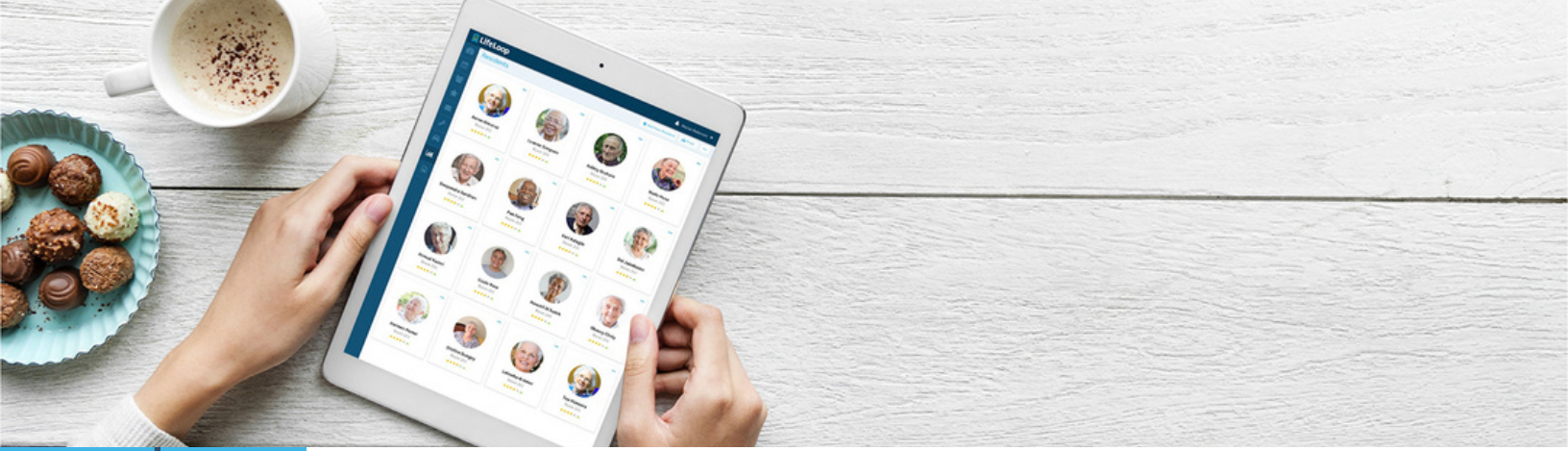


LIKES AND DISLIKES VS. GROUPS

Identifying the differences
between Likes and Dislikes vs.
Groups.



INDEX

Section 1 Likes and Dislikes.....	pg 1
Section 2 How to add a Like or Dislike.....	pg 2-4
Section 3 Functionality of a Like.....	pg 5
Section 4 Groups.....	pg 6
Section 5 How to add a Group.....	pg 7-9
Section 6 How to remove a Group.....	pg 10
Section 7 Functionality of a Group.....	pg 11
Section 8 Continued Learning.....	pg 12

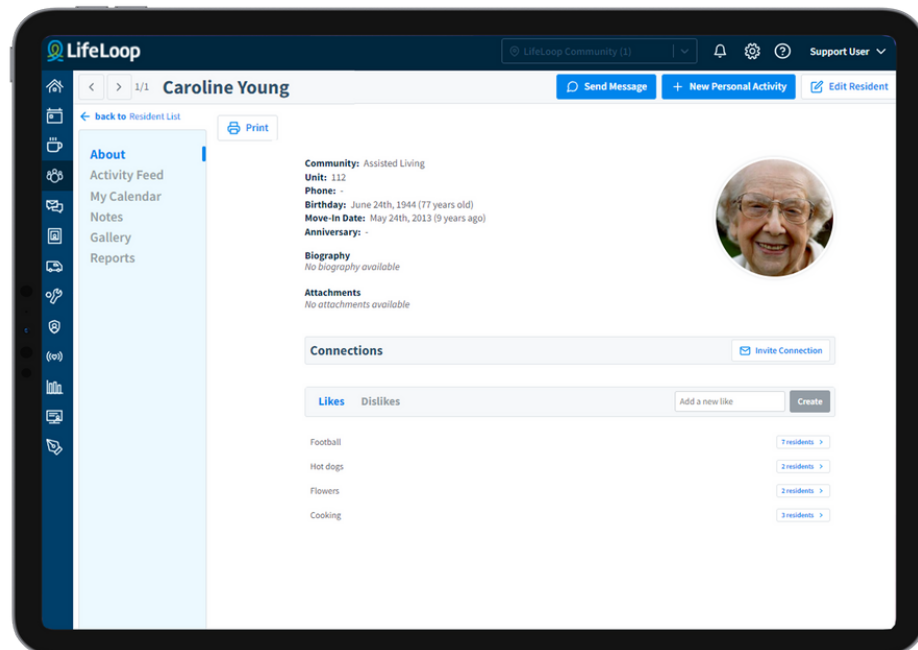
LIKES AND DISLIKES VS. GROUPS

LIKES AND DISLIKES



WHAT ARE LIKES AND DISLIKES?

Likes and Dislikes on a Resident profile indicate what that resident likes or dislikes. They can be used in a variety of ways including: preferences, clubs, food allergies or to specify religion.



LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A LIKE OR DISLIKE

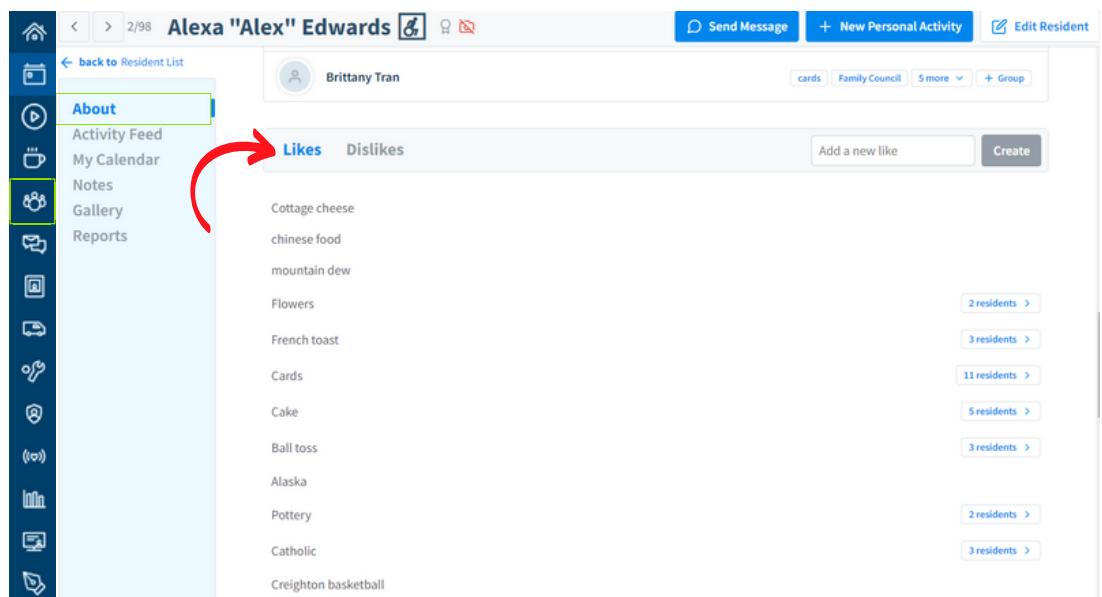
OPTION 1

STEP 1

Click into the Resident profile.

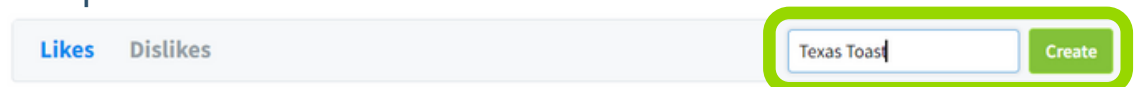
STEP 2

Scroll down under Connections and you'll see the 'Likes and Dislikes' area.



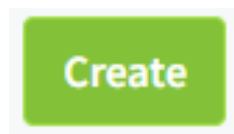
STEP 3

On the right-hand side, enter the like or dislike into the box or select from already used likes within your Community from the drop-down menu..



STEP 4

Click the 'Create' button.



LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A LIKE OR DISLIKE

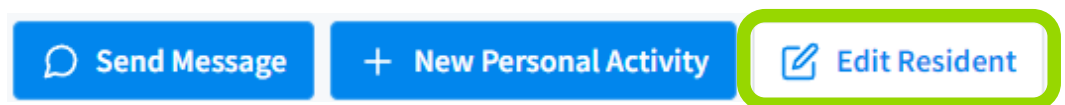
OPTION 2

STEP 1

Click into the Resident profile.

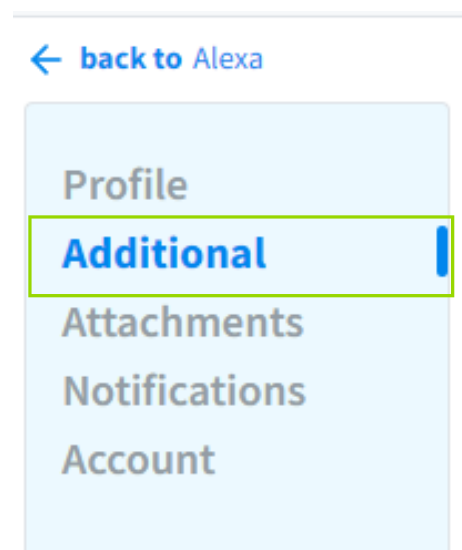
STEP 2

Click on the 'Edit Resident' button on the top right-hand side of your screen.



STEP 3

Click on the 'Additional' tab on the left-hand side of your screen.



LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A LIKE OR DISLIKE

OPTION 2 (CONT'D)

STEP 4

Click in the 'Likes and Dislikes' box to add it in. Type in or choose from the list of your previously created likes or dislikes. Make sure to hit the enter key or select the 'Create' Dropdown to add.

Edit Resident

[← back to Alexa](#)

mm/dd/yyyy

Anniversary

mm/dd/yyyy

Profile

Additional

Attachments

Notifications

Account

Likes

- × chinese food
- × mountain dew
- × Flowers
- × French toast
- × Cards
- × Cake
- × Ball toss
- × Alaska
- × Pottery
- × Catholic
- × Creighton basketball
- × Cupcakes
- × Cooking
- × Gardening
- × Birds
- × Joe exotic
- × Plants
- × Riding bikes
- × Spiritual
- × Pancakes
- × Cars
- × Band

Dislikes

- × Gluten intolerant
- × Cottage cheese
- × Bingo
- × Scary movies
- × Riding bikes
- × Country music
- × Rum cake
- × Soda
- × Peanuts
- × Salad
- × Milk
- × Nut allergy
- × Loud noises
- × Cottage cheese
- × Mustard
- × Bananas
- × Eggs

STEP 5

Click 'Save' at the bottom of the screen.

Save About

Note: When adding a new resident you can follow option 2 as part of creating that resident's profile.

LIKES AND DISLIKES VS. GROUPS

FUNCTIONALITY OF A LIKE



SEARCH LIKES

By searching a specific Like it will filter down to all residents who have that same like on their profile.

Q cards							
<input type="checkbox"/>	NAME	ACTIVITY					filter
<input type="checkbox"/>	Alexa "Alex" Edwards Unit (338)						
<input type="checkbox"/>	Cheryl Smith Unit (212)						
<input type="checkbox"/>	Debbie Nelson Unit (123)						
<input type="checkbox"/>	Ethan Scribner Unit (405)						
<input type="checkbox"/>	John Barnes Unit (157)						
<input type="checkbox"/>	Josh Doe Unit (Not Available)						
<input type="checkbox"/>	Justin Garcia Unit (589)						



COMMON LIKES

From the resident profile, you can click on the button on the right-hand side of the like which shows the number of residents who share the same like. This will take you to the resident list filtered down with those residents only.

Likes	Dislikes	Add a new like	Create
Coffee			
Flowers			3 residents >
French toast			2 residents >
Cards			8 residents >
Cake			4 residents >

LIKES AND DISLIKES VS. GROUPS

GROUPS



WHAT ARE GROUPS?

Groups are made up of Residents and Connections. They can be used for announcement communication and as an additional filter. Examples of groups are Resident Council, Veterans, POA and Volunteers.

Groups	
Card Players	16
Gardening Group	15
Isolation Group	14
bingo	13
Gardening	12
1st Floor	10
Husker Football C...	9
Resident Council	9
Veterans	8
Baseball Lovers	6
Cooking	6
pickleball	6
Bridge Club	5
2nd Floor Residents	5
Bridge	4

LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A GROUP

OPTION 1

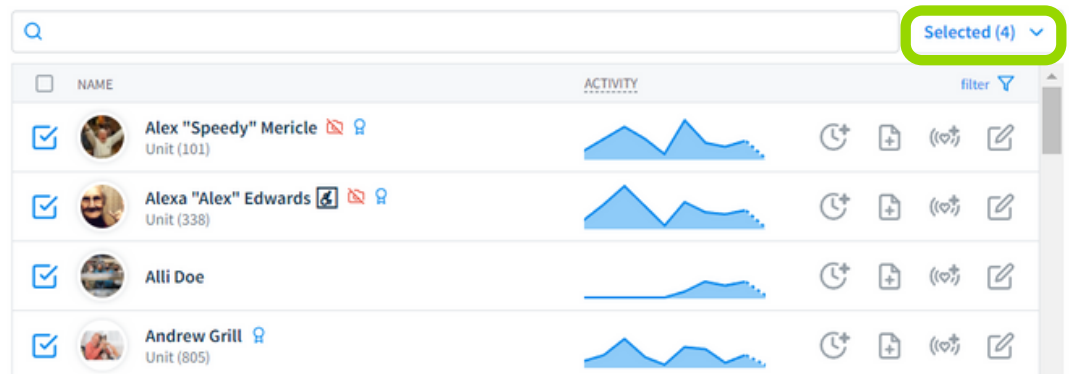
STEP 1

Click on the checkbox to the left of the resident or connection name.



STEP 2

Click on the 'Selected' button on the top right of your screen.



LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A GROUP

OPTION 1 (CONT'D)

STEP 3

Choose 'Add to Group'.

The screenshot shows a table of residents with columns for NAME, ACTIVITY, and a set of action icons. The first two residents, Alex "Speedy" Mericle and Alexa "Alex" Edwards, are selected. A context menu is open over them, showing options: Export CSV (4), Print (4), Add to Group (highlighted with a green box), Send Welcome Email, and Send Reset Password.

NAME	ACTIVITY
<input checked="" type="checkbox"/> Alex "Speedy" Mericle Unit (101)	[Activity Graph]
<input checked="" type="checkbox"/> Alexa "Alex" Edwards Unit (338)	[Activity Graph]
<input checked="" type="checkbox"/> Alli Doe	[Activity Graph]
<input checked="" type="checkbox"/> Andrew Grill Unit (805)	[Activity Graph]
<input type="checkbox"/> Anita Lyons Unit (120)	[Activity Graph]

STEP 4

Type in a new group name or select from a previously created group name. If you are creating a new group, type in the name and click 'Create' in the drop down list.

The dialog box is titled "Add 4 Residents to Group(s)". It contains a "Groups to Add" dropdown menu with "cards" selected. Below the dropdown, the option "Create "cards"" is highlighted with a green box. At the bottom right are "Cancel" and "Submit" buttons.

STEP 5

Click 'Submit' to add these residents or connections to the group.

Submit

LIKES AND DISLIKES VS. GROUPS

HOW TO ADD A GROUP

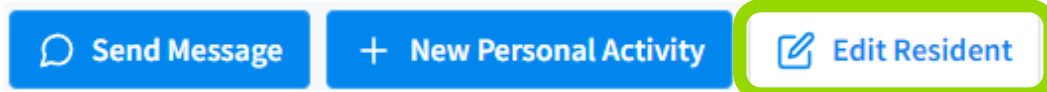
OPTION 2

STEP 1

Click in the Resident profile.

STEP 2

Click on the 'Edit' button on the top right-hand side of your screen.



STEP 3

Click in the 'Groups' box to add it in. Type in or choose from the list of your previously created groups. Make sure to hit the enter key or select the 'Create' dropdown to add similar to likes.

A screenshot of the 'Edit Resident' form. The form has a sidebar on the left with links: Profile, Additional, Attachments, Notifications, and Account. The main content area has a header 'Edit Resident' and a 'back to Alexa' link. Below the header is a profile picture and a 'Change Image' button. The form fields include: First Name (required) with value 'Alexa', Last Name (required) with value 'Edwards', Preferred Name with value 'Alex', Date of Birth (1934, Aug, 9), Gender (Male, Female), Phone ((402) 720-6415), and Community (required) with value 'Assisted Living'. At the bottom, there is a 'Groups' section highlighted with a green border, containing a list of groups: 1st Floor, 1st Floor, 3rd Floor, 5th Floor Residents, 7th Floor, Baseball Lovers, Bridge, Bridge Club, Card Players, Cooking, Craft Group, Gardening, Gardening Group, Husker Football Club, Party Planning, Resident Council, Soccer Lovers, Veterans, and Veterans. At the bottom of the form are buttons for 'On Leave', 'Deactivate', and 'Save Profile'.

LIKES AND DISLIKES VS. GROUPS

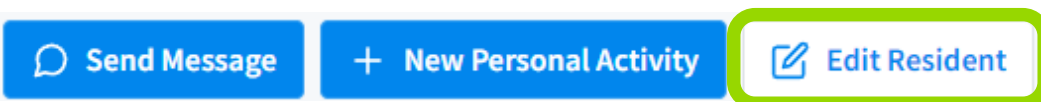
HOW TO REMOVE A GROUP

STEP 1

Locate and click into the Resident you need to remove from the group.

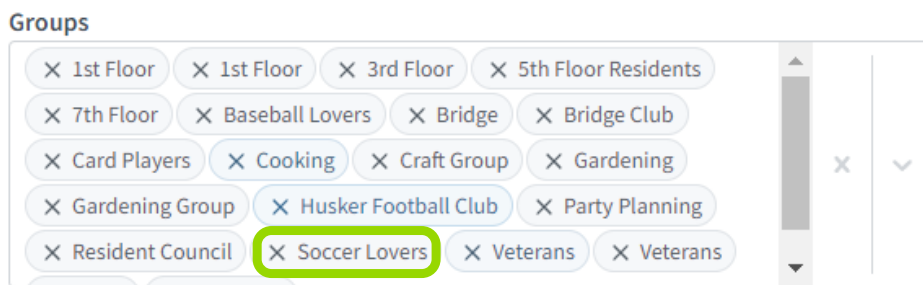
STEP 2

Click the 'Edit Resident' button on the top right-hand side of your screen.



STEP 3

In the 'Groups' box, click on the 'x' to the left of the group name to remove from the list of groups.



STEP 4

Click 'Save Profile'.



Note: You will need to remove from each person in the group in order to remove the group completely.

LIKES AND DISLIKES VS. GROUPS

FUNCTIONALITY OF A GROUP



FILTER BY GROUPS

Click on the group name on the left-hand side under 'Groups'. You will now only see residents or connections that are in this group.

Resident List

Left Sidebar:

- All Active
- On Leave
- Deactivated
- Groups**
 - Front Porch (10)
 - Gardening Group (10)**
 - 1st Floor (7)
 - Veterans (7)
 - Baseball Lovers (6)
 - Bingo (6)
 - Cooking (5)
 - Gardening (5)
 - Husker Football C... (5)
 - Bridge (4)
 - Bridge Club (4)
 - Resident Council (4)
 - Jackieball (4)
 - 2nd Floor Residents (4)
 - Vaccinated (4)
 - Don't Share Beth... (3)
 - 5th Floor Residents (2)
 - 7th Floor (2)

Main List:

NAME	ACTIVITY	More
Alexa "Alex" Edwards Unit (338)	[Activity Graph]	[Icons]
Andrew "Andy" Grill Unit (205)	[Activity Graph]	[Icons]
Bennet "Benny" Riley Unit (203)	[Activity Graph]	[Icons]
Bethany "Betty" Crain Unit (130)	[Activity Graph]	[Icons]
Betty "Betts" Blue Unit (Not Available)	[Activity Graph]	[Icons]
Bob Freeman Unit (203)	[Activity Graph]	[Icons]
Brad Almquist Unit (Not Available)	[Activity Graph]	[Icons]
Debbie Nelson Unit (123)	[Activity Graph]	[Icons]
Frank Sinatra Unit (74)	[Activity Graph]	[Icons]
Gina Murante Unit (1014)	[Activity Graph]	[Icons]



SEND ANNOUNCEMENT

Send an announcement to only the users associated with this group by selecting the group from the 'send to' options in the new announcement form.

New Announcement

New announcements will be sent to the creator and all users of the selected user types and communities. All replies will be sent to you, the creator.

Communities (required)

X Assisted Living

Send To

Select Recipient Groups

- Responsible Party (11)
- Card Players (10)
- Gardening Group (10)
- LifeLoop Champion (10)
- Shift 1 (9)
- 1st Floor (8)
- Veterans (7)

Announcement (required)

Type your announcement here

Smartphone Preview:

SMS Message Preview
Announcement from (FROM)

LIKES AND DISLIKES VS. GROUPS

CONTINUED LEARNING

➤ ATTEND A LEARNING COURSE

Don't forget about the complimentary Learning Courses available to you and your team. Courses are provided monthly and cover different LifeLoop features that you can register to attend. Emails with the topics and schedules are also sent monthly.

➤ 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://ourlifeloop.com/training/staff>.

➤ FURTHER QUESTIONS?

Reach out to Support@OurLifeLoop.com or your Customer Relationship Specialist.