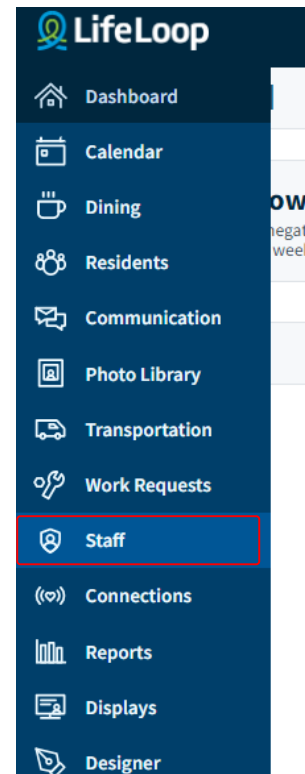


STAFF PERMISSIONS BY ROLE

Easily assign permissions to individual staff members based on their position.

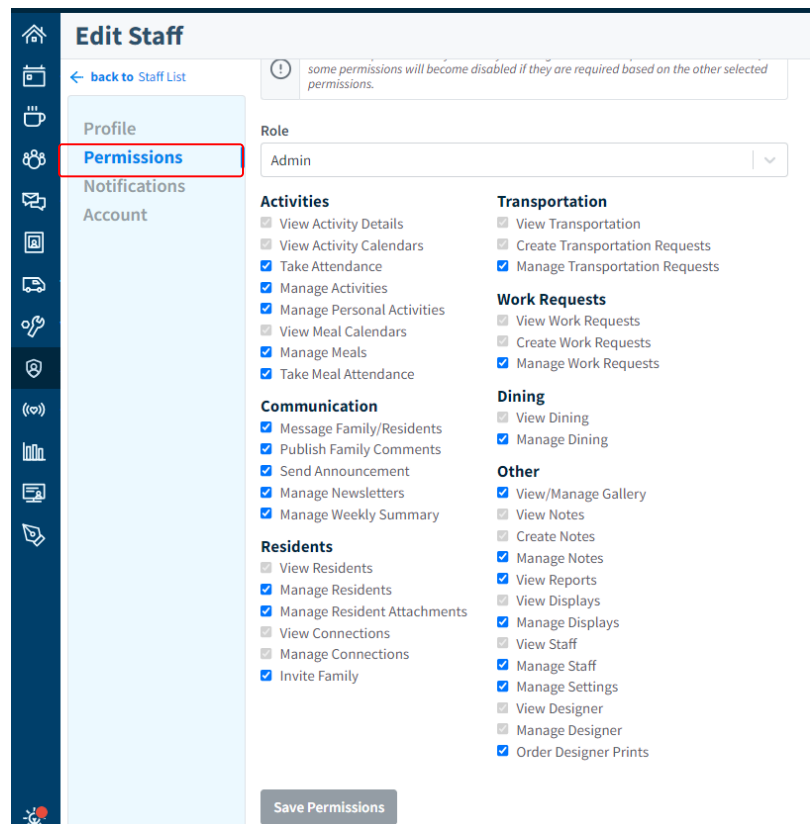
LOCATE THE STAFF TAB ■ ■ ■ ■ ■

If you do not see the **Staff** tab in the sidebar, you may not have permission to view or edit staff members. Contact your community administrator or main LifeLoop user.



VIEW & EDIT STAFF PERMISSIONS ■ ■ ■ ■ ■

To view or edit staff permissions, simply select that staff member from the **Staff List** and select **Permissions** tab in the sidebar on the left hand side.



DEFAULT PERMISSIONS ■■■■■

We have outlined all of the Default permissions for each role in Lifeloop. These will be what are assigned upon our initial upload of staff into the system. Please input the **keyword** associated with the staff member's desired permissions in the Staff Implementation Spreadsheet provided. These can be edited and added to manually but this will provide the base for this staff member.

Please Note: Further customization of these permissions can be made once the site has been setup, and you have logged in with the permission **Manage Staff**.

KEYWORD = STAFF ROLE ■■■■■

Activity Director = Activity Director

Admin = Administrator

Activity Assistant = Activity Assistant

DON = Director of Nursing

Front Desk = Front Desk

Dining = Dining

Marketing = Marketing Director

Transportation = Transportation

Work Request Tech = Maintenance, Housekeeping and other crews

Med Tech = Med Tech



PERMISSIONS DICTIONARY ■■■■

View

Ability to only view the information no ability to edit

Create

The ability to make a request without the ability to edit or change a status.

Manage

The ability to create, edit and delete information.

MESSAGE VS. ANNOUNCEMENT ■■■■

Message

- Only go to users with a LifeLoop account.
- Communication with one individual or a small group of individuals that can see each others replies.
- Text and/or email notifications will notify users of a new message.
- Users must login to view messages.

Announcement

- A LifeLoop accounts is not necessary to receive an announcement.
- Communication to a large group or a specific group.
- Text, email and/or in app notifications will notify a recipient of an announcement.
- Recipients must have a LifeLoop account to reply. All replies will only be visible to the sender of the announcement.



ACTIVITY DIRECTOR

Role: Activity Director

Activities <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Activity Details<input checked="" type="checkbox"/> View Activity Calendars<input checked="" type="checkbox"/> Take Attendance<input checked="" type="checkbox"/> Manage Activities<input checked="" type="checkbox"/> Manage Personal Activities<input checked="" type="checkbox"/> View Meal Calendars<input checked="" type="checkbox"/> Manage Meals<input checked="" type="checkbox"/> Take Meal Attendance	Transportation <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Transportation<input checked="" type="checkbox"/> Create Transportation Requests<input type="checkbox"/> Manage Transportation Requests
Communication <ul style="list-style-type: none"><input checked="" type="checkbox"/> Message Family/Residents<input checked="" type="checkbox"/> Publish Family Comments<input checked="" type="checkbox"/> Send Announcement<input checked="" type="checkbox"/> Manage Newsletters<input checked="" type="checkbox"/> Manage Weekly Summary	Work Requests <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Work Requests<input checked="" type="checkbox"/> Create Work Requests<input type="checkbox"/> Manage Work Requests
Residents <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Residents<input checked="" type="checkbox"/> Manage Residents<input checked="" type="checkbox"/> Manage Resident Attachments<input checked="" type="checkbox"/> View Connections<input checked="" type="checkbox"/> Manage Connections<input checked="" type="checkbox"/> Invite Family	Dining <ul style="list-style-type: none"><input type="checkbox"/> View Dining<input type="checkbox"/> Manage Dining
	Other <ul style="list-style-type: none"><input checked="" type="checkbox"/> View/Manage Gallery<input checked="" type="checkbox"/> View Notes<input checked="" type="checkbox"/> Create Notes<input type="checkbox"/> Manage Notes<input checked="" type="checkbox"/> View Reports<input checked="" type="checkbox"/> View Displays<input checked="" type="checkbox"/> Manage Displays<input checked="" type="checkbox"/> View Staff<input checked="" type="checkbox"/> Manage Staff<input type="checkbox"/> Manage Settings<input checked="" type="checkbox"/> View Designer<input checked="" type="checkbox"/> Manage Designer<input checked="" type="checkbox"/> Order Designer Prints

Save Permissions

ADMINISTRATOR

Role: Admin

Activities <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Activity Details<input checked="" type="checkbox"/> View Activity Calendars<input checked="" type="checkbox"/> Take Attendance<input checked="" type="checkbox"/> Manage Activities<input checked="" type="checkbox"/> Manage Personal Activities<input checked="" type="checkbox"/> View Meal Calendars<input checked="" type="checkbox"/> Manage Meals<input checked="" type="checkbox"/> Take Meal Attendance	Transportation <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Transportation<input checked="" type="checkbox"/> Create Transportation Requests<input checked="" type="checkbox"/> Manage Transportation Requests
Communication <ul style="list-style-type: none"><input checked="" type="checkbox"/> Message Family/Residents<input checked="" type="checkbox"/> Publish Family Comments<input checked="" type="checkbox"/> Send Announcement<input checked="" type="checkbox"/> Manage Newsletters<input checked="" type="checkbox"/> Manage Weekly Summary	Work Requests <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Work Requests<input checked="" type="checkbox"/> Create Work Requests<input checked="" type="checkbox"/> Manage Work Requests
Residents <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Residents<input checked="" type="checkbox"/> Manage Residents<input checked="" type="checkbox"/> Manage Resident Attachments<input checked="" type="checkbox"/> View Connections<input checked="" type="checkbox"/> Manage Connections<input checked="" type="checkbox"/> Invite Family	Dining <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Dining<input checked="" type="checkbox"/> Manage Dining
	Other <ul style="list-style-type: none"><input checked="" type="checkbox"/> View/Manage Gallery<input checked="" type="checkbox"/> View Notes<input checked="" type="checkbox"/> Create Notes<input checked="" type="checkbox"/> Manage Notes<input checked="" type="checkbox"/> View Reports<input checked="" type="checkbox"/> View Displays<input checked="" type="checkbox"/> Manage Displays<input checked="" type="checkbox"/> View Staff<input checked="" type="checkbox"/> Manage Staff<input checked="" type="checkbox"/> Manage Settings<input checked="" type="checkbox"/> View Designer<input checked="" type="checkbox"/> Manage Designer<input checked="" type="checkbox"/> Order Designer Prints

Save Permissions

The blue checkmarks indicate a permission that requires the greyed out checkmarks to be selected.

For example: You would not be able to take attendance if you are unable to view the activities on the calendar



ACTIVITY ASSISTANT

Role

Activity Assistant

Activities

- ☒ View Activity Details
- ☒ View Activity Calendars
- ☒ Take Attendance
- ☐ Manage Activities
- ☐ Manage Personal Activities
- ☒ View Meal Calendars
- ☐ Manage Meals
- ☒ Take Meal Attendance

Communication

- ☐ Message Family/Residents
- ☐ Publish Family Comments
- ☐ Send Announcement
- ☐ Manage Newsletters
- ☐ Manage Weekly Summary

Residents

- ☒ View Residents
- ☐ Manage Residents
- ☐ Manage Resident Attachments
- ☐ View Connections
- ☐ Manage Connections
- ☐ Invite Family

Transportation

- ☐ View Transportation
- ☐ Create Transportation Requests
- ☐ Manage Transportation Requests

Work Requests

- ☐ View Work Requests
- ☐ Create Work Requests
- ☐ Manage Work Requests

Dining

- ☐ View Dining
- ☐ Manage Dining

Other

- ☒ View/Manage Gallery
- ☐ View Notes
- ☐ Create Notes
- ☐ Manage Notes
- ☒ View Reports
- ☐ View Displays
- ☐ Manage Displays
- ☐ View Staff
- ☐ Manage Staff
- ☐ Manage Settings
- ☐ View Designer
- ☐ Manage Designer
- ☐ Order Designer Prints

Save Permissions

DIRECTOR OF NURSING

Role

Director of Nursing

Activities

- ☒ View Activity Details
- ☒ View Activity Calendars
- ☒ Take Attendance
- ☐ Manage Activities
- ☒ Manage Personal Activities
- ☒ View Meal Calendars
- ☐ Manage Meals
- ☒ Take Meal Attendance

Communication

- ☒ Message Family/Residents
- ☐ Publish Family Comments
- ☐ Send Announcement
- ☐ Manage Newsletters
- ☐ Manage Weekly Summary

Residents

- ☒ View Residents
- ☒ Manage Residents
- ☐ Manage Resident Attachments
- ☒ View Connections
- ☐ Manage Connections
- ☐ Invite Family

Transportation

- ☐ View Transportation
- ☒ Create Transportation Requests
- ☐ Manage Transportation Requests

Work Requests

- ☒ View Work Requests
- ☒ Create Work Requests
- ☐ Manage Work Requests

Dining

- ☐ View Dining
- ☐ Manage Dining

Other

- ☒ View/Manage Gallery
- ☐ View Notes
- ☒ Create Notes
- ☐ Manage Notes
- ☒ View Reports
- ☐ View Displays
- ☐ Manage Displays
- ☒ View Staff
- ☐ Manage Staff
- ☐ Manage Settings
- ☐ View Designer
- ☐ Manage Designer
- ☐ Order Designer Prints

Save Permissions

The blue checkmarks indicate a permission that requires the greyed out checkmarks to be selected.
For example: You would not be able to take attendance if you are unable to view the activities on the calendar



FRONT DESK

Role

Front Desk

Activities

☒ View Activity Details
 ☒ View Activity Calendars
 ☒ Take Attendance
 ☐ Manage Activities
 ☐ Manage Personal Activities
 ☒ View Meal Calendars
 ☐ Manage Meals
 ☐ Take Meal Attendance

Transportation

☒ View Transportation
 ☒ Create Transportation Requests
 ☐ Manage Transportation Requests

Work Requests

☒ View Work Requests
 ☒ Create Work Requests
 ☐ Manage Work Requests

Dining

☐ View Dining
 ☐ Manage Dining

Other

☒ View/Manage Gallery
 ☒ View Notes
 ☒ Create Notes
 ☐ Manage Notes
 ☒ View Reports
 ☒ View Displays
 ☐ Manage Displays
 ☒ View Staff
 ☐ Manage Staff
 ☐ Manage Settings
 ☐ View Designer
 ☐ Manage Designer
 ☐ Order Designer Prints

Communication

☐ Message Family/Residents
 ☐ Publish Family Comments
 ☐ Send Announcement
 ☐ Manage Newsletters
 ☐ Manage Weekly Summary

Residents

☒ View Residents
 ☐ Manage Residents
 ☐ Manage Resident Attachments
 ☒ View Connections
 ☐ Manage Connections
 ☐ Invite Family

Save Permissions

DINING

Role

Dining

Activities

☒ View Activity Details
 ☐ View Activity Calendars
 ☐ Take Attendance
 ☐ Manage Activities
 ☐ Manage Personal Activities
 ☒ View Meal Calendars
 ☐ Manage Meals
 ☒ Take Meal Attendance

Transportation

☐ View Transportation
 ☐ Create Transportation Requests
 ☐ Manage Transportation Requests

Work Requests

☐ View Work Requests
 ☐ Create Work Requests
 ☐ Manage Work Requests

Dining

☐ View Dining
 ☐ Manage Dining

Other

☒ View/Manage Gallery
 ☒ View Notes
 ☒ Create Notes
 ☐ Manage Notes
 ☒ View Reports
 ☐ View Displays
 ☐ Manage Displays
 ☐ View Staff
 ☐ Manage Staff
 ☐ Manage Settings
 ☐ View Designer
 ☐ Manage Designer
 ☐ Order Designer Prints

Communication

☐ Message Family/Residents
 ☐ Publish Family Comments
 ☐ Send Announcement
 ☐ Manage Newsletters
 ☐ Manage Weekly Summary

Residents

☒ View Residents
 ☐ Manage Residents
 ☐ Manage Resident Attachments
 ☐ View Connections
 ☐ Manage Connections
 ☐ Invite Family

Save Permissions

The blue checkmarks indicate a permission that requires the greyed out checkmarks to be selected.

For example: You would not be able to take attendance if you are unable to view the activities on the calendar



MARKETING DIRECTOR

Role: Marketing Director

Activities <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Activity Details<input checked="" type="checkbox"/> View Activity Calendars<input checked="" type="checkbox"/> Take Attendance<input type="checkbox"/> Manage Activities<input type="checkbox"/> Manage Personal Activities<input checked="" type="checkbox"/> View Meal Calendars<input type="checkbox"/> Manage Meals<input type="checkbox"/> Take Meal Attendance	Transportation <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Transportation<input checked="" type="checkbox"/> Create Transportation Requests<input type="checkbox"/> Manage Transportation Requests Work Requests <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Work Requests<input checked="" type="checkbox"/> Create Work Requests<input type="checkbox"/> Manage Work Requests
Communication <ul style="list-style-type: none"><input checked="" type="checkbox"/> Message Family/Residents<input type="checkbox"/> Publish Family Comments<input checked="" type="checkbox"/> Send Announcement<input checked="" type="checkbox"/> Manage Newsletters<input type="checkbox"/> Manage Weekly Summary	Dining <ul style="list-style-type: none"><input type="checkbox"/> View Dining<input type="checkbox"/> Manage Dining Other <ul style="list-style-type: none"><input checked="" type="checkbox"/> View/Manage Gallery<input checked="" type="checkbox"/> View Notes<input checked="" type="checkbox"/> Create Notes<input type="checkbox"/> Manage Notes<input checked="" type="checkbox"/> View Reports<input checked="" type="checkbox"/> View Displays<input type="checkbox"/> Manage Displays<input checked="" type="checkbox"/> View Staff<input type="checkbox"/> Manage Staff<input type="checkbox"/> Manage Settings<input checked="" type="checkbox"/> View Designer<input checked="" type="checkbox"/> Manage Designer<input checked="" type="checkbox"/> Order Designer Prints
Residents <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Residents<input type="checkbox"/> Manage Residents<input type="checkbox"/> Manage Resident Attachments<input checked="" type="checkbox"/> View Connections<input checked="" type="checkbox"/> Manage Connections<input checked="" type="checkbox"/> Invite Family	

Save Permissions

TRANSPORTATION

Role: Transportation

Activities <ul style="list-style-type: none"><input type="checkbox"/> View Activity Details<input type="checkbox"/> View Activity Calendars<input type="checkbox"/> Take Attendance<input type="checkbox"/> Manage Activities<input type="checkbox"/> Manage Personal Activities<input type="checkbox"/> View Meal Calendars<input type="checkbox"/> Manage Meals<input type="checkbox"/> Take Meal Attendance	Transportation <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Transportation<input checked="" type="checkbox"/> Create Transportation Requests<input checked="" type="checkbox"/> Manage Transportation Requests Work Requests <ul style="list-style-type: none"><input type="checkbox"/> View Work Requests<input type="checkbox"/> Create Work Requests<input type="checkbox"/> Manage Work Requests
Communication <ul style="list-style-type: none"><input type="checkbox"/> Message Family/Residents<input checked="" type="checkbox"/> Publish Family Comments<input type="checkbox"/> Send Announcement<input type="checkbox"/> Manage Newsletters<input type="checkbox"/> Manage Weekly Summary	Dining <ul style="list-style-type: none"><input type="checkbox"/> View Dining<input type="checkbox"/> Manage Dining Other <ul style="list-style-type: none"><input type="checkbox"/> View/Manage Gallery<input type="checkbox"/> View Notes<input type="checkbox"/> Create Notes<input type="checkbox"/> Manage Notes<input checked="" type="checkbox"/> View Reports<input type="checkbox"/> View Displays<input type="checkbox"/> Manage Displays<input type="checkbox"/> View Staff<input type="checkbox"/> Manage Staff<input type="checkbox"/> Manage Settings<input type="checkbox"/> View Designer<input type="checkbox"/> Manage Designer<input type="checkbox"/> Order Designer Prints
Residents <ul style="list-style-type: none"><input checked="" type="checkbox"/> View Residents<input type="checkbox"/> Manage Residents<input type="checkbox"/> Manage Resident Attachments<input type="checkbox"/> View Connections<input type="checkbox"/> Manage Connections<input type="checkbox"/> Invite Family	

Save Permissions

The blue checkmarks indicate a permission that requires the greyed out checkmarks to be selected.

For example: You would not be able to take attendance if you are unable to view the activities on the calendar



WORK REQUEST TECH

Role

Work Request Tech

Activities

- ☐ View Activity Details
- ☐ View Activity Calendars
- ☐ Take Attendance
- ☐ Manage Activities
- ☐ Manage Personal Activities
- ☐ View Meal Calendars
- ☐ Manage Meals
- ☐ Take Meal Attendance

Transportation

- ☐ View Transportation
- ☐ Create Transportation Requests
- ☐ Manage Transportation Requests

Work Requests

- ☒ View Work Requests
- ☒ Create Work Requests
- ☒ Manage Work Requests

Dining

- ☐ View Dining
- ☐ Manage Dining

Other

- ☐ View/Manage Gallery
- ☐ View Notes
- ☐ Create Notes
- ☐ Manage Notes
- ☒ View Reports
- ☐ View Displays
- ☐ Manage Displays
- ☐ View Staff
- ☐ Manage Staff
- ☐ Manage Settings
- ☐ View Designer
- ☐ Manage Designer
- ☐ Order Designer Prints

Communication

- ☐ Message Family/Residents
- ☒ Publish Family Comments
- ☐ Send Announcement
- ☐ Manage Newsletters
- ☐ Manage Weekly Summary

Residents

- ☒ View Residents
- ☐ Manage Residents
- ☐ Manage Resident Attachments
- ☐ View Connections
- ☐ Manage Connections
- ☐ Invite Family

Save Permissions

MED TECH

Role

Med Tech

Activities

- ☒ View Activity Details
- ☒ View Activity Calendars
- ☒ Take Attendance
- ☐ Manage Activities
- ☒ Manage Personal Activities
- ☒ View Meal Calendars
- ☐ Manage Meals
- ☒ Take Meal Attendance

Transportation

- ☒ View Transportation
- ☐ Create Transportation Requests
- ☐ Manage Transportation Requests

Work Requests

- ☐ View Work Requests
- ☐ Create Work Requests
- ☐ Manage Work Requests

Dining

- ☐ View Dining
- ☐ Manage Dining

Other

- ☐ View/Manage Gallery
- ☒ View Notes
- ☒ Create Notes
- ☐ Manage Notes
- ☒ View Reports
- ☒ View Displays
- ☐ Manage Displays
- ☒ View Staff
- ☐ Manage Staff
- ☐ Manage Settings
- ☐ View Designer
- ☐ Manage Designer
- ☐ Order Designer Prints

Communication

- ☐ Message Family/Residents
- ☐ Publish Family Comments
- ☐ Send Announcement
- ☐ Manage Newsletters
- ☐ Manage Weekly Summary

Residents

- ☒ View Residents
- ☐ Manage Residents
- ☐ Manage Resident Attachments
- ☐ View Connections
- ☐ Manage Connections
- ☐ Invite Family

Save Permissions

The blue checkmarks indicate a permission that requires the greyed out checkmarks to be selected.

For example: You would not be able to take attendance if you are unable to view the activities on the calendar



QUICK TIPS

Create a Fake Staff Member

- If you would like to see what your staff members will now be able to do and view based on their set permissions, make a fake staff member with a log in and password. Log in using that fake staff members information and view their now set permissions and options.

Start with Default Permissions

- Start with the default staff permissions. If you feel someone may need additional permissions added to their personal settings, you can go in later and add on the additional permissions to their settings.



CONTACT US

support@ourlifeloop.com
(402) 915-3860

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[Click here](#) to visit the **Learning Community!**
password: intheloop