LifeLoop

LIFELOOP COMMUNITY SETTINGS OVERVIEW

User Instructions
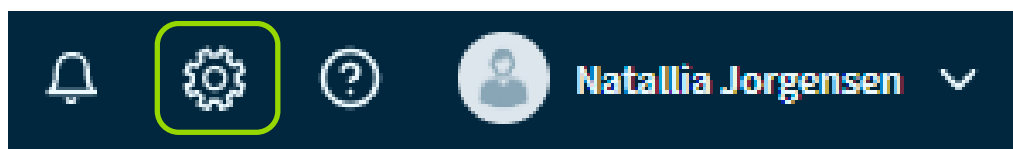
INDEX

LIFELOOP TRAININGS

COMMUNITY SETTINGS OVERVIEW

COMMUNITY INFO: ADDING A LOGO AND ADDRESS

STEP 1

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

STEP 2

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

Note: *If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

COMMUNITY SETTINGS OVERVIEW

COMMUNITY INFO: ADDING A LOGO AND ADDRESS

STEP 3

Click **Add Community Logo** and select your desired logo from the files on your computer.
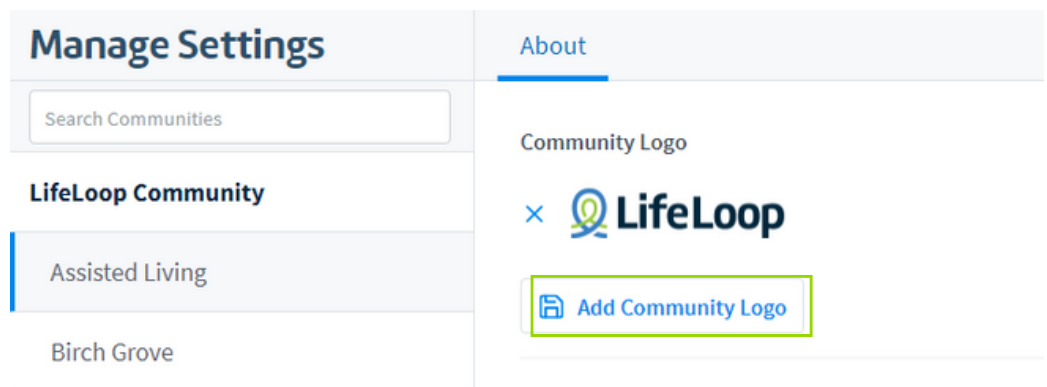
STEP 4

Once you see your logo in the settings, click **Update Community** at the bottom right of your screen and you will be good to go!

Note: Your community logo will now appear automatically in weekly summary emails, announcements, and embedded calendars. We recommend a .png file type with a transparent background and for your logo to be color, not white for readability.

COMMUNITY SETTINGS OVERVIEW

COMMUNITY INFO: ADDING A LOGO AND ADDRESS

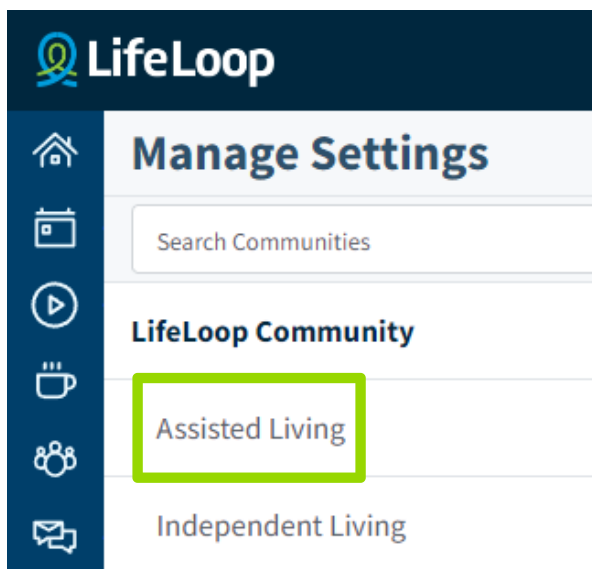### STEP 5

To add or change your community address on LifeLoop, go to **Manage Settings** (gear icon on the top right of your screen next to your name).

STEP 6

Select the community that you would like to add or change the address to.

Note: *If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

3

COMMUNITY INFO: ADDING A LOGO AND ADDRESS

STEP 7

Click **Add Community Logo** and select your desired logo from the files on your computer.

STEP 8

Click **Update Community** at the bottom right of your screen and your address will be updated.

4

ACTIVITIES: LOCATION ABBREVIATIONS & PERSONAL ACTIVITIES

LIFELOOP TRAININGS

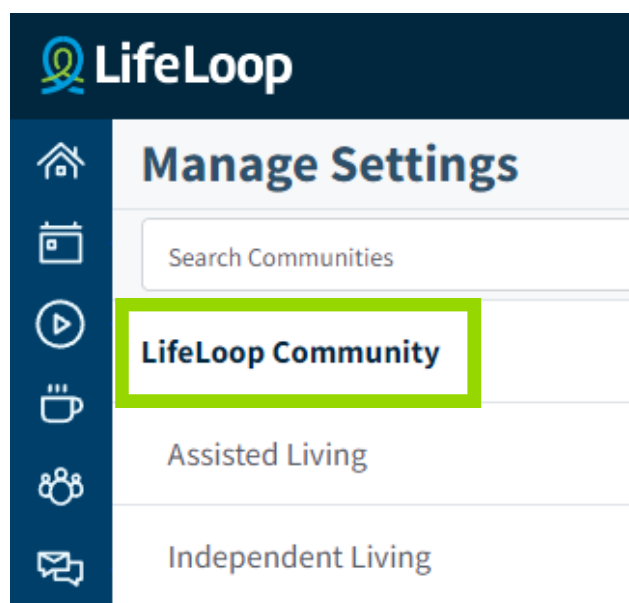### STEP 1

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

STEP 2

Select your campus in **Bold**.

Note: *If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

5

ACTIVITIES: LOCATION ABBREVIATIONS & PERSONAL ACTIVITIES

LIFELOOP TRAININGS

STEP 3

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

Activities	Work Requests	Transportation

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

∨ Locations

Location Name	Abbreviation	
Name	Abbreviation	**Create Location**
Craft Kitchen	CK	✕
Chapel	C	✕
Basketball Court	BC	✕

STEP 4

To create a location, type in the name of your Activity Location and an optional abbreviation, then click the green **Create Location**. To remove a location click the **X**.

∨ Activity Locations

Location Name	Abbreviation	
Back Yard	BY	Create Location

Note: *Location Abbreviations appear on a Designed Calendar if "show abbreviations after activity name" is selected.*

6

ACTIVITIES: LOCATION ABBREVIATIONS & PERSONAL ACTIVITIES

STEP 5

Scroll down the page to view **Personal Activity Names**.

⌄ **Personal Activity Names**

Activity Name

| Name | **Create Option** |

| Reading | ✕ |

| One to One | ✕ |

STEP 6

Type the name of your Personal Activity in the blank box and then select **Create Option**. To remove a personal activity click the **X**.

⌄ **Personal Activity Names**

Activity Name

| Playing Cards | Create Option |

Note: *Your set personal activities will appear as dropdown options when tracking a personal activity on a resident - you still have the option to type in an activity that is not pre-set.*

COMMUNITY SETTINGS OVERVIEW
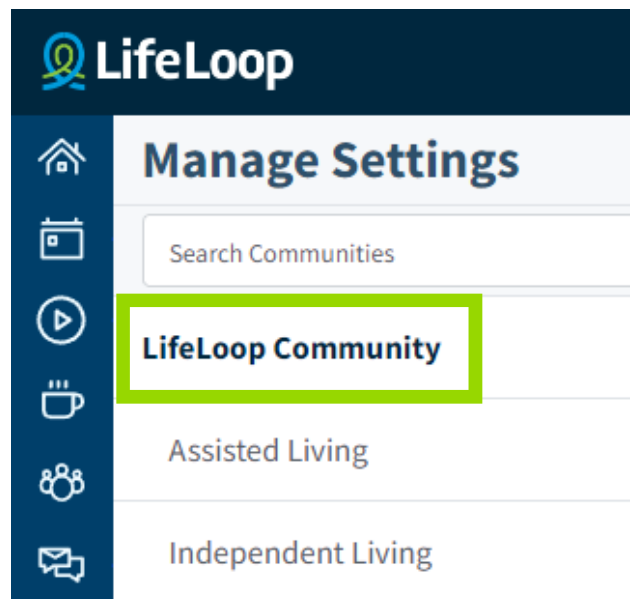
WORK REQUESTS: TYPES, LOCATIONS & CREW
MEMBERS

STEP 1

To manage Work Request types and locations, go to Manage
Settings (gear icon on the top right of your screen next to your
name).

STEP 2
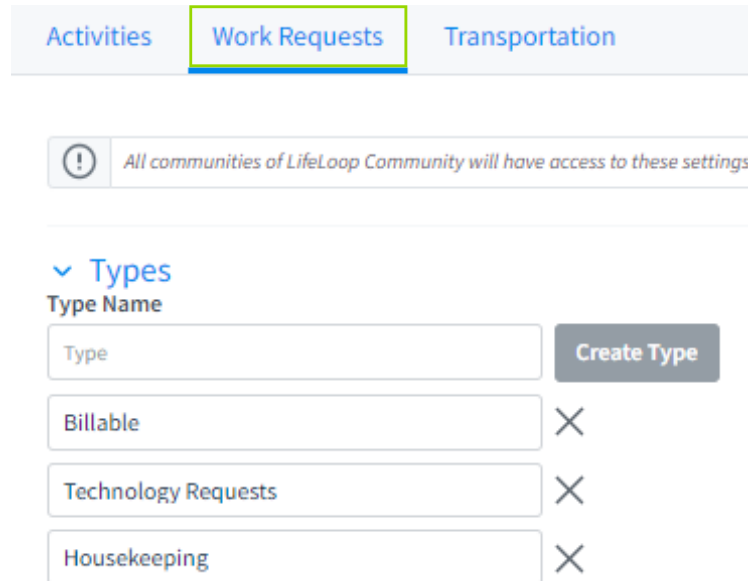
Select your Campus in **Bold**.

Note: *If you do not see the gear icon you may not have the necessary
permissions. Please reach out to the LifeLoop champion in your
community to access manage settings.*

STEP 3
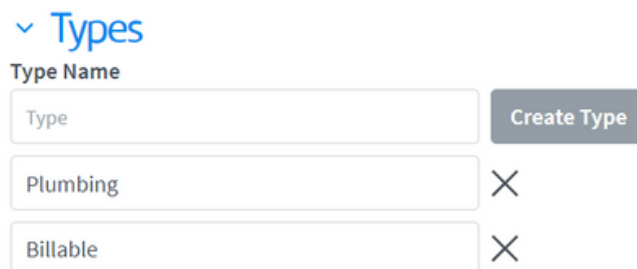
Select the Work Requests tab to edit Types and Locations.

Activities	Work Requests	Transportation

⊘ All communities of LifeLoop Community will have access to these settings

∨ Types

Type Name

Type	Create Type

Billable	✕
Technology Requests	✕
Housekeeping	✕

STEP 4

Enter the type you would like in the text box and select **Create Type.** To remove a type click the **X**.

∨ Types

Type Name

Type	Create Type

Plumbing	✕
Billable	✕

Note: *Work Request types provide a way to categorize work orders on your campus. Filter the work requests view by type or check out the reports tab to see a breakdown of work orders by type.*

LIFELOOP TRAININGS

STEP 5

To add a location, scroll down the page to locations. Type the name of a location in the text box and click **Create Location**. To remove a location click the **X**.

Note: Work Request locations are community locations or assets that will have work orders assigned to them. Resident room numbers will pull over automatically for resident requests and do not need to be entered as locations.
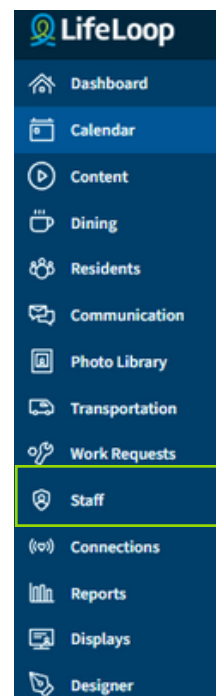
> ⊘ Assign crew members by adding work request teams to the staff profile.

Note: Assigning Crew Members must be completed in the staff profile provided in the following steps 6-9.

STEP 6

To add a Work Requests Crew member they must be staff in LifeLoop and have, at minimum, the View Work Requests permission. Open **Staff** on your Feature Menu.

10

STEP 7

Locate and open the staff profile that you would like to add to your Work Request Team.

STEP 8

In their staff profile, under Work Request Teams, select the Team or Teams they need to be assigned to.

*Note: To add a new **Work Request Team**, please contact LifeLoop Support at support@ourlifeloop.com, or your Customer Relationship Specialist.*

Edit Staff

← back to Staff List

| Profile |
| Permissions |
| Notifications |
| Account |

Gender

| Male | Female |

Phone

(512) 745-4145

Communities (required)

✕ Elk Ridge Village ✕ Gableton Acres ✕ Genspring Welmont Tidings
✕ JH Fountain View Independent Living
✕ Legacy Hillside Skilled Nursing and Rehabilitation Center
✕ Ridgewood Retirement Community
✕ Shadow Creek Retirement Community ✕ Silver Sun

Work Request Teams

Choose teams

Groups

Choose group tags

Save Profile

STEP 9
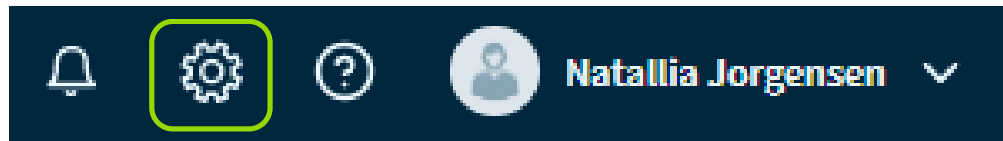
Click "Save Profile".

Save Profile

COMMUNITY SETTINGS OVERVIEW

TRANSPORTATION: TYPES, VEHICLES & DRIVERS

STEP 1

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

STEP 2
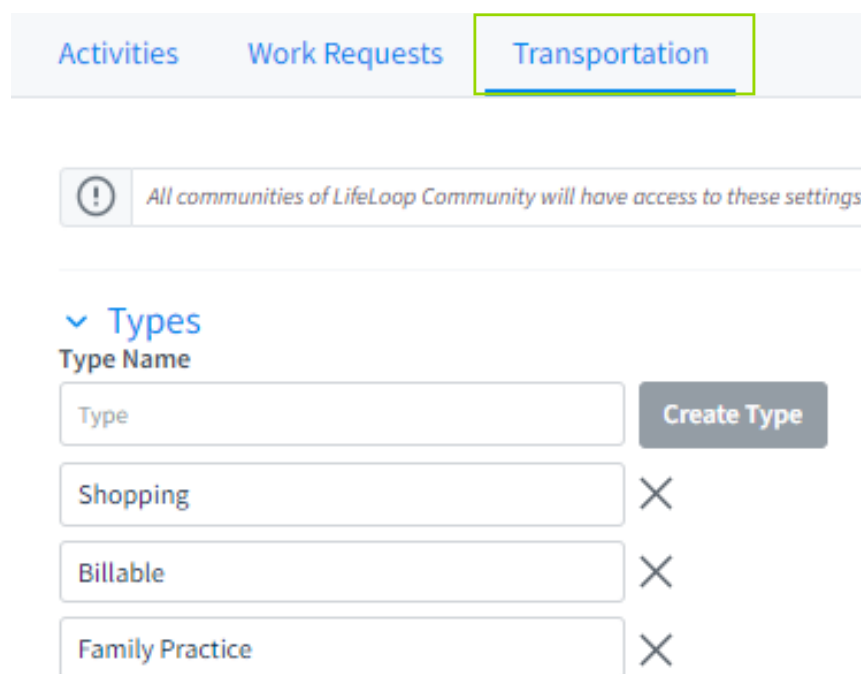
Select your community in **Bold**.

Note: *If you do not see the gear icon you may not have the necessary permissions. Please reach out to the LifeLoop champion in your community to access manage settings.*

12

COMMUNITY SETTINGS OVERVIEW

TRANSPORTATION: TYPES, VEHICLES & DRIVERS

STEP 3

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

Activities	Work Requests	Transportation

(!) All communities of LifeLoop Community will have access to these settings.

˅ Types

Type Name

Type	Create Type

Shopping	✕
Billable	✕
Family Practice	✕

STEP 4

Enter the type you would like in the text box and select **Create Type.** To remove a type, click the **X.**

˅ Types

Type Name

Type	Create Type

Shopping	✕
Billable	✕

Note: *Transportation types provide a way to categorize trips for your campus. Filter the transportation calendar by type or check out the reports tab to see a breakdown of trips by type.*

LIFELOOP TRAININGS

STEP 5

To add campus vehicles, type the vehicle name in the text box and click **Create Vehicle**. To remove a vehicle click the **X**.

⌄ Vehicles

Vehicle Name

Name	Create Vehicle
Bus	✕
15-passenger Van	✕
IL Sedan	✕

STEP 6

To assign a staff member as a driver, scroll down below vehicles and search the staff member you wish to add.

⌄ Drivers

Driver Name

Chelsea Blaser ⌄	Create Driver
Jt Seger ⌄	✕
Joey Carney ⌄	✕

STEP 7

Select the staff member from the drop-down list and click **Create Driver.** To remove a vehicle click the **X.**

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

14

COMMUNITY SETTINGS OVERVIEW
CONTINUED LEARNING

LIFELOOP TRAININGS

▶ ATTEND A UNIVERSITY COURSE

Don't forget about the complimentary LifeLoop University available to you and your team. Courses are provided monthly and cover different LifeLoop features that you can register to attend. Emails with the topics and schedules are also sent monthly.

▶ 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.