Shop logo customization

Back Office user manual

Document version 1.3

Contents

1. HISTORY OF THE DOCUMENT

Version	Author	Date	Comment
1.3	La Banque Postale	8/30/2019	Initial version

2. CUSTOMIZING THE SHOP LOGO AND FAVICON

To customize your logo or customize your shop favicon, select the **Logo** tab.

2.1. Where does the shop logo appear?

The shop logo appears:

- in all the e-mails configured in the notification rules
- on payment pages

2.2. Characteristics

In order to be imported, a logo must meet a certain number of characteristics:

- **size**: the logo must not exceed **1 Mb** n size
- **dimension**: the recommended dimension for this image is of **312** pixels wide x **104** pixels high
- **format**: the supported formats are**jpeg**, **gif**, **png**, **bmp**, **pgm** and **tiff**

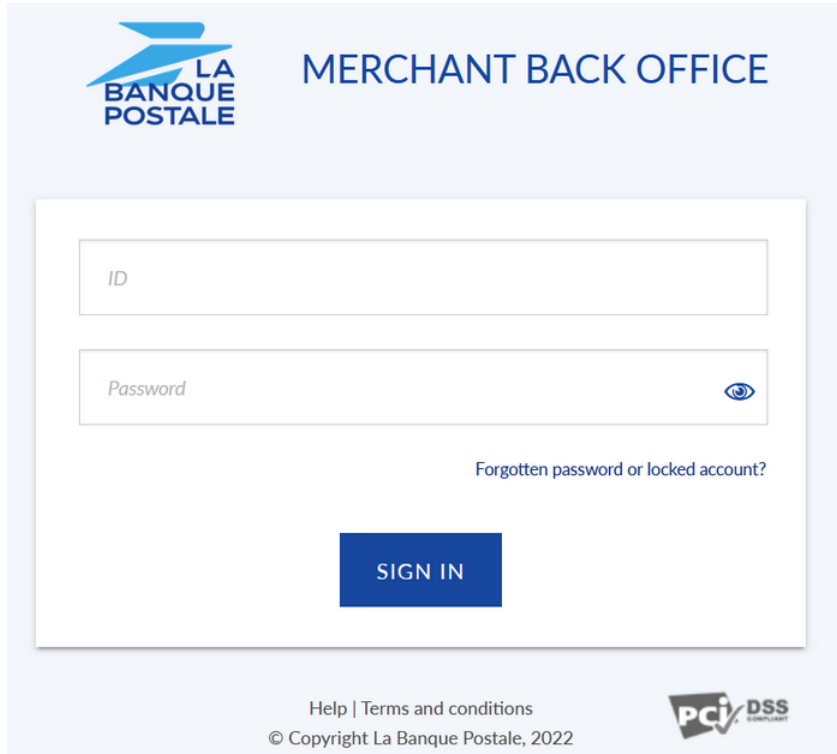The merchant shall assume the full responsibility for using a logo.

3. SIGNING IN TO MERCHANT BACK OFFICE

Sign in to the Back Office:

https://scelliuspaiement.labanquepostale.fr/vads-merchant/

1. **Enter your login.**

   The login is sent to the merchant's e-mail address (the subject of the e-mail is **Connection identifiers-[your shop name]**.

2. **Enter your password.**

   The password is sent to the merchant's e-mail address (the subject of the e-mail is **Connection identifiers- [your shop name]**.

3. **Click Sign in.**
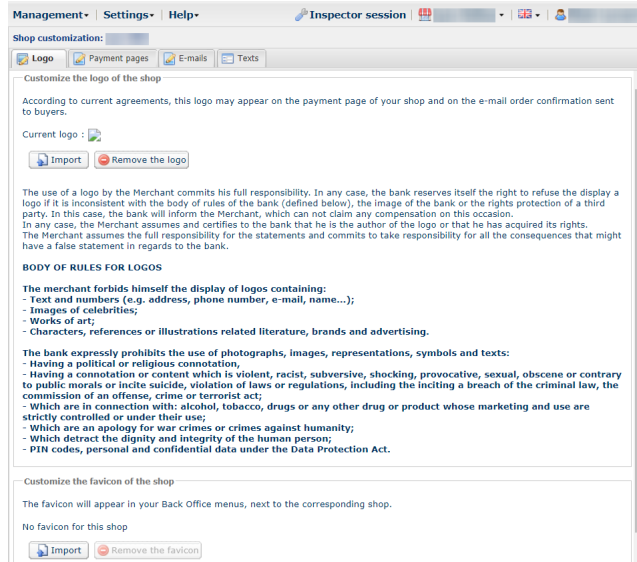
   After 3 password entry errors, the user's account is locked. Click on the link **Forgotten password or locked account** to reset it.

4. ACCESSING LOGO CUSTOMIZATION

To access logo customization:

1. Select the **Settings** > **Customization** > [your *shop*].

    By default, the **Logo** tab appears.

2. Take the time to read the body of rules for logos before **Import** your logo.

5. INTEGRATING THE SHOP LOGO INTO E-MAILS AND PAYMENT PAGES

1. Click on **Import** in the **Customize the logo of the shop** window.

   The **Logo import** dialog box appears.

2. Click **Browse**.

   <u>**Note**</u>:

   - **size**: the logo must not exceed **1 Mb** n size

   - **dimension**: the recommended dimension for this image is of **312** pixels wide x **104** pixels high

   - **format**: the supported formats are **jpeg**, **gif**, **png**, **bmp**, **pgm** and **tiff**

3. Select the file.

   The file name is displayed in the **Logo import** dialog box.

4. Click **Import** to finalize the selection.

   A message appears to inform you of the status of the import.

   Once the download is completed, the logo will be displayed in the tab.

   <u>***Note***</u>:

   The logo is automatically resized to 104 pixels high * 312 pixels wide and converted to PNG.

6. DELETING THE SHOP LOGO

To delete a previously imported logo:

1. Select the **Settings** > **Customization** > [your *shop*].

    By default, the **Logo** tab appears.
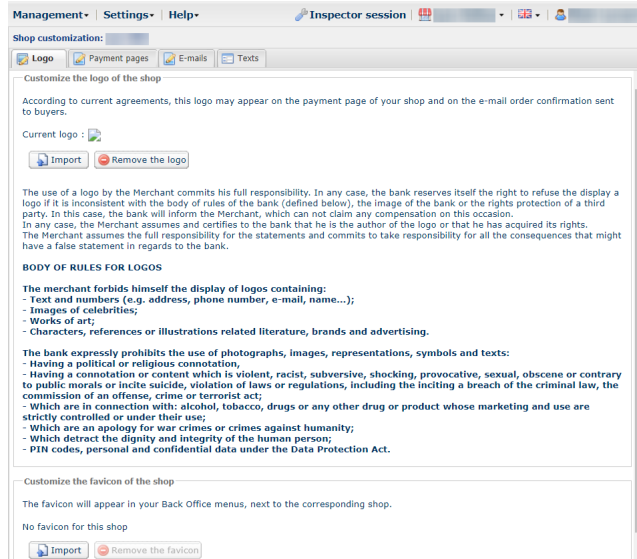
2. Click **Remove the logo**.

3. Confirm your choice by clicking **Yes**.

    Note:

    The message *No logo has been defined for this shop* appears in the **Customize the logo of the shop** view.

7. ICON CUSTOMIZATION

7.1. Where does favicon appears?

The favicons appear:

- in various menus of the Merchant Back Office such as **Settings**, **Risk assessment**, etc.
- in different windows of MOTO payment.
- in search panels.

7.2. Characteristics

In order to be imported, an icon must meet a certain number of characteristics:

- size: the icon must not exceed **1 Mb** in size
- dimension: the recommended dimension for this image is of **16** x **16** mm
- format: the supported formats **ico**, **jpeg**, **gif**, **png**, **bmp**, **pgm** and **tiff**.

7.3. Importing a favicon

To import an icon:

1. Select the **Settings** > **Customization** > [your *shop*].

By default, the **Logo** tab appears.

2. Click **Import** in the **Customize the favicon of the shop** window.

The dialog box **Import of the favicon** appears.

3. Click **Browse**.

Notes:

- size: the icon must not exceed **1 Mb** in size

- dimension: the recommended dimension for this image is of **16** x **16** mm

- format: the supported formats **ico**, **jpeg**, **gif**, **png**, **bmp**, **pgm** and **tiff**.

4. Select the file.

The file name is displayed in the **Import of the favicon** dialog box.

5. Click **Import** to finalize the selection.

A message appears to inform you of the status of the import.
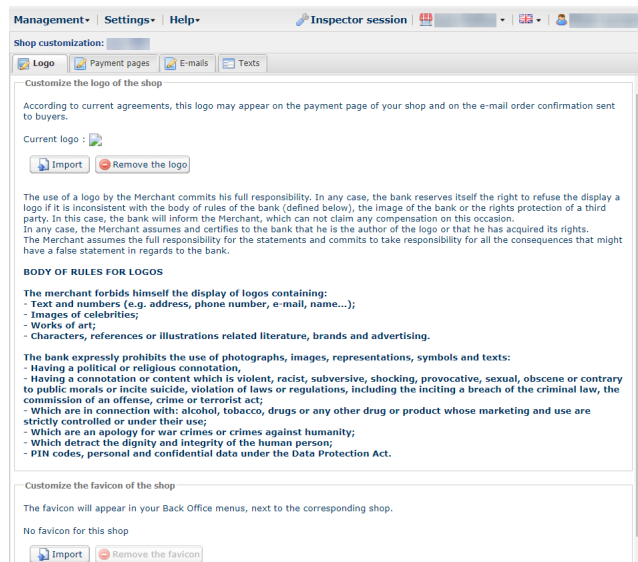
Note:

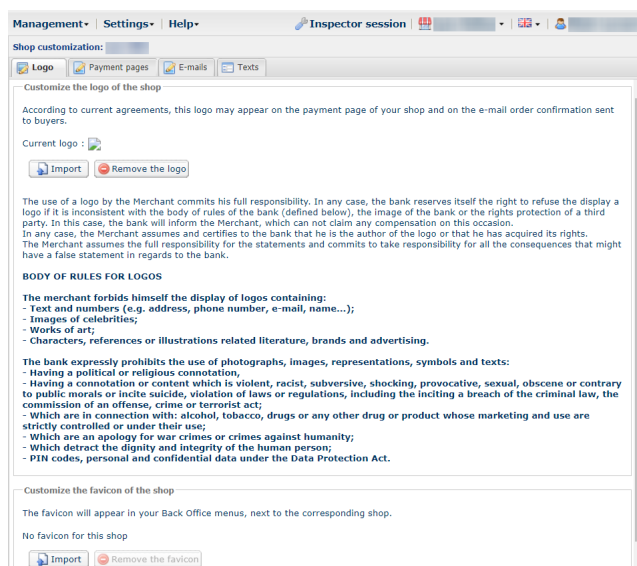The logo icon is automatically resized to **16** x **16** mm and converted to **.ico**.

7.4. Deleting an icon

To delete a previously imported icon:

1. Select the **Settings** > **Customization** > [your *shop*].

By default, the **Logo** tab appears.

2. Click **Remove the favicon**.

3. Confirm your choice by clicking **Yes**.

8. TRACKING THE CHANGES MADE TO THE LOGO AND THE ICON

1. Select the **Settings > Company** menu.

   By default, the **Company details** tab appears.

2. Select the **Event log** tab.

   All actions are recorded to allow full traceability of all changes made by every user.

9. OBTAINING HELP

Looking for help? Check our FAQ on our website

https://scelliuspaiement.labanquepostale.fr/doc/en-EN/faq/sitemap.html

For any technical inquiries or if you need any help, contact *technical support*.

In view of facilitating the processing of your requests, please specify your shop ID (an 8-digit number) in your query

This information is available in the "registration of your shop" e-mail or in the Merchant Back Office (**Settings** > **Shop** > **Configuration**).