



# Colleague 7 API Guidelines

External Developer

Colleague Software Ltd

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# Colleague 7 API Guidelines

## 1. Introduction

The Colleague 7 API utilises a subscription model in which developers subscribe against it and when approved, the developer is provided with a subscription key and access to the developer portal. The subscription key is then used for all programmatic calls to the API. See section two for further information on how to subscribe to the Colleague 7 API.

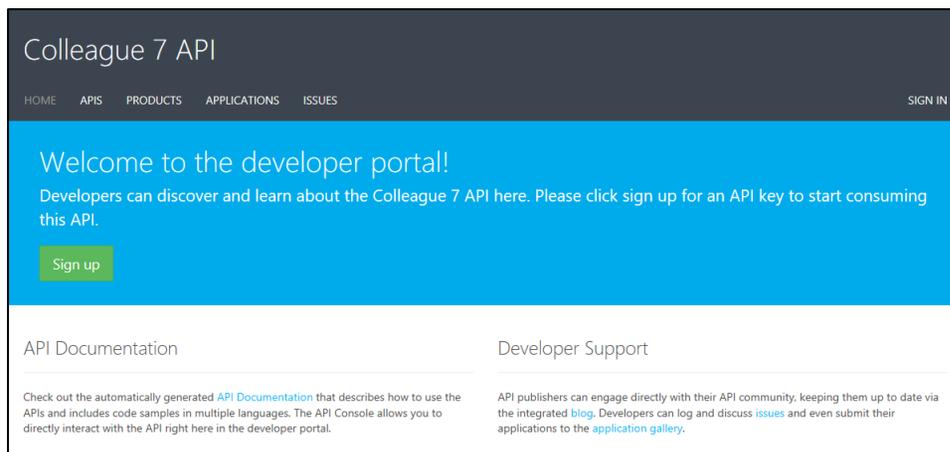
Please note: Excessive calls and/or mis-use of the Colleague 7 API may result in a developer's subscription to the API being suspended.

## 2. How to subscribe to the Colleague 7 API

A. Open a web browser and navigate to the following URL  
<https://coll7openapi.portal.azure-api.net/>

B. Click the Sign up button and enter your account details.

The sign up request will then be reviewed by the team at Colleague and once approved you will receive an email confirmation with a link to the API developer portal containing further technical information.



## 3. Accessing the API developer portal

After a developer subscription has been approved, the developer portal can be accessed at the URL shown below.

Developer Portal: <https://coll7openapi.portal.azure-api.net/>

Within the developer portal, a developer can view/carry out the following:

- A. Access the subscriber key for the API subscription.
- B. Access details for the methods available within the API (e.g. Create a Candidate).
- C. Review the parameters that should be specified for the methods and the error types that will be returned should an error be encountered.
- D. Access code samples for the method calls that can be made.
- E. Report issues with the API (see section four).

## 4. Retrieving your API subscription key

Once your subscription request has been approved, you can access the developer portal to retrieve your subscription key that is required for all API calls.

To retrieve your subscription key:

- A. Login to the developer portal within a web browser using the following URL:  
<https://coll7openapi.portal.azure-api.net/>
- B. Click your username in the top right and select profile.
- C. The user profile page should be shown with a primary key hashed out.
- D. Click the show link to the right of the primary key and copy the key values for use in your application.

## 5. Reporting an issue

To report an issue with the Colleague 7 API, please access the developer portal (at the URL listed within section three above) and select the issues tab.

Enter a title for your issue and within the description section, enter detail on the issue you are encountering. Please include the API method you are calling (with examples of the request being made if possible) and any error messages you are receiving. Files can be attached to the issue report.



The screenshot shows a web form titled "Report issue". At the top, there is a dropdown menu labeled "API" with "Colleague 7 Open API" selected. Below this is a text input field for "Title". Underneath is a larger text area for "Description", which contains a single line of text starting with "1". At the bottom of the form, there are three buttons: a green button with a plus icon and the text "Attach files...", a blue button with the text "Report issue", and a white button with the text "Cancel".

## Revision History

Version	Date	Summary of Changes	Author
1.0	12/11/18	Initial Draft	Ben Ryder