



LifeLoop trainings

Manage activity settings

Settings

How to manage activity locations and personal activity names.

lifeloo.com

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Activity settings

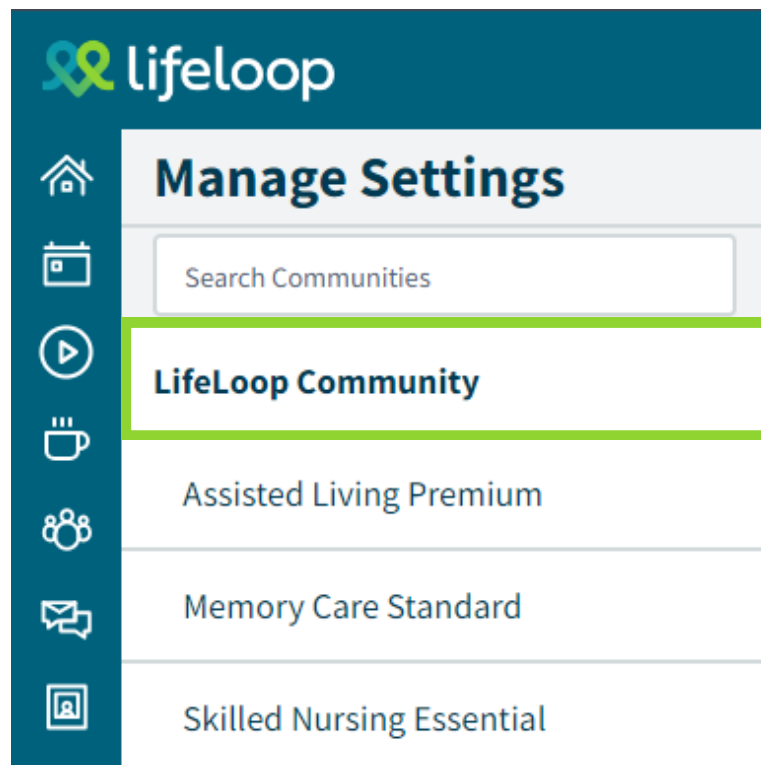
Step 1

To manage activity locations and personal activities, go to **manage settings**, the gear icon in the top right-hand corner of the screen.



Step 2

Select the **bolded** community name.



Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Activity settings

Step 3

To manage activity locations, abbreviations and personal activity names, select **activities** at the top of the screen.

The screenshot shows a horizontal navigation bar with three tabs: 'Activities', 'Work Requests', and 'Transportation'. The 'Activities' tab is highlighted with a green border and a blue underline. Below the navigation bar is a warning box with an exclamation mark icon and the text: 'All communities of LifeLoop Community will have access to these activity settings.'

Step 4

To create a location, type the location abbreviation and location name into the blank spaces at the top of the list, then select **create location** to the right. To remove a location select the **X**.

▼ Locations

Abbreviation	Location Name	
Abbreviation	Name	Create Location
C	Chapel	X
SH	Social Hall	X

Note: Location abbreviations appear on a designer calendar if "show abbreviations after activity name" is selected.



Activity settings

Step 5

Scroll down the page to view personal activity names.

▼ Personal Activity Names

Activity Name

Create Option


One-to-One



Computer



Step 6

Type the name of your personal activity in the blank box, then select create option. To remove a personal activity click the  to the right.

▼ Personal Activity Names

Activity Name

Create Option

One-to-One



Computer



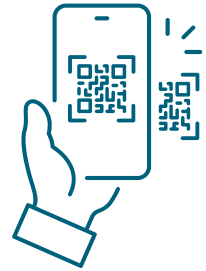
Note: Set personal activities will appear as dropdown options when creating a new personal activity in a resident's profile. Personal activities that are not pre-set and can be added manually when including a new personal activity.



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.

Activity settings





Continued learning

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://training.lifeloop.com/training/staff>.

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.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.