



LifeLoop trainings

Manage settings overview

Settings

How to manage community settings, set locations, and create personal activities.

lifeloo.com

Version 04.24





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Adding a community logo

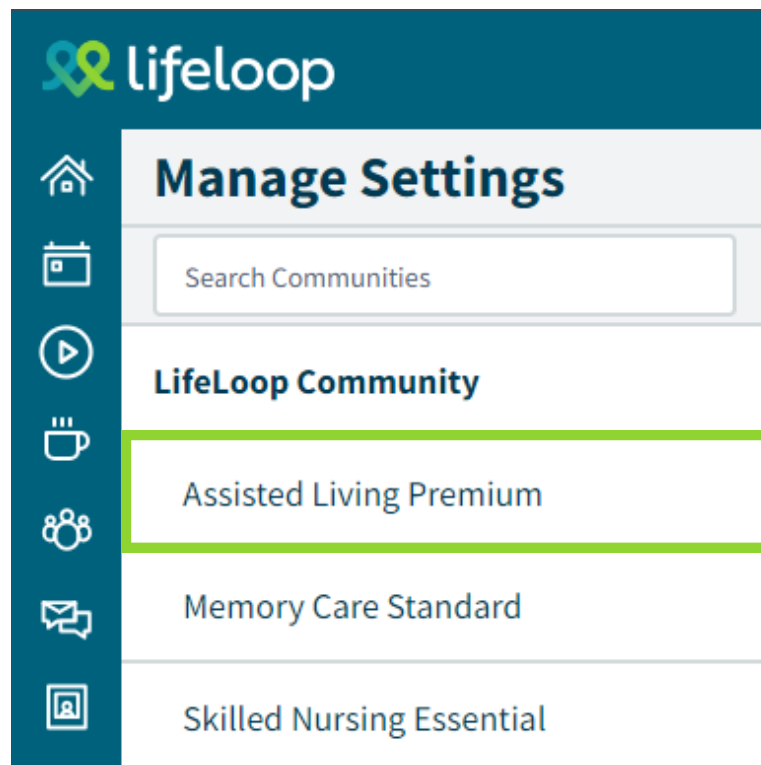
Step 1

To add the community's logo to LifeLoop, go to **manage settings**, the gear icon on the top right-hand corner of the screen.



Step 2

Select the community that the logo will be added to.



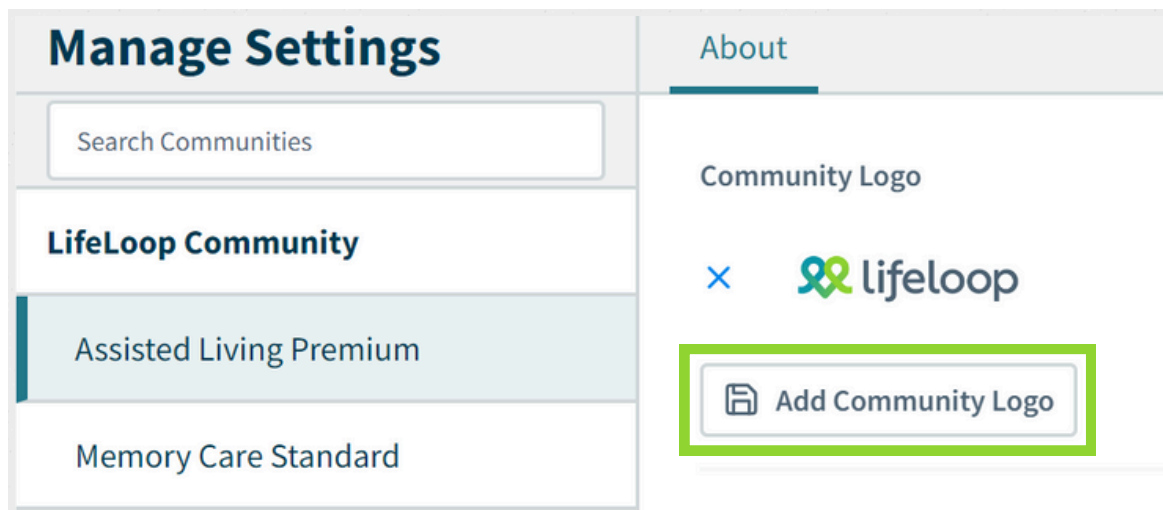
Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Adding a community logo

Step 3

Click add community logo and select the desired logo from the files on your computer.



Step 4

Once the logo appears on the screen, select update community on the bottom right-hand corner of the screen.

Update Community

Note: The community's logo will now appear automatically in weekly summary emails, announcements, and embedded calendars. We recommend a .png file type with a transparent background, and for the logo to be color, not white, for readability.



Community settings

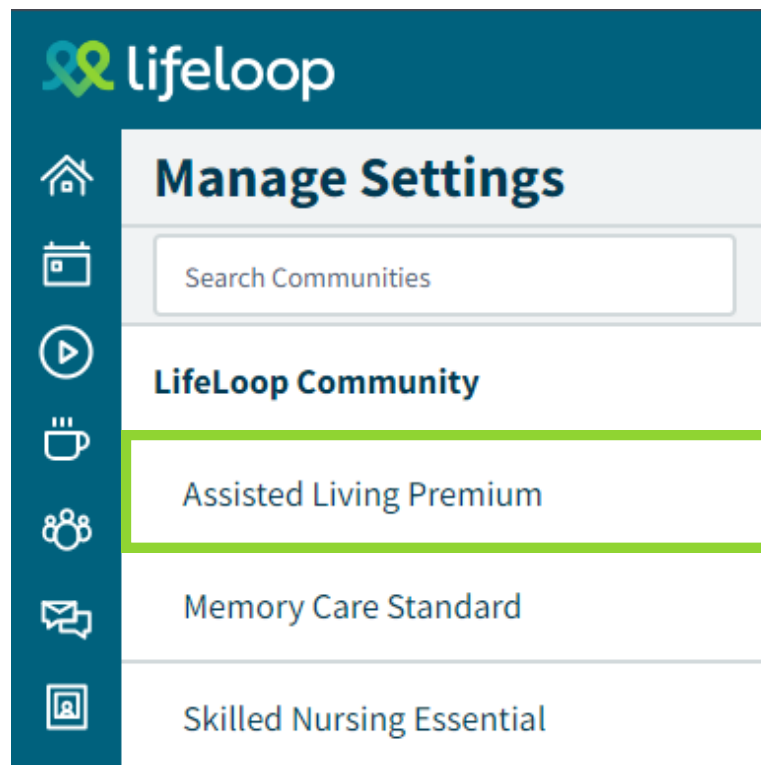
Step 1

To add or change the community's address on LifeLoop, go to **manage settings**, the gear icon on the top right-hand corner of the screen.



Step 2

Select the community that the address will be added or changed for.




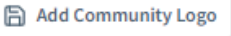
Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Community settings

Step 3

Complete the address information and bed count displayed on the screen.

Manage Settings	About
<input type="text" value="Search Communities"/>	
LifeLoop Community	
Assisted Living Premium	
Memory Care Standard	
Skilled Nursing Essential	
	<div>Community Logo</div> <div> lifeloop</div> <div></div> <div><div>Phone Number</div><div><input type="text" value="402 915 3860"/></div><div>Address 1</div><div><input type="text" value="225 N 115th St"/></div><div>Address 2</div><div><input type="text" value="Community Address 2"/></div><div>City</div><div><input type="text" value="OMAHA"/></div><div>State</div><div><input type="text" value="Nebraska"/></div><div>Zip Code</div><div><input type="text" value="68154"/></div><div>Bed Count</div><div><input type="text" value="34"/></div></div>

Step 4

Select update community on the bottom right-hand corner of the screen.

Update Community



Activity settings

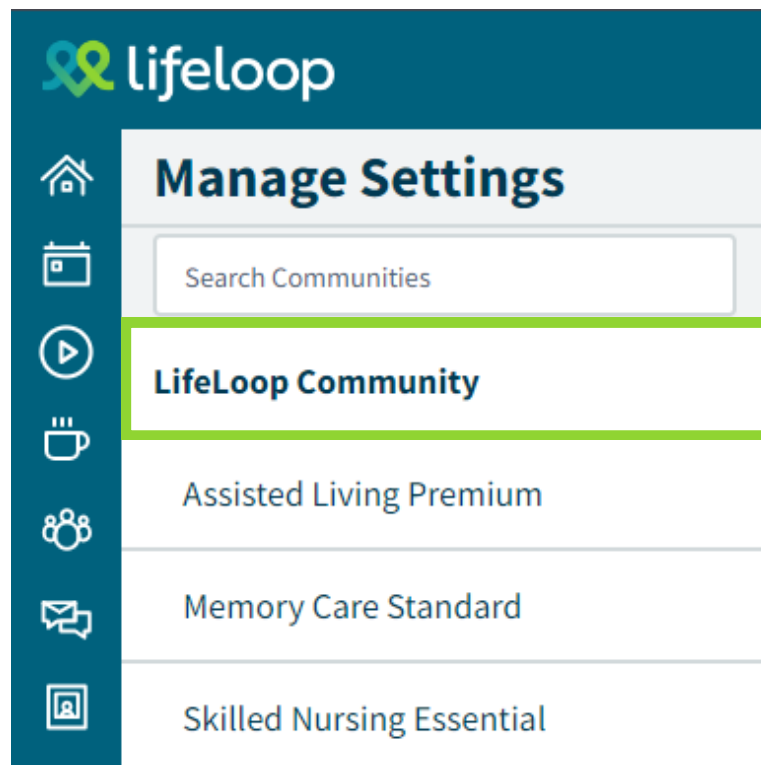
Step 1

To manage activity locations and personal activities, go to **manage settings**, the gear icon in the top right-hand corner of the screen.



Step 2

Select the **bolded** community name.



Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Activity settings

Step 3

To manage activity locations, abbreviations and personal activity names, select **activities** at the top of the screen.

The screenshot shows a horizontal navigation bar with three tabs: 'Activities', 'Work Requests', and 'Transportation'. The 'Activities' tab is highlighted with a green border and a blue underline. Below the navigation bar is a warning box with an exclamation mark icon and the text: 'All communities of LifeLoop Community will have access to these activity settings.'

Step 4

To create a location, type the location abbreviation and location name into the blank spaces at the top of the list, then select **create location** to the right. To remove a location select the **X**.

▼ Locations

Abbreviation	Location Name	
Abbreviation	Name	Create Location
C	Chapel	X
SH	Social Hall	X

Note: Location abbreviations appear on a designer calendar if "show abbreviations after activity name" is selected.



Activity settings

Step 5

Scroll down the page to view personal activity names.

▼ Personal Activity Names

Activity Name

Create Option


One-to-One



Computer



Step 6

Type the name of your personal activity in the blank box, then select create option. To remove a personal activity click the  to the right.

▼ Personal Activity Names

Activity Name

Create Option

One-to-One



Computer



Note: Set personal activities will appear as dropdown options when creating a new personal activity in a resident's profile. Personal activities that are not pre-set and can be added manually when including a new personal activity.



Work request settings

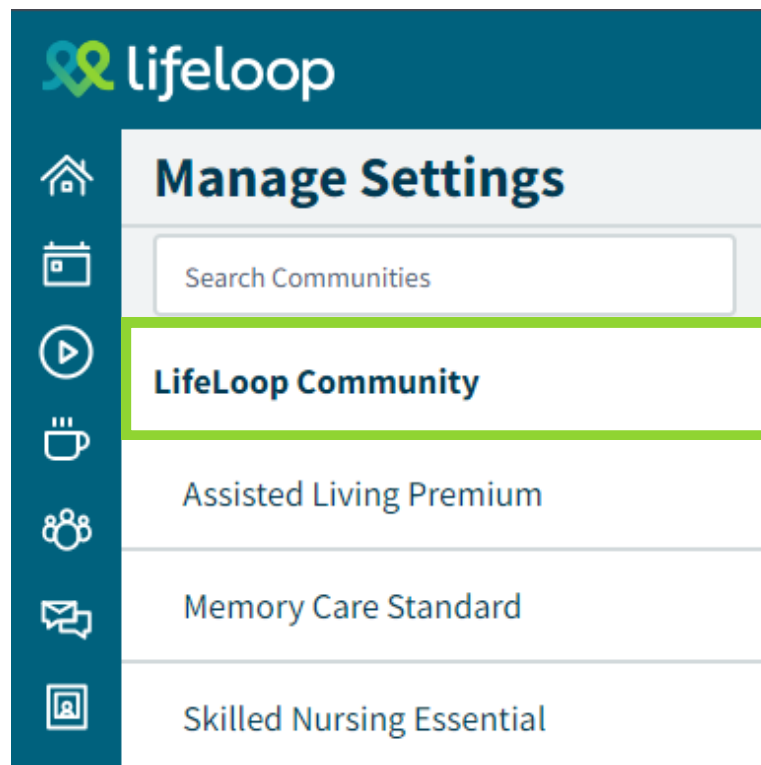
Step 1

To manage work request types and locations, go to **manage settings**, the gear icon on the top right-hand corner of the screen.



Step 2

Select the **bolded** community name.



Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.




Work request settings

Step 3





To edit types and locations, select work requests at the top of the screen.

The screenshot shows a horizontal navigation bar with three tabs: 'Activities', 'Work Requests', and 'Transportation'. The 'Work Requests' tab is highlighted with a green border and a blue underline. Below the navigation bar is a warning box with an exclamation mark icon and the text: 'All communities of LifeLoop Community will have access to these settings.'

Step 4

Enter the type of work request in the text box and select **create type** to the right. To remove a type select the .

The screenshot shows a section titled 'Types' with a dropdown arrow. Below the title is a table with the following rows:

Type Name	
IT	
Billable	
Technology Requests	
Inspection	

Note: Work request types provide a way to categorize work orders on your campus. Filter the work requests view by type or check out the reports tab to see a breakdown of work orders by type.



Work request settings

Step 5

To add a location, scroll down the page to locations. Type the name of a location into the text box and select **create location** to the right. To remove a location select the **X** to the right.

▼ Locations

Location Name

Courtyard	Create Location
AL Lobby	X
Exterior AL	X

Note: Work request locations are community locations or assets that will have work orders assigned to them. Resident room numbers will pull over automatically for resident requests and do not need to be entered as locations.



Assign crew members by adding work request teams to the staff profile.

Note: Assigning crew members must be completed in the staff profile provided in the following steps 6-8.

Step 6

To add a crew member to work request teams they must be added as staff in LifeLoop and have at least the 'view work requests' permission. To do this, select **staff** on the feature menu.



Staff



Work request settings

Step 7

Select and open the staff profile to be added to the work request team.



Step 8

In the staff profile, under 'work request teams', select the team or teams the staff will be assigned to. Then, select **save profile**.

Note: To add a new work request team, please contact LifeLoop Support at support@lifeloop.com.

← Edit Staff

Male Female

Profile
Permissions
Notifications
Account

Phone ⓘ
(xxx) xxx-xxxx

Communities (required)
X Assisted Living Premium X | v

Work Request Teams
X Maintenance X Housekeeping X | v

Groups
Choose group tags | v

Save Profile



Transportation settings

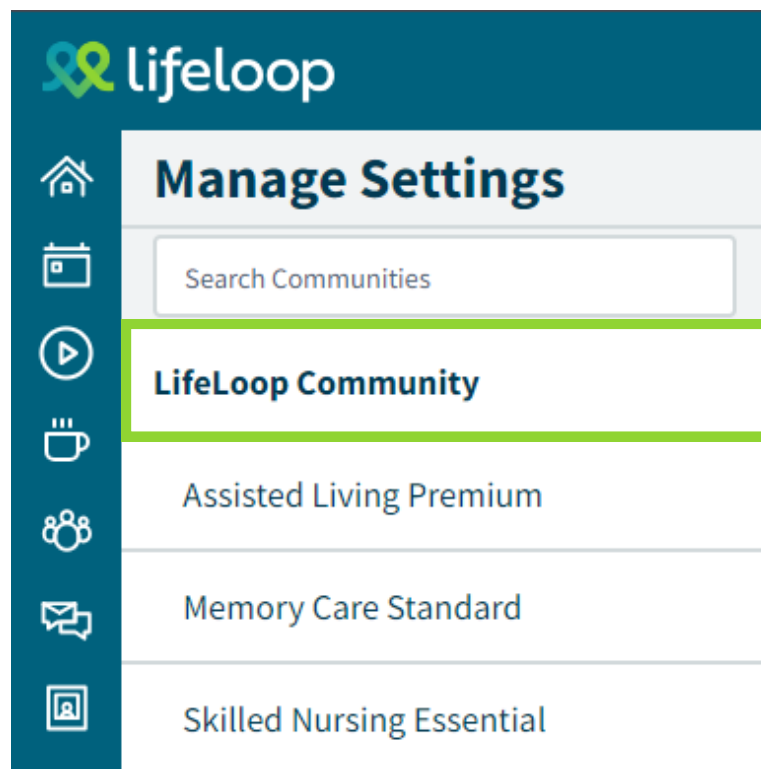
Step 1

To manage transportation hours of operation, types, vehicles, and drivers, go to **manage settings**, the gear icon on the top right-hand corner of the screen.



Step 2

Select the community name in bold.



Note: If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.



Transportation settings

Step 3

Select transportation to edit types and locations.

Activities Work Requests **Transportation**

ⓘ All communities of LifeLoop Community will have access to these settings.

Step 4

To manage the transportation hours of operation, select **manage** on the right-hand side of the screen.

Hours of Operation
Resident and family users will only be permitted to submit requests within your defined hours of operation.

Manage >

Step 5

To set the default hours of operation, select the day of the week.

Default Transportation Hours

SU M T W TH F S ☐ No Availability **OR** Start Time End Time **Apply**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm



Transportation settings

Step 6

If transportation will not be available to request that day, select no availability.

Default Transportation Hours

SU M **T** W TH F S ☒ No Availability OR Start Time End Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm

If transportation will only be available during a specific time that day, enter the start time and end time.

Default Transportation Hours

SU M **T** W TH F S ☐ No Availability OR Start Time End Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm


Step 7

Select apply.



Transportation settings


Step 8

To remove default hours of operation, hover the mouse over the default hours and select the  at the top right-hand corner.

Default Transportation Hours

SU M **T** W TH F S

☒ No Availability OR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
All Day	09:00 am - 04:30 pm	No Availability 	07:30 am - 12:00 pm	All Day	08:00 am - 11:00 am	08:00 am - 11:00 am
			01:00 pm - 04:00 pm		02:00 pm - 04:00 pm	01:00 pm - 03:00 pm

Note: If default hours are not set, transportation will be marked as available all day.

Step 9

To create special dates, use the calendar to select the date.

◀ May 2024 ▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR

09:00 am - 01:00 pm

Note: The special dates schedule will take precedent over any default hours.



Transportation settings

Step 10

If transportation will not be available to request that day, select no availability.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☒ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove

If transportation will only be available during a specific time that day, enter the start time and end time. Select apply.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove

Step 11

To remove special dates, select the date on the calendar then select remove on the far right-hand side.

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Special Dates Sunday May 12th, 2024

☐ No Availability OR Start Time End Time Apply

09:00 am - 01:00 pm Remove



Transportation settings

Step 12

Enter the transportation type in the text box and select **create type**. To remove a type, select the **X** to the right.

Types

Type Name

Library	Create Type
Shopping	X
Billable	X

Note: Transportation types provide a way to categorize trips for the campus. Filter the transportation calendar by type or utilize the reports feature to see a breakdown of trips by type.

Step 13

To add campus vehicles, type the vehicle name in the text box and select **create vehicle**. To remove a vehicle select the **X** to the right.

Vehicles

Vehicle Name

SUV	Create Vehicle
Bus-CDL	X
15-passenger Van	X



Transportation settings

Step 14

To add a driver, select the staff member from the drop down list and select **create driver**. To remove a driver select the **X** to the right.

▼ Drivers

Driver Name

Bob Baker	▼	Create Driver
Joey Carney	▼	X
Natallia Vittetoe	▼	X

Note: Drivers must be staff in LifeLoop with the view transportation permission to show as a driver option.



FAQs

What is bed count used for?

Bed count is utilized for reporting purposes and within the Insights feature.

Can work request teams be changed?

Reach out to support@lifeloop.com to make any changes to the work request teams for the community.

What are default transportation hours?

Default transportation hours are used to set the daily hours of transportation for the community.

What are special dates?

Special dates are used to set hours outside the regular default schedule. Additionally, this can be used to set holiday hours.

Do special dates override default hours?

Yes. The special dates schedule will take precedent over any default hours.

Who can manage hours of operation?

Only staff with the manage settings permission can modify the hours of operation.



Resources

Video QR codes

How to scan QR codes

Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.



Community settings



Activity settings



Work request settings



Transportation settings





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/staff>.

Attend a university course

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.