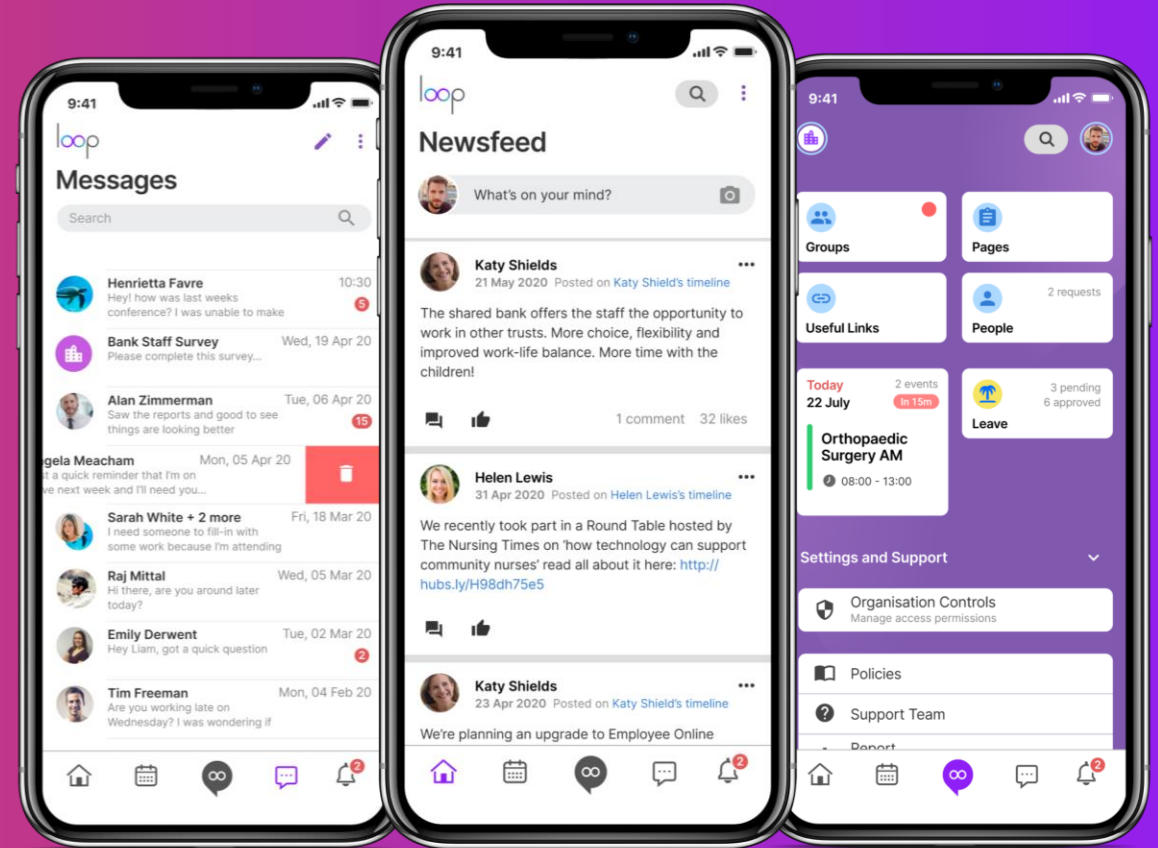




Launching Loop Communications Kit Catalogue Edition 6

January 2024



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Introduction

As well as the workbook we've provided to help you think about what you need to communicate to your end users about Loop, we have also created large 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.

Many of the items within the library as well can be personalised, either by yourselves or via the Allocate design team.

More information on how you can request the assets, including those that require personalisation, can be found in the Communications Vault.



Messaging Streams Reminder

Before going into the actual kit assets, here is a reminder of the different messaging streams as seen the Workbook.

Should you need a reminder or refresher about what these are, don't forget to check out the Workbook.

Communications Module focussed	Temporary Staffing focussed	Transition focussed
S1: Comms functionality focus (including Rostering Module)	S5: Using the Bank	S09: Moving from Me and EmployeeOnline (No Bank Features)
Rostering Module focussed	S6: Using the Bank (Nurses Focused)	S10: Moving from Me and EmployeeOnline
S4: Rostering functionality focus (including Comms Module)	S7: Using the Bank (Medical Focused)	S11: Moving from EmployeeOnline
		S12: Moving from Me

Phase 1 Assets: Awareness

Phase 1: Awareness Assets

Phase 1 is all about creating awareness. To align with your communication plans, we have the below assets available. More details on each are provided on the following pages:

Print Assets

- [Roller Banner](#)
- [A2 Poster](#)
- [Leaflet](#)

Digital Assets

- [Email Signature](#)
- [Digital Banners](#)
- [Screen Saver](#)
- [Screen Saver \(inc Launch Date\)](#)
- [Countdown Screens](#)
- [Social Media Imagery](#)
- [Product Overview Video](#)
- [Product Sting Video](#)

Written Templates

- [Written Articles Templates](#)
- [HealthRoster Email Templates](#)

Each of these items have been created for each messaging stream.

Many of these items can be personalised. Check out the catalogue pages for more information.


Phase 1: Awareness Assets

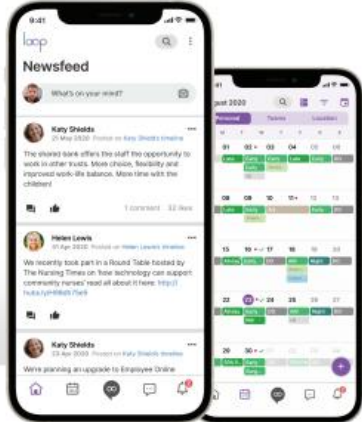
Print Item: Roller Banners

- A large format printed item that can be placed in large staff footfall areas for impact.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Internal contact details
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: 2000mm tall x 800mm wide

Keeping you in the loop







Loop, your new app to keep you connected with your workmates and in control of your work life

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto-added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Request the duties you want to work well in advance
 - See what activity and teams you are scheduled with
 - Book annual leave at the touch of a button

Coming Soon

For more information contact
<Contact Details>



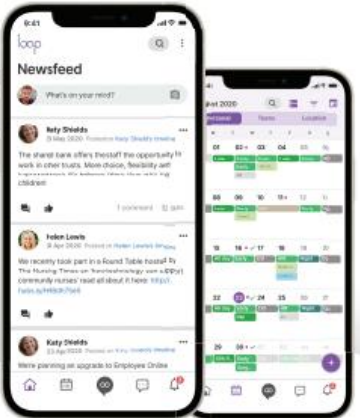

 ALLOCATE

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 1



Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go

Coming Soon
For more information contact
<Contact Details>



- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go

Coming Soon

For more information contact
<Contact Details>

LOGO

 ALLOCATE

Phase 1: Awareness Assets

Print Item: Roller Banner
Messaging Stream 4



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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>



- View and manage your roster on the go
- Book annual leave at the touch of a button
- Book vacant shifts anytime and anywhere
- Request the duties you want to work well in advance
- Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

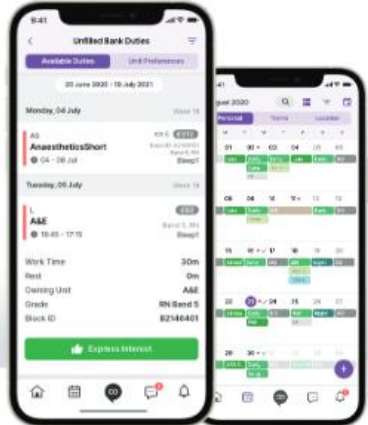

For more information contact
<Contact Details>

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 5


Shifts at your fingertips




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

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

Coming Soon
For more information contact
<Contact Details>



 **ALLOCATE**
an UNITE company

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>

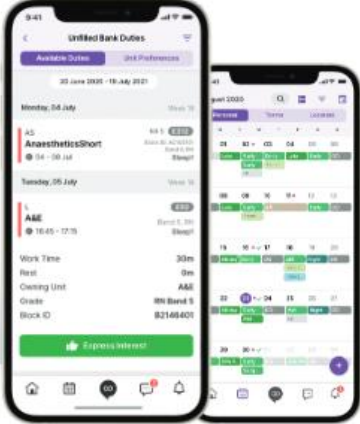
LOGO

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 6

Nursing shifts at your fingertips



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

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon
For more information contact
<Contact Details>

ALLOCATE an RPA company

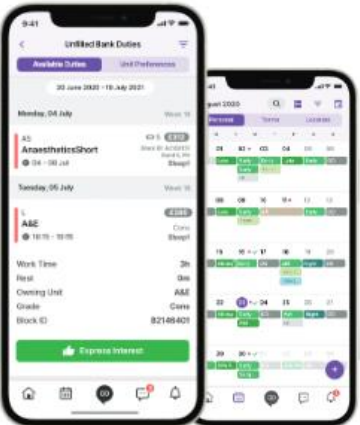
- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 7

Medical shifts at your fingertips





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

- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed
- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>





1 of 1

- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed
- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 9

Your new home for

loop

EMPLOYEE ONLINE & me

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

- Manage all aspects of your working life, including:
 - Calendar View Format
 - View and manage your roster on the go
 - Import your personal calendars
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon
For more information

LOGO

ALLOCATE
an iFALocate company


- Manage all aspects of your working life, including:
 - Calendar View Format
 - View and manage your roster on the go
 - Import your personal calendars
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed



Phase 1: Awareness Assets


Print Item: Roller Banner

Messaging Stream 10

Your new home for

 **loop**

 **EMPLOYEE ONLINE** &  **me**





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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>

 **ALLOCATE**
on a Kipsta company

 **loop**


- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed


Phase 1: Awareness Assets

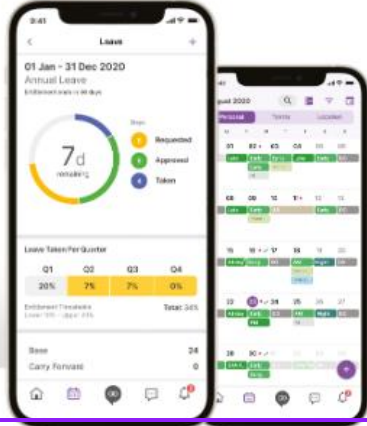
Print Item: Roller Banner

Messaging Stream 11

Your new home for

 **EMPLOYEE ONLINE**







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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - See what activity and teams you are scheduled with
 - Book annual and study leave
 - Request the duties you want to work well in advance
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>

 **ALLOCATE**
an O&A company





- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - See what activity and teams you are scheduled with
 - Book annual and study leave
 - Request the duties you want to work well in advance
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Phase 1: Awareness Assets

Print Item: Roller Banner

Messaging Stream 12

Your new home for me




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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>

LOGO

 **ALLOCATE**
an iStock company

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Phase 1: Awareness Assets

Print Item: A2 Posters

- A traditional staple for creating awareness, ideal for noticeboards and wall space in staff break areas or high footfall areas.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Internal contact details
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: A2 portrait

Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto-added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Request the duties you want to work well in advance
 - See what activity and teams you are scheduled with
 - Book annual leave at the touch of a button

Coming Soon



For more information contact
<Contact Details>



Phase 1: Awareness Assets

Print Item:
A2 Posters

Keeping you in the loop




Loop, your new app to keep you connected with your workmates and in control of your work life

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- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go

Coming Soon

For more information contact
<Contact Details>



LOGO



Phase 1: Awareness Assets

Print Item:
A2 Posters

Stay in the loop with your work life




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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information contact
<Contact Details>

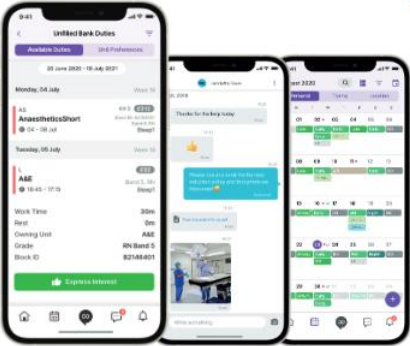

LOGO

 **ALLOCATE**

Phase 1: Awareness Assets

Print Item:
A2 Posters

Shifts at your fingertips




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

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

Coming Soon
For more information please visit the <resource area>

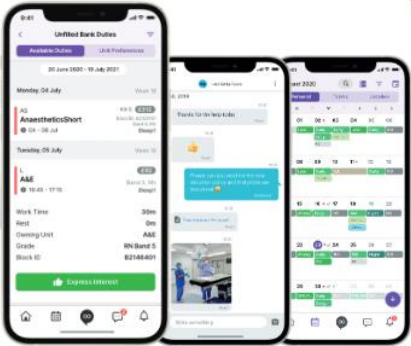

place your logo here

 **ALLOCATE**
an ILSite company

1 of 1

Messaging Stream 5

Nursing shifts at your fingertips




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

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

Coming Soon
For more information please visit the <resource area>

place your logo here

 **ALLOCATE**
an ILSite company



1 of 1

Messaging Stream 6

Phase 1: Awareness Assets

Print Item:
A2 Posters

Medical shifts at your fingertips



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


- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed

- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Coming Soon

For more information please visit the <resource area>

place your logo here



an iQ Healthcare company

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Print Item:
A2 Posters

Messaging Stream 9

Messaging Stream 10

Print Item:
A2 Posters

Messaging Stream 11

Messaging Stream 12

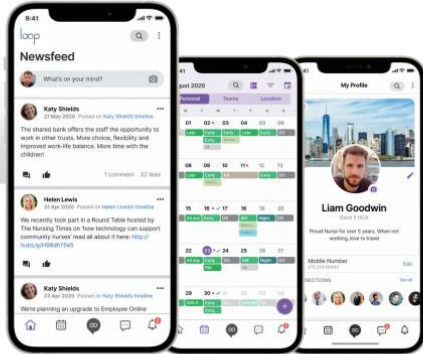

Phase 1: Awareness Assets

Print Item: Double-Sided 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 out in morning briefings.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Internal contact details• Name within text
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, so you can send it to a professional printer. Size: A2 portrait

Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

Coming Soon
For more information contact
<Contact Details>

LOGO

Loop?

new app designed for you
The app is designed to keep you in the loop with your latest news at work. It's easy to use, takes control of your work life, and is built in with Loop's built in features.

Teammates
Connect with your colleagues and group chats, it's easy to use and you can connect with your colleagues and teams.

Be a community
Join your community and hear the latest news from your community.

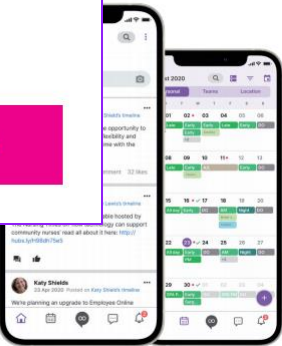
Important update
Keep up to date with the most important information, so it doesn't get lost.

Keep work and personal
Loop is a private platform that only lets <Org Name> employees join. You don't need to share your personal contact details connect with colleagues, plus it stops work messages overflowing into your personal social media and messaging platform.

Stay in the loop with your teams
Don't miss out on talking to your team. When rostered, you'll automatically get added to a staff group for that team, meaning everyone is connected.

Take control of your work life
From viewing both your personal and teams roster, to booking your annual leave and requesting duties you want to work well in advance, Loop makes managing your work life quick and simple.

Your new app to keep you connected with your colleagues and latest news.





LOGO

ALLOCATE loop

Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 1

Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

Coming Soon
For more information contact <Contact Details>

LOGO

What is Loop?

It's our brand new app designed to keep you 'in the loop' with your colleagues and our latest news at <Org Name>. Plus, take control of your work life with Loop's built in rota features.

Chat with your teammates
With 121 messaging and group chats, it's easy to keep in touch with your colleagues and teams.

Connect with the community
Loop's newsfeed lets you connect with the whole of your organisation and hear the latest news and updates from the community.

Never miss an important update
Read the latest <Org Name> news in the Newsfeed. For the most important information, you'll get a push notification, so it doesn't get lost in your emails.

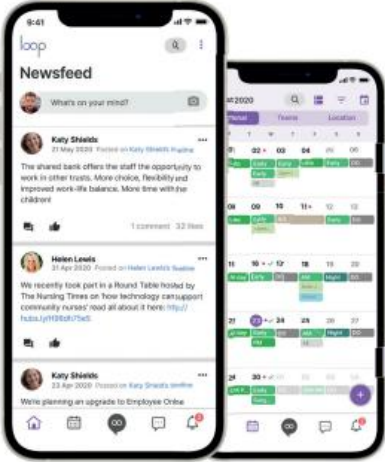
Keep work and personal
Loop is a private platform that only lets <Org Name> employees join. You don't need to share your personal contact details connect with colleagues, plus it stops work messages overflowing into your personal social media and messaging platform

Stay in the loop with your teams
Don't miss out on talking to your team. When rostered, you'll automatically get added to a staff group for that team, meaning everyone is connected.

Take control of your work life
From viewing both your personal roster and booking your annual leave to booking vacant shifts and logging your call outs on the go, Loop makes managing your work life quick and simple.

Log your call outs
No need to try and remember when you were called out. Log them on the go in Loop.

Your new app to keep you connected with your colleagues and latest news.



LOGO

ALLOCATE loop

Phase 1: Awareness Assets

Print Item: Leaflet

Messaging Stream 4

Stay in the loop with your work life



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

Coming Soon

For more information contact
<Contact Details>

LOGO

What is Loop?

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.

Plan your duties ahead of time
When your future rota's are 'open to requests', let your rostering team know if there are certain shifts you want to fill.

Log your call outs
No need to try and remember when you were called out. Log them on the go in Loop.

Shifts at your fingertips

See all the vacant shifts you can work in Loop, including Bank, giving you greater choice.

Easily book your holidays

Manage and book your leave allowance 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.

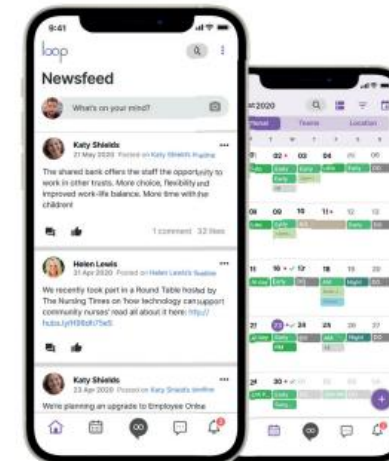
Never miss an important update

Read the latest news from us in the Newsfeed.

Connect with your workmates

Add your colleagues to your connections so you can message them, read their posts in your Newsfeed and keep in the loop with each other.

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



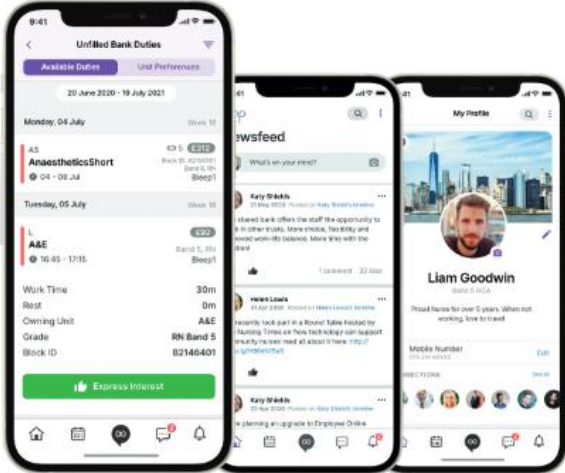

LOGO

ALLOCATE loop

Phase 1: Awareness Assets


Print Item: Leaflet
Messaging Stream 5

Shifts at your fingertips



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

Coming Soon
For more information contact
<Contact Details>



What is Loop?

Loop lets you view available bank duties that you are eligible to work, including their pay rate, and request to work them, all from the tap of a button. So it doesn't matter where you are or what time it is; you can request the shifts you want to work anytime and anywhere.

Check out who's in your team
When your shift is approved, view your shifts by team and location, so you can see who you'll be working with.



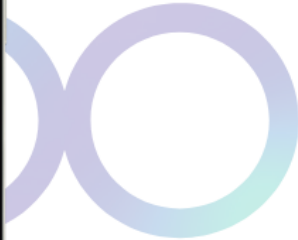

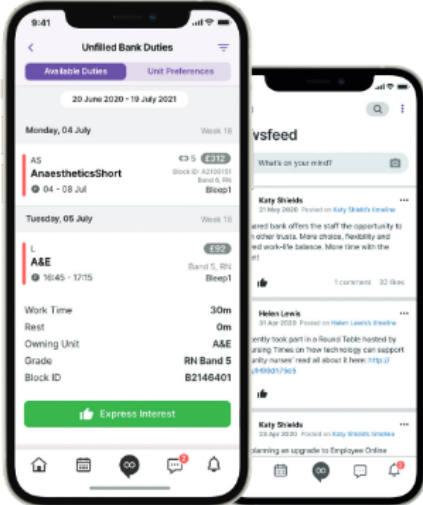
Never miss an important update
Read the latest news from us in the Newsfeed

Connect with your workmates
Add your colleagues to your connections so you can message them, read their posts in your Newsfeed and keep in the loop with each other.

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

Log your call outs
No need to try and remember when you were called out. Log them on the go in Loop.


Shifts at your fingertips
See all the vacant shifts you can work in Loop, including Bank, giving you greater choice.



Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 6


Nursing shifts at your fingertips



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

Coming Soon

For more information contact
<Contact Details>



What is Loop?

Loop lets you view available bank duties that you are eligible to work, including their pay rate, and request to work them, all from the tap of a button. So it doesn't matter where you are or what time it is; you can request the shifts you want to work anytime and anywhere.


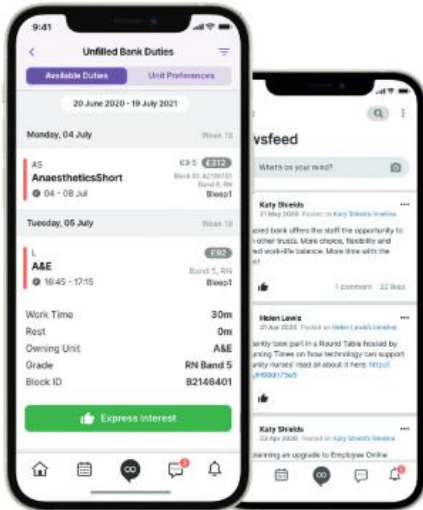
Shifts at your fingertips
See all the vacant shifts you can work in Loop, including Bank, giving you greater choice.

Check out who's in your team
When your shift is approved, view your shifts by team and location, so you can see who you'll be working with.

Never miss an important update
Read the latest news from us in the Newsfeed

Connect with your workmates
Add your colleagues to your connections so you can message them, read their posts in our Newsfeed and keep in the loop with each other.

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



Phase 1: Awareness Assets

Print Item: Leaflet

Messaging Stream 7

Medical shifts at your fingertips



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

Coming Soon

For more information contact
<Contact Details>

LOGO

What is Loop?

Loop lets you view available medical bank duties that you are eligible to work, including their pay rate, and express your interest to work them, all from the tap of a button. So it doesn't matter where you are or what time it is; you can request the shifts you want to work anytime and anywhere.

Log your call outs

No need to try and remember when you were called out. Log them on the go in Loop.

Shifts at your fingertips

See all the vacant shifts you can work in Loop, including Bank, giving you greater choice.

Check out who's in your team

When your shift is approved, view your shifts by team and location, so you can see who you'll be working with.

Never miss an important update

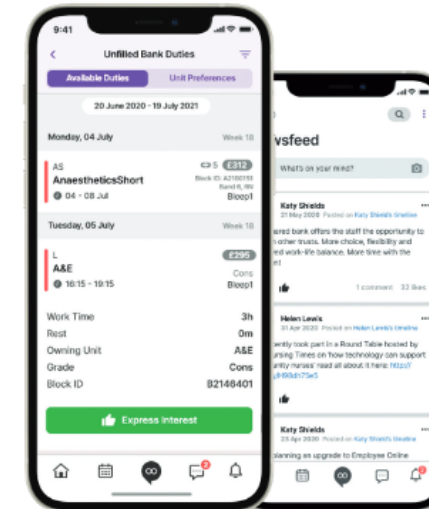
Read the latest news from us in the Newsfeed

Connect with your workmates

Add your colleagues to your connections so you can message them, read their posts in your Newsfeed and keep in the loop with each other.

Easily book medical bank shifts

anytime and anywhere with our new app, Loop





LOGO


ALLOCATE 


Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 9

Your new home for

 EMPLOYEE ONLINE & 





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

Coming Soon

For more information

LOGO

What is Loop?

From viewing your rostering, booking annual leave to keeping up to date with the latest organisational news, 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.

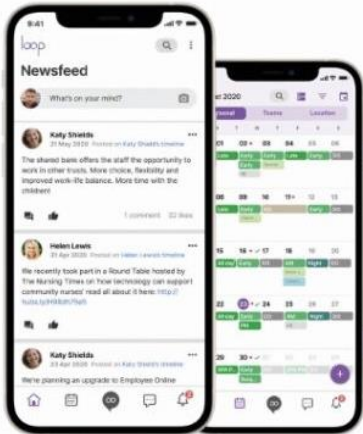
Easily book your holidays
Manage and book your leave allowance on-the-go, including annual and study leave.

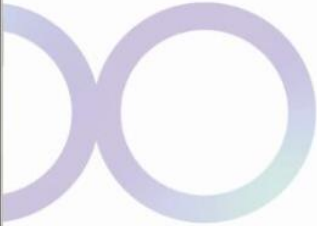
Plus, stay in the loop with teammates
When rostered, you'll automatically be added to a staff group, so you can chat within your team anytime and anywhere.



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








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Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 10

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Plan your duties ahead of time
When your future rota's are 'open to requests', let your rostering team know if there are certain shifts you want to fill.

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Shifts at your fingertips
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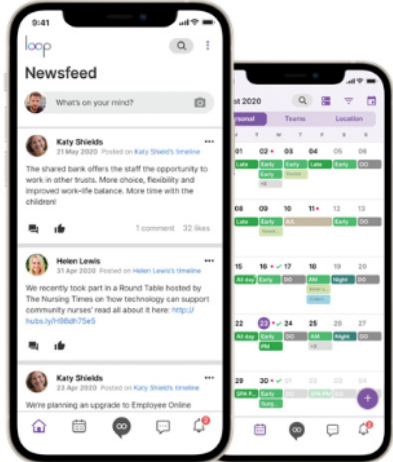
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 loop


an HCLTech company


Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 11

Your new home for

EMPLOYEE ONLINE





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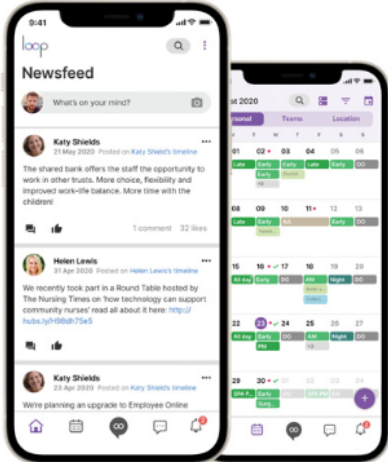
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Manage all aspects of your roster and working life with our brand new app, Loop




LOGO




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ALLOCATE




32


Phase 1: Awareness Assets

Print Item: Leaflet
Messaging Stream 12

Your new home for

me





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

Coming Soon

For more information contact <Contact Details>

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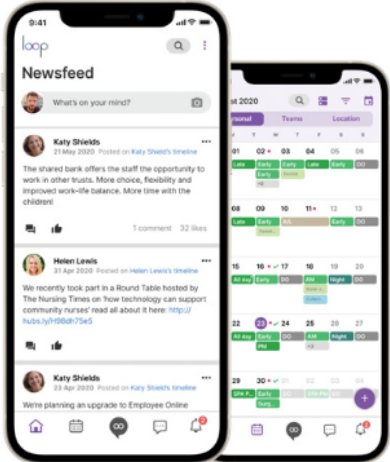

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Manage all aspects of your roster and working life with our brand new app, Loop



ALLOCATE  **loop**
an ALLOCATE company

Phase 1: Awareness Assets

Digital Item: Email Signature Banner

- Spread the news of Loop with 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 contact for more information.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Internal contact details
Who personalises it?	Allocate design team.
Supplied Format	JPEG, sized to fit perfectly under your email signature

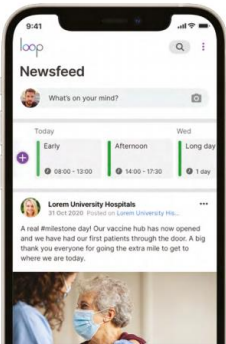
Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

Coming Soon


For more information contact
[<Contact Details>](#)



Phase 1: Awareness Assets

Digital Item: Email Signature Banner

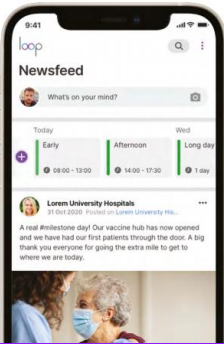
Keeping you in the loop



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Coming Soon

For more information contact
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Messaging Stream 1

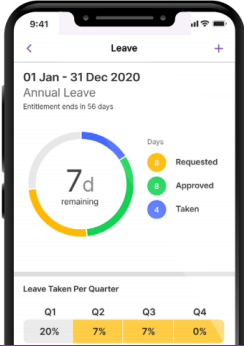
Stay in the loop with your work life



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

Coming Soon

For more information contact
<Contact Details>



Messaging Stream 4

Phase 1: Awareness Assets

Digital Item: Email Signature Banner

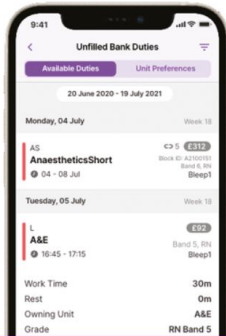
Shifts at your fingertips



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

Coming Soon

For more information contact
<Contact Details>



Messaging Stream 5

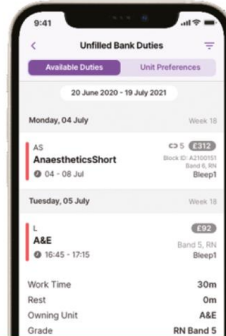
Nursing shifts at your fingertips



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

Coming Soon

For more information contact
<Contact Details>



Messaging Stream 6

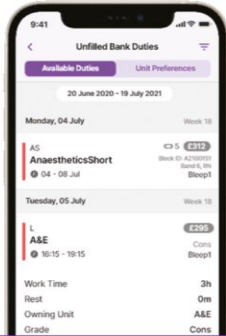
Medical shifts at your fingertips



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

Coming Soon



For more information contact
<Contact Details>




Messaging Stream 7

Phase 1: Awareness Assets

Digital Item: Email Signature Banner

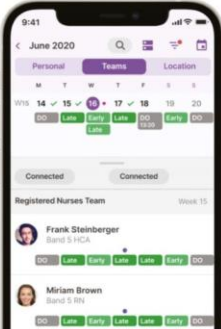
Your new home for  EMPLOYEE**ONLINE** & 





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


Coming Soon

[Find out more >](#)



Messaging Stream 9

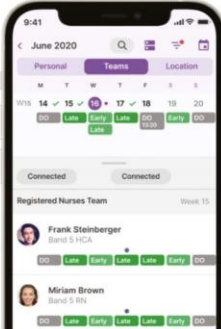
Your new home for  EMPLOYEE**ONLINE** & 




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[Find out more >](#)



Messaging Stream 10

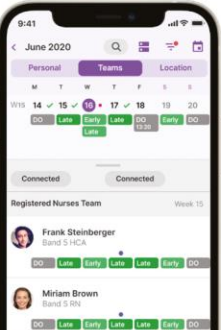
Your new home for  EMPLOYEE**ONLINE**




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Messaging Stream 11

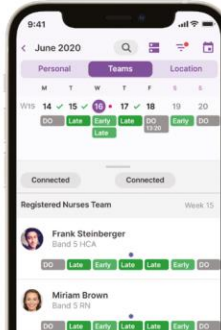
Your new home for 



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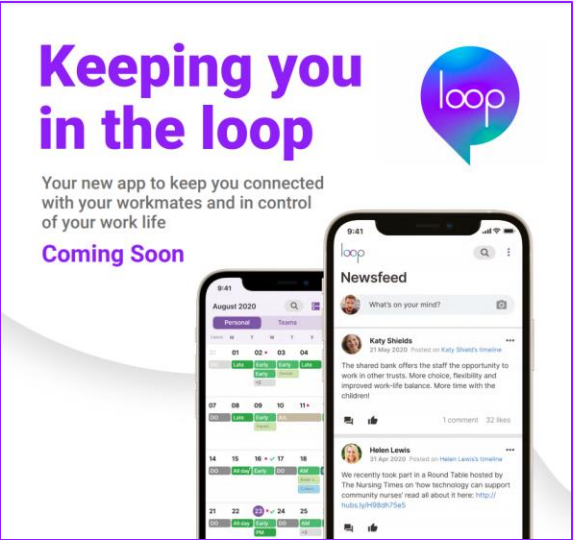
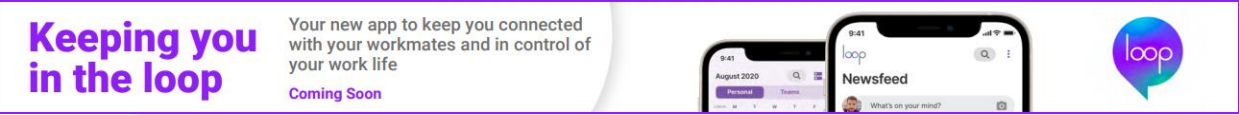
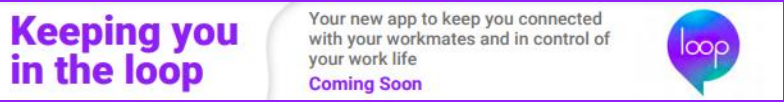
Messaging Stream 12

Phase 1: Awareness Assets

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. For added ease, you can hyperlink them to your resource centre for end users to find out more information.
- Available for all current messaging streams.

Can this be personalised?	No. As these sit with your existing comms and platforms, adding logos and other details is no required.
Supplied Format	Available in various sizes, including: <ul style="list-style-type: none">• 250x250• 300x250• 468x60• 133x1250• Leader board image Supplied as Jpegs



Phase 1: Awareness Assets

Digital Item: Digital Banners

Shifts at your fingertips

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

Coming Soon

Shifts at your fingertips

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Nursing shifts at your fingertips

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ALLOCATE

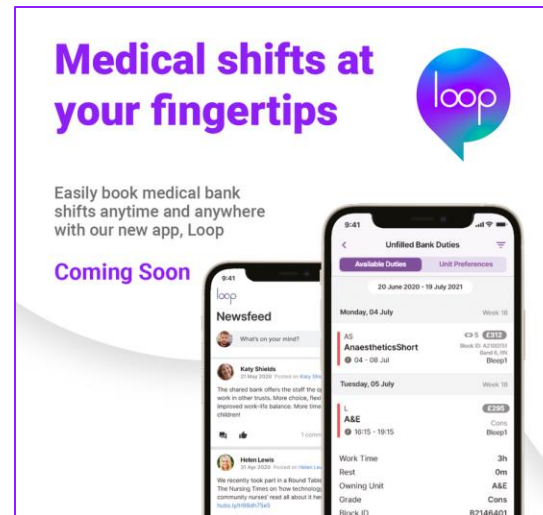
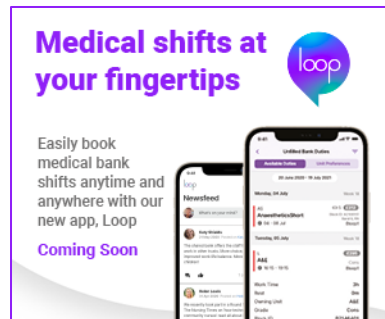
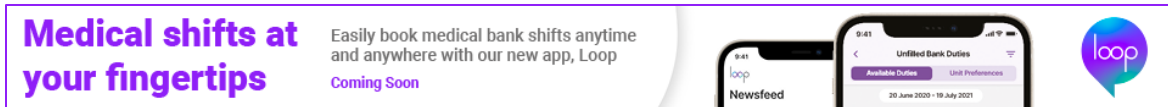
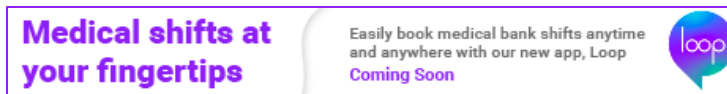
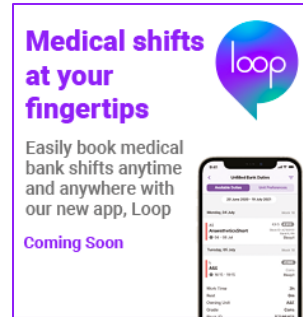
MessagingStream 5
Top: 250x250 | Second Down: 468x60
Middle: Leader board image
Bottom Left: 300x250 | Bottom Right: 1334x1250

MessagingStream 6
Top: 250x250 | Second Down: 468x60
Middle: Leader board image
Bottom Left: 300x250 | Bottom Right: 1334x1250

40

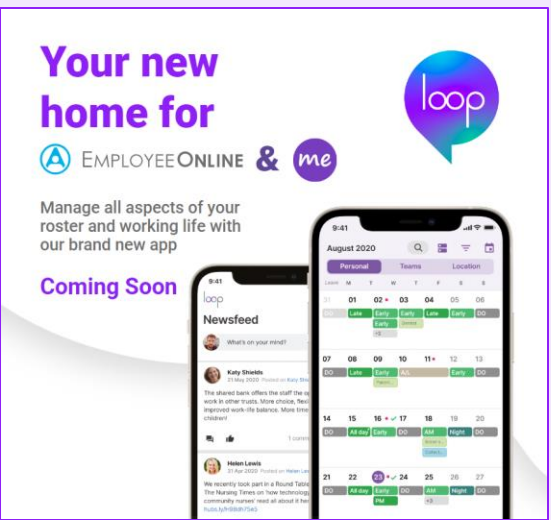
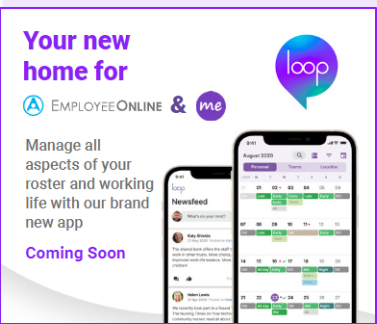
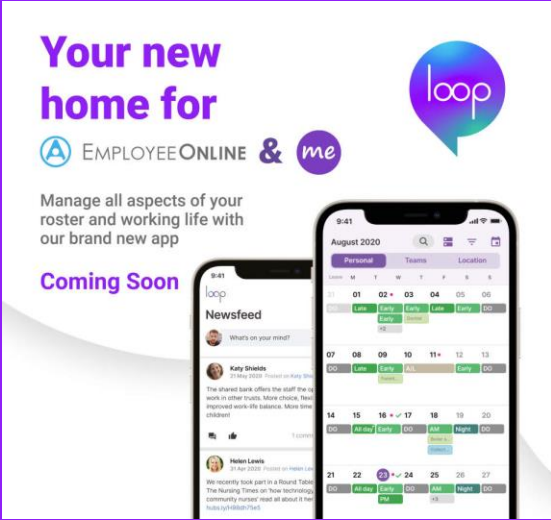
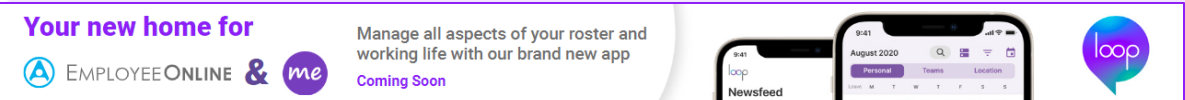
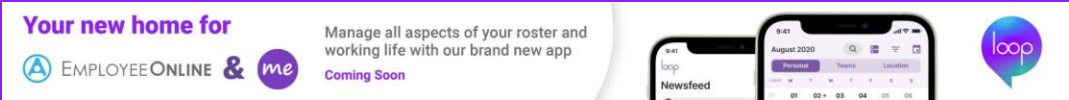
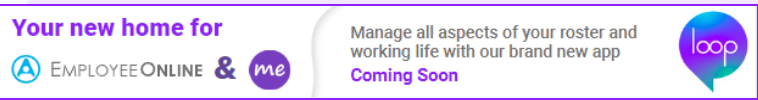
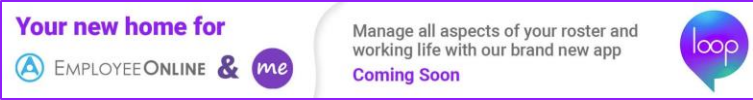
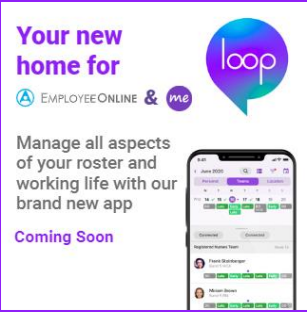
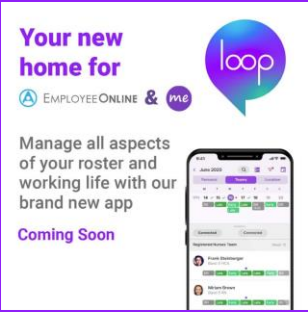
Phase 1: Awareness Assets

Digital Item: Digital Banners



Phase 1: Awareness Assets

Digital Item: Digital Banners



Phase 1: Awareness Assets

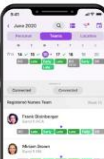

Digital Item: Digital Banners

Your new home for

EMPLOYEEONLINE

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

Coming Soon

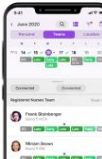




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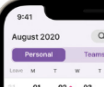



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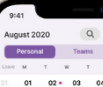
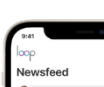


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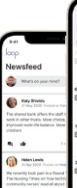



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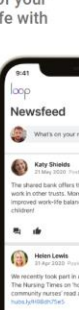



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Coming Soon






Your new home for

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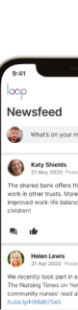



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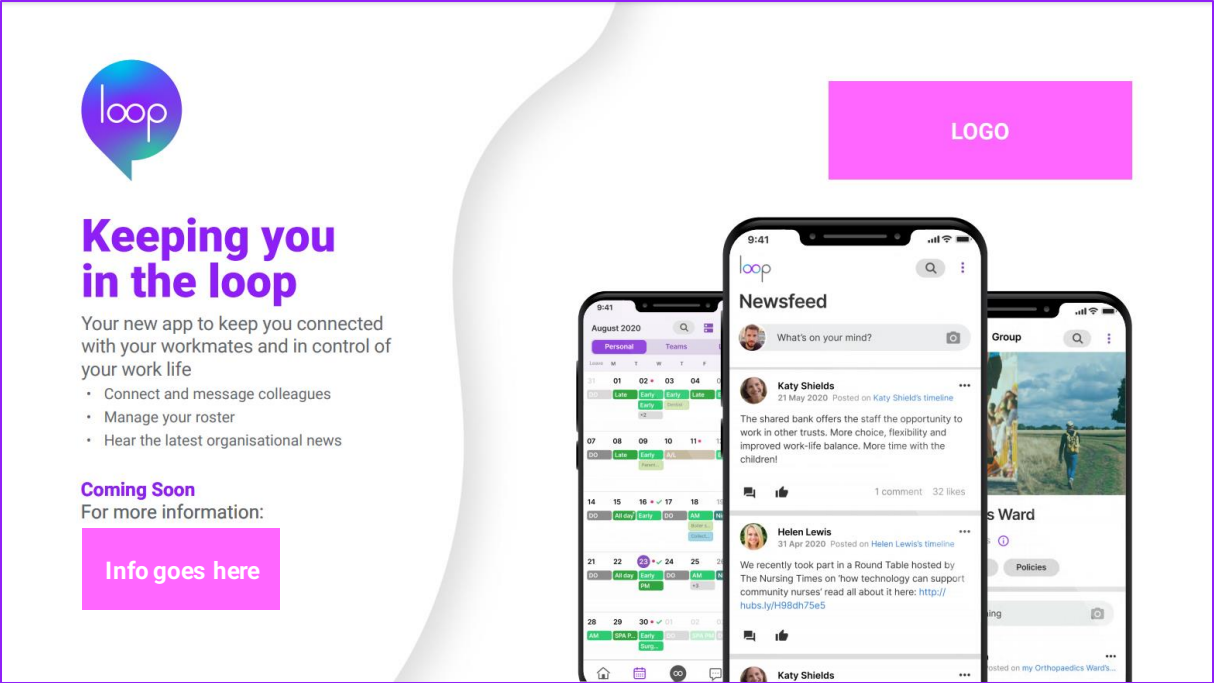


Phase 1: Awareness Assets

Digital Item: Screensaver (Coming Soon)

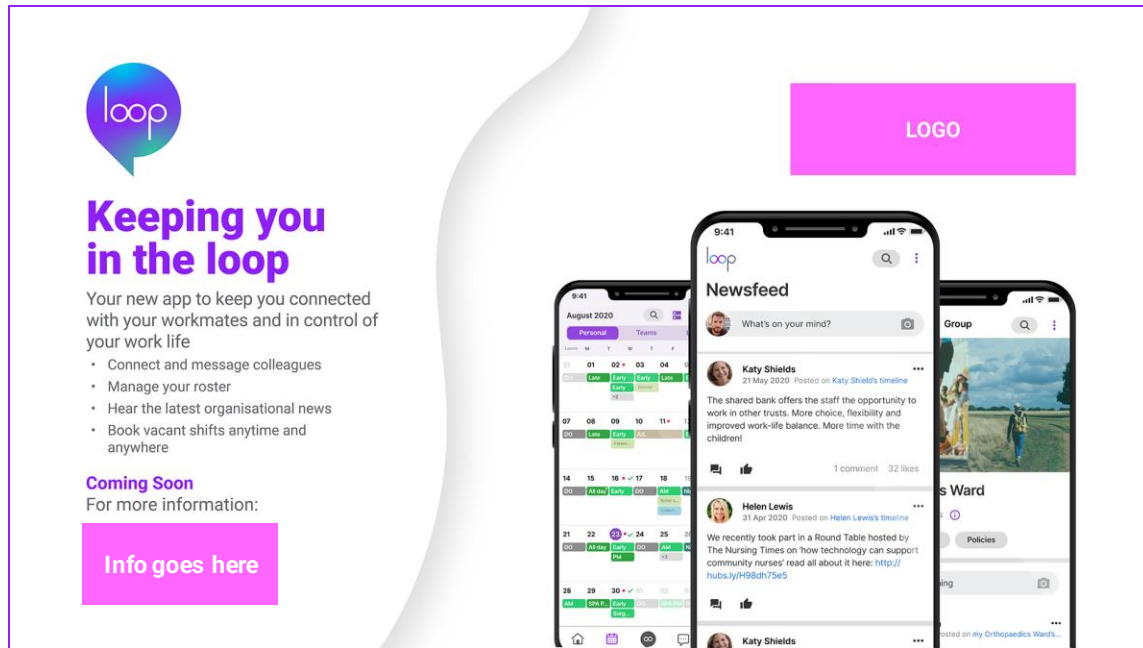
- Perfect for locked computer workstations, this will help spread the news of Loop when end users sit down at a desk, before logging in. The clear message here is that Loop is coming soon.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Internal contact details (Space for 2 options)
Who personalises it	Allocate design team.
Supplied Format	Supplied as jpegs, 16:9 ratio, fits majority of standard widescreen monitors



Phase 1: Awareness Assets

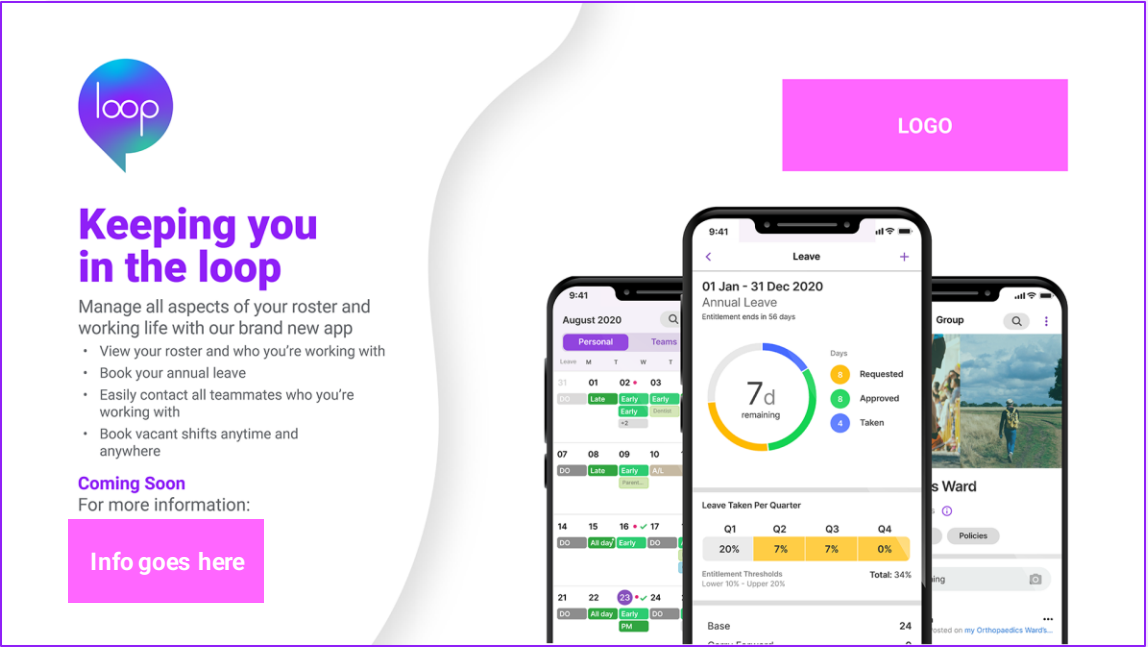
Digital Item: Screensaver (Coming Soon)



Messaging Stream 1

Phase 1: Awareness Assets


Digital Item: Screensaver (Coming Soon)



MessagingStream 4

Phase 1: Awareness Assets

Digital Item: Screensaver (Coming Soon)



Shifts at your fingertips

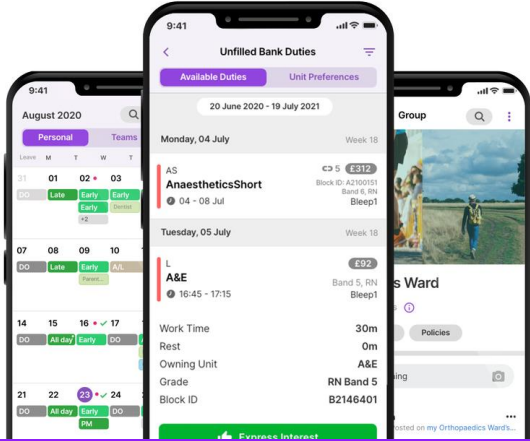
Easily book bank shifts anytime and anywhere with our new app, Loop


- Book unfilled bank shifts you want to work
- See who you are working with once your shift is confirmed

Coming Soon


For more information:

Info goes here





Messaging Stream 5



Nursing shifts at your fingertips

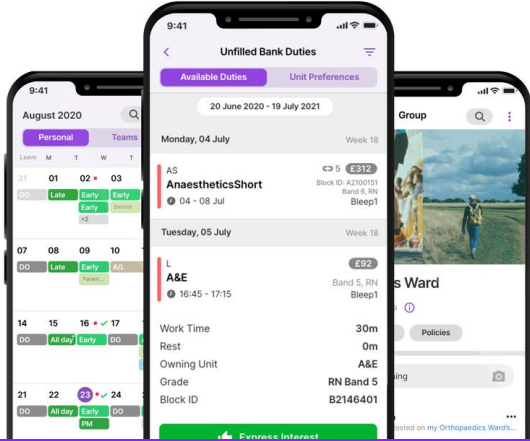
Easily book bank shifts anytime and anywhere with our new app, Loop


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Coming Soon

For more information:

Info goes here

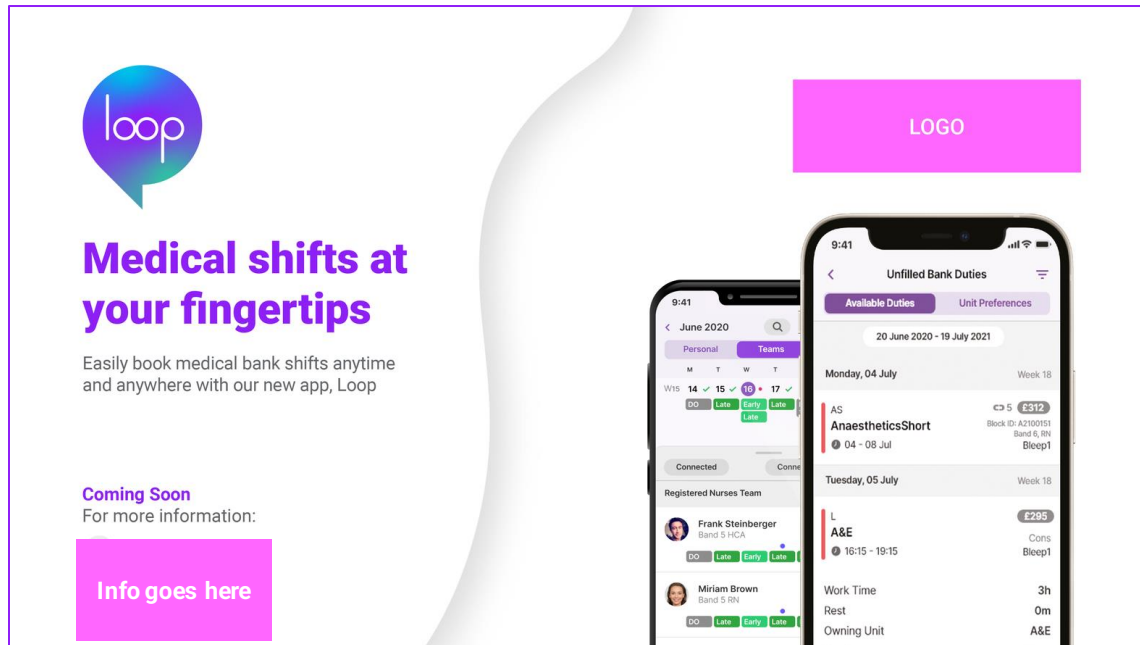




Messaging Stream 6

Phase 1: Awareness Assets

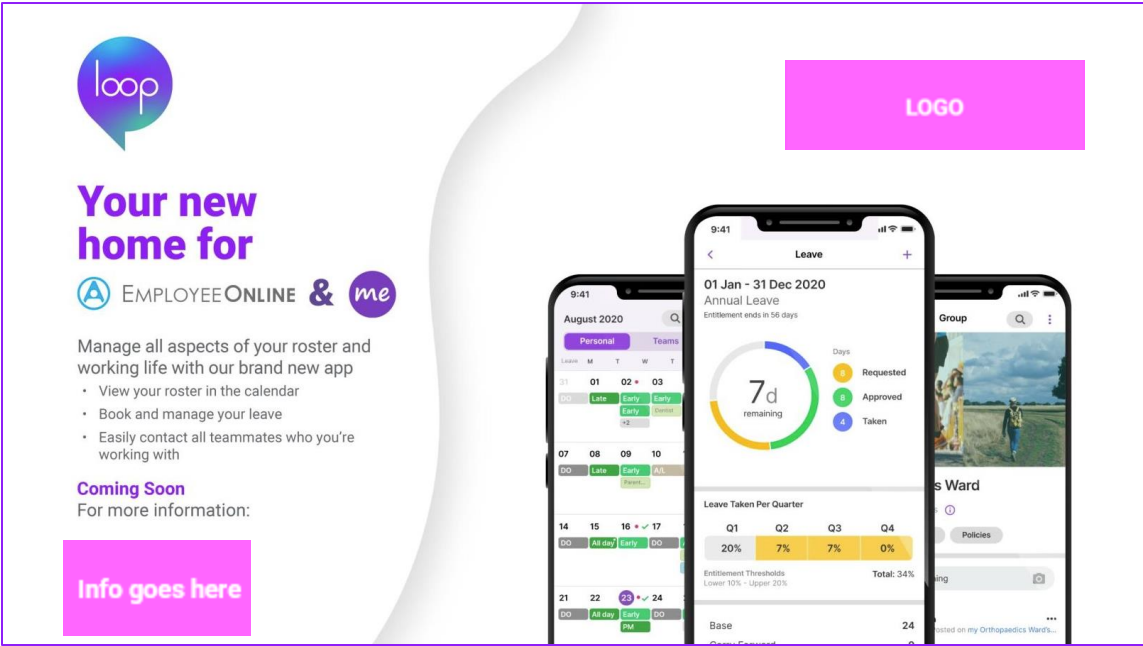
Digital Item: Screensaver (Coming Soon)



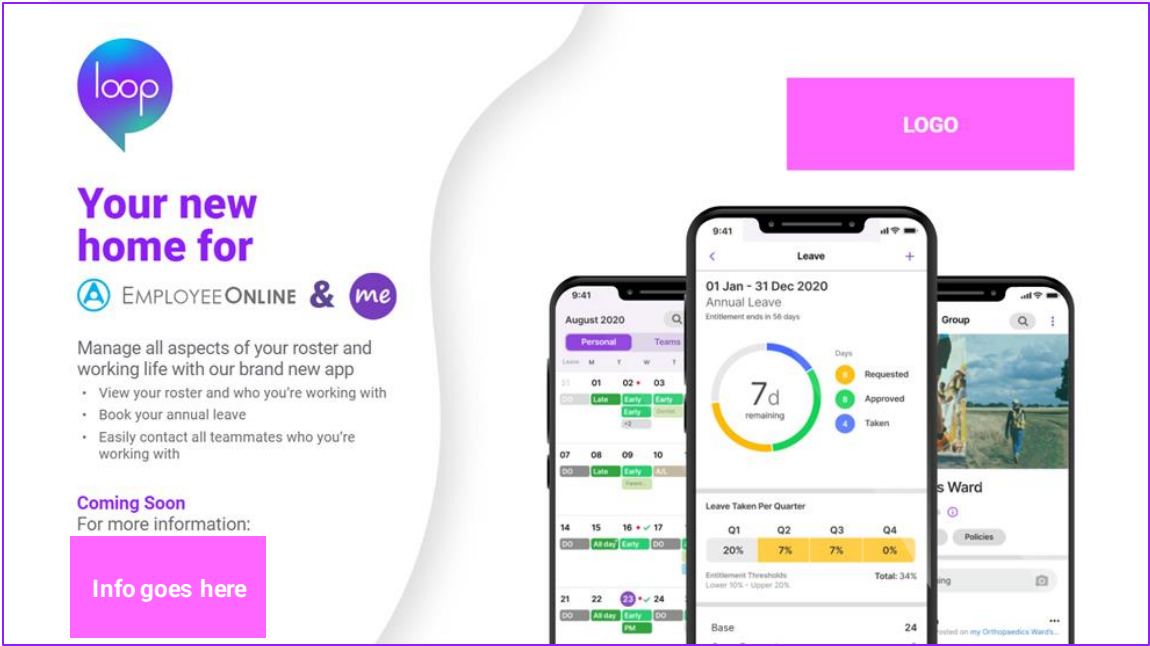
Messaging Stream 7

Phase 1: Awareness Assets

Digital Item: Screensaver (Coming Soon)




Messaging Stream 9




Messaging Stream 10

Phase 1: Awareness Assets

Digital Item: Screensaver (Coming Soon)



Your new home for

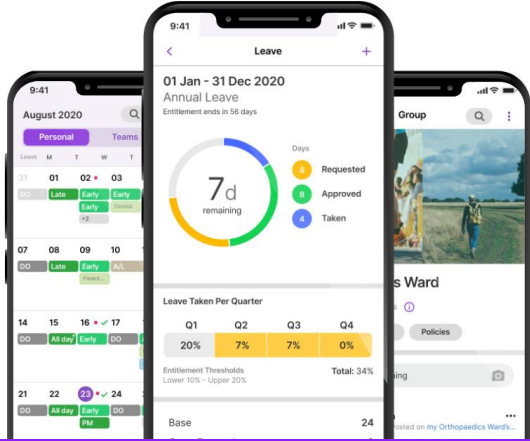
 EMPLOYEE ONLINE

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

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with


Coming Soon
For more information:

Info goes here



LOGO

Messaging Stream 11



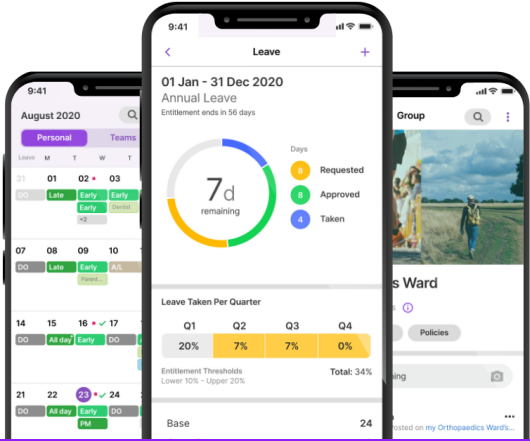
Your new home for

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

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Coming Soon
For more information:

Info goes here



LOGO

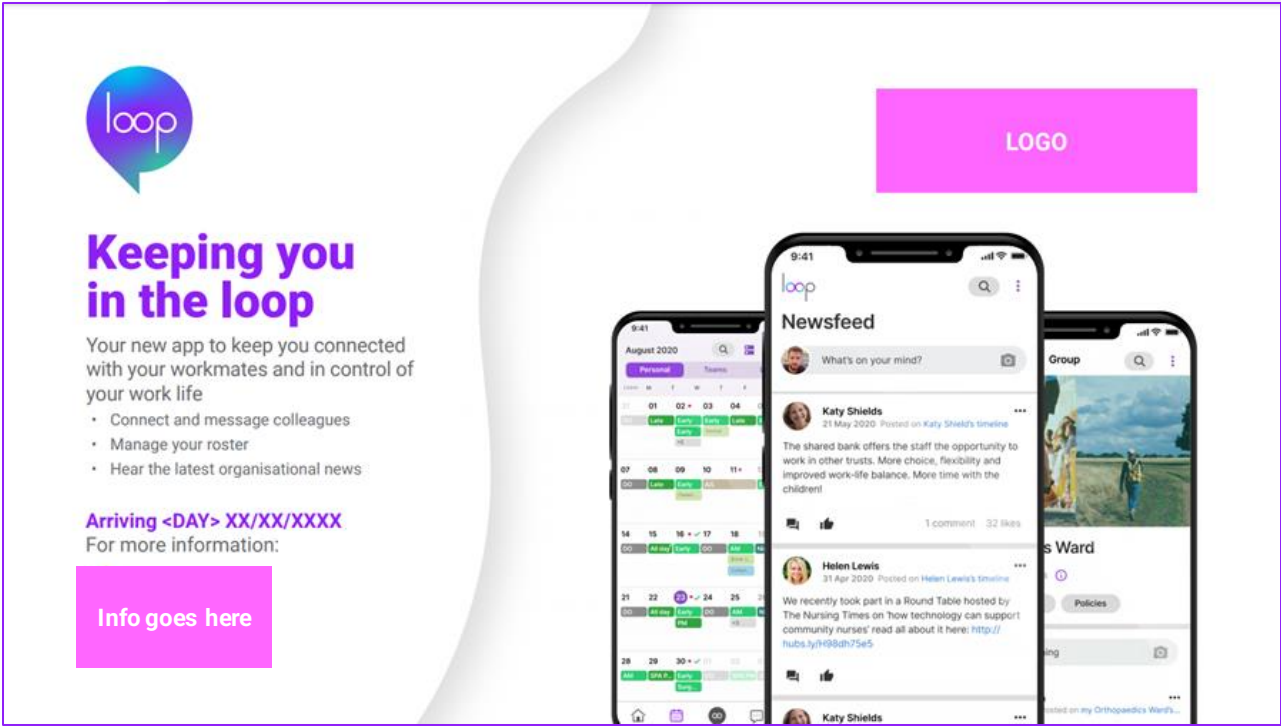
Messaging Stream 12

Phase 1: Awareness Assets

Digital Item: Screensaver (Launch Date)

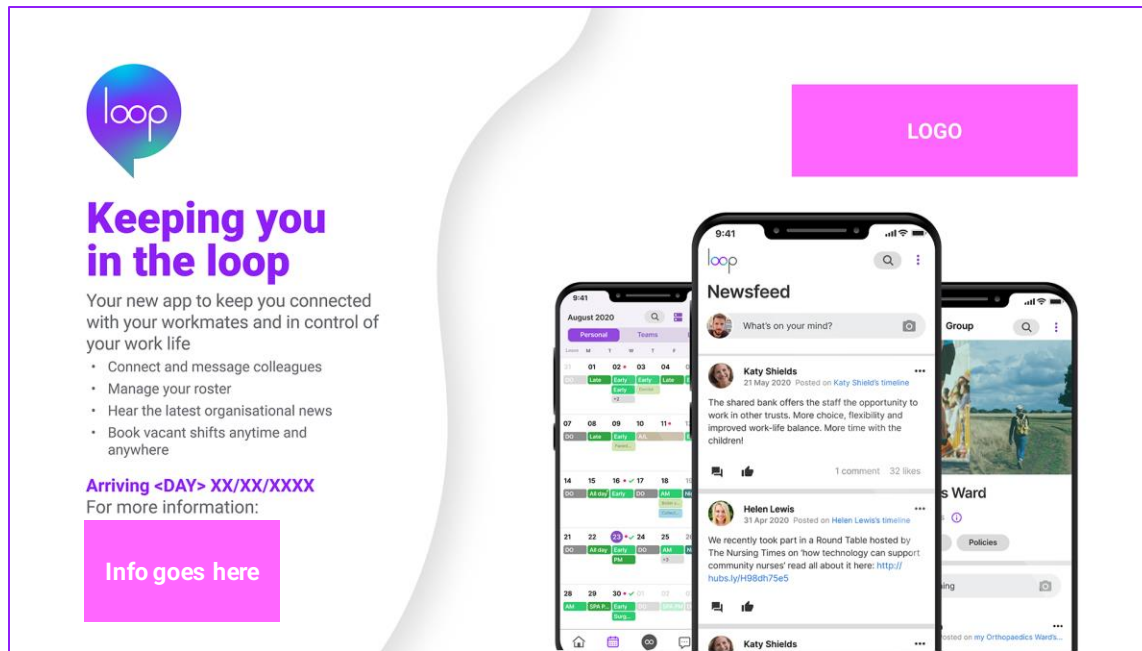
- Perfect for locked computer workstations, this will help spread the news of Loop when end users sit down at a desk, before logging in. Compared to the previous screensaver, this one allows space for you to add in your launch date.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Internal contact details (Space for 2 options)• Launch Date
Who personalises it	Allocate design team.
Supplied Format	Supplied as jpegs, 16:9 ratio, fits majority of standard widescreen monitors



Phase 1: Awareness Assets

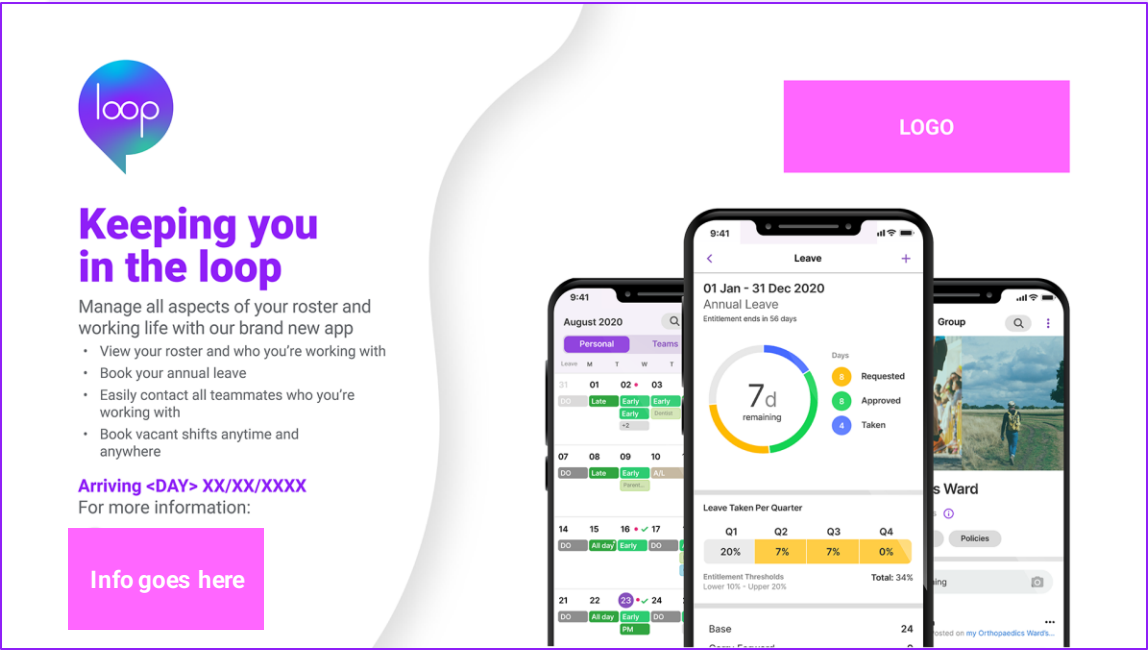
Digital Item: Screensaver (Launch Date)



Messaging Stream 1

Phase 1: Awareness Assets

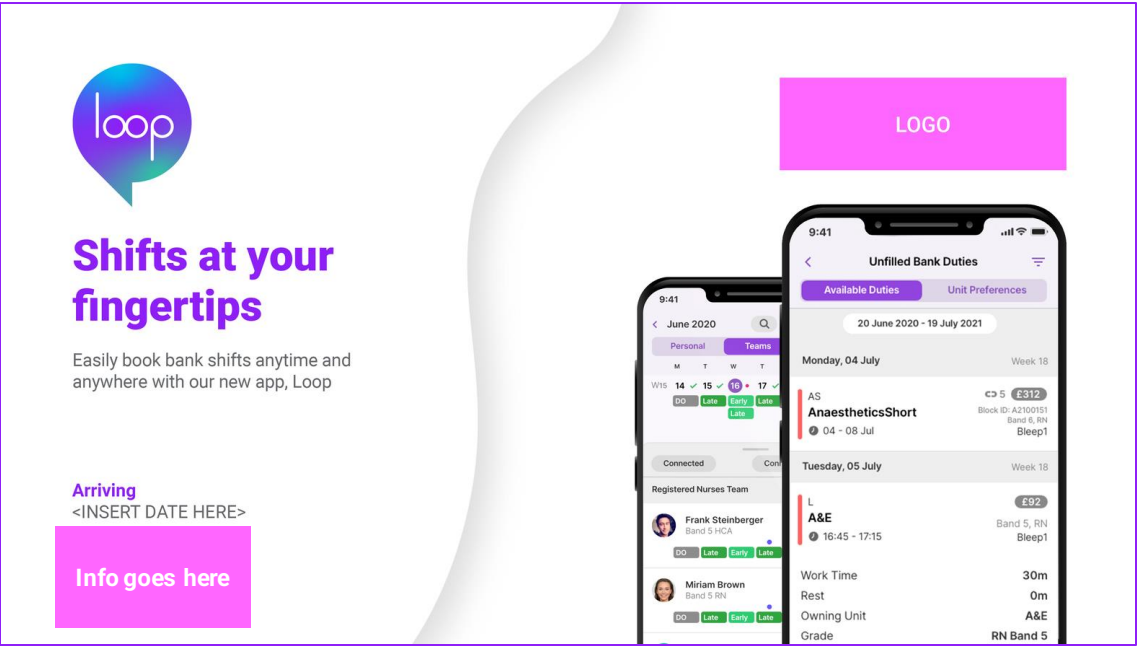
Digital Item: Screensaver (Launch Date)



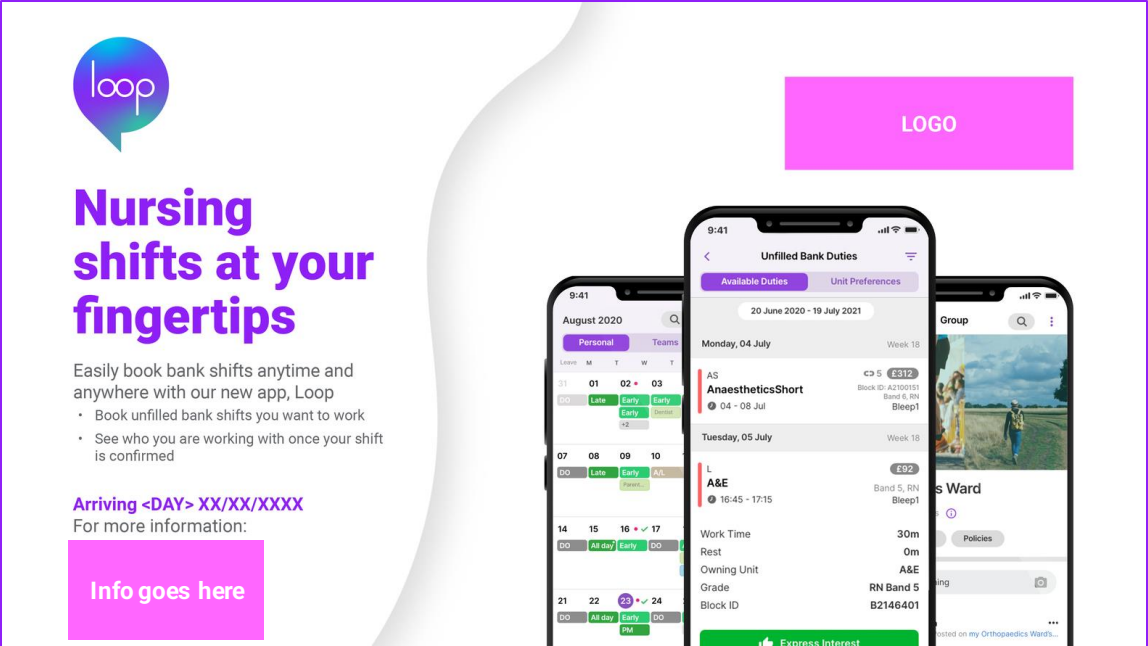
MessagingStream 4

Phase 1: Awareness Assets

Digital Item: Screensaver (Launch Date)



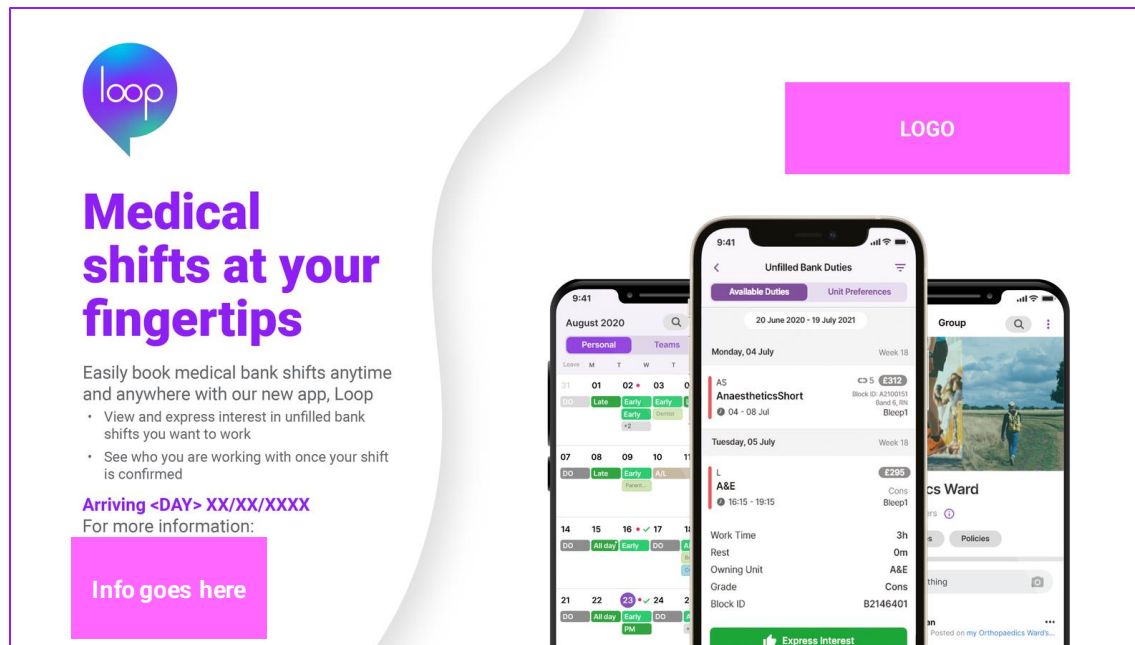
Messaging Stream 5



Messaging Stream 6

Phase 1: Awareness Assets


Digital Item: Screensaver (Launch Date)





Messaging Stream 7

Phase 1: Awareness Assets

Digital Item: Screensaver (Launch Date)



Your new home for

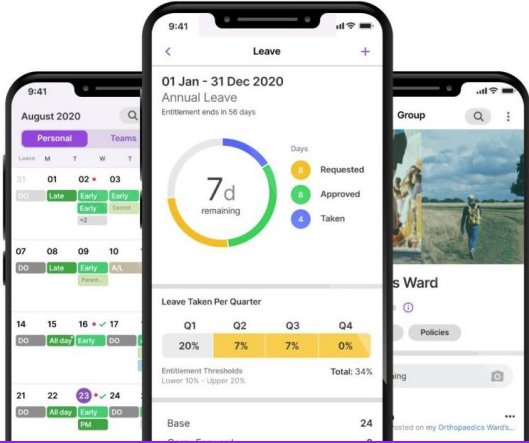
 **EMPLOYEE**ONLINE & 

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

- View your roster in the calendar
- Book and manage your leave
- Easily contact all teammates who you're working with


Arriving

Info goes here





LOGO

Messaging Stream 9



Your new home for

 **EMPLOYEE**ONLINE & 

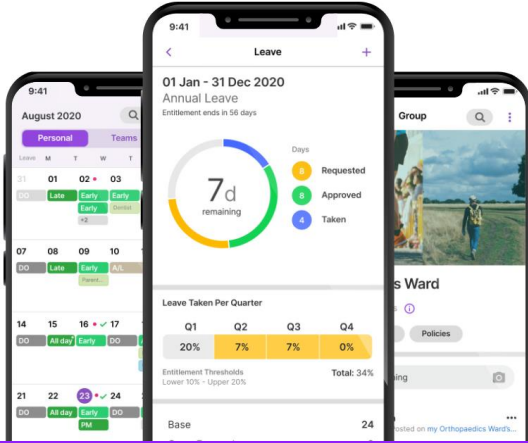
Manage all aspects of your roster and working life with our brand new app

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Arriving <DAY> XX/XX/XXXX

For more information:

Info goes here




LOGO

Messaging Stream 10

Phase 1: Awareness Assets

Digital Item: Screensaver (Launch Date)



Your new home for

EMPLOYEE**ONLINE**

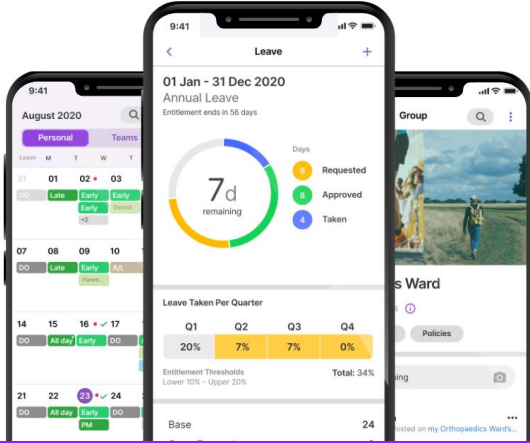
Manage all aspects of your roster and working life with our brand new app

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Arriving <DAY> XX/XX/XXXX


For more information:

Info goes here



LOGO

Messaging Stream 11



Your new home for

me

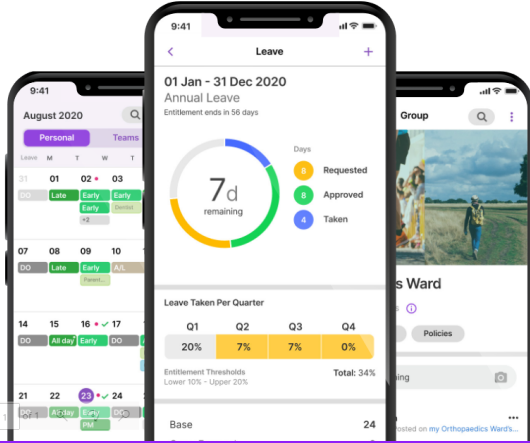
Manage all aspects of your roster and working life with our brand new app

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Arriving <DAY> XX/XX/XXXX

For more information:

Info goes here



LOGO

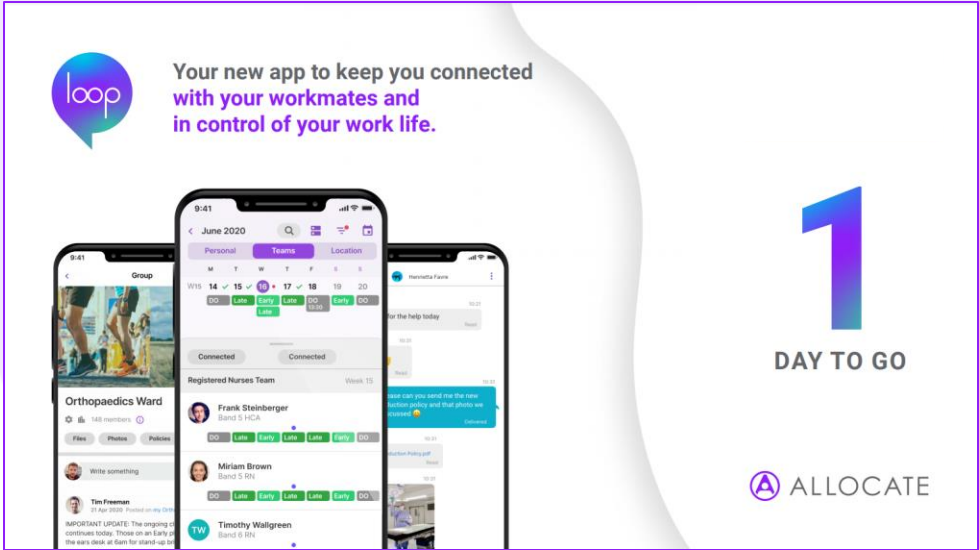
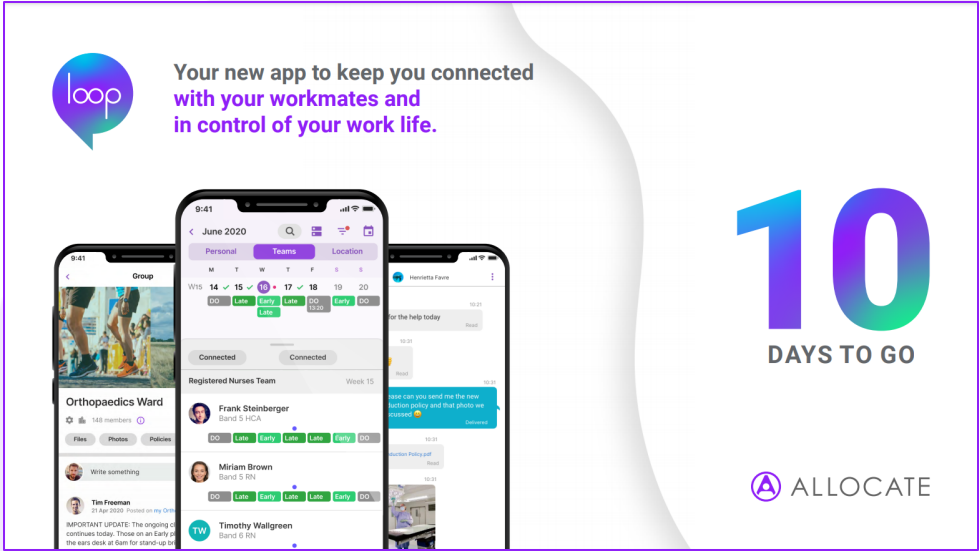
Messaging Stream 12

Phase 1: Awareness Assets

Digital Item: Countdown Screens

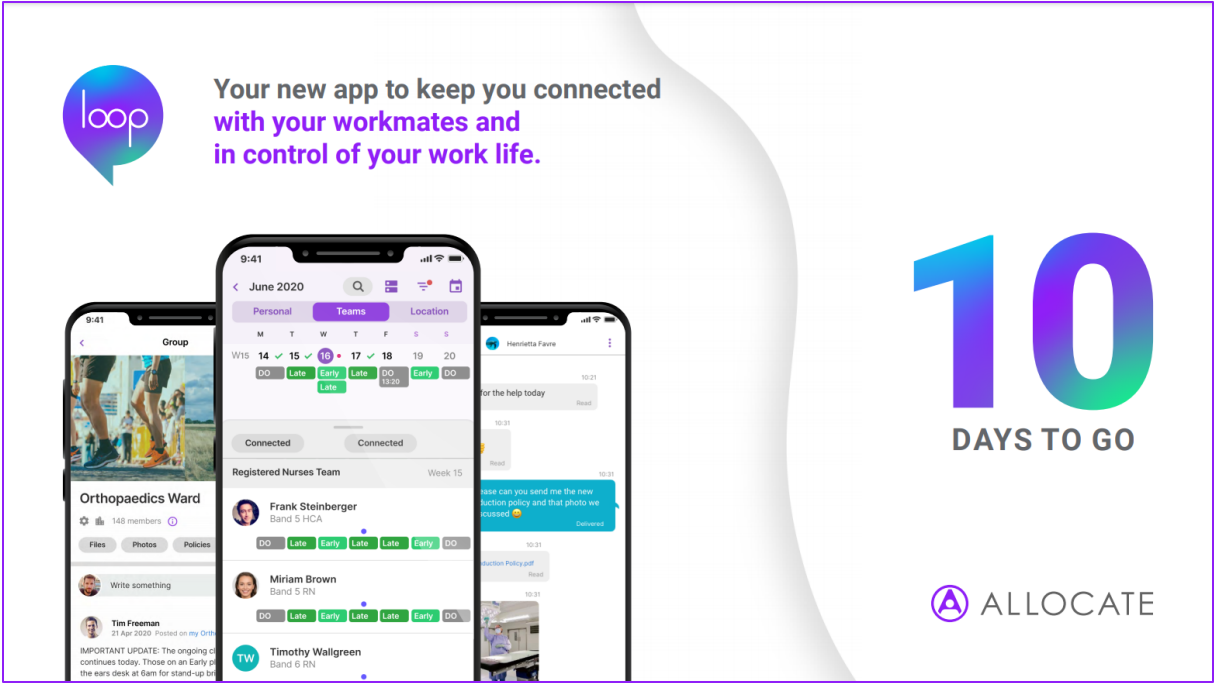
- Really help to get people excited and ready for your launch day with countdown screens, from 10 to 1. Ideal for any screens you have in staff break rooms or common areas.
- Available for all current messaging streams.

Can this be personalised?	No
Supplied Format	Supplied as jpegs, 16:9 ratio, fits majority of standard widescreen monitors. All supplied as individual jpegs so you can swap out each day



Phase 1: Awareness Assets


Digital Item: Countdown Screens



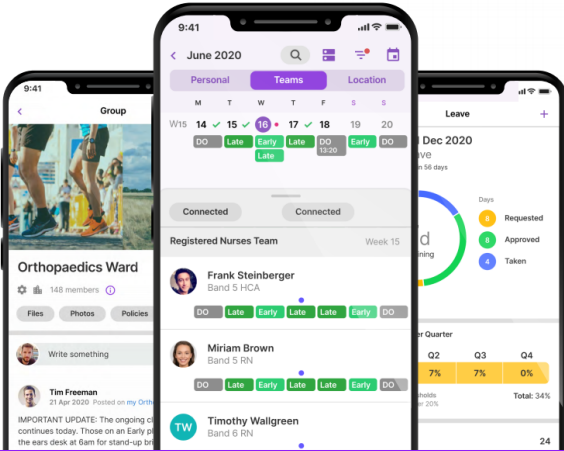
Messaging Stream 1
(Countdowns from 10 days to 1 day)

Phase 1: Awareness Assets


Digital Item: Countdown Screens



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




10
DAYS TO GO

 ALLOCATE

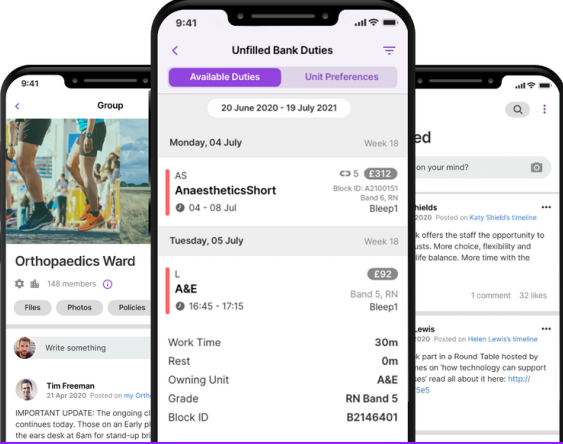
Messaging Stream 4
(Countdowns from 10 days to 1 day)


Phase 1: Awareness Assets

Digital Item: Countdown Screens




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






DAYS TO GO

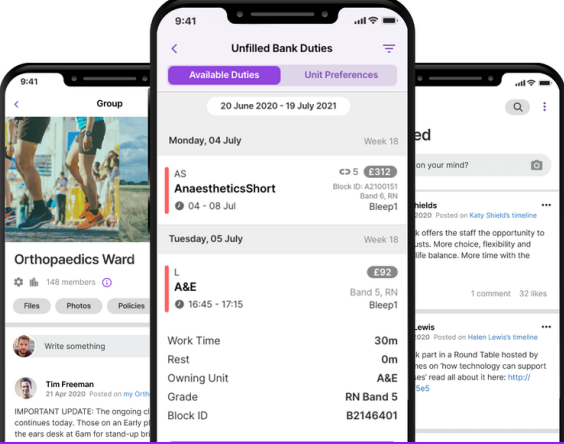



an RLDotix company

Messaging Stream 5
(Countdowns from 10 days to 1 day)




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





DAYS TO GO

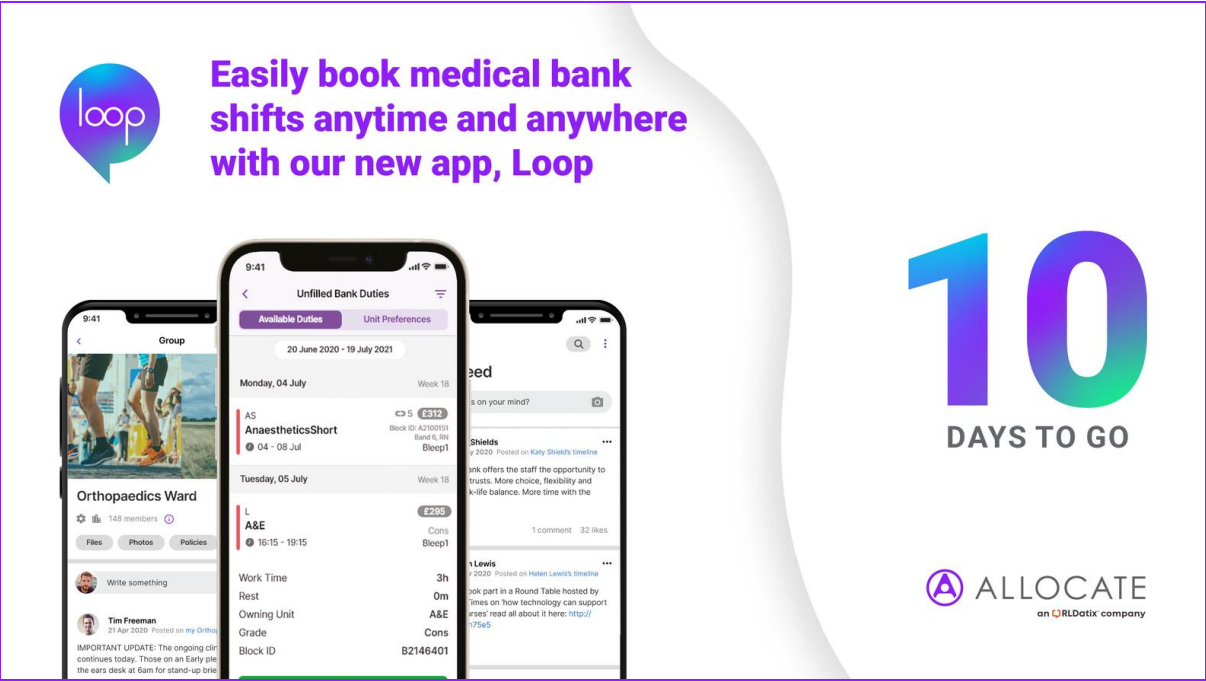


an RLDotix company

Messaging Stream 6
(Countdowns from 10 days to 1 day)

Phase 1: Awareness Assets

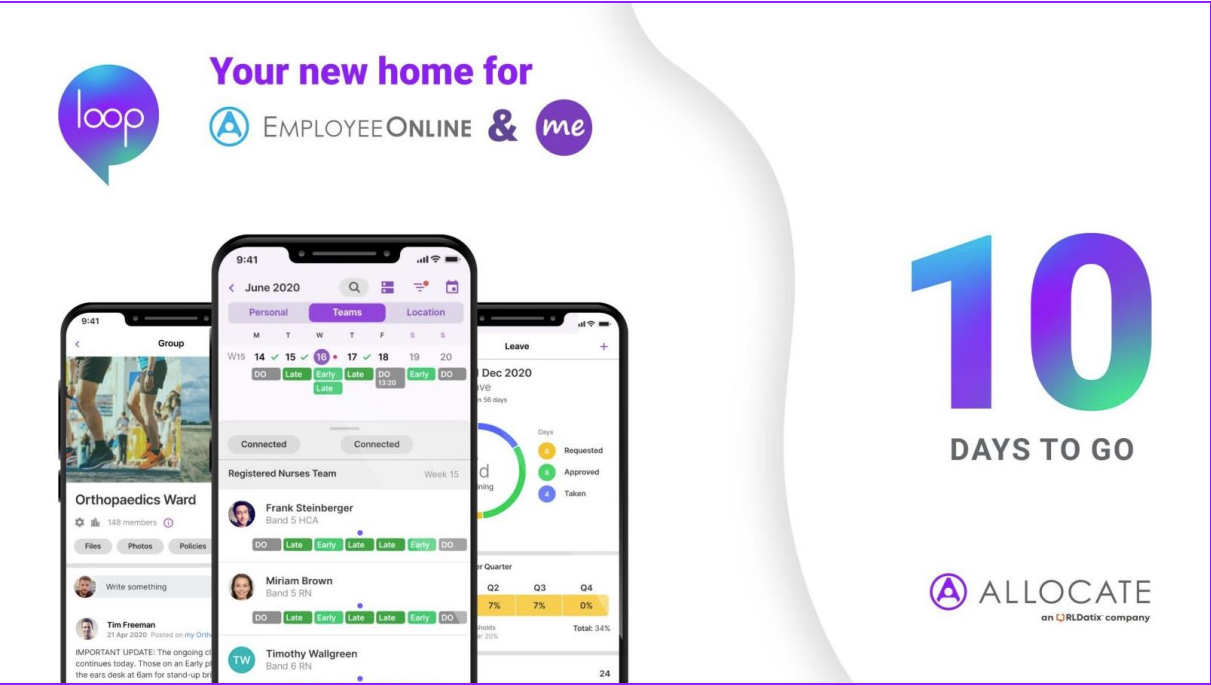
Digital Item: Countdown Screens



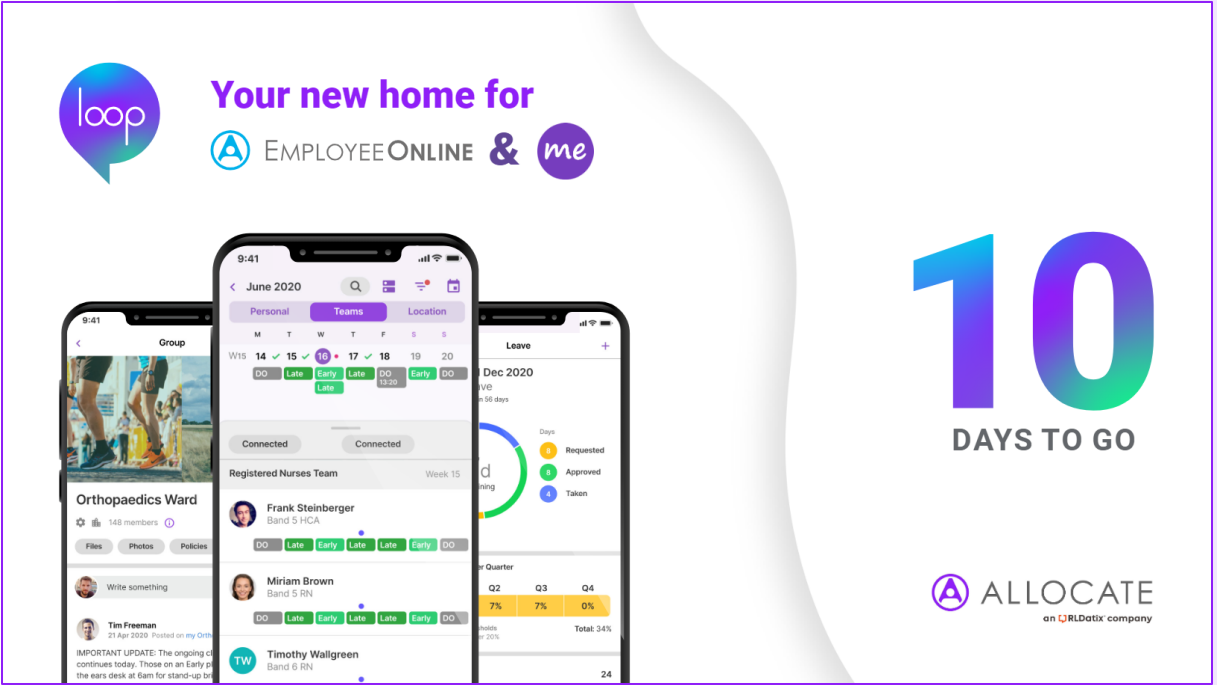
Messaging Stream 7
(Countdowns from 10 days to 1 day)

Phase 1: Awareness Assets

Digital Item: Countdown Screens



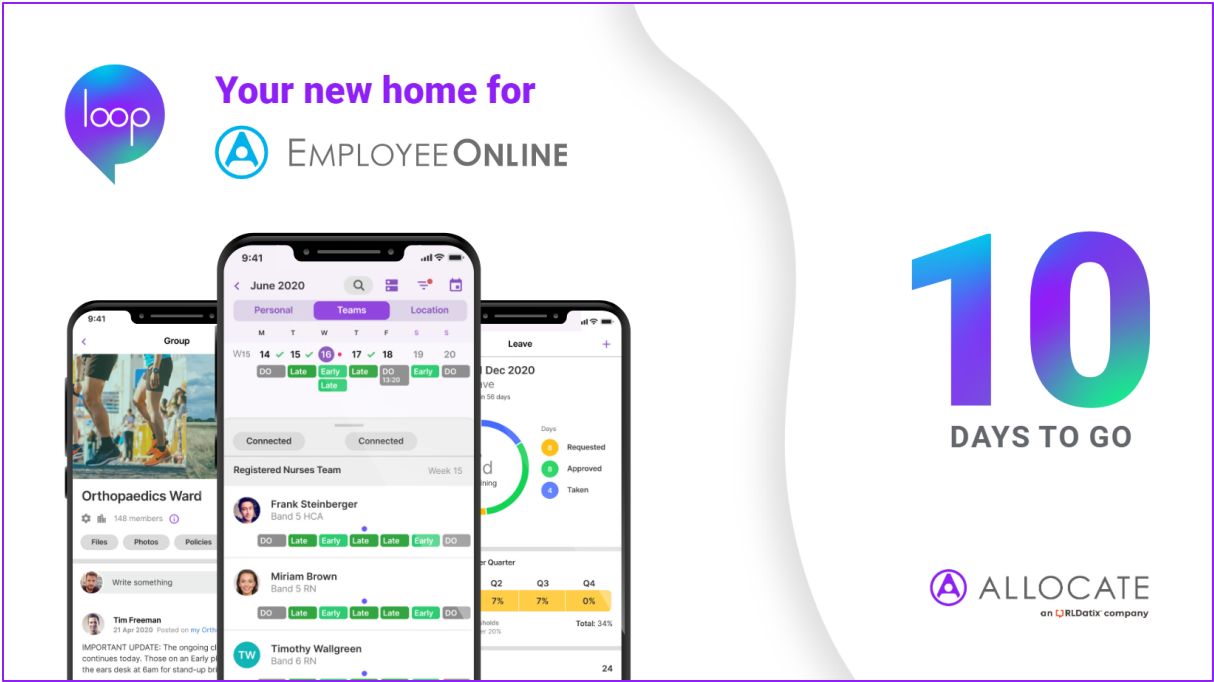
Messaging Stream 9
(Countdowns from 10 days to 1 day)



Messaging Stream 10
(Countdowns from 10 days to 1 day)

Phase 1: Awareness Assets

Digital Item: Countdown Screens



Messaging Stream 11
(Countdowns from 10 days to 1 day)



Messaging Stream 12
(Countdowns from 10 days to 1 day)

Phase 1: Awareness Assets

Digital Item: Social Media Imagery

- Got an internal social media account such as Twitter? Use these social media formatted images along with your posts to help spread the message.
- Available for all current messaging streams.
- Qty of screens per messaging stream varies.

Can this be personalised?	No. As this will appear within your social media posts and space is limited, these cannot be personalised.
Supplied Format	Supplied as individual jpegs



Phase 1: Awareness Assets

Digital Item: Social Media Imagery

Keeping you in the loop

Your new app to keep you connected with your workmates and in control of your work life

Coming Soon



Keeping you in the loop

Connect and message with your colleagues, all without sharing your personal contact details


Coming Soon



Keeping you in the loop

Book your annual leave on the go

Coming Soon



Keeping you in the loop

Connect and message with your colleagues, all without sharing your personal contact details

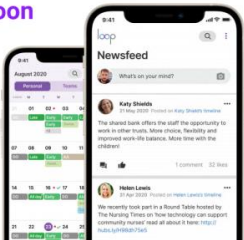

Coming Soon



Keeping you in the loop

Hear the latest news and updates from us, direct to the Newsfeed

Coming Soon



Keeping you in the loop

Manage your work life with Loop's rota features

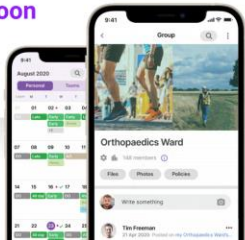

Coming Soon



Keeping you in the loop

Get auto added to staff groups, based on your roster

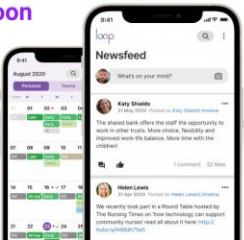

Coming Soon



Keeping you in the loop

Hear the latest news and updates from us straight to your Newsfeed

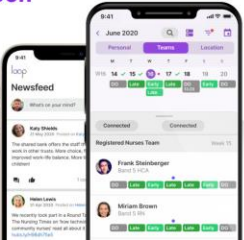
Coming Soon



Keeping you in the loop

View your roster and who you are working with

Coming Soon

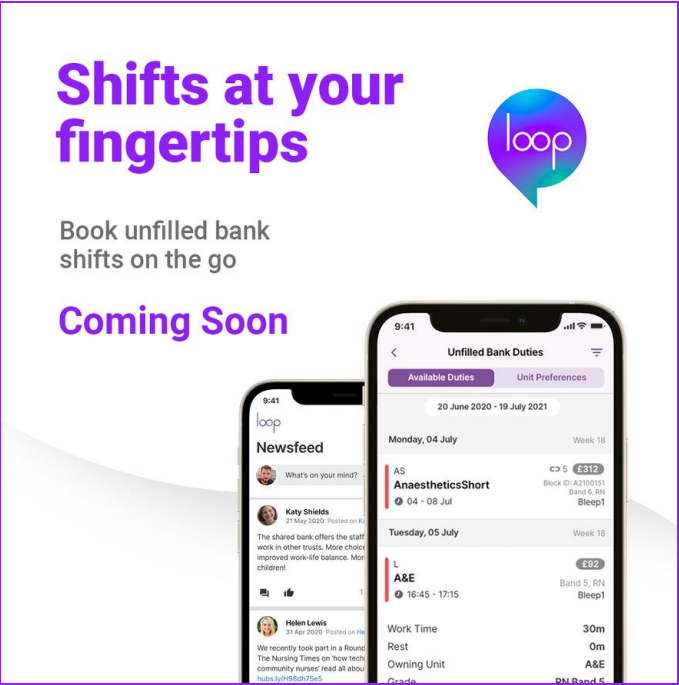


Messaging Stream 1
Qty: 4

Messaging Stream 4
Qty: 5

Phase 1: Awareness Assets

Digital Item: Social Media Imagery



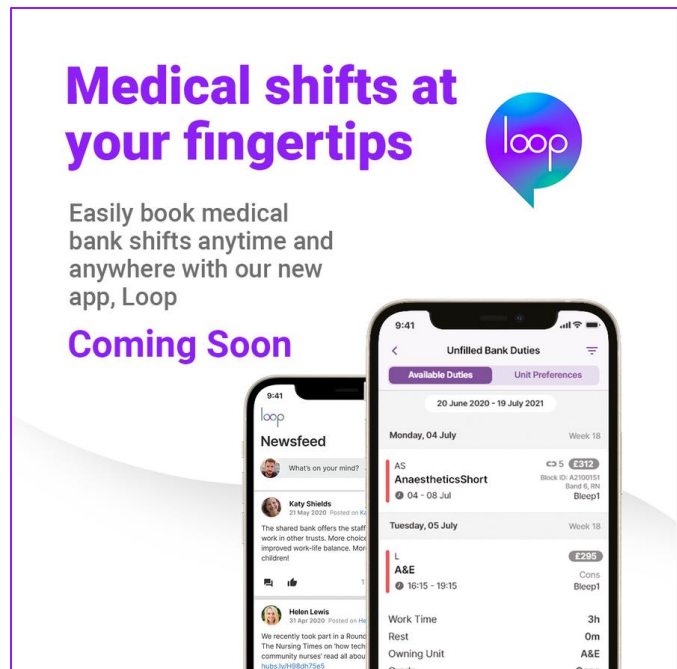
Messaging Stream 5
Qty: 1



Messaging Stream 6
Qty: 1

Phase 1: Awareness Assets

Digital Item: Social Media Imagery



Messaging Stream 7
Qty: 1

Phase 1: Awareness Assets

Digital Item: Social Media Imagery

Your new home for
EMPLOYEEONLINE & me

Book your annual leave on the go

Coming Soon

Your new home for
EMPLOYEEONLINE & me

Connect and message with your colleagues, all without sharing your personal contact details

Coming Soon

Your new home for
EMPLOYEEONLINE & me

Get auto added to staff groups, based on your roster

Coming Soon

Your new home for
EMPLOYEEONLINE & me

Hear the latest news and updates from us straight to your Newsfeed

Coming Soon

Your new home for
EMPLOYEEONLINE & me

View your roster and who you are working with

Coming Soon

Your new home for
EMPLOYEEONLINE & me

Book your annual leave on the go

Coming Soon

Your new home for
EMPLOYEEONLINE & me

Connect and message with your colleagues, all without sharing your personal contact details

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Your new home for
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Get auto added to staff groups, based on your roster

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Your new home for
EMPLOYEEONLINE & me

Hear the latest news and updates from us straight to your Newsfeed

Coming Soon

Your new home for
EMPLOYEEONLINE & me

View your roster and who you are working with

Coming Soon

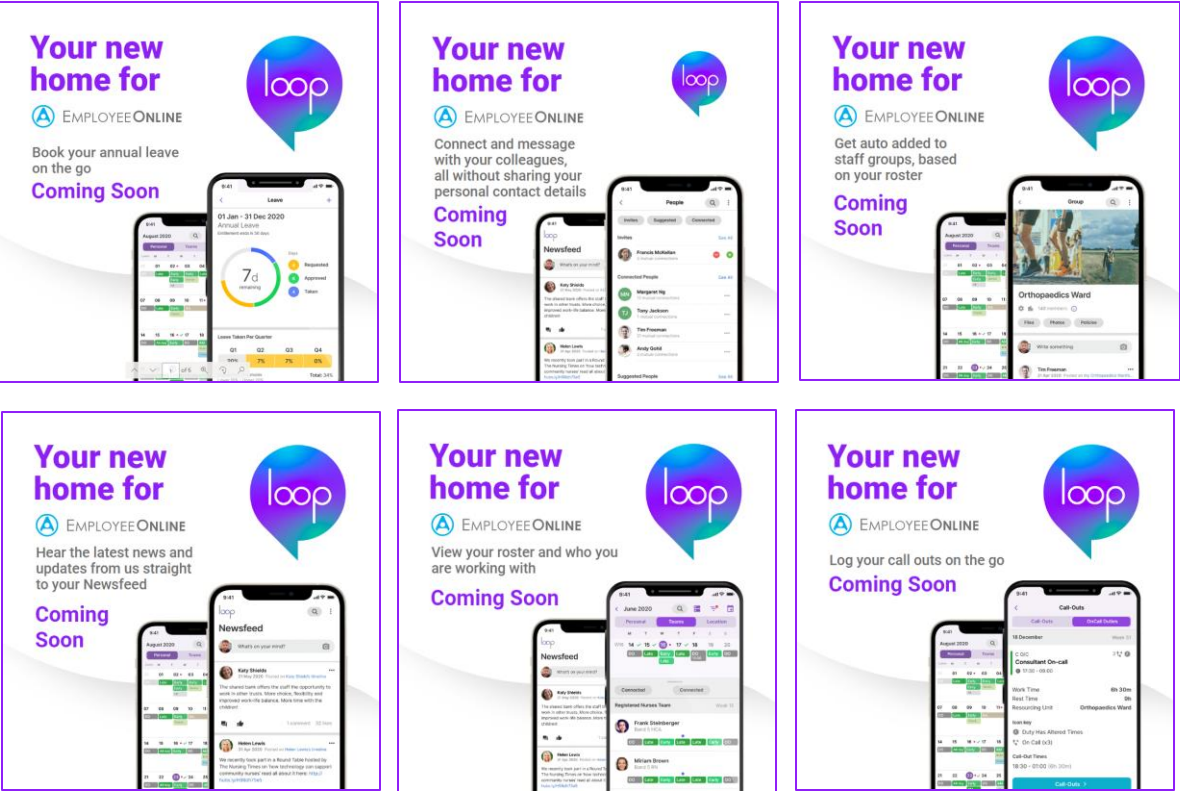
Your new home for
EMPLOYEEONLINE & me

Log your call outs on the go

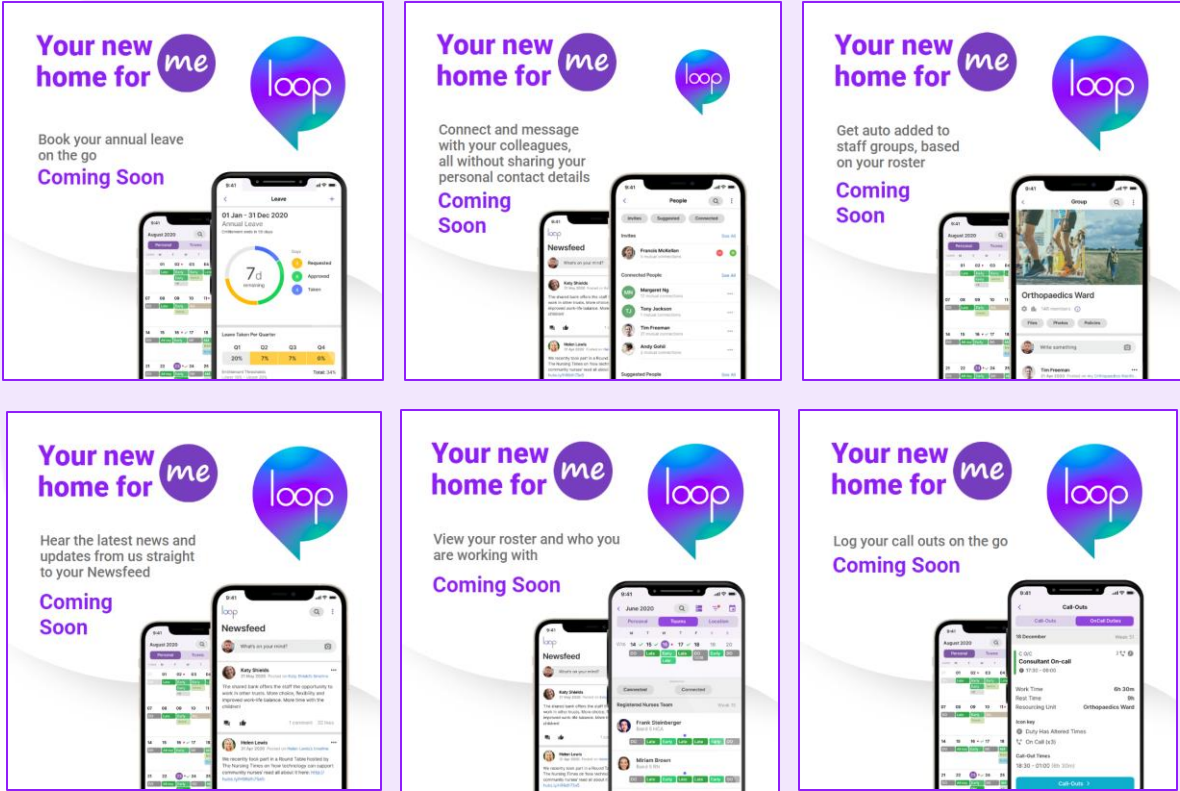
Coming Soon

Phase 1: Awareness Assets

Digital Item: Social Media Imagery



Messaging Stream 11
Qty: 6



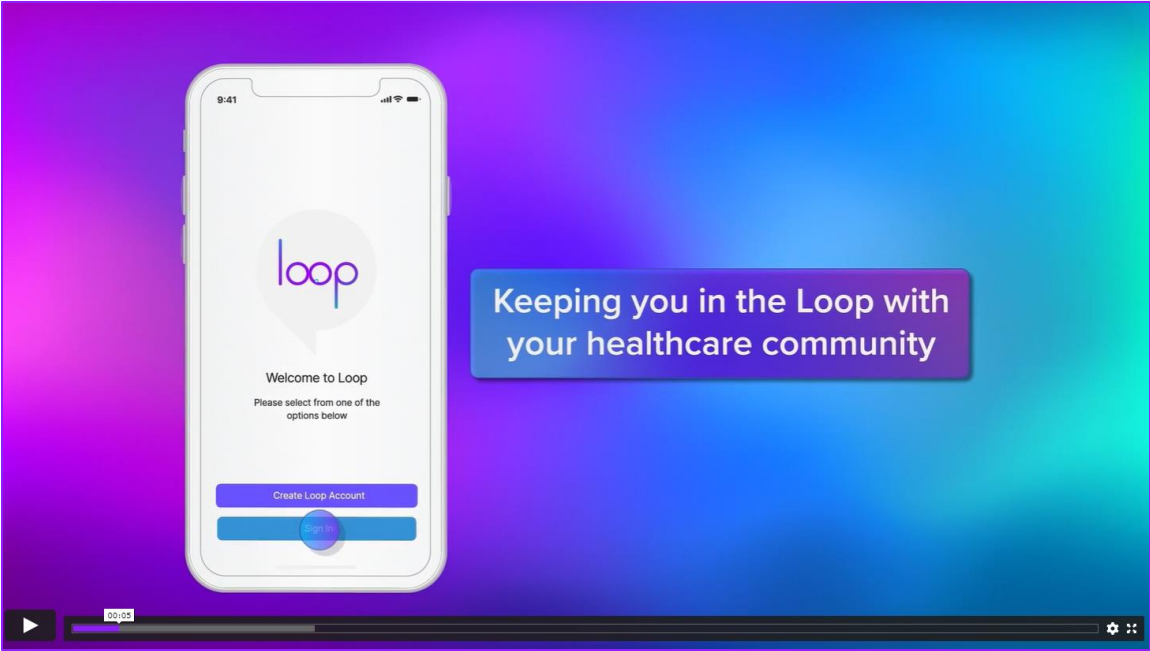
Messaging Stream 12
Qty: 6

Phase 1: Awareness Assets

Digital Item: Product Overview Video

- A short product animation that highlights all the different features of Loop and what end users can do. Ideal for briefings and placing on screens in break areas.
- **1 version available for all messaging streams**

Can this be personalised?	No.
Supplied Format	Supplied as a embeddable link and downloadable copy.



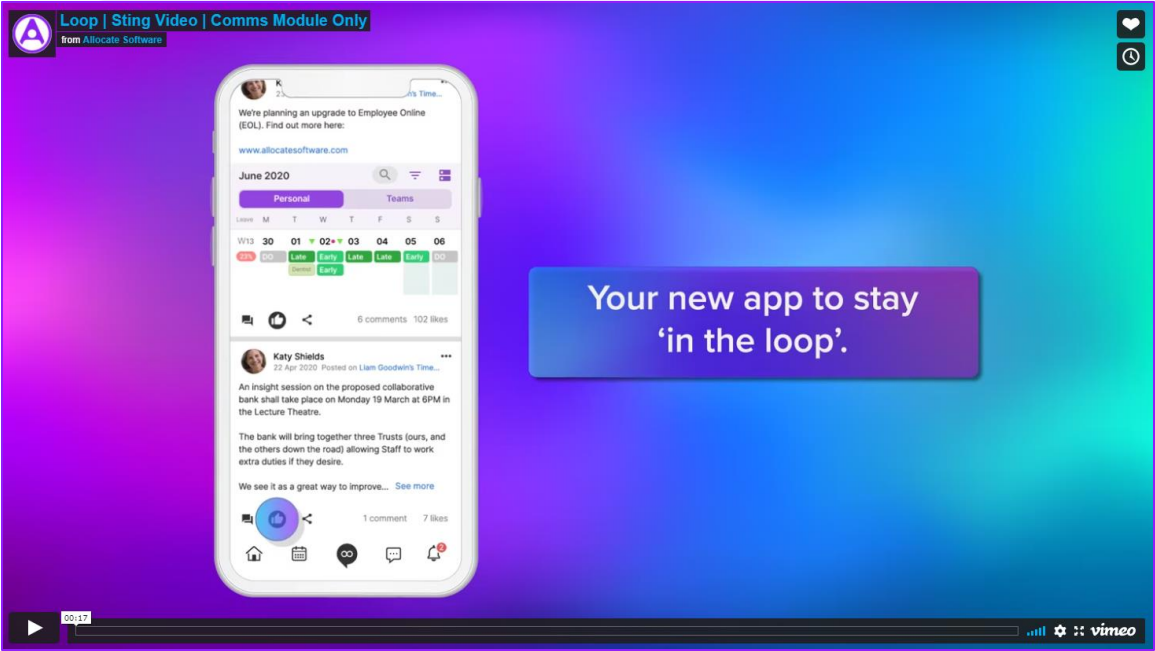
Preview Link: [HERE](#)

Phase 1: Awareness Assets

Digital Item: Product Sting Video

- A short (-20 seconds) quick overview video sting for Loop that is ideal for your social channels or where you have digital screens in common areas.
- 1 version available for all messaging streams

Can this be personalised?	No.
Supplied Format	Supplied as a embeddable link and downloadable copy.



Preview Link: [HERE](#)

Phase 1: Awareness Assets

Written Templates: Written Articles

- Do you send our newsletters or emails with news within your organisation? Our pre-written templates can help you craft your articles to promote Loop. Either use them as they are or adjust them to fit your comms style
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	Feel free to personalise as you see fit to fit your communications style and if you want to add in additional bits from your organisation to give it the personal touch
Who personalises it	Yourselves
Supplied Format	Supplied in written word document to copy and paste into your own formats.

Loop Written Article (150 Word Version, inc. Title)

Title: It's time to get 'in the Loop'.

We are excited to reveal to you a brand new app that we will soon be introducing to <Org Name>, **Loop**.

Connect with your colleagues. Send direct messages to your connections. Read the latest updates in the Newsfeed. It's all in Loop, making it easier for you to communicate with everyone and ensure you get the important news, quickly.

Loop also integrates with our eRostering software so that you can see your shifts and who you're working with in a calendar view format within the app. Plus, you can manage your annual leave at the touch of a button and you'll automatically be added into a Staff Group, so you can easily communicate amongst the team.

Loop is coming soon to <Org Name>, so keep your eyes peeled on our internal communications channels for more details. For more information, visit/contact <Contact Details>.

Loop Written Article (300 or less Word Version, inc. Title)

Title: It's time to get 'in the Loop'.

At <Org Name>, we are always looking at how we can embrace technology to help improve the safety of our patients as well as making your working lives easier. We know with everyone's busy workloads it is not always easy to digest messages and communications via emails, posters on

Example

Phase 1: Awareness Assets

Written Templates: Allocate Optima (HealthRoster) Email Templates

- HealthRoster has the ability to send emails to all employees that are rostered. Use this template to create direct emails to all rostered staff, sent out via HealthRoster.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	Feel free to personalise as you see fit to fit your communications style and if you want to add in additional bits from your organisation to give it the personal touch
Who personalises it	Yourselves
Supplied Format	Supplied in written word document to copy and paste into your own HealthRoster sent emails.

Template #1 | Introducing Loop
This email gives a general introduction to what Loop is and the benefits. It teases that Loop is 'coming soon' rather than giving an actual date, but feel free to personalise should you wish to include your launch date.

Content Template:
Title: Introducing Loop

We are excited to unveil our brand new app that is coming soon to <Org Name>. Loop will allow you to connect and communicate with the whole of <Org Name>.

What can I do in Loop?

Connect with your colleagues. Send direct messages to your connections. Read the latest updates in the Newsfeed. It's all in Loop, making it easier for you to communicate with everyone and ensure you get the important news, quickly.

Loop also integrates with our eRostering software so that you can see your shifts and who you are working with in the calendar within the app. Plus, you can manage your annual leave on the go and you'll automatically be added into a Staff Group, so you can easily communicate amongst your teammates.

Example

Phase 2 Assets: Knowledge

Phase 2: Knowledge Assets

You've been raising awareness of Loop in Phase 1. Phase 2 is now about making everyone more knowledgeable. To align with your communication plans, we have the below assets available. More details on each are provided on the following pages:

Print Assets

- [Getting Started leaflet](#)
- [Getting Started Leaflet \(Me Transition\)](#)
- ['Ask me about Loop' badges](#)

Digital Assets

- [Getting Started Video](#)
- [Brochure](#)
- ['How to' Videos](#)
- [HR Team Guide to Loop](#)
- [Comms Team Guide to Loop](#)
- [Roster Team Guide to Loop](#)

Written Templates

- [Resource Hub Content](#)
- [Internal FAQ's](#)

Each of these items have been created for each messaging stream.

Many of these items can be personalised. Check out the catalogue pages for more information.

Phase 2: Knowledge Assets

Print Item: ‘Getting Started’ Leaflet

- Loop requires users to create a Loop account and then connect this account to their organisation, using their EmployeeOnline details. This leaflet help explain the simple 3 steps to do. Ideal for hanging out just before you go live so people know what to do when Loop launches.
- 1 version for all Messaging Streams

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Contact details
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, so you can send it to a professional printer. Size: A6 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, search 'Allocate Loop' in your app store.

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 EmployeeOnline ID
This then connects you to your organisation and colleagues.

- You only have to connect to your organisation once.

If you can't remember your EmployeeOnline ID, speak to the team using the contact details.

And that's it, you're in the loop
Got a question? Contact:

Your Contact Details
Appear Here
Max 4 Lines
XXX




Phase 2: Knowledge Assets

Print Item: ‘Getting Started’ Leaflet | Me Transition


- This is same content as the previous pages ‘getting started’ leaflet, but is focused for those who have used the Me app before, as the sign in process (step 2) is slightly different.
- Only for Messaging Steam 10 and 12

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Contact details
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, so you can send it to a professional printer. Size: A6 portrait, single sided


Getting in the Loop?



Do you already use the Me App and want to move to Loop? All you need is your smartphone and follow these 2 simple steps.




Download Loop from your chosen App Store
• To find, search 'Allocate Loop' in your app store.



Login using your Me App account details
• If you can't remember your Me App email, contact the team using the details below.
• If you can't remember your Me App password, use the password reset button.

And that's it, you're in the loop
Got a question? Contact:
Your Contact Details
Appear Here
Max 4 Lines
XXX



Phase 2: Knowledge Assets

Print Item: 'Ask me about Loop' Badges

- Pin badges are good to give to your ambassadors or managers who have information about Loop and help to start conversations about Loop.
- **1 version for all Messaging Streams**

Can this be personalised?	No
Supplied Format	Print files ready to send out to a professional printer Size:

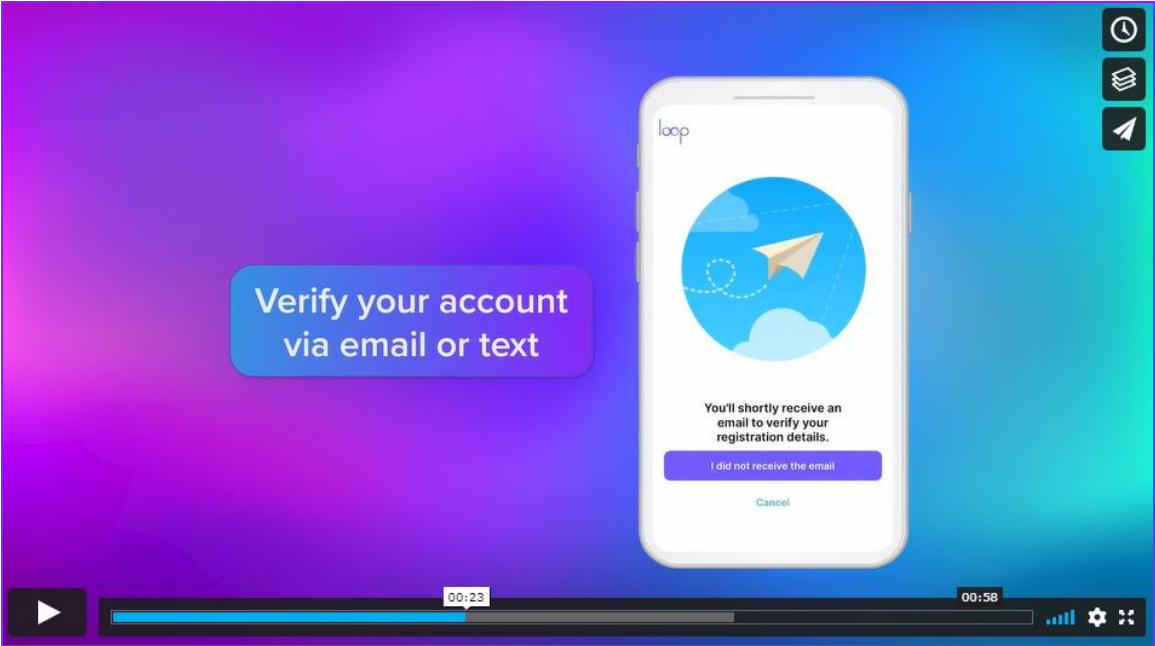


Phase 2: Knowledge Assets

Digital Item: 'Getting Started' Video

- A short video that explains how users can get connected to Loop. Ideal for sharing just before you go live so people know what to do when Loop launches
- **1 version for all Messaging Streams**

Can this be personalised?	No.
Supplied Format	Supplied as a embeddable link and downloadable copy



Preview Link: [HERE](#)

Phase 2: Knowledge Assets


Digital Item: Brochure

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

- 1 version for all Messaging Streams

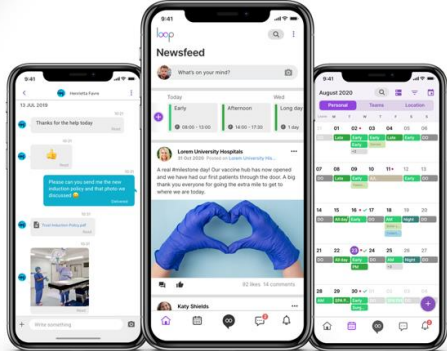
Can this be personalised?	No
Supplied Format	Supplied as digital PDF, ideal for adding to resource centre or email

A quick guide to...



Your new app to keep you connected with your workmates and in control of your work life

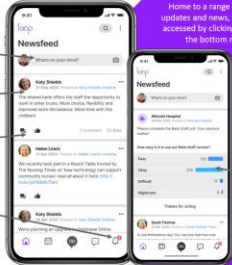
ALLOCATE



Features of Loop

Newsfeed

- Post your own updates, including photos.
- View content shared from your connections, pages and groups.
- Like and comment on content in your Newsfeed.
- New notifications appear here in the navigation bar.



Home to a range of different content, updates and news, your Newsfeed can be accessed by clicking the home button on the bottom navigational bar.


Take part in quick polls to share your thoughts.

ALLOCATE loop



Downloading Loop

How to download and log into Loop?



- Download Loop from your chosen App Store
 - To find, search for "Allocate Loop" on your app store
- Create your Loop Account
 - Use your personal contact details to create your Loop Account.
 - This is where you will use for logging in the future and in case you forget your Loop password.
- Once logged in, connect to your organisation using your EmployeeOnline ID and password.
 - This then connects you to your organisation and colleagues.
 - You only have to connect to your organisation once.



Watch the video [here](#)

GET IT ON  

Search "Allocate Loop" in your App Store

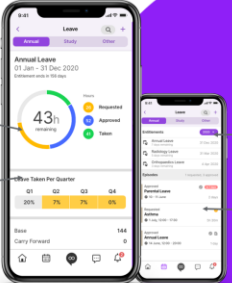
Download on the  

ALLOCATE loop

Features of Loop

Annual Leave

- Remaining remaining balance including request, approved and taken
- View breakdown of leave taken over a time period



View leave entitlements

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

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

ALLOCATE loop

Frequently Asked Questions

How can I connect without needing to give colleagues personal contact details?

Loop is a secure platform that only allows employees to join it with their EmployeeOnline ID. Therefore, to connect with a colleague, you can just use their name. You can also scroll through the names to connect.

Can I connect with other organisations that I don't work at?

Loop is designed as a secure and safe platform to connect with your workplace and therefore is the only place you can connect with.

I want to share feedback and/or concerns with my organisation. How do I do that?

Use the "Report" function on the hub screen (the purple screen in the middle). There you will use a Report button where you can send any feedback or concerns you have to your organisation.

How will I be added to groups?

If your organisation is using Loop, it means it is also using Healthstream to create employee profiles. If you are a named employee, Loop connects with Healthstream to pull all the information into Loop and set up the groups.

Read more FAQ's [online](#)

Phase 2: Knowledge Assets

Digital Item: How to 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	Supplied as a embeddable link and downloadable copy.
How to Videos available:	<ul style="list-style-type: none">• Book your annual leave• Log your call outs• Request a Duty• Mute a Group• View Your Roster• Use your Newsfeed

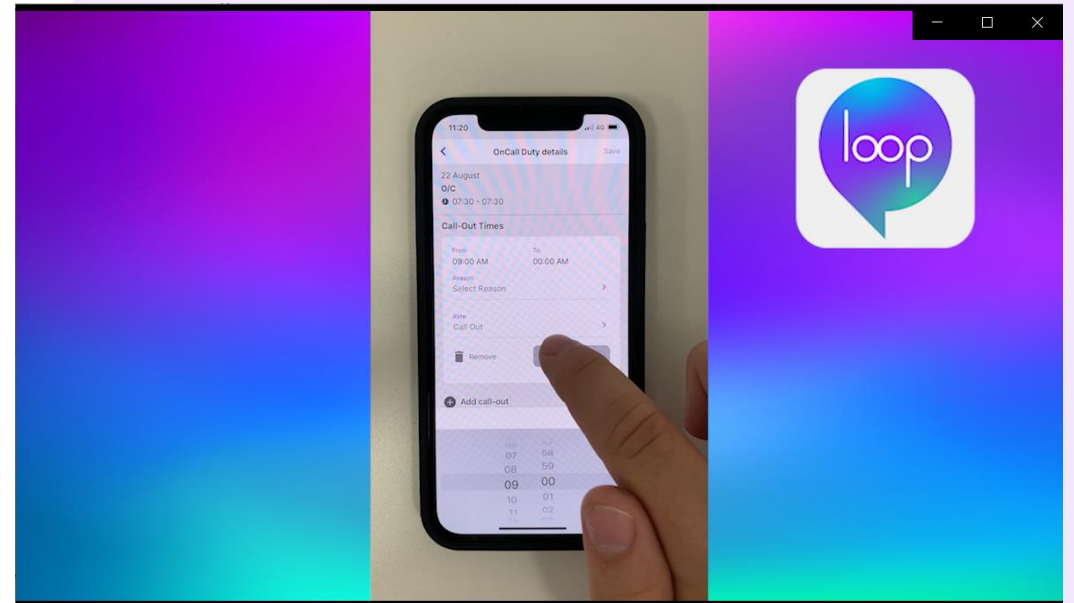


Phase 2: Knowledge Assets

Digital Item: Resource Hub



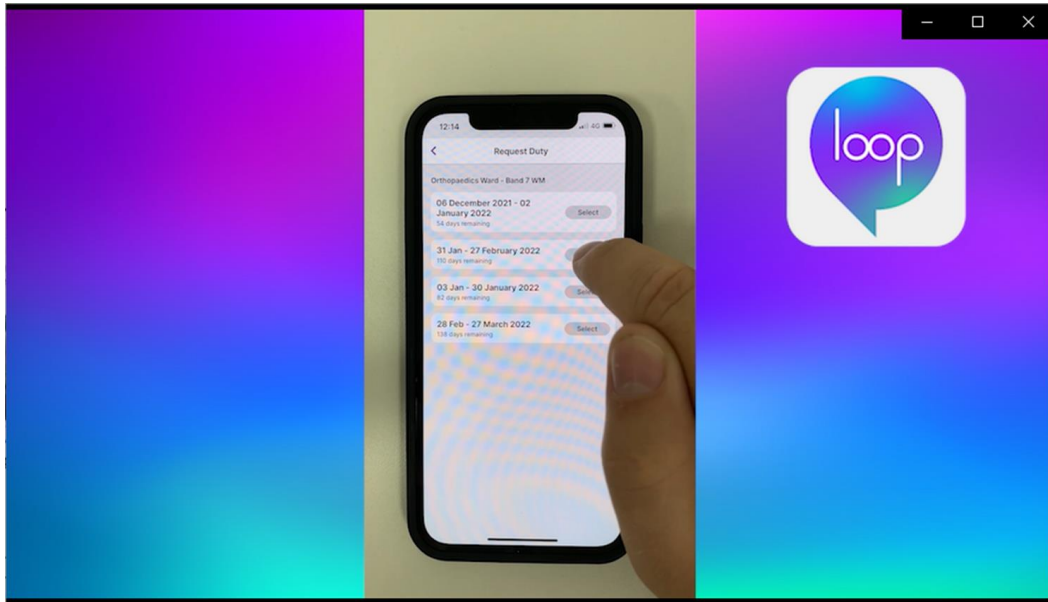
How to book Annual Leave
[Watch here](#)



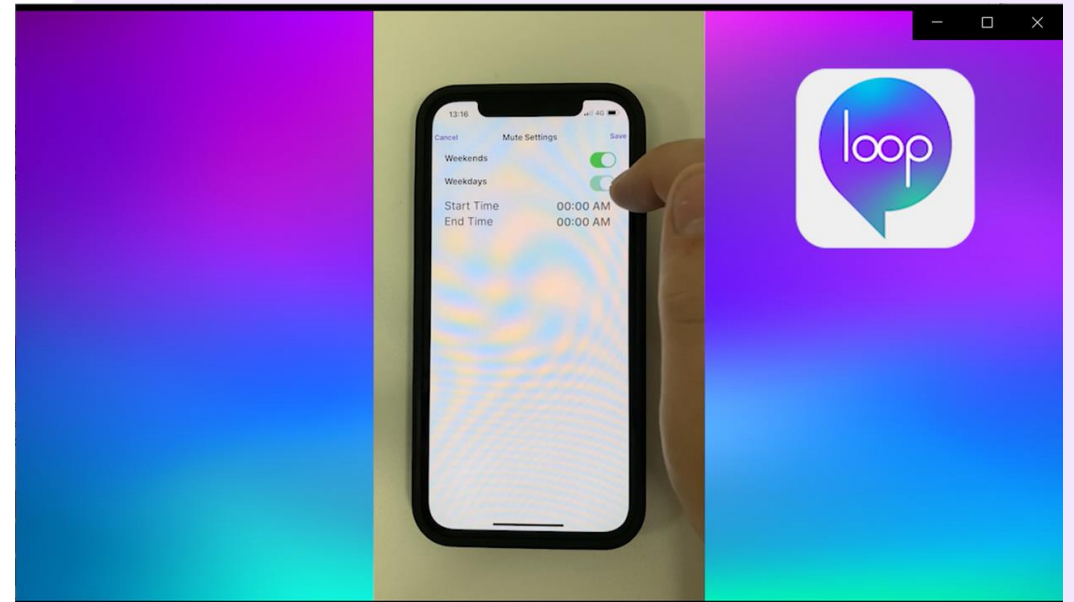
How to log Call Outs
[Watch here](#)

Phase 2: Knowledge Assets

Digital Item: Resource Hub



How to Request a Duty
[Watch here](#)



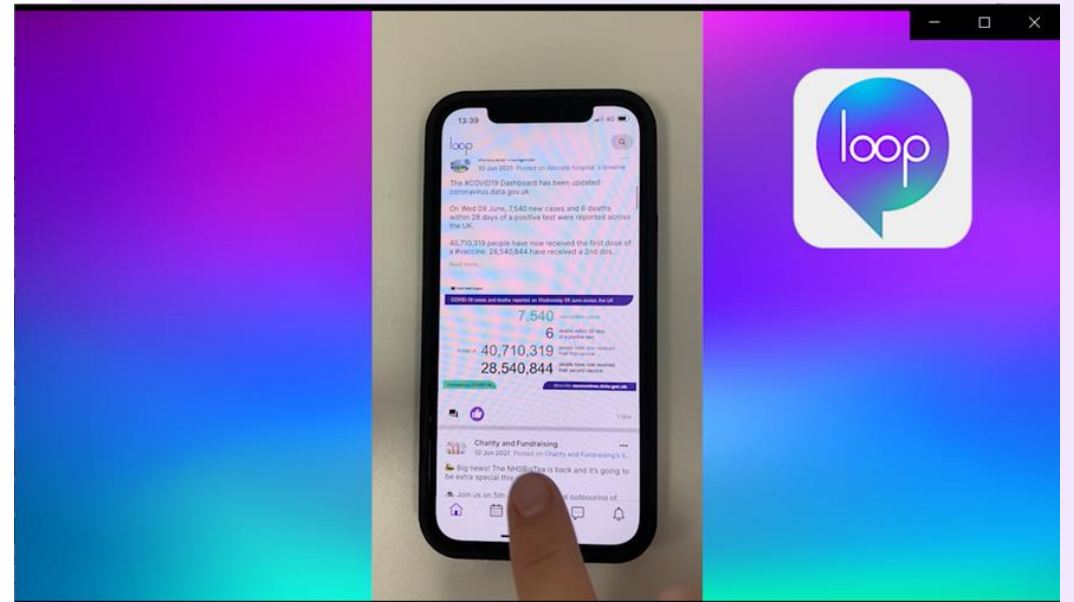
How to mute a group
[Watch here](#)

Phase 2: Knowledge Assets

Digital Item: Resource Hub



How to view your roster
[Watch here](#)



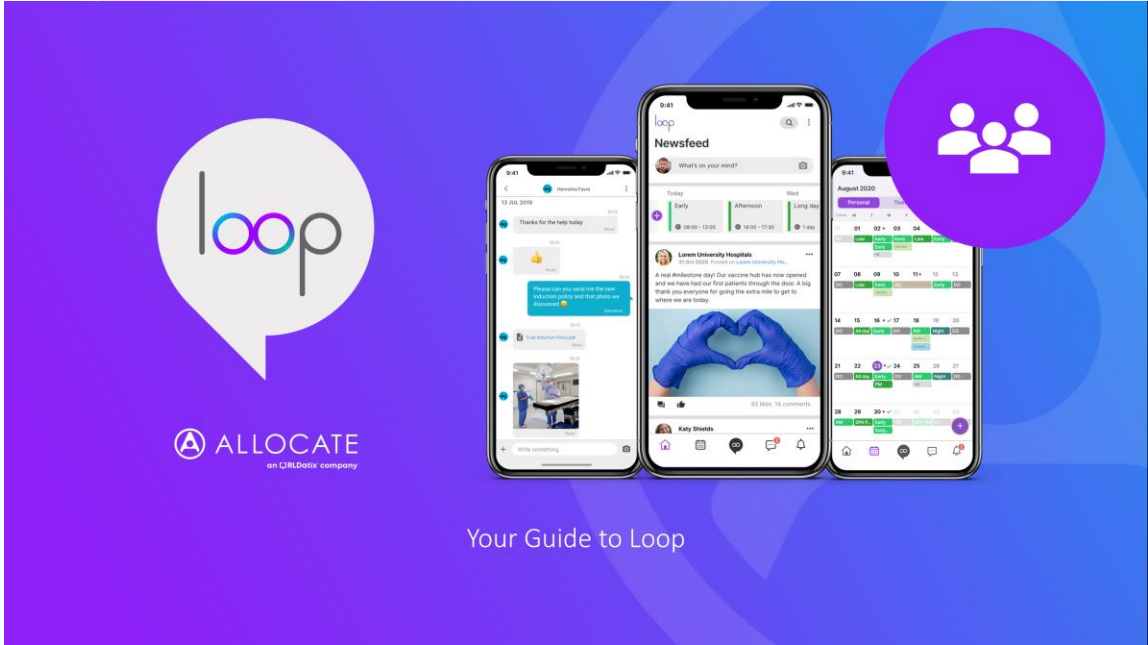
How to use the Newsfeed
[Watch here](#)

Phase 2: Knowledge Assets

Written Templates: HR Team Guide to Loop

- To help get your HR teams engaged around the benefits of Loop, we've created this short introductory guide to share with your HR representatives and onboard with it's roll out.
- **1 version for all Messaging Streams**

Can this be personalised?	No
Supplied Format	Downloadable PDF



Phase 2: Knowledge Assets

Written Templates: Comms Team Guide to Loop

- To help get your Communications teams engaged around the benefits of Loop, we've created this short introductory guide to share with your comms representatives and onboard with it's roll out.
- **1 version for all Messaging Streams**

Can this be personalised?	No
Supplied Format	Downloadable PDF

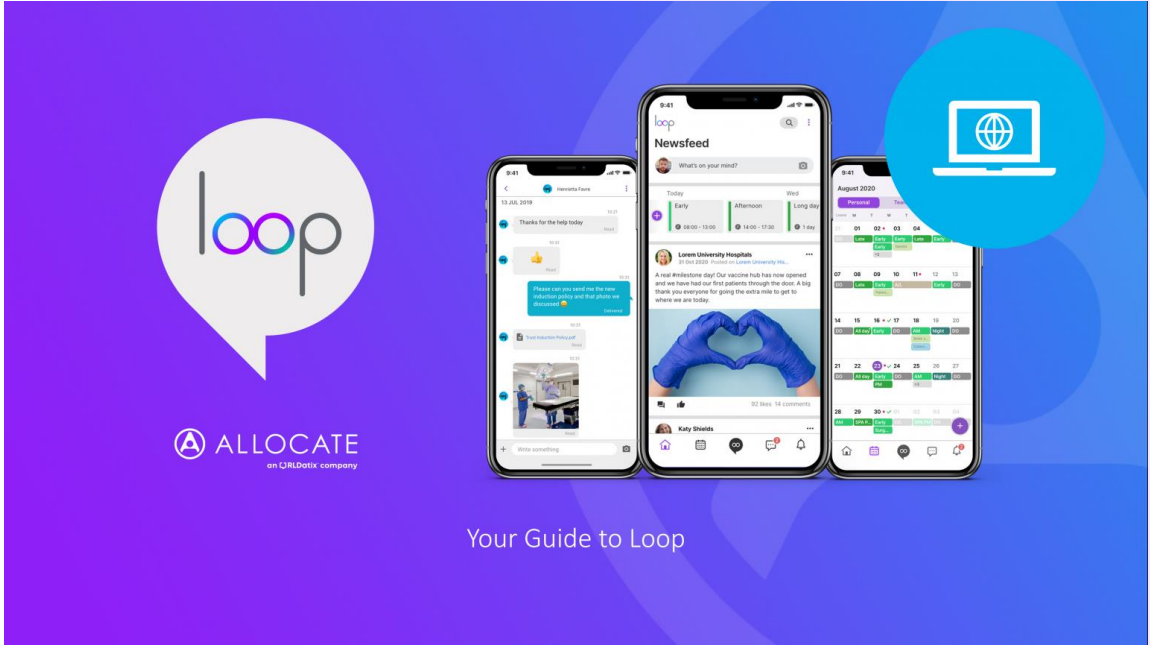


Phase 2: Knowledge Assets

Written Templates: Roster Team Guide to Loop

- To help get your rostering admins and teams engaged around the benefits of Loop, we've created this short introductory guide to share with your team and onboard with it's roll out.
- **1 version for all Messaging Streams**

Can this be personalised?	No
Supplied Format	Downloadable PDF



Phase 2: Knowledge Assets

Written Templates: Resource Hub Content

- A great place to hold all information about Loop is a digital resource hub, such as a SharePoint area or intranet page. This template has pre written copy that you can add to your page to help make readers more knowledgeable about Loop.
- **Available for all current messaging streams.**

Can this be personalised?	Yes
What can be personalised?	Feel free to personalise as you see fit to fit your resource area. Add personal touches to help make it even more personal to your end users.
Who personalises it	Yourselves
Supplied Format	Supplied in written word document to copy and paste into your own resource area.

Top Tip: add your own specific information into your resource hub such as a quote from a board member on why they are excited to introduce Loop.

Introducing Loop

Here is your opportunity to say you are bringing in the new app.

Content Template:

Title: 'Say Hello to Loop!'

We are excited to announce our new app, Loop, that will allow you to connect and communicate with the whole of <Org Name>.

Our new communications app allows you to stay connected and communicate with your colleagues across the Trust. Not only is it simple to use but it also provides you with the important news instantly.

You can send direct messages to your connections, keep up to date with the latest news and updates from us and talk directly to your teams.

Loop has been developed by our eRostering software provider and the creators of EmployeeOnline, Allocate Software. Thanks to this, you can manage your work life via Loop.

If you work on a roster, you can view your shifts and who you are working in Loop's calendar, as well as booking and managing your annual leave. Plus, you can view who is working the same shifts and you'll automatically be added into a Staff Group, so you can easily communicate amongst the team.

Phase 2: Knowledge Assets

Written Templates: Internal FAQ's

- To help with dealing with objections or questions end users may have about Loop, FAQ's are the perfect resource. This template gives you a range of answers to typical questions and space to add your own answers to organisation specific questions about Loop.
- FAQ's when actually using Loop about the app can be found within the app itself.
- **1 version for all Messaging Streams**

Can this be personalised?	Yes
What can be personalised?	Feel free to personalise as you feel free, including adding additional content questions, adding your own questions and removing any you do not think apply to your organisation.
Who personalises it	Yourselves
Supplied Format	Supplied in written word document to copy and paste to where you want to keep your internal FAQ's

Content Template: FAQ's

Got a question about Loop before it arrives? Check out the FAQ's below.

Accessing Loop

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

How do I get Loop?

Downloading and connecting to Loop is as easy as one, two, three.

Once we have released the app, follow the simple steps

1. Search for 'Allocate Loop' in your app store and download it.
2. Create a Loop Account.
 - Use your personal contact details to create your Loop Account.

Phase 3 Assets: Action

Phase 3: Action Assets

It's time to download and get in the Loop. Phase 3 is about taking action to download the app and connect to Loop. To align with your communication plans, we have the below assets available. More details on each are provided on the following pages:

Print Assets

- [Roller Banner](#)
- [Roller Banner \(Launch Day\)](#)
- [A2 Poster](#)
- [A2 Poster \(Launch Day\)](#)
- [Leaflet](#)

Digital Assets

- [Email Signature](#)
- [Digital Banners](#)
- [Screensaver](#)
- [Social Media Imagery](#)
- [Product Overview Video](#)
- [Product Sting Video](#)
- [GIF](#)

Each of these items have been created for each messaging stream.

Many of these items can be personalised. Check out the catalogue pages for more information.


Phase 3: Action Assets

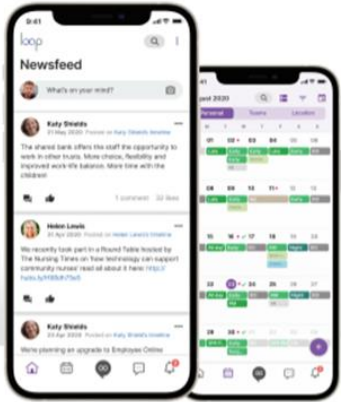
Print Item: Roller Banners

- A large format printed item that can be placed in large staff footfall areas for impact. Contains a clear ‘call-to-action’ to download Loop.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: 2000mm tall x 800mm wide

Keeping
you in
the loop







Loop, your new app to keep you connected with your workmates and in control of your work life

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto-added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Request the duties you want to work well in advance
 - See what activity and teams you are scheduled with
 - Book annual leave at the touch of a button


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 Download on the
App Store

Search 'Allocate Loop'

LOGO

 ALLOCATE

 ALLOCATE



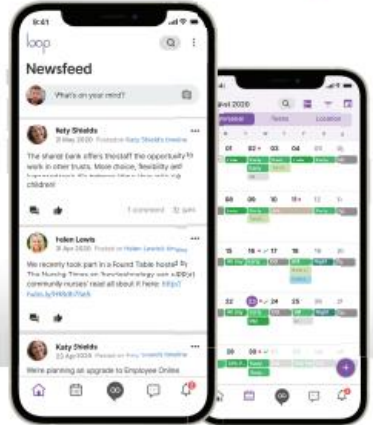

93

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 1



Keeping you in the loop




Loop, your new app to keep you connected with your workmates and in control of your work life

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go

Download Now



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ALLOCATE

- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go

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LOGO

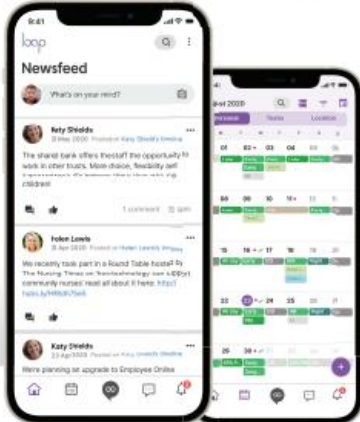
ALLOCATE

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 4



Stay in the loop with your work life




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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

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 **ALLOCATE**

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

Download Now



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LOGO

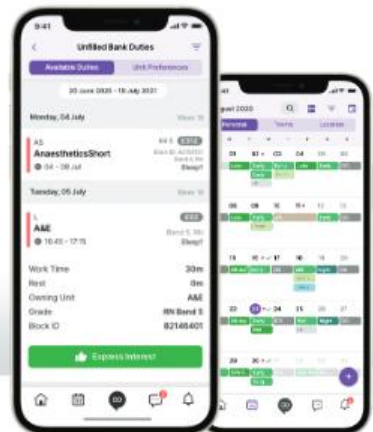

 **ALLOCATE**

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 5



Shifts at your fingertips





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

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Download Now



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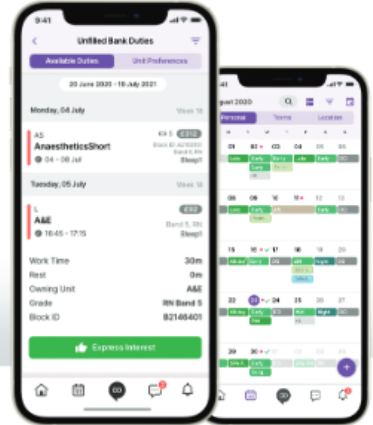

- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 6



Nursing shifts at your fingertips




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


- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed


Download Now

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 **ALLOCATE**
www.allocate.org.au



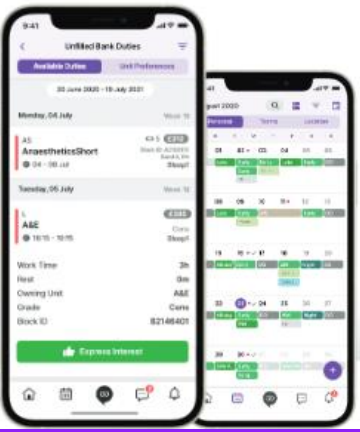
- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 7

Medical shifts at your fingertips



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

- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed
- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

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LOGO

ALLOCATE
an R.D. Health company

- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed
- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 9

Your new home for

EMPLOYEE ONLINE & me

loop

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

- Manage all aspects of your working life, including:
 - Calendar View Format
 - Book annual leave at the touch of a button
 - Import your personal calendars
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

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Download on the App Store

Search 'Allocate Loop'

ALLOCATE

an iB-Estate company

- Manage all aspects of your working life, including:
 - Calendar View Format
 - Book annual leave at the touch of a button
 - Import your personal calendars
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

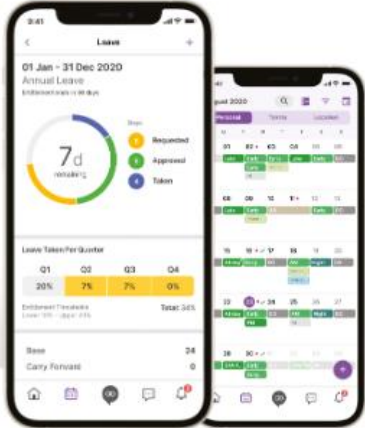
Print Item: Roller Banner

Messaging Stream 10

Your new home for

loop



EMPLOYEE ONLINE & me



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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

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ALLOCATE
an R.Dress company

loop

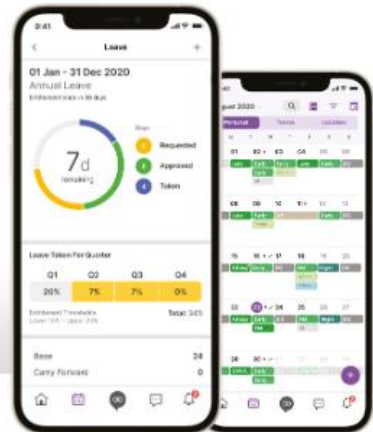

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

Print Item: Roller Banner

Messaging Stream 12



Your new home for me




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

- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

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 **ALLOCATE**
an RMIT company

LOGO

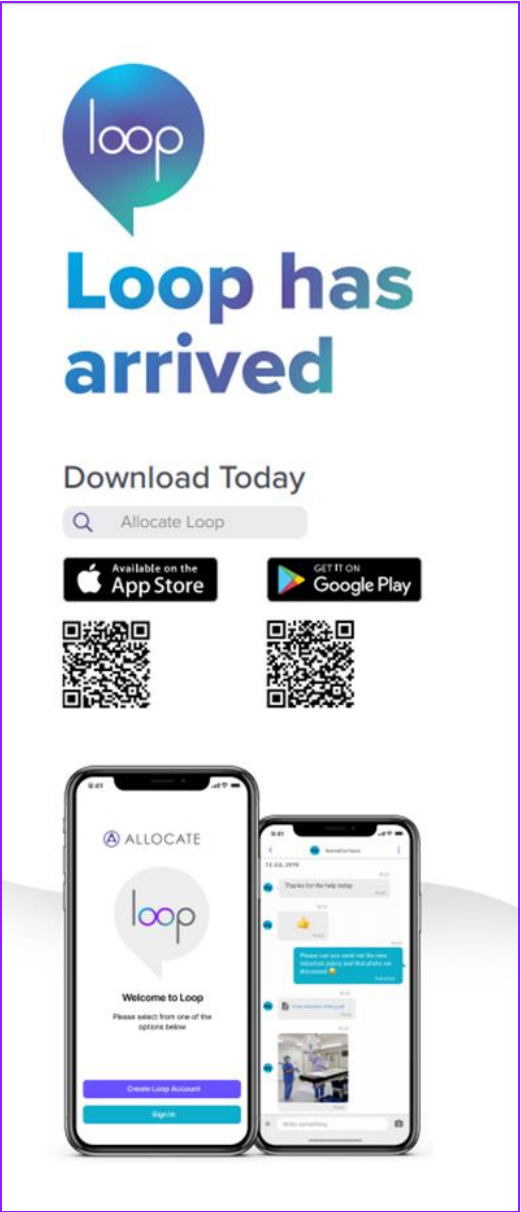
- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Get the latest workplace news and updates direct to your newsfeed

Phase 3: Action Assets

Print Item: Roller Banner (Launch Day)

- A large format printed item that can be placed in large staff footfall areas for impact. Contains a clear ‘call-to-action’ to download Loop.
- 1 version for all Messaging Streams

Can this be personalised?	No.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: 2000mm tall x 800mm wide




Phase 3: Action Assets


Print Item: A2 Posters

- 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.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: A2 portrait

Keeping you in the loop







Loop, your new app to keep you connected with your workmates and in control of your work life


- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto-added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed
- Plus, manage all aspects of your working life easily, including:
 - View and manage your roster on the go
 - Request the duties you want to work well in advance
 - See what activity and teams you are scheduled with
 - Book annual leave at the touch of a button


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Phase 3: Action Assets

Print Item:
A2 Posters

Keeping you in the loop




Loop, your new app to keep you connected with your workmates and in control of your work life


- Connect with and message colleagues easily, without having to give out your personal number or email
- Get auto added to staff groups, based on your roster, to chat with your team
- Get the latest workplace news and updates direct to your newsfeed

Plus, manage all aspects of your working life easily, including:

- View and manage your roster on the go
- Book annual leave at the touch of a button
- Book vacant shifts anytime and anywhere
- Request the duties you want to work well in advance
- Log your call outs on the go




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Messaging Stream 1

104

Phase 3: Action Assets

Print Item:
A2 Posters



Stay in the loop with your work life




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


- Manage all aspects of your working life, including:
 - View and manage your roster on the go
 - Book annual leave at the touch of a button
 - Book vacant shifts anytime and anywhere
 - Request the duties you want to work well in advance
 - Log your call outs on the go
- Plus stay in the loop with your colleagues and our latest news
 - Send direct messages between colleagues and teammates
 - Get the latest workplace news and updates direct to your newsfeed

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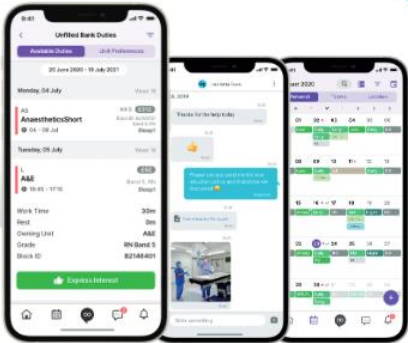





Phase 3: Action Assets

Print Item:
A2 Posters



Shifts at your fingertips



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


- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

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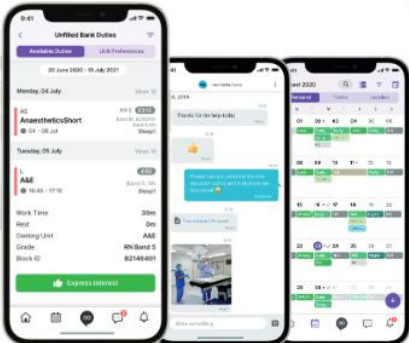

an ALDH company

1

of 1

Messaging Stream 5



Nursing shifts at your fingertips



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


- Book unfilled bank shifts on the go
- View available shifts anytime and anywhere
- See who you are working with once your shift is confirmed
- Plus stay in the loop with your colleagues and our latest news
- Connect with colleagues and send direct messages to each other
- Get the latest workplace news and updates direct to your newsfeed

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1



of 1

Messaging Stream 6

Phase 3: Action Assets

Print Item:
A2 Posters

Medical shifts at your fingertips



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

- View and express interest for unfilled medical bank shifts
- View available shifts anytime and anywhere
- See who you are working with when your shift is confirmed

- Plus stay in the loop with your workmates and our latest news
 - Connect with colleagues and send direct messages to each other
 - Get the latest workplace news and updates direct to your newsfeed


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 **ALLOCATE**
an iBHealth company

Phase 3: Action Assets

Print Item:
A2 Posters

Your new home for
EMPLOYEEONLINE & me



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

- View and manage your roster on the go
 - Calendar View Format
 - Book and manage your annual and study leave
 - Import your personal calendars
- Plus, stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Connect with workmates and send messages
 - Get the latest workplace news and updates direct to your newsfeed

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Your new home for
EMPLOYEEONLINE & me



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

- View and manage your roster on the go
 - Request the duties you want to work well in advance
 - Book and manage your annual and study leave
 - Book vacant shifts anytime and anywhere
 - Log your call-outs on the go
- Plus, stay in the loop with your colleagues and our latest news
 - Get auto-added to staff groups to chat with your team, based on your roster
 - Connect with workmates and send messages
 - Get the latest workplace news and updates direct to your newsfeed

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Phase 3: Action Assets

Print Item:
A2 Posters

Your new home for

EMPLOYEEONLINE







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

- View and manage your roster on the go
- Request the duties you want to work well in advance
- Book and manage your annual and study leave
- Book vacant shifts anytime and anywhere
- Log your call-outs on the go


- Plus, stay in the loop with your colleagues and our latest news
- Get auto-added to staff groups to chat with your team, based on your roster
- Connect with workmates and send messages
- Get the latest workplace news and updates direct to your newsfeed

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Your new home for









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

- View and manage your roster on the go
- See what activity and teams you are scheduled with
- Book and manage your annual and study leave
- Book bank shifts anytime and anywhere
- Log your call outs on the go


- Plus, stay in the loop with your workmates and our latest news
- Get auto-added to staff groups to chat with your team, based on your roster
- Connect with workmates and send messages
- Get the latest workplace news and updates direct to your newsfeed

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MessagingStream 11

MessagingStream 12

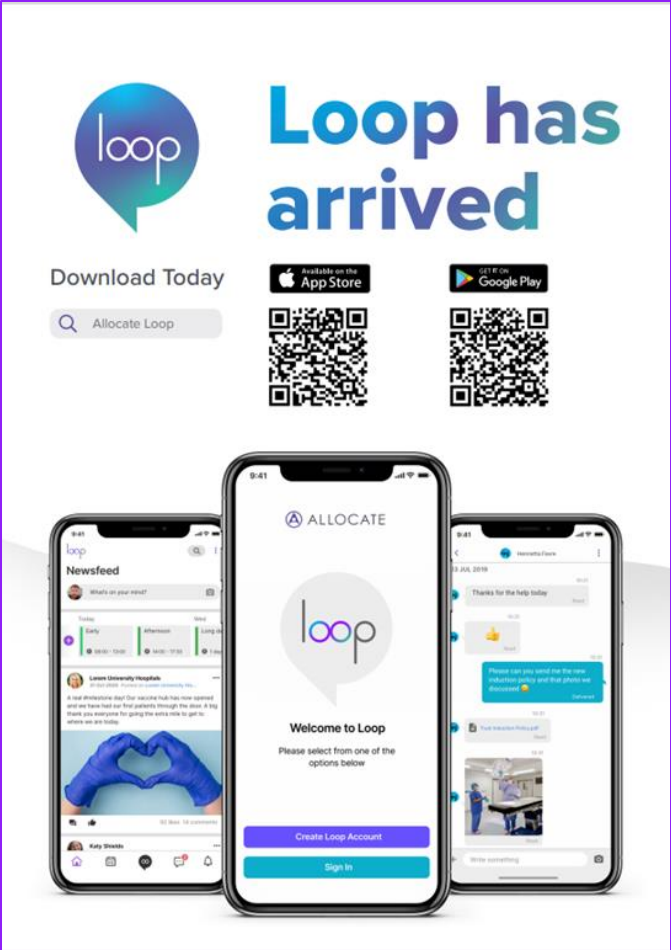
109

Phase 3: Action Assets

Print Item: A2 Posters (Launch Day)

- 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.
- 1 version for all Messaging Streams

Can this be personalised?	No.
Supplied Format	Supplied as a print ready PDF, ready for you to send to a professional printer. Size: A2 portrait





Phase 3: Action Assets

Print Item: Double-Sided 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. Contains a clear ‘Call-to-action’ to download Loop.
- Available for all current messaging streams.



Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Org name within the text on page 2
Who personalises it	Allocate design team.
Supplied Format	Supplied as a print ready PDF, so you can send it to a professional printer. Size: A2 portrait

Keeping you in the loop



Loop, your new app to keep you connected with your workmates and in control of your work life

Download Now



Search 'Allocate Loop'

LOGO

What is Loop?

It's our brand new app designed to keep you 'in the loop' with your colleagues and our latest news at <Org Name>. Plus, take control of your work life with Loop's built in rota features.

Chat with your teammates
With 121 messaging and group chats, it's easy to keep in touch with you colleagues and teams.

Connect with the community
Loop's newsfeed lets you connect with the whole of <Org Name> and hear the latest news and updates from the community.

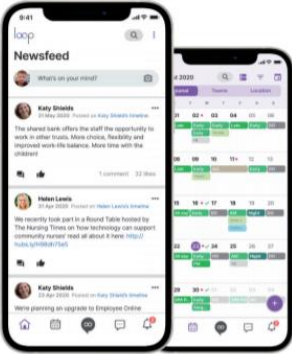
Never miss an important update
Read the latest <Org Name> news in the Newsfeed. For the most important information, you'll get a push notification, so it doesn't get lost in your emails.

Keep work and personal
Loop is a private platform that only lets <Org Name> employees join. You don't need to share your personal contact details connect with colleagues, plus it stops work messages overflowing into your personal social media and messaging platform



Stay in the loop with your teams
Don't miss out on talking to your team. When rostered, you'll automatically get added to a staff group for that team, meaning everyone is connected.

Take control of your work life
From viewing both your personal and teams roster, to booking your annual leave and requesting duties you want to work well in advance, Loop makes managing your work life quick and simple.

Your new app to keep you connected with your colleagues and latest news.





LOGO

 **ALLOCATE** 

Phase 3: Action Assets



Print Item: Leaflet
Messaging Stream 1

Keeping you in the loop




Loop, your new app to keep you connected with your workmates and in control of your work life

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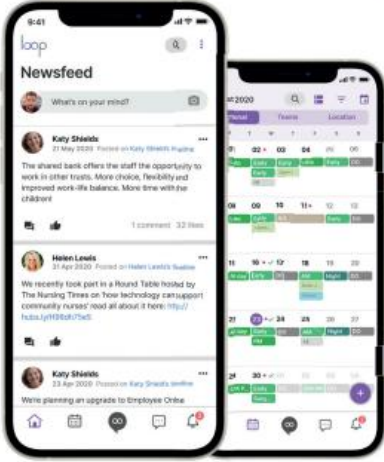
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Take control of your work life
From viewing both your personal and booking your annual leave to booking vacant shifts and logging your call outs on the go, Loop makes managing your work life quick and simple.

Log your call outs
No need to try and remember when you were called out. Log them on the go in Loop.

Your new app to keep you connected with your colleagues and latest news.




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Phase 3: Action Assets



Print Item: Leaflet
Messaging Stream 4

Stay in the loop with your work life




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

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What is Loop?

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.

Plan your duties ahead of time
When your future rota's are 'open to requests', let your rostering team know if there are certain shifts you want to fill.

Log your call outs
No need to try and remember when you were called out. Log them on the go in Loop.

Shifts at your fingertips
See all the vacant shifts you can work in Loop, including Bank, giving you greater choice.


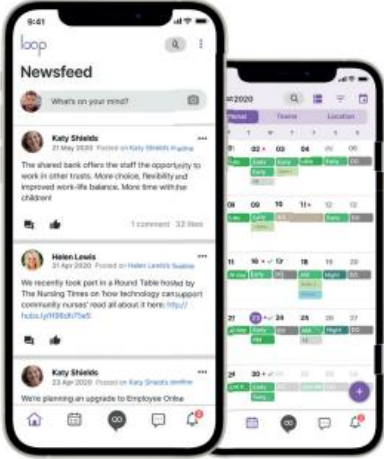
Easily book your holidays
Manage and book your leave allowance on-the-go, including annual and study leave.

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.

Never miss an important update
Read the latest news from us in the Newsfeed.

Connect with your workmates
Add your colleagues to your connections so you can message them, read their posts in your Newsfeed and keep in the loop with each other.

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ALLOCATE loop

Phase 3: Action Assets



Print Item: Leaflet
Messaging Stream 5

Shifts at your fingertips




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

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What is Loop?

Loop lets you view available bank duties that you are eligible to work, including their pay rate, and request to work them, all from the tap of a button. So it doesn't matter where you are or what time it is; you can request the shifts you want to work anytime and anywhere.

Check out who's in your team
When your shift is approved, view your shifts by team and location, so you can see who you'll be working with.


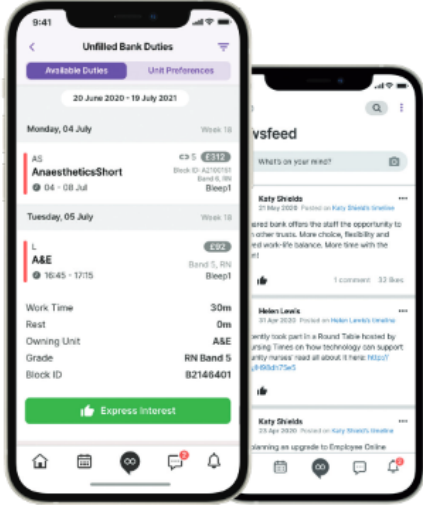

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Phase 3: Action Assets



Print Item: Leaflet
Messaging Stream 6

Nursing shifts at your fingertips




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What is Loop?

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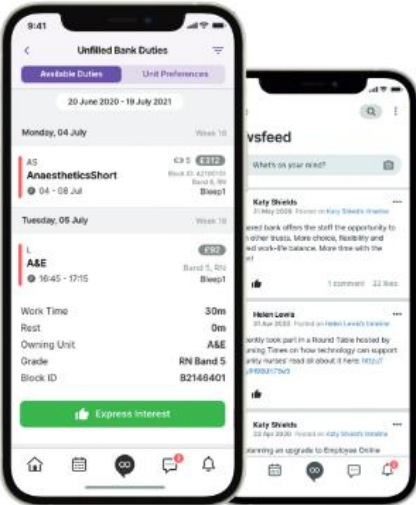
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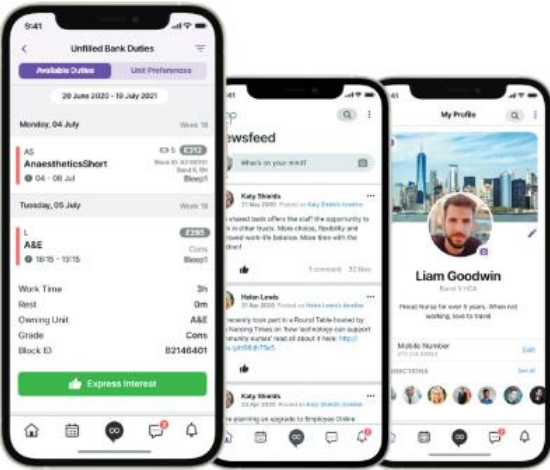





Phase 3: Action Assets



Print Item: Leaflet
Messaging Stream 7

Medical shifts at your fingertips



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

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What is Loop?

Loop lets you view available medical bank duties that you are eligible to work, including their pay rate, and express your interest to work them, all from the tap of a button. So it doesn't matter where you are or what time it is; you can request the shifts you want to work anytime and anywhere.

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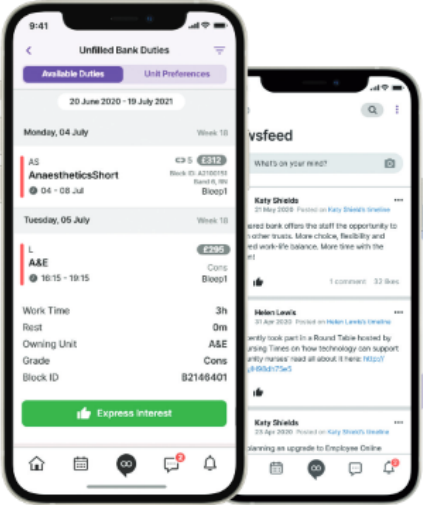

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Phase 3: Action Assets

Print Item: Leaflet
Messaging Stream 9

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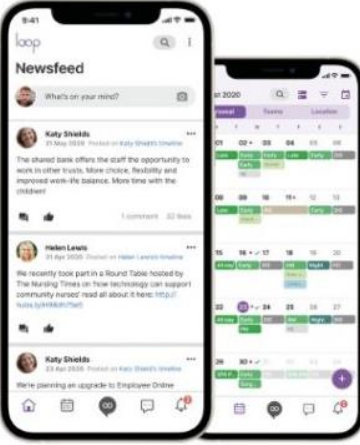
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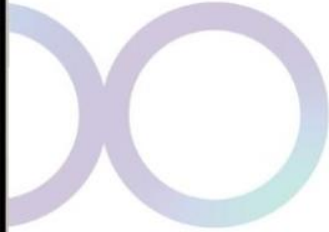
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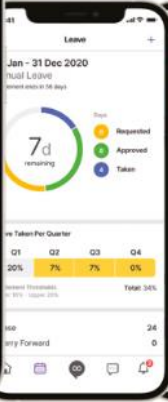

Phase 3: Action Assets

Print Item: Leaflet
Messaging Stream 10


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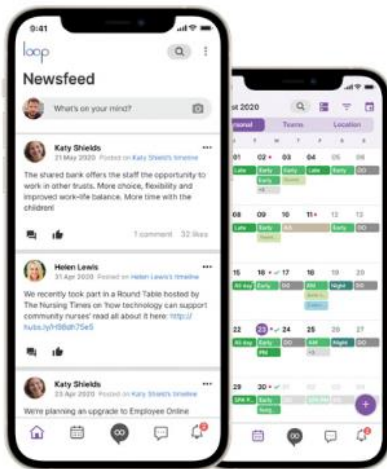
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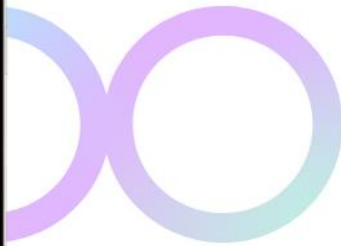
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Print Item: Leaflet
Messaging Stream 11



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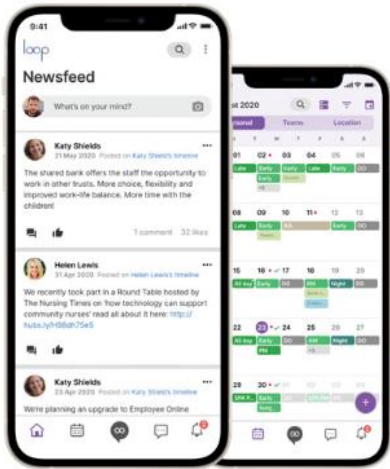
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Phase 3: Action Assets

Print Item: Leaflet
Messaging Stream 12

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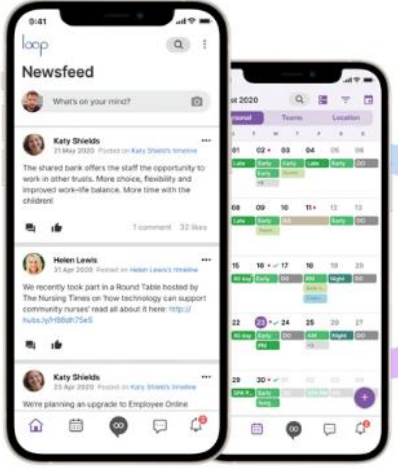

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Phase 3: Action Assets

Digital Item: Email Signature Banner

- Spread the news of Loop can be downloaded 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 contact for more information.
- Available for all current messaging streams.



Can this be personalised?	No As this is sits with your existing emails that will have your corporate name and logo, personalisation is now required
Supplied Format	JPEG, sized to fit perfectly under your email signature

Keeping you in the loop

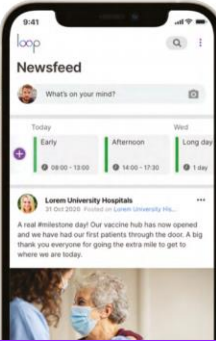


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Phase 3: Action Assets

Digital Item: Email Signature Banner

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Messaging Stream 1

Stay in the loop with your work life

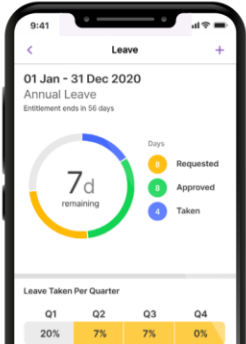


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Messaging Stream 4

Phase 3: Action Assets



Digital Item: Email Signature Banner

Shifts at your fingertips

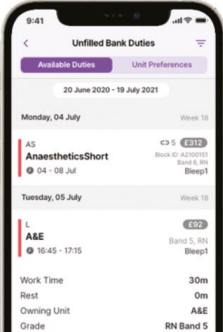


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Messaging Stream 5

Nursing shifts at your fingertips

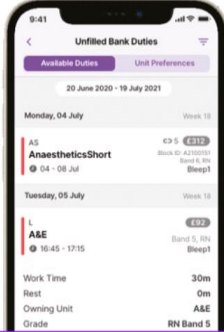


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Messaging Stream 6

Medical shifts at your fingertips

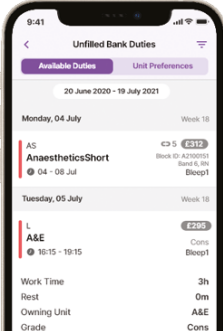


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Messaging Stream 7

Phase 3: Action Assets



Digital Item: Email Signature Banner

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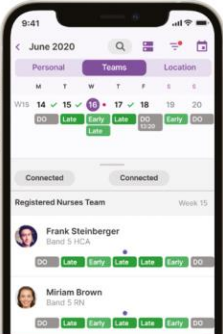


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Messaging Stream 9

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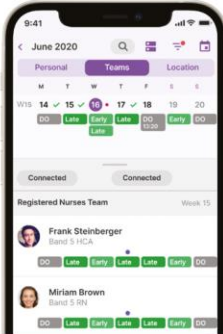


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Messaging Stream 10

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Messaging Stream 11

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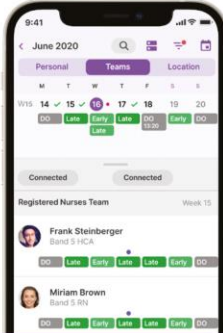


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Messaging Stream 12

Phase 3: Action Assets

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. For added ease, you can hyperlink them to your resource centre or the app stores.
- Available for all current messaging streams.

Can this be personalised?	No. As these sit with your existing comms and platforms, adding logos and other details is no required.
Supplied Format	Available in various sizes, including: <ul style="list-style-type: none">• 250x250• 300x250• 468x60• 133x1250• Leader board image Supplied as Jpegs

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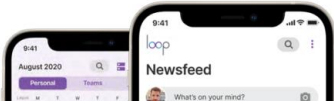


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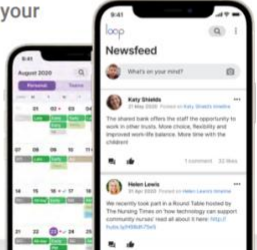


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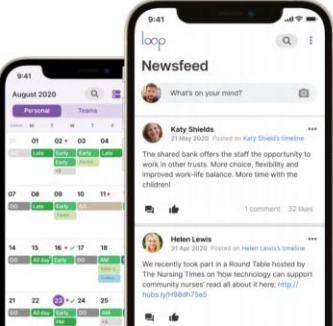


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Digital Item: Digital Banners

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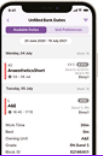
Phase 3: Action Assets

Digital Item: Digital Banners

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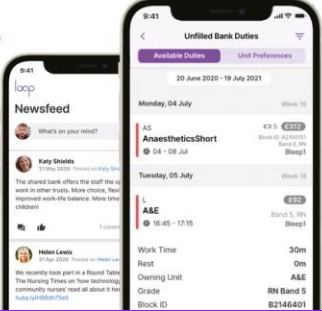
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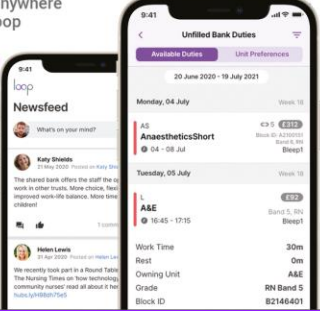
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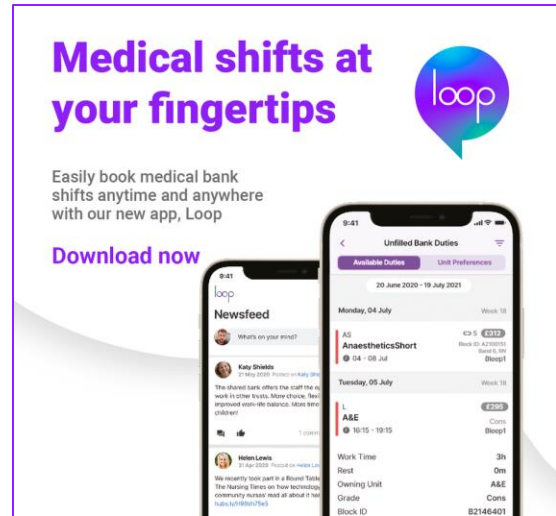
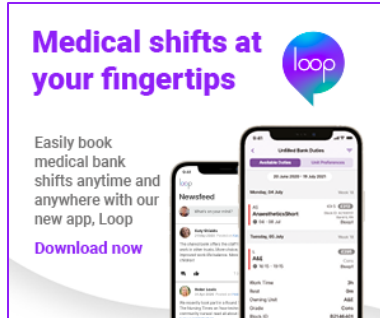
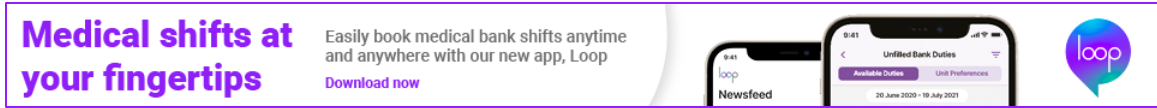
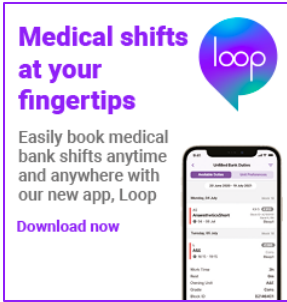
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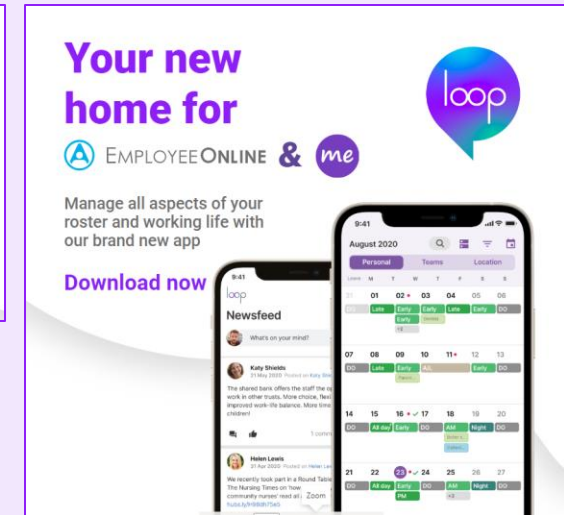


Phase 3: Action Assets

Digital Item: Digital Banners

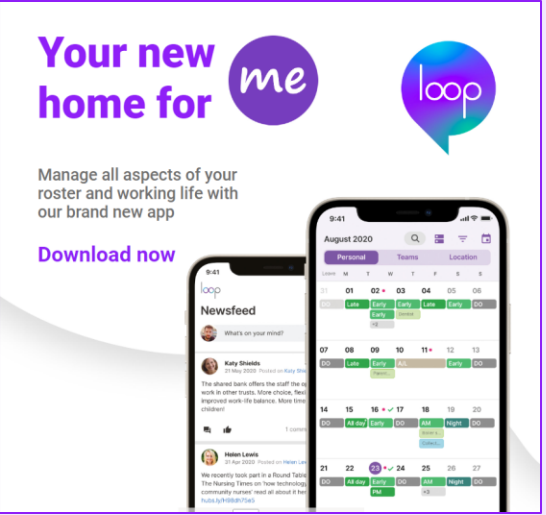
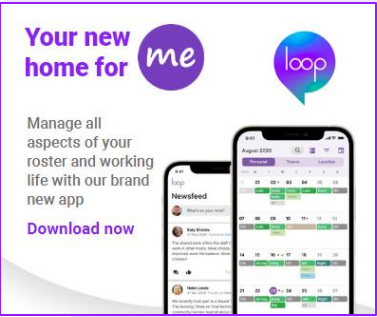
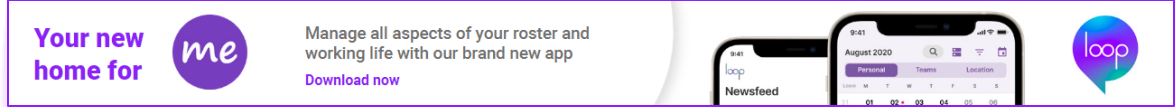
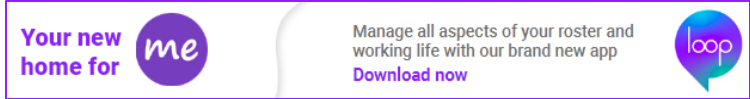
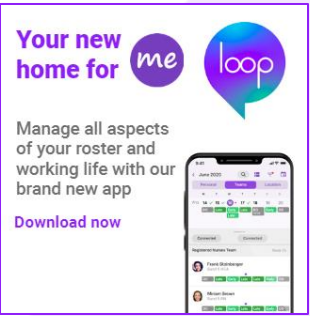
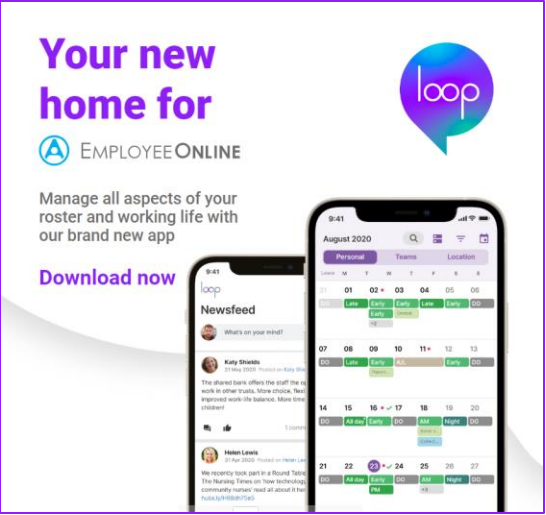
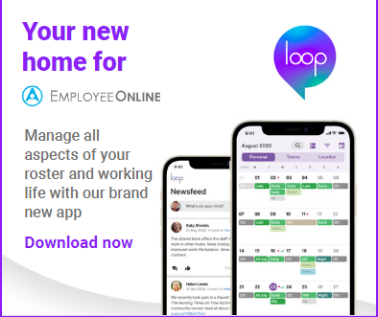
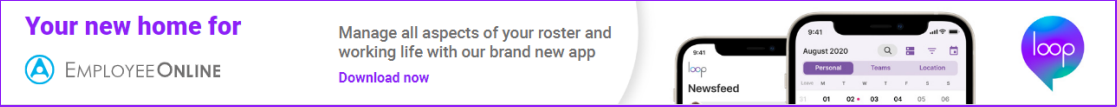
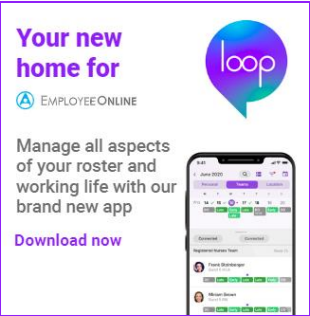


Digital Item: Digital Banners



Phase 3: Action Assets

Digital Item: Digital Banners

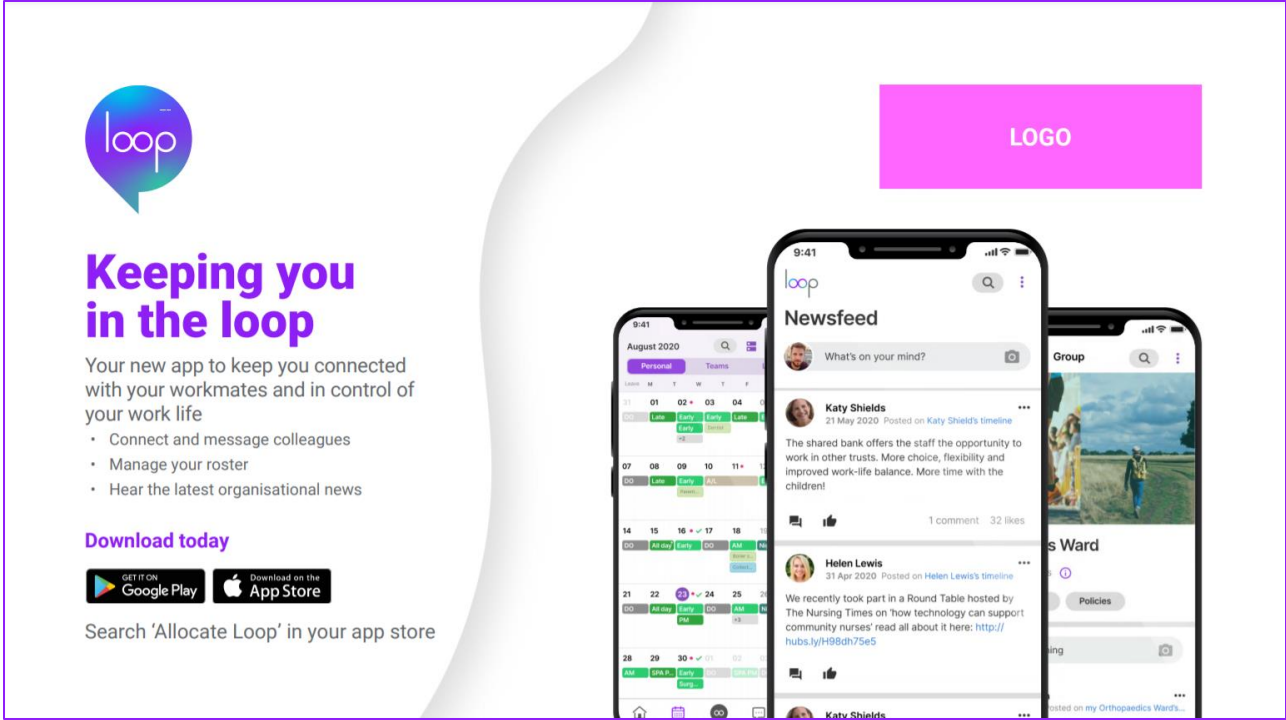


Phase 3: Action Assets

Digital Item: Screensaver

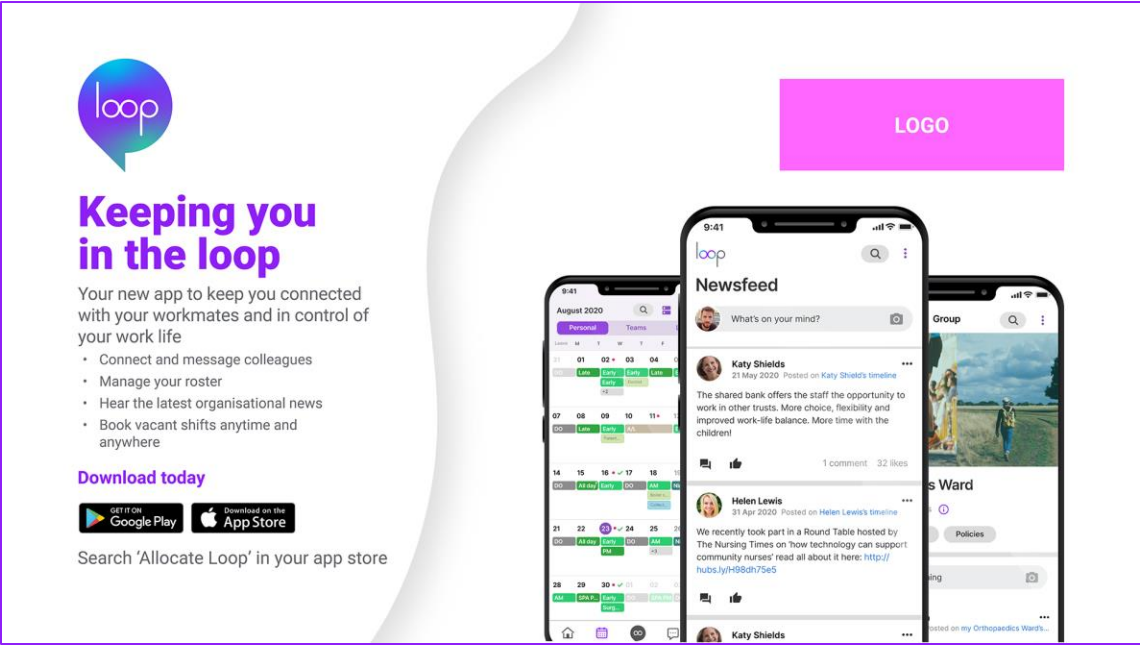
- Perfect for locked computer workstations, this will help spread the news of Loop before logging in. It includes a clear ‘Call-to-Action’ to download Loop.
- Available for all current messaging streams.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo
Who personalises it	Allocate design team.
Supplied Format	Supplied as jpegs, 16:9 ratio, fits majority of standard widescreen monitors

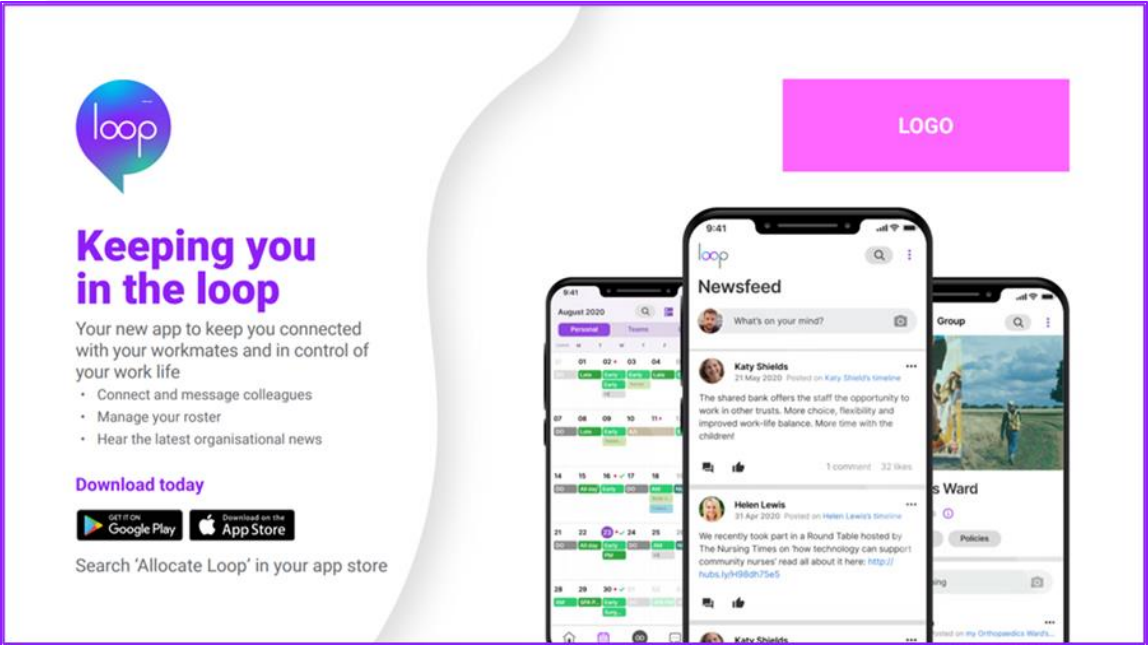


Phase 3: Action Assets

Digital Item: Screensaver



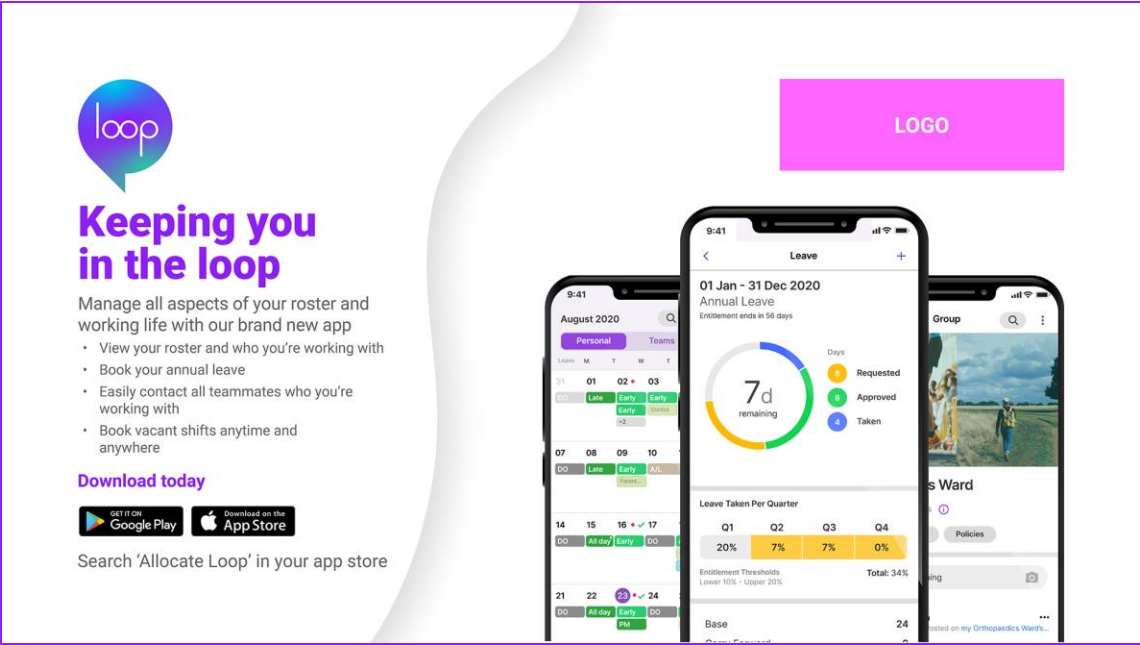
Messaging Stream 1



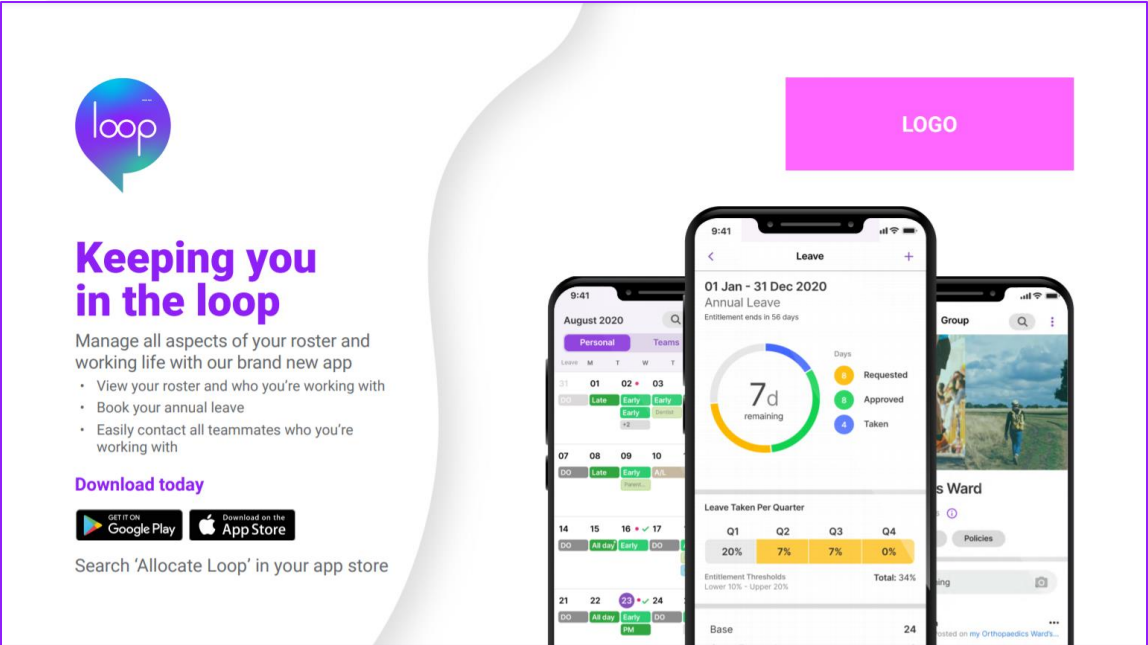
Messaging Stream 1a

Phase 3: Action Assets

Digital Item: Screensaver




Messaging Stream 4



Messaging Stream 4a

Phase 3: Action Assets

Digital Item: Screensaver





Shifts at your fingertips

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

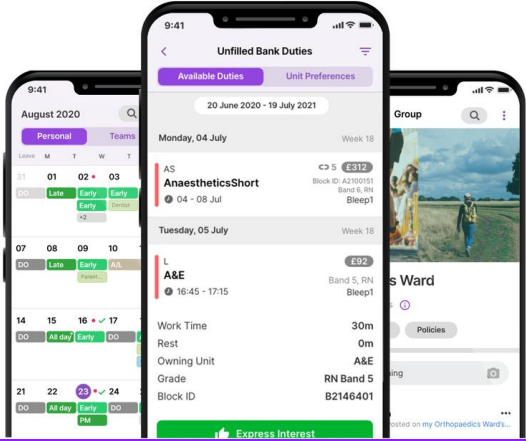
- Book unfilled bank shifts you want to work
- See who you are working with once your shift is confirmed


Download today

 GET IT ON Google Play


 Download on the App Store

Search 'Allocate Loop' in your app store





Messaging Stream 5





Nursing shifts at your fingertips

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

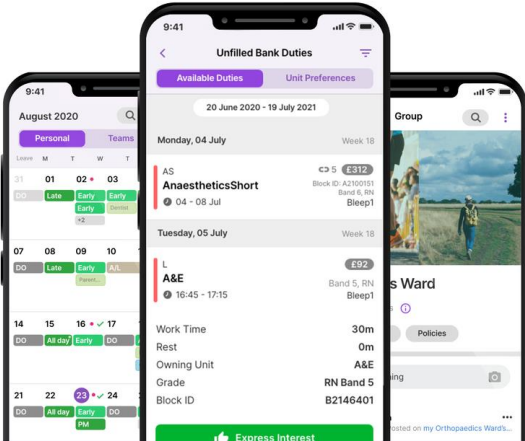
- Book unfilled bank shifts you want to work
- See who you are working with once your shift is confirmed


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 Download on the App Store

Search 'Allocate Loop' in your app store






Messaging Stream 6

Phase 3: Action Assets

Digital Item: Screensaver





Medical shifts at your fingertips

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


- View and express interest in unfilled bank shifts you want to work
- See who you are working with once your shift is confirmed

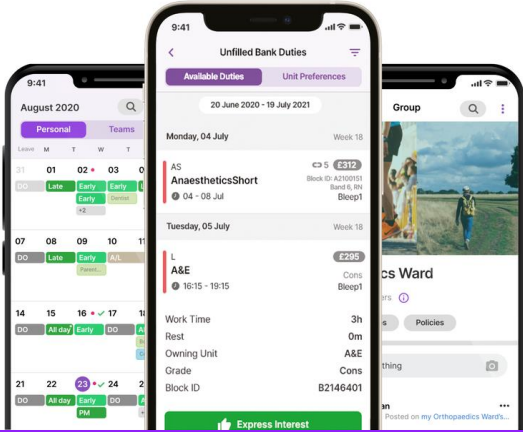
Download today

 GET IT ON Google Play

 Download on the App Store

Search 'Allocate Loop' in your app store








Messaging Stream 7

Phase 3: Action Assets

Digital Item: Screensaver





Your new home for

 **EMPLOYEEONLINE** & 


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

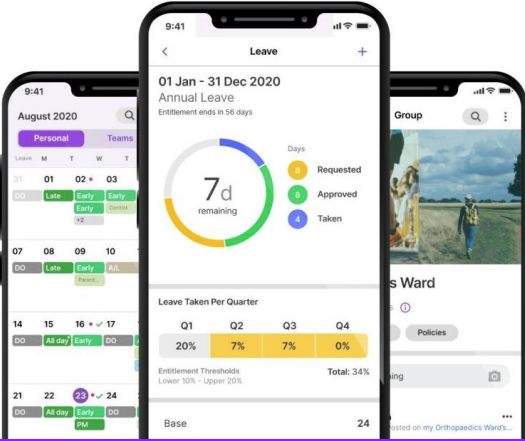
- View your roster in the calendar
- Book and manage your leave
- Easily contact all teammates who you're working with

Download today


 

Search 'Allocate Loop' in your app store







Messaging Stream 9





Your new home for

 **EMPLOYEEONLINE** & 


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

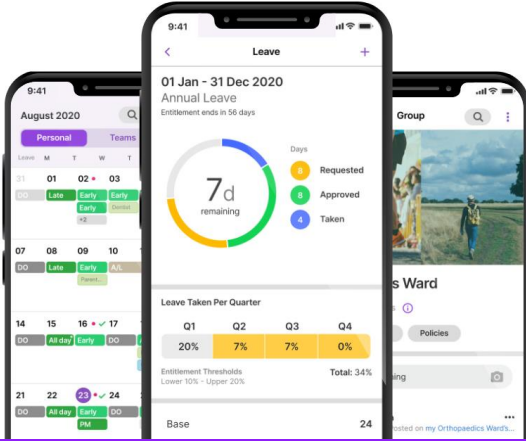
- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Download today

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Messaging Stream 10

Phase 3: Action Assets

Digital Item: Screensaver



LOGO



Your new home for

EMPLOYEE ONLINE

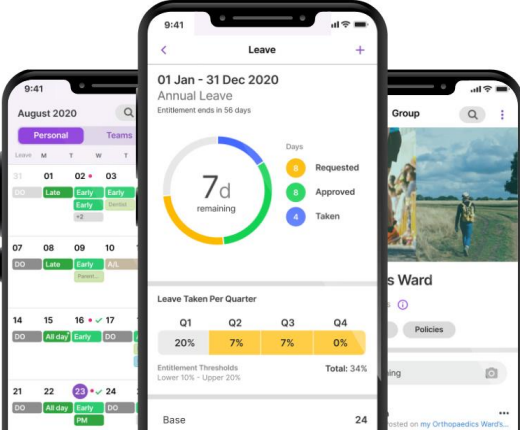
Manage all aspects of your roster and working life with our brand new app

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with


Download today



Search 'Allocate Loop' in your app store



Messaging Stream 11





LOGO

Your new home for me

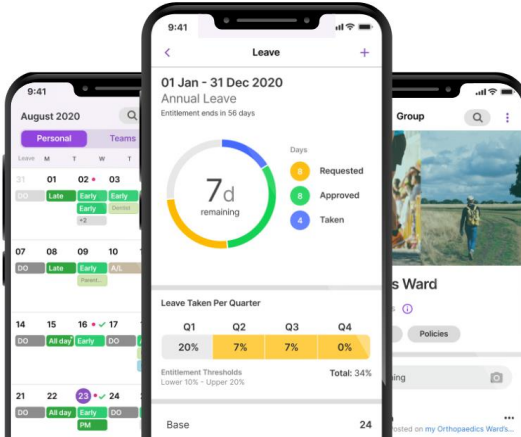
Manage all aspects of your roster and working life with our brand new app

- View your roster and who you're working with
- Book your annual leave
- Easily contact all teammates who you're working with

Download today



Search 'Allocate Loop' in your app store



Messaging Stream 12

Phase 3: Action Assets

Digital Item: Social Media Imagery

- Got an internal social media account such as Twitter? Use these social media formatted images along with your posts to help spread the message to download Loop.
- Available for all current messaging streams.
- Qty of screens per messaging stream varies.

Can this be personalised?	No. As this will appear within your social media posts and space is limited, these cannot be personalised.
Supplied Format	Supplied as individual jpegs



Phase 3: Action Assets

Digital Item: Social Media Imagery

Keeping you in the loop

Your new app to keep you connected with your workmates and in control of your work life

Download Loop today



Keeping you in the loop

Connect and message with your colleagues, all without sharing your personal contact details

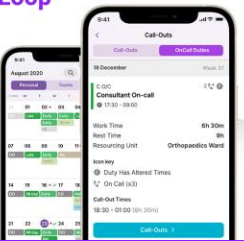
Download Loop today



Keeping you in the loop

Log your call outs on the go

Download Loop today



Keeping you in the loop

Hear the latest news and updates from us, direct to the Newsfeed

Download Loop today



Keeping you in the loop

Manage your work life with Loop's rota features

Download Loop today

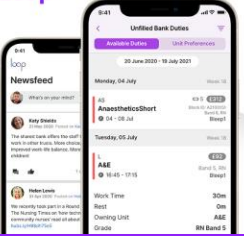


Messaging Stream 1a
Qty: 5

Keeping you in the loop

Book vacant shifts anytime and anywhere

Download Loop today



Messaging Stream 1

(In addition to images from 1a)

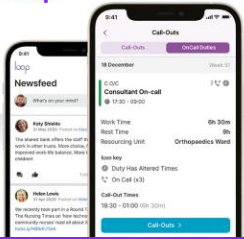
Phase 3: Action Assets

Digital Item: Social Media Imagery

Keeping you in the loop

Log your call outs on the go


Download Loop today



Keeping you in the loop

Book your annual leave on the go


Download Loop today



Keeping you in the loop

Connect and message with your colleagues, all without sharing your personal contact details


Download Loop today



Keeping you in the loop

Get auto added to staff groups, based on your roster

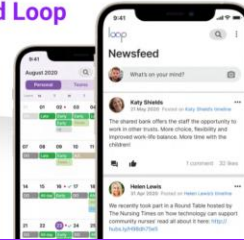
Download Loop today



Keeping you in the loop

Hear the latest news and updates from us straight to your Newsfeed

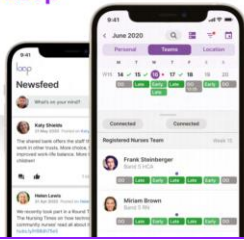
Download Loop today



Keeping you in the loop

View your roster and who you are working with

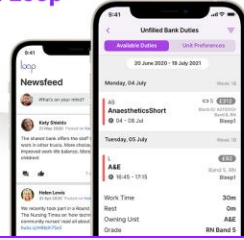
Download Loop today



Keeping you in the loop

Book vacant shifts anytime and anywhere

Download Loop today



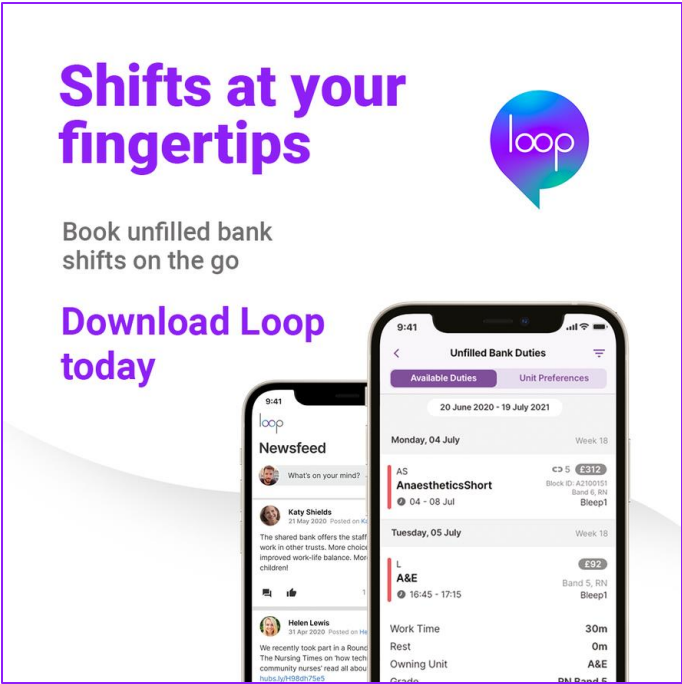
Messaging Stream 4a
Qty: 6

Messaging Stream 4

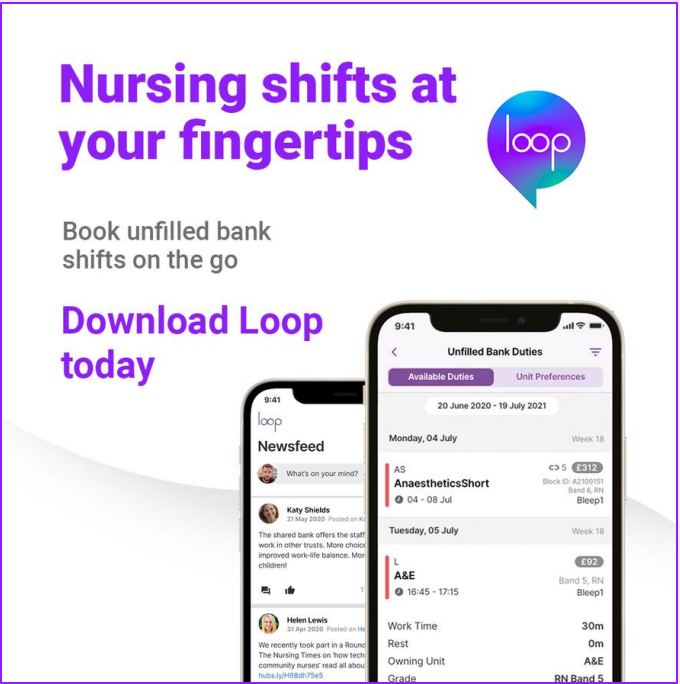
(In addition to images from 41)

Phase 3: Action Assets

Digital Item: Social Media Imagery



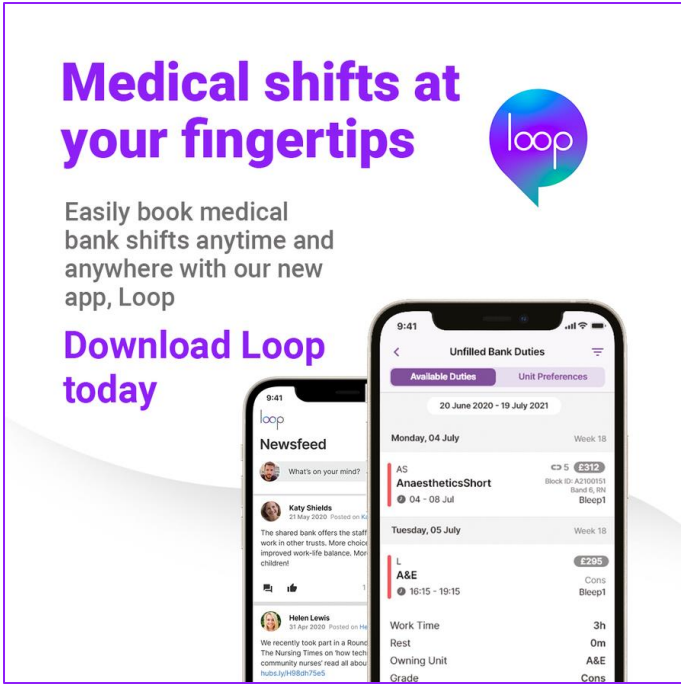
Messaging Stream 5
Qty: 1



Messaging Stream 6
Qty: 1

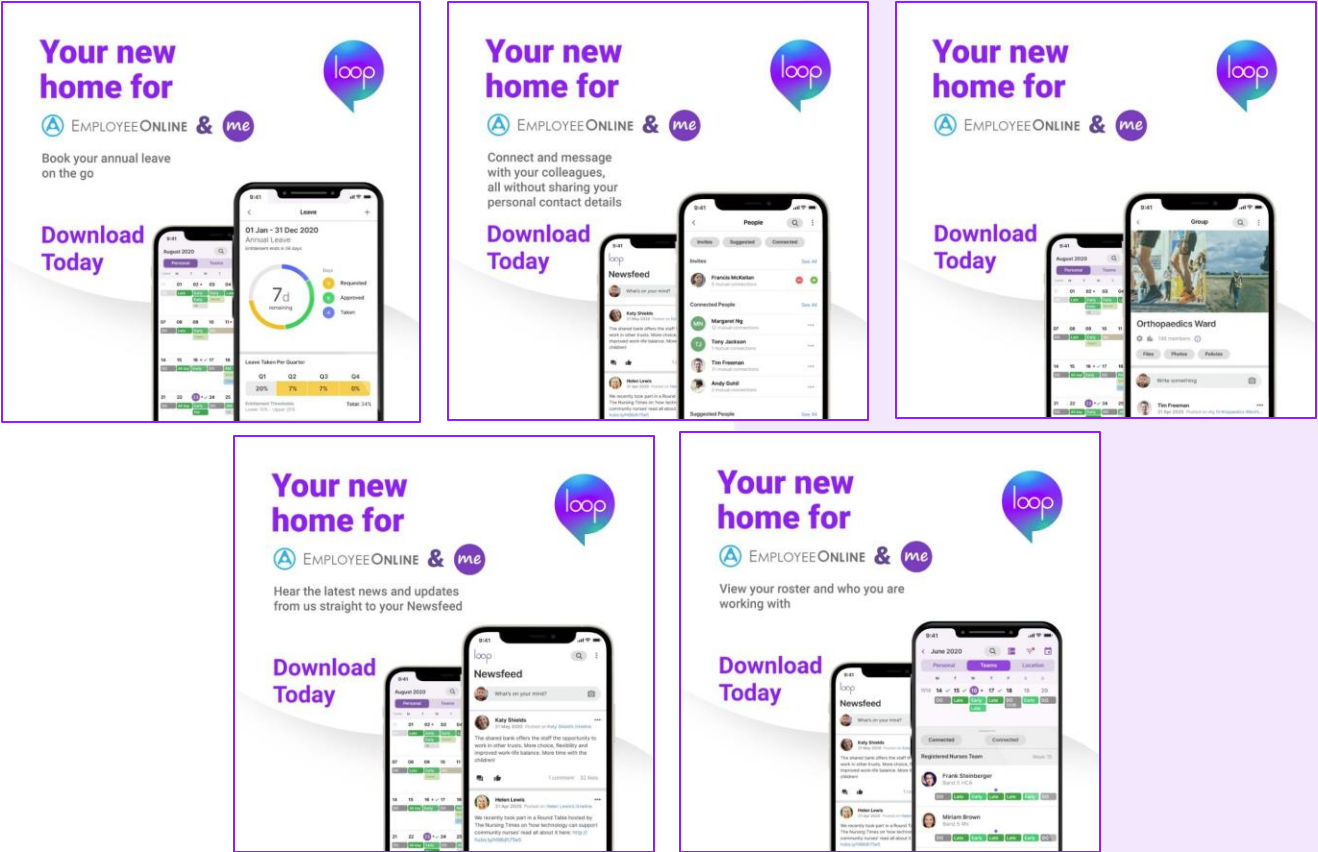
Phase 3: Action Assets

Digital Item: Social Media Imagery



Phase 3: Action Assets

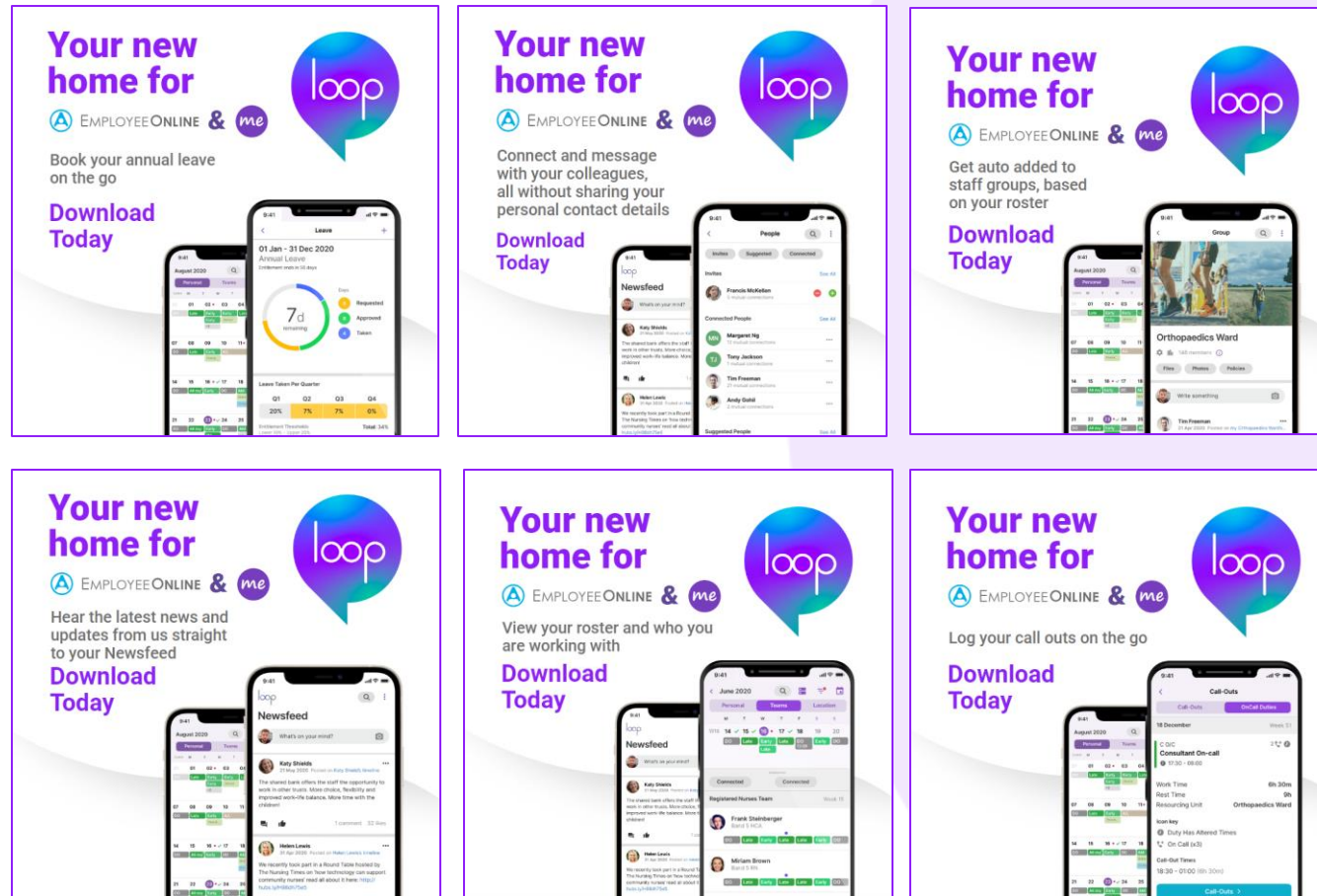
Digital Item: Social Media Imagery



Messaging Stream 9
Qty: 5

Phase 3: Action Assets

Digital Item: Social Media Imagery



Messaging Stream 10
Qty: 6


Phase 3: Action Assets

Digital Item: Social Media Imagery

Your new home for
EMPLOYEEONLINE

Book your annual leave on the go


Download Today



Your new home for
EMPLOYEEONLINE

Connect and message with your colleagues, all without sharing your personal contact details


Download Today



Your new home for
EMPLOYEEONLINE

Get auto added to staff groups, based on your roster

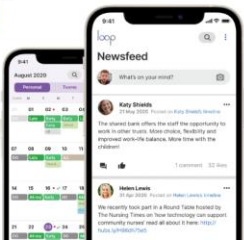
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Your new home for
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Hear the latest news and updates from us straight to your Newsfeed

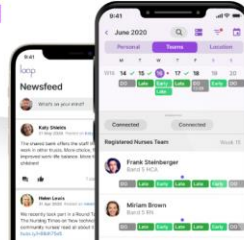
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View your roster and who you are working with

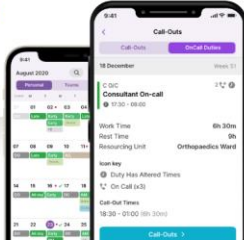
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Log your call outs on the go


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Messaging Stream 11
Qty: 6


Phase 3: Action Assets


Digital Item: Social Media Imagery

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Get auto added to staff groups, based on your roster

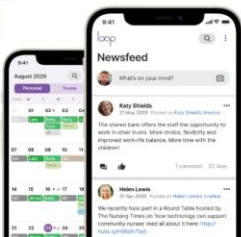
Download Today




Your new home for me 

Hear the latest news and updates from us straight to your Newsfeed

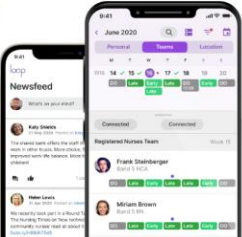
Download Today




Your new home for me 

View your roster and who you are working with

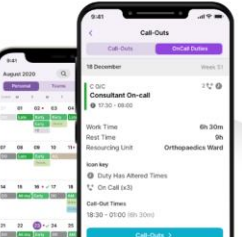
Download Today



Your new home for me 

Log your call outs on the go

Download Today



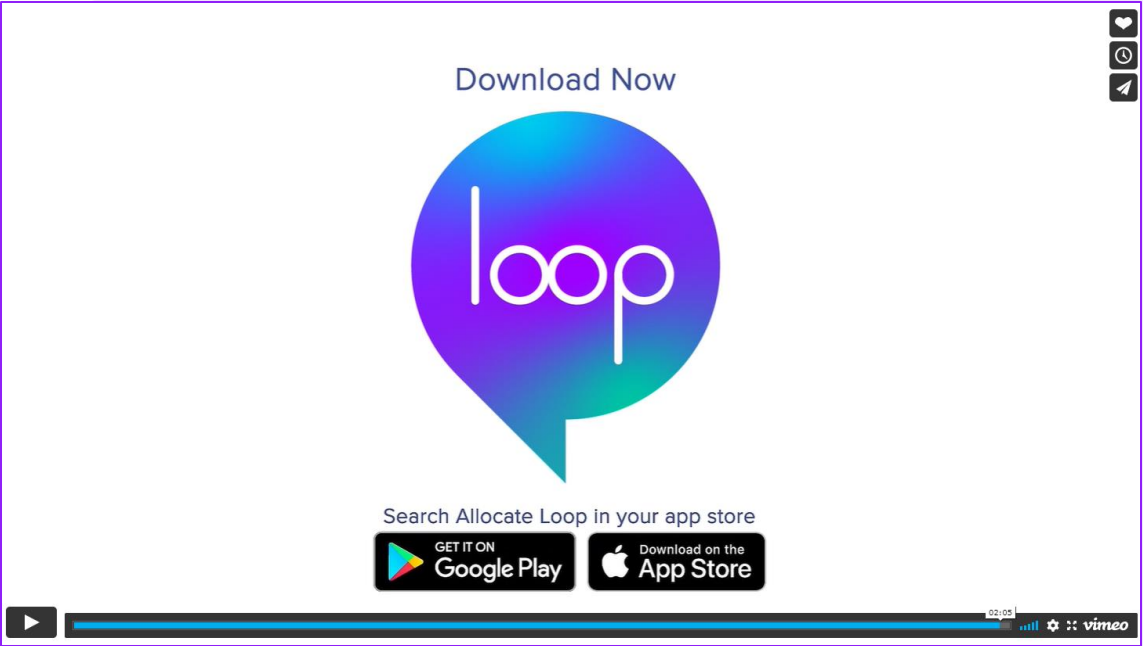
Messaging Stream 12
Qty: 6

Phase 3: Action Assets

Digital Item: Product Overview Video

- A short product animation that highlights all the different features of Loop and what end users can do. Ideal for briefings and placing on screens in break areas.
- Compared to ‘awareness’ version of video, this video has strong call to action at the end to download the app.
- 1 version available for all messaging streams

Can this be personalised?	No.
Supplied Format	Supplied as a embeddable link and downloadable copy.



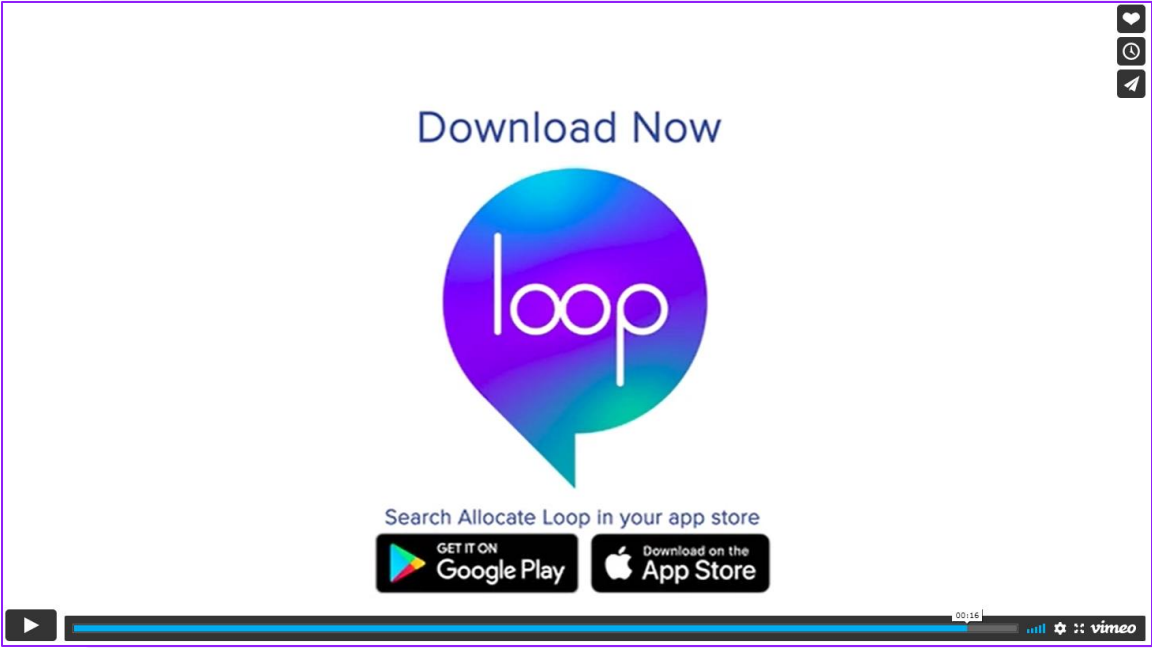
Preview Link: [HERE](#)

Phase 3: Action Assets

Digital Item: Product Sting Video

- A short (-20 seconds) quick overview video sting for Loop that is ideal for your social channels or where you have digital screens in common areas.
- Compared to ‘awareness’ version of video, this video has strong call to action at the end to download the app.
- **1 version available for all messaging streams**

Can this be personalised?	No.
Supplied Format	Supplied as a embeddable link and downloadable copy.



Preview Link: [HERE](#)

Phase 3: Action Assets

Digital Item: GIF

- A GIF, ideally for digital channels, that highlights the app store for downloading Loop.
- **1 version available for all messaging streams**

Can this be personalised?	No.
Supplied Format	GIF



Phase 4 Assets: Participate and Reinforce

Phase 4: Participate and Reinforce

You've launched and encouraged your people to use Loop. It's time to reinforce good behaviour on the app and ensure people are using it how you want to. To align with your communication plans, we have the below assets available. More details on each are provided on the following pages:

Guides

- [Top Tips – Engaging Content and Communications](#)
- [Top Tips – Competition Guide](#)

Digital

- [‘Only On Loop’ Banners](#)
- [Post Images](#)
- [‘How to’ Guide Images](#)


More assets coming soon

Phase 3: Action Assets

Guides: Top Tips: Engaging Content & Communications

- Use this guide for top tips around your content and communications when using Loop from your organisational account.

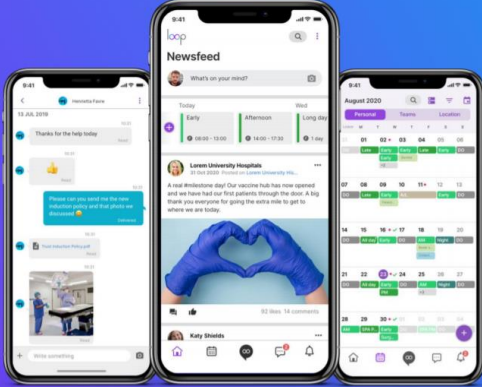
Can this be personalised?	No.
Supplied Format	PDF




Top Tips

Engaging Content & Communications

Participate and Reinforce Phases



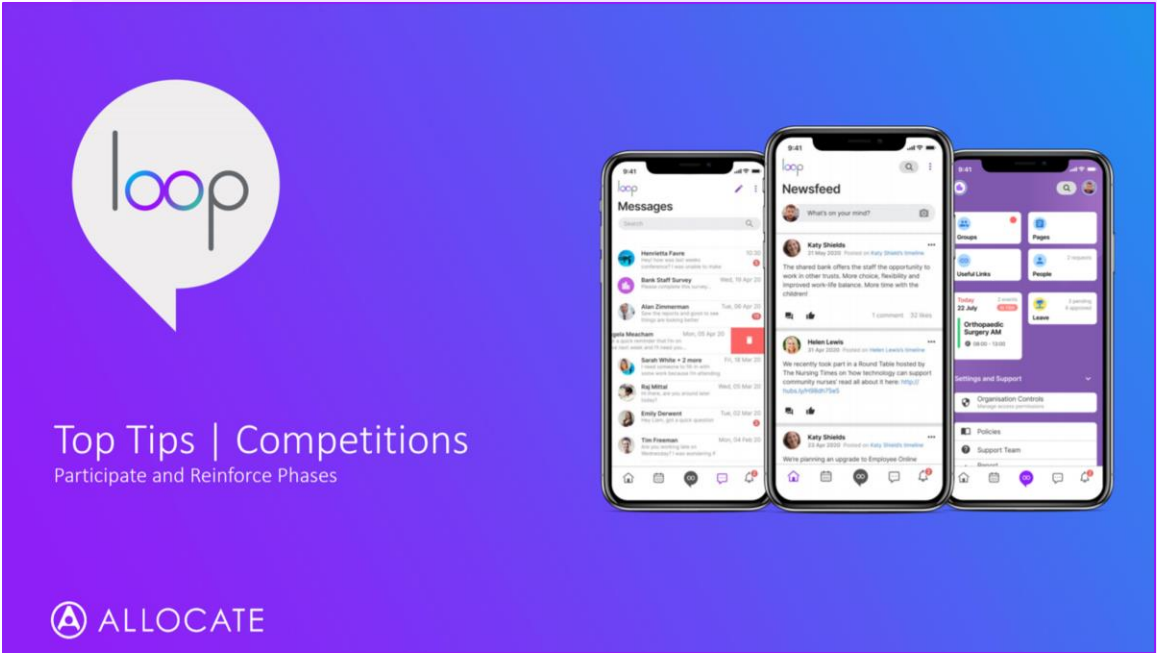


Phase 3: Action Assets

Guides: Top Tips: Competition Guide

- Use this guide for top tips around running competitions within Loop to help build participation in using the app.

Can this be personalised?	No.
Supplied Format	PDF



Phase 3: Action Assets

Digital: ‘Only on’ Loop banners

- Want to 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	Digital and Print formats



Phase 3: Action Assets

Digital: '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

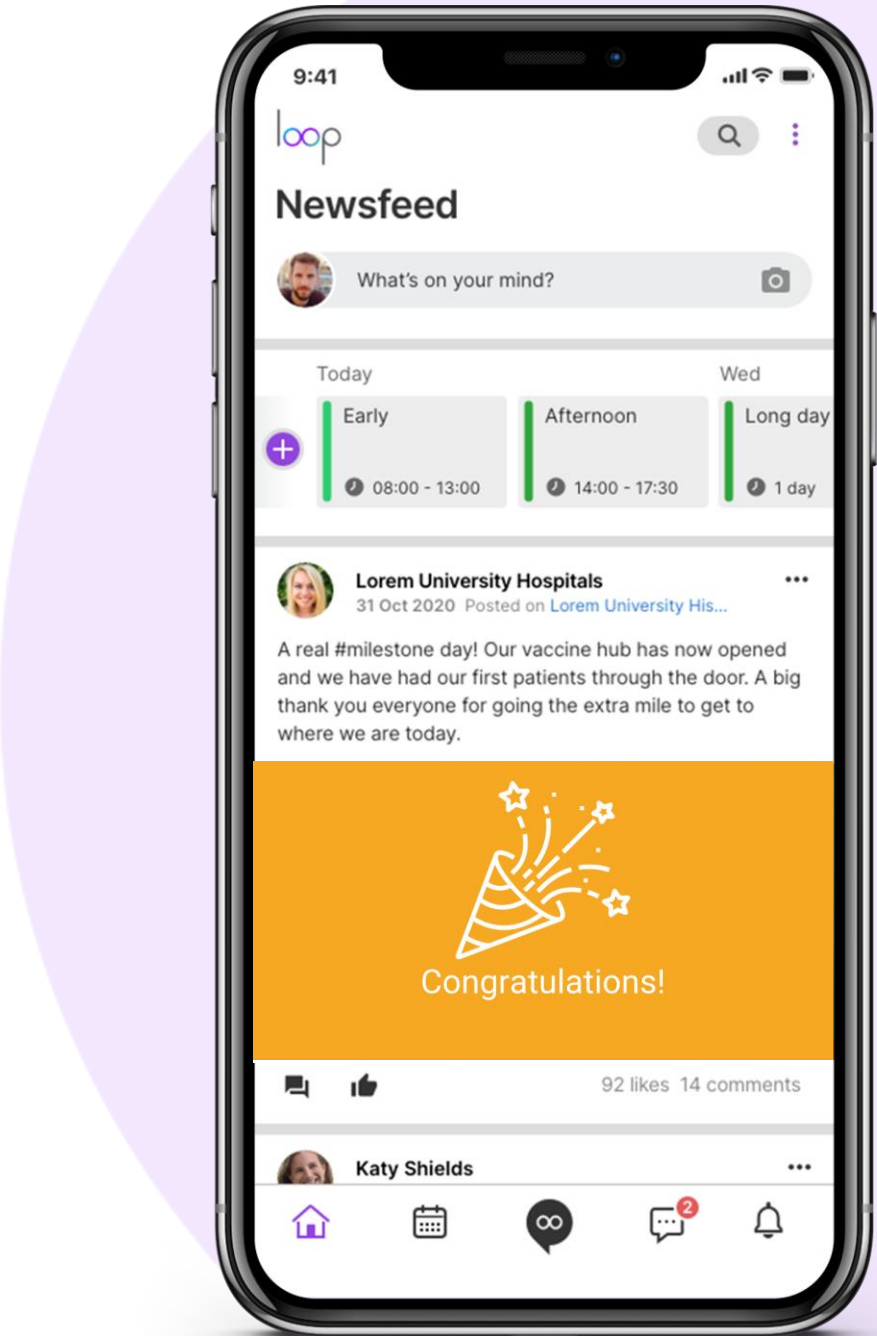
Search 'Allocate Loop'

Phase 3: Action Assets

Digital: Post Images

- Want to add an image for your posts but don't have one. Use our simple Post Images with your messages to make them more engaging.
- 7 images available in total.

Can this be personalised?	No.
Supplied Format	Jpeg files. Available with following messages: <ul style="list-style-type: none">• Announcement• Congratulations• Celebration• Breaking News• Important• Fill in our survey• We'd love your feedback



Phase 3: Action Assets

Digital: Post Images



Announcement



Breaking News!



Congratulations!



We'd love to hear your feedback!



Let's Celebrate!



Important



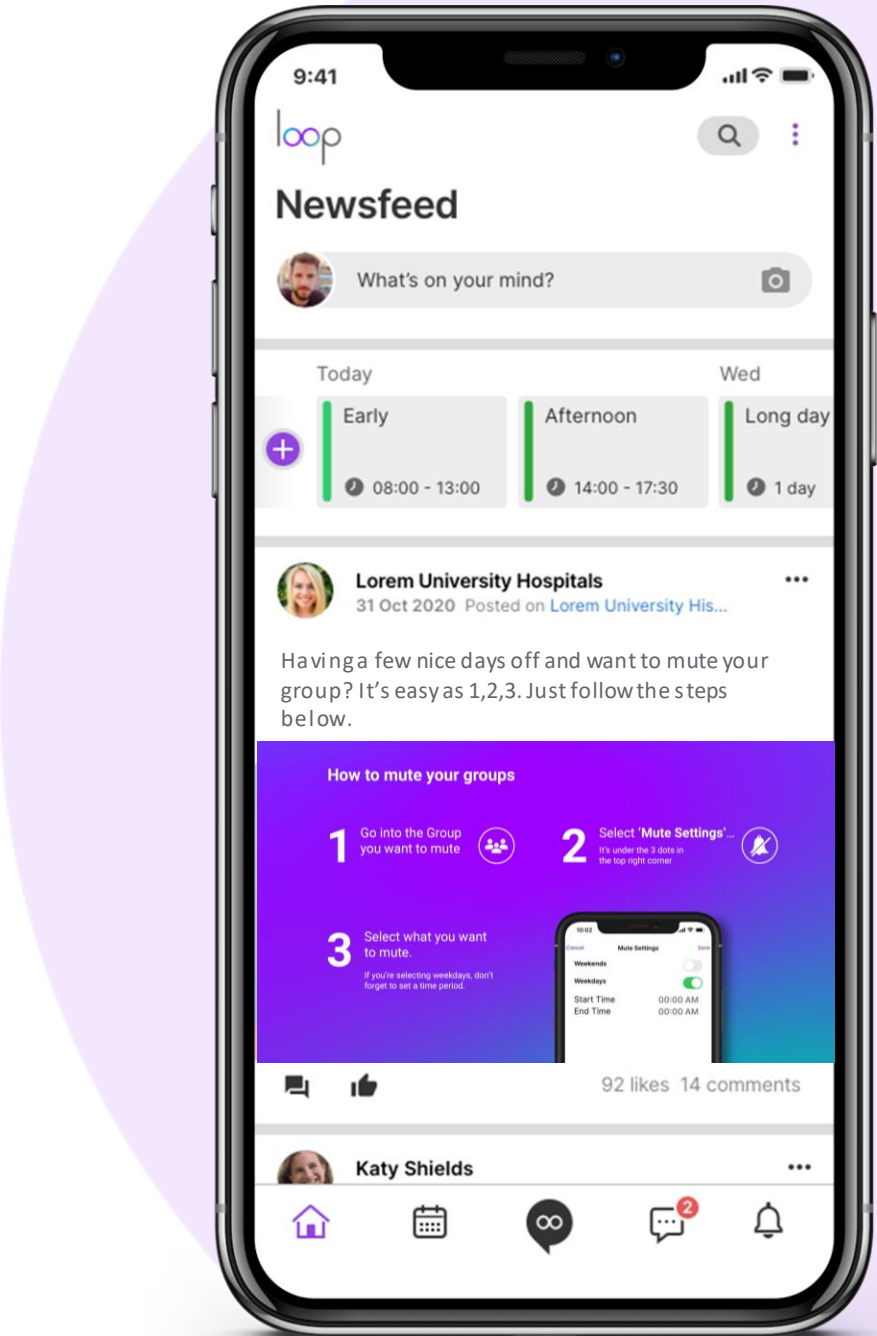
Don't forget to fill in our survey!

Phase 3: Action Assets

Digital: '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	Jpeg files. Available with following messages: <ul style="list-style-type: none">How to Mute your GroupsHow to add a connectionHow to send a messageHow to report somethingHow to post something in your NewsfeedHow to log a call outHow to request a dutyHow to request your annual leaveHow to request your study leaveHow to view your rosterHow to book bank shifts (x4 options)




Phase 3: Action Assets

Digital: How to Images

How to mute your groups


1

Go into the Group you want to mute



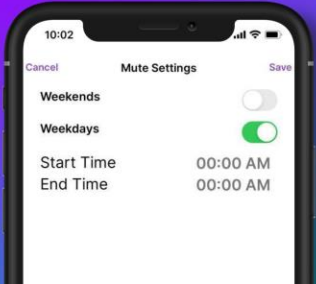
2

Select 'Mute Settings' ...
It's under the 3 dots in the top right corner



3

Select what you want to mute.
If you're selecting weekdays, don't forget to set a time period.




How to mute your groups

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

Phase 3: Action Assets

Digital: How to Images

How to send a message

1 Click on messages icon from across the bottom



2 Hit the pencil in the top right corner



3 Select the person you want to chat to
(or add multiples to create group chat)



And that's it...

type your message to start chatting

How to send a message

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


Phase 3: Action Assets

Digital: How to Images

How to post something in your newsfeed


1 Head to your Newsfeed
(the button across the bottom that looks like this)

3 Click on 'What's on your mind?'
Type what you want to post. And don't forget to include a photo if you want, using the camera icon.
And when you're done, hit POST so all your connections can see.




How to post something in your newsfeed

What's the difference between a Group & a Page?



Something you join

- Get notifications on messages in the group
- Anyone in the group can post content
- Start own conversations, engage with group members



Something you follow

- Content appears in your Newsfeed
- Content posted by page owner only
- Like and comment on page content

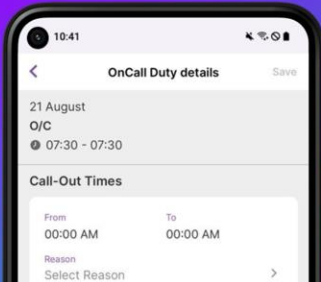
What's the difference between a Group & a Page?

Phase 3: Action Assets

Digital: How to Images


How to log a call out

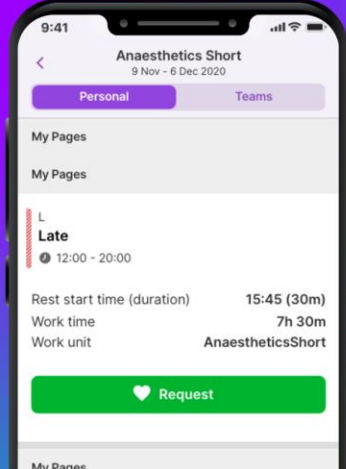
- 1** Click on the **Call-Outs** icon
You'll find it on the hub screen.
- 2** Select the duty you want to log a call out for
You'll find it on the hub screen.
- 3** Press 'Add call-out' and input your time and reason for the call out
And press 'Save' to finish.
You can add as many call outs to a duty as you were called out for.



How to log a call out

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


Phase 3: Action Assets

Digital: How to Images


How to request your annual leave

- 1

Click on the leave icon
You'll find it on the hub screen.



- 2

2. Click on the + button
It's in the top right corner. Then select 'Request Annual Leave'.


- 3

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

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


How to request your study leave

- 1

Click on the leave icon
You'll find it on the hub screen.



- 2

2. Click on the + button
It's in the top right corner. Then select 'Request Study Leave'.


- 3

3 Fill out the details including start and end date, Posting & Reason
You can also add an optional note.
- 4

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 study leave

Phase 3: Action Assets

Digital: How to Images

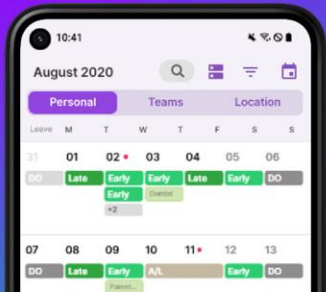
How to view your roster

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

How to request a bank shift

1 Click on the 'Available Bank Duties' icon.

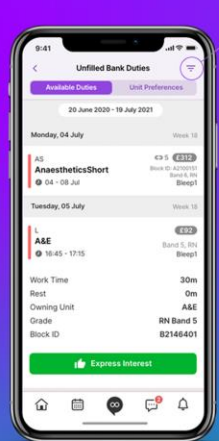


You'll find it on the hub screen.

2 View the duties available to you in the list.

Click on the duty to view more details.

3 Hit 'Express Interest' to request the shift.



Hit this icon to change your filter preferences for bank shifts

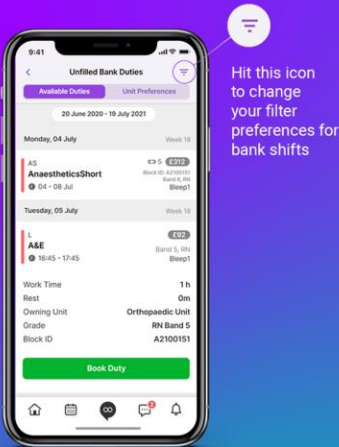
How to request a bank shift (express interest version)

Phase 3: Action Assets

Digital: How to Images

How to request a bank shift

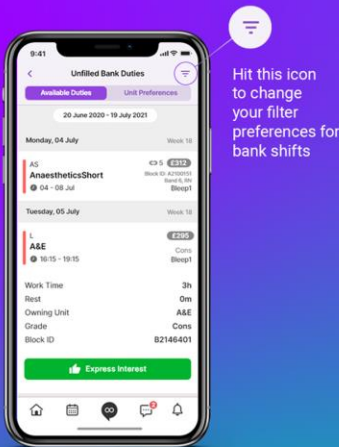
- 1 Click on the 'Available Bank Duties' icon.
You'll find it on the hub screen.
- 2 View the duties available to you in the list.
Click on the duty to view more details.
- 3 Hit 'Book' to request to work that shift.



How to request a bank shift (book duty version)

How to request a locum bank shift

- 1 Click on the 'Available Bank Duties' icon.
You'll find it on the hub screen.
- 2 View the duties available to you in the list.
Click on the duty to view more details.
- 3 Hit 'Express Interest' to request the shift.



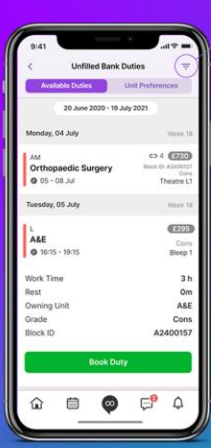
How to request a locum bank shift (express interest version)

Phase 3: Action Assets

Digital: How to Images

How to request a locum bank shift

- 1** Click on the 'Available Bank Duties' icon.
You'll find it on the hub screen.
- 2** View the duties available to you in the list.
Click on the duty to view more details.
- 3** Hit 'Book' to request to work that shift.



Hit this icon to change your filter preferences for bank shifts

How to request a locum bank shift (book duty version)

Additional Assets

Additional Assets

- [Logos](#)
- [SharePoint Banners](#)
- [Screenshot Bank](#)

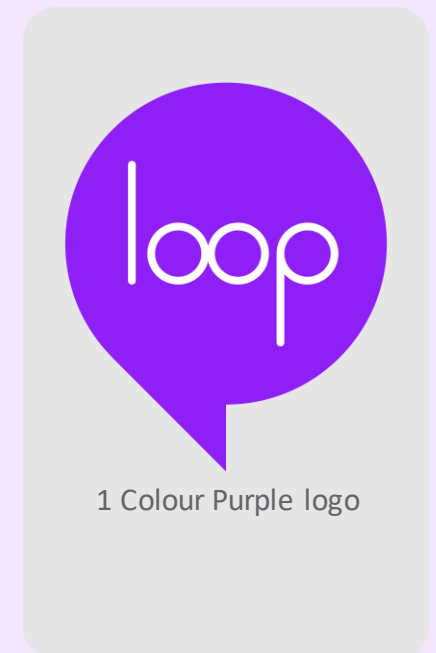
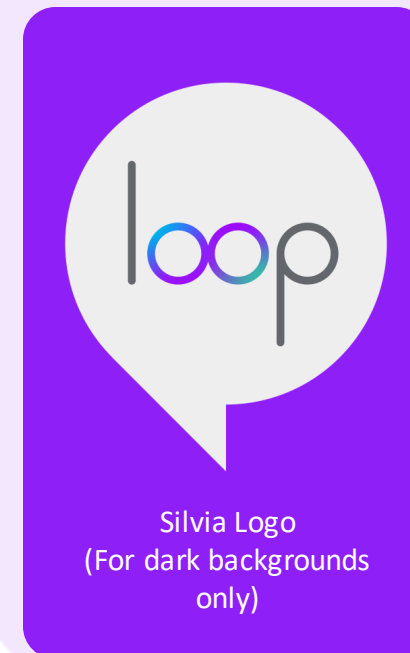
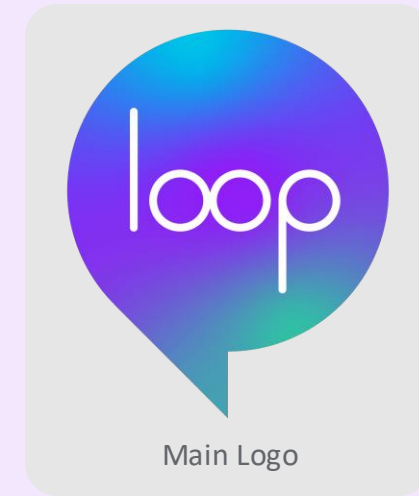
Each of these items have been created for each messaging stream.

Many of these items can be personalised. Check out the catalogue pages for more information.

Additional Assets

Loop logos

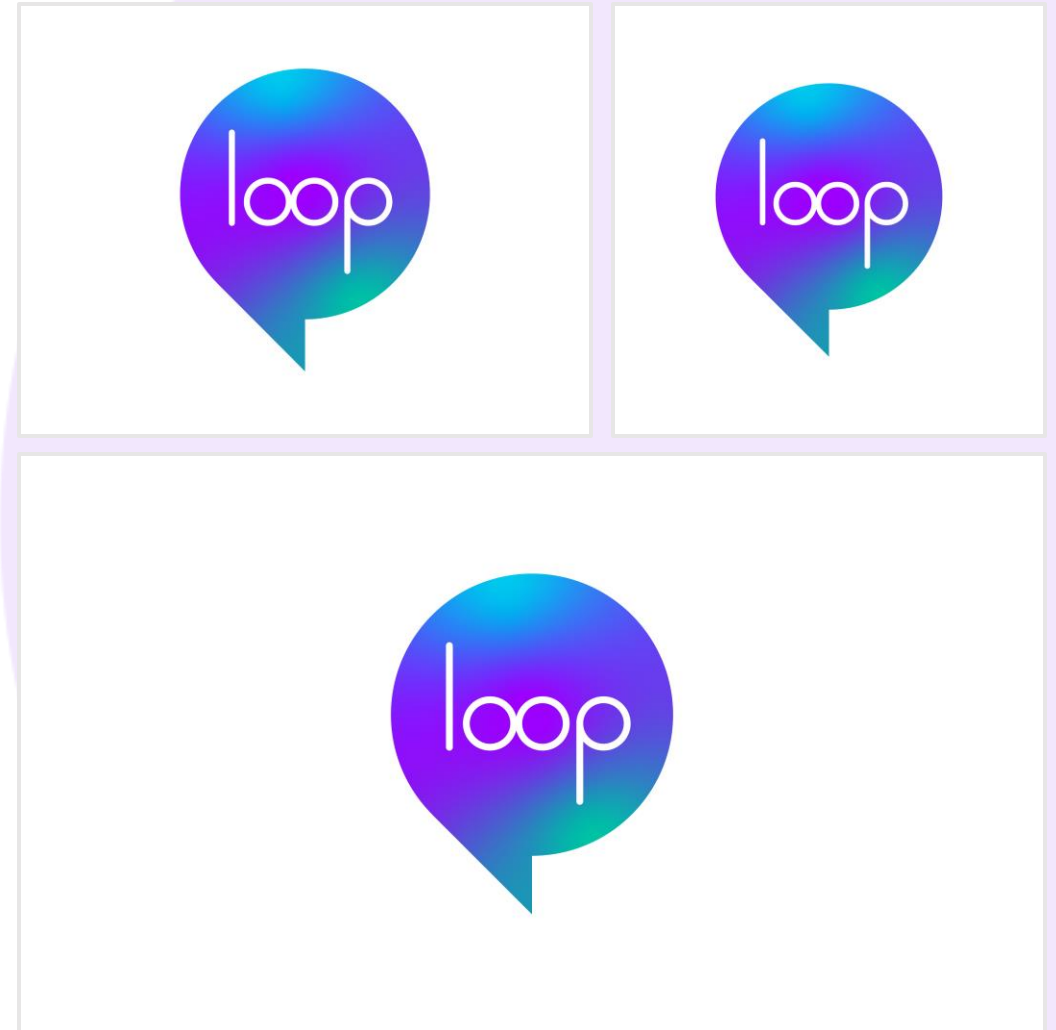
- Want to the Loop logo within your own documentation and files, such as your internal resource hub? We are able to provide you with a wide range of Loop logos, include short guidance on how best to use them.
- Provided in 3 colour formats.



Additional Assets

Generic Banners

- A collection of banners with the Loop logo that can be used for branding internal shared document areas such as Microsoft SharePoint and intranets.
- Provided in 3 sizes.
 - Top Left: 4:3 ratio
 - Top Right: 1:1 ratio
 - Bottom: 16:9 ratio

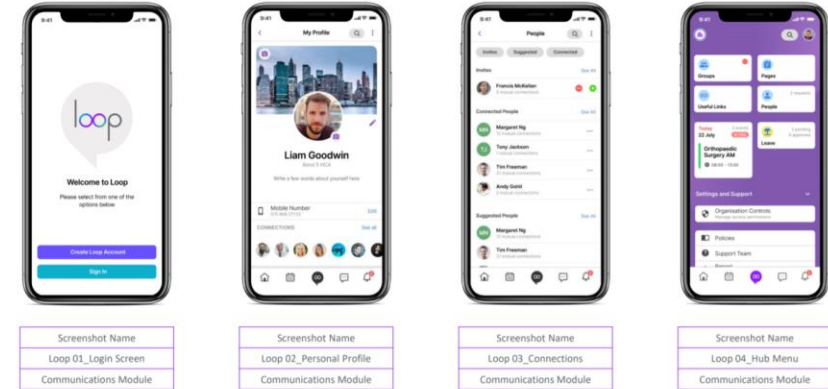


Additional Assets

Screenshots Bank

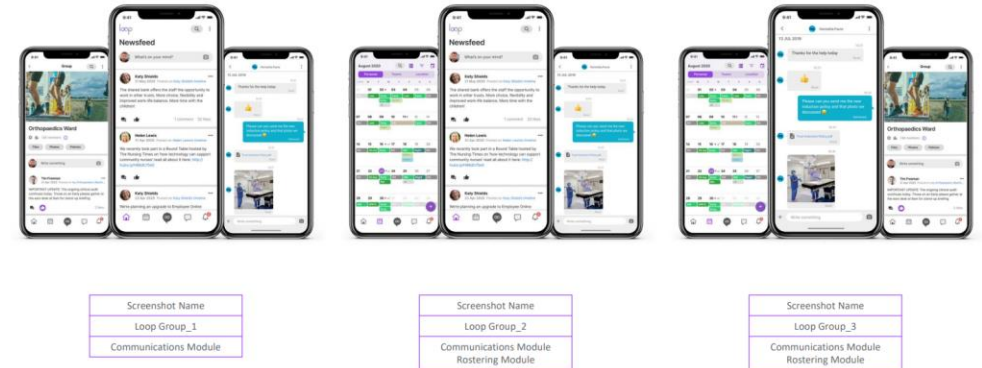
- We have a wide range of screenshots showing the different features of the product. These can be added to your own documentation or resource areas.
- These are provided as PNGs.
- There is a selection of individual screenshots as well as group screenshots.

Screenshot Bank



2

Screenshot Bank



8



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