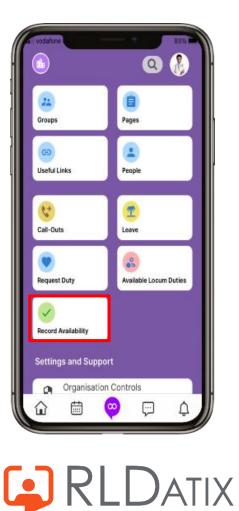
Loop – Record Availability

1 Select **Record Availability** from the Loop main screen



Select the **date** to change it. Scroll through and select the days, months and years as required, and select

2

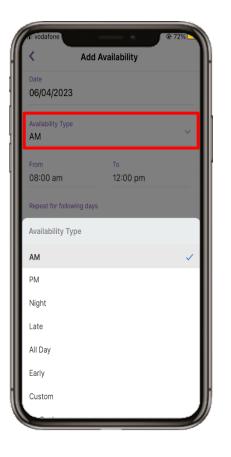
Done

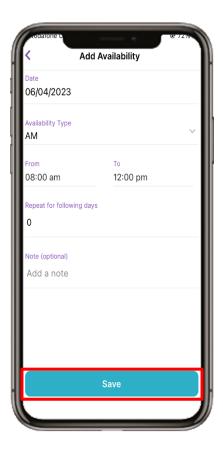
vodafone l		☯ 72%
< Add A	vailability	/
Date 06/04/2023		
Availability Type		~
From 08:00 am	To	
	12:00 pm	
Repeat for following days		
0		
Note (optional)		
		Done
		Done
April	6	2023
May	7	2024
July	8	2025

3

Select Availability Type to change as required

4 Select Save





Loop – Record Availability

5 Confirmation will be displayed on the screen

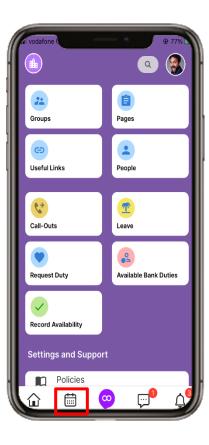
all vodafone		87%
<	Add Availability	
Date		
09/02/2	2022	
Availability Type Night		~
From	То	
20:30 pm	08:00 am	
Repeat for follow	wing days	
0		
	\checkmark	
,	Added availability	
	You have added Night on	
	09 February 2022	
	Done	



Loop – Record Availability (From the Roster)

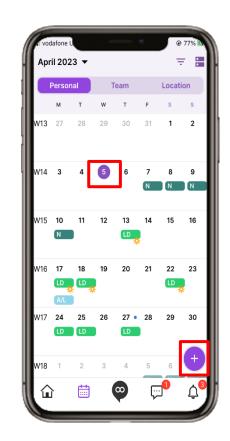
1

You can also add availability via the **calendar**. Select the calendar icon from the bottom of the screen



2

Make sure a **date** is selected in the roster and press the **purple plus** button. This will load the form with the selected day already populated



3

Select **Record Availability** and repeat form from previous slides

