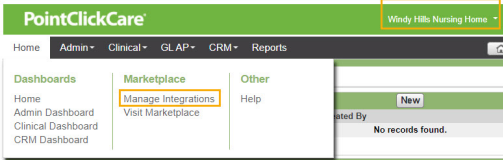
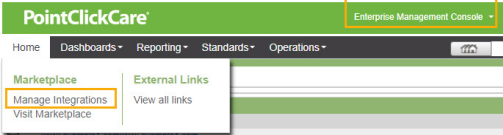





This quick start guide provides the steps required to activate and deactivate Marketplace applications. To learn more about Marketplace applications, visit the [Marketplace](#).

Step	Action	Application View
1.	Access Manage Integrations 1. Log in to PointClickCare. 2. Do one of the following: <ul style="list-style-type: none">• Single community: Home > Marketplace > Manage Integrations.• Multi-community: Management Console > Home > Manage Integrations.	<div>Single community </div> <div>Multi-community </div>

Step	Action	Application View																								
2.	<h3>Assign Application Activation security</h3> <p>Skip this step if you are already able to see Manage Integrations.</p> <div>  <p>NOTE You must have permissions to edit security roles before continuing.</p> </div> <ol style="list-style-type: none"> Log in to PointClickCare. Do one of the following: <ul style="list-style-type: none"> Single community: Admin > Setup > Security Roles. Multi-community: Management Console > Standards > Financial Management > Security Roles. Assign system security role: <ul style="list-style-type: none"> Authorized Vendor Application Purchaser <div>  <p>NOTE For multi-community organizations, you must also have access to the Management Console.</p> </div> <ol style="list-style-type: none"> Click users. Select applicable users. Click Save. <div>  <p>NOTE The update will take effect the next time the user logs in. To immediately apply role updates to users who are currently logged in, scroll to the bottom of the page and click the link.</p> </div>	<p>users print copy Authorized Vendor Application Purchaser</p> <div> <p>Users Assigned to Authorized Vendor Application Purchaser</p> <table> <thead> <tr> <th></th><th>User Name</th><th>Login Name</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>BOM Role</td><td>bom</td></tr> <tr> <td><input type="checkbox"/></td><td>Hanna Abbot</td><td>hanna</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Harold Swanson</td><td>harold.swanson</td></tr> <tr> <td><input type="checkbox"/></td><td>jane doe</td><td>janed</td></tr> <tr> <td><input type="checkbox"/></td><td>Jaxon Solits</td><td>jsoltis</td></tr> <tr> <td><input type="checkbox"/></td><td>John Davis</td><td>jdavis</td></tr> <tr> <td><input type="checkbox"/></td><td>John McGinty</td><td>jmcginty</td></tr> </tbody> </table> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div> <p>Any role updates made will take effect the next time a user logs in to the system. Role updates can be applied immediately to user's currently logged in by clicking here. All role updates should be completed before applying them to current users.</p>		User Name	Login Name	<input type="checkbox"/>	BOM Role	bom	<input type="checkbox"/>	Hanna Abbot	hanna	<input checked="" type="checkbox"/>	Harold Swanson	harold.swanson	<input type="checkbox"/>	jane doe	janed	<input type="checkbox"/>	Jaxon Solits	jsoltis	<input type="checkbox"/>	John Davis	jdavis	<input type="checkbox"/>	John McGinty	jmcginty
	User Name	Login Name																								
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<input type="checkbox"/>	Jaxon Solits	jsoltis																								
<input type="checkbox"/>	John Davis	jdavis																								
<input type="checkbox"/>	John McGinty	jmcginty																								

Step

Action

Application View

3.

Activate a new application

1.

Log in to PointClickCare.

2.

Do one of the following:

• Single community: Home > Marketplace > Manage Integrations.

• Multi-community: Management Console > Home > Manage Integrations.

3.

Click **Activation Request**.

4.

Complete the following:

• **Legal Organization Name** - Type the legal name for the organization at the time the request is made.

• **Application** - Select an application.

• **Select facilities to activate application** - Select the communities in which the application is installed.

• **Title** - Type the title of the authorized requester.

• **Which email would like to be notified at?** - Type email address. This email is used for communication regarding this request.

• **Requested By** -Type the first and surname of the requester. Requester must be an authorized signer for your organization.

• **Health Care Provider** - Type the Health Care Provider name.

• **Please read and agree to the Terms of Agreement to continue** - Read the Terms of Agreement and click **Accept**.

5.

Click **Submit**.

Next steps:

• You receive a confirmation email.

• Partner receives the activation request email.

• Once activated, you are notified by email. (Applications are activated 1-2 business days after partner approval.)

Manage Integrations

Integrated Applications

Application Name

Activated Facilities

Requested Integrations

Activation Request

Deactivation Request

Admin

Status

Requested Date

Application Name

New Activation Request

PLEASE READ: To authorize enablement of integrations, and by extension the exchange of PHI with the specified third party, this form must list your organization's OFFICIAL LEGAL NAME as registered with the Secretary of State or Secretary of Commonwealth (US) or Federal Ministry (Canada). If the Legal Org Name field below is pre-populated, we have already verified your organization's official legal name and no modifications are needed. If the field is blank, please verify your official legal name prior to submission to avoid the enablement request being rejected.

Legal Organization Name:

Test Legal Name 1

Application:

None Selected

Marketplace Homepage

Select facilities to activate application:

Select Facilities

Title:

Which email would you like to be notified at?

Enter user email

Requested By:

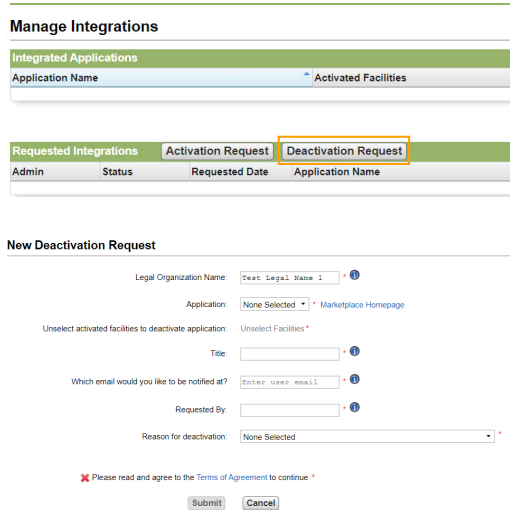
Health Care Provider:

Enter legal name

Please read and agree to the Terms of Agreement to continue

Submit

Cancel

Step	Action	Application View
4.	Deactivate an application <ol style="list-style-type: none"> Log in to PointClickCare. Do one of the following: <ul style="list-style-type: none"> Single community: Home > Marketplace > Manage Integrations. Multi-community: Management Console > Home > Manage Integrations. Click Deactivation Request. Complete the following: <ul style="list-style-type: none"> Legal Organization Name - Type the legal name for the organization at the time the request is made. Application - Select an application. Unselect activated facilities to deactivate application - Clear the communities from the list in which you want the application uninstalled. <ul style="list-style-type: none"> Currently Activated - Lists communities currently activated for the selected application. Title - Type the title of the authorized requester. Which email would you like to be notified at? - Type email address. This email is used for communication regarding this request. Requested By -Type the first and surname of the requester. Requester must be an authorized signer for your organization. Reason for deactivation - Select the reason. Please read and agree to the Terms of Agreement to continue - Read the Terms of Agreement and click Accept. Click Submit. 	 <p>The screenshot shows the 'Manage Integrations' section of the PointClickCare interface. The 'Deactivation Request' tab is selected and highlighted with an orange box. Below this, the 'New Deactivation Request' form is visible. The form includes fields for 'Legal Organization Name', 'Application' (set to 'None Selected'), 'Unselect activated facilities to deactivate application' (set to 'Unselect Facilities'), 'Title', 'Which email would you like to be notified at?' (set to 'Enter user email'), 'Requested By', 'Reason for deactivation' (set to 'None Selected'), and a checkbox for 'Please read and agree to the Terms of Agreement to continue'. The 'Submit' and 'Cancel' buttons are at the bottom of the form.</p>