



LifeLoop Trainings

# Notifications

Connections Portal

Your guide to understanding and managing your LifeLoop notifications.

[lifeloop.com](https://lifeloop.com)

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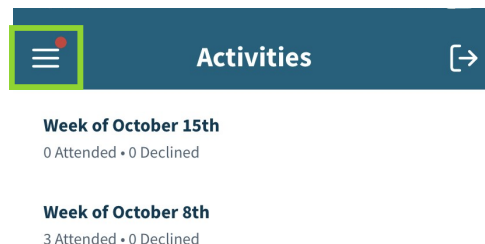


# Managing Notification Preferences

## Mobile App

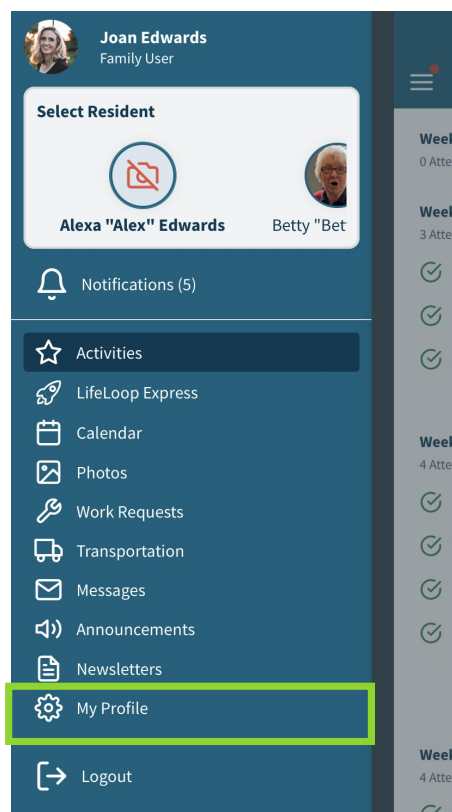
### Step 1

You have the option to choose how you would like to be reminded for different notifications. Select the **hamburger menu** , the three horizontal lines on the top left-hand corner.



### Step 2

Select My Profile from feature menu.



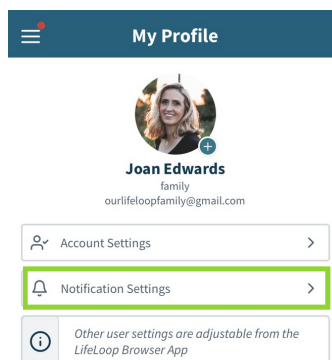


# Managing Notification Preferences

## Mobile App

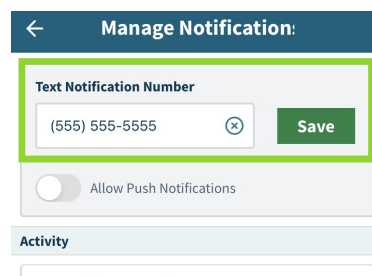
### Step 3

Select Notification Settings.



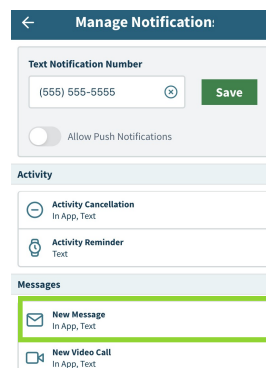
### Step 4

Add your text notification number and select **Save** to receive text notifications.



### Step 5

Here you can set your notification preferences by choosing the specific type of notification you wish to receive.



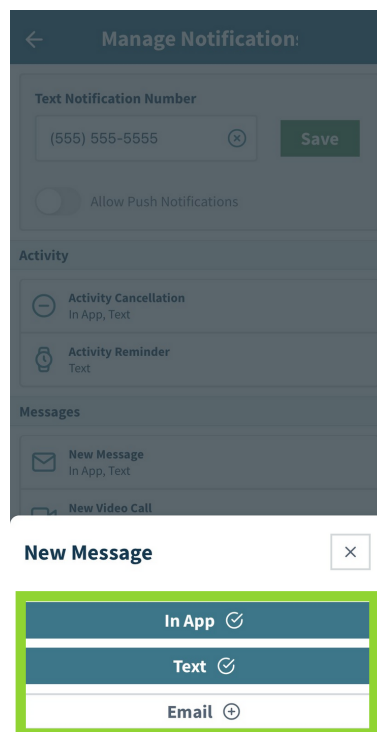


# Managing Notification Preferences

## Mobile App

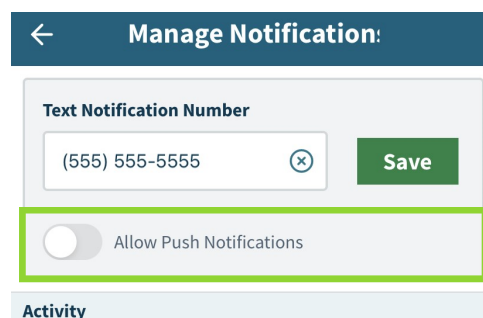
### Step 6

Choose In App, by Text, or by Email.



### Step 7

To enable push notifications on your mobile device, simply toggle the "Allow Push Notifications" option to the on position.



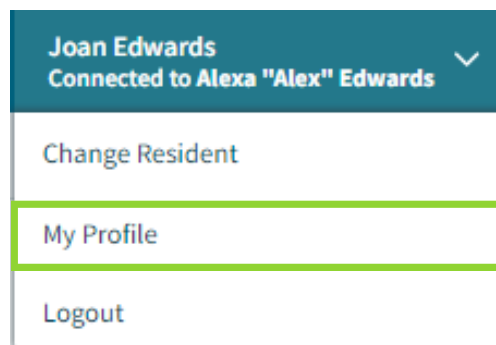


# Managing Notification Preferences

## Web

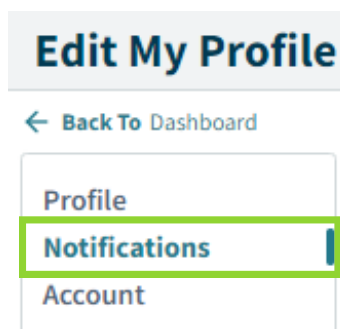
### Step 1

You have the option to choose how you would like to be reminded for different notifications. Click on your name in the top right-hand corner of the screen and select My Profile.



### Step 2

Select Notifications from the menu on the left-hand side of the screen. Here you can set your notification preferences.



### Step 3

Select Save Notifications on the bottom of the page to save your changes.

**Save Notifications**



# Notification Types

## Types

You have the option to select your preferred notification method, whether it be through the app, by text message, and/or email. Add the text phone number in the space provided to receive text message notifications. Simply check the corresponding box(es) for each notification to indicate your preference. Once you have made your selections, click on "Save Notifications" located at the bottom to save your choices.

Text Phone

(555) 555-5555

Notifications

	IN APP	TEXT	EMAIL
Anniversary Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Birthday Reminder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Activity</b>			
↳ Activity - Activity Cancellation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Activity - Activity Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Messages</b>			
↳ Messages - New Announcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Messages - New Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Messages - Newsletter Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Messages - Weekly Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Request</b>			
↳ Work Request - New Comment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
↳ Work Request - Status Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Transportation</b>			
↳ Transportation - New Comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Transportation - Status Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notifications

*Note: To set up push notifications, log into the LifeLoop mobile app and edit notification settings.*



# Notification Descriptions

## **Anniversary Reminder**

Reminder of your loved ones Anniversary.

## **Birthday Reminder**

Reminder of your loved ones birthday.

## **Activity - Activity Reminder**

Reminder 1 hour prior to an activity that you are registered to attend.

## **Activity - Activity Cancellation**

Reminder 1 hour prior that the activity you're registered for has been cancelled.

## **Messages - New Announcement**

The community has sent a new announcement.

## **Messages - New Message**

A new message is in your inbox.

## **Messages - Newsletter Published**

The community has posted a newsletter.

## **Messages - Weekly Summary**

The community has sent a new weekly summary.





## Notification Descriptions

### **\*Work Requests - New Comment**

The community has posted a new comment on your work request.

### **\*Work Requests - Status Change**

There is a status change on your work request.

### **\*Transportation - New Comment**

The community has posted a comment on your transportation request.

### **\*Transportation - Status Change**

There is a status change on your transportation request.

*Note: Notifications notated with an asterisk (\*) are only available at select communities.*



# 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/connection>.

## Further questions?

Reach out to [Support@LifeLoop.com](mailto:Support@LifeLoop.com) or your Customer Success Manager.