

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 <ol style="list-style-type: none">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.	<p>Single community</p>  <p>Multi-community</p> 



NOTE

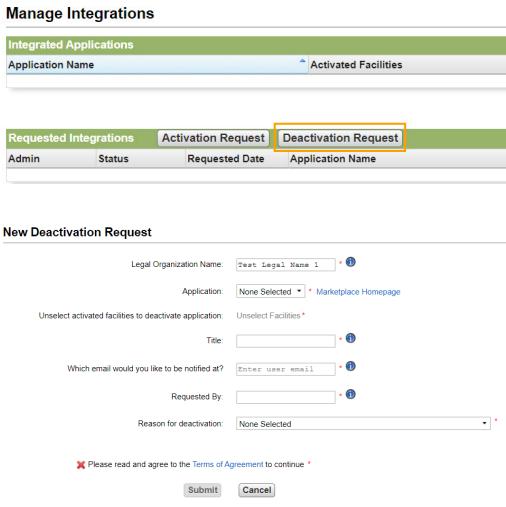
To see **Manage Integrations**, you must have the Authorized Vendor Application Purchaser security role assigned. This may require assistance from another user in your organization who manages security users and roles.

Step	Action	Application View																		
2. Assign Application Activation security	<p>Skip this step if you are already able to see Manage Integrations.</p> <p> NOTE You must have permissions to edit security roles before continuing.</p> <ol style="list-style-type: none">1. Log in to PointClickCare.2. 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.3. Assign system security role:<ul style="list-style-type: none">• Authorized Vendor Application Purchaser <p> NOTE For multi-community organizations, you must also have access to the Management Console.</p> <ol style="list-style-type: none">a. Click users.b. Select applicable users.c. Click Save. <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>	<p>users print copy Authorized Vendor Application Purchaser</p> <table border="1"><thead><tr><th colspan="2">Users Assigned to Authorized Vendor Application Purchaser</th></tr><tr><th>User Name</th><th>Login Name</th></tr></thead><tbody><tr><td><input type="checkbox"/> BOM Role</td><td>bom</td></tr><tr><td><input type="checkbox"/> Hanna Abbot</td><td>hanna</td></tr><tr><td><input checked="" type="checkbox"/> Harold Swanson</td><td>harold.swanson</td></tr><tr><td><input type="checkbox"/> jane doe</td><td>janed</td></tr><tr><td><input type="checkbox"/> Jaxon Solits</td><td>joltis</td></tr><tr><td><input type="checkbox"/> John Davis</td><td>jdavis</td></tr><tr><td><input type="checkbox"/> John McGinty</td><td>jmcginty</td></tr></tbody></table> <p>Save Cancel</p> <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>	Users Assigned to Authorized Vendor Application Purchaser		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	joltis	<input type="checkbox"/> John Davis	jdavis	<input type="checkbox"/> John McGinty	jmcginty
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Step	Action	Application View
3.	<p>Activate a new application</p> <ol style="list-style-type: none"> 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. 3. Click Activation Request. 4. 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. • 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? <ul style="list-style-type: none"> - 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. 	<p>The screenshot shows the PointClickCare application's 'Manage Integrations' page. At the top, there are tabs for 'Integrated Applications' (selected), 'Application Name', and 'Activated Facilities'. Below this is a table with columns 'Requested Integrations', 'Activation Request' (which is highlighted with a yellow box), and 'Deactivation Request'. The table includes headers 'Admin', 'Status', 'Requested Date', and 'Application Name'. A separate 'New Activation Request' form is overlaid on the page. It contains fields for 'Legal Organization Name' (with a placeholder 'Test Legal Name 1'), 'Application' (set to 'None Selected' with a dropdown menu), 'Select facilities to activate application' (with a 'Select Facilities' button), 'Title' (empty field), 'Which email would you like to be notified at?' (empty field), 'Requested By' (empty field), and 'Health Care Provider' (empty field). At the bottom of the form is a note about reading the 'Terms of Agreement' and a 'Submit' button.</p>

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.)

Step	Action	Application View
4.	<p>Deactivate an application</p> <ol style="list-style-type: none"> 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. 3. Click Deactivation Request. 4. 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. 5. Click Submit. 	 <p>The screenshot shows the 'Manage Integrations' page. At the top, there's a green header bar with the title. Below it, there are two tabs: 'Integrated Applications' and 'Activated Facilities'. Under 'Integrated Applications', there's a table with columns for 'Application Name' and 'Status'. In the 'Status' column, the first row has a dropdown arrow icon. Below the table, there's a section titled 'Requested Integrations' with tabs for 'Activation Request' (selected) and 'Deactivation Request' (highlighted with a yellow box). The 'Deactivation Request' tab has sub-tabs for 'Admin', 'Status', 'Requested Date', and 'Application Name'. Further down, there's a form titled 'New Deactivation Request' with fields for 'Legal Organization Name' (with a placeholder 'Test Legal Name 1'), 'Application' (with a dropdown 'None Selected' and a note 'Marketplace Homepage'), 'Unselect activated facilities to deactivate application' (with a dropdown 'Unselect Facilities'), 'Title' (empty), 'Which email would you like to be notified at?' (placeholder 'Enter user email'), 'Requested By' (empty), and 'Reason for deactivation' (dropdown 'None Selected'). At the bottom of the form, there's a note 'Please read and agree to the Terms of Agreement to continue.' followed by 'Submit' and 'Cancel' buttons.</p>