



How to create albums and manage the photo library.



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PHOTOS, ALBUMS AND TAGS PERMISSIONS IN DETAIL

### Photos, Albums, and Tags

- View All Photos
- Upload and Categorize Photos
- Download and Delete Photos
- Manage Albums and Tags
- VIEW ALL PHOTOS

  Staff user can view photos in the community photo library and resident's gallery.
- Staff user can upload photos. This user can add photos to custom albums and add tags to photos in the community photo library and resident's gallery.
- Staff user can download and delete photos from the photo library and resident's gallery.
- MANAGE ALBUMS AND TAGS

  Staff user can create custom albums and create tags in the community photo library.



LIFELOOP ALBUMS



### **ALL PHOTOS**

All photos uploaded by residents, staff + connections including activity photos and designer photos.



# **ACTIVITY UPLOADS**

All photos uploaded directly to an activity.



# RESIDENT UPLOADS

All photos uploaded by a Resident user.



### **STAFF UPLOADS**

All photos uploaded by a Staff user.



# CONNECTION UPLOADS

All photos uploaded be a Connection user.



### DESIGNER UPLOADS

All photos uploaded into a Designer project.



**CUSTOM ALBUMS** 



### **ORGANIZE PHOTOS**

Use custom albums to organize your photos for events, meals, and more.



**PETS** 



**OUTDOORS** 



**EVENTS** 



**MEALS** 



CREATE A CUSTOM ALBUM

### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



#### STEP 2

Click on **+ New Album** on the top right-hand side. This will populate the create album form.



### STEP 3

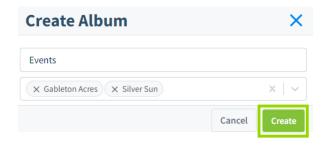
Type in the name of the album in the Album Title field.

### STEP 4

Select which community(s) this photo album will be associated with.

#### STEP 5

Click **Create** on the bottom right-hand side.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create albums.



MANAGE CUSTOM ALBUMS

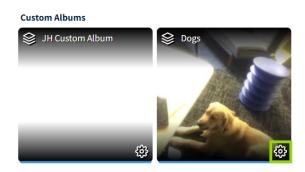
### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



### STEP 2

Locate the Custom Album that you would like to manage and click on the **Sparicon** on the bottom right-hand side of the album cover. This will populate the Edit Album form.



### STEP 3

Edit the album name or communities this album is associated with and click **Save** on the bottom right-hand side.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to manage albums.



ADD A PHOTO TO AN ALBUM

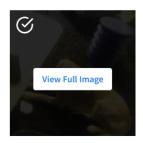
### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



### STEP 2

Locate the photo that you would like to add to an album and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.



### STEP 3

On the left-hand side under Albums, click on **Select Albums**. This will populate a list of all the custom albums. Click on the album(s) you would like to add this photo to.



### STEP 4

Click Save on the bottom of the form.



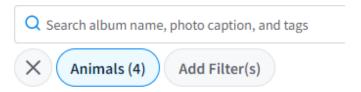
**Note:** Only staff with the "Create and categorize photos" permission will be able to add a Photo to an album.



TAGS FAQS

- ? WHAT ARE TAGS USED FOR?
  Tags are a great way to easily filter and find photos.
- ? WHO CAN CREATE TAGS?
  Only staff users with the "Manage Photo Albums and Tags" permission can create tags.
- ? HOW DO I VIEW ONLY PHOTOS WITH A SPECFIC TAG?

Click on the tag name under the search bar. This will filter all photos to only photos with that tag.



ADD A TAG TO A PHOTO

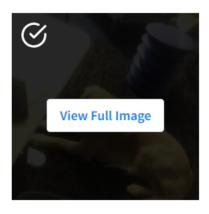
#### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



#### STEP 2

Locate the photo that you would like to add a tag to and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.



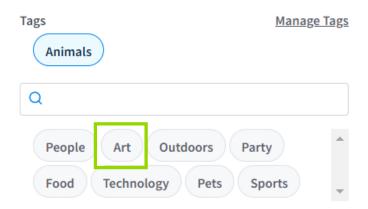
**Note:** Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.



ADD A TAG TO A PHOTO

### STEP 3

On the left-hand side under Tags, select the tag by clicking on **the tag name**.



**Note:** You can filter this list by typing in the name of the tag into the search bar. Tags that have been selected for this photo will appear under Tags in blue.

#### STEP 4

Click Save on the bottom of the form.



**Note:** Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.



CREATE A TAG

### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



#### STEP 2

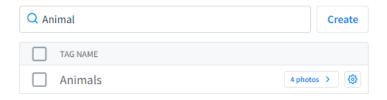
Click on **Manage Tags** on the top right-hand side. This will open the Manage Tags page.



### STEP 3

Type in the name of the tag in the search bar.

**Note:** If a tag is already created with a similar name, you will see this name listed below to prevent duplicate tags.



### STEP 4

Click **Create** on the right-hand side. This will prompt the Create Tag form.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create tags.



CREATE A TAG

### STEP 5

Type in the name of the tag in the blank bar provided.

**Note:** If a tag is already created with a similar name, you will see this name listed under Similar Tags.



### STEP 6

Click Create on the bottom right-hand side.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create tags.



MANAGE TAGS

#### STEP 1

Go to Photo Library in the feature menu on the left-hand side.



### STEP 2

Click on **Manage Tags** on the top right-hand side. This will open the manage tags page.



### STEP 3

Locate the Tag that you would like to manage and click on the so gear icon on the right-hand side of the tag. This will populate the Edit Tags form.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to manage tags.



MANAGE TAGS

### STEP 4

The name of the current tag will appear in the bar. Edit the name of the tag to your desired tag name.

**Note:** If a tag is already created with a similar name, you will see this name listed below under Similar Tags to prevent duplicate tags.



**Note:** A prompt will populate showing the changed name compared to the previous name of the tag prior to saving.

#### STEP 5

Click **Save** on the bottom right-hand side to save the tag name.



**Note:** Only staff with the "Manage photo albums and tags" permission will be able to manage tags.



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provided weekly and cover all LifeLoop features. Emails
with the topics and schedules are sent out monthly for
you to register to attend. Register Here:
<a href="https://ourlifeloop.com/training/staff/lifeloop-university">https://ourlifeloop.com/training/staff/lifeloop-university</a>

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Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <a href="https://ourlifeloop.com/training/staff">https://ourlifeloop.com/training/staff</a>.

### FURTHER QUESTIONS?

Reach out to <u>Support@OurLifeLoop.com</u> or your Customer Relationship Specialist.

