STAFF PERMISSIONS BY ROLE
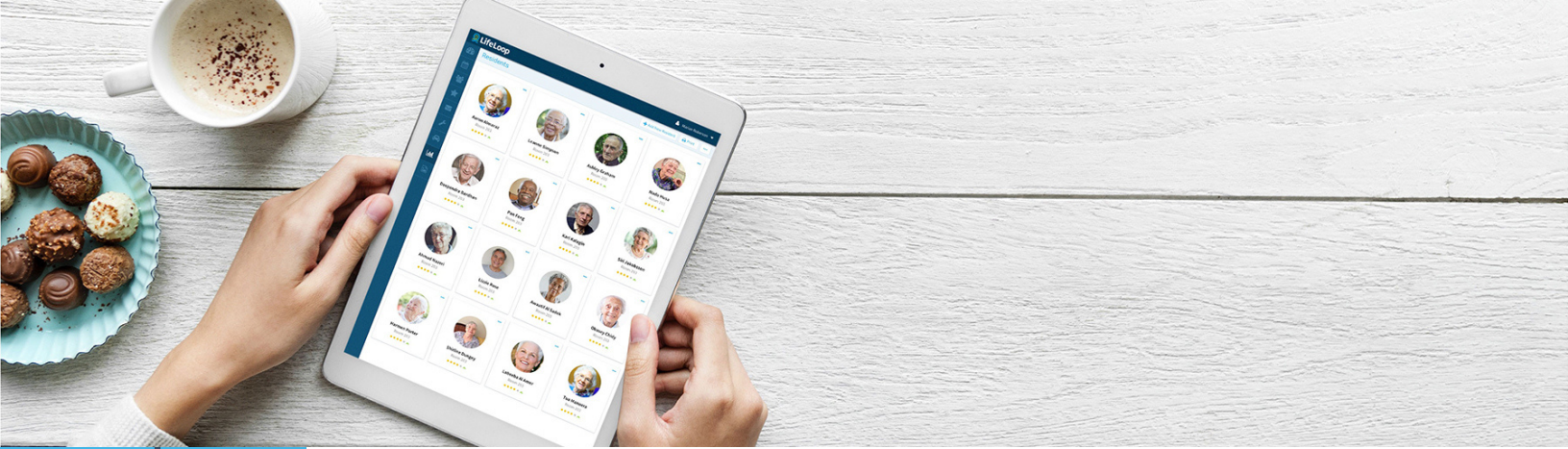
Easily assign applicable permissions to individual staff members based on their position.

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LIFELOOP TRAININGS

STAFF PERMISSIONS BY ROLE
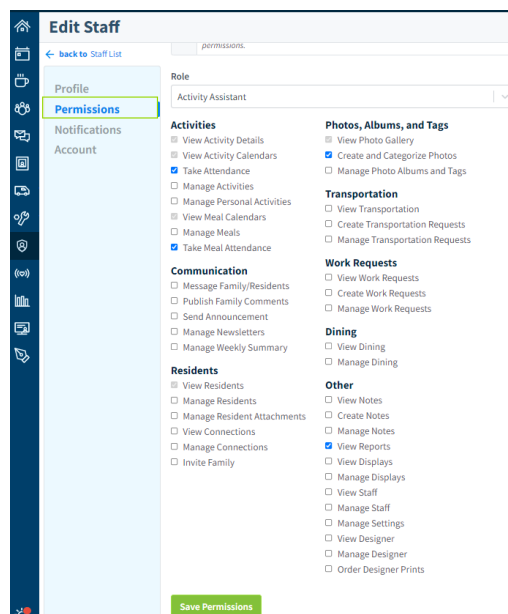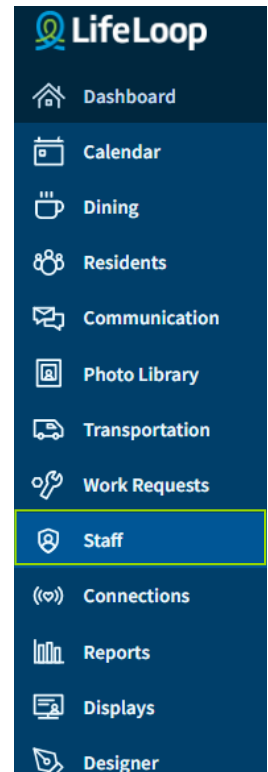## VIEW AND EDIT STAFF PERMISSIONS

STEP 1

LOCATE THE STAFF TAB

If you do not see the **Staff** tab in the sidebar, you may not have permission to view or edit staff members. Contact your community administrator or main LifeLoop user.

STEP 2

VIEW & EDIT STAFF PERMISSIONS

To view or edit staff permissions, simply select that staff member from the **Staff List** and select the **Permissions** tab on the left-hand side. You can assign permissions by selecting a role or individually. Once selected make sure to save.

LifeLoop

- Dashboard
- Calendar
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- Communication
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- Work Requests
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Edit Staff

← back to Staff List

permissions.

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Save Permissions

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► DEFAULT PERMISSIONS

Outlined below are all default permissions for each role in LifeLoop. If you are in the process of onboarding and/or adding a new community, these will need to be assigned for the initial upload of staff into the system. Please input the **keyword** associated with the staff member's desired permissions in the Staff Implementation Spreadsheet provided.

*Note: Further customization of these permissions can be made manually once the site has been setup, and you have logged in with the permission **Manage Staff**.*

► KEYWORD = STAFF ROLE

Activity Assistant = Activity Assistant
Activity Director = Activity Director
Admin = Administrator
Dining = Dining
Director of Nursing = Director of Nursing
Front Desk = Front Desk
Marketing Director= Marketing Director
Med Tech = Med Tech
Transportation = Transportation
Work Request Tech = Maintenance, Housekeeping and other crews

LIFELOOP TRAININGS

STAFF PERMISSIONS BY ROLE

DESCRIPTIONS SUMMARIZED

VIEW

The ability to only view the information, no ability to edit.

CREATE

The ability to create without the ability to manage other's activities or requests, as well as status.

MANAGE

The ability to create, edit, delete, approve, deny and update statuses.

PERMISSION HEIRARCHY

A greyed out checkmark indicates a permission that is selected requires this base permission for it to function. For example: If you can take attendance, the view activities permission would be required and therefore greyed out.

STAFF PERMISSIONS BY ROLE
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ACTIVITY ASSISTANT

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Activity Assistant

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ACTIVITY DIRECTOR

Role

Activity Director

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STAFF PERMISSIONS BY ROLE

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ADMINISTRATOR

Role

Admin

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DINING

Role

Dining

Activities
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STAFF PERMISSIONS BY ROLE
ROLES

DIRECTOR OF NURSING

Role

Director of Nursing ▾

Activities
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FRONT DESK

Role

Front Desk ▾

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MARKETING DIRECTOR

Role

Marketing Director

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WORK REQUEST TECH

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STAFF PERMISSIONS BY ROLE
ROLES

▶ ### CREATE A FAKE STAFF MEMBER

If you would like to see what your staff members will now be able to do and view based on their set permissions, make a fake staff member with a username and password. Mirror your staffs permissions for that user and login with the username and password you created.

▶ ### START WITH DEFAULT PERMISSIONS

Start with the default staff permissions. If you feel someone may need edits to the default permissions, you can go in later and add or remove the assigned permissions on their account.

Note: *If utilizing smart imports, permissions must match the set roles, unless only used for deletions.*

▶ ### NOTIFICATIONS

Every user has notifications tied to their account. Based on permissions, the notifications have default settings. To edit or adjust, the user can do so themselves in the account information or staff members with manage staff permission can do so for them in the notifications section on their staff profile.

LIFELOOP TRAININGS

► 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.

► 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://ourlifeloop.com/training/staff.

► FURTHER QUESTIONS?

Reach out to Support@OurLifeLoop.com or your Customer Relationship Specialist.