Users:
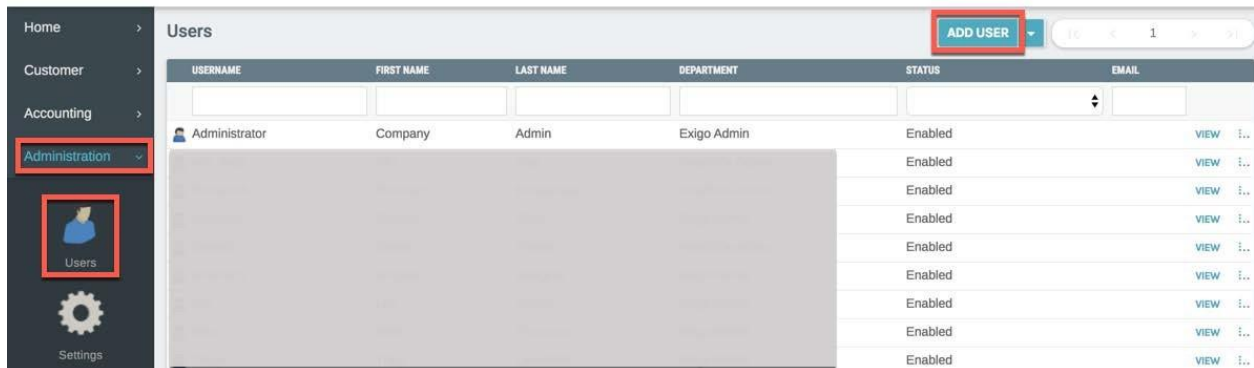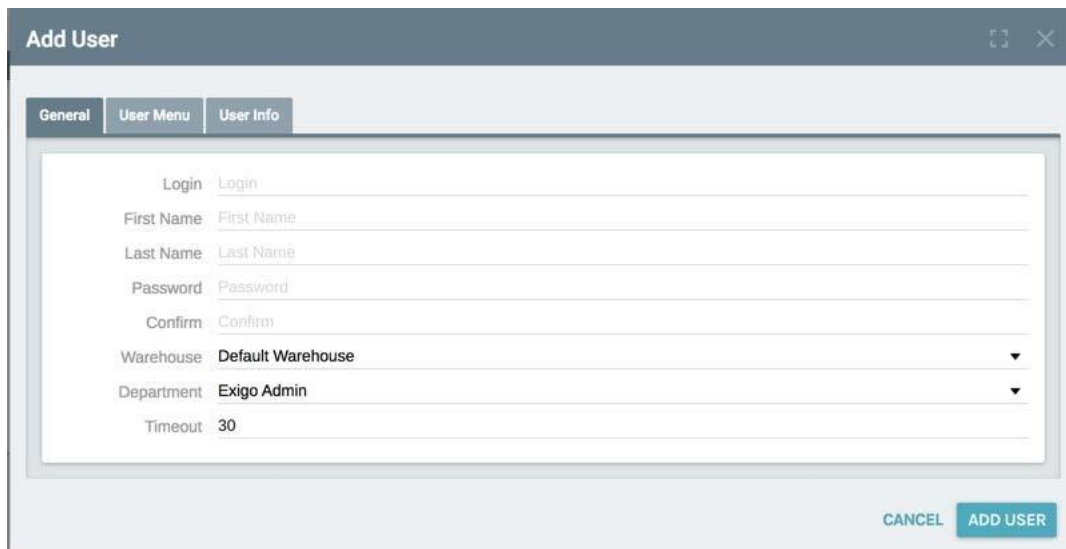
Creating New API Users

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CREATING NEW API USERS

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

   NOTE: If the user to whom you wish to grant API access does not yet exist, you will need to create the new user. If this is the case proceed to step 2. If the user already exists, locate them, double click on their name, and proceed to Step 11.
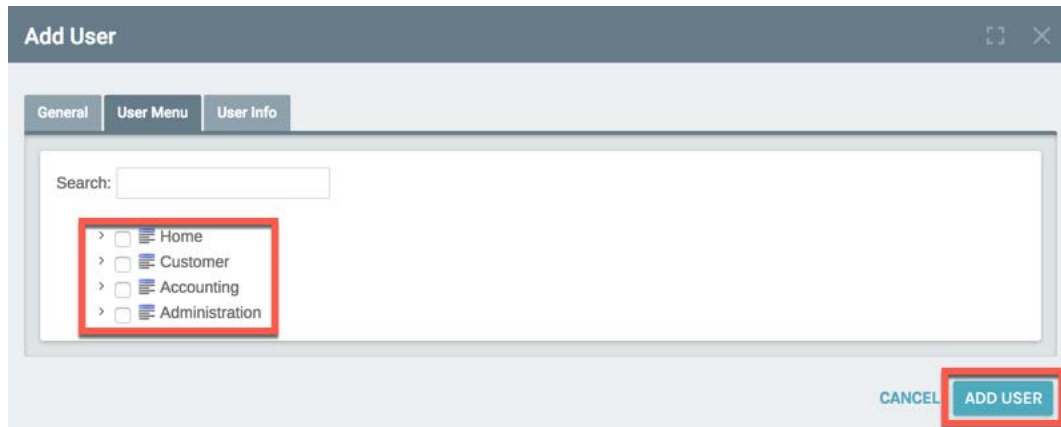

3. Clicking "ADD USER" opens the following window.

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)
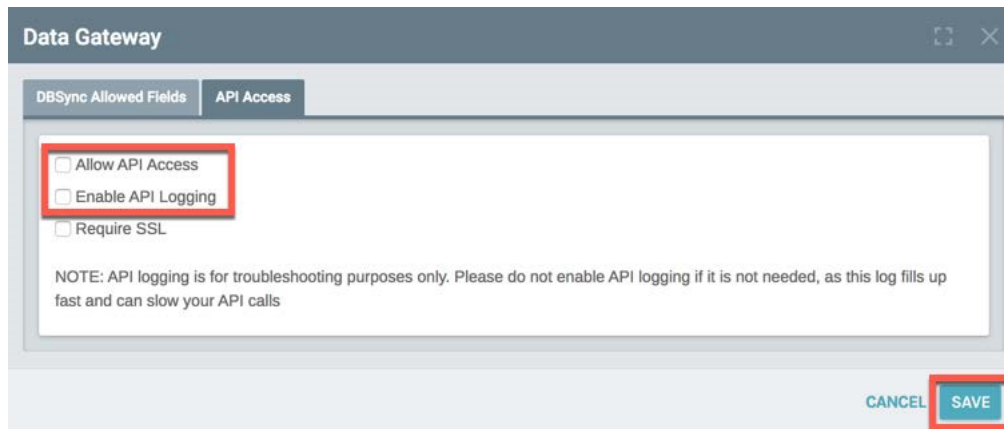   e. Confirm = The initial password of the User

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".

12. Check the Allow API Access check box.

13. For testing purposes or issues Check the Enable API Logging check box. You will not want to enable API logging unless you are troubleshooting to testing, otherwise every API call will be logged and due to logging could decrease system response time.

14. Check with your User if they require SSL.

15. Click "SAVE".