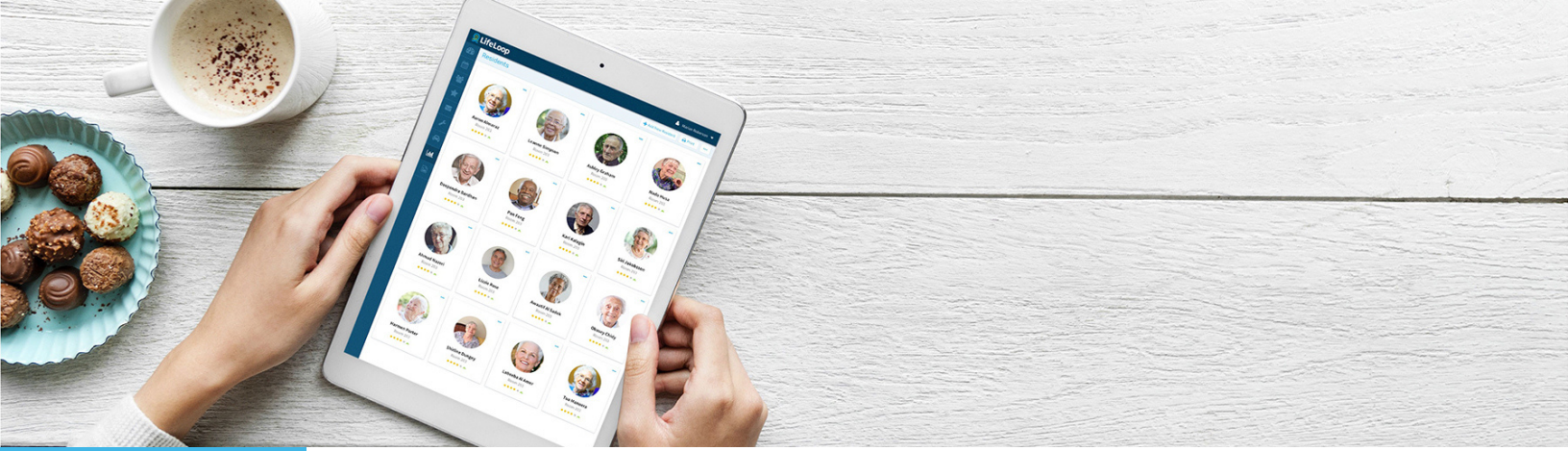


RESIDENT NOTIFICATIONS

Understanding LifeLoop notifications and how to manage them



INDEX



Notification Types


Managing Notification Preferences

Notification Explanations

NOTIFICATION TYPES



IN APP

Receive LifeLoop notifications within the LifeLoop notification bell. 



TEXT MESSAGE

Receive LifeLoop notifications to your mobile device.



EMAIL

Receive LifeLoop notifications to your email inbox.

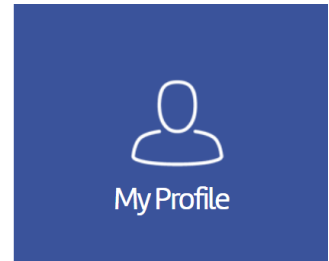
Notifications

	IN APP	TEXT	EMAIL
Activity Registration Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Messages			
↳ Messages - New Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Messages - New Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Messages - Newsletter Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

MANAGING NOTIFICATION PREFERENCES

STEP 1

Locate your profile in LifeLoop by clicking the my profile Tile.



Profile
Notifications
Account

STEP 2

Select the Notifications tab from the profile options on your left.

STEP 3

If you would like to receive notifications to your mobile phone via text message input your cell-phone number in the **Text Phone** box.

Text Phone

(xxx) xxx-xxxx

MANAGING NOTIFICATION PREFERENCES

STEP 4

For each notification, check the box indicating how you would like to receive it: in app, text or email.



Notifications

	IN APP	TEXT	EMAIL
Activity Registration Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Messages			
↳ Messages - New Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Messages - New Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 5

Once you have selected your preferences for each notification, click the green save notifications button at the bottom of your screen.

Save Notifications

NOTIFICATIONS EXPLAINED

ACTIVITIES & COMMUNICATION

ACTIVITY REGISTRATION REMINDER

Notifies you approximately 1 hour prior to any activity that you are registered for.

MESSAGES - NEW ANNOUNCEMENT

Receive announcements from your community. *Email notification recommended.

MESSAGE - NEW MESSAGE

Notifies you that you have been sent a message in LifeLoop.

MESSAGE - NEWSLETTER PUBLISHED

Notifies you that a newsletter has been uploaded to LifeLoop by your community.

NOTIFICATIONS EXPLAINED

TRANSPORTATION & MAINTENANCE



TRANSPORTATION - NEW COMMENT

Notifies you that there is a new comment on one of your scheduled transportation trips.

TRANSPORTATION - REMINDER

Notifies you approximately 1 hour prior to any scheduled transportation trips you have scheduled.

TRANSPORTATION - STATUS CHANGE

Notifies you of any changes to the status of requested transportation trips (approved, denied, cancelled).

MAINTENANCE - NEW COMMENT

Notifies you that a comment has been left on a requested maintenance ticket.

MAINTENANCE - STATUS CHANGE

Notifies you of any changes to the status of requested maintenance tickets (in progress, completed, cancelled).

THANKS FOR LEARNING!

IF YOU HAVE ANY ADDITIONAL QUESTIONS
YOU CAN CONTACT US IN ANY OF THE
FOLLOWING WAYS.



VISIT OUR LEARNING COMMUNITY

<https://ourlifeloop.com/training>

Password: intheloop

or

Clicking the  in LifeLoop



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