

# Miva Merchant 9

**USER REFERENCE GUIDE**

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# Section 1: Admin Guide Reference

## About Miva Merchant

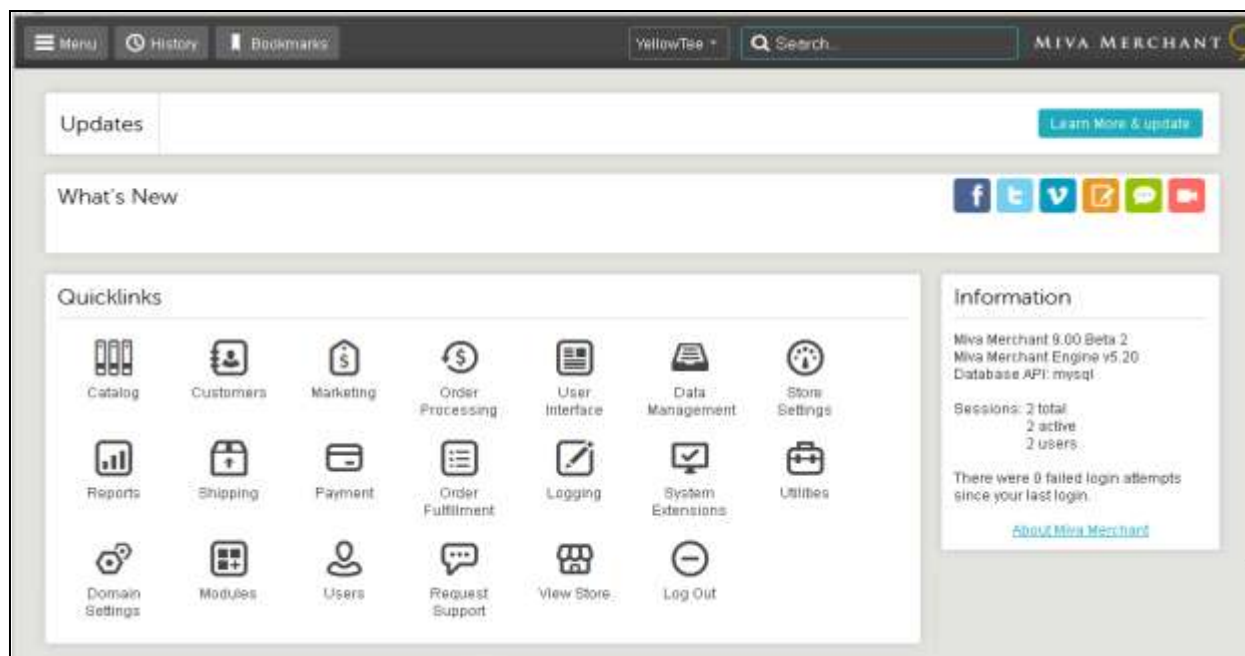
Miva Merchant is a *store builder* program. It has two main parts:

- **Software that you use to create an on-line store.** The Miva Merchant admin interface includes everything you need to create and run your business over the internet: manage inventory, describe your products with text and pictures, checkout, payment processing, shipping and invoices, etc.
- **A hosting service**, which is essentially the computers that your on-line store will live on. It is possible, although not recommended, to host your store on your own servers. (See [Appendix 4: Hosting Your Store.](#))

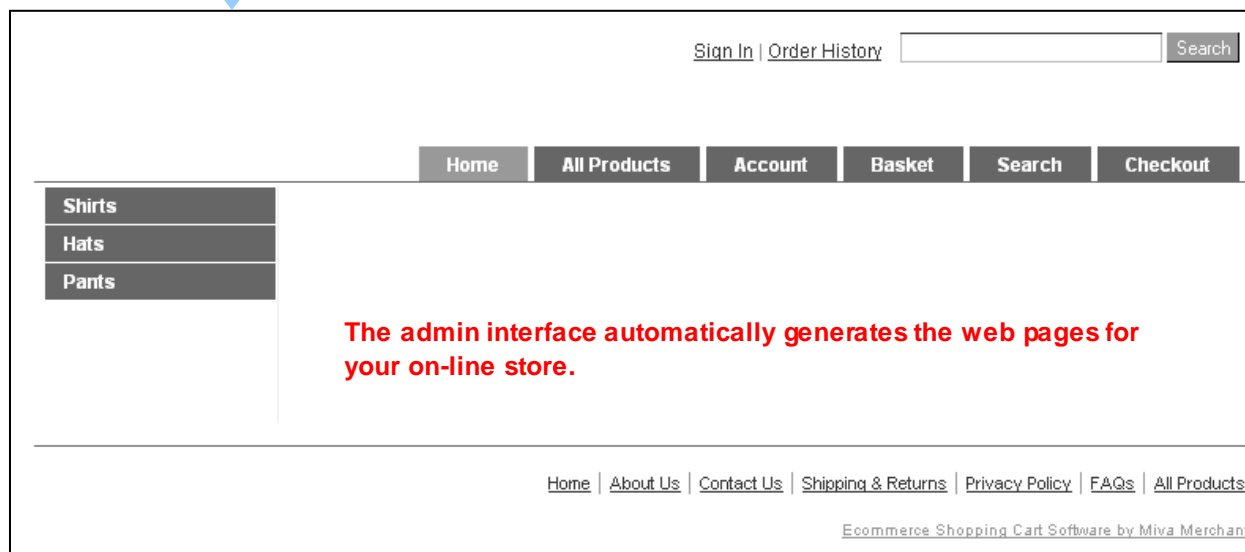
You can use Miva Merchant to create very small or very large on-line stores -- whether you sell dozens of different products, or thousands. It's also extremely customizable. Almost everything can be modified so that your on-line store looks and feels exactly as you wish.

The Miva Merchant software also has two main parts:

- Use the admin interface to create and maintain your store.
- The admin interface automatically generates the web pages of your on-line store where customers can view and purchase your products. Search engines, like Google, also index these pages, so when customers use Google to search for products they will see links to your on-line store.



**Use the admin interface to create and maintain your store.**



## Customer Workflow in Your Store

Customers can take many actions in your on-line store, but the general customer workflow looks like this:

Customers browse through your store,

Home | All Products | Account | Basket | Search | Checkout

Shirts  
Hats  
Pants

Home » Product List

**All Products**

Sort By: Default View: 10

**Hawaiian Hat**  
Code: hat\_hawaiian  
Price: \$10.00  
Quantity in Basket: none

Add to Basket Buy Now

add products to their basket,

Home | All Products | Account | Basket | Search | Checkout

Shirts  
Hats  
Pants

Home » Basket Contents

**Shopping Basket**

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1 <input type="button" value="Update"/>	\$10.00	\$10.00
<b>Total:</b>			<b>\$10.00</b>

and then go through checkout

(page OCST)

**Order Details**

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
<b>Total:</b>			<b>\$10.00</b>

**Ship To:**

First Name:

Last Name:

Email Address:

(page OSEL)

**Shipping/Payment Selection**

**Ship To:**

First Name:

Last Name:

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
<b>Total:</b>			<b>\$10.00</b>

Ship Via:

Pay With:

(page OPAY)

**Payment Information**

**Ship To:**

First Name:

Last Name:

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
<b>Total:</b>			<b>\$10.00</b>

**Payment Method: Check**

Check #:

(page INVC)

**Invoice**

Order #1024 Date: 10/12/2014 15:15:11

Thank you for your order.

**Ship To:**

First Name:

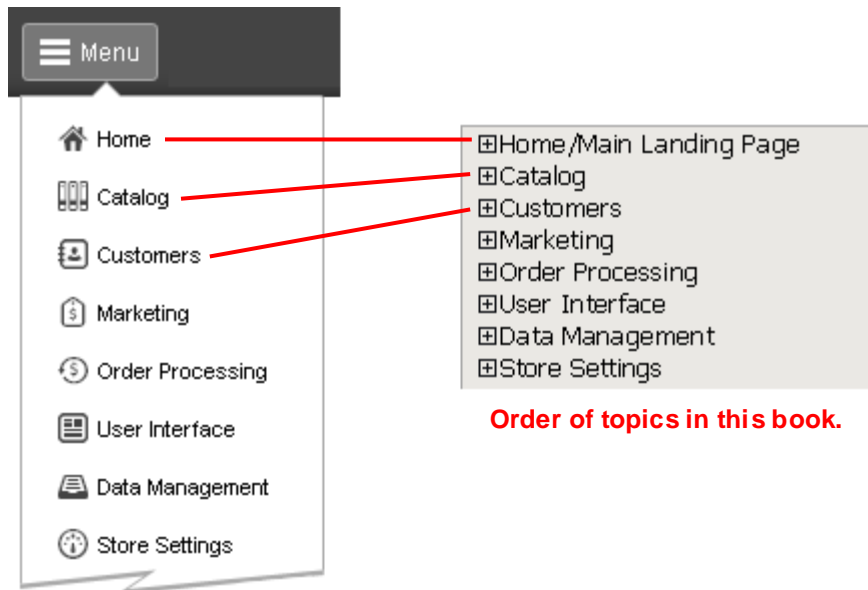
Last Name:

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
<b>Total:</b>			<b>\$10.00</b>

## About this Guide

This book is a reference guide to the Miva Merchant admin interface. Although this book is organized as a reference, it contains topic overviews and lots of examples and step-by-step procedures.

The table of contents in this book has the same order as the Menu button in the admin interface.



**The Menu button in the Miva Merchant admin interface.**

## General Information About Version 9

Version 9 has a lot of new features that make it much easier to use than previous versions. If you have used previous versions of Miva Merchant:

- All of the features and functions that you know are still in the program. However...
- The location of many features have changed.

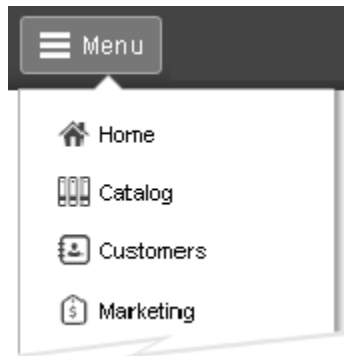
The good news for people who have used previous versions of Miva Merchant is that finding things is a lot easier now, thanks to Search, History, and Bookmarks.

## The Admin Bar



The Admin Bar is always at the top of your screen, no matter where you are in the admin interface. It has the most important navigation methods that help you quickly find a specific feature.

## Menu Button



**The Version 9 Menu Button**



**The left navigation pane (leftnav) in PR8 and older releases**

The Version 9 Menu button is similar to the left navigation pane used in PR8 and previous releases. The Version 9 Menu button has top-level "headings" that contain one or more tabs. For example, if you click on **Catalog** in the Menu button, you'll go to the Catalog screen, which has a number of tabs.



In PR8 and earlier releases, Products and Categories were shown in the leftnav, but if you can't remember where something is located in Version 9, there are a number of ways to find out, including History, Bookmarks, and the Search field (see below).

## Version 9 Tabs and Sections

In PR8, almost everything was in a tab at the top of the screen. In Version 9, there are tabs at the top of the screen, but there are sections on a tab. A lot of features that were in a tab in PR8 are now in a section on a tab in Version 9.

**Domain Settings****In PR8, almost everything was in a tab.**

<b>Information</b>	Registration	Site Configuration	Password Settings	Timeouts
Upload Settings	Launchpad	SEO Settings	Countries	Shipment Tracking Links
PA-DSS Checklist	Mail Settings	Cookie Settings	Administrative Sessions	Upgrade Settings
Display	Colors	Fonts	Images	

**Domain Name:**

**IP Address:** 10.3.28.41

**License #:** mvdev-

**Partner:** Miva Merchant Developers

**Version:** 5.00

**Admin Sessions:** There is currently 1 session for 1 user (1 active). Most active was 2 on 10/14/2014.  
☐ Reset Session Statistics

**In Version 9 there  
are tabs...****and collapsible  
sections**

Home > Domain Settings > Domain Details

## Domain Settings

Domain Details | SEO Settings | Countries | ...

**Information** ^

**Domain Name:**

**IP Address:**

**License #:** mvdev-

**Partner:** Miva Merchant Developers

**Version:** 9.00

**Licensed Concurrent Users:** Unlimited

**Admin Sessions:** There are currently 2 sessions for 2 users (2 active). Most active was 6 on 08/22/2014.  
☐ Reset Session Statistics

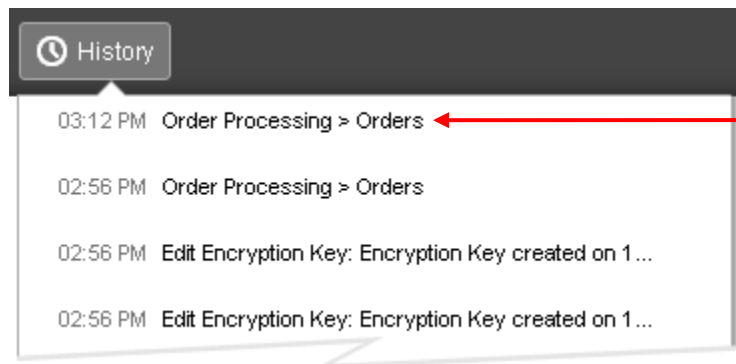
**Registration** v

**Site Configuration** v

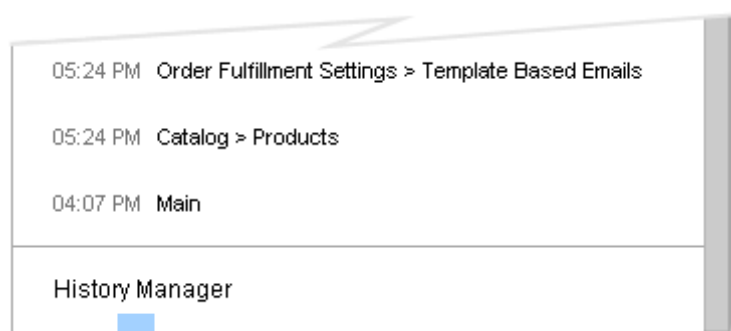


## History

History, new in Version 9, is another fast way to navigate around the admin interface. The History menu is always available in the Admin bar and keeps track of the pages that you've visited.

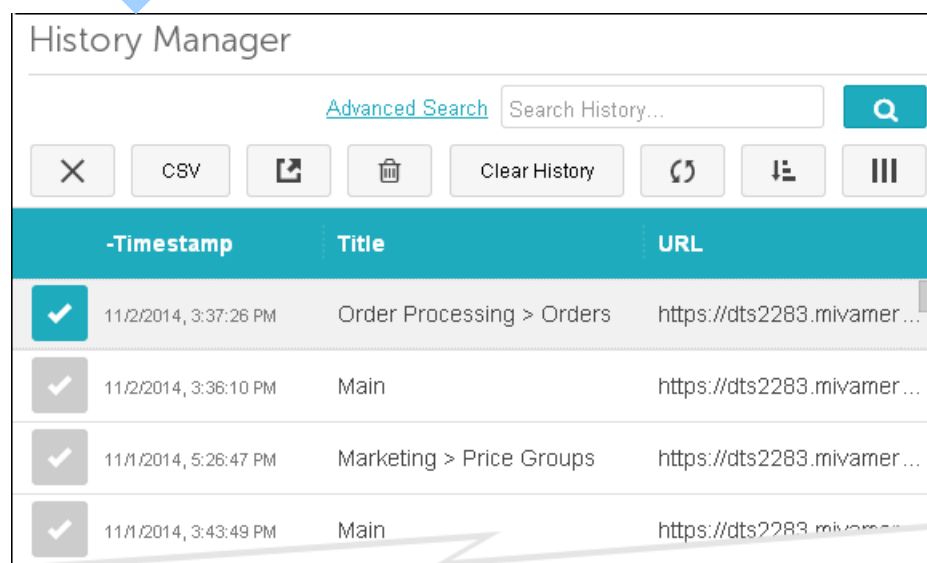


**Click on any line in the History menu to go to that screen.**



**At the bottom of the History menu there is a link for the History Manager.**


**You can use the History Manager to clear History, export History, and delete individual items from the list.**

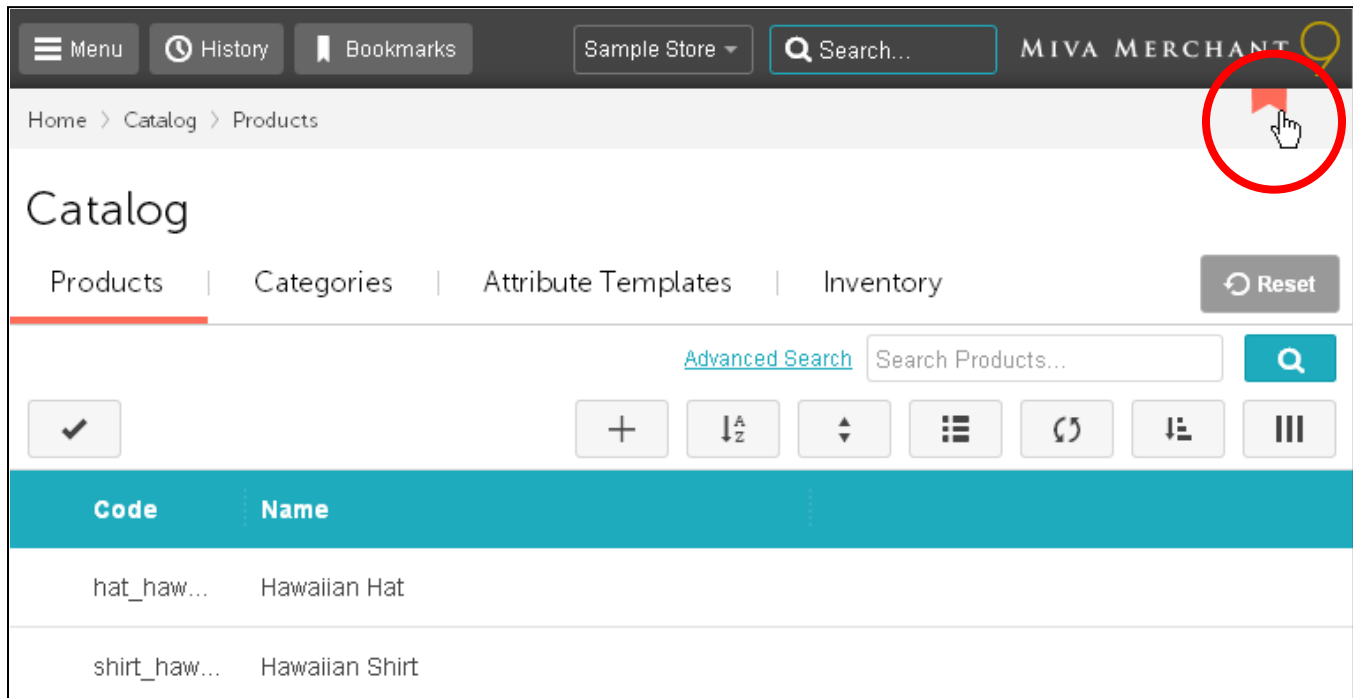


## Bookmarks

Bookmarks in the admin interface are similar to bookmarks in your web browser.

### To Add a Bookmark

- 1 Go to any screen in the admin interface, for example,  Menu > Catalog > Products.
- 2 In the screen that you want to bookmark, click on the bookmark icon so that it drops down.

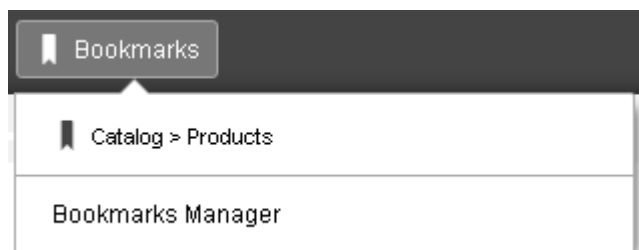


Current screen is  
not bookmarked.



Current screen is  
bookmarked.

- Now if you click on the Bookmarks button, you'll see the screen that you added.



### To Remove a Bookmark

There are two ways to delete a bookmark:

- Go to a screen that you bookmarked and click on the bookmark icon until it is shortened.
- Click on the Bookmarks button and select **Bookmarks Manager**.

There are a number of things you can do in the Bookmarks Manager screen, including edit a bookmark, delete bookmarks, export a list of bookmarks as a CSV, etc.

## Store Search and Screen Search

Version 9 has two new ways to find things in the admin interface: Store Search and Screen Search.

### Store Search

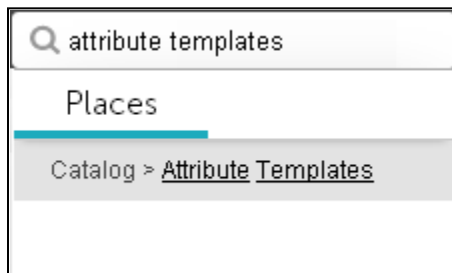


**Storewide search is always available in the Admin Bar.**

The Miva Merchant admin interface is a huge program and finding the location of a specific feature can be a challenge. In Version 9, Miva Merchant added a powerful search feature that makes life a lot easier.

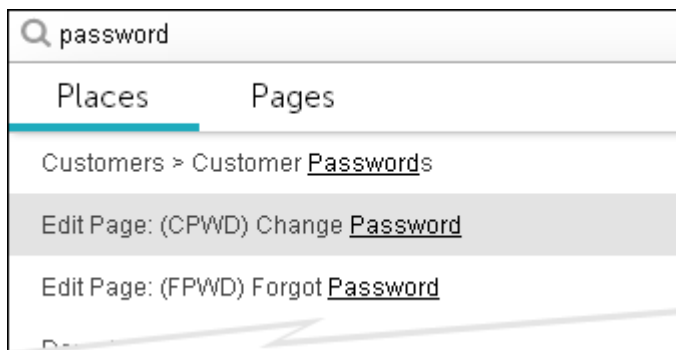
The Search function in the admin interface works a lot like a Google search. You can type almost anything in the Search box, and the software will show you everything in the admin interface that matches your search.

- You can search for features whose name you remember, but whose location you've forgotten: Where did they hide Attribute Templates?



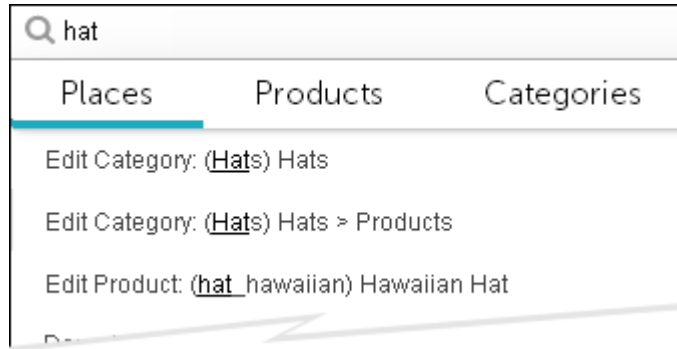
Click on the underlined words and the software takes you directly to that screen.

- You can search for features, even if you can't remember the feature's name. This is essentially a subject search. How do I change a customer's password? Type "password" in the Search field:



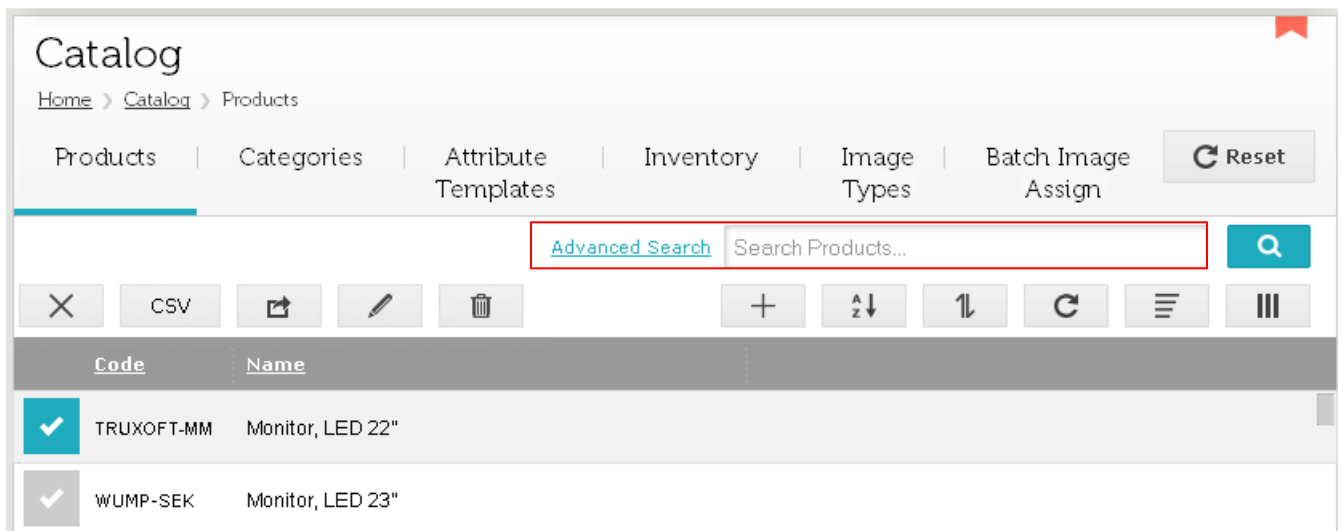
**Notice that, for this search, the system created two tabs: "Places", which contains all screens that matched your search string, and "Pages" which lists only the Miva Merchant pages that match your search string.**

- You can search for product names or parts of product names.



Notice that, for this search, the system created three tabs. The "Places" tab shows all results. The "Products" tab shows only matching products, and the Categories tab shows only matching categories.

## Screen Search



In almost every screen of the admin interface there is a screen search. You can use screen searches, and advanced screen searches to find specific content on that screen. For example, if you have a large store with hundreds, or thousands, of products, you can use the screen search to show only products that match a search string.

## Other New Features of the Version 9 Interface

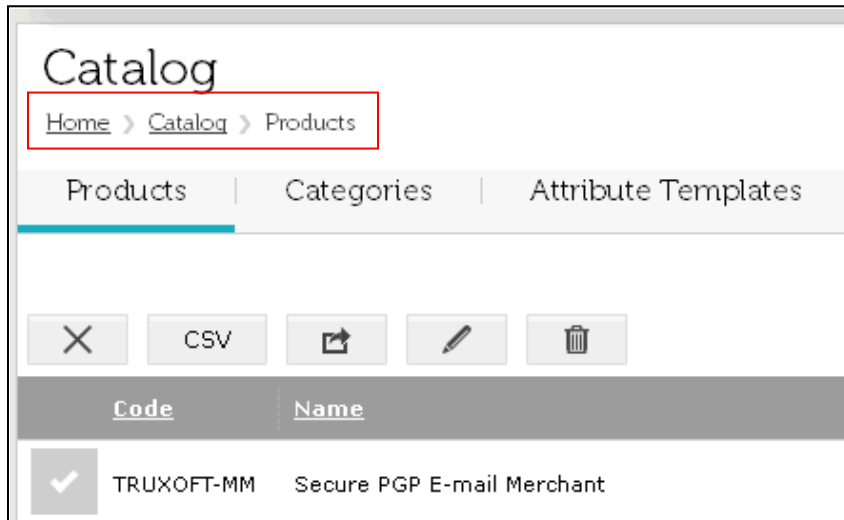
### Breadcrumbs

In Version 9, there are two types of Breadcrumbs:

- 1 **Smart Breadcrumbs**, introduced in PR8, help your customers navigate your on-line store.



- 2 **Admin Breadcrumbs**, introduced in Version 9, help store employees navigate the admin interface. As you visit different screens in the admin interface, you will always see a breadcrumb trail at the top of the screen. You can click on a link in a breadcrumb to go directly to that screen.



Smart Breadcrumbs must be enabled. Please see [User Interface > Settings Tab > Smart Breadcrumbs](#). Admin Breadcrumbs are always on.

## Ellipsis Dots on Tabs

If you see ellipsis dots on a tab, it means that the browser window isn't wide enough to show all of the tabs. Click on the ellipsis dots to see what additional tabs are available.

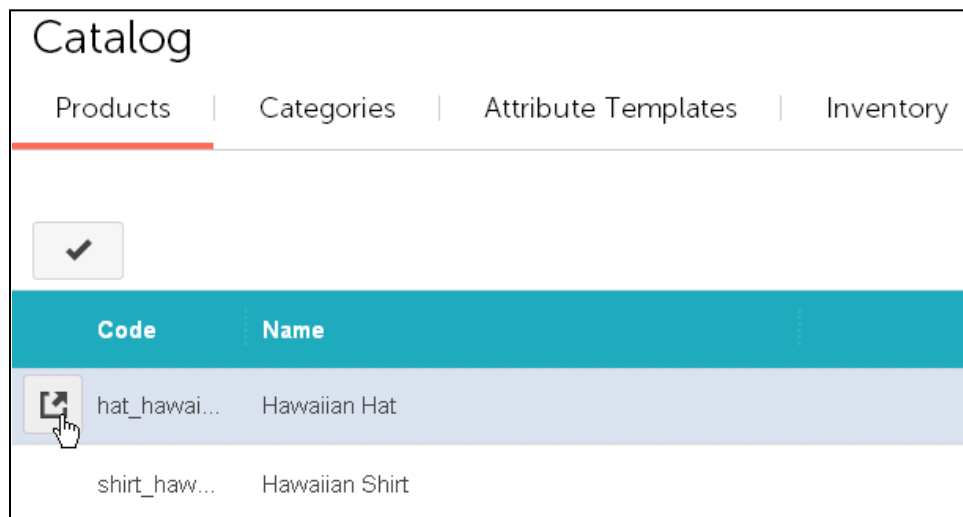


## Edit and Quick Edit

Everything in the admin interface can be considered a "record". A product is a record. A customer account is a record, etc. There are many types of records in the admin interface, and most of them can be edited. For example, you can edit a product and change the retail price of that product.


There are two types of editing in the admin interface: "quick edit" and "full edit". Some types of records only have quick edit. Some types of records have both quick edit and full edit mode.

### *To Edit a Product*




**Move the mouse to the left of the gray bar and click on the Edit icon to open the complete Product record.**

### To Quick Edit a Product

Catalog		
Products	Categories	Attribute Templates
Inventory		
<input checked="" type="checkbox"/>		
Code	Name	
 hat_hawai...	Hawaiian Hat	
shirt_haw...	Hawaiian Shirt	

Double-click anywhere in the gray bar to quick edit the product.

Code	Name	
 hat_hawaiia	<input type="text" value="Hawaiian Hat"/>	
shirt_haw...	Hawaiian Shirt	

## Home/Main Landing Page

Selecting Home from the Admin Menu takes you to the main "landing page". This is the same page that you see when you first login to the admin interface.



**Updates** Miva Merchant PR8 Updates 11 & 12 are now available! [Learn More & update](#)

**What's New**

**Quicklinks**

- Catalog
- Customers
- Marketing
- Order Processing
- User Interface
- Data Management
- Store Settings
- Reports
- Shipping
- Payment
- Order Fulfillment
- Logging
- System Extensions
- Utilities
- Domain Settings
- Modules
- Users
- Request Support
- View Store
- Log Out

**Statistics**

Orders:	14430
Revenue:	1179825.07
Products Sold:	19048
Hits:	1438
Visits:	1398

[Reset Statistics](#)  
Last Reset on: 04/21/2014

**Recent Sales**

	90 Days	Total
Gross Sales		\$0.00
Total Units	1	1
Number of Orders	1	1
Average Order Total		\$0.00
Sales Tax		\$0.00
Shipping Charges		\$0.00

**Information**

Miva Merchant 9.00  
Miva Merchant Engine v5.19  
Database API: mysql

Sessions: 1 total  
1 active  
1 user

There were 0 failed login attempts since your last login.

[About Miva Merchant](#)

**Support**

**Support Tickets**  
The fastest and easiest way to get problems solved.

[View Tickets](#) [New Ticket](#)

**Miva Forums**  
Get information and solutions from Miva staff, developers and owners.

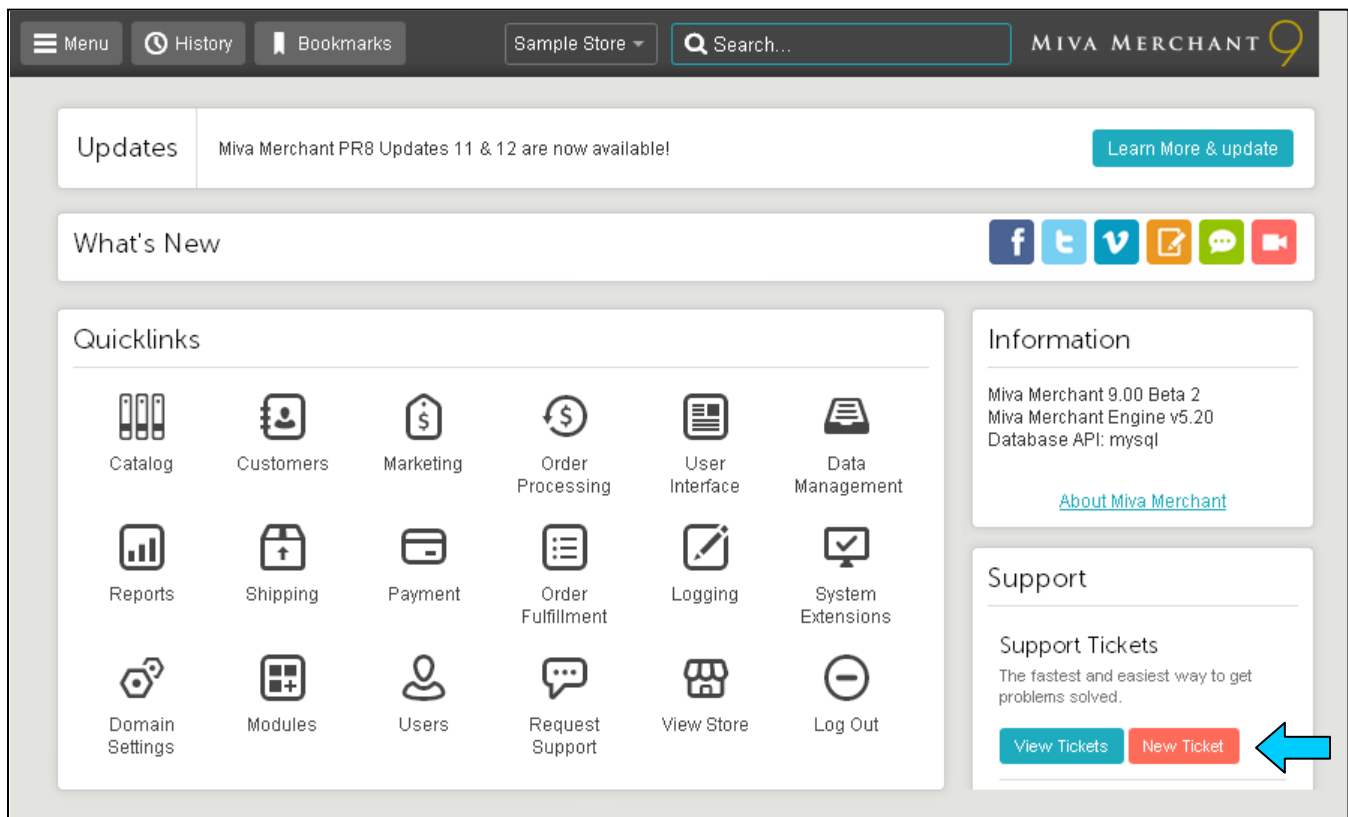
[Visit Forums](#)

## Support

In Version 9, there are two ways to create a support ticket.

### Method 1 - Home Page

- 1 Click [Menu](#) > Home.
- 2 On the Home page, click **New Ticket**.



- 3 In the Request Support window, enter your email address and a description of the problem, then click **Submit Ticket**.

## Method 2: Menu Button

- 1 Select **Menu** > Request Support.
- 2 In the Request Support window, enter your email address and a description of the problem, then click **Submit Ticket**.

## Catalog

The Catalog area groups together most of the features related to your inventory.

## Catalog > Products Tab

Create, edit, and delete products.


## To Delete a Product

- 1 Click anywhere on the Product line until you see a blue box with a checkmark.



- 2 Click the Trash icon .

## To Create a New Product

- 1 Click the Add Product button .
- 2 The Add Product screen appears.
- 3 Fill out the fields in the Add Product screen, then click:



- If you want to add the new Product and go back to the Product main screen, or



- If you want to add the new Product and stay at the Add Product screen and create another product.



- Reload the page and discards unsaved changes.

## Details

Product Code: The product code uniquely identifies the product in the store database.

- The product code must be unique. It can be up to 50 characters long, but shorter codes will make some screens and reports easier to read. Customers may be able to see the product code, depending on your store settings.
- The product code is not case sensitive, so:

CANDY

Candy

cAnDy

candy

would be considered duplicates, and only one would be allowed.

- Product codes can contain letters (upper and lowercase), numbers, dashes and underscores. For example:

RULER-12in or

Pen\_Black\_3pk

would be allowed.

- Product codes cannot contain: spaces, decimal points, quotation marks or slashes. For example:

RULER-12" or

Pen Black 3pk  
would not be allowed.

- You can sort products by code, either ascending or descending, to determine the order on the product list screen, and within categories. The strategy described below, under Product Name, can be used with product codes, to determine the display order when sorted.

Product  
Name:

The name of the product that customers will see in your store.

The product name is a descriptive label. It appears in many areas of the store, including the major heading for the product details screen.

The name can be up to 100 characters long, alphanumeric, and can be changed at any time. Upper — and lower — case letters, along with numbers, spaces, and symbols, can be used in the product name.

Product display order can be determined by name. This can be either ascending or descending on the product list screen, and within categories. Some businesses choose to name products so the ordering naturally clusters certain items or brand names together. To do this, establish a naming convention in your store where the more general information comes first, followed by the more specific information. For example:

- Pants, Flared-leg
- Pants, Straight-let
- Scarf, Silk
- Scarf, Wool
- Skirt, Blue
- Skirt, Red

Compare the order above with:

- Blue Skirt
- Flared-leg Pants
- Red Skirt
- Silk Scarf
- Straight-leg Pants
- Wool Scarf

SKU:

Stock Keeping Unit. An internal identifier you may have for your products.

Canonical  
Category  
Code:

**Canonical Category Code:** If you want to assign a product to one or more categories, see [Catalog > Edit Product > Categories Tab](#). Use the Canonical Category Code for the following reasons:

- **Default Breadcrumb category (CSSUI Stores only):** Use the Canonical Category Code field to create a "default" category for products if you are using

Smart Breadcrumbs. Normally, breadcrumbs that appear in your online store are created as the customer navigates to a product. For example, the customer starts on your store's home page, clicks on one of your store categories, and then selects a product in that category. The breadcrumb might look like this:

[Home](#) » [Computer Components](#) » **Monitor LED 23 inch**

However, there are cases where the customer can go directly to a product page without navigating; for example, if your customer reaches a product page from a Google search, or from search results in your store. In this case, Miva Merchant software doesn't know how to create a breadcrumb.

Miva Merchant handles this case with the Canonical Category Code. If the customer jumps directly to a product page, the breadcrumb will show the category that you entered in this field. If you leave this field empty and the customer jumps directly to a product page, the software will use the first category in the category tree to which the product is assigned, as the breadcrumb default.

Cool Gear
Computer Components
Computer Kits
Network Accessories

If:

- The Canonical field is blank, and
- The user jumps directly to a product page, and
- The current product is assigned to both of these categories (for example)

The breadcrumb would use "Cool Gear" as the default category, since it contains the current product and comes first in the Category Tree.

- **Default highlighted category in category tree (CSSUI and MMUI stores):** If a customer jumps to a product page without navigating, the category that you enter in the canonical field will be highlighted in the category tree:


Cool Gear
Computer Components
Computer Kits
Network Accessories

If you entered "Cool Gear" in the Canonical field, and the customer jumps directly to a product page, "Cool Gear" will be highlighted in the category tree.

Alternate  
Display Page:

Allows you to use multiple templates for products. For example, you could use one product display template for DVDs that you sell and another product display template for t-shirts.

#### Example: Creating and using multiple product templates

- 1 Go to  **Menu** > **User Interface**. The Pages main screen is selected by default.
- 2 Create a duplicate PROD (Product Display) page.

- 2.1. Edit the original PROD page. In the Page tab, select all of the template code and paste it temporarily into a text file.



Copy all of this code.

- 2.2. Select the Items tab. This screen shows you all of the items that can be added to this page. A gray icon means the item is not currently assigned (in use by the page). The blue icon means the item is currently assigned to the page.

Item not assigned

Item assigned

Assigned	Code	+Module
<input type="checkbox"/>	admin_order	Administrative Order Fields
<input checked="" type="checkbox"/>	attributemach	Attribute Machine

- 2.3. Click on the Assigned heading until it has a minus sign next to it (**-Assigned**). That will sort the item list and put all of the items in use at the top of the screen.
- 2.4. Make a note of all of the items currently in use by the page. You can do this by making one or more screen caps, or you can select all of the items in use and then click the **CSV** button to export the list as a text file.
- 2.5. Go to **Menu** > **User Interface** > **Pages** tab and click the Add Page **+** button.
- 2.6. In our example, we'll use PROD\_T-SHIRT as both the new page Code and Name. Paste the template code that you copied from the original PROD

page into the Template field of the new page, then click the **Add** button. An Items tab will appear. Click on the Items tab.


- 2.7. Open the screen capture that you made of the Items tab for the original PROD page, or your exported CSV list. In the Items tab of the new page, select the same items, then click the Assign Record(s) button.

Select all of the items that were used by the original PROD page, then click Assign Record(s).

		CSV	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-Assigned	Code	Module		
<input checked="" type="checkbox"/>	view_order	CSSUI View Order		
<input checked="" type="checkbox"/>	upsell_attr_r	CSSUI Upsell Multiple Product Attributes		

Your new product page now has the same template code and items used by the original PROD page. Now you can customize the new product page in any way that you wish.


- 3 Associate the new template with a product.

In our example we'll edit one of our t-shirt products. In the  Menu > Catalog > Products > Edit Product (product name) > Product tab > Alternate Display Page field, enter "PROD\_T-SHIRT", or click on the **Look Up** button; then click the **Update** button.

- 4 When the customer reaches the product page for the t-shirt that we edited, the page will be displayed with our customized product template, instead the standard PROD template.



Note that you can use the same process to create multiple templates for your categories.

- 1 Create a custom category page, CTGY\_T-SHIRTS for example.
- 2 Edit a category and enter "CTGY\_T-SHIRTS" in the  Menu > Catalog > Categories > Edit Category (category name) > Category tab > Alternate Display Page field.

**Price:** Enter the Price for the product. This is the price that will normally appear in the store. Discounts may be applied, based on this price, when the product is offered to customers who are members of a price group, or when the product is offered as an upsale product

**Cost:** Enter the Price for the product. This is the price that will normally appear in the store.

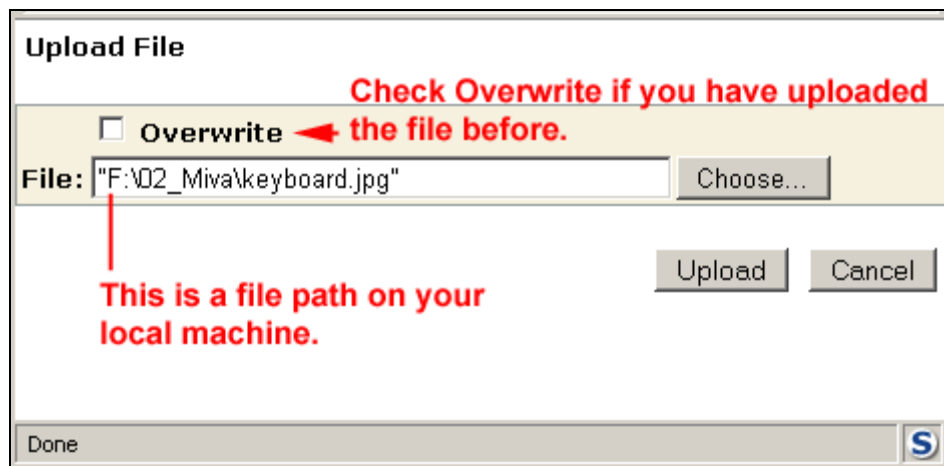
Discounts may be applied, based on this price, when the product is offered to customers who are members of a price group, or when the product is offered as an upsale product


**Weight:** Shipping charges are usually based on the combined weight of the products ordered. The Weight you enter here should be the shipping weight of the item, including any required packaging. For instance, a 40 pound blown-glass art piece might require a wooden crate and cushioning materials weighing an additional 20 pounds, so the shipping weight would be 60 pounds for that item.

Weight values are always specified in the Units of Measurement (Weight) field on the Edit Store / Settings screen. There is one unit of measurement that is used for all weights throughout the store.

**Thumbnail Image:** Thumbnail images are small images, usually about 150 x 150 pixels, that can appear in different pages in your store. The example below shows how to add a thumbnail image to a product, and then have the thumbnail image appear in the Category page.

- 1 In the edit product screen > Product tab, click on the **Upload** button.

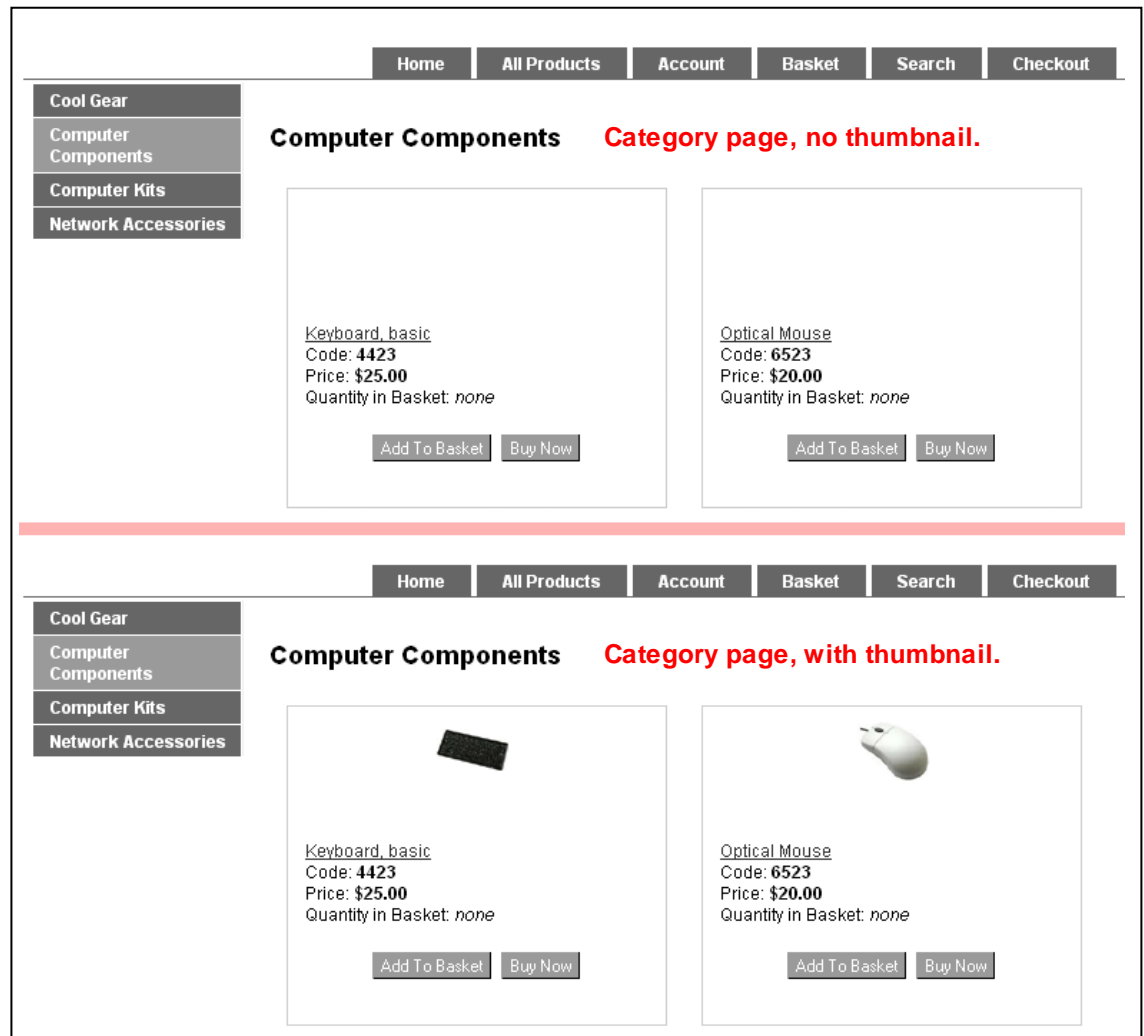


- 2 In the Upload File dialog box, click the browse button and browse to the thumbnail image that you want to associate with the product. If you've uploaded the image before, check the **Overwrite** button to upload the image again.
- 3 After you've browsed to or manually entered the path of the image file that you want, click the **Upload** button.
- 4 In the Edit Product screen, click Update. The thumbnail image is now associated with a product.
- 5 To make the thumbnail appear in a particular page, for example the Category page:
  - 5.1. Select  Menu > User Interface > Pages tab.
  - 5.2. Edit the Category Display (CTGY) page.
  - 5.3. Scroll down to the Category Product List Layout area. Click on the Image drop-down list. Select Thumbnail, then click the **Update** button.



Category Product List Layout	
<b>Product Links:</b>	Do Not Include Category Code ▾
<b>Format:</b>	Expanded ▾
<b>Product Fields:</b>	<input checked="" type="checkbox"/> Product Name <input checked="" type="checkbox"/> Product Code <input type="checkbox"/> Product SKU <input checked="" type="checkbox"/> Price <input type="checkbox"/> Weight <input type="checkbox"/> Description
<b>Custom Fields:</b>	Color FedEx Dry Ice Weight ISBN
<b>Buttons:</b>	<input checked="" type="checkbox"/> Add To Basket <input checked="" type="checkbox"/> Buy Now
<b>Image:</b>	Thumbnail ▾

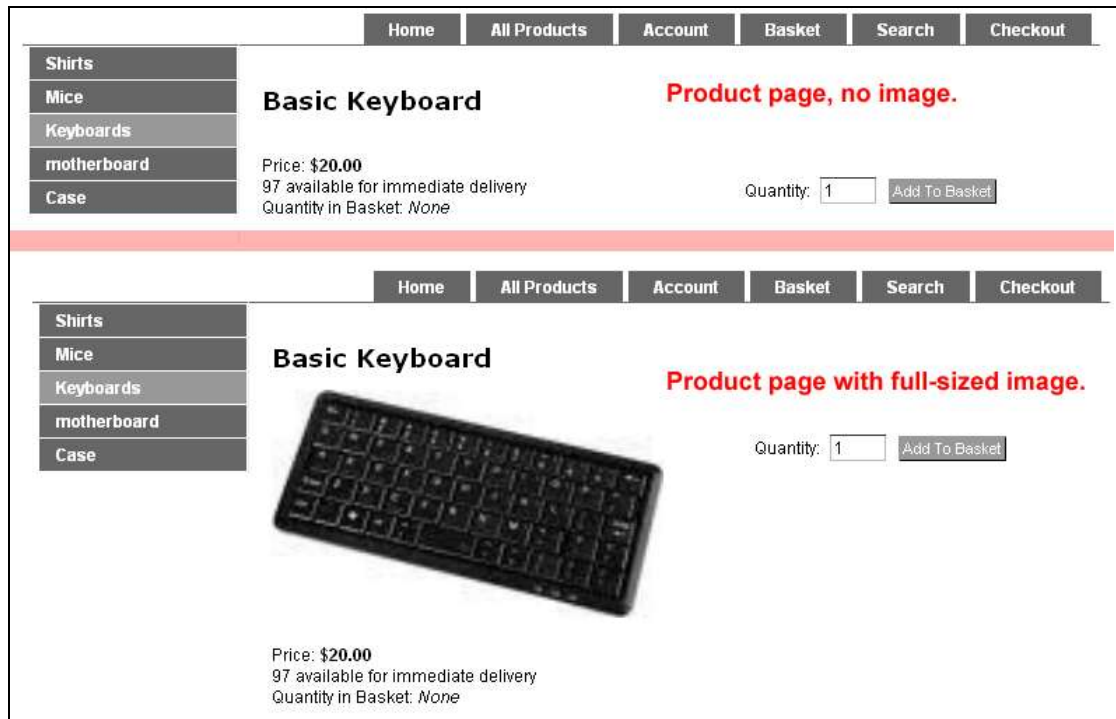
After you click the **Update** button, thumbnail images will appear in your store's category page.



Full-sized  
Image:

The process for adding a full-sized image to the product page is the same as for adding a thumbnail image:

- 1 Follow the steps in the Thumbnail section to attach a full-sized image to a product. A good size for a full-sized image is about 300 x 300 pixels.
- 2 Edit a page so that full-sized images will appear in that page. Many store owners use a full-size image in their Product Display (PROD) page. Edit the Pages > PROD page and select the Product Display Layout tab. In the Image drop-down list, select Full-Sized.



**Description:** The Description is what customers see on the product screen in your store. The description can be as long as you like, and can be entered as plain text to use the default formatting, or as HTML code, to format the description exactly as you like.

- **Wrap Text:** Wrap Text only affects the Description field in the Edit Product > Details section. It does not affect how product description text is displayed in your on-line store. You may want to check this box if you often have long product descriptions.


Description: This is an example of a lengthy pro

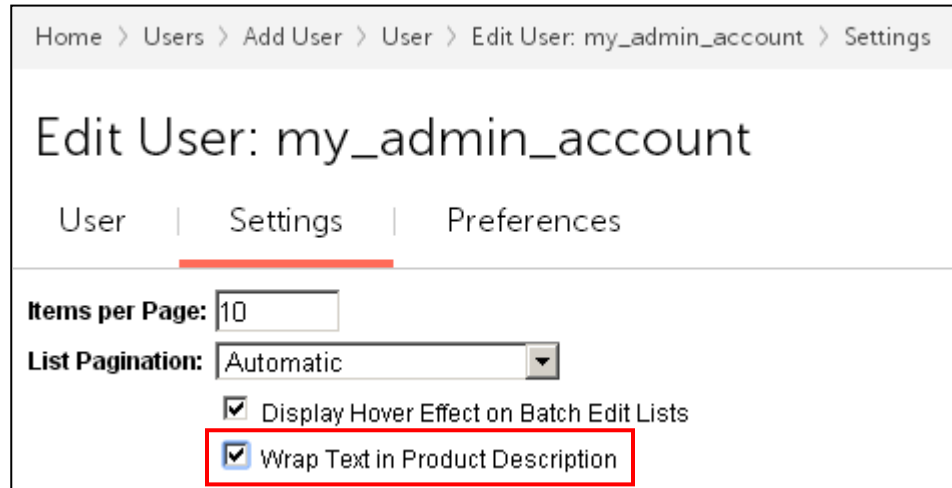
Wrap Text is unchecked.

Description: This is an example of a lengthy product description. Some of your product descriptions may be even longer if they include HTML.

Wrap Text is checked.

Before you can use the Wrap Text field in Edit Product, you must set your account default for this field.

1. Go to  Menu > Users and edit your user account.
2. Select the Settings tab.
3. Check the Wrap Text in Product Description checkbox.



Home > Users > Add User > User > Edit User: my\_admin\_account > Settings

## Edit User: my\_admin\_account


User | Settings | Preferences

Items per Page: 10

List Pagination: Automatic

☒ Display Hover Effect on Batch Edit Lists

☒ Wrap Text in Product Description

4. Now you can go back to  Menu > Catalog > Edit Product > Product tab > Details section and check the Wrap Text checkbox.

The Wrap Text checkbox in your user account sets the default for your admin account. The Wrap Text checkbox in Edit Product turns the setting on or off for a specific product.

- **Taxable**: Select Taxable if this product is subject to tax. Whether a product is taxable or not depends on your location and jurisdiction. Some things, such as services, certain food products, or some books are not taxed. Check with your accountant or tax attorney for specific, up-to-date information.
- **Active**: Select Active if you want the product to appear in the store. Clear the Active check box to hide the product. This is convenient for seasonal or occasional products. Rather than deleting them, and all the information that goes with them, set them to inactive until you want to make them available in your store again.

## Header & Footer

Add content, such as trust marks, logos, etc, above or below the product content on a product (PROD) page.

**Header & Footer**

Header: Sample header text.

Footer: Sample footer text.

↓


Home All Products Account Basket Search Checkout

Fruit and Baskets

Home » Fruit and Baskets » World's Best Oranges

Sample header text.

**World's Best Oranges**



Quantity:

World's Best Oranges  
Price: \$25.00  
Quantity in Basket: none  
Sample footer text.

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

## META Tag Settings

Use the META Tag Settings tab to add special content words to your product pages. Search engines, like Google, index your store pages and adding META words can make it easier for customers to find your products. For example, if you sell a Hawaiian shirt, you might add keywords to the product page like: "shirt, Hawaiian, hibiscus, flower, cotton". When a customer does a Google search on "Hawaiian flower shirt", a link to your product page will appear in the Google result list. For a complete discussion on how to create and use META tags in Miva Merchant, please see [User Interface > Meta Tag Settings Tab](#).

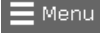

## UPS Options

This section will only appear if you have enabled the UPS(R) Online Tools Module.

Product Requires Additional Handling	Check this box if the product meets the UPS requirements for an additional handling fee. See: <a href="http://www.ups.com/content/ca/en/shipping/cost/additional.html#Additional+Handling+Fee">http://www.ups.com/content/ca/en/shipping/cost/additional.html#Additional+Handling+Fee</a>
Delivery Confirmation:	Allows you to set the delivery confirmation requirements for this product. What you select here will override the global Default Delivery Confirmation setting.

## Shipping Rules

Shipping rules can be set in two places:

- You can set global Shipping Rules for your whole store:  Menu > Shipping > Shipping Method Rules.
- You can use the  Menu > Catalog > Edit Product > Product tab > Shipping Rules section to override some of the global settings. This tab was added in PR8 update 4.

Shipping Dimensions:	Use these fields to describe the smallest box that this product can ship in. If you are using Always Use the Fallback Package Dimensions, and the fallback dimensions are not the same as the shipping dimensions for this product, the shipping rates that you get for this product will be also be inaccurate.
----------------------	--

To get the most accurate shipping quotes for this product:

- 1 Enter the shipping dimensions for this product in these fields.
- 2 Use Pack by Quantity or Pack by Weight.
- 3 Make sure you've created at least one box that this product can ship in Packaging Rules > Boxes Tab.

Product Always Ships in Separate Packaging	You might use this field if you have special packaging requirements for a product. For example, if you sell a hat that ships in a special box, you would enter the dimensions of the special box in the Shipping Dimensions field, and then create a box with those same dimension in Packaging Rules > Boxes Tab.
--	--

When the system tries to calculate the shipping rate, it sees that this item must be packaged separately, so even if the whole order could fit in one box, the software will put the entire order minus this product in one box, and then go looking for a box to put this product in. If you enter the shipping dimensions for this product as 12" x 12" x 12", and then create a box the same size, the software will automatically choose that box since it looks for the smallest box to use.

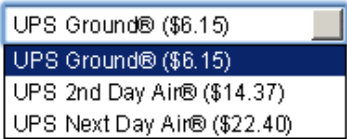
Limit Shipping Methods	See Permitted Shipping Methods.
------------------------	---------------------------------


Permitted Shipping Methods:	This area lists all of the shipping methods that you have enabled on a system wide basis. (To enable shipping methods, you first enable a shipping <i>module</i> , then you edit the module to enable specific shipping methods.
-----------------------------	--

If you want to further restrict the shipping options that are available for the current product, check the Limit Shipping Methods checkbox, and then check the boxes next to the shipping methods that you want to offer for this product. Only the options that you've check will be shown to customers in the "Ship Via" drop-down list in the Shipping/Payment Selection screen.

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	\$50.00	\$50.00
		<b>Total:</b>	<b>\$50.00</b>

Ship Via: 



## Legacy Images

Please see below.

## Catalog > Edit Product > Images Tab

### Miva Merchant Images - A Brief History

#### PR7

In older releases of Miva Merchant, before PR8, a product could have two images: one thumbnail image, and one full-size image. You generally used the thumbnail images in search and Category pages, and displayed the full-size image when a customer viewed a Product page.

#### PR8

In PR8, Miva Merchant introduced **Additional Images**. With Additional Images you could have multiple images for any product. When the customer viewed a Product page, they could look at multiple thumbnails, click on any one of them to see an image that fit the product pane, and even click on that image to see the full-size (or Lightbox) image.

When Additional Images were introduced, we started referring to the old "one thumbnail, one full-size" as "Legacy" product images.

### Version 9

In Version 9, Additional Images are just called "Images". The idea is that, Additional Images are so much more useful than the old legacy stuff, we hope people will use Additional Images by default.

#### Edit Product: Surfer Shirt

#### PR8 - Additional Images



Product	<b>Additional Images</b>	Related Products	Attributes	Inventory Kit Builder
Inventory Variants	Categories	Upsold Products	Shipping Rules	Header & Footer
META Tag Settings				

#### Version 9 - Same feature, just called "Images"

Home > Catalog > Products > Add Product > Product > Edit Product: Surfer Shirt > Images				
Edit Product: Surfer Shirt				
Product	<b>Images</b>	Related Products	Attributes	

The old PR7 "one thumbnail, one full-size" legacy image features are still available in Version 9:

 Menu > Catalog > Products > Edit Product > Product tab > Legacy Images section.

See [Thumbnail Image](#).

### Using Images in Version 9

You can add a legacy style thumbnail or full-sized image to a product page in your store by editing the product and using the "Thumbnail Image" and "Full-sized Image" controls in the edit product page.



Edit Product: Hawaiian Shirt Red

Home > Catalog > Products > Edit Product: Hawaiian Shirt Red > Product

Product | Additional Images | Related Products | Attributes

**Details**

**Product Code:**

**Product Name:**

**SKU:**

**Canonical Category Code:**

**Alternate Display Page:**

**Price:**

**Cost:**

**Weight:**

**Thumbnail Image:**

**Full-sized Image:**

This is an older way of uploading product images. It is still supported and is described in the section [Thumbnail Image](#). However, a better way to add product images to your store is with the Edit Product > Images tab.

- It's a simpler method to upload product images.
- You can easily add multiple images for the same product.
- When you use the Images feature, the software will automatically create and display thumbnails for each image (if you have at least 2 additional images).
- Images have a "Lightbox" feature. The user can click on a product image and see the largest version of the image that you have uploaded.

There are several ways to work with Images:

- Manually add images to one product at a time. This is slow, but ok if you are only uploading multiple images for a few products.
- Add images by importing. This is the fastest method and is appropriate if you want to add multiple images for hundreds, or thousands, of products.

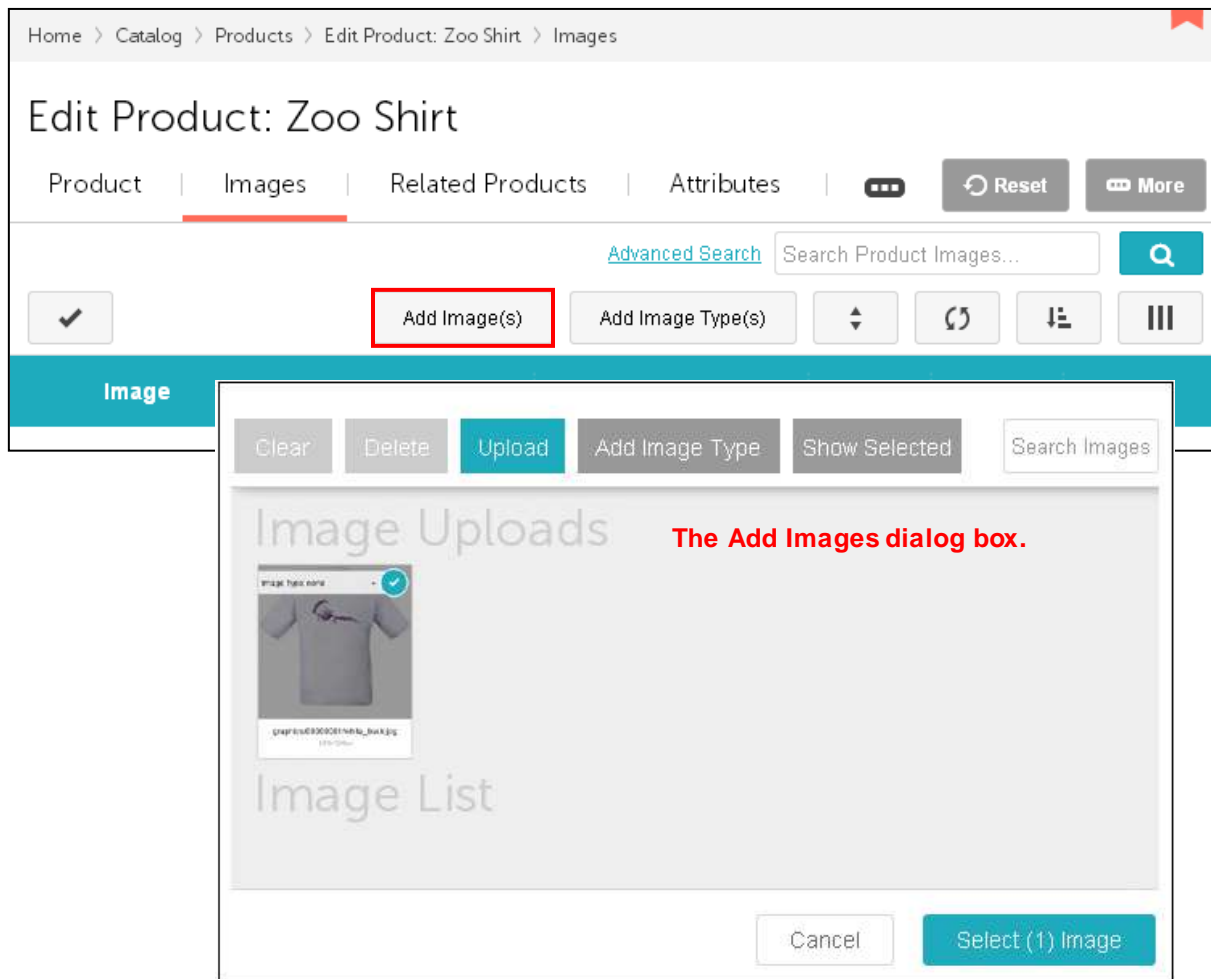
### ***Add Images - One Product at a Time***

This method is appropriate if you want to add multiple images to a few products, one product at a time. However, you might want follow these steps to get a simple introduction to using Images and Image Types.

- 1 Edit a product and select the Images tab.
- 2 In the Images tab click **Add Images**. The Add Images dialog box will open.

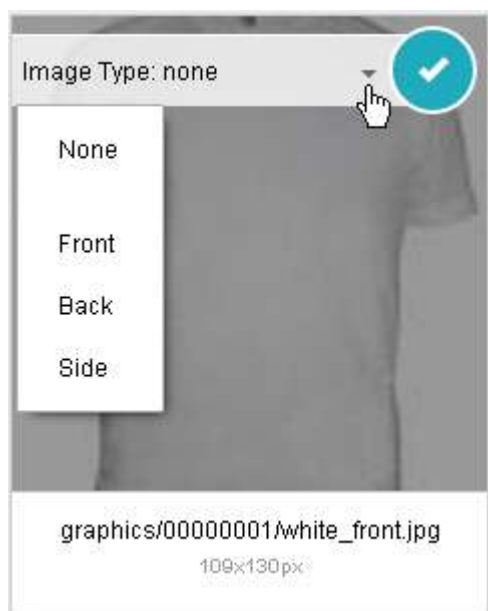
Use the Add Images dialog box select an image that you've already uploaded, or upload an image from your local machine.

- Click **Clear** to unselect the current image.
- Select an image and click **Delete** that's already been uploaded to the server.
- Click **Upload** to find an image on your local machine.
- **Add Image Type:** See [Image Types](#).
- **Show Selected/Show All:** This button will only appear if you select an image in the Image Uploads area.



The Image list is the list of all images that you've uploaded to your server. Image Uploads are the images that you've uploaded while the Add Image dialog box has been open.

- 3 If you click on an image that you've uploaded, you'll see a blue circle with a checkmark. Next to the checkmark is a black triangle. If you click on the black triangle, you can assign the image to an Image Type. This is an optional step, but in our example, we've already created images types of "Front", "Back", and "Side".



- 4 In the Add Images dialog box, click the **Select 1 Image** button.
- 5 You'll return to the Edit Product > Images tab. You can see that the image you selected is now assigned to your product. In our example, we selected two images for our shirt; one for the front and one for the back.

Home > Catalog > Products > Edit Product: Zoo Shirt > Images

## Edit Product: Zoo Shirt

Product | **Images** | Related Products | Attributes | ⋮ Reset More

[Advanced Search](#)  Q

✓ Add Image(s) Add Image Type(s) ⬆️⬆️ ↺ ⬇️ ⋮


Image	Type	Width	Height
graphics/000000001/white_back.jpg	Front	124	124
graphics/000000001/white_front_large_image.jpg	Back	570	480

**You can use the Edit Display Order button to change the order that the images will appear in your store.**

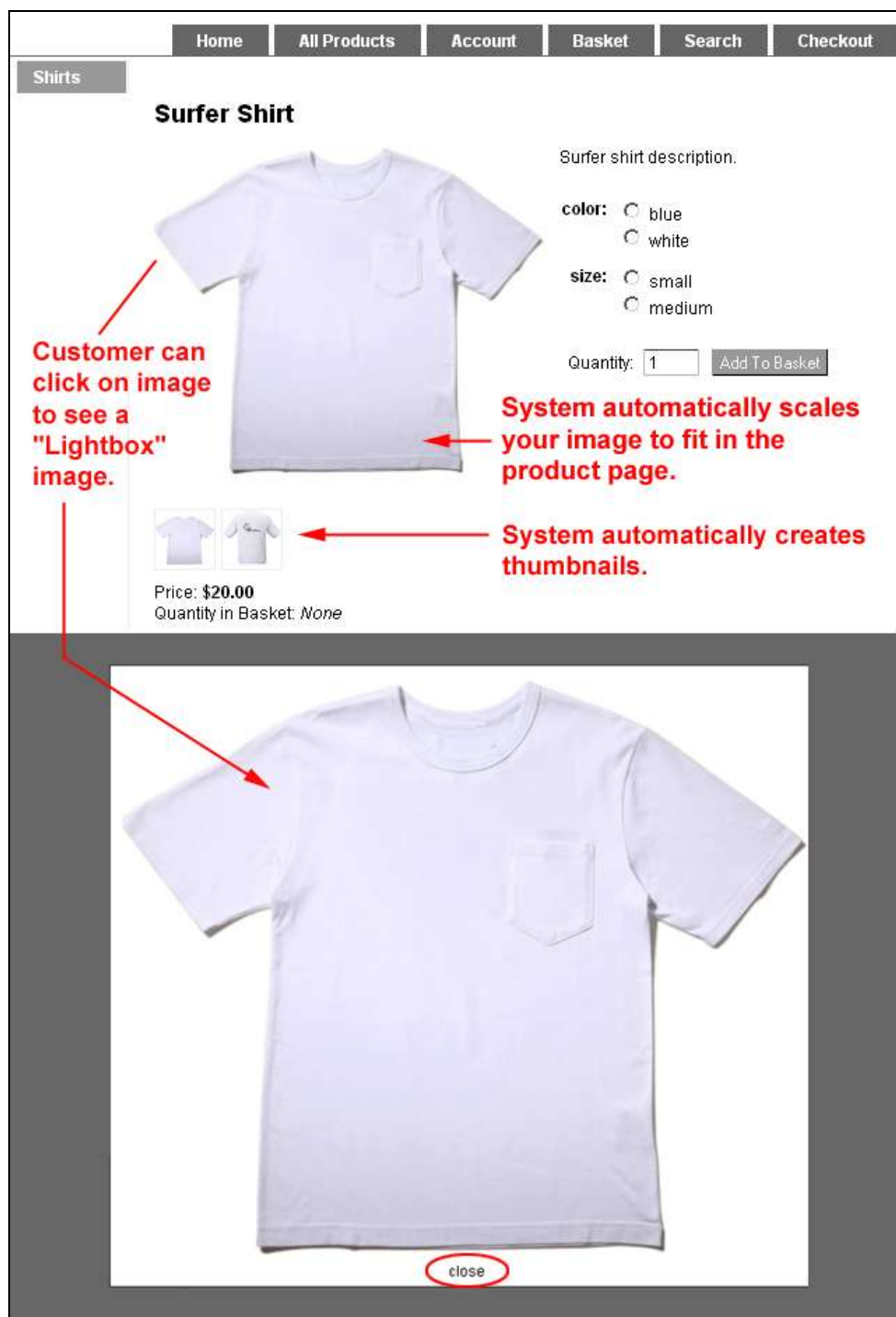
- 6 Now let's look in the store. When you use the Images feature:

- The system automatically scales your image to fit in the product page. This is similar to the old legacy "full-size" image, but it really means "the biggest image that can fit in the boundary box on the product page".

Note that you can change the size of this boundary box.

See  Menu > User Interface > Edit PROD > Product Display Layout Image Dimensions section > Resize to fit within bounding box.



- The system automatically creates thumbnails of every additional image that you uploaded, starting with the second additional image. Thumbnails won't be created if you only have one additional image.
- The end user can click on the image in the product page and see the "Lightbox" image. In our example, we uploaded a picture of the t-shirt front that was 500 pixels x 500 pixels. But the product page (by default) is only going to show that at about 200 pixels x 250 pixels. If the customer clicks on that image in the product page, a pop-up window will appear which displays the image in its actual dimensions: 500 x 500. When customers click on the **Close** button at the bottom of the Lightbox, they return to the regular product page images.

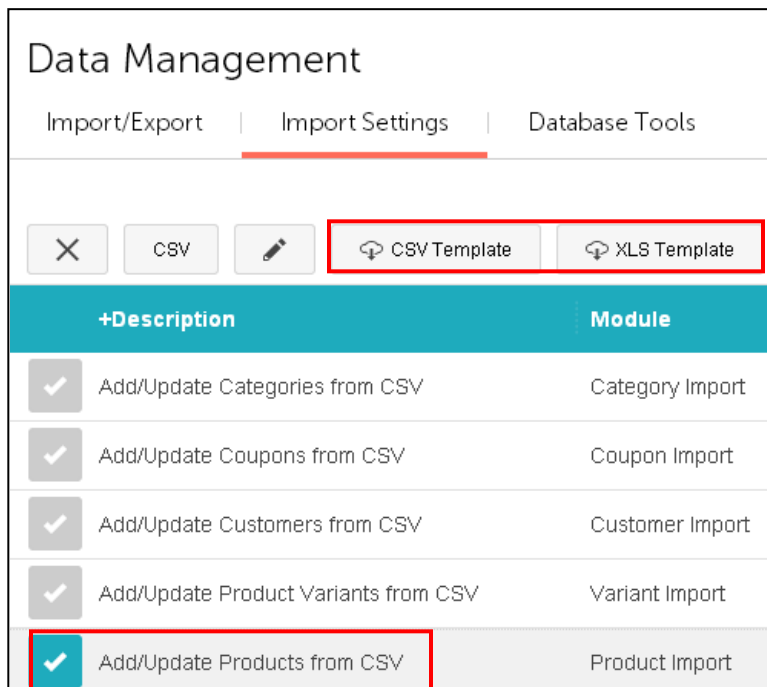


**Lightbox image, main image, and thumbnails.**

### ***Add Images - Import Feature***

This is the most efficient method to add multiple images to hundreds, or thousands, of products. However, you can only use [Images](#) with the Import Feature if you also create [Image Types](#).

- 1 Create your Image Types. For this example we created Image Types of "Front" and "Back".  
Give your product images names that will make managing them easy. For example, if we were going to upload images for hundreds of t-shirts we might call the images: surfer\_shirt\_white\_front.jpg, surfer\_shirt\_white\_back.jpg, etc.
- 2 Use FTP to upload all of the images.
- 3 Make sure that custom fields will appear in the spreadsheet you are going to download. This step only has to be done once.
  - 3.1. Go to  > Utilities > Add/Remove Modules tab > Available Modules section.
  - 3.2. In the box "Product Image Custom Fields", click the **Install** button.
- 4 Download a product spreadsheet template.
  - 4.1. Select  > Data Management > Import Settings tab.
  - 4.2. Click on Add/Update Products from CSV.
  - 4.3. Click on either **CSV Template** or **XLS Template**.



- 4.4. The file "import.csv" or "import.xml" will download to your local machine, and you can open it in a spreadsheet program. This file has all of the columns that you need to add new products to your store, and associate one or more images with each product.


	A	B	C	D	E	F	G	H	R	S
1	PRODUCT_CODE	PRODUCT_SKU	PRODUCT_NAME	CATEGORY_CODES	PRICE	COST	WEIGHT	DESCRIPTION	IMAGE_TYPE_BACK	IMAGE_TYPE_FRONT
2										
3										

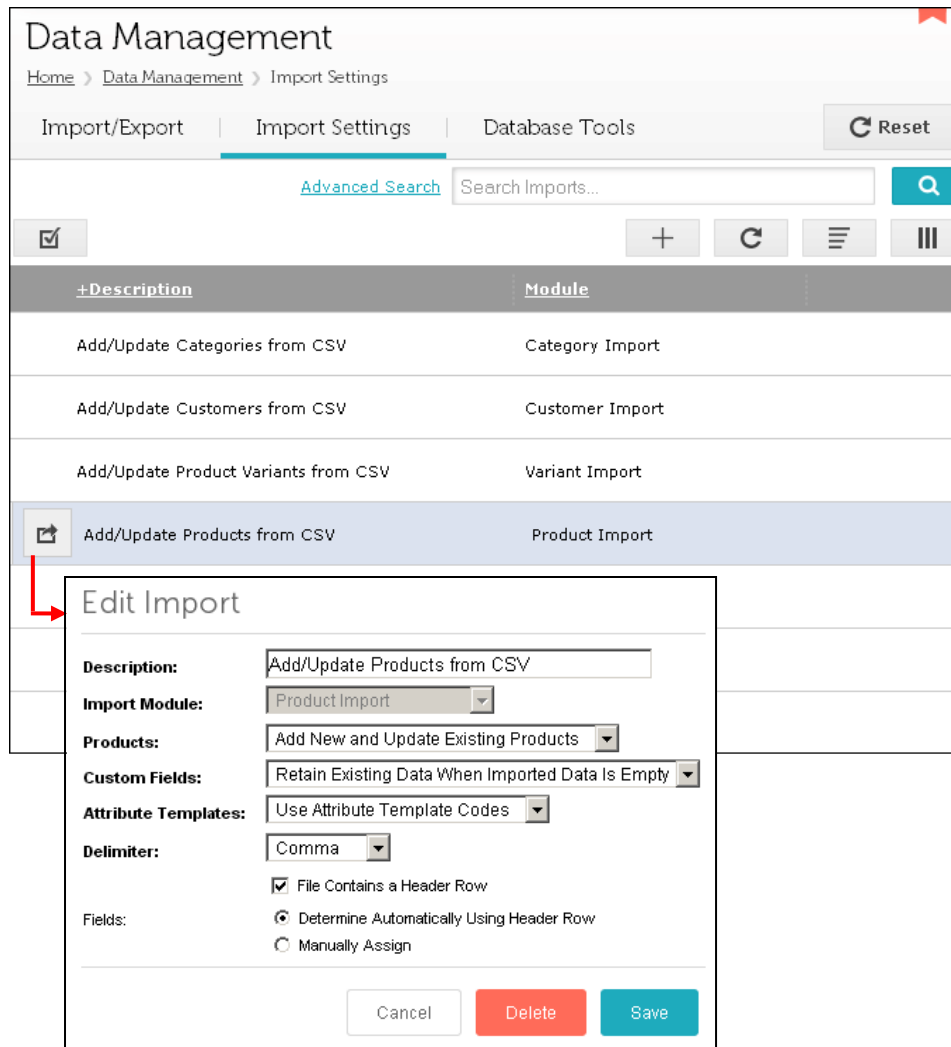
The columns in the spreadsheet will look familiar to you if you've created at least one product in your store. Each row is a product. You can also see that there is a column in the spreadsheet for

every Image Type that you've created. You can use the Image Type columns to add images for every product, but there's two things to remember:

- If you created two Image Types, you can only have (a max of) two images per product. If you want to import more images per product, you have to create more Image Types, for example, FRONT\_01, FRONT\_02, etc.
- The file path for images in the spreadsheet is a path to the image on the store server, not your local machine.

R	S
IMAGE_TYPE: BACK	IMAGE_TYPE: FRONT
graphics/00000001/t-shirt_white_back.jpg	graphics/00000001/t-shirt_white_front.jpg

- 5 After you've added all your product data to the spreadsheet, go back to the Miva Merchant admin interface and select  > Data Management > Import Settings, then edit Add/Update Products from CSV.



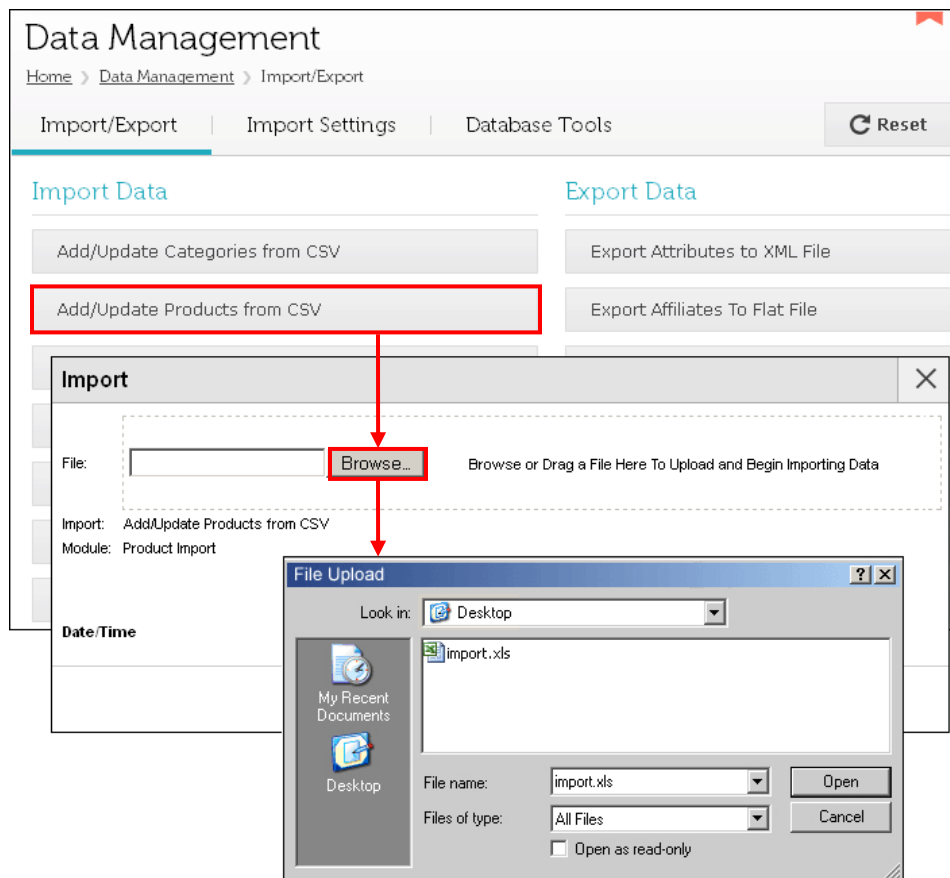
The screenshot shows the 'Data Management' interface with the 'Import Settings' tab selected. A table lists import modules, with 'Add/Update Products from CSV' (Product Import) highlighted. An 'Edit Import' dialog is open, showing the following configuration:

- Description:** Add/Update Products from CSV
- Import Module:** Product Import
- Products:** Add New and Update Existing Products
- Custom Fields:** Retain Existing Data When Imported Data Is Empty
- Attribute Templates:** Use Attribute Template Codes
- Delimiter:** Comma
- ☒ File Contains a Header Row
- Fields:**
  - ☒ Determine Automatically Using Header Row
  - ☐ Manually Assign

Buttons at the bottom of the dialog: Cancel, Delete, Save.

The settings in the Edit Import dialog box are explained fully in section [Saving Import Options](#). Please read that section carefully, because the options that you choose in this dialog box have a important effect on how data is added to your store, and the Import feature has no "Undo". In our example we're going to use the spreadsheet to "Add New Products Only". When you have selected the appropriate options, click the **Save** button.

- Go back to the Data Management > Import/Export tab and click on **Add/Update Products from CSV**. The Import dialog box appears. Browse to the spreadsheet that contains your product data. If your browser supports drag and drop, you can drag the file from a local folder on your machine into the dashed rectangle.




The system will process your data file as soon as you select it. The system will log various messages, such as the number of records that were processed, created, or skipped, along with success or failure messages, to the Import dialog box. When your data file has been processed, all of your products, and product images, have been added to your store and can be seen by customers.

## Catalog > Edit Product > Related Products Tab

When a customer clicks on a product in your on-line store, you can also display a customized list of other related products.



- Related products only appear on a product page (PROD). Related products are not displayed when a customer runs a product search (SRCH) or in the All Products screen (PLST).
- The formatting of related products is controlled in  Menu > User Interface > Edit PROD > Page tab > Related Product List Layout section.

### ***To Display One or More Related Products***

- 1 Edit a product and select the Related Products tab. The Related Products tab will show every product that you have in your store.
- 2 Click on the Assigned icon next to any product so that it turns blue. When a customer clicks on the product in your on-line store, they will see the related products that you selected.

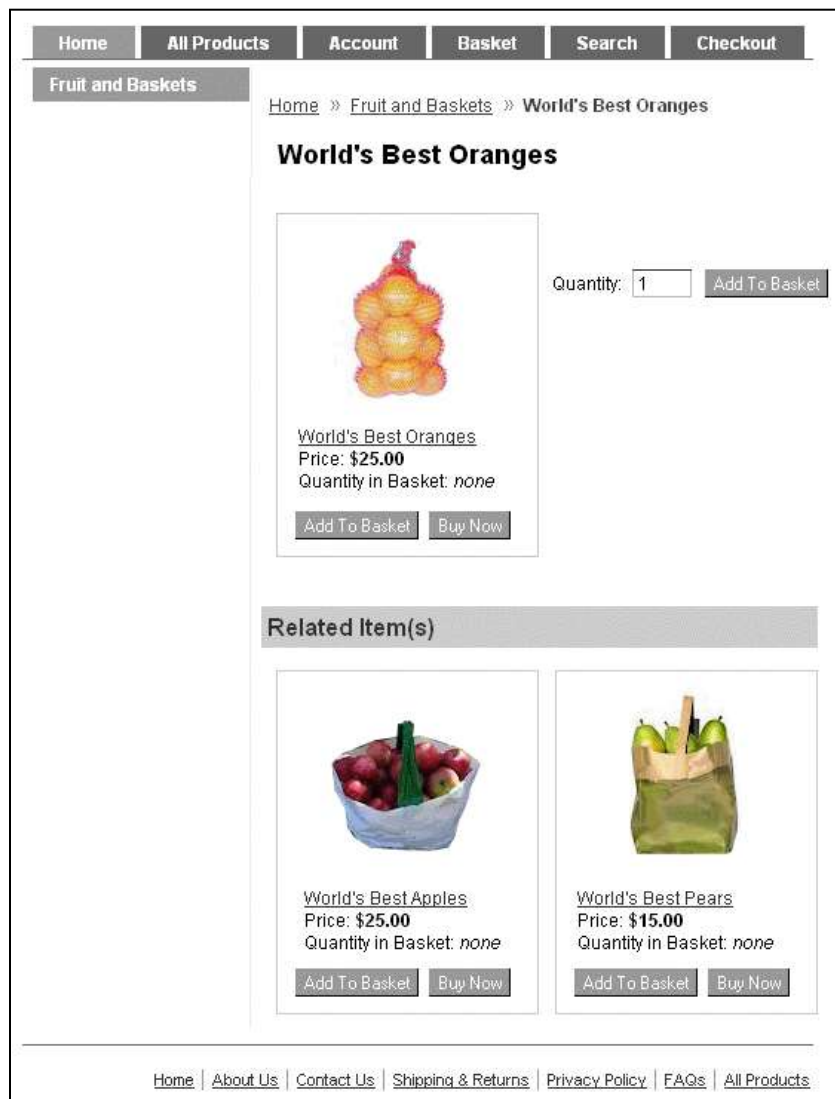
### Edit Product: World's Best Oranges

Product | Images | **Related Products** | Attributes

☒

Assigned	-Code	Name
<input type="checkbox"/>	zoo_shirt	Zoo Shirt
<input checked="" type="checkbox"/>	worlds_best_pears	World's Best Pears
<input checked="" type="checkbox"/>	worlds_best_apples	World's Best Apples

**Marked as Related Products**



## Catalog > Edit Product > Attributes Tab

Attributes are features or properties of a product. For example, if you sell t-shirts, you might create attributes like "Size" and "Color".

Product Name	Size	Color
Zoo T-Shirt	Small	Blue
Zoo T-Shirt	Small	White
Zoo T-Shirt	Medium	Blue
Zoo T-Shirt	Medium	White

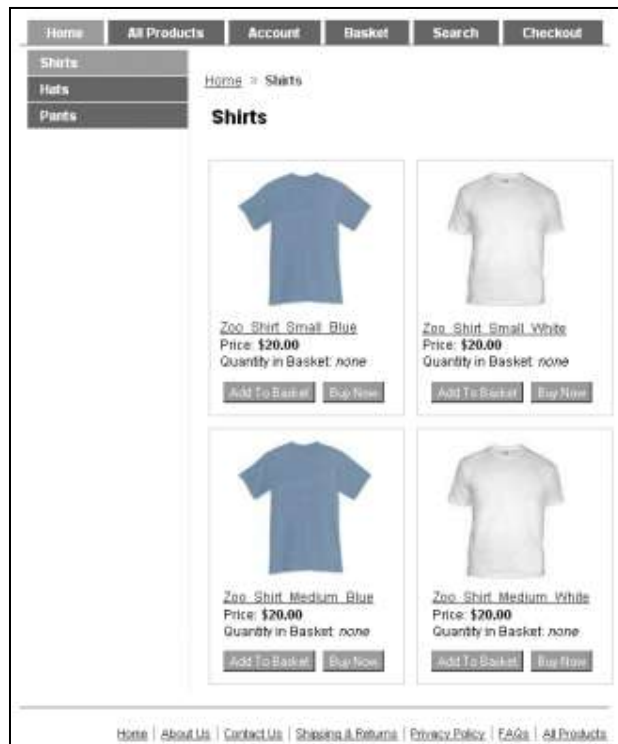
Each row in the table above is a *Variant* (variation) of the same basic product. The purpose of Attributes and Variants is to make it easier for you to create and maintain your on-line inventory.

You could create each of the above t-shirts as separate product, but an easier way is to:

- 1 Enter the basic t-shirt once (called the master product).
- 2 Create Attributes for Size and Color.
- 3 Let the system generate all of the possible combinations. See [Generate Variants button](#).

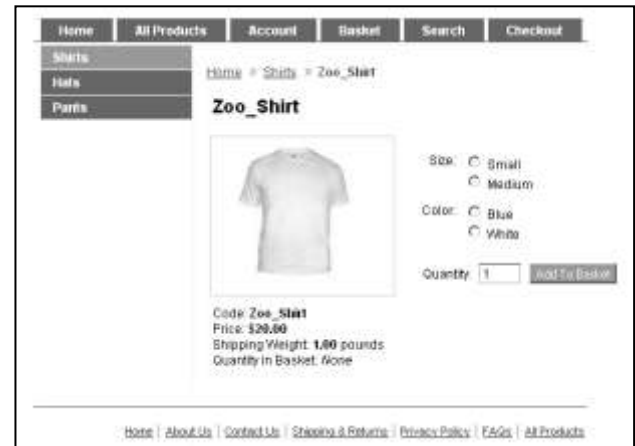
You can then edit the list of variants to remove the ones that you don't carry and change other information, such as pricing.

A variant is just a product that you have on hand and sell. If you sell a "Zoo T-Shirt" in two sizes and two colors, you stock and sell four variations of the same basic shirt. The "master product/variant" idea is a way that Miva Merchant helps you organize your on-line store. Your inventory remains the same either way.



**If you add each size and color as a separate product, they'll appear that way in your store.**

**OR**

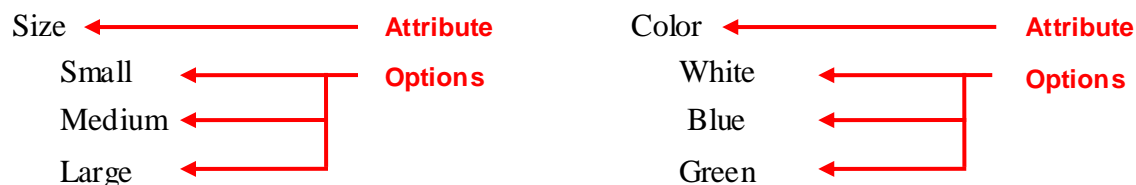


- 1 Create one master "Zoo Shirt" product.
- 2 Add attributes for size and color.
- 3 Use Miva Merchant to generate the variants.


**The customer sees one Zoo Shirt in your store and selects the size and color that they want.**

## Options

In Miva Merchant, Attributes are product features such as size and color. Options are individual selections. For example:



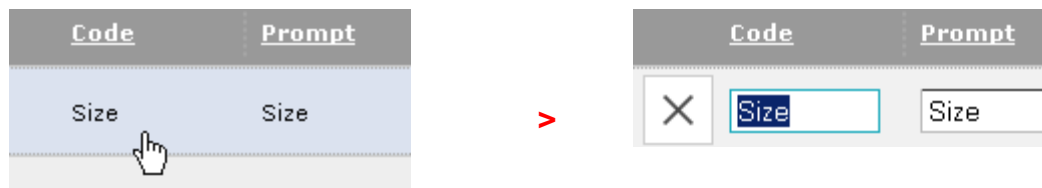
### To Add an Attribute

- 1 Edit a product and select the Attributes tab.
- 2 In the Attributes tab, click **Add Attribute**.
- 3 Fill out the fields (see below for more information), then click the Save Product Attribute  button.

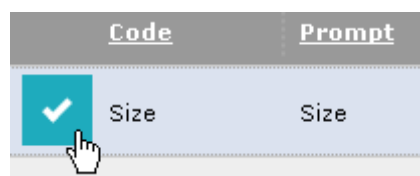
The screenshot shows the 'Edit Product: Zoo Shirt' interface. The 'Attributes' tab is selected. The interface includes a search bar for 'Search Product Attributes...' and a table with columns: Code, Prompt, Image, Type, Price, Cost, Weight, D, and R. The 'Add Attribute' button is highlighted. Below the table, there are input fields for Code, Prompt, Image, and a dropdown menu for Type (currently set to 'Radio Buttons').

### To Edit An Attribute

- Double-click on the Attribute Code or Prompt.



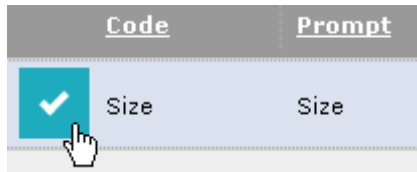
- Or select the Attribute,



- Then click the Delete Product Attribute(s)  button.




### To Add Options to an Attribute


- Select the Attribute.




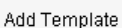

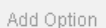






- Click the Add Option button.



Edit Product: Zoo Shirt


Product | Images | Related Products | **Attributes** | Inventory Kit Builder | Inventory Variants |   

[Advanced Search](#)  

Code	Prompt	Image	Type	Price	Cost	Weight	D	R
Size	Size		Radio Buttons	N/A	N/A	N/A		No

        ☐

- When you have finished entering data in all of the fields, click  to save the option.

**Code:** a required field that identifies the attribute or option in the admin interface. You could enter "Size" or "Color" here.

**Prompt:** the attribute or option name that customers will see when they visit your store. It can be the same as the Code. If you charge more for a particular option, you may want to put the extra cost into the Prompt. This may be less convenient for you, but it makes it easier for the customer to understand that they are being charged more for that option.

Code	Prompt
<input type="text" value="Monogram"/>	<input type="text" value="Monogram - \$10.00"/>

**Image:** Attributes and options can have an associated image that will show up in the product page.



**Type:** Select the type of control you want customers to see when they select an option. The choices are: radio buttons, drop-down list, checkbox, text field, text area, and swatches.

**Note:** In addition to selecting the type of option control your customers will see, the Type drop-down list can also be used to select an Attribute Template. See **Copy?** below.

### Radio Buttons

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and two radio button options: 'Black' and 'Blue'. Below the options is a 'Quantity: 1' input field and an 'Add To Basket' button.

### Drop-down List

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and a drop-down list showing 'Black', 'Black', and 'Blue'. Below the list is a 'Quantity: 1' input field and an 'Add To Basket' button.

### Checkboxes

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and two checkbox options: 'Black' (checked) and 'Blue'. Below the options is a 'Quantity: 1' input field and an 'Add To Basket' button.

### Text Field

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and a single-line text input field. Below the field is a 'Quantity: 1' input field and an 'Add To Basket' button.

### Text Area

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and a multi-line text area. Below the area is a 'Quantity: 1' input field and an 'Add To Basket' button.

### Swatch Drop-Down List

 A form for a 'Lightweight cotton t-shirt' with a 'Color:' label and a swatch drop-down list showing 'Blue'. Above the list are two color swatches: black and blue. Below the list is a 'Quantity: 1' input field and an 'Add To Basket' button.

**Price:** Enter a retail price for this attribute, if any. Note that this will be added to base price of the product. For example, if you entered \$10.00 as the price when you created the t-shirt product, and you enter \$5.00 as the attribute price (monogramming for example) then the price of the t-shirt with this attribute will be \$15.00.

**Cost:** Enter the wholesale cost of this attribute, if any.

**Weight:** Enter a weight for the attribute, if any. Note that this weight will be added to the weight that you entered for the product.

**D:** Default option. This checkbox only applies to attribute options. This is the option that will be selected by default when customers view this product in your store.

**R:** Required. Applies only to the attribute. If you check this box, customers must select one of the options in this attribute before they can click the **Add to Basket** button.

**I:** Enables inventory tracking at the attribute level. If you enable inventory at the attribute level, the system will automatically check to see if inventory is in stock for the variants that you have created.

- You must select this checkbox if you are going to generate Variants. See the section: [Add Variant\(s\) Button](#).
- To use inventory at the attribute level you do not need to enable inventory tracking at the product level:



> Catalog > Edit Product > Inventory tab > Track Product checkbox

but you must enable inventory tracking at the store level. See [Track Inventory](#).

You may also want to enable Track Out of Stock Level and Hide Out of Stock Product to prevent customers from ordering out of stock items. See [Appendix 7: Inventory Management](#).

Catalog

[Home](#) > [Catalog](#) > [Inventory](#)

Products | Categories | Attribute Templates | **Inventory**

**Inventory Settings**

☒ Track Inventory

In Stock Message (Short):

Enabling  
inventory  
tracking at the  
store level

## Adding Swatches to a Product Page

Swatches are small pictures that represent an option. For example, if you sell a t-shirt with color options of red, blue, and green, you can create pictures of the fabric samples and add them to the t-shirt product page. Fabric samples are only one example. You can use swatches whenever you would like to have a visual representation of a product option. You can only use swatches if you have created [Attributes](#) for your product.

- The images that you use for swatches should be about 42 x 42 pixels. (Note that 42 x 42 pixels is the default image size for Swatches. If you want to change this, you must change the CSS.)
- If you are using [Variants](#), you only have to add swatches to the master product.
- You can use swatches with or without [Images](#).

## To Add Swatches to a Product

- 1 Edit the product and select the Attributes tab. In our example we'll add two attributes to a t-shirt product: size and color. When we create the color attribute, we'll select Swatch Drop-Down List from the [Type](#) drop-down list.

Home > Catalog > Products > Add Product > Product > Edit Product: Cyber Shirt > Attributes

## Edit Product: Cyber Shirt

Product | Images | Related Products | **Attributes** | Inventory Kit Builder | Inventory Variants | Categories | [Reset](#) | [More](#)

[Advanced Search](#) Search Product Attributes... [Q](#)

[X](#) [Image](#) [Generate Variants](#) [Add Template](#) [Add Attribute](#) [Add Option](#) [↕](#) [↺](#) [↻](#) [III](#)

Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I
size	Size		Radio Buttons	N/A	N/A	N/A		Yes	Yes
small	Small			0.00	0.00	0.00	No		
medium	Medium			0.00	0.00	0.00	No		
color	Color		Swatch - Drop-down Lis	N/A	N/A	N/A		Yes	Yes
black	Black			0.00	0.00	0.00	No		
<a href="#">X</a>	<input type="text" value="blue"/>	<input type="text" value="Blue"/> <input type="text" value="Image"/> <a href="#">Image</a>		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>		

Upload File

[mivamerchantdev.com/mmm5/admin.mvc](#)

Upload File

☐ Overwrite

File: [Choose File](#) No file chosen [Upload](#) [Cancel](#)

- After we create the color attribute, we'll create two color options: Black and Blue. When we create each color option, we'll also upload a swatch image.
- When you are done adding swatch images to the color options, click the **Update** button. The swatches now appear in the product page.

Home | All Products | Account | Basket | Search | Checkout

Cool Gear  
Computer Components  
Computer Kits  
Network Accessories

### Cyber Shirt



Cyber Shirt

Size:

Color:

Quantity:  [Add To Basket](#)

Clicking on a swatch is the same as selecting a choice from the Color listbox.



## Generate Variants Button

Use the Generate Variants button to create *product variants*. Before you use this button you must create Attributes and options. (See [Catalog > Edit Product > Attributes Tab.](#)) Once you have created your attributes and options, they will appear in the Inventory Variants tab.

The screenshot shows the 'Edit Product: Fish T-Shirt' interface. The 'Attributes' tab is selected. A table lists attributes: 'size' (Size, Radio Buttons, N/A, N/A, N/A, Yes, Yes), 'small', 'medium', 'color' (blue, white, Yes, Yes). The 'Generate Variants' button is highlighted with a red box. A red arrow points from this button to the 'Generate Product Variants' dialog box.

**Generate Product Variants**

The current combination of inventory attributes will generate 4 product variants.  
Any existing product variants will be discarded.

One variant will be created for each unique combination of attributes. An inventory product will be created for each variant. The automatically created products will have product codes generated from the code of this product and the options assigned to the variant. If a product with the generated code already exists, it will be used instead. Any products created will be marked as inactive and will not appear in the runtime shopping interface.

Product Code Delimiter:

Pricing may be controlled at the variant level. You may specify a default pricing option now. If you wish to assign a specific price to one or more variants, you may do so after generation.

☒ Variant Price is set by the Master Product and its Attributes  
☐ Variant Price is set by the Inventory Product

Depending on the number of variants to be generated, this process may take a long time.  
Once the generation has begun, it cannot be aborted.

Click on the **Generate Variants** button. In the Generate Product Variants dialog box, select one of the following pricing options.

**Variant Price is set by the Master Product and its Attributes:** When you add a product you can set the price for that product, and when you create an Attribute (such as size), you can set the price for the Attribute. If you select this option, the system will set the default price for each product variant to be:

variant product price = price of master product + price of Attribute(s).

Let's say we created the following product and attributes:

- Basic t-shirt product (master product): \$15.00
- Medium size: add \$2.50
- Large size: add \$5.00
- Color blue: add \$5.00

A large t-shirt in blue would cost:  $\$15.00 + \$5.00 + \$5.00 = \$25.00$

Note that the **total price** for the product variant won't show up until it is in a customer basket. If you wish, you can edit the [Prompt](#) column when you create attributes and options, so that customers understand that the options add to the base price of the product.

The screenshot shows a product page for 'Fish T-Shirt'. At the top is a navigation bar with links: Home, All Products, Account, Basket, Search, and Checkout. The product title 'Fish T-Shirt' is displayed. Below it, the code is 'Fish T. Shirt' and the price is '\$15.00', which is highlighted with a red box. The quantity in the basket is 'None'. A red text block states: 'The total price of this shirt is actually \$25.00, but the customer won't see the total until it is in the basket. You can note the price in the Prompt column when you create Attributes and Options.' To the right, there are options for Size (Small, Medium - Add \$2.50, Large - Add \$5.00) and Color (White, Blue - Add \$5.00). At the bottom, there is a quantity input field set to '1' and an 'Add To Basket' button.

**Figure 1: Variant Price is set by the Master Product and its Attributes**

**Variant Price is set by the Inventory Product:** Use this option if you want to manually set a price for each variant. Since the price is not being calculated, it will appear in both the product listing and the basket. With this option, you don't need to have the price of an option appear in the option [Prompt](#).

Home All Products Account Basket Search Checkout

## Fish T-Shirt

Code: Fish T-Shirt  
 Price: **\$25.00**  
 Quantity in Basket: None

Lightweight cotton t-shirt.

Size: ☐ Small  
☐ Medium  
☒ Large

Color: ☐ White  
☒ Blue

Quantity:

**With the "Inventory Product" option the total price (product + options) appears in the product listing and the basket. Customers can see the price change in real time by selecting different options.**

**Figure 2: Variant Price is set by the Inventory Product**

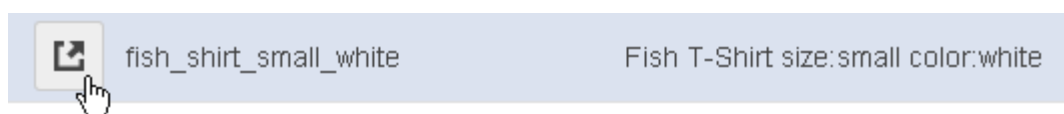
After you select one of the pricing options, go to the Edit Product > **Inventory Variants** tab. You'll see that the system will generate all of the possible variants.

Edit Product: Fish T-Shirt

Product | Images | Related Products | Attributes | Inventory Kit Builder | **Inventory Variants** | ...



<input type="checkbox"/>	size: <Any>	color: <Any>	Product	Quantity
<input type="checkbox"/>	small	blue	Fish T-Shirt size:small color:blue	1
<input type="checkbox"/>	small	white	Fish T-Shirt size:small color:white	1
<input type="checkbox"/>	medium	blue	Fish T-Shirt size:medium color:blue	1
<input type="checkbox"/>	medium	white	Fish T-Shirt size:medium color:white	1


- You can delete individual variants by selecting a variant and clicking **Delete Selected**.
- You can edit the price and other product fields of a variant.
  - Go to > Catalog > Products tab.
  - In the Products tab, set Show Products to All.
  - Edit the variant.



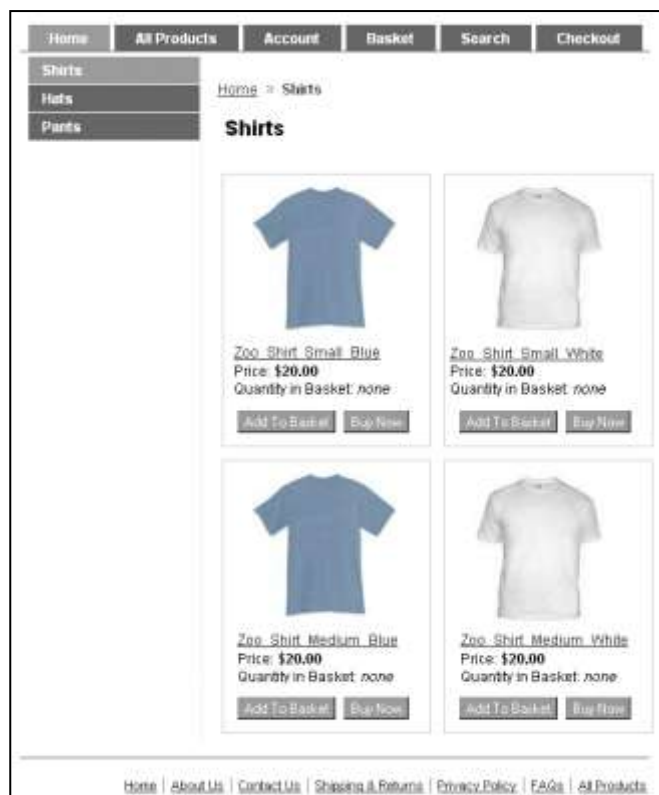
## Active vs. Inactive Variants

You can view the variants that you just created:

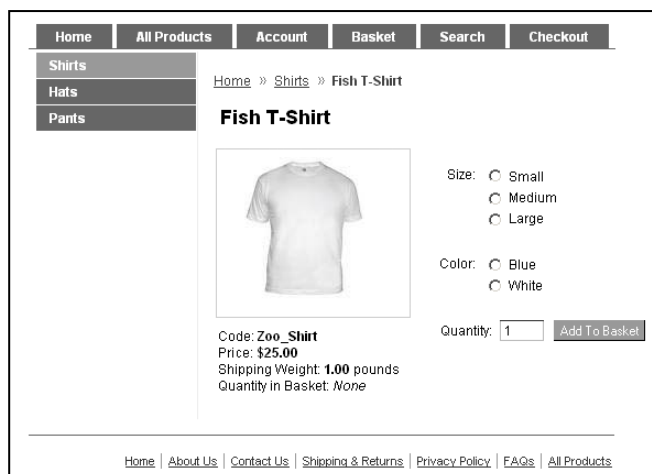
- 1 Go to  > Catalog > Products tab.
- 2 In the Products tab, set Show Products  to All.

Catalog			
Products	Categories	Attribute Templates	Inventory
			
Code	+Name	Weight	Active
fish_shirt	Fish T-Shirt	2.00	Yes
fish_shirt_medium_blue	Fish T-Shirt size:medium color:blue	2.00	No
fish_shirt_medium_white	Fish T-Shirt size:medium color:white	2.00	No
fish_shirt_small_blue	Fish T-Shirt size:small color:blue	2.00	No
fish_shirt_small_white	Fish T-Shirt size:small color:white	2.00	No

Notice that only the master product is marked as Active. When a product is marked as active, it means that you want Miva Merchant to display the product in your store. If all of the variants were marked as active, they would show up in your store as separate products:



**If all of the variants are marked active, they would appear in your store as separate products.**



**If only the master product is active, customers browse to the master product, and select size and color using a control, such as radio buttons.**

However, there are other situations where you would want the variants to be active, for example, if you have a kit where the parts in the kit can also be purchased separately:

Catalog			
Products	Categories	Attribute Templates	Inventory
<input checked="" type="checkbox"/>			
Code	Name	Weight	Active
worlds_best_fruit_basket	World's Best Fruit Basket	25.00	Yes
worlds_best_oranges	World's Best Oranges	10.00	Yes
worlds_best_pears	World's Best Pears	15.00	Yes
worlds_best_apples	World's Best Apples	10.00	Yes


In this example we created a fruit basket kit. The basket is the master product and we manually added variants: apples, pears, and oranges, as the parts. But in this case, we made the variants active, because we also sell apples, pears, and oranges separately. We want customers to find product pages for those "parts" as individual products.

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Fruit and Baskets](#)


[Home](#) » [Fruit and Baskets](#)

**Fruit and Baskets**




World's Best Fruit Basket  
Price: **\$60.00**  
Quantity in Basket: none

[Add To Basket](#) [Buy Now](#)




World's Best Apples  
Price: **\$25.00**  
Quantity in Basket: none

[Add To Basket](#) [Buy Now](#)



World's Best Pears  
Price: **\$15.00**  
Quantity in Basket: none

[Add To Basket](#) [Buy Now](#)



World's Best Oranges  
Price: **\$25.00**  
Quantity in Basket: none

[Add To Basket](#) [Buy Now](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

## Catalog > Edit Product > Inventory Kit Builder Tab

Use the Inventory Kit Builder tab to create a kit if your kit has [Attributes](#) and options. If your kit has no options that the customer can select, use the [Catalog > Edit Product > Inventory Variants Tab](#).

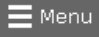
In this section we'll use an example where the customer can purchase a kit of computer parts. The basic kit consists of:

- Mouse
- Keyboard
- Monitor
- Graphics card
- Motherboard
- Case

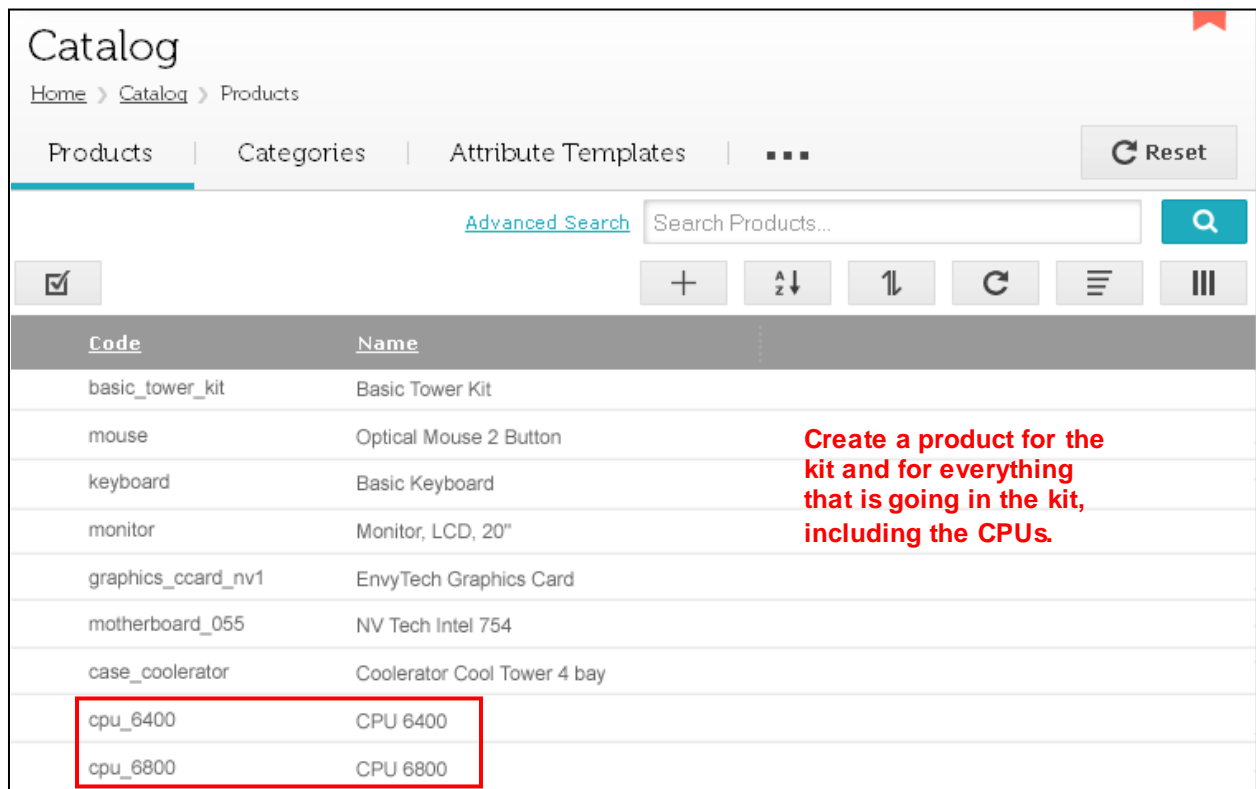
But the user has the option of choosing a CPU

- CPU 6400
- CPU 6800

### *To build a kit with the Inventory Kit Builder Tab*

- 1 Go to  > Catalog > Products.
- 2 Create a product for the kit and for every part that will go into the kit.

In this example, we want to track inventory for every part in the kit, so we need a product entry for each part, and a product entry for the kit itself. If you had an option, such as monogramming or gift boxing, that didn't need inventory tracking, you would not need to create a product entry for those.



Catalog

Home > Catalog > Products

Products | Categories | Attribute Templates | ...

Reset

Advanced Search Search Products...

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Code	Name
basic_tower_kit	Basic Tower Kit
mouse	Optical Mouse 2 Button
keyboard	Basic Keyboard
monitor	Monitor, LCD, 20"
graphics_ccard_nv1	EnvyTech Graphics Card
motherboard_055	NV Tech Intel 754
case_coolerator	Coolerator Cool Tower 4 bay
cpu_6400	CPU 6400
cpu_6800	CPU 6800

Create a product for the kit and for everything that is going in the kit, including the CPUs.

- 3 After you create the kit product, and all of the part products, edit the kit product (basic\_tower\_kit) and select the **Attributes** tab.

- 4 In the Attributes tab we'll create an Attribute called CPU with two options: CPU\_6400, and CPU\_6800. This might seem a little weird, because, in the previous step, we created products for cpu\_6400 and cpu\_6800, and now we're creating options with the same names, but both steps are necessary.

**Edit Product: Basic Tower Kit**

Home > Catalog > Products > Add Product > Product > Edit Product: Basic Tower Kit > Attributes

Product | Additional Images | Related Products | **Attributes** | ... Reset

[Advanced Search](#)  Q

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Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I
cpu	CPU		Radio Buttons	N/A	N/A	N/A		Yes	Yes
cpu_6400	CPU 6400			100.00	50.00	0.00	Yes		
cpu_6800	CPU 6800			100.00	50.00	0.00	No		

Create options for the two CPUs.

- 5 Select the **Inventory Kit Builder** tab. You can see the attribute and the two options that we created.

**Edit Product: Basic Tower Kit**

Home > Catalog > Products > Edit Product: Basic Tower Kit > Inventory Kit Builder

Product | Additional Images | Related Products | Attributes | **Inventory Kit Builder** | ... Reset

Edit Inventory Generate Variants

Code	Prompt	Product	Quantity
<b>cpu</b>	<b>CPU</b>		
<a href="#">cpu_6400</a>	CPU 6400	None Configured	
<a href="#">cpu_6800</a>	CPU 6800	None Configured	

- 6 Click on the first option (cpu\_6400) to open the **Edit Parts** dialog box. In the Edit Parts dialog box, enter the product code for the first part that you want to add to the kit, then click **Add Part** in the Edit Parts dialog box. In our example, we'll add the mouse to the kit first.



### Edit Product: Basic Tower Kit

Home > Catalog > Products > Edit Product: Basic Tower Kit > Inventory Kit Builder

Product | Additional Images | Related Products | Attributes | **Inventory Kit Builder** | ... | [Reset](#)

[Edit Inventory](#) [Generate Variants](#)

Code	Prompt	Product	Quantity
<b>cpu</b>	<b>CPU</b>		
<a href="#">cpu_6400</a>	CPU 6400	None Configured	

#### Edit Parts

Code	Name	Quantity	
mouse		1	<a href="#">Add Part</a>
mouse	Mouse		

[Cancel](#) [Save](#)

You can use the Quantity column to set how many of that part are included in the kit. For example, we could set the mouse quantity to 2 so that each kit would include 2 mice.

Add all of the products that you want to include in the kit and click **Save** in the Edit Parts dialog box. Our first kit is configured: a group of computer components with a 6400 CPU:

### Edit Product: Basic Tower Kit

Home > Catalog > Products > Edit Product: Basic Tower Kit > Inventory Kit Builder

Product | Additional Images | Related Products | Attributes | **Inventory Kit Builder** | ... | [Reset](#)

[Edit Inventory](#) [Generate Variants](#)

Code	Prompt	Product	Quantity
<b>CPU</b>	<b>CPU</b>		
<a href="#">cpu_6400</a>	CPU, 6400	Optical Mouse 2 Button	1
		Basic Keyboard	1
		Monitor, LCD, 20"	1
		EnvyTech Graphics Card	1
		NV Tech Intel 754	1
		Coolerator Cool Tower 4 bay	1
		<a href="#">CPU 6400</a>	1
<a href="#">cpu_6800</a>	CPU, 6800	None Configured	

**We added all the parts in the kit to the first option. Notice that the product "CPU 6400" has also been added to the option "CPU 6400".**

- 7 After you have at least 1 kit configured, you can click on the **Edit Inventory** button. In this dialog box you can set the inventory for each part in the kit. It's the same as editing each product individually, but faster.

The screenshot shows the 'Edit Product: Basic Tower Kit' interface. The 'Inventory Kit Builder' tab is active, displaying a table of kit components. A red box highlights the 'Edit Inventory' button, with a red arrow pointing to the 'Edit Inventory' dialog box that is open in the foreground.

**Edit Product: Basic Tower Kit**

Home > Catalog > Products > Edit Product: Basic Tower Kit > Inventory Kit Builder

Product | Additional Images | Related Products | Attributes | **Inventory Kit Builder** | ... | [Reset](#)

**Edit Inventory** | [Generate Variants](#)

Code	Prompt	Product	Quantity
<b>CPU</b>	<b>CPU</b>		
<a href="#">cpu_6400</a>	CPU, 6400	Optical Mouse 2 Button	1
		Basic Keyboard	1
		Monitor, LCD, 20"	1
		EnvyTech Graphics Card	1
		NV Tech Intel 754	1
		Coolerator Cool Tower 4 bay	1
		CPU 6400	1
<a href="#">cpu_6800</a>			

**Edit Inventory**

Code	Name	SKU	Inventory
mouse_optical_2_button	Mouse Optical, 2 button	010	<input type="text" value="47"/>
keyboard_basic	Basic Keyboard	011	<input type="text" value="97"/>
monitor_lcd_20	Monitor, LCD, 20"	012	<input type="text" value="16"/>
graphics_card_nv1	EnvyTech Graphics Card	013	<input type="text" value="20"/>
motherboard_055	NV Tech Intel 754	014	<input type="text" value="23"/>
case_coolerator	Coolerator Cool Tower 4 bay	015	<input type="text" value="13"/>
cpu_6400	CPU 6400	017	<input type="text" value="20"/>

[Cancel](#) [Save](#)

- 8 We'll repeat the steps above to create our second kit. Both kits are identical except that one kit comes with the 6400 CPU and the other comes with the 6800 CPU.

Now click on the **Generate Variants** button. The Generate Variants button in the Inventory Kit Builder tab does not create any new products. It just associates the kit product in the database with all of the parts in the kit. In the Auto Generate Product Variants dialog box, select one of the following options:

- **Variant Price is set by the Master Product and its Attributes:** the price of the kit is set by the kit product and the price that you entered for the attributes (if any). If you choose this option, the product page will only show the price of the Master Product (the kit product). The customer won't see the combined price of the kit product with options until they view their basket.

- **Variant Price is the sum of its Parts**: the price of the kit product and the price of attributes are ignored. The prices for all parts in the kit are added together to set the kit price.

**Edit Product: Basic Tower Kit**

Home > Catalog > Products > Edit Product: Basic Tower Kit > Inventory Kit Builder

Product | Additional Images | Related Products | Attributes | **Inventory Kit Builder** | ...

Edit Inventory | **Generate Variants**

Code	Prompt	Product	Quantity
<b>CPU</b>	<b>CPU</b>		
<a href="#">cpu_6400</a>	CPU, 6400	Optical Mouse 2 Button	1
		Basic Keyboard	1
		Monitor, LCD, 20"	1
		EnvyTech Graphics Card	1
		NV Tech Intel 754	1
		Coolerator Cool Tower 4 bay	1
		CPU 6400	1
<a href="#">cpu_6800</a>	CPU, 6800	Optical Mouse 2 Button	1
		Basic Keyboard	1
		Monitor, LCD, 20"	1
		EnvyTech Graphics Card	1
		NV Tech Intel 754	1
		Coolerator Cool Tower 4 bay	1
		CPU 6800	1

**Auto Generate Product Variants** X

This product kit configuration will generate 2 product variants.

Any existing product variants will be discarded.

Pricing may be controlled at the variant level. You may specify a default pricing option now. If you wish to assign a specific price to one or more variants, you may do so after generation.

☒ Variant Price is set by the Master Product and its Attributes  
☐ Variant Price is the sum of its Parts

Depending on the number of variants to be generated, this process may take a long time.

Once the generation has begun, it cannot be aborted.

Cancel Generate

- After you select one of the pricing options, click **Generate**. The kit is now available in your store.

Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

Shirts	<b>Basic Tower Kit</b>  Code: <b>basic_tower_kit</b> Price: <b>\$450.00</b> In Stock Quantity in Basket: <i>None</i>  CPU: <input checked="" type="radio"/> CPU, 6400 <input type="radio"/> CPU, 6800  Quantity: <input type="text" value="1"/> <input type="button" value="Add To Basket"/>
Mice	
Keyboards	
motherboard	
Case	
Graphics Cards	
Monitors	
Tower Kits	
CPU	

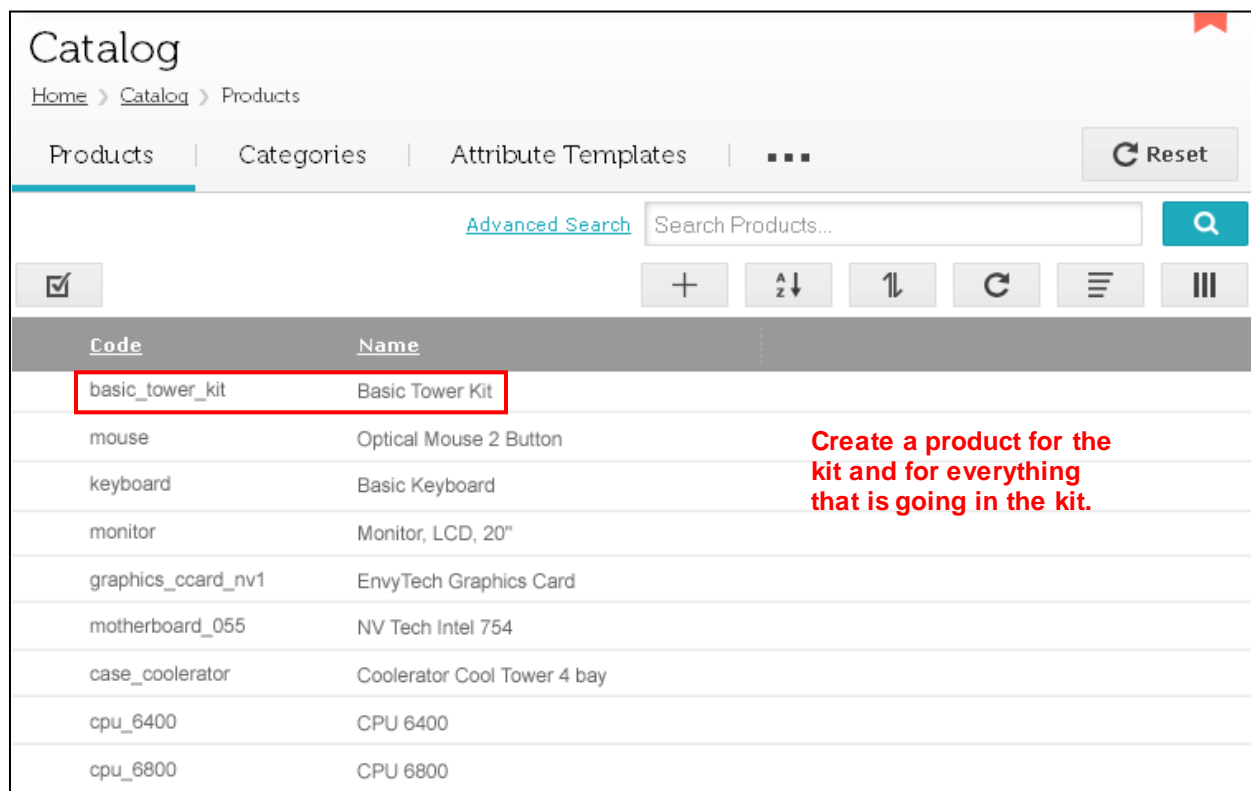
## Catalog > Edit Product > Inventory Variants Tab

### *Edit Default Variant Button*

- Use the **Edit Default Variant** button to create a kit **that has no [Attributes](#) or options**. This means you have a kit that is "pre-packaged" and the customer can't change or customize it in any way.
- Use the [Catalog > Edit Product > Inventory Kit Builder Tab](#) if your kit has attributes and options.

If you sell something like computer equipment (keyboard, mouse, graphics card, etc) you might sell each item individually, but you can also combine a number of items to sell as a kit or bundle.

- 1 In our example we are going to sell a desktop computer kit that includes a keyboard, mouse, monitor, motherboard, and case. We've already entered each product into the system and created a "Basic Tower Kit" product.



Catalog

Home > Catalog > Products

Products | Categories | Attribute Templates | ...

Reset

Advanced Search Search Products...

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Code	Name
basic_tower_kit	Basic Tower Kit
mouse	Optical Mouse 2 Button
keyboard	Basic Keyboard
monitor	Monitor, LCD, 20"
graphics_ccard_nv1	EnvyTech Graphics Card
motherboard_055	NV Tech Intel 754
case_coolerator	Coolerator Cool Tower 4 bay
cpu_6400	CPU 6400
cpu_6800	CPU 6800

Create a product for the kit and for everything that is going in the kit.

- 2 Edit the Basic Tower Kit product and select the **Inventory Variants** tab.
- 3 Click on the **Edit Default Variant** button. Use the Edit Variant dialog box to add individual parts to the kit. As you type the code of a product into the Edit Variant dialog box, the system will list all of the product codes it finds that match what you have entered.

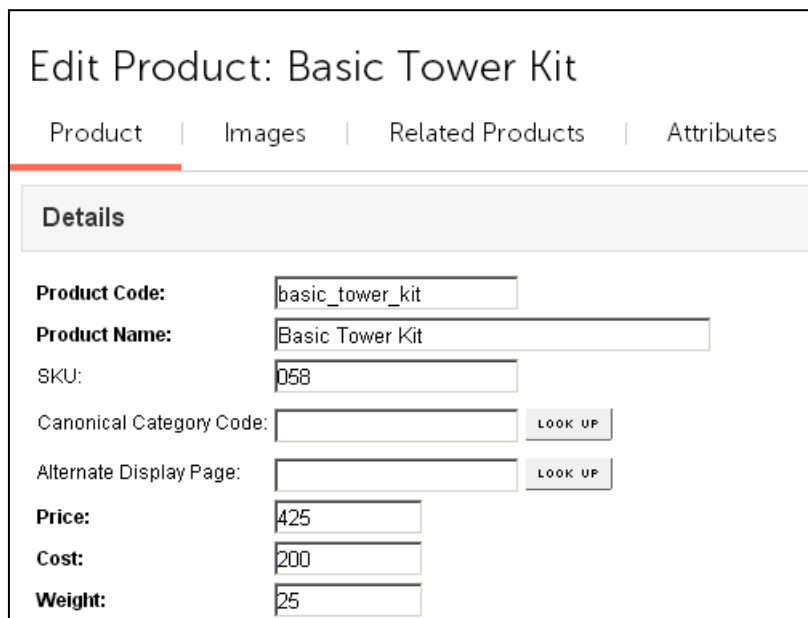
The screenshot shows the 'Edit Product: Basic Tower Kit' interface. The 'Inventory Variants' tab is selected, and the 'Edit Default Variant' button is highlighted with a red box. A red arrow points from this button to the 'Edit Variant' modal. The modal contains the following fields:

- Price/Cost/Weight:** ☒ Controlled by Master Product, ☐ Specific Values, ☐ Sum of Parts
- Price:**
- Cost:**
- Weight:**
- Code:**
- Name:**
- Quantity:**
- Buttons:** Add Part, Cancel, Save

The **Quantity** text box controls how many of that part are included in the kit. In our example, the desktop tower kit includes only 1 mouse, but you could change this to 2 and each kit would be sold with 2 mice.

**Price/Cost/Weight:**

**Controlled by Master Product.** The price/cost/weight of the entire kit will be whatever you entered as the price/cost/weight of the kit product



Edit Product: Basic Tower Kit

Product | Images | Related Products | Attributes

**Details**

**Product Code:**

**Product Name:**

**SKU:**

**Canonical Category Code:**

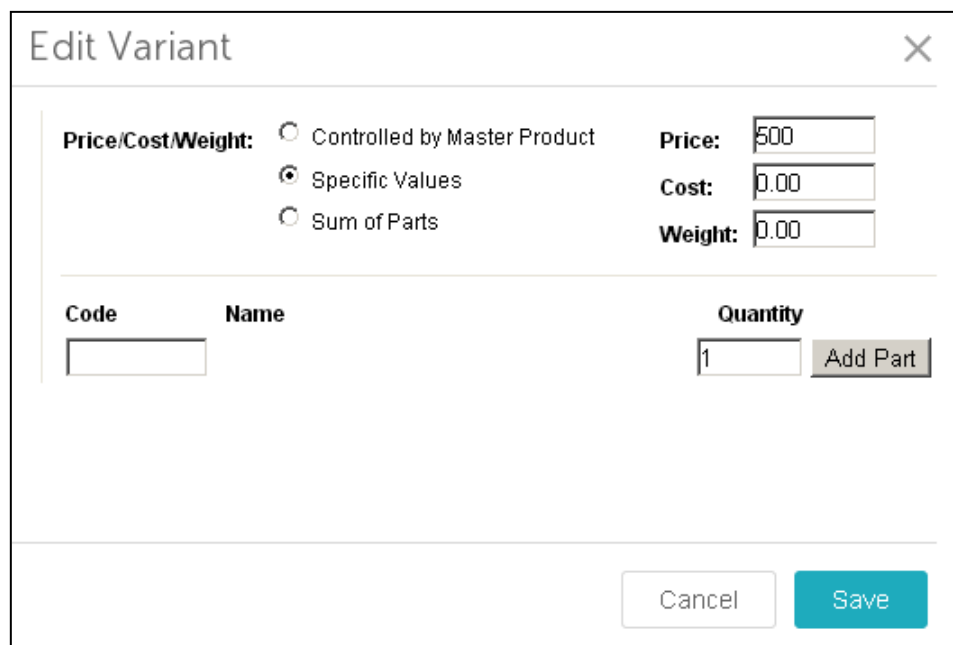
**Alternate Display Page:**

**Price:**

**Cost:**

**Weight:**

**Specific Values:** You will be prompted to enter price/cost/weight for the kit.



Edit Variant

**Price/Cost/Weight:** ☐ Controlled by Master Product ☒ Specific Values ☐ Sum of Parts

**Price:**

**Cost:**

**Weight:**

Code	Name	Quantity
<input type="text"/>		<input type="text" value="1"/> <input type="button" value="Add Part"/>

**Sum of Parts:** The system will automatically set the price/cost/weight of the kit to be the sum of all the parts that you add to the kit.

### **Add Variant(s) Button**

There are two ways to add product variants:

- Use the [Generate Variants Button](#) to generate every possible product variant, and then edit and delete the variants as needed.
- Use the **Add Variant(s)** button to manually add product variants one at a time.

Using the Add Variant(s) button is slower than using Auto Generate, but there may be two cases where you would prefer to use it:

- You want to control the product code field. If you use the [Generate Variants button](#) to create product variants, the software will automatically generate a product code for each one. If you wanted to change these product codes, you would have to manually edit each one.

<input type="checkbox"/>	size: <Any>	color: <Any>	Product	Quantity
<input type="checkbox"/>	<a href="#">small</a>	<a href="#">blue</a>	My Shirt size:small color:blue	1
<input type="checkbox"/>	<a href="#">small</a>	<a href="#">white</a>	My Shirt size:small color:white	1
<input type="checkbox"/>	<a href="#">medium</a>	<a href="#">blue</a>	My Shirt size:medium color:blue	1
<input type="checkbox"/>	<a href="#">medium</a>	<a href="#">white</a>	My Shirt size:medium color:white	1

**Examples of automatically generated product codes and names.**

- If you use the **Add Variant(s)** button to create your product variants, you can set the product code to be anything that you want.
- You already have some product variants in the database and you don't want them to be duplicated by the [Generate Variants button](#).

### **To Add Product Variants Manually**

- 1 Create a master product, e.g. a t-shirt.
- 2 Create products for the variants one at a time or by importing a product file; for example, a small white t-shirt, medium white t-shirt, large white t-shirt, etc.



### Catalog




Products | Categories | Attribute Templates | Inventory


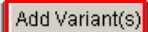
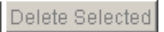

☒

Code	Name	Weight
my_shirt	My Shirt	2.00
small_white_t-shirt	Small White T-Shirt	2.00

- 3 Edit the master product and create [Attributes](#), for example, size and color. When you create the attributes, you must check the "I" column to track inventory.
- 4 Edit the master product and select the Inventory Variants tab.
- 5 Click on the **Add Variant(s)** button. In the Edit Variant dialog box, select the attributes that you want and add the product code of the variant that you manually created.

### Edit Product: My Shirt

Product | Images | Related Products | Attributes | Inventory Kit Builder | Inventory Variants |   


   




☐ size: <Any> color: <Any> Product Quantity

#### Add Variant(s)

size: <None Selected> color: <None Selected>

**Price/Cost/Weight:** ☒ Controlled by Master Product ☐ Specific Values ☐ Sum of Parts

Code	Name	Quantity
<input type="text"/>		<input type="text"/> 

### Delete Selected Button

The **Delete Selected** Button is used to delete product variants. This button only becomes active after you have created a kit or generated product variants (See [Generate Variants Button](#)).

- 6 Check the box next to the variant that you want to delete.
- 7 Click Delete Selected.

[Edit Default Variant](#) | [Add Variant\(s\)](#) | **Delete Selected** | [Edit Inventory](#)

<input type="checkbox"/>	Size: <Any>	color: <Any>	Product	Quantity
<input checked="" type="checkbox"/>	<a href="#">small</a>	<a href="#">blue</a>	Zoo Shirt Size:small color:blue	1
<input type="checkbox"/>	<a href="#">small</a>	<a href="#">white</a>	Zoo Shirt, Small White	1
<input type="checkbox"/>	<a href="#">medium</a>	<a href="#">blue</a>	Zoo Shirt Size:medium color:blue	1
<input type="checkbox"/>	<a href="#">medium</a>	<a href="#">white</a>	Zoo Shirt Size:medium color:white	1

### Edit Inventory Button

The **Edit Inventory** button is only available if you have created a kit or if you have generated product variants (see [Generate Variants Button](#)). After you create a kit or product variants, you can click on the **Edit Inventory** button to set the inventory for that product variant or the parts in the kit.

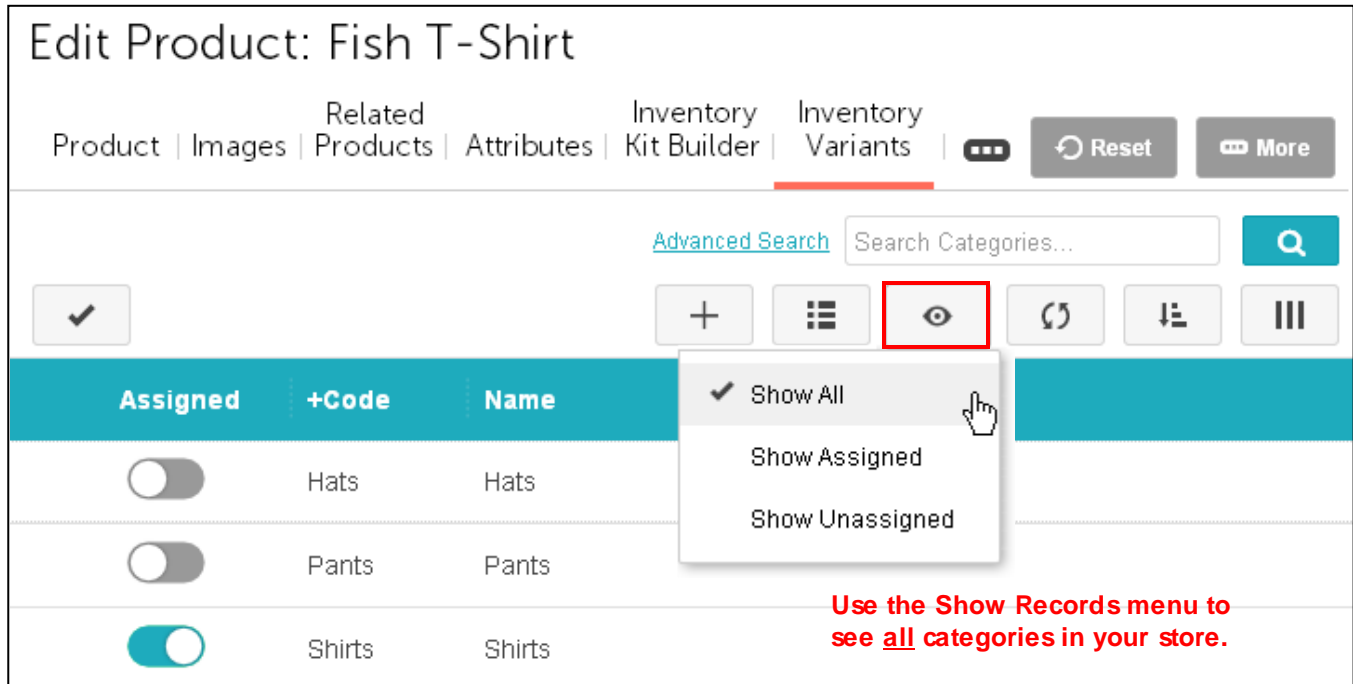
Edit Inventory
×

Code	Name	SKU	Inventory
zoo_shirt_small_w	Zoo Shirt, Small White	055	<a href="#">Enable</a>
zoo_shirt_small_bl	Zoo Shirt Size:small color:blue		<input type="text" value="0"/>
zoo_shirt_medium_	Zoo Shirt Size:medium color:blue		<input type="text" value="0"/>
zoo_shirt_medium_	Zoo Shirt Size:medium color:white		<input type="text" value="0"/>




Close
Save


## Catalog > Edit Product > Categories Tab





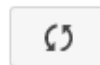


Use the Edit Product > Categories tab to add your products to existing categories and to create new ones. You can also do both of these activities from the  Menu > Categories screen.






**Edit Product: Fish T-Shirt**

Product | Images | Related Products | Attributes | Inventory Kit Builder | **Inventory Variants** |   Reset  More

[Advanced Search](#)  

Assigned	+Code	Name
	Hats	Hats
	Pants	Pants
	Shirts	Shirts

**Use the Show Records menu to see all categories in your store.**

### To Add Your Product to an Existing Category

The Categories tab shows all of your current categories. Click the Assigned icon next to a category to make it turn blue. The product you are editing will be listed in that category in your on-line store.

### To Create a New Category

See [To Create a New Category](#).

## Catalog > Edit Product > Upsold Products Tab

Everything you would ever want to know about upsold products is in the [Marketing > Upsale](#) section.

Upsold products are products that you can offer customers during checkout. The two main ideas of upsold products are:

- The upsold product: this is the product that you want to offer customers during checkout.
- The "required" product: this is the product that must be in the customer's basket to trigger the special offer.

For example, your customer purchases a Hawaiian shirt (the required product). During checkout, you offer them a matching hat (the upsold product).

The "required product" must be in the customer's basket to qualify for the upsale offer(s). In this example, the Hawaiian Shirt is the required product.

Home > Catalog > Products > Edit Product: Hawaiian Shirt > Upsold Products

## Edit Product: Hawaiian Shirt

Product | Images | Related Products | Attributes | ... Reset More

[Advanced Search](#) Search Upsold Products... Q

☒ Grid Refresh Filter Menu

Code	Name	Display	Upsold Price
hat_hawaiian	Hawaiian Hat	Always	10.00

The Upsale Product is what we are going to offer customers during checkout. If the customer buys a Hawaiian Shirt, we'll offer them a Hawaiian Hat.

## Catalog > Edit Product > Inventory Tab

This tab will only appear if you have enabled [Track Inventory](#) at the store level. Use the Edit Product > Inventory tab to:

- Enable inventory tracking at the product level if the product does not have [Attributes](#). To enable inventory tracking for products that do have attributes, see [Catalog > Edit Product > Attributes Tab](#).
- Set inventory levels for products that do not have attributes.
- Create product specific inventory messages. See [Appendix 7: Inventory Management](#).

Track Product:	Check this box to enable inventory tracking for the current product. You must also enable inventory tracking at the store level.
Increase Stock By:	Use these fields to tell the system what quantity you have of the current product. After you enable inventory tracking and you tell the system what your inventory levels are, the software tracks purchases and automatically adjusts your inventory levels.
Decrease Stock By:	
In Stock Message (Short)	Please see <a href="#">Appendix 7: Inventory Management</a> to learn how to use and control these messages.
In Stock Message (Long)	
Low Stock Message (Short)	

Low Stock Message (Long)

Out of Stock Message (Short)

Out of Stock Message (Long)

Limited Stock Message

Track Low Stock Level:

Tracking low stock has several effects:

Low Stock Level:

- You can set up automatic emails so that you are notified when inventory reaches your low stock level (see [Catalog > Inventory > Email Notification Tab](#)).
- You can use the low stock level to create a kind of "reserve" for your inventory, if you want to make sure that you always have a few items on hand. For example, let's say you have quantity 5 of an item on hand, and you set the low stock level to 3. If you use the default "In Stock Message (Long)":

%inv\_instock% available for immediate delivery  
customers will see the message:



Because the %inv\_instock% token is calculated as:  
current stock - low stock level

- Low stock level:
  - **Default:** Uses the low stock level that is set at the store level.
  - **Other:** If you set a low stock level for a product, it supersedes the store default low stock level.

Track Out of Stock Level:

Tracking out of stock has several effects:

Hide Out of Stock Products:

Out of Stock Level:

- You can set up automatic emails so that you are notified when inventory reaches your out of stock level (see [Catalog > Inventory > Email Notification Tab](#)).
- You can use the out of stock level to create a kind of "reserve" for your inventory, if you want to make sure that you always have a


few items on hand. For example, let's say you have quantity 5 of an item on hand, and you set the out of stock level to 3. When your inventory level reaches quantity 3 on an item, customers will see the out of stock message. If you have "Hide Out of Stock Products" enabled, the product will not be displayed in your on-line store.

- If you set "Track Out of Stock Level", "Hide Out of Stock Products", or "Out of Stock Level" to default, the store level setting will be used.

#### Available Tokens

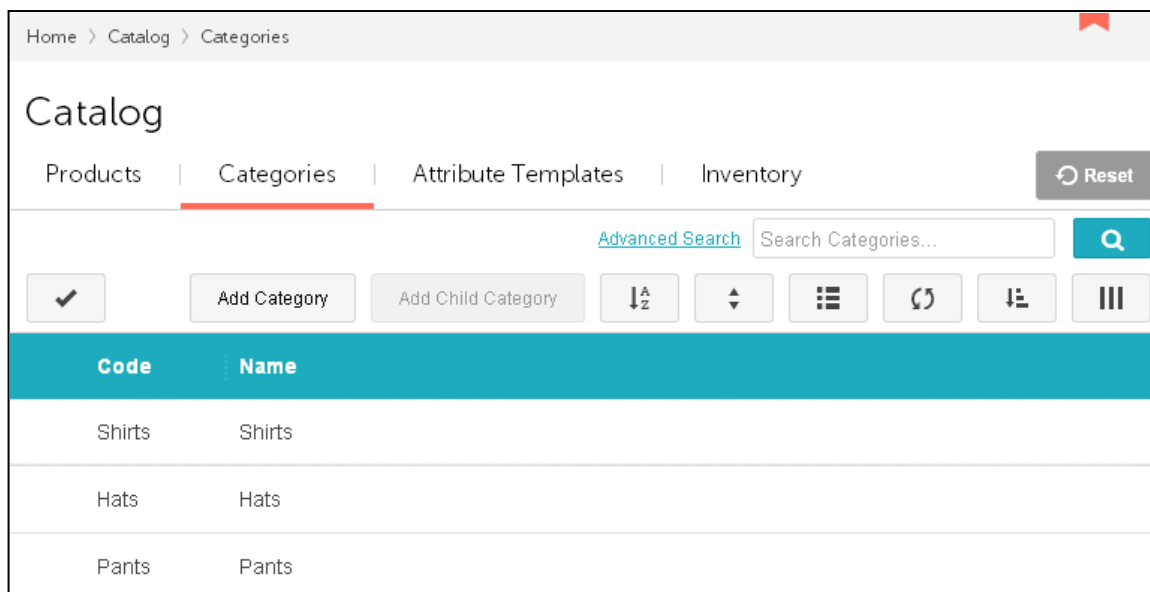
The list of tokens that you can use in your store inventory messages.

## Catalog > Categories Tab

Use the  Menu > Catalog > Categories screen to create categories that organize your products into logical groups, and to add products to specific categories. You can also do both of these activities from the [Catalog > Edit Product > Categories Tab](#).

Technically, you don't have to assign a product to a category. Customers would still be able to find the product by clicking on "All Products" or by searching for a general term, like "hat". However, putting your products in categories makes it easier for customers to browse your store and find the products that they want. Categories in your on-line store are like departments in a brick and mortar store.

- You can create as many categories as you wish.
- Categories can contain sub-categories, which can contain sub-sub-categories ...etc.
- The same product can be assigned to as many categories as you wish.





Add a Category.



Sort the Categories as they appear in the admin interface.



Edit the Display Order. Change the way that categories are shown in your on-line store.

Home > Catalog > Categories

## Catalog

Products | **Categories** | Attribute Templates | Inventory Reset

[Advanced Search](#) Search Categories... Q

X Save Add Category Add Child Category Sort A-Z Sort Z-A Columns Refresh Print

Order	Code	Name
<input type="text" value="1"/>	Shirts	Shirts
<input type="text" value="2"/>	Hats	Hats
<input type="text" value="3"/>	Pants	Pants

**The order that you assign here controls the order of Categories in your on-line store.**

Home | **All Products** | Account | Basket | Search | Checkout

- Shirts
- Hats
- Pants

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)



Refresh the screen.



Show or hide columns in the admin interface.

## To Create a New Category

You can create and edit categories in the categories main screen:

 Menu > Catalog > Categories

or when you are editing a product:

Menu > Catalog > Edit Product > Categories tab

Home > Catalog > Categories > Add Category > Category

## Add Category

Category + Add + Add More Reset

### Details

**Category Code:**

**Category Name:**

**Parent Category:**  LOOK UP

**Alternate Display Page:**  LOOK UP

☒ Active

- 1 Click on the **Add Categories** +  button.
  - 1.1. **Category Code:** The Category Code uniquely identifies the category in the admin interface.
  - 1.2. **Category Name:** The Category Name will be displayed in your on-line store.
  - 1.3. **Parent Category:** If you enter a parent category in this field, the category that you are creating will appear as a sub-category in your store. For example, if you had already created a category called "Hats" and you are now creating a sub-category called "Men's Hats", you could enter:



Home > Catalog > Categories > Add Category > Category

## Add Category

Category + Add + Add More Reset

### Details

**Category Code:**

**Category Name:**

**Parent Category:**  LOOK UP

**Alternate Display Page:**  LOOK UP

☒ Active

Home All Products Account Basket Search Checkout

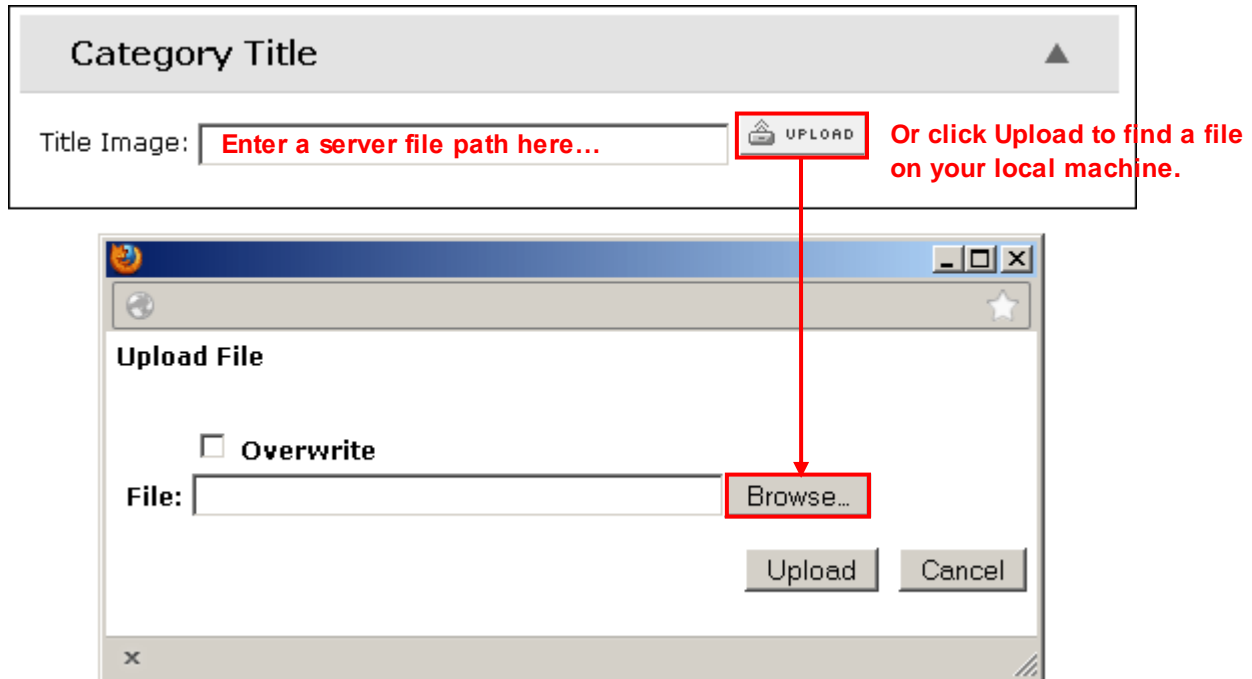
Shirts  
Hats  
Men's Hats  
Pants

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

- 1.4. **Alternate Display Page:** By default, the content and appearance of all category pages in your on-line store are controlled by the CTGY page in the admin interface ( Menu > User Interface > Pages > Edit CTGY). However, you can create additional category display pages and use a different one for each category. For example, if you sell clothing and DVDs, you might want the clothing category pages to have one format and the DVD category pages to use another. You can also create multiple product display pages and the steps are nearly identical.

If you don't want the format of this category to be controlled by the CTGY page, enter the name of a different page in this field.

- 1.5. **Active:** Check the Active checkbox to have the category appear in your on-line store. You can leave this checkbox unchecked if you want to create the category but not have it appear in your store.
- 2 **Category Title section.** This section is optional and is only used if you want to have a graphic at the top of your category page.



2.1. In the Category Title section you can:

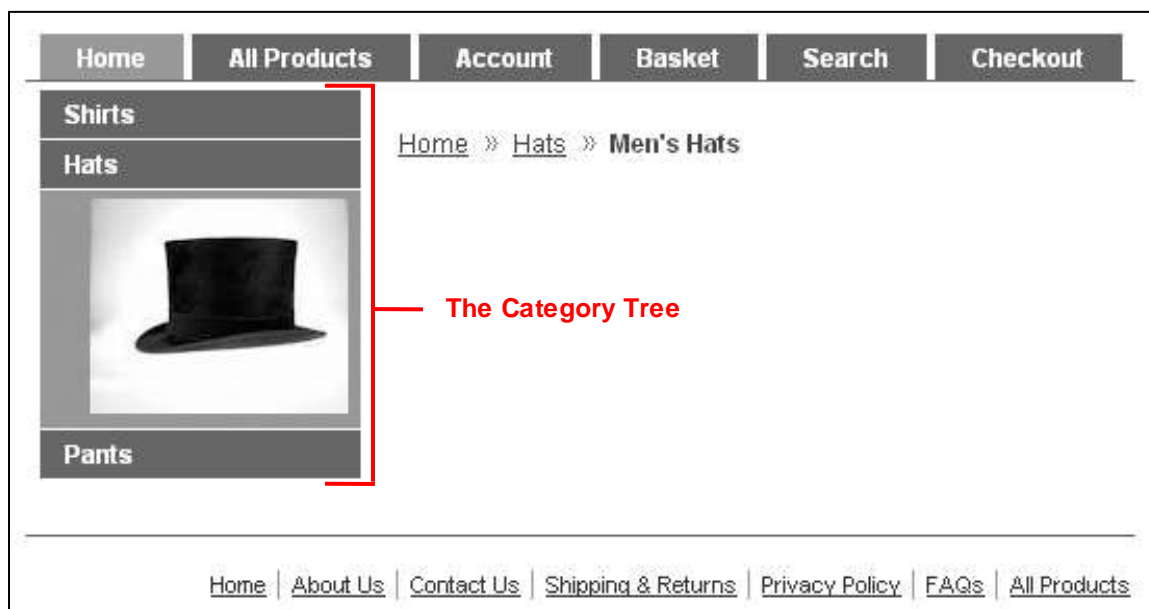
- Enter the path to an image that is already on your server in the Title Image text box, for example: graphics/00000001/hat\_top.jpg.
- Or click on the **Upload** button and then the **Browse** button to upload an image from your local machine to the server.

2.2. In the Category Title section, click the **Update** button. The image that you uploaded will now appear when the user clicks on the category.

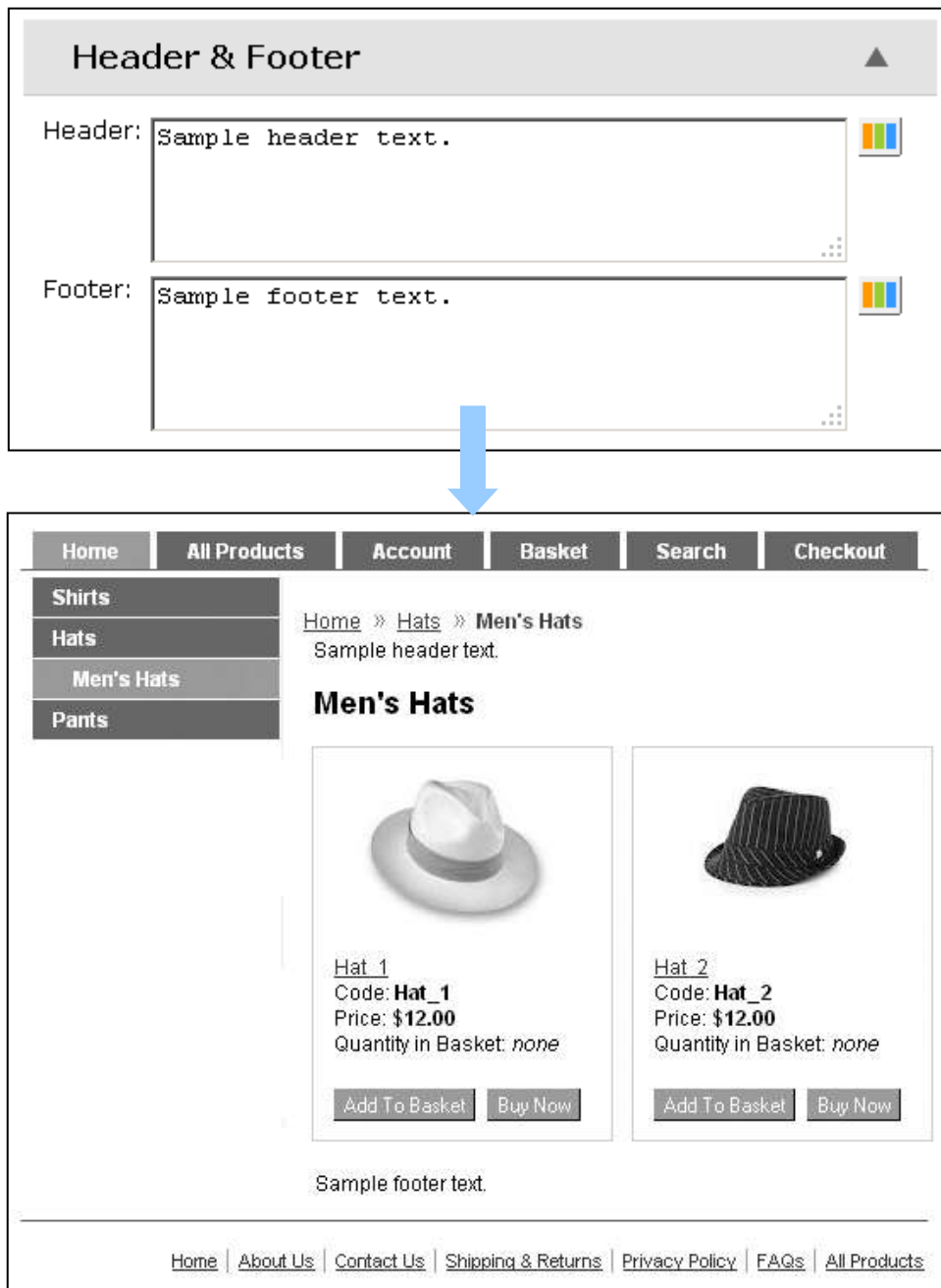



3 **Category Tree section.** This section is optional and is only used if you want to have an image in the category tree instead of text.

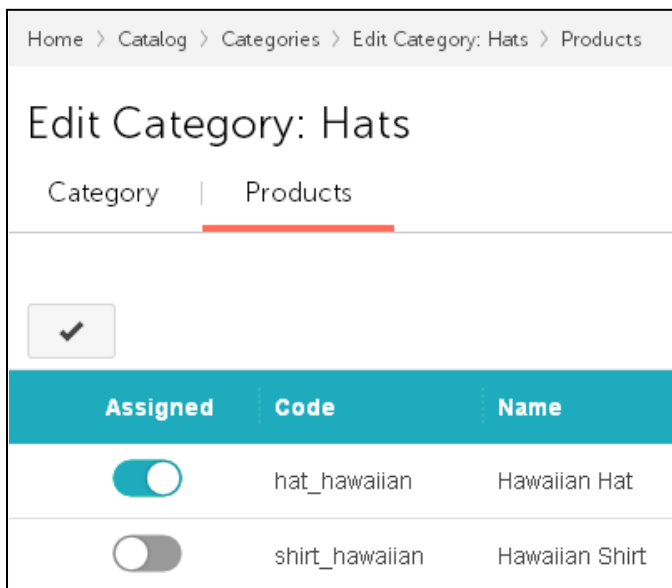
- 3.1. In the Category Tree section you can:
- Enter the path to an image that is already on your server in the Title Image text box, for example: graphics/00000001/hat\_top.jpg.
  - Or click on the **Upload** button and then the **Browse** button to upload an image from your local machine to the server.
- 3.2. In the Category Tree section, click the **Update** button. The image that you uploaded will now appear in the Category Tree when the user clicks on the category.



- 4 **Header/Footer section.** This tab is optional. You can use it to add any content you wish: text, images, JavaScript, HTML/CSS, etc, to the header or footer of the category page.



- 5 **Meta Tag Settings section.** Meta tags allow you to embed descriptive words in a page that can be found by search engines, like Google. This tab is optional and will embed words in the category page that you are creating. For information about how meta tags work and are used in Miva Merchant, please see [User Interface > Meta Tag Settings Tab](#).
- 6 When you have finished filling out the fields in the various Category tabs, click the  **Add** button. Notice that there is a new tab, "Products".



- You can assign products to the category by clicking on the Assigned icon next to the product so that the icon turns blue.
- You can also assign a product to a category by editing the product and selecting the Categories tab.
- You can also assign products to categories during import.

## Catalog > Attribute Templates Tab



Attribute templates allow you to create an attribute once, and apply it to many products, instead of recreating the same attribute over and over. For example, let's say that you sell a hundred different t-shirts and all of them are available in small, medium, and large. Assuming that you aren't going to import your product data, you could:

- 1 Create the first t-shirt product.
- 2 Create an attribute "Size", with options "small", "medium" and "large".
- 3 Create the second t-shirt product. Create an attribute "Size" with options "small", "medium" and "large".
- 4 Repeat for all of your shirts.

Obviously this is not very efficient, and a faster method is to create the attribute "Size" as part of a template, and then apply the template to all of your t-shirts. Templates can also contain more than one attribute. For example, you could create a template that included the attributes Size, Color, and Fabric.

## To Create An Attribute Template

The instructions in this section describe the general process of creating and using an attribute template. If you have never created attributes and options before, or for detailed information on all of the attribute and option fields, please see [Catalog > Edit Product > Attributes Tab](#). You might find it easier to practice manually creating an attribute in the Attributes tab, and then return to this section to create a template.

- 1 Go to  Menu > Catalog > Attribute Templates tab.
- 2 In the Attribute Templates tab, click **Add Template** .
- 3 In the Add Attribute Template screen:
  - 3.1 Enter an Attribute Template Code. The code identifies the attribute in the admin interface.
  - 3.2 Enter an Attribute Template Prompt: This is the name you will see when you apply your template to a product. See [To Apply an Attribute Template to a Product](#).
  - 3.3 Click the **Add** button.
- 4 A new field called "Reference Count" appears. This field displays the number of products that are using this attribute template. (Because this is a new template, the reference count is zero.) A new tab called "Attributes and Options" also appears.



The screenshot shows the 'Edit Attribute Template' interface. At the top, the title is 'Edit Attribute Template: Attribute\_Template\_For\_Shirts'. Below the title are two tabs: 'Template' (selected) and 'Attributes and Options'. To the right of the tabs are three buttons: 'Update' (green), 'Reset' (grey), and 'More' (grey). The form contains three fields: 'Attribute Template Code' with the value 'Attribute\_Template\_For\_S', 'Attribute Template Prompt' with the value 'Attribute\_Template\_For\_Shirts', and 'Reference Count' with the value '0'.

- 5 Click on the Attributes and Options tab.

In our example, we'll create two attributes: Size and Color. If you aren't sure how to create attributes, or if you want detailed information on all of the attribute fields, please see [Catalog > Edit Product > Attributes Tab](#).

Edit Attribute Template: Attribute\_Template\_For\_Shirts

Template
Attributes and Options
Reset

Advanced Search
Search Attributes...

X
CSV
Add Attribute
Add Option

Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I
Size	Size		Radio Buttons	N/A	N/A	N/A		No	No
Small	Small			0.00	0.00	0.00	No		
Medium	Medium			0.00	0.00	0.00	No		
Large	Large			0.00	0.00	0.00	No		
Color	Color		Radio Buttons	N/A	N/A	N/A		No	No
White	White			0.00	0.00	0.00	No		
Blue	Blue			0.00	0.00	0.00	No		

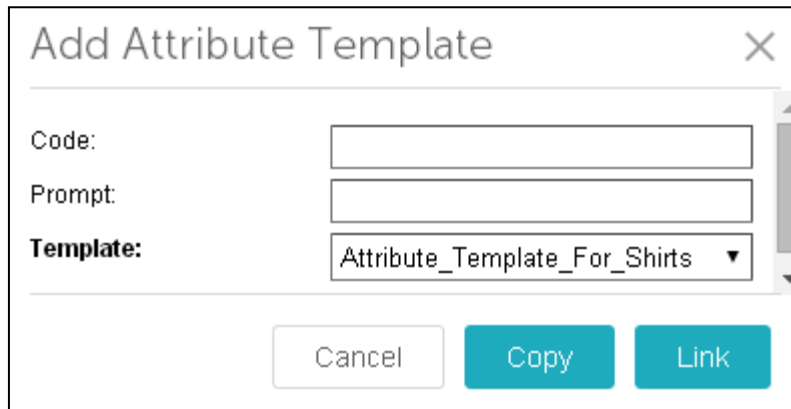
**We created two attributes for our template: Size and Color.**

- When you have finished adding your attributes and options, go back to **Menu** > Catalog > Attribute Templates tab. The template that you created will be listed in the Attribute Templates main screen.

## To Apply an Attribute Template to a Product

This section assumes that you have already created an attribute template.

- Edit a product and select the Attributes tab.
- In the Attributes tab, click the **Add Template** button.

A screenshot of the 'Add Attribute Template' dialog box. It has a title bar with a close button (X). Inside, there are three input fields: 'Code:', 'Prompt:', and 'Template:'. The 'Template:' field is a dropdown menu showing 'Attribute\_Template\_For\_Shirts'. At the bottom, there are three buttons: 'Cancel', 'Copy', and 'Link'.

- 2.1. In the Add Attribute Template dialog box, select a template from the list box that you've already created.
- 2.2. Click on either the **Copy** button or the **Link** button.
  - If you click on the Copy button, the system essentially creates a copy of the template and applies it to your product. If you change the attribute template later on, those changes are not applied to attribute template used by the product.

For example, if at some time in the future you edit the template and add another attribute called "Material", the Material attribute won't show up for this product.
  - If you click on the Link button, the system links your product to the original attribute template. If you edit the attribute template later on, those changes will be applied to this product, because the product is linked to the original template.

## Catalog > Inventory Tab

Use the Inventory tab to:

- Enable [Track Inventory](#) at the store level, which activates the basic system for inventory tracking.

If you want to track inventory on your products, you must also enable inventory tracking at the product level.

  - If the product has no attributes, see [Catalog > Edit Product > Inventory Tab](#).
  - If the product has attributes, see [Catalog > Edit Product > Attributes Tab](#).
- Create store wide default inventory messages (optional). Inventory messages appear in different pages in your store and give customers information about product availability. You can also create product specific inventory messages (see [Appendix 7: Inventory Management](#)). If you create product specific inventory messages, they will take precedence over the storewide defaults.
- Set up automated emails so you are notified when stock is low or out.



## Catalog > Inventory > Inventory Settings Section

### Track Inventory:

Check this box to enable the basic system for inventory tracking in your store. You must also enable inventory tracking at either the product level.

- If the product has no attributes, see [Catalog > Edit Product > Inventory Tab](#).
- If the product has attributes, see [Catalog > Edit Product > Attributes Tab](#).

### Track Low Stock Level:

Tracking low stock has several effects:

### Low Stock Level:

- You can set up automatic emails so that you are notified when inventory reaches your low stock level.
- You can use the low stock level to create a kind of "reserve" for your inventory, if you want to make sure that you always have a few items on hand. For example, let's say you have quantity 5 of an item on hand, and you set the low stock level to 3. If you use the default "In Stock Message (Long)":

%inv\_instock% available for immediate delivery

customers will see the message:



Because the %inv\_instock% token is calculated as:

current stock - low stock level

### Track Out of Stock Level:

Tracking out of stock has several effects:

### Hide Out of Stock Products:

### Out of Stock Level:

- You can set up automatic emails so that you are notified when inventory reaches your out of stock level.
- You can use the out of stock level to create a kind of "reserve" for your inventory, if you want to make sure that you always have a few items on hand. For example, let's say you have quantity 5 of an item on hand, and you set the out of stock level to 3. When your inventory level reaches quantity 3 on an item, customers will see

the out of stock message. If you have "Hide Out of Stock Products" enabled, the product will not be displayed in your on-line store.

In Stock Message (Short) See [Inventory Messages](#).

In Stock Message (Long)

Low Stock Message (Short)

Low Stock Message (Long)

Out of Stock Message (Short)

Out of Stock Message (Long)

Limited Stock Message

Available Tokens The list of tokens that you can use in your store inventory messages.

## Catalog > Inventory > Email Notification Tab

Use the Email Notification tab to send automated emails to you employees when inventory on any item is low or out of stock. To use email notification you must:


- Enable inventory tracking at the store level. See [Track Inventory](#).
- Enable inventory tracking at the product level:
  - See [Catalog > Edit Product > Inventory Tab](#) if the product does not have attributes.
  - See [Catalog > Edit Product > Attributes Tab](#) if the product does have attributes.

Automated emails are triggered by out of stock/low stock levels at both the store level and the product level. For example:

- If you set your store-wide default for low stock to be 3, you will receive a low stock email when the inventory level of any product in your store drops to 3.
- If you set a product specific low stock level to 5, you will receive a low stock email for that product when the inventory for that item drops to 5, even though the store-wide default is 3. See [Appendix 7: Inventory Management](#).

# Customers

## Customers > Customers Tab

Use the Customers screen to create accounts for customers in your on-line store. If you want to create accounts in the admin interface for your employees, see  > Users. Note that customers can also create their own accounts while visiting your on-line store.




Beginning with PR8 update 7, all customer passwords are encrypted.

- If your store was created after the release of PR8 Update 7, new customer accounts are created with encrypted passwords.
- If your store was created before PR8 Update 7, existing customer passwords will be encrypted when you apply Update 7.

See also:

- [User Interface > Settings Tab > Customer Links](#)
- [Store Settings > Customer Fields](#)

## To Create a Customer Account

- 1 Go to  Menu > Customers. Click the **Add Customer**  button.
- 2 In the Add Customer screen, enter the following information:
  - Login:
  - Email Lost Passwords To:
  - Password:
  - Confirm Password:
- 3 Click the  Add button.
- 4 Select the Shipping/Billing Information tab.
- 5 Enter the customer's information in the **Ship To** and **Bill To** columns and click the +Add button.
- 6 Select the **Template Based Emails** tab. You can use this tab to manually send a template based email to a customer. See [Order Fulfillment > Template Based Emails](#).

## Edit Customer: a\_customer

Identification | Shipping/Billing Information | **Template Based Emails**

Send the Following Email(s):

☒ Backorder Notice

☐ Customer Created

Override From:

Override Reply-To:

Override To:

Override CC:


Override BCC:


Override Subject:

**This email has configured to be available when you edit a customer account record.**

## Customers > Customer Settings

### To Set Password Security for Customer Accounts

Follow the steps below to set password security for customer accounts in your on-line store. If you want to set password security for the admin interface, see  Menu > Domain Settings > Domain Details tab > Password Settings section.

- 1 Go to  Menu > Customers > Customer Settings tab.
- 2 Set the Minimum Password Length.
- 3 Select an option for Password Complexity.
- 4 Set a time, in minutes, for the Password Reset Link Expiration.

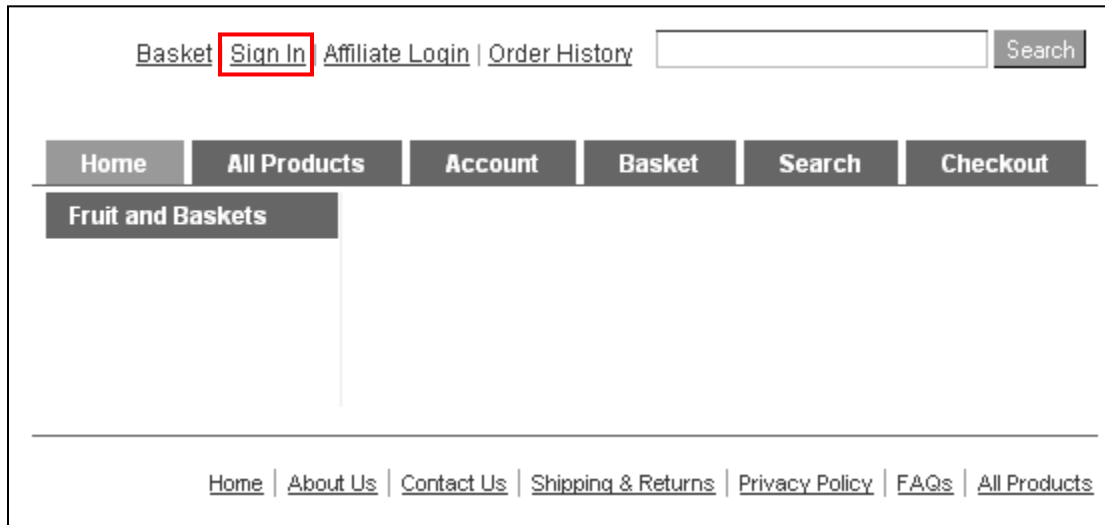
Before PR8 Update 7, the Lost Password Email contained the customer's password in clear (unencrypted) text. As of PR8 Update 7, the Lost Password Email contains a link that customers can click on. The link takes the customers to a web page where they can reset their password. The reset link only remains valid for the time that you enter in this field. If the customer clicks on the link after it has expired, they will see an error message. The customer should go back to your on-line store and click the Forgot Password link to generate another email.

- 5 Choose whether you want to require customers to reauthenticate (enter their current password) when they select a new password.
- 6 Click the **Update** button.

## Customer Lost Password Email

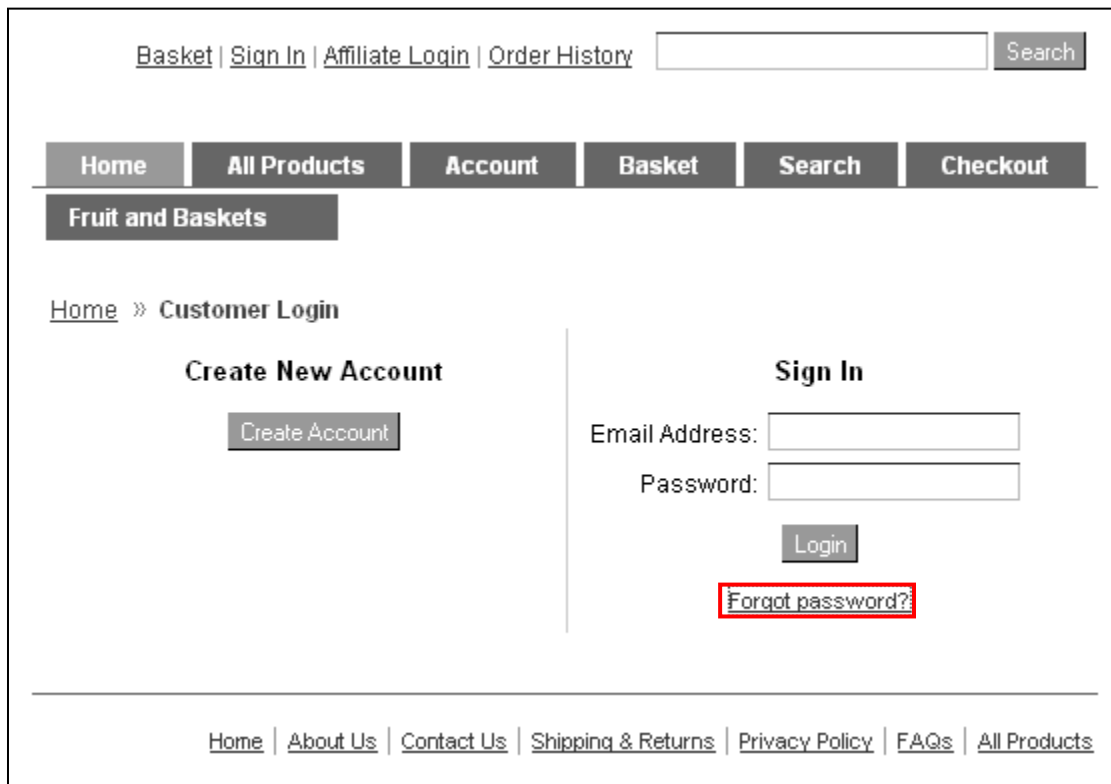
If a customer forgets their password they can click on a link in your on-line store and receive a lost password email. In Miva Merchant builds before PR8 Update 7, the customer was sent an email containing their password in clear (unencrypted) text. Starting with PR8 Update 7, customers receive an email containing a special hyperlink that they can use to reset their password.

- 1 The customer goes to your on-line store and clicks on the Sign In link.



The screenshot shows the top navigation bar of a Miva Merchant storefront. The links are: [Basket](#), [Sign In](#) (highlighted with a red box), [Affiliate Login](#), and [Order History](#). To the right is a search bar with a [Search](#) button. Below the navigation bar is a horizontal menu with buttons for [Home](#), [All Products](#), [Account](#), [Basket](#), [Search](#), and [Checkout](#). A sidebar on the left shows a category [Fruit and Baskets](#). At the bottom is a footer with links: [Home](#), [About Us](#), [Contact Us](#), [Shipping & Returns](#), [Privacy Policy](#), [FAQs](#), and [All Products](#).

- 2 At the login screen (LOGIN), the customer clicks the Forgot Password link.



The screenshot shows the login screen of a Miva Merchant storefront. The top navigation bar is identical to the previous screenshot, with [Sign In](#) highlighted. Below the navigation bar is a horizontal menu with buttons for [Home](#), [All Products](#), [Account](#), [Basket](#), [Search](#), and [Checkout](#). A sidebar on the left shows a category [Fruit and Baskets](#). The main content area is titled [Home](#) » [Customer Login](#). It is divided into two sections: **Create New Account** with a [Create Account](#) button, and **Sign In**. The **Sign In** section contains fields for **Email Address:** and **Password:**, a [Login](#) button, and a [Forgot password?](#) link (highlighted with a red box). At the bottom is a footer with links: [Home](#), [About Us](#), [Contact Us](#), [Shipping & Returns](#), [Privacy Policy](#), [FAQs](#), and [All Products](#).

### 3 The Forgot Password screen (FPWD) appears.

[Basket](#) | [Sign In](#) | [Affiliate Login](#) | [Order History](#)

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Fruit and Baskets](#)

[Home](#) » **Forgot Password**

**Forgot Password**

Enter the email address associated with your account. If you no longer use the email address associated with your account, please contact customer support.

**Email Address:**

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

The customer enters their email address, clicks the **Submit** button, and will automatically receive the lost password email, which contains a hyperlink. The customer can click on the link and visit a page to reset their password.

## Customers > Availability Groups

Availability Groups allow you to control what categories and products your customers see in your store, based on their membership in a group. For example, you could use Availability Groups to offer different products or packaging to retail and wholesale customers.

<p><b>World's Best Oranges</b></p>  <p>Code: <b>best_oranges</b>  Price: <b>\$25.00</b>  Shipping Weight: <b>12.00</b> pounds  1 available for immediate delivery  Quantity in Basket: <i>None</i></p>	<p><b>World's Best Oranges</b></p>  <p>Code: <b>best_oranges</b>  Price: <b>\$150.00</b>  Shipping Weight: <b>100</b> pounds  1 available for immediate delivery  Quantity in Basket: <i>None</i></p>
Customer A is a member of the Retail Availability Group.	Customer B is a member of the Wholesale Availability Group.

The general process is:

- 1 Create an Availability Group.
- 2 Add customers, categories, and products to the group.

When customers in that group visit your on-line store and sign in, they will see the categories and products that you selected.

- You can add the same customers, categories and products to multiple groups.
- If a category or product is not assigned to a group, it is visible to everyone: all groups and all customers who are not signed in. Once you assign a category or product to a group, it is only visible to customers who sign in and are a member of that group. You can assign a product or category to as many groups as you want.

## Examples

Create a store category called "Bulk Produce" and two Availability Groups: "Retail", and "Wholesale". We'll add one customer to each group, but no categories or products yet. When a customer reaches your store they will be either:

- Not signed in.
- Signed in, and a member of the Retail group.
- Signed in, and a member of the Wholesale group. (Technically the customer could be a member of both the Retail and Wholesale groups, but for this example, we'll assume that they are in one or the other.)

### Example 1

If the category "Bulk Produce" is not assigned to any Availability Group it will be visible to everyone: members of any group, and customers who visit your store and are not signed in.

### Example 2

Now we'll add the Bulk Produce category to the Wholesale Availability Group.

- The Bulk Produce category is visible to customers who sign in and are a member of the Wholesale group.
- Customers who do not sign in or are not part of the Wholesale Group cannot see the Bulk Produce category.


### Example 3


Add the Bulk Produce category to both the Wholesale Availability Group and the Retail Availability Group.

- The Bulk Produce category is now visible to customers who sign in and are a member of either group.
- Customers who do not sign in or are not part of either group cannot see the Bulk Produce category.

## To Use Availability Groups

1 Create a new Availability Group.

1.1. Go to  > Customers > Availability Groups tab.

1.2. In the Availability Groups screen, click **Add Group** .

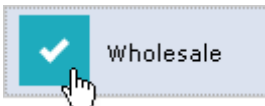
1.3. Enter a name for the new group, such as "Wholesale".



1.4. Click **Save** .

2 Add a category to the group.

2.1. In the Availability Groups tab, click to the left of your new group so that you see a blue icon.



2.2. Click **Categories**.

2.3. In the Categories Assigned dialog box, click on the Assigned icon next to a category until it turns blue, then click **Close**. The category that you selected is now part of your Availability Group.



Assigned	+Code	Name
	fruit	fruit
	fruit_baskets	Fruit Baskets

### 3 Add a customer to the group.

- 3.1. In the Availability Groups tab, click to the left of your new group so that you see a blue icon.



- 3.2. Click **Customers**.

- 3.3. In the Customers Assigned dialog box, click on the Assigned icon next to a customer until it turns blue, then click **Close**. The customer that you selected is now part of your Availability Group.

Assigned	Login
	a_customer
	b_customer



### 4 Add a product to the group.

- 4.1. In the Availability Groups tab, click to the left of your new group so that you see a blue icon.



- 4.2. Click **Products**.

- 4.3. In the Products Assigned dialog box, click on the Assigned icon next to a product until it turns blue, then click **Close**. The product that you selected is now part of your Availability Group.

Assigned	Code
	oranges_retail_pack
	oranges_wholesale_pack

# Marketing

## Marketing > Price Groups

Price Groups are another way to offer discounts in your store. Price Groups have been part of Miva Merchant for a number of years, but were significantly expanded for Version 9.

### Price Groups in PR8

In PR8, you could use Price Groups to change the price of products based on membership in a group. All customers saw the same products, but the price would change depending on what group the customer was assigned to.

<p><b>World's Best Oranges</b></p>  <p>Code: <b>best_oranges</b>          Price: <b>\$25.00</b>          Shipping Weight: <b>12.00</b> pounds          1 available for immediate delivery          Quantity in Basket: <i>None</i></p>	<p><b>World's Best Oranges</b></p>  <p>Code: <b>best_oranges</b>          Price: <b>\$12.50</b>          Shipping Weight: <b>12.00</b> pounds          1 available for immediate delivery          Quantity in Basket: <i>None</i></p>
<p>Customer A is a member of the Silver Club Price Group.</p>	<p>Customer B is a member of the Gold Club Price Group.</p>



### Price Groups in Version 9

In Version 9, you have a lot more control over who gets the discount and what kind of discount you create.

	PR8	Version 9
Who gets the discount? (Eligibility)	<ul style="list-style-type: none"> <li>Specific Customers</li> </ul>	<ul style="list-style-type: none"> <li>Customers with a <a href="#">coupon</a>.</li> <li>Specific Customers</li> <li>All customers who are signed into their accounts.</li> <li>All customers</li> </ul>
What kind of discount do you want to create? (Type)	<ul style="list-style-type: none"> <li>Retail (no discount)</li> <li>Cost</li> <li>Discount from Retail (percent)</li> <li>Markup from Cost (percent)</li> </ul>	<ul style="list-style-type: none"> <li>Legacy               <ul style="list-style-type: none"> <li>Retail</li> <li>Cost</li> <li>Discount from Retail</li> <li>Markup from Cost</li> </ul> </li> <li>Add-on product</li> <li>Buy X Get Y</li> <li>Fixed Discount</li> <li>Shipping Discount (entire order)</li> <li>Shipping Discount (eligible products only)</li> <li>Volume Pricing</li> <li>Basket Discount</li> <li>Product Discount</li> </ul>

## The General Process of Creating a Price Group

If you are creating a [coupon](#), there's a few extra steps, but if you are only creating a price group, this is what you have to do:

- Go to  Menu > Marketing > Price Groups tab.
- In the Price Groups tab, click **Add Price Group** .
- In the Add Price Group dialog box:
  - Enter a name for the Price Group.**
  - Select the Eligibility:** Who should get the discount?
    - Coupon Only: only customers with a coupon get the discount.
    - Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.
    - All Logged In Customers: To get the discount a customer must have an account and be signed into their account.
    - All Customers: Everyone who visits your store gets the discount.

3.3. **Select the Type:** Miva Merchant lets you create many different types of discounts, and each type of discount has its own set of options. All of the options are explained later in this section.

- Legacy. These are the discount options that were supported in builds before Version 9 (Retail, Cost, Discount from Retail, and Markup from Cost).
- Add-on product
- Buy X Get Y
- Fixed Discount
- Shipping Discount (entire order)
- Shipping Discount (eligible products only)
- Volume Pricing
- Basket Discount
- Product Discount

3.4. **Fill out the fields in the price group.** The fields that show up in the Add Price Group dialog box will change depending on the type of price group you are creating. Details on the every field in every type of price group are given later in this section.

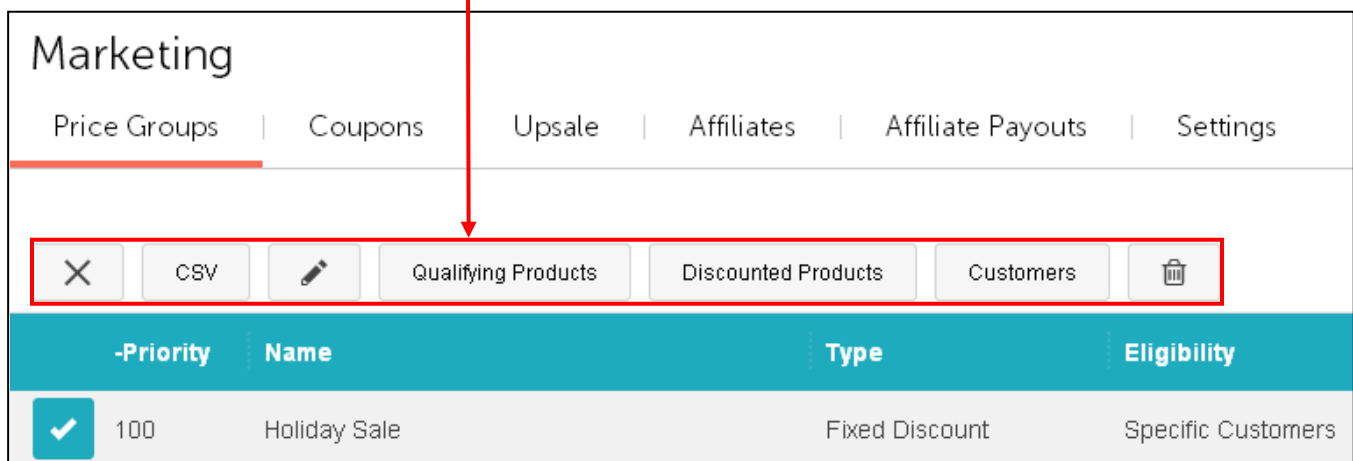
4 Click **Save**.

5 Select Qualifying Products, Discounted Products, and Customers.

5.1. In the Price Groups tab, select the price group that you just created.

When you select your Price Group, a row of buttons will appear. The buttons that you see depend on the settings that you selected in the Price Group.

**These buttons become visible when you select at least one Price Group. The buttons that you see will vary depending on how you configured the Price Group.**



The screenshot shows the 'Marketing' section with tabs for Price Groups, Coupons, Upsale, Affiliates, Affiliate Payouts, and Settings. The 'Price Groups' tab is active. Below the tabs is a row of buttons: a close button (X), a CSV button, an edit button (pencil), 'Qualifying Products', 'Discounted Products', 'Customers', and a delete button (trash). A red box highlights these buttons, and a red arrow points from the text above to the 'Qualifying Products' button.

-Priority	Name	Type	Eligibility
<input checked="" type="checkbox"/>	100 Holiday Sale	Fixed Discount	Specific Customers

5.2. **Qualifying Products:** The customer must have at least one of these products in their basket to qualify for the price group discount.

5.2.1. Click on the **Qualifying Products** button.

Qualifying Products for Holiday Sale

[Advanced Search](#) Search Products...

Assigned	Code	Name
<input type="checkbox"/>	hat_haw...	Hawaiian Hat
<input checked="" type="checkbox"/>	shirt_haw...	Hawaiian Shirt
<input checked="" type="checkbox"/>	necklace...	Seashell Necklace

Close

You may want to set "Show Records" to "All".

The customer must have at least one of the qualifying products in their basket to get the discount.

5.2.2. Assign one or more products to this price group, then click **Close**.

5.3. **Discounted Products:** Select one or more products to be discounted by the price group.

5.3.1. Click on the **Discounted Products** button.

Discounted Products for Holiday Sale

[Advanced Search](#) Search Products...

Assigned	Code	Name
<input type="checkbox"/>	hat_haw...	Hawaiian Hat
<input checked="" type="checkbox"/>	shirt_spo...	Laker's Shirt
<input checked="" type="checkbox"/>	shirt_spo...	Clipper's Shirt

Close

These are the products we are discounting.

5.3.2. Assign one or more products to this price group, then click **Close**.

5.4. **Customers:** If you selected "Specific Customers" as the Eligibility when you created the price group, use the Customers button to select the customers who can get the discount.

5.4.1. Click on the **Customers** button.

Customers Assigned To Holiday Sale

[Advanced Search](#)

Assigned	Login	Password Recovery Email
<input type="checkbox"/>	a_customer	a_customer@test.com
<input checked="" type="checkbox"/>	b_customer	b_customer@test.com
<input checked="" type="checkbox"/>	c_customer	c_customer@test.com

These are the customers who will get the discount from this price group.

5.4.2. Assign one or more customers to this price group, then click **Close**.

Done! With the exception of a [coupon](#), your price group is ready to go. The steps shown above are a general description for creating a price group. Details on every type of price group are included later in this section.

## Price Groups Can Affect Each Other

Price groups have the ability to interact and affect each other. If you create a lot of price groups, you may have trouble figuring out exactly how a customer got charged a certain price for an item. Price groups can affect each other in a number of ways, including:



- [Priority](#)
- [Exclusions](#)
- Activation dates. See [Not Valid Before](#).





See [Priority](#) for an example of how price groups can interact.

## Price Group Types

### To Create a Legacy Price Group

The Legacy Price Group lets you duplicate the same kind of price group discounts that were available in PR8 and previous releases.

- 1 Go to  > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• <b>Coupon Only:</b> only customers with a coupon get the discount.</li><li>• <b>Specific Customers:</b> Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• <b>All Logged In Customers:</b> To get the discount a customer must have an account and be signed into their account.</li><li>• <b>All Customers:</b> Everyone who visits your store gets the discount.</li></ul>
Type	Select Legacy.
Pricing	<ul style="list-style-type: none"><li>• <b>Retail:</b> Customers in this group will see the normal retail price. This is the price that you set in the  Menu &gt; Catalog &gt; Products tab &gt; (Edit Product) &gt; Product tab &gt; Price field.</li><li>• <b>Cost:</b> Customers in this group will see whatever you entered in the  Menu &gt; Catalog &gt; Products tab &gt; (Edit Product) &gt; Product tab &gt; Cost field.</li><li>• <b>Discount From Retail:</b> Use this field to give customers a discount percent from the  Menu &gt; Catalog &gt; Products tab &gt; (Edit Product) &gt; Product tab &gt; Price field. For example, if you set the Price field of a product to \$30.00 and you enter 50% in the Discount from Retail field, customers in this group will only pay \$15.00 for that product.</li><li>• <b>Markup From Cost:</b> Use this field to give customers a discount percent from the  Menu &gt; Catalog &gt; Products tab &gt; (Edit Product) &gt; Product tab &gt; Cost field. For example, if you set the Cost field of a product to \$10.00 and you enter 50% in the Markup from Cost field, customers in this group will pay \$15.00 for that product.</li></ul>
Not Valid Before: Not Valid After:	See <a href="#">Not Valid Before</a> .
Priority	<p>If multiple discounts are being applied to the order, the higher priority discount is applied first. A priority 100 discount is applied before a priority 97 discount. If you set the Priority to "0" it means "apply this discount last". If you set the Priority of every price group to "0", the price groups will be applied in the order in which they were created.</p> <p>You might use the Priority field if you think multiple discounts will be applied to the same basket.</p> <p><b>Example: Priority affects the price of an item</b></p> <p>We'll create two price groups:</p>

	<ul style="list-style-type: none"><li>• The first price group is of type "Product Discount".<ul style="list-style-type: none"><li>• We'll set the price group to give the customer \$5 off for a men's golf shirt.</li><li>• The <a href="#">Maximum Discount Quantity</a> is set to "1", which means the customer can only get a discount on one item, no matter how many they buy.</li><li>• We'll set the <a href="#">Exclusions</a> to "Exclude for Same Item", which means the customer can't combine multiple discounts on the same item.</li><li>• Priority is to 100.</li></ul></li><li>• The second price group is of type "Fixed Discount".<ul style="list-style-type: none"><li>• We'll set up the price group to give the customer \$20 off for a men's golf shirt.</li><li>• The Maximum Discount Quantity is set to 1.</li><li>• The Exclusion is set to "Exclude for Same Item".</li><li>• The Priority is set to 0.</li></ul></li></ul> <ol style="list-style-type: none"><li>1 The customer adds a man's golf shirt to their basket. That triggers our first price group "Product Discount", because we set the Priority to 100, and the customer gets \$5 off the normal price. This shirt doesn't trigger our second price group because we set Exclusions to "Exclude for Same Item", so they can't get multiple discounts on the same shirt.</li><li>2 The customer adds a second men's golf shirt to their basket. This shirt doesn't get the discount from our first price group, because we set Max Discount Quantity to "1", which means that discount can only be used once per basket. The 2nd shirt does qualify for a discount from our second price group.</li><li>3 The customer adds a third men's golf shirt to their basket. This shirt gets no discount. Both of our price groups had the Max Discount Quantity set to "1", which means that the discount from each price group can only be used once per basket. The customer already got two discounts on their basket, one from each price group.</li><li>4 Our customer bought quantity 3 of our men's golf shirt.<ul style="list-style-type: none"><li>• They received a \$5 discount on the first shirt.</li><li>• They received a \$20 discount on the second shirt.</li><li>• They will pay full price for the third shirt.</li></ul></li></ol>
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	<p>It's important to remember that price groups have variables, such as Priority, Exclusions, Max Discount Quantity, and others, that can change the way that the price groups are applied and combined.</p>								
Exclusions:	<p>Exclusions let you decide if the price group discount you are creating can be combined with other existing price groups. When you create a new price group, <u>every</u> other price group that you've created will show up in the Add/Edit Price Group dialog box:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Exclusions:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px 5px;">Allow Combination ▼</td> <td style="padding: 2px 5px;">20 Percent Off Coupon</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px 5px;">Exclude for Same Basket ▼</td> <td style="padding: 2px 5px;">Storewide sale 7 Percent Off Everything</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px 5px;">Exclude for Same Item Group ▼</td> <td style="padding: 2px 5px;">Holiday Sale 25 Percent Off Select Items</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px 5px;">Exclude for Same Item ▼</td> <td style="padding: 2px 5px;">UPS Discount for Preferred Customers</td> </tr> </table> </div> <p>You should think carefully when you allow discounts to be combined. There are many variables that can affect discounts: Priority, Maximum Discounts Allowed, restrictions, etc. If you allow too many discounts to be combined, it may be difficult to predict what the final price of a product will be in every case.</p> <ul style="list-style-type: none"> <li>• <b>Allow Combination:</b> You will allow the discount of this price group to be combined with the discount of another price group.</li> <li>• <b>Exclude for Same Basket:</b> The discount created by this price group cannot be combined with the discount from another price group.</li> <li>• <b>Exclude for Same Item Group:</b> An Item Group isn't something that you can select yourself. It's basically one or more items in a customer's basket that the Miva Merchant software temporarily groups together as it tries to apply price group discounts.</li> </ul> <p>Let's say you have two price groups:</p> <ul style="list-style-type: none"> <li>• Price Group 1: If the customer buys 5 hats they'll receive a 10% discount on each hat. Set the <a href="#">Priority</a> to 100 (apply this price group first).</li> <li>• Price Group 2: If the customer buys 1 hat, they get the 2nd hat free. Set the Priority to 0 (apply this price group last.).</li> </ul> <p>Our customer buys 5 hats. Miva Merchant looks at the customer's basket, takes 5 hats and puts them in a group. The item group of 5 hats meets the conditions to get a discount from Price Group 1.</p> <p>Now Miva Merchant tries to apply a discount for Price Group 2. But all 5 hats are part of an "item group" that was already</p>	Allow Combination ▼	20 Percent Off Coupon	Exclude for Same Basket ▼	Storewide sale 7 Percent Off Everything	Exclude for Same Item Group ▼	Holiday Sale 25 Percent Off Select Items	Exclude for Same Item ▼	UPS Discount for Preferred Customers
Allow Combination ▼	20 Percent Off Coupon								
Exclude for Same Basket ▼	Storewide sale 7 Percent Off Everything								
Exclude for Same Item Group ▼	Holiday Sale 25 Percent Off Select Items								
Exclude for Same Item ▼	UPS Discount for Preferred Customers								



	<p>used to get a discount from Price Group 1.</p> <p>Since we set the exclusion to "Exclude for Same Item Group" none of those hats can get another discount. The 5 hats were placed in a group to qualify for a discount. As part of that item group they are "disqualified" from getting a discount from any other Price Group.</p> <ul style="list-style-type: none"><li>• If the customer buys 5 hats, the hats get a discount from Price Group 1, but not Price Group 2.</li><li>• If the customer buys 7 hats, the first 5 hats are put in an item group and get a discount from Price Group 1. Hats 6 and 7 are put into a different item group and get the discount from Price Group 2.</li><li>• If the customer buys 8 hats:<ul style="list-style-type: none"><li>• Hats 1-5 get the discount from Price Group 1.</li><li>• Hats 6-7 get the discount from Price Group 2.</li><li>• Hat 8 gets no discount. It's in an item group by itself that doesn't qualify for any discount.</li></ul></li><li>• <b>Exclude for Same Item:</b> Multiple discounts can be applied to the same basket, but not for the same item.</li></ul>
--	---

5 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.


6 Select [Qualifying Products, Discounted Products, and Customers](#).


### To Create an Add-on Product Price Group




In the Add-on Product Price Group, the "add-on" product is automatically added to the customer's basket if they put a qualifying product in their basket. For example, if the customer adds a Hawaiian shirt to their basket (the qualifying product), you can automatically put a Hawaiian hat in their basket (the add-on). You can control the price of the add-on product (free, discounted, normal retail, etc.) The customer can remove the add-on item from their basket whenever they view their basket, or during checkout.


- 1 Go to  Menu > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• <b>Coupon Only:</b> only customers with a coupon get the discount.</li><li>• <b>Specific Customers:</b> Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• <b>All Logged In Customers:</b> To get the discount a customer</li></ul>

	<p>must have an account and be signed into their account.</p> <ul style="list-style-type: none"><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>
Type	Select Add-on Product.
Add-on Product	This is the product that you want to be automatically added to the customer's basket.
Quantity to Add	The quantity for the add-on product. For example, if you enter "3" here, then 3 Hawaiian hats will be added to the customer's basket when they add a Hawaiian shirt to their basket.
Price/Each	The price you want to charge for each add-on item.
Restrict to Qualifying Subtotal:	<ul style="list-style-type: none"><li>• The customer will receive the discount if the total value of <u>qualifying products</u> in their basket falls within a certain range. You select the list of qualifying products after you create the price group.</li></ul> <p>For example, the customer might have 10 items in their basket with a total value of \$100. But if only 3 of those items were on your list of qualifying products, and the value of those 3 items is \$25, it might not be enough to qualify for the discount.</p> <ul style="list-style-type: none"><li>• This field also uses the basket subtotal, which is the value of merchandise in the basket, but without tax, shipping, or other order related charges.</li></ul> <p><b>Example 1:</b></p> <p>Restrict to Qualifying Subtotal: <input type="text" value="50"/> - <input type="text" value="0.00"/></p> <p>The customer will receive the discount if the total value of qualifying products in their basket is at least \$50. Note that, in our sample store, we are using US dollars as the currency. The currency setting in your store might be different and is set in:  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings Section &gt; Currency Formatting field.</p> <p><b>Example 2:</b></p> <p>Restrict to Qualifying Subtotal: <input type="text" value="0"/> - <input type="text" value="50"/></p> <p>The customer will receive the discount if the value of qualifying products in their basket is \$50 or less.</p>
Restrict to Qualifying Quantity:	<ul style="list-style-type: none"><li>• The customer must have a certain number of qualifying products in their basket to get the discount. You select the list of qualifying products after you create the price group.</li></ul> <p>For example, the customer might have 10 items in their</p>

	<p>basket, but if only 3 of those items are on your list of qualifying products, it might not be enough for the customer to receive the discount.</p> <ul style="list-style-type: none"> <li>The customer can have any combination of your qualifying items in their basket, including multiples of the same item. For example, if you want the customer to have 5 qualifying items in their basket, and the customer has 5 of the same item, they would still get the discount.</li> </ul> <p><b>Example 1:</b></p> <p>Restrict to Qualifying Quantity: <input type="text" value="5"/> - <input type="text" value="0"/></p> <p>The customer will receive the discount if they have 5 or more qualifying products in their basket.</p> <p><b>Example 2:</b></p> <p>Restrict to Qualifying Quantity: <input type="text" value="0"/> - <input type="text" value="5"/></p> <p>The customer will receive the discount if they have 5 or fewer qualifying products in their basket.</p>
Restrict to Qualifying Weight	<p>The customer will receive the discount if the total weight of qualifying products in their basket falls within a certain range. You select the qualifying products after you create the price group. Only the weight of qualifying products is considered by this field.</p> <p>For example, the customer may have 10 items in their basket with a total weight of 25 pounds. However, only 2 of those items are on your list of qualifying products, and those 2 items weigh a total of 10 pounds, which may not be enough to qualify for the discount.</p> <p>Note that, in our sample store, we are using pounds as the unit of weight. The unit of weight in your store might be different and is set in:  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings Section &gt; Weight Units field.</p> <p><b>Example 1:</b></p> <p>Restrict to Qualifying Weight: <input type="text" value="10"/> - <input type="text" value="0.00"/></p> <p>The customer will receive the discount if the total weight of qualifying products in their basket is 10 pounds or more.</p> <p><b>Example 2:</b></p> <p>Restrict to Qualifying Weight: <input type="text" value="0.00"/> - <input type="text" value="10"/></p> <p>The customer will receive the discount if the total weight of qualifying products in their basket is 10 pounds or less.</p>

<p>Restrict to Basket Subtotal</p>	<ul style="list-style-type: none"> <li>The basket subtotal is the value of <u>all</u> merchandise in the basket, but without tax, shipping, or other order related charges. This option looks at everything in the customer's basket, not just items in the qualifying products list.</li> <li>The Restrict To Basket Subtotal fields let you decide what merchandise value has to be in the customer's basket to qualify for the discount</li> </ul> <p>Restrict to Basket Subtotal: <input type="text" value="0.00"/> - <input type="text" value="0.00"/></p> <p><b>Value in basket must be at least this:</b>   <b>But not more than this:</b> </p> <p><b>Example 1:</b>  Restrict to Basket Subtotal: <input type="text" value="100"/> - <input type="text" value="0.00"/></p> <p>The customer will receive the discount if their basket total is at least \$100. Note that, in our sample store, we are using US dollars as the currency. The currency setting in your store might be different and is set in:  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings Section &gt; Currency Formatting field.</p> <p><b>Example 2:</b>  Restrict to Basket Subtotal: <input type="text" value="0.00"/> - <input type="text" value="100"/></p> <p>The customer will receive the discount as long as their basket total is less than \$100.</p>
<p>Restrict to Basket Quantity:</p>	<ul style="list-style-type: none"> <li>The basket quantity is the total number of items in the customer's basket.</li> <li>The Restrict to Basket Quantity fields let you decide how many items must be in the customer's basket in order to qualify for the discount.</li> </ul> <p><b>Example 1:</b>  Restrict to Basket Quantity: <input type="text" value="5"/> - <input type="text" value="0"/></p> <p>The customer will receive the discount if they have at least 5 items in their basket.</p> <p><b>Example 2:</b>  Restrict to Basket Quantity: <input type="text" value="0"/> - <input type="text" value="5"/></p> <p>The customer will receive the discount if they have 5 or less items in their basket.</p>
<p>Restrict to Basket Weight:</p>	<ul style="list-style-type: none"> <li>The basket weight is the combined weight of all items in the customer's basket.</li> </ul>

	<ul style="list-style-type: none"> <li>The Restrict to Basket Weight fields let you offer a discount based on the total weight of items in the customer's basket.</li> </ul> <p><b>Example 1:</b></p> <p>Restrict to Basket Weight: <input type="text" value="50"/> - <input type="text" value="0.00"/></p> <p>The customer will receive the discount if their basket items add up to at least 50 pounds. Note that, in our sample store, we are using pounds as the unit of weight. The unit of weight in your store might be different and is set in:  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings Section &gt; Weight Units field.</p> <p><b>Example 2:</b></p> <p>Restrict to Basket Weight: <input type="text" value="0.00"/> - <input type="text" value="50"/></p> <p>The customer will receive the discount if the weight of items in their basket is 50 pounds or less.</p>				
Basket Description Display Discount in Basket	<p>See examples below.</p> <p>These two fields work together so that you can give customers more information about the discounts they are getting.</p> <p>These fields affect the Shopping Basket, and all of the checkout screens (Order Details, Shipping/Payment Selection, Payment Information, and Invoice).</p> <p>Even if you don't use these fields, the discount will still show up in the <b>Total Price</b> column of the Shopping Basket and the checkout screens:</p> <table border="1"> <thead> <tr> <th>Item Price</th><th>Total Price</th></tr> </thead> <tbody> <tr> <td>\$10.00</td><td><del>\$10.00</del> \$5.00</td></tr> </tbody> </table>	Item Price	Total Price	\$10.00	<del>\$10.00</del> \$5.00
Item Price	Total Price				
\$10.00	<del>\$10.00</del> \$5.00				

**Example 1:** Both fields unused.

Basket Description:

☐ Display Discount in Basket

**Shopping Basket**

	Item
<a href="#">Remove</a>	Hawaiian Hat - <a href="#">hat hawaiian</a>

**Example 2:** Basket Description only.

Basket Description:

☐ Display Discount in Basket

**Shopping Basket**

	Item
<a href="#">Remove</a>	Hawaiian Hat - <a href="#">hat hawaiian</a>

We added a **Basket Description**, but without checking "Display Discount in Basket" it won't show up.

**Example 3:** Both fields used.

Basket Description:

☒ Display Discount in Basket

**Shopping Basket**

	Item
<a href="#">Remove</a>	Hawaiian Hat - <a href="#">hat hawaiian</a> <i>Sample Basket Description: \$5.00</i>

If you use both fields, the text that you entered in the **Basket Description** field shows up, along with the discount.

**Example 4:** Display Discount in Basket only.

Basket Description:	<input type="text"/>
	<input checked="" type="checkbox"/> Display Discount in Basket

**Shopping Basket**


	Item
<a href="#">Remove</a>	Hawaiian Hat - <a href="#">hat hawaiian</a> <i>Holiday Sale: \$5.00</i>

If you only use the "Display Discount in Basket" field, the Price Group name shows up by default, along with the discount.

Not Valid Before  
Not Valid After

These two fields let you control how long your price group will be active.

**Example 1:** Neither field is used.

<input type="checkbox"/> Not Valid Before:	<input type="text" value="10/6/2014 12:00:00 AM"/>
<input type="checkbox"/> Not Valid After:	<input type="text" value="10/6/2014 11:59:59 PM"/>

The price group will become active as soon as you create it. It will never expire.

**Example 2:** Use Not Valid Before only.

<input checked="" type="checkbox"/> Not Valid Before:	<input type="text" value="10/6/2014 12:00:00 AM"/>
<input type="checkbox"/> Not Valid After:	<input type="text" value="10/6/2014 11:59:59 PM"/>

The price group becomes active on the Not Valid Before date. This price group will never expire.

**Example 3:** Use Not Valid After only.

<input type="checkbox"/> Not Valid Before:	<input type="text" value="10/6/2014 12:00:00 AM"/>
<input checked="" type="checkbox"/> Not Valid After:	<input type="text" value="11/1/2014 12:59:59 AM"/>

The price group becomes active as soon as you create it. The price group expires on the Not Valid After date.



**Example 4:** Use both fields.



	<input checked="" type="checkbox"/> Not Valid Before: 10/6/2014 12:00:00 AM <input checked="" type="checkbox"/> Not Valid After: 11/1/2014 12:59:59 AM <p>The price group will become active on the Not Valid Before date. The price group will expire on the Not Valid After date.</p>
Priority	See <a href="#">Priority</a> .
Exclusions	See <a href="#">Exclusions</a> .

- When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.
- Select [Qualifying Products, Discounted Products, and Customers](#).

### To Create a Buy X Get Y Price Group

- Go to  Menu > Marketing > Price Groups tab.
- Click Add Price Group .
- Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"> <li><b>Coupon Only:</b> only customers with a coupon get the discount.</li> <li><b>Specific Customers:</b> Only a specific list of customers will get the discount. You'll create this list later on.</li> <li><b>All Logged In Customers:</b> To get the discount a customer must have an account and be signed into their account.</li> <li><b>All Customers:</b> Everyone who visits your store gets the discount.</li> </ul>
Type	Select Buy X Get Y.
Apply To:	<ul style="list-style-type: none"> <li><b>All Eligible Products:</b> An eligible product, in this instance, means: <ul style="list-style-type: none"> <li>A product in the customer's basket</li> <li>Which also appears in the discounted product list for this price group (See <a href="#">Qualifying Products, Discounted Products, and Customers</a>.)</li> <li>and which is "eligible" for a discount.</li> </ul> </li> </ul> <p>In many cases, this option means: apply the discount to an item in the customer's basket that is also on the list of Discounted Products. However, there are cases where a product in the customer's basket is on the Discounted Products list, but</p>

	<p>wouldn't be eligible for a discount. See <a href="#">Priority</a> for an example.</p> <ul style="list-style-type: none"> <li> <b>Same Product:</b> The customer gets the discount if the item is on the Discounted Products list and the customer purchases multiples of the same product. Let's say our Price Group is set up for "Buy 1, Get 1 Free". We have 2 items on our Discounted Products list - a Hawaiian hat and a Hawaiian shirt. We've set this field to "Same Product":           <ul style="list-style-type: none"> <li> <b>Example 1:</b> Different products. These products don't have variants.                The customer buys 1 hat and 1 shirt. The customer bought 2 products from the Discounted Products list, but the 2nd item isn't the same as the 1st, so there is no discount.             </li> <li> <b>Example 2:</b> Same master product, different variants:                The customer buys 1 Hawaiian shirt in color red and a 2nd Hawaiian shirt in color blue. The customer gets the 2nd shirt for free because both shirts are variants of the same master product.             </li> </ul> </li> <li> <b>Same Product Variant:</b> The customer gets the discount if the item is on the Discounted Products list and they buy more than 1 of the same variant. For example:           <ul style="list-style-type: none"> <li>There is a Hawaiian shirt on the discounted products list. The shirt has 2 variants: color = red and color = blue.</li> <li>If the Price Group is set up for "Buy 1 Get 1 Free", and the customer buys 1 red Hawaiian shirt and 1 blue Hawaiian shirt, they would not get the discount, since they haven't purchased 2 of the same variant.</li> </ul> </li> </ul>
Buy	<p>The Buy field determines how many products on the Discounted Product list the customer has to purchase <u>before</u> they qualify for the discount. If you set Buy to "0", the customer will get a discount on the 1st product that they buy. If you set Buy to "1", the customer pays full price for the 1st product and gets the discount on the 2nd product.</p>
Get	<p>The Get field determines how many items will be discounted.</p> <p><b>Example 1:</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Buy: <input type="text" value="1"/> or More</p> <p>Get: <input type="text" value="1"/> at Discounted Price</p> <p>Discount: <input type="text" value="Percent"/> <input type="text" value="50"/></p> </div>

	<p>There's a Hawaiian hat on our Discounted Products list. The customer will pay:</p> <ul style="list-style-type: none"> <li>• Full price for the 1st hat.</li> <li>• 1/2 price for the 2nd hat.</li> <li>• Full price for the 3rd hat.</li> </ul> <p><b>Example 2:</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Buy: <input type="text" value="1"/> or More</p> <p>Get: <input type="text" value="2"/> at Discounted Price</p> <p>Discount: <input type="text" value="Percent"/> <input type="text" value="50"/></p> </div> <p>There's a Hawaiian hat on our Discounted Products list. The customer will pay:</p> <ul style="list-style-type: none"> <li>• Full price for the 1st hat.</li> <li>• 1/2 price for the 2nd hat.</li> <li>• 1/2 price for the 3rd hat.</li> <li>• Full price for the 4th hat.</li> </ul>
Discount	The amount you want to discount the items.
Apply Discount To:	<ul style="list-style-type: none"> <li>• If the customer has more than one item in their basket that could qualify for a discount, you can use this field to apply the discount to the higher priced item or the lower priced item.</li> </ul> <p><b>Example 1 (Simple):</b></p> <ul style="list-style-type: none"> <li>• Our Price Group is set up for "Buy 1, Get 1 Free". The discount applies to all eligible products.</li> <li>• We'll put 2 items on our Discounted Products list: a Hawaiian Hat (\$10 retail) and a Hawaiian shirt (\$20 retail). <ul style="list-style-type: none"> <li>• The customer buys 2 hats: <ul style="list-style-type: none"> <li>The 1st hat is full price.</li> <li>The 2nd hat is free.</li> </ul> </li> <li>• The customer buys 1 hat and 1 shirt. <ul style="list-style-type: none"> <li>The shirt is full price.</li> <li>The hat is free because it was the lower priced item.</li> </ul> </li> </ul> </li> </ul> <p><b>Example 2 (More complicated):</b></p>

	<div data-bbox="592 201 1304 573"> <p>Apply To: <input type="text" value="Same Product"/></p> <p>Buy: <input type="text" value="1"/> or More</p> <p>Get: <input type="text" value="1"/> at Discounted Price</p> <p>Discount: <input type="text" value="Percent"/> <input type="text" value="100"/></p> <p>Apply Discount To: <input type="text" value="Lowest"/> Priced Line Item</p> <p>Maximum Discount Quantity: <input type="text" value="0"/> (0 = no limit)</p> </div> <ul style="list-style-type: none"> <li>• Our Price Group is set up for "Buy 1, Get 1 Free". The discount applies to <b>Same Product</b>.</li> <li>• We'll put 1 item on the Discounted Products list for this price group: a Hawaiian shirt (\$20 retail).</li> </ul> <p>In many cases, if you set "Apply To" to "Same Product", it doesn't matter what value you select for "Apply Discount To". If the customer buys 2 of the same shirt, they get a discount on the 2nd shirt. Both shirts have the same retail price, so there is no lower or higher priced item in the basket.</p> <p>However... let's say we allowed our price group to be combined with some other price group. The other price group gave the customer a 20% discount on a Hawaiian shirt, and the customer bought a 2nd Hawaiian shirt to qualify for the "Buy 1 Get 1 Free" offer.</p> <p>The customer now has 2 identical shirts in their basket, but one of the shirts has already been discounted 20% down to \$18. In a case like this, it does matter what you choose for "Apply Discount To".</p> <ul style="list-style-type: none"> <li>• <b>Higher:</b> The customer gets the \$20 shirt for free and pays \$18 for both shirts.</li> <li>• <b>Lower:</b> The customer gets the \$18 shirt for free and pays \$20 for both shirts.</li> </ul>
Maximum Discount Quantity	<p>This is the maximum number of items that you will allow to be discounted by this price group, per order. Let's use a "Buy 1, Get 1 Free" price group. If the customer buys one item on the Discounted Products list, they will get the 2nd item free. Lets say the customer buys 4 of the same item from the Discounted Product list.</p> <ul style="list-style-type: none"> <li>• Set the Max. Discount Quantity to 1:             <ul style="list-style-type: none"> <li>• Item 1: Full price.</li> <li>• Item 2: Free</li> <li>• Item 3: Full price.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Item 4: Full price. This item, and any other items the customer buys from the Discounted Product list, are full price because we set Max. Discount Quantity to "1", so the discount can only be applied once.</li> <li>Set the Max. Discount Quantity to 2:             <ul style="list-style-type: none"> <li>Item 1: Full price.</li> <li>Item 2: Free</li> <li>Item 3: Full price.</li> <li>Item 4: Free.</li> </ul> <p>The 2nd and 4th items are free because we are allowing a max of two items to receive the discount. The customer will pay full price if they buy any more of this item.</p> <p>If you set the Max Discount Quantity to "0", the "Buy 1, Get 1 Free" offer would be applied an unlimited number of times to the same basket.</p> </li> </ul>
Restrict to Qualifying Subtotal: Restrict to Qualifying Quantity: Restrict to Qualifying Weight Restrict to Basket Subtotal Restrict to Basket Quantity: Restrict to Basket Weight:	See <a href="#">Restrict to Qualifying Subtotal</a> .
Basket Description Display Discount in Basket	See <a href="#">Basket Description</a> .
Not Valid Before Not Valid After	See <a href="#">Not Valid Before</a> .
Priority	See <a href="#">Priority</a> .
Exclusions	See <a href="#">Exclusions</a> .

4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.

5 Select [Qualifying Products, Discounted Products, and Customers](#).

### To Create a Fixed Discount Price Group

1 Go to  Menu > Marketing > Price Groups tab.

2 Click Add Price Group .



3 Fill out the fields in the Add Price Group dialog box.



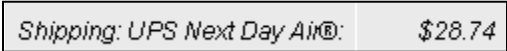
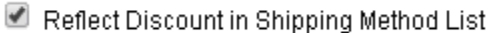
Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• Coupon Only: only customers with a coupon get the discount.</li><li>• Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• All Logged In Customers: To get the discount a customer must have an account and be signed into their account.</li><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>
Type	Select Fixed Discount.
Discount	Always a dollar value. You apply this discount to either a line item or the entire basket.
Apply Discount To	Applies the discount to the lowest or highest priced item in the basket. See <a href="#">Apply Discount To</a> under Buy X Get Y Price Group.
Maximum Item Discount Quantity	See <a href="#">Maximum Discount Quantity</a> .
Restrict to Qualifying Subtotal: Restrict to Qualifying Quantity: Restrict to Qualifying Weight Restrict to Basket Subtotal Restrict to Basket Quantity: Restrict to Basket Weight:	See <a href="#">Restrict to Qualifying Subtotal</a> .
Basket Description Display Discount in Basket	See <a href="#">Basket Description</a> .
Not Valid Before Not Valid After	See <a href="#">Not Valid Before</a> .
Priority	See <a href="#">Priority</a> .
Exclusions	See <a href="#">Exclusions</a> .

4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.

5 Select [Qualifying Products, Discounted Products, and Customers](#).



### To Create a Shipping Discount (Entire Order) Price Group

- 1 Go to  Menu > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• Coupon Only: only customers with a coupon get the discount.</li><li>• Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• All Logged In Customers: To get the discount a customer must have an account and be signed into their account.</li><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>
Type	Select Shipping Discount (Entire Order).
Method Selection	<ul style="list-style-type: none"><li>• <b>Reflect Discount in Shipping Method List</b> If you leave this box unchecked, the shipping discount that you created in the price group is <u>not</u> displayed in the Shipping/Payment Selection checkout screen. <b>Example 1:</b> Reflect Discount is unchecked.  In our price group we set a 5% discount on UPS Next Day Air, and we left "Reflect Discount" unchecked. The Shipping/Payment Selection checkout screen does <u>not</u> show the shipping discount (in our example, \$30.25 is the full price).  But the discount <u>will</u> show up in the next checkout screen, Payment Information (\$30.25 - 5% = \$28.74).  <b>Example 2:</b> Reflect Discount is checked.  In our price group we set a 5% discount on UPS Next Day Air, and we checked "Reflect Discount". The discount on shipping now shows up in the Shipping/Payment Selection checkout screen:</li></ul>

	<p><b>Ship Via:</b> <span>UPS Next Day Air® (\$28.74) ▼</span></p> <p>and the Payment Information checkout screen:</p> <p><span>Shipping: UPS Next Day Air®:</span> <span>\$28.74</span></p>
	<ul style="list-style-type: none"> <li>• <b>Do Not Modify Shipping Method Name:</b> Make no changes to the shipping method name in the Shipping/Payment Selection screen &gt; Ship Via list box.</li> <li>• <b>Append &lt; &gt; to Shipping Method Name:</b> If you set a discount on a shipping method in the price group, the text that you enter here will be appended to the shipping method name in the Payment/Selection checkout screen &gt; Ship Via list box.</li> </ul> <p><b>Example:</b></p> <p><input checked="" type="checkbox"/> Reflect Discount in Shipping Method List</p> <p><input type="radio"/> Append <span>with 5% discount =</span> to Shipping Method Name</p> <ul style="list-style-type: none"> <li>• We set a discount in the price group on UPS Next Day Air and UPS 2nd Day Air.</li> <li>• We checked the "Reflect Discount" option.</li> <li>• We put some text in the "Append" field.</li> </ul> <p>When the customer chooses a shipping method in the Shipping/Payment Selection screen, the text that we entered in the Append field shows up for those two shipping methods.</p> <p><b>Ship Via:</b> <span>Canada Post Expedited Parcel USA (\$20.71) ▼</span>  <span>Canada Post Expedited Parcel USA (\$20.71)</span>  <span>UPS Next Day Air® with 5% discount = (\$25.25)</span>  <span>UPS 2nd Day Air® with 5% discount = (\$13.65)</span>  <span>UPS Ground (\$9.78)</span>  <span>UPS 3 Day Select® (\$12.43)</span></p>
	<ul style="list-style-type: none"> <li>• <b>Replace Shipping Method Name with &lt; &gt;:</b> Use this field with caution! The text that you enter in this field will replace EVERY shipping method that you discounted in the price group.</li> </ul> <p><b>Example:</b></p> <p><input checked="" type="checkbox"/> Reflect Discount in Shipping Method List</p> <p><input type="radio"/> Replace Shipping Method Name with <span>Standard Shipping</span></p> <ul style="list-style-type: none"> <li>• We set a discount in the price group on UPS Ground <u>only</u>.</li> <li>• We checked the "Reflect Discount" option.</li> </ul>



	<ul style="list-style-type: none"> <li>• We put some text in the "Replace Shipping Method Name" field.</li> </ul> <p>When the customer chooses a shipping method in the Shipping/Payment Selection screen, the text that we entered in the Replace field shows up for UPS Ground:</p> <p><b>Ship Via:</b> </p> <p>You should only use this field when you are discounting <u>one</u> shipping method at a time in the price group. The text that you enter in this field will replace every shipping method that you discounted in the price group.</p> <p>Here we accidentally discounted two shipping methods in the price group:</p> <p><b>Ship Via:</b> </p>
Display in Basket	<p>Modify Applied Charge to Reflect Discount</p> <ul style="list-style-type: none"> <li>• <b>Do Not Modify Description:</b> Text in the checkout screens will not be modified to reflect the shipping discount.</li> <li>• <b>Append &lt; &gt; to Description:</b> The text that you enter in this field will be appended to the shipping information in the Payment Information (OPAY) and Invoice (INVC) screens.</li> </ul>

Display in Basket: ☒ Modify Applied Charge to Reflect Discount  
☐ Do Not Modify Description  
☒ Append (Holiday Discount) to Description



### Payment Information

#### Ship To:

**Name:** a customer

**Address:** 1234 Chestnut St.  
San Francisco, CA 92777

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
Shipping: UPS Ground (Holiday Discount):			\$4.89
Sales Tax:			\$0.00
<b>Total:</b>			<b>\$14.89</b>

- **Replace Description with < >:** The text that you enter in this field will replace the default shipping information in the Payment Information (OPAY) and Invoice (INVC) screens.

Display in Basket: ☒ Modify Applied Charge to Reflect Discount  
☐ Do Not Modify Description  
☐ Append  to Description  
☒ Replace Description with





### Payment Information

#### Ship To:

**Name:** a customer  
**Address:** 1234 Chestnut St.  
San Francisco, CA 92777  
US

Item	Qty.	Item Price	Total Price
Hawaiian Hat	1	\$10.00	\$10.00
		<i>Discounted Shipping:</i>	<i>\$4.89</i>
		<i>Sales Tax:</i>	<i>\$0.00</i>
		<b>Total:</b>	<b>\$14.89</b>

- **Add a Charge Showing the Discount Amount:** If you enable this option, the text that you enter shows up as a separate line in OPAY and INVC to describe the shipping discount.

	<div><div>Display in Basket: <input type="radio"/> Modify Applied Charge to Reflect Discount <input checked="" type="radio"/> Do Not Modify Description <input type="radio"/> Append <input type="text"/> to Description <input type="radio"/> Replace Description with <input type="text"/> <input checked="" type="radio"/> Add a Charge Showing the Discount Amount Description: <input type="text" value="Shipping Discount"/></div><div></div><div><div><b>Payment Information</b></div><div><div>Ship To:</div><div><b>Name:</b> a customer <b>Address:</b> 1234 Chestnut St. San Francisco, CA 92777</div></div><table><thead><tr><th>Item</th><th>Qty.</th><th>Item Price</th><th>Total Price</th></tr></thead><tbody><tr><td>Hawaiian Hat</td><td>1</td><td>\$10.00</td><td>\$10.00</td></tr><tr><td></td><td></td><td>Shipping: UPS Ground:</td><td>\$9.78</td></tr><tr><td></td><td></td><td>Shipping Discount:</td><td>(\$4.89)</td></tr><tr><td></td><td></td><td>Sales Tax:</td><td>\$0.00</td></tr><tr><td></td><td></td><td><b>Total:</b></td><td><b>\$14.89</b></td></tr></tbody></table></div></div>	Item	Qty.	Item Price	Total Price	Hawaiian Hat	1	\$10.00	\$10.00			Shipping: UPS Ground:	\$9.78			Shipping Discount:	(\$4.89)			Sales Tax:	\$0.00			<b>Total:</b>	<b>\$14.89</b>
Item	Qty.	Item Price	Total Price																						
Hawaiian Hat	1	\$10.00	\$10.00																						
		Shipping: UPS Ground:	\$9.78																						
		Shipping Discount:	(\$4.89)																						
		Sales Tax:	\$0.00																						
		<b>Total:</b>	<b>\$14.89</b>																						
Method Discounts	<p>For every shipping method that you have enabled in your store, you will see two Method Discounts fields, one for the value of the discount and one for the type (fixed or percent).</p> <p><b>Example 1:</b></p> <div><input type="text" value="5"/> Fixed <input type="text" value="UPS Ground"/></div> <p>Give \$5.00 off UPS Ground shipping.</p> <p>Note that, in our sample store, we are using US dollars as the currency. The currency setting in your store might be different and is set in:  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings Section &gt; Currency Formatting field.</p> <p><b>Example 2:</b></p> <div><input type="text" value="5"/> Percent <input type="text" value="UPS Ground"/></div> <p>Give 5% off UPS Ground shipping.</p>																								
Restrict to Qualifying	See <a href="#">Restrict to Qualifying Subtotal</a> .																								

Subtotal: Restrict to Qualifying Quantity: Restrict to Qualifying Weight Restrict to Basket Subtotal Restrict to Basket Quantity: Restrict to Basket Weight:	
Basket Description Display Discount in Basket	See <a href="#">Basket Description</a> .
Not Valid Before Not Valid After	See <a href="#">Not Valid Before</a> .
Priority	See <a href="#">Priority</a> .
Exclusions	See <a href="#">Exclusions</a> .



- 4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.
- 5 Select [Qualifying Products, Discounted Products, and Customers](#).

### ***To Create a Shipping Discount (Eligible Products Only) Price Group***

The fields for this price group are identical to those for Shipping Discount (Entire Order). The only difference is that, instead of giving the customer a shipping discount on everything in their basket, you only give them a discount on "eligible" items in their basket.



Basket items are eligible for a shipping discount if they meet the following conditions:

- The item must be on your list of discounted items. After you create this price group, you select a list of discounted items. Only these items are eligible for the discount.
- The discounted item can't be "disqualified" by another price group. See [Priority](#) for an example of how price groups can affect each other.

- 1 Go to  > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box. See [To Create a Shipping Discount \(Entire Order\) Price Group](#).

- 4 Select [Qualifying Products, Discounted Products, and Customers](#).

### To Create a Volume Pricing Price Group

- 1 Go to  Menu > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.												
Eligibility	<ul style="list-style-type: none"><li>• Coupon Only: only customers with a coupon get the discount.</li><li>• Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• All Logged In Customers: To get the discount a customer must have an account and be signed into their account.</li><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>												
Type	Select Volume Pricing.												
Grouping	See <a href="#">Apply To</a> .												
Pricing Method	<p>This field only has an effect if you are using more than one row in the pricing table. Lets' say you have three rows in your pricing table:</p> <table><thead><tr><th>Quantity</th><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>5</td><td>Percent ▼</td><td>5</td></tr><tr><td>10</td><td>Percent ▼</td><td>10</td></tr><tr><td>15</td><td>Percent ▼</td><td>15</td></tr></tbody></table> <p><b>Apply pricing table progressively</b></p> <p>If you select progressive and the customer purchases 15 items, the customer will receive:</p> <ul style="list-style-type: none"><li>• A 5% discount on the first 5 items.</li><li>• A 10% discount on items 6-10.</li><li>• A 15% discount on items 11-15.</li></ul> <p><b>Apply pricing table Using Total Quantity:</b></p> <p>If you select Total Quantity and the customer purchases 15 items, the customer will get a 15% discount off every item.</p>	Quantity	Type	Amount	5	Percent ▼	5	10	Percent ▼	10	15	Percent ▼	15
Quantity	Type	Amount											
5	Percent ▼	5											
10	Percent ▼	10											
15	Percent ▼	15											

## Progressive Mode

This field only applies if you set the Pricing Method field to "Progressive".

Look at the pricing table that we used for the Pricing Method field:

Quantity	Type	Amount
5	Percent ▼	5
10	Percent ▼	10
15	Percent ▼	15

We set the Pricing Method field to "Progressive", so if the customer buys 15 items:

- Items 1-5 get a 5% discount.
- Items 6-10 get a 10% discount
- Items 11-15 get a 15% discount

Let's say in your discounted products list (the products that will receive a discount) you have a \$10 t-shirt, a \$50 jacket, and a \$300 briefcase. Which item do you want to get the 5% discount, and which item should get the 15% discount? That's what the Progressive Mode field lets you control.

If you set this field to "Higher Priced Items", then the \$300 briefcase will get the 5% discount. The \$50 jacket will get a 10% discount, and the \$10 t-shirt will get the 15% discount. If you set this field to "Lower Priced Items" the order of discounts will be reversed, and the \$300 briefcase will get the 15% discount.

## Pricing Table

Quantity	Type	Amount
5	Percent ▼	5
10	Percent ▼	10
15	Percent ▼	15

The Pricing Table lets you set one or more volume discounts. The Quantity column refers to items on your discounted products list that are in the customer's basket. For example, after you create the price group, you click on the Discounted Products button in the Price Groups tab and select the items that you want to discount.

	<div><div>Discounted Products for Sample Volume Discount</div><div><div><a href="#">Advanced Search</a></div><div><input type="text" value="Search Products..."/></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><table><thead><tr><th>Assigned</th><th>Code</th><th>Name</th></tr></thead><tbody><tr><td></td><td>hat_haw...</td><td>Hawaiian Hat</td></tr><tr><td></td><td>shirt_haw...</td><td>Hawaiian Shirt</td></tr></tbody></table><div><div>Close</div></div></div> <div><p>In our example, we set our pricing table to give volume discounts on quantity 5, 10, and 15. In the Discounted Products dialog box, we added a Hawaiian Hat. We'll set the Pricing Method to "Total Quantity".</p><ul style="list-style-type: none"><li>• If the customer buys 5 Hawaiian hats, each hat is 5% off.</li><li>• If the customer buys 10 Hawaiian hats, each hat is 10% off.</li><li>• If the customer buys 15 Hawaiian hats, each hat is 15% off.</li></ul></div>	Assigned	Code	Name		hat_haw...	Hawaiian Hat		shirt_haw...	Hawaiian Shirt
Assigned	Code	Name								
	hat_haw...	Hawaiian Hat								
	shirt_haw...	Hawaiian Shirt								
<div>Restrict to Qualifying Subtotal:</div> <div>Restrict to Qualifying Quantity:</div> <div>Restrict to Qualifying Weight</div> <div>Restrict to Basket Subtotal</div> <div>Restrict to Basket Quantity:</div> <div>Restrict to Basket Weight:</div>	See <a href="#">Restrict to Qualifying Subtotal</a> .									
<div>Basket Description</div> <div>Display Discount in Basket</div>	See <a href="#">Basket Description</a> .									
<div>Not Valid Before</div> <div>Not Valid After</div>	See <a href="#">Not Valid Before</a> .									
<div>Priority</div>	See <a href="#">Priority</a> .									
<div>Exclusions</div>	See <a href="#">Exclusions</a> .									



4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.

5 Select [Qualifying Products, Discounted Products, and Customers](#).



### To Create a Basket Discount Price Group

Basket Discount is a simple price group, similar to a store-wide sale. After you create the price group, you can select Qualifying Products, products that the customer must purchase to trigger the discount, but the discount is applied to everything in the customer's basket.



- 1 Go to  Menu > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• Coupon Only: only customers with a coupon get the discount.</li><li>• Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• All Logged In Customers: To get the discount a customer must have an account and be signed into their account.</li><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>
Type	Select Basket Discount.
Discount	Enter a discount amount and then select either Fixed (dollar) amount or Percent discount.
Maximum Discount Amount	Enter the maximum discount value the customer can receive. For example, if you enter \$10 in this field, the customer's discount can't exceed \$10, no matter how many products they purchase.
Restrict to Qualifying Subtotal: Restrict to Qualifying Quantity: Restrict to Qualifying Weight Restrict to Basket Subtotal Restrict to Basket Quantity: Restrict to Basket Weight:	See <a href="#">Restrict to Qualifying Subtotal</a> .
Basket Description Display Discount in Basket	See <a href="#">Basket Description</a> .
Not Valid Before Not Valid After	See <a href="#">Not Valid Before</a> .
Priority	See <a href="#">Priority</a> .

Exclusions	See <a href="#">Exclusions</a> .
------------	----------------------------------

- 4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.
- 5 Select [Qualifying Products, Discounted Products, and Customers](#).

### ***To Create a Product Discount Price Group***

- 1 Go to  Menu > Marketing > Price Groups tab.
- 2 Click Add Price Group .
- 3 Fill out the fields in the Add Price Group dialog box.

Name	The name of the Price Group as it appears in the admin interface.
Eligibility	<ul style="list-style-type: none"><li>• Coupon Only: only customers with a coupon get the discount.</li><li>• Specific Customers: Only a specific list of customers will get the discount. You'll create this list later on.</li><li>• All Logged In Customers: To get the discount a customer must have an account and be signed into their account.</li><li>• All Customers: Everyone who visits your store gets the discount.</li></ul>
Type	Select Product Discount.
Discount	Enter a discount amount and then select either Fixed (dollar) amount or Percent discount.
Apply Discount To	<p>After you create this price group you:</p> <ul style="list-style-type: none"><li>• Select Qualifying Products. These are products that the customer must purchase to trigger the discount. Selecting Qualifying Products is optional for this type of price group.</li><li>• Select Discounted Products. These are the products that will receive the discount. You must select at least one product to receive the discount from this price group.</li></ul> <p>Let's say that you selected two products to receive a discount; a \$10 hat and a \$20 shirt. The customer buys one of each:</p> <ul style="list-style-type: none"><li>• If you set this field to "Lowest", the customer gets a discount on the \$10 hat.</li><li>• If you set this field to "Highest", the customer gets a discount on the \$20 shirt.</li></ul>

Maximum Item Discount Quantity	See <a href="#">Maximum Discount Quantity</a> .
Maximum Cumulative Discount:	Enter the maximum discount value the customer can receive. For example, if you enter \$10 in this field, the customer's discount can't exceed \$10, no matter how many products they purchase.
Restrict to Qualifying Subtotal: Restrict to Qualifying Quantity: Restrict to Qualifying Weight Restrict to Basket Subtotal Restrict to Basket Quantity: Restrict to Basket Weight:	See <a href="#">Restrict to Qualifying Subtotal</a> .
Basket Description Display Discount in Basket	See <a href="#">Basket Description</a> .
Not Valid Before Not Valid After	See <a href="#">Not Valid Before</a> .
Priority	See <a href="#">Priority</a> .
Exclusions	See <a href="#">Exclusions</a> .

- 4 When you've filled out all of the fields in the Add Price Group dialog box, click **Save**.
- 5 Select [Qualifying Products, Discounted Products, and Customers](#).

## Marketing > Coupons

In Miva Merchant, a coupon always has to be associated with a price group. The price group determines the discount. The coupon is just a way for customers to receive the discount.

For example, you could create a price group that is a 2-for-1 sale. If the customer buys quantity 1 of a product, you'll give them another of the same item for free. When you use a coupon, your customers are offered a 2-for-1 sale, and the way they get the discount is by entering a **coupon code** during checkout.

- **Price Group Only:**  
The customer gets the discount as soon as they add selected items to their basket.
- **Coupon + Price Group:**  
The customer gets the discount when they enter a coupon code during checkout.

Miva Merchant lets you create two types of coupon codes:

- **Generated coupon codes:** You tell the system how many coupon codes you want to create. The system generates that number of codes, and each code is unique. You can control the total number of times each coupon code can be used, and the number of times it can be used by the same customer.
  - Everyone gets the same discount, but everyone enters a unique coupon code.
- **Single coupon codes:** You create one coupon code. You can control the total number of times the coupon code can be used, and the number of times it can be used by the same customer.
  - Everyone gets the same discount and everyone enters the same coupon code.

Depending on how you distribute and track coupon use, there may not be much difference in whether you generate a set of unique coupon codes for a discount, or give all of your customers the same coupon code. If you were selling coupons as gift certificates, though, you might want to generate unique coupon codes.

## To Create a Coupon with a Single Code

- 1 Make the coupon code field visible on one or more store pages.

When you create a coupon, you also create a coupon code. Customers redeem the coupon (and get their discount) by entering the coupon code in a special field during checkout. You can add the Coupon field to one or more of the following pages:

- BASK - Basket Contents
- OCST - Checkout: Customer Information
- OSEL - Checkout Shipping/Payment Selection
- OPAY - Checkout: Payment Information.

Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

### Order Details


Item	Qty.	Item Price	Total Price
Hawaiian Hat- hat_hawaiian	1	\$10.00	\$10.00
Coupon: <input type="text"/>	<input type="button" value="Redeem"/>	<b>Total:</b>	<b>\$10.00</b>

Ship To:

First Name:

Last Name:

Customers redeem the coupon by entering your coupon code in a special field, and clicking the Redeem button.

- 1.1. Go to  Menu > User Interface > Pages tab.
- 1.2. Edit the page where you want to add the Coupon field. In our example, we'll add the coupon field to the Order Details screen. Note that in the admin interface, the Order Details screen is called "OCST - Checkout: Customer Information".
- 1.3. In the Edit Page screen, select the Page tab.
- 1.4. Scroll down to the Basket Contents section.
- 1.5. Click **Allow Coupons to be Applied**.
- 1.6. Click **Update**.

Edit Page: Checkout: Customer Information

Page | Items ✓ Update ↻ Reset

Details ▼

Basket Contents ▲

**Custom Fields:**

META Description	Select > < Deselect	
META Keywords		
Product Footer		
Product Header		

**Image:** None ▼

**Line Item Discounts:** Group Discounted Line Items by Product/Attributes ▼

☒ Display Line Item Discount Details

**Additional Price Display:**

☐ None

☐ Retail Price

☒ Base Price (includes any legacy price group discounts but does not reflect sales, coupons or discounts applied in the basket)

**Coupons:**

☐ Display Line Items for Applied Coupons

☒ Allow Coupons to be Applied

## 2 Create the Price Group.

2.1. Go to  Menu > Marketing > Price Groups tab.

2.2. Click **Add Price Group** .

2.3. Set the Eligibility to **Coupon Only**.

But see also [Eligibility in Price Groups and Eligibility in Coupons](#).

2.4. When you are creating a coupon, you can create a Price Group of any type. In our example, we'll create a Price Group of Type **Legacy**, since that's the simplest.

2.5. In our example, we'll set the Exclusions to **Exclude for Same Basket**, to prevent our coupon discount from being combined with any other discount.

### Add Price Group: Coupon Price Group 50 Percent Off ×

**Name:**

**Eligibility:**

**Type:**

**Pricing:**

☐ Retail

☐ Cost

☒ Discount from Retail:  %

☐ Markup from Cost:  %

☐ Not Valid Before:

☒ Not Valid After:

**Priority:**

**Exclusions:**

Storewide sale 7 Percent Off Everything

Holiday Sale 25 Percent Off Select Items

2.6. Click **Save**.

### 3 Create the Coupon.

3.1. Go to  > Marketing > Coupons tab.

3.2. Click **Add Coupon** .

Add Coupon

Code:

sample\_code\_1234

Description:

Coupon 50 Percent Off

Eligibility:

All Shoppers

Discount to Apply:

Coupon Price Group 50 Percent Off

☐ Not Valid Before:

10/12/2014 12:00:00 AM

☒ Not Valid After:

10/15/2014 11:59:59 PM

Max Use (Total):

100

(0 = unlimited)

Max Use (Per Shopper):

1

(0 = unlimited)

☒ Active

Cancel

Save

### 3.3. Fill out the fields in the Add Coupon dialog box:

Code	Enter an alphanumeric string. This is the code that your customers will enter in the Coupon field to get their discount.
Description	Enter a description for the coupon as it will appear in the admin interface.
Eligibility	<p>Select the group of customers that you want to receive the discount.</p> <p>All of your customers will see the Coupon field during checkout, even if you aren't permitting them to get the discount. However, a customer who isn't allowed to use the coupon code will always see the message:</p> <p><b>Invalid coupon code.</b></p> <p>no matter what they enter in the Coupon field.</p> <p>See also <a href="#">Eligibility in Price Groups and Eligibility in Coupons</a>.</p> <ul style="list-style-type: none"> <li><b>Specific Customers:</b> You must select a list of customers after you create the coupon. Only these customers will receive the discount.</li> <li><b>All logged in customers:</b> The customer must have a store</li> </ul>



	account and be signed into their store account to get the discount. <ul style="list-style-type: none"><li>• <b>All Shoppers</b> : everyone gets the discount.</li></ul>
Discount to Apply	Select the Price Group that you want to use with this coupon.
Max Use (Total)	Enter the total number of times the coupon code can be used. For example, if you enter "100" in this field, the coupon code can only be entered a total of 100 times.
Max Use (Per Shopper)	Enter the number of times each customer is allowed to use the same coupon code. For example, if you enter a "1" in this field, customers can only use the coupon code one time.

3.4. When you are done filling out the field in the Add Coupon dialog box, click the **Save** button.

4 If you selected "Specific Customers" from the Add Coupon > Eligibility field:

Eligibility:

then you must select a list of customers who are allowed to use your coupon.

4.1. In the Coupons tab, select the coupon that you just created. You'll see a Customers button at the top of the record list.

The screenshot shows the Miva Merchant interface. At the top, there is a navigation bar with buttons: 'X', 'CSV', 'Price Groups', 'Customers', and a trash icon. The 'Customers' button is highlighted with a red box. A red arrow points from this button to a dialog box titled 'Customers Assigned To sample\_code\_1234'. The dialog box contains a search bar with the text 'Advanced Search' and 'Search Customers...'. Below the search bar is a table with the following columns: 'Assigned', 'Login', and 'Password Recovery Email'. The table has three rows of data:

Assigned	Login	Password Recovery Email
<input checked="" type="checkbox"/>	a_customer	a_customer@test.com
<input type="checkbox"/>	b_customer	b_customer@test.com
<input type="checkbox"/>	c_customer	c_customer@test.com

At the bottom right of the dialog box is a 'Close' button.

4.2. Click on the **Customers** button.

4.3. In the Customers Assigned to <coupon> dialog box, assign one or more customers, then click **Close**.

You can also click on the **Price Groups** button to associate your coupon with more than one Price Group.

5 Your coupon is ready to use.

## Eligibility in Price Groups and Eligibility in Coupons

Eligibility lets you control whether everyone gets a discount, or whether only some customers get a discount. You set the eligibility when you create a price group (Add Price Group dialog box), but there is also an eligibility field in the Add Coupon dialog box.

**In the Add Price Group dialog box**

Eligibility:

**In the Add Coupon dialog box**

Eligibility:

This can be a little confusing, because, when you associate a coupon with a Price Group, you use both fields.

- **Price Group Eligibility:** Keep in mind that the discount from a Price Group is applied to a customer's basket. As soon as the customer's basket qualifies for the discount from a Price Group, the discount is automatically applied. Price Group eligibility lets you control which customers qualify for the basket discount. For example, if you set the Price Group eligibility to Specific Customers, a customer who is not on the list doesn't get the discount, regardless of what is in their basket.
- **Coupon Eligibility:** The discount from a coupon is applied when the customer enters a coupon code during checkout. Coupon eligibility lets you control who is allowed to enter the coupon code. For example, if you set the coupon eligibility to Specific Customers, a customer who is not on the list doesn't get the discount, even if they enter a valid coupon code.

We'll go through a few examples so you can see how you can combine these fields to achieve different effects:

**Example 1:** You can only get the discount from the price group by using a coupon. The coupon code is available to everyone.

**In the Add Price Group dialog box**

Eligibility:

**In the Add Coupon dialog box**

Eligibility:

**Example 2:** A specific list of customers will get the discount automatically, based on the contents of their baskets. Another list of customers can get the same discount, but only by entering a coupon code during checkout.

**In the Add Price Group dialog box**


Eligibility:

**In the Add Coupon dialog box**

Eligibility:

## To Create Generated Coupon Codes

- 1 Create a Price Group.  
See [The General Process of Creating a Price Group](#).
- 2 Enable the coupon code field in your store.  
See [Make the coupon code field visible on one or more store pages](#).

- 3 Go to  > Marketing > Coupons tab.
- 4 In the Coupons tab, click **+Generate**.
- 5 Complete the fields in the Generate Coupons dialog box:
  - **Code**: This is the "base" code that you want your customers to enter when they redeem the coupon. For example, if you enter "t\_shirt\_promo" in this field, and set the "# of Coupons" field to "10", the system will create 10 coupons like this:  
t\_shirt\_promoN43XBM2J  
t\_shirt\_promoC4G0U5JX  
t\_shirt\_promoBC12EC9W  
etc.
  - **Description**: The description you enter in this field will only appear in the admin interface.
  - **Eligibility**: Who should get the discount?
    - **Specific Customers**: Only a specific list of customers will get the discount. You'll create this list later on.
    - **All Logged In Customers**: To get the discount a customer must have an account and be signed into their account.
    - **All Shoppers**: Everyone who visits your store gets the discount.
  - **# of Coupons**: Enter the number of coupon codes that you want the system to generate.
  - **Not Valid Before / Not Valid After**: These two fields let you decide how long the coupon code will be active. Please see [Not Valid Before](#) for examples.
  - **Max Use (Total)**: The total number of times you will allow this coupon code to be entered. If you enter "1" in this field. The coupon code can only be used once.
  - **Max Use (Per Shopper)**: The total number of times you will allow any customer to use this coupon code. If you enter "1" in this field, each customer can only use this coupon code one time.
- 6 **Select Customers**. If you selected "Specific Customers" in the Eligibility field, the Select Customers button will be active. Click on this button to open the Select Customers dialog box and select the customer accounts that you want to offer the coupon to.

Select Customers

[Advanced Search](#)

☒

	Login	Password Recovery Email	Ship. First Name
<input checked="" type="checkbox"/>	a_customer	a_customer@test.com	a
<input type="checkbox"/>	b_customer	b_customer@test.com	b
<input type="checkbox"/>	c_customer	c_customer@test.com	c

- 7 In the Generate Coupon dialog box, click **Generate**.
- 8 In the Coupons tab, you'll see that the system has generated the number of coupon codes that you requested.

Home > Marketing > Coupons

## Marketing

Price Groups | **Coupons** | Upsale | Affiliates | Affiliate Payouts | Settings

[Advanced Search](#)

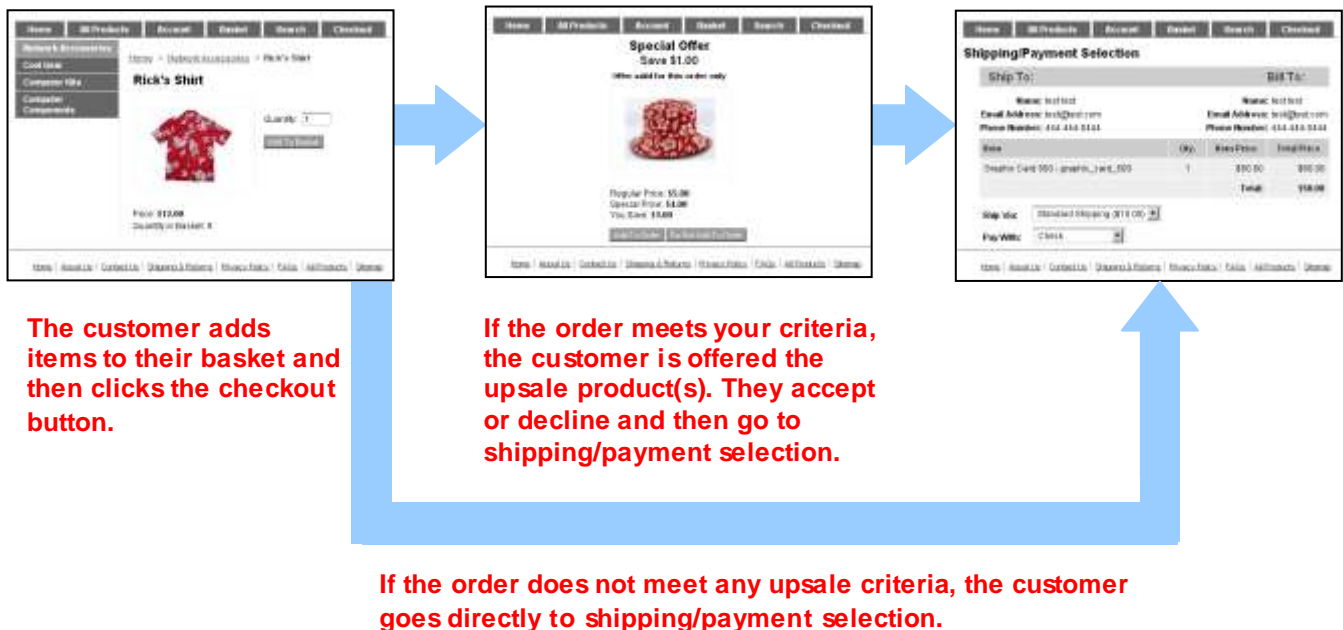
☒

-Code	Customers	Not Valid Before	Not Valid After	Max. Use (Total)
t_shirt_promoN43XBM2J	All Shoppers	N/A	N/A	1
t_shirt_promoC4G0U5JX	All Shoppers	N/A	N/A	1
t_shirt_promoBC12EC9W	All Shoppers	N/A	N/A	1



## Marketing > Upsale

Upsale refers to products and discounts that you can offer customers during checkout. Customers can add the offered product(s) to their order, or decline and continue with their original order. The basic process of upselling is:

- 1 Add an upsale product. This is a bit misleading since you are not creating a product. All you are doing is taking one of your existing products and creating an entry that says: "I want to be able to offer this product to customers during checkout." Creating this kind of entry does not alter the product in any way. You can also control *when* customers are offered an item during checkout by selecting Display and Upsale Options.
- 2 Link the upsale product to one or more products. For example, let's say that you have a shirt product. If a customer buys that shirt, during checkout you want to offer them the chance to order a matching hat. You would
  - 2.1. Create an upsale entry for the hat.
  - 2.2. Link the upsale hat entry to the shirt. When a customer buys the shirt, they will be offered the hat during checkout.



## To Create an Upsold Product

- 1 Go to  > Marketing > Upsale tab.
- 2 Click **Add Upsale** . The Add Upsold Product screen appears.

### Edit Upsold Product: Hawaiian Hat, Red

Home > Marketing > Upsale > Add Upsold Product > Upsold Product > Edit Upsold Product: Hawaiian Hat, ... > Upsold Product

Upsold Product + Add Reset

**Product Code:**  LOOK UP

**Display:**

- ☒ Always
- ☐ When order total is greater than or equal to:
- ☐ When upsold price is less than:  %

**Pricing:**

- ☒ Product Price
- ☐ Product Cost
- ☐ Absolute Price:
- ☐ Percentage of Product's Price:  %
- ☐ Percentage of Product's Cost:  %



3 In the Add Upsold Product screen:

- Enter a product code or click the **Look Up** button to find one. This is the product that you want to offer customers during checkout.
- **Display:** these options control when your upsale product will be offered.
- **Pricing:** these options control the price of your upsale product.

Most of the pricing options are obvious. For example, if you select the Product Price radio button, the upsale product will be offered to your customers at the price you entered in Menu > Catalog > Edit Product > Product tab > Details section > Price field.

**Absolute Price** lets you offer the upsale product to customers at any price that you want, unrelated to Price field or the Cost field. For example, let's say that you have a hat product. You set the product price to \$20, and the cost to \$10. If you want to offer the upsale product to your customers for \$18, you could select the Absolute Price radio button and enter \$18.

- 4 When you are done, click the **Add** button. A new tab will appear: Required Products.
- 5 Select the "Required Products" tab and click the assigned icon next to one or more products until the icon turns blue.


Assigned	Code	Name
	shirt_hawaiian	Hawaiian Shirt Red
	Zoo Shirt	Zoo Shirt

**Our upsold product (Hawaiian hat) will be offered to customers who buy the Hawaiian shirt.**

If a customer has the required product in their basket, they may be offered the upsale product during checkout (depending on what Display and Upsale Options you selected). In our example:

- We created an upsale product entry for "hat\_Hawaiian".
- The required product is "shirt\_Hawaiian".

If the customer adds the Hawaiian shirt to their basket, they will be offered the Hawaiian hat during checkout.

- 6 The upsale item has now been created and linked to a required product. However, there's another way you can verify this.
  - 6.1 Go to  > Catalog > Products.
  - 6.2 Edit the required product. In our example, the required product is "shirt\_Hawaiian".
  - 6.3 Select Edit Product: Hawaiian Shirt, Red > **Upsold Products** tab. You can see that the Hawaiian shirt is now associated with the upsale hat.

# Edit Product: Hawaiian Shirt Red

[Home](#) > 
 [Catalog](#) > 
 [Products](#) > 
 [Edit Product: Hawaiian Shirt Red](#) > 
 Upsold Products

Product

Additional Images

Related Products

Attributes

+Product Code	Display	Upsold Price
hat_hawaiian	Always	12.00




When the customer purchases "Hawaiian Shirt Red", they will be offered the Hawaiian hat during checkout. If the customer is only being offered one upsale product, the screen looks like this by default (see [Menu](#) > User Interface > Pages > OUS1):

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

### Special Offer

**Save \$2.00**  
Offer valid for this order only




**hat\_hawaiian**  
Regular Price: \$10.00  
Special Price: \$8.00  
You Save: **\$2.00**

**Size:** ☐ Small  
☐ Medium  
☐ Large

[Add To Order](#) [Do Not Add To Order](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#) | [Sitemap](#)

If the customer is being offered multiple upsale items, the screen looks like this (see  Menu > User Interface > Pages > OUSM):

[Home](#)
[All Products](#)
[Account](#)
[Basket](#)
[Search](#)
[Checkout](#)

## Special Offers

Offers valid for this order only


You may select **one or more** of the following:

Buy	Code	Product	Regularly	Special	Save
<input type="checkbox"/>	6523	Optical Mouse	\$20.00	\$16.00	\$4.00
<input type="checkbox"/>	hat_hawaiian	Hawaiian Hat, Red	\$10.00	\$8.00	\$2.00

Continue

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#) | [Sitemap](#)

## Changing the Upsale Options

Go to  Menu > Marketing > Settings tab > Upsale Options section.

There are several variables that limit upsale offers to customers during checkout:

- The [Display](#) criteria let you decide when a customer qualifies for an upsale offering. For example, when you create an upsale product you can set the Display setting so that the customer only qualifies for the upsale product if their order total is over \$100.00.
- In the Upsale Options section, the "Upsold Products to Show" variable lets you control how many upsale products you want to display on the customer's checkout screen. For example, the customer may meet your Display criteria for 10 upsale products, but you can set the "Show" variable so that they never see more than 3 upsale products during checkout.
- In the Upsale Options section, the "Max Number of Upsold Products to Select" variable lets you control how many of the upsale products the customer is allowed to purchase. For example, as a "thank you" during checkout you might show customers three deeply discounted products, but only allow the customer to purchase one of them.

**Example 1:** Based on the [Display](#) criteria, the customer qualifies for three upsale products. We'll set both of the Upsale options: "show" and "select" to unlimited.

Upsale Options

Upsold Products to Show: ☒ Unlimited

Max Number of Upsold Products to Select: ☒ Unlimited

Show the customer all of the upsale products that they've qualified for.

Allow the customer to purchase any/all of them.

↓

Home All Products Account Basket Search Checkout

Special Offers

Offers valid for this order only  
You may select **one or more** of the following:

Buy	Code	Product	Regularly	Special	Save
<input type="checkbox"/>	Hat_1	Hat_1	\$12.00	\$10.00	\$2.00
<input type="checkbox"/>	Hat_2	Hat_2	\$12.00	\$10.00	\$2.00
<input type="checkbox"/>	Hat_3	Hat_3	\$12.00	\$10.00	\$2.00

Continue

**Example 2:** Based on the [Display](#) criteria, the customer qualifies for three upsale products. We'll set "show" to unlimited and "select" to 1.

The image shows two screenshots from the Miva Merchant interface. The top screenshot is the 'Upsale Options' configuration page. It has two settings: 'Upsold Products to Show:' with a radio button selected for 'Unlimited' (highlighted with a red box and an arrow pointing to a red note: 'Show the customer all of the upsale products that they've qualified for.') and 'Max Number of Upsold Products to Select:' with a radio button selected for '1' (highlighted with a red box and an arrow pointing to a red note: 'Allow the customer to purchase only one.'). A blue arrow points from this configuration page down to the bottom screenshot. The bottom screenshot is a customer-facing 'Special Offers' page. It has a navigation bar with 'Home', 'All Products', 'Account', 'Basket', 'Search', and 'Checkout'. Below the navigation bar, the 'Special Offers' section is titled. A red box highlights the text: 'Offers valid for this order only' and 'You may select **one** of the following:'. Below this is a table with three columns: 'Buy', 'Code', 'Product', 'Regularly', 'Special', and 'Save'. The table lists three items: 'Hat\_1', 'Hat\_2', and 'Hat\_3', each with a checkbox in the 'Buy' column. The prices are \$12.00 Regularly, \$10.00 Special, and \$2.00 Save. A 'Continue' button is at the bottom right of the table.

**Upsale Options**

**Upsold Products to Show:** ☒ Unlimited ☐ 0

**Max Number of Upsold Products to Select:** ☐ Unlimited ☒ 1

Show the customer all of the upsale products that they've qualified for.

Allow the customer to purchase only one.

**Special Offers**

Offers valid for this order only  
You may select **one** of the following:

Buy	Code	Product	Regularly	Special	Save
<input type="checkbox"/>	Hat_1	Hat_1	\$12.00	\$10.00	\$2.00
<input type="checkbox"/>	Hat_2	Hat_2	\$12.00	\$10.00	\$2.00
<input type="checkbox"/>	Hat_3	Hat_3	\$12.00	\$10.00	\$2.00

Continue


## Pages Related to Upsale Products

Upsale products are controlled by four pages in the admin interface: OUS1, OUSM, UATR, and UATM.

Page OUS1 controls the screen where a customer is being offered a single Upsale product. The content of this page is controlled by the template code on OUS1 > Page tab > Details section. If the upsale product has [Attributes](#), they are controlled by the OUS1 > Page tab > Product Attribute Template section.

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

**Special Offer**  
Save \$0.00  
Offer valid for this order only



**ricks\_hat**  
Regular Price: \$25.00  
Special Price: \$25.00  
You Save: \$0.00

**Size:** ☐ Small  
☐ Medium  
☐ Large

[Add To Order](#) [Do Not Add To Order](#)

Page OUS1. Attributes (if any) on this page are controlled by the OUS1 > Page tab > Product Attribute Template section. The rest of the screen is controlled by the template code on OUS1 > Page tab > Details section.

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#) | [Sitemap](#)

If:

- The customer clicks on one of the buttons (**Add to Order**, or **Do Not Add to Order**) at the bottom of OUS1, AND
- The attributes of the upsale product are required, the customer will be taken to page UATR.

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Home](#) » [Upsell: Missing Product Attributes \(Single\)](#)

**Special Offer: ricks\_hat**

Attributes in bold are required.

**Size:** ☐ Small  
☐ Medium  
☐ Large

[Continue](#)

Page UATR. The attributes on this page are controlled in UATR > Page tab > Product Attribute Template section. The rest of the page is controlled with the template code on UATR > Page tab > Details section.

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#) | [Sitemap](#)

Page OUSM controls the screen where a customer is being offered multiple products. All of the content on this screen is controlled by the template code on OUSM > Page tab > Details section.

The screenshot shows a web interface for 'Special Offers'. At the top is a navigation bar with links: Home, All Products, Account, Basket, Search, and Checkout. Below this, the 'Special Offers' section is titled 'Page OUSM' in red. It states 'Offers valid for this order only' and 'You may select **one or more** of the following:'. A table lists two offers:

Buy	Code	Product	Regularly	Special	Save
<input type="checkbox"/>	6523	Optical Mouse	\$20.00	\$16.00	\$4.00
<input type="checkbox"/>	ricks_hat	ricks_hat	\$25.00	\$25.00	\$0.00

Below the table is a 'Continue' button. At the bottom of the page is a footer with links: Home, About Us, Contact Us, Shipping & Returns, Privacy Policy, FAQs, All Products, and Sitemap.

Notice that on OUSM, the user can't select attributes for the upsale products, even if they are required. The user clicks on the **Continue** button and goes to the next screen, UATM.

Page UATM controls the screen where a customer has been offered multiple products and needs to select attributes for those products. All of the content on this screen is controlled by the template code on UATM > Page tab > Details section.

## Marketing > Affiliates Tab

### Affiliate Procedures/Content from old Doc

An affiliate is someone that you pay for referring customers to your on-line store. The general process of working with affiliates is:

- 1 Create an affiliate account which includes:
  - A special html link to your store. It can be a link to any page in your store: your store's home page, a specific product page, etc.
  - A policy of how much you want to pay the affiliate for a referral. For example, you can pay affiliates a flat rate for each referral, or a percentage of the order total.
- 2 Your affiliate adds the link that you created to one of their web pages; their blog, personal website, or on-line store. When a customer visits your affiliate's webpage and clicks on the link, Miva Merchant can track:
  - That the customer reached your store from a specific affiliate.
  - What the customer purchased from your store.

- 3 Create the payouts. Miva Merchant calculates how much you owe each affiliate.
- 4 Send money to your affiliates using any method that is convenient for you.
- 5 Mark the debt as paid.







When a customer reaches your store by clicking on an affiliate link, the affiliate information is added to the customer's session cookie. It's the session cookie that lets Miva Merchant know that the customer made a certain purchase in your store after clicking on an affiliate's link. If the customer's basket expires, or if the customer deletes their cookies, and then buys something from your store, your affiliate does not get credit for the purchase.


## To Create an Affiliate Account

You can create affiliate accounts in the admin interface, but you can also allow potential affiliates to create their own accounts in your on-line store.

### *To Create an Affiliate Account in the Admin Interface*

- 1 Go to  Menu > Marketing > Affiliates tab.
- 2 In the Affiliates tab, click **Add Affiliate** .
- 3 In the Identification tab:
  - **Login.** This is the affiliate's user name that they will enter to login to their affiliate account in your on-line store. See [Marketing > Settings > Affiliate Lost Password Email](#) for an example of how affiliates log in.
  - **Lost Password Email:** This is the email address that the affiliate's password will be mailed to if they click the Forgot Password link in your on-line store.
  - **Password/Confirm Password:** The affiliate's password.
  - **Application Status:** The status that you set here will over-ride the store wide value you set in [Marketing > Settings > Affiliate Options](#).
    - **Pending:** No referral commissions are tracked.
    - **Approved:** Affiliate referrals are enabled and are being tracked by the software.
    - **Disabled:** Affiliate referrals are not enabled or tracked.
- 4 Click  Add.
- 5 In the Info tab, enter contact information for the affiliate.
- 6 In the Commission tab, describe how much the affiliate should be paid for each referral.

The values that you set here for a specific affiliate will override the default settings in  Menu > Marketing > Settings tab > Affiliate Options section.
- 7 The Earnings tab will show a record for every commission that this affiliate has earned. However, you can also use the Earnings tab to manually adjust their earnings.

- 7.1. In the earnings tab, click **Add Adjustment**.
- 7.2. In the Transaction screen:
  - Enter an **order id** to associate the earnings with an order.
  - Enter the order amount.
  - Enter a value for **Earned**. This is what you want to pay your affiliate for the transaction.
  - Void:
  - Void Reason:
  - Adjusted Reason:
- 7.3. When you are done, click .

### ***To Create an Affiliate Account in Your On-line Store***

Usually your potential affiliates will follow these steps to create their own accounts.

- 1 Open a browser and connect to your on-line store.
- 2 Click on the Affiliate Login link.
- 3 In the Affiliate Login page (AFCL), click the **Create Account** button.
- 4 In the Affiliate Create page (AFAD), choose a login, password, and enter your contact information.
- 5 Click the **Save** button.



After you click the Save button, the "Commission" column will appear, showing the affiliate's account, current commission, and referral links.

## **Paying Affiliates**

Paying your affiliates is a three step process:

- **Add payouts.** Miva Merchant will calculate how much you owe each affiliate. Miva Merchant creates a "payout record" for each of these affiliates which means that they are "ready to be paid".
- **Mark the affiliate payout record as paid.**
- **Send payment to each affiliate:** You send payment to your affiliates outside of Miva Merchant using check, PayPal, or any other method.

## **To Pay an Affiliate**

- 1 Go to  > Marketing > Affiliate Payouts tab.
- 2 In the Affiliates Payouts tab, click **Add Payout** . The Add Payout screen appears.



Home > Marketing > Affiliate Payouts > Add Payout > Payout

## Add Payout

Payout

**Payout Threshold:** 0  
**Payee Count:** 1  
**Payout Amount:** 25.00

- **Payout Threshold:** This is a dollar value that you set in the Payout Threshold field. The threshold tells the system that you don't want to have to pay affiliates until they've earned at least a certain amount of money. In our example above, we set the threshold to \$20.00. When we click on the **Add Payouts** button, the system will ignore any affiliate who has earned less than that.
- **Payee Count:** The number of affiliates who have earned more than the threshold amount.
- **Payee Amount:** The total amount that you currently owe all affiliates at the payout threshold.

3 Click the **Continue** button. The Payout Details screen displays.

Home > Marketing > Affiliate Payouts > Add Payout > Payout > Payout Details > Payout

## Payout Details

Affiliate | Payout

**Payout Information:**  
 Payout Date: 11/11/2014  
 Payout Time: 16:38:46 PST  
 Payee Count: 1  
 Total Payout: 25.00  
 Created By: tech  
 Processed: ☐

**Void Information:**  
 Current Date: 11/11/2014  
 Current Time: 16:38:46 PST  
☐ Void  
 Reason:   
 Voided By:

- In the Payout Details screen you can:
  - Mark a payment as paid:
    1. Click the **Processed** checkbox, then click **Update**.
  - Mark a payment as void:
    2. Click the **Void** checkbox.
    3. Enter a Reason for voiding the payment, if you wish. Your login will automatically be entered in the Voided By field.
    4. Click **Update**.

- 4 In our example, we'll click the **Processed** checkbox and then click **Update**. This affiliate is now marked as paid.

Home > Marketing > Affiliate Payouts > Add Payout > Payout > Payout Details > Payout

## Payout Details

Affiliate | Payout

**Update** **Reset**

Payout Information:	Void Information:
Payout Date: 11/11/2014	Current Date: 11/11/2014
Payout Time: 16:38:46 PST	Current Time: 16:42:09 PST
Payee Count: 1	<input type="checkbox"/> Void
Total Payout: 25.00	Reason: <input type="text"/>
Created By: techwriter	Voided By:
Processed: Yes	
Processed Date: 11/11/2014	
Processed Time: 16:42:09 PST	
Processed By: tech	

- 5 Confirm that the affiliates are marked as paid.
- 5.1. Go to **Menu** > Marketing > Affiliate tab.
- 5.2. Edit the Affiliate that you just created a payout for.

## Marketing

Price Groups | Coupons | Upsale | Affiliates

☒

+Code	Password Email	Site Name
<input type="checkbox"/> an_affiliate	test@test.com	

- 5.3. Select the Earnings tab. The payout that we just created now shows up.

## Edit Affiliate: an\_affiliate

Identification | Info | Commission | **Earnings**

[Update](#) [Reset](#)

Remove ✓+ ✓-	Date	Time	IP Address	Type	Order ID	Order Amt	Earned	Void	ADD ADJUSTMENT
<input type="checkbox"/>	11/11/2014	16:38:46		Payout			-25.0000		<a href="#">EDIT</a>
							10		

5.4. Your affiliate can also see a record of the payment by logging into your on-line store:

Home | All Products | Account | Basket | Search | Checkout

[Home](#) » [Affiliate Edit](#)

### Edit Affiliate Information [Logout](#)

**Bold** = Required  
*Italic* = Optional

**Login:** an\_affiliate

**Email Lost Passwords To:**

**Affiliate Information:**

**Site Name:**

**Site URL:**

**Contact:**

**Name:**

**Address:**

**City:**

**State/Province:**

**Zip Code:**

**Country:**

**Commissions:**

**Application Status:** Approved

**Commission:** No Commission specified, please contact the store administrator

**Current Earnings:** \$0.00

**Last Payment:** \$25.00

**Payment Date:** 11/11/2014

**Link URL:**

6. Manually send payment to the affiliate using any means that is convenient, check, PayPal, etc.

## To Manually Adjust an Affiliates Earnings

See [To Create an Affiliate Account in the Admin Interface](#).

## Marketing > Affiliate Payouts Tab

The Payouts tab keeps a record of payments you have made to affiliates. Records will only show up in this tab if you have created payouts and then marked them as either paid or void. See [To Pay an Affiliate](#).

## Marketing > Settings

### Marketing > Settings > Discounting Options

These settings let you control what happens when a customer's order becomes disqualified for a discount because of a return. For example, let's say you create a Price Group that offers free shipping for orders of \$100 or more. A customer buys \$100 of merchandise and gets free shipping. A few days later, the customer returns one of the items. Technically, the order total is now under \$100, which means they no longer qualify for free shipping.

Generally, when a customer wants to return an item, they would call you. While the customer is on the phone, you edit the order and issue an RMA for the item(s). See [To Process Returns and Refunds](#) for more details. Adjustments to the discount, based on the settings in this tab, will show up in the Edit Order screen.

#### Recalculate Discounts For Returns

These fields let you control when discounts are adjusted as the result of a return.

- Never: the discount is never revoked or recalculated, regardless of changes to the order by RMA.
- When Authorized: Adjustments to the discount will be recalculated as soon as you click the [Authorize](#) button in the Edit Order screen.
- When Received: Adjustments to the discount will be recalculated as soon as you click [Received](#) in the Edit Order screen.

#### Order Total Handling

These fields let you control how discounts are adjusted as the result of a return.

- Allow Recalculation of Discounts to Increase Order Total: If you select this option it will be possible for the customer to owe you money because a discount was disqualified as the result of a return.
- Prevent Increase in Order Total with Adjustment Item: If you select this option the customer's order total will never increase, even if a returned item disqualifies them for the discount.
  - Adjustment Item Code / Adjustment Item Name: The text that you enter in these fields will appear as explanations for the discounting adjustments in the Edit Order screen.

## Marketing > Settings > Upsale Options

See [Changing the Upsale Options](#).

## Marketing > Settings > Affiliate Options

**Activate Affiliate Program** Enables Miva Merchant to begin tracking affiliates referrals, and adds the Affiliate Login link to your on-line store.

**Default Application Status:** There are two ways to create affiliate accounts:

- With the **Add Affiliate** button in the Affiliates tab. When you manually create an affiliate account this way you can set the account status.
- A potential affiliate goes to your on-line store, clicks on the Affiliate Login link, and then clicks the **Create Account** button.

Use the Default Application Status field to set the default status of affiliate accounts that are created in your on-line store.

- **Pending:** No commissions are tracked.
- **Approved:** Affiliate referrals are enabled and are being tracked by the software.
- **Disabled:** Affiliate referrals are not enabled or tracked.

**Default Commission Per Referral (hit):** The affiliate gets a commission when a customer clicks on the link to your store. No purchase is necessary.

**Default Commission Percent of Order:** The affiliates commission is a percentage of the customer's order total.

**Default Commission Flat Fee Per Order:** The affiliates receives a flat fee for every customer referral that results in a purchase. The size of the order doesn't matter.

**Payout Threshold:** The payout threshold is a way of telling the system that you don't want to pay your affiliates until they've earned a certain amount of money. See [Paying Affiliates](#).

**Link Image:** The referring link that your affiliates add to their website can either appear as a text hyperlink or as an image that customers can click on to reach your store.

[Free Shirt](#)



**If you want the referring link to appear as text:**

- 1 Enter some text, such as "Free Shirt", in the Link Text field (see below). Miva Merchant will automatically generate an html HREF similar to this:

```
<a  
href="http://test_store.coolcommerce.net/mm5/merchant.mvc?Screen=SFNT&Affiliate=affiliate1 "> alt="Free Shirt" border="0"></a>
```

**If you want the referring link to appear as an image:**

- 1 In the Link Image text box, enter the path to an image that is already on your server, or use the **Upload** button to copy an image from your local machine to your server. Miva Merchant will automatically generate an html HREF similar to this:

```
<a  
href="http://test.coolcommerce.net/mm5/merchant.mvc?Screen=SFNT&Affiliate=affiliate1 "></a>
```

- 2 Your affiliate can now go to your on-line store and log into their affiliate account. As the figure on page [145](#) shows, the html reference to your link image appears in the "Commissions > Image Link HTML" section. Your affiliate copies the html into the source code of their web page and your image now appears as a button. When someone clicks on that image, they will be taken to your on-line store and your affiliate gets credit for the referral.

Link Text:

See Link Image field above.

Terms:

Use the Terms text box to document how your affiliate program works. Affiliates can see your terms when they create an affiliate account or log into an existing affiliate account.

Terms:

Sign In | [Affiliate Login](#) | Order History

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Home](#) » [Affiliate Create](#)

### Affiliate Account Registration

**Bold** = Required  
*Italic* = Optional

Login:

Email Lost Passwords To:

Password:

Address:

City:

State/Province:

Other State/Province:

Zip Code:

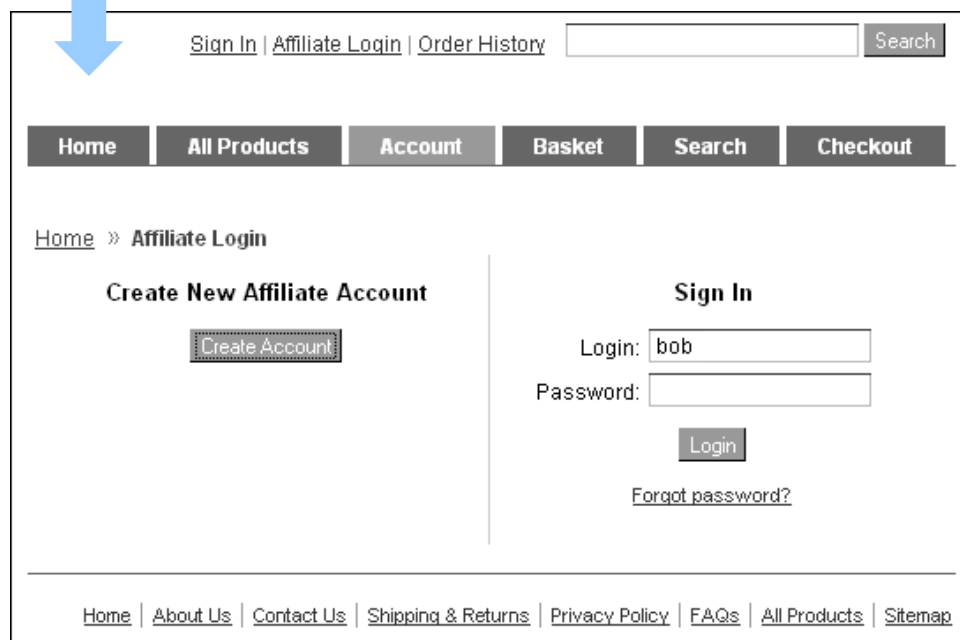
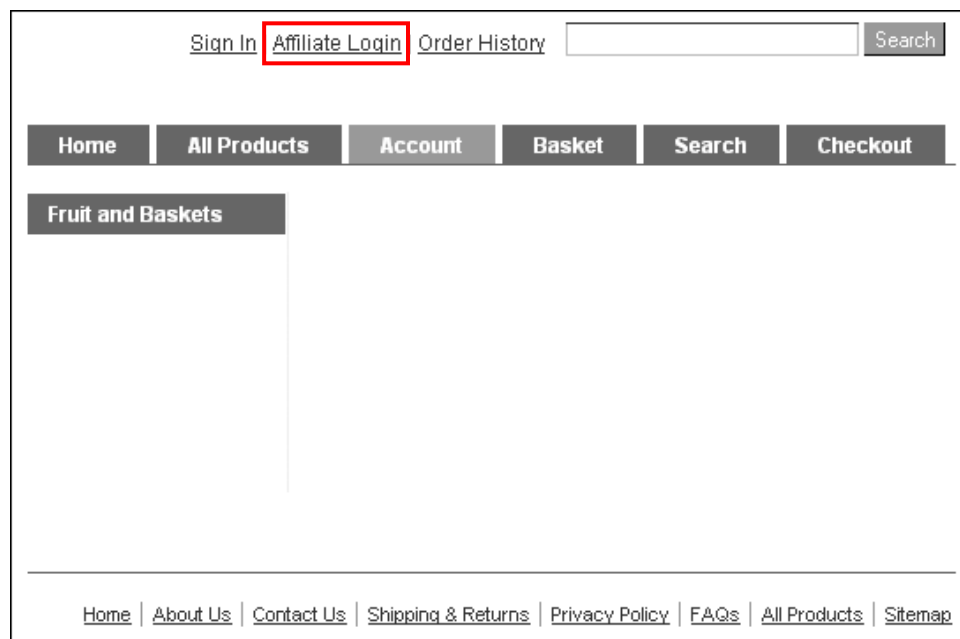
Country:

**Terms:**

## Marketing > Settings > Affiliate Lost Password Email

Your affiliates can log into their accounts through your on-line store, mainly to check their commission status. If an affiliate forgets their login, they can:

- 1 Click on the [Affiliate Login](#) link. Note that this link does not appear in your store unless you have checked the [Activate Affiliate Program](#) checkbox.
- 2 In the Affiliate Login screen (AFCL), the affiliate enters their login name and clicks the "Forgot Password" link.
- 3 Miva Merchant will automatically send an email containing the affiliate's password.
- 4 Use the Lost Password Email tab to create the email that your affiliate receives. The affiliate's password is appended to the body of the message.



The Affiliate Login page (AFCL).

## Marketing > Settings > Affiliate Email Notification

Potential affiliates can create affiliates accounts through your on-line store (see [To Create an Affiliate Account](#).) The account is usually created with a status of Pending. When the account is created the potential affiliate receives an email. Use the Affiliate Email Notification Tab to create the email that they receive.



Note that you must check the **Activate New Affiliates Email** checkbox to enable the email.

## Order Processing

There are a lot of things you can do with orders, such as cancel items, split, and mark items as being on back order, but the main steps are:

- 1 **Create an order.** Normally the customer creates an order while they are shopping in your store, but you can manually create orders in the admin interface (ideal for phone orders or other manually placed orders).
- 2 **Authorize payment.** Authorizing a payment means that the customer has enough purchasing power on their credit or debit card for the order. The money isn't transferred yet, but a hold is placed on the authorized amount for anywhere from 3 to 30 days depending on your merchant account provider.
- 3 **Capture Payment.** Capturing payment triggers a "settlement" at your merchant bank. Essentially, it means that the money is transferred from the customer's account to your account.
- 4 **Create the Shipment.** Creating a shipment generates a picking number. This is the step when you put the order items in one or more boxes.
- 5 **Enter tracking numbers.** In this step you mark the item as shipped, and optionally, enter a tracking number. This step is done for you automatically if you use Miva Merchant's built in UPS, FedEx, USPS, Endicia or Canada Post shipping modules to generate the shipping label.
- 6 **Generate a shipping label and ship.**

## To Process Returns and Refunds

Returns are a special workflow in order processing. All storeowners have slightly different return policies and procedures, but in Miva Merchant the general process looks like this:

- 1 The customer contacts you and asks to return something.
- 2 Edit the order, select the item(s) and click the Create Return button.
  - The Create Return button creates an RMA number for the item(s) that you selected.
  - You can configure an email that will automatically be sent to the customer with your return instructions and the RMA number.
- 3 The customer returns the item(s).

When you receive a returned item, you can find the order by searching on the customer's name, but you can also create a filter for orders that have RMA items.

Home > Order Processing > Orders

## Order Processing

Orders | Shipments

Order Status ▼ No Time Limit ▼ RMA Issued ▼

- 4 Edit the order. Select the returned item(s) and click the Manage Return(s) button. In the Manage Return(s) dialog box, check the **Received** checkbox, then click **Save**.

Manage Return(s) <span>×</span>	
Return	Received
01015-20140812-00003	<input checked="" type="checkbox"/>
Close	Save

- 5 Issue a refund.
- If the customer paid with a credit card and you are using a payment gateway that supports refunds, you can edit the order and click the Refund button.
  - If the customer paid by check, or you are using a payment gateway that does not support refunds, you can manually send the customer a refund, with a check, credit slip, PayPal account, etc.

## Order Processing > Orders

Home > Order Processing > Orders

### Order Processing

Orders | Shipments

**Standard and Advanced Search** Reset

None Advanced Search Search Orders... Q

X CSV Create Batch Batch Report Archive + ↺ ⌵ ⋮

	-Order #	Status	Date	Billing First Name	Billing Last Name	Total
<input checked="" type="checkbox"/>	1037	Returned	11/1/2014, 5:42:5...	a	customer	\$19.78
<input checked="" type="checkbox"/>	1033	Pending	10/28/2014, 4:16...	a	customer	\$19.78
<input checked="" type="checkbox"/>	1032	Pending	10/27/2014, 4:29...	c	customer	\$33.22

There are quite a few actions you can take on orders. Some things you can do only in the main Orders tab; some you can do when you edit an order, and some you can do in both places. For example:

- You can only run a [Batch Report](#) in the main Orders screen.
- You can only [Authorize](#) funds when you edit an order.
- You can use Back Order in **both** the main Orders screen and when you edit an order. If you run Back Order in the main Orders screen, all items in the order are marked as back ordered. If you edit the order, you can choose which items should be marked as back ordered. This is usually true for any command that is available in both the Orders screen and when you edit the order. If you run the command from the main Orders screen, it affects every item in the order. If you run the same command when you edit the order, you can select the items that you want to be affected.

## Working with Orders in the Main Orders Screen

### Filters

In addition to the standard search and advanced search features, you can also select orders with the Filter drop-down list box.

## Date Range

Order Processing

[Home](#) > [Order Processing](#) > [Orders](#)

Orders | Shipments

Date Range ▾

- No Time Limit ▾
- No Time Limit
- Last Day
- Last 3 Days
- Last 7 Days
- Last 14 Days
- Last 30 Days
- Last 90 Days
- Last 180 Days
- Last 365 Days
- Exact Dates

Select one of the pre-defined date ranges.

Order Processing

[Home](#) > [Order Processing](#) > [Orders](#)

Orders | Shipments

Date Range ▾ Exact Dates ▾ From: Tuesday, July 08, 2014 12:00:00 AM

To: Wednesday, July 09, 2014 12:00:00 AM

Or select "Exact Dates" and then enter your own date range.

## Batch

You can place a group of orders into a batch, and then view only the orders in that batch. See below for more information about using Batches.

Order Processing

[Home](#) > [Order Processing](#) > [Orders](#)

Orders | Shipments

Batch ▾

- Unbatched Orders ▾
- Unbatched Orders
- Wed Jul 09 2014 17:56:31 GMT-0700 (Pacific Daylight Time): Sample Batch

## Payment Status

Home > Order Processing > Orders

### Order Processing

Orders | Shipments

Payment Status ▾	No Time Limit ▾	Authorized with \$0 Captured ▾
	No Time Limit	Authorized with \$0 Captured
	Last Day	Authorized with Partial Captured
	Last 3 Days	Captured and Not Shipped
	Last 7 Days	Shipped and Not Captured
	Last 14 Days	
	Last 30 Days	
	Last 90 Days	
	Last 180 Days	
	Last 365 Days	
	Exact Dates	

## Order Status

Home > Order Processing > Orders

### Order Processing

Orders | Shipments

Order Status ▾	No Time Limit ▾	<Select One> ▾
	No Time Limit	<Select One>
	Last Day	Pending
	Last 3 Days	Processing
	Last 7 Days	Shipped
	Last 14 Days	Partially Shipped
	Last 30 Days	Cancelled
	Last 90 Days	Backordered
	Last 180 Days	RMA Issued
	Last 365 Days	Returned
	Exact Dates	

Every order in Miva Merchant will have a certain order status, depending on what actions have been taken.

- Pending:** An order has been created. Either the customer completed checkout, or you manually created an order in the admin interface.
- Processing:** An order has been created and you have created at least one shipment.
- Shipped:** The entire order has been marked as shipped.


Partially Shipped:	At least one item in the order has been marked as shipped.
Cancelled:	The entire order has been marked as Cancelled, although the order still remains in the system.
Back Ordered:	At least one item in the order was marked as back ordered.
RMA Issued:	At least one item in the ordered was marked with Create Return.
Returned:	At least one item in the ordered was marked with Manage Return(s).

## **Batches**

A Batch is a collection of orders, grouped together and given a name. Batches are really just another way for you to filter orders. First you create a Batch, then you use the filter list box to view the orders in that Batch.

- You can create and delete Batches, but you cannot edit a Batch.
- An order can only be in one Batch.
- To remove orders from a Batch, you have to transfer them to another Batch.
- After you create a Batch, you can view the orders in the batch, capture funds, or run a report on the Batch.

### **To Create a Batch**

- 1 Go to  Menu > Order Processing > Orders tab.
- 2 In the Orders tab, select several orders and click the **Create Batch** button.
- 3 In the Create Batch dialog box, enter a name (optional) for the batch and click **Create Batch**. When you create your Batch, the system will automatically prefix your Batch name with a timestamp.

Home > Order Processing > Orders

## Order Processing

Orders | Shipments Reset

None [Advanced Search](#) Search Orders... Q

✕
CSV

Create Batch
Batch Report
Archive

+

-Order #	Status	Date	Billing First Name	Billing Last Name	Total
<input checked="" type="checkbox"/> 1037	Returned	11/1/2014, 5:42:5...	a	customer	\$19.78
<input checked="" type="checkbox"/> 1033	Pending	10/28/2014, 4:16...	a	customer	\$19.78
<input checked="" type="checkbox"/> 1032				customer	\$33.22

### Create Batch

Batch Name (optional):

Cancel Create Batch

### To View the Orders in a Batch

- 1 In the Orders tab, select **Batch** in the filter drop-down list box.
- 2 Select a Batch.
- 3 All of the orders in that Batch will display.

Batch

Sat Jul 12 2014 18:26:52 GMT-0700 (Pacific Daylight Time): sample batch

1

2

### To Transfer Orders from One Batch to Another

- 1 View the orders in a batch (see above).
- 2 Select one or more orders and click the **Create Batch** button.
- 3 The orders will be removed from the old batch and placed in the new batch.

### To Delete a Batch

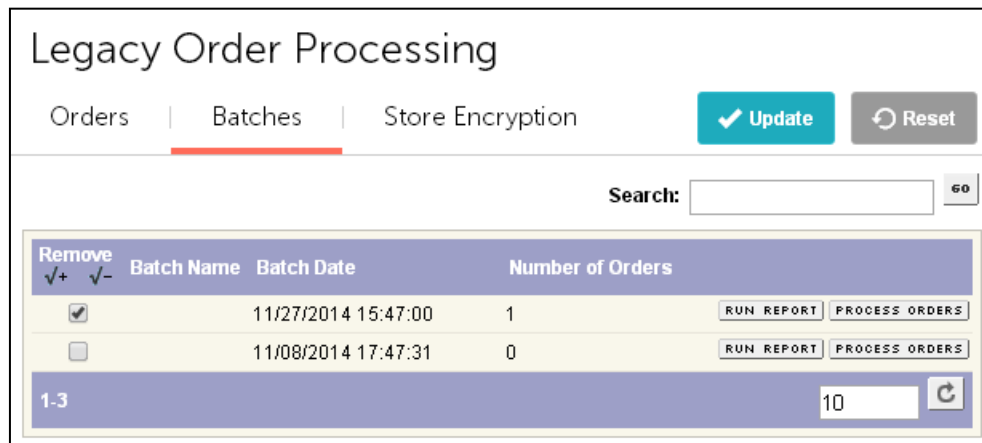


**Please note that deleting a Batch also deletes the orders in that Batch!** If this is not what you intend, you must transfer the orders to a new Batch, then delete the old Batch.

- 4 In the Store Search field, enter "Legacy Order Processing", then click on the link when it appears in the results list.



- 5 Select the Batches tab.
- 6 In the Batches tab, check the box next to the Batch that you want to delete, then click **Update**.



### ***Capturing Payment in Batch***

- 1 Before you can capture payment for a Batch, each order in the Batch must have had the payment [Authorized](#). If necessary, you can do this by clicking on each order in the Batch. In the Order dialog box, click on the **Authorize** button.
- 2 Use the instructions above to view the orders in a Batch.
- 3 Select one or more orders in the Batch.
- 4 Click the **Capture Payment** button.

Note that you can follow essentially the same steps as above to

- Create a shipment for a batch of orders.
- Back order one or more orders in a batch.
- Archive the orders in a batch.




- Create Shipment for a Batch or to Archive the orders in a Batch.

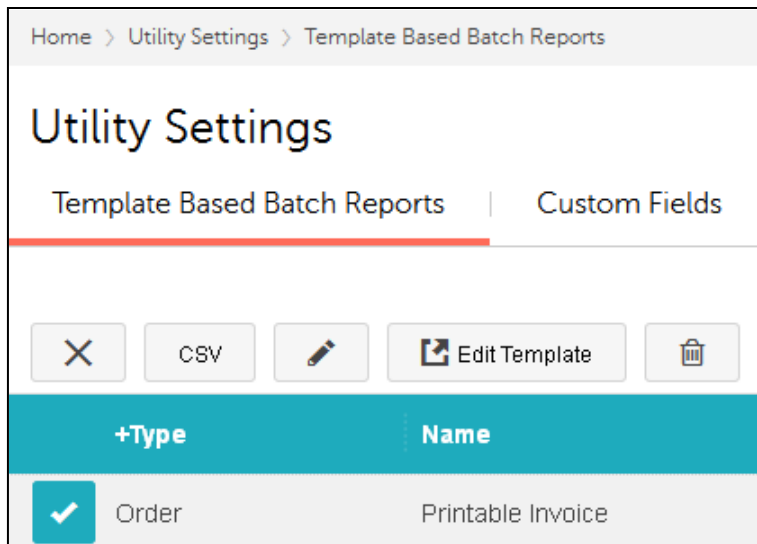
### Batch Report

The name "Batch Report" is a bit misleading because you don't need to create a batch to use this feature. The Batch Report is an order report. The **Batch Report** button becomes active when you select at least one order.


Out of the box, Miva Merchant comes with one Batch Report: printable invoice. However, if you are familiar with Miva Merchant coding, you can create your own Batch Report to do anything that you want, and run it from the Orders screen.

You can customize the printable invoice.

- 1 Go to  > Utilities > Template Based Batch Reports.
- 2 Select the Printable Invoice.
- 3 Click Edit Template.



### To Run a Batch Report

- 1 Go to  > Order Processing > Orders tab.
- 2 Select one or more orders.
- 3 Click Batch Report.
- 4 In the Run Batch Report dialog box, select the Batch Report that you want to run and click **Run Report**.

<b>Test Store</b> 5060 Shoreham pl suite 130 San Diego, CA 92122 US	<b>Order Summary</b> Date: 06/08/2011 Order: #1008 Order Status: Processing
--	--

---

<b>Bill To</b>	<b>Send To</b>
<b>Name:</b>	<b>Name:</b> Juan Evingston
<b>Email Address:</b>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b> 515 Greyley Ave. Bridgeville, DE 19933 US

---

Code	Product	Quantity	Total
6523	Optical Mouse	2	\$20.00
<b>Total:</b>			<b>\$40.00</b>

---

<b>Payment</b>	<b>Shipping</b>
<b>Check #:</b> 4123	<b>Shipping Method:</b> Unknown

The Miva Merchant printable invoice.

### Create Shipment

The **Create Shipment** button is used to generate a picking number and place all or part of an order in one or more boxes.

- To place an entire order in one box (with a single pick number for the entire order), select the order in the Manage Orders screen and click Create Shipment.

Home > Order Processing > Orders

## Order Processing

Orders | Shipments Reset

None [Advanced Search](#)  Q

✕
CSV

Create Batch
Batch Report
Create Shipment
Back Order
Archive

+

	-Order #	Status	Date	Billing First Name	Billing Last Name	Total
<input checked="" type="checkbox"/>	1037	Pending	11/1/2014, 5:42:5...	a	customer	\$19.78
<input checked="" type="checkbox"/>	1033	Pending	10/28/2014, 4:16...	a	customer	\$19.78

- To create separate pick numbers for different items in the order:
  - 1 Edit the order.
  - 2 Select one item and click Create Shipment
  - 3 Repeat with the other items that you are ready to ship. Note that after you use Create Shipment to assign a pick number to an item, you can no longer edit that item.

Ship To:

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

Bill To:

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

Payment:

No payments recorded

Authorized: \$0.00  
Captured: \$0.00  
Refunded: \$0.00  
**Net Captured: \$0.00**

Authorize Capture Refund Void


Delete Cancel Split **Create Shipment** Enter Tracking Number(s) Back Order Create Return Manage Return(s) Add Item(s)

<input type="checkbox"/>	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input checked="" type="checkbox"/>	<a href="#">hat_hawaiian</a>	Hawaiian Hat	1	1.000	10.00	10.00	Pending
<input type="checkbox"/>	<a href="#">shirt_hawaiian</a>	Hawaiian Shirt	1	1.000	20.00	20.00	Pending

### Back Order


You can mark an entire order, or individual items in an order, as back ordered as soon as the order has been created. If you mark an item in an order as back ordered, the pick number for that item will no longer appear in the Enter Tracking Number(s) dialog box.

***To Mark an Entire Order as Back Ordered:***

- 1 Go to  Menu > Order Processing > Orders tab.
- 2 Select an order and click the **Back Order** button.
- 3 In the Back Order dialog box you can optionally enter a date when you expect the order items to be in stock.
- 4 Click the **Back Order** button.

Note that you cannot mark an order as back ordered if you have already created a pick number for the entire order.

***To Mark Part of an Order as Back Ordered:***

- 1 Go to  Menu > Order Processing > Orders tab.
- 2 Edit an order.
- 3 In the edit order screen, click the checkbox next to the item you want to back order and click the **Back Order** button.
- 4 In the Back Order dialog box you can optionally enter a date when you expect the order items to be in stock.
- 5 Click the **Back Order** button.

***Archive***

Use the archiving feature to delete the payment information associated with one or more orders. Archiving is most commonly used with credit card orders, so that you can comply with PCI-DSS regulations that limit how long you can store customer credit card information. When you archive an order, the order details remain in the database, but the payment information, such as the credit card number, is deleted.

- To learn more about the PCI-DSS standards for credit card security, please see:  
[Appendix 1: Best Practices for Managing Credit Card Data](#)
- To learn more about the Archive button, see:  
[Regular Archiving in the Manage Orders Screen.](#)

## Working with Orders in the Edit Orders Screen

### Order Emails

Order 1048  
2/10/2015, 4:19:35 PM

[Order Emails](#)  
[Order Fulfillment Modules](#)

### Order Emails

Send the Following Email(s):

- ☐ Order Confirmation: Customer
- ☐ Order Confirmation: Merchant
- ☒ Backorder Notice

Override From:

Override Reply-To:

Override To:

Override CC:

Override BCC:

Override Subject:

Use the Order Emails link and dialog box to manually send emails to customers while you are editing an order. For complete details, please see [Order Fulfillment > Template Based Emails](#).

### Payment

The Payment drop-down list displays a history of all payment related activities for the order, such as authorization, capture, voiding and refunding. Selecting an entry in the Payment drop-down list does not change the order, but it refreshes the information that is displayed in the Authorized, Captured, Refunded, Net Captured, and Payment Type fields.

Payment:

8-25-2014: Legacy Capture: \$10.00 ▼

8-25-2014: Legacy Authorization: \$10.00

8-25-2014: Legacy Capture: \$10.00

Captured: \$10.00

Refunded: \$0.00

**Net Captured: \$10.00**

Payment Type: Check

Check #: 1234

Authorize Capture Refund Void

### To Add Items to an Order

- 1 Go to **Menu** > Order Processing > Orders tab.
- 2 Edit an order.
- 3 In the edit order screen, click **Add Item(s)**.
- 4 In the Add Items dialog box, start typing the code of a product and the system will list all of the product codes that match what you have entered.

Add Item(s) X

Code	Name	Quantity	Weight	Price/Ea.	Taxable	Total
mo		1	0.00	0.00	<input checked="" type="checkbox"/>	0.00
motherboa... Motherboard A212				\$250.00	<input type="button" value="Add Attribute"/>	

Close Add Add +

- 5 Add an attribute to the item (optional).

The **Add Attribute** button in the Add Item(s) dialog box is a bit confusing because there is also an Add Attribute button in the [Catalog > Edit Product > Attributes Tab](#). These two buttons, although they have the same name, do completely different things:

- The Add Attribute button in the Edit Product > Attributes Tab is used to create product [Attributes](#).
- The Add Attribute button in the Add Item(s) dialog box can be used to add miscellaneous items and charges to the order. For example, you could use the **Add Attribute** button to add a one-off charge to an order, such as a customer's special request.

- 5.1. Add text to the descriptive fields. The first two fields on the Add Attribute line are for descriptions. You can enter any text in these fields that you want. In our example we show that this is a custom charge in the first field and give details about the charge in the second field.

Code	Name	Quantity	Weight	Price/Ea.	Taxable	Total
motherboard	Motherboard A212	1	7.00	250.00	<input checked="" type="checkbox"/>	250.00
	Custom Order	1		100		
	Add 4 GB of DDR3 memory	1		100		

Descriptive fields

Close      Add      Add +

- 5.2. Enter a weight and price for the special charges.

- 5.3. Click **Add Attribute**, then click **Add**.

- 6 Back in the edit Order screen, our new item and the custom order charge have been added.

<input type="checkbox"/>	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/>	<a href="#">motherboard_a212</a>	Motherboard A212	1	7.000	250.00	350.00	Pending
		Custom Order: Add 4 GB of DDR3 memory		1.000	100.00		
						Sub Total:	350.00
						Total:	\$350.00

### To Delete Items from an Order

- Go to > Order Processing > Orders tab.
- Edit an order.
- In the edit Orders screen, click the checkbox next to an item, then click **Delete** or **Cancel**.
  - The **Delete** button removes the item from the order. The item is no longer displayed.
  - The **Cancel** button removes the item from the order, but the item is still shown in the order so that you can see what was removed.

### To Split an Order

The **Split** button only becomes active when you select an item in the order, and when the customer has ordered quantity 2 or more of that same item. Splitting allows you to break a single item in the order into two separate items. You might want to split an item if it is too large to fit in a single box, or if you wanted to ship some of the items right away and mark others as back ordered.

- Go to > Order Processing > Orders tab.

- 5 Edit an order.
- 6 Select an item that has quantity 2 or more.
- 7 Click **Split**.

**Ship To:**

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

**Bill To:**

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

**Payment:**

No payments recorded

Authorized: \$0.00  
Captured: \$0.00  
Refunded: \$0.00  
**Net Captured: \$0.00**

Authorize Capture Refund Void

Delete

Cancel

**Split**

Create Shipment

Enter Tracking Number(s)

Back Order

Create Return

Manage Return(s)

Add Item(s)

<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input checked="" type="checkbox"/> <a href="#">shirt_hawaiian</a>	Hawaiian Shirt	5	1.000	20.00	100.00	Pending

**Split Line Item** X

Quantity:  (max 4)

Cancel

Split

- 8 In the Split Line Item dialog box, enter the quantity that you want to be in the new item, then click **Split**. In our example, the customer ordered quantity 5 of the same shirt. We are breaking that item into two items. The first item will have quantity 2 shirts. The second item will contain 3 shirts.

**Ship To:**

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

**Bill To:**

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

**Payment:**

No payments recorded

Authorized: \$0.00  
Captured: \$0.00  
Refunded: \$0.00  
**Net Captured: \$0.00**

Authorize Capture Refund Void

Delete

Cancel

Split

Create Shipment

Enter Tracking Number(s)

Back Order

Create Return

Manage Return(s)

Add Item(s)

<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/> <a href="#">shirt_hawaiian</a>	Hawaiian Shirt	2	1.000	20.00	40.00	Pending
<input type="checkbox"/> <a href="#">shirt_hawaiian</a>	Hawaiian Shirt	3	1.000	20.00	60.00	Pending



## To Enter Tracking Number(s)

After you have used the Create Shipment button to generate at least one pick number, you can use the **Enter Tracking Number(s)** button to associate a tracking number with all or part of the order.


### To use a single tracking number for the entire order:

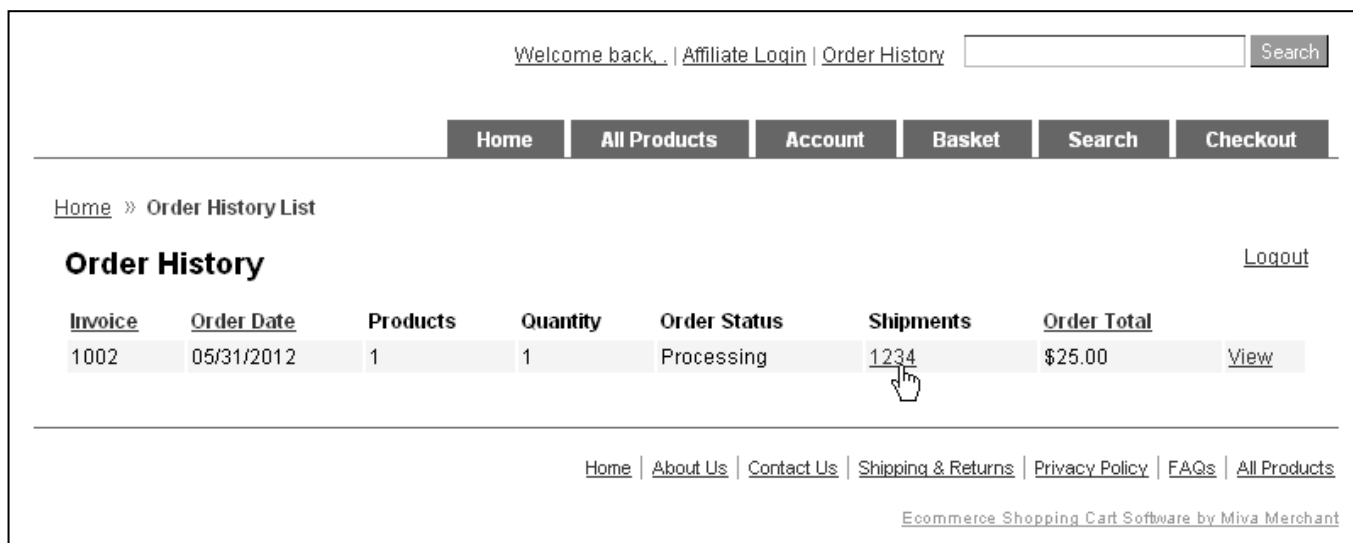
- 1 Create a single picking number for the entire order. To do this, select the order in the Orders screen and click **Create Shipment**.
- 2 Edit the order and click the **Enter Tracking Number(s)** button. Since there is only one pick number for the whole order, you can only enter one tracking number.

The screenshot shows the Miva Merchant interface with three main sections: Ship To, Bill To, and Payment. Below these is a row of buttons: Delete, Cancel, Split, Create Shipment, Enter Tracking Number(s), Back Order, Create Return, Manage Return(s), and Add Item(s). The 'Enter Tracking Number(s)' button is highlighted with a red box. Below the buttons is a table with columns: Code, Name, Quantity, Weight, Price/Ea., Total, and Status. The table has one row with the code 'hat\_hawaiian' and name 'Hawaiian Hat'. A red arrow points from the 'Enter Tracking Number(s)' button to a dialog box titled 'Enter Tracking Number(s)'. The dialog box has a table with columns: Shipment, Shipped Tracking, Link, and Cost. The 'Shipment' column contains the pick number '01015-20140731-00012'. The 'Shipped Tracking' column has a checkbox and an empty text field. The 'Link' column has a dropdown menu with options: None, Endicia, FedEx, UPS, and USPS. The 'Cost' column has a text field with '0.00'. The dialog box has 'Cancel' and 'Save' buttons at the bottom.

- You can mark each shipment number (pick number) as shipped.
  - Enter a tracking number.
  - Select a carrier for the tracking number (optional).
  - You can optionally enter a shipping cost for each tracking number.
- 3 In the Enter Tracking Number(s) dialog box, click **Save**.

The tracking number now appears as a clickable link in several places:

- In the  Menu > Order Processing > Shipments tab.
- In your on-line store, in the Order Details screen, while the customer is going through checkout.
- When the customer looks at the Order History screen:
  4. The customer goes to your on-line store. At the Storefront screen (SFNT), the customer clicks on the **Sign In** link and enters their username and password.
  5. In the Customer Account screen (ACLN), the customer clicks on the **Customer Order History** link.
  6. The Order History screen displays (ORDH). The customer can click on the tracking number (Shipments column) and be taken automatically to the carrier website.



Welcome back, | [Affiliate Login](#) | [Order History](#)

[Home](#) [All Products](#) [Account](#) [Basket](#) [Search](#) [Checkout](#)

[Home](#) >> [Order History List](#)

**Order History** [Logout](#)

<a href="#">Invoice</a>	<a href="#">Order Date</a>	<a href="#">Products</a>	<a href="#">Quantity</a>	<a href="#">Order Status</a>	<a href="#">Shipments</a>	<a href="#">Order Total</a>
1002	05/31/2012	1	1	Processing	<a href="#">1234</a>	\$25.00 <a href="#">View</a>

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Ecommerce Shopping Cart Software by Miva Merchant

### *To assign different tracking numbers to different items in the order:*

- 1 Edit an order.
- 2 Select one item in the order and click **Create Shipment**. There is now a pick number for that individual item.
- 3 Select the same item again and click **Enter Tracking Number(s)**.
- 4 In the Enter Tracking Number(s) dialog box, enter a tracking number. See above for more details.
- 5 In the Enter Tracking Number(s) dialog box, click **Save**.
- 6 Repeat these steps for other items in the order.

### *To Authorize Payment*

Authorize means that you, or someone else, has approved that the customer's payment method is valid for the purchase amount, and that a hold has been placed on that amount. In the case of a credit card, the approval might come from a credit card gateway. If a customer pays by check, you might manually use

the **Authorize** button after the customer's check has cleared. A payment must be marked as Authorized before the payment can be captured.

- 1 Edit an order.
- 2 In the edit order screen, click **Authorize**.
- 3 In the Authorize dialog box:
  - 3.1. Select a Payment Method from the Payment Method dropdown list box.
  - 3.2. Enter an Amount. You can authorize payment for all or part of an order.
  - 3.3. Click **Authorize**.

The screenshot shows the 'Edit Order' interface with three main sections: 'Ship To:', 'Bill To:', and 'Payment:'. The 'Payment:' section shows 'No payments recorded' and a summary of payment status: Authorized: \$0.00, Captured: \$0.00, Refunded: \$0.00, and Net Captured: \$0.00. Below this are buttons for 'Authorize', 'Capture', 'Refund', and 'Void'. The 'Authorize' button is highlighted with a red box, and a red arrow points from it to the 'Authorize' dialog box.

The 'Authorize' dialog box is open, showing a close button (X) in the top right corner. It contains a 'Payment Method' dropdown menu set to '<Select One>' and an 'Amount' input field containing '350.00'. At the bottom are 'Cancel' and 'Authorize' buttons.

The main order details table is visible in the background:

<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/> <a href="#">motherboard_a212</a>	Motherboard A212 Custom Order: Add 4 GB of DDR3 memory	1	7.000 1.000	250.00 100.00	350.00	Pending

Summary totals on the right: Sub Total: 350.00, Total: \$350.00. A 'Delete This Order' button is at the bottom left.

### To Capture Payment

After payment has been marked as authorized, you can capture the payment. Captured means that payment has been withdrawn from the customer's account and is en-route to you.

- 1 Edit an order.
- 2 In the edit order screen, click **Capture**.
- 3 In the Capture dialog box, enter the amount that you want to capture.
- 4 Click **Capture**.

Ship To:

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

Bill To:

a customer  
a\_customer@yahoo.com  
111-111-1111  
10 Oak St.  
San Francisco, CA 92215  
US

Edit

Payment:

8-10-2014: Legacy Authorization: \$350.00

Authorized: \$350.00  
Captured: \$0.00  
Refunded: \$0.00  
**Net Captured: \$0.00**  
Payment Type: Check  
Check #: 1234

Authorize Capture Refund Void

Delete Cancel Split Create Shipment Enter Tracking Number(s) Back Order Create Return Manage Return(s) Add Item(s)

<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/> motherboard_a212	Motherboard A212 Custom Order: Add 4 GB of DDR3 memory	1	7.000 1.000	250.00 100.00	350.00	Pending

Delete This Order

Capture

Capture Amount: 350.00 (max 350.00)

Cancel Capture

Sub Total: 350.00  
Total: \$350.00  
ng/Tax/Other Charges

## To Create a Return

Use the Create Return button to generate an RMA number for all or part of an order. Before you can create a return, at least one item in the order must have payment authorized, captured, and the status set to "shipped". See Enter Tracking Number(s).

- 1 Edit an order.
- 2 Select an item with a status of "shipped" and click the **Create Return** button.
- 3 The status of the item (or the order, if you select all items) will change to RMA Issue <auto generated RMA number>.

Delete

Cancel

Split

Create Shipment

Enter Tracking Number(s)

Back Order

Create Return

Manage Return(s)

Add Item(s)

<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input checked="" type="checkbox"/> hat_hawaiian	Hawaiian Hat	1	1.000	10.00	10.00	Shipped: 1234
<input type="checkbox"/> <a href="#">shirt_hawaiian</a>	Hawaiian Shirt	1	1.000	20.00	20.00	Pending



<input type="checkbox"/> Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/> hat_hawaiian	Hawaiian Hat	1	1.000	10.00	10.00	RMA Issued: 01015-20140810-00001
<input type="checkbox"/> <a href="#">shirt_hawaiian</a>	Hawaiian Shirt	1	1.000	20.00	20.00	Pending

### To Manage Return(s)

After you have used the **Create Return** button to generate an RMA number for an item, you can select that item and use the Manage Return(s) button to:

- Cancel an RMA, or
- Mark an RMA as received

- 1 Edit an order.
- 2 Select an item with an RMA number and click **Manage Return(s)**.
- 3 In the Manage Return(s) dialog box:
  - To mark the item as received, click the Received checkbox, then click **Save**.
  - To cancel the RMA:
    5. Click the **Cancel** link.
    6. A message box will appear asking you to confirm. Click **OK**.
    7. The RMA number will be deleted from the order. The status of the order will go back to Shipped and the original tracking information will remain.
  - Click the **Close** button in the Manage Return(s) dialog box to close the dialog box without making any changes.

Delete	Cancel	Split	Create Shipment	Enter Tracking Number(s)	Back Order	Create Return	<b>Manage Return(s)</b>	Add Item(s)
--------	--------	-------	-----------------	--------------------------	------------	---------------	-------------------------	-------------

<input type="checkbox"/>	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input checked="" type="checkbox"/>	hat_hawaiian	Hawaiian Hat	1	1.000	10.00	10.00	RMA Issued: 01015-20140810-00001
<input type="checkbox"/>	<a href="#">shirt_hawaiian</a>	Hawaiian Shirt	1	1.000	20.00	20.00	Pending

Manage Return(s)

×

<b>Return</b>	<b>Received</b>
01015-20140810-00001	<input type="checkbox"/> <a href="#">Cancel</a>
Close	Save

### To Refund or Void an Item

- Use the Void button after the order has been [Authorized](#), but before the funds have been [Captured](#).
- Use the Refund button if the funds have already been captured.


You may see that these buttons are greyed out:

- These buttons will not be visible if the order is encrypted. See [To Decrypt an Order](#).
- Because the Void button is used to cancel the transaction before the funds are captured, the Void button is usually only active the day that the order comes in.
- The Refund button will be greyed out if the customer paid by check, or if you are using a credit card payment gateway that does not support refunds.

### To Use the Refund/Void Buttons

- 1 Edit an order.
- 2 Click on the **Refund** or **Void** button.
- 3 In the dialog box, click the **Refund** (or **Void**) button.

### Edit Shipping/Tax/Other Charges

Any time after an order comes in you can use the **Edit Shipping/Tax/Other Charges** button. When a customer makes a purchase from your on-line store, shipping, taxes, and any other charges that you have configured are calculated automatically. If a customer phones in their order, however, you must use this button to add those charges and calculate the order total. Before you can use this feature, you must have configured at least one shipping carrier. (See  Menu > Shipping > Shipping Method Rules.)

**Ship To:**

a customer  
a\_customer@test.com  
555-555-5555  
1234 Chestnut St.  
San Francisco, CA 92777  
US

**Bill To:**

a customer  
a\_customer@test.com  
555-555-5555  
1234 Chestnut St.  
San Francisco, CA 92777  
US

**Payment:**

8-25-2014: Legacy Capture: \$10.00

Authorized: \$10.00  
Captured: \$10.00  
Refunded: \$0.00  
**Net Captured: \$10.00**  
Payment Type: Check  
Check #: 1234

Buttons: Edit, Delete, Cancel, Split, Create Shipment, Enter Tracking Number(s), Back Order, Create Return, Manage Return(s), Add Item(s)

Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<a href="#">hat_hawaiian</a>	Hawaiian Hat	1	1.00	10.00	10.00	Pending

Sub Total: 10.00  
Total: \$10.00

Buttons: Delete This Order, Edit Shipping/Tax/Other Charges

**Edit Charges**

Shipping Method: UPS Ground: \$9.78 Recalculate

Description	Amount	Tax Exempt
	0.00	<input type="checkbox"/>
Shipping: UPS Ground	9.78	<input type="checkbox"/>
Sales Tax	0.00	<input type="checkbox"/>

Buttons: Add Charge, Remove, Cancel, Save

### To Use the Shipping/Tax/Other Charges Button

- 1 Edit an order.
- 2 Click Edit Shipping/Tax/Other Charges.
- 3 Select a Shipping Method.

The entries in this list box will vary depending on what carriers you have configured in the Menu > Shipping > Shipping Method Rules screen. The other fields in this dialog box will also change depending on what shipping method that you select.

- 4 Click the **Recalculate** button.
- 5 Enter an amount for the sales tax, if any.
- 6 If you are finished editing charges, click **Save**.
- 7 If you want to enter an additional charge, for example, special handling, click the **Add Charge** button.

### Generate Shipping Label

You can create shipping labels when:

- At least one item in the order has a [picking number](#).

- You have configured at least one shipping module which supports label generation.

### To Generate a Shipping Label

- 1 Edit an order. If you've met all of the criteria listed above, you will see a **Generate Shipping Label** link. Click on that link to open the Generate Shipping Label dialog box.

The screenshot displays the Miva Merchant order management interface. It features three main sections: 'Ship To' (red header), 'Bill To' (teal header), and 'Payment' (gray header). Each section contains customer information and an 'Edit' button. Below these sections is a row of action buttons: Delete, Cancel, Split, Create Shipment, Enter Tracking Number(s), Back Order, Create Return, Manage Return(s), and Add Item(s). A table lists order items with columns for Code, Name, Quantity, Weight, Price/Ea., Total, and Status. The first item is 'hat\_hawaiian' with a quantity of 1 and a total of 10.00. A red box highlights the 'Generate Shipping Label' link in the Status column. At the bottom right, a summary shows Sub Total: 0.22, Shipping: UPS Ground: 9.78, and Total: \$10.00. A 'Delete This Order' button is on the bottom left, and 'Apply/Remove Coupons', 'Apply/Remove Discounts', and 'Edit Shipping/Tax/Other Charges' buttons are on the bottom right.

Code	Name	Quantity	Weight	Price/Ea.	Total	Status
hat_hawaiian	Hawaiian Hat	1	1.00	10.00	10.00	Picking: 01001-20140826-00001 <a href="#">Generate Shipping Label</a>

Sub Total: 0.22  
Shipping: UPS Ground: 9.78  
Total: \$10.00

- 2 In the Generate Shipping Label dialog box, select a Shipping Method. In most cases the shipping method will be set to whatever the customer selected during the checkout process, although you can change it here.
- 3 After you select a Shipping Method, a number of other fields will appear that are specific to the carrier. Fill out these fields and click the **Generate** button.

**Note that fields in the Generate Shipping Label dialog box can change, depending on what shipping method you select.**



## Generate Shipping Label

From:

Test Store Owner

To:

a customer

## Shipping Method:

UPS Ground ▼

☒ Mark Shipment as Shipped☐ Saturday Delivery☐ Ship Package(s) COD

COD Amount:

10.00

United States dollar ▼

## Card Type:

American Express ▼

## Card Number:

## Expiration Date:

 (MMYYYY)

## Security Code:

## Card Address:

5060 Shoreham Place Ste. #130

Address 2:

Address 3:

## City:

San Diego

## State/Province:

CA

## Zip/Postal Code:

92125

## Country:

United States ▼

## Package 1 of 1

[Remove](#)

## Packaging:

Other ▼

0.00

x

0.00

x

0.00

(IN, WxLxH)

## Weight:

1.00

LB

☐ Package Requires Additional Handling

Declared Value:

0.00

Delivery Confirmation:

None ▼

## # Item

1: Hawaiian Hat

## Action

Cancel

Generate

- Shipping Method:** Usually this field will default to the shipping method that the customer selected in your on-line store. However, if you are offering an option that isn't tied to a specific method, such as free shipping, this field will default to "Select one". You can change this field to anything that you want.
- Package 1 of X:** This fields in this section display the box data that was sent to the carrier for rate information. For example, if you are using [Pack by Weight](#), you might have a box that can hold 10 pounds. If the order weighs 20 pounds, Miva Merchant knows to send weight and dimensions for two boxes to the carrier to get the shipping charges. If they are not already correct, you should always set the weight and dimension fields in the Generate Shipping Label dialog box to the weight and dimensions of the box that is actually being used.
- Action:**
- **Remove:** Use the Remove command if you aren't sure how to package all or part of the order, or for example, if one item is backordered and you want to ship the rest of the order. You can leave an item out of any box and still create a label. The label will reflect only those items that are in boxes.
  - **Move to New Package:** Use this command to place selected items in the order into separate boxes.
- 4 After you click the **Generate** button in the Generate Shipping Label dialog box, you'll return to the edit order screen. The "Generate Shipping Label" link now says "View/Print Shipping Label". If you click on this link a browser window will open with instructions on how to print your label and ship your package using the carrier that you selected.

<input type="checkbox"/>	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/>	hat_hawaiian	Hawaiian Hat	1	1.00	10.00	10.00	Shipped: 9499907123456123456781 <a href="#">View/Print Shipping Label</a>

Order #1033 Shipment: 01033-20141127-00008 Label/Package: 1: 9499907123456123456781 ▼

endicia.com



US POSTAGE AND FEES PAID  
PRIORITY MAIL  
\* SAMPLE \*  
Mailed from ZIP 92125  
1 lb Priority Mail Rate  
Zone 4

VOID - DO NOT MAIL

FakeDeviceID

P

PRIORITY MAIL 2-DAY

C026

1234

Test Store Owner  
Address Line 1  
SAN DIEGO CA 92125

VOID - DO NOT MAIL

SHIP a customer  
TO: 1234 Chestnut St.  
SAN FRANCISCO CA 94109-1018

Fake Confirmation Services



9499 9071 2345 6123 4567 81

If you are printing multiple labels, use the Label/Package drop-down list to view and print each one.

If you enabled a Zebra printer in the UPS, FedEx, or Endicia modules (see Shipping Settings), please note:

- The label you view in this screen is not WYSIWYG (What you see is what you get) and may not look exactly the same when you print it. When Miva Merchant receives label information for a Zebra compatible printer, it's in the form of raw data. In this screen we show a representation of that data, but it may not be perfect. Even if the label has some on-screen errors, you should still try printing it, because those errors may not show up in the printed version.
- Zebra labels can only be printed on Zebra compatible printers. Any other printer will only print random characters, because it won't be able to print the .zpl formatted data.

## To Void a Shipping Label

After you have followed the steps to generate a shipping label you can void that label. Voiding a label has the following effect:

- Your account will not be charged for the postage.
- The label is invalidated and cannot be used.

- The status of the order will be set to Unshipped.
- Any tracking information associated with order will be lost.

You must void all the labels in a shipment, but if an order contains multiple shipments, you can void the labels in one shipment, but not the other. (One order can contain multiple shipments. One shipment can consist of multiple packages.)

**Order #1007**
[Close](#)

Check Payment

Order Emails

Order Fulfillment Modules

**Ship To:**  
George Arlington  
4890 Fanton Way  
Huntsville, AL 35895  
US

**Bill To:**  
George Arlington  
4890 Fanton Way  
Huntsville, AL 35895  
US

**Payment:** 6-8-2011: Legacy Capture: \$75.00

Authorized: \$75.00  
Captured: \$75.00  
Refunded: \$0.00  
**Net Captured: \$75.00**  
Payment Type: Check  
Check #: 552

Authorize Capture Refund Void

Delete Cancel Split Create Shipment Enter Tracking Number(s) Back Order Create Return Receive Return(s) Add Item(s)

<input type="checkbox"/>	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
<input type="checkbox"/>	4423	Keyboard, basic	2	4.000	25.00	50.00	Shipped: 12771W650397208783 <a href="#">View/Print Shipping Label</a>
<input type="checkbox"/>	500	Graphic Card 500	1	2.000	20.00	20.00	Picking: 01000-20120130-00002 <a href="#">View/Print Shipping Label</a>

Sub Total: 75.00

Total: \$75.00

Delete This Order Edit Shipping/Tax/Other Charges

**This order has two separate shipments, so we could void the label(s) in the first shipment without changing the labels in the second shipment. However, if shipment 1 (Keyboard, basic) contained two packages, you would have to void the labels for both packages.**

- 1 Edit an Order and click on the View/Print Shipping Label link.
- 2 In the View/Print Label screen, click the **Void All** button.
- 3 In the confirmation message box, click the **OK** button.

### Decrypt an Order

If you have set up your store to use Order Encryption, all orders will be encrypted. If you are editing an order, you will not be able to perform certain tasks unless you decrypt the order.

### *To Decrypt an Order*

- 1 Edit the order. If the order is encrypted, you will see a lock icon next to the Payment drop-down list.
- 2 Click on the lock icon. The Passphrase Required dialog box will appear. Enter the Passphrase that you created when you configured Order Encryption and click the **Continue** button.
- 3 When you are back in the edit order screen, you'll see that the lock icon is now open and information from the order is now displayed.

**Payment:** 3-7-2011: Authorization + Capture: \$5,600.00 [lock icon]

Authorized: \$5,600.00  
Captured: \$5,600.00  
Refunded: \$0.00  
**Net Captured: \$5,600.00**  
Payment Type: Innovative Gateway Solutions  
Approval Code: [text box]  
Transaction ID: [text box]  
AVS Response: [text box]  
CVV Response: [text box]  
Client IP: [text box]  
Name On Card: [text box]  
Method: amex  
Card Number: [text box]  
Expiration Date: [text box]

[Authorize] [Capture] [Refund] [Void]

### *Order Emails Tab*

## Order Processing > Shipments

The Shipments screen is very similar to the Orders screen. Orders do not show up in the Shipments screen until at least one item in the order has a picking number (see [Create Shipment](#)).

## Order Processing

Orders | Shipments

None [Advanced Search](#) Search Shipments...

✕

CSV

Create Batch

Batch Report

Enter Tracking Number(s)

Generate Shipping Label

-Order #	Shipment	Shipping First Name	Shipping Last Name	Method	Cost	Status	
<input checked="" type="checkbox"/>	1005	01005-20...	a	customer	Unknown	\$0.00	Picking
<input type="checkbox"/>	1000	01000-20...	a	customer	Unknown	\$0.00	Picking
<input type="checkbox"/>	1001	01001-20...	a	customer	UPS Ground	\$0.00	Picking

Select at least one order to make the buttons visible.

Most of the features of the Manage Shipments screen are described in the Manage Orders section:

- Enter Tracking Number(s)
- Generate Shipping Labels
- Batches

## Filters

## Order Processing

Orders | Shipments

None


Filter menu

Filters in Order Processing work the same as they do in the Orders screen. Please see Menu > Order Processing > Orders tab > [Filters](#).

## Batch Report

The **Batch Report** button becomes active when you select at least one order or when you are viewing a Batch of orders that you have created. Miva Merchant comes with one shipment batch report: Shipment Picklist.

### To Run a Shipments Batch Report

- 1 Go to  Menu > Order Processing > Shipments.
- 2 Select one or more orders and click **Batch Report**.

Order: #1008  
Order Date: 06/08/2011  
Shipment: 01008-20110608-00001

**Send To**

**Name:** Juan Evingston  
**Email Address:**  
**Phone Number:**  
**Fax:**  
**Company:**  
**Address:** 515 Greyley Ave.  
Bridgeville, DE 19933  
US

**Shipping**

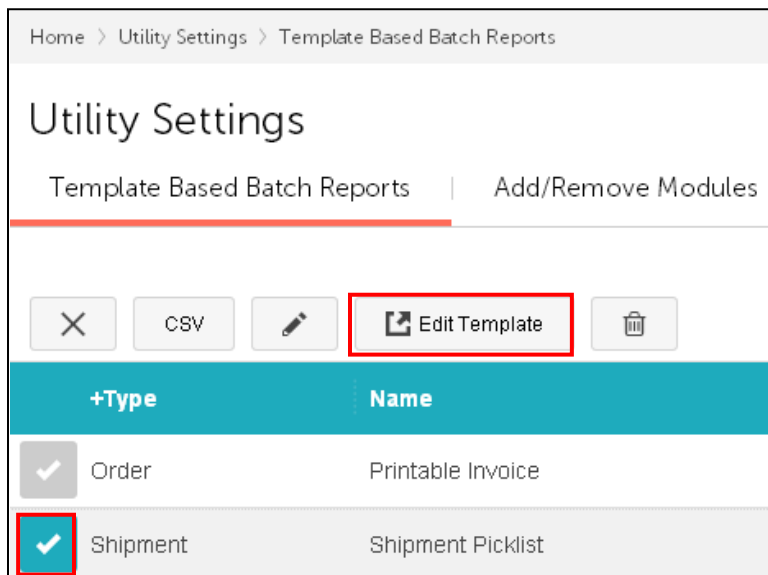
**Shipping Method:** Unknown

Code	Product	Each	Total
6523	Optical Mouse		2

#### The Miva Merchant Shipment Picklist

### To Customize the Shipment Picklist Report

- 1 Go to  Menu > Utilities > Template Based Batch Reports.
- 2 Select the Shipment Picklist report and click **Edit Template**. You can also create your own Batch Reports.



Select Shipment Picklist and click Edit Template.

## User Interface

### About Pages and Items

In most cases, pages in the admin interface correspond to pages in your on-line store.

- Page "ABUS" in the admin interface corresponds to the **About Us** page in your on-line store.
- But page "ORDER\_INVOICE" in the admin interface controls a hard-copy invoice that you can print for customers, and there's no equivalent page in your on-line store.

Items are a way for you to add content or features to your store pages.

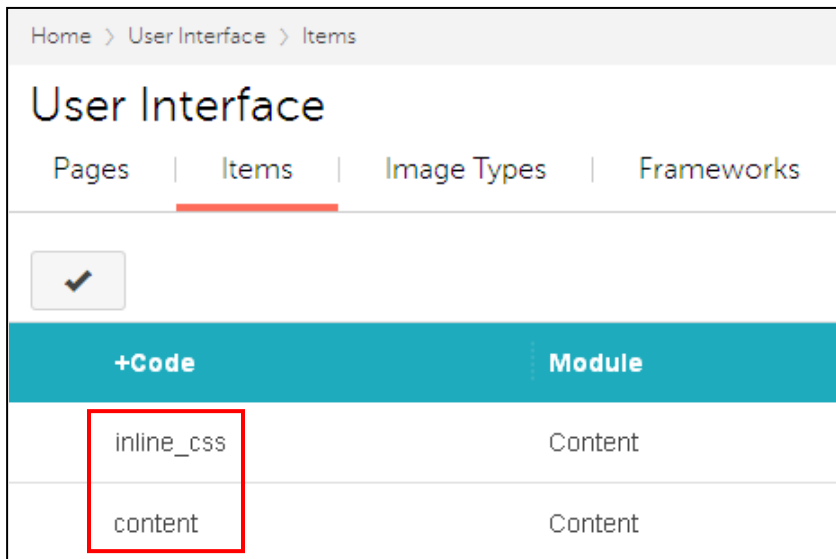
A page in your store contains multiple Items. Each Item adds a certain type of content to the page.


- Some Items add content to a specific location in the page. For example, there may be a CSSUI Headers and Footers Item so you can add content to a page's header and footer area.
- Some Items add specific content to a page. For example, you can add customer information fields to a page with the CSSUI Customer Fields Item.
- Most Items have a Template field. You can add or change template code in the Item to change the way that the Item works.

### Items call Modules

If you are familiar with programming concepts, Modules are like library files that contain code. Items are like function calls into a module. You can create multiple items that call into the same module, but with different parameters. See [To Add a Local Item to a Page](#).






Home > User Interface > Items	
User Interface	
Pages   <b>Items</b>   Image Types   Frameworks	
	
+Code	Module
inline_css	Content
content	Content

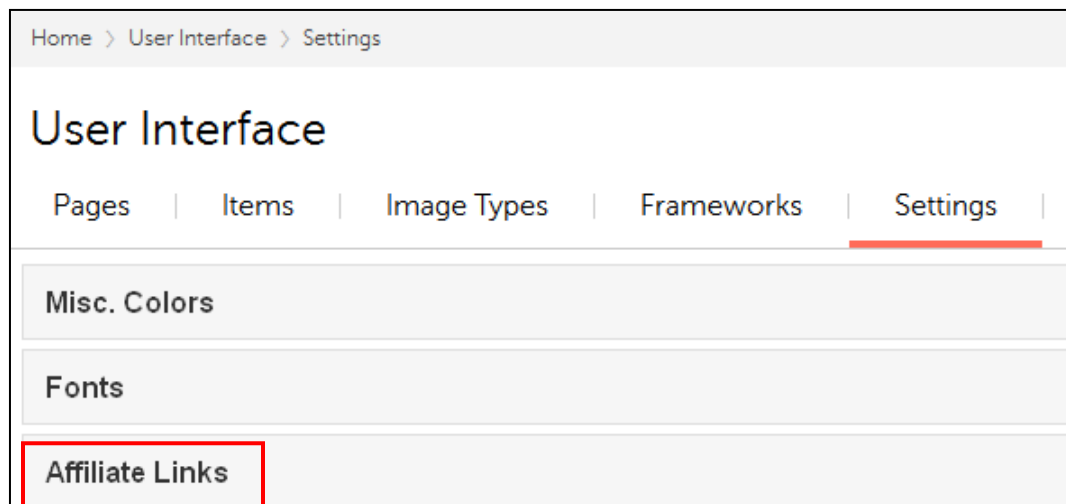
**These are two different items, but they call into the same module.**

## Global Items and Page Specific (Local) Items


- Global items** are used by default on almost every page in your on-line store. Global Items appear as collapsible sections in  Menu > User Interface > Settings tab.

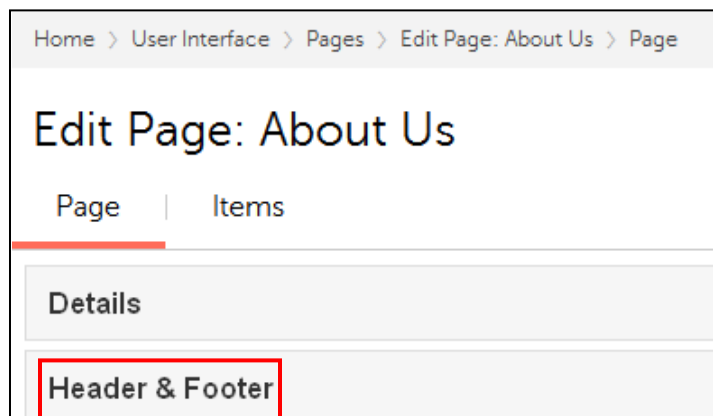
When you change a global item, the change is made on every page that uses the global item. For example, if you add your store logo to the Global Header & Footer, that logo will show up on almost every screen in your on-line store.

When you edit a local item, it only affects one page at a time. For example, both ABUS (About Us) and BASK (Basket) have a "local" header and footer item. If you add your store logo to the Header & Footer item on page ABUS, your logo doesn't show up on the Basket page in your on-line store.



Global Items show up as collapsible sections in the Settings tab.

- **Local Items** are added to specific pages. After you add an item to a page, the item will show up as a collapsible section in the  > User Interface > Edit Page > Pages tab.



Local Items show up as collapsible sections in Page tab of the Page that uses the item.

## User Interface > Pages Tab

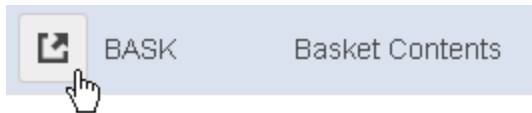
### Adding Content to Your Store Pages

There are two ways to add content to your store pages:

- **Method 1: Edit the template code.**

1 Go to  > User Interface > Pages.

- 2 Select a Page (like BASK - Basket Contents) and click the **Open Page** icon.



- 3 The page opens in edit mode and the **Page tab** is selected by default:



Edit Page: Basket Contents

Page | Items

Update Reset

Details

Code: BASK

Name: Basket Contents

Template:

```
<mvt:item name="html_profile" />
<head>
  <title>&mvt:store:name:: Shopping Cart Contents</title>
  <base href=&mvt:global:basehref;" />
  <mvt:item name="head" param="css_list" />
  <mvt:item name="head" param="head_tag" />
</head>
<body class="BASK">
<div id="site-container">
  <div id="global-head">
  <div id="main-content">
```

The code in the **Template** field controls almost everything on the store page.

- **Method 2: Add an Item to the page.** See [To Add a Local Item to a Page](#).

## User Interface > Items Tab

### To Add a Local Item to a Page

- 1 Go to **Menu** > User Interface > Pages.
- 2 Edit a Page and select the Items tab.
- 3 In the Items tab, click the slider icon next to the Item you want to add until the icon turns blue.

You can also click on the **-Assigned** column heading to easily see all of the items that are currently assigned to the page you are editing.

### Edit Page: About Us

Page | **Items**

☒

-Assigned	Code	Module
<input checked="" type="checkbox"/>	store	Standard Store Fields
<input type="checkbox"/>	navbar	CSSUI Navigation Bar

**Assigned****Not assigned**

- 4 At this point the Item has been added to your store page, but there's one more step. The Item has to be "called" from the Template code on the Page tab.

Edit Page: Storefront

Page | Items

Update

Reset

Details

Code: SFNT

Name:

Template:

```

<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;</title>
    <base href="&mvt:global:basehref;" />
    <mvt:item name="head" param="css_list" />
    <mvt:item name="head" param="head_tag" />
</head>
<body class="SFNT">
<div id="site-container">
    <div id="global-header"><mvt:item name="hdft" param="global_1
    <div id="navigation-bar"><mvt:item name="navbar" /></div>
    <table id="content-container">
        <tr>
            <td id="left-navigation"><mvt:item name="cate
            <td id="main-content">
                <div id="page-header"><mvt:item name=
                    <mvt:item name="content" />
                <div id="page-footer"><mvt:item name=

```

Notes:

Versions:

[Recall](#)
[Clear History](#)

Whether it's done manually or automatically, after you add an Item, the Template code on the Page tab has to be edited. There has to be a line of code in the Template field that invokes the Item. In the example above, a line has been added to the Template code that invokes the Content Item.

- Some Items can automatically modify the Template code on the Page tab. As soon as you click the **Add Item** button in the step above, the Item will automatically add a line to the template code on the Page tab that "calls" the Item.
- For other Items, after you click the **Add Item** button, you have to select the Page tab and manually add the code to call the Item.


The release notes or other documentation that comes with the Item will tell you whether the Item automatically modifies the Template code, or whether it has to be done manually.

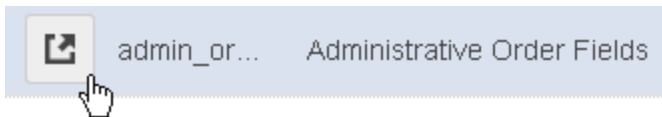
## Editing Items

There are two ways to edit items.

- The first method is only used if you want to see the list of pages that the Item is assigned to.
- The second method is used to edit the *content* of the item. For example, if you want to add your store logo to a page, you could edit the content of the Global Header and Footer item.

## Method 1: Edit the Item (Assign the Item to Multiple Pages)

- 1 Go to  > User Interface > Items.
- 2 Select or search for an item.
- 3 Click on the edit icon:



### *Item Tab*

**code:** Name of the item

**module:** The Miva Merchant module name that contains the code you are going to call



### *Pages Tab*

Use the Pages tab to see and change what pages the item is assigned to.


### *Extensions Tab*

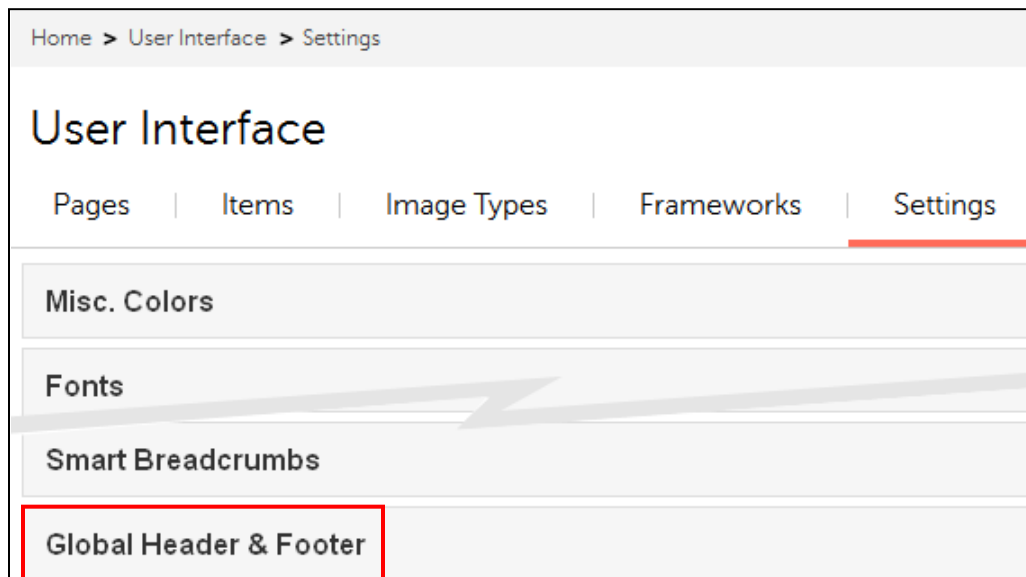
The extensions tab is usually used by tech support to troubleshoot stores and by module developers.

## Method 2: Edit the Item Content


- **Global items** appear as collapsible sections in  > User Interface > Settings tab.
- **Local Items** appear as collapsible sections in the  > User Interface > Edit Page > Pages tab.

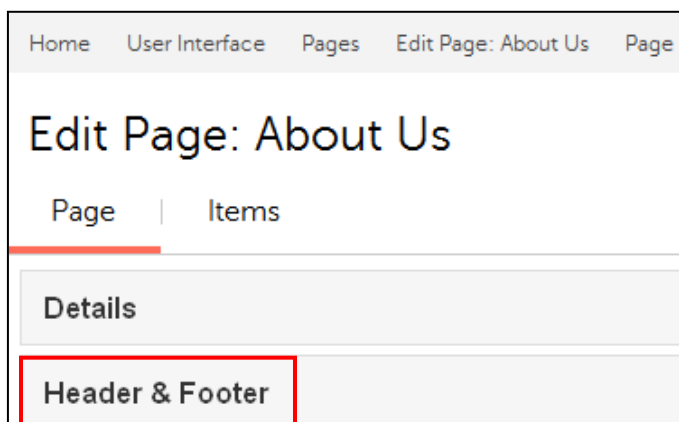
### **Example 1:** Edit the Global Header & Footer Content

- 1 Go to  > User Interface > Settings.
- 2 Click on the collapsible section Global Header & Footer.




**Example 2:** Edit the header and footer for a specific page.

- 1 Go to  > User Interface > Pages. Edit a Page, for example ABUS.
- 2 In the Pages tab, click on the collapsible section: Header & Footer.



## Commonly Used Items

### Affiliate Fields

- Item Code: affiliatelink
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  > User Interface > Edit Page AFAD > Page tab > Affiliate Fields section.

The Affiliate Fields tab appears in the AFAD (Affiliate Create) page by default.

The template code in this tab controls the fields in the Affiliate Account Registration screen in your on-line store. To view the Affiliate Account Registration screen in your on-line store:

- 1 Go to your on-line store and click on the Affiliate Login Link (see [User Interface > Settings Tab > Affiliate Links Section](#)).
- 2 In the Affiliate Login screen, click the **Create Account** button. The Affiliate Account Registration screen (AFAD) will appear.



[Sign In](#) [Affiliate Login](#) | [Order History](#)

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Home](#) » [Affiliate Login](#)

**Create New Affiliate Account**

[Create Account](#)

**Sign In**

Login:

Password:

[Forgot password?](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#) | [Sitemap](#)

[Sign In](#) | [Affiliate Login](#) | [Order History](#)

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Home](#) » [Affiliate Create](#)

**Affiliate Account Registration**

**Bold = Required**  
*italic = Optional*


Login:

Email Lost Passwords To:

Password:

Confirm Password:

## Attribute Machine Section

- Item Code: attributemachine
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page PROD > Page tab > Attribute Machine section.

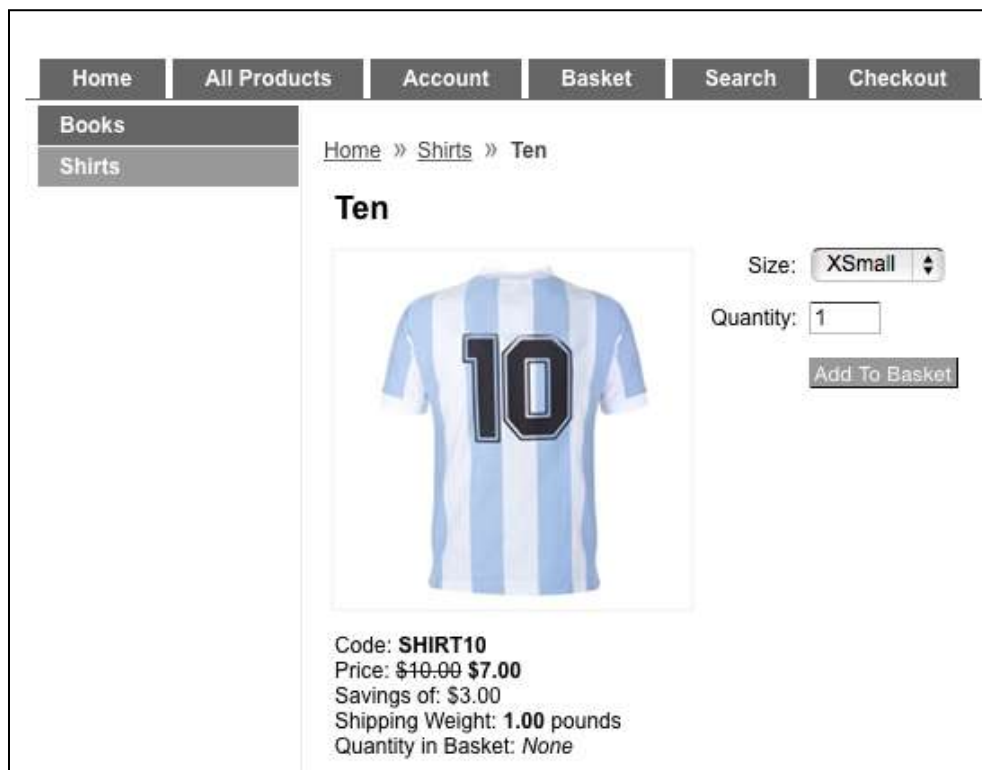
The Attribute Machine section appears in the PROD page by default. It uses JavaScript code to tie a master product to product [Variants](#):

- Track inventory and update the prices on variants
- Hide out of stock products

For example, let's say you have a t-shirt product with an attributes for Size.

Variant	Price	Inventory
Size: XSmall	\$10.00	20
Size: Small	\$15.00	4
Size: Medium	\$20.00	0

When a customer is looking at the product page for the t-shirt, they can select different sizes. The attribute machine makes it possible to update the product page in real time with the price and inventory message that matches the variant they've selected.



**The attribute machine can update the product page in real time with accurate price and inventory information, based on the customer's selections.**

## Pricing Elements and Pricing Displays

The attribute machine can display several real time prices. For example, let's say you have a t-shirt variant, Size = XSmall. The regular price for this particular t-shirt is \$10.00. There is a price group which gives customers 30% off the regular price. The product page can display three price values:

Price: <del>\$10.00</del>	<b>Additional Price Element / Additional Price Display.</b> In our example, we set the Additional Price Display to the sale price.
\$7.00	<b>Price Element / Displayed Price.</b> In our example, we set the Displayed Price to the sale price.
Savings of: \$3.00	<b>Discount Element / Display Predicted Discounts.</b> In our example, we checked the Display Predicted Discounts checkbox.

The "Element" fields are like containers. The "Display" fields give you control over what is displayed in that container.

The diagram shows two examples of product price displays. Each example is a box containing the following text: Code: SHIRT10, Price: \$10.00, Savings of: \$3.00, Shipping Weight: 1.00 pounds, and Quantity in Basket: None. In the first example, a red box highlights the Price field (\$10.00), and a red arrow points to it with the text: "This is sort of an invisible container that was set up when we configured the Price Element field." In the second example, a red box highlights the Price field (\$7.00), and a red arrow points to it with the text: "The Displayed Price field lets us control what we want to show in this container. In our example, we'll set the Displayed Price field to 'Sale Price'; the price of the product after discounts are applied."

NOTE - the words "Savings of" shows on the product page because the price group that is triggering this savings has been configured with the text: "Savings of" in its Basket Description field. If the price group was not configured this way, the price group's name would be displayed instead.

Edit Price Group: Super Savings

Name:

Super Savings

Eligibility:

All Shoppers

Type:

Product Discount

Discount:

3.00

Fixed

Apply Discount To:

Lowest

Priced Line Item

Maximum Item Discount Quantity:

0

(0 = unlimited)

Maximum Cumulative Discount:

0.00

(0 = unlimited)

Restrict to Qualifying Subtotal:

0.00

-

0.00

(0 = no upper limit)

Restrict to Qualifying Quantity:

0

-

0

(0 = no upper limit)

Restrict to Qualifying Weight:

0.00

-

0.00

(0 = no upper limit)

Restrict to Basket Subtotal:

0.00

-

0.00

(0 = no upper limit)

Restrict to Basket Quantity:

0

-

0

(0 = no upper limit)

Restrict to Basket Weight:

0.00

-

0.00

(0 = no upper limit)

Basket Description:

Savings of

☒ Display Discount in Basket

☐ Not Valid Before:

December 17, 2014 at 12:00:00 AM PST

☐ Not Valid After:

Cancel

Delete

Save

## Attribute Machine Fields

- Enabled:** Turns the attribute machine on or off. The attribute machine must be enabled if you want to track inventory of product variants.
- Initial Attribute State:** This field *mostly* determines if attribute related data (like a price change when the customer selects an option) is loaded when the product page is loaded. Loading the attribute related data with the page (preloading) means it may take longer for the page to appear in the customer's browser. If you don't preload the attribute related data, the page will load faster, but if the customer selects an attribute that requires a price change (for example) another call has to be



made to get that information.

- **Do Not Preload:** Choose this option if you want the page to load faster in the customer's browser. Information required by attribute selection will be retrieved in another call.
- **Preload Drop Down Lists Do Not Contain Select One:** Choose this option if you want to load page and attribute related data at the same time. If you are using drop-down lists **and** you've modified the Page tab template code to include a "Select One" option, your "Select One" option will not be displayed.
- **Preload Drop Down Lists Contains Select One:** You only need to select this option if:
  - You want to preload page and attribute related data.
  - You are using drop-down lists.
  - You've modified the Page tab template code to include a "Select One" option.
  - You want your "Select One" option to appear as the default choice.

#### Dependency Resolution:

Dependency Resolution controls how attribute drop-down lists are populated based on the current selection or a preset selection.. To use this field you must be tracking inventory at both the store level (see [Track Inventory](#)).

This field doesn't have much effect unless you are using [drop-down lists](#) as your option display type. For drop-down lists, Dependency Resolution changes the contents of one list depending on what you selected in another list. For example, if you select medium in the Size list, you might only see "Black" and "White" in the Color list, because those are the only colors available in medium. If you are using radio buttons to display options, the behavior will be the same no matter what you select for Dependency Resolution. Every product option will be displayed, but products that you don't carry or which are out of stock will be greyed out.

Shirt	Shirt
 <p>Size: <input type="text" value="Medium"/></p> <p>Color: <input type="text" value="Black"/></p>	 <p>Size: <input checked="" type="radio"/> Small <input type="radio"/> Medium <input type="radio"/> Large</p> <p>Color: <input type="radio"/> White <input checked="" type="radio"/> Blue</p>

**Dependency Resolution changes the contents of drop-down lists.**


**For radio buttons, all options are displayed, but invalid selections are greyed out.**

Select one of the following values for Dependency Resolution:

- **First selected attribute shows all options** : The option you select in the first drop-down list determines the contents of all other drop-down lists. If the first drop-down list is size and you select Medium, and the second drop-down list is color, only the color choices you have for medium shirts will be displayed.
- **Cascade**: The contents of a list is modified by selections above, but not below. Let's say you had three attributes: size, color, and fabric. The contents of the second drop-down list would be modified by what you selected in the first drop-down list, but the contents of the second list would not be affected by what was selected in the third list.
- **Most recently selected attribute shows all options** : Whatever attribute option you select first changes the contents of all other attributes. For example, if Color is the second attribute and you chose "Blue", the contents of the first attribute Size would only show sizes that are available in blue.

Inventory Element: The Inventory Element allows the attribute machine to update the product page with real time inventory information.

If you go to:

 Menu > User Interface > Pages > Edit Page PROD > Product Display Layout section > Advanced Mode

There is a HTML div element in the default template code which controls the display of your inventory information:

```
<div id="inventory-message">
```

The contents of the Inventory Element field must match that div id.

Inventory Message: Choose whether you want to display short inventory messages or long inventory messages for products that have [Attributes](#). To set the message length for products that do not have attributes, see Inventory Level Message in the Product Display Layout section.

There are three inventory messages that can show up in a product page: "in stock", "low stock", and "out of stock". For each message, you can create a long version and a short version, depending on how much information you want to give the customer.

You can create default versions of these messages:

- See [Catalog > Inventory > Inventory Settings Section](#).


And you can customize the inventory messages at a product level:

- See [Catalog > Edit Product > Inventory Tab](#).

If you set this field to "short", the short version of your inventory message will be displayed, and "long" will display the long version of your inventory messages.

**Price Element:** The Price Element field allows the attribute machine to update the product page with real time pricing information.

If you go to:

 Menu > User Interface > Pages > Edit Page PROD > Product Display Layout section > Advanced Mode

There is an HTML element in the default template:

```
<span id="price-value">
```


If you want the attribute machine to update the product price based on the attributes that the customer selects, the Price Element field must match that div.

**Additional Price Element:** See [Pricing Elements and Pricing Displays](#). If the product is receiving some kind of discount, the attribute machine can display prices like this:

~~\$10.00~~ \$7.00

- The \$10.00 is the **Additional Price Element**. It's the original price of the product before any discounts are applied. You might want to show this price to customers so that they can see in the product page that they are getting a discount.
- The \$7.00 is the **Price Element**. It's the price of the product after discounts are applied.

If you go to:

 Menu > User Interface > Pages > Edit Page PROD > Product Display Layout section > Advanced Mode

There is an HTML element in the default template:

```
<span id="price-value-additional">
```

If you want the attribute machine to update the Additional Price Element based on the attributes that the customer selects, the Additional Price Element field must match that element.


**Discount Element:** See [Pricing Elements and Pricing Displays](#). If the product is receiving some kind of discount, the attribute machine can display prices like this:

~~\$10.00~~ \$7.00 \$3.00

- The \$10.00 is the **Additional Price Element**. It's the original price of the product before any discounts are applied. You might want to show this price to customers so that they can see in the product page that they are getting a discount.
- The \$7.00 is the **Price Element**. It's the price of the product after discounts are applied.
- The \$3.00 is the **Discount Element**. It's the discount amount applied to the product price.

- The \$3.00 is the **Discount Element**. It's the dollar value of the savings.

If you go to:

 Menu > User Interface > Pages > Edit Page PROD > Product Display Layout section > Advanced Mode

There is an HTML tag in the default template:

```
<div id = "product-discount">
```

If you want the attribute machine to update the Discount Element based on the attributes that the customer selects, the Discount Element field must match that element.

Displayed Price:

See [Pricing Elements and Pricing Displays](#). The Price Element field as a kind of container. Generally, it is used to show the customer how much a product will cost after discounts have been applied. But you can use the Displayed Price field to have some additional control over what price customers see in a product page.

- **Retail Price**: If you select Retail Price, the Price Element field will display whatever you put in the Cost field when you created the product.
- **Base Price** (includes any legacy price group discounts but does not reflect sales, coupons or discounts applied in the basket): If you select Base Price, the Price Element field will reflect discounts from legacy price groups, but not discounts from the new "non-legacy" price groups that were introduced in Version 9. (See [Price Groups in Version 9](#).)
- **Sale Price** (includes legacy price groups and predicted discounts): If you select Sale Price, the Price Element field will reflect discounts from any price group, legacy or non-legacy.

In general you should use the "Sale Price" option because it will reflect discounts from both legacy and non-legacy price groups.

Additional Price Display:

See [Pricing Elements and Pricing Displays](#). The Additional Price Element field as a kind of container. Generally, it is used to show the customer how much the product cost before discounts were applied. But you can use the Additional Price Display field to have greater control over what price is shown.

- **None**: No value will be displayed by the Additional Price Element field.



Code: SHIRT10
Price: \$7.00
Shipping Weight: 1.00 pounds
Quantity in Basket: None

**Choose None.** The Displayed Price is shown (\$7.00, price after discount), but not the Additional Price (price before discount).

- **Retail Price:** If you select Retail Price, the Additional Price Element field will display whatever you put in the Cost field when you created the product.

Code: SHIRT10
Price: <del>\$10.00</del> \$7.00
Shipping Weight: 1.00 pounds
Quantity in Basket: None

**Choose Retail Price.** Both the Displayed Price (\$7.00, after discount) and Additional Price (\$10.00, before discount) are shown. The Additional Price shows the product Cost.

- **Base Price** (includes any legacy price group discounts but does not reflect sales, coupons or discounts applied in the basket): If you select Base Price, the Additional Price Element field will reflect discounts from legacy price groups, but not discounts from the new "non-legacy" price groups that were introduced in Version 9. (See [Price Groups in Version 9](#).)

Code: SHIRT10
Price: <del>\$8.00</del> \$7.00
Shipping Weight: 1.00 pounds
Quantity in Basket: None

**Choose Base Price.** Both the Displayed Price (\$7.00, after discount) and Additional Price (\$8.00, before discount) are shown. The Additional Price reflects discounts from legacy price groups, but not from "non-legacy" price groups.


Display Predicted Discounts:

Let's say you have a t-shirt that normally sells for \$10.00. There is a price group that gives customers 30% off. If you check this box, the system will show customers the dollar value of what they've saved. But please see [Pricing Elements and Pricing Displays](#).

Code: SHIRT10
Price: <del>\$10.00</del> \$7.00
Savings of: \$3.00
Shipping Weight: 1.00 pounds
Quantity in Basket: None

Swatch Element:

If you go to:

 Menu > User Interface > Pages > Edit Page PROD > Product Display Layout section > Advanced Mode

There is a HTML div element in the default template:

```
<div id="swatches">
```

If you want [swatches](#) to change attributes based on the swatch selection, the Swatch Element field must match that div.

**Invalid Attribute Combination Message:** The customer will see this message if they select an invalid combination of attributes and try to submit the page.

**Missing Text Field Value Message:** The customer will see this message if:

- You configured [Attributes](#) to use a [text field](#) and
- The attribute is required, and
- The customer left the attribute text field blank when they submitted the page.

**Missing Radio Selection Message:** The customer will see this message if:


- You configured [Attributes](#) to use [radio buttons](#), and
- The attribute is required, and
- The customer did not select a radio button option when they submitted the page.

**Head Template:** This field can be used to modify the attribute machine performance and behavior. It should only be changed by advanced users.

Notes /  
Versions /  
Recall /  
Clear History /

Please see [Appendix 2: Common Fields in the Admin Interface](#).

## Basket Contents Section

- Item Code: basket
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page OPAY > Page tab > Basket Contents section.

The Basket Contents is a grid-like structure that shows up by default on the following pages: BASK, OCST, OSEL, OPAY, and INVC. The template code in this section controls the display and logic of the Basket Contents grid.

Home » Basket Contents


### Shopping Basket

	Item	Qty.	Item Price	Total Price
<a href="#">Remove</a>	Network Hat - <a href="#">network_hat</a>	<input type="text" value="1"/> <a href="#">Update</a>	\$12.00	\$12.00
			<b>Total:</b>	<b>\$12.00</b>

[Checkout](#)

The Basket Contents "grid" is shown here on the Shopping Basket page (BASK), but this grid appears by default on several other store pages.

## Category Product List Layout Section

- Item Code: category\_listing
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page CTGY > Page tab > Category Product List Layout Section.

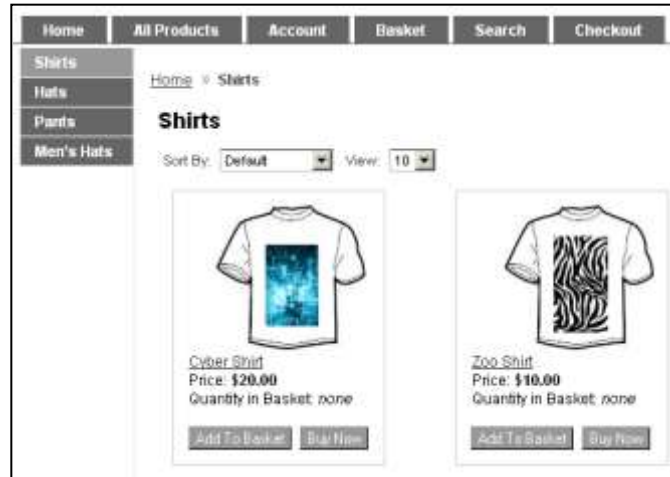
Product Links:

### Do Not Include Category Code / Include Category Code

If:

- You set this field to "Include Category Code", and
- A customer in your on-line store is viewing a category page and then clicks on an individual product.

The URL of the product page will be modified so that it includes the category that the customer clicked on. If you were modifying the template code of your product pages, and you wanted to know what category the customer had clicked on to reach the product page, you would be able to extract the category from the product page URL.



The customer is viewing a category page in your store and clicks on a product.



## Examples

Do Not Include Category Code (Short Links not enabled)

Category Page URL	<a href="http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=CTGY&amp;Category_Code=Shirts">http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=CTGY&amp;Category_Code=Shirts</a>
Product Page URL	<a href="http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=PROD&amp;Product_Code=cyb ershirt">http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=PROD&amp;Product_Code=cyb ershirt</a>

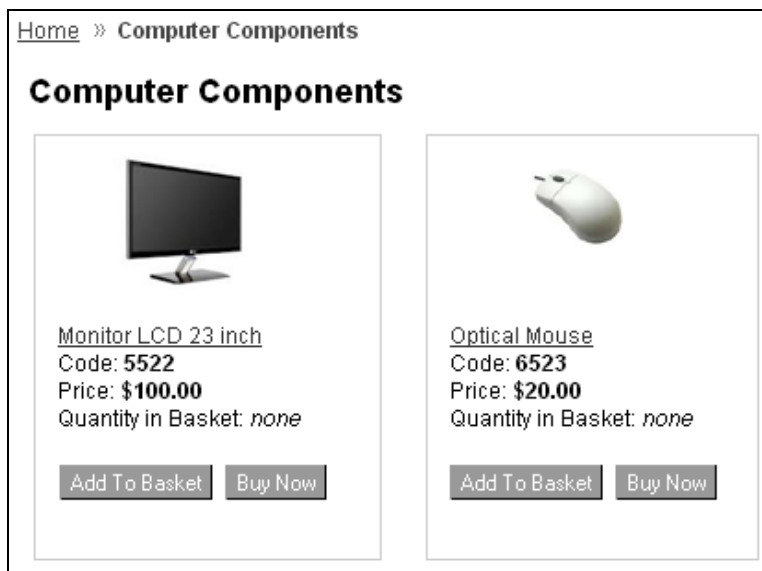
Include Category Code (Short Links not enabled)

Category Page URL	<a href="http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=CTGY&amp;Category_Code=Shirts">http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=CTGY&amp;Category_Code=Shirts</a>
-------------------	---




Product Page URL	<a href="http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=PROD&amp;Category_Code=Shirts&amp;Product_Code=cybershirt">http://mivamerchantdev.com/mm5/merchant.mvc?Store_Code=001&amp;Screen=PROD&amp;Category_Code=Shirts&amp;Product_Code=cybershirt</a>
------------------	---

Format: Controls the formatting of products in the category page.

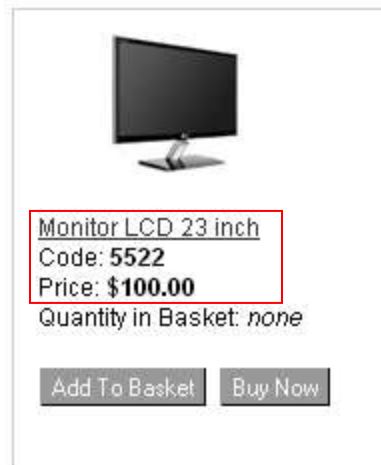
**Expanded** means that the entire image box is displayed:



**Line Item** formatting looks like this:

Computer Components					
View: 2 					
Name	Image	Weight	Price	Description	
Graphic Card 500		0.50	\$50.00	computer_components	<a href="#">Add To Basket</a> <a href="#">Buy Now</a>
Monitor LED 23 inch		30.0	\$100.00		<a href="#">Add To Basket</a> <a href="#">Buy Now</a>

Product Fields: Select the fields that you want to display on the page.



Custom Fields: If you have created [Custom Fields](#) and you would like to reference a custom field in the template code:

- 1 Check the box next to a custom field.
- 2 Click the **Update** button. Click on the Advanced Mode link at the bottom of the page. You can now reference the custom field in the product layout list template code.

Displayed Price: By default, discounts from price groups show up in pages that use the [Basket Contents](#) item, but not in product or category pages. The Displayed Price field give you control over what prices are shown in category pages.

- **Retail Price**: in any category page, show the price that you entered for the product when you created the product. This option won't show any options from any price groups.
- **Base Price** (includes any legacy price group discounts but does not reflect sales, coupons or discounts applied in the basket): this option will show, in category pages, only those discounts that come from legacy price groups. This option is mainly kept around for grandfathering, since this option was added in PR8.)
- **Sale Price** (includes legacy price groups and predicted discounts): this item will display discounts from any type of price group, legacy or otherwise.

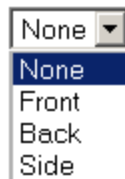
Additional Price Display: In a category page, this page can be used to show the original price and the discounted price.

- **None**:
- Retail Price: see above.
- Base Price (includes any legacy price group discounts but does not reflect sales, coupons or discounts applied in the basket): see above.

- [\*Display Predicted Discounts\*](#)

**Buttons:** Use these checkboxes to display or remove the "Add To Basket" and "Buy Now" buttons from the category display page.

**Image:** This list box shows all of the [\*Image Types\*](#) that you've created, and the option "None". For example, if you've created Image Types of Front, Back, and Side, the list box will look like this:



If you choose "None", no image is displayed. If you choose one of the Image Types, images that you assigned to that Image Type will be displayed.

**Inventory Level Message:** Controls what inventory messages (if any) you want to display on category pages in your on-line store.

You can create default versions of these messages:

- See [\*Catalog > Inventory > Inventory Settings Section\*](#).

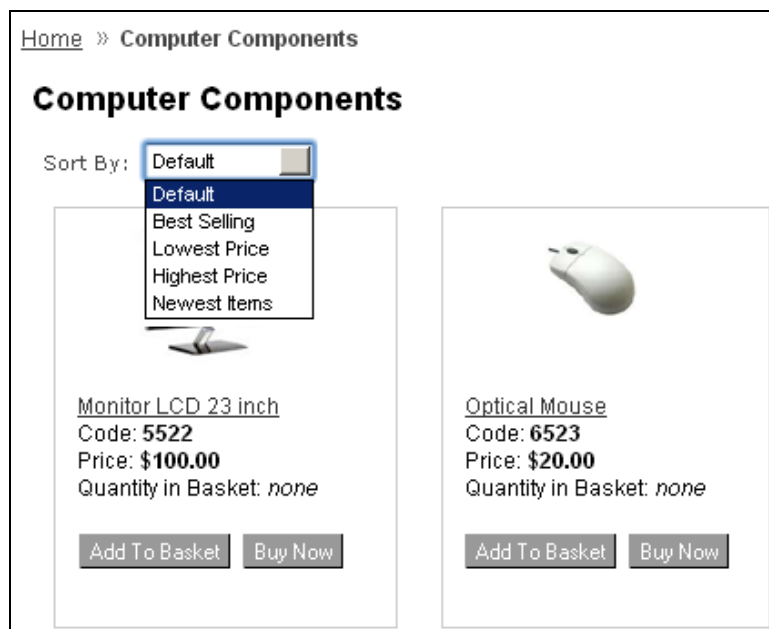
And you can customize the inventory messages at a product level:

- See [\*Catalog > Edit Product > Inventory Tab\*](#).


**Sorting Options:** In some pages of your on-line store you can show a drop-down list that allows your customers to sort the products that are being displayed. The pages where you can enable sorting are:

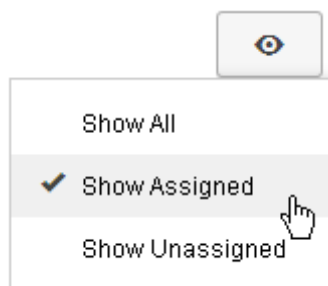
- CTGY (Category Display) > Category Product List Layout section > Sorting Options control
- PLST (Product List) > Product List Layout section > Sorting Options control
- SRCH (Search) > Search Results Layout section > Sorting Options control

Use the On and Off radio buttons to display or hide the sorting drop-down list. Use the checkboxes to select what options will appear in the sorting drop-down list.



Default Sort Method: One of the options that appears in the "Sort By" drop-down list is "Default". To see what the default order is for one of your categories:

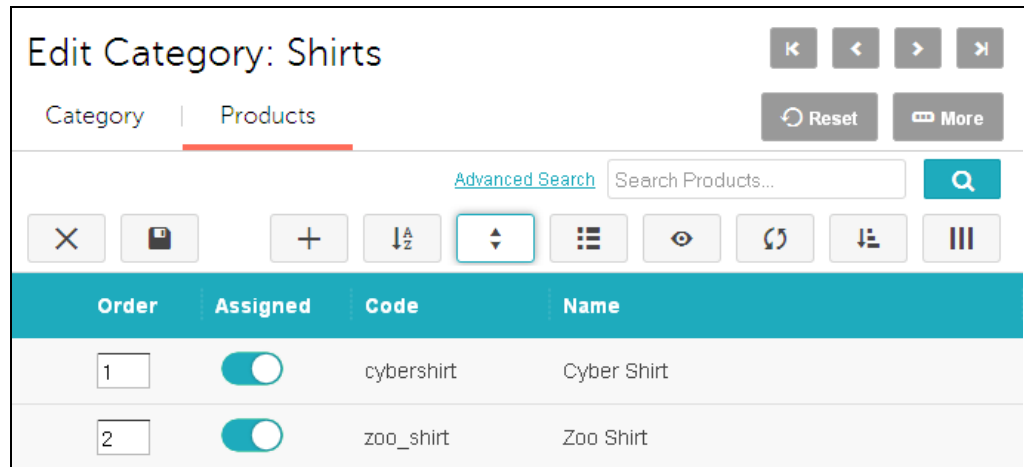
- 1 Go to  > Catalog > Categories.
- 2 In the Categories screen, edit a Category.
- 3 Select the Products tab.
- 4 Click the Show Records button and select **Show Assigned**.



- 5 Click Edit Display Order .

If you have at least two products in that category, you will see something like this:

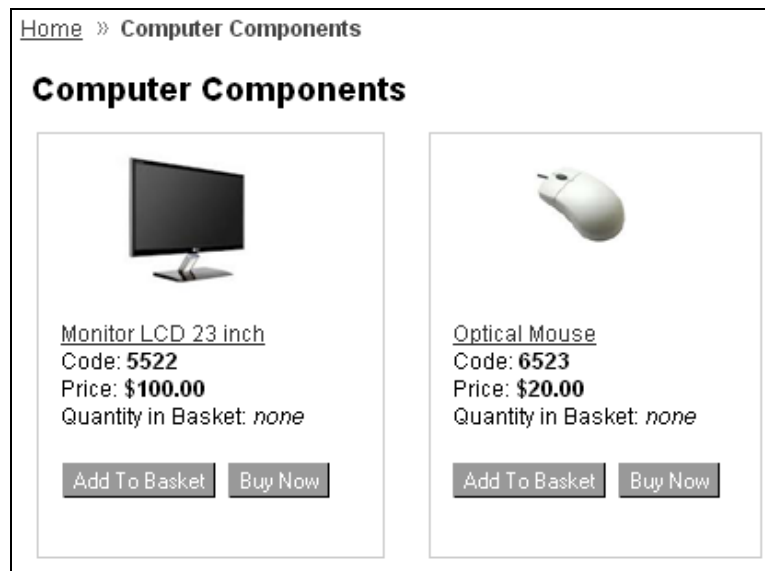




Whatever order the products have in the Products tab is how they will appear in your store, if the sort order is set to default. Note that selecting a sort order other than default can slow the display of pages in your on-line store.

#### Product Columns:

Set the number of product columns to display when the customer is viewing a category page. A two column display looks like this:



#### Pagination:

If you select "Do not paginate products", all products in the category that the customer has selected will appear on the same page. This can be a disadvantage if the category has a lot of products in it and the customer has a slow internet connection.

If you enable pagination, you can select the initial number of products that will appear on the page. If the category has more than one page of products, "Next" and "Previous" buttons will appear at the bottom of the screen so that customers can scroll through the pages.

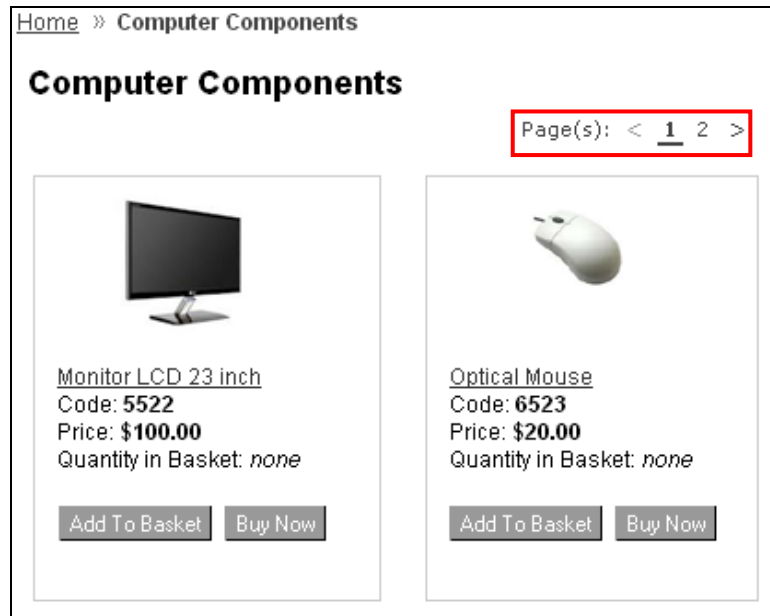
Note that, if you also enable the "Items Per Page Filter" (see below) a drop-down list will appear at the top of the screen that allows your customer to

choose how many products appear on each page. The customer setting overrides what you select here.

**Page Numbers:**

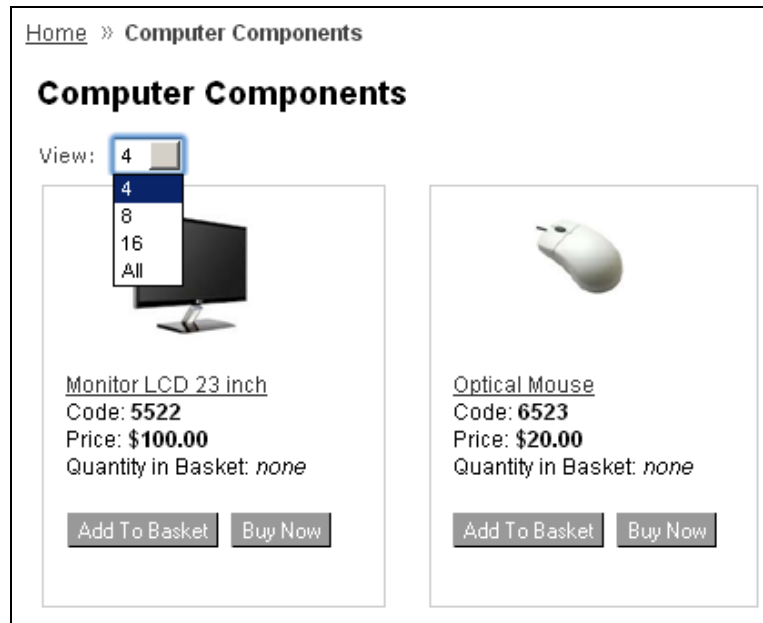
If you select "Do not show page count", no page numbers will appear on a category page, just the "Next" and "Previous" buttons.

If you enable page numbers, clickable page numbers will appear at the top of the screen. In the sample figure below, display of page numbers was set to 2.



**Items Per Page Filter:**

If you enable the Items Per Page filter, a "View" drop-down list will appear at the top of the category page. Customers can select from this drop-down list the number of products that they want to appear on each page. The setting that customers select in this drop-down list overrides what you select in [Pagination](#).




Notes:  
 Versions:  
 Recall:  
 Clear History:

Please see [Appendix 2: Common Fields in the Admin Interface](#).

Advanced Mode: Click on this link to display the product list layout template code. This code controls things like the head tag, global header and footer, html profile, JavaScript, CSS references, leftnav, etc.

## Content Section

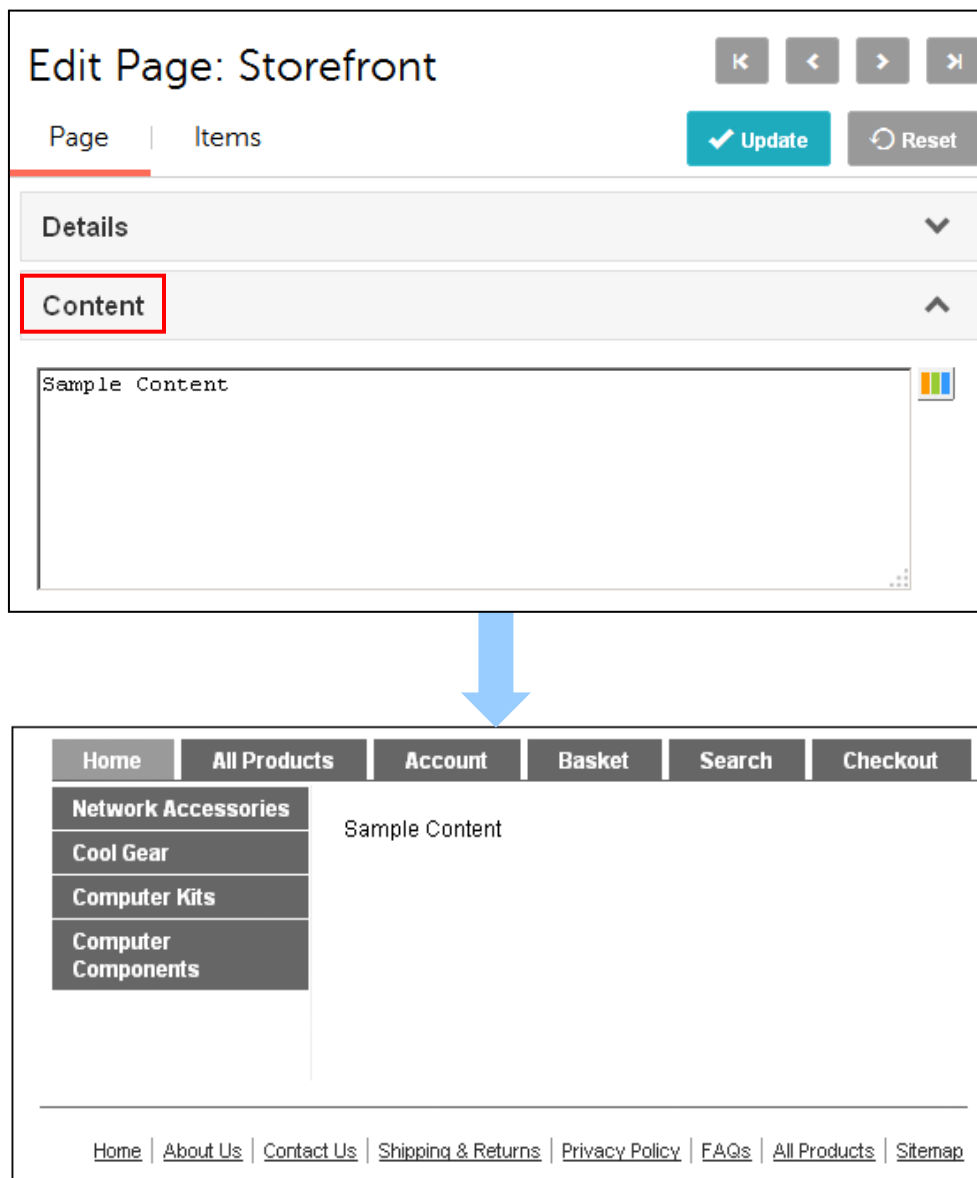
- Item Code: content
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, if you add this item to page SFNT (Storefront) the item will show up in  Menu > User Interface > Edit Page SFNT > Page tab > Content Section.

Content is essentially a region or block that you can place on a page in your on-line store. The Content region can hold anything that you want, text, images, JavaScript, HTML/CSS, etc. You can create multiple Content regions, and you can control where they appear on a particular page.



### To Use the Default Content Region

- 1 Go to  Menu > User Interface > Edit Page SFNT > Page tab, and look at the Details section > Template field.





### To Create Custom Content Items

- 1 Go to  Menu > User Interface > Items tab.
- 2 In the Items tab, click **Add Item** .
- 3 In the Add Item screen:
  - 3.1 Give the new item any code name that you want.
  - 3.2 In the Module field, enter: cmp-mv-content
  - 3.3 Click the **+Add** button.

Home > User Interface > Items > Add Item > Item

## Add Item

Item

Code:

Module:

The item code name is important. We'll use it in a few steps when we modify the template code.


- 4 Notice that there are now two new tabs: Pages and Extensions. Click on the Pages tab.
- 5 In the Pages tab, select the page(s) where you want the custom content to appear, then click **Update**. In our example, we'll select page ABUS (About Us).


### Edit Item: my\_content

Item | **Pages** | Extensions

☒

Assigned	+Code	Name
<input checked="" type="checkbox"/>	ABUS	About Us
<input type="checkbox"/>	ACAD	Customer Create

- 6 Now edit the page where you added the item. In our example we added the item to the ABUS page, so we'll go to  Menu > User Interface > Pages > Edit Page ABUS > Page tab. (You can also just click on the Edit Page icon.)

Assigned	+Code	Name
 <input checked="" type="checkbox"/>	ABUS	About Us

- 7 In the Details collapsible section, we'll add a call to the item, then click **Update**.

`<mvt:item name="my_content" />`

- Note that where you place the Miva code in the template field will determine where the content ultimately shows up in your on-line store page. In our example, we put the Miva code just under the `<h1>` tag.

## Edit Page: About Us

Page

Items

Update

Reset

Details

Code: ABUS

Name: About Us

Template:

```

<tr>
  <td id="left-navigation"><mvt:item name="categor
  <td id="main-content">
    <div id="page-header"><mvt:item name="hd
    <div id="breadcrumbs"><mvt:item name="br
    <h1>About Us</h1>

    <mvt:item name="my_content" />

    <div id="page-footer"><mvt:item name="hd
  </td>
</tr>

```

Notes:

Versions: 12/07/2014 16:46:32 PST

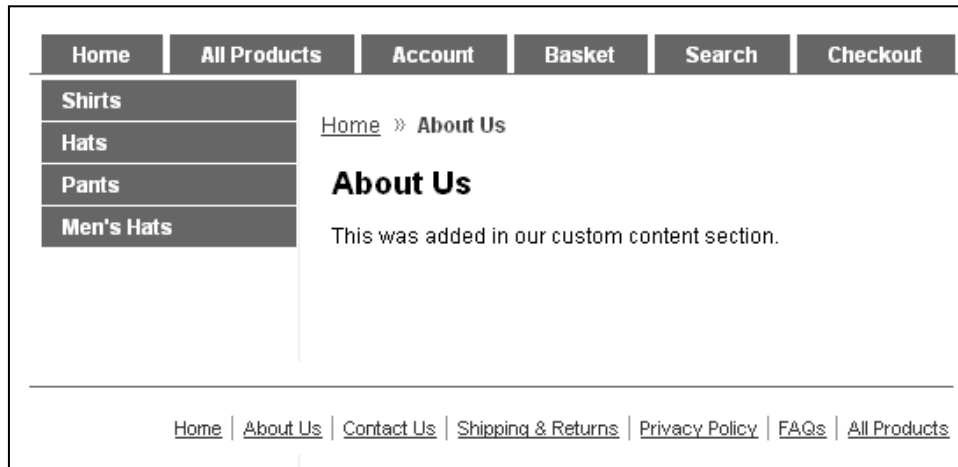
Recall Clear History

Header & Footer


Content (my\_content)

This was added in our custom content section.

- Notice that page ABUS now has a collapsible section called "Content (my\_content)". In the Content (my\_content) section we'll add some sample text and then click **Update**.
- The text that you added now shows up in your ABUS on-line store page.




## Content (inline\_css) Section

- Item Code: inline\_css
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page SFNT > Page tab > Content (inline\_css) Section.

The inline\_css section appears by default in the SHIPMENT\_PICKLIST, ORDER\_INVOICE, AND SFNT pages. In the ORDER\_INVOICE page it is used to control content and formatting of your printable invoice.

To see what your printable invoice currently looks like:

- 1 Go to  Menu > Order Processing > Orders Tab.
- 2 Select an order and click the **Batch Report** button.
- 3 In the Run Batch Report dialog box, select Printable Invoice and click **Run Report**.



The screenshot shows the 'Order Processing' section of the Miva Merchant interface. The breadcrumb trail is 'Home > Order Processing > Orders'. The 'Orders' tab is selected. A dropdown menu is set to 'None'. Below the dropdown are buttons for 'X', 'CSV', 'Create Batch' (highlighted with a red box), 'Batch Report', 'Archive', and a trash icon. A table lists orders with columns: '-Order #', 'Status', 'Date', and 'Billing First Name'. The first row (Order # 1046, Status: Processing) has a checkmark in its selection column, which is also highlighted with a red box. A red arrow points from this checkmark to the 'Run Batch Report' dialog box below. The dialog box has a title 'Run Batch Report', a 'Batch Report:' label, and a dropdown menu set to 'Printable Invoice'. It includes a warning message about encrypted payment information and two buttons: 'Cancel' and 'Run Report'.

Home > Order Processing > Orders

## Order Processing

Orders | Shipments

None

X CSV Create Batch Batch Report Archive

	-Order #	Status	Date	Billing First Name
<input checked="" type="checkbox"/>	1046	Processing	11/13/2014, 2:24:...	Z
<input checked="" type="checkbox"/>	1037	Returned	11/1/2014, 5:42:5...	a

### Run Batch Report

**Batch Report:** Printable Invoice

The payment information for one or more orders is encrypted. In order for the report to display payment information, you must enter the encryption passphrase(s).

Cancel Run Report

- 4 The printable invoice will open in a new window.

**Test Store**

5060 Shoreham pl suite 130  
San Diego, CA 92122  
US

**Order Summary**

Date: 12/26/2011  
Order: #1038  
Order Status: Pending

**Bill To**

**Name:** testtest  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax:**  
**Company:**  
**Address:** test  
test, UT 92038  
US

**Send To**

**Name:** testtest  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax:**  
**Company:**  
**Address:** test  
test, UT 92038  
US

Code	Product	Quantity	Total
network_hat	Network Hat	1	\$12.00
Standard Shipping:			\$10.00
Handling:			\$5.00
Sales Tax:			\$0.00
<b>Total:</b>			<b>\$27.00</b>


**Payment**

**Check #:** 124

**Shipping**

**Shipping Method:** Unknown

## Customer Information Section

- Item Code: order\_customer
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page INVC > Page tab > Customer Information Section.

By default, customers can enter their Ship To/Bill To information in two screens:


- When the customer creates a new account in your on-line store (page ACAD, Customer Create).

- When the customer doesn't have an account, and enters their Ship To/Bill To information during checkout (page OCST, Checkout: Customer Information)

You can control the display and format of the Ship To/Bill To fields on pages where it is being entered (such as ACAD and OCST) with the  Menu > Store Settings > Customer Fields Tab.



But after the customer's shipping information has been entered, the customer information can be displayed on other screens, such as the Invoice page (INVC). You can use the template code on the Customer Information tab to control the appearance of customer information fields on pages like INVC.

## Header & Footer Section

- Item Code: hdft
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page ABUS > Page tab > Header & Footer Section.

Use this section to add content, such as images, html, and JavaScript, to a page's header and footer. Note that this is a "local" header & footer item. Changes that you make to a local header or footer on one page, don't affect the local header or footer on some other page.

For example, hdft is used on pages ABUS (About Us) and ACAD (Customer Create).

- 1 Go to  Menu > User Interface > Edit Page ABUS > Page tab > Header & Footer Section.
- 2 Add your store logo to the header section.
- 3 Go to your on-line store. You'll see that your logo shows up on the About Us page, but doesn't show up on the Customer Create screen. If you wanted your store logo to show up on every page in your on-line store, you could use the  Menu > User Interface > Settings tab > Global Header & Footer section.

Header & Footer

Header:



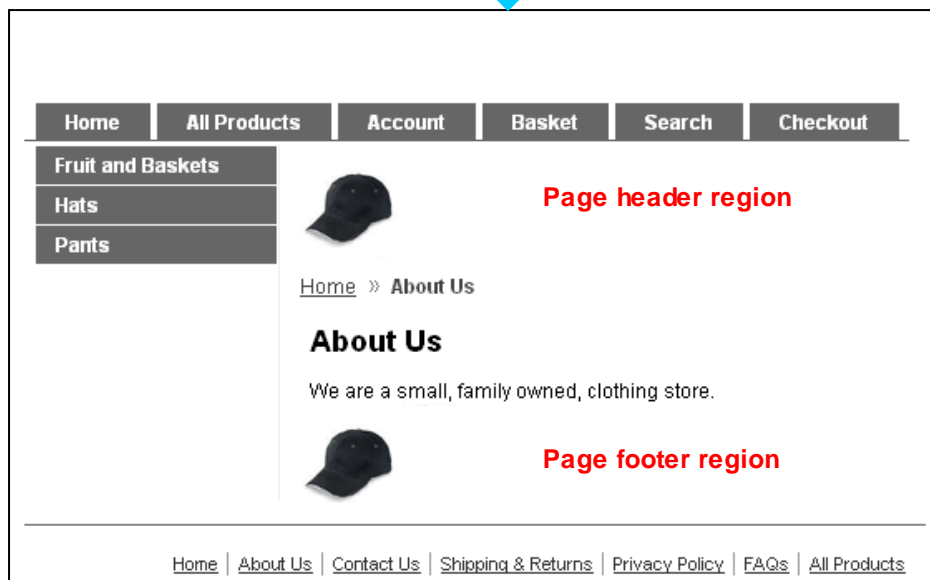
Notes:

Versions:


Original
Recall Clear History

Footer:





## HTTP Headers Section

- Item Code: http\_headers
- This is a local Item. After you add this item to a page, it will show up as a tab when you edit the page. For example, see  Menu > User Interface > Edit Page ABUS > Page tab > HTTP Headers tab.



Remove	Header	Value	ADD 
<input type="checkbox"/>	Status	404 Not Found	EDIT HERE

The HTTP Header tab lets you control the HTTP header and header content that accompanies a web page sent from a web server to a web browser. This feature can be used for many purposes, but a common use is to control the HTTP status code for a page.

Every page that is sent from a web server to a browser also gets a status code for that page (see [http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes) ). For example, if a web page cannot be found the server sends a status code of 404, and the status code is shown in the browser window.

In older Miva Merchant builds, if a customer bookmarked a product page and then that product was deleted, when the customer went back to the page they would see a Miva Merchant database error instead of a web server status code. To correct this problem, later builds of Miva Merchant included a "Not Found" page (NTFD). If a store page cannot be found, the user is automatically redirected to the Not Found page.


However, search engines like Google were indexing the Not Found page. Some Miva Merchant customers didn't want that, because the Not Found page doesn't really contain content that should end up in a search result list. One way that you can use the HTTP Headers tab is to control the HTTP status that is sent with the page from the web server to the web browser. For example, if you wanted search engines to continue indexing the Not Found page:

- 1 Go to  > User Interface > Edit Page NTFD > Page tab > HTTP Headers tab.
- 2 Click on the **Add** button . Enter "Status" as the Header and 200 as the Value. When the webserver sends the Not Found page to the customer's browser, the page will be sent with a status of 200 ("OK"). Search engines like Google will index the Not Found page because they will assume that it is a valid page.

If you set the value of the HTTP Status to "404" (which it is by default), search engines will not index the page.

By default the HTTP Headers tab only appears in the NTFD (Not Found) page, but you can add the http\_headers item to any page.

## Order Contents

- Item Code: order\_contents
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  > User Interface > Edit Page INVC > Page tab > Order Contents Section.

Controls the format of order items on pages like INVC.

Template:

```


Sample text
<table>
<tr class="basket-heading">
<td class="item-name">Item</td>
<td class="item-quantity">Qty.</td>

```



Home	All Products	Account	Basket	Search	Checkout																								
<h2>Invoice</h2> <p>Order #1039 <span style="float: right;">Date: 12/04/2012 15:28:08 PST</span></p> <table border="1" style="width: 100%;"> <tr> <th>Ship To:</th> <th>Bill To:</th> </tr> <tr> <td> <b>Name:</b> Bill Smith  <b>Email Address:</b> bsmith@yahoo.com  <b>Phone Number:</b> 555-555-5555 </td> <td> <b>Name:</b> Bill Smith  <b>Email Address:</b> bsmith@yahoo.com  <b>Phone Number:</b> 555-555-5555 </td> </tr> </table> <p>Sample text</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Qty.</th> <th>Item Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>World's Best Apples - best_apples</td> <td>1</td> <td>\$25.00</td> <td>\$25.00</td> </tr> <tr> <td colspan="2"></td> <td><i>Estimated Shipping:</i></td> <td>\$0.00</td> </tr> <tr> <td colspan="2"></td> <td><i>Sales Tax:</i></td> <td>\$1.25</td> </tr> <tr> <td colspan="2"></td> <td><b>Total:</b></td> <td><b>\$26.25</b></td> </tr> </tbody> </table> <p style="text-align: center;"> <a href="#">Home</a>   <a href="#">About Us</a>   <a href="#">Contact Us</a>   <a href="#">Shipping &amp; Returns</a>   <a href="#">Privacy Policy</a>   <a href="#">FAQs</a>   <a href="#">All Products</a> </p>						Ship To:	Bill To:	<b>Name:</b> Bill Smith <b>Email Address:</b> bsmith@yahoo.com <b>Phone Number:</b> 555-555-5555	<b>Name:</b> Bill Smith <b>Email Address:</b> bsmith@yahoo.com <b>Phone Number:</b> 555-555-5555	Item	Qty.	Item Price	Total Price	World's Best Apples - best_apples	1	\$25.00	\$25.00			<i>Estimated Shipping:</i>	\$0.00			<i>Sales Tax:</i>	\$1.25			<b>Total:</b>	<b>\$26.25</b>
Ship To:	Bill To:																												
<b>Name:</b> Bill Smith <b>Email Address:</b> bsmith@yahoo.com <b>Phone Number:</b> 555-555-5555	<b>Name:</b> Bill Smith <b>Email Address:</b> bsmith@yahoo.com <b>Phone Number:</b> 555-555-5555																												
Item	Qty.	Item Price	Total Price																										
World's Best Apples - best_apples	1	\$25.00	\$25.00																										
		<i>Estimated Shipping:</i>	\$0.00																										
		<i>Sales Tax:</i>	\$1.25																										
		<b>Total:</b>	<b>\$26.25</b>																										

## Order History List Layout Section

- Item Code: orderhistory\_list
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page ORDH > Page tab > Order Contents Section.

The fields and template code in the Order History List Layout section control the logic and content in the Order History screen in your on-line store. To view the Order History screen in your on-line store:

- At the top of the screen in your on-line store, click on the Order History link.

<a href="#">Sign In</a>   <a href="#">Affiliate Login</a>   <a href="#">Order History</a>	<input type="text"/>	<input type="button" value="Search"/>
---	----------------------	---------------------------------------

- 2 In the Lookup Order History screen (ORHL) enter a customer's billing email and zip code, then click the **Lookup** button.

Home » **Lookup Order History**

**Lookup by Email/Zip Code**

Billing Email:

Billing Zip Code:

- 3 The order history screen for that customer will appear.

**Order History List Layout** ^

**Product Fields:**

<input checked="" type="checkbox"/> Invoice	<input checked="" type="checkbox"/> Order Date
<input checked="" type="checkbox"/> Products Purchased	<input checked="" type="checkbox"/> Quantity Purchased
<input checked="" type="checkbox"/> Order Status	<input checked="" type="checkbox"/> Order Tracking
<input checked="" type="checkbox"/> Order Total	

**Pagination:**

☐ Do not paginate orders

☒ Display  orders per page

Notes:

Versions:  [Recall](#) [Clear History](#)

[Advanced Mode](#)

Order History fields that you select in the admin interface.

Order History fields that show up in your on-line store.

Home All Products Account Basket Search Checkout

Home » **Order History List**

**Order History**

<u>Invoice</u>	<u>Order Date</u>	<u>Products</u>	<u>Quantity</u>	<u>Order Status</u>	<u>Shipments</u>	<u>Order Total</u>	
1003	06/03/2011	1	1	Shipped	<a href="#">1Z771W650398405577</a>	\$20.00	<a href="#">View</a>

Product Fields: Works essentially the same way as [Product Fields](#) in the Basket Contents tab.


Pagination: Works essentially the same way as [Pagination](#) in the Basket Contents tab.

Notes: See [Appendix 2: Common Fields in the Admin Interface](#).  
Versions:  
Recall:  
Clear History:

## Product Attribute Template Section

Please see [Pages Related to Upsale Products](#).

## Product Display Layout Section

- Item Code: product\_display
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page PROD > Page tab > Product Display Layout Section.

This tab appears in the PROD page by default. It controls everything in the product display page, except for attributes. You can access the template code by clicking on the Advanced Mode link at the bottom.

Product Fields / Custom Fields      Check the boxes next to the fields that you would like customers to see on product pages.

Displayed Price:      See [Displayed Price](#).

Additional Price Display:      See [Additional Price Display](#).


Inventory Level Message:      Choose whether you want to display short inventory messages or long inventory messages for products that do not have [Attributes](#).  
To set the message length for products that have attributes, see Inventory Message in the Attribute Machine section.

Notes: See [Appendix 2: Common Fields in the Admin Interface](#).  
Versions:  
Recall:  
Clear History:

## Product Display Layout Image Machine Section

- Item Code: product\_display\_imagemachine



- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page PROD > Page tab > Product Display Layout Image Machine Section.

The Image Machine is JavaScript code that helps to implement features such as [Images](#), and associated features such as automatically generated thumbnails and close-ups ([Lightbox image](#)).

Enabled:	<p>In order for the Image Machine to provide the features associated with Additional Images:</p> <ul style="list-style-type: none"> <li>• This checkbox must be enabled.</li> <li>• The Image Machine must be assigned to a page, for example Edit Page: Product Display &gt; Items tab &gt; product_display_image machine checkbox.</li> </ul>
Preload Images:	<p>If you select this option then all of the Additional Images associated with a product: thumbnails, scaled images, and lightbox images, are loaded when the page loads. This means the page takes longer to load, but there is a faster response time when the customer clicks on one of the Additional Images.</p> <p>If you don't enable this option, only the first additional image and the thumbnails will load when the page loads. This makes the page load faster, but the customer will have to wait if they click on one of the other Additional Images.</p>
Available Tokens:	The list of tokens you can use in the element fields (Image Element, Thumbnail Container, etc.)
Image Element:	<p>This is in the template code for product display layout. It's a placeholder for the main product image on a product page.</p> <pre>img id="main_image"</pre>
Thumbnail Container:	<p>A placeholder for the thumbnail image(s) on the product page:</p> <pre>ul id="thumbnails"</pre>
Closeup Container:	<p>A placeholder for the lightbox window:</p> <pre>div id="closeup_div"</pre>
Closeup Image Element:	<p>A placeholder for the lightbox image:</p> <pre>img id="closeup_image"</pre>
Closeup Close Element:	<p>A placeholder for the "close" button in the lightbox window</p> <pre>id="closeup_close"</pre>
Head Template:	Code used by the image machine. It contains JavaScript that displays

additional images.

Notes:


See [Appendix 2: Common Fields in the Admin Interface](#).

Versions:

Recall:

Clear History:

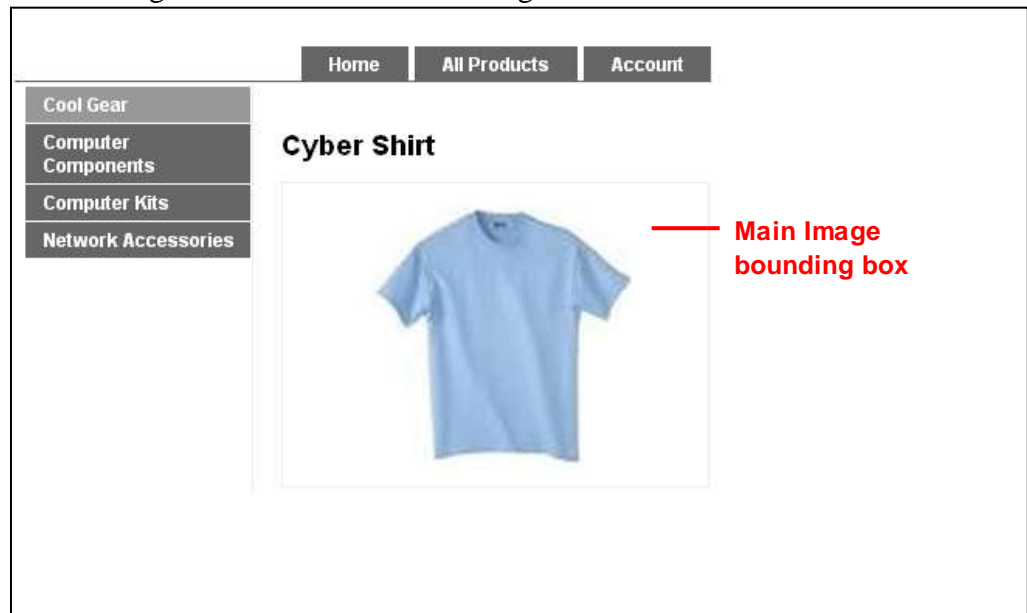
## Product Display Layout Image Dimensions Section

- Item Code: product\_display\_imagemachine
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page PROD > Page tab > Product Display Layout Image Dimensions Section.

### Main Image

**No Constraints:** The image will be displayed in the main image bounding box at whatever size was uploaded.

**Resize to fit within bounding box:** An invisible bounding box is drawn in the product Main Image page. Images larger than the bounding box are scaled down. Images smaller than the bounding box are untouched.



### Closeup

**Enable click to closeup:** If you enable this option, when the user clicks on the product image, a pop-up window will appear on screen containing a larger bounding box (you can set the dimensions of this larger bounding box below). See [Lightbox image](#) for an example. Images larger than the bounding box are scaled down. Images smaller than the bounding box are untouched.


**No constraints:** The image will be displayed in the closeup bounding box at whatever size was uploaded.

**Resize to fit within bounding box:** An invisible bounding box is drawn in the Closeup page. Images larger than the bounding box are scaled down. Images smaller than the bounding box are untouched.

#### Thumbnails


Enable additional thumbnails: If you are using the [Catalog > Edit Product > Images Tab](#), this option will automatically display thumbnails for the images you have attached to the product. If this option is not checked, the thumbnails for your additional images will not appear, and customers will have no way of viewing the additional images.

## Related Product List Layout Section

- Item Code: related\_products
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page PROD > Page tab > Related Product List Layout Section.

This tab appears in the PROD page by default. The fields on this tab are identical those in the [Category Product List Layout](#). The basic idea of "related products" is that, when a customer clicks on a product in your store, you show the customer one or more other products that they might be interested in purchasing. You can add related products in the [Catalog > Edit Product > Related Products Tab](#).


## Search Results Layout Section

- Item Code: search\_results
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page SRCH > Page tab > Search Results Layout Section.

The Search Results Layout tab appears in the SRCH page by default. This tab controls all content and formatting of the search results page in your on-line store, except for image dimensions.


For information about the fields in this section, please see [Category Product List Layout Section](#).

## Sitemap Section

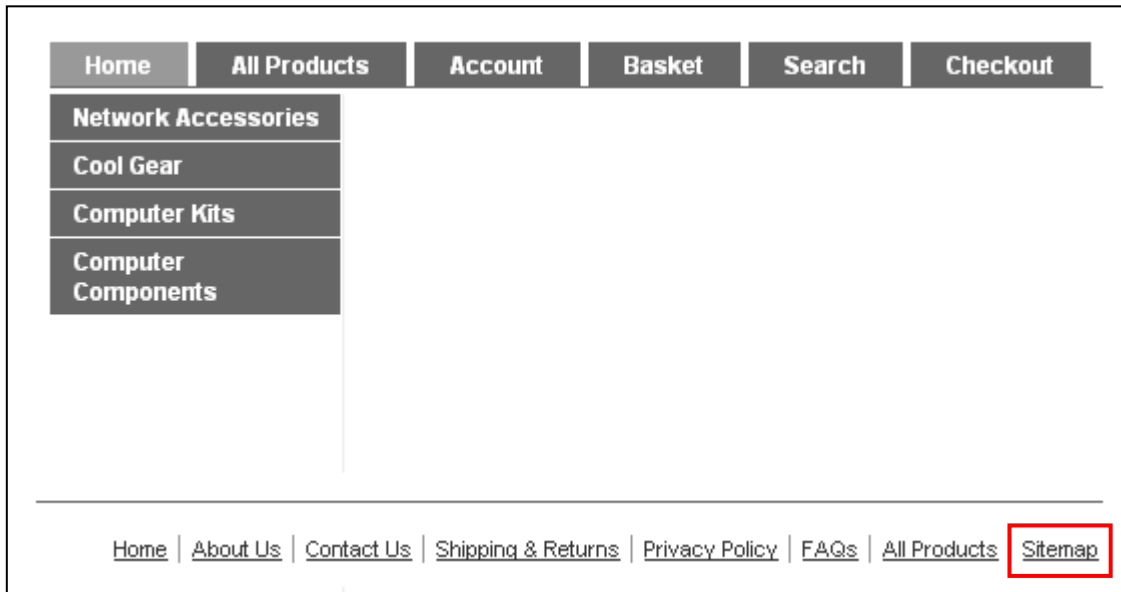
- Item Code: sitemap
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page SMAP > Page tab > Sitemap Section.

The Sitemap section is used by the SMAP page. The template code in this section controls the sitemap screen in your on-line store. However, a Sitemap link does not appear in your on-line store by default, and the SMAP page does not appear in the admin interface by default.

To enable the Sitemap link in your on-line store and add the SMAP page in the admin interface:


- 1 Go to  > Domain Settings > SEO Settings.
- 2 In the SEO Settings tab, check the "Enable Sitemap" checkbox, then click **Update**.


The page SMAP will now be visible in the admin interface, and a Sitemap link will appear in your on-line store.



**Sitemap link in your on-line store.**

## UPS Branding and Disclosures Section

- Item Code: ups
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  > User Interface > Edit Page INVC > Page tab > UPS Branding and Disclosures Section.

The ups item only appears if you have  > Shipping > UPS® Online Tools installed. By default the UPS logo and trademark text will appear on the Checkout: Shipping/Payment Selection (OSEL) and Invoice (INVC) pages, but you can add the UPS Item to any other page. You can modify or remove the UPS content, although that could violate your contract with UPS. Please contact UPS support for more information.


Note that you can easily change the size of the UPS icon. The file name of the UPS icon is in the third line of the (default) template code:

```

```

You can change the size of the UPS logo by using either the "LOGO\_M.gif" or "LOGO\_S.gif" files.

## Order Contents Section

- Item Code: view\_order
- This is a local Item. After you add this item to a page, it will show up as a collapsible section when you edit the page. For example, see  Menu > User Interface > Edit Page ORDS > Page tab > Order Contents Section.

This item has gone through some name changes since PR8:

PR8	V9
Item name: view_order	Item name: view_order
Tab Name: View Order Layout	Collapsible Section Name: Order Contents

The Order Contents section appears in the ORDS (Order Status) page by default. This section controls the logic and content of the Order Status screen in your on-line store. To view the Order Status screen in your on-line store:

- 1 Go to the [Order History screen](#) in your on-line store.
- 2 In the Order History screen, click on the View link for an order.

<a href="#">Home</a> » <a href="#">Order History List</a>							
<b>Order History</b>							
<u>Invoice</u>	<u>Order Date</u>	<u>Products</u>	<u>Quantity</u>	<u>Order Status</u>	<u>Shipments</u>	<u>Order Total</u>	
1003	06/03/2011	1	1	Shipped	<a href="#">1Z771W650398405577</a>	\$20.00	<a href="#">View</a>

- 3 The Order Status screen will appear:

**Order Status****Order number:** 1003**Placed:** 06/03/2011 13:42:52 PST**Ship To:****Bill To:****Name:** Paul Edwards**Email Address:** pedwards@google.com**Phone Number:****Fax Number:****Company:****Address:** 84 Chestnut GroveBirmingham, AL 35229  
US**Name:** Paul Edwards**Email Address:** pedwards@google.com**Phone Number:****Fax Number:****Company:****Address:** 84 Chestnut GroveBirmingham, AL 35229  
US

	Product Description	Status	Quantity	Price/Ea.	Total
<a href="#">reorder</a>	Optical Mouse	Shipped on 11/30/2011. Tracking # <a href="#">1Z771W650398405577</a>	1	\$20.00	\$20.00
				<b>Total:</b>	<b>\$20.00</b>

## User Interface > Image Types Tab

Image Types are categories that you create for your images. When you upload images to your store, you can assign those images to the categories that you have created. Using Image Types is optional and you can upload and display images in your store without them. But Image Types are handy for several areas of store management:

- You can use Image Types with the Import features to quickly upload products with multiple images for each product. (See [Add Images - Import Feature.](#))
- You can use Image Types to display a product picture in search results, shopping basket, related images, and other store pages. (See [Example: Use an Image Type in the Search Page.](#))

### To Create Image Types

Let's say that your main business is selling computers, but you also sell some t-shirts. For every computer that you sell you have a picture of the front of the computer and another picture for the side. For the t-shirts that you sell you always have a picture of the front of the t-shirt, and another picture for the back. You could create the following Image Types:

- Front
- Side
- Back

When you upload your images, you assign each image to one of the Image Types that you created: front, side, or back.


There are two places where you can create Image Types: at the product main screen or when you are editing a product in the [Catalog > Edit Product > Images Tab](#). It doesn't matter which one you use.

- 1 In the Products main page, select the Image Type tab.
- 2 In the Image Type tab, click on the Add Type(s) button. The Add Image Type dialog box appears.
  - 2.1 Enter a short code to uniquely identify the Image Type and a longer Description. In our example we'll enter "Front" as both the code and the description. You may want to keep your categories fairly generic so that you can use them for a wide variety of different products.
  - 2.2 Click the **Add** button.

You can now use your Image Types in several ways:

- When you manually upload product images you can assign those images to an Image Type.
- When you import product information your Image Types will appear as columns in the spreadsheet. You can now import multiple images for each product.
- If you assign an image to an Image Type, you can have that image show up in the following pages:
  - BASK (Basket Contents) > Basket Contents tab > Product Images checkboxes
  - CTGY (Category Display) > Category Product List Layout tab > Image drop-down list
  - PROD (Product Display) > Product Display Layout tab > Image drop-down list
  - PROD (Product Display) > Related Product List Layout tab > Image drop-down list
  - PLST (Product List) > Product List Layout tab > Image drop-down list
  - SRCH (Search) > Search Results Layout tab > Image drop-down list

### ***Example: Use an Image Type in the Search Page***

- 1 In our example, we'll create an Image Type called "Front".
- 2 Next, we'll edit a t-shirt product and upload a picture of the front of the t-shirt. When we upload the picture, we'll assign it to the image type of "Front".
- 3 Now we'll edit the Search page, so that images of type "Front" show up during a search.  
Select  Menu > User Interface > Pages > (Edit) SRCH > Search Results Layout > Image drop-down list. Select "Front" from the Image drop-down list and click **Update**.

### Search Results Layout

**Format:** Expanded

**Product Fields:**

<input checked="" type="checkbox"/> Product Name	<input checked="" type="checkbox"/> Product Code
<input type="checkbox"/> Product SKU	<input checked="" type="checkbox"/> Price
<input type="checkbox"/> Weight	<input type="checkbox"/> Description

**Custom Fields:**

Color  
FedEx Alcohol Shipment  
FedEx Dry Ice Shipment  
FedEx Dry Ice Weight  
FedEx Non-Standard Container  
FedEx Signature Options  
ISBN  
META Description

Select >  
< Deselect

**Buttons:**

<input checked="" type="checkbox"/> Add To Basket
<input checked="" type="checkbox"/> Buy Now

**Image:** Front

- 4 In our store we'll run a search for shirts. The product image that we uploaded appears in the Search page:

[Sign In](#) | [Order History](#)

shirt Search

[Home](#) | [All Products](#) | [Account](#) | [Basket](#) | [Search](#) | [Checkout](#)

[Cool Gear](#)


[Computer Components](#)

[Computer Kits](#)

[Network Accessories](#)

### Search Results

Search Again: shirt Search



[Cyber Shirt](#)  
Code: **cyber\_shirt**  
Price: **\$15.00**  
Quantity in Basket: none

Add To Basket Buy Now

Because we assigned this picture to the Image Type of "Front" it will now show up in searches.



## User Interface > Frameworks Tab

Frameworks are used to copy pages into a store. A Framework is a package file, like a zip file, that contains one or more store pages. The general process for using Framework files is:

- 1 Create the Framework file.
- 2 Add one or more pages to it
- 3 Upload the Framework file to the server.
- 4 "Paste" the pages in the Framework file into the store.

You can use Framework files to copy pages from one store to another, but you can also buy third-party Framework files containing custom pages and paste those pages into your store.

If you have an older Miva Merchant store, it was probably created with MMUI, which was the original Miva Merchant look and feel. It may have been upgraded with the Miva Merchant CSS Framework, which added CSS and other features. Your Frameworks screen might look like this:

Preview	Code	Title	Description	Created	Last Applied	SAVE FRAMEWORK
	default_fw	Default MMUI Framework	Design your store from the ground up with this default MMUI Framework	07/27/2011		DELETE FRAMEWORK SELECT FRAMEWORK
	css_fw	Miva Merchant CSS Framework	The default Miva Merchant CSS Framework.	07/27/2011	✓	DELETE FRAMEWORK SELECT FRAMEWORK

These Frameworks contain legacy store pages. If you are creating a new store we recommend that you create the store using CSSUI and then your Framework options would look like this:

Preview	Code	Title	Description	Created	Last Applied	SAVE FRAMEWORK
	cssui_default_fw	Default CSSUI Framework	Default Framework for the CSS User Interface.	07/18/2011		DELETE FRAMEWORK SELECT FRAMEWORK

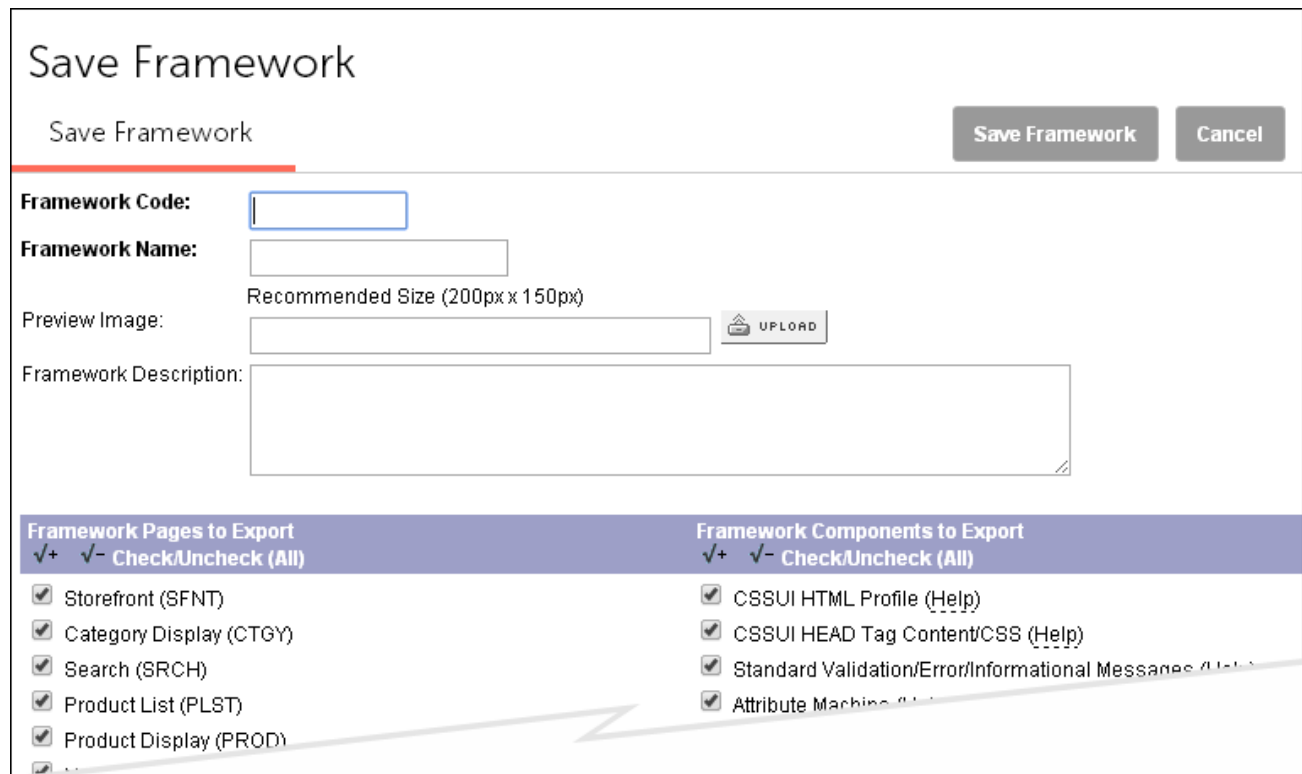
### Notes:

- If your store uses MMUI, then you cannot copy an MMUI Framework to a store that uses CSSUI, or vice versa.
- There is no "undo" after you have applied (pasted) the pages from a Framework file into your store. The safest thing to do is to create a "backup" Framework file containing all pages before you apply any new pages. See [To Apply a Framework File to Your Store](#).
- You cannot edit a Framework file. If you create a Framework that doesn't have the pages that you want, you must delete it and create a new one.
- Modules cannot be installed or copied from one store to another using a Framework file. For example, if you want to clone a store that has custom modules, you would use a Framework file to copy pages from the first store to the second, and then install the custom modules into the second store. If you are copying pages from a store that has custom modules, the second store must have the same modules.

- Once you copy a Framework file to another store and apply those pages to the second store, the Framework file is no longer needed. You may delete it or keep it, but it is not actively used for anything.

## To Create a Framework File

- 1 In the Frameworks tab, click on **Save Framework** .



**Save Framework**

Save Framework Save Framework Cancel

**Framework Code:**

**Framework Name:**

Preview Image:  Recommended Size (200px x 150px) UPLOAD

**Framework Description:**

Framework Pages to Export	Framework Components to Export
<input checked="" type="checkbox"/> Storefront (SFNT)	<input checked="" type="checkbox"/> CSSUI HTML Profile ( <a href="#">Help</a> )
<input checked="" type="checkbox"/> Category Display (CTGY)	<input checked="" type="checkbox"/> CSSUI HEAD Tag Content/CSS ( <a href="#">Help</a> )
<input checked="" type="checkbox"/> Search (SRCH)	<input checked="" type="checkbox"/> Standard Validation/Error/Informational Messages ( <a href="#">Help</a> )
<input checked="" type="checkbox"/> Product List (PLST)	<input checked="" type="checkbox"/> Attribute Machine ( <a href="#">Help</a> )
<input checked="" type="checkbox"/> Product Display (PROD)	

- 2 In the Save Framework screen:
  - 2.1. Enter a Framework code. The code is used to create the Framework filename. For example, if you enter "test" as the code, the Framework file path on the server will be something like:  
/mm5/frameworks/00000003/test.pkg  
Note that the "00000003" is the store number. If you only have one store this will always be "00000001", but if you are in doubt as to your store number, you can sftp/ftp to the server and search for the filename "test.pkg".
  - 2.2. Enter a Framework name. The name is used to identify the Framework file in the Miva Merchant admin interface.
  - 2.3. If you wish you can upload your own Preview Image. This image will be displayed in the main Frameworks screen.
  - 2.4. Click the checkboxes next to the pages that you want to include in the Framework file.
  - 2.5. Click **Save Framework**. The Framework file has now been saved to your store server.


## To Save a Framework File to Your Local Machine

- 1 Follow the instructions in the previous section to create the Framework file. It will always be created in a directory path on the server that looks like: `<root_directory>/Frameworks/subdir/package.pkg`  
For example: `/mm5/frameworks/00000001/test.pkg`
- 2 Use FTP or SFTP to connect to the server and transfer the file to your local machine.

## To Apply a Framework File to Your Store



Applying a Framework file is a two step process: first you upload the Framework file to your store server, and then you "apply" the Framework. Applying the Framework copies the files from the Framework file into your store.

- 1 Follow the instructions in the previous sections to create the Framework file and save it to your local machine.
- 2 Log into the store where you want to "paste" the pages from the Framework file, and go to:


 Menu > User Interface > Frameworks tab

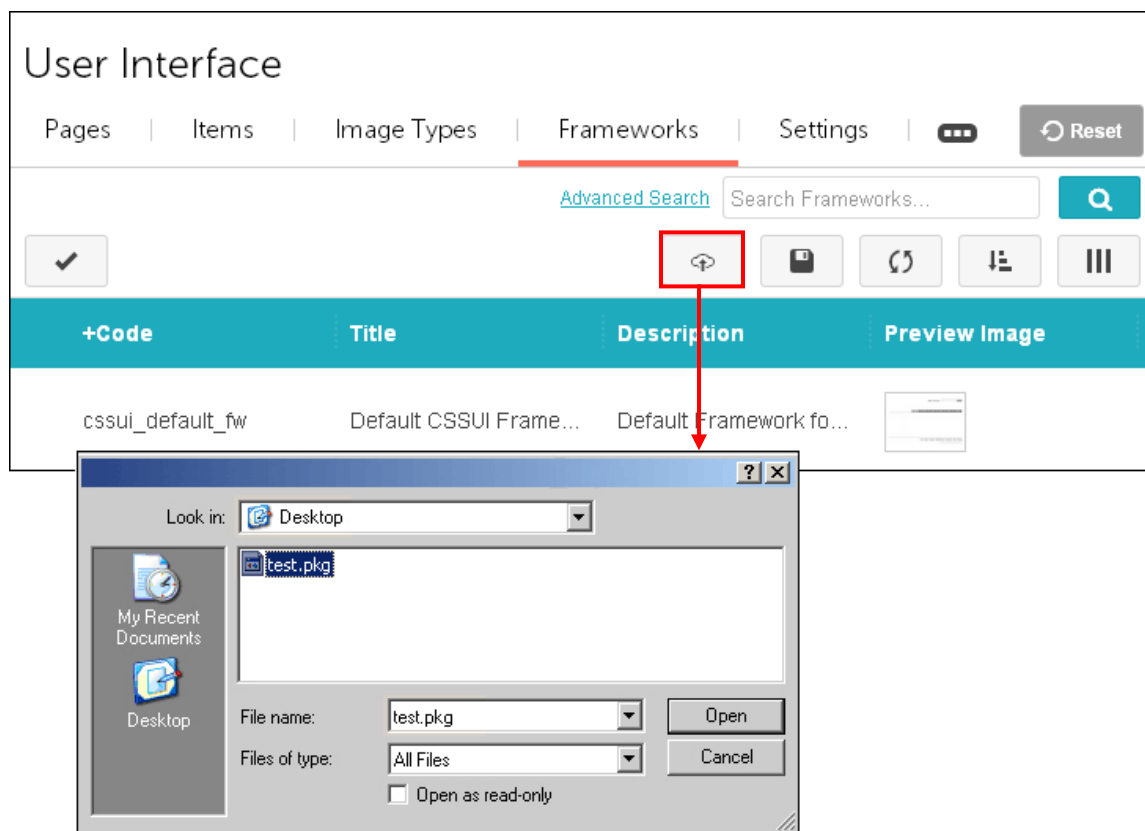
**Please keep in mind** that, once you apply ("paste") the pages from the Framework file into your store, there is no rollback. As a safety precaution you may want to create a backup of all your store pages before you apply the Framework file.

You can create a backup of your store pages by creating another Framework file at this point and by making sure that you select all store pages. See [To Create a Framework File](#). You might want to name this Framework file something like "store\_backup\_<date>".

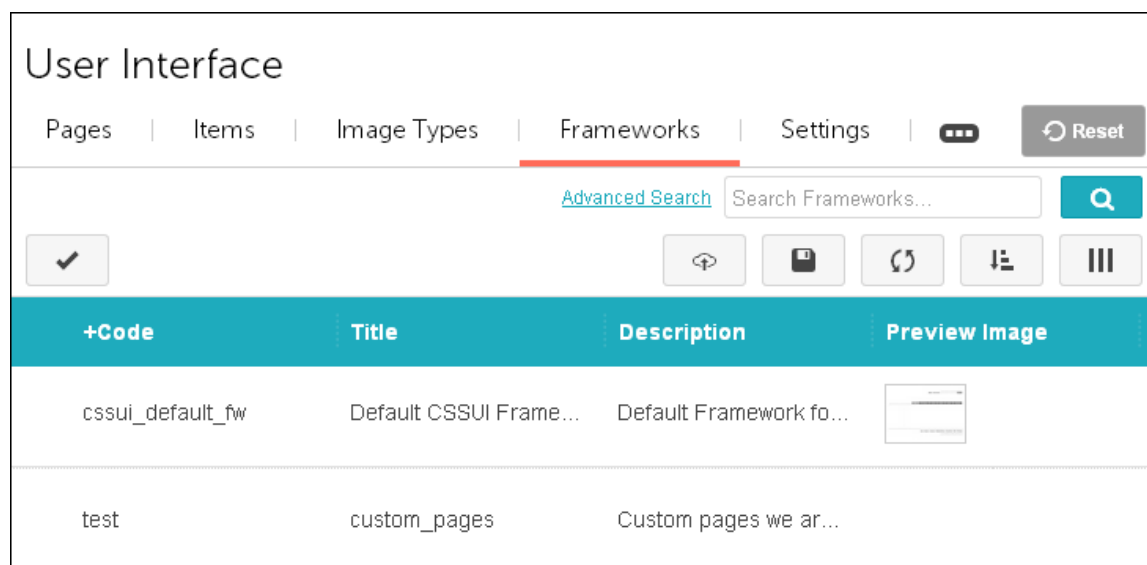
Preview	Code	Title	Description	Created	Last Applied	SAVE FRAMEWORK	
	cssui_default_fw	Default CSSUI Framework	Default Framework for the CSS User Interface.	07/18/2011		DELETE FRAMEWORK	SELECT FRAMEWORK
	backup01	store_backup_08-17-11	Backup of all store pages.	08/17/2011		DELETE FRAMEWORK	SELECT FRAMEWORK

**Before you apply new pages to your store, you may want to create a backup of the current pages.**


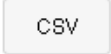




- 3 To copy the Framework file from your local machine to the server, click **Upload Framework** .
- 4 In the Upload File dialog box, click on the **Choose File** button. Browse to the Framework file on your local machine and click Open, then click Upload in the Upload File dialog box.



- 5 After you've uploaded the Frameworks file, the screen will look something like this:



- 6 When you are ready to apply the pages in the Framework file that you uploaded, select the Framework file and click **Open**


			
+Code		Title	Description
	cssui_default_fw	Default CSSUI Frame...	Default Framework fo...
	test	custom_pages	Custom pages we ar...

## Apply Framework: test

Select Framework Apply Cancel

---

### Framework Preview



**Code:** test  
**Title:** custom\_pages  
**Description:** Custom pages we are copying from another store.  
**Author:** Sample Store  
**Created:** 09/14/2014-16:35:40 PDT

Framework Pages	Framework Components
Storefront (SFNT)	CSSUI HTML Profile ( <b>cmp-cssui-html</b> )
Category Display (CTGY)	CSSUI HEAD Tag Content/CSS ( <b>cmp-cssui-head</b> )
Search (SRCH)	Standard Validation/Error/Informational Messages ( <b>cmp-cssui-messages</b> )
Product List (PLST)	Attribute Machine ( <b>cmp-mv-attributemachine</b> )
Product Display (PROD)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Not Found (NTFD)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Missing Product Attributes (PATR)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Basket Contents (BASK)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Checkout: Basket Empty (BSKE)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Order: Customer Login (ORDCLN)	Image Machine ( <b>cmp-mv-imagemachine</b> )
Checkout: Express Checkout Return Screen (PPRS)	
Amazon Payments - OCST (AMAZONPAY_OCST)	
Amazon Payments - OSEL (AMAZONPAY_OSEL)	
Amazon Payments - OPAY (AMAZONPAY_OPAY)	

Framework Images	Framework CSS Files
<input type="checkbox"/> Overwrite Images  <b>Image</b> /mm5/graphics/00000003/black_front.jpg	<input type="checkbox"/> Overwrite CSS Files  <b>CSS File</b> css/00000001/cssui.css


- 7 The Apply Framework screen appears. At the bottom of the Apply Framework screen you may see two checkboxes: "Overwrite Images" and "Overwrite CSS Files". You will only see these checkboxes if the Framework you are applying contains images or CSS files.
- If you check the Overwrite Images checkbox, images in your existing pages with the same names will be overwritten. For example, if you have an image in your existing pages named "black\_front.jpg" and the same image name exists in your Framework pages, the Framework image will overwrite the image in your existing pages. The same thing will happen to CSS files if you check the Overwrite CSS Files checkbox.
  - If you do not check the Overwrite Image checkbox, pages and images from the Framework will be copied to your store, but images with the same name will be ignored. For example, if you have an image in your existing pages named "black\_front.jpg" and the same image name exists

in your Framework pages, the Framework image will be ignored and the one in your store will be kept.

- 8 Click **Apply**. The pages that were in the Framework file have now been copied to your store.

## User Interface > Settings Tab

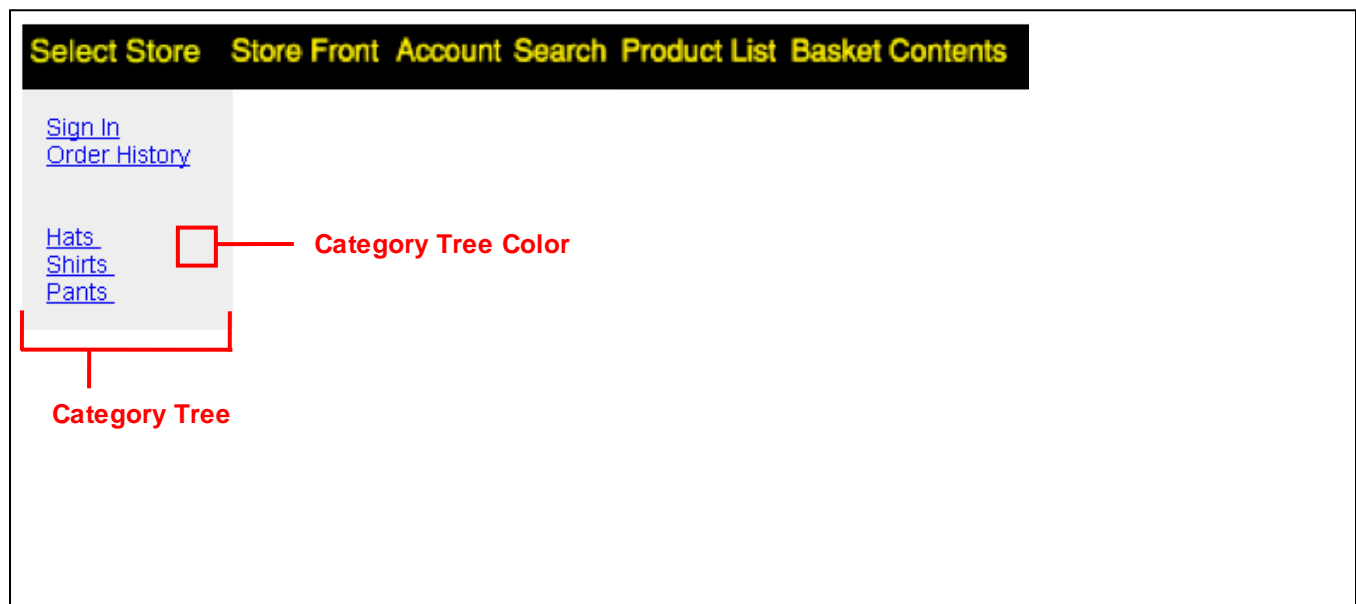
### User Interface > Settings Tab > Misc Color Section

Specify the colors to be used in selected areas of your store. You can enter the color in each field as a hexadecimal value (such as #ffffff for white), or by clicking on the color picker icon . Note that the fields in this tab do not work with CSSUI, only with the older MMUI. Similar changes to a CSSUI store are made in the cssui.css file.

When you make a change to a color, it's a good idea to view your on-line store and verify that the results are what you expected. You might also want to view your on-line store with a few different browsers or browser versions.

### Category Tree Background

By default this area is the vertical band along the left-hand side of the store screen. (For a CSSUI store, see also [User Interface > Settings Tab > Category Tree Template](#).)



### List Header Background

The List Header Background appears on any page in your MMUI on-line store that displays a list, such as a product list, search result list, etc. Similar changes to a CSSUI store are made in the cssui.css file.

Select Store Store Front Account Search Product List Basket Contents Checkout

Code Name	Price
001 Hat1	\$10.00 Add One to Basket Buy One Now
002 Hat2	\$10.00 Add One to Basket Buy One Now
003 Hat3	\$10.00 Add One to Basket Buy One Now

Ecommerce Shopping Cart Software by Miva Merchant

A List Header Background in a product list page.

List Alternate Background

## List Alternate Background

See figure above. Pages in your on-line store that display lists have rows in white and another alternating color. You can specify that color here.

## User Interface > Settings Tab > Fonts

Use the font settings to change the typeface, size, and color of fonts throughout your store. Note that the fields in this tab do not work with CSSUI only with the older MMUI. Similar changes to a CSSUI store are made in the cssui.css file.

## User Interface > Settings Tab > Affiliate Links Section

If you have enabled the Affiliate Links Program ([Activate Affiliate Program](#) checkbox) a new link will appear at the top of your on-line store.

Sign In | SuperStar Login | Order History Search


Home All Products Account Basket Search Checkout

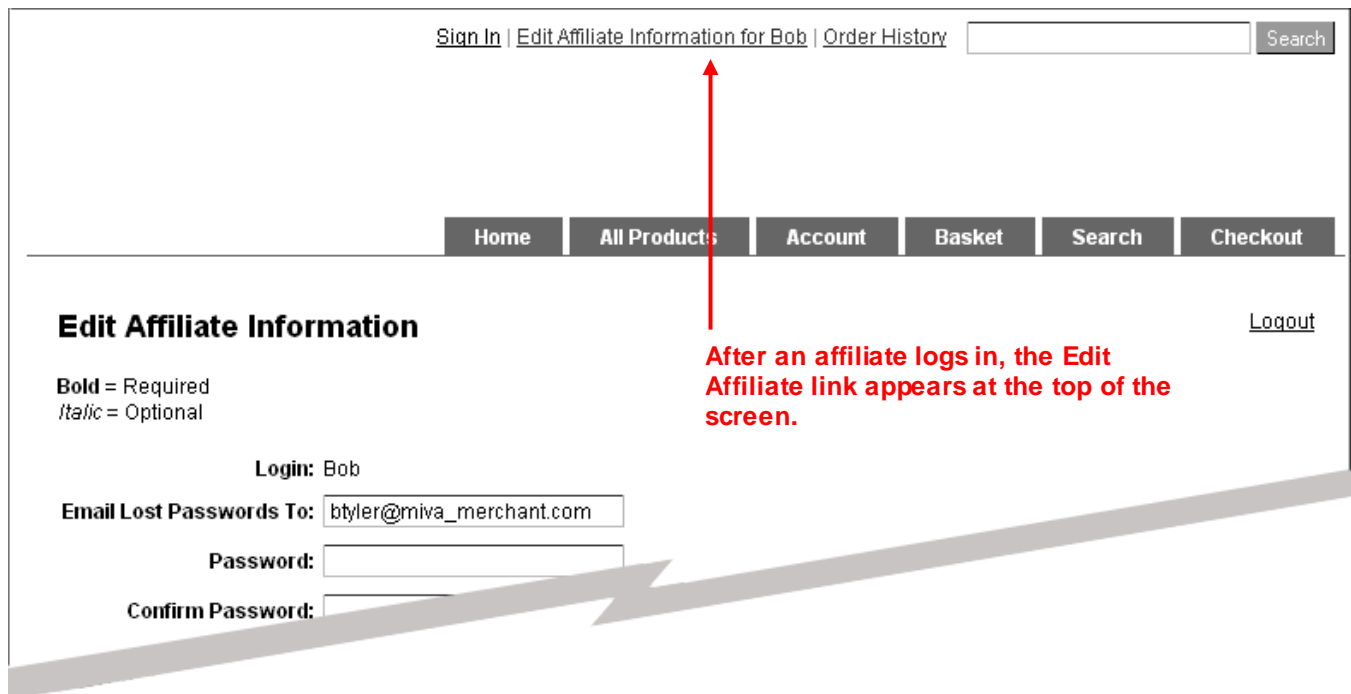
Cool Gear  
Computer Components  
Computer Kits  
Network Accessories

This is the Affiliate Login Link. It will only appear in your on-line store if you've enabled the Affiliate Program checkbox.

Home | About Us | Contact Us | Shipping & Returns | Privacy Policy | FAQs | All Products



The Affiliate Login link in your on-line store allows affiliates to login to their account, or to create a new account. Note that, after an affiliate creates an account in your on-line store, you can edit that account in the admin interface (  Menu > Marketing > Settings > Affiliates).



Sign In | Edit Affiliate Information for Bob | Order History  Search

Home All Products Account Basket Search Checkout

**Edit Affiliate Information** [Logout](#)

**Bold** = Required  
*Italic* = Optional

Login: Bob

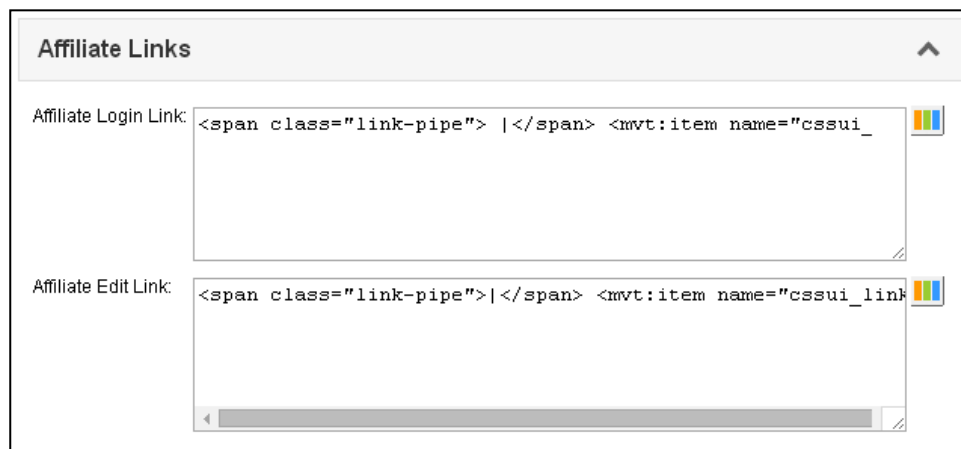
Email Lost Passwords To:

Password:


Confirm Password:


After an affiliate logs in, the **Edit Affiliate** link appears at the top of the screen.

Use the User Interface > Settings Tab > Affiliate Links section to edit the HTML of both links. You can change the text of the link, the background color, add an image, etc.



**Affiliate Links**

Affiliate Login Link:  

Affiliate Edit Link:  

Use these fields to edit the appearance of the affiliate links in your on-line store.

## User Interface > Settings Tab > Buttons

Customize the wording or look of buttons in your store, such as the **Add One To Basket** or **Search** buttons. When you finish making changes, click the Update at the bottom of the screen.

## Text

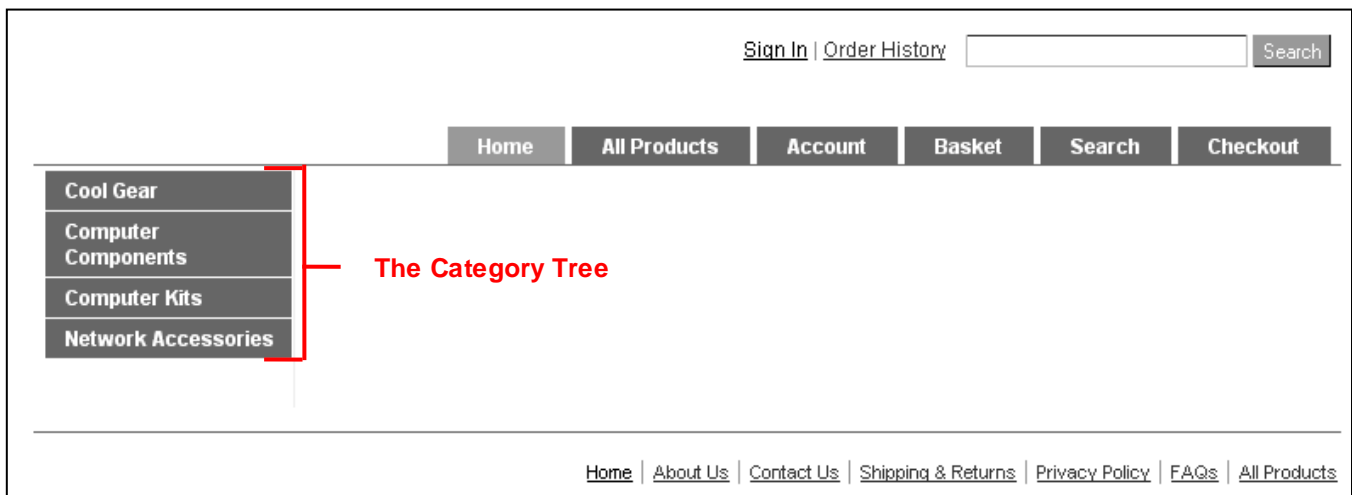
You can change the wording of each button in the store. The button size will be adjusted to correctly display the text that you enter.

## Show Code


Click on the **Show Code** button to view the HTML for each button. You can change the text, image, alt text or action of the button directly.

## User Interface > Settings Tab > Category Tree Template

View and edit the code that controls the category tree in your on-line store.



## Template Code

Note that the category tree template code can be edited in different places in the Miva Merchant admin interface, for example:  Menu > User Interface > Pages tab > Edit SFNT (Storefront). It doesn't matter which screen you use in the admin interface to edit the category template code. Editing the category tree template code in one location, changes it in all locations.

## Custom Fields

If you have created Custom Fields and you would like to reference a custom field in the category tree template code:

- 1 Check the box next to a custom field.
- 2 Click the **Update** button. You can now reference the custom field in the category tree template code.

## Notes / Versions / Recall / Clear History

Please see [Appendix 2: Common Fields in the Admin Interface](#).

## Category Tree Header / Category Tree Footer

Use the Category Tree Header/Footer to add content, such as trust marks, logos, etc, above or below the category tree.

Home


All Products

Account

Basket

Search

Checkout




Cool Gear

Computer Components

Computer Kits

Network Accessories



Category Tree Header:

```

<div id="category-tree-header"></div>
<div id="category-tree-top-image">
  <div id="category-tree-bottom-image">
    
  </div>
</div>

```

**Content that you add to the header appears above the category tree.**

**Content that you add to the footer appears below the category tree.**

Category Tree Footer:

```

</div>
</div>
<div id="category-tree-footer"></div>

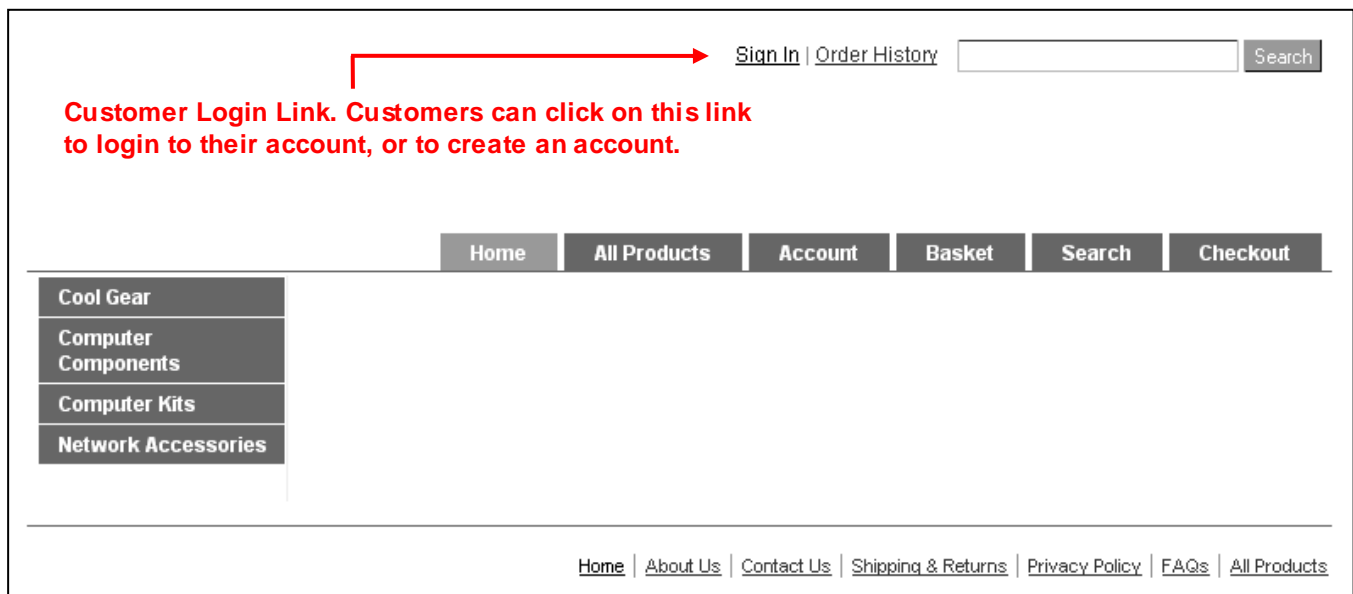

```

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

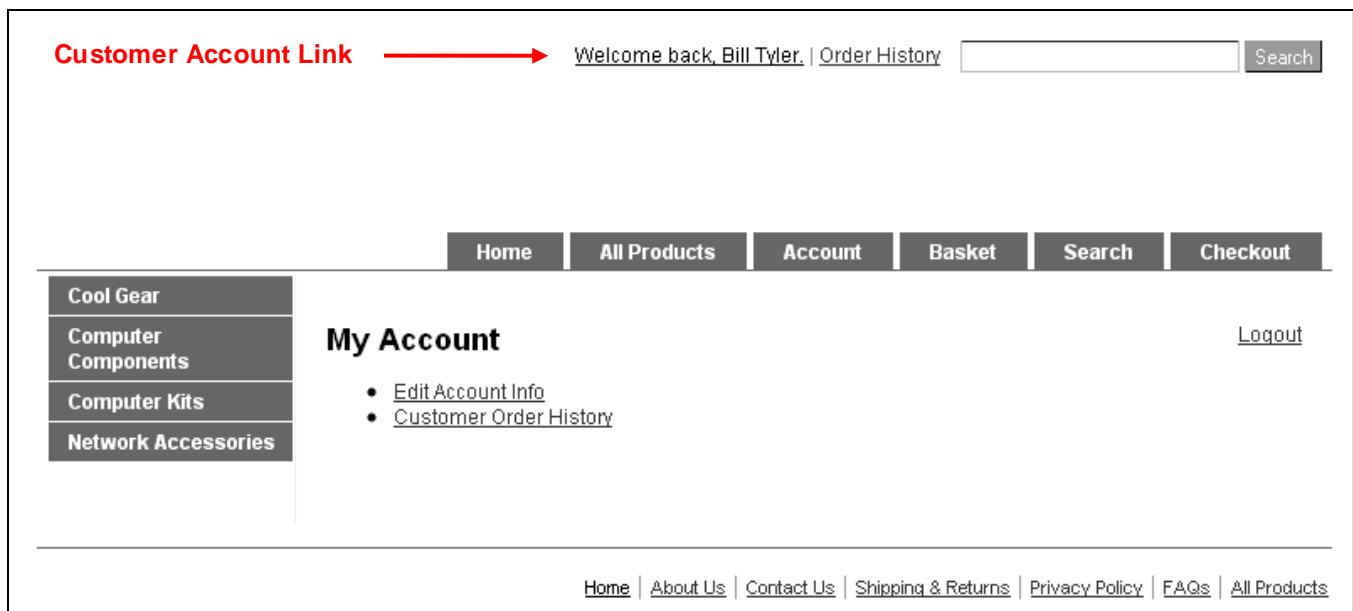
## User Interface > Settings Tab > Customer Links

Use this screen to modify the HTML for the Customer Login Link and Customer Account Links.

When customers visit your on-line store, they can click on the Customer Login Link to sign into their account, or to create an account if they don't already have one. When customers are logged in, Miva Merchant can display any special pricing (based on Price Groups) or products (based on Availability Groups) you have created. Note that you can also edit and create customer accounts in the admin interface. See [Customers](#).



After customers login, the link changes to the Customer Account Link. Customers can click on this link to go to their account info or order history.



## User Interface > Settings Tab > Navigation Bar

Allows you to customize the navigation bar in your on-line store.



When you first click on the Navigation Bar tab you will see the "point-and-click" mode. In this screen you can only change the names of the buttons.

The screenshot shows the "Navigation Bar" configuration screen. It has a title bar "Navigation Bar" with an upward arrow icon. Below the title bar are several input fields for configuring the navigation bar: "Select Store:" with a dropdown menu showing "Select Store"; "Store Front:" with a text field showing "Home"; "Account:" with a text field showing "Account"; "Search:" with a text field showing "Search"; "Product List:" with a text field showing "All Products"; "Basket Contents:" with a text field showing "Basket"; and "Checkout:" with a text field showing "Checkout". Below these fields is a "Notes:" text area. At the bottom, there is a "Versions:" section with a dropdown menu showing "Original" and two links: "Recall" and "Clear History". A red rectangular box highlights the "Advanced Mode" link at the bottom of the screen.

**Point and click mode in the Navigation Bar section. Click on the Advanced Mode link to edit the template code.**

But if you click on the Advanced Mode link at the bottom of the screen, you can directly edit the HTML of the Navigation Bar.

Navigation Bar

```

<ul>
  <mvt:if expr="1.settings:page:code EQ 'OUS1' OR
                                1.settings:page:code EQ 'OUSM' OF
                                1.settings:page:code EQ 'OSEL' OF
                                1.settings:page:code EQ 'OPAY' OF
                                1.settings:page:code EQ 'OPRC' OF
                                1.settings:page:code EQ 'OINF' OF
                                1.settings:page:code EQ 'OCST' OF
                                1.settings:page:code EQ 'ORDL' OF
                                1.settings:page:code EQ 'INVC' ">
  <li class="navigation-item-on first-child" id="nav-checkout">

```

Notes:

Original ▾

Recall Clear History

Point + Click Mode

### Advanced mode in the Navigation Bar tab.

In advanced mode you can change the background color, add logos and links, and replace the default button images, such as Product List, or Basket Contents, with your own images. The height of the bar will expand to accommodate the size of the images you upload. For best results, the logo and button images should usually be the same height. Images of varying heights will be aligned by the bottom edges.

Remember that file names for images cannot include spaces. So prod list.gif, would be accepted, but no image would be displayed. If your file names contain spaces, rename the files before uploading them in Miva Merchant.

It is a good habit to check your results by looking at the store screen to be sure the images are appearing as you intended. Remember to click **Update** after uploading new images, and refresh the store browser window.

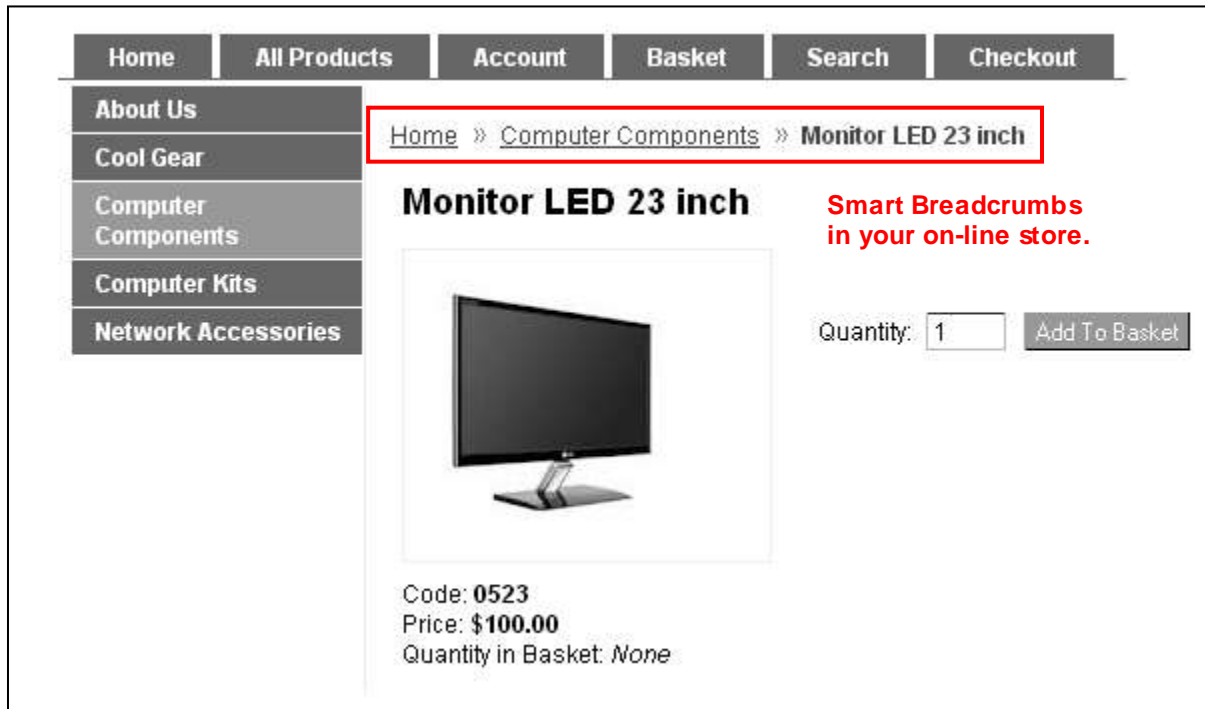
### Notes / Versions / Recall / Clear History

Please see [Appendix 2: Common Fields in the Admin Interface](#).

## User Interface > Settings Tab > Smart Breadcrumbs

Smart Breadcrumbs appear in your on-line store, not in the Miva Merchant admin interface. For information about breadcrumbs in the admin interface, please see [Breadcrumbs](#).

Smart Breadcrumbs show customers how they navigated to the current store page, and have clickable links so that customers can easily go back to previous pages along that path. Smart Breadcrumbs are only supported for CSSUI stores.



- Smart Breadcrumbs:** In this section you can directly edit the code that will affect how breadcrumbs are displayed throughout your store.
- Max Category Name Length:** The default is 0 which means that the category name will be fully displayed no matter how long it is. If you set the max category name limit to 10 and you have a category name that is 15 letters, the category name will be truncated to 10 letters.
- Max Product Name Length:** The default is 0 which means that the product name will be fully displayed no matter how long it is. If you set the max product name limit to 10 and you have a product name that is 15 letters, the product name will be truncated to 10 letters.
- Max Number of Link Levels to Display:** This setting only affects you if your store has sub-categories, sub-sub-categories, etc. The default is 0 which means that entire breadcrumb path will be displayed, no matter how long it is. However, if you set the max link levels to 3 and the breadcrumb has 5 levels, only the first level and the last 2 levels will be shown to the customer.
- Breadcrumb contains 5 levels, max levels to display is set to 0.

[Home](#) » [Computer Components](#) » [Sub-Cat1](#) » [Sub-Cat2](#) » [Sub-Cat3](#) » **Monitor LED 23 inch**

Breadcrumb contains 5 levels, max levels to display is set to 3.

[Home](#) » ... » [Sub-Cat2](#) » [Sub-Cat3](#) » **Monitor LED 23 inch**

Notes:

Versions:

Recall:

Clear History:


Please see [Appendix 2: Common Fields in the Admin Interface](#).

## User Interface > Settings Tab > Global Header and Footer

Content that you add (such as images, links and text) to the global header appears at the top of every screen in your on-line store. Content that you add to the global footer appears at the bottom of every screen.

The notes and versions (See [Appendix 2: Common Fields in the Admin Interface](#)) for the global header and global footer are separate. You can save and recall each one independently. If you make changes to both, and then click **Update**, each is saved as a new version.





[Sign In](#) | [Order History](#)

Global Header:

```

</form>
</div>
<div id="header-links"><mvt:item name="customerlink
<div id="logo"><mvt:item name="cssui links" param="


```

Home | All Products | Account | Basket | Search | Checkout

Cool Gear


Computer Components

Computer Kits

Network Accessories

Home | About Us | Contact Us | Shipping & Returns | Privacy Policy | FAQs | All Products

Ecommerce Shopping Cart Software by Miva Merchant



Global Footer:

```

<mvt:if expr="1.settings:seo_settin
</ul>
</div>
<div id="miva-link"><a target="_blank" href="http:/


```

## User Interface > Settings Tab > HEAD Tag Content

This tab is used for two purposes: modifying the HEAD tag for your store.

### *Editing the HEAD Tag for Your On-line Store*

You can customize the contents of the <head> tag in your store html code (using different meta tags, keywords, title, description, tracking code, script declarations, etc.), by making changes to the HEAD Tag Content field. Do not include the <head> and </head> tags in this field, just the information that goes between them. If you leave this field blank, a simple HEAD tag is automatically created.

Note that the HEAD tag is not the same as the global header. See [User Interface > Settings Tab > Global Header and Footer](#).

If you are using the MMUI Framework and you upload a CSS file, you must manually reference that file in your HEAD tag. For other Frameworks the CSS file call will be placed automatically into your page templates.

### ***Notes / Versions / Recall / Clear History***

Please see [Appendix 2: Common Fields in the Admin Interface](#).

## **User Interface > Settings Tab > HTML Profile**

Define the doctype for your on-line store. The doctype declaration ends up being included in the page source code for every page in your on-line store. The doctype tells the browser what kind of markup language the page uses, so that the browser can correctly display the page.

Please note that this is the only place in your store where you should declare a doctype. Including a doctype declaration in any other page will cause conflicts and errors.

## **User Interface > Settings Tab > Shopping Interface Settings**

If this checkbox is checked, when a customer clicks the checkout button, they will be prompted to either sign in or to create an account. If this checkbox is not checked and the customer clicks the checkout button, they go right to the checkout screen.

	Item	Qty.	Item Price	Total Price
<a href="#">Remove</a>	Hawaiian Hat - <a href="#">hat_hawaiian</a>	1 <a href="#">Update</a>	\$10.00	\$10.00
Coupon: <input type="text"/>			<a href="#">Redeem</a>	
			<b>Total:</b>	<b>\$10.00</b>

☒ Display Customer Login Before Checkout

Enable the feature in the admin interface

A customer clicks the Checkout button in your store

The customer is prompted to sign in or create an account.

Checking this box can be useful if you offer special pricing to selected customers using [Price Groups](#). It can also encourage shoppers to create an account, which can make their future visits to your store more convenient.

## User Interface > Settings Tab > Template Import/Export Settings

Using the admin interface, you can export your store pages to an external HTML editor, such as Dreamweaver. You can use your external HTML editor to change the look and feel of your store pages, and then re-import them back into the admin interface. Use the fields in this tab to select the folder on your server where your store pages will be exported to, and imported from.





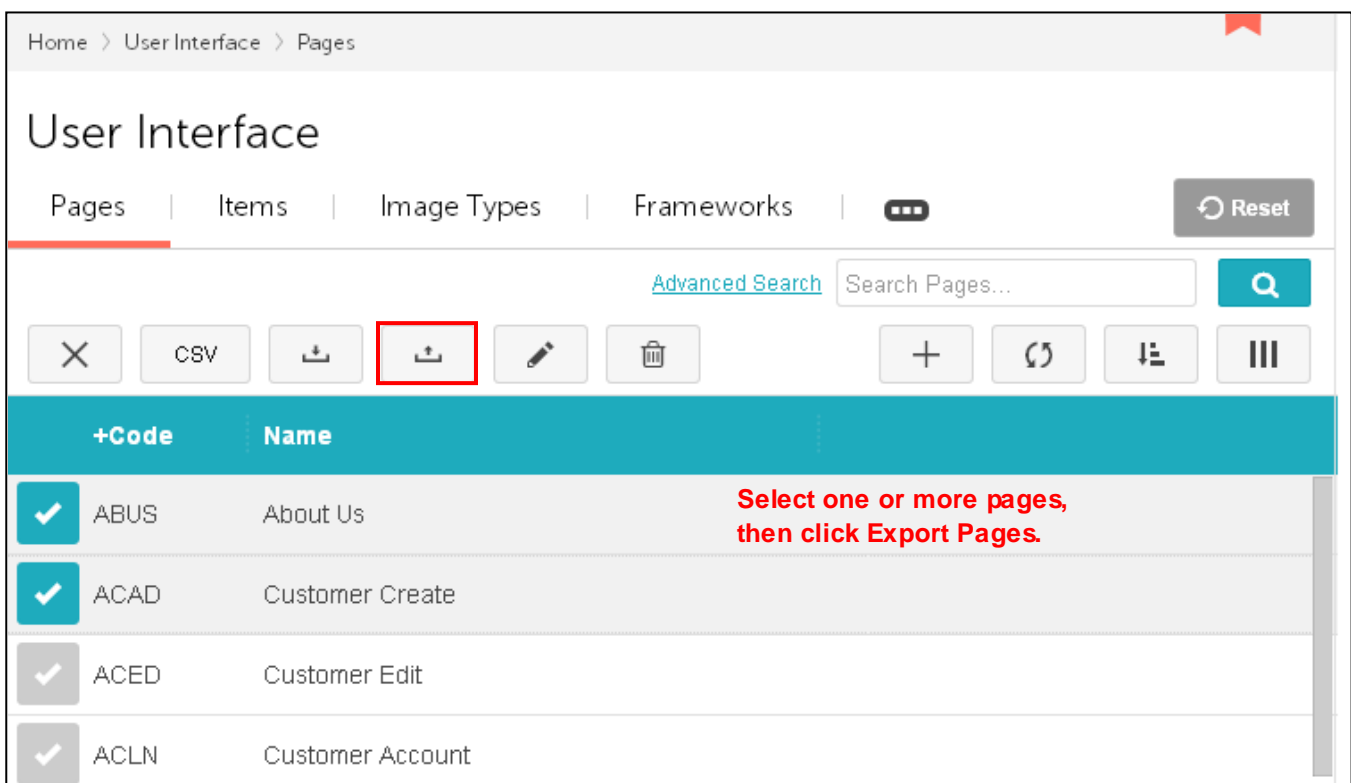
Note that importing pages back into your store will overwrite the existing page. For example, if you import an ABUS (About Us) page, it will overwrite the existing ABUS page currently used in your store. However, if you accidentally overwrite one of your store pages, you can restore a previous version. Please see [Versions](#) and [Recall](#).

### To Set the Import/Export Folder

- 1 In the Import/Export Settings tab:
  - 1.1. Select either Data or Webroot from the Import/Export folder.
  - 1.2. Enter the name of a subfolder that you want to use for importing and exporting. This folder will be created if it doesn't already exist.
- 2 Click **Update**.


### To Export Store Pages


- 1 Use the fields in the  Menu > User Interface > Settings > Import/Export Settings tab to select your import/export folder.
- 2 Go to  Menu > User Interface > Pages tab.
- 3 In the Pages tab, select the pages that you want to export, then click **Export Pages**.  
A copy of the store pages you selected will be placed in your import/export folder. For each store page there will be one more .htm files.












Home > UserInterface > Pages

## User Interface

Pages | Items | Image Types | Frameworks | 

[Advanced Search](#) Search Pages... 



 CSV        

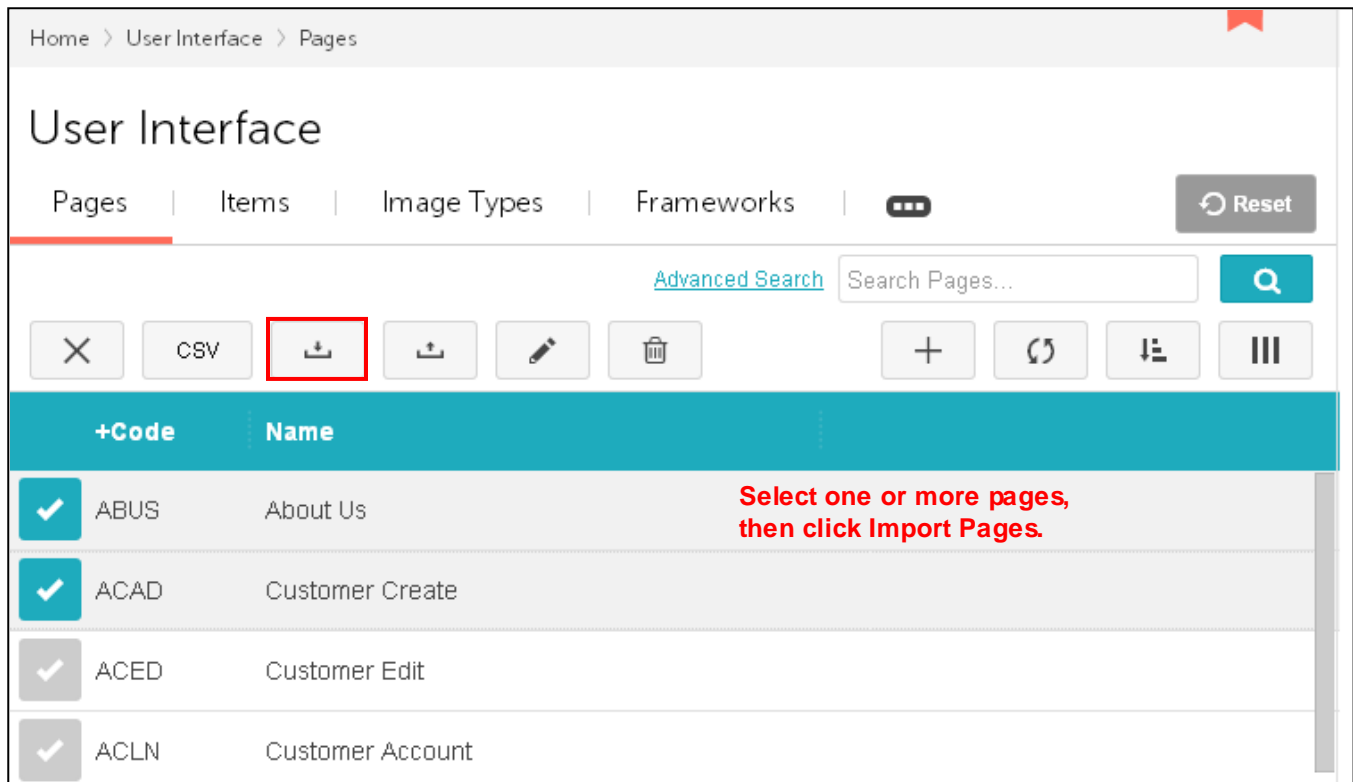
+Code	Name
<input checked="" type="checkbox"/> ABUS	About Us
<input checked="" type="checkbox"/> ACAD	Customer Create
<input type="checkbox"/> ACED	Customer Edit
<input type="checkbox"/> ACLN	Customer Account

Select one or more pages, then click Export Pages.

- 4 Some HTML editors have a built-in FTP that will allow you to connect to your store server and edit the exported pages where they are. If your HTML editor does not have built-in FTP, you can use a stand-alone FTP package to download your store pages from the import/export directory on the server to your local machine, and then edit them.


### To Import Store Pages


- 1 Use the fields in the  Menu > User Interface > Settings > Import/Export Settings tab to select your import/export folder.
- 2 Using FTP, copy the store pages that you edited from your local machine to your import/export folder on the server. Remember to copy both the .html file and the .css file.
- 3 Go to  Menu > User Interface > Pages tab.
- 4 In the Pages tab, select the pages that you want to import, then click **Import Pages**.











Home > User Interface > Pages

## User Interface

Pages | Items | Image Types | Frameworks | 

[Advanced Search](#) Search Pages... 

 CSV       

+Code	Name
<input checked="" type="checkbox"/>	ABUS About Us
<input checked="" type="checkbox"/>	ACAD Customer Create
<input type="checkbox"/>	ACED Customer Edit
<input type="checkbox"/>	ACLN Customer Account

Select one or more pages, then click Import Pages.

The store page(s) will be copied from the import/export folder and will overwrite your current store page. If you accidentally overwrite one of your store pages, you can restore a previous version of the page. Please see [Versions](#) and [Recall](#).

## User Interface > Error Messages Tab



The error message tab was introduced in Version 9.

- The list contains all error messages used by the Miva Merchant software. You can customize all of these messages.
- The Miva Merchant software will automatically add to this list error messages from any third party module. You can also customize these error message. For example, you may notice that the Authorize.Net module occasionally generates and displays a message like "Error 12". If you know

that "Error 12" actually means "card number rejected due to insufficient funds", you can replace the "Error 12" message in this list with something that is more meaningful.

## To Replace an Error Message



- 1 Double-click on an error message.
- 2 Add your new message text to the replacement field.

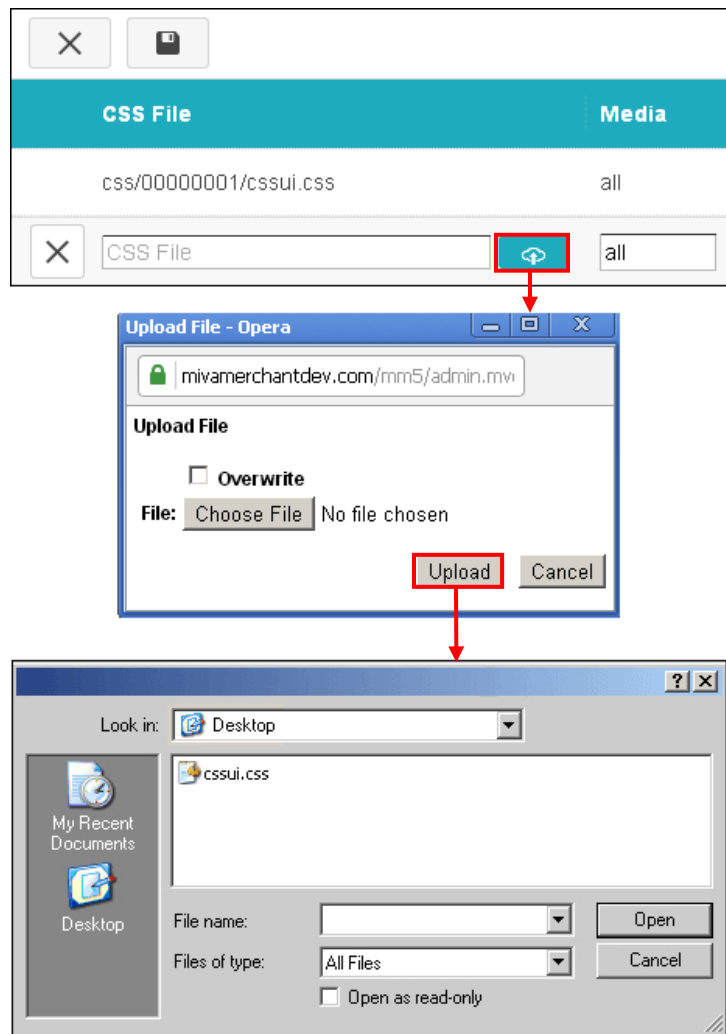
Type	Message	Replacement
	<div>Error </div>	<div>Invalid coupon code.</div> <div>Replacement</div>

## User Interface > Style Resources Tab

Use this tab to upload CSS files to your store. After you've uploaded a CSS file, you can modify page template code to reference the file. You can use CSS files with both the MMUI and CSSUI frameworks.

### To Upload a CSS File

- 1 Click Add Style Resource .
- 2 In the CSS File column, enter a name for your file.
- 3 Use the Media field to set the CSS media type. See [http://www.w3schools.com/css/css\\_mediatypes.asp](http://www.w3schools.com/css/css_mediatypes.asp)
- 4 Click the Upload button .
- 5 Find the CSS file on your local machine.



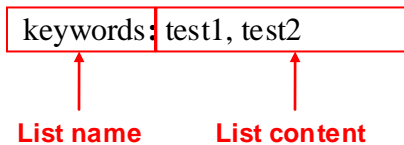
## User Interface > Meta Tag Settings Tab

Use the Meta Tag Settings to embed descriptive words in your store pages. Search engines, like Google, scan web pages for words that end users search on. For example, if you have a product page in your on-line store with the word "hat" in it, and a Google user searches for the word "hat", a link to your store page can be displayed in the Google result list.

To use Meta Tags, you have to create:

- The name of the Meta Tag list: "keywords", "description", etc.
- The content of the list: "hat, cool, engineer", etc.



For example:



By default Miva Merchant is configured with two META tags: "keywords" and "descriptions". In the META Tag Settings tab, you can edit or delete these, and create your own META tags.

## To Use META Tag Settings

This section shows how to create a META tag and then add a word list to it by editing a product. You can also use meta tags in category pages.

- 1 Go to  > User Interface > Meta Tag Settings tab.
- 2 In the META Tag tab, click **Add** .

✕ META "name" Prompt Text Field Text Field Text Area

- The META name field is the exact name that will show up in the HTML of your product pages. The name can be anything that you want, but in general you should make this one word or several words connected with the underscore character: "keywords", or "product\_keywords".
  - The Prompt field is what will show up in the Miva Merchant admin interface (see example below).
  - The Type field allows you to enter your word list in either a text box or text field. In current versions of Miva Merchant, there's not much difference between them. You can enter an unlimited number of words in each type of field.
- 3 **Add the word list.** If you edit a product (or a category) and click on the Meta Tag Settings tab, you'll see that the META tag you just created shows up. In our example we created a META name called "Keywords". We can now add a list of words to the META tag. Enter as many words as you want, separated by commas.
  - 4 **View the results.** Now go to your on-line store and look at the product or category page that you just edited. In most browsers you can right-click on the page and choose "View Source". You can see that the your Meta Tag and the list contents are now embedded in the HTML of the product page.



Home All Products Account Basket Search Checkout

Cool Gear  
Computer Components  
Computer Kits  
Network Accessories

### Network Hat

MSCE Network Hat

Quantity:

Price: \$12.00  
Quantity in Basket: None

Source of [http://test.coolcommerce.net/test\\_store/cool\\_gear/network\\_hat.html](http://test.coolcommerce.net/test_store/cool_gear/network_hat.html)

```
<!DOCTYPE HTML>
<html>
<head>
<title>Test Store Network Hat</title>
<base href="http://test.coolcommerce.net/mm5/" />
<meta name="keywords" content="test1, test2" />
<link type="text/css" rel="stylesheet" href="css/00000003/cssui.css" media="all" />
<script>
var MivaVM_API = "\x52\x65\x64\x69\x72\x65\x63\x74";
```

The META tag and keywords that you created now appear in the product page source.

What you entered in the "META name" field in the META Tag Settings screen.


What you entered in the Prompt field in the META Tag Settings screen.

## Data Management

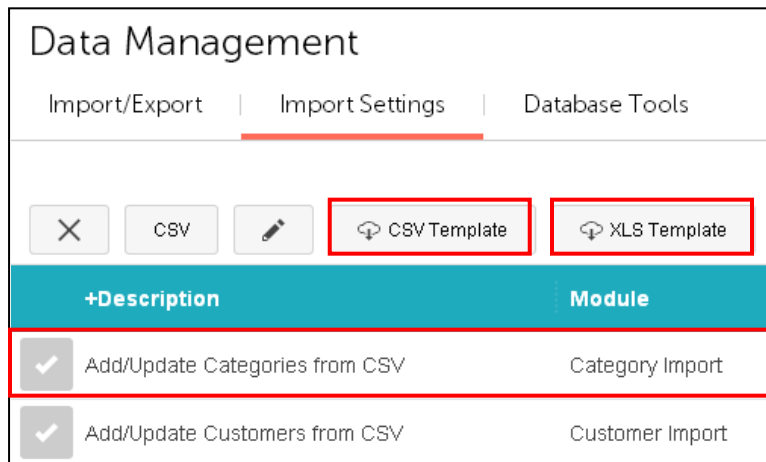
### Data Management > Import/Export Tab

#### The General Process of Importing

You can import different types of data into your store, but the general process is always the same:

- 1 **Download a data file template.** The template file contains column headings for the data you are going to import (see below).
  - 1.1. Go to  Menu > Data Management > Import Settings tab.

- 1.2. Select a template (single-click). For example, if you want to import a group of categories into your Miva Merchant store, select **Add/Update Categories from CSV**, then click on the **CSV Template** or **XLS Template** button



Select a template, then click one of the template download buttons.

Both files are essentially the same. The CSV template is a text file. The XLS template is an XML file. Both files are designed to be opened in a spreadsheet program.

	A	B	C	D	E	
1	CATEGORY_CODE	CATEGORY_NAME	CATEGORY_ACTIVE	CATEGORY_PARENT_CODE	META_KEYWORDS	META_D
2						
3						

When you download a template it will be saved to your computer as "import.csv" or "import.xls". You may want to change the name to something more meaningful like "add\_update\_products.csv" to avoid confusion.

- 2 Add your data to the template.

NOTE: regardless of which file format that you downloaded (CSV or XLS), after you add your data to the spreadsheet, you must save it as a CSV, or as a text file with your delimiter of choice.

- 3 Select your Import options.

- 3.1. Go to  > Data Management > Import Settings tab.

- 3.2. Double-click the template for the type of data you are going to import.

For example, if you are uploading categories to your store, double-click on the **Add/Update Categories from CSV**.


The Edit Import dialog box will open. This dialog box controls the way that your data will be processed during import. To learn more about the Edit Import dialog box, see [To Create and Save Import Options](#).

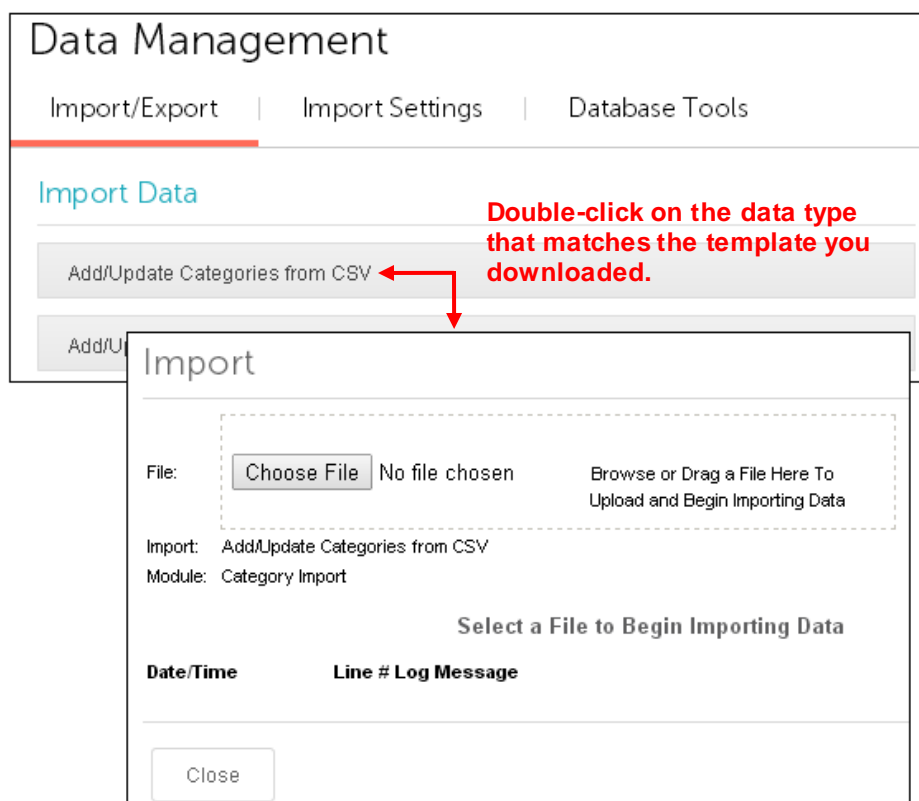
- 3.3. Make any changes, then click **Save**.

The screenshot shows the 'Data Management' section with three tabs: 'Import/Export', 'Import Settings', and 'Database Tools'. The 'Import/Export' tab is active. Below the tabs is a table with two columns: '+Description' and 'Module'. The table contains one row: 'Add/Update Categories from CSV' under the '+Description' column and 'Category Import' under the 'Module' column. A red arrow points from the text 'Double-click one of the templates.' to the 'Add/Update Categories from CSV' row. Below the table, the 'Edit Import' modal is open, showing the following fields:

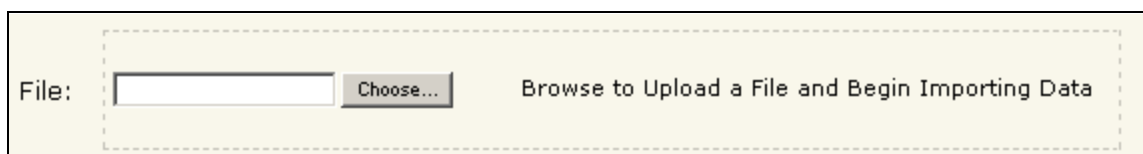
- Description:** Add/Update Categories from CSV
- Import Module:** Category Import
- Categories:** Add New and Update Existing Categories
- Custom Fields:** Retain Existing Data When Imported Data Is Empty
- Delimiter:** Comma
- ☒ File Contains a Header Row
- Fields:**
  - ☒ Determine Automatically Using Header Row
  - ☐ Manually Assign

At the bottom of the modal are three buttons: 'Cancel', 'Delete', and 'Save'.

- 4 Upload your data file.
  - 4.1. Go to  Menu > Data Management > Import/Export tab.
  - 4.2. If you downloaded the "Add/Update Categories From CSV" template and now you want to upload your populated data file, click on the **Add/Update Categories from CSV** button.



- If your browser does not support drag and drop, you will see a slightly different dialog box:



- The Import dialog box does not have **Begin Upload** button.

**As soon as you browse to the file that you want to upload, the system will process the data in that file, so be careful to select the correct file.**

### Import

File:

Choose File

No file chosen

Browse or Drag a File Here To Upload and Begin Importing Data

Import: Add/Update Categories from CSV

Module: Category Import

Records Processed: 30

Records Created: 30

Records Updated: 0

Records Skipped: 0

Select a File to Begin Importing Data

Date/Time	Line # Log Message
9-30-2014 16:15:11	Import of import.csv complete

Close

## The General Process of Exporting

Miva Merchant lets you export several different types of data to a file:

- Attributes
- Affiliates
- Customers
- Categories
- Orders
- Products
- Shipment Information

Exporting data from your Miva Merchant store lets you modify that data much more quickly than you could through the admin interface. For example, if you wanted to change all of the prices in your store, it would be much faster to export the Product information, edit the prices in a spreadsheet, and then re-import the product data. Another reason people commonly export data is to use the information in some external program, for example, if you needed to enter your affiliate payouts in a tax program.


## File Locations

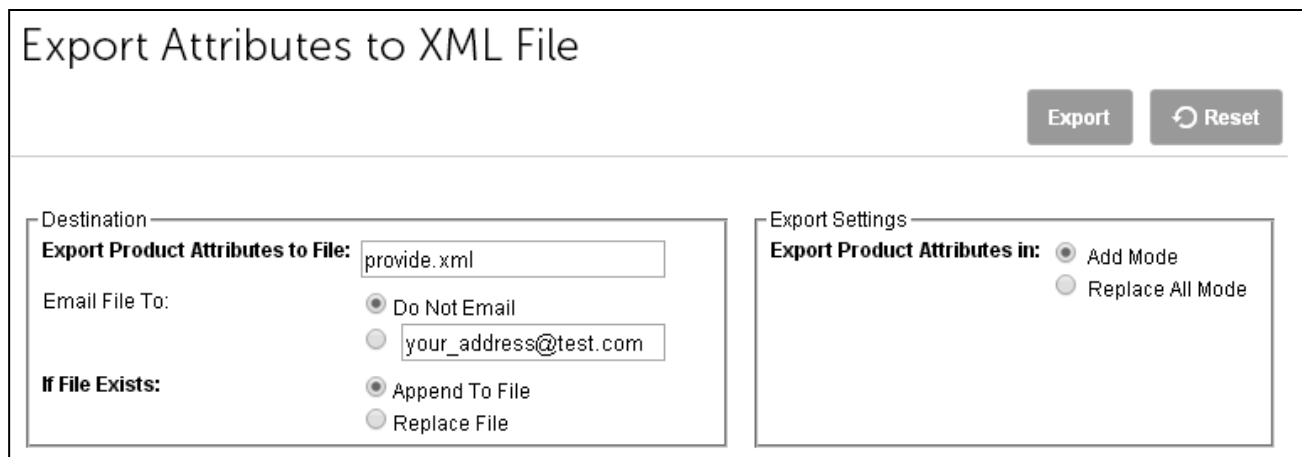
When you export data to a file you can either have it mailed to you or leave the file on the server. The exception is the affiliates export file, which doesn't support email. The exported files will always be in

the data directory on your server. If you aren't sure what the name and location of your data directory is, the easiest thing to do is:

- 1 Export a data file, such as the attributes file. The default name of the attributes file is "provide.xml".
- 2 FTP to your server and search for the filename "provide.xml".

## Export Attributes to XML File

- 1 Go to  Menu > Data Management > Import/Export tab.
- 2 Click **Export Attributes to XML File**. The Export Attributes to XML File screen will appear:



- 3 Export Product Attributes to File:  
Enter a filename for the exported file. The default filename is "provide.xml".
- 4 Email File To:
  - **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.
  - **Enter an email address:** the file will be created and automatically emailed to you.
- 5 If File Exists:  
Choose whether you want to append or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 6 Export Product Attributes In:
  - **Add Mode:** if you select this option, a flag is written to the export file. When you re-import the attribute data, new attribute will be added to your store, but existing attributes will not be over-written by the file.
  - **Replace All Mode:** if you select this option, a flag is written to the export file. When you re-import the attribute data, all existing attributes in your store will be over-written by the file.
- 7 Click the **Export** button.

**Example :**

- If we create a product called "t-shirt" with an attribute called "Size", the XML would look like this:  

```
<ProductAttribute_Add_Template product_code="t-shirt">
  <AttributeTemplateCode>Size</AttributeTemplateCode>
</ProductAttribute_Add_Template>
```
- If we opened the XML file in Excel, it would look like this:

	A	B
1	t-shirt	Size



Please note that the Inventory flag was not exported in releases before PR7 Update 10.

**Export Affiliates To Flat File**

- 1 Go to  > Data Management > Import/Export tab.
- 2 Click **Export Affiliates to Flat File**. The Export Affiliates to Flat File screen will appear:

## Export Affiliates To Flat File

File | Affiliates | Earnings | Payouts

Export Reset

Destination

**Export Affiliates to File:** affiliates.dat

**If File Exists:**
☒ Append To File
 ☐ Replace File

Export Format

**Delimiter:**
☒ Tab
 ☐ Other: ,

Fields to Export

☒ Affiliates
 ☐ Affiliate Earnings
 ☐ Affiliate Payouts

- 3 **Export Affiliates to File:** Enter a filename for the exported file. The default filename is "affiliates.dat"
- 4 **If File Exists:** Choose whether you want to append or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 5 **Fields to Export:** Select the affiliate fields that you want to export.
- 6 **Delimiter:** You can set the field delimiter to a tab or any other character.

- 7 Click the **Export** button.

## Export Customers to a Flat File



In builds before PR8, the customer password field was exported in clear text. In builds after PR8, the customer password field is encrypted in the exported file.

- 1 Go to **Menu** > Data Management > Import/Export tab.
- 2 Click **Export Customers to Flat File**. The Export Customers to Flat File screen will appear:

Export Customers To Flat File

**Export** **Reset**

**Destination**

**Export Customers to File:** customers.csv

**If File Exists:**

☐ Append To File

☒ Replace File

**Email File To:**

☒ Do Not Email

☐ dhayes100@yahoo.com

**Export Format**

**File Format:** Customer Import

**Delimiter:**

☐ Tab

☒ Other: ,

☒ Export Field Names as Header

**Export Fields**

[check all](#) | [uncheck all](#)

**Standard Fields:**

☒ Login ☒ Password ☒ Pass. Recovery Email

☒ Ship. First Name ☒ Ship. Last Name ☐ Ship. Email

☐ Ship. Phone ☐ Ship. Fax ☐ Ship. Company

- 3 **Export Customers to File:** Enter a filename for the exported file. The default filename is "customers.csv"
- 4 **If File Exists:** Choose whether you want to append or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 5 **Email File To:**
  - **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.



- **Enter an email address:** the file will be created and automatically emailed to you.
- 6 **Standard Fields:** Select the customer fields that you want to export.
  - 7 File Format:
    - **Customer Import:** This is the default import process. Choose this format if you are using the import process introduced in PR8. See [Data Management > Import/Export Tab](#).
    - **Legacy Import Customers From Flat File :** Choose this format if you are using the import process that existed before PR8.
  - 8 **Delimiter:** Choose a **Delimiter** for the file.
  - 9 Click the **Export** button.

## Export Categories To Flat File

- 1 Go to **Menu** > Data Management > Import/Export tab.
- 2 Click **Export Categories to Flat File**. The Export Categories to Flat File screen will appear:

Export Categories To Flat File

Export Reset

Destination

Export Categories to File: categories.csv

If File Exists:

☐ Append To File

☒ Replace File

☐ Do Not Email

Email File To: dhayes100@yahoo.com

Export Format

File Format: Category Import

Delimiter:

☐ Tab

☒ Other: .

☒ Export Field Names as Header

Fields to Export

Standard Fields:

☒ Code ☒ Name

☒ Active ☒ Parent Category Code

☒ Alternate Display Page

Custom Fields:

Category Footer

Category Header

Category Title Image

Category Tree Image

META Description

META Keywords


Select >

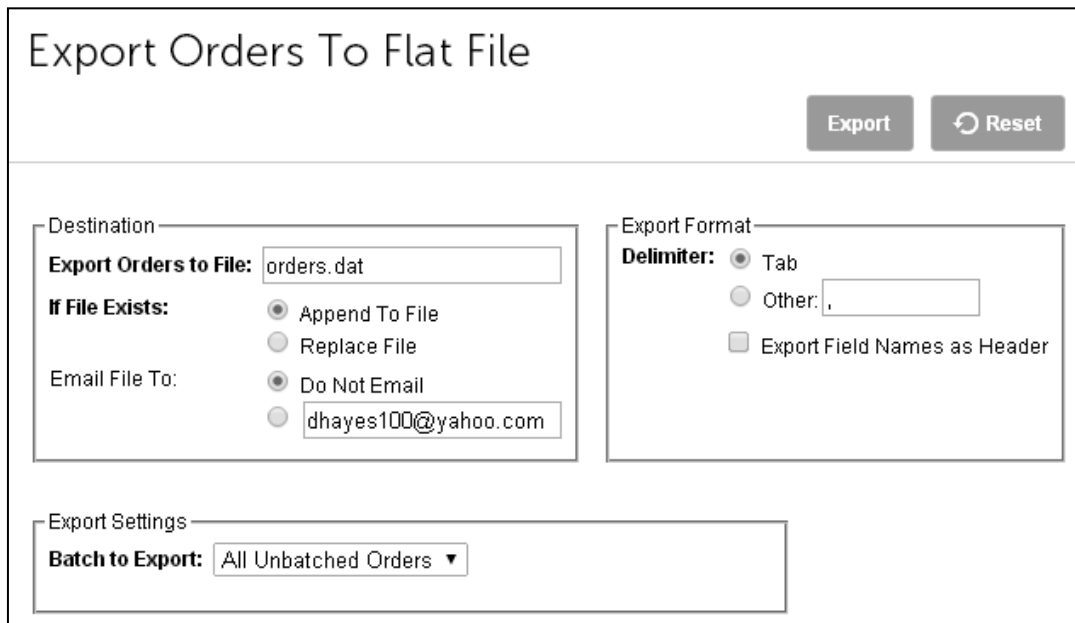
< Deselect

- 3 **Export Categories To File:** Enter a filename for the exported file.

- 4 **If File Exists:** Choose whether you want to append to or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 5 Email File To:
  - **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.
  - **Enter an email address:** the file will be created and automatically emailed to you.
- 6 **Standard Fields / Custom Fields:** Choose the list of fields that you want to include in the export file.
- 7 File Format:
  - **Customer Import:** This is the default import process. Choose this format if you are using the import process introduced in PR8. See [Data Management > Import/Export Tab](#).
  - **Legacy Import Customers From Flat File:** Choose this format if you are using the import process that existed before PR8.
- 8 **Delimiter:** Choose a **Delimiter** for the file.
- 9 Click the **Export** button.

## Export Orders To Flat File

- 1 Go to  Menu > Data Management > Import/Export tab.
- 2 Click **Export Orders to Flat File**. The Export Orders to Flat File screen will appear:



Export Orders To Flat File

Export Reset

Destination

Export Orders to File: orders.dat

If File Exists:

- ☒ Append To File
- ☐ Replace File

Email File To:

- ☒ Do Not Email
- ☐ dhayes100@yahoo.com

Export Format

Delimiter:

- ☒ Tab
- ☐ Other: ,

☐ Export Field Names as Header


Export Settings

Batch to Export: All Unbatched Orders ▼

- 3 **Export Orders To File:** Enter a filename for the exported file.
- 4 **If File Exists:** Choose whether you want to append to or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 5 Email File To:

- **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.
  - **Enter an email address:** the file will be created and automatically emailed to you.
- 6 Batch to Export:
- All Orders
  - All Unbatched Orders: only export those orders that are not part of a Batch.
- 7 **Delimiter:** Choose a **Delimiter** for the file.
- 8 Click the **Export** button.

## Export Products To Flat File

- 1 Go to  Menu > Data Management > Import/Export tab.
- 2 Click **Export Products to Flat File**. The Export Products to Flat File screen will appear:

## Export Products To Flat File

Export

Reset

**Destination**  
**Export Products to File:**   
**If File Exists:**  
☐ Append To File  
☒ Replace File  
**Email File To:**  
☒ Do Not Email  
☐




**Export Format**  
**File Format:**   
**File Delimiter:** ☐ Tab  
☒ Other:   
☒ Export Field Names as Header

**Product Settings**  
**Products To Export:** ☒ All  
☐ 1  to

**Category Settings**  
☐ Export Only Products In Category:    
☐ Include Category List  
☒ Ignore Categories

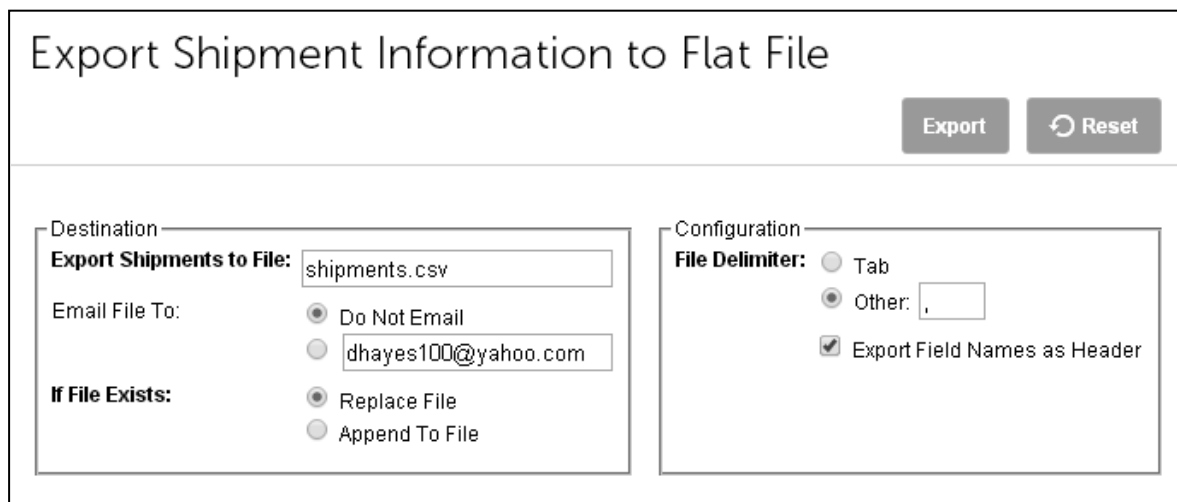
**Export Fields**  
[check all](#) | [uncheck all](#)  
**Standard Fields:**  
☒ Name ☒ SKU ☒ Canonical Category  
☒ Alternate Display Page ☒ Price ☒ Cost  
☒ Weight ☒ Full-sized Image ☒ Thumbnail Image  
☒ Description ☒ Taxable ☒ Active  
**Shipping Rules Fields:****Custom Fields:**

- 3 **Export Products To File:** Enter a filename for the exported file.
- 4 **If File Exists:** Choose whether you want to append to or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 5 **Email File To:**
  - **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.
  - **Enter an email address:** the file will be created and automatically emailed to you.
- 6 **Products to Export:** You can choose to export information about all of the products in your store or a range of products. The range fields let you break your product list into sections, if you think you have too many products to fit comfortably into a single flat file.
  - To find out how many products you have:

- 6.1. Go to  > Catalog > Products.
- 6.2. Click the **Show** button  and select **All**.
- 6.3. Click Select Multiple Records , then click CSV. This downloads a simple CSV containing all of your products. You can quickly see how many you have in your store.
- 7 **Export Fields:** Select the fields to include in the export file.
- 8 File Format:
  - **Product Import:** This is the default import process. Choose this format if you are using the import process introduced in PR8.
  - **Legacy Import Products From Flat File:** Choose this format if you are using the import process that existed before PR8.
  - Miva Merchant XML Provisioning: This is an XML file.
- 9 **File Delimiter:** You can set the field delimiter to a tab or any other character.
- 10 Category Settings:
  - **Export Only Products In Category:** Select this option if you only want to export products in a single Category.
  - **Include /Ignore Category List:** Choose whether you want the categories names to appear in the exported file.
- 11 Click the **Export** button.

## Export Shipment Information to Flat File

- 1 Go to  > Data Management > Import/Export tab.
- 2 Click **Export Shipment Information to Flat File**. The Export Shipment Information to Flat File screen will appear:



Export Shipment Information to Flat File

Export Reset

Destination

Export Shipments to File: shipments.csv

Email File To: ☒ Do Not Email ☐ dhayes100@yahoo.com

If File Exists: ☒ Replace File ☐ Append To File

Configuration

File Delimiter: ☐ Tab ☒ Other: ,

☒ Export Field Names as Header

- 3 **Export Shipments To File:** Enter a filename for the exported file.

- 4 Email File To:
  - **Do Not Email:** The file will be created on your server. You can use FTP to transfer the file to your local machine.
  - **Enter an email address:** the file will be created and automatically emailed to you.
- 5 **If File Exists:** Choose whether you want to append to or replace an existing file. You should select Append to File with caution because it can result in duplicate data in the file.
- 6 **File Delimiter:** You can set the field delimiter to a tab or any other character.
- 7 Click the **Export** button.

See also [Notes: Import Shipment Information from CSV](#).


## Data Management > Import Settings Tab



If you have enabled Basket Inventory you may see the following fields in some templates:

- Current Stock
- Stock in Baskets
- Total Overall Stock.

You should only enter values for Current Stock, which means: inventory on hand that is not in a basket. The other two fields are calculated by Miva Merchant and should be considered read-only.

See  Menu > Utilities > Add/Remove Modules tab > Available Modules section > Basket Inventory.

The Import/Export tab is used to:

- **Download a template** that you can use to import data. See [The General Process of Importing](#).
- **Edit Import Options.** You can customize, to some extent, the way your data is processed during import. For example, if you are importing Categories, you can tell Miva Merchant what delimiter you are using in your import file.

There is an "Edit Import" dialog box for each template. If you double-click on Add/Update Categories from CSV, you'll open the Edit Import dialog box for importing Categories.

**Data Management**

Import/Export | Import Settings | Database Tools

+Description	Module
Add/Update Categories from CSV	Category Import
Add/Update	

**Edit Import**

**Description:** Add/Update Categories from CSV

**Import Module:** Category Import

**Categories:** Add New and Update Existing Categories

**Custom Fields:** Retain Existing Data When Imported Data Is Empty

**Delimiter:** Comma

☒ File Contains a Header Row

**Fields:** ☒ Determine Automatically Using Header Row ☐ Manually Assign

Cancel Delete Save

Every type of import has options you can set. Double-click on a template to open the Edit Import dialog box.

- **Create custom import options.** In addition to editing the default import options, you can create and save your own. For example, sometimes when you import products you might want to only add new products; other times you might want to only update existing products. Instead of editing the default import options for products, you can create two customized product imports, one for adding new products and one for updating existing products.

Data Management	
Import/Export	Import Settings
<div> <input checked="" type="checkbox"/> </div>	
+Description	Module
Add New Products Only	Product Import
Update Existing Products Only	Product Import

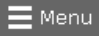
You can create and save your own customized import options.

## Notes: Add/Update Product Variants from CSV

If you are using PR8 Update 9 or later, you can import:

- [Attributes](#)
- [Options](#), and
- [Variants](#)

### To Import Product Variants

- 1 Go to  > Data Management > Import Settings tab.
- 2 In the Import Settings tab, double-click Add/Update Product Variants from CSV.

<input checked="" type="checkbox"/>	Add/Update Product Variants from CSV	Variant Import
-------------------------------------	--------------------------------------	----------------

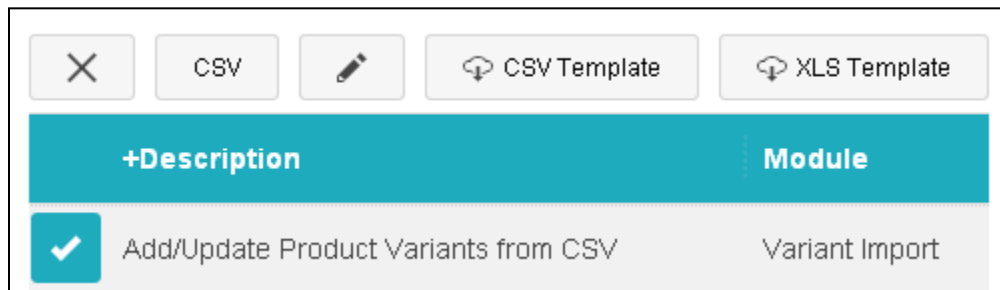
Double-click to open the Import Options dialog box.

The Edit Import dialog box opens. You can use this dialog box to change the way your data will be processed when it is imported. See [Saving Import Options](#) for more information.

When you are done with your changes to the Edit Import dialog box, click **Save**.

- 3 In the Import Settings tab, single-click Add/Update Product Variants from CSV, and click either the **CSV Template** button or **XLS Template** button to download the template.





Single-click on the template, then select either CSV or XLS.

- 4 Add your product variant data to the template.
- 5 Use the standard process to import your data. See [The General Process of Importing](#).

	A	B	C	D	E	F	G	H	I	J
1	MASTER_PRODUCT_CODE	PART_PRODUCT_CODE	PRODUCT_NAME	PRODUCT_SKU	PRICE	COST	DESCRIPTION	WEIGHT	TAXABLE	ACTIVE
2	watch		Sample Watch	HUJ123	\$199.00	100	Description - t		2	1
3	hat		Sample Hat	DEF132	\$25.78	5	Description - t		2	1
4	hat									
5	hat	hat-small			26.78					
6	hat	hat-large			27.78					
7	t-shirt		Sample T-Shirt	ABC123	\$10.58	5	Description		2	1
8	t-shirt									
9	t-shirt									
10	t-shirt	t-shirt-small-green			\$10.58					
11	t-shirt	t-shirt-small-green			\$10.58					
12	t-shirt	t-shirt-small-blue			\$10.58					
13	t-shirt	t-shirt-small-blue			\$10.58					
14	t-shirt	t-shirt-large-green			\$10.58					
15	t-shirt	t-shirt-large-green			\$10.58					
16	t-shirt	t-shirt-large-blue			\$10.58					
17	t-shirt	t-shirt-large-blue			\$10.58					

**Figure 3: A sample product variant template with data, rows A-J**

In this sample variant template:

- The master products are shown in blue: watch, hat, and t-shirt.
- The attributes are shown in green.
  - The master product "watch" has no attributes.
  - The master product "hat" has one attribute: size.
  - The master product "t-shirt" has two attributes: size and color.
- The variants are shown in gold:
  - The hat is available in sizes small and large.
  - The t-shirt is available in small- green, small-blue, large- green, large-blue.

Notice that, although there are only four different t-shirts, there are eight rows for the t-shirt variants in the spreadsheet. In Miva Merchant, when you create a variant, every attribute has to have an option code and an option prompt. Since our example has two attributes (size and color), it takes two rows to capture this information for each variant:

Master Product	Part Product Code	Attribute Code	Option Code	Option Prompt
t-shirt	t-shirt small green	Size	Small	Small
t-shirt	t-shirt small green	Color	Green	Green

	K	L	M	N	O	P
1	TRACK_PRODUCT_INVENTORY	CATEGORY_CODES	CANONICAL_CATEGORY_CODE	ATTRIBUTE_CODE	ATTRIBUTE_TYPE	ATTRIBUTE_PROMPT
2	Yes	accessories,watches	watches			
3	Yes	appearl,hats	hats			
4	Yes			Size	select	Select Size
5	Yes			Size		
6	Yes			Size		
7	Yes	shirts	shirts			
8	Yes			Size	select	Select Size
9	Yes			Color	select	Choose Color
10	Yes			Size		
11	Yes			Color		
12	Yes			Size		
13	Yes			Color		
14	Yes			Size		
15	Yes			Color		
16	Yes			Size		
17	Yes			Color		

**Figure 4: A sample product variant template with data, rows K-P**

	Q	R	S	T	U	V	W
1	ATTRIBUTE_PRICE	ATTRIBUTE_COST	ATTRIBUTE_WEIGHT	ATTRIBUTE_REQUIRED	ATTRIBUTE_IMAGE	OPTION_CODE	OPTION_PROMPT
2							
3							
4			Yes				
5						small	Small
6						large	Large
7							
8			Yes				
9			Yes				
10						small	Small
11						green	Green
12						small	Small
13						blue	Blue
14						large	Large
15						green	Green
16						large	Large
17						blue	Blue

**Figure 5: A sample product variant template with data, rows Q-W**

Let's say our t-shirt had three attributes, and two options for each attribute:

- Size: Small, Large

- Color: Blue, Green
- Fabric: Cotton, Synthetic

We would stock six different t-shirts (3 attributes x 2 options). We would need three rows in the spreadsheet for each variant. Our spreadsheet would have a total of eighteen rows for the t-shirt variants: 3 attributes x 2 options each x 3 rows per variant. Here's the data we would need in our spreadsheet for 1 shirt:

Master Product	Part Product Code	Attribute Code	Option Code	Option Prompt
t-shirt	t-shirt small green cotton	Size	Small	Small
t-shirt	t-shirt small green cotton	Color	Green	Green
t-shirt	t-shirt small green cotton	Fabric	Cotton	Cotton

### ***Notes on Using the Product Variant Template***

- You cannot import [Attribute template](#) information in your product variant template.
- If the master product already exists in your store and you list the master product in your import file, the import process will update the master product in your store with the attribute, option and variant data in your file. If there's a master product in your spreadsheet, but not in your store, the master product will be created in your store.
- You can get a copy of the sample spreadsheet used in the example above at:  
[http://www.mivamerchant.com/assets/DND/Create\\_Variants.zip](http://www.mivamerchant.com/assets/DND/Create_Variants.zip)

### ***Importing Variants with Specific Prices***

You may have master products where you want to set a customized or "specific" price for each variant. For example, you might have a t-shirt master product with two attributes:

- Size: Small, Medium, Large
- Color: Green

and each variant has its own price:

Master Product	Variant	Variant Price
t-shirt	t-shirt small green	\$4.00
t-shirt	t-shirt medium green	\$4.50
t-shirt	t-shirt large green	\$5.00

If you want to import variants with specific prices, your spreadsheet must have data in these columns:

- MASTER\_PRODUCT\_CODE
- VARIANT\_PRICE
- VARIANT\_COST
- VARIANT\_WEIGHT

Your spreadsheet would look like this (note that we've hidden some columns that don't have required data):

	A	B	E	I	J	K	L	M	N
1	MASTER_PRODUCT_CODE	PART_PRODUCT_CODE	PRODUCT_NAME	PRICE	COST	WEIGHT	DESCRIPTION	TAXABLE	ACTIVE
2	t-shirt		T-Shirt	2	2	1	Master Product	1	1
3	t-shirt	part1	Part 1						
4	t-shirt	part1	Part 1						
5	t-shirt	part2	Part 2						
6	t-shirt	part2	Part 2						
7	t-shirt	part3	Part 3						
8	t-shirt	part3	Part 3						


U	V	W	X	Y	Z	AA	AB
ATTRIBUTE_CODE	ATTRIBUTE_TYPE	ATTRIBUTE_PROMPT	ATTRIBUTE_PRICE	ATTRIBUTE_COST	ATTRIBUTE_WEIGHT	ATTRIBUTE_REQUIRED	ATTRIBUTE_IMAGE
color	select	Color	0	0	0	0	
size	select	Size	0	0	0	0	
color							
size							
color							
size							

AC	AD	AE	AF	AG	AH	AI	AJ	AK
OPTION_CODE	OPTION_PROMPT	OPTION_PRICE	OPTION_COST	OPTION_WEIGHT	OPTION_IMAGE	VARIANT_PRICE	VARIANT_COST	VARIANT_WEIGHT
green	Green	0	0	0		4	2	1
small	Small	0	0	0		4	2	1
green	Green	0	0	0		4.5	2.5	1.5
medium	Medium	0	0	0		4.5	2.5	1.5
green	Green	0	0	0		5	3	2
large	Large	0	0	0		5	3	2

## Notes: Import Shipment Information from CSV

The Shipment Information template has the following fields:

- **Order:** the order number.
- **Shipment\_Code:** uniquely identifies a shipment. If you enter a value in this field, the shipment will be marked as shipped in the database.

See  Menu > Order Processing > Shipments tab > Shipment column for examples of shipment codes.


## Order Processing

Orders | Shipments

None ▼

✓

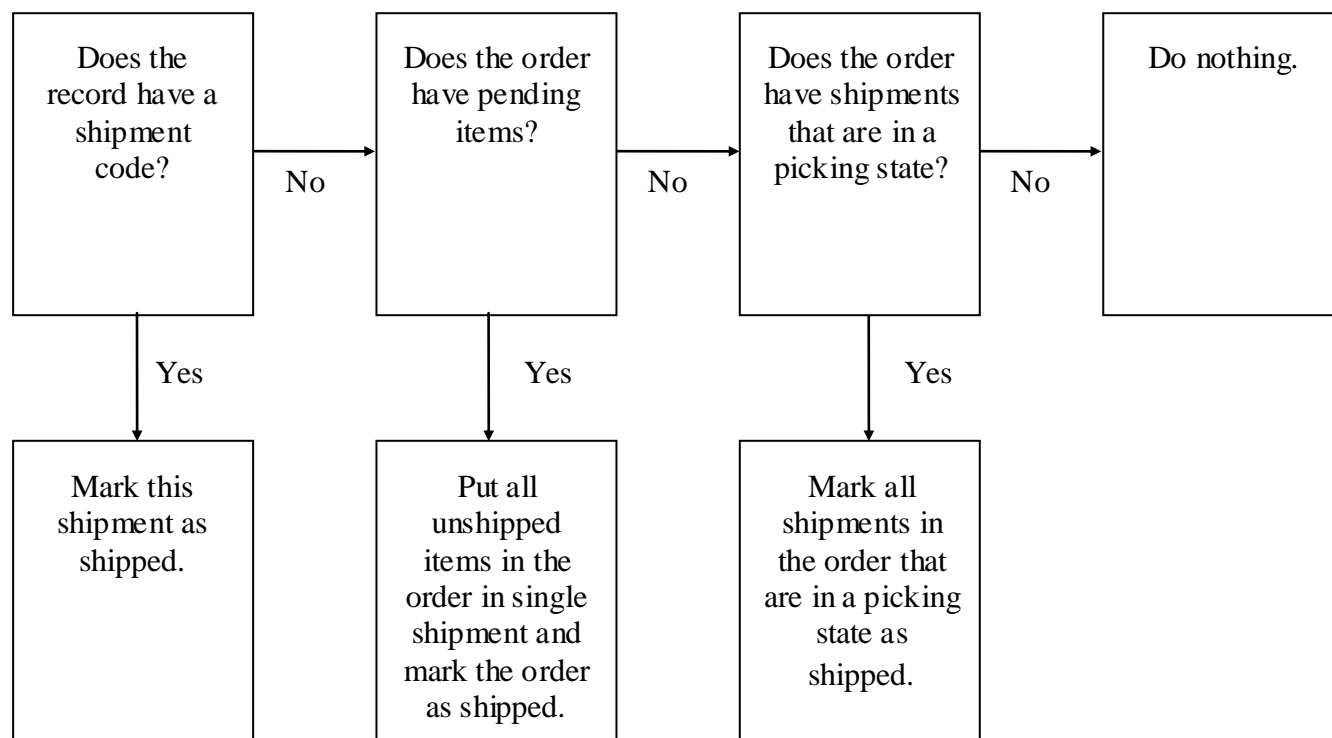
Order #	-Shipment
1005	01005-20140906-00003
1001	01001-20140826-00001

- **Tracktype:** uniquely identifies a carrier. The tracktype in Miva Merchant is a string associated with an URL. See  Menu > Domain Settings > Shipment Tracking Links tab.

When Miva Merchant sends a tracking number to one of these URLs, the website (such as USPS) will return tracking information that is displayed in the admin interface. In your shipment information spreadsheet you should enter the "Type" that you have configured in Miva Merchant. By default your store comes with four tracktypes.


- **Tracknum:** the tracking number assigned by the carrier.
- **Cost:** the shipping cost quoted by the carrier.

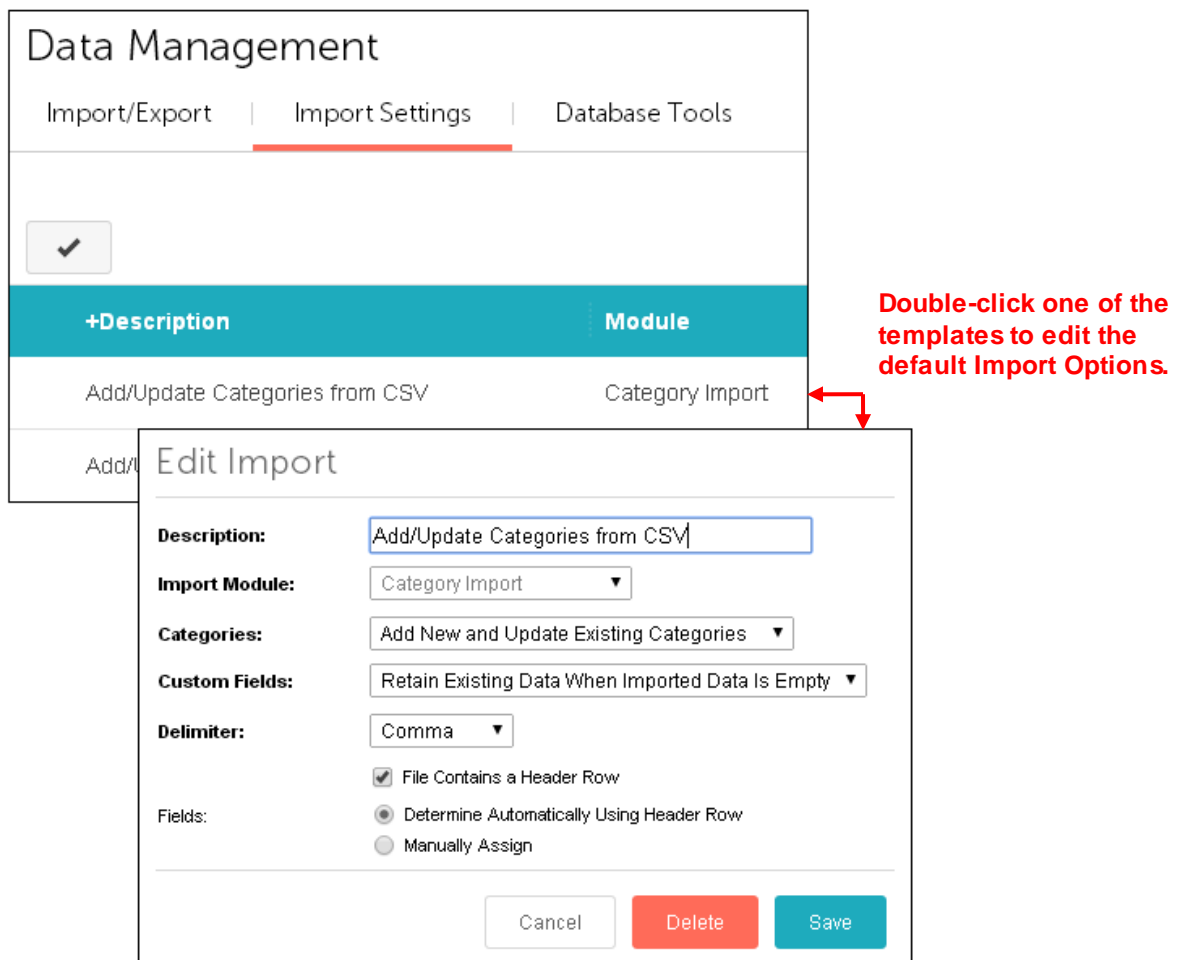
Every row in the template is a shipment record. When you import your data, Miva Merchant processes the records in the following way:



## Saving Import Options

When you import your data file you should select the import options that will affect how the data is processed. There are two ways to do this:

- 1 Edit the default Import Options.
  - 1.1 Go to  Menu > Data Management > Import Settings.
  - 1.2 Double-click on a template.
  - 1.3 In the Import Options dialog box, make any changes that you want, then click **Save**.



**Data Management**

Import/Export | **Import Settings** | Database Tools

+Description	Module
Add/Update Categories from CSV	Category Import
Add/...	

**Edit Import**

**Description:** Add/Update Categories from CSV

**Import Module:** Category Import

**Categories:** Add New and Update Existing Categories

**Custom Fields:** Retain Existing Data When Imported Data Is Empty

**Delimiter:** Comma

☒ File Contains a Header Row

**Fields:**

☒ Determine Automatically Using Header Row

☐ Manually Assign



Cancel Delete Save

Double-click one of the templates to edit the default Import Options.



- 2 Create and save your own import options (see below).

## To Create and Save Import Options

It's important to note that the Add Import dialog box does not create a new spreadsheet template. This dialog box only allows you to select some processing options and save those options under a name.

- 1 Go to  > Data Management > Import Settings.
- 2 In the Import Settings tab, click **New Import** .
- 3 In the Add Import dialog box, select the processing options:
  - **Description:** enter a name for the saved options, for example: "Product Import - New Products Only"
  - **Import Module:** This is the type of spreadsheet template you will be downloading and using. The options are:

Category Import
Customer Import
Product Import
XML Provisioning Import
Shipping Import
Variant Import
Volume Pricing
Coupon Import


- Categories/Customers/Products:
  - **Add New <categories/customers/products> Only:** Any categories/customers/products in your spreadsheet that already exist in the database will be ignored during import.
  - **Update Existing <categories/customers/products> Only:** Any categories/customers/products in your spreadsheet that do not already exist in the database will be ignored during import. Update will ignore empty columns in your spreadsheet. If you have a blank column in your spreadsheet, Update will leave the existing value for that column in your store database alone.
  - **Add New and Update Existing <categories/customers/products>:** All new and existing data in your spreadsheet will be imported. Update will ignore empty columns in your spreadsheet. If you have a blank column in your spreadsheet, Update will leave the existing value for that column in your store database alone.
  - **Replace Existing <categories/customers/products> Only:** Any new categories/customers/products in your spreadsheet will be ignored during import. Replace pays attention to blank columns in your spreadsheet. If you have a blank column in your spreadsheet, Replace will delete that value from your store database.
  - **Add New and Replace Existing <categories/customers/products>:** All new and existing data in your spreadsheet will be imported. Replace pays attention to blank columns in your spreadsheet. If you have a blank column in your spreadsheet, Replace will delete that value from your store database.
- **Custom Fields:** The options, "Retain Existing Data When Imported Data is Empty" and "Delete Existing Data When Imported Data is Empty" only apply to custom fields that you have:
  - Created in your database (  Menu > Utilities > Custom Fields tab,
  - and
  - Added to your spreadsheet.
- **Attribute Templates (Product import only):** If you are using a Product spreadsheet, it will contain a column called "attribute\_template\_code". If you have already created an [Attribute template](#), you can add the template to a product in your spreadsheet by filling out the Attribute Template Code column.
- **Use Attribute Template Codes:** This has the same effect as selecting an Attribute Template from the  Menu > Catalog > Edit Product > Attributes tab > Add Attribute button > Type drop-down list. The attribute will be assigned to the product, but to modify the attribute you must change the Attribute Template.



- **Copy Attribute Template Values:** This has the same effect as selecting the Edit Product > Attributes tab > Add Attribute button > Copy? checkbox. The attribute will be copied from the Attribute Template and applied to the product. Changing the Attribute Template will not affect the product. The attribute can only be changed by editing it in the Edit Product > Attributes tab.
- **Delimiter:** The field delimiter that you are going to use in your spreadsheet.
- **File Contains a Header Row:** Check this box to have the import process ignore the first row in your spreadsheet.
- **Fields:**
  - **Determine Automatically Using Header Row:** If you select this field the import process will examine the column headings in your spreadsheet and figure out what fields in the database they represent. This is the appropriate option for most users if you have not changed the column names in the spreadsheet that you downloaded. Note that the order of columns doesn't matter, so if you have changed the column order, but not the column names, you can still use this option.
  - **Manually Assign:** Use this option if you have changed the column names in your spreadsheet.
    1. Click on the **Choose File** button to load your spreadsheet from your local machine.
    2. Use the Import Field drop-down list to select a field from the database.



If you have enabled Basket Inventory, you will see the following fields in the import fields drop-down list: Current Stock, Stock in Baskets, Total Overall Stock. You should only enter values for Current Stock, which means: inventory on hand that is not in a basket. The other two fields are calculated by Miva Merchant and should be considered read-only.

See  Menu > Utilities > Add/Remove Modules tab > Available Modules section > Basket Inventory.

Fields:

☒ File Contains a Header Row

☐ Determine Automatically Using Header Row

☒ Manually Assign

**You can manually assign columns in your spreadsheet to fields in your store database.**

Choose File No file chosen Browse or Drag a File Here To Preview Field Mapping Assign All Remove All

Col.	Import Field	Sample Data
<a href="#">Remove</a>	01: Product Code	PRODUCT_CODE
<a href="#">Remove</a>	02: <Skip>	PRODUCT_SKU
<a href="#">Remove</a>	03: <Skip>	



**Database field** (points to PRODUCT\_CODE)

**Spreadsheet column** (points to Product Code)

## Example: Create and Save Two Product Import Settings

Let's say you have a very busy store and you would like to routinely upload two spreadsheets:

- New products only.
- Changes to existing products only.

- 1 Go to  Menu > Data Management > Import Settings.
- 2 Click **Add Import** .
- 3 Use the Add Import dialog box to create and save the following two settings:

### Edit Import

---

**Description:**

**Import Module:**

**Products:**

**Custom Fields:**

**Attribute Templates:**

**Delimiter:**

☒ File Contains a Header Row

Fields: ☒ Determine Automatically Using Header Row ☐ Manually Assign

---

## Edit Import

**Description:**

Product Import - Update Products Only

**Import Module:**

Product Import ▼

**Products:**

Update Existing Products Only ▼

**Custom Fields:**

Retain Existing Data When Imported Data Is Empty ▼

**Attribute Templates:**

Use Attribute Template Codes ▼

**Delimiter:**

Tab ▼

☒ File Contains a Header Row

Fields:

☒ Determine Automatically Using Header Row

☐ Manually Assign

Cancel

Delete

Save

- 4 After you create and save them both, you'll see them in the Import Settings tab:

Data Management	
Import/Export	Import Settings
<div><input checked="" type="checkbox"/></div>	
+Description	Module
Product Import - New Products Only	Product Import
Product Import - Update Products Only	Product Import

**Both of these will download the same Product template. But when you import your data, the import options will be different, depending on the one that you select.**

## Data Management > Database Tools Tab

### Data Management > Database Tools Tab > Delete Shopping Baskets


Just like in a brick-and-mortar store, items that are in shopping baskets are removed from your inventory. It's fairly common, however, for customers to add products to their baskets but never complete the purchase. For example: a customer visits your store, adds products to their basket, then changes their minds and closes their browser. The products in that basket can't be purchased by anyone else. If enough products accumulate in abandoned baskets it can appear that your store has run out of those items.

You can prevent this from happening by:


- Setting the  Menu > Store Settings > Edit Store > Store Details tab > Settings section > **Basket Timeout (Minutes) field**.

The Basket Timeout sets an "idle time". When a customer hasn't purchased or changed the contents of their basket for that time, the basket is automatically expired. The items in their basket are still removed from your inventory, but an expired basket can't be used by a customer and is ready to be deleted.

- Deleting the shopping baskets. When you delete expired shopping baskets, the items in those baskets go back to your inventory and are available to be purchased by other customers.

But see also  Menu > Utilities > Add/Remove Modules tab > Available Modules section > Basket Inventory. Miva Merchant can report how many items are currently in baskets.

### To Delete Expired Shopping Baskets

- 1 Go to  Menu > Data Management > Database Tools Tab.
- 2 Click Delete Shopping Baskets.
- 3 In the Delete Shopping Baskets screen, select:
  - **Perform Module Cleanup Tasks:** Some third party modules install and use their own tables in your store's database. If a third party module has been configured with some kind of table cleanup code, and you check this box and click the **Delete** button, it will cause the table cleanup code in that module to run.
  - **Expired Shopping Baskets Only or All Shopping Baskets.** In general you should only delete expired shopping baskets. An exception might be when you are certain the baskets aren't being used. For example, if your store is off-line, you might want to delete all baskets.
- 4 Click the **Delete** button.

## Data Management > Database Tools Tab > Pack Data Files

Clicking this link, or clicking the Launchpad button "Pack Data", automatically starts a script which optimizes the database tables and improves performance. In general it should be done once a week, but if you have a very active store, you may want to click on this link more often. If you encounter any kind of server or database error while packing data files, please contact support.

# Store Settings

## Store Settings > Store Details

### Store Settings > Store Details > Identification Section


Manager	<p>Miva Merchant has three types of admin users: Administrators, Managers, and ordinary users. Please note that these users exist in the admin interface and are not related to customer accounts in your on-line store.</p> <ul style="list-style-type: none"><li>• Administrators have access to all admin features in all stores.</li><li>• Managers have access to all admin features in the store where they are the manager.</li><li>• "Ordinary" users have privileges that you can limit by creating a Group and then assigning the user to that group.</li></ul>
Store Code	<p>The store code uniquely identifies a store in the database. It will also show up in the URL bar as a parameter when customers visit your on-line store (&amp;Store_Code=&lt;whatever you entered&gt;).</p>
Store Name	<p>The store name appears in the Miva Merchant administration interface to indicate which store you are currently editing. If you have more than one store, your customers can also see the store name in the store selection screen.</p>

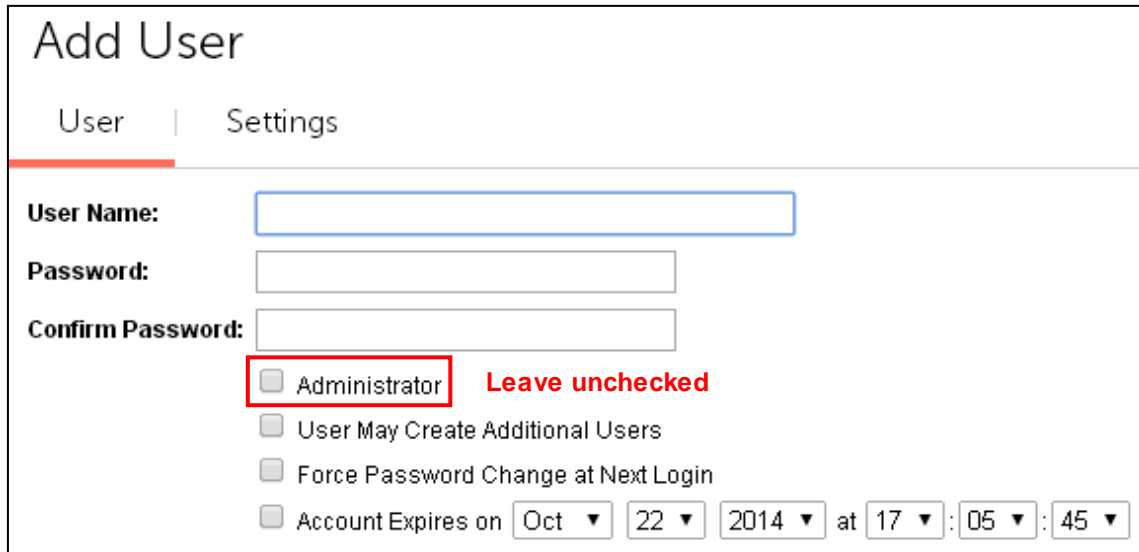
### *To Assign a Manager to the New Store*


You can only assign an existing user to be a manager. If you have already created a user that you want to assign as the manager, you can enter the user name in the Manager field, or you can click the **Look Up** button. Note that if you assign an administrator as the store manager, that person will still have access to all of your stores.

<b>Manager:</b> <input type="text" value="bbunny"/> <input type="button" value="LOOK UP"/>
--

If you haven't already created your manager account, and you only want this person to have admin rights in one store:

- 1 Go to  > Users > Users tab.
- 2 Create a new user. Make sure that you do not check the "Administrator" checkbox in the Add User screen.



- 3 Go back to  > Store Settings > Store Details > Identification section and enter the user name that you just created.

## Store Settings > Store Details > Owner Section

This tab contains contact information that Miva Merchant uses for the store manager, as default shipping information, and as registration information for certain payment options. Some of the fields in this tab are turned into tokens that are used throughout the admin interface. The fields in this tab are prepopulated with whatever was entered when the initial store setup is done.

## Store Settings > Store Details > Settings Section

Weight Unit Display Suffix	Enter the label to use throughout the store where weight is displayed. The default is pounds. This is only a label for the convenience of your customers. You can use any term you like such as ounces, kilos, or tons. You could also describe your products in some non-weight units such as cartons, bags, or pallets.
Weight Units	Enter the type of weight units that you would like to use in your store for calculation and for submission to shipping carriers. You can only use one unit of measurement throughout the store. All your product weights will be measured by the same term.

Dimension Units	Enter the type of dimension units that you would like to use in your store for calculation and for submission to shipping carriers. You can only use one unit of measurement throughout the store. All your product dimensions will be measured by the same term.
Basket Timeout (Minutes)	<p>Defines the time a shopper's basket can be left without any action (store browsing, additions, removals, changes of quantity) before it expires. The default is 60 minutes. In builds before PR8 update 4, the max Basket Timeout was 1440 minutes (24 hours). In builds after PR8 update 4, there is no limit on the length of the timeout.</p> <p>Just like in a brick-and-mortar store, items that are in shopping baskets are removed from your inventory. Sometimes customers may leave their baskets without checking out. If enough products accumulate in abandoned baskets, it can appear that your store has run out of them. When the basket expires, you can return the items to inventory by deleting the basket (see <a href="#">To Delete Expired Shopping Baskets</a>).</p> <p>To determine the right time limit for your store, consider the impact on your inventory levels of having items left in abandoned baskets and the potential for your customers to be interrupted (by a phone call, for instance). You want to avoid appearing to be out of items that are simply tied up in forgotten baskets and avoid frustrating shoppers by deleting their baskets while they are still browsing in your store.</p> <p>Expired baskets should be deleted regularly. Note that order numbers are never reused, even from expired baskets.</p>
Legacy Price Group Overlap Resolution	When you offer special discounts to certain groups of customers using price groups, and a customer belongs to more than one price group, there can be a conflict between prices. Specify whether you want the customer to be offered the highest of the two prices or the lowest.
Store User Interface	Static field that shows which css user interface you are using. In most cases, this will be CSSUI.
Sales Tax Calculation	<p>Specify the sales tax method to use in the store.</p> <p>Please use this feature with caution. Typically, you will make a selection when initially setting up your store and then never change it. If you select a different way of calculating sales taxes later, any changes you have made, including customized tax rates, or tax settings that vary by product, will be lost.</p> <p>The standard options are:</p>

### ***Canadian VAT***

The Canadian Value Added Tax module enables you to configure the Canadian VAT module to calculate Goods and Services Tax (GST) and

Harmonized Sales Tax (HST) on shipments from a Canadian store to a Canadian Customer.

Note: the Canadian VAT module does not calculate Provincial Sales Tax (PST).

### ***European VAT***

The European Value Added Tax module lets you specify the ship-to countries where VAT should be charged, to specify one or more VAT rates, and to assign rates to each product in your store.

### ***Shopper Selected Sales Tax***

The Shopper Selected Sales Tax module lets you configure sales tax options that shoppers can select from a drop-down list during the checkout process.

### ***State Based Sales Tax***

State Based Sales Tax enables you to assign tax rates for one or more states. If an order is being shipped to one of these states then the assigned rate will be applied to the order, otherwise no tax will be charged.

### ***Generic VAT***

The Generic Value Added Tax (VAT) module gives you the ability to configure tax rates on a per-product basis. You can add a tax rate to as many products as you wish. You can also specify tax rates at any time from the product screen.

Third-party modules supporting other tax methods may be available. If one of these is installed in your store, that option will be available along with those above.

After you have selected a tax module, that module name will appear as a link in the top section of the Edit Store screen.

## Currency Formatting

Select the appropriate currency formatting option from the drop-down list. The choices are European, generic, and U.S. currency formatting.

### ***European Currency Formatting***

Select this option to use one country's currency, and also to display the converted value in Euros.

When you select this option, a new tab, European Currency Formatting,



is added at the top section of the Edit Store screen. Click that link, and configure the following settings there:

### ***Currency Symbol***

Enter the symbol or abbreviation to use for the country's currency. For instance: DEM, FRF, Before Amount, or After Amount.

Specify where the currency symbol should be located, relative to the value.

### ***Thousands Separator***

Enter the symbol that will appear between groups of digits in large numbers. For instance, the digit grouping symbol here is a comma: \$2,646,200.00

### ***Decimal Symbol***

Enter a symbol to go between the whole and decimal parts of the currency value. For example: 178.00

### ***Conversion Rate to Euros***

Enter a multiplier to convert the currency to Euros. Remember to update this conversion rate regularly, so your pricing will remain accurate as currencies fluctuate.

### ***Before Amount, or After Amount***

Specify where the currency symbol should be located, relative to the value in Euros.

### ***Primary Currency***

Either the country's currency, or Euros, will be displayed in the store as the primary unit of currency, with the other being secondary. Select which to use as the primary currency in your store.

### ***Enclose the Secondary Currency with***

Select or specify the symbols to surround the value of the secondary currency.

### ***Generic Currency Formatting***

Use this option to customize all aspects of displaying your currency. When you select this option, a new tab, Generic Currency Formatting, is added at the top section of the Edit Store screen. Click that link, and

configure the following settings there:

### ***Currency Symbol***

Select the list option, and choose one of the symbols from the list, or select Other, and specify any symbol.

### ***Positive Currency Format***

Specify where the currency symbol should be located, relative to the value. The position of the currency symbol, indicated in the listed choices by a square placeholder symbol, can go before or after the number, with or without a space between the symbol and the number.

### ***Negative Currency Format***

Specify the appearance of negative currency values. The position of the currency symbol is represented by a square placeholder symbol. Formats are similar to those for positive values, but with the addition of parentheses and/or a negative symbol.

### ***Digit Grouping Symbol***

Enter the symbol that will appear between groups of digits in large numbers. For instance, the digit grouping symbol here is a comma: \$4,356,500.00

### ***Number of Digits in Group***

Select the number of digits to go between each grouping symbol. In the example above there are 3 digits between each comma.

### ***Decimal Symbol***

Enter a symbol to go between the whole and decimal parts of the currency value. A period is used in this example: \$99.95

### ***Number of Digits after Decimal***

Select the number of digits to be displayed after the decimal symbol. In both of the above examples, the number of digits after the decimal is 2.

## ***US Currency Formatting***

Formats the currency as standard US currency with a dollar sign, commas at thousands, and two decimal places for cents. No currency link is displayed at the top of the form.

Character Set	Set this to match the character set that you want to use in your store.
Require Tax	Select Require Tax to specify that tax must be calculated for all orders placed in the store. The resulting amount can be zero but the calculation must be performed.
Allow Modules Used by Store Morph Items to be Uninstalled (Not Recommended)	<p>When you install a module, the module may add references to itself in template code. You can also manually edit template code to reference installed modules. When you uninstall a module, some modules can remove both types of references: the references that were added when the module was installed, and other references to the module that were added manually.</p> <p>If you enable this feature and then uninstall a module, you are giving the module "permission" to automatically remove all references to itself in template code. There are two problems with this:</p> <ul style="list-style-type: none"><li>• Not all modules have the ability to perform this "automated reference removal". All Miva Merchant modules can do this, and some, but not all, third party modules can.</li><li>• When the module deletes references that were added manually, there may be unintended consequences for your page layout code.</li></ul> <p>For these reasons this feature is not enabled by default. If you remove a module, it is recommended that you manually inspect any template code that might have referenced that module and manually remove the references.</p>

## Store Settings > Store Details > Maintenance Mode Section

Take your store off-line to perform maintenance.

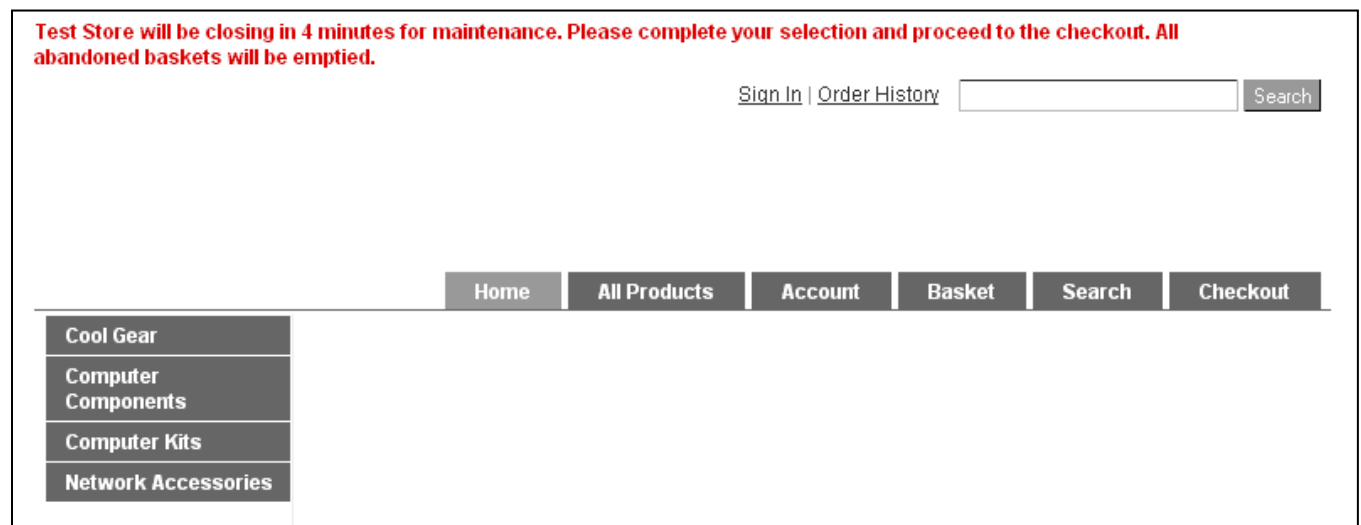
### *To Take Your Store Offline*

- 1 Click the **Offline At** radio button and enter a time when you want your store to go off-line. If a customer has some items in their basket when your store goes off-line:
  - If the customer has submitted payment for the order before your store goes off-line, the order will be processed.
  - If the customer has not submitted payment for the order before your store goes off-line, the order will be cancelled and the customer's basket will be emptied.
- 2 Enter a time value in the "No New Customers" text box. For example, if you enter 30 minutes in this text box, a "trigger" will go off 30 minutes before your store goes offline.

- Customers who had a session cookie before the trigger went off can still browse your store, add products to their baskets and complete their orders.
  - Customers who visit your store after this trigger goes off cannot browse your store or add products to their basket until your store goes back online.
- 3 If your store uses PR8 Update 4 or later, you can enter one or more IP addresses in the "Allowed IP address(es)" field. Normally, once your store goes off-line, no one, including administrators, can browse the store. If you enter your IP address in this field, when the store goes off-line you will still be able to browse and access your on-line store for testing purposes.

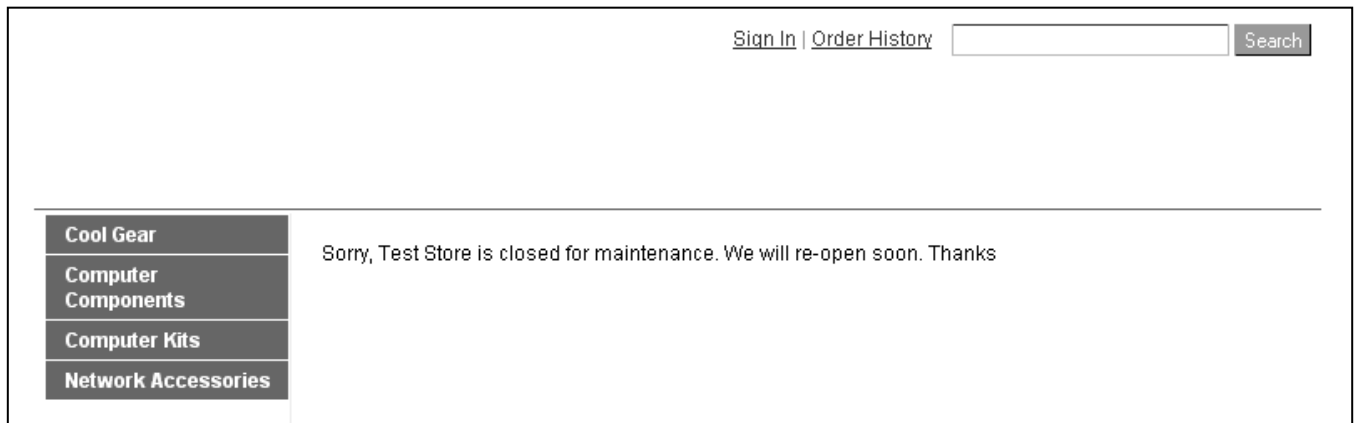
Separate multiple IP addresses with commas. You can also use "/XX" to enter a range of IP addresses using CIDR notation. See [http://en.wikipedia.org/wiki/CIDR\\_notation](http://en.wikipedia.org/wiki/CIDR_notation).

- 4 Enter some text in the Warning Message text box. The Warning Message will be displayed at the top of your store pages as soon as you click the **Update** button in the Store Details tab, and continues to be displayed until your store goes off-line. For this reason, you may not want to set the "Offline At" time to more than one hour in advance. For example, if it's currently 11:00 pm, and you set the "Offline At" time to midnight tonight, the warning message will be displayed in your store from 11:00 pm to Midnight.



#### The store warning message.


- 5 Enter some text in the Maintenance Message text box. When your store goes offline, the Warning Message is removed and the Maintenance Message is displayed. This message is displayed (and your store remains off-line) until you manually go back to the Maintenance Mode screen and click the **Store Online** radio button and then click **Update**.



### The store maintenance message.

- 6 The Available Tokens show the list of tokens that you can add to your Warning Message or Maintenance Message.
- 7 Click the **Update** button to apply your changes.

### To Bring Your Store Back Online

- 1 Go to  Menu > Store Settings > Store Details tab > Maintenance Mode section.
- 2 In the Maintenance Mode section, click the **Store Online** radio button, then click **Update**.

## Store Settings > Store Details > Order Minimums Section

It is sometimes not worthwhile to sell small quantities or items, or to process low-value orders. You can set a minimum on orders in your store. If a shopper attempts to check out when their order has not met the minimum, they will see a message that you've created.

You might want to mention your policy in your store, especially if the minimums are relatively high, so shoppers can plan their purchases accordingly, rather than being surprised when they are ready to checkout.

### Specifying Required Minimums

Specify the Minimum Quantity and/or Minimum Price that will be accepted as an order. You can use only one, either one, or both.

#### Minimum Quantity Only

If you specify only a Minimum Quantity of 3 items, then any order with 3 or more items will be accepted.

### ***Minimum Price Only***

If you specify only a Minimum Price of \$5.00, then any order where the items total \$5.00 or more, before shipping and tax, will be accepted.

### ***Minimum Quantity or Price***

If you specify a Minimum Quantity of 3 items, and a Minimum Price of \$5.00, but do not select Must Meet Both Minimums, then any order with 3 or more items, or where the items total \$5.00 or more, before shipping and tax, will be accepted.

### ***Minimum Quantity and Price***

If you specify:

- A Minimum Quantity of 3 items
- A Minimum Price of \$5,00
- Must Meet Both Minimums

then any order having 3 or more items, where the items total \$5,00 or more, before shipping and tax, will be accepted. If the order total was \$100,00, but only included 2 items, it would not be accepted.

### ***Minimum Not Met Message***

Enter a message here, either in plain text, or with HTML formatting, that explains your store policy on order minimums, and advises the shopper on how to proceed. They will see the message when they click Checkout. You may want to reassure them that they can return to shopping, and can continue to add items to their existing basket.

## **Store Settings > Store Details > State Tax Options Section**

Use this tab to automatically add sales tax to orders based on the customer's state. Please note that, by default, Miva Merchant can only apply a sales tax rate to an entire state. If you need to apply sales tax in a more sophisticated way, you can purchase a third party module.


### ***To Add State Sales Tax to Orders***

- 1 In the Tax Based On drop down list, you can choose to apply the sales tax for the customer's shipping state or the customer's billing state. In many cases, the customer's shipping and billing state will be the same.
- 2 Click the **Add Rate** button.
- 3 In the State drop down list, select a state, such as California.
- 4 Enter the sales tax you want to charge for that state.

- 5 Check the **Tax Shipping** checkbox if you want sales tax to be calculated based on (Order Total + Shipping Costs). If you only want to apply sales tax to the order total, leave the **Tax Shipping** checkbox unchecked.
- 6 Click the **Update** button.

When a customer places an order from California, the sales tax you created for that state will automatically be applied to the order and will appear in the Payment Information screen and on the invoice.

## Store Settings > States

Use this screen to select the list of states that are available in your on-line store. The list of states affects any screen in your store where you are displaying an address: account creation, checkout, etc. Note that, unlike countries, there is no "master" list of states under  Menu > Domain Settings > Countries tab that affects all of your stores. The list of states that you present to customers must be configured on a store-by-store basis.

## Store Settings > Countries

Use this screen to select the list of countries that are available in your on-line store. The list of countries affects any screen in your store where you are displaying an address: account creation, checkout, etc.


There are two places where you can select the list of countries that are displayed in your on-line store.

- Use:

 Menu > Domain Settings > Countries tab

To set the country list for all of your stores. You can add additional countries in this tab.

- Use:

 Menu > Store Settings > Countries tab

To set the country list for the store you are currently editing. You cannot add countries in this tab.

## Store Settings > Customer Fields

Use the Customer Fields tab to select the Ship To/Bill To fields that you want your customers to see and fill out in your on-line store:

- In the Account Registration screen (ACAD - Customer Create), if the customer is creating a new account.
- In the Order Details screen (OCST - Checkout Customer Information), if the customer does not have an account and is going through Express Checkout.

- When the customer doesn't have an account, and enters their Ship To/Bill To information during checkout (OCST, Checkout: Customer Information)

Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

### Order Details

Item	Qty.	Item Price	Total Price
Network Hat - network_hat	1	\$12.00	\$12.00
		<b>Total:</b>	<b>\$12.00</b>

**Bold** = Required  
*Italic* = Optional

Ship To:	Bill To: <input type="checkbox"/> same as shipping
<b>First Name:</b> <input type="text"/>	<b>First Name:</b> <input type="text"/>
<b>Last Name:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>
<b>Email Address:</b> <input type="text"/>	<b>Email Address:</b> <input type="text"/>
<b>Phone Number:</b> <input type="text"/>	<b>Phone Number:</b> <input type="text"/>
<i>Fax Number:</i> <input type="text"/>	<i>Fax Number:</i> <input type="text"/>
<i>Company:</i> <input type="text"/>	<i>Company:</i> <input type="text"/>
<b>Address:</b> <input type="text"/>	<b>Address:</b> <input type="text"/>
<i>Address 2:</i> <input type="text"/>	<i>Address 2:</i> <input type="text"/>
<b>City:</b> <input type="text"/>	<b>City:</b> <input type="text"/>
<b>State/Province:</b> <input type="text" value="Outside US"/>	<b>State/Province:</b> <input type="text" value="Outside US"/>
<i>Other State/Province:</i> <input type="text"/>	<i>Other State/Province:</i> <input type="text"/>
<b>Zip/Postal Code:</b> <input type="text"/>	<b>Zip/Postal Code:</b> <input type="text"/>
<b>Country:</b> <input type="text" value="United States"/>	<b>Country:</b> <input type="text" value="&lt;Select One&gt;"/>

Continue



## To Change the Customer Field Settings

Shipping Information:

Billing Information:

Primary Address:

Field	Hidden	Required	Optional
First Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Email Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fax Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Company	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
State/Province	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Zip/Postal Code	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Country	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Billing Information Field list

- 1 Set the **Primary Address** to either Shipping or Billing.

For example, if you set the Primary Address to Shipping, several things happen:



- Notice now that the Shipping Information field is grayed out and set to "Use Settings Below". Use the field list to select which shipping fields you want to be hidden, required, or optional.
- The Billing Information field can now be set to
  - Hidden: Customer will not see any Billing Information fields.
  - Optional: Customer will see every Billing Information field, but all of the fields will be optional.
  - Use Settings Below: Whatever radio buttons you select in the Billing Information field list is what the customer will see for both the Shipping and Billing fields.

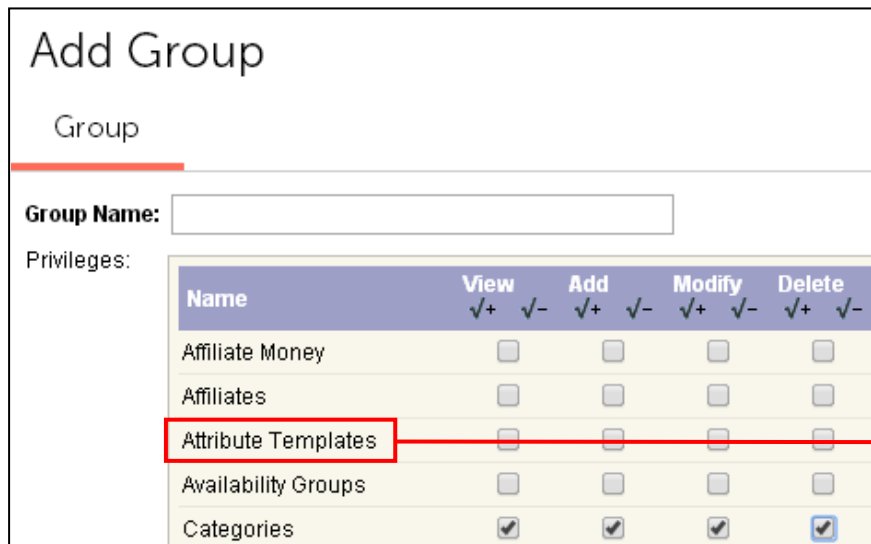
If you set the **Primary Address** to Shipping and view your on-line store > Account Registration/Order Details screen, you'll see that the Shipping Information fields are on the left side of the screen. (See sample figure above.)

- 2 In the field list, set fields that you want to be hidden, required, or optional.
- 3 Click **Update** in the Customer Fields screen to save your changes.

## Store Settings > User Groups

Use groups to limit the access that your employees have to the Miva Merchant admin interface. The Groups feature does not affect your customers or your on-line store. First you create a group and assign functional areas of the admin interface to that group; then you assign users (usually your employees) to the group. When an employee logs into the admin interface, they only have access to those features.

In most cases there is a simple correspondence between the Privileges listed in the Add Group screen and a feature in the  Menu button. For example, if you enable the "Attributes Templates" privilege in the Add Group screen, users in that group will have access to the  Menu > Catalog > Attributes Templates tab. There are a few less obvious privileges that are listed in the table below.



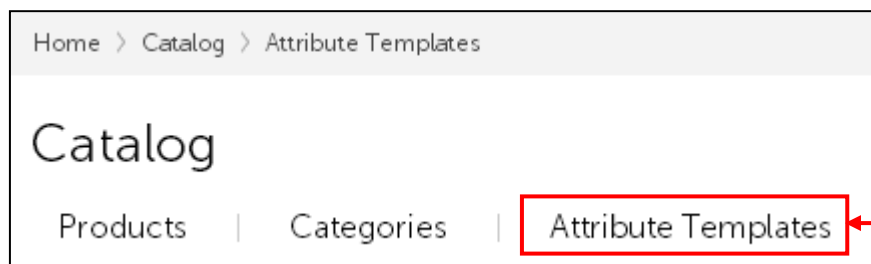
**Add Group**

Group

Group Name:

Privileges:



Name	View		Add		Modify		Delete	
	√+	√-	√+	√-	√+	√-	√+	√-
Affiliate Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attribute Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>













Home > Catalog > Attribute Templates

**Catalog**

Products | Categories | **Attribute Templates**

Less Obvious Privilege Name	Gives Access To
Affiliate Money	 Menu > Marketing > Affiliate Payout tab. Note that you must also give the user at least view rights to the Affiliates privilege.
Currency Settings	In the  Menu > Store Settings > Store Details tab > Settings section, there is a drop-down list called "Currency Formatting".

	<div data-bbox="613 205 1474 415"> <p><b>Currency Formatting:</b></p> <div> <div>US Currency Formatting</div> <div> &lt;Select One&gt; European Currency Formatting Generic Currency Formatting US Currency Formatting </div> </div> </div> <p>Only an administrator or the store manager can change the currency formatting selection. However:</p> <ul style="list-style-type: none"> <li>• If an admin changes the currency formatting to "European Currency Formatting" a new tab will appear in  Menu &gt; Store Settings called "European Currency Formatting".</li> <li>• If an admin changes the currency formatting to "Generic Currency Formatting" a new tab will appear in  Menu &gt; Store Settings called "Generic Currency Formatting".</li> </ul> <p>You can give "ordinary users" (someone who is not an admin or a store manager) access to these new tabs. For example:</p> <ol style="list-style-type: none"> <li>1 A store administrator changes the  Menu &gt; Store Settings &gt; Store Details tab &gt; Settings section &gt; Currency Formatting field to "European Currency Formatting".</li> <li>2 Go to the  Menu &gt; Store Settings &gt; User Groups tab. Create a new group called "Currency Settings".</li> <li>3 Give this new group at least View rights to the Store Settings privilege. <ol style="list-style-type: none"> <li>3.1. Give this new group at least View rights to the Currency Settings privilege.</li> <li>3.2. In the Users tab, add your user and save your changes.</li> </ol> </li> </ol> <p>When your user logs in to the Miva Merchant admin, they will have access to the  Menu &gt; Store Settings &gt; European Currency Formatting tab.</p>
Order Processing	<p>All of the following:</p> <p>Order Processing &gt; Orders tab</p> <p>Order Processing &gt; Shipments tab</p> <p>-Utilities</p> <ul style="list-style-type: none"> <li>• Legacy Order Processing. Note that you can only get to the Legacy Order Processing screen by entering the word "Legacy" in the Store Search field. You can't navigate to Legacy Order Processing from the  Menu button.</li> </ul>
Sales Tax Settings	<p>Gives the user access to the Edit Store &gt; State Based Sales Tax tab.</p>

	<p>Please note:</p> <ul style="list-style-type: none"><li>• If you want the user to be able to edit the  &gt; Store Settings &gt; State Based Sales Tax tab settings, you must also give the user modify rights in the Store Settings privilege.</li><li>• If you do not give the user permissions for the Sales Tax Settings privilege, the State Sales Tax tab will not be visible to them.</li></ul>
Store Encryption	Order Encryption
Store Utility Settings	Removes "Utilities" from the  .
Upsold Products	Gives the group member access to the  > Marketing > Upsale tab, and to the  > Catalog > Edit Product > Upsold Products tab. Please note that you must also give the group member at least view rights to Product permissions.

## To Create a Group

- 1 In the Group tab, click the **Add Group** button.
- 2 In the Add Group screen, enter a Group Name.
- 3 Select one or more privileges, and the permissions that you want to allow for that area, for example: View existing Categories, Add Categories, Modify Categories, Delete Categories.

### Add Group

Group

---

**Group Name:**

Privileges:

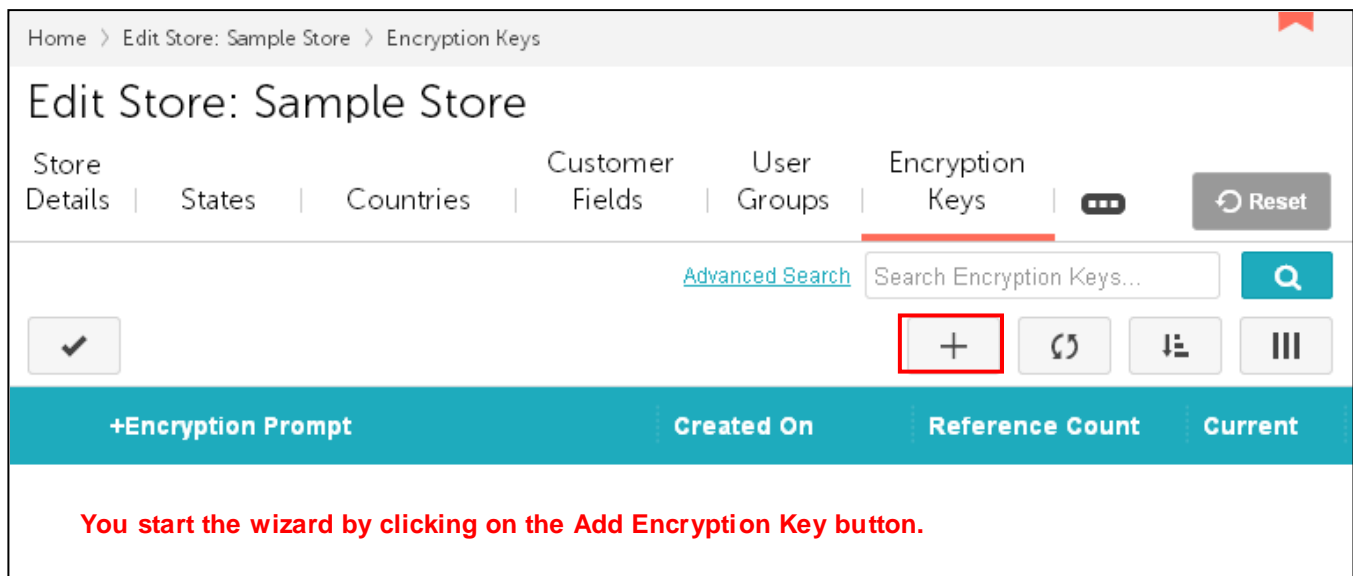
Name	View √+ √-	Add √+ √-	Modify √+ √-	Delete √+ √-
Affiliate Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attribute Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 When you are done selecting privileges and permissions, click the **Add** button.
- 5 The Users tab will appear. Select the users that you want to add to this group. The same user can belong to as many groups as you want. But note that there is no point to assigning users with Administrator rights or users who are store managers to Groups. Users with Administrator rights can access every admin feature in all of your stores. Users with Manager rights can access every admin feature in the store that they manage. Assigning these users to a Group won't restrict their access.

- 6 Click on the Imports tab. Click on the import data rights that you want to assign to the Group.
- 7 Your Group is set up and ready to use.

## Store Settings > Encryption Keys

The main purpose of the Order Encryption screen is to use the **Encryption Key Wizard**.



The Encryption Key Wizard is a utility that helps you stay compliant with the PCI-DSS standards for storing payment information. Use the wizard to:



- **Enable encryption in your store.** When you enable encryption, the payment information on new orders will be encrypted.
- **Encrypt payment information on existing orders (migrate).**
- **Delete payment information from existing orders (archive).**
- **Replace your old encryption keys with new ones.** The PCI-DSS standards require you to create new encryption keys every 365 days.

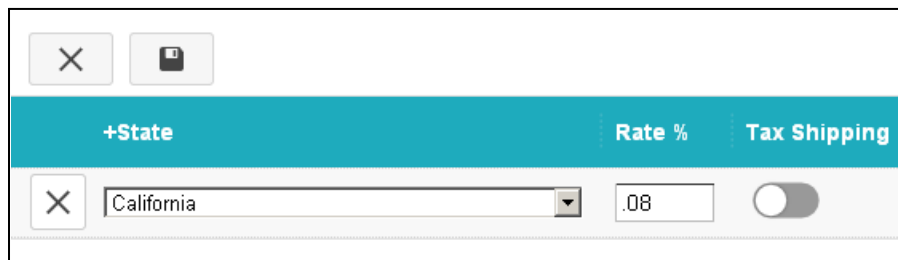
For complete information on using the Encryption Key Wizard, please see [Appendix 1: Best Practices for Managing Credit Card Data](#).

## Store Settings > State Based Sales Tax

Use this tab to automatically add sales tax to orders based on the customer's state. Please note that, by default, Miva Merchant can only apply a sales tax rate to an entire state. If you need to apply sales tax in a more sophisticated way, you must purchase a third party module.

## To Add State Sales Tax to Orders

- 1 Click the **Add State Tax Rate** button .
- 2 In the State drop down list, select a state, such as California.
- 3 Enter the sales tax rate you want to charge for that state.
- 4 Select **Tax Shipping** if you want sales tax to be calculated based on (Order Total + Shipping Costs). If you only want to apply sales tax to the order total, leave **Tax Shipping** unassigned.
- 5 Click Save Record .



The screenshot shows a form titled '+State' with a teal header. Below the header, there is a dropdown menu for 'State' with 'California' selected. To the right of the dropdown is a text input field for 'Rate %' containing '.08'. Further right is a toggle switch for 'Tax Shipping', which is currently turned off. At the top left of the form are two buttons: a close button (X) and a save button (floppy disk icon).

When a customer places an order from California, the sales tax you created for that state will automatically be applied to the order. The sales tax will appear in the Payment Information screen and on the invoice.

## Reports

Miva Merchant ships with five default reports:

- Best Sellers
- Recent Best Selling Products
- Recent Sales
- Recent Sales Geographic Breakdown
- Statistics


Reports			
Reports			
<input checked="" type="checkbox"/>			
+Description	Module	Date Range	Display on Main Screen
Best Sellers	Statistics Display	All Dates	<input checked="" type="checkbox"/>
Recent Bestselling Products	Product Sales Report	Last 90 Days	<input type="checkbox"/>
Recent Sales	Sales Report	Last 90 Days	<input type="checkbox"/>
Recent Sales Geographic Bre...	Geographic Sales Re...	Last 90 Days	<input type="checkbox"/>
Statistics	Statistics Display	All Dates	<input type="checkbox"/>

Click to display the report on the admin interface Home page.

The Best Sellers and Statistics reports were developed in earlier versions of Miva Merchant. These two reports display only on your Miva Merchant home page and cannot be edited. The other three reports: Recent Best Selling Products, Recent Sales, and Recent Sales Geographic Breakdown, can be edited, but you cannot change the Reporting Module (essentially the report type). Of course, you can also create new reports of any type.

## To Run a Report

- 1 Go to  Menu > Reports.
- 2 In the Reports tab, select a report (click once), then click **Run Report**.

	Settings	<b>Run Report</b>	CSV	XLS
-Description	Module			
<input checked="" type="checkbox"/> Statistics	Statistics Display			
<input checked="" type="checkbox"/> Recent Sales Geographic Bre...	Geographic Sales Re...			

- The report will open in a new window.



## To Edit a Report

- Go to **Menu** > Reports.
- In the Reports tab, click **New Report**.
- The Add Report dialog box will appear.

The fields that show up in the Add Report dialog box will change depending on what you select in the Report Module field. Fields marked in bold are required. By default, Miva Merchant comes with four reporting modules:

- Geographic Sales
- Product Sales
- Sales
- Statistics Display

But more modules may appear if you have purchased third-party software.



## Geographic Sales Report

Add Report

**Description:**

**Report Module:**
Geographic Sales Report

**Date Range:**
☐ Last Day
☒ From: 10/27/2014 Thru: 10/27/2014

**Group By:**
Hour

**Category:**

LOOK UP

**Product:**

LOOK UP

**Metric:**
Gross Revenue

**Address:**
Billing

**Country:**
<Include all Countries>

**State:**
<Include all States>

**Group by:**
Country

**Display:**
5 item(s) on the main screen
25 item(s) on the expanded chart
☐ Display on Main Screen

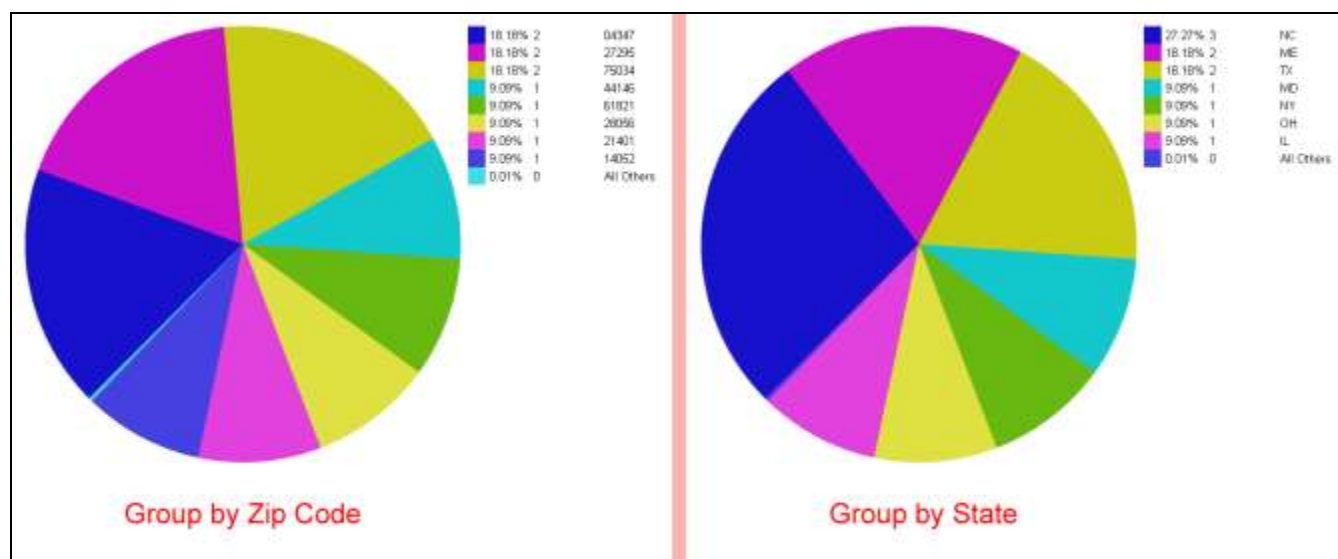
**Recalculate After:**
60 minutes

Cancel
Add

Fields used by the  
Geographic Sales Report.  
Required fields are in bold.

- Description:** Enter a name to describe the new report.
- Report Module:** Essentially the report type.
- Date Range:** Time period covered by the report.
- Group By:** Not used by this report type.
- Category:** Enter a product category to limit the report to only products in that category. Leave the field blank to include all categories in the report. To increase the flexibility of your reports, you could create an inactive category, assign any products to it that you wish (since a product can belong to multiple categories) and then use that category for reporting purposes.
- Product:** Enter a product to limit the report to only that product. Leave the field blank to include all products in the report.

- Metric:** Select to have the report display gross revenue or units sold.
- Address:** Choose to base the report on the customer billing address or shipping address.
- Country:** Choose to have the report display data from all countries or from a single country.
- State:** Choose to have the report display data from all states or from a single state.
- Group By:** Collate the report data by Country, State, City, or Zip Code. See below for an example.
- Display:** Item(s) on the main screen / Item(s) on the expanded chart.  
This field works in conjunction with the Group By field. For example:
- 1 Set "Group By" to "State".
  - 2 Set "Main Screen" to "5".
  - 3 Set "Expanded Chart" to "10".
  - 4 The pie chart on the home page will show the top 5 states where you've received orders. If you click on the pie chart on the home page, you'll see an expanded version of the pie chart which will show you the top 10 states you've sold to.
- Recalculate After:** Automatically refresh the report data if it is being displayed in your admin home page.



## Product Sales Report

### Add Report

**Description:**

**Report Module:** Product Sales Report

**Date Range:** ☐ Last Day ☒ From:  Thru:

**Group By:** Hour

**Compare Using:** Gross Revenue

**Customers:** In **Price Group:**

**Category:**  LOOK UP

**Display:**  product(s) on the main screen  
 product(s) on the expanded chart  
 product(s) in exported data

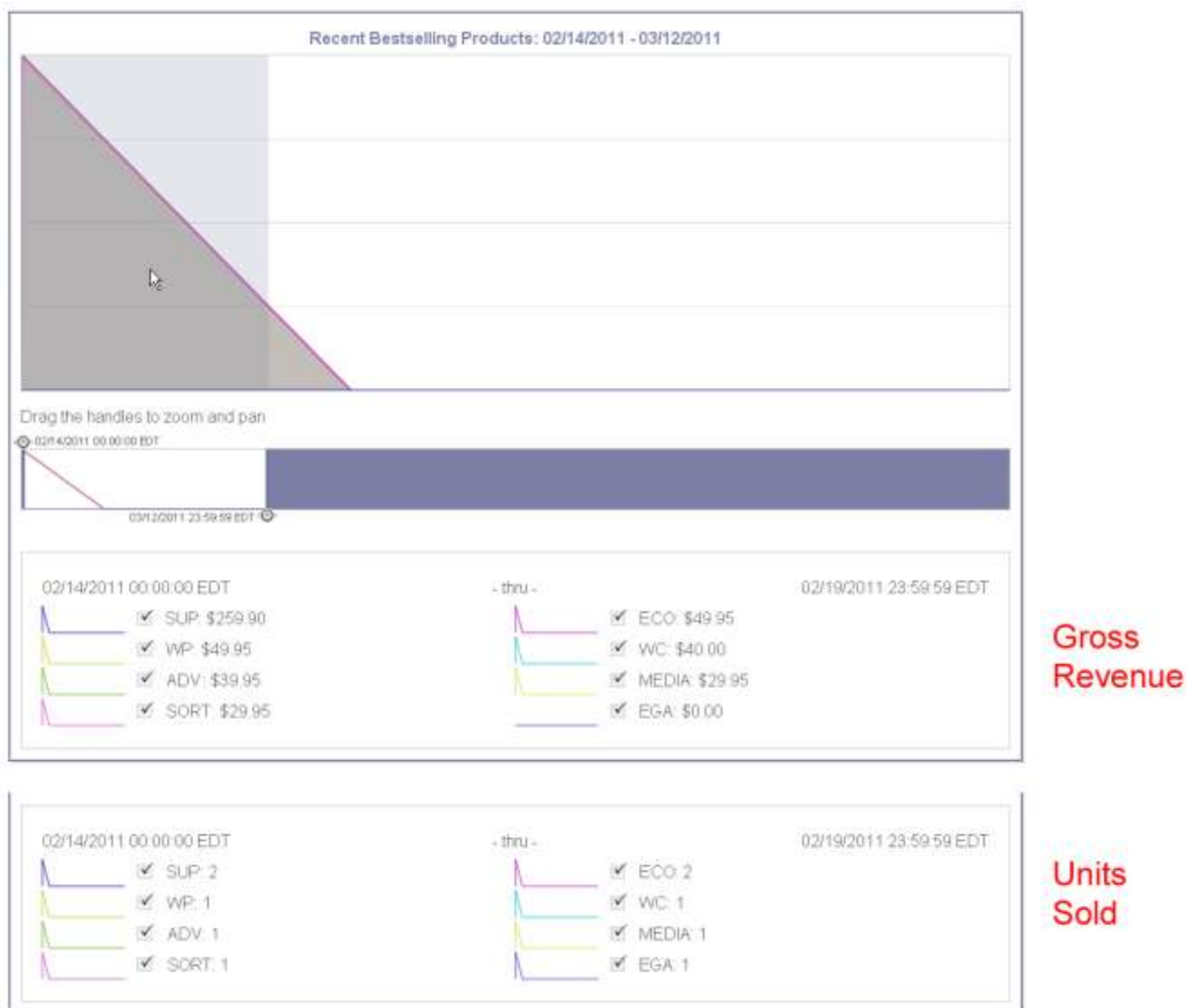
☐ Display on Main Screen

**Recalculate After:**  minutes

Cancel Add

- Description:** Enter a name to describe the new report.
- Report Module:** Essentially the report type.
- Date Range:** Time period covered by the report.
- Group By:** Choose a group by increment of hour, day, week, month or year. You can then scroll through the data in the report by that increment. See the Sales Report for an example.
- Compare Using:** Collate report data by gross revenue or units sold. See example below.
- Customers In/Not In Price Group:** Price groups enable you to offer special pricing to select customers. If you have created a Price Group, you can choose to show report data for only those customers in or not in that group.
- Category:** Enter a product category to limit the report to only products in that category. Leave the field blank to include all categories in the report. To increase the flexibility of your reports, you could create an inactive category, assign any products to it that you wish (since a product can belong to multiple categories) and then use that category for reporting purposes.

- Display:**
- Products on the main screen:** Number of products that are displayed on your admin home page.
  - Products on the expanded chart:** Number of products that are displayed when you click on the name of the report (for example, [Recent Bestselling Products](#)) in the Reports main screen.
  - Products in exported data:** Number of products that will be in the spreadsheet that you download by clicking on the CSV or XLS link in the Reports main screen.
- Recalculate After:** Automatically refresh the report data if it is being displayed in your admin main page.



## Sales Report

### Add Report

**Description:**

**Report Module:**

**Date Range:** ☐ Last Day ☒ From:  Thru:

**Group By:**

**Customers:**

**Product:**

**Display:** ☒ Gross Sales  
☒ Total Units  
☒ Number of Orders  
☒ Average Order Total  
☒ Sales Tax\*  
☒ Shipping Charges\*  
\* Not available when a product or category is specified  
☐ Display on Main Screen

**Recalculate After:**  minutes

**Description:** Enter a name to describe the new report.

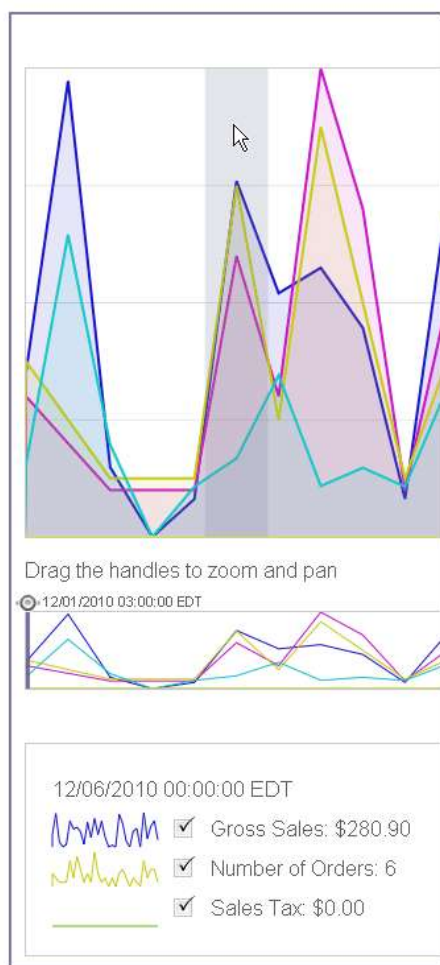
**Report Module:** Essentially the report type.

**Date Range:** Time period covered by the report.

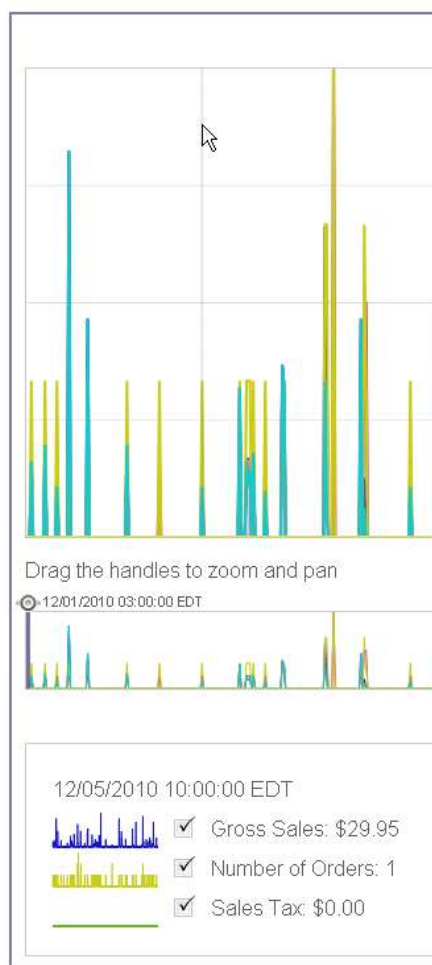
**Group By:** Choose a group by increment of hour, day, week, month or year. You can then scroll through the data in the report by that increment. See below for an example.

**Customers In/Not In Price Group:** Price groups enable you to offer special pricing to select customers. If you have created a Price Group, you can choose to show report data for only those customers in or not in that group.

- Category:** Enter a product category to limit the report to only products in that category. Leave the field blank to include all categories in the report. To increase the flexibility of your reports, you could create an inactive category, assign any products to it that you wish (since a product can belong to multiple categories) and then use that category for reporting purposes.
- Product:** Enter a product to limit the report to only that product. Leave the field blank to include all products in the report.
- Display:** Check the box next to the data that you want to see in the report.
- Recalculate After:** Automatically refresh the report data if it is being displayed in your admin main page.



**Group by day: use the mouse to scroll over data one day at a time.**



**Group by hour: use the mouse to scroll over data one hour at a time.**

## Statistics Display Report

### Add Report

**Description:**

**Report Module:**

**Date Range:** ☐ Last Day ☐ From:  Thru:

**Group By:**

**Display:**

☐ Display on Main Screen


**Recalculate After:**  minutes

- Description:** Enter a string to describe the new report.
- Report Module:** Essentially the report type.
- Date Range:** Note used by this report.
- Group By:** Not used in this report.
- Display:** By default your admin site comes with both a Statistics report, and a Best Sellers report. Both of these reports use the Statistics Display module, and both reports only show up in the admin main page. Because these reports only show up on the admin main page, you cannot have more than 1 Statistics and 1 Best Seller report at a time.
- Recalculate After:** Automatically refresh the report data if it is being displayed in your admin main page.

Statistics	
Orders:	17
Revenue:	332.34
Products Sold:	17
Hits:	525
Visits:	28
<a href="#">Reset Statistics</a>	
Last Reset on: 08/10/2014	

The Statistics Display report in your admin main page.

## To Delete a Report

- 1 Go to  Menu > Reports.
- 2 In the Reports tab, double-click on the report that you want to delete. The Edit Report dialog box will open.
- 3 Click the **Delete** button.

## Shipping

### Shipping > Shipping Method Rules Tab

This tab lists all of the shipping methods that you have enabled. You can click on a method to set various options for that method.



Home > Shipping Settings > Shipping Method Rules

## Shipping Settings

Shipping Method Rules | Boxes | Settings | Base + Weight Shipping |

[Advanced Search](#) Search Shipping Method Rules..

Filter by Shipping Module

Method	-Priority	Display As	Rate Adjustment	Quantity	Weight
U.S.P.S. Priority Mail® Internati	0	<Default>	None	N/A	N/A
UPS Next Day Air®	0	<Default>	None	N/A	N/A

### Shipping Method Rules

**Module:** U.S.P.S. Online Rate Calculation (Domestic & International)

**Shipping Method:** U.S.P.S. Priority Mail® International Large Flat Rate Box

**Priority:**

**Display As:**  (empty = use default)

**Rate Adjustment:**

**Restrict to Order Subtotal:**  -  (0 = no upper limit)

**Restrict to Item Quantity:**  -  (0 = no upper limit)

**Restrict to Total Weight:**  -  (0 = no upper limit)

**Geographic Restrictions:** ☐ Restrict to These States:  ☐ Restrict to These Countries:

**Module:** The shipping module that contains the current method.

**Shipping Method:** The name of the shipping method.

**Priority:** Sets the order that the shipping methods will appear in the "Ship Via" drop-down list in the Shipping/Payment Selection screen. ( > User Interface > Edit Page OSEL). Initially, all of the shipping methods that you have enabled will show up in

this screen with priority 0. You can use any integer as the priority, but shipping methods with higher numbers will appear first in the drop-down list. Many companies set the priority so that the shipping methods are listed from least expensive to most expensive.

Method	-Priority
UPS Ground	99
UPS 2nd Day Air®	97
UPS Next Day Air®	96

The priority that you set for the shipping methods

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	\$50.00	\$50.00
<b>Total:</b>			<b>\$50.00</b>

Ship Via: 
 UPS Ground® (\$6.15)  
 UPS Ground® (\$6.15)  
 UPS 2nd Day Air® (\$14.37)  
 UPS Next Day Air® (\$22.40)
  Continue

determines their order in the "Ship Via" drop-down list in the Shipping/Payment Selection screen (OSEL).

**Display As:** Set the text that will appear in the "Ship Via" drop-down list in the Shipping/Payment Selection screen for the shipping method (see figure above). If you leave this field empty, the system will show the default shipping method name. For example, the default Shipping Method name might "UPS Ground", but you could set the Display As text to "Standard Shipping".

**Rate Adjustment** Allows you to adjust the shipping rate, after it is returned from the carrier's estimating software, but before it is shown to your customer. For example, you could take the quoted rate from the carrier and add to it to cover your packaging or handling costs. You could adjust the carrier shipping quote down if you wanted to offer your customers a discount on shipping. The customer won't see or know about any adjustment that you make.

- None: The customer will be shown the rate that came back from the carrier.
- Fixed: Select Fixed and enter a dollar value in the next field. The rate that comes back from the carrier will be increased or reduced by the amount that you enter.

Fixed ▼ 1.00

For example, if you enter "1.00" in this field and the rate quote from the carrier

was \$5.00, the customer will see a shipping charge of \$6.00 for this shipping method. You can adjust the rate downward by entering a negative number in the field "-1.00".

- **Percent:** Select Percent and enter a percentage in the next field. The rate that comes back from the carrier will be increased or reduced by the percent that you enter.



For example, if you enter "5.00" in this field and the rate quote from the carrier was \$10.00, the customer will see a shipping charge of \$10.50 for this shipping method. You can adjust the rate downward by entering a negative percentage in the field "-5.00".

## Restrictions

The Shipping Method Rules dialog box has five types of "restrictions".

- Restrict to Order Subtotal
- Restrict to Item Quantity
- Restrict to Total Weight
- Geographic Restrictions
- Restrict to Zip Codes

These restrictions let you control when a particular shipping method will appear or be removed from the "Ship Via" drop-down list in the Shipping/Payment Selection screen. For example, you could make sure that UPS Standard shipping only appears as a choice in the Shipping/Payment Selection screen when the order total is \$10.00 or less:



Or you could remove UPS Standard shipping for orders that weigh more than 500 pounds:



But see also [Example: Creating a Free Shipping Option](#).

## Exclusions:

The exclusions feature has two purposes:

- UPS, as a business rule, does not allow their shipping methods and rates to be displayed in the same screen with shipping methods from other carriers. This is a UPS requirement that Miva Merchant must comply with. For example, if you have both the UPS® Online Tools module and the USPS shipping module enabled, when you edit the UPS shipping method "UPS Standard", you might see an exclusions list like this:

Exclusions:	<input type="button" value="Allow"/>	Free Shipping
	<input type="button" value="Excluded By"/>	U.S.P.S. Express Mail®
	<input type="button" value="Excluded By"/>	U.S.P.S. Parcel Post®
	<input type="button" value="Excluded By"/>	U.S.P.S. Priority Mail®

The grayed out boxes mean that UPS is not going to allow (in this example) rates for UPS Standard service to be displayed in the same screen with shipping methods from USPS. When the customer reaches the Shipping/Payment Selection screen, they would see a "Ship Via" drop-down list that looks like this:

**Ship Via:**

Free Shipping (\$0.00)
Free Shipping (\$0.00)
U.S.P.S. Express Mail® (\$12.70)
U.S.P.S. Parcel Post® (\$7.04)
U.S.P.S. Priority Mail® (\$4.85)

Notice that UPS Standard does not appear as a shipping option.

- You can also use the exclusions drop-down list to deliberately remove a shipping method based on the presence of another method. For example, if you want only one type of UPS air method to be present at a time, you can set it to exclude other UPS air methods.
- Allow:** Do not set any exclusions.
- Excludes:** if the current shipping method is available, do not allow the specified shipping method to be offered. For example, if you are editing the UPS Ground shipping method, and you set:

<input type="button" value="Excludes"/>	UPS Next Day Air®
---	-------------------





Then whenever UPS Ground is a valid shipping method, UPS Next Day Air will not be offered as a shipping method.

- Excluded By:** If another selected shipping method is available, the current shipping method will not be offered. For example, if you are editing the UPS Ground shipping method, and you set:

<input type="button" value="Excluded By"/>	UPS Next Day Air®
--	-------------------

Then whenever UPS Next Day Air is a valid shipping method, UPS Ground would not be offered as a shipping method.

## Example: Creating a Free Shipping Option

- Make sure that you see a  > Shipping > Flat Rate Shipping tab. If you don't see this tab, go to  > Shipping > Add/Remove Modules, and install Flat Rate Shipping.
- In the Flat Rate Shipping tab, click **Add Method** . In the Shipping Method field, enter "Free Shipping", then click Save Shipping Method .

+Shipping Method		Amount
X	Free Shipping	0.00

- Go to **Menu** > Shipping > Shipping Method Rules tab. The free shipping method that you created now appears in this screen. Double-click on the Free Shipping method to open the Shipping Method Rules dialog box and edit the options for free shipping.
  - Set the [Priority](#) for free shipping to be higher than any other shipping method. That will cause the Free Shipping option to be displayed first in the "Ship Via" drop-down list in the Shipping/Payment Selection screen.
  - Set "Restrict to Order Subtotal" to "50 - 0" and save your changes. When a customer's order total is \$50.00 or above, free shipping will appear as an option in the Shipping/Payment Selection screen.

### Shipping Method Rules

**Module:** Flat Rate Shipping

**Shipping Method:** Free Shipping

**Priority:**

**Display As:**  (empty = use default)

**Rate Adjustment:**

**Restrict to Order Subtotal:**  -  (0 = no upper limit)

**Restrict to Item Quantity:**  -  (0 = no upper limit)

**Restrict to Total Weight:**  -  (0 = no upper limit)



**Geographic Restrictions:**

☐ Restrict to These States:

☐ Restrict to These Countries:

## Shipping > Boxes Tab

- Use this tab to let Miva Merchant know what size boxes you use. Click on the **New Box** button and enter a description and box dimensions.

- If you selected Pack by Quantity in the  > Shipping > Settings tab > Packaging Rules section, you will be prompted to enter the max number of items that the box can hold.
- If you selected Pack by Weight in the  > Shipping > Settings tab > Packaging Rules section, you will be prompted to enter the max weight that the box can hold.
- Checking the **Enabled** box makes your box available to the system. If you uncheck this box, your box settings can be saved, but the box won't be used by Miva Merchant when a customer places an order.

**Add Box**

Description:

Shipping Dimensions:  x  x  (IN, WxLxH)

**Max. # of Items:**

☒ Enabled

If you chose "Pack by Quantity" in the Packaging Rules tab, you are prompted to enter the max number of items that can fit in the box.

**Add Box**

Description:

Shipping Dimensions:  x  x  (IN, WxLxH)


**Max. Weight:**

☒ Enabled

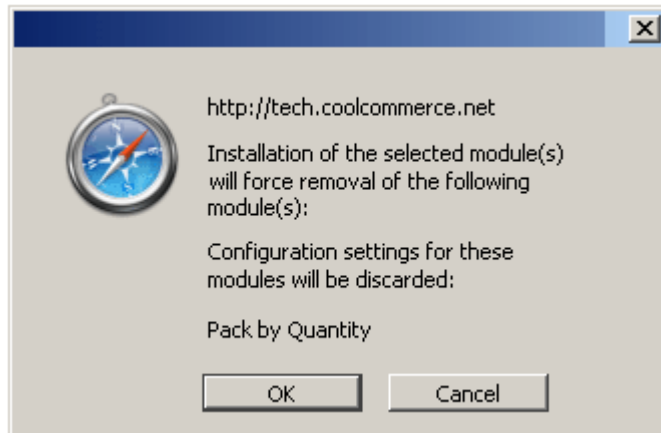
If you chose "Pack by Weight" in the Packaging Rules tab, you are prompted to enter the max weight that the box can hold.



You can lose some of your box settings by initially setting "Box Packing" to "Pack by Quantity" and then later changing the setting to "Pack by Weight" (or the reverse). For example:

- 1 In the  > Shipping > Settings tab > Packaging Rules section, set "Box Packing" to "Pack by Quantity" and click the Update button.
- 2 Select the Boxes tab and click **New Box**.
- 3 In the Add Box dialog box, create a new box. Along with the other fields, you will be prompted to enter the max number of items that can fit in the box. Save your changes.
- 4 Go back to the Packaging Rules section and change "Box Packing" to "Pack by Weight" and click the Update button. You will see a warning

message:



- 5 Click **Ok** and go back to the Boxes tab. The box that you created is still there, but if you edit the box, the "Max. # of Items" field has now changed to "Max. Weight" and the value that you entered for max items is permanently deleted.

## Shipping > Settings Tab

### Shipping > Settings Tab > Shipping Rules Section

If shipping rates can't be retrieved from a carrier (for whatever reason), the Shipping Rules:

- Prevent some shipping errors from occurring, and
- Allow you to continue to taking orders

When no Shipping Methods are Available:

- **Use Fallback Shipping Method:** In Miva Merchant builds before PR8 update 4, certain shipping conditions could generate an error. For example, if shipping for an item was required, and no shipping options had been configured or were available for the order, the customer would see a system error during checkout.

#### Fatal Error

Miva Merchant has encountered a fatal error and is unable to continue. The following information may assist you in determining the cause of the error:

<b>Error Code:</b>	MER-SUI-MMU-00002
<b>Description:</b>	Shipping Selection is required and no shipping methods were found. Please contact the administrator directly.
<b>Other Information:</b>	

There are several reason why shipping for an order cannot be calculated :

- Carrier servers are unavailable.
- No shipping modules or methods have been enabled.
- Some shipping methods have been enabled, but none are valid for the current order.

Starting with PR8 update 4, if there is any reason that shipping cannot be calculated, you can still take the order without causing a system generated error.

- Select the Use Fallback Shipping Method radio button.
- Enter some text in the "Fallback Shipping Method Description" text box. For example, if you can't calculate a shipping rate, you could enter "Standard Shipping" in this field. If shipping cannot be calculated, your text will appear in the "Shipping Selections" screen.

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	\$50.00	\$50.00
		<b>Total:</b>	<b>\$50.00</b>

1

2

3

Ship Via:

**No valid shipping methods are available for your order.  
You will be contacted regarding shipping when your order is processed.**

Pay With:

**1: The text that you entered in the "Fallback Shipping Method Description" field.**

**2: The price that you entered in the "Fallback Shipping Method Price" field.**

**3: The default error message.**

- If you are able to estimate what the shipping charges should be, enter a value in the "Fallback Shipping Method Price" field. If you have no way of determining the shipping charges, it's better to leave "Fallback Shipping Method Price" blank. You can enter a fixed price for shipping, or you can have shipping calculated as a percentage of the order subtotal.
- You can modify the error message that appears in the Shipping Selections screen (above). The message is in:

 Menu > User Interface > Edit Page OSEL (Checkout: Shipping/Payment



Selection) > Page tab > Details Section > Template field.

- You can easily review the orders for which shipping charges could not be calculated. By default, a Miva Merchant administrator receives an email about each order. You can search your order emails for the text that you entered in the "Fallback Shipping Method Description" text box, and then contact the customer to find the shipping method that they prefer.
- Display Error Message and Redirect Shopper to Page:

Display Error Message and Redirect Shopper to Page: Not Found

If you choose this option and shipping cannot be calculated, the customer will be automatically redirected to the page that you select in the drop-down list. You can even create a custom page and re-direct the customer to it. (If you create a custom page to handle this situation, it will show up in this drop-down list.) An error message will appear on the page that you selected. This error message cannot be modified.

Home	All Products	Account	Basket	Search	Checkout
Cool Gear	Home » Not Found				
Computer Components	<b>Not Found</b>				
Computer Kits	Shipping could not be calculated for your basket. This may be due to a network or configuration error, or the contents of your basket may not be able to be shipped in a single shipment.				
Network Accessories					

Skip Shipping/Payment Selection for Free Orders:

If you check this box, all orders where the order total is \$0.00 will receive free shipping. This field cannot be over-ridden at the product level. In Miva Merchant builds before PR8 update 4, this feature was handled through the Edit Store > Settings tab > Require Shipping for Free Orders checkbox.

Fallback Shipping Method Description:

If shipping cannot be calculated, this is the text that will appear in the "Ship Via" drop-down list of the Shipping Selections screen. See [Use Fallback Shipping Method](#).

Fallback Shipping Method Price:

If shipping cannot be calculated, this is the price that will appear in the "Ship Via" drop-down list of the Shipping Selections screen. See [Use Fallback Shipping Method](#).

## Shipping > Settings Tab > Handling Charge Section

Use this section to control when handling charges are applied to orders. Note that these settings are global to all products in your store and cannot be over-ridden at the product level.

Apply Handling Charge:

- **Never:** No order in your store will ever have a handling charge.
- **Always:** Handling charges will be applied to every order.
- **When Order Subtotal Within Range:** Apply a handling charge when the order

subtotal is within a certain dollar range. After you select this option, enter dollar values in the "Range (Inclusive)" field. For example, if you want handling charges applied to orders under \$25.00:

<b>Range (Inclusive):</b>	<input type="text" value="0.00"/>	-	<input type="text" value="25.00"/>
---------------------------	-----------------------------------	---	------------------------------------

- **When Quantity of Items in Order Within Range:** Apply handling charges to orders that contain a certain number of items. After you select this option, enter a range of items in the "Range (Inclusive)" field. For example, if you want handling charges applied to orders that contain more than 10 items:

<b>Range (Inclusive):</b>	<input type="text" value="10"/>	-	<input type="text" value="0.00"/>
---------------------------	---------------------------------	---	-----------------------------------

- **When Shipping Weight of Order Within Range:** Apply handling charges when the total weight of an order falls in a certain range. After you select this option, enter a weight range in the "Range (Inclusive)" field. The weight unit will be whatever you have set in Edit Store > Settings tab > Weight Units. For example, if you have your weight units set to "pounds" and you enter a range of "0 - 10", the system understands that as "0 - 10 pounds".

Range  
(Inclusive):

See [Apply Handling Charge](#).

Handling  
Charge  
Amount:

Use [Apply Handling Charge](#) to decide when handling charges will apply. Use the "Handling Charge Amount" field to determine how much the handling charge will be. You can enter a handling charge as a fixed amount, percent of shipping amount, or percent of order total.

Display:

- **Include in Shipping Rate:** Any handling charge that is applied is automatically added to the shipping rate. The customer is not notified that a handling charge has been added.
- **Separate Line Item:** Any handling charge that is applied appears as a separate line item in the Payment Information screen.

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	\$50.00	\$50.00
<b>Include handling in the shipping rate</b>		Shipping: Ground:	\$9.72
		Sales Tax:	\$0.00
		<b>Total:</b>	<b>\$59.72</b>

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	\$50.00	\$50.00
		Shipping: Ground:	\$4.72
<b>Show handing as a separate line item</b>		Handling:	\$5.00
		Sales Tax:	\$0.00
		<b>Total:</b>	<b>\$59.72</b>



Please note that, regardless of what option you choose for Display, if you are using Google Wallet (formerly Google Checkout), or Checkout by Amazon, the handling charge will always be included in the shipping amount.


Separate Line Item Description:

The text that will appear if you are applying a handling charge and you have "Display" set to "Separate Line Item". In the sample screen capture above, the "Separate Line Item Description" text was set to "Handling".

Separate Line Item is Tax Exempt:


Miva Merchant allows you to control how state sales tax is applied to orders:


- **No state sales tax.**
- **Sales tax just on order.**
- **Sales tax on order and shipping:**

Go to the  Menu > Store Settings > State Based Sales Tax tab. In this screen you can control what states sales taxes should apply, and whether the state sales tax should only be applied to the order, or to the order and to shipping.



If you want state sales tax to be applied to the handling charge, you can do one of two things:

- **Tax shipping and handling together:**

- 1 Go to the  Menu > Store Settings > State Based Sales Tax tab. Make sure that you have states that apply sales tax and that "Tax Shipping" is selected.



- 2 Go back to the  Menu > Shipping > Settings tab > Handling Charge section.
- 3 Set "Display" to "Include in Shipping Rate". The handling charge is now included with the shipping charge, and the total shipping charge will be taxed.

- **Tax handling separately:**



- 1 Go to the  Menu > Store Settings > State Based Sales Tax tab.
- 2 Make sure that you have states that apply sales tax. You may or may not want to tax shipping.
- 3 Go back to the  Menu > Shipping > Settings tab > Handling Charge section.
- 4 Set "Display" to "Separate Line Item".
- 5 Make sure that "Separate Line Item is Tax Exempt" is unchecked.
- 6 The handling charge now appears as a separate line item and will be subject to state sales tax.

If you do not want state sales tax to be applied to the handling charge, you can do one of two things:

- **Combine shipping and handling, but do not tax either:**

- 1 Go to the  Menu > Store Settings > State Based Sales Tax tab.
- 2 You can make sure that no states are applying sales tax, or you can apply sales tax, but make sure that "Tax Shipping" is not selected.
- 3 Go back to the  Menu > Shipping > Settings tab > Handling Charge section.
- 4 Set "Display" to "Include in Shipping Rate".
- 5 The handling charge is now included with the shipping charge, but state sales tax won't be applied to either one.

- **Separate shipping and handling. Do not tax handling:**

- 1 Go to the  Menu > Store Settings > State Based Sales Tax tab.
- 2 Make sure that you have states that apply sales tax. You may or may not want to tax shipping.
- 3 Go back to the  Menu > Shipping > Settings tab > Handling Charge section.
- 4 Set "Display" to "Separate Line Item".
- 5 Make sure that "Separate Line Item is Tax Exempt" is checked.
- 6 The handling charge now appears as a separate line item and will not be subject to state sales tax.

## Shipping > Settings Tab > Packaging Rules Section

Packaging Rules

Box Packing:

Pack by Weight

Fallback Package Dimensions:

0.00

x

0.00

x

0.00

(IN, WxLxH)

Inventory Variant Handling:

☐ Pack master product (Uses variant weight)

☐ Pack variant parts using part weights as-is (Ignores variant weight)

☐ Pack variant parts and adjust part weights to equal variant weight by spreading weight evenly across all parts


☒ Pack variant parts and adjust part weights to equal variant weight by spreading weight proportionally across all parts

☒ Allow adjustments up

☐ Allow adjustments down

☐ Allow negative adjusted weights

The Packaging Rules tab tries to predict how many boxes you will need for a given order, so that you can estimate the shipping charges. It's mainly useful for companies that sell a lot of products that are the same size or the same weight. For example, if you only sell DVDs, you might know that you can put ten DVDs in your smallest box. You could set "Box Packing" to "Pack by Quantity", and in the Box tab create a box that holds ten DVDs. When your customer places an order, Miva Merchant software figures out how many boxes are needed for the order, along with the total weight, and total cubic inches of boxes in the order. If you are using the UPS® Online Tools Module, this information is submitted to the carrier and affects the rate quote for the order.

Although the settings in this tab create global defaults for your entire store, the settings can be overridden at the product level:  Menu > Catalog > Products tab > Edit Product > Product tab > Shipping Rules section.

Box Packing:

- **Always Use the Fallback Package Dimensions:** This option assumes that every order you ship will fit into one box of the same size. The box size and the weight of the order are sent to the carrier to get real time rate information. This is the least accurate method of getting real time rate information because it is unlikely that all of your orders will fit in one box of the same size.

If you select this option you should enter the size of the box that you are always going to use (or the size of the box that you are going to use to estimate shipping charges) in the "Fallback Package Dimensions" fields.

- **Pack by Quantity:** most commonly used by companies that sell a lot of products that are the same size. For example, if you sell mostly DVDs, you could create a set of boxes that will hold 1-5 DVDs, 6-10 DVDs, etc. When your customer

places an order, the system will select the least number of boxes and the smallest size boxes automatically.

If you select "Pack by Quantity", when you create boxes you will set the max number of items that can fit in each box. However, it's still a good idea to enter values in the Fallback Package Dimensions fields. If you forget to create boxes, or if you set the max items in your boxes to zero, having Fallback Package Dimensions guarantees that the system will always have a backup box size.

- **Pack by Weight:** If you select this option, you create boxes (below) that will hold a certain max weight. When your customer places an order, the system will select the least number of boxes and the smallest size boxes automatically.

If you select "Pack by Weight" it's still a good idea to enter values in the Fallback Package Dimensions fields. If you forget to create boxes, or if you set the max weight in your boxes to zero, having Fallback Package Dimensions guarantees that the system will always have a backup box size.

Fallback  
Package  
Dimensions:

It's a good idea to always enter values in the "Fallback Package Dimensions" fields. Even if you are using Pack by Quantity or Pack by Weight, an error condition can occur if you forget to create boxes or if you accidentally set the max quantity/max weight in the boxes to zero. By entering values in these fields you guarantee that a box dimension is always available to the system.

## ***Inventory Variant Handling***

The settings in this section give you some control over how Miva Merchant calculates the weight of a kit with parts, or the weight of a master product that has Variants. This can be particularly important when the weight of the master product doesn't match the weight of the parts or variants. For example:

- The weight of a kit master product might be set to 20 pounds, but all of the parts in the kit add up to 30 pounds.
- The weight of a t-shirt master product might be set to 2 pounds, but a variant of the shirt (say, size small, color blue) was set to 1 pound.

### ***Pack master product (Uses variant weight)***

Select this option to always use the master product weight. Always ignore the part/attribute weight.

**Example:** If you have a master t-shirt product that weighs 2 pounds regardless of the size or color that the customer orders, select this option.

### ***Pack variant parts using part weights as-is (Ignores variant weight)***

Select this option to always use the part/attribute weight. Always ignore the weight of the master product:

- **Kit:** The weight is calculated as the weight of all of the parts in the kit. If the kit has three parts, and each part weighs 5 pounds, the weight of the kit is calculated as 15 pounds. It doesn't matter what the weight of the kit master product was set to.
- **Master product with variants:** if you had a master t-shirt product with variants, you would set the weight of each variant. The weight of the master product is ignored. The product weight depends on which variant the customer orders. For example:

-Name	Weight
Zoo Shirt Size:small color:white	2.00
Zoo Shirt Size:small color:blue	2.00
Zoo Shirt Size:medium color:white	2.00
Zoo Shirt Size:medium color:blue	2.00

***Pack variant parts and adjust part weights to equal variant weight by spreading weight evenly across all parts***

This option adjusts the weight of the parts or variants if they don't match the weight of the master part. Let's say there was a data entry error that caused the following situation.

- You have a kit where the kit master product weight is set to 50 pounds.
- The kit has two parts. One part weighs 99 pounds. The other part weighs 1 pound. The parts in the kit weigh a total of 100 pounds, but the master product weight is only 50 pounds.

The Miva Merchant software knows that the parts weigh 50 pounds more than the master product. That is the discrepancy weight: (weight of all parts) - (weight of master product).

The software will adjust the weight of each part using this formula:

Adjusted part weight = Original weight of part - (Discrepancy weight / number of parts)

**Part #1:** Adjusted part weight = 99 pounds - (50 pounds / 2 ) = 74 pounds.

**Part #2:** Adjusted part weight = 1 pound - (50 pounds / 2 ) = -24 pounds.

**Notes:**

- From the above example, you can see that using this option can result in a part weight being adjusted down to a "negative weight". When this weight is sent to a carrier for a rate quote, the carrier will send back an error. However, the part weight can also be adjusted up (if the master product weight was lower than the part weights). If a part weight is adjusted up over 150 pounds, that can also cause the carrier to return an error.

- This is the default setting if you've updated your store from PR8 Update 8 or older.
- If you want to duplicate the way that older versions of Miva Merchant behaved, select this option and check all 3 checkboxes at the bottom of the Packaging Rules screen.

<b>Inventory Variant Handling:</b>	<input type="radio"/> Pack master product (Uses variant weight) <input type="radio"/> Pack variant parts using part weights as-is (Ignores variant weight) <input checked="" type="radio"/> Pack variant parts and adjust part weights to equal variant weight by spreading weight evenly across all parts <input type="radio"/> Pack variant parts and adjust part weights to equal variant weight by spreading weight proportionally across all parts
	<input checked="" type="checkbox"/> Allow adjustments up <input checked="" type="checkbox"/> Allow adjustments down <input checked="" type="checkbox"/> Allow negative adjusted weights

**Figure 6:** These settings will duplicate the way versions before PR8 Update 8 behaved.

***Pack variant parts and adjust part weights to equal variant weight by spreading weight proportionally across all parts***

Like the option above, this option also adjusts the weight of parts or variants if they don't match the weight of the master part, but it uses a different formula. Let's use the same example as above:

- You have a kit where the kit master product weight is set to 50 pounds.
- The kit has two parts. One part weighs 99 pounds. The other part weighs 1 pound. The parts in the kit weigh a total of 100 pounds, but the master product weight is only 50 pounds.

Adjusted part weight =

Original part weight - [(Discrepancy weight) x (Part weight as a percent of total weight)]

**Part #1:**

- Original part weight = 99 pounds
- Discrepancy weight =  
(weight of all parts in the kit: 100 pounds - weight of master part: 50 pounds) = 50 pounds
- Part weight as a percent of total weight: The combined weight of all parts in this kit is 99 + 1 = 100 pounds. Part1 weighs 99 pounds, so Part1 is 99% of the total weight.
- Adjusted weight of Part1 = 99 pounds - [(50 pounds) x (.99)] = 99 - 49.5 = 49.5 pounds.

**Part #2:**

- Original part weight = 1 pound
- Discrepancy weight =  
(weight of all parts in the kit: 100 pounds - weight of master part: 50 pounds) = 50 pounds
- Part weight as a percent of total weight: The combined weight of all parts in this kit is 99 + 1 = 100 pounds. Part2 weighs 1 pound, so Part2 is 1% of the total weight.



- Adjusted weight of Part2 = 1 pound - [(50 pounds) x (.01)] = 1 - .5 = .5 pounds.

### *The Inventory Variant Handling Checkboxes*

**Inventory Variant Handling:**

- ☐ Pack master product (Uses variant weight)
- ☐ Pack variant parts using part weights as-is (Ignores variant weight)
- ☒ Pack variant parts and adjust part weights to equal variant weight by spreading weight evenly across all parts
- ☐ Pack variant parts and adjust part weights to equal variant weight by spreading weight proportionally across all parts

☒ Allow adjustments up  
☒ Allow adjustments down  
☒ Allow negative adjusted weights

**These checkboxes are only used if you select the third or fourth radio buttons:**

- Allow adjustments up:**
  - If the kit master part weight is heavier than the sum of the part weights, the weight of the parts is adjusted up.
  - If the kit master part is lighter than the sum of the part weights, the system assumes that the part weight total is correct and uses that weight to get a shipping quote.
- Allow adjustments down:**
  - If the kit master part weight is heavier than the sum of the part weights, the system assumes that the part weight total is correct and uses that weight to get a shipping quote
  - If the kit master part weight is lighter than the parts, the software will adjust the part weights down.



**Allow negative adjusted weights:** We don't recommend that you select this checkbox because it's possible that you can end up with a negative part weight. This option is only included for backward compatibility with previous releases of Miva Merchant.

- If you check this box, you will allow the system to send a negative part weight to a carrier. Unless you have a specific reason for wanting to allow negative weights to be sent to the carrier for a shipping quote, you should leave this option unchecked.
- If you leave this box unchecked, negative part weights will be adjusted up to 0.

## **Shipping > Settings Tab > Price Table Based Shipping Options Section**

See Priced Based Table Shipping.

## Shipping > Pack by Weight Tab / Pack by Quantity Tab

- The Shipping > Pack by Weight tab will show up if you choose "Pack by Weight" in:  
 > Shipping > Settings tab > Packaging Rules section > Box Packing list box.
- The Shipping > Pack by Quantity tab will show up if you choose "Pack by Quantity" in:  
 > Shipping > Settings tab > Packaging Rules section > Box Packing list box.


You can only have one of these tabs active at a time. They both contain one option:

Exclude Boxes Smaller than Product Dimensions:	The packaging rules allow the software to make its best guess about the box size(s) needed for an order. This checkbox is a final test to make sure that the estimated box is always larger than the largest product that will ship in that box.
--	--


## Shipping > Base + Weight Shipping Tab

Use Base + Weight Shipping to generate simple shipping charges based on the weight of the order.




See also:

-  > Store Settings > Store Details tab > Settings section > Weight Units drop-down list, to set the unit of weight used in your store.

### To Enable Base + Weight Shipping

- 1 Go to  > Shipping > Add / Remove Modules.
- 2 In the Available Modules section, click on the **Install** button under Base + Weight Shipping.

### To Configure Base + Weight Shipping

- 1 In the Base + Weight Shipping tab, click on **Add Method** .
- 1.1. Enter a name for the shipping method. This name will appear in your on-line store.
- 1.2. Enter a Base Charge. The base charge is like a flat rate that you are always going to charge for this type of shipping. The base charge is added to the calculated weight charge.
- 1.3. Enter an Amount/Weight Unit. This is the price that you want to charge per weight unit (usually pounds or kilograms) of the order. You can set the weight unit in the  > Store Settings > Store Details tab > Settings section > Weight Units drop-down list.
- 2 Click Save Method .

<div> <div>✕</div> <div>📁</div> </div>		
+Shipping Method	Base Charge	Amount / Weight Unit
Economy	5.00	1.00
Overnight	10.00	5.00

In our example we created two shipping methods: Economy and Overnight. Let's say our customer selects Economy shipping, which has a base charge of \$5.00 and a shipping charge of \$1.00 per pound. If our customer buys a bag of oranges that weighs 12 pounds, the shipping charge is:

<b>Base Charge:</b>	\$5.00
<b>Amount/Weight Unit x Weight of Order:</b>	(\$1.00 per pound x 12 pounds) \$12.00
<b>Shipping:</b>	\$17.00

Home

All Products

Account

Basket

Search

Checkout

### Shipping/Payment Selection

Ship To:

Bill To:

**Name:** A. Smith  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Address:** 101 Walnut  
Walnut Creek, CA 12345  
US

**Name:** A. Smith  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Address:** 101 Walnut  
Walnut Creek, CA 12345  
US

Item	Qty.	Weight	Item Price	Total Price
World's Best Oranges - best_oranges	1	12	\$25.00	\$25.00
			<b>Total:</b>	<b>\$25.00</b>

**Ship Via:** Economy (\$17.00)

**Pay With:** Check

Continue

## Shipping > Canada Post Tab

- Use the Canada Post shipping module to ship products:

- From Canada to locations inside Canada.
- From Canada to any location in the world.

When you use this module, the address that you ship from must be inside Canada.

- You can use this module to get shipping rates and to print labels with postage.
- Canada Post has two API's: Sell On-line and a SOAP API. Miva Merchant communicates with Canada Post using the SOAP API.
- Unlike some of the other shipping modules, the Canada Post module does not have any settings at the product level.

### Your Canada Post Account and Credentials

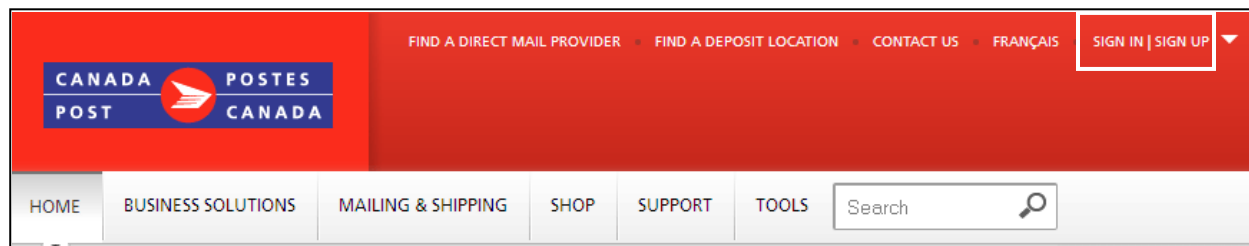
- 1 Before you can use the Canada Post module in your Miva Merchant store, you must set up a Canada Post account at:  
[www.canadapost.ca](http://www.canadapost.ca)
- 2 Select **English**.



- 3 In the upper right corner of the screen, click **Business**.



- 4 In the upper right corner of the screen, click **Sign In | Sign Up**.



- 5 In the My Business Profile screen, you will be asked to select a "site". Make sure you select **Canada Post**, then click **Sign Up**.

The screenshot shows the "My Business Profile" sign-up page. On the left, there's a welcome message and a "Scheduled maintenance" notice. Below the notice is an image of hands typing on a keyboard. On the right, there's a sign-up form. The form includes fields for "Username" and "Password", each with a red asterisk indicating it's required. There are checkboxes for "Remember username" and "Forgot your username?". Below the password field is a "Forgot your password?" link. A "Choose a site:" dropdown menu is highlighted with a red box; it shows "Canada Post" selected, with "Canada Post" and "Online Business Centre" as options. At the bottom of the form is a "SIGN UP" button with a right-pointing arrow, also highlighted with a red box. A "Help" link is in the top right corner.

- 6 After you create your account, you will have several important Canada Post credentials. You can view these credentials by selecting the Support link.

The screenshot shows the Canada Post Developer Program interface. At the top, there's a red header with the Canada Post logo and navigation links. Below the header, a navigation bar includes links like HOME, BUSINESS SOLUTIONS, MAILING & SHIPPING, SHOP, SUPPORT, and TOOLS. A search bar is also present. The user is logged in as NICK OLSON with a customer number 8888200000. The main content area shows the 'Developer Program' section with a message 'You have successfully joined the program.' Below this, there's a 'Solution Providers' dropdown and a 'Service Directory' dropdown. The 'API Keys' section displays a table with two keys: Development and Production. The Production key's components are highlighted with red boxes and numbered 2 and 3.

Name	Key Number (username : password)	Status	New Passkey
Development	666661d2ce555555 : 777777fdb7cba9999a2222	Active	<button>Regenerate</button>
Production	f0333333b3331b7d : 1ffbcb144444acc44444	Active	<button>Regenerate</button>

The three credentials you should make a note of are your:

- Canada Post customer number
- Username
- Password

At Canada Post your username and password are alphanumeric strings, which they also call "keys". Note that Canada Post gives you a separate username and password for development and production. Use the development keys to test Canada Post in your Miva Merchant store. Use the production keys in your Miva Merchant store when you are ready to start shipping with Canada Post.

## To Enable the Canada Post Module in Miva Merchant

- 1 Go to **Menu** > Shipping > Add / Remove Modules.
- 2 In the Available Modules section, click on the **Install** button under Canada Post.

## To Configure the Canada Post Module in Miva Merchant

Select the Canada Post tab. Note that the settings in this section are global and will apply to all packages that you ship by Canada Post.

Environment:

- Select **Development** if you want to test Canada Post in your Miva Merchant store without generating real postage and postal charges to your account. If you select

Development here, make sure that you enter your Canada Post development username and password.

- Select **Production** when you are ready to start using Canada Post in your Miva Merchant store. You will be able to generate real postage labels that will be billed to your Canada Post account.. If you select Production here, make sure that you enter your Canada Post production username and password.

Username: Enter your:

- Password:
  - Development username and password, or your
- Confirm Password:
  - Production username and password.

See [Your Canada Post Account and Credentials](#)

Account Type: Select "Contract" if you have a rate contract with Canada Post. If you are using standard Canadian postal rates, choose "Non-contract". If you have a contract you will also need to print manifests.

Customer Number: This is another credential you get when you set up your account with Canada Post. See [Your Canada Post Account and Credentials](#)

Payment Method: Select the payment method you are using in your Canada Post account.

Source Postal Code for Calculations: This is your Canadian "ship from" postal code. It must be in Canada. Canada Post uses your postal code to calculate shipping charges.

Label Size: Select the label size that you want to use on your packages. The 4"x6" size will work with the Zebra and Zebra compatible printers that Miva Merchant supports.

- Label Preferences:
  - **Show Packing Instructions**
  - **Show Postage Rate**
  - **Show Insured Value**

All three of these are information that comes back from Canada Post with your shipping charges. If you check the box next to one of the items, that information will be printed on your label.

Error Messages Language: Select a language for error messages that are returned by the Canada Post API. These messages only show up in the admin interface if something goes wrong when you are generating Canada Post labels. They are not displayed to your customers.


An example of a Canada Post error message that can show up in the Miva Merchant admin interface.

**Currency:** Use this field to select the currency for declared value on international shipments. If you set this field to anything other than "Canadian dollar", another field will appear asking you to enter a currency conversion rate between Canadian dollars and the currency that you selected.

**Available Services:** Whatever shipping methods that you select here will be offered to your customers during checkout, and will appear in the admin interface when you are printing Canada Post labels.

## Shipping > Flat Rate Shipping Tab

### To Enable Flat Rate Shipping

- 1 Go to  > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under Flat Rate Shipping.

### To Configure Flat Rate Shipping

- 1 In the Flat Rate Shipping tab, click on the **Add Method** button.
  - Enter a name for this shipping method. This name will appear in your on-line store.



- Enter an Amount that you want to charge for this shipping method. This is the total shipping charge that will be applied to the order, regardless of the order size or weight.

2 Click **Update**.

## Shipping > Minimum or Weight Shipping Tab

Minimum or Weight Shipping is similar to Base + Weight shipping.

- In Base + Weight shipping you calculate shipping based on the weight, then add a base charge.
- In Minimum or Weight shipping, you set the minimum that you want to charge for shipping, then you calculate shipping based on weight. The customer pays whichever amount is larger.



See the example below, but see also:

- Edit Store > Settings tab > Weight Unit drop-down list, to set the unit of weight.

### To Enable Minimum or Weight Shipping

- 1 Go to  Menu > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under Minimum or Weight Shipping.

### To Configure Minimum or Weight Shipping

- 1 In the Minimum or Weight Shipping tab, click **Add Method** 
  - Enter a name for this shipping method. This name will appear in your on-line store.
  - Enter an Amount/Weight Unit. This is the price that you want to charge per weight unit, for example, the shipping charge per pound.
  - Enter a Minimum Charge. This is the least amount that you always want to charge for this shipping method.
- 2 Click Save Method .

### Example

We'll create a Minimum or Weight Shipping rule called "Economy". We'll charge \$1.00 per pound of weight, but the minimum that we ever want to charge for shipping is \$10.00.

+Shipping Method	Amount / Weight Unit	Minimum Charge
Economy	1.00	10.00

If our customer buys a bag of oranges that weighs 12 pounds, the system calculates the shipping charge like this:

- 1 The shipping charge by weight is 12 pounds x \$1.00 per pound = \$12.00.
- 2 The minimum shipping charge for "Economy" is \$10.00.
- 3 \$12.00 is the larger of the two, so the customer is charged \$12.00 shipping.

## Shipping > U.S.P.S. Online Rate Calculation (Domestic & International) Tab

You can use this module to get rates for U.S.P.S. shipping and to print address labels, but you cannot use this module to print U.S.P.S. postage. If you want to print address labels with U.S.P.S. postage, you have two choices:

- Use the U.S.P.S. Online Rate Calculation module to get shipping rates. Use the Endicia module to print address labels with U.S.P.S. postage. This is the easiest method and the one that most merchants choose.
- Use the U.S.P.S. Online Rate Calculation module to get shipping rates and to print address labels. Use an external method, such as a postage meter or stamps, to add U.S.P.S. postage.

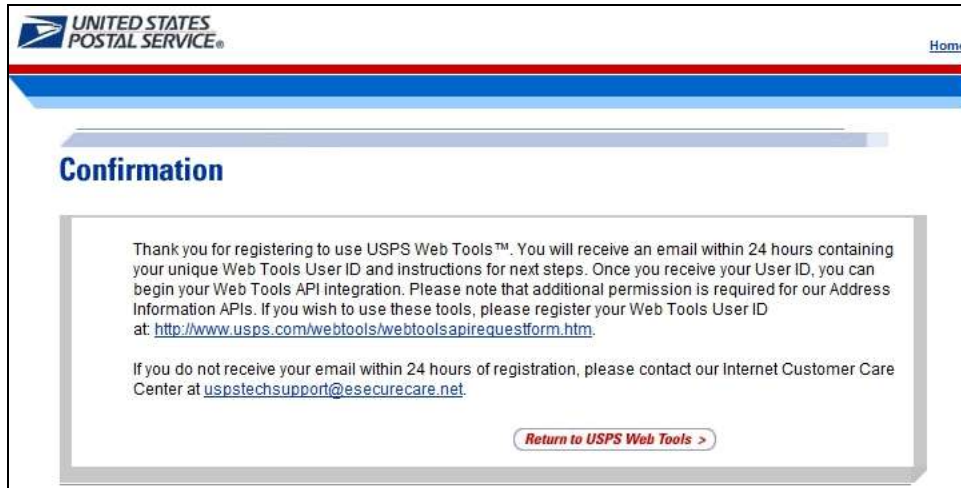
## Support for the Shipping Settings > Packaging Rules Tab

- In Miva Merchant releases before PR8 Update 9, the U.S.P.S. Online Rate Calculation module did not use any information from the [Shipping > Settings Tab > Packaging Rules Section](#); pack by weight or quantity preference, box dimensions, etc. In these releases, Miva Merchant gets the shipping rate by sending U.S.P.S. the source zip code, destination zip code, order weight, and shipping method.
- In release PR8 Update 9 and later, the U.S.P.S. Online Rate Calculation module can use all of the features from the [Shipping > Settings Tab > Packaging Rules Section](#).

Before you can use the U.S.P.S. Online Rate Calculation Module, you have to create a U.S.P.S. Web Tools account.

## To Create a U.S.P.S. Web Tools Account

- 1 Go to: <https://secure.shippingapis.com/registration/> and complete the U.S.P.S. Web Tools registration form.
- 2 After you complete the registration form, you should see a confirmation screen like this:



You will also receive a confirmation email from U.S.P.S. with:

- A username and password.
- Contact information for the Internet Contact Care Center.

[uspstechsupport@esecurecare.net](mailto:uspstechsupport@esecurecare.net)


1-800-344-7779

This contact information could change, so please check the confirmation email that you receive.

### 3 Contact U.S.P.S. to modify your account.

- 3.1. **U.S.P.S. production server.** When you first register with U.S.P.S. your account is linked to a test server. Ask the U.S.P.S. representative to switch your account to a production server. If they ask what application you are using, say "Miva Merchant". Miva Merchant is already an approved U.S.P.S. rate application.
- 3.2. **U.S.P.S. shipping labels.** If you want to print U.S.P.S. shipping labels without U.S.P.S. postage, ask the representative to enable your account for the "delivery confirmation API". You don't have to do this step if you are going to use Endicia to print U.S.P.S. shipping labels with postage.

## To Configure U.S.P.S. Online Rate Calculation

- 1 Follow the steps above to create a U.S.P.S. web tools account.
- 2 Go to  Menu > Shipping > Add / Remove Modules > Available Modules section.
- 3 Click Install under U.S.P.S. Online Rate Calculation (Domestic & International).
- 4 Click on the U.S.P.S. Online Rate Calculation (Domestic & International) tab.

USPS User ID: Enter your U.S.P.S. username.


URL to USPS WebTools Server: Miva Merchant uses both this URL and the secure URL below to get rate information. Both fields are populated automatically and almost

	never need to be changed.
Secure URL to USPS WebTools Server:	See above.
Source Zip Code for Calculations:	The zip code where rate calculation assumes you are shipping from.
Label Option (Default):	<p>This field assumes you are printing U.S.P.S. address labels without postage. If you want to print U.S.P.S. address labels with postage, please use the Endicia module.</p> <ul style="list-style-type: none"><li>• <b>Delivery Confirmation + Mailing Address:</b> The label contains address information plus a U.S.P.S. barcode that is scanned to prove delivery confirmation.</li><li>• <b>Delivery Confirmation Only:</b> The label contains only the U.S.P.S. barcode that is used to prove delivery confirmation.</li></ul>
Label Image Type (Default):	The file type of the label that is retrieved from U.S.P.S.
Display Online Rates to Customers When Available	<p>U.S.P.S. has a "standard" shipping rate that you would be quoted if you physically went to a post office, and a slightly discounted rate that you can get if you buy postage online.</p> <p>See <a href="https://www.usps.com/ship/service-chart.htm">https://www.usps.com/ship/service-chart.htm</a></p> <p>If you check this box, your customers will see the discounted online rate if it's available. If the online rate isn't available, or if you don't check this box, your customers will see the standard U.S.P.S. rate.</p>
Enable Label Generation	<p>Check this box if you want to print U.S.P.S. labels with address information but no postage.</p> <p>Leave this box unchecked if you are using Endicia to print labels with both address information and postage.</p>
Available Shipping Methods:	The U.S.P.S. shipping methods that you want to offer customers in the checkout screens.

## Shipping > Endicia Shipping Labels Tab

Enable the Endicia module if you want to print labels with USPS postage. Without the Endicia module, your USPS labels will essentially just be address labels and will not have postage on them.

### To Enable the Endicia Module

- 1 Go to  Menu > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under Endicia Shipping Labels.

## To Configure the Endicia Module

- 1 Select the Endicia Shipping Label Settings tab.
- 2 Configure the options shown below.
- 3 Click **Update**.

Create Account This link will only appear if you haven't created your account. Clicking on the "Sign Up" link will take you to the Endicia website.

Mode:

- **Test:** Use this option to print sample labels.
- **Production:** Use this option to print real labels that will be billed to your Endicia account.

Endicia Account ID: Enter your Endicia account number.

Endicia PassPhrase/Change Passphrase: Enter the passphrase that you created during account creation. After you've entered your account information a "change passphrase" link will appear.

Non-ZPL Label Image Type: PR8 Update 8 added the ability to print adhesive backed labels using a Zebra or Zebra compatible printer. A Zebra compatible printer can be used with Endicia, FedEx, UPS, and Canada Post, but currently not with the USPS module.

Use Zebra Thermal Printing When Possible.

### Requirements:

- Your browser must have Java enabled. See [http://java.com/en/download/help/enable\\_browser.xml](http://java.com/en/download/help/enable_browser.xml).
- You must have a Zebra or Zebra compatible printer that can print .zpl.
- Your store must be running PR8 Update 8 or later.

For some shipping destinations Endicia is not able to create a label that is compatible with a Zebra printer. If you enable the Use Zebra Thermal Printing checkbox, you also should select a value from the Non-ZPL Label Image Type, usually PDF. The Miva Merchant software automatically examines the label from Endicia. If the label we receive from Endicia is .zpl compatible, it will print on your Zebra printer. If it isn't .zpl compatible, it will print to the backup method you select in the Non-ZPL Label Image Type dropdown.

Available services: Use this field to select the type of USPS labels that you want to print with Endicia. For example, if you uncheck "USPS Domestic: First-Class Mail", you will not be able to print USPS domestic first class labels.

This field does not change the U.S.P.S. shipping methods that you offer to customers during checkout. To choose the USPS shipping methods that are offered to your customers during checkout, please see the [U.S.P.S. Online](#)

[Rate Calculation module.](#)

- Account Postage: Shows your Endicia account status.
- Recredit Account: Click on the link and enter a dollar amount. That amount is added to your Endicia account and charged to the credit card that Endicia has on file for you. Miva Merchant has no record of your credit card information.

## Shipping > Price Table Based Shipping Tab

Use this module to generate shipping charges based on the order total.

In the example below we created two price based shipping methods: Economy and Overnight. Both methods will be shown to customers during checkout. For each method we can add:

- A handling charge: this is a flat fee that will be added to every order which uses this method.
  - A ceiling: The ceiling is a way of dividing the method into price ranges. In our example we created four price ranges in the Overnight shipping method: \$25.00, \$50.00, \$100.00, and over \$100.00. We created the "Over \$100.00" price range by entering a "+" in the Ceiling field. Each price range has a different shipping charge.
    - If the order total is less than or equal to \$25.00, the shipping charge is 10% of the order total.
    - If the order total is between \$25.00 and \$50.00, the shipping charge is 15% of the order total.
    - If the order total is between \$50.00 and \$100.00, the shipping charge is 20% of the order total.
    - If the order total is over \$100.00, the shipping charge is 25% of the order total.
  - A charge: This is the shipping charge we are going to apply to the order. In our example we set the shipping charge as a percent of the order total, but it can also be a flat fee.
- 1 Our sample customer has an order total of \$25.00. They selected Overnight shipping which has a \$5.00 handling fee.
  - 2 The software looks at the customer's order total. It's less than or equal to \$25.00, so it applies a shipping charge of 10%, which comes out to \$2.50.
  - 3 The total shipping is \$7.50.

+Shipping Method	Handling	Ceiling	Charge	%
Economy	0.00			
		25.00	2.50	Yes
		50.00	5.00	Yes
		100.00	7.50	Yes
		+	10.00	Yes
Overnight	5.00			
		25.00	10.00	Yes
		50.00	15.00	Yes
		100.00	20.00	Yes
		+	25.00	Yes

[Home](#)
[All Products](#)
[Account](#)
[Basket](#)
[Search](#)
[Checkout](#)

### Shipping/Payment Selection

Ship To:

Bill To:

Name: A. Smith

Name: A. Smith

Email Address: test@test.com

	\$25.00	\$25.00
<b>Total:</b>		<b>\$25.00</b>

Ship Via:

Economy (\$0.62)

Economy (\$0.62)

Overnight (\$7.50)

Pay With:

Continue

## To Enable Price Table Based Shipping

- 1 Go to  Menu > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under Price Table Based Shipping .

## To Configure Price Table Based Shipping

- 1 In the Price Table Based Shipping tab, click on the **Add Shipping Method** button.
  - Enter a Shipping Method name.
  - Enter a Handling charge, then click **Update**.
  - Enter a Ceiling for this price range.
  - Use a "+" to indicate "and up" from the previous ceiling.
  - Enter a Charge. If you check the checkbox, the value you enter is applied as a percent of the order total. If you don't check the checkbox, the value you enter is applied as a flat rate.
- 2 Click **Update**.

## Shipping > Quantity Based Shipping

Use this module to generate shipping charges based on the number of items in the customer's basket.

Quantity based shipping has two modes: standard and progressive. In both modes you create a set of ranges for the number of items in the customer's basket, and each range has a shipping charge. For example:

- Range 1: 1 - 3 items, charge \$3.00 shipping per item.
- Range 2: 4 - 6 items, charge \$2.00 shipping per item.
- Range 3: 7 - 10 items, charge \$1.00 shipping per item.

In standard mode, the software looks at the total number of items in the customer's basket, figures out what range it is in, and charges that amount for every item in the basket. For example, using the ranges above, if you had 5 items in your basket, the shipping charge in standard mode would be:

- 5 items falls into "range 2", so we'll charge \$2.00 shipping for every item in the basket.
- 5 items x \$2.00 shipping each = \$10.00 total shipping.

In progressive mode, the software looks at the total number of items in the customer's basket and applies the shipping charges from one or more ranges. If you had 5 items in your basket, the shipping charge in progressive mode would be:

- The first 3 items fall into "range 1": \$3.00 per item x 3 items = \$9.00
- Items 4 and 5 fall into "range 2": \$2.00 per item x 2 items = \$4.00
- The total shipping is \$9.00 + \$4.00 = \$13.00.

## To Enable Quantity Based Shipping


- 1 Go to  > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under Quantity Based Shipping .

## To Configure Quantity Based Shipping

- 1 In the Quantity Based Shipping tab, click on the **Add Shipping Method** button.



- Enter a name for this shipping method. This name will appear in your on-line store.
- Check the **Progressive** checkbox to use progressive mode. Leave the box unchecked to use standard mode.

<div> <span>✕</span> <div>  Save Shipping Method         </div> </div>				
+Shipping Method	Progressive	Floor	Ceiling	Amount/Unit
<div> <span>✕</span> <input type="text" value="Economy"/> </div>	<input type="checkbox"/>			

2 Click Save Shipping Method.

- Enter a Floor. This is the minimum number of items in this range.
- Enter a Ceiling. This is the maximum number of items in this range. In the example below we created 4 ranges:
  - 1 - 3 Items
  - 4 - 6 Items
  - 7 - 10 Items
  - Over 10 Items. To create this last range we put a "+" in the Ceiling field.
- Enter an Amount/Unit. This the shipping charge per item in this range.

3 Click **Save Shipping Method**. You can continue to add as many ranges as you wish.


+Shipping Method	Progressive	Floor	Ceiling	Amount/Unit
Economy	No			
		1	3	3.00
		4	6	2.00
		7	10	1.00
		11	+	0.50

## Shipping > UPS® Online Tools Tab



Please note that real time rates from carriers, such as UPS, are approximate based on the information that is available when the customer places the order. The actual amount to ship an order can change based on box size, shipping options, number of boxes, etc, that could change after the order is placed (for example, if the order was later edited).

### To Enable UPS® Online Tools

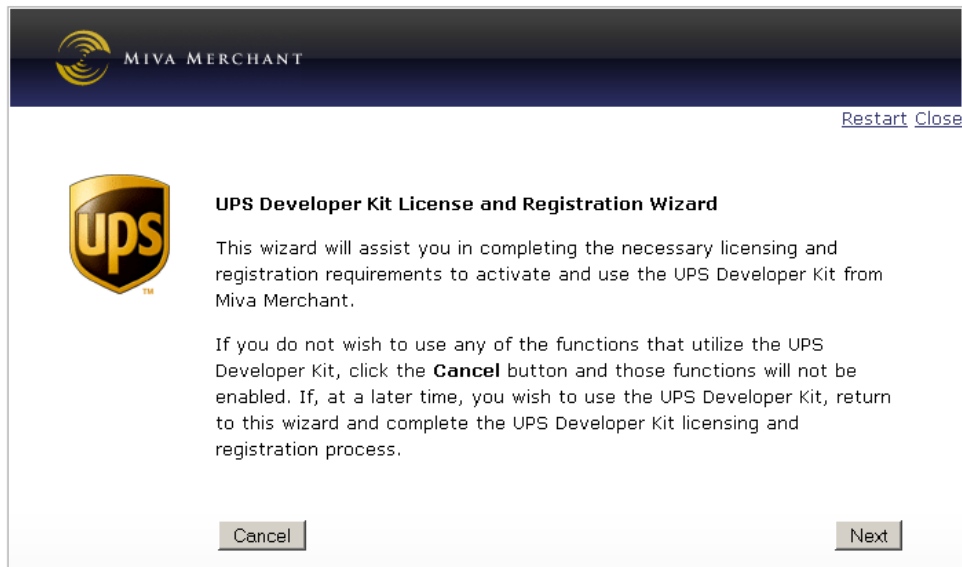
- 1 Go to  > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under UPS® Online Tools.

### To Register the UPS® Online Tools Module

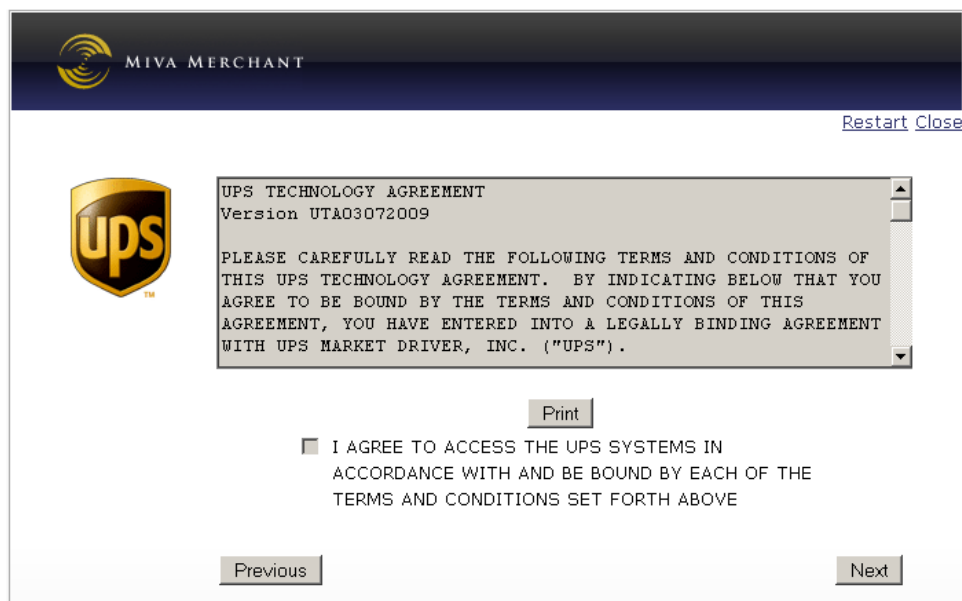
You must register the UPS® Online Tools module after you enable it. Normally you only do this once, but if you remove the module in the Add/Remove Modules tab, and then re-install it, you'll have to go through registration again.

- 1 Enable the UPS® Online Tools.
- 2 Register the UPS® Online Tools Module. Click on the UPS® Online Tools tab.
  - 2.1. In the first install screen you can choose to install the UPS® Online Tools Module in Production or Test modes. In Production mode you can get real-time shipping rates and print real shipping labels that will be billed to your UPS account. In Test mode you can get real-time rates and print free test labels that cannot be used for shipping.
  - 2.2. Select the installation mode, then click on "Click here" to start the wizard.

- 2.3. The first screen of the registration wizard will appear. Click Next.



- 2.4. The end user license (EULA) screen will appear. Scroll to the bottom of the agreement, check the agreement box, and click Next.



- 2.5. The contact information screen will appear. Enter information in at least the bold (required) fields and click Next. If you have a UPS account number you can enter it in this screen, but you can complete the registration process without it and enter it later. The phone number that you enter here should not have spaces or dashes.



2.6. In the next screen, click Finish to complete the registration.

## To Configure the UPS® Online Tools Module

After you register the UPS® Online Tools Module, you can click on the UPS® Online Tools tab and select the UPS services that you want.

Before PR8 Update 7 you could only print UPS shipping labels if you had a credit card and an account with UPS. In the current UPS® Online Tools Module, you can create shipping labels with just a credit card. It is no longer necessary to have a UPS account.

Mode:	You can use the UPS® Online Tools Module in Production or Test mode. In Production mode you can get real-time shipping rates and print real shipping labels that will be billed to your UPS account. In Test mode you can get real-time rates and print free test labels that cannot be used for shipping.
Rating API Status:	This is a read only field. It will display "Active" if you have successfully registered the UPS® Online Tools Module, with or without your UPS account number. If this field is set to active, you will be able to get real-time UPS shipping rates.
Shipping API Status:	This is a read only field.. It will display "Active" if you have entered a valid UPS account number. If you have not yet entered your UPS account number, this field will show "Inactive". If this field is set to active, you will be able to create valid UPS labels that are billed to your account.
Default UPS Account:	You must have a valid UPS account number in order to print shipping labels. If you don't have a UPS account number, you can still use this module to get real-time shipping rates.
UPS Account Type:	Select the type of account that you created with UPS.
Billing Method:	Select "Bill configured UPS account" or "credit card". If you select credit card, Miva Merchant will prompt you to enter a credit card number every time that you print a

label. Your credit card information is not retained by Miva Merchant.

**UPS Rate Code:** This is a read only field. It displays a proprietary code, created by UPS, that corresponds to the type of account that you have. The rate code will change if you re-register the module.

**Use Negotiated Rates:** UPS has three "standard" rates depending on how frequently you ship: Daily Pickup, Occasional Pickup, and Suggested Retail Rate. See "Billing Method" above. However, you can also contact UPS and get a better rate if you are an even more frequent shipper. This is called a "negotiated rate". If you check this box, your on-line store will display your negotiated rate. If you don't check this box, your on-line store will display the rate associated with whatever you selected in the UPS Account Type field.

Re-registering the module also unchecks the Use Negotiated Rates checkbox.

**Use Zebra Thermal Printing** PR8 Update 8 added the ability to print adhesive backed address labels using a Zebra or Zebra compatible printer. A Zebra compatible printer can be used with Endicia, FedEx, UPS, and Canada Post, but currently not with the USPS module.

**Requirements:**

- Your browser must have Java enabled. See [http://java.com/en/download/help/enable\\_browser.xml](http://java.com/en/download/help/enable_browser.xml).
- You must have a Zebra or Zebra compatible printer that can print .zpl.
- Your store must be running PR8 Update 8 or later.

**Ship From:** This address, and the customer's ship to address, are used to calculate shipping charges. This address will appear on your shipping labels.

**Default Delivery Confirmation:** The value you select here for delivery confirmation will be the default for every product that you ship using UPS. However, you can over-ride the store wide default setting at the product level.

Please note that the most restrictive delivery confirmation setting for any item in the order gets precedence for the entire order. For example, if one item in the order requires an adult signature, and the other items in the order only require delivery confirmation, the order as a whole will be marked as requiring adult signature.

**Specify Declared Value Equal To Basket Subtotal:** "Declared value" is the order total. If you check this box, the order total will be sent to UPS and UPS will automatically insure the order based on its value. The shipping charge will go up because it includes the insurance. If you don't check this box, the order total is not sent to UPS and insurance is not automatically added. This field cannot be over-ridden at the product level.

See also:

[http://www.ups.com/content/us/en/shipping/time/service/value\\_added/declared\\_value.html](http://www.ups.com/content/us/en/shipping/time/service/value_added/declared_value.html)

Declared Value Currency:	Select the currency that you use to describe the order total.
Available Services:	Select the UPS shipping options that customers will see during checkout. Note that shipping methods can also be restricted at the product level.

## Shipping > Weight Based Shipping Tab

In Weight Table Based Shipping you create a set of ranges based on the weight of the customer's total order. Each weight range can have a different shipping charge. For example:


- Range 1: 0 - 5 pounds, charge \$4.00 to ship the order.
- Range 2: 6 - 10 pounds, charge \$6.00 to ship the order.
- Range 3: 11 - 15 pounds, charge \$8.00 to ship the order.

See also:


- [Appendix 3: Comparing Weight Based Shipping Modules](#)
- [Weight Units](#), to set the unit of weight used in your store.


## Shipping > FedEx Web Services Tab

### To Enable FedEx Web Services



- 1 Go to  > Shipping > Add / Remove Modules > Available Modules section.
- 2 Click Install under FedEx Web Services .



### To Configure FedEx Web Services

Select the  > Shipping > FedEx Web Services tab. Note that the settings in this section are global and will apply to all FedEx packages that you ship. You can over-ride *some* of these settings:


- At the product level:  > Catalog > Products > Edit Product > FedEx Web Services.
- At the order level when you want to [Generate a Shipping Label](#).


FedEx Server:	Enter the address of a: <ul style="list-style-type: none"><li>• <b>Test server:</b> A FedEx test server that allows you to get rates and print sample labels.</li><li>• <b>Production Server:</b> A FedEx production server that allows you to get rates and print real labels that are billed to your account.</li></ul>
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FedEx Account Number:	Enter the number you were given when you created your FedEx account.
Meter Number:	If you enter a FedEx account number and click Update, the screen will be updated with a meter number. But if FedEx has given you a meter number, you can enter it here.
Generate New Meter Number:	This link only appears after you have entered a valid FedEx account number and clicked the <b>Update</b> button. In general, you would never need to use this link unless instructed by Miva Merchant or FedEx.
Rate Type:	<p>Affects the rates that are displayed to customers. Note that this is not necessarily the rate that you (the shipper) will pay. For example, you could display FedEx list rates to customers, but your account rates might be lower.</p> <ul style="list-style-type: none"><li>• <b>Account:</b> Customers will see the rates that are associated with your FedEx account.</li><li>• <b>List:</b> Customers will see the FedEx standard retail shipping rates.</li></ul>
Currency Type:	The currency that you are using for the declared value (usually the order total).
Delivery Signature Option:	<p>This is a global setting, but it can be over-ridden:</p> <ul style="list-style-type: none"><li>• At the product level:  Menu &gt; Catalog &gt; Products &gt; Edit Product &gt; FedEx Web Services.</li><li>• When you are printing a label:  Menu &gt; Order Processing &gt; Edit Order &gt; Generate Shipping Label &gt; Signature drop-down list.</li></ul> <p>Some signature options are more expensive than others and the option that you select will change the shipping cost that is shown to the customer. Note that the most restrictive signature requirement for any product in an order becomes the signature requirement for the entire order. For example, if the customer orders a package of cheese, which requires no signature, and a bottle of wine, which requires an adult signature, then the shipping rate for the <u>entire</u> order will be priced at "requires adult signature".</p> <ul style="list-style-type: none"><li>• <b>Adult:</b> the package can be signed for by anyone over 21.</li><li>• <b>Direct:</b> the package must be signed for by the person it is addressed to.</li><li>• <b>Indirect:</b> the package can be signed for by anyone at the receiving address.</li><li>• <b>No signature required:</b></li><li>• <b>Service default:</b> Businesses that ship an <u>enormous</u> number of packages using FedEx may have a kind of "account default" for the signature option. For example, a company might want every package to have at least Indirect signature. If an employee forgets to set the signature option on a package, the signature option will automatically be set to Indirect. However, this kind of account default is very rare. For the vast majority of companies that ship with FedEx, setting the signature option to Service Default means that no signature will be required.</li></ul>

- Drop Off Type:** Describes how you are going to get your package to FedEx. The option that you select will change the shipping cost that is shown to the customer. This is a global setting, but you can over-ride it when you print a label ( Menu > Order Processing > Edit Order > Generate Shipping Label > Signature drop-down list.)
- Drop at BSC** means you will leave the package at a Business Shipping Center, like a Kinko's/FedEx. **Drop at station** means that you will leave the package at a FedEx world-wide service center.
- SmartPost Hub ID:** A SmartPost hub is a processing center for SmartPost mail (see [http://en.wikipedia.org/wiki/FedEx\\_SmartPost](http://en.wikipedia.org/wiki/FedEx_SmartPost)). If you are using SmartPost, FedEx will give you a hub id to enter here.
- Use Zebra Thermal Printing** PR8 Update 8 added the ability to print adhesive backed address labels using a Zebra or Zebra compatible printer. A Zebra compatible printer can be used with Endicia, FedEx, UPS, and Canada Post, but currently not with the USPS module.
- Requirements:**
- Your browser must have Java enabled. See [http://java.com/en/download/help/enable\\_browser.xml](http://java.com/en/download/help/enable_browser.xml).
  - You must have a Zebra or Zebra compatible printer that can print .zpl.
  - Your store must be running PR8 Update 8 or later.
- Ship From:** This address, and the customer's ship to address, are used to calculate shipping charges. This address will appear on your shipping labels.
- Shipment Defaults:**
- **Alcohol Flag:** The alcohol flag must be checked if the order contains alcohol. If you check this box, the rate you get from FedEx will include "adult signature required". Because this is a global setting, you should only check this here if every product that you sell includes alcohol. If only some of your products include alcohol, you should set this flag on a product level ( Menu > Catalog > Products > Edit Product > FedEx Web Services Options tab).
  - **Inside pickup:** You should check this box if you at least occasionally ship packages that are over 150 pounds. If a shipment is over 150 pounds (151 plus) a FedEx employee must enter your building to get the package. This is a global setting and cannot be overridden at the product level, but it will only be triggered if the shipping weight is over 150 pounds. If triggered it will affect the rate.
  - **Inside Delivery:** You should check this box if you want packages weighing more than 150 pounds to be brought into the recipient's building. This is a global setting that cannot be overridden at the product level, but it will only be triggered if the shipping weight is over 150 pounds. If triggered it will affect the rate.
  - **Non-standard Container:** Select this option to indicate that your FedEx shipment is packaged in a non-traditional or irregularly-shaped container (e.g. a pail). A surcharge may apply. Only check this box if all the products that you ship




meet this description, otherwise you should enable this at the product level ( Menu > Catalog > Products > Edit Product > FedEx Web Services Options tab).

- **Dry Ice Flag:** This flag must be checked if every product that you ship includes dry ice. If only some of your products contain dry ice, you should enable this option at the product level ( Menu > Catalog > Products > Edit Product > FedEx Web Services Options tab). The rate that you get from FedEx will automatically include the "dry ice surcharge". Some FedEx services will not be available if you are shipping with dry ice. For more information, see:

[http://www.fedex.com/us/service-guide/our-services/dangerous-goods-hazmat/index.html?qgroup=toggle-cl&qid=Ship\\_Dangerous\\_Goods](http://www.fedex.com/us/service-guide/our-services/dangerous-goods-hazmat/index.html?qgroup=toggle-cl&qid=Ship_Dangerous_Goods)


- **Dry Ice Weight:** The amount of dry ice included in the order at packing time. Must be in kilograms.

Available  
Services:


Select the FedEx shipping options that customers will see during checkout. Note that shipping methods can also be selected at the product level. See  Menu > Catalog > Products > Edit Product > FedEx Web Services Options tab and when you [Generate a Shipping Label](#).

## Shipping > Add / Remove Modules

### To Add Shipping Modules

- 1 Go to the  Menu > Shipping > Add/Remove Modules tab.
- 2 Select the Available Modules section.
- 3 Click on the **Install** button for the shipping module that you want to add.

### To Remove Shipping Modules

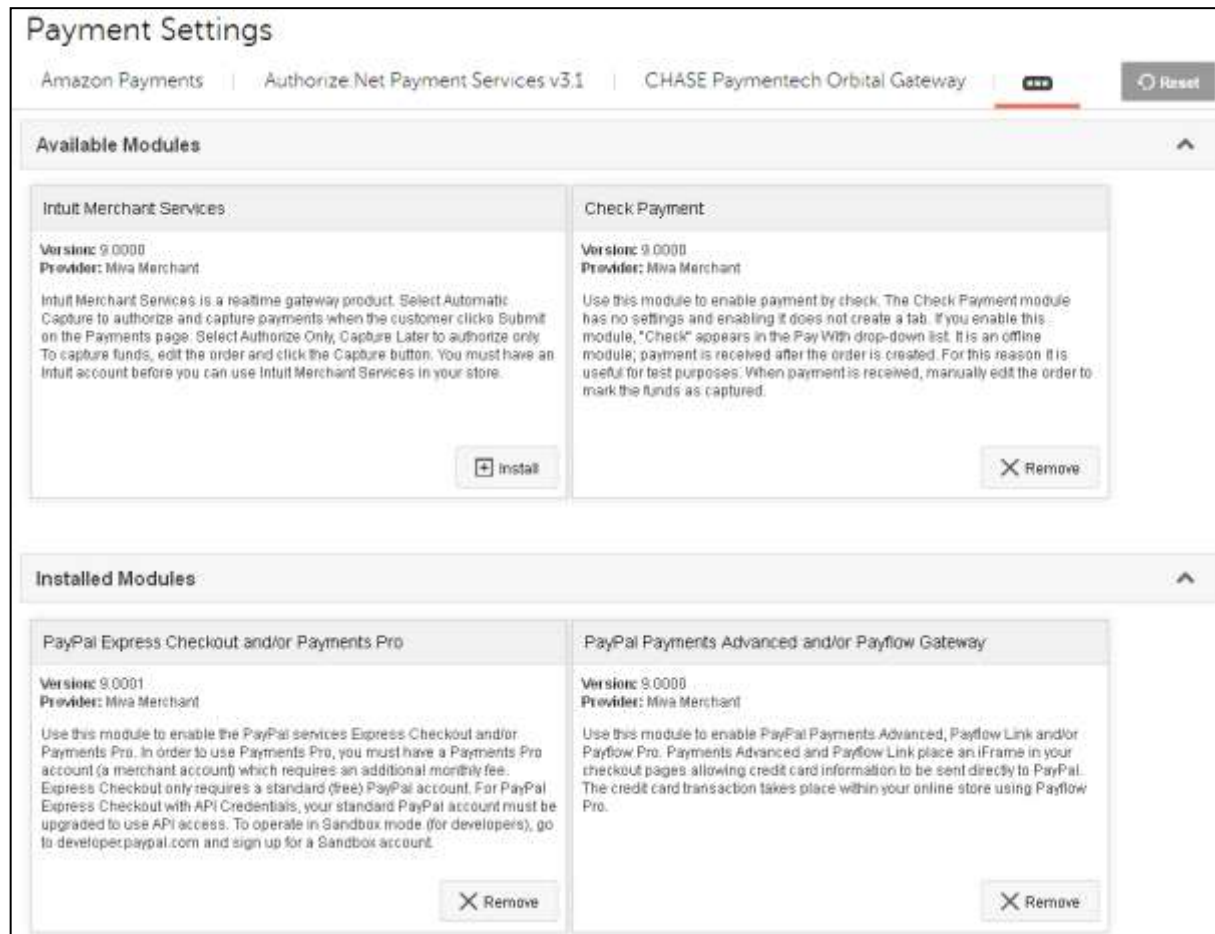
- 1 Go to the  Menu > Shipping > Add/Remove Modules tab.
- 2 Select the Installed Modules section.
- 3 Click on the **Remove** button for the shipping module that you want to remove.

## Payment

Use the Payment Settings section to configure the payment options that you want to offer customers during checkout. You must enable at least one payment option or there will be no way for customers to purchase items in your store. Free items that you offer are an exception. See [Skip Shipping/Payment Selection for Free Orders](#).

To see all of the payment methods that you have access to in your store:

- Go to **Menu** > Payment > Add/Remove Modules tab > Available Modules section.



## Obsolete Payment Options

Over time, some payment options are dropped from Miva Merchant.

- If the vendor (such as Amazon) still has the payment option, but Miva Merchant has a new interface to it, the old payment option is marked as "Legacy". You can continue to use legacy payment options, but they won't be maintained in future releases of Miva Merchant.
- If the vendor has discontinued the payment option, it is marked as "Discontinued" in Miva Merchant. Vendors usually discontinue a payment option when they replace it with something else and there's usually a grace period to give you time to switch over. You can continue to use discontinued payment options for as long as the vendor allows, but they won't be maintained in future releases of Miva Merchant.

## Changes in PR8 Update 7

Beginning in PR8 Update 7 the following payment options have been removed and are no longer supported:

- Amazon Simple Pay
- Innovative Gateway Solutions
- Payflow Link (Legacy)
- Payflow Pro (Legacy)

If you are already using one of these options you can continue to use it after you install PR8 Update 7. But if you create a new store with PR8 Update 7, the options will not appear in the admin interface.

## Changes in PR8 Update 11

Checkout by Amazon was discontinued in PR8 Update 11 and replaced with Amazon Payments. You can continue to use Checkout by Amazon if your store is at PR8 or earlier, but Checkout by Amazon is not supported in Miva Merchant Version 9.

## Types of Payment Options

Payment options fall into three general categories:

- **Real-time payment gateway:** During checkout, Miva Merchant will send the payment information to a gateway company which can verify a transaction for any of the major credit cards and return a pass or fail. Most of the Miva Merchant payment modules are real time gateways.
  - You must use a real-time payment gateway to use the 3 digit Card Verification Code (CVV2) on the back of the customer's credit card.
  - You must have a merchant account with a bank or ISO (Independent Sales Organization) to use a real-time gateway. A merchant account is like a bank account, but it doesn't contain any funds. It is used as a holding location for the transfer of funds. There are additional fees associated with having a merchant account.
  - Unlike third-party checkout modules, with a real-time gateway the customer completes the entire checkout in your on-line store. If you are running analytic software, like Google Analytics, it can track the entire checkout process.
  - All real-time payment gateways support authorization, capture, refunds, and voiding.
- **Off-line payment:** Payment information is collected during checkout but the payment is not processed in real-time. Checks, COD, and credit card with simple validation are examples of off-line payments.
- **Third-party checkout:**
  8. The customer starts the checkout process in your on-line store.
  9. When the customer submits the Payment Information page (OPAY), they are taken to the third-party website to make their payment.
  10. When the customer finishes paying, they return to your on-line store, usually at your invoice screen (INVC).

Google Wallet, Checkout by Amazon, and PayPal Payments Standard are examples of third-party checkout systems.

- When the customer is redirected to the third-party site, analytic software running in your store, such as Google Analytics, cannot track the customer. In some cases the customer will cancel the transaction while at the third-party site and not return to your store immediately.
- Third-party checkout systems don't require a merchant account, but you usually need a seller's account with that company.

Payment Module	Real-time Gateway	Off-line Payment	Third-party Checkout
Amazon Payments			✓
Amazon Simple Pay (Discontinued)			✓
Authorize.Net Payment Services v3.1	✓		
CHASE Paymentech Orbital Gateway	✓		
Check Payment		✓	
Checkout by Amazon (Discontinued)			✓
COD		✓	
Credit Card Payment with Simple Validation		✓	
CyberSource	✓		
First Data Global Gateway	✓		
Google Wallet (Discontinued)			✓
Intuit Merchant Services	✓		
PayPal Express Checkout and/or Payments Pro	✓		✓
PayPal Payments Advanced and/or Payflow Gateway	✓		
PayPal Payments Standard			✓

## Payment > Amazon Payments

Checkout by Amazon was discontinued in PR8 Update 11 and replaced with Amazon Payments. You can continue to use Checkout by Amazon if you wish, but it will not be maintained in new releases of Miva Merchant.

Amazon Payments is a third party checkout, similar to PayPal Express Checkout. There are a few differences between Amazon Payments and the old module, Checkout by Amazon:

### Amazon Payments

**In-line verification.** During checkout the customer uses a popup window to log into their Amazon account and does not leave your store.

**In-line authorization.** During checkout the customer uses a JavaScript widget to select payment and shipping options from their Amazon account and does not leave your store.

Supports your store Coupons

Shipping method is always selected from your Miva Merchant store.

Supports use of Miva Merchant shipping rules.

### Checkout by Amazon

**Standard verification.** During checkout customers are redirected to an Amazon web page to log into their Amazon account.

**Standard authorization.** After logging into their Amazon account, the customer uses Amazon web pages to select payment and shipping options. After the customer selects their payment and shipping options, they are redirected back to normal checkout in your store. Analytic tools, like Google Analytics, can't track the user while they are not on your store pages.

Did not support your store coupons.

Checkout by Amazon maintained its own list of shipping methods which did not always match the list of shipping methods supported in your Miva Merchant store.

Did not allow Miva Merchant shipping rules to be used.

But see also [Enable In Context Checkout](#) for the way that PayPal implements the same feature in a slightly different way.

## To Register for Amazon Payments

You must register for the Amazon Payment service before you can use it in your Miva Merchant store.

- 1 Go to:  
<https://sellercentral.amazon.com>
- 2 Use your existing Checkout by Amazon account, and the Amazon Payments service will be added. Your Checkout by Amazon account and the Amazon Payments service use the same Access Key and Secret Key.

## To Enable Amazon Payments in Miva Merchant

After you register for the Amazon Payments service you can enable the feature in your Miva Merchant store.

- 1 Go to  > Payments > Add/Remove Modules tab > Available Modules section.
- 2 Click **Install** under Amazon Payments.

Merchant Id:	Each of these fields is a credential that is created when you set up your Amazon Seller Account.
Access Key:	
Secret Key:	
Confirm Secret Key:	
Currency Code:	Select the currency code that you want to pass to Amazon. Usually this matches the currency you have set for your store (see <a href="#">Currency Formatting</a> ).
Transaction Timeout:	<p>After your customer completes checkout using Amazon Payments, Amazon gives you a certain amount of time to change the order. For example, after completing checkout in your store, the customer might call you and want to drop an item, add an item, or change the shipping or payment information. As a store manager or admin, you can log into the Miva Merchant admin interface, edit the customer's order, and make any necessary changes.</p> <p>The transaction timeout is a the amount of time, after checkout, that you will allow an order placed using Amazon payments to be edited. If you set the transaction timeout to 30 minutes, and the customer calls you 1 hour after they complete checkout to change the order, you won't be able to resubmit the order to Amazon. In that case you would have to cancel the order and ask the customer to start over.</p> <p>The max timeout you can enter in this field is 1,440 minutes (24 hours), which is the max allowed by Amazon.</p>
Polling Interval:	<p>Amazon does some fraud processing before they authorize a transaction. The Polling Interval determines how often you want Miva Merchant software to contact Amazon to check on the transaction status. For example, if you set the Polling Interval to 30 minutes, Miva Merchant will contact Amazon every 30 minutes to get a status update on the order. For example:</p> <ol style="list-style-type: none"><li>1 The customer completes checkout in real time, but the transaction is not yet authorized.</li><li>2 If you edit the order in the Miva Merchant admin interface, the order status will be pending.</li><li>3 The Miva Merchant software checks with Amazon every 30 minutes (or whatever you set the Polling Interval to) for an order status update.</li></ol>
Instantly Capture Payment (requires prior approval from Amazon)	<p>If you select this option, the funds will be captured as soon as Amazon marks the transaction as <a href="#">Authorized</a>. If you do not select this option, you must:</p> <ol style="list-style-type: none"><li>1 Wait until the order status is updated to Open.</li></ol>

- 2 Edit the order in the Miva Merchant admin interface and click the [Capture](#) button.

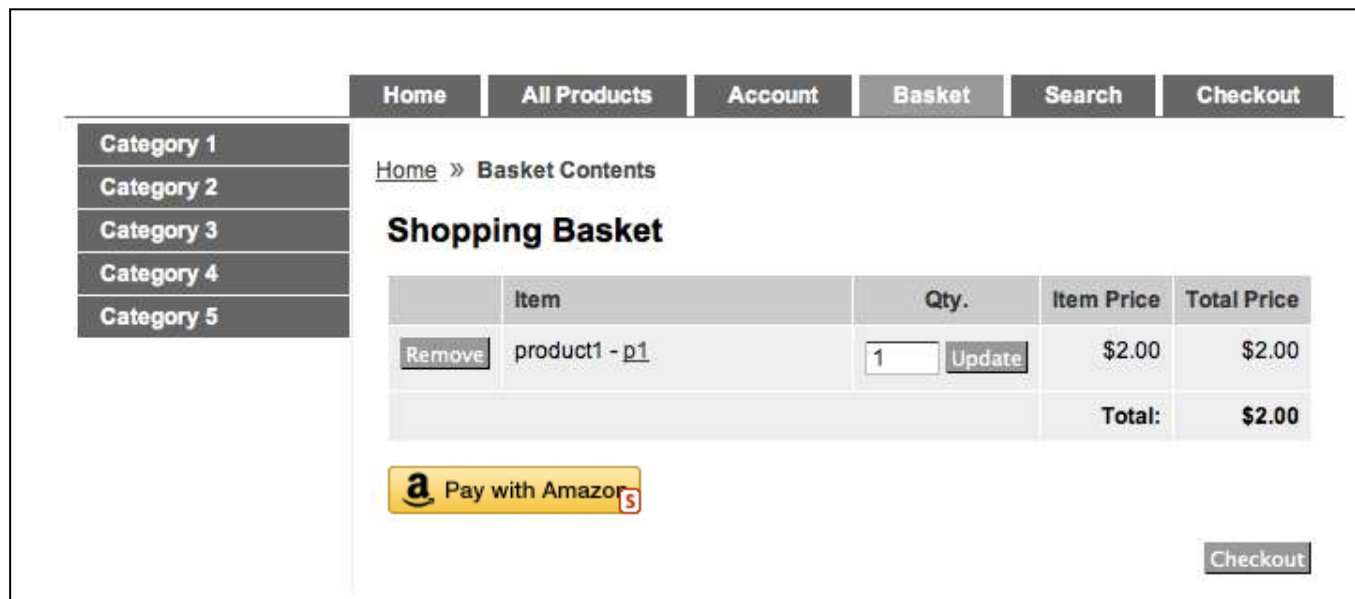
Before you can use this feature in your Miva Merchant store you must contact Amazon and ask for it to be enabled in your Amazon seller account.

Server:

If you select "Production", Amazon Payments will be enabled in your on-line store. Select "Sandbox" if you want to experiment with Amazon Payments in an isolated environment. Before you can select the sandbox option here you must have a sandbox setup with your Amazon seller account. Your Amazon sandbox will have separate credentials for Merchant ID, Access Key, and Secret Key, which you must also enter in this tab.

## Amazon Payments In-line Checkout

If you enable Amazon Payments in-context checkout, the customer can do verification and authorization without leaving your store. But see also [Enable In Context Checkout](#) for the way that PayPal implements the same feature in a slightly different way.



In the Basket Contents screen (BASK), the customer clicks the "Pay with Amazon" button.

## Miva Merchant

### Amazon Sign In

Amazon Payments uses information from your Amazon account to place your order.

**My email address is:**

**My password is:**

[Sign in using our secure server](#)

[Create an Amazon account](#)


[Forgot your Amazon password?](#)

A popup window appears on top of the Basket Contents screen. The customer enters their Amazon account credentials and clicks the sign in button.

HomeAll ProductsAccountBasketSearchCheckout

### Order Details

Item	Qty.	Item Price	Total Price
product1 - p1	1	\$2.00	\$2.00
Total:			\$2.00

 **Address Book**

Tom Thompson  
Happy Happy Toys, 45 Big Apple Way  
New York, NY, 10016  
United States

☒ Tom T. Happy Happy Toys, 45 Big Apple Way, ...

Jack S. 83034 Terry Ave, Seattle, WA, 98121, ...

Jane D. 419 King's Road, Chelsea, London, SW...

Mary J. 4409 Main St., Topeka, KS, 66615, Unit...

Showing All Shipping Addresses [Privacy](#)


Continue

The customer is now on a Miva Merchant page only used for Amazon Payments (Amazon Payments - OCST). The address book shows all of the addresses in the customer's Amazon account. The customer selects a shipping address and clicks the Continue button.



HomeAll ProductsAccountBasketSearchCheckout

## Shipping Selection

 Address Book

Tom Thompson  
45 Big Apple Way  
New York, NY, 10016  
United States

[Privacy](#)

Item	Qty.	Item Price	Total Price
product1 - p1	1	\$2.00	\$2.00
		<b>Total:</b>	<b>\$2.00</b>

Ship Via: 


Economy (\$5.00) ▾

Continue

This is the second custom Amazon Payments screen (Amazon Payments - OSEL). The customer selects a shipping method and clicks the Continue button.

[Home](#) [All Products](#) [Account](#) [Basket](#) [Search](#) [Checkout](#)


### Payment Information

 **Address Book**


Tom Thompson  
45 Big Apple Way  
New York, NY, 10016  
United States


[Privacy](#)


Item	Qty.	Item Price	Total Price
product1 - p1	1	\$2.00	\$2.00
		<b>Total:</b>	<b>\$2.00</b>


 **Payment Method**


VISA Visa ...1111

☒ Visa...1111 

☐ MasterCard...4444 

☐ American Express...0005 

☐ Discover...9424 

☐ JCB...0000 

Showing All Payment Methods [Privacy](#)

Continue

This is the next custom Amazon Payments screen (Amazon Payments - OPAY). The screen shows the customer all of the payment methods that are enabled in their Amazon account. The customer selects a payment method and clicks the Continue button. The order is now complete. The status of the order will show up as "Pending" in the Miva Merchant admin interface until Amazon authorizes the transaction.

<a href="#">Home</a>	<a href="#">All Products</a>	<a href="#">Account</a>	<a href="#">Basket</a>	<a href="#">Search</a>	<a href="#">Checkout</a>
----------------------	------------------------------	-------------------------	------------------------	------------------------	--------------------------

## Invoice

**Order #1009** **Date:** 09/18/2013 16:11:39 PDT

**Thank you for your order. Please keep this invoice for your records.**

Ship To:	Bill To:
<b>Name:</b> Tom Thompson <b>Email Address:</b> test@coolcommerce.net <b>Phone Number:</b> 800-000-0000 <b>Fax Number:</b> <b>Company:</b> <b>Address:</b> New York, NY 10016 US	<b>Name:</b> Test Account <b>Email Address:</b> test@coolcommerce.net <b>Phone Number:</b> <b>Fax Number:</b> <b>Company:</b> <b>Address:</b> New York, NY 10016 US

Item	Qty.	Item Price	Total Price
product1 - p1	1	\$2.00	\$2.00
		<i>Shipping:</i>	\$5.00
		<i>Sales Tax:</i>	\$0.00
		<b>Total:</b>	<b>\$7.00</b>

In the last checkout screen, the customer sees your standard invoice page (INVC).

## Payment > Authorize.Net Payment Services v3.1

Authorize.Net has three payment methods:

- AIM (Advanced Integration Method)
- CIM (Customer Information Manager)
- SIM (Server Integration Method)

Miva Merchant only supports AIM. This is a traditional payment gateway and the one most commonly used by Miva Merchant store owners. Authorize.Net AIM does not provide merchant accounts directly, but it can connect to almost any merchant account.

**Login ID:** Enter the Login ID and Transaction Key that you created when you set up your AIM account. The Login ID and Transaction Key are specific to your

**Transaction Key:**

Miva Merchant store and are different from the credentials that you use to login to Authorize.Net.

**To find your Authorize.Net Login ID and Transaction Key:**

- 1 Log into your Merchant Interface at <https://account.authorize.net>.
- 2 Click **Settings** in the main left side menu.
- 3 Click API Login ID and Transaction Key.
- 4 Under **Create New Transaction Key**, enter your Secret Answer.

Note: When you get a new Transaction Key, you can choose to disable the old Transaction Key by clicking on the **Disable Old Transaction Key(s)** box. You may want to do this if you suspect your old Transaction Key is being used fraudulently.

If you check this box, the old Transaction Key expires immediately. If you do not check this box, the old Transaction Key will automatically expire in 24 hours.

- 5 Click **Submit**.

Authorize.Net URL:	The URL that Miva Merchant uses to submit requests. This field is auto-populated. You should only change it if you are given a new URL by Miva Merchant or Authorize.Net.
MD5 Hash Security Code:	<p>The hash is an additional security feature from Authorize.Net. Enable the hash feature in your Authorize.Net account and enter the hash string they give you here. When a customer begins a credit card transaction, the hash string is set from your on-line store to Authorize.Net as an extra credential.</p> <p>See <a href="https://support.authorize.net/authkb/index?page=content&amp;id=A588">https://support.authorize.net/authkb/index?page=content&amp;id=A588</a></p>
Duplicate Window Duration:	<p>Measured in seconds.</p> <p>When your on-line store sends a request (authorize/void/capture/refund) to Authorize.Net, Miva Merchant starts a timer. If an identical request (same credit card number, order number, and order total) is sent to Authorize.Net in the duration you set in this field, the first request is kept and the other requests are considered duplicates and are ignored.</p>
CVV2 Message:	The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
Charge Method:	<p><b>Online (Automatic Capture):</b> Authorize and Capture happen right away.</p> <p><b>Offline (Authorize Only, Capture Later):</b> Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must edit the order in Miva Merchant admin and click on the Capture button.</p> <p>Note that these settings also affect you when you manually create an order. For example:</p>

- 1 Set the Charge Method to Sale (Automatic Capture).
- 2 Manually create an order.
- 3 Edit the order and click the Authorize button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click OK.

In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.

**Use Secure Source Validation:**

This feature is available to you if you have a merchant account with Wells Fargo, and they sell you an Authorize.Net account. Please contact Wells Fargo customer support to see if this option is the right choice for your account. If you enable this option, when your on-line store sends a request to Authorize.Net, your Login ID from Authorize.Net is replace with a credential from Wells Fargo.

**Store Entire CC Number:**

If you select this option, the customer's entire credit card number is attached to the order. If you do not select this option, only the last four digits of the customer's credit card are attached to the order.

**Test Mode:**

Enable this option if you want to run test credit card transactions.

- 1 Check this box to enable test mode in Miva Merchant.
- 2 Login to your Authorize.Net account and set your account to test mode.

**Discard Failed Order ID:**

This feature has been superseded by the Duplicate Window Duration setting. If you are using Discard Failed Order ID, it will still work, but it is no longer needed.

If you enable this option and the customer's credit card fails to authorize:

- The customer stays at the Payment Information screen (OPAY). Any failure message that was generated by the gateway is displayed on this screen.
- A new number is created for the order.
- The customer must wait two minutes to resubmit the order. The delay is needed to force Authorize.Net to discard their order number, so that the new Miva Merchant order number is matched with a new Authorize.Net order number.

Please note that this option can cause errors if you are using a third-party module that takes any action with the order number. A third-party module has no way of knowing that the order number has changed and can take actions using an order number that Miva Merchant has deleted. This is not a problem for modules created by Miva Merchant, since those modules will be "aware" that the order number has changed.

If you do not enable this option and the customer's credit card fails to authorize:

- The customer stays at the Payment Information screen (OPAY). Any

failure message that was generated by the gateway is displayed on this screen.

- The order number remains the same.

The customer can re-submit their order immediately.

#### Available Payment Methods:

**Electronic Debit:** This is an eCheck product from Authorize.Net that allows your customer to pay by entering their checking account information in your on-line store.

As the merchant you pay a monthly fee to Authorize.Net for the eCheck service and a flat fee per transaction. There is no "discount fee" (a transaction fee that is a percent of the order total) for an eCheck. When the customer reaches the Shipping/Payment Selection screen (OSEL), they choose Electronic Debit from the Pay With drop-down list. You can change this text by editing the code in OPAY > Page tab > Template field.

Pay With:

In the Payment Information screen (OPAY), the customer enters their checking account information:

**Payment Method: Electronic Debit**  
  
**Bold** = Required  
*Italic* = Optional  
  
**First Name on Account:**   
**Last Name on Account:**   
**Bank Name:**   
**Account Number:**   
**Account Type:**   
**9 Digit Routing Number:**

#### Require CVV2 in Administrative Interface

This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the Authorize dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > CHASE Paymentech Orbital Gateway

Chase Paymentech is a gateway product, but they require you to have a merchant account with them.

- Server:** The URL that Miva Merchant uses to submit requests. This field is auto-populated. You should only change it if you are given a new URL by Miva Merchant or Chase.
- Industry Type:** The value that you select here should match the industry type of your Chase merchant account.
- Platform:** Select **Salem** or **PNS** (also called **Tampa**).  
When you sign up for a Chase account you are assigned to a "platform", which is like a data center. Enter the platform that your Chase account is configured for.
- Group Number:** A unique ID from Chase. Enter the group number that was created when you set up your account.
- Terminal ID:** Enter the Terminal ID that was created when you set up your Chase account.  
A Terminal ID is subordinate to your Group ID and identifies a way of interacting with customers. For example, your Chase Group ID could identify your company. If you have a brick and mortar store you might have three point-of-purchase card scanners, each of which would have its own Terminal ID. In this case the Terminal ID is for your Miva Merchant store.
- Currency:** Select the currency for payments that you receive. Usually this matches the currency you have set for your store (see Edit Store > Settings > Currency Formatting drop-down list.)
- CVV2 Message:** The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
- Transaction Type:** **Automatic Capture:** If you select this option, authorize and capture will occur when the user clicks the Submit button in the Payments page in your on-line store.  
**Authorize Only, Capture Later:** Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must edit the order in Miva Merchant admin and click on the [Capture](#) button.  
Note that these settings also affect you when you manually create an order. For example:
- 1 Set the Transaction Type to **Automatic Capture**.
  - 2 Manually create an order.
  - 3 Edit the order and click the **Authorize** button. In the Authorize dialog

box, select a payment type associated with PayPal Payments Advanced and click **OK**.

In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.

Store Entire CC Number	If you select this option the customer's entire credit card number is attached to the order. If you do not select this option, only the last four digits of the customer's credit card number are attached to the order. (You can view the credit card information by editing the order).
Available Payment Methods:	The payment methods that you choose here will show up in the payments drop-down list during checkout.
Require CVV2 in Administrative Interface	This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the <a href="#">Authorize</a> dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > Check Payment

The Check Payment module has no settings and enabling it does not create a tab. Many merchants use it for testing purposes or for select business to business customers from whom they will accept checks or purchase orders.

Check Payment is an off-line module, which means that payment is received well after the order is created. The workflow typically looks like this:

- 1 Enable Check Payment as a payment module. You can alter the template code in OPAY and OSEL so that the "Pay With" drop-down list shows "Purchase Order" instead of "Check".
- 2 The customer purchases something in your store and selects "Check" in the Shipping/Payment Selection screen (OSEL) > "Pay With" drop-down list. The order is created with a status of Authorized.
- 3 When you receive payment you manually edit the order and mark the funds as Captured.

There is a simple method you can use to track payments that were made by check:

- 1 Go to  Menu > Order Processing > Orders tab.



- 2 Set the filter fields to "Payment Status" and "Authorized with \$0 captured".



With this filter you can see check/purchase orders that were created but which have not been marked as Captured. Filtering orders this way is also useful for any other payment method that uses automatic authorization and manual capture.

## Payment > COD

Like a check, COD payments are received some time after the order is created. If you enable this module the string "COD" appears in the **Pay With** drop-down list in the Shipping/Payment Selection (OSEL) screen. When a customer selects COD as the payment method the order status is set to authorized, but you have to manually capture funds by editing the order and clicking on the [Capture](#) button.

Charge	The COD charge that you want added to the order. The value you enter here will show up as a line item in the Payment Information (OPAY) screen.
Message	The text that you enter in this field appears in the Payment Information screen. You can use this field to give the customer any special instructions for COD orders.

**Payment Information**

**Ship To:**

**Bill To:**

**Name:** Bill Smith  
**Email Address:** bsmith@yahoo.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** 121 W. 81st  
New York, NY 03129  
US

**Name:** Bill Smith  
**Email Address:** bsmith@yahoo.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** 121 W. 81st  
New York, NY 03129  
US

Item	Qty.	Item Price	Total Price
World's Best Oranges - best_oranges	1	\$25.00	\$25.00
		<i>Estimated Shipping:</i>	\$0.00
		<b>COD Charge:</b>	\$10.00
		<i>Sales Tax:</i>	\$0.00
		<b>Total:</b>	\$35.00

**Payment Method:** COD

**Bold** = Required  
*Italic* = Optional

COD Message

Continue

## Payment > Credit Card Payment with Simple Validation


Like a check or COD, this module is an off-line payment method. It allows you to capture the customer's credit card information so that you can process it later. For example, if you have a brick-and-mortar store, you might already have a method for manually processing credit cards.

This module performs a very limited set of validations on a credit card number:

- When your customer enters their credit card number it is checked against the "mod-10" algorithm (see [http://en.wikipedia.org/wiki/Luhn\\_algorithm](http://en.wikipedia.org/wiki/Luhn_algorithm)). The mod-10 algorithm only verifies that the credit card has a valid possible number. It cannot determine if the card was stolen or if the number was illegally generated by a criminal using widely available software.
- For each credit card that you accept with this module, you can set one or more prefixes and one or more allowable lengths. For example, by default, every American Express card must begin with the numbers "34", or "37", and must be exactly 15 characters long.

### To Add a Card

- 1 In the Credit Card Payment With Simple Validation tab, click Add Credit Card .

- 2 Enter the credit card name.
- 3 Enter one or more **Allowable Prefixes**.
  - The prefix describes how a valid card must begin. For example, if you enter "34" in this field, then all cards of this type must begin with the number "34" or they will be rejected during checkout. You can enter as many prefixes as you want for each card, separated by commas. For example, "34, 35, 36, 37" would allow credit card numbers that begin with the numbers 34, 35, 36, or 37.
- 4 Enter one or more **Allowable Lengths**.
  - The allowable lengths determine the number of characters the credit card can have. For example, if you enter "15" in this field, all credit cards of this type must have exactly 15 characters or they will be rejected during checkout. You can enter as many allowable lengths as you want for each card, separated by commas. For example, "15, 16, 17, 18" would allow credit card numbers that have a total of 15, 16, 17 or 18 characters.
- 5 Click Save Credit Card .

## Payment > CyberSource

CyberSource is another gateway product, similar to Authorize.Net. (Visa owns CyberSource and CyberSource owns Authorize.Net.) In general, merchants that do less than 5 million a year in sales use Authorize.Net. CyberSource is a more expensive gateway and may have more advanced fraud detection features than you would need in a smaller store.

API Endpoint URL:	The URL that Miva Merchant uses to submit requests. This field is auto-populated. You should only change it if you are given a new URL by Miva Merchant or CyberSource.
CyberSource ID: Transaction Key:	These fields are credentials that are created when you set up your account with CyberSource. They are used to securely identify your store during payment transactions.
Currency:	Select the currency for payments that you receive. Usually this matches the currency you have set for your store (see Edit Store > Settings > Currency Formatting drop-down list.)
CVV2 Message:	The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
Transaction Type:	<b>Authorize Only, Capture Later:</b> Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must edit the order in Miva Merchant admin and click on the Capture button. <b>Automatic Capture:</b> If you select this option, <a href="#">Authorize</a> and <a href="#">Capture</a> occur when the user clicks the Submit button in the Payments page in your on-line

store.

Note that these settings also affect you when you manually create an order. For example:

- 1 Set the Transaction Type to **Automatic Capture**.
- 2 Manually create an order.
- 3 Edit the order and click the **Authorize** button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click **OK**.

In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.

Perform Automatic  
Capture on AVS Soft  
Decline:

CyberSource has a product called Decision Manager. It examines payment transactions and makes a decision as to whether the transaction is legitimate or fraudulent. If the software determines that the transaction is fraudulent, it can mark the transaction with a "soft decline". The order is created in Miva Merchant, and the customer's card is charged, but the order has a pending status at CyberSource. This setting affects soft declines that occurred because the shipping address on the order did not match the registered address of the card.

- If you enable this option, and CyberSource generates a soft decline because of an address mismatch, the status of the order in Miva Merchant is set to "Captured".
- If you do not enable this option, and CyberSource generates a soft decline because of an address mismatch, the order is created and the status in Miva Merchant is set to Authorized. You can manually [Capture](#) funds using the Miva Merchant admin interface or by logging into your CyberSource account.

Perform Automatic  
Capture on CVV2 Soft  
Decline:

Same as above, but for soft declines that occurred because the customer did not enter a CVV2 number, or the CVV2 number that they entered did not match the recorded CVV2 number for the card.

Store Entire Credit Card  
Number

If you select this option the customer's entire credit card number is attached to the order. If you do not select this option, only the last four digits of the customer's credit card number are attached to the order. (You can view the credit card information by editing the order).

Available Payment  
Methods:

The payment methods that you choose here will show up in the payments drop-down list during checkout.

Require CVV2 in  
Administrative Interface:

This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the [Authorize](#) dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > First Data Global Gateway

First Data is a gateway product, similar to Authorize.Net. In general, to use the First Data Global Gateway you must also have a merchant account with them.

API Endpoint URL:	The URL that Miva Merchant uses to submit requests. This field is auto-populated. You should only change it if you are given a new URL by Miva Merchant or First Data.
API Username:	All of these fields are credentials that are created when you set up your account with First Data. They are used to securely identify your store during payment transactions.
API Password:	
API Certificate:	
API Private Key:	
API Private Key Password:	
CVV2 Message:	The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
Transaction Type:	<p><b>Automatic Capture:</b> If you select this option, <a href="#">Authorize</a> and <a href="#">Capture</a> occur when the user clicks the Submit button in the Payments page in your on-line store.</p> <p><b>Authorize Only, Capture Later:</b> Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must edit the order in Miva Merchant admin and click on the Capture button.</p> <p>Note that these settings also affect you when you manually create an order. For example:</p> <ol style="list-style-type: none"><li>1 Set the Transaction Type to <b>Automatic Capture</b>.</li><li>2 Manually create an order.</li><li>3 Edit the order and click the <b>Authorize</b> button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click <b>OK</b>.</li></ol> <p>In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.</p>
Store Entire CC Number	If you select this option the customer's entire credit card number is attached to the order. If you do not select this option, only the last four digits of the customer's credit card number are attached to the order. (You can view the credit card information by editing the order).
Available Payment Methods:	The payment methods that you choose here will show up in the payments drop-down list during checkout.
Require CVV2 in	This option only affects you when you are manually creating an order

Administrative Interface through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the Authorize dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > Intuit Merchant Services

Intuit Merchant Services (previously known as QuickBook Merchant Services) is a real-time gateway, similar to Authorize.Net. You must have a merchant account set up with Intuit before you can use Intuit Merchant Services in your store.

Intuit API Endpoint URL:	This field is pre-set with the path to the Intuit API. You will probably never need to change it.
Connection Ticket:	The Connection Ticketed is a credential that you get when you set up your Intuit merchant account. It looks something like this:  SGM-FUR-26-f6LzmXod3wdT_5MSeFCShH
Apply for an IPS merchant account or generate a connection ticket	If you do not already have an Intuit merchant account, you can click on this link to visit the page to apply for one. You must have a merchant account set up with Intuit before you can use Intuit Merchant Services in your store.
CVV2 Message:	The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
Transaction Type:	<p><b>Authorize Only, Capture Later:</b> Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must edit the order in Miva Merchant admin and click on the Capture button.</p> <p><b>Automatic Capture:</b> Authorization and Capture happen right away.</p> <p>Note that these settings also affect you when you manually create an order. For example:</p> <ol style="list-style-type: none"><li>1 Set the Charge Method to <b>Sale (Automatic Capture)</b>.</li><li>2 Manually create an order.</li><li>3 Edit the order and click the <b>Authorize</b> button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click <b>OK</b>.</li></ol> <p>In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.</p>
Store Entire CC Number:	If you select this option, the customer's entire credit card number is attached to the order. If you do not select this option, only the last four digits of the customer's credit card are attached to the order.

Available Payment Methods:	Select the payment options you want to offer your customers in the OPAY screen.
Require CVV2 in Administrative Interface	This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the Authorize dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > PayPal Express Checkout and/or Payments Pro

Use this module to enable any of the following PayPal services:

- **PayPal Express Checkout:** This is the simplest PayPal payment method. You only need to have a standard PayPal account. Orders are [Authorized](#) and [Captured](#) immediately. You cannot do refunds or voids. PayPal Express supports [in-context checkout](#).
- **Express Checkout with API Credentials:** Also requires only a standard PayPal account. This option permits refunds and voids, and can be configured for immediate or delayed capture. With delayed capture the funds are authorized when the customer completes the order, but you have to manually capture the funds when you edit an order.
- **PayPal Payments Pro:** To use this option you must set up a PayPal Payments Pro account (a merchant account) with PayPal, which requires an additional monthly fee.
  - Includes PayPal Express Checkout.
  - Supports refunds and voids.
  - Can be configured for immediate or delayed capture.
  - Gives your on-line store direct access to credit card transactions. When your customers go through checkout, they will see the PayPal Express Checkout option, but will also see options for Visa, MasterCard, Discover, and American Express.

## Template Changes for PayPal Express Checkout

PayPal Express Checkout in Miva Merchant changed in PR8 Update 11.

- If you did not use PayPal Express Checkout before PR8 Update 11, you don't have to do anything. All the changes that you need are included in PR8 Update 11.
- If you were using PayPal Express Checkout in your store before PR8 Update 11, you have to make the template changes in the PR8 Update 11 Template Changes.

## To Configure PayPal Express Checkout

Before you can complete the instructions in this section, you must have a "standard" free account with PayPal.

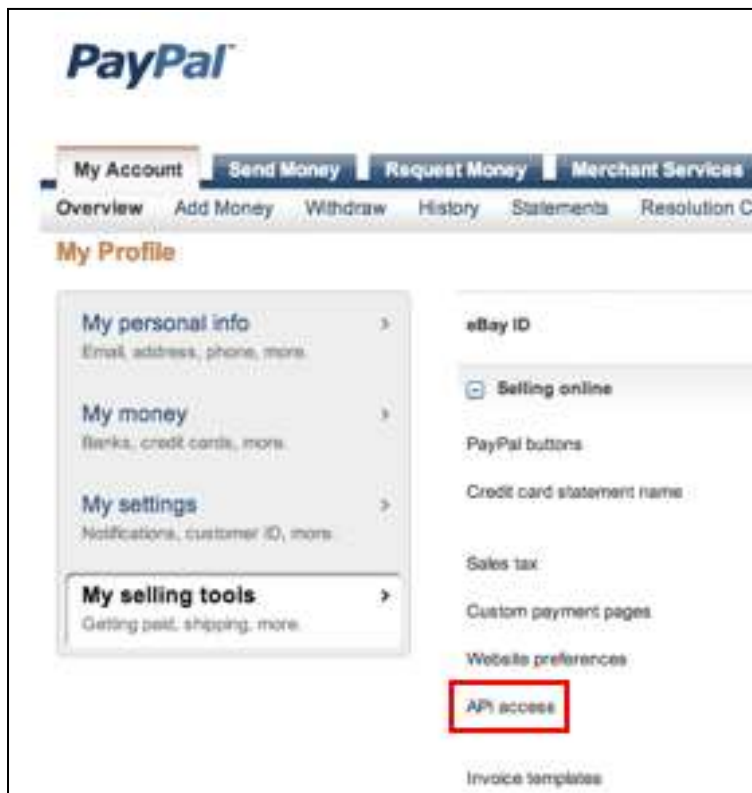
- 1 Go to  > Payment > Add/Remove Modules > Available Modules tab.

- 2 Click the Install button under PayPal Express Checkout and/or Payments Pro.
- 3 In the PayPal Express Checkout and/or Payments Pro API Credentials tab:
  - 3.1. Set the Operation Mode to **Production**.
  - 3.2. Select your [Currency](#).
  - 3.3. Select the **E-mail address to receive PayPal Payment** radio button. Enter the email address associated with your PayPal account.
- 4 Click **Update**.
- 5 Select the [Payment Settings > PayPal Express Checkout Tab](#) and make any required changes.
- 6 Click **Update**.

## To Configure PayPal Express Checkout with API Credentials

Before you can complete the instructions in this section, you must:

- Have a "standard" free account with PayPal.
- Your PayPal account must be upgraded to use API access.




- 1 Go to **Menu** > Payment > Add/Remove Modules > Available Modules tab.
- 2 Click the Install button under PayPal Express Checkout and/or Payments Pro.
- 3 In the PayPal Express Checkout and/or Payments Pro API Credentials tab:



- 3.1. Set the Operation Mode to **Production**.
- 3.2. Select your [Currency](#).
- 3.3. Select the **API Credentials for payments and post-checkout operations** radio button.
- 3.4. Set the Account Type to **Express Checkout**.
- 3.5. Set the API Username, API Password, API Authentication Method, and API Signature / Certificate. Please see [Payment Settings > PayPal Express Checkout and/or Payments Pro API Credentials Tab](#).
4. Click **Update**.
5. Select the [Payment Settings > PayPal Express Checkout Tab](#) and make any required changes.
6. Click **Update**.

## To Configure PayPal Payments Pro

Before you can complete the instructions in this section, you must go to PayPal.com and setup a Payments Pro account. This is a merchant account that requires an additional monthly fee.

1. Go to  Menu > Payment > Add/Remove Modules > Available Modules tab.
2. Click the Install button under PayPal Express Checkout and/or Payments Pro.
3. In the PayPal Express Checkout and/or Payments Pro API Credentials tab:
  - 3.1. Set the Operation Mode to **Production**.
  - 3.2. Select your [Currency](#).
  - 3.3. Select the **API Credentials for payments and post-checkout operations** radio button.
  - 3.4. Set the Account Type to **PayPal Payments Pro**.
  - 3.5. Set the API Username, API Password, API Authentication Method, and API Signature / Certificate. Please see [Payment Settings > PayPal Express Checkout and/or Payments Pro API Credentials Tab](#).
4. Click **Update**.
5. Select the [Payment Settings > PayPal Express Checkout Tab](#) and make any required changes.
6. Click **Update**.
7. Select the [Payment Settings > PayPal Payments Pro Tab](#) and make any required changes.
8. Click **Update**.

## Payment Settings > PayPal Express Checkout and/or Payments Pro API Credentials Tab

Operation Mode:                      **Production:** Select this mode if you are ready to use one of the PayPal methods in your store.

	<b>Sandbox:</b> Generally you would only select this mode if you are a developer and you want to test one or more of the PayPal payment methods. Before you can use sandbox mode, you must go to <a href="https://developer.paypal.com">developer.paypal.com</a> and sign up for a Sandbox account.
Currency	Select the currency for payments that you receive. Usually this matches the currency you have set for your store (see Edit Store > Settings > Currency Formatting drop-down list.)
E-mail address to receive PayPal Payment:	Select this option if you want to enable <b>only</b> <a href="#">PayPal Express Checkout</a> . Enter the email address associated with your PayPal account.
Account Type:	<b>Express Checkout:</b> Select this option if you want to use <a href="#">Express Checkout with API Credentials</a> . <b>PayPal Payments Pro:</b> Select this option if you want to use <a href="#">PayPal Payments Pro</a> .
API Username:	The API credentials, username, password, authentication method, and signature/certificate are used by PayPal to authenticate your online store and your shopping carts. You create these credentials when you either: <ul style="list-style-type: none"><li>• Update your standard PayPal account for API Access.</li><li>• Create a PayPal Payments Pro account.</li></ul>
API Password:	See API Username.
API Authentication Method:	Select <b>Signature</b> unless PayPal has specifically instructed you otherwise. This is the method that PayPal uses to authenticate your store's shopping cart to prevent someone spoofing or otherwise tampering with a cart or payment.
API Signature / Certificate:	See API Username.

## Payment Settings > PayPal Express Checkout Tab

Transaction Mode:	<b>Immediate Sale:</b> Select this option to have capture occur immediately. Note that this field is greyed out and selected by default if you selected "E-mail address to receive PayPal Payment radio button" in the "PayPal Express Checkout and/or Payments Pro API Credentials" tab. <b>Authorization with Delayed Capture :</b> If you select this option, authorization will happen immediately, but the funds will not be captured until you manually edit the order in the Miva Merchant admin and click the <a href="#">Capture</a> button. Note that these settings also affect you when you manually create an order.
-------------------	---

For example:

- 1 Set the Transaction Mode to **Immediate Sale**.
- 2 Manually create an order.
- 3 Edit the order and click the **Authorize** button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click **OK**.

In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.

## Enable In Context Checkout

PayPal's in-context checkout is similar to the in-line checkout used by Amazon Payments. If you enable this feature, customers can log into their PayPal accounts and make shipping and payment selections without leaving your store. If you do not enable this feature, the customer is redirected to a PayPal web page to login and select shipping and payment. Tracking tools, such as Google Analytics, cannot track your customers when they are on a PayPal page.

PayPal's in-context checkout is a little different from Amazon's.

Home All Products Account Basket Search Checkout

**Order Details**

**Fast, Secure Checkout with PayPal**  
To continue with your PayPal checkout, enter any required information below and click on "Continue"

Item	Qty	Item Price	Total Price
Forgotten Samell Lot 5150 - PB LOTS150	1	\$10.00	\$10.00
Year: 2011			
			<b>Total: \$10.00</b>

Bold = Required  
Italic = Optional

**Ship To:** Bill To: [edit shipping](#)

First Name: Guy First Name: Guy  
Last Name: Guy Last Name: Guy  
Email Address: Guy@12345.com Email Address: Guy@12345.com  
Phone Number: 818-555-1212 Phone Number: 818-555-1212  
Address: 1 Main St Address: 1 Main St  
City: San Jose City: San Jose  
State/Province: California State/Province: California  
Zip/Postal Code: 95131 Zip/Postal Code: 95131  
Country: United States Country: United States

[Continue](#)

Home All Products Account Basket Search Checkout

**Order Details**

Item	Qty	Item Price	Total Price
product1 - p1	1	\$2.00	\$2.00
			<b>Total: \$2.00</b>

**a Address Book**

Tom Thompson  
Happy Happy Toys, 45 Big Apple Way  
New York, NY, 10018  
United States

☒ Tom T. Happy Happy Toys, 45 Big Apple Way, ...  
☐ Jack S. 83034 Terry Ave, Seattle, WA, 98121, ...  
☐ Jane D. 419 King's Road, Chelsea, London, SW9 ...  
☐ Mary J. 4428 Main St, Topeka, KS, 66615, (48) ...

Showing All Shipping Addresses [Details](#)

[Continue](#)

When you use the PayPal in-context feature:

- The customer does not leave your store during authorization or checkout.
- The customer logs into their PayPal account with a popup window that appears on top your store page.
- Information is taken from the customer's PayPal account, placed into a standard Miva Merchant page (OCST, in the example above)

When you use the Amazon Payments in-line feature:

- The customer does not leave your store during authorization or checkout.
- Your store page has a "widget" (a type of control) built into it. These page widgets let your customer log into their Amazon account and select shipping and payment information.
- Information is taken from the customer's

and can be edited.

Amazon account, placed in a custom Miva Merchant page (Amazon Payments - OCST, in this example) and cannot be edited.

Display PayPal Credit Button

PayPal Credit is a credit product from PayPal. If you enable this feature, a PayPal Credit Button will appear in the Basket Contents screen (BASK) as a payment option.



The PayPal Credit feature currently does not support in-context verification or in-context authorization. If the customer selects PayPal Credit, they:

- 1 Are redirected to a PayPal page where they login to their PayPal account.
- 2 Make their shipping and payment selections.
- 3 Return to your store to complete checkout.

Use Customer's PayPal Shipping Address for Miva Merchant Orders

Select this option if you want to use the customer's PayPal shipping address as the destination address.

Send Order Details

If you select this option, all items, quantities and prices in the order are sent to PayPal. If you do not select this option, only the order total is sent to PayPal.

Order Description:

Whatever you enter in this field will show up in the customer's PayPal account as a note for the transaction.

Order Review Message:

When the customer returns to your on-line store after paying with PayPal, they see a confirmation page right before the invoice page, which will show whatever text you enter in this field.

Until the customer clicks the **OK** button in the confirmation page in your on-line store, they haven't authorized payment. The "authorization" in the customer's PayPal account just authorizes your on-line store to complete a transaction with the customer's PayPal account. It doesn't authorize the fund transfer.

Locale:

Select the country where your account with PayPal was created. If you were in the United States when you created your PayPal account, select "United States".

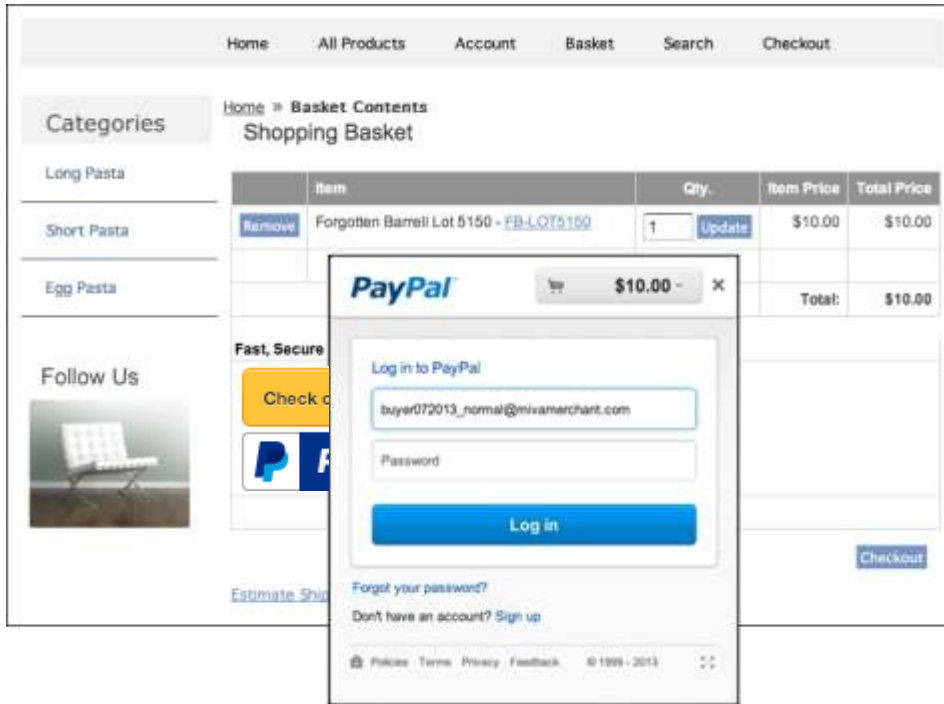
Page Style:

This field and the fields below give you some minor control over the PayPal login screen that the customer will first see if they select PayPal Express as the payment method. Whatever page style template you selected in your merchant's PayPal account, you should enter here.

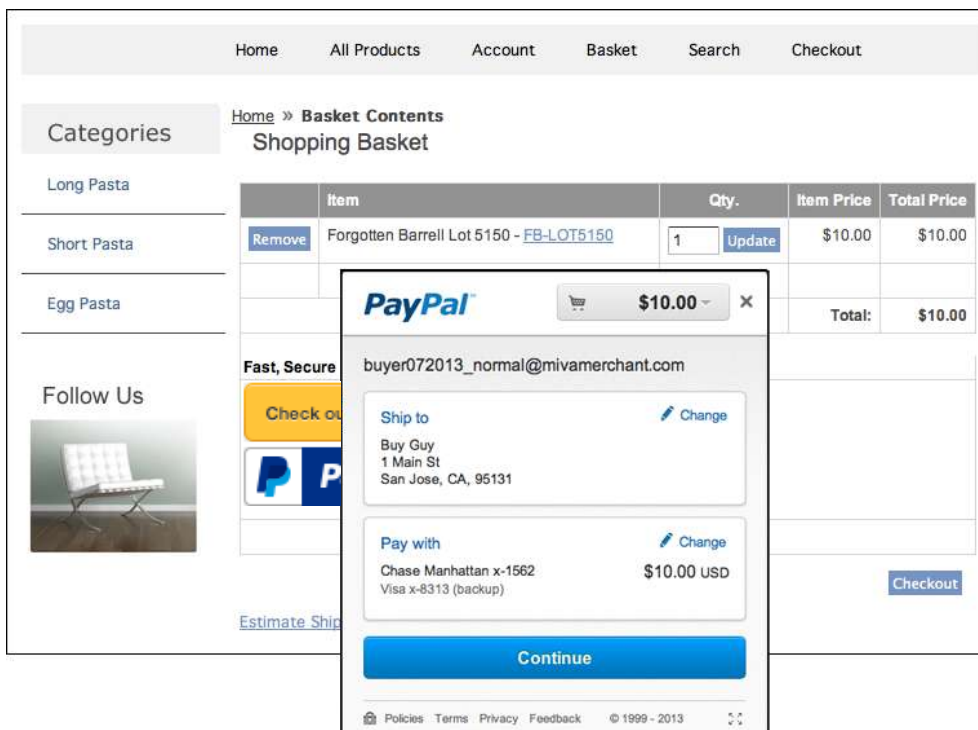
Header Image URL:

Enter a server path to an image, or use the upload button to upload an image to your store server. The image that you reference here will show up at the





While they are still in the Basket Contents screen (BASK), the customer enters their PayPal credentials in a popup window and clicks the Log In button.



Another popup window opens in front of the Basket Contents screen. The customer makes their "ship to" and "pay with" selections and clicks the Continue button.

Home All Products Account Basket Search Checkout

### Order Details

**Fast, Secure Checkout with PayPal**  
To continue with your PayPal checkout, enter any required information below and click on "Continue"

Item	Qty.	Item Price	Total Price
Forgotten Barrell Lot 5150 - FB-LOT5150	1	\$10.00	\$10.00
Year: 2011			
Total:			\$10.00

**Bold** = Required  
*Italic* = Optional

Ship To:

Bill To: ☐ same as shipping

**First Name:** Buy

**Last Name:** Guy

**Email Address:** buyer072013\_normal@mivame

**Phone Number:** 619-555-1212

**Address:** 1 Main St

**City:** San Jose

**State/Province:** California

**Zip/Postal Code:** 95131

**Country:** United States

**First Name:** Buy

**Last Name:** Guy

**Email Address:** buyer072013\_normal@mivame

**Phone Number:** 619-555-1212

**Address:** 1 Main St

**City:** San Jose

**State/Province:** California

**Zip/Postal Code:** 95131

**Country:** United States

Continue

The customer returns to the Order Details screen (OCST) in your store. The Ship To information that the customer selected from their PayPal account is populated into this screen and can be edited. The customer clicks the Continue button when they are done.

Home All Products Account Basket Search Checkout

Shipping/Payment Selection

Ship To:

Bill To:

**Name:** Buy Guy  
**Email Address:** buyer072013\_normal@mivamerchant.com  
**Phone Number:** 619-555-1212  
**Address:** 1 Main St  
San Jose, CA 95131  
US

**Name:** Buy Guy  
**Email Address:** buyer072013\_normal@mivamerchant.com  
**Phone Number:** 619-555-1212  
**Address:** 1 Main St  
San Jose, CA 95131  
US

[Edit Address](#)

Item	Qty.	Item Price	Total Price
Forgotten Barrell Lot 5150 - FB-LOT5150	1	\$10.00	\$10.00
		<b>Total:</b>	<b>\$10.00</b>

**Ship Via:** FedEx 2Day® (\$18.94)

**Pay With:** PayPal

Continue

The payment information that the customer selected from their PayPal account is populated into the Shipping/Payment screen (OSEL). The customer can edit the information and clicks the Continue button when they are done.

Home All Products Account Basket Search Checkout

Payment Information

Ship To:

Bill To:

**Name:** Buy Guy  
**Email Address:** buyer072013\_normal@mivamerchant.com  
**Phone Number:** 619-555-1212  
**Address:** 1 Main St  
San Jose, CA 95131

**Name:** Buy Guy  
**Email Address:** buyer072013\_normal@mivamerchant.com  
**Phone Number:** 619-555-1212  
**Address:** 1 Main St  
San Jose, CA 95131

Item	Qty.	Item Price	Total Price
Forgotten Barrell Lot 5150 - FB-LOT5150	1	\$10.00	\$10.00
		<i>Shipping: FedEx 2Day®:</i>	<i>\$18.94</i>
		<i>Sales Tax:</i>	<i>\$0.82</i>
		<b>Total:</b>	<b>\$29.76</b>

**Payment Method:** PayPal

Please verify your order and click continue to complete it

Continue

The customer sees the standard Payment Information confirmation screen (OPAY). The customer clicks the Continue button to confirm that the order is correct.



Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

Invoice

Order #1038

Date: 09/18/2013 19:53:22 EDT

Thank you for your order. Please keep this invoice for your records.

Ship To:	Bill To:
----------	----------

<b>Name:</b> Buy Guy	<b>Name:</b> Buy Guy
<b>Email Address:</b> buyer072013_normal@mivamerchant.com	<b>Email Address:</b> buyer072013_normal@mivamerchant.com
<b>Phone Number:</b> 619-555-1212	<b>Phone Number:</b> 619-555-1212
<b>Address:</b> 1 Main St San Jose, CA 95131	<b>Address:</b> 1 Main St San Jose, CA 95131

Item	Qty.	Item Price	Total Price
Forgotten Barrell Lot 5150 - FB-LOT5150	1	\$10.00	\$10.00
		Shipping: FedEx 2Day®:	\$18.94
		Sales Tax:	\$0.82
		Total:	\$29.76

The customer sees your invoice screen (INVC).

## PayPal Express Credit

PayPal Credit in Miva Merchant currently does not support in-context checkout.

[Home](#) [All Products](#) [Account](#) [Basket](#) [Search](#) [Checkout](#)


Categories

[Long Pasta](#)

[Short Pasta](#)

[Egg Pasta](#)

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[Home](#) » **Basket Contents**

**Shopping Basket**

	Item	Qty.	Item Price	Total Price
<a href="#">Remove</a>	Flora Velo Original - <a href="#">FV1</a>	<input type="text" value="1"/> <a href="#">Update</a>	\$100.00	\$100.00
	Size: Large			
			<b>Total:</b>	<b>\$100.00</b>

**Fast, Secure Checkout with PayPal**

Check out with **PayPal**



[Estimate Shipping](#)

[Checkout](#)


The customer goes to the Basket Contents page (BASK) and clicks the PayPal Credit Button.

## Test Store

### Your order summary

Descriptions	Amount
Flora Velo Original	\$100.00
Item number: FV1	
Item price: \$100.00	
Quantity: 1	
<b>Item total</b>	<b>\$100.00</b>
<b>Total \$100.00 USD</b>	

### Choose a way to pay

▼ Log in to PayPal to use Bill Me Later® 

Email

PayPal password

[Forgot email or password?](#)

► [Use Bill Me Later and create a PayPal account](#)

► [Pay with my debit or credit card](#)

[Cancel and return to Test Store.](#)

[Site Feedback](#) [+]

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).


The customer leaves your store and goes to a PayPal page. If the customer already has PayPal Credit set up in their PayPal account (as in this case) they are asked to enter their credentials. If the customer does not have a PayPal Credit account, they are taken to a page to apply for one.

## Test Store

### Review your information


#### Your order summary

Descriptions	Amount
<a href="#">Flora Velo Original</a>	\$100.00
Item number: FV1	
Item price: \$100.00	
Quantity: 1	
<b>Item total</b>	<b>\$100.00</b>
<b>Total</b>	<b>\$100.00 USD</b>



[Continue](#)


---

**Shipping address**  [Change](#)

Preston Bates  
210 Sale St  
San Diego, CA 92102  
United States


Note to seller: [Add](#)

---

**Payment methods**  [Change](#)

Bill Me Later®, a PayPal service

[See Terms](#)

 PayPal gift card, certificate, reward, or other discount [Redeem](#)

View [PayPal policies](#) and your payment method rights.

---

**Contact information**

buyer072013@mivamerchant.com

[Continue](#)

You're almost done. You will confirm your payment on Test Store.

[Cancel and return to alex fred's Test Store.](#)

[Site Feedback](#) (+)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

At a PayPal page, the customer selects their billing and payment options and clicks the Continue button.

Home All Products Account Basket Search Checkout

### Order Details

**Fast, Secure Checkout with PayPal**  
To continue with your PayPal checkout, enter any required information below and click on "Continue"

Item	Qty.	Item Price	Total Price
Flora Velo Original - FV1	1	\$100.00	\$100.00
Size: Large			
Total:			\$100.00

**Bold** = Required  
*Italic* = Optional

**Ship To:**

**Bill To:** ☐ same as shipping

**First Name:**

**First Name:**

**Last Name:**

**Last Name:**

**Email Address:**

**Email Address:**

**Phone Number:**

**Phone Number:**

**City:**

**City:**

**State/Province:**

**State/Province:**

**Zip/Postal Code:**

**Zip/Postal Code:**

**Country:**

**Country:**

Continue

The customer returns to the Order Details screen (OCST) in your store. The Ship To information that the customer selected from their PayPal account is populated into this screen and can be edited. The customer clicks the Continue button when they are done.

[Home](#)   [All Products](#)   [Account](#)   [Basket](#)   [Search](#)   [Checkout](#)

### Shipping/Payment Selection

Ship To:	Bill To:
<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102	<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102

[Edit Address](#)

Item	Qty.	Item Price	Total Price
Flora Velo Original - FV1	1	\$100.00	\$100.00
Size: Large			
Total:			\$100.00

**Ship Via:**

**Pay With:**

[Continue](#)

The payment information that the customer selected from their PayPal account is populated into the Shipping/Payment screen (OSEL). The customer can edit the information and clicks the Continue button when they are done.

Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

### Payment Information

<b>Ship To:</b>	<b>Bill To:</b>
-----------------	-----------------

<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102	<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102
---	---

Item	Qty.	Item Price	Total Price
Flora Velo Original - FV1	1	\$100.00	\$100.00
Size: Large			
Shipping: FedEx 2Day®:			\$17.74
Sales Tax:			\$8.25
Total:			\$125.99

Payment Method: PayPal

**Bold** = Required  
*Italic* = Optional

Please verify your order and click continue to complete it [Continue](#)

The customer sees the standard Payment Information confirmation screen (OPAY). The customer clicks the Continue button to confirm that the order is correct.

Home	All Products	Account	Basket	Search	Checkout
------	--------------	---------	--------	--------	----------

### Invoice

**Order #1039** **Date:** 09/18/2013 20:04:13 EDT

Thank you for your order. Please keep this invoice for your records.

<b>Ship To:</b>	<b>Bill To:</b>
-----------------	-----------------

<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102	<b>Name:</b> Preston Bates <b>Email Address:</b> buyer072013@mivamerchant.com <b>Phone Number:</b> 619-555-1212 <b>Address:</b> 210 Sale St San Diego, CA 92102
---	---

Item	Qty.	Item Price	Total Price
Flora Velo Original - FV1	1	\$100.00	\$100.00
Size: Large			
Shipping: FedEx 2Day®:			\$17.74
Sales Tax:			\$8.25
Total:			\$125.99

The customer sees your invoice screen (INVC).

## Payment Settings > PayPal Payments Pro Tab

Send Order Details:	If you select this option, all items, quantities and item prices in the order are sent to PayPal. If you do not select this option, only the order total is sent to PayPal.
Transaction Mode:	<p><b>Immediate Sale:</b> Select this option to have authorization and capture occur immediately. Note that this field is greyed out and selected by default if you selected "E-mail address to receive PayPal Payment radio button" in the "PayPal Express Checkout and/or Payments Pro API Credentials" tab.</p> <p><b>Authorization with Delayed Capture:</b> If you select this option, authorization will happen immediately, but the funds will not be captured until you manually edit the order in the Miva Merchant admin and click the Capture button.</p> <p>Note that these settings also affect you when you manually create an order. For example:</p> <ol style="list-style-type: none"><li>1 Set the Transaction Mode to <b>Immediate Sale</b>.</li><li>2 Manually create an order.</li><li>3 Edit the order and click the <b>Authorize</b> button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click <b>OK</b>.</li></ol> <p>In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.</p>
Available Payment Methods:	Select the payment methods that you want to offer your customers during checkout.
Require CVV2 in Administrative Interface:	This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the Authorize dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.
Order Description:	Whatever you enter in this field will show up in the customer's PayPal account as a note for the transaction.

## Payment > PayPal Payments Advanced and/or Payflow Gateway

Use this module to configure one of three PayPal products:



- **PayPal Payments Advanced:** PayPal Payments Advanced combines a merchant account (with a monthly fee) and a gateway in one product. Unlike PayPal Payments Pro, with this method you cannot store the customer's credit card information along with their order.

This product uses a "hosted checkout" which places an iFrame in your checkout pages. From the customer's perspective they are entering their credit card information in your on-line store, however, the information is being sent directly to PayPal. As of this writing (08/01/12), this method makes PayPal responsible for compliance with the Payment Card Industry standards for secure transactions. Please note that this is subject to change.

- **Payflow Link:** Payflow Link is a payment gateway that does not include a merchant account. Like PayPal Payments Advanced, with this method PayPal is currently responsible for PCI compliance with transaction security.
- **Payflow Pro:** Like Payflow Link, this method is a gateway only. Unlike the other two methods it does not add an iFrame to your checkout pages for credit card transactions. The credit card transaction takes place within your on-line store.

Product Name	Includes a Merchant Account (with Monthly Fee)	Adds an iFrame to Your Checkout Pages	Includes a Gateway
PayPal Payments Advanced	✓	✓	✓
Payflow Link		✓	✓
Payflow Pro			✓

- Payment Solution:** Select the PayPal product you are using. If you haven't already signed up for one of the products, you can click on a **Sign Up** link to go to PayPal's website.
- Host:** The URL that Miva Merchant uses to make transaction requests. This field is auto-populated and you should never need to change it.
- Partner:** The partner is the seller or reseller that gives you access to the payment gateway. When you create your PayPal account you will be told the partner information. It will generally be either PayPal or Miva Merchant.
- Merchant Login:** When you sign up for a PayPal product you get a single merchant login and one or more user logins. The merchant login is like the "master" login for your account. There is only one merchant login and password. However, you can also create as many user logins as you wish. For example, you might use your company name as your merchant login and then create user logins for different employees in your company.
- User:** The user account name that you want to use.

Password:	The password for your merchant login.
Transaction Timeout:	Defaults to 30 seconds. When your on-line store sends a request to a gateway (authorize/refund/void/capture), Miva Merchant starts a timer. If Miva Merchant doesn't get a response from the gateway before the transaction timeout, both Miva Merchant and the gateway cancel the request.
CVV2 Message:	Only applies if you are using Payflow Pro. The text that you enter in this field will appear in your on-line store during checkout when your customer enters their credit card information. Merchants usually use this field to describe the purpose of the CVV2 field.
Charge Method:	<p><b>Sale (Automatic Capture):</b> If you select this option, authorize and capture will occur when the user clicks the Submit button in the Payments page in your on-line store.</p> <p><b>PreAuth (Authorize Only, Capture Later):</b> Authorization occurs when the user clicks the Submit button in the Payments page in your on-line store. To capture funds you must either:</p> <ul style="list-style-type: none"><li>• Edit the order in Miva Merchant admin and click on the <a href="#">Capture</a> button.</li><li>• Log into your PayPal account and manually capture the funds.</li></ul> <p>Note that these settings also affect you when you manually create an order. For example:</p> <ol style="list-style-type: none"><li>1 Set the Charge Method to <b>Sale (Automatic Capture)</b>.</li><li>2 Manually create an order.</li><li>3 Edit the order and click the <b>Authorize</b> button. In the Authorize dialog box, select a payment type associated with PayPal Payments Advanced and click <b>OK</b>.</li><li>4 In the Edit Order screen, you can see that the Capture button is greyed out and the funds were automatically captured after authorization.</li></ol>
Store Entire Credit Card Number:	<ul style="list-style-type: none"><li>• If you are using Payflow Pro, and you select this option, the customer's entire credit card number is attached to the order. (You can view the credit card information by editing the order).</li><li>• If you are using Payflow Pro and you don't select this option, only the last four digits of the customer's credit card are attached to the order.</li><li>• If you are using Payflow Link or Payflow Pro, the last four digits of the customer's credit card are always attached to the order, regardless of whether you check this box or not.</li></ul>
Available Payment Methods:	If you are using Payflow Pro, the payment methods that you choose here will show up in the payments drop-down list during checkout. If you are using Payflow Link or Payflow Pro, the drop down list will show whatever you select here, but the iFrame will only accept American Express, Discover,

MasterCard and Visa.

**Require CVV2 in Administrative Interface:** This option only affects you when you are manually creating an order through the Miva Merchant admin interface. If you enable this option, you must enter a CVV2 number in the Authorize dialog box when you create or edit the order. If you do not enable this option, the Authorize dialog box will still have a CVV2 field, but you can ignore it.

## Payment > PayPal Payments Standard

PayPal Payments Standard, also called PayPal Instant Payment Notification, is PayPal's oldest product.

- Setup is easy and requires only an email address.
- Does not support voids, refunds, or delayed capture.
- No monthly fees.
- Does not require a merchant account.

If the customer selects this payment method in your store, they are taken to the PayPal site and can pay with any method they have configured in their account. Please note that you should not enable both Payments Standard and PayPal Express Checkout. There's very little difference between the two products, and if you enable both, the text "PayPal" will appear twice in the **Pay With** drop-down list.

**Business Email:** Your PayPal email address.

**PayPal URL:** The URL that Miva Merchant uses to make transaction requests. This field is auto-populated and you should never need to change it.

**Currency:** Select the currency for payments that you receive. Usually this matches the currency you have set for your store (see Edit Store > Settings > Currency Formatting drop-down list.)

**Prompt Shoppers for Shipping Address (on PayPal side):** If you enable this option, when the customer reaches the PayPal website they will be prompted to confirm the shipping address that they have on file with PayPal. The most secure method you can use to guarantee the customer's shipping address is to enable this option and the next option "Use Customer's PayPal Shipping Address". You've asked the customer to confirm their shipping address, and you are guaranteeing that your on-line store will ship to that address.

**Use Customer's PayPal Shipping Address for Miva Merchant Orders** If you enable this option, the address that the customer has on file with PayPal will be used as their shipping address. See above.

**Message:** The message that you enter in this field will appear in the OPAY (Payment Information) page in your on-line store. Merchants usually use this field to explain to the customer that, when the customer clicks the Submit button in the Payment Information page, they will be taken to the PayPal website to


complete payment. When they've finished paying, they will automatically return to the INVC (Invoice) page in your on-line store.

#### Instructions

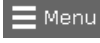
These instructions describe how to configure your PayPal Payments Standard account so that an order is correctly created in your Miva Merchant store. If you don't configure your PayPal account correctly, you will receive payment from your customer, but the order might not be created in your on-line store, or it might not be created correctly. You will receive payment, but you might not have enough information to fulfill the order.

## Payment > Add/Remove Modules

### To Add Payment Modules

- 1 Go to the  > Payment > Add/Remove Modules tab.
- 2 Select the Available Modules section.
- 3 Click on the **Install** button for the payment module that you want to add.

### To Remove Payment Modules

- 1 Go to the  > Payment > Add/Remove Modules tab.
- 2 Select the Installed Modules section.
- 3 Click on the **Remove** button for the payment module that you want to remove.

## Order Fulfillment

### Order Fulfillment > Template Based Emails

Template based emails are emails that you can send automatically or manually to a customer.

- **Automatically:** You can configure template based emails so that a customer receives the email when some event occurs. For example, when you mark an order as shipped in the admin interface, you can automatically have an email sent to the customer letting them know that their order has shipped. See [To Configure Template Based Emails to be Sent Automatically](#).
- **Manually:** You can also configure template based emails so that you can send them manually. This has tremendous utility for areas of your business, such as customer service. For example, let's say that you sell a lot of products that come with instruction manuals. You could make all of your assembly documents into email templates. If a customer contacts you and asks for a copy of a certain set of instructions, you could email the instructions at the click of a button. See [To Configure Template Based Emails to be Sent Manually](#).


You can create your own template based emails from scratch, but Miva Merchant includes several that you can use right away. You can also edit the existing template based emails.

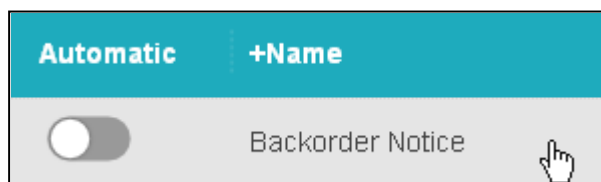
## To Edit a Template Based Email

There are two kinds of editing you can perform on a template email:

- **You can edit the email "properties"**. The email properties are a set of fields that let you control the From, To, and Subject fields of the email, and other things like what event(s) will trigger the email to be sent.
- **You can edit the email template code**. When you edit the email template code you can change the text of the email, add custom logo's, etc.

## To Edit Email Properties

- 1 Go to  Menu > Order Fulfillment > Template Based Emails tab.
- 2 Double-click on one of the email templates.



- 3 Edit the fields in the Edit Email dialog box.

Edit Email

**Code:**
BACKORDER\_NOTICE

**Name:**

**From:**

**Reply-To:**

**To:**

**CC:**

**BCC:**

**Subject:**

**Mime Type:**

**Visible For:**

☐ Customers
☒ Orders

**Sending:**

**Send When Order:**

☐ Placed
☒ Backordered

**Send When Return:**

☐ Authorized
☐ Received

**Send When Shipment:**

☐ Created
☐ Shipped

**Send When Customer:**

☐ Created
☐ Send Base64 Encoded

**Code:** Uniquely identifies an email template in the database.

**Name:** Descriptive name for the email template. The Name of the email template is displayed in the admin interface.


**Mime Type** Most customers will never need to edit this field. You could change the Mime Type to configure the email that is sent, for example to:

- Allow only text in the email.
- Force the email to be formatted in HTML.
- Change the character set used in the email.

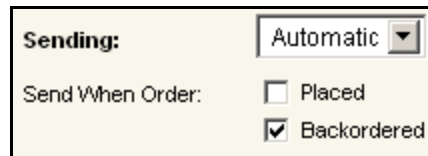
**Visible For:** In many cases, customer emails are sent automatically when triggered by an event. For example, if you check the **Send When Order > Placed** checkbox in the Add Email dialog box, your customer automatically receives an email when their order is placed.

However, you can also use the Visible For feature to configure your email so

that it can be sent manually.

- **Customers:** If you check this box, you will be able to send this email manually when you edit a customer account. See [To Create a Customer Account](#).
- **Orders:** If you check this box, you will be able to send this email manually when you edit an order. See  Menu > Order Processing > edit an order > Order Emails link.
- **Automatic:** Select Automatic and one or more of the trigger conditions to have this email automatically sent when that event occurs. For example, if you want this email to be automatically sent when an item is on backorder:
  - Select Sending > Automatic.
  - Click the Backordered checkbox.

## Sending



- **Manual:** If you select this option you must also select one of the **Visible For** options above. In this case, you don't want the email to be sent automatically when some event occurs. By selecting one of the Visible For options, you'll be able to send this email manually when you edit a customer record, and/or edit an order.

Manual emails are a very powerful feature and can be used in different ways. For example, let's say that you sell a number of products that require assembly: bookcases, display shelves, bed frames, etc. You include assembly instructions in every order, but if a customer loses their instructions, you want to be able to send them a replacement document quickly. In this case you could put each set of assembly instructions into a separate email template. If a customer loses the assembly instructions, your service rep can edit the order (or the customer's record), find the email template that has the assembly instructions, and manually send that email template to the customer.

But see also [Example: Different Combinations of the Sending and Visible For Fields](#).

## Send Base64 Encoded

This is not an event trigger. If you check this box, this email will be sent using Base64 encoding.


**Example: Different Combinations of the Sending and Visible For Fields**

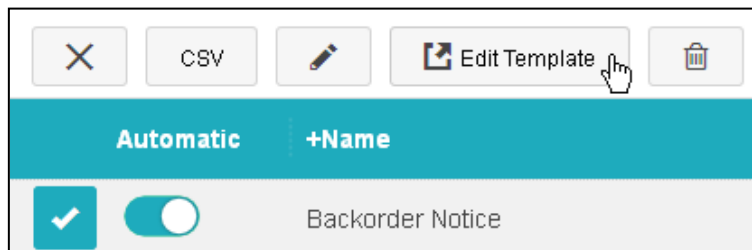
You can use the Sending and Visible For fields in the Add/Edit Email dialog box to create different send options:

Manual Only	Manual and Automatic	Automatic Only
I never want to send this email automatically. I will only send it manually.	I want to send this email automatically <b>and</b> be able to send it manually.	I only want this email to be sent automatically. I will never send it manually.
<div>Visible For: <input checked="" type="checkbox"/> Customers <input checked="" type="checkbox"/> Orders</div> <div>Sending: <span>Manual ▾</span></div> <div>Send When Order: <input type="checkbox"/> Placed <input type="checkbox"/> Backordered</div> <div>Send When Return: <input type="checkbox"/> Authorized <input type="checkbox"/> Received</div> <div>Send When Shipment: <input type="checkbox"/> Created <input type="checkbox"/> Shipped</div> <div>Send When Customer: <input type="checkbox"/> Created</div>	<div>Visible For: <input checked="" type="checkbox"/> Customers <input checked="" type="checkbox"/> Orders</div> <div>Sending: <span>Automatic ▾</span></div> <div>Send When Order: <input checked="" type="checkbox"/> Placed <input type="checkbox"/> Backordered</div> <div>Send When Return: <input type="checkbox"/> Authorized <input type="checkbox"/> Received</div> <div>Send When Shipment: <input type="checkbox"/> Created <input type="checkbox"/> Shipped</div> <div>Send When Customer: <input type="checkbox"/> Created</div>	<div>Visible For: <input type="checkbox"/> Customers <input type="checkbox"/> Orders</div> <div>Sending: <span>Automatic ▾</span></div> <div>Send When Order: <input checked="" type="checkbox"/> Placed <input type="checkbox"/> Backordered</div> <div>Send When Return: <input type="checkbox"/> Authorized <input type="checkbox"/> Received</div> <div>Send When Shipment: <input type="checkbox"/> Created <input type="checkbox"/> Shipped</div> <div>Send When Customer: <input type="checkbox"/> Created</div>

**Note that checking "Placed" here is only an example. The same would be true if you check any event trigger.**

**To Edit Email Template Code**

- 1 Go to  Menu > Order Fulfillment > Template Based Emails tab.
- 2 Select a template based email, then click Edit Template.



- 3 Every template based email has its own [Page](#). In our example, we edited the template for Backorder Notice, so the system took us to "Edit Page: Backorder Notice". If you know the Page name that is associated with a template based email, you could also edit the template code by going to:

 Menu > User Interface > Pages tab > Edit a page (Backorder Notice) > Page tab.



Either way, you'll now be able to edit the template code for the email.

## To Configure Template Based Emails to be Sent Automatically

- 1 Go to Menu > Order Fulfillment > Template Based Emails tab.
- 2 Click on the slider icon to enable the template based email.


- 3 Now double-click on the template based email to open the [Edit Email dialog box](#).
- 4 In the Sending field, select Automatic, then click on one or more of the event trigger checkboxes.

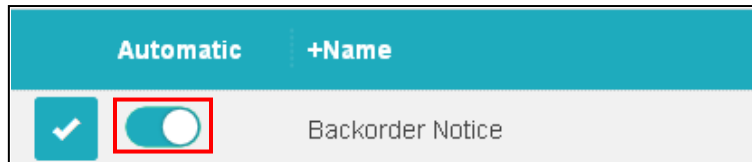
**In this example, the customer will receive an email when an item is marked as back ordered in the admin interface (edit order).**

- 5 Save your changes in the Edit Email dialog box.

See also [Example: Different Combinations of the Sending and Visible For Fields](#).

## To Configure Template Based Emails to be Sent Manually

- 1 Go to  Menu > Order Fulfillment > Template Based Emails tab.
- 2 Click on the slider icon to enable the template based email.



- 3 Now double-click on the template based email to open the [Edit Email dialog box](#).
- 4 In the Visible For field, check the Customers and/or the Orders checkbox.


Visible For:	<input checked="" type="checkbox"/> Customers
	<input checked="" type="checkbox"/> Orders

- If you check the **Customers** checkbox, you'll be able to send this email to customers while you edit a customer account record. See below.
  - If you check the **Orders** checkbox, you'll be able to send this email to customers while you edit an order. See below.
- 5 Save your changes in the Edit Email dialog box.

See also [Example: Different Combinations of the Sending and Visible For Fields](#).

## To Send a Template Based Email Manually

### *While Editing a Customer Account Record*


- 1 Make sure that you've followed the steps to configure the email to be sent manually.
- 2 Go to  Menu > Customers > Edit a customer account record > Template Based Emails tab.
- 3 In the Template Based Emails tab
  - 3.1. Click the checkbox next to the email(s) that you want to send to the customer. In our example, we're going to send the Backorder Notice.
  - 3.2. Fill out at least the "Override To" field
  - 3.3. Click **Update**.

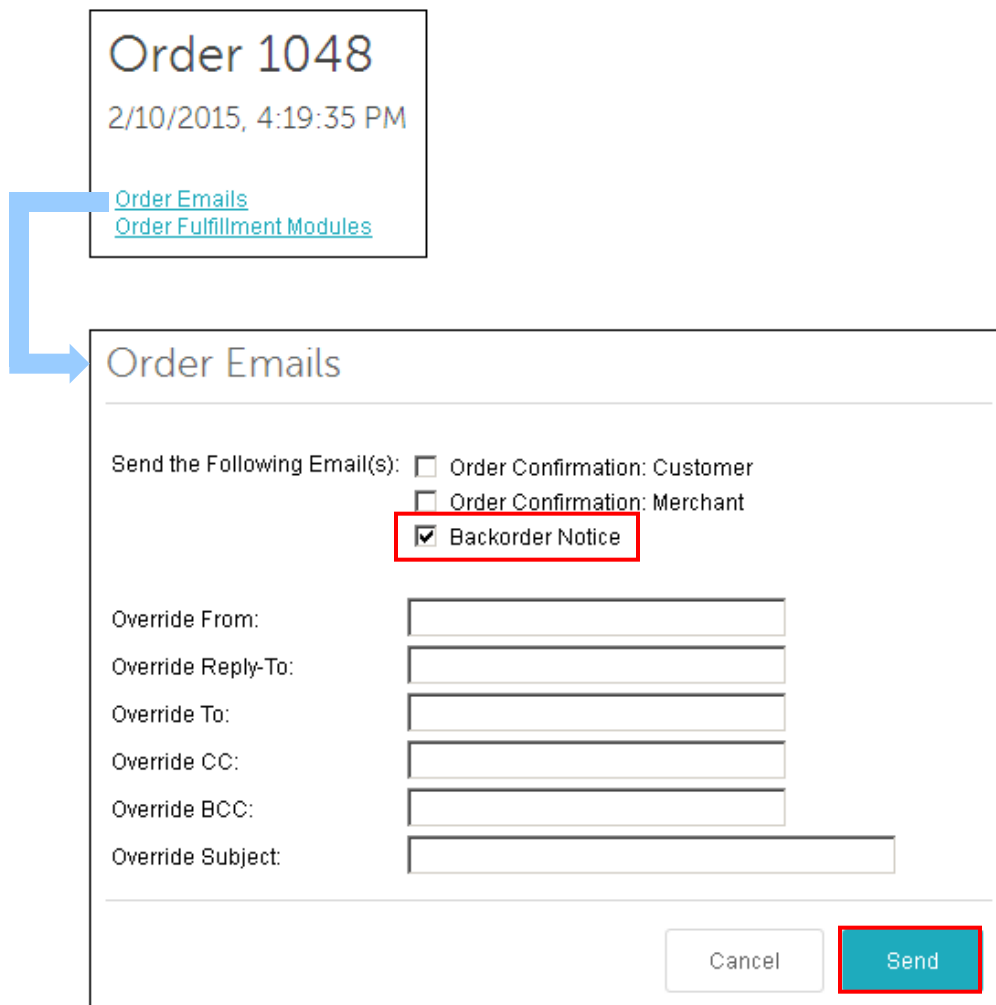
The screenshot shows the 'Edit Customer: a\_customer' interface. At the top, there are navigation buttons: '<<', '<', '>', and '>>'. Below these are three tabs: 'Identification', 'Shipping/Billing Information', and 'Template Based Emails'. The 'Template Based Emails' tab is selected and underlined. To the right of the tabs are two buttons: 'Update' (highlighted with a red box) and 'Reset'. Below the tabs, the form contains the following elements:

- 'Send the Following Email(s):' with two checkboxes: ☒ 'Backorder Notice' and ☐ 'Customer Created'.
- Fields for email overrides: 'Override From:', 'Override Reply-To:', 'Override To:', 'Override CC:', 'Override BCC:', and 'Override Subject:'. Each label is followed by a text input field.

A red arrow points to the 'Override To:' field with the text: 'Fill out at least this field, then click Update.'

### *While Editing an Order*

- 1 Make sure that you've followed the steps to configure the email to be sent manually.
- 2 Go to  Menu > Order Processing > Orders tab.
- 3 Edit an order.
- 4 In the Edit Order screen, click on the Order Emails link.
- 5 In the Order Emails dialog box, click the checkbox next to the email that you want to send and click **Send**.



Order 1048  
2/10/2015, 4:19:35 PM

[Order Emails](#)  
[Order Fulfillment Modules](#)

### Order Emails

Send the Following Email(s):

- ☐ Order Confirmation: Customer
- ☐ Order Confirmation: Merchant
- ☒ Backorder Notice

Override From:

Override Reply-To:



Override To:

Override CC:

Override BCC:


Override Subject:

## To Create a New Template Based Email

- 1 Go to  > Order Fulfillment > Template Based Emails tab.
- 2 Click **New Template Based Email** .
- 3 Fill out the fields in the Add Email dialog box. See [To Edit Email Properties](#).
- 4 When you are done, click **Add**.
- 5 To edit the body of your new template based email, see [To Edit Email Template Code](#).


## Order Fulfillment > Add/Remove Modules

### To Add Order Fulfillment Modules

- 1 Go to the  > Order Fulfillment > Add/Remove Modules tab.
- 2 Select the Available Modules section.

- 3 Click on the Install button for the Order Fulfillment module that you want to add.

## To Remove Order Fulfillment Modules

- 1 Go to the  Menu > Order Fulfillment > Add/Remove Modules tab.
- 2 Select the Installed Modules section.
- 3 Click on the **Remove** button for the Order Fulfillment module that you want to remove.

## Logging

Some modules have the ability to create their own log files, usually for troubleshooting. Use the Logging Settings screen to turn log file creation on or off for any module.


By default there are three modules in your Miva Merchant store that can create log files. However, if you purchase a third-party module it may also have a log file feature, and will show up in the Logging Settings screen.

Log files have the potential to use up a lot of space on your server. If you enable a log file, you might want to keep an eye on how much disk space it uses over time.

## e-Urchin Log

Urchin was purchased by Google and became Google Analytics. Urchin is no longer a supported product, although it still works. If you use Urchin, you have to enable the e-urchin log.


## To Enable the e-Urchin Log

- 1 Go to the  Menu > Logging > Add/Remove Modules tab.
- 2 Select the Available Modules tab section.
- 3 Under e-Urchin, click **Install**. A new "e-Urchin Log" tab will appear.
- 4 Fill out the fields in the e-Urchin Log tab:
  - **Log File**: the name of the log file you want to create.
  - **Log Remote Hostnames**: Enable this option if you want the log file to contain hostnames instead of IP addresses. This feature will generate a DNS query for every IP address seen by e-Urchin, and will consume more machine resources.
  - **Log Format**: select one of the Urchin log file formats, either elf or elf2.
- 5 Click **Update** when you are done with your changes.

## Miva Merchant Access Log

This is a general purpose log file to help troubleshoot your store. It can quickly capture a large amount of data and you should keep an eye on the size of the log file.


## To Enable the Miva Merchant Access Log

- 1 Go to the  > Logging > Add/Remove Modules tab.
- 2 Select the Available Modules tab section.
- 3 Under Miva Merchant Access Log, click Install. A new "Miva Merchant Access Log" tab will appear.
- 4 Fill out the field in the Miva Merchant Access Log tab:
  - **Log File**: the name of the log file you want to create.
- 5 Click Update when you are done with your changes.

## buySAFE 2.0

buySAFE is a product that allows your customers to add insurance to their orders. You should only enable the buySAFE log if you are asked to do so by their support staff. Enabling the buySAFE log does not create a new tab and their log file does not have any options.

## To Enable the buySAFE Log

- 1 Go to the  > Logging > Add/Remove Modules tab.
- 2 Select the Available Modules tab section.
- 3 Under buySAFE 2.0, click **Install**.

## System Extension Settings

Modules are "blocks" of code that perform specific functions in the Miva Merchant admin interface. If you write a module you can have it show up almost anywhere in the admin interface so that it can be enabled and configured. For example, logging modules control the creation of log files and show up in the Logging Settings screen.

The System Extension Settings screen is kind of a catch-all for modules that don't belong anywhere else. There are three modules that show up in this screen by default, but if you install third-party modules they may also show up here.

## PayPal Express Checkout and/or Payments Pro

Please see [Payment > PayPal Express Checkout and/or Payments Pro](#) for instructions on configuring this module.


## PayPal Payments Advanced and/or Payflow Gateway

Please see [Payment > PayPal Payments Advanced and/or Payflow Gateway](#) for instructions on configuring this module.

## buySAFE 2.0

buySAFE allows your customers to add insurance to their orders during checkout.



### To Enable buySAFE 2.0

- 1 Go to the  Menu > System Extensions > Add/Remove Modules tab.
- 2 Select the Available Modules tab section.
- 3 Under buySAFE 2.0, click **Install**.
- 4 Select the buySAFE tab.
  - 4.1. Check the "I accept the buySAFE End User License Agreement" checkbox.
  - 4.2. Click the **register now** button to go to the buySAFE website and create an account.
  - 4.3. Enable buySAFE Bonding. Adding buySAFE to your store requires changes to some template code.
    - If you have modified your store's template code, click on the [documentation](#) link to follow the instructions for manually adding the buySAFE template code.
    - If you have not made any changes to your store's template code, you can check the **Enable the automatic template changes** checkbox.
- 5 Enter the authentication data provided by buySAFE. You are given these credentials when you create your buySAFE account.
- 6 Generate and place buySAFE Seal / Specify store terms of sale: More information about these items is shown on-screen after you create your buySAFE account.
- 7 Click **Update**.

## Utilities


### Utilities > Template Based Batch Reports

By default, Miva Merchant has two template based batch reports:

- The **Printable Invoice** appears in the:  
 Menu > Order Processing > Orders tab > Run Batch Report dialog box
- The **Shipment Picklist** appears in the:  
 Menu > Order Processing > Shipments > Run Batch Report dialog box

You can also create your own batch reports for either managing orders or shipments.


### To Enable the Default Reports

- 1 Go to  Menu > Utilities > Add/Remove Modules tab.


- 2 Select the Available Modules section.
- 3 Under Template Based Batch Reports, click **Install**.
- 4 You can now run the default reports.

## To Run the Default Reports

- **Printable Invoice:**

- 1 Go to  > Order Processing > Orders tab.
- 2 Select a batch, or select one or more orders.
- 3 Click the **Batch Report** button.


- **Shipment Picklist:**

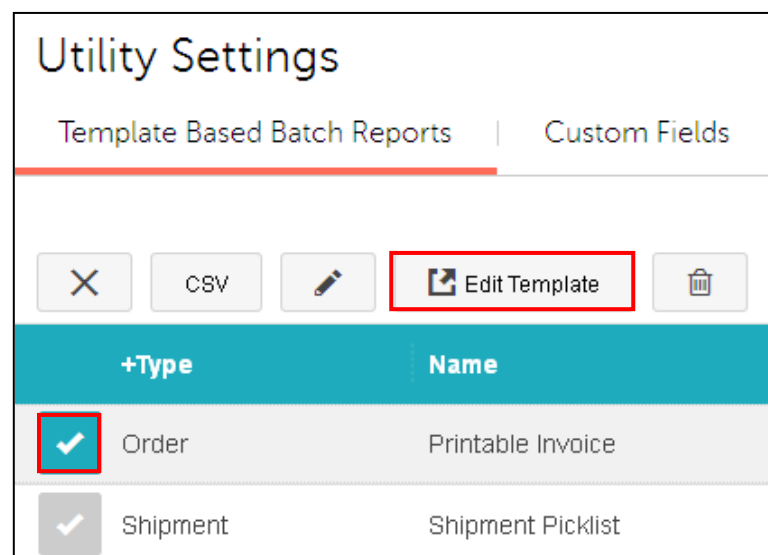
- 1 Go to  > Order Processing > Shipments tab.
- 2 Select a batch, or select one or more shipments.
- 3 Click the **Batch Report** button.

## To Edit a Template Based Batch Report

You should already have followed the steps to enable the default reports. There are two ways to edit the default reports (Shipment Picklist and Printable Invoice):


- **Method 1 - Utilities Screen**

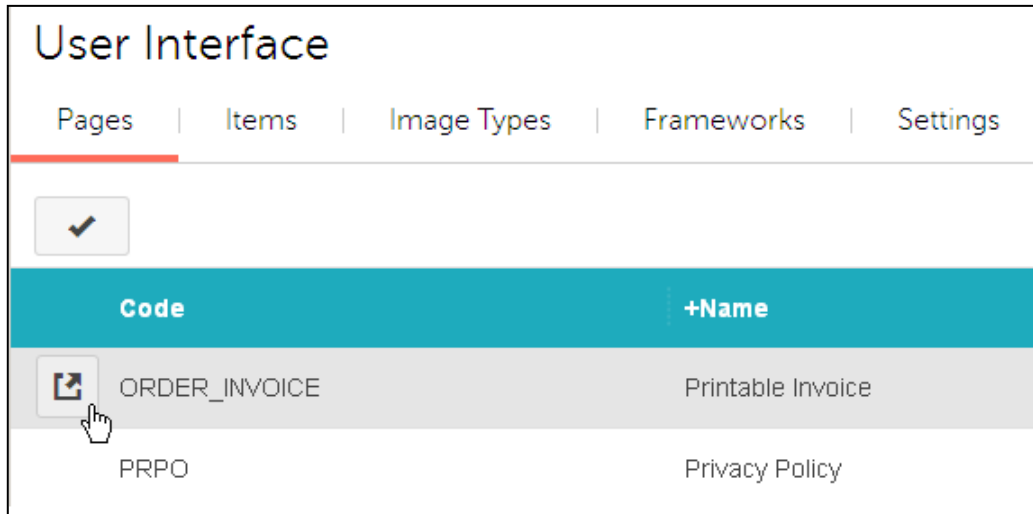
- 1 Go to  > Utilities > Template Based Batch Reports tab.
- 2 Select one of the template based batch reports.
- 3 Click the **Edit Template** button.





- **Method 2 - Pages Screen**





- 1 Go to  > User Interface > Pages tab.
- 2 Edit one of the pages that is associated with a default report:
  - ORDER\_INVOICE (Printable Invoice)
  - SHIPMENT\_PICKLIST





## To Create a New Template Based Batch Report

You should already have followed the steps to enable the default reports.

Creating a new template based batch report is a two-step process. First you create an empty report, which is easy; then you add the template code that will cause the report to gather and process the information that you want. This may require a significant knowledge of Miva Merchant template code.

- 1 Go to  > Utilities > Template Based Batch Reports tab.
- 2 In the Template Based Batch Reports tab, click the **Add Report** button .
- 3 In the Add Batch Report dialog box, enter a:
  - **Type:** Select either Order or Shipping.
    - If you select Order, your report will appear under:  
 > Order Processing > Orders tab > (Select an order) > (click Batch Report button)
    - If you select Shipping, your report will show up in the batch report dialog box under:  
 > Order Processing > Shipments tab > (Select an order) > (click Batch Report button)
  - **Code:** The code uniquely identifies the report in the database.
  - **Name:** The name of the report will appear in the admin interface.
- 4 Click the **Add** button.



## To Delete a Template Based Batch Report

- 1 Go to  > Utilities > Template Based Batch Reports tab.
- 2 Select the report that you want to delete.
- 3 Click the **Delete** button  to permanently delete the report.



## Utilities > Custom Fields

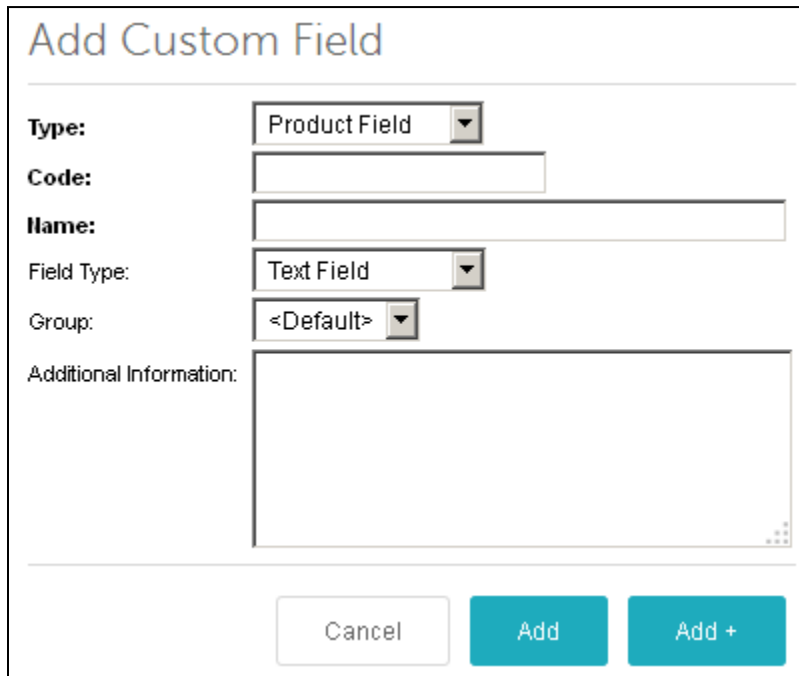
Custom fields let you add your own fields to categories, products, customer records, etc. For example, you can add a custom product field, such as MSRP, and display that field on a product page. See page [414](#) for several examples.

### To Enable Custom Fields

- 1 Go to  > Utilities > Add/Remove Modules tab.
- 2 Select the Available Modules section.
- 3 Under Custom Fields, click **Install**.
- 4 A new tab will appear:  > Utilities > Custom Fields.

### To Create a New Custom Field

- 1 Go to  > Utilities > Custom Fields tab.
- 2 Click New Custom Field .
- 3 Fill out the fields in the Add Custom Field dialog box.
- 4 Click **Add**.



**Add Custom Field**

Type: Product Field

Code:



Name:

Field Type: Text Field

Group: <Default>

Additional Information:

Cancel Add Add +

- Type Select the type of custom field that you want to create.
- Product: Add custom fields to Product pages in your online store.
  - Category: Add custom fields to Category pages in your online store.
  - Customer: Add custom fields to the  Menu > [Store Settings > Customer Fields](#) tab.
  - Order: Add custom fields to the  Menu > Order Processing > edit order screen.
- Code The code uniquely identifies your custom field in the database.
- Name The field name is displayed in the admin interface.
- Field Type Use the field type to select a control or interface for the custom field. Most of these types are familiar and self-explanatory. You can create custom fields with text areas, radio buttons, checkboxes, etc. The one exception is a field type of "Image Upload", which is a bit different from the others. See [Example: Adding a Custom Field with Image Upload](#).
- Text Field
  - Text Area
  - Radio Button
  - Drop Down List
  - Checkbox

- Image Upload


**Group**

Custom field groups let you organize your custom fields. See [Utilities > Custom Field Groups](#). The Group drop down list will show all of the custom field groups that you have created.

**Additional Information**

Add "hover text" to custom fields that appear in the admin interface. You might use Additional Information to tell admin users what kind of information they should put in the custom field or how the custom field is used.

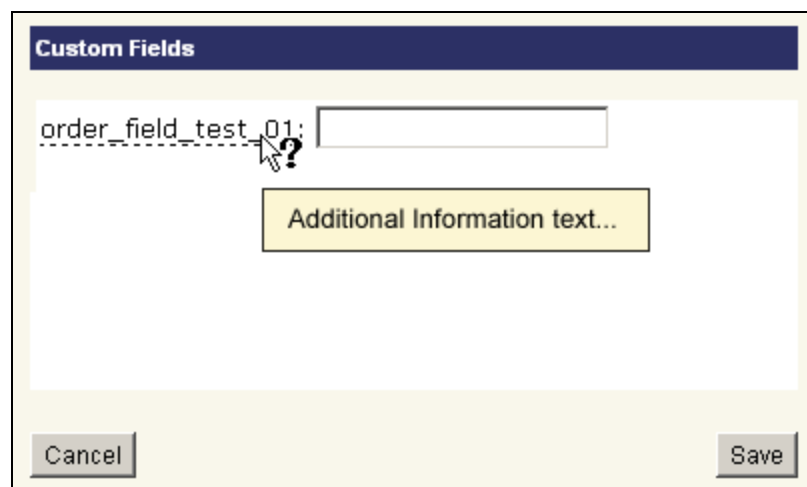
**Example :**

- 1 Create a custom field of type Order.
- 2 Go to  Menu > Order Processing > Orders tab.
- 3 Edit an order.
- 4 In the edit order screen, there will be a new link at the top: "Custom Fields".





This link won't show up until you've created at least one custom field.

- 5 Click on the Custom Fields link. A Custom Fields dialog box will open and show all of your "Order" type custom fields.
- 6 Move the mouse over a custom field name. The text that you entered in the Additional Information field will appear as hover text.




## To Delete a Custom Field


- 1 Go to  > Utilities > Custom Fields tab.
- 2 In the Custom Fields tab, select a custom field.
- 3 Click Delete Custom Field(s) .






## Utilities > Custom Field Groups

Custom Field Groups make it easier to organize and view your custom fields.

### Utility Settings

Template Based Batch Reports | Custom Fields | Custom Field Groups | 



[Advanced Search](#)  


    






Code	Name	Group	+Field Type	Type
back_io_ports	Back IO Ports	<Default>	Text Field	Product
expansion_slots	Expansion Slots	<Default>	Text Field	Product
processor_bus	Processor Bus	<Default>	Text Field	Product
tower_case_mini	Mini Tower Case	<Default>	Text Field	Product
tower_case_standard	Standard Tow...	<Default>	Text Field	Product

**We've created a number of custom fields, but without groups, there's no easy way to sort or organize them.**

## Utility Settings

Template Based Batch Reports | **Custom Fields** | Custom Field Groups |  



[Advanced Search](#)  


    






Code	Name	Group	+Field Type	Type
back_io_ports	Back IO Ports	Motherboard Spec Fields	Text Field	Product
expansion_slots	Expansion Slots	Motherboard Spec Fields	Text Field	Product
processor_bus	Processor Bus	Motherboard Spec Fields	Text Field	Product
tower_case_mini	Mini Tower Case	Tower Cases	Text Field	Product
tower_case_standard	Standard Tower Case	Tower Cases	Text Field	Product

**We created two custom field groups: "Motherboard Spec Fields" and "Tower Cases", and assigned each field to a group. Now we can sort the custom fields by clicking on the Group column title.**

Utility Settings

Template Based Batch Reports | Custom Fields | Custom Field Groups |  




[Advanced Search](#)  


Code	Name	Group	+Field Type	Type
back_io_ports	Back IO Ports	Motherboard Spec Fields	Text Field	Product
expansion_slots	Expansion Slots	Motherboard Spec Fields	Text Field	Product
processor_bus	Processor Bus	Motherboard Spec Fields	Text Field	Product

**But since we assigned each custom field to a group, we can enter the name of a group in the search field and view only the fields in that group.**

## To Create a Custom Field Group

- 1 Go to  > Utilities > Custom Field Groups tab.
- 2 Click Add Group .
  - Enter a Code: the code uniquely identified the group in your store.
  - Enter a Name: the name is a more user friendly description of the group.
- 3 Click Save Group .

## To Assign a Custom Field to a Group

- 1 Go to  > Utilities > Custom Fields tab.
- 2 Edit a custom field.
- 3 In the Edit Custom Field dialog box, select your group from the Group list box, and click **Save**.

**Edit Custom Field**

Type: Product Field

Code: back\_IO\_ports

Name: Back IO Ports

Field Type: Text Field

Group: Tower Cases

Additional Information:

Cancel Delete Save

## Example: Adding and Using a Custom Category Field

In this example we'll create a custom category field that allows us to display or hide categories in the [Category Tree](#).

- 1 Go to Menu > Utilities > Custom Fields tab.
- 2 Create a custom field of type Category.

**Add Custom Field**

Type: Category Field

Code: display

Name: Display

Field Type: Text Field

Group: <Default>

Additional Information:


Cancel Add Add +

- 3 Edit the value of the custom field.
  - 3.1. Go to Menu > Catalog > Categories tab > (edit a Category) > Custom Fields tab.
- 4 When you edit a category now, you'll see that there is a new tab called "Custom Fields". In this new tab is the custom category field that you created.



After you create a custom field of type "Category", you'll see a new tab "Custom Fields" when you edit a category. The new tab shows the custom field that you created.

For our example, we'll set the value of this field to "False".

- 5 Add category tree template code. In our example we'll use the custom field to control whether a category is displayed in the category tree. If the value of the custom field is "true", the category will be displayed in the on-line store.
  - 5.1. Go to  > User Interface > Settings tab > Category Tree Template tab.
  - 5.2. Add the field. In the Custom Fields section, click on the field named "Display", then click the Select button. (To reduce overhead in the admin interface, only custom fields that have been selected can be referenced in the template code.)
  - 5.3. Edit the template code. In the category tree template code we'll add code to scan the value of the "Display" field for each category. Categories where the Display field contains the string "true" will be shown in the category tree.

- 5.4. The new code we'll add to the template field is:


```
<mvt:if expr="NOT
ISNULL(1.settings:cattree_category:customfield_values:customfields:msrp)">
```

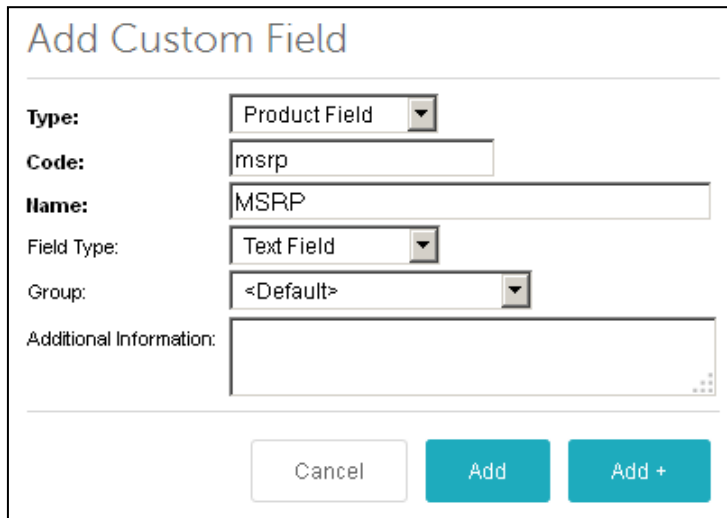
```
Custom Field Name:
&mvte:cattree_category:customfield_names:customfields:msrp; <br/>
Custom Field Value:
&mvte:cattree_category:customfield_values:customfields:msrp;
</mvt:if>
```

- 6 When you've finished making your changes to the Category Tree Template tab, click the **Update** button.

## Example: Adding and Using a Custom Product Field

This example shows how to create a custom product field and one example of how such a field can be used.

- 1 Go to  > Utilities > Custom Fields tab.
- 2 Create a custom field of type Product. We'll call ours "MSRP".



**Add Custom Field**

Type: Product Field

Code: msrp


Name: MSRP

Field Type: Text Field

Group: <Default>


Additional Information:

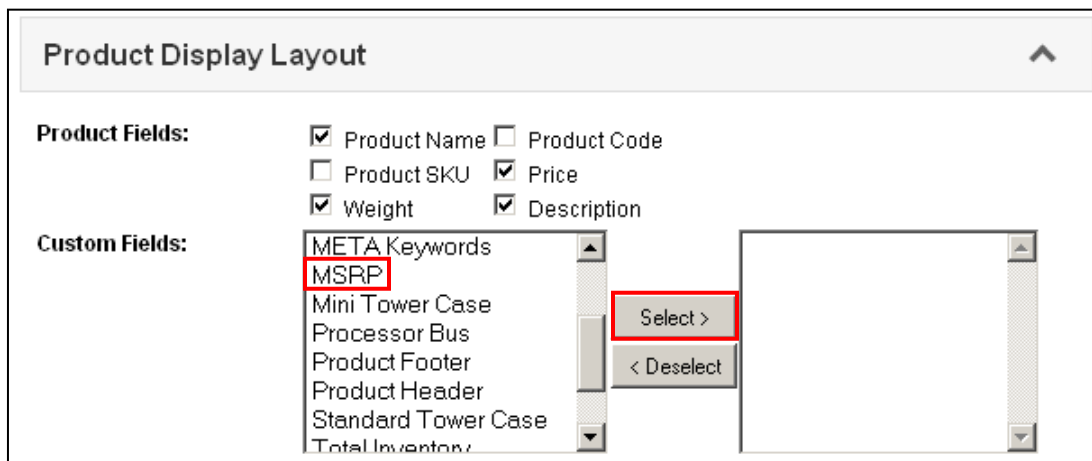
Cancel Add Add +

- 3 Edit the value of the custom field.
  - 3.1 Go to  > Catalog > Products tab > (edit a product) > Custom Fields tab.When you edit a product now, you'll see that there is a new tab called "Custom Fields". In this new tab is the custom product field that you created.

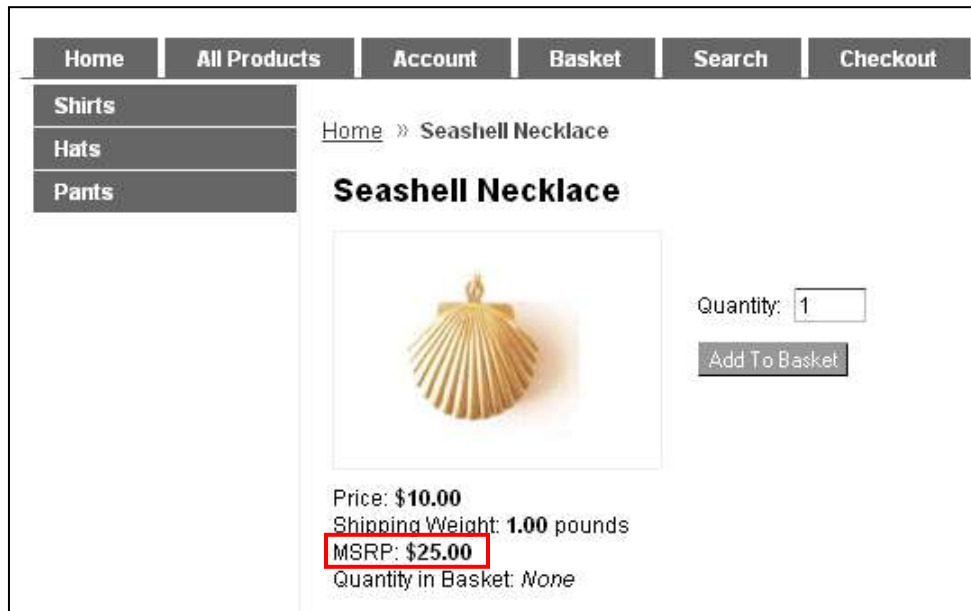


The custom field that we created, "MSRP", now shows up when we edit a product. We'll set the value of this field to "\$25.00".

- 4 Add the custom field to the product page. There are many different things you could do with a custom product field. As a simple example, we'll have our custom field show up in product pages in our on-line store.
  - 4.1. Go to  > User Interface > Pages tab > (edit page PROD) > Page tab > Product Display Layout section.
  - 4.2. Click on the custom field ("MSRP" in our example), then click the **Select** button. (To reduce overhead in the admin interface, only custom fields that have been selected can be referenced in the template code.)




- 4.3. In the Page tab, click **Update**.
- 5 Now let's look at a product page in our on-line store:



Our custom field now shows up in product pages in our on-line store.




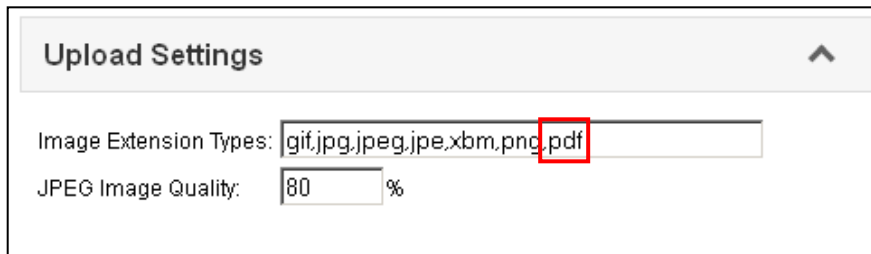
In our example the custom product field automatically showed up in our on-line store because we had not modified our product page template code. If you *have* modified your product page template code, you must:

- 6 Select the custom field in the  Menu > User Interface > Pages tab > (edit page PROD) > Page tab > Product Display Layout section.
- 7 In the Product Display Layout section, click on the [Advanced Mode](#) link to view the Product Display Template code.
- 8 Manually add the code that will display the custom field.

## Example: Adding a Custom Field with Image Upload

In this example we'll show how to use the Image Upload field type to add content to your store pages that customers can download.

- 1 Make sure that the file type that you want to use is supported by the admin interface. For example, if you want to add a PDF to a store page that your customers can download:
  - 1.1 Go to  Menu > Domain Settings > Domain Details tab > Upload Settings section.
  - 1.2 In the Upload Settings section, add "PDF" to the Image Extension Types field:

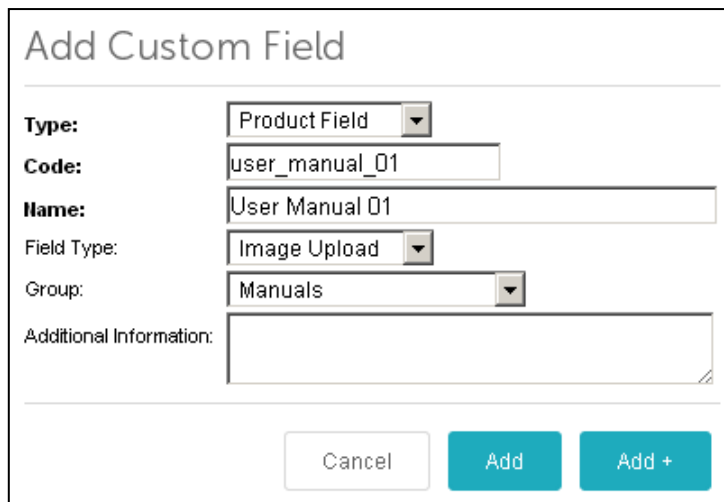


**Upload Settings**

Image Extension Types: gif,jpg,jpeg,jpe,xbm,png,pdf

JPEG Image Quality: 80 %

- 2 Create a custom field group called "Manuals".
- 3 Create a custom field called "User Manual 01" with a Field Type of "Upload Image".



**Add Custom Field**

Type: Product Field

Code: user\_manual\_01

Name: User Manual 01

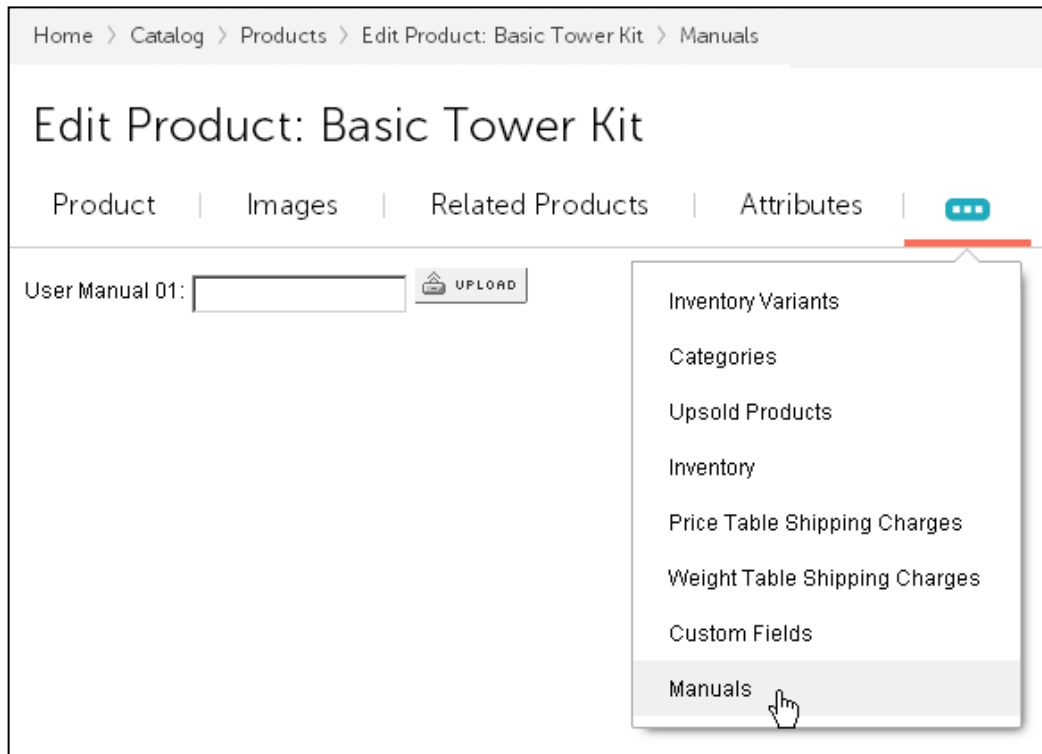
Field Type: Image Upload


Group: Manuals

Additional Information:

Cancel Add Add +

- 4 Edit a product.
  - 4.1. There is now a tab called "Manuals", created by our custom field group.
  - 4.2. The Manuals tab contains our custom field: "User Manual 01"



- 5 In the Manuals tab, click on the **Upload** button to upload your document to your server.  
If you wanted to attach a PDF to a large number of products, you could upload the PDF once, and then add the server file path of the PDF to a product import spreadsheet (see [Data Management > Import/Export Tab](#)).
- 6 Go to  Menu > User Interface > Pages tab > (edit page PROD) > Page tab > Product Display Layout section.
- 7 Add the custom field to the page.
  - 7.1. Click on the custom field.
  - 7.2. Click **Select**.
  - 7.3. Click **Update**.

8 Modify the template code to reference the custom field.

8.1. If you haven't already, click on the [Advanced Mode](#) link so that you can see the template code.

8.2. Look for the template code:

```
&mvt:product:customfield_values:customfields:user_manual_01;
```

and change it to:

```
<a href="&mvt:product:customfield_values:customfields:user_manual_01;">User  
Manual</a>
```

9 Click **Update**.

10 If we go to our online store and select the product page for the Basic Tower Kit, we'll see that our user manual shows up as a hyperlink. If the customer clicks on the link, their browser will either open the PDF in a new browser window, or ask the user to save the PDF, depending on how their browser is configured.

## Example: Custom Basket Fields

There are times when you might want to capture information while a customer is shopping in your store and save that information to your store database. For example, you might want to capture the customer's IP address and save it with the order record. In releases before PR8 Update 9, you could capture the information, but to save it to the database you had to use a third party module.

PR8 Update 9 added 16 new read/write template functions that let you attach information that you've captured to different types of records. You can use these functions to save and display a wide variety of data:

- Agent string fields
- The customer's IP address
- The referrer page
- Any information about the customer's basket, items, costs, etc.

In this example, we'll show how to put a drop-down list on the OSEL page (Checkout: Shipping/Payment Selection) and save the customer's selection to the basket record.


- `Write_Basket`: creates a custom basket field and writes a value to it.
- `Read_Basket`: reads the value from a custom basket field.

Normally, the custom fields that you attach to a basket record are lost when the basket is deleted. However, there is a way to "convert" the information and permanently save it in the database with the customer's order. Baskets are deleted when:

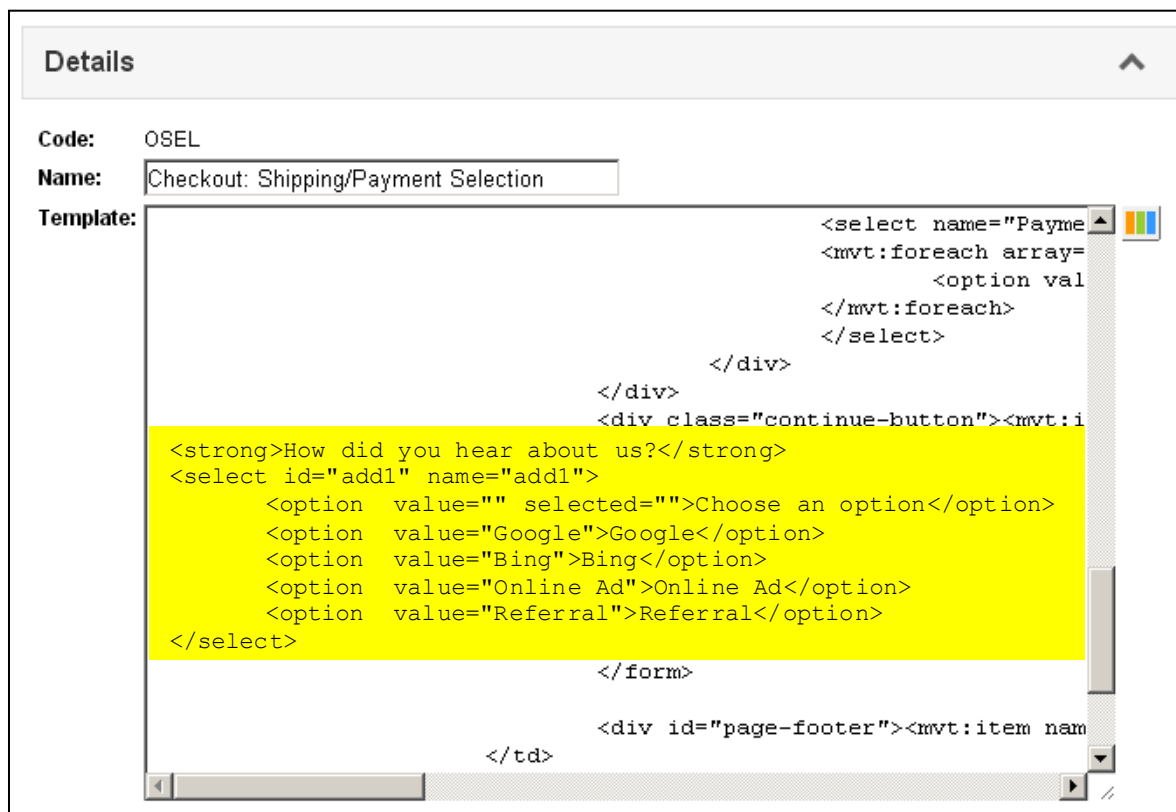
- They expire. See [Basket Timeout](#).
- The customer completes the checkout process.

- 1 Make sure that you have enabled custom fields. See [To Enable Custom Fields](#).

Custom fields are added to a page with the "customfields" item. The customfields item is already enabled on every default page in your store (every page in an "out of the box" store). If you want to use custom fields on a new page that you've created, you have to add the customfields item manually. See [Editing Items](#).

- 2 Go to  Menu > User Interface > Pages tab > (edit page OSEL) > Page tab > Details section.

We'll add some code to create a drop-down list box on the OSEL. Our code goes right above the "`</form>`" tag.



- 3 Click **Update** to save your changes.



4 Here's how the template code looks in our store:

**Shipping/Payment Selection (OSEL)**

**Ship To:**

**Name:** test test  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** test  
test, AK 12345  
US

**Bill To:**

**Name:** test test  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** test  
test, AK 12345  
US

Item	Qty.	Item Price	Total Price
test - test	1	\$1.00	\$1.00
<b>Total:</b>			<b>\$1.00</b>

**Ship Via:** free shipping (\$10.00) ▼

**Pay With:** Check ▼


**How did you hear about us?** Choose an option ▼

[Continue](#)

[Home](#) | [About Us](#) | [Contact Us](#) | [Shipping & Returns](#) | [Privacy Policy](#) | [FAQs](#) | [All Products](#)

Ecommerce Shopping Cart Software by [Miva Merchant](#)

5 The template code that we added displays a drop-down list on the OSEL page. Now we'll capture the customer's selection from the drop-down list, and display it on the next checkout page, OPAY (Checkout: Payment Information).

- 5.1. Go to  Menu > User Interface > Pages tab > (edit page OPAY) > Page tab > Header and Footer section.
- 5.2. Add the code shown in the figure below.

**Header & Footer**

Header:

Notes:

Versions: 

Original

[Recall](#) [Clear History](#)

Footer: 

```
<mvt:item name="customfields" param="Write_Basket('hear-about-us',  
g.add1)" />  
<mvt:item name="customfields" param="Read_Basket('hear-about-us') " />  
Where Did you Hear About Us: &mvt:customfields;
```

- The call to **Write\_Basket** creates a new custom basket field called "hear-about-us" and gives it the value of "g.add1". We used the "add1" variable to store the customer's selection from the drop-down list box in the previous step. The call to Write\_Basket saves the value of g.add1 for as long as the basket persists.
- The call to **Read\_Basket** reads the value in the variable in 'hear-about-us' and prints it to the screen using &mvt:customfields

When the customer gets to the Invoice screen (INVC), the basket record is converted to an order record. The basket record, along with any custom basket fields, are deleted. However, if you create custom order fields that have the same names as your custom basket fields, the values in the custom basket fields are written to the custom order fields with the same name, and will be saved with the order record. You can then view the custom fields by editing the record.

[Home](#)[All Products](#)[Account](#)[Basket](#)[Search](#)[Checkout](#)

## Payment Information

**Ship To:****Bill To:**

**Name:** test test  
**Address:** test  
test, AK 12345  
US

**Name:** test test  
**Address:** test  
test, AK 12345  
US

Item	Qty.	Item Price	Total Price
test - test	1	\$1.00	\$1.00
<i>Shipping: free shipping:</i>			\$10.00
<i>Sales Tax:</i>			\$0.00
<b>Total:</b>			<b>\$11.00</b>

## Payment Method: Check

**Bold** = Required

*Italic* = Optional

**Check #:**

[Continue](#)

Where Did you Hear About Us: Google

## Section 2: Appendices

### Appendix 1: Best Practices for Managing Credit Card Data

A portion of the PCI-DSS standard relates to encrypting your payment data. In most cases you are required to meet these standards, although they are also considered best practices:

- **Enable encryption in your store.** After you enable encryption, payment information on new orders will be encrypted.
- **Encrypt existing payment information.** If you have existing orders with unencrypted payment information, you have to encrypt the payment information on those orders.
- **Delete payment information from orders.** PCI has several requirements for when you should delete payment information:
  - It is never acceptable to keep unencrypted credit card numbers in your database, even temporarily.
  - You should not keep credit card data longer than you need to. For example, the PCI standards let you store credit card information to cover your return policy, or if you sell custom products that may be paid for in installments. However, you should delete credit card information when you no longer need it to process or refund an order.
  - Under no circumstances should you store payment information in your database for more than 1 year.
  - You may never store the entire stripe data (which includes the CVV code) even if it's encrypted.



### The Encryption Key Wizard

You can do all of the tasks mentioned above with the **Encryption Key Wizard**. The Encryption Key Wizard is a utility that is part of the Miva Merchant admin interface. The main purpose of the Encryption Key Wizard is to

- Enable order encryption in your store by creating an encryption key.
- Create new encryption keys. PCI standards require you to create a new encryption key every 365 days.
- Remove payment information from orders (Archiving).

Note that the screens in the Encryption Key Wizard will be slightly different, depending on whether you have existing orders with credit card data in them.

<ul style="list-style-type: none"><li>• You don't have an encryption key.</li><li>• You have an encryption key, but you don't</li></ul>	<ul style="list-style-type: none"><li>• You don't have an encryption key.</li><li>• You have an encryption key, and you have at</li></ul>
---	---

<p>have any orders with credit card data.</p> <p>The wizard will only prompt you to create a new encryption key.</p>	<p>least one order with credit card data.</p> <p>The wizard will prompt you to create a new encryption key and then allow you to:</p> <ul style="list-style-type: none"><li>• Migrate orders (encrypt them), and/or</li><li>• Archive orders (strip payment info)</li></ul>
	

## About Encrypting Payment Information

<div> <div>Payment:</div> <div> 10-26-2014: Authorization + Capture: \$19.78 </div> <div> Authorized: \$19.78  Captured: \$19.78  Refunded: \$0.00  <b>Net Captured: \$19.78</b>  Payment Type: Authorize.Net  Method: CC  Card Type: American Express  Name on Card: test test  Card Number: xxxxxxxxxxxx0002  Expiration: 01/2015  AVS Code: P  Transaction: Authorized  Transaction ID: 0  Response Reason Text: This transaction has been approved.  Authorization Code: 000000  Authorization Date &amp; Time: 10/26/2014 15:40:08 PDT </div> <div> Authorize Capture Refund Void </div> </div>	<div> <div>Payment:</div> <div> 10-26-2014: Authorization + Capture: \$19.78 </div> <div> Authorized: \$19.78  Captured: \$19.78  Refunded: \$0.00  <b>Net Captured: \$19.78</b>  Payment Type: Authorize.Net  Method: CC  Card Type: American Express </div> <div> Authorize Capture Refund Void </div> </div>
Edit an order. Order encryption is not enabled.	Edit an order. Order encryption is enabled.

- Only the payment information is encrypted, not the entire order.
- You can view encrypted payment information in the clear as long as you have the Passphrase to decrypt the order. It is impossible to decrypt the data without your Passphrase.
- You cannot remove encryption from existing orders. Although you can edit an order and temporarily view the payment information in the clear, once you encrypt payment information in an order, the encryption is permanent.
- Miva Merchant encryption works by having you create an encryption key. The encryption key is a long alphanumeric string that the software uses as a seed for the encryption algorithm. It's important that you have a copy of your encryption key stored somewhere securely. If you forget what your encryption key is, you won't be able to complete several tasks in Miva Merchant. Only you will know your encryption key and if you lose it or forget it, it can't be recovered, even by Miva Merchant staff.
- The PCI standards require you to create a new encryption key every 365 days.

## About Deleting Payment Information

- In Miva Merchant, deleting payment information is called Archiving. Archiving doesn't remove orders from your store database. The only purpose of archiving is to strip payment information from orders.

- You can remove payment from orders in batch or from one order at a time. But once you remove payment information from an order it is permanently deleted.

## Enabling Encryption in Your Store

You enable encryption in your store by creating an encryption key. As soon as you create the key, credit card data on new orders will be encrypted. You create the key with the Encryption Key Wizard.


Follow the steps in this section if you want to enable encryption in your store, and you **do not** have existing orders with credit card information.

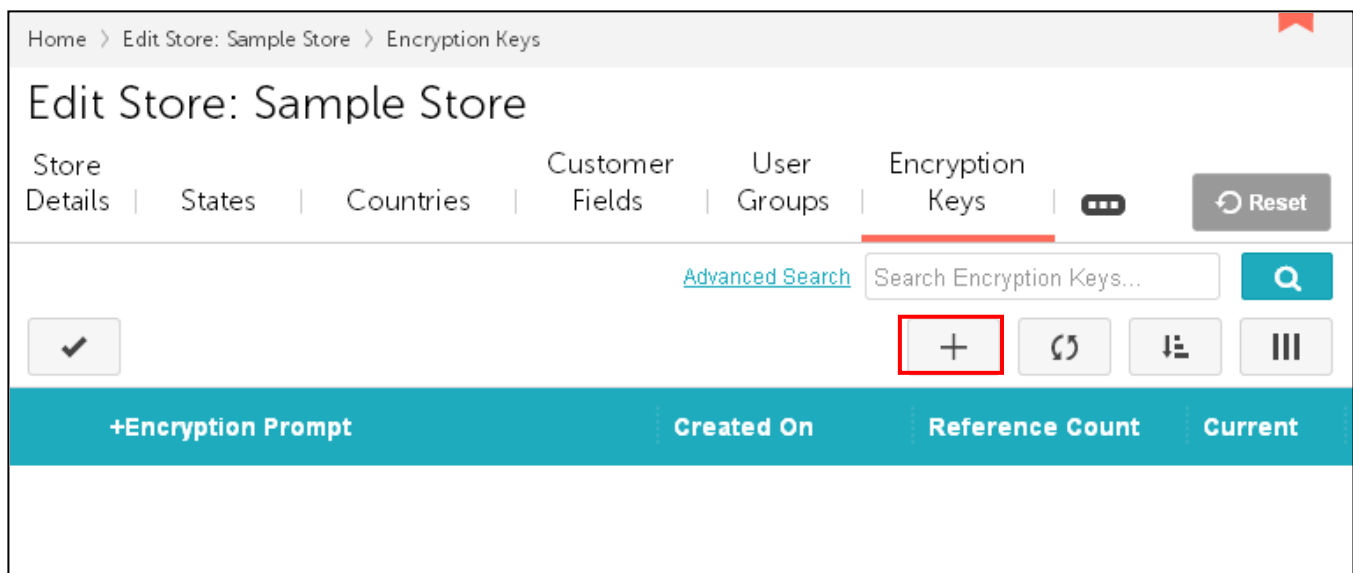
But see also [Processing Existing Orders with the Encryption Key Wizard](#).

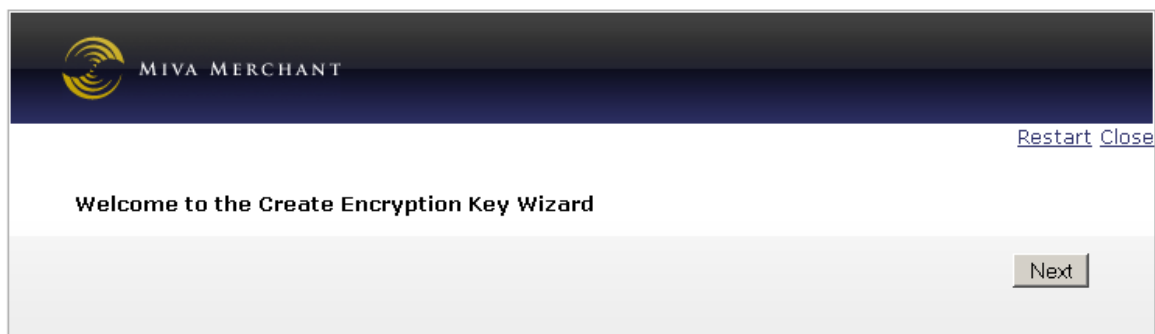
### Notes

- In this section we've simplified the screens to make them easier to read.
- It's important that you make a note of your encryption key passphrase and store it in a secure location. If you lose your passphrase, it cannot be recovered. You will either have to:
  - Remove payment information from all of the orders whose credit card information was encrypted (archiving), or
  - Leave the orders with encrypted credit card information in your database. You won't be able to view the credit card information when you edit an order.

## To Enable Encryption in Your Store

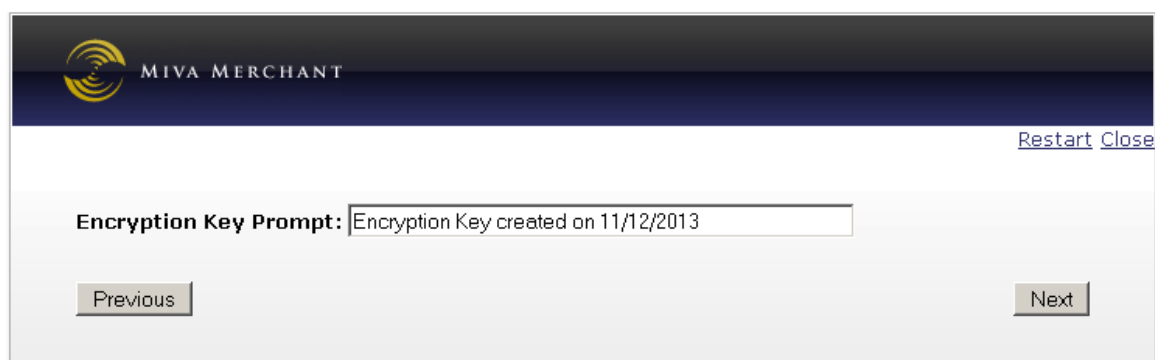
- 1 Go to  Menu > Store Settings > Encryption Keys tab.
- 2 In the Encryption Keys tab, click the **Add Encryption Key** button.





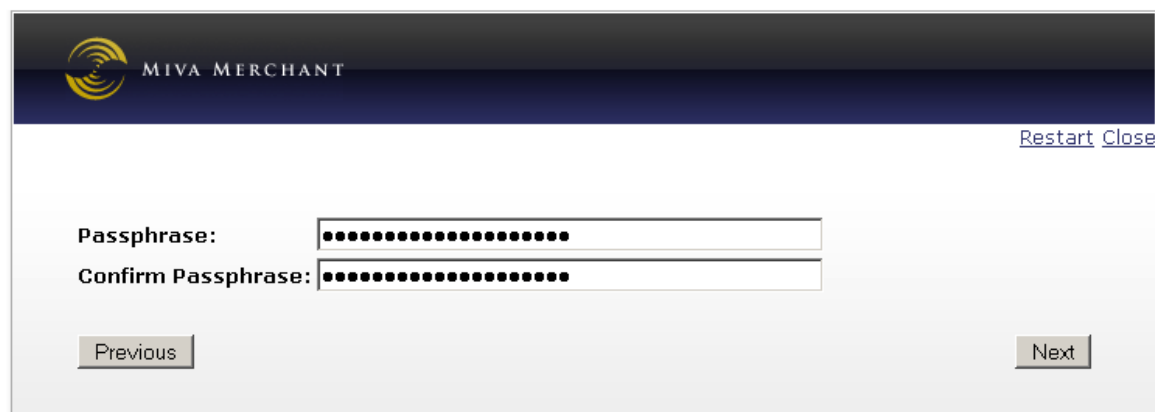
The screenshot shows the Miva Merchant logo and name in the top header. Below the header, there are links for 'Restart' and 'Close'. The main content area says 'Welcome to the Create Encryption Key Wizard'. At the bottom right, there is a 'Next' button.

**Click Next.**



The screenshot shows the Miva Merchant logo and name in the top header. Below the header, there are links for 'Restart' and 'Close'. The main content area has the label 'Encryption Key Prompt:' followed by a text input field containing 'Encryption Key created on 11/12/2013'. At the bottom left is a 'Previous' button, and at the bottom right is a 'Next' button.

**Enter a Prompt (a descriptive name) for the encryption key and click Next.**




The screenshot shows the Miva Merchant logo and name in the top header. Below the header, there are links for 'Restart' and 'Close'. The main content area has labels for 'Passphrase:' and 'Confirm Passphrase:' followed by two masked text input fields. At the bottom left is a 'Previous' button, and at the bottom right is a 'Next' button.

**The passphrase must:**

- 1 Be at least 16 characters long.
- 2 Contain at least 1 non-numeric character, such as a punctuation mark.
- 3 Contain at least 1 letter or number.
- 4 Not be the same as the Prompt.

**Enter your passphrase and click Next.**






[Restart](#) [Close](#)

**Encryption Key Prompt:** Encryption Key created on 11/12/2013

**Passphrase:** *Not shown*

[Previous](#) [Next](#)

Click Next to confirm creation of the key.



[Restart](#) [Close](#)

**Encryption Key Created**

[Close](#)

Click Close. Your key has been created. Encryption is now enabled in your store.

Home > Edit Store: Sample Store > Encryption Keys

## Edit Store: Sample Store

Store Details | States | Countries | Customer Fields | User Groups | **Encryption Keys** | [Reset](#)

[Advanced Search](#)  [Q](#)


[+](#) [↺](#) [≡](#) [☰](#)

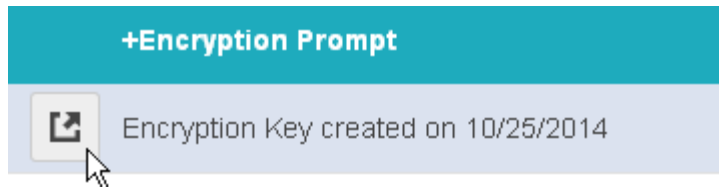
+Encryption Prompt	Created On	Reference Count	Current
Encryption Key created on 10/25/2014	10/25/2014, 6:07...	1	Yes



The Reference Count column tells you how many orders have been encrypted with a key.

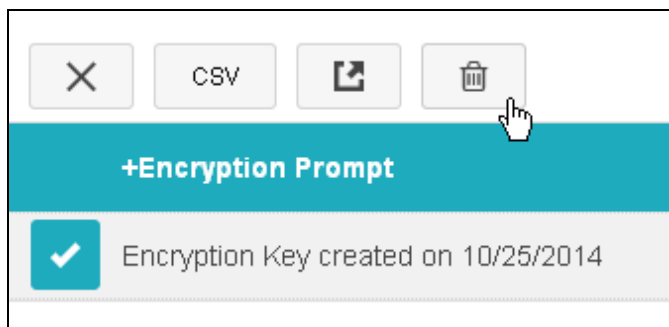
## To Delete an Encryption Key

You cannot delete an encryption key if there are any orders with credit card information that were encrypted with that key. It's easy to find out if any orders are encrypted with the current key:

- 1 Go to  Menu > Store Settings > Encryption Keys tab.
- 2 In the Encryption Keys tab, look at the Reference Count column. This is the number of orders that have been encrypted with the current key.
- 3 Click on the encryption key to edit it.



- 4 In the Edit Encryption Key screen, select the Orders tab. This tab will show you the order number of all the orders whose credit card information was encrypted with the current key. Before you can delete an encryption key, you must either delete these orders, or archive them, which removes the credit card information. There are several ways to do this, but you can archive and delete orders from the  Menu > Order Processing > Orders tab.
- 5 After you have deleted all of the orders that were encrypted with the current key, go back to the  Menu > Store Settings > Encryption Keys tab. You'll see that the Reference Count for the encryption key is now 0.
- 6 To delete the encryption key, select it and click the Trash button.



- 7 Encryption is now turned off in your store. Credit card information on **new** orders will **not** be encrypted.

## Processing Existing Orders with the Encryption Key Wizard

Follow the steps in this section if you want to enable encryption in your store, and you have existing orders with credit card information. You'll be able to:



- 1 **Create a new encryption key.** Creating an encryption key enables order encryption in your store.

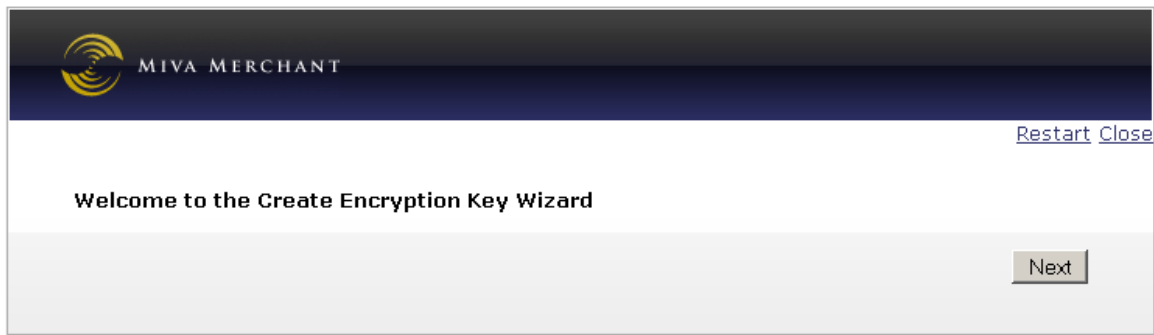
- 2 **Migrate orders.** Migrating means encrypting the payment information in existing orders with the newly created encryption key. Only the payment information is encrypted. The rest of the order is unchanged.

and/or

- 3 **Archive orders.** Archiving means deleting payment information from existing orders. The order stays in your database. Only the payment information is deleted.

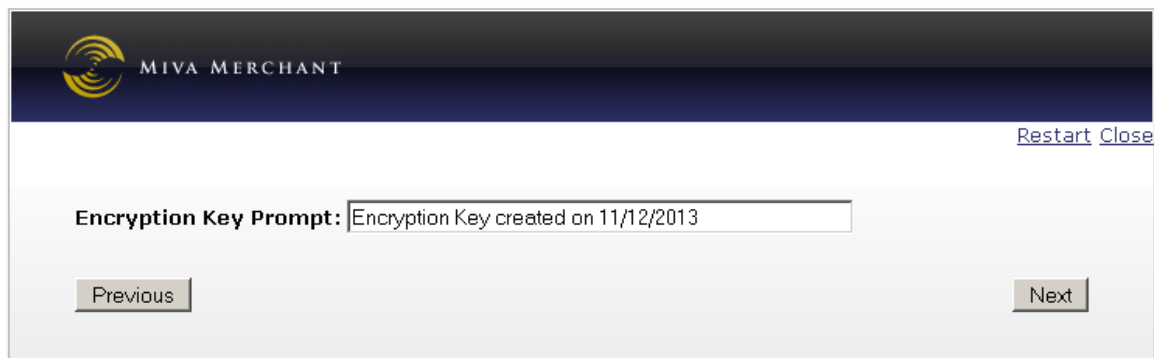
## To Process Existing Orders with the Encryption Key Wizard

- 1 Go to  Menu > Store Settings > Encryption Keys tab.
- 2 In the Encryption Keys tab, click the **Add Encryption Key** button . The Encryption Key Wizard will start.



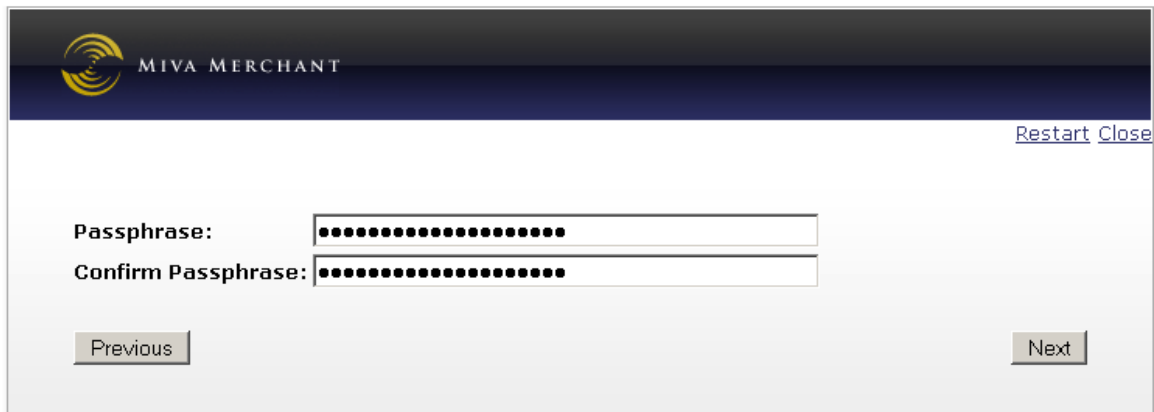
The screenshot shows the Miva Merchant logo and name at the top. Below the header, there are links for 'Restart' and 'Close'. The main text reads 'Welcome to the Create Encryption Key Wizard'. At the bottom right, there is a 'Next' button.

Click Next.



The screenshot shows the Miva Merchant logo and name at the top. Below the header, there are links for 'Restart' and 'Close'. The main text reads 'Encryption Key Prompt:'. To the right of this text is a text input field containing the text 'Encryption Key created on 11/12/2013'. At the bottom left, there is a 'Previous' button, and at the bottom right, there is a 'Next' button.

Enter a Prompt (a descriptive name) for the encryption key and click Next.



**The passphrase must:**  
Be at least 16 characters long.  
Contain at least 1 non-numeric character, such as a punctuation mark.  
Contain at least 1 letter or number.  
Not be the same as the Prompt.

**Enter your passphrase and click Next.**



**In this screen you can migrate orders, archive orders, or both:**

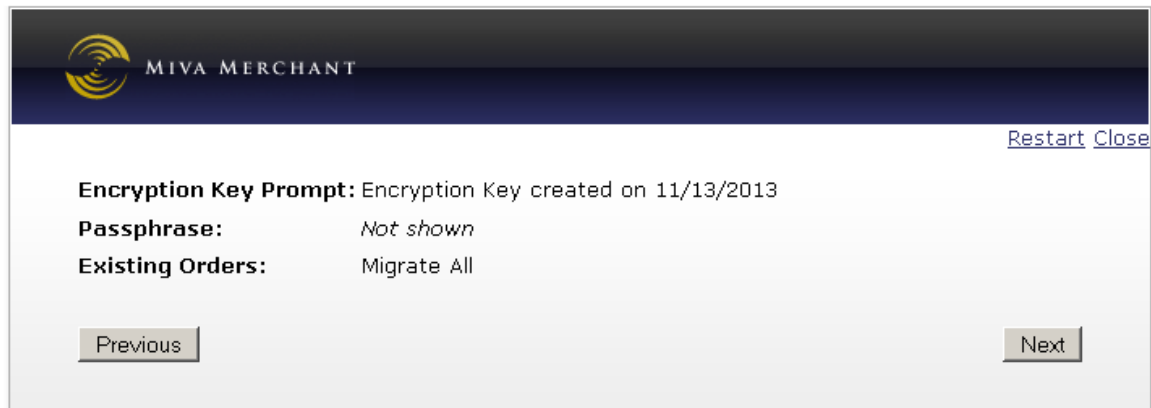
**Migrate All:** Encrypt all payment information in all existing orders.

**Archive Shipped:**  
Remove payment information from orders marked as shipped.  
Encrypt payment information in all other orders.

**Archive All:** Remove payment information from all existing orders.

**Archive Older Than:**  
Remove payment information in orders placed before the date that you select.  
Encrypt payment information in all other orders.

**Select an option and click Next.**

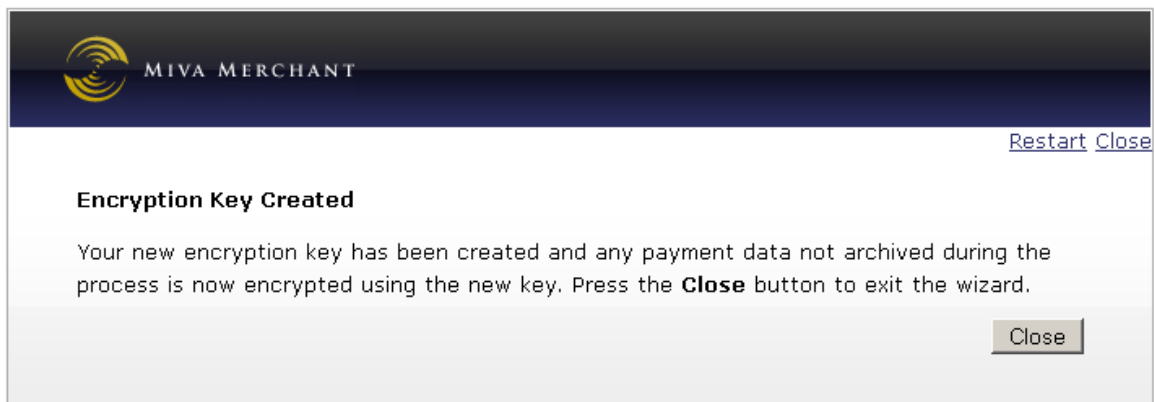


The screenshot shows the Miva Merchant interface with a dark header containing the logo and text. Below the header, there are links for 'Restart' and 'Close'. The main content area displays the following information:

- Encryption Key Prompt:** Encryption Key created on 11/13/2013
- Passphrase:** Not shown
- Existing Orders:** Migrate All

At the bottom, there are two buttons: 'Previous' on the left and 'Next' on the right.

Click Next to confirm.



The screenshot shows the Miva Merchant interface with a dark header containing the logo and text. Below the header, there are links for 'Restart' and 'Close'. The main content area displays the following information:

- Encryption Key Created**
- Your new encryption key has been created and any payment data not archived during the process is now encrypted using the new key. Press the **Close** button to exit the wizard.

At the bottom right, there is a 'Close' button.


Click Close. Your encryption key has been created. The migrate/archive options that you selected have been made.

## Regular Archiving in the Manage Orders Screen

The Encryption Key Wizard is usually used only once annually to enable encryption or update the encryption key in your store. If you'd like to archive payment data more often than when you change your encryption key, you should use Order Processing.

### To Archive an Order

In this section we'll show you how to search for orders that are older than a given date and archive all of them.

- 1 Go to  Menu > Order Processing > Orders tab.
- 2 In the Orders tab select **Date Range**, **Exact Dates**, and enter **From** and **To** dates covering one year.

## Order Processing

Orders | Shipments

Date Range  Exact Dates  From: 1/1/2014, 12:00:00 AM To: 12/31/2014, 12:00:00 AM

	+Order #	Status	Date	Billing First Name
<input checked="" type="checkbox"/>	1000	Processing	8/20/2014, 3:03:...	a
<input checked="" type="checkbox"/>	1001	Processing	8/20/2014, 3:16:...	a

Select all of the orders, then click the **Archive** button.


- 3 Select all of the orders, then click **Archive**.
- 4 A message box will appear asking you to confirm the deletion of payment information. Click **OK**.
- 5 Payment information has been removed from the orders that you selected.

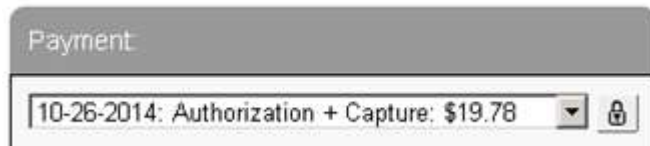
<p>Payment:</p> <p>10-26-2014: Authorization + Capture: \$19.78</p> <p>Authorized: \$19.78            Captured: \$19.78            Refunded: \$0.00  <b>Net Captured: \$19.78</b>            Payment Type: Authorize.Net            Method: CC            Card Type: American Express            Name on Card: test test            Card Number: xxxxxxxxxxxx0002            Expiration: 01/2015            AVS Code: P            Transaction: Authorized            Transaction ID: 0            Response Reason Text: This transaction has been approved.            Authorization Code: 000000            Authorization Date &amp; Time: 10/26/2014 15:40:08 PDT</p> <p> <input type="button" value="Authorize"/> <input type="button" value="Capture"/> <input type="button" value="Refund"/> <input type="button" value="Void"/> </p>	<p>Payment:</p> <p>10-26-2014: Authorization + Capture: \$19.78 <input type="button" value="Lock"/></p> <p>Authorized: \$19.78            Captured: \$19.78            Refunded: \$0.00  <b>Net Captured: \$19.78</b>            Payment Type: Authorize.Net            Method: CC            Card Type: American Express</p> <p> <input type="button" value="Authorize"/> <input type="button" value="Capture"/> <input type="button" value="Refund"/> <input type="button" value="Void"/> </p>
Before archiving.	After archiving.

## To View Encrypted Credit Card Information

If the credit card information on an order has been encrypted, you can't view the credit card data unless you know the encryption key passphrase. There are several ways to view encrypted credit card information.


### In the Order Encryption Screen

- 1 Go to  > Store Settings > Encryption Keys tab.
- 2 In the Encryption Keys tab, edit an encryption key.
- 3 In the Edit Encryption Key screen, select the Orders tab.
- 4 In the Orders tab, edit an order.
- 5 In the Edit Order screen, click on the padlock icon at the top of the Payment display.




- 6 A dialog box will open and ask you to enter the passphrase.  
After you enter the passphrase that was used to create the encryption key and click **Continue**, you'll be able to view the credit card data.

### In the Orders Screen

- 1 Go to  > Order Processing > Orders tab.
- 2 In the Orders tab, edit an order that has credit card information that was encrypted with the current key.
- 3 In the Edit Order screen, click on the padlock icon. Enter the passphrase and click the **Continue** button. The Edit Order screen will refresh and will openly display the credit card information.

### In Legacy Order Processing

- 1 In the Store Search field, enter "legacy", then select Legacy Order Processing from the results. Note that Legacy Order Processing can only be reached from the Store Search field. You can't find it in the  button.



- 2 In the Order Processing main screen, edit an order that has encrypted credit card information.
- 3 In the Edit Order screen, enter the passphrase and click Update.

- 4 After you enter the passphrase that was used to create the encryption key, you'll be able to select any of the order tabs.



## Appendix 2: Common Fields in the Admin Interface

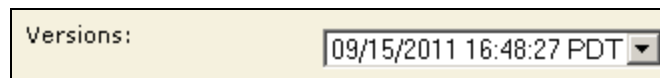
This section lists a number of fields that you can find in many screens of the Miva Merchant Admin Interface.

Notes:



Use the Notes field to identify versions of a file, such as a template or a store page. See Versions.

Versions:



Allows you to create multiple copies of a file, and to switch between them. To create a new version of a file:

- 1 Make any change to the file. You may also want to use the Notes field to describe the changes you are making, for example "New Logo".
- 2 Click the **Update** button. Your new version will be listed in the Versions drop-down list.

Recall:

If you have created multiple versions of a file, you can use the **Recall** button to select a Version.

- 1 Select the version of the file you want to use from the Versions drop-down list.
- 2 Click the **Recall** button.
- 3 Click the **Update** button.

Clear History:

Click the **Clear History** button to delete all versions of the file except the original.

Color Selector: 

Use the Color Selector control to insert hexadecimal color references into your file.

- 1 Click the mouse cursor anywhere in the template text where you want to insert a hex color reference.
- 2 Click on the Color Selector icon.
- 3 In the Color Selector dialog box, click the mouse on the color that you want, then click Insert. A hexadecimal reference to the color that you selected will be inserted into the text of your template.

Custom Fields:

Custom fields show up in many screens of the Miva Merchant admin interface.

You can see custom fields, usually on template pages, when you edit your store, edit pages, products, categories, etc. Custom fields include:

- META Tags
- Category Headers and Category Footers
- Image Types
- Shipping options that you enable

The different types of custom fields are used for different purposes, for example, META Tags can be used to help search engines like Google find products in your store. When you see a list of custom fields next to a field containing template code, for example in the Edit Store > Category Tree Template tab, checking the box next to a custom field makes that custom field "available" to the template code. If you wanted to reference a custom field in the template code, you check the box next to the custom field, click the **Update** button, and then you can add code to the template to refer to the custom field. This is done to improve speed and efficiency. Only the custom fields that you enable are loaded into memory and made available to the template code.

## Appendix 3: Comparing Weight Based Shipping Modules

Miva Merchant has three shipping modules based on weight. See [Shipping](#).

<b>Base + Weight Shipping</b>	<ul style="list-style-type: none"><li>• Create as many shipping methods as you want, "Economy under 5 pounds", "Economy 6-10 pounds", etc.</li><li>• Each shipping method has 1 weight range.</li><li>• The total shipping charge is (weight of order x shipping charge per unit weight) + base charge</li></ul>
<b>Minimum or Weight Shipping</b>	<ul style="list-style-type: none"><li>• Create as many shipping methods as you want, "Economy under 5 pounds", "Economy 6-10 pounds", etc.</li><li>• Each shipping method has 1 weight range.</li><li>• The total shipping charge is (weight of order x shipping charge per unit weight) <b>or</b> base charge, whichever is greater.</li></ul>
<b>Weight Table Shipping</b>	<p>In Weight Table Based Shipping you create a set of ranges based on the weight of the customer's total order. Each weight range can have a different shipping charge. For example:</p> <p><b>Range 1:</b> 0 - 5 pounds, charge \$4.00 to ship the entire order.</p> <p><b>Range 2:</b> 6 - 10 pounds, charge \$6.00 to ship the entire order.</p>

## Appendix 4: Hosting Your Store

In most cases it is easier and more reliable to have your store hosted by Miva Merchant.

- We have in-house expertise on installing, configuring and maintaining stores.
- We know exactly what hardware and software works best for Miva Merchant stores and we already have those resources available and ready to go.

It's been our experience that customers experience MANY fewer problems when they let us host and install their store. However, for the intrepid spirit, there are two other options:

- You can host your store on your own server, but hire us to install and configure your store. See:  
[http://www.mivamerchant.com/products/MIVA-SUPPT\\_VM\\_INSTALL](http://www.mivamerchant.com/products/MIVA-SUPPT_VM_INSTALL)  
[http://www.mivamerchant.com/products/MIVA-SUPPT\\_MERC\\_INSTALL](http://www.mivamerchant.com/products/MIVA-SUPPT_MERC_INSTALL)
- You can host your store on your own server, and do the installation and configuration yourself.

## General Requirements and Process for Hosting Your Store

If you are going to host your own store you should contact Miva Merchant support for detailed instructions, but here's a overview of what is involved:

- **Hardware:** You need at least one server where you have root access. The hardware specs of the server and speed of the internet connection must be appropriate for the amount of traffic that you expect your store to receive.
- **Operating system:** We strongly recommended Linux or FreeBSD. Windows is supported but not recommended. If you use Windows you must have a server version that will support IIS 6 or older.
- **Database:** We strongly recommended MySQL, which is required for PCI compliance. In the past, other databases have been supported, but beginning in PR9, MySQL will be required for new stores.
- **Application Server:** For Linux and FreeBSD you must have Apache/OpenSSL. On a Windows server you must use IIS 6 and OpenSSL.
- **Install and configure Empresa:** Empresa is a virtual environment from Miva Merchant. Empresa also installs CGI on top of Apache.
- **Verify your environment:** Miva Merchant has a script called diag6 that will examine your server for readiness.
- **Install Miva Merchant:** Download the Miva Merchant store package. Run the setup script to install and add your license key.

## Appendix 5: Default HTTP/HTTPS Pages

The table below shows the way that pages in your store use SSL by default. You can change any page in your store to use or not use SSL, but this is way your pages are configured when Miva Merchant is initially installed.

- Page names shown in bold use SSL by default.
- Page names shown in italics do not use SSL by default.
- Page names shown in bold and italic use SSL only if the referring page uses SSL.

For example, if a customer is on a secure page in your on-line store (such as **INVC**) and goes a page shown in bold/italic pages (such as ***NTFD***), the Not Found page would use HTTPS. If the customer was on a non-secure page in your on-line store and went to ***NTFD***, the Not Found page would use HTTP. The referrer page must be in your on-line store. If the referrer page was outside of your store, say a Google result list, it would have no effect on the security of your store pages.

Page Code	Page Name
<i>ABUS</i>	<i>About Us</i>
<b>ACAD</b>	<b>Customer Create</b>
<b>ACED</b>	<b>Customer Edit</b>
<b>ACLN</b>	<b>Customer Account</b>

<b>ACRT</b>	<b>Customer Password Reset</b>
<b>AFAD</b>	<b>Affiliate Create</b>
<b>AFCL</b>	<b>Affiliate Login</b>
<b>AFED</b>	<b>Affiliate Edit</b>
<i>BASK</i>	<i>Basket Contents</i>
<b>BSKE</b>	<b>Checkout: Basket Empty</b>
<b>CEML</b>	<b>Change Email Address</b>
<b>CPWD</b>	<b>Change Password</b>
<i>CTGY</i>	<i>Category Display</i>
<i>CTUS</i>	<i>Contact Us</i>
<i>FAQS</i>	<i>FAQs</i>
<b>FPWD</b>	<b>Forgot Password</b>
<b>INVC</b>	<b>Invoice</b>
<b>LOGN</b>	<b>Customer Login</b>
<i>MNTN</i>	<i>Maintenance Mode</i>
<i>NTFD</i>	<i>Not Found</i>
<b>OCST</b>	<b>Checkout: Customer Information</b>
<b>OMIN</b>	<b>Checkout: Minimum Purchase Required</b>
<b>OPAY</b>	<b>Checkout: Payment Information</b>
<b>OPRC</b>	<b>Order Already Processed</b>
<b>ORDH</b>	<b>Order History List</b>
<b>ORDL</b>	<b>Order: Customer Login</b>
<b>ORDS</b>	<b>Order Status</b>
<b>ORHL</b>	<b>Lookup Order History</b>
<b>OSEL</b>	<b>Checkout: Shipping/Payment Selection</b>
<b>OUS1</b>	<b>Checkout: Upsell Product (Single)</b>
<b>OUSM</b>	<b>Checkout: Upsell Product (Multiple)</b>
<i>PATR</i>	<i>Missing Product Attributes</i>
<i>PLMT</i>	<i>Product Limited Stock</i>
<i>PLST</i>	<i>Product List</i>
<i>POUT</i>	<i>Product Sold Out</i>
<i>PROD</i>	<i>Product Display</i>
<i>PRPO</i>	<i>Privacy Policy</i>
<i>SARP</i>	<i>Shipping and Return Policy</i>
<i>SFNT</i>	<i>Storefront</i>
<i>SRCH</i>	<i>Search</i>
<b>UATM</b>	<b>Upsell: Missing Product Attributes (Multiple)</b>
<b>UATR</b>	<b>Upsell: Missing Product Attributes (Single)</b>

## Appendix 6: ZPL Printer Configuration

### MacOS Configuration

If you are using a MacOS with the ZPL printer, you must setup a raw printer queue before you can print.

- 1 Make sure that the ZPL printer is connected to your computer and is powered on.
- 2 Open a terminal window and run:

```
lpinfo -v
```

You will see the port that is being used by your ZPL printer. Please make a note of this port.

- 3 Open a browser window on your Macintosh and go to this address:

```
http://localhost:631
```

- 4 If you are prompted to enable the CUPS Web Portal, enter the same username and password that you use to logon to your Macintosh.
- 5 Select the Administration tab and click **Add Printer**.
- 6 Enter any name for the ZPL printer and the port that you found by running the lpinfo command.
- 7 Press the **Continue** button.
- 8 Select Raw for Make and press Continue.
- 9 Make sure that **Raw Queue** is selected for Model and click the **Add Printer** button.

Your ZPL printer is now configured and will appear in the Miva Merchant printer drop-down list. More detailed instructions with screenshots may be found in the JZebra Raw Printer setup instructions.

## Appendix 7: Inventory Management


In Miva Merchant, inventory management refers to a set of tasks that are completed in different parts of the admin interface. This section gives you a bird's-eye view of these tasks:

- Inventory Tracking
- Basket Inventory
- Inventory Messages

Each of these tasks is optional. You don't have to use the Miva Merchant inventory management features at all. You can use inventory management without the basket inventory feature. You can use the basket inventory without customizing your inventory messages.

## Inventory Tracking

Inventory tracking lets Miva Merchant do inventory math for you. After you enable inventory tracking, you set the initial level of your stock. If a customer adds an item to their basket, the inventory count for that item automatically drops by 1. If the customer purchases the item, the inventory count will stay reduced by 1. If the customer removes the item from their basket, or abandons their basket, the inventory count for the item increases by 1. You can enable inventory tracking for products with or without [Attributes](#).

See also  Menu > Store Settings > Store Details tab > Settings section > [Basket Timeout](#) field.




This vase has no attributes. It's not available in any other sizes, colors or anything else. We'll enable inventory tracking on the product, and set the initial inventory to 100. When a customer buys a vase, the inventory count automatically drops to 99.




Our t-shirt has two attributes: size and color. It's available in small, medium and large sizes, and blue and white colors. We enable inventory tracking on both attributes and then set the initial inventory for each variant (version) of the shirt. If we tell the system we have 100 of each variant, and a customer buys a shirt in small/blue, the inventory count for small/blue drops to 99, and the inventory count for all the other variants stays at 100; the same thing that would happen in a brick and mortar store.

## To Enable Inventory Tracking for Products with Attributes

- 1 Enable inventory tracking at the store level.
  - 1.1. Go to  Menu > Catalog > Inventory tab.
  - 1.2. Check the Track Inventory checkbox. You may also want to enable these other checkboxes:

- Track Low Stock Level
- Track Out of Stock Level
- Hide Out of Stock Products

## 2 Enable inventory tracking at the attribute level.

2.1. Go to  > Catalog > Products.

2.2. Edit a product and select the Attributes tab. If the "I" column for the attribute has a checkmark, inventory tracking is enabled.

Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I
Size	Size		Radio Buttons	N/A	N/A	N/A		Yes	Yes
small	Small			0.00	0.00	0.00	No		
medium	Medium			0.00	0.00	0.00	No		
color	Color		Radio Buttons	N/A	N/A	N/A		Yes	Yes
blue	Blue			0.00	0.00	0.00	No		
white	White			0.00	0.00	0.00	No		

If the attribute was added as an Attribute Template, you have to edit the attribute template and check the Inventory checkbox.

## 3 Generate [Variants](#) if you haven't already done so.

## 4 **Set the inventory level for each variant.** A variant (t-shirt in size small and color blue) is a product, so you have to tell the system how many you have on hand.

4.1. Go to  > Catalog > Products > Edit Product > Inventory Variants tab.

4.2. Click on the **Edit Inventory** button. In the Edit Inventory dialog box, tell the system what inventory you have for each variant.





Edit Inventory
✕


Code	Name	SKU	Inventory
zoo_shirt_small_white	Zoo Shirt, Small White		<input type="text" value="10"/>
zoo_shirt_small_blue	Zoo Shirt Size:small color:blue		<input type="text" value="10"/>
zoo_shirt_medium_blue	Zoo Shirt Size:medium color:blue		<input type="text" value="10"/>
zoo_shirt_medium_white	Zoo Shirt Size:medium color:white		<input type="text" value="10"/>

Close
Save

## To Enable Inventory Tracking for Products with No Attributes

- 1 Enable inventory tracking at the store level.
  - 1.1. Go to  > Catalog > Products > Edit Product > Inventory Settings tab
  - 1.2. Check the Track Inventory checkbox. You may also want to enable these other checkboxes:
    - Track Low Stock Level
    - Track Out of Stock Level
    - Hide Out of Stock Products
- 2 Enable inventory tracking at the product level and set the inventory level.
  - 2.1. Go to  > Catalog > Products.
  - 2.2. Edit a product and select the Inventory tab.
    - Check the Track Product checkbox.
    - Enter the initial inventory you have in the "Increase Stock By" field. For example, if you currently have 100 vases on-hand, set this field to 100.

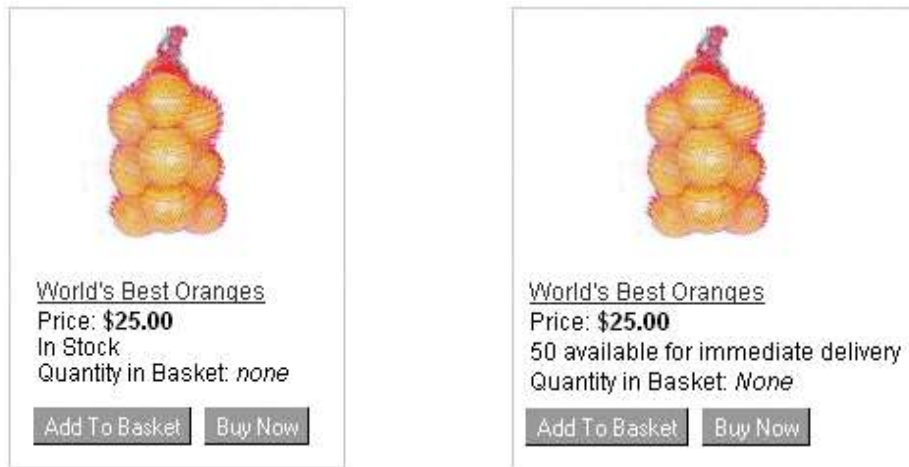
## Basket Inventory

Basket Inventory keeps track of how many products your customers currently have in baskets. See  > Utilities > Add/Remove Modules tab > Available Modules section > Basket Inventory.

## Inventory Messages


Inventory messages appear next to products on different pages in your store and give customers information about product availability. For example, you can have the text "In Stock" or "Out of Stock" appear next to a product.

- For every inventory message you can have a short and long version of the message.
- You can create default inventory messages at the store level or product specific inventory messages at the product level.



### In Stock Message (Short)


The general process of using inventory messages is:

- 1 **Enable inventory tracking** at both the store and product level, or the store and attribute level for products with attributes. See above. You must use inventory tracking to use inventory messages.
- 2 **Set inventory levels** on your products (tell the software how many you have of each product on hand). See above.
- 3 **Create default inventory messages** (Optional). These are store-wide default inventory messages that will apply to all of your products. You can create store-wide default inventory messages. See [Catalog > Edit Product > Inventory Tab](#) > Inventory Settings section.
- 4 **Create product specific inventory messages** (Optional). If you create inventory messages for a specific product, they will take precedence over the default inventory messages. To create product specific inventory messages, see  Menu > Catalog > Products > Edit Product > Inventory tab.
- 5 **Set the inventory message to be Long or Short** on various store pages. Each of the tabs below has a drop-down list control that allows you to choose a long or short inventory message for that page.
  - **Category pages:** CTGY > Category Product List Layout > Inventory Level Message field. Customers see this page in your store when they click on a Category.
  - **Product List:** PLST > Product List Layout Tab > Inventory Level Message field. This is the page that is displayed in your store when customers click on the **All Products** button.
  - **Product pages, product has attributes:** PROD > Attribute Machine > Inventory Message field. This page is displayed in your store when customers click on a product.
  - **Product pages, product does not have attributes:** PROD > Product Display Layout > Inventory Level Message field. This page is displayed in your store when customers click on a product.

- **Product pages, related product list:** PROD > Related Product List Layout Tab > Inventory Level Message field. This page is displayed in your store when customers click on a product and you have added related products in the Edit Product > Related Products Tab.
- **Search:** Search Results Layout Tab > Inventory Level Message field. This is the page that is displayed when customers enter text in the search text box and click the **Search** button.

Message	What the Message Means	Page in Your Store Where Customers Can See this Message
In Stock	Stock on hand - quantity in baskets > Low Stock Level. The low stock level can be set for your store (Inventory link in leftnav) or for individual products (Edit Product > Inventory tab).	CTGY (Category Display) PLST (Product List) PROD (Product Display) SRCH (Search)
Low Stock	Stock on hand - quantity in baskets < Low Stock Level.	PROD (Product Display) CTGY (Category Display) SRCH (Search) PLST (Product List)
Out of Stock	Stock on hand - quantity in customer baskets = 0	PROD (Product Display) CTGY (Category Display) SRCH (Search) PLST (Product List)
Limited Stock	The customer has tried to purchase a quantity greater than your current inventory. For example, you have 5 vases of a certain type and the customer tries to purchase quantity 6 of that vase.	BASK (Basket Contents)

## Appendix 8: The Sales Tax Calculation Field

The Sales Tax Calculation field in the  Menu > Store Settings > Store Details tab > Settings section has a significant effect on both the admin interface and your on-line store. Selecting a value from the Sales Tax Calculation drop-down list:

- 1 Adds one or more tabs to the Store Settings tab list. The new tab(s) will vary depending on what you selected as the Sales Tax Calculation.
- 2 Adds one or more tabs to the Edit Product tab list.
- 3 Will change the taxes that customers see during the checkout process.

Home > Edit Store: Sample Store > Store Details

## Edit Store: Sample Store

Store Details | States | Countries

Identification

Owner

Settings

Maintenance Mode

Order Minimums

**Canadian VAT GST**

GST:  %

☐ Apply GST to Shipping

**Payment Information****Bill To:**

**Name:** test test  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** test  
test, test 11111  
CA

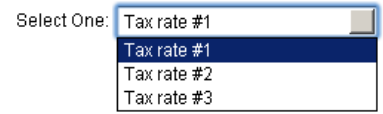
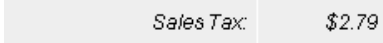
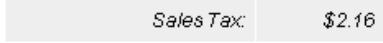
**Ship To:**

**Name:** test test  
**Email Address:** test@test.com  
**Phone Number:** 555-555-5555  
**Fax Number:**  
**Company:**  
**Address:** test  
test, test 11111  
CA

Item	Qty.	Item Price	Total Price
Network Hat - network_hat	1	\$12.00	\$12.00
<b>Your selection in the Sales Tax Calculation drop-down list generates taxes that appear in the Payment Information screen during customer checkout.</b>		Shipping: Free Shipping:	\$0.00
		GST Tax:	\$0.84
		PST Tax:	\$0.00
		<b>Total:</b>	<b>\$12.84</b>

The table below shows the changes that occur depending on what value you select in the Sales Tax Calculation Selection drop-down list.

Sales Tax Calculation Selection	Creates a New Tab or Section in Store Settings Called:	Creates a New Section Under Edit Product > Product Tab Called:	Example of What the Customer Sees in the Payment Information Screen	
Canadian VAT	Store Settings > Store Details tab > Canadian VAT GST	Canadian VAT	GST Tax:	\$0.84
European VAT	Store Settings > VAT Rates tab  Store Settings > VAT Countries tab  Store Settings > Store Details tab > VAT Options section	VAT	Total includes 7% VAT:	\$1.57

Shopper Selected Sales Tax	Store Settings > Store Details tab > Shopper Selected Sales Tax Prompt	N/A	<p>Customers select one of the tax rates that you create when they are at the <u>Order Details</u> screen:</p> 
State Based Sales Tax	Store Settings > Store Details tab > State Based Sales Tax	N/A	
Generic VAT	Store Settings > Store Details tab > VAT Options	VAT	

## Section 3: Template Changes

### Template Changes for Miva Merchant 9

The following is a list of all changes from PR8 Update 12 to Miva Merchant 9 with regards to the template code/css files. Please note, some template code changed drastically and as such, only the new template code has been included. In these cases, if you have not made any custom changes to your template, you should be able to just put the template into point and click mode, set the preferences to your liking, and click update to generate the new template code. If you have made alterations specific to your store, you should compare the differences between your template code and the provided template code in the "New" section and make the changes based on that.

#### CSSUI: Edit Page: PROD > Page > Attribute Machine

##### *Original File*

```
<script>
AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span    = document.createElement( 'span' ); // to vertically center the
swatch images
    var img      = document.createElement( 'img' );
    img.src      = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
```

##### *New File*

```
<script>
AttributeMachine.prototype.Generate_Discount = function( discount )
{
    var discount_div;

    discount_div = document.createElement( 'div' );
    discount_div.innerHTML = discount.descrip + ': ' +
discount.formatted_discount;
```

```
    return discount_div;
}
```

```
AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span = document.createElement( 'span' ); // to vertically center the
swatch images
    var img = document.createElement( 'img' );
    img.src = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
```

## CSSUI: Edit Page: PATR > Page > Attribute Machine

### *Original File*

```
<script>
AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span = document.createElement( 'span' ); // to vertically center the
swatch images
    var img = document.createElement( 'img' );
    img.src = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
```

### *New File*

```
<script>
AttributeMachine.prototype.Generate_Discount = function( discount )
{
```



```

    var discount_div;

    discount_div = document.createElement( 'div' );
    discount_div.innerHTML = discount.descrip + ': ' +
discount.formatted_discount;

    return discount_div;
}

```

```

AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span = document.createElement( 'span' ); // to vertically center the
swatch images
    var img = document.createElement( 'img' );
    img.src = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>

```

## CSSUI: Edit Page: OCST > Page > Customer Fields

### Original File

```

...
</script>
</mvt:if>

<script
src="&mvt:global:clientside url;Store Code=&mvta:store:code;&Filename=ToggleDetails
.js&Primaddr=shipping&Shipping=D&Billing=0"></script>

```

### New File

```

...
</script>
</mvt:if>

<script
src="&mvte:global:clientside url;Store Code=&mvta:store:code;&Filename=ToggleDetail
s.js&Primaddr=shipping&Shipping=D&Billing=0"></script>

```

## CSSUI: User Interface > Settings > Global Header

### Original File

```
...
<div id="search">
    <form method="post" action="%mvte:global:sessionurl;Screen=SRCH">
        <input type="hidden" name="Store_Code" value="%mvte:store:code;" />
        <input type="text" name="Search" id="searchfield"
value="%mvte:global:Search;" class="textfield" />
        <mvte:item name="buttons" param="Search" />
    </form>
</div>
...
```

### New File

```
...
<div id="search">
    <form method="post" action="%mvte:global:sessionurl;Screen=SRCH">
        <input type="hidden" name="Store_Code" value="%mvte:store:code;" />
        <input type="text" name="Search" id="searchfield"
value="%mvte:global:Search;" class="textfield" />
        <mvte:item name="buttons" param="Search" />
    </form>
</div>
...
```

## CSSUI: User Interface > Settings > Global Footer

### Original File

```
...
    <mvte:if expr="l.settings:seo_settings:sm_active"><li id="footer-
sitemap-link"><mvte:item name="cssui_links"
param="sitemap">Sitemap</mvte:item></li></mvte:if>
    </ul>
</div>
<div id="miva-link">Ecommerce Shopping Cart Software by <a target="_blank"
href="http://www.mivamerchant.com/">Miva Merchant</a></div>
```

**New File**

```
...
    <mvt:if expr="l.settings:seo_settings:sm_active"><li id="footer-
sitemap-link"><mvt:item name="cssui_links"
param="sitemap">Sitemap</mvt:item></li></mvt:if>
    </ul>
</div>
<div id="miva-link">Ecommerce Shopping Cart Software by <a target="_blank"
rel="nofollow" href="http://www.miva.com/">Miva</a></div>
```

**CSSUI: Edit Page: ORDS > Page > Order Contents**

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

**New File**

```
<script language="JavaScript">
<!--
function ReloadForm( form_field )
{
    document.location.reload();
    document.getElementsByName( "OrderDetails_Format" ).value = form_field;
}
//-->
</script>
<table>
    <tr class="heading">
        <td class="order-reorder"> </td>
        <td class="order-description">Product Description</td>
        <td class="order-status">Status</td>
        <td class="order-quantity">Quantity</td>
        <td class="order-price">Price/Ea.</td>
        <td class="order-total">Total</td>
    </tr>

    <mvt:foreach iterator="item" array="order:groups">
    <tr>
        <mvt:if expr="l.settings:item:option_count">
            <mvt:assign name="l.settings:rowspan"
value="l.settings:item:option_count + 1" />
            <mvt:else>
                <mvt:assign name="l.settings:rowspan" value="1" />
            </mvt:if>
```

```

        <td class="order-reorder" rowspan="&mvt:rowspan;">
            <mvt:if expr="l.settings:item:reorder EQ 1">
                <a target="_blank"
href="&mvt:global:sessionurl;&Store_Code=&mvta:store:code;&Screen=BASK&Action=ADPR&
Product_Code=&mvta:item:code;&Quantity=1">reorder</a>
            <mvt:else>

            </mvt:if>
        </td>

        <td class="order-description">
            &mvt:item:name; <mvt:if expr="l.settings:item:upsold">(Special
Offer)</mvt:if>
            <mvt:foreach iterator="discount" array="item:discounts">
                <mvt:if expr="l.settings:discount:display">
                    <div class="order-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
                </mvt:if>
            </mvt:foreach>
        </td>
        <td class="order-status">&mvt:item:order_status;</td>
        <td class="order-quantity">&mvt:item:quantity;</td>
        <td class="order-price">
            &mvt:item:formatted_base_price;
        </td>
        <td class="order-total">
            <mvt:if expr="l.settings:item:subtotal_base_price NE
l.settings:item:subtotal">
                <span style="text-decoration: line-
through;">&mvt:item:formatted_subtotal_base_price;</span>
            </mvt:if>
            &mvt:item:formatted_subtotal;
        </td>
    </tr>

    <mvt:foreach iterator="option" array="item:options">
    <tr class="item-options">
        <td colspan="2">
            <mvt:if expr="l.settings:option:option_id">
                &mvt:option:attr_code;; &mvt:option:opt_code;
            <mvt:elseif expr="NOT ISNULL l.settings:option:data">
                &mvt:option:attr_code;; &mvt:option:data;
            <mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
                &mvt:option:attr_code;; &mvt:option:data_long;
            <mvt:else>
                &mvt:option:attr_code;
            </mvt:if>
            <mvt:foreach iterator="discount" array="option:discounts">
                <mvt:if expr="l.settings:discount:display">

```

```

                <div class="order-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
            </mvt:if>
        </mvt:foreach>
    </td>
    <td> </td>
    <td class="order-price">
        <mvt:if expr="l.settings:option:base_price">
            &mvt:option:formatted_base_price;
        <mvt:else>

        </mvt:if>
    </td>
    <td class="order-total">
        <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
            <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
                <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
            </mvt:if>
            &mvt:option:formatted_subtotal;
        <mvt:else>

        </mvt:if>
    </td>
</tr>
</mvt:foreach>
</mvt:foreach>

<mvt:foreach iterator="charge" array="order:charges">
<tr class="order-charges">
    <td colspan="4"> </td>
    <td class="charge-description">&mvt:charge:descrip;;</td>
    <td class="charge-fee">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>

<tr class="totals">
    <td colspan="4"> </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:order:formatted_total;</td>
</tr>
</table>
```

## CSSUI: Edit Page: SRCH > Page > Search Results Layout

### Original File

```

...
        <input type="hidden" name="Per_Page"
value="&mvte:global:Per_Page;" />
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" onchange="this.form.submit();">
            <mvte:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvte:else>
...
                <label for="Per_Page">View:</label>
                <select name="Per_Page" onchange="this.form.submit();">
                    <mvte:if expr="g.Per_Page EQ 10">
                        <option value="10" selected="selected">10</option>
                    <mvte:else>
...
                        <div class="product-name"><a
href="&mvte:product:link;">&mvte:product:name;</a></div>
                        <div class="product-code">Code: <span
class="bold">&mvte:product:code;</span></div>
                        <div class="product-price">Price: <span
class="bold">&mvte:product:formatted_price;</span></div>
                        <mvte:if
expr="1.settings:product:inv_active">&mvte:product:inv_long;<br></mvte:if>
                        <div class="product-quantity">Quantity in Basket:
...

```

### New File

```

...
        <input type="hidden" name="Per_Page"
value="&mvte:global:Per_Page;" />
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" id="Sort_By"
onchange="this.form.submit();">
            <mvte:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvte:else>
...
                <label for="Per_Page">View:</label>
                <select name="Per_Page" id="Per_Page"
onchange="this.form.submit();">
                    <mvte:if expr="g.Per_Page EQ 10">

```

```

        <option value="10" selected="selected">10</option>
        <mvt:else>
...
        <div class="product-name"><a
href="&mvt:product:link;">&mvt:product:name;</a></div>
        <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
        <div class="product-price">
            Price: <span
class="bold">&mvt:product:formatted_base_price;</span>
        </div>
        <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
        <div class="product-quantity">Quantity in Basket:
...

```

## CSSUI: Edit Page: PROD > Page > Related Product List Layout

### Original File

```

...
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" onchange="this.form.submit();">
            <mvt:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvt:else>
...
        <label for="Per_Page">View:</label>
        <select name="Per_Page" onchange="this.form.submit();">
            <mvt:if expr="g.Per_Page EQ 10">
                <option value="10" selected="selected">10</option>
            <mvt:else>
...
        <div class="product-name"><a
href="&mvt:product:link;">&mvt:product:name;</a></div>
        <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
        <div class="product-price">Price: <span
class="bold">&mvt:product:formatted_price;</span></div>
        <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
        <div class="product-quantity">Quantity in Basket:
...

```

**New File**

```

...
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" id="Sort_By"
onchange="this.form.submit();">
            <mvt:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvt:else>
...
        <label for="Per_Page">View:</label>
        <select name="Per_Page" id="Per_Page"
onchange="this.form.submit();">
            <mvt:if expr="g.Per_Page EQ 10">
                <option value="10" selected="selected">10</option>
            <mvt:else>
...
        <div class="product-name"><a
href="&mvt:product:link;">&mvt:product:name;</a></div>
        <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
        <div class="product-price">
            Price: <span
class="bold">&mvt:product:formatted_base_price;</span>
        </div>
        <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
        <div class="product-quantity">Quantity in Basket:
...

```

**CSSUI: Edit Page: PROD > Page > Product Display Layout****Original File**

```

...
    <mvt:item name="product_display_imagemachine" param="body:product:id" />
    <div class="clear product-image-margin"></div>
    <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
    <div class="product-price">Price: <span id="price-value"
class="bold">&mvt:product:formatted_price;</span></div>
    <mvt:if expr="l.settings:product:weight NE 0">
        <div class="product-weight">Shipping Weight: <span
class="bold">&mvt:product:weight;</span> &mvt:store:wtunits;</div>
    </mvt:if>
...
<div class="product-details-2">

```



```
<form method="post" action="%&mvt:global:sessionurl;Screen=BASK">
<div class="product-description">&mvt:product:descrip;</div>
<div id="swatches" class="swatches"></div>
<div class="clear"></div>
```

```
...
```

## New File

```
...
<mvt:item name="product_display_imagemachine" param="body:product:id" />
<div class="clear product-image-margin"></div>
<div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
<div class="product-price">
Price:
<span id="price-value-additional" style="text-decoration: line-
through"></span>
<span id="price-value" class="bold">&mvt:product:formatted_base_price;</span>

<div id="product-discounts">
</div>
</div>
<mvt:if expr="l.settings:product:weight NE 0">
<div class="product-weight">Shipping Weight: <span
class="bold">&mvt:product:weight;</span> &mvt:store:wtunits;</div>
</mvt:if>
...
<div class="product-details-2">
<div class="product-description">&mvt:product:descrip;</div>
<form method="post" action="%&mvt:global:sessionurl;Screen=BASK">
<div id="swatches" class="swatches"></div>
<div class="clear"></div>
...
```

## CSSUI: Edit Page: INVC > Page > Order Contents

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

## New File

```
<table>
<tr class="basket-heading">
```

```
<td class="item-name">Item</td>
<td class="item-quantity">Qty.</td>
<td class="item-price">Item Price</td>
<td class="item-total">Total Price</td>
</tr>
<mvt:foreach iterator="item" array="order:groups">
<tr>
  <mvt:if expr="l.settings:item:option_count">
    <mvt:assign name="l.settings:rowspan"
value="l.settings:item:option_count + 1" />
    <mvt:else>
      <mvt:assign name="l.settings:rowspan" value="1" />
    </mvt:if>

    <td class="item-name">
      <div class="special-offer"><mvt:if
expr="l.settings:item:upsold">(Special Offer)</mvt:if></div>
      <div class="item-name">&mvt:item:name; -
      <span class="item-code">
        &mvt:item:code;

        <mvt:foreach iterator="discount" array="item:discounts">
          <mvt:if expr="l.settings:discount:display">
            <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
          </mvt:if>
        </mvt:foreach>
      </span>
    </div>

  </td>
  <td class="item-quantity">
    &mvt:item:quantity;
  </td>
  <td class="item-price">
    &mvt:item:formatted_base_price;
  </td>
  <td class="item-total">
    <mvt:if expr="l.settings:item:subtotal_base_price NE
l.settings:item:subtotal">
      <span style="text-decoration: line-
through;">&mvt:item:formatted_subtotal_base_price;</span>
    </mvt:if>
    &mvt:item:formatted_subtotal;
  </td>
</tr>
<mvt:foreach iterator="option" array="item:options">
<tr class="item-options">
  <td class="item-name">
    <mvt:if expr="l.settings:option:option_id">
```

```
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL l.settings:option:data">
    &mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
    &mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
    &mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
    <mvt:if expr="l.settings:discount:display">
        <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
    </mvt:if>
</mvt:foreach>
</td>
<td class="item-quantity"> </td>
<td class="item-price">
    <mvt:if expr="l.settings:option:base_price">
        &mvt:option:formatted_base_price;
    <mvt:else>

    </mvt:if>
</td>
<td class="item-total">
    <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
        <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
            <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
        </mvt:if>
        &mvt:option:formatted_subtotal;
    <mvt:else>

    </mvt:if>
</td>
</tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="coupon" array="order:coupons">
<tr>
    <td class="item-name">
        <div class="item-name">Coupon -
        <span class="item-code">
            &mvt:coupon:code;
        </span>
        <mvt:if expr="NOT ISNULL l.settings:coupon:descrip">
        <div class="item-discount">&mvt:coupon:descrip;</div>
        </mvt:if>
```

```

        </div>
    </td>
    <td class="item-quantity">

    </td>
    <td class="item-price">

    </td>
    <td class="item-total">

    </td>
</tr>
</mvt:foreach>
<mvt:foreach iterator="charge" array="order:charges">
<tr class="basket-charges">

    <td colspan="2"> </td>
    <td class="charge-description">&mvt:charge:descrip;:</td>
    <td class="formatted-charge">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr id="basket-totals">

    <td colspan="2"> </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:order:formatted_total;</td>
</tr>
</table>
<div class="clear"></div>

```

## CSSUI: Edit Page: CTGY > Page > Category Product List Layout

### Original File

```

...
    <label for="Sort_By">Sort By:</label>
    <select name="Sort_By" onchange="this.form.submit();">
        <mvt:if expr="ISNULL g.Sort_By">
            <option value="disp_order"
selected="selected">Default</option>
        <mvt:else>
...
    <label for="Per_Page">View:</label>
    <select name="Per_Page" onchange="this.form.submit();">
        <mvt:if expr="g.Per_Page EQ 10">
            <option value="10" selected="selected">10</option>

```

```

<mvt:else>
...
    <div class="product-name"><a
href="%mvt:product:link;">&mvt:product:name;</a></div>
    <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
    <div class="product-price">Price: <span
class="bold">&mvt:product:formatted_price;</span></div>
    <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
    <div class="product-quantity">Quantity in Basket:
...

```

## New File

```

...
    <label for="Sort_By">Sort By:</label>
    <select name="Sort_By" id="Sort_By"
onchange="this.form.submit();">
    <mvt:if expr="ISNULL g.Sort_By">
        <option value="disp_order"
selected="selected">Default</option>
    <mvt:else>
...
    <label for="Per_Page">View:</label>
    <select name="Per_Page" id="Per_Page"
onchange="this.form.submit();">
    <mvt:if expr="g.Per_Page EQ 10">
        <option value="10" selected="selected">10</option>
    <mvt:else>
...
    <div class="product-name"><a
href="%mvt:product:link;">&mvt:product:name;</a></div>
    <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
    <div class="product-price">
        Price: <span
class="bold">&mvt:product:formatted_base_price;</span>
    </div>
    <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
    <div class="product-quantity">Quantity in Basket:
...

```

## CSSUI: Edit Page: BASK > Page > Basket Contents

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

### New File

```
<mvt:if expr="l.settings:basket:empty">
Your shopping basket is currently empty.
<p><mvt:item name="cssui_links" param="storefront">Home</mvt:item></p>
<mvt:exit />
</mvt:if>
<table>
    <tr class="basket-heading">
        <td class="item-remove"> </td>
        <td class="item-name">Item</td>
        <td class="item-quantity">Qty.</td>
        <td class="item-price">Item Price</td>
        <td class="item-total">Total Price</td>
    </tr>
    <mvt:foreach iterator="group" array="basket:groups">
    <tr>
        <mvt:if expr="l.settings:group:option_count">
            <mvt:assign name="l.settings:rowspan"
value="l.settings:group:option_count + 1" />
        <mvt:else>
            <mvt:assign name="l.settings:rowspan" value="1" />
        </mvt:if>

        <td class="item-remove" rowspan="&mvt:rowspan;">
            <form method="post" action="&mvt:global:sessionurl;Screen=BASK">
                <input type="hidden" name="Action" value="RGRP" />
                <input type="hidden" name="Store_Code"
value="&mvt:global:Store_Code;" />
                <input type="hidden" name="Basket_Group"
value="&mvt:group:group_id;" />
                <input type="hidden" name="Offset" value="&mvt:global:Offset;"
/>
                <input type="hidden" name="AllOffset"
value="&mvt:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset"
value="&mvt:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset"
value="&mvt:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset"
value="&mvt:global:SearchOffset;" />
                <mvt:item name="buttons" param="Remove" />
            </form>
        </td>
    </tr>
    </mvt:foreach>
</table>
```

```
        </form>
    </td>
    <td class="item-name">
        <div class="special-offer"><mvt:if
expr="l.settings:group:upsold">(Special Offer)</mvt:if></div>
        <div class="item-name">&mvt:group:name; -
        <span class="item-code">
            <a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvt:global:Store_Code;&Produc
t_Code=&mvt:group:code;">&mvt:group:code;</a>
            <mvt:foreach iterator="discount" array="group:discounts">
                <mvt:if expr="l.settings:discount:display">
                    <div class="item-
discount">&mvt:discount:descrip;; &mvt:discount:formatted_discount;</div>
                </mvt:if>
            </mvt:foreach>
        </span>
    </div>
</td>
<td class="item-quantity">
    <mvt:if expr="l.settings:group:upsold">
        &mvt:group:quantity;
    <mvt:else>
        <form method="post" action="&mvt:global:sessionurl;Screen=BASK">
            <input type="hidden" name="Action" value="QTYG" />
            <input type="hidden" name="Store_Code"
value="&mvt:global:Store_Code;" />
            <input type="hidden" name="Basket_Group"
value="&mvt:group:group_id;" />
            <input type="hidden" name="Old_Screen" value="BASK" />
            <input type="hidden" name="Offset" value="&mvt:global:Offset;"
/>
            <input type="hidden" name="AllOffset"
value="&mvt:global:AllOffset;" />
            <input type="hidden" name="CatListingOffset"
value="&mvt:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset"
value="&mvt:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset"
value="&mvt:global:SearchOffset;" />
            <input type="text" name="Quantity" class="textfield basket-qty-
input small" value="&mvt:group:quantity;" />
            <mvt:item name="buttons" param="Update" />
        </form>
    </mvt:if>
</td>
<td class="item-price">
    &mvt:group:formatted_base_price;
</td>
<td class="item-total">
```

```
<mvt:if expr="l.settings:group:subtotal_base_price NE
l.settings:group:subtotal">
    <span style="text-decoration: line-
through;">&mvt:group:formatted_subtotal_base_price;</span>
</mvt:if>
    &mvt:group:formatted_subtotal;
</td>
</tr>
<mvt:foreach iterator="option" array="group:options">
<tr class="item-options">
    <td class="item-name">
        <mvt:if expr="l.settings:option:option_id">
            &mvt:option:attr_code;; &mvt:option:opt_code;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data">
            &mvt:option:attr_code;; &mvt:option:data;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
            &mvt:option:attr_code;; &mvt:option:data_long;
        <mvt:else>
            &mvt:option:attr_code;
        </mvt:if>
        <mvt:foreach iterator="discount" array="option:discounts">
            <mvt:if expr="l.settings:discount:display">
                <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
            </mvt:if>
        </mvt:foreach>
    </td>
    <td class="item-quantity"> </td>
    <td class="item-price">
        <mvt:if expr="l.settings:option:base_price">
            &mvt:option:formatted_base_price;
        <mvt:else>

        </mvt:if>
    </td>
    <td class="item-total">
        <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
            <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
                <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
            </mvt:if>
            &mvt:option:formatted_subtotal;
        <mvt:else>

        </mvt:if>
    </td>
</tr>
```



```
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr class="basket-charges">
    <td colspan="3"> </td>
    <td class="charge-description">&mvt:charge:descrip;:</td>
    <td class="formatted-charge">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr id="basket-totals">
    <td colspan="3">

    </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:basket:formatted_total;</td>
</tr>
</table>
<div class="clear"></div>
```

## CSSUI: Edit Page: OCST > Page > Basket Contents

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

### *New File*

```
<mvt:if expr="l.settings:basket:empty">
Your shopping basket is currently empty.
<p><mvt:item name="cssui_links" param="storefront">Home</mvt:item></p>
<mvt:exit />
</mvt:if>
<table>
    <tr class="basket-heading">
        <td class="item-name">Item</td>
        <td class="item-quantity">Qty.</td>
        <td class="item-price">Item Price</td>
        <td class="item-total">Total Price</td>
    </tr>
    <mvt:foreach iterator="group" array="basket:groups">
    <tr>
        <mvt:if expr="l.settings:group:option_count">
            <mvt:assign name="l.settings:rowspan"
value="l.settings:group:option_count + 1" />
            <mvt:else>
```

```

        <mvt:assign name="l.settings:rowspan" value="1" />
    </mvt:if>

    <td class="item-name">
        <div class="special-offer"><mvt:if
expr="l.settings:group:upsold">(Special Offer)</mvt:if></div>
        <div class="item-name">&mvt:group:name; -
        <span class="item-code">
            &mvt:group:code;
            <mvt:foreach iterator="discount" array="group:discounts">
                <mvt:if expr="l.settings:discount:display">
                    <div class="item-
discount">&mvt:discount:descrip;; &mvt:discount:formatted_discount;</div>
                </mvt:if>
            </mvt:foreach>
        </span>
    </div>
</td>
<td class="item-quantity">
    &mvt:group:quantity;
</td>
<td class="item-price">
    &mvt:group:formatted_base_price;
</td>
<td class="item-total">
    <mvt:if expr="l.settings:group:subtotal_base_price NE
l.settings:group:subtotal">
        <span style="text-decoration: line-
through;">&mvt:group:formatted_subtotal_base_price;</span>
    </mvt:if>
    &mvt:group:formatted_subtotal;
</td>
</tr>
<mvt:foreach iterator="option" array="group:options">
<tr class="item-options">
    <td class="item-name">
        <mvt:if expr="l.settings:option:option_id">
            &mvt:option:attr_code;; &mvt:option:opt_code;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data">
            &mvt:option:attr_code;; &mvt:option:data;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
            &mvt:option:attr_code;; &mvt:option:data_long;
        <mvt:else>
            &mvt:option:attr_code;
        </mvt:if>
        <mvt:foreach iterator="discount" array="option:discounts">
            <mvt:if expr="l.settings:discount:display">
                <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>

```

```

        </mvt:if>
        </mvt:foreach>
    </td>
    <td class="item-price">
        <mvt:if expr="l.settings:option:base_price">
            &mvt:option:formatted_base_price;
        <mvt:else>

        </mvt:if>
    </td>
    <td class="item-total">
        <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
            <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
                <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
            </mvt:if>
            &mvt:option:formatted_subtotal;
        <mvt:else>

        </mvt:if>
    </td>
</tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr class="basket-charges">
    <td colspan="2"> </td>
    <td class="charge-description">&mvt:charge:descrip;:</td>
    <td class="formatted-charge">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr id="basket-totals">
    <td colspan="2">

    </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:basket:formatted_total;</td>
</tr>
</table>
<div class="clear"></div>

```

## CSSUI: Edit Page: OSEL > Page > Basket Contents

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

### New File

```
<mvt:if expr="l.settings:basket:empty">
Your shopping basket is currently empty.
<p><mvt:item name="cssui_links" param="storefront">Home</mvt:item></p>
<mvt:exit />
</mvt:if>
<table>
    <tr class="basket-heading">
        <td class="item-name">Item</td>
        <td class="item-quantity">Qty.</td>
        <td class="item-price">Item Price</td>
        <td class="item-total">Total Price</td>
    </tr>
    <mvt:foreach iterator="group" array="basket:groups">
    <tr>
        <mvt:if expr="l.settings:group:option_count">
            <mvt:assign name="l.settings:rowspan"
value="l.settings:group:option_count + 1" />
            <mvt:else>
                <mvt:assign name="l.settings:rowspan" value="1" />
            </mvt:if>

            <td class="item-name">
                <div class="special-offer"><mvt:if
expr="l.settings:group:upsold">(Special Offer)</mvt:if></div>
                <div class="item-name">&mvt:group:name; -
                <span class="item-code">
                    &mvt:group:code;
                    <mvt:foreach iterator="discount" array="group:discounts">
                        <mvt:if expr="l.settings:discount:display">
                            <div class="item-
discount">&mvt:discount:descrip;; &mvt:discount:formatted_discount;</div>
                        </mvt:if>
                    </mvt:foreach>
                </span>
            </div>
        </td>
        <td class="item-quantity">
            &mvt:group:quantity;
        </td>
        <td class="item-price">
```

```
&mvt:group:formatted_base_price;
</td>
<td class="item-total">
    <mvt:if expr="l.settings:group:subtotal_base_price NE
l.settings:group:subtotal">
        <span style="text-decoration: line-
through;">&mvt:group:formatted_subtotal_base_price;</span>
    </mvt:if>
    &mvt:group:formatted_subtotal;
</td>
</tr>
<mvt:foreach iterator="option" array="group:options">
<tr class="item-options">
    <td class="item-name">
        <mvt:if expr="l.settings:option:option_id">
            &mvt:option:attr_code;; &mvt:option:opt_code;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data">
            &mvt:option:attr_code;; &mvt:option:data;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
            &mvt:option:attr_code;; &mvt:option:data_long;
        <mvt:else>
            &mvt:option:attr_code;
        </mvt:if>
        <mvt:foreach iterator="discount" array="option:discounts">
            <mvt:if expr="l.settings:discount:display">
                <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
            </mvt:if>
        </mvt:foreach>
    </td>
    <td class="item-quantity"> </td>
    <td class="item-price">
        <mvt:if expr="l.settings:option:base_price">
            &mvt:option:formatted_base_price;
        <mvt:else>

        </mvt:if>
    </td>
    <td class="item-total">
        <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
            <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
                <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
            </mvt:if>
            &mvt:option:formatted_subtotal;
        <mvt:else>
```

```
        </mvt:if>
    </td>
</tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr class="basket-charges">
    <td colspan="2"> </td>
    <td class="charge-description">&mvt:charge:descrip;:</td>
    <td class="formatted-charge">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr id="basket-totals">
    <td colspan="2">

    </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:basket:formatted_total;</td>
</tr>
</table>
<div class="clear"></div>
```

## CSSUI: Edit Page: OPAY > Page > Basket Contents

There are numerous changes sprinkled throughout this file. If you have not made custom changes to this template, you should regenerate the template code by clicking update while in point and click mode, otherwise, compare the differences between the "new" version and the version you have in your store.

### New File

```
<mvt:if expr="l.settings:basket:empty">
Your shopping basket is currently empty.
<p><mvt:item name="cssui_links" param="storefront">Home</mvt:item></p>
<mvt:exit />
</mvt:if>
<table>
    <tr class="basket-heading">
        <td class="item-name">Item</td>
        <td class="item-quantity">Qty.</td>
        <td class="item-price">Item Price</td>
        <td class="item-total">Total Price</td>
    </tr>
    <mvt:foreach iterator="group" array="basket:groups">
    <tr>
        <mvt:if expr="l.settings:group:option_count">
```

```

        <mvt:assign name="l.settings:rowspan"
value="l.settings:group:option_count + 1" />
        <mvt:else>
            <mvt:assign name="l.settings:rowspan" value="1" />
        </mvt:if>

        <td class="item-name">
            <div class="special-offer"><mvt:if
expr="l.settings:group:upsold">(Special Offer)</mvt:if></div>
            <div class="item-name">&mvt:group:name; -
            <span class="item-code">
                &mvt:group:code;
                <mvt:foreach iterator="discount" array="group:discounts">
                    <mvt:if expr="l.settings:discount:display">
                        <div class="item-
discount">&mvt:discount:descrip;; &mvt:discount:formatted_discount;</div>
                    </mvt:if>
                </mvt:foreach>
            </span>
        </div>
    </td>
    <td class="item-quantity">
        &mvt:group:quantity;
    </td>
    <td class="item-price">
        &mvt:group:formatted_base_price;
    </td>
    <td class="item-total">
        <mvt:if expr="l.settings:group:subtotal_base_price NE
l.settings:group:subtotal">
            <span style="text-decoration: line-
through;">&mvt:group:formatted_subtotal_base_price;</span>
        </mvt:if>
        &mvt:group:formatted_subtotal;
    </td>
</tr>
<mvt:foreach iterator="option" array="group:options">
<tr class="item-options">
    <td class="item-name">
        <mvt:if expr="l.settings:option:option_id">
            &mvt:option:attr_code;; &mvt:option:opt_code;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data">
            &mvt:option:attr_code;; &mvt:option:data;
        <mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
            &mvt:option:attr_code;; &mvt:option:data_long;
        <mvt:else>
            &mvt:option:attr_code;
        </mvt:if>
        <mvt:foreach iterator="discount" array="option:discounts">

```

```
<mvt:if expr="l.settings:discount:display">
    <div class="item-discount">&mvt:discount:descrip;;
&mvt:discount:formatted_discount;</div>
</mvt:if>
</mvt:foreach>
</td>
<td class="item-quantity"> </td>
<td class="item-price">
    <mvt:if expr="l.settings:option:base_price">
        &mvt:option:formatted_base_price;
    <mvt:else>

    </mvt:if>
</td>
<td class="item-total">
    <mvt:if expr="l.settings:option:subtotal_base_price OR
l.settings:option:subtotal">
        <mvt:if expr="l.settings:option:subtotal_base_price NE
l.settings:option:subtotal">
            <span style="text-decoration: line-
through;">&mvt:option:formatted_subtotal_base_price;</span>
        </mvt:if>
        &mvt:option:formatted_subtotal;
    <mvt:else>

    </mvt:if>
</td>
</tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr class="basket-charges">
    <td colspan="2"> </td>
    <td class="charge-description">&mvt:charge:descrip;;</td>
    <td class="formatted-charge">&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr id="basket-totals">
    <td colspan="2">

    </td>
    <td class="total-prompt">Total:</td>
    <td class="formatted-total">&mvt:basket:formatted_total;</td>
</tr>
</table>
<div class="clear"></div>
```



**CSSUI: Edit Page: PLST > Page > Product List Layout****Original File**

```

...
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" onchange="this.form.submit();">
            <mvt:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvt:else>
...
        <label for="Per_Page">View:</label>
        <select name="Per_Page" onchange="this.form.submit();">
            <mvt:if expr="g.Per_Page EQ 10">
                <option value="10" selected="selected">10</option>
            <mvt:else>
...
            <div class="product-name"><a
href="&mvt:product:link;">&mvt:product:name;</a></div>
            <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
            <div class="product-price">Price: <span
class="bold">&mvt:product:formatted_price;</span></div>
            <mvt:if
expr="l.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
            <div class="product-quantity">Quantity in Basket:
...

```

**New File**

```

...
        <label for="Sort_By">Sort By:</label>
        <select name="Sort_By" id="Sort_By"
onchange="this.form.submit();">
            <mvt:if expr="ISNULL g.Sort_By">
                <option value="disp_order"
selected="selected">Default</option>
            <mvt:else>
...
        <label for="Per_Page">View:</label>
        <select name="Per_Page" id="Per_Page"
onchange="this.form.submit();">
            <mvt:if expr="g.Per_Page EQ 10">
                <option value="10" selected="selected">10</option>
            <mvt:else>
...

```

```

        <div class="product-name"><a
href="&mvt:product:link;">&mvt:product:name;</a></div>
        <div class="product-code">Code: <span
class="bold">&mvt:product:code;</span></div>
        <div class="product-price">
            Price: <span
class="bold">&mvt:product:formatted_base_price;</span>
        </div>
        <mvt:if
expr="1.settings:product:inv_active">&mvt:product:inv_long;<br></mvt:if>
        <div class="product-quantity">Quantity in Basket:
...

```

## CSSUI: Edit Page: BASK > Page -> Details

### Original File

```

...
    <h1>Shopping Basket</h1>
    <div id="basket-contents" class="editable"><mvt:item name="basket" /></div>
    <div class="checkout-button"><input type="button" value="Checkout"
onclick="window.location =
'&mvt:global:secure_sessionurl;Screen=OINF&Store_Code=&mvt:store:code;';"
class="button" /></div>
...

```

### New File

```

...
    <h1>Shopping Basket</h1>

    <mvt:if expr="1.settings:messages:error_message_count">
    <div class="error-message">
    <mvt:foreach iterator="error" array="messages:error_messages">
        &mvt:error;
    </mvt:foreach>
    </div>
    </mvt:if>

    <mvt:if expr="1.settings:messages:information_message_count">
    <div class="information-message">
    <mvt:foreach iterator="message" array="messages:information_messages">
        &mvt:message;
    </mvt:foreach>
    </div>
    </mvt:if>

```

```

    <div id="basket-contents" class="editable"><mvt:item name="basket" /></div>
    <div class="checkout-button"><input type="button" value="Checkout"
onclick="window.location =
'&mvt:global:secure_sessionurl;Screen=OINF&Store_Code=&mvt:store:code;';"
class="button" /></div>
...

```

## CSSUI: Edit Page: NTFD > Page > Details

### Original File

```

...
    <h1>Not Found</h1>

    <mvt:if expr = "ISNULL g.Error_Messages">
    The item you requested is not available at this time.
    <mvt:else>
    &mvt:global:Error_Messages;
    </mvt:if>

    <p><a
href="&mvt:global:sessionurl;Screen=SFNT&Store_Code=&mvt:store:code;">Home</a></p>
...

```

### New File

```

...
    <h1>Not Found</h1>

    <mvt:if expr = "l.settings:messages:error_message_count EQ 0">
    The item you requested is not available at this time.
    <mvt:else>
    <mvt:foreach iterator="error" array="messages:error_messages">
    &mvt:error;
    </mvt:foreach>
    </mvt:if>

    <p><a
href="&mvt:global:sessionurl;Screen=SFNT&Store_Code=&mvt:store:code;">Home</a></p>
...

```

## CSSUI: Edit Page: OCST > Page > Details

### Original File

```
...
    <h1>Order Details</h1>

    <form id="ocst_form" method="post" action="&mvt:global:secure_sessionurl;">
    <mvt:if expr="l.settings:basket:total GT 0">
    <input type="hidden" name="Action" value="ORDR" />
    <input type="hidden" name="Screen" value="OUSL" />
    <mvt:elseif expr="g.Store:req_frship">
    <input type="hidden" name="Action" value="ORDR" />
    <input type="hidden" name="Screen" value="OSEL" />
    <mvt:else>
    <input type="hidden" name="Action" value="ORDR,SHIP,CTAX,AUTH" />
    <input type="hidden" name="Screen" value="INVC" />
    </mvt:if>
    <input type="hidden" name="Store_Code" value="&mvte:store:code;" />
    <div id="basket-contents" class="non-editable"><mvt:item name="basket"
/></div>
    <mvt:if expr="l.settings:messages:error_message_count">

    <div class="error-message">
    <mvt:foreach iterator="error" array="messages:error_messages">
        &mvt:error;
    </mvt:foreach>
    </div>
    </mvt:if>
    <mvt:if expr="l.settings:messages:information_message_count">
    <div class="information-message">
    <mvt:foreach iterator="message" array="messages:information_messages">
        &mvt:message;
    </mvt:foreach>
    </div>
    </mvt:if>

    <div id="customer-fields" class="editable"><mvt:item name="customer" /></div>
    <div class="continue-button"><mvt:item name="buttons" param="Continue"
/></div>
    </form>
...
```

### New File

```
...
    <h1>Order Details</h1>
```

```

<div id="basket-contents" class="non-editable"><mvt:item name="basket"
/></div>

<mvt:if expr="l.settings:messages:error_message_count">
    <div class="error-message">
        <mvt:foreach iterator="error" array="messages:error_messages">
            &mvt:error;
        </mvt:foreach>
    </div>
</mvt:if>

<mvt:if expr="l.settings:messages:information_message_count">
    <div class="information-message">
        <mvt:foreach iterator="message" array="messages:information_messages">
            &mvt:message;
        </mvt:foreach>
    </div>
</mvt:if>

<form id="ocst_form" method="post" action="&mvt:global:secure_sessionurl;">

    <mvt:if expr="l.settings:basket:total GT 0">
        <input type="hidden" name="Action" value="ORDR" />
        <input type="hidden" name="Screen" value="OUSL" />
    <mvt:elseif expr="g.Store:req_frship">
        <input type="hidden" name="Action" value="ORDR" />
        <input type="hidden" name="Screen" value="OSEL" />
    <mvt:else>
        <input type="hidden" name="Action" value="ORDR,SHIP,CTAX,AUTH" />
        <input type="hidden" name="Screen" value="INVC" />
    </mvt:if>

    <input type="hidden" name="Store_Code" value="&mvte:store:code;" />

    <div id="customer-fields" class="editable"><mvt:item name="customer" /></div>
    <div class="continue-button"><mvt:item name="buttons" param="Continue"
/></div>
</form>

...

```

## CSSUI: Edit Page: OPAY > Page > Details

### Original File

...

```

<mvt:if expr="l.settings:messages:error_message_count">
<div class="error-message">
<mvt:foreach iterator="error" array="messages:error_messages">
    &mvt:error;
</mvt:foreach>
</div>
</mvt:if>
<mvt:if expr="l.settings:messages:information_message_count">
<div class="information-message">
<mvt:foreach iterator="message" array="messages:information_messages">
    &mvt:message;
</mvt:foreach>
</div>
</mvt:if>
...

```

### New File

```

...
<mvt:if expr="l.settings:messages:error_message_count">
<div class="error-message">
<mvt:foreach iterator="error" array="messages:error_messages">
    &mvt:error;
</mvt:foreach>
</div>
</mvt:if>
<mvt:if expr="l.settings:messages:information_message_count">
<div class="information-message">
<mvt:foreach iterator="message" array="messages:information_messages">
    &mvt:message;
</mvt:foreach>
</div>
</mvt:if>
...

```

## CSSUI: Edit Page: OSEL > Page > Details

### Original File

```

...
<h1>Shipping/Payment Selection</h1>

<form method="post" action="&mvt:global:secure_sessionurl;">
<mvt:item name="tax" />

```

```

<div id="customer-fields" class="non-editable"><mvt:item name="customer"
/></div>
<div id="basket-contents" class="non-editable"><mvt:item name="basket"
/></div>

<input type="hidden" name="Screen" value="OPAY" />
<input type="hidden" name="Action" value="SHIP,PSHP,CTAX" />
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;" />
...

```

### New File

```

...
<h1>Shipping/Payment Selection</h1>

<div id="customer-fields" class="non-editable"><mvt:item name="customer"
/></div>
<div id="basket-contents" class="non-editable"><mvt:item name="basket"
/></div>

<form method="post" action="&mvte:global:secure_sessionurl;">
<mvt:item name="tax" />

<input type="hidden" name="Screen" value="OPAY" />
<input type="hidden" name="Action" value="SHIP,PSHP,CTAX" />
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;" />
...

```

## CSSUI: Edit Page: SRCH > Page > Details

### Original File

```

...
<h1>Search Results</h1>

<div class="search-again alignright">
<form method="post" action="&mvte:global:sessionurl;Screen=SRCH">
<input type="hidden" name="Store_Code" value="&mvte:store:code;" />
<label for="Search" class="bold">Search Again:</label>
<input type="text" name="Search" id="Search" class="textfield"
value="&mvte:global:Search;" />
<mvt:item name="buttons" param="Search" />
</form>
</div>
...

```

### ***New File***

```
...
    <h1>Search Results</h1>

    <div class="search-again alignright">
        <form method="post" action="%mvte:global:sessionurl;Screen=SRCH">
            <input type="hidden" name="Store_Code" value="%mvte:store:code;" />
            <label for="Search" class="bold">Search Again:</label>
            <input type="text" name="Search" id="Search" class="textfield"
value="%mvte:global:Search;" />
            <mvt:item name="buttons" param="Search" />
        </form>
    </div>

...
```

### **cssui.css**

#### ***Original File***

```
...
    #basket-contents .item-total{
        width:10%;
        text-align:right;
    }

    #basket-contents .basket-charges .charge-description,
    #basket-contents .basket-charges .formatted-charge{
        font-style:italic;
        text-align:right;
        white-space:nowrap;
    }

...
```

### ***New File***

```
...
    #basket-contents .item-total{
        width:10%;
        text-align:right;
    }

    #basket-contents .custom-field{
```



```
font-size:x-small;
}
#basket-contents .basket-charges .charge-description,
#basket-contents .basket-charges .formatted-charge{
    font-style:italic;
    text-align:right;
    white-space:nowrap;
}
...
```

## Edit Page EMAIL\_BACKORDER\_NOTICE > Page

### Original File

```
...
<table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
    <tr>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: center;">Expected In-Stock Date</th>
    </tr>

    <mvt:foreach iterator="item" array="backorder:items">
        <tr style="background-color: #f7f7f7; font-weight: bold;">
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:item:code;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:item:name;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:item:quantity;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: center;">
                <mvt:if expr="ISNULL l.settings:item:dt_instock">
                    Not Specified
                <mvt:else>
                    &mvt:item:formatted_dt_instock;
                </mvt:if>
            </td>
        </tr>
    </mvt:foreach>

```

```

<mvt:foreach iterator="option" array="item:options">
    <tr>
        <td></td>
        <td style="padding: 5px 20px 5px 20px; vertical-align: top; text-align: left;">
            <mvt:if expr="l.settings:option:option_id">
                &mvt:option:attr_code;;
            &mvt:option:opt_code;
            <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                &mvt:option:attr_code;; &mvt:option:data;
            <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                &mvt:option:attr_code;;
            &mvt:option:data_long;
            <mvt:else>
                &mvt:option:attr_code;
            </mvt:if>
        </td>
        <td colspan="2"></td>
    </tr>
</mvt:foreach>
</mvt:foreach>
</table>
...

```

## New File

```

...
<table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
    <tr>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: center;">Expected In-Stock Date</th>
    </tr>

    <mvt:foreach iterator="group" array="backorder:groups">
        <tr style="background-color: #f7f7f7; font-weight: bold;">
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:group:code;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:group:name;</td>

```

```

        <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:group:quantity;</td>
        <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: center;">
            <mvt:if expr="ISNULL l.settings:group:dt_instock">
                Not Specified
            <mvt:else>
                &mvt:group:formatted_dt_instock;
            </mvt:if>
        </td>
    </tr>

    <mvt:foreach iterator="option" array="group:options">
        <tr>
            <td></td>
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">
                <mvt:if expr="l.settings:option:option_id">
                    &mvt:option:attr_code;;
                <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                    &mvt:option:attr_code;; &mvt:option:data;
                <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                    &mvt:option:attr_code;;
                <mvt:else>
                    &mvt:option:attr_code;
                </mvt:if>
            </td>
            <td colspan="2"></td>
        </tr>
    </mvt:foreach>
</mvt:foreach>
</table>
...

```

## Edit Page: EMAIL\_ORDERCONF\_CUSTOMER > Page

### Original File

```

...
    <div style="clear: both;"></div>
    </div>

```

```

<table style="border-collapse: collapse; border-spacing: 0; font-size:
100%; color: #676767; border: 1px solid #c7c8d7; width: 690px;">
    <tr>
        <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; text-align: left;">Product</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">Total</th>
    </tr>

    <mvt:foreach iterator="item" array="order:items">
        <tr style="background-color: #f7f7f7; font-weight: bold;">
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: left;">&mvt:item:code;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">&mvt:item:name;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: right;">&mvt:item:quantity;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: right;">&mvt:item:formatted_subtotal;</td>
        </tr>

        <mvt:foreach iterator="option" array="item:options">
            <tr>
                <td></td>
                <td style="padding: 5px 20px 5px 20px;
vertical-align: top; text-align: left;">
                    <mvt:if
expr="l.settings:option:option id">
                        &mvt:option:attr_code;;
&mvt:option:opt code;
                    <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                        &mvt:option:attr_code;;
&mvt:option:data;
                    <mvt:elseif expr="NOT ISNULL
l.settings:option:data long">
                        &mvt:option:attr_code;;
&mvt:option:data long;
                    <mvt:else>
                        &mvt:option:attr_code;
                    </mvt:if>
                </td>
                <td></td>
                <td style="padding: 5px 20px 5px 20px;
vertical-align: top; width: 60px; text-align: right;">
                    <mvt:if
expr="l.settings:option:subtotal">
                        &mvt:option:formatted_subtotal;
                    </mvt:if>
                </td>
            </tr>
        </mvt:foreach>
    </mvt:foreach>

```

```

        <tr style="background-color: #f7f7f7;">
            <td colspan="3" style="padding: 5px 20px 5px 20px;
vertical-align: bottom; text-align: right;">
                <mvt:foreach iterator="charge" array="order:charges">
                    &mvt:charge:descrip;:<br />
                </mvt:foreach>

        <h2 style="font-size: 16px; color: #5b639c; margin:
0;">Total:</h2>
            </td>
            <td style="padding: 5px 20px 5px 20px; vertical-align:
bottom; text-align: right;">
                <mvt:foreach iterator="charge" array="order:charges">
                    &mvt:charge:formatted_disp_amt;<br />
                </mvt:foreach>

        <h2 style="font-size: 16px; color: #5b639c; margin:
0;">&mvt:order:formatted total;</h2>
            </td>
        </tr>
    </table>
</div>
</div>
</body>
</html>
...

```

### New File

```

...
    <div style="clear: both;"></div>
    </div>

    <mvt:item name="toe_order_contents" />
    </div>
</div>
</body>
</html>
...

```

### Edit Page: EMAIL\_ORDERCONF\_MERCHANT > Page

#### Original File

```

...
    <div style="clear: both;"></div>

```

```
</div>

<table style="border-collapse: collapse; border-spacing: 0; font-size:
100%; color: #676767; border: 1px solid #c7c8d7; width: 690px;">
  <tr>
    <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
    <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; text-align: left;">Product</th>
    <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
    <th style="font-size: 16px; color: #5b639c; padding: 5px
20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">Total</th>
  </tr>

  <mvt:foreach iterator="item" array="order:items">
    <tr style="background-color: #f7f7f7; font-weight: bold;">
      <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: left;">&mvt:item:code;</td>
      <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">&mvt:item:name;</td>
      <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: right;">&mvt:item:quantity;</td>
      <td style="padding: 5px 20px 5px 20px; vertical-
align: top; width: 60px; text-align: right;">&mvt:item:formatted_subtotal;</td>
    </tr>

    <mvt:foreach iterator="option" array="item:options">
      <tr>
        <td></td>
        <td style="padding: 5px 20px 5px 20px;
vertical-align: top; text-align: left;">
          <mvt:if
expr="l.settings:option:option_id">
            &mvt:option:attr_code;;
&mvt:option:opt_code;
          <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
            &mvt:option:attr_code;;
&mvt:option:data;
          <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
            &mvt:option:attr_code;;
&mvt:option:data_long;
          <mvt:else>
            &mvt:option:attr_code;
          </mvt:if>
        </td>
        <td></td>
        <td style="padding: 5px 20px 5px 20px;
vertical-align: top; width: 60px; text-align: right;">
```

```

                                <mvt:if
expr="1.settings:option:subtotal">
                                &mvt:option:formatted_subtotal;
                                </mvt:if>
                                </td>
                                </tr>
                                </mvt:foreach>
                                </mvt:foreach>

                                <tr style="background-color: #f7f7f7;">
                                <td colspan="3" style="padding: 5px 20px 5px 20px;
vertical-align: bottom; text-align: right;">
                                <mvt:foreach iterator="charge" array="order:charges">
                                &mvt:charge:descrip;:<br />
                                </mvt:foreach>

                                <h2 style="font-size: 16px; color: #5b639c; margin:
0;">Total:</h2>
                                </td>
                                <td style="padding: 5px 20px 5px 20px; vertical-align:
bottom; text-align: right;">
                                <mvt:foreach iterator="charge" array="order:charges">
                                &mvt:charge:formatted_disp_amt;<br />
                                </mvt:foreach>

                                <h2 style="font-size: 16px; color: #5b639c; margin:
0;">&mvt:order:formatted_total;</h2>
                                </td>
                                </tr>
                                </table>
                                </div>
</div>
</body>
</html>
...

```

## New File

```

...
    <div style="clear: both;"></div>
    </div>

    <mvt:item name="toe_order_contents" />
    </div>
</div>
</body>

```

```
</html>
...
```

## Edit Page: EMAIL\_RETURN\_RECEIVED > Page

### Original File

```
...
<table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
    <tr>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
        <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
    </tr>

    <mvt:foreach iterator="item" array="return:items">
        <tr style="background-color: #f7f7f7; font-weight: bold;">
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:item:code;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:item:name;</td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:item:quantity;</td>
        </tr>

    <mvt:foreach iterator="option" array="item:options">
        <tr>
            <td></td>
            <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">
                <mvt:if expr="l.settings:option:option_id">
                    &mvt:option:attr_code;;
                &mvt:option:opt_code;
                <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                    &mvt:option:attr_code;; &mvt:option:data;
                <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                    &mvt:option:attr_code;;
                &mvt:option:data_long;
                <mvt:else>
                    &mvt:option:attr_code;
                </mvt:if>
            </td>
        </tr>
    </mvt:foreach>
</table>
```



```

                </td>
            <td></td>
        </tr>
    </mvt:foreach>
</mvt:foreach>
</table>
...

```

## New File

```

...
    <table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
        <tr>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        </tr>

        <mvt:foreach iterator="item" array="return:items">
            <tr style="background-color: #f7f7f7; font-weight: bold;">
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:item:code;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:item:name;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:item:quantity;</td>
            </tr>

            <mvt:foreach iterator="option" array="item:options">
                <tr>
                    <td></td>
                    <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">
                        <mvt:if expr="l.settings:option:option_id">
                            &mvt:option:attr_code;;
                        &mvt:option:opt_code;
                        <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                            &mvt:option:attr_code;; &mvt:option:data;
                        <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                            &mvt:option:attr_code;;
                        &mvt:option:data_long;
                        <mvt:else>

```

```

                                &mvt:option:attr_code;
                                </mvt:if>
                                </td>
                                <td></td>
                            </tr>
                        </mvt:foreach>
                    </mvt:foreach>
</table>
...

```

## Edit Page: EMAIL\_RMA\_ISSUED > Page

### Original File

```

...
    <table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
        <tr>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        </tr>

        <mvt:foreach iterator="group" array="return:groups">
            <tr style="background-color: #f7f7f7; font-weight: bold;">
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:group:code;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:group:name;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:group:quantity;</td>
            </tr>

            <mvt:foreach iterator="option" array="group:options">
                <tr>
                    <td></td>
                    <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">
                        <mvt:if expr="l.settings:option:option_id">
                            &mvt:option:attr_code;;
                        &mvt:option:opt_code;
                        <mvt:elseif expr="NOT ISNULL
l.settings:option:data">

```

```

                                &mvt:option:attr_code;; &mvt:option:data;
                                <mvt:elseif expr="NOT ISNULL
1.settings:option:data_long">
                                &mvt:option:attr_code;;
                                <mvt:else>
                                &mvt:option:attr_code;
                                </mvt:if>
                                </td>
                                <td></td>
                                </tr>
                                </mvt:foreach>
                                </mvt:foreach>
                                </table>
...

```

## New File

```

...
    <table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
color: #676767; border: 1px solid #c7c8d7; width: 690px;">
        <tr>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        </tr>

        <mvt:foreach iterator="group" array="return:groups">
            <tr style="background-color: #f7f7f7; font-weight: bold;">
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:group:code;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:group:name;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:group:quantity;</td>
            </tr>

            <mvt:foreach iterator="option" array="group:options">
                <tr>
                    <td></td>
                    <td style="padding: 5px 20px 5px 20px; vertical-
align: top; text-align: left;">
                        <mvt:if expr="1.settings:option:option_id">
                            &mvt:option:attr_code;;
&mvt:option:opt_code;

```

```

1.settings:option:data">
                                <mvt:elseif expr="NOT ISNULL
                                &mvt:option:attr_code;; &mvt:option:data;
                                <mvt:elseif expr="NOT ISNULL
                                &mvt:option:attr_code;;
                                <mvt:else>
                                &mvt:option:attr_code;
                                </mvt:if>
                                </td>
                                <td></td>
                                </tr>
                                </mvt:foreach>
                                </mvt:foreach>
                                </table>
...

```

## Edit Page: EMAIL\_SHIPMENT\_SHIPPED > Page

### Original File

```

...
    <table style="border-collapse: collapse; border-spacing: 0; font-size: 100%;
    color: #676767; border: 1px solid #c7c8d7; width: 690px;">
        <tr>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; text-align: left;">Product</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px
20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        </tr>

        <mvt:foreach iterator="item" array="shipment_info:items">
            <tr style="background-color: #f7f7f7; font-weight: bold;">
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: left;">&mvt:item:code;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
text-align: left;">&mvt:item:name;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top;
width: 60px; text-align: right;">&mvt:item:quantity;</td>
            </tr>

        <mvt:foreach iterator="option" array="item:options">
            <tr>

```

```

                <td></td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top; text-align: left;">
                    <mvt:if expr="l.settings:option:option_id">
                        &mvt:option:attr_code;;
&mvt:option:opt_code;
                    <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                        &mvt:option:attr_code;; &mvt:option:data;
                    <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                        &mvt:option:attr_code;;
&mvt:option:data_long;
                    <mvt:else>
                        &mvt:option:attr_code;
                    </mvt:if>
                </td>
                <td></td>
            </tr>
        </mvt:foreach>
    </mvt:foreach>
</table>
...

```

## New File

```

...
    <table style="border-collapse: collapse; border-spacing: 0; font-size: 100%; color: #676767; border: 1px solid #c7c8d7; width: 690px;">
        <tr>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px 20px; vertical-align: top; width: 60px; text-align: left;">Code</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px 20px; vertical-align: top; text-align: left;">Product</th>
            <th style="font-size: 16px; color: #5b639c; padding: 5px 20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">Quantity</th>
        </tr>

        <mvt:foreach iterator="group" array="shipment_info:groups">
            <tr style="background-color: #f7f7f7; font-weight: bold;">
                <td style="padding: 5px 20px 5px 20px; vertical-align: top; width: 60px; text-align: left;">&mvt:group:code;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top; text-align: left;">&mvt:group:name;</td>
                <td style="padding: 5px 20px 5px 20px; vertical-align: top; width: 60px; text-align: right;">&mvt:group:quantity;</td>
            </tr>

        <mvt:foreach iterator="option" array="group:options">

```

```

        <tr>
            <td></td>
            <td style="padding: 5px 20px 5px 20px; vertical-align: top; text-align: left;">
                <mvt:if expr="l.settings:option:option_id">
                    &mvt:option:attr_code;;
                <mvt:elseif expr="NOT ISNULL
                    l.settings:option:data">
                    &mvt:option:attr_code;; &mvt:option:data;
                <mvt:elseif expr="NOT ISNULL
                    l.settings:option:data_long">
                    &mvt:option:attr_code;;
                <mvt:else>
                    &mvt:option:attr_code;
                </mvt:if>
            </td>
            <td></td>
        </tr>
    </mvt:foreach>
</mvt:foreach>
</table>
...

```

## Edit Page: Pritable Invoice > Page > Content(inline\_css)

### Original File

```

body
{
    line-height: 1;
    margin: 0;
    padding: 0;
    border: 0;
    outline: 0;
    font-size: 100%;
    vertical-align: baseline;
    background:#fff url("") top center repeat-x;
    text-align:center;
    font:12px/1.46 Helvetica, "Trebuchet MS", Arial, sans-serif;
    color:#676767;
}

table
{

```

```
border-collapse: collapse;
border-spacing: 0;
}

h1      { font-size:24px; color:#695ba3;      margin:0; }
h2      { font-size:16px; color:#5b639c;      margin:0; }
h3      { font-size:1.1em;      font-weight:bold; margin:0; }

.clear   { clear:both; }

hr
{
    background-color:#c7c8d7;
    color:#c7c8d7;
    height:1px;
    border:0px;
    display:block;
    position:relative;
}

th
{
    font-weight: bold;
}

.order
{
    text-align:left;
    width:690px;
    padding:20px;
    page-break-after:always;
}

.title-box-left
{
    width:300px;
    float:left;
    display:block;
}

.title-box-right
{
    width:300px;
    float:right;
    text-align:right;
    display:block;
}
```

```
.purple-box
{
    background-color:#f7f7f7;
    width:650px;
    float:left;
    margin:20px 0 20px 0;
    padding:20px;
    clear:both;
}

.sub-box-left
{
    width:300px;
    float:left;
    text-align:left;
    display:block;
}

.sub-box-right
{
    width:300px;
    float:right;
    text-align:left;
    display:block;
}

.sub-box-left th, .sub-box-right th
{
    padding-right: 5px;
    vertical-align: top;
}

table.product-info
{
    border:1px solid #c7c8d7;
    width:690px;
}

table.product-info th, table.product-info td
{
    padding:5px 20px 5px 20px;
    vertical-align: top;
}

table.product-info th
{
    font-size:16px;
    color:#5b639c;
```



```
}

td.totalFinal, td.shippingTax
{
    padding:5px 20px 5px 20px;
    vertical-align:bottom;
    font-weight:normal;
}

td.shippingTax, th.quantity, td.quantity, th.total, td.total
{
    text-align:right;
    width:60px;
}

th.code, td.code
{
    width:60px;
}

td.totalFinal
{
    text-align:right;
}

.highlighted
{
    background-color:#f7f7f7;
    font-weight:bold;
}
```

### ***New File***

```
body
{
    line-height: 1;
    margin: 0;
    padding: 0;
    border: 0;
    outline: 0;
    font-size: 100%;
    vertical-align: baseline;
    background: #fff url("") top center repeat-x;
    text-align: center;
    font: 12px/1.46 Helvetica, "Trebuchet MS", Arial, sans-serif;
    color: #676767;
}
```

```
table
{
    border-collapse: collapse;
    border-spacing: 0;
}

h1      { font-size: 24px;      color: #695ba3;      margin: 0; }
h2      { font-size: 16px;      color: #5b639c;      margin: 0; }
h3      { font-size: 1.1em;      font-weight: bold;      margin: 0; }

.clear   { clear: both; }

hr
{
    background-color: #c7c8d7;
    color: #c7c8d7;
    height: 1px;
    border: 0px;
    display: block;
    position: relative;
}

th
{
    font-weight: bold;
}

.order
{
    text-align: left;
    width: 690px;
    padding: 20px;
    page-break-after: always;
}

.title-box-left
{
    width: 300px;
    float: left;
    display: block;
}

.title-box-right
{
    width: 300px;
    float: right;
    text-align: right;
}
```

```
        display: block;
    }

.purple-box
{
    background-color: #f7f7f7;
    width: 650px;
    float: left;
    margin: 20px 0 20px 0;
    padding: 20px;
    clear: both;
}

.sub-box-left
{
    width: 300px;
    float: left;
    text-align: left;
    display: block;
}

.sub-box-right
{
    width: 300px;
    float: right;
    text-align: left;
    display: block;
}

.sub-box-left th, .sub-box-right th
{
    padding-right: 5px;
    vertical-align: top;
}

table.product-info
{
    border: 1px solid #c7c8d7;
    width: 690px;
}

table.product-info th, table.product-info td
{
    padding: 5px 20px 5px 20px;
    vertical-align: top;
}

table.product-info th
```

```
{
    font-size: 16px;
    color: #5b639c;
}

td.totalFinal, td.shippingTax
{
    padding: 5px 20px 5px 20px;
    vertical-align: bottom;
    font-weight: normal;
}

td.shippingTax, th.quantity, td.quantity, th.total, td.total
{
    text-align: right;
    width: 60px;
}

th.image, td.image
{
    width: 1px;
    padding: 5px 10px 5px 10px;
}

th.code_with_image, td.code_with_image
{
    width: 60px;
    padding: 5px 20px 5px 5px;
}

th.code, td.code
{
    width: 60px;
}

td .custom-field
{
    font-weight: normal;
    font-size: x-small;
}

td .discount
{
    font-weight: normal;
    font-size: x-small;
    font-style: italic;
}
```

```
td.totalFinal
{
    text-align: right;
}

.highlighted
{
    background-color: #f7f7f7;
    font-weight: bold;
}
```

## Edit Page: ORDER\_INVOICE > Page > Details

### Original File

```
...
<head>
<title>&mvte:page:name;</title>
<style type="text/css"><mvt:item name="inline_css" /></style>
</head>
...
        </div>
    </div>

    <table class="product-info">
    <tr>
        <th class="code">Code</th>
        <th class="product">Product</th>
        <th class="quantity">Quantity</th>
        <th class="total">Total</th>
    </tr>

    <mvt:foreach iterator="item" array="order:items">
    <tr class="highlighted">
        <td class="code">&mvt:item:code;</td>
        <td class="product">&mvt:item:name;</td>
        <td class="quantity">&mvt:item:quantity;</td>
        <td class="total">&mvt:item:formatted_subtotal;</td>
    </tr>

    <mvt:foreach iterator="option" array="item:options">
    <tr>
        <td class="code"></td>
        <td class="product">
            <mvt:if
expr="l.settings:option:option_id">
```

```

&mvt:option:attr_code;:
&mvt:option:opt_code;
    <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
        &mvt:option:attr_code;:
&mvt:option:data;
        <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
            &mvt:option:attr_code;:
&mvt:option:data_long;
        <mvt:else>
            &mvt:option:attr_code;
        </mvt:if>
    </td>
    <td class="quantity"></td>
    <td class="total">
        <mvt:if
expr="l.settings:option:subtotal">
            &mvt:option:formatted_subtotal;
        </mvt:if>
    </td>
</tr>
</mvt:foreach>
</mvt:foreach>

    <tr class="highlighted">
        <td colspan="3" class="shippingTax">
            <mvt:foreach iterator="charge" array="order:charges">
                &mvt:charge:descrip;:<br />
            </mvt:foreach>

        <h2>Total:</h2>
    </td>
    <td class="totalFinal">
        <mvt:foreach iterator="charge" array="order:charges">
            &mvt:charge:formatted_disp_amt;<br />
        </mvt:foreach>

        <h2>&mvt:order:formatted_total;</h2>
    </td>
</tr>
</table>

    <div class="purple-box">
        <div class="sub-box-left">
...

```

**New File**

```

...
<head>
<title>&mvt:page:name;</title>
<base href="&mvt:global:basehref;" />
<style type="text/css"><mvt:item name="inline_css" /></style>
</head>
...
                </div>
            </div>

            <mvt:item name="tbr_order_contents" />

            <div class="purple-box">
                <div class="sub-box-left">
...

```

**Edit Page: Shipment Picklist > Page > Details****Original File**

```

...
                <mvt:foreach iterator="item" array="ordershipment:items">
                    <tr class="highlighted">
                        <td class="code">&mvt:item:code;</td>
                        <td class="product">&mvt:item:name;</td>
                        <td class="each"></td>
                        <td class="total">&mvt:item:quantity;</td>
                    </tr>

                <mvt:foreach iterator="option" array="item:options">
                    <tr>
                        <td class="code"></td>
                        <td class="product">
                            <mvt:if
expr="l.settings:option:option_id">
                                &mvt:option:attr_code;;
&mvt:option:opt_code;
                                <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                                &mvt:option:attr_code;;
&mvt:option:data;
                                <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                                &mvt:option:attr_code;;
&mvt:option:data_long;

```

```

                                <mvt:else>
                                    &mvt:option:attr_code;
                                </mvt:if>
                            </td>
                            <td class="each"></td>
                            <td class="total"></td>
                        </tr>
                    </mvt:foreach>

                    <mvt:foreach iterator="part" array="item:parts">
                        <tr>
                            <td class="code">Part: &mvt:part:code;</td>
                            <td class="product">&mvt:part:name;</td>
                            <td class="each">&mvt:part:quantity;</td>
                            <td
class="total">&mvt:part:total_quantity;</td>
                        </tr>
                    ...

```

## New File

```

...
                    <mvt:foreach iterator="group" array="ordershipment:groups">
                        <tr class="highlighted">
                            <td class="code">&mvt:group:code;</td>
                            <td class="product">&mvt:group:name;</td>
                            <td class="each"></td>
                            <td class="total">&mvt:group:quantity;</td>
                        </tr>

                    <mvt:foreach iterator="option" array="group:options">
                        <tr>
                            <td class="code"></td>
                            <td class="product">
                                <mvt:if
expr="l.settings:option:option_id">
                                    &mvt:option:attr_code;;
                                &mvt:option:opt_code;
                                <mvt:elseif expr="NOT ISNULL
l.settings:option:data">
                                    &mvt:option:attr_code;;
                                &mvt:option:data;
                                <mvt:elseif expr="NOT ISNULL
l.settings:option:data_long">
                                    &mvt:option:attr_code;;
                                &mvt:option:data_long;
                                <mvt:else>
                                    &mvt:option:attr_code;

```



```

                                </mvt:if>
                                </td>
                                <td class="each"></td>
                                <td class="total"></td>
                            </tr>
                        </mvt:foreach>

<mvt:foreach iterator="part" array="group:parts">
    <tr>
        <td class="code">Part: &mvt:part:code;</td>
        <td class="product">&mvt:part:name;</td>
        <td class="each">&mvt:part:quantity;</td>
        <td
class="total">&mvt:part:total_quantity;</td>
    </tr>
...

```

## MMUI: Edit Page: BASK > Page > Details

### Original File

```

...
    <tr><td align="left" valign="top" width="100%">
        <br>
        <mvt:item name="basket" />
    </td></tr>
...

```

### New File

```

...
    <tr><td align="left" valign="top" width="100%">
        <br>
        <mvt:item name="messages" />
        <mvt:item name="basket" />
    </td></tr>
...

```

## Edit Page: NTFD > Page > Details

### Original File

```

...

```

```

        <mvt:if expr = "ISNULL g.Error_Messages">
            The item you requested is not available at this time.
        <mvt:else>
            &mvt:global:Error_Messages;
        </mvt:if>
    ...

```

### New File

```

    ...
        <mvt:if expr = "ISNULL g.Error_Messages">
            The item you requested is not available at this time.
        <mvt:else>
            &mvt:global:Error_Messages;
        </mvt:if>
    ...

```

## MMUI: Edit Page: OCST > Page > Details

### Original File

```

<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;; Checkout: Customer Information</title>
    <base href="&mvt:global:basehref;">
    <mvt:item name="head" param="head_tag" />
</head>

<mvt:item name="body">
    <mvt:item name="hdft" param="global_header" />

    <table border="0" cellpadding="0" cellspacing="0" width="100%">
    <tr><td align="left" valign="bottom">
        <mvt:item name="navbar" />
    </td></tr>

    <tr><td align="left" valign="bottom">
        <mvt:item name="hdft" param="header" />
    </td></tr>

    <form method="POST" action="&mvt:global:secure_sessionurl;">

    <mvt:if expr="l.settings:basket:total GT 0">
        <input type="hidden" name="Action" value="ORDR">
        <input type="hidden" name="Screen" value="OUSL">

```

```
<mvt:elseif expr="g.Store:req_frship">
    <input type="hidden" name="Action" value="ORDR">
    <input type="hidden" name="Screen" value="OSEL">
<mvt:else>
    <input type="hidden" name="Action" value="ORDR,SHIP,CTAX,AUTH">
    <input type="hidden" name="Screen" value="INVC">
</mvt:if>

<input type="hidden" name="Store_Code" value="&mvt:store:code;">

<tr><td align="left" valign="top" width="100%">
    <br>
    <mvt:item name="fonts" param="body_font">
    <mvt:item name="messages" />
    </mvt:item>

    <mvt:item name="basket" />
    <br>
    <br>

    <mvt:item name="fonts" param="body_font">
    <mvt:item name="customer" />
    </mvt:item>
</td></tr>

<tr><td align="right">
    <mvt:item name="fonts" param="body_font">
    <mvt:item name="buttons" param="Continue" />
    </mvt:item>
</td></tr>

</form>

<tr><td align="left" valign="bottom">
    <mvt:item name="hdft" param="footer" />
</td></tr>

</table>

<mvt:item name="hdft" param="global_footer" />
</mvt:item>
</html>
```

### New File

```
<mvt:item name="html_profile" />
```

```
<head>
    <title>&mvt:store:name;; Checkout: Customer Information</title>
    <base href="&mvt:global:basehref;">
    <mvt:item name="head" param="head_tag" />
</head>

<mvt:item name="body">
    <mvt:item name="hdft" param="global_header" />

    <table border="0" cellpadding="0" cellspacing="0" width="100%">
    <tr><td align="left" valign="bottom">
        <mvt:item name="navbar" />
    </td></tr>

    <tr><td align="left" valign="bottom">
        <mvt:item name="hdft" param="header" />
    </td></tr>

    <tr><td align="left" valign="top" width="100%">
        <br>
        <mvt:item name="fonts" param="body_font">
        <mvt:item name="messages" />
    </mvt:item>

    <mvt:item name="basket" />
    <br>
    <br>
    </td></tr>

    <form method="POST" action="&mvt:global:secure_sessionurl;">

    <mvt:if expr="l.settings:basket:total GT 0">
        <input type="hidden" name="Action" value="ORDR">
        <input type="hidden" name="Screen" value="OUSL">
    <mvt:elseif expr="g.Store:req_frship">
        <input type="hidden" name="Action" value="ORDR">
        <input type="hidden" name="Screen" value="OSEL">
    <mvt:else>
        <input type="hidden" name="Action" value="ORDR,SHIP,CTAX,AUTH">
        <input type="hidden" name="Screen" value="INVC">
    </mvt:if>

    <input type="hidden" name="Store_Code" value="&mvte:store:code;">

    <tr><td align="left" valign="top" width="100%">
        <mvt:item name="fonts" param="body_font">
        <mvt:item name="customer" />
```

```

        </mvt:item>
    </td></tr>

    <tr><td align="right">
        <mvt:item name="fonts" param="body_font">
        <mvt:item name="buttons" param="Continue" />
        </mvt:item>
    </td></tr>

</form>

<tr><td align="left" valign="bottom">
    <mvt:item name="hdft" param="footer" />
</td></tr>

</table>

<mvt:item name="hdft" param="global_footer" />
</mvt:item>
</html>

```

## MMUI: Edit Page: ORDL > Page > Details

### Original File

```

...
    <tr><td colspan="2">
        <form method="post" action="%mvt:global:secure_sessionurl;"
autocomplete="off">
        <input type="hidden" name="Store_Code" value="%mvt:store:code;">
        <input type="hidden" name="Screen" value="OCST">
        <input type="hidden" name="Action" value="LOGN">
    ...

```

### New File

```

...
    <tr><td colspan="2">
        <form method="post" action="%mvt:global:secure_sessionurl;"
autocomplete="off">
        <input type="hidden" name="Store_Code" value="%mvte:store:code;">
        <input type="hidden" name="Screen" value="OCST">
        <input type="hidden" name="Action" value="LOGN">
    ...

```

## MMUI: Edit Page: OSEL > Page > Details

### Original File

```
...  
    <tr><td align="left" valign="top" width="100%">  
        <form method="post" action="%mvt:global:secure_sessionurl;">  
        <mvt:item name="tax" />  
        <br>  
        <mvt:item name="customer" />  
        <br>  
        <mvt:item name="basket" />  
        <br>  
        <input type="hidden" name="Screen" value="OPAY">  
        <input type="hidden" name="Action" value="SHIP, PSHP, CTAX">  
        <input type="hidden" name="Store_Code"  
value="%mvt:global:Store_Code;">  
    ...
```

### New File

```
...  
    <tr><td align="left" valign="top" width="100%">  
        <br>  
        <mvt:item name="customer" />  
        <br>  
        <mvt:item name="basket" />  
        <br>  
        <form method="post" action="%mvt:global:secure_sessionurl;">  
        <mvt:item name="tax" />  
        <input type="hidden" name="Screen" value="OPAY">  
        <input type="hidden" name="Action" value="SHIP, PSHP, CTAX">  
        <input type="hidden" name="Store_Code"  
value="%mvt:global:Store_Code;">  
    ...
```

## MMUI: Edit Page: POUT > Page > Details

### Original File

```
...  
    <mvt:item name="fonts" param="body_font">  
    <mvt:global:Error_Messages;  
  
    <form method="post" action="%mvt:global:sessionurl;">
```

```

        <input type="hidden" name="Screen"
value="&mvte:global:Screen;">
        <input type="hidden" name="Store_Code"
value="&mvte:store:code;">
        <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
        <input type="hidden" name="Current_Product_Code"
value="&mvte:global:Current_Product_Code;">
        <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
        <input type="hidden" name="Offset"
value="&mvte:global:Offset;">
        <input type="hidden" name="Search"
value="&mvte:global:Search;">

        <mvt:item name="buttons" param="Back" />
    </form>
</mvt:item>
...

```

## New File

```

...
    <mvt:item name="fonts" param="body_font">
        &mvte:global:Error_Messages;

        <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen"
value="&mvte:global:Screen;">
            <input type="hidden" name="Store_Code"
value="&mvte:store:code;">
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
            <input type="hidden" name="Current_Product_Code"
value="&mvte:global:Current_Product_Code;">
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
            <input type="hidden" name="Offset"
value="&mvte:global:Offset;">
            <input type="hidden" name="Search"
value="&mvte:global:Search;">

            <mvt:item name="buttons" param="Back" />
        </form>
    </mvt:item>
...

```

## MMUI: Edit Page: ACAD > Customer Fields

### New File

```
<div id="fields-key">
  <div><span class="required">Bold</span> = Required</div>
  <div><span class="italic">Italic</span> = Optional</div>
  <mvt:if expr="g.Error_Message_Count">
    <div><span class="red">Red</span> = Invalid</div>
  </mvt:if>
</div>
<div id="login-details">
  <div class="&mvte:global:LoginEmail_Row;">
    <label for="Customer_LoginEmail" class="required">Email
Address:</label>

    <mvt:if expr="l.settings:customer:primaddr EQ 'shipping'">
      <input type="text" name="Customer_LoginEmail"
id="Customer_LoginEmail" value="&mvte:global:Customer_LoginEmail;"
class="textfield" autocomplete="off" onblur="if ( document.getElementById(
'Customer_ShipEmail' ) && ( document.getElementById( 'Customer_ShipEmail' ).value
== '' ) ) document.getElementById( 'Customer_ShipEmail' ).value = this.value;" />
    <mvt:elseif expr="l.settings:customer:primaddr EQ 'billing'">
      <input type="text" name="Customer_LoginEmail"
id="Customer_LoginEmail" value="&mvte:global:Customer_LoginEmail;"
class="textfield" autocomplete="off" onblur="if ( document.getElementById(
'Customer_BillEmail' ) && ( document.getElementById( 'Customer_BillEmail' ).value
== '' ) ) document.getElementById( 'Customer_BillEmail' ).value = this.value;" />
    </mvt:if>
  </div>

  <div class="&mvte:global:Password_Row;">
    <label for="Customer_Password" class="required">Password:</label><input
type="password" name="Customer_Password" id="Customer_Password" class="textfield"
autocomplete="off" />
  </div>

  <div class="&mvte:global:VerifyPassword_Row;">
    <label for="Customer_VerifyPassword" class="required">Confirm
Password:</label><input type="password" name="Customer_VerifyPassword"
id="Customer_VerifyPassword" class="textfield" autocomplete="off" />
  </div>
</div>
<div id="ship-to">
  <h2 class="fields-heading">
    Ship To:
    <span id="shipping_controls" class="controls">
      <mvt:if expr="g.Action AND g.shipping_to_show">
```



```
<input name="shipping_to_show" id="shipping_to_show"
type="checkbox" value="1" class="checkbox" checked />
<mvt:else>
<input name="shipping_to_show" id="shipping_to_show"
type="checkbox" value="1" class="checkbox" />
</mvt:if>
<label for="shipping_to_show">same as billing</label>
</span>
</h2>

<div id="shipping_fields">
<div class="&mvt:global:ShipFirstName_Row;">
<label class="required" for="Customer_ShipFirstName">First
Name:</label>
<input type="text" name="Customer_ShipFirstName"
id="Customer_ShipFirstName" value="&mvt:global:Customer_ShipFirstName;"
class="textfield" />
</div>
<div class="&mvt:global:ShipLastName_Row;">
<label class="required" for="Customer_ShipLastName">Last
Name:</label>
<input type="text" name="Customer_ShipLastName"
id="Customer_ShipLastName" value="&mvt:global:Customer_ShipLastName;"
class="textfield" />
</div>
<div class="&mvt:global:ShipEmail_Row;">
<label class="required" for="Customer_ShipEmail">Email
Address:</label>
<input type="text" name="Customer_ShipEmail"
id="Customer_ShipEmail" value="&mvt:global:Customer_ShipEmail;" class="textfield"
/>
</div>
<div class="&mvt:global:ShipPhone_Row;">
<label class="required" for="Customer_ShipPhone">Phone
Number:</label>
<input type="text" name="Customer_ShipPhone"
id="Customer_ShipPhone" value="&mvt:global:Customer_ShipPhone;" class="textfield"
/>
</div>
<div class="&mvt:global:ShipFax_Row;">
<label class="italic" for="Customer_ShipFax">Fax Number:</label>
<input type="text" name="Customer_ShipFax" id="Customer_ShipFax"
value="&mvt:global:Customer_ShipFax;" class="textfield" />
</div>
<div class="&mvt:global:ShipCompany_Row;">
<label class="italic" for="Customer_ShipCompany">Company:</label>
<input type="text" name="Customer_ShipCompany"
id="Customer_ShipCompany" value="&mvt:global:Customer_ShipCompany;"
class="textfield" />
</div>
<div class="&mvt:global:ShipAddress1_Row;">
```

```
<label class="required"
for="Customer_ShipAddress1">Address:</label>
    <input type="text" name="Customer_ShipAddress1"
id="Customer_ShipAddress1" value="&mvte:global:Customer_ShipAddress1;"
class="textfield" />
</div>
<div class="&mvte:global:ShipAddress2_Row;">
    <label class="italic" for="Customer_ShipAddress2">Address
2:</label>
    <input type="text" name="Customer_ShipAddress2"
id="Customer_ShipAddress2" value="&mvte:global:Customer_ShipAddress2;"
class="textfield" />
</div>
<div class="&mvte:global:ShipCity_Row;">
    <label class="required" for="Customer_ShipCity">City:</label>
    <input type="text" name="Customer_ShipCity"
id="Customer_ShipCity" value="&mvte:global:Customer_ShipCity;" class="textfield" />
</div>
<mv:if expr="g.States_Empty">
    <div class="&mvte:global:ShipState_Row;">
        <label class="required"
for="Customer_ShipState">State/Province:</label>
        <input type="text" name="Customer_ShipState"
id="Customer_ShipState" value="&mvte:global:Customer_ShipState;" class="textfield"
/>
    </div>
<mv:else>
    <div class="&mvte:global:ShipState_Row;">
        <label class="required"
for="Customer_ShipStateSelect">State/Province:</label>
        <mv:item name="states" param="Customer_ShipStateSelect" />
    </div>

    <div class="&mvte:global:ShipState_Row;">
        <label class="italic" for="Customer_ShipState">Other
State/Province:</label>
        <input type="text" name="Customer_ShipState"
id="Customer_ShipState" value="&mvte:global:Customer_ShipState;" class="textfield">
    </div>
</mv:if>
<div class="&mvte:global:ShipZip_Row;">
    <label class="required" for="Customer_ShipZip">Zip/Postal
Code:</label>
    <input type="text" name="Customer_ShipZip" id="Customer_ShipZip"
value="&mvte:global:Customer_ShipZip;" class="textfield" />
</div>
<div class="&mvte:global:ShipCountry_Row;">
    <label class="required"
for="Customer_ShipCountry">Country:</label>
    <mv:item name="countries" param="Customer_ShipCountry" />
</div>
```

```
</div>
</div>
<div id="bill-to">
  <h2 class="fields-heading">
    Bill To:
    <span id="billing_controls" class="controls">
      <mv:if expr="g.Action AND g.billing_to_show">
        <input name="billing_to_show" id="billing_to_show"
type="checkbox" value="1" class="checkbox" checked />
      <mv:else>
        <input name="billing_to_show" id="billing_to_show"
type="checkbox" value="1" class="checkbox" />
      </mv:if>
      <label for="billing_to_show">same as shipping</label>
    </span>
  </h2>
  <div id="billing_fields">
    <div class="&mvte:global:BillFirstName_Row;">
      <label class="required" for="Customer_BillFirstName">First
Name:</label>
      <input type="text" name="Customer_BillFirstName"
id="Customer_BillFirstName" value="&mvte:global:Customer_BillFirstName;"
class="textfield" />
    </div>
    <div class="&mvte:global:BillLastName_Row;">
      <label class="required" for="Customer_BillLastName">Last
Name:</label>
      <input type="text" name="Customer_BillLastName"
id="Customer_BillLastName" value="&mvte:global:Customer_BillLastName;"
class="textfield" />
    </div>
    <div class="&mvte:global:BillEmail_Row;">
      <label class="required" for="Customer_BillEmail">Email
Address:</label>
      <input type="text" name="Customer_BillEmail"
id="Customer_BillEmail" value="&mvte:global:Customer_BillEmail;" class="textfield"
/>
    </div>
    <div class="&mvte:global:BillPhone_Row;">
      <label class="required" for="Customer_BillPhone">Phone
Number:</label>
      <input type="text" name="Customer_BillPhone"
id="Customer_BillPhone" value="&mvte:global:Customer_BillPhone;" class="textfield"
/>
    </div>
    <div class="&mvte:global:BillFax_Row;">
      <label class="italic" for="Customer_BillFax">Fax Number:</label>
      <input type="text" name="Customer_BillFax" id="Customer_BillFax"
value="&mvte:global:Customer_BillFax;" class="textfield" />
    </div>
  </div>
</div>
```

```
<div class="&mvte:global:BillCompany_Row;">
    <label class="italic" for="Customer_BillCompany">Company:</label>
    <input type="text" name="Customer_BillCompany"
id="Customer_BillCompany" value="&mvte:global:Customer_BillCompany;"
class="textfield" />
</div>
<div class="&mvte:global:BillAddress1_Row;">
    <label class="required"
for="Customer_BillAddress1">Address:</label>
    <input type="text" name="Customer_BillAddress1"
id="Customer_BillAddress1" value="&mvte:global:Customer_BillAddress1;"
class="textfield" />
</div>
<div class="&mvte:global:BillAddress2_Row;">
    <label class="italic" for="Customer_BillAddress2">Address
2:</label>
    <input type="text" name="Customer_BillAddress2"
id="Customer_BillAddress2" value="&mvte:global:Customer_BillAddress2;"
class="textfield" />
</div>
<div class="&mvte:global:BillCity_Row;">
    <label class="required" for="Customer_BillCity">City:</label>
    <input type="text" name="Customer_BillCity"
id="Customer_BillCity" value="&mvte:global:Customer_BillCity;" class="textfield" />
</div>
<mvt:if expr="g.States_Empty">
    <div class="&mvte:global:BillState_Row;">
        <label class="required"
for="Customer_BillState">State/Province:</label>
        <input type="text" name="Customer_BillState"
id="Customer_BillState" value="&mvte:global:Customer_BillState;" class="textfield"
/>
    </div>
</mvt:if>
<mvt:else>
    <div class="&mvte:global:BillState_Row;">
        <label class="required"
for="Customer_BillStateSelect">State/Province:</label>
        <mvt:item name="states" param="Customer_BillStateSelect" />
    </div>

    <div class="&mvte:global:BillState_Row;">
        <label class="italic" for="Customer_BillState">Other
State/Province:</label>
        <input type="text" name="Customer_BillState"
id="Customer_BillState" value="&mvte:global:Customer_BillState;" class="textfield"
/>
    </div>
</mvt:if>
<div class="&mvte:global:BillZip_Row;">
    <label class="required" for="Customer_BillZip">Zip/Postal
Code:</label>
```

```

        <input type="text" name="Customer_BillZip" id="Customer_BillZip"
value="&mvte:global:Customer_BillZip;" class="textfield" />
    </div>
    <div class="&mvte:global:BillCountry_Row;">
        <label class="required"
for="Customer_BillCountry">Country:</label>
        <mvmt:item name="countries" param="Customer_BillCountry" />
    </div>
</div>
</div>
<mvmt:if expr="l.settings:customer:match">
<script>
<mvmt:if expr="l.settings:customer:primaddr EQ 'shipping'">
document.getElementById( 'billing_to_show' ).checked = true;
<mvmt:elseif expr="l.settings:customer:primaddr EQ 'billing'">
document.getElementById( 'shipping_to_show' ).checked = true;
</mvmt:if>
</script>
</mvmt:if>

<script
src="&mvte:global:clientside_url;Store_Code=&mvta:store:code;&Filename=ToggleDetail
s.js&Primaddr=shipping&Shipping=D&Billing=0"></script>

```

## Edit Page: ACED > Customer Fields

### New File

```

<div id="fields-key">
    <div><span class="required">Bold</span> = Required</div>
    <div><span class="italic">Italic</span> = Optional</div>
    <mvmt:if expr="g.Error_Message_Count">
    <div><span class="red">Red</span> = Invalid</div>
    </mvmt:if>
</div>
<input type="hidden" name="Customer_Login" value="&mvte:global:Customer:login;" />
<input type="hidden" name="Customer_PasswordEmail"
value="&mvte:global:Customer:pw_email;" />
<div id="ship-to">
    <h2 class="fields-heading">
        Ship To:
    <span id="shipping_controls" class="controls">
        <mvmt:if expr="g.Action AND g.shipping_to_show">
            <input name="shipping_to_show" id="shipping_to_show"
type="checkbox" value="1" class="checkbox" checked />
        <mvmt:else>

```

```

        <input name="shipping_to_show" id="shipping_to_show"
type="checkbox" value="1" class="checkbox" />
        </mvt:if>
        <label for="shipping_to_show">same as billing</label>
    </span>
</h2>

    <div id="shipping_fields">
        <div class="&mvte:global:ShipFirstName_Row;">
            <label class="required" for="Customer_ShipFirstName">First
Name:</label>
            <input type="text" name="Customer_ShipFirstName"
id="Customer_ShipFirstName" value="&mvte:global:Customer_ShipFirstName;"
class="textfield" />
        </div>
        <div class="&mvte:global:ShipLastName_Row;">
            <label class="required" for="Customer_ShipLastName">Last
Name:</label>
            <input type="text" name="Customer_ShipLastName"
id="Customer_ShipLastName" value="&mvte:global:Customer_ShipLastName;"
class="textfield" />
        </div>
        <div class="&mvte:global:ShipEmail_Row;">
            <label class="required" for="Customer_ShipEmail">Email
Address:</label>
            <input type="text" name="Customer_ShipEmail"
id="Customer_ShipEmail" value="&mvte:global:Customer_ShipEmail;" class="textfield"
/>
        </div>
        <div class="&mvte:global:ShipPhone_Row;">
            <label class="required" for="Customer_ShipPhone">Phone
Number:</label>
            <input type="text" name="Customer_ShipPhone"
id="Customer_ShipPhone" value="&mvte:global:Customer_ShipPhone;" class="textfield"
/>
        </div>
        <div class="&mvte:global:ShipFax_Row;">
            <label class="italic" for="Customer_ShipFax">Fax Number:</label>
            <input type="text" name="Customer_ShipFax" id="Customer_ShipFax"
value="&mvte:global:Customer_ShipFax;" class="textfield" />
        </div>
        <div class="&mvte:global:ShipCompany_Row;">
            <label class="italic" for="Customer_ShipCompany">Company:</label>
            <input type="text" name="Customer_ShipCompany"
id="Customer_ShipCompany" value="&mvte:global:Customer_ShipCompany;"
class="textfield" />
        </div>
        <div class="&mvte:global:ShipAddress1_Row;">
            <label class="required"
for="Customer_ShipAddress1">Address:</label>

```

```
<input type="text" name="Customer_ShipAddress1"
id="Customer_ShipAddress1" value="&mvte:global:Customer_ShipAddress1;"
class="textfield" />
</div>
<div class="&mvte:global:ShipAddress2_Row;">
    <label class="italic" for="Customer_ShipAddress2">Address
2:</label>
    <input type="text" name="Customer_ShipAddress2"
id="Customer_ShipAddress2" value="&mvte:global:Customer_ShipAddress2;"
class="textfield" />
</div>
<div class="&mvte:global:ShipCity_Row;">
    <label class="required" for="Customer_ShipCity">City:</label>
    <input type="text" name="Customer_ShipCity"
id="Customer_ShipCity" value="&mvte:global:Customer_ShipCity;" class="textfield" />
</div>
<mv:if expr="g.States_Empty">
    <div class="&mvte:global:ShipState_Row;">
        <label class="required"
for="Customer_ShipState">State/Province:</label>
        <input type="text" name="Customer_ShipState"
id="Customer_ShipState" value="&mvte:global:Customer_ShipState;" class="textfield"
/>
    </div>
<mv:else>
    <div class="&mvte:global:ShipState_Row;">
        <label class="required"
for="Customer_ShipStateSelect">State/Province:</label>
        <mv:item name="states" param="Customer_ShipStateSelect" />
    </div>

    <div class="&mvte:global:ShipState_Row;">
        <label class="italic" for="Customer_ShipState">Other
State/Province:</label>
        <input type="text" name="Customer_ShipState"
id="Customer_ShipState" value="&mvte:global:Customer_ShipState;" class="textfield">
    </div>
</mv:if>
<div class="&mvte:global:ShipZip_Row;">
    <label class="required" for="Customer_ShipZip">Zip/Postal
Code:</label>
    <input type="text" name="Customer_ShipZip" id="Customer_ShipZip"
value="&mvte:global:Customer_ShipZip;" class="textfield" />
</div>
<div class="&mvte:global:ShipCountry_Row;">
    <label class="required"
for="Customer_ShipCountry">Country:</label>
    <mv:item name="countries" param="Customer_ShipCountry" />
</div>
</div>
```

```
</div>
<div id="bill-to">
  <h2 class="fields-heading">
    Bill To:
    <span id="billing_controls" class="controls">
      <mvt:if expr="g.Action AND g.billing_to_show">
        <input name="billing_to_show" id="billing_to_show"
type="checkbox" value="1" class="checkbox" checked />
      <mvt:else>
        <input name="billing_to_show" id="billing_to_show"
type="checkbox" value="1" class="checkbox" />
      </mvt:if>
      <label for="billing_to_show">same as shipping</label>
    </span>
  </h2>
  <div id="billing_fields">
    <div class="%mvte:global:BillFirstName_Row;">
      <label class="required" for="Customer_BillFirstName">First
Name:</label>
      <input type="text" name="Customer_BillFirstName"
id="Customer_BillFirstName" value="%mvte:global:Customer_BillFirstName;"
class="textfield" />
    </div>
    <div class="%mvte:global:BillLastName_Row;">
      <label class="required" for="Customer_BillLastName">Last
Name:</label>
      <input type="text" name="Customer_BillLastName"
id="Customer_BillLastName" value="%mvte:global:Customer_BillLastName;"
class="textfield" />
    </div>
    <div class="%mvte:global:BillEmail_Row;">
      <label class="required" for="Customer_BillEmail">Email
Address:</label>
      <input type="text" name="Customer_BillEmail"
id="Customer_BillEmail" value="%mvte:global:Customer_BillEmail;" class="textfield"
/>
    </div>
    <div class="%mvte:global:BillPhone_Row;">
      <label class="required" for="Customer_BillPhone">Phone
Number:</label>
      <input type="text" name="Customer_BillPhone"
id="Customer_BillPhone" value="%mvte:global:Customer_BillPhone;" class="textfield"
/>
    </div>
    <div class="%mvte:global:BillFax_Row;">
      <label class="italic" for="Customer_BillFax">Fax Number:</label>
      <input type="text" name="Customer_BillFax" id="Customer_BillFax"
value="%mvte:global:Customer_BillFax;" class="textfield" />
    </div>
    <div class="%mvte:global:BillCompany_Row;">
```



```
<label class="italic" for="Customer_BillCompany">Company:</label>
<input type="text" name="Customer_BillCompany"
id="Customer_BillCompany" value="&mvte:global:Customer_BillCompany;"
class="textfield" />
</div>
<div class="&mvte:global:BillAddress1_Row;">
<label class="required"
for="Customer_BillAddress1">Address:</label>
<input type="text" name="Customer_BillAddress1"
id="Customer_BillAddress1" value="&mvte:global:Customer_BillAddress1;"
class="textfield" />
</div>
<div class="&mvte:global:BillAddress2_Row;">
<label class="italic" for="Customer_BillAddress2">Address
2:</label>
<input type="text" name="Customer_BillAddress2"
id="Customer_BillAddress2" value="&mvte:global:Customer_BillAddress2;"
class="textfield" />
</div>
<div class="&mvte:global:BillCity_Row;">
<label class="required" for="Customer_BillCity">City:</label>
<input type="text" name="Customer_BillCity"
id="Customer_BillCity" value="&mvte:global:Customer_BillCity;" class="textfield" />
</div>
<mvt:if expr="g.States_Empty">
<div class="&mvte:global:BillState_Row;">
<label class="required"
for="Customer_BillState">State/Province:</label>
<input type="text" name="Customer_BillState"
id="Customer_BillState" value="&mvte:global:Customer_BillState;" class="textfield"
/>
</div>
<mvt:else>
<div class="&mvte:global:BillState_Row;">
<label class="required"
for="Customer_BillStateSelect">State/Province:</label>
<mvt:item name="states" param="Customer_BillStateSelect" />
</div>

<div class="&mvte:global:BillState_Row;">
<label class="italic" for="Customer_BillState">Other
State/Province:</label>
<input type="text" name="Customer_BillState"
id="Customer_BillState" value="&mvte:global:Customer_BillState;" class="textfield"
/>
</div>
</mvt:if>
<div class="&mvte:global:BillZip_Row;">
<label class="required" for="Customer_BillZip">Zip/Postal
Code:</label>
```

```

        <input type="text" name="Customer_BillZip" id="Customer_BillZip"
value="&mvte:global:Customer_BillZip;" class="textfield" />
    </div>
    <div class="&mvte:global:BillCountry_Row;">
        <label class="required"
for="Customer_BillCountry">Country:</label>
        <mv:it:em name="countries" param="Customer_BillCountry" />
    </div>
</div>
</div>
<mv:if expr="l.settings:customer:match">
<script>
<mv:if expr="l.settings:customer:primaddr EQ 'shipping'">
document.getElementById( 'billing_to_show' ).checked = true;
<mv:elseif expr="l.settings:customer:primaddr EQ 'billing'">
document.getElementById( 'shipping_to_show' ).checked = true;
</mv:if>
</script>
</mv:if>

<script
src="&mvte:global:clientside_url;Store_Code=&mvta:store:code;&Filename=ToggleDetail
s.js&Primaddr=shipping&Shipping=D&Billing=0"></script>

```

## Edit Page: AFED > Affiliate Fields

### Original File

```

...
<b>Link URL:</b>
</mv:it:em>
</td><td align="left" valign="top">
<mv:it:em name="fonts" param="body_font">

&mvte:global:Domain:mm_url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;

</mv:it:em>
</td></tr>
<mv:if expr="g.AffiliateOptions:link_image">
<tr><td align="left" valign="top" nowrap> <mv:it:em name="fonts" param="body_font">
<b>Image Link HTML:</b>
</mv:it:em>
</td><td align="left" valign="top">
<mv:it:em name="fonts" param="body_font">

<a
href="&mvte:global:Domain:mm_url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;

```

```

"></a><br>


</mvt:item>
</td></tr>
<mvt:elseif expr="g.AffiliateOptions:link_text">
<tr><td align="left" valign="top" nowrap> <mvt:item name="fonts" param="body_font">
<b>Link Text:</b>
</mvt:item>
</td><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">

<a
href="&mvte:global:Domain:mm_url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;
">&mvte:global:AffiliateOptions:link_text;</a><br>

</mvt:item>
</td></tr>
...

```

## New File

```

...
<b>Link URL:</b>
</mvt:item>
</td><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">

<input type="text" size="40" readonly
value="&mvte:global:Domain:mm_url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;
;">

</mvt:item>
</td></tr>
<mvt:if expr="g.AffiliateOptions:link_image">
<tr><td align="left" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<b>Image Link HTML:</b>
</mvt:item>
</td><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">

<input type="text" size="40" readonly value="<a
href="&mvte:global:Domain:mm_url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;
"></a>"><br>

```

```


</mvt:item>
</td></tr>
<mvt:elseif expr="g.AffiliateOptions:link_text">
<tr><td align="left" valign="top" nowrap> <mvt:item name="fonts" param="body_font">
<b>Link Text:</b>
</mvt:item>
</td><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">

<input type="text" size="40" readonly value="<a
href="&mvte:global:Domain:mm url;Screen=SFNT&Affiliate=&mvta:global:Affiliate:code;
">&mvte:global:AffiliateOptions:link_text;</a>">

</mvt:item>
</td></tr>
...

```

## Edit Page: BASK > Basket Content

### New File

```

<mvt:if expr="l.settings:basket:empty">
<mvt:item name="fonts" param="body_font">
Your shopping basket is currently empty.<br>
</mvt:item>
<mvt:exit />
</mvt:if>
<table border="0" cellpadding="2" cellspacing="0" width="100%">
<tr>
<td align="left" valign="middle" bgcolor="&mvte:colors:lhdr_bg;">

</td>
<td align="left" valign="middle" bgcolor="&mvte:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Code</b>
</mvt:item>
</td>
<td align="left" valign="middle" bgcolor="&mvte:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Product</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvte:colors:lhdr_bg;">

```

```
<mvt:item name="fonts" param="lhdr_font">
<b>Quantity</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Price/Ea.</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total</b>
</mvt:item>
</td></tr>
<mvt:foreach iterator="item" array="basket:items">
<tr>
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="BASK">
<input type="hidden" name="Action" value="RPRD">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Basket_Line" value="&mvte:item:line_id;">
<td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">
<mvt:item name="buttons" param="Remove" />
</mvt:item>
</td>
</form>
<td align="left" valign="middle" nowrap>
<mvt:item name="fonts" param="body_font">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:item:code;">&mvt:item:code;</a>
</mvt:item>
</td><td valign="top" align="left" valign="middle" width="100%">
<mvt:item name="fonts" param="body_font">
&mvt:item:name;
<mvt:if expr="l.settings:item:upsold">
(Special Offer)
</mvt:if>
</mvt:item>
</td>
<mvt:if expr="l.settings:item:upsold">
<td align="right" valign="middle" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:item:quantity;
</mvt:item>
</td>
<mvt:else>
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="BASK">
```

```
<input type="hidden" name="Action" value="QNTY">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Basket_Line" value="&mvte:item:line_id;">
<td align="left" valign="middle" nowrap>
<mvte:item name="fonts" param="body_font">
<input type="text" name="Quantity" value="&mvte:item:quantity;" size=4>
<mvte:item name="buttons" param="Update" />
</mvte:item>
</td>
</form>
</mvte:if>
<td align="right" valign="middle" nowrap>
<mvte:item name="fonts" param="body_font">
&mvte:item:formatted_price;
</mvte:item>
</td><td align="right" valign="middle" nowrap>
<mvte:item name="fonts" param="body_font">
&mvte:item:formatted_subtotal;
</mvte:item>
</td></tr>
<mvte:foreach iterator="option" array="item:options">
<tr>
<td align="left">

</td>
<td align="left">

</td><td align="left">
<mvte:item name="fonts" param="body_font">
<mvte:if expr="l.settings:option:option_id">
&mvte:option:attr_code;; &mvte:option:opt_code;
<mvte:elseif expr="NOT ISNULL l.settings:option:data">
&mvte:option:attr_code;; &mvte:option:data;
<mvte:elseif expr="NOT ISNULL l.settings:option:data_long">
&mvte:option:attr_code;; &mvte:option:data_long;
<mvte:else>
&mvte:option:attr_code;
</mvte:if>
</mvte:item>
</td><td align="left">

</td><td align="right" nowrap>
<mvte:item name="fonts" param="body_font">
<mvte:if expr="l.settings:option:price">
&mvte:option:formatted_price;
<mvte:else>

</mvte:if>
```

```
</mvt:item>
</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:price">
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</mvt:item>
</td></tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr>
<td align="right" valign="middle" colspan="3">

</td><td align="right" valign="middle" nowrap>
<mvt:item name="fonts" param="body_font">
<i>&mvt:charge:descrip;:</i>
</mvt:item>
</td><td align="right" valign="middle" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:charge:formatted_disp_amt;
</mvt:item>
</td></tr>
</mvt:foreach>
<tr>
<td>

</td>
<td align="right" valign="middle" colspan="3">

</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total:</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;" nowrap>
<mvt:item name="fonts" param="lhdr_font">
<b>&mvt:basket:formatted_total;</b>
</mvt:item>
</td></tr>
</table>
```

## Edit Page: CTGY > Product List Layout

### Original File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:store:code;&Product_Code=
&mvta:product:code;&Category_Code=&mvta:category:code;"></a>
<mvt:else>

</mvt:if>

</td><td align="left" valign="top" colspan=2>

<mvt:item name="fonts" param="body_font">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:store:code;&Product_Code=
&mvta:product:code;&Category_Code=&mvta:category:code;">&mvt:product:name;</a><br>
Code: <b>&mvt:product:code;</b><br>

Price: <b>&mvt:product:formatted_price;</b><br>

<mvt:if expr="l.settings:product:inv_active">
&mvt:product:inv_long;<br>
...
```

### New File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:store:code;&Product_Code=
&mvta:product:code;&Category_Code=&mvta:category:code;"></a>
<mvt:else>

</mvt:if>

</td><td align="left" valign="top" colspan="2">

<mvt:item name="fonts" param="body_font">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:store:code;&Product_Code=
&mvta:product:code;&Category_Code=&mvta:category:code;">&mvt:product:name;</a><br>
Code: <b>&mvt:product:code;</b><br>
```



```
Price:
<b>&mvt:product:formatted_base_price;</b><br>

<mvt:if expr="1.settings:product:inv_active">
&mvt:product:inv_long;<br>
...
```

## Edit Page: User Interface, Settings > Global Header & Footer

### Original File

```
...
</Header_Update>
<Footer_Update>

    <Template><![CDATA[<br><br><center><small>Ecommerce Shopping Cart Software by
<a target=" blank" href="http://www.mivamerchant.com">Miva
Merchant</a></small></center>]]></Template>

    <Notes>#Set_Current_Time#</Notes>
</Footer_Update></Module>
```

### New File

```
...
</Header_Update>
<Footer_Update>

    <Template><![CDATA[<br><br><center><small>Ecommerce Shopping Cart Software by
<a target=" blank" rel="nofollow"
href="http://www.miva.com">Miva</a></small></center>]]></Template>

    <Notes>#Set_Current_Time#</Notes>
</Footer_Update></Module>
```

## Edit Page: INVC > Order Contents

### New File

```
<table border="0" cellpadding="2" cellspacing="0" width="100%">
<tr>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
```

```
<mvt:item name="fonts" param="lhdr_font">
<b>Code</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Product</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Quantity</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Price/Ea.</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total</b>
</mvt:item>
</td></tr>
<mvt:foreach iterator="item" array="order:groups">
<tr>
<td align="left" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:item:code;
</mvt:item>
</td><td align="left" valign="top" width="100%">
<mvt:item name="fonts" param="body_font">
&mvt:item:name;
<mvt:if expr="l.settings:item:upsold">
(Special Offer)
</mvt:if>
<mvt:foreach iterator="discount" array="item:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;: &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:item:quantity;
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:item:formatted_base_price;
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
```

```
<mvt:if expr="1.settings:item:subtotal_base_price NE 1.settings:item:subtotal">
<strike>&mvt:item:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:item:formatted_subtotal;
</mvt:item>
</td></tr>
<mvt:foreach iterator="option" array="item:options">
<tr><td align="left">

</td><td align="left">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="1.settings:option:option_id">
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL 1.settings:option:data">
&mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL 1.settings:option:data_long">
&mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
&mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
<mvt:if expr="1.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td><td align="left">

</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="1.settings:option:base_price">
&mvt:option:formatted_base_price;
<mvt:else>

</mvt:if>
</mvt:item>
</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="1.settings:option:subtotal_base_price OR 1.settings:option:subtotal">
<mvt:if expr="1.settings:option:subtotal_base_price NE 1.settings:option:subtotal">
<strike>&mvt:option:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</mvt:item>
</td></tr>
```

```
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="order:charges">
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<i>&mvt:charge:descrip;:</i>
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:charge:formatted_disp_amt;
</mvt:item>
</td></tr>
</mvt:foreach>
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total:</b>
</mvt:item>
</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;" nowrap>
<mvt:item name="fonts" param="lhdr_font">
<b>&mvt:order:formatted_total;</b>
</mvt:item>
</td></tr>
</table>
```

## Edit Page: OCST > Basket Contents

### *New File*

```
<mvt:if expr="l.settings:basket:empty">
<mvt:item name="fonts" param="body_font">
Your shopping basket is currently empty.<br>
</mvt:item>
<mvt:exit />
</mvt:if>
<table border="0" cellpadding="2" cellspacing="0" width="100%">
<tr>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Code</b>
</mvt:item>
</td>
```

```
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Product</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Quantity</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Price/Ea.</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total</b>
</mvt:item>
</td></tr>
<mvt:foreach iterator="group" array="basket:groups">
<tr>
<td align="left" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:code;
</mvt:item>
</td><td valign="top" align="left" valign="top" width="100%">
<mvt:item name="fonts" param="body_font">
&mvt:group:name;
<mvt:if expr="l.settings:group:upsold">
(Special Offer)
</mvt:if>
<mvt:foreach iterator="discount" array="group:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:quantity;
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:formatted_base_price;
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:group:subtotal_base_price NE l.settings:group:subtotal">
```

```
<strike>&mvt:group:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:group:formatted_subtotal;
</mvt:item>
</td></tr>
<mvt:foreach iterator="option" array="group:options">
<tr><td align="left">

</td><td align="left">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:option_id">
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL l.settings:option:data">
&mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
&mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
&mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td><td align="left">

</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:base_price">
&mvt:option:formatted_base_price;
<mvt:else>

</mvt:if>
</mvt:item>
</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:subtotal_base_price OR l.settings:option:subtotal">
<mvt:if expr="l.settings:option:subtotal_base_price NE l.settings:option:subtotal">
<strike>&mvt:option:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</mvt:item>
</td></tr>
</mvt:foreach>
```

```

</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<i>&mvt:charge:descrip;:</i>
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:charge:formatted_disp_amt;
</mvt:item>
</td></tr>
</mvt:foreach>
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total:</b>
</mvt:item>
</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;" nowrap>
<mvt:item name="fonts" param="lhdr_font">
<b>&mvt:basket:formatted_total;</b>
</mvt:item>
</td></tr>
</table>

```

## Edit Page: OCST > Customer Fields

### Original File

```

<b>Email Address:</b>
<mvt:else>
<font color="red">
<b>Email Address:</b>
</font>
</mvt:if>
</mvt:item>
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">

<input type="text" name="ShipEmail" size=25 value="&mvte:global:ShipEmail;">

</mvt:item>
</td></tr>
...

```

```
<b>Email Address:</b>
</font>
</mvt:if>
</mvt:item>
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">

<input type="text" name="BillEmail" size=25 value="&mvte:global:BillEmail;">

</mvt:item>
</td></tr>
...
```

### New File

```
...
...
<b>Email Address:</b>
</font>
</mvt:if>
</mvt:item>
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">

<input type="text" name="ShipEmail" id="ShipEmail" size=25
value="&mvte:global:ShipEmail;">

</mvt:item>
</td></tr>
...
<b>Email Address:</b>
</font>
</mvt:if>
</mvt:item>
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">

<input type="text" name="BillEmail" id="BillEmail" size=25
value="&mvte:global:BillEmail;">

</mvt:item>
</td></tr>
...
```



## Edit Page: OPAY > Basket Contents

### New File

```
<mvt:if expr="l.settings:basket:empty">
<mvt:item name="fonts" param="body_font">
Your shopping basket is currently empty.<br>
</mvt:item>
<mvt:exit />
</mvt:if>
<table border="0" cellpadding="2" cellspacing="0" width="100%">
<tr>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Code</b>
</mvt:item>
</td>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Product</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Quantity</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Price/Ea.</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total</b>
</mvt:item>
</td></tr>
<mvt:foreach iterator="group" array="basket:groups">
<tr>
<td align="left" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:code;
</mvt:item>
</td><td valign="top" align="left" width="100%">
<mvt:item name="fonts" param="body_font">
&mvt:group:name;
<mvt:if expr="l.settings:group:upsold">
(Special Offer)
</mvt:if>
<mvt:foreach iterator="discount" array="group:discounts">
```

```
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:quantity;
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:formatted_base_price;
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:group:subtotal_base_price NE l.settings:group:subtotal">
<strike>&mvt:group:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:group:formatted_subtotal;
</mvt:item>
</td></tr>
<mvt:foreach iterator="option" array="group:options">
<tr><td align="left">

</td><td align="left">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:option_id">
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL l.settings:option:data">
&mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
&mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
&mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td><td align="left">

</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:base_price">
```

```

&mvt:option:formatted_base_price;
<mvt:else>

</mvt:if>
</mvt:item>
</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="1.settings:option:subtotal_base_price OR 1.settings:option:subtotal">
<mvt:if expr="1.settings:option:subtotal_base_price NE 1.settings:option:subtotal">
<strike>&mvt:option:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</mvt:item>
</td></tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<i>&mvt:charge:descrip;:</i>
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:charge:formatted_disp_amt;
</mvt:item>
</td></tr>
</mvt:foreach>
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total:</b>
</mvt:item>
</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;" nowrap>
<mvt:item name="fonts" param="lhdr_font">
<b>&mvt:basket:formatted_total;</b>
</mvt:item>
</td></tr>
</table>

```

## Edit Page: ORDS > Order Contents

### New File

```
<style type="text/css">
p{
margin-top: 6px;
margin-bottom: 10px;
}
td, div{
font-family: Verdana, Arial, Helvetica, sans-serif;
font-size: 11px;
line-height: 15px;
}
.header{
font-size: 15px;
font-weight: bold;
}
.dashedline{
border-bottom: 1px dashed #999999;
z-index: 0;
margin-top: 20px;
margin-bottom: 20px;
}
.ordercell{ padding-right: 10px; }
.orderhead{
font-weight:bold;
font-size: 13px;
margin-bottom: 5px;
}
.downloadbtn{ margin-top: 4px; }
</style>
<p><b>Order number:</b> &mvt:order:id;<br>
<b>Placed:</b> &mvt:order:date; &mvt:order:time;</p>
<p class="dashedline"></p>
<table width="100%" border="0" cellspacing="0" cellpadding="0">
<tr valign="top">
<td width="50%"><b class="header">Ship to: </b><br>
&mvt:order:ship_fname; &mvt:order:ship_lname;<br>
&mvt:order:ship_email;<br>
&mvt:order:ship_phone;<br>
&mvt:order:ship_fax;<br>
&mvt:order:ship_comp; <p>
&mvt:order:ship_addr1;<br> &mvt:order:ship_addr2;<br> <mvt:if expr="( NOT
ISNULL l.settings:order:ship_city ) AND ( NOT ISNULL l.settings:order:ship_state
)">
&mvt:order:ship_city;,
```

```
<mvt:else>
&mvt:order:ship_city;
</mvt:if>
&mvt:order:ship_state;
&mvt:order:ship_zip;
<br>
&mvt:order:ship_cntry;</p>
</td>
<td><b class="header">Bill to: </b><br>    &mvt:order:bill_fname;
&mvt:order:bill_lname;<br>
&mvt:order:bill_email;<br>
&mvt:order:bill_phone;<br>
&mvt:order:bill_fax;<br>
&mvt:order:bill_comp;<br>
<p>
&mvt:order:bill_addr1;<br>
&mvt:order:bill_addr2;<br>
<mvt:if expr="( NOT ISNULL l.settings:order:bill_city ) AND ( NOT ISNULL
l.settings:order:bill_state )">
&mvt:order:bill_city;,
<mvt:else>
&mvt:order:bill_city;
</mvt:if>
&mvt:order:bill_state;
&mvt:order:bill_zip;
<br>
&mvt:order:bill_cntry;</p>
</td>
</tr>
</table>
<p class="dashedline"></p>
<table width="100%" border="0" cellspacing="0" cellpadding="0">    <tr valign="top">
<td colspan="2" style="padding: 10px 0px 10px 0px">
<table width="100%" border="0" cellspacing="0" cellpadding="0">
<tr valign="top">
<td class="ordercell"> </td>
<td align="left" class="ordercell"><span class="orderhead">Product
Description</span></td>
<td align="right" class="ordercell"><span class="orderhead">Status</span></td>
<td align="right" class="ordercell"><span class="orderhead">Quantity</span></td>
<td align="right" class="ordercell"><span class="orderhead">Price/Ea.</span></td>
<td align="right" class="ordercell"><span class="orderhead">Total</span></td>
</tr>
<mvt:foreach iterator="item" array="order:groups">
<tr valign="top">
<td valign="top" class="ordercell" nowrap width="75">
<mvt:if expr="l.settings:item:reorder EQ 1">
<a target="_blank"
href="&mvt:global:sessionurl;Store_Code=&mvt:store:code;&Screen=BASK&Action=ADPR&P
```

```

roduct_Code=&mvt:item:code;&Quantity=1"></a>
<mvt:else>

</mvt:if>
</td>
<td valign="top" class="ordercell" width="50%" nowrap>
&mvt:item:name;
<mvt:if expr="l.settings:item:upsold">
(Special Offer)
</mvt:if>
<mvt:foreach iterator="discount" array="item:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</td>
<td valign="top" align="right" class="ordercell"
nowrap>&mvt:item:order_status;</td>
<td valign="top" align="right" class="ordercell">&mvt:item:quantity;</td>
<td valign="top" align="right" class="ordercell">
&mvt:item:formatted_base_price;
</td>
<td valign="top" align="right" class="ordercell">
<mvt:if expr="l.settings:item:subtotal_base_price NE l.settings:item:subtotal">
<strike>&mvt:item:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:item:formatted_subtotal;
</td>
</tr>
<mvt:foreach iterator="option" array="item:options">
<tr valign="top">
<td class="ordercell" nowrap> </td>
<td valign="middle" width="50%" class="ordercell" nowrap>
<mvt:if expr="l.settings:option:option_id">
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL l.settings:option:data">
&mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
&mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
&mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</td>

```

```
<td valign="top" align="right" class="ordercell"> </td>
<td valign="top" align="right" class="ordercell"> </td>
<td valign="top" align="right" class="ordercell">
<mvt:if expr="1.settings:option:base_price">
&mvt:option:formatted_base_price;
<mvt:else>

</mvt:if>
</td>
<td valign="top" align="right" class="ordercell">
<mvt:if expr="1.settings:option:subtotal_base_price OR 1.settings:option:subtotal">
<mvt:if expr="1.settings:option:subtotal_base_price NE 1.settings:option:subtotal">
<strike>&mvt:option:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</td>
</tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="order:charges">
<tr valign="top">
<td valign="top" align="right" class="ordercell" colspan="4"> </td>
<td valign="top" align="right" class="ordercell"
nowrap><i>&mvt:charge:descrip;;</i></td>
<td valign="top" align="right" class="ordercell"
nowrap>&mvt:charge:formatted_disp_amt;</td>
</tr>
</mvt:foreach>
<tr valign="top">
<td valign="top" align="right" class="ordercell" colspan="4"> </td>
<td valign="top" align="right" class="ordercell"><span
class="orderhead">Total:</span></td>
<td valign="top" align="right" class="ordercell"><span
class="orderhead">&mvt:order:formatted_total;</span></td>
</tr>
</table>
</td>
</tr>
</table>
```

## Edit Page: OSEL > Basket Contents

### New File

```
<mvt:if expr="l.settings:basket:empty">
<mvt:item name="fonts" param="body_font">
Your shopping basket is currently empty.<br>
</mvt:item>
<mvt:exit />
</mvt:if>
<table border="0" cellpadding="2" cellspacing="0" width="100%">
<tr>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Code</b>
</mvt:item>
</td>
<td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Product</b>
</mvt:item>
</td><td align="left" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Quantity</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Price/Ea.</b>
</mvt:item>
</td><td align="right" valign="middle" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total</b>
</mvt:item>
</td></tr>
<mvt:foreach iterator="group" array="basket:groups">
<tr>
<td align="left" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:code;
</mvt:item>
</td><td valign="top" align="left" width="100%">
<mvt:item name="fonts" param="body_font">
&mvt:group:name;
<mvt:if expr="l.settings:group:upsold">
(Special Offer)
</mvt:if>
<mvt:foreach iterator="discount" array="group:discounts">
```



```
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:quantity;
</mvt:item>
</td>
<td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:group:formatted_base_price;
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:group:subtotal_base_price NE l.settings:group:subtotal">
<strike>&mvt:group:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:group:formatted_subtotal;
</mvt:item>
</td></tr>
<mvt:foreach iterator="option" array="group:options">
<tr><td align="left">

</td><td align="left">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:option_id">
&mvt:option:attr_code;; &mvt:option:opt_code;
<mvt:elseif expr="NOT ISNULL l.settings:option:data">
&mvt:option:attr_code;; &mvt:option:data;
<mvt:elseif expr="NOT ISNULL l.settings:option:data_long">
&mvt:option:attr_code;; &mvt:option:data_long;
<mvt:else>
&mvt:option:attr_code;
</mvt:if>
<mvt:foreach iterator="discount" array="option:discounts">
<mvt:if expr="l.settings:discount:display">
<br><i>&mvt:discount:descrip;; &mvt:discount:formatted_discount;</i>
</mvt:if>
</mvt:foreach>
</mvt:item>
</td><td align="left">

</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:option:base_price">
```

```

&mvt:option:formatted_base_price;
<mvt:else>

</mvt:if>
</mvt:item>
</td><td align="right" nowrap>
<mvt:item name="fonts" param="body_font">
<mvt:if expr="1.settings:option:subtotal_base_price OR 1.settings:option:subtotal">
<mvt:if expr="1.settings:option:subtotal_base_price NE 1.settings:option:subtotal">
<strike>&mvt:option:formatted_subtotal_base_price;</strike>
</mvt:if>
&mvt:option:formatted_subtotal;
<mvt:else>

</mvt:if>
</mvt:item>
</td></tr>
</mvt:foreach>
</mvt:foreach>
<mvt:foreach iterator="charge" array="basket:charges">
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
<i>&mvt:charge:descrip;:</i>
</mvt:item>
</td><td align="right" valign="top" nowrap>
<mvt:item name="fonts" param="body_font">
&mvt:charge:formatted_disp_amt;
</mvt:item>
</td></tr>
</mvt:foreach>
<tr><td align="right" valign="top" colspan="3">

</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;">
<mvt:item name="fonts" param="lhdr_font">
<b>Total:</b>
</mvt:item>
</td><td align="right" valign="top" bgcolor="&mvt:colors:lhdr_bg;" nowrap>
<mvt:item name="fonts" param="lhdr_font">
<b>&mvt:basket:formatted_total;</b>
</mvt:item>
</td></tr>
</table>

```

## Edit Page: PATR > Attribute Machine

### Original File

```
<script>
AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span    = document.createElement( 'span' ); // to vertically center the
swatch images
    var img      = document.createElement( 'img' );
    img.src      = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
```

### New File

```
<script>

AttributeMachine.prototype.Generate_Discount = function( discount )
{
    var discount_div;

    discount_div = document.createElement( 'div' );
    discount_div.innerHTML = discount.descrip + ': ' +
discount.formatted_discount;

    return discount_div;
}

AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span    = document.createElement( 'span' ); // to vertically center the
swatch images
    var img      = document.createElement( 'img' );
    img.src      = option.image;

    swatch.appendChild( span );
```

```
        swatch.appendChild( img );

        return swatch;
    }
</script>
...
```

## Edit Page: PLST > Product List

### Original File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
<mvt:else>

</mvt:if>
</mvt:item>
</td>
<td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
<mvt:item name="fonts" param="body_font">

&mvt:product:formatted_price;

</mvt:item>
</td>
...
```

### New File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
<mvt:else>

</mvt:if>
</mvt:item>
</td>
<td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
<mvt:item name="fonts" param="body_font">
```

```
&mvt:product:formatted_base_price;<br>
```

```
</mvt:item>
```

```
</td>
```

```
...
```

## Edit Page: PROD > Attribute Machine

### Original File

```
<script>
AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span    = document.createElement( 'span' ); // to vertically center the
swatch images
    var img      = document.createElement( 'img' );
    img.src      = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
...
```

### New File

```
<script>
AttributeMachine.prototype.Generate_Discount = function( discount )
{
    var discount_div;

    discount_div = document.createElement( 'div' );
    discount_div.innerHTML = discount.descrip + ': ' +
discount.formatted_discount;

    return discount_div;
}
```

```

AttributeMachine.prototype.Generate_Swatch = function( product_code, attribute,
option )
{
    var swatch = document.createElement( 'li' );
    var span = document.createElement( 'span' ); // to vertically center the
swatch images
    var img = document.createElement( 'img' );
    img.src = option.image;

    swatch.appendChild( span );
    swatch.appendChild( img );

    return swatch;
}
</script>
...

```

## Edit Page: PROD > Product Display Layout

### Original File

```

...
Code: <b>&mvt:product:code;</b><br>

Price: <b><span id="price-value">&mvt:product:formatted_price;</span></b><br>

<mvt:if expr="l.settings:product:weight NE 0">
Shipping Weight: <b>&mvt:product:weight;</b> &mvt:store:wtunits;<br>
...

```

### New File

```

...
Code: <b>&mvt:product:code;</b><br>

Price:
<strike><span id="price-value-additional">
</span></strike>
<b><span id="price-value">&mvt:product:formatted_base_price;</span></b><br>
<div id="product-discounts">
</div>

<mvt:if expr="l.settings:product:weight NE 0">
Shipping Weight: <b>&mvt:product:weight;</b> &mvt:store:wtunits;<br>
...

```

## Edit Page: PROD > Related Products Layout

### Original File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
<mvt:else>

</mvt:if>
</mvt:item>
</td>
<td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
<mvt:item name="fonts" param="body_font">

&mvt:product:formatted_price;

</mvt:item>
</td>
...
```

### New File

```
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
<mvt:else>

</mvt:if>
</mvt:item>
</td>
<td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
<mvt:item name="fonts" param="body_font">

&mvt:product:formatted_base_price;<br>

</mvt:item>
</td>
...
```

## Edit Page: SRCH > Search Results Layout

### Original File

```
...
<label for="Sort_By">Sort By:</label>
<select name="Sort_By" onchange="this.form.submit();">
</select>
<noscript><input type="submit" value="go"></noscript>
...
<mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
<a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Product_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
<mvt:else>

</mvt:if>
</mvt:item>
</td>
<td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
<mvt:item name="fonts" param="body_font">

&mvt:product:formatted_price;

</mvt:item>
</td>
```

### New File

```
...
<label for="Sort_By">Sort By:</label>
      <select name="Sort_By" onchange="this.form.submit();">

      <mvt:if expr="ISNULL g.Sort_By">
        <option value="disp_order"
selected="selected">Default</option>
      <mvt:else>
        <option value="disp_order">Default</option>
      </mvt:if>
      <mvt:if expr="g.Sort_By EQ 'bestsellers'">
        <option value="bestsellers" selected="selected">Best
Selling</option>
      <mvt:else>
```



```

                <option value="bestsellers">Best Selling</option>
            </mvt:if>
            <mvt:if expr="g.Sort_By EQ 'price_asc'">
                <option value="price_asc" selected="selected">Lowest
Price</option>
            <mvt:else>
                <option value="price_asc">Lowest Price</option>
            </mvt:if>
            <mvt:if expr="g.Sort_By EQ 'price_desc'">
                <option value="price_desc"
selected="selected">Highest Price</option>
            <mvt:else>
                <option value="price_desc">Highest Price</option>
            </mvt:if>
            <mvt:if expr="g.Sort_By EQ 'newest'">
                <option value="newest" selected="selected">Newest
Items</option>
            <mvt:else>
                <option value="newest">Newest Items</option>
            </mvt:if>

        </select>
        <noscript><input type="submit" value="go"></noscript>
    ...
    <mvt:if expr="NOT ISNULL l.settings:product:thumbnail">
    <a
href="&mvt:global:sessionurl;Screen=PROD&Store_Code=&mvta:global:Store_Code;&Produc
t_Code=&mvta:product:code;&Category_Code=&mvta:global:Category_Code;"></a>
    <mvt:else>

    </mvt:if>
    </mvt:item>
    </td>
    <td align="right" valign="middle" bgcolor="&mvt:product:bgcolor;" nowrap>
    <mvt:item name="fonts" param="body_font">

    &mvt:product:formatted_base_price;<br>

    </mvt:item>
    </td>
    ...

```