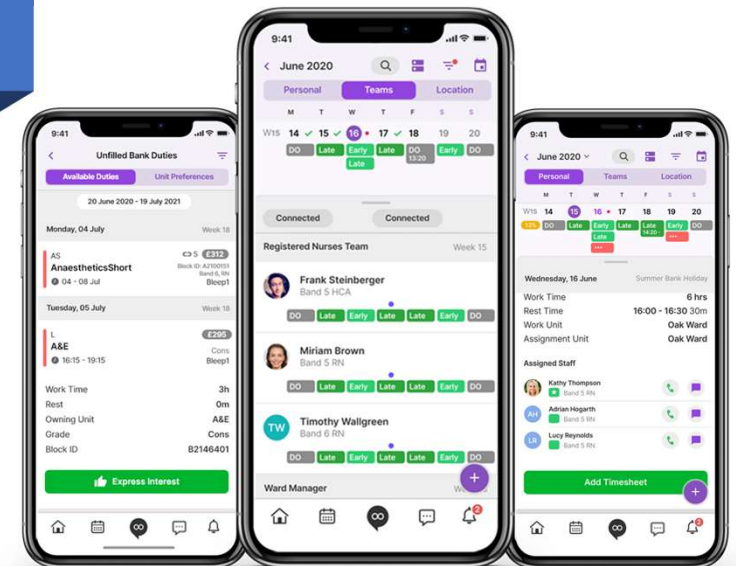


Allocate Loop



Portsmouth Hospitals
University
NHS Trust

- Sign In/ Sign Up
- Newsfeed/ Loop Hub
- Viewing Your Roster
- Booking Bank Duties
- Bank Timesheets
- Managing Connections/ Messaging
- Your Profile/ Reporting & Privacy



Working together To drive excellence in care for our patients and communities

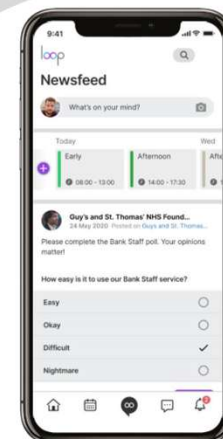
Sign In

- Login using your email and password.
- You can also add your mobile number in (optional) and login with that going forwards.
- Once logged in, Loop will take you straight to your newsfeed.



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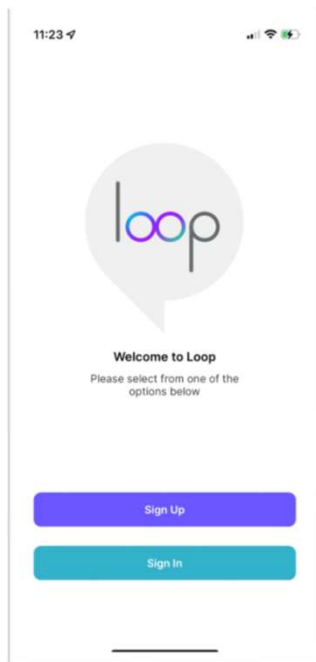
Working together To drive excellence in care for our patients and communities



Creating Your Loop Account (Sign Up)

1

Download the **Allocate Loop app** from your relevant smart phone app store. Once Loop is opened, the below page will appear and you need to select **Sign Up**



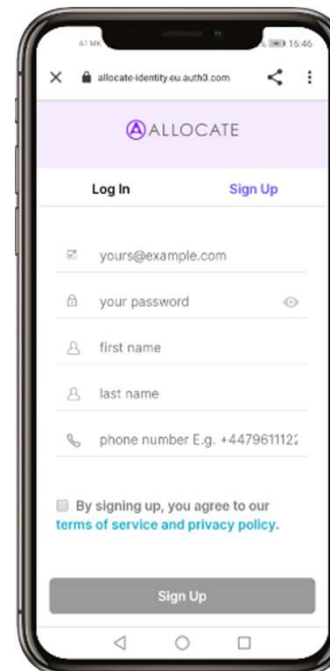
2

Make sure you have your **personal email address and mobile number** to hand and select **Continue**



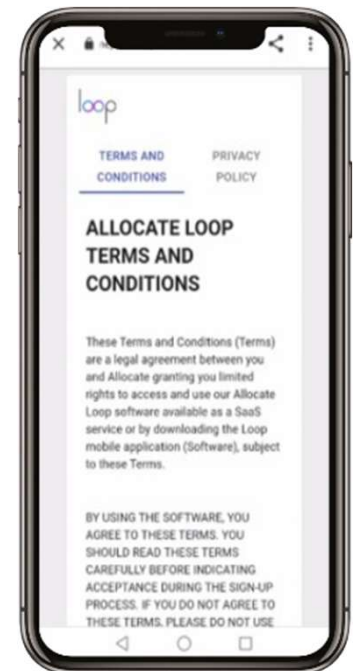
3

Enter your **Email, Password, First Name, Last Name and Phone Number**. Tap the **terms of service and privacy policy** to view and read. Tick the box to agree. The Sign Up button will remain greyed out until you agree



4

Read the Allocate Loop Terms and Conditions



Creating Your Loop Account (Sign Up)

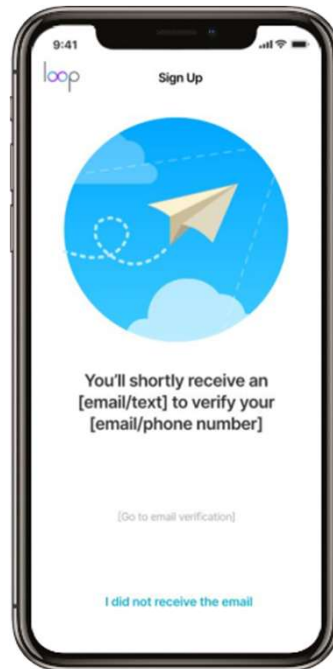
5

Once you have agreed the terms, select **Sign Up**



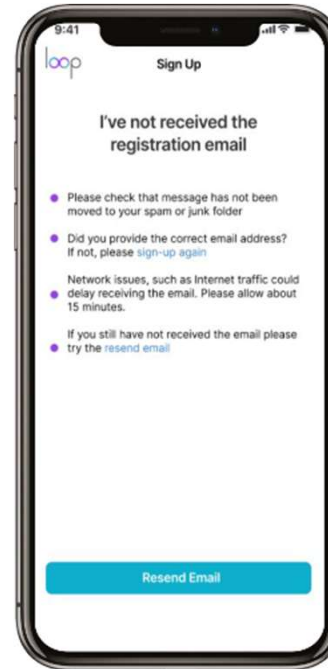
6

Check your email/Text message.
Click the **link** in the email/text message to **verify your account**.
If you haven't received the email, then click on the **I did not receive the email** link at the bottom of the screen



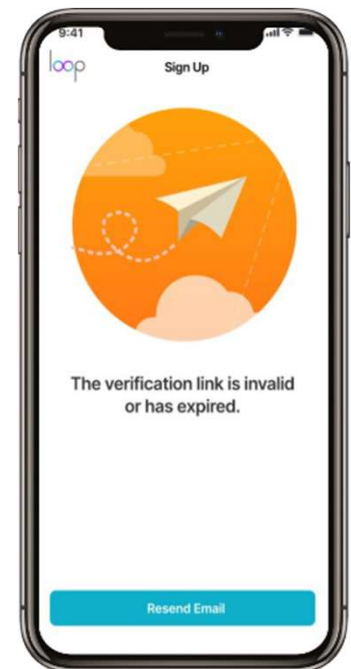
7

If you have followed all of the instructions and still not received the email, select **Resend Email**



8

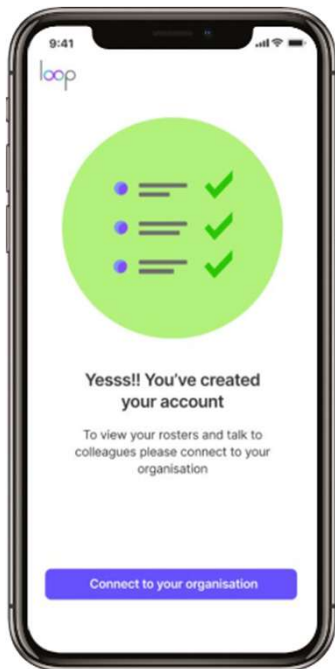
If the **verification link** has expired, then you will get the following message. Select **Resend Email**



Creating Your Loop Account (Sign Up)

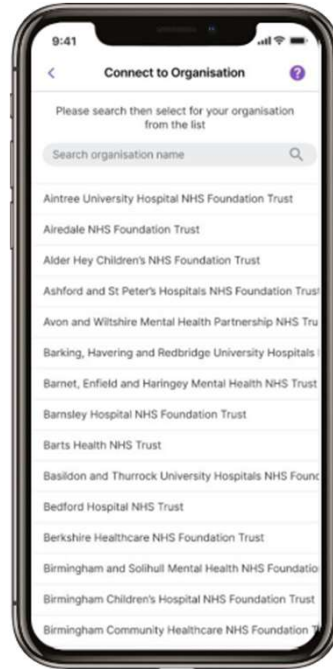
9

Once the email is verified, select
Connect to your organisation



10

Search for **Portsmouth Hospitals University NHS Trust** or the code **PORTH**



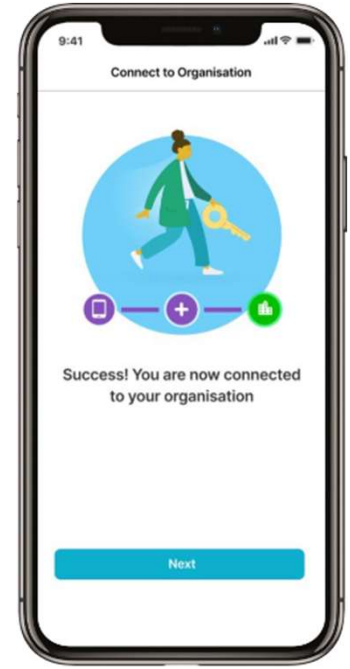
11

Enter your **HealthRoster/EmployeeOnLine** username and password. Select **Connect – Please contact the Rostering Team at RosteringTeam@porthosp.nhs.uk or on 02392283292 if you're unsure of these details**



12

You are now connected to your organisation. Select **Next**.
You are now in the Loop!



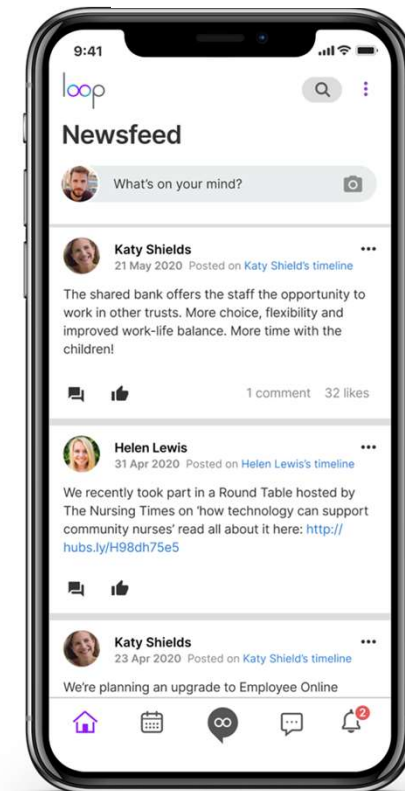
Newsfeed/ Loop Hub

- The first thing you'll see when you open Loop is your newsfeed. This will show any posts, comments or updates from yourself, your colleagues or Trust pages. You can like and comment on these posts.
- You will only see posts from people you're connected to, groups you're a part of, pages you follow and the Trust pages.
- At the top of your newsfeed, you'll notice your shifts for the next week with the option to Request a Duty by selecting the purple + or click on the individual shifts and see more details.
- Click on the Loop hub icon. 
- This is where you can join groups, follow pages, add connections and view useful Trust links.
- You've also got your standard rostering actions such as call-outs, request leave and duties, see available bank duties and record your availability.

Please click [here](#) for video demonstration on how to use your newsfeed.



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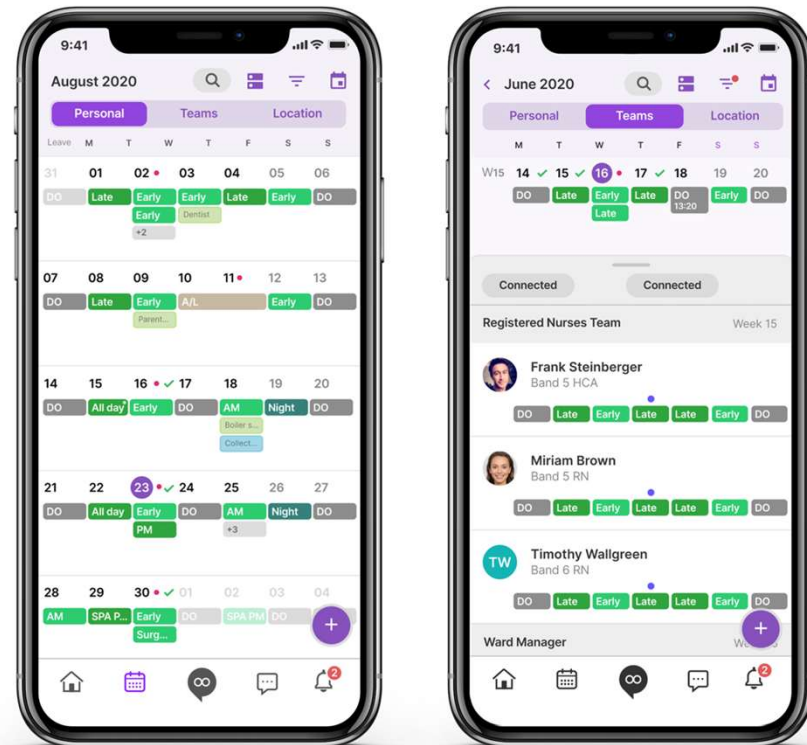


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Viewing Your Roster

- Go to the calendar icon 📅 along the bottom to see your shifts for the month
- Click on a shift/ unavailability to view more details and message your colleagues on the same shift
- View Team roster along the top to see what shift your colleagues are working
- Press the + bottom right to see many Roster Actions
- Apply filters to your view
- Flip between organisations (if applicable)

Please see video demonstration of how to view your roster by clicking [here](#).



Booking Bank Duties

To book a Bank duty in Loop, you need to:

- Go to the Loop Hub icon 
- Select 'Available Bank Duties' section
- Apply and filters if needed by selecting the  icon
- Find the duty you want to work, tap it to open it up
- Select Book Duty button
- You're now booked in!

To watch how to book a Bank duty in Loop, click [here](#).

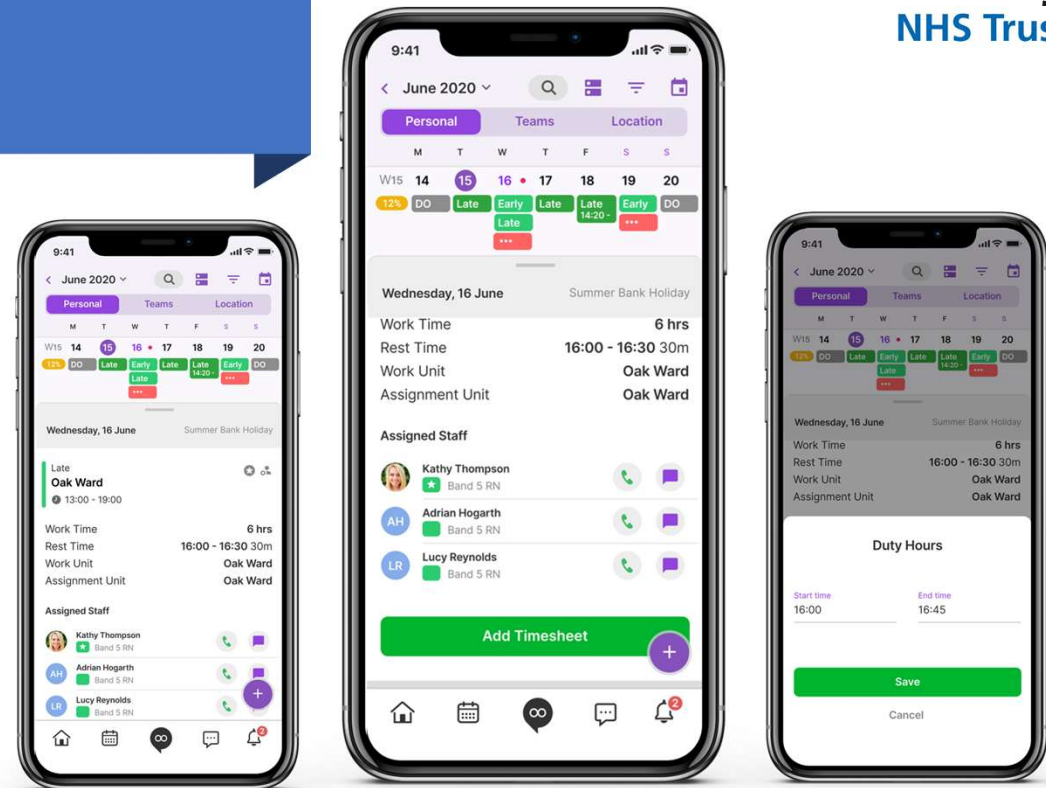


Bank Timesheets

To add/ modify a timesheet for your Bank duty in Loop, you need to:

- Go to your calendar 📅, find the shift you worked and tap it
- The duty panel will appear. Scroll to the bottom and select Add Timesheet
- Confirm the times and press Save
- Your timesheet is now submitted. You can modify by repeating these actions and selecting Modify

All that's left is for your manager to finalise your shift in Optima for you to get paid.





Managing Connections/ Messaging

Managing connections

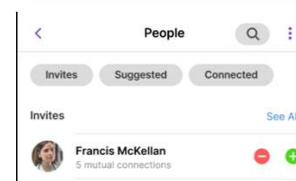
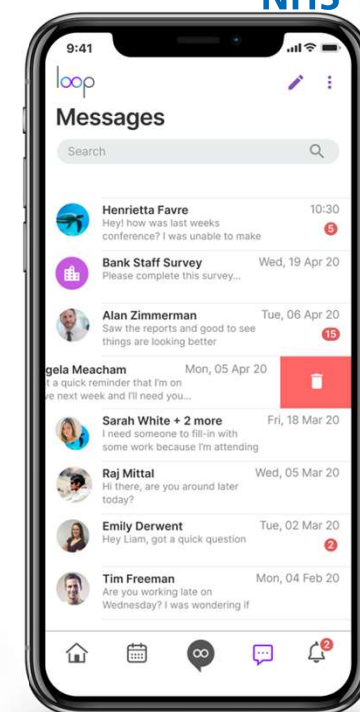
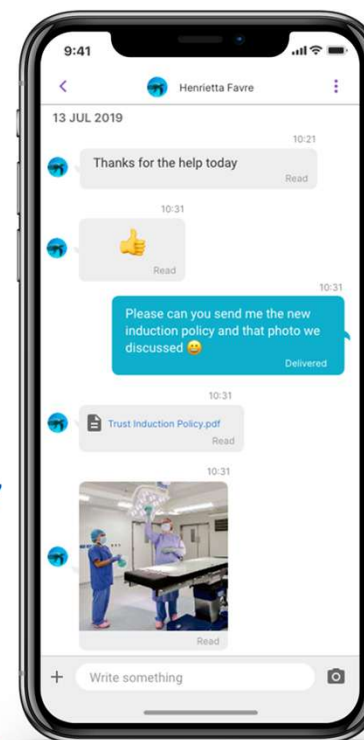
- To find people, to go Loop hub>People and either search by using the magnifying glass or select 'Suggested' as it'll show people you may know!
- To connect to someone, click the green + or click on them and select the blue 'request' button – it will then turn purple until they have accepted
- To view who's added you first, either go the bell icon and click on the notification (unread ones will show up as a light purple) or go to the People page and go to Invites

Messaging

- Go to the message icon along the bottom (speech bubble) to see all your messages
- For a new message, press the pencil in the top right and select the connection you wish to message
- To make a group chat, select the pencil and choose multiple connections to message
- You can only send messages to your connections



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Anything Else?

- If you have any Loop issues or questions, please contact the Rostering Team at pho-tr.rosteringteam@nhs.net, on telephone number 02394354299
- You can find a wide-range of user guides or video demonstrations on our internal intranet page [here](#)

For any booking queries, call Bank Partners 0333 577 3316 or email:

portsmouthnursing@bankpartners.co.uk,

portsmouthac@bankpartners.co.uk,

portsmouthahp@bankpartners.co.uk

- Welcome to **Loop**!

