

PointClickCare®

Creating a Cliniconex Storage Category



October 2025

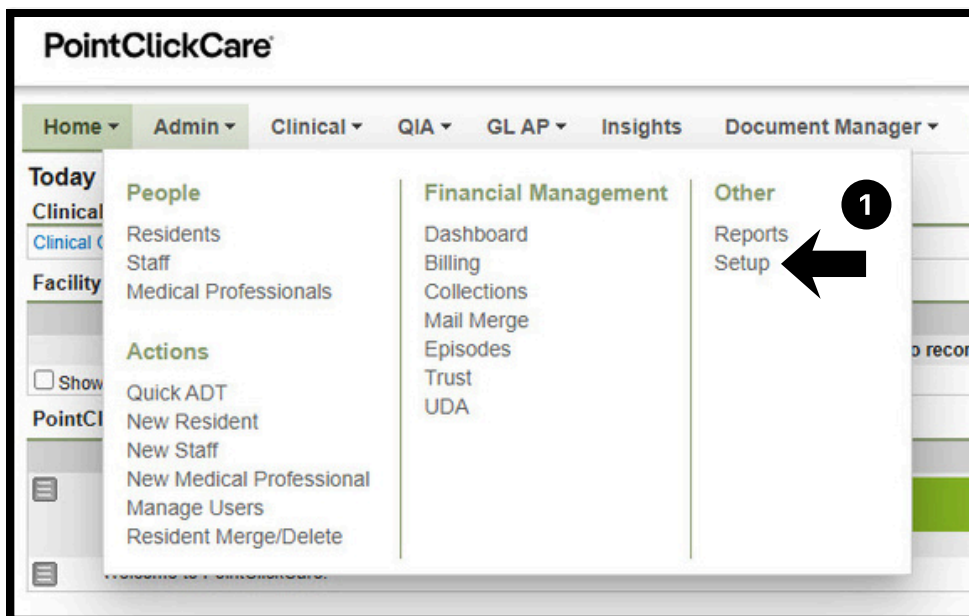
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To store communication logs, you must create a Cliniconex storage category in Admin settings. Without it, historical communications and messages cannot be accessed. The storage category ensures all communication data is retained and retrievable for compliance and reference.

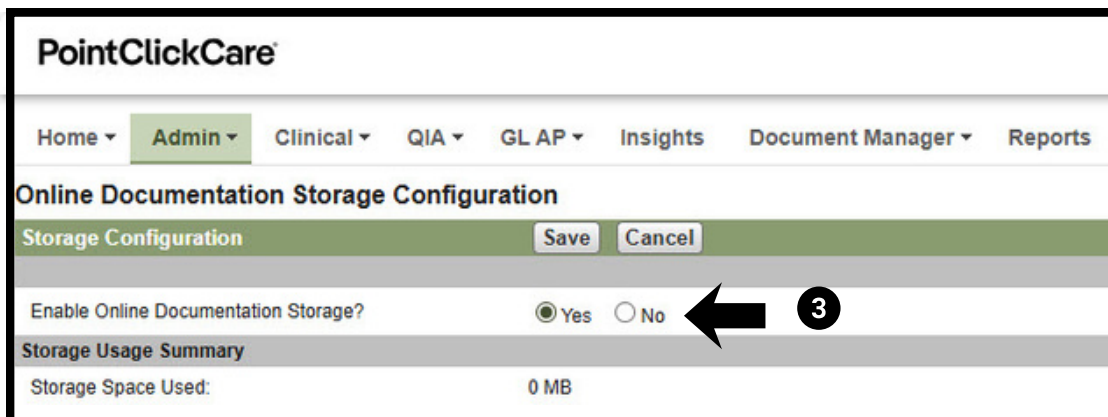
ENABLE ONLINE DOCUMENTATION STORAGE

Before creating a documentation storage category for Cliniconex, ensure that online documentation storage is enabled for every facility that uses Cliniconex.

1. Navigate to **Admin/Billing > Setup**.



2. Select **Online Documentation Storage Configuration** under **Organization Setup**.
3. Select Yes for **Enable Online Document Storage** and **Save**.



CREATE A NEW STORAGE CATEGORY FOR CLINICONEX

After enabling online storage documentation, create a storage category for Cliniconex.

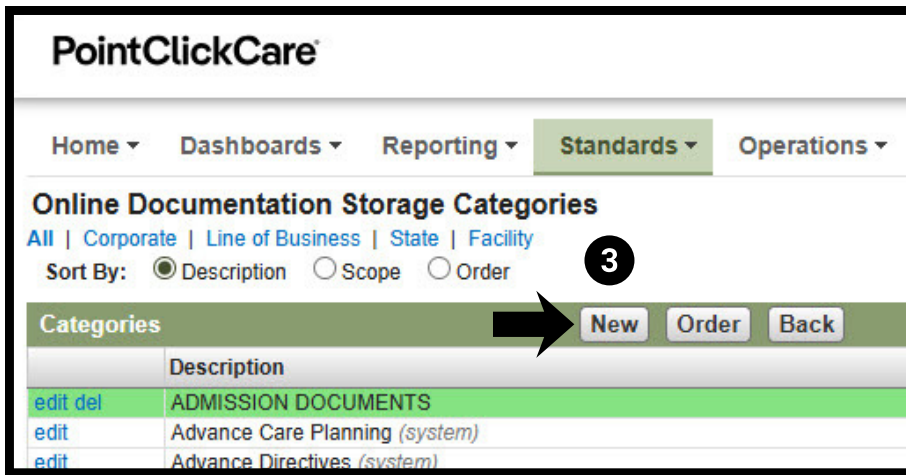
1. Navigate to:

Multi-Facility: Enterprise Management Console (EMC) > Standards > Financial Management

Single Facility: Admin/Billing > Setup

2. Select **Online Documentation Storage Categories** under **Organization Setup**.

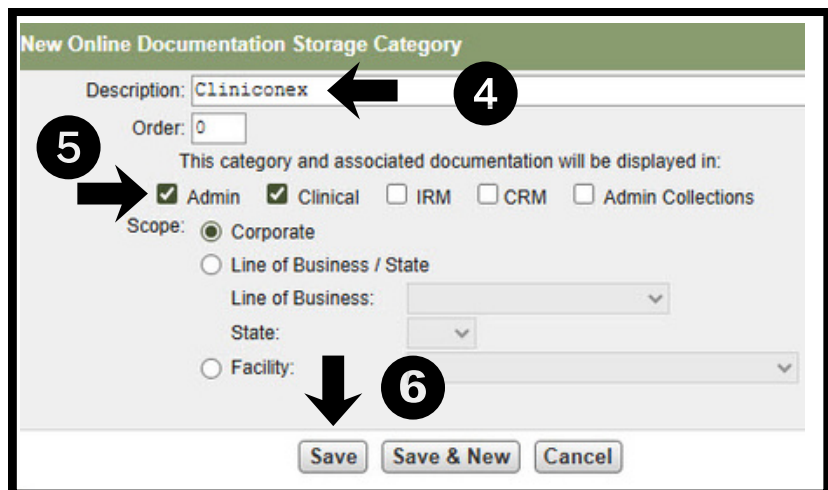
3. Select **New**.



4. Enter **Cliniconex** into the description. This must be exact spelling.

5. Select **Admin** and **Clinical**. Do not select any other options.

6. Click **Save**.



Note: If the documentation storage category for Cliniconex is created at the EMC level, it will be listed for **all** facilities, even if Cliniconex is not enabled. However, keep **Corporate** selected for Scope.