

# imoje admin panel





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

Check it out!

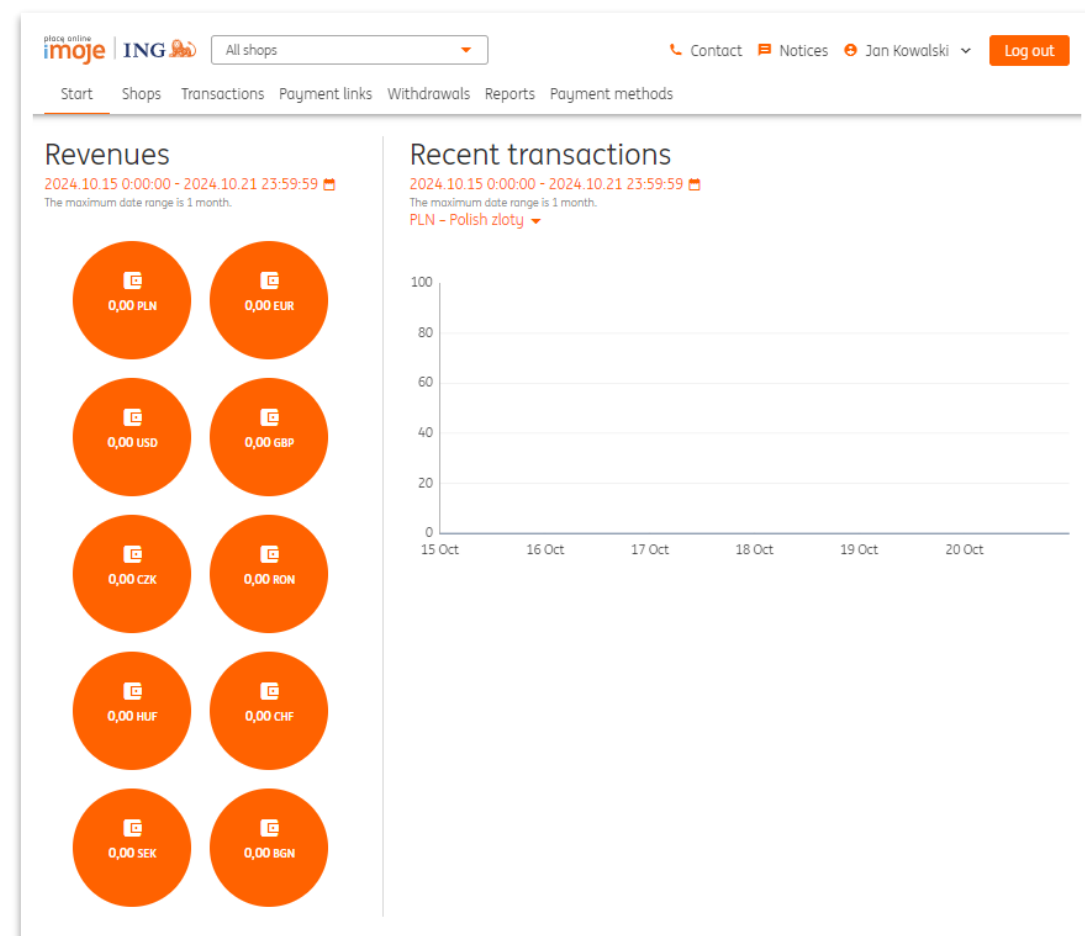


# Home Page

## 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



### Imoje admin panel

Log in

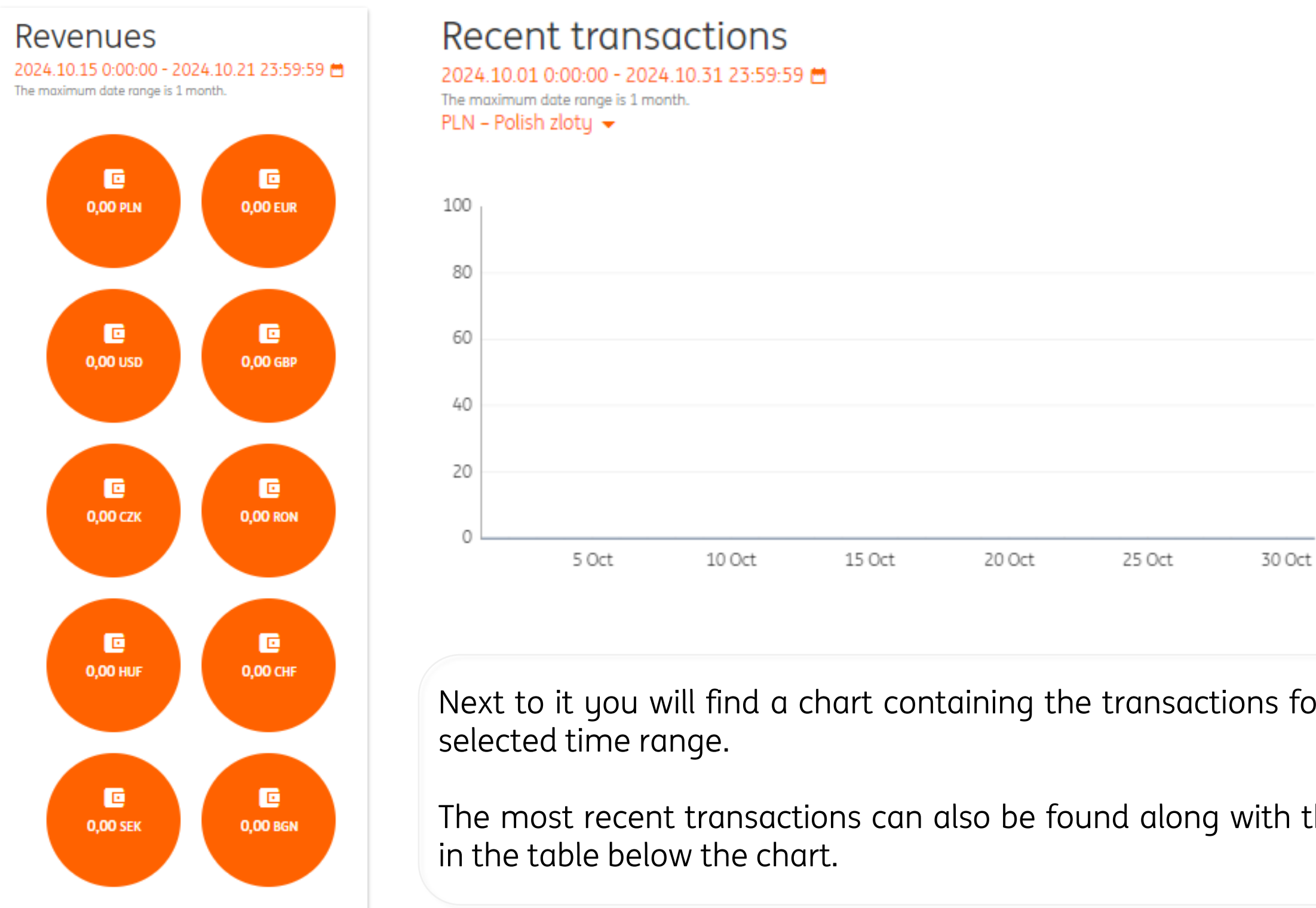
Login \*

Password \*

Log in

[Reset a password](#)

## Revenues and currencies



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.

Start Shops Transactions Payment links Withdrawals Reports Payment methods

## Shops



① Search by name, web address or ID

⚙ Show filters + Add shop ⬇ Download plug-ins ⬇ Download documentation

Shop name		WWW address
Status		
Sklep testowy		https://sandbox.test.shop.imoje.pl
🟢 Active		
Shop ID	b12135dd-1c88-4dd8-a06a-57e1bb4c9d8d	
Date of creation	2024.07.30 12:48:13	
<div>📄 Details</div>		

# 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  
EUR PL00 0000 0000 0000 0000 0000  
USD PL00 0000 0000 0000 0000 0000  
GBP PL00 0000 0000 0000 0000 0000  
CZK PL00 0000 0000 0000 0000 0000  
RON PL00 0000 0000 0000 0000 0000  
HUF PL00 0000 0000 0000 0000 0000  
CHF PL00 0000 0000 0000 0000 0000  
SEK PL00 0000 0000 0000 0000 0000  
BGN PL00 0000 0000 0000 0000 0000

MCC code

0000 - Sandbox

Payment activity

no limit

Edit

Date of modification

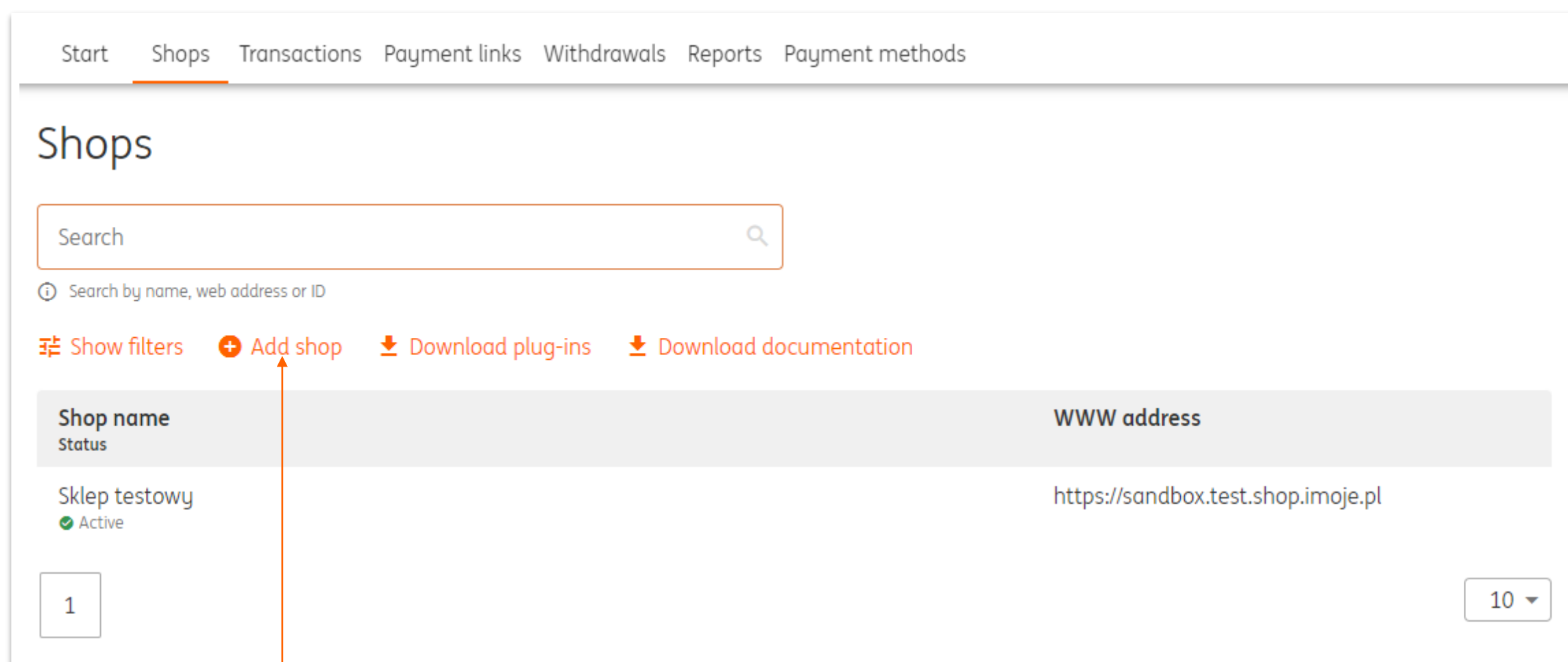
2024.07.30 12:48:13

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



## 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

### Shops- details

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

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

Download plug-ins Download documentation

Merchant ID	axa02vn0jul7fuw8yjqe	Copy
-------------	----------------------	------

Shop ID	b12135dd-1c88-4dd8-a06a-57e1bb4c9d8d	Copy
---------	--------------------------------------	------

Shop key	Xu_9viE8gRSOl8jb_pXtfJAbTczvOndWIBNX	Copy
----------	--------------------------------------	------

Notification address	-	Edit
----------------------	---	------

E-mail notification addresses (Completed transactions)	-	Edit
---	---	------

### ING Księgowość

API key	-	Edit
---------	---	------

# Users

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

## Settings

Profile Company data **Users** API keys

Search



Search by name, surname or e-mail address

Show filters Add user

First and last name

Roles

Status

Jan Kowalski

Representative

Active

Email

julia.nycz@ing.pl

Phone

+48 500 000 000

Details

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



## 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**.

# 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**

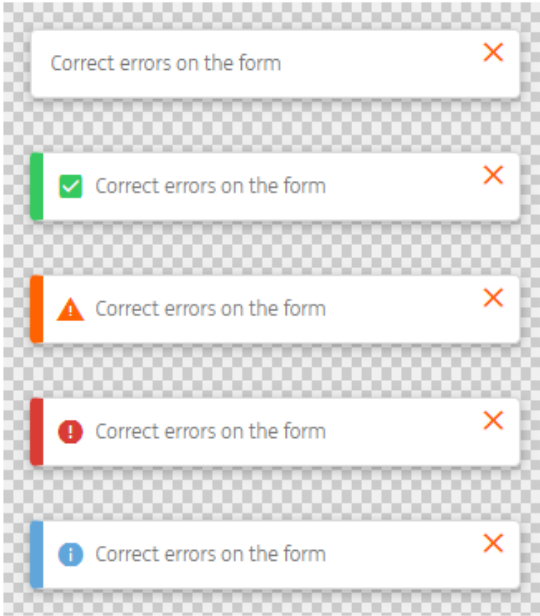
Shops- details  
Sklep testowy https://sandbox.test.shop.imoje.pl


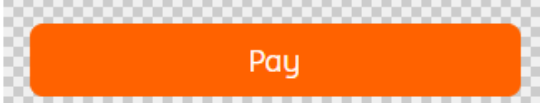

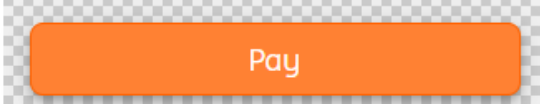
Shop data   Data for integration   Payment methods   **Paywall personalization**

🔄 Change paywall logo   👁 Preview   ↺ Reset   💾 Save

ⓘ The configuration is only saved by clicking on the "Save" button - the other buttons only change the preview views

Primary colours	
Dominant colour	<input type="text"/> 
Confirmation colour	<input type="text"/> 
Warning colour	<input type="text"/> 
Error colour	<input type="text"/> 
Informative colour	<input type="text"/> 



Button colours		Gradient
Main colour	<input type="checkbox"/> <input type="text"/> 	
Active	<input type="checkbox"/> <input type="text"/> 	







# Paywall personalization

## Change paywall logo

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

[kontakt.tech@imoje.pl](mailto: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

## 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

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[Shops](#)
[Transactions](#)
[Payment links](#)
[Withdrawals](#)
[Reports](#)
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## Reports

[Reports](#)
[Planned reports](#)

[Show filters](#)
[Generate a report](#)

Report name:	Type	Status	Date of creation <small>Date of generation</small>
No matching records			

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

Start Shops Transactions Payment links Withdrawals **Reports** Payment methods

## Reports

Reports **Planned reports**

Search

Search by report ID

Show filters + Add a report

Name Status	Type	Frequency	Generated from Date of modification
No matching records			

1 10

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

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## Withdrawals

Withdrawals are not generated in the test environment

*Search by withdrawal ID*

[Show filters](#)
[Generate a report](#)

Withdrawal date Utility date	Shop	Account number	Amount
---------------------------------	------	----------------	--------

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**.

Generate a report

Withdrawals

File format \*

CSV

Date range

2024.09.22 0:00:00 - 2024.10.21 23:59:59

The maximum date range is 24 months.

Language

English

Report data

Shop name  
Withdrawal ID  
Amount of withdrawal  
Withdrawal account number  
Title of withdrawal  
Transactions for the day  
Withdrawal date  
Currency

<< >>  
< >  
^  
v

Shop

Cancel
Download

# Reports in the admin panel

Generate a report

Transactions

File format \*

CSV

Date range

2024.09.22 0:00:00 - 2024.10.21 23:59:59

The maximum date range is 3 months.

Language

English

Report data

Transaction ID

Type

Amount

Order number

RRN

Bin

Title

Status

Withdrawn

Reject reason

◀

▶

◀

▶

◀

▶

◀

▶

◀

▶

◀

▶

Shop

☒ Sklep testowy

Status

☐ In progress

☐ Rejected

☐ Settled

☐ Error

☐ Cancelled

Withdrawn

☐ Withdrawn

☐ Partially

☐ Not paid

Type

☐ Sales

☐ Refund

Payment method

☐ Online transfer

☐ Payment by card

☐ BLIK payment

☐ Traditional transfer

☐ Imoje pay later

☐ Imoje installments

☐ Electronic wallet

Cancel

Download

## 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.

placę online imoje

ING

All shops

Contact

Notices

Jan Kowalski

Log out

Start

Shops

Transactions

Payment links

Withdrawals

Reports

Payment methods

## Transactions

Search

2024.10.15 0:00:00 - 2024.10.21 23:59:59

Search by order id, transaction id, blik transaction id, title or payer name

Show filters

Generate a report

Transaction date Type	Order number	Status	Transaction amount Commission
No matching records			

**A transaction can have a status of:**

- Realized
- Rejected
- In progress
- Error



# 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.

## Transactions

2024.10.15 0:00:00 - 2024.10.21 23:59:59

*Search by order id, transaction id, blik transaction id, title or payer name*

Show filters
Generate a report

Transaction date Type	Order number	Status	Transaction amount Commission
2024.10.21 12:52:06 <a href="#">Sales</a>	158374792	Settled	534,00 PLN 0,00 PLN
<div> <div>Transaction ID</div> <div>Shop</div> <div>Title</div> <div>Type</div> <div>Payment method</div> <div>Payer</div> <div>Status update</div> </div> <div> b1cda73b-c81c-4410-ab8f-a8cb8e25bb24  <a href="#">Sklep testowy</a>  Wakacje  <a href="#">Sales</a>  BLIK payment  Anna Nowak  2024.10.21 12:52:09 </div>			

Details
Refund
Resend notifications
Copy the order number

# 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.

## Transactions

2024.10.15 0:00:00 - 2024.10.21 23:59:59

*Search by order id, transaction id, blik transaction id, title or payer name*

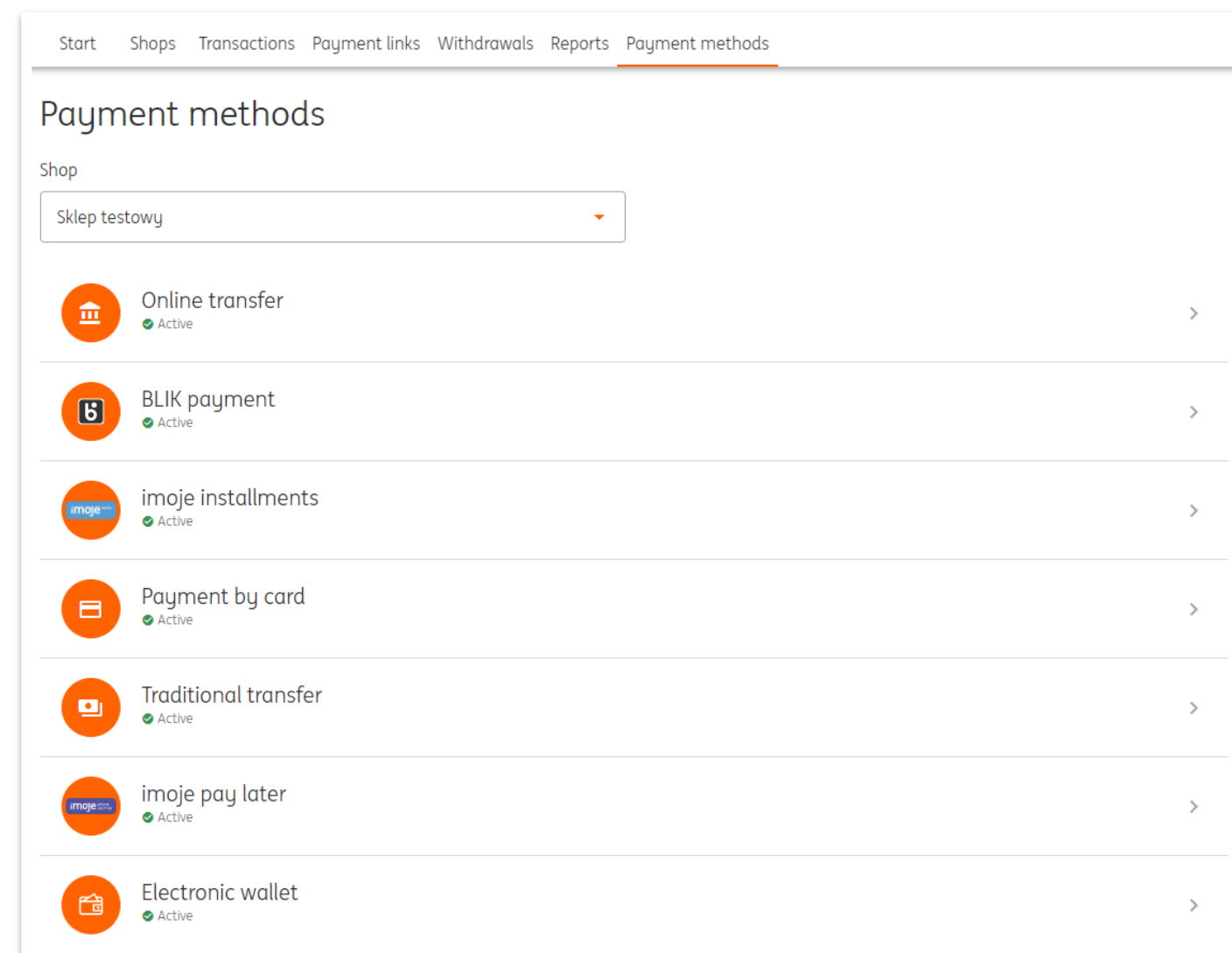
Show filters
Generate a report

Transaction date Type	Order number	Status	Transaction amount Commission
2024.10.21 12:52:06 <a href="#">Sales</a>	158374792	Settled	534,00 PLN 0,00 PLN
<div> <div>Transaction ID</div> <div>Shop</div> <div>Title</div> <div>Type</div> <div>Payment method</div> <div>Payer</div> <div>Status update</div> </div> <div> b1cda73b-c81c-4410-ab8f-a8cb8e25bb24  <a href="#">Sklep testowy</a>  Wakacje  <a href="#">Sales</a>  BLIK payment  Anna Nowak  2024.10.21 12:52:09 </div>			

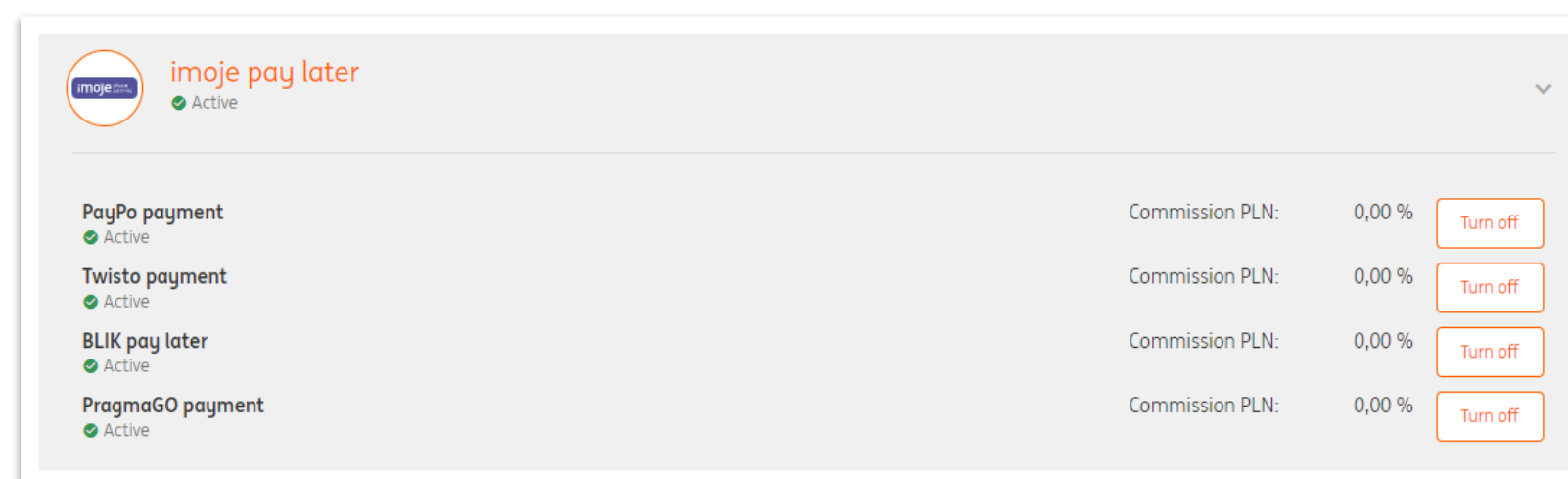
Details
Refund
Resend notifications
Copy the order number

# 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**.





## 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**.

# 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](#)

[Start](#)
[Shops](#)
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[Payment links](#)
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## Payment links

[One-time links](#)
[Multi-use links](#)

*Search by order id, payment link id, email, title or payer name*

[Show filters](#)
[Generate one-time payment](#)

Date of creation	Order number Payer	Status	Amount
2024.10.21 11:39:12	158374792 Anna Nowak	Settled	534,00 PLN
<div> <div>Payment link</div> <div>Shop</div> <div>Title</div> <div>Date of modification</div> </div> <div> <div>https://sandbox.paywall.imoje.pl/s/P6MtUWP92z</div> <div>Sklep testowy</div> <div>Wakacje</div> <div>2024.10.21 12:52:09</div> </div>			

[Details](#)
[Refund](#)
[Copy the payment link](#)
[Copy the order number](#)
[Generate QR code](#)

## 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

Active

### Edit shop

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

Payment activity

Specify value in seconds, no value indicates validity without limit

Note: entering the above value means that after this time from the generation of the link it will not be possible to start payments for all payments of this shop

Cancel Save

2024.07.30 12:48:13



# 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

Start Shops Transactions Payment links Withdrawals Reports Payment methods

Settings

Profile Company data Users API keys

First and last name	Jan Kowalski	Edit
Password	*****	Edit
Email	julia.nycz@ing.pl	Edit
Phone	+48 500 000 000	Edit

Settings

View of orders	<input checked="" type="checkbox"/> No	Edit
Language	Polish	Edit

# Frequently asked questions

## Where to add email notification data for completed orders?

**Shops- details**  
Sklep testowy https://sandbox.test.shop.imoje.pl

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

[Download plug-ins](#) [Download documentation](#)

Merchant ID	axa02vn0jul7fuw8ujqe	Copy
Shop ID	b12135dd-1c88-4dd8-a06a-57e1bb4c9d8d	Copy
Shop key	Xu_9viE8gRSOl8jb_pXtfJAbTczvOndWIBNX	Copy
Notification address	-	Edit
E-mail notification addresses (Completed transactions)	-	Edit

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

The screenshot shows a web application interface with a 'Contact' tab selected. A modal form titled 'Fill in the form' is displayed. At the top of the form, an orange banner reads 'Functionality not available in test environment' and 'The changes will not be saved'. Below this, there is a 'Subject \*' dropdown menu with the text '-- select --'. A red error message below the dropdown states 'Subject cannot be blank.' Underneath is a 'Content' text area. At the bottom right of the form, there are 'Cancel' and 'Send' buttons.