Self Serve Activation for Marketplace Applications Quick Reference Guide

This quick reference guide provides the steps required to activate and deactivate Marketplace applications. To learn more about Marketplace applications, visit the <u>Marketplace</u>.

Step	Action		Арр	Application View			
1.	Assign App	Assign Application Activation security		ers print copy Aut	horized Vendor Appli	cation Purchas	
		NOTE You must assign security before you can	Users Assigned to Authorized Vendor Application Purchaser				
		complete application activation		User Name	Login Name		
				BOM Role	bom		
				Hanna Abbot	hanna		
	1. Login to	Login to PointClickCare.		Harold Swanson	harold.swanson		
				jane doe	janed		
	2. Do one	Do one of the following:		Jaxon Solits	jsoltis		
				John Davis	jdavis		
	 Sing 	 Single facility: Admin > Setup > Security Roles 		John McGinty	jmcginty	-	
	3. Assign sAuth	system security role: norized Vendor Application Purchaser Image: Note For multi-facility organizations, you must also have access to the Management Console.	Role All rol	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.			
	1. Clic	k users.					
	2. Sele	ect applicable user(s).					
	3. Clic	k Save.					
 To immediately apply security updates to users currently logged in, scroll to the bottom of Security Roles and click clicking here. 							

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Step	Action	Application View		
2.	Activate a new application	Single facility		
	1. Login to PointClickCare.	PointClickCare		
	2. Do one of the following:	Home Admin+ Cilnical+ QIA+ GLAP+ Reports Dashboards Marketplace Other		
	 Single facility: Home > Marketplace > Manage Integrations. 	Home Manage Integrations Help Admin Dashboard Cilinela Dashboard EHR Scorecard Setup		
	 Multi-facility: Management Console > Home > Manage Integrations. 			
	3. Click Activation Request.	-		
	4. Complete the following:	PointClickCare Home Dashboards Reporting- Standards- Operations- Document Manager-		
	• Legal Organization Name - Type your legal organization name at the time of submitting the application activation request.	Marketplace Manage Integrations Visit Marketplace Show expired Created By		
	• Application - Select an application.	Manage Integrations		
	 Select facilities to activate application - Select the facilities in which the application is installed. 	Integrated Applications Application Name Activated Facilities		
	• Title - Type the title of the authorized requester.	Requested Integrations Activation Request Deactivation Request Admin Status Requested Date Application Name		
	 Which email would like to be notified at? - Type email address. This email is used for communication regarding this request. 	Legal Organization Name.		
	• Requested By -Type the first and surname of the requester. Requester must be an authorized signer for	Application:		
	your organization.	Title:		
	Health Care Provider - Type the Health Care Provider name.	Which email would you I ike to be notified at?		
		Requested By:		
	 Please read and agree to the Terms of Agreement to continue - Read the Terms of Agreement and click 	Health Care Provider: Enter legal name		
	Accept.	\checkmark Please read and agree to the Terms of Agreement to continue *		
	5. Click Submit .	Submit Cancel		

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Step	Action		Application View		
3.	De	activate an application	PointClickCare		
	1.	Login to PointClickCare.	Home Admin- Clinie Dashboards N	cal+ QIA+ GLAP+ Reports	
	2.	Do one of the following:	Home Admin Dashboard Clinical Dashboard	Anage Integrations Isit Marketplace EHR Scorecard Setup	
		 Single facility: Home > Marketplace > Manage Integrations. 	EHR Scorecard	nents	
		 Multi-facility: Management Console > Home > Manage Integrations. 	PointClickCare	2 Reporting - Standards - Operations - Document Manager -	
	3.	Click Deactivation Request.	Marketplace Manage Integrations		
	4.	Complete the following:	Show expired	Message Created By	
		 Legal Organization Name - Type your legal organization name at the time of submitting the deactivation request. 	Manage Integrations Integrated Applications Application Name * Activated Facilities		
		• Application - Select an application.			
		• Select facilities to deactivate application - Select the facilities in which the application is installed.	Requested Integrations Admin Status	Activation Request Requested Date Application Name	
		• Title - Type the title of the authorized requester.	Legal Organization Name:		
		 Which email would like to be notified at? - Type email address. This email is used for communication regarding this request. 	Application: Select facilities to	* anna-production-app Marketplace Homepage Select Facilities*	
		 Requested By -Type the first and surname of the requester. Requester must be an authorized signer for your organization. 	Title: Which email would you like to be notified at?	• 🖲	
		• Reason for deactivation - Type the reason.	Requested By:	* 🕦	
		 Please read and agree to the Terms of Agreement to continue - Read the Terms of Agreement and click Accept. 	Reason for deactivation:	* read and agree to the Terms of Agreement to continue *	
	5.	Click Submit.	Submit	Cancel	

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