

LifeLoop
Trainings

LIFELOOP FACILITY SETTINGS OVERVIEW

User Instructions

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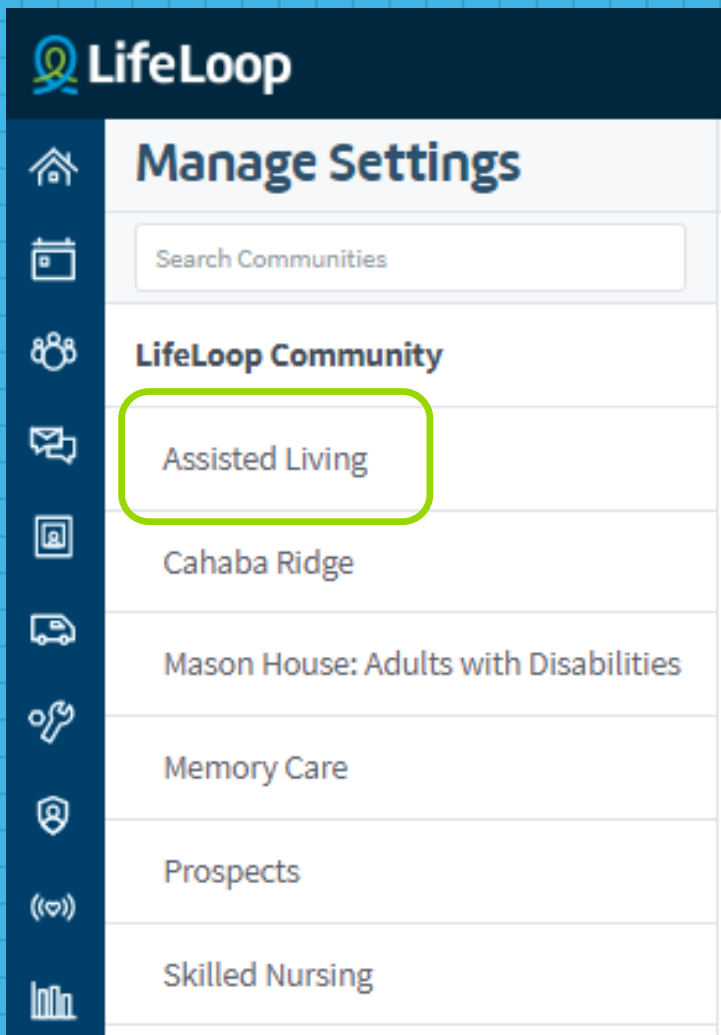


ADDING FACILITY LOGO



STEP 1:

To add your facility logo to LifeLoop, go to the **facility settings** (gear icon on the top right of your screen next to your name).



STEP 2:

Select the facility that you would like to add a logo to.



Manage Settings

Search Communities

LifeLoop Community

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

About

Weekly Summary

Edit Facility Info

Facility Logo

Add Facility Logo

Phone Number

4029153860

Address 1

11421 Davenport Street

Address 2

Facility Address 2

City

Omaha

State

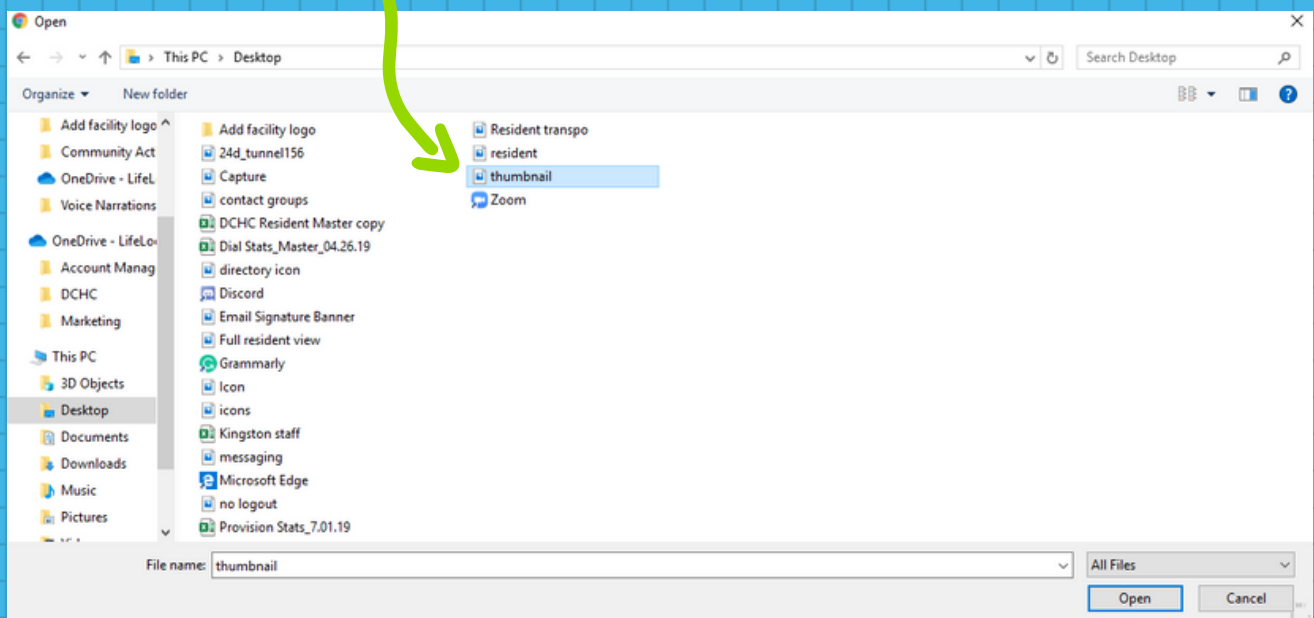
Nebraska

Zip Code

68154

STEP 3:

Click **Add Facility Logo**
and select your desired
logo.



LifeLoop

Assisted Living

Natallia Jorgensen

Manage Settings

About Weekly Summary

Edit Facility Info

Facility Logo

LifeLoop

Add Facility Logo

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4029153860

Address 1

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Address 2

Facility Address 2

City

Omaha

State

Nebraska

Zip Code

68154

Update Facility

STEP 4: Once you see your logo in the settings, click **Update Facility** and you will be good to go!

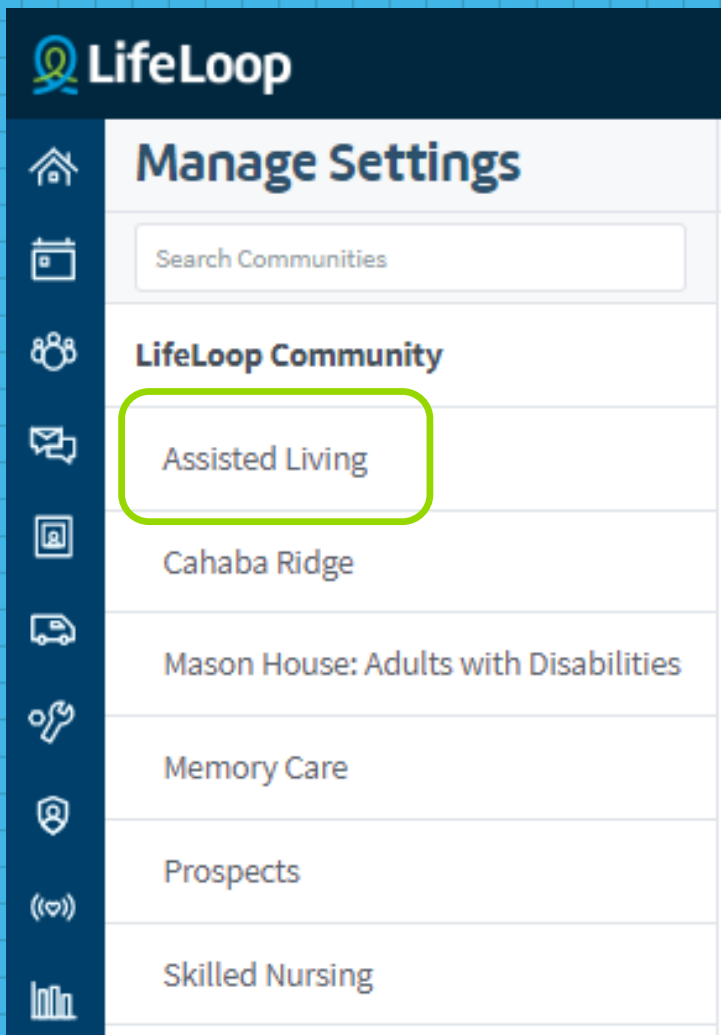
Note: your facility logo will appear in your weekly email as well as on your displays and embedded calendar on your marketing site.

WEEKLY EMAIL CUSTOMIZATION




STEP 1:












To customize your weekly email, go to the **facility settings** (gear icon on the top right of your screen next to your name).



STEP 2:

Select the facility that you would like to add a logo to.





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Edit Facility Info



Facility Logo

Add Facility Logo

Phone Number

4029153860

Address 1

11421 Davenport Street

Address 2

Facility Address 2

City

Omaha

State

Nebraska

Zip Code

68154

STEP 3: While in your Facility Settings, click on **Weekly Summary**.

LifeLoop

Assisted Living

Natallia Jorgensen

Manage Settings

Search Communities

LifeLoop Community

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About Weekly Summary

Weekly Summary Customization

Add custom messaging to the weekly summary emails sent to family members each Friday evening. By default, the message will reset after the emails are sent, unless you check the option to lock it.

Title

Family Appreciation Week!

Body

Happy Friday from LifeLoop! Be sure to RSVP for our Family Appreciation week events by this coming Monday. We can't wait to see you all there!

Locked

Update Weekly Email

Type your desired message.

STEP 4:

- If you want the message to repeat every week you have the option to select **Locked**.

STEP 5:

Save your customization by selecting **Update Weekly Email**.

ACTIVITY LOCATIONS & PERSONAL ACTIVITIES



Natallia Jorgensen



STEP 1:

To manage activity locations & personal activities, go to the **facility settings** (gear icon on the top right of your screen next to your name).



Manage Settings

LifeLoop Community

Assisted Living

Cahaba Ridge

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STEP 2:

Select your community in **Bold**

LifeLoop Assisted Living

Manage Settings

Activities Maintenance Transportation

Search Communities

LifeLoop Community

- Assisted Living
- Cahaba Ridge
- Mason House: Adults with Disabilities
- Memory Care
- Prospects
- Skilled Nursing

Activity Locations

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

Location Name	Abbreviation	
Name	Abbreviation	Create Location
Dining Room	DR	×
Craft Kitchen	CK	×
Chapel	C	×
Basketball Court	BC	×
Theatre Room	TR	×

Under the **Activities** tab, you can now manage Activity Locations and Personal Activity Names

STEP 3:

Activity Locations

Location Name

Abbreviation

Back Yard

BY

Create Location

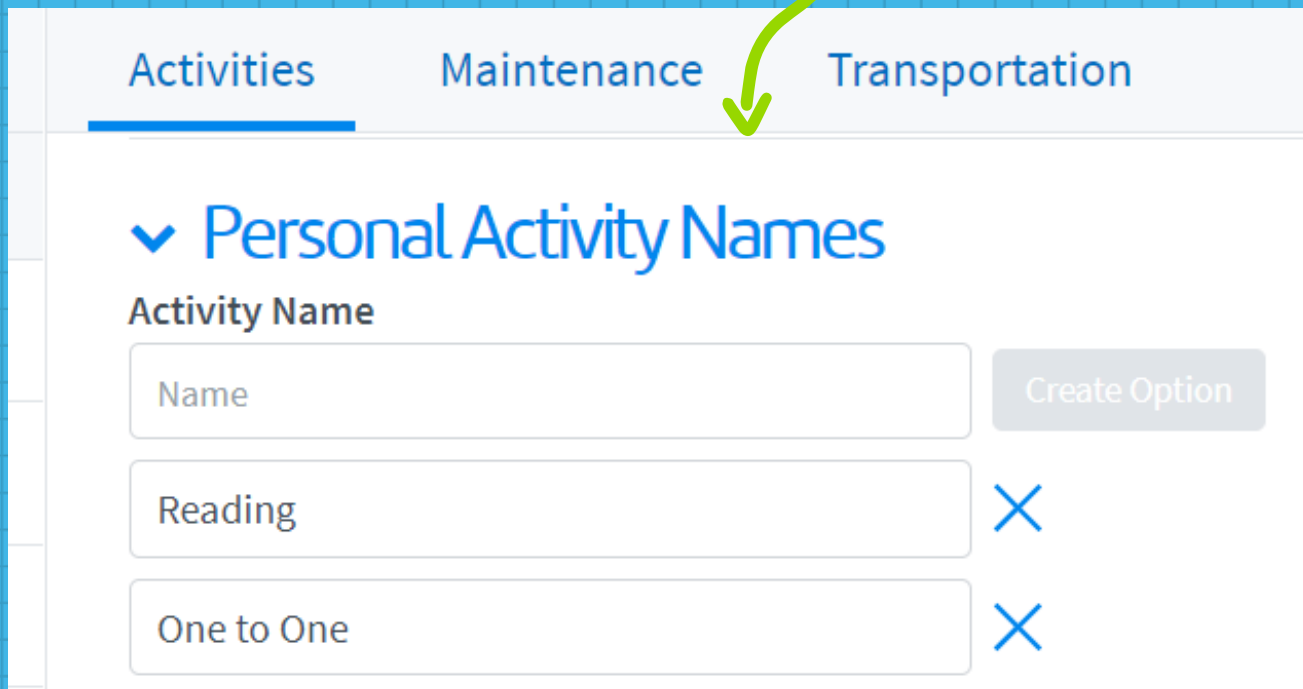
STEP 4:

Type in the name of your Activity Location and an optional abbreviation, then click **Create Location**.

Location Abbreviations appear on Designed Calendar if "add location to events" is selected.

STEP 5:

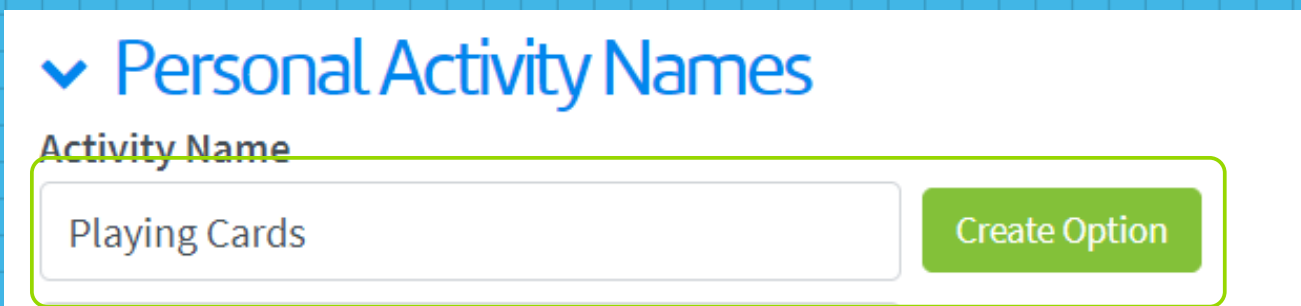
Scroll down the page to view Personal Activity Names.



The screenshot shows a web interface with three tabs: 'Activities', 'Maintenance', and 'Transportation'. The 'Activities' tab is selected and underlined. Below the tabs, there is a section titled 'Personal Activity Names' with a blue downward arrow icon. Under this section, there is a label 'Activity Name' followed by a text input field containing the word 'Name'. To the right of the input field is a grey button labeled 'Create Option'. Below the input field, there are two more rows, each with a text input field and a blue 'X' icon to its right. The first row has 'Reading' in the input field, and the second row has 'One to One' in the input field. A green arrow points from the text 'Scroll down the page to view Personal Activity Names.' to the 'Personal Activity Names' section.

STEP 6: Type in the name of your Personal Activity then select **Create Option**.

These are dropdown options when adding a personal activity - you still have the option to type in an activity that is not pre-set.



This screenshot shows the 'Personal Activity Names' section. The text input field now contains 'Playing Cards'. The 'Create Option' button is now green and highlighted with a green border. The blue 'X' icons are no longer visible.

MAINTENANCE LOCATIONS & CREW MEMBERS



Natallia Jorgensen



STEP 1:

To manage maintenance locations & crew members, go to the **facility settings** (gear icon on the top right of your screen next to your name).



Manage Settings

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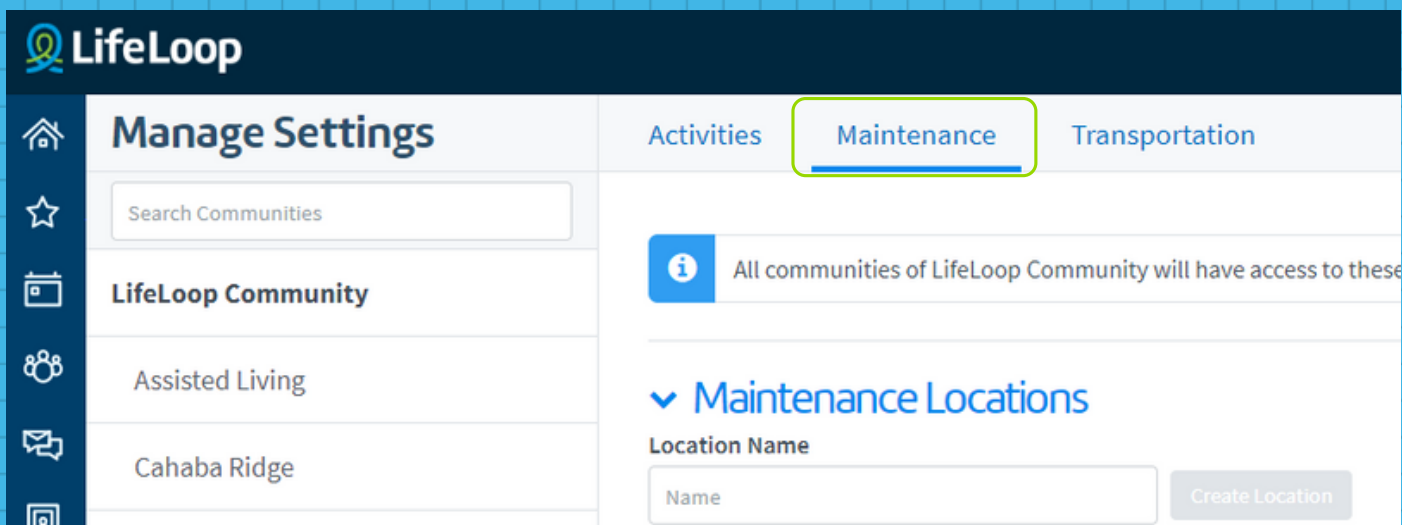
Skilled Nursing

STEP 2:

Select your community in **Bold**

STEP 3:

Select the **Maintenance** tab to edit Locations & Crew Members.

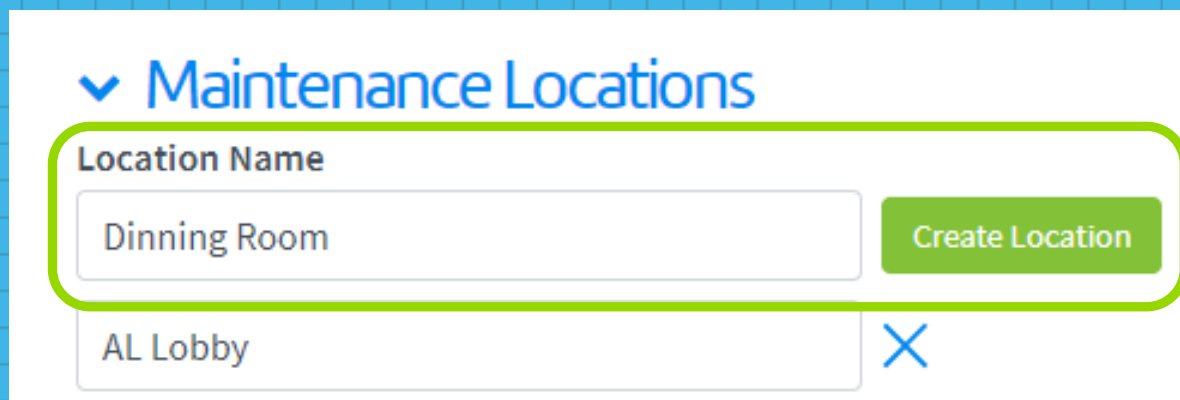


The screenshot shows the LifeLoop web application interface. On the left is a dark blue sidebar with icons for home, star, calendar, group, mail, and a person. The main header is dark blue with the LifeLoop logo. Below the header, there are three tabs: 'Activities', 'Maintenance' (which is highlighted with a green border), and 'Transportation'. Under the 'Maintenance' tab, there is a section titled 'Maintenance Locations' with a dropdown arrow. Below this, there is a 'Location Name' label and a text input field containing the text 'Name'. To the right of the input field is a grey button labeled 'Create Location'. Above the input field, there is a blue information icon and a message: 'All communities of LifeLoop Community will have access to these'.

STEP 4:

Type in the name of your location in the text box and click **Create Location**.

Note: These are community locations or assets. Room numbers will toll over automatically for resident requests.



This is a close-up of the 'Maintenance Locations' section. It features a green border around the 'Location Name' input field and the 'Create Location' button. The input field contains the text 'Dinning Room'. Below the input field, there is a list item 'AL Lobby' with a blue 'X' icon to its right. The 'Create Location' button is green with white text.

▼ Crew Members

Crew Name

It Seger



Create Crew Member

Joey Carney



Brett Robeson



STEP 5:

To add a Crew Member, scroll down below the location list and type in the staff member you wish to add.

Select the staff member from the drop down list and click **Create Crew Member.**

Note: crew members *must be staff in LifeLoop* and have the *view maintenance* permission to show as a crew member option.

TRANSPORTATION VEHICLES & DRIVERS



Natallia Jorgensen



STEP 1:

To manage transportation vehicles & drivers, go to the **facility settings** (gear icon on the top right of your screen next to your name).



Manage Settings

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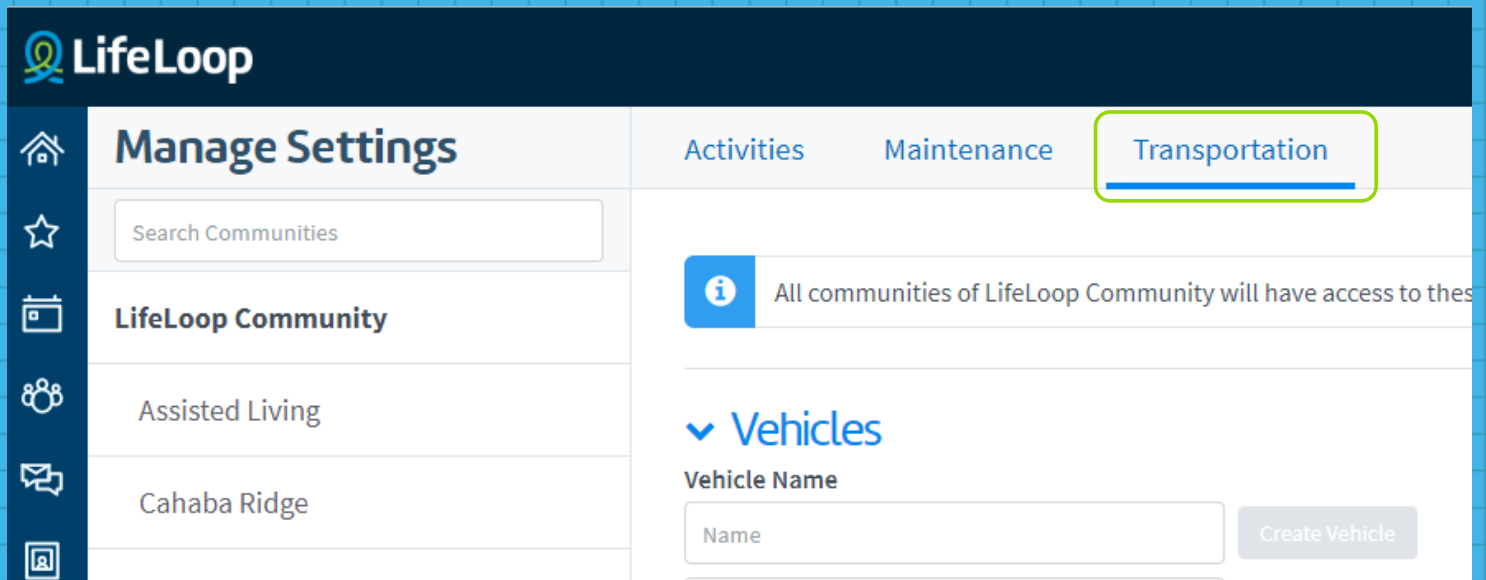
Skilled Nursing

STEP 2:

Select your community in **Bold**

STEP 3:

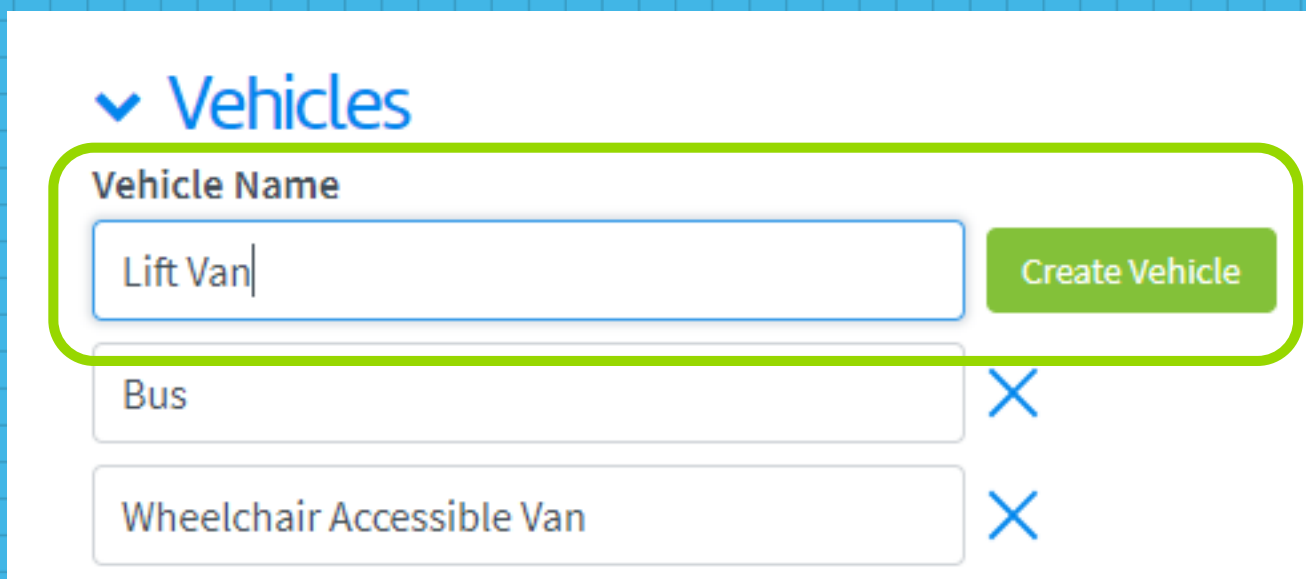
Select the **Transportation** tab to edit Vehicles and Drivers.



The screenshot shows the LifeLoop application interface. On the left is a dark blue sidebar with icons for home, favorites, calendar, people, messages, and a profile. The main content area has a top navigation bar with 'Activities', 'Maintenance', and 'Transportation' tabs, where 'Transportation' is highlighted with a green box. Below the tabs, there's a section titled 'Manage Settings' with a search bar and a list of communities: 'LifeLoop Community', 'Assisted Living', and 'Cahaba Ridge'. To the right of this, there's a blue information box stating 'All communities of LifeLoop Community will have access to these settings'. Below that, a section titled 'Vehicles' is expanded, showing a 'Vehicle Name' label and a text input field containing 'Name'. A green 'Create Vehicle' button is to the right of the input field.

STEP 4:

Type in the name of your vehicle in the text box and click **Create Vehicle**.



This close-up focuses on the 'Vehicles' section. The 'Vehicles' header is expanded. The 'Vehicle Name' label is above a text input field that contains 'Lift Van'. A green 'Create Vehicle' button is positioned to the right of the input field. Below this, two other vehicle types are listed: 'Bus' and 'Wheelchair Accessible Van', each followed by a blue 'X' icon, indicating they are not selected or are invalid.

▼ Drivers

Driver Name

Joey Carney



Create Driver

Brett Robeson



Derek Smith



John Smith



STEP 5:

To add a Driver, scroll down below the vehicle list and type in the staff member you wish to add.

Select the staff member from the drop down list and click **Create Driver**.

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

**THANKS FOR LEARNING! IF YOU
HAVE ANY ADDITIONAL
QUESTIONS CONTACT US AT
INFO@OURLIFELOOP.COM**

