Managing notifications

Connections portal

How to manage notifications on the Connections portal.

lifeloop.com

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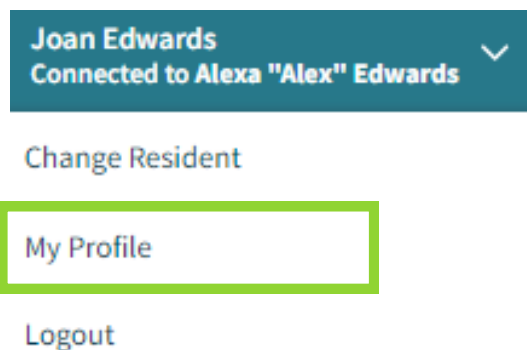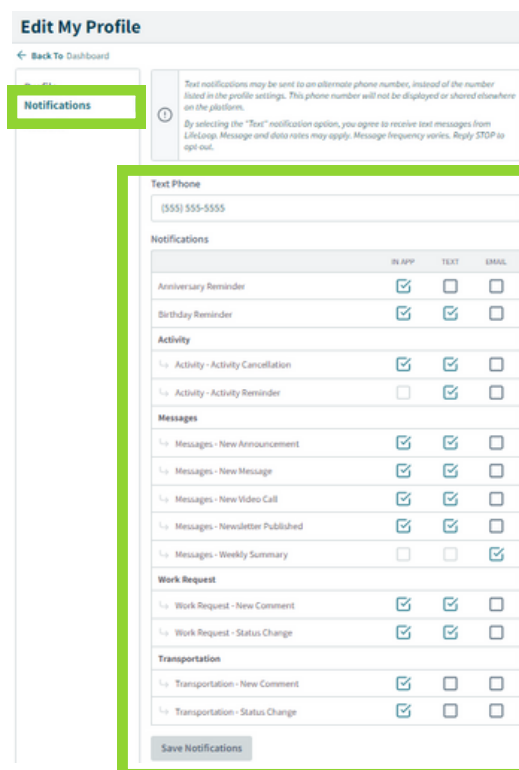# Table of contents

Managing notifications

Step 1

Choose how to receive notifications by selecting **your name** in the top right-hand corner of the screen, and select **my profile**.

Step 2

Select **notifications** from the left hand menu. Adjust notification preferences (see types on the next page), and select **save notifications**.

Managing notifications

Notification types

Choose to receive notifications in the app, by text message, and/or by email. Check the **box(es)** for each notification. Once completed, select **save notifications** at the bottom.

Text Phone

(555) 555-5555

Notifications

	IN APP	TEXT	EMAIL
Anniversary Reminder	☑	☐	☐
Birthday Reminder	☑	☑	☑
Activity			
↳ Activity - Activity Cancellation	☑	☑	☐
↳ Activity - Activity Reminder	☐	☑	☑
Messages			
↳ Messages - New Announcement	☑	☑	☐
↳ Messages - New Message	☑	☑	☐
↳ Messages - New Video Call	☑	☑	☑
↳ Messages - Newsletter Published	☑	☑	☐
↳ Messages - Weekly Summary	☐	☐	☑
Work Request			
↳ Work Request - New Comment	☑	☑	☐
↳ Work Request - Status Change	☑	☑	☐
Transportation			
↳ Transportation - New Comment	☑	☐	☐
↳ Transportation - Status Change	☑	☐	☐

Save Notifications

Note: To set up push notifications, log into the LifeLoop mobile app and edit notification settings.

Managing notifications
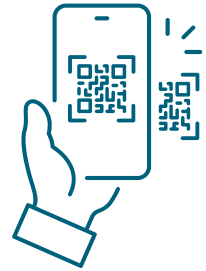
Notification description

- Anniversary reminder – Reminder of your loved one's wedding anniversary.
- Birthday reminder– Reminder of your loved one's birthday.

- Activity
  - Activity reminder – Reminder 1 hour prior to an activity that you are registered to attend.
  - Activity cancellation– Reminder 1 hour prior the activity you registered for has been cancelled.

- Messages
  - New announcement – The community has sent a new announcement.
  - New message – A message is in the inbox.
  - Newsletter published – The community has posted a newsletter.
  - Weekly summary – The community has sent a new weekly summary.

- Work request (available at select communities)
  - New comment – The community has posted a new comment on your work request.
  - Status change – There is a status change on your work request.

- Transportation (available at select communities)
  - New comment – The community has posted a new comment on your transportation request.
  - Status change – There is a status change on your transportation request.

Resources

Video QR codes

How to scan QR codes

Open the Camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Connections overview video

Continued learning

Visit the Learning Community

Access LifeLoop training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to https://training.lifeloop.com/training/connection.

Further questions?

Reach out to support@lifeloop.com.