

LIFELOOP FACILITY SETTINGS: ACTIVITY LOCATION & PERSONAL ACTIVITIES

User Instructions

ACTIVITY LOCATIONS & PERSONAL ACTIVITIES



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STEP 1:

To manage activity locations & personal activities, go to the **facility settings** (gear icon on the top right of your screen next to your name).



Manage Settings

LifeLoop Community

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing

STEP 2:

Select your community in **Bold**



Manage Settings

Activities

Maintenance

Transportation

Search Communities

LifeLoop Community

Assisted Living

Cahaba Ridge

Mason House: Adults with Disabilities

Memory Care

Prospects

Skilled Nursing



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

Activity Locations

Location Name

Abbreviation

Name

Abbreviation

Create Location

Dining Room

DR



Craft Kitchen

CK



Chapel

C



Basketball Court

BC



Theatre Room

TR



STEP 3:

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

Activity Locations

Location Name

Abbreviation

Back Yard

BY

Create Location

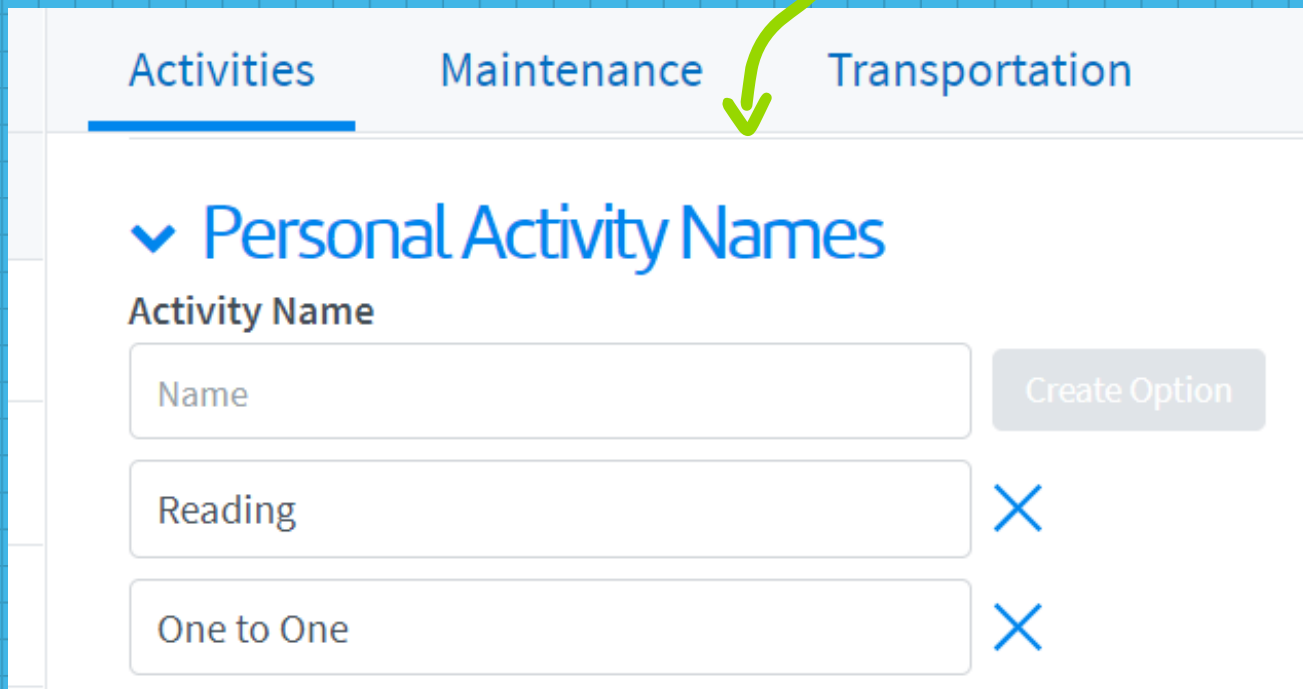
STEP 4:

Type in the name of your Activity Location and an optional abbreviation, then click **Create Location**.

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

STEP 5:

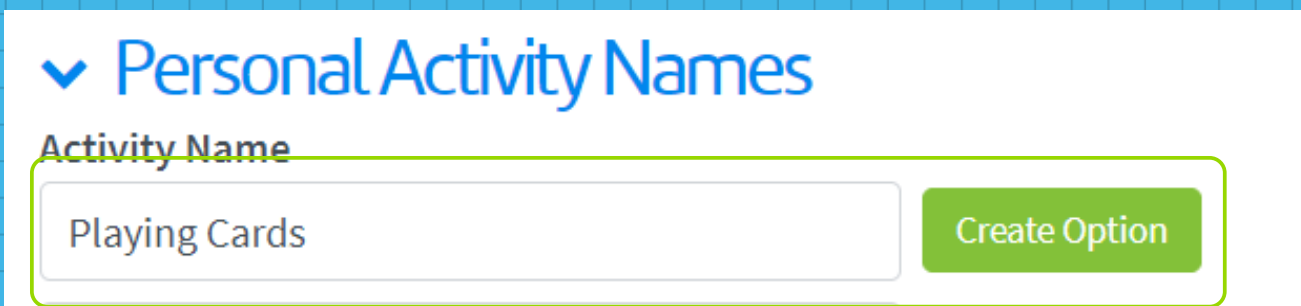
Scroll down the page to view Personal Activity Names.



The screenshot shows a web interface with three tabs: 'Activities', 'Maintenance', and 'Transportation'. The 'Activities' tab is selected and underlined. Below the tabs, there is a section titled 'Personal Activity Names' with a blue downward arrow icon. Under this title, there is a label 'Activity Name' followed by a text input field containing the word 'Name'. To the right of the input field is a grey button labeled 'Create Option'. Below the input field, there are two more rows, each with a text input field and a blue 'X' icon to its right. The first row has the text 'Reading' and the second row has the text 'One to One'.

STEP 6: Type in the name of your Personal Activity then select **Create Option**.

These are dropdown options when adding a personal activity - you still have the option to type in an activity that is not pre-set.



This screenshot shows the same 'Personal Activity Names' section. The text input field now contains 'Playing Cards'. The 'Create Option' button is now green and highlighted with a green border. The blue 'X' icons are still present to the right of the input field.

**THANKS FOR LEARNING! IF YOU
HAVE ANY ADDITIONAL
QUESTIONS CONTACT US AT
INFO@OURLIFELOOP.COM**

