WORLDLINE M

# POS Advertising

(User guide)

Digital Payments for a Trusted World

### **Table of contents**

1 Introduction	3
2 How to login?	4
2.1 Login	4
2.2 Choose your Access Point & Role (optional)	4
2.3 Advertising home page	4
3 How to create a campaign?	5
3.1 Create a campaign	5
3.2 Add Media	6
3.3 Assign Terminals	7
4 How to consult a campaign?	9
5 How to modify a campaign?	10
5.1 Search the campaign	10
5.2 Modify the campaign	10
6 What are the options to end a campaign?	13
6.1 Search the campaign	13
6.2 Suspend or close a campaign	13
7 How to adapt the settings on a YUMI terminal	14
8 Appendix: Layout of the terminal file to upload	15
9 User creation	16

### **1** Introduction

You just bought a YUMI, a look into the future, the terminal that transforms cashless/electronic payment into a whole new shopping experience. With exclusive apps and features, YUMI connects your online and offline channels, but first, you need to know how to use it in order to access its full potential.

This document is a "User Manual Guide" and describes the functionalities of the POS ADV application of the YUMI and how to use it.

The advertisement functionality consists in displaying advertisements on terminals during standby mode of the terminal and is interrupted in case of card insertion, loading of software, entering a menu, starting a transaction, ... Advertisements consist only of images that are introduced in the interface "Advertisement GUI". That interface allows you to create and manage an advertisement "campaign".

An advertising campaign is defined by following elements: • The set of advertisements (images) to be displayed.

- The resolution of the advertisements to be displayed must be 720×1280 px. If the resolution is different, the picture will be automatically set in the expected resolution and you picture will be pixelized or stretched and distorted.
- The maximum size of the pictures is 500 kB after compression.
- The format of the image is JPG.
- The sequence of displaying these advertisements.
- The duration of displaying each advertisement.
- The begin date and the end date of the campaign.
- The advertisement category of the campaign. So, this campaign can only be displayed on terminals that accept this advertisement category.
- A list of addressed terminals (useful if you want to display different campaigns on your different YUMI terminals).

The advertising GUI allows the management of internal advertisement campaigns. The functionalities provided are the following:

- Consult an advertisement campaign
- Create an advertisement campaign
- Update an advertisement campaign
- Suspend an advertisement campaign (temporary)
- Close an advertisement campaign (permanent)

The above functionalities will be described in the remainder of this document.

### 2 How to login?

After having signed the agreement with Worldline, you will receive your username via e-mail. This mail will also contain a personal link to set your initial password.

The chosen password must:

- Have a length between 10 and 20 characters.
- Contain at least 1 uppercase letter, 1 lowercase letter and 1 digit.

After choosing such a password you can login via https://merchant-extranet.sips-atos.com/portal/home

2.1 LOGIN			
	1	Enter your username & password.	
Welcome to Worldline Dashboard Waring your account will be looked after three attempts	2	Click the Login button.	
Remark: Your username is always starting with an uppercase. This is also valid if your username is your email address (Name@company.com) Username			
Password			
Login			
Click here if you forgot your password			

#### 2.2 CHOOSE YOUR ACCESS POINT & ROLE (OPTIONAL)

Access Point:	SelectAccessPoint	~
Role:		×
Submit	Cancel	

This is an optional step, in case you have multiple user roles. For advertising, select the "VASM-Advertising" role.

#### 2.3 ADVERTISING HOME PAGE

	Change Password   Change Logged in as Youss	User Account   EN NL FR DE   Help   Log Out ef_ALHAMRANI1 with role VASM-Advertising
Advertising		
Search Campaign		
Search Criteria		Create Campaign
Campaign Name:		
Type:	INTERNAL V	
Campaign Activation Date:		
Campaign Deactivation Date :		
Status:	ALL V	
Organization Name:		
	Reset Search	

At the upper part of this screen:

- you can select your language.
- you find the link to change your password.
- you find the link to change your e-mail address.

# 3 How to create a campaign?

#### **3.1 CREATE A CAMPAIGN**

		Change Password   Change User Account   EN NL FR DE   Help   Log Out	
WORLDLINE MW		Logged in as Youssef_ALHAMRANI1 with role VASM-Advertising	Click on the "Create Campaign" button.
Advertising			
Search Campaign			
Search Criteria		Create Campaign	
Campaign Name:			
Campaign Reference:			
Type:			
Campaign Activation Date:			
Campaign Deactivation Date :			
Status:	ALL		
Organization Name:			
WORLDLINE MV//			2 Populate the fields marked with a "*".
Advertising			<ul> <li>The campaign name is a name of your choice.</li> </ul>
Search Campaign Segistration			• The only ontion for the compaign type is "INITEDNAL"
1. Campaign Details > 2. Media for Campaign	3. Assign Terminals		
Campaign Datails		stable marked with a "" we manifold as	The priority level can be 2 or 3. A campaign with priority level 2 will
		reds manage war a "are managed".	overrule a campaign with priority level 3.
Campaign Name -			• A campaign will be active from 05:00h of the activation date until
loud *	<b>v</b>		22:50h of the deactivation date. Thus, both compaign activation
Compaign Activation Data			23.391 of the deactivation date. Thus, both campaign activation
Campaign Activation Date -			date and campaign deactivation date are included in the period of
Campaign Deactivation Date :			campaign.
Organization Details			• The organization name is a free text part of your choice
Organization Name -			me organization name le a nee toxt part of your onoise.
comment.			
		Cancel Create	
WORLDLINE MW/			3 Click the "Create" button. You will see the campaign details.
Advertising			
Search Campaign > Registration  Campaign Details  2. Media for Campaign	3. Assign Terminals		
Campaign Details		Fields marked with a '**' are mandatory.	
Campaign Name *	welcome022022		
Турс *	INTERNAL V		
Merchant Reference:	7648327		
Level *	2 🗸		
Campaign Activation Date *	2022-01-27		
Campaign Deactivation Date :	2022-02-28		
Organization Details			
Organization Name *	Worldline		
Comment:			
		Cancel Create	

### 3.2 ADD MEDIA

Vertering         >Search Campaign >Registration         (xampaign bottell) > 2. Media for Campaign > 3. Assign Terminals         Update       Add Media         Add Media       Agign / Unaccign terminals         Update       Add Media         The campaign "sdvertisingwelcome" has been created successfully         My Campaign       Campaign Dottalls         Campaign Reference:       CAP_REF_12186795         Type:       INTRMAL         Level:       2	Click the "Add Media" button. You will be directed to the "Create Media" screen. In the "Create Media" screen you can upload an image for your YUMI terminal by selecting it.
VI.MI PCK_ADV PICTURE IDLE 1280 720 jorg  Media Details Media Details Media Name * Mega1 Media Stable Time (seconds) *  Package Details * welcome  add Pack Uplead Media * Choose File YumiLogo01 jpg Uplead Comment : Cancel Create	<ol> <li>Populate the fields marked with a "*". You will need to:</li> <li>If this is a new campaign and you can't select a package name, you need to create a pack. Write a pack name (e.g. Welcome) and select "add pack". If it is an existing campaign you can select one in the package details drop down list.</li> <li>Give a name to the media.</li> <li>Enter the number of seconds you wish the media to be displayed on the terminal.</li> <li>Choose the picture via the "Browse" button and press the "librated" button afterward.</li> </ol>
Selected model terminal :         Weda Ismension (nxeeks) : Height : 1280 Width : 720         Media Type : image/jpag         Size: 27         Colour Depth (htsr/pxef) : 24         X ( 0 Y ( 0 H 1200 W 720 ))         Cancel         Cancel         Cancel	The resolution of the advertisements to be displayed depends on the chosen terminal type. The maximum size of the advertisements to be displayed depends on the chosen configuration and the resolution of the terminal model. Click the "Create" button. You will see the "Media Details" on the screen.
Vertice           vertice <td< td=""><td>You can now add more media in case you want to add multiple images to the campaign. For that put the cursor on the campaign and then choose "Add more Media" button.</td></td<>	You can now add more media in case you want to add multiple images to the campaign. For that put the cursor on the campaign and then choose "Add more Media" button.

Advertising						
Search Campaign →Campaign Consultati	on					
ly Campaign	Dashboard	General Information	Historic			
advertisingwelcome - CMP_REF_12					Suspend	Close
P welcome	The media "logo4bis"	has been created s	uccessfully			
logol_YUML6 - MEDIA_REF_ logo2_YUML6 - MEDIA_REF_ logo2_YUML6 - MEDIA_REF_ logo4_YUML6 - MEDIA_REF_ logo4_YUML6 - MEDIA_REF_ logo4bis_YUML6 - MEDIA List of tarminals	Media Details Media Name: Media Reference: Media Display Time Status : Comment :	; ; (seconds);	logo4bis_YUMI_6 MEDIA_REF_5490195 15 ACTIVE	6		
• • •	Last Update By:		sipsbelgium  Youssef	ALHAMRANI1		
	Last Update Date:		2022-02-15 10:20:38			
						Cancel
						1

In this page the Media is displayed but also the original image and the frame to choose the place of the image you want to choose:

### **3.3 ASSIGN TERMINALS**

Advectising  Search Campaign Scampaign Consultation  Hy Campaign  advertisingwelcome - CMP_REF  orgon_vision  logon_vision_6 - MEDIA_REF  campaign Refere  Type: Level;  Campaign Activa	Conternal Information Update Add Meta Ass Details : advertusngweicome ence: CAP_REF_12106795 INTERNAL 2 tion Date: 2022-01-27	sign / Unassign terminals	Click the "Assign/Unassign Terminals" button. You are redirected to the "Assign/ Unassign Terminals" screen.
Advertising         2starth Campaign Octautizion 3 Assign Terminal         Campaign Activation 3 Compaign Octautizion 3 Assign Terminal         Campaign Reference:       CHP_REF_1218679         Type:       INTERNAL         Level:       2         Campaign Activation Date:       2022-01-27         Campaign Detatholion Date:       2022-01-27         Campaign Detatholion Date:       2022-02-83         Status:       AWAITING_ACTIVAT         Assign Terminal       Status:         Assign Terminal       Status:         Image:       Choose Frie IN         Status:       AWAITING_ACTIVAT         Assign Terminal       Status:         Image:       Choose Frie IN         Image:       Image:         Image:       Choose Frie IN         Image:       Image:         Image:       Image:	a 5 5 5 5 5 5 5 5 5 5 5 5 5	Contract Status Contract Status Cancel Cancel Save	<ol> <li>Select the terminals (on which the advertisements should be displayed) from the available terminals, using the checkbox on the left.</li> <li>Use the green arrow to assign these terminals to the campaign and indicate activation and deactivation dates, which are first day and last day for terminal activity.</li> <li>Push the "Save" button.</li> </ol>

Assign terminals list:	Chobs	a File No file chosen	Upload	1	
		Select Criteria on Ava	ailable Terminal List		
Based On: Zlp Code	✓ Value:	Filter	Reset		
		Available T	ferminals		
available terminals.					

Assign terminals by uploading your own list of terminals

In case the list of terminals under your control is very long, it could be cumbersome to select your terminals as described above.

You can also upload your own terminal list using a predefined file with the extension .csv. You choose the file in your directory and then upload it via the "Upload" button.

The file format of the terminal list to upload is described in the appendix of this document.

### 4 How to consult a campaign?

#### Change Password | Change User Account | EN\_NL\_FR\_DE | Help | Log Out Logged in as Youssef\_ALHAMRANI1 with role VASM-Advertising

Advertising		
Search Campaign		
Search Criteria		Create Campaign
Campaign Name:		
Campaign Reference:		
Туре:	INTERNAL 🗸	
Campaign Activation Date:		
Campaign Deactivation Date :		
Status:	ALL 🗸	
Organization Name:		

Go to the tab "Advertising", where the Search Criteria will help you to find your campaign.

In case you want to see all the campaigns you have created, you can simply push the "Search" button.

In case you want to see a specific campaign, you have to provide one or more of the criteria present in the screen.

- The search result will contain all campaigns matching all of the criteria.
- The searching on campaign name and reference is not case sensitive. Specifying only a part of the name can be sufficient. The search result will return all campaigns containing it.
- The organization name is a free text part that can be used during the creation of a campaign.

#### Campaigns 1 - 9 of 9

20 🗸 Campaigns Per Page

<u>Reference</u>	<u>Name</u>	Туре	<u>Status</u>	<u>Level</u>	Activation Date <del>-</del>	Deactivation Date	Active Medias	<u>Assigned</u> <u>Terminals</u>
CMP_REF_44350748	test1701	INTERNAL	AWAITING_ACTIVATION	2	2022-01-26	2022-01-31	1	0
CMP_REF_86581051	testgifbecs	INTERNAL	ACTIVE	2	2022-01-26	2022-01-31	4	1
CMP_REF_91243833	test23112021	INTERNAL	CLOSED	2	2021-11-24	2021-11-30	0	0

The result of the search appears in the grid. By clicking on the reference of the campaign, you can see all details of the campaign.

# 5 How to modify a campaign?

#### **5.1 SEARCH THE CAMPAIGN**

See chapter 4 page 9.

### **5.2 MODIFY THE CAMPAIGN**

		=	Mo	dify the campaign details
Advertising			~	Co to the comparing lovel (on the left)
>Search Campaign >Campaign Consultation	on		U	Go to the campaign level (on the left).
My Campaign	General		0	Select the tab "General Information"
advertisingwelcome - CMP_RE	Dashboard Information	Historic Update Add Media Assign / Upassign terminals		
P welcome			3	Push the "Update" button to modify the parameters
logo1_YUMI_6 - MEDIA_REF_	Campaign Details			of a campaign.
logo2_YUMI_G - MEDIA_REF_	Campaign Name:	CMP DEE 12196705		
List of terminals	Type:	INTERNAL		
•	Level:	2		
	Campaign Activation Date:	2022-01-27		
	Campaign Deactivation Date :	2022-02-28		
	Status:	AWAITING_ACTIVATION		
	Organization Details			
	Organization Name:	worldline		
	Comment:			
		Carrel		
		Cancer		
WORLDLINE MW			4	You can modify the
Advertising				1. Priority level.
Search Campaign  Campaign Consultation	on >Update Campaign			2 Activation Date
Campaign Details		Pields marked with a "" are mandatory.		2. Activation Date.
Campaign Name:	advertisingweicome			3 Deactivation Date
Time:	INTERNAL			o. Bodottation Bato.
Merchant Reference:	7649227			
evel *				
Campaign Activation Date *	2022-01-27			
Campaign Deactivation Date *	2022-02-28			
Status:	AWAITING ACTIVATION			
Organization Details				
Organization Name:	worldline			
Comment:				
		Cancel Update		
			Mo	dify the media in a campaign
Advertising				
Search Campaign Consultation	$\frown$		1	Go to the media level (on the left).
My Campaign	Dashboard General Information	Historic		- · · · · · · · · · ·
advertisingwelcome - CMP_REF_12	$\sim$	Update Move Down	2	Select the tab "General Information".
welcome	Media Details		2	Duch the "Undete" button to medify the reconstance
logo1_YUMI_G - MEDIA_R	Media Name:	logo1_YUMI_G		Push the Opdate button to modify the parameters
IOguz_TOHI_G MEDUA_REF_	Media Reference:	MEDIA_REF_13635203		of the media.
Ust of terminals	Media Display Time (seconds):	6		
	Status :	ACTIVE		
	Comment :			
	Media			

WORLDLINE MM			4 You can modify the:
Advertising			- Display time.
Search Campaign Const	Itation >Update Media		
Campaign Details		Pields marked with a "*" are mandatory.	- Media file in use.
Campaign Name:	advertisingwelcome		
Campaign Reference:	CMP_REF_12186795		
Media Details			
Media Name:	logo1_YUMI_6		
Media Reference:	MEDIA_REF_13635203		
Media Display Time (seconds) *	6		
Status :	ACTIVE		
Comment :			
Media			
riculu			



#### Suspend or close the media in a campaign

Go to the media level (on the left). 1

- Select the tab "Dashboard". 2
- 3 Push the "Suspend" button to temporarily take the picture out of the campaign or the "Close" button to permanently take the picture out of the campaign.

#### 

WORLDLINE MW

Search Campaign Campaign Con My Campaign

me - CMP\_REF\_12

MEDIA\_REP

logo2\_YUMI\_6 - MEDIA\_R

logos\_YUMI\_6 - MEDIA\_REF

.

advertising

e welcome

Content

List of terminals

Dashboard

Media Details

Media Name:

Status :

Comment

Last Update By:

Last Update Date:

Media Reference

edia Display Time

General In

logo2\_YUMI\_6

ACTIVE

MEDIA\_REF\_10149741

sipsbelgium||Youssef\_ALHAMRANI1 2022-01-26 14:29:30

Avertiling Service Compage Consultation W Compage Co	NORLDLINE MW/				Mc	odify the assigned terminals in a campaign
Comments	Advertising learch Campaign Consultat y Campaign advertisingwelcome - CMP_Rtr reactions logo1_VUNL_6 - MEDIA_REF, logo3_VUNL_6 - MEDIA_REF, logo3_VUNL_6 - MEDIA_REF, lux of terminals	on Dashboard Campaign Details Campaign Reference: Type: Level: Campaign Activation Date: Campaign Activation Date : Campaign Activation Date : Status: Organization Name:	Historic Update / advertisingwelcome CMP_REF_12186795 INTERNAL / 2022-02-28 ACTIVE worldline	Adri Media 🕢 Assign / Unassign termin	3	Go to the campaign level (on the left). Select the tab "General Information". Push the "Assign/Edit Terminals" button.

Clos

Cancel

	ign terminals	list:	Choose File No file chosen	Upload		
			Select Criteria on Available	Terminal List		
Bi	sed On: Zig	Code 🗸 Valu	e: Filter	Reset		
			Available Termina	als		
a	ailable termina	als.				
					Cance	sl Save
			Assigned Termina	als	Canco	Save
	Terminal ID	Ship To	Assigned Termina Address	Subscription Status	Conce Activation date	Deactivation Date

- 4 Use the green arrow to add terminals or the red arrow to remove terminals from the assigned terminal list.
- 5 Push the "Save" button. (Even in case you only removed terminals with the red arrow, it is necessary to push the "Save" button afterwards in order to register these modifications).

### 6 What are the options to end a campaign?

#### **6.1 SEARCH THE CAMPAIGN**

See chapter 4 page 9.

#### **6.2 SUSPEND OR CLOSE A CAMPAIGN**

Suspend		Close
Advertising		Advertising
Search Campaign Consultati	ion	Search Campaign Campaign C
My Campaign	Dashboard General Information Historic	My Campaign
advertisingwelcome - CMP_REF	Suspend Close	advertisingwelcome - CM
P welcome	Campaign Details	P welcome
logo1_YUMI_6 - MEDIA_REF_	Campaign Name: advertisingwelcome	logo1_YUMI_6 - MEDI
logo2_YUMI_6 - MEDIA_REF_	Campaign Reference: CMP_REF_12186795	logo2_YUMI_6 - MEDI
logo3_YUMI_6 - MEDIA_REF_	Type: INTERNAL	logo3_YUMI_6 - MEDI
List of terminals	Merchant Reference: 7648327	List of terminals
<	Level: 2	4
	Campaign Activation Date: 2022-01-27	
	Campaign Deactivation Date : 2022-02-28	
	Active Medias: 3	
	Assigned Terminals: 1	
	Status: ACTIVE	
	Last Update By: Subscription Batch	
	Last update bate: 2022-01-26 14:45:01	
	Cancel	
<ol> <li>Go to the car</li> <li>Select the ta</li> <li>Push the "Su</li> </ol>	mpaign level (on the left). b "General Information". spend" button.	To close a can - Update the Campaign" - Use the Clo
A campaign which by means of the ", "Suspend" button	ו has a "Suspended" status can be activated again Activate" button, which appears instead of the after suspension.	<ol> <li>Go to the</li> <li>Select the</li> <li>Push the</li> </ol>

<ul> <li>Search Campaign Consultation</li> </ul>	on				
My Campaign	Dashboard	General Information	Historic		
advertisingwelcome - CMP_REF				Suspend	Close
P welcome	Campaign I	Details			
logo1_YUMI_6 - MEDIA_REF_	Campaign Name	e:	advertisingwelcome		
logo2_YUMI_6 - MEDIA_REF_	Campaign Refer	ence:	CMP_REF_12186795		
logo3_YUMI_6 - MEDIA_REF_	Туре:		INTERNAL		
List of terminals	Merchant Refere	ence:	7648327		
( )	Level:		2		
	Campaign Activ	ation Date:	2022-01-27		
	Campaign Deac	tivation Date :	2022-02-28		
	Active Medias:		3		
	Assigned Termin	nals:	1		
	Status:		ACTIVE		
	Last Update By:		Subscription Batch		
	Last Update Dat	ie:	2022-01-26 14:45:01		

npaign, there are two methods:

- deactivation date of the campaign, via the "Update screen.
- se button in "Campaign Detail" screen.
- campaign level (on the left).
- e tab "General Information".
- "Close" button.

A campaign which has a "Closed" status cannot be reactivated afterwards.

The campaign is not suspended/closed immediately. The terminal only connects to the server once a day. An immediate campaign suspension/ closure can only be done manually on the device and should be done in addition to the suspension/closure in the web portal.

### 7 How to adapt the settings on a YUMI terminal



In order to verify that you have the latest campaign running on your terminal, you can consult the POS Advertising settings page on YUMI. This is also a good way for store personnel that do not have access to the Advertising GUI, to verify POS Advertising campaign details.

- On the YUMI Home page go to "Terminal Manager".
- 2 Choose "ADV Settings".
- 3 The following information is shown:
  - Creation date: The date of campaign creation as done on the Advertising GUI.
  - Validity date: Date until when campaign is running as defined on the Advertising GUI.
  - Refresh date: Date when the last download of images was done on YUMI.
  - Refresh playlist: Allows you to refresh the playlist of images displayed on YUMI, according to the active campaign created on Advertising GUI.
  - Erase playlist: Allows you to delete the playlist of images displayed on YUMI.

# 8 Appendix: Layout of the terminal file to upload

	The predefined terminal file must be a .CSV file. The layout of the predefined file is
	A first line equal to "Terminal ID;Activation Date;Deactivation Date"
	<ul> <li>other lines with 3 fields separated by ";"</li> </ul>
	- the terminal ID
Digital Payments for a Trusted World	<ul> <li>the activation date of the campaign on the terminal</li> <li>format YYYY-MM-DD</li> </ul>
Selected model terminal :	<ul> <li>the deactivation date of the campaign on the terminal</li> <li>format is YYY-MM-DD</li> </ul>
Media Dimension (pixels) : Height : 270 Width : 320 Media Type : image/jpeg Size : 5 Colour Depth (bits/pixel) : 24 X 0 Y 16 H 240 W 320	Example: Terminal ID;Activation Date;Deactivation Date 97979771;2014-03-01;2014-03-10 97979772;2014-03-11;2014-03-20 97979773;2014-03-21;2014-03-21
WORLDLINE MW//.           Dashboard         Transactions         Contracts         Users         Advertising         Fraud	Using the "Export Terminal List" button you can save this terminal list to a .csv file. We are at the end of the document.
Stearch Campaign Compaign Consultation         Usabloard         General Information         Historic           My Campaign         Usabloard         General Information         Historic         General Information         Historic           PlotEp2 - CMP_REF_78615074         Conse         Conse         Conse         Conse           © cors         Campaign Details         Conse         Conse         Conse         Conse	You can use this file later to import this terminal list for a future campaign.
Fold3_YUM_6 - MEDIA_REF_         Comparing Notaction         PoldEP2           Fold3_YUM_6 - MEDIA_REF_         Comparing Notaction         Che JREF_26635074           Fold3_YUM_6 - MEDIA_REF_         Type:         INTERNAL           Fold3_YUM_6 - MEDIA_REF_         Merchant Reference:         60512L2	

### 9 User creation

Access Point & Role Choice	
----------------------------	--

Access Point:	"649878 ALHAMRANI YOUSSEF ME
Role:	Merchant User Admin
	Merchant User Admin
Submit	VASM-Advertising

The role "Merchant User Admin" allows you to create a new user account for an employee and allows you to assign the role for campaign creation.

After log-on with your username and password choose your access point & role.

Choose "Merchant User Admin" and click "Submit".



Filling out the "Search Criteria" fields, you are able to search for an existing user. Otherwise click on "Create User" button.

WORLDLINE	SW/0.				Password expiration: 2022-02-1
Users					
> Search User > Create User User Info					
* Title:	Mister	~	Status:	NEW	
* First Name:	john		* Confirmation E-mail:	john.doe@worldline.com	n
Middle Name:			* Preferred Language:	English	~
* Last Name:	doe				
Password Policy:	Set by user				

Fill out all the mandatory fields and then click "Next".



On that screen you can decide on which level you want to assign the role to the user by clicking on any node from "My shops" (on the left side). Click on "Next".

Jsers			
Search User > Create User > Select A	access Point > Add Role		
	Merchant Name: ALHAMRANI YOUSSEF		
	Description:		
	Merchant ID: 8649878		
User Roles			
	O Market Place Manager		
	O Payment Institution Manager		
	O Merchant Transaction Consulter		
	O Merchant Transaction Creator		
	O Merchant Transaction Manager		
	O Merchant Transaction Refunder		
	O Merchant Admin		
	O Merchant Support		
	O Merchant Viewer		
	O Merchant Transaction Validator		
	VASM-Advertising		
	O Merchant Fraud Admin		
	O Merchant User Admin		
	Custom Pages		

Afterwards you select "VASM-Advertising" role. Click on "Confirm".

#### WORLDLINE MM

Users							
> Search User > Edit User							
Access Point/Role pair	successfu	lly added	cont succ	ocefullu			
User Info	III OKE IO	set password has been s	Send A	ctivation Link	Block User	Assig	n Role
* Username:	John_DOE			Status:	Awaiting P	assword	
* Title: Mister		~		* Confirmation E-mail:	john.doe@worldline.com		
* First Name: Middle Name:	john			* Preferred Language:	English	~	
* Last Name:	doe						
Jser Contact							
A	ddress Type:	select address type	~				
	Sub-Type:		~				
Contact							
						Add Ad	dress
Assigned Access Point/Role	Pairs						
Access Point		Role		Merchant ID	Ac	tion	
UNIT/756548024		VASM-Advertising		R649878		Update	
0.0000000000000000000000000000000000000				001000		Remove Access Po	int
						Edit User	Cancel

sword expiration: 2022-02-14

After that, you will see the screen shown on the left.

Confirmation e-mail with request to set a password has been sent to the user.

In order to assign another role to the same user (eg. "Merchant User Admin"), click on "Assign Role".

The user receives after this first role added an email to activate his/her account.

You don't need to wait for the activation of the account. You can click the «Assign Role» Button at the top right to give a new role to a user.

Repeat the step from the sections above to assign the role.

Click "Next" and choose the Role "Merchant User Admin" and click "Confirm":

Once the second role is assigned to the same user, you will see that information on the screen under "Access Point".

Jsers						
Search User > Edit User						
ccess Point/Role pair	successfu	lly added				
			Send A	tivation Link	Block User	Assign Role
er Info						
* Username:	John_DOE			Status:	Awaiting Passwor	1
* Title:	Mister	~		* Confirmation E-mail:	john.doe@worldline.com	
* First Name:	john			* Preferred Language:	English	~
Middle Name:						
* Last Name: doe						
er Contact						
4	ddress Type:	Select address type	~			
	Sub-Type:		•			
	Contact:					
						Add Address
signed Access Point/Role	Pairs					
ccess Point		Role		Merchant ID	Action	
						Update
INIT/756548024		VASM-Advertising		B649878	Rem	ove Access Point
						Undata
0.125.05.00.22	G/756548022			76 100 07		opuace

Your local point of contact can be found at: worldline.com/merchant-services/contacts

