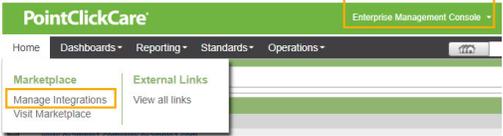


This quick start guide provides the steps required to activate and deactivate Marketplace applications. To learn more about Marketplace applications, visit the [Marketplace](#).

Step	Action	Application View
1.	<p data-bbox="279 443 643 474"><b>Access Manage Integrations</b></p> <ol data-bbox="279 499 857 722" style="list-style-type: none"><li data-bbox="279 499 630 531">1. Log in to PointClickCare.</li><li data-bbox="279 533 857 722">2. Do one of the following:<ul data-bbox="337 592 857 722" style="list-style-type: none"><li data-bbox="337 592 857 657">• Single community: Home &gt; Marketplace &gt; Manage Integrations.</li><li data-bbox="337 659 857 722">• Multi-community: Management Console &gt; Home &gt; Manage Integrations.</li></ul></li></ol> <div data-bbox="285 751 922 1083" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"><p data-bbox="326 793 391 856"></p><p data-bbox="435 789 500 814"><b>NOTE</b></p><p data-bbox="435 819 867 1045">To see <b>Manage Integrations</b>, 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.</p></div>	<p data-bbox="971 443 1205 474"><b>Single community</b></p>  <p data-bbox="971 716 1188 747"><b>Multi-community</b></p> 

Step	Action	Application View
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2. **Assign Application Activation security**

Skip this step if you are already able to see Manage Integrations.

 **NOTE**  
You must have permissions to edit security roles before continuing.

1. Log in to PointClickCare.
2. Do one of the following:
  - Single community: Admin > Setup > Security Roles.
  - Multi-community: Management Console > Standards > Financial Management > Security Roles.
3. Assign system security role:
  - Authorized Vendor Application Purchaser

 **NOTE**  
For multi-community organizations, you must also have access to the Management Console.

- a. Click **users**.
- b. Select applicable users.
- c. Click **Save**.

 **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.

[users](#) [print](#) [copy](#) Authorized Vendor Application Purchaser

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	jsoltis
<input type="checkbox"/>	John Davis	jdavis
<input type="checkbox"/>	John McGinty	jmcginty

[Save](#) [Cancel](#)

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.

Step	Action	Application View
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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			
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:  ⓘ

Application: None Selected | Marketplace Homepage

Select facilities to activate application: Select Facilities \*

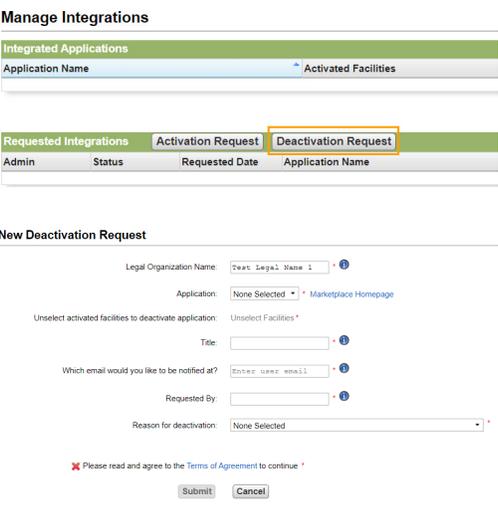
Title:  ⓘ

Which email would you like to be notified at?  ⓘ

Requested By:  ⓘ

Health Care Provider:  ⓘ

ⓧ Please read and agree to the [Terms of Agreement](#) to continue \*

Step	Action	Application View
<p>4.</p> <p><b>Deactivate an application</b></p> <ol style="list-style-type: none"> <li>1. Log in to PointClickCare.</li> <li>2. Do one of the following: <ul style="list-style-type: none"> <li>• Single community: Home &gt; Marketplace &gt; Manage Integrations.</li> <li>• Multi-community: Management Console &gt; Home &gt; Manage Integrations.</li> </ul> </li> <li>3. Click <b>Deactivation Request</b>.</li> <li>4. Complete the following: <ul style="list-style-type: none"> <li>• <b>Legal Organization Name</b> - Type the legal name for the organization at the time the request is made.</li> <li>• <b>Application</b> - Select an application.</li> <li>• <b>Unselect activated facilities to deactivate application</b> - Clear the communities from the list in which you want the application uninstalled. <ul style="list-style-type: none"> <li>• <b>Currently Activated</b> - Lists communities currently activated for the selected application.</li> </ul> </li> <li>• <b>Title</b> - Type the title of the authorized requester.</li> <li>• <b>Which email would you like to be notified at?</b> - Type email address. This email is used for communication regarding this request.</li> <li>• <b>Requested By</b> -Type the first and surname of the requester. Requester must be an authorized signer for your organization.</li> <li>• <b>Reason for deactivation</b> - Select the reason.</li> <li>• <b>Please read and agree to the Terms of Agreement to continue</b> - Read the Terms of Agreement and click <b>Accept</b>.</li> </ul> </li> <li>5. Click <b>Submit</b>.</li> </ol>		 <p>The screenshot shows the 'Manage Integrations' page. At the top, there are tabs for 'Requested Integrations', 'Activation Request', and 'Deactivation Request', with the last one being active. Below the tabs is a table with columns for 'Admin', 'Status', 'Requested Date', and 'Application Name'. Underneath, there is a 'New Deactivation Request' form with the following fields: 'Legal Organization Name' (with a dropdown), 'Application' (with a dropdown set to 'None Selected'), 'Unselect activated facilities to deactivate application' (with a dropdown), 'Title' (text input), 'Which email would you like to be notified at?' (text input), 'Requested By' (text input), and 'Reason for deactivation' (dropdown). At the bottom of the form, there is a red error message: 'Please read and agree to the Terms of Agreement to continue.' and two buttons: 'Submit' and 'Cancel'.</p>