Loop User Guide

Allocate Optima for Ministry of Justice

Filename:	Optima Loop User Guide V4.docx
Version:	4
Date:	25th September 2023

# 1 Optima Rostering: Loop Mobile Application

1.1 Loop User Guide

The following processes in the Loop Mobile Application are covered:

(i)   **Loop Main Action Page**.
(ii)   **Viewing Your Roster Calendar**.
(iii) **Requesting Annual Leave**.
(iv)   **Reviewing Details for a Rejected Annual Leave Request**.
(v)   **Removing an Annual Leave Request**.
(vi)   **Recording Your Availability**.
(vii) **Direct Booking an Available Bank Shift**.
(viii) **Viewing Your Loop Notifications**.
(ix)   **Reviewing Your Loop Newsfeed**.
(x)   **Connecting to Friends**.

1.2 Further Information on the Ministry of Justice Loop Website

To support the implementation of the **Loop** Mobile Application for the Ministry of Justice, a website has been provided – see URL below:

<u>https://www.allocatesoftware.co.uk/moj-loop/</u>
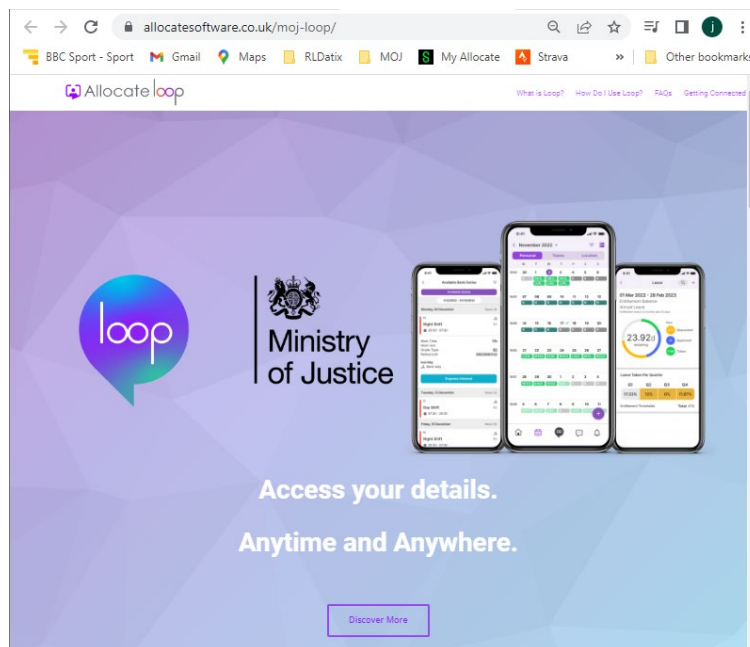
Figure 1 – Ministry of Justice Loop Website Home Page

This website contains quick Loop usability overview videos for the following:

i.   **Booking Annual Leave**.
ii.   **Viewing Your Calendar**.
iii. **Booking Additional Shifts**.

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iv. **Adding your Availability**.
   1. **Note**: Availability is the term used to show when you are available for a Duty/Shift which will then be observed by the Roster Manager.
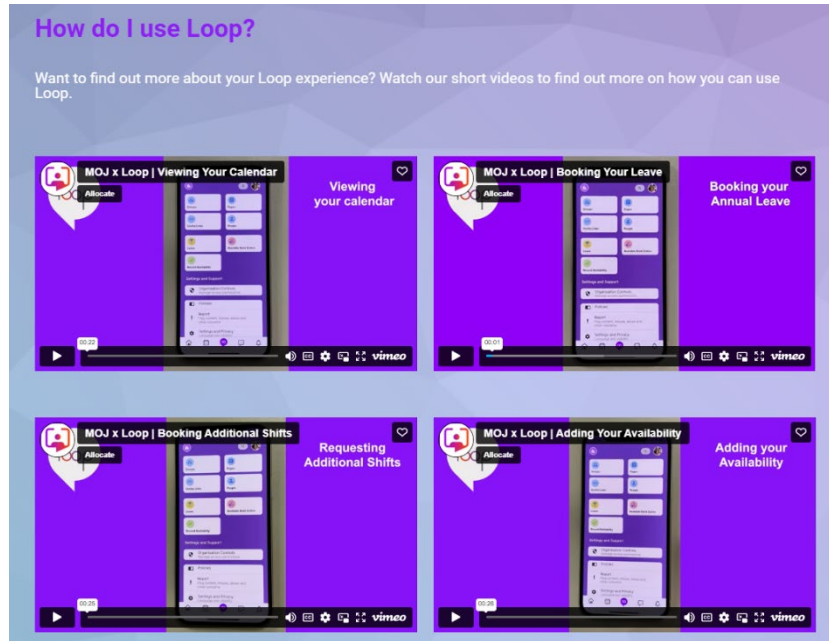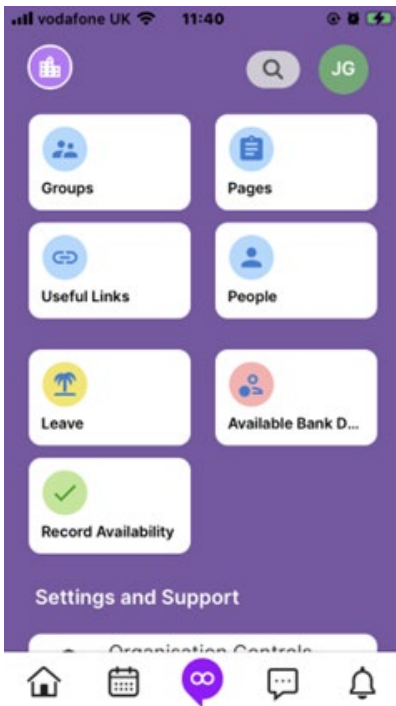

Figure 2 – Loop Overview Videos on the Ministry of Justice Loop Website

1.3 Loop Main Action Page

Access the Loop **Main Action Page** by clicking on the 🔵 button at the bottom of the screen.

Main Action Page

Button	Explanation
	Connected Organisation. You will be connected to the Ministry of Justice Organisation.
	Search Function. Use this to search for people and connect with them.
JG	**Your Profile**. Use this to add a Photo to your profile and see your connected friends.
Groups	Use to see if you belong to any **Groups**.
Pages	Use to see the "Ministry of Justice" **Pages** you have access to.
Useful Links	If your organisation has set up any useful URL **Links**, they will be displayed here.
People	See your **connected friends**.
Leave	Use this to request **Annual Leave**.
Available Bank D…	**Available Bank Duties** These are Shifts that you could assign to yourself.
Record Availability	Use this to inform your Establishment of Dates and Times that you are **available** for a Shift. This will then appear in the Roster for your Rostering Administrator.

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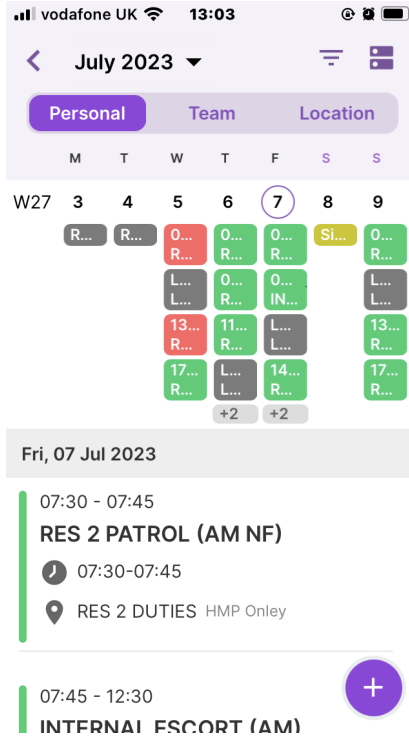# 1.4 Viewing Your Roster Calendar

1

Select the **Calendar** 📅 Button at the bottom of the screen to see your Monthly Roster:
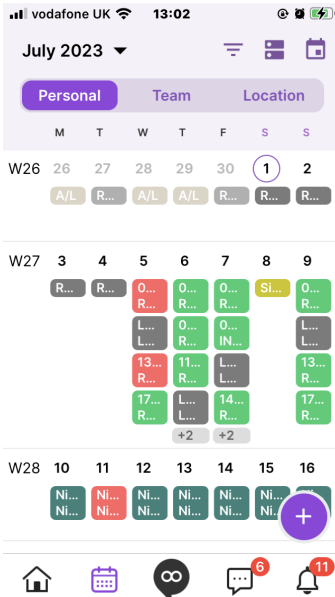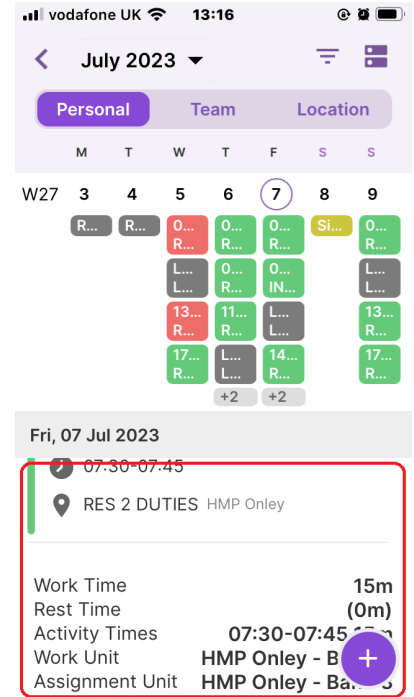
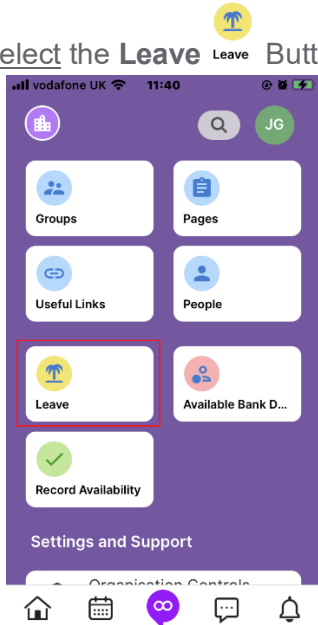**2**

Select a single Day to see the Tasks you are undertaking

3

Scroll the bottom section to see the Tasks you are undertaking and further information:
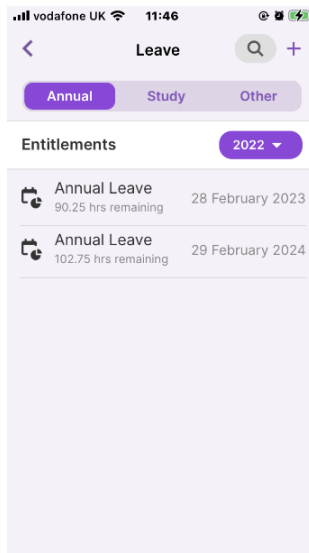
1.5 Requesting Annual Leave
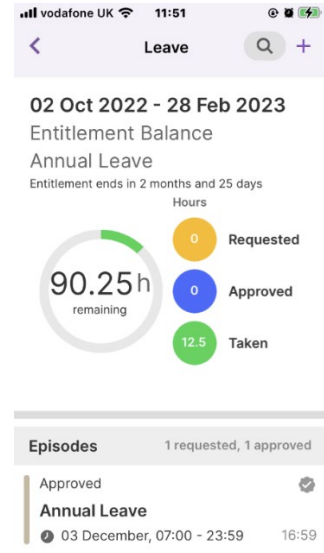
1

Select the **Leave** [Leave icon] Button

2

Select the correct Entitlement Year

3

See the **Entitlement Balance Annual Leave** Page

4

Select the **Add +** button in the top-right-hand corner of the screen
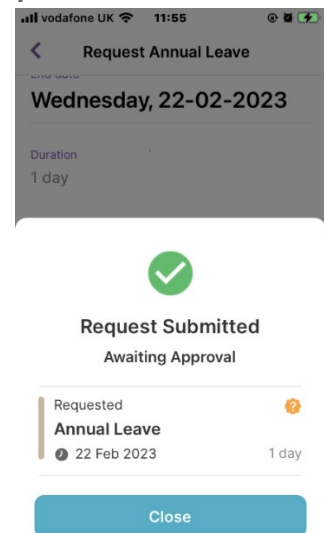
5

Request Annual Leave Page – Set the Start Date and End Date of the Requested Leave together with the **Reason** of "Annual Leave"
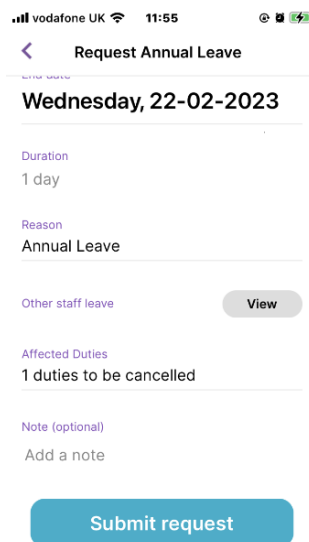
6

Select the **Submit Request** [Submit request] button at the bottom of the Request Annual Leave Page. This will provide the **Request Submitted** message:
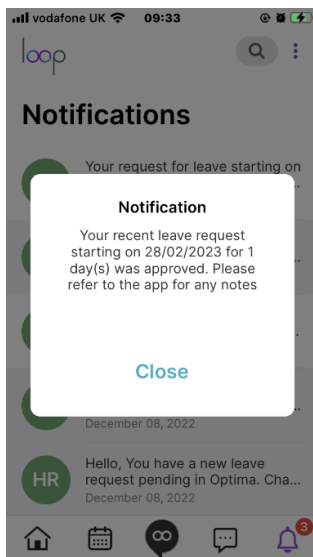
1.5.1 Supporting Loop Video: Booking Annual Leave

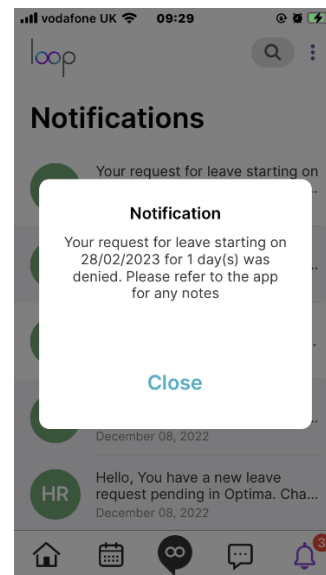See URL: https://vimeo.com/779543401

Note: The password is "MOJ"

1.6 Requested Leave: Approval and Rejection Notifications

One the Roster Administrator has reviewed your **Annual Leave Request**, they will either **Approve** or **Reject** it. *Example* Notifications in Loop are provided below:

Example <u>Approved</u> Notification

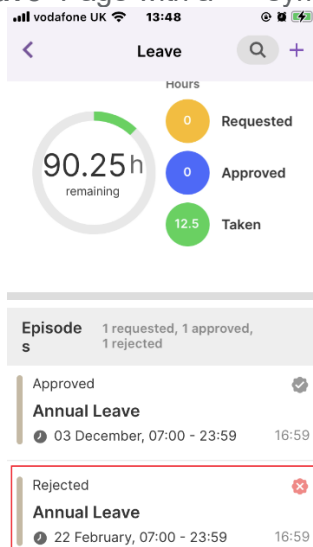**Example <u>Rejected</u> Notification**

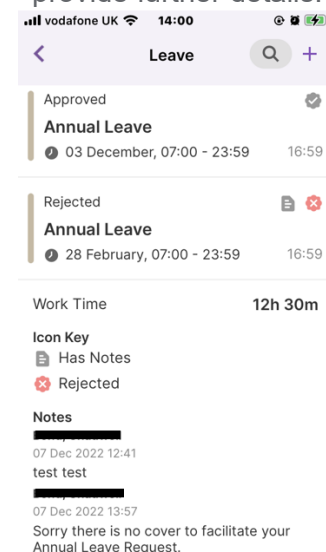**Note**: You will <u>also</u> receive an **email notification**.

1.7 Reviewing Details for a Rejected Annual Leave Request

For a Rejected Annual Leave Request, this will be highlighted on the "**Entitlement Balance Annual Leave**" Page with a ⊗ symbol:

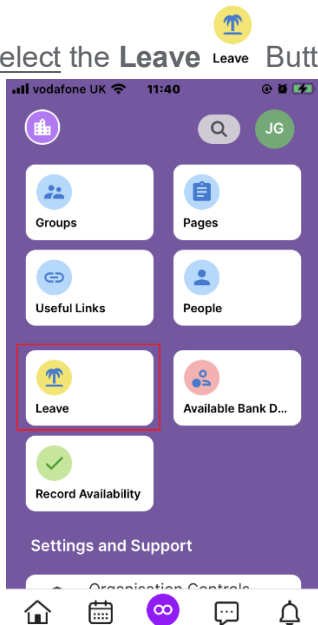Selecting the Rejected Annual Leave Request will provide further details:

1.8 Removing an Annual Leave Request

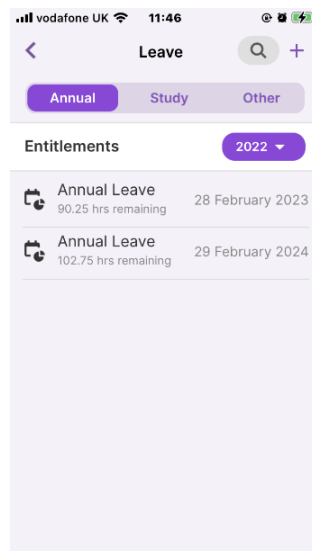**Note**: Only Annual Leave Requests that HAVE NOT been Approved or Rejected can be removed.
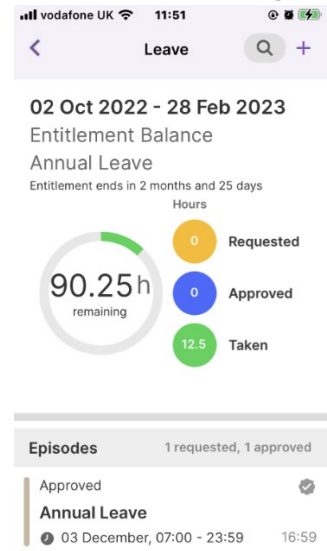
1

Select the **Leave** 🏖 Button

2

Select the correct Entitlement Year
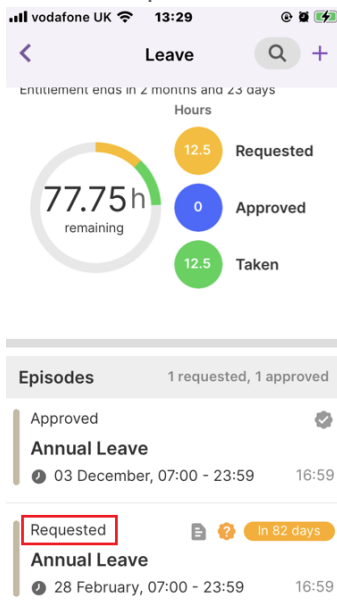

3

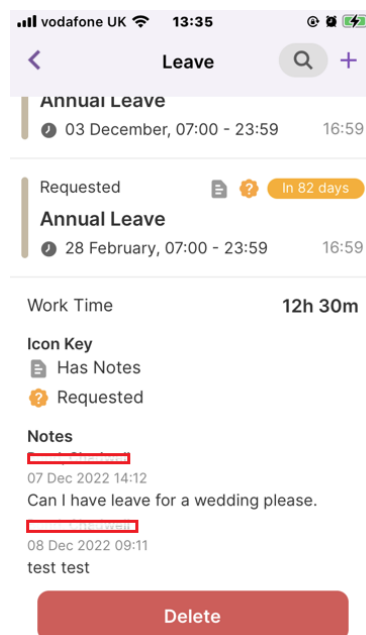See the **Entitlement Balance Annual Leave** Page

4

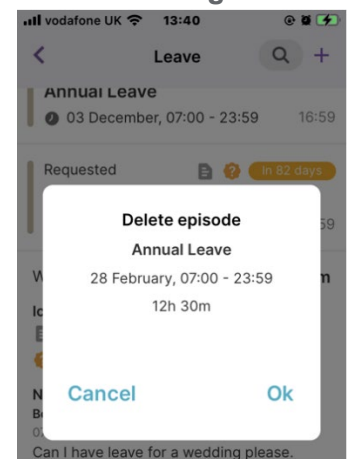Scroll down to locate the Leave Request at the **Status** of "Requested":

5

Select the "Requested" Annual Leave record to show more details:

6

Select the **Delete** [Delete] button located at the bottom of the screen to be presented with the **Confirmation Message**:

Select the **OK** [Ok] button to confirm the removal

Note: This Requested Annual Leave will now NOT be shown in the Optima Roster Screens and there is no interaction required by the Roster Administrator.
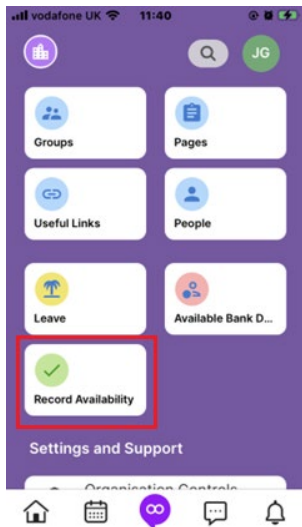
1.9 Recording Your Availability

You can inform your Roster Administrator of Dates and Times you are available to work using the "**Record Availability**" function in Loop.
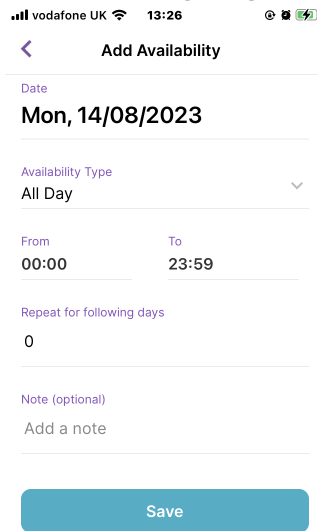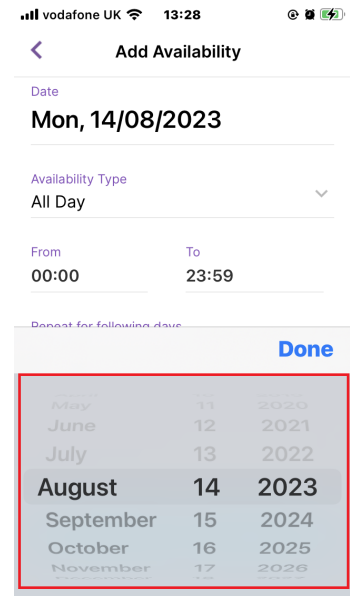
1

Select the **Record Availability** Button

2

This will open the **Add Availability** Page:
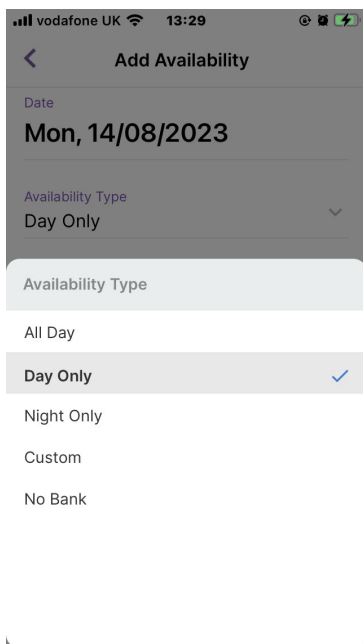

3

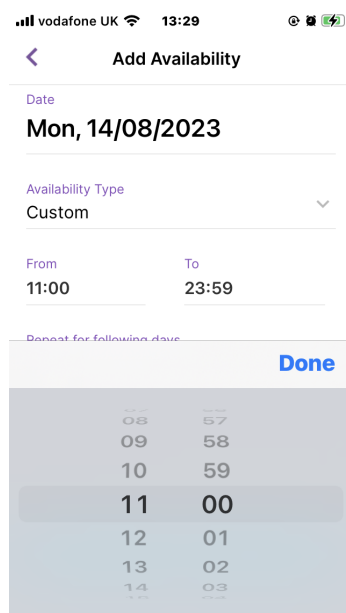Set the **Date** you are Available for Duty:

4

Set the **Availability Type** to say what Shifts Types you would be available for:
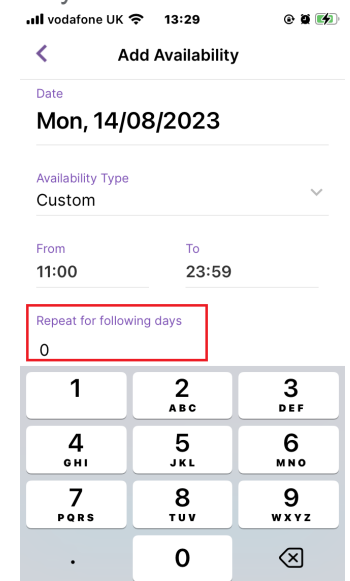

5

Optionally use **Custom** option to set specific Times you wish to record and set the **From** Time and **To** Time:
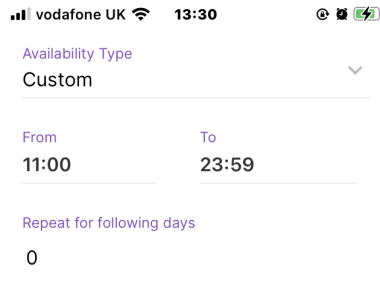

6

Optionally use the **Repeat for following days** to set this time for a number of consecutive days from the first Date:
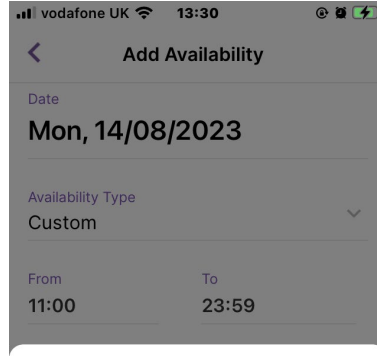
7

Optionally add a supporting **Note** that will be seen by your Roster Administrator

8

Select the Save

button at the bottom of the screen and you will see your **Added availability** Message:

9

Select the **Done**

button at the bottom the screen to complete the process.

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1.10 Direct Booking an Available Bank Shift

Available Vacant Shifts can be "**Sent to Bank**" by your Roster Administrator. These Available Shifts can be viewed and directly booked using Loop.
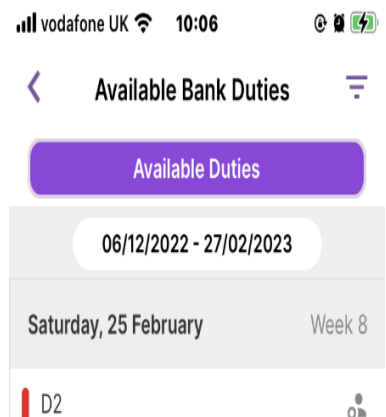
1

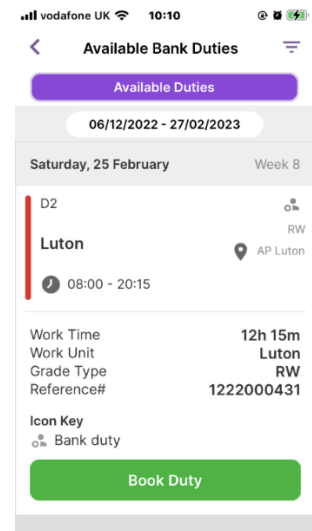Select the **Available Bank Duties** Button
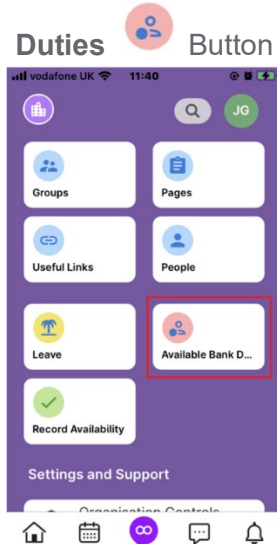
2

View **Available Duties** Page

Note: Only Available Duties that you can do based on the Rostering Rules (*such as your Rank & Skills*) in the system are displayed

3

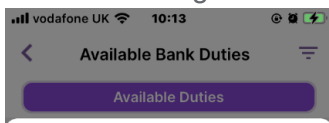Select the **Available Duty** you are interested in in order to see more details

4

Select the **Book Duty** button to direct book. You will then be provided with a **Confirm Booking** Message:
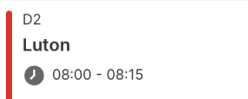
5

Select the **Book Substantive** button to confirm the booking. You will then be provided with a **Booking Completed** Message

6

Select the **Done** button to go back to the Available Duties Page

1.11 Viewing Your Loop Notifications

1

Select Alerts 🔔 Button at the bottom of the screen:
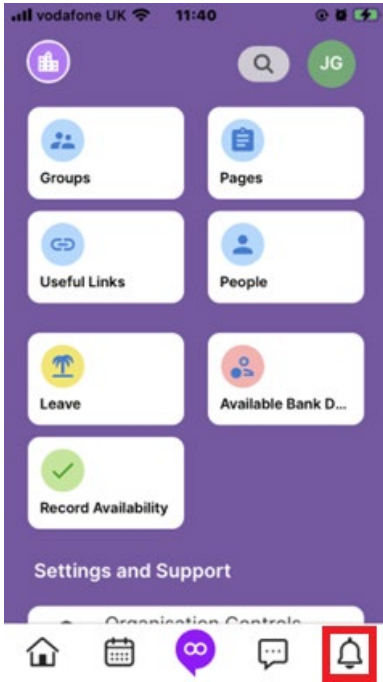
2

View your **Notifications** with the most recent at the top of the list:

3

Select a Notification to see further details:

Select **Close** to return to your Notification List

1.12 Reviewing Your Loop Newsfeed

1

Select Home 🏠 Button at the bottom of the screen:

2

View your **Newsfeed** with the most recent items at the top of the list:

1.13 Connecting to Friends

You can connect to colleagues and friends with Loop.

1

Select the **Search Function** 🔍 Button
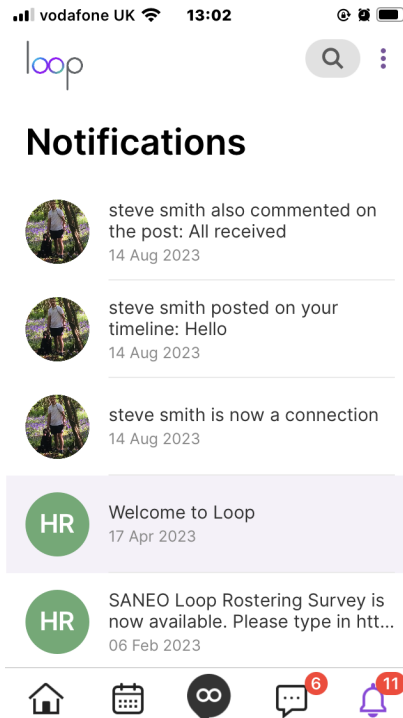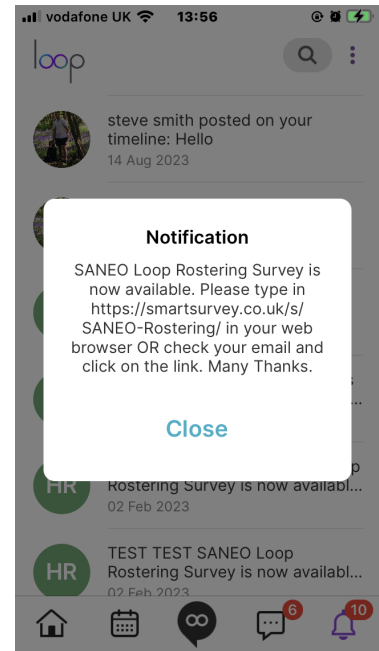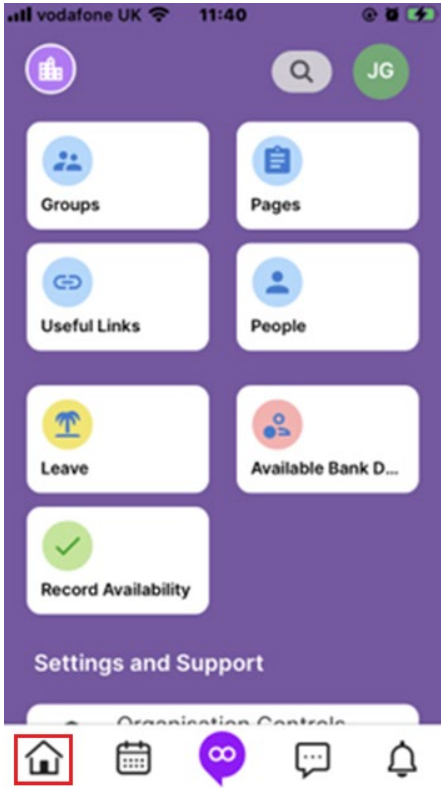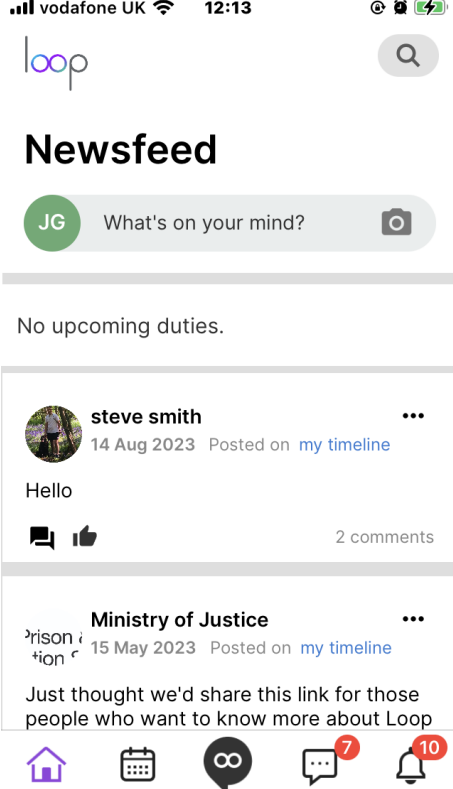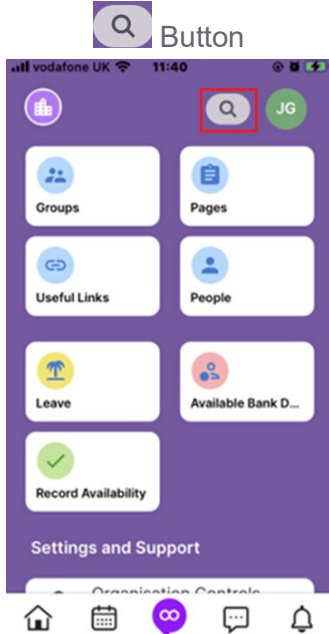
2

Select the **People** button and add search criteria:
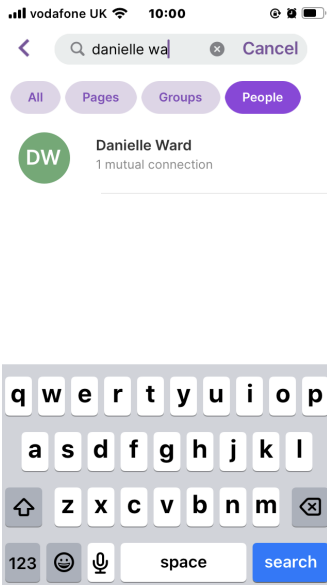
3

Select Person in Search Results:

Danielle Ward

DW

Danielle Ward

➕ Request

CONNECTIONS   See All
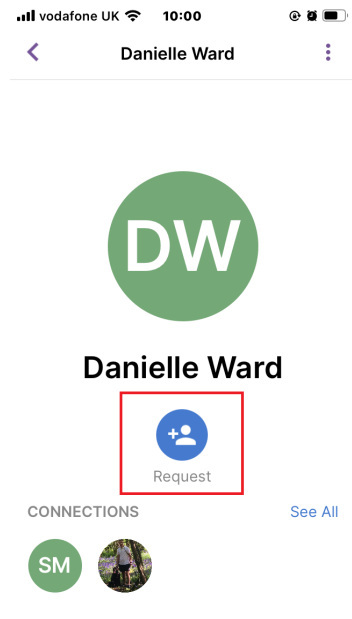
4

View Pending Connections by selecting ⋮ button in top-right-hand corner and selecting 📅 Pending connections .

5

Pending Connections:

Requested connections

People waiting to accept your request

DW **Danielle Ward**
    1 mutual connection
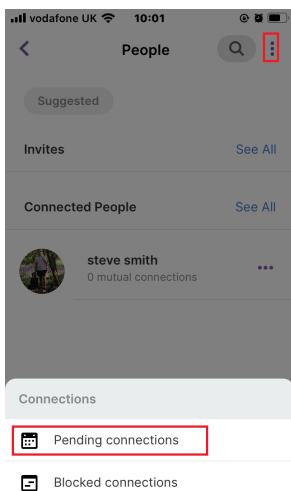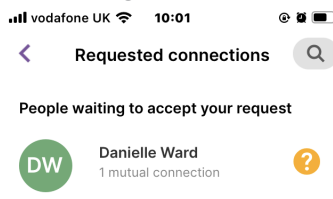
6

Select **People** 👤 button to view all Connections:

People

Suggested

Invites   See All

Connected People   See All

DW **Danielle Ward**   ...
    1 mutual connection

🖼 **steve smith**   ...
    0 mutual connections
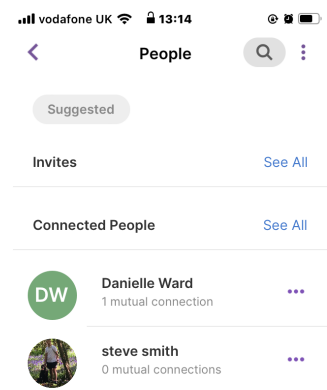
Change Control History

Issue No	Issue Date	Description	Document Authorisation		
			Author	Reviewer(s)	Approver
1	14 Aug 2023	1st External DRAFT Release.	Julian Goodridge	-	Julian Goodridge
2	22 Aug 2023	2nd External DRAFT Release	Julian Goodridge	-	Julian Goodridge
3	23 Aug 2023	3rd External DRAFT Release	Julian Goodridge	Kate Rose	Julian Goodridge
4	25 Sep 2023	1st External Release: Approved by Kate Rose. Removed Draft Watermark.	Julian Goodridge	-	Julian Goodridge

Distribution List

Issue No	Distribution Date	Notes	Recipient(s)
1	14 Aug 2023	Emailed by Julian Goodridge.	Steve Smith (MOJ), Ross McMaster (MOJ), Kate Rose (MOJ), Jonny Newsham (RLDatix).
2	22 Aug 2023	Emailed by Julian Goodridge.	Tim Gower (MOJ), Steve Smith (MOJ), Ross McMaster (MOJ), Kate Rose (MOJ), Jonny Newsham (RLDatix).
3	22 Aug 2023	Emailed by Julian Goodridge.	Tim Gower (MOJ), Steve Smith (MOJ), Ross McMaster (MOJ), Kate Rose (MOJ), Jonny Newsham (RLDatix).