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Personio

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How do I link my Personio account?

Overview

To authenticate Personio you will need to provide the following information:
- Client ID
- Client Secret

This guide will walk you through finding or creating those credentials within Personio.

Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

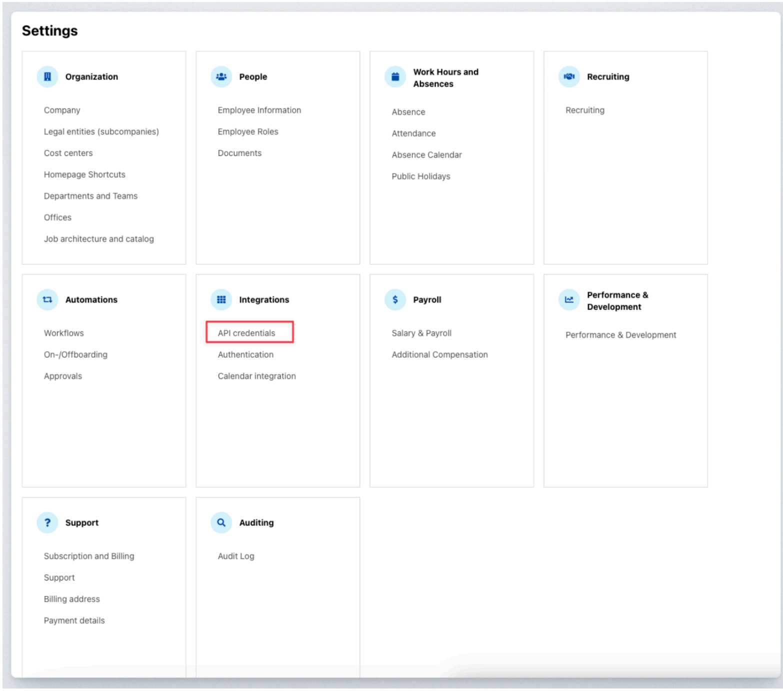
- You have **Administrator** permissions in your company's Personio instance, or someone has shared their access with you

Instructions

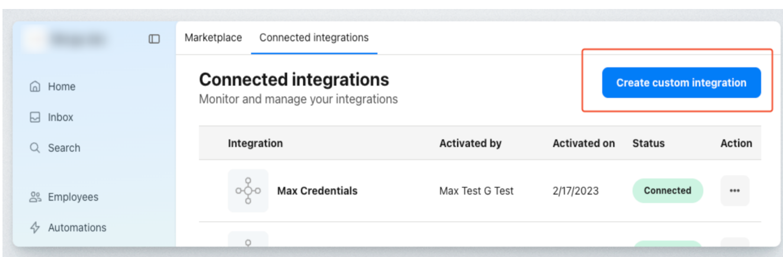
Step 1: Generating your API credentials

1. Log into your Personio account and visit **Settings** in the bottom left

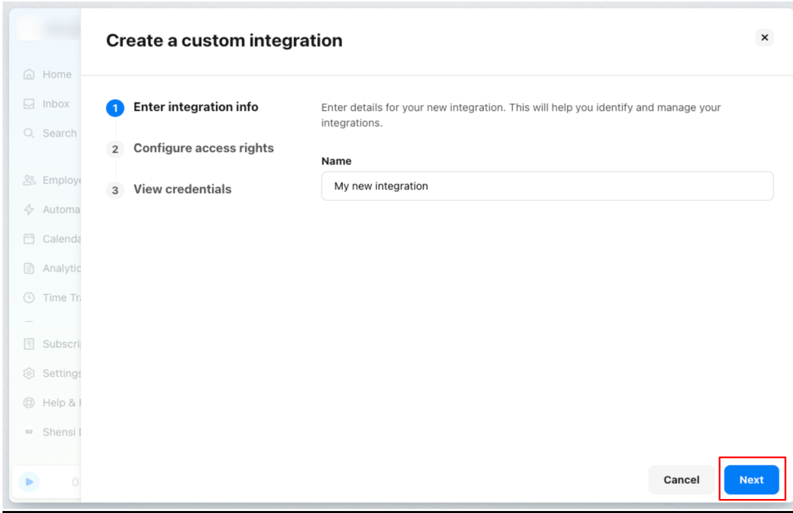
2. On the **Integrations** tile, select **API credentials**



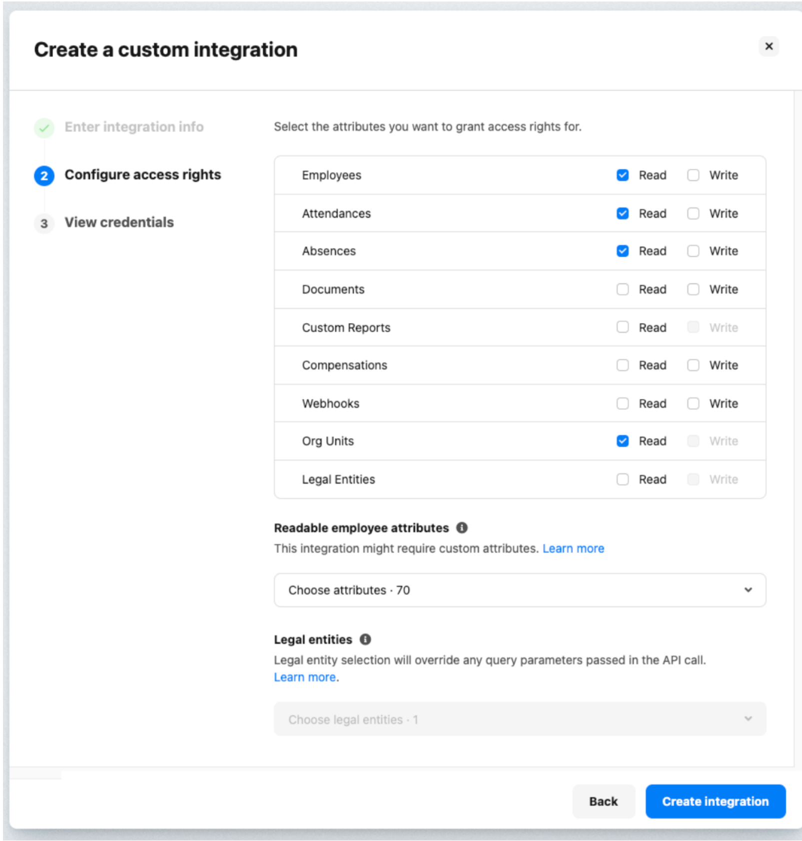
3. Click **Create custom integration**



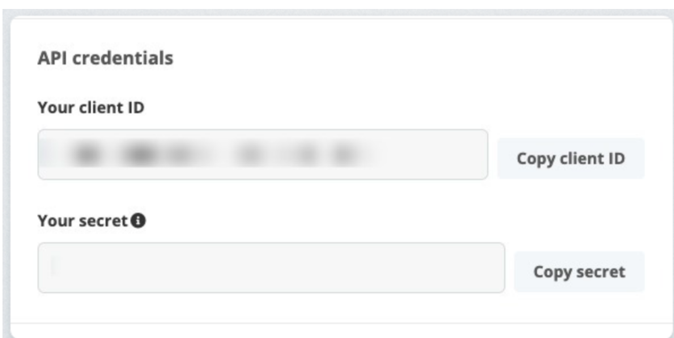
4. Enter a name for your new integration and click **Next** in the bottom right corner of the page



5. Under Select the attributes you want to grant access rights for, select the attributes you want to sync. To sync all data, select at least the following attributes:
    a. Employees
    b. Attendances
    c. Absences
    d. Org units
6. Under **Readable employee attributes**, click **select all** or select the individual fields you want to sync. Commonly used fields include:
    a. Email
    b. First name
    c. Last Name
    d. Gender
    e. Hire date
    f. Office
    g. Profile picture
    h. Termination date
    i. Status
    j. Supervisor

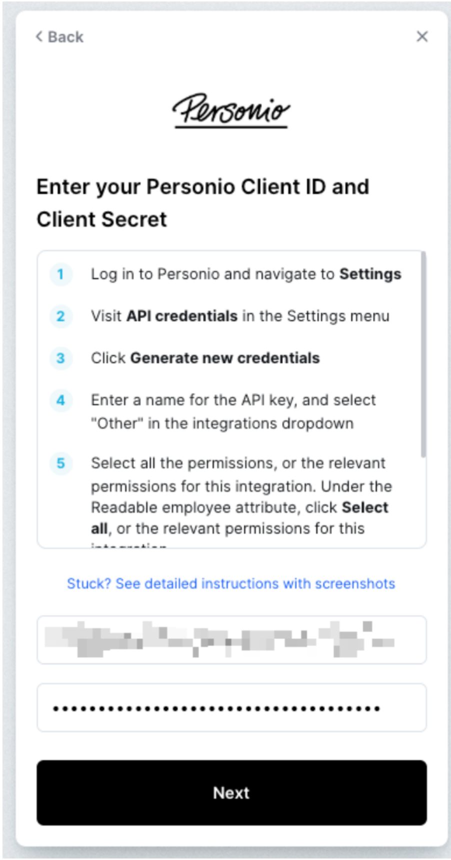


7. Click **Create integration** once done. You will then see your API Credentials populate. Copy and save these in a secure place.



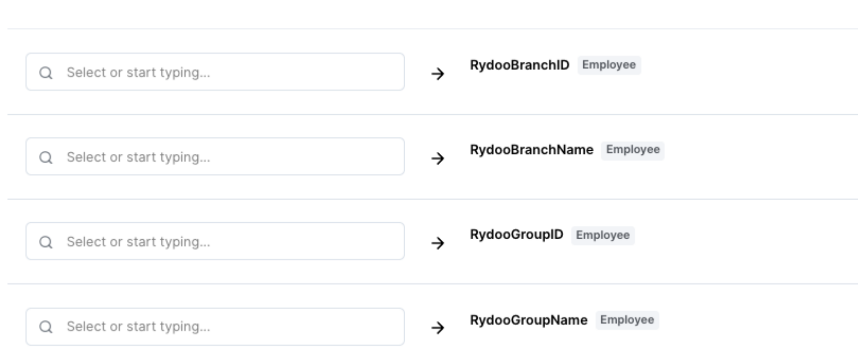
Step 2: Paste your Client ID and Secret into the linking flow

Service user Paste your created Client ID and Client Secret into the linking flow and select Next.

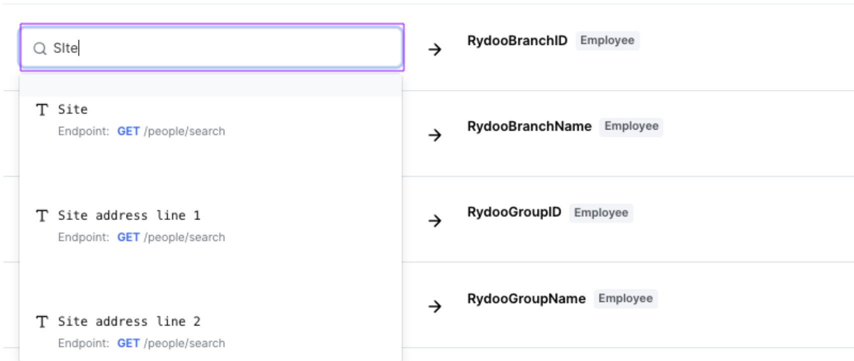


1. After the connection is established, you will be given the option to map four fields:
    a. RydooBranchName
    b. RydooBranchID
    c. RydooGroupName
    d. RydooGroupID.

- If you skip this step, the Rydoo default mapping will be used for these fields.
- If you choose to continue with the field mapping, you will see the following options, and you have the chance to map any field from your HR tool to the Rydoo equivalent fields.



2. You can type in the field name or select from the dropdown.
3. After completing the mapping, you can click save and the authentication is now complete.


SIte
Site
Endpoint: GET /people/search
Site address line 1
Endpoint: GET /people/search
Site address line 2
Endpoint: GET /people/search
RydooBranchID
Employee
RydooBranchName
Employee
RydooGroupID
Employee
RydooGroupName
Employee