

Procedure for using the PowerAPPS

BEFORE getting started, you must have your authentication codes.

You are given those codes by the integration department; you can request them by email at form@medifax.ca

- Code : PowerAPPS (Email address and password)
- Code : RH (HR Code and the password you have chosen)

Procedure

1. Click on the following link to access the PowerAPPS on your computer, and you will see an authentication window

<https://apps.powerapps.com/play/4e58e368-57a0-4c30-8fd3-633ffa2716e1>

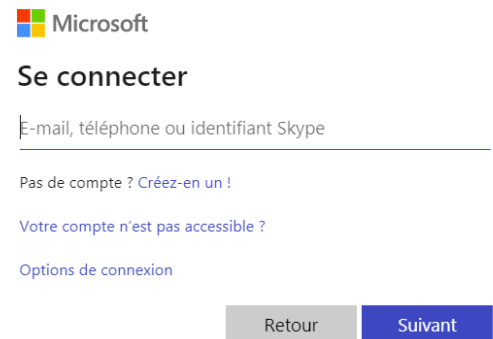
1. Code PowerAPPS (Authentication) :
2. **Enter the PowerAPPS user name** (email address) you have received
Ex : emailreceived@medifax.ca

After that, click on *Suivant* (next)

3. Enter **the password** you have received.

Ex : Bienvenue1

After that, click on *Se connecter* (log on)



Microsoft

Se connecter

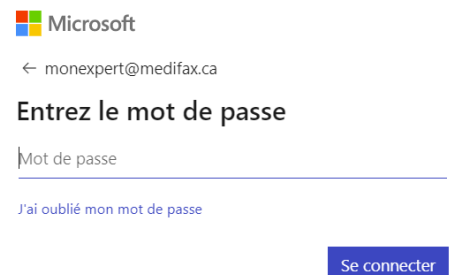
E-mail, téléphone ou identifiant Skype

Pas de compte ? Créez-en un !

Votre compte n'est pas accessible ?

Options de connexion

Retour Suivant



Microsoft

← monexpert@medifax.ca

Entrez le mot de passe

Mot de passe

J'ai oublié mon mot de passe

Se connecter

Procedure for using the PowerAPPS

Veillez entrer votre code RH
et votre mot de passe

Accéder

PRÉ-EMBAUCHE SIMPLIFIÉ
PLUMITIF - MÉDICAL - RÉFÉRENCE




4. Code RH (Authentication)
Enter the RH Code
Enter the password you have chosen, and
Click on *Accéder* (log on)
5. A welcome message will appear.
Click on billets actifs (active files)
6. **Click on a candidate**
7. **Click on the rapport (report) icon on the right**

