

RESIDENT PORTAL

User Instructions

USING LIFELOOP


MAIN MENU

MAIN MENU

Anytime you would like to go back to the main menu, select "Home" on the top left-hand side of your screen.

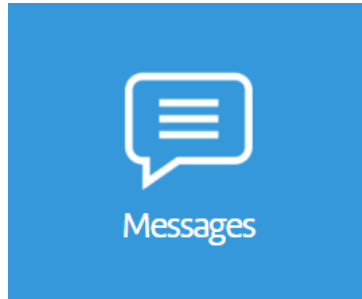


LEARNING COMMUNITY

If you have questions on LifeLoop, the  on the top right-hand corner will take you to the LifeLoop Learning Community. It has frequently asked questions, videos and documents to provide you with a better user experience.

USING LIFELOOP

MESSAGES

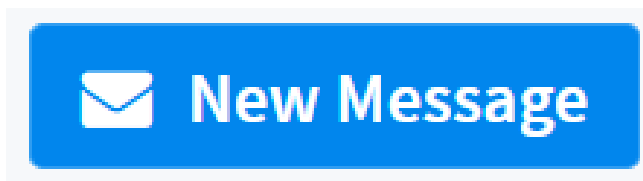


SENDING A NEW MESSAGE

Easily and conveniently send messages to Family or Staff.

STEP 1

Select “New Message” on the top left-hand side.



USING LIFELOOP

MESSAGES

STEP 2

Select the blue arrows on the resident, connection or staff member you would like to message and click "Start Message Thread".

New Message Thread


Residents


Connections


Staff


Search for staff...


Assisted Living


Admin Staff

Beth James
Activity Asst.


Brittany Tran
Admissions


Cait Bell


Caroline Ebers
Transportation

Claire Murnan

SELECTED (3)

Ana Sandoval
Related to Alexa Edwards

Cheri Cordell
Related to Alexa Edwards

Ann Smith

Note: Replies to message threads are seen by all participants.

Cancel

Start Message Thread

USING LIFELOOP

MESSAGES

STEP 3

Type your message in the white text box and hit "Send".


 Ana Sandoval, Ann Smith, Cheri Cordell

Cancel

Confirm

March 9th 2021

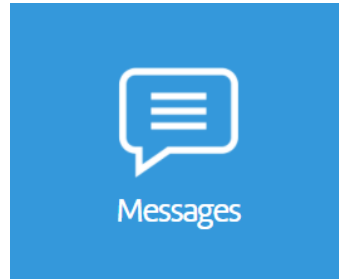
 **Alexa Edwards** 10:24 am
Hello and welcome to LifeLoop.

 Hello!

Send

USING LIFELOOP

MESSAGES



READING AND REPLYING TO A MESSAGE

STEP 1

Click on the person you would like to view in the left panel that displays the list of your current conversations.

STEP 2

To reply, click in the white text box and type. When you are finished, hit send.

