

# API User Creation

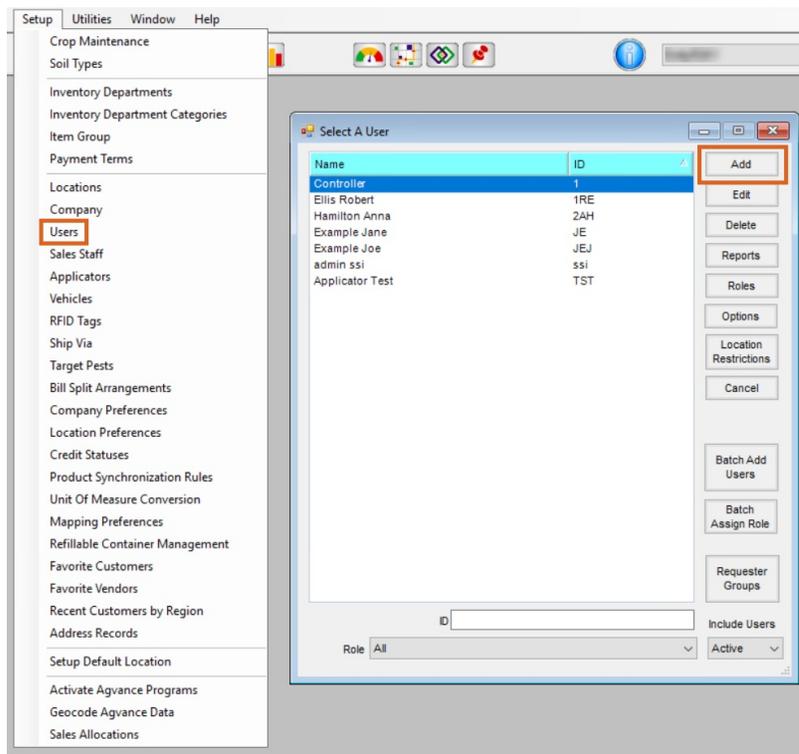
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To allow a third party application to access data through the Agvance Web API, certain steps must be performed to explicitly allow that connection. This is accomplished by creating a new user in the Agvance database for use by the application. If prompted for a password to access this part of the program, please call SSI to request the password. This new Agvance User can be assigned any Role since those Roles do not apply to the API. This User should be set up with a strong password. Once set up, the User ID and Password must be supplied to the application developers or enter that User ID and Password in the appropriate location in the application.

Note that setting up this Agvance User in the database will not require any additional Agvance licenses nor will it incur any additional costs. Likewise, there is no need to create a new Windows User or activate an additional Agvance license like when setting up a new employee to use Agvance.

These steps must be completed per API Integration. Please contact [apisupport@agvance.net](mailto:apisupport@agvance.net) with any questions.

1. In the Hub, go to *Setup / Users* and choose **Add**.



2. Enter the *ID, First Name, Last Name, and Password*. The *ID and Password* will need to be shared with the third party developer.

The screenshot shows a user profile editing window for 'Robert Ellis (1RE)'. The 'Profile' tab is selected, displaying various user details and settings. The 'ID' is '1RE', and the user is not marked as 'Inactive'. The 'First Name' is 'Robert' and the 'Last Name' is 'Ellis'. The 'Email Address' is 'rellis@agvance.net'. The 'Role' is set to 'Admin'. The 'Last Password Change Date' is '11/24/2020'. There are two notification settings, both set to '0' minutes: 'Notify me every X minutes of all In-Transit purchase receipts bound for my location' and 'Notify me every X minutes of all open purchase order requests I can approve'. At the bottom, there are buttons for 'Start With User', 'Save', and 'Cancel'.

- o **ID** – The ID can be alphanumeric and up to three characters.
  - o **First Name** – This is a required entry. For an API User, the name of the third party developer is normally entered.
  - o **Password** – It is preferred for the password to be at least 10 alphanumeric and special characters.
  - o **Role** – Select any Role other than *Restricted* or *Admin*. This field is required. The selected role does not restrict the user from API endpoints.  
**Note:** If only *Restricted* and *Admin* are available, choose *Admin*.
3. After creation, send the *ID* and *Password* to the API third party developers. With these credentials and the DBID/URL (provided by SSI API personnel), they will be able to access the database information.