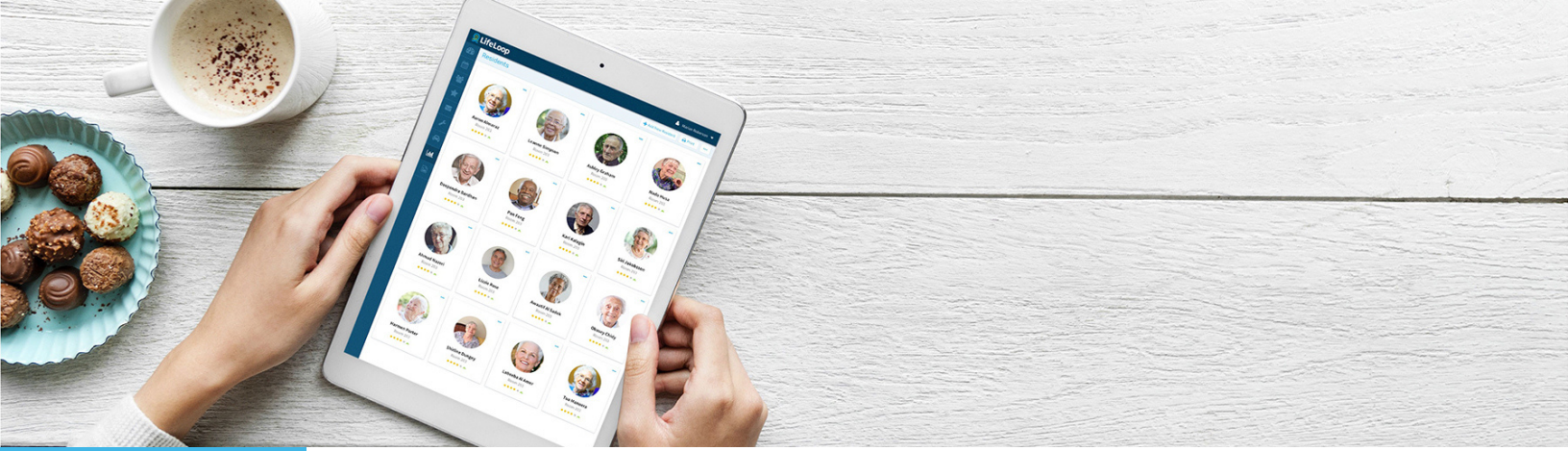




LIFELOOP COMMUNITY SETTINGS OVERVIEW

User Instructions



INDEX

Section 1: Adding Community Logo

Section 2: Activity Locations & Personal Activities

Section 3: Work Requests Types, Locations & Crew Members

Section 4: Transportation Types, Vehicles & Drivers

ADDING A COMMUNITY LOGO

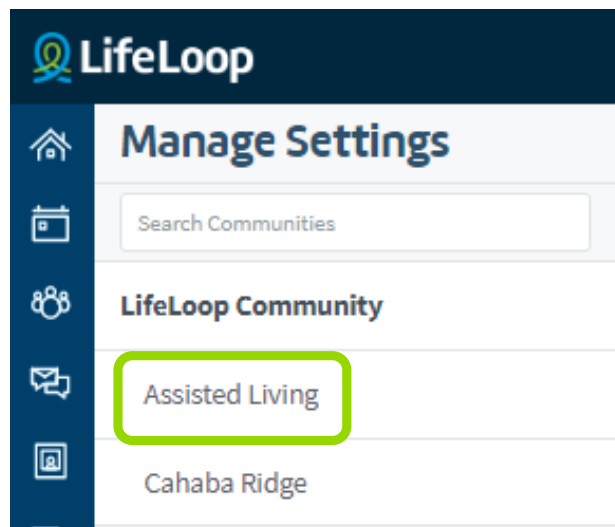
STEP 1

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

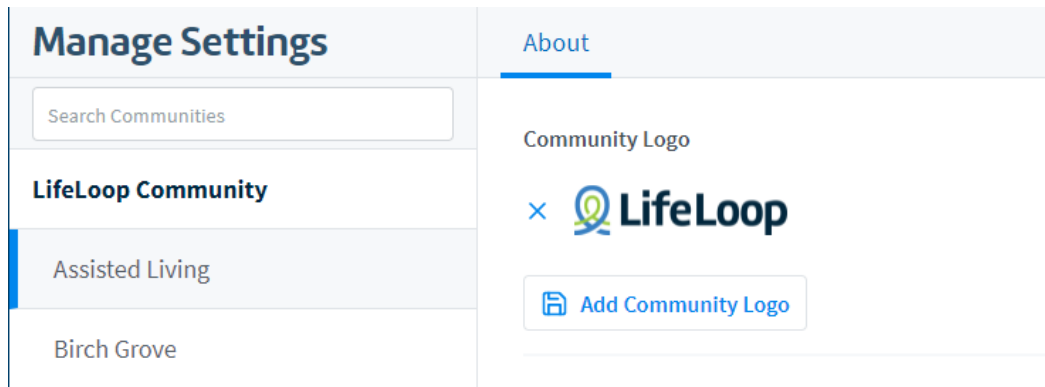
Select the community that you would like to add a logo to.



**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

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.

ACTIVITY LOCATIONS & PERSONAL ACTIVITIES

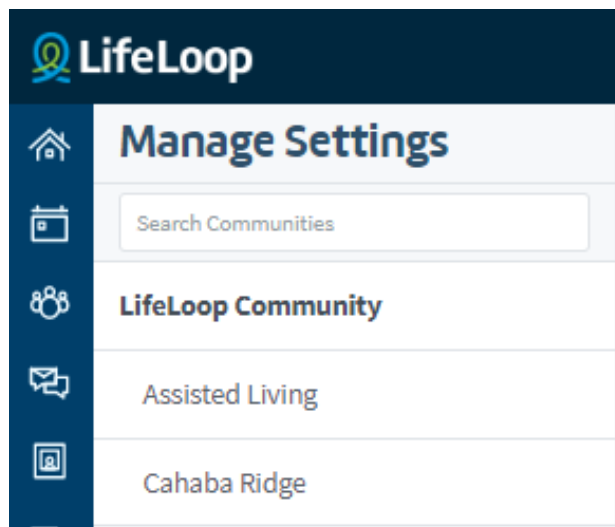
STEP 1

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**.



**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

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

Activities

Work Requests

Transportation

!

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

▼ Locations

Location Name	Abbreviation	
<input type="text" value="Name"/>	<input type="text" value="Abbreviation"/>	<div>Create Location</div>
<input type="text" value="Craft Kitchen"/>	<input type="text" value="CK"/>	×
<input type="text" value="Chapel"/>	<input type="text" value="C"/>	×
<input type="text" value="Basketball Court"/>	<input type="text" value="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** button. To remove a location click the **X**.

▼ Activity Locations

Location Name	Abbreviation	
<input type="text" value="Back Yard"/>	<input type="text" value="BY"/>	<div>Create Location</div>

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

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.

WORK REQUESTS TYPES, LOCATIONS & CREW MEMBERS

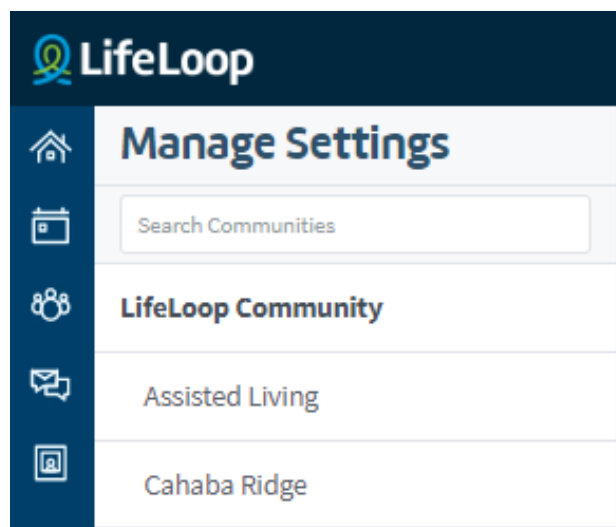
STEP 1

To manage Work Requests 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 **Work Requests** tab to edit Types, Locations & Crew Members.

Activities

Work Requests

Transportation

!

All communities of LifeLoop Community will have access to these settings

Types

Type Name

Type

Create Type

Billable

X

Technology Requests

X

Housekeeping

X

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

X

Billable

X

Note: Work Requests 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: Work Request 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 work requests permission to show as a crew member option.

TRANSPORTATION TYPES, VEHICLES & DRIVERS

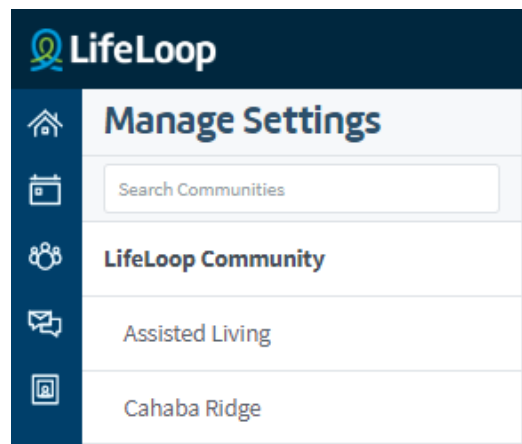
STEP 1

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**.



**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 **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.

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

<input type="text" value="Name"/>	Create Vehicle
<input type="text" value="Bus"/>	X
<input type="text" value="15-passenger Van"/>	X
<input type="text" value="IL Sedan"/>	X

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

<input type="text" value="Chelsea Blaser"/>	▼	Create Driver
<input type="text" value="Jt Seger"/>	▼	X
<input type="text" value="Joey Carney"/>	▼	X

STEP 7

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.