



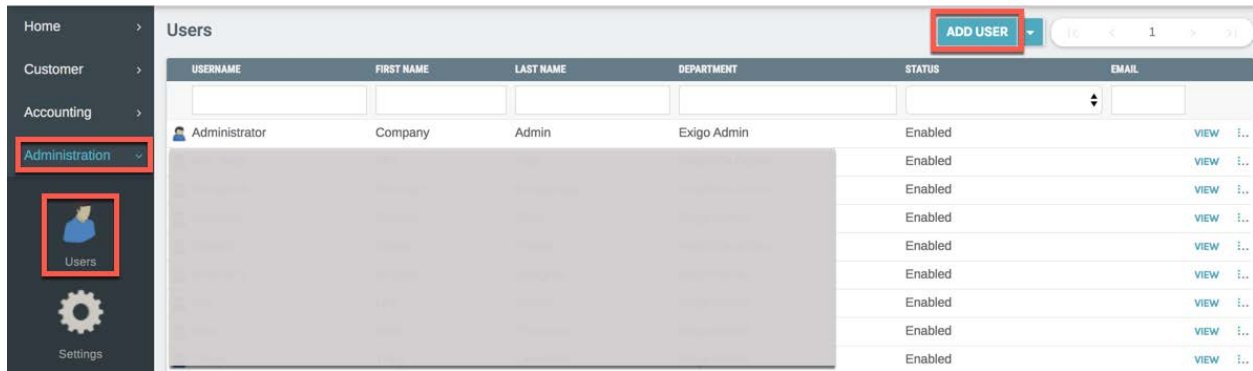
**Users:**

# **Creating New API Users**

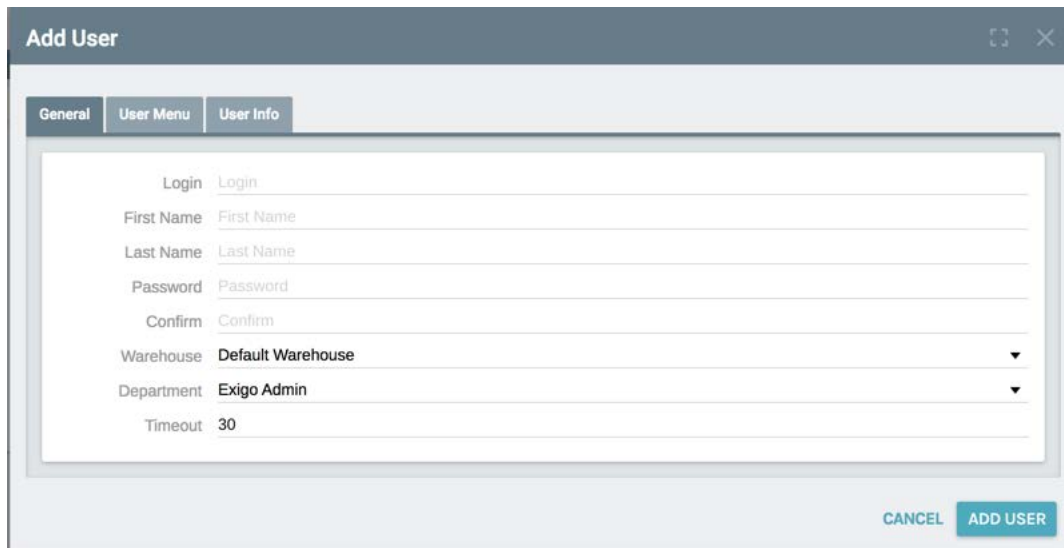
v 1.0

## CREATING NEW API USERS

1. Log in to Exigo.com.
2. Go to Administration > Users



3. Clicking "ADD USER" opens the following window.



**Add User**

General | User Menu | User Info

Login: Login

First Name: First Name

Last Name: Last Name

Password: Password

Confirm: Confirm

Warehouse: Default Warehouse

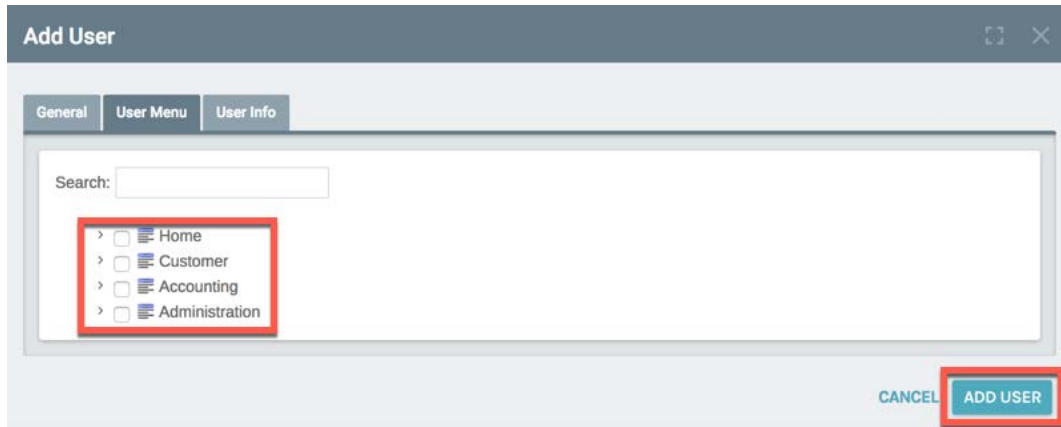
Department: Exigo Admin

Timeout: 30

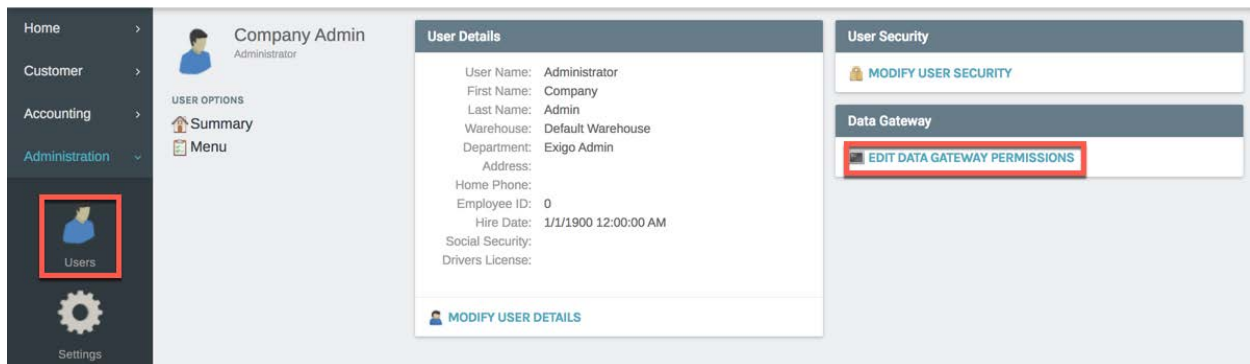
CANCEL ADD USER

4. Complete the following fields at minimum on the General Tab.
  - a. Login = User Name or Name used to log in to Exigo.com.
  - b. First Name = First Name of the User
  - c. Last Name = Last Name of the User
  - d. Password = The initial password of the User (Can be changed by User)
  - e. Confirm = The initial password of the User

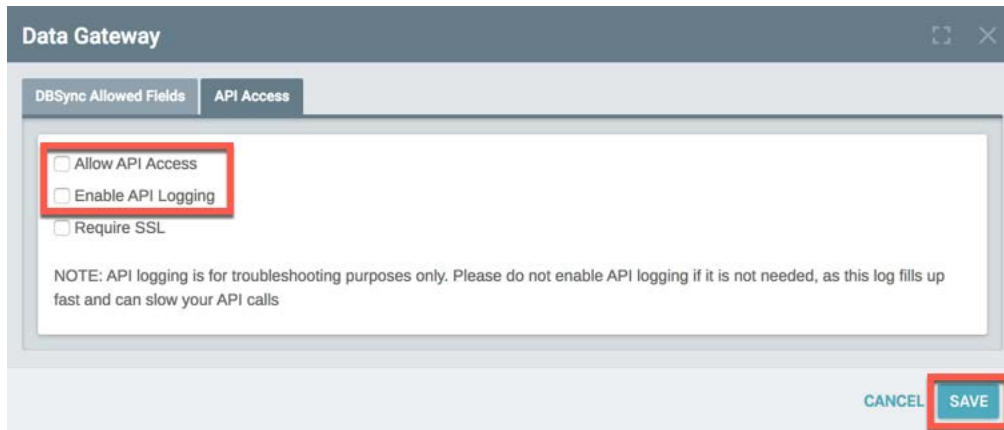
5. Check the following 4 check boxes to give the User All Security Permissions to the system.  
NOTE: New Users set up by the Implementations Team are given All Security Permissions. Clients are responsible for updating and managing Security Permissions.



6. The User Info Tab is not required for basic setup. User Information is managed by Clients.
7. Click "ADD USER".
8. The User has been created.
9. Click the Users Icon.
10. Double Click the User needing API Access.



11. Click on "EDIT DATA GATEWAY PERMISSIONS".



**Data Gateway**

DBSync Allowed Fields | **API Access**

Allow API Access  
 Enable API Logging  
 Require SSL

NOTE: API logging is for troubleshooting purposes only. Please do not enable API logging if it is not needed, as this log fills up fast and can slow your API calls

CANCEL **SAVE**

12. Check the Allow API Access check box.

13. For testing purposes or issues Check the Enable API Logging check box.

14. Check with your User if they require SSL.

15. Click "SAVE".