



# PHOTO LIBRARY OVERVIEW

How to create albums and manage the photo library.



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# PHOTO LIBRARY OVERVIEW

PHOTOS, ALBUMS AND TAGS  
PERMISSIONS IN DETAIL

## Photos, Albums, and Tags

- ☒ View All Photos
- ☒ Upload and Categorize Photos
- ☒ Download and Delete Photos
- ☒ Manage Albums and Tags



### VIEW ALL PHOTOS

Staff user can view photos in the community photo library and resident's gallery.



### UPLOAD AND CATEGORIZE PHOTOS

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



### DOWNLOAD AND DELETE PHOTOS

Staff user can download and delete photos from the photo library and resident's gallery.



### MANAGE ALBUMS AND TAGS

Staff user can create custom albums and create tags in the community photo library.

# PHOTO LIBRARY 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 by a Connection user.



### DESIGNER UPLOADS

All photos uploaded into a Designer project.

# PHOTO LIBRARY OVERVIEW

## CUSTOM ALBUMS



### ORGANIZE PHOTOS

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



PETS



OUTDOORS



EVENTS



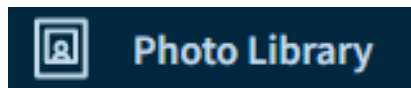
MEALS

# PHOTO LIBRARY OVERVIEW

## CREATE A CUSTOM ALBUM

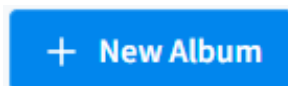
### STEP 1

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.

A form titled "Create Album" with a close button (X) in the top right. It contains a text input field with "Events" entered. Below it is a community selection area showing "X Gableton Acres" and "X Silver Sun" with a close button (X) and a dropdown arrow. At the bottom are "Cancel" and "Create" buttons. The "Create" button is highlighted with a green border.

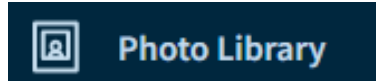
**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create albums.

# PHOTO LIBRARY OVERVIEW


## MANAGE CUSTOM ALBUMS

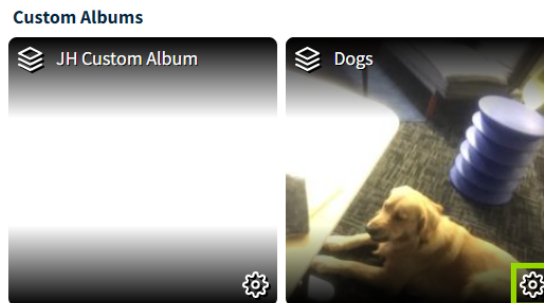
### STEP 1

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



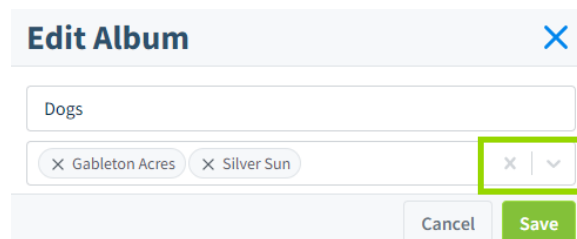
### STEP 2

Locate the Custom Album 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.

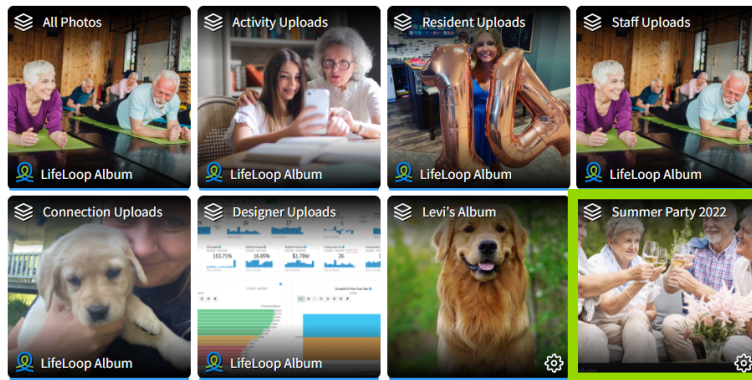
A screenshot of the "Edit Album" form. The title "Edit Album" is at the top left with a close button (X) on the right. Below the title is a text input field containing "Dogs". Underneath is a row of tags: "X Gableton Acres", "X Silver Sun", and a highlighted button with "X" and a dropdown arrow. At the bottom are "Cancel" and "Save" buttons. The "Save" button is green.

# PHOTO LIBRARY OVERVIEW

## MANAGE CUSTOM ALBUMS

### STEP 4

To delete a custom album, select the custom album.



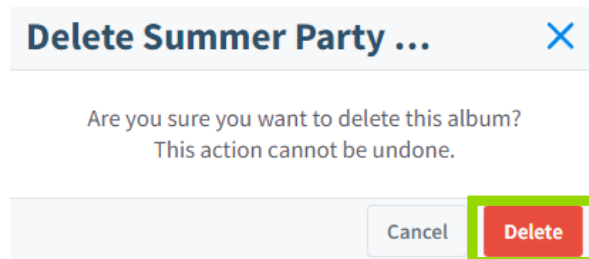
### STEP 5

Select **Delete** at the top right-hand side of the screen.



### STEP 6

Click **Delete**.



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



# PHOTO LIBRARY OVERVIEW

## ADD A PHOTO TO AN ALBUM

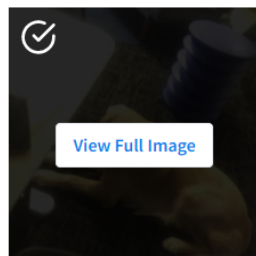
### STEP 1

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



### STEP 2

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



### 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.



### STEP 4

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



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

# PHOTO LIBRARY OVERVIEW

## TAGS FAQS

### ? WHAT ARE TAGS USED FOR?

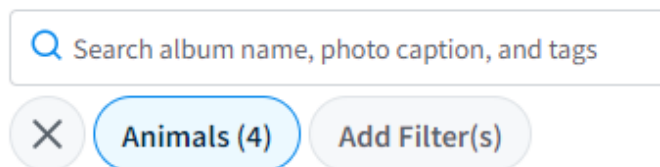
Tags are a great way to easily filter and find photos.

### ? 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 SPECIFIC TAG?

Click on the tag name under the search bar. This will filter all photos to only photos with that tag.

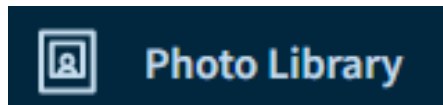


# PHOTO LIBRARY OVERVIEW

## ADD A TAG TO A PHOTO

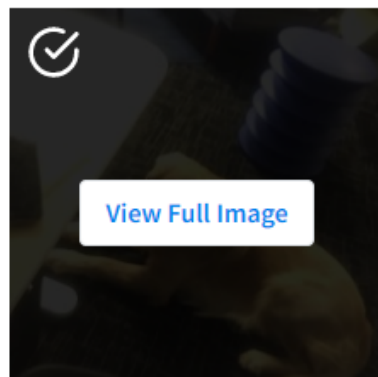
### STEP 1

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 LIBRARY 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

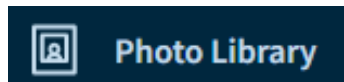
**Note:** Only staff with the "Create and categorize photos" permission will be able to add a tag to a photo.

# PHOTO LIBRARY OVERVIEW

## CREATE A TAG

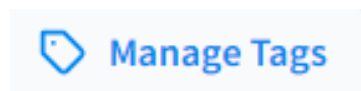
### STEP 1

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

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.

A screenshot of the "Manage Tags" interface. At the top is a search bar with a magnifying glass icon, containing the text "Animal", and a "Create" button to its right. Below the search bar is a list of existing tags. The first tag is "TAG NAME" with a checkbox to its left. The second tag is "Animals" with a checkbox to its left, and to its right are the text "4 photos" followed by a right arrow and a gear icon.

### STEP 4

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

A screenshot of the "Create Tag" form. It features a search bar with a magnifying glass icon containing the text "Events". To the right of the search bar is a "Create" button, which is highlighted with a green rectangular border.

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

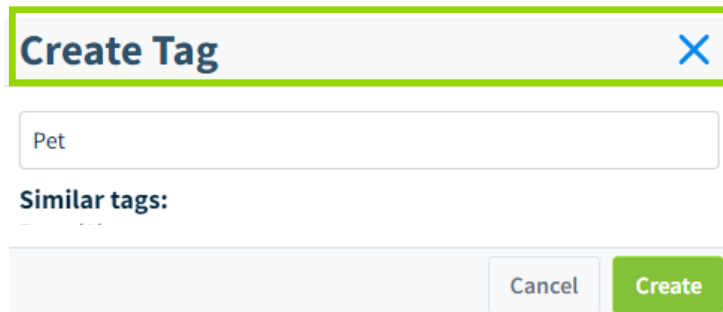
# PHOTO LIBRARY OVERVIEW

## 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.



Create Tag

Pet

Similar tags:

Cancel Create

### STEP 6

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

Create

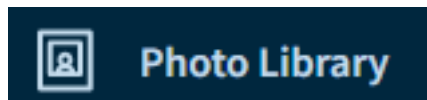
**Note:** Only staff with the "Manage photo albums and tags" permission will be able to create tags.

# PHOTO LIBRARY OVERVIEW

## MANAGE TAGS

### STEP 1

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




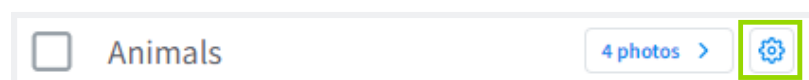
### STEP 2

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 LIBRARY 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** 

**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.



# PHOTO LIBRARY 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](mailto:Support@OurLifeLoop.com) or your Customer Relationship Specialist.