



LifeLoop trainings

Activity feed and calendar

Connections portal

How to navigate and utilize the activity feed and calendar on the Connections portal.

lifeloop.com

Version 6.24





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Activity feed

Understanding the activity feed

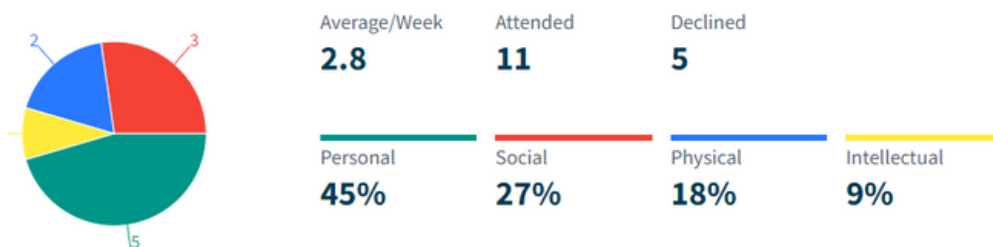
When you log in to LifeLoop, your loved one's activity feed will be displayed on the screen.

The activity feed shows any activities your loved one has attended or declined in the past month, as well as any photos your loved one has added or been tagged in.

Choose to view the activity feed from the past month, year, or a custom time range by using the selector at the top.



The percentages at the top of the activity feed provide a breakdown of the types of activities your loved one has attended within the selected time frame.



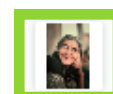
Photos taken during an activity will be displayed next to the activity. Select the photo to view a larger image.

10:00 am May 16th



Doctor's Day

Declined





Calendar

Community calendars

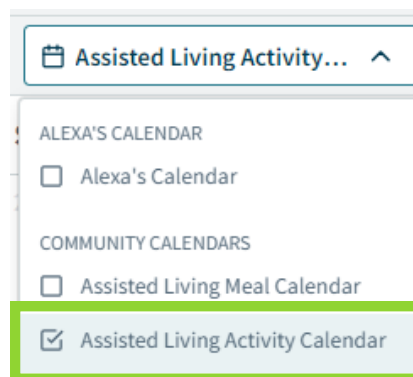
These calendar(s) will show the activities staff have planned for the community each month.

Resident my calendars

This calendar will show any activities your loved one is registered for, or attended, as well as any transportation requests you submitted for them.

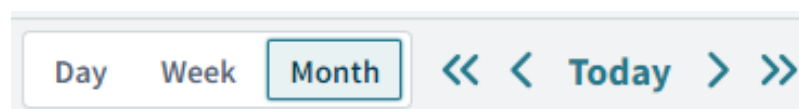
Calendar selector

To view the community calendar(s) or your loved one's calendar, select calendar from the feature menu. Select the calendars drop-down in the top left-hand corner of the screen. Select the check box next to calendar(s) you would like to view.



Navigating the calendar

To navigate days use the single arrow at the top right, to navigate months, use the double arrows. View the calendar in day, week, or month format by selecting day, week or month.





Calendar

Viewing activity details

View the details for an activity by selecting that activity in the calendar. Select **print** on the top right-hand side to print the activity details.

Tranquility Meditation

 **Print**

10:00 am to 10:30 am

🕒 Wednesday June 12th, 2024

🔄 Weekly on Wed 6/30/2022 - 6/30/2024

📍 Location: Courtyard

📅 Assisted Living Activity Calendar

🟣 Spiritual

No activity description provided.

Staff Assigned (1)

 **Chelsea Blaser**
Staff (Life Enrichment)

Registered **Attachments 0**

Register for activities

If the community has designated an activity that family members can attend, a ❤️ will appear next to the activity. To register for that activity, simply select **+ register** on the right-hand side of the activity. Once registered, the button will turn blue and show registered.

10:00 am
10:30

❤️ **Morning Coffee and Chat**
Social
Social Hall

+ Register

10:00 am
10:30

❤️ **Morning Coffee and Chat**
Social
Social Hall

✓ Registered #1



Calendar

Filter the view

Filter the calendar(s) to view specific activity types, activity names, or locations. Select **filters** on the top right-hand side to customize the view.

The screenshot shows a filter panel on the right side of the calendar. At the top is a 'Filters (0)' button with a funnel icon. Below it are four filter categories: 'Filter By' with a dropdown set to 'All Activities', 'Staff' with a dropdown set to 'Select...', 'Type' with a dropdown set to 'Activity Type', and 'Search' with a text input field containing 'Name or location'. At the bottom of the panel are two buttons: 'Clear Filters' and 'Done'.

Printing

To print any of the calendars, select **print / export** in the top right-hand corner. This will open up the various options to print the calendar.

The screenshot shows a 'Print/Export' button highlighted with a green box. Below it is a 'Calendar Exports' dialog box with a close button (X) in the top right. The dialog is divided into two columns. The left column contains four buttons: 'Copy/Paste June 2024', 'Print Day June 11th', 'Print Week of Jun 9th-Jun 15th', and 'Print Month June 2024'. The right column contains three buttons: '<> Embed Month View', '<> Embed Day View', and 'Generate iCal' with a download icon. A 'Cancel' button is located at the bottom right of the dialog.



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.