LifeLoop

PHOTO LIBRARY OVERVIEW

How to create albums and manage the photo library.

INDEX

LIFELOOP TRAININGS

PHOTO LIBARY OVERVIEW
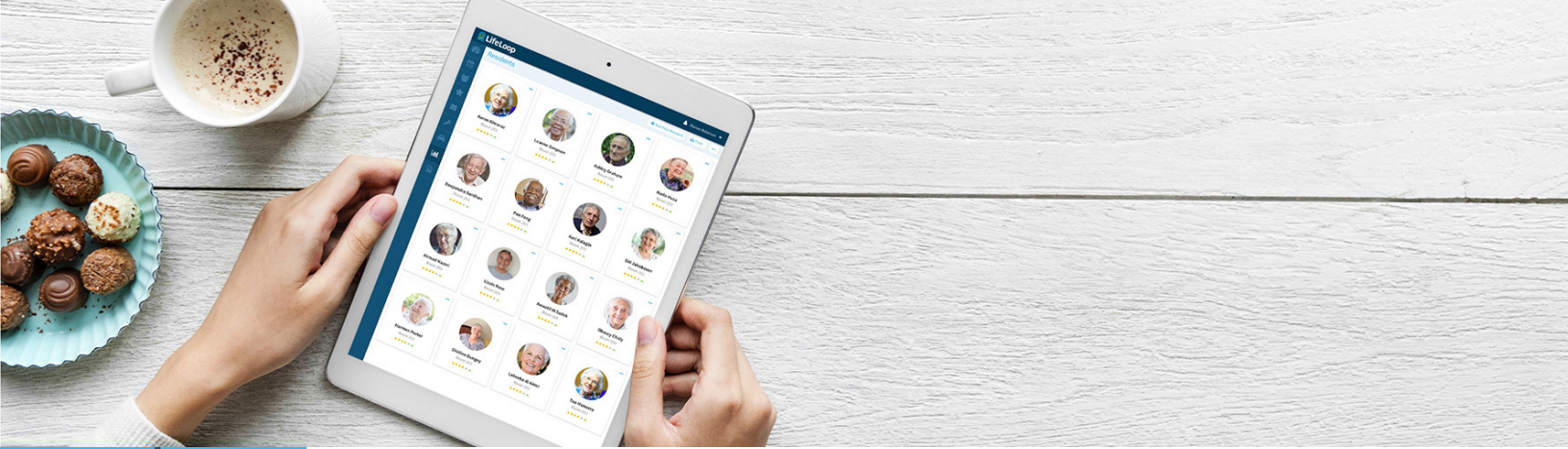
PHOTOS, ALBUMS AND TAGS
PERMISSIONS IN DETAIL

Photos, Albums, and Tags

☑ View Photo Gallery

☑ Create and Categorize Photos

☑ Manage Photo Albums and Tags

▶ VIEW PHOTO GALLERY

Staff user can view photos in the community photo library and resident's gallery. This user cannot download or upload any photos to the photo library.

▶ CREATE AND CATEGORIZE PHOTOS

Staff user can add and remove photos to albums and add tags to photos in the community photo library and resident's gallery.

▶ MANAGE PHOTO ALBUMS AND TAGS

Staff users can create and manage albums and tags in the community photo library.

PHOTO LIBARY OVERVIEW

LIFELOOP ALBUMS

ALL PHOTOS

All photos uploaded by residents, staff + connections including activity photos and designer photos.

ACTIVITY UPLOADS

All photos uploaded directly to an activity.

RESIDENT UPLOADS

All photos uploaded by a Resident user.

STAFF UPLOADS

All photos uploaded by a Staff user.

CONNECTION UPLOADS

All photos uploaded be a Connection user.

DESIGNER UPLOADS

All photos uploaded into a Designer project.

PHOTO LIBARY OVERVIEW
CUSTOM ALBUMS

▶ ORGANIZE PHOTOS

Use custom albums to organize your photos for events, meals, and more.

PETS

OUTDOORS

EVENTS

MEALS

PHOTO LIBARY OVERVIEW

TAGS FAQS

? WHAT ARE TAGS USED FOR?

Tags are a great way to easily filter and find photos.

? WHO CAN CREATE TAGS?

Only staff users with the "Manage Photo Albums and Tags" permission can create tags.

? HOW DO I VIEW ONLY PHOTOS WITH A SPECFIC TAG?

Click on the tag name under the search bar. This will filter all photos to only photos with that tag.
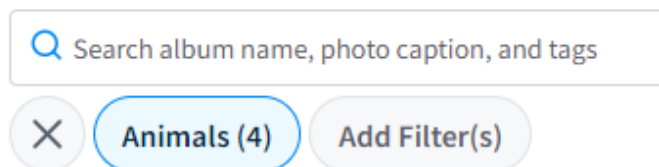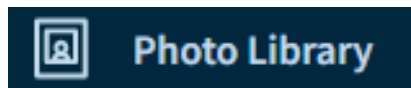
PHOTO LIBARY OVERVIEW
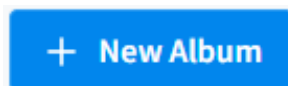
CREATE A CUSTOM ALBUM

STEP 1

Go to Photo Library in the feature menu on the left-hand side.

STEP 2

Click on **+ New Album** on the top right-hand side. This will populate the create album form.

STEP 3

Type in the name of the album in the Album Title field.

STEP 4

Select which community(s) this photo album will be associated with.

STEP 5

Click **Create** on the bottom right-hand side.

Note: *Only staff with the "Manage photo albums and tags" permission will be able to create albums.*

STEP 1

Go to Photo Library in the feature menu on the left-hand side.
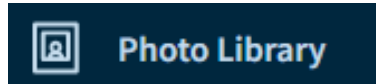
STEP 2

Locate the Custom Album that you would like to manage and click on the ⚙ **gear icon** on the bottom right-hand side of the album cover. This will populate the Edit Album form.

STEP 3

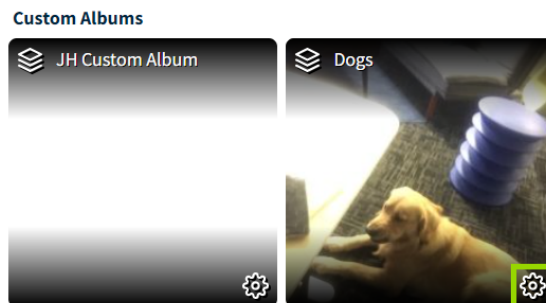Edit the album name or communities this album is associated with and click **Save** on the bottom right-hand side.

Note: *Only staff with the "Manage photo albums and tags" permission will be able to manage albums.*

6

PHOTO LIBARY OVERVIEW

ADD A PHOTO TO AN ALBUM

STEP 1

Go to Photo Library in the feature menu on the left-hand side.

Photo Library

STEP 2

Locate the photo that you would like to add to an album and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.

View Full Image

STEP 3

On the left-hand side under Albums, click on **Select Albums.** This will populate a list of all the custom albums. Click on the album(s) you would like to add this photo to.

Albums

X Dogs   X | ∨

STEP 4

Click **Save** on the bottom of the form.

Save

Note: Only staff with the "Create and categorize photos" permission will be able to add a Photo to an album.
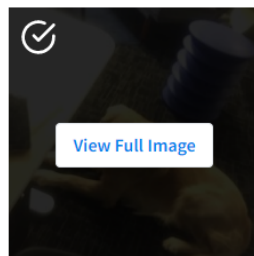
STEP 1

Go to Photo Library in the feature menu on the left-hand side.

STEP 2

Locate the photo that you would like to add a tag to and hover your mouse over the photo. Click **View Full Image**. This will prompt the Edit Photo form.
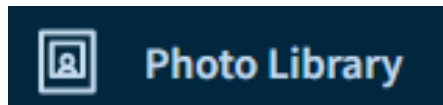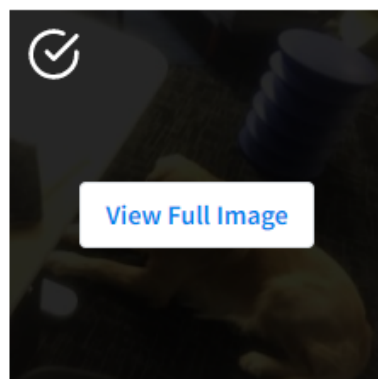

Note: Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.

PHOTO LIBARY OVERVIEW
ADD A TAG TO A PHOTO

STEP 3

On the left-hand side under Tags, select the tag by clicking on **the tag name.**

Tags   Manage Tags

    Animals

    🔍

    People   Art   Outdoors   Party
    Food   Technology   Pets   Sports

Note: *You can filter this list by typing in the name of the tag into the search bar. Tags that have been selected for this photo will appear under Tags in blue.*   Tags

                                         Animals

STEP 4

Click **Save** on the bottom of the form.

    Save

Note: *Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.*
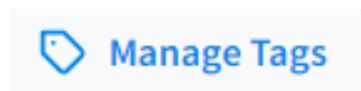
PHOTO LIBARY OVERVIEW

CREATE A TAG

STEP 1

Go to Photo Library in the feature menu on the left-hand side.

Photo Library

STEP 2

Click on **Manage Tags** on the top right-hand side. This will open the Manage Tags page.

Manage Tags

STEP 3

Type in the name of the tag in the search bar.
Note: If a tag is already created with a similar name, you will see this name listed below to prevent duplicate tags.

Animal   Create

TAG NAME

Animals   4 photos >

STEP 4

Click **Create** on the right-hand side. This will prompt the Create Tag form.

Events   Create

Note: Only staff with the "Manage photo albums and tags" permission will be able to create tags.

10

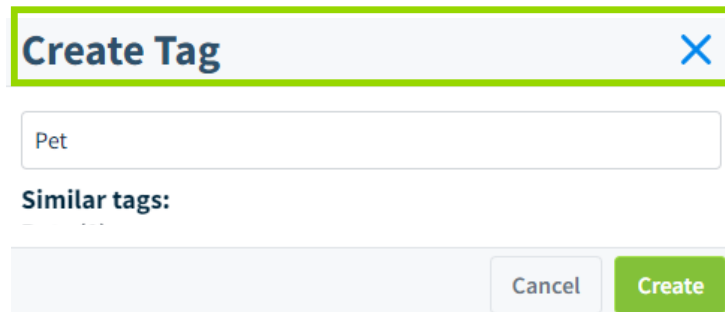## CREATE A TAG

STEP 5

Type in the name of the tag in the blank bar provided.

Note: If a tag is already created with a similar name, you will see this name listed under Similar Tags.

STEP 6

Click **Create** on the bottom right-hand side.

Note: Only staff with the "Manage photo albums and tags" permission will be able to create tags.

LIFELOOP TRAININGS

LIFELOOP TRAININGS

STEP 1

Go to Photo Library in the feature menu on the left-hand side.

STEP 2

Click on **Manage Tags** on the top right-hand side. This will open the manage tags page.

STEP 3

Locate the Tag that you would like to manage and click on the ⚙ **gear icon** on the right-hand side of the tag. This will populate the Edit Tags form.
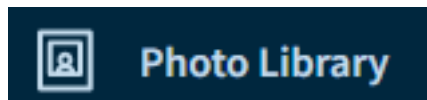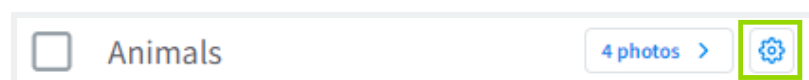

Note: *Only staff with the "Manage photo albums and tags" permission will be able to manage tags.*

PHOTO LIBARY OVERVIEW
MANAGE TAGS

STEP 4

The name of the current tag will appear in the bar. Edit the name of the tag to your desired tag name.

Note: If a tag is already created with a similar name, you will see this name listed below under Similar Tags to prevent duplicate tags.

Edit Tag   ✕

Pets

Similar tags:

Change from Animals to Pets?

Cancel   **Save**

Note: A prompt will populate showing the changed name compared to the previous name of the tag prior to saving.

STEP 5

Click **Save** on the bottom right-hand side to save the tag name.

Save

Note: Only staff with the "Manage photo albums and tags" permission will be able to manage tags.

13

PHOTO LIBARY OVERVIEW
CONTINUED LEARNING

▶ **ATTEND A UNIVERSITY COURSE**

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend. Register Here: https://ourlifeloop.com/training/staff/lifeloop-university

▶ **VISIT THE LEARNING COMMUNITY**

Access LifeLoop marketing collateral and training resources at your convenience.
Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to https://ourlifeloop.com/training/staff.

▶ **FURTHER QUESTIONS?**

Reach out to Support@OurLifeLoop.com or your Customer Relationship Specialist.