# MICRO APPS

This document describes the installation and configuration procedure for Apps created by Micro-Apps. As we have various apps with different subscriptions, we include an application called "Base Application". Within this application all the subscriptions of our apps are managed.

The installation of a Micro Apps Application:
All apps are available through the Microsoft Marketplace for Business Central extensions/apps. From here you can automatically install the extension and make it available within every company in your Business Central environment.

1. Click on the search icon and type *Extension* to go to the extension marketplace page
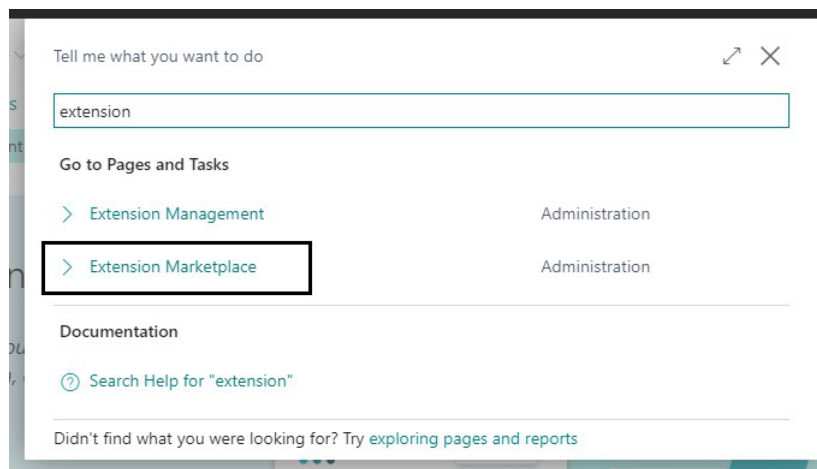

2. Search for your app and click on *Free Trial*
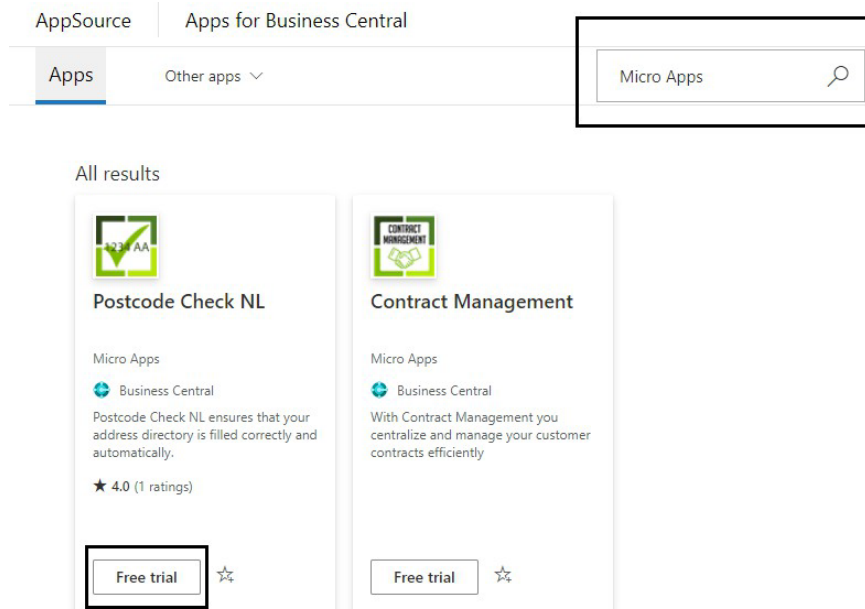
3. Confirm your details and click again on F*ree Trial*
4. Your App is getting installed and is visible on the extensions page

Allowing HTTP requests for the base application

For the correct working of the app, make sure that the setting of the Micro Apps Base App is set for "allowing HttpClient Request". We use http requests to log your usage. We don't save any other data. Follow the steps below to enable this option.

1. Go to the *extension management* page by typing extension in the search field.
2. Search for the Base Application by Micro Apps and click on the three dots.
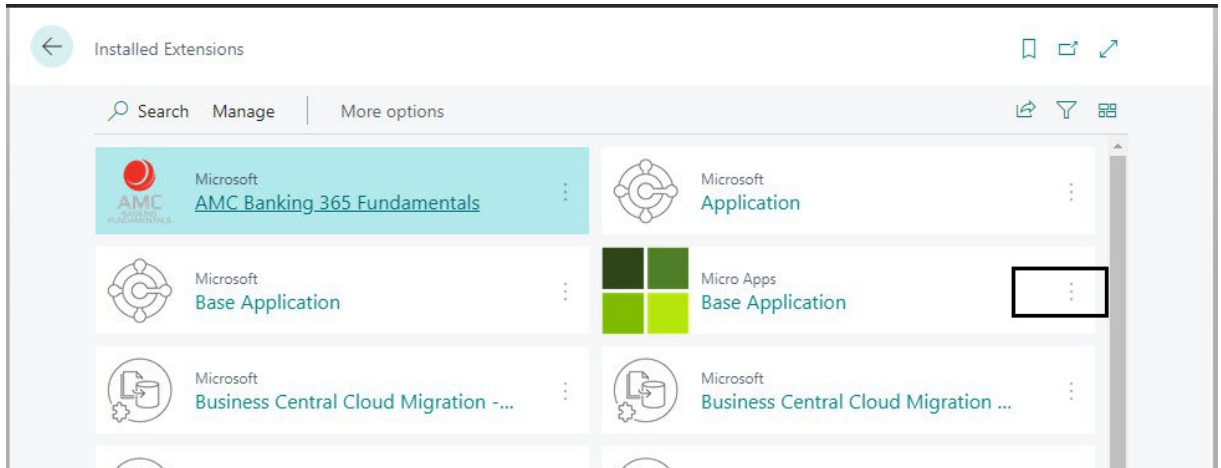
3. Click on *Configure*
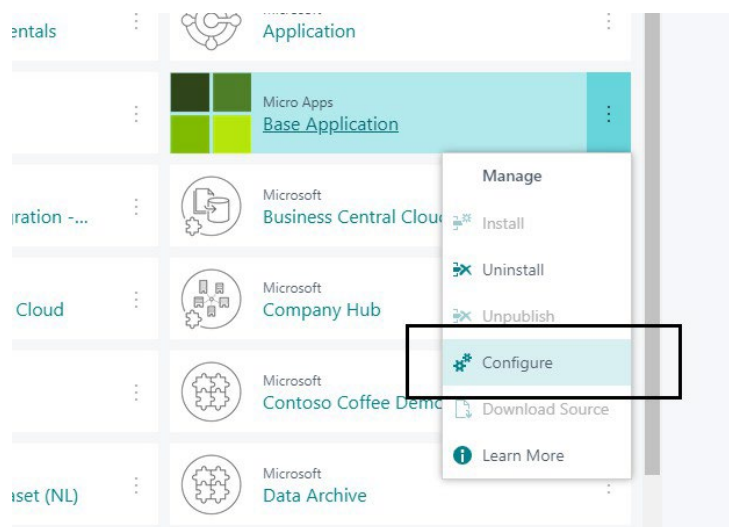
4. Allow the HttpClient Requests

Enter your company information and register at Micro Apps:
After the installation of a Micro App, the functionality is blocked. The first step before using an app is to register the company within the app.

1. Type *Micro Apps* in the search bar to open the Micro Apps general information page

Tell me what you want to do

micro apps

Go to Pages and Tasks

> Micro Apps General Information   Administration

Get from Microsoft AppSource   Show all (292)

2. Click on *Micro Apps* and select *Tenant Information*

Micro Apps General Information

Micro Apps | More options

  Tenant Information   Logging Information   App Overview

Company Name · · · · · · · CRONUS NL   Micro Apps Mail · · · · · · · support
Active Apps · · · · · · · · · · ·   0 Micro Apps Site · · · · · · · · https://r

3. Enter your company information details and select *Register or update Tenant information*

Micro Apps Tenant Information

  ● Register or Update Tenant Information   ▣ Update Tenant Info…Company Information | More options

Company

Company Name · · · · · CRONUS NL   Phone No. · · · · · · · · · · · 0666-666-6666
Address · · · · · · · · · · De Ring 5   Contact Name · · · · · · · · Liam Wolthuis
Address 2 · · · · · · · · · Buitenveldert   Contact E-mail · · · · · · · · liamwolthuis@cronus.com
Post Code · · · · · · · · 1111 DA   IBAN · · · · · · · · · · · · · NL20CEBU 0699212979
City · · · · · · · · · · · · Amsterdam   BIC · · · · · · · · · · · · · ·
Country Code · · · · · · NL   ⌄   VAT Registration No. · · · · NL777777770B77

Start your Micro Apps subscription or trial version

Before you finally can use your app, we need to activate before starting using it. Apps may contain different subscriptions see https://micro-apps.com/ for pricing and contract details. By uninstalling one of your apps, don't forget to uninstall it within the base application to stop the billing process. (See the next page to uninstall your app)

1. Go back to the Mico Apps General Information page
2. Click on *Micro Apps* and select *App Overview*
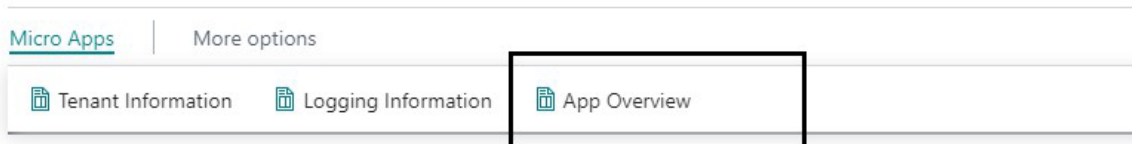
3. Select your app by clicking on the app name
4. If you want to test our app, you can start a **free trial period by clicking on *Start Free Trial***.
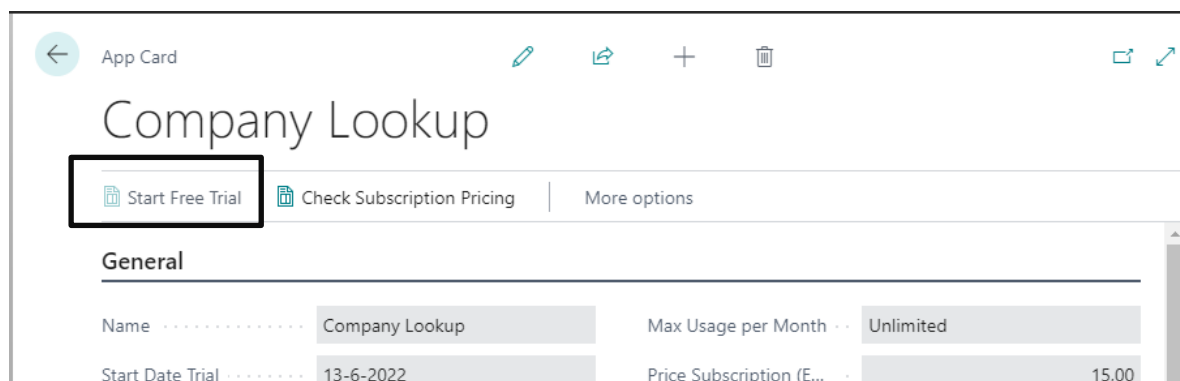
5. The free trial has now started. You have 30 days to try out our app at no cost. At the end of the trial period, it's important to switch from the trial version to an active subscription.
   If you prefer, you can start the subscription right away—the trial is optional.
   To begin your subscription, proceed to the next step to activate to subscription.

Note: The trial can only be activated once per tenant.

Change free trial to subscription.

1. To end the free trial, go to the same page where you initially activated it—on the app card. This time, instead of clicking *"Start Free Trial"*, click *"Check Subscription Pricing"*.
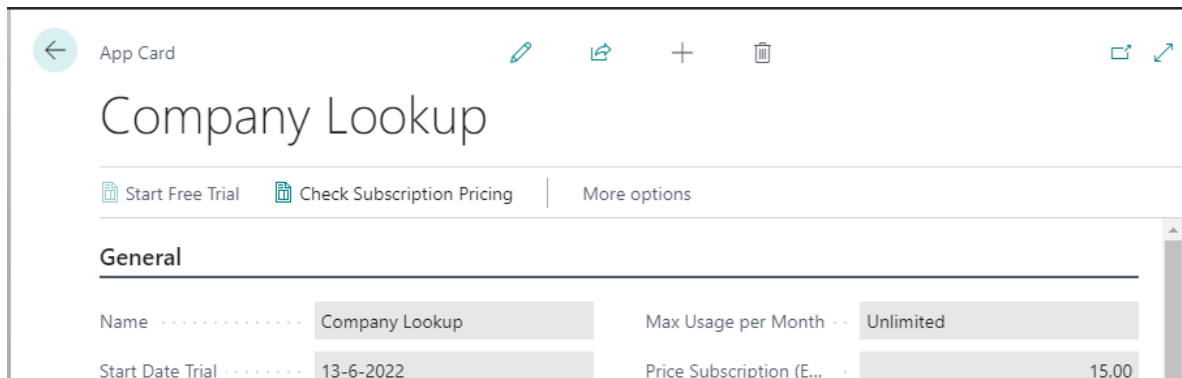
2. Choose the subscription plan that best suits your needs, then click "Start/Change Subscription" to activate your subscription for the selected app.
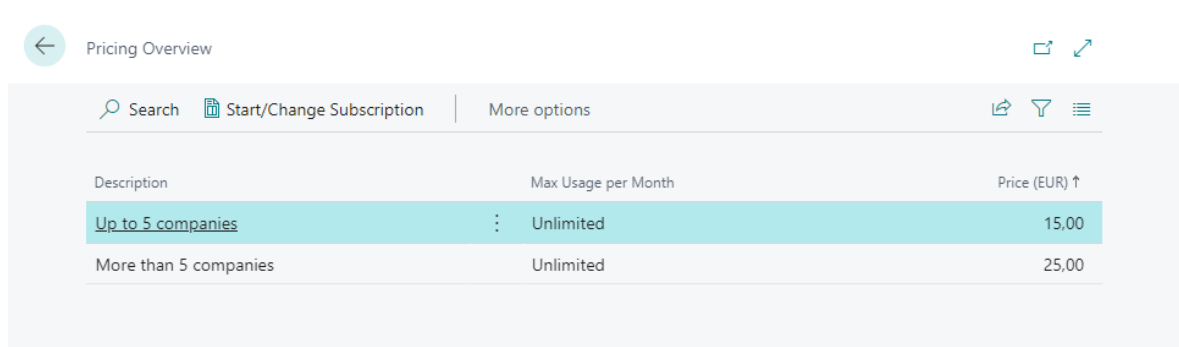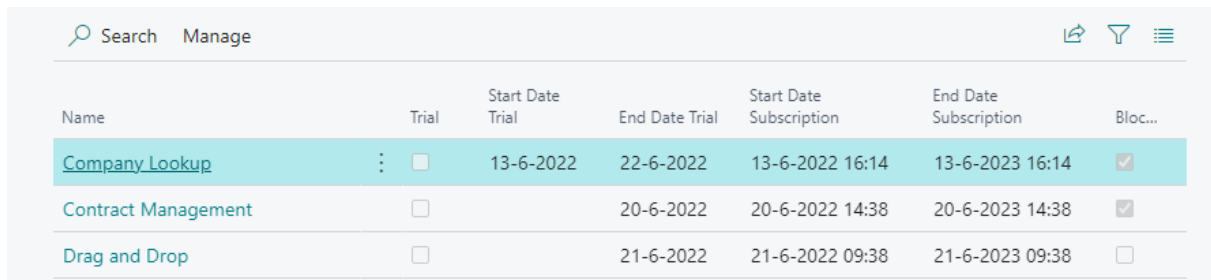

3. Your subscription is now active. Please note: if you uninstall a microapp, the subscription will remain active. To cancel the subscription, follow the next steps.

Stop your subscription and uninstall the app

Before you uninstall a Micro Apps app you need to stop the subscription first. We can archive this by uninstalling the app within the Micro Apps general information page. Don't forget to also uninstall the app also on the extensions page.
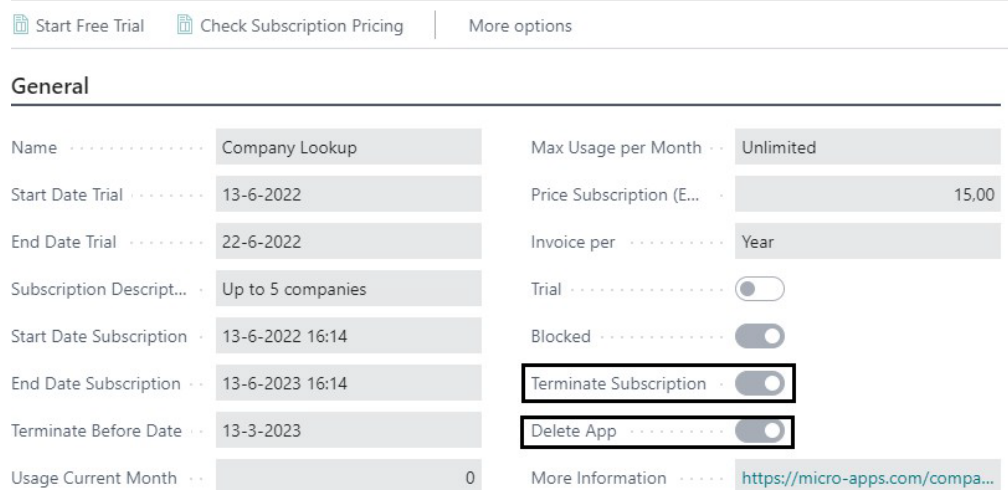
1. Open the *Micro Apps General Information Page*
2. Select *App Overview*
3. Select the app that needs to be uninstalled by clicking on the app name

4. Check *Terminate Subscription*
5. Check *Delete App*

6. Go to the *Extension Management* page
7. Find the app that needs to be uninstalled
8. Click on the three dots and select *Uninstall*