Loop – Request Duties

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Pages

People

Leave

Available Locum Duties

1 Select **Request Duty** from the Loop main screen

22

Groups

G

63

Call-Outs

Request Duty

Record Availability

0

Settings and Support

Organisation Controls

Useful Links

2 Select a **date range**.



TRAUMA & ORTHOPAEDICS consultant 06 December 2021 - 02 January 2022 Monday, 06 December 2021 WK 49 🔻 Tuesday, 14 December AM Core SPA 08:00 - 12:00 PM Core SPA 13:00 - 17:00 + Request duty Wednesday, 15 December AM OPD-New/Follow-up 08:00 - 12:00 PP PM Private Practice

Select + Request Duty blue text

would like to request.

beneath the date of the duty you

3

4

From the Available Duties list, select the duty you wish to request and then select the **Request** button.



ALL1.1 April 2023

Loop – Request Duties

5

To view **Other Staffs Duties**, select the option at the top of the screen



6

You can also request a duty via the **calendar**. Select the **Calendar** at the bottom of the screen, then select the **purple +** button in the bottom right of the screen to see Roster Actions.

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From the Roster Actions list, select **Request Duty** and follow Steps 2, 3 and 4 as before



8

You can also request a duty from the **Newsfeed** page. Select the **Home** button and then select the **purple and white +** button and follow Steps 2, 3 and 4 as before.

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loop	Q								
Newsfeed									
What's on your mind?	۵								
Today	Wed								
Early Afternoon	Afte								
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Guy's and St. Thomas' NHS Found 24 May 2020 Posted on Guys and St. Thomas									
Please complete the Bank Staff poll. Your matter!	opinions								
How easy is it to use our Bank Staff service?									
Easy	0								
Okay	0								
Difficult	~								
Nightmare	0								
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