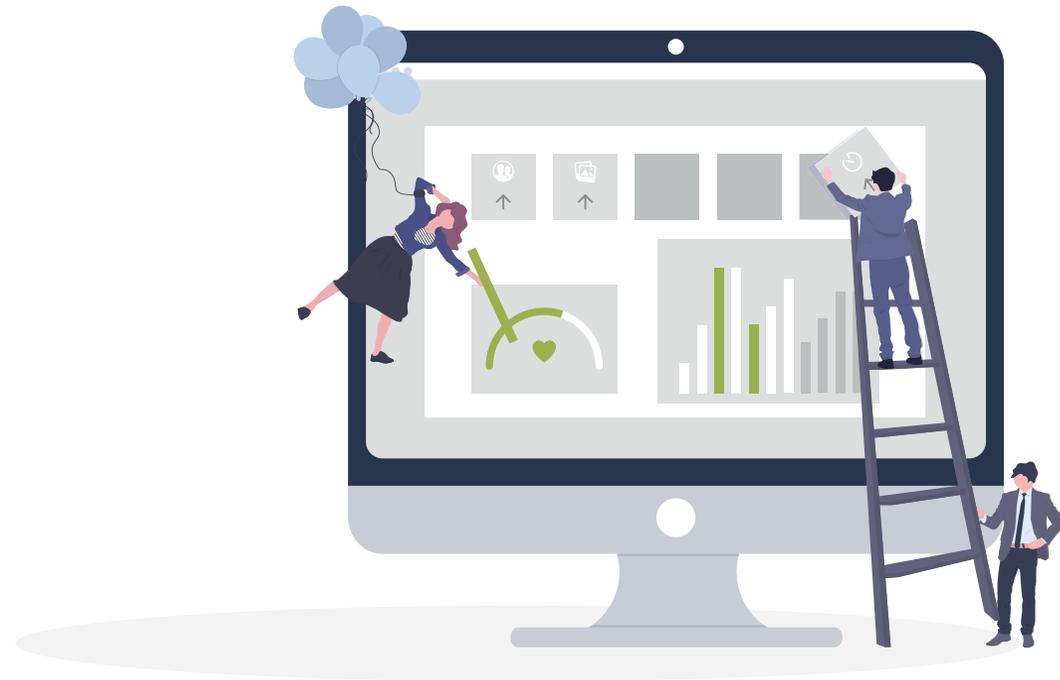


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# How to connect RateBoard and Clock



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# What do we need?

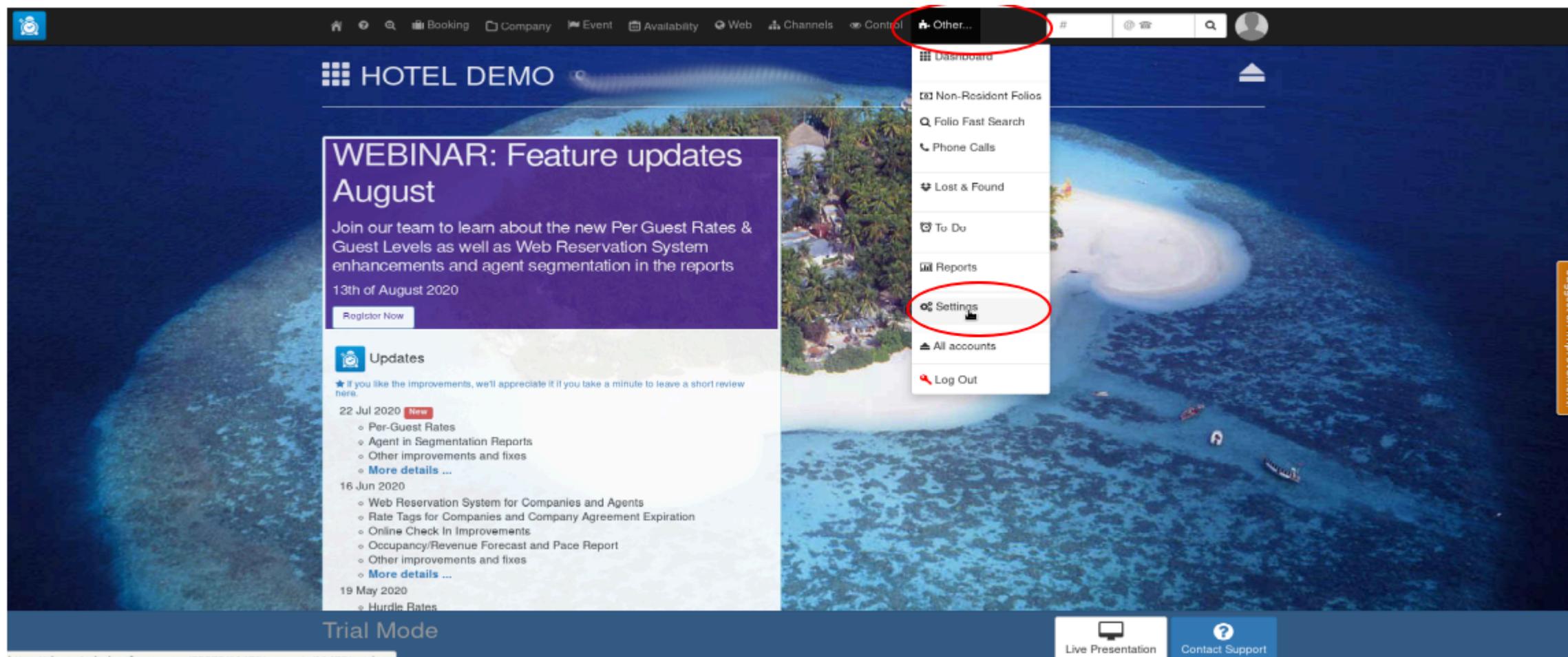
- Username
- Hotel Code
- API Token
- the following pages will provide you with the necessary information to extract the data from Clock

## CREDENTIALS

USERNAME	clock_demo
HOTEL CODE	75070/11479
API TOKEN	7cb9d44dd6abd9d32d12542aba561aac

## First Step

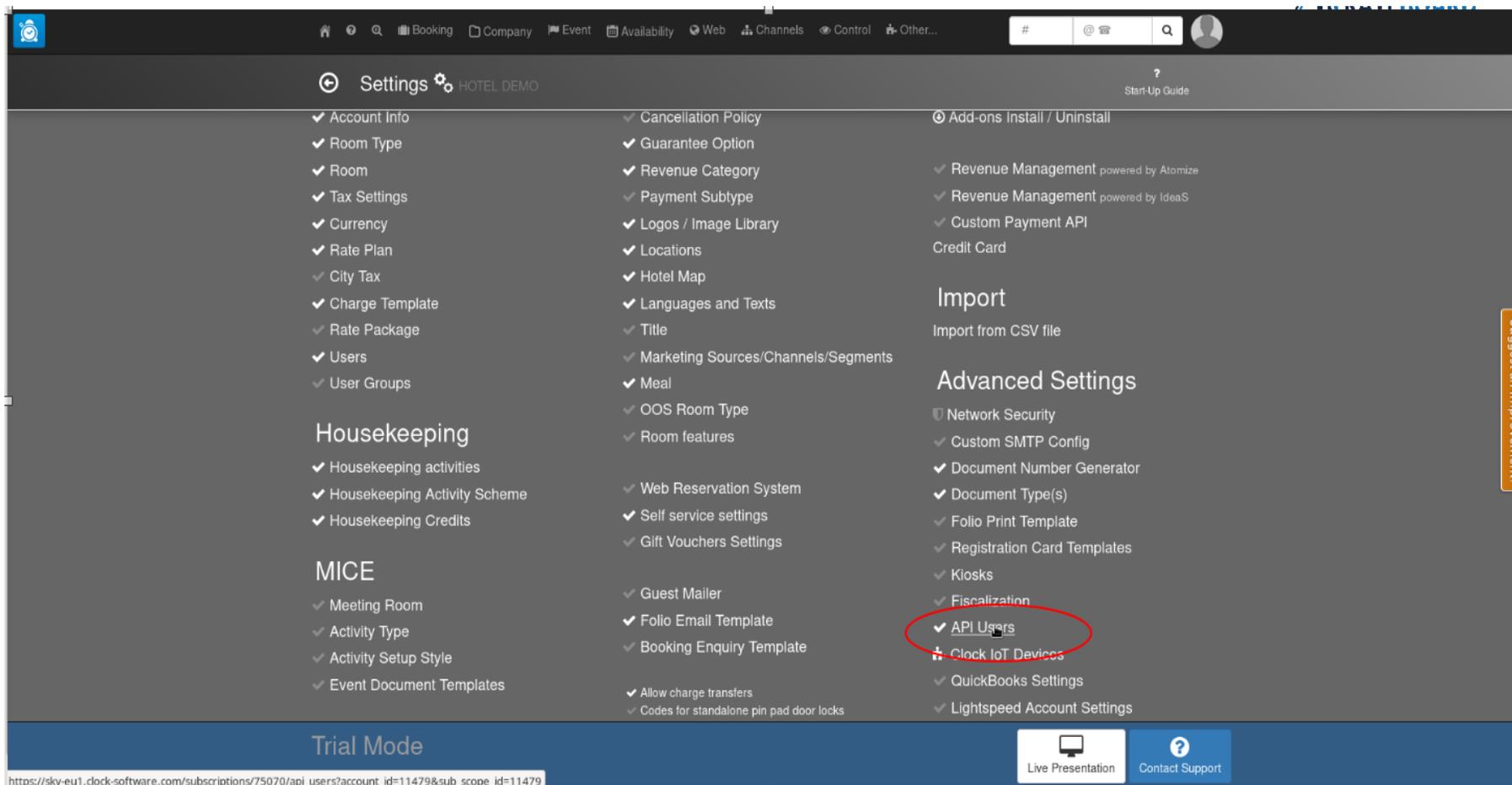
- choose your hotel the control panel on the top to choose „other“ and „settings“



The screenshot shows the HOTEL DEMO control panel interface. The top navigation bar includes icons for Home, Search, Booking, Company, Event, Availability, Web, Channels, Control, and Other... The 'Other...' menu is open, displaying a list of options: Dashboard, Non-Resident Folios, Folio Fast Search, Phone Calls, Lost & Found, To Do, Reports, Settings, All accounts, and Log Out. The 'Settings' option is highlighted with a red circle. The main content area features a 'WEBINAR: Feature updates August' announcement, an 'Updates' section with a list of recent changes, and a 'Trial Mode' banner at the bottom. A 'Suggest an Improvement!' button is visible on the right side.

## Second Step

- choose „API Users“



The screenshot displays the 'Settings' page for a 'HOTEL DEMO' account. The interface is organized into several sections, each with a list of settings items, many of which are preceded by a checkmark. The 'Advanced Settings' section is expanded, and the 'API Users' option is highlighted with a red circle. A vertical orange banner on the right side of the settings area reads 'Suggest an Improvement!'. At the bottom of the page, there is a 'Trial Mode' banner and two buttons: 'Live Presentation' and 'Contact Support'. The browser's address bar at the very bottom shows the URL: [https://sky-eu1.clock-software.com/subscriptions/75070/api\\_users?account\\_id=11479&sub\\_scope\\_id=11479](https://sky-eu1.clock-software.com/subscriptions/75070/api_users?account_id=11479&sub_scope_id=11479)

Settings HOTEL DEMO

- Account Info
- Room Type
- Room
- Tax Settings
- Currency
- Rate Plan
- City Tax
- Charge Template
- Rate Package
- Users
- User Groups

### Housekeeping

- Housekeeping activities
- Housekeeping Activity Scheme
- Housekeeping Credits

### MICE

- Meeting Room
- Activity Type
- Activity Setup Style
- Event Document Templates

- Cancellation Policy
- Guarantee Option
- Revenue Category
- Payment Subtype
- Logos / Image Library
- Locations
- Hotel Map
- Languages and Texts
- Title
- Marketing Sources/Channels/Segments
- Meal
- OOS Room Type
- Room features
- Web Reservation System
- Self service settings
- Gift Vouchers Settings
- Guest Mailer
- Folio Email Template
- Booking Enquiry Template
- Allow charge transfers
- Codes for standalone pin pad door locks

### Add-ons Install / Uninstall

- Revenue Management powered by Atomize
- Revenue Management powered by IdeaS
- Custom Payment API
- Credit Card

### Import

Import from CSV file

### Advanced Settings

- Network Security
- Custom SMTP Config
- Document Number Generator
- Document Type(s)
- Folio Print Template
- Registration Card Templates
- Kiosks
- Fiscalization
- API Users**
- Clock IoT Devices
- QuickBooks Settings
- Lightspeed Account Settings

Suggest an Improvement!

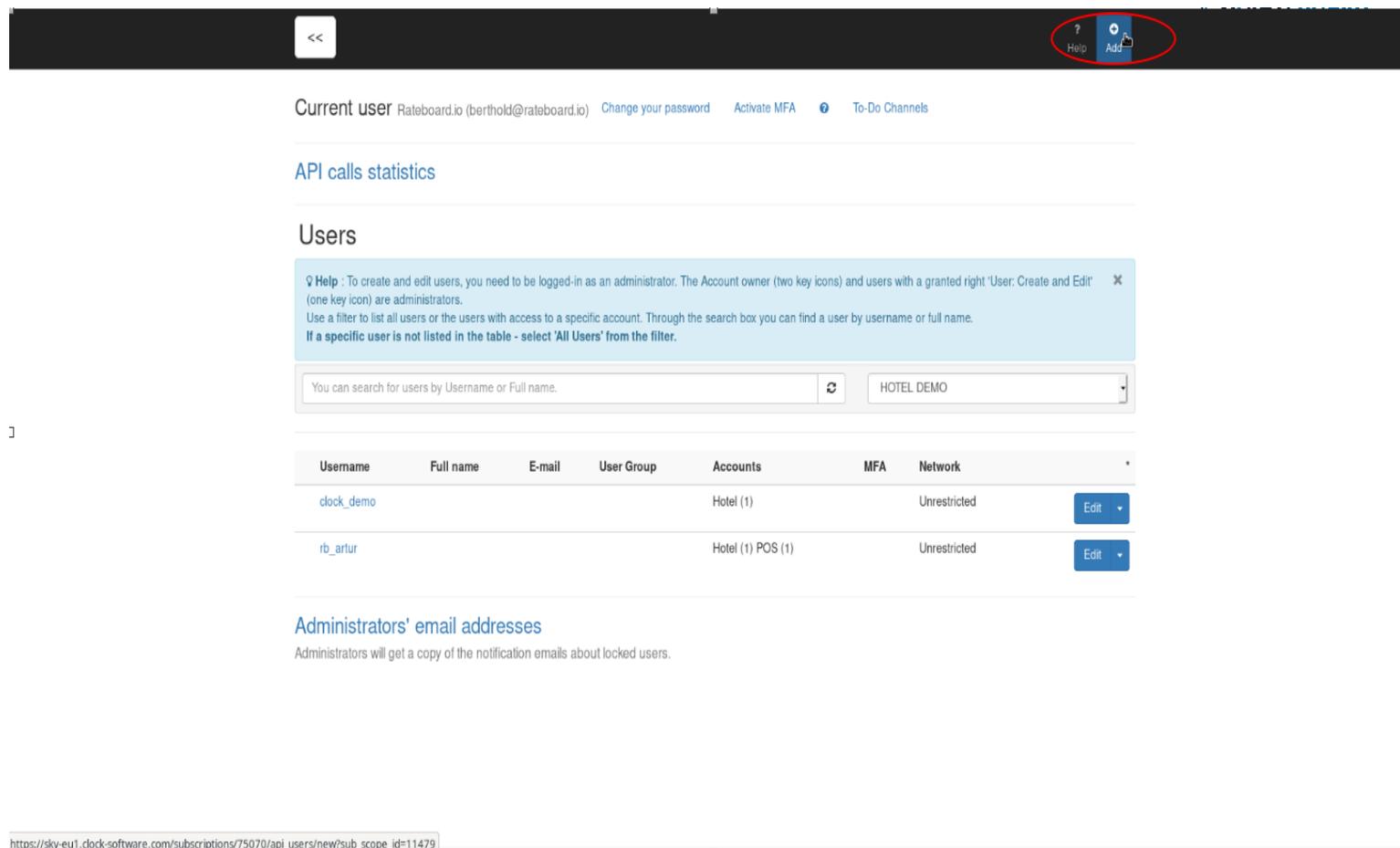
Trial Mode

Live Presentation Contact Support

[https://sky-eu1.clock-software.com/subscriptions/75070/api\\_users?account\\_id=11479&sub\\_scope\\_id=11479](https://sky-eu1.clock-software.com/subscriptions/75070/api_users?account_id=11479&sub_scope_id=11479)

## Third Step

- choose „Add“ in the Topbar



<<

Help Add

Current user Rateboard.io (berthold@rateboard.io) [Change your password](#) [Activate MFA](#) [To-Do Channels](#)

API calls statistics

### Users

**Help** : To create and edit users, you need to be logged-in as an administrator. The Account owner (two key icons) and users with a granted right 'User: Create and Edit' (one key icon) are administrators.  
Use a filter to list all users or the users with access to a specific account. Through the search box you can find a user by username or full name.  
If a specific user is not listed in the table - select 'All Users' from the filter.

You can search for users by Username or Full name.  HOTEL DEMO

Username	Full name	E-mail	User Group	Accounts	MFA	Network	
clock_demo				Hotel (1)		Unrestricted	<a href="#">Edit</a>
rb_artur				Hotel (1) POS (1)		Unrestricted	<a href="#">Edit</a>

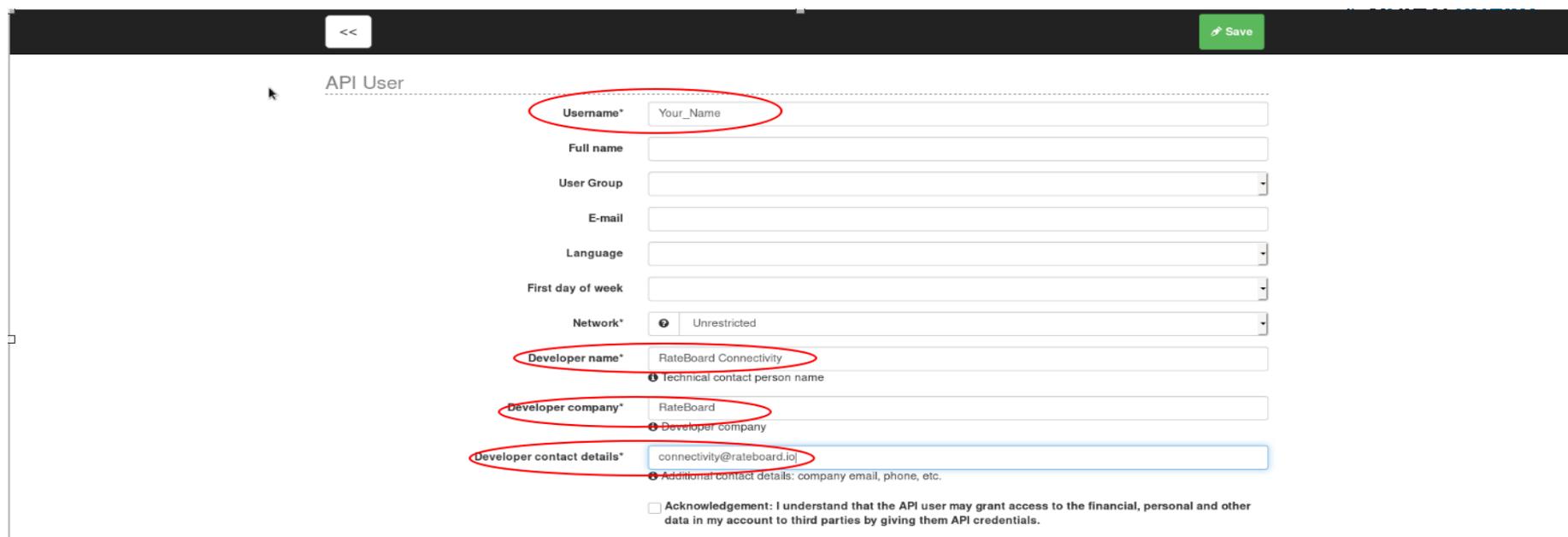
Administrators' email addresses

Administrators will get a copy of the notification emails about locked users.

[https://sky-eu1.clock-software.com/subscriptions/75070/api\\_users/new?sub\\_scope\\_id=11479](https://sky-eu1.clock-software.com/subscriptions/75070/api_users/new?sub_scope_id=11479)

## Fourth Step

- choose a Username, preferably Username = Hotelname
- enter the Developer name, Developer name = RateBoard Connectivity
- enter the Developer company, Developer company = RateBoard
- enter Developer contact details, Developer contact details = connectivity@rateboard.io



The screenshot shows the 'API User' registration form. The fields are as follows:

- Username\***: Your\_Name (highlighted with a red circle)
- Full name**: (empty)
- User Group**: (dropdown menu)
- E-mail**: (empty)
- Language**: (dropdown menu)
- First day of week**: (dropdown menu)
- Network\***: Unrestricted (dropdown menu)
- Developer name\***: RateBoard Connectivity (highlighted with a red circle)  
Technical contact person name
- Developer company\***: RateBoard (highlighted with a red circle)  
Developer company
- Developer contact details\***: connectivity@rateboard.io (highlighted with a red circle)  
Additional contact details: company email, phone, etc.

Acknowledgement: I understand that the API user may grant access to the financial, personal and other data in my account to third parties by giving them API credentials.

## Fifth Step

- choose the authorized account. Please create one user for each account, should you manage multiple accounts.

<<
Save

---

Create a user to access this section.

---

### Grant Account Access

Select All Select None

- HOTEL DEMO (Hotel)
- POS DEMO (POS)

---

### Grant Rights - Subscription

Select All Select None

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Edit Billing Profile</b> Change of the payment method/credit card for your Clock PMS/POS subscription billing, download of invoices and cancellation of your Clock PMS/POS subscription.</li> <li><input type="checkbox"/> <b>Settings: Account Info</b> Change Account Info</li> <li><input type="checkbox"/> <b>Settings: Currencies</b> Modify currencies</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Settings: Update</b> Access to all settings</li> <li><input type="checkbox"/> <b>To-Dos: View and Edit</b> Viewing or editing of To-Dos.</li> <li><input type="checkbox"/> <b>Users: Create and Edit</b> Full access to Users and Rights</li> </ul>
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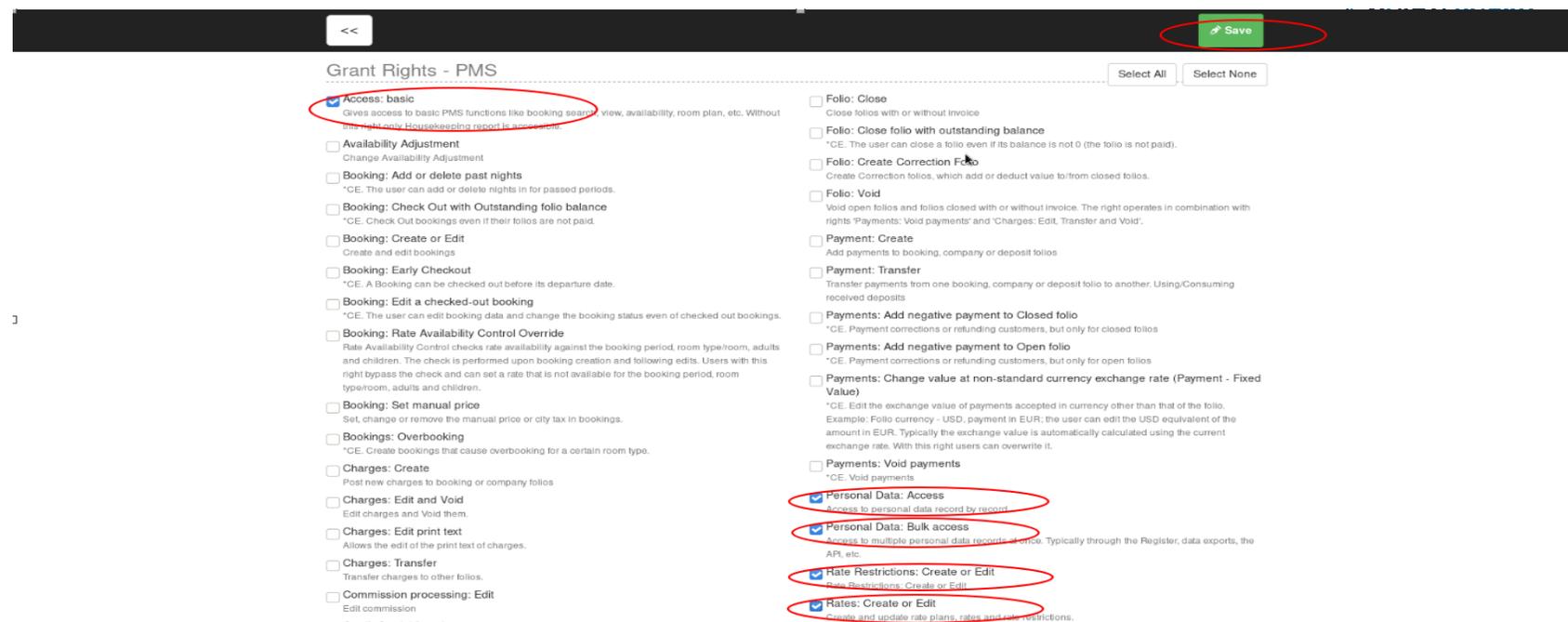
### Grant Rights - Folios

Select All Select None

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Cashier Closure: Close anybody</b> The user can close his own and other users' shifts.</li> <li><input type="checkbox"/> <b>Cashier Closure: Close self</b> The user can close his own shift.</li> <li><input type="checkbox"/> <b>Change Revenue Date</b> *CE. Changing (closing) a revenue date in the Revenue Date Modes: 'Manual Date' or 'Manual Period'</li> <li><input type="checkbox"/> <b>Charges – Custom Charge or Modifier Posting</b> Enable/Disable custom charge or modifier posting.</li> <li><input type="checkbox"/> <b>Company: View and Edit</b> Access Company data and edit it</li> <li><input type="checkbox"/> <b>Cross Account Transfer</b> It enables a folio/bill transfer from one account to another, e.g. transfer of a POS bill to a hotel booking folio.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Folio: Edit Billing Info in closed folios</b> *CE. The user can edit the Billing Info fields of a Company in already closed folios.</li> <li><input type="checkbox"/> <b>Reports: Control reports</b> Access information in all control reports</li> <li><input type="checkbox"/> <b>Reports: Statistics reports</b> Access information in all statistic reports</li> <li><input type="checkbox"/> <b>Settings: Folios</b> Folio-/invoice-related settings</li> <li><input type="checkbox"/> <b>Settings: Tax</b> Change tax settings</li> </ul>
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## sixth Step

- enable the permissions for this user.
- for the minimum requirement (1-way) you need Access: basic, Personal Data: Access, Personal Data: Bulk Access
- for the additional 2-way (recommended) you also need Rate Restrictions: Create or Edit and Rate: Create or edit
- finally save the user



Grant Rights - PMS

Select All Select None

**Access: basic**  
Gives access to basic PMS functions like booking search, view, availability, room plan, etc. Without this right only Housekeeping report is accessible.

**Availability Adjustment**  
Change Availability Adjustment

**Booking: Add or delete past nights**  
\*CE: The user can add or delete nights in for passed periods.

**Booking: Check Out with Outstanding folio balance**  
\*CE: Check Out bookings even if their folios are not paid.

**Booking: Create or Edit**  
Create and edit bookings

**Booking: Early Checkout**  
\*CE: A Booking can be checked out before its departure date.

**Booking: Edit a checked-out booking**  
\*CE: The user can edit booking data and change the booking status even of checked out bookings.

**Booking: Rate Availability Control Override**  
Rate Availability Control checks rate availability against the booking period, room type/room, adults and children. The check is performed upon booking creation and following edits. Users with this right bypass the check and can set a rate that is not available for the booking period, room type/room, adults and children.

**Booking: Set manual price**  
Set change or remove the manual price or city tax in bookings.

**Bookings: Overbooking**  
\*CE: Create bookings that cause overbooking for a certain room type.

**Charges: Create**  
Post new charges to booking or company folios

**Charges: Edit and Void**  
Edit charges and Void them.

**Charges: Edit print text**  
Allows the edit of the print text of charges.

**Charges: Transfer**  
Transfer charges to other folios.

**Commission processing: Edit**  
Edit commission

**Credit Card: View data**

**Folio: Close**  
Close folios with or without invoice

**Folio: Close folio with outstanding balance**  
\*CE: The user can close a folio even if its balance is not 0 (the folio is not paid).

**Folio: Create Correction Folio**  
Create Correction folios, which add or deduct value to/from closed folios.

**Folio: Void**  
Void open folios and folios closed with or without invoice. The right operates in combination with rights "Payments: Void payments" and "Charges: Edit, Transfer and Void".

**Payment: Create**  
Add payments to booking, company or deposit folios

**Payment: Transfer**  
Transfer payments from one booking, company or deposit folio to another. Using/Consuming received deposits

**Payments: Add negative payment to Closed folio**  
\*CE: Payment corrections or refunding customers, but only for closed folios

**Payments: Add negative payment to Open folio**  
\*CE: Payment corrections or refunding customers, but only for open folios

**Payments: Change value at non-standard currency exchange rate (Payment - Fixed Value)**  
\*CE: Edit the exchange value of payments accepted in currency other than that of the folio. Example: Folio currency - USD, payment in EUR: the user can edit the USD equivalent of the amount in EUR. Typically the exchange value is automatically calculated using the current exchange rate. With this right users can overwrite it.

**Payments: Void payments**  
\*CE: Void payments

**Personal Data: Access**  
Access to personal data record by record

**Personal Data: Bulk access**  
Access to multiple personal data records at once. Typically through the Register, data exports, the API, etc.

**Rate Restrictions: Create or Edit**  
Rate Restrictions: Create or Edit

**Rates: Create or Edit**  
Create and update rate plans, rates and rate restrictions.

Save

## Seventh Step

- edit the account and find out the information needed

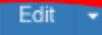
### Users

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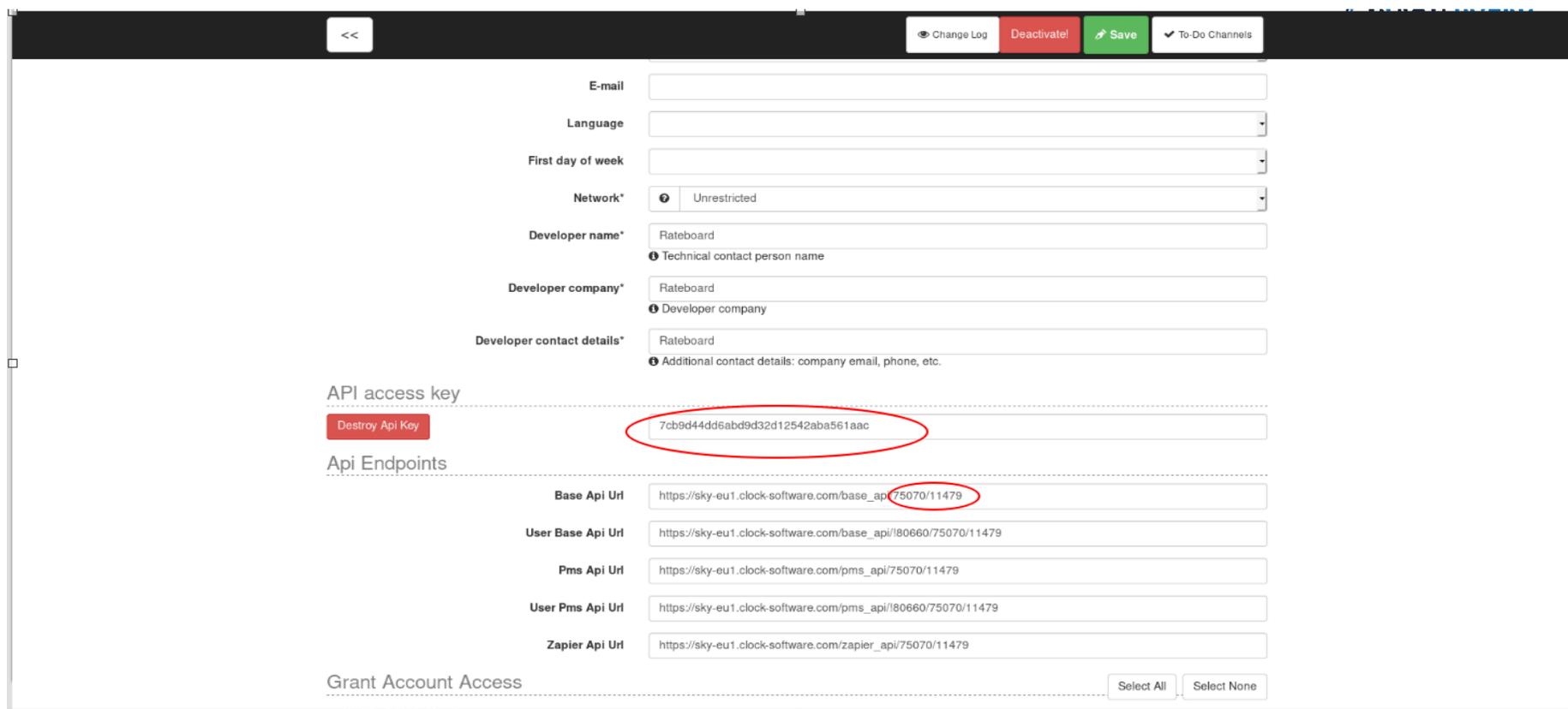


HOTEL DEMO

Username	Full name	E-mail	User Group	Accounts	MFA	Network	
clock_demo				Hotel (1)		Unrestricted	
rb_artur				Hotel (1) POS (1)		Unrestricted	

## Eighth Step

- create the API Token
- send [connectivity@rateboard.io](mailto:connectivity@rateboard.io) the Username | Hotelname | API token



The screenshot shows a web interface for configuring an API. At the top, there are navigation buttons: '<<', 'Change Log', 'Deactivate!', 'Save', and 'To-Do Channels'. The main form contains several sections:

- Developer information:** Fields for E-mail, Language, First day of week, Network\* (Unrestricted), Developer name\* (Rateboard), Developer company\* (Rateboard), and Developer contact details\* (Rateboard). Each field has a small information icon and a tooltip.
- API access key:** A red 'Destroy Api Key' button and a text input field containing the key '7cb9d44dd6abd9d32d12542aba561aac', which is circled in red.
- Api Endpoints:** Fields for Base Api Uri, User Base Api Uri, Pms Api Uri, User Pms Api Uri, and Zapier Api Uri. The 'Base Api Uri' field contains 'https://sky-eu1.clock-software.com/base\_api/75070/11479' and is also circled in red.
- Grant Account Access:** Two buttons: 'Select All' and 'Select None'.

## Additional Information

- In this case Username: clock\_demo | Hotelname: 75070/11479 | API:  
7cb9d44dd6abd9d32d12542aba561aac

- In case you need help setting up the new user and extracting the information then do not hesitate to contact RateBoard directly [connectivity@rateboard.io](mailto:connectivity@rateboard.io)