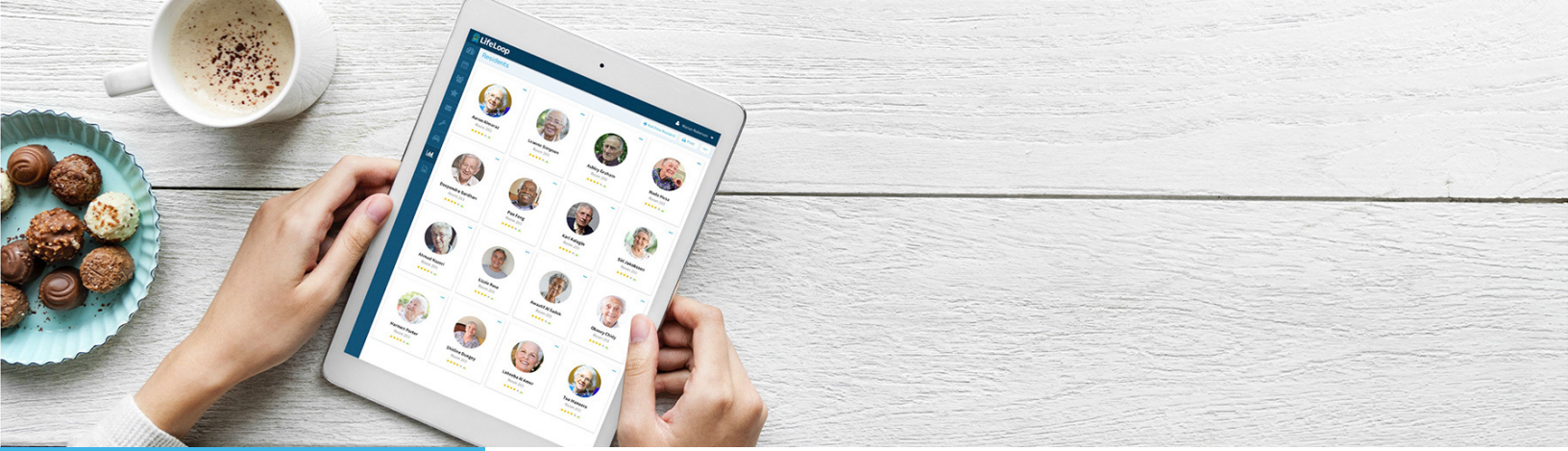


CONNECTION NOTIFICATIONS

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
Anniversary Reminder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birthday Reminder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Messages				
↳	Messages - New Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳	Messages - New Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
↳	Messages - Newsletter Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳	Messages - Weekly Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MANAGING NOTIFICATION PREFERENCES

STEP 1

Locate your profile in LifeLoop by clicking your name at the top and selecting My Profile.

Joan Edwards
Connected to Ann Edwards



My Profile

Logout

STEP 2

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

Profile

Notifications

Account

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
Anniversary Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birthday Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Messages			
↳ Messages - New Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Messages - New Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

BIRTHDAYS & COMMUNICATION

ANNIVERSARY & BIRTHDAY REMINDER

Notifies you on the day of your loved ones birthday and wedding anniversary. (If inputted in LifeLoop).

MESSAGES - NEW ANNOUNCEMENT

Receive announcements from your community. *Email notification recommended.

MESSAGES - NEW MESSAGE

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

MESSAGES - NEWSLETTER PUBLISHED

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

MESSAGES - WEEKLY SUMMARY

A Weekly email summarizes your loved ones week. Email is the only way to receive this notification. You may opt out of unselecting this option.

NOTIFICATIONS EXPLAINED

TRANSPORTATION & MAINTENANCE

TRANSPORTATION - NEW COMMENT

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

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).

***Connections will only see requests and the status if they were input by the connection.**

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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