

AGENCY CLOUD DEVELOPER EDITION



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Document Intro

The following document is provided to help you with installing the Developer Edition of Agency Cloud. It will also cover logging in, accessing the Client-Side Marketplace and Installing/Uninstalling an App.

You will also find a useful links section to help with navigating through the software.

Please Note: The Agency Cloud Developer Edition database contains sandbox data and therefore is a shared environment with shared data. To ensure data accuracy and to avoid data conflicts, we suggest creating your own records to test with rather than using existing data.

Downloading

Important: The Agency Cloud software is only supported by a Microsoft Windows operating system.

To download, click on the 'Developer Edition' button from the 'Desktop Page' from within the Developers Portal.

Select the users from within your organisation that you wish to purchase a monthly licence for and 'Confirm Subscription'.

Each user will receive an email containing instructions on how to download Agency Cloud.

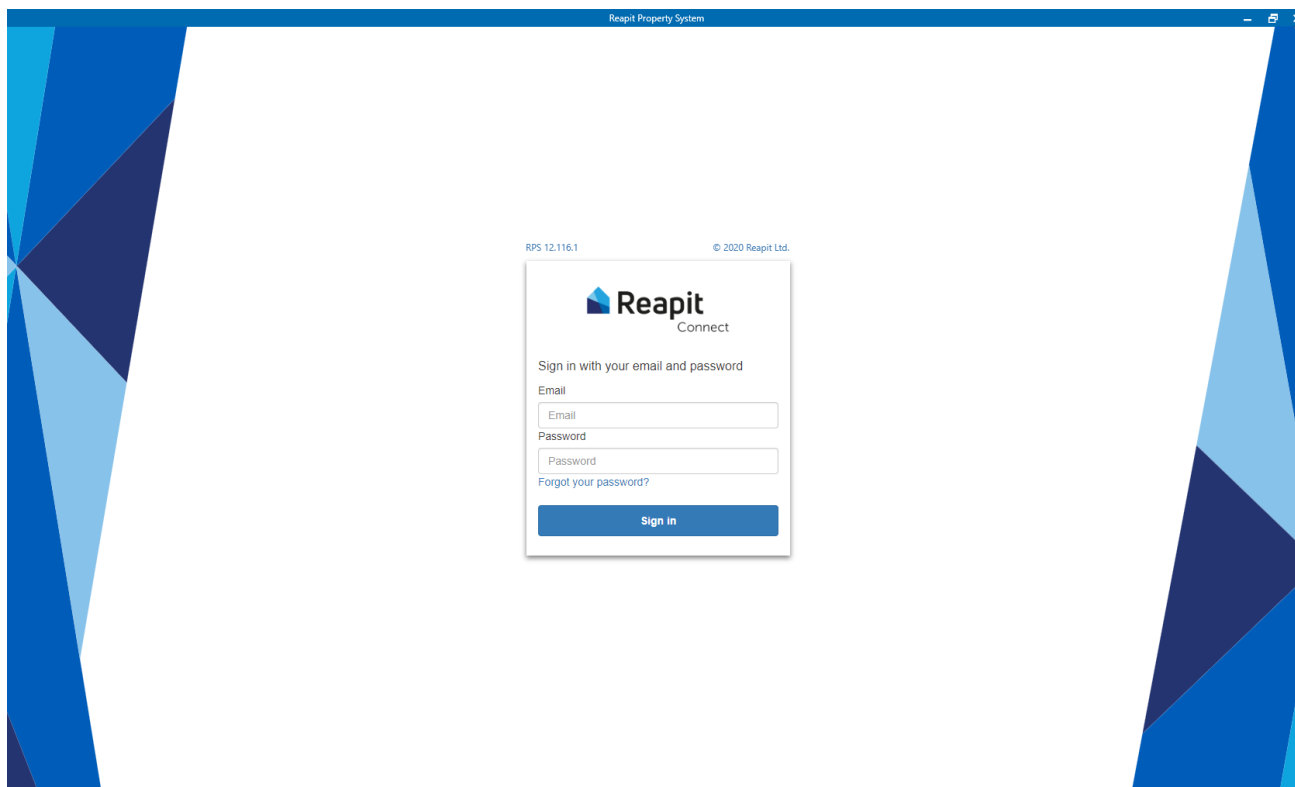
Installing the software

Once your download has been completed, simply click on the application file and navigate through the setup wizard, agreeing to download and install the required pre-requisites. When completed, Agency Cloud will automatically start.

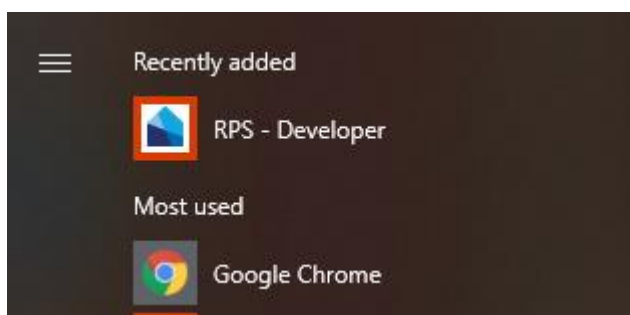
Logging in to Agency Cloud

Logging in the desktop software is very easy, simply use the same 'Email' and 'Password' you currently use to log in to the Developers Portal.

Important: Only users with a validated subscription will be able to access the software.



Agency Cloud can also be launched from the start menu by selecting 'RPS – Developer'



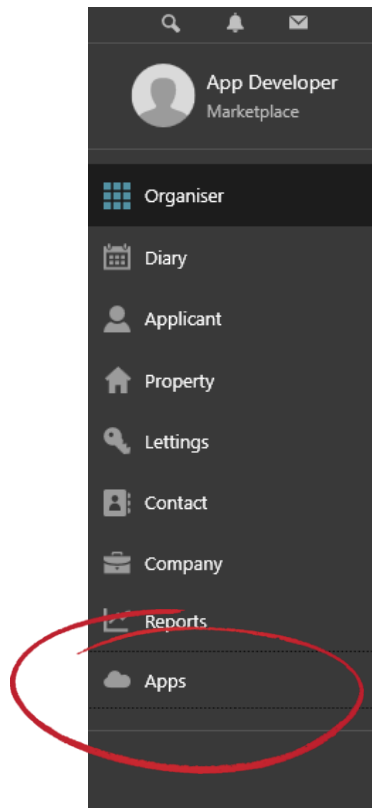
Accessing the Marketplace

After logging in, you will be presented with the following screen, this is known as the ‘Power Organiser’ and is the default screen for all Reapit users.

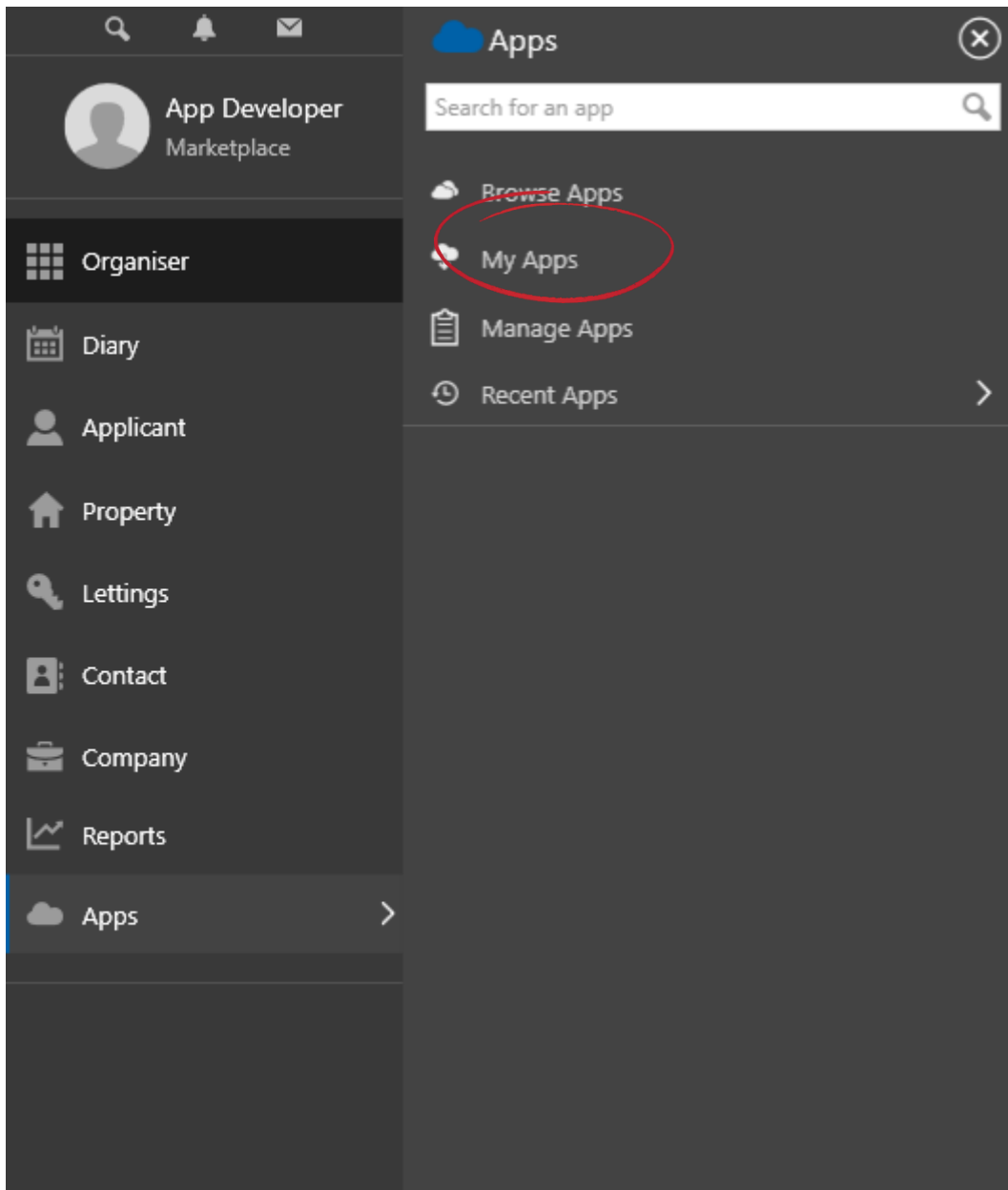
The screenshot displays the Reapit Property System interface, titled 'Reapit Property System' in the top right corner. The interface is divided into several sections:

- Left-hand navigation panel:** Contains icons and labels for 'App Developer Marketplace', 'Organiser', 'Diary', 'Applicant', 'Property', 'Lettings', 'Contact', 'Company', 'Reports', and 'Apps'.
- Overview section:** A list of metrics with icons and counts:
 - Available Properties: 0
 - Current Tenancies: 0
 - Arranging Tenancies: 0
 - Landlords To Call: 0
 - Active Applicants: 0
 - Applicants To Call: 0
 - Applicants To Remove: 0
 - My Contacts: 0
 - Call Reminders: 0
 - Follow ups: 0
 - Internet Registrations: 319
- Activity Panel:** A table with columns 'Office', 'Department', 'Company', and 'Today'. It lists various activities with counts:
 - Market Appraisals: 0
 - New Instructions: 0
 - Available Again: 0
 - Rent Change: 0
 - Under Offer: 0
 - Withdrawn: 0
 - Tenancy Arranging: 0
 - Tenancy Started: 0
- Property Management:** A table with columns 'All', 'By Office', and 'By Manager'. It lists property management tasks with counts:
 - Notice to quit for tenancies expiring in 14 days: 0
 - Tenancies due for renewal in next 60 days: 15
 - Check outs to book in next 0 days: 0
 - Supplier accreditation expiry in 30 days: --
 - Tenancy renewal negotiations: 0
 - Post tenancy checks incomplete: 18
 - Pre tenancy checks incomplete: 19
 - Outstanding works orders: 3
 - Works orders to chase: 0
 - Inspections to book before due date by 0 days: 12
 - Arranging Tenancies: 18
 - Gas safety certificate expiry in 30 days: 117
 - Electricity safety certificate expiry in 30 days: 169
- News Feed:** A section with columns 'Office', 'Department', 'Company', and 'Filter'. It contains a link 'Show older activity'.
- My Appointments (0):** A section with tabs 'Today', 'This Week', and 'Next Week'. It shows 'No appointments found'.
- Messages & Tasks (0):** A section with tabs 'All', 'Unread', and 'Sent'. It shows 'By Newest'.

To access the Marketplace, select ‘Apps’ from the left-hand navigation panel.



This will open an additional navigation bar relating to the Marketplace.
To browse and search the Marketplace, simply click on 'Browse Apps'



This will load the Client-Side Marketplace.

Please note: As this is a testing environment, you will only see applications belonging to your developer account.

For reference:

'My Apps' will display 'Installed' apps

'Mange Apps' allows administrators to manage their installations

'Recent Apps' will display any apps that have been recently accessed

Installing your App

To install your application, simply open your app from the Marketplace and click 'Install App'.

INSTALL APP

You will be presented with a confirmation modal which you will need to agree. This will 'Confirm' the permissions (scopes) for your app to interact with.

Confirm Example App installation



This action will install the app for ALL platform users.

Example App requires the permissions below. By installing you are granting permission to your data.

Write conveyancing

Read tasks

CONFIRM

CANCEL

Note: Development is currently underway to notify you via email of any user installations.

Opening/Running your App

If your application has been built as a User Facing app and launchable from within the desktop software, you can now click on 'Apps' and 'My Apps' to open/run.

All other apps will now have the correct permissions to interact with the required data but will not be available as a launchable app from within Agency Cloud.

Viewing Installations

Once your application has been installed, you can then view the 'Installations' section on your app within the Developers Portal.

When you open your app in the Developers Portal you will notice a new record in the 'Installations' table. As this is sandbox data the Client ID will display as 'SBOX'.

Installations

Client	Date Installed	Uninstall
SBOX	09 Jun 2020	Uninstall

Note: Development is currently underway to display the company name in addition to the Client ID.

Uninstalling your App

As a User (through Agency Cloud)

To uninstall your app, click on 'Apps' from the left-hand navigation and select 'Manage Apps'. Open and click 'Uninstall'

As a Developer (through the Developers Portal)

Open your app in the Developers Portal and view the 'Installations' table. Click 'Uninstall'.

Useful Links – Articles/Videos

- Tips for searching data using Universal Search: <https://reapit.atlassian.net/wiki/x/HAGzBw>
- Universal Search, quick search & advanced search: <https://reapit.atlassian.net/wiki/x/F4BRAw>
- Adding an Applicant: <https://reapit.atlassian.net/wiki/x/BYCuB>
- Adding a Property & Vendor / Landlord: <https://reapit.atlassian.net/wiki/x/DIDeB>