

LIFELOOP FACILITY SETTINGS: MAINTENANCE LOCATIONS & CREW MEMBERS

User Instructions

MAINTENANCE LOCATIONS & CREW MEMBERS



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STEP 1:

To manage maintenance locations & crew members, go to the **facility settings** (gear icon on the top right of your screen next to your name).



Manage Settings

LifeLoop Community

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

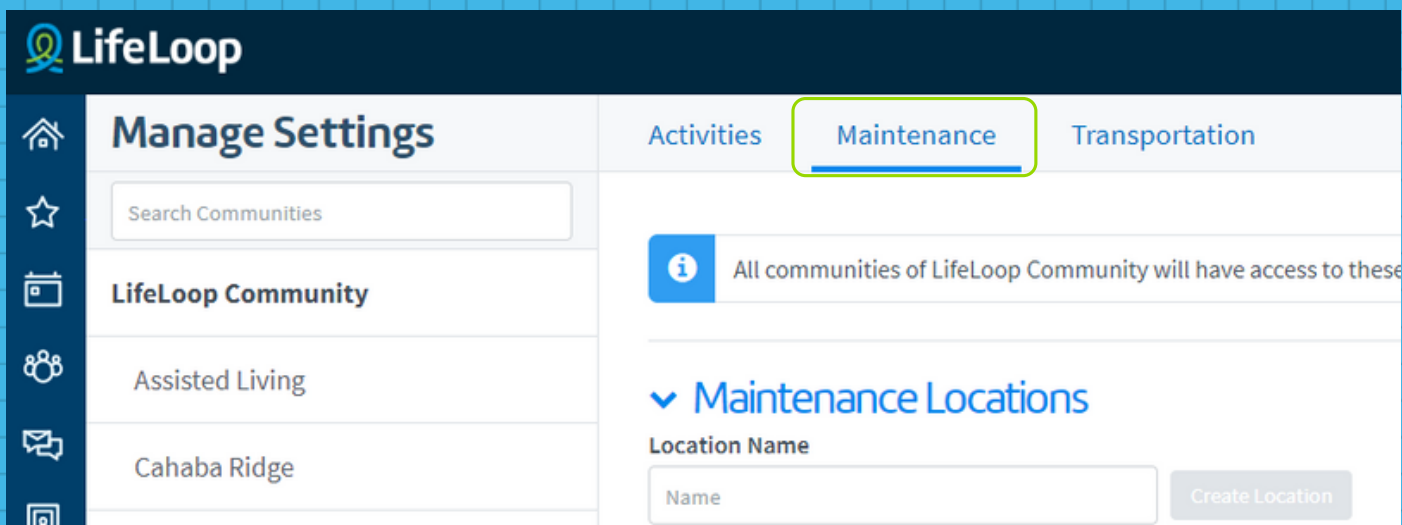
STEP 2:

Select your community in **Bold**



STEP 3:

Select the **Maintenance** tab to edit Locations & Crew Members.

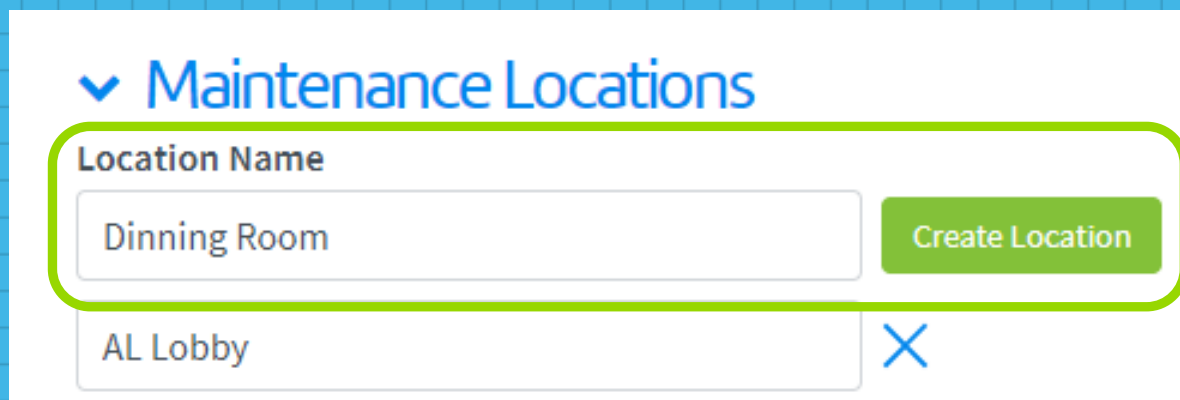


The screenshot shows the LifeLoop web application interface. On the left is a dark blue sidebar with icons for home, star, calendar, group, mail, and a profile icon. The main content area has a top navigation bar with 'Activities', 'Maintenance' (highlighted with a green box), and 'Transportation' tabs. Below the tabs, there's a section for 'LifeLoop Community' with a search bar and a list of communities: 'Assisted Living' and 'Cahaba Ridge'. To the right of the sidebar, there's a blue information box stating 'All communities of LifeLoop Community will have access to these'. Below that, the 'Maintenance Locations' section is expanded, showing a 'Location Name' label and a text input field with the placeholder 'Name'. A 'Create Location' button is visible to the right of the input field.

STEP 4:

Type in the name of your location in the text box and click **Create Location**.

Note: These are community locations or assets. Room numbers will toll over automatically for resident requests.



This is a close-up of the 'Maintenance Locations' section. It features a green-bordered box containing a 'Location Name' label, a text input field with 'Dinning Room' entered, and a green 'Create Location' button. Below this box, there is another input field containing 'AL Lobby' and a blue 'X' icon to its right.

▼ Crew Members

Crew Name

It Seger



Create Crew Member

Joey Carney



Brett Robeson



STEP 5:

To add a Crew Member, scroll down below the location list and type in the staff member you wish to add.

Select the staff member from the drop down list and click **Create Crew Member.**

Note: crew members *must be staff in LifeLoop* and have the *view maintenance* permission to show as a crew member option.



**THANKS FOR LEARNING! IF YOU
HAVE ANY ADDITIONAL
QUESTIONS CONTACT US AT
INFO@OURLIFELOOP.COM**

