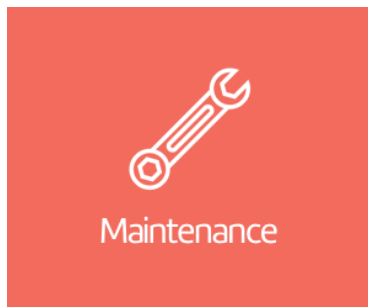


Using LifeLoop

MAINTENANCE



- If your community offers Maintenance within LifeLoop, you will see this icon and have the following functionality:
- Submit a new request & view all requests you have inputted:
 - Select “**New Request**” on the top right of your screen.
 - Fill out what work is requested and a short description. Click “**Submit Request**”.Once Submitted see the request and if it is “Open”, “In Progress” or “Closed”.
- If you would like to cancel your request simply click “*View Details*” and then "cancel request."
- To go back to the main menu – select "*Home*" on the top left of your screen.

Maintenance

Filters (0)

+ New Request

Light bulb out in Kitchen

#MR000360 - Electrical

Ann Edwards (338 - CDHS)

View Details

Assisted Living

Urgency: Medium

Completed

7 days ago

Need a picture hung

#MR000356 - Other

Ann Edwards (338 - CDHS)

View Details

Assisted Living

Urgency: Medium

Open

22 days ago

