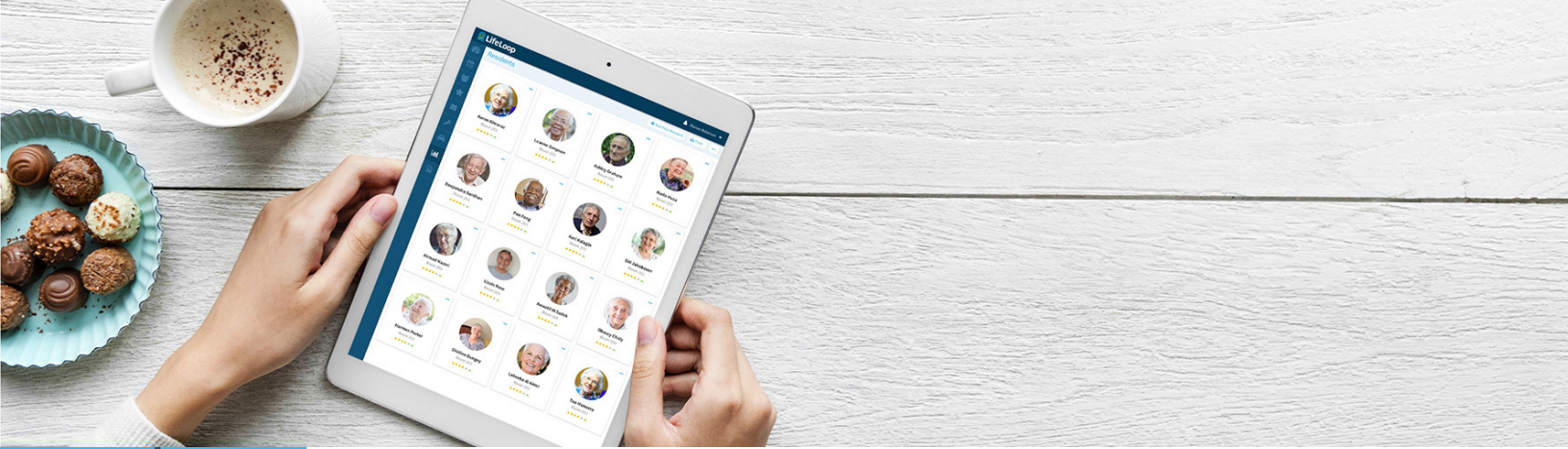


# PHOTO LIBRARY ALBUMS

How to create and manage albums in the photo library.



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# PHOTO LIBRARY OVERVIEW

PHOTOS, ALBUMS AND TAGS  
PERMISSIONS IN DETAIL

## Photos, Albums, and Tags

- ☒ View All Photos
- ☒ Upload and Categorize Photos
- ☒ Download and Delete Photos
- ☒ Manage Albums and Tags



### VIEW ALL PHOTOS

Staff user can view photos in the community photo library and resident's gallery.



### UPLOAD AND CATEGORIZE PHOTOS

Staff user can upload photos. This user can add photos to custom albums and add tags to photos in the community photo library and resident's gallery.



### DOWNLOAD AND DELETE PHOTOS

Staff user can download and delete photos from the photo library and resident's gallery.



### MANAGE ALBUMS AND TAGS

Staff user can create custom albums and create tags in the community photo library.

# PHOTO LIBRARY OVERVIEW

## LIFELOOP ALBUMS



### ALL PHOTOS

All photos uploaded by residents, staff + connections including activity photos and designer photos.



### ACTIVITY UPLOADS

All photos uploaded directly to an activity.



### RESIDENT UPLOADS

All photos uploaded by a Resident user.



### STAFF UPLOADS

All photos uploaded by a Staff user.



### CONNECTION UPLOADS

All photos uploaded by a Connection user.



### DESIGNER UPLOADS

All photos uploaded into a Designer project.

# PHOTO LIBRARY OVERVIEW

## CUSTOM ALBUMS



### ORGANIZE PHOTOS

Use custom albums to organize your photos for events, meals, and more.



PETS



OUTDOORS



EVENTS



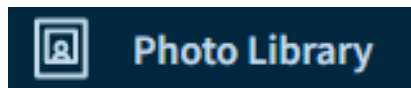
MEALS

# PHOTO LIBRARY OVERVIEW

## CREATE A CUSTOM ALBUM

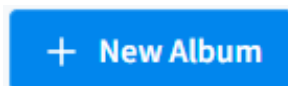
### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



### STEP 2

Click on **+ New Album** on the top right-hand side. This will populate the create album form.



### STEP 3

Type in the name of the album in the Album Title field.

### STEP 4

Select which community(s) this photo album will be associated with.

### STEP 5

Click **Create** on the bottom right-hand side.

A light gray form titled "Create Album" with a blue close button (X) in the top right corner. Below the title is a text input field containing the word "Events". Underneath the input field are two community selection buttons: "X Gableton Acres" and "X Silver Sun", followed by a close button (X) and a dropdown arrow (v). At the bottom of the form are two buttons: a light gray "Cancel" button and a green "Create" button with a green border.

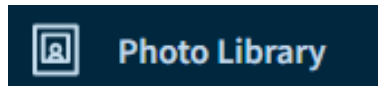
**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create albums.

# PHOTO LIBRARY OVERVIEW


## MANAGE CUSTOM ALBUMS

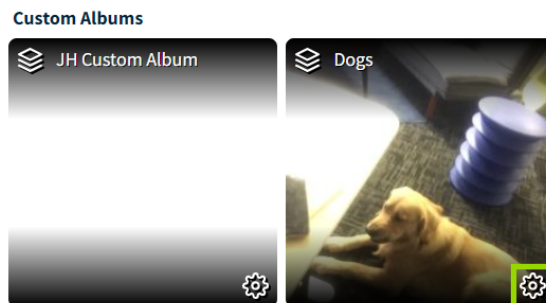
### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



### STEP 2

Locate the Custom Album that you would like to manage and click on the  **gear icon** on the bottom right-hand side of the album cover. This will populate the Edit Album form.



### STEP 3

Edit the album name or communities this album is associated with and click **Save** on the bottom right-hand side.

A screenshot of the "Edit Album" form. It has a title bar "Edit Album" with a close button. Below is a text input field containing "Dogs". Underneath is a row of tags: "X Gableton Acres" and "X Silver Sun", followed by a plus icon and a dropdown arrow. At the bottom are "Cancel" and "Save" buttons, with the "Save" button highlighted with a green box.

**Note:** Only staff with the "Manage photo albums and tags" permission will be able to manage albums.

# PHOTO LIBRARY OVERVIEW

## ADD A PHOTO TO AN ALBUM

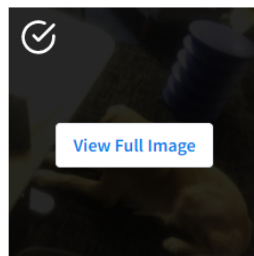
### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



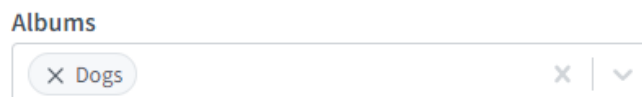
### STEP 2

Locate the photo that you would like to add to an album and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.



### STEP 3

On the left-hand side under Albums, click on **Select Albums**. This will populate a list of all the custom albums. Click on the album(s) you would like to add this photo to.



### STEP 4

Click **Save** on the bottom of the form.



**Note:** Only staff with the "Create and categorize photos" permission will be able to add a Photo to an album.



# PHOTO LIBRARY OVERVIEW

## CONTINUED LEARNING



### ATTEND A UNIVERSITY COURSE

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend. Register Here:

<https://ourlifeloop.com/training/staff/lifeloop-university>.



### VISIT THE LEARNING COMMUNITY

Access LifeLoop marketing collateral and 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://ourlifeloop.com/training/staff>.



### FURTHER QUESTIONS?

Reach out to [Support@OurLifeLoop.com](mailto:Support@OurLifeLoop.com) or your Customer Relationship Specialist.