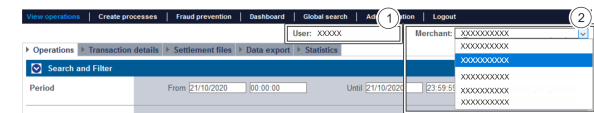


Changing merchant and user data

Selecting merchants

Information about the user who is logged in and about the merchant selected can be viewed below the main menu.

Several merchants may be allocated to one user.



1. User who is logged in
2. Drop-down "Merchant" menu

Proceed as follows to select a merchant:

1. Click the arrow on the drop-down "Merchant" menu.

The drop-down menu opens.



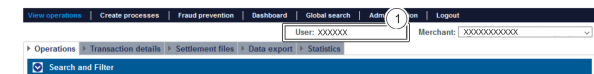
Selecting all merchants

If you select "All merchants" in the drop-down "Merchant" menu, you can [search for payment transactions](#) for all merchants which have been created.

2. Select merchants from the drop-down "Merchant" menu.

The drop-down menu closes and the merchant which was selected appears at the top of the drop-down menu.

Opening merchant and user data



1. User who is logged in

Proceed as follows to open the merchant and user data:

1. Click on the user.

The merchant and user data open.



Application Button

The button at the bottom allows you to jump to the corresponding page within the application. You must be logged in to jump to the corresponding page within the application.

Computop Analytics

On this page

- [Selecting merchants](#)
- [Opening merchant and user data](#)
- [Changing merchant and user data](#)

In this section

- [Analytics](#)
- [Changing merchant and user data](#)
- [Changing the language](#)
- [Changing the password](#)
- [Start and logging in to the application](#)

Detailed view of user

Access data	Creation date	XXXXX
	User Name	XXXXX
	Merchant	XXXXX
	Status	XXXXX
Personal Data	First name	XXXXX
	Last name	XXXXX
	E-mail address	XXXXX
	Department	XXXXX
	Detail	XXXXX
Localisation data	Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
	Culture	German [de]

Changing merchant and user data



Access data

Your access data can only be changed by [Computop Helpdesk](#) for security reasons.

Detailed view of user

Access data	Creation date	XXXXX
	User Name	XXXXX
	Merchant	XXXXX
	Status	XXXXX
Personal Data	First name	XXXXX
	Last name	XXXXX
	E-mail address	XXXXX
	Department	XXXXX
	Detail	XXXXX
Localisation data	Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
	Culture	German [de]

1. Access data
2. Personal data
3. "Change settings" button

Proceed as follows to change the merchant and user data:

1. Open the merchant and user data, see [Opening merchant and user data](#).
2. Click the "Change settings" button.

The input fields appear.

Detailed view of user

Access data		
Creation date		XXXXX
User Name		XXXXX
Merchant		XXXXX
Status		XXXXX
Personal Data		
First name		XXXXX
Last name		XXXXX
E-mail address		XXXXX
Department		XXXXX
Detail		XXXXX
Localisation data		
Time Zone		(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
Culture		German [de]
New password		
Change settings		

1. *Personal data*
2. *"Change settings" button*

1. Change data in the area "Personal Data".
2. Click the "Change settings" button.

The input fields close, and the changes are saved.