LIFELOOP FACILITY SETTINGS: LOGO & WEEKLY EMAIL CUSTOMIZATION
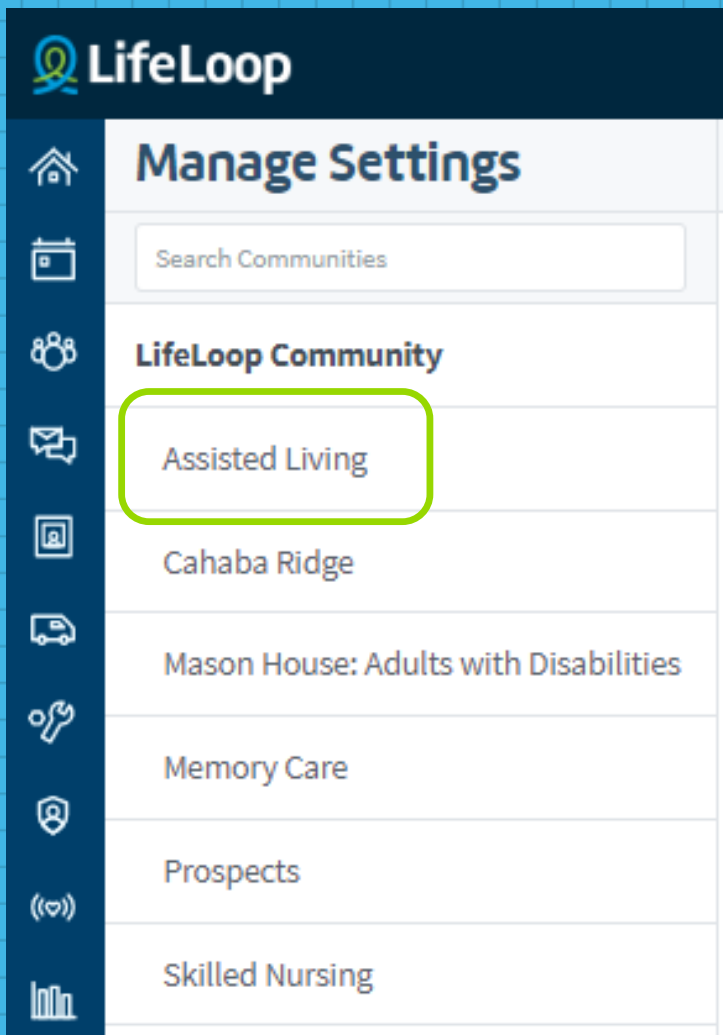
User Instructions

LifeLoop

🔔 ⚙️ ❓ 👤 **Natallia Jorgensen** ⌄

STEP 1: To add a logo to your display, go to the **facility settings** (gear icon on the top right of your screen next to your name).

LifeLoop

Manage Settings

Search Communities

LifeLoop Community

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

STEP 2: Select the facillty that you would like to add a logo to.

Manage Settings

Search Communities

LifeLoop Community

Assisted Living

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Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

About   Weekly Summary

Edit Facility Info

Facility Logo   💾 Add Facility Logo

Phone Number
4029153860

Address 1
11421 Davenport Street
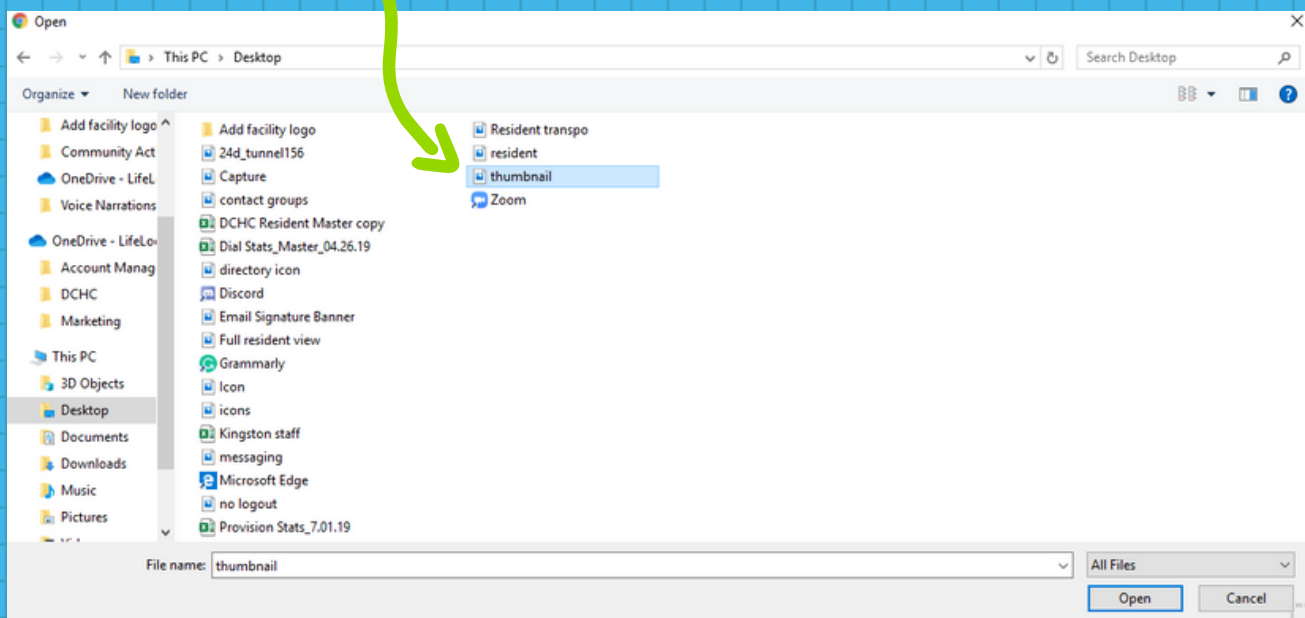
Address 2
Facility Address 2

City
Omaha

State
Nebraska

Zip Code
68154

STEP 3:
Click **Add Facility Logo** and select your desired logo.

Open

← → ↑ 📁 > This PC > Desktop

Organize ▾   New folder

Add facility logo
Community Act
OneDrive - LifeL
Voice Narrations

OneDrive - LifeLo
Account Manag
DCHC
Marketing

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures

Add facility logo
24d_tunnel156
Capture
contact groups
DCHC Resident Master copy
Dial Stats_Master_04.26.19
directory icon
Discord
Email Signature Banner
Full resident view
Grammarly
Icon
icons
Kingston staff
messaging
Microsoft Edge
no logout
Provision Stats_7.01.19

Resident transpo
resident
thumbnail
Zoom

File name: thumbnail   All Files

Open   Cancel

STEP 4: Once you see your logo in the settings, click **Update Facility** and you will be good to go!
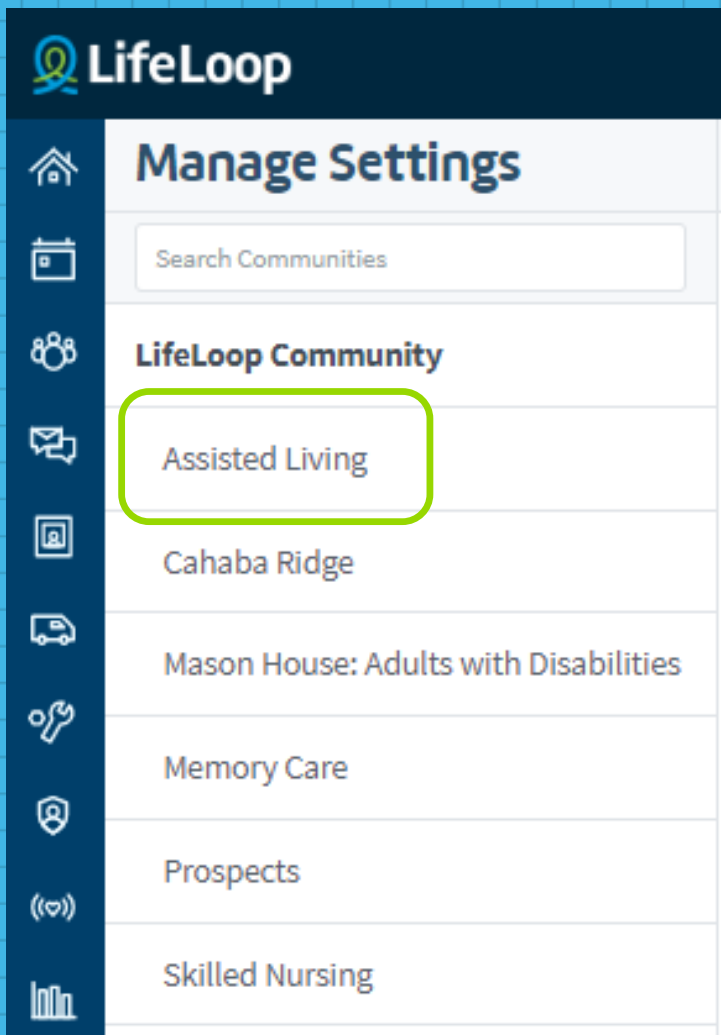
Note: your facility logo will appear in your weekly email as well as on your displays and embedded calendar on your marketing site.

WEEKLY EMAIL CUSTOMIZATON

STEP 1: To customize your weekly email, go to the **facility settings** (gear icon on the top right of your screen next to your name).

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Facility Logo

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Omaha

State
Nebraska

Zip Code
68154

STEP 3: While in your Facility Settings, click on **Weekly Summary.**

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Type your desired message.

STEP 4:
- If you want the message to repeat every week you have the option to select **Locked.**

STEP 5:

Save your customization by selecting **Update Weekly Email.**

Thanks for learning! If you have any additional questions contact us at info@ourlifeloop.com