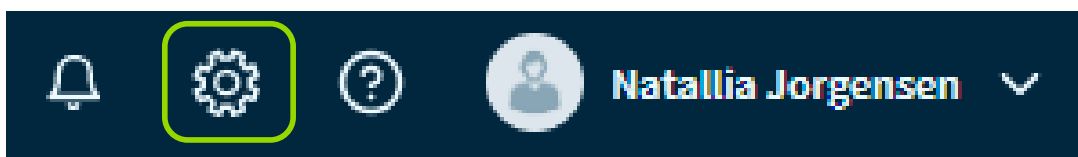


# MAINTENANCE TYPES, LOCATIONS & CREW MEMBERS

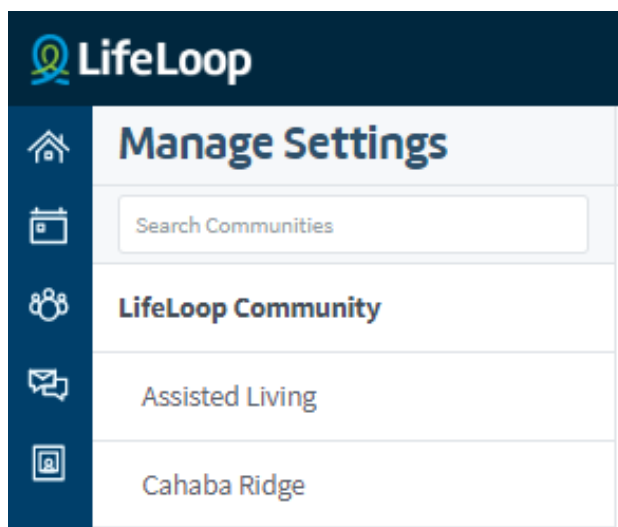
## STEP 1

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



## STEP 2

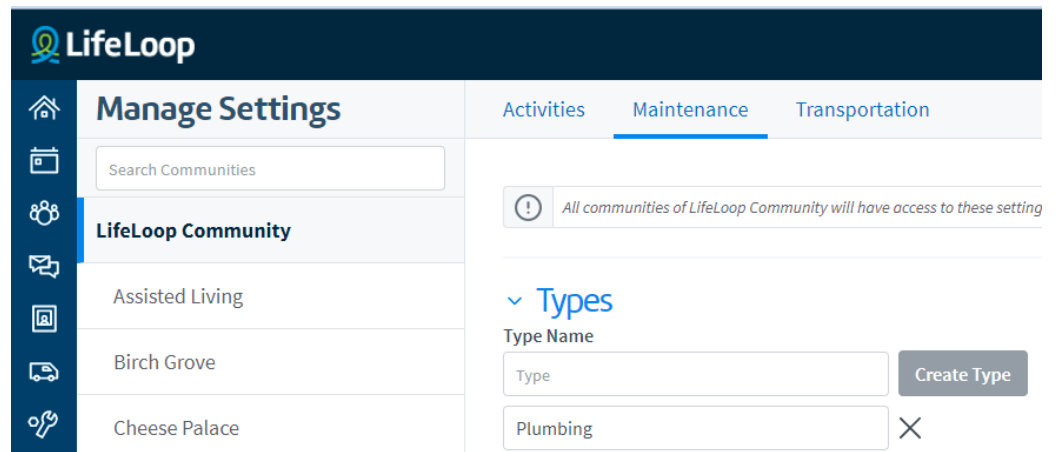
Select your Campus in **Bold**.



*\*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

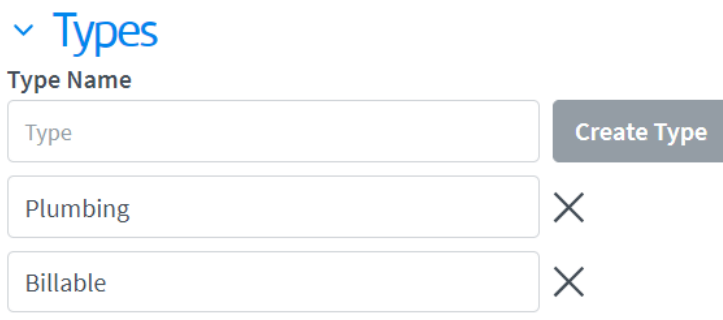
Select the **Maintenance** tab to edit Types, Locations & Crew Members.



The screenshot shows the LifeLoop 'Manage Settings' interface. On the left is a sidebar with icons for home, calendar, community, messages, photo, vehicle, and tools. The main area has tabs for 'Activities', 'Maintenance' (which is selected), and 'Transportation'. Below the tabs is a search bar for 'Search Communities'. A section titled 'LifeLoop Community' lists 'Assisted Living', 'Birch Grove', and 'Cheese Palace'. To the right, a notification states 'All communities of LifeLoop Community will have access to these setting'. Below this is a 'Types' section with a dropdown arrow. It contains a 'Type Name' label, a text input field with 'Type', a 'Create Type' button, and another text input field with 'Plumbing' followed by a close 'X' icon.

### STEP 4

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



This is a close-up of the 'Types' section from the previous screenshot. It shows a dropdown arrow next to the title 'Types'. Below the title is the label 'Type Name'. There are three text input fields: the first contains 'Type', the second contains 'Plumbing', and the third contains 'Billable'. To the right of the first field is a 'Create Type' button. To the right of the second and third fields are close 'X' icons.

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

## 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**.

### ▼ Locations

Location Name

Main Hallway

Create Location

AL Lobby



**Note:** Maintenance locations are community locations or assets that will have work orders assigned to them. Resident room numbers will toll over automatically for resident requests.

## STEP 6

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

## STEP 7

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

### ▼ Crew Members

Crew Name

Caroline Ebers	▼	Create Crew Member
Jt Seger	▼	
Joey Carney	▼	

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