
imoje admin panel

List of contents

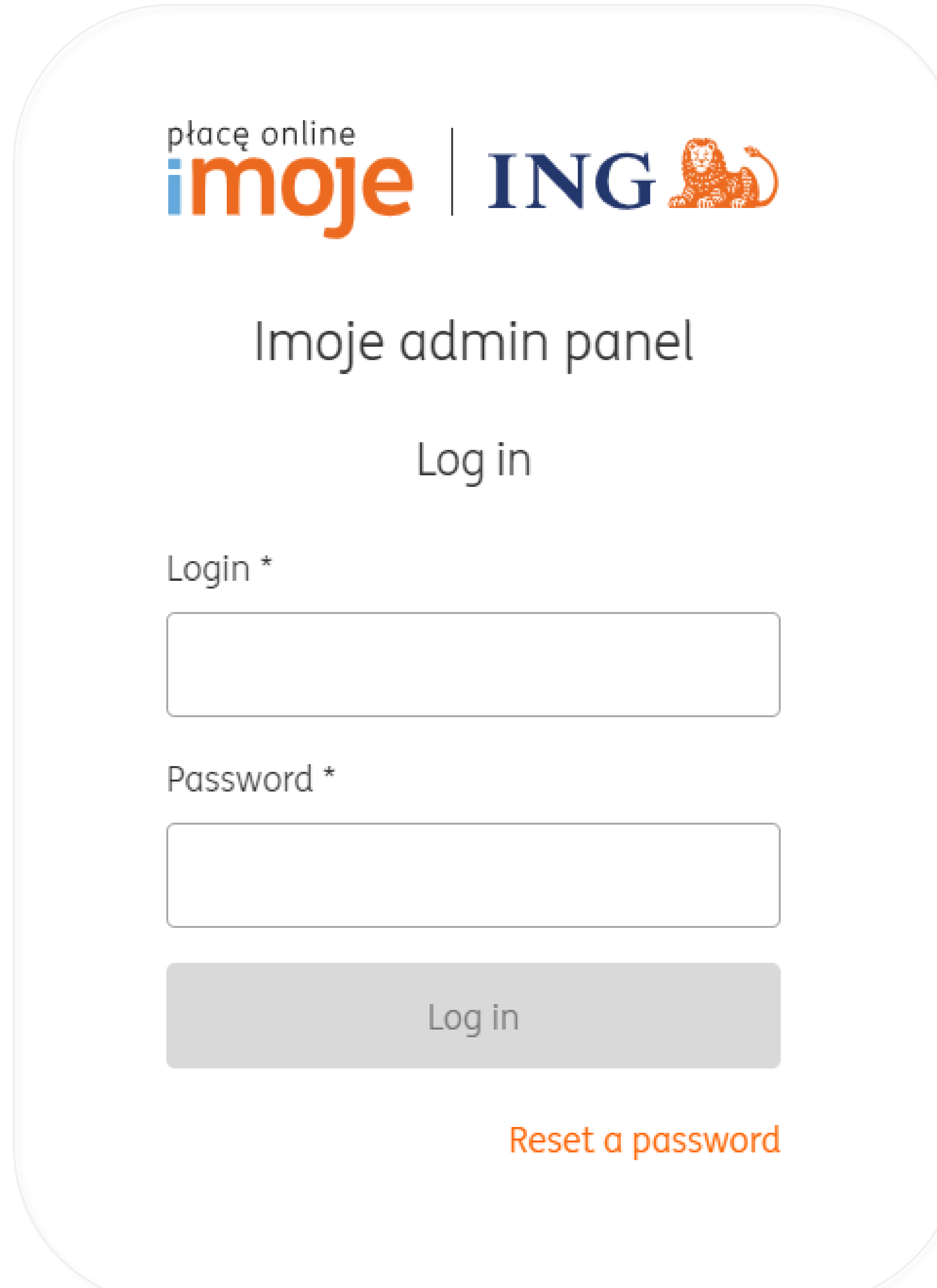
The imoje Administration Panel is where you will find all the financial data and sales reports for your e-store.

Check it out!

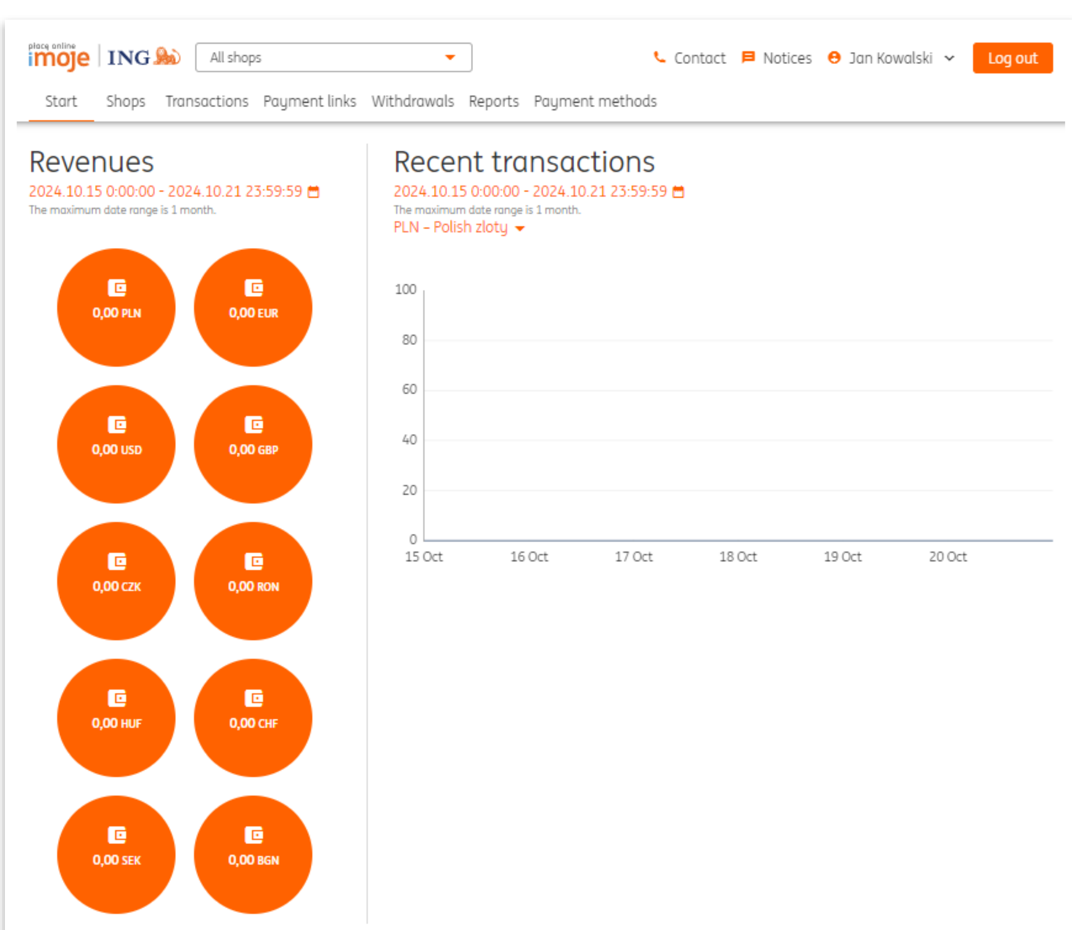
Home Page

How to log in to the Panel?

1. Go to https://imoje.ing.pl/
2. **Enter your login and password**
3. if you do not remember the password to your account - select **Reset password** option

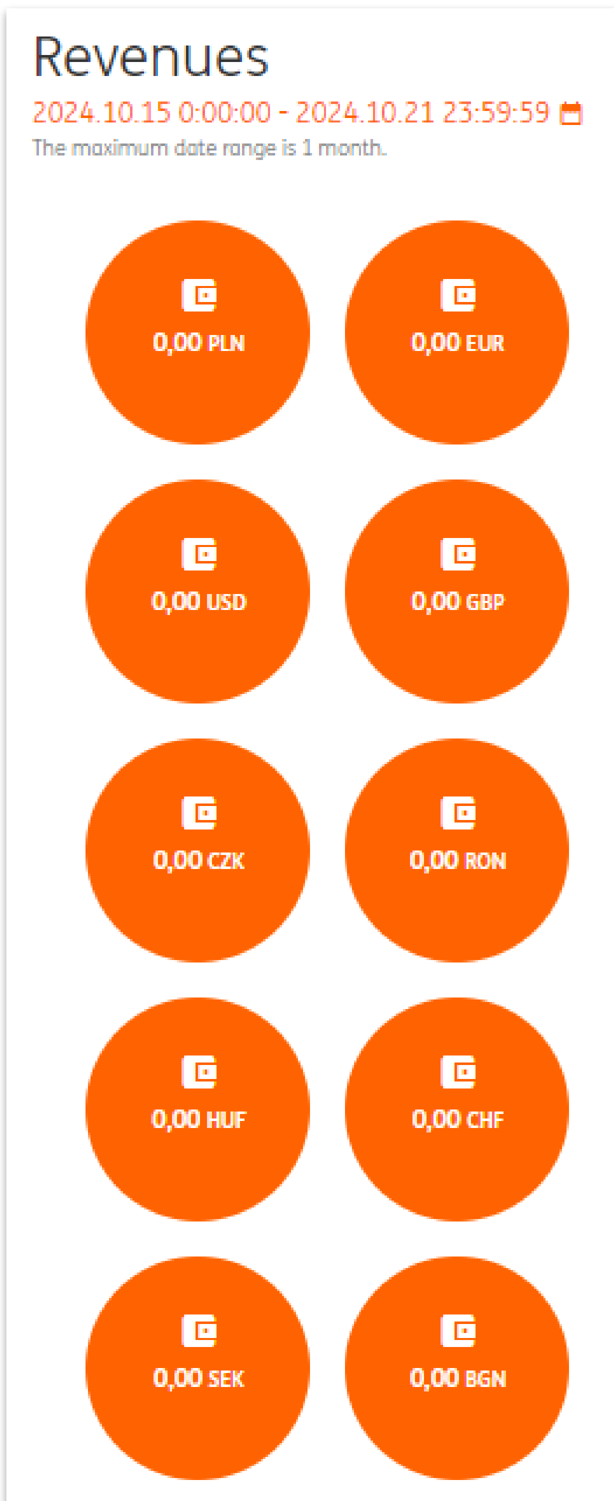


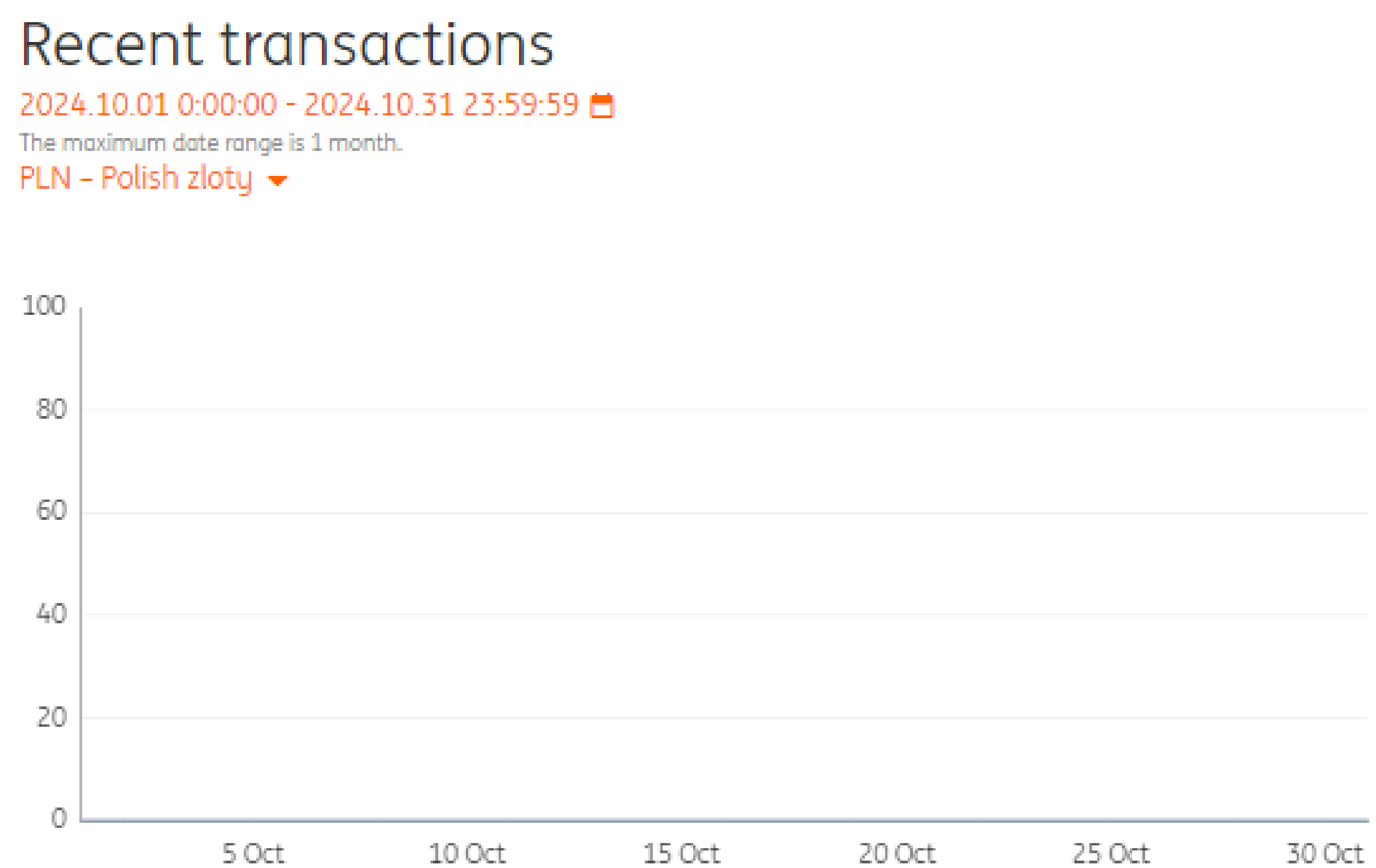
Home Page



Home Page

Revenues and currencies





Next to it you will find a chart containing the transactions for each day in the pre-selected time range.

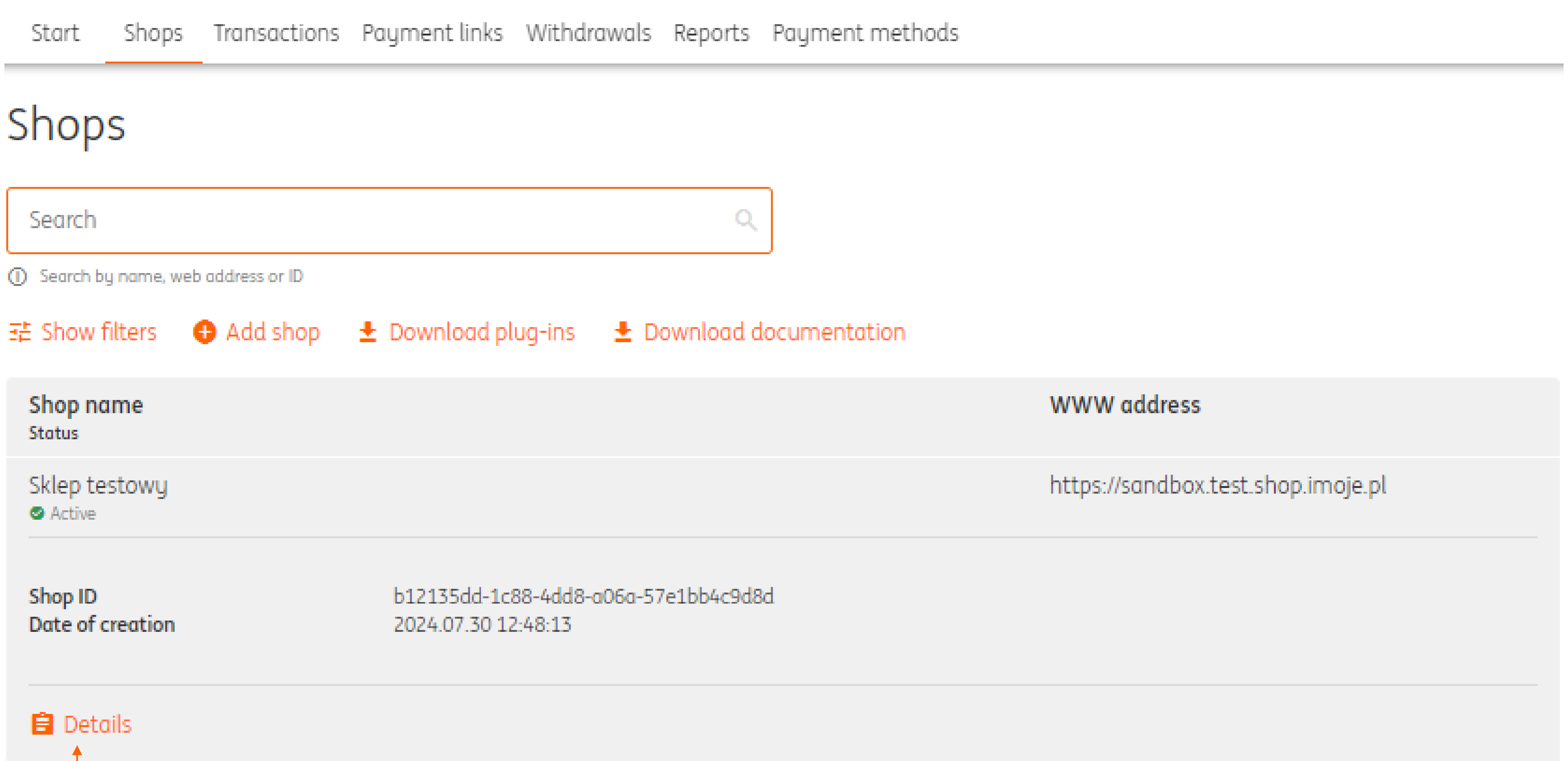
The most recent transactions can also be found along with the status and amount in the table below the chart.

Here you will find the turnover on individual currencies in your store in the time range you selected.

Shops

Information about your stores can be found in the **Stores** tab.

When you click on **Details**, you will be taken to a section where you can find information about all your store details, data for integration, payment methods including commissions and the ability to personalize the payment screen.



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Shops

In the **Details** section, you will find information about all store data, such as name, ID, status, web address, IBAN, MCC code, payment activity, modification date and creation date.

Shops- details

Sklep testowy https://sandbox.test.shop.imoje.pl

Shop data | Data for integration | Payment methods | Paywall personalization

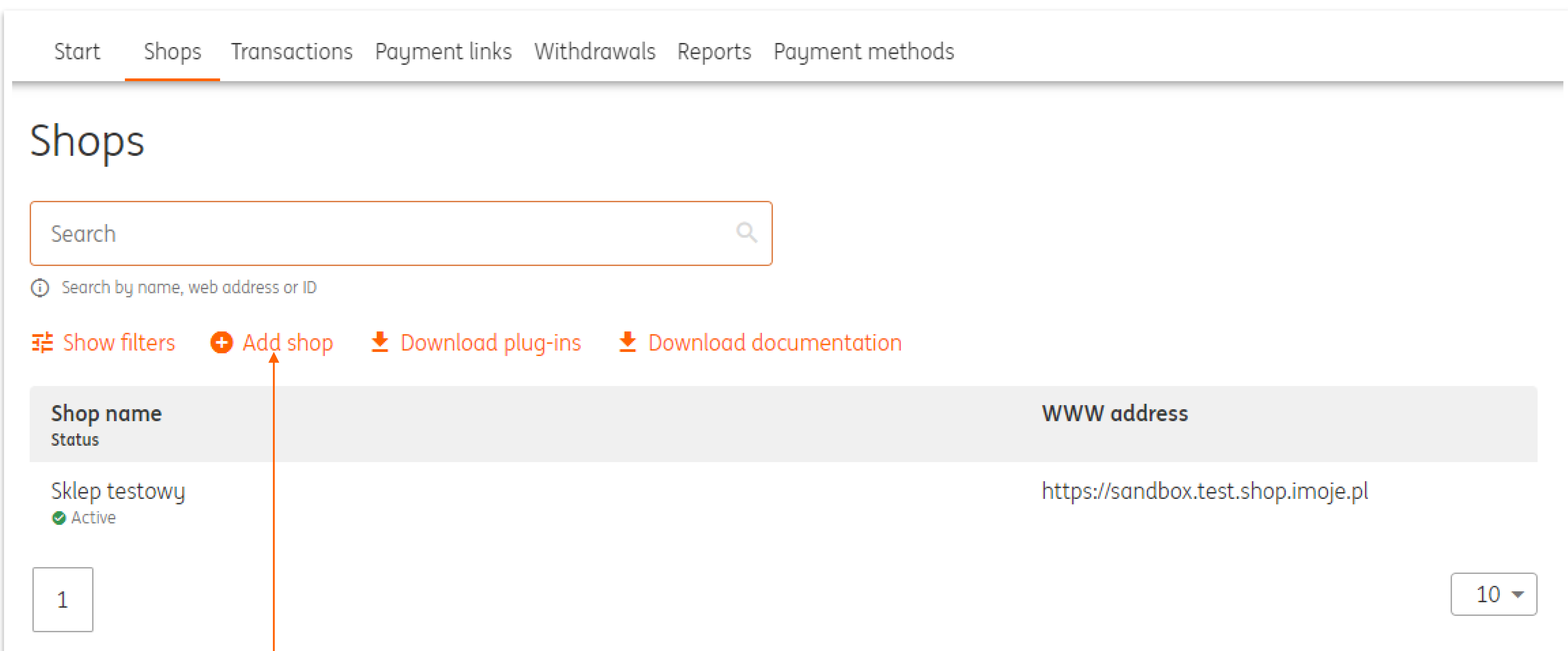
Shop name	Sklep testowy	Edit
Shop ID	b12135dd-1c88-4dd8-a06a-57e1bb4c9d8d	
Status	Active	Edit
WWW address	https://sandbox.test.shop.imoje.pl	
IBAN	PLN PL00 0000 0000 0000 0000 0000 0000 EUR PL00 0000 0000 0000 0000 0000 0000 USD PL00 0000 0000 0000 0000 0000 0000 GBP PL00 0000 0000 0000 0000 0000 0000 CZK PL00 0000 0000 0000 0000 0000 0000 RON PL00 0000 0000 0000 0000 0000 0000 HUF PL00 0000 0000 0000 0000 0000 0000 CHF PL00 0000 0000 0000 0000 0000 0000 SEK PL00 0000 0000 0000 0000 0000 0000 BGN PL00 0000 0000 0000 0000 0000 0000	
MCC code	0000 - Sandbox	
Payment activity	no limit	Edit
Date of modification	2024.07.30 12:48:13	
Date of creation	2024.07.30 12:48:13	

How to add a new store?

1.Go to the **Stores** tab in the Administration Panel.

2.Click the **Add Store** button

3.Here you can enter **the Name of the store** (it is visible only to you) and **the Web Address** leading to the site



imoje płacę online

Integrations

Where can I find the data for integration?

1.Go to the **Stores** tab in the Administration Panel.

2.Click the **Add Store** button

3.Here you can enter **the Name of the store** (it is visible only to you) and **the Web Address** leading to the site

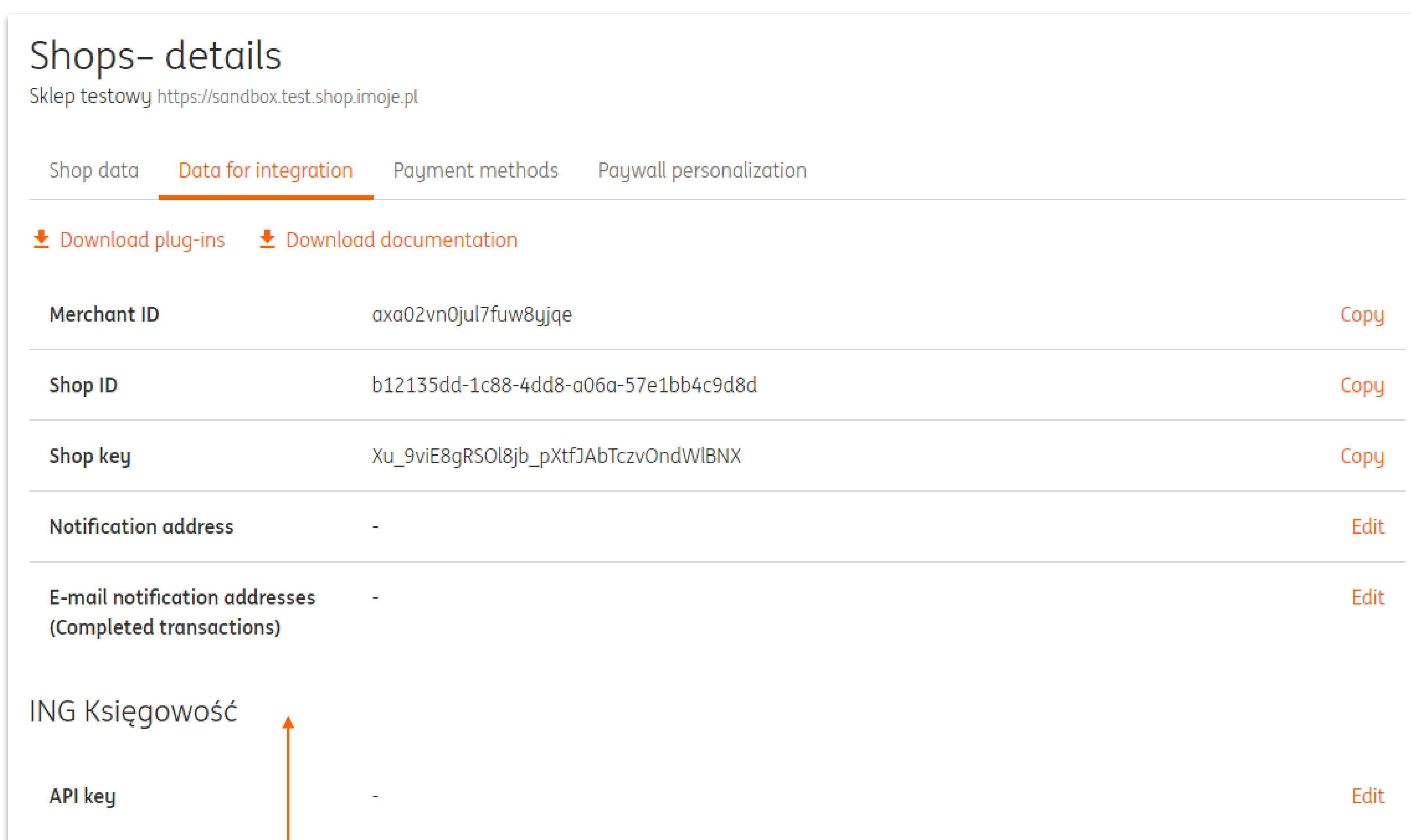
Where can I find integration instructions?

Integration instructions for store platforms can be found on our website.

Where can I find the data for integration?

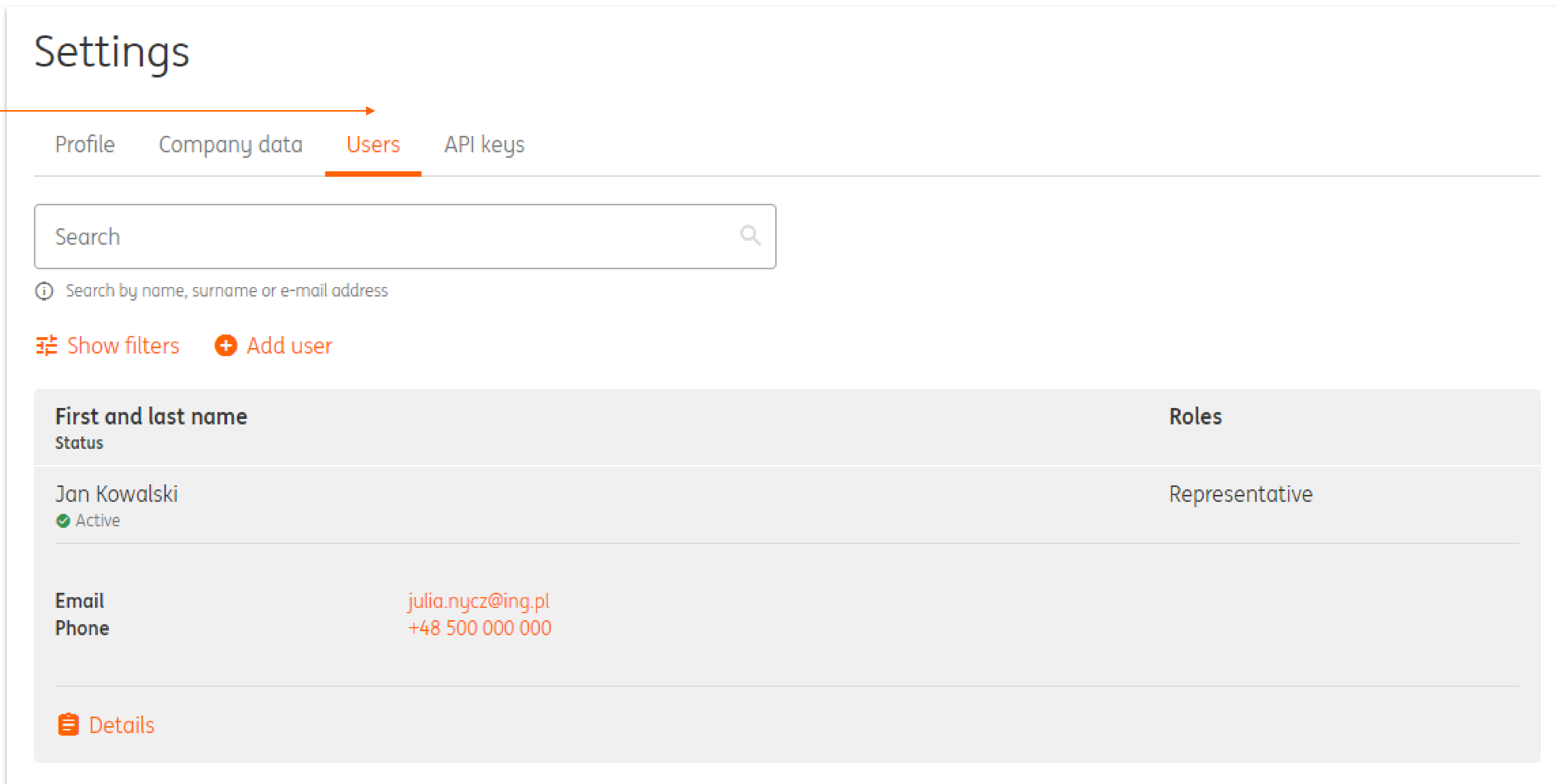
In the **Integration Data** section, the information needed to integrate your store with our payment gateway:

-Customer ID
-Store identifier
-Store key
-Notification address
-E-mail notification addresses



Users

Under **Name -> Users** it is possible to add a new user to your imoje admin panel.



If you want to **deactivate** an existing User, click on the row with their name, then next to the **Status** field click **Edit**.

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Users

Add a user, fill in his data and select one of the three available roles:

→ **Technical** - the person responsible for the store's IT operations, has access only to the store's keys and has the ability to copy authorization keys from the online store to the imoje panel. He does not see the amounts or transactions displayed in the imoje panel,

→ **Financial passive** - the person responsible for checking the correctness of the posting of given transactions as well as has the ability to generate reports from the imoje panel,

→ **Financial active** - a person with the rights of the financial passive role, in addition, can perform transaction returns,

→ Your role in the panel is **Representative** - a person with all rights by default, most often the owner of the company.

After entering the data, click **Save.**

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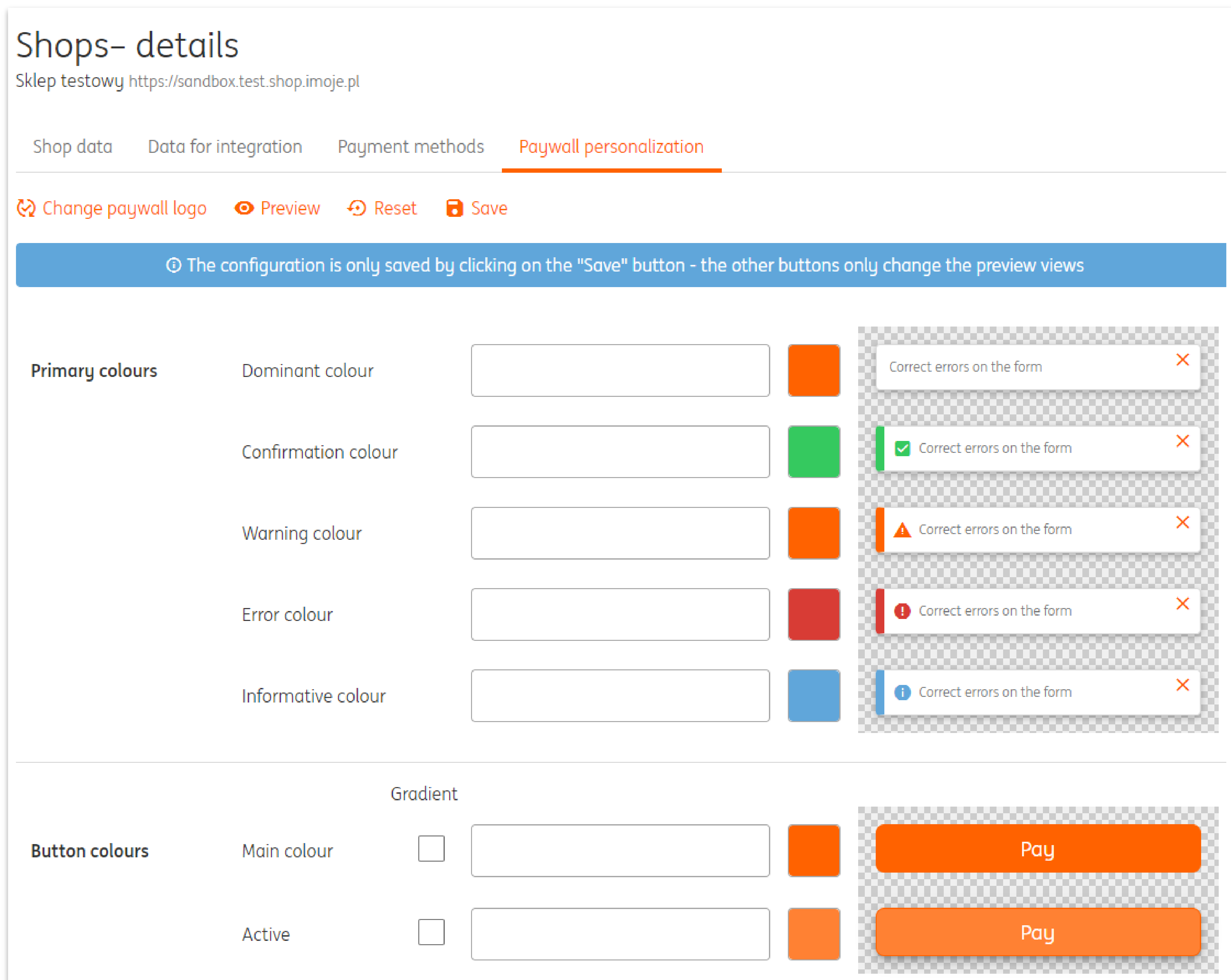
Paywall personalization

When personalizing the imoje gateway, you can **change** the **logo** or **set** the main **colors**, colors of buttons, spinner, frames, forms, validation, or information boxes.

Personalization of imoje is possible after entering the section: **Shops -> Details -> Paywall Personalization**



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Paywall personalization

Change paywall logo

If you would like to add your logo, please send it to:

kontakt.tech@imoje.pl

Be sure it meets the following conditions:

- maximum height: 100 px
- maximum width: 200 px
- format: png
- maximum size: 50 KiB

We will check the uploaded graphic and inform you of its visibility.

Close

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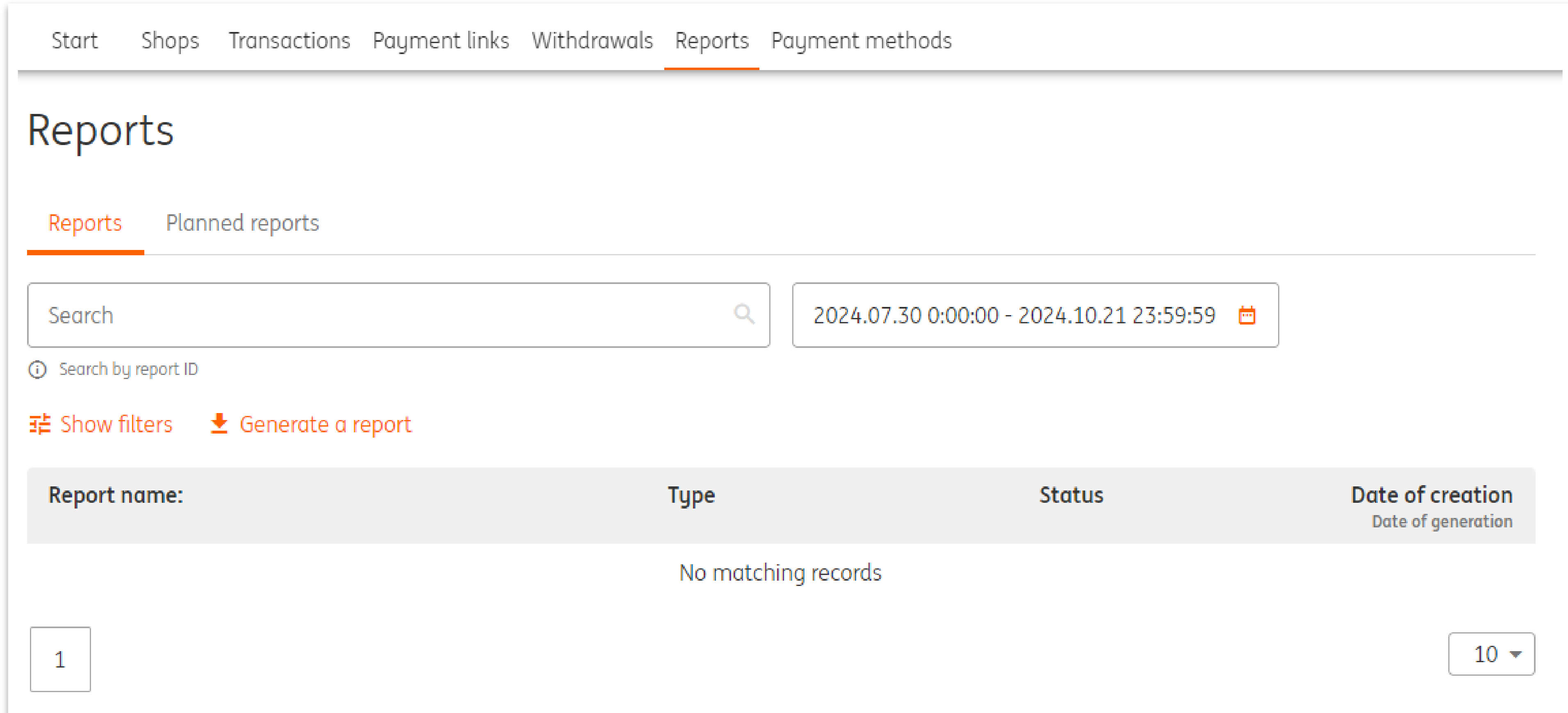
Reports

Reports in the admin panel

In this tab, there is an option to generate a report - to do so, click Generate Report, then select a **CSV** or **MT940** file format , fill out the form according to your preferences and click **Download**. There is also an option to filter the payments displayed in this tab, to do so click **Show Filters**.

In the window that appears, select the options you are interested in and press Show. You can also select the date range from which you want the transactions displayed.

Reports



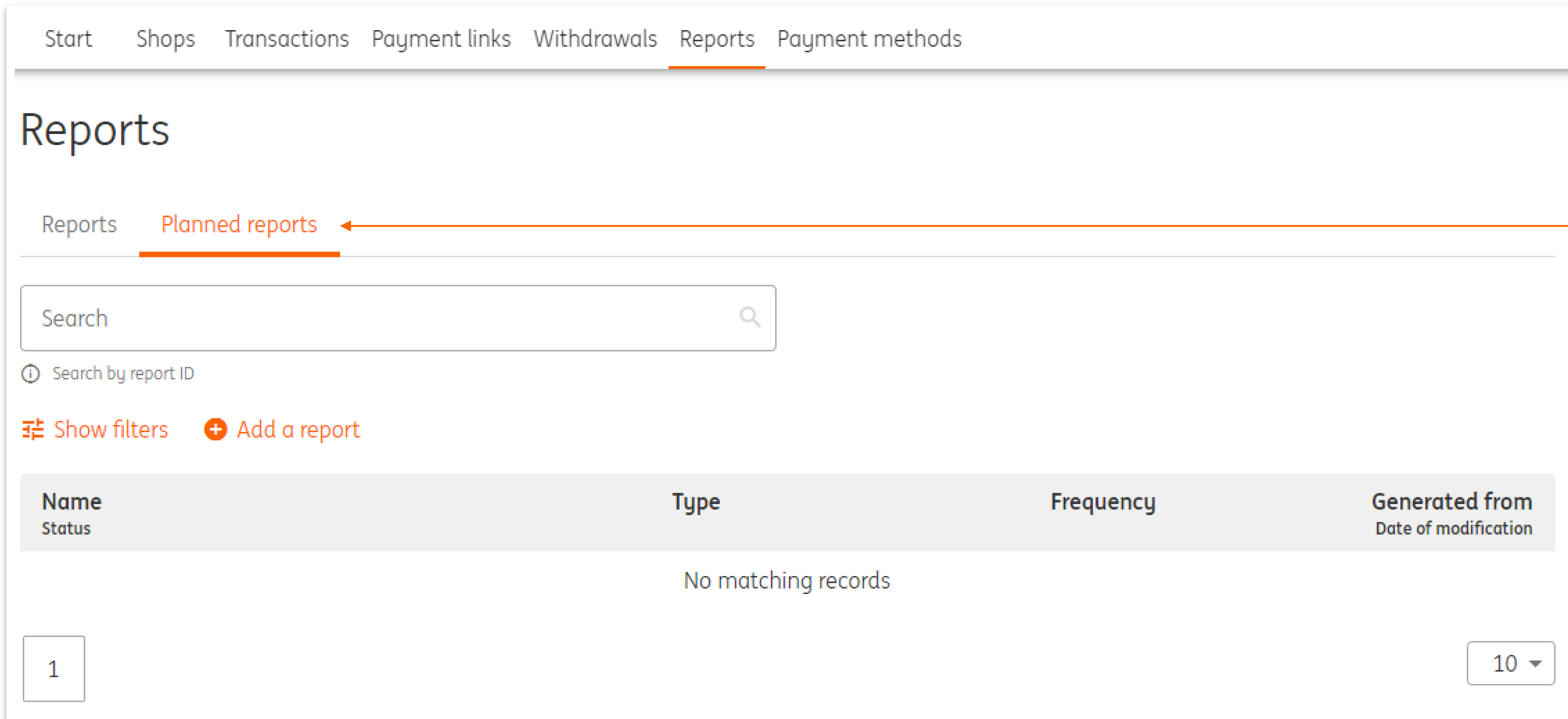
In this tab, there is an option to generate a report - to do so, click **Generate a Report**, then select a CSV or MT940 file format, fill out the form according to your preferences and click **Download**.

There is also an option to filter the payments displayed in this tab, to do so click **Show Filters**.

In the window that appears, select the options you are interested in and press **Show**.

You can also select **the date range**, from which you want to have transactions displayed.

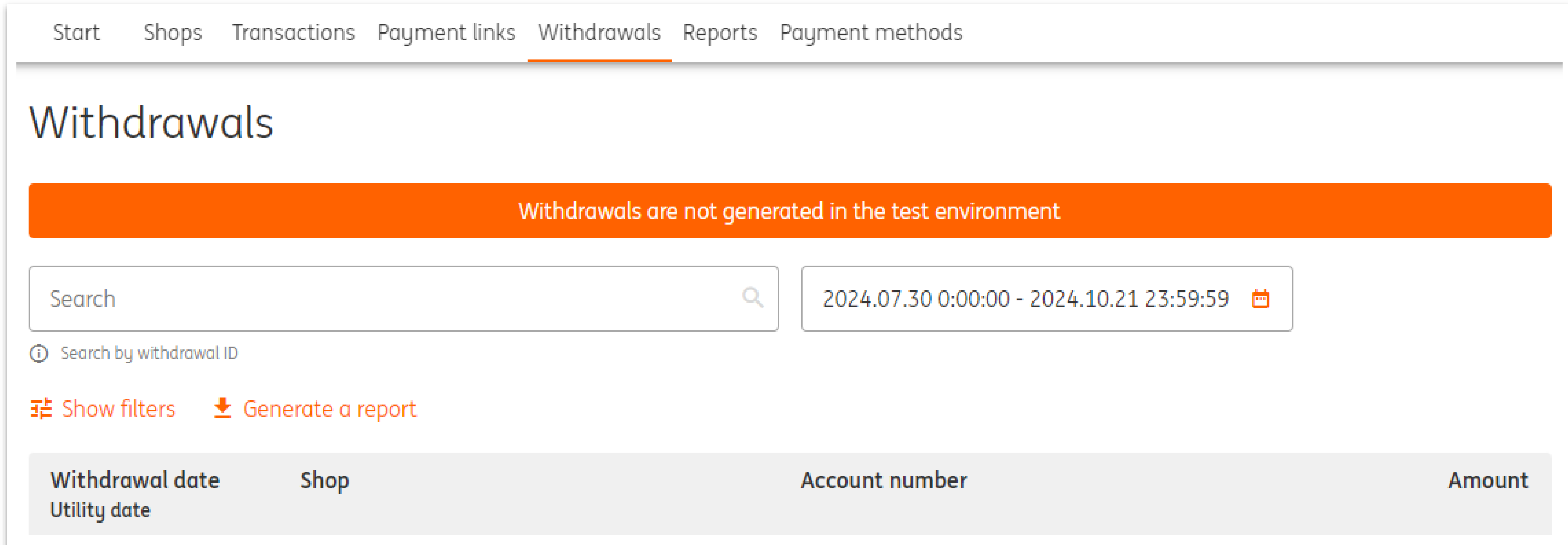
Planned reports



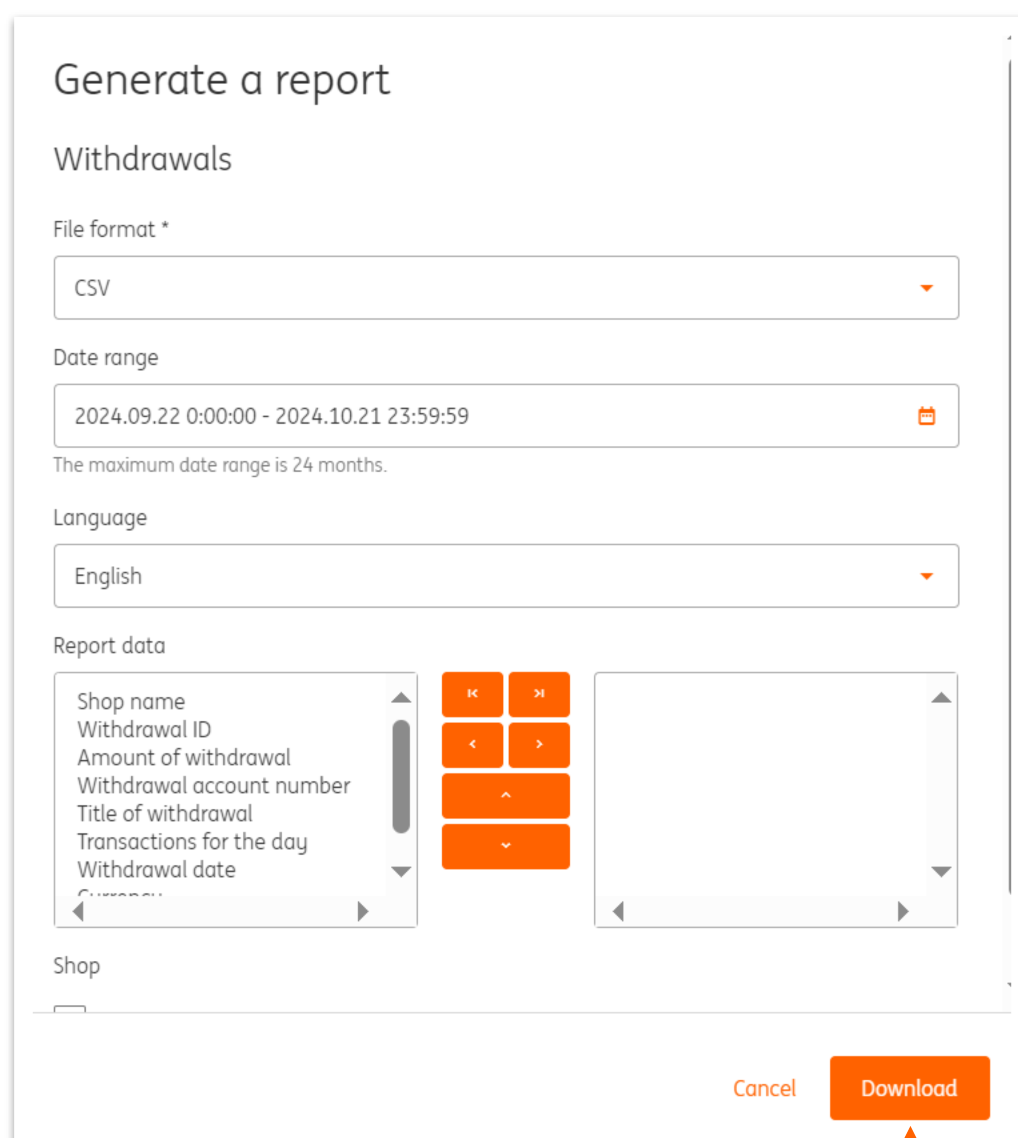
In addition to the ability to generate reports, there is also an option here to schedule reports that you can receive daily at a given time or in cycles that you set.

To schedule a report, go to **Planned Reports**, then **Add a Report**, select the type of report, and then fill out the form and complete the frequency of report generation according to your preferences.

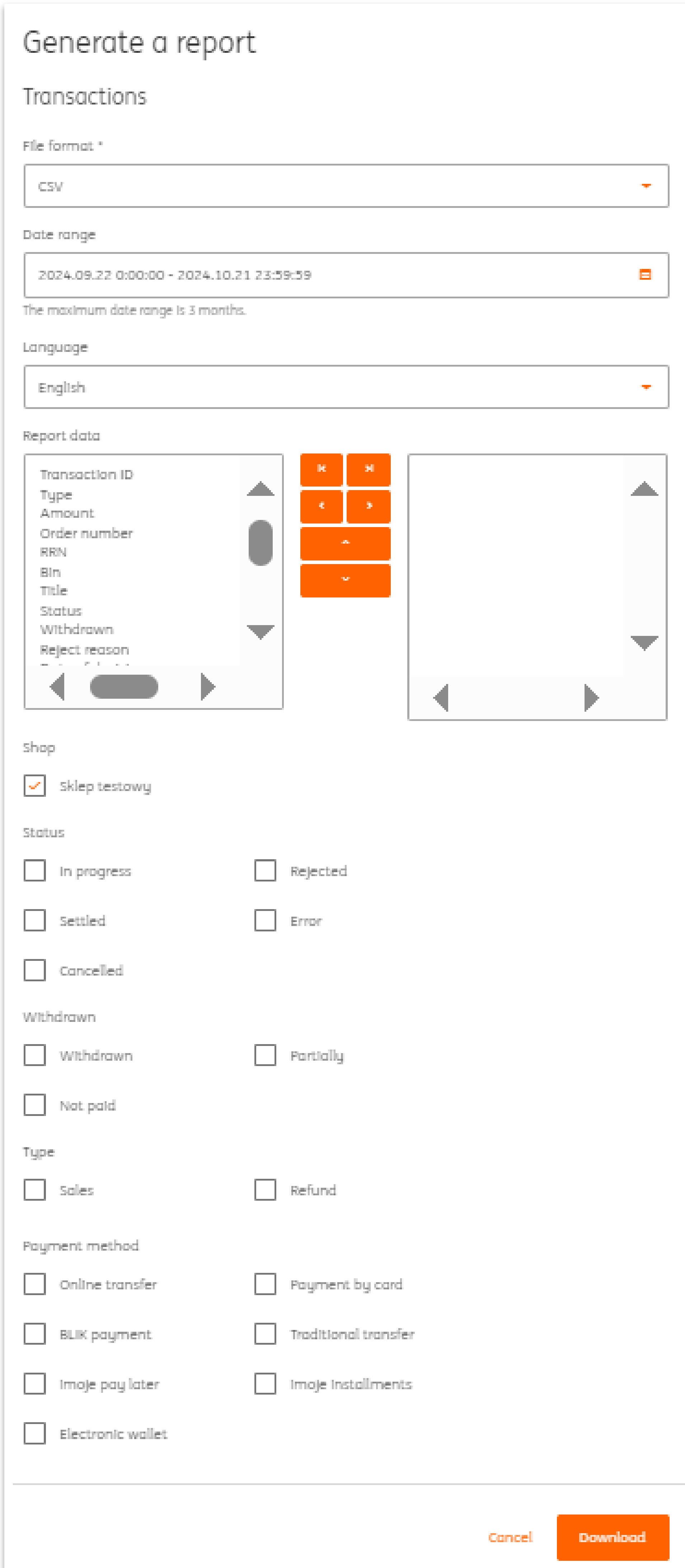
Withdrawals



In this tab you can generate a report regarding payouts , to do so click **Generate Report**, then fill in the fields in the displayed window according to your preferences and click **Download**.



Reports in the admin panel



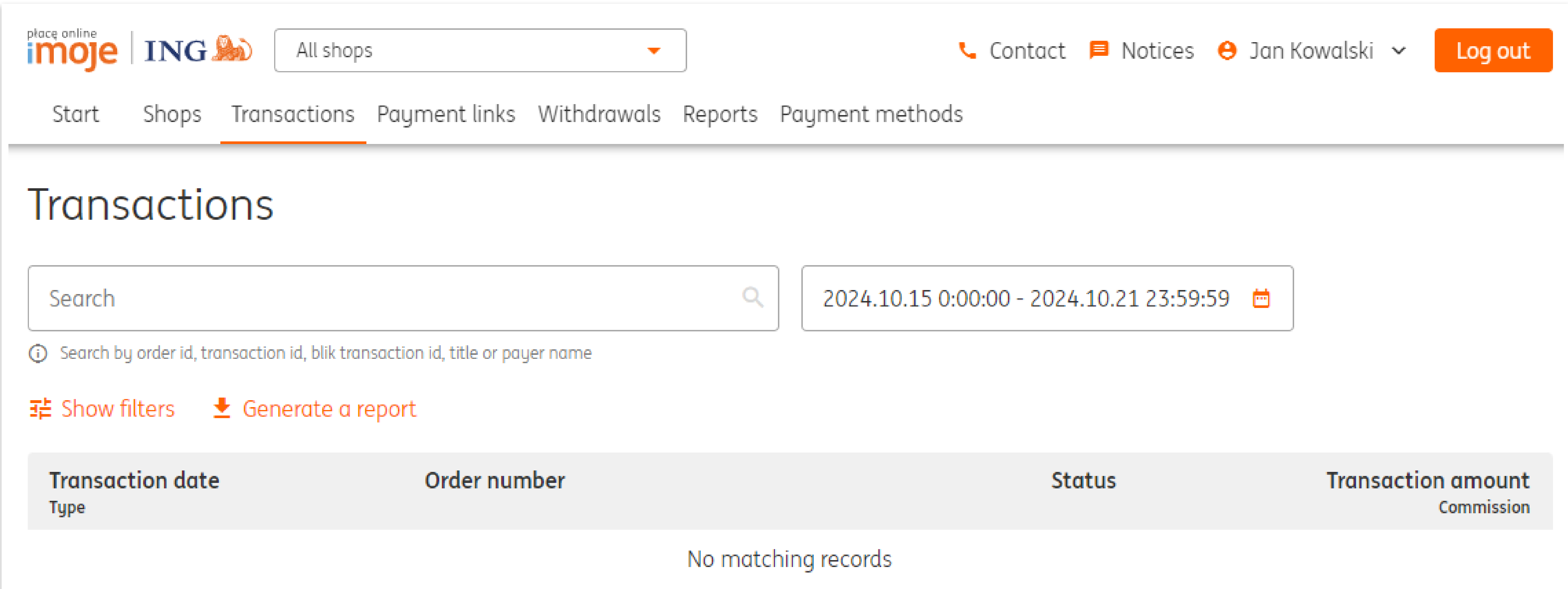
REPORT FOR ACCOUNTANT

To generate a report that will be useful to your accountant in the **Report Data** option, select:
→ date range, last month,
→ order number,
→ amount,
→ commission amount,
→ currency.

Below that, check the options: paid, sales and return, all payment methods.

Transactions

Information on transactions is available under the **Transactions** tab on the home page.



A transaction can have a status of:

- Realized
- Rejected
- In progress
- Error

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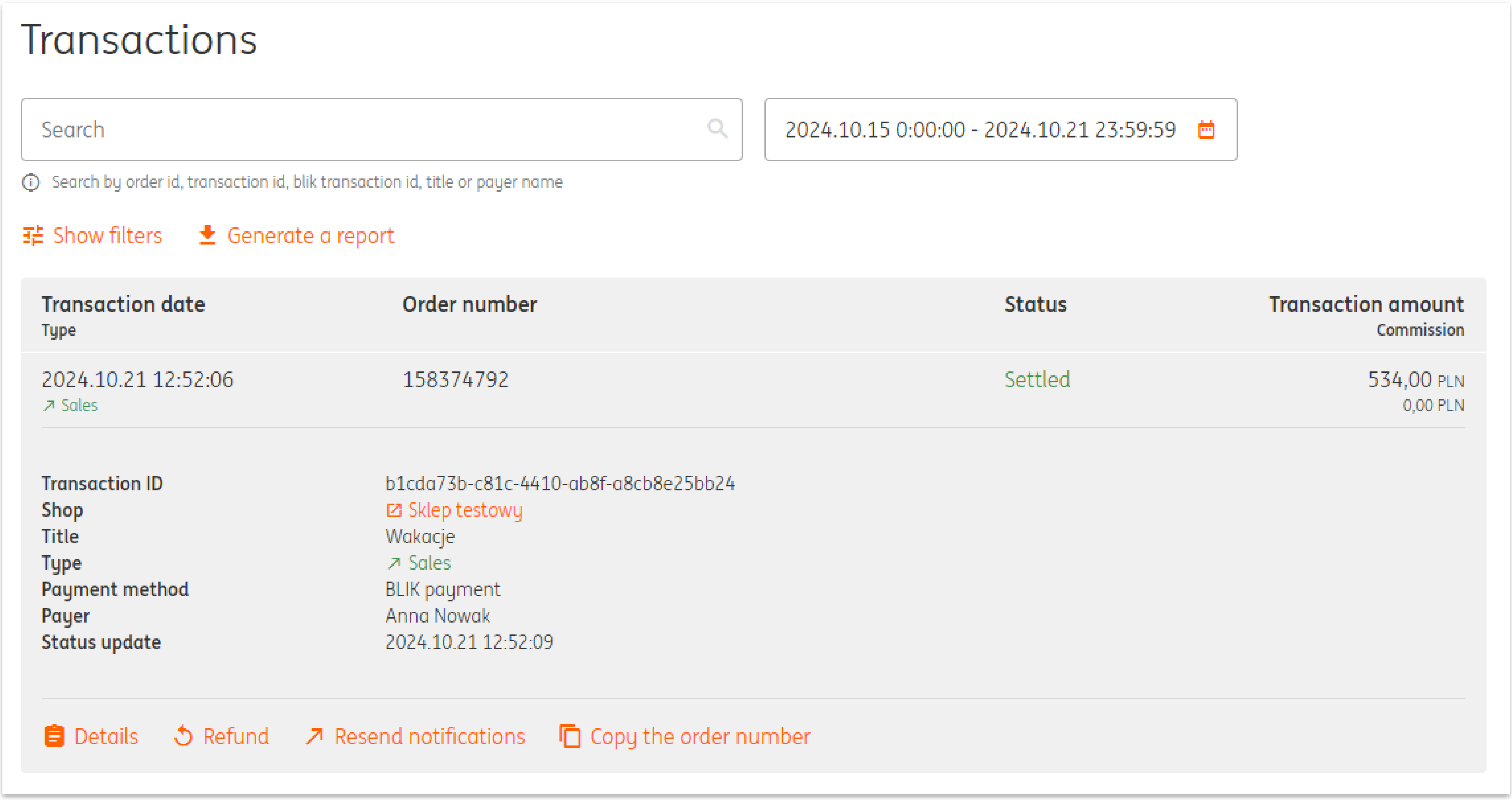
Transactions

To search for a specific transaction, you can enter in the search box:

1)Order number,
2)Transaction ID,
3)BLIK transaction ID,
4)Title
5)Payer data

This includes:

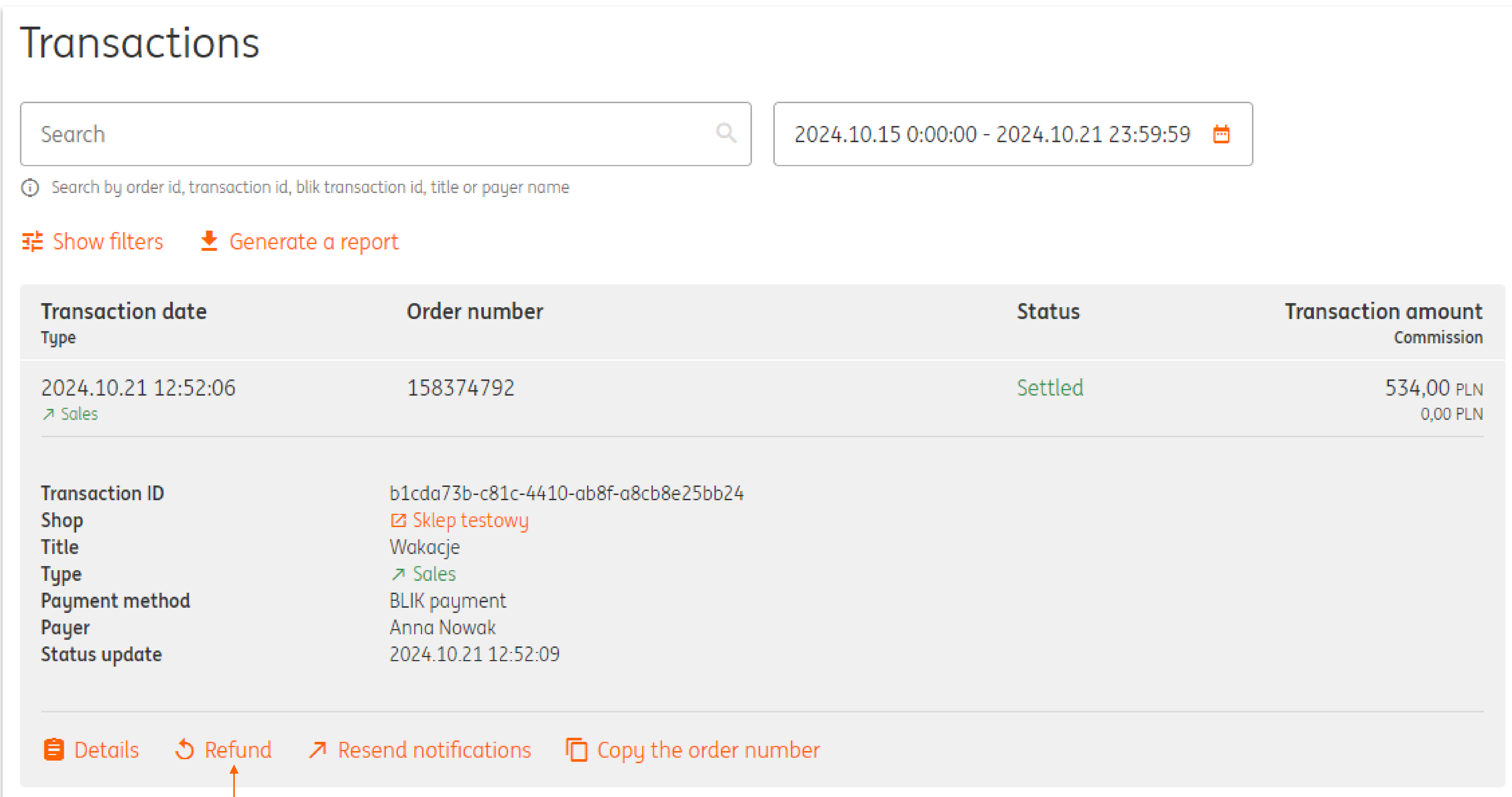
1)Date, amount, transaction status
2)Information about transaction ID, store, title, type, payment method and payer.



Refunds

- **The return is ordered to a specific, selected transaction.**

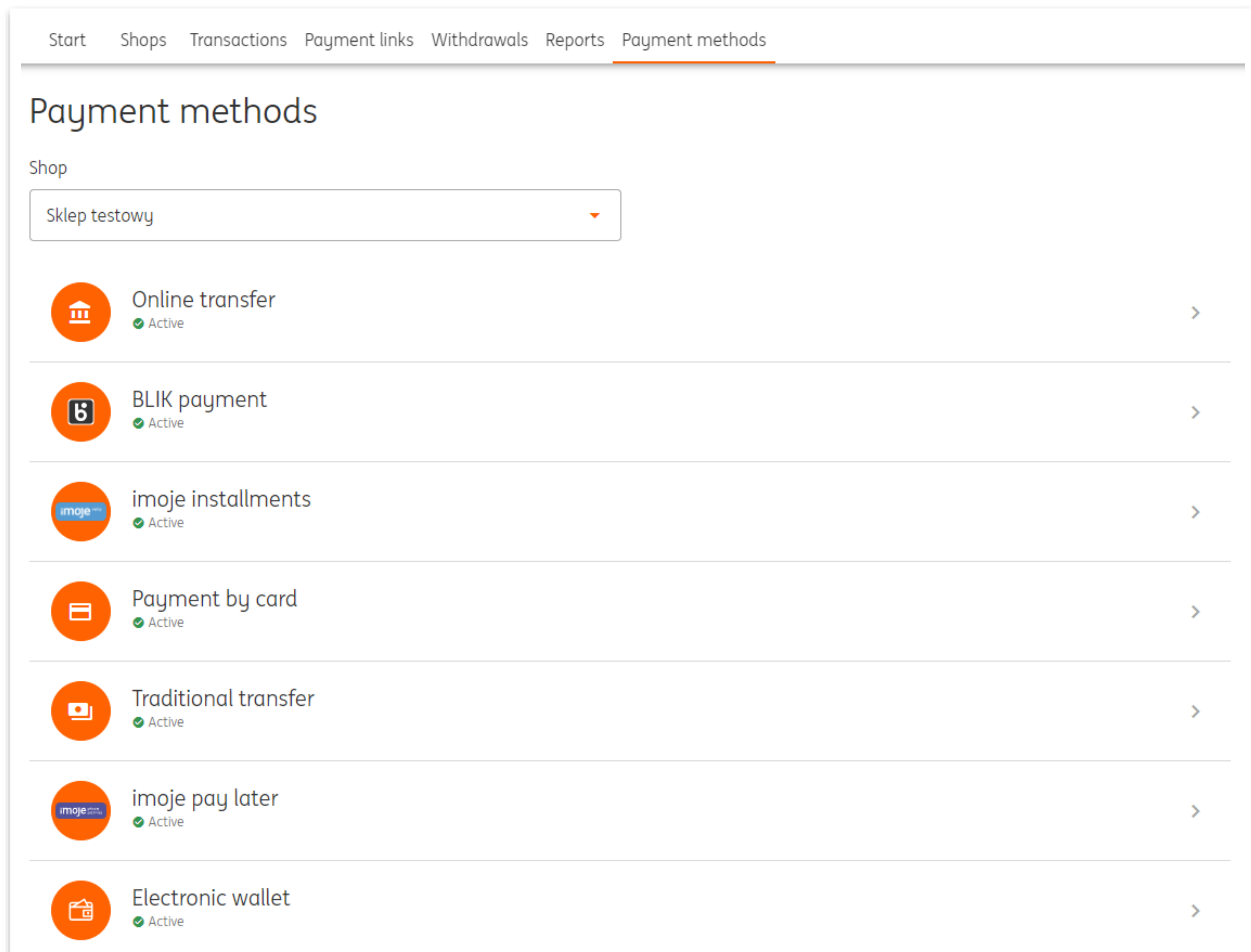
IT'S IMPORTANT: Entering an order number will not automatically link the return to the correct transaction.



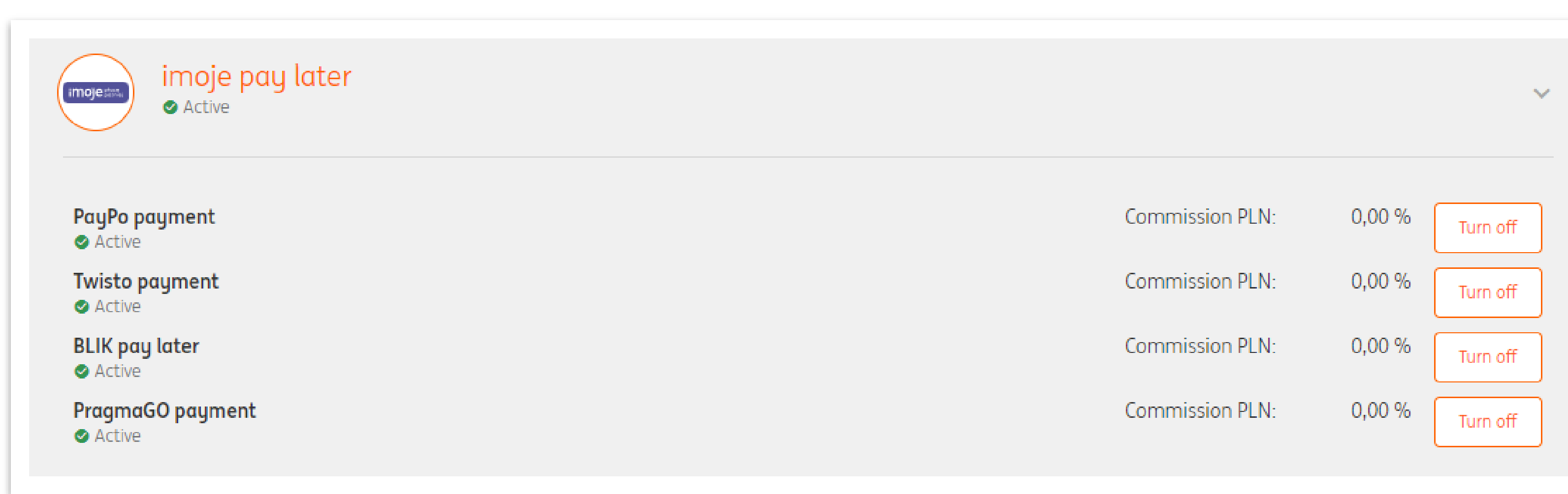
płacę online imoje

Payment methods

Information about active payment methods is available in the **Payment Methods** tab on the home page.



After clicking on the selected payment method - there is an option to **turn off** it (button **Turn off**) or **preview** the **commission**.



płacę online imoje

ING Accounting

Customers can use ING Accounting services as part of the imoje payment gateway.

How to connect imoje with ING Accounting?

1. Integration key in ING Accounting
Log in to ING Accounting
Under **Data and Settings > Integrations > API Key** , copy your unique key.

2. Copy the key to your store panel in imoje
Log in to imoje
Go to the **Stores** tab and select your store. Click **Data for integration**, then in the ING Accounting field click **Edit**. In the new window, paste the API key from ING Accounting and save the changes.

3 - That's it!
From now on, for each payment in your store made through the imoje gateway, an invoice will be created and automatically emailed to the customer straight from **ING Accounting**.

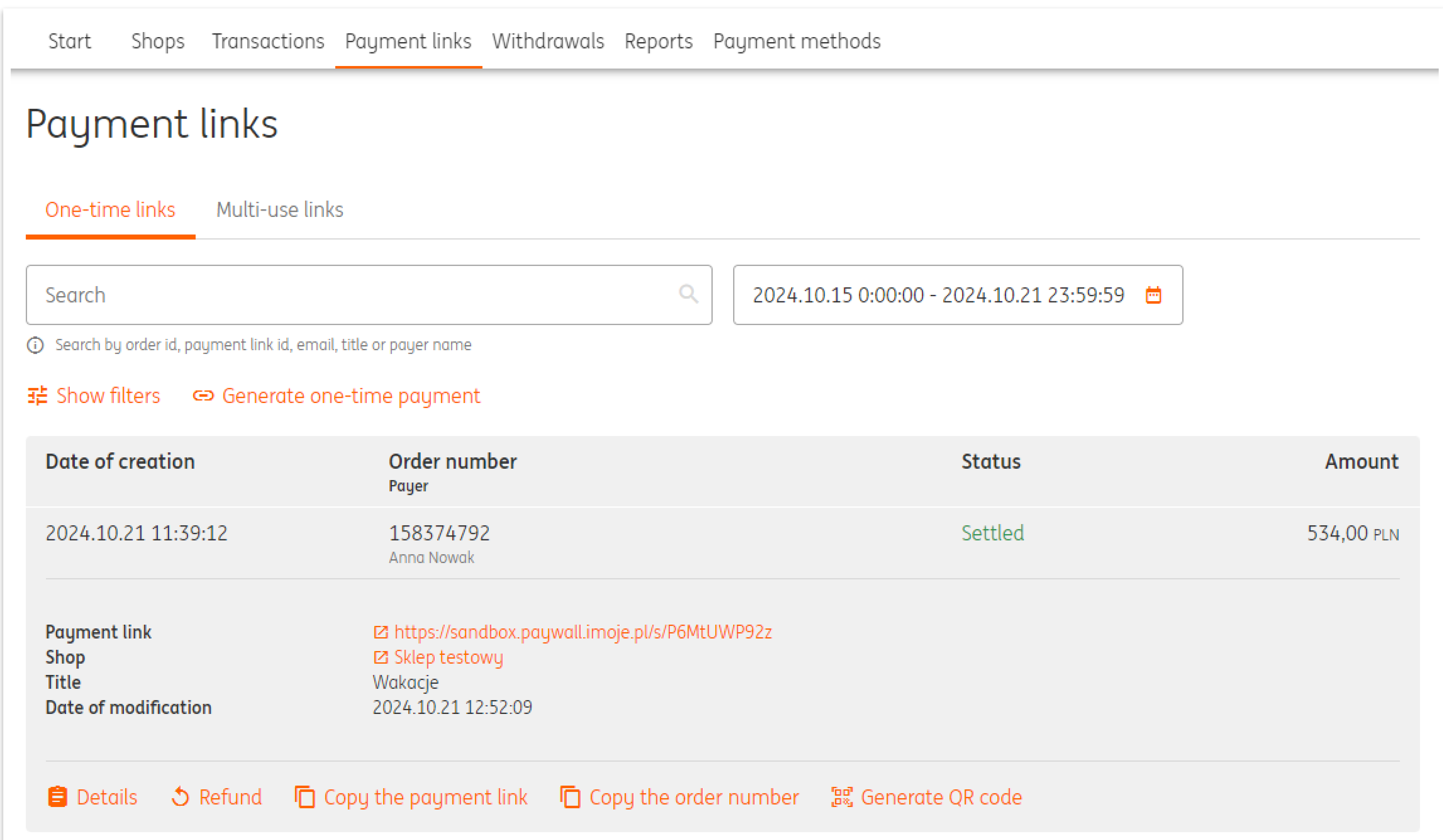
płacę online imoje

Payment links

In imoje, you can generate one-time and multi-use (EasySell) payment links for your customers.

The ability to create payment links can be found in the , "Payment Links" tab. Here you can also see the links you have previously created and generate a QR code.

Instructions for link generators: CLICK HERE



Frequently asked questions

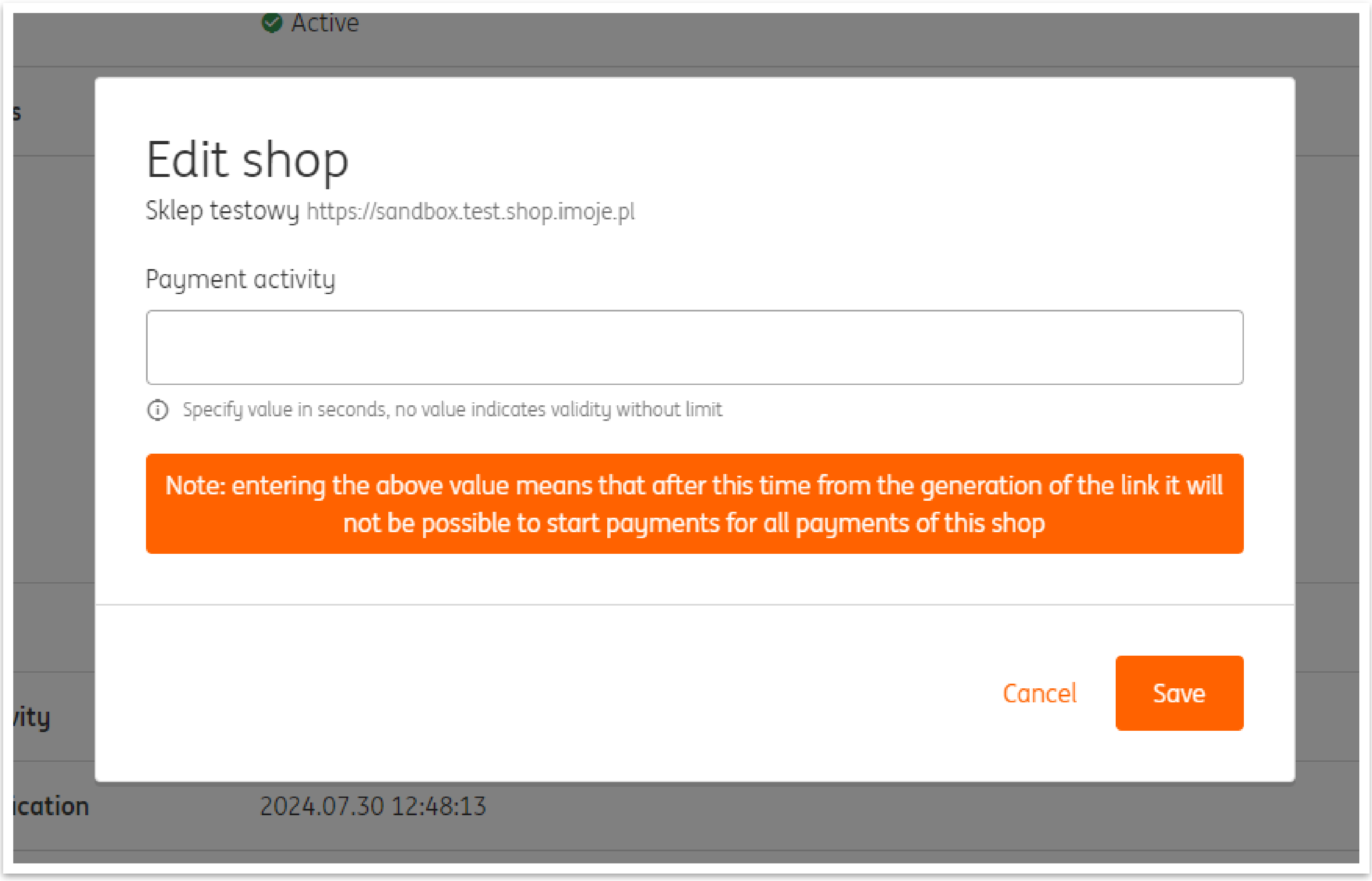
How do I set the payment link activity time?

1. Go to the **Stores** tab in the Administration Panel

2.Select the desired store and go to the **Details** tab

3. In the **Details** section, there is a **Payment Activity** option

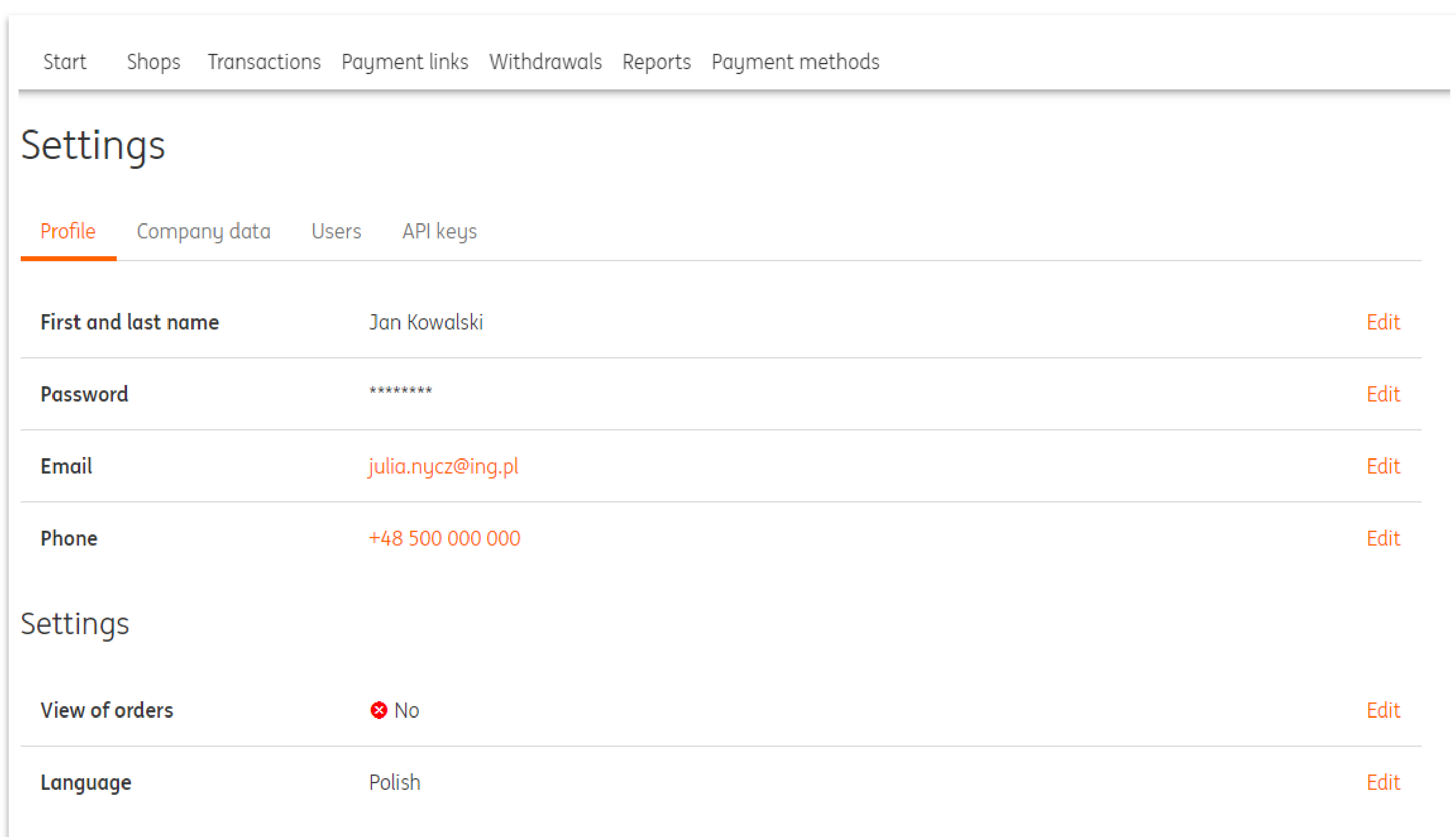
4. By default, the form of , “no limit” is set, but after clicking **Edit**, the option to set the activity **in seconds** is displayed



Frequently asked questions

How to change the "Transactions" view to "Orders"?

1. Log in to the **Administration Panel.**
2. Click your **name** at the top of the screen
3. Then in the **Profile** tab, there is the **Settings** tab
4. In the **View of orders** section, you can deselect selected ones



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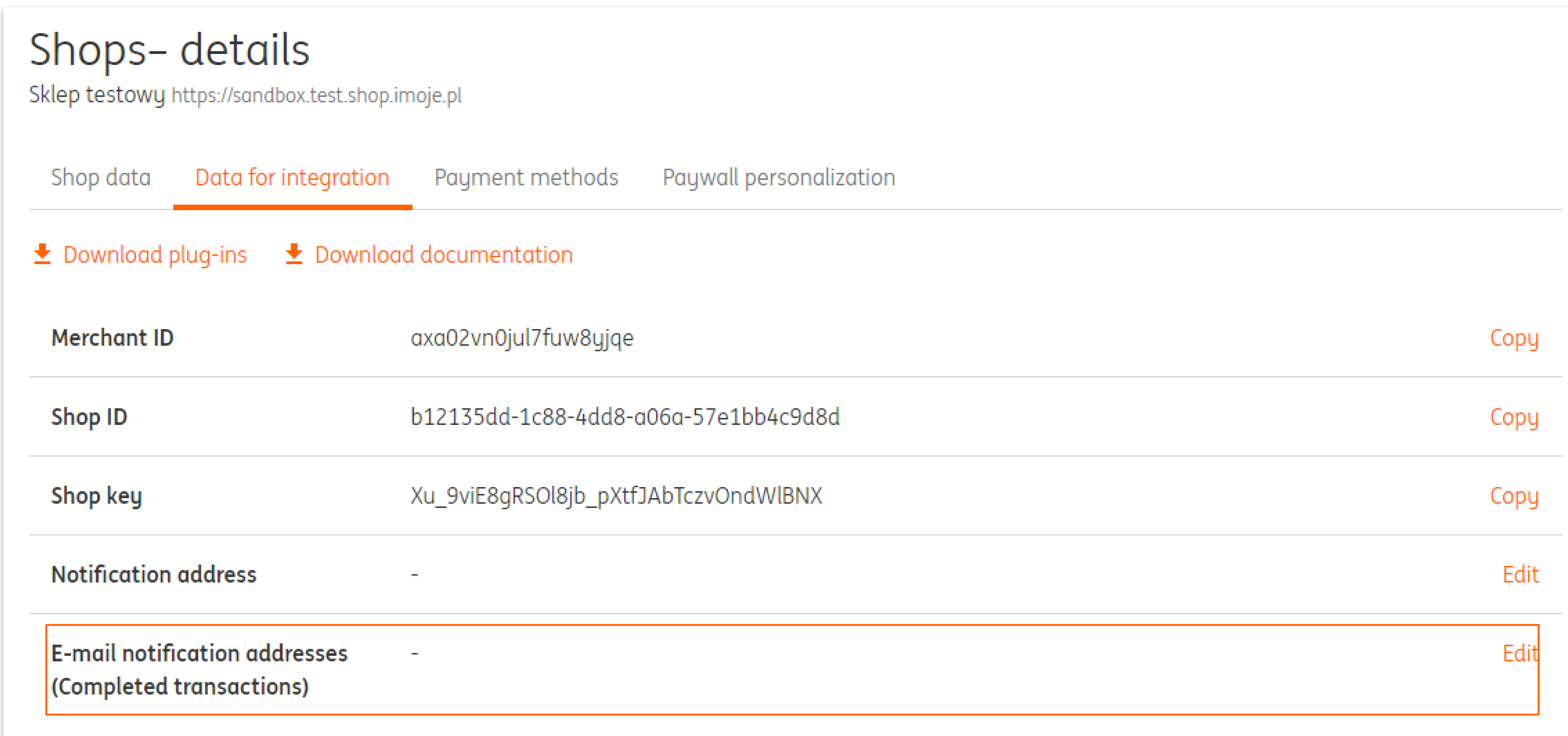
Frequently asked questions

Where to add email notification data for completed orders?



1. Go to the **Stores** tab
2. Then check **Details**
3. Click on **Data for integration**
4. In this tab, below there is a place to enter **e-mail notification addresses** (completed transactions)

Contact

If you have a question, click the Contact tab. There are three options for contacting us:

- Phone,
- E-mail,
- Contact form.

Using the form, select the subject of the report and then enter the content of the message.

Business contact:
Phone: 32 357 47 42
E-mail: imoje@ing.pl

Technical contact:
Phone: 32 319 35 70
E-mail: kontakt.tech@imoje.pl