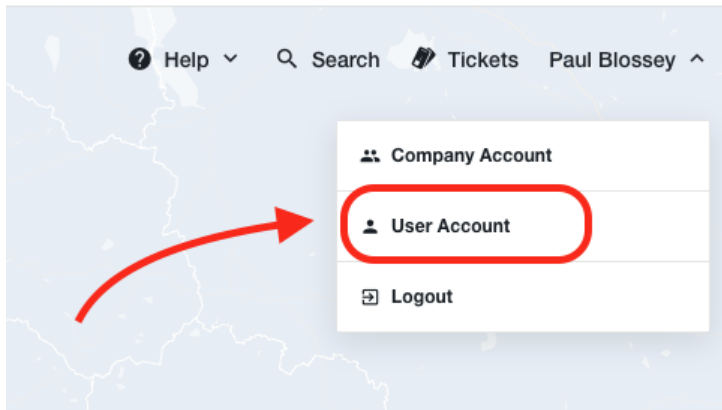


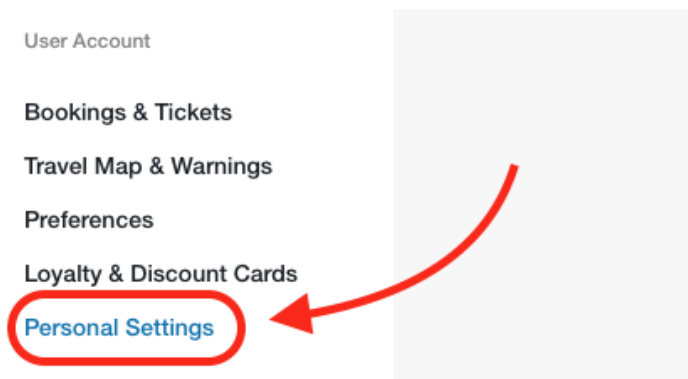
Getting started

To get started, you need an API token (for Admins only).

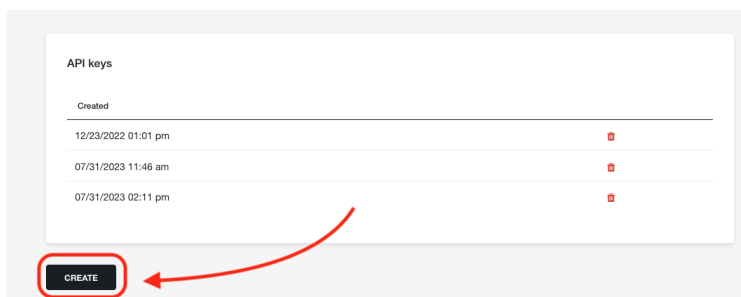
- 1) Sign-in into Lanes & Planes
- 2) Go to “User Account”



- 3) Select “Personal Settings”



- 4) Scroll down until you see “API keys”
- 5) Click on “Create”



- 6) The generated API key needs to be entered into JSON Header Authorization Token
token=*APIKEY*

IMPORTANT: You can retrieve and see the API token just once. In case you can't remember, you need to create a new one.

Relevant Notes about the User Import/Update

- It's important to post all users that you want active in Lanes & Planes
- We assume that a missing user means we should deactivate
- The `POST` will always overwrite any data set manual in Lanes & Planes (which data remains and which not, can be found in FAQ section at the end of that document)
- The importing itself is asynchronous, but we provide a status page within Lanes & Planes where you can check for errors or see which changes did happen
- `PUT` and `REMOVE` are not in use

Actual Request

POST to `/ext/users`

```
Unset
...

curl -X POST https://api.lanes-planes.com/ext/users \

-H 'Content-Type: application/json' \

-H "Accept: application/json" \

-H "Authorization: Token token=APIKEY" \

-d @users.json

....
```

Example:

Unset

```
{
  "users": [
    {
      "ident": "1",
      "first_name": "Jane",
      "middle_name": "Marie",
      "last_name": "Doe",
      "email": "traveller@test.com",
      "abbreviation": "gk",
      "creditor_account": "12231",
      "company_creditor_account": "123123",
      "reference_cost_center": "12231231",
      "manager_email": "manager@test.com",
      "personnel_number": "123",
      "cost_centers": [{ "valid_from": "2022-01-01",
        "valid_until": "2022-12-31", "ident": "1231254", "name":
        "Human readable CostCenter name" }],
      "cost_units": [{ "valid_from": "2022-01-01",
        "valid_until": "2022-12-31", "ident": "456798", "name":
        "Human readable CostUnit name" }],
      "accounting_invoice_profile_ids": [123, 1234],
      "group_ids": [378],
      "roles": ["read_only_admin", "traveller"]
    },
    { ... }
  ]
}
```

Some Explanation

"ident"

- Personal identification number, which is given by the company
- You can enter any number or letter

"manager_email"

- Enter the E-mail address of the responsible manager
- The mentioned manager needs to be part of the JSON as well
- A user **cannot** be their own manager

"managers_emails"

- To use this Attribute, contact your Lanes & Planes Account Manager
- Enter the E-mail address of the responsible manager
- The mentioned manager needs to be part of the JSON as well
- A user cannot be their own manager
- Example:

```
"managers_emails": ["manager@test.com", "manager2@test.com"]
```

"cost_centers" / "cost_units"

- Specifying the validity is optional
- The Ident of the cost center / cost unit is mandatory
- If the cost center / cost unit has already been created manually within Lanes & Planes, the "ident" and "name" must be identical

"accounting_invoice_profile_ids"

- Every created invoice profile has its own ID
- The needed IDs will be provided by Lanes & Planes contact
- As soon as you reach that step, get in touch with us

"group_ids"

- Every created Travel Policy Group has its own ID
- The needed IDs will be provided by Lanes & Planes contact
- As soon as you reach that step, get in touch with us

"roles"

- The following roles can be entered
 - Admin → "admin"
 - Manager → "manager"
 - Travel Assistant → "travel_assistant"
 - Accountant → "accountant"
 - Traveller → "traveller"
 - Traveller, without right to book → "read_only_traveller"
 - Read-Only Admin → "read_only_admin"

In case applicable, you can use roles IDs as well. In case you need to use IDs, your Lanes & Planes Account Manager is going to reach out to you.

Example:

```
"roles": ["read_only_admin", 15]
```

Mandatory data

The following user data is mandatory and must be transmitted and updated to Lanes & Planes via ExtAPI:

- First and last name
- E-Mail address
- Role(s)
- Invoice profile(s)

Depending on the settings in the company account (e.g. cost centers, manager approval), further data may become mandatory.

The following additional data can be provided:

- Middle Name
- Personal identification number
- Abbreviation
- Creditor account
- Creditor account (Company Credit Card)
- Reference cost center
- Personnel Number
- Travel Manager E-mail Address(es)
- Cost Center(s) (incl. specification of a validity)
- Cost Unit(s) (incl. specification of a validity)
- Travel Policy Group(s)

FAQs

Q: There is no Update/Delete available. Why is that?

A: We only use `POST` and ignore `PUT` and/or `DELETE`. Since we only take into account what gets sent via the last push, we assume that everyone not included can be deactivated. Therefore, we don't see any need to have `PUT` and/or `DELETE` in place. Everything can be handled with `POST`.

Q: Shall we send all data all the time?

A: All data, yes. Whenever you leave someone out of the new push, that user gets deactivated.

Q: How often can we push the new data?

A: As often as you like. We don't limit that at our end.

Q: Is there also a possibility to get existing users?

A: Every user you have in your JSON (Prerequisite is successful upload) is visible in Lanes & Planes tool.

Q: Is there just a single endpoint (/ext/users) available?

A: Yes.

Q: Is the Upload a push or pull?

A: Always a push to Lanes & Planes.

Q: Which data is mandatory?

A: Depending on the company setup. First Name, Last Name, E-mail address and invoice profile mandatory for all.

Q: Is there any need to create a Manager before everyone else?

A: No. All users need to be sent at the same time.

Q: Is there any need to create Cost Centers oder Cost Units before?

A: No.

Q: Can I give multiple Managers to a user?

A: Yes. If this is required, contact your Lanes & Planes contact, please.

Q: Is it mandatory to use *valid_from* and *valid_to* for cost centers / cost units?

A: No. You can fully leave that out of your JSON.

Q: Which data gets overridden (in case of manual adjustment in the Lanes & Planes tool)?

A: Please see the following list. Please keep in mind that even sending them with `null` means that you're sending the data.

"ident"

"abbreviation"

"creditor_account"

"company_creditor_account"

"reference_cost_center"

"personnel_number"

"manager_email"

"cost_centers"

"cost_units"

"group_ids"

"roles"

Q: What happens, if data is not in the correct form?

A: When data in `accounting_invoice_profile_ids`, `group_ids`, `roles`, `managers_emails`, `cost_centers`, `cost_units` is missing or wrong, the user remains unchanged. An error message is displayed in Lanes & Planes tool. We don't deactivate that user.

Q: When will users be deactivated?

A: Users are deactivated in Lanes & Planes if they are not submitted during the upload (user is not included in the JSON). Whenever a user is missing in JSON, we fully deactivate that user.

Q: What can cause an upload error?

A: If Push fails completely (e.g. because a relevant manager is no longer delivered), then everything remains as it was before.

If only one user fails (who does not need to do any relevant things in the system), everything continues to run and is updated.

Q: Roles w/o responsibilities with wrong or missing information in JSON

A: Whenever a user (Roles w/o responsibilities) is present in JSON but with wrong or missing information, we don't deactivate the user. We show a "failed" in `log_user_pulls` with the fitting reason.

Q: Roles w/ responsibilities with wrong or missing information in JSON

A: Whenever a user w/ responsibilities is present in JSON (but with wrong or missing information), we don't deactivate the user. We show a "failed" in `log_user_pulls` with the fitting reason for that user AND for all his responsibilities

Whenever a user w/ responsibilities is missing in JSON, we fully fail the full push. No update of any user.

Q: What happens when a user is twice or more given in JSON (Dupes)?

A: User remains as is, and we show the "failed" reason in `log_user_pulls`.

If the user has not yet been registered in Lanes & Planes, it cannot be created.

Q: How to add a cost center, which has been created previously (before using ExtAPI) in Lanes & Planes tool?

A: In case a cost center has been created within the Lanes & Planes tool previously, you need to enter the given name in `"ident"` and `"name"`.

Example:

Cost center created in Lanes & Planes tool: "12345 ABC". To allow the ExtAPI to work properly, you need to add that already created cost center like `"cost_centers": [{
"valid_from": "2022-01-01", "valid_until": "2022-12-31", "ident":
"12345 ABC", "name": "12345 ABC" }],`

A separation between "ident" and "name" is not possible for such cases. The same applies for the cost units.