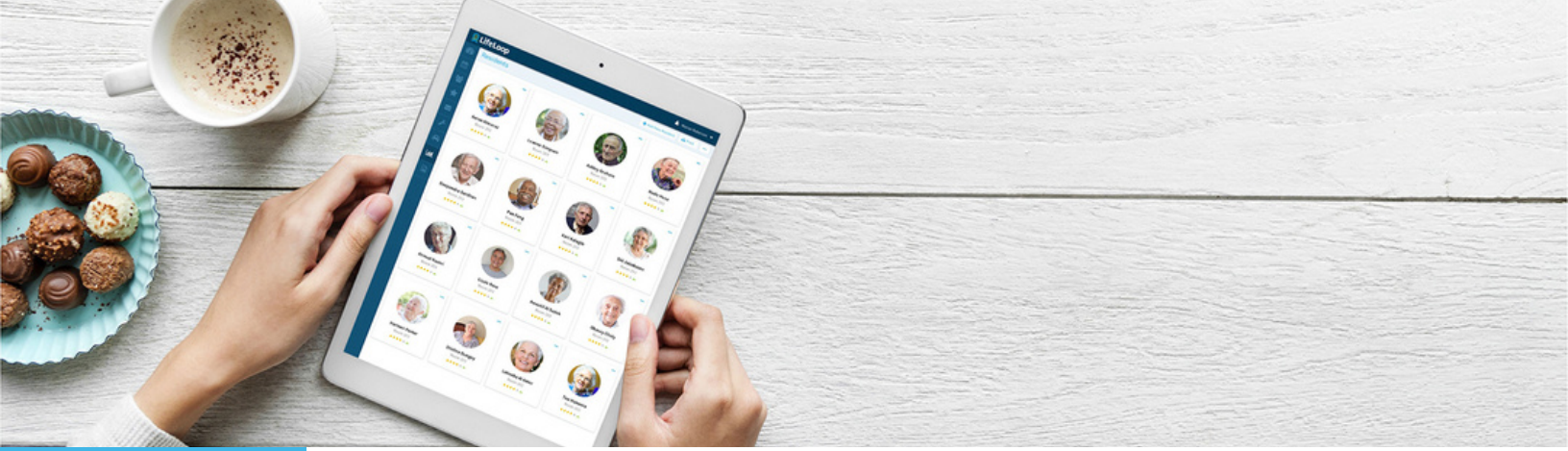


# WEEKLY SUMMARY

Communication



# INDEX



Section 1 FAQs

Section 2 Customization

Section 3 Example

# WEEKLY SUMMARY

## FAQS

### WHO CAN RECEIVE THE WEEKLY SUMMARY?

Resident Connections that have registered for LifeLoop.

### WHO SENDS THE WEEKLY SUMMARY?

The Weekly Summary is an automatic email that goes out every Saturday.

### CAN I CUSTOMIZE THE WEEKLY EMAIL?

Yes! The Weekly Summary can be customized by adding a personal subject line and message from the community. See the next page to learn how!

# WEEKLY SUMMARY

## FAQS

### WHAT DOES THE WEEKLY SUMMARY INCLUDE?

The Weekly Summary will always include some pre-populated options from LifeLoop. If the activity feed is turned on, then will also include the activity attendance and how many photos the resident was tagged in that week.

### WILL ACTIVITY ATTENDANCE BE INCLUDED IF WE ARE NOT TAKING ATTENDANCE?

If the activity feed is not turned on for your community, then the summary will not include any activity attendance. If you are unsure if this is turned on or not please contact your customer success specialist, as this is something that must be set from the backend.

# WEEKLY SUMMARY

## CUSTOMIZING

In the Communication Tab, you can customize your Weekly Summary by adding a personal subject and message.

The screenshot shows the LifeLoop application interface. On the left is a dark blue sidebar with a list of navigation items: Dashboard, Calendar, Residents, Communication (highlighted), Photo Library, Transportation, Maintenance, Staff, Connections, Reports, Displays, and Designer. The main content area has a top navigation bar with tabs: Communication, Messages, Announcements, Newsletters, and Weekly Summary (which is selected). Below the tabs, the 'Weekly Summary Customization' section is visible. It includes a warning box for 'Assisted Living' with a note about custom messaging. Below this are input fields for 'Title' (with a 150-character limit) and 'Body'. At the bottom, there is a 'Locked' section with a checkbox labeled 'Lock to prevent reset after emails are sent'.

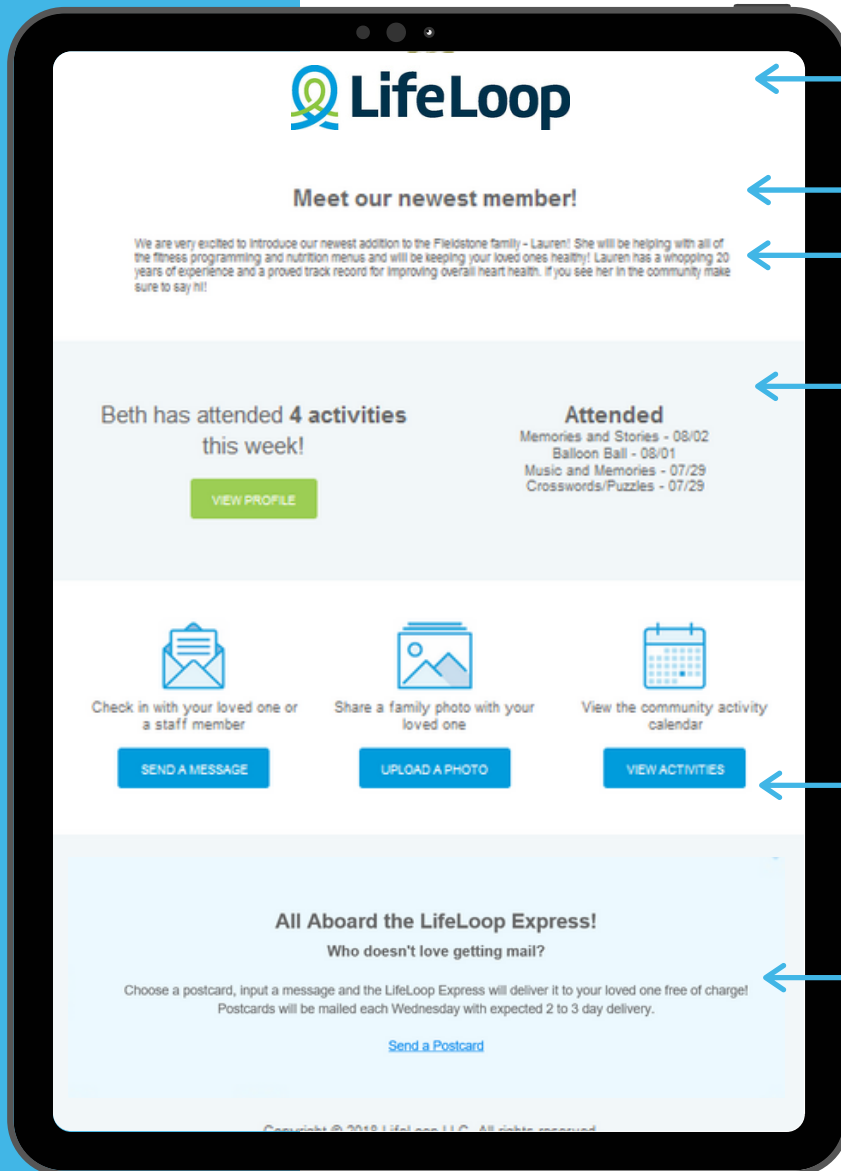
## SEND EXAMPLE EMAIL

You can send yourself an example email of the Weekly Summary. After customizing your weekly summary, select Send Example Email at the bottom of the page.

Two buttons are shown side-by-side. The first button, 'Send Example Email', is white with a blue border and blue text. The second button, 'Update Weekly Email', is solid green with white text.

# WEEKLY SUMMARY

## EXAMPLE



Your Community Logo pulled from settings in LifeLoop.

Your customized Title.

Your customized Message.

The recipient's loved one's attendance summary and how many photos they were tagged in that week (Only included if the resident's activity feed is turned on for the family to view.).

Standard quick action icons to promote engagement with LifeLoop.

Rotating Interactive Content Curated by LifeLoop (#mycommunitycares submissions, LifeLoop Express etc.).