

COLLECTING SOLUTION

Shop logo customization

Back Office user manual

Document version 1.3

Contents

1. HISTORY OF THE DOCUMENT	3
2. CUSTOMIZING THE SHOP LOGO AND FAVICON. 2.1. Where does the shop logo appear? 2.2. Characteristics.	4
3. SIGNING IN TO EXPERT BACK OFFICE	5
4. ACCESSING LOGO CUSTOMIZATION	6
5. INTEGRATING THE SHOP LOGO INTO E-MAILS AND PAYMENT PAGES	7
6. DELETING THE SHOP LOGO	8
7. ICON CUSTOMIZATION	9
7. ICON CUSTOMIZATION	 9 9
7.1. Where does favicon appears?	9
7.1. Where does favicon appears?7.2. Characteristics	9 9 9
7.1. Where does favicon appears?7.2. Characteristics	9 9 9 10
7.1. Where does favicon appears?7.2. Characteristics	9 9 9 10

1. HISTORY OF THE DOCUMENT

Version	Author	Date	Comment
1.3	Lyra Collect	10/1/2018	Initial version

This document and its contents are confidential. It is not legally binding. Any reproduction and / or distribution of all or part of this document or its content to a third party is strictly prohibited or subject to prior written authorization from Lyra Collect. All rights reserved.

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 arejpeg, gif, png, bmp, pgm and tiff

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

Sign in to the Back Office:

https://secure.lyra.com/portal/

email		
		Forgotten password ?
		LOG IN
	email	email

- 1. Enter your login.
- 2. Enter your password.
- 3. Click Login.

In case of an entry error of the login and/or password, the error message "Invalid username or password" will appear.

You can correct your entry or click on the link Forgotten password or locked account.

4. Click Other actions.

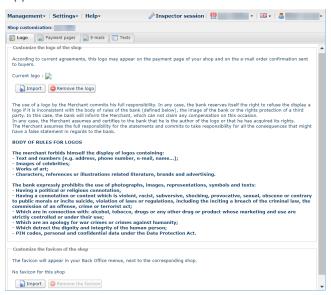
The following window appears:

• Conf	redirected to an exper figure your PayZen inte e manual, URL and SM	
C	turn to your gateway, cl	lick the logout button
Do no	ot display this message	anymore
CANCEL	DOCUMENTATION	

5. Click on Expert Back Office to access your Expert Back Office.

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.

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

The **Logo import** dialog box appears.

2. Click Browse.

Note:

- 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 arejpeg, 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.

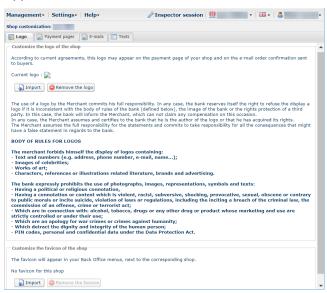
Once the download is completed, the logo will be displayed in the tab.

Note:

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

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.

7.1. Where does favicon appears?

The favicons appear:

- in various menus of the Expert 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.

Management• Settings• Help• // Inspector session 🚇 • 🗟 • 🔕
Shop customization:
I Company Comp
Customize the logo of the shop
According to current agreements, this logo may appear on the payment page of your shop and on the e-mail order confirmation sent to buyers.
Current logo : 📡
JImport GRamove the logo
The use of a logo by the Harchant commits his full responsibility. In any case, the back reserves itself the right to refuse the display a logo if it is inconsistent with the book of rules of the back (defined below), the image of the back or the rights protection of a third party. In this case, the bank will inform the Merchant, which can not claim any compensation on this occasion. In any case, the Merchant assumes and certifies to the bank that the is the author of the logo or that he has acquired its rights. The Merchant assumes the full responsibility for the statements and commits to take responsibility for all the consequences that might have a faile statement in regards to the bank.
BODY OF RULES FOR LOGOS
The merchant forbids himself the display of logos containing: - Text and numbers (e.g. address, phone number, e-mail, name); - Images of celebrities; - Works of art; - Characters, references or illustrations related literature, brands and advertising.
The bank expressly prohibits the use of photographs, images, representations, symbols and texts:
Having a political or religious connotation, Having a connotation or contrary thaving a connotation or content which is violent, racist, subversive, shocking, provocative, sexual, obscene or contrary to public morals or incite suicide, violation of lass or regulations, including the inciting a breach of the criminal law, the "How is a connection with is clochly, tobscene, drugs or any or product whose marketing and use are strictly controlled or under their use; "Which are in a pologing for war crimes or crimes against humanity; "Which detract the dignity and independent of the human person; Pin codes, presonal and confidential data under the bate Potection Act.
Customize the favicon of the shop
The favicon will appear in your Back Office menus, next to the corresponding shop.
No favicon for this shop
Import Semove the favicon

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.

Management• Settings• Help• // Inspector session 🏪 • 🚟 • 💩	•
Shop customization:	
😡 Logo 📝 Payment pages 📝 E-mails 📄 Texts	
Customize the logo of the shop	-
According to current agreements, this logo may appear on the payment page of your shop and on the e-mail order confirmation sent to buyers.	
Current logo : 📡	
Timport) Remove the logo	
The use of a logo by the Merchant commits his full responsibility. In any case, the bank reserves itself the right nor fitse the display logo if it is inconsistent with the body of rules of the bank (defined below), the image of the bank or the rights portaction of a third party. In this case, the bank will inform the Merchant, which can not claim any compensation on this occasion. In any case, the Merchant assumes and certifies to the bank that the logo or that he has acquired its rights. The Merchant assumes the full responsibility for the statements and commits to take responsibility for all the consequences that migh have a faile statement in regards to the bank.	
BODY OF RULES FOR LOGOS	
The merchant forbids himself the display of logos containing: - Text and numbers (e.g. address, phone number, e-mail, name); - Images of celebrilities; - Works of art; - Characters, references or illustrations related literature, brands and advertising.	1
The bank expressly prohibits the use of photographs, images, representations, symbols and texts: - Having a political or religious connotation, the sident, racist, subversive, shocking, prevocative, sexual, obscene or contrart to public more or incide subviolet, violation of thems or regulations, including the inciting a breach of the criminal law, the commission of an offense, crime or terrorist act; - Which are in connection with: alcohol, tobacco, drugs or any other drug or product whose marketing and use are strictly controlled or under their use; - Which are an apology for war crimes or crimes against humanity;	y 1
 Which detract the dignity and integrity of the human person; PIN codes, personal and confidential data under the Data Protection Act. 	
Customize the favicon of the shop	
The favicon will appear in your Back Office menus, next to the corresponding shop.	
No favicon for this shop	
Import errore the favicon	-

- 2. Click Remove the favicon.
- 3. Confirm your choice by clicking Yes.

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://docs.lyra.com/en/collect/faq/sitemap.html

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

To help us process your demands, you will be asked to communicate your customer code (e.g.: **CLXXXXX**, **MKXXXXX** or **AGXXXXX**).

This information is available in the Merchant Back Office (top of menu).