



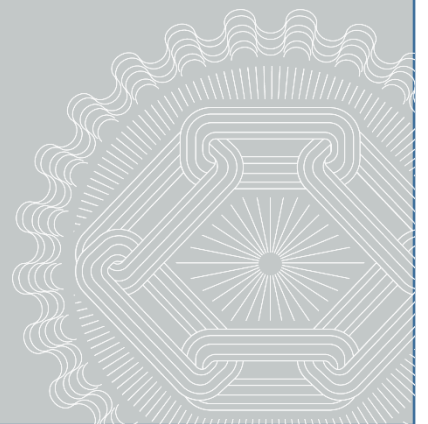
Creating one API Password for multiple organisations

Client Manual

PPECB Learning and Development

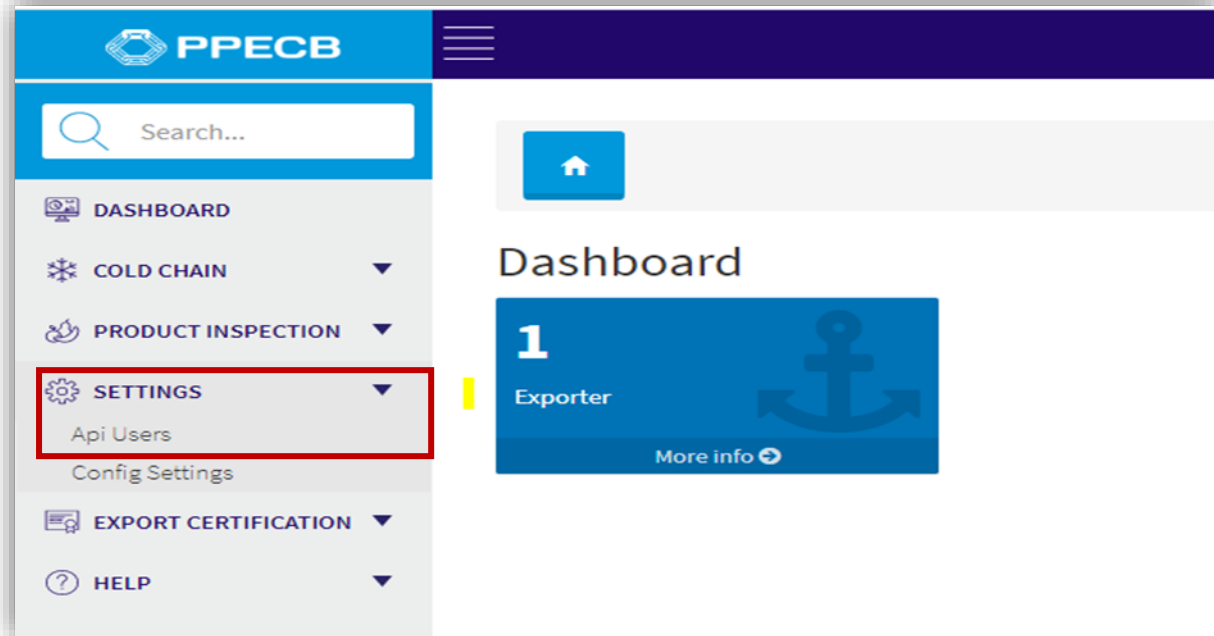
April 2020

First Edition

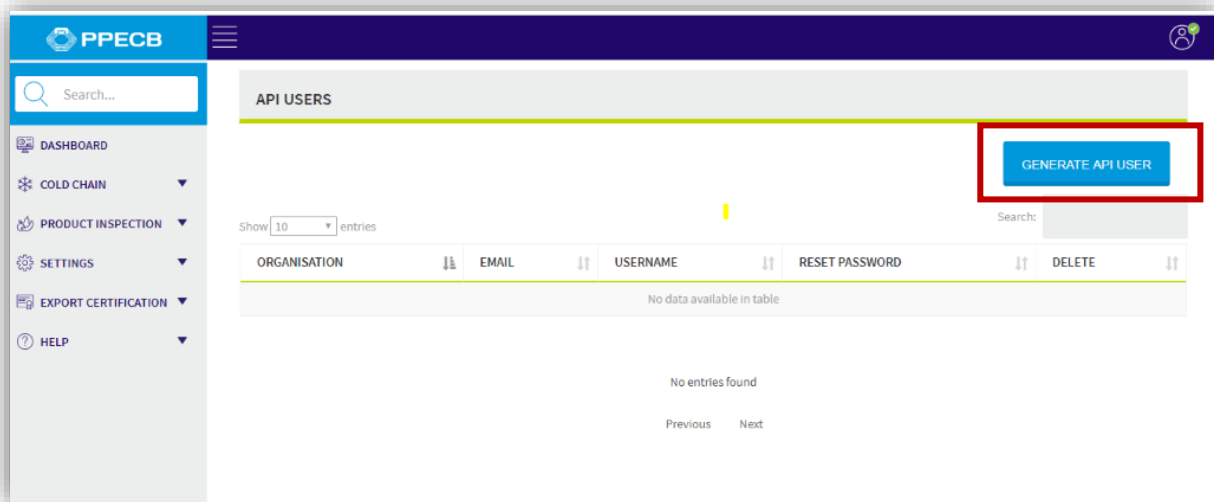


Creating one API Password for multiple organisation

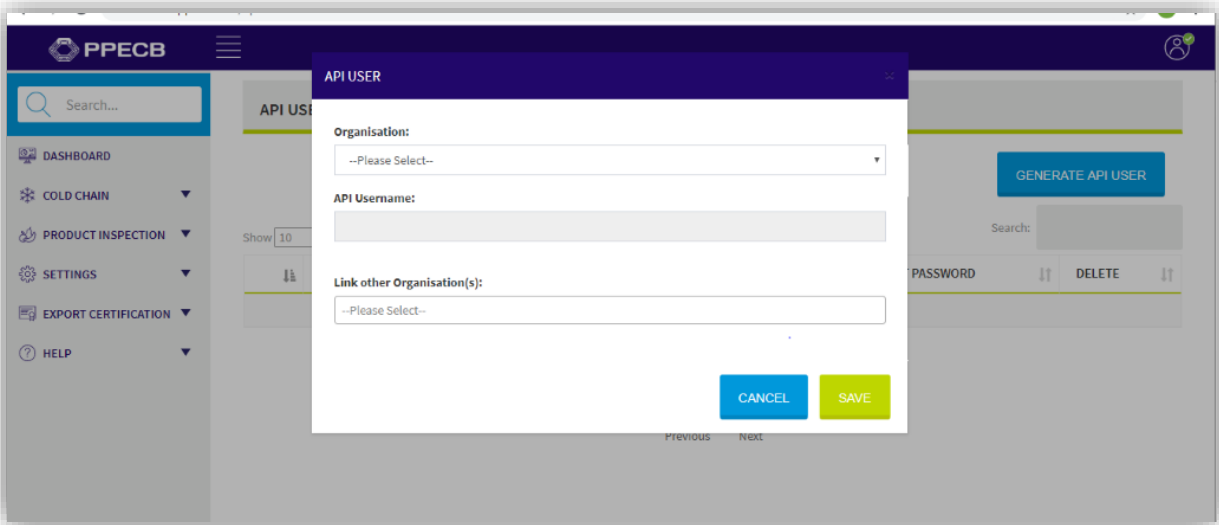
- Log into the Titan website and navigate to “SETTINGS”.
- Click on the “Settings” tab and then on “Api Users”.



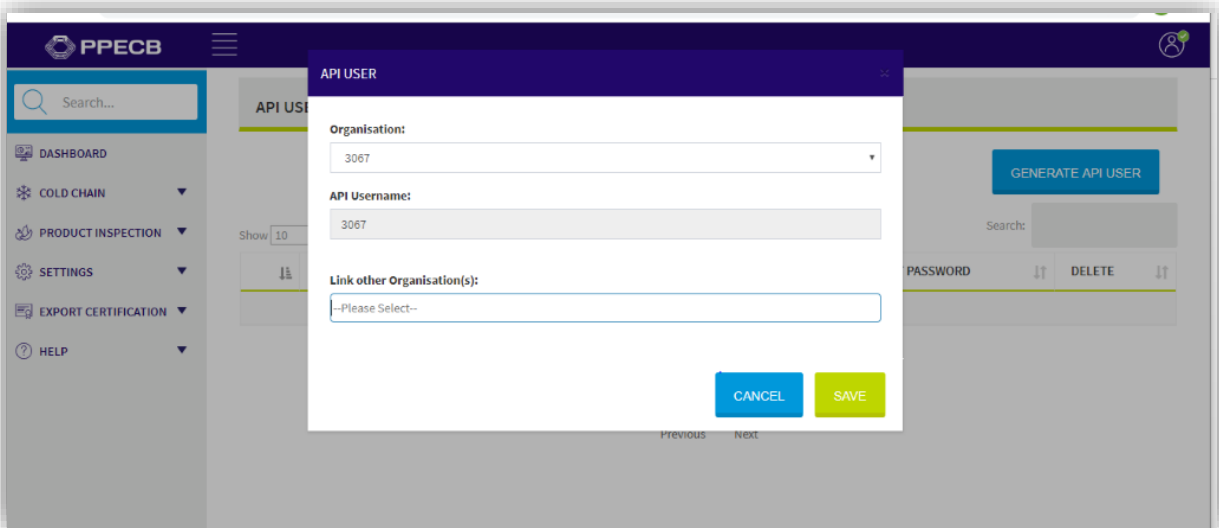
- Click on the “GENERATE API USER”



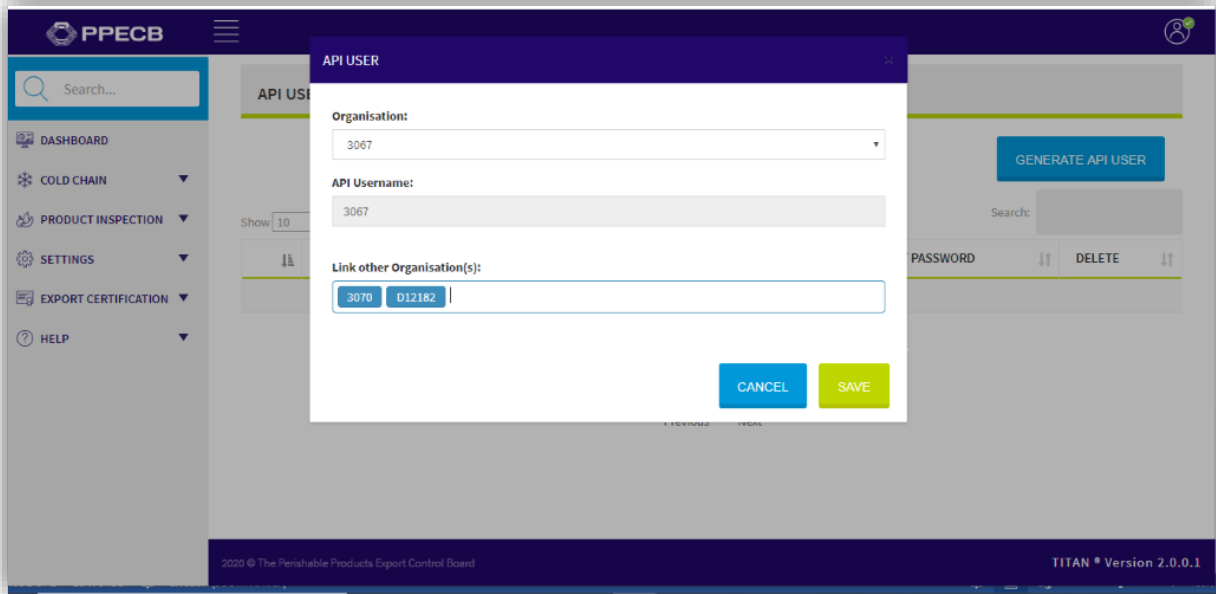
- The following pop up will appear.



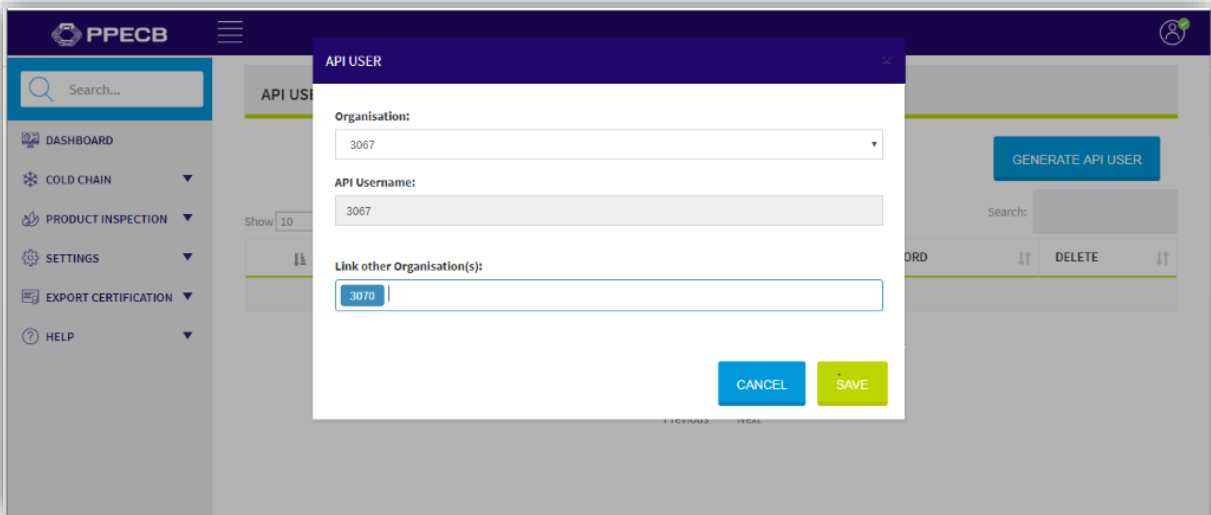
- Then click the drop - down arrow to select your Organisation. The “API Username” field will populate automatically.
- To link the other organisations (Activity point or Exporter Code) to the same API user, click on the “Link other Organisation(s)” field and select the organisation you want to link to you.



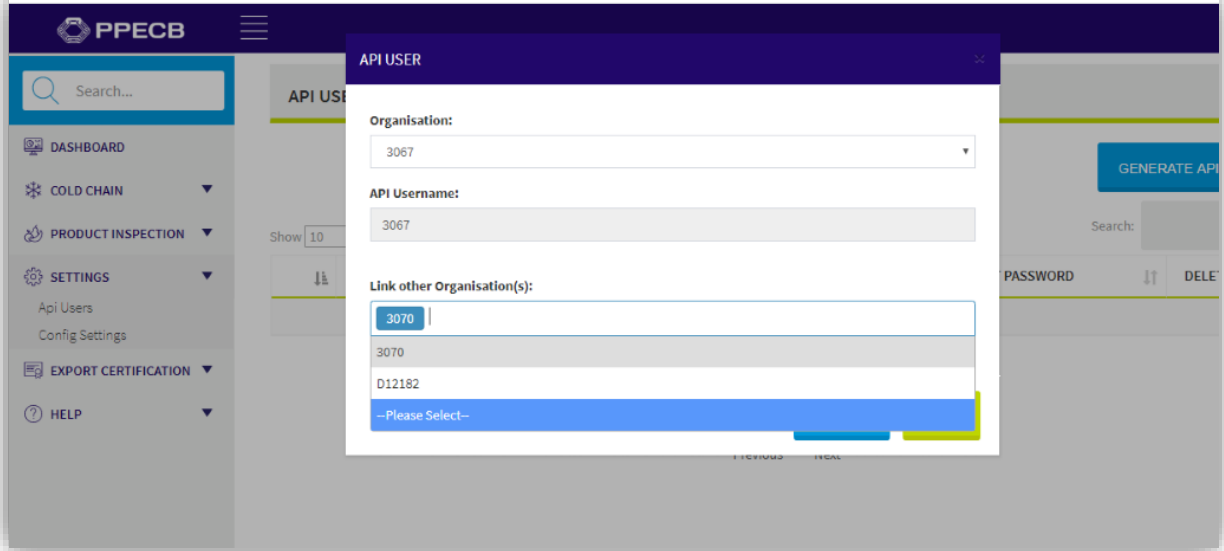
- The system allows you to link more than one organisation at a time.



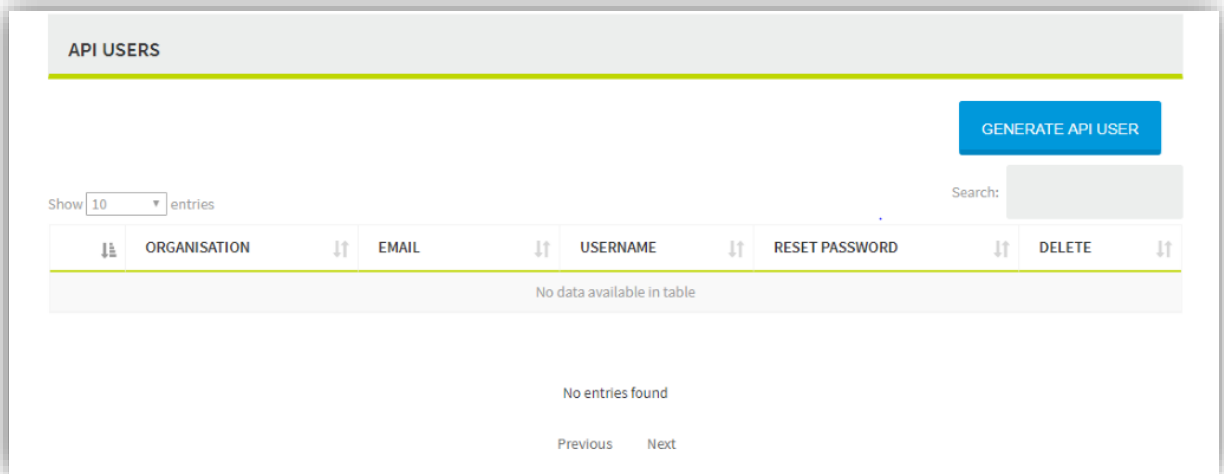
- To select a second organisation you tap on the link other organisation box and a list of organisation will show then select the other organisation you wish to add.



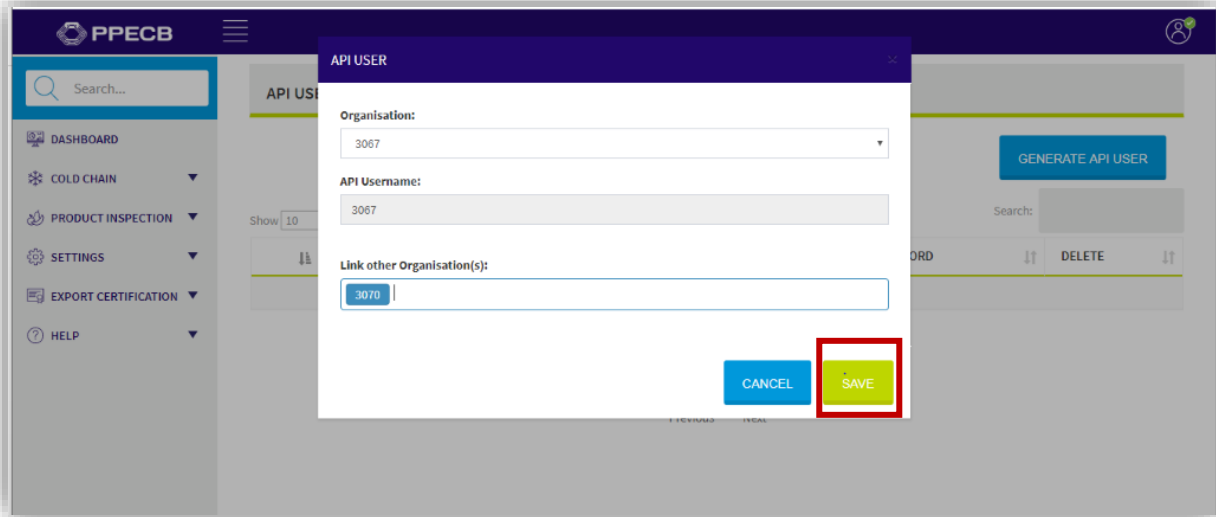
- To remove an organisation that you might have selected by mistake, tap on the “Link other Organisation(s)” and select the organisation you wish to remove.



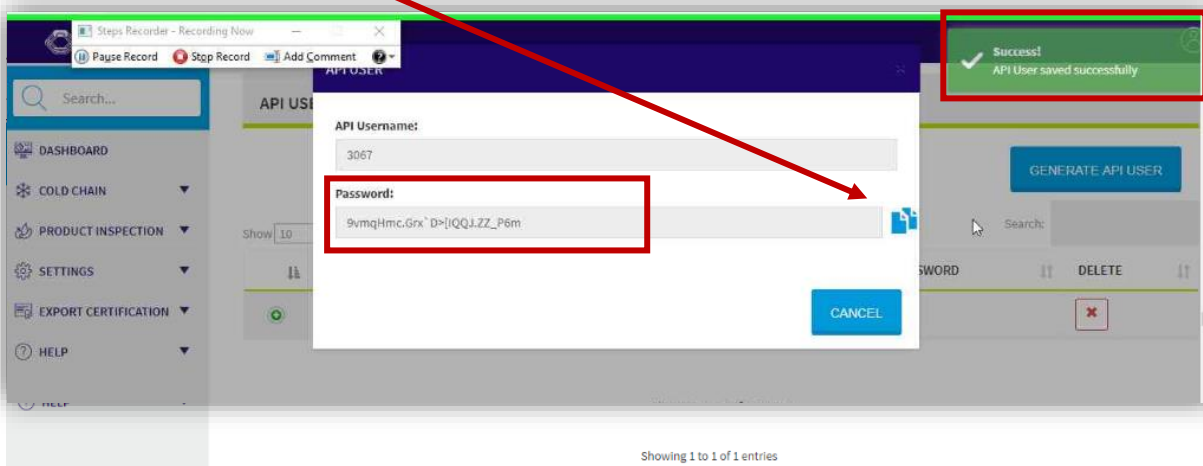
- To cancel the linking you click cancel and the page will close and look like below.



- To save your additional organisations, click on the “SAVE” button.



- A password will be automatically generated and a pop up message will be displayed in the top right hand corner saying “API generated successfully”.
- Please copy and save your password somewhere else to provide to your vendor, by clicking on the copying icon at the end of the password box.



- To see the organisation linked to the API user click on the green button on the left next to "ORGANISATION" and the list of organisations linked will be displayed.

