



Launching Loop Communications Kit Catalogue

Edition 1
June 2023



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Introduction



As well as the workbook we've provided to help you think about your communications plans, we have also created library of assets that you can use to execute your comms plan.

From posters and leaflets, digital banners and videos to written templates, there is loads to choose from that best suits your organisation.

Additionally, many of the items within the library can be personalised, either by yourselves or via the Comms Vault service.

Once you've decided which assets you would like to use, visit the Comms Vault page and place your request.

1. Awareness Assets

Content that is designed to promote that Loop is 'coming soon' and just a general awareness of the solution



Written Template: Email Template

- Example written email that can be sent out via email, including via the email notifications within Optima.
- Gives top level information on what is Loop.

Can this be personalised?	Yes
Who can personalise	Yourselves
Supplied Format	PDF

Loop | Email Template

Version 1 | Updated 03.06.2023

This example email is a template for a teaser communication you can send out to all staff, to make them aware. Feel free to personalise this template, including adding links to your resources for introducing Loop, adding personal quotes from your senior team and more.

Example Email

Title: Introducing Loop | Your new way to see your roster

We are excited to unveil our brand new app that is coming soon to <Org Name>. Loop will allow you to have instant access to your roster, so you can have a greater control over your working life.

What can I do in Loop?

- View your roster in the calendar.
- See who you're working with.
- Request your annual leave periods.
- Book causal shifts at the touch of a button.



Written Template: Newsletter Template

- Example written article that can be used in communications channels, such as digital newsletter, intranet bulletins and printed newsletters.
- Gives top level information on what is Loop.

Can this be personalised?	Yes
Who can personalise	Yourselves
Supplied Format	PDF 150 x 300 word versions included

Loop | Newsletter Template

Version 1 | Updated 03.06.2023

These example newsletter articles are templates for a teaser communications you can send out to all staff, to make them aware. Feel free to personalise this template, including adding links to your resources for introducing Loop, adding personal quotes from your senior team and more.

Below is an example of a short written article that is ideal for your written communication channels to help make your employees aware of what Loop is and how they will benefit from it. It is designed to be a short, high level introduction to Loop and so you can direct them to a key contact or an internal resource (intranet, shared area, etc) for more information.

This is ideal for use in:

- Organisation/Departmental Newsletter (Print or Digital)
- Leadership Written Communications
- Intranet News Articles
- Emails

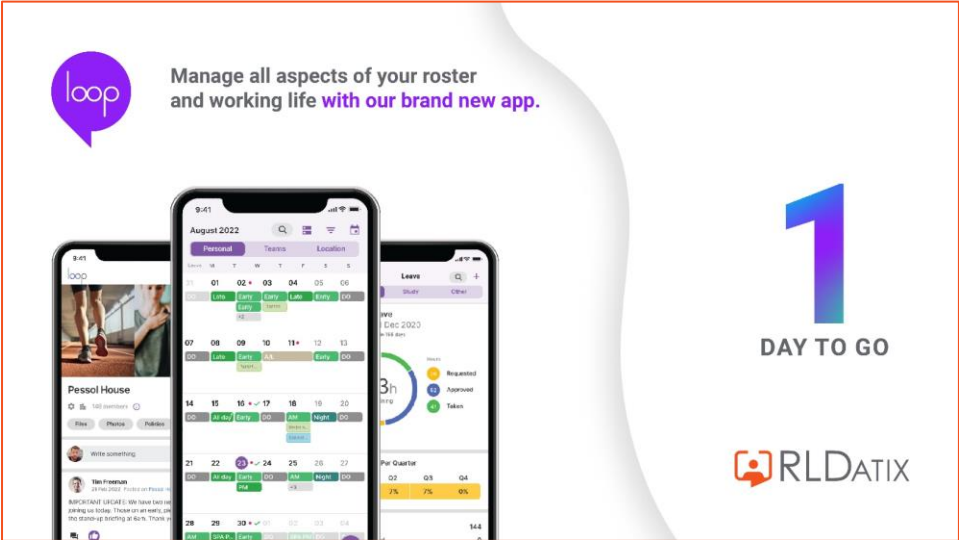
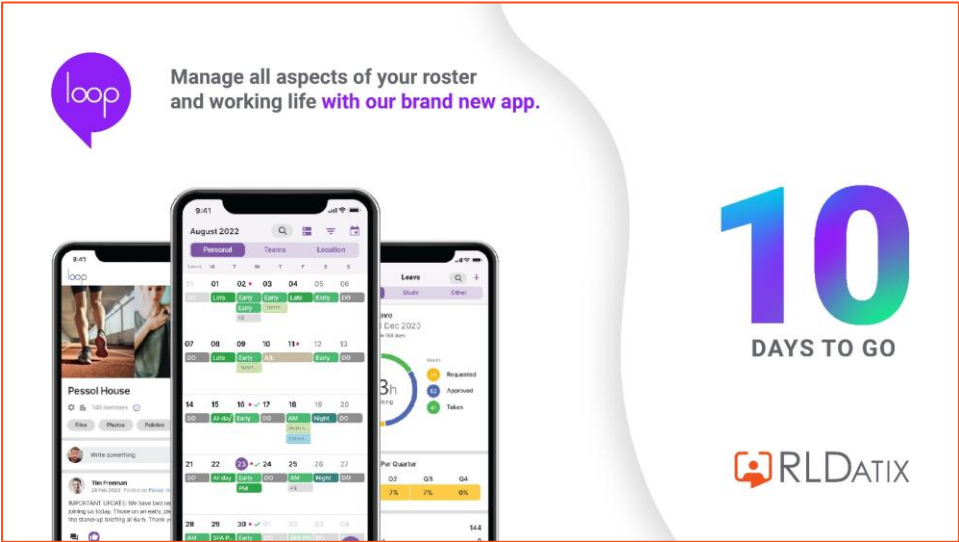
Below are a two different examples at different lengths:



Digital Item: Countdown Screens

- From ‘10 days to go’ down to ‘1 day’, these screens can be used to create a buzz around when the launch date of Loop will be.

Can this be personalised?	No
Supplied Format	JPEGS, landscape 16:9 ratio



2. Knowledge Assets

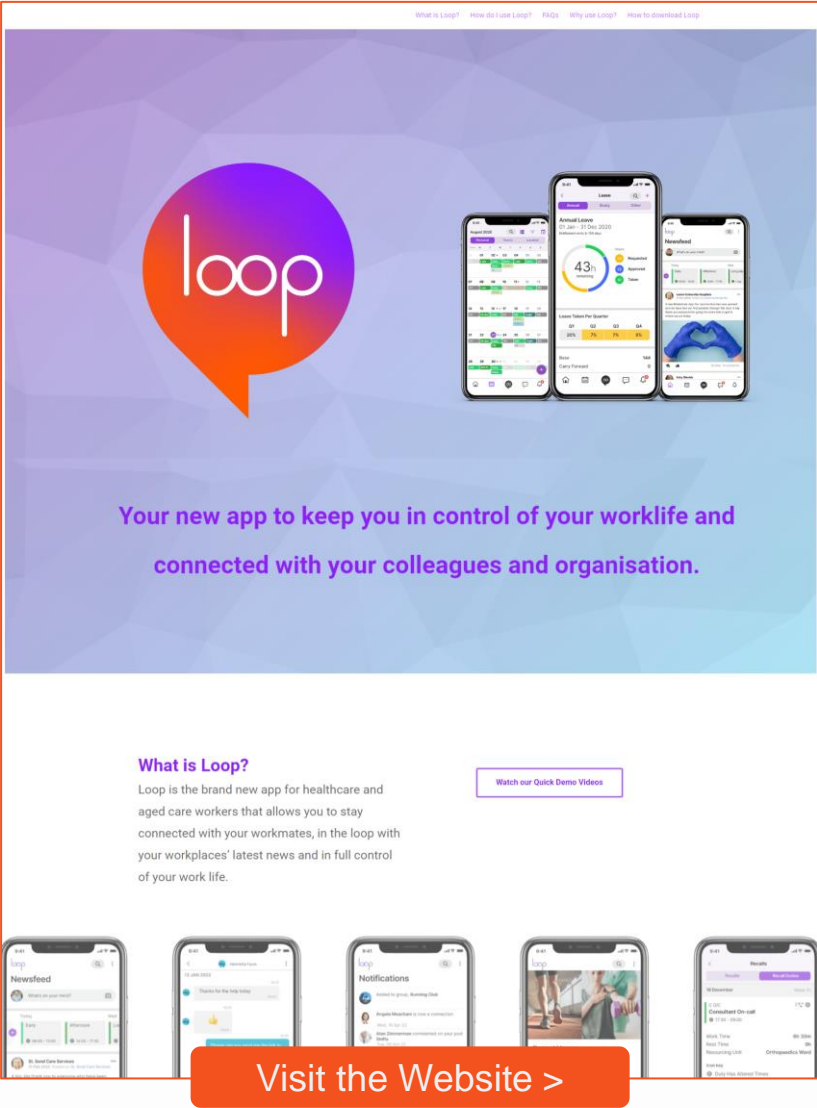
Content that answers any questions people may have about Loop, including 'what is does' and 'FAQs'



Digital Item: Loop Website

- An external facing website that lets visitors know what is Loop, it's features and how to use it.
- If not having own internal intranet, this website can be used in lieu of that.
 - Please note, this website cannot be personalised as it serves as one website for all organisations.

Can this be personalised?	No
Supplied Format	URL No need to request this from the Comms Vault. Just use this link below: www.allocatesoftware.com.au/loop





Digital Item: Internal FAQs

- This template gives you a range of answers to typical questions and space to add your own answers to organisation specific questions about Loop.

Can this be personalised?	Yes
Who can personalise	Yourselves
Supplied Format	PDF

Section: Getting Started

What date is Loop launching at <ORG NAME>?

- <Input your own answer. If you are not releasing the launch date until later in your awareness campaign, keep this question in but have a coming soon answer.
- Option 1: Loop is arriving in the near future. Keep checking back for when we reveal the date when you can start using Loop.
- Option 2: Loop will be arriving on XX/XX/XXXX.

Top Tip: Are you holding a launch event? Include the details within your FAQ's.

Who will be able to access Loop?

- <Add own details. Is it available to everyone from day one or is Loop being phased roll out.>

I don't work on a roster. Can I still use Loop?

- <This is at the decision of what you are doing as an organisation. If it is for everyone, you can use the Loop>

How do I get Loop onto my phone?

- It's simple. Search 'Allocate Loop' on your App Store and download it, just like any other app. Or you can use these direct links:
 - Google Play: <https://play.google.com/store/apps/details?id=com.allocatesoftware.loop.australia>
 - App Store: <https://apps.apple.com/au/app/allocate-loop-australia/id1566995609>

How do I login to Loop and connect with workplace?

1. Once you have downloaded the app and opened it, create yourself a Loop login using your




Digital Item: Brochure


- A digital PDF guide that highlights all the features of Loop. Always useful to keep for a quick reference.

Can this be personalised?	No
Supplied Format	PDF

A quick guide to...




Your new app to keep you in control of your work life



RLDATIX

What is Loop



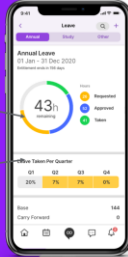
Loop is your new app that enables you to have access to work calendar from anywhere, at anytime. With Loop, you can:

- View what shifts you are working in the calendar
- See who you are working with in advance
- Request your annual leave on the go
- Import personal calendars so everything is kept in one place
- Request additional duties that you wish to work
- Connect with your colleagues on a secure platform, without sharing personal contact details.

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Features of Loop

Annual Leave



Remaining remaining balance including requested, approved and taken

View breakdown of leave taken over a time period

Have easy access to view, request and manage your annual leave entitlement.

View leave entitlements

View your periods of leave, including what is approved and requested

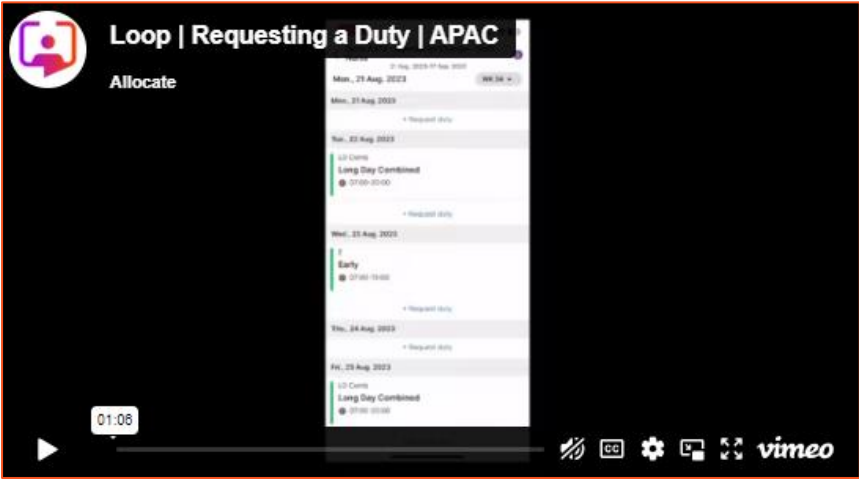
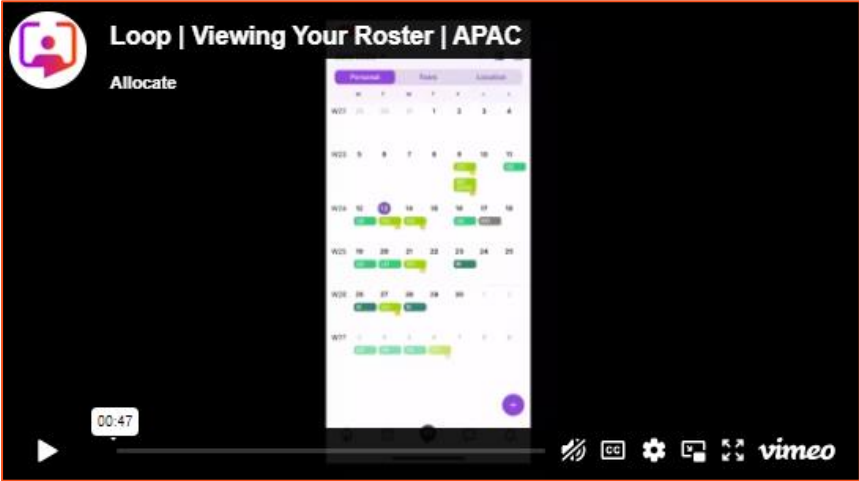
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Digital Item: Quick Demo Videos

- These quick ‘how to’ videos show how to use key features of Loop, so you can demonstrate how easy it is use.

Can this be personalised?	No
Supplied Format	Video Links
How to Videos Available:	<ul style="list-style-type: none">• Viewing Your Roster• Requesting Your Leave• Requesting a Duty• Picking up a Vacant Duty• Logging a Recall





Print Item: ‘How to Connect’ Leaflet

- Printable leaflet to hand out, in aiding users to connect to Loop.
- Ideal for handing out to users (IE: Launch Event)
- For non-Single Sign On (SSO) organisations only.

Can this be personalised?	Yes
Who can personalise	Comms Vault
What can be personalised?	Internal Contact Details
Supplied format	A5 Portrait Single Sided

Getting in the Loop?

It's easy as 1, 2, 3

To get yourselves into Loop, all you need is your smartphone and follow these 3 simple steps.

1

Download Loop from your chosen App Store

- To find, scan the QR codes above, or search 'Allocate Loop' in your app store. You will receive an email to verify your account.

2

Create your Loop Account

- Use your personal email to create your Loop account.
- You can also add your mobile phone number for a quicker sign in but don't worry, this personal information is not shared with anyone you connect with.

3

Connect to your organisation, using your Organisation Credentials

- This then connects you to your organisation and colleagues.
- You only have to connect to your organisation once.
- These credentials are provided to you by your organisation, and includes a username and password.

And that's it, you're in the loop

Got a question? Contact:

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Print Item: ‘How to Connect’ One Pager

- E-mailable information sheet about how to connect to Loop.
- Ideal for emailing or hosting on internal resource area (IE: Intranet)
- For non-Single Sign On (SSO) organisations only.

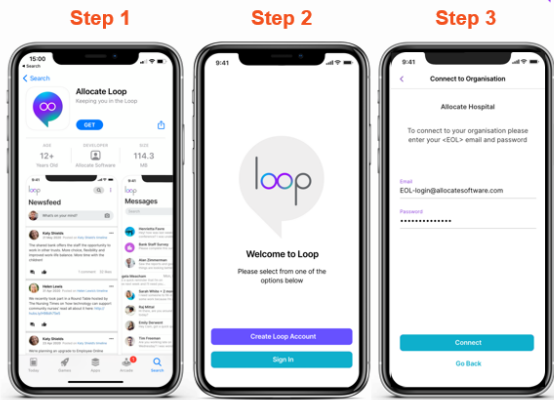
Can this be personalised?	No
Supplied Format	PDF

Downloading Loop | It’s easy as 1, 2, 3



To get yourselves into Loop, all you need is your smartphone and follow these 3 simple steps.

1. **Download Loop** from your chosen App Store
 - To find, search for ‘Allocate Loop’ in your app store.
2. **Create your Loop Account**
 - Use your personal contact details to create your Loop Account.
 - This is what you will use for logging in the future and in case you forget your Loop password.
 - You’ll then receive a text or email to verify your account.
3. Once logged in, **connect to your Loop account to your organisation using your provided credentials.**
 - These credentials are provided to you by your organisation, and includes a username and password.
 - You may know this as your EmployeeOnline or Allocate Optima details.
 - Once connected with your org, you will then only need your Loop details from step 2.



3. Action Assets

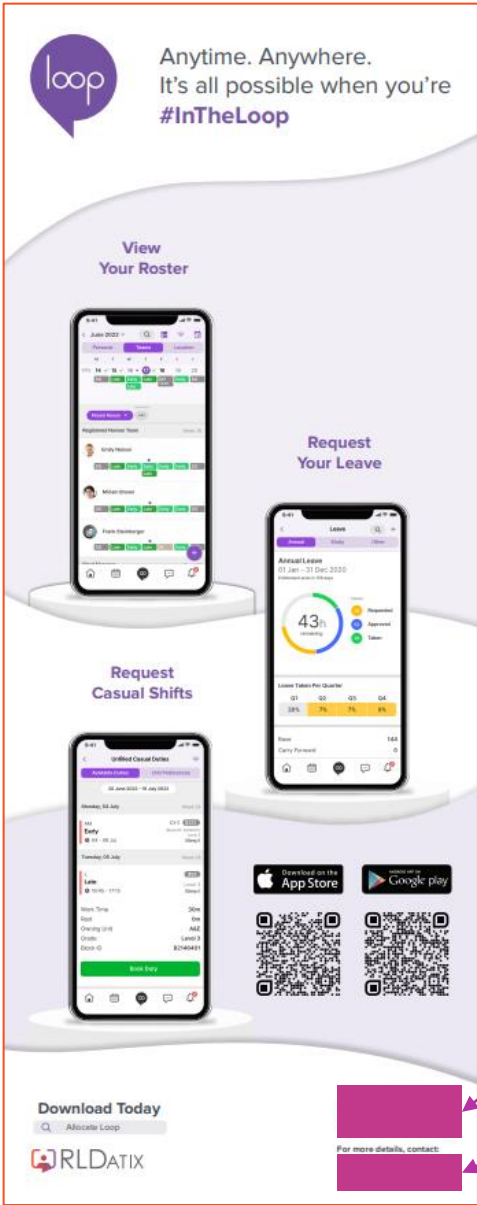
Content that has a clear 'Call to Action' to download and use Loop.



Print Item: Roller Banner

- A large format printed item that can be placed in large staff footfall areas for impact.

Can this be personalised?	Yes
Who can personalise	Comms Vault
What can be personalised	Logo, Contact Details
Supplied Format	80cm wide by 200cm tall Print Ready PDF






Print Item: Poster

- A traditional staple for getting informing people and asking them to take, ideal for noticeboards and wall space in staff break areas or high footfall areas.

Can this be personalised?	Yes
Who can personalise	Comms Vault
What can be personalised	Logo, Contact Details
Supplied Format	A2 Portrait Print Ready PDF




Anytime. Anywhere.
It's all possible when you're
#InTheLoop

View
Your Roster

Request
Your Leave



Request
Casual Shifts





Download Today

Download on the App Store

Google play





For more details, contact:

Logo

Contact Details





Print Item: Leaflet

- A perfect takeaway to hand out and let people find out more information about Loop at their own, convenient time.
- Ideal for displaying in staff information areas or handing around.



Can this be personalised?	Yes
Who can personalise	Comms Vault
What can be personalised	Logo
Supplied Format	A5 Portrait, double sided Print Ready PDF

Stay in the loop with your work life




Manage all aspects of your roster and working life with our brand new app, Loop

Download Now



Search 'Allocate Loop'



What is Loop?

Easily book your holidays
Manage and request your leave on-the-go, including annual and study leave.

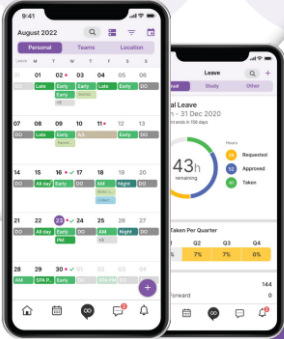
Plus, stay in the loop with teammates
When rostered, you'll automatically be added to a staff group, so you can chat within your team anytime and anywhere.

From viewing your rostering, booking annual leave to requesting the duties you want to work in advance, Loop is our brand new app that lets you take control of your working life and all at the touch of a button.

See when and where you're working
View your personal roster in the calendar view.

Check out who's in your team
View your roster by team and location, so you can see who you'll be working with.

Shifts at your fingertips
See all eligible vacant shifts you can pick up in Loop, and request them at the touch of a button.



RLDATIX loop

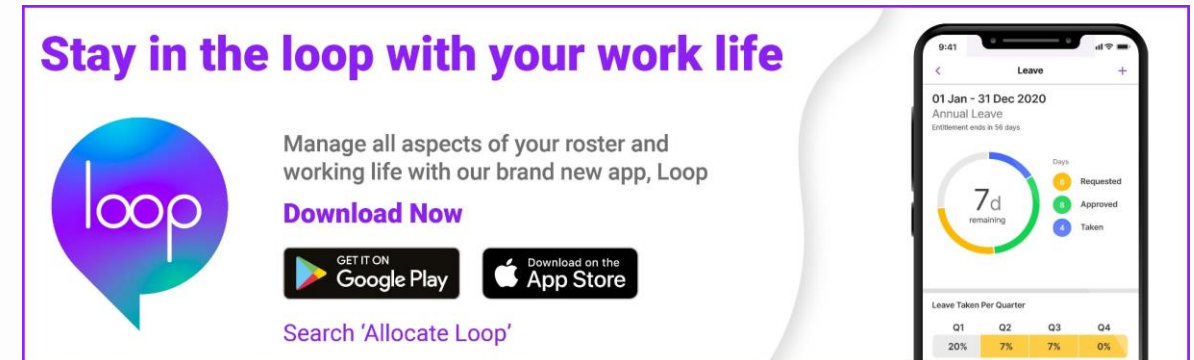
Logo



Digital Item: Email Signature

- Spread the news of Loop on every email you send, by adding this graphic image to the bottom of your internal emails.
- For added benefit, you can hyperlink to your internal resource or the [Loop website](#).

Can this be personalised?	No
Supplied Format	JPEG

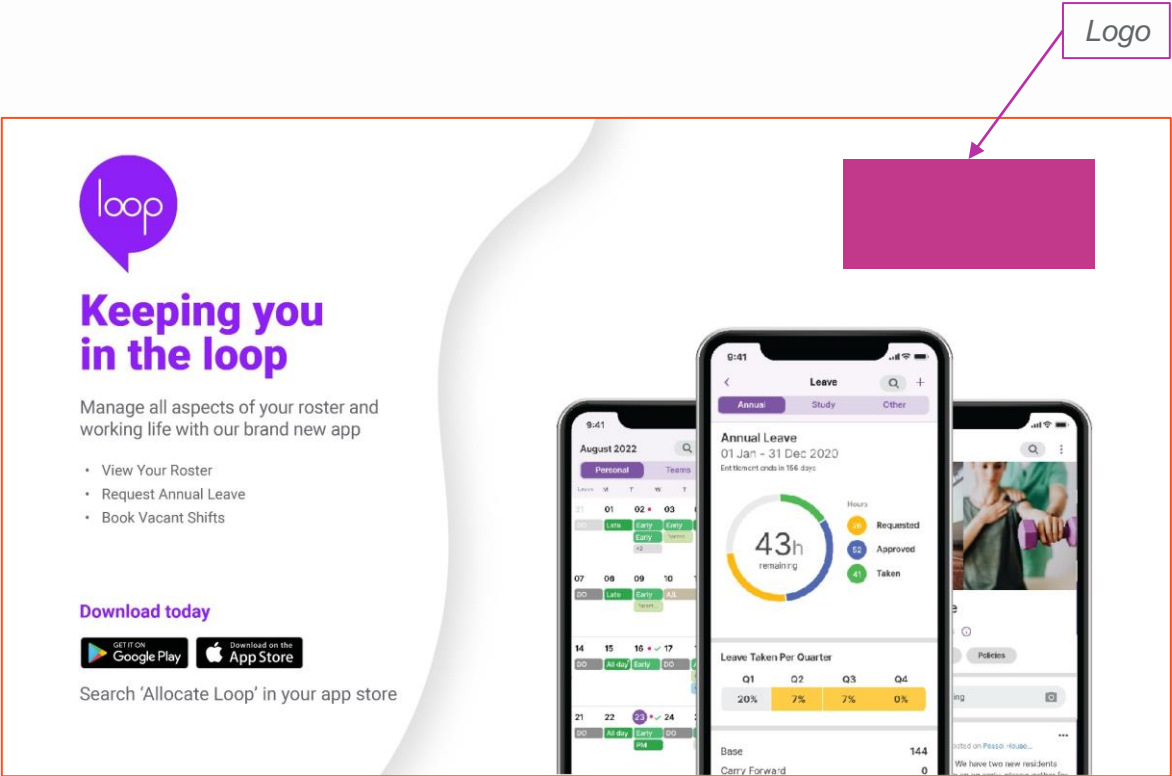




Digital Item: Screensaver

- Perfect for locked computer workstations or rotational digital screens within your organisation.

Can this be personalised?	Yes
Who can personalise	Comms Vault
What can be personalised	Logo
Supplied Format	JPEG 16:9 ratio





Digital Item: Digital Banners


- Digital Newsletters. Internal Intranets. Digital news articles. These digital banners can be placed in various places in your digital communications and platforms.

Can this be personalised?	No
Supplied Format	JPEGs Sizes, include: <ul style="list-style-type: none">• 250x250• 300x250• 468x60• 133x1250• Leader board image

Keeping you in the loop

Easily book bank shifts anytime and anywhere with our new app, Loop


[Download now](#)



Keeping you in the loop

Manage all aspects of your roster and working life with our brand new app

[Download now](#)



Keeping you in the loop

Manage all aspects of your roster and working life with our brand new app



[Download now](#)



Keeping you in the loop

Manage all aspects of your roster and working life with our brand new app

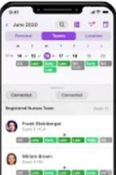

[Download now](#)



Keeping you in the loop

Manage all aspects of your roster and working life with our brand new app

[Download now](#)



4. Participate/Reinforce Assets

Once you've launched, this section contains content that helps you continually promote use of Loop within the app.



Digital Item: ‘Only On Loop’ Banners

- To help drive traffic from other communications channels outside of Loop onto the app, such as in newsletters, posters and digital screens. Consider adding a ‘Only on Loop’ banner to your communications for a clear Call-to-Action.

Can this be personalised?	No
Supplied Format	JPEGs Various messages. PTO





Digital Item: 'Only On Loop' Banners

Join the Group on Loop



Download and get 'in the loop' today



Search 'Allocate Loop'

Join our Group on Loop



Download and get 'in the loop' today



Search 'Allocate Loop'

Read more on Loop



Download and get 'in the loop' today



Search 'Allocate Loop'

Discover more,
exclusively on Loop



Download and get 'in the loop' today



Search 'Allocate Loop'

Discover more on Loop



Download and get 'in the loop' today



Search 'Allocate Loop'

Follow our page on Loop



Download and get 'in the loop' today



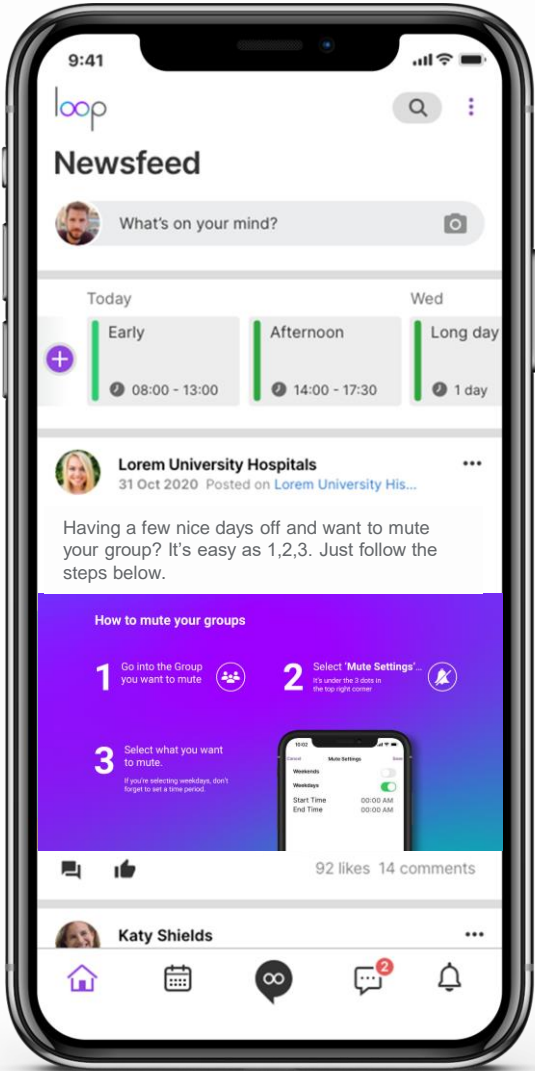
Search 'Allocate Loop'



Digital Item: ‘How to’ Images

- Sometimes a quick reminder of how to do something can help to reinforce a feature you want someone to use. These ‘How To’ images are ideal for posting to from your organisational page.

Can this be personalised?	No
Supplied Format	JPEGs





Digital Item: 'How to' Images

How to add a connection

1 Go to the People page.
(It's under the middle button that looks like this)



2 If someone has sent you an invite, either accept or decline with the buttons



OR

Search for your colleagues name and hit '**Request**'



How to add a connection

How to report something

1 Go the Loop hub
(It's the middle button that looks like this)



2 Towards the bottom of the Loop hub, find the button that says '**Report**'




3 Send your message to a member of team, either openly or anonymously

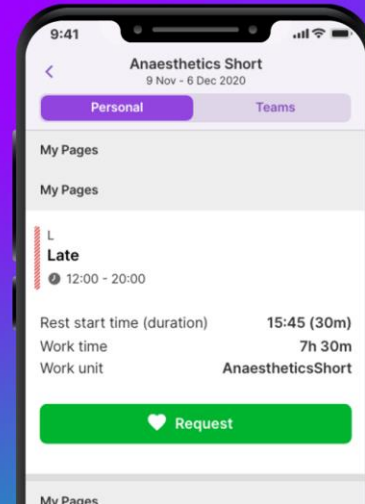
How to report something



Digital Item: 'How to' Images




How to request a duty

- 1** Click on the **Request Duty** icon 
You'll find it on the hub screen.
 - 2** Select the period in which you want to request the duty
 - 3** Find the date you want to request and the duty, and hit 'Request'
- And that's it
- You'll get a notification once it is either approved or declined.



How to request a duty

How to request your annual leave


- 1** Click on the leave icon 
You'll find it on the hub screen.
- 2** Click on the + button 
It's in the top right corner. Then select 'Request Annual Leave'.
- 3** Fill out the details including start and end date
You can also add an optional note, such as why your requesting the leave.
- 4** And hit 'Submit Request' to finish 
Once your request is approved or declined, you'll get a notification letting you know.

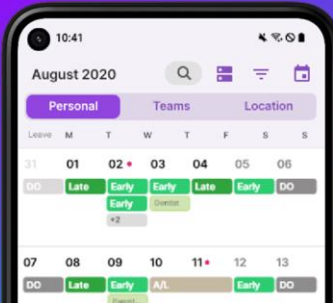
How to request your annual leave



Digital Item: 'How to' Images

How to view your roster

- 1** Click on the **calendar icon** from the bottom bar 
- 2** Click on the date to view further details of your shift
- 3** View who you are working with or where, by clicking on 'Team' or 'Location' from across the top



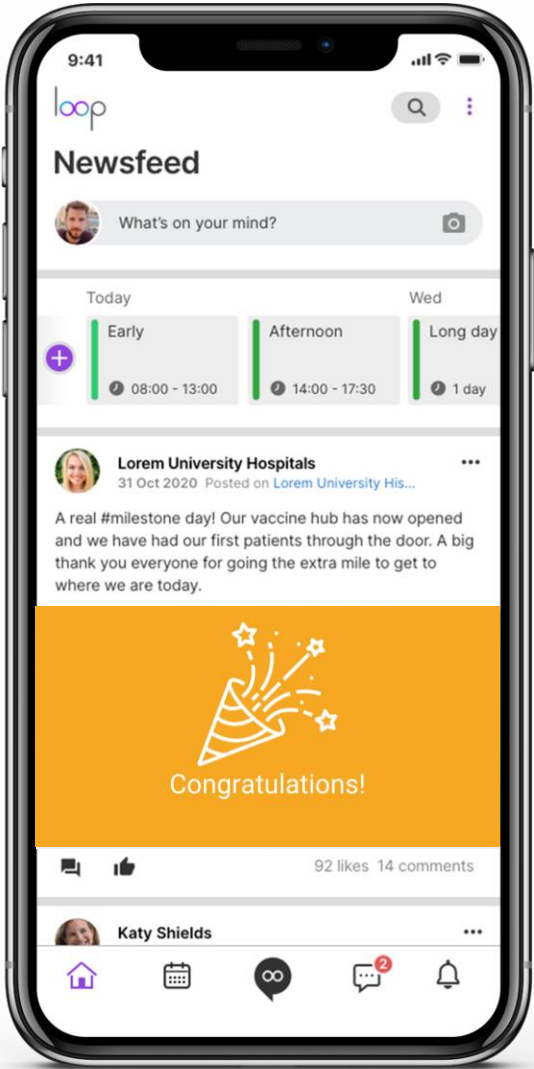
How to view your roster



Digital Item: ‘Post’ Images

- Add images for your posts when you’ve just got text, to make them more engaging.

Can this be personalised?	No
Supplied Format	JPEGs Various messages available. PTO





Digital Item: 'Post' Images



Announcement



Breaking News!



Let's Celebrate!



Congratulations!



We'd love to hear your feedback!



Important



Don't forget to fill in our survey!

5. Additional Assets

Logos and Screenshots



Digital Item: Screenshots

- We have a wide range of screenshots showing the different features of the product. These can be added to your own documentation or resource areas.
- There is a selection of individual screenshots as well as group screenshots.

Can this be personalised?	No
Supplied Format	PNGs

Screenshot Bank



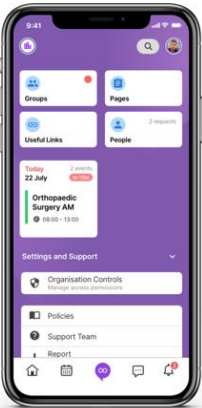
Screenshot Name
Loop APAC 01_Login Screen



Screenshot Name
Loop APAC 02_Personal Profile
Communications Module



Screenshot Name
Loop APAC 03_Connections
Communications Module



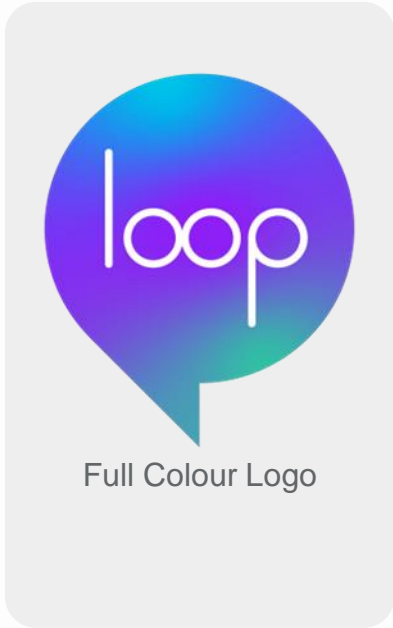
Screenshot Name
Loop APAC 04_Loop Hub 1
Communications Module



Digital Item: Logos

- Want to the Loop logo within your own documentation and files, such as your internal resource hub? We are able to provide you with a wide range of Loop logos, include short guidance on how best to use them.

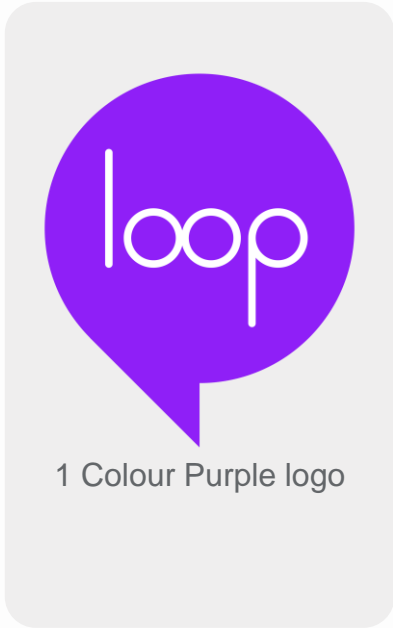
Can this be personalised?	No
Supplied Format	JPEGs 3 Colour Formats



Full Colour Logo



Silvia Logo
(For dark backgrounds only)



1 Colour Purple logo



If you have any questions or feedback on these assets, we are happy to help. Please contact:
Email: comms-vault@allocatesoftware.com