

Postman Full Procedure V2.0

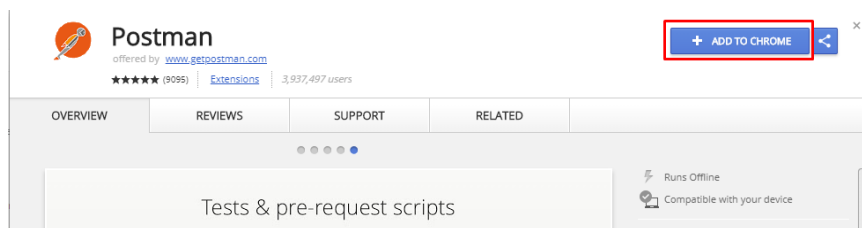
How to install the POSTMAN utility on your PC.

Prerequisites:

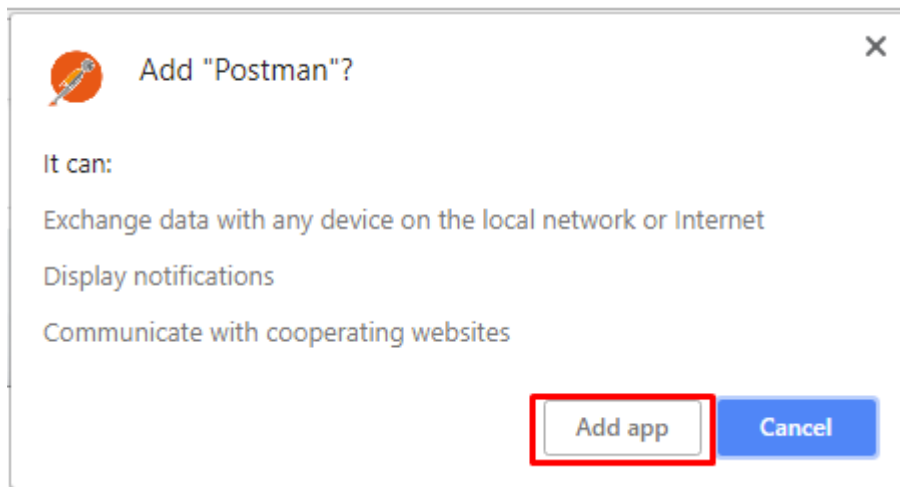
Chrome Web Browser

Procedure

1. Open the following link from within Chrome:
<https://chrome.google.com/webstore/detail/postman/fhbjgbiflinjbdggehcdcbncdddomop?hl=en>
2. Click the “Add To Chrome” Button



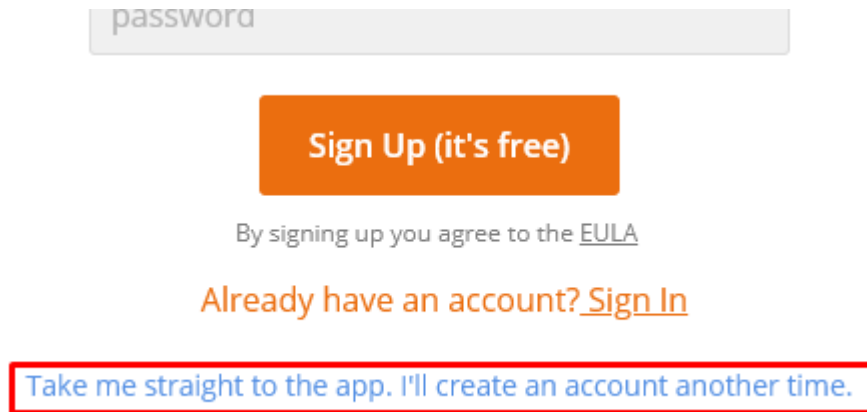
3. Click the “Add app” button in the confirmation window



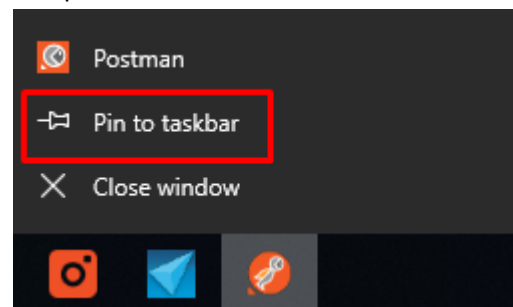
4. The chrome://apps/ link will appear, click the postman Icon in this window



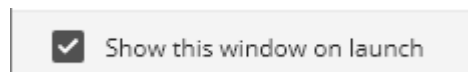
This will open the Postman Application. Click on the “Take me straight to the app. I’ll create an account another time.” Option

A screenshot of the Postman sign-up screen. It features a password input field at the top. Below it is an orange button labeled "Sign Up (it's free)". Underneath the button is the text "By signing up you agree to the [EULA](#)". Below that is a link "Already have an account? [Sign In](#)". At the bottom, there is a blue link "Take me straight to the app. I'll create an account another time." which is highlighted with a red rectangular border.

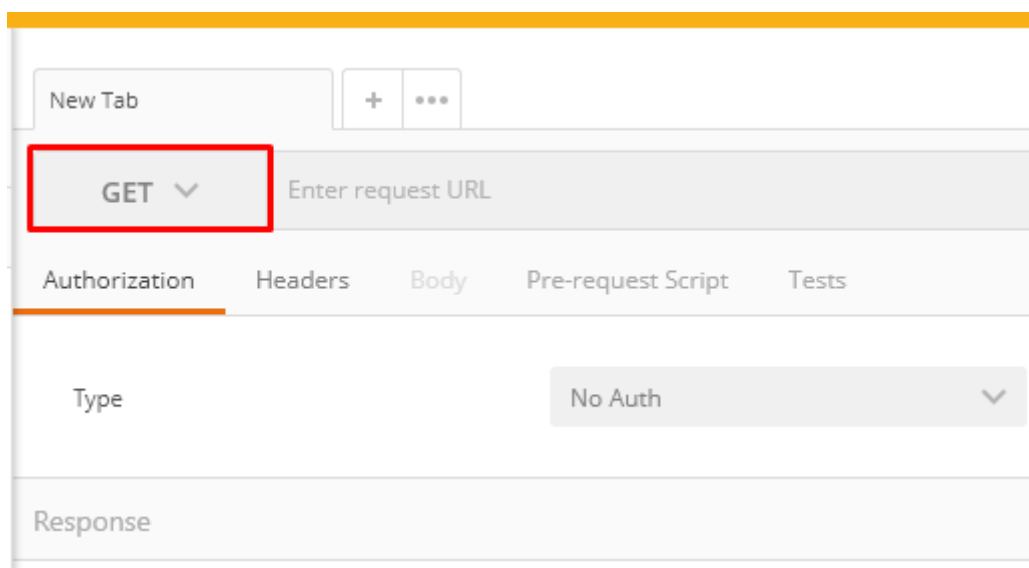
5. Right click on the postman icon on the task bar and select “Pin to Taskbar”



6. Uncheck the “Show this window on launch” option

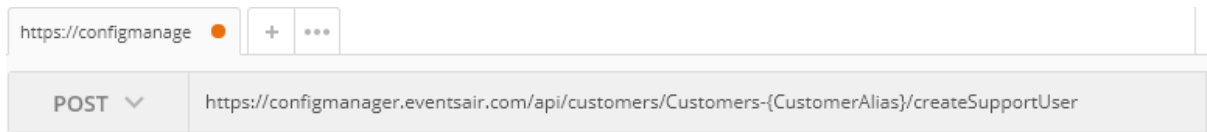
A screenshot of a checkbox labeled "Show this window on launch". The checkbox is currently checked, indicated by a small black square with a white checkmark inside.

7. Close the welcome screen
8. Change the “GET” option to “POST”

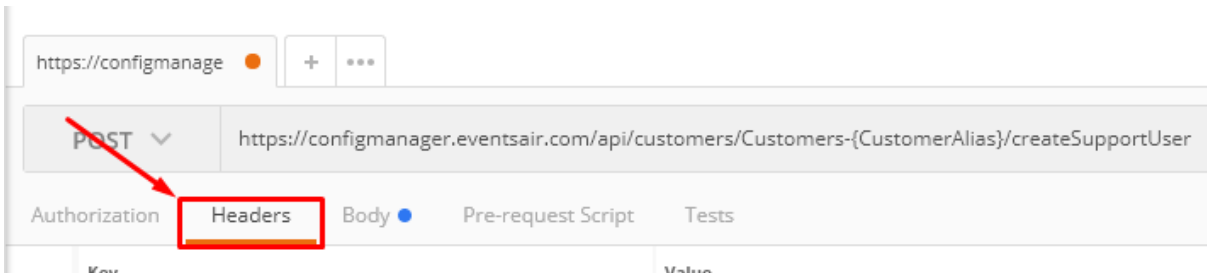


9. Paste the following URL into the “Enter request URL” location

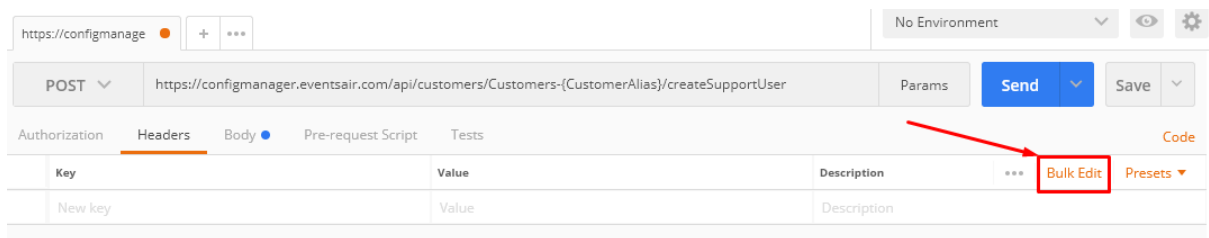
<https://configmanager.eventsair.com/api/customers/Customers-CustomerAlias}/createSupportUser>



10. Click on the “Headers” Tab



11. Click on the “Bulk Edit” text



12. Paste the following information into the Header section:

Accept:application/json, text/plain, */*

Accept-Encoding:gzip, deflate

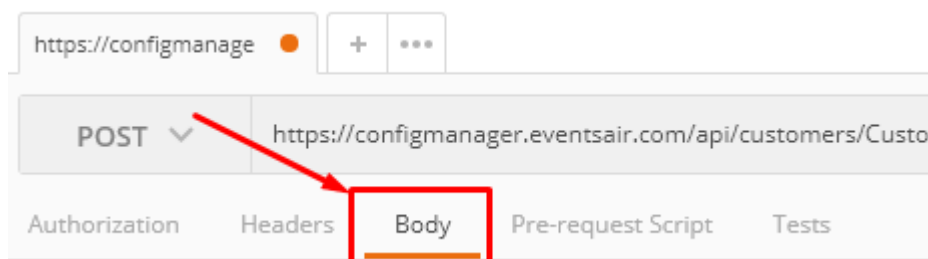
Connection:keep-alive

Content-Length:0

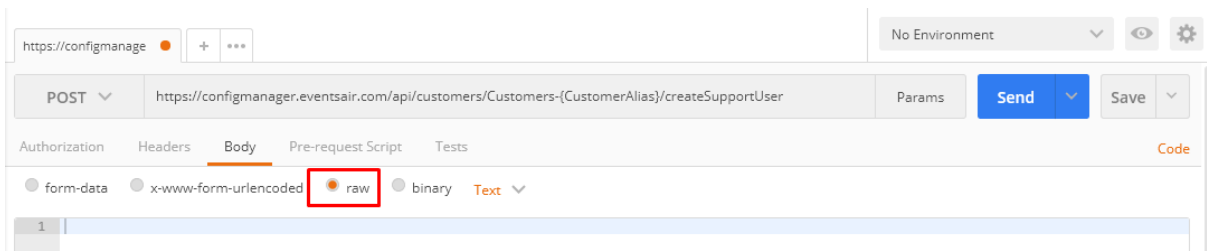
ApiKeyAuthorization:8FDhHX+EX+YORUC1hUM4gA0D/odYSpS3HrmMyzLcvOYFupYwFykPShDxRPTagl/m6l2Hpl8uuOx4n+TIDJpcig==

Content-Type:application/json

13. Click on the “Body” Tab

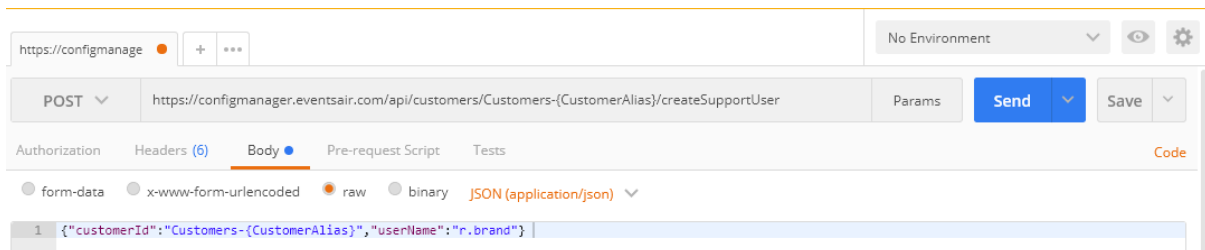


14. Click on the “Raw” radio button

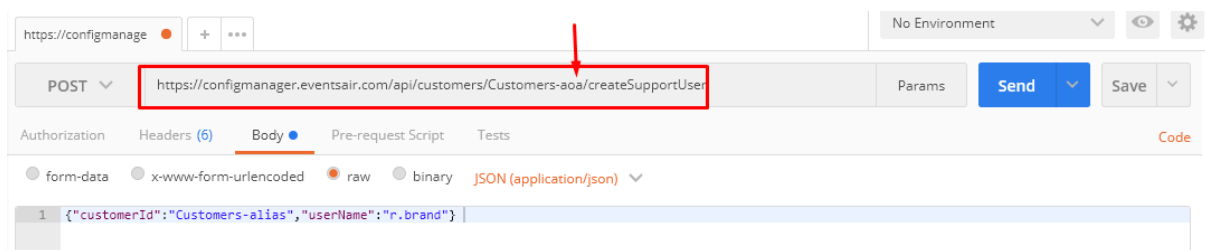


15. Paste in the following value: {"customerId":"Customers-alias","userName":"YOUR ID"}

16. At the end, the page should appear as per the following:



17. To request a support account, replace the {CustomerAlias} section next to POST with the alias of the customer and click the “Send” Button. An example for AOA would be below



Your new support account will be emailed to you.