LifeLoop

LIFELOOP COMMUNITY SETTINGS OVERVIEW

User Instructions
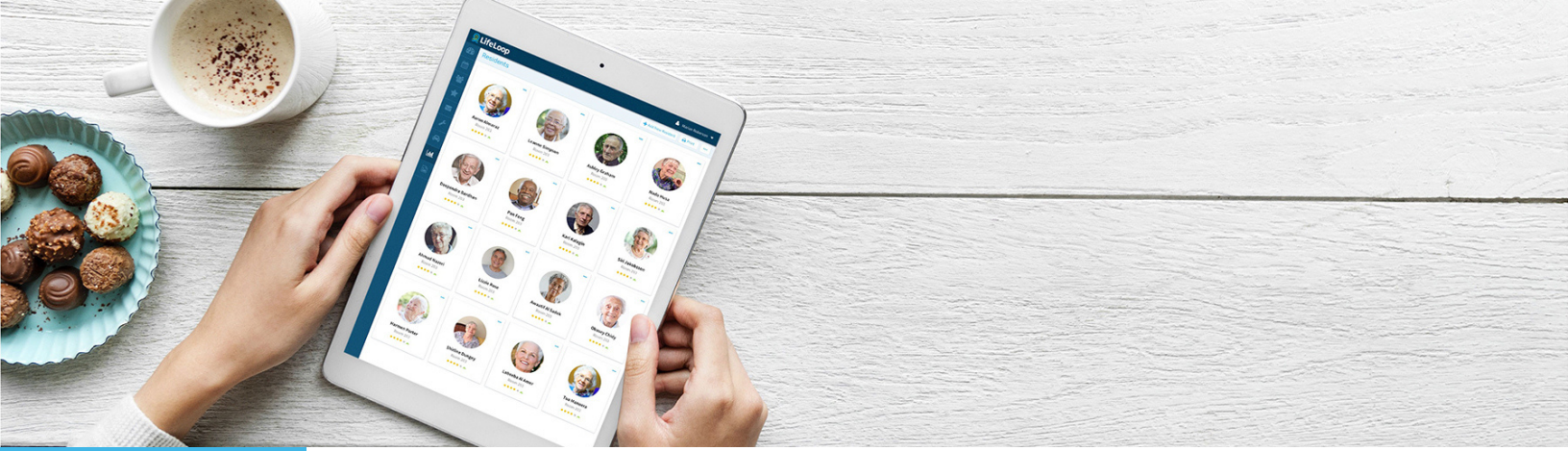
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ADDING A COMMUNITY LOGO

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)*.
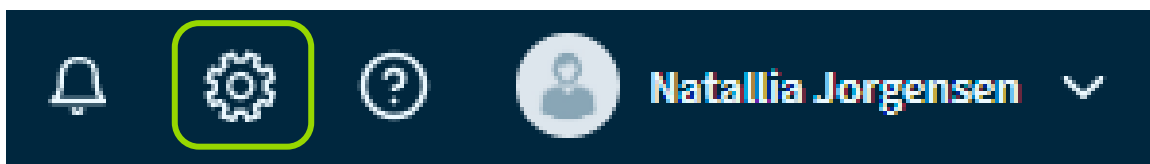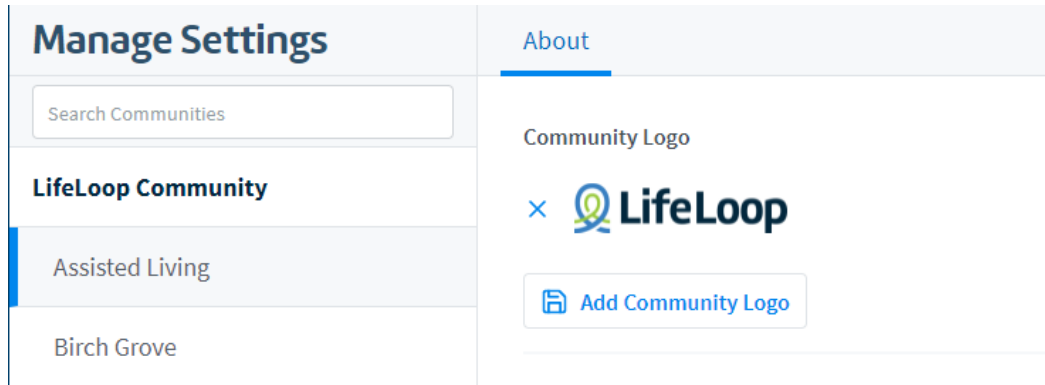

STEP 2

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.

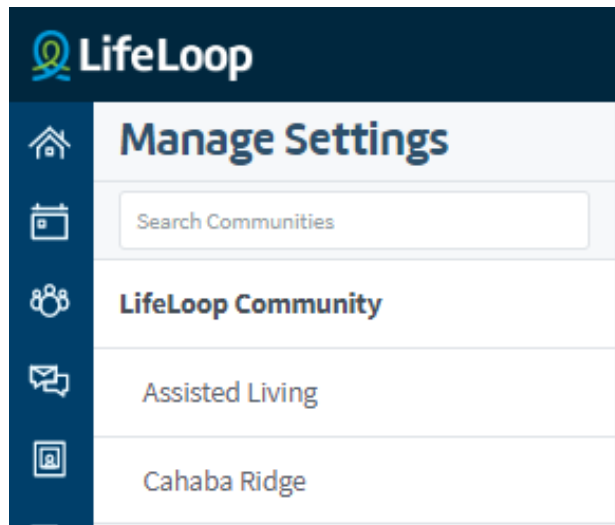LifeLoop

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.

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STEP 3

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

Activities	Maintenance	Transportation

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

⌄ Locations

Location Name	Abbreviation	
Name	Abbreviation	**Create Location**
Dining Room	DR	✕
Craft Kitchen	CK	✕
Chapel	C	✕

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	
Back Yard	BY	Create Location

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

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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.

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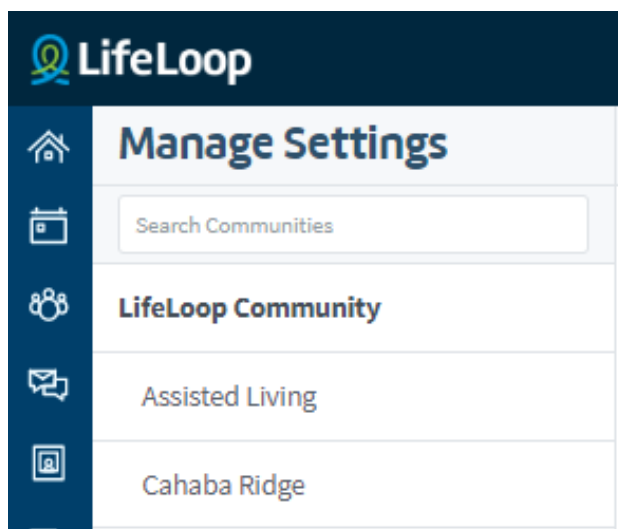# MAINTENANCE TYPES, LOCATIONS & CREW MEMBERS

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)*.
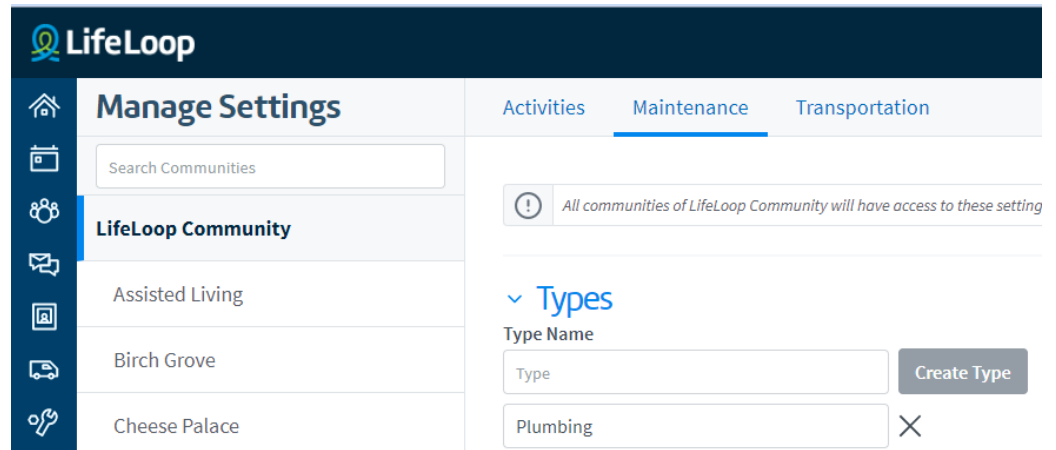

STEP 2

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.
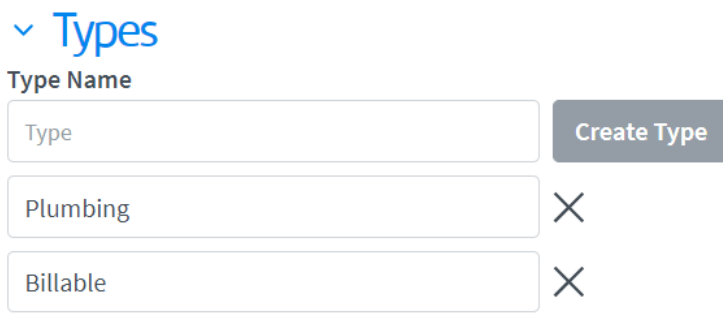
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STEP 3

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

STEP 4

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

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.*

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.*

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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.

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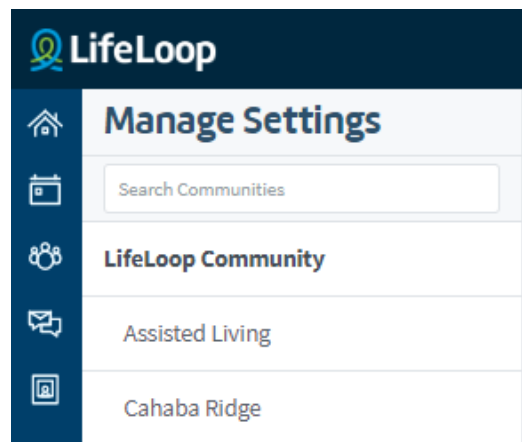
TRANSPORTATION TYPES, VEHICLES & DRIVERS

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.

STEP 4

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

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**.

ˇ 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.

ˇ 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.

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

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