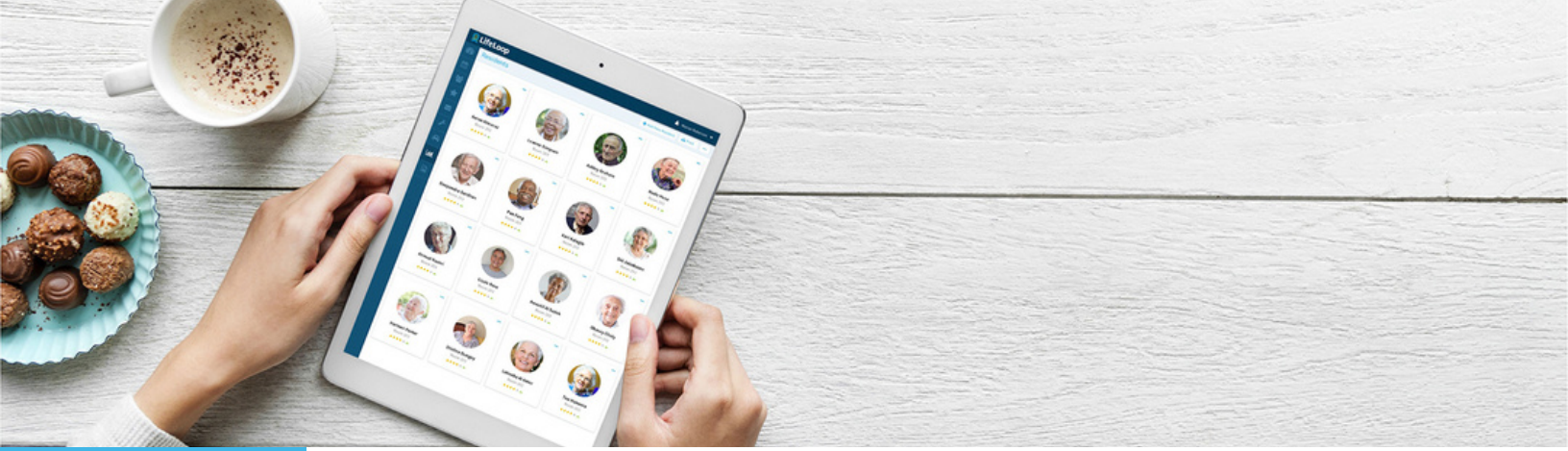


# STAFF NOTIFICATIONS

Understanding LifeLoop  
notifications and how to  
manage them



# INDEX



Notification Types


Managing Notification Preferences

Notification Explanations

# NOTIFICATION TYPES



## IN APP

Receive LifeLoop notifications within the LifeLoop notification bell 



## TEXT MESSAGE

Receive LifeLoop notifications to your mobile device



## EMAIL

Receive LifeLoop notifications to your email inbox

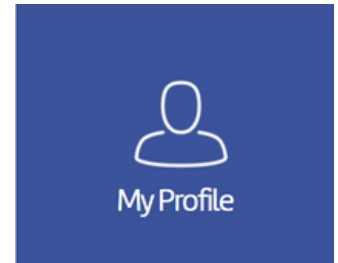
### Notifications

	IN APP	TEXT	EMAIL
Activity Registration Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Messages</b>			
↳ Messages - New Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
↳ Messages - New Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
↳ Messages - Newsletter Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# MANAGING NOTIFICATION PREFERENCES

## STEP 1

Locate your profile in LifeLoop by clicking the my profile Tile.



Profile  
Permissions  
**Notifications**  
Account

## STEP 2

Select the Notifications tab from the profile options on your left.

## STEP 3

If you would like to receive notifications to your mobile phone via text message. Input your cell-phone number in the Text Phone box.

### Text Phone


(xxx) xxx-xxxx

# MANAGING NOTIFICATION PREFERENCES

## STEP 4

For each notification, check the box indicating how you would like to receive it, in app, text or email.

### Notifications



	IN APP	TEXT	EMAIL
Anniversary Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birthday Reminder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Activity Note	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Family Photo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Resident Connection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

## STEP 5

Once you have selected your preferences for each notification, click the green save notifications button at the bottom of your screen.

**Save Notifications**

# NOTIFICATIONS EXPLAINED

## ACTIVITIES & COMMUNICATION

### **ANNIVERSARY REMINDER**

Notifies you of resident anniversary

### **BIRTHDAY REMINDER**

Notifies you of resident birthday.

### **NEW ACTIVITY NOTE**

Notifies you a note has been added to an activity

### **NEW FAMILY PHOTO**

Notifies you that you have been sent a message in LifeLoop.

### **MESSAGE - NEWSLETTER PUBLISHED**

Notifies you that a newsletter has been uploaded to LifeLoop by your community.

# NOTIFICATIONS EXPLAINED

## TRANSPORTATION & MAINTENANCE

### TRANSPORTATION - NEW COMMENT

Notifies you that there is a new comment on one of your scheduled transportation trips.

### TRANSPORTATION - REMINDER

Notifies you approximately 1 hour prior to any scheduled transportation trips have scheduled.

### TRANSPORTATION - STATUS CHANGE

Notifies you of any changes to the status of requested transportation trips (approved, denied, cancelled).

### MAINTENANCE - NEW COMMENT

Notifies you that a comment has been left on a requested maintenance ticket.

### MAINTENANCE - STATUS CHANGE

Notifies you of any changes to the status of requested maintenance tickets (in progress, completed, cancelled)

# THANKS FOR LEARNING!

IF YOU HAVE ANY ADDITIONAL QUESTIONS YOU CAN CONTACT US IN ANY OF THE FOLLOWING WAYS.



## VISIT OUR LEARNING COMMUNITY

<https://ourlifeloop.com/training>

Password: intheloop

or

Clicking the  in LifeLoop



## EMAIL

[support@ourlifeloop.com](mailto:support@ourlifeloop.com)



## PHONE

402-915-3860