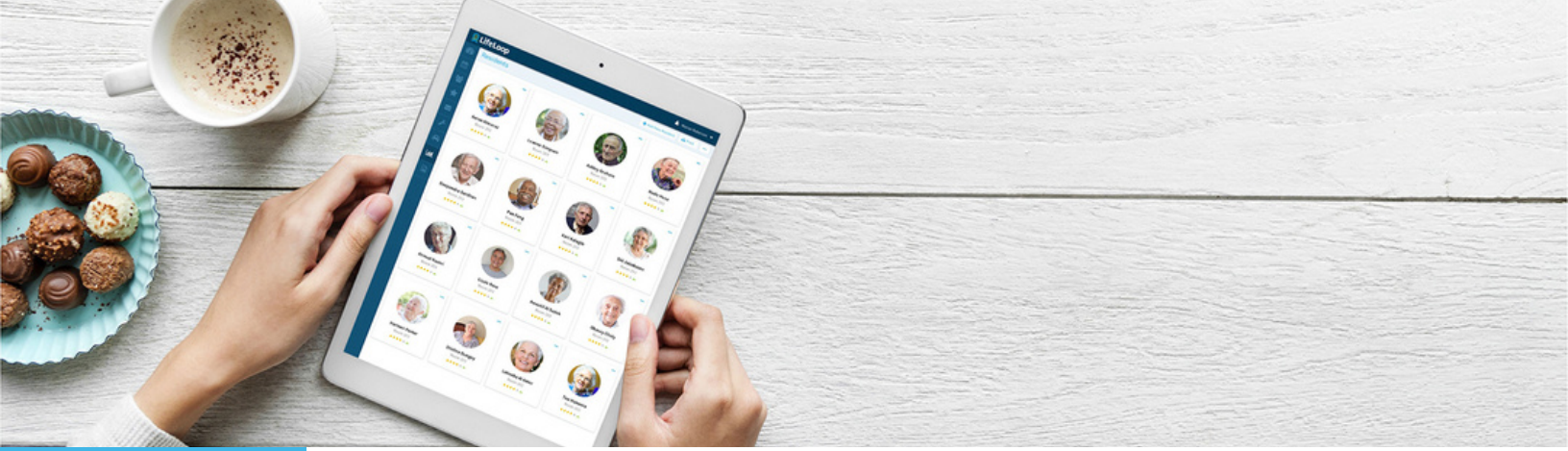


NEWSLETTERS

Communication



INDEX



Section 1 FAQs

Section 2 Creating Newsletters

Section 3 Uploading Newsletters

Section 4 Publishing Newsletters

NEWSLETTERS

FAQS

WHO CAN RECEIVE NEWSLETTERS?

All LifeLoop user types, connections, residents and staff, can receive newsletters. A newsletter can be sent to individual user types or multiple.

WHERE CAN NEWSLETTERS BE RECEIVED ?

Newsletters can only be viewed by logging in to LifeLoop. So all recipients are required to have an account.

CAN I MAKE A NEWSLETTER IN LIFELOOP?

Yes! Newsletters can be created in LifeLoop's Designer Feature.

NEWSLETTERS

FAQS

ONCE I UPLOAD A NEWSLETTER IS IT VIEWABLE TO OTHERS?

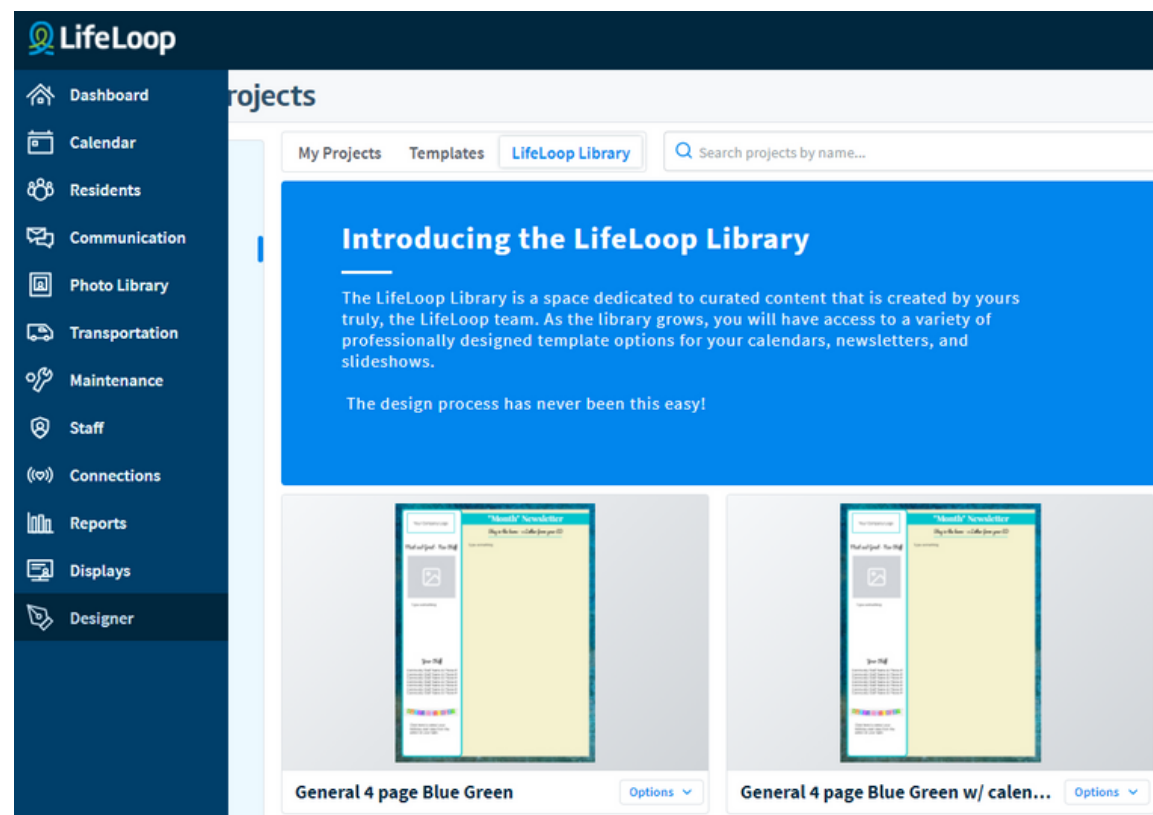
No, after you upload or distribute a newsletter from the Designer to the Communication tab you are still able to edit or delete before Publishing it and making it viewable to others.

NEWSLETTERS

CREATING

WHERE TO MAKE A NEWSLETTER IN LIFELOOP?

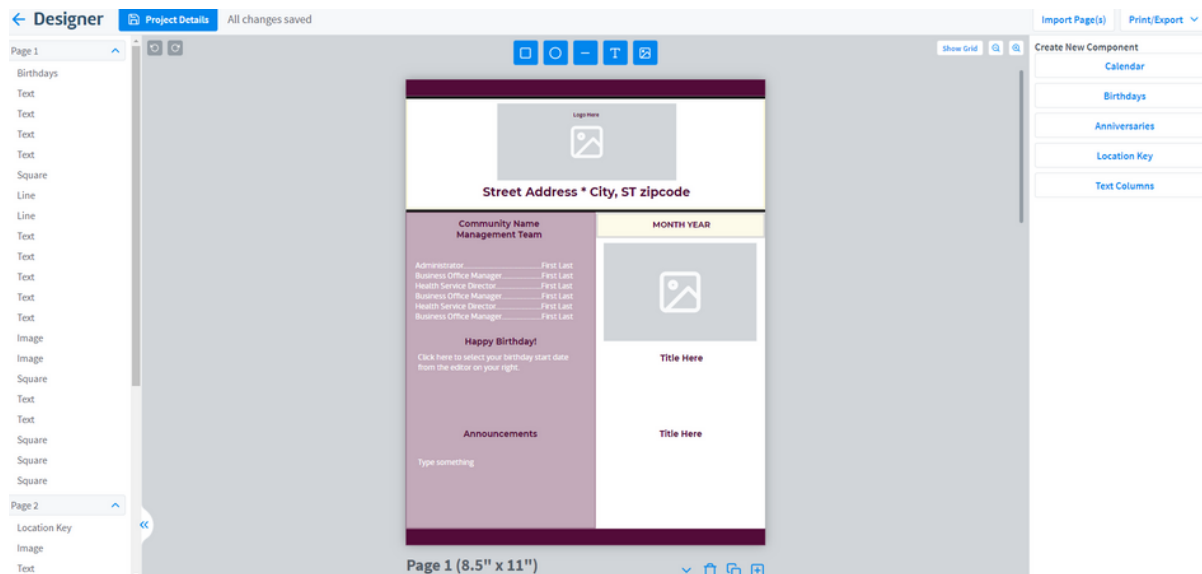
In the Designer tab on the left-hand toolbar, you can choose from our LifeLoop Library of already created Newsletter Templates. Or you can create a newsletter from scratch by clicking on +New Newsletter on the top right-hand side.



NEWSLETTERS

CREATING






MAKE ADJUSTMENTS TO YOUR NEWSLETTER BY EDITING TEXT BOXES, ADDING CONTENT AND INPUTTING PHOTOS.



MY NEWSLETTER DESIGN IS COMPLETED, NOW WHAT?

You can quickly distribute the newsletter from the designer by clicking on Print/Export and selecting Distribute.

Print/Export ▾

-  Print
-  Print Booklet
-  Download Images
-  Download PDF
-  Distribute

NEWSLETTERS

UPLOADING NEWSLETTERS

Not Created in LifeLoop Designer

IN THE COMMUNICATIONS
TAB, SELECT
NEWSLETTERS ON THE
TOP AND +NEW
NEWSLETTER TO UPLOAD
A NEW NEWSLETTER.

The screenshot displays the 'Communication' section of the LifeLoop interface, with the 'Newsletters' tab selected. The interface includes a search bar at the top right with a magnifying glass icon and a '+ New Newsletter' button. Below the search bar, a list of newsletters is shown, each with a title, a description, a 'From LifeLoop' tag, and a 'Publish' button. The newsletters listed are:

- LifeLoop Newsletter TEST**: All Staff of Assisted Living. From LifeLoop. Publish button.
- Facility Map**: All Staff of Assisted Living, + 1 more. From LifeLoop. Publish button.
- LifeLoop Newsletter**: All Resident Connections and Residents of Tabitha Home Health, + 4 more. Publish button.
- TEST TEST**: All Residents of Assisted Living, + 2 more. From LifeLoop. Publish button.
- test**: All Staff of Assisted Living. **published** (in green). From LifeLoop. Download icon.

NEWSLETTERS

UPLOADING NEWSLETTERS

Not Created in LifeLoop Designer

SELECT THE NAME OF THE NEWSLETTER, THE USER TYPE IT WILL BE SENT TO AND ADD THE PDF ATTACHMENT. NOW, UPLOAD THE NEWSLETTER.

← New Newsletter



NOTE: Newly created newsletters will not be published by default. Once you are ready to release to the specified user type(s), you may publish from the list.

Name (required)

User Types (required)

Facilities (required)

Newsletter (required)

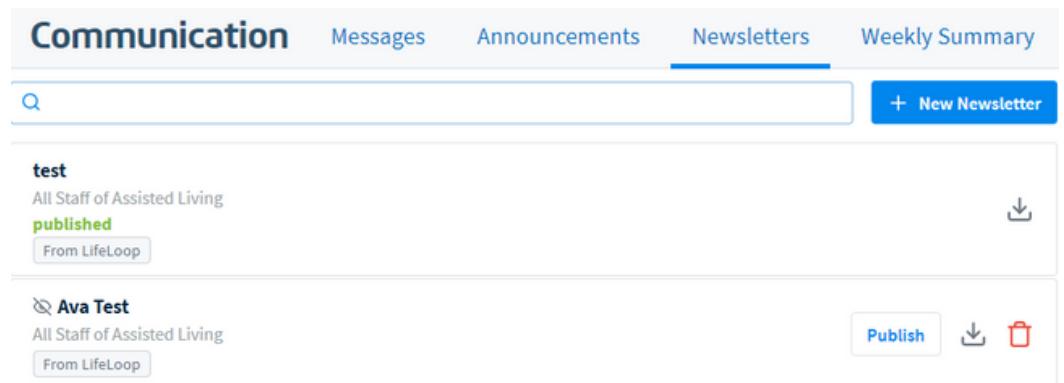
Cancel

Upload Newsletter

NEWSLETTERS

PUBLISHING NEWSLETTERS

YOUR NEWSLETTER WILL NOT BE SENT OUT UNTIL IT IS PUBLISHED. ONCE READY, CLICK ON THE BLUE PUBLISH BUTTON.



Publish

BASED ON USER NOTIFICATION SETTINGS, THEY WILL RECEIVE EITHER AN IN APP, TEXT OR EMAIL NOTIFICATION ONCE THE NEWSLETTER IS PUBLISHED.