LifeLoop trainings

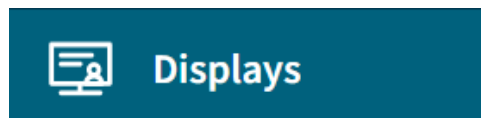# Menus Agenda

Displays

How to add menus to a display.

lifeloop

Table of contents

Adding menus to a display

Step 1

Select **displays** on the bottom of the feature menu.

Step 2

Option 1

Select **+ new display** on the top right-hand corner of the screen and complete the create display form.

Option 2

Select a previously created display.

Adding menus to a display

Step 3

Select **+ insert new content** located under the main content section.

Step 4

Select **menus agenda** from the content type options on the far right-hand side of the screen.

Adding menus to a display

Step 5

Choose which **communities** to pull the menu agenda from.

Step 6

Select a **template**. See examples on following pages.

Adding menus to a display

Agenda list

Shows multiple meals, meal time, location, and descriptions. No menu items are shown.

12:00 pm - 1:30 pm | Dining Hall
Pizza Lunch
Pizza from our favorite local restaurant La Casa.

2:00 pm - 5:00 pm
Breakfast

3:00 pm - 6:00 pm
Gluten Free Menu Items

Slideshow

Shows one meal at a time, meal time, location, and description. No menu items are shown.

12:00 pm - 1:30 pm | Dining Hall
Pizza Lunch

Pizza from our favorite local restaurant La Casa.

Slideshow with items

Shows one meal at a time, meal time, location, and description. Also shows menu items with descriptions.
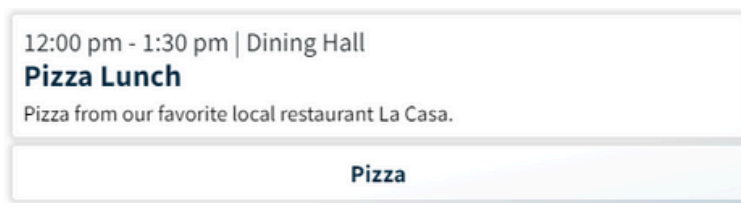
12:00 pm - 1:30 pm | Dining Hall
Pizza Lunch
Pizza from our favorite local restaurant La Casa.

Pizza
Pepperoni, Sausage, Cheese and Hamburger.
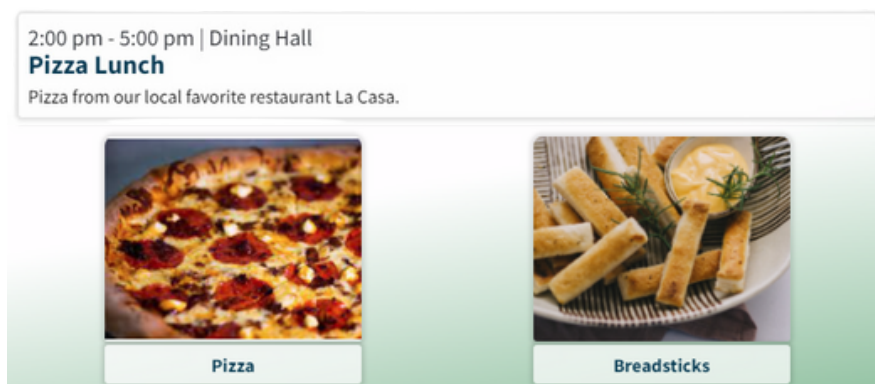
Adding menus to a display

Slideshow with items condensed

Shows one meal at a time, meal time, and location. Also shows menu items with <u>no</u> descriptions.

Slideshow with items and photos

Shows one meal at a time, meal time, and location. Also shows menu items with images.

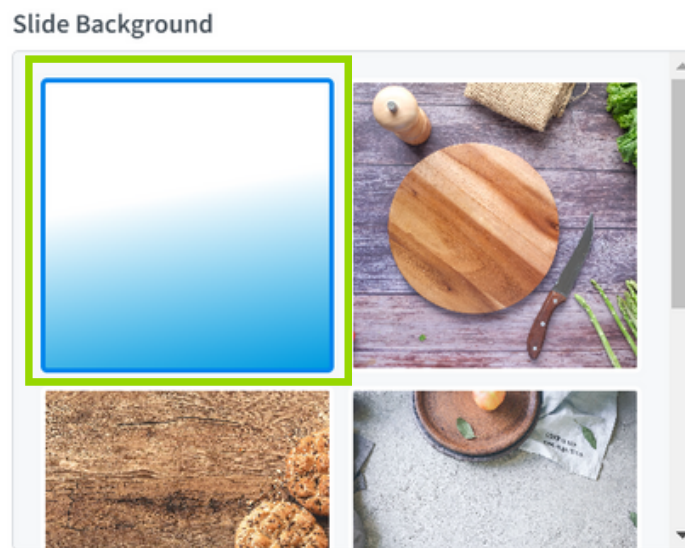# Adding menus to a display

Step 7

Choose a **slide background**.

Step 8

Set a **slide duration**. This will determine how many seconds each menu slide will appear on the display.

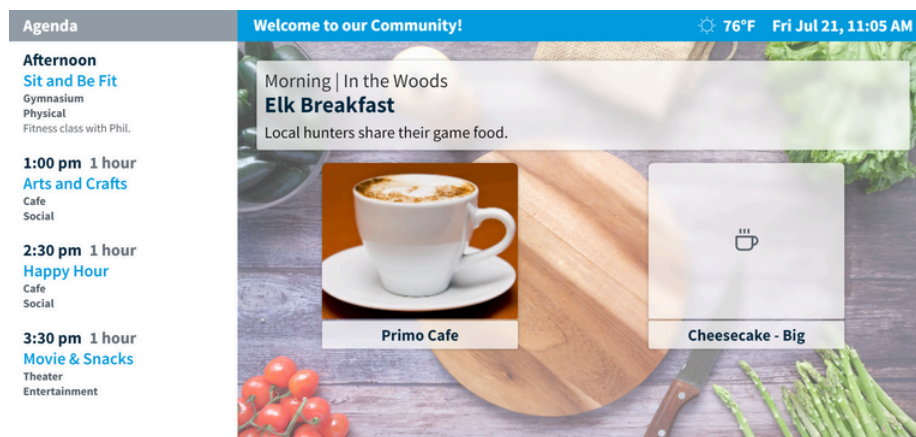# Adding menus to a display

Step 9

Utilize the **checkbox** to determine whether the slideshow or video content will be displayed in fullscreen view.

Example of default view

Example of fullscreen view

Adding menus to a display

Step 10

To setup a recurring pattern, select **setup recurrence.** Recurring patterns provide the ability to schedule the menu slides to only appear on certain days of the week or month.

Content Schedule

Setup Recurrence

Utilize the **drop down menu** to select the recurring option of **always scheduled**, **days**, **weeks**, or **months**.

Recurring

always scheduled

always scheduled

days

weeks

months

If **days** is selected, select the **recurring every... box** and enter the number of days the slideshow should recur such as every single day, every five days, etc. Example: Recurring every day.

Recurring every...

1

days

Adding menus to a display

Step 10 (cont.)

If **weeks** is selected, select the **recurring every**...box enter the number of weeks the slideshow should recur. Then select the **days of week** for the slideshow to occur on. Selected day(s) will be indicated by the filled in circle. Example: Recurring every week on Tuesday.

Recurring every...

| 1 | weeks ⌄ |

Days of Week

(S) (M) **T** (W) (TH) (F) (S)

If **months** is selected, select the **recurring every**...box and enter the number of months the slideshow should recur. Select the **week of month** from the drop down menu. Then use the drop down menu to select the day of week. Example: Recurring the first Tuesday of every month.

Recurring every...

| 1 | months ⌄ |

Week of Month

| First ⌄ |

| First |
| Second |
| Third |
| Fourth |
| Last |

Day of Week

| Tuesday ⌄ |

| Monday |
| Tuesday |
| Wednesday |
| Thursday |
| Friday |
| Saturday |

Adding menus to a display

Step 10 (cont)

Next enter the **start date** and **last date** for the recurring pattern. The last date of a recurring pattern will auto populate two years from the start date unless adjusted.

Start Date (required)

03/12/2024

Last Date

03/12/2026

Once the recurring pattern is set up, select **apply changes** on the bottom right-hand side of the screen.

Apply Changes

Step 11

To schedule a specific time for the slideshow to play, enter the **start time** and **end time** in the respective fields. This is optional. If no time is entered, it will default to play all day.

Time Schedule

Start Time | EndTime

ⓘ   *Start time and end time are optional.*
     Default schedule plays all day.

Adding menus to a display

Step 12

Select **insert content** on the bottom right-hand corner of the form.

Insert Content

The menu agenda will now appear on the main content list.

Step 13

To make any changes to these display options, select the **menu agenda** in the main content section.

Step 14

Once edits are complete, select **update content**.

Update Content

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.
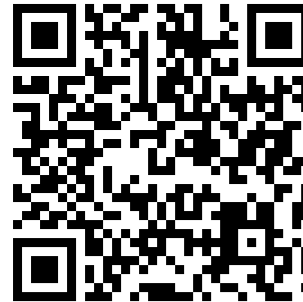
How to create a LifeLoop display
Start at the 8 minute mark.

How to add menus to a display

How to connect your display to a TV

How to create a slideshow in LifeLoop

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.