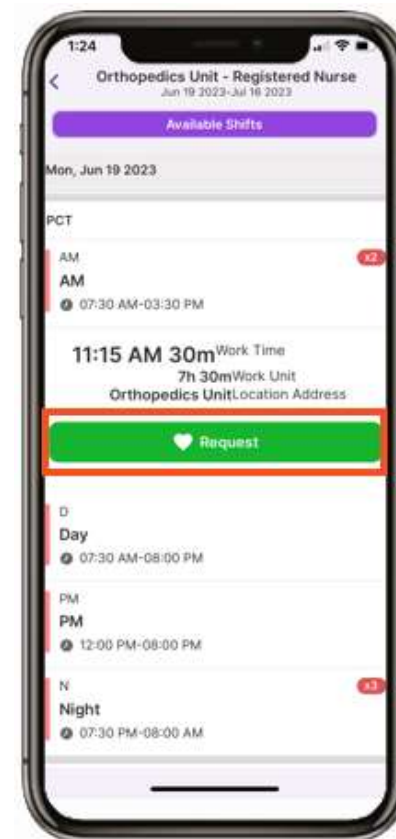
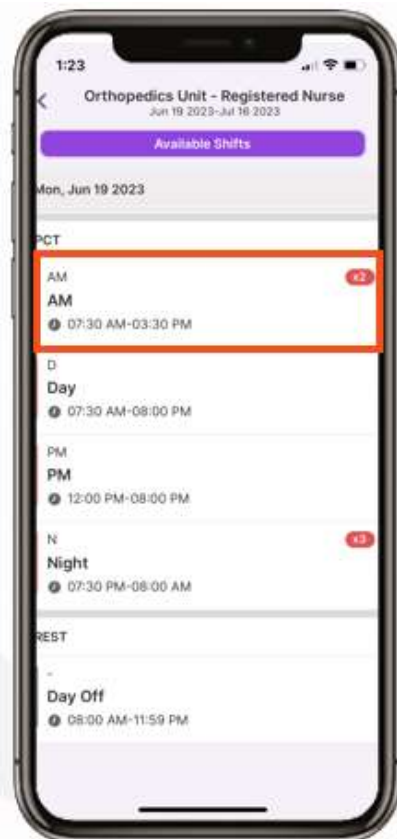
LOOP: REQUESTING SHIFTS – USING THE NEWSFEED

1. Click the **Home** icon on the **Loop main screen**.
2. Click the **purple + sign** on the **Newsfeed** page.
3. Select a **date range** from the **Request Shift** screen.



LOOP: REQUESTING SHIFTS – USING THE NEWSFEED

4. Select **+ Request Shift** below the date of the shift you are requesting.
5. Select the **shift** you are requesting from the **Available Shifts** screen.
6. Click the **Request** button on the **Available Shifts** screen.



LOOP: REQUESTING SHIFTS – USING THE NEWSFEED

7. Click the **Request** button on the **Confirm Request** screen.

A **Request Submitted** notice displays at the bottom of the **Confirm Request** screen.

