MIVA MERCHANT
PR8 REFERENCE

Contents

Introduction

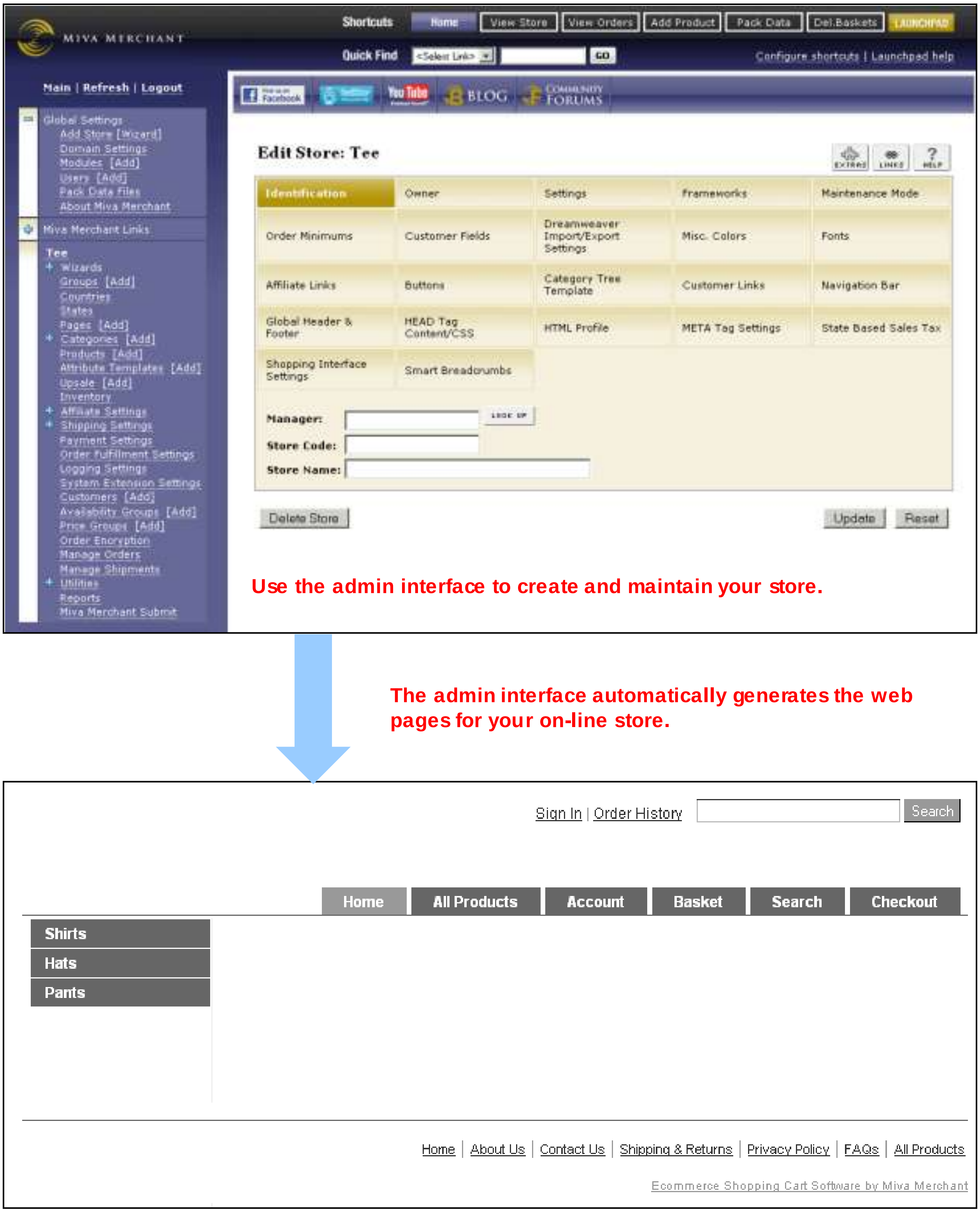
Miva Merchant consists of:

- **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 G: 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 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.


Shortcuts
Home
View Store
View Orders
Add Product
Pack Data
Del.Baskets
LAUNCHPAD
Quick Find
GO
Configure shortcuts | Launchpad help
Main | Refresh | Logout
Global Settings
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Attribute Templates [Add]
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Inventory
Affiliate Settings
Shipping Settings
Payment Settings
Order Fulfillment Settings
Logging Settings
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Customers [Add]
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Price Groups [Add]
Order Encryption
Manage Orders
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Reports
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Edit Store: Tee
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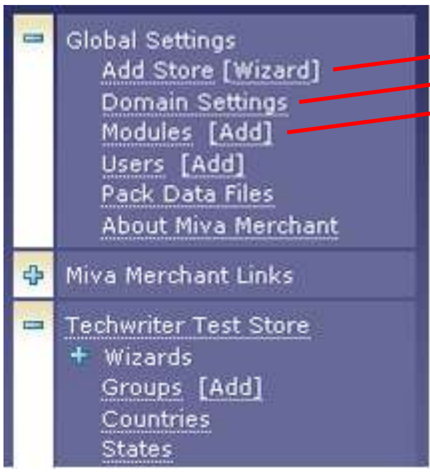
Dreamweaver Import/Export Settings
Misc. Colors
Fonts
Affiliate Links
Buttons
Category Tree Template
Customer Links
Navigation Bar
Global Header & Footer
HEAD Tag Content/CSS
HTML Profile
META Tag Settings
State Based Sales Tax
Shopping Interface Settings
Smart Breadcrumbs
Manager:
Store Code:
Store Name:
Delete Store
Update
Reset
Use the admin interface to create and maintain your store.
The admin interface automatically generates the web pages for your on-line store.
Sign In | Order History
Search
Home
All Products
Account
Basket
Search
Checkout
Shirts
Hats
Pants
Home | About Us | Contact Us | Shipping & Returns | Privacy Policy | FAQs | All Products
Ecommerce Shopping Cart Software by Miva Merchant

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 "leftnav" in the admin interface.



Order of topics in this book.

The left navigation pane ("leftnav") in the Miva Merchant admin interface.

The admin interface is a large program with many features. Sometimes you'll see or hear about a Miva Merchant feature and you'll think -- that's great, but how do I find that feature in the admin interface? This manual has two ways of helping you find features in the admin interface:

- Heading breadcrumbs. Many headings in this manual have breadcrumbs that tell you where the feature is located in the admin interface, for example: *Global Settings > Domain Settings > Information Tab*.
- Leftnav links. In this manual, whenever you see a blue rectangle, like this: States, it means that "States" is a hyperlink in the leftnav.

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Support Tickets

Beginning with PR8 Update 7 you can create a support ticket through the admin interface.

Method 1:

1. At the top of the admin interface, click on the Request Support link.

2. The Request Support screen will open in a new browser window:
   - 2.1. Enter your email address.
   - 2.2. Describe the problem you are having.
   - 2.3. Click the **Submit Ticket** button.

Method 2:

In any screen in the admin interface where you see a HELP button, you can click on that button to open the Request Support screen.

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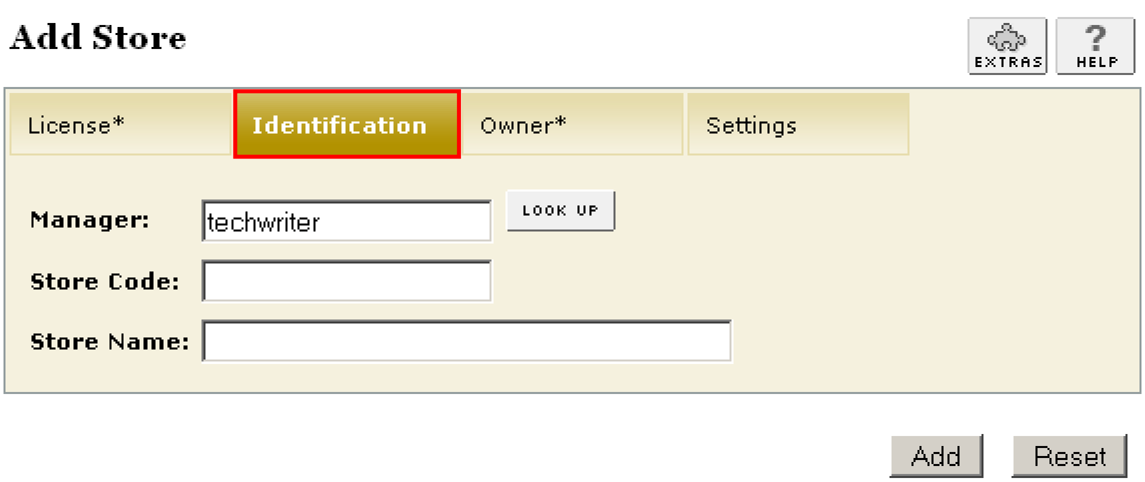
Global Settings > Add Store

When you first purchase a Miva Merchant store, you essentially receive a "mall" with one store in it. To add more stores to your mall, you purchase an additional store license, and then use the Add Store wizard to create it.

Add Store > License Tab

Enter the license you received from Miva Merchant and click the **Add** button.

Add Store > Identification Tab



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Manager

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.

- Administrators have access to all admin features in all stores.
- Managers have access to all admin features in the store where they are the manager.
- "Ordinary" users have privileges that you can limit by creating a Group and then assigning the user to that group.

Store Code

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 (&Store_Code=<whatever you entered>).

Store Name

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.

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.

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 the Users screen and create a new user. Make sure that you do not check the "Administrator" checkbox in the Add User screen.

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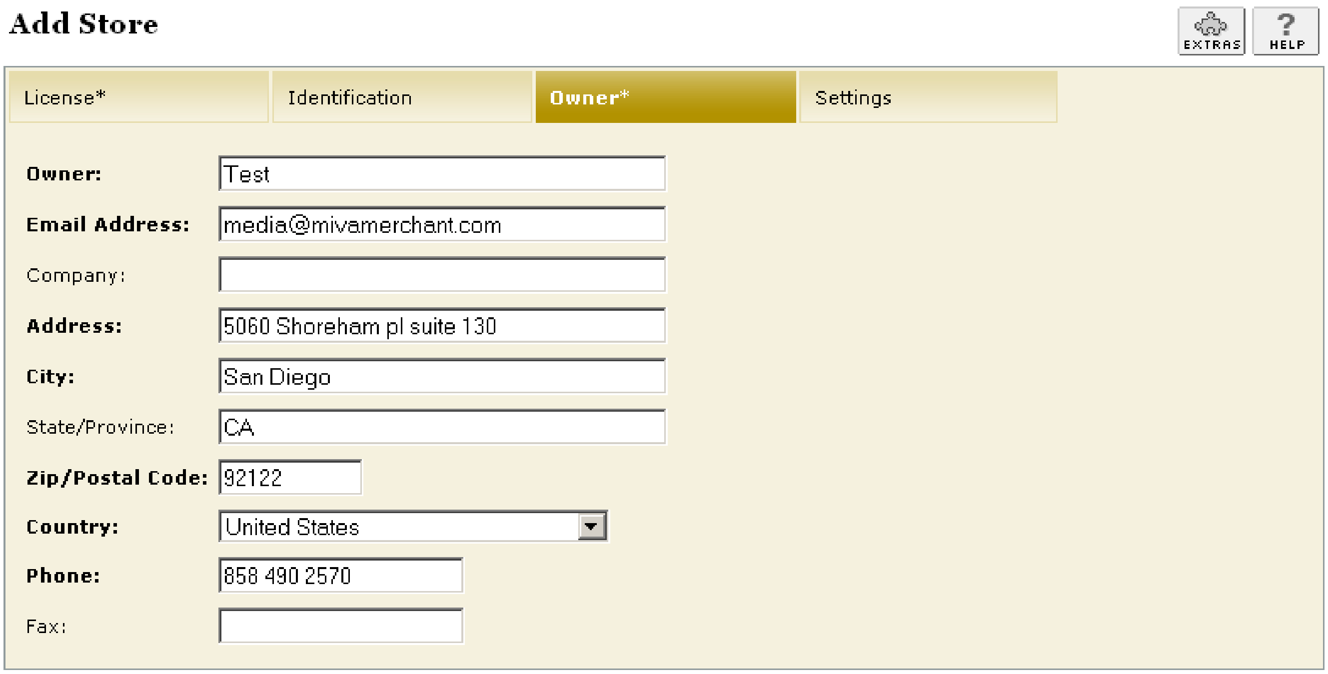
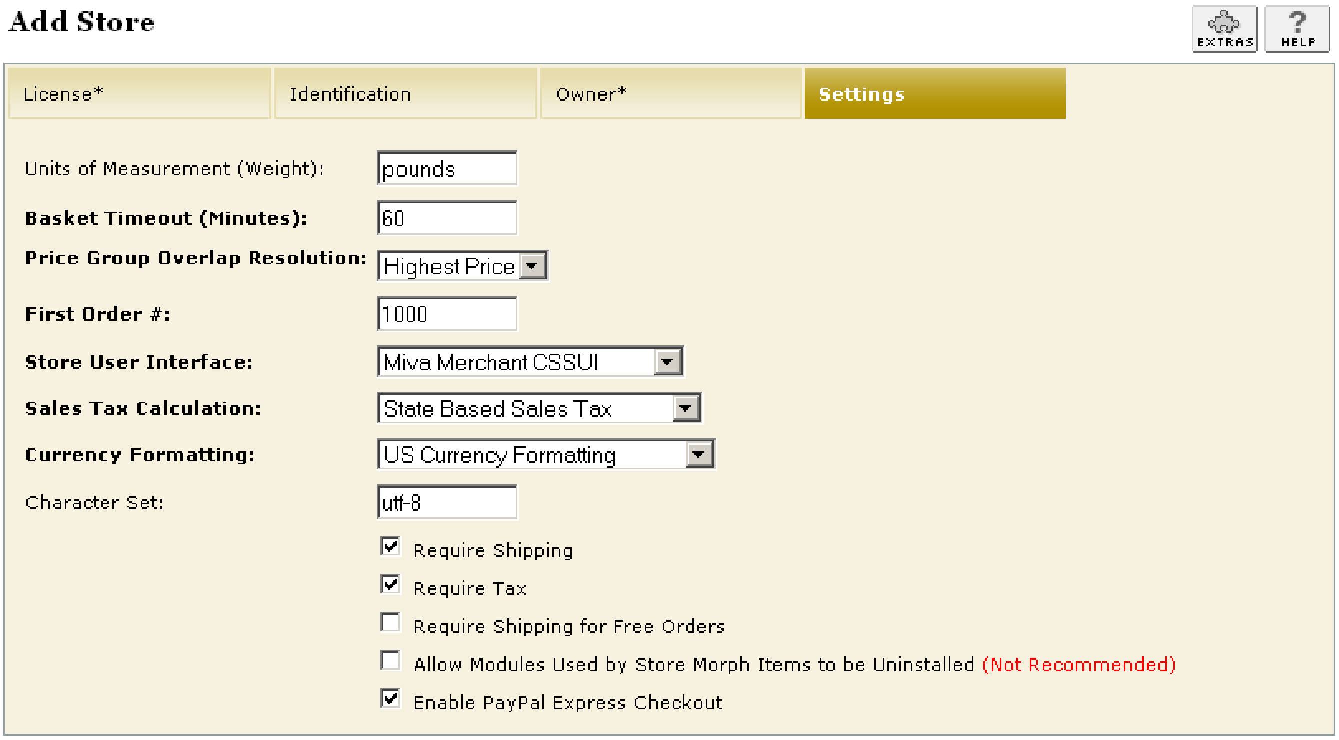
2. Go back to the Add Store > Identification tab and enter the user name that you just created.

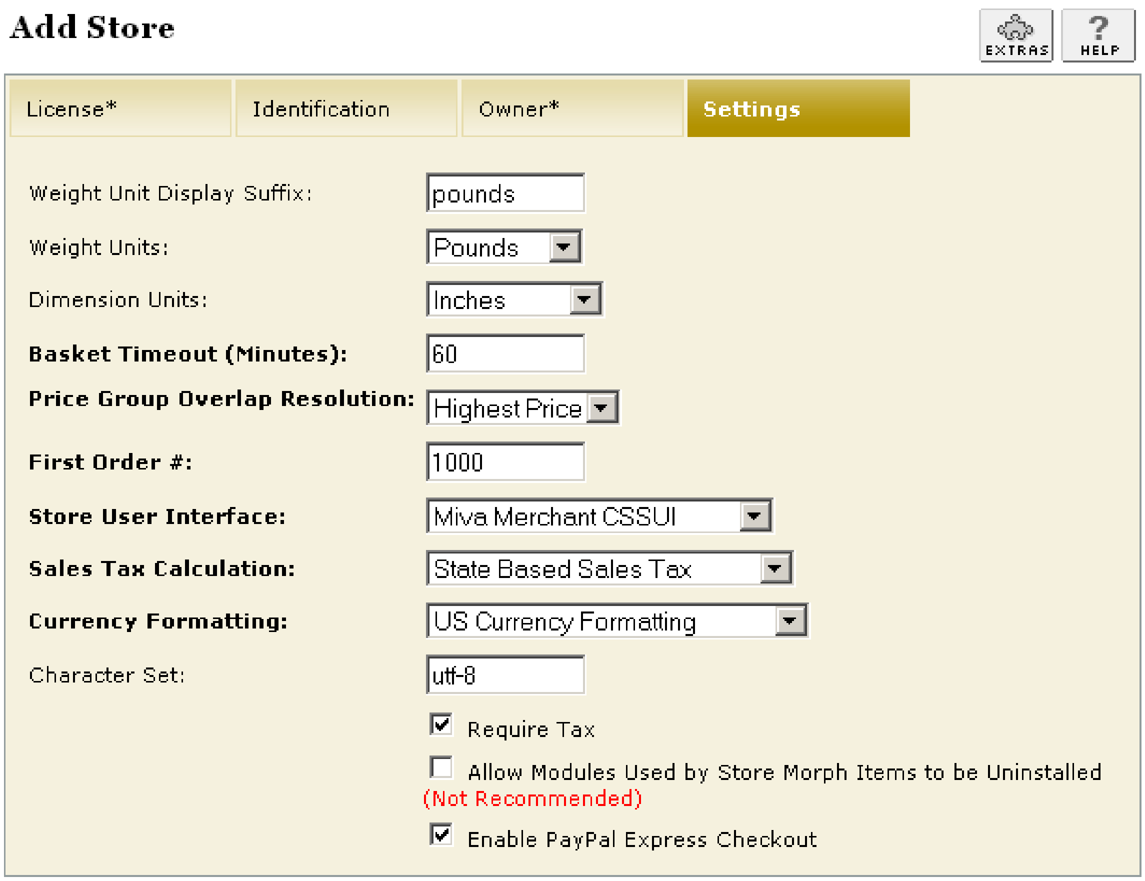
Add Store > Owner Tab



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 in Domain Settings > Registration screen. (The fields in Domain Settings > Registration are filled out when the initial store setup is done.)

Add Store > Settings Tab





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.

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Basket Timeout (Minutes)

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.

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 (Utilities > Delete Shopping Baskets).

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.

Expired baskets should be deleted regularly. Note that order numbers are never reused, even from expired baskets.

See also *Utilities > Delete Shopping Baskets*

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.

Sales Tax Calculation

Specify the sales tax method to use in the store.

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. See *Appendix C* for details on how the Sales Tax Calculation drop-down list affects the Miva Merchant admin interface and your on-line store.

The standard options are:

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 at 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.

Default Encryption Key

This is a convenient additional way to select from your existing store encryption keys. Each encryption key you set up has a prompt associated with it. Those prompts appear in this drop-down list. Select the one you want to use as the current encryption key for your store.

To go to the screen where you can set up store encryption keys, in the left navigation area, expand the Order Processing menu, then select Encryption. You can also select the default (current) encryption key on that screen.

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

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.

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:

- 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.
- When the module deletes references that were added manually, there may be unintended consequences for your page layout code.

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.

Enable PayPal Express Checkout

If you check this box your new store will be configured by default with PayPal Express Checkout. See:

https://merchant.paypal.com/us/cgi-bin/?cmd=_render-content&content_ID=merchant/express_checkout

for more information. The PayPal account will use the store owners email address. If you leave this box unchecked, you can add PayPal Express Checkout to a store later by going to:

Payment Settings > Modules tab > PayPal Express Checkout and/or Website Payments Pro checkbox.

Global Settings > Domain Settings

Global Settings > Domain Settings > Information Tab

Domain Name

The domain name where your store will be hosted. It is usually set up when your first store is created and rarely changes after that. You can have multiple stores under the same domain. If you change your domain, Miva Merchant usually makes the change for you.

IP Address

The IP address of your store on the server.

License

The license number that was entered when the store was created.

Partner

The partner is whoever you purchased your store from. In some cases this is Miva Merchant, but there are also distributors who sell stores.

Version

The Miva Merchant software version that is currently installed.

Global Settings > Domain Settings > Registration Tab

The fields in this tab are usually filled out when your first store is created.

Global Settings > Domain Settings > Site Configuration Tab

Notes for the Site Configuration tab:

- The settings in this tab are for advanced users. It's important that you understand the use of these settings before you make any changes.
- In PR8 Update 9, cookie settings were moved to their own tab. See *Global Settings > Domain Settings > Cookie Settings Tab*.
- In PR8 Update 9, mail settings were moved to their own tab. See *Global Settings > Domain Settings > Mail Settings Tab*.

Non-secure URL to Miva Merchant	The http URL to your on-line store.
Secure URL to Miva Merchant	Normally this is the same as the non-secure URL to Miva Merchant, but using https. However, it can be different if you are using a shared SSL certificate.
Include Session Parameters in Miva Merchant URLs:	In general it should not be necessary to change this setting. This setting only affects the use of a session ID as an URL parameter and only applies if you are using longlinks. If you are using short links (see *Store Code*) , your store will ignore the "include session parameters" settings. • **Never**: the session ID will never be included as an URL parameter. • **When transitioning between Secure and Non-Secure URLs**:

	Non-secure pages generate unencrypted cookies that contain a session id. When you move to a secure page, the session ID is passed as an URL parameter and is copied to an encrypted cookie because PCI compliance requires that secure pages have separate cookies. • **Always**: the session ID always appears as an URL parameter.
Secure URL to Administration	The https URL to the Miva Merchant admin program.
Root Directory for Graphics	The directory on the server that contains all graphics and graphics subdirectories.
Secure Root Directory for Graphics	Same purpose as the "non-secure" root directory for graphics, but applied to your secure store path.
Base URL for Graphics	The URL that points to the root directory for graphics.
Secure Base URL for Graphics	Same as the Base URL for Graphics, but used by your secure store, if you have one.
Root Directory for Modules	Sets the relative directory for modules.
Secure Root Directory for Modules	Same purpose as the "non-secure" root directory for modules, but applied to your secure store path.
Use Strict Validation for Codes	When checked, requires that you enter only alphanumeric characters, the underscore (_) and hyphen (-) for the Login and all codes in Miva Merchant, such as the product code, category code, etc. Strict Validation is recommended and is the default. **Caution**: If you clear the Use Strict Validation for Codes check box, Miva Merchant will allow other characters. However, symbols and punctuation should generally be avoided, and some symbols (such as the %, &, and #) are never allowed for a code. If, after being off, Strict Validation is turned on again, codes which had been valid will become invalid.
Preferred Ciphers	The Preferred Cipher list is a comma separated list of OpenSSL cipher strings. When Miva Merchant needs to encrypt something in the database, it looks in this field and selects a cryptographic algorithm. • The default list for newly installed stores is: aes-256-cbc,aes-128-cbc,bf-cbc • When a store is upgraded to PR8 Update7, the list is initially blank. The software will use a cipher that is compatible with all versions of the Miva Merchant software.

- Only "cbc" mode ciphers are used for order encryption as of PR8 Update7, so they have to have "cbc" in the string somewhere:
  - aes-256-cbc is AES256
  - aes-128-cbc is AES128
  - bf-cbc is 128-bit Blowfish (used by releases before PR8 Update7)

Global Settings > Domain Settings > Password Settings Tab

These settings only affect accounts that you create in the Miva Merchant admin interface. The default settings meet PCI compliance.

Global Settings > Domain Settings > Timeouts Tab

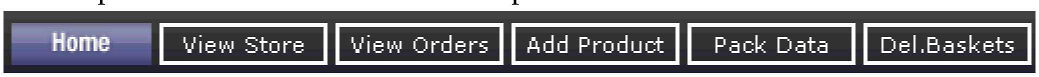
Shopping Interface Cookie Expiration	Determines how long the session cookie is valid. The default is set to one year. Your cookie should always be set to a value higher than your Basket Timeout, otherwise a shopper could appear to lose a live basket.
Administration Session Timeout	PCI compliance requires that the admin session timeout be 15 minutes or less. When the timeout occurs, admin users will be automatically returned to the login screen.
Administration Session Failed Login Lockout Time	The lockout time occurs when an admin user exceeds the max number of login attempts. PCI compliance requires a lockout time of 30 minutes or longer.
Administration Session Failed Login Attempts Allowed	Sets the max number of login attempts for the Miva Merchant admin interface. The requirement for PCI compliance is 6 login attempts or less.
Failed Login Delay	Enter a value, in milliseconds, that an admin user must wait after entering an incorrect username or password. For example, if you enter 5000 milliseconds here, an admin user has to wait five seconds after entering an incorrect username or password before they can try again.

Global Settings > Domain Settings > Upload Settings Tab

Image Extension Types:	The Image Extensions Types are a simple security check for file uploads that are done through the admin interface. You can put any file extensions in this box. When someone tries to upload a file to your store through the admin interface, the system checks the extension of that file against the list of extensions in this box. If it isn't on the list of allowed file extensions, the upload will fail.
JPEG Image Quality:	Use this field to control the quality of jpg images that you upload. Reducing the image quality, even from 100% to 95%, can significantly reduce the image size. • This field has no effect on any other format, such as .gif. • This field has no effect over the "older" types of images, such as *Thumbnail Images* or *Full-sized Images*. This field only affects images that you uploaded as *Additional Images* or imported using *Image Types*.

Global Settings > Domain Settings > Launchpad Tab

Launchpad is the set of buttons at the top of the admin interface:



The settings in the Launchpad tab allow you to customize these buttons.

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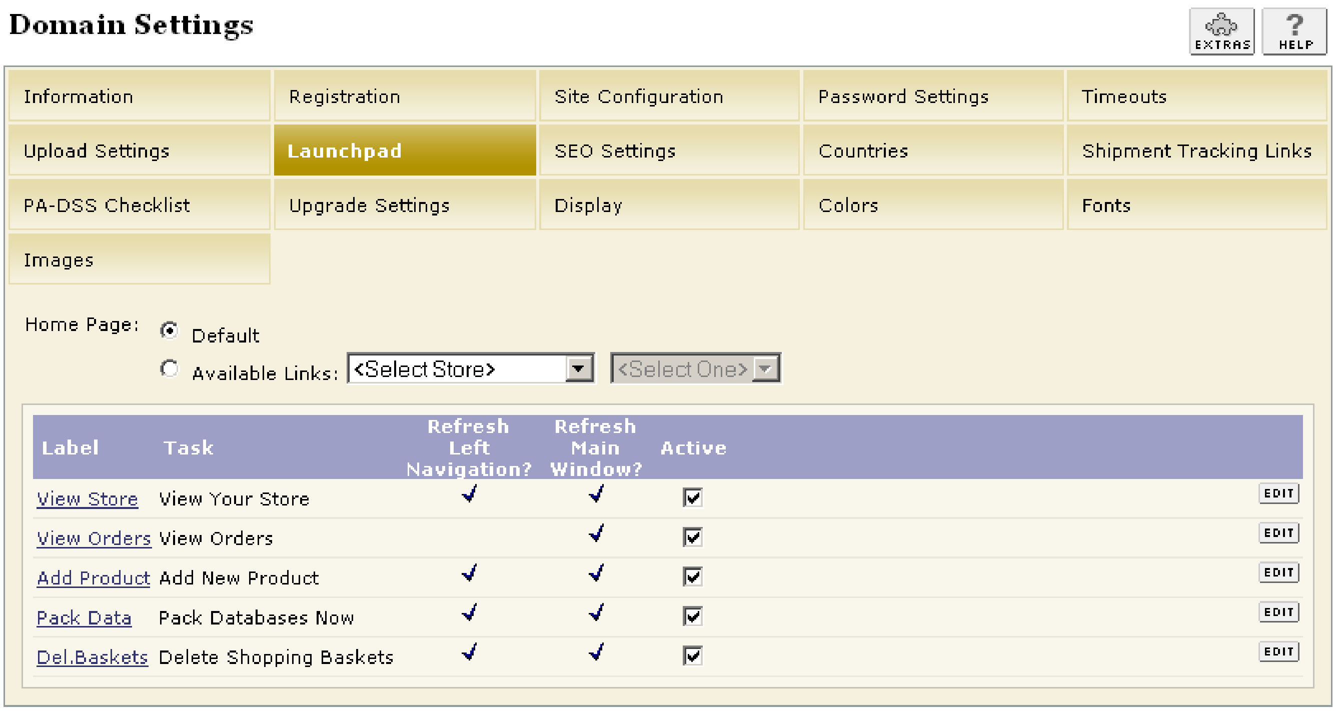
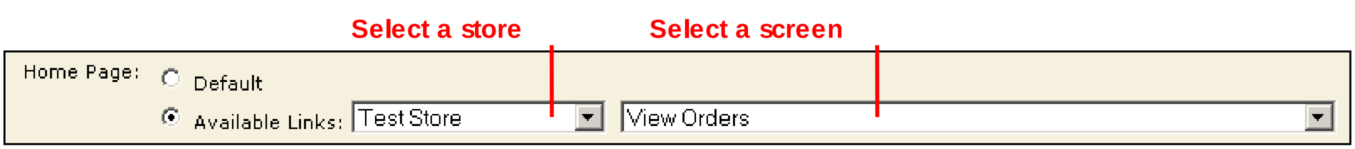


Home Page

Default: If you select "Default", then clicking on the **HOME** button will take you to the home page of the first store that was created in your mall.

Available links: Click on the "Available Links" checkbox, then select one of your stores from the Select Store drop down, and a link from the Select Link dropdown.



When someone clicks on the **HOME** button they will automatically go to the screen that you selected in the store that you selected.

Editing the Launchpad Buttons

Label	Task	Refresh Left Navigation?	Refresh Main Window?	Active	
View Store	View Your Store	✓	✓	☑	EDIT
View Orders	View Orders		✓	☑	EDIT
Add Product	Add New Product	✓	✓	☑	EDIT
Pack Data	Pack Databases Now	✓	✓	☑	EDIT
Del.Baskets	Delete Shopping Baskets	✓	✓	☑	EDIT

Label:	The text that appears in the Launchpad button.
Task:	A customizable description of the button's purpose.
Refresh Left Navigation?	If checked the leftnav will refresh when you click the Launchpad button.
Refresh Main Window?	If checked the admin main window will refresh when you click the Launchpad button.
Active:	Check or uncheck the box, then click the **Update** button. Makes the Launchpad button visible or invisible.

You can edit any of the Launchpad buttons by clicking on the button label in the main screen or by clicking one of the **EDIT** buttons. The Edit Shortcut screen will appear:

Active: If you uncheck this box the Launchpad button will be removed from the Launchpad bar.

Launchpad Label: The text that appears in the Launchpad button.

Description: A description of the purpose of the button (usually this text mentions the screen that will appear when you click on the button). The button description appears in the Task column of the Launchpad main screen.

Store: The store screen that will display when you click on the button. For example, if you have three stores and you set the **View Store** button to "Store3", when you click on the **View Store** button a browser window will open and show the on-line store for "Store3".

Link: **Available Links** are a pre-defined list of screens in the admin interface. Whatever screen you select will appear when you click on the Launchpad button.

Other (External) Link: Use this option if you want to link the Launchpad button to an external (not related to Miva Merchant) page. You should fully qualify the URL. For example, if you wanted the **View Store** button to open a Google window, enter: http://www.google.com

Other (Internal) Link: Use this option if you want to connect the Launchpad button with a screen in the Miva Merchant admin interface that is not listed in the Available Links drop-down list. For this option, you should enter the relative URL path.

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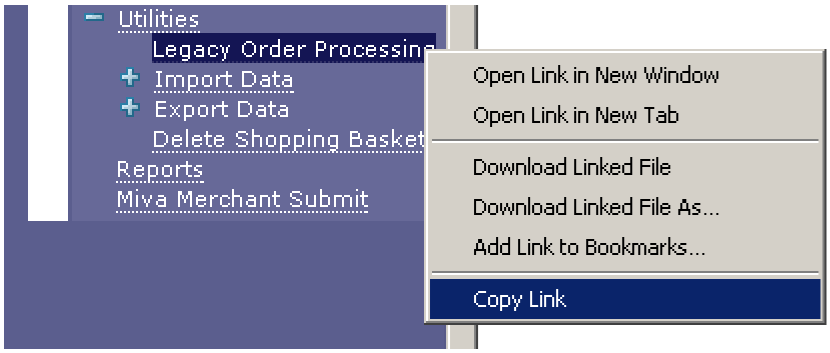
For example, if you wanted the **View Store** button to display the Legacy Order Processing screen:

1. Right click on the Legacy Order Processing link in the leftnav and select Copy Link.



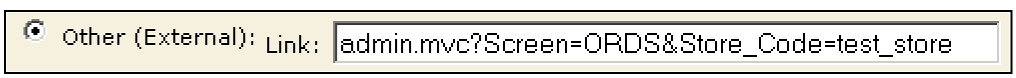
2. Paste the link that you copied temporarily into a text editor. It will look like this:

   http://mystore.coolcommerce.net/mm5/admin.mvc?Screen=ORDS&Store_Code=tes t_store

3. Delete everything in the URL before "admin.mvc?", so that the URL looks like this:

   admin.mvc?Screen=ORDS&Store_Code=test_store

   and paste that text into the Other (Internal) Link text box:



Left Navigation: If checked, clicking on the Launchpad button will expand a leftnav link that is currently collapsed. This can be useful if you have third party modules that have created leftnav links that are "buried" under a set of parent links. Here is a simple example:

1. Right click on the "+" (or "-") of the Export Data link in the leftnav and select Copy Link. It's important that the mouse cursor is hovering over the "+" or "-", and NOT the text "Export Data", because you will not copy the correct information.

2. Paste the link that you copied into a text file. It will look something like this:

   http://sample.coolcommerce.net/mm5/admin.mvc?Screen=LNAV&Expanded=STO R%283%29%3AUTIL%283%29%3AEXPT%283%29%3A#EXPT(3)

3. Delete everything in the link before "Screen=", so that it looks like this:

   Screen=LNAV&Expanded=STOR%283%29%3AUTIL%283%29%3AEXPT%283%29%3A#EXPT(3)

   and paste that into the Left Navigation text box; then click Update.

When you click on the Launchpad button, the leftnav will go from collapsed:

to fully expanded and showing the Export Data link:

Global Settings > Domain Settings > SEO Settings Tab

SEO stands for "search engine optimization". This tab creates a web server configuration file called an "htaccess" file. Although an htaccess file can contain many different types of configuration settings, the htaccess entries created by this tab change the way that search engines (such as Google) index your web store pages.

> If you already have an htaccess file on the server where your store is hosted, please make a backup of the existing file before you change the settings on this page.
>
> The settings in this tab will only work for stores that are hosted on UNIX machines.

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Search engine optimization options

Enable SEO-friendly store front:

By default a web server uses a certain page as the home page for your website. A common default home page is "index.html". If you enable this option, a setting will be appended to your htaccess file so that the default page for your website is your Miva Merchant on-line store. If you do not have an htaccess file, enabling this option will create one.

Enable sitemap:

Creates a sitemap page in your store that has a shortcut to every product and every category. This makes it easier for Google to index all of your products and categories. (Please note that this feature creates an html sitemap, not an xml sitemap.)

Short link settings

Enable Short Links:

If enabled, you can create shorter URL paths for your on-line store. The "Sample URLs based on settings" at the bottom of the page will show you examples of what your store URLs look like, with and without these two options.

With the option disabled, your store URL looks like this:

http://mystore.coolcommerce.net/mm5/merchant.mvc?Store_code=test_store&Screen=STSL

With the option enabled, your store URL looks like this:

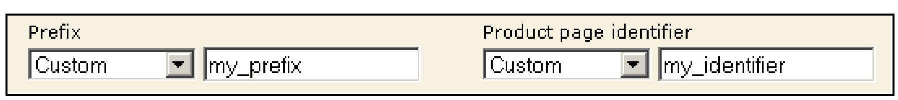
http://mystore.coolcommerce.net

Prefix:

Product page identifier:

Allows you to add your own keywords as prefixes and product page identifiers in your store URLs, so that search engines can scan those words. Controlling keywords that appear in your URLs can affect your placement in a search engine result list.

Example: create a custom prefix and page identifier



and a product URL will look like this:

http://sample_store.coolcommerce.net/my_prefix/test_store/my_identifier/t-shirt01

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Use in breadcrumb links:

There are third party modules that allow you to create breadcrumb links for your on-line store. If this option is enabled, product page identifiers will be included when the breadcrumb URLs are generated.

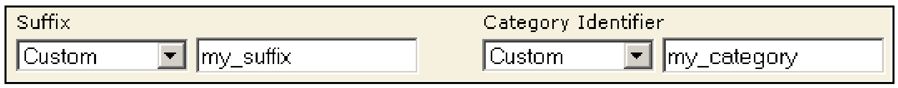
You can ignore this option if you are using the [Smart Breadcrumbs]() that were added in PR8 Update 4.

Suffix:

Category Identifier:

The suffix field allows you to change the URL suffix that appears in almost every page in your store. The Category Identifier allows you to add your own keywords to category pages. Controlling keywords that appear in your URLs can affect your placement in a search engine result list.

Example: create a custom suffix and category identifier



and a category URL looks like this:

http://sample_store.coolcommerce.net/test_store/my_category/clothing.my_suffix

URL delimiter:

Allows you to change the URL delimiter within your store.

Example: Product page with the URL delimiter set to "/"

http://sample_store.coolcommerce.net/test_store/clothing/shirt01.html

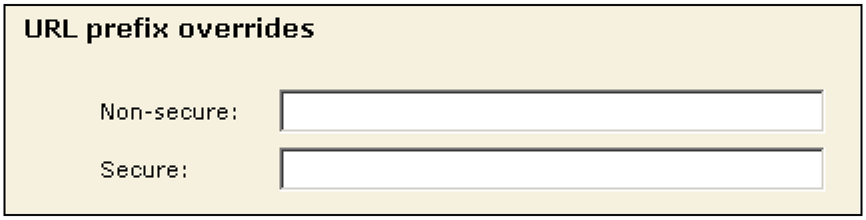
Example: Product page with the URL delimiter set to "-"

http://sample_store.coolcommerce.net/test_store-clothing-shirt01.html

Always include store code in URL:

If you have multiple stores in your mall and you are using the "Enable short links" feature, you must also enable this option. If this option is turned off the shorts links will fail because they will not refer to a unique store. You can ignore this setting if you only have one store in your mall or if you are not using short links.

URL Prefix Overrides



URL Prefix Overrides were added in PR8 Update 9 to correct an issue some users were having with shared SSL and Miva Merchant short links. The new fields allow the root of short links to be configured separately from the domain name.

- The values that you enter in these fields must **ALWAYS** end with a forward slash "/".
- The fields are independent of each other. You can use either, or both. For example, if you are using shared SSL, you might only use the Secure field:

- A subdomain, without shared SSL, might look like this:

Global Settings > Domain Settings > Countries Tab

This is the master list of all the countries that can appear in the checkout and shipping pages in any of your stores. You can create store specific country lists by editing the Edit store > Countries screen. If you remove a country from the Domain Settings master list, that country is not available in any store in your mall, and customers cannot select that country when they checkout.

Global Settings > Domain Settings > Shipment Tracking Links Tab

As soon as you mark an order as shipped you can also add a tracking number and a carrier to the order.

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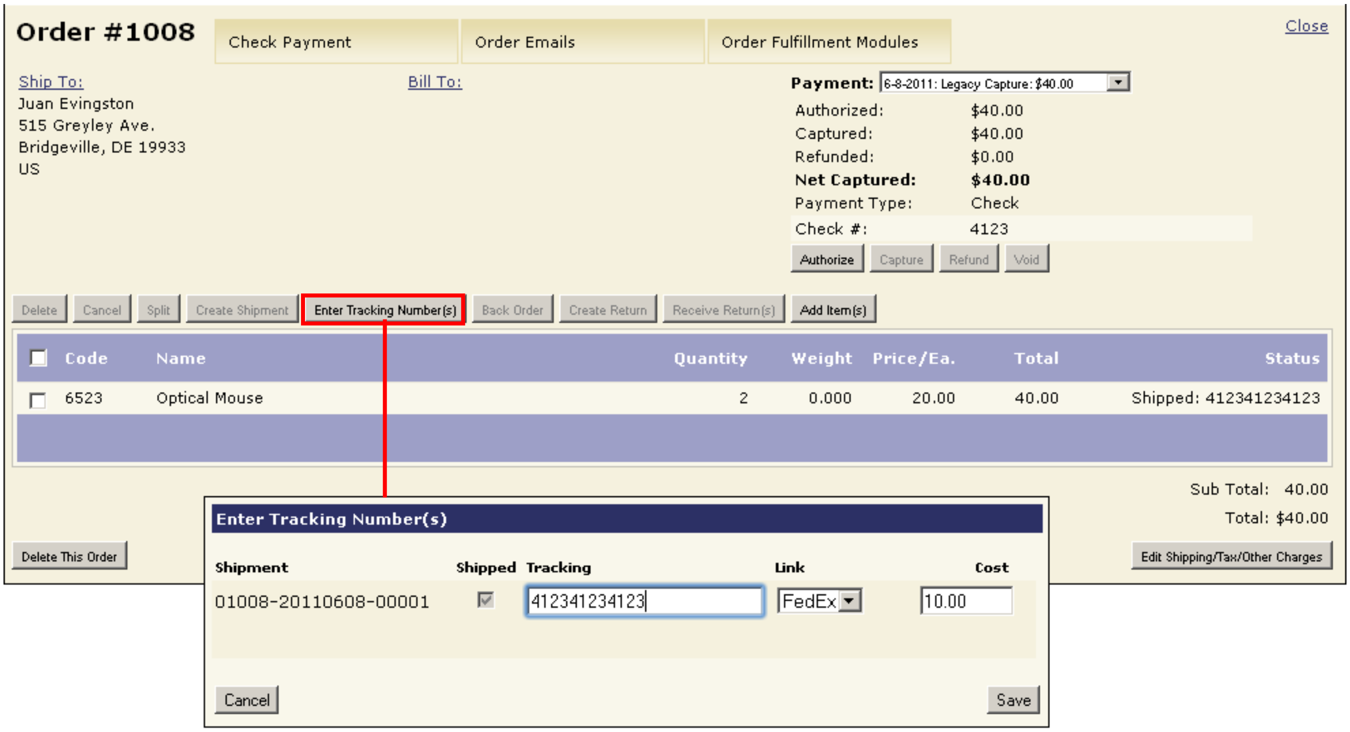
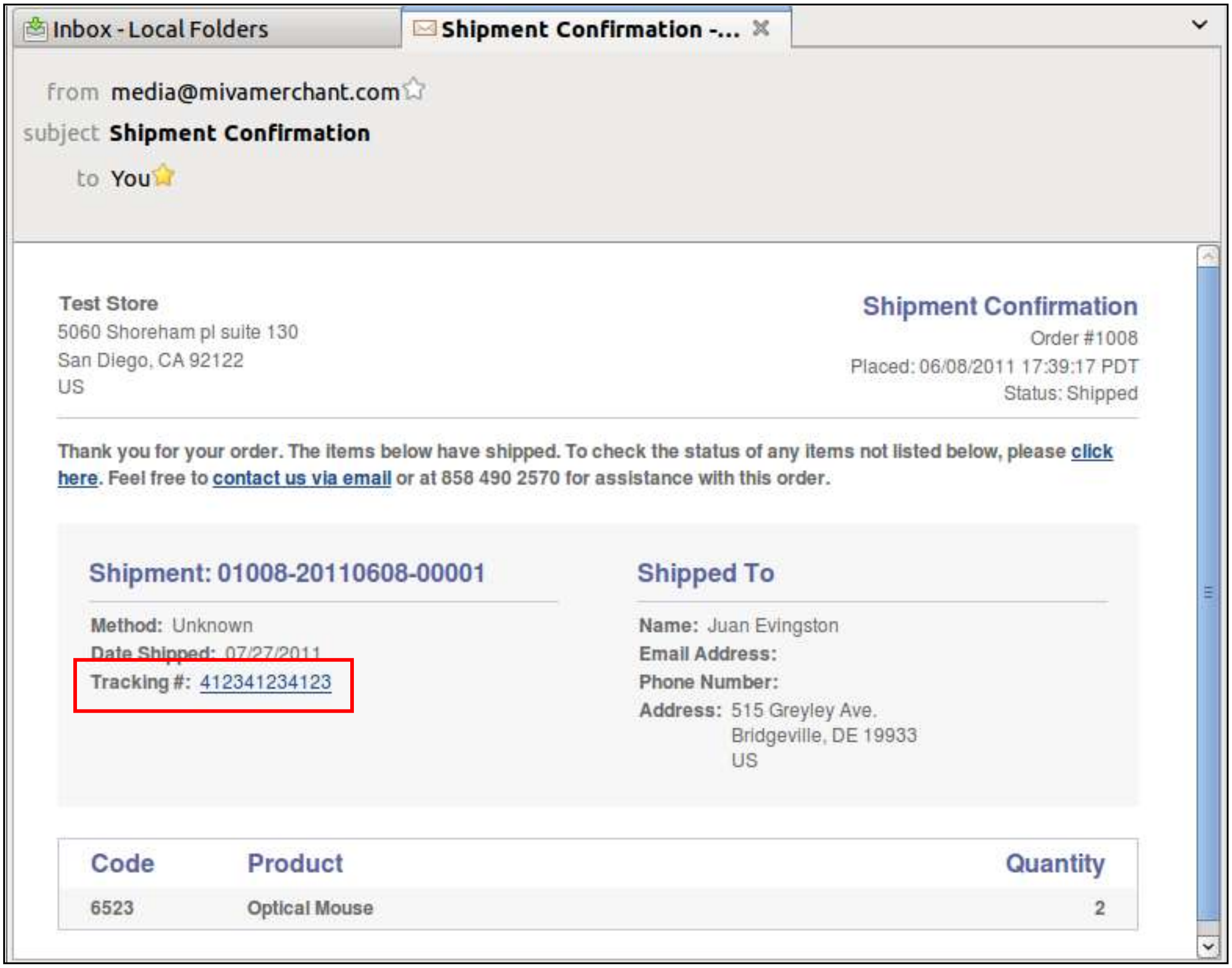


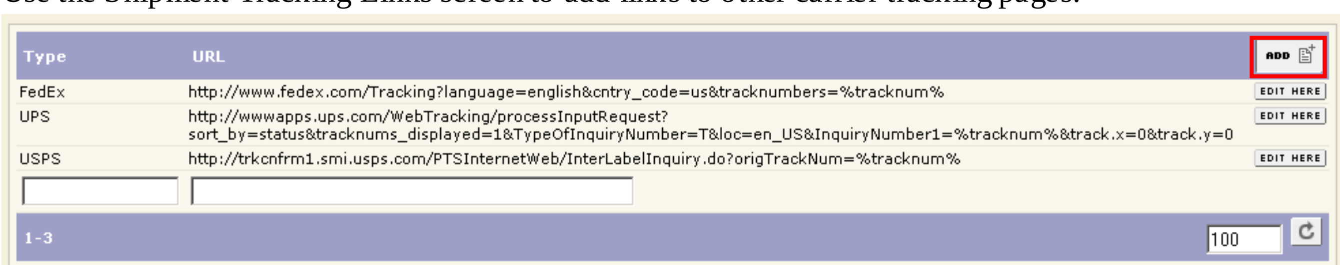
Adding a tracking number and carrier from the Edit Order screen.

By default Miva Merchant provides tracking links for FedEx, UPS, and USPS. When you mark the item as shipped, your customer will receive an automated email with the tracking number. The tracking number is a hyperlink that the customer can click on and go to the tracking page at the carrier's website.



A shipment confirmation email with tracking hyperlink.

Use the Shipment Tracking Links screen to add links to other carrier tracking pages.



1. Click on the **Add** button.
2. In the Type box, enter the carrier's name.
3. In the URL box, enter the URL to the carrier's tracking page (with all of the carrier's required parameters) and use the token %tracknum% in place of an actual tracking number. You can get this URL from the carrier.

4. Click the **Update** button.

Global Settings > Domain Settings > PA-DSS Tab

PA-DSS stands for "Payment Application Data Security Standard". This tab lists the features that Miva Merchant is required to provide to comply with the PCI (Payment Card Industry) security standards. Please note that this is not a complete checklist for PCI compliance. For example, PCI has requirements for hardware firewalls that Miva Merchant software cannot test for and does not provide. The checklist on this page only contains the PCI requirements that Miva Merchant is responsible for under PA-DSS.

To view the Miva Merchant AOV (Attestation of Validation):
http://www.mivamerchant.com/html_email/pa-dss/PA-DSS_AOV.pdf

In order to maintain your PCI –DSS compliance, you must use Miva Merchant 5.5 Production Release 7 (fully patched) AND follow the Miva Merchant PA-DSS Product Installation Guide when you configure your Miva Merchant online store. You can download the PA-DSS Product Installation Guide here:
http://www.mivamerchant.com/html_email/pa-dss/PA-DSS-Implementation-Guide_v1.0.pdf

Larger merchants may be required by their merchant account provider to pass a PCI audit that is performed by a Qualified Security Assessor who is PCI certified.

Global Settings > Domain Settings > Mail Settings Tab

In releases before PR8 Update 9, store owners had two choices for using a mail server:

- Use a mail server on the same machine that hosted their store
- Use an external mail server, such as SendGrid, Google Apps, or your company's exchange server, with no credentials. Miva Merchant could only connect to an external mail server if there was an account on the mail server that did not require a username or password.

Beginning in PR8 Update 9, you can continue to use the mail server on your store's machine, but you can also connect to an external mail server account that requires a username and password.

Miva Merchant will also detect and support the following SMTP authentication standards on an external mail server:

- PLAIN
- LOGIN
- DIGEST-MD5
- CRAM-MD5

Mail Server	The address of your Web host's mail server that sends out e-mail. This is not an e-mail address. You can get this address from your hosting company. In some cases the host provides this information in a FAQ page. If you cannot find the information on the website, contact the

	hosting company directly.
Encryption	The Encryption field is only used if you are connecting to an external mail server. • Plaintext: Credentials and emails are sent to the mail server in plain text. • STARTTLS: Select this option to have credentials and emails encrypted if your mail server uses STARTTLS. • SSL: Select this option to have credentials and emails encrypted if your mail server uses SSL. • Port: the connection port on your mail server.
Mail User	If you are connecting to an external mail server, enter the account username here.
Mail Password	If you are connecting to an external mail server, enter the account password here.
Add Angle Brackets to Email Addresses	Some hosts require that angle brackets enclose the e-mail address. For example, documentation@miva.com would be entered as <documentation@miva.com>. Contact your hosting company to find out if you need angle brackets.
Mail Method	Some web hosts use an optional commerce library method to send e-mail. If yours does, they will either set this up for you, or will tell you what to enter here. In general, leave this field blank.

Global Settings > Domain Settings > Cookie Settings Tab

These settings should only be modified by advanced users.

Non-secure Miva Merchant Cookie "domain" / Non-secure Miva Merchant Cookie "path"	Essentially, the cookie domain and cookie path give you some control over when a browser sends a cookie back to a web server. If you specify a cookie domain and path, the browser will only send the cookie back to the web server when the user requests a page in that domain and path. See http://en.wikipedia.org/wiki/HTTP_cookie#Domain_and_Path for examples.
Non-secure Miva Merchant Cookie Output:	Depending on your service provider and the type of payments that you accept, your store may be examined routinely by a PCI scanner. A PCI

scanner checks your on-line store for a number of potential issues, to make sure that your store is PCI compliant. One issue that PCI scanners look for is to see if secure (HTTPS) pages in your store are setting cookies that have the "secure flag" set.

See: http://en.wikipedia.org/wiki/HTTP_cookie

for basic information about cookies and secure cookies.

If the scanner sees that you have a secure page which is setting a cookie without the secure flag, it may trigger a PCI compliance error. The settings is this section give you some control over how your store pages can set cookies.

- **Set only on HTTP connections, without secure flag**: If the customer is on a secure page in your store, they will only receive a cookie if it has the secure flag set. This is the default and the safest option. It is also the condition that PCI scanners check for, so if you keep this option, you will never get a secure flag error from a PCI Scanner.

  This option assumes that you are using the Miva Merchant default SSL page settings. See *Appendix J: Default HTTP/HTTPS Pages* for more information.
- **Set on both HTTP and HTTPS connections, without secure flag**: This option will allow secure and non-secure pages to set cookies without the secure flag. It is the least safe option and the one most likely to generate an error from a PCI scanner.

  Some Miva Merchant store owners have selected this option to correct a rare situation. If your store has a custom mixture of secure and non-secure pages, and a customer starts on a secure page and visits a non-secure page before checking out, it's possible that the basket could appear empty because Miva Merchant has lost the session ID associated with the basket. If you select this option the customer's basket (and cookie) should be ok, but you may trigger a false positive from the PCI scanner.
- **Set only on HTTPS connections, with secure flag**: Choose this option if you have modified your store so that every page uses SSL. Every cookie will have the secure flag set.

> If you select this option and you do not use SSL on all of your store pages, customers will not be able to go through checkout.

Secure Miva Merchant Cookie "domain" /

The same as the "non-secure" settings, but applied to your secure store.

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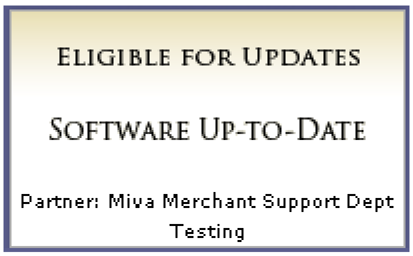
Secure Miva Merchant
Cookie "path"

Global Settings > Domain Settings > Upgrade Settings Tab

Upgrade Stream

It is rarely necessary to change this setting. Periodically, Miva Merchant offers a public beta release of the Miva Merchant software. If you want to participate in the beta you change your Upgrade Stream to beta. This screen is tied to the "Eligible for Updates" box you sometimes see at the bottom of the leftnav.



When the beta becomes available you click on the "Eligible for Updates" box and the beta will be downloaded to your store server. It is common for store owners to have a "development" store on their server, and a "production" store. Customers who are interested in the beta software download it to their development site, where it will not interfere with their production store. Please contact Miva Merchant customer support if you are not sure how to do this.

Check for Upgrades

Set the frequency that you would like to check for software upgrades.

Review Installed Updates

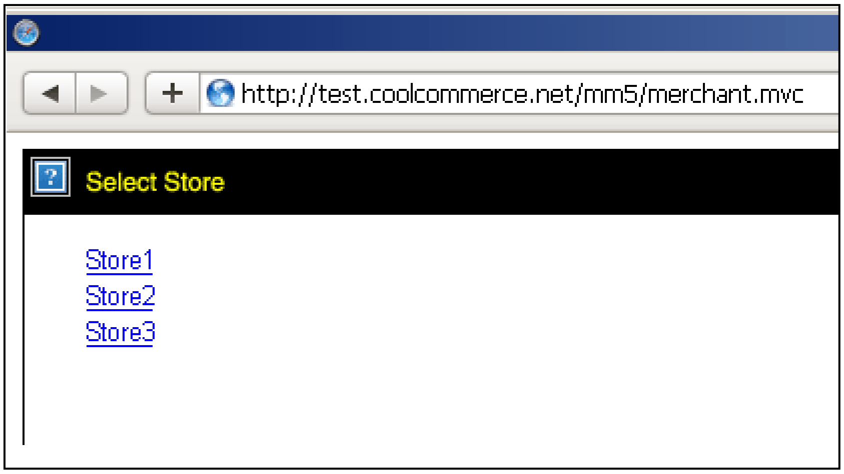
Lists all of the updates that have been applied to your store's **current** production version. The list is erased each time you install a new production release.

Global Settings > Domain Settings > Display Tab

If you have multiple stores, there is a "store selection" page that lists all of your stores as hyperlinks. You can direct customers to this page and your customers can click on the store that they want to visit. You can customize this page and essentially use it as a graphical interface to your mall.

Customers can view the store selection page at:

http://<your_on-line_store_domain>/mm5/merchant.mvc



A store selection page with no customization.

Stores/Line

The number of store hyperlinks to put on the same line. In the sample page above, Stores/Line is set to "1", one hyperlink per line. If you changed this value to "2", the hyperlinks "store1 store2" would appear on the same line.

Header

Use the Header box to add text and other content to the mall page.

Global Settings > Domain Settings > Colors Tab

This tab is used to change the color of various items (background, fonts, etc.) that appear in the store selector page (see *Display Tab*). You can either enter the hexadecimal representation of a color or click on the color picker icon to select a color directly. Click the **Update** button when you are done making changes.

Global Settings > Domain Settings > Fonts Tab

This tab is used to change the fonts that appear in the store selector page described in *Display Tab*. Click the **Update** button when you are done making changes.

Face:	Controls the html font tags on the store selector screen.
Size:	This is an html font tag setting that controls the size of text in your store selector page.

Global Settings > Domain Settings > Images Tab

This tab is used to change the images that appear in the store selector page (see *Display Tab*).

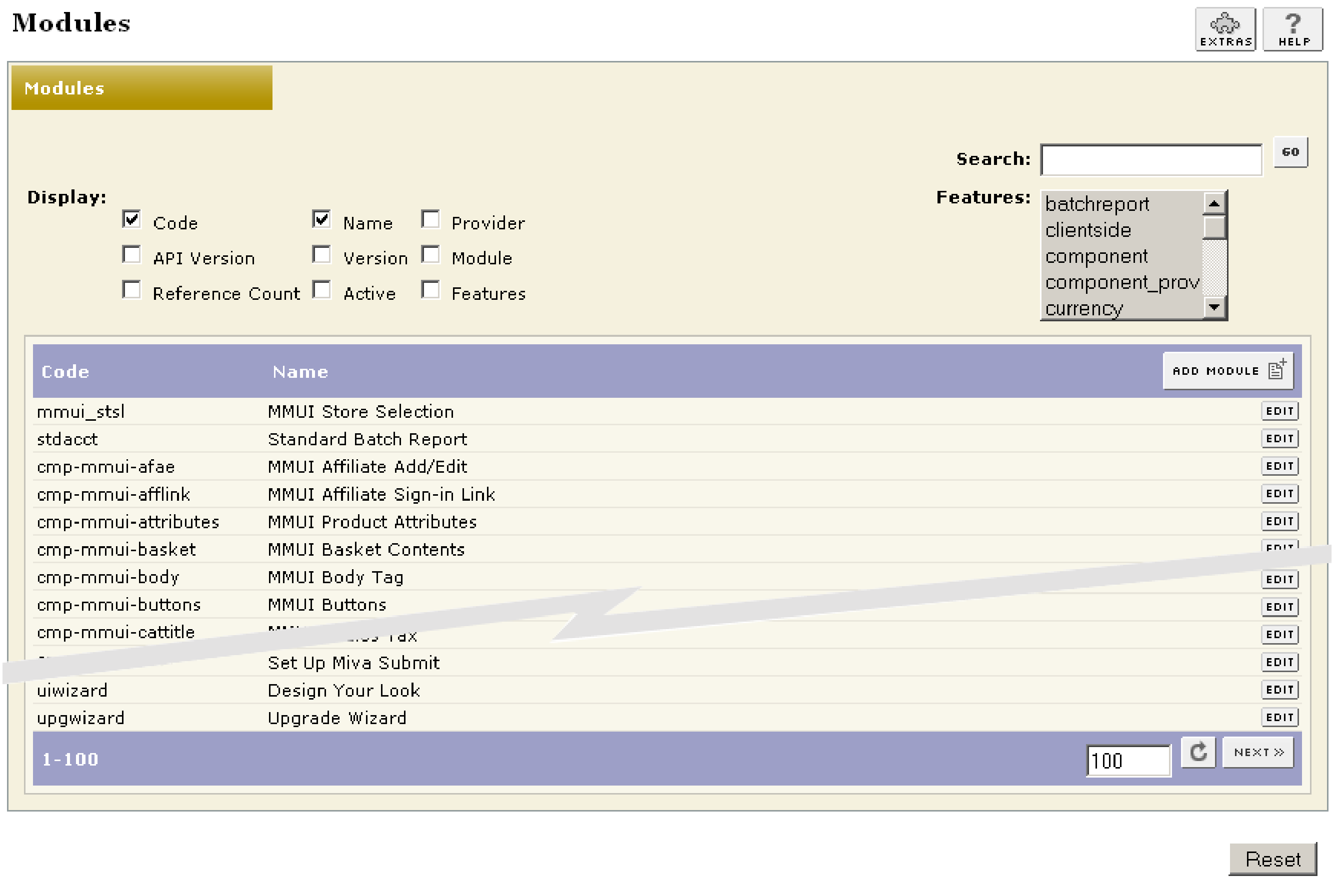
Body Background:	The image that you select or upload will appear as the background for the store selector page.
Navigation Bar Logo:	The display page has a navigation bar that runs like a banner across the top of the page. Use this field to upload and show an image in the display page navigation bar.

No logo in the display page navigation bar.

Logo added to the display page navigation bar.

Modules

The Modules screen is where you can add, remove, and get information about modules.



Display

Use the Display checkboxes to add or remove columns from the screen.

1. Check or uncheck any of the Display checkboxes.
2. Click the **Go** button in the upper right hand corner of the screen to refresh the screen.
3. Or click the **Reset** button at the bottom of the screen to return the display to its original settings.

Code:	The filename of the module.
API Version:	Indicates which version of the module API that the module provides. For example, in PR7 a new function was added to the payment module API, "PaymentModule_Runtime_Authorize". If a module has an API version lower than 5.60, that indicates that it has not been updated to provide this function and instead emulates its behavior by calling functions present in previous versions of the payment module API.

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Reference Count:	The number of stores in which the module is installed.
Name:	The module's display name.
Version:	The module version.
Active:	Shows whether the module is currently enabled or disabled. If a module is disabled, pages which use that module will not function properly and may provide inaccurate results.
Provider:	The company that created the module.
Module:	The file path of the module on the server.
Features:	List of the APIs that the module calls into.

Search

Use the Search field to display only those modules which match a string or substring that you enter. Searches are not case sensitive.

1. Enter any string or substring in the Search text box. For example you can enter "MM" to match "MMUI" or "dard" to match "Standard". Click the **Go** button.
2. The screen will refresh and display any modules which match the string that you entered. Note that the string matching is only done against the columns that are currently displayed.

Features

The Features drop-down list contains a list of all APIs. You can use it to display the modules which call into a specific API.

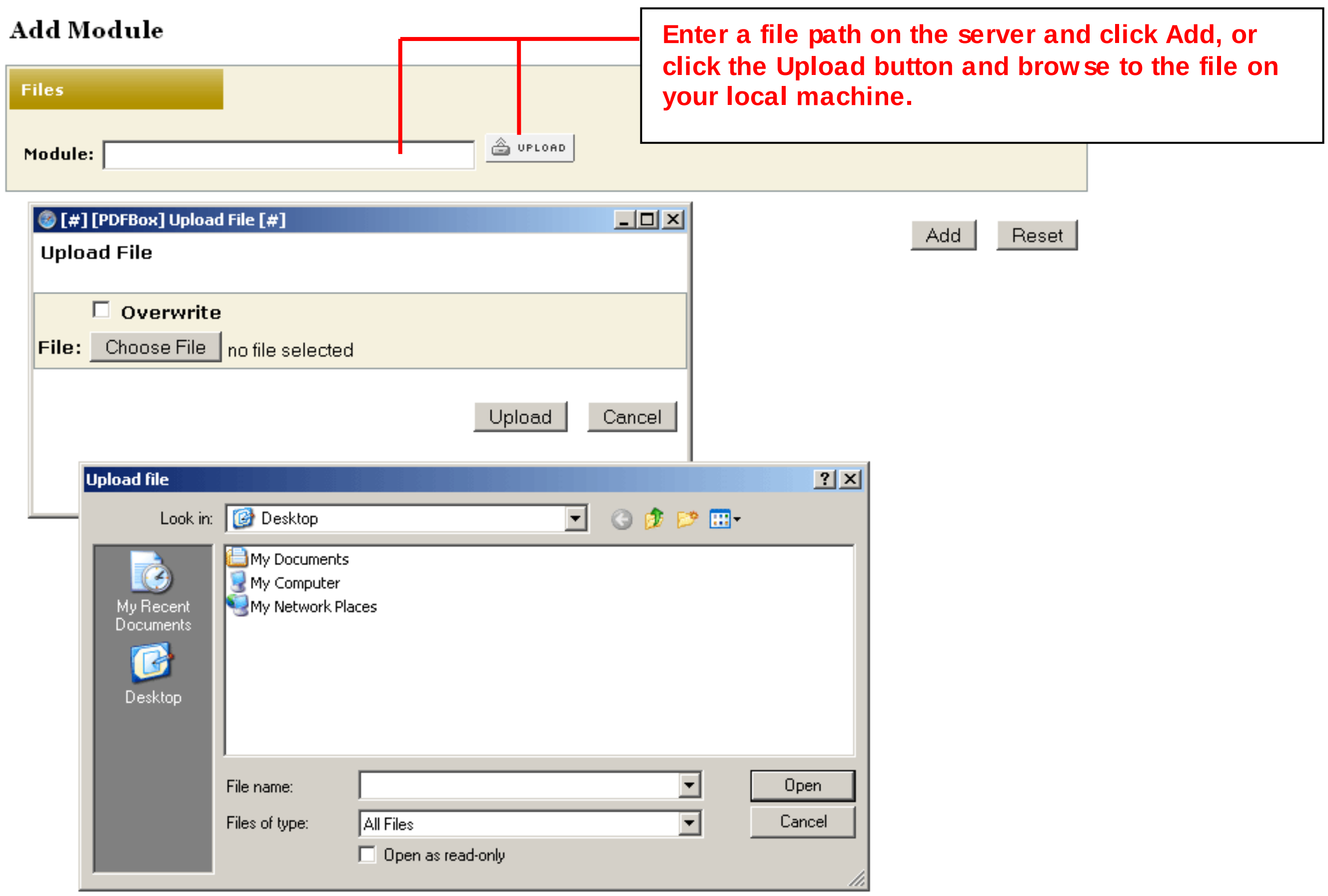
1. Click on one of the APIs in the Features drop-down list. Hold down the shift key if you want to select more than one API.
2. Click the **Go** button.
3. The screen will refresh and display the list of modules which make use of the APIs that you selected.

Installing a New Module

Modules from Miva Merchant will always be installed for you. Follow these steps to install a third-party module:

1. In the Modules main screen click the **Add Modules** button.
2. In the Add Modules screen:

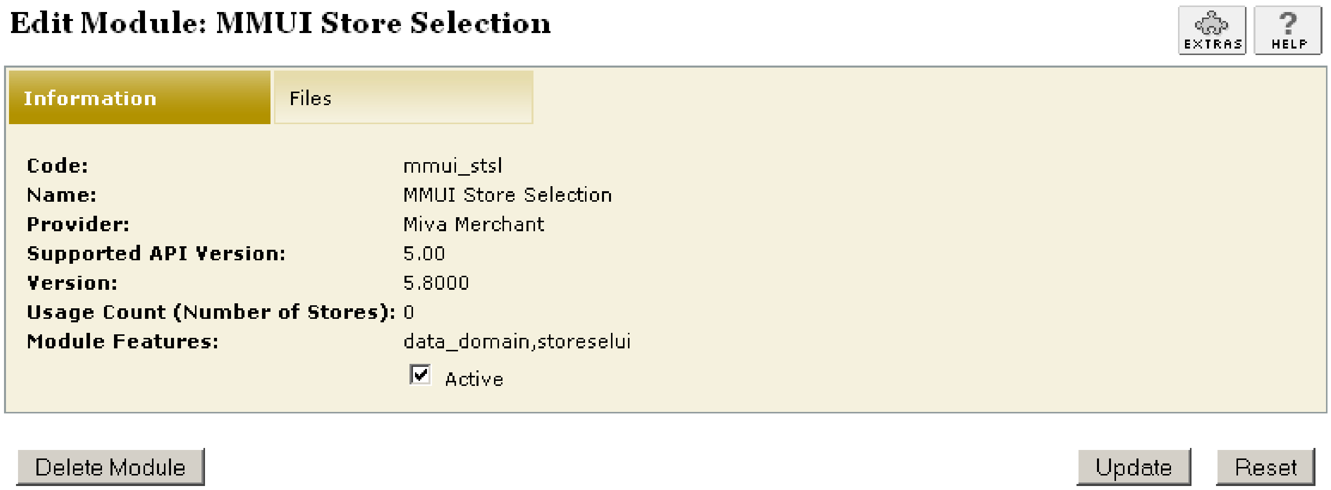
- If your module has already been copied to the server:
  1. Enter the server file path in the Module text box
  2. Click the **Add** button.
- If your module is on your local machine:
  1. Click the **Upload** button.
  2. In the Upload File dialog box, click Choose File and browse to the file, then click Open.
  3. Click the **Add** button.



Editing and Deleting a Module

To edit or delete a module, click on the **Edit** button next to that module. In the Edit module screen, the only field you can edit is to check or uncheck the Active checkbox. Please make sure you understand the consequences of deactivating a module before you do this.

If you want to Delete the module, click the **Delete Module** button in the Edit Module screen, then click Update.



Users

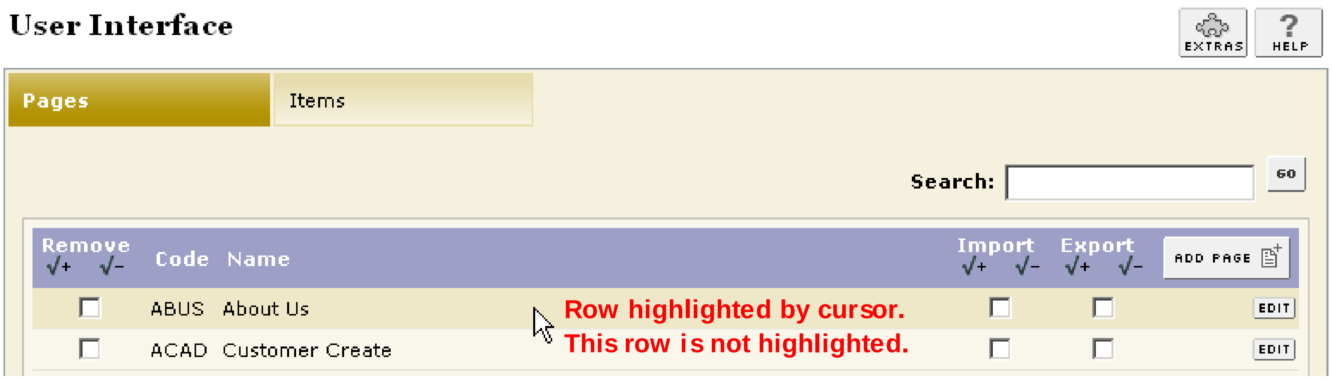
Miva Merchant has three types of admin users: Administrators, Managers, and ordinary users. Please note that these users exist in the admin interface and are not related to customer accounts in your on-line store.

- Administrators have access to all admin features in all of your stores.
- Managers have access to all admin features in the store where they are the manager. See *To Assign a Manager to the New Store* for more information.
- For "ordinary" users you create a *Group* and then assign users to that group. When you create the Group you determine what admin features users in that group will have access to.

To Create a New User

1. In the Users screen, click the **Add User** button.
2. In the Add User screen:
    - Enter a User Name.
    - Enter and confirm the user's password.
    - Check the Administrator checkbox if you want this user to have all rights in all stores. If you want this user to be a manager, do not check the Administrator box.
    - Check the User May Create Additional Users checkbox if you want to give the user this right. Note that non-admin users cannot create admin accounts. If you create a user who is not an admin, they will be able to create new accounts, but not with admin rights.
3. Click the Preferences tab.
    - Enter a value for Items per page. This is the default number of items or rows that will appear in any admin screen containing a list, for example, products, orders, etc.

- Check the Display Hover Effect on Batch Edit Lists checkbox. This option turns on or off "row highlighting". This option applies to any screen that displays a list. If this option is enabled, and you move the cursor over a row, the row will be highlighted.



An example of row highlighting.

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.

About Miva Merchant

This screen displays the store owner's name, the store license, and the Miva Merchant end user license agreement.

Edit Store

Edit Store > Identification Tab

See *Add Store > Identification Tab*.

Edit Store > Owner Tab

See *Add Store > Owner Tab*.

Edit Store > Settings Tab

See *Add Store > Settings Tab*.

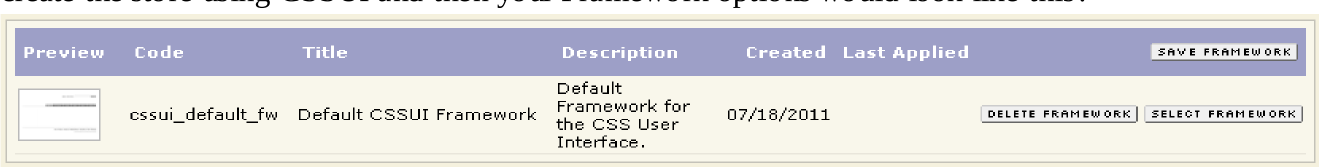
Edit Store > Frameworks Tab

Frameworks are used to copy pages to a store. A Framework is a package file, like a zip file, that contains one or more store pages. You create the Framework file, add one or more pages to it, upload the Framework file to a store and "paste" the pages it contains 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:

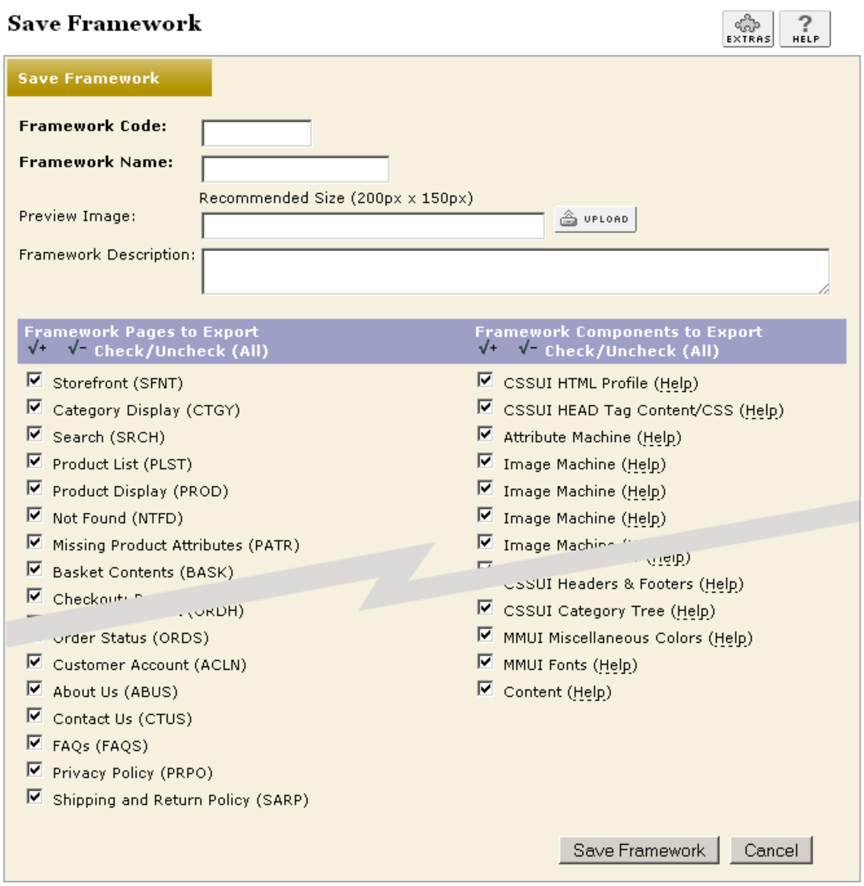
- If your store uses MMUI, then you cannot copy an MMUI Framework to a store that uses CSSUI, or vice versa.
- There is no "undo" after you have applied (pasted) the pages from a Framework file into your store. The safest thing to do is to create a "backup" Framework file containing all pages before 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 screen, click on the **Save Framework** button.



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

   2.2. 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".

   2.3. Enter a Framework name. The name is used to identify the Framework file in the Miva Merchant admin interface.

2.4. If you wish you can upload your own Preview Image. This image will be displayed in the main Frameworks screen.

2.5. Select the pages that you want to include in the Framework file.

2.6. Click the **Save Framework** button.

To Save a Framework File to Your Desktop

1. Use 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

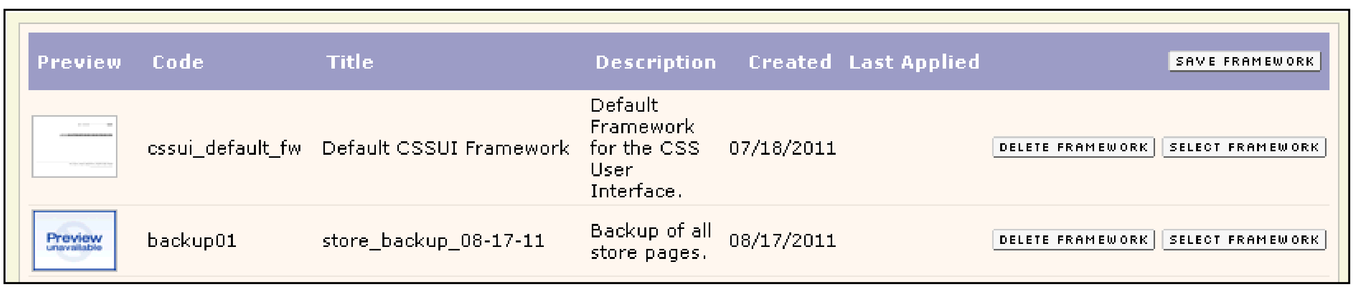
   For example: /mm5/frameworks/00000003/test.pkg
2. Use FTP or SFTP to connect to the server and transfer the file to your local machine.

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. Use 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 the Edit Store > Frameworks screen.
3. 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>".



Before you apply new pages to your store, you may want to create a backup of the current pages.

4. To copy the Framework file from your local machine to the server, click the **Upload** button.
5. 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.

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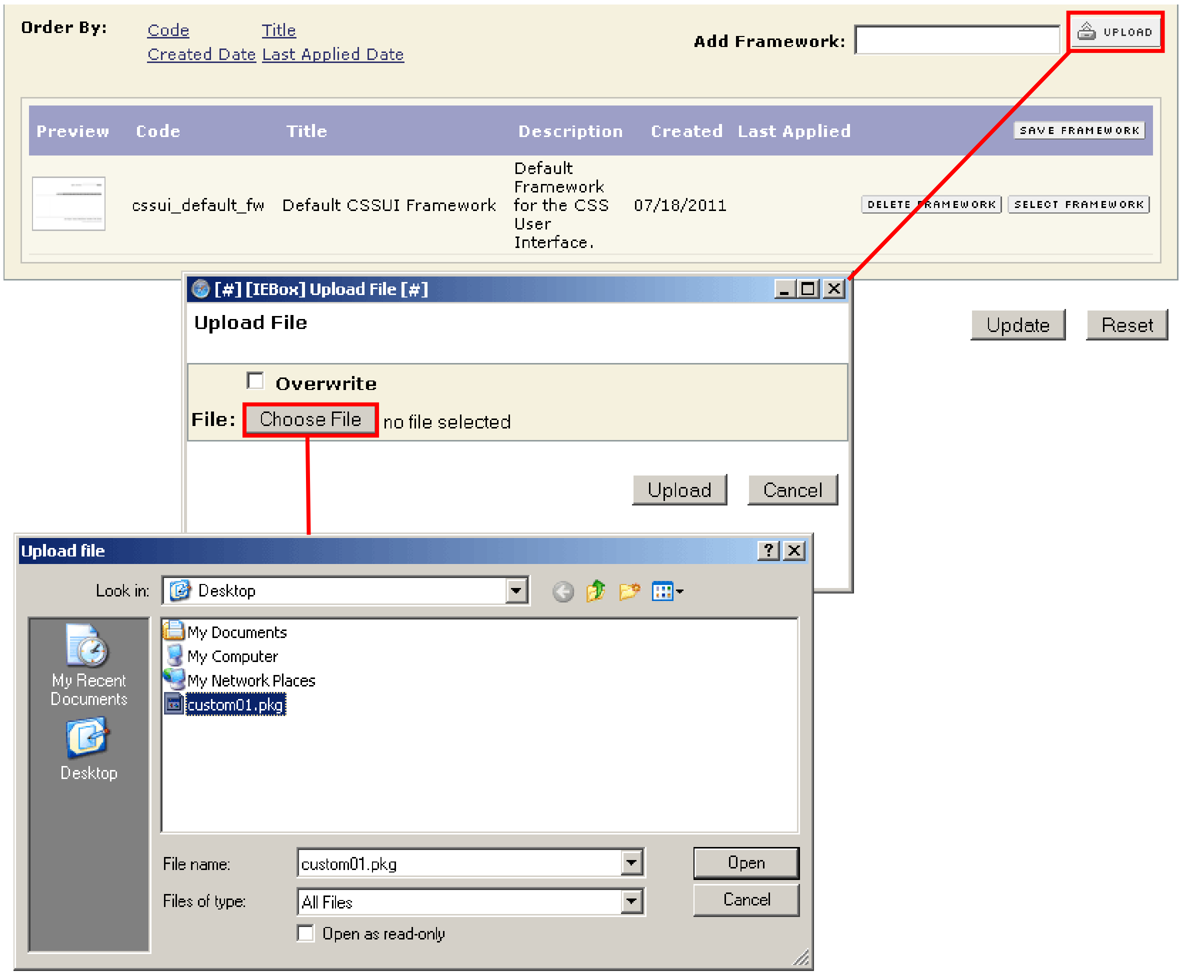
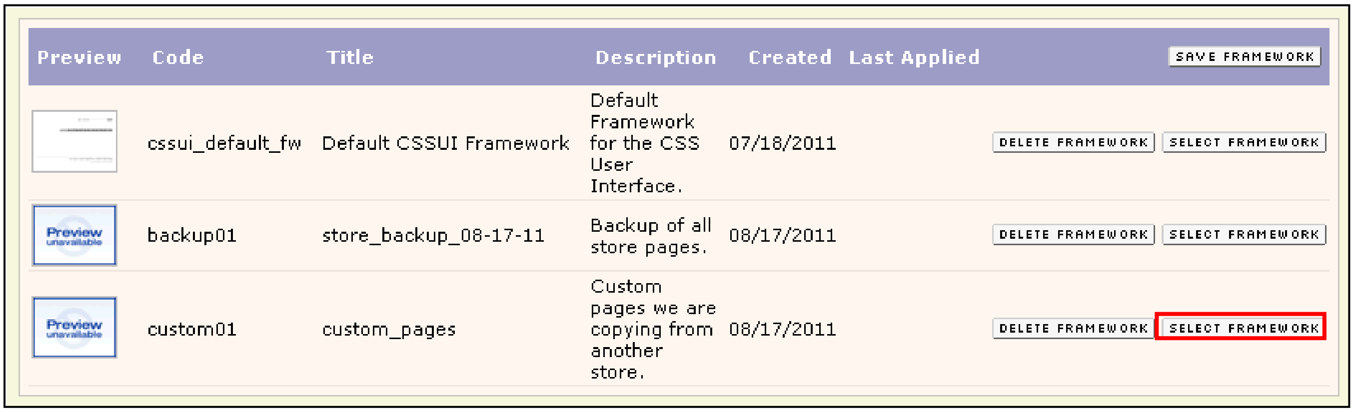


6. After you've uploaded the Frameworks file, the screen will look something like this:



7. When you are ready to apply the pages in the Framework file that you uploaded, click the **Select Framework** button next to the file.

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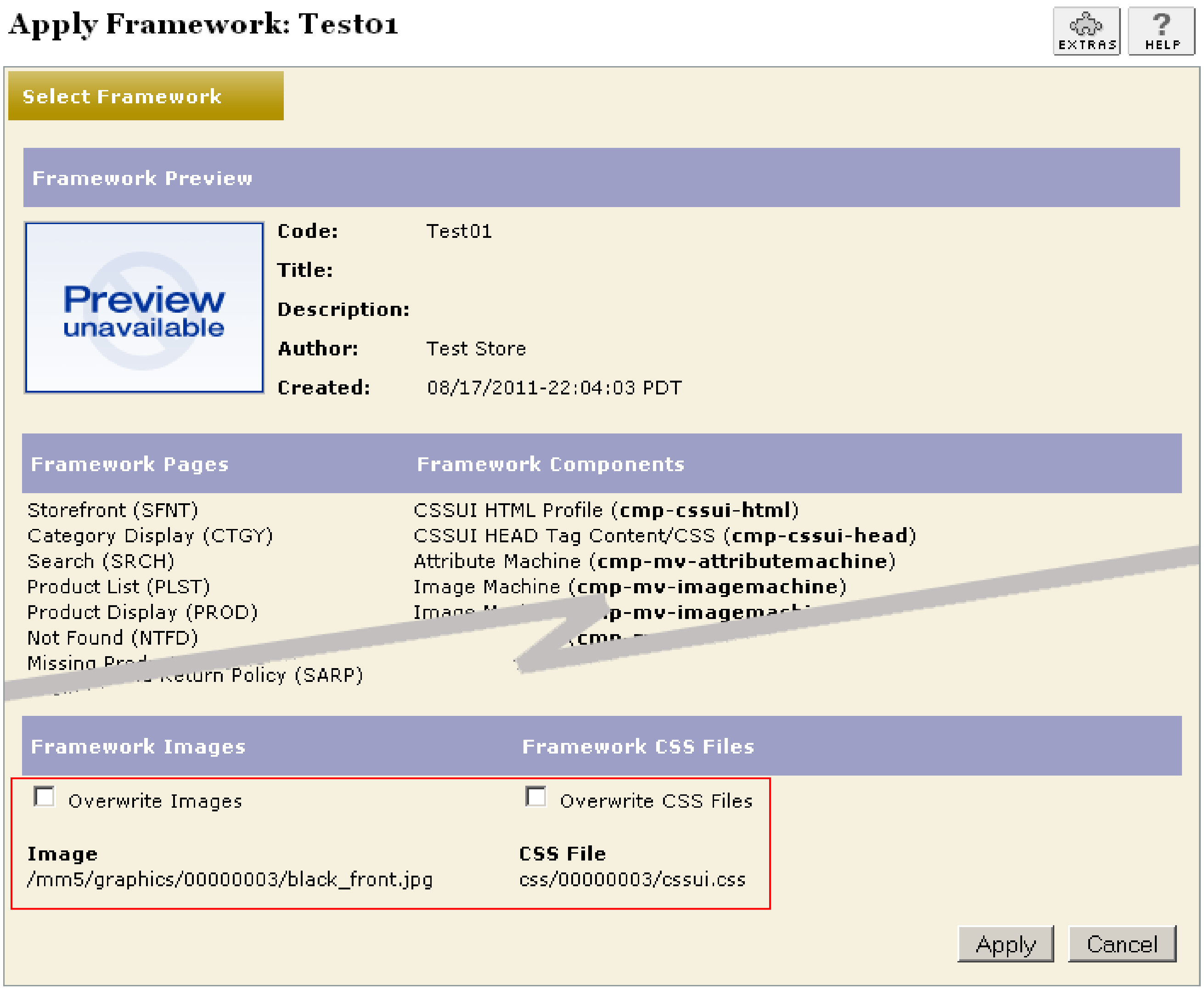

8. The Apply Framework screen appears. At the bottom of the Apply Framework screen you may see two checkboxes: "Overwrite Images" and "Overwrite CSS Files". You will only see these checkboxes if the Framework you are applying contains images or CSS files.

- 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.

Click Apply. The pages that were in the Framework file have now been copied to your store.

Edit Store > Maintenance Mode Tab

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 Customer" 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 the "/XX" to enter a range of IP addresses using CIDR notation. See 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 Maintenance Mode screen, 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 for 1 hour.

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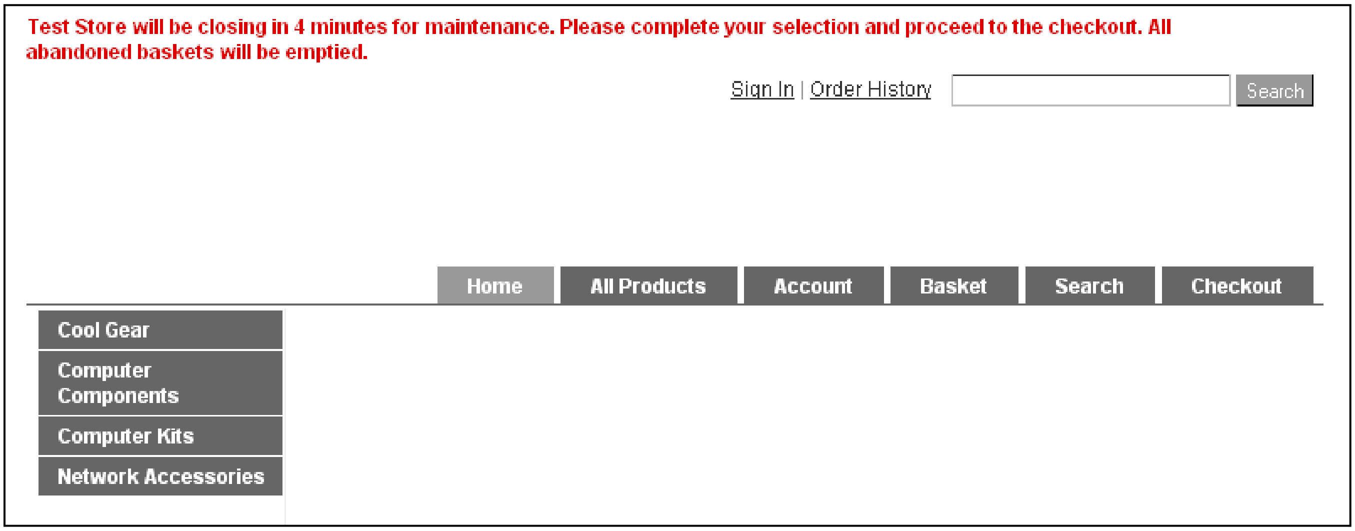
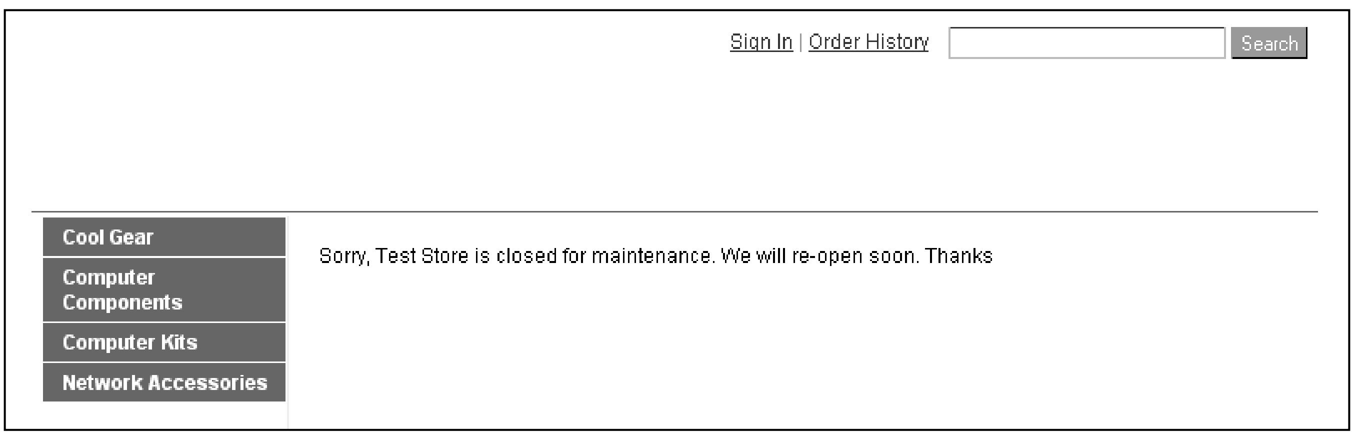


The store warning message.

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

In the Maintenance Mode screen, click the **Store Online** radio button, then click **Update**.

Edit Store > Order Minimums Tab

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

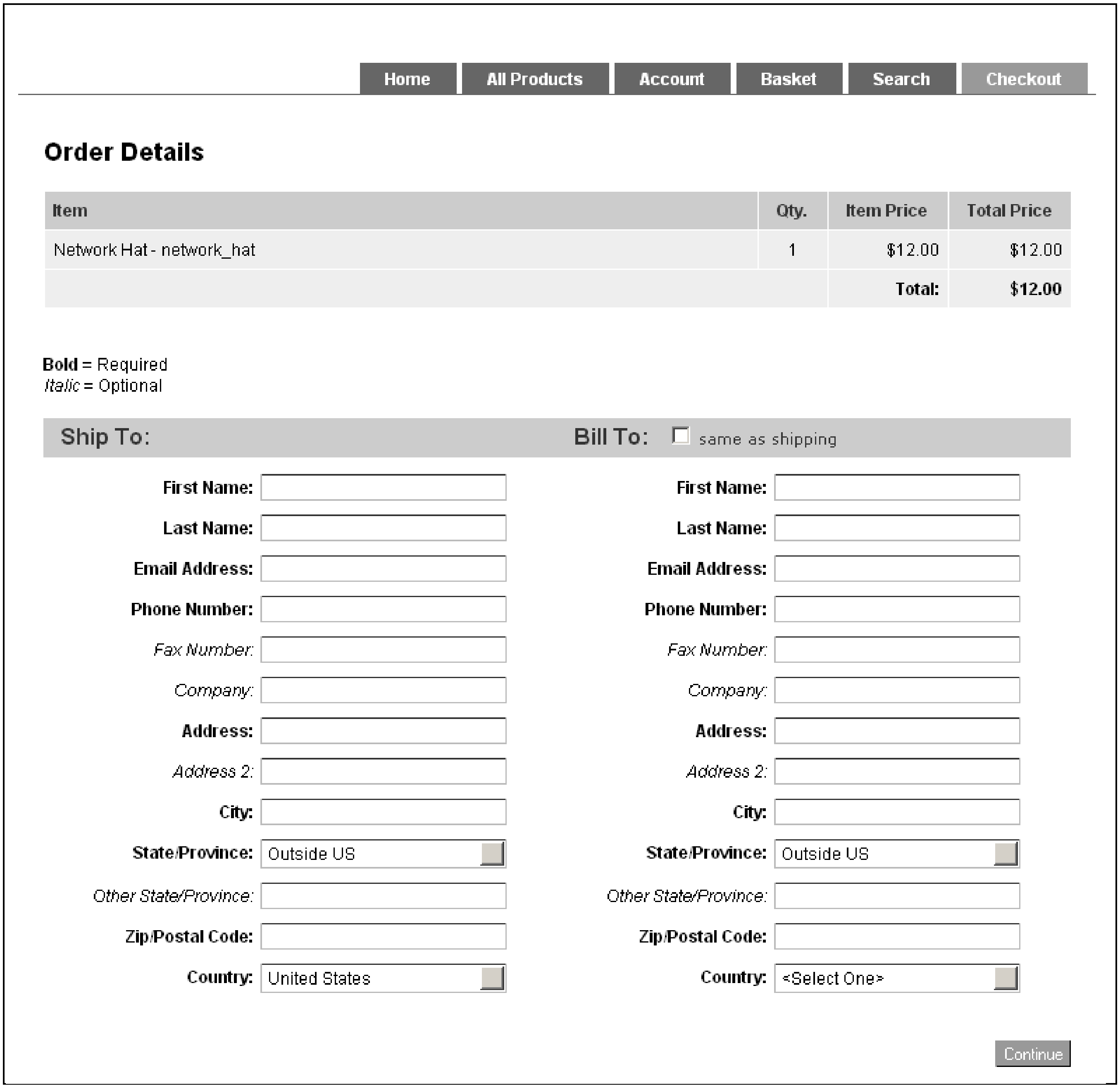
Enter a message here, either in plain text, or with HTML formatting, that explains your store policy on order minimums, and advises the shopper on how to proceed. They will see the message when they click Checkout. You may want to reassure them that they can return to shopping, and can continue to add items to their existing basket.

Edit Store > Customer Fields Tab

Use the Customer Fields tab to select the Ship To/Bill To fields that you want your customers to see and fill out:

- In the Account Registration screen (ACAD), if the customer is creating a new account.
- In the Order Details screen, if the customer does not have an account and is going through Express Checkout.
- 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)

If you want to modify the appearance of the Ship To/Bill To fields after they've been filled out by the customer, see the *Customer Information Tab*.



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

Order Details

Item	Qty.	Item Price	Total Price
Network Hat - network_hat	1	$12.00	$12.00
		Total:	**$12.00**

Bold = Required
Italic = Optional

Ship To:

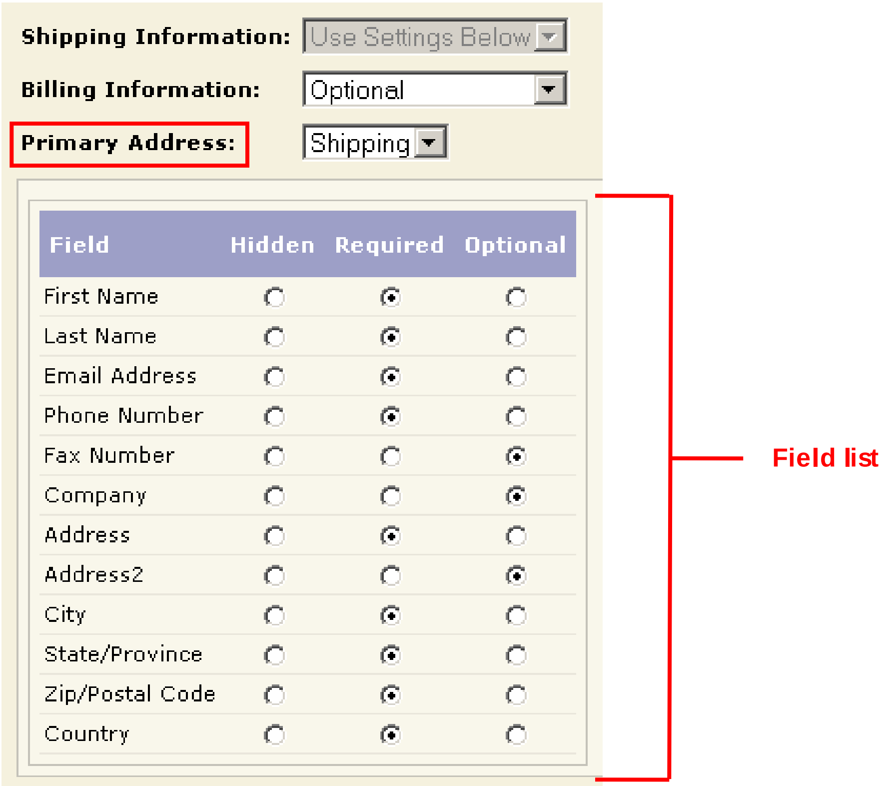
First Name:
Last Name:
Email Address:
Phone Number:
Fax Number:
Company:
Address:
Address 2:
City:
State/Province: Outside US
Other State/Province:
Zip/Postal Code:
Country: United States

Bill To: same as shipping

First Name:
Last Name:
Email Address:
Phone Number:
Fax Number:
Company:
Address:
Address 2:
City:
State/Province: Outside US
Other State/Province:
Zip/Postal Code:
Country: <Select One>

Continue

To Change the Customer Field Settings



1. Set the Primary Address to either Shipping or Billing. For example, if you set the Primary Address to Shipping, several things happen:
   - In the admin > Customer Fields screen, 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 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.

Edit Store > Template Import/Export Settings Tab

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* in *Appendix B: Common Fields in the Admin Interface*.

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 Import/Export Settings tab to select your import/export folder.
2. Select Pages in the leftnav.
3. In the Pages main screen, check the boxes in the Export column for the pages that you want to export.

4. Click **Update**. 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.

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5. 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. 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.
2. Select Pages in the leftnav.
3. In the Pages main screen, check the boxes in the Import column for the pages that you want to import.

4. Click **Update**. The store page 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* in *Appendix B: Common Fields in the Admin Interface*.

Edit Store > Misc. Colors Tab

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 (see *Downloading a 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 *Edit Store > Category Tree Template Tab*.)

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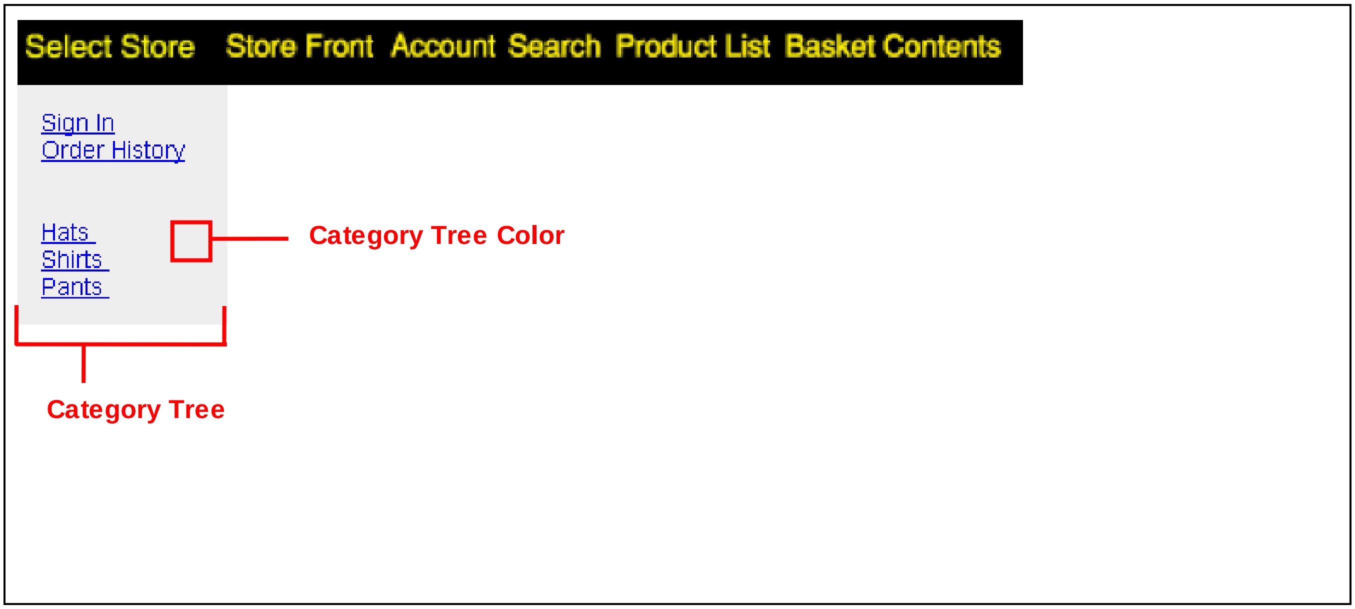


List Header Background

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 (see *Downloading a CSS File*).

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.

Edit Store > Fonts Tab

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 (see *Downloading a CSS File*).

Body Text

The Body Text style is used for most of the text throughout the store, including product descriptions, labels like "Shipping Weight:" and product information in lists and categories.

Category Tree Text

This style applies to the category listings, and to customer and affiliate login links in the category tree area.

Header Text

Header text applies to the heading at the top of product pages, where it applies to the product name, and category pages, where is applies to the category name. This style is also used to display the payment information, and invoice headings (including invoice number, and date and time) during the checkout process.

Note - this is not the style for the global header and footer in your on-line store. See *Edit Store > Global Header and Footer Tab*.

List Header Text

When products are shown in a list format, such at the product list screen, or in search results, this style is used for the column labels.

Face

Specify the typeface to use. Keep in mind that some users may not have the font you specify, especially if it is unusual. It is good practice to also specify a secondary font or two, which will be used if your first choice is not available on the user's computer. Separate each font in the list with a comma and a space, like this:

Broadway, Verdana, Helvetica

Size

Font sizes are specified relative to a default of 0 (zero). That is, if you want the text to appear somewhat larger than normal, try a value of 1 or 2. For much larger text, experiment with 4, 5, or 6. If you want a smaller size, use a negative number. The exact size will vary, depending on the shopper's browser and settings, so do not rely on text to be formatted identically for all visitors to your store.

Color

Colors can be entered using a hexadecimal value (such as #ffffff for white), or by entering one of the standard color names used in web site design (such as red, ivory, firebrick, or skyblue). You can also select colors by clicking the color bar button and clicking on the palette or by entering a RGB (red-green-blue) value on the color pallet.

It is good practice to check the results of color changes, to insure the text in your store is still clearly readable. Remember to click Update, then refresh the screen in the store browser window to see the changes.

Edit Store > META Tag Settings Tab

Use the META Tag Settings tab 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. In HTML, however, you have to create:

- The name of the list: "keywords", "description", etc.
- The content of the list: "hat, cool, engineer", etc.

For example:

keywords: hat, cool, engineer

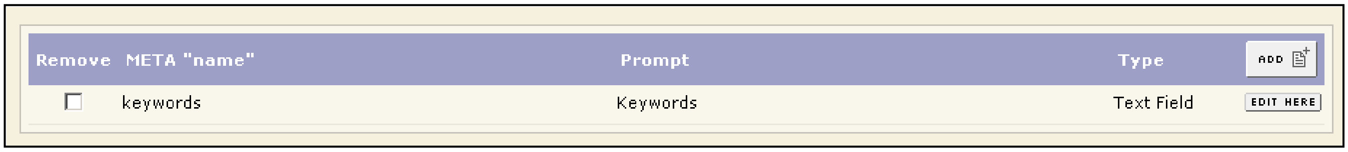
The name of the list is called the "META name". It's the name of a group of words that search engines will scan so that your page will show up in a search result list.

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

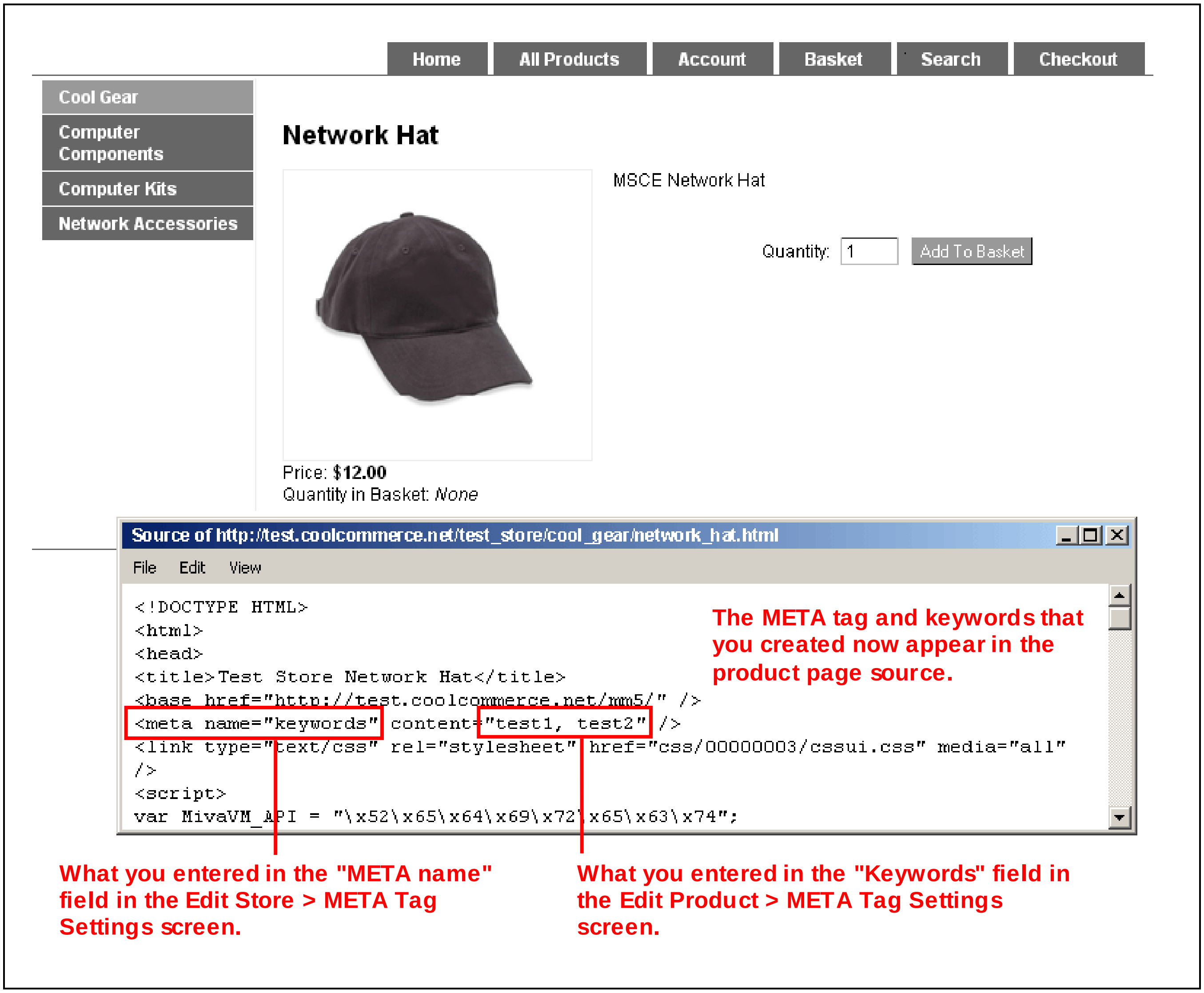
This section shows how to create a META tag and then add a word list to it by editing a product. You can also use meta tags in category pages.

1. **Create a META name**. In the META Tag screen, click the **Add** button.
   - 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.



2. **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.

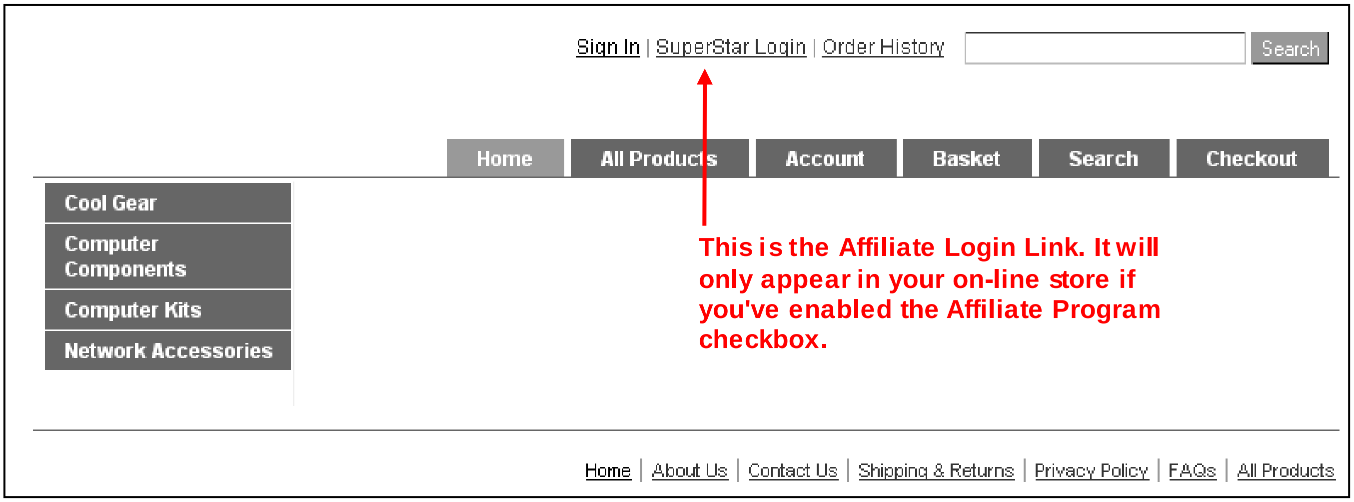
3. **View the results**. Now go to your on-line store and look at the product or category page that you just edited. In most browsers you can right-click on the page and choose "View Source". You can see that the words you entered in the Edit Product > META Tag Settings are now embedded in the HTML of the product page.



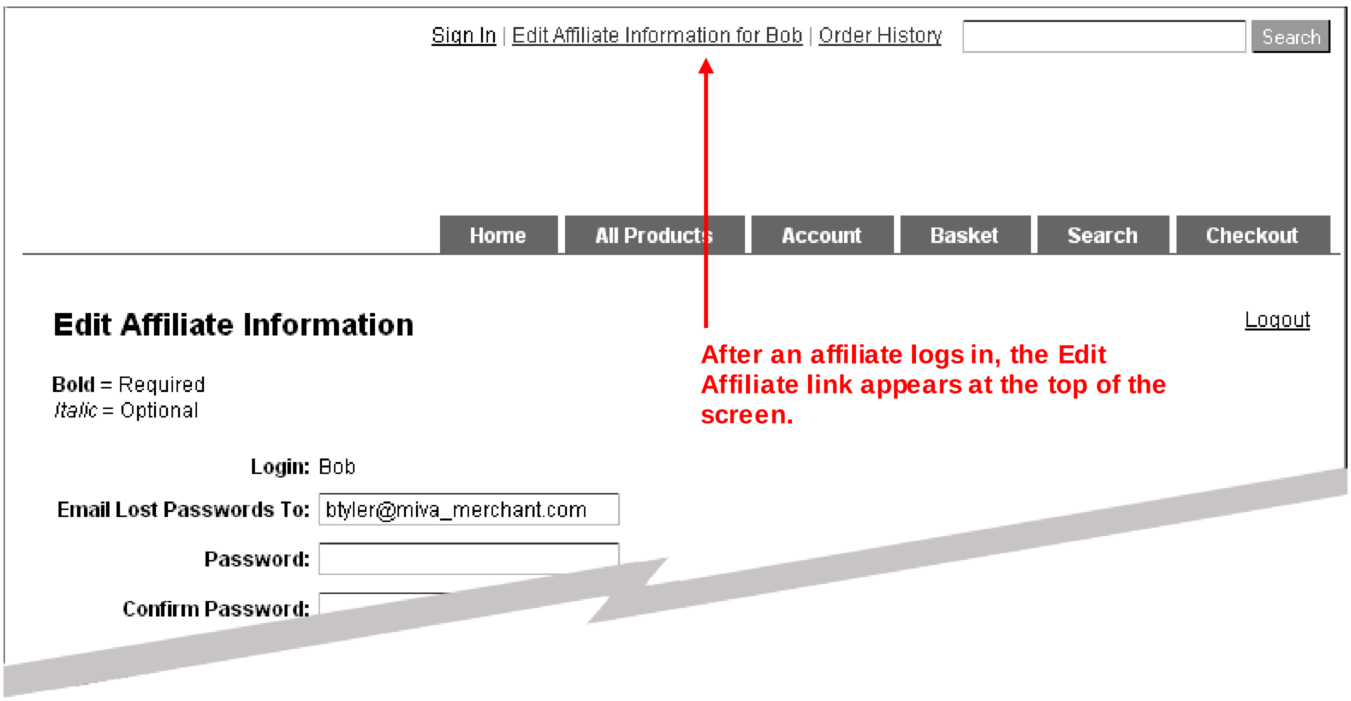
Edit Store > Affiliate Links Tab

If you have enabled the Affiliate Links Program (Affiliate Settings > Options tab > Activate Affiliate Program checkbox) a new link will appear at the top of your on-line store.

Publication Date: 10/30/2013

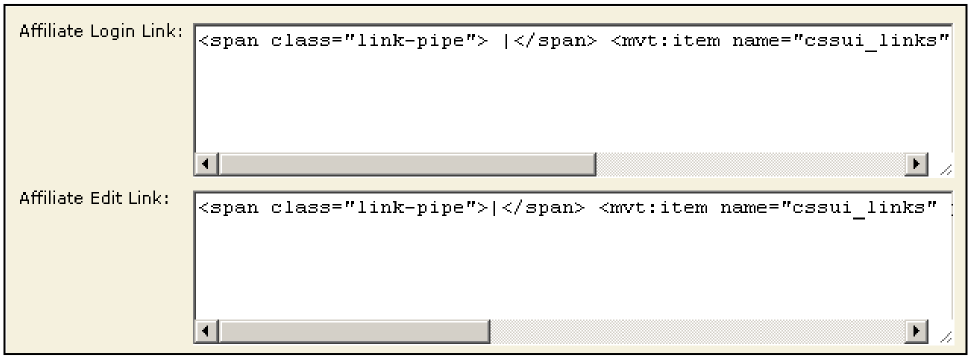


The Affiliate Login link in your on-line store allows affiliates to login to their account, or to create a new account. Note that, after an affiliate creates an account in your on-line store, you can edit that account in the admin interface (Affiliate Settings).



Use the Affiliate Links tab to edit the HTML of both links. You can change the text of the link, the background color, add an image, etc.

Publication Date: 10/30/2013



Use these fields to edit the appearance of the affiliate links.

Edit Store > Buttons Tab

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

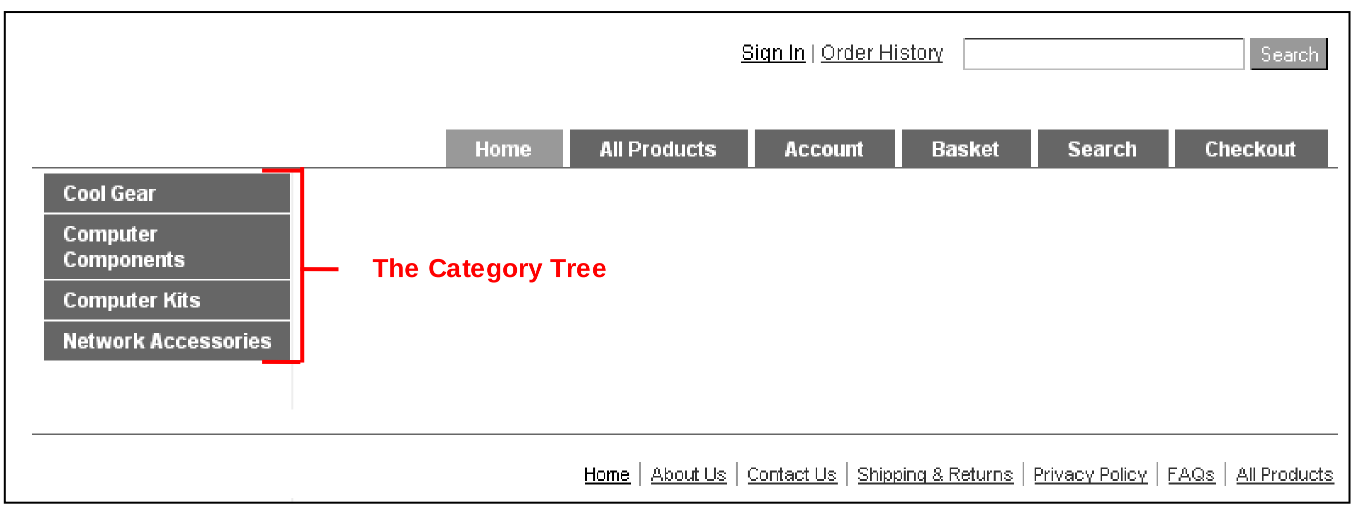
You can change the wording of each button in the store. The button size will be adjusted to correctly display the text that you enter.

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.

Edit Store > Category Tree Template Tab

View and edit the code that controls the category tree in your on-line store.



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Template Code

Note that the category tree template code can be edited in different places in the Miva Merchant admin interface, for example: Pages > Edit Page 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.

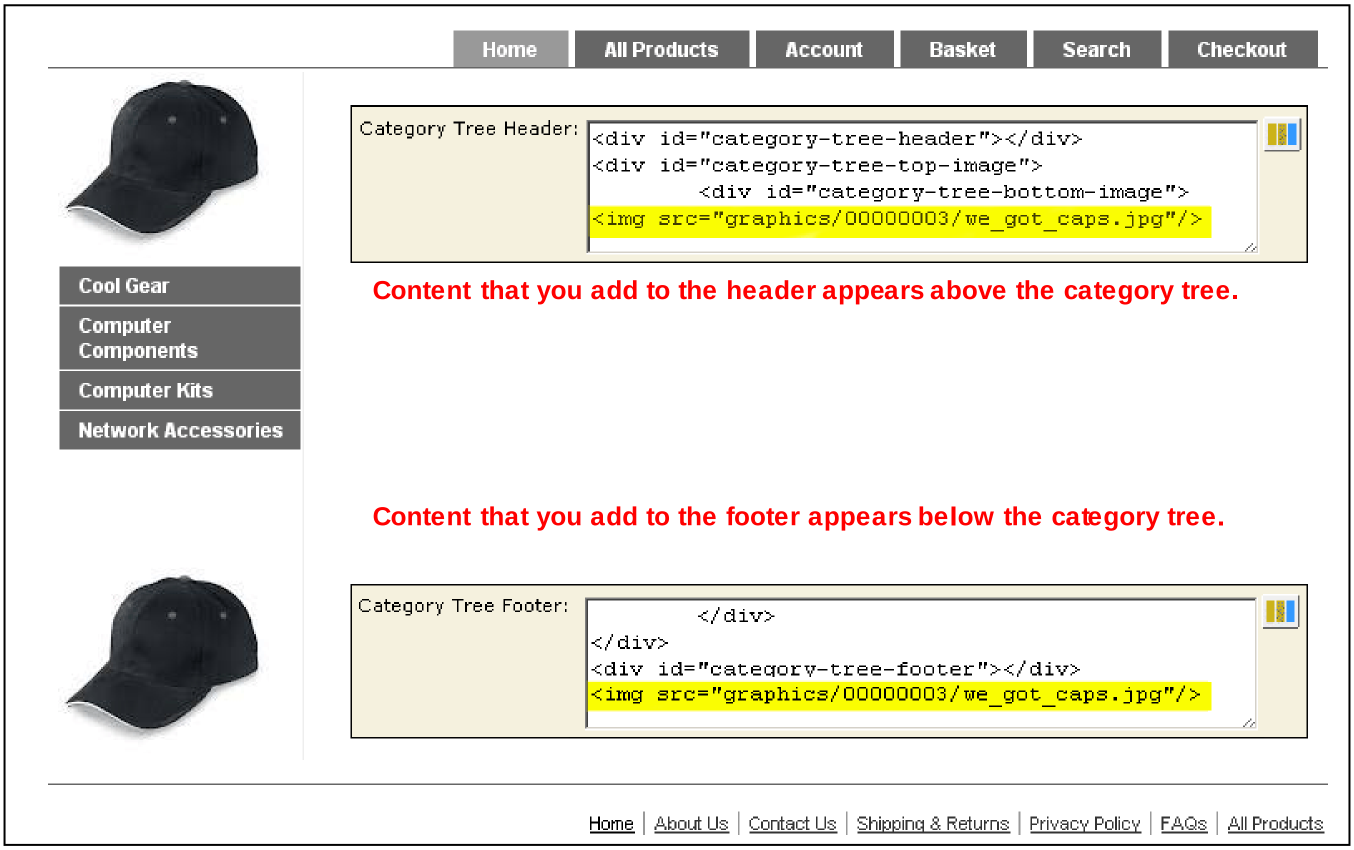
It's rare that people use custom fields in the category tree template code, but see *Example: Adding and Using a Custom Category* Field for an example.

Notes / Versions / Recall / Clear History

Please see *Appendix B*.

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.



Edit Store > Customer Links Tab

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*.

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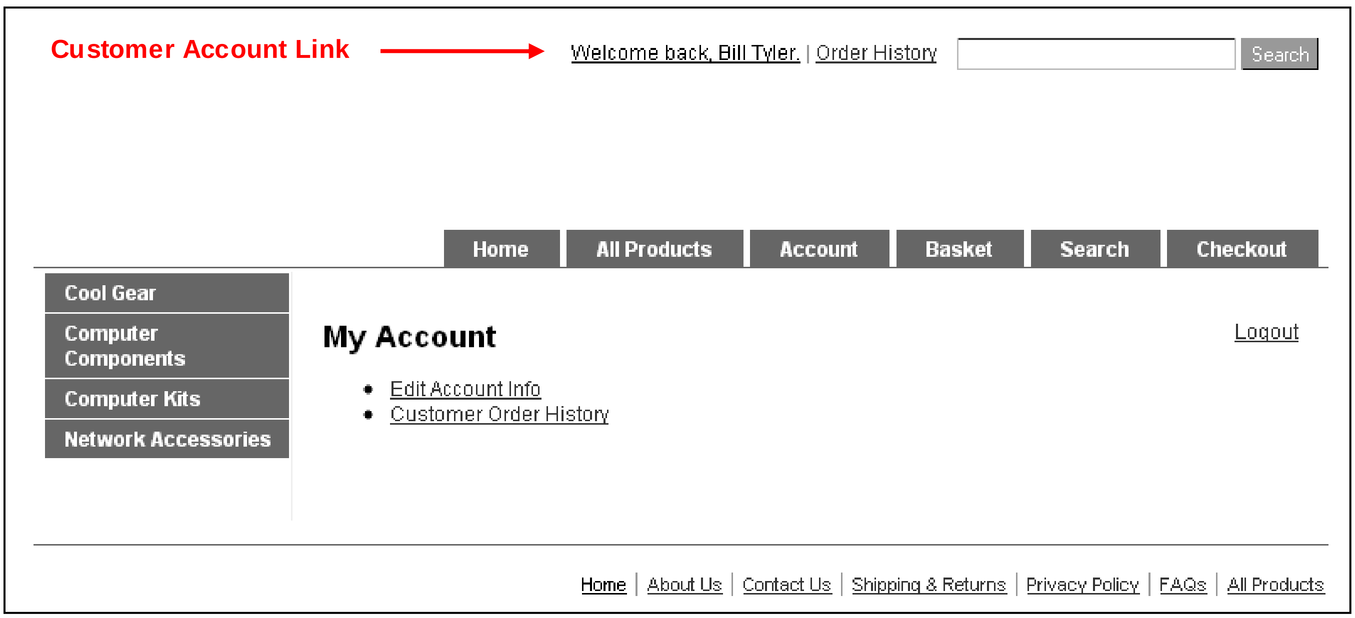
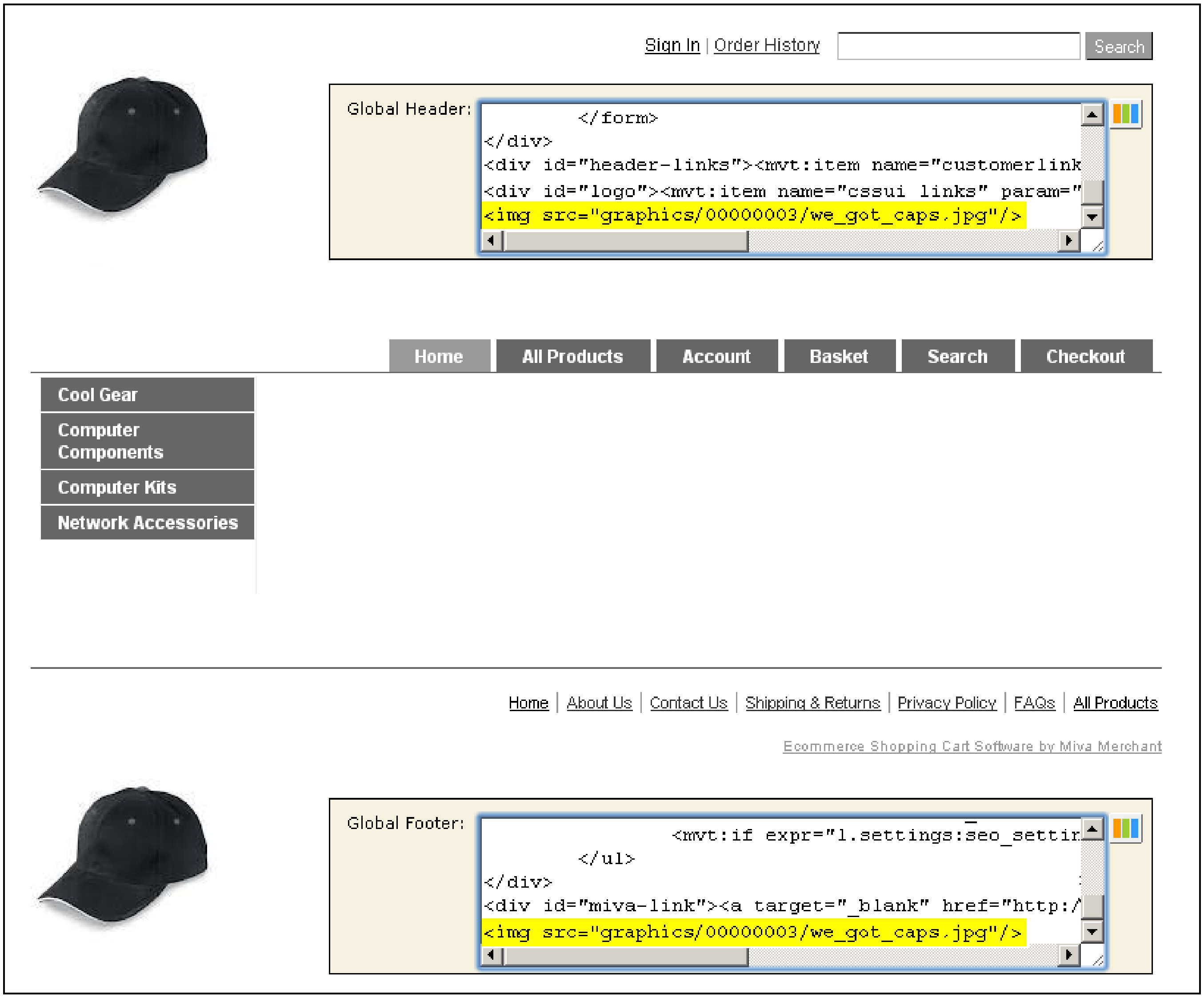
After customers login, the link changes to the Customer Account Link. Customers can click on this link to go to their account info or order history.



Edit Store > Global Header and Footer Tab

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 B*) 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.

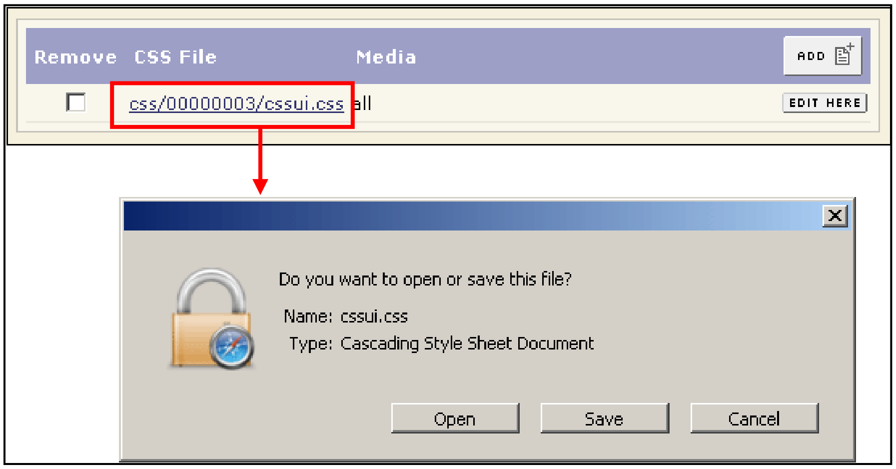


Edit Store > HEAD Tag Content/CSS Tab

This tab is used for two purposes: modifying the HEAD tag for your store and downloading/uploading CSS files.

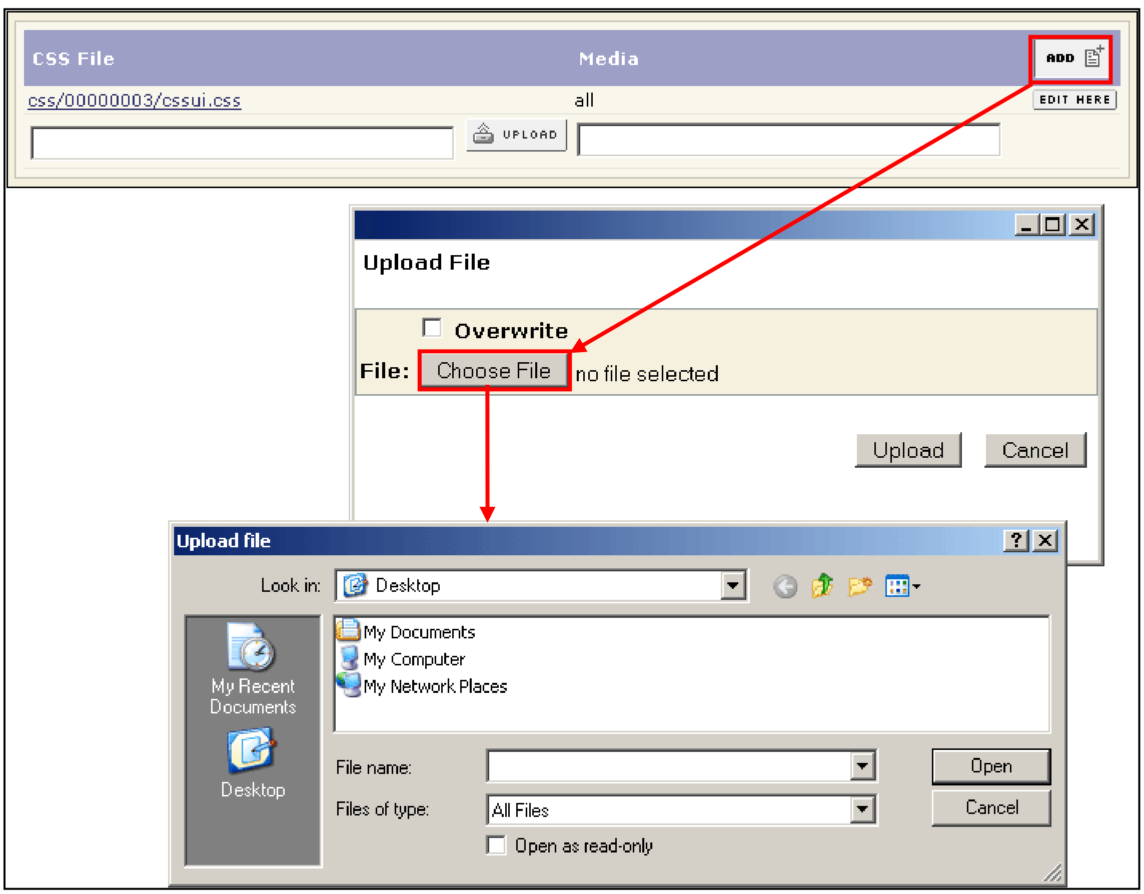
Downloading a CSS File

In the HEAD Tag Content/CSS tab, click on the name of the CSS file that you want to download, then download or open the file.



Uploading a CSS File

You can upload any number of 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.



1. Click the **ADD** button.
2. In the Upload file dialog box, click the **Upload** button.
3. Browse your local machine to find the CSS file that you want to upload.
4. Use the Media field to set the CSS media type. See *http://www.w3schools.com/css/css_mediatypes.asp for more information.*

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 *Edit Store > Global Header and Footer Tab*.

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 B*.

Edit Store > HTML Profile Tab

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 the browser can correctly display the page.

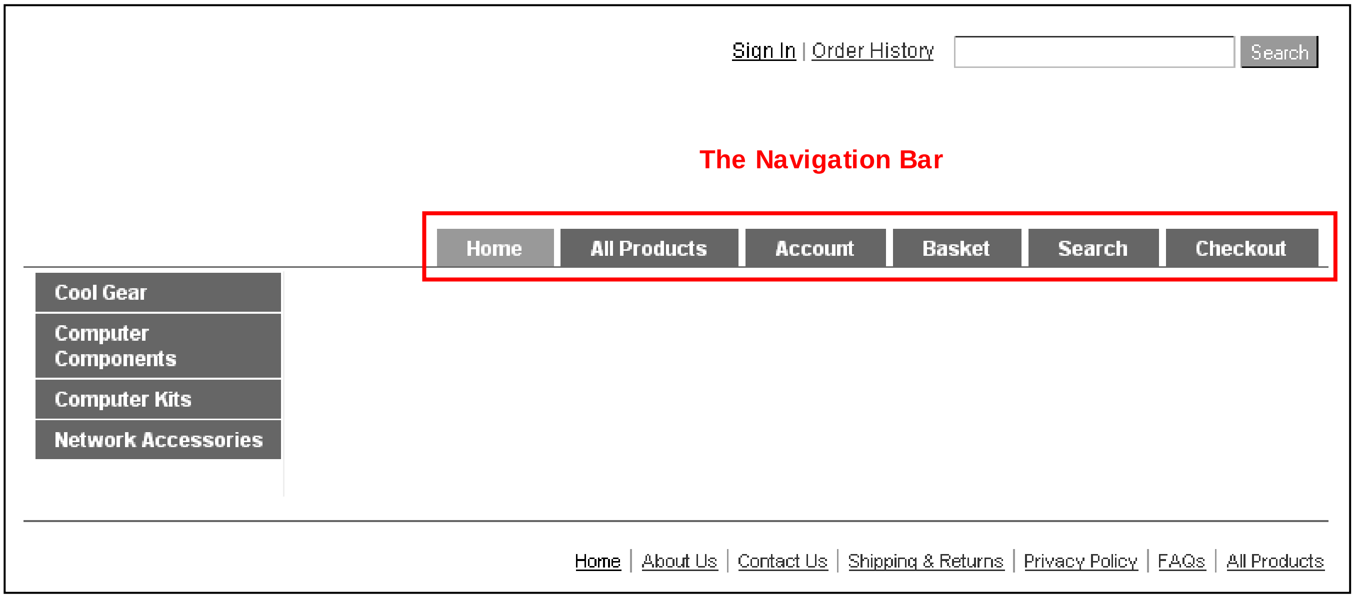
Please note that this is the only place in your store where you should declare a doctype. Including a doctype declaration in any other page will cause conflicts and errors.

Notes / Versions / Recall / Clear History

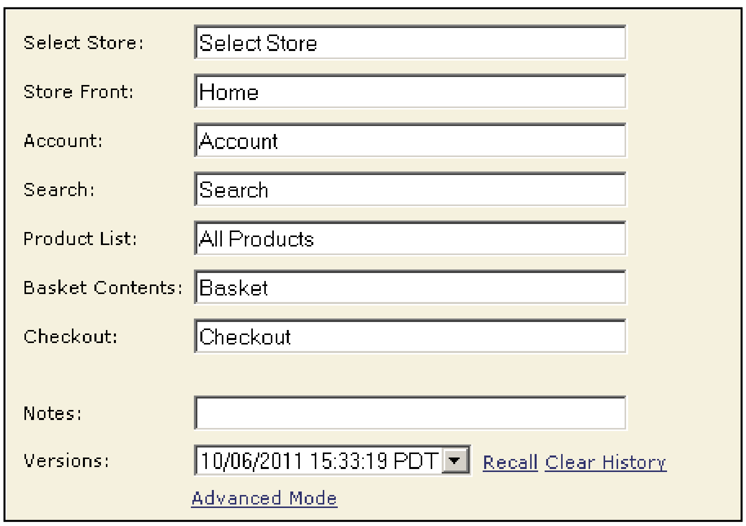
Please see *Appendix B*.

Edit Store > Navigation Bar Tab

Allows you to customize the navigation bar in your on-line store.

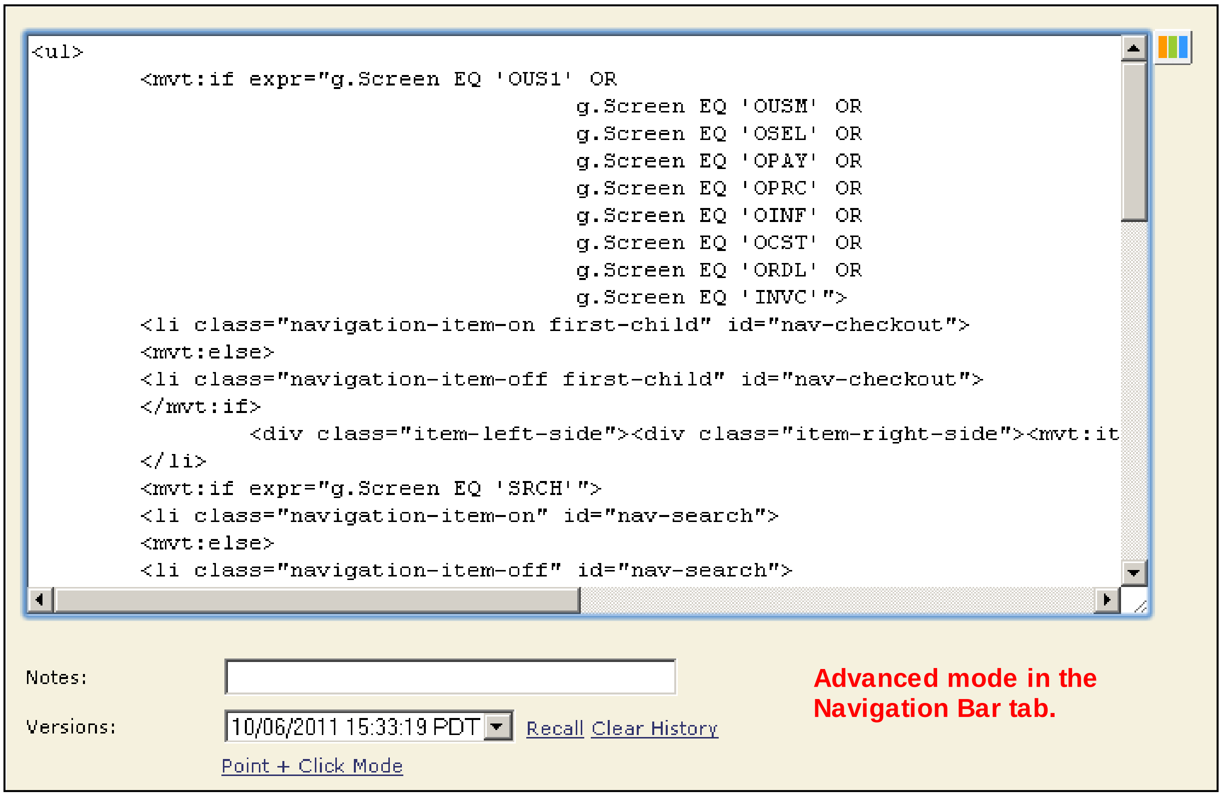


When you first click on the Navigation Bar tab you will see the "point-and-click" mode. In this screen you can only change the names of the buttons.



Point and click mode in the Navigation Bar tab.

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.



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 B*.

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Edit Store > State Based Sales Tax Tab

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 address or the customer's billing address. 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.

Edit Store > Shopping Interface Settings Tab

If this checkbox is checked and the customer clicks the checkout button, the customer sees the screen that allows them to either create an account or login. If this checkbox is not checked and the user clicks the checkout button, they go right to the checkout screen.

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.

Edit Store > Delete Store Button Tab

You can delete the store using the Edit Store screen.

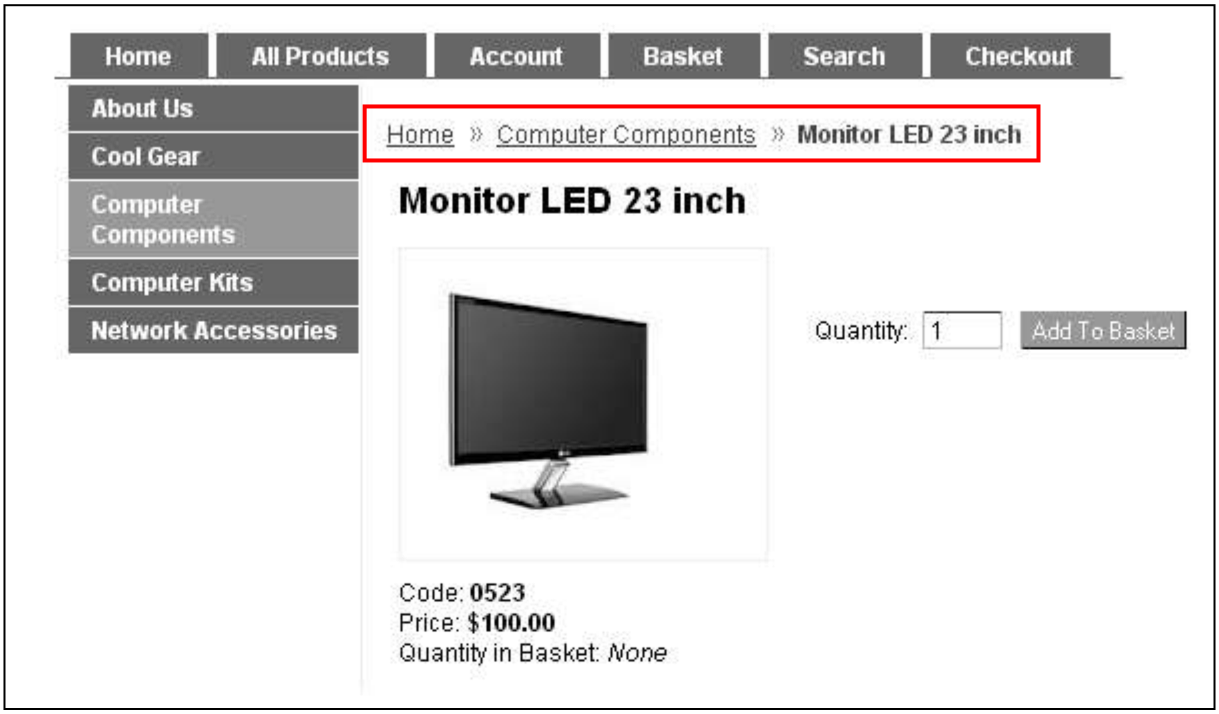
Caution: Be sure that this is what you want to do and make backups of the files that you want to keep. You will lose all your products, orders, groups, and everything in your store if you delete it.

1. Click Delete, at the bottom of the screen.
2. A message will appear to inform you that proceeding will delete your store and its associated data files, and asking you to confirm by clicking Delete a second time.
3. Click Delete to delete the store, or click Cancel to leave the store as it was.

Edit Store > Smart Breadcrumbs Tab (CSSUI Only)

Smart Breadcrumbs appear only in your on-line store, not in the Miva Merchant admin interface. 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.

The Smart Breadcrumbs tab appears in many different places in the Miva Merchant admin interface. For example, there is a Smart Breadcrumbs tab when you edit almost any page in the admin. The settings in this tab are global, and it doesn't matter where you edit them. Note that Smart Breadcrumbs are only supported for CSSUI stores.



Smart Breadcrumbs in an on-line store.

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.

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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: Please see *Appendix C*.

Versions:

Recall:

Clear History:

Edit Store > Mini-Basket

This tab does not appear in your store until you add the mini-basket feature to at least one of your store pages. See *Utilities > Mini-Basket*.

Maximum Product Name Length:

Use this field to limit the length of product names in the mini-base popup. For example, if you have a product name "Xylophone" and you set the name length to 5, the product name will display as "Xylop" in the mini-basket popup. Set this field to 0 to allow product names of any length.

Image:

If you have already created an *Image Type*, you can select it here. Images of that type will appear in the mini-basket popup.

For example, if you created an Image Type called "Front", the "Front" image type will appear in this list box. If the customer adds a product to their basket that has a "Front" image, the image will appear in the mini-basket popup. Using Image Types is the only way that you can have product images appear in the mini-basket.

Advanced Mode: Click on the Advanced Mode link to display the template code that controls the mini-basket popup.

Edit Store > Mini-Basket Image Dimensions

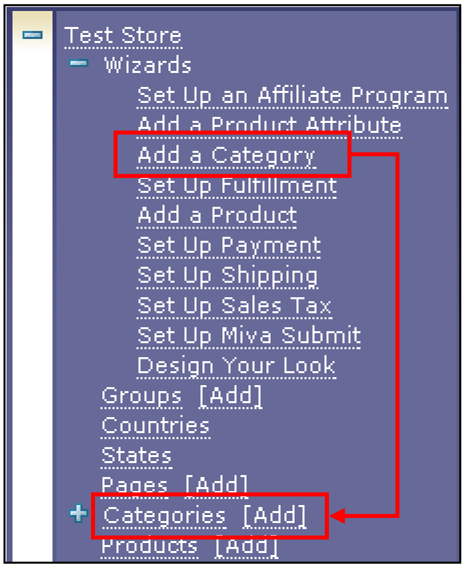
This tab does not appear in your store until you add the mini-basket feature to at least one of your store pages. See *Utilities > Mini-Basket*.

Product Image:

- **No constraints**: If you select this option, your product images will appear full-size in the mini-basket popup. The mini-basket popup will increase in size, if necessary.
- **Resize to fit within bounding box**: If you select this option, product images in the mini-basket will be scaled down if they are larger than the dimensions that you enter. The mini-basket popup will always display at its default size (approximately 377 x 134 pixels).

Wizards

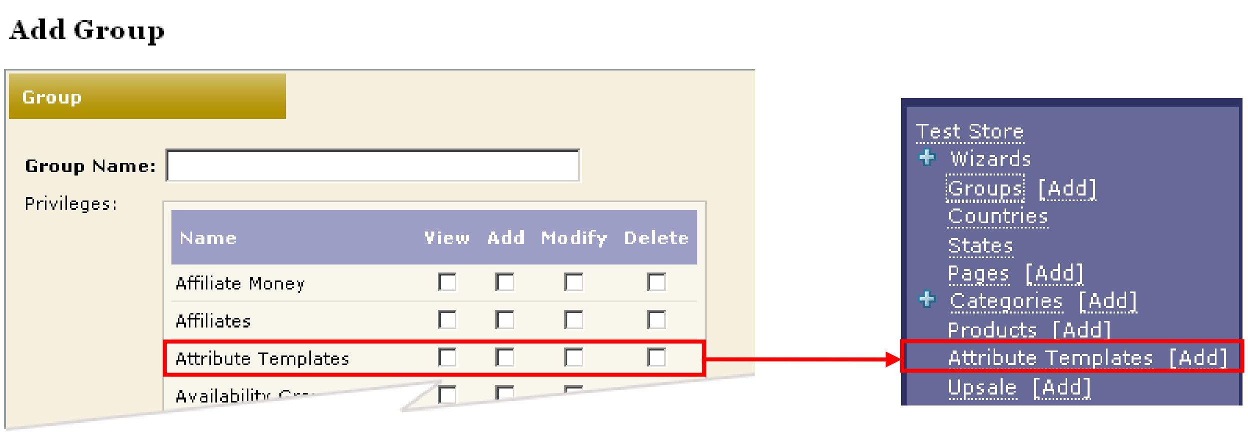
The Wizards were popular in previous versions of Miva Merchant where some store management activities were more complicated than they are in current versions. Each Wizard will take you step-by-step through a specific store activity, but only a small subset of Miva Merchant features are available in the Wizards section. In many cases customers now prefer to use the standard features of the leftnav. For example, although you can use a Wizard to create a Category, most customers find it just as easy now to click on the Categories link in the leftnav.

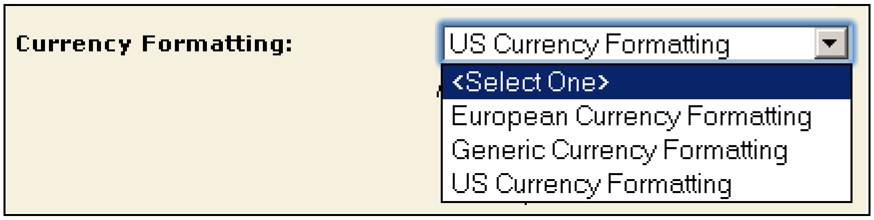


Groups

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 in to 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 link in the leftnav. For example, if you enable the "Attributes Templates" privilege in the Add Group screen, users in that group will have access to the Attributes Templates link in the leftnav. There are a few less obvious privileges that are listed in the table below.

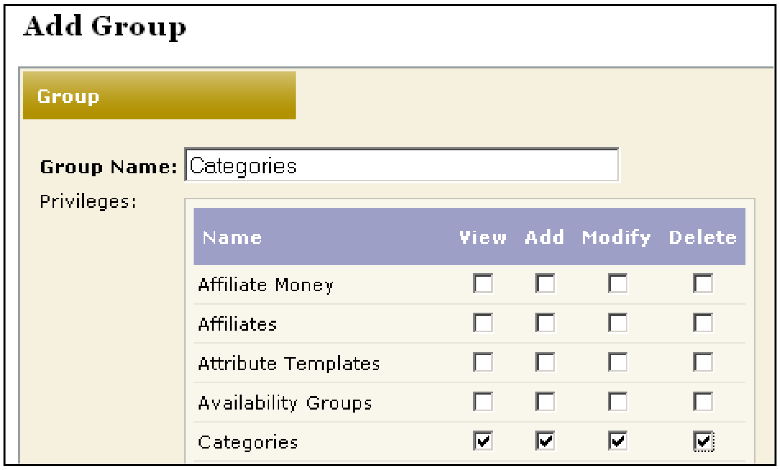


Less Obvious Privilege Name	**Gives Access To**
Affiliates	Affiliate Settings
Affiliate Money	Affiliate Settings > Payout tab. Note that you must also give the user at least view rights to the Affiliates privilege. 
Currency Settings	In the Edit Store > Settings tab, there is a drop-down list called "Currency Formatting".  Only an administrator or the store manager can change the currency formatting selection. However: • If an admin changes the currency formatting to "European Currency Formatting" a new tab will appear in Edit Store called "European Currency Formatting". • If an admin changes the currency formatting to "Generic Currency Formatting" a new tab will appear in Edit Store called "Generic Currency Formatting". You can give "ordinary users" (someone who is not an admin or a store manager) access to these new tabs. For example: 1. A store administrator changes Edit Store > Settings tab > Currency Formatting to "European Currency Formatting". 2. Go to Groups. Create a new group called "Currency Settings". 3. Give this new group at least View rights to the Store Settings privilege. 3.1. Give this new group at least View rights to the Currency Settings privilege. 3.2. In the Users tab, add your user and save your changes. When your user logs in to the Miva Merchant admin, they will have access to the Edit Store > European Currency Formatting tab.

Marketing Configuration	Miva Merchant Submit
Order Processing	All of the following: Manage Orders Manage Shipments -Utilities Legacy Order Processing
Sales Tax Settings	Gives the user access to the Edit Store > State Based Sales Tax tab. Please note: • If you want the user to be able to edit the State Based Sales Tax tab settings, you must also give the user modify rights in the Store Settings privilege. • 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.
Store Encryption	Order Encryption
Store Settings	Edit Store
Store Utility Settings	Utilities (main screen only, but no child features like Legacy Order Processing, Import Data, Export Data, or Delete Shopping Baskets)
Upsold Products	Gives the group member access to the Upsale screen, and to the Products > 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 Groups screen, 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.



When you are done selecting privileges and permissions, click the **Add** button.

4. The Users tab will appear. Select the users that you want to add to this group. The same user can belong to as many categories 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.

   When you are done adding users, click the **Update** button.
5. Click on the Imports tab. Click on the import data rights that you want to assign to the Group. When you are done, click the **Update** button.

Countries

Use the *Global Settings > Domain Settings > Countries Tab* to select the master list of countries that are available to all of your stores. Use the countries list in this screen to select the countries that are available to the on-line store that you are currently editing. For example, if you remove France from the master list of countries under Global Settings > Domain Settings > Countries, France cannot be selected as a country in any of your stores. If you remove France from the list in:

then France will not be available in "Test Store", but it will be available in your other stores. The list of countries affects any screen in your store where you are displaying an address: account creation, checkout, etc.

"Assigned" means that the country will or will not appear in the list of countries that the customer sees. If you uncheck a country it becomes "unassigned". You can filter the list by clicking on the **Assigned**, **Unassigned**, or **All** buttons. Note that you can only add countries in the Global Settings > Domain Settings > Countries screen.

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 Global Settings > Domain Settings that affects all of your stores. The list of states that you present to customers must be configured on a store-by-store basis.

Pages

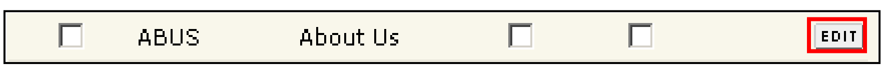
In most cases, pages in the admin interface correspond to pages in your on-line store.

- 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.

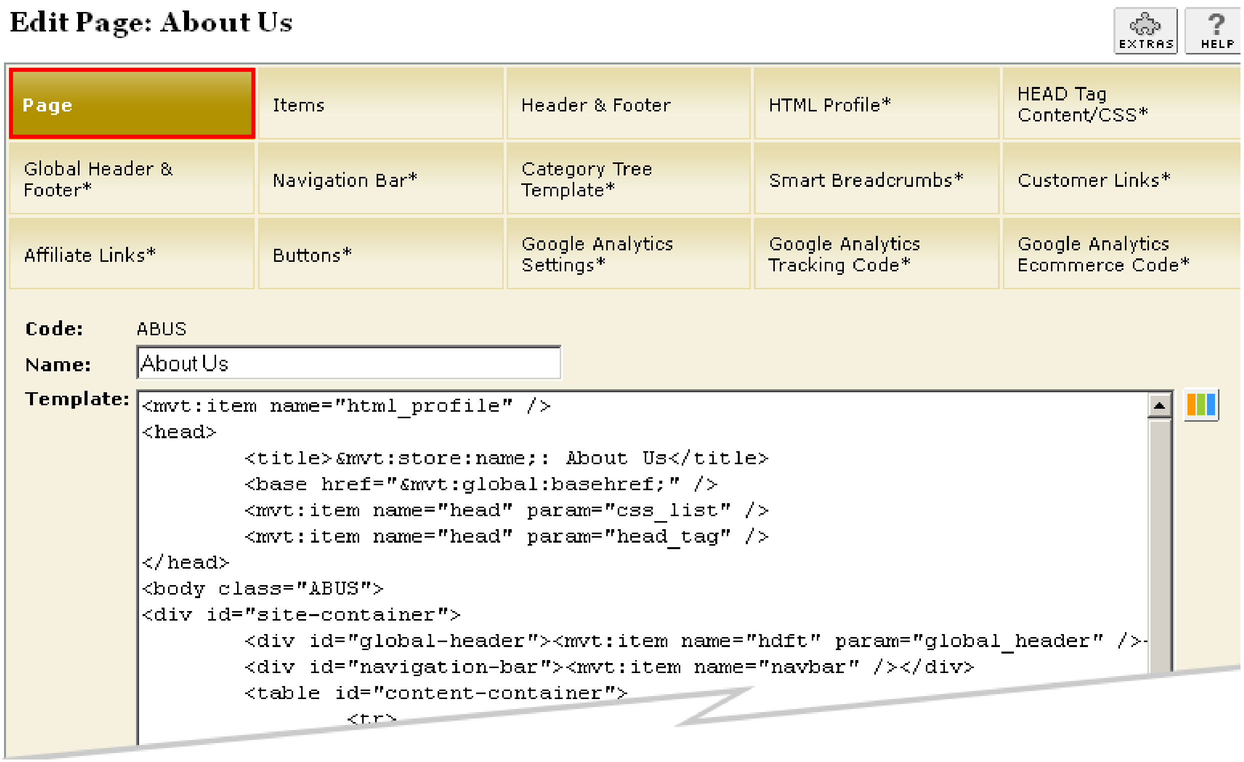
Adding Content to Your Store Pages

There are two ways to add content to your store pages:

- **Method 1: Edit the template code on the Page tab**.
  1. Select Pages from the leftnav.
  2. Click the Edit button next to a page.



  3. The page opens in edit mode and the **Page tab** is selected by default:

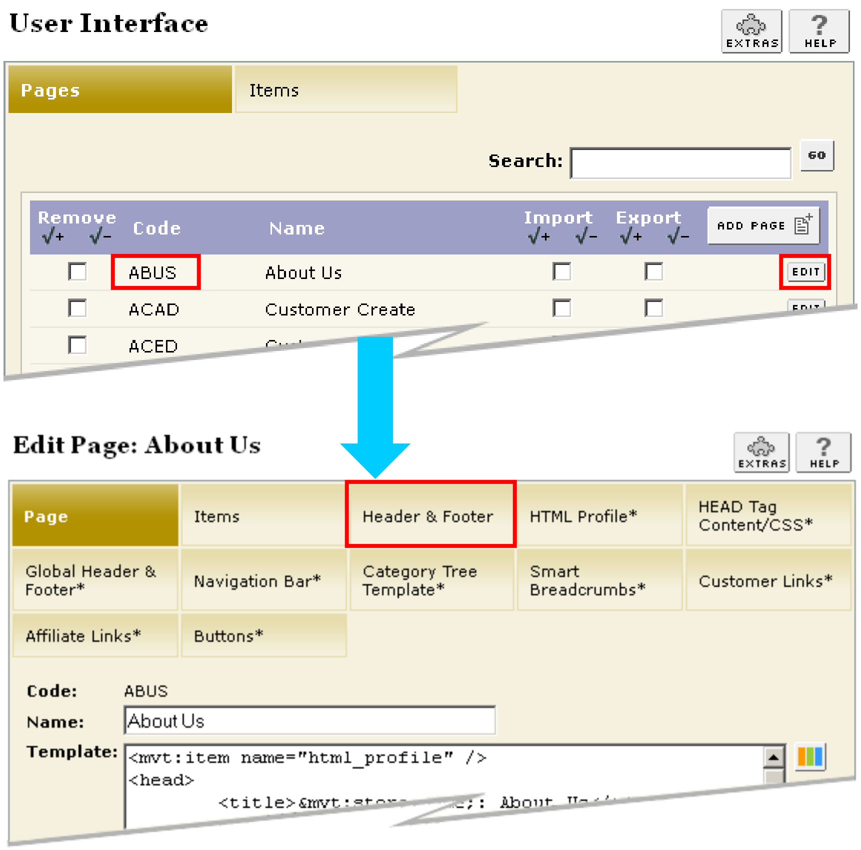


The code in the **Template** field controls almost everything on the store page.

- **Method 2: Add an Item to the page**. See *To Add an Item to a Page*.

Items

Items are a way for you to add a "block" of content to your pages.



The **page** ABUS in the admin interface corresponds to the "About Us" page in your on-line store.

If you edit the page ABUS, you'll see it has a group of tabs, Header & Footer, HTML Profile, etc. Most of these tabs are **Items**. Each Item/tab controls a certain part of the page and/or a certain type of content on the page.

When you add an Item to a page, it usually shows up as a tab. You can add Items and remove them.

A page in your store contains multiple Items. Each Item adds a certain type of content to the page.

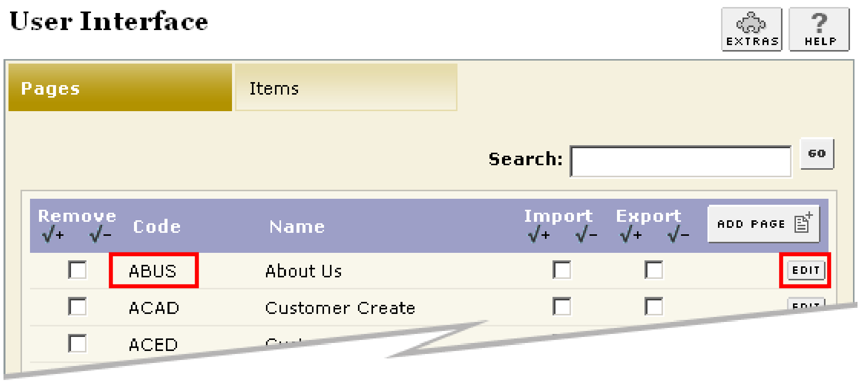
- Some Items add content to a specific location in the page. For example, there is a *Header & Footer* Item so you can add content to a page's header and footer area.
- Some Items add specific content to a page. For example, you can add customer information fields to a page with the *Customer Information* 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.

> MMUI and CSSUI stores have different, but overlapping, lists of available Items. An MMUI store has access to 54 Items. A CSSUI store has access to 61 Items. This document mainly describes features for CSSUI stores and not all of the MMUI Items may be described.

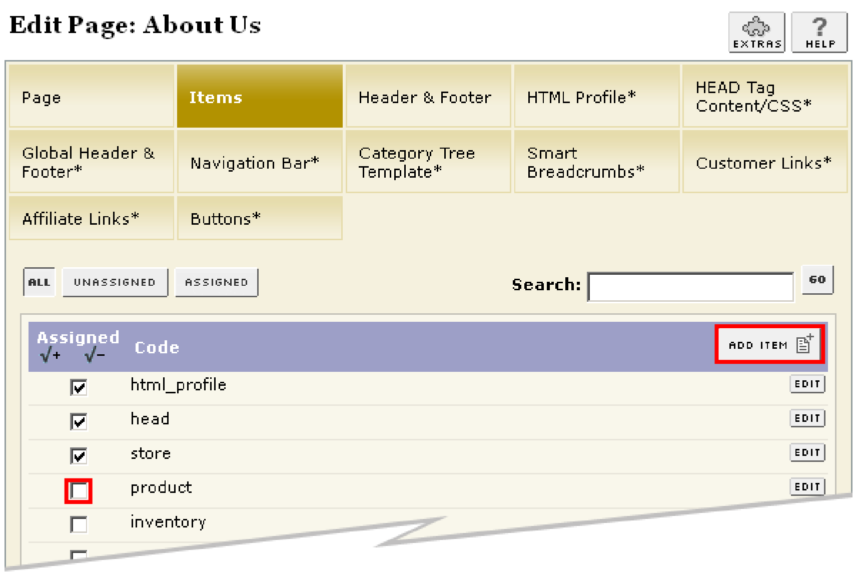
To Add an Item to a Page

1. Select Pages from the leftnav.

2. In the User Interface screen, click the **Edit** button for the page you want to change.

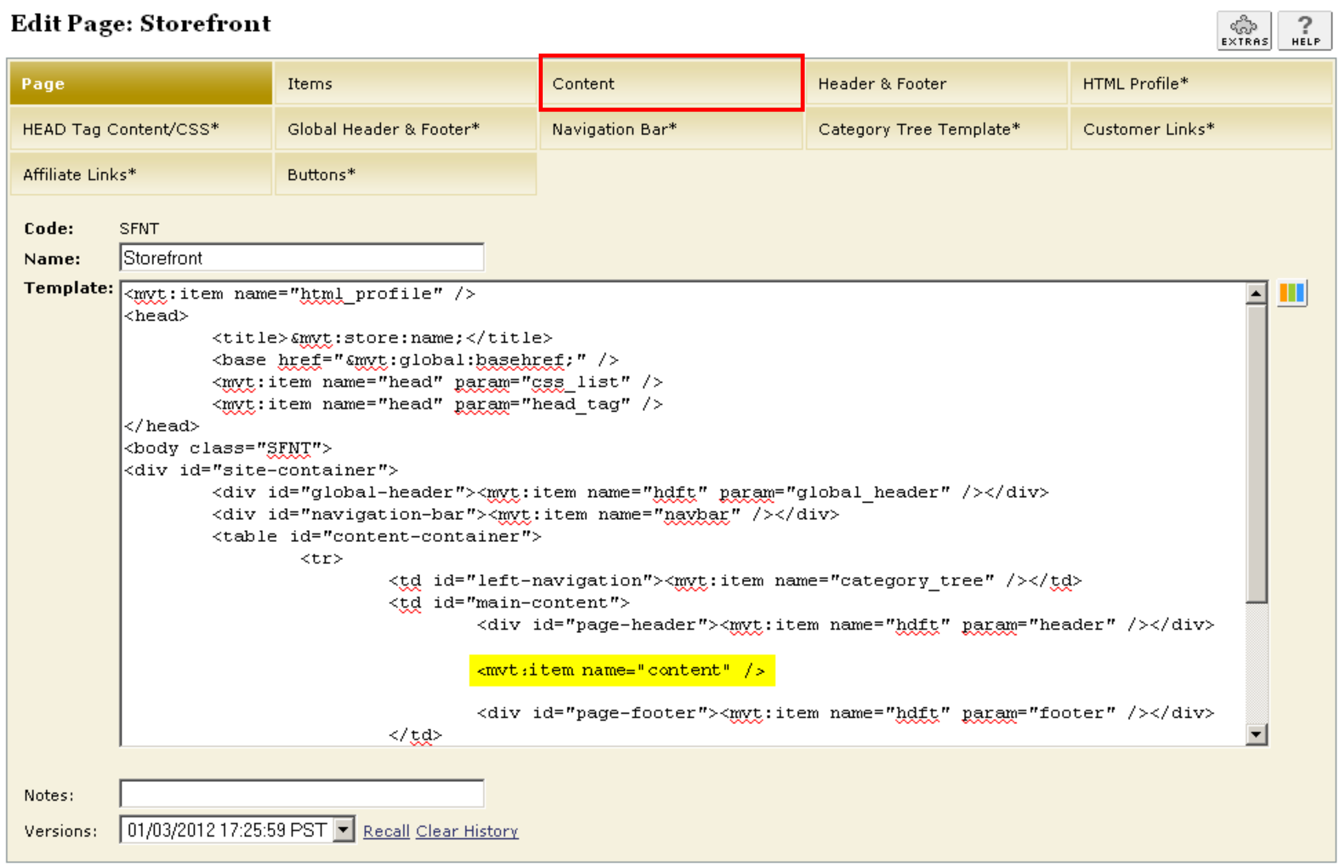


3. Select the **Items** tab.
4. In the Items tab, click the checkbox next to the item that you want to add, then click **Add Item**. The Items tab also shows you which items are assigned to the current page.



5. 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.

Publication Date: 10/30/2013



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.

See *Content Tab* for an example of manually editing the Template code to invoke an Item.

Commonly Used Items

This table shows the most commonly used Items in Miva Merchant stores.

Affiliate Fields Tab	*Global Header and Footer*	*Product Display Layout Tab*

Publication Date: 10/30/2013

Affiliate Fields Tab

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 Edit Store > Affiliate Links Tab).
2. In the Affiliate Login screen, click the **Create Account** button. The Affiliate Account Registration screen (AFAD) will appear.

Publication Date: 10/30/2013

Attribute Machine Tab

The Attribute Machine tab 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

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.

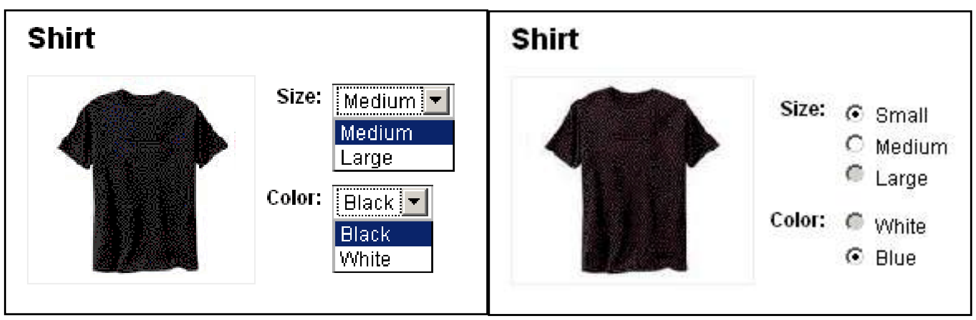
- **Do Not Preload**: Choose this option if you want the page to load faster in the customer's browser. Information required by attribute selection will be retrieved in another call.
- **Preload Drop Down Lists Do Not Contain Select One**: Choose this option if you want to load page and attribute related 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 (Inventory > Inventory Settings tab) and the *attribute level*.

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.



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:	If you go to Pages > PROD > Product Display Layout tab > Advanced Mode, there is a CSS Div in the default template code which controls the display of your inventory information: <div id="inventory-message"> The content of the Inventory Element field must match that Div.
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 Tab*. 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 in Inventory > Inventory Settings tab, and you can customize the messages on a product level at Products > 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:	If you go to Pages > PROD > Product Display Layout tab > Advanced Mode, there is a CSS Div in the default template: <div class="product-price"> 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.
Swatch Element:	If you go to Pages > PROD > Product Display Layout tab > Advanced Mode, there is a CSS Div in the default template: <div id="swatches" class="swatches"></div> 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:

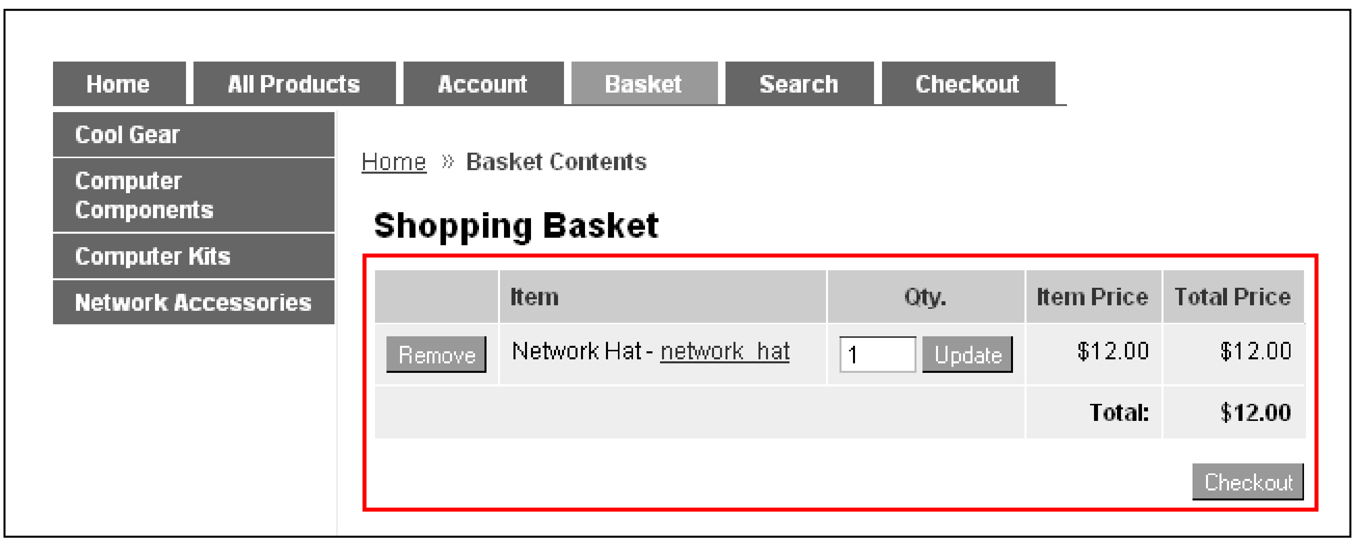
This field can be used to modify the attribute machine performance and behavior. It should only be changed by advanced users.

Notes / Versions / Recall / Clear History /

Please see *Appendix B: Common Fields in the Admin Interface*.

Basket Contents Tab

The template code in this tab controls the display and logic of all content in the Basket Content page (BASK) under the text "Shopping Basket".



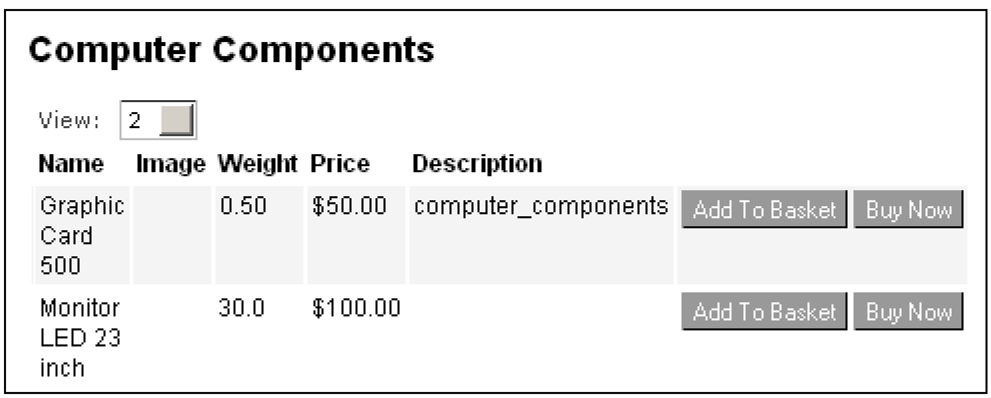
The Basket Contents template code controls all of the page logic and displayed content under the text "Shopping Basket".

Category Product List Layout Tab

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:



Product Fields: Select the fields that you want to display on the page.

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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.

But see also page *348* for information on creating and using custom fields.

Buttons:

Use these checkboxes to display or remove the "Add To Basket" and "Buy Now" buttons from the category display page.

Image:

The image that will be shown on the category page.

Inventory Level Message:

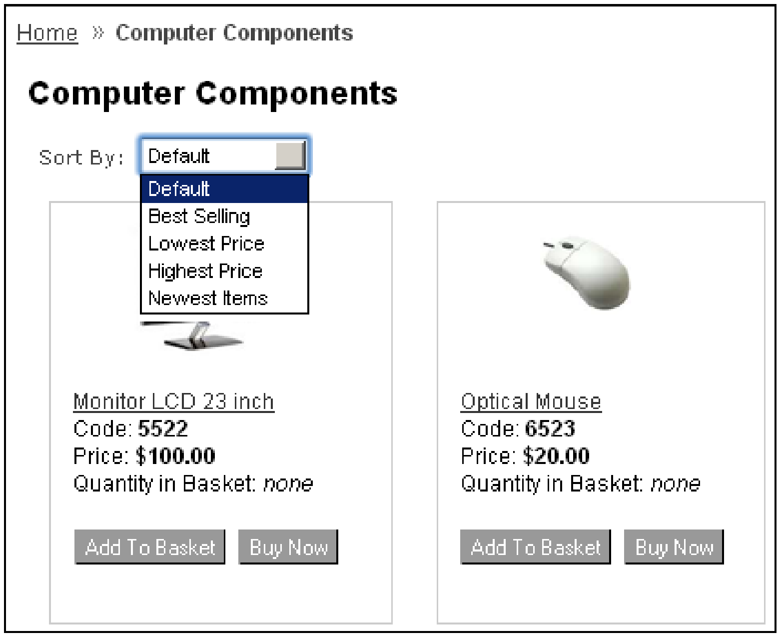
Controls what inventory messages (if any) you want to display on category pages in your on-line store. These messages are defined in the Inventory > Inventory Settings screen.

Sorting Options:

In some pages of your on-line store you can show a sorting drop-down list that allows your customers to sort the products that are being displayed. The pages where you can enable sorting are:

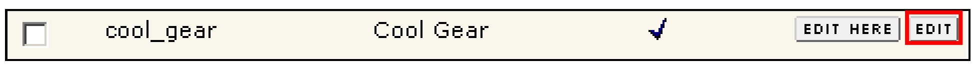
- Pages > Edit Page CTGY (Category Display) > Category Product List Layout tab > Sorting Options control
- Pages > Edit Page PLST (Product List) > Product List Layout tab > Sorting Options control
- Pages > Edit Page SRCH (Search) > Search Results Layout tab > Sorting Options control

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.



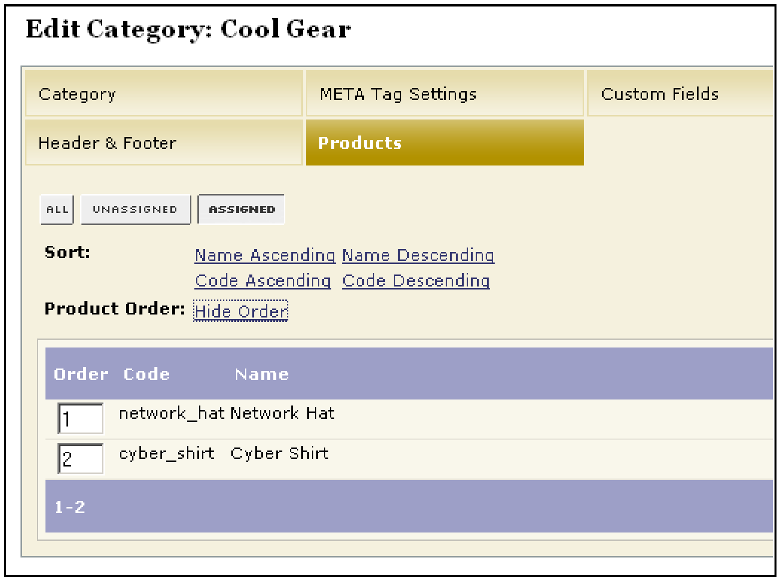
Default Sort Method: One of the options that appears in the "Sort By" drop-down list is "Default". To see what the default order is for one of your categories:

1. In the leftnav click on Categories.
2. In the Categories screen, click on the edit button next to a category.



3. In the Edit Category screen, select the Products tab.
4. Click on the **Assigned** button.
5. Click on the Show Order link.

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:

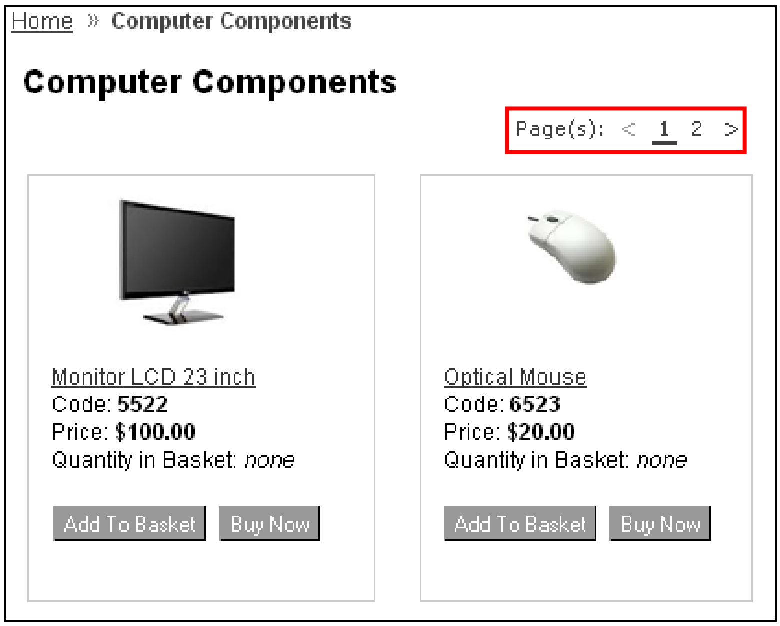
Pagination: If you select "Do not paginate products", all products in the category that the customer has selected will appear on the same page. This can be a disadvantage if the category has a lot of products in it and the customer has a slow internet connection.

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.

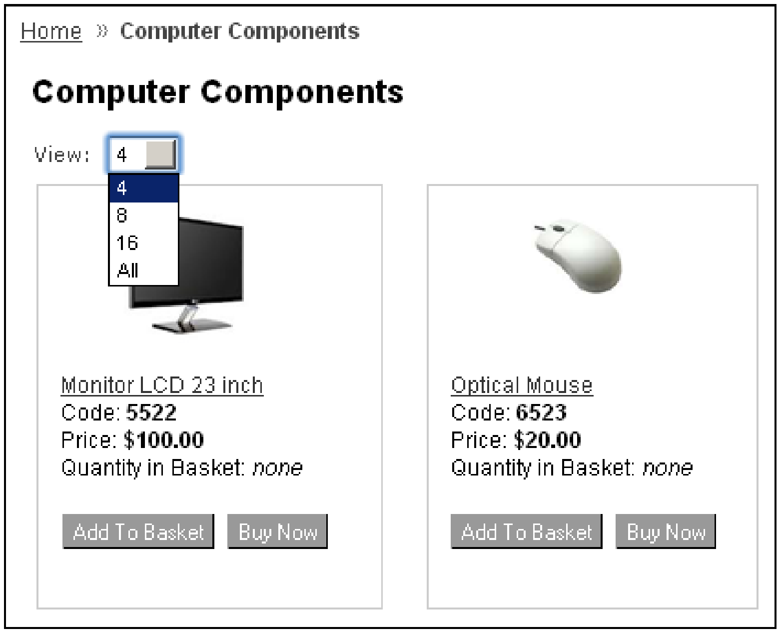
Note that, if you also enable the "Items Per Page Filter" (see below) a drop-down list will appear at the top of the screen that allows your customer to choose how many products appear on each page. The customer setting overrides what you select here.

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: Please see *Appendix C*.
Versions:
Recall:
Clear History:

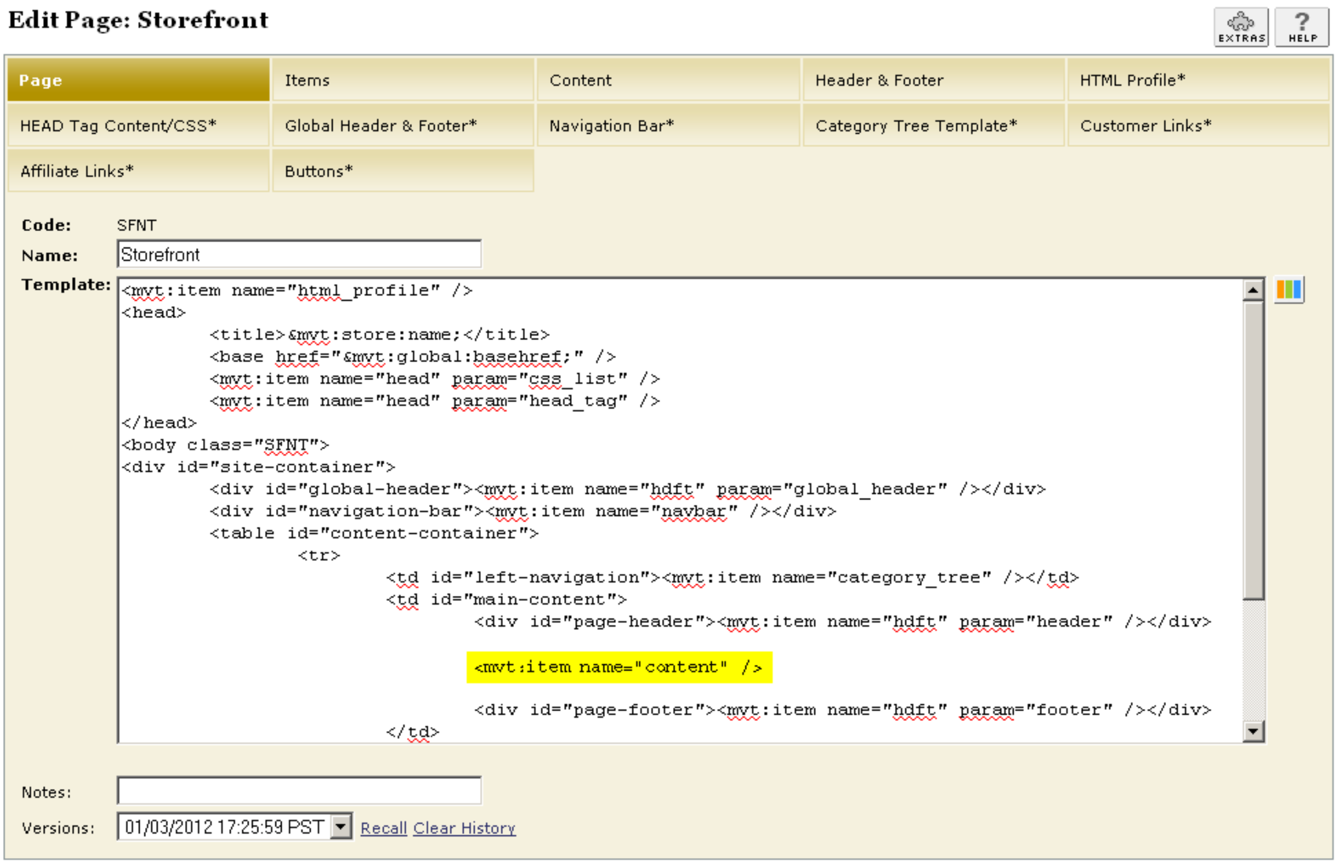
Advanced Mode: Click on this link to display the product list layout template code. This code controls things like the head tag, global header and footer, html profile, JavaScript, CSS references, leftnav, etc.

Content Tab

The Content tab appears in the SFNT (Storefront) page by default. Content is essentially a region or block that you can place on a page in your on-line store. The 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.

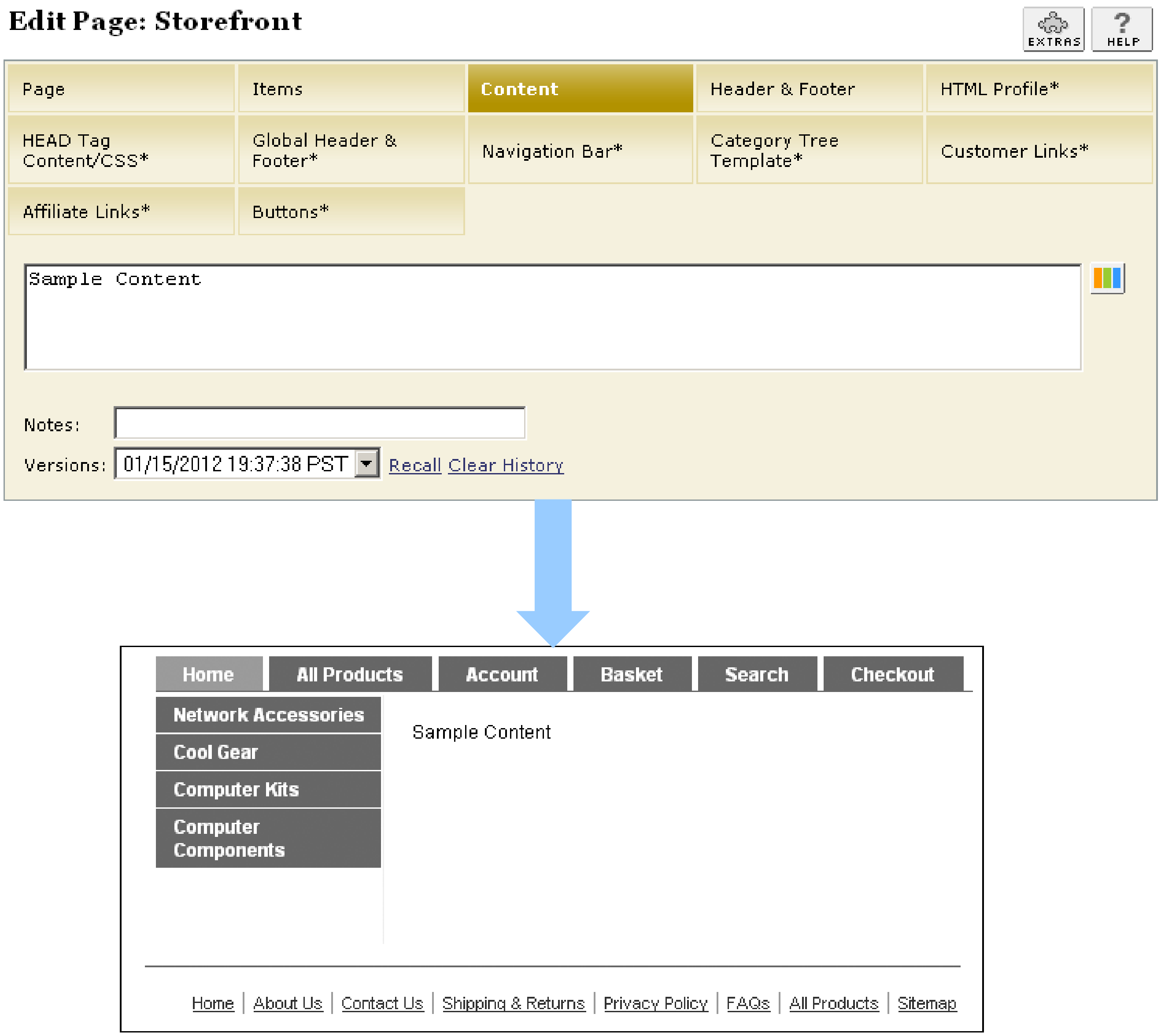
To Use the Default Content Region

1. If you edit Pages > SFNT > Page tab, the default template code contains an item called "Content".



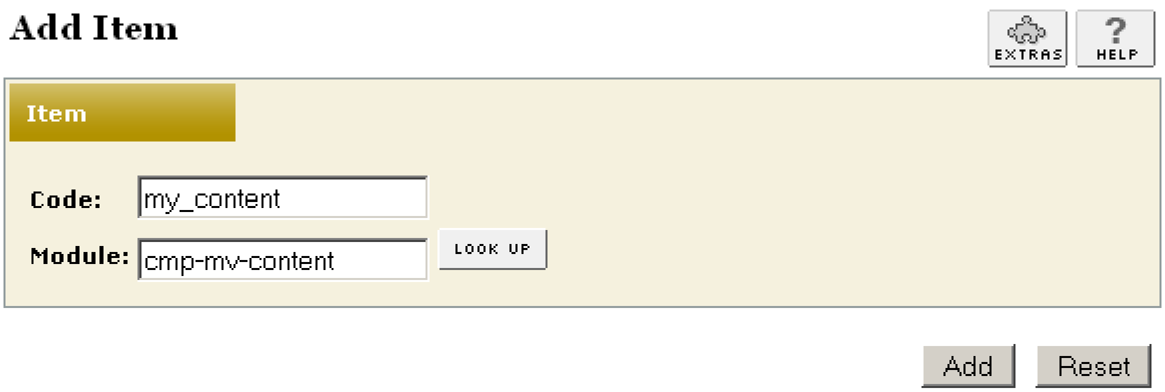
- Use the Page tab template code to control *where* the content region appears in the page. Wherever you place the line "<mvt:item name="content" />" is where that region will appear in the store page.
- The item name must match the tab name. If you have a content tab called "Content", the mvt item name must also be "content".

2. Now go to the Content tab. In this tab you can control *what* will go into the content region.

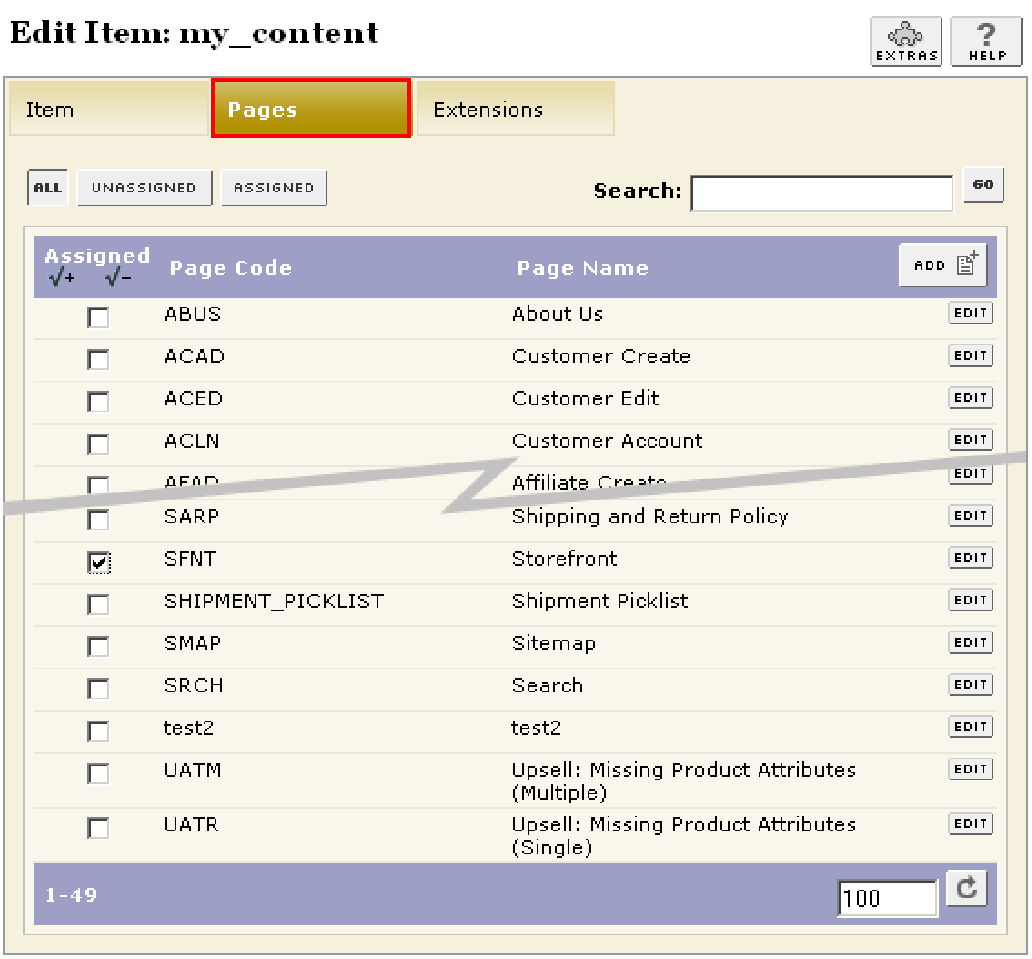


To Create Custom Content Regions

1. Go to Pages and click on the Items tab.
2. In the Items tab, click the **Add Item** button.
3. In the Add Item screen:
   - 3.1. Give the new item any code that you want.
   - 3.2. In the Module field, enter: cmp-mv-content
   - 3.3. Click the **Add** button.



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 tab to appear, then click Update. In our example, we'll select SFNT (Storefront).

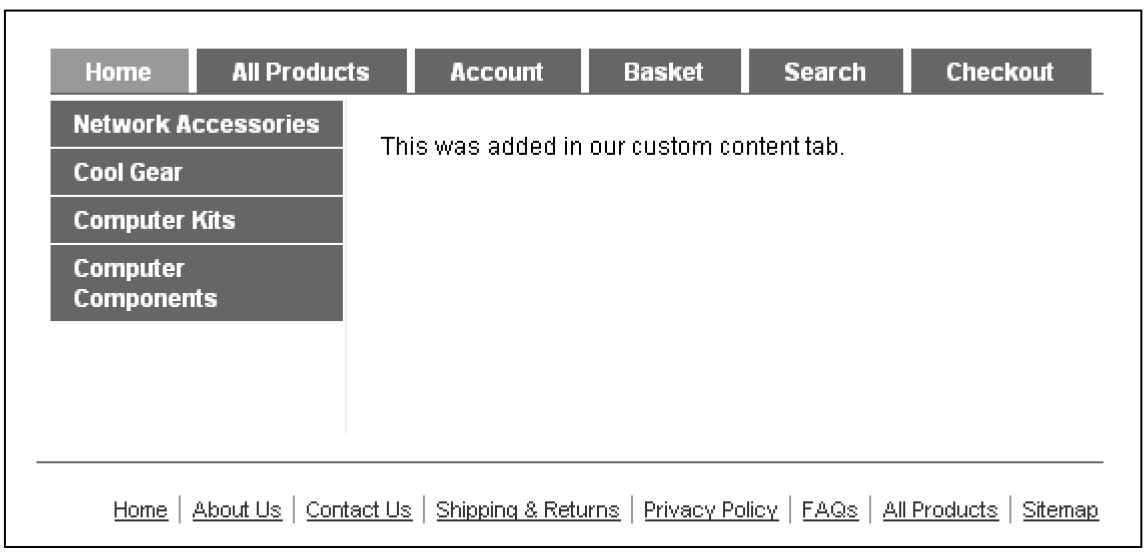


6. Now edit the page where you added the item. In our example we added the item to the Storefront page, so we'll edit Pages > SFNT. There is now a tab called "Content (my_content)". Click on this tab.
7. In the Content (my_content) tab we'll add some sample text and then click Update.

8. Click on the Page tab, add a new mvt item name, and click Update. Note that the name of the new item is the text that is enclosed in parentheses in the new tab. In our example, the name of our custom content tab is "Content (my_content)", so the new item looks like this:

   <mvt:item name="my_content" />

9. The text that you added now shows up in your Storefront page.

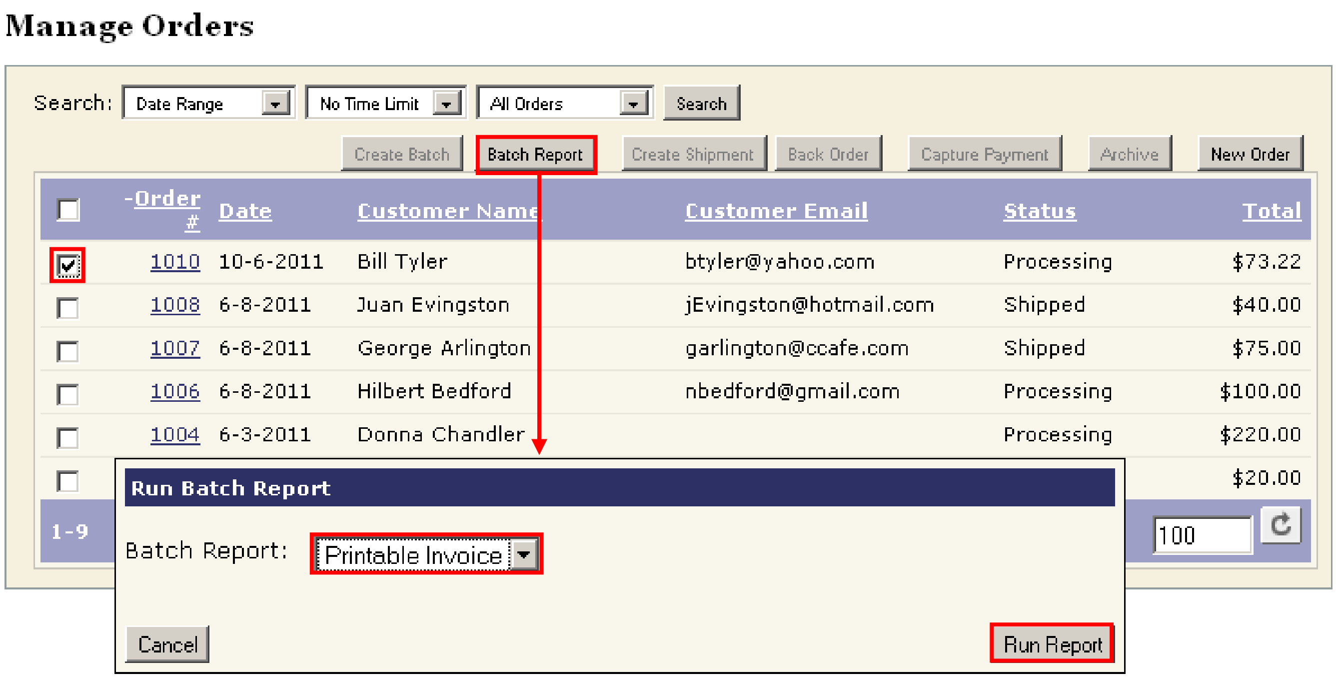


Content (inline_css) Tab

The inline_css tab appears in the ORDER_INVOICE (Printable Invoice) page by default. This tab controls the content and formatting of the printable invoice in the Miva Merchant admin interface and has no effect on your store.

To see what your printable invoice currently looks like:

1. Select Manage Orders from the leftnav.
2. In the Manage Orders screen, check the box next to an order and click the **Batch Report** button.
3. In the Run Batch Report dialog box, select Printable Invoice and click Run Report.



4. The printable invoice will open in a new window.

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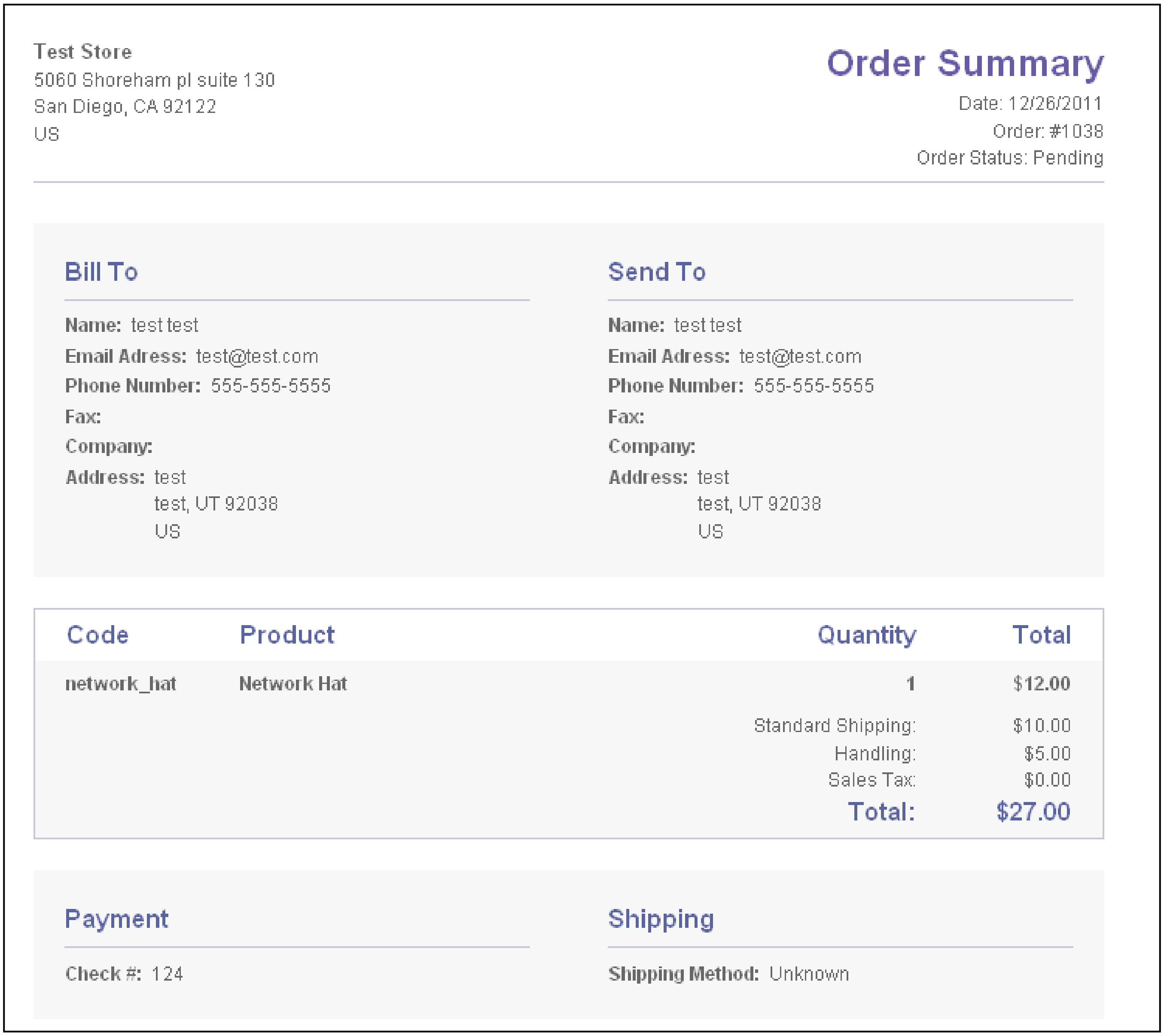


Test Store
5060 Shoreham pl suite 130
San Diego, CA 92122
US

Order Summary
Date: 12/26/2011
Order: #1038
Order Status: Pending

Bill To

Name: test test
Email Adress: test@test.com
Phone Number: 555-555-5555
Fax:
Company:
Address: test
test, UT 92038
US

Send To

Name: test test
Email Adress: 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
		Total:	**$27.00**

Payment

Check #: 124

Shipping

Shipping Method: Unknown

Customer Information Tab

By default, customers can enter their Ship To/Bill To information in two screens:

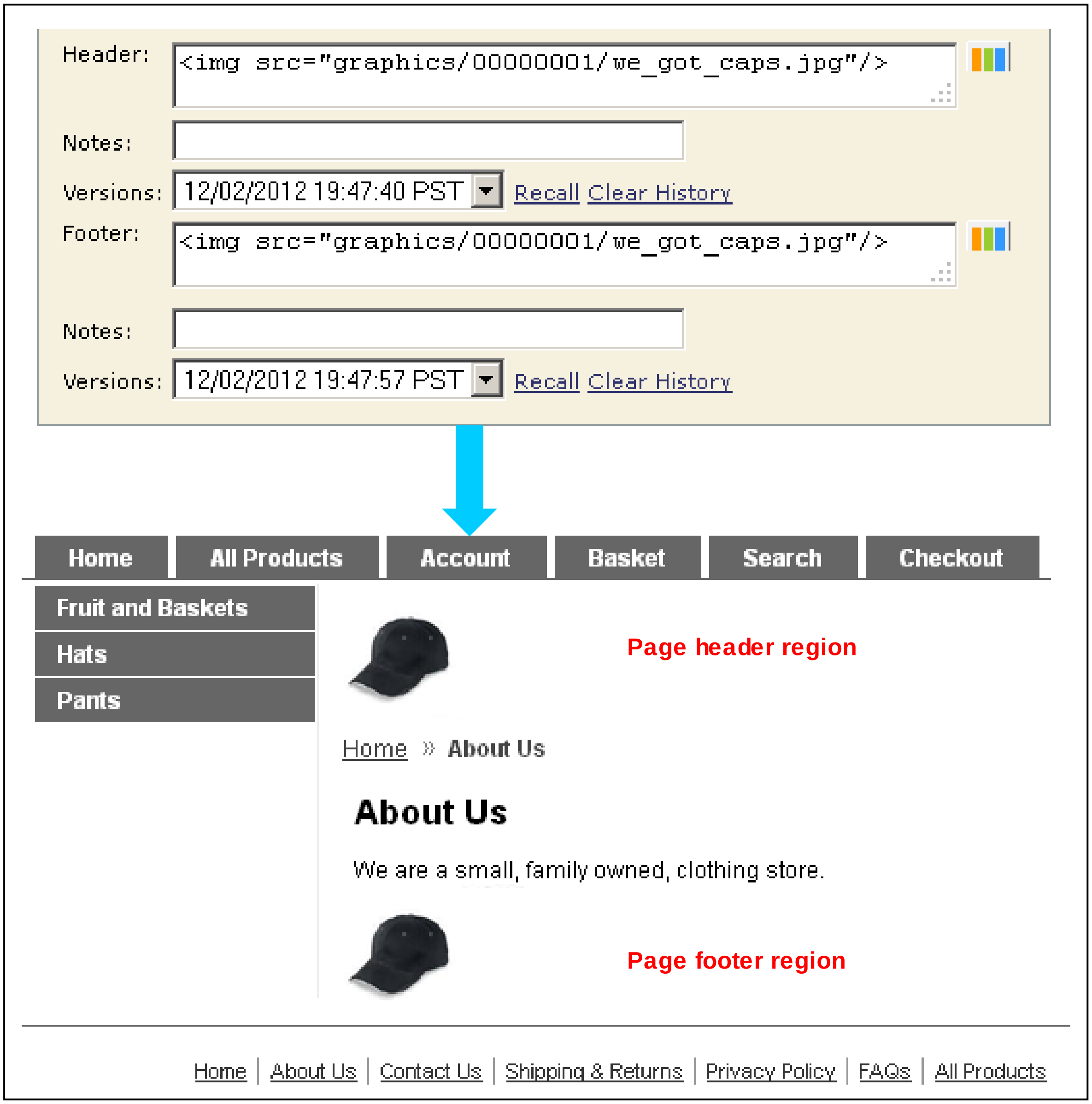
- When the customer creates a new account in your on-line store (page ACAD, Customer Create).
- When the customer doesn't have an account, and enters their Ship To/Bill To information during checkout (page OCST, Checkout: Customer Information)

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 *Edit Store > Customer Fields Tab*.

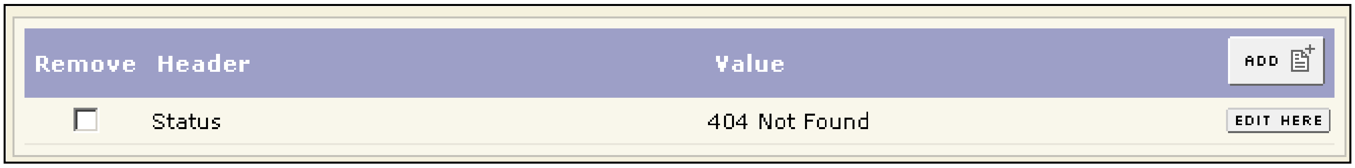
But after the customer's shipping information has been entered, it can be displayed on other screens, such as the Invoice page (INVC). You can use the template code on the Customer Information tab to control the appearance of customer information fields on pages like INVC.

Header & Footer Tab

Use this tab to add content, such as images, html, and JavaScript, to a page's header and footer.



HTTP Headers Tab



The HTTP Header tab allows you to 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). 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. 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 did not 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. Edit Pages NTFD > 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

Controls the format of order items on pages like INVC.

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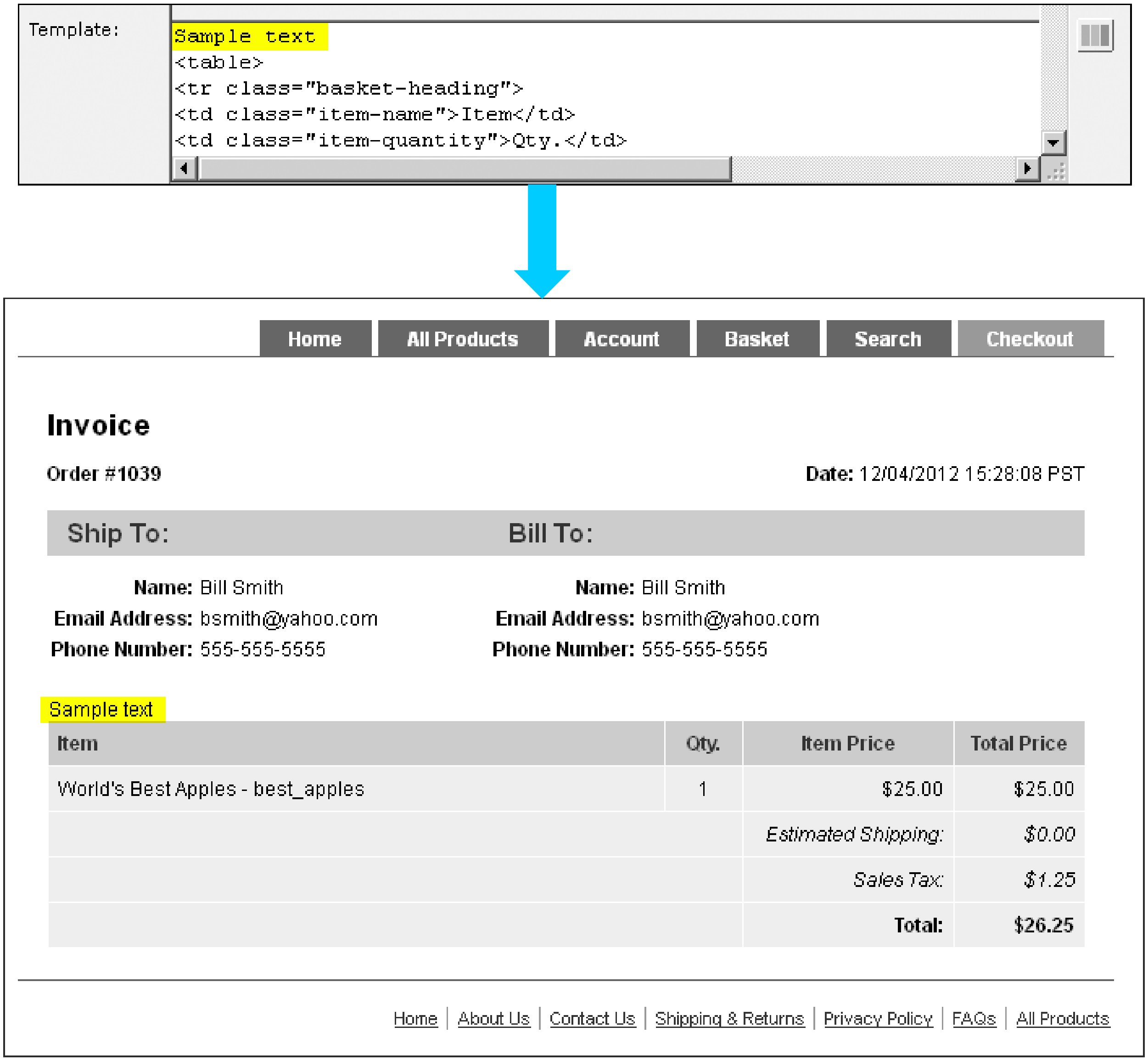
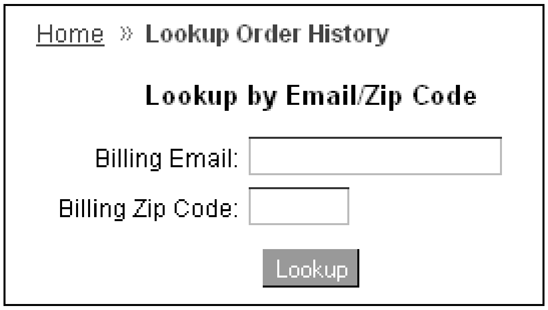


Order History List Layout Tab

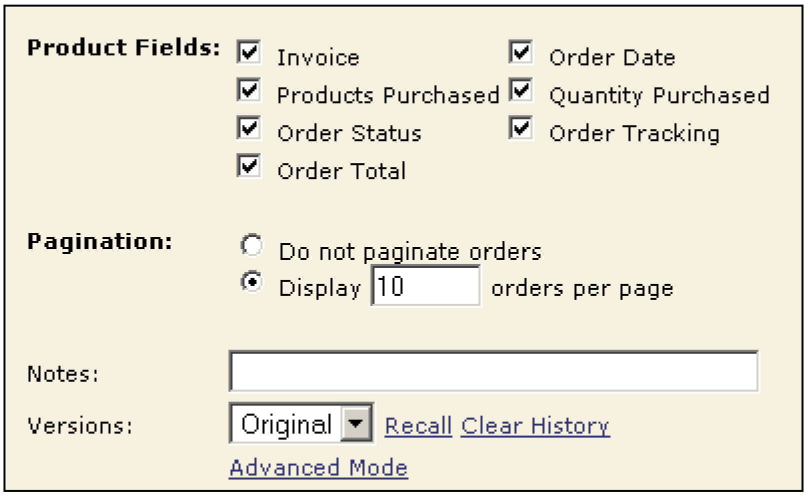
The fields and template code in the Order History List Layout tab control the logic and content in the Order History screen in your on-line store. To view the Order History screen in your on-line store:

1. At the top of the screen in your on-line store, click on the Order History link.

2. In the Lookup Order History screen (ORHL) enter a customer's billing email and zip code, then click the **Lookup** button.

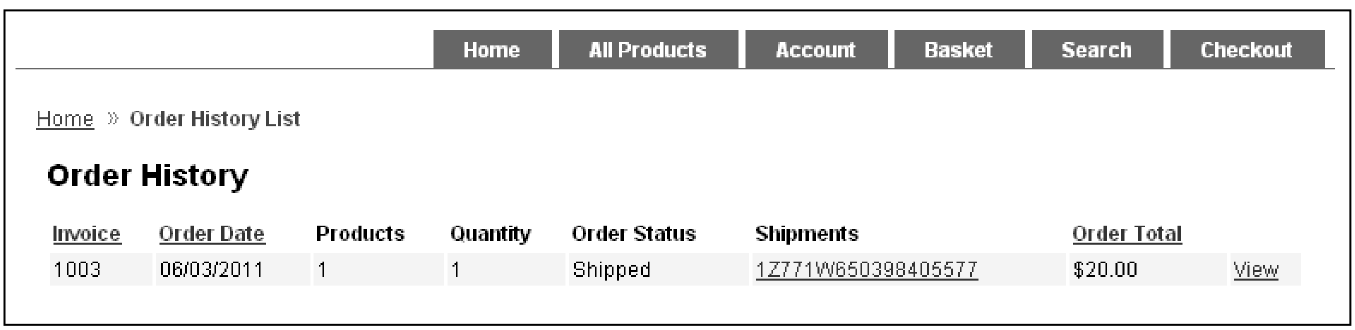


3. The order history screen for that customer will appear.



Order History tab in the admin

Order History screen in your on-line store.



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 B: Common Fields in the Admin Interface*.
Versions:
Recall:
Clear History:

Publication Date: 10/30/2013

Page Tab

The Page tab controls *most* of the format and content: text, html, JavaScript, etc, on the current page. We say "most" because there are other portions of a page that are controlled by the template code on other tabs:

- *Edit Store > Global Header and Footer Tab*. You can use the global header and footer to put the same content on every page in your store.
- *Header & Footer Tab*. Every page in your store can also have a unique header and footer.
- Some pages have template code that controls certain regions of the page. For example, the *Edit Store > Category Tree Template Tab* has template code for customizing the category tree, and also has its own header and footer.

Note that the Page tab has the ability to over-ride the content of any other template code used on the current page.

Product Attribute Template Tab

Please see *Pages Related to Upsale Products*.

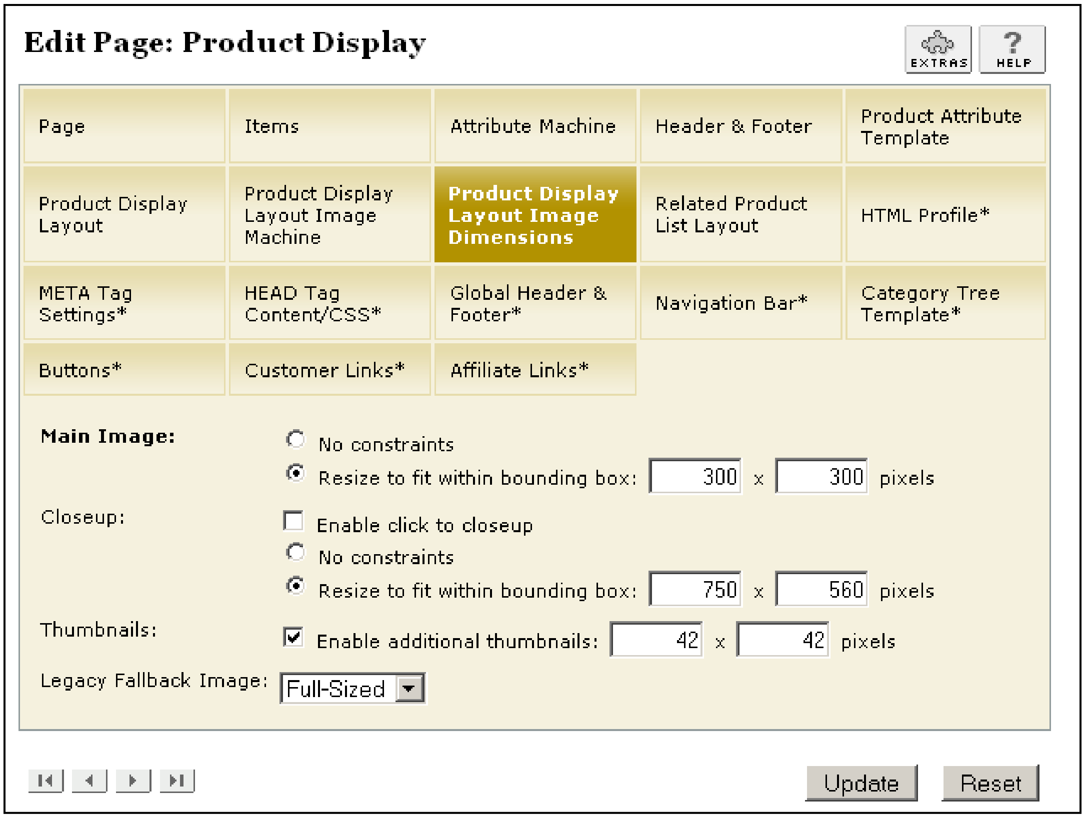
Product Display Layout Tab

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.
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 Tab*.
Notes: Versions: Recall: Clear History:	See *Appendix B: Common Fields in the Admin Interface*.

Publication Date: 10/30/2013

Product Display Layout Image Dimensions Tab



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 page 135 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 *Additional Images*, 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.

Legacy Fallback Image

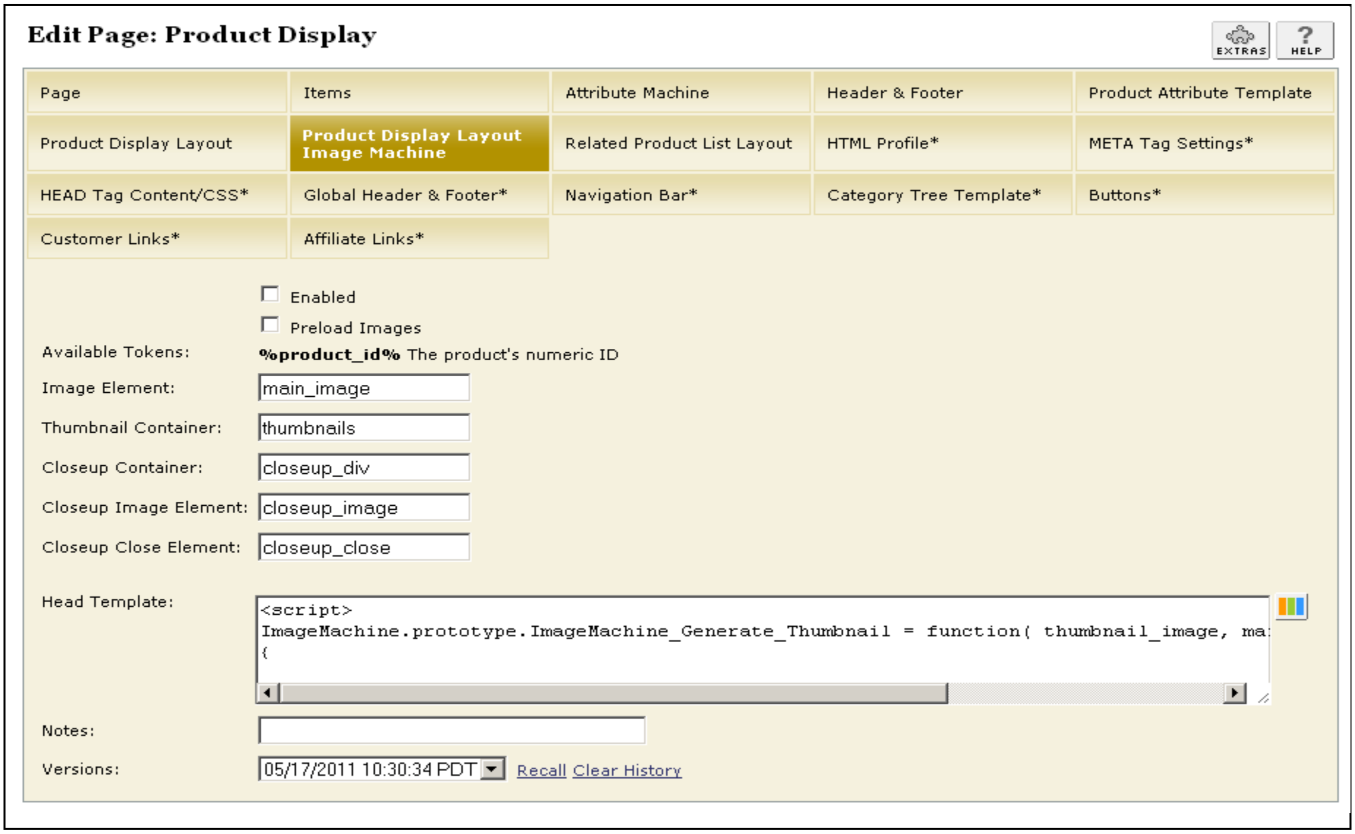
To understand this setting you should read the section on *Image Types*.

If you chose to display Image Types in:

Pages > PROD > Product Display Layout tab > Image drop-down list

and the system can't find a picture to display, the system will display the image you select here. For example, if you sell t-shirts, and every t-shirt has a picture with an Image Type of "Front", and for some reason the system can't find the "Front" image for a particular shirt, you could set the Legacy Fallback Image to display a thumbnail or the old style "Full-Size" image instead.

Product Display Layout Image Machine Tab



The Image Machine is JavaScript code that helps to implement features such as *Additional Images*, and associated features such as automatically generated thumbnails and close-ups (lightbox).

Enabled:	In order for the Image Machine to provide the features associated with Additional Images: • This checkbox must be enabled. • The Image Machine must be assigned to a page, for example Edit Page: Product Display > Items tab > product_display_imagemachine checkbox.
Preload Images:	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. 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.

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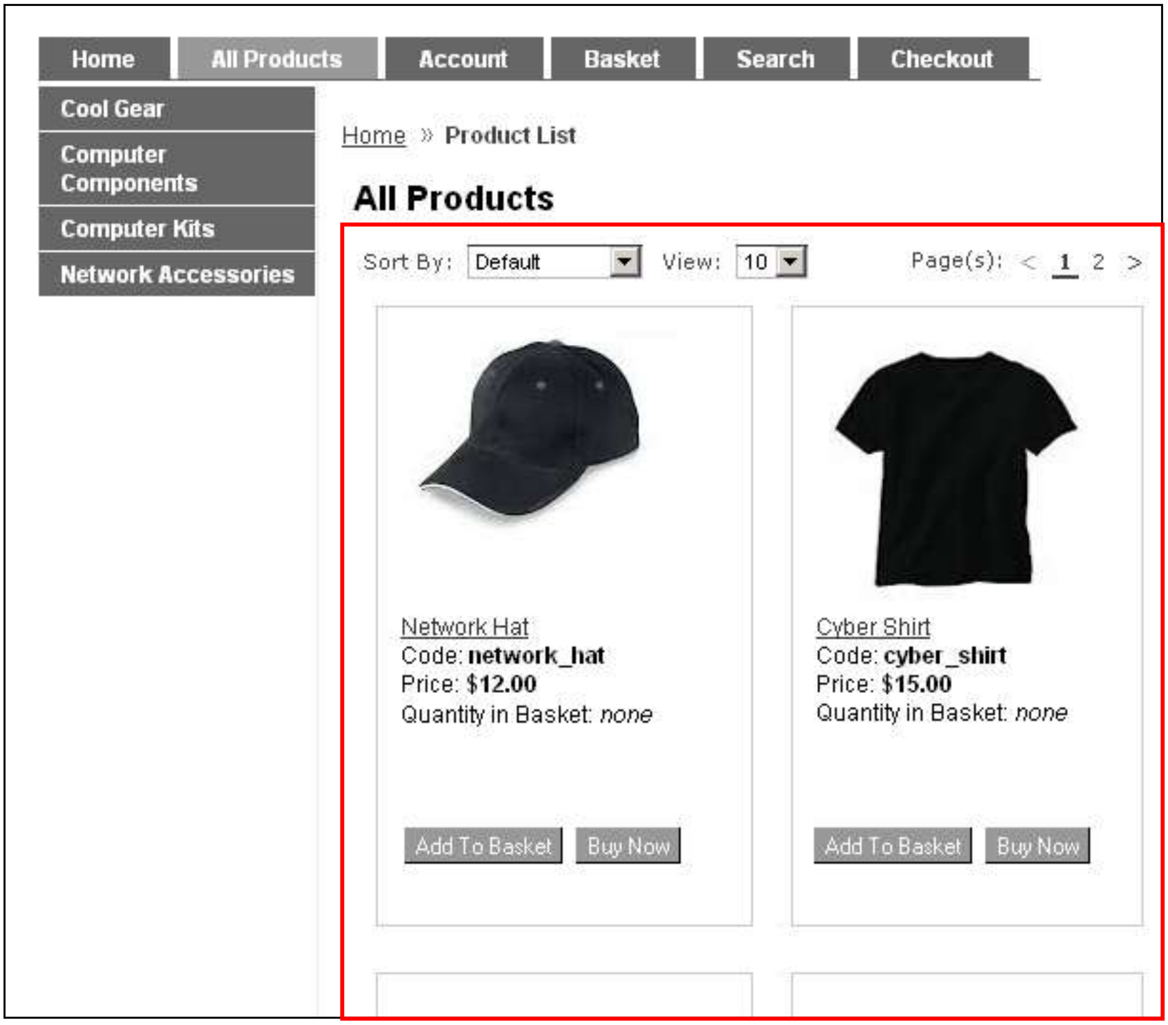
Available Tokens:	The list of tokens you can use in the element fields (Image Element, Thumbnail Container, etc.)
Head Template:	Code used by the image machine. It contains JavaScript that displays additional images.
Notes:	See *Notes*.
Versions:	See *Versions*.
Recall:	See *Recall*.
Clear History:	See *Clear History*.
Color Selector:	See *Color Selector*.

Product List Layout Tab

The fields in this tab are described under *Category Product List Layout Tab*. If you click on the Advanced Mode link at the bottom of this tab, you can edit the Product List Layout template code. This code controls the format and content of everything on the "All Products" screen (PLST) in your on-line store under the text "All Products".



The Product List Layout template code controls everything on the All Products screen under the text "All Products".

Related Product List Layout Tab

This tab appears in the PROD page by default. The fields on this tab are identical those in the *Category Product List Layout Tab*. 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 add related products in the *Edit Product > Related Products Tab*.

Search Results Image Dimensions Tab

The Search Results Layout tab appears in the SRCH page by default. This tab controls the formatting of images in the search results page in your on-line store. To learn about the controls on this tab, please see *Main Image*.

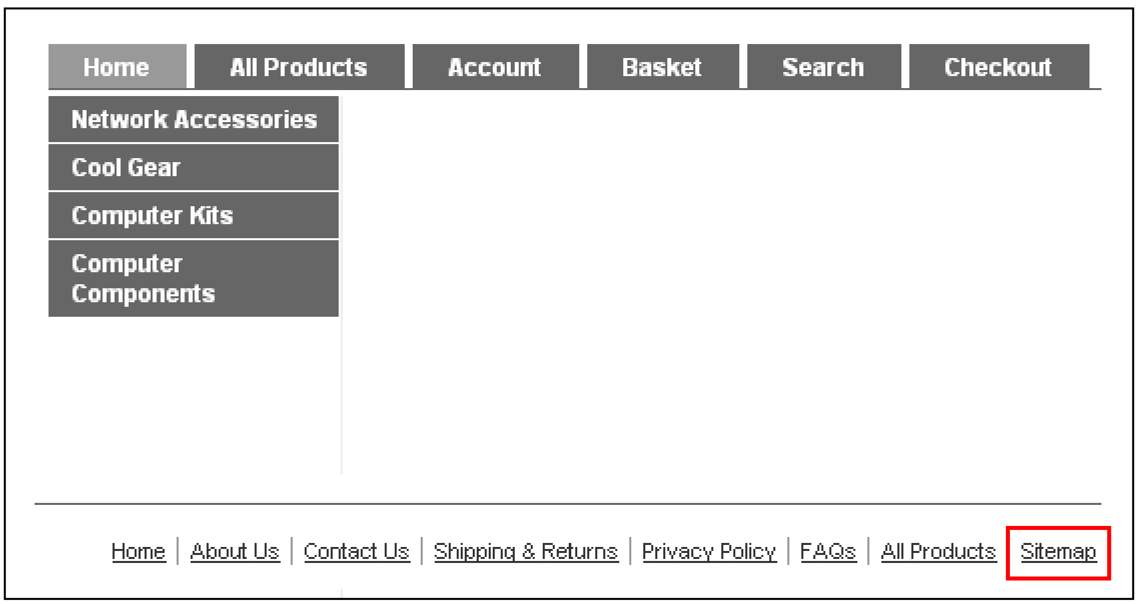
Search Results Layout Tab

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.

Sitemap Tab

The Sitemap tab appears in the SMAP page by default. The template code in this tab controls the sitemap screen in your on-line store. However, a Sitemap link does not appear in your on-line store by default. To enable the Sitemap link in your on-line store:

1. Go to Global Settings > Domain Settings > SEO Settings tab.
2. In the SEO Settings tab, check the "Enable Sitemap" checkbox, then click Update.



Sitemap link in your on-line store.

UPS Branding and Disclosures Tab

This tab only appears if you have the *UPS® Online Tools Module* 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:

<img style="float: right; margin: 0 31px 0 31px;" src="&mvt:ups:logo_dir;LOGO_L.gif">

You can change the size of the UPS logo by using either the "LOGO_M.gif" or "LOGO_S.gif" files.

View Order Layout Tab

The View Order Layout tab appears in the ORDS (Order Status) page by default. This tab 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.

Home » Order History List

Order History

Invoice	Order Date	Products	Quantity	Order Status	Shipments	Order Total	
1003	06/03/2011	1	1	Shipped	1Z771W650398405577	$20.00	View

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	**Name:**	Paul Edwards
Email Address:	pedwards@google.com	**Email Address:**	pedwards@google.com
Phone Number:		**Phone Number:**	
Fax Number:		**Fax Number:**	
Company:		**Company:**	
Address:	84 Chestnut Grove Birmingham, AL 35229 US	**Address:**	84 Chestnut Grove Birmingham, AL 35229 US

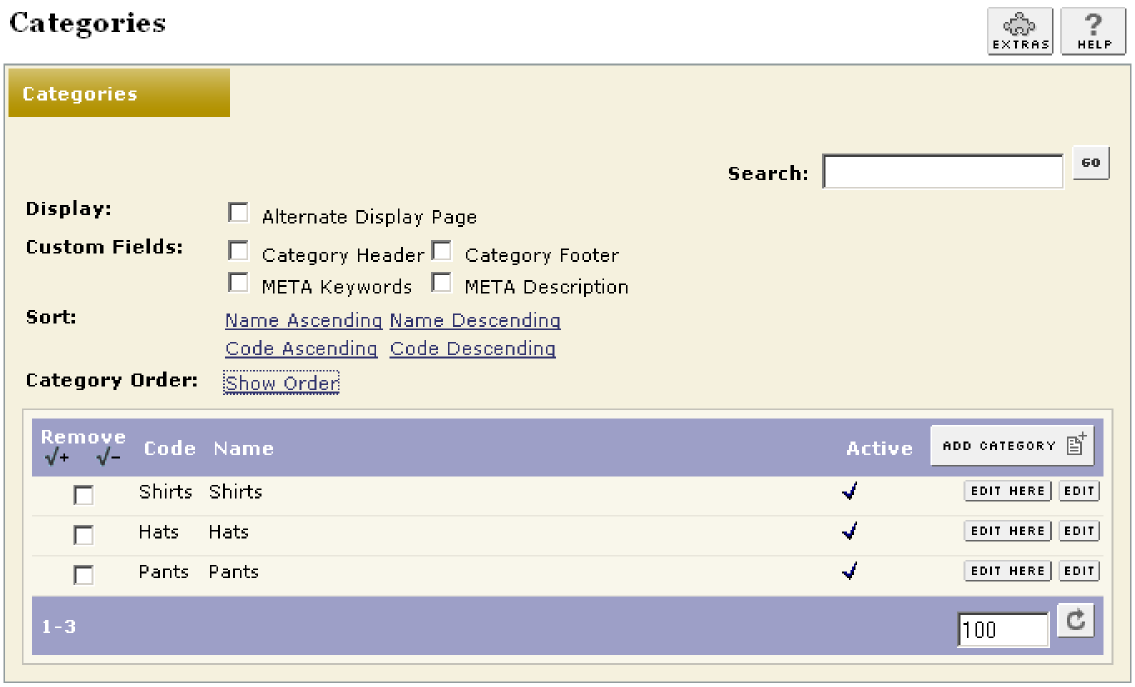
	Product Description	Status	Quantity	Price/Ea.	Total
reorder	Optical Mouse	Shipped on 11/30/2011. Tracking #1Z771W650398405577	1	$20.00	$20.00
				Total:	**$20.00**

Categories

Use the Categories screen in the leftnav 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 *Edit Product > Categories Tab*.

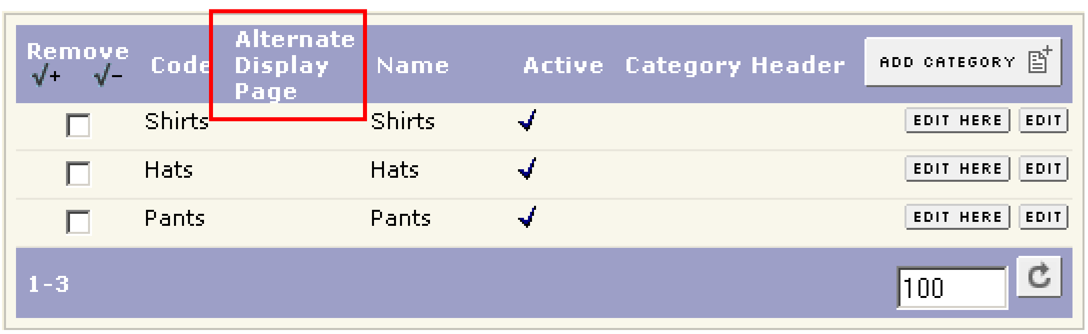
Technically, you don't have to assign a product to a category. Customers would still be able to find the product by clicking on "All Products" or by searching for a general term, like "hat". However, putting your products in categories makes it easier for customers to browse your store and find the products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



Display:
Custom Fields:

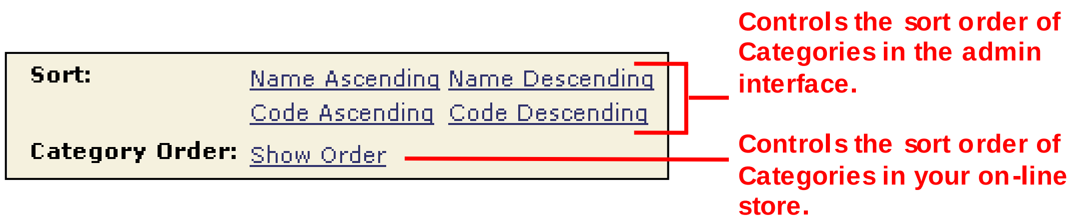
Click on the checkboxes that you want to appear as columns in the category list. For example, check the "Alternate Page Display" checkbox, then click the **Update** button:

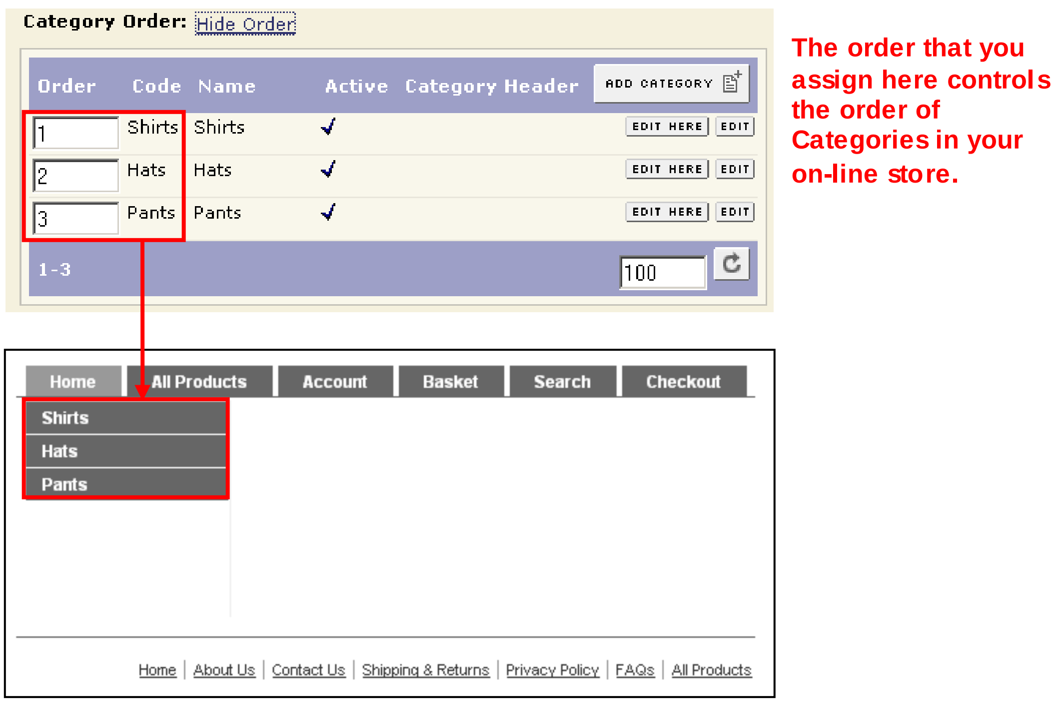


Sort:

Click on one of the Sort links to sort the list of categories.

Category Order:	Click on the "Show Order" link to control the order of categories in your on-line store. By default, the order that categories are listed in the admin interface is how they will appear in your on-line store. However, they are independent of each other. You can change the order that categories are displayed in the admin interface without affecting your on-line store, and vice-versa.





To Create a New Category

You can create and edit categories in the categories main screen or when you are editing a product (Products > Edit Product > Categories tab).

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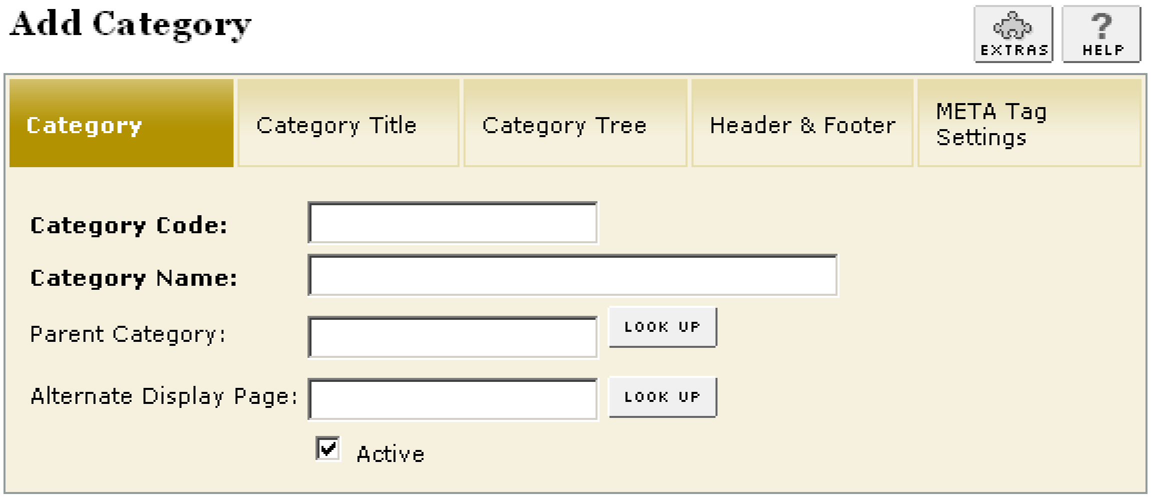
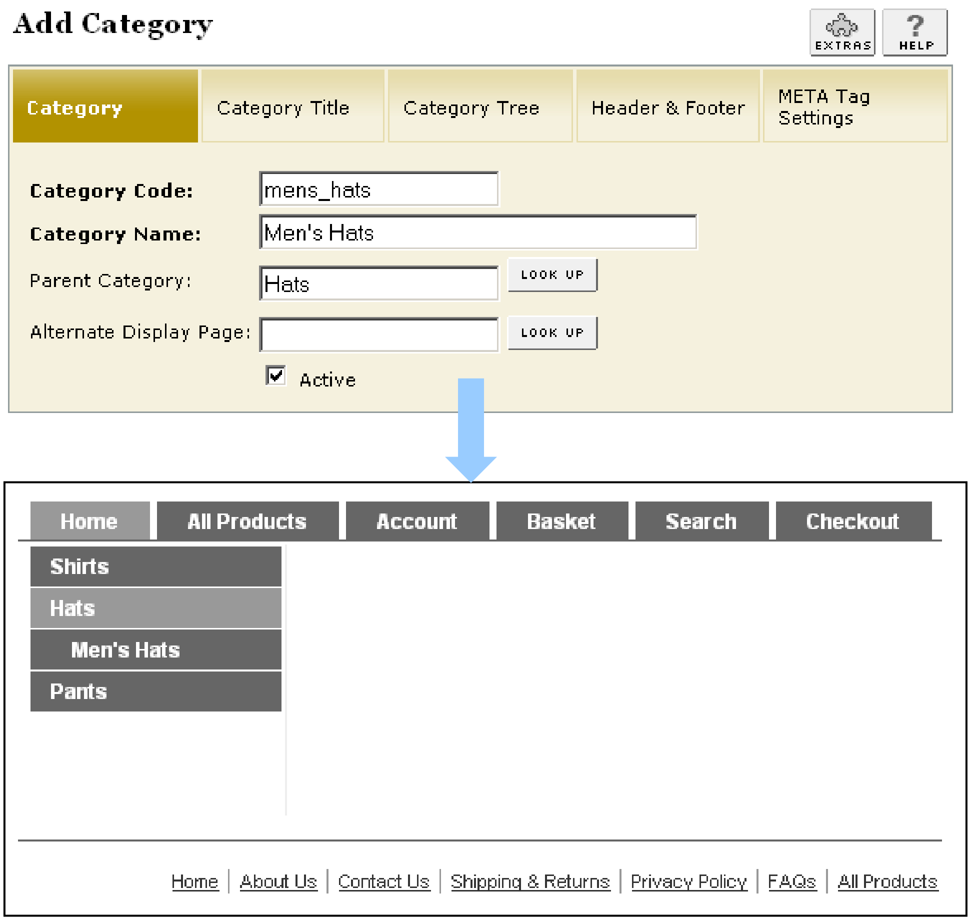


1. Click on the **Add Categories** button. In the Category Tab:

   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:

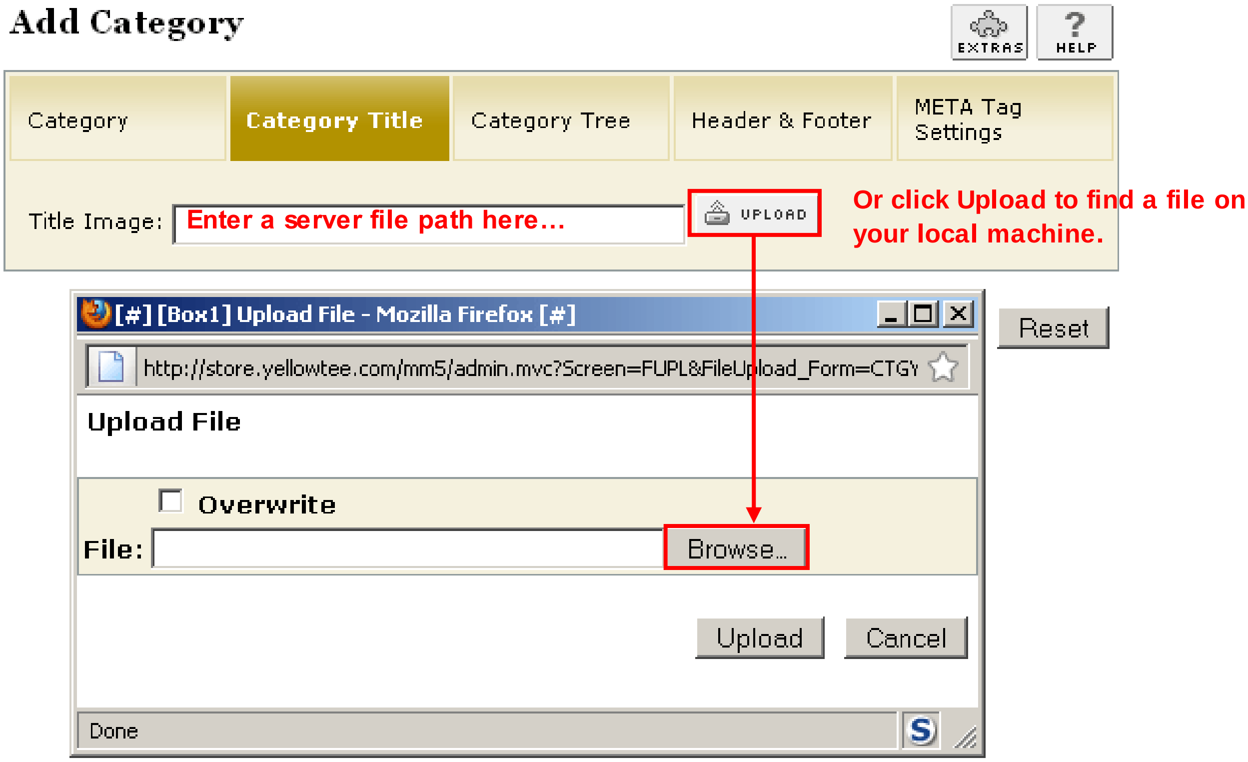


1.4. **Alternate Display Page**: By default, the content and appearance of all category pages in your on-line store is controlled by the CTGY page in the admin interface (Pages > Edit CTGY). However, you can create additional category display pages and use a different one for each category. For example, 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 have already created a new category page that you want to use for the category that you are creating, enter the page name 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. Click on the Category Title tab. This tab is optional and is only used if you want to have a graphic at the top of the category page.



2.1. In the Category Title tab 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.
- Click on the **Upload** button and then the **Browse** button to upload an image from your local machine to the server.

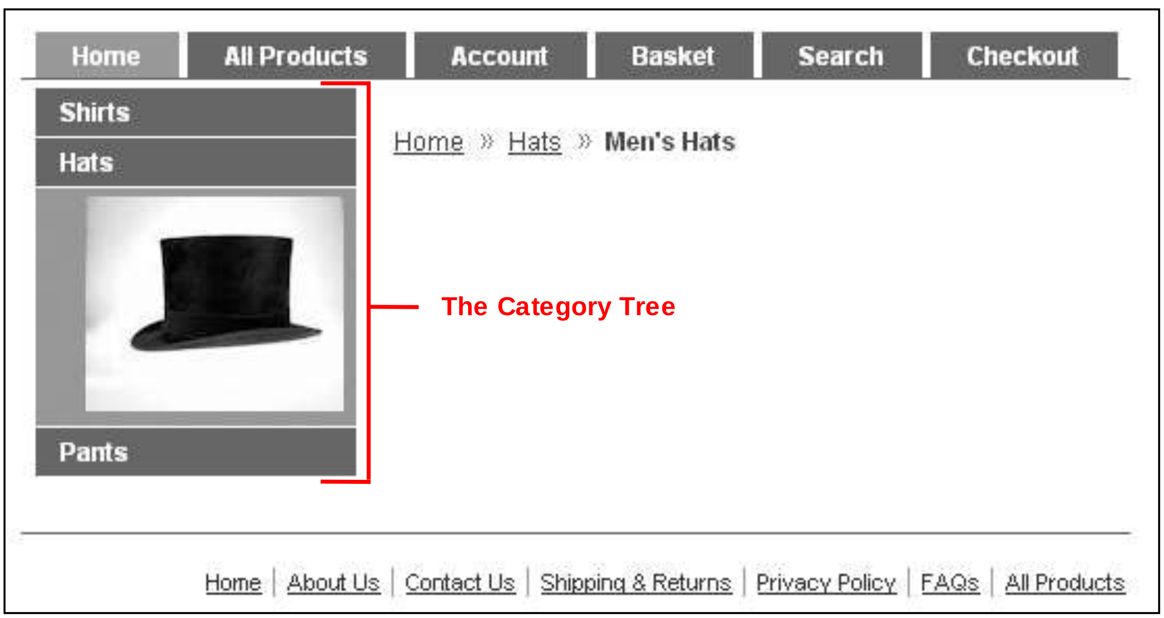
2.2. In the Category Title tab, click the **Update** button. The image that you uploaded will now appear when the user clicks on the category.

3. In the Add Category screen, click on the Category Tree tab. This tab is optional and is only used if you want to have an image in the category tree instead of text.

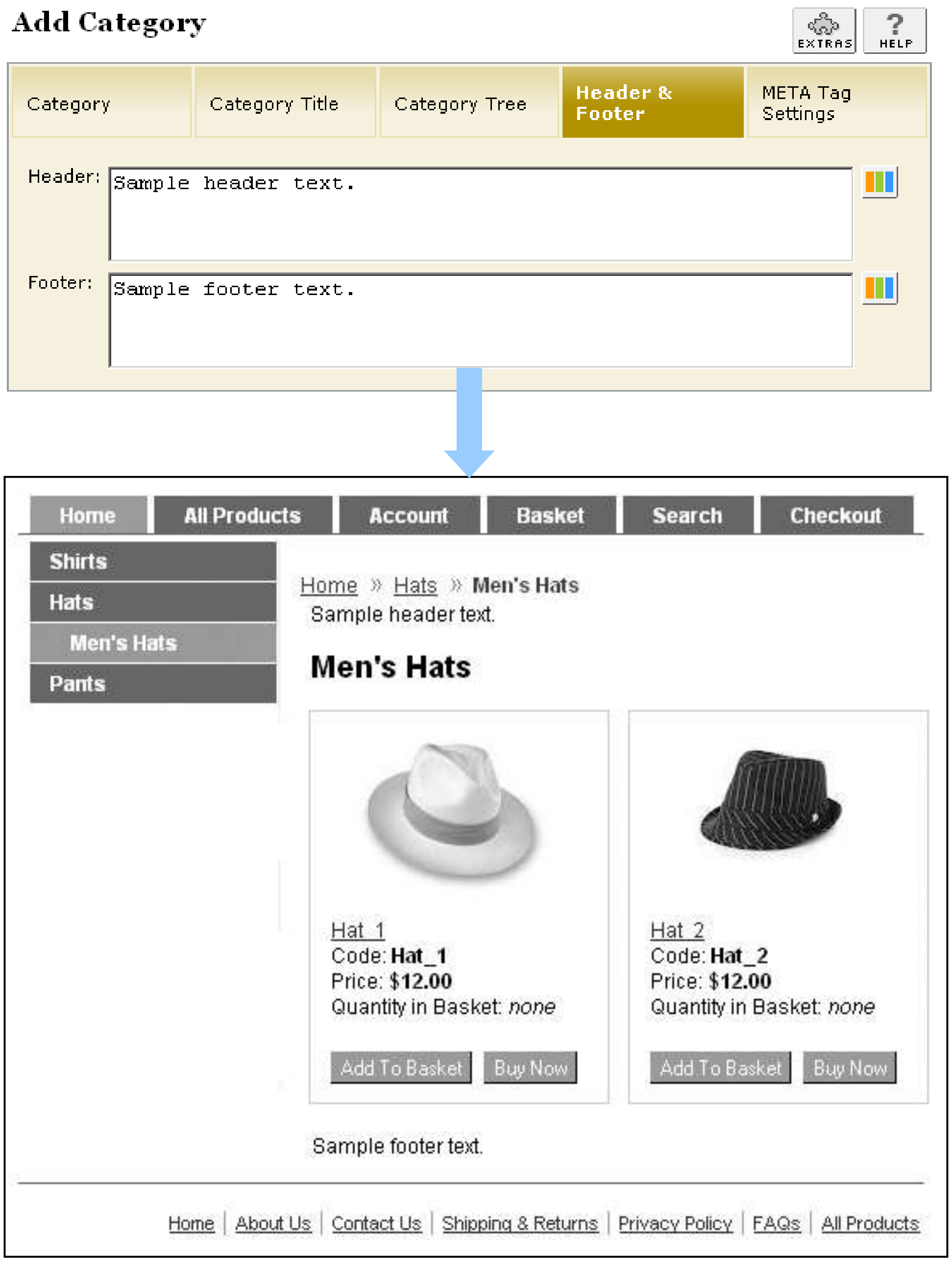
   3.1. In the Category Tree tab you can:

   - 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.
   - 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 tab, click the **Update** button. The image that you uploaded will now appear in the Category Tree when the user clicks on the category.

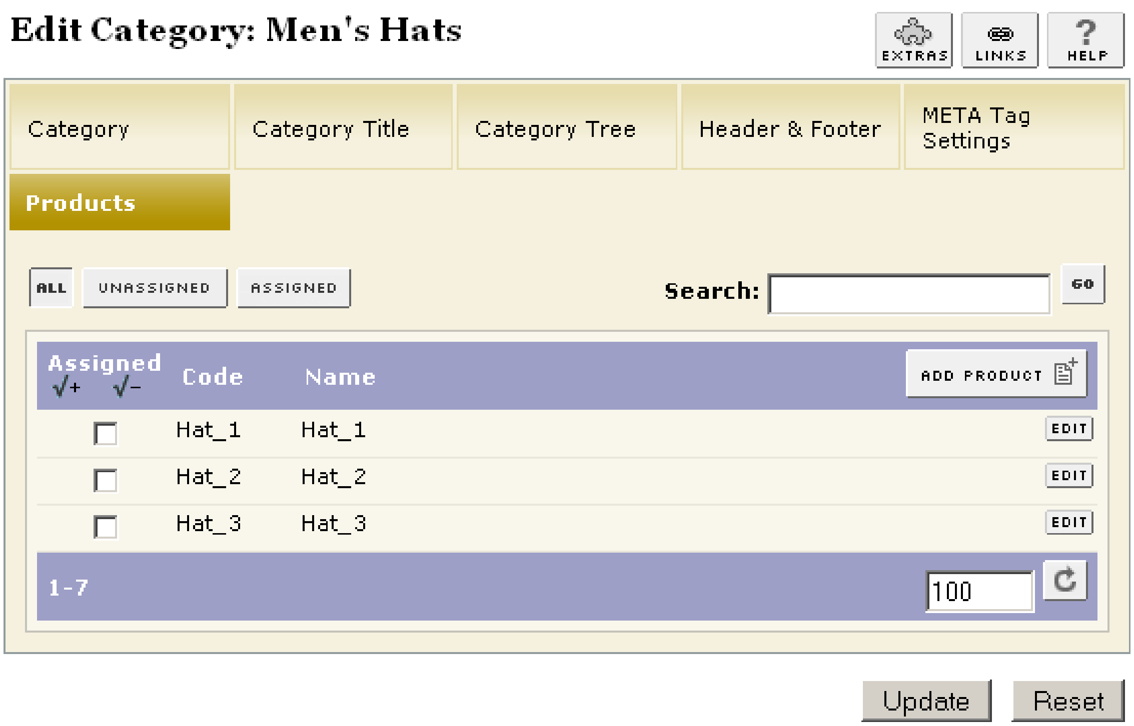


4. In the Add Category screen, click on the Header/Footer tab. This tab is optional. You can use it to add any content you wish: text, images, JavaScript, HTML/CSS, etc, to the header or footer of the category page.



5. In the Add Category screen, click on the Meta Tag Settings tab. 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 *Edit Store > META Tag Settings Tab*.

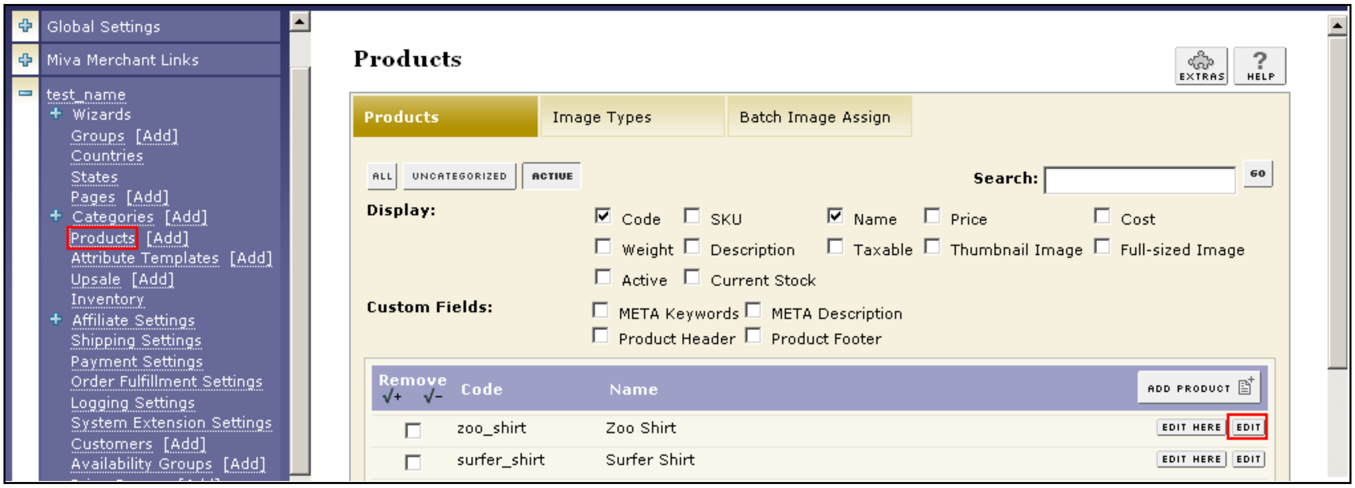
6. When you have finished filling out the fields in the various Category tabs, click the **Add** button. Notice that there is a new tab, "Products".



- You can assign products to the category by checking the box next to a product and clicking the **Update** button.
- You can also assign a product to a category by editing the product and selecting the Categories tab.
- You can also assign product to categories during import. See *Utilities > Import Data*.

Products

Edit Product



All / Uncategorized / Active	Click on the **All** button to see all products that you've created. "Uncategorized" will show products that are not currently assigned to a category. The **Active** button will show all products are marked as "Active" (Edit Product > Product tab > Active checkbox) and visible in your on-line store.
Display / Custom Fields	Check these boxes to add columns to the display. For example, if you check the "Code" box, a Code column will appear in the list of products.

To edit a Product, select the Products main screen, then click the Edit link next to the product. The Edit Product screen will appear:

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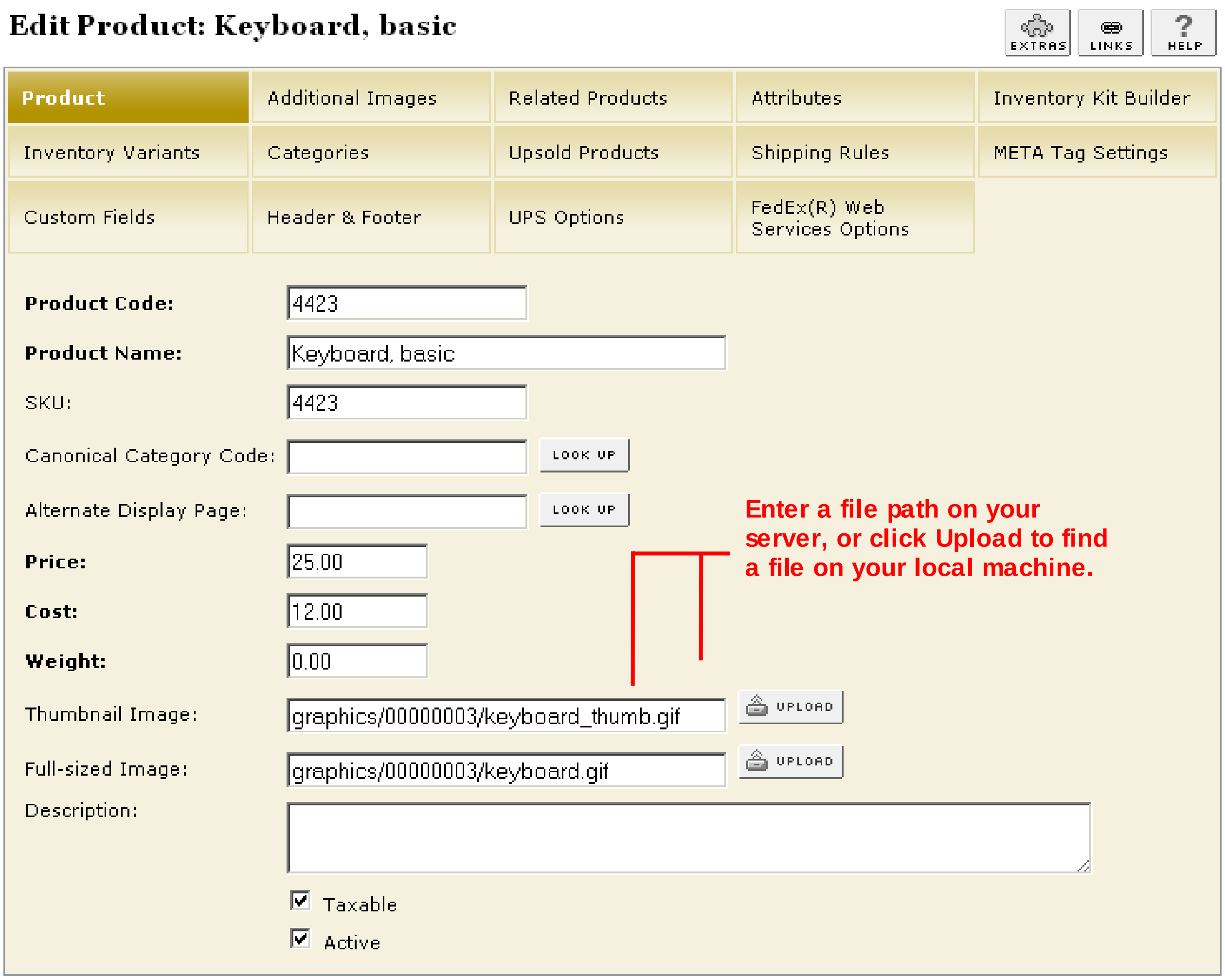

Product Code: A code that identifies the product in the store database.

- 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

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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.

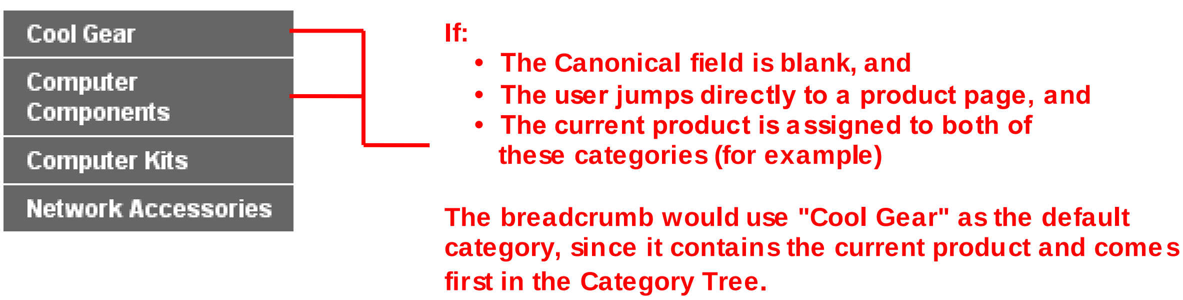
Canonical Category Code: If you want to assign a product to one or more categories, use the Products > *Edit Product > Categories Tab*. The Canonical Category Code has two functions:

- **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:

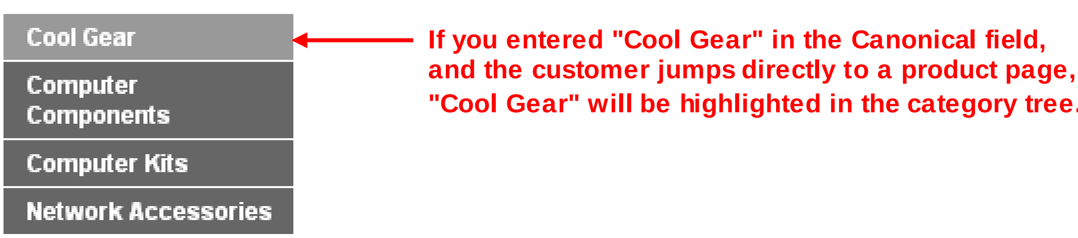
  

  However, there are cases where the customer can go directly to a product page without navigating; for example, if your customer reaches a product page from a Google search, or from search results in your store. In this case, Miva Merchant software doesn't know how to create a breadcrumb.

  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.

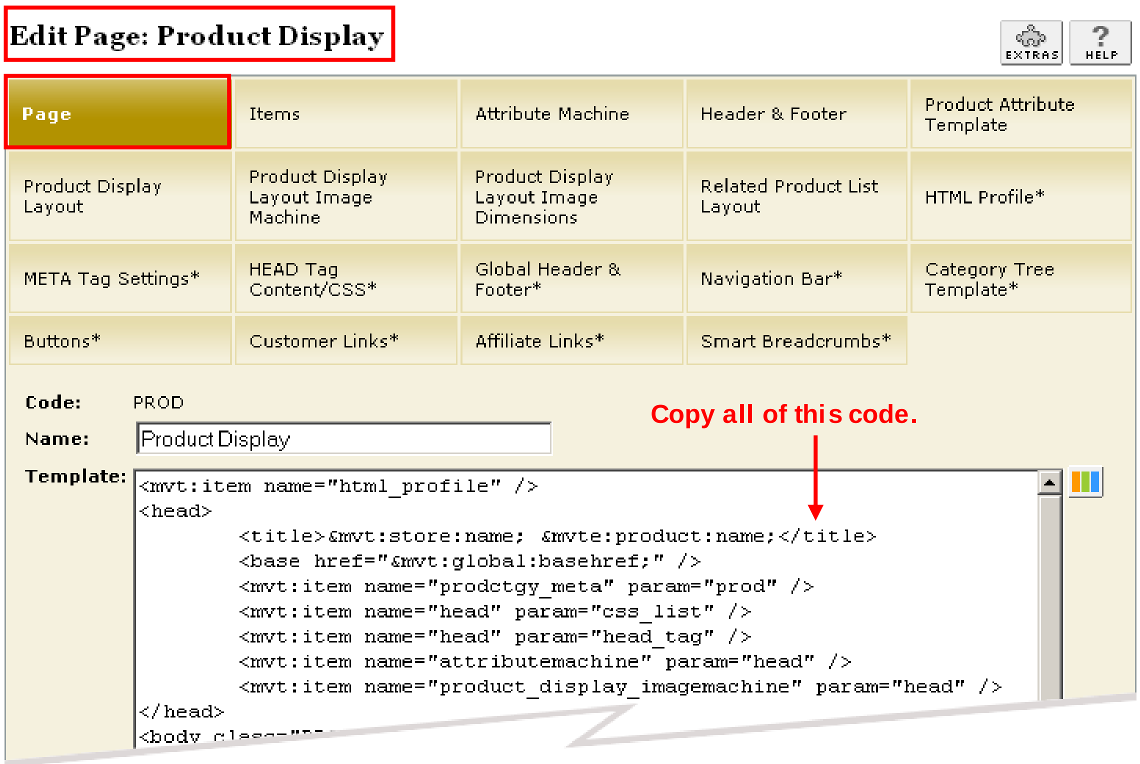
- **Default highlighted category in category tree (CSSUI and MMUI stores)**: If a customer jumps to a product page without navigating, the category that you enter in the canonical field will be highlighted in the category tree:

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. In the leftnav click on Pages.
2. Create a duplicate PROD (Product Display) page.
   - Edit the original PROD page. In the Page tab, select all of the template code and paste it temporarily into a text file.



   - Select the Items tab and click the **Assigned** button. This will show you all of the items that are currently used by the PROD page. Make a screen capture of the Items tab and save it somewhere on your local machine.

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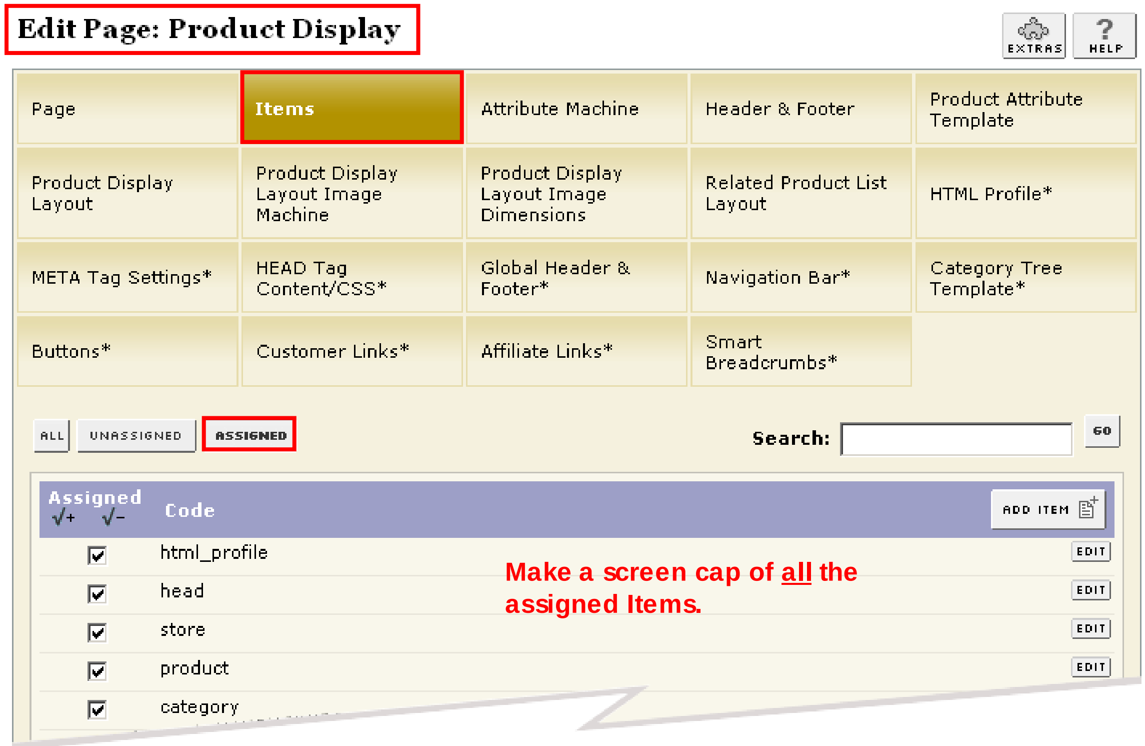


- Select Pages again in the leftnav, then click the **Add Page** button.
- In our example, we'll use PROD_T-SHIRT as both the new page Code and Name. Paste the template code that you copied from the original PROD page into the Template field of the new page, then click Add. An Items tab will appear.
- Open the screen cap of the Items tab for the original PROD page that you made earlier. In the Items tab of the new page, select the same set of items, then click Update. 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 Products > Edit Product > 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 Categories > Edit Category > Category tab > Alternate Display Page field.

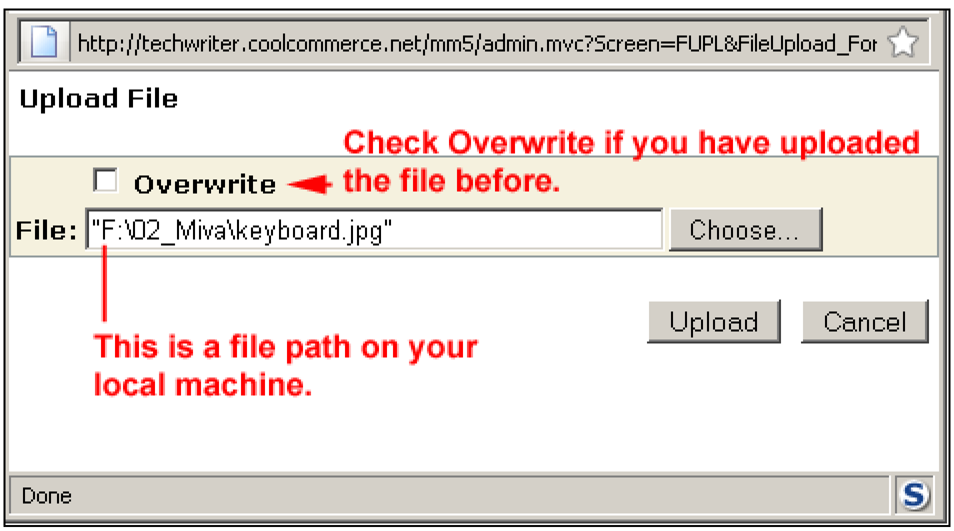
Price: Enter the Price for the product. This is the price that will normally appear in the store. Discounts may be applied, based on this price, when the product is offered to customers who are members of a price group, or when the product is offered as an upsale product

Cost: Specify a Cost value. Businesses use this field in several ways. One is to enter the actual cost of the product, and base special offers on a markup from cost. Another is to enter a set value of your choosing, and offer specials at a price equal to this "cost." If you will not be basing any offers on cost, you can choose to leave the cost at zero.

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.

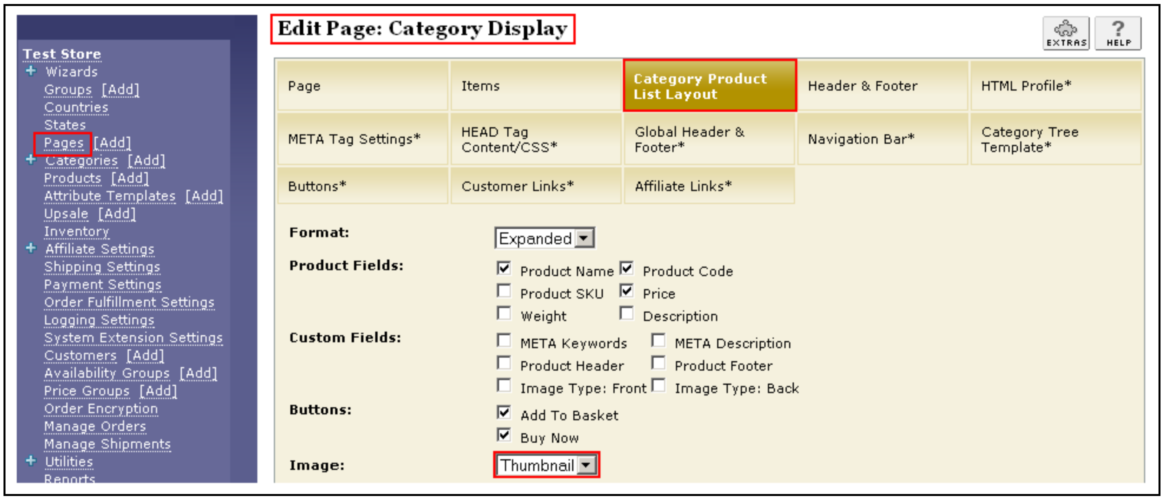
1. In the edit product screen > Product tab, click on the **Upload** button.



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.

   To make the thumbnail appear in a particular page, say the Category page: In the Left Navigation pane, click on Pages, then edit the Category Display (CTGY) page. Select the Category Product

List Layout tab. In the Image drop-down list, select Thumbnail, then click the **Update** button.



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

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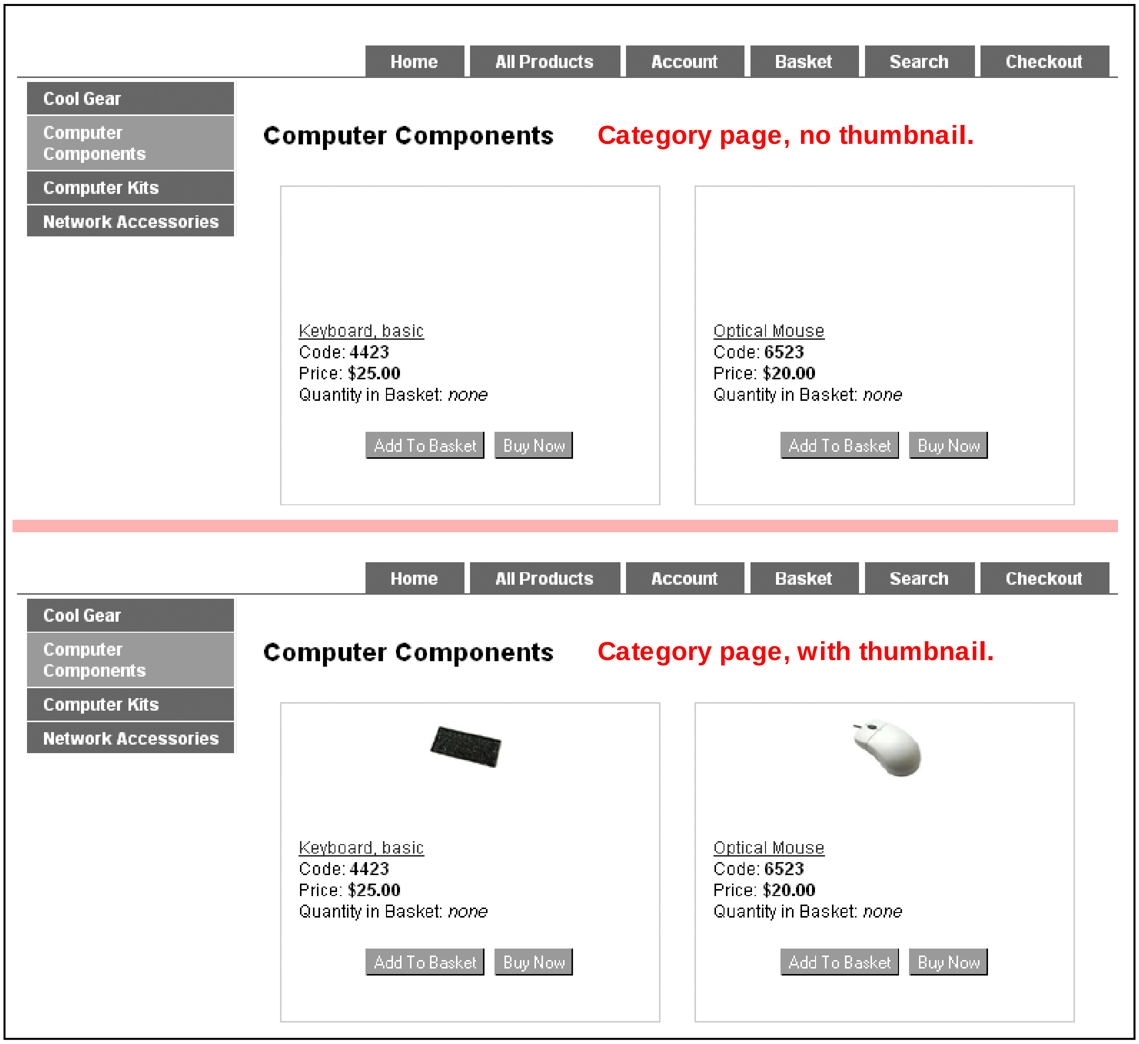
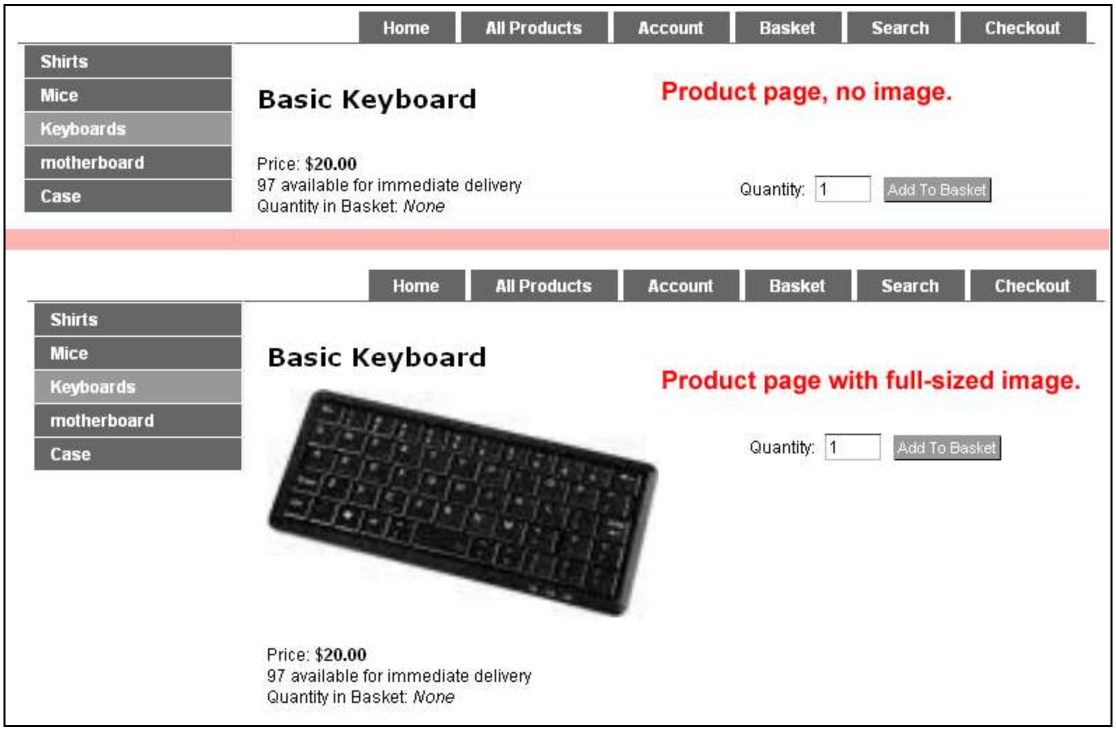


Full-sized Image: The process for adding a full-sized image to the product page is the same as for adding a thumbnail image:

- 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.
- 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.

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.

Products > Image Types Tab

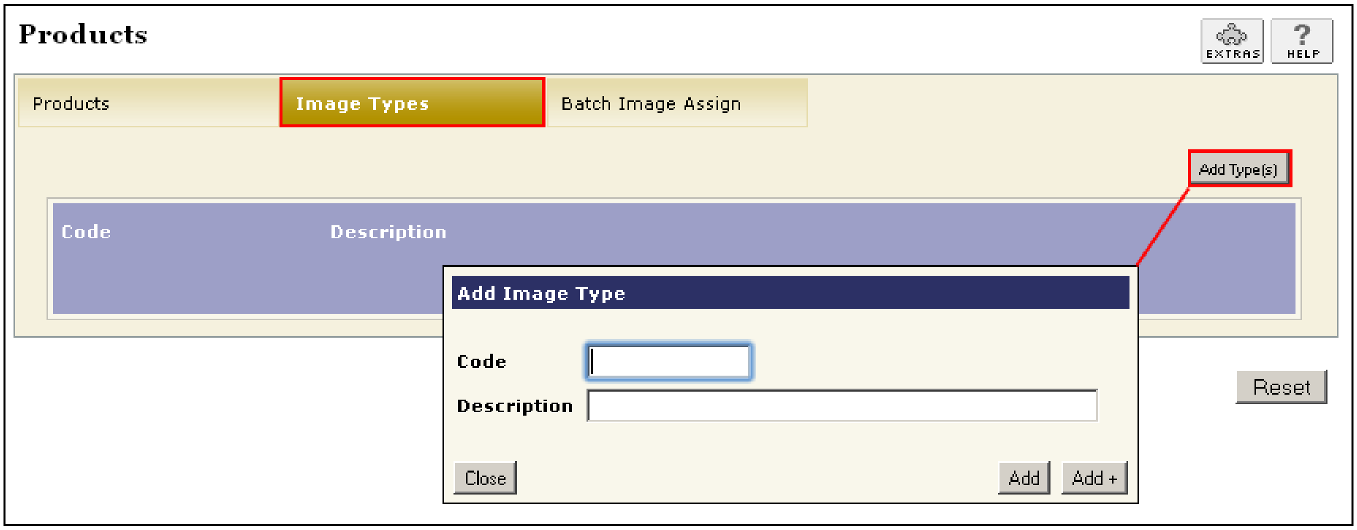


Image Types are categories that you create for your images. When you upload images to your store, you can assign those images to the categories that you have created. Using Image Types is optional and you can upload and display images in your store without them. But Image Types are handy for several areas of store management:

- If your store has a large number of products and images, you can use Image Types with the Import features to quickly upload products along with multiple images for each product. (See *Additional 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 *Use an Image Type in the Search Page*.)

Creating 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 *Edit Product > Additional Images Tab*. It doesn't matter which one you use.

In the Products main page, select the Image Type tab.

In the Image Type tab, click on the **Add Type(s)** button. The Add Image Type dialog box appears.

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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.

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. See *Additional Images - Import Feature*.
- If you assign your images to an Image Type, you can have the picture in that category to show up in:
  - 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

See *Use an Image Type in the Search Page* for an example.

Products > Batch Image Assign Tab

The Batch Image Assign tab allows you to upload many product images and associate them with different products, in one step. To understand how to use this tab, please see the sections:

- *Edit Product > Additional Images Tab*, and
- *Additional Images - Batch Mode*

Edit Product > Additional Images Tab

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

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 > Additional Images tab.

- Simpler method to upload product images
- Easily add multiple images for the same product
- Thumbnail images are automatically created and displayed (if you have at least 2 additional images)
- Supports Lightbox -- the user can click on the product image and see the largest version of the image that you have uploaded.

There are three ways to work with additional images:

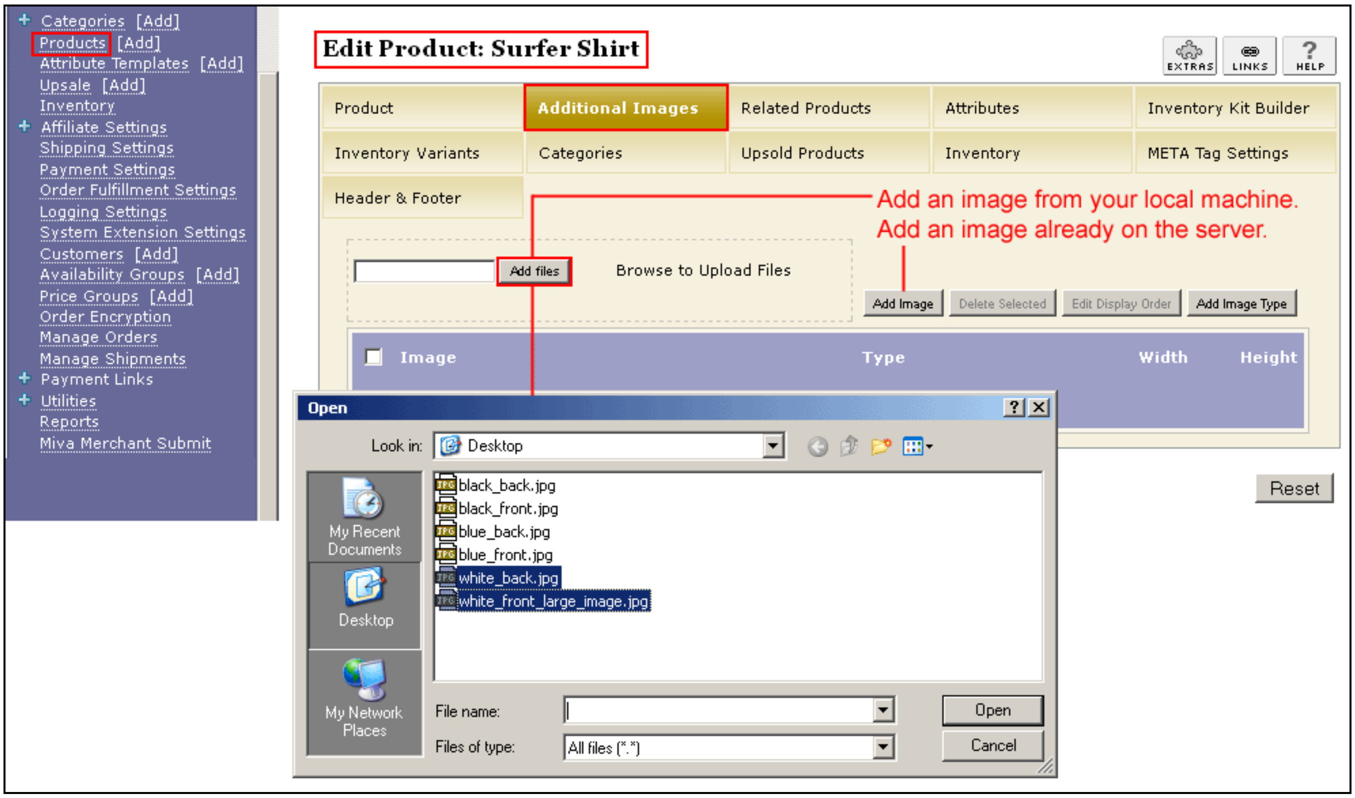
- Manually add additional images to one product at a time. This is slow, but ok if you are only uploading multiple images for a few products.
- Add additional images in batch. This is a faster method that is reasonable for uploading multiple images for about 100 products maximum.
- Add additional images by importing. This is the fastest method and is appropriate if you want to add multiple images for hundreds, or thousands, of products.

If you upgraded your store to PR8 from a previous release, you must make some changes to your ImageMachine Template to use Additional Images. If your store was created in PR8 or after, this has already been done. See *Appendix A: Template Changes for Additional Images and Swatches*.

Additional Images - One Product at a Time

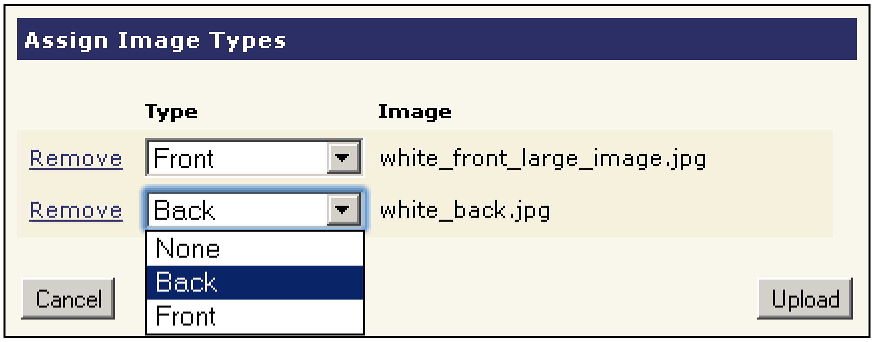
This method is appropriate if you want to add multiple images to a few products, one product at a time. However, you might want follow these steps to get a simple introduction to using Additional Images and *Image Types*.

1. Edit a product and select the Additional Images tab.
2. In the Additional Images tab,
   - Click the **Browse** or **Add Files** button to upload pictures from your local machine.
   - Click the **Add Image** button to take an image that is already on the server and associate it with the product that you are editing.

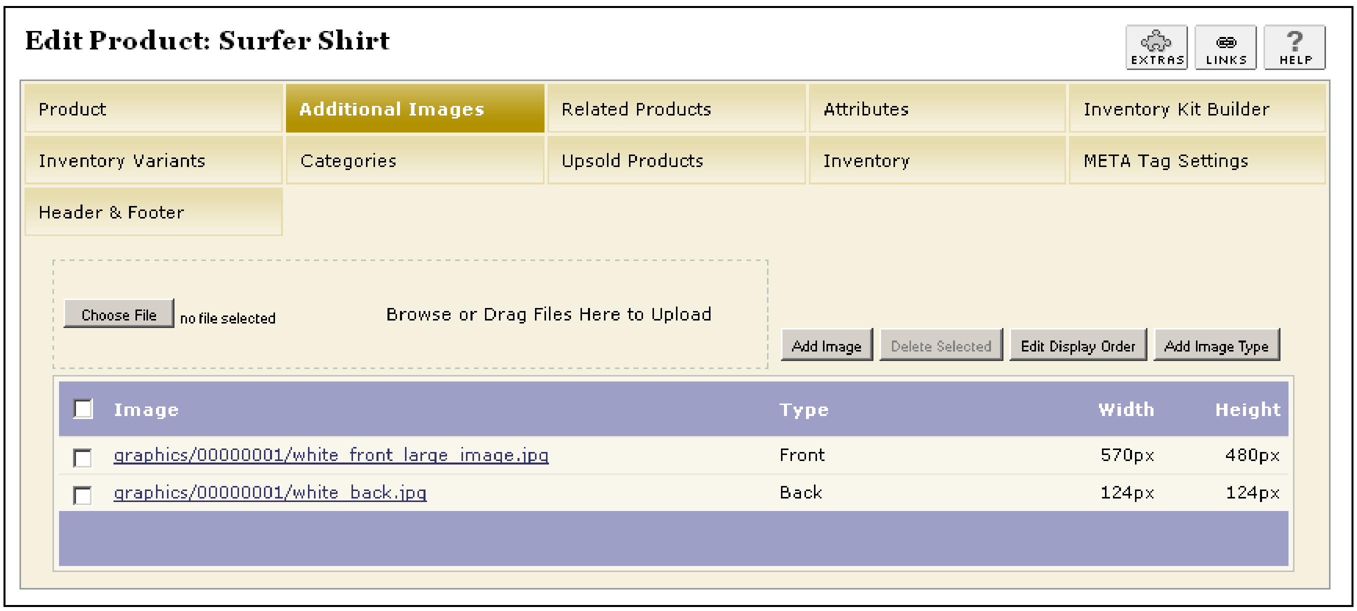


   - If your browser supports drag and drop, you can simply drag images from your local machine into the rectangle to upload them, or you can click the **Browse** button.
   - If your browser does not support drag and drop, click the **Add Files** button.

3. In the Assign Image Types dialog box, select an *Image Type* or None from the Type drop-down list.



4. The images are now uploaded. In our example we previously created Image Types of "Front" and "Back". When we uploaded our images, we assigned the t-shirt front picture to the "Front" type, and the t-shirt back picture to the "Back" type. Also notice that our picture for the front of the t-shirt is much larger than the picture for the back of the t-shirt.

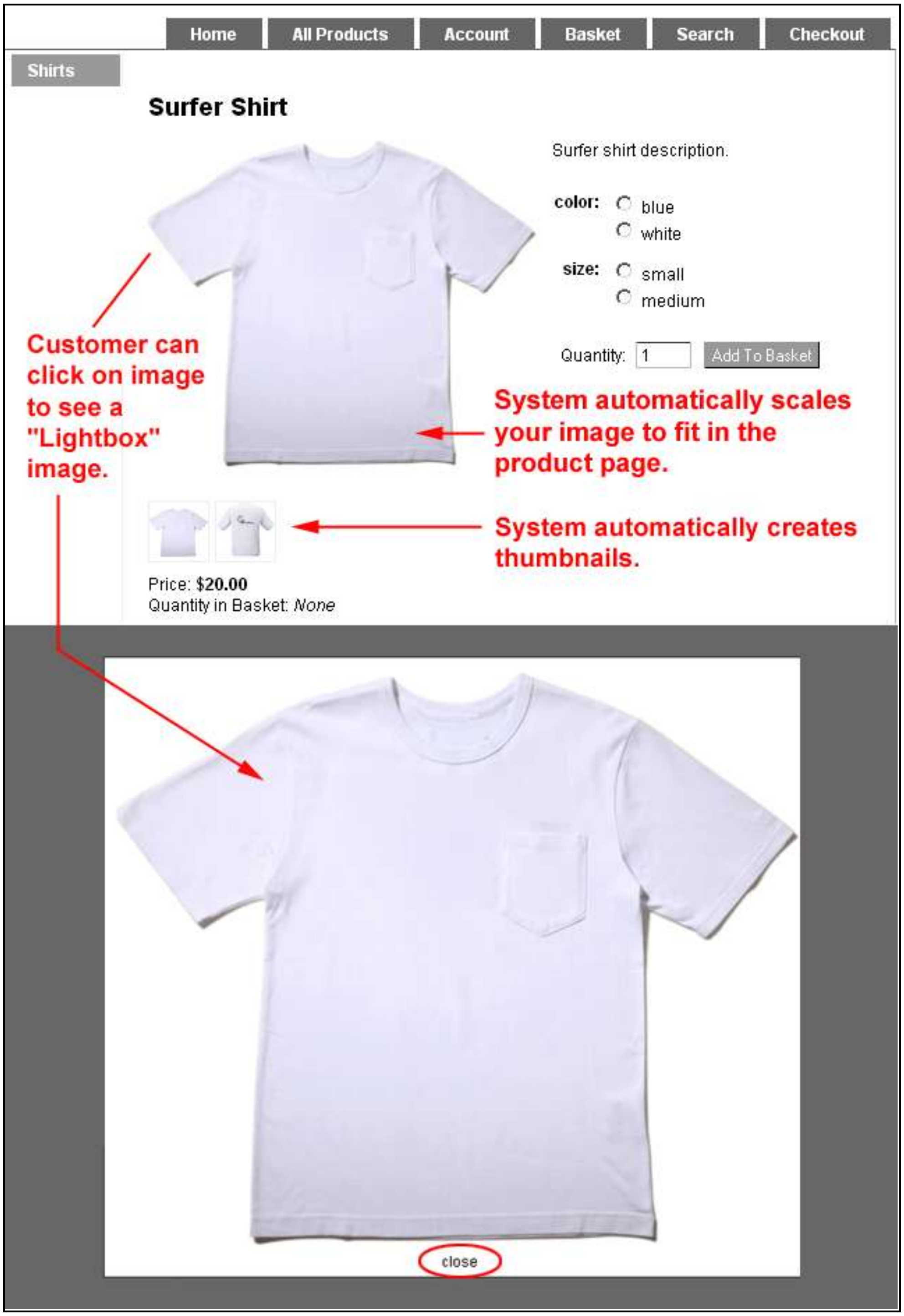


- Use the **Edit Display Order** button to make the Front image appear in the product page before the Back image.
- You can also create a new *Image Type* with the **Add Image Type** button.

5. Now let's look in the store. When you use the additional 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 Pages > Edit PROD > Product Display Layout Image Dimensions tab > 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 570 pixels x 480 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: 570 x 480. 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.

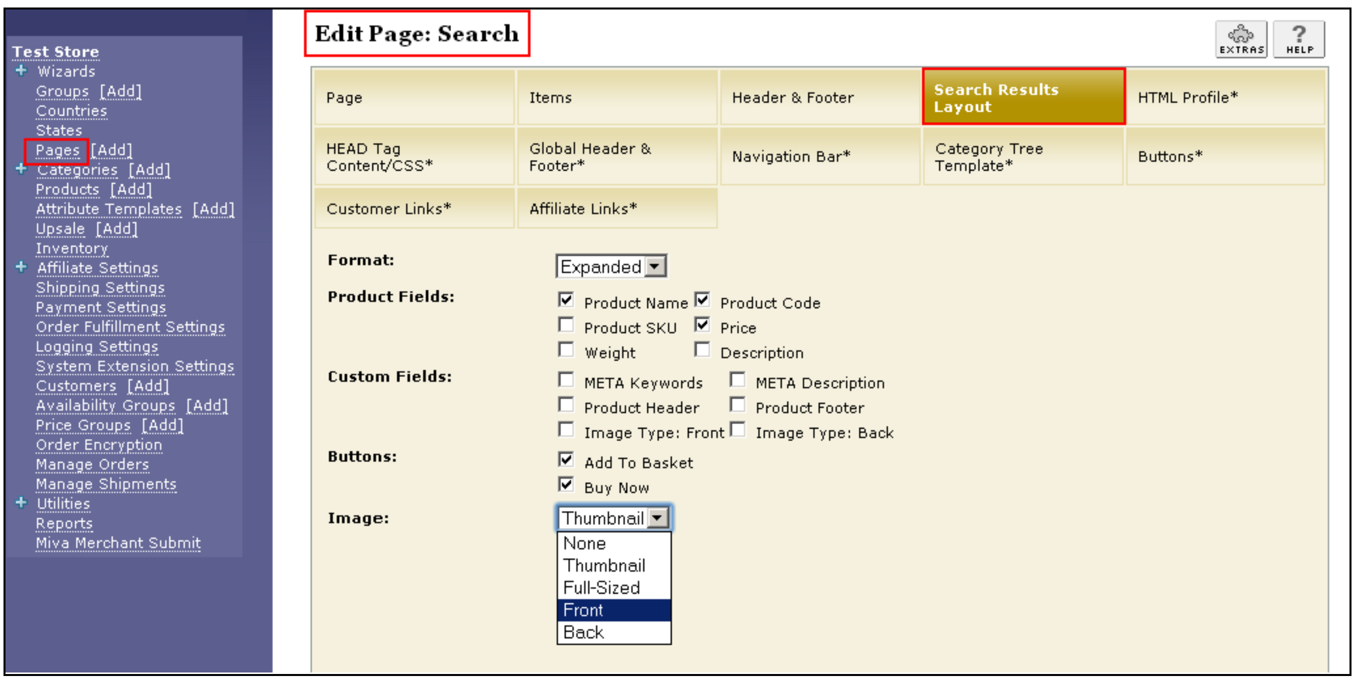
Example: Use an Image Type in the Search Page

In previous versions of Miva Merchant, you could select a thumbnail or "full-size" image to appear in selected pages (such as the Search page). But you can also have your Image Types show up in these 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

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 (Store Name) > Pages > (Edit) SRCH > Search Results Layout tab > Image drop-down list. Select "Front" from the Image drop-down list and click **Update**.



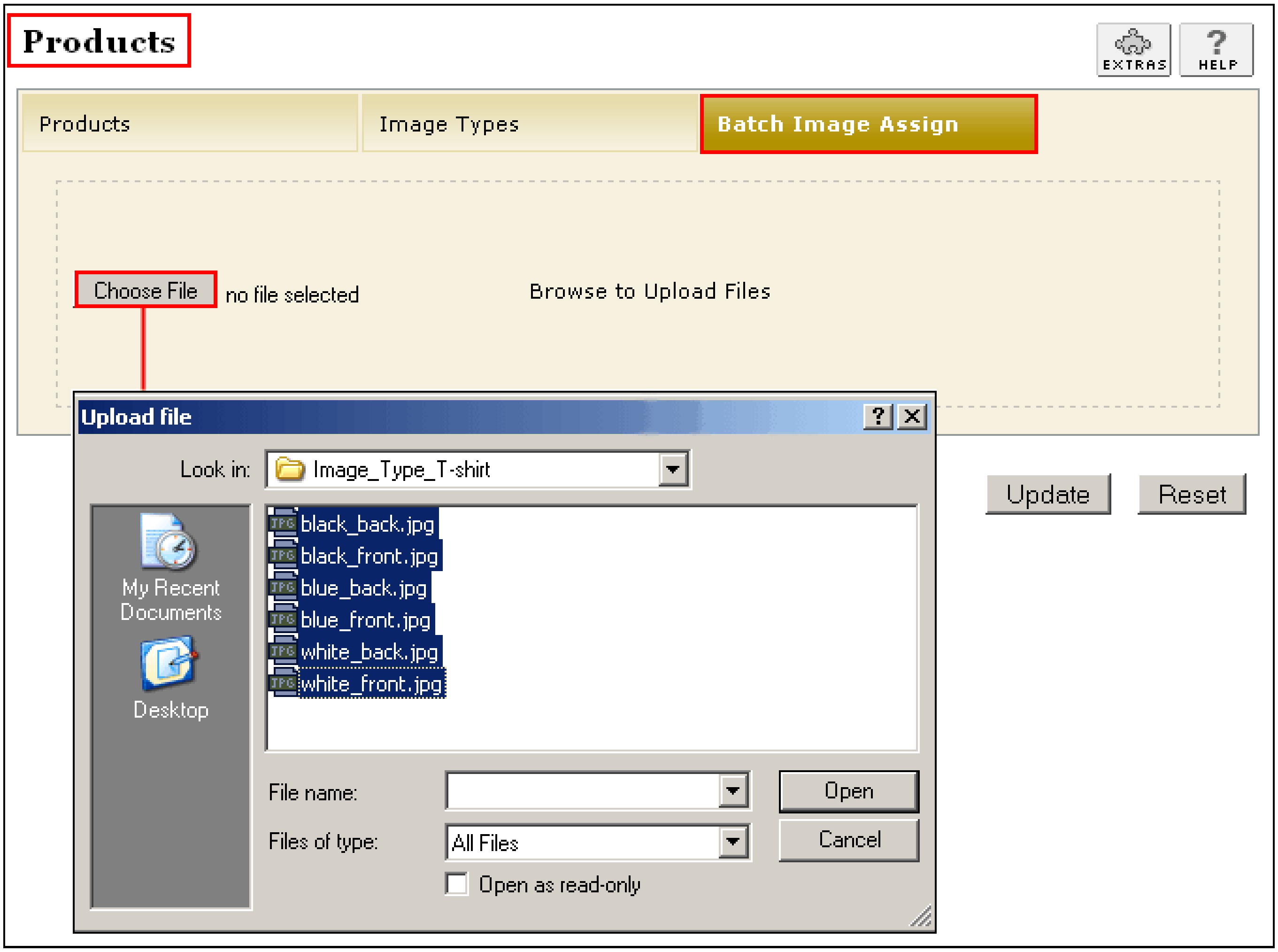
4. In our store we'll run a search for shirts. The product image that we uploaded appears in the Search page:

Additional Images - Batch Mode

This is a reasonable method to add multiple images to a small number of products at the same time. If you want to attach multiple images to hundreds or thousands of products, you should use the *Additional Images - Import Feature*.

In this example:

- We've already created *Image Types* of "Front" and "Back", but that's optional. You can use the technique in this section without using Image Types.
- We created *Attributes* for our t-shirt so we have four different versions (variants) of it: white t-shirt small, white t-shirt medium, blue t-shirt small, and blue t-shirt medium. But you can use the technique in this section for any products that you have, with or without variants.



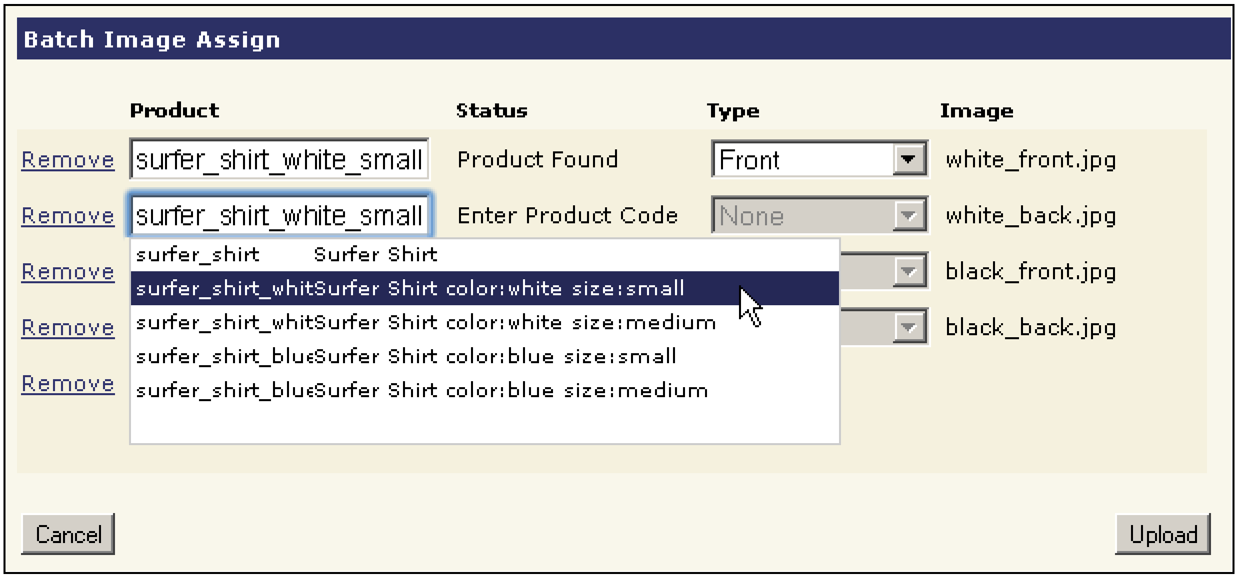
In the Products main screen, select the Batch Image Assign tab.

In the Batch Image Assign tab, click on the **Choose File** button. If your browser supports drag and drop, you can also select a group of images from a local folder on your machine and drag them into the dashed rectangle.

The Batch Image Assignment dialog box appears. There's a few things to notice:

- We created *Image Types* of "Front" and "Back", but we also gave our t-shirt images filenames that make it easy to assign them to our Image Type categories. If you are not using Image Types, you can select "None" from the Type drop-down list.
- If you enter the beginning of a product code in the Product text box, another drop-down list will appear showing the product codes that match what you've entered.
- Using this method you can't associate the same image with more than one product at a time. For example, in our store we might use the image "white_front.jpg" for both the white/small shirt and the white/medium shirt. But the Batch Image Assign dialog box doesn't let us do that in one step.

To get around this you could either A) Make two copies of the white_front.jpg picture, and call one "white_front_small.jpg", and the other "white_front_medium.jpg". You could then batch assign both pictures in the same step, one to the small white t-shirt and the other to the medium white t-shirt, or B) You could upload the same images twice. The first time you assign the images to the small shirts, and the second time you assign the same images to the medium shirts.



You can use the Batch Image Assign dialog box to associate multiple images with many different products. When you are done, click the **Upload** button. The images that you uploaded now appear in the Edit Product > Additional Images tab, and in your store.

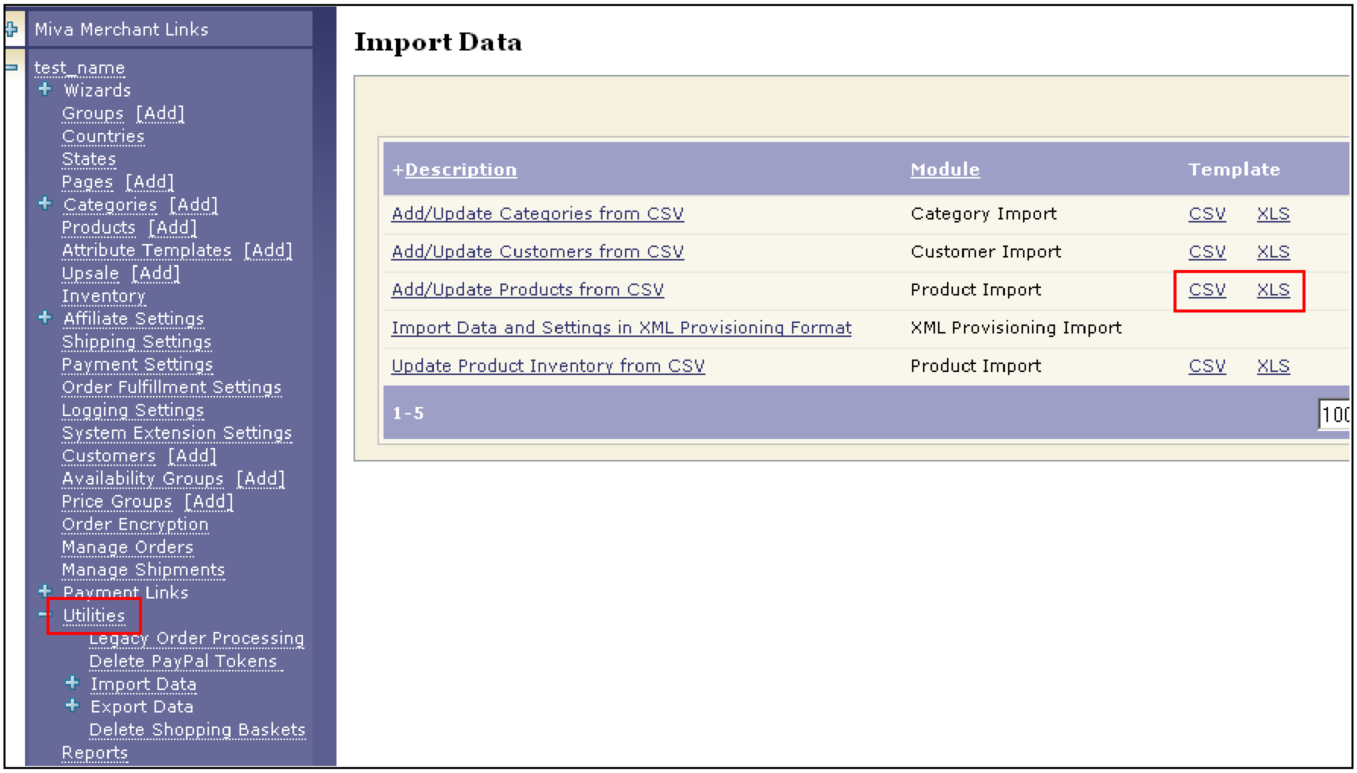
Additional Images - Import Feature

This is the most efficient method to add multiple images to hundreds, or thousands, of products. However, you can only use Additional 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.
4. Select (Store Name) > Utilities > Modules > Product Image Custom Fields checkbox.
5. Download a product spreadsheet template.
   - Select (Store Name) > Utilities > Import Data
   - Click on the CSV or XLS link next to Add/Update Products from CSV.



- 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.

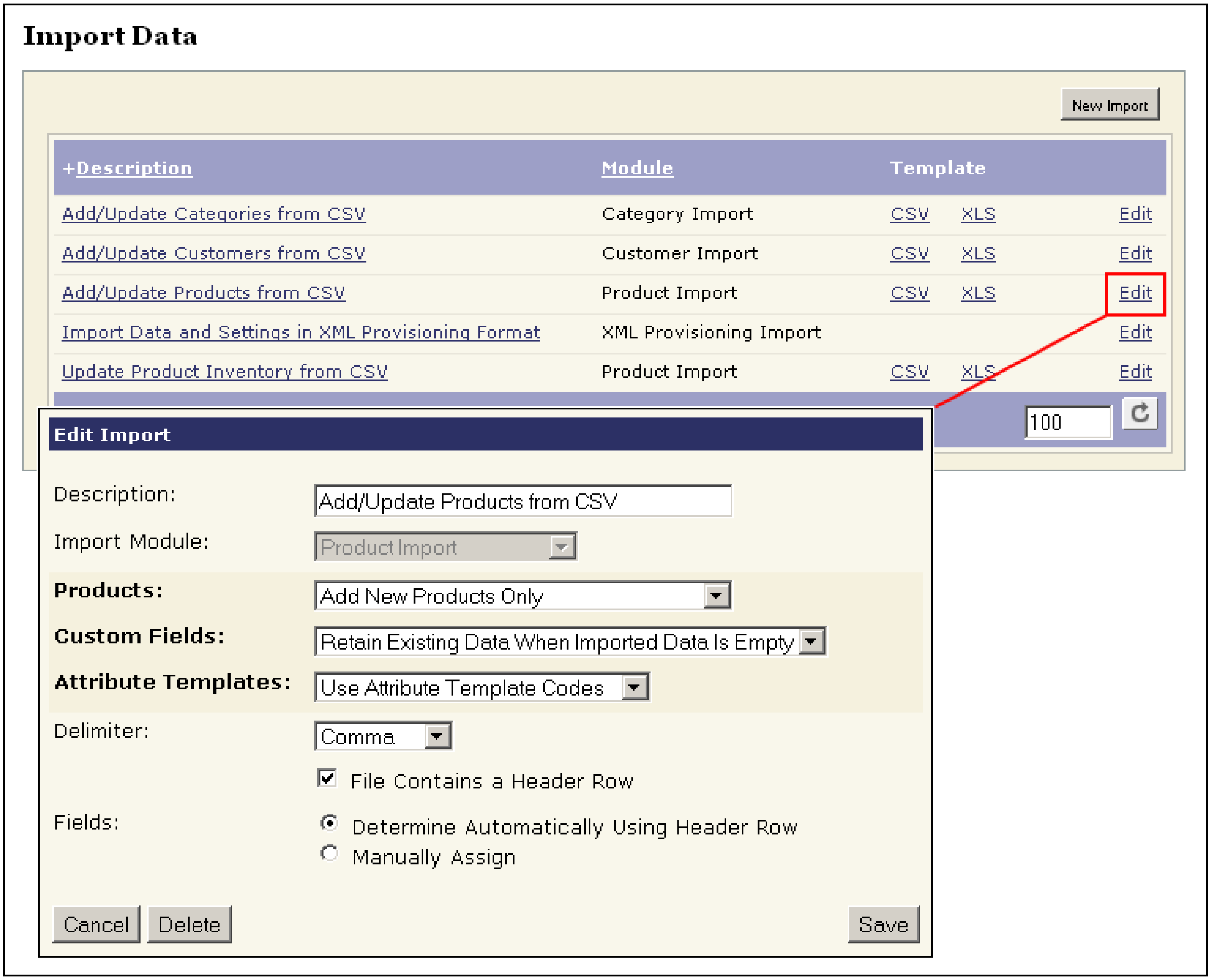
	A	B	C	D	E	F	G	H	R	S
1	PRODUCT_CODE	PRODUCT_SKU	PRODUCT_NAME	CATEGORY_CODES	PRICE	COST	WEIGHT	DESCRIP…	IMAGE_TYPE:_BACK	IMAGE_TYPE:_FRONT
2										
3										

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. What you will also see is 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 additional 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 additional images per product. If you want to import more images per product, you have to create more Image Types.
- 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

6. After you've added all your product data to the spreadsheet, go back to the Miva Merchant Administration and select (Store Name) > Utilities > Import Data. In the Import Data screen, click the Edit link next to Add/Update Products from CSV.



The settings in the Edit Import screen 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.

7. Back in the Import Data screen, click the Add/Update Products from CSV link. 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.

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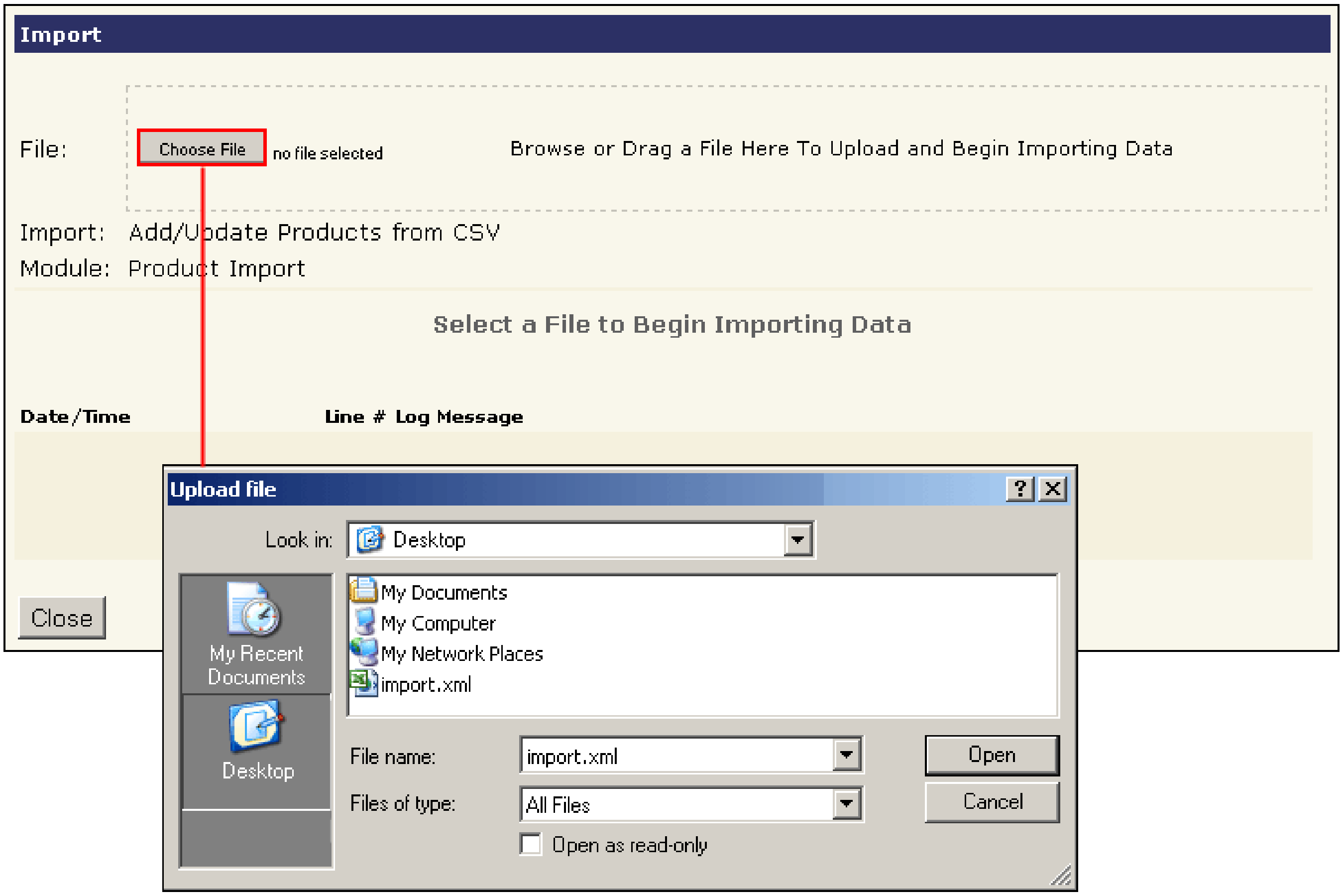

The system will process your data file as soon as you select it. The system will log various messages, such as the number of records that were processed, created, or skipped, along with success or failure messages, to the Import dialog box. When your data file has been processed, all of your products,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

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 Pages > PROD > *Related Product List Layout Tab*.

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.

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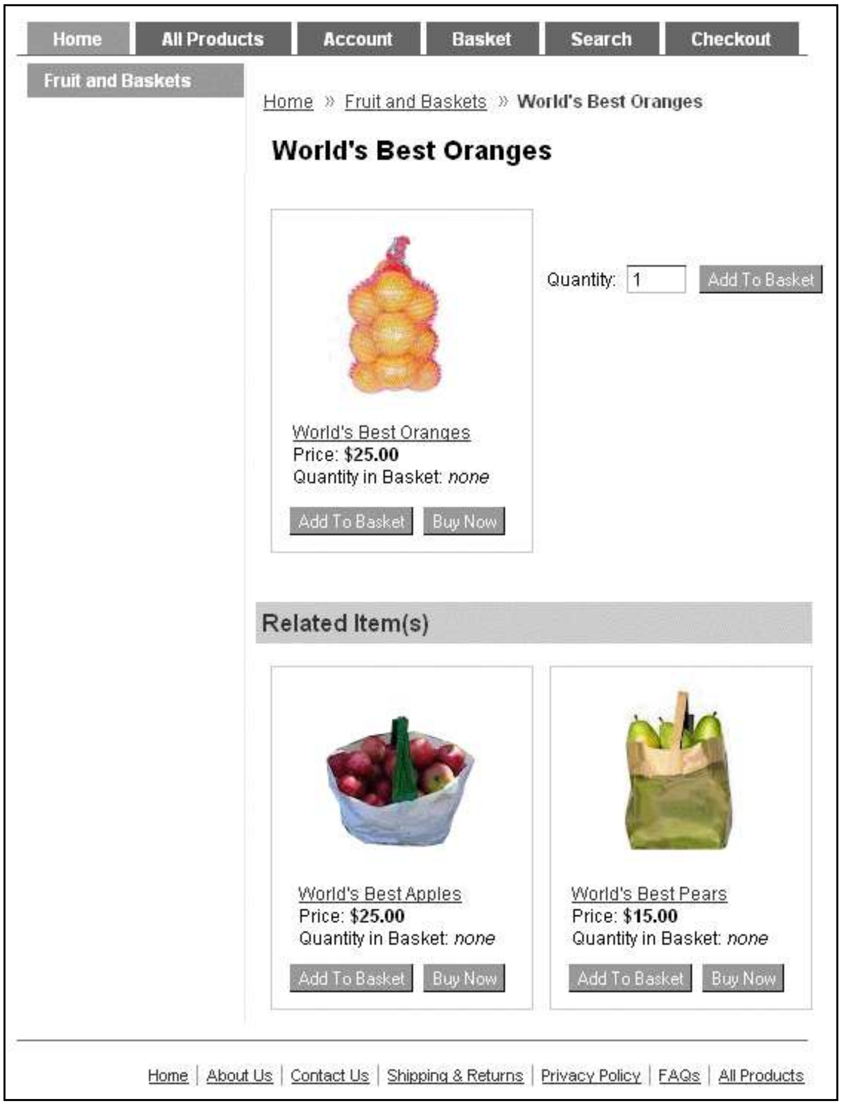
2. Check the products that you want to appear as related products and click the **Update** button.
3. When a customer clicks on the product that you edited they will see the product and the related products that you selected.



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 *Add Variant(s)*.

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, if Size is the attribute, "Small", "Medium" and "Large" are options for that attribute.

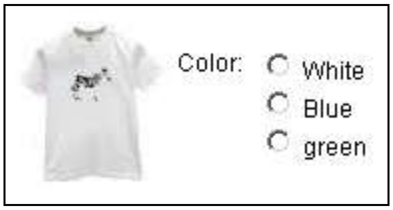
Click the Add Attribute button.

Click the Add Option button.

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.

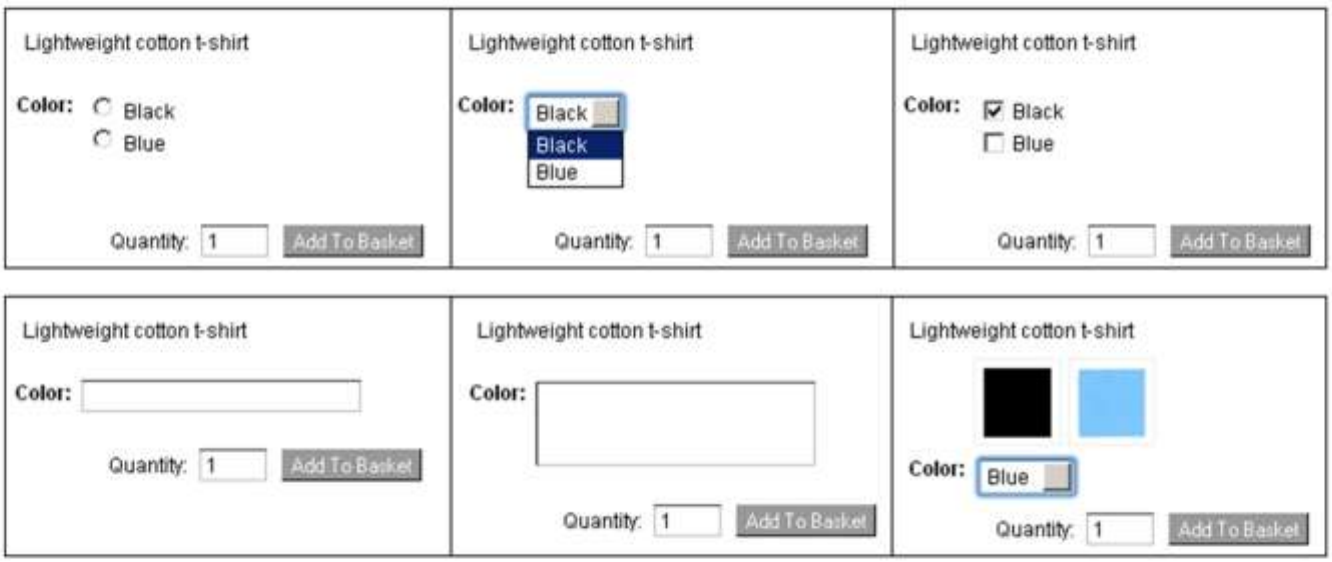
Image: Attributes and options can have an associated image that will show up in the product page.



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.

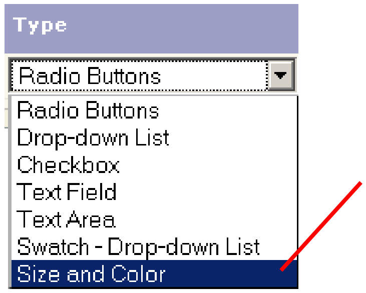
Radio Buttons | Drop-down List | Checkboxes



Text Field | Text Area | Swatches

Copy?: If you find yourself creating the same attributes over and over, say, Size and Color, an alternative is to create *Attribute Templates*. With an attribute template, you create the attribute(s) once, and then apply them to as many different products as you want. There are two ways to apply an attribute template to a product.

- Use the Type drop-down list (see above) to select an attribute template. If you use this method, the attribute template will be applied as a reference. If you change the attribute template, it will be changed for every product where you applied the template.



Attribute templates that you create also show up in the Type drop-down list. You can give them any name that you wish.

- Use the **Copy?** checkbox to apply the attribute template as a copy. If you change the attribute template, the change is not applied to products where you copied the attribute template. For example, let's say that you create an attribute template called "Size", with options small, medium and large. You apply this template to a shirt product as a copy. Later, you edit the attribute template to add the size extra-large. Your shirt product won't have "extra large" as an option because a copy of an attribute template isn't updated if you edit the template.

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 turn on Inventory at the Product level (Products > Edit Product > Inventory tab > Track Product checkbox), but you must enable **Track Inventory** at the Store level (Inventory > Inventory Settings tab). 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 E: Inventory Management* for an overview of how inventory management works in Miva Merchant.

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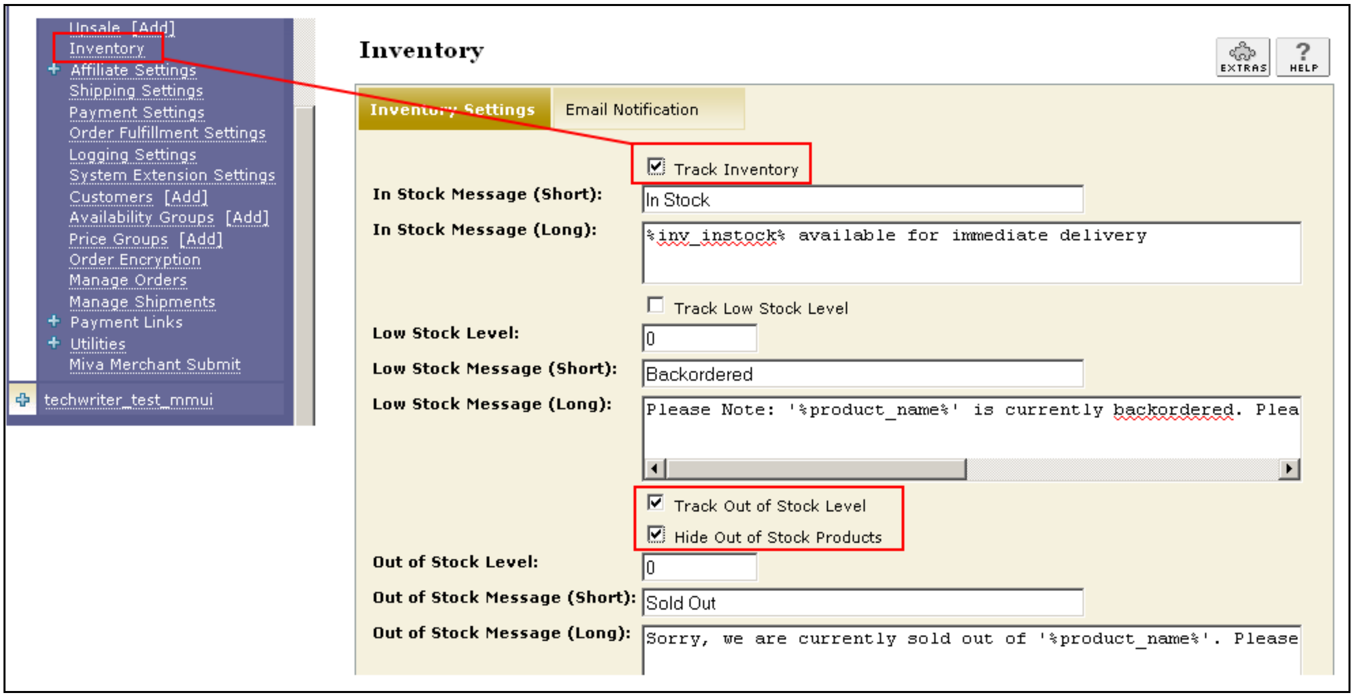


Enabling inventory at the store level.

Update/Delete/Reset:

- Use the **Update** button to apply your changes or delete an attribute or attribute option.
- Use the **Delete** button to delete the current product.
- Use the **Reset** button to discard changes to the page that have not yet been saved.

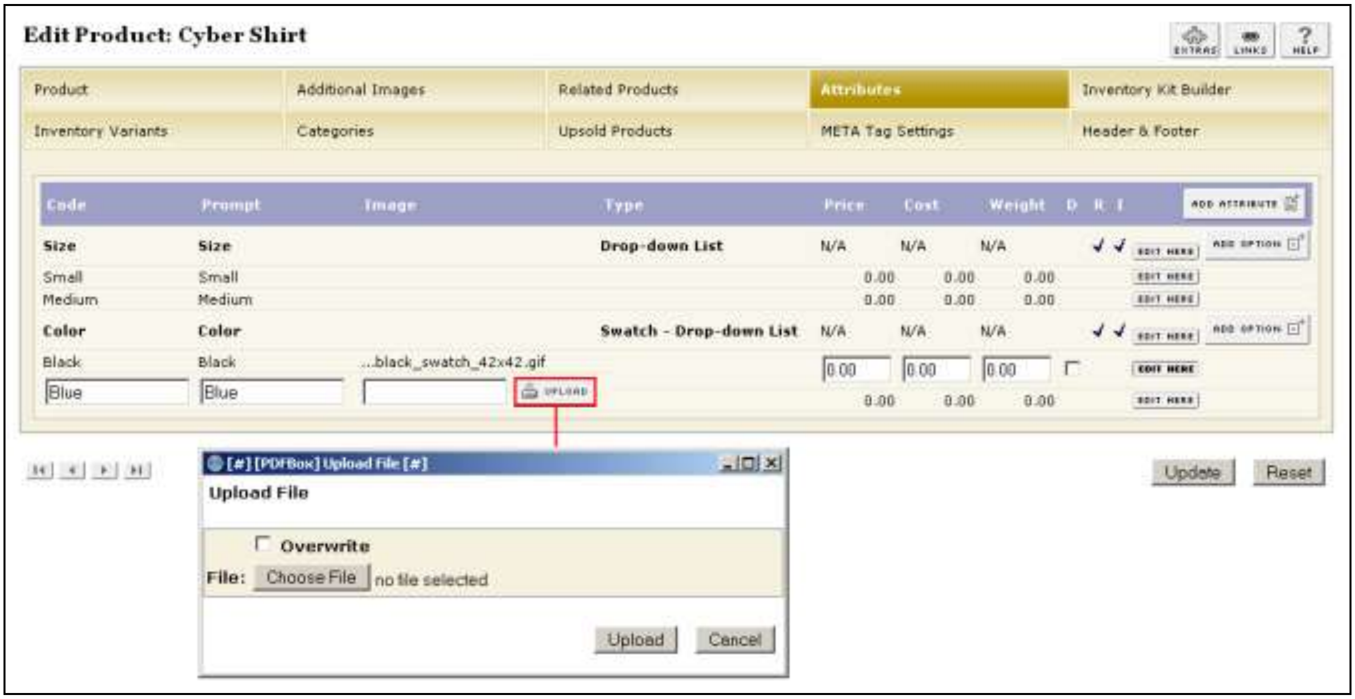
Adding Swatches to a Product Page

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 *Additional 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.



2. 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.
3. When you are done adding swatch images to the color options, click the **Update** button. The swatches now appear in the product page.

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 *Edit Product > Inventory Variants Tab*.

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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

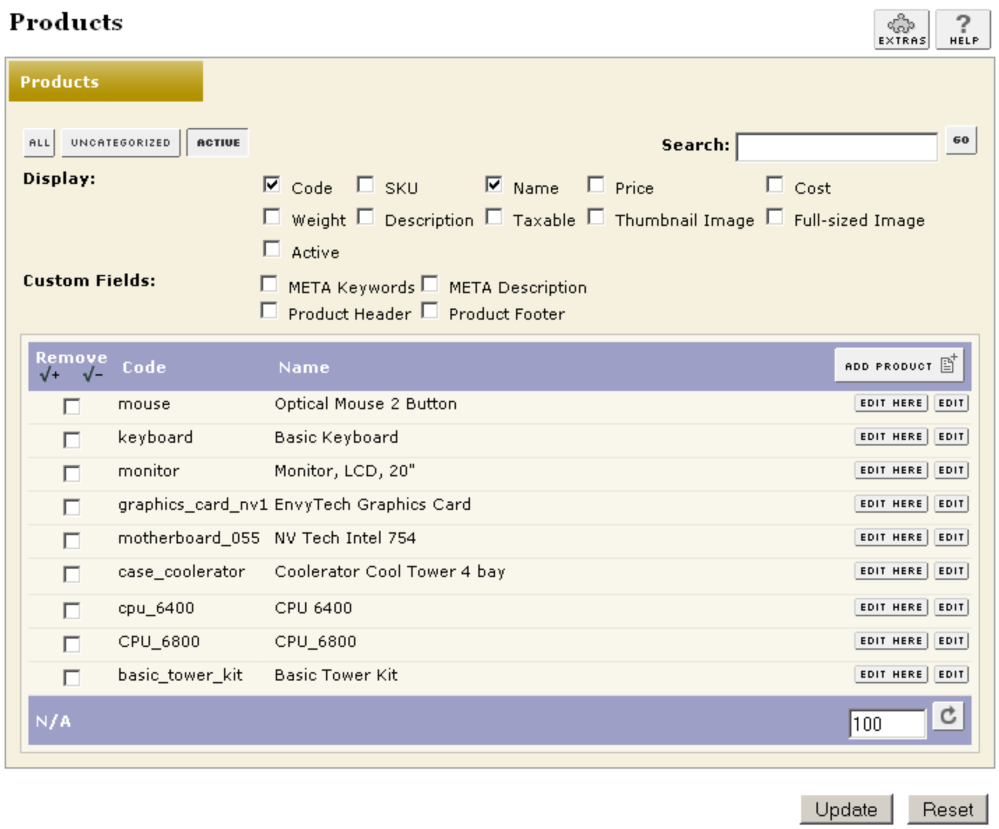
But the user has the option of choosing a CPU

- CPU 6400
- CPU 6800

To build a kit with the Inventory Kit Builder tab

1. 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.



2. Edit the kit product (basic_tower_kit in our example) and select the **Attributes** tab.

   We'll create one attribute for every feature that the customer can select from. Our customers can select the CPU, so we'll create an Attribute called CPU with two options: CPU_6400, and CPU_6800.

3. The attribute and options that we created now show up in the Inventory Kit Builder tab. You must create attributes for your product before you can use this tab.

4. Click on the first option to open the **Edit Parts** dialog box. In the Edit Parts dialog box, enter the product code for the first product that you want to add to the kit, then click **Add Part** in the Edit Parts dialog box.

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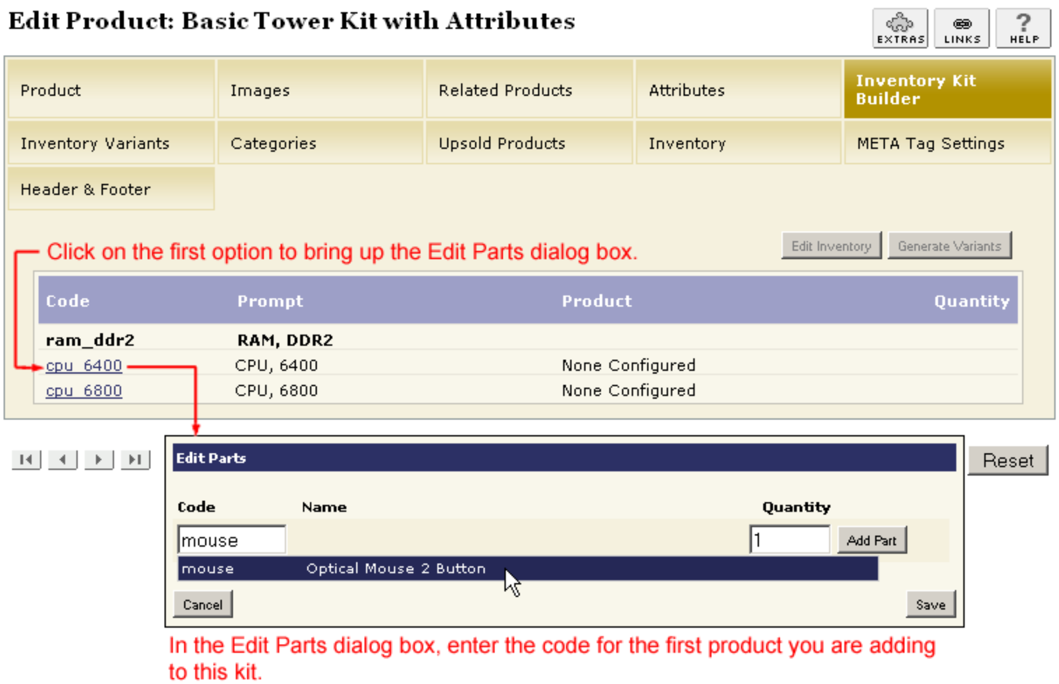
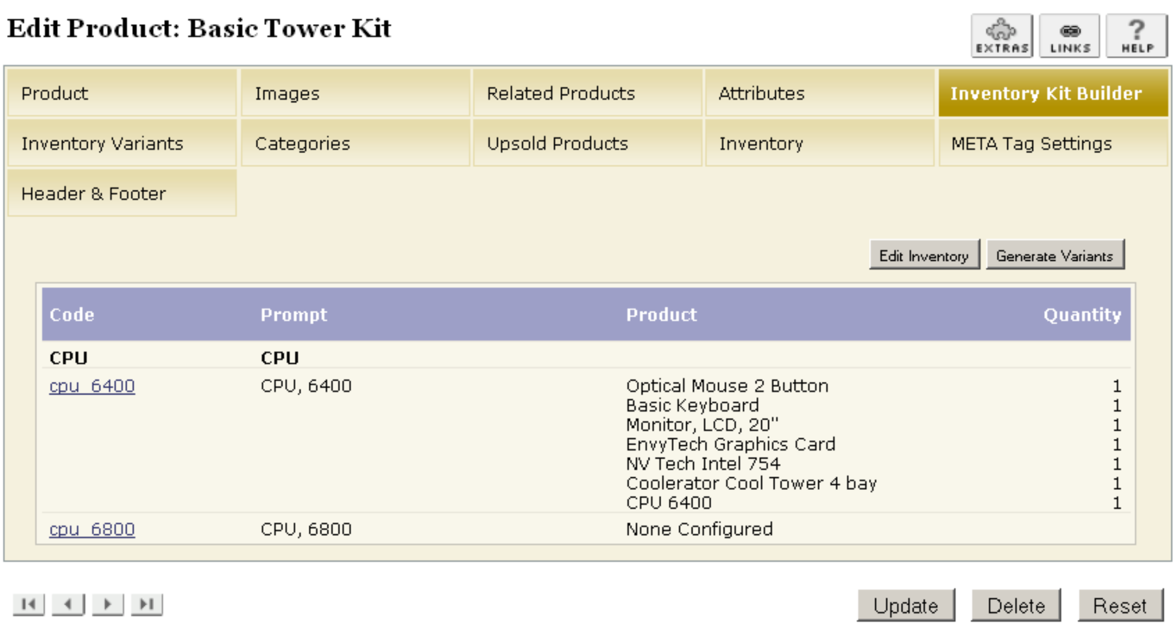
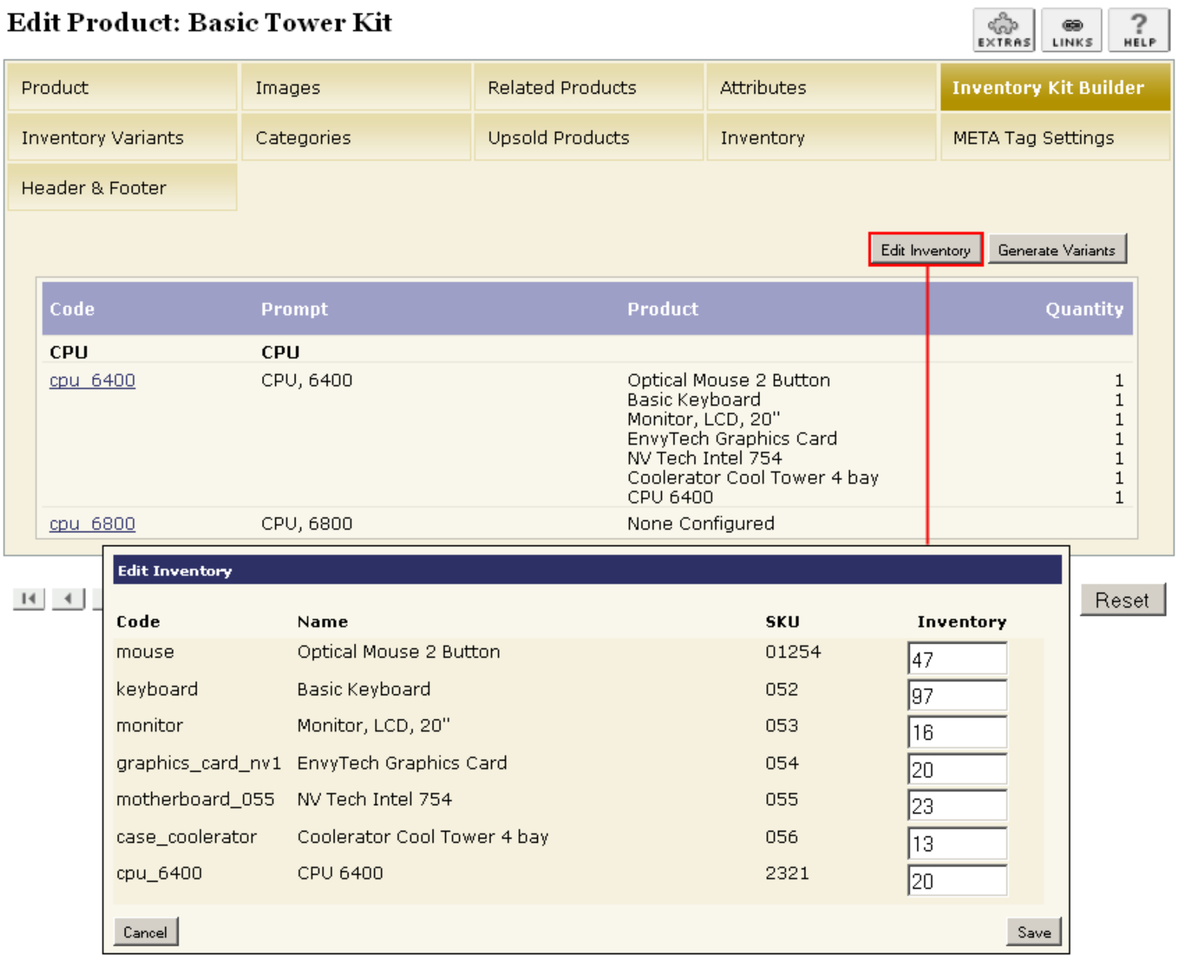


You can use the Quantity column to set how many of that part are included in the kit. For example, we could set the mouse quantity to 2 so that each kit would include 2 mice.

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:



5. 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.

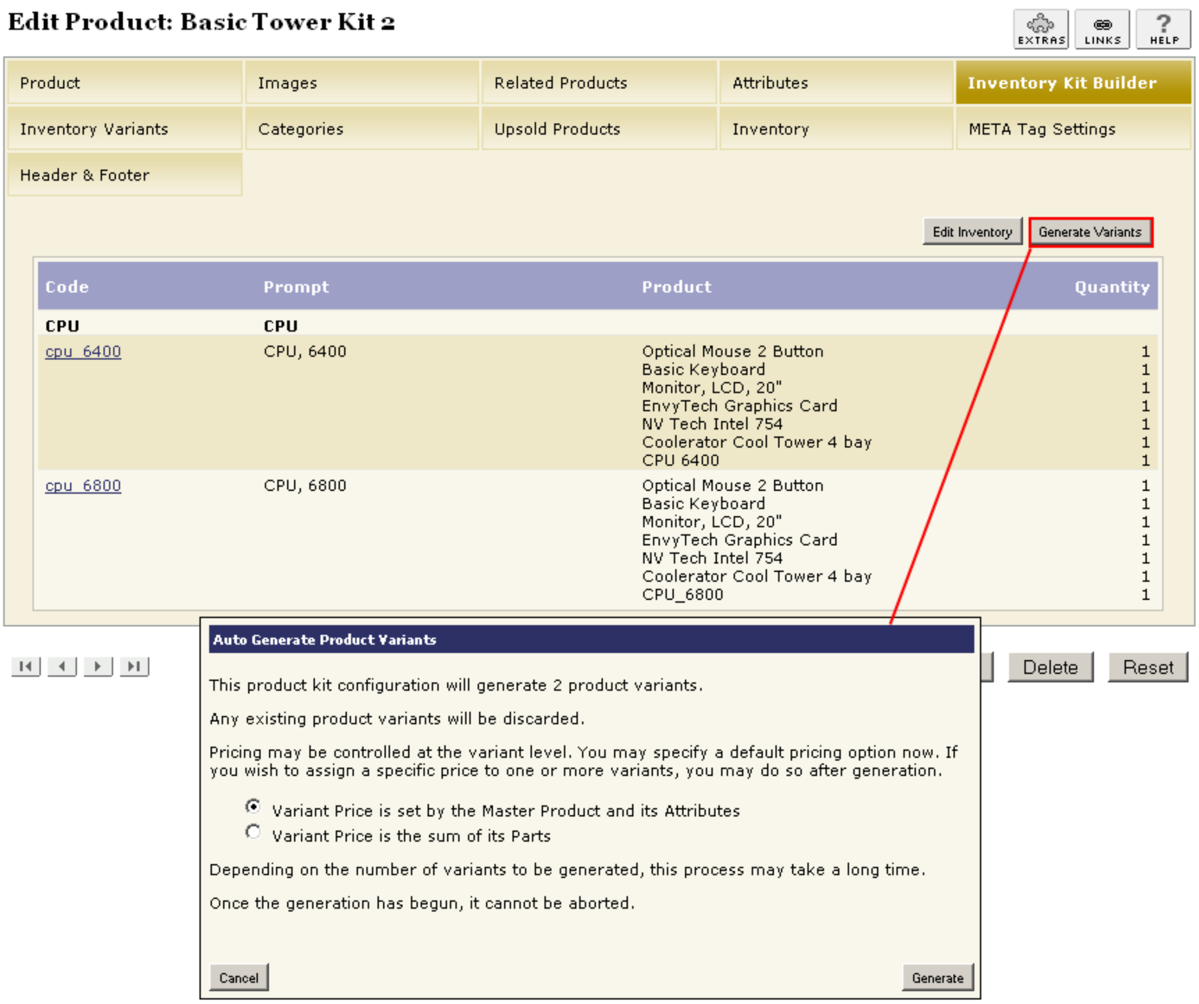


6. We'll repeat the steps above to create our second kit. Both kits are identical except that one kit comes with the 6400 CPU and the other comes with the 6800 CPU.

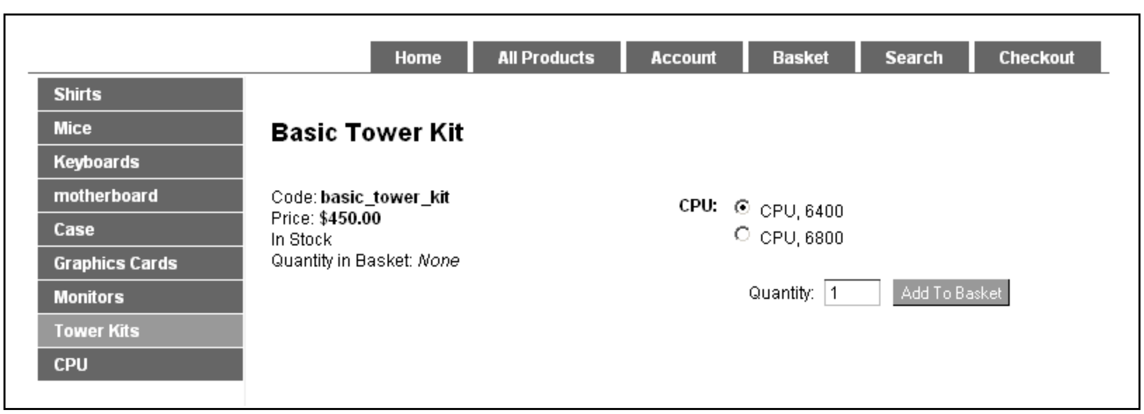
   Now click on the **Generate Variants** button. The Generate Variants button in the Inventory Kit build tab does not create any new products. Clicking on the Generate Variants button here associates the kit product in the database with all of the parts that you added to the kit. In the Auto Generate Product 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 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. See *Master Product* for an example.)

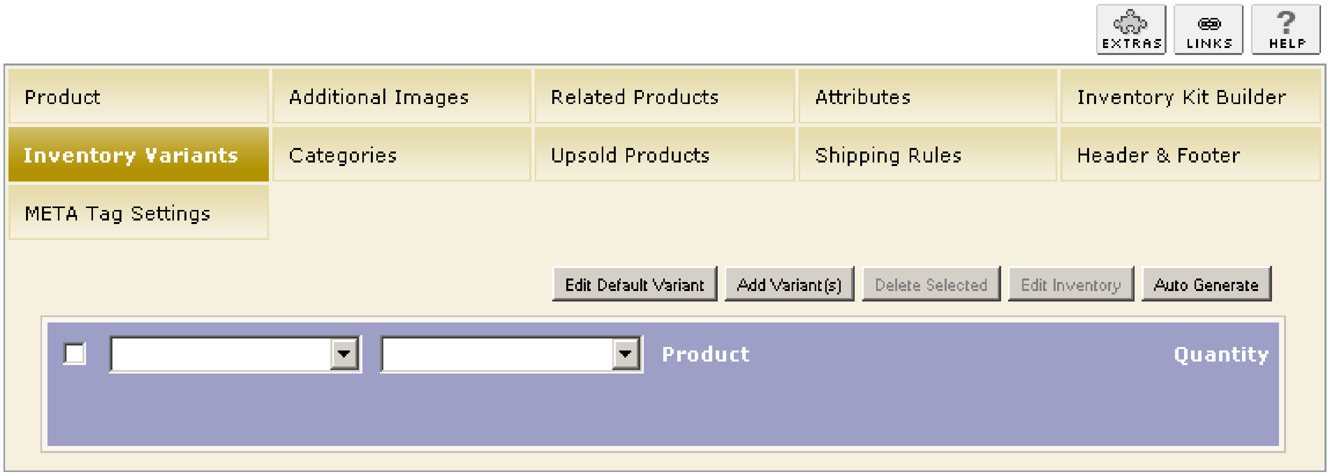
- **Variant Price is the sum of its Parts**: the price of the kit product and the price of attributes are ignored. The prices for all parts in the kit are added together to set the kit price.



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



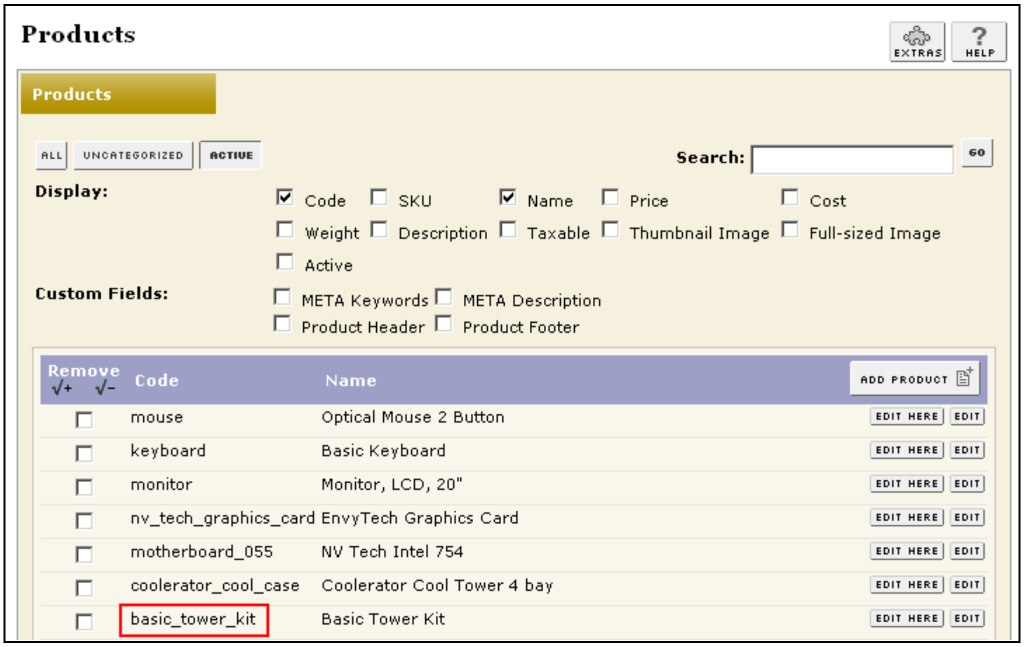
Edit Product > Inventory Variants Tab



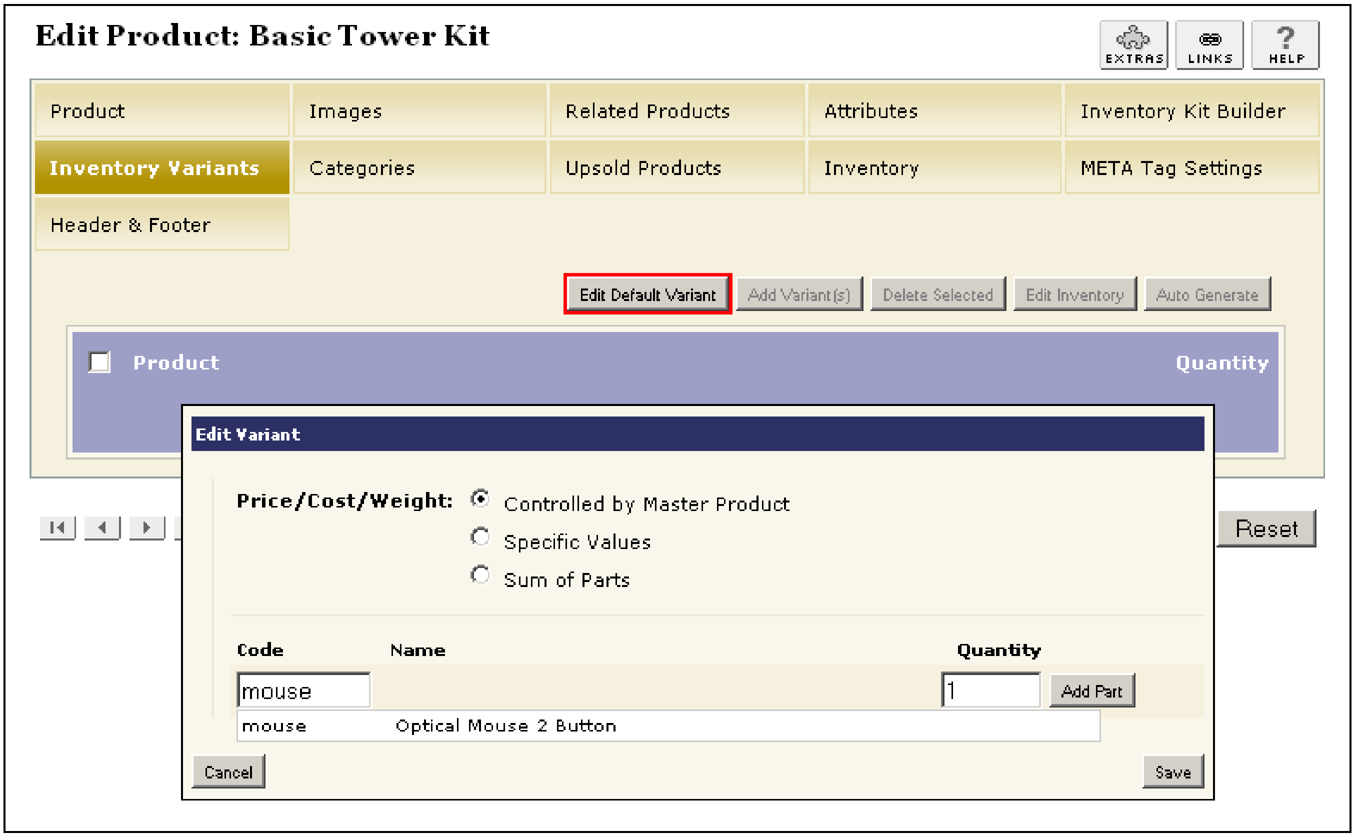
Edit Default Variant Button

- 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 *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. 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.



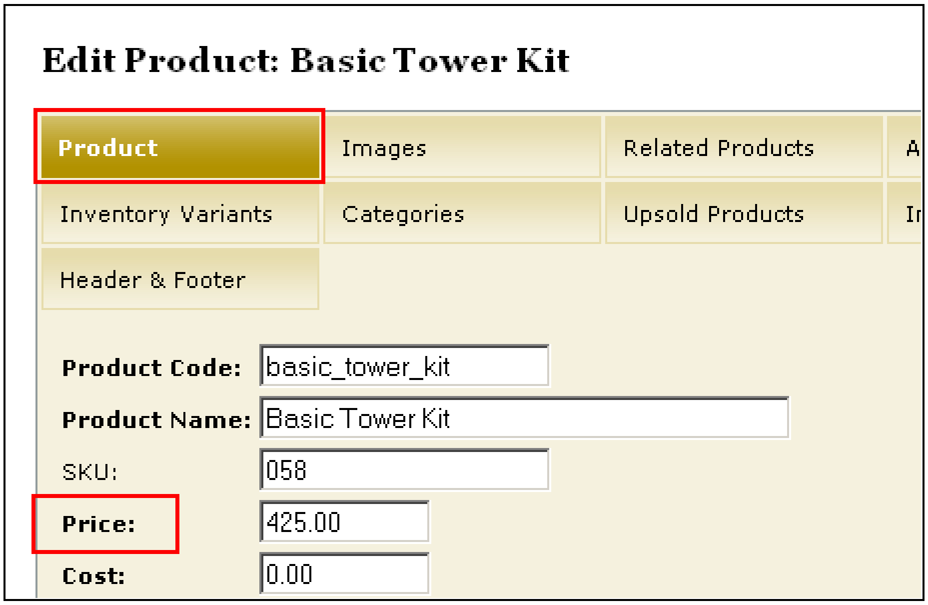
Now we'll edit the Basic Tower Kit product and select the **Inventory Variants** tab. Click on the **Edit Default Variant** button. Use the Edit Variant dialog box to add individual parts to the kit. As you type the code of a product into the Edit Variant dialog box, the system will list all of the product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



The **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



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

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 *Auto Generate 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.

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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 **Auto Generate** 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.

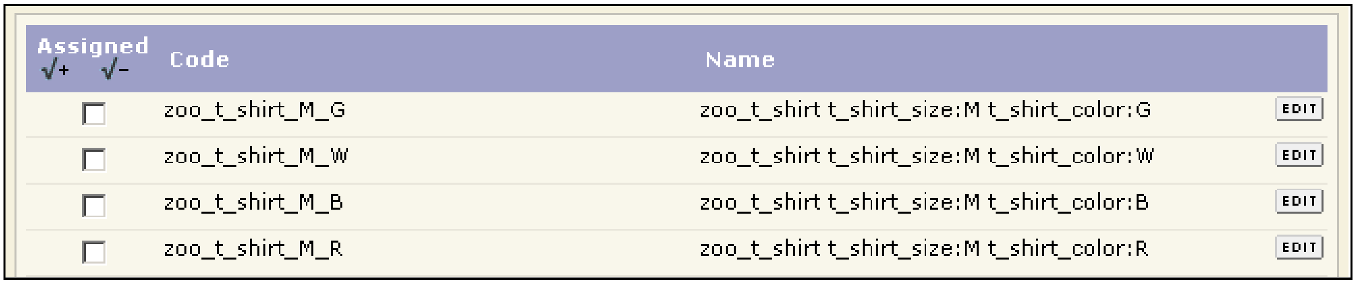


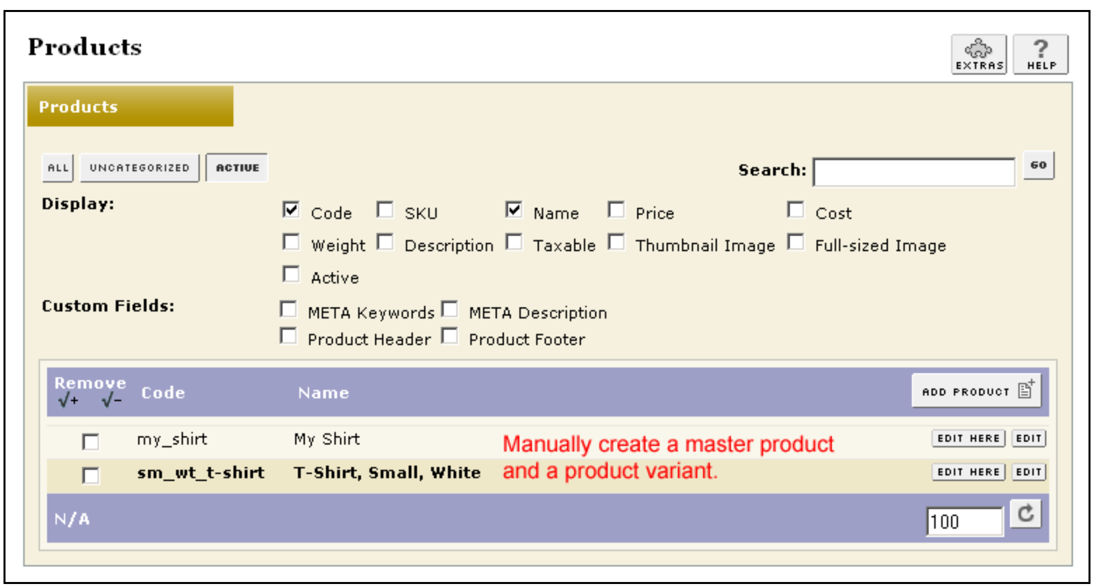
Figure 1: Examples of automatically generated product codes and names.

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 as you create the variant.

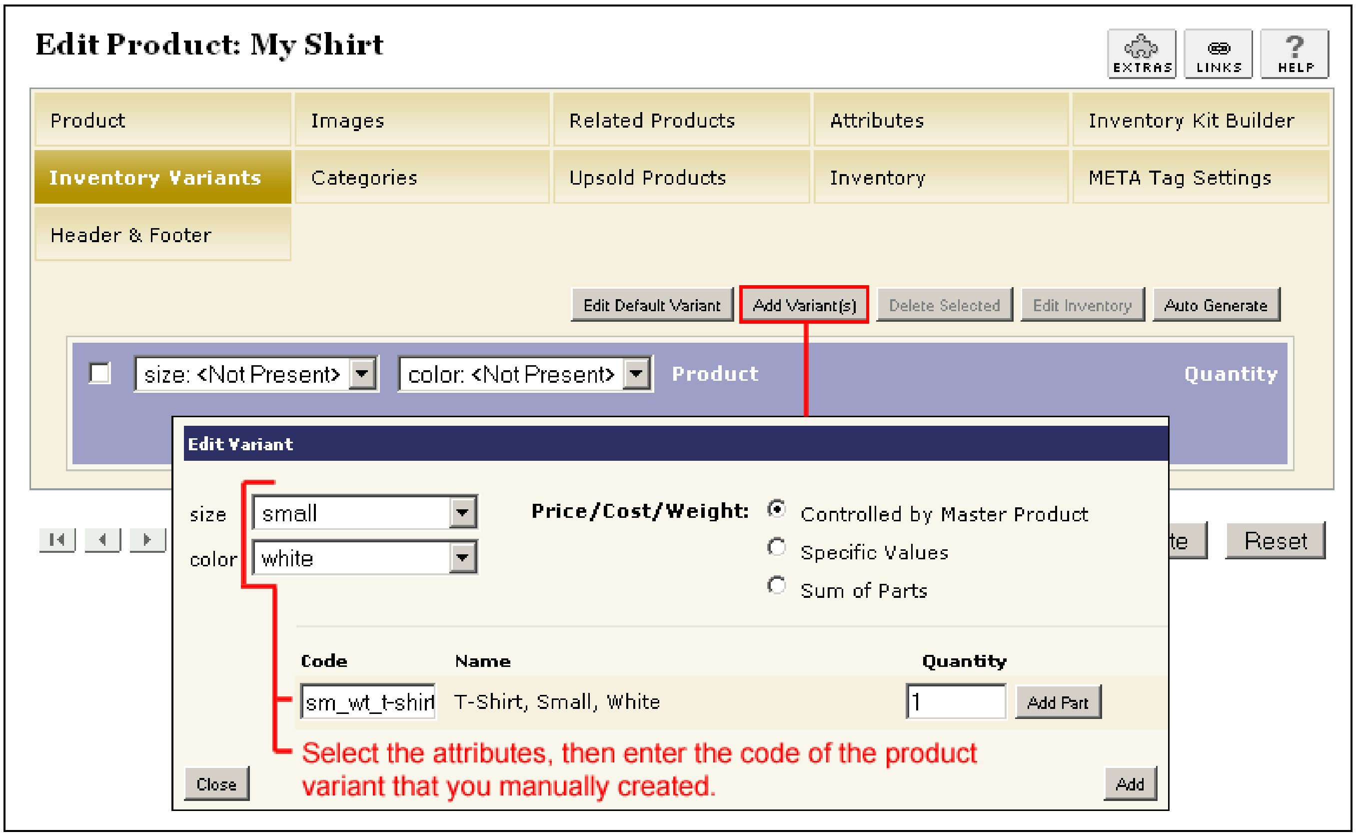
- You already have some product variants in the database and you don't want them to be duplicated by the **Auto Generate** button.

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.

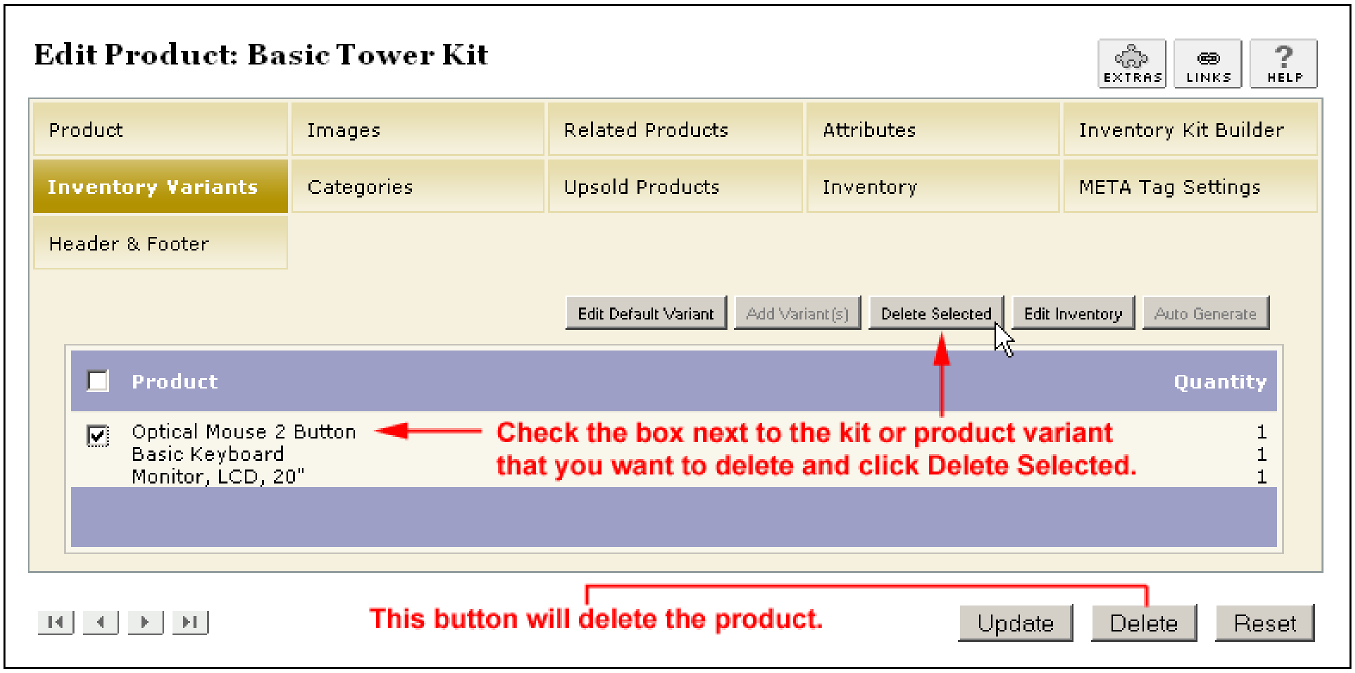


3. Edit the master product and create Attributes , for example, size and color. When you create the attributes, you must check the "I" column to track inventory.
4. Edit the master product and select the Inventory Variants tab.
5. Click on the **Add Variant(s)** button. In the Edit Variant dialog box,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



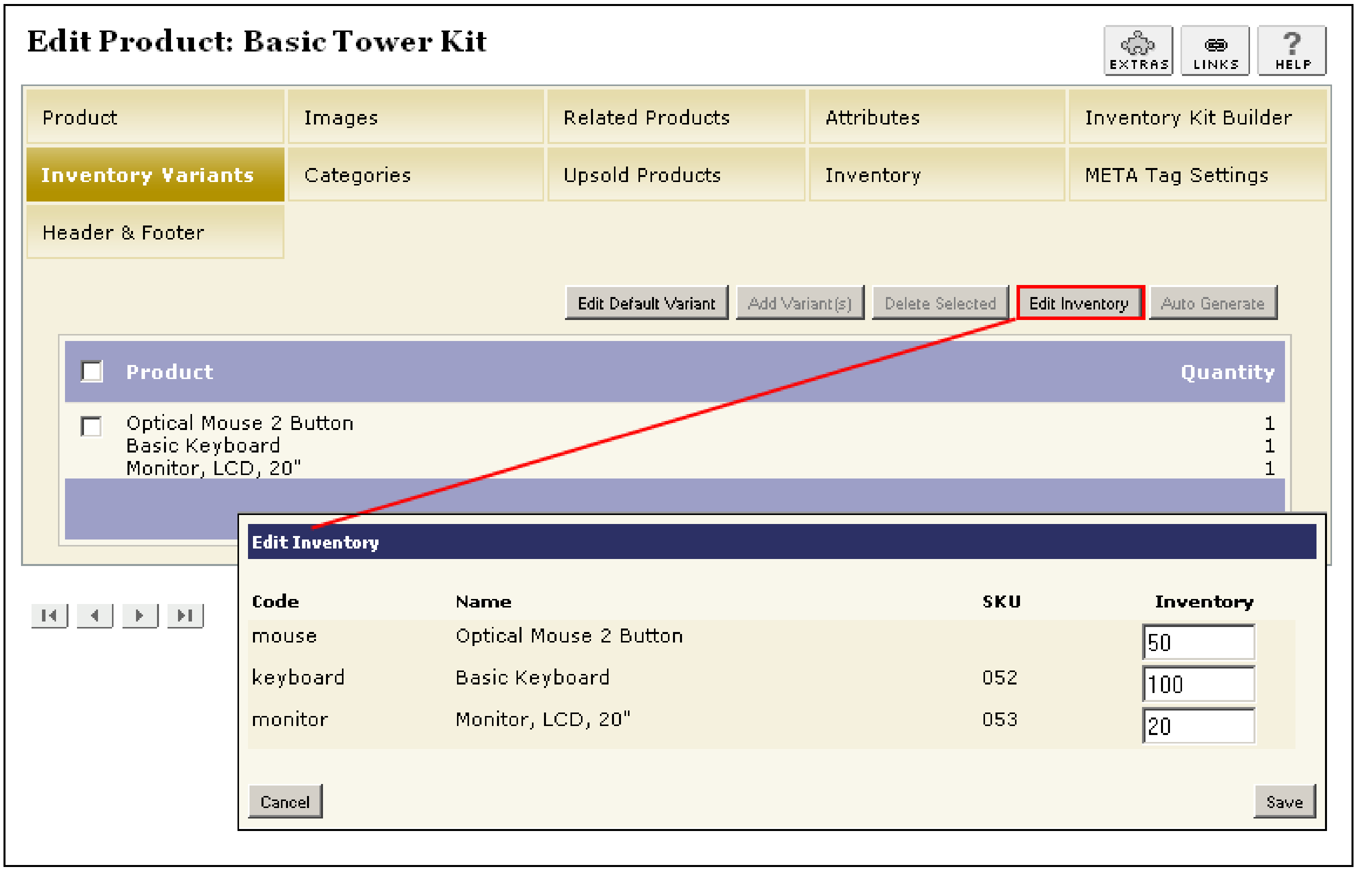
Delete Selected Button

The **Delete Selected** Button only becomes active after you have created a kit or generated product variants (See *Auto Generate Button*).



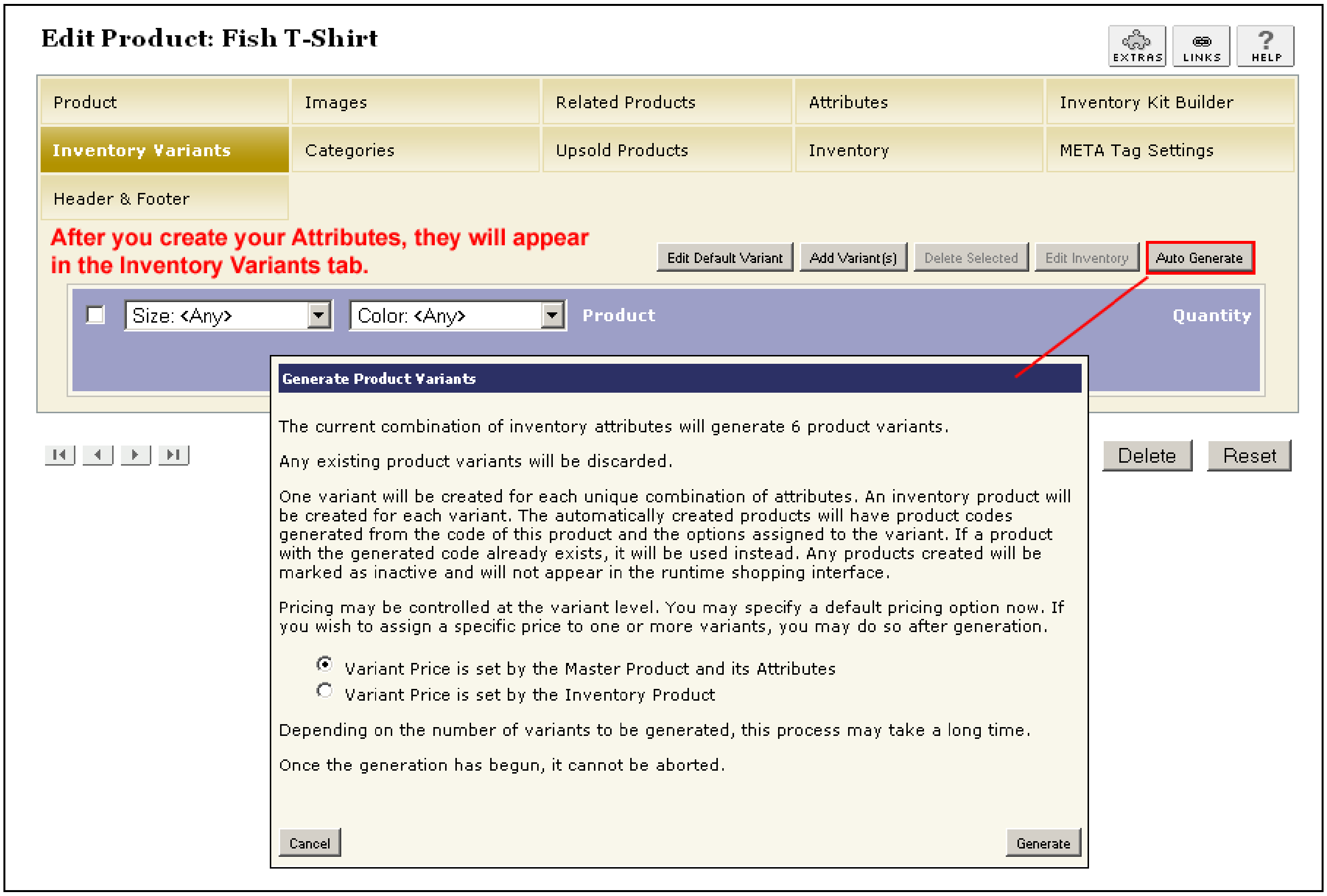
Edit Inventory Button

The **Edit Inventory** button is only available if you have created a kit or if you have generated product variants (see *Auto Generate 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.



Auto Generate Button

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



Click on the **Auto Generate** 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.

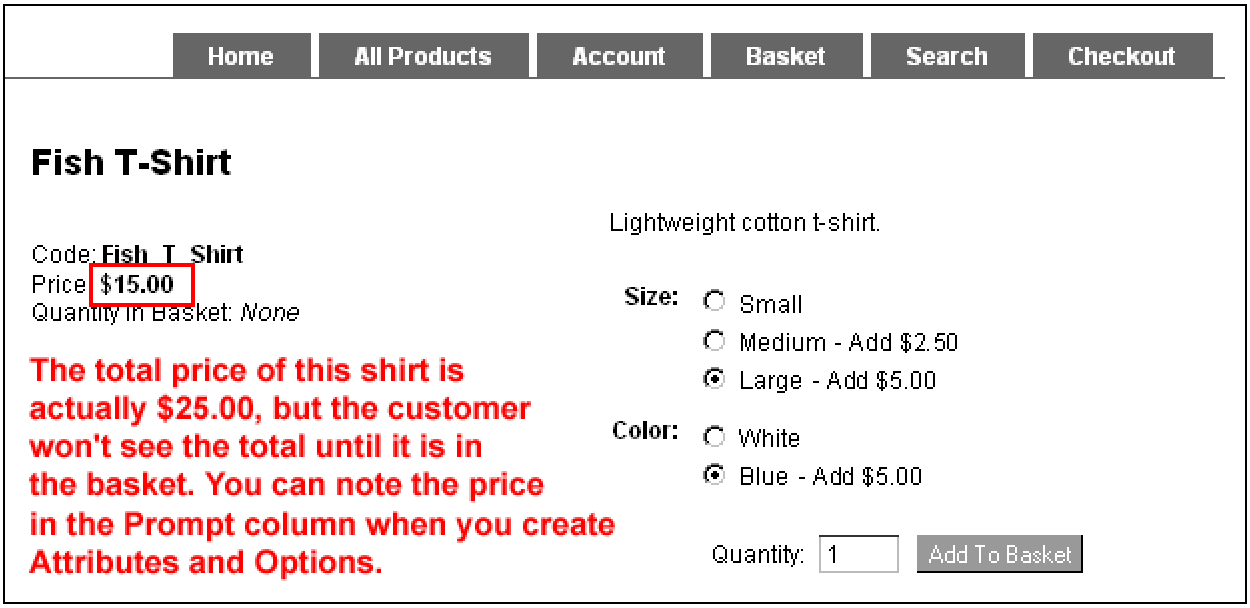


Figure 2: Variant Price is set by the Master Product and its Attributes

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*.

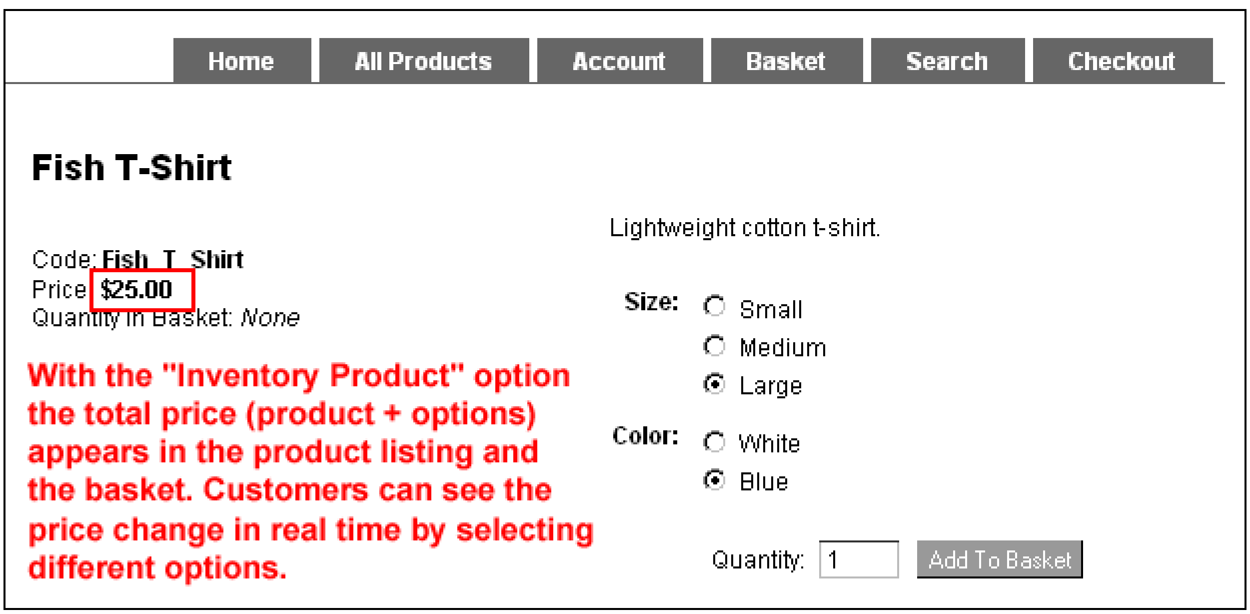


Figure 3: Variant Price is set by the Inventory Product

After you select one of the pricing options, the system will generate all of the possible variants.

Figure 4: Product variants that were created by the Auto Generate button.

- You can delete individual variants by selecting a variant and clicking **Delete Selected**.
- You can edit the price of a variant by going to Products and clicking the **Edit** button next to that variant.

Active vs. Inactive Variants

You can view the variants that you just created:

1. Go to Products.
2. Click the **All** button.
3. Click the Active checkbox, then click the **Update** button.

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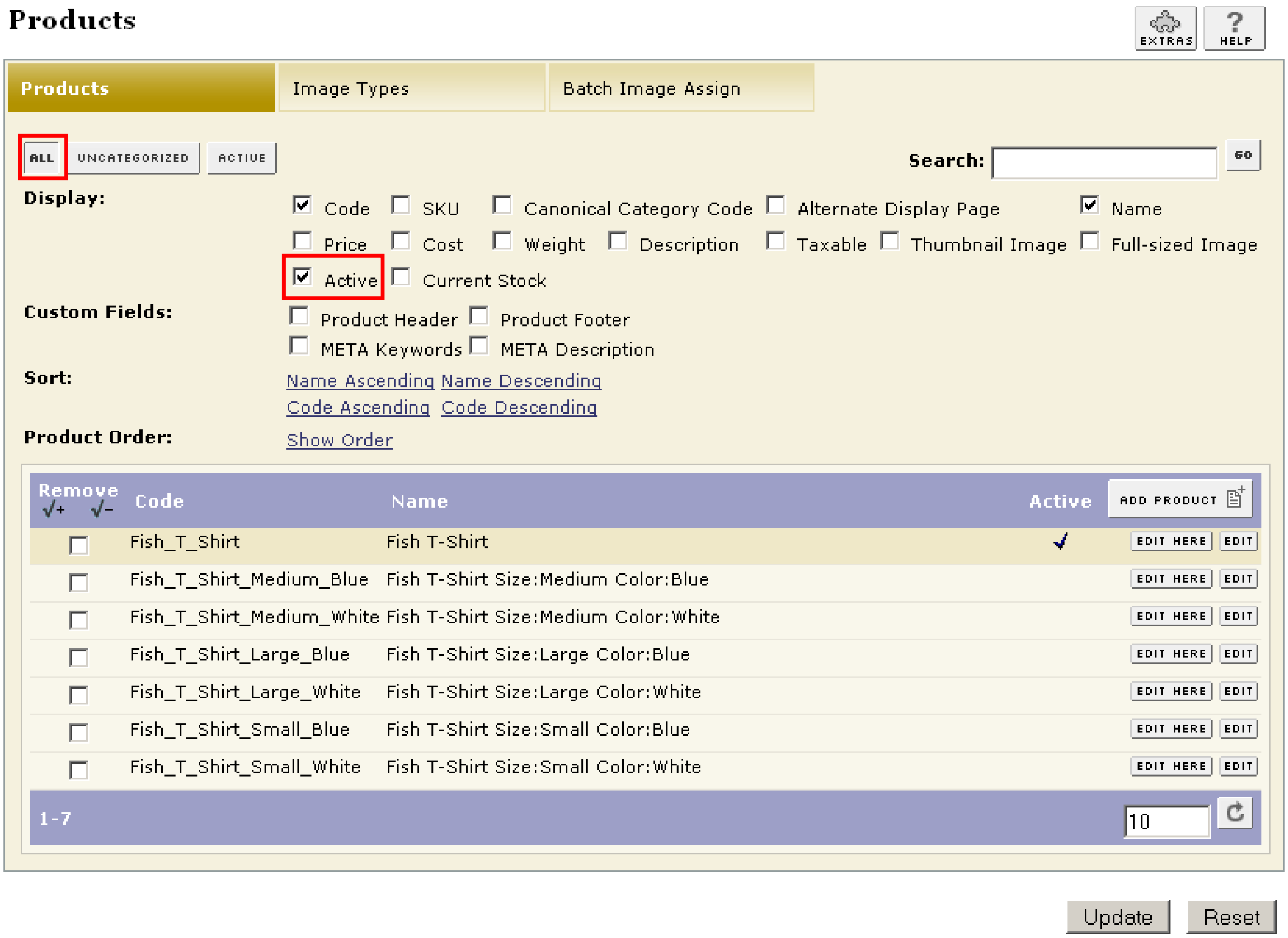
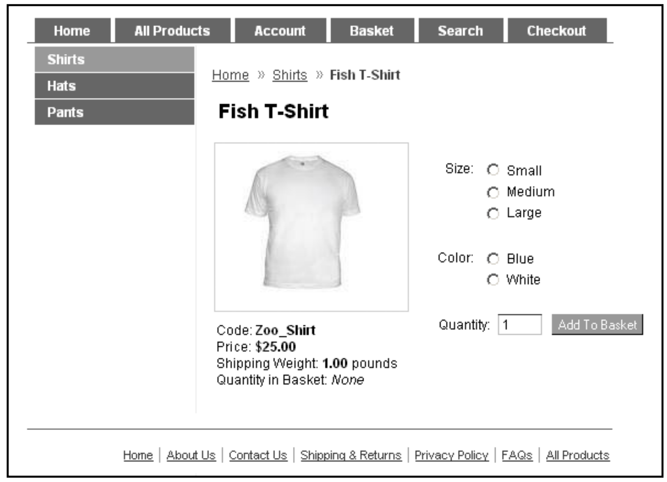


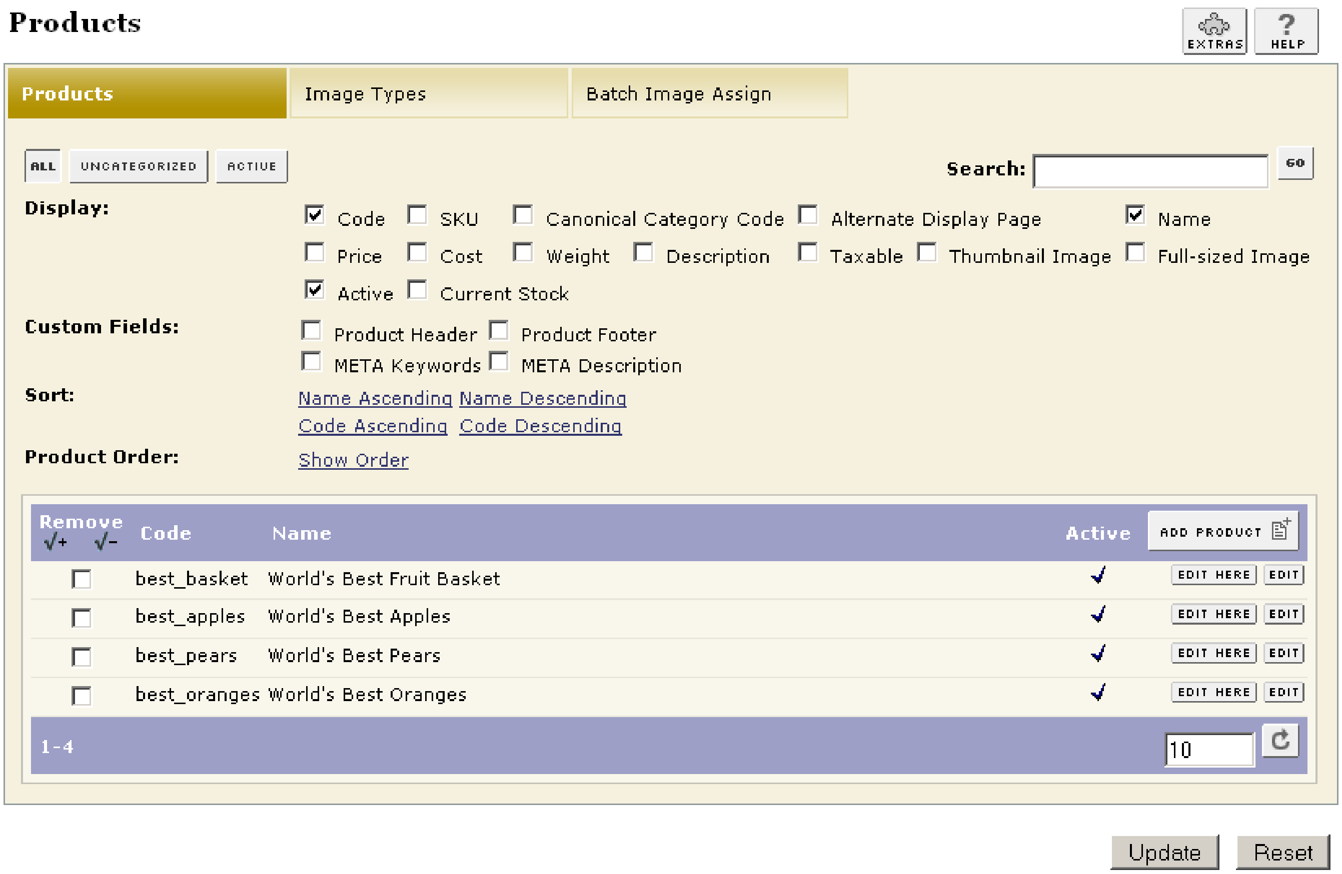
Notice that only the master product is marked as Active. When a product is marked as active, it means that you want Miva Merchant to display the product in your store. If all of the variants were marked as active, they would show up in your store as separate products:

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

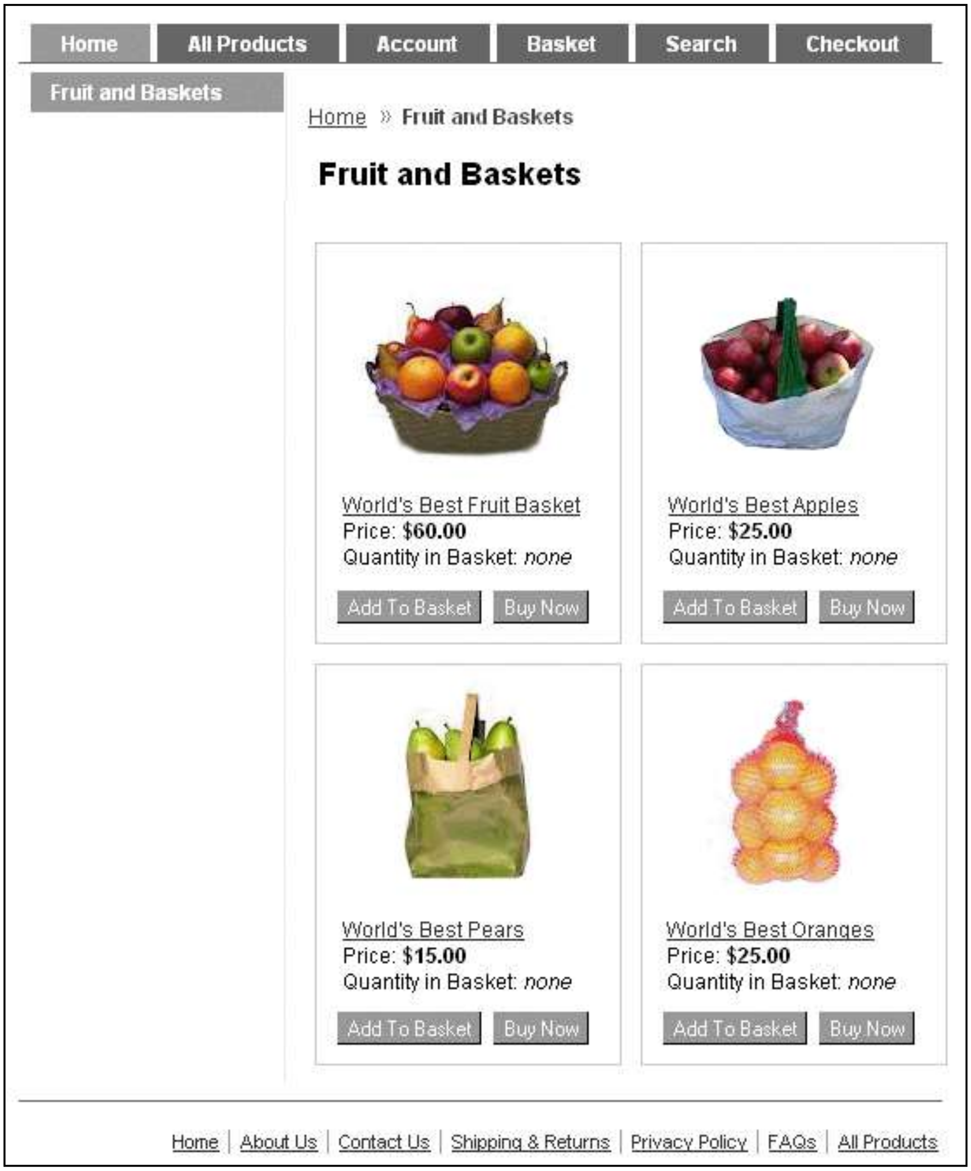


If only the master product is active, customers browse to the master product, and select size and color using a control, such as radio buttons.

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:



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.



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 *Categories* screen in the leftnav.

To Add Your Product to an Existing Category

The Categories tab shows all of your current categories. Click a checkbox next to a category and click Update. 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*.

Edit Product > Upsold Products Tab

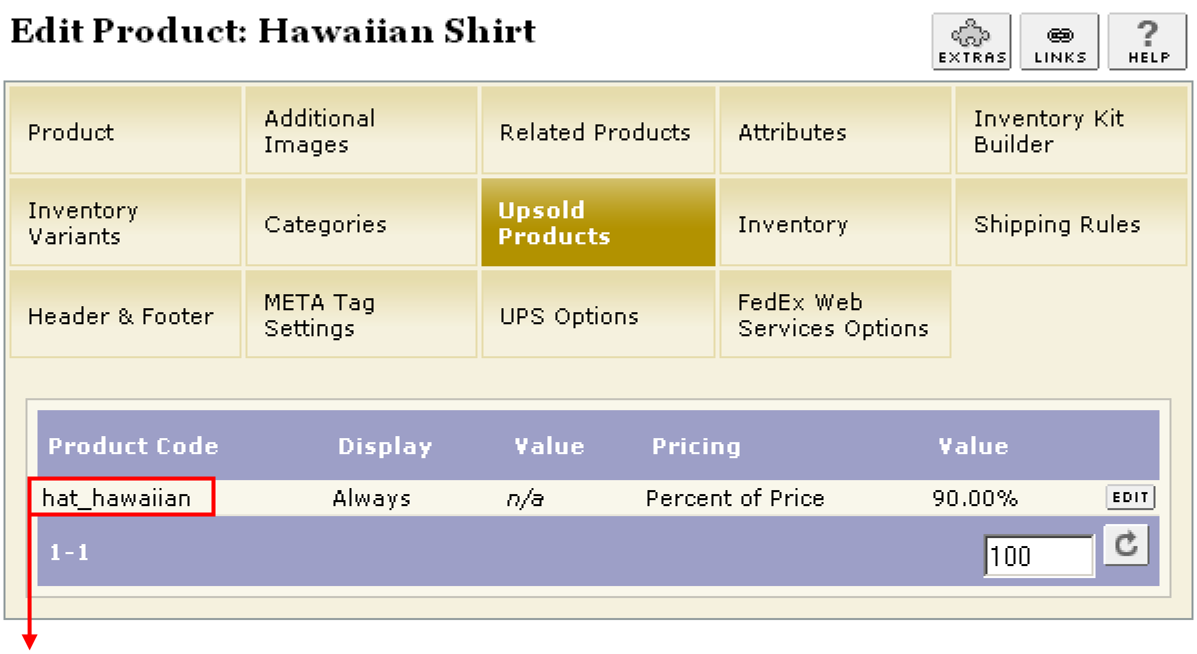
Everything you would ever want to know about upsold products is in the *Upsale* section.

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 "related" product: this is the product that must be in the customer's basket to trigger the special offer.

For example, if the upsold product is a hat, and the related product is a shirt, when a customer adds the shirt to their basket, they will be offered the hat during checkout.

The product you are editing is the "related product". This is the product customers must buy to "qualify" for the special upsale offers.



This is the upsale product attached to the product you are editing. If a customer purchases the Hawaiian shirt, they will be offered the Hawaiian hat during checkout.

Publication Date: 10/30/2013

Edit Product > Inventory Tab

This tab will only appear if you have enabled Track Inventory at the store level (see *Inventory*). 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 *Edit Product > Attributes Tab*.
- Set inventory levels for products that do not have attributes.
- Create product specific inventory messages.

For more information about how inventory management works in Miva Merchant, please see *Appendix E: 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 (see *Inventory*).
Increase Stock By: Decrease 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.
In Stock Message (Short) 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	Please see *Inventory Messages* to learn how to use and control these messages.
Track Low Stock Level: Low Stock Level:	Tracking low stock has several effects: • You can set up automatic emails so that you are notified when inventory reaches your low stock level (see *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:

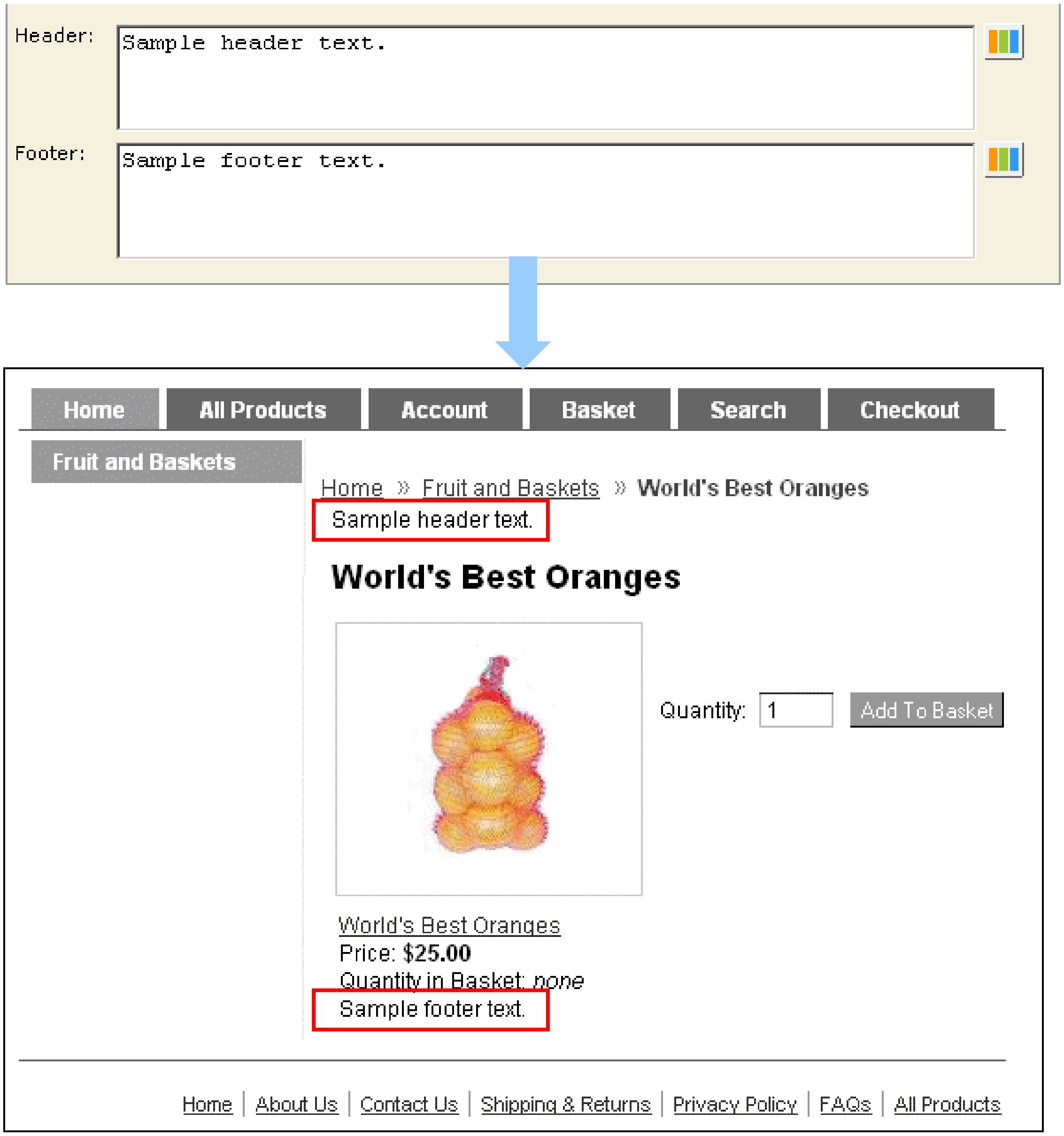
current stock - low stock level

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

Track Out of Stock Level: Hide Out of Stock Products: Out of Stock Level:	Tracking out of stock has several effects: • You can set up automatic emails so that you are notified when inventory reaches your out of stock level (see *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. (See *Inventory*.)
Available Tokens	The list of tokens that you can use in your store inventory messages.

Edit Product > Header & Footer Tab

Use the Edit Product > Header & Footer Tab to add content, such as trust marks, logos, etc, above or below the product content on a product (PROD) page.



Edit Product > META Tag Settings Tab

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 *Edit Store > META Tag Settings Tab*.

Edit Product > Custom Fields Tab

Please see *Utilities* > *Custom Fields*.

Edit Product > UPS Options Tab

This tab will only appear if you have enabled the *UPS® Online Tools Module*.

Product Requires Additional Handling: Check this box if the product meets the UPS requirements for an additional handling fee. See: http://www.ups.com/content/ca/en/shipping/cost/additional.html#Additional+Handling+Fee

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.

Edit Product > Shipping Rules Tab

Shipping rules can be set in two places:

- You can set global *Shipping Rules* for your whole store: Shipping Settings > Shipping Rules.
- You can use the Edit Product > Shipping Rules Tab to over-ride 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*).

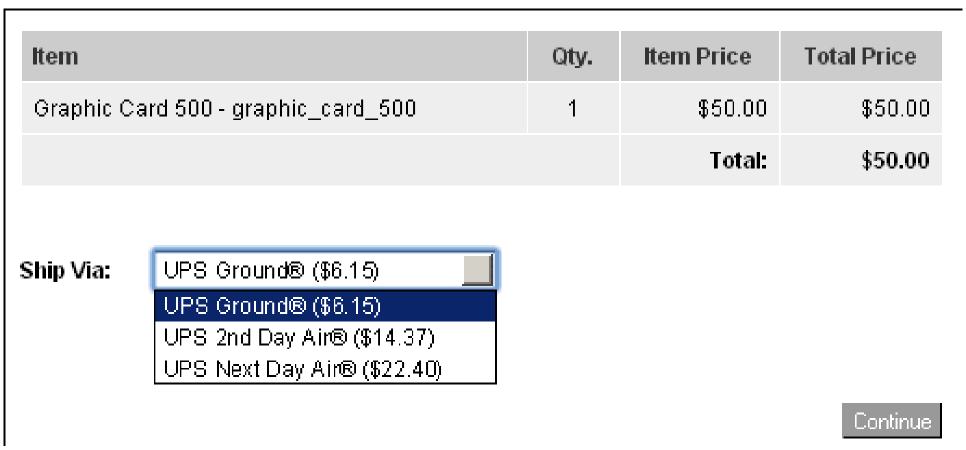
Product Always Ships in Separate Packaging: You might use this field if you have special packaging requirements for a product. For example, if you sell a hat that ships in a special box, you would enter the dimensions of the special box in the Shipping Dimensions field, and then create a box with those 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 *module*, then you edit the module to enable specific shipping methods. See *To Configure the UPS® Online Tools* Module for an example.)

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.



Edit Product > FedEx Web Services Options Tab

This tab was added in PR8 update 5. It will only appear if you have configured the *Shipping Settings > FedEx Web Services Tab*. FedEx Web Services Options can be set in several places:

- You can set global FedEx Web Services Options that will affect every product that you ship. (See *To Configure FedEx Web Services*.)
- You can use the Edit Product > FedEx Web Services Options Tab to over-ride some of the global settings.
  - *Alcohol Flag*
  - *Dry Ice Flag*
  - *Dry Ice Weight*
  - *Non-standard Container*

- *Delivery Signature Option*
- You can change some FedEx shipping options when you *Generate a Shipping Label*.

Attribute Templates

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. Click on the Edit product > Attributes tab. Create an attribute "Size", with options "small", "medium" and "large".
3. Create the second t-shirt product. Edit the second t-shirt and 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 *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.

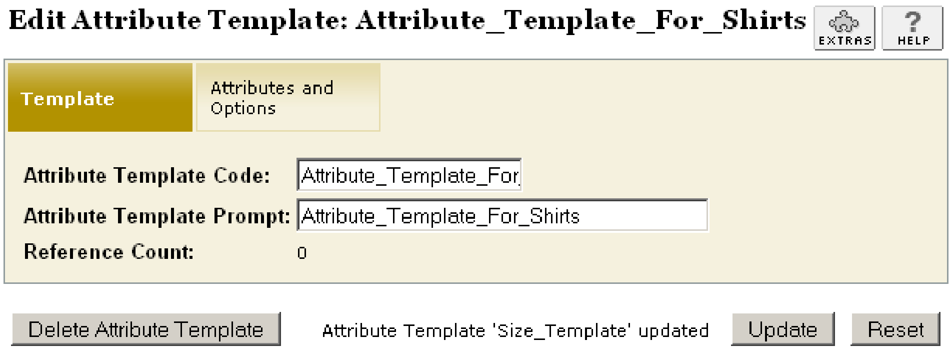
1. **Create the Attribute Template**. From the leftnav, select Attribute Templates.
2. In the Attribute Templates main screen, click the **Add Template** button.
3. In the Add Attribute Template screen:

    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*.

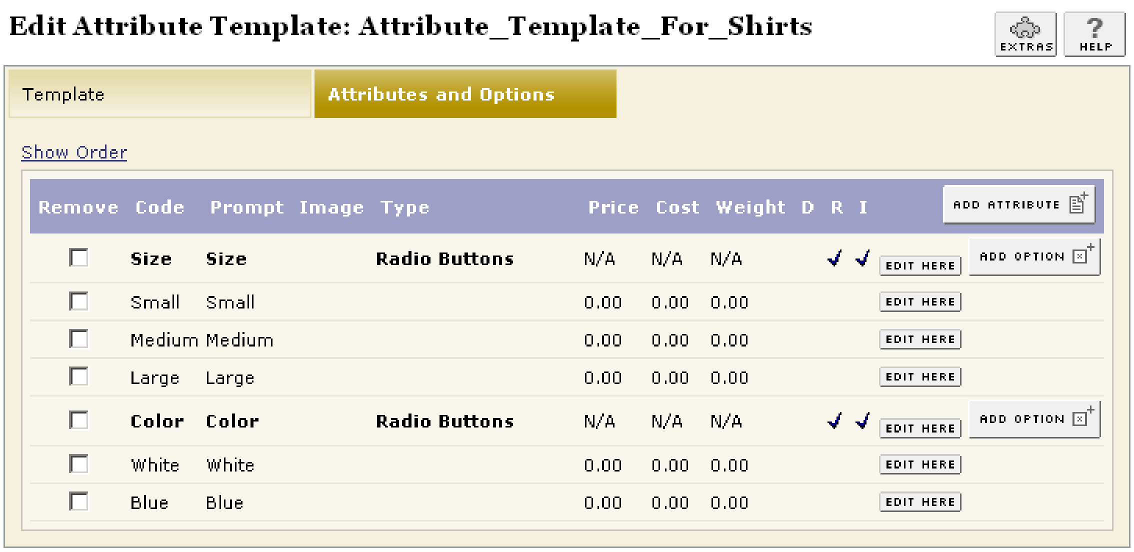
    3.3. Click the **Add** button.

    3.4. 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. Click on this tab.



4. **Add attribute(s) to the template**. In the Attributes and Options tab, click the **Add Attributes** button. In our example, we'll add attributes for Size and Color to the template.

   For detailed information on all of the attribute and option fields, please see *Edit Product > Attributes Tab*.

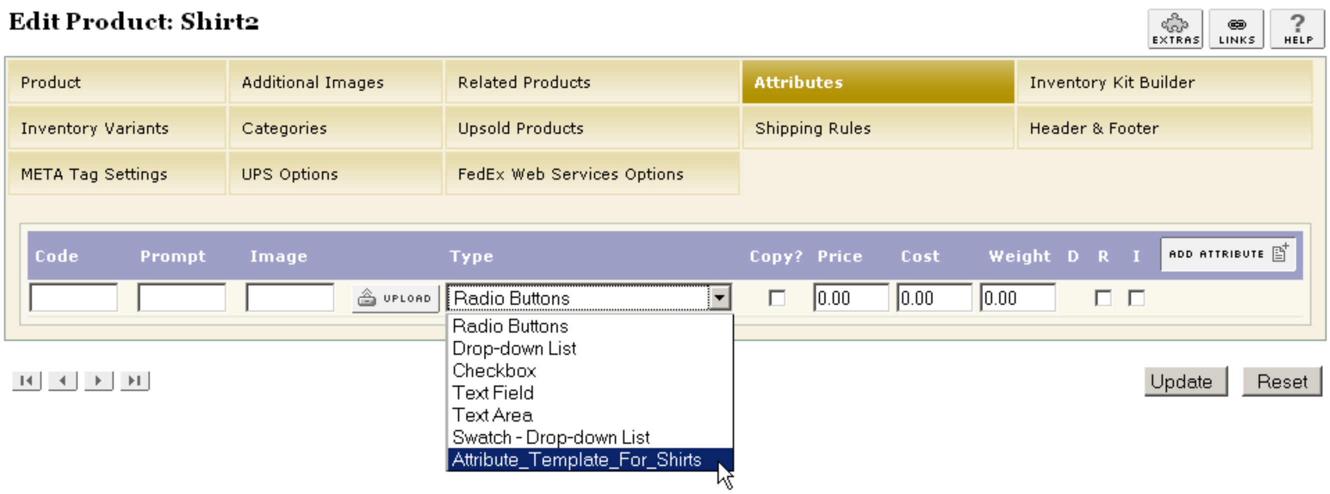


5. When you have finished adding your attributes and options, select Attribute Templates from the leftnav. The template that you created will be listed in the Attributes Templates main screen.

To Apply an Attribute Template to a Product

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

1. Edit a product and select the Attributes tab.
2. In the Attributes tab, click the **Add Attributes** button.

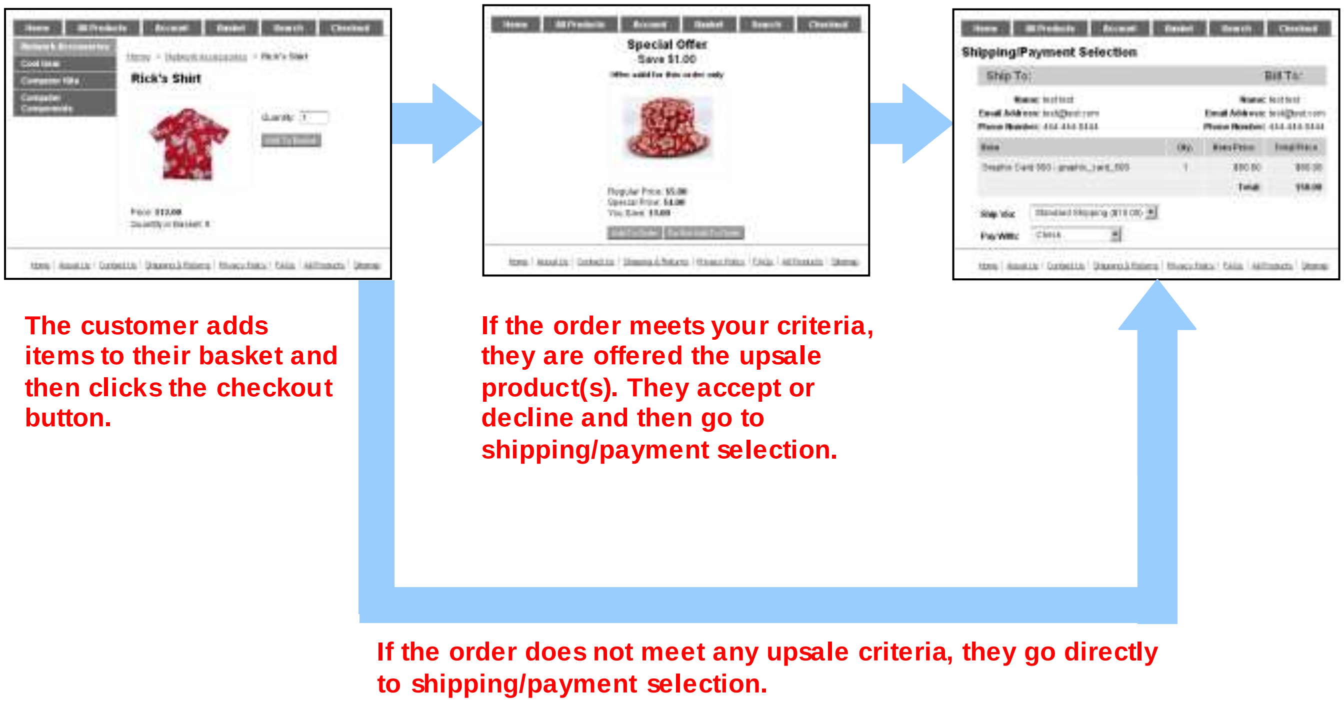


3. If you click on the *Type* drop-down list, you see the predefined types, along with all of the attribute templates that you've created. Select an attribute template and click Update. The attributes and options in the template you selected are now associated with your product.

Upsale

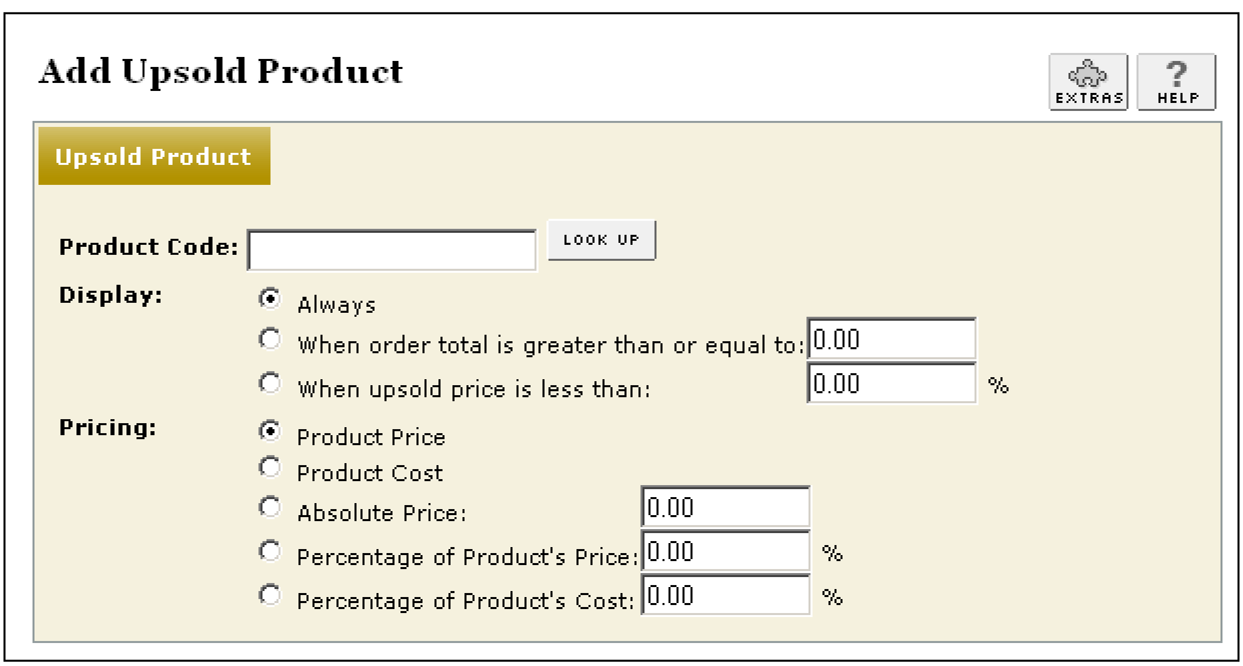
Upsale refers to products and discounts that you can offer customers during checkout. Customers can add the offered product(s) to their order, or decline and continue with their original order. The basic process of upselling is:

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 *Settings* 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 create an upsale entry for the hat and then 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. In the Upsale screen, click the **Add Upsale** button. The Add Upsold Product screen appears.

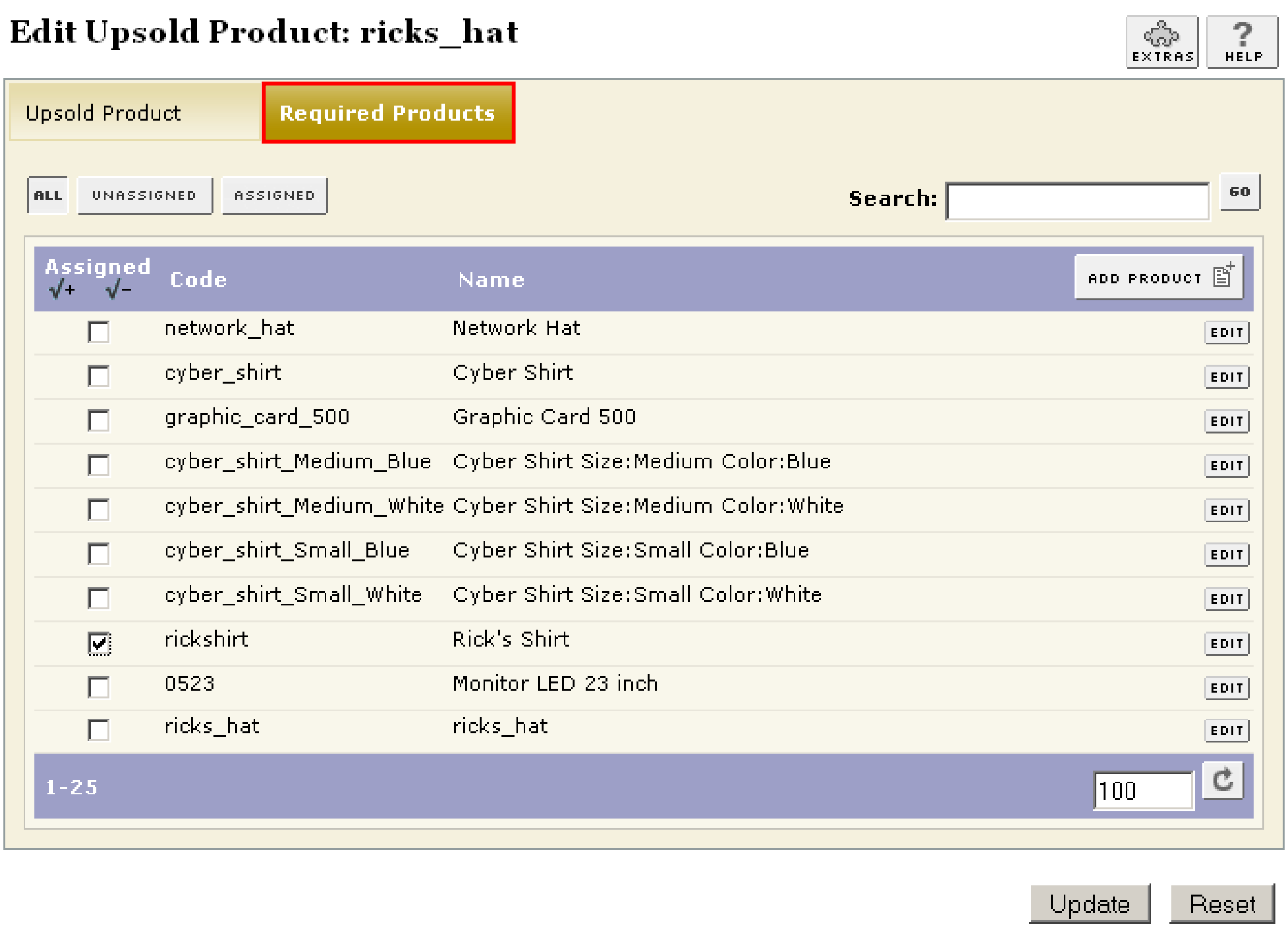


2. In the Add Upsold Product screen:
   - Enter a product code or click the **Look Up** button to find one. This is the product that you want to offer customers during checkout.
   - **Display**: these options control when your upsale product will be offered.
   - **Pricing**: these options control the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

   When you are done, click the **Add** button. A new tab will appear: Required Products.

3. Select the "Required Products" tab and click on the checkboxes next to one or more products. If the customer has <u>any</u> of these products in their basket, they may be offered the upsale product during checkout (depending on what Display and *Settings* options you selected). In our example:
   - We created an upsale product entry for "ricks_hat".
   - The required product is "rickshirt".

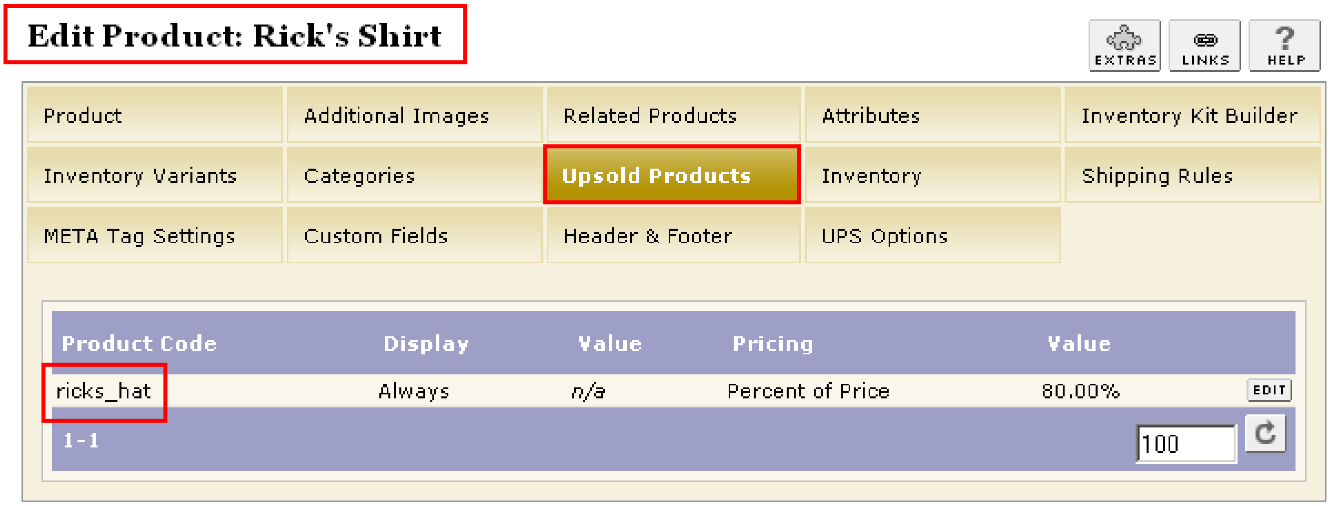
   If the customer adds "rickshirt" to their basket, they will be offered "ricks_hat" during checkout.



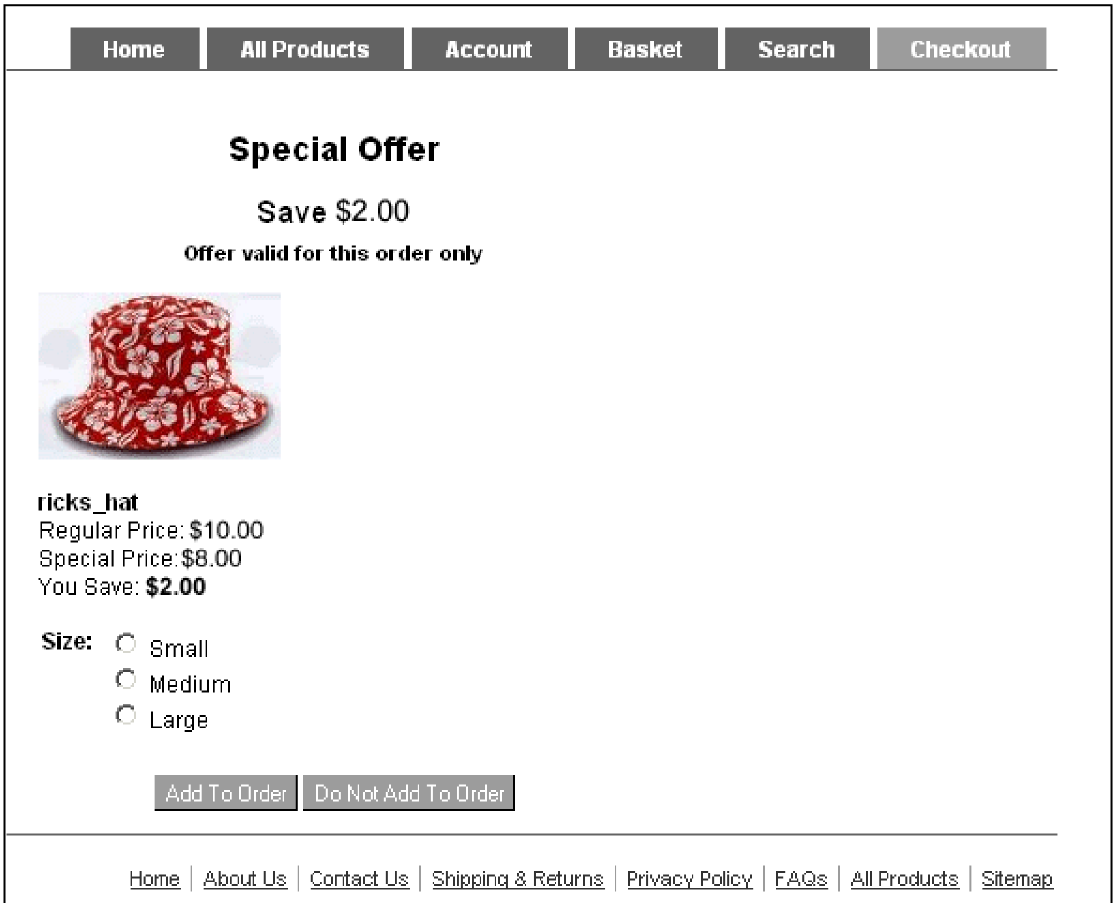
Select the products that must be in the customer's basket and click Update.

4. The upsale item has now been created and linked to another product. However, there's another way you can verify this.

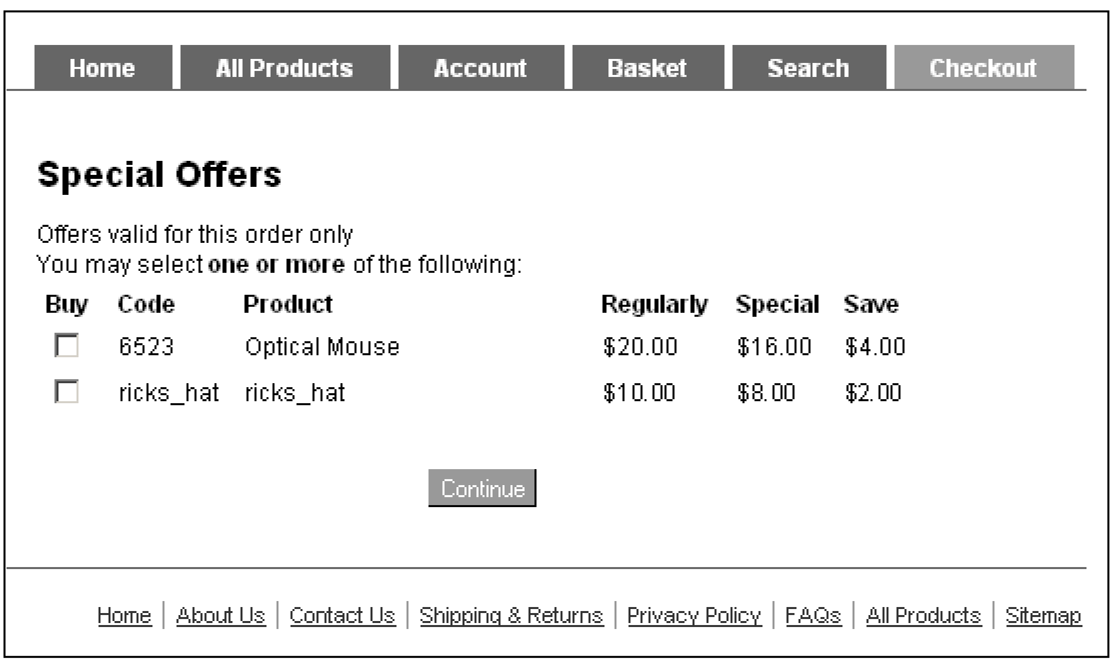
   If we select Products > Edit Product: Rick's Shirt > Upsold Products tab, we can see that the upsale product that we created is now associated with "rickshirt".



When the customer purchases "Rick's Shirt", they will be offered a chance to buy "Rick's Hat" during checkout. If the customer is only being offered one upsale product, the screen looks like this by default (see Pages > OUS1):



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



Changing the Upsale Product Settings

In the Upsale main screen, select the Settings tab.

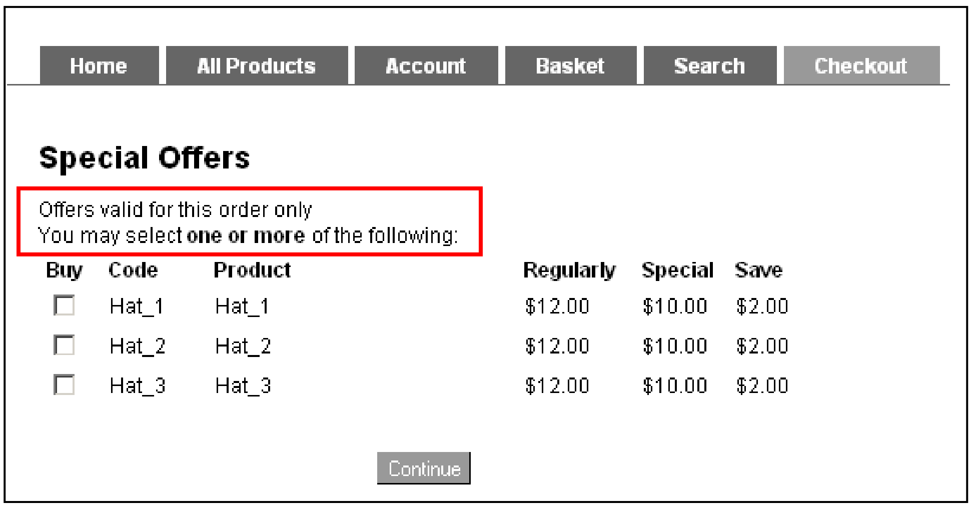
There are several variables that control how customers are offered products during checkout:

- 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 Settings tab, 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 Settings tab, the "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.

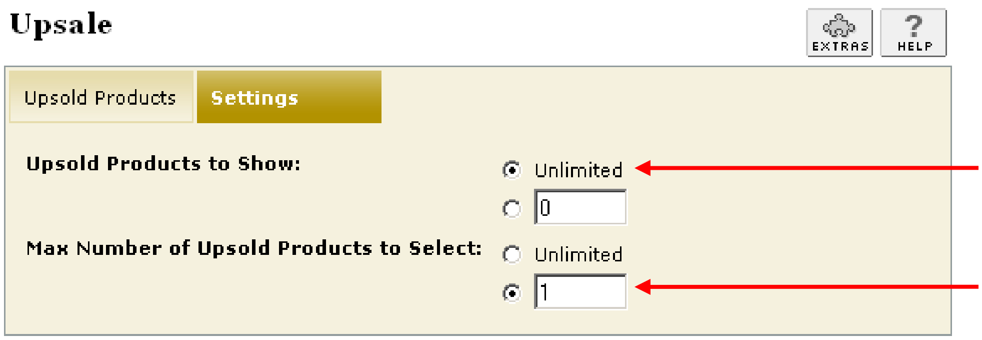
Example 1: Based on the *Display* criteria, the customer qualifies for three upsale products. We'll set both of the setting options: "show" and "select" to unlimited.

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

Allow the customer to purchase any/all of them.

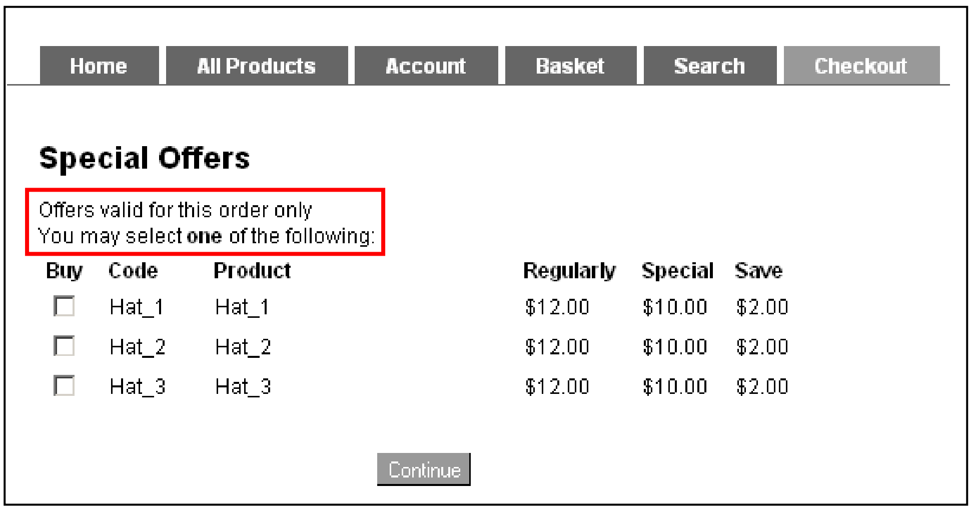


Example 2: Based on the *Display* criteria, the customer qualifies for three upsale products. We'll set "show" to unlimited and "select" to 1.



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

Allow the customer to purchase only one.



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 product. The content of this page is controlled by the template code on OUS1 > Page tab. If the upsale product has Attributes they are controlled by the OUS1 > Product Attribute Template tab.

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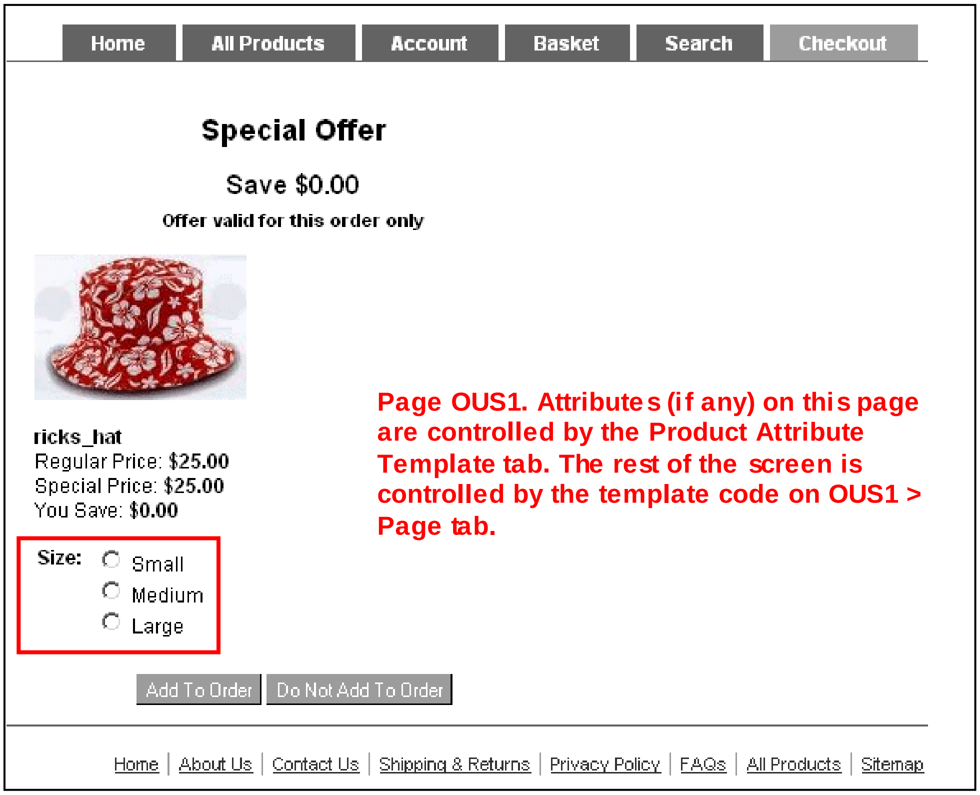
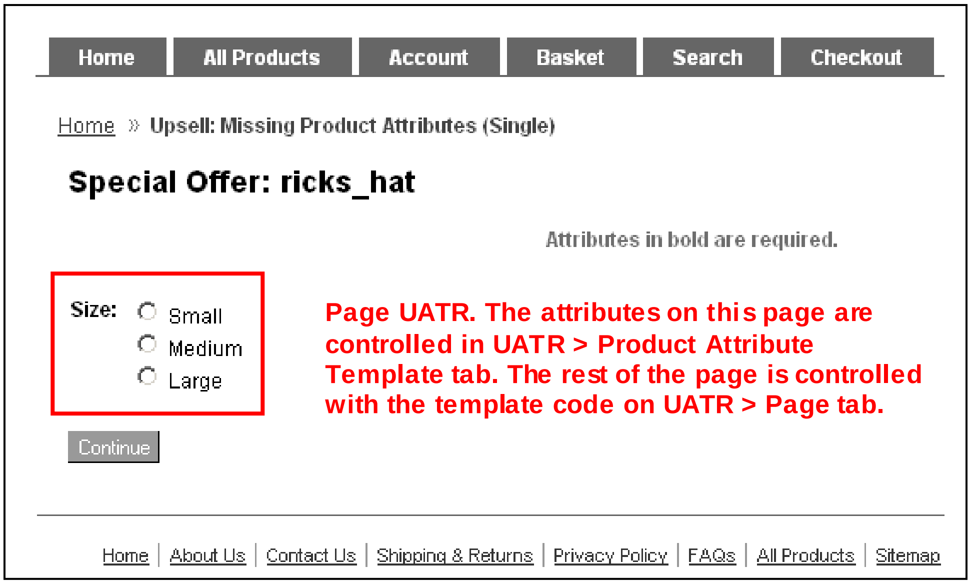
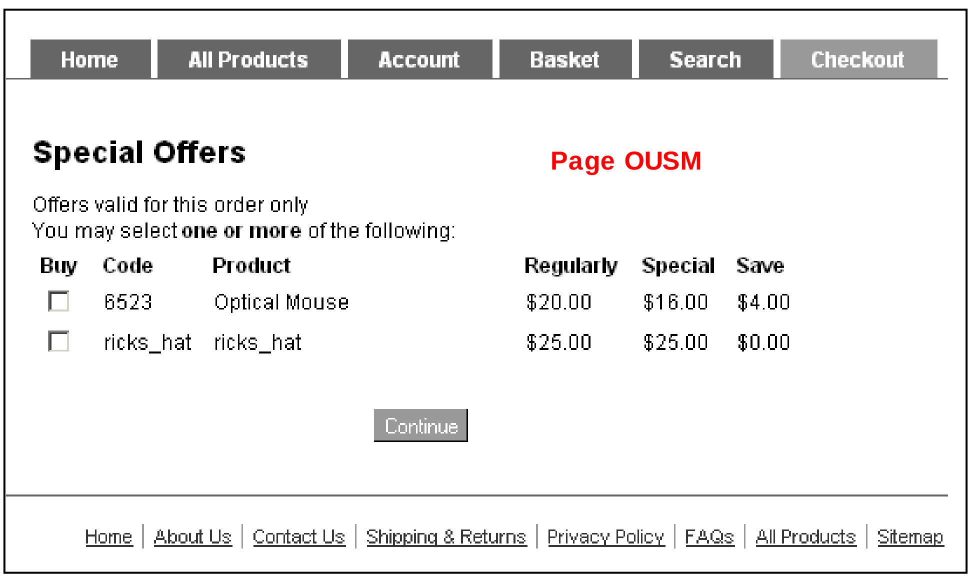


If:

- 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.



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.



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.

Inventory

See *Appendix E: Inventory Management* to learn how inventory management works in Miva Merchant.

Use the Inventory screen to:

- Enable inventory tracking 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 at either the product level (product has no attributes, *Edit Product > UPS Options* Tab) or the attribute level (product does have attributes, *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 *Edit Product > UPS Options* Tab. If you create product specific inventory messages, they will take precedence over the store wide defaults.
- Set up automated emails so you are notified when stock is low or out.

Inventory > Inventory Settings Tab

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 (product has no attributes, *Edit Product > UPS Options* Tab) or the attribute level (product does have attributes, *Edit Product > Attributes Tab*).
Track Low Stock Level: Low Stock Level:	Tracking low stock has several effects: • 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:

Publication Date: 10/30/2013

Because the %inv_instock% token is calculated as:

current stock - low stock level

Track Out of Stock Level:

Hide Out of Stock Products:

Out of Stock Level:

Tracking out of stock has several effects:

- 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)

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

Please see *Inventory Messages* to learn how to use and control these messages.

Available Tokens

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

Inventory > Email Notification Tab

Use the Email Notification tab to send automated emails 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 *Inventory*.
- Enable inventory tracking at the product level (see *Edit Product > Inventory Tab*) if the product does not have attributes, or *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.

But see also:

- *Edit Product > Inventory Tab*, to set out of stock/low stock levels and messages at the product level.
- *Appendix E: Inventory Management*, to learn more about how inventory management works in Miva Merchant.

Affiliate Settings

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.

See Also:

- *Edit Store > Affiliate Links Tab*: Use the Affiliate Links tab to control the formatting of the affiliate links (affiliate login link, edit affiliate information link) in your on-line store.
- *Groups* > Affiliates, Affiliate Money: You can use the Groups feature to control which admin users have access to affiliate settings in the admin interface.
- Pages > AFAD > *Affiliate Fields Tab*: The template code in this tab controls the fields in the Affiliate Account Registration screen in your on-line store.

Affiliate Settings > Affiliates Tab

This screen displays the affiliates that exist in your store. You can add an affiliate by clicking on the **Add Affiliate** button, however, affiliates can create their own accounts by logging into your on-line store. See *To Create an Affiliate Account*.

Affiliate Settings > Options Tab

The settings in this tab are store wide defaults that affect all of your affiliates. Some of the settings can be over-ridden when you create or edit an affiliate account. See *To Create an Affiliate Account*.

Activate Affiliate Program:

Enables Miva Merchant to begin tracking affiliates referrals, and adds the Affiliate Login link to your on-line store. See *Affiliate Login screen*.

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

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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 *To Pay 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:

    alt="Free Shirt" border="0">

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:

   <img src="http://test.coolcommerce.net/mm5/graphics/00000001/free_sh

irt.jpg" alt="http://test.coolcommerce.net/mm5/merchant.mvc?Screen=AFAD&Affiliate=affiliate1" border="0">

2. Your affiliate can now go to your on-line store and log into their affiliate account. As the example on page 200 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 try to create an affiliate account or log into an existing affiliate account.

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Affiliate Settings > Lost Password Email

Your affiliates can login to 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 Affiliate Settings > Options tab > 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).

Affiliate Settings > Affiliate Email Notification Tab

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.

Affiliate Settings > 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 Affiliates*.

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To Create an Affiliate Account

You can create an affiliate account 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. In the leftnav click on Affiliate Settings.
2. In the Affiliate Configuration screen, 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 *Affiliate Settings > Lost Password Email* for an example of how affiliates login.
    - **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 *Affiliate Settings > Options Tab*.
        - **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. In the **Info** tab, enter contact information for the affiliate.
5. In the Commission tab, describe how much the affiliate should be paid for each referral. The values you set in *Affiliate Settings > Options Tab*.

To Create an Affiliate Account in Your On-line Store

Note: before you can create an affiliate account in your on-line store you must have enabled the *Activate Affiliate Program* checkbox. 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.

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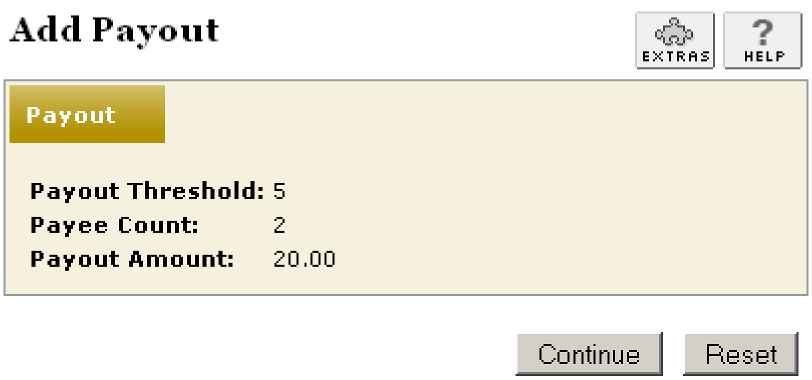
To Pay Affiliates

Paying your affiliates is a three step process:

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

1. In the leftnav, click Affiliate Settings, then select the Payouts tab. The Payouts tab will list a record for each affiliate to whom you owe money.
2. In the Payouts tab, click Add Payout. The Add Payout screen appears.



- **Payout Threshold**: This is a dollar value that you set in *Affiliate Settings > Options Tab* > *Payout Threshold*. 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 $5.00. 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.

   At this point we've completed the "add payout" process and calculated that we have two affiliates that we owe $10.00 each. Outside of Miva Merchant we can now send payments to our affiliates, by any method that is convenient.

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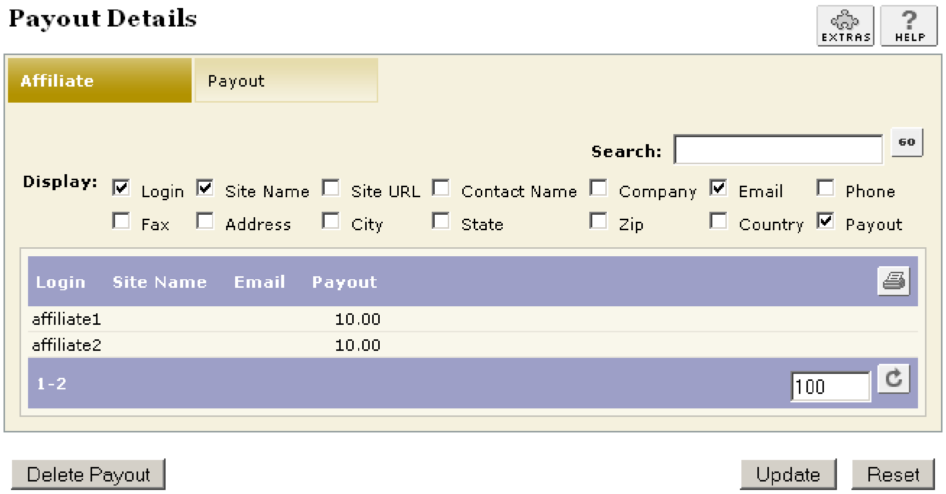
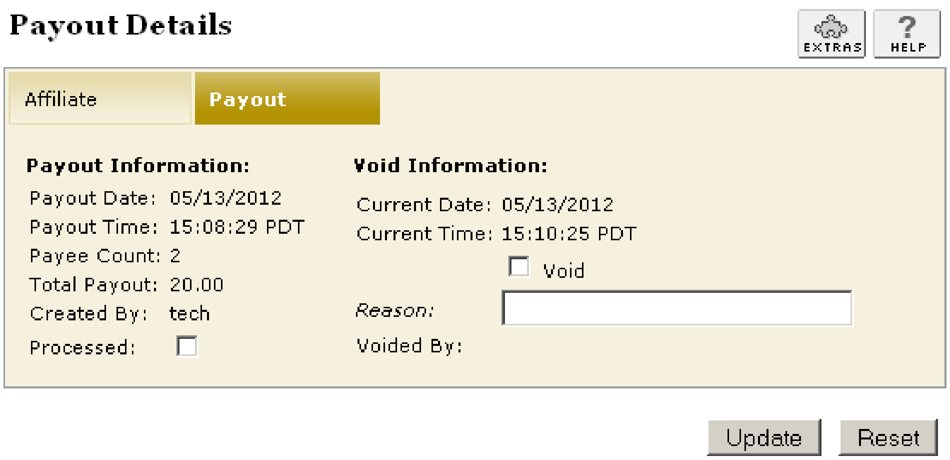


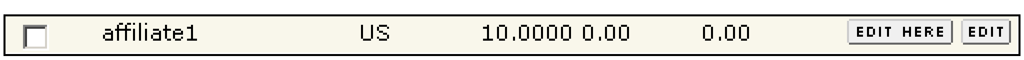
4. **Mark the affiliates as paid**. In the Payout Details screen, click the Payout tab.



4.1. Click the Processed checkbox, then click Update. The affiliates are now marked as paid.

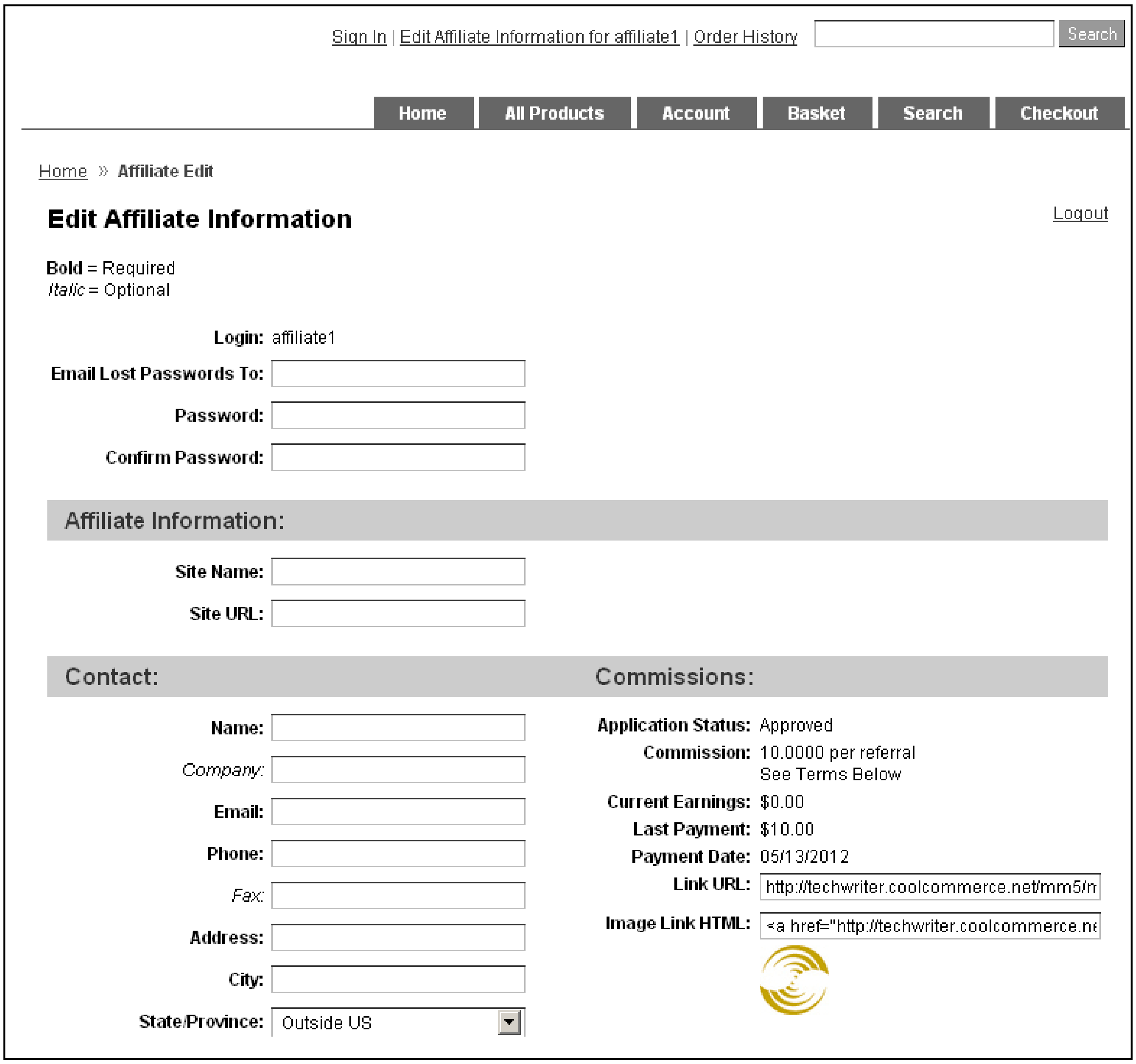
5. **Confirm that the affiliates are marked as paid**.

5.1. In the leftnav, click on Affiliate Settings, then click the **Edit** button next to one of the affiliates.

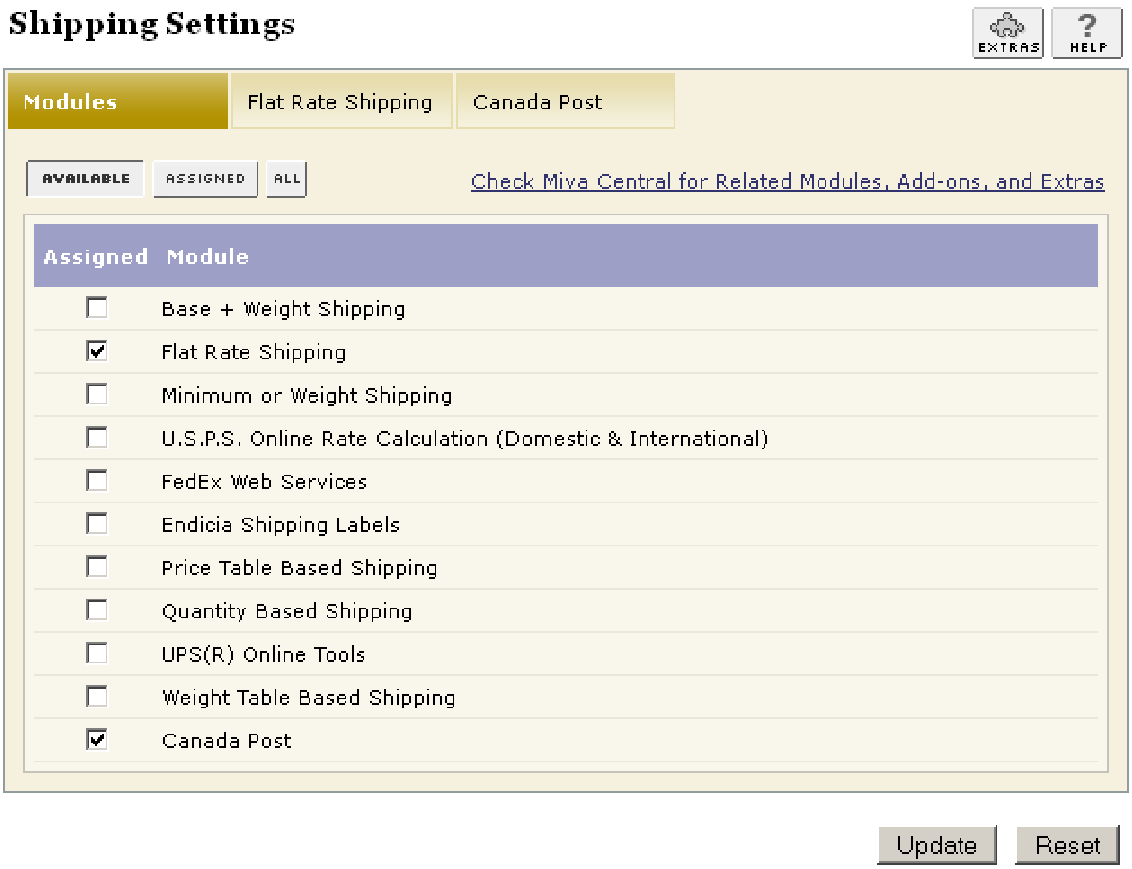


5.2. In the Edit Affiliate screen, select the Earnings tab, which for our example, shows two records. The first record shows how the affiliate earned their fee and for how much. The second record (-10.0000) shows that we marked the debt as paid.

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



Shipping Settings



Use the Shipping Settings screens to enable and configure shipping modules. Each module maps to a carrier or general type of shipping. When you select a module and click the **Update** button, a new tab for that module will appear. For example, if you want to ship via UPS, check the "UPS® Online Tools" checkbox and click **Update**. You can then click on the new tab, configure the module, and select specific shipping methods, such as overnight, 2nd day air, etc. Note that shipping methods for some modules can also be restricted at the product level (see *Permitted Shipping Methods*) and when you *Generate a Shipping Label*.

In PR8 update 4, two shipping modules from previous versions were replaced.

- UPS Domestic Shipping Calculator (Discontinued)
- UPS Shipping Labels (Discontinued)

These modules will still show up in stores that were created before the release of PR8 update 4, if you click the ALL button at the top of the Modules tab. After PR8 update 4, these modules are replaced by the "UPS® Online Tools" module.

Shipping Settings > Base + Weight Shipping Tab

Use Base + Weight Shipping to generate simple shipping charges based on the weight of the order.

See also:

- *Appendix H: Comparing Weight Based Shipping Modules*.
- Edit Store > Settings tab > *weight unit* drop-down list, to set the unit of weight used in your store.

To Enable Base + Weight Shipping

In the Shipping Settings > Modules tab, click on the **Base + Weight Shipping** checkbox, then click **Update**.

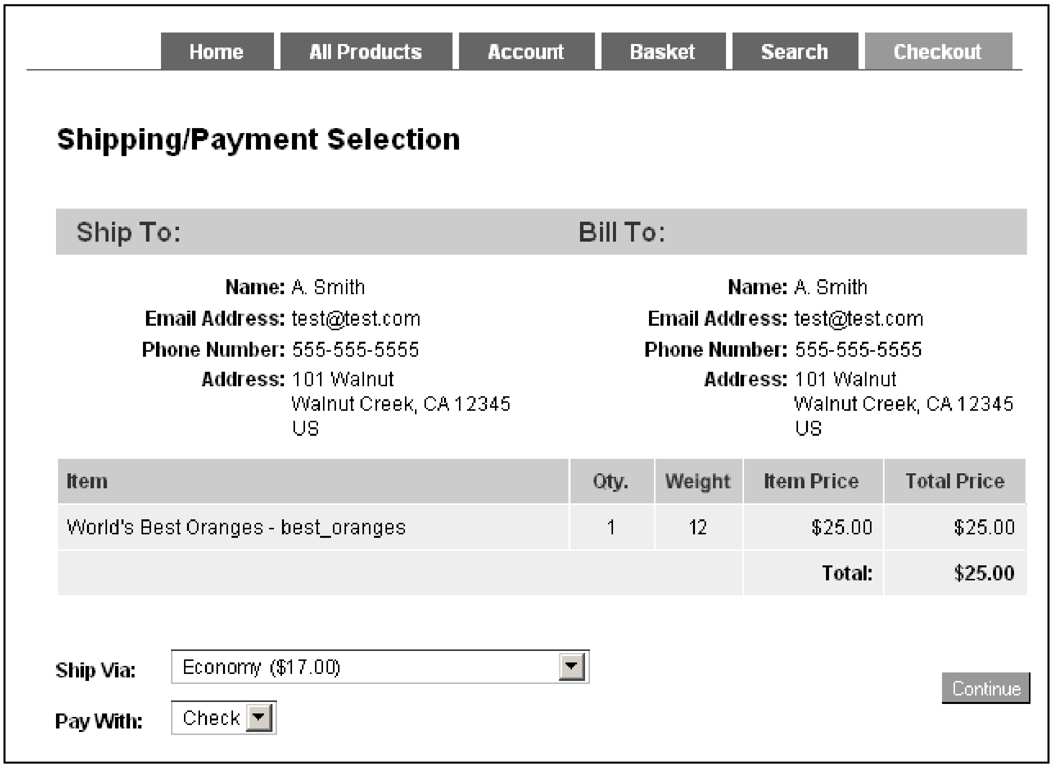
To Configure Base + Weight Shipping

1. In the Base + Weight Shipping tab, click on the **Add Method** button.
   - Enter a Name for the shipping method. This name will appear in your on-line store.
   - 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.
   - 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 Edit Store > Settings tab > Weight Units drop-down list.
2. Click **Update**.

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:

Base Charge:	$5.00
Amount/Weight Unit x Weight of Order:	($1.00 per pound x 12 pounds) $12.00
Shipping:	$17.00



Shipping Settings > Flat Rate Shipping Tab

To Enable Flat Rate Shipping

In the Shipping Settings > Modules tab, click on the **Flat Rate Shipping** checkbox, then click **Update**.

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 Settings > 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:

- *Appendix H: Comparing Weight Based Shipping Modules*.
- Edit Store > Settings tab > Weight Unit drop-down list, to set the unit of weight.

To Enable Minimum or Weight Shipping

In the Shipping Settings > Modules tab, click on the **Minimum or Weight Shipping** checkbox, then click **Update**.

To Configure Minimum or Weight Shipping

1. In the Minimum or Weight 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/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 **Update**.

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.

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 Settings > U.S.P.S. Online Rate Calculation 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.

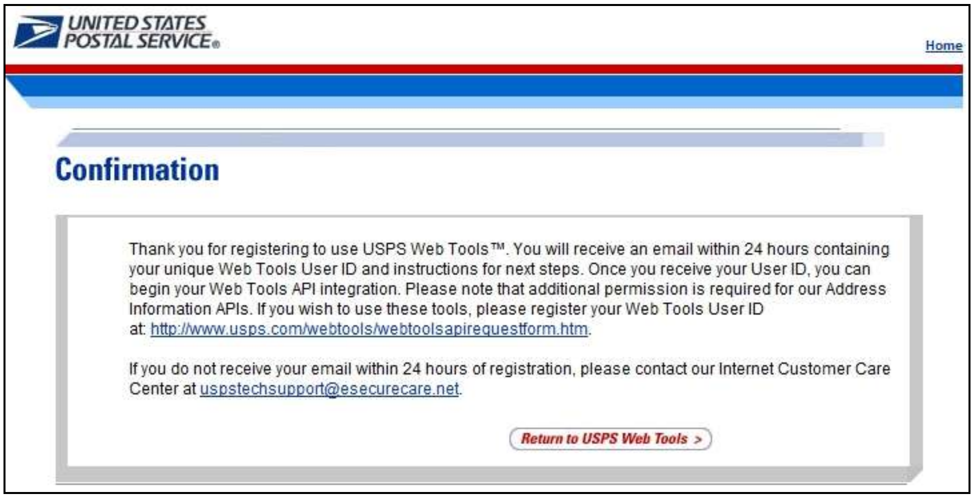
Support for the Shipping Settings > Packaging Rules Tab

- 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 > *Packaging Rules* tab: 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 > *Packaging Rules* tab.

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

  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 the Shipping Settings > Modules tab.
3. Click on the **U.S.P.S. Online Rate Calculation** checkbox, then click **Update**.
4. Click on the **U.S.P.S. Online Rate Calculation (Domestic & International)** tab.

USPS User ID: Enter your U.S.P.S. username.

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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):	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. • **Delivery Confirmation + Mailing Address**: The label contains address information plus a U.S.P.S. barcode that is scanned to prove delivery confirmation. • **Delivery Confirmation Only:** The label contains only the U.S.P.S. barcode that is used to prove delivery confirmation.
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	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. See https://www.usps.com/ship/service-chart.htm 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.
Enable Label Generation	Check this box if you want to print U.S.P.S. labels with address information but no postage. Leave this box unchecked if you are using Endicia to print labels with both address information and postage.
Available Shipping Methods:	The U.S.P.S. shipping methods that you want to offer customers in the checkout screens.

Shipping Settings > 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.

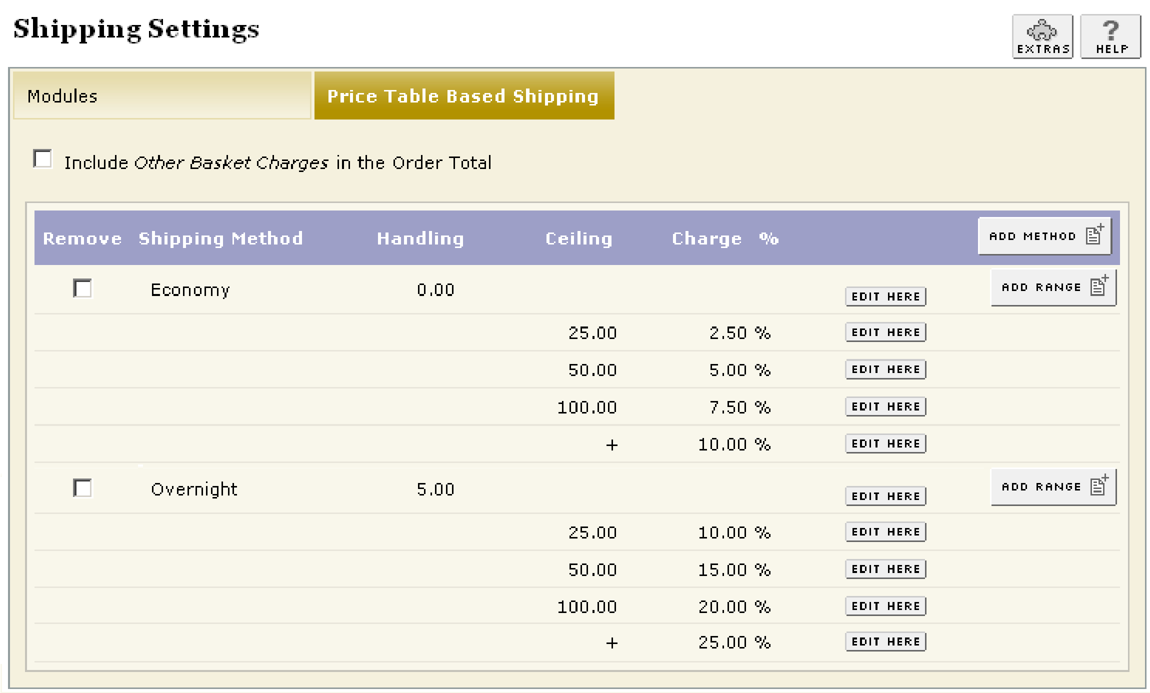
  If the order total is less than or equal to $25.00, the shipping charge is 10% of the order total.

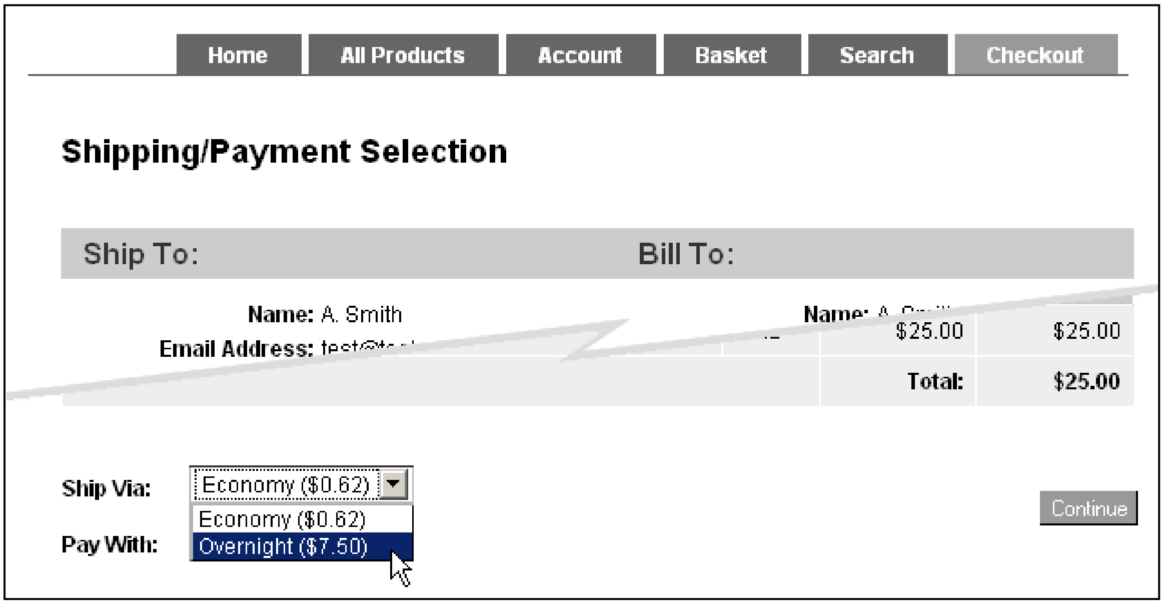
  If the order total is between $25.00 and $50.00, the shipping charge is 15% of the order total.

  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.





To Enable Price Table Based Shipping

In the Shipping Settings > Modules tab, click on the **Price Table Based Shipping** checkbox, then click **Update**.

Include Other Basket Charges in the Order Total	If unchecked the order total is considered the total price of all products in the order. If checked, the order total is all products in the order plus (or minus) any additional basket price changes that you've created, such as coupons or setup fees.

To Configure Price Table Based Shipping

1. In the Price Table Based Shipping tab, click on the **Add Method** button.
   - Enter a Handling charge, then click **Update**.
   - Enter a Ceiling for this price range.
   - 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 Settings > Quantity Based Shipping Tab

Use this module to generate shipping charges based on the number of items in the customer's basket.

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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

The next 2 items 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

In the Shipping Settings > Modules tab, click on the **Quantity Based Shipping** checkbox, then click **Update**.

To Configure Quantity Based Shipping

1. In the Quantity Based Shipping tab, click on the **Add Method** button.
   - Enter a name for this shipping method. This name will appear in your on-line store.
   - Check the **Prog**. checkbox to use progressive mode. Leave the box unchecked to use standard mode.

2. Click **Update**.
   - 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 **Update**. You can continue to add as many ranges as you wish.

Shipping Method	Prog.	Floor	Ceiling	Amount/Unit	ADD METHOD
Economy				EDIT HERE	ADD RANGE
		1	3	3.00	EDIT HERE
		4	6	2.00	EDIT HERE
		7	10	1.00	EDIT HERE
		11	+	.50	

Shipping Settings > Weight Table 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 H: Comparing Weight Based Shipping Modules*.
- Edit Store > Settings tab > Weight Unit drop-down list, to set the unit of weight.

To Enable Weight Table Based Shipping

In the Shipping Settings > Modules tab, click on the **Weight Table Based Shipping** checkbox, then click **Update**.

To Configure Weight Table Based Shipping

1. In the Weight Table Based 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 a Handling fee. This is a flat fee that will be added to every order which uses this shipping method.

2. Click **Update**.
    - Enter a Ceiling. This is the maximum weight for the current range. In our example we created four weight ranges:
        - 0 - 5 pounds
        - 6 - 10 pounds
        - 11 - 15 pounds
        - Over 15 pounds. To create this last range we put a "+" in the Ceiling field.
    - Enter a Charge. This is the shipping charge that will be applied to the current weight range.

Shipping Method	Handling	Ceiling	Charge	ADD METHOD
Weight Based Shipping	5.00		EDIT HERE	ADD RANGE
		5	3.00	EDIT HERE
		10	2.00	EDIT HERE
		15	1.00	EDIT HERE
		+	.50	

3. Click **Update**. You can continue to enter as many ranges as you wish.

Shipping Settings > 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 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 (by unchecking it in the Modules tab) and then re-enable it, you'll have to go through registration again.

1. Enable the *UPS® Online Tools Module*. Go to the Shipping Settings > Modules screen. Check the UPS® Online Tools checkbox and click Update.
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

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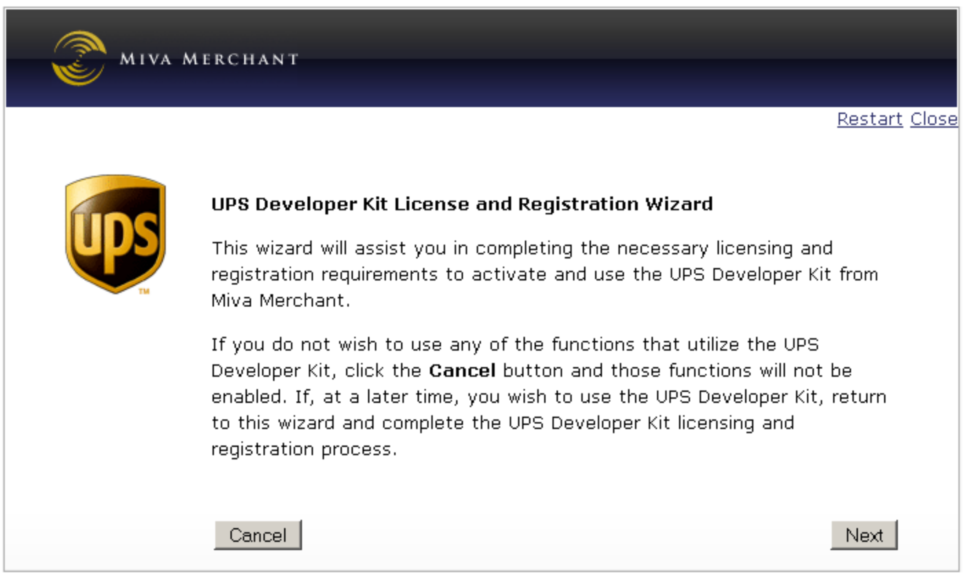
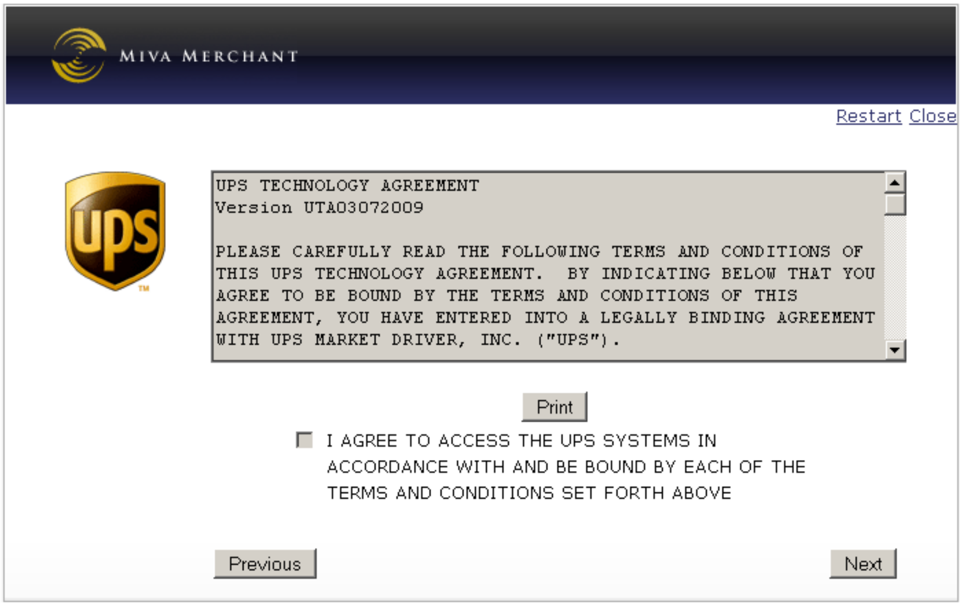
real shipping labels that will be billed to your UPS account. In Test mode you can get real-time rates and print free test labels that cannot be used for shipping.

2.2. Select the installation mode, then click on "Click here" to start the wizard.

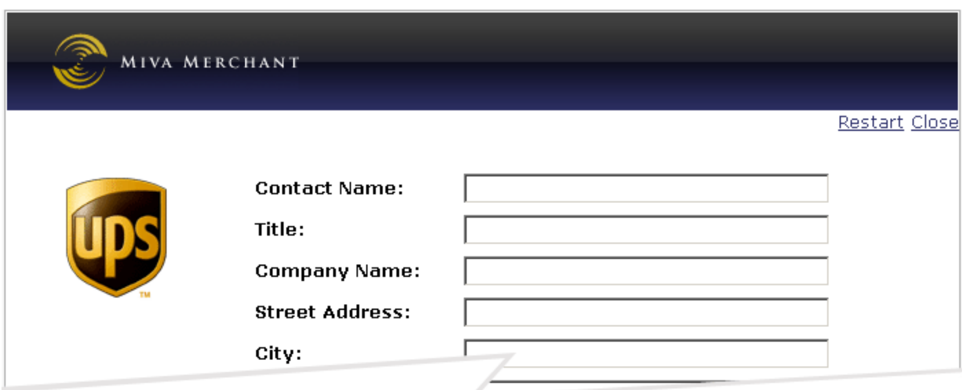
2.3. The first screen of the registration wizard will appear. Click Next.



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.
UPS Account Number:	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.

- You must have a Zebra or Zebra compatible printer that can print .zpl.
- Your store must be running PR8 Update 8 or later.

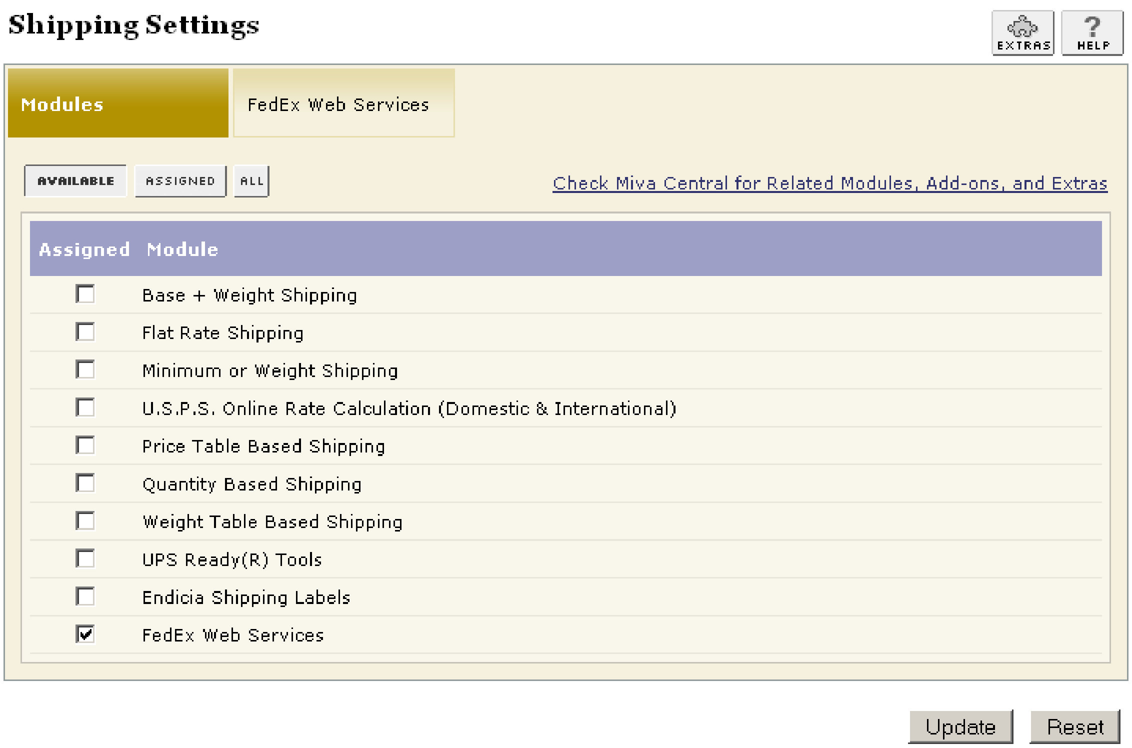
Please also see *Appendix J: ZPL Printer Configuration*.

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: Products > Edit product > UPS Options tab And you can over-ride this setting for individual orders: Manage Orders > Edit order > Generate Shipping Label link > Shipping Method drop-down list. 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
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, see *Permitted Shipping Methods*.

Shipping Settings > FedEx Web Services Tab

To Enable FedEx Web Services

In the Shipping Settings > Modules tab, click the checkbox next to FedEx Web Services, then click Update. A "FedEx Web Services" tab will appear. Note that the FedEx module can also be enabled in the Utilities > Modules tab. It doesn't matter which tab you use to enable the module.



To Configure FedEx Web Services

In the Shipping Settings screen, click the 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: Products > Edit Product > *FedEx Web Services Options*.
- At the order level when you want to *Generate a Shipping Label*.

FedEx Server: Enter the address of a:

- **Test server**: A FedEx test server that allows you to get rates and print sample labels.
- **Production Server**: A FedEx production server that allows you to get rates and print real labels that are billed to your account.

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: This link only appears after you have entered a valid FedEx account number and

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Meter Number: clicked the **Update** button. In general, you would never need to use this link unless instructed by Miva Merchant or FedEx.

Rate Type: 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.

- **Account**: Customers will see the rates that are associated with your FedEx account.
- **List**: Customers will see the FedEx standard retail shipping rates.

Currency Type: The currency that you are using for the declared value (usually the order total).

Delivery Signature Option: This is a global setting, but it can be over-ridden:

- At the product level: Products > Edit Product > FedEx Web Services Options tab
- When you are printing a label: Manage Orders > Edit Order > Generate Shipping Label > Signature drop-down list.

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 entire order will be priced at "requires adult signature".

- **Adult**: the package can be signed for by anyone over 21.
- **Direct**: the package must be signed for by the person it is addressed to.
- **Indirect**: the package can be signed for by anyone at the receiving address.
- **No signature required**:
- **Service default**: Businesses that ship an enormous 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.

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 (Manage Orders > 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). 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.
- You must have a Zebra or Zebra compatible printer that can print .zpl.
- Your store must be running PR8 Update 8 or later.

Please also see *Appendix J: ZPL Printer Configuration*.

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 (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 (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 (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-c1&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 Products > Edit Product > FedEx Web Services Options tab and when you *Generate a Shipping Label*.

Shipping Settings > Endicia Shipping Label Settings 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

In the Shipping Settings > Modules tab, click the checkbox next to Endicia Shipping Labels, then click Update. An "Endicia Shipping Label Settings" tab will appear.

Note that the Endicia module can also be enabled in the Utilities > Modules tab. It doesn't matter which tab you use to enable the module.

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To Configure the Endicia Module

In the Shipping Settings screen, click the Endicia Shipping Label Settings tab.

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: Use Zebra Thermal Printing When Possible.	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. **Requirements**:

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- Your browser must have Java enabled. See 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.
- Please also see *Appendix J: ZPL Printer Configuration*.

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.

Canada Post

- 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

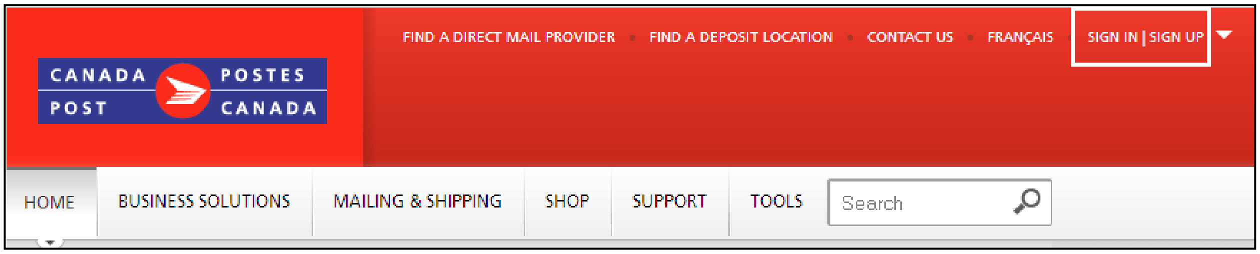
1. Before you can use the Canada Post module in your Miva Merchant store, you must set up a Canada Post account at:

   www.canadapost.ca

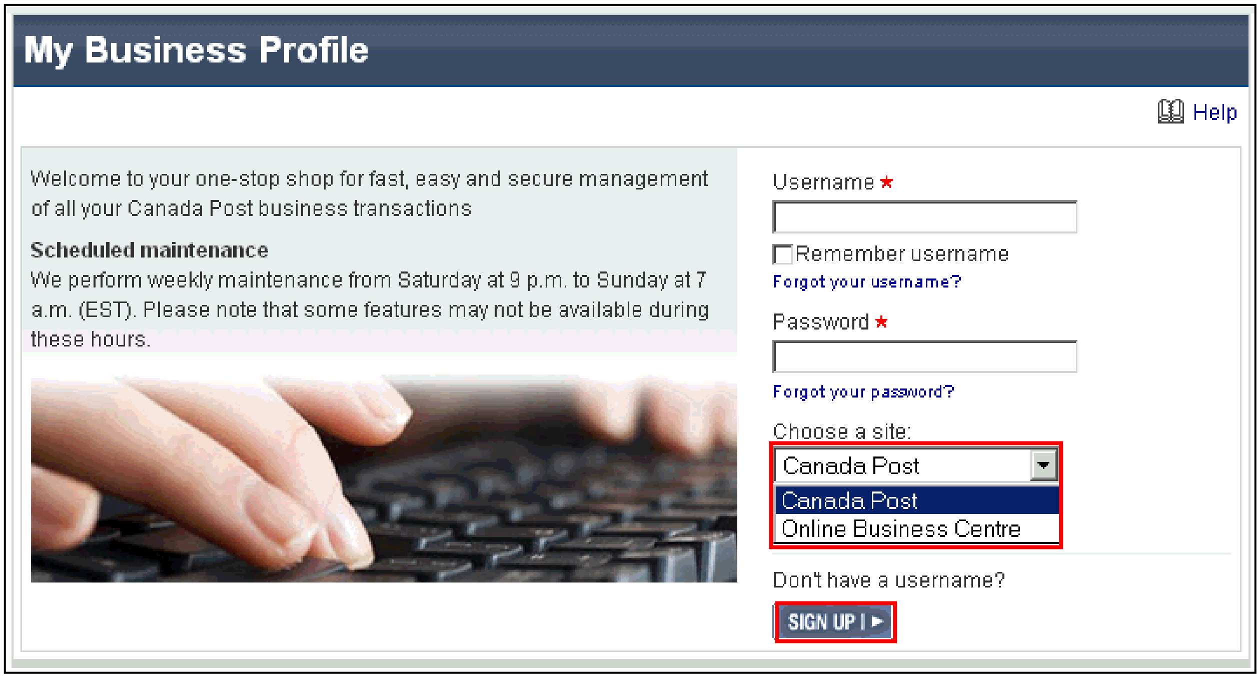
2. Select **English**.

3. In the upper right corner of the screen, click **Business**.

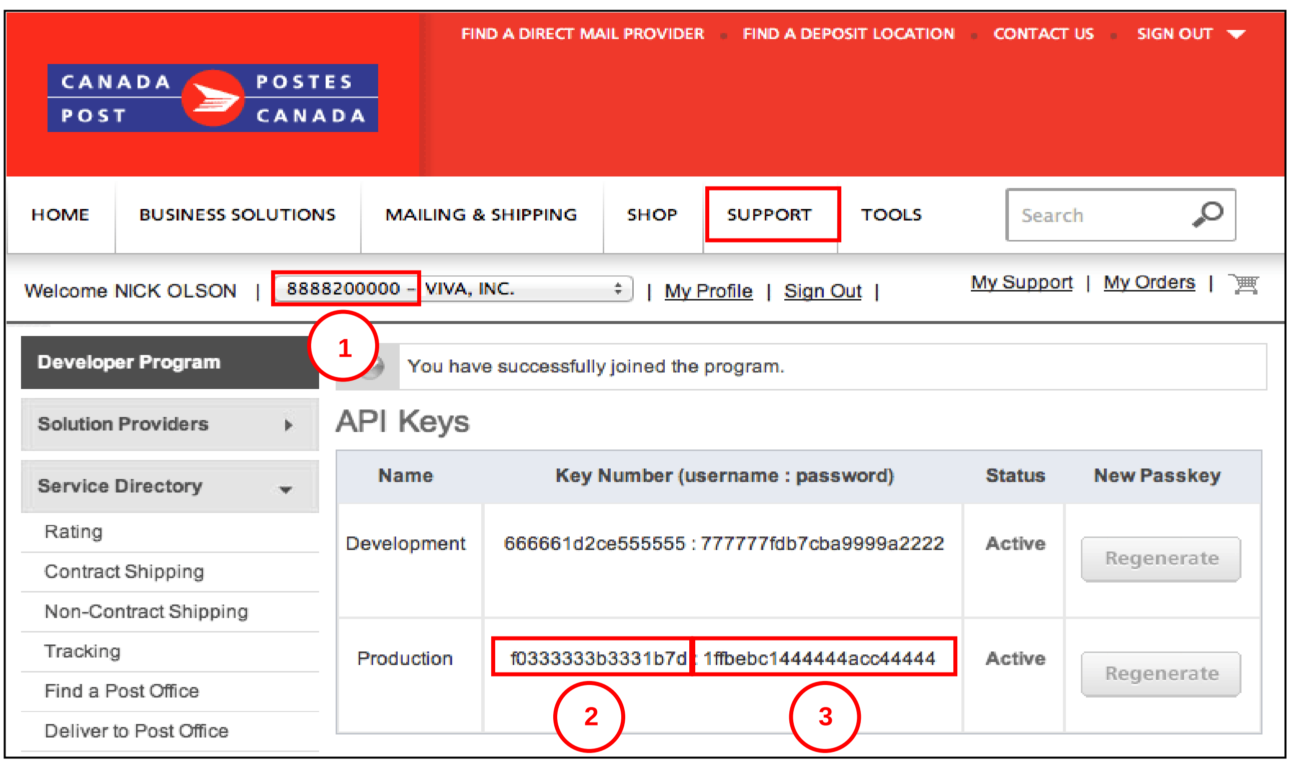
4. In the upper right corner of the screen, click **Sign In | Sign Up**.



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**.



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 three credentials you should make a note of are your:

1. Canada Post customer number
2. Username
3. 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. In the Shipping Settings > Modules tab, click the checkbox next to Canada Post, then click **Update**.
2. A "Canada Post" tab will appear. Select this tab and configure the settings.

To Configure the Canada Post Module in Miva Merchant

In the Shipping Settings screen, 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: Password: Confirm Password:	Enter your: • Development username and password, or your • 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. See *Utilities > Canada Post Manifests*.
Contract Number:	If you have a rate contract with Canada Post, enter your contract number here.
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.

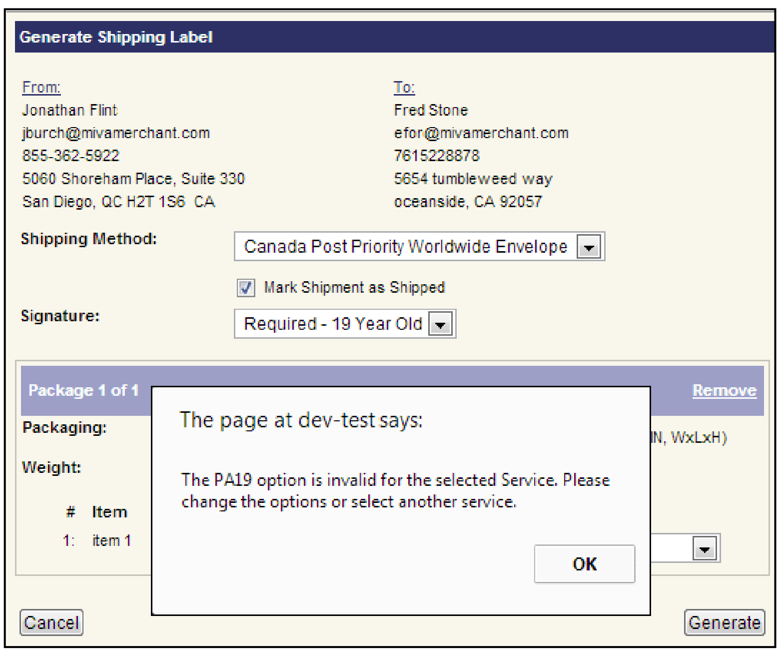
Label Size: Select the label size that you want to use on your packages. The 4"x6" size will work with the Zebra and Zebra compatible printers that Miva Merchant supports.

Label Preferences:

- **Show Packing Instructions**
- **Show Postage Rate**
- **Show Insured Value**

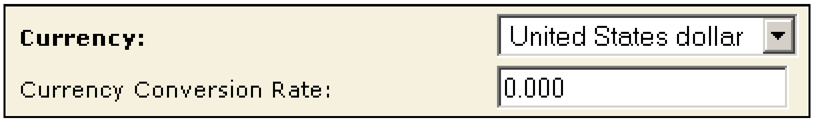
All three of these are information that comes back from Canada Post with your shipping charges. If you check the box next to one of the items, that information will be printed on your label.

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.



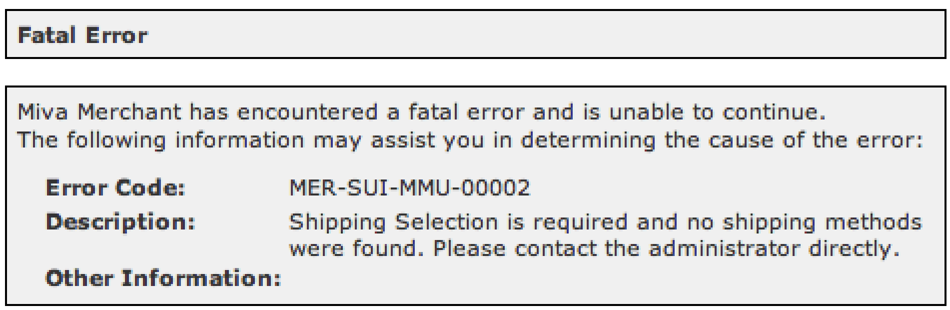
Available Services: Whatever shipping methods that you select here will be offered to your customers during checkout, and will appear in the admin interface when you are printing Canada Post labels.

Shipping Rules > Shipping Rules Tab

Allows you to prevent shipping errors from occurring and take orders, even if shipping rates cannot be retrieved from a carrier.

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.



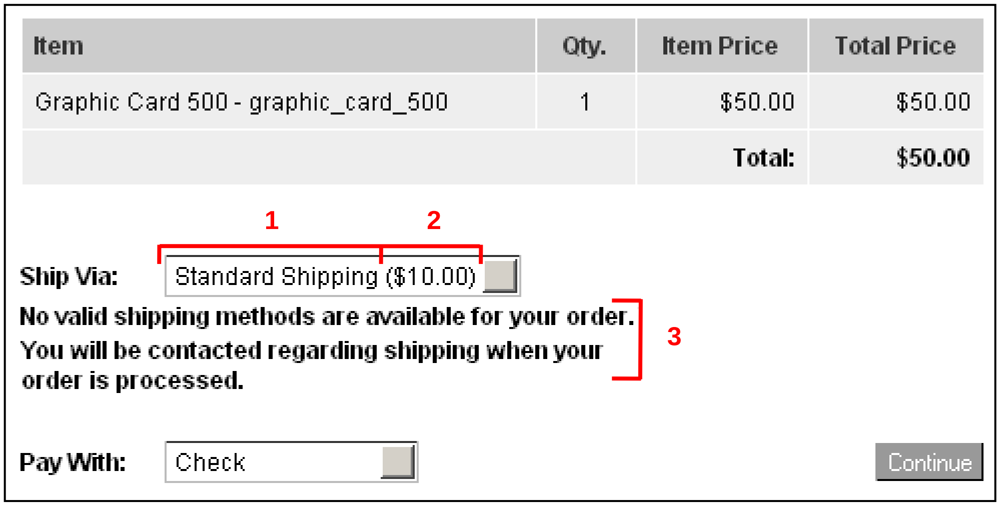
There are several reason why shipping for an order cannot be calculated:

- 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.

1. Select the **Use Fallback Shipping Method** radio button.
2. 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.

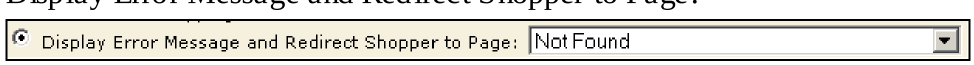


1: The text you entered in the "Fallback Shipping Method Description" field.
2: The price you entered in the "Fallback Shipping Method Price" field.
3: The default error message.

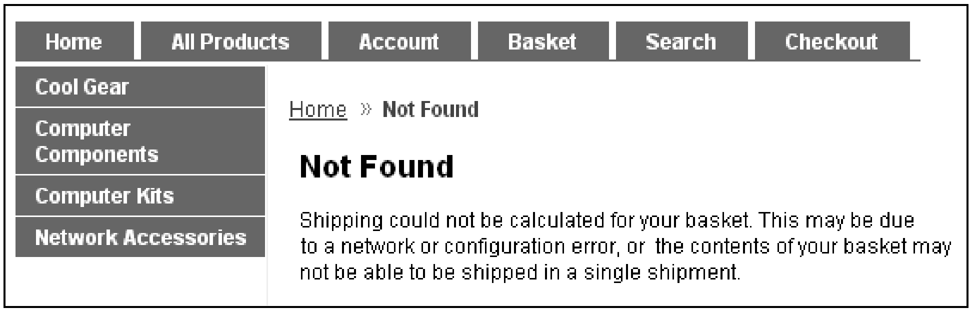
3. If you are able to estimate what the shipping charges should be, enter a value in the "Fallback Shipping Method Price" field. If you have no way of determining the shipping charges, it's better to leave "Fallback Shipping Method Price" blank. You can enter a fixed price for shipping, or you can have shipping calculated as a percentage of the order subtotal.
4. You can modify the error message that appears in the Shipping Selections screen (above). The message is in:

   Pages > Edit Page OSEL (Checkout: Shipping/Payment Selection) > Page tab > Template field.
5. 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:



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.



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*.

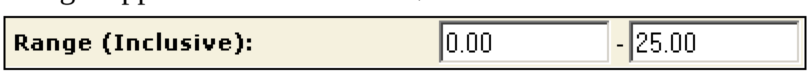
Fallback Shipping Method Price:
If shipping cannot be calculated, this is the price that will appear in the "Ship Via" drop-down list of the Shipping Selections screen. See *Use Fallback Shipping Method*.

Shipping Rules > Handling Charge Tab

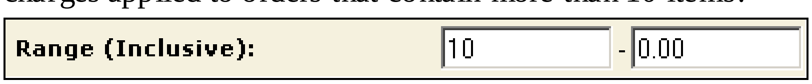
Set the conditions under which handling charges will be applied to orders. Note that these settings are global to all products in your store and cannot be over-ridden at the product level.

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:



- **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:



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- **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
		Shipping: Ground:	*$9.72*
		Sales Tax:	*$0.00*
		Total:	**$59.72**

Include in Shipping Rate

Item	Qty.	Item Price	Total Price
Graphic Card 500 - graphic_card_500	1	$50.00	$50.00
		Shipping: Ground:	*$4.72*
		Handling:	*$5.00*
		Sales Tax:	*$0.00*
		Total:	**$59.72**

Separate Line Item

> 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: 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

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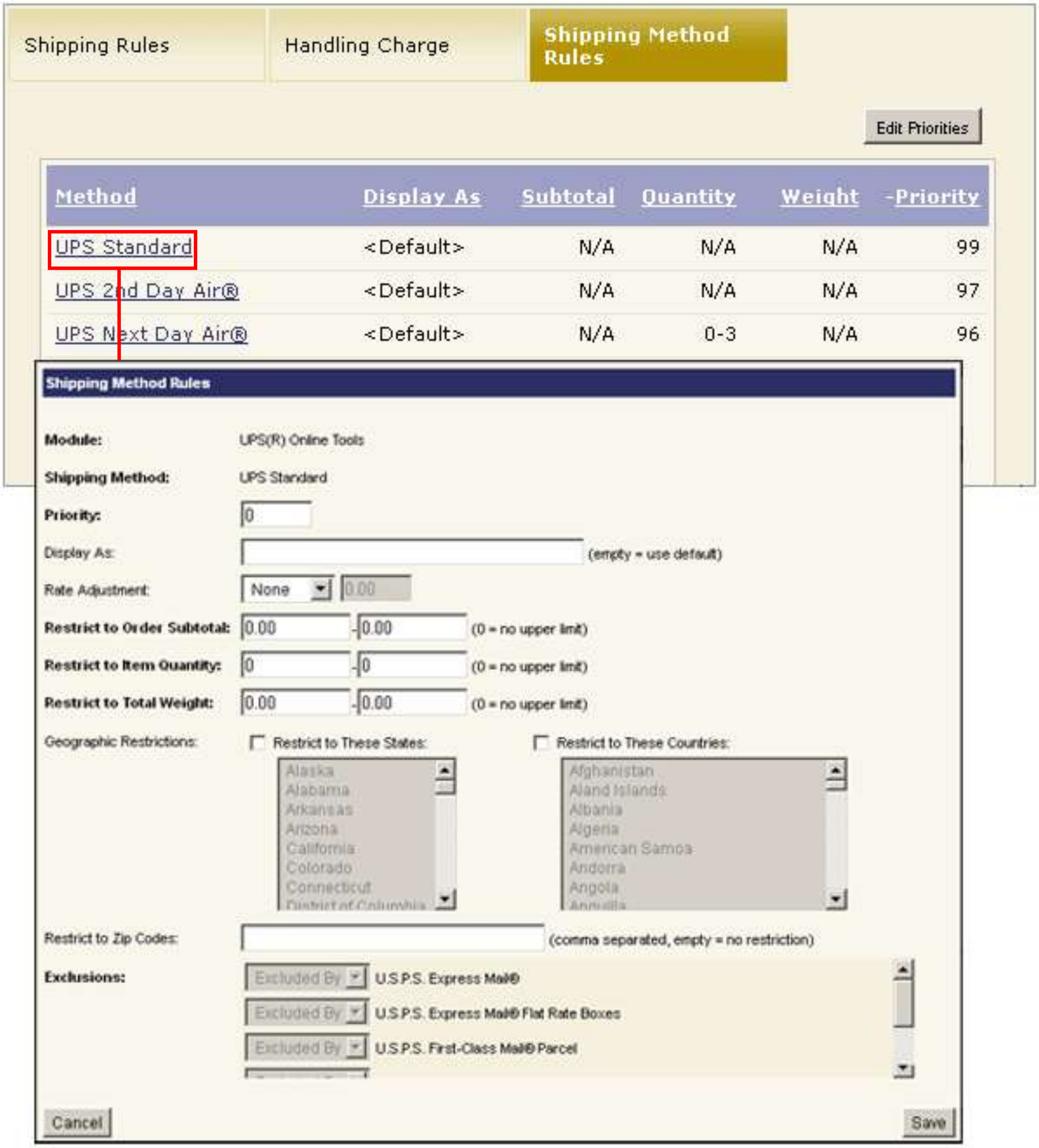
Description:	"Separate Line Item Description" text was set to "Handling".
Separate Line Item is Tax Exempt:	Miva Merchant allows you to control how state sales tax is applied to orders: • **No state sales tax/sales tax just on order/sales tax on order and shipping**: Go to the Edit Store > State Based 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**: Go to the Edit Store > State Based Sales Tax tab. Make sure that you have states that apply sales tax and that the "Tax Shipping" checkbox is checked. Go back to the Shipping Settings > Shipping Rules > Handling Charge tab. 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**: Go to the Edit Store > State Based Sales Tax tab. Make sure that you have states that apply sales tax. You may or may not want to tax shipping. Go back to the Shipping Settings > Shipping Rules > Handling Charge tab. Set "Display" to "Separate Line Item". Make sure that "Separate Line Item is Tax Exempt" is unchecked. 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**: Go to the Edit Store > State Based Sales Tax tab. You can make sure that no states are applying sales tax, or you can apply sales tax but uncheck the "Tax Shipping" checkbox. Go back to the Shipping Settings > Shipping Rules > Handling Charge tab. Set "Display" to "Include in Shipping Rate". 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 and do not tax handling**: Go to the Edit Store > State Based Sales Tax tab. Make sure that you have states that apply sales tax. You may or may not want to tax shipping. Go back to the Shipping Settings > Shipping Rules > Handling Charge tab. Set "Display" to "Separate Line Item". Make sure that "Separate Line Item is Tax Exempt" is checked. The handling charge now appears as a separate line item and will not be subject to state sales tax.

Shipping Rules > 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.

Shipping Rules

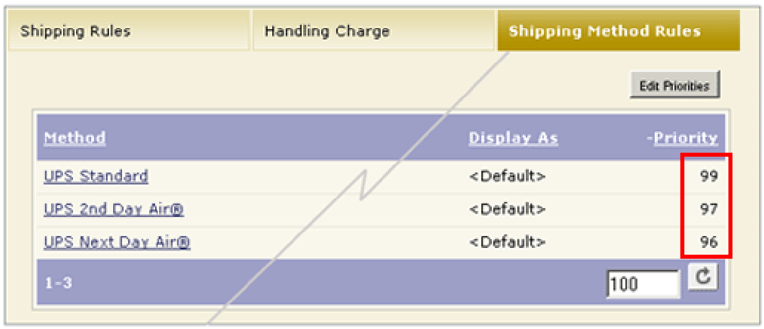


Module: The shipping module that contains the current method.

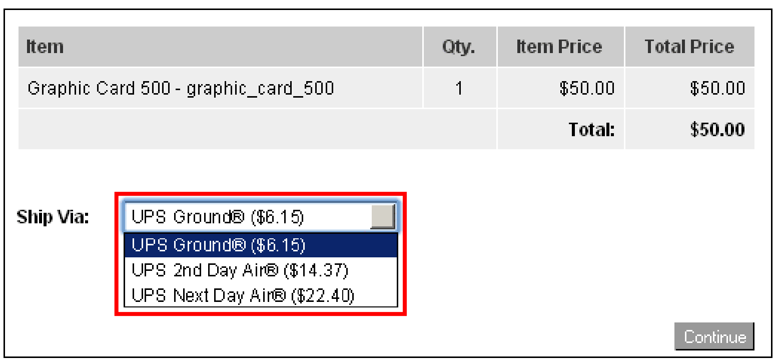
Shipping Method: The name of the shipping method.

Priority: Sets the order that the shipping methods will appear in the "Ship Via" drop-down list in the Shipping/Payment Selection screen. (Pages > 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.

Shipping Rules



The priority you set for the shipping methods



determines their order in the "Ship Via" drop-down list in the Shipping/Payment Selection screen.

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.

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.

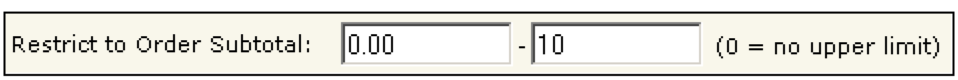
For example, if you enter "5.00" in this field and the rate quote from the carrier was $10.00, the customer will see a shipping charge of $10.50 for this shipping method. You can adjust the rate downward by entering a negative percentage in the field "-5.00".

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:



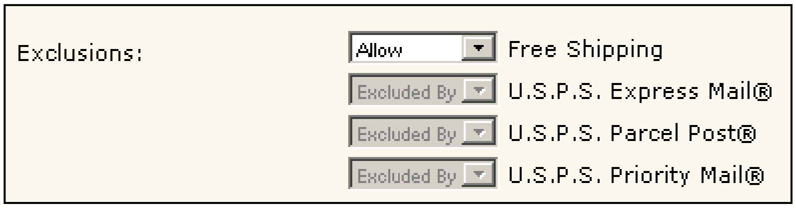
Or you could remove UPS Standard shipping for orders that weigh more than 500 pounds:

But see also *Example: Creating a Free Shipping Option*.

Exclusions:

The exclusions feature has two purposes:

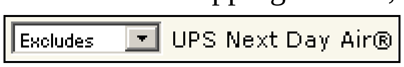
- UPS, as a business rule, does not allow their shipping methods and rates to be displayed in the same screen with shipping methods from other carriers. This is a UPS requirement that Miva Merchant must comply with. For example, if you have both the UPS® Online Tools module and the USPS shipping module enabled, when you edit the UPS shipping method "UPS Standard", you might see an exclusions list like this:



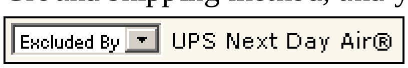
The grayed out boxes mean that UPS is not going to allow (in this example) rates for UPS Standard service to be displayed in the same screen with shipping methods from USPS. When the customer reaches the Shipping/Payment Selection screen, they would see a "Ship Via" drop-down list that looks like this:

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:

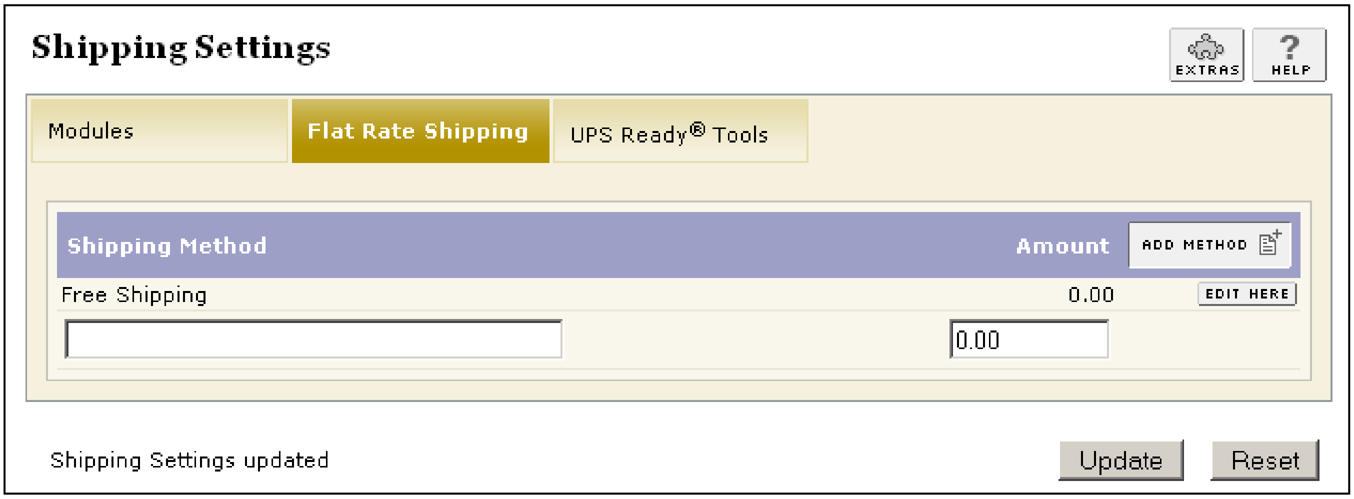
    Then whenever UPS Ground is a valid shipping method, UPS Next Day Air will not be offered as a shipping method.
  - **Excluded By**: If another selected shipping method is available, the current shipping method will not be offered. For example, if you are editing the UPS Ground shipping method, and you set:

    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

1. In the Shipping Settings > Modules screen, make sure that the Flat Rate Shipping module is checked. If it isn't, check the box next to **Flat Rate Shipping** and click the **Update** button. You should see a Flat Rate Shipping tab.
2. In the Flat Rate Shipping tab, click the **Add Method** button. In the Shipping Method field, enter "Free Shipping", then click **Update**.



3. Go to Shipping Settings > Shipping Rules > Shipping Method Rules. The free shipping method that you created now appears in this screen. Click on the Free Shipping link 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.

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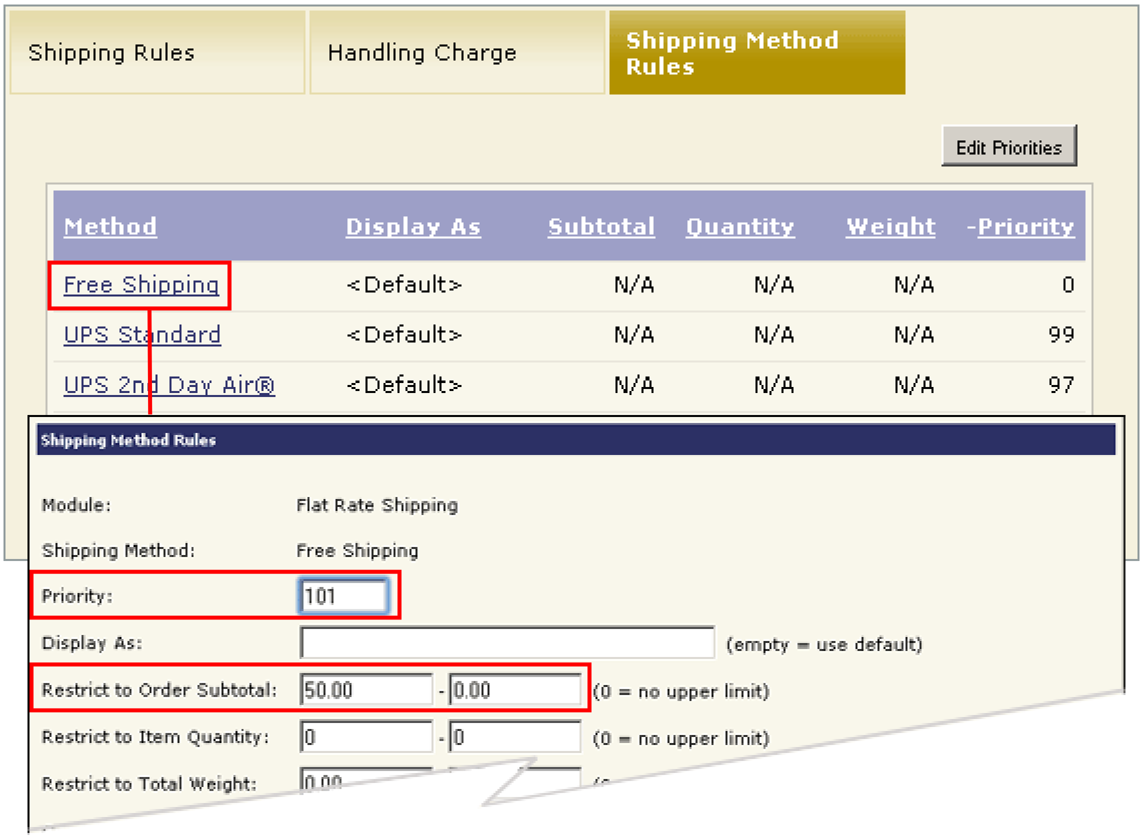
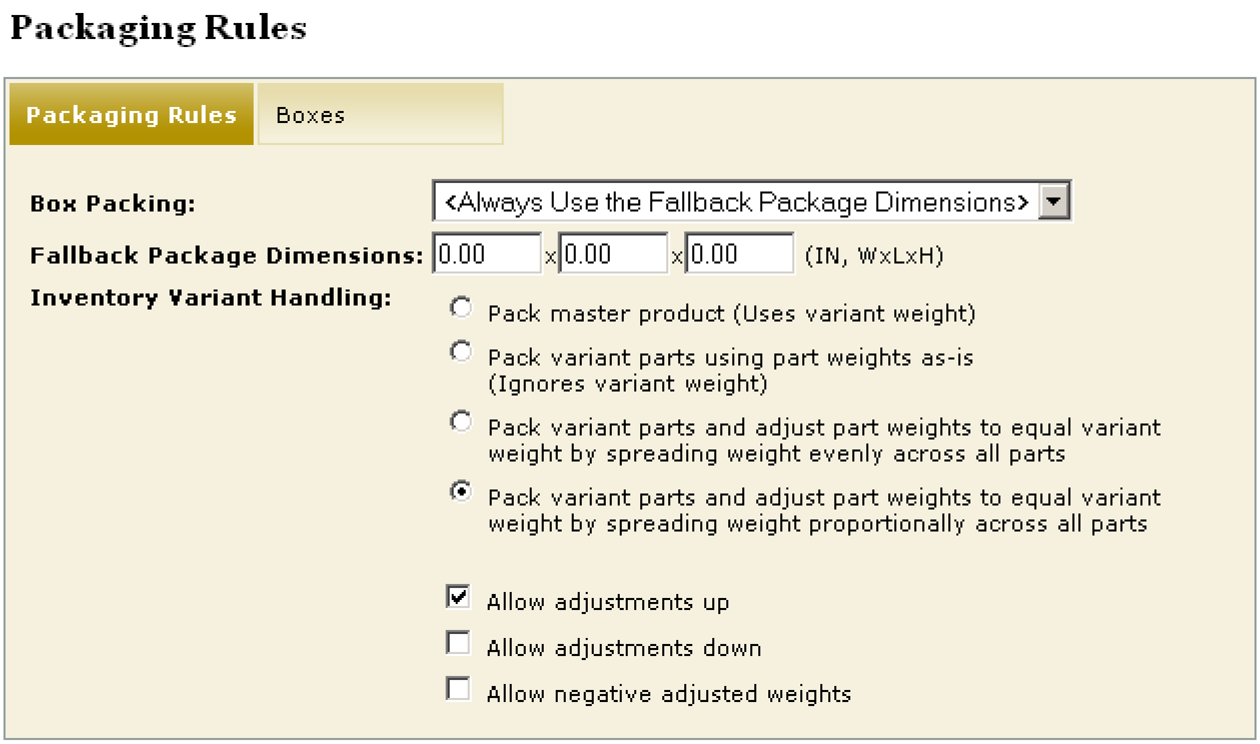
Shipping Rules



Packaging Rules > Packaging Rules Tab



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 over-ridden at the product level: *Edit Product > Shipping Rules Tab*.

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
T-Shirt Size:Medium Color:Blue	2.00
T-Shirt Size:Medium Color:White	2.00
T-Shirt Size:Large Color:Blue	3.00
T-Shirt Size:Large Color:White	3.00

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.

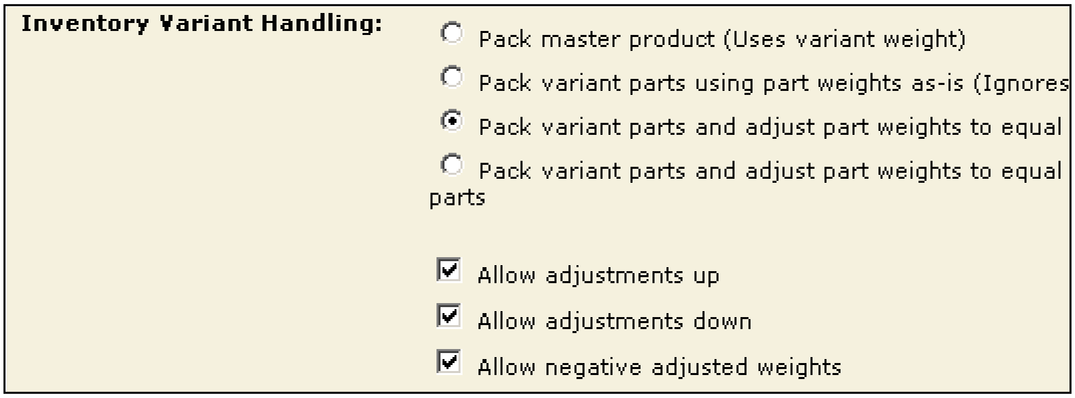


Figure 5: These settings will duplicate the way versions before PR8 Update 8 behaved.

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.

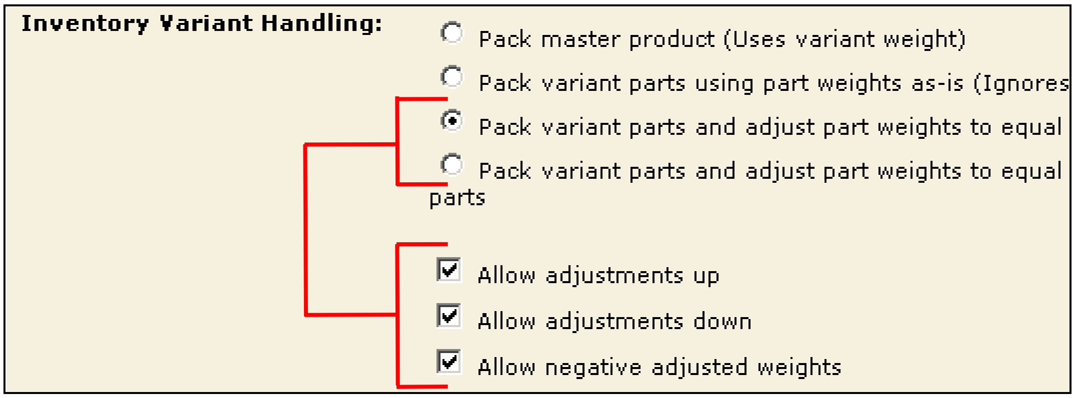
Part #2:

- 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

These checkboxes are only used if you select the third or fourth radio buttons:



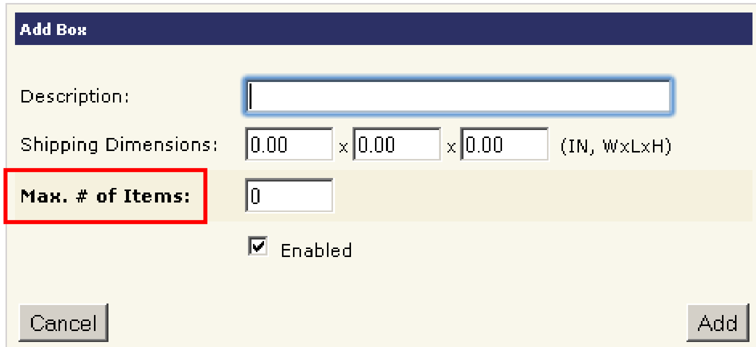
- **Allow adjustments up**:
  - If the kit master part weight is heavier than the sum of the part weights, the weight of the parts is adjusted up.
  - If the kit master part is lighter than the sum of the part weights, the system assumes that the part weight total is correct and uses that weight to get 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.

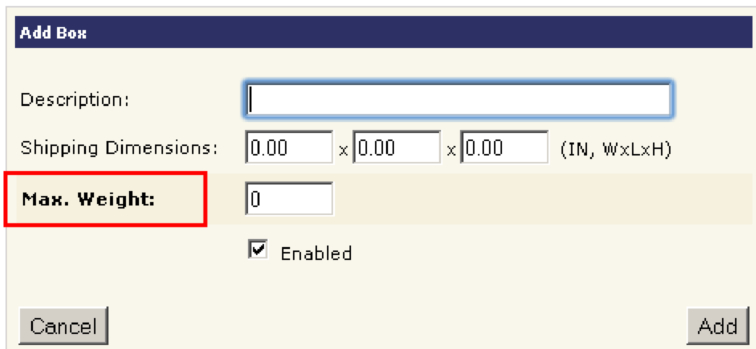
Packaging Rules > Boxes Tab

- Use this tab to let Miva Merchant know what size boxes you use. Click on the **Add Box** button and enter a description and box dimensions.
- If you selected *Pack by Quantity* in the Packaging Rules tab, you will be prompted to enter the max number of items that the box can hold.

- If you selected *Pack by Weight*, 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.



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.



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 Packaging Rules Tab, set "Box Packing" to "Pack by Quantity" and click the **Update** button.
2. Select the Boxes tab and click the **Add Box** button.
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 tab and change "Box Packing" to "Pack by Weight" and click the **Update** button. You will see a warning message:

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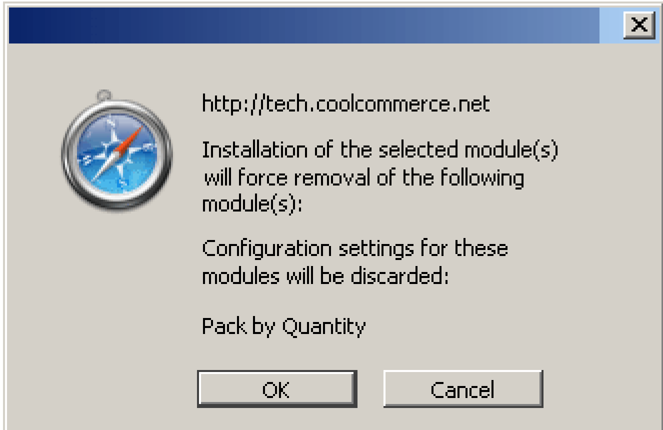


5. Click Ok and go back to the boxes tab. The box that you created is still there, but if you edit the box, the "Max. # of Items" field has now changed to "Max. Weight" and the value that you entered for max items is permanently deleted.

Packaging Rules > Pack by Quantity tab / Pack by Weight tab

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.

Payment Settings

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*.

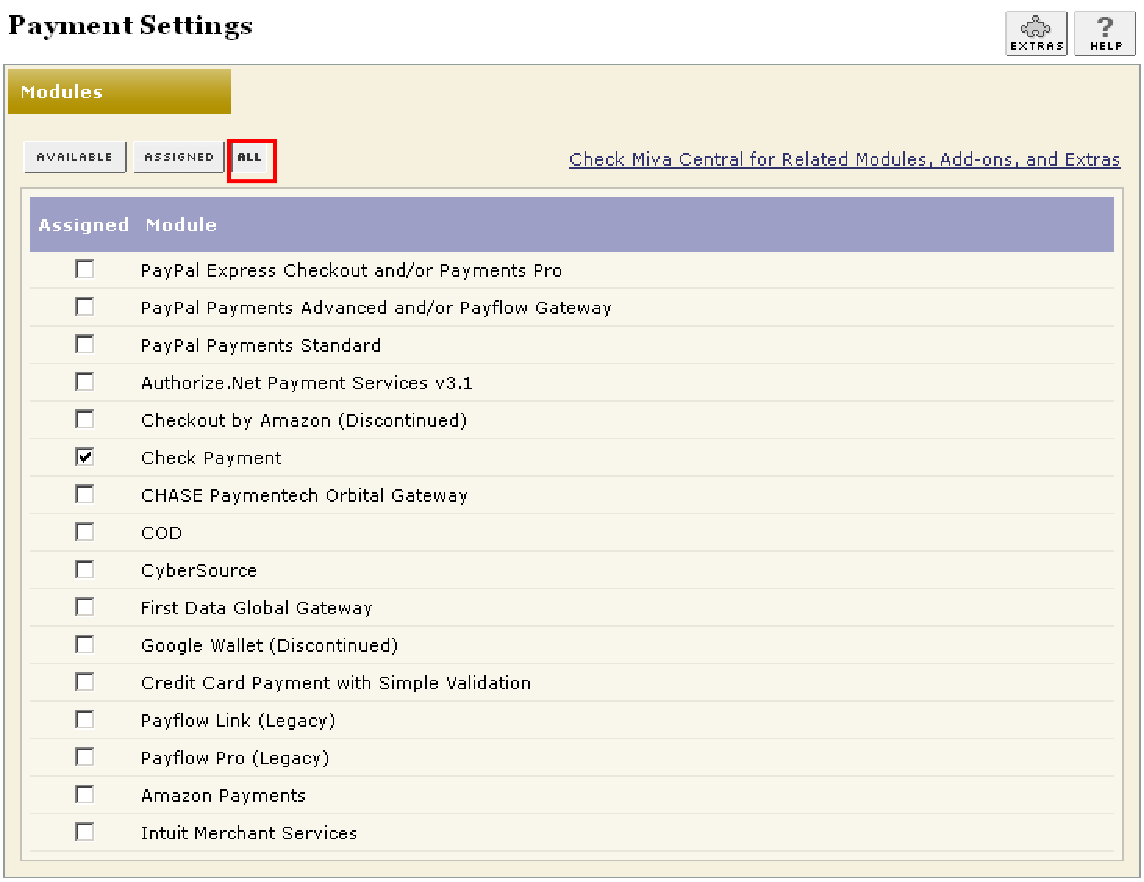
Obsolete Payment Options

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.

To see all of the payment methods that you have access to in your store:

1. Select Payment Settings from the leftnav.
2. In the Modules tab, click the **All** button:
   - **Available** means "all payment methods that you have access to that are not marked as legacy or discontinued".
   - **Assigned** means "all payment modules that are currently used in your store (checked)".
   - **All** means "all payment modules that you have access to, even if they are discontinued or not in use in your store".



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 you wish, but it will not be maintained in new releases of Miva Merchant.

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 *Utilities >* Google Analytics, it can track the entire checkout process.
  - All real-time payment gateways support *Authorized*, *Captured*, *Refund* and *Void*.
- **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**:
  1. The customer starts the checkout process in your on-line store.
  2. When the customer submits the Payment Information page (OPAY), they are taken to the third-party website to make their payment.

3. 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
PayPal Express Checkout and/or Payments Pro	✓		✓
PayPal Payments Advanced and/or Payflow Gateway	✓		
PayPal Payments Standard			✓
Authorize.Net Payment Services v3.1	✓		
Check Payment		✓	
CHASE Paymentech Orbital Gateway	✓		
COD		✓	
CyberSource	✓		
First Data Global Gateway	✓		
Credit Card Payment with Simple Validation		✓	
Amazon Simple Pay (Discontinued)			✓
Checkout by Amazon (Discontinued)			✓
Google Wallet (Discontinued)			✓
Amazon Payments			✓
Intuit Merchant Services	✓		

PayPal Express Checkout / Payments Pro API Credentials Tab

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

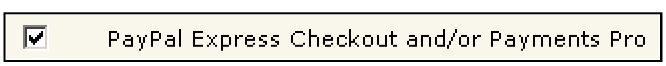
Please note that PayPal Express Checkout in Miva Merchant changed in PR8 Update 11.

- 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 Update 11.
- If you were using PayPal Express Checkout in your store before PR8 Update 11, you have to make the template changes in *Appendix K: Template Changes for PR8 Update 11*.

To Configure PayPal Express Checkout

Before you can complete the instructions in this section, you must have a "standard" free account with PayPal.

1. In the Payment Settings > Modules tab, check the **PayPal Express Checkout and/or Payments Pro** checkbox and click **Update**.

2. In the PayPal Express Checkout and/or Payments Pro API Credentials tab:

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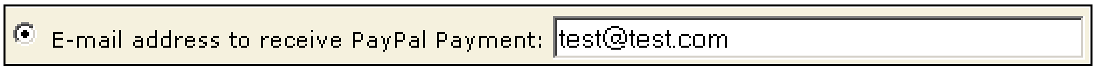
2.1. Set the Operation Mode to **Production**.

2.2. Select your *Currency*.

2.3. Select the **E-mail address to receive PayPal Payment** radio button. Enter the email address associated with your PayPal account.

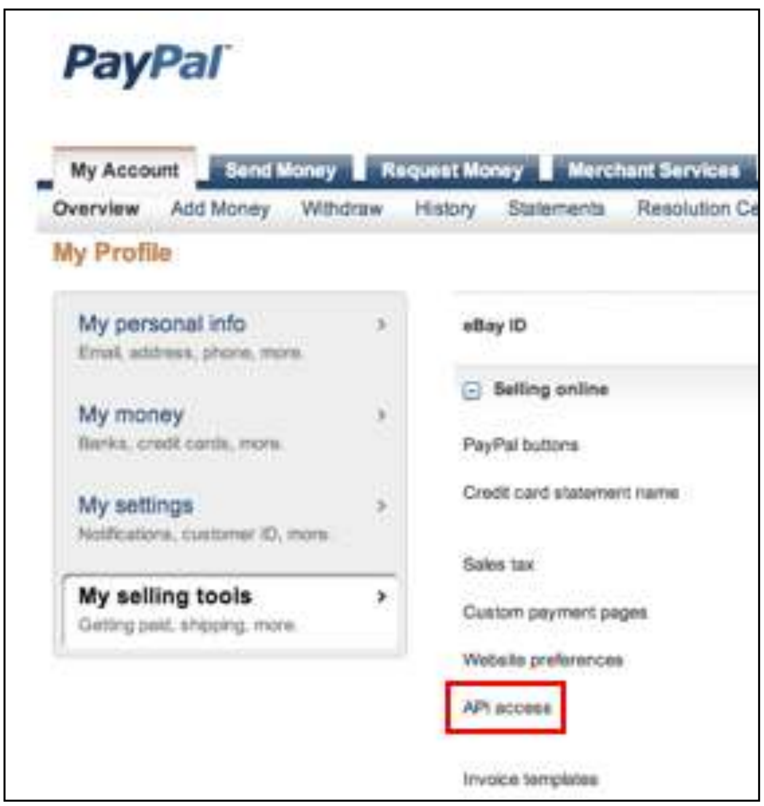


3. Click **Update**.
4. Select the *Payment Settings > PayPal Express Checkout Tab* and make any required changes.
5. Click **Update**.

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.



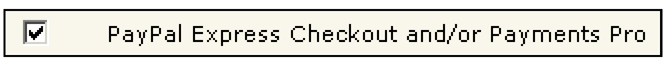
1. In the Payment Settings > Modules tab, check the **PayPal Express Checkout and/or Payments Pro** checkbox and click **Update**.

2. In the PayPal Express Checkout and/or Payments Pro API Credentials tab:
   - 2.1. Set the Operation Mode to **Production**.
   - 2.2. Select your *Currency*.
   - 2.3. Select the **API Credentials for payments and post-checkout operations** radio button.
   - 2.4. Set the Account Type to **Express Checkout**.
   - 2.5. 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*.
3. Click **Update**.
4. Select the *Payment Settings > PayPal Express Checkout Tab* and make any required changes.
5. 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. In the Payment Settings > Modules tab, check the **PayPal Express Checkout and/or Payments Pro** checkbox and click **Update**.



2. In the PayPal Express Checkout and/or Payments Pro API Credentials tab:
   - 2.1. Set the Operation Mode to **Production**.
   - 2.2. Select your *Currency*.
   - 2.3. Select the **API Credentials for payments and post-checkout operations** radio button.
   - 2.4. Set the Account Type to **PayPal Payments Pro** .
   - 2.5. 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*.
3. Click **Update**.
4. Select the *Payment Settings > PayPal Express Checkout Tab* and make any required changes.
5. Click **Update**.
6. Select the *Payment Settings > PayPal Payments Pro Tab* and make any required changes.

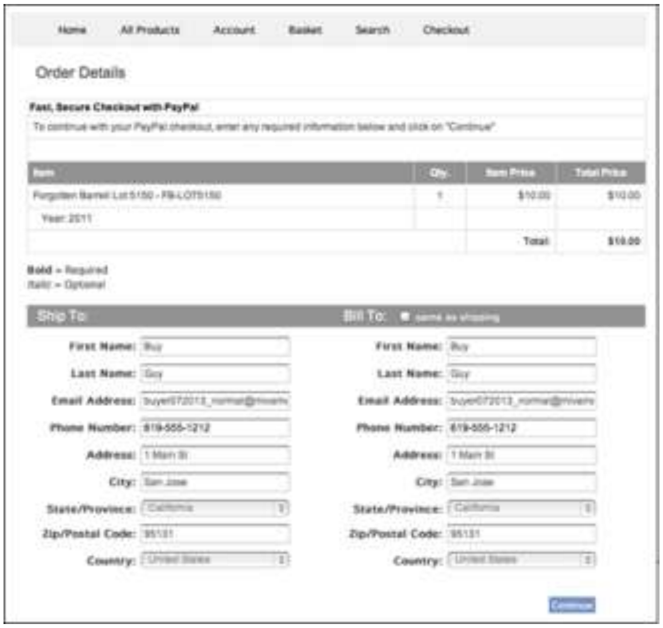
7. Click **Update**.

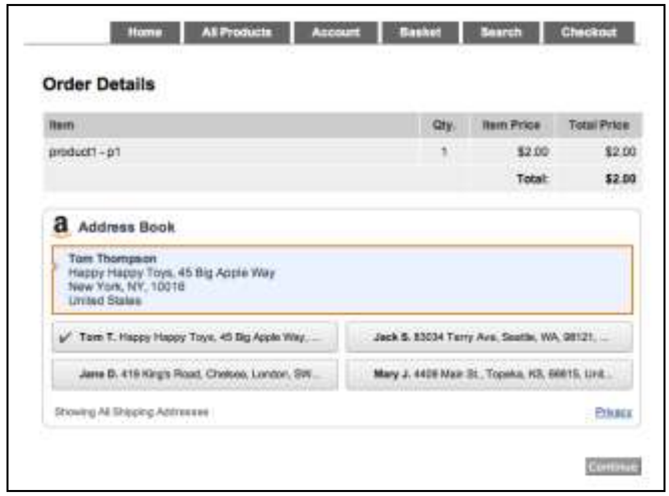
Payment Settings > PayPal Express Checkout and/or Payments Pro API Credentials Tab

Operation Mode:	**Production**: Select this mode if you are ready to use one of the PayPal methods in your store. **Sandbox**: 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 developer.paypal.com 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 **only** *PayPal Express Checkout*. Enter the email address associated with your PayPal account.
Account Type:	**Express Checkout**: Select this option if you want to use *Express Checkout with API Credentials*. **PayPal Payments Pro**: Select this option if you want to use *PayPal Payments Pro*.
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: • Update your standard PayPal account for API Access. • Create a PayPal Payments Pro account.
API Password:	See API Username.
API Authentication Method:	Select **Signature** 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:	**Immediate Sale**: 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. **Authorization with Delayed Capture**: 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. 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.





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) and can be edited.

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, select shipping and payment information.
- Information is taken from the customer's Amazon account, placed in a custom Miva Merchant page (Amazon Payments - OCST, in this example) and cannot be edited.

Display Bill Me Later Button

Bill Me Later is a credit product from PayPal. If you enable this feature, a Bill Me Later button will appear in the Basket Contents screen (BASK) as a payment option.

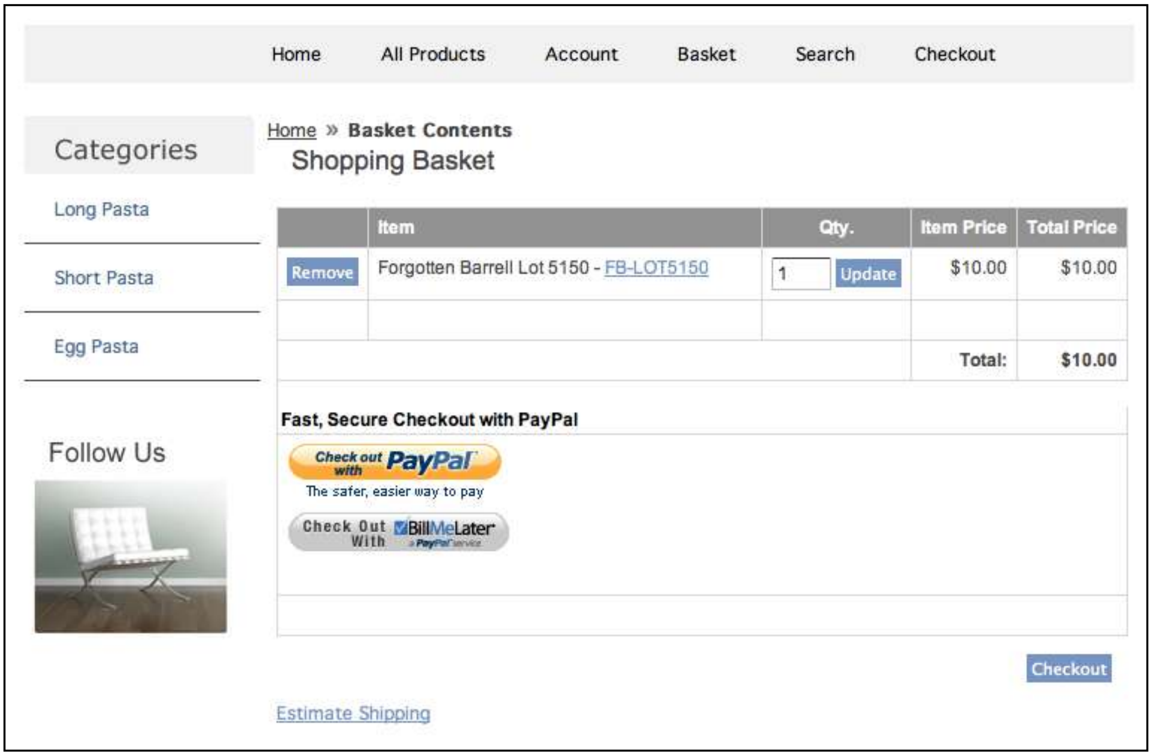
The Bill Me Later feature currently does not support in-context verification or in-context authorization. If the customer selects Bill Me Later, they:

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.

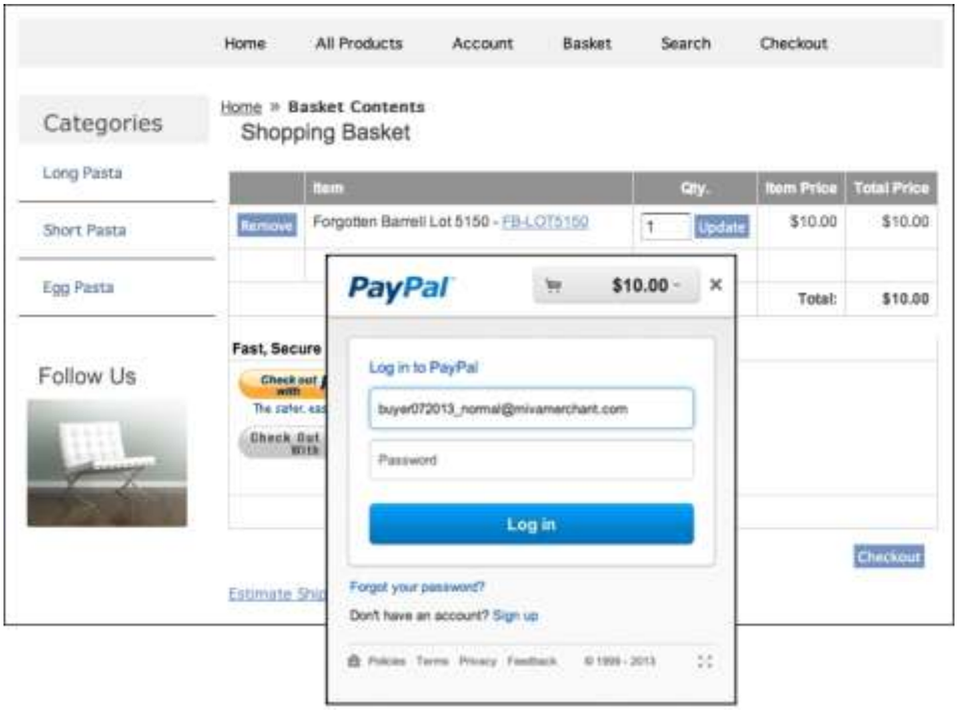
Use Customer's PayPal Shipping Address for Miva Merchant Orders	Select this option if you want to use the customer's PayPal shipping address as the destination address.
Send Order Details	If you select this option, all items, quantities and prices in the order are sent to PayPal. If you do not select 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 customers 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 top of the PayPal login screen when your customer chooses to pay with PayPal. The max image size is 750x90 pixels.
Header Border Color:	Enter a 6 digit hex number. That color will be used as the header border color in the PayPal login screen when your customer chooses to pay with PayPal.
Header Background Color:	Enter a 6 digit hex number. That color will be used as the header background color in the PayPal login screen when your customer chooses to pay with PayPal.
Page Background Color:	Enter a 6 digit hex number. That color will be used as the page background color in the PayPal login screen when your customer chooses to pay with PayPal.

PayPal Express In-context Checkout

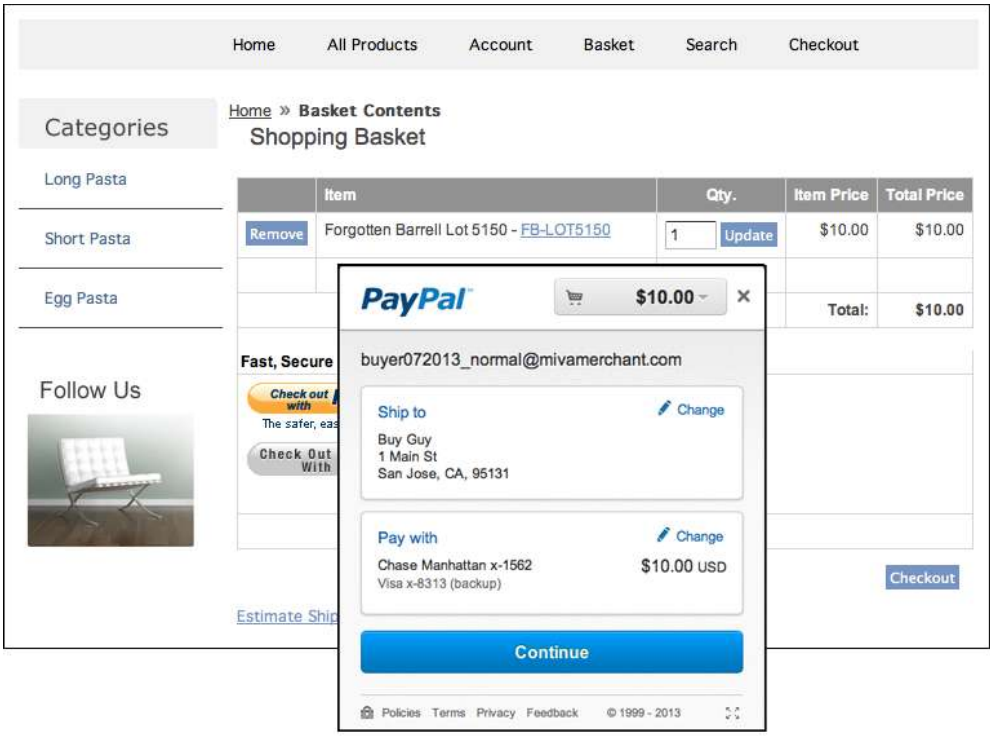
If you enable the PayPal Express in-context checkout, the checkout screens in your store will look slightly different to the customer.



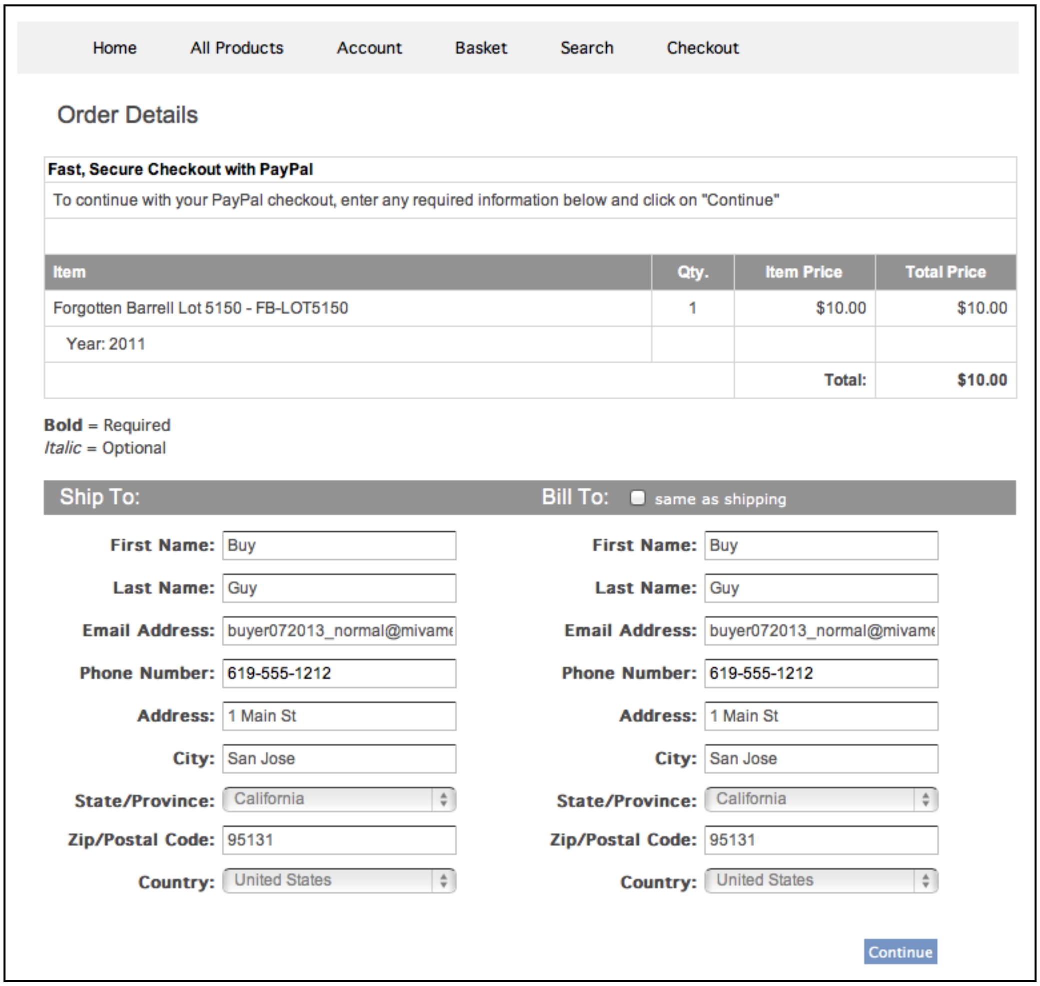
In the Basket Contents screen (BASK), the customer clicks the "Checkout with PayPal" button.



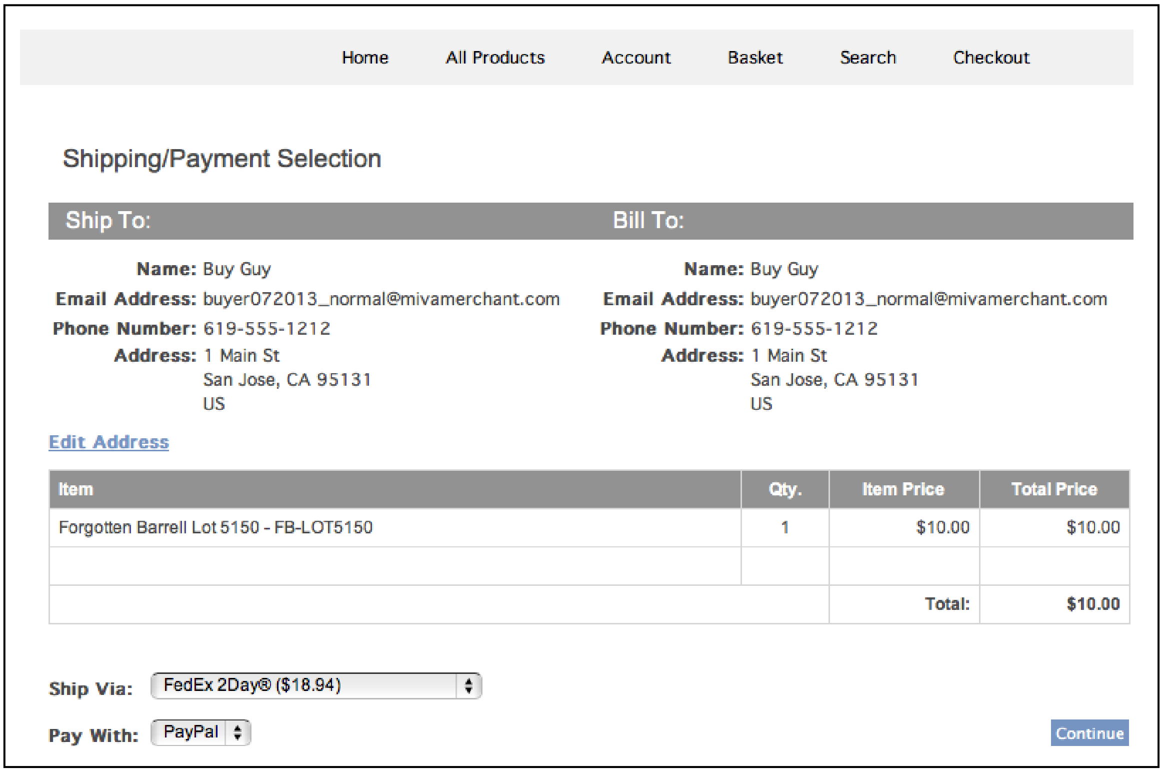
While they are still in the Basket Contents screen (BASK), the customer enters their PayPal credentials in a popup window and clicks the Log In button.



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.



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 an can be edited. The customer clicks the Continue button when they are done.



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.

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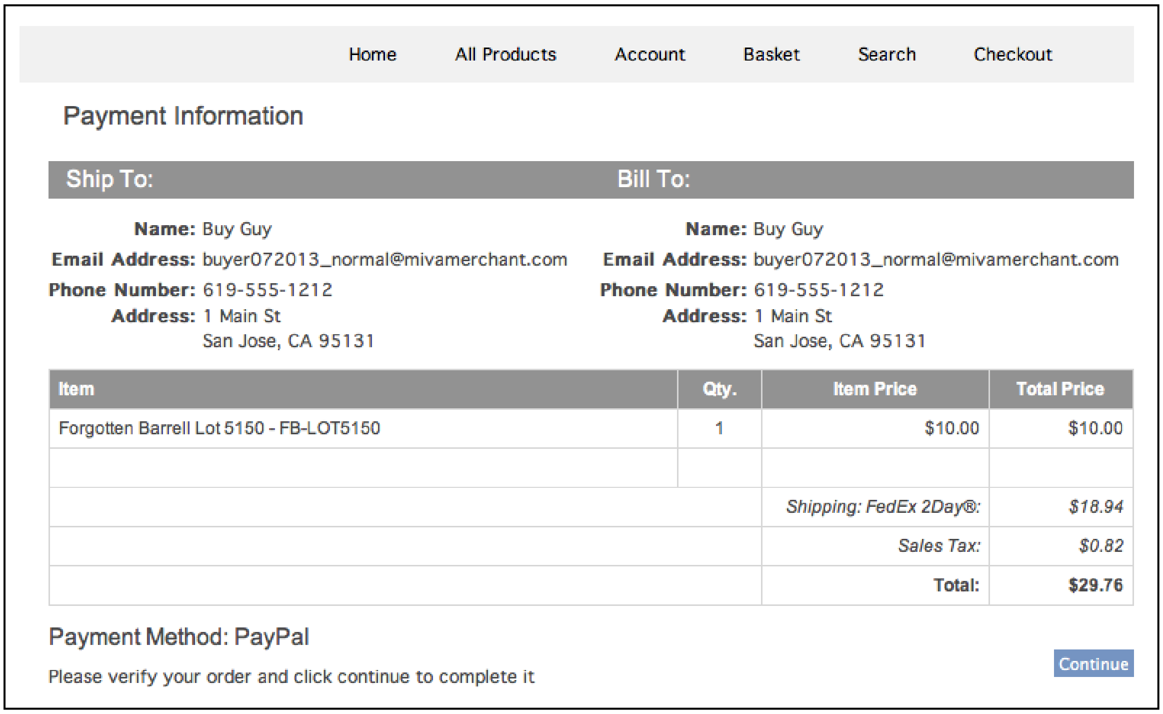
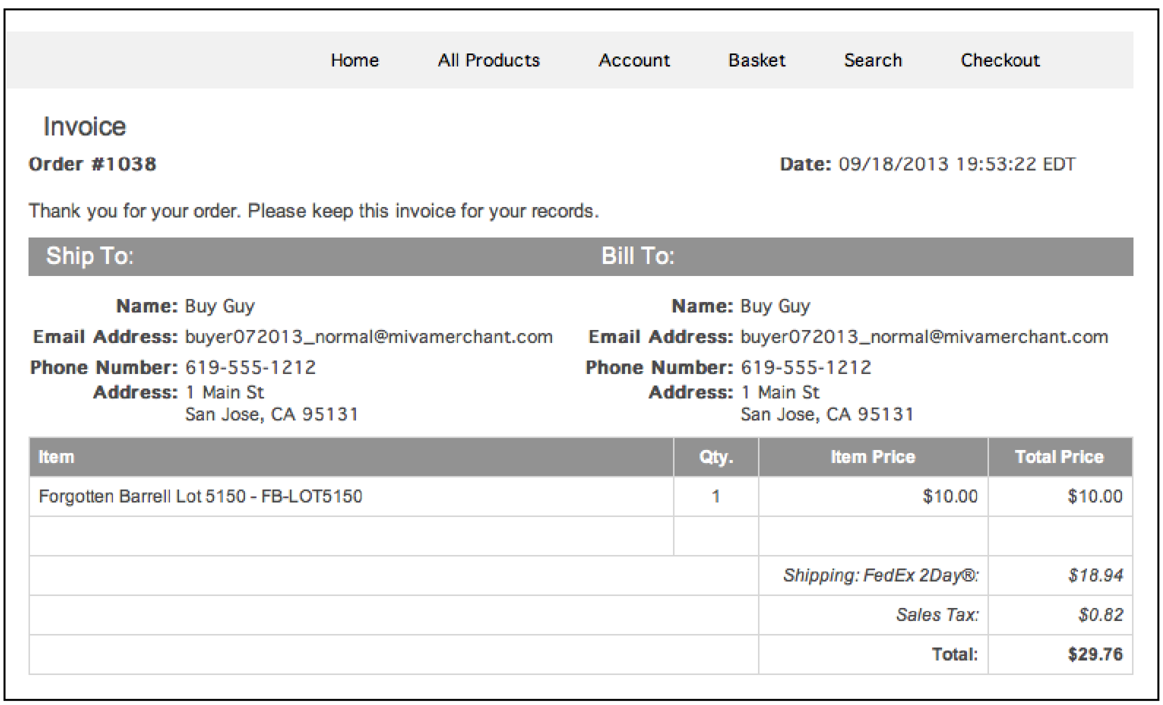


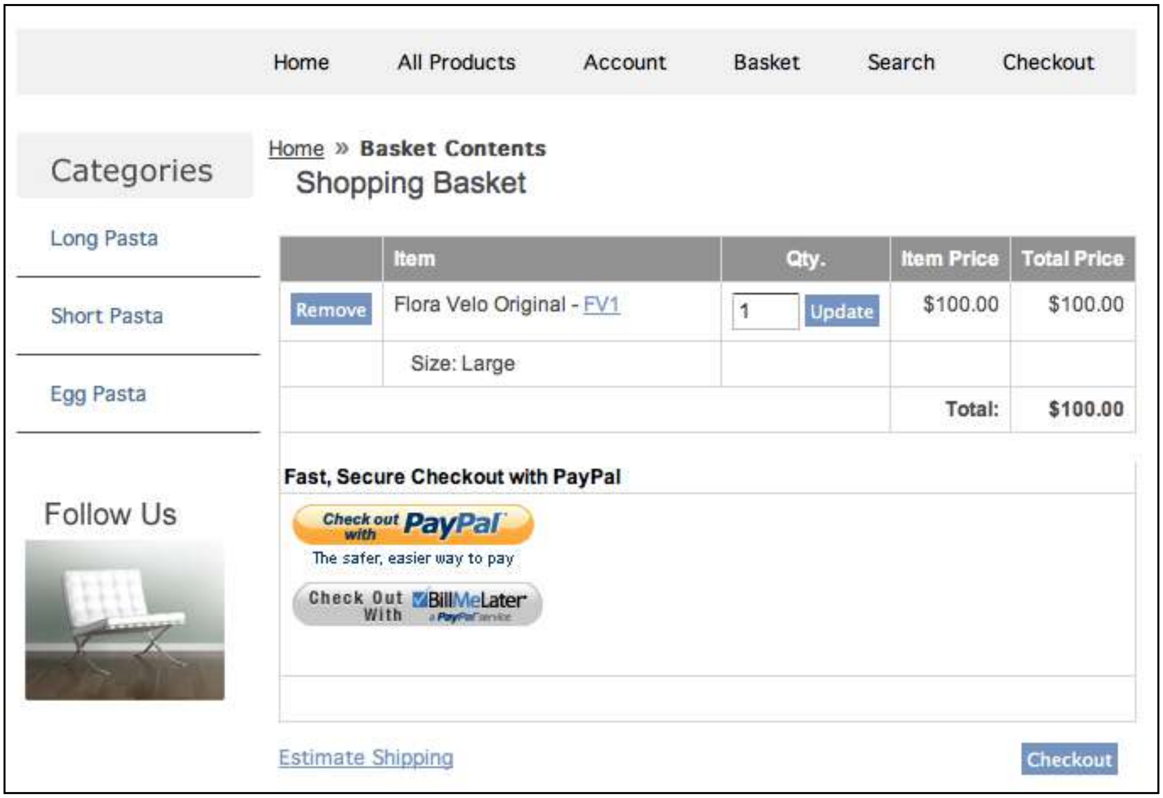
The customer sees the standard Payment Information confirmation screen (OPAY). The customer clicks the Continue button to confirm that the order is correct.



The customer sees your invoice screen (INVC).

PayPal Express Bill Me Later

Bill Me Later in Miva Merchant currently does not support in-context checkout.



The customer goes to the Basket Contents page (BASK) and clicks the Bill Me Later button.

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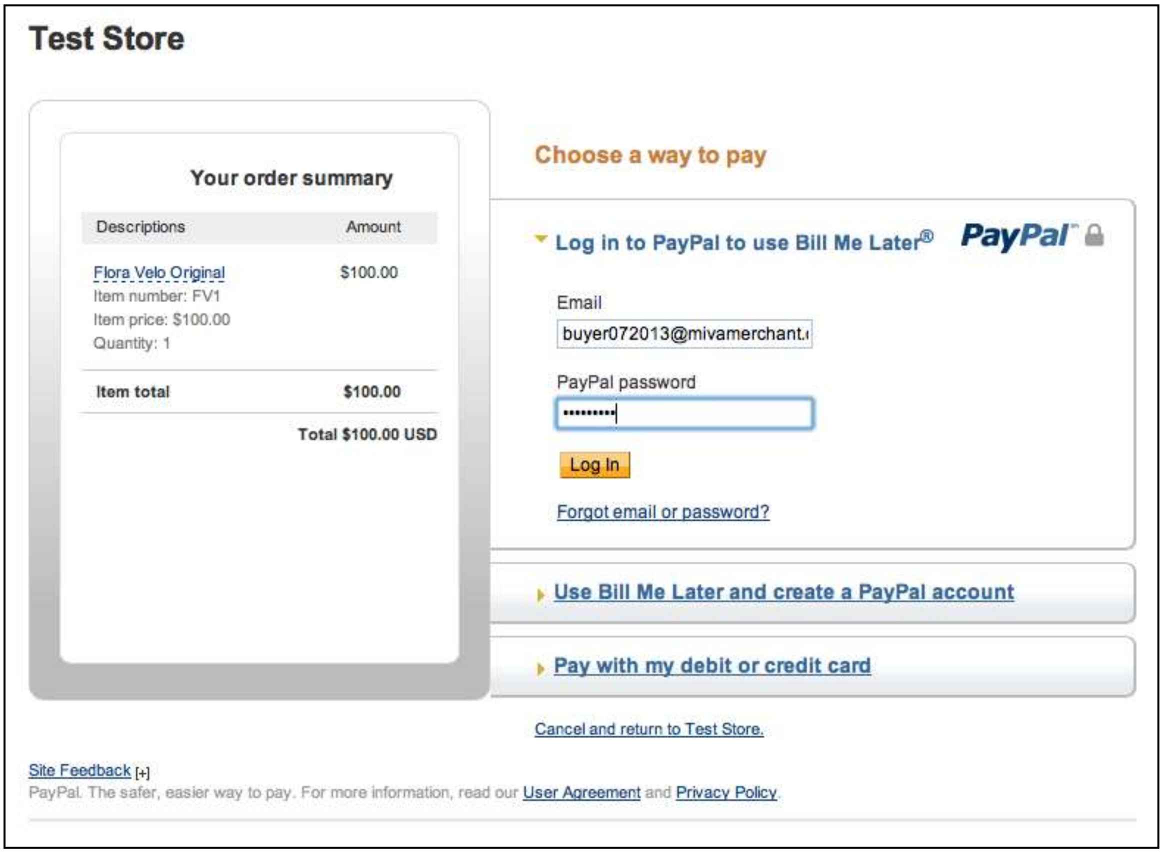
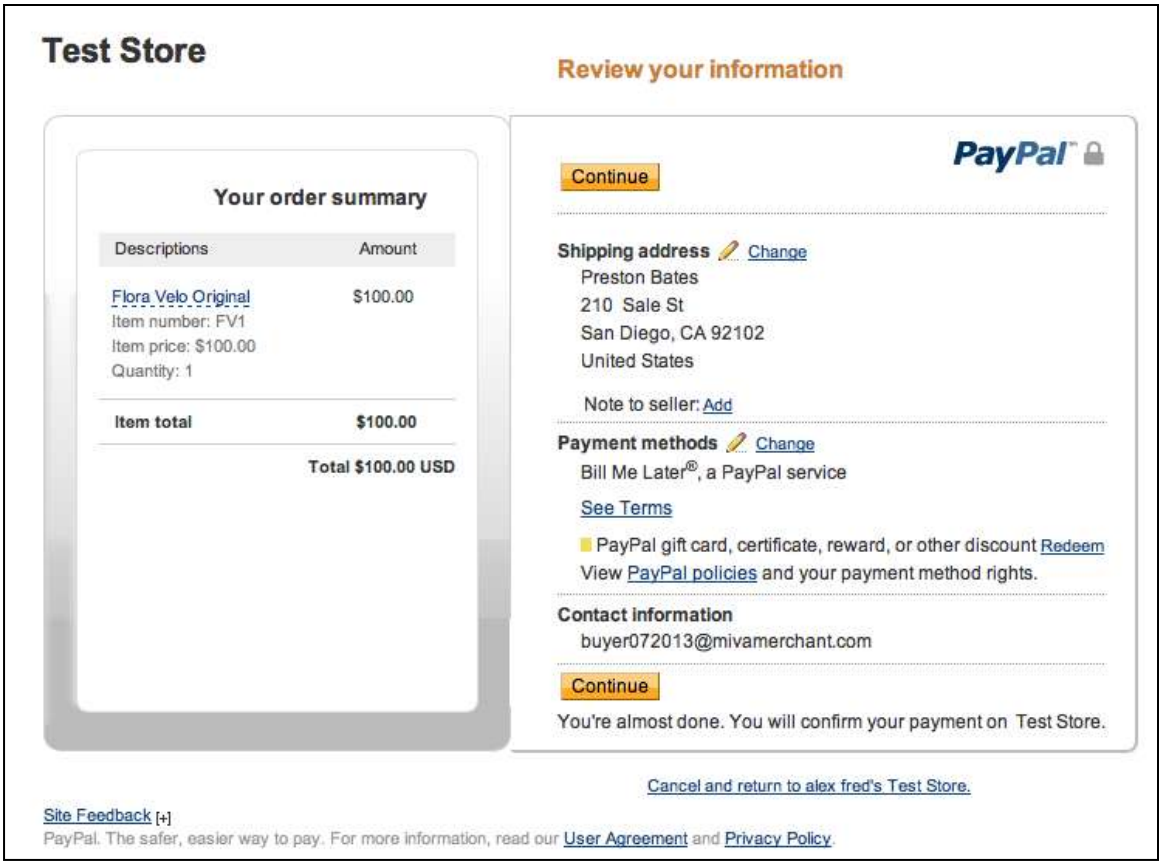
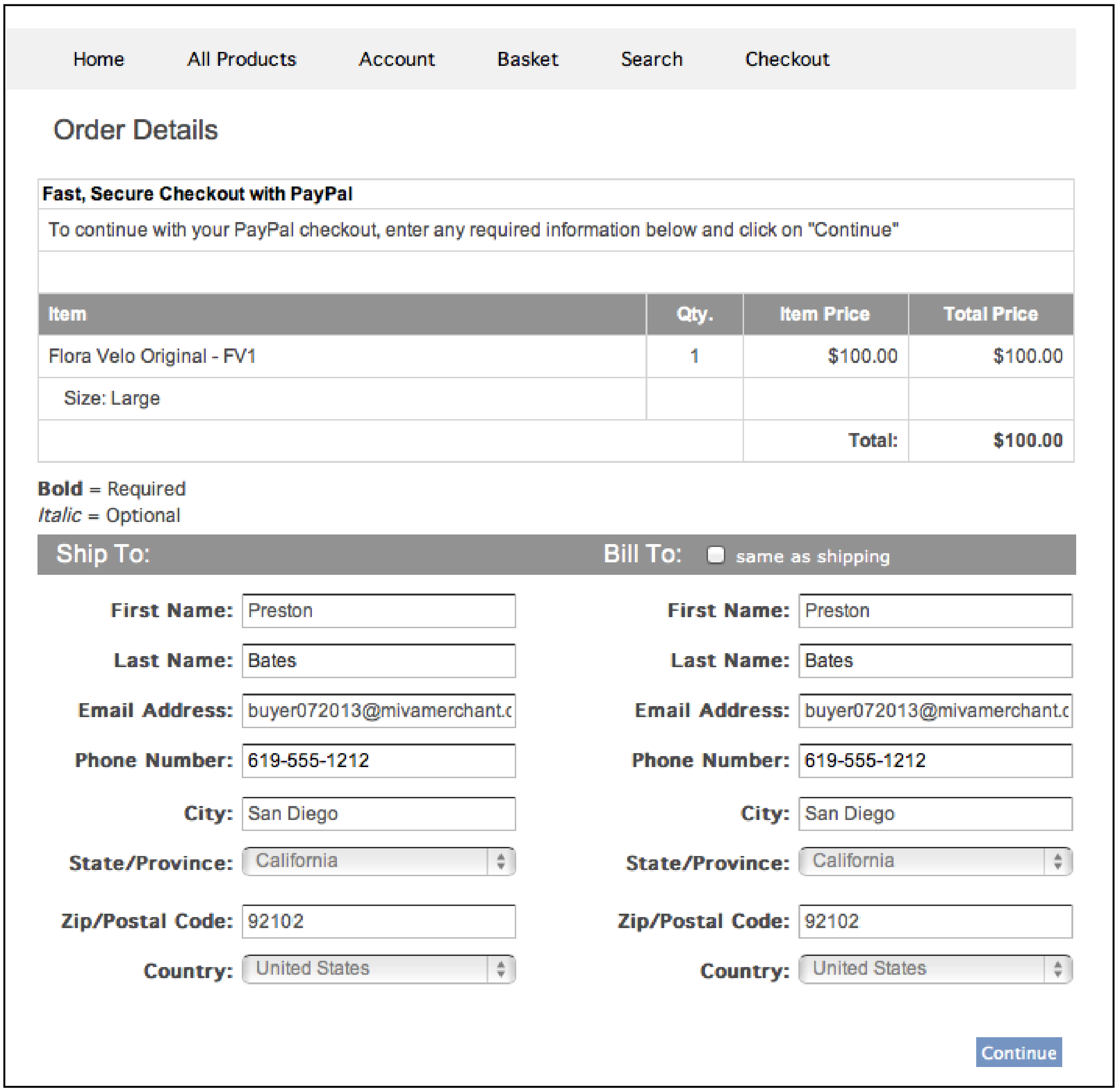


The customer leaves your store and goes to a PayPal page. If the customer already has Bill Me Later set up in their PayPal account (as in this case) they are asked to enter their credentials. If the customer does not have a Bill Me Later account, they are taken to a page to apply for one.

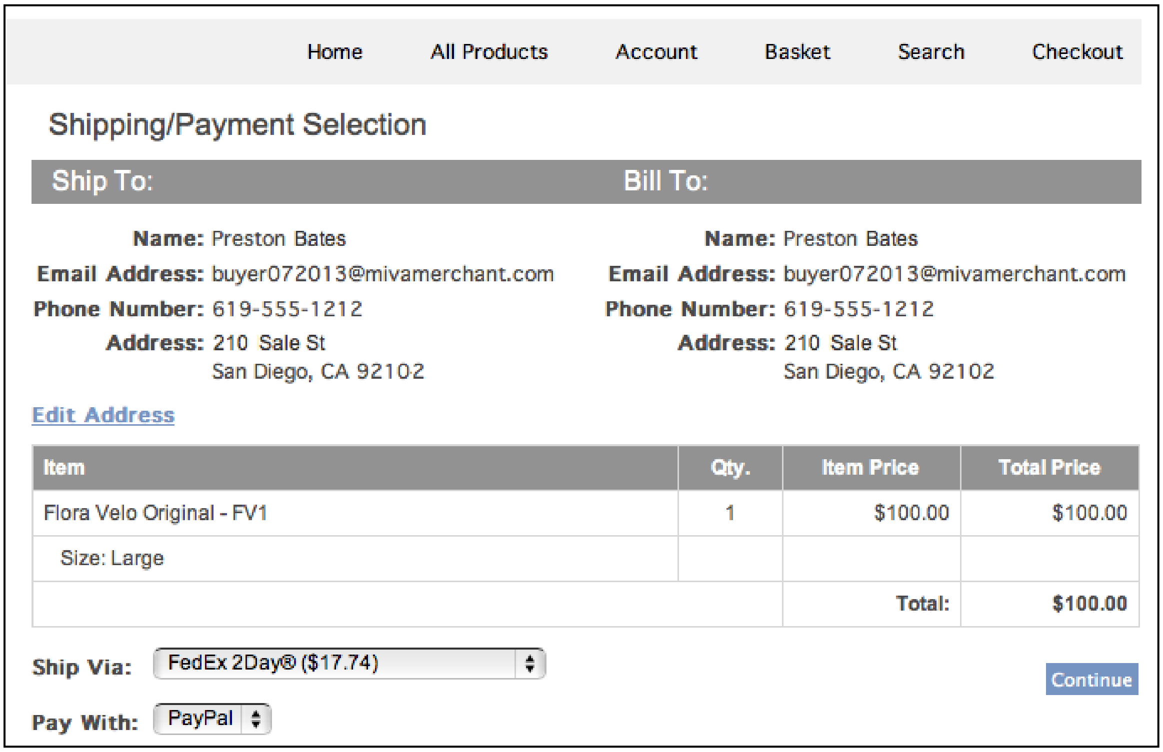


At a PayPal page, the customer selects their billing and payment options and clicks the Continue button.

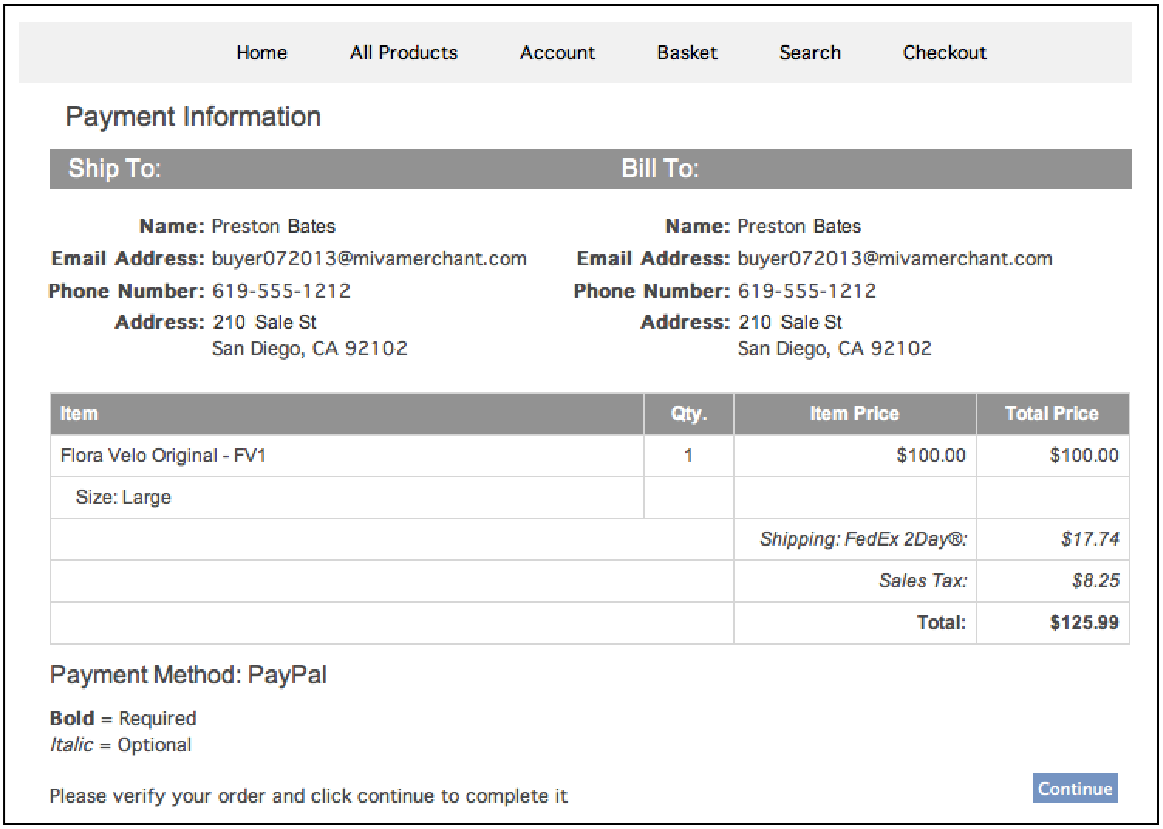


The customer returns to the Order Details screen (OCST) in your store. The Ship To information that the customer selected from their PayPal account is populated into this screen an can be edited. The customer clicks the Continue button when they are done.

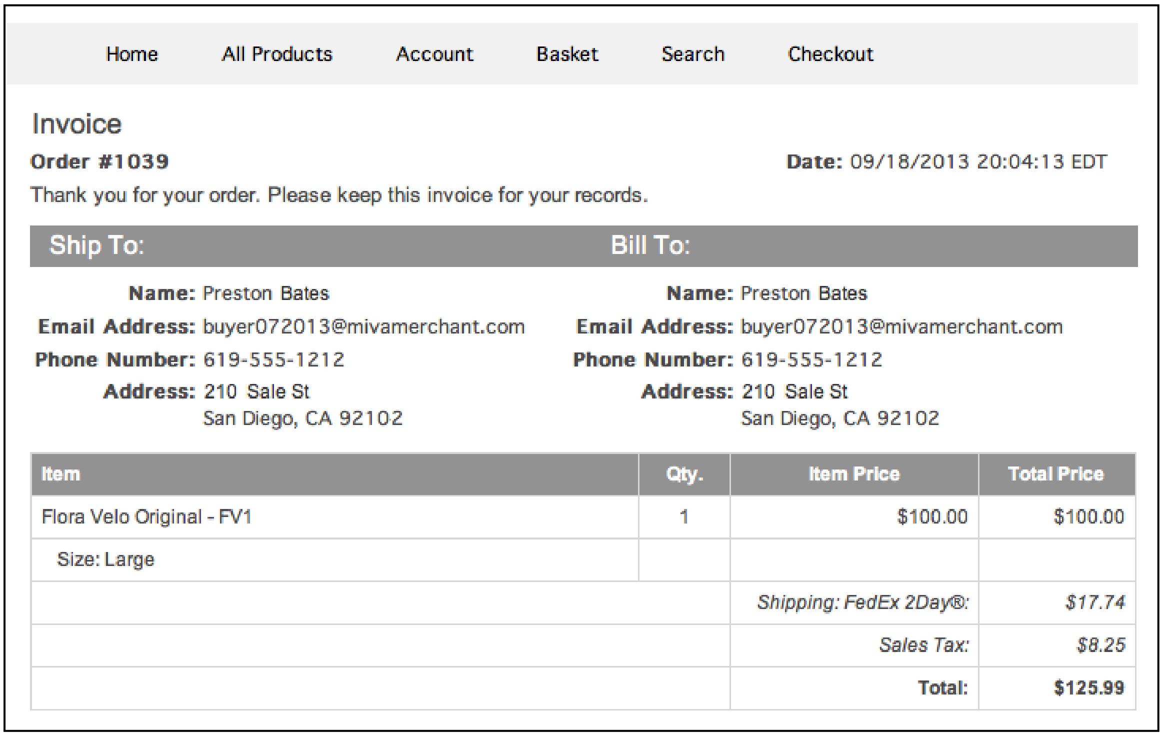
Publication Date: 10/30/2013



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.



The customer sees the standard Payment Information confirmation screen (OPAY). The customer clicks the Continue button to confirm that the order is correct.



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: **Immediate Sale**: 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.

Authorization with Delayed Capture: 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.

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.

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.

PayPal Payments Advanced and/or Payflow Gateway Tab

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.

Payment Module	Includes a Merchant Account (with Monthly Fee)	Adds an iFrame to Your Checkout Pages	Includes a Gateway
PayPal Express Checkout and/or Payments Pro	✓	✓	✓

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:	**Sale (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. **PreAuth (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 either: • Edit the order in Miva Merchant admin and click on the *Capture*

button.

- Log into your PayPal account and manually capture the funds.

Note that these settings also affect you when you manually create an order. For example:

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**.
4. 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 Credit Card Number:

- 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).
- 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.
- 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.

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.

PayPal Payments Standard Tab

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.

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: Transaction Key:	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 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. 5. 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. 6. 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:	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. See https://support.authorize.net/authkb/index?page=content&id=A588
Duplicate Window Duration:	Measured in seconds. 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.

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: **Online (Automatic Capture)**: *Authorize* and *Capture* happen right away.

Offline (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 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.

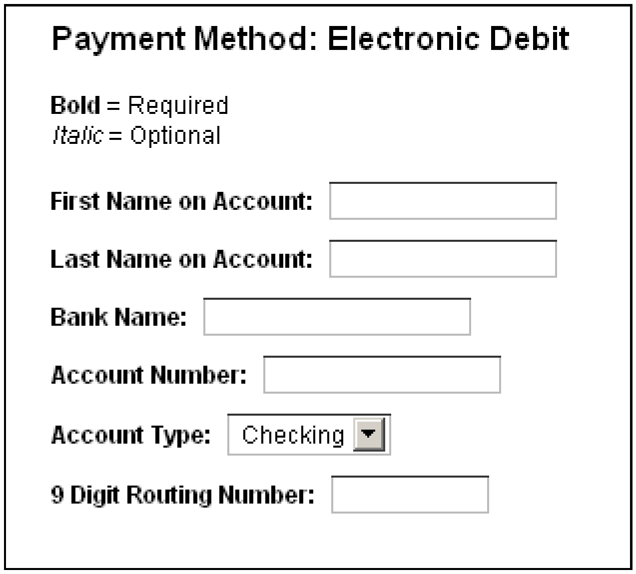
The customer can re-submit their order immediately.

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.

In the Payment Information screen (OPAY), the customer enters their checking account information:



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.

Checkout by Amazon

⚠ 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.

Checkout by Amazon is a third-party payment method, as opposed to a payment gateway. The customer uses some funds attached to their Amazon account to make the purchase. Amazon then pays you, and the money can be transferred to some destination associated with your Amazon account. This method does not require a merchant account, but you do need an Amazon seller account.

Customer's funds: bank account, credit card, debit card, etc. → Customer's Amazon Account → Your Amazon seller account → Bank account associated with your Amazon Seller Account

Merchant Token:
Merchant ID:
Access Key ID:
Secret Access Key:

All of these credentials are created when you set up your Amazon Seller Central account. They are all used to securely identify your store during on-line transactions.

Callback URL:

The URL that Miva Merchant uses to return and complete the order, after the payment is made on the Amazon website. This field is auto-populated. You should only change it if you are given a new URL by Miva Merchant or Amazon.

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 Amazon.

Thank You Page:

The page in your on-line store that you want customers to return to after paying at the Amazon website.

1. The customer starts the checkout process in your on-line store.
2. When the customer submits the Payment Information page (OPAY), they are taken to the Amazon website to make their payment.
3. When the customer finishes paying at the Amazon website, they automatically return to some page in your on-line store. You can use this field to select the page in your on-line store that customers return to.

# of Tracked Basket Versions:

You will probably never need to change this setting.

The Checkout by Amazon button can appear on many different pages in a store, not just the checkout pages. If the customer clicks on the button, they are immediately re-directed to the Amazon website. When that happens, the customer's basket also has to be sent to Amazon so that the customer can complete the payment transaction.

Since the Miva Merchant software doesn't know when the customer is going to click on the Checkout by Amazon button, every time a page in your store displays the button, Miva Merchant makes a copy of the customer's basket that is ready to send to Amazon. You can use this field to control the number of basket copies that the system will store. The default is 5 copies, which means that no more than 5 copies of the customer's basket are kept in the

	database.
Shipping Methods:	Amazon has four "general" shipping terms: • Standard: • Expedited: • Two-Day: • One-Day: You must map at least one of Amazon's general terms to a specific shipping method in your on-line store. For example, you could set Amazon "Standard" shipping to "U.S.P.S Parcel Post". At the Amazon website, your customer selects Standard Shipping but the real shipping method is USPS Parcel Post.
Non-Inventory Variant Behavior:	Use these fields to control the SKU and "transaction title" that are sent to Amazon for products in your store that do not contain *Variants* . **SKU Sent to Amazon**: On their website, Amazon wants to attach a SKU to the transaction. For products in your store that do not have *Variants* , use this field to map the Amazon SKU to either the product code or the product SKU. You can see the product code and SKU for any product in your store by editing the product in the admin interface. **Title Sent to Amazon**: On their website, Amazon wants to attach a title to the transaction. Use this field to choose whether you want the transaction title to show up in the Amazon website as: Product Code : Master Product Name, or Product SKU : Master Product Name Note that for products that do not have variants, the "Master Product Name" is just the product name.
Single Inventory Variant Behavior:	Same as above, but for products in your store that have variants. Use the setting below for kits that you sell.
Inventory Variant Kit Behavior:	Same as above, but applies to a *kit*. **Send Additional Line Items…**: For kits, Miva Merchant will always send one line describing the kit, for example: Fruit Basket 001 If you check the "Send Additional Line Items…" checkbox, you can also send all of the kit/part information. These items show up in the Amazon checkout pages as separate products with 0 weight and 0 cost.

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*. (Manage Orders > Edit the order > click the Capture button.)

There is a simple method you can use to track payments that were made by check:

1. Go to Manage Orders.
2. Set the Search field to "Payment Status" and "Authorized with $0 captured".
3. Click **Search**.

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.

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

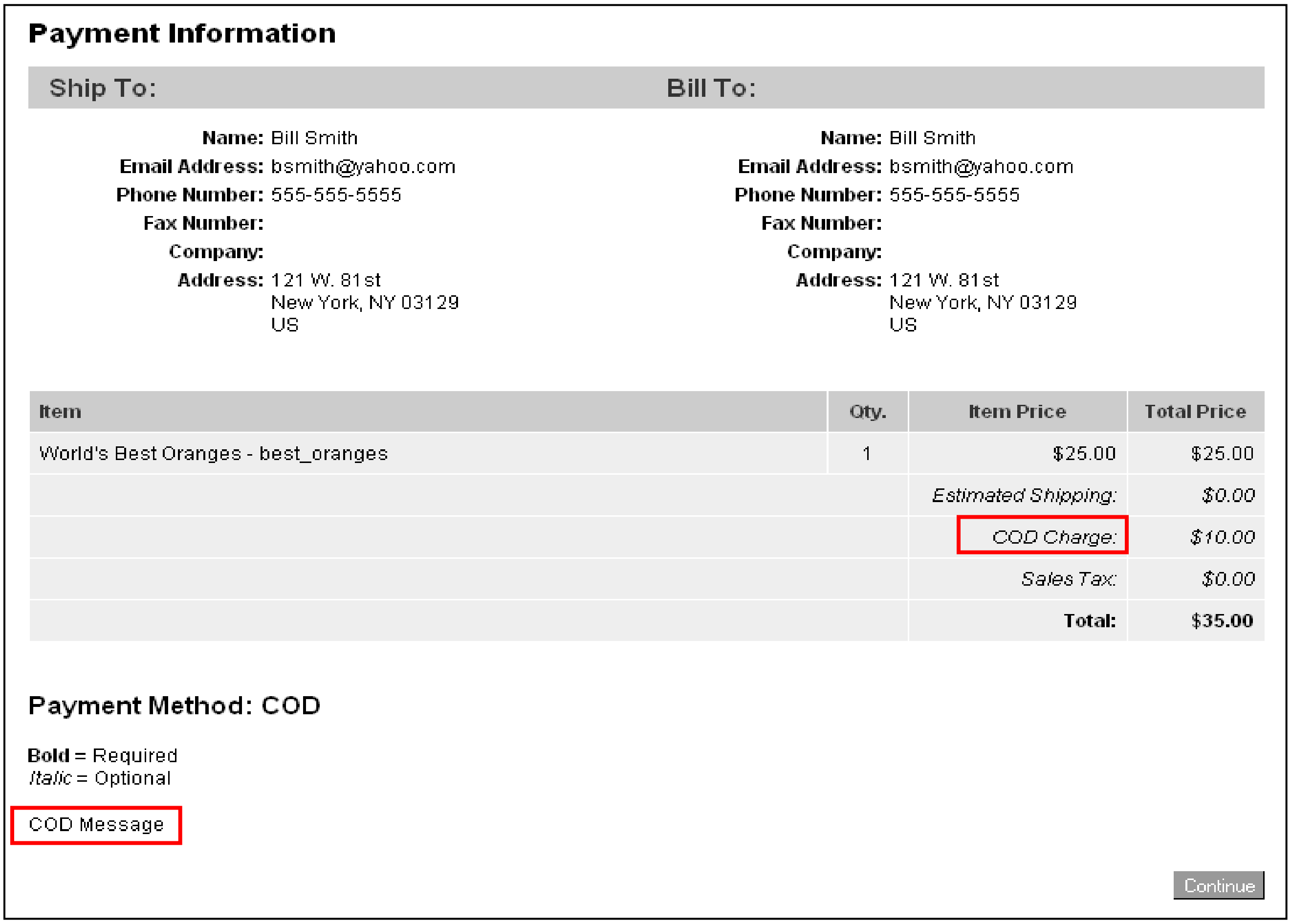
	configured for.
Group Number:	A unique ID from Chase. Enter the group number that was created when you set up your account.
Terminal ID:	Enter the Terminal ID that was created when you set up your Chase account. A Terminal ID is subordinate to your Group ID and identifies a way of interacting with customers. 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 *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.

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.



Google Wallet

Google Wallet (formerly Google Checkout) is a third-party payment module, similar to PayPal Express Checkout and Checkout by Amazon. During the checkout process your customer is redirected to their Google Wallet account page and uses any payment method that they have configured. When they finish paying, the customer returns to your invoice page (INVC).

Google Wallet is one of the few payment modules that cares how your store handles tax on shipping. Whatever tax method you have configured in the admin interface gets passed to Google automatically.

Please see:

- *Sales Tax Calculation*
- *Appendix C: The Sales Tax Calculation Field*

Google Wallet Settings Tab

Merchant ID:
Merchant Key:
Enter the Merchant ID and Key that were created when you set up your Google account. These credentials are passed to Google to identify your store during payment transactions.

API Status:
Leave this option set to Production unless you are doing transaction testing. If you want to run test transactions you must first set your Google account to run in sandbox mode, then change this option to Sandbox and click **Update**.

Checkout Button Size:
When you enable Google Wallet it does not appear as an option in the **Pay With** drop-down list, as many other payment modules do. Instead, this payment option appears as a separate button on the Shipping/Payment Selection screen (OSEL).

Use this setting to select the button size (the buttons are all nearly the same size) and whether the button will be on a white background or colored background (select Transparent).

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.)

Default Shipping:
These fields essentially allow you to create a fallback flat rate shipping that Google Wallet can use in the event that your store was not able to successfully send other shipping method and rate information.

1. When a customer selects Google Wallet during checkout, Miva Merchant sends Google the customer's basket and the flat rate information that you enter here. For example, in the Name field, you could enter "Flat Rate Shipping", and in the Price field you could enter "10.00".
2. Google asks the customer for their shipping address, sends the shipping address to your store and asks your store to return your available shipping methods and rates for that address.
3. Google expects your store to respond with shipping information very quickly. If for some reason your store does not respond within Google's timeframe, Google gives up on getting shipping method and rate information from you and tells the customer that the shipping method will be whatever you entered in the "Name" field, and the shipping cost is whatever you entered in the "Price" field.

Enable Google Analytics Integration:	Google Analytics is one of the packages that you can install to monitor traffic in your on-line store, including customer checkout. Normally when you use an analytics package with a third-party checkout (such as Google Wallet, PayPal Express Checkout, or Checkout by Amazon) you lose some of the analytic data because the analytic software cannot track the customer when they leave your store to make their payment. For example, if you are using Google Analytics with PayPal Express Checkout, Google Analytics has no information about what your customer does once they are re-directed to the PayPal website. Google allows you to fill in the missing analytic data if you use both Google Analytics and Google Wallet. 1. Install *Utilities >* Google Analytics in your store. 2. Enable Google Wallet and the Google Analytics integration option. If you use both products, Google will track the customer's movement on their website and send the traffic data back to their analytics module.
API Callback URL:	Enter this URL in your Google account when you register for Google Wallet. Google uses this URL to send payment processing information from their site to your store. **Note**: If you see an error message in red: Production Status will require you have specified valid secure settings within Domain Settings:Site Configuration. It means that your store is not configured with an SSL certificate. You must have an SSL certificate before you can use Google Wallet in production mode.
Callback Method:	This is the method that Miva Merchant uses to communicate with the Google API. Enter "name/value pairs" in your Google account when you register for Google Wallet.

Google Wallet Extensions Tab

At the publication date of this manual (see footer for the publication date), you must purchase a third-party module to use coupons in your store. After you install the coupon module, you can add it in this tab so that the module will communicate coupon information to Google Wallet.

To Add Your Coupon Module

1. In the Google Wallet Extensions tab, click the **Add** button.
2. Enter the **module code**. This is an ID for the module and should be included with the documentation that came with the coupon module.

3. In the **Type** drop-down list select either **Coupon** or **Gift Certificate**.
4. Click **Update**.

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). 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 Method**.
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.

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: API Password: API Certificate: API Private Key: API Private Key Password:	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.
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* 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 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.

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:	**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. **Automatic Capture**: If you select this option, *Authorize* and *Capture* 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.

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	**Checkout by Amazon**

In-line verification. During checkout the customer uses a popup window to log into their Amazon account and does not leave your store.	**Standard verification**. During checkout customers are redirected to an Amazon web page to log into their Amazon account.
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.	**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.
Supports your store Coupons	Did not support your store coupons.
Shipping method is always selected from your Miva Merchant store.	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.
Supports use of Miva Merchant shipping rules.	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/gp/on-board/workflow/Registration/login.html?passthrough%2Fsource=internal-landing-select&passthrough%2F*entries*=0&passthrough%2FmarketplaceID=AGWSWK15IEJJ7&passthrough%2FsuperSource=OAR&passthrough%2F*Version*=1&passthrough%2Fld=RPMIVA152445171&passthrough%2Faccount=pyop&passthrough%2FwaiveFee=1&passthrough%2FsimplifiedLogin=1

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. Select Payment Settings from the leftnav.
2. In the Payment Settings screen, check the box next to Amazon Payment and click **Update**. An Amazon Payment tabs will appear.
3. Select the Amazon Payment tab. Complete the fields below, then click **Update**.

Merchant Id:
Access Key:
Secret Key:
Confirm Secret Key:

Each of these fields is a credential that is created when you set up your Amazon Seller Account.

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 Edit Store > Settings > *Currency Formatting* drop-down list.)

Transaction Timeout:

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.

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.

The max timeout you can enter in this field is 1,440 minutes (24 hours), which is the max allowed by Amazon.

Polling Interval:

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.

1. The customer completes checkout in real time, but the transaction is not yet authorized.
2. If you edit the order in the Miva Merchant admin interface, the order status will be pending.
3. The Miva Merchant software checks with Amazon every 30 minutes (or whatever you set the Polling Interval to) for an order status update.

Instantly Capture

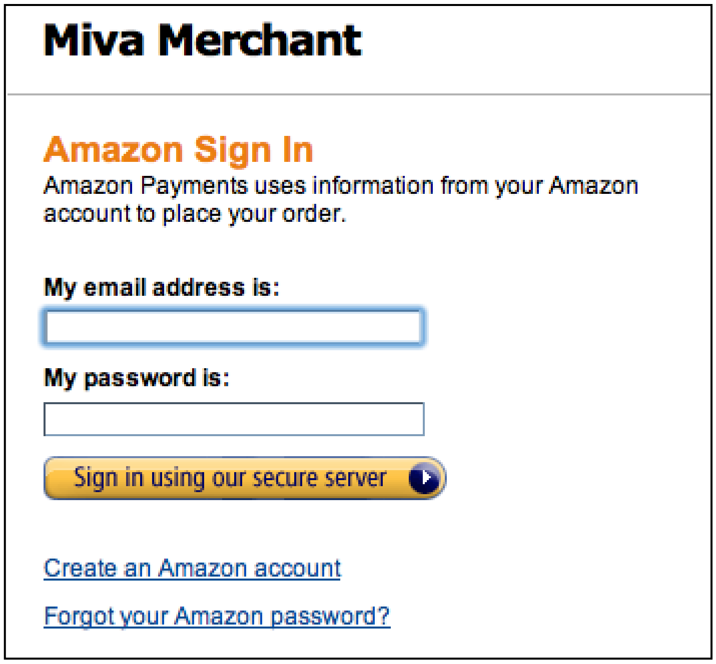
If you select this option, the funds will be captured as soon as Amazon marks

Payment (requires prior approval from Amazon)	the transaction as *Authorized*. If you do not select this option, you must: 1. Wait until the order status is updated to Open. 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 "Server", 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.

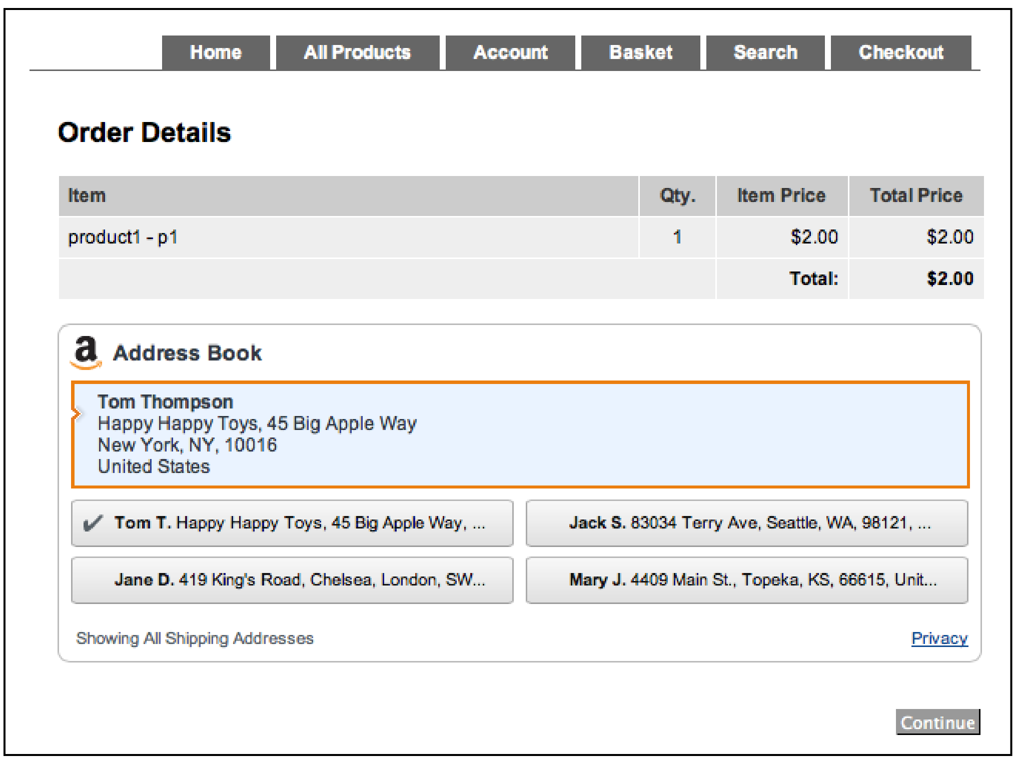
Amazon Payments In-line Checkout

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.

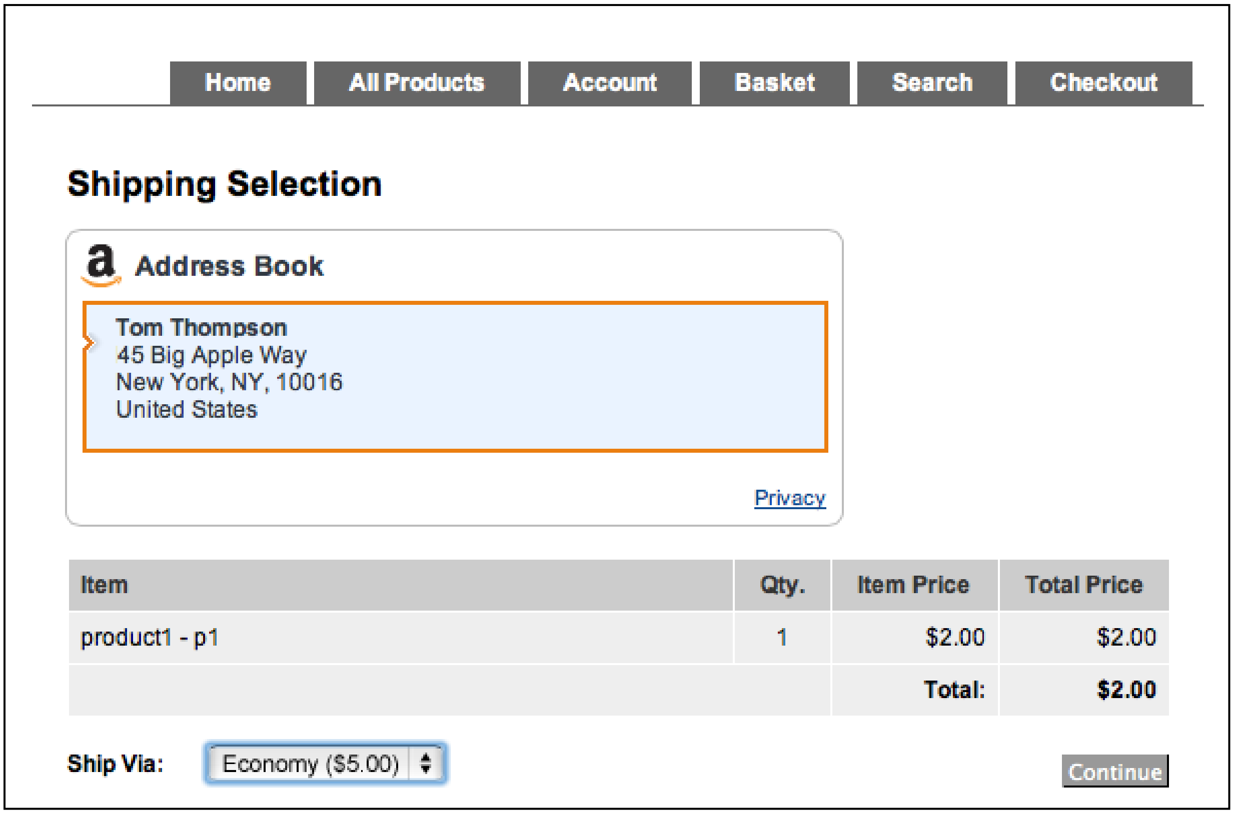
In the Basket Contents screen (BASK), the customer clicks the "Pay with Amazon" button.



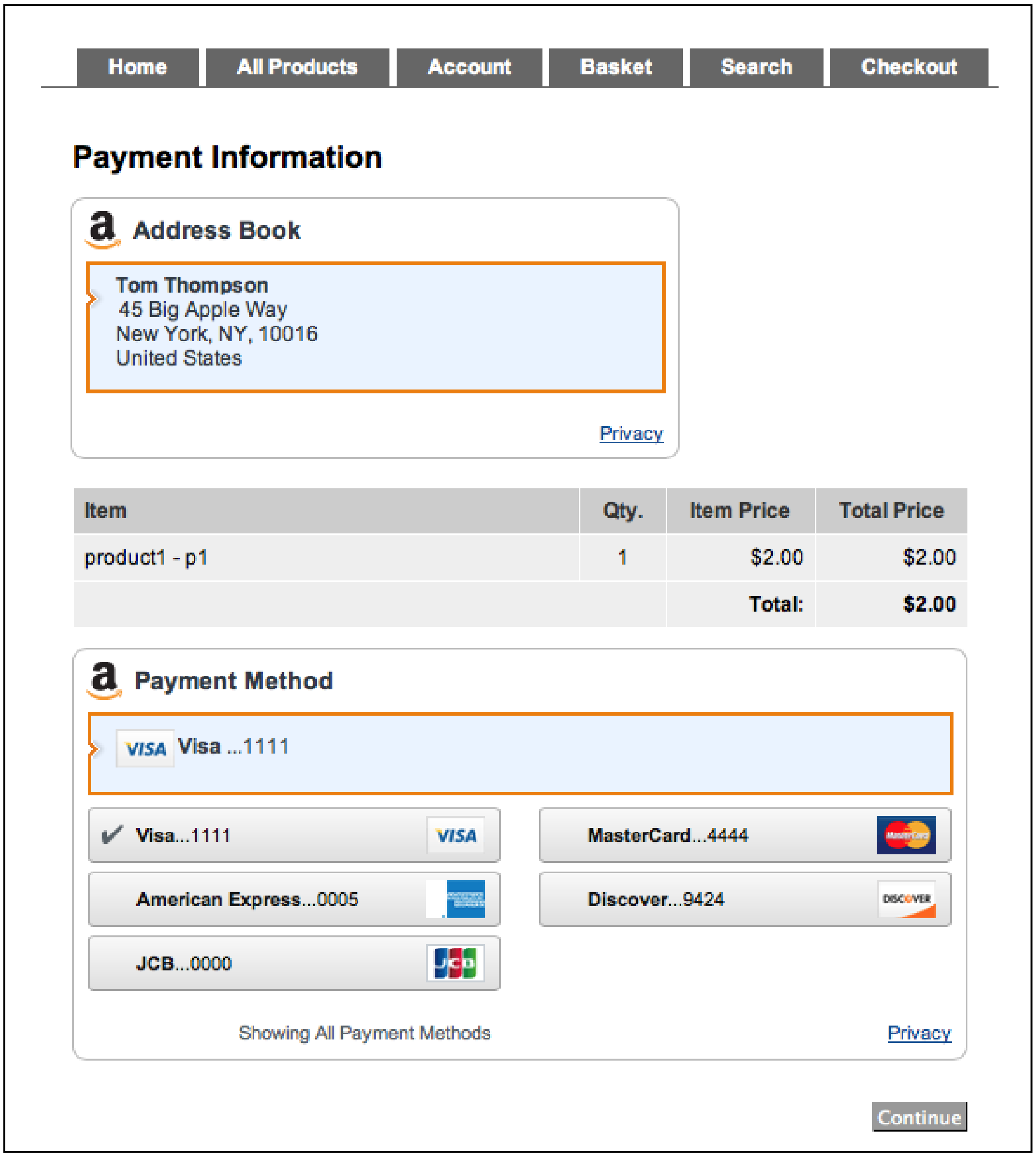
A popup window appears on top of the Basket Contents screen. The customer enters their Amazon account credentials and clicks the sign in button.



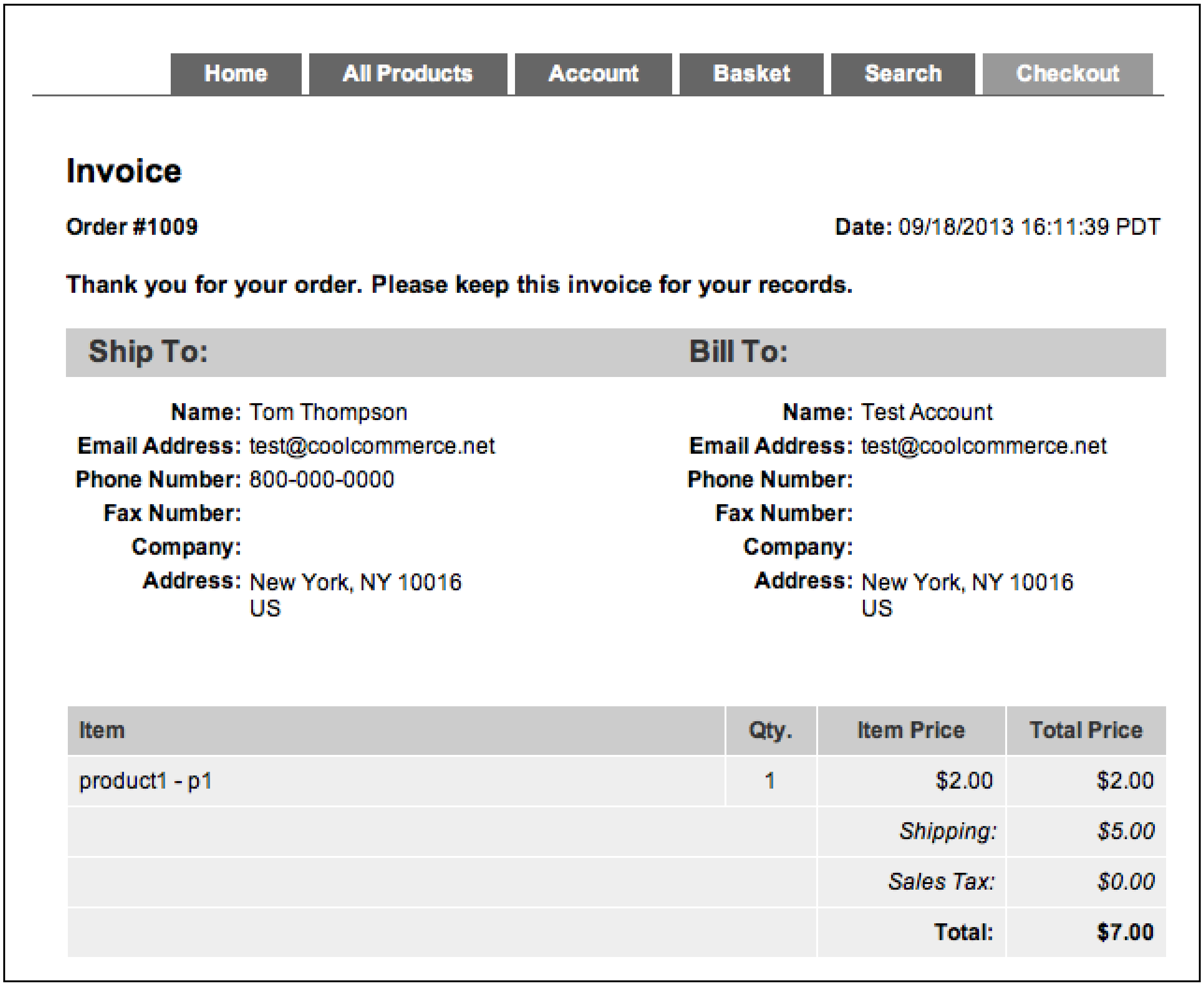
The customer is now on a Miva Merchant page only used for Amazon Payments (Amazon Payments - OCST). The address book shows all of the addresses in the customer's Amazon account. The customer selects a shipping address and clicks the Continue button.



This is the second custom Amazon Payments screen (Amazon Payments - OSEL). The customer selects a shipping method and clicks the Continue button.



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.



In the last checkout screen, the customer sees your standard invoice page (INVC).

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 Ticked is a credential that you get when you set up your Intuit merchant account. It looks something like this: SGM-FUR-26-f6LzmXod3wdT_5MSeFCShH

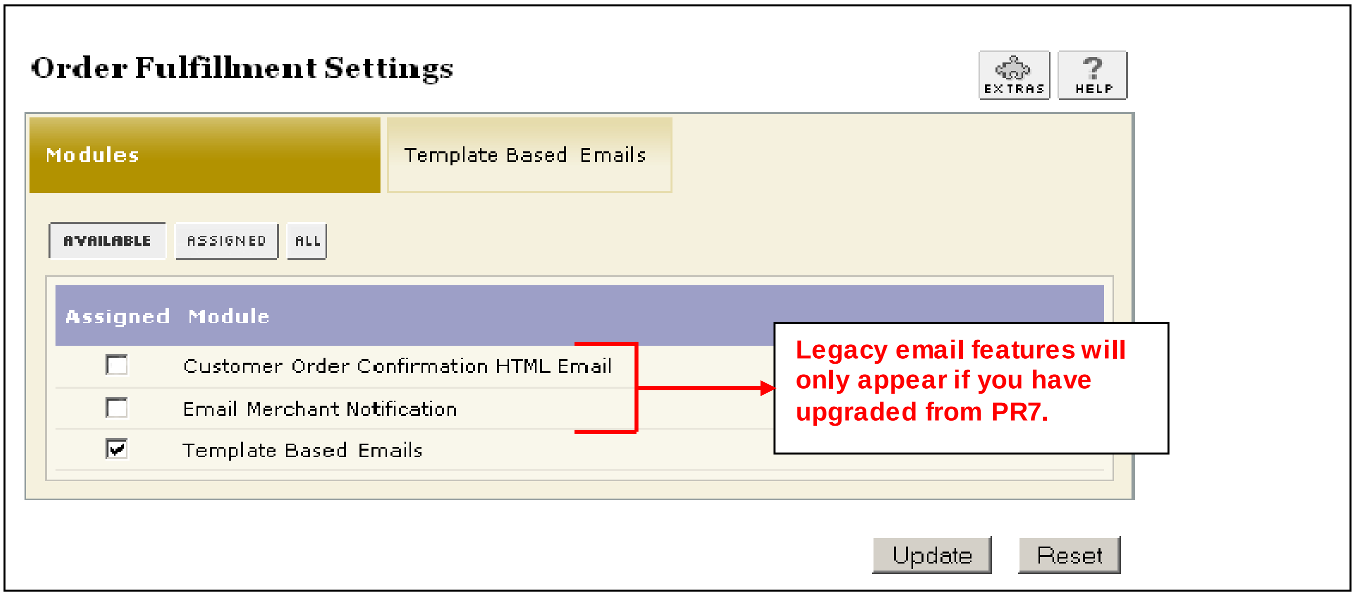
Apply for an IPS merchant account or generate a connection ticket	If you do not already have an Intuit merchant account, you can click on this link to visit the page to apply for one. You must have a merchant account set up with Intuit before you can use Intuit Merchant Services in your store.
CVV2 Message:	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:	**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. **Automatic Capture**: *Authorize* and *Capture* happen right away. Note that these settings also affect you when you manually create an order. For example: 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.
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.

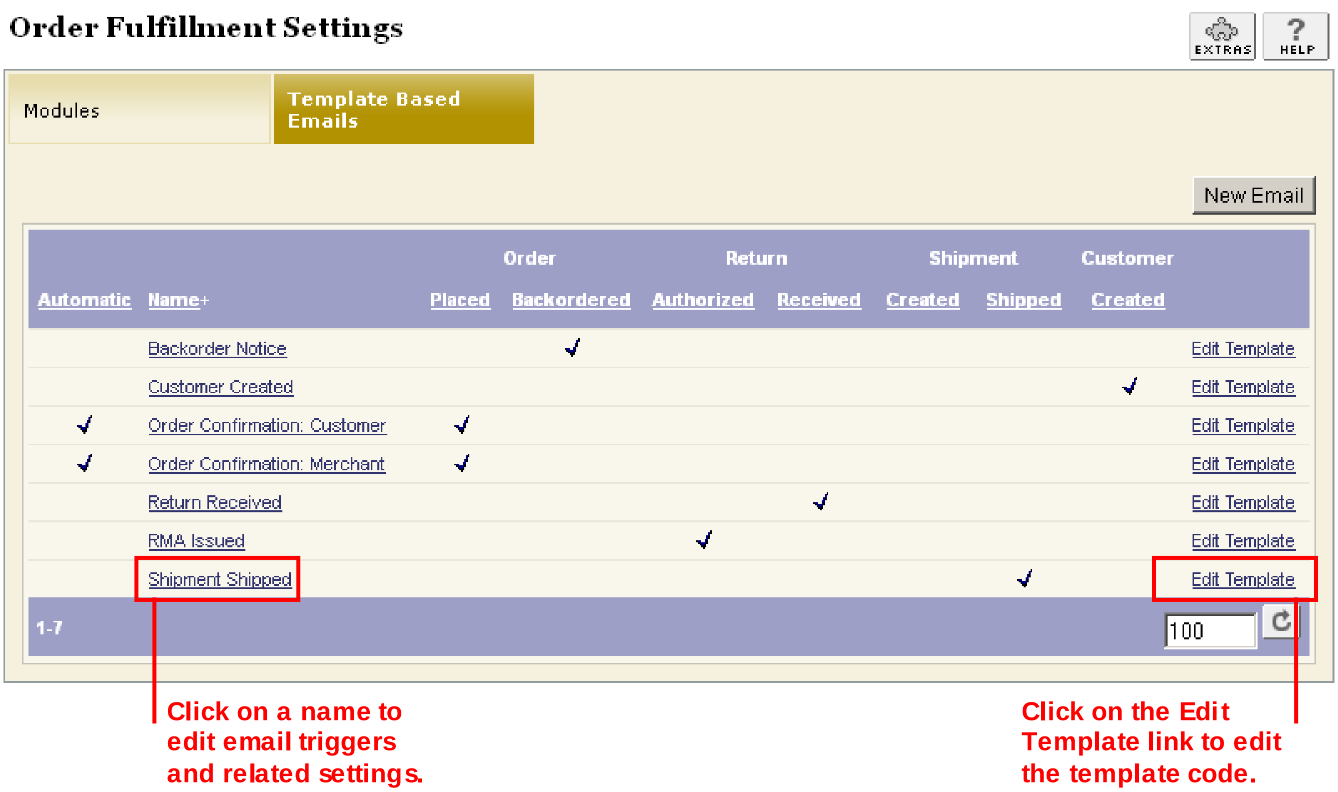
Order Fulfillment Settings

Order Fulfillment Settings are where you can create and modify order related emails that are sent to customers. If you are using PR8, you should use the Template Based Emails tab.

To Enable Template Based Emails

1. Select Order Fulfillment Settings from the leftnav.
2. In the Modules tab, check the box next to Template Based Emails and click the **Update** button.





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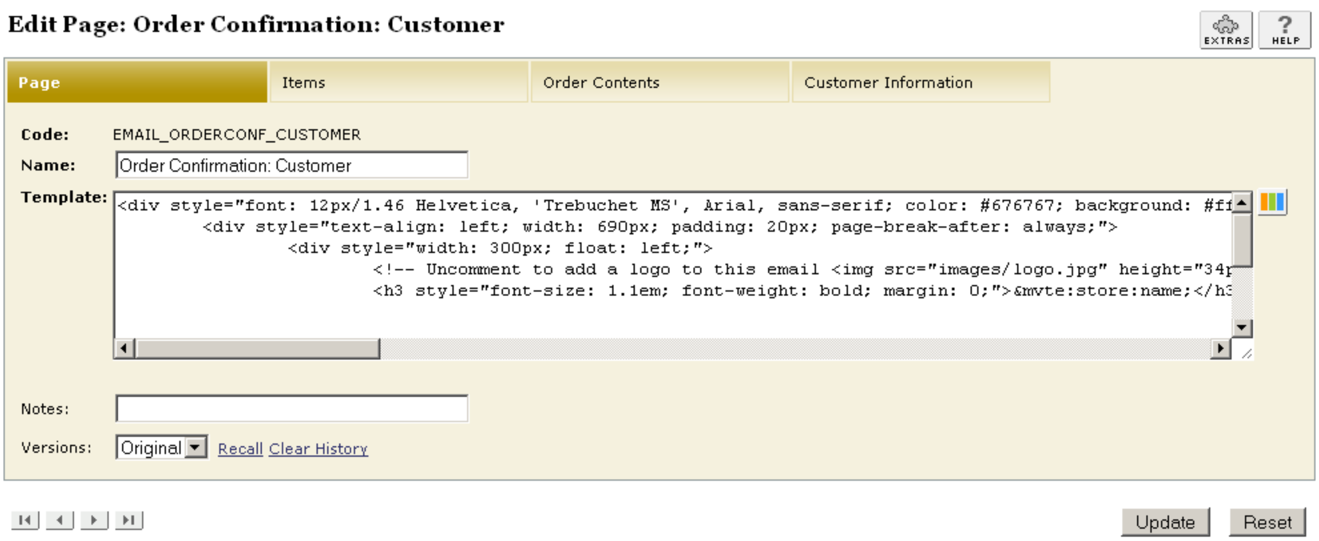
To Edit an Email Template

You have to enable Template Based Emails before you can edit a template.

1. Select Order Fulfillment Settings from the leftnav.
2. In the Order Fulfillment Settings screen, select the Template Based Emails tab.
3. In the Template Based Emails tab, click **Edit Template** next to one of the emails.
4. The Edit Page screen appears:



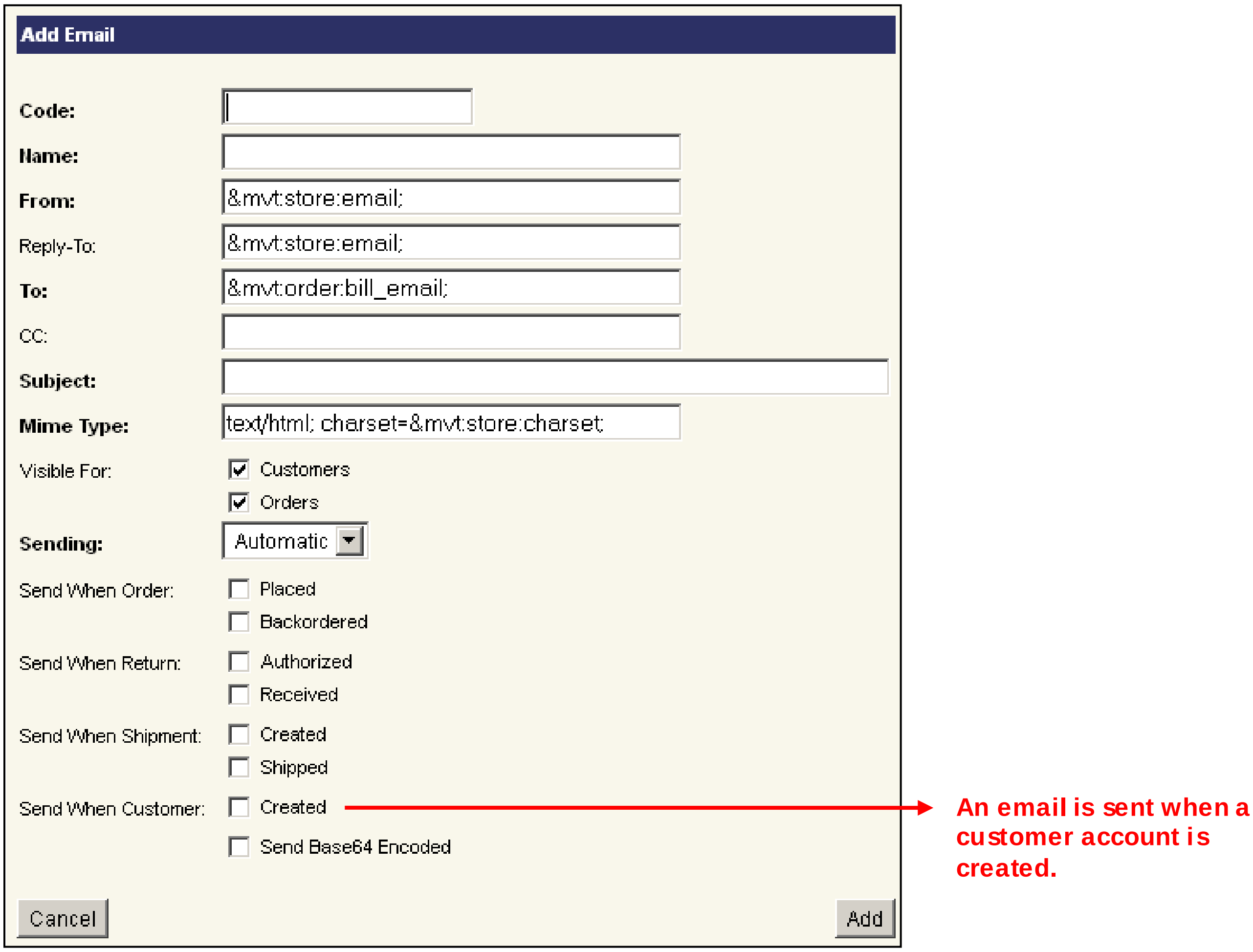
Code:	Uniquely identifies the email. The code of existing emails cannot be changed.
Name:	Descriptive name for the email.
Template:	The template code that determines the email contents.
Notes:	See *Notes*.
Version:	See *Versions*.
Recall:	See *Recall*.
Clear History:	See *Clear History*.
Color Selector:	See *Color Selector*.

To Create a New Email

You have to enable Template Based Emails before you can create a new email.

1. Select Order Fulfillment Settings from the leftnav.

2. In the Order Fulfillment Settings screen, select the Template Based Emails tab.
3. In the Template Based Emails tab, click the **New Email** button.
4. In the Add Email dialog box, fill out all of the fields and click Add.
5. The email that you created will now show up in the Order Fulfillment Settings main screen. Click on the Edit Template link next to your new email to edit the email template code and related settings.



Logging Settings

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 *Utilities >* 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. In the Logging Settings screen, select the e-Urchin Log checkbox and click **Update**.
2. Select 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.
3. 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. In the Logging Settings screen, select the Miva Merchant Access Log checkbox and click **Update**.
2. Select the Miva Merchant Access Log tab.
   - Log File: the name of the log file you want to create.
3. 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.

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 page *248* under *Payment Settings* for instructions on configuring this module.

PayPal Payments Advanced and/or Payflow Gateway

Please see page *268* under *Payment Settings* 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. In the System Extension Settings > Modules screen, check the buySAFE 2.0 checkbox and click **Update**.
2. Select the buySAFE tab.
    2.1. Check the "I accept the buySAFE End User License Agreement" checkbox.
    2.2. Click the **register now** button to go to the buySAFE website and create an account.
    2.3. 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.
3. Enter the authentication data provided by buySAFE. You are given these credentials when you create your buySAFE account.
4. 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.
5. Click **Update**.

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Customers

Use the Customers screen to create customer accounts, set password security options, and edit the lost password email message. 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:

- *Edit Store > Customer Links Tab*
- *Edit Store > Customer Fields Tab*

To Create a Customer Account

1. In the Customers screen, 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 **Update** button.
4. Select the Shipping/Billing Information tab. Enter the customer's information in the **Ship To** and **Bill To** columns and click the **Update** button.

To Set Password Security for Customer Accounts

1. In the Customers screen, click the 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.

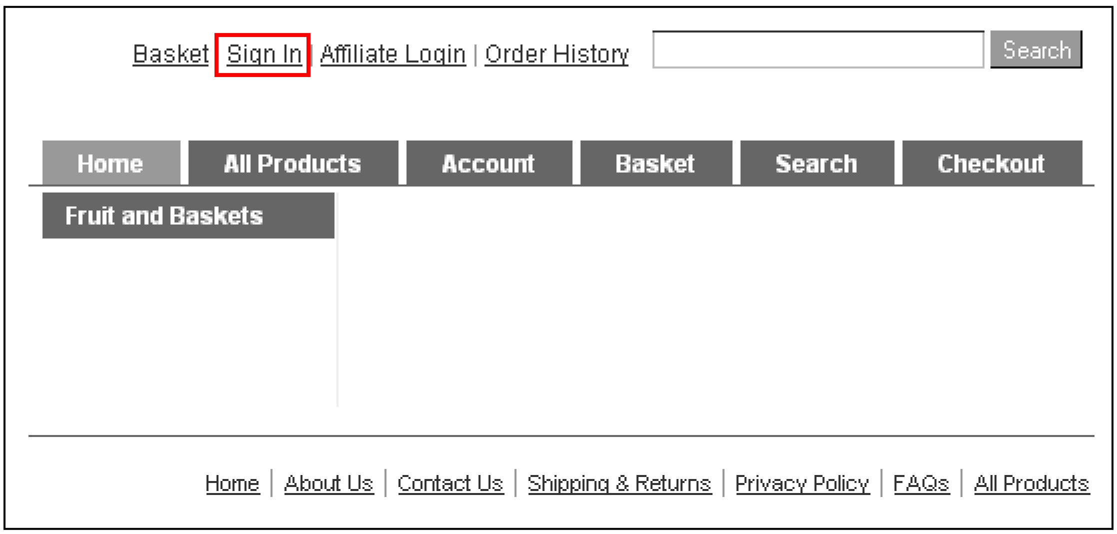
5. Choose whether you want to require customers to reauthenticate (enter their current password) when they select a new password.
6. Click the **Update** button.

The Lost Password Email

To edit the lost email password fields, click Customers in the leftnav, then select the Lost Email Password tab.

If a customer forgets their password they can click on a link in your 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.



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

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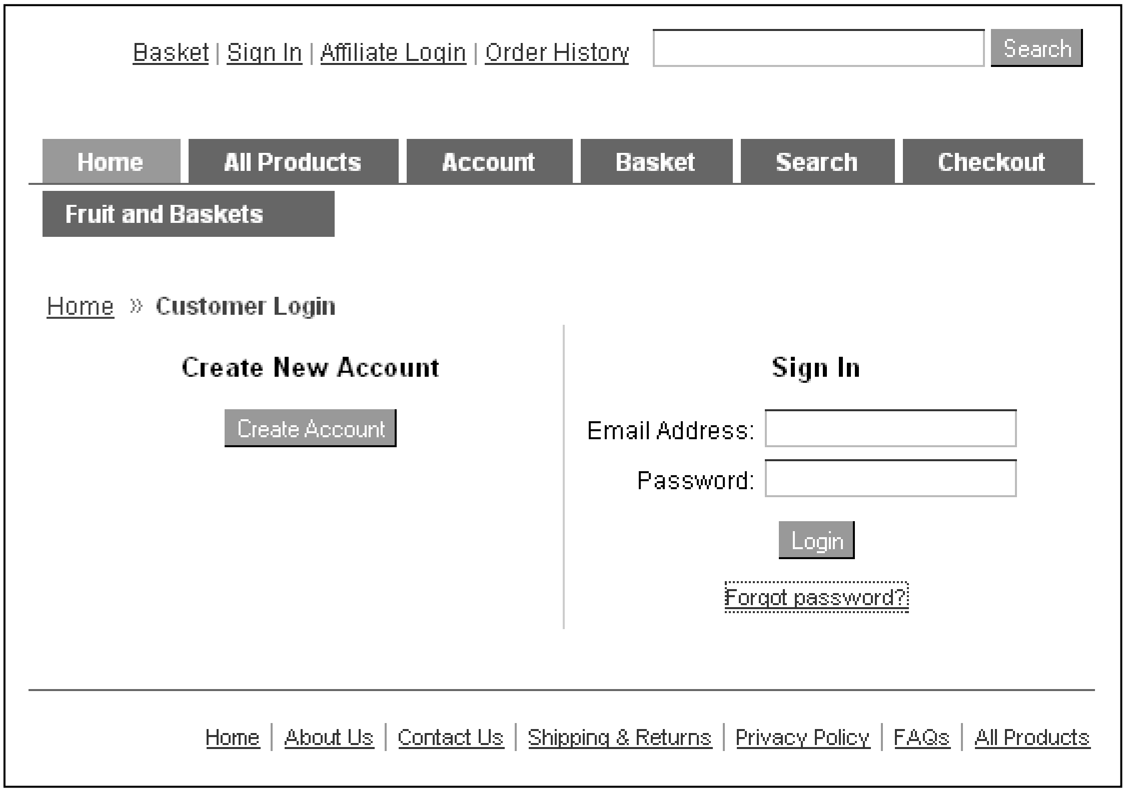
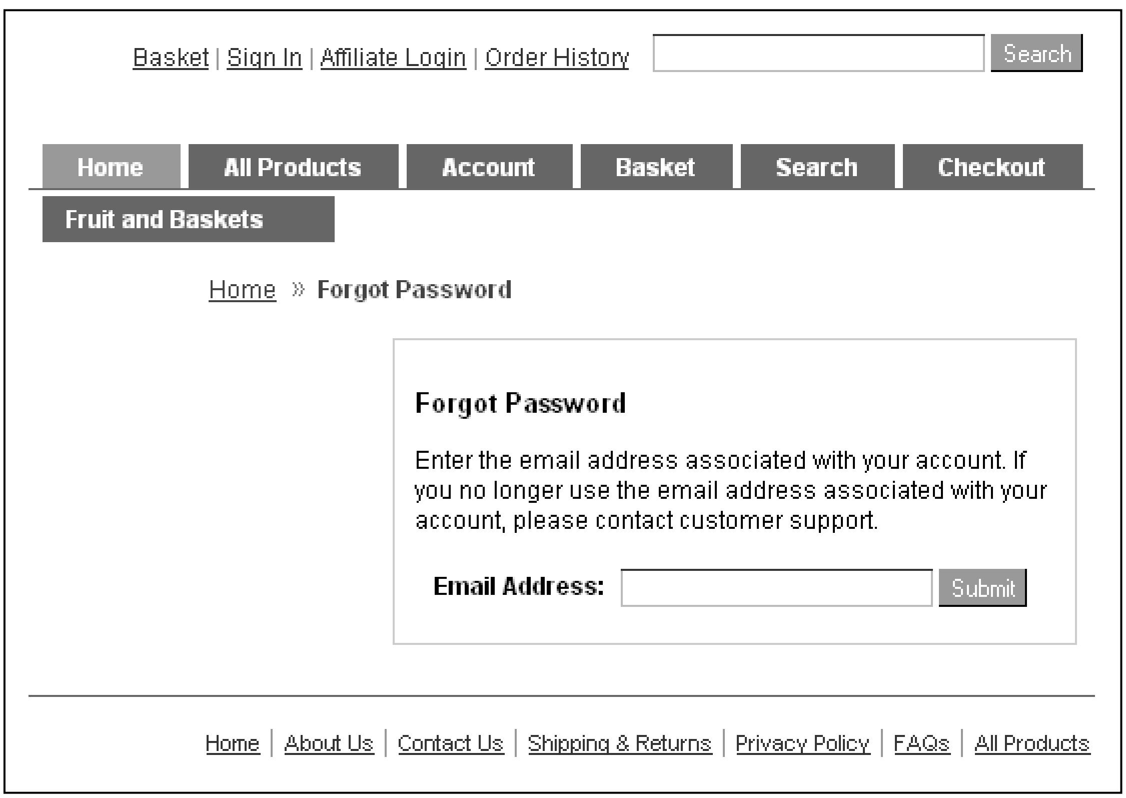


3. The Forgot Password screen (FPWD) appears.



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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.

Availability Groups

Availability Groups allow you to control what categories and products your customers see in your store based on membership in a group. For example, you could use Availability Groups to offer selected products only to "Premium" customer accounts.

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 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. Select Availability Groups from the leftnav.
2. In the Availability Groups main screen, click the **Add Group** button.
3. In the Add Availability Group screen:

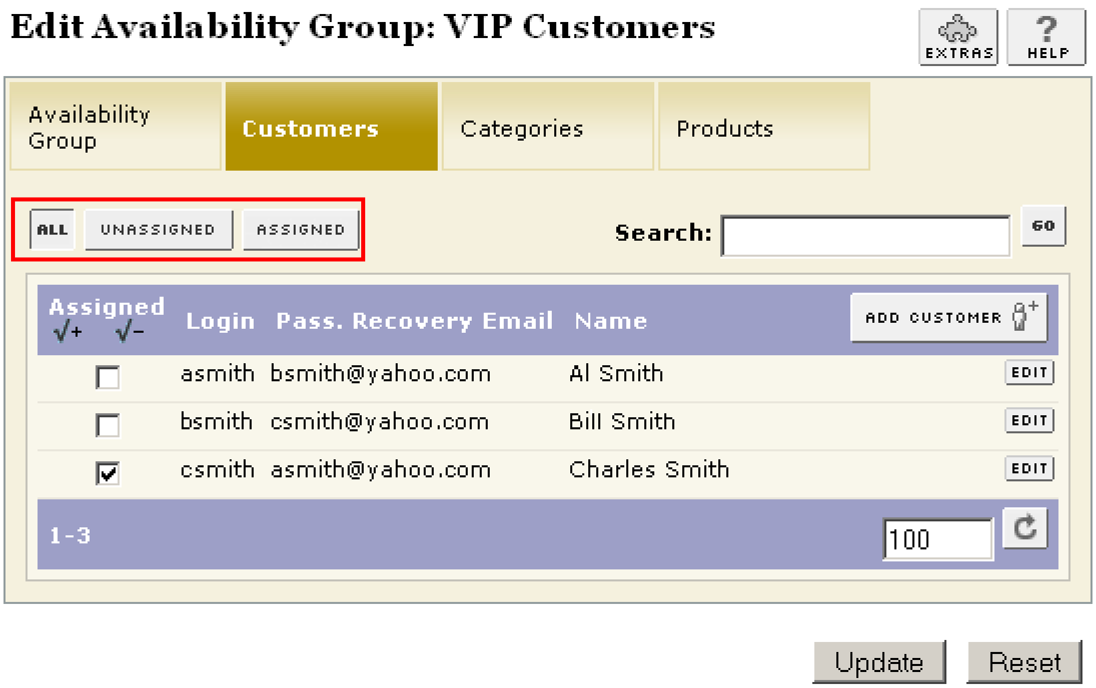
   3.1. Enter a name for the new group, such as "VIP Customers".

   3.2. Click **Add**.

4. **Select the Customers tab**.

   When you first view the Customer tab, the screen will display all existing customer accounts.

   - Add an existing customer account to the group by clicking the checkbox next to the customer's login name and clicking **Update**.
   - Remove a customer account from the current group by unchecking the checkbox next to their login name and clicking **Update**.
   - View the list of customers that are currently assigned to this group by clicking the **Assigned** button.
   - Click the **Add Customer** button to create a new customer account. The new customer account is **not** added automatically to the current group.



5. **Select the Categories tab**.

   When you first view the Categories tab, the screen will display all existing categories.

   - Add an existing category to the group by clicking the checkbox next to the Category Code and clicking **Update**.
   - Remove a Category from the current group by unchecking the checkbox next to the Category Code and clicking **Update**.
   - View the list of Categories that are currently assigned to this group by clicking the **Assigned** button.
   - Click on the **Add Category** button to create a new category. The new category is **not** added automatically to the current group.

6. **Select the Products tab**.

   When you first view the Products tab, the screen will display all existing products, including *Variants*.

   - Add an existing product to the group by clicking the checkbox next to the Product Code and clicking **Update**.
   - Remove a Product from the current group by unchecking the checkbox next to the Product Code and clicking **Update**.
   - View the list of Products that are currently assigned to this group by clicking the **Assigned** button.

- Click on the **Add Product** button to create a new product. The new product is **not** added automatically to the current group.

Price Groups

Price Groups are similar to Availability Groups except that they allow you to change the price of products based on membership in a group. When they sign in, customers can see the same products, but with different prices.

Customer A is a member of the Silver Club Price Group.	Customer B is a member of the Gold Club Price Group.

To Use Price Groups

1. Select Price Groups from the leftnav.
2. In the Price Groups main screen, click the **Add Group** button, then click **Update**.
3. In the Add Price Group screen:

    3.1. Enter a name for the Price Group, such as "Silver Club".

    3.2. Select the pricing for this group.

    - Retail: Customers in this group will see the normal retail price. This is the price that you set in the Products > Edit Product > Product tab > Price field.
    - Cost: Customers in this group will see whatever you entered in the Products > Edit Product > Product tab > Cost field.
    - Discount From Retail: Use this field to give customers a discount percent from the Products > Edit Product > Product tab > 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.

- Markup From Cost: Use this field to give customers a discount percent from the Products > Edit Product > Product tab > 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.

3.3. Click the **Add** button.

4. **Select the Customers tab**.

When you first view the Customer tab, the screen will display all existing customer accounts.

- Add an existing customer account to the group by clicking the checkbox next to the customer's login name and clicking **Update**.
- Remove a customer account from the current group by unchecking the checkbox next to their login name and clicking **Update**.
- View the list of customers that are currently assigned to this group by clicking the **Assigned** button.
- Click on the **Add Customer** button to create a new customer account. The new customer account is **not** added automatically to the current group.

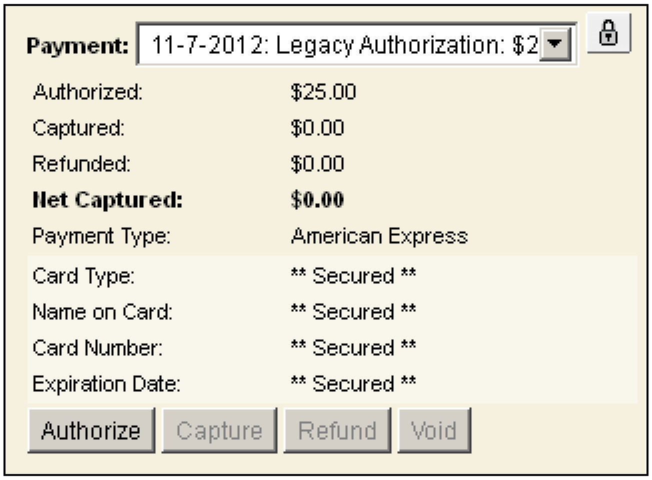
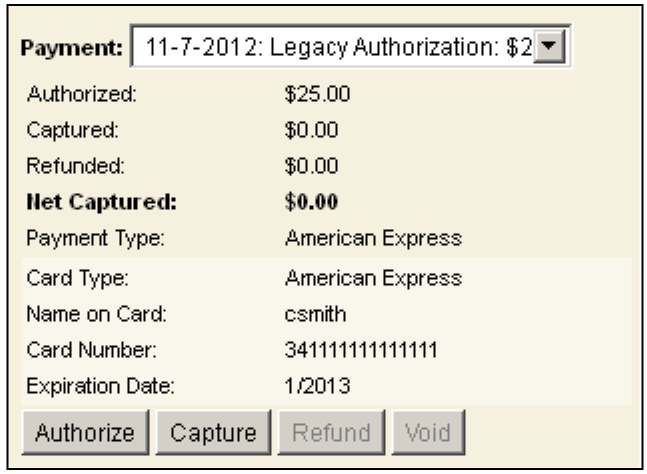
5. **Select the Products tab**.

When you first view the Products tab, the screen will display all existing products, including *Variants*.

- Add an existing product to the group by clicking the checkbox next to the Product Code and clicking **Update**.
- Remove a Product from the current group by unchecking the checkbox next to the Product Code and clicking **Update**.
- View the list of Products that are currently assigned to this group by clicking the **Assigned** button.
- Click on the **Add Product** button to create a new product. The new product is **not** added automatically to the current group.

Order Encryption

Order encryption encrypts the credit card information attached to orders. If order encryption is enabled in your store, credit card information is not immediately visible when you view or edit an order. If you do not enable order encryption, the customer's credit card information is openly displayed when you view or edit an order. Using order encryption is a requirement for your store to be PCI compliant. To start using order encryption you only have to create an encryption key.

<table>
<tr>
<td>
</td>
<td>
</td>
</tr>
<tr>
<td>Edit an order. Order encryption is enabled.</td>
<td>Edit an order. Order encryption is not enabled.</td>
</tr>
</table>

- Currently (as of PR8 Update 7), you only create and use one encryption key at a time. Your new key "overwrites" your previous key.
- You cannot delete an encryption key if the credit card information for any order was encrypted with that key. See below.

The Encryption Passphrase

When you create an encryption key the software will ask you to create an encryption key "passphrase". The passphrase is essentially a password that allows you to view encrypted information later on. Once you start using order encryption, only people who know the passphrase can view encrypted credit card information.

IF YOU FORGET YOUR ENCRYPTION KEY PASSPHRASE, IT CANNOT BE RECOVERED. You will be able to view and edit the orders, but the credit card information will be lost.

To Create an Encryption Key

You only create and use one encryption key at a time. Your new key "overwrites" your previous key.

1. Select Order Encryption from the leftnav.
   - Encryption Prompt: A name for the encryption key.
   - Created On: The date the encryption key was created.
   - Reference Count: The number of orders whose credit card information have been encrypted.

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2. In the Store Encryption main screen, click the **Add Encryption Key** button. Clicking this button starts a wizard that will take you through the process of creating a new encryption key.

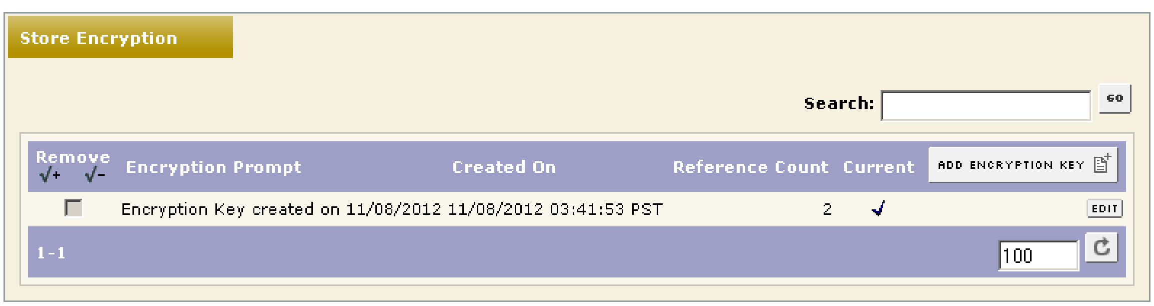
> It's very important that you make a note of your encryption key passphrase and store it in a secure location. If you lose your passphrase, it cannot be recovered. You will either have to archive all of the orders whose credit card information was encrypted, which will remove the credit card information, or you can leave the orders with encrypted credit card information, but you won't be able to view the credit card data.

- If you have existing orders with credit card information, the wizard will ask if you want to encrypt the credit card information with the new key (migrate), or archive the orders, which removes the credit card information.
- After you create an encryption key, all new orders will have the credit card information automatically encrypted.

To Delete an Encryption Key

You cannot delete an encryption key if it 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. Select Order Encryption from the leftnav.
2. In the Store Encryption main screen, look at the Reference Count column. This is the number of orders that have been encrypted with the current key. In our example below, notice that the Remove checkbox next to the encryption key is greyed out.
3. Click on the Edit button next to the current encryption key.



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 *Manage Orders* screen.

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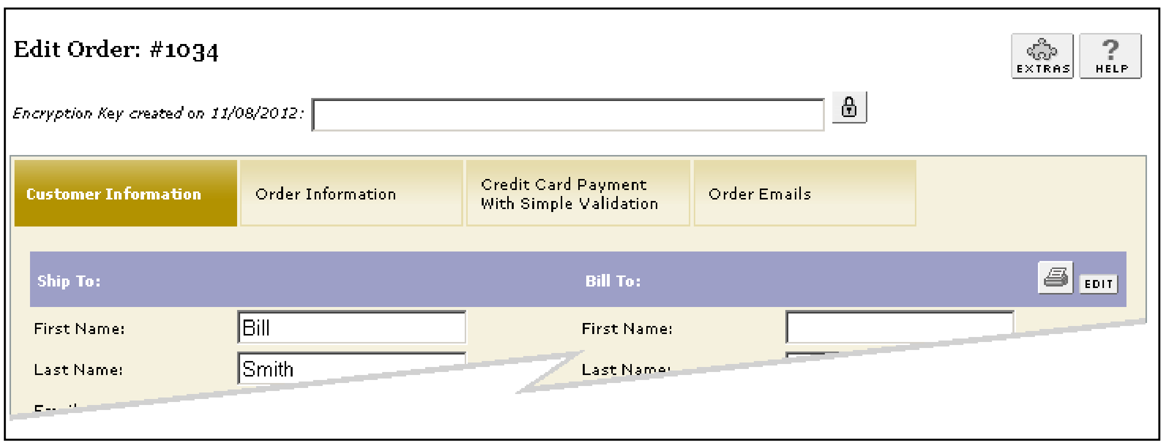
5. After you have deleted all of the orders that were encrypted with the current key, select Order Encryption from the leftnav again. This time you'll see that the Remove checkbox next to the encryption is not greyed out. To delete the encryption key, click the Remove checkbox and click **Update**.

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.

Order Encryption Screen

1. Select Order Encryption from the leftnav.
2. In the Store Encryption screen, click the **Edit** button next to the encryption key.
3. In the Edit Encryption Key screen, select the Orders tab.
4. In the Orders tab, click the **Edit** button next to an order.
5. In the Edit Order screen, enter the passphrase and click **Update**.



After you enter the passphrase that was used to create the encryption key and click **Update**, you'll be able to select any of the order tabs.

Manage Orders Screen

1. Select Manage Orders from the leftnav.
2. In the Manage Orders main screen, edit an order that has credit card information that was encrypted with the current key.
3. In the Edit Order screen, click on the lock button. Enter the passphrase and click the **Continue** button. The Edit Order screen will refresh and will openly display the credit card information.

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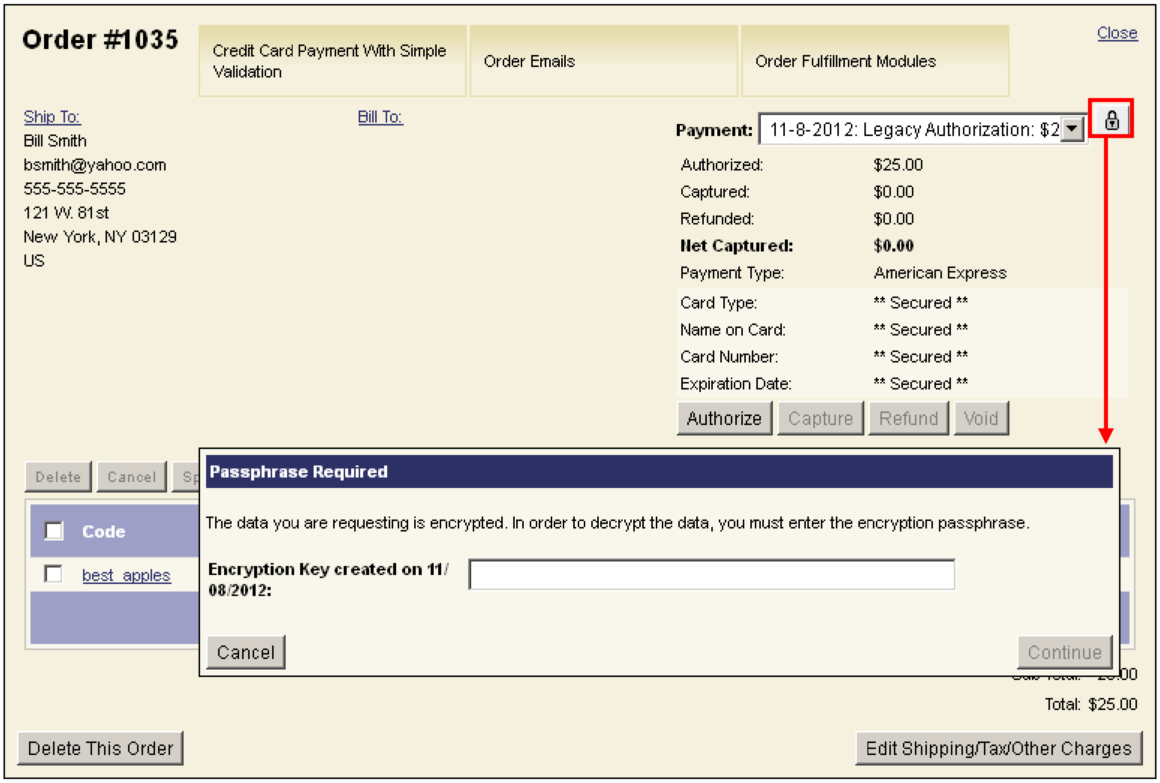

Legacy Order Processing

1. Select Utilities > Legacy Order Processing from the leftnav.
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.

After you enter the passphrase that was used to create the encryption key, you'll be able to select any of the order tabs.

Manage Orders

Use the Manage Orders page to view, edit and create orders, and to perform other order related tasks.

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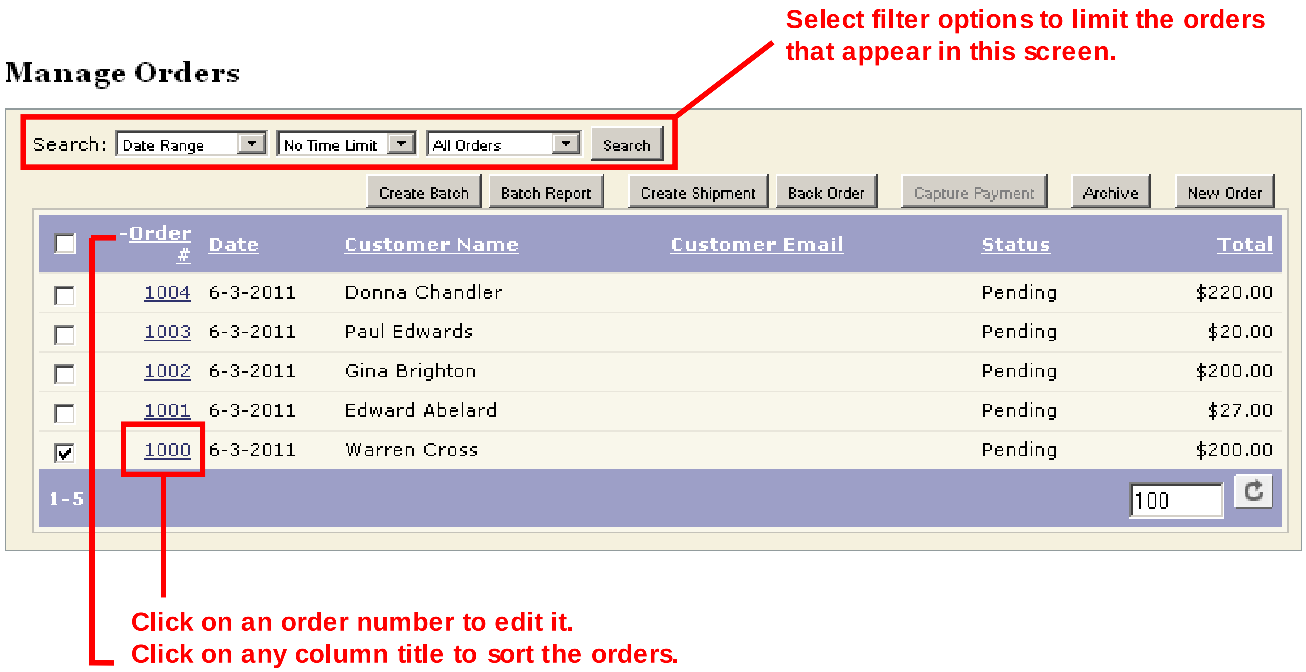

Order Status

Every order in Miva Merchant will have a certain 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)*.

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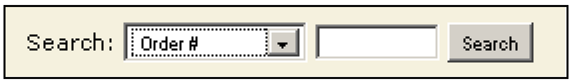
Filters

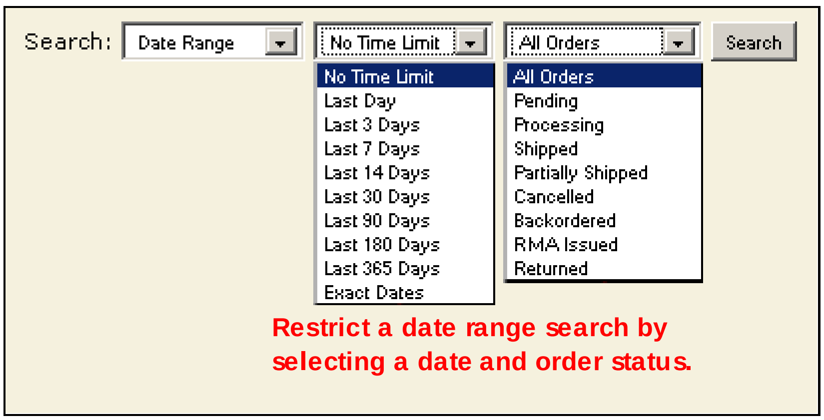
At the top of the screen, the filters options give you a wide range of choices for viewing only selected orders.

Order Number

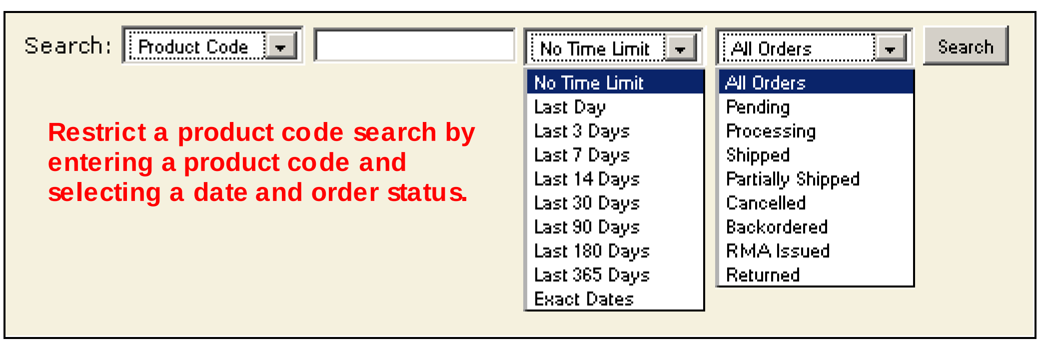
Enter a single order number and click the **Search** button.



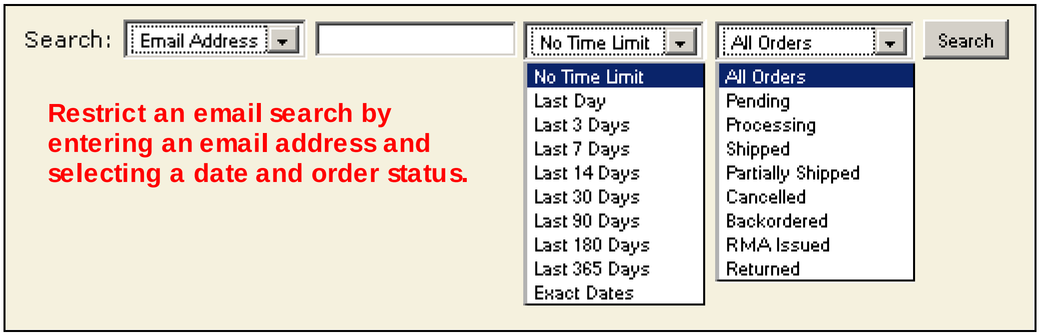
Date Range



Product Code



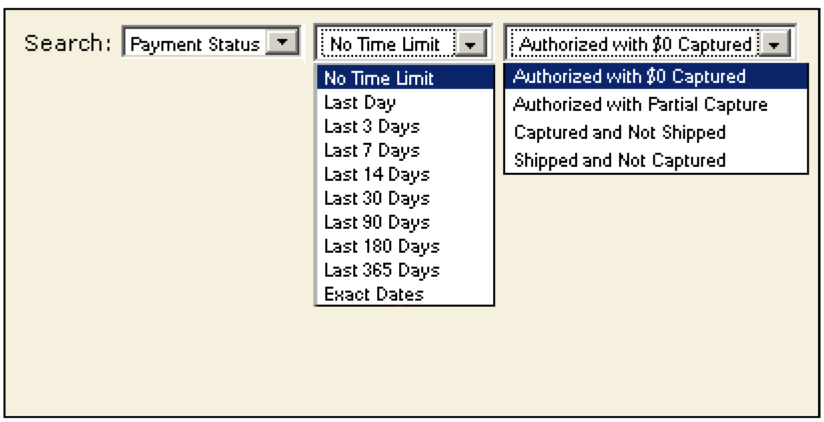
Email Address



Batch

You can place a group of orders into a batch, and then view only the orders in that batch.

Payment Status



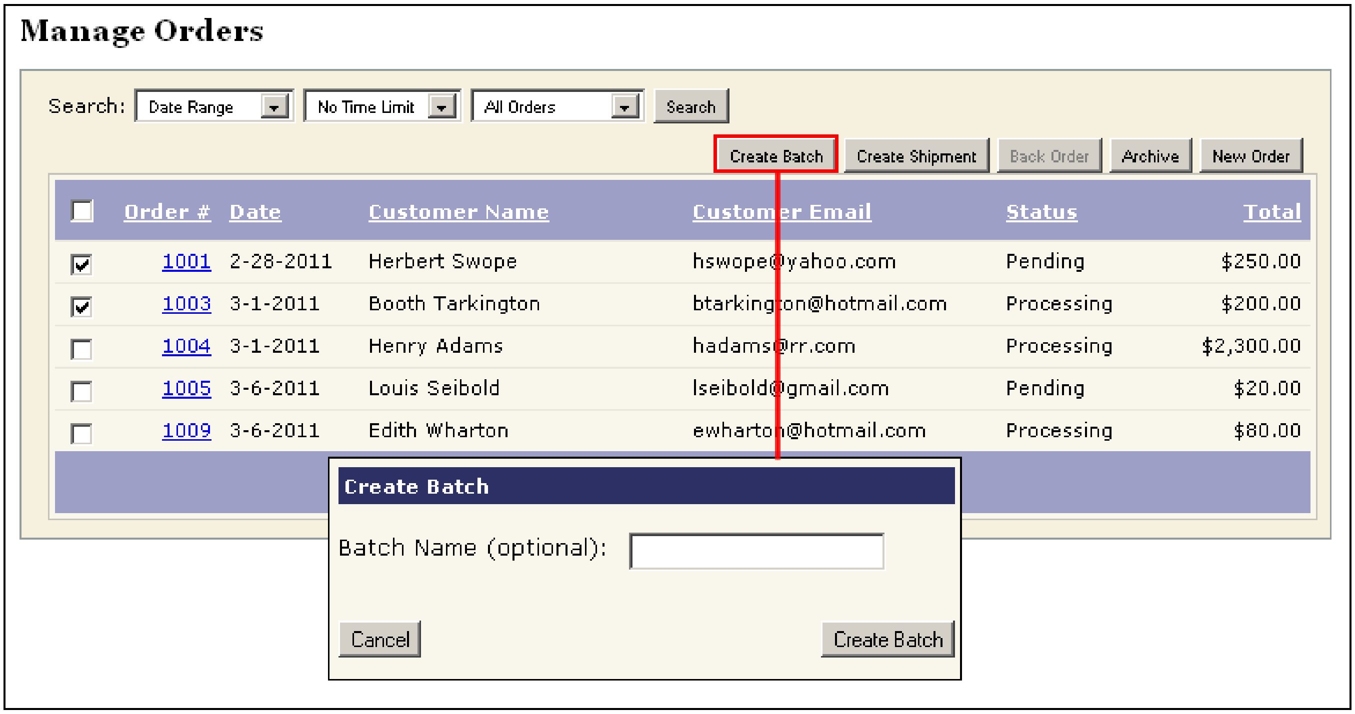
Batches

A Batch is a collection of orders, grouped together and given a name.

- 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. In the Manage Orders screen, select several orders and click the **Create Batch** button.
2. 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.



To View the Orders in a Batch

1. In the Manage Orders screen, select Batch in the Search field
2. Select the Batch that you created
3. Click the **Search** button.

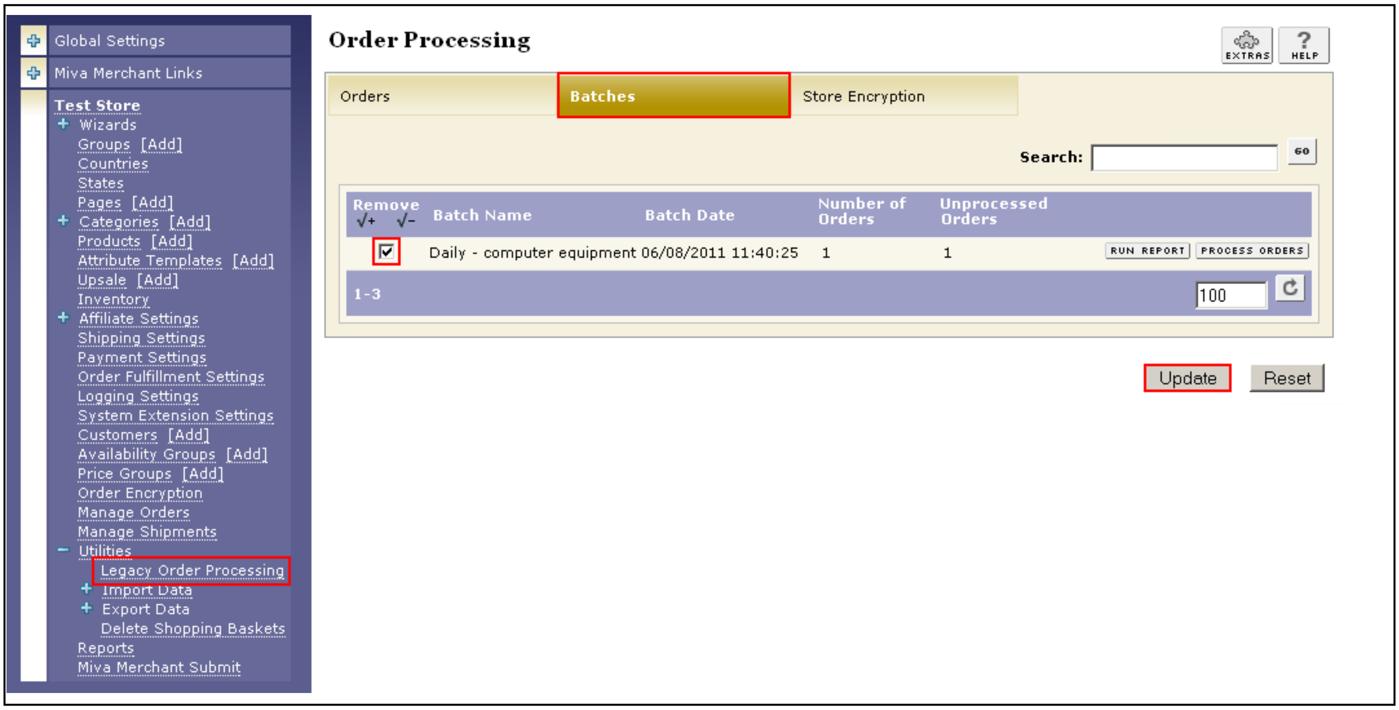
To Transfer Orders from One Batch to Another

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

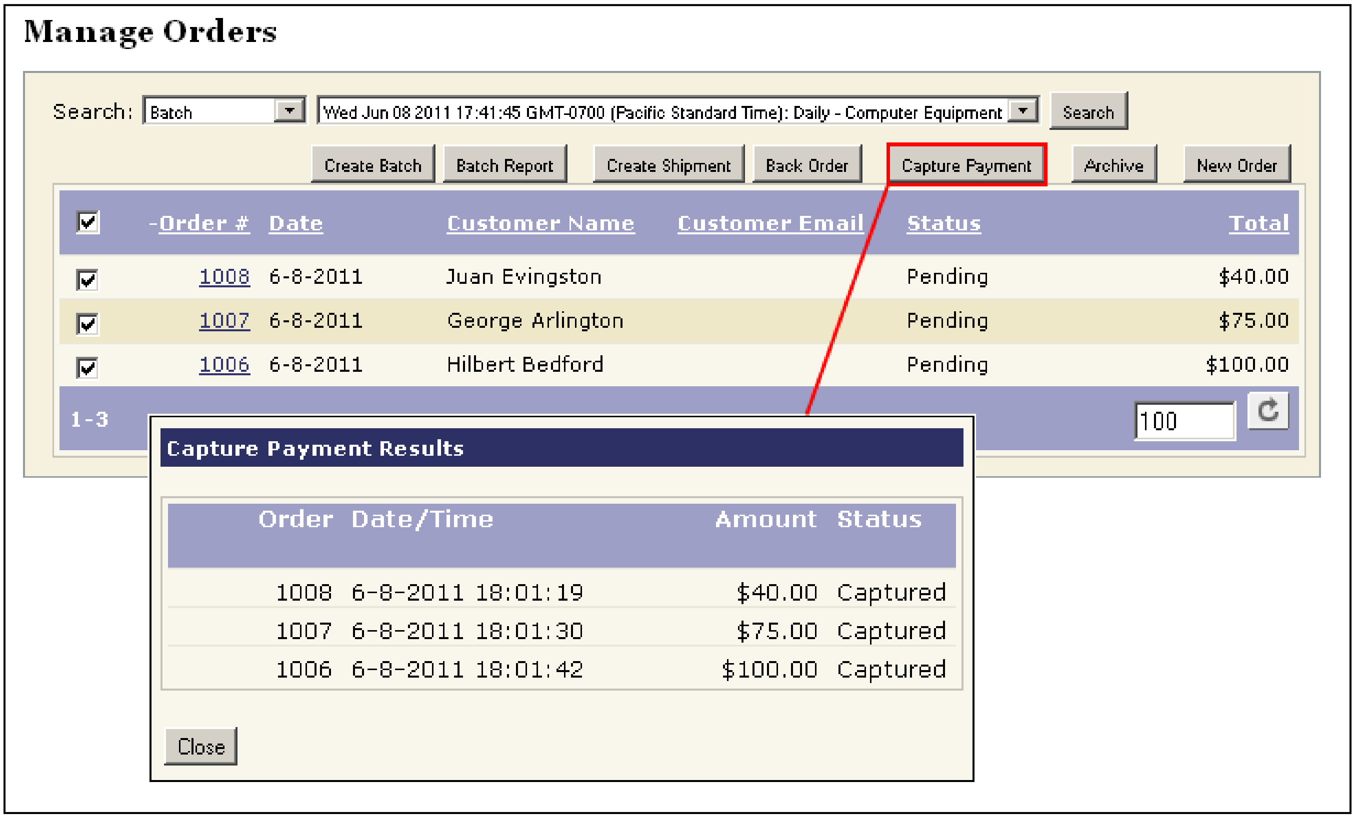
Please note that deleting a Batch also deletes the orders in that Batch! If this is not what you intend, you must transfer the orders to a new Batch, then delete the old Batch.

1. If you don't want the orders to be deleted, transfer the orders in the Batch you are going to delete to another Batch.
2. Go to: (Store Name) > Utilities > Legacy Order Processing > Batches tab.
3. Click the checkbox next to the Batch that you want to delete and then click the **Update** button.



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. Click the **Capture Payment** button. (If you don't want to process the entire batch, you can just select one or more orders in the batch). A results message box will appear, letting you know what amount was captured for each order.



Note that you can follow essentially the same steps to create a *Create Shipment* for a Batch or to Archive the orders in a Batch.

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 order Batch Report: printable invoice.

Test Store
5060 Shoreham pl suite 130
San Diego, CA 92122
US

Order Summary

Date: 06/08/2011
Order: #1008
Order Status: Processing

Bill To

Name:
Email Adress:
Phone Number:
Fax:
Company:
Address:

Send To

Name: Juan Evingston
Email Adress:
Phone Number:
Fax:
Company:
Address: 515 Greyley Ave.
Bridgeville, DE 19933
US

Code	Product	Quantity	Total
6523	Optical Mouse	2	$20.00
		Total:	$40.00

Payment

Check #: 4123

Shipping

Shipping Method: Unknown

The Miva Merchant printable invoice.

You can customize the printable invoice by going to Utilities > *Template Based Batch Reports*, and clicking on the Edit Template link next to Printable Invoice. You can also create your own Batch Reports.

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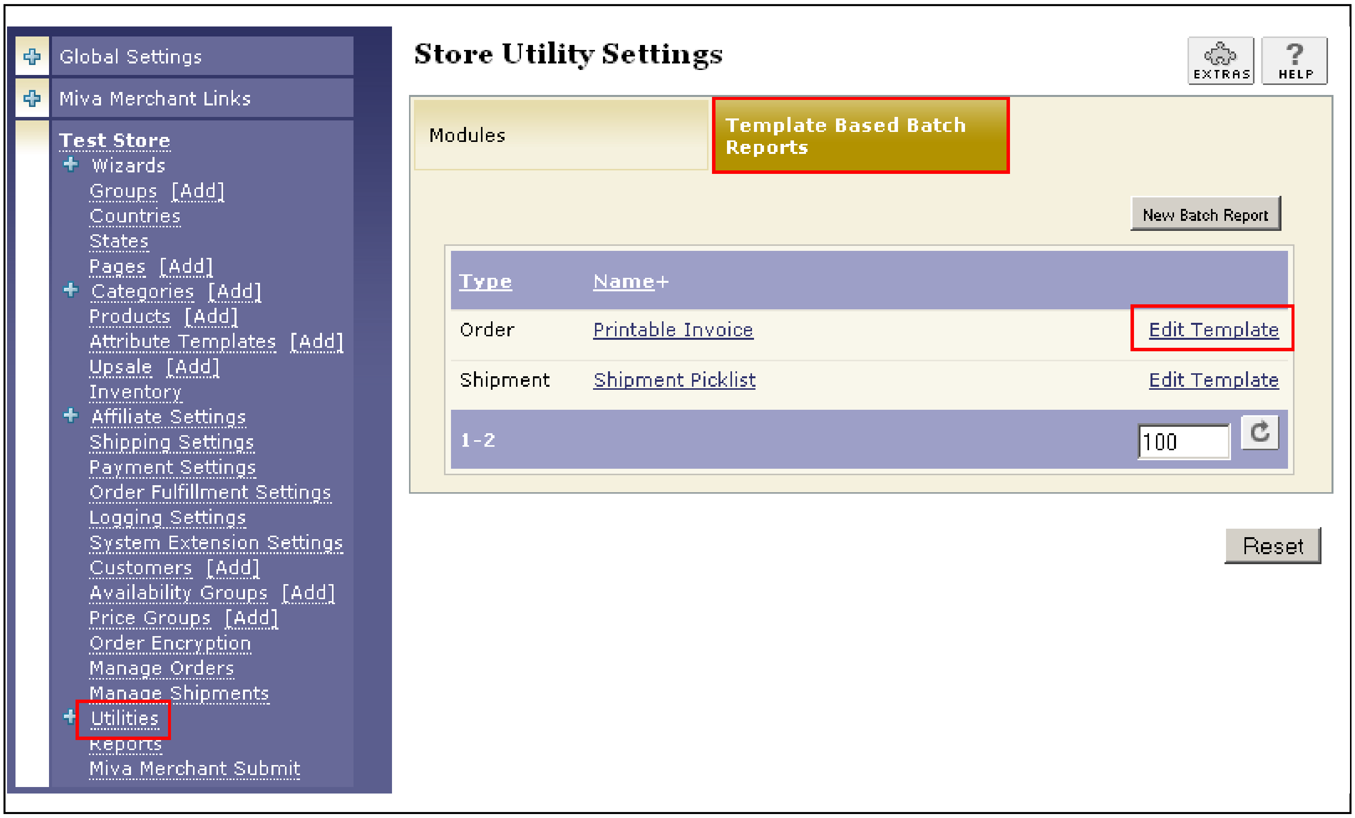
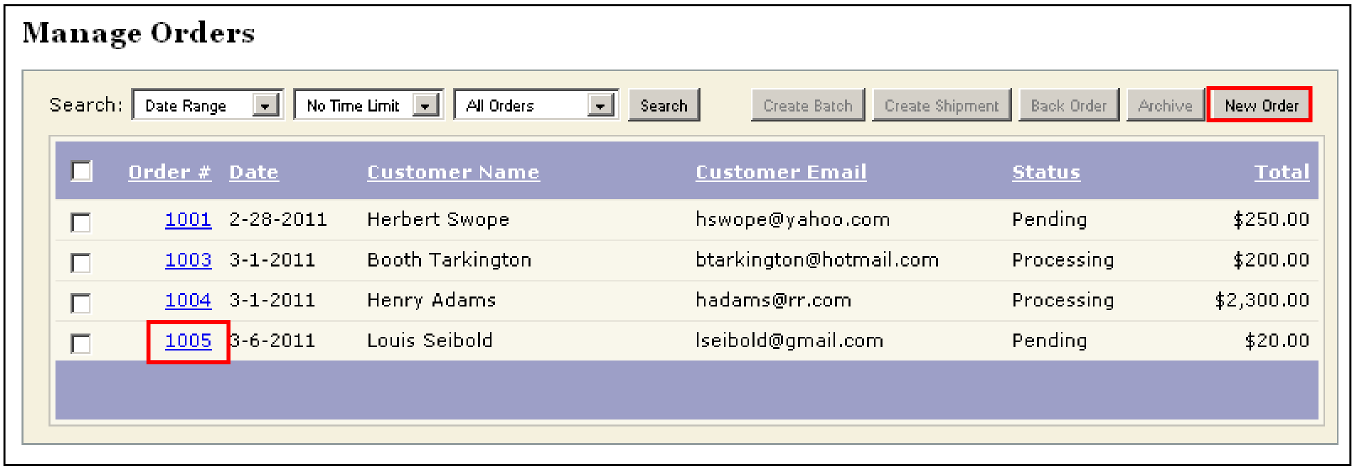


Archive an Order

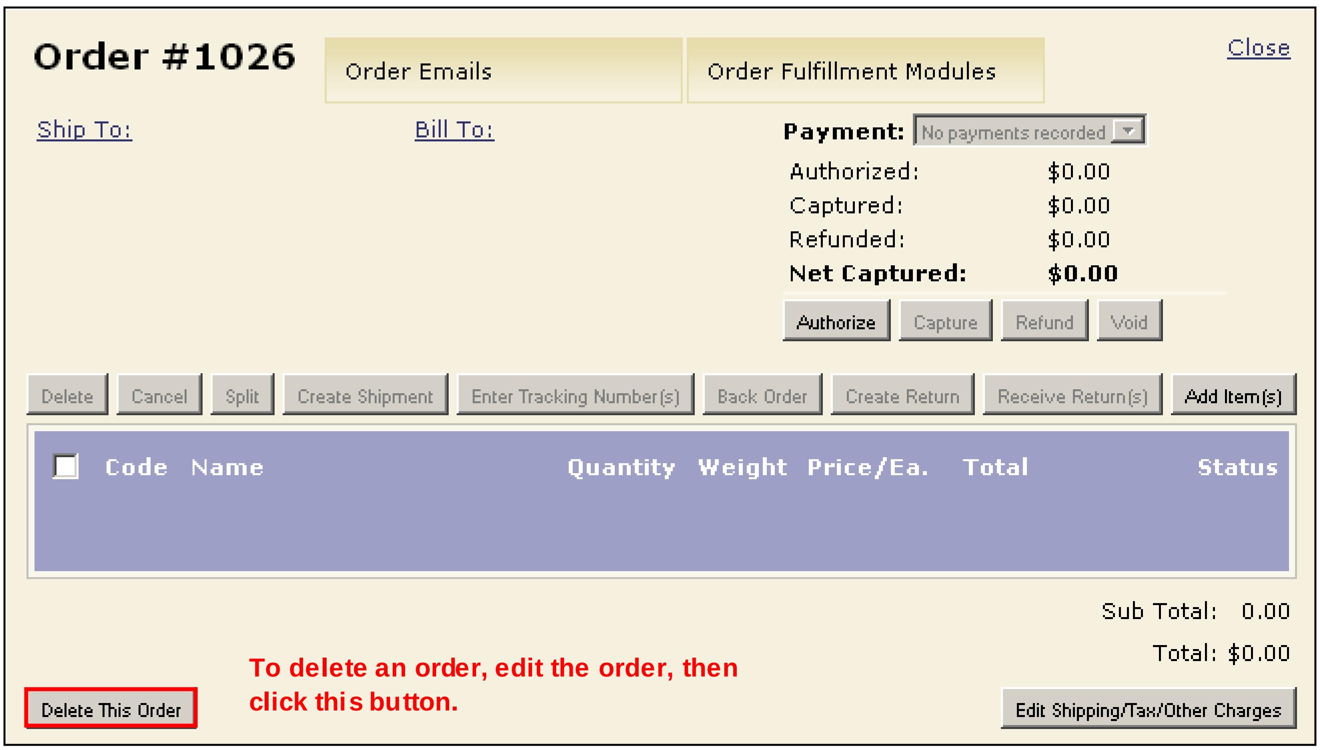
Use the archiving feature to delete the payment information associated with one or more orders. Archiving is most commonly used with credit card orders, so that you can comply with regulations that limit how long you store customer credit card information. When you archive an order, the order details remain in the database, but the payment information, such as the credit card number, are deleted.

Edit an Order

Click on an order number to edit that order, or click the **New Order** button to create a new order.



The new/edit order screen appears:

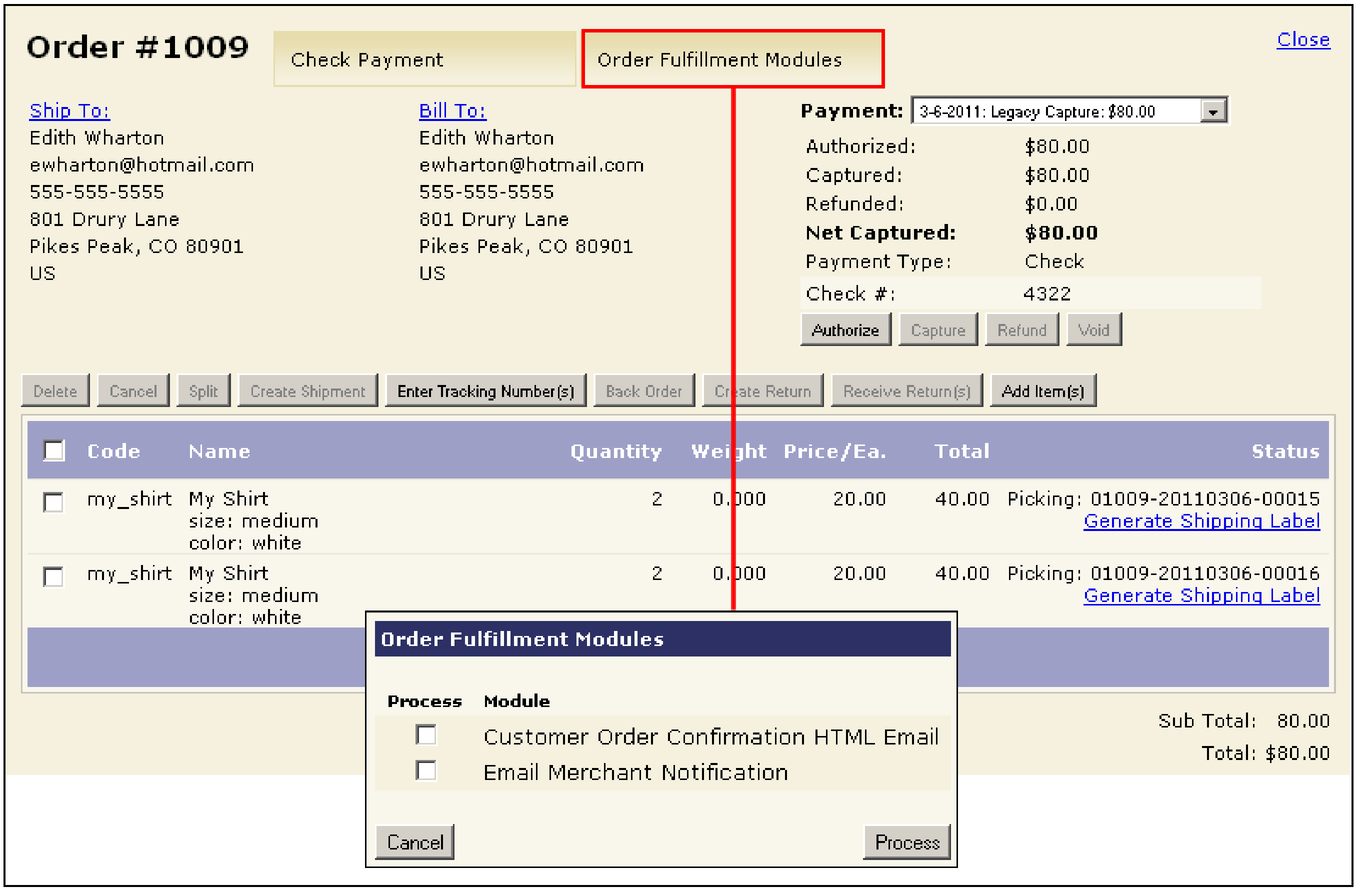


Order Fulfillment Modules

Order fulfillment modules are automated activities (API's really) that are triggered when a customer successfully completes the Order Payment page and reaches the Invoice page. (See Pages > OPAY and Pages > INVC.) The **Order Fulfillment Modules** button in the edit order screen allows you to manually trigger those events when a customer phones in their order.

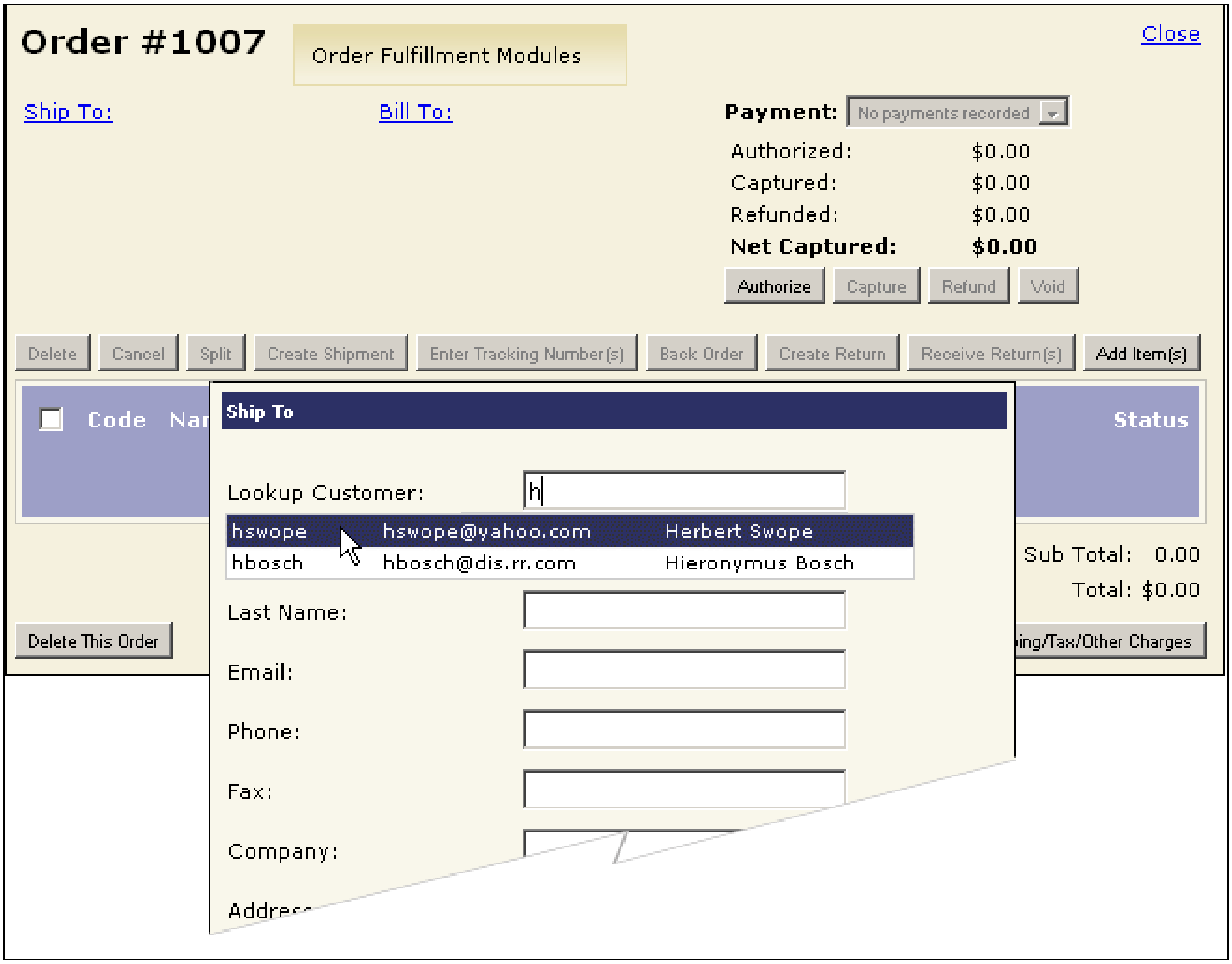
To Use the Order Fulfillment Modules

1. Edit an order.
2. Click on the **Order Fulfillment Modules** button.
3. In the Order Fulfillment Modules dialog box, check the activities that you want to take place. Note that, if you have installed 3rd party add-ons to your Miva Merchant store, your Order Fulfillment Modules dialog box may have more options than what is shown below.
4. Click the **Process** button.



Ship To/Bill To

Click on the Ship To/Bill To links to edit the customer address information.



If the customer is already in your database, you can quickly add their information to the Ship to/Bill To screens by entering the first few letters of their name in the Lookup Customer field. The software will display a list of all customers that match what you've entered. Click on the customer name that you want and the fields will auto-populate with the customer shipping/billing information. If the customer is not in your database you will have to manually enter the information.

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.

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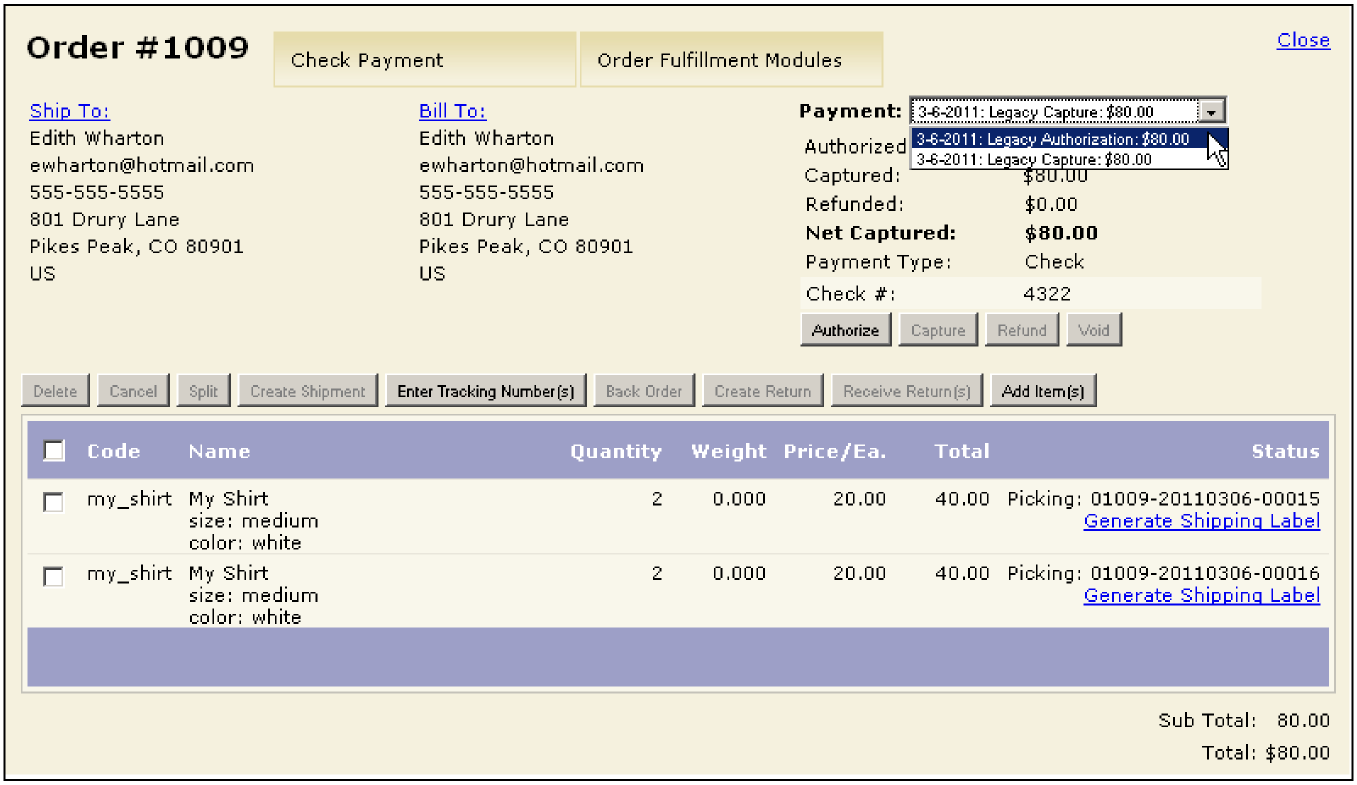
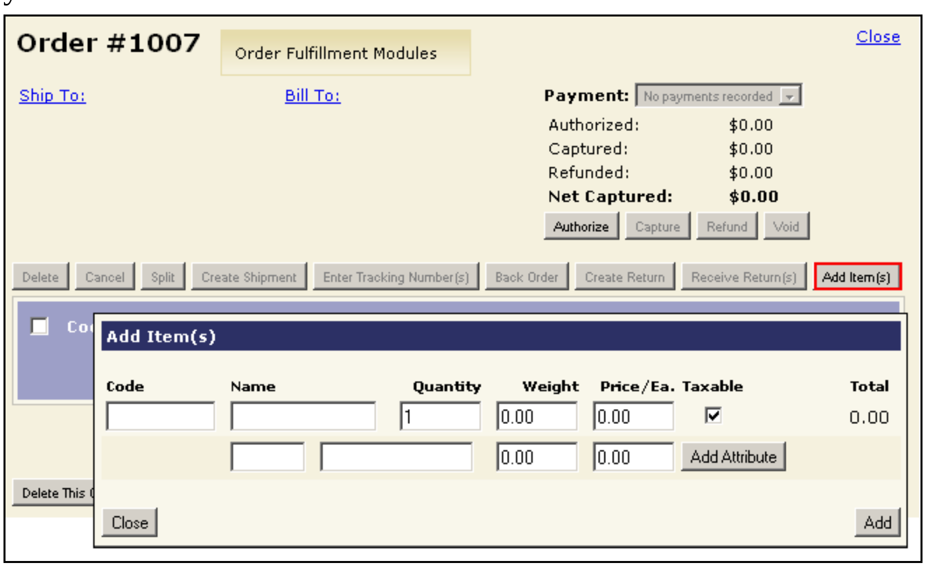


Add Items

Use the **Add Items** button to add or change items that the customer has ordered.

- Start typing the code of a product and the system will list all of the product codes that match what you have entered.



- The **Add Attribute** button in the Add Items 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.

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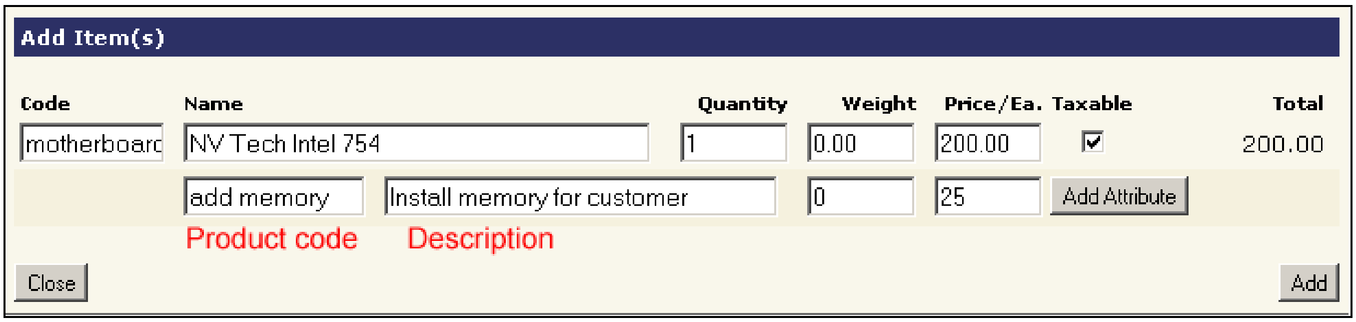
It's important to note that the **Add Attribute** button in the Add Item(s) dialog box has no relationship to the **Add Attribute** button in the *Edit Product > Attributes Tab*. The product code that you enter in the Add Item(s) dialog box is not taken from the database and can be anything that you want. Adding an attribute here only affects one item in one order and does modify the product in any way.

In the example below, the customer has ordered a motherboard. As a favor to the customer, you might install memory on the motherboard, a service you don't normally provide.

- Enter a product code and a description.
- Enter a weight and price (if any).
- Click the **Add Attribute** button.
- Click the **Add** button.



Delete Item/Cancelled Item/Delete Order

Once you have an order that contains at least one product, you can select an item in the order and choose:

Delete: removes the selected item(s) from the order, but the order still exists.

Cancel: the selected items are not removed, but are marked as cancelled in the database. Other items in the order can still be processed. Once you mark an item as cancelled you cannot un-cancel the item or modify it in any way. If you cancelled an item by mistake you can manually re-add the item to the order with the *Add Items* button.

You can also click the **Delete this Order** (even if the order has no items) and permanently remove the entire order and all of its items from the database.

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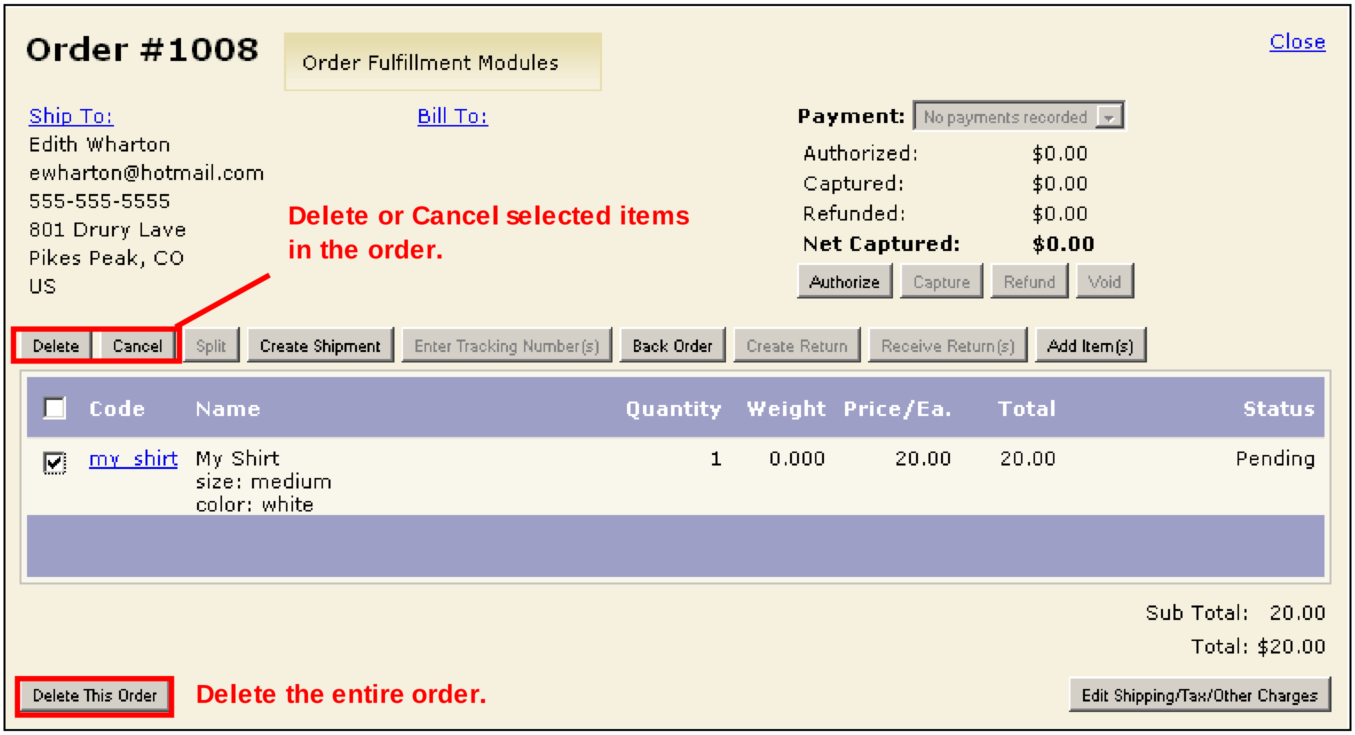
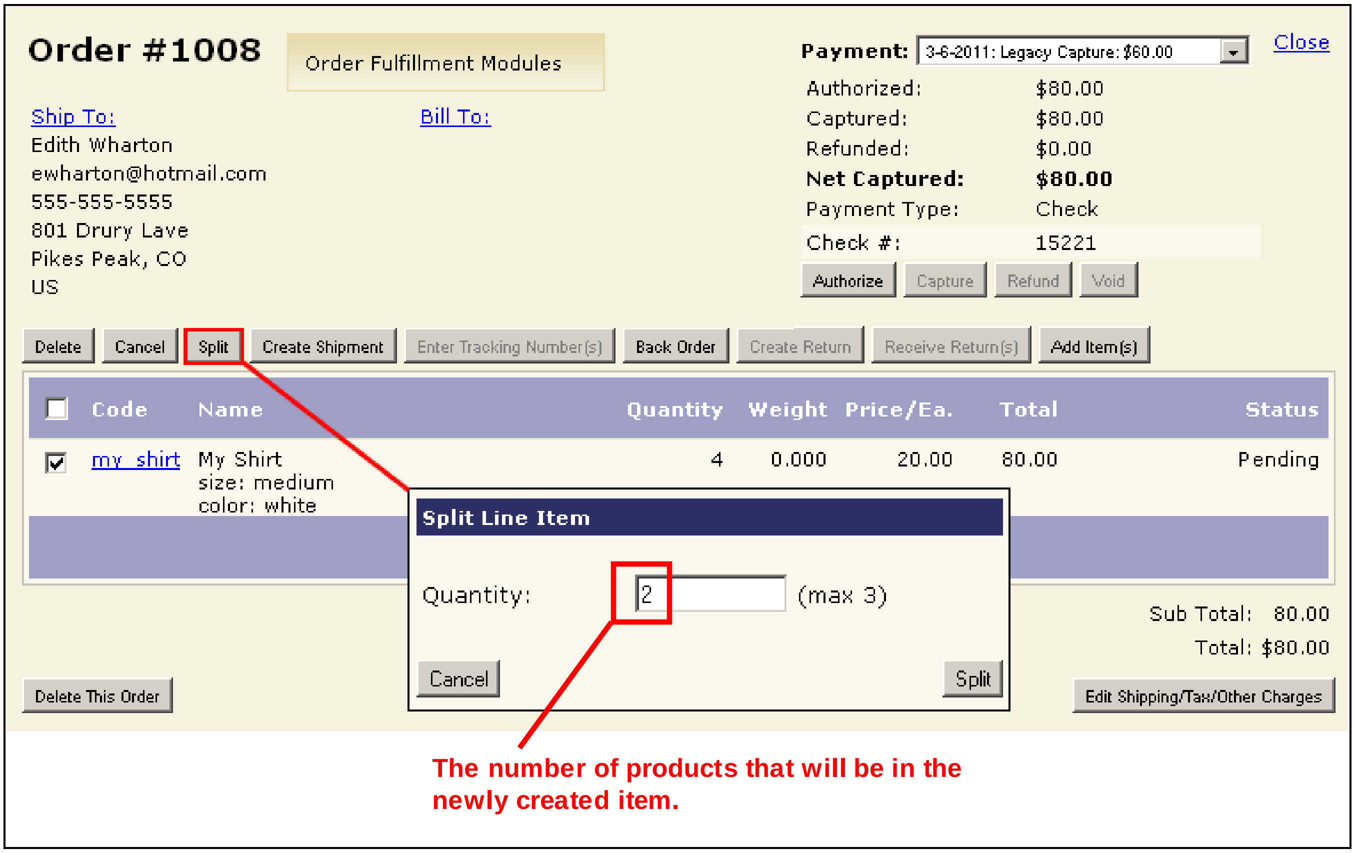
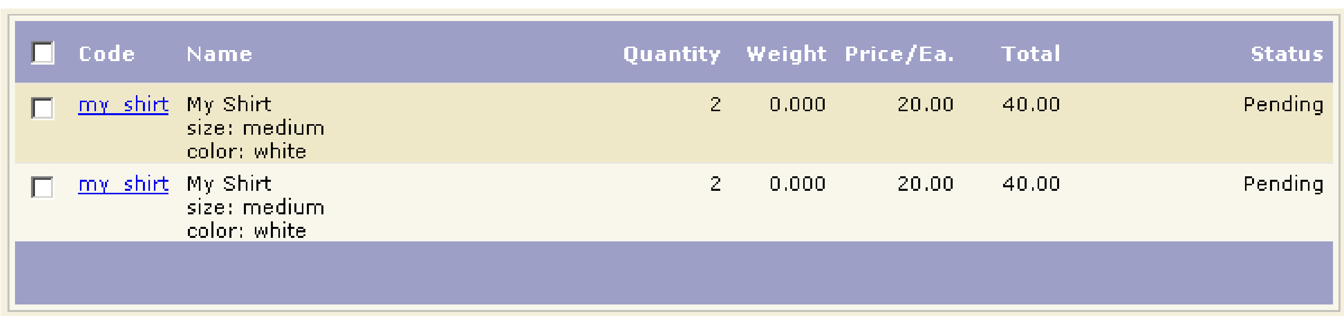


Split

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. The **Quantity** in the Split Line Item dialog box is the quantity of products that will be in the new item. In our example below, the customer ordered quantity 4 of the same shirt. We are breaking that item into two items, each containing two shirts.



After we split the item the order will look like this:



	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	Pending
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	Pending

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.

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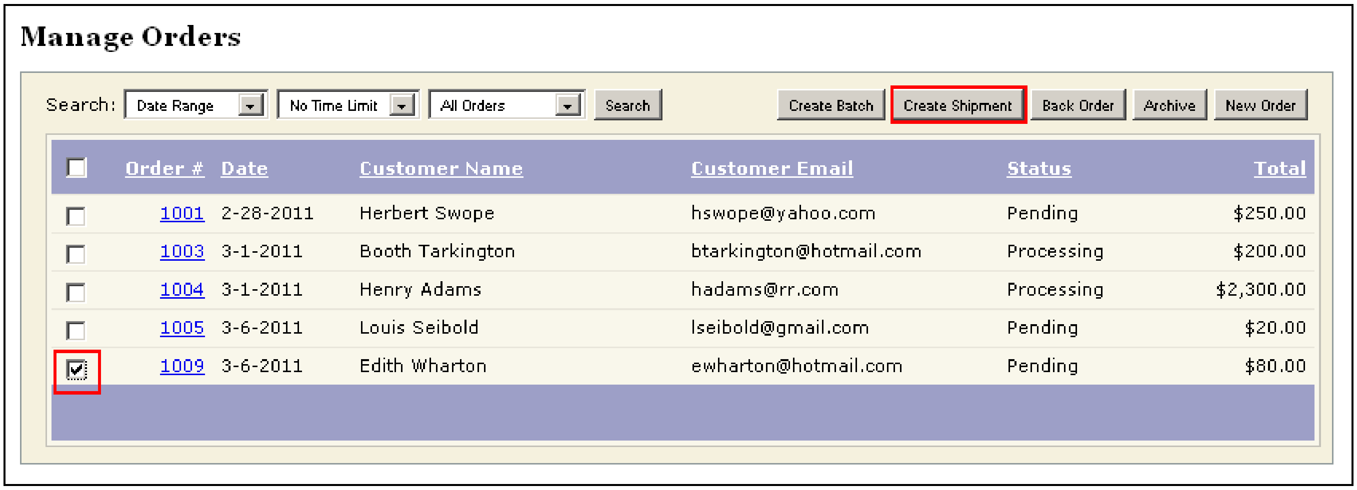
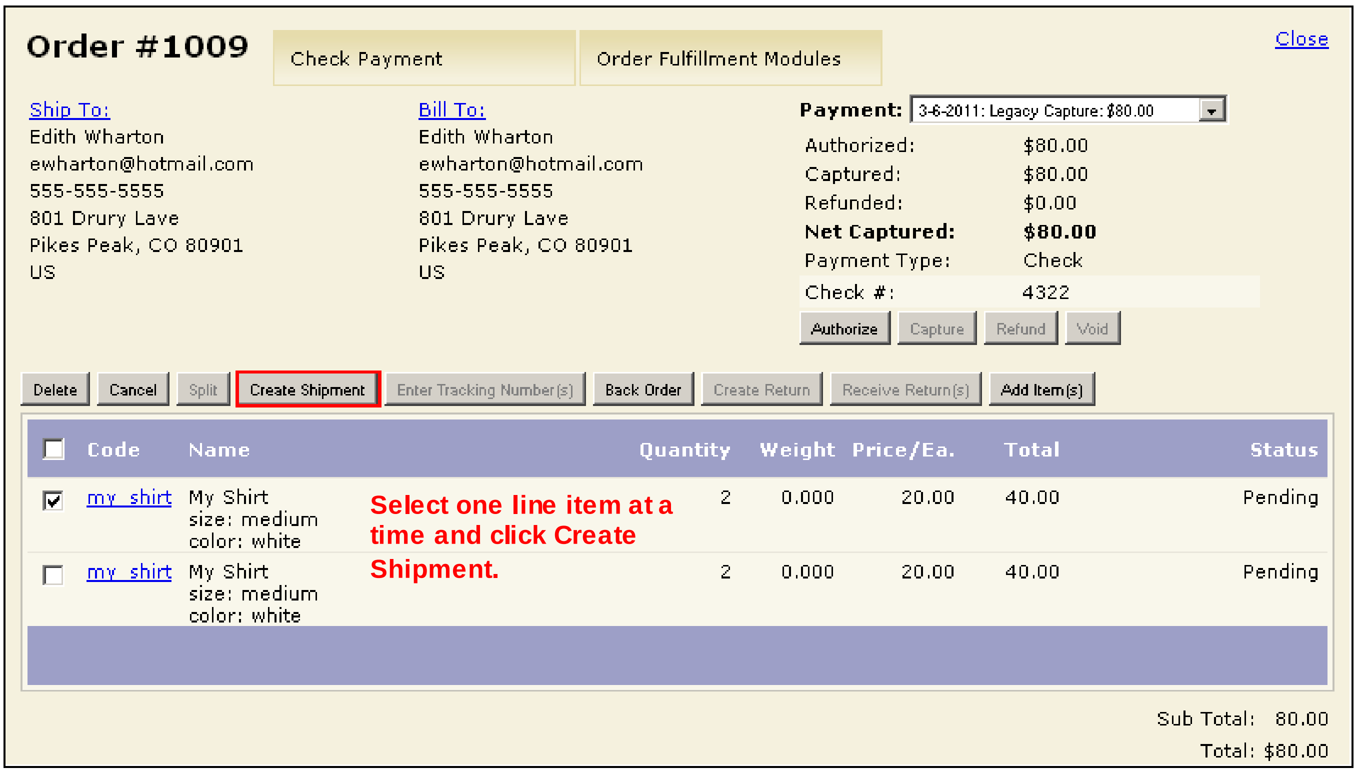


- To create separate pick numbers for different items in the order, edit the order. Select one item and click Create Shipment, then repeat with the other items that you are ready to ship.



We now have a different pick number for each line item in the order. Note that after you use Create Shipment to assign a pick number to an item, you can no longer edit that item.

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☐	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	Picking: 01009-20110306-00009 Generate Shipping Label
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	Picking: 01009-20110306-00010 Generate Shipping Label

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 with the entire order:

1. Create a single *picking number* for the entire order. Select the order in the Manage 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 order, you can only enter one tracking number.

To assign different tracking numbers to different items in the order:

1. Edit the order and follow the instructions in Create Shipment to give a different pick number to each item in the order.
2. Click on the **Enter Tracking Number(s)** button. You don't need to select the items in the order. The Enter Tracking Number(s) dialog box automatically knows how many pick numbers you created.
3. In the Enter Tracking Number(s) dialog box:

   3.1. You can mark each pick number as shipped.

   3.2. Enter a tracking number.

   3.3. Select a carrier for the tracking number (optional).

   3.4. Enter a shipping cost for each tracking number.

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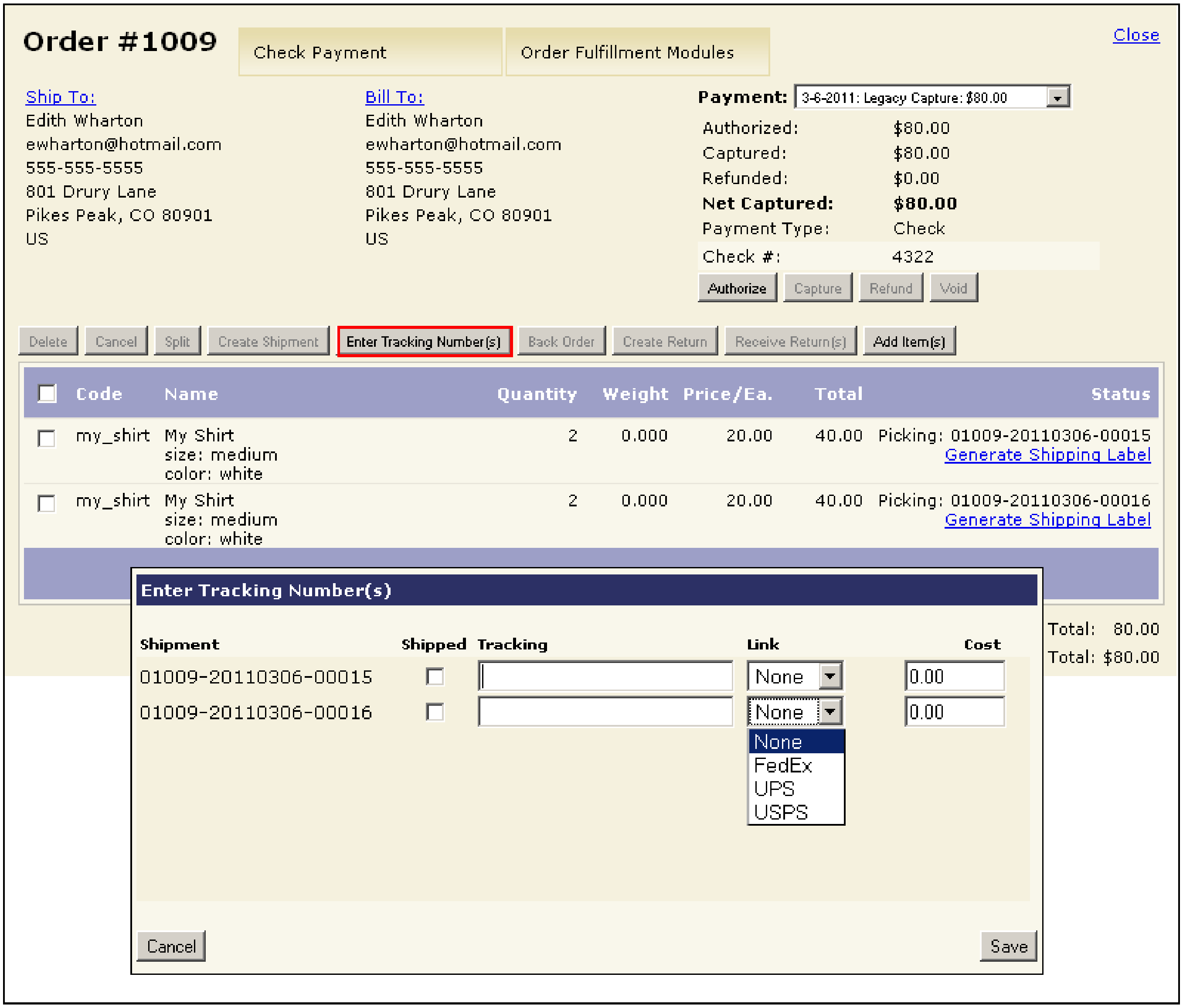

The tracking number now appears as a clickable link in several places:

- In the Manage Shipments main screen.
- 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:
  1. 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.
  2. In the Customer Account screen (ACLN), the customer clicks on the **Customer Order History** link.
  3. The Order History screen displays (ORDH). The customer can click on the tracking number (Shipments column) and be taken automatically to the carrier website.

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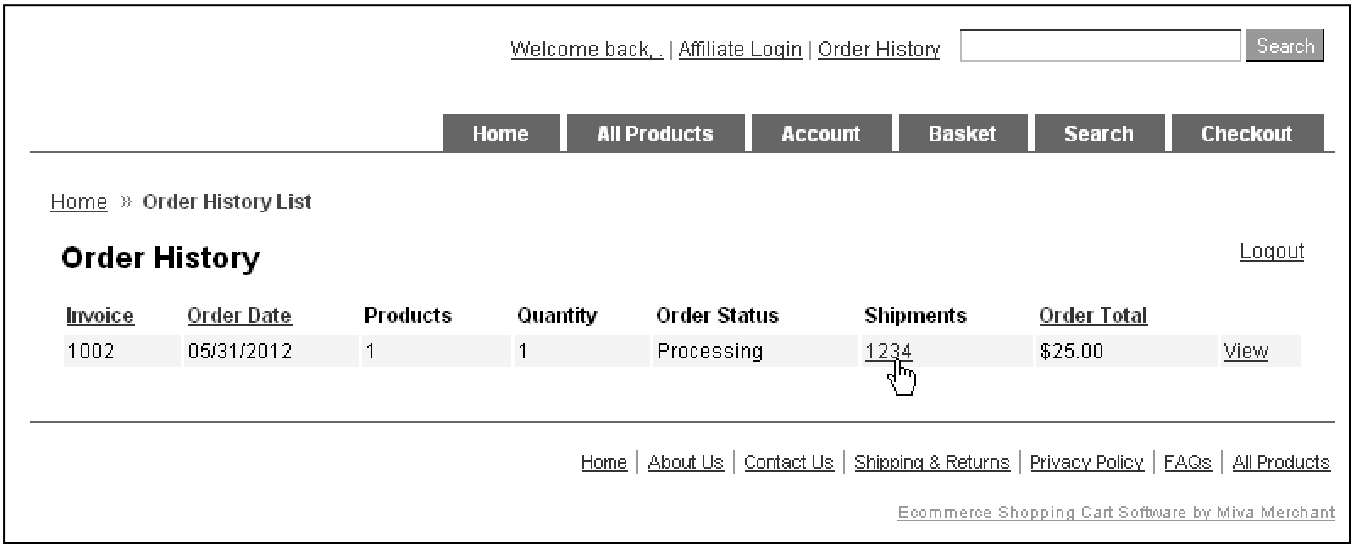


Back Order

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:

Select the order in the Manage Orders screen and click the **Back Ordered** button. You can optionally enter a date when you expect the order items to be in stock. 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:

Edit the order. Select the item you want to mark as back ordered and click the **Back Order** button. You can optionally enter a date when you expect the order items to be in stock.

Create Return

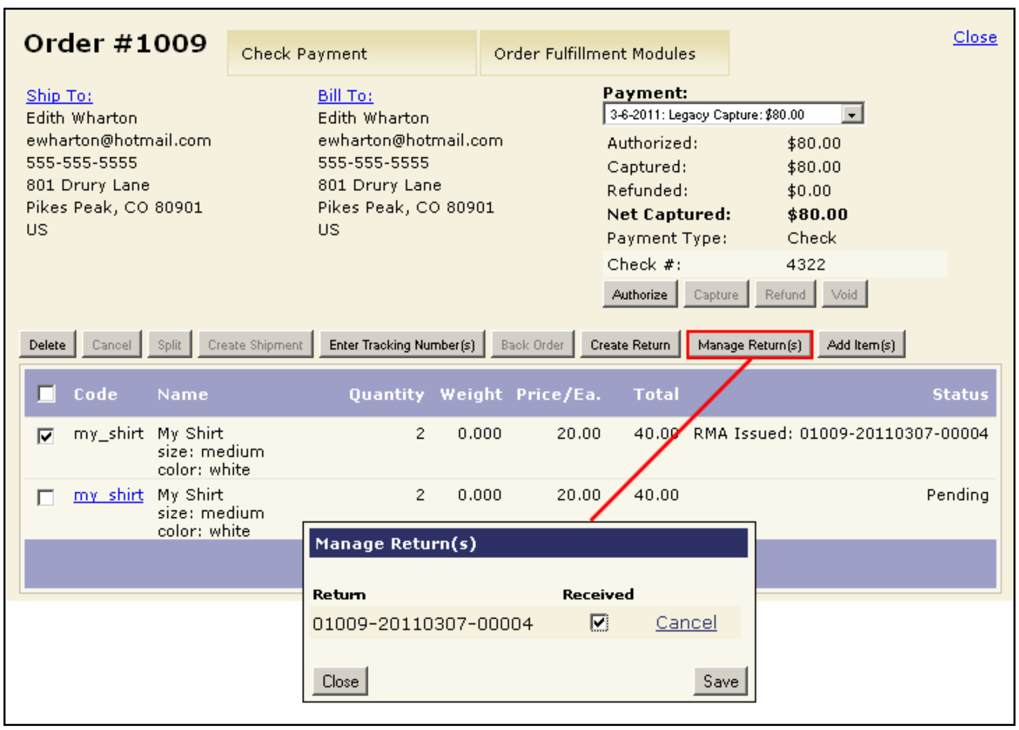
After you have marked at least one item in an order as shipped (see *Enter Tracking Number(s)*) you can select that item and click the **Create Return** button. The status of the item (or the order, if you select all items) will change to RMA Issue <auto generated RMA number>.

	Code	Name	Quantity	Weight	Price/Ea.	Total	Status
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	RMA Issued: 01009-20110306-00002
☐	my_shirt	My Shirt size: medium color: white	2	0.000	20.00	40.00	Pending

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 click the **Manage Return(s)** button.

- To mark the item as received, click the Received checkbox, then click Save.
- To cancel the RMA, click the Cancel link. A message box will appear asking you to confirm. Click OK. 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.



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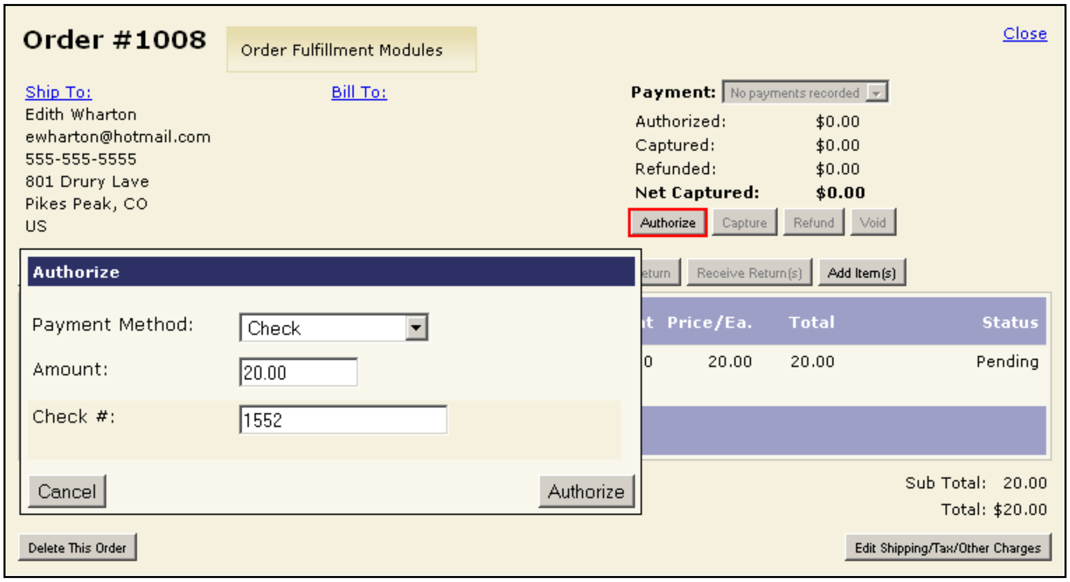
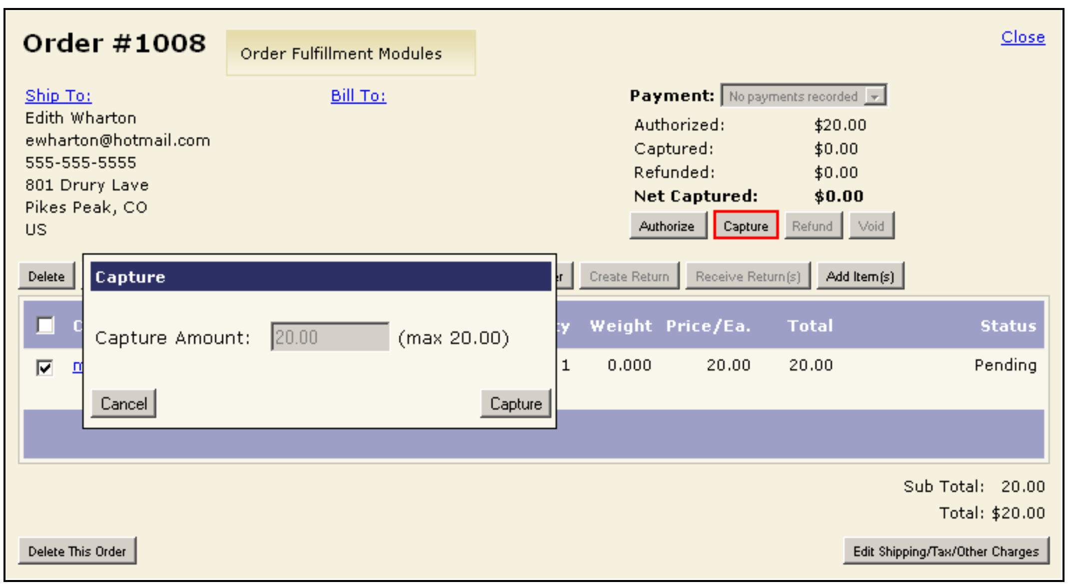
Authorize

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.



Capture

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.



Refund/Void Buttons

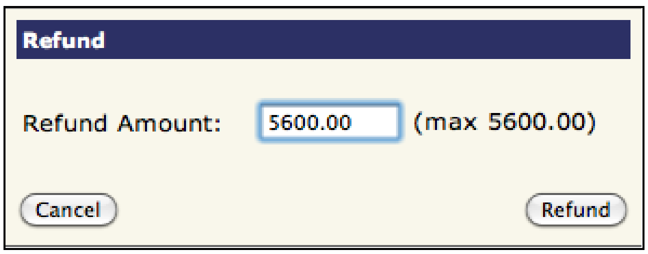
- Use the Void button after the order has been *Authorized* but before the funds have been *Captured*.
- Use the Refund button if the funds have already been captured.

You may see that these buttons are greyed out:

- These buttons will not be visible if the order is encrypted. See *Decrypting an Order*.
- Also, 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.

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.



Decrypting an Order

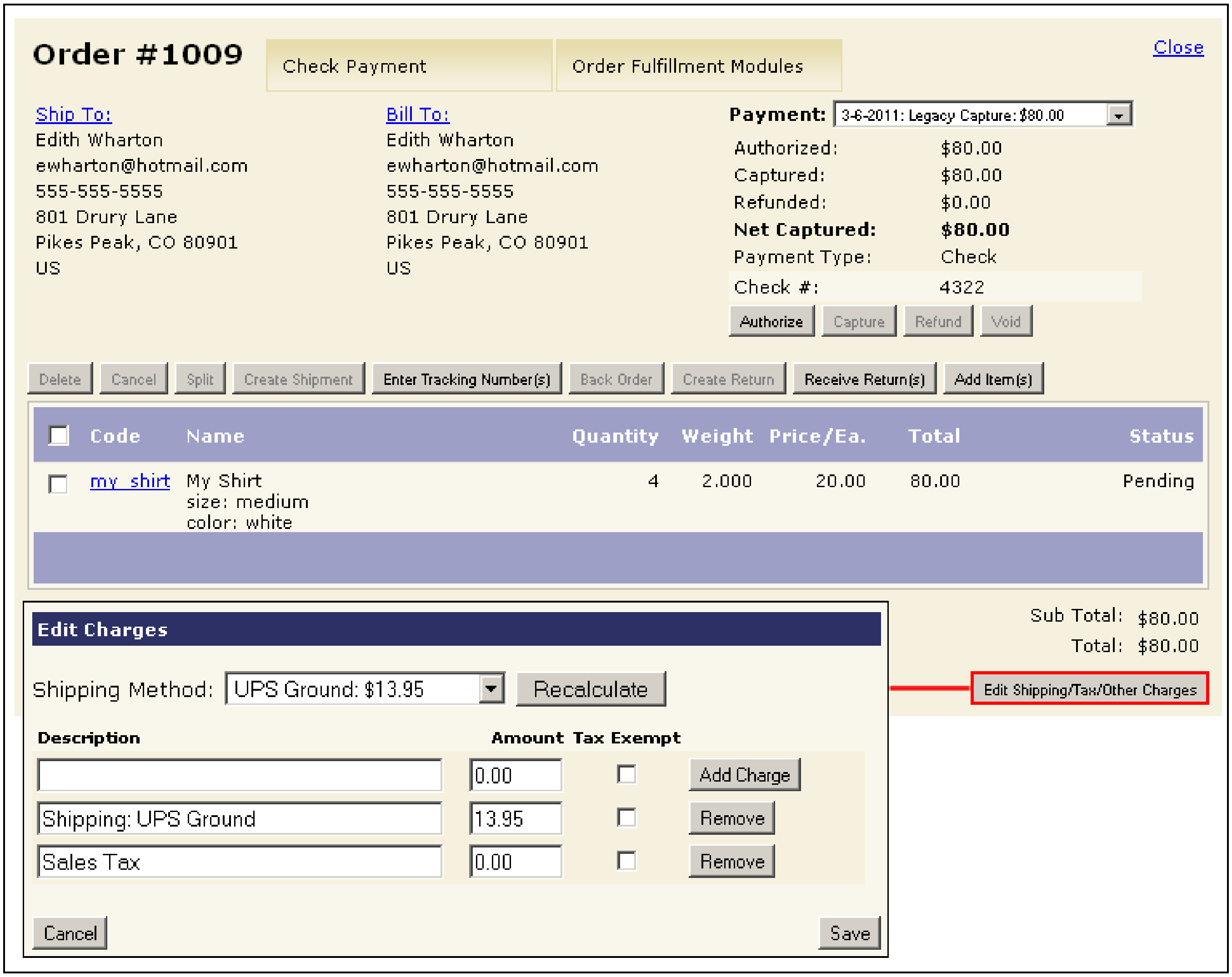
If you have set up your store to use Order Encryption, all orders will be encrypted. If you are editing an order, you will not be able to perform certain tasks unless you decrypt the order.

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.

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 carrier in the Shipping Settings screen.



To Use the Shipping/Tax/Other Charges Button

1. Edit an order.
2. Click on the **Edit Shipping/Tax/Other Charges** button.
3. In the Edit Charges dialog box, select a shipping method. The entries in this list box will vary depending on what carriers you have configured in the Shipping Settings screen. The other fields in this dialog box will also change depending on what carrier/option that you select.
4. Sales tax: if you have sales tax configured in your store you don't need to enter anything here. If your store is not configured for sales tax, you can enter it manually in this field.
5. Enter any other charges and click the **Add Charge** button.
6. When you are done, click the **Recalculate** button, then click **Save**.

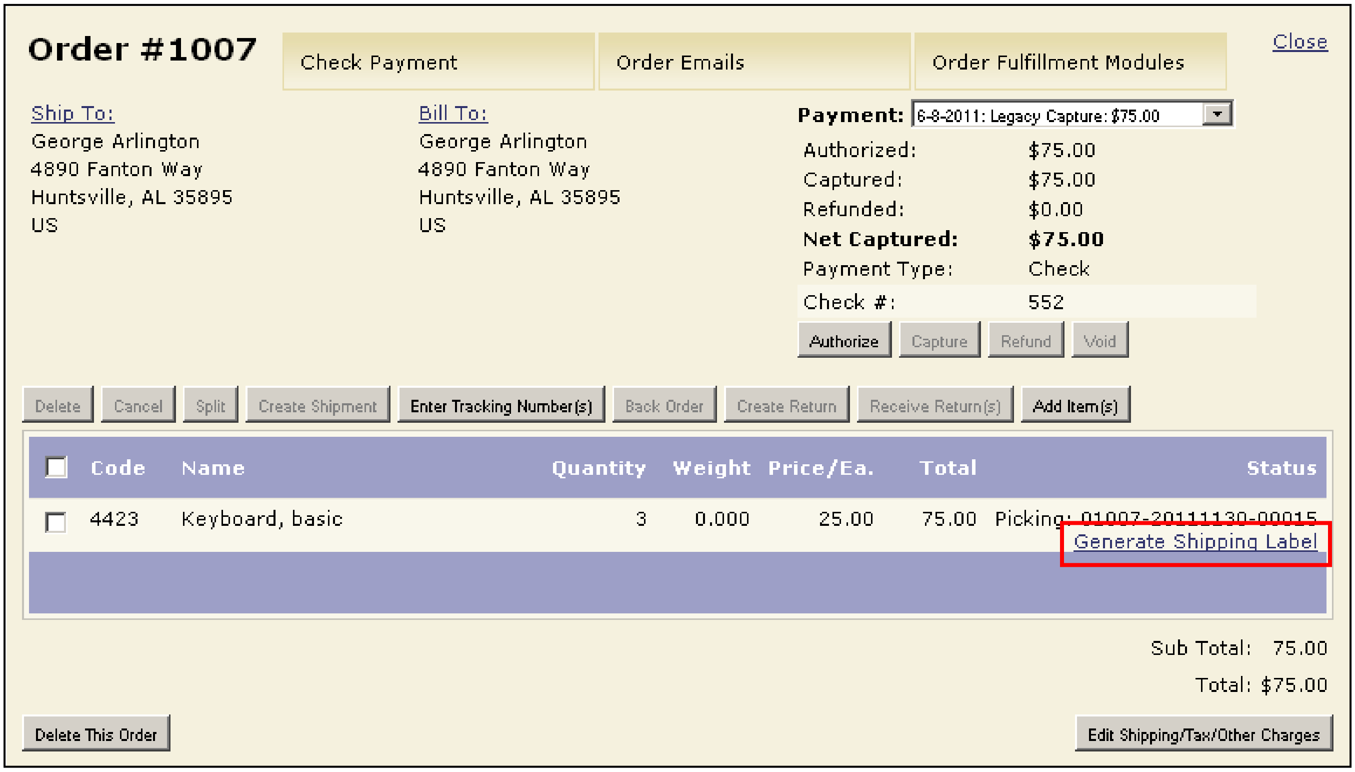
Generate Shipping Label

You can create shipping labels when:

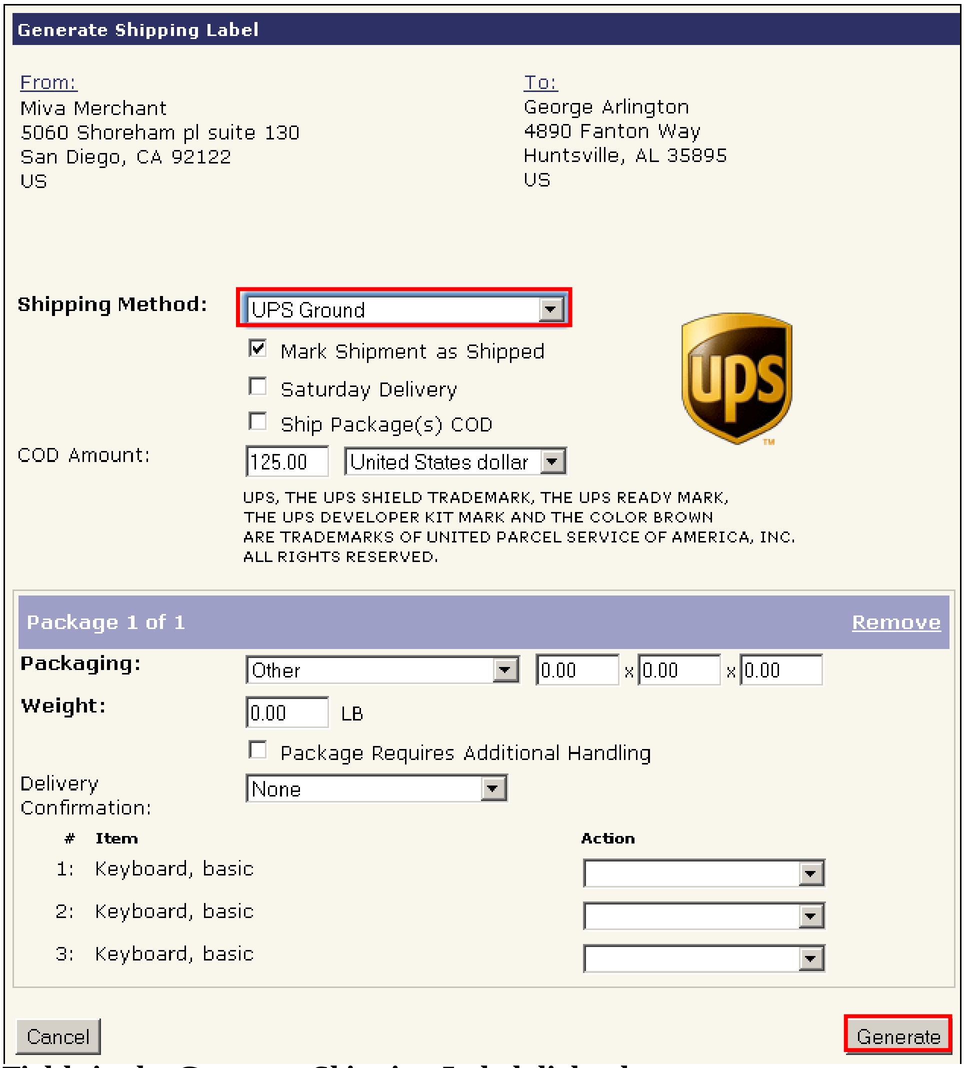
- At least one item in the order has a *picking number*.
- You have configured at least one shipping module which supports label generation.

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.



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. 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.



Fields in the Generate Shipping Label dialog box can vary...

Fill out the fields in the Generate Shipping Label dialog box and click Generate.

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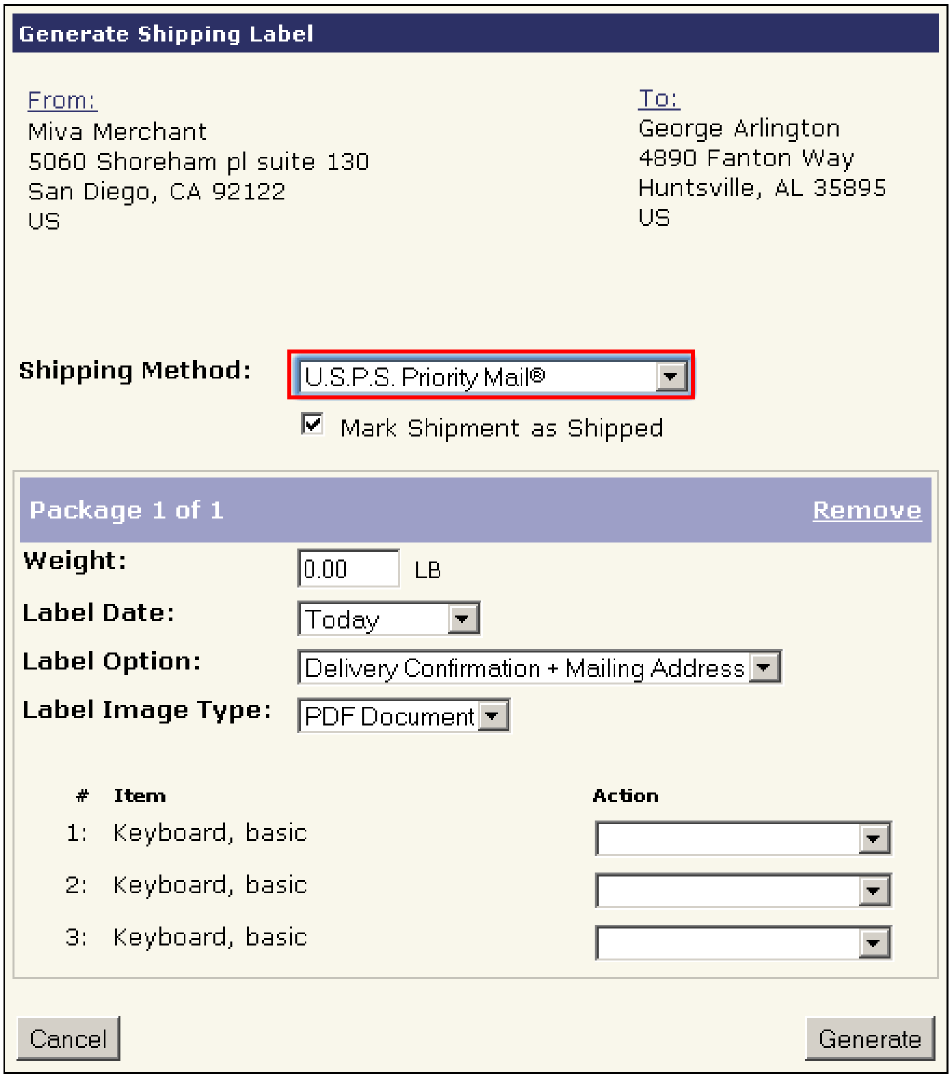


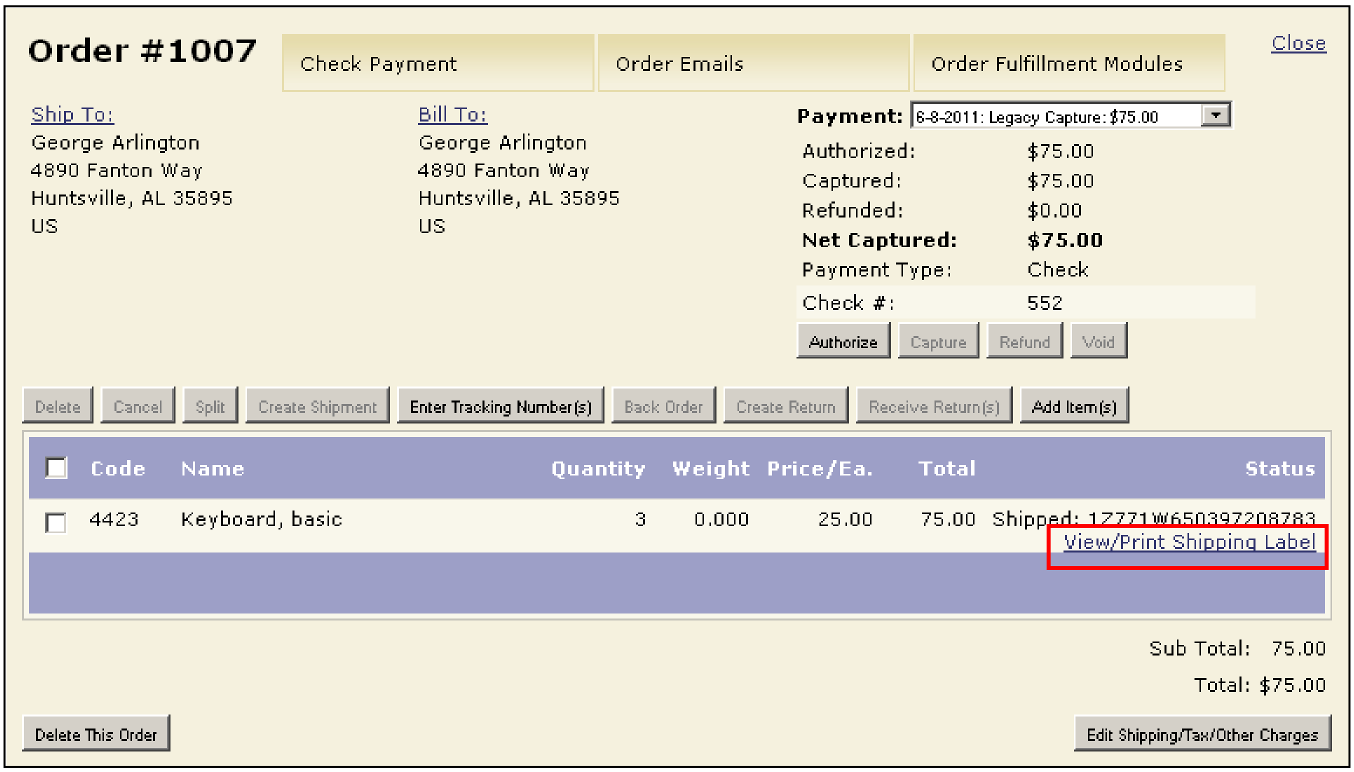
…depending on what shipping method was selected.

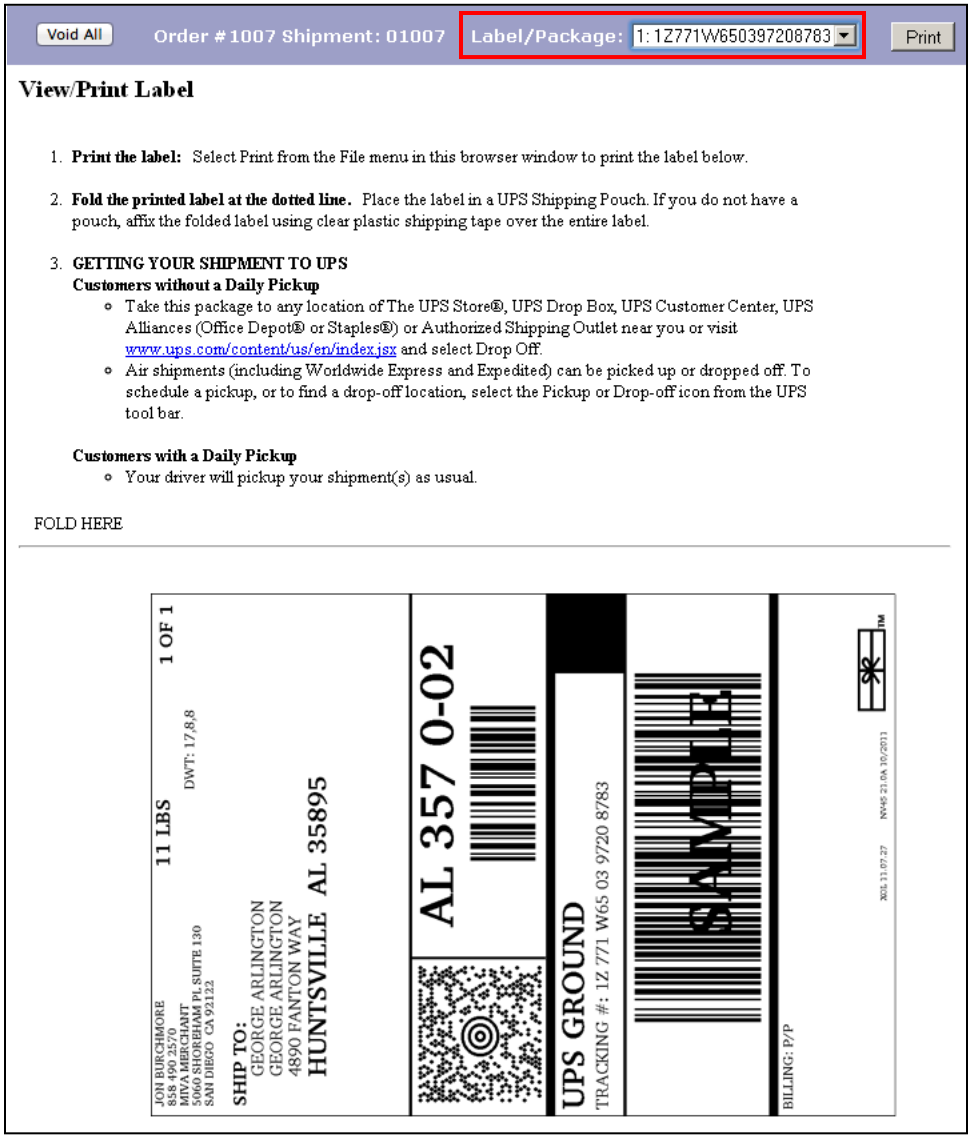
Shipping Method:	Usually this field will default to the shipping method that the customer selected in your on-line store. However, if you are offering an option that isn't tied to a specific method, such as free shipping, this field will default to "Select one". You can change this field to anything 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:

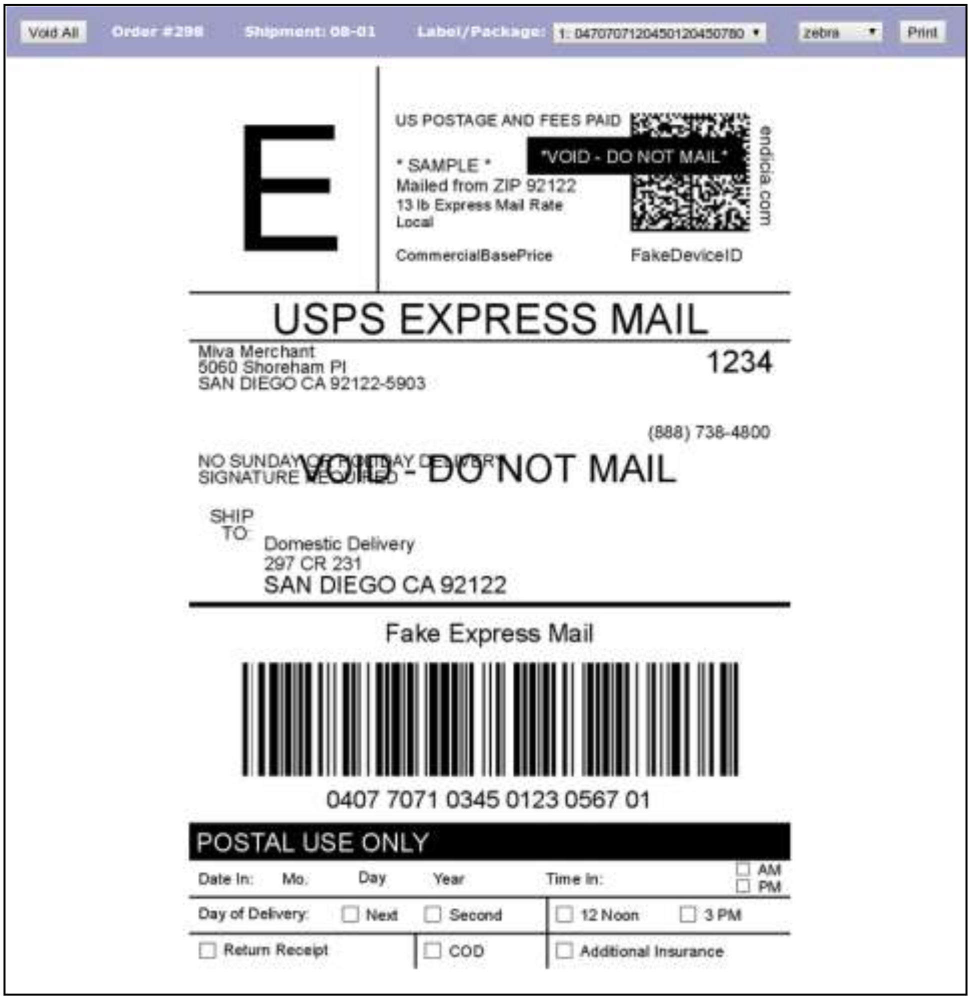
- **Remove**: Use the Remove command if you aren't sure how to package all or part of the order, or for example, if one item is backordered and you want to ship the rest of the order. You can leave an item out of any box and still create a label. The label will reflect only those items that are in boxes.
- **Move to New Package**: Use this command to place selected items in the order into separate boxes.

3. 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.





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. (Please also see *Appendix J: ZPL Printer Configuration*.)

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.

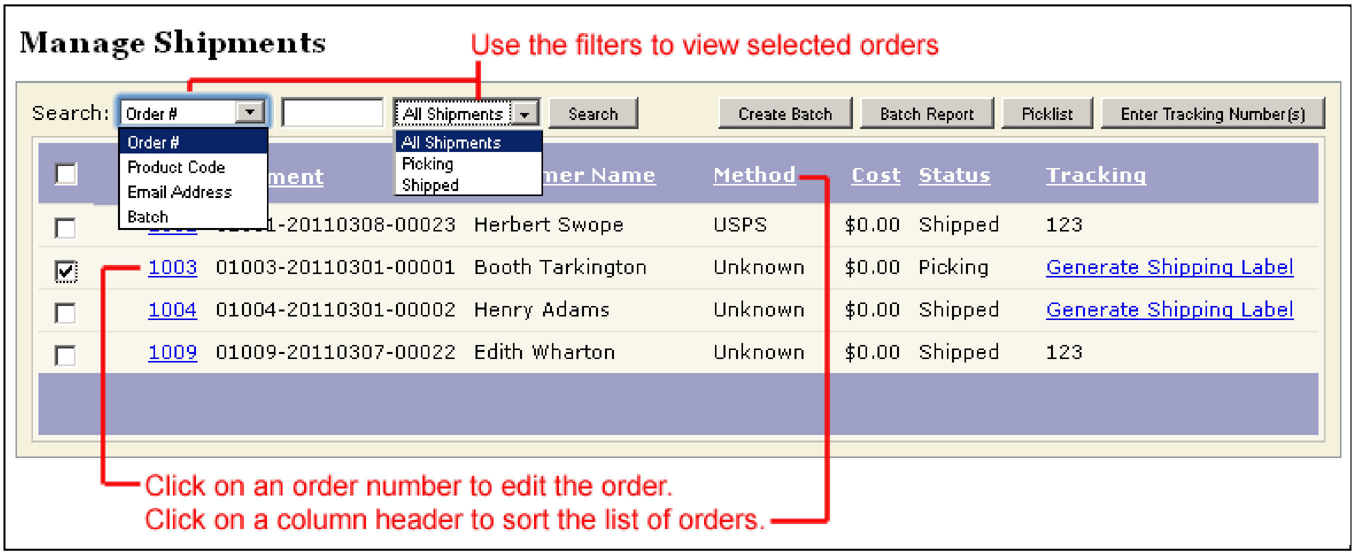
You must void all the labels in a shipment, but if an order contains multiple shipments, you can void the labels in one shipment, but not the other. (One order can contain multiple shipments. One shipment can consist of multiple packages.)

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.

Manage Shipments

The Manage Shipments screen is very similar to the Manage Orders screen. Orders do not show up in the Manage Shipments screen until at least one item in the order has a picking number.

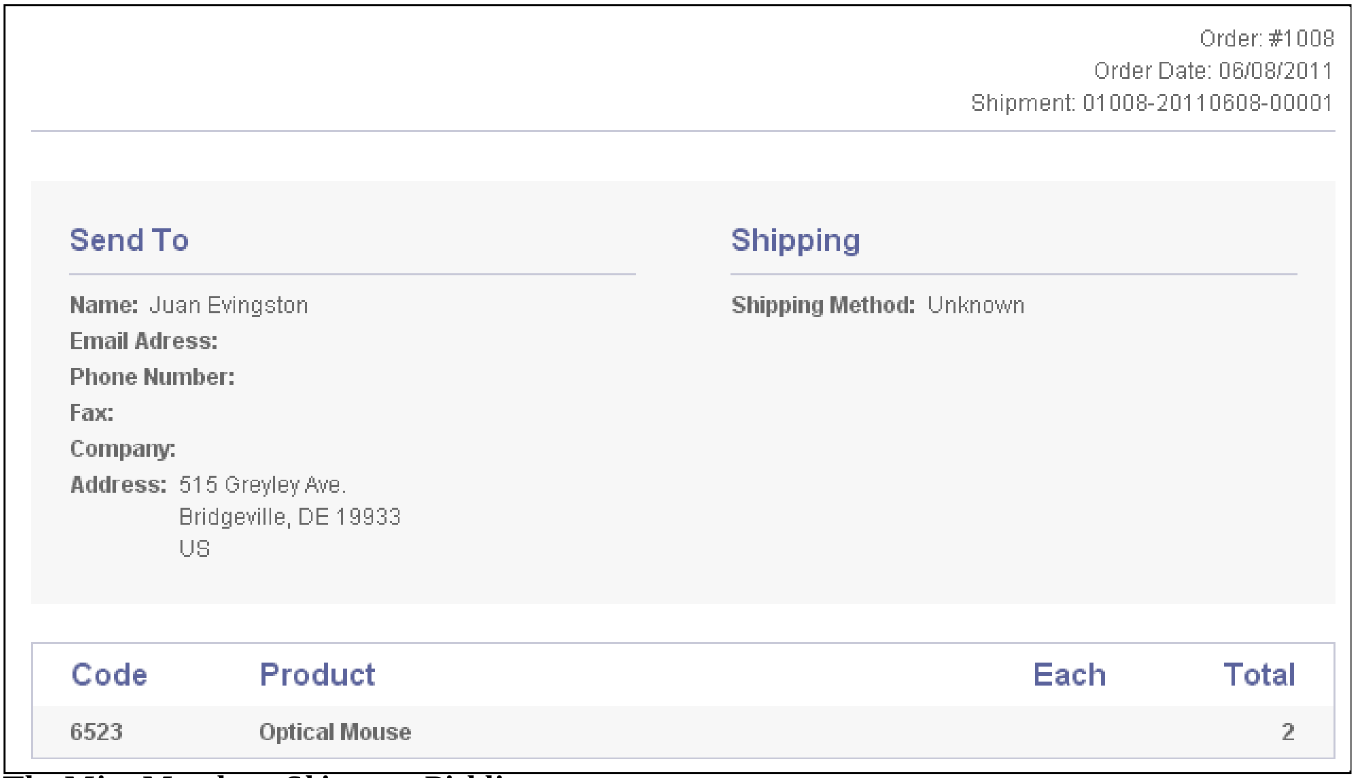


Most of the features of the Manage Shipments screen are described in the Manage Orders section:

- *Enter Tracking Number(s)*
- *Generate Shipping Label*
- *Batches*

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.



Order: #1008
Order Date: 06/08/2011
Shipment: 01008-20110608-00001

Send To

Name: Juan Evingston
Email Adress:
Phone Number:
Fax:
Company:
Address: 515 Greyley Ave.
Bridgeville, DE 19933
US

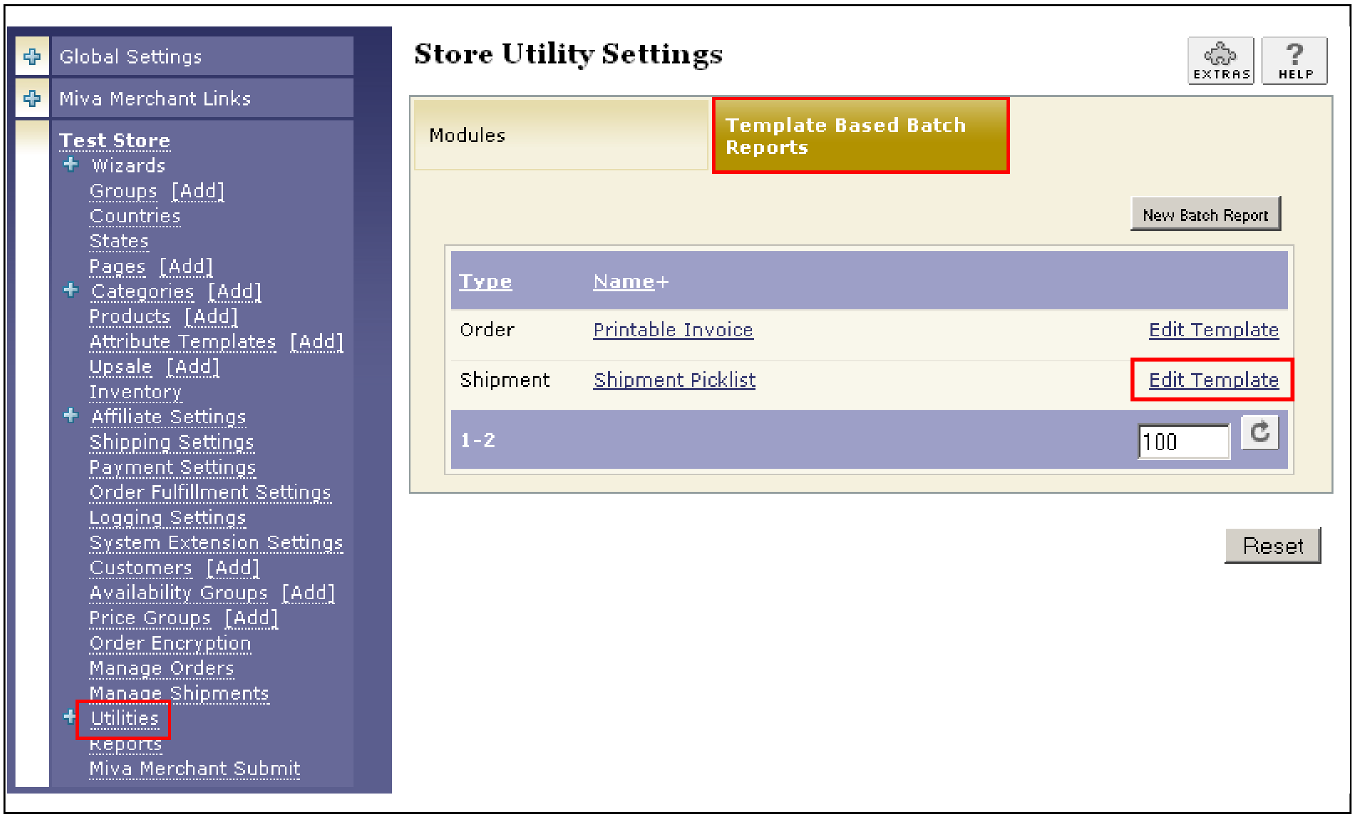
Shipping

Shipping Method: Unknown

Code	Product	Each	Total
6523	Optical Mouse		2

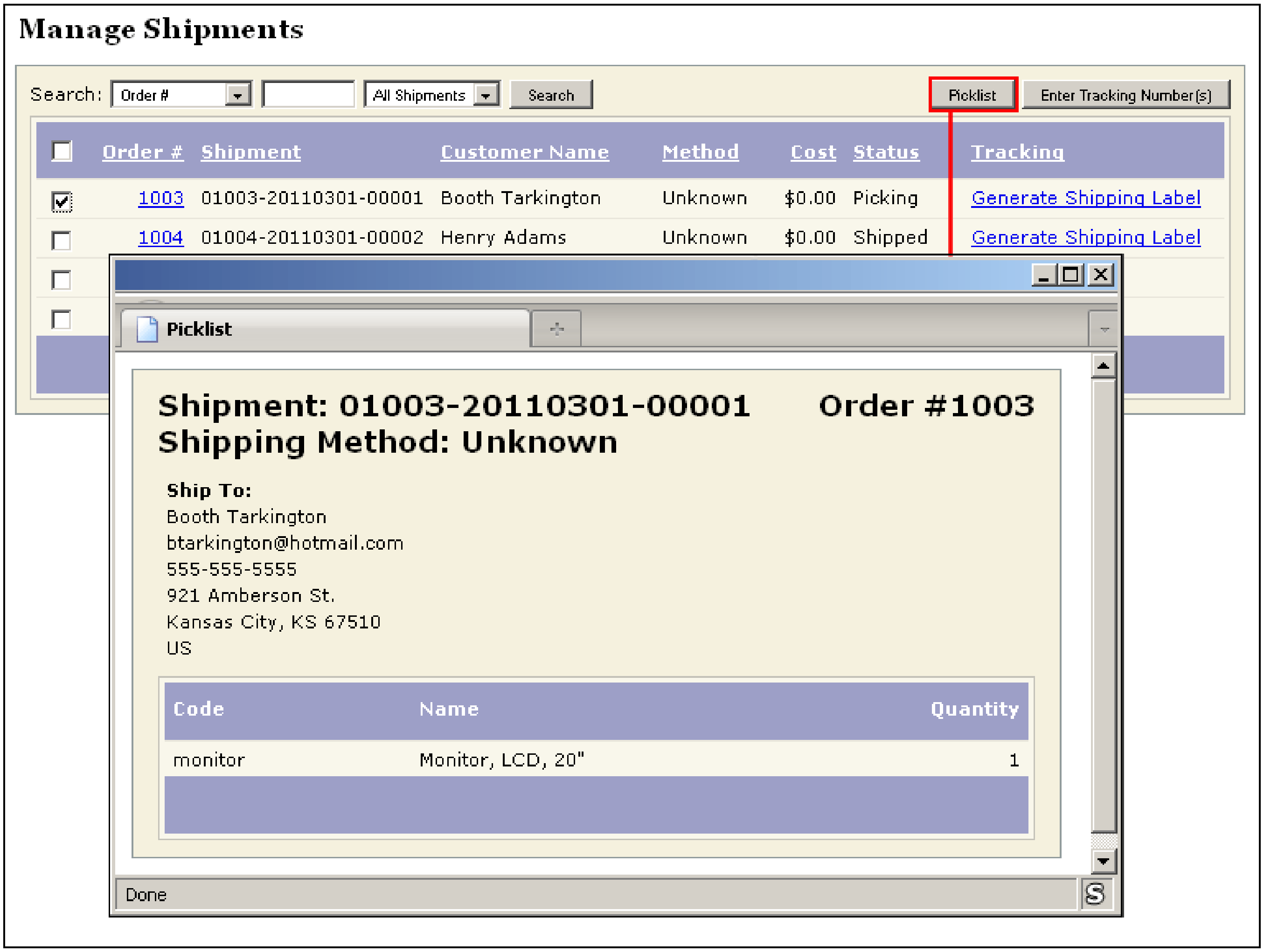
The Miva Merchant Shipment Picklist.

You can customize the printable invoice by going to Edit Store > Utilities > *Template Based Batch Reports*, and clicking on the Edit Template link next to Shipment Picklist. You can also create your own Batch Reports.



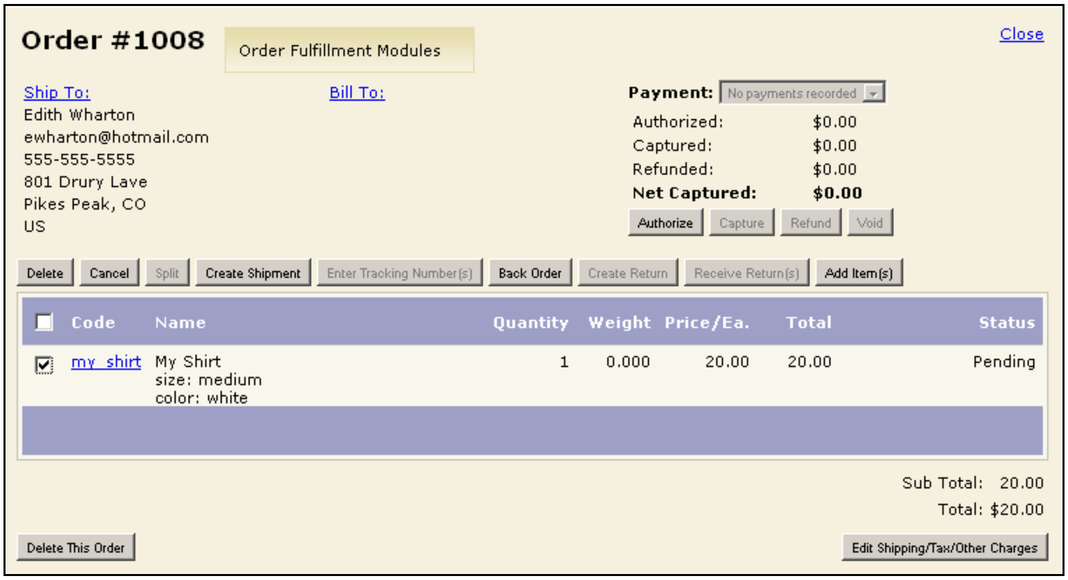
Picklist Button

You can view and print the picklist for any order, by selecting that order and clicking the **Picklist** button. The picklist can contain the items from a single order or from multiple orders.



Edit an Order

If you click on an order number, the edit order screen appears.



All of the features of this screen are described in the section: *Capturing Payment in Batch*.

Archive an Order

See *Archive an Order* under *Manage Orders*.

Utilities

Utilities > Modules Tab

The features that are listed in the Modules tab are documented in different sections of this manual. Use the hyperlinks below to go immediately to any of the features.

- *PayPal Express Checkout / Payments Pro API Credentials Tab*
- *Template Based Batch Reports*
- *Google Wallet*
- *buySAFE 2.0*
- *Custom Fields*
- Product Image Custom Fields
- *Image Management*
- Endicia Shipping Labels. See *Utilities > Endicia Account Activity*, but also *Shipping Settings > Endicia Shipping Label Settings Tab*.

- FedEx Web Services. See *Utilities > FedEx Close Service*, but also *Shipping Settings > FedEx Web Services Tab*.
- *Token List*
- *Mini-Basket*
- *Shipping Estimate*
- *Shop As Customer*
- *Google Analytics*

Template Based Batch Reports

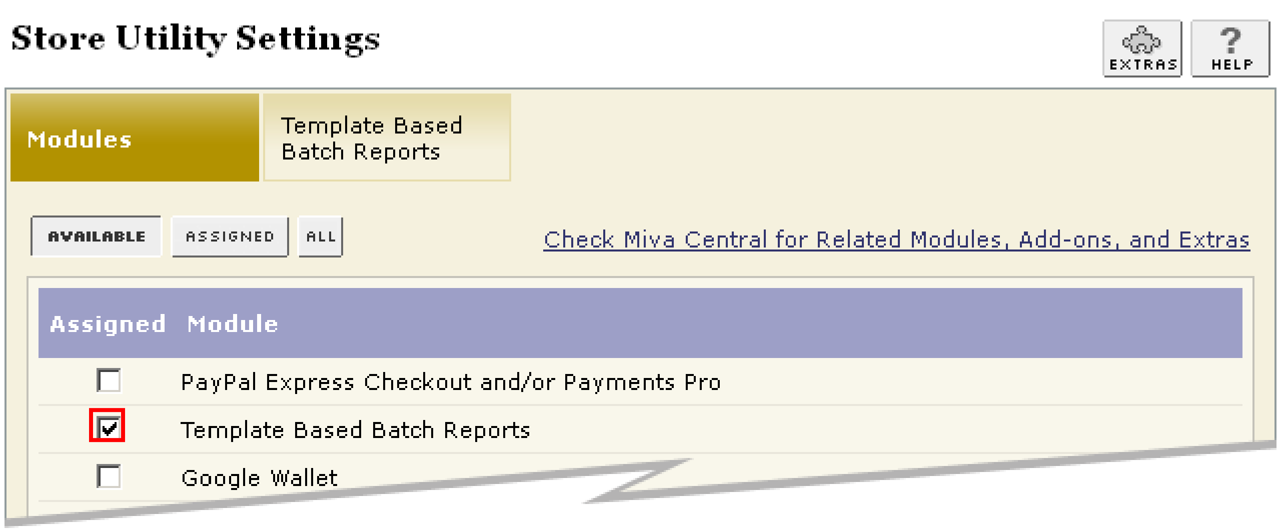
By default, Miva Merchant has two template based batch reports:

- Printable Invoice appears in the Manage Orders > Run Batch Report dialog box.
- Shipment Picklist. appears in the Manage 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. Select Utilities from the leftnav.
2. In the Store Utility Settings screen, click the checkbox next to **Template Based Batch Reports**, then click **Update**.
3. You can now run the default reports.



To Run the Default Reports

- **Shipment Picklist**:
  1. Select Manage Shipments from the leftnav.

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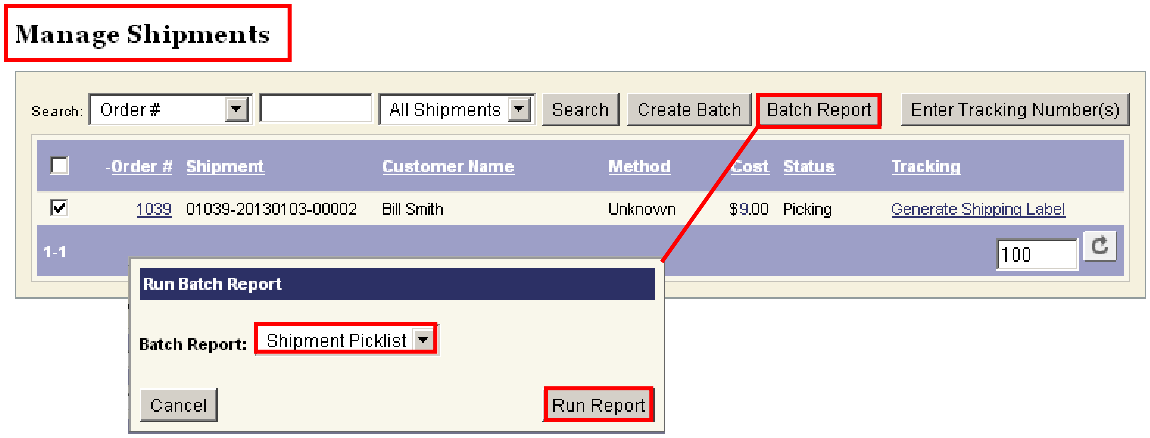
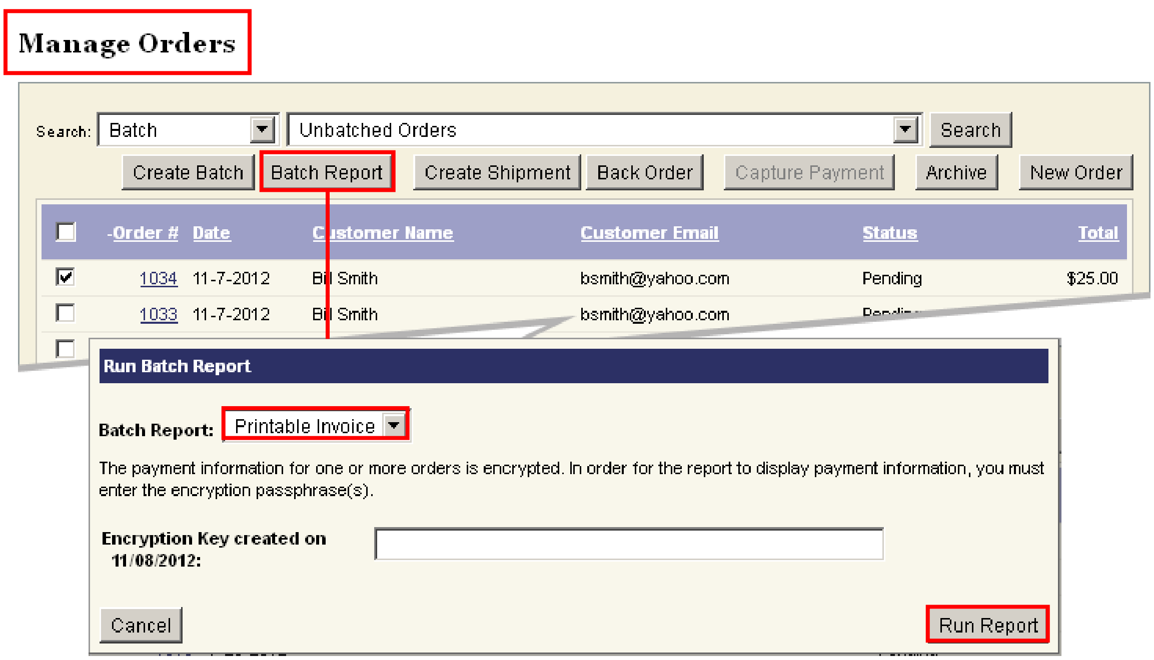
2. In the Manage Shipments main screen, select a batch or select one or more shipments.
3. Click the **Batch Report** button.



- **Printable Invoice**:

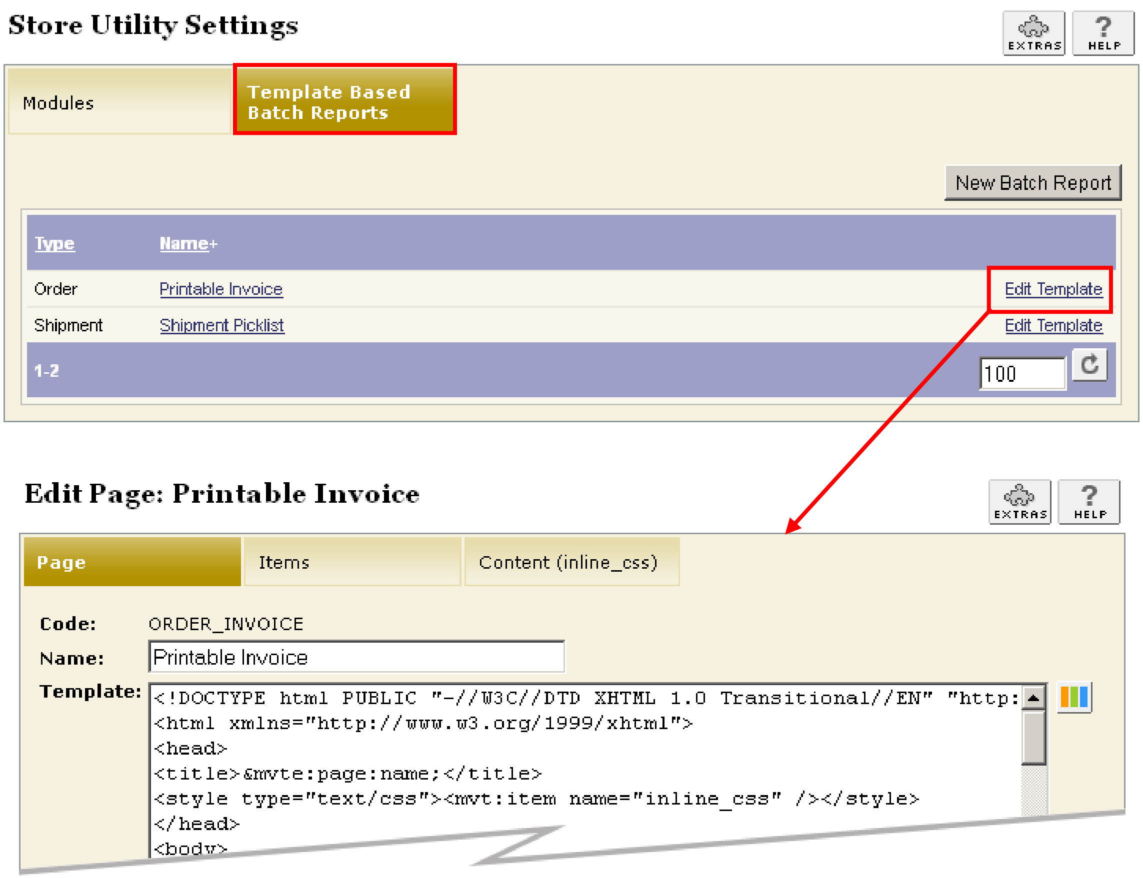
1. Select Manage Orders from the leftnav.
2. In the Manage Orders main screen, select a batch or select one or more orders.
3. Click the Batch Report button.



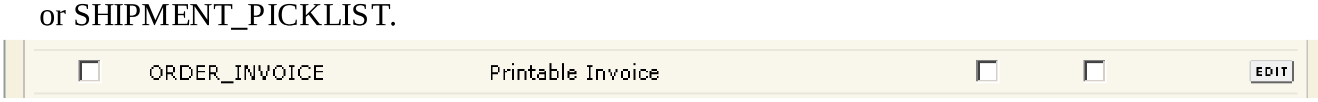
To Edit a Template Based Batch Report

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. Select Utilities from the leftnav.
  2. In the Store Utility Settings main screen, click on the **Template Based Batch Reports** tab.
  3. Click the **Edit Template** button next to the report you want to edit.



- **Method 2 - Pages Screen**
  1. Select Pages from the leftnav.
  2. In the User Interface screen, click the edit button next to ORDER_INVOICE (Printable Invoice), or SHIPMENT_PICKLIST.

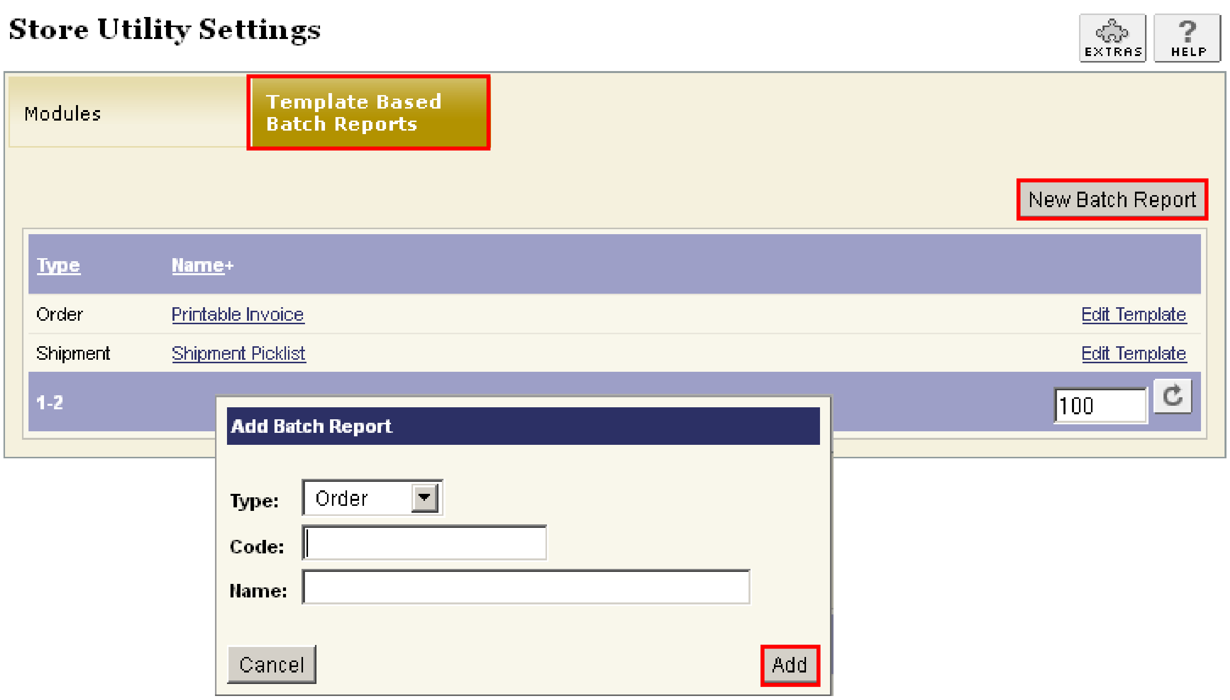


To Create a New Template Based Batch Report

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.

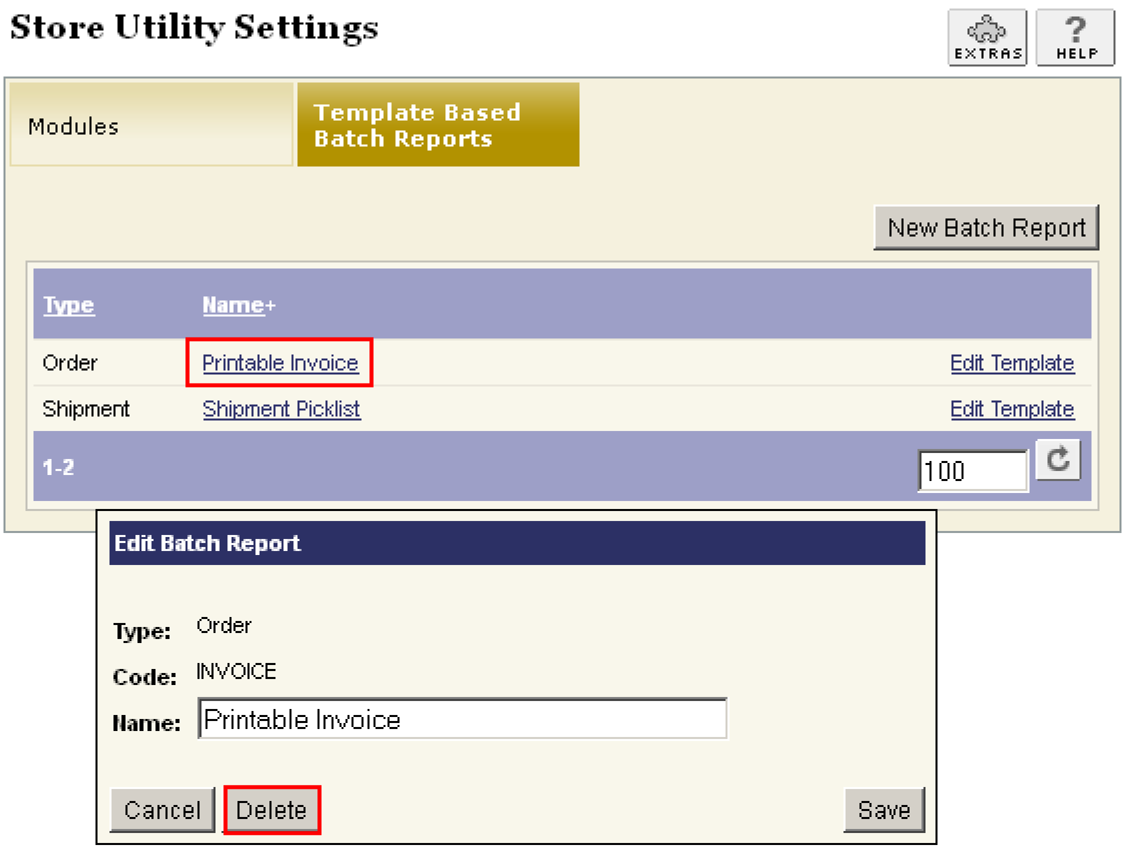
You should already have followed the steps to enable the default reports.

1. Select Utilities from the leftnav.
2. In the Store Utility Settings screen, select the **Template Based Batch Reports** tab.
3. In the Template Based Batch Reports tab, click the **New Batch Report** button.
4. In the Add Batch Report dialog box, enter a:
5. **Type**: Select either Order or Shipping. If you select Order, your report will appear under Manage Orders > Batch Report button > Run Batch Report dialog box > Batch Report drop down list. If you select Shipping, your report will show up in the batch report dialog box under Manager Shipments.
6. **Code**: The code uniquely identifies the report in the database.
7. **Name**: The name of the report will appear in the admin interface.
8. Click the **Add** button.



To Delete a Template Based Batch Report

1. Select Utilities from the leftnav.
2. In the Store Utility Settings screen, select the **Template Based Batch Reports** tab.
3. In the Template Based Batch Reports screen, click the name of the report that you want to delete.



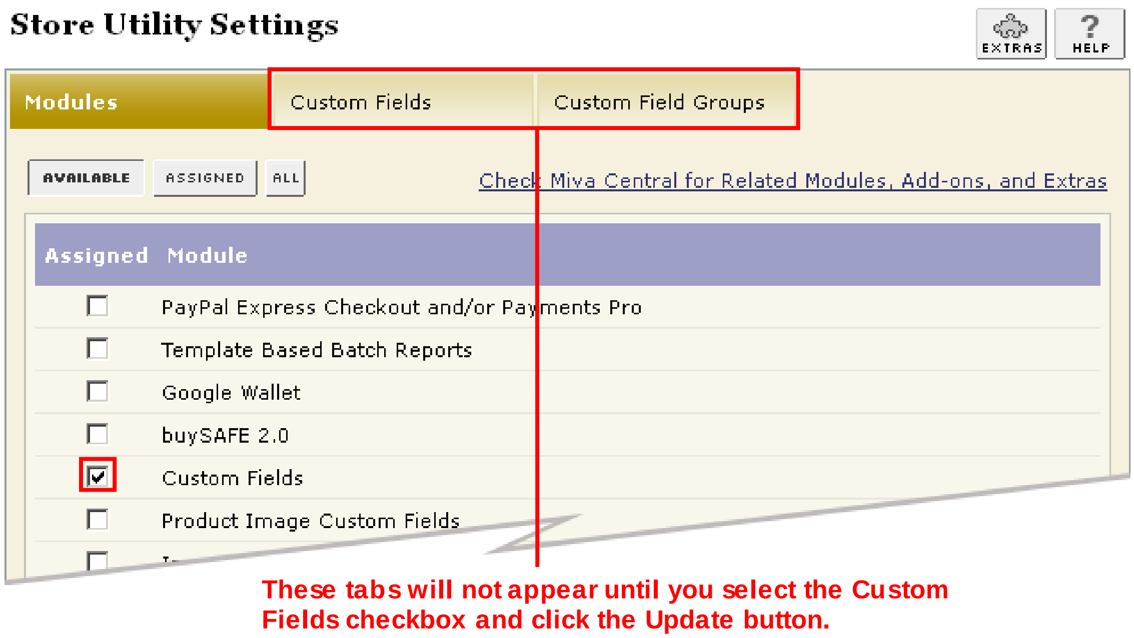
4. The Edit Batch Report dialog box opens. Click the **Delete** button to permanently delete the report.

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.

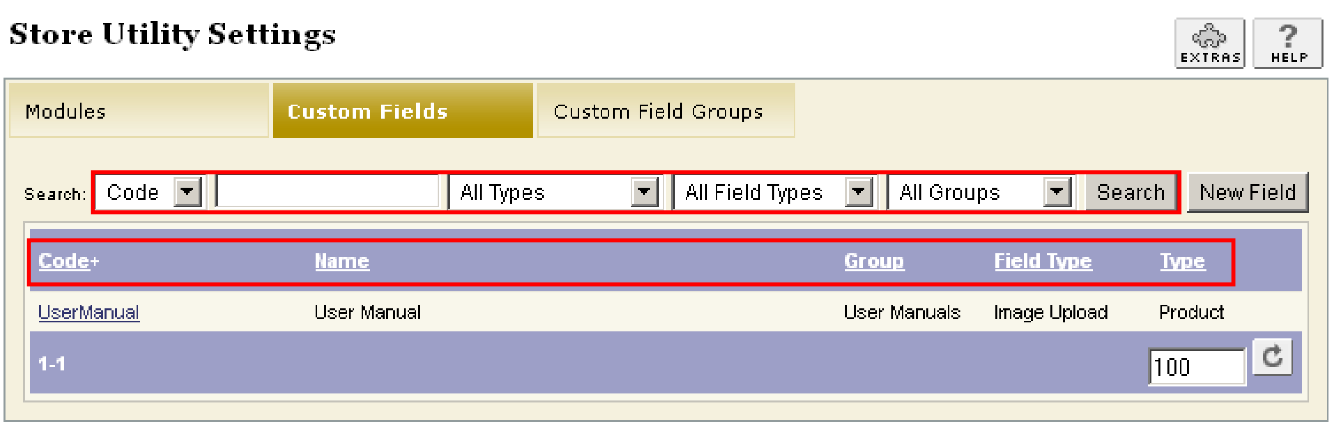
To Enable Custom Fields

1. Select Utilities from the leftnav.
2. In the Store Utility Settings > Modules tab, click on the **Custom Fields** checkbox, then click **Update**.
3. Two new tabs will appear in the Store Utilities Settings screen:



Utilities > Custom Fields Tab

Use the Custom Fields tab to view, create, edit, and delete custom fields.



- Use the Search fields to filter your custom fields. Select a value from one or more of the search fields and click the Search button.
- You can also click on a column heading to sort the list of fields by that heading.

To Create a New Custom Field

1. Select Utilities from the leftnav.

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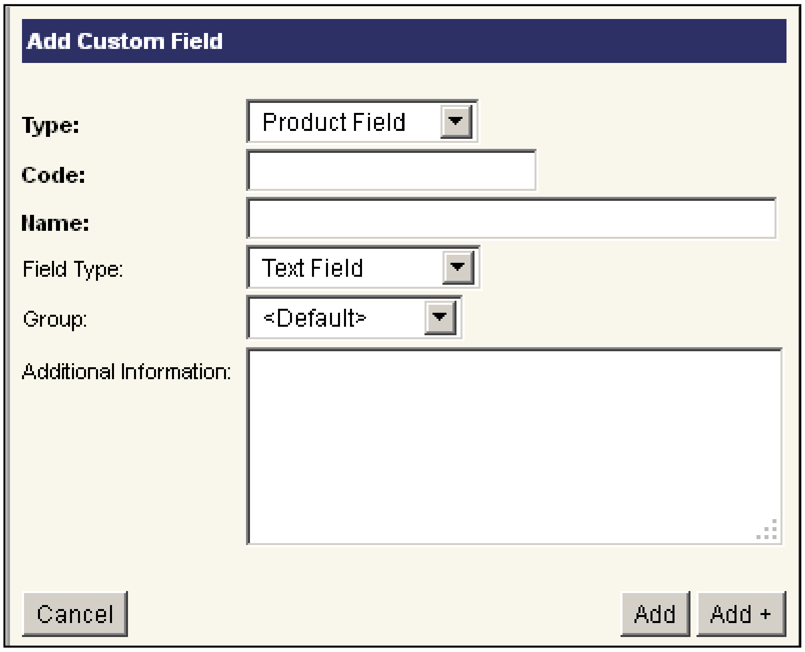
2. In the Store Utility Settings screen, select the Custom Fields tab.
3. In the Custom Fields tab, click the **New Field** button.



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 *Customer* pages in the admin interface..
- Order: Add custom fields to the *edit order* screen in the admin interface.

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

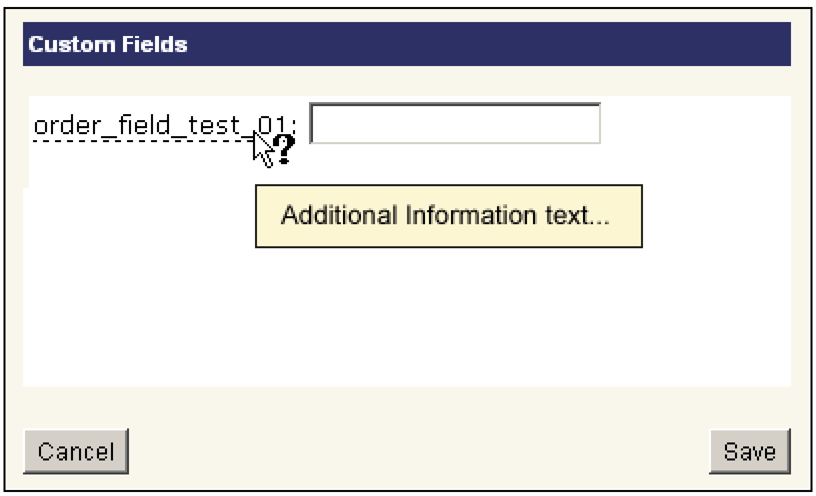
Custom field groups let you organize your custom fields. See *Utilities > Custom Field Groups*. The Group drop down list will show all of the custom field groups that you have created.

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. Select Manage Orders from the leftnav and edit an order.
3. In the Edit Order screen, there will be a new tab: "Custom Fields". Click on the Custom Fields tab. A Custom Fields dialog box will open and show all of your "Order" type custom fields.
4. Move the mouse over a custom field name. The text that you entered in the Additional Information field will appear as hover text.



4. After you have made all of your selections from the Add Custom Field dialog box, click the **Save** button.

To Delete a Custom Field

1. Select Utilities from the leftnav.
2. In the Store Utility Settings screen, select the Custom Fields tab.
3. In the Custom Fields tab, click on a custom field Code.
4. In the Edit Custom Field dialog box, click the **Delete** button.

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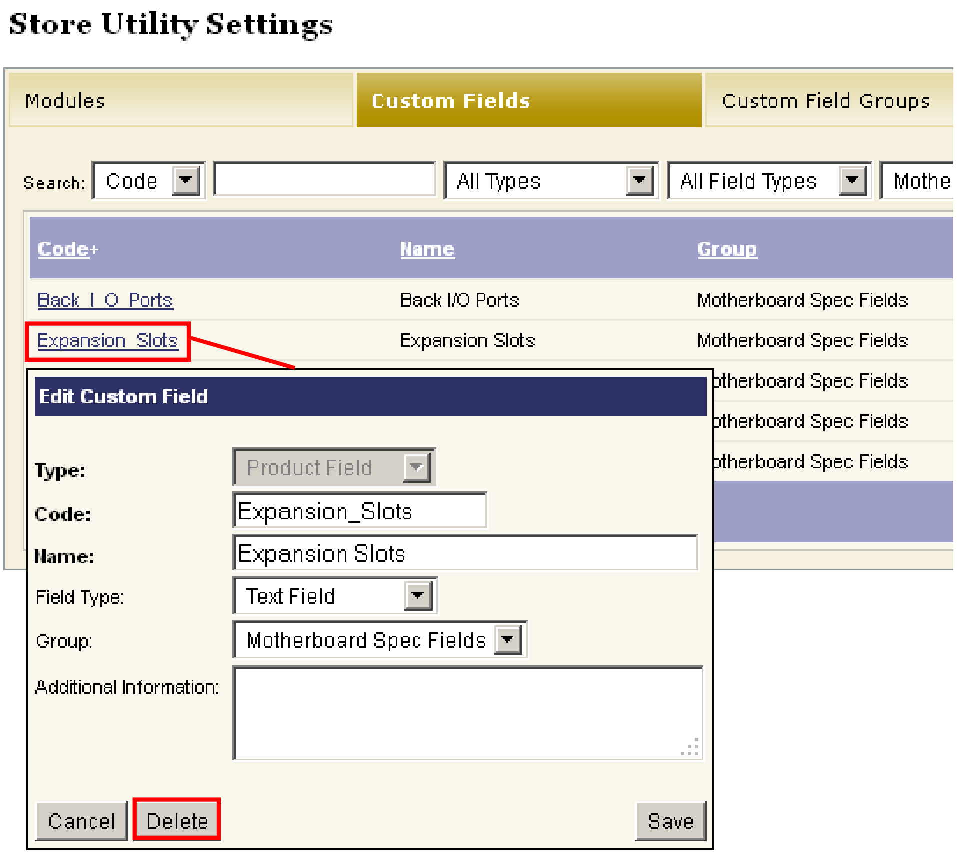
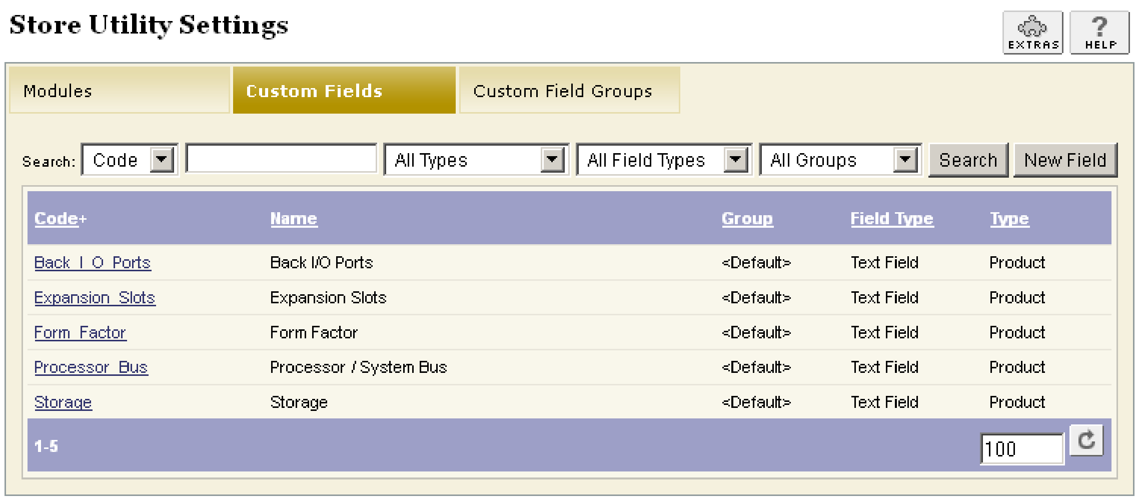


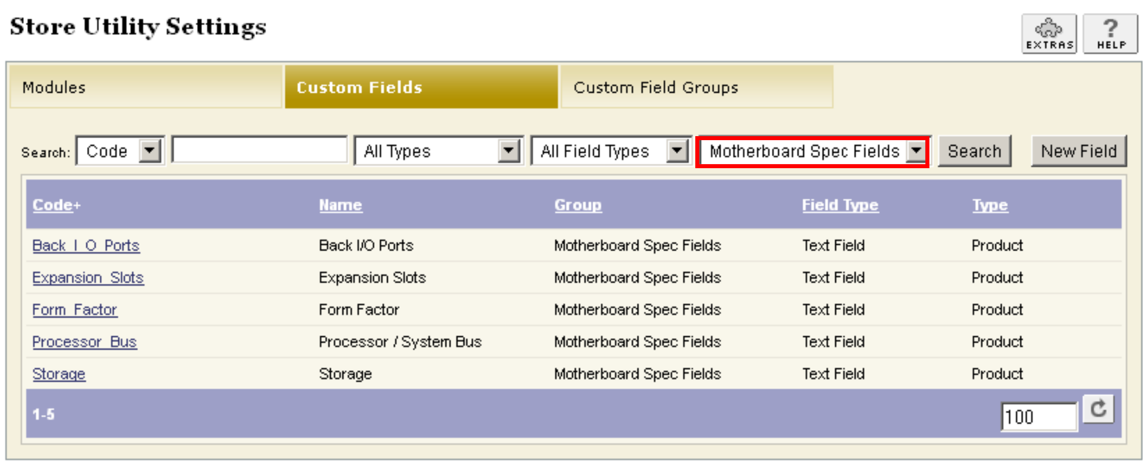
Utilities > Custom Field Groups

Groups make it easier to organize and view your custom fields. For example, say that you had a large number of custom product fields. Let's look at those custom product fields show up in both the Utilities > Custom Fields tab and in the edit product screen:

- The Utilities > Custom Fields tab:



Custom fields are <u>not</u> assigned to a group.



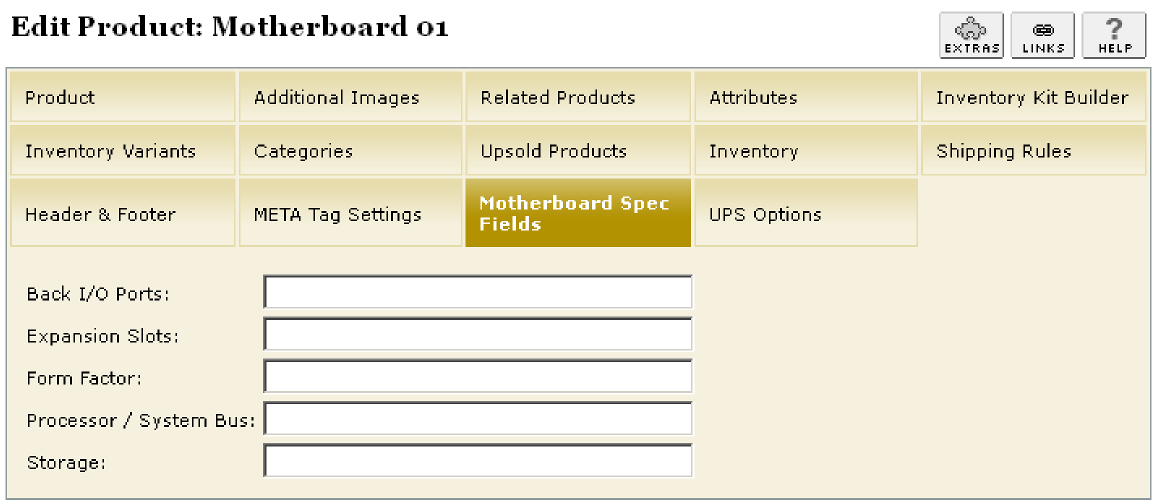
Custom fields <u>are</u> assigned to a group.

When you assign custom fields to a group, you can view just that group in the Utilities > Custom Fields tab.

- When you edit a product, custom product fields look like this:

Custom fields are not assigned to a group.

Without a group, all of your custom product fields show up as a single list in the Custom Fields tab when you edit a product.



Custom fields are assigned to a group.

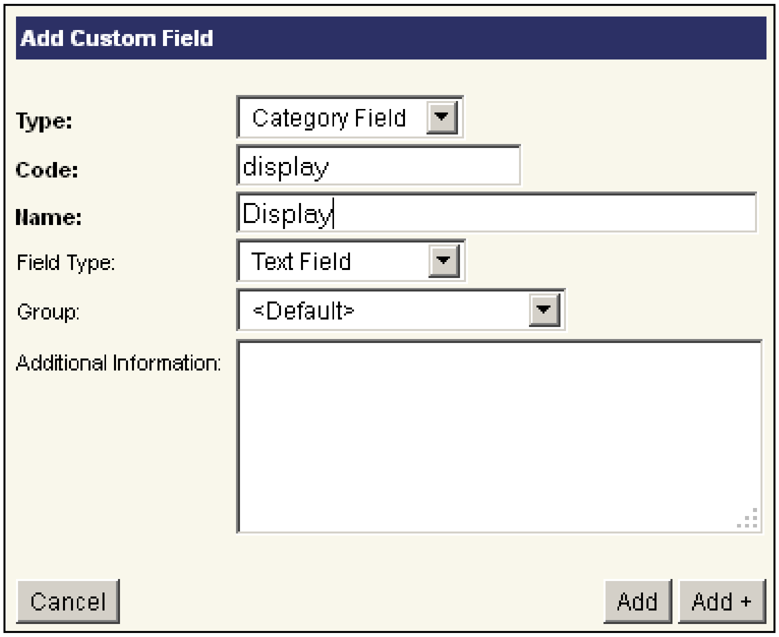
If you assign custom product fields to a group, the group name shows up as a tab when you edit the product.

Example: Adding and Using a Custom Category Field

This section shows how to create a custom category field and an example of how it can be used.

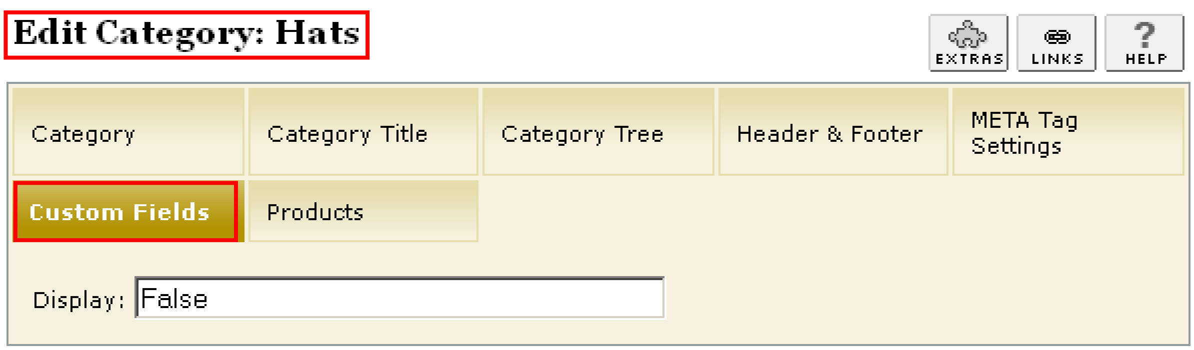
1. **Create the custom field**. After you have enabled custom fields in the Utilities > Modules tab, select the Custom Fields tab and click the **New Field** button.

In our example we'll create a custom category field that allows us to display or hide categories in the [Category Tree](#).



We created a custom category field called "Display".

2. **Edit the value of the custom field**. After you've created a custom category field, you can edit any of your existing categories (or create a new category if you wish). 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.



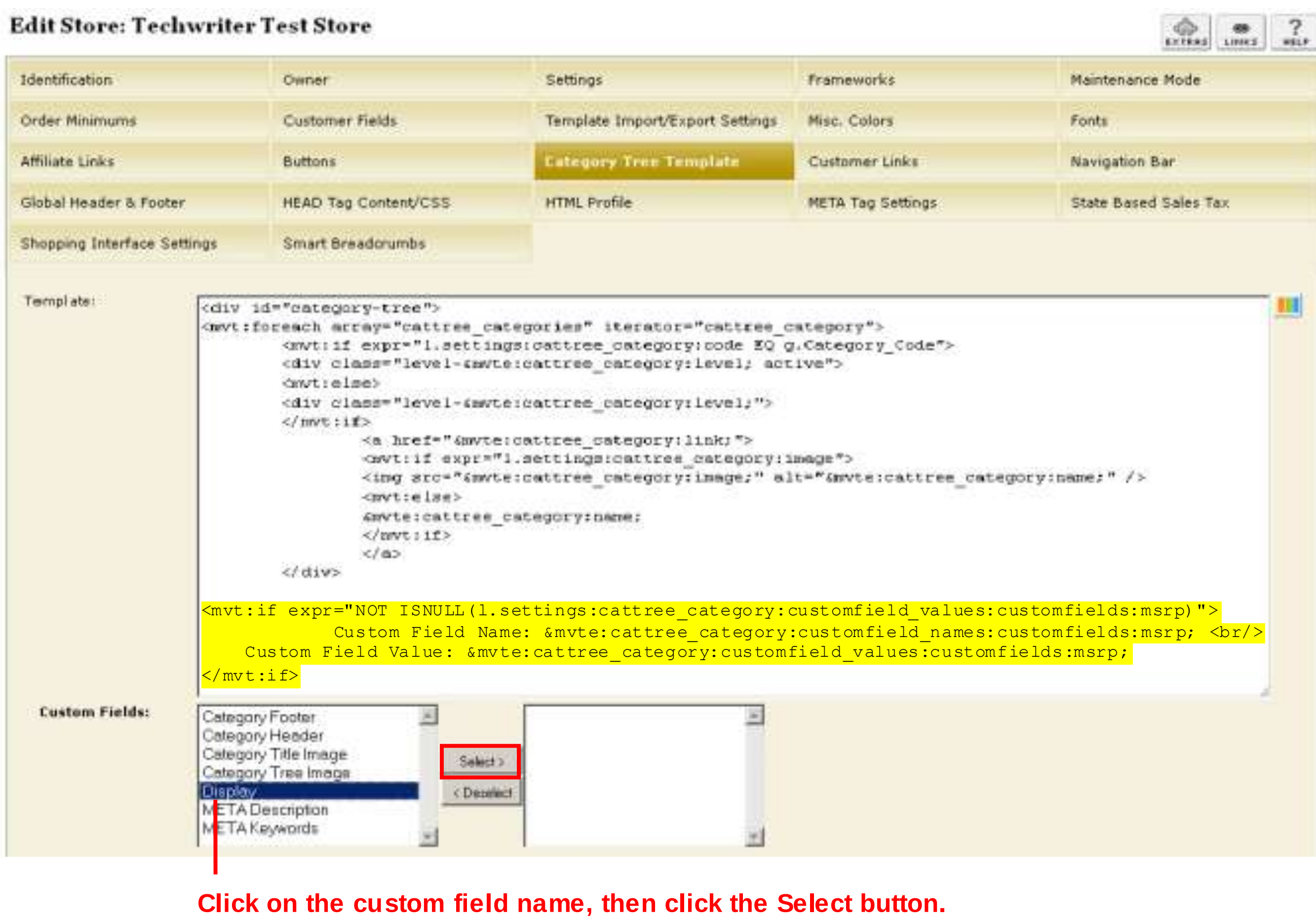
The "Display" field now shows up in the Custom Fields tab when we edit a category. We'll set the content of the field to "false". You can repeat this step for each category that you have.

3. **Add category tree template code**. In this example we'll use the custom category 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.

   3.1. Go to the Edit Store > Category Tree Template tab.

3.2. **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.)

3.3. **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.



3.4. 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 section shows how to create a custom product field and one example of how such a field can be used.

1. **Create the custom field**. After you have enabled custom fields in the Utilities > Modules tab, click on the Custom Products Fields tab and click the **New Field** button.

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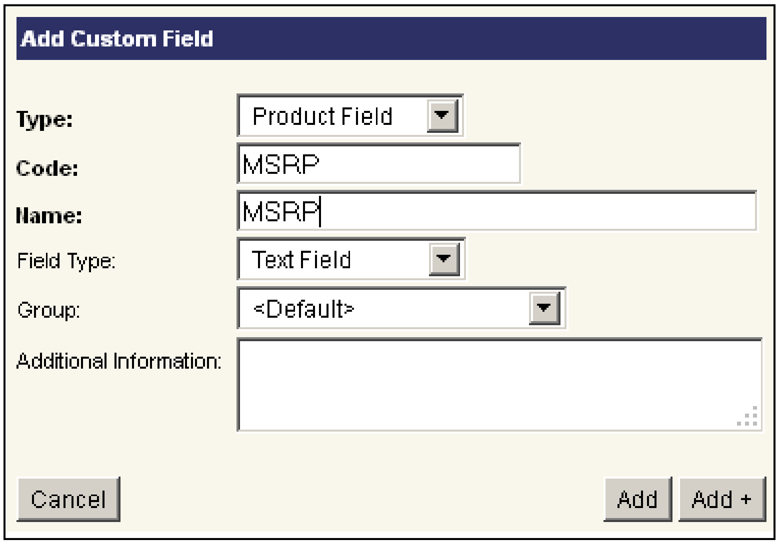


In our example we created a custom product field called "MSRP".

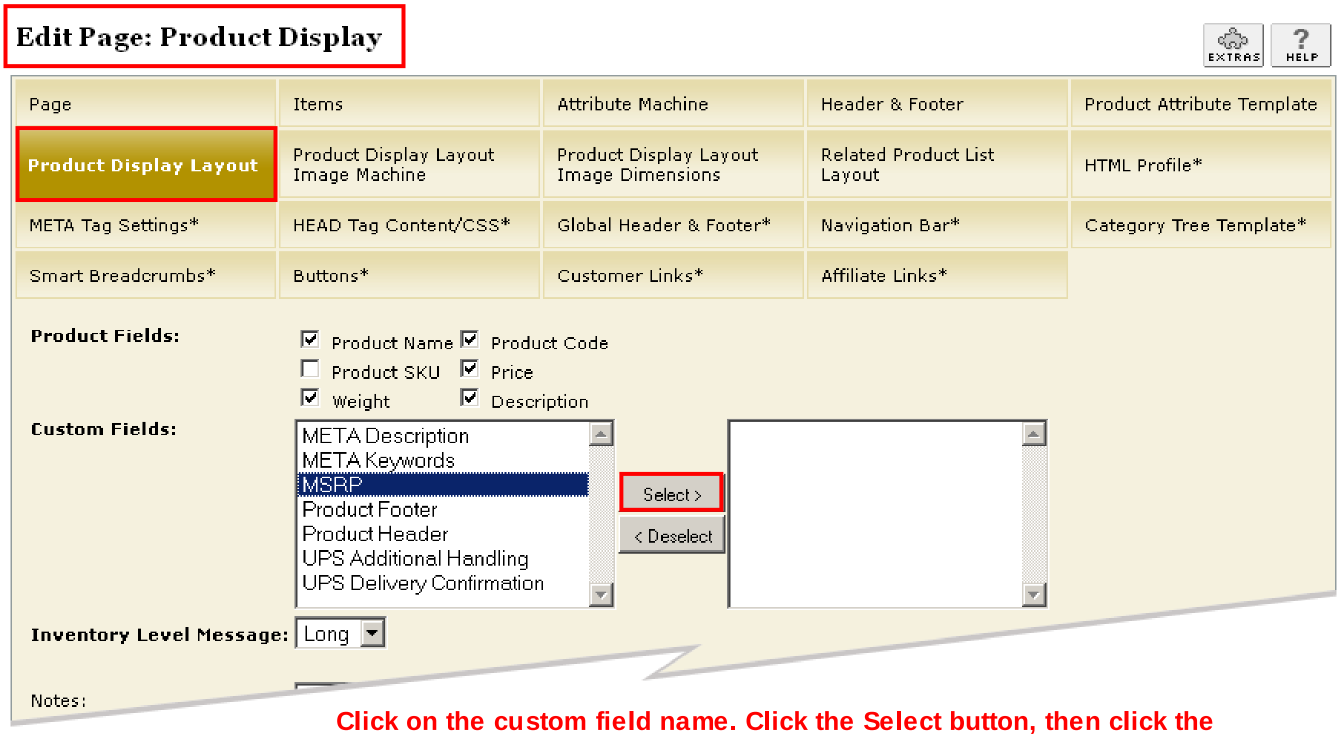
2. **Edit the value of the custom field**. After you've created a custom product field, you can edit any of your existing products (or add new products if you wish). When you edit a product now, you'll see that there is a new tab called "Custom Fields". In this new tab is the custom product field that you created.

The custom field that we created, "MSRP", now shows up when we edit a product. We can add a value to the field of "25.00".

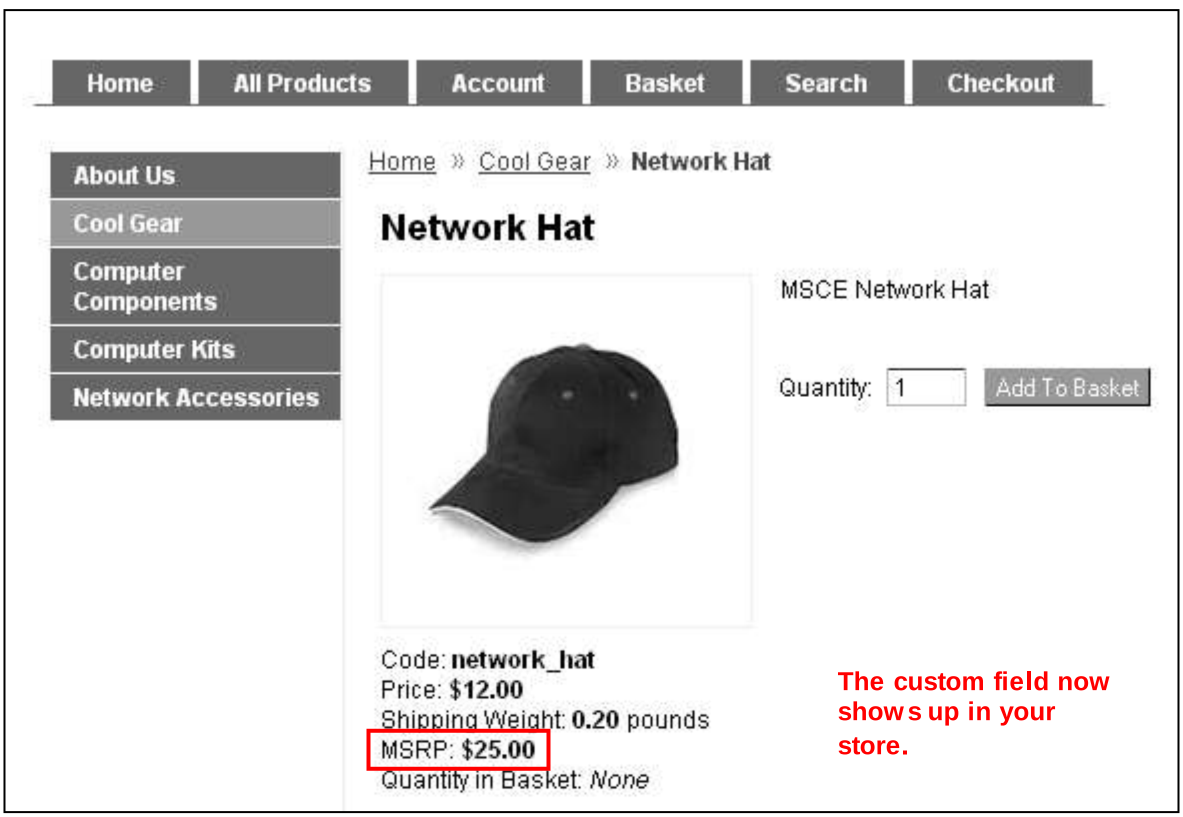
3. **Add the custom field to the product page**. There are many different things you could do with a custom product field. As a simple example, we'll have our custom field show up in the product page.

   3.1. Go to Pages > Edit page PROD > Product Display Layout tab.

   3.2. **Add the field**. In the Custom Fields section, click on the field named "MSRP" and click the **Select** button. (To reduce overhead in the admin interface, only custom fields that have been added can be referenced in the template code.)



Click on the custom field name. Click the Select button, then click the Update button.



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In our example the custom product field automatically showed up in the on-line store because we had not modified our product page template code. If you *have* modified your product page template code, you should:

1. Enable the custom field in the Product Display Layout tab.
2. In the Product Display Layout tab, click on the Advanced Mode link to view the Product Display Template code.
3. Manually add the code that will display the custom field.

Example: Adding a Custom Field with Image Upload

Custom fields that have a field type of "Image Upload" can be used in different ways. 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 Global Settings > Domain Settings > Upload Settings tab.

    1.2. In the Upload Settings tab, add "PDF" to the Image Extension Types field:

    

    1.3. Click the **Update** button.

2. Create a *Custom Field Group* called "Manuals".
3. Create a *Custom Field* called "User Manual 1" with a Field Type of "Upload Image".

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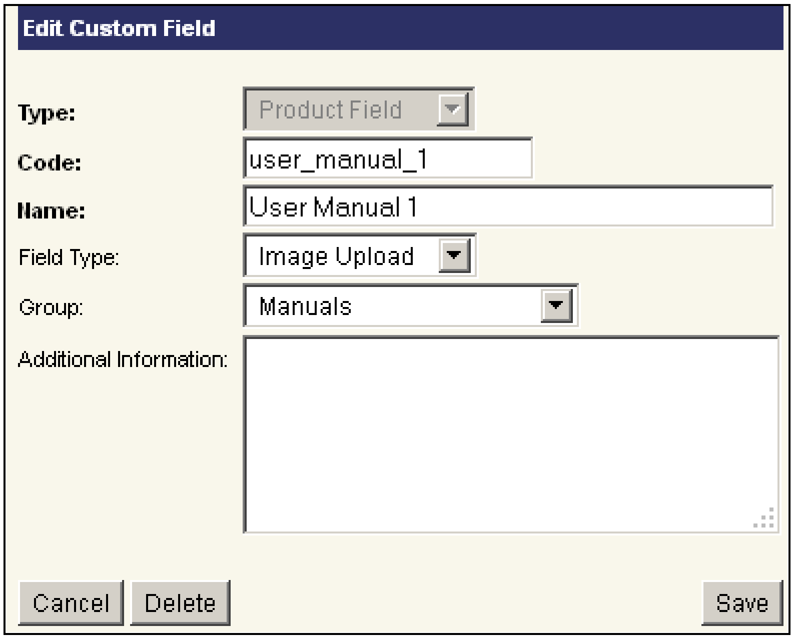
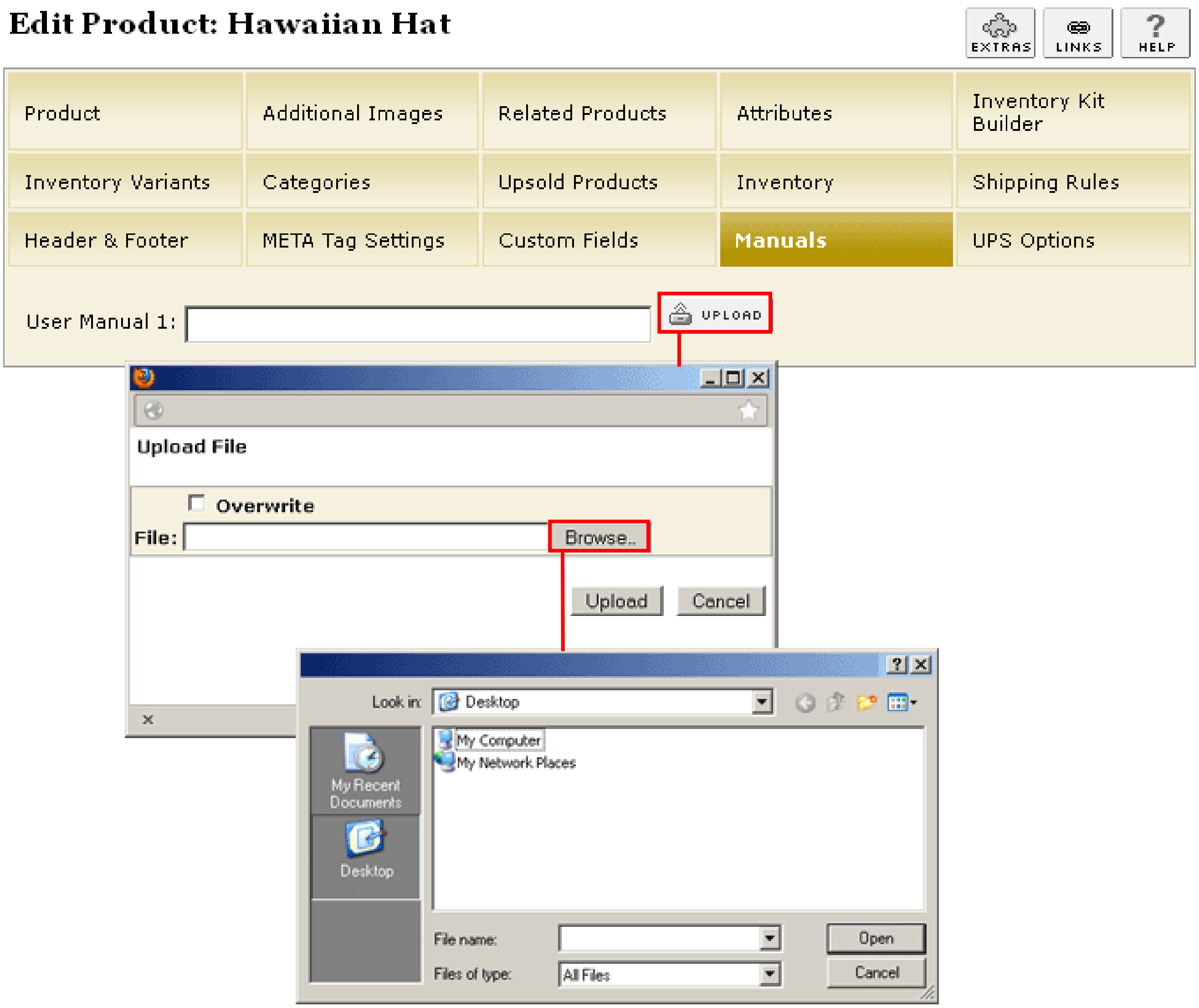


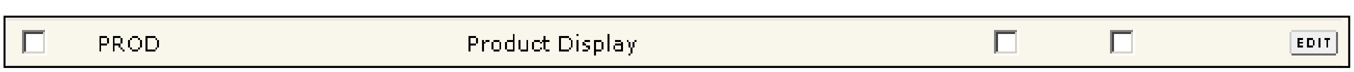
4. Edit a product.
   - The custom field group that we created now shows up as a tab.
   - The custom product field that we created shows up in that tab.



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 one time, and then add the server file path of the PDF to a product import spreadsheet (see *Add/Update Products from CSV*).

6. Select Pages from the leftnav. In the User Interface screen, edit page PROD.

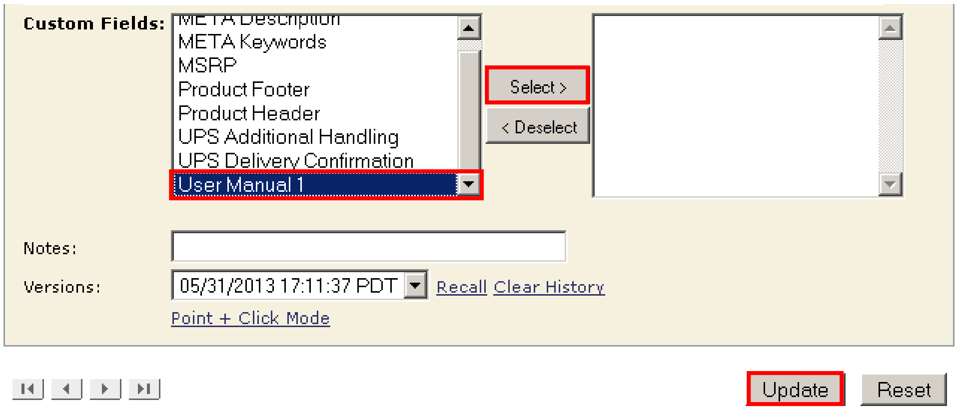


7. Select the Product Display Layout tab.
8. Add the custom field to the page:

   8.1. In the Custom Fields section, click the field "User Manual 1".

8.2. Click **Select**.

8.3. Click **Update**.



9. Modify the template code to reference the custom field:

9.1. If you haven't already, click on the Advanced Mode link so that you can see the template code.

9.2. Look for the template code:

&mvt:product:customfield_values:customfields:UserManual;

and change it to:

User Manual

9.3. Click **Update**.

10. If we go to our online store and select the product page for Hawaiian Hat, 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 the 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.

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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.

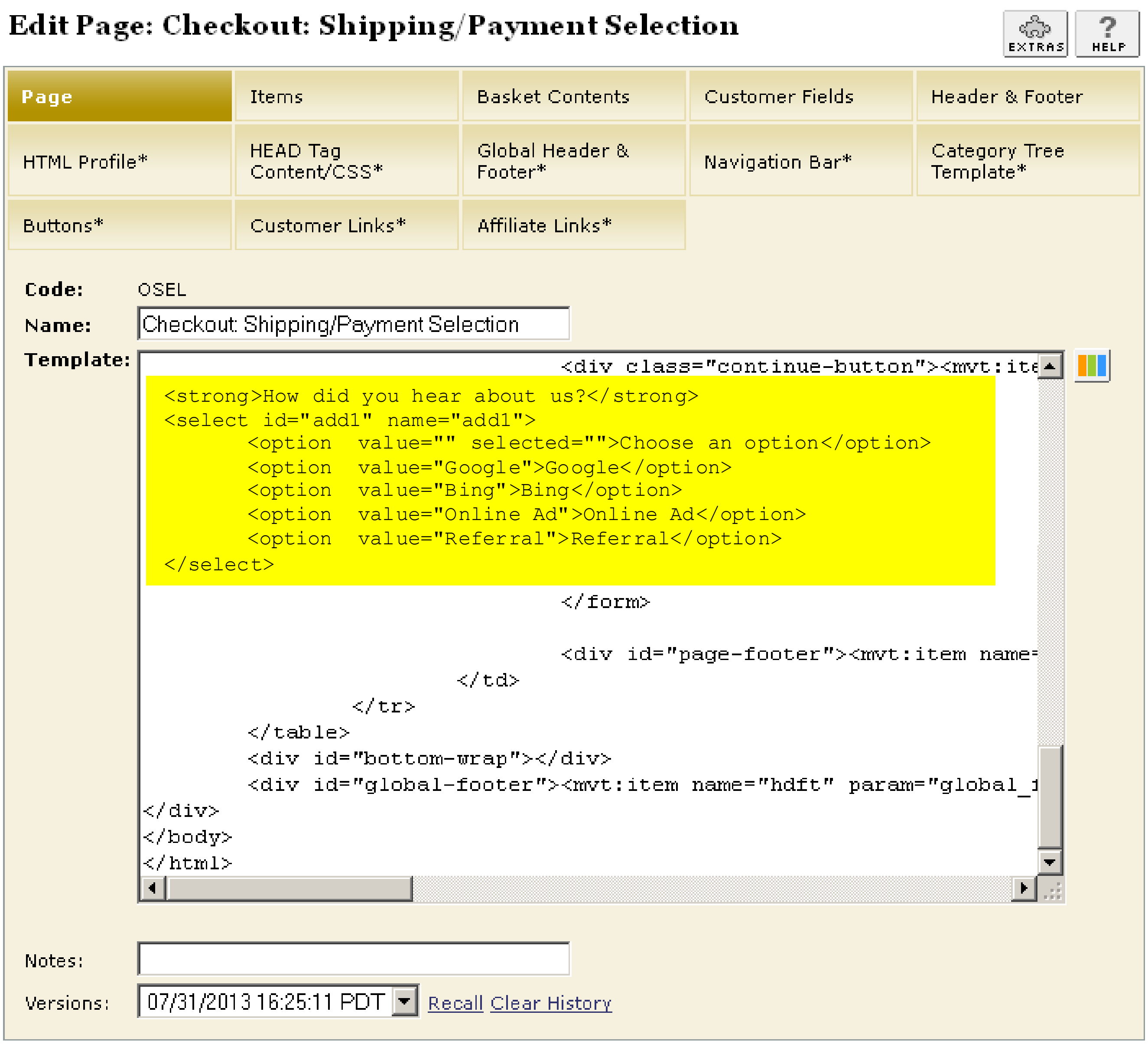
- Write_Basket: creates a custom basket field and writes a value to it.
- Read_Basket: reads the value from a custom basket field.

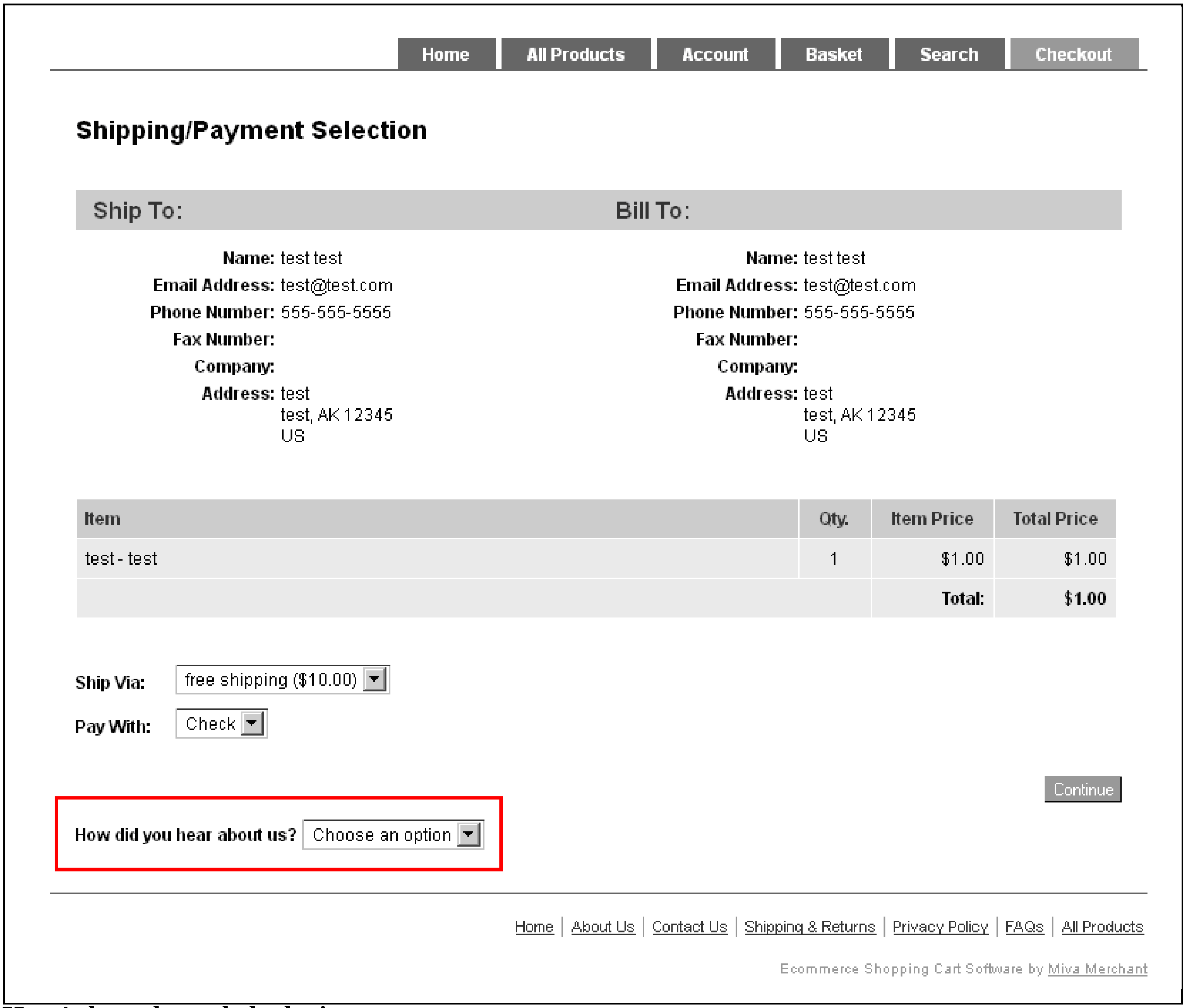
Normally, the custom fields that you attach to a basket record are lost when the basket is deleted. However, there is a way to "convert" the information and permanently save it in the database with the customer's order. Baskets are deleted when:

- They expire. See *Basket Timeout (Minutes)*.
- The customer completes the checkout process.

1. Make sure that you have enabled custom fields. See *To Enable Custom Fields*.
2. Select Pages and edit the OSEL page.

   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 *To Add an Item to a Page*.
3. Select the Page tab. We'll add some code to create a drop-down list box on the OSEL. Our code goes right above the "</form>" tag.
4. Click **Update** to save your changes.

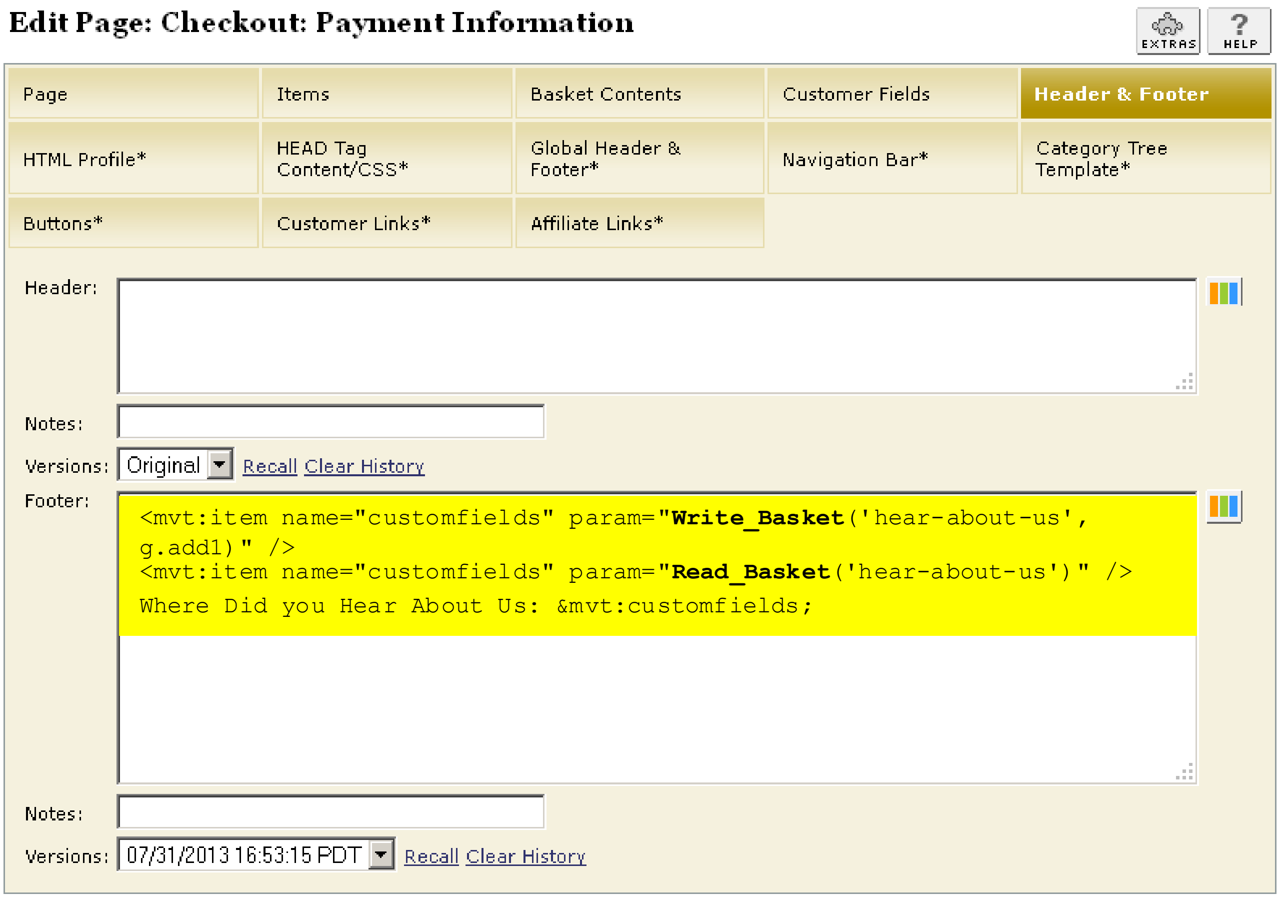

Edit Page: Checkout: Shipping/Payment Selection
EXTRAS
HELP
Page
Items
Basket Contents
Customer Fields
Header & Footer
HTML Profile*
HEAD Tag Content/CSS*
Global Header & Footer*
Navigation Bar*
Category Tree Template*
Buttons*
Customer Links*
Affiliate Links*
Code: OSEL
Name: Checkout: Shipping/Payment Selection
Template:
<div class="continue-button"><mvt:ite
How did you hear about us?
<select id="add1" name="add1">
<option value="" selected="">Choose an option</option>
<option value="Google">Google</option>
<option value="Bing">Bing</option>
<option value="Online Ad">Online Ad</option>
<option value="Referral">Referral</option>
</select>
</form>
<div id="page-footer"><mvt:item name=
</td>
</tr>
</table>
<div id="bottom-wrap"></div>
<div id="global-footer"><mvt:item name="hdft" param="global_f
</div>
</body>
</html>
Notes:
Versions: 07/31/2013 16:25:11 PDT
Recall Clear History

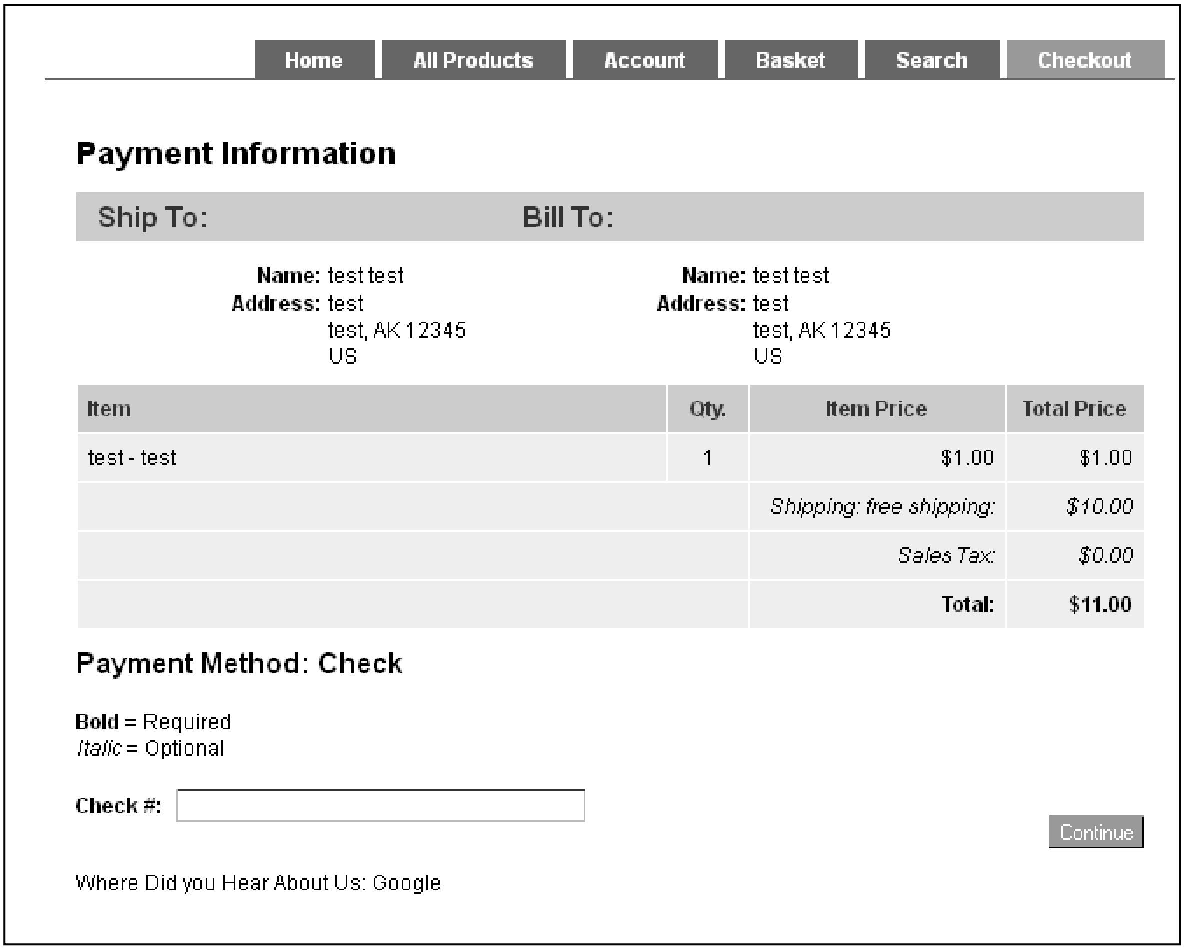


Here's how the code looks in our store.

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. Select Pages and edit the OPAY page.
6. Select the Header and Footer tab and add the following code:


Edit Page: Checkout: Payment Information
EXTRAS
HELP
Page
Items
Basket Contents
Customer Fields
Header & Footer
HTML Profile*
HEAD Tag Content/CSS*
Global Header & Footer*
Navigation Bar*
Category Tree Template*
Buttons*
Customer Links*
Affiliate Links*
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;
Notes:
Versions: 07/31/2013 16:53:15 PDT Recall Clear History



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.

Basket Inventory

Basket Inventory gives you a real time view of how much of your inventory is in customer baskets.

Before PR8 Update 4, you could not track inventory that was in a basket. For example, you could create a t-shirt and set the initial inventory to 100. When a customer put that t-shirt in their basket, the inventory count would automatically drop by 1. If the basket was deleted, the item would go back to inventory. If the customer purchased the item, the inventory count would stay decreased by 1. In these Miva Merchant builds the inventory count meant: number of items on hand and not in a basket.

Starting with PR8 update 4, Miva Merchant can report three inventory numbers:

- Current Stock: number of items on hand and not in a basket.
- Stock in Baskets
- Total Overall Stock: sum of the above two numbers.

Just as in builds before PR8 update 4, you only need to set the initial current stock for your products. Miva Merchant automatically calculates everything else.

To Use Basket Inventory

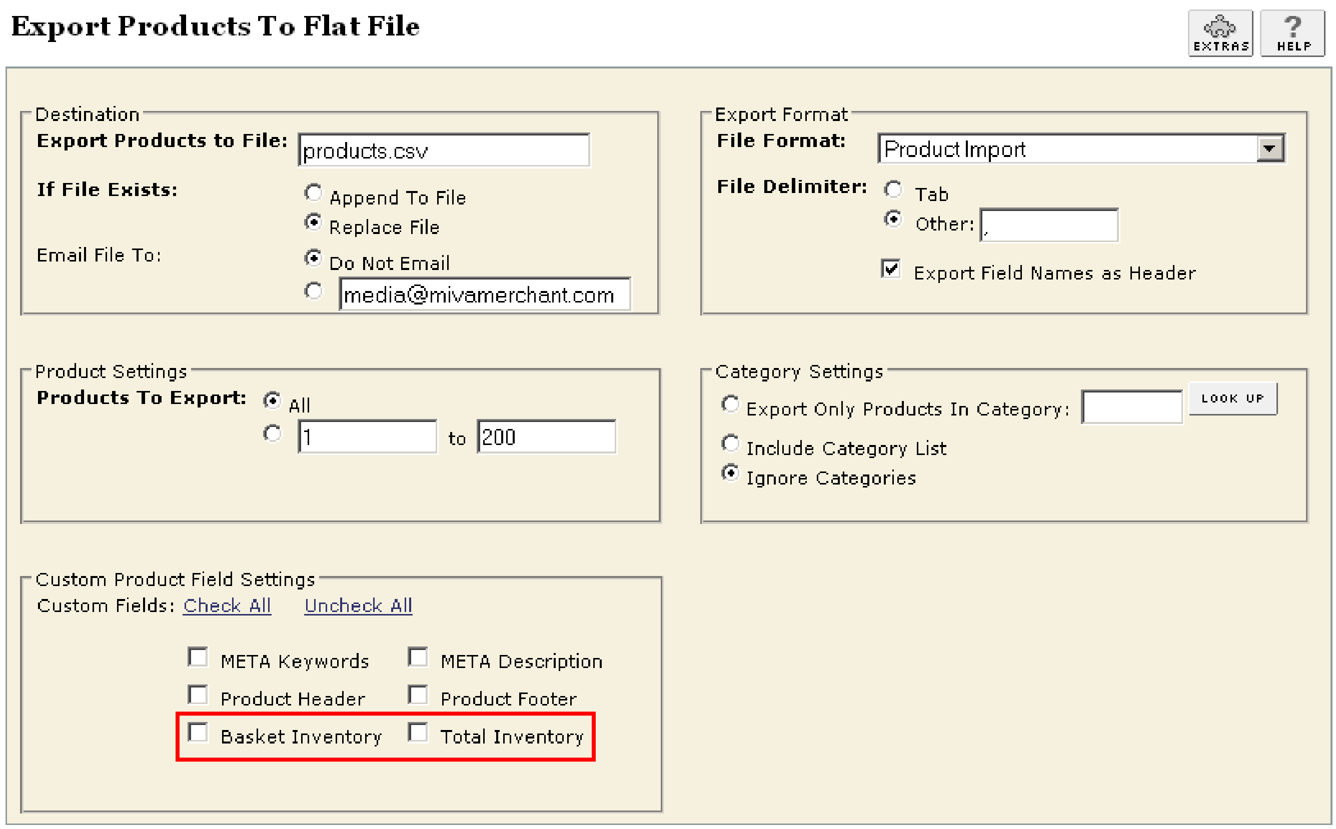
1. You must be tracking inventory at the store level: Inventory > Inventory Settings tab > track inventory checkbox.
2. You must be tracking inventory at the product level: Products > Edit Product > Inventory tab > Track Product checkbox.
3. In the Utilities > Modules screen, check the Basket Inventory checkbox and then click Update.

Effects of Using Basket Inventory

If you edit a product now, you'll see there is a new display in the Inventory tab:

Basket Inventory and Total Inventory now show up in Utilities > Export Data > Export Products to Flat File > Custom Fields. You can export this data by checking these fields. (Basket

Inventory and Total Inventory also appear in the in Utilities > Import Data > Import Products from Flat File > Custom Fields.)



Delete PayPal Tokens

You only need to delete PayPal tokens if you are using *[PayPal Express Checkout](#)*.

If you are using PayPal Express Checkout, the customer:

1. Starts the checkout process in your store.
2. Visits the PayPal site to authorize the fund transfer.
3. Returns to your store to complete checkout.

When the customer returns to your site, Miva Merchant and PayPal have created a PayPal token, which is a record of the transaction and the authorization for funds transfer. The PayPal token is kept in your store's database. If the customer completes checkout normally, the PayPal token is automatically deleted. But if the customer cancels checkout, say by closing their browser before they click on the Buy button, the token remains in the database and the table containing the token can get bigger and bigger.

To Enable the Delete PayPal Tokens Feature

1. Select Utilities from the leftnav.

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2. In the Store Utility Settings > Modules tab, click the checkbox next to **PayPal Express Checkout and/or Payments Pro** and then click the **Update** button.

To Delete PayPal Tokens

1. Select Utilities > Delete PayPal Tokens from the leftnav.
2. Select one of the Delete options:
    - **Delete all PayPal tokens**. This is a bit dangerous, because you could delete a token that is currently in use. But you might delete all PayPal tokens if your store was in maintenance mode and you know there aren't any pending checkouts.
    - **Delete expired PayPal tokens**. A PayPal token expires when the customer's basket expires. See *Basket Timeout (Minutes)*.
3. Click the **Delete** button.

Utilities > Image Management

The Image Management screen is used to manage *Additional Images*. It is not used for the older style *Thumbnail Image* and *Full-sized Image*.

To Enable Image Management

1. Select Utilities from the leftnav.
2. In the Modules tab, check the box next to Image Management and click **Update**.

Master Images and Resized Images

If you upload a very large additional image, say 800 x 800, Miva Merchant automatically creates two more versions of the same image:

- A smaller image that will fit in the bounding boxes of the product page, search page, related product page, etc,
- An even smaller image that can be used as a thumbnail.

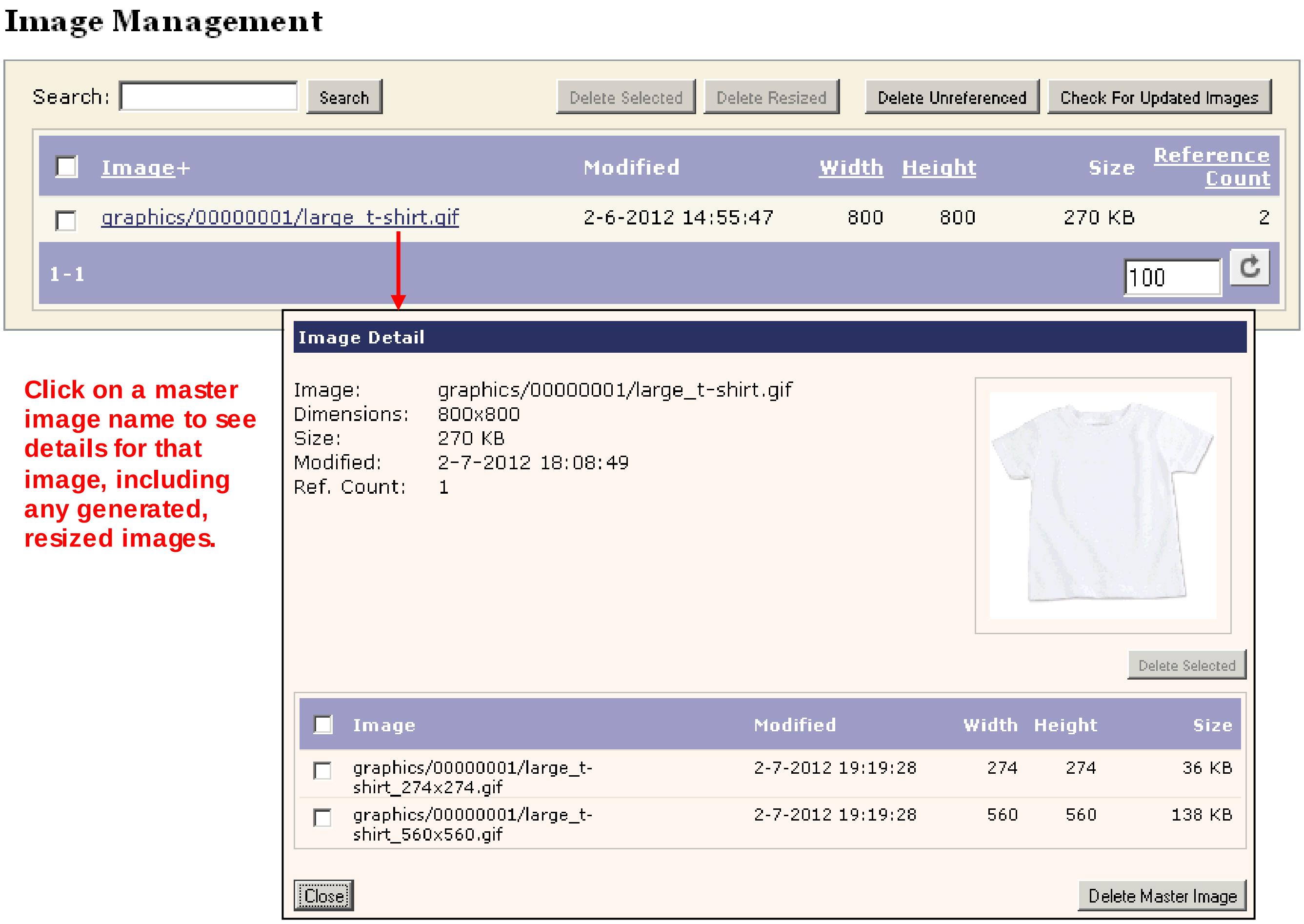
The original image that you uploaded is the "master image" and the smaller versions that Miva Merchant generates are the resized or child images.

What Miva Merchant is actually doing is checking to see if your master image is:

- Too large to fit in the bounding box for *additional thumbnails*. If it is, the system creates a scaled down version to use as a thumbnail.
- Too large to fit in the bounding box of an additional *Main Image*. If it is, the system creates a scaled down version to use as a main image.

If your master image is small enough to fit in the bounding box of a thumbnail, the system would not generate any resized versions. It would use the same master image for the lightbox, main, and thumbnail images. See page *135* for an example of all three sizes of additional images.

The Image Management screen gives you some control over master and generated additional images.



Click on a master image name to see details for that image, including any generated, resized images.

You can also use the details window to delete a specific master image or one or more of it's resized images.

When you attach an additional image to a product, the resized images (if any) are not created until the first customer reaches that product page. This is only done once, but you may see a master image with no child images for that reason.

Search	Enter a string in the search text box and click the **Search** button. Only master image filenames containing your string will be shown.
Delete Selected	Click the checkbox next to one or more master images and click Delete Selected.

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graphics/00000001/large_t-shirt.gif

The master images that you selected, and their generated resized images, will be permanently deleted from the server.

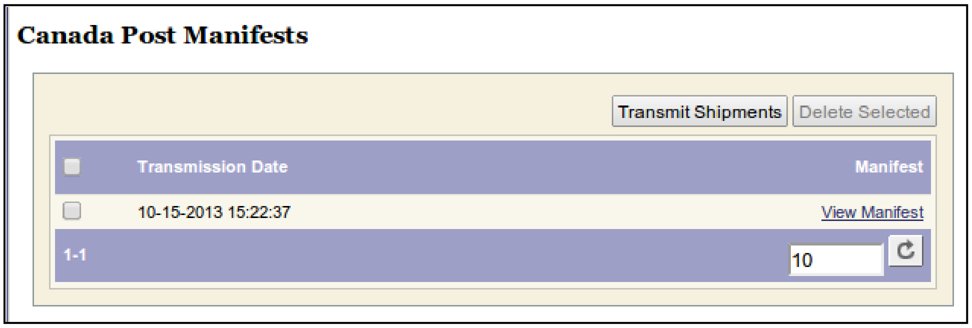
Delete Resized	Click the checkbox next to a master image and click Delete Resized. Any resized images that were created for that master image will be deleted. The resized images will be regenerated the next time that a customer reaches that product page. You can also delete resized images of a master image in the Details window (see above).
Delete Unreferenced	Delete all master additional images, and their generated resized images, that are not associated with a product. See also Reference Count Column.
Check for Updated Images	Delete all generated resized images where the date of the master image is newer than the date of the resized image. This feature might be useful if you initially upload master images using Miva Merchant, but you later updated the master images using FTP. If you use Miva Merchant to upload a master additional image, resized versions of that image are generated the first time a customer reaches the product page. At a later time, if you used some other method, such as FTP, to update the master image, the master image would no longer match the generated images. If you click the "Check for Updated Images", Miva Merchant deletes the generated images if the master image is newer. New resized images will be generated the first time a customer reaches the product page with a master image.
Image Column	Click on a master image name to open a details window for that image.
Reference Count Column	"Reference Count" refers to the number of products that are using a file as an additional image. Example: upload the file "surfer_shirt_front.jpg" as an additional image to the product "Surfer Shirt". The ref count for the file "surfer_shirt_front.jpg" is now 1. If we upload that same image as the additional image for another shirt, the ref count for the file "surfer_shirt_front.jpg" is now 2.

Utilities > Canada Post Manifests

If you have a *Contract* with Canada Post you must also print manifests. The manifest contains a list of all Canada Post packages that the driver is supposed to collect before leaving your business. The general process of working with Canada Post manifests is:

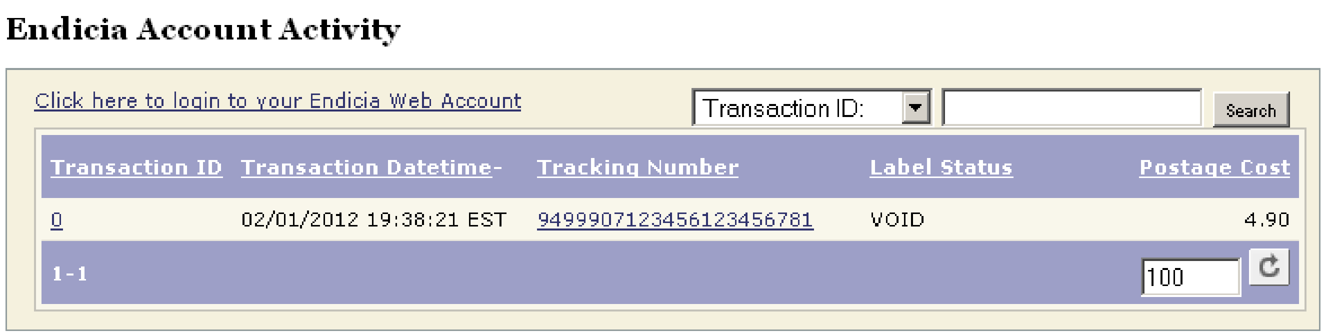
1. Print all of your Canada Post shipping labels. See *Generate Shipping Label*.
2. When you are done printing Canada Post labels for the day, select + Utilities > Canada Post Manifests.

3. In the Canada Post Manifest screen, click the **Transmit Shipments** button. All of the shipments that you created using Canada Post will be sent to Canada Post.
4. After a minute or two, a manifest will appear in the Canada Post Manifest screen:



5. Click on the **View Manifest** link to view and print the manifest.
6. Give your Canada Post driver a copy of the manifest when they pick up the day's parcels.

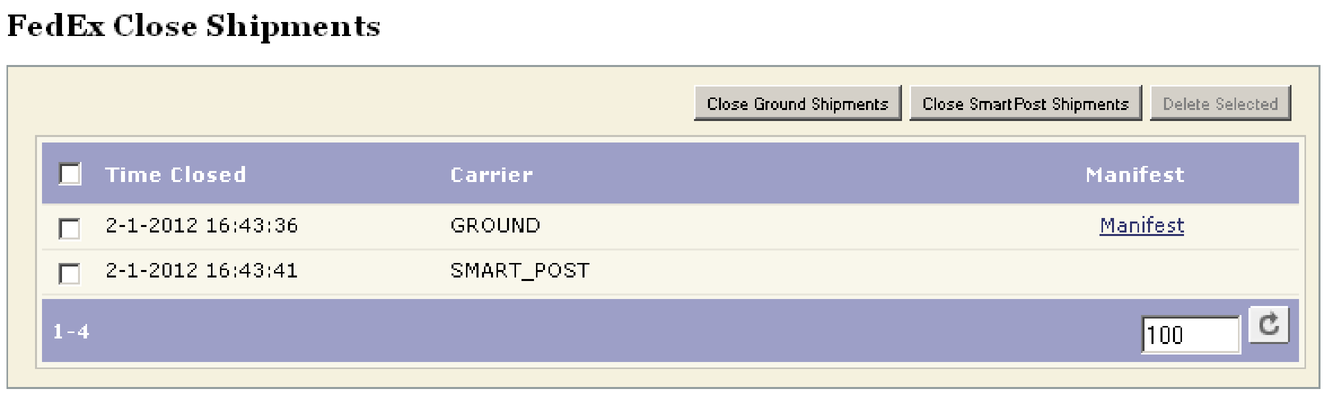
Utilities > Endicia Account Activity



The Endicia Account Activity screen shows every Endicia label that you have created.

- You can search for labels by tracking number or transaction ID.
- Click on a tracking number to go to the Endicia tracking page for that label/package.

Utilities > FedEx Close Service

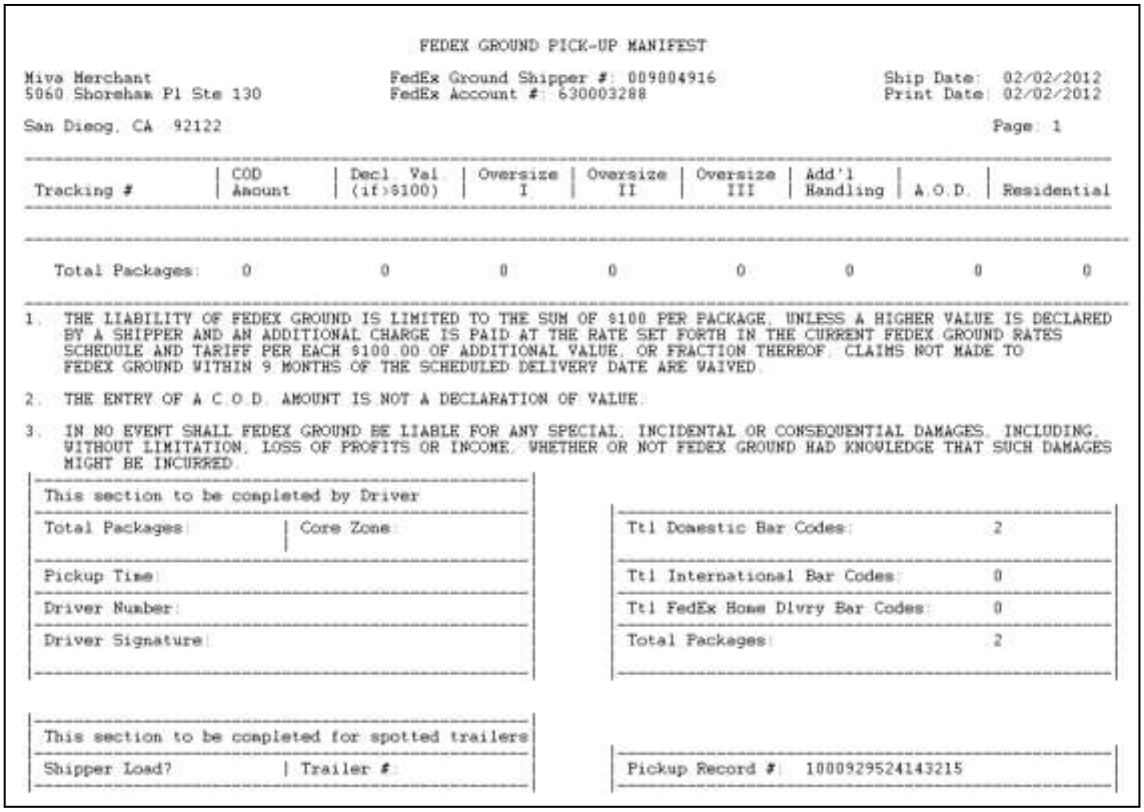


The FedEx close service only applies to packages shipped by FedEx ground or FedEx SmartPost. If you use either of these services you must print a hard copy manifest, one for ground packages and one for SmartPost packages, to give to the driver. The manifest contains a list of all ground or SmartPost packages that the driver is supposed to collect before leaving your business.

To Use the FedEx Close Service

When you are ready to print a manifest to give to your driver:

1. Click on the **Close Ground Shipments** or **Close SmartPost Shipments** button.
2. A **Manifest** link will appear. Click on this link and a manifest will appear in a browser window. You can print the manifest and give it to the driver.



FEDEX GROUND PICK-UP MANIFEST

Miva Merchant
5060 Shoreham Pl Ste 130
San Dieog, CA 92122

FedEx Ground Shipper #: 009004916
FedEx Account #: 630003288

Ship Date: 02/02/2012
Print Date: 02/02/2012
Page: 1

Tracking #	COD Amount	Decl. Val. (if>$100)	Oversize I	Oversize II	Oversize III	Add'l Handling	A.O.D.	Residential
Total Packages:	0	0	0	0	0	0	0	0

1. THE LIABILITY OF FEDEX GROUND IS LIMITED TO THE SUM OF $100 PER PACKAGE, UNLESS A HIGHER VALUE IS DECLARED BY A SHIPPER AND AN ADDITIONAL CHARGE IS PAID AT THE RATE SET FORTH IN THE CURRENT FEDEX GROUND RATES SCHEDULE AND TARIFF PER EACH $100.00 OF ADDITIONAL VALUE, OR FRACTION THEREOF. CLAIMS NOT MADE TO FEDEX GROUND WITHIN 9 MONTHS OF THE SCHEDULED DELIVERY DATE ARE WAIVED.
2. THE ENTRY OF A C.O.D. AMOUNT IS NOT A DECLARATION OF VALUE.
3. IN NO EVENT SHALL FEDEX GROUND BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFITS OR INCOME, WHETHER OR NOT FEDEX GROUND HAD KNOWLEDGE THAT SUCH DAMAGES MIGHT BE INCURRED.

This section to be completed by Driver	
Total Packages:	Core Zone:
Pickup Time:	
Driver Number:	
Driver Signature:	

Ttl Domestic Bar Codes:	2
Ttl International Bar Codes:	0
Ttl FedEx Home Dlvry Bar Codes:	0
Total Packages:	2

This section to be completed for spotted trailers	
Shipper Load?	Trailer #:

Pickup Record #: 1000929524143215

Utilities > Token List

The Token List helps you troubleshoot variables that you are using in your store.

To Enable the Token List

1. Select Utilities from the leftnav.
2. In the Modules tab, check the box next to Token List and click Update.

Using the Token List

If you edit any page you'll see that there is now a new button called **VAR LIST** above the tabs.

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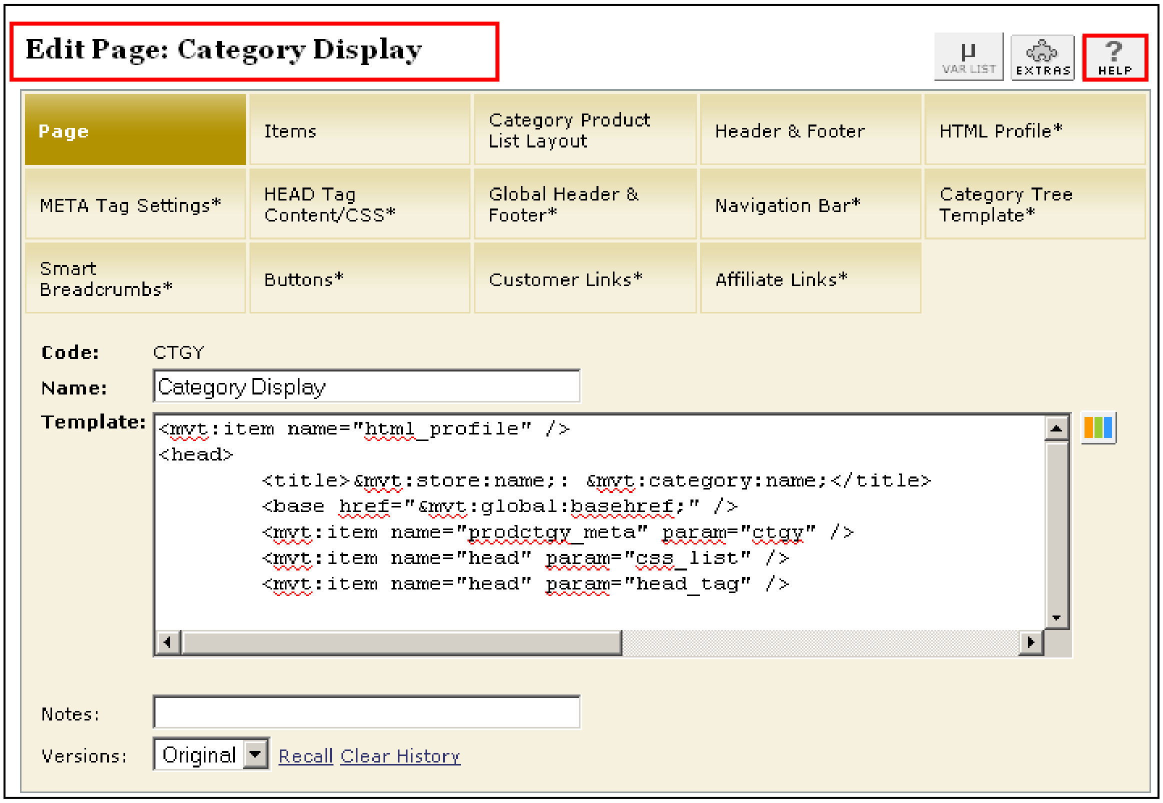
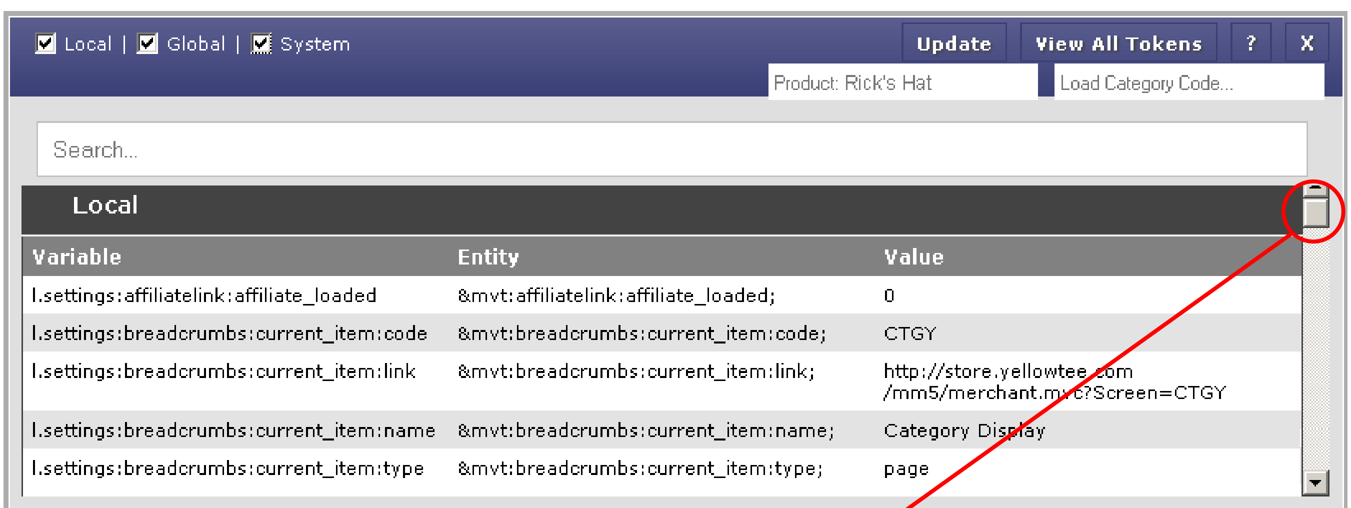
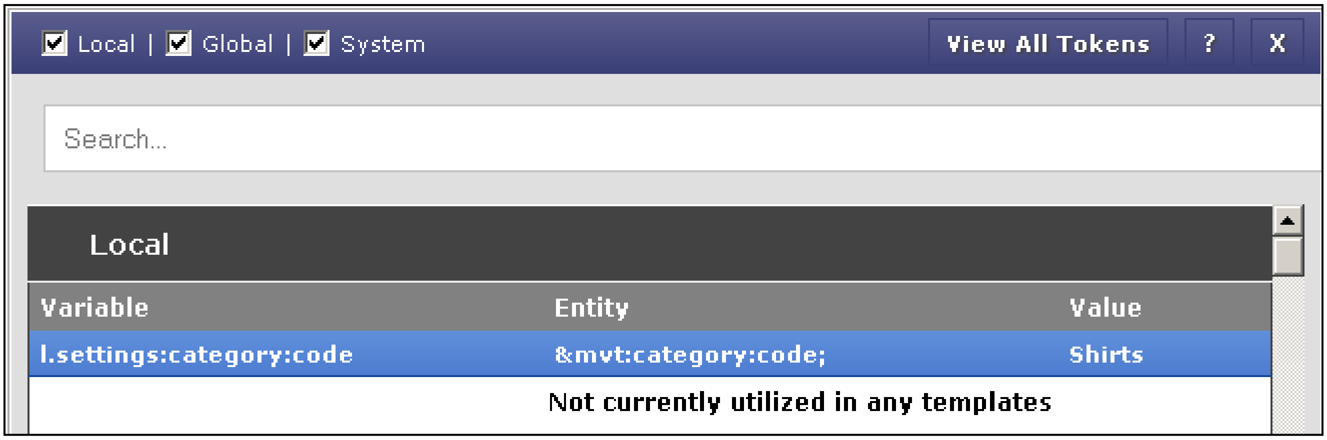


1. Click on the **VAR LIST** button. The var list window appears:

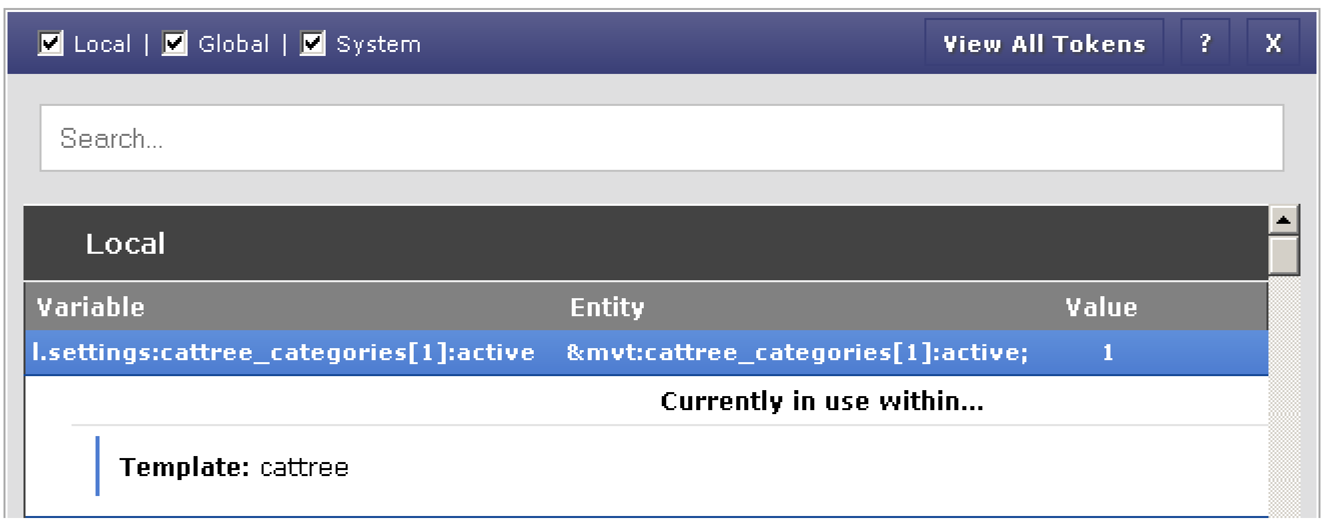


Scroll down to view the global and system variables.

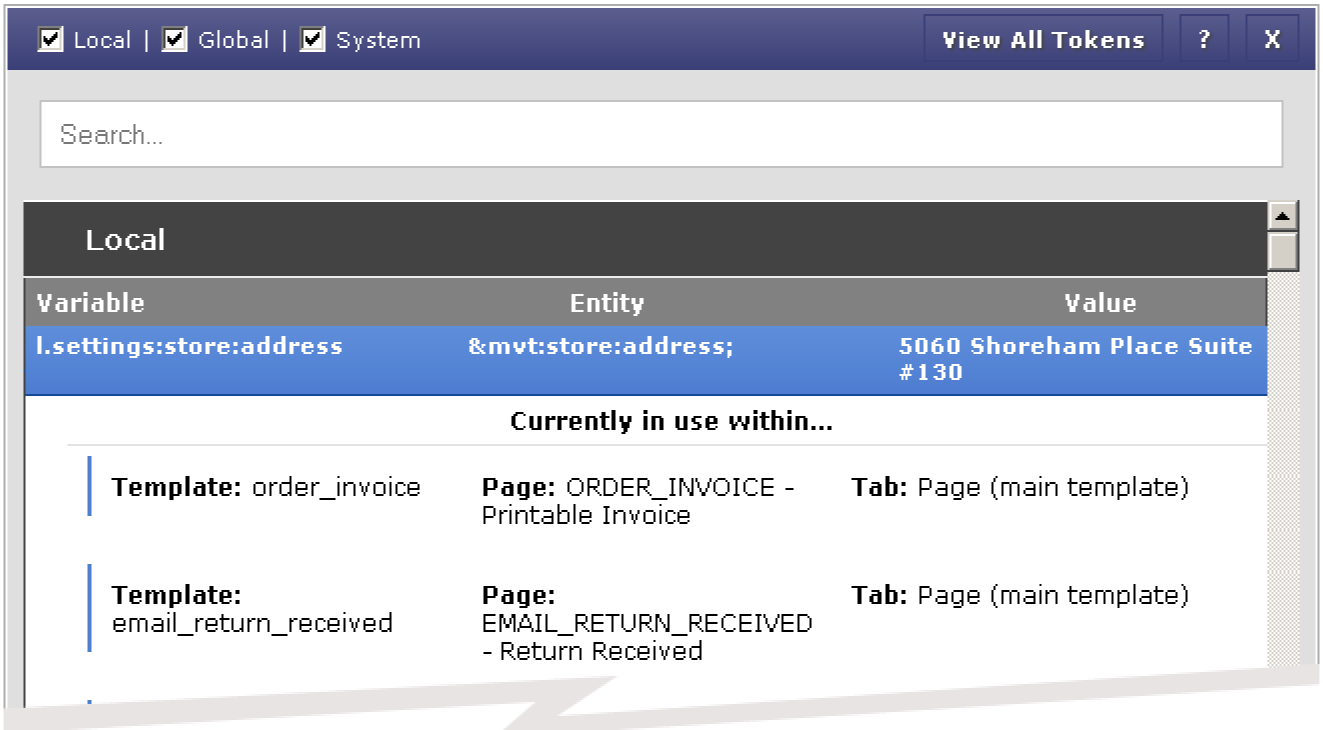
2. The var list window shows you every Miva Merchant variable that can be used in your store. You can click on a variable and see if and where that variable is used.



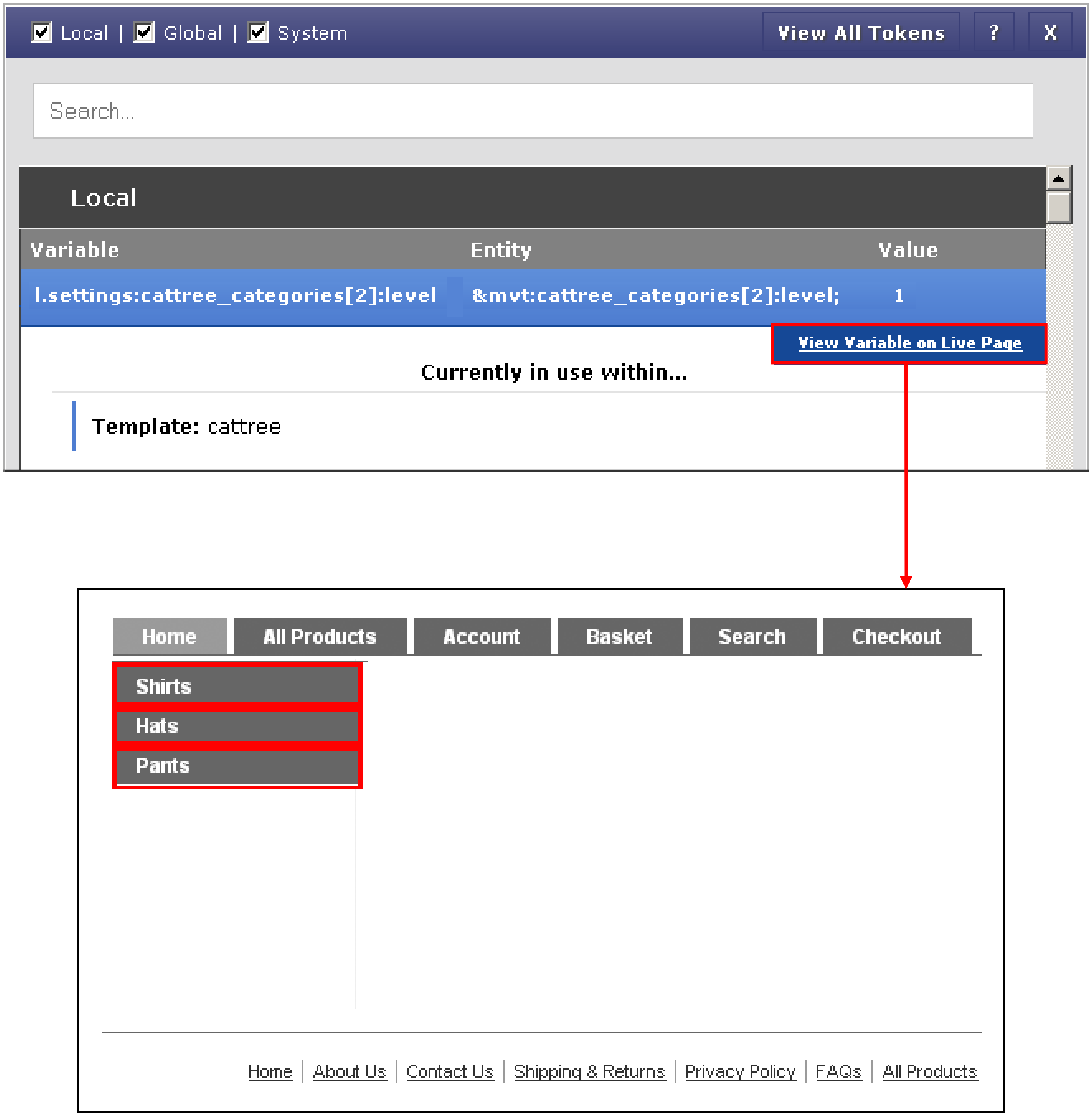
"Not currently utilized" means that the variable you clicked on is not referenced in the template code on any page. If the variable is referenced in some template code, clicking on the variable will show you where the variable is being used.



The currently selected variable is used in the page that you are editing, in the Category Tree Template tab.

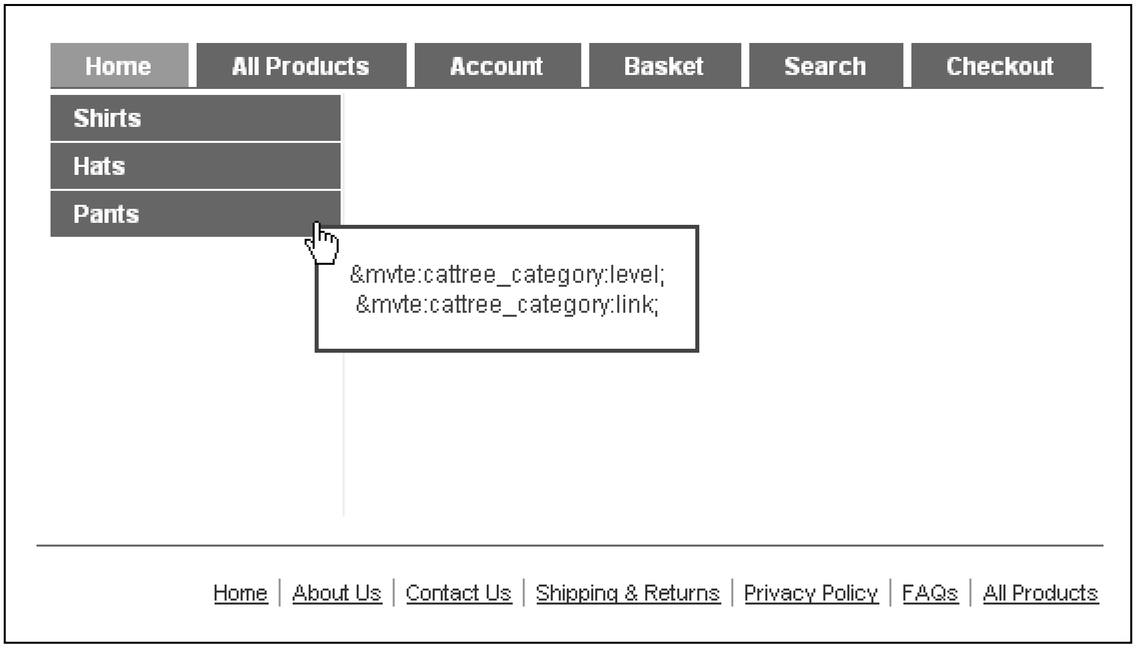


If the variable is used in other pages (not the one that you are currently editing) the screen will show the page, tab, and template where the variable is used.



If the variable is used on the current page and has a runtime value on the current page, you can click on the "View Variable on Live Page" link. A browser window will open to the current page (SFNT in our example) and highlight the variable in red.

Use the **View All Tokens** button to see all of the variables on the current page. For example, if you are editing Pages > SFNT (Storefront) and you click the **View All Tokens** button, a browser window will open to the Storefront page. You can move the mouse over the screen and see all of the variables that are used on that page.



Local / Global / System /

By default, the var list window will show all variables: local, global, and system. Local variables are shown first. You can scroll down the page to see the global and system variables. However, if you only want to look at one type of variable, you can uncheck the others at the top of the screen.

Update

Use the **Update** button to change the default screen that is displayed when you use the **View All Tokens** button. For example:

1. Edit page PROD.
2. Click on the **var list** button.
3. Click the **View All Tokens** button.

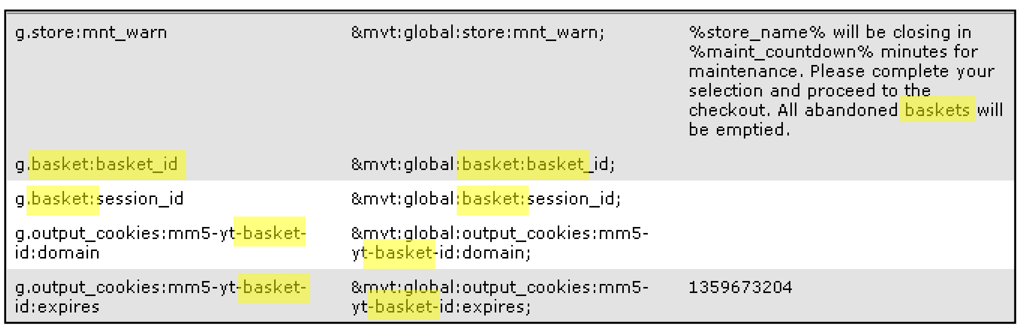
A browser window will open and display the first product in the first category in your store. You can change the default category that will display by entering a different category in the text box and clicking the **Update** button.

By default, clicking View All Tokens will display the first product in the first category.

But you can change this by entering a different category in the text box and clicking Update. When you select View All Tokens, the category that you entered will display in the browser window.

View All Tokens — Opens a browser window to the current page where you can examine the variables that are used on that page. See above.

Search — Enter a string in this field and only records containing that string will appear. For example, if you enter "basket" in this field, entries in the var list will only display if the substring "*basket*" appears in the Variable column, Entity Column, or Value Column.



g.store:mnt_warn	&mvt:global:store:mnt_warn;	%store_name% will be closing in %maint_countdown% minutes for maintenance. Please complete your selection and proceed to the checkout. All abandoned baskets will be emptied.
g.basket:basket_id	&mvt:global:basket:basket_id;	
g.basket:session_id	&mvt:global:basket:session_id;	
g.output_cookies:mm5-yt-basket-id:domain	&mvt:global:output_cookies:mm5-yt-basket-id:domain;	
g.output_cookies:mm5-yt-basket-id:expires	&mvt:global:output_cookies:mm5-yt-basket-id:expires;	1359673204

? — Click the question mark to open a help window.

X — Click the 'X' to close the var list window and return to the Edit Page screen.

Utilities > Mini-Basket

The mini-basket feature was introduced in PR8 update 7. It allows customers to view the contents of their basket in a popup window, without leaving the current page. You can add the mini-basket to any, or all, of your store pages.

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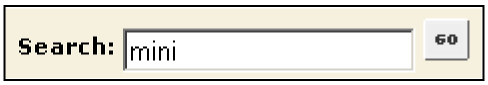
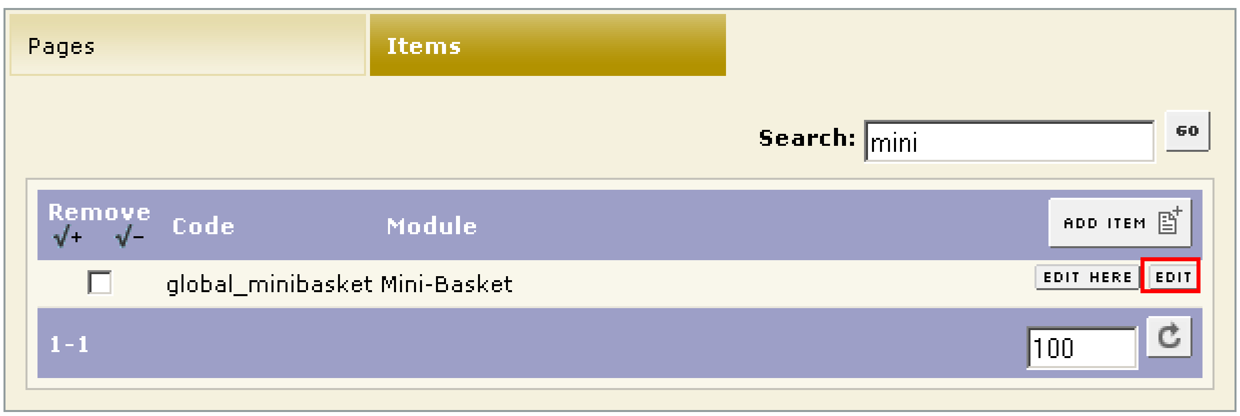
Adding the Mini-Basket to Your Store Pages

Please note that you can have the mini-basket appear in different locations on a page. For example, you can add the mini-basket to a global header or a global footer. In our example below, we'll add the mini-basket to our store's global header.

1. Select Utilities from the leftnav. In the Utilities main screen, check the Mini-Basket checkbox and click **Update**.
2. Select Pages from the leftnav. In the User Interface main screen, select the Items tab.
3. In the Items tab, enter the string "mini" in the **Search** text box and click the **Go** button.



4. Click on the **Edit** button next to "global_minibasket".



5. In the Edit Item: global_minibasket screen, select the Pages tab. In the Pages tab, click on the "✓+" icon to select all pages, then click the **Update** button. This will add the mini-basket feature to all pages in your store, but you can also select pages individually.

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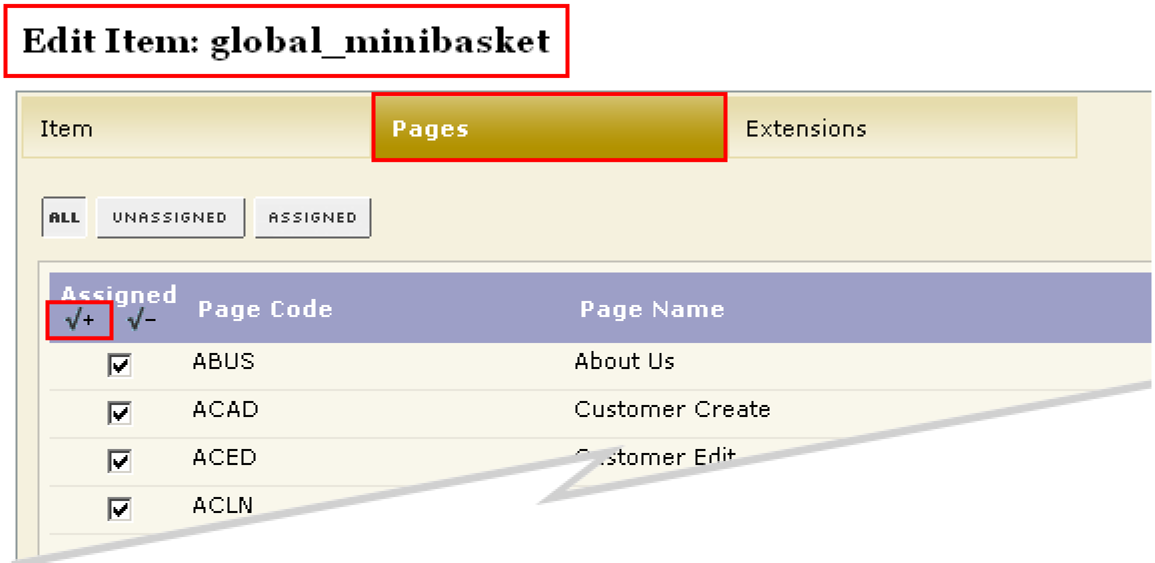
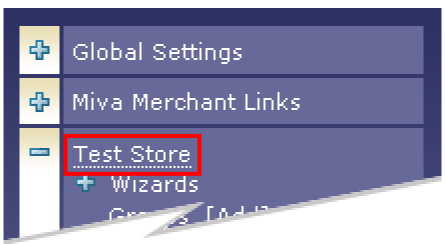
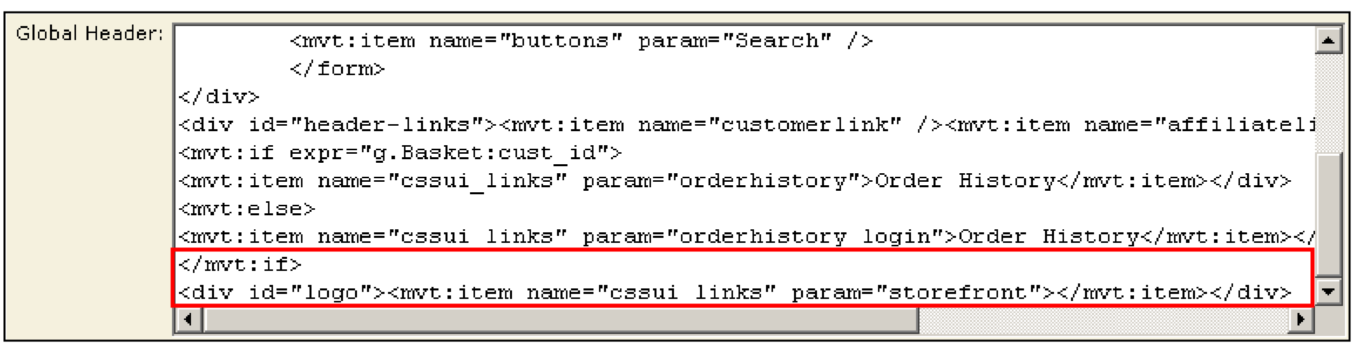


6. In the leftnav click on your store's name, then select the Global Header and Footer tab.



7. In the Global Header and Footer tab, scroll to the bottom of the Global Header text box.



8. Put a new line of code in between the last two lines of code:

This:
</mvt:if>
<div id="logo"><mvt:item name="cssui_links" param="storefront"></mvt:item></div>

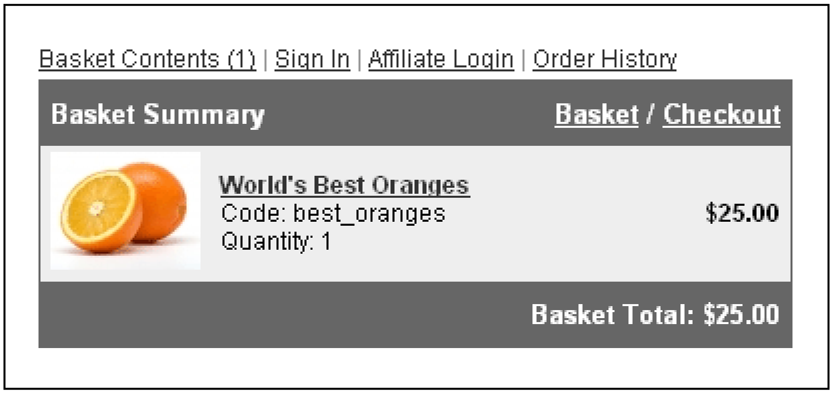
Becomes this:

```
</mvt:if>
<mvt:item name="global_minibasket" />
<div id="logo"><mvt:item name="cssui_links" param="storefront"></mvt:item></div>
```

9. Click **Update**.

To View the Mini-Basket

1. Go to your on-line store. At the top of the screen, you'll see a new link called Basket.
2. Add one product to your basket. Notice that the link at the top of the screen now reads Basket Contents (1).
3. Click on the Basket Contents (1) link and the mini-basket popup appears. If you are using *Image Types*, a product image will appear in the mini-basket. See *Customizing the Mini-Basket* below.



Customizing the Mini-Basket

After you add the mini-basket to one or more of your store pages there will be two new tabs in the Edit Store screen. You can use these tabs to customize the mini-basket. Please see:

- *Edit Store > Mini-Basket*
- *Edit Store > Mini-Basket Image Dimensions*

Utilities > Shipping Estimate

The shipping estimate feature allows customers to get shipping estimates for their current basket, or for individual products, without having to start the checkout process. You can add this feature to any page in your store, but it's usually added to the Product (PROD) and Basket (BASK) pages.

To Enable the Shipping Estimate Feature

1. From the leftnav select Utilities.
2. In the Store Utility Settings screen, click the Shipping Estimate checkbox, then click **Update**.
3. From the leftnav, select Pages.

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4. Edit the BASK or PROD page, then select the Page tab.
5. In the Template text field:
    - If you are editing the BASK page, look for the line:

      <div id="basket-contents" class="editable"><mvt:item name="basket" /></div>

      and change it to:

      <div id="basket-contents" class="editable"><mvt:item name="basket" /></div> <mvt:item name="shipestimate" />

    - If you are editing the PROD page, look for the line:

      <mvt:item name="product_display" />

      and change it to:

      <mvt:item name="product_display" /> <mvt:item name="shipestimate" />

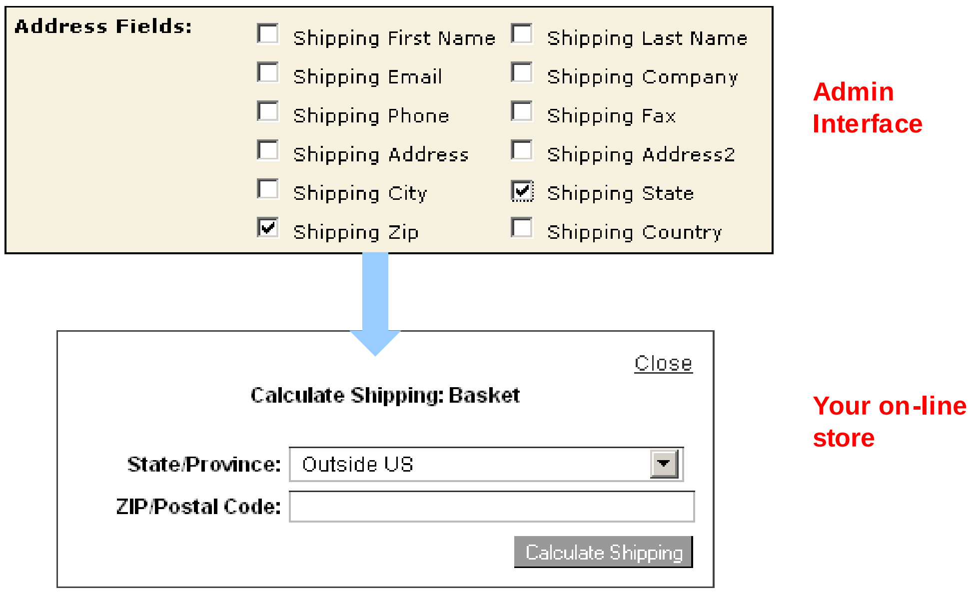
6. Click **Update**.

To Configure the Shipping Estimate Feature

After you add the Shipping Estimate feature to a page (usually PROD or BASK), a new tab will appear called "Shipping Estimates". Edit the PROD or BASK page and select the Shipping Estimate tab.

Mode: Set this field to **Entire Basket** if you are editing the Basket (BASK) page. Set this field to **Single Product** if you are editing the Product (PROD) page.

Address Fields: Whatever fields you select here will appear as required fields in the Shipping Estimate popup in your on-line store. In most cases the customer's zip code and country are enough to get a reasonable estimate of shipping.



Results Display:

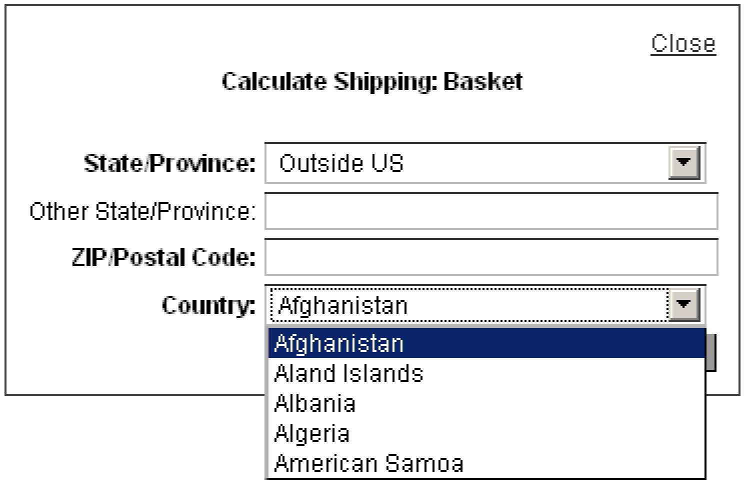
- If you choose "Open in a New Window", when the customer clicks on the Calculate Shipping button a new browser window will open and display the shipping estimates.
- If you choose "Place in Element", when the customer clicks on the Calculate Shipping button the shipping estimates will display in the current window.

Results Page: If you set Results Display to "Open in a New Window", use this field to select the page that you want to use to display the shipping estimates.

For example, if you set Results Page to SERT (Shipping Estimate Rates), when the customer clicks on the Calculate Shipping button, a new browser window will open and display the Shipping Estimate Rates page along with the shipping estimates.

Shipping Countries: If you want a list of countries to appear in the Calculate Shipping dialog box:

1. In *Address Fields*, select the Shipping Country checkbox.
2. In the Shipping Countries field, select the list of countries you want to appear in the Country drop-down list.



Notes: Versions: Recall: Clear: History:	Please see *Appendix B: Common Fields in the Admin Interface*.
Advanced Mode	Click on the advanced mode to display the template code field that controls the Shipping Estimate popup.

To Use the Shipping Estimate Feature

In this example, we'll assume that you added the Shipping Estimate feature to the Basket page (BASK).

1. Go to your on-line store.
2. Add an item to your basket and go to the basket page.
3. Notice that the basket page now has an Estimate Shipping link. Click on the link to open the Shipping Estimator.

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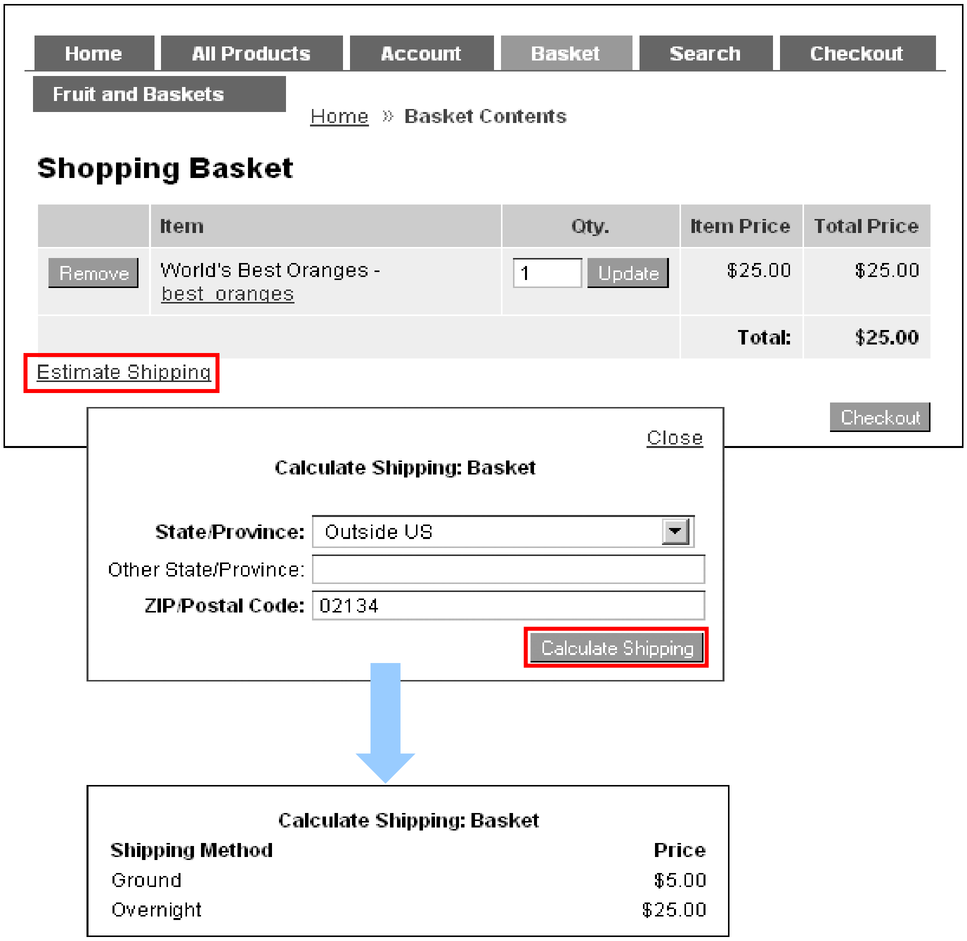


4. If you are logged into your customer account, your zip code will automatically appear in the Calculate Shipping popup. If you are not logged into your customer account, enter your zip code and click the **Calculate Shipping** button. A new browser window opens that displays the estimated shipping cost for every shipping method available in your store.

Utilities > Shop As Customer

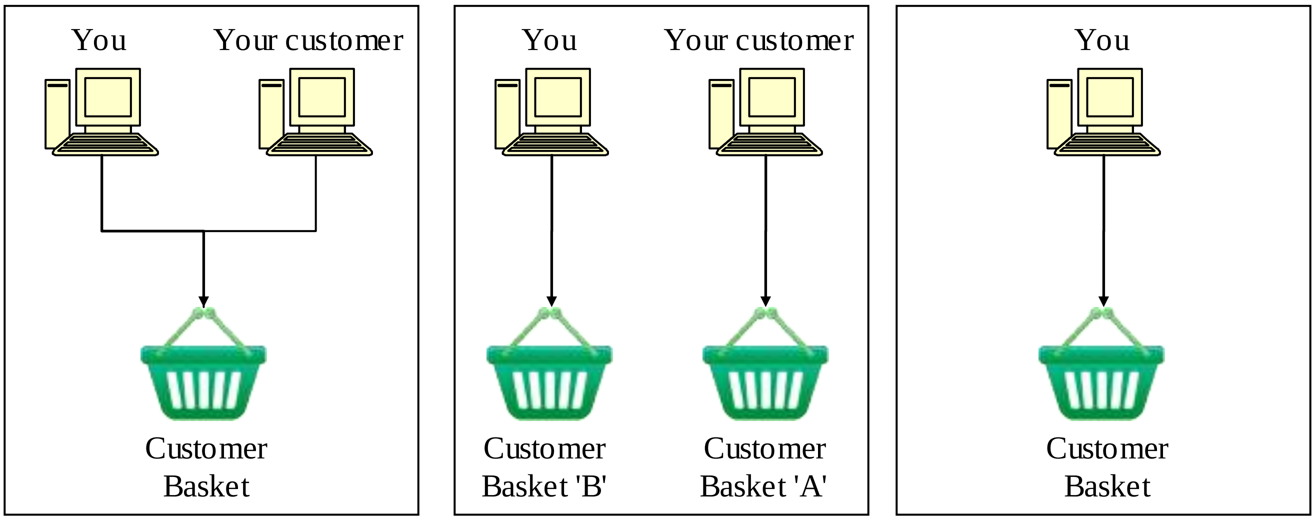
The Shop As Customer feature lets you create, or join, a session in your on-line store using a customer's identity. The main use for Shop As Customer is to help a customer through the checkout process, if they are having trouble.

When a customer logs into your on-line store, the Miva Merchant software creates a *session*. The session is basically a record of the customer and their activities in your store: their username, the time that they logged in, the contents of their basket, etc. Some of the session information is encrypted and stored in a session cookie in the customer's web browser.

In previous releases of Miva Merchant, you could find a customer's username and password through the admin interface, log into your store with those credentials, and help your customer with the checkout process. In current Miva Merchant releases, the user's credentials are encrypted in the database, so you can't view them anymore. The Shop As Customer feature is a safer and more useful way to help customers with checkout.

Shop As Customer can be used in different ways:

Join an existing session.	Create a new session. Customer is logged in.	Create a new session. Customer is **not** logged in.



The customer is logged into your store and has an existing session. When you join their session, you and the customer can view and change the **same** basket.	The customer has logged into your store and has an existing session. You create a new session with the customer's credentials. There are two separate baskets.	The customer is not logged in and doesn't have a session or a basket. You create a session and a basket with the customer's credentials.

To Enable Shop As Customer

1. Select Utilities from the leftnav.
2. In the Store Utilities Settings screen, click the **Shop As Customer** checkbox and click **Update**.

To Use Shop As Customer

1. Select Customers from the leftnav.
2. In the Customers main screen, click the **Edit** button next to a customer's name.

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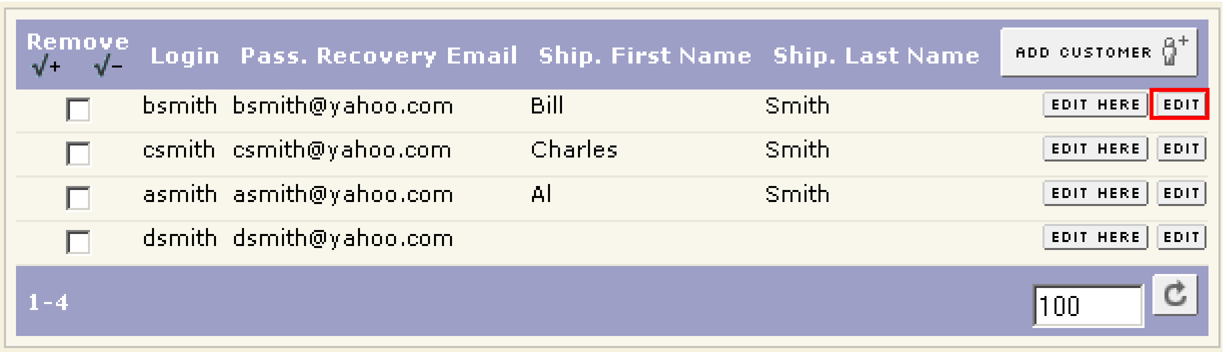
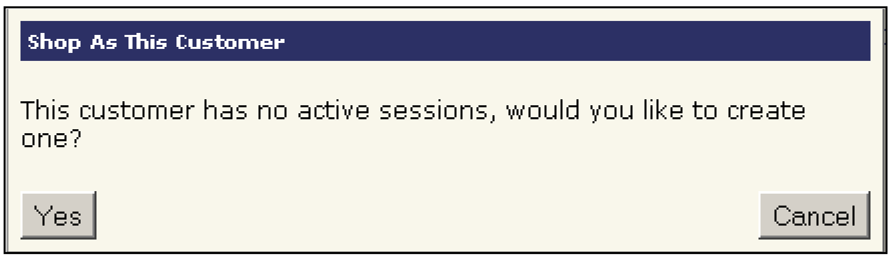
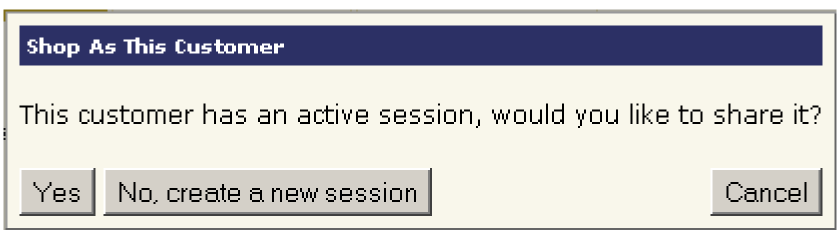


3. In the Edit Customer screen, click the **Shop As This Customer** link. You will see one of the following dialog boxes:



The customer is not logged into your store. Click **Yes** to create a session and basket with their credentials.



The customer is logged in and has a session. Click **Yes** to share the customer's session and basket. Click **No, create a new session** to create a separate session and basket.

- If you have more than one Miva Merchant store, the *store selection* window will open. Select the store where the customer is logged in. A web browser will open showing your on-line store.
- If you only have one Miva Merchant store, a web browser showing your on-line store will immediately open.

Utilities > Google Analytics

Google Analytics is a product from Google that tracks visitor activity in your on-line store. Google Analytics can tell you what pages in your store people have visited, what products customers have purchased, etc. The basic process of working with Google Analytics is:

1. Create a Google Analytics account. Go to **www.google.com/analytics** and click the **Create an account** button.

2. Install Google Analytics in your on-line store. The product is essentially a chunk of JavaScript code that Miva Merchant installs in your store. Once the code is installed, it will track visitor activities in your on-line store.
3. When you want to see what customers have been doing in your store, you log into your Google Analytics account to view the tracking data.

To Install Google Analytics in Your Store

Follow these steps after you have created your Google Analytics account.

1. Select Utilities from the leftnav.
2. In the Store Utilities Settings screen, click the **Google Analytics** checkbox and click **Update**. You'll see three new tabs in the Store Utilities Settings screen:
   - Google Analytics Settings
   - Google Analytics Tracking Code
   - Google Analytics Ecommerce Code
3. Select the Google Analytics Settings tab.

   3.1. Google Analytics ID: this is your Google Analytics account ID. It has a total of eight characters and has the form: "UA-x x x x x - x".

   3.2. Domain: This field is prepopulated with the domain of your Miva Merchant store. You would almost never need to change the domain field.

   3.3. Click the **Update** button.
4. Select the Google Analytics Tracking Code tab.

   4.1. **Domain Tracking**: Gives Google some information about the domains used by your store, and how you want Google Analytics to track activity across those domains.

   When you set up your Google Analytics account, there is a section called "Tracking info" where you tell Google what kind of domain tracking to use. The setting that you select in Miva Merchant should match what you selected in your Google Analytics account.

   - Single top level domain (no subdomain)
   - Single top level domain (include subdomain)
   - Multiple top level domain (include subdomain)

   4.2. **Use Enhanced Link Attribution**: If you selected enhanced link attribution in your Google Analytics account, you must also enable it here.

   But see also:

   About enhanced link attribution
   https://support.google.com/analytics/answer/2558867?hl=en

   for more information.

4.3. **Display Advertising Support**: If you are using Google display ads, enabling this feature gives you more information about those ads. You view the ad information in your Google Analytics account, but it must be enabled in your Miva Merchant store so that it will be collected.

But see also:

http://www.google.com/ads/displaynetwork/

Policy requirements for Display Advertising
https://support.google.com/analytics/answer/2700409?hl=en

for more information.

4.4. **Temporarily Disable Tracking**: If you need to temporarily turn off Google Analytics tracking in your store, click this checkbox, then click the **Update** button. This disables all Google Analytics tracking in your store, but retains your settings so you can easily turn the feature back on again.

4.5. **Advanced mode**: The easiest way to install Google Analytics in your store is to select from the options listed above, and click the **Update** button. The admin interface will automatically install the JavaScript in your store. However, you can use the Advanced Mode to manually install the Google Analytics JavaScript. You might want to do this if Google has released a new version of their code and it isn't officially supported by Miva Merchant yet.

4.5.1. Copy the JavaScript from the Google page. (You have to find out from Google where the code is located on their site.)

4.5.2. In the Google Analytics Tracking Code tab, click the **Advanced Mode** link.

4.5.3. Replace any existing code in the **Main Template** field with code that you copied from the Google page.

4.5.4. Click the **Update** button.

4.6. When you have finished making your changes and selection on the Google Analytics Tracking Code tab, click the **Update** button.

> At this point Miva Merchant will automatically install the Google Analytics JavaScript code. Unless you are an advanced user, you don't need to do anything more.

5. Select the Google Analytics Ecommerce Code tab. Most users will never need to change anything on this tab.

The JavaScript for Google Analytics has two main parts:

- A "basic" section of JavaScript code that tracks visitors and visitor movement in your store.
- An ecommerce section of JavaScript code that tracks purchases in your store.

Just by setting up your Google Analytics account you get the "basic" JavaScript code, but in the Profile Settings section of your Google Analytics account you can choose to track ecommerce.

When you click on the **Update** button at the bottom of the **Google Analytics Tracking Code** tab, Miva Merchant will install the correct JavaScript in your store. You don't need to do anything else.

The Ecommerce Tracking Template field on the Google Analytics Ecommerce Code tab shows you the Google ecommerce JavaScript code. This code is only installed on your invoice (INVC) page. Advanced users might modify this code if they were testing a new version of some Google Analytics JavaScript, but most users won't need to change anything on this tab.

Utilities > Import Data

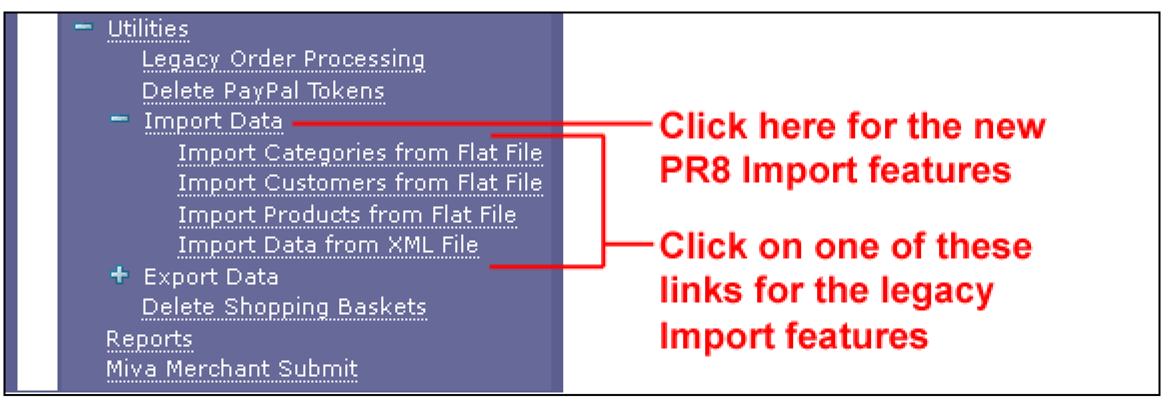


Figure 6: Upgraded stores look like this

You can access the import features introduced in PR8 by clicking on the Import Data link. Import features from previous versions are still available as links under the Import Data heading.

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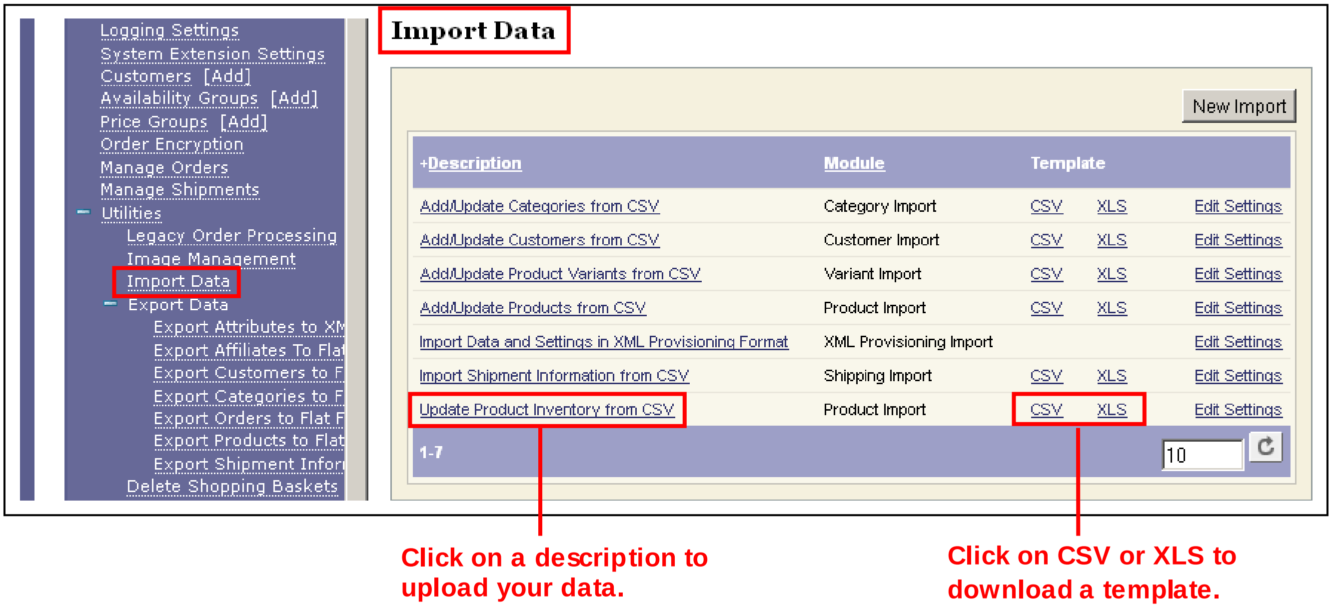


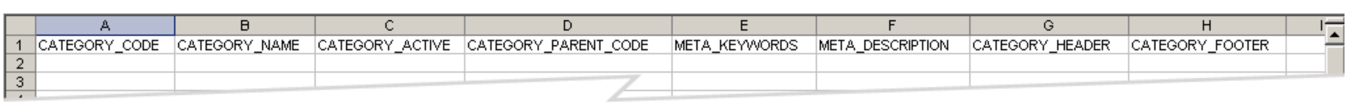
Figure 7: New stores look like this

The Import Data screen allows you to import many types of data in batch quantities, such as: Categories, Customers, and Products.

The General Process of Importing

The specific information that you import will vary depending on the template that you use, but the general process of importing data is the same.

1. **Download a data file template**. Click on a CSV or XLS link to download a data file template. This file is designed to be opened in a spreadsheet program.

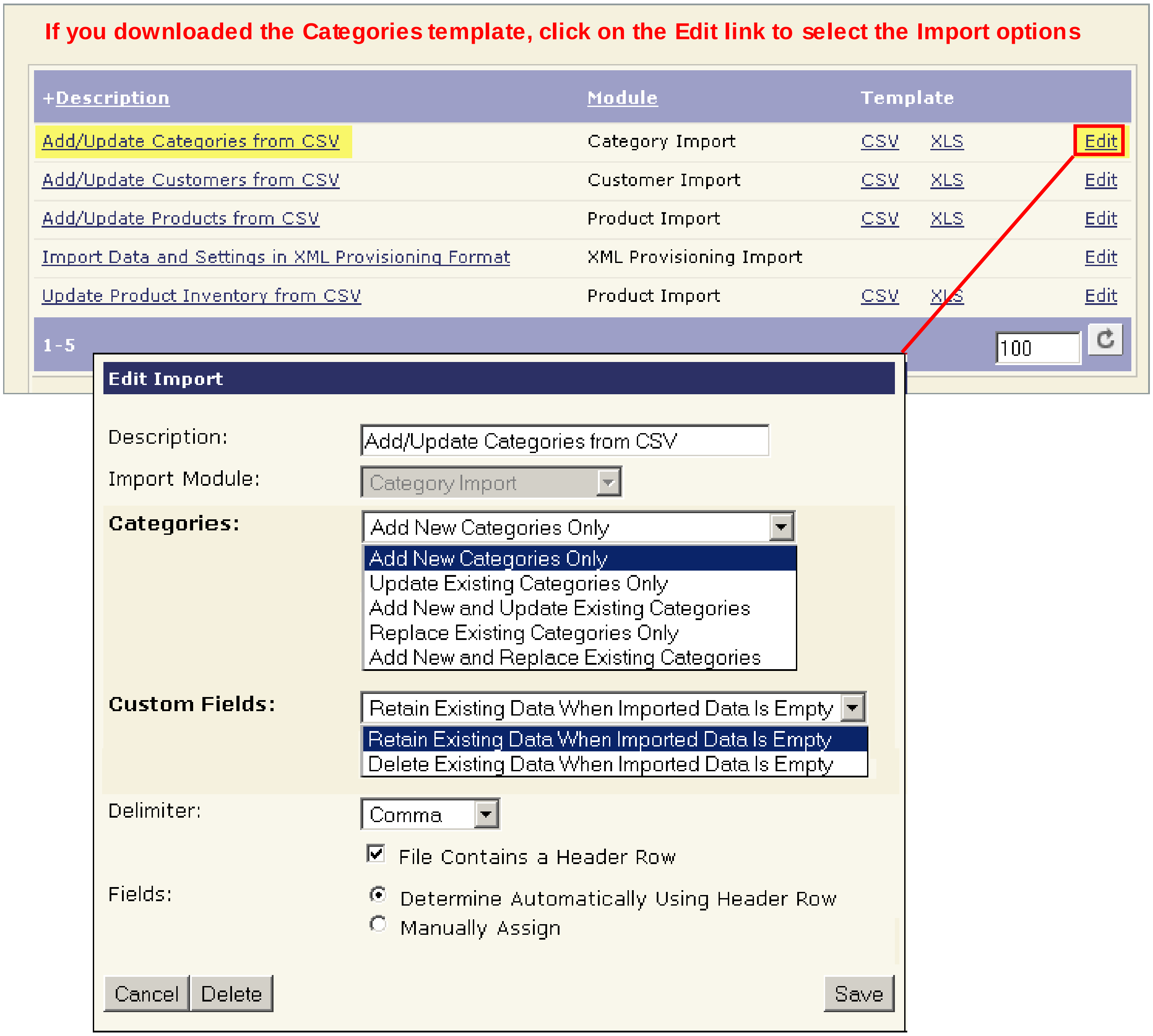


You can download this template by clicking on the "Add/Update Categories from CSV" link.

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_categories.csv" to avoid confusion.

2. **Add your data to the template**. NOTE: regardless of which file format 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**. Click on the Edit link for the template that you downloaded. The Edit Import dialog box appears:

Import Data



The Edit Import dialog box contains options that determine how your imported data will be processed. These options vary depending on what type of data you are uploading. See *To Create and Save Import Options* for more information.

4. **Upload your data file**.

   4.1. If you downloaded the "Add/Update Categories From CSV" file template and now you want to upload your populated data file, click on the "Add/Update Categories from CSV" link.

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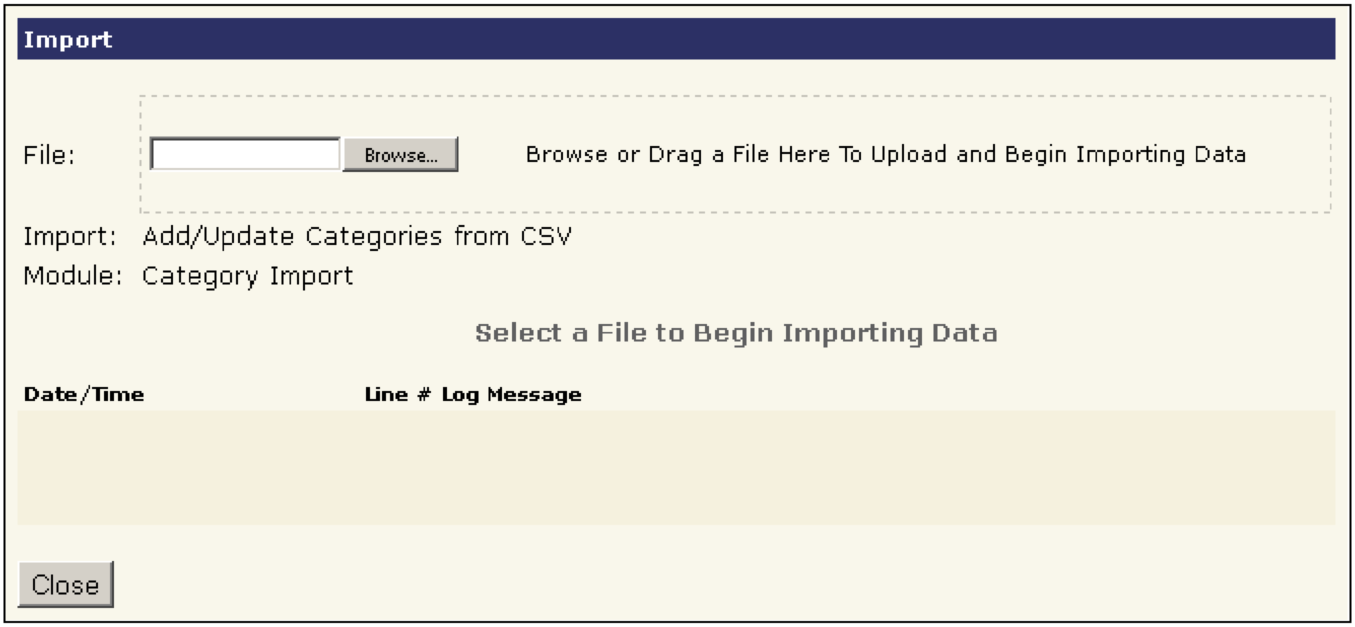

Figure 8: The Import dialog box before uploading.

- 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.

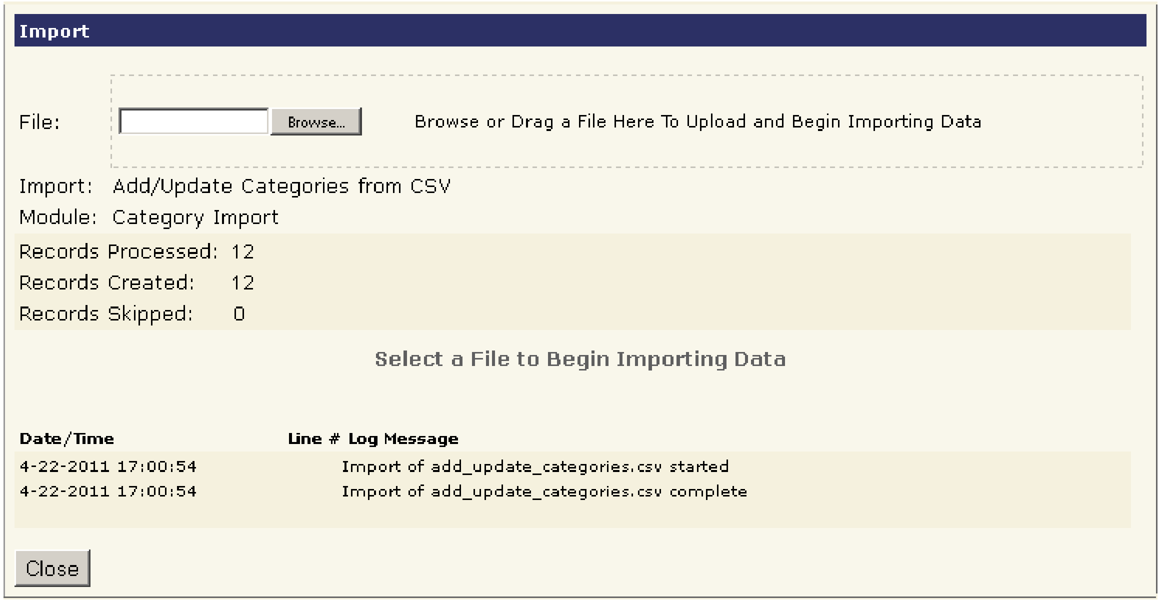

Figure 9: Select your data file. The data will be processed, and the result displayed.

Columns Used in the Default Import Templates

Add/Update Categories from CSV

category_code
category_name
category_active
category_parent_code
meta_keywords
meta_description
category_header
category_footer

Add/Update Customers from CSV

customer_login
customer_password
customer_lost_password_email
customer_shipping_first_name
customer_shipping_last_name
customer_shipping_address
customer_shipping_address2
customer_shipping_city
customer_shipping_state
customer_shipping_zip
customer_shipping_country
customer_shipping_email
customer_shipping_phone
customer_shipping_fax
customer_shipping_company
customer_billing_first_name
customer_billing_last_name
customer_billing_address
customer_billing_address2
customer_billing_city
customer_billing_state
customer_billing_zip
customer_billing_country
customer_billing_email

customer_billing_phone
customer_billing_company
customer_billing_fax

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. Select Utilities > Import Data.
2. In the Import Data screen, click the **Edit Settings** button next to Add/Update Product Variants from CSV.

   2.1. 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.

   2.2. When you are done with your changes to the Edit Import dialog box, click **Save**.

3. In the Import Data screen, click on the CSV or XLS link to download the product variant template.

4. Add your product variant data to the template.
5. Use the standard process to import your data. See *Utilities > Import Data*.

	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	HIJ123	$199.00	100	Description - I	2	1	1
3	hat		Sample Hat	DEF132	$25.78	5	Description - I	2	1	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	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 10: A sample product variant template with data, rows A-J

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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	appearal,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 11: 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 12: 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.

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

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

Add/Update Products from CSV

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.

product_code
product_name
price
weight
taxable
thumbnail_URL
attribute_template_code
meta_description
product_footer
image_type:_back
current_stock_level

product_sku
category_codes
cost
description
active
image_URL
meta_keywords
product_header
image_type:_front
track_product_inventory
adjust_stock_by

in_stock_message_short	in_stock_message_long
track_low_stock_level	low_stock_level
low_stock_message_short	low_stock_message_long
track_out_of_stock_level	out_of_stock_level
hide_out_of_stock_products	out_of_stock_message_short
out_of_stock_message_long	limited_stock_message

Import Data and Settings in XML Provisioning Format

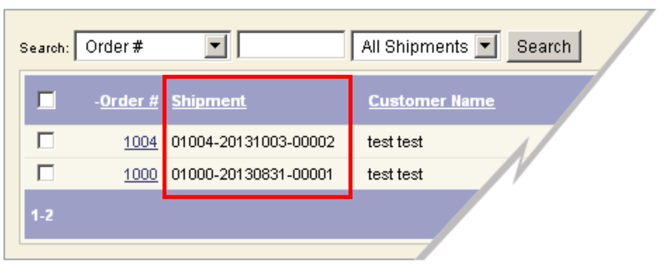
This format is for store owners who are doing more complex data processing, typically in conjunction with another software system, such as an accounting or ERP system.

Import Shipment Information from CSV

The Shipment Information template has the following fields:

- **Order**: the order number.
- **Shipment_Code**: uniquely identifies a shipment. See *Manage Shipments*. If you enter a value in this field, the shipment will be marked as shipped in the database. See Manage Shipments > Shipment column for examples of shipment codes.

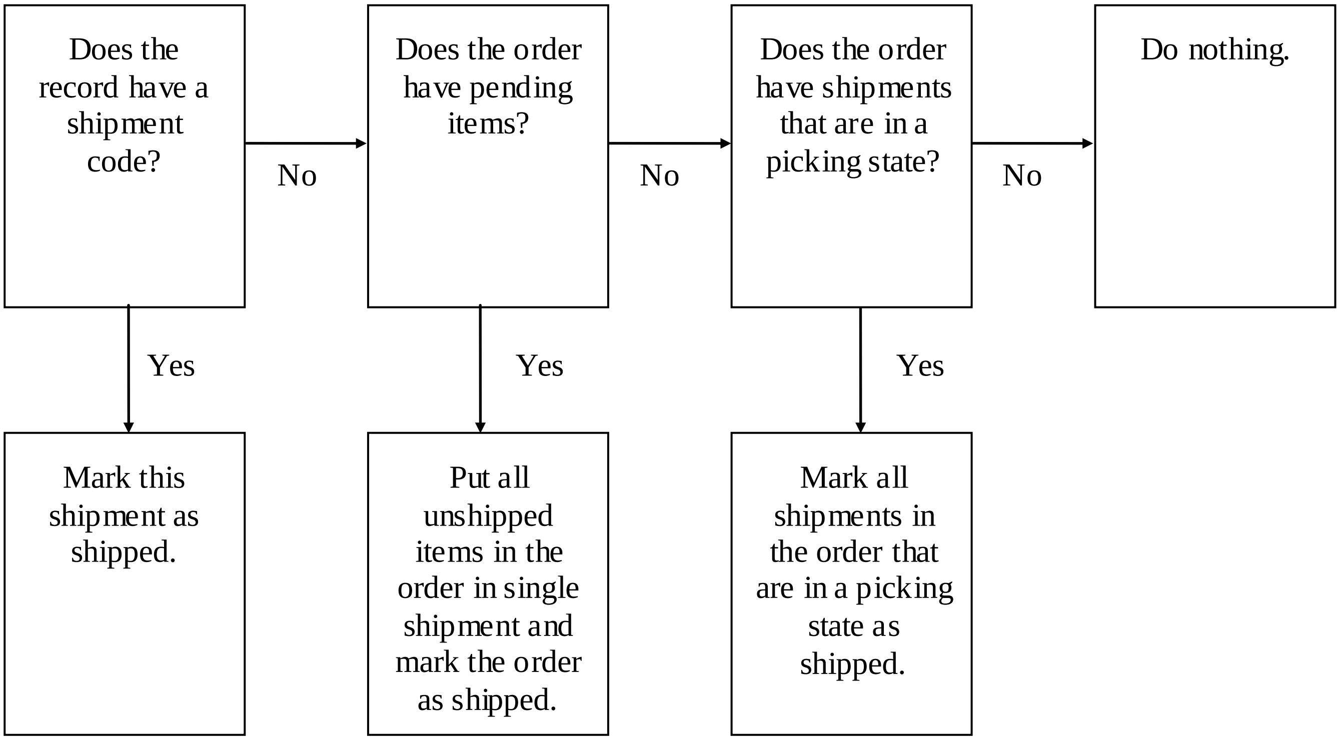
Manage Shipments



- **Tracktype**: uniquely identifies a carrier. The tracktype in Miva Merchant is a string associated with an URL. See *Global Settings > 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 processes the records in the following way:



Update Product Inventory from CSV

> 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.

product_code
current_stock_level

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. Click the Edit link next to the template that you downloaded. (See *The General Process of Importing* for an example). In the Edit Import dialog box, select the options that will determine how your data is processed and click Save.
2. Click the **New Import** button. In the Add Import dialog box, select the options that will determine how your data is processed, and save your settings.

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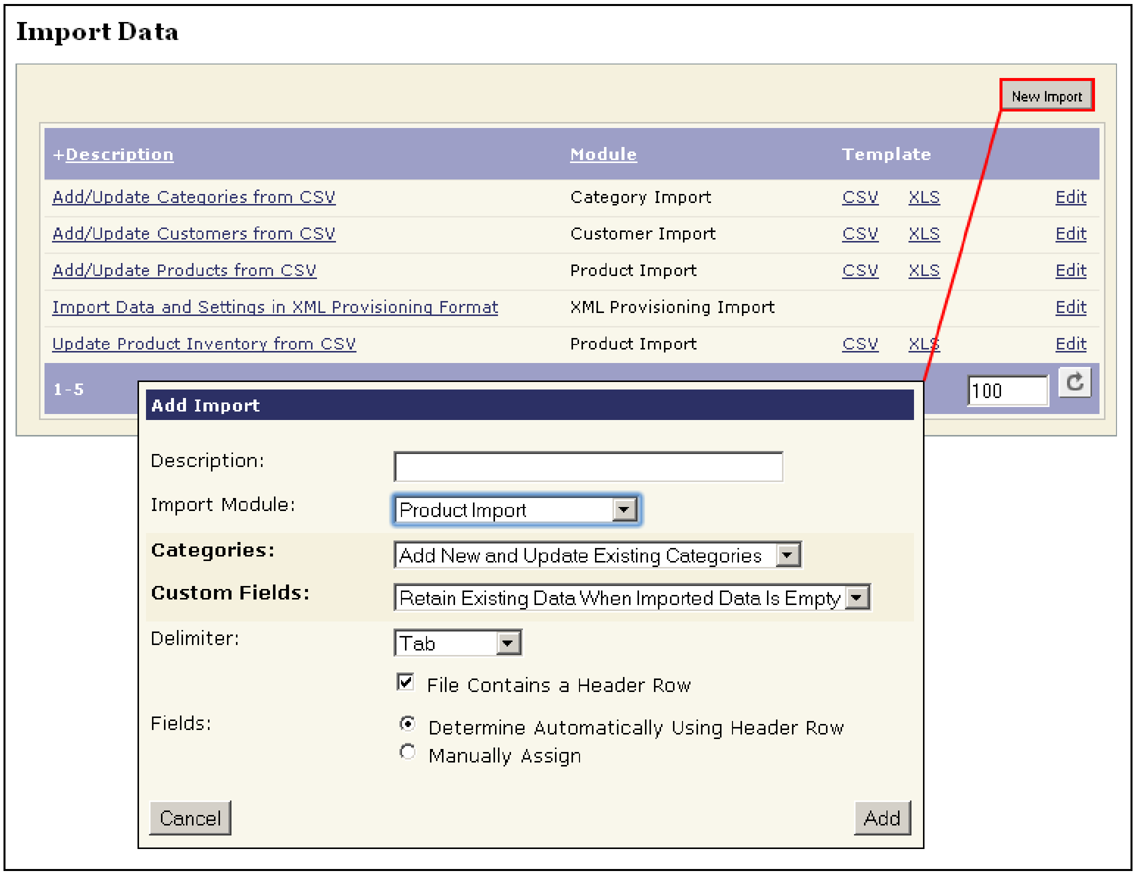

It's important to note that the Add Import dialog box does not create a new spreadsheet template. This dialog box only allows you to select some processing options and save those options under a name.

To Create and Save Import Options

1. In the Import Data screen, click the **New Import** button.
2. 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
     - Customer
     - Product
     - XML Provisioning
   - **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 (Store Name > Utilities > Modules tab > *Custom Fields* checkbox), 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 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 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**:

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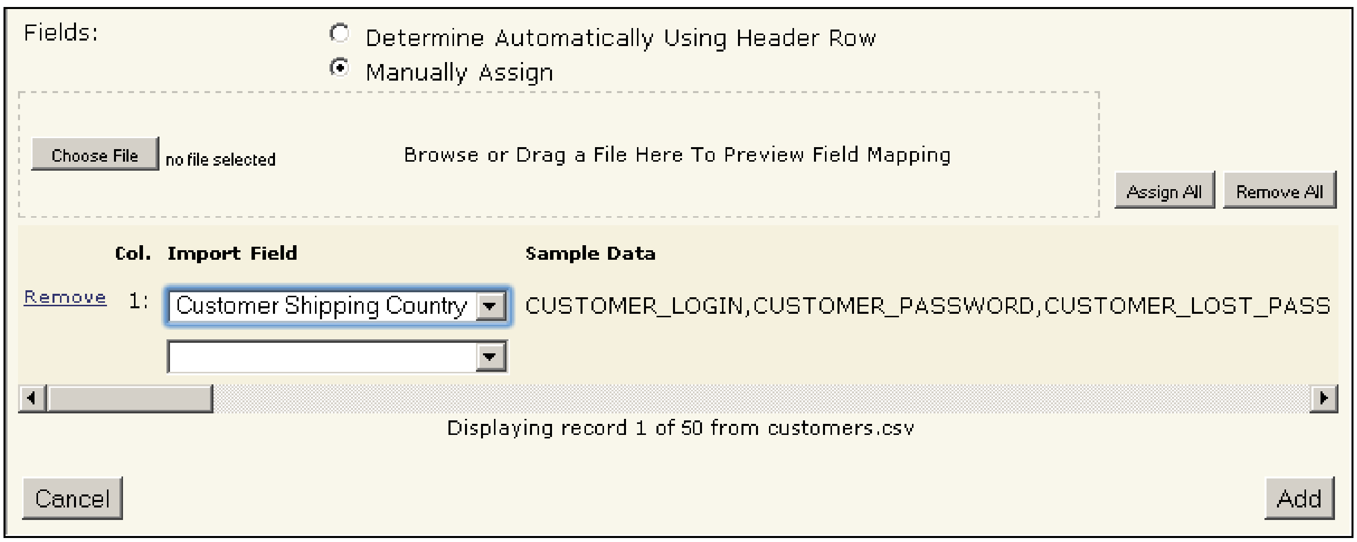
- **Determine Automatically Using Header Row**: If you select this field the import process will examine the column headings in your spreadsheet and figure out what fields in the database they represent. This is the appropriate option for most users if you have not changed the column names in the spreadsheet 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. Click on the **Choose File** button to load your spreadsheet from your local machine. Next, use the Import Field drop-down list to select a field from the database. In the example below, column 1 in the spreadsheet will be mapped to the Customer Shipping Country field in the database. Repeat these steps for every column in your spreadsheet.

> 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.



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. Use the Add Import dialog box to create and save the following two settings:

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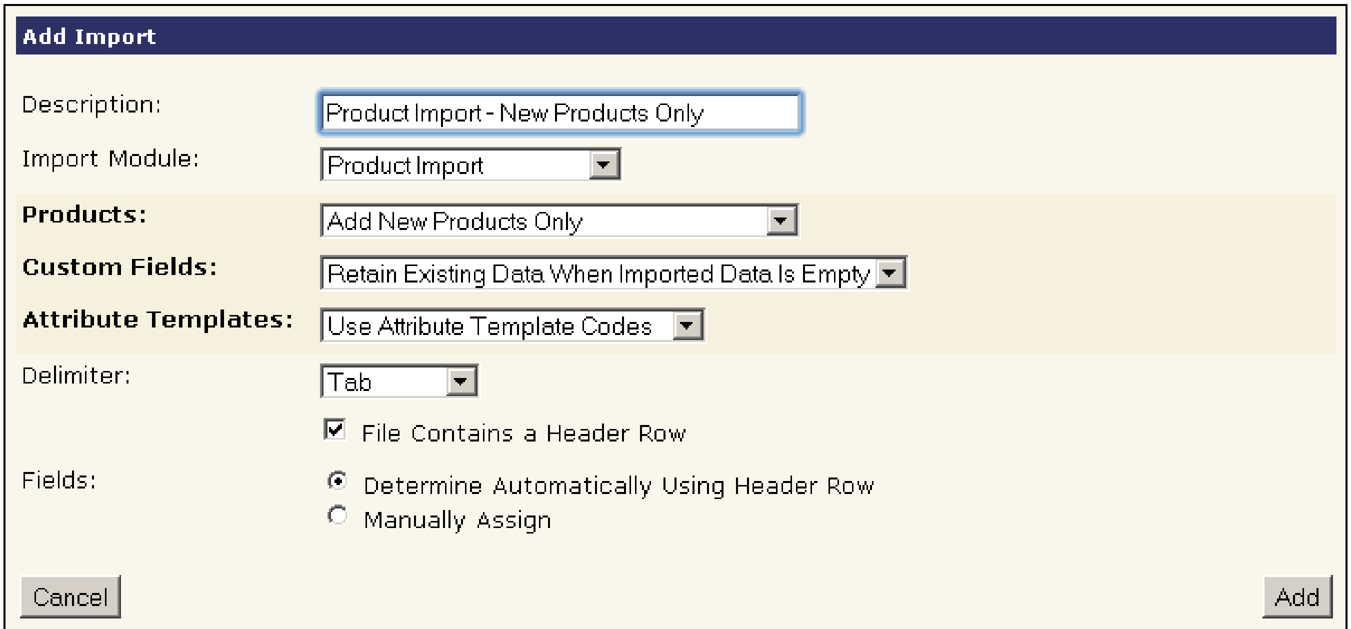
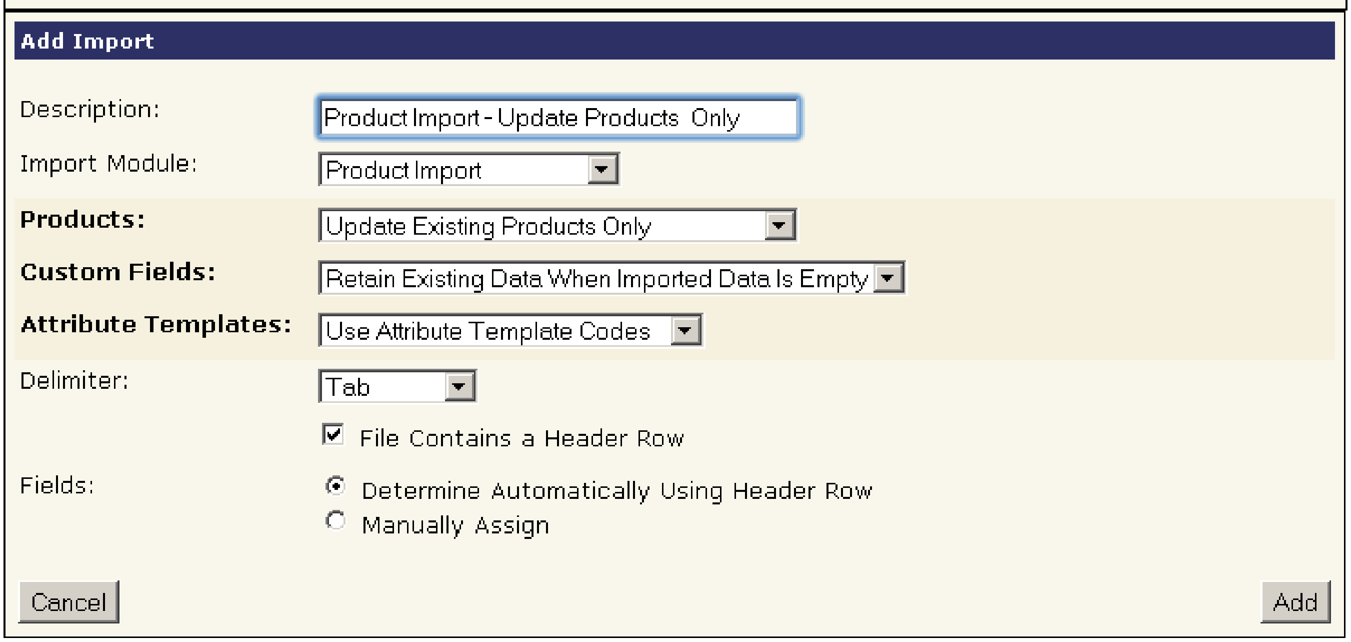
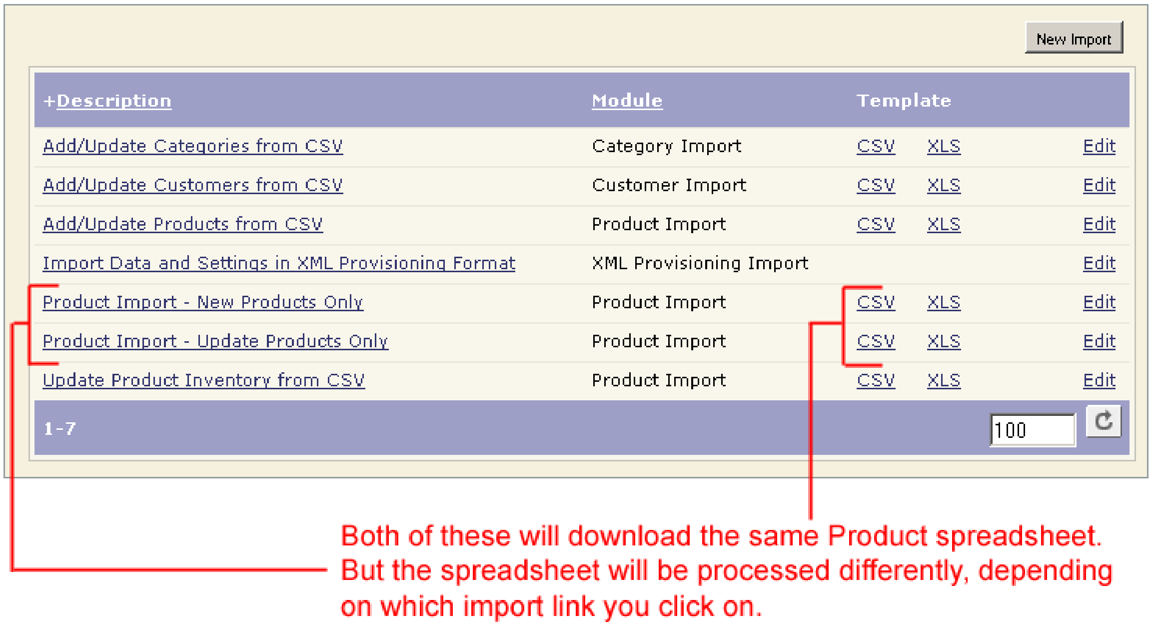




2. After you create and save both of the above, you'll see them in the Import Data main screen:

Import Data



Utilities > Export Data

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 software.

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 mailing. 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. In the **Export Product Attributes to File** field, enter a filename.
2. Choose whether you want the file to be emailed to you or created and left on the server.
   - **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.
3. 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.
4. Choose the Export Setting:
   - **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.
5. Click the **Export** button.
   - 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 released before PR8 Update 7.

Export Affiliates To Flat File

1. In the **Export Affiliates to File** field, enter a filename.
2. 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.
3. Select the affiliate fields that you want to export.

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4. Choose the Export Format. You can set the field delimiter to a tab or any other character.
5. 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.

6. In the **Export Customers To Flat File** field, enter a filename.
7. 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.
8. Choose whether you want the file to be emailed to you or created and left on the server.
   - **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.
9. Select the customer fields that you want to export.
10. Choose the Export Format. You can set the field delimiter to a tab or any other character.
    - **Customer Import**: This is the default import process. Choose this format if you are using the import process introduced in PR8 (*Utilities > Import Data*).
    - **Legacy Import Customers From Flat File**: Choose this format if you are using the import process that existed before PR8.
    - Choose a **Delimiter** for the file.
11. Click the **Export** button.

Export Categories To Flat File

1. In the **Export Categories To File** field, enter a filename.
2. 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.
3. Choose whether you want the file to be emailed to you or created and left on the server.
   - **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.
4. Select the fields that you want to export.
5. Choose the Export Format. You can set the field delimiter to a tab or any other character.

- **Category Import**: This is the default import process. Choose this format if you are using the import process introduced in PR8 (*Utilities > Import Data*).
- **Legacy Import Categories From Flat File**: Choose this format if you are using the import process that existed before PR8.
- Choose a **Delimiter** for the file.

6. Click the **Export** button.

Export Orders To Flat File

1. In the **Export Orders To File** field, enter a filename.
2. 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.
3. Choose whether you want the file to be emailed to you or created and left on the server.
    - **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.
4. Choose the Export Setting.
    - All Orders
    - All Unbatched Orders: only export those orders that are not part of a *Batch*.
5. Choose the Export Format. You can set the field delimiter to a tab or any other character.
6. Click the **Export** button.

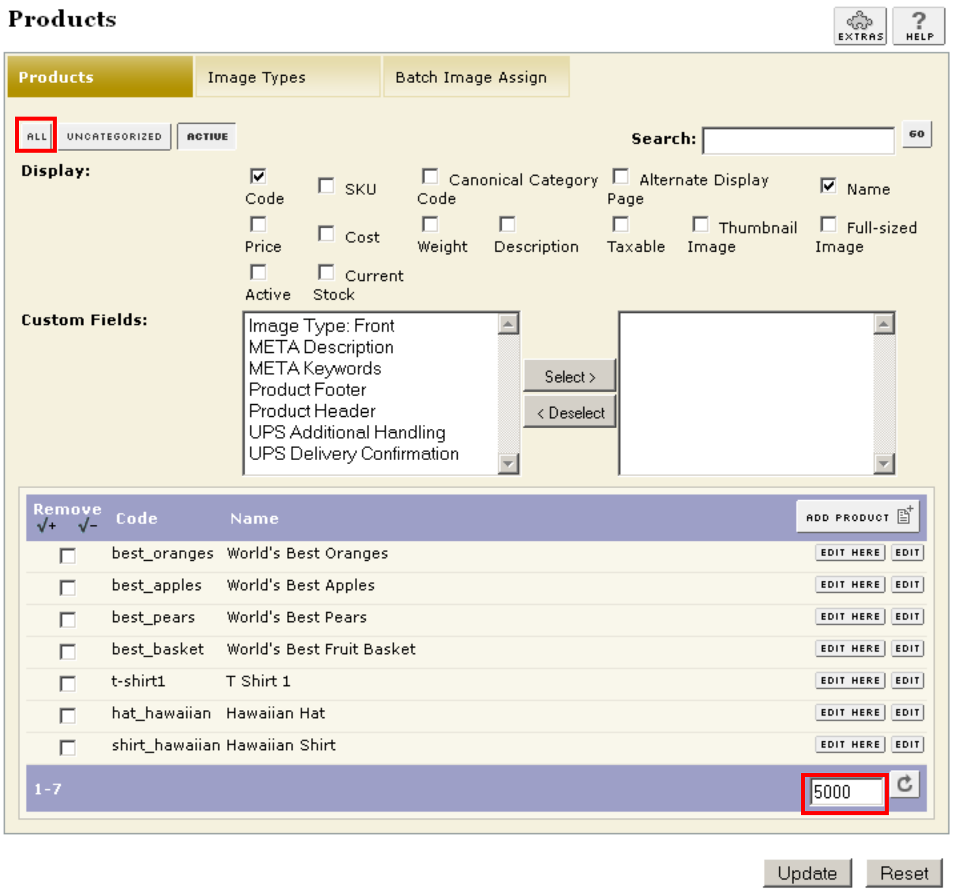
Export Products To Flat File

1. In the **Export Products To File** field, enter a filename.
2. 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.
3. Choose whether you want the file to be emailed to you or created and left on the server.
    - **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.
4. Choose the **Product Settings**. 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:
        1. Select Products from the leftnav.
        2. Click the **All** button in the top left corner.
        3. In the bottom right corner of the screen, set the display list size to a very large number.

4. Click the **Update** button.



5. Select the **Export Fields**.
6. Choose the Export Format.
   - **Product Import**: This is the default import process. Choose this format if you are using the import process introduced in PR8 (*[Utilities > Import Data]*).
   - **Legacy Import Products From Flat File**: Choose this format if you are using the import process that existed before PR8.
   - **Miva Merchant XML Provisioning**:
   - Choose a **Delimiter** for the file. You can set the field delimiter to a tab or any other character.
7. Select the 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.
8. Click the **Export** button.

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Export Shipment Information to Flat File

1. In the **Export Shipments to File** field, enter a filename.
2. Choose whether you want the file to be emailed to you or created and left on the server.
    - **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.
3. 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.
4. Choose a **Delimiter** for the file. You can set the field delimiter to a tab or any other character.
5. Click the **Export** button.

See also *Import Shipment Information from CSV*.

Utilities > 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.

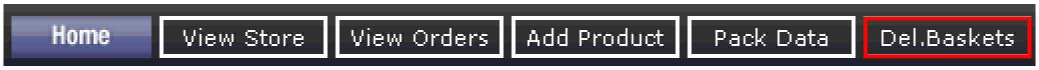
You can prevent this from happening by:

- Setting the *Basket Timeout (Minutes)* 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 *Basket Inventory*. Miva Merchant can report how many items are currently in baskets.

To Delete Expired Shopping Baskets

1. In the *Launchpad*, click on Del.Baskets.



Clicking on this button automatically takes you to:

Utilities > Delete Shopping Baskets

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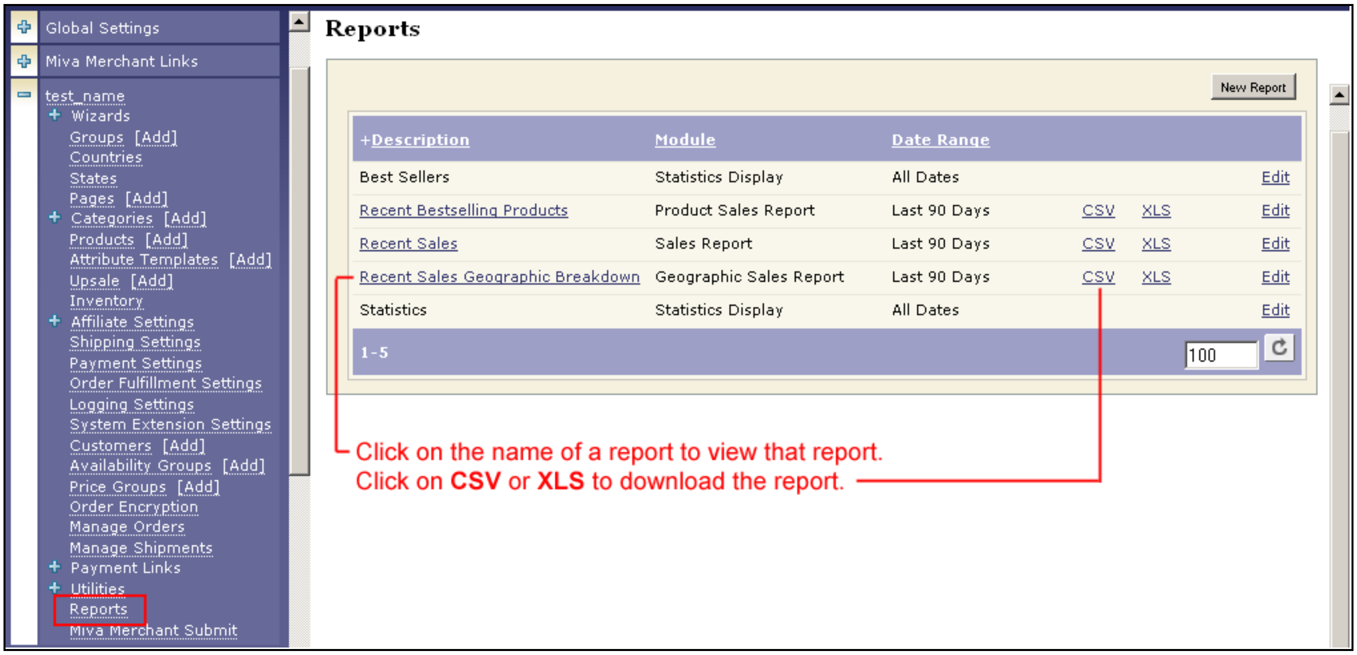
2. In the Delete Shopping Baskets screen, select:
   - **Perform Module Cleanup Tasks**: Some third party modules install and use their own tables in your store's database. If a third party module has been configured with some kind of table cleanup code, and you check this box and click the **Delete** button, it will cause the table cleanup code in that module to run.
   - **Delete only expired shopping baskets 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.
3. Click the **Delete** button.

Reports



Miva Merchant ships with five default reports:

- Best Sellers
- Recent Best Selling Products
- Recent Sales
- Recent Sales Geographic Breakdown
- Statistics

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.

Viewing a Report

In the Report main screen, click on the name of a report to view it. The report will open in a new window.

New/Edit Report

In the Reports main screen, click on the **New Report** button, or click on the Edit link next to an existing report. The Add Report / Edit Report dialog box will appear. The fields that show up in the New 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

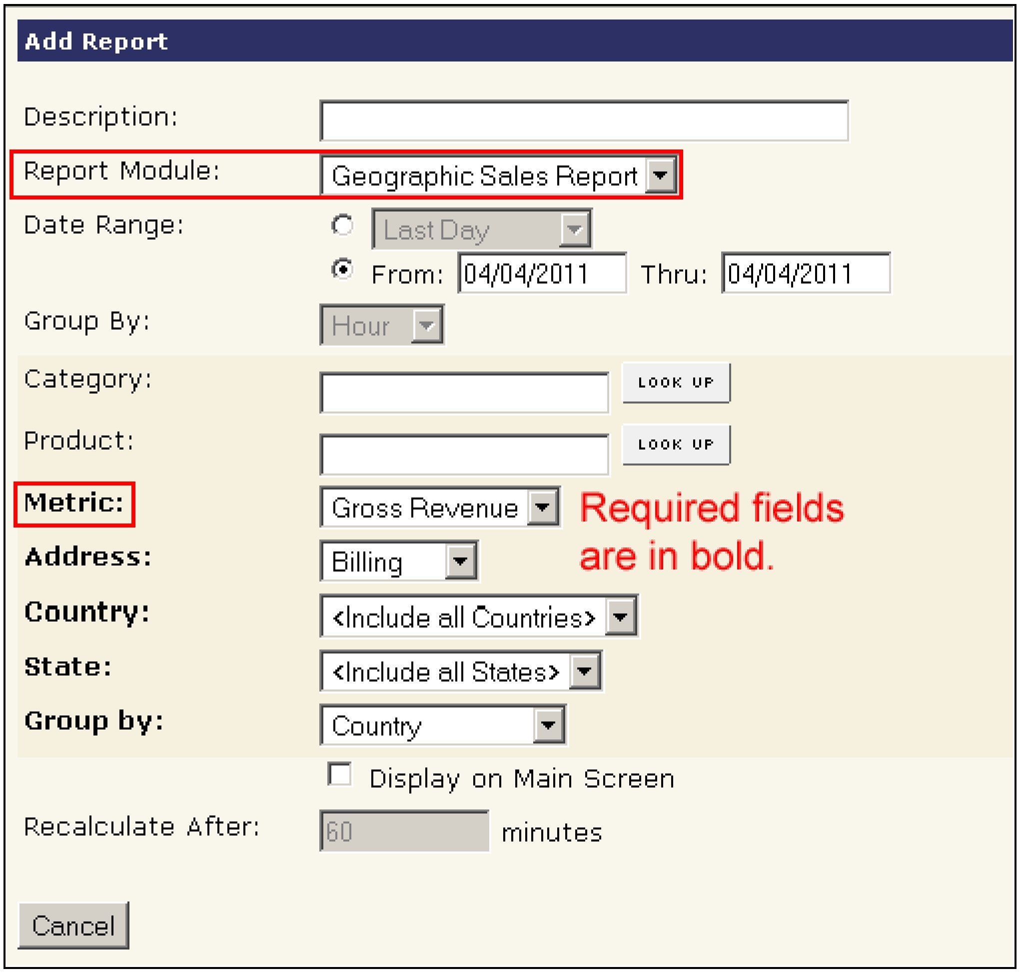
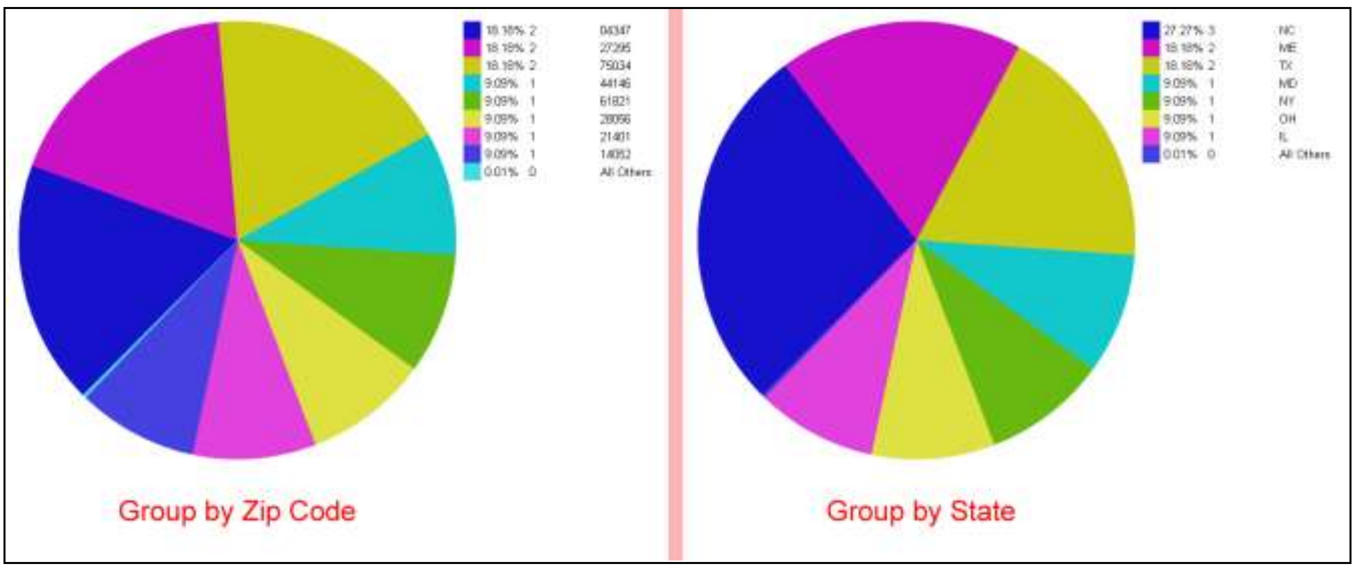


Figure 13: Fields used by the Geographic Sales Report

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 on Main Screen:	Choose to display this report in the admin main page. 
Recalculate After:	Automatically refresh the report data if it is being displayed in your admin main page.



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Product Sales Report

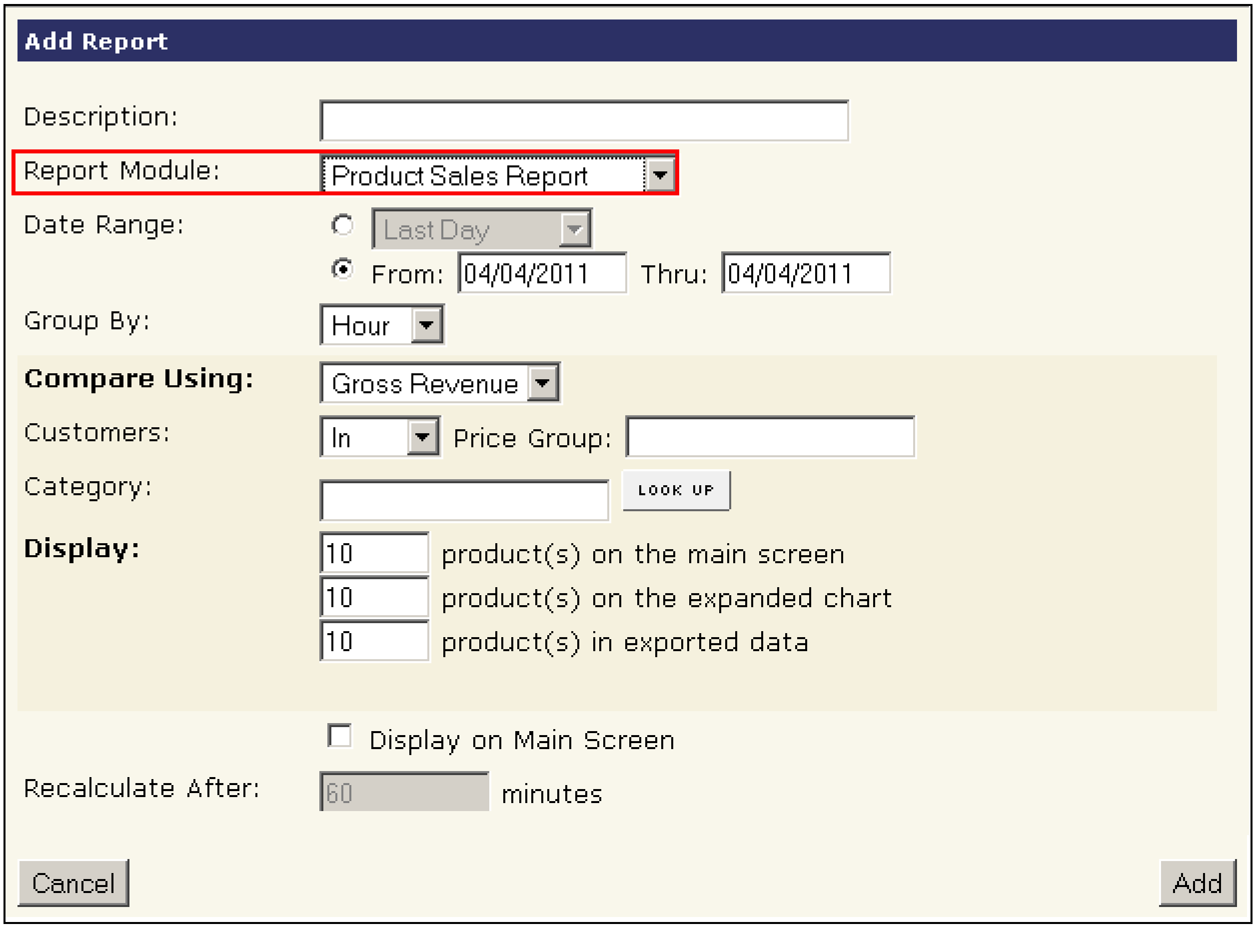

Figure 14: Fields used by the Product Sales Report

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 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. (See (Store Name) > Price Groups). 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 main 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.

Display on Main Screen:

Choose to display this report in the admin main page.

Recalculate After:

Automatically refresh the report data if it is being displayed in your admin main page.


Recent Bestselling Products: 02/14/2011 - 03/12/2011
Drag the handles to zoom and pan
02/14/2011 00:00:00 EDT
- thru -
02/19/2011 23:59:59 EDT
SUP: $259.90
WP: $49.95
ADV: $39.95
SORT: $29.95
ECO: $49.95
WC: $40.00
MEDIA: $29.95
EGA: $0.00
Gross Revenue


02/14/2011 00:00:00 EDT
- thru -
02/19/2011 23:59:59 EDT
SUP: 2
WP: 1
ADV: 1
SORT: 1
ECO: 2
WC: 1
MEDIA: 1
EGA: 1
Units Sold

Sales Report

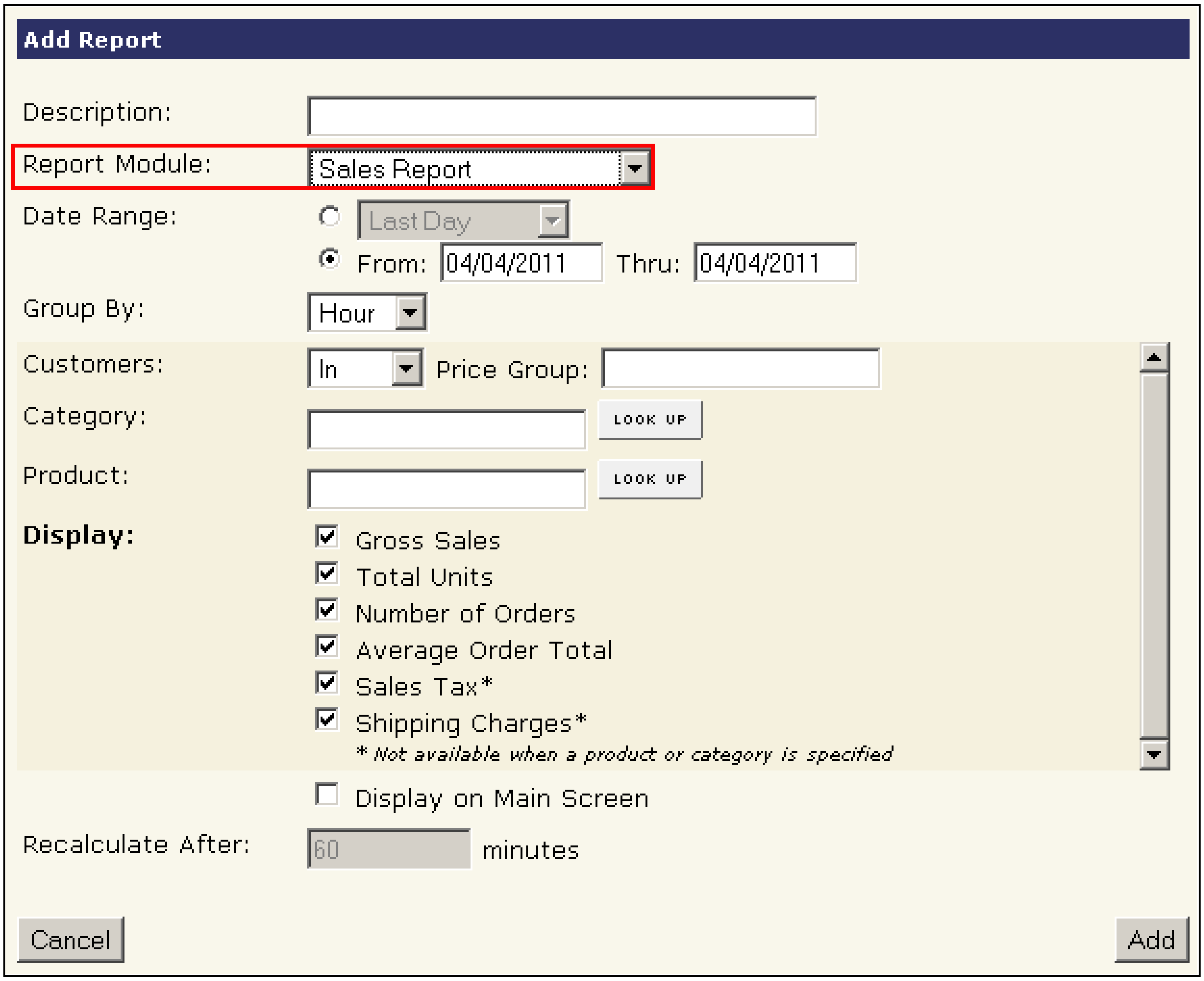

Figure 15: Fields used by the Sales Report

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. (See (Store Name) > Price Groups). 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.
Display on Main Screen:	Choose to display this report in the admin main page. 
Recalculate After:	Automatically refresh the report data if it is being displayed in your admin main page.

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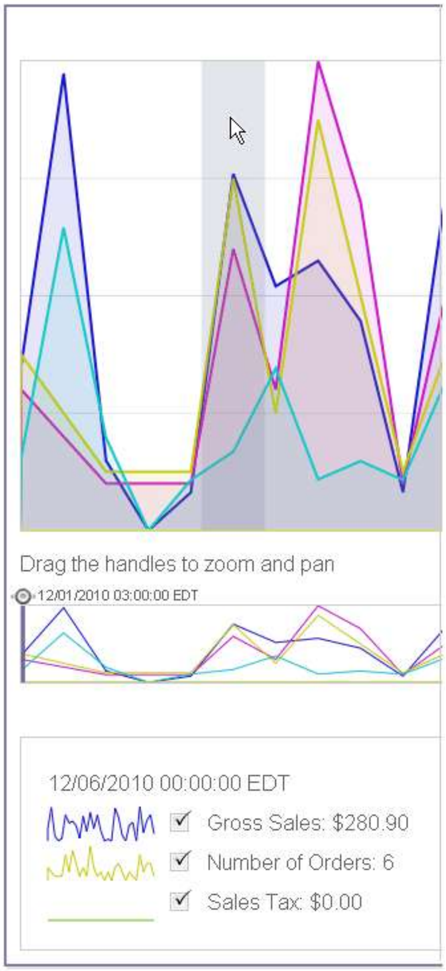
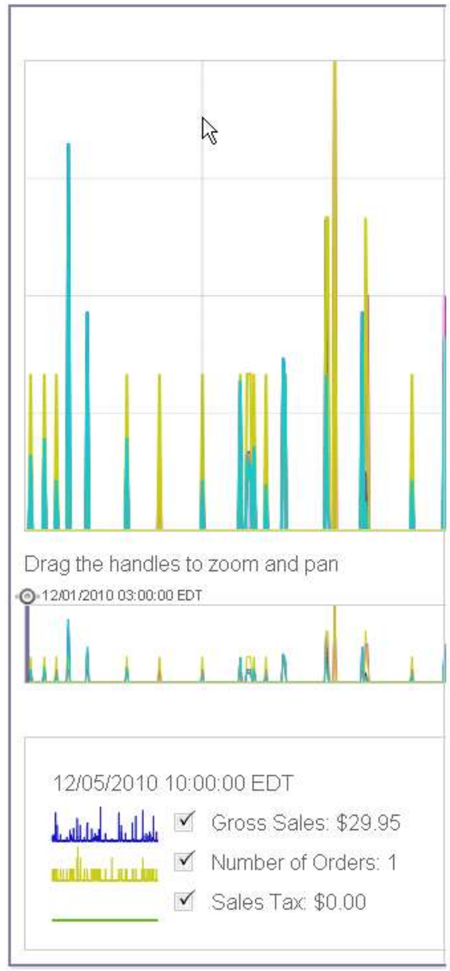


Group by day: use the mouse to scroll over data one day at a time.



Group by hour: use the mouse to scroll over data one hour at a time.

Statistics Display Report

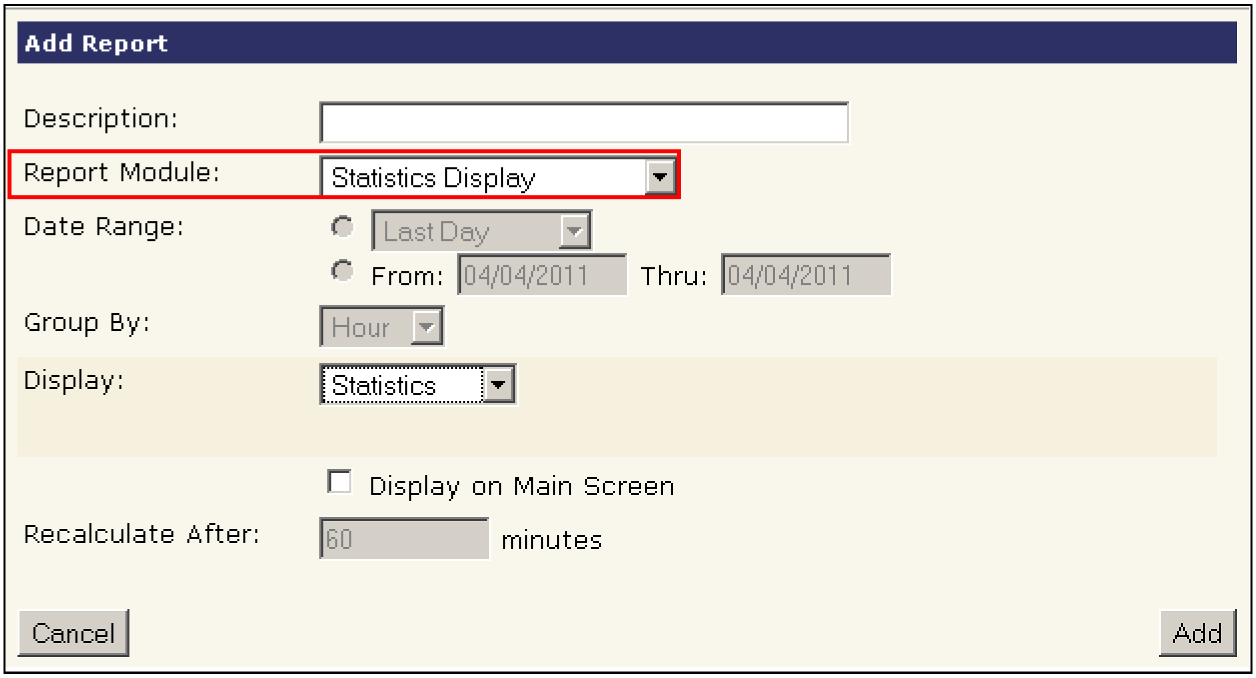


Figure 16: Fields used by the Statistics Display Report

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.
Display on Main Screen:	Choose to display this report in the admin main page. 
Recalculate After:	Automatically refresh the report data if it is being displayed in your admin main page.

Statistics	
Hits:	9006
Visits:	9026
Orders:	602
Revenue:	71,851.00
Products Sold:	751

The Statistics Display report in your admin main page.

Deleting a Report

1. In the Reports main screen click the Edit link next to the report that you want to delete. The Edit Report dialog box will appear.
2. Click the **Delete** button.

Appendix A: Template Changes for Additional Images and Swatches

To enable new features, such as Additional Images and *Swatches*, you must make the template changes in this section.

Updating CSSUI Templates

1. Assign "product_display_imagemachine" to the PROD page.
   1.1. Edit the PROD page and select the Items tab.
   1.2. Check the checkbox next to product_display_imagemachine, then click Update.
2. Enable Image Machine for the PROD page.
   2.1. Edit the PROD page and select the Product Display Layout Image Machine page.
   2.2. Check the Enabled checkbox, then click Update.
3. In the PROD main page:

   Replace this:

```
<head>
   <title>&mvt:store:name; &mvte:product:name;</title>
   <base href="&mvt:global:basehref;" />
   <meta http-equiv="Content-type" content="text/html;charset=UTF-8" />
   <mvt:item name="head" param="css_list" />
   <mvt:item name="head" param="head_tag" />
   <mvt:item name="attributemachine" param="head" />
</head>
```

   with this:

```
<head>
   <title>&mvt:store:name; &mvte:product:name;</title>
   <base href="&mvt:global:basehref;" />
   <mvt:item name="prodctgy_meta" param="prod" />
   <mvt:item name="head" param="css_list" />
   <mvt:item name="head" param="head_tag" />
   <mvt:item name="attributemachine" param="head" />
   <mvt:item name="product_display_imagemachine" param="head" />
</head>
```

4. In the advanced mode Product Display Layout template, replace:

```
<h1>&mvt:product:name;</h1>
```

```
<div class="product-details-1">
   <mvt:if expr="NOT ISNULL l.settings:product:image">
   <div class="product-image"><img src="&mvt:product:image;"
alt="&mvt:product:name;" /></div>
   <mvt:else>
   <div class="image-not-available product-image"></div>
   </mvt:if>
   <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 id="inventory-message">
         <mvt:if expr="l.settings:product:inv_active">
         &mvt:product:inv_long;
         </mvt:if>
   </div>
   <div class="product-quantity">Quantity in Basket:
         <mvt:if expr="l.settings:product:quantity EQ 0">
         <span class="italic">None</span>
         <mvt:else>
         <span class="bold">&mvt:product:quantity;</span>
         </mvt:if>
   </div>
</div>
<div class="product-details-2">
   <form method="post" action="&mvt:global:sessionurl;Screen=BASK">
   <div class="product-description">&mvt:product:descrip;</div>
   <input type="hidden" name="Old_Screen" value="&mvte:global:Screen;" />
   <input type="hidden" name="Old_Search" value="&mvte:global:Search;" />
   <input type="hidden" name="Action" value="ADPR" />
   <input type="hidden" name="Store_Code" value="&mvte:store:code;" />
   <input type="hidden" name="Product_Code" value="&mvte: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="AllOffset" value="&mvte:global:AllOffset;" />
   <input type="hidden" name="CatListingOffset"
value="&mvte:global:CatListingOffset;" />
   <input type="hidden" name="RelatedOffset" value="&mvte:global:RelatedOffset;"
/>
   <input type="hidden" name="SearchOffset" value="&mvte:global:SearchOffset;"
/>
   <div class="product-attributes"><mvt:item name="product_attributes"
param="product:id" /></div>
```

```
   <div class="purchase-buttons">Quantity: <input type="text" name="Quantity"
value="1" class="product-quantity-input textfield" /> <mvt:item name="buttons"
param="AddToBasket" /></div>
   </form>
</div>
<div class="clear"></div>
```

with this:

```
<h1>&mvt:product:name;</h1>
<div class="product-details-1"><div class="product-image"><img id="main_image"
src="graphics/en-US/cssui/blank.gif" alt="&mvte:product:name;" /></div>
   <ul id="thumbnails" class="thumbnails"></ul>
   <div id="closeup_div" class="closeup"><img id="closeup_image"
src="graphics/en-US/cssui/blank.gif" alt="" /><div><a
id="closeup_close">close</a></div></div>
   <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 id="inventory-message">
         <mvt:if expr="l.settings:product:inv_active">
         &mvt:product:inv_long;
         </mvt:if>
   </div>
   <div class="product-quantity">Quantity in Basket:
         <mvt:if expr="l.settings:product:quantity EQ 0">
         <span class="italic">None</span>
         <mvt:else>
         <span class="bold">&mvt:product:quantity;</span>
         </mvt:if>
   </div>
</div>
<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>
   <input type="hidden" name="Old_Screen" value="&mvte:global:Screen;" />
   <input type="hidden" name="Old_Search" value="&mvte:global:Search;" />
   <input type="hidden" name="Action" value="ADPR" />
   <input type="hidden" name="Store_Code" value="&mvte:store:code;" />
```

```
   <input type="hidden" name="Product_Code" value="&mvte: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="AllOffset" value="&mvte:global:AllOffset;" />
   <input type="hidden" name="CatListingOffset"
value="&mvte:global:CatListingOffset;" />
   <input type="hidden" name="RelatedOffset" value="&mvte:global:RelatedOffset;"
/>
   <input type="hidden" name="SearchOffset" value="&mvte:global:SearchOffset;"
/>
   <div class="product-attributes"><mvt:item name="product_attributes"
param="product:id" /></div>
   <div class="purchase-buttons">Quantity: <input type="text" name="Quantity"
value="1" class="product-quantity-input textfield" /> <mvt:item name="buttons"
param="AddToBasket" /></div>
   </form>
</div>
<div class="clear"></div>
```

5. Modify your cssui.css file.
6. Go to: (Store Name) > HEAD Tag Content/CSS tab and click on the cssui.css file link to download it.

It's a good idea to save an unedited copy of the cssui.css file somewhere on your local machine -- just in case.

7. Open the cssui.css file and add the new code.

   7.1. Find the location for the new code:

```
.product-attributes td.field{
   text-align:left;
}

[Insert the new code here]

/*** INVC ***/
```

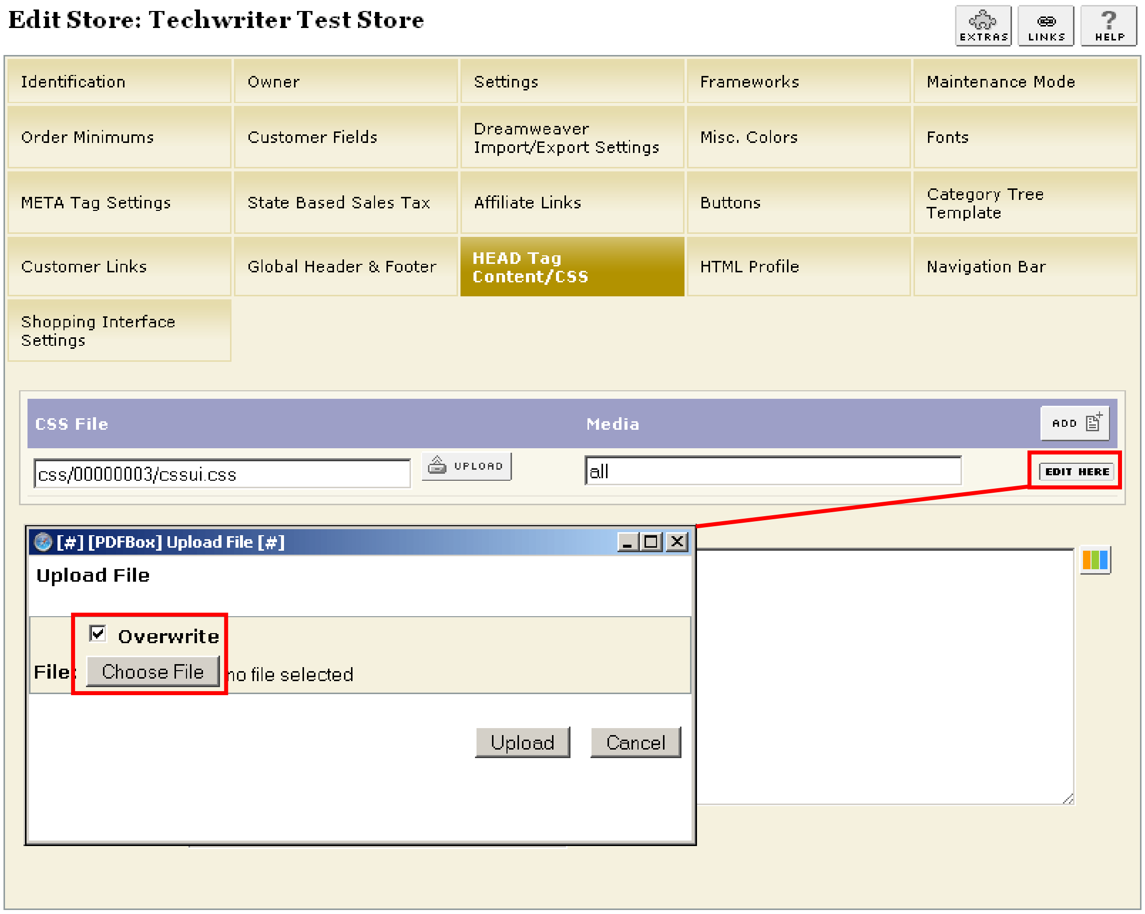
   7.2. Add this code:

```
.thumbnails{
   display:block;
   margin:0;
   padding:0;
   width:274px;
}

.thumbnails li{
   display:block;
   float:left;
   margin:4px 4px 0 0;
   padding:0;
   width:42px;
   height:42px;
   text-align:center;
   border:1px solid #eeeeee;
   cursor:pointer;
}

.thumbnails li span{
   display:inline-block;
   height:100%;
   text-align:center;
   vertical-align:middle;
}
```

```
.thumbnails li img{
   vertical-align:middle;
}

.swatches{
   display:inline;
   margin:0;
   padding:0;
}

.swatches li{
   display:block;
   float:left;
   margin:4px 4px 0 0;
   padding:0;
   width:50px;
   height:50px;
   text-align:center;
   border:1px solid #eeeeee;
   cursor:pointer;
}

.swatches li span{
   display:inline-block;
   height:100%;
   text-align:center;
   vertical-align:middle;
}

.swatches li img{
   vertical-align:middle;
}

.product-image-margin{
   height:8px;
}

.closeup{
   position:absolute;
   top:75px;
   padding:10px 10px 5px 10px;
   background-color:#ffffff;
   border:1px solid #333333;
   text-align:center;
   display:none;
   z-index:2;
   min-width:274px;
```

```
   min-height:274px;
}

.closeup a{
   cursor:pointer;
   margin:5px 0 0 0;
   z-index:2;
}

.closeup_backing{
   display:none;
   position:absolute;
   left:0px;
   top:0px;
   background-color:#333333;
   opacity:0.75;
   filter:alpha(opacity=75);
   width:100%;
}
```

8. Upload the edited file. In the HEAD Tag Content/CSS tab, click on the **Edit Here** button, then use the Upload File dialog box to upload your edited file and overwrite the original.



9. In the Product Attribute Template, replace:

```
<table>
<mvt:foreach iterator="attribute" array="attributes">
   <tr>
         <td class="prompt">
               <input type="hidden" name="Product_Attributes[
&mvt:attribute:index; ]:code" value="&mvte:attribute:code;" />
               <mvt:if expr="l.settings:attribute:template_code NE 0">
                     <input type="hidden" name="Product_Attributes[
&mvt:attribute:index; ]:template_code" value="&mvte:attribute:template_code;" />
               </mvt:if>
               <mvt:if expr="l.settings:attribute:type NE 'checkbox'">
                     <mvt:if expr="l.settings:attribute:image">
                           <img src="&mvte:attribute:image;"
alt="&mvte:attribute:prompt;" />
                     <mvt:else>
                           <mvt:if expr="l.settings:attribute:required">
                                 <span class="required">
```

```
                            <mvt:else>
                                  <span>
                            </mvt:if>
                                        &mvt:attribute:prompt;
                                  </span>
                      </mvt:if>
                <mvt:else>
                       
                </mvt:if>
          </td>
          <td class="field">
                <mvt:if expr="l.settings:attribute:type EQ 'text'">
                      <input type="text"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:attribute:value;" class="textfield" />
                <mvt:elseif expr="l.settings:attribute:type EQ 'memo'">
                      <textarea
name="Product_Attributes[&mvt:attribute:index;]:value">&mvte:attribute:value;</t
extarea>
                <mvt:elseif expr="l.settings:attribute:type EQ 'radio'">
                      <mvt:foreach iterator="option" array="attribute:options">
                            <div>
                            <mvt:if expr="( (
g.Product_Attributes[l.settings:attribute:index]:value EQ 0 ) AND
                                                        ( l.settings:option:id EQ
l.settings:attribute:default_id ) )   OR
                                                        (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
                                  <input type="radio"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" checked />
                            <mvt:else>
                                  <input type="radio"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" />
                            </mvt:if>
                            <mvt:if expr="l.settings:option:image">
                                  <img src="&mvte:option:image;"
alt="&mvte:option:prompt;" />
                            <mvt:else>
                                  &mvte:option:prompt;
                            </mvt:if>
                            </div>
                      </mvt:foreach>
                <mvt:elseif expr="l.settings:attribute:type EQ 'select'">
                      <select
name="Product_Attributes[&mvt:attribute:index;]:value">
```

```
                              <mvt:foreach iterator="option"
array="attribute:options">
                                    <mvt:if expr="( (
g.Product_Attributes[l.settings:attribute:index]:value EQ 0 ) AND (
l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                        (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
                                          <option value="&mvte:option:code;"
selected>&mvte:option:prompt;</option>
                                    <mvt:else>
                                          <option
value="&mvte:option:code;">&mvte:option:prompt;</option>
                                    </mvt:if>
                              </mvt:foreach>
                        </select>
                  <mvt:elseif expr="l.settings:attribute:type EQ 'checkbox'">
                        <mvt:if
expr="g.Product_Attributes[l.settings:attribute:index]:value">
                              <input type="checkbox"
name="Product_Attributes[&mvt:attribute:index;]:value" value="Yes" checked />
                        <mvt:else>
                              <input type="checkbox"
name="Product_Attributes[&mvt:attribute:index;]:value" />
                        </mvt:if>
                        <mvt:if expr="l.settings:attribute:image">
                              <img src="&mvte:attribute:image;"
alt="&mvte:attribute:prompt;" />
                        <mvt:else>
                              <mvt:if expr="l.settings:attribute:required">
                                    <span class="required">
                              <mvt:else>
                                    <span>
                              </mvt:if>
                                          &mvt:attribute:prompt;
                                    </span>
                        </mvt:if>
                  </mvt:if>
            </td>
      </tr>
</mvt:foreach>
</table>
<div class="clear"></div>
```

with:

```
<table>
```

```
<mvt:foreach iterator="attribute" array="attributes">
   <tr>
         <td class="prompt">
               <input type="hidden" name="Product_Attributes[
&mvt:attribute:index; ]:code" value="&mvte:attribute:code;" />
               <mvt:if expr="l.settings:attribute:template_code NE 0">
                     <input type="hidden" name="Product_Attributes[
&mvt:attribute:index; ]:template_code" value="&mvte:attribute:template_code;" />
               </mvt:if>
               <mvt:if expr="l.settings:attribute:type NE 'checkbox'">
                     <mvt:if expr="l.settings:attribute:image">
                           <img src="&mvte:attribute:image;"
alt="&mvte:attribute:prompt;" />
                     <mvt:else>
                           <mvt:if expr="l.settings:attribute:required">
                                 <span class="required">
                           <mvt:else>
                                 <span>
                           </mvt:if>
                                       &mvt:attribute:prompt;
                                 </span>
                     </mvt:if>
               <mvt:else>
                      
               </mvt:if>
         </td>
         <td class="field">
               <mvt:if expr="l.settings:attribute:type EQ 'text'">
                     <input type="text"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:attribute:value;" class="textfield" />
               <mvt:elseif expr="l.settings:attribute:type EQ 'memo'">
                     <textarea
name="Product_Attributes[&mvt:attribute:index;]:value">&mvte:attribute:value;</t
extarea>
               <mvt:elseif expr="l.settings:attribute:type EQ 'radio'">
                     <mvt:foreach iterator="option" array="attribute:options">
                           <div>
                           <mvt:if expr="( (
g.Product_Attributes[l.settings:attribute:index]:value EQ 0 ) AND
                                                    ( l.settings:option:id EQ
l.settings:attribute:default_id ) )   OR
                                                    (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
                                 <input type="radio"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" checked />
                           <mvt:else>
```

```
                                    <input type="radio"
name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" />
                              </mvt:if>
                              <mvt:if expr="l.settings:option:image">
                                    <img src="&mvte:option:image;"
alt="&mvte:option:prompt;" />
                              <mvt:else>
                                    &mvte:option:prompt;
                              </mvt:if>
                              </div>
                        </mvt:foreach>
                  <mvt:elseif expr="( l.settings:attribute:type EQ 'select' ) OR (
l.settings:attribute:type EQ 'swatch-select' )">
                        <select
name="Product_Attributes[&mvt:attribute:index;]:value">
                              <mvt:foreach iterator="option"
array="attribute:options">
                                    <mvt:if expr="( (
g.Product_Attributes[l.settings:attribute:index]:value EQ 0 ) AND (
l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                            (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
                                          <option value="&mvte:option:code;"
selected>&mvte:option:prompt;</option>
                                    <mvt:else>
                                          <option
value="&mvte:option:code;">&mvte:option:prompt;</option>
                                    </mvt:if>
                              </mvt:foreach>
                        </select>
                  <mvt:elseif expr="l.settings:attribute:type EQ 'checkbox'">
                        <mvt:if
expr="g.Product_Attributes[l.settings:attribute:index]:value">
                              <input type="checkbox"
name="Product_Attributes[&mvt:attribute:index;]:value" value="Yes" checked />
                        <mvt:else>
                              <input type="checkbox"
name="Product_Attributes[&mvt:attribute:index;]:value" />
                        </mvt:if>
                        <mvt:if expr="l.settings:attribute:image">
                              <img src="&mvte:attribute:image;"
alt="&mvte:attribute:prompt;" />
                        <mvt:else>
                              <mvt:if expr="l.settings:attribute:required">
                                    <span class="required">
                              <mvt:else>
                                    <span>
```

```
                            </mvt:if>
                                        &mvt:attribute:prompt;
                                  </span>
                      </mvt:if>
                </mvt:if>
          </td>
    </tr>
</mvt:foreach>
</table>
<div class="clear"></div>
```

Updating MMUI Templates

1. Assign "product_display_imagemachine" to the PROD page.
   1.1. Edit the PROD page and select the Items tab.
   1.2. Check the checkbox next to product_display_imagemachine, then click Update.
2. Enable Image Machine for the PROD page.
   2.1. Edit the PROD page and select the Product Display Layout Image Machine page.
   2.2. Check the Enabled checkbox, then click Update.
3. In the PROD main page, replace this:

```
<head>
   <title>&mvt:store:name;: &mvt:product:name;</title>
   <base href="&mvt:global:basehref;">
   <mvt:item name="prodctgy_meta" param="prod" />
   <mvt:item name="head" param="head_tag" />
   <mvt:item name="attributemachine" param="head" />
</head>
```

with this:

```
<head>
   <title>&mvt:store:name;: &mvt:product:name;</title>
   <base href="&mvt:global:basehref;">
   <mvt:item name="prodctgy_meta" param="prod" />
   <mvt:item name="head" param="head_tag" />
   <mvt:item name="attributemachine" param="head" />
   <mvt:item name="prod_imagemachine" param="head" />
</head>
```

4. In the advanced mode Product Display Layout template, replace this:

```
<table border="0" cellpadding="5" cellspacing="0">
<tr><td align="left" valign="middle" colspan="2">
<mvt:item name="fonts" param="hdr_font">
<b>&mvt:product:name;</b>
</mvt:item>
</td></tr>
<tr><td align="left" valign="middle" colspan="2"> </td></tr>
<tr>
<td align="center" valign="top" rowspan="5">
<mvt:if expr="NOT ISNULL l.settings:product:image">
<img src="&mvt:product:image;" alt="&mvt:product:name;">
<mvt:else>
 
</mvt:if>
</td>
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
Quantity in Basket:
<mvt:if expr="l.settings:product:quantity EQ 0">
<i>None</i>
<mvt:else>
<b>&mvt:product:quantity;</b>
</mvt:if>
<br>
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>
</mvt:if>
<span id="inventory-message">
<mvt:if expr="l.settings:product:inv_active">
&mvt:product:inv_long;
</mvt:if>
</span>
</mvt:item>
</td></tr>
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Action" value="ADPR">
<input type="hidden" name="Screen" value="PROD">
<input type="hidden" name="Store_Code" value="&mvte:store:code;">
<input type="hidden" name="Product_Code" value="&mvte:product:code;">
<input type="hidden" name="Category_Code" value="&mvte:global:category_code;">
<tr><td> </td></tr>
<tr><td align="left" valign="top">
```

```
<mvt:item name="product_attributes" param="product:id" />
</td></tr>
<tr><td> </td></tr>
<tr><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">
Quantity:
<input type="text" name="Quantity" value=1 size=4>
<mvt:item name="buttons" param="AddToBasket" />
</mvt:item>
</td></tr>
</form>
<tr><td align="left" valign="middle" colspan="2"> </td></tr>
<tr><td align="left" valign="middle" colspan="2">
<mvt:item name="fonts" param="body_font">
&mvt:product:descrip;
</mvt:item>
</td></tr>
</table>
```

with this:

```
<table border="0" cellpadding="5" cellspacing="0">
<tr><td align="left" valign="middle" colspan="2">
<mvt:item name="fonts" param="hdr_font">
<b>&mvt:product:name;</b>
</mvt:item>
</td></tr>
<tr><td align="left" valign="middle" colspan="2"> </td></tr>
<tr>
<td align="center" valign="top" rowspan="4">
<mvt:item name="fonts" param="body_font">
<img id="main_image" src="graphics/en-US/mmui/dot.gif"
alt="&mvte:product:name;">
<ul id="thumbnails" class="thumbnails"></ul>
<div id="closeup_div" class="closeup"><img id="closeup_image" src="graphics/en-
US/mmui/dot.gif" alt="&mvte:product:name;"><div><a
id="closeup_close">close</a></div></div>
<mvt:item name="prod_imagemachine" param="body:product:id" />
<div class="clear product-image-margin"></div>
</mvt:item>
</td>
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
Quantity in Basket:
<mvt:if expr="l.settings:product:quantity EQ 0">
<i>None</i>
```

```
<mvt:else>
<b>&mvt:product:quantity;</b>
</mvt:if>
<br>
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>
</mvt:if>
<span id="inventory-message">
<mvt:if expr="l.settings:product:inv_active">
&mvt:product:inv_long;
</mvt:if>
</span>
</mvt:item>
</td></tr>
<tr>
<td id="swatches" class="swatches"> </td>
</tr>
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Action" value="ADPR">
<input type="hidden" name="Screen" value="PROD">
<input type="hidden" name="Store_Code" value="&mvte:store:code;">
<input type="hidden" name="Product_Code" value="&mvte:product:code;">
<input type="hidden" name="Category_Code" value="&mvte:global:category_code;">
<tr><td> </td></tr>
<tr><td align="left" valign="top">
<mvt:item name="product_attributes" param="product:id" />
</td></tr>
<tr><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">
Quantity:
<input type="text" name="Quantity" value=1 size=4>
<mvt:item name="buttons" param="AddToBasket" />
</mvt:item>
</td></tr>
</form>
<tr><td align="left" valign="middle" colspan="2"> </td></tr>
<tr><td align="left" valign="middle" colspan="2">
<mvt:item name="fonts" param="body_font">
&mvt:product:descrip;
</mvt:item>
</td></tr>
</table>
```

5. In the Product Attribute Template, replace this:


```
<table border=0>
<mvt:foreach iterator="attribute" array="attributes">
<input type="hidden" name="Product_Attributes[&mvt:attribute:index;]:code"
value="&mvte:attribute:code;">
<mvt:if expr ="l.settings:attribute:template_code NE 0">
<input type="hidden"
name="Product_Attributes[&mvt:attribute:index;]:template_code"
value="&mvte:attribute:template_code;">
</mvt:if>
<mvt:if expr = "l.settings:attribute:type EQ 'checkbox'">
<tr><td>
 
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">
<mvt:if expr = "g.Product_Attributes[l.settings:attribute:index]:value">
<input type="checkbox" name="Product_Attributes[&mvt:attribute:index;]:value"
value="Yes" checked>
<mvt:else>
<input type="checkbox" name="Product_Attributes[&mvt:attribute:index;]:value"
value="Yes">
</mvt:if>
<mvt:if expr="l.settings:attribute:image">
<img src="&mvte:attribute:image;" alt="&mvte:attribute:prompt;">
<mvt:else>
<mvt:if expr="l.settings:attribute:required">
<b>&mvt:attribute:prompt;</b>
<mvt:else>
&mvt:attribute:prompt;
</mvt:if>
</mvt:if>
</mvt:item>
</td></tr>
<mvt:else>
<tr><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:attribute:image">
<img src="&mvte:attribute:image;" alt="&mvte:attribute:prompt;">
<mvt:else>
<mvt:if expr="l.settings:attribute:required">
<b>&mvt:attribute:prompt;</b>
<mvt:else>
&mvt:attribute:prompt;
</mvt:if>
</mvt:if>
</mvt:item>
</td>
```

```
<mvt:if expr="l.settings:attribute:type EQ 'text'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<input type="text" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:attribute:value;" size=40>
</mvt:item>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'memo'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<textarea name="Product_Attributes[&mvt:attribute:index;]:value" rows=10 cols=58
wrap="on">&mvte:attribute:value;</textarea>
</mvt:item>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'radio'">
<td align="left" valign="top">
<table border = 0>
<mvt:foreach iterator="option" array="attribute:options">
<tr><td valign = "middle">
<mvt:if expr="( ( g.Product_Attributes[l.settings:attribute:index]:value EQ 0 )
AND ( l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                                                (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
<input type="radio" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" checked>
<mvt:else>
<input type="radio" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;">
</mvt:if>
</td><td valign = "middle">
<mvt:if expr="l.settings:option:image">
<img src="&mvte:option:image;" alt="&mvte:option:prompt;">
<mvt:else>
<mvt:item name="fonts" param="body_font">
&mvte:option:prompt;
</mvt:item>
</mvt:if>
</td></tr>
</mvt:foreach>
</table>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'select'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<select name="Product_Attributes[&mvt:attribute:index;]:value">
<mvt:foreach iterator="option" array="attribute:options">
```

```
<mvt:if expr="( ( g.Product_Attributes[l.settings:attribute:index]:value EQ 0 )
AND ( l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                                    (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
<option value="&mvte:option:code;" selected>&mvte:option:prompt;</option>
<mvt:else>
<option value="&mvte:option:code;">&mvte:option:prompt;</option>
</mvt:if>
</mvt:foreach>
</select>
</mvt:item>
</td>
</mvt:if>
</tr>
</mvt:if>
</mvt:foreach>
</table>
```

with this:

```
<table border=0>
<mvt:foreach iterator="attribute" array="attributes">
<input type="hidden" name="Product_Attributes[&mvt:attribute:index;]:code"
value="&mvte:attribute:code;">
<mvt:if expr ="l.settings:attribute:template_code NE 0">
<input type="hidden"
name="Product_Attributes[&mvt:attribute:index;]:template_code"
value="&mvte:attribute:template_code;">
</mvt:if>
<mvt:if expr = "l.settings:attribute:type EQ 'checkbox'">
<tr><td>
 
</td><td align="left" valign="middle">
<mvt:item name="fonts" param="body_font">
<mvt:if expr = "g.Product_Attributes[l.settings:attribute:index]:value">
<input type="checkbox" name="Product_Attributes[&mvt:attribute:index;]:value"
value="Yes" checked>
<mvt:else>
<input type="checkbox" name="Product_Attributes[&mvt:attribute:index;]:value"
value="Yes">
</mvt:if>
<mvt:if expr="l.settings:attribute:image">
<img src="&mvte:attribute:image;" alt="&mvte:attribute:prompt;">
<mvt:else>
<mvt:if expr="l.settings:attribute:required">
<b>&mvt:attribute:prompt;</b>
```

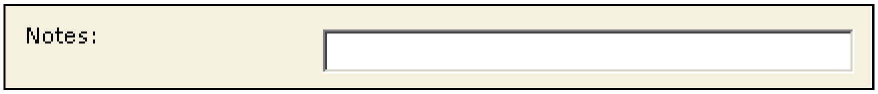
```
<mvt:else>
&mvt:attribute:prompt;
</mvt:if>
</mvt:if>
</mvt:item>
</td></tr>
<mvt:else>
<tr><td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<mvt:if expr="l.settings:attribute:image">
<img src="&mvte:attribute:image;" alt="&mvte:attribute:prompt;">
<mvt:else>
<mvt:if expr="l.settings:attribute:required">
<b>&mvt:attribute:prompt;</b>
<mvt:else>
&mvt:attribute:prompt;
</mvt:if>
</mvt:if>
</mvt:item>
</td>
<mvt:if expr="l.settings:attribute:type EQ 'text'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<input type="text" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:attribute:value;" size=40>
</mvt:item>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'memo'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<textarea name="Product_Attributes[&mvt:attribute:index;]:value" rows=10 cols=58
wrap="on">&mvte:attribute:value;</textarea>
</mvt:item>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'radio'">
<td align="left" valign="top">
<table border = 0>
<mvt:foreach iterator="option" array="attribute:options">
<tr><td valign = "middle">
<mvt:if expr="( ( g.Product_Attributes[l.settings:attribute:index]:value EQ 0 )
AND ( l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                                          (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
<input type="radio" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;" checked>
<mvt:else>
```

```
<input type="radio" name="Product_Attributes[&mvt:attribute:index;]:value"
value="&mvte:option:code;">
</mvt:if>
</td><td valign = "middle">
<mvt:if expr="l.settings:option:image">
<img src="&mvte:option:image;" alt="&mvte:option:prompt;">
<mvt:else>
<mvt:item name="fonts" param="body_font">
&mvte:option:prompt;
</mvt:item>
</mvt:if>
</td></tr>
</mvt:foreach>
</table>
</td>
<mvt:elseif expr="l.settings:attribute:type EQ 'select' OR
l.settings:attribute:type EQ 'swatch-select'">
<td align="left" valign="top">
<mvt:item name="fonts" param="body_font">
<select name="Product_Attributes[&mvt:attribute:index;]:value">
<mvt:foreach iterator="option" array="attribute:options">
<mvt:if expr="( ( g.Product_Attributes[l.settings:attribute:index]:value EQ 0 )
AND ( l.settings:option:id EQ l.settings:attribute:default_id ) ) OR
                                                         (
g.Product_Attributes[l.settings:attribute:index]:value EQ l.settings:option:code
)">
<option value="&mvte:option:code;" selected>&mvte:option:prompt;</option>
<mvt:else>
<option value="&mvte:option:code;">&mvte:option:prompt;</option>
</mvt:if>
</mvt:foreach>
</select>
</mvt:item>
</td>
</mvt:if>
</tr>
</mvt:if>
</mvt:foreach>
</table>
```

Appendix B: Common Fields in the Admin Interface

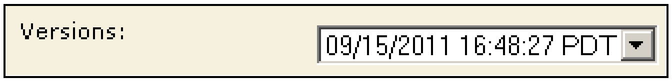
This section lists a number of fields that you can find in many screens of the Miva Merchant Admin Interface.

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:

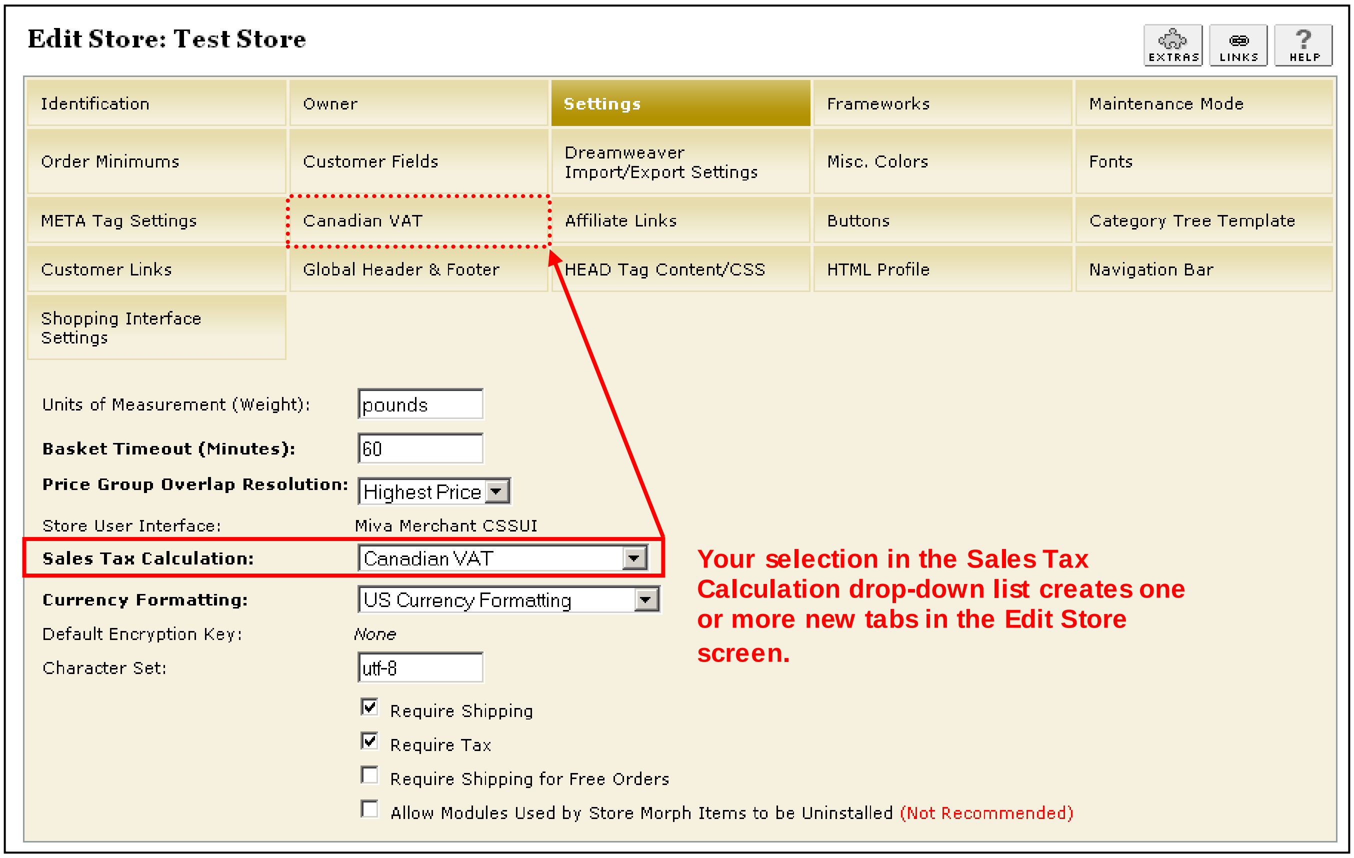
- *META Tags*
- Category Headers and Category Footers
- *Image Types*
- *shipping options* that you enable

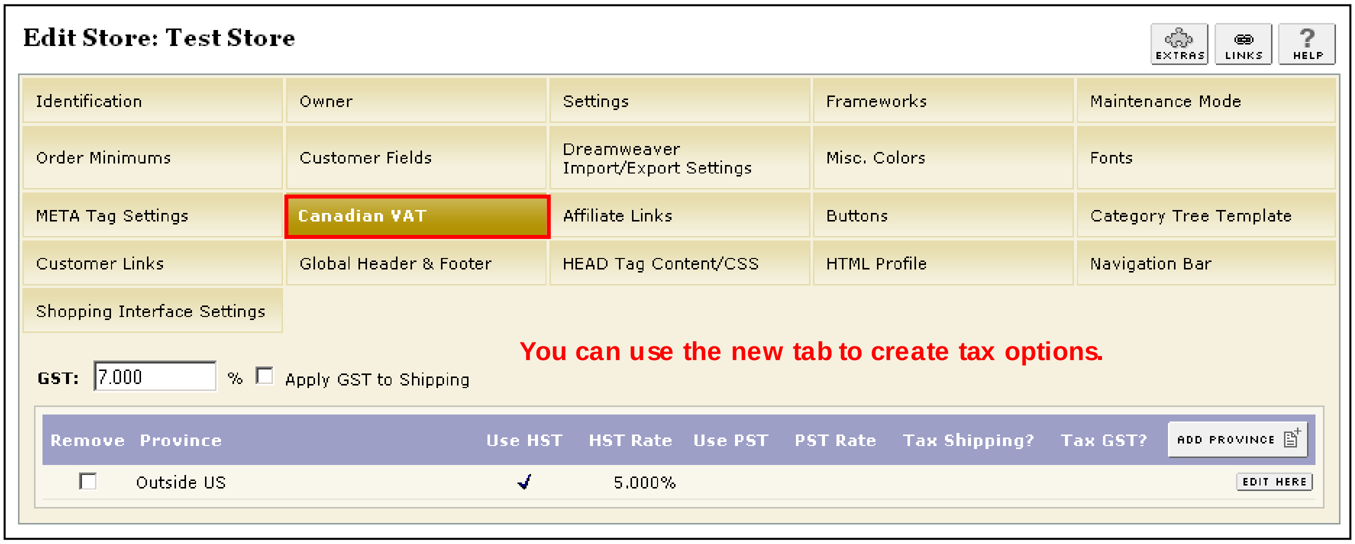
The different types of custom fields are used for different purposes, for example, *META Tags* can be used to help search engines like Google find products in your store. When you see a list of custom fields next to a field containing template code, for example in the Edit Store > Category Tree Template 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.

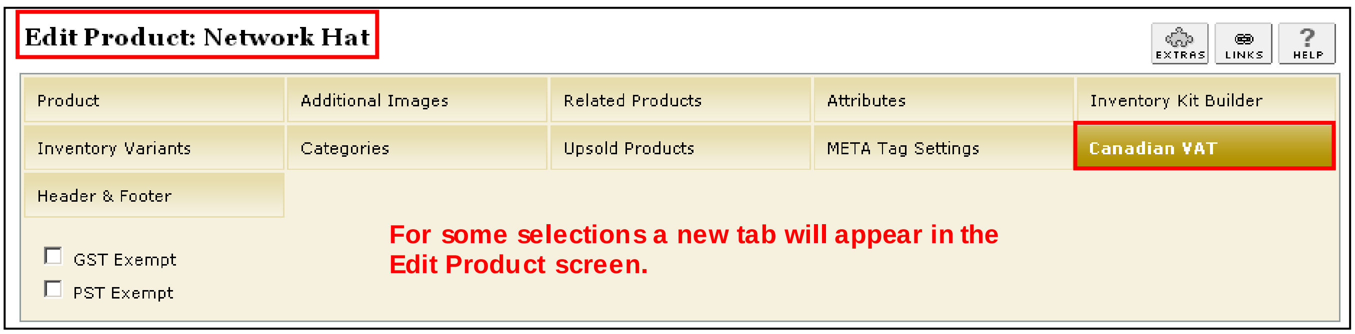
Appendix C: The Sales Tax Calculation Field

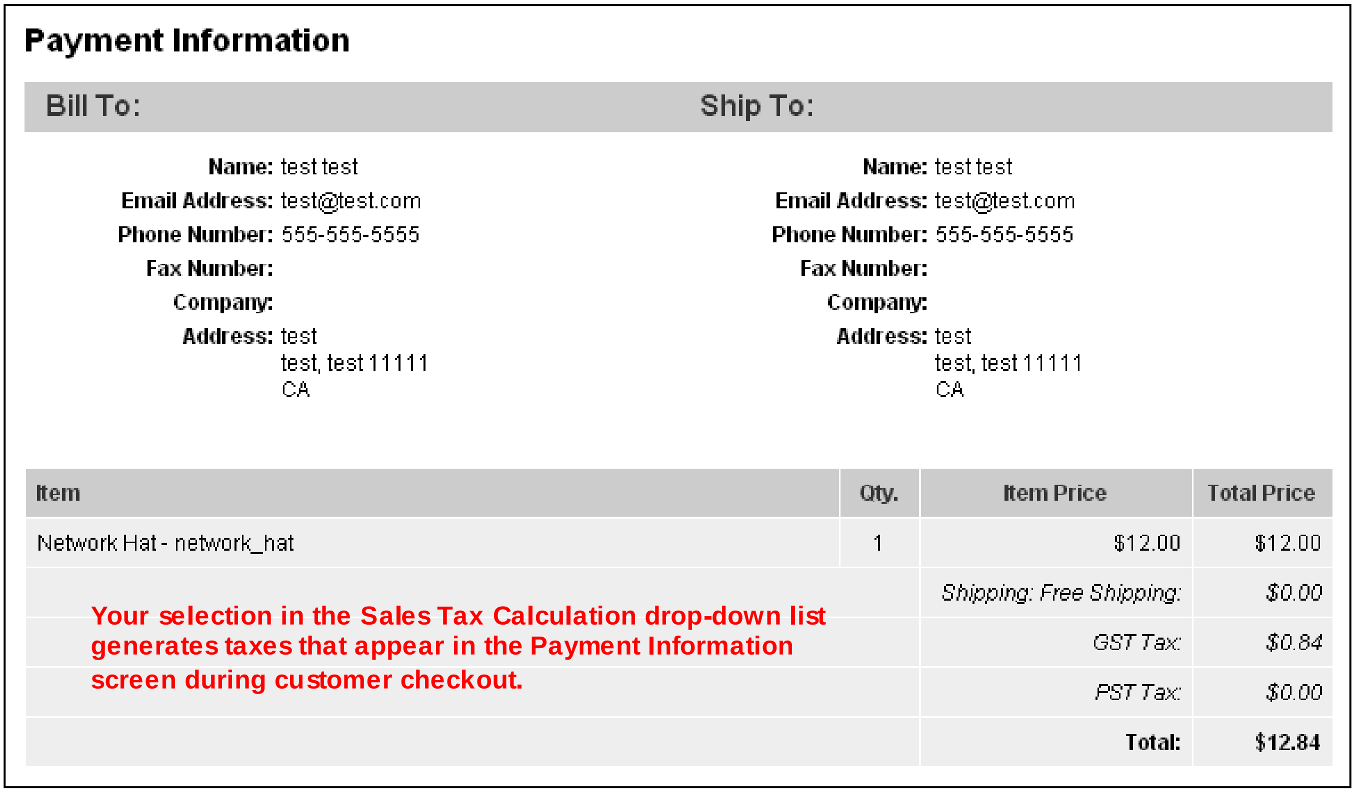
The Sales Tax Calculation field in the Edit Store > Settings tab has a significant effect on both the admin interface and your on-line store. Selecting a value from the Sales Tax Calculation drop-down list:

1. Adds one or more tabs to the Edit Store tab list. The new tab(s) will vary depending on what you selected as the Sales Tax Calculation, but the tabs will appear between "META Tag Settings" and "Affiliate Links".
2. Adds one or more tabs to the Edit Product tab list.
3. Will change the taxes that customers see during the checkout process.




Edit Store: Test Store
EXTRAS
LINKS
HELP
Identification
Owner
Settings
Frameworks
Maintenance Mode
Order Minimums
Customer Fields
Dreamweaver Import/Export Settings
Misc. Colors
Fonts
META Tag Settings
Canadian VAT
Affiliate Links
Buttons
Category Tree Template
Customer Links
Global Header & Footer
HEAD Tag Content/CSS
HTML Profile
Navigation Bar
Shopping Interface Settings
You can use the new tab to create tax options.
GST: 7.000 % Apply GST to Shipping
Remove Province Use HST HST Rate Use PST PST Rate Tax Shipping? Tax GST?
ADD PROVINCE
Outside US 5.000%
EDIT HERE


Edit Product: Network Hat
EXTRAS
LINKS
HELP
Product
Additional Images
Related Products
Attributes
Inventory Kit Builder
Inventory Variants
Categories
Upsold Products
META Tag Settings
Canadian VAT
Header & Footer
For some selections a new tab will appear in the Edit Product screen.
GST Exempt
PST Exempt



Payment Information

Bill To:		Ship To:	
Name:	test test	**Name:**	test test
Email Address:	test@test.com	**Email Address:**	test@test.com
Phone Number:	555-555-5555	**Phone Number:**	555-555-5555
Fax Number:		**Fax Number:**	
Company:		**Company:**	
Address:	test test, test 11111 CA	**Address:**	test test, test 11111 CA

Item	Qty.	Item Price	Total Price
Network Hat - network_hat	1	$12.00	$12.00
		Shipping: Free Shipping:	*$0.00*
		GST Tax:	*$0.84*
		PST Tax:	*$0.00*
		Total:	**$12.84**

Your selection in the Sales Tax Calculation drop-down list generates taxes that appear in the Payment Information screen during customer checkout.

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 in Edit Store Called:	Creates a New Edit Product > Settings Tab Called:	Example of What the Customer Sees in the Payment Information Screen
Canadian VAT	Canadian VAT	Canadian VAT	*GST Tax:* *$0.84*
European VAT	VAT Rates VAT Countries VAT Options	VAT	*Total includes 7% VAT:* *$1.57*
Shopper Selected Sales Tax	Shopper Selected Sales Tax	N/A	Customers select one of the tax rates that you create when they are at the Order Details screen: Select One: Tax rate #1 Tax rate #1 Tax rate #2 Tax rate #3

State Based Sales Tax	State Based Sales Tax	N/A	Sales Tax: $2.79
Generic VAT	VAT	VAT	Sales Tax: $2.16

 Publication Date: 10/30/2013

Appendix D: Template Changes for PR8 Update 4

CSSUI Breadcrumbs Module Template Changes

Requirements:

- CSSUI Store, with PR8 Update 4

Notes:

This appendix uses the default templates as examples. If you have customized your template code, which is likely, you may have to do some digging to find where in your template the changes should go. The breadcrumbs can be placed anywhere on the page, just be sure to put them in a location that makes sense!

The following block of code exists in the Edit Store > Smart Breadcrumbs Tab, where you can change the look and feel of the breadcrumbs module at any time. The following block of code is for reference only.

```
  <ul>
        <li><a href="&mvt:breadcrumbs:homelink;" class="breadcrumb-
home">Home</a><span class="breadcrumb-border">&raquo;</span></li>
        <mvt:foreach iterator="cats" array="breadcrumbs:links">
                <mvt:if expr="l.settings:cats:name EQ '...'">
                    <li><span class="cats-hidden">&mvt:cats:name;</span><span
class="breadcrumb-border">&raquo;</span></li>
                <mvt:elseif expr="l.settings:cats:code EQ
l.settings:breadcrumbs:current_item:code">
                    <li><span class="current-item">&mvt:cats:name;</span></li>
                <mvt:else>
                    <li><a href="&mvt:cats:link;">&mvt:cats:name;</a><span
class="breadcrumb-border">&raquo;</span></li>
                </mvt:if>
        </mvt:foreach>
    </ul>
    <div class="clear"></div>
```

Enabling Breadcrumbs in Existing Stores

1. Add the breadcrumbs item to any pages that will be using the Smart Breadcrumbs.
2. On any pages using the Smart Breadcrumbs, place the following code in bold red in the location of your choosing within the template on your page: (Note, in new stores, this is placed immediately following the page-header div)

```
  ...
<div id="page-header"><mvt:item name="hdft" param="header" /></div>
<div id="breadcrumbs"><mvt:item name="breadcrumbs" /></div>
<h1>About Us</h1>
...
```

3. In the cssui.css file, add the following code:

```
/*** Breadcrumbs ***/
#breadcrumbs
{
    display: block;
    margin-left: -12px;
}
#breadcrumbs ul
{
    list-style: none;
    margin: 0;
    padding: 0;
}
#breadcrumbs ul li
{
    list-style: none;
    display: block;
    float: left;
    height: 20px;
}
#breadcrumbs .cats-hidden
{
    color: #434343;
    font-weight: normal;
    font-size: 12px;
    line-height: 20px;
    margin: 0 6px;
    text-decoration: none;
    padding-bottom: 2px;
    border-bottom: 3px solid #FFF;
}
#breadcrumbs a
{
    color: #434343;
    font-weight: normal;
    font-size: 12px;
    line-height: 20px;
```

```
    margin: 0 6px;
    padding-bottom: 2px;
    border-bottom: 3px solid #FFF;
}
#breadcrumbs .breadcrumb-border
{
    color: #777;
    font-weight: normal;
    font-size: 16px;
    line-height: 16px;
}


#breadcrumbs .current-item
{
    color: #434343;
    font-weight: bold;
    font-size: 12px;
    margin: 0 6px;
    line-height: 20px;
}
#breadcrumbs .shortbreadcrumb
{
    color: #434343;
    font-weight: normal;
    font-size: 12px;
    padding: 0px 6px;
    line-height: 20px;
}
```

MMUI Template Changes: Pagination, Category Sorting, Items Per Page

Requirements:

- MMUI Store, PR8 Update 4

Notes:

You must turn on Sorting Options, Page Numbers, and the Items Per Page Filter in the following pages:

- CTGY > Category Product List Layout
- PROD > Related Product List Layout,
- PLST > Product List Layout
- SRCH > Search Results Layout tabs on pages

This appendix uses the default templates as examples. If you have customized your template code, which is likely, you may have to do some digging to find where in your template the changes should go.

1. Insert the following code at the top of the template in the Category Product List Layout, Related Product List Layout, Product List Layout, and Search Results Layout tabs on pages CTGY, PROD, PLST, and SRCH. You should NOT be replacing any code, just inserting:

```
<table width="100%"><tr><mvt:if
expr="l.settings:product_list:products_on_page_count GT 1">
        <td nowrap align="left" valign="middle">
        <form method="get" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <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();">
                <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 'name_asc'">
                    <option value="name_asc" selected="selected">Name
Ascending</option>
                <mvt:else>
                    <option value="name_asc">Name Ascending</option>
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'name_desc'">
                    <option value="name_desc" selected="selected">Name
Descending</option>
                <mvt:else>
                    <option value="name_desc">Name Descending</option>
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'code_asc'">
                    <option value="code_asc" selected="selected">Code
Ascending</option>
                <mvt:else>
                    <option value="code_asc">Code Ascending</option>
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'code_desc'">
```

```
                    <option value="code_desc" selected="selected">Code
Descending</option>
                <mvt:else>
                    <option value="code_desc">Code Descending</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>
        </form>
        </td></mvt:if><mvt:if expr="l.settings:product_list:products_on_page_count
GT 1">
        <td nowrap align="left" valign="middle">
        <form method="get" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;" />
            <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>
                    <option value="10">10</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 20">
                    <option value="20" selected="selected">20</option>
                <mvt:else>
                    <option value="20">20</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 40">
                    <option value="40" selected="selected">40</option>
                <mvt:else>
                    <option value="40">40</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ -1">
                    <option value="-1" selected="selected">All</option>
                <mvt:else>
                    <option value="-1">All</option>
                </mvt:if>
            </select>
            <noscript><input type="submit" value="go"></noscript>
        </form>
        </td></mvt:if><td width="100%" align="left" valign="middle">
        <mvt:if expr="l.settings:product_list:page_links:last_page GT 1">
            <table width="100%">
                <tr>
                    <td width="100%" align="right">
                    <table>
                            <tr>
                                <td valign="middle">
                                Page(s):
                                </td>
                                <td valign="middle">
                                    <table cellpadding="8">
                                        <tr>
                                            <td valign="middle">
                                                <mvt:if
expr="l.settings:product_list:page_links:current_page NE 1">
                                                    <a
href="&mvte:product_list:page_links:prev_link;">&lt;</a>
                                                <mvt:else>
                                                    <font color="#999">&lt;</font>
                                                </mvt:if>
                                            </td>
                                            <td valign="middle">
                                                <mvt:if expr="NOT
l.settings:product_list:page_links:contains_first">
```

```
                                                            <a
href="&mvte:product_list:page_links:first_link;">1</a> ... 
                                                        </mvt:if>
                                                        <mvt:foreach iterator="pages"
array="product_list:page_links:pages">
                                                            <mvt:if
expr="l.settings:product_list:page_links:current_page EQ
l.settings:pages:page_num">
                                                                <font color="#434343"
style="border-bottom: 2px solid #434343; font-weight:
bold;"> &mvte:pages:page_num; </font>
                                                            <mvt:else>
                                                                <a
href="&mvte:pages:link;"> &mvte:pages:page_num; </a>
                                                            </mvt:if>
                                                        </mvt:foreach>
                                                        <mvt:if expr="NOT
l.settings:product_list:page_links:contains_last">
                                                             ... <a
href="&mvte:product_list:page_links:last_link;">&mvte:product_list:page_links:last_
page;</a>
                                                        </mvt:if>
                                                    </td>
                                                    <td valign="middle">
                                                        <mvt:if
expr="l.settings:product_list:page_links:current_page NE
l.settings:product_list:page_links:last_page">
                                                            <a
href="&mvte:product_list:page_links:next_link;">&gt;</a>
                                                        <mvt:else>
                                                            <font color="#999">&gt;</font>
                                                        </mvt:if>
                                                    </td>
                                                </tr>
                                            </table>
                                        </td>
                                    </tr>
                                </table>
                            </td>
                        </tr>
                    </table>
                </mvt:if>
                </td>
            </tr>
</table>
```

2. You will also need to change the following code in the Category Product List Layout, Related Product List Layout, Product List Layout, and Search Results Layout tabs on pages CTGY, PROD, PLST, and SRCH.

   Replace this:

```
<mvt:if expr="g.Offset OR g.NextOffset">
<br>
<table border="0" width="90%" align="center">
<tr>
<mvt:if expr="g.Offset EQ 0">
<td> </td>
<mvt:else>
<td align="left">
<mvt:item name="fonts" param="body_font">
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="&mvte:global:Screen;">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Category_Code" value="&mvte:global:Category_Code;">
<input type="hidden" name="Product_Code" value="&mvte:global:Product_Code;">
<input type="hidden" name="Search" value="&mvte:global:Search;">
<input type="hidden" name="Offset" value="&mvte:global:PrevOffset;">
<mvt:item name="buttons" param="Previous" />
</form>
</mvt:item>
</td>
</mvt:if>
<mvt:if expr="g.NextOffset EQ 0">
<td> </td>
<mvt:else>
<td align="right">
<mvt:item name="fonts" param="body_font">
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="&mvte:global:Screen;">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Category_Code" value="&mvte:global:Category_Code;">
<input type="hidden" name="Product_Code" value="&mvte:global:Product_Code;">
<input type="hidden" name="Search" value="&mvte:global:Search;">
<input type="hidden" name="Offset" value="&mvte:global:NextOffset;">
<mvt:item name="buttons" param="Next" />
</form>
</mvt:item>
</td>
</mvt:if>
</tr>
</table>
</mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:product_list:page_disp_count GT 0">
    <mvt:if expr="g.Offset OR g.NextOffset">
        <br>
        <table border="0" width="100%" align="center">
        <tr>


        <mvt:if expr="g.Offset EQ 0">
            <td> </td>
        <mvt:else>
            <td align="left">
                <mvt:item name="fonts" param="body_font">


                <form method="post" action="&mvt:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;">
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;">
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
                <input type="hidden" name="Search" value="&mvte:global:Search;">
                <input type="hidden" name="Offset"
value="&mvte:global:PrevOffset;">
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <mvt:item name="buttons" param="Previous" />
                </form>


                </mvt:item>
            </td>
        </mvt:if>


        <mvt:if expr="g.NextOffset EQ 0">
            <td> </td>
        <mvt:else>
            <td align="right">
                <mvt:item name="fonts" param="body_font">
```

```
                <form method="post" action="&mvt:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;">
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;">
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
                <input type="hidden" name="Search" value="&mvte:global:Search;">
                <input type="hidden" name="Offset"
value="&mvte:global:NextOffset;">
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <mvt:item name="buttons" param="Next" />
                </form>


                </mvt:item>
            </td>
        </mvt:if>


        </tr>
        </table>
    </mvt:if>
</mvt:if>
```

MMUI CSSFW Template Changes: Pagination, Category Sorting, Per Page

Requirements:

- MMUI_CSS Store, PR8 Update 4

Notes:

You must turn on Sorting Options, Page Numbers, and the Items Per Page Filter in the following pages:

- CTGY > Category Product List Layout
- PROD > Related Product List Layout,
- PLST > Product List Layout
- SRCH > Search Results Layout tabs on pages

This appendix uses the default templates as examples. If you have customized your template code, which is likely, you may have to do some digging to find where in your template the changes should go.

1. Insert the following code at the top of the template in the Category Product List Layout, Related Product List Layout, Product List Layout, and Search Results Layout tabs on pages CTGY, PROD, PLST, and SRCH. You should NOT be replacing any code, just inserting:

```
<table width="100%">
<tr><mvt:if expr="l.settings:product_list:products_on_page_count GT 1">
        <td nowrap align="left" valign="middle">
        <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <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();">
                <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 'newest'">
                    <option value="newest" selected="selected">Newest
Items</option>
                <mvt:else>
                    <option value="newest">Newest Items</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>
            </select>
            <noscript><input type="submit" value="go"></noscript>
        </form>
        </td></mvt:if><mvt:if expr="l.settings:product_list:products_on_page_count
GT 1">
        <td nowrap align="left" valign="middle">
        <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;" />
            <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>
                    <option value="10">10</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 20">
                    <option value="20" selected="selected">20</option>
                <mvt:else>
                    <option value="20">20</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 40">
                    <option value="40" selected="selected">40</option>
                <mvt:else>
                    <option value="40">40</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ -1">
                    <option value="-1" selected="selected">All</option>
                <mvt:else>
                    <option value="-1">All</option>
                </mvt:if>
            </select>
            <noscript><input type="submit" value="go"></noscript>
        </form>
        </td></mvt:if><td width="100%" align="left" valign="middle">
        <mvt:if expr="l.settings:product_list:page_links:last_page GT 1">
```

```
            <table width="100%" class="productlist_pagination">
                <tr>
                    <td width="100%" align="right">
                    <table>
                            <tr>
                                <td valign="middle">
                                Page(s):
                                </td>
                                <td valign="middle">
                                    <table cellpadding="8">
                                        <tr>
                                            <td valign="middle">
                                                <mvt:if
expr="l.settings:product_list:page_links:current_page NE 1">
                                                    <a
href="&mvte:product_list:page_links:prev_link;">&lt;</a>
                                                <mvt:else>
                                                    <font color="#999">&lt;</font>
                                                </mvt:if>
                                            </td>
                                            <td valign="middle">
                                                <mvt:if expr="NOT
l.settings:product_list:page_links:contains_first">
                                                    <a
href="&mvte:product_list:page_links:first_link;">1</a> ... 
                                                </mvt:if>
                                                <mvt:foreach iterator="pages"
array="product_list:page_links:pages">
                                                    <mvt:if
expr="l.settings:product_list:page_links:current_page EQ
l.settings:pages:page_num">
                                                        <font color="#434343"
style="border-bottom: 2px solid #434343; font-weight:
bold;"> &mvte:pages:page_num; </font>
                                                    <mvt:else>
                                                        <a
href="&mvte:pages:link;"> &mvte:pages:page_num; </a>
                                                    </mvt:if>
                                                </mvt:foreach>
                                                <mvt:if expr="NOT
l.settings:product_list:page_links:contains_last">
                                                     ... <a
href="&mvte:product_list:page_links:last_link;">&mvte:product_list:page_links:last_
page;</a>
                                                </mvt:if>
                                            </td>
                                            <td valign="middle">
```

```
                                                <mvt:if
expr="l.settings:product_list:page_links:current_page NE
l.settings:product_list:page_links:last_page">
                                                    <a
href="&mvte:product_list:page_links:next_link;">&gt;</a>
                                                <mvt:else>
                                                    <font color="#999">&gt;</font>
                                                </mvt:if>
                                            </td>
                                        </tr>
                                    </table>
                                </td>
                            </tr>
                        </table>
                    </td>
                </tr>
            </table>
        </mvt:if>
        </td>
    </tr>
</table>
```

2. You will also need to change the following code in the Category Product List Layout, Related Product List Layout, Product List Layout, and Search Results Layout tabs on pages CTGY, PROD, PLST, and SRCH.

Replace this:

```
<mvt:if expr="g.Offset OR g.NextOffset">


<br class="clearright" />


<mvt:if expr="g.Offset NE 0">

<mvt:if expr="pos1 EQ 1">
</mvt:if>
<div id="prevbutton">
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="&mvte:global:Screen;">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Category_Code" value="&mvte:global:Category_Code;">
<input type="hidden" name="Product_Code" value="&mvte:global:Product_Code;">
<input type="hidden" name="Search" value="&mvte:global:Search;">
<input type="hidden" name="Offset" value="&mvte:global:PrevOffset;">
<mvt:item name="buttons" param="Previous" />
```

```
</form>
</div>
</mvt:if>


<mvt:if expr="g.NextOffset NE 0">
<div id="nextbutton">
<form method="post" action="&mvt:global:sessionurl;">
<input type="hidden" name="Screen" value="&mvte:global:Screen;">
<input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
<input type="hidden" name="Category_Code" value="&mvte:global:Category_Code;">
<input type="hidden" name="Product_Code" value="&mvte:global:Product_Code;">
<input type="hidden" name="Search" value="&mvte:global:Search;">
<input type="hidden" name="Offset" value="&mvte:global:NextOffset;">
<mvt:item name="buttons" param="Next" />
</form>
</div>
</mvt:if>


</mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:product_list:page_disp_count GT 0">
<mvt:if expr="g.Offset OR g.NextOffset">
<br class="clearright" />
    <mvt:if expr="g.Offset NE 0">
        <div id="prevbutton">
        <form method="post" action="&mvt:global:sessionurl;">
        <input type="hidden" name="Screen" value="&mvte:global:Screen;">
        <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
        <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
        <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
        <input type="hidden" name="Search" value="&mvte:global:Search;">
        <input type="hidden" name="Offset" value="&mvte:global:PrevOffset;">
        <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;" />
        <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;" />
        <mvt:item name="buttons" param="Previous" />
        </form>
        </div>
    </mvt:if>
<mvt:if expr="g.NextOffset NE 0">
        <div id="nextbutton">
        <form method="post" action="&mvt:global:sessionurl;">
```

```
        <input type="hidden" name="Screen" value="&mvte:global:Screen;">
        <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;">
        <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;">
        <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;">
        <input type="hidden" name="Search" value="&mvte:global:Search;">
        <input type="hidden" name="Offset" value="&mvte:global:NextOffset;">
        <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;" />
        <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;" />
        <mvt:item name="buttons" param="Next" />
        </form>
        </div>
</mvt:if>
</mvt:if>
</mvt:if>
```

3. The following changes can be placed anywhere within the mm_styles.css file:

```
.productlist_pagination a
{
color: #434343;
text-decoration: none;
}
```

CSSUI Template Changes: Pagination, Category Sorting, Items Per Page

Requirements:

- CSSUI Store, PR8 Update 4

Notes:

You must turn on Sorting Options, Page Numbers, and the Items Per Page Filter in the following pages:

- CTGY > Category Product List Layout
- PROD > Related Product List Layout,
- PLST > Product List Layout
- SRCH > Search Results Layout tabs on pages

The sample code in this section is taken from a default template. Most of you will have custom sites. This means you may have to do some digging to find where in your template the changes should go.

1. Insert the following new code immediately following the <div class="expanded"> tag (or <div class="line-item"> if you are in line-item mode) in the following pages:
   - CTGY > Category Product List Layout
   - PROD > Related Product List Layout,
   - PLST > Product List Layout
   - SRCH > Search Results Layout tabs on pages

   Note: the numbers in bold red should be changed to reflect your actual pagination settings. For example, if you have pagination set to 12 products per page, you should replace the first set of matching bold red numbers 10 with 12.

   You should NOT be replacing any code, just inserting. It should look like this:

```
<div class="expanded"><div id="filter-items-container"><mvt:if
expr="l.settings:category_listing:products_on_page_count GT 1">
        <div class="sorting">
        <form method="get" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <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();">
                <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 'name_asc'">
                    <option value="name_asc" selected="selected">Name
Ascending</option>
                <mvt:else>
                    <option value="name_asc">Name Ascending</option>
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'name_desc'">
                    <option value="name_desc" selected="selected">Name
Descending</option>
                <mvt:else>
                    <option value="name_desc">Name Descending</option>
```



```
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'code_asc'">
                    <option value="code_asc" selected="selected">Code
Ascending</option>
                <mvt:else>
                    <option value="code_asc">Code Ascending</option>
                </mvt:if>
                <mvt:if expr="g.Sort_By EQ 'code_desc'">
                    <option value="code_desc" selected="selected">Code
Descending</option>
                <mvt:else>
                    <option value="code_desc">Code Descending</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>
        </form>
        </div></mvt:if><mvt:if
expr="l.settings:category_listing:products_on_page_count GT 1">
        <div class="per-page">
        <form method="get" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
```

```
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;" />
            <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>
                    <option value="10">10</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 20">
                    <option value="20" selected="selected">20</option>
                <mvt:else>
                    <option value="20">20</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ 40">
                    <option value="40" selected="selected">40</option>
                <mvt:else>
                    <option value="40">40</option>
                </mvt:if>
                <mvt:if expr="g.Per_Page EQ -1">
                    <option value="-1" selected="selected">All</option>
                <mvt:else>
                    <option value="-1">All</option>
                </mvt:if>
            </select>
            <noscript><input type="submit" value="go"></noscript>
        </form>
        </div></mvt:if>
    <mvt:if expr="l.settings:category_listing:page_links:last_page GT 1">
        <div class="page-links">
            <span class="page-links-title">Page(s):</span>
            <span class="page-links-container">
                <mvt:if expr="l.settings:category_listing:page_links:current_page
NE 1">
                    <a href="&mvte:category_listing:page_links:prev_link;"
class="page-links-previous">&lt;</a>
                <mvt:else>
                    <span class="page-links-previous page-links-
deactivated">&lt;</span>
                </mvt:if>
                <mvt:if expr="l.settings:category_listing:page_links:current_page
NE l.settings:category_listing:page_links:last_page">
                    <a href="&mvte:category_listing:page_links:next_link;"
class="page-links-next">&gt;</a>
```

```
                <mvt:else>
                    <span class="page-links-next page-links-
deactivated">&gt;</span>
                </mvt:if>
                <span class="page-disp">
                    <mvt:if expr="NOT
l.settings:category_listing:page_links:contains_first">
                        <a href="&mvte:category_listing:page_links:first_link;"
class="page-links-inactive">1</a>...
                    </mvt:if>
                    <mvt:foreach iterator="pages"
array="category_listing:page_links:pages">
                        <mvt:if
expr="l.settings:category_listing:page_links:current_page EQ
l.settings:pages:page_num">
                            <span class="page-links-
active">&mvte:pages:page_num;</span>
                        <mvt:else>
                            <a href="&mvte:pages:link;" class="page-links-
inactive">&mvte:pages:page_num;</a>
                        </mvt:if>
                    </mvt:foreach>
                    <mvt:if expr="NOT
l.settings:category_listing:page_links:contains_last">
                        ...<a href="&mvte:category_listing:page_links:last_link;"
class="page-links-inactive">&mvte:category_listing:page_links:last_page;</a>
                    </mvt:if>
                </span>
            </span>
        </div>

    </mvt:if>
    </div><div class="clear"></div>
```

2. Change the following code in:
    - CTGY > Category Product List Layout
    - PROD > Related Product List Layout
    - PLST > Product List Layout
    - SRCH > Search Results Layout

CTGY > Category Product List Layout, Replace this:

```
<mvt:if expr="g.CatListingOffset OR g.CatListingNextOffset">
    <div class="next-previous">
        <mvt:if expr="g.CatListingOffset GT 0">
        <div class="previous-button">
```

```
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:CatListingPrevOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingPrevOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Previous" />
            </form>
        </div>
        </mvt:if>
        <mvt:if expr="g.CatListingNextOffset GT 0">
        <div class="next-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:CatListingNextOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingNextOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Next" />
            </form>
        </div>
        </mvt:if>
    </div>
```

```
    </mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:category_listing:page_disp_count GT 0">
        <mvt:if expr="g.CatListingOffset OR g.CatListingNextOffset">
        <div class="next-previous">
            <mvt:if expr="g.CatListingOffset GT 0">
            <div class="previous-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:CatListingPrevOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingPrevOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Previous" />
                </form>
            </div>
            </mvt:if>

            <mvt:if expr="g.CatListingNextOffset GT 0">
            <div class="next-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
```

```
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:CatListingNextOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingNextOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Next" />
                </form>
            </div>
            </mvt:if>
        </div>
        </mvt:if>
    </mvt:if>
```

PROD > Related Product List Layout, Replace this:

```
<mvt:if expr="g.RelatedOffset OR g.RelatedNextOffset">
    <div class="next-previous">
        <mvt:if expr="g.RelatedOffset GT 0">
        <div class="previous-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:RelatedPrevOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedPrevOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Previous" />
            </form>
```

```
        </div>
        </mvt:if>
        <mvt:if expr="g.RelatedNextOffset GT 0">
        <div class="next-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:RelatedNextOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedNextOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Next" />
            </form>
        </div>
        </mvt:if>
    </div>
    </mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:related_products:page_disp_count GT 0">
<mvt:if expr="g.RelatedOffset OR g.RelatedNextOffset">
        <div class="next-previous">
            <mvt:if expr="g.RelatedOffset GT 0">
            <div class="previous-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
```

```
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:RelatedPrevOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedPrevOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Previous" />
                </form>
            </div>
            </mvt:if>

            <mvt:if expr="g.RelatedNextOffset GT 0">
            <div class="next-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:RelatedNextOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedNextOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Next" />
                </form>
            </div>
            </mvt:if>
        </div>
        </mvt:if>
    </mvt:if>
```

PLST > Product List Layout, Replace this:

```
<mvt:if expr="g.AllOffset OR g.AllNextOffset">
    <div class="next-previous">
        <mvt:if expr="g.AllOffset GT 0">
        <div class="previous-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:AllPrevOffset;" />
            <input type="hidden" name="AllOffset" value =
"&mvte:global:AllPrevOffset;" />
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Previous" />
            </form>
        </div>
        </mvt:if>
        <mvt:if expr="g.AllNextOffset GT 0">
        <div class="next-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="AllOffset" value =
"&mvte:global:AllNextOffset;" />
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingNextOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
```

```
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
            <mvt:item name="buttons" param="Next" />
            </form>
        </div>
        </mvt:if>
    </div>
    </mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:all_products:page_disp_count GT 0">
        <mvt:if expr="g.AllOffset OR g.AllNextOffset">
        <div class="next-previous">
            <mvt:if expr="g.AllOffset GT 0">
            <div class="previous-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:AllPrevOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllPrevOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Previous" />
                </form>
            </div>
            </mvt:if>

            <mvt:if expr="g.AllNextOffset GT 0">
            <div class="next-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
```

```
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:AllNextOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllNextOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchOffset;" />
                <mvt:item name="buttons" param="Next" />
                </form>
            </div>
            </mvt:if>
        </div>
        </mvt:if>
    </mvt:if>
```

SRCH > Search Results Layout, Replace this:

```
<mvt:if expr="g.SearchOffset OR g.SearchNextOffset">
    <div class="next-previous">
        <mvt:if expr="g.SearchOffset GT 0">
        <div class="previous-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:SearchPrevOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
```

```
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchPrevOffset;" />
            <mvt:item name="buttons" param="Previous" />
            </form>
        </div>
        </mvt:if>
        <mvt:if expr="g.SearchNextOffset GT 0">
        <div class="next-button">
            <form method="post" action="&mvte:global:sessionurl;">
            <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
            <input type="hidden" name="Store_Code" value="&mvte:global:Store_Code;"
/>
            <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
            <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
            <input type="hidden" name="Search" value="&mvte:global:Search;" />
            <input type="hidden" name="Offset" value =
"&mvte:global:SearchNextOffset;" />
            <input type="hidden" name="AllOffset" value = "&mvte:global:AllOffset;"
/>
            <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
            <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
            <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchNextOffset;" />
            <mvt:item name="buttons" param="Next" />
            </form>
        </div>
        </mvt:if>
    </div>
    </mvt:if>
```

With this:

```
<mvt:if expr="NOT l.settings:search_results:page_disp_count GT 0">
        <mvt:if expr="g.SearchOffset OR g.SearchNextOffset">
        <div class="next-previous">
            <mvt:if expr="g.SearchOffset GT 0">
            <div class="previous-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
```

```
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:SearchPrevOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchPrevOffset;" />
                <mvt:item name="buttons" param="Previous" />
                </form>
            </div>
            </mvt:if>

            <mvt:if expr="g.SearchNextOffset GT 0">
            <div class="next-button">
                <form method="post" action="&mvte:global:sessionurl;">
                <input type="hidden" name="Screen" value="&mvte:global:Screen;" />
                <input type="hidden" name="Store_Code"
value="&mvte:global:Store_Code;" />
                <input type="hidden" name="Category_Code"
value="&mvte:global:Category_Code;" />
                <input type="hidden" name="Product_Code"
value="&mvte:global:Product_Code;" />
                <input type="hidden" name="Search" value="&mvte:global:Search;" />
                <input type="hidden" name="Per_Page" value="&mvte:global:Per_Page;"
/>
                <input type="hidden" name="Sort_By" value="&mvte:global:Sort_By;"
/>
                <input type="hidden" name="Offset" value =
"&mvte:global:SearchNextOffset;" />
                <input type="hidden" name="AllOffset" value =
"&mvte:global:AllOffset;" />
                <input type="hidden" name="CatListingOffset" value =
"&mvte:global:CatListingOffset;" />
                <input type="hidden" name="RelatedOffset" value =
"&mvte:global:RelatedOffset;" />
                <input type="hidden" name="SearchOffset" value =
"&mvte:global:SearchNextOffset;" />
                <mvt:item name="buttons" param="Next" />
```

```
                </form>
            </div>
            </mvt:if>
        </div>
        </mvt:if>
    </mvt:if>
```

3. The following changes can be placed anywhere within the cssui.css file:

```
#filter-items-container
{
    color: #434343;
    font-size: 11px;
    font-family: Verdana, Arial, Helvetica, sans-serif;
}
#filter-items-container .per-page
{
    position: relative;
    float:left;
    padding: 0 5px;
    margin-right: 5px;
    height: 22px;
    line-height: 20px;
}
#filter-items-container .per-page label
{
    margin-right: 3px;
}
#filter-items-container .per-page select
{
    padding: 0;
}
#filter-items-container .sorting
{
    position: relative;
    float:left;
    padding: 0 5px;
    height: 22px;
    line-height: 20px;
}
#filter-items-container .sorting label
{
    margin-right: 3px;
}
#filter-items-container .sorting select
```

```
{
    padding: 0;
    font-size: 11px;
}


.page-links-previous, .page-links-next
{
    text-decoration: none;
    line-height: 20px;
    padding: 0 8px;
    white-space: nowrap;
    font-weight: bold;
}
.page-links-previous
{
    float: left;
    text-align: right;
}
.page-links-next
{
    float: right;
    text-align: left;
}
.page-links-inactive
{
    text-decoration: none;
    padding: 2px 3px;
}
.page-links-active
{
    color: #434343;
    border-bottom: 2px solid #434343;
    font-weight: bold;
    text-decoration: none;
    padding: 1px 3px;
}
.page-links-deactivated
{
    color: #999;
    text-decoration: none;
}
.page-links-deactivated:hover
{
    color: #999;
    text-decoration: none;
    background: none;
```

```
}
.page-disp {
    display: block;
    line-height: 20px;
    float: left;
    text-align: center;
}
.page-links, .page-links a
{
    color: #434343;
    font-size: 11px;
    font-family: Verdana, Arial, Helvetica, sans-serif;
}
    .page-links
    {
        margin: 0px;
        text-align: right;
        float: right;
    }

.page-links-container
{
    text-decoration: none;
    display:block;
    float: right;
}
.page-links-title
{
    margin-top: 3px;
    position: relative;
    display:block;
    float:left;
}
```

CSSUI Template Changes: Fallback Shipping Method: OSEL

CSSUI Template Changes

In your store's admin, edit page OSEL and scroll down in the template until you find the select box with the name ShippingMethod (it should look roughly like this <select name="ShippingMethod" id="ShippingMethod">). There you will find an mvt:if expression checking ISNULL l.settings:shippingmethods.

```
...
<select name="ShippingMethod" id="ShippingMethod">
...
</select>
...
```

Alter the select box to match the following code:

```
...
<select name="ShippingMethod" id="ShippingMethod">
    <mvt:if expr="ISNULL l.settings:shippingmethods">
        <mvt:if expr="ISNULL l.settings:fallbackshippingmethod">
            <option value="">Unable to Calculate Shipping Costs</option>
        <mvt:else>
            <option value="">&mvt:fallbackshippingmethod:name;
(&mvt:fallbackshippingmethod:formatted_price;)</option>
        </mvt:if>
    <mvt:else>
        <mvt:foreach array="shippingmethods" iterator="method">
            <mvt:if expr="NOT ISNULL l.settings:method:price">
        <option value="&mvte:method:module;:&mvte:method:code;">&mvt:method:name;
(&mvt:method:formatted_price;)</option>
            <mvt:else>
        <option
value="&mvte:method:module;:&mvte:method:code;">&mvt:method:name;</option>
            </mvt:if>
        </mvt:foreach>
    </mvt:if>
</select>
...
```

If you have any custom CSS (including class and id tags) OR have altered the select box in any other custom configured way, transfer those alterations over to the new select box before you replace. The purpose of this change is to replace the LOGIC here, not necessarily the styling.

MMUI Template Changes

In your store's admin, edit page OSEL and scroll down in the template until you find the select box with the name "ShippingMethod" (it should look roughly like this <select name="ShippingMethod">). There you will find an mvt:if expression checking ISNULL l.settings:shippingmethods.

```
...
<select name="ShippingMethod" id="ShippingMethod">
```

```
...
</select>
...
```

Alter the select box to match the following code:

```
...
<select name="ShippingMethod">
    <mvt:if expr="ISNULL l.settings:shippingmethods">
        <mvt:if expr="ISNULL l.settings:fallbackshippingmethod">
            <option value="">Unable to Calculate Shipping Costs</option>
        <mvt:else>
            <option value="">&mvt:fallbackshippingmethod:name;
(&mvt:fallbackshippingmethod:formatted_price;)</option>
        </mvt:if>
    <mvt:else>
        <mvt:foreach array="shippingmethods" iterator="method">
            <mvt:if expr="NOT ISNULL l.settings:method:price">
                <option
value="&mvte:method:module;:&mvte:method:code;">&mvt:method:name;
(&mvt:method:formatted_price;)</option>
            <mvt:else>
                <option
value="&mvte:method:module;:&mvte:method:code;">&mvt:method:name;</option>
            </mvt:if>
        </mvt:foreach>
    </mvt:if>
</select>
...
```

If you have made any custom changes to the select box or its styling, transfer those alterations over to the new select box before you replace. The purpose of this change is to replace the LOGIC here, not necessarily the styling.

Appendix E: 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 of 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 (Edit Store > Settings tab > Basket Timeout), the inventory count for the item increases by 1. You can enable inventory tracking for products with or without *Attributes* .

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 Inventory > Inventory Settings tab

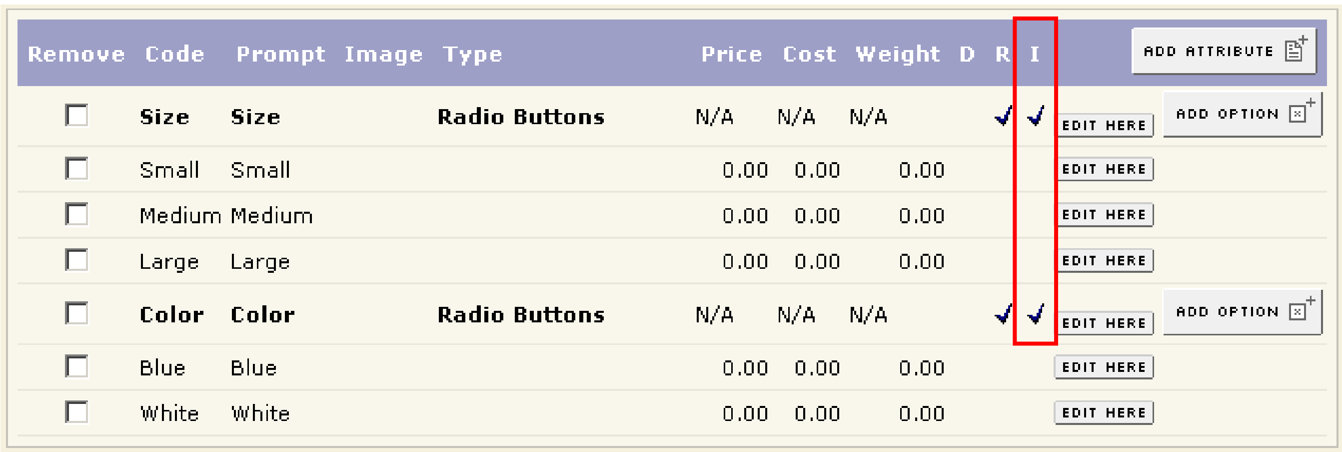
   1.2. Check the Track Inventory checkbox. You may also want to enable these other checkboxes:

   - Track Low Stock Level
   - Track Out of Stock Level
   - Hide Out of Stock Products

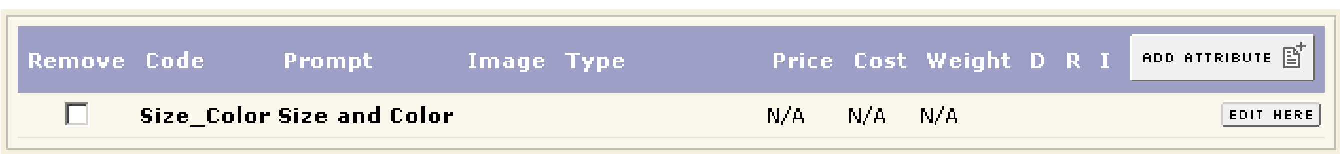
2. Enable inventory tracking at the attribute level.

   2.1. Go to 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.



Remove	Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I	ADD ATTRIBUTE
☐	Size	Size		Radio Buttons	N/A	N/A	N/A		✓	✓	EDIT HERE ADD OPTION
☐	Small	Small			0.00	0.00	0.00				EDIT HERE
☐	Medium	Medium			0.00	0.00	0.00				EDIT HERE
☐	Large	Large			0.00	0.00	0.00				EDIT HERE
☐	Color	Color		Radio Buttons	N/A	N/A	N/A		✓	✓	EDIT HERE ADD OPTION
☐	Blue	Blue			0.00	0.00	0.00				EDIT HERE
☐	White	White			0.00	0.00	0.00				EDIT HERE



Remove	Code	Prompt	Image	Type	Price	Cost	Weight	D	R	I	ADD ATTRIBUTE
☐	Size_Color	Size and Color			N/A	N/A	N/A				EDIT HERE

   If the attribute looks like this, it was added as an Attribute Template. In this case 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 *Edit Product > Inventory Variants Tab*.

   4.2. Click on the **Edit Inventory** button. In the Edit Inventory dialog box, tell the system what your stock is of each variant.

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Edit Inventory

Code	Name	SKU	Inventory
t-shirt1_Medium_White	T Shirt 1 Size:Medium Color:White		10
t-shirt1_Medium_Blue	T Shirt 1 Size:Medium Color:Blue		10
t-shirt1_Large_White	T Shirt 1 Size:Large Color:White		10
t-shirt1_Large_Blue	T Shirt 1 Size:Large Color:Blue		10
t-shirt1_Small_White	T Shirt 1 Size:Small Color:White		10
t-shirt1_Small_Blue	T Shirt 1 Size:Small Color:Blue		10

Cancel Save

To Enable Inventory Tracking for Products with No Attributes

1. Enable inventory tracking at the store level.

   1.1. Go to Inventory > 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 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 *Basket Inventory* in the *Utilities > Modules Tab*.

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)

In Stock Message (Long)

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 in the *Inventory* screen in the leftnav.
4. **Create product specific inventory messages** (Optional). If you create inventory messages for a specific product, it will take precedence over the default inventory message. You create product specific inventory messages in the *Edit Product > UPS Options* 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 Tab* > 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 Tab* > 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 Tab* > 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 G: 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_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 H: Comparing Weight Based Shipping Modules

Miva Merchant has three shipping modules based on weight. See *Shipping Settings*.

Base + Weight Shipping	• Create as many shipping methods as you want, "Economy under 5 pounds", "Economy 6-10 pounds", etc. • Each shipping method has 1 weight range. • The total shipping charge is (weight of order **x** shipping charge per unit weight) + base charge
Minimum or Weight Shipping	• Create as many shipping methods as you want, "Economy under 5 pounds", "Economy 6-10 pounds", etc.

	• Each shipping method has 1 weight range. • The total shipping charge is (weight of order **x** shipping charge per unit weight) **or** base charge, whichever is greater.
Weight Table Shipping	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.

Appendix I: Template Changes for PR8 Update 7

PR8 Update 7 adds three new pages:

- CEML (Change Email Address)
- CPWD (Change Password), and
- FPWD (Forgot Password).

These new pages will be automatically added to any store in PR8 Update 7 (whether upgraded or newly created). The CSS for these new pages, however, will NOT be automatically added to upgraded stores. Below are the required changes to the CSS

cssui.css Changes

The following css changes, highlighted in red text, are primarily to add formatting to the FPWD, CPWD, and CEML pages. However, if you decide to change the "Username" fields to "Email Address", you will need to add the below "width: 90px" change or the "Email Address" text will wrap

```
...
/*** LOGN, AFCL, ORDL, ORHL, FPWD, CPWD, CEML ***/


#main-content .margin-container
{
    padding: 28px 126px;
}

...
...
...
```

```
.LOGN label,
.ORDL label,
.AFCL label,
.FPWD label{
    float:left;
    clear:both;
    width:90px;
    text-align:right;
    padding:3px 5px;
}

.FPWD .forgot-password-section{
   text-align:left;
   width:320px;
   padding:10px;
   border:1px solid #CCC;
   margin:15px auto;
}

.FPWD .fpwd-input,
.CPWD .cpwd-input{
   width:150px;
   margin:2px 3px;
}

.CEML .change-buttons,
.CPWD .change-buttons{
   text-align:right;
}

.CPWD .change-password-section{
   width:300px;
   margin:15px auto 5px;
   padding:10px;
   border:1px solid #CCC;
}

.CPWD label{
   width:110px;
   float:left;
   clear:both;
   text-align:right;
   padding:3px 5px;
}

.CEML .change-emailaddress-section{
```

```
    width:350px;
    margin:15px auto 5px;
    padding:10px;
    border:1px solid #CCC;
}

.CEML label{
    width:140px;
    float:left;
    clear:both;
    text-align:right;
padding:3px 5px;
}

.CEML .oldemailaddress{
    line-height:22px;
}
...
```

mm_styles.css changes

The following css changes for the css_fw Framework, highlighted in red text, should only be implemented if you change the login pages to use the new "Email Address" text and the new Forgot Password section. If you keep the old style (with the radio button to login or email your password), do NOT add this additional css, as it will be improperly formatted

```
...
#login {
    line-height:25px;
    width: 325px;
    }

#login label {
    width: 110px;
    text-align: right;
    display: inline-block;
    font-weight: bold;
    }

#login #nextbutton {
    margin-top: 5px;
    }

#login .forgot-password-link {
    clear: both;
```

```
    text-align: center;
    }


.account_column input { margin-bottom: 3px; display:block; margin-left: 180px;
width: 180px; }
.account_column select { margin-bottom: 3px; display:block; margin-left: 180px;
width: 180px; }
...
```

LOGN Page Changes

LOGN: MMUI css_fw

```
<mvt:item name="html_profile" />
    <head>
        <title>&mvt:store:name;: Customer Login</title>
        <base href="&mvt:global:basehref;">
        <mvt:item name="head" param="css_list" />
        <mvt:item name="head" param="head_tag" />
    </head>
    <mvt:item name="body">
        <mvt:item name="hdft" param="global_header" />
        <mvt:item name="navbar" />
        <div id="mainbody">
            <mvt:item name="category_tree" />
            <div id="content">
                <mvt:item name="hdft" param="header" />
                <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=ACNT">Creat
e New Account</a><br>
                <mvt:item name="messages" />
                <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="ACED" />
                    <input type="hidden" name="Action"     value="LOGN" />
                    <br />
                    <div id="login">
                        <label for="Customer_LoginEmail">Email Address:</label>
<input type="text" name="Customer_LoginEmail" id="Customer_LoginEmail"
style="width: 200px;" value="&mvte:global:Customer_LoginEmail;" autocomplete="off">
```

```
                        <label for="Customer_Password">Password:</label> <input
type="password" name="Customer_Password" id="Customer_Password" style="width:
200px;" autocomplete="off">
                        <div id="nextbutton">
                            <mvt:item name="buttons" param="Login" />
                        </div>
                        <div class="forgot-password-link">
                            <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
                        </div>
                    </div>
                </form>
                <br />
                <mvt:item name="hdft" param="footer" />
            </div>
            <br class="clear" />
            <mvt:item name="hdft" param="global_footer" />
        </div>
    </mvt:item>
</html>
```

LOGN: MMUI default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Customer Login</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">
            <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=ACNT">Creat
e New Account</a><br>
            <mvt:item name="messages" />
        </mvt:item>

        <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="ACLN">
        <input type="hidden" name="Action"      value="LOGN">

        <table border="0">
        <tr><td align="left" valign="middle" colspan=3>

        </td></tr>

        <tr><td align="left" valign="middle" colspan=3>
            <mvt:item name="fonts" param="body_font">
            <b>Login to Existing Account:</b>
            </mvt:item>
        </td></tr>

        <tr><td align="left" valign="middle">

        </td><td align="left" valign="middle">
            <mvt:item name="fonts" param="body_font">
            <b>Email Address:</b>
            </mvt:item>
        </td><td align="left" valign="middle">
            <mvt:item name="fonts" param="body_font">
            <input type="text" size="40" name="Customer_LoginEmail"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off">
            </mvt:item>
        </td></tr>

        <tr><td align="left" valign="middle">

        </td><td align="left" valign="middle">
            <mvt:item name="fonts" param="body_font">
            <b>Password:</b>
            </mvt:item>
        </td><td align="left" valign="middle">
            <mvt:item name="fonts" param="body_font">
            <input type="password" size="40" name="Customer_Password"
autocomplete="off">
```

```
            </mvt:item>
        </td></tr>

        <tr><td align="left" valign="middle">

        </td><td align="left" valign="middle">

        </td><td align="right" valign="middle">
            <mvt:item name="fonts" param="body_font">
            <mvt:item name="buttons" param="Login" />
            </mvt:item>
        </td></tr>

        <tr><td align="center" valign="middle" colspan="3">
            <mvt:item name="fonts" param="body_font">
            <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
            </mvt:item>
        </td></tr>
        </table>
        </form>
    </td></tr>

    <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>
```

LOGN: CSSUI cssui_default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Customer Login</title>
    <base href="&mvt:global:basehref;" />
    <mvt:item name="head" param="css_list" />
    <mvt:item name="head" param="head_tag" />
</head>
<body class="LOGN one-column">
<div id="site-container">
```

```
    <div id="global-header"><mvt:item name="hdft" param="global_header" /></div>
    <div id="navigation-bar"><mvt:item name="navbar" /></div>
    <table id="content-container">
        <tr>
            <td id="left-navigation"><mvt:item name="category_tree" /></td>
            <td id="main-content">
                <div id="page-header"><mvt:item name="hdft" param="header" /></div>
                <div id="breadcrumbs"><mvt:item name="breadcrumbs" /></div>
                <div class="margin-container">
                    <form id="logn"
action="&mvt:global:secure_sessionurl;Screen=ACLN" method="post"
autocomplete="off">
                    <input type="hidden" name="Store_Code"
value="&mvte:store:code;" />
                    <input type="hidden" name="Action" value="LOGN" />
                    <div class="section grey-border-right aligncenter">
                        <h3>Create New Account</h3>
                        <input type="button" value="Create Account" class="button"
onclick="window.location =
'&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=ACAD';" />
                    </div>
                    <div class="section">
                        <h3>Sign In</h3>
                        <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:elseif
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 class="form_row">
                            <label for="Customer_LoginEmail">Email
Address:</label><input type="text" name="Customer_LoginEmail"
id="Customer_LoginEmail" class="textfield logn-input"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off" />
                        </div>
                        <div class="form_row">
```


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```
                            <label for="Customer_Password">Password:</label><input
type="password" name="Customer_Password" id="Customer_Password" class="textfield
logn-input" autocomplete="off" />
                        </div>
                        <div class="clear"></div>
                        <div class="sign-in-buttons"><mvt:item name="buttons"
param="login" /></div>
                        <div class="forgot-password"><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t password?</a></div>
                    </div>
                    </form>
                </div>
                <div id="page-footer"><mvt:item name="hdft" param="footer" /></div>
            </td>
        </tr>
    </table>
    <div id="bottom-wrap"></div>
    <div id="global-footer"><mvt:item name="hdft" param="global_footer" /></div>
</div>
</body>
</html>
```

ORHL Page Changes

ORHL: MMUI css_fw

```
<mvt:item name="html_profile" />
    <head>
        <title>&mvt:store:name;: Customer Login</title>
        <base href="&mvt:global:basehref;">
        <mvt:item name="head" param="css_list" />
        <mvt:item name="head" param="head_tag" />
    </head>
    <mvt:item name="body">
        <mvt:item name="hdft" param="global_header" />
        <mvt:item name="navbar" />
        <div id="mainbody">
            <div id="content">
                <mvt:item name="hdft" param="header" />
                <mvt:item name="messages" />
                <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="ORDH">
                    <input type="hidden" name="Action"     value="LOGN">
                    <br />
                    <div id="login">
                        <h5>Log in to View Order History:</h5><br />
                        <label for="Customer_LoginEmail">Email Address:</label>
<input type="text" name="Customer_LoginEmail" id="Customer_LoginEmail"
value="&mvte:global:Customer_LoginEmail;" style="width: 200px;" autocomplete="off">
                        <label for="Customer_Password">Password:</label> <input
type="password" name="Customer_Password" id="Customer_Password" style="width:
200px;" autocomplete="off">
                        <div id="nextbutton">
                            <mvt:item name="buttons" param="Login" />
                        </div>
                        <div class="forgot-password-link">
                            <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
                        </div>
                    </div>
                </form>


                <form method="post" action="&mvt:global:secure_sessionurl;"
autocomplete="off">
                    <input type="hidden" name="Screen" value="ORDH" />
                    <input type="hidden" name="Store_Code"
value="&mvte:store:code;" />
                    <div id="login" class="clear">
                        <h5>Lookup by Billing Information:</h5><br />
                        <label for="Order_BillEmail">Email:</label> <input
type="text" name="Order_BillEmail" id="Order_BillEmail" style="width: 200px;"
value="&mvte:global:Order_BillEmail;" autocomplete="off" />
                        <label for="Order_BillZip">Zip Code:</label> <input
type="text" size="20" name="Order_BillZip" id="Order_BillZip" style="width: 200px;"
autocomplete="off" />
                        <div id="nextbutton">
                            <input type="submit" value="Lookup" />
                        </div>
                    </div>
                </form>

                <mvt:item name="hdft" param="footer" />
            </div>
            <br class="clear" />
            <mvt:item name="hdft" param="global_footer" />
        </div>
    </mvt:item>
```

```
</html>
```

ORHL: MMUI default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Order History Lookup</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>
        <table border="0">
        <tr><td>
            <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="ORDH">
            <input type="hidden" name="Action" value="LOGN">

            <table border="0">
            <tr><td align="left" valign="middle" colspan=3>
                <mvt:item name="fonts" param="body_font">
                <b>Log in to View Order History:</b>
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">

            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
```


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```
                <b>Email Address:</b>
                </mvt:item>
            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <input type="text" size="40" name="Customer_LoginEmail"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off">
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">

            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <b>Password:</b>
                </mvt:item>
            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <input type="password" size="40" name="Customer_Password"
autocomplete="off">
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">

            </td><td align="left" valign="middle">

            </td><td align="right" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <mvt:item name="buttons" param="Login" />
                </mvt:item>
            </td></tr>

            <tr><td align="center" valign="middle" colspan="3">
                <mvt:item name="fonts" param="body_font">
                <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
                </mvt:item>
            </td></tr>
            </table>
            </form>
        </td></tr>
        <tr><td style="text-align:center; font-wieght:bold;">
            <mvt:item name="fonts" param="body_font">OR</mvt:item>
        </td></tr>
        <tr><td>
            <form method="post" action="&mvt:global:secure_sessionurl;"
autocomplete="off">
```

```
            <input type="hidden" name="Screen" value="ORDH" />
            <input type="hidden" name="Store_Code" value="&mvt:store:code;" />
            <table border="0">
            <tr><td align="left" valign="middle" style="font-weight:bold;"
colspan="3">
                <mvt:item name="fonts" param="body_font">
                Lookup by Billing Information:
                </mvt:item>
            </td></tr>
            <tr>
            <td> </td>
            <td style="font-weight:bold;">
                <mvt:item name="fonts" param="body_font">
                Email:
                </mvt:item>
            </td><td>
                <mvt:item name="fonts" param="body_font">
                <input type="text" size="40" name="Order_BillEmail"
value="&mvte:global:Order_BillEmail;" autocomplete="off" />
                </mvt:item>
            </td></tr>
            <tr>
            <td> </td>
            <td style="font-weight:bold;">
                <mvt:item name="fonts" param="body_font">
                Zip Code:
                </mvt:item>
            </td><td>
                <mvt:item name="fonts" param="body_font">
                <input type="text" size="20" name="Order_BillZip"
autocomplete="off" />
                </mvt:item>
            </td></tr>
            <tr>
            <td> </td>
            <td align="right" colspan="2">
                <mvt:item name="fonts" param="body_font">
                <input type="submit" value="Lookup" />
                </mvt:item>
            </td></tr>
            </table>
            </form>
        </td></tr>
        </table>
    </td></tr>

    <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>
```

ORHL: CSSUI cssui_default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Lookup Order History</title>
    <base href="&mvt:global:basehref;" />
    <mvt:item name="head" param="css_list" />
    <mvt:item name="head" param="head_tag" />
</head>
<body class="ORHL one-column">
<div id="site-container">
    <div id="global-header"><mvt:item name="hdft" param="global_header" /></div>
    <div id="navigation-bar"><mvt:item name="navbar" /></div>
    <table id="content-container">
        <tr>
            <td id="left-navigation"><mvt:item name="category_tree" /></td>
            <td id="main-content">
                <div id="page-header"><mvt:item name="hdft" param="header" /></div>
                <div id="breadcrumbs"><mvt:item name="breadcrumbs" /></div>
                <div class="margin-container">
                    <form action="&mvt:global:secure_sessionurl;Screen=ORDH"
method="post" autocomplete="off">
                    <input type="hidden" name="Store_Code"
value="&mvte:store:code;" />
                    <div class="lookup-section grey-border-right">
                        <h3>Lookup by Email/Zip Code</h3>
                        <div class="form_row">
                            <label for="Order_BillEmail" class="lookup">Billing
Email:</label><input type="text" name="Order_BillEmail" id="Order_BillEmail"
class="textfield logn-input" value="&mvte:global:Order_BillEmail;"
autocomplete="off" />
                        </div>
                        <div class="form_row">
                            <label for="Order_BillZip" class="lookup">Billing Zip
Code:</label><input type="text" name="Order_BillZip" id="Order_BillZip"
class="textfield logn-input" autocomplete="off" />
```


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```
                        </div>
                        <div class="clear"></div>
                        <div class="sign-in-buttons"><input type="submit"
class="button" value="Lookup" /></div>
                    </div>
                    </form>
                    <form id="logn"
action="&mvt:global:secure_sessionurl;Screen=ORDH" method="post"
autocomplete="off">
                    <input type="hidden" name="Store_Code"
value="&mvte:store:code;" />
                    <input type="hidden" name="Action" value="LOGN" />
                    <div class="signin-section">
                        <h3>Sign In</h3>
                        <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:elseif
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 class="form_row">
                            <label for="Customer_LoginEmail">Email
Address:</label><input type="text" name="Customer_LoginEmail"
id="Customer_LoginEmail" class="textfield logn-input"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off" />
                        </div>
                        <div class="form_row">
                            <label for="Customer_Password">Password:</label><input
type="password" name="Customer_Password" id="Customer_Password" class="textfield
logn-input" autocomplete="off" />
                        </div>
                        <div class="clear"></div>
                        <div class="sign-in-buttons"><mvt:item name="buttons"
param="login" /></div>
                        <div class="forgot-password"><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t password?</a></div>
                    </div>
```

```
                    </form>
                </div>
                <div id="page-footer"><mvt:item name="hdft" param="footer" /></div>
            </td>
        </tr>
    </table>
    <div id="bottom-wrap"></div>
    <div id="global-footer"><mvt:item name="hdft" param="global_footer" /></div>
</div>
</body>
</html>
```

ORDL Page Changes

ORDL: MMUI css_fw

```
<mvt:item name="html_profile" />
    <head>
        <title>&mvt:store:name;: Checkout: Customer Login</title>
        <base href="&mvt:global:basehref;">
        <mvt:item name="head" param="css_list" />
        <mvt:item name="head" param="head_tag" />
    </head>
    <mvt:item name="body">
        <mvt:item name="hdft" param="global_header" />
        <mvt:item name="navbar" />
        <div id="mainbody">
            <mvt:item name="category_tree" />
            <div id="content">
                <mvt:item name="hdft" param="header" />
                <div class="floatleft">
                    <a
href="&mvt:global:secure_sessionurl;Screen=ACNT&Order=1&Store_Code=&mvta:store:code
;">Create New Account</a>
                </div>
                     <a
href="&mvt:global:secure_sessionurl;Screen=OCST&Store_Code=&mvta:store:code;">Place
Order Without Account</a>
                <br />
                <mvt:item name="messages" />
                <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" />
                    <br />
                    <div id="login">
                        <label for="Customer_LoginEmail">Email Address:</label>
<input type="text" name="Customer_LoginEmail" id="Customer_LoginEmail"
value="&mvte:global:Customer_LoginEmail;" style="width: 200px;" autocomplete="off">
                        <label for="Customer_Password">Password:</label> <input
type="password" name="Customer_Password" id="Customer_Password" style="width:
200px;" autocomplete="off">
                        <div id="nextbutton">
                            <mvt:item name="buttons" param="Login" />
                        </div>
                        <div class="forgot-password-link">
                            <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
                        </div>
                    </div>
                </form>
            <br />
            <mvt:item name="hdft" param="footer" />
            </div>
            <br class="clear" />
            <mvt:item name="hdft" param="global_footer" />
        </div>
    </mvt:item>
</html>
```

ORDL: MMUI default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Checkout: Customer Login</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>
        <table border="0">
        <tr><td align="left">
            <mvt:item name="fonts" param="body_font">
                <a
href="&mvt:global:secure_sessionurl;Screen=ACNT&Order=1&Store_Code=&mvta:store:code
;">Create New Account</a>
            </mvt:item>
        </td><td align="right">
            <mvt:item name="fonts" param="body_font">
            <a
href="&mvt:global:secure_sessionurl;Screen=OCST&Store_Code=&mvta:store:code;">Place
Order Without Account</a>
            </mvt:item>
        </td></tr>

        <tr><td colspan="2">
            <mvt:item name="fonts" param="body_font">
                <mvt:item name="messages" />
            </mvt:item>
        </td></tr>

        <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">

            <table border="0">
            <tr><td align="left" valign="middle" colspan=3>
                <mvt:item name="fonts" param="body_font">
                <b>Login to Existing Account:</b>
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">
            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <b>Email Address:</b>
                </mvt:item>
            </td><td align="left" valign="middle">
```

```
                <mvt:item name="fonts" param="body_font">
                <input type="text" size=40 name="Customer_LoginEmail"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off">
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">

            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <b>Password:</b>
                </mvt:item>
            </td><td align="left" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <input type="password" size="40" name="Customer_Password"
autocomplete="off">
                </mvt:item>
            </td></tr>

            <tr><td align="left" valign="middle">

            </td><td align="left" valign="middle">

            </td><td align="right" valign="middle">
                <mvt:item name="fonts" param="body_font">
                <mvt:item name="buttons" param="Login" />
                </mvt:item>
            </td></tr>

            <tr><td align="center" valign="middle" colspan="3">
                <mvt:item name="fonts" param="body_font">
                <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t Password?</a>
                </mvt:item>
            </td></tr>
            </table>
            </form>
        </td></tr>
        </table>
    </td></tr>

    <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>
```

ORDL: CSSUI cssui_default_fw

```
<mvt:item name="html_profile" />
<head>
    <title>&mvt:store:name;: Checkout: Customer Login</title>
    <base href="&mvt:global:basehref;" />
    <mvt:item name="head" param="css_list" />
    <mvt:item name="head" param="head_tag" />
</head>
<body class="ORDL one-column">
<div id="site-container">
    <div id="global-header"><mvt:item name="hdft" param="global_header" /></div>
    <div id="navigation-bar"><mvt:item name="navbar" /></div>
    <table id="content-container">
        <tr>
            <td id="left-navigation"><mvt:item name="category_tree" /></td>
            <td id="main-content">
                <div id="page-header"><mvt:item name="hdft" param="header" /></div>

                <form name="logn" action="&mvt:global:secure_sessionurl;"
method="post" 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" />

                <div class="section grey-border-right aligncenter">
                    <h3>Create New Account</h3>
                    <input type="button" value="Create Account" class="button"
onclick="window.location =
'&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Order=1&Screen=ACAD';"
/>
                </div>
                <div class="section grey-border-right">
                    <h3>Sign In</h3>
                    <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>
```


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```
                    <mvt:elseif
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 class="form_row">
                        <label for="Customer_LoginEmail">Email
Address:</label><input type="text" name="Customer_LoginEmail"
id="Customer_LoginEmail" class="textfield logn-input"
value="&mvte:global:Customer_LoginEmail;" autocomplete="off" />
                    </div>
                    <div class="form_row">
                        <label for="Customer_Password">Password:</label><input
type="password" name="Customer_Password" id="Customer_Password" class="textfield
logn-input" autocomplete="off" />
                    </div>
                    <div class="clear"></div>
                    <div class="sign-in-buttons"><mvt:item name="buttons"
param="login" /></div>
                    <div class="forgot-password"><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=FPWD">Forgo
t password?</a></div>

                </div>
                <div class="section aligncenter">
                    <h3>Express Checkout</h3>
                    <input type="button" value="Proceed to Checkout" class="button"
onclick="window.location =
'&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=OCST';" />
                </div>
                </form>

                <div id="page-footer"><mvt:item name="hdft" param="footer" /></div>
            </td>
        </tr>
    </table>
    <div id="bottom-wrap"></div>
    <div id="global-footer"><mvt:item name="hdft" param="global_footer" /></div>
</div>
</body>
</html>
```

ACLN Page Changes

These changes affect the viewability of the new Change Email Address and Change Password pages. If you are using the new "Require Reauthentication" setting with an altered ACED page (using the "Customer: Add" mode), then altering this page template is recommended.

ACLN: MMUI css_fw

```
<mvt:item name="html_profile" />
<head>
      <title>&mvt:store:name;: Edit Customer Account</title>
      <base href="&mvt:global:basehref;">
      <mvt:item name="head" param="css_list" />
      <mvt:item name="head" param="head_tag" />
</head>

<mvt:item name="body">
<mvt:item name="hdft" param="global_header" />
<mvt:item name="navbar" />

<div id="mainbody_account">
      <mvt:item name="hdft" param="header" />

      <div style="text-align:center;">
      <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=ACED">E
dit Account Info</a>  
      <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=CEML">C
hange Email Address</a>  
      <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=CPWD">C
hange Password</a>  
      <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=ORDH">C
ustomer Order History</a>  
      </div>

      <br />
      <mvt:item name="hdft" param="footer" />
<br class="clear" />
<mvt:item name="hdft" param="global_footer" />
</div>
</mvt:item>
</html>
```


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ACLN: MMUI default_fw

```
<mvt:item name="html_profile" />
<head>
      <title>&mvt:store:name;: Edit Customer Account</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%">
            <mvt:item name="fonts" param="body_font">
            <br>
                <a
href="&mvt:global:secure_sessionurl;Action=LOGO&Screen=SFNT&Store_Code=&mvta:global
:Store_Code;">Logout</a><br>
            <br>
            <center>
                  <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=ACED">Edit
Account Info</a>  
                  <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=CEML">Chang
e Email Address</a>  
                  <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=CPWD">Chang
e Password</a>  
                  <a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&Screen=ORDH">Custo
mer Order History</a>  

                  <br><br>
            </center>
            </mvt:item>
      </td></tr>
```

```
      <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>
```

ACLN: CSSUI cssui_default_fw

```
<mvt:item name="html_profile" />
<head>
      <title>&mvt:store:name;: My Account</title>
      <base href="&mvt:global:basehref;" />
      <mvt:item name="head" param="css_list" />
      <mvt:item name="head" param="head_tag" />
</head>
<body class="ACLN">
<div id="site-container">
      <div id="global-header"><mvt:item name="hdft" param="global_header" /></div>
      <div id="navigation-bar"><mvt:item name="navbar" /></div>
      <table id="content-container">
            <tr>
                  <td id="left-navigation"><mvt:item name="category_tree" /></td>
                  <td id="main-content">
                        <div id="page-header"><mvt:item name="hdft" param="header"
/></div>
                        <div id="breadcrumbs"><mvt:item name="breadcrumbs" /></div>
                        <div class="logout-link"><a
href="&mvt:global:secure_sessionurl;Action=LOGO&amp;Screen=SFNT&amp;Store_Code=&mvt
a:global:Store_Code;">Logout</a></div>

                        <h1>My Account</h1>

                        <div class="account-links">
                              <ul>
                                    <li><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=ACED">E
dit Account Info</a></li>
                                    <li><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=CEML">C
hange Email Address</a></li>
                                    <li><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=CPWD">C
hange Password</a></li>
```

```
                                    <li><a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:store:code;&amp;Screen=ORDH">C
ustomer Order History</a></li>
                              </ul>
                        </div>

                        <div id="page-footer"><mvt:item name="hdft" param="footer"
/></div>
                  </td>
            </tr>
      </table>
      <div id="bottom-wrap"></div>
      <div id="global-footer"><mvt:item name="hdft" param="global_footer" /></div>
</div>
</body>
</html>
```

Appendix J: 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
ABUS	*About Us*
ACAD	**Customer Create**
ACED	**Customer Edit**
ACLN	**Customer Account**
ACRT	**Customer Password Reset**
AFAD	**Affiliate Create**
AFCL	**Affiliate Login**
AFED	**Affiliate Edit**
BASK	*Basket Contents*

BSKE	**Checkout: Basket Empty**
CEML	**Change Email Address**
CPWD	**Change Password**
CTGY	*Category Display*
CTUS	*Contact Us*
FAQS	*FAQs*
FPWD	**Forgot Password**
INVC	**Invoice**
LOGN	**Customer Login**
MNTN	***Maintenance Mode***
NTFD	***Not Found***
OCST	**Checkout: Customer Information**
OMIN	**Checkout: Minimum Purchase Required**
OPAY	**Checkout: Payment Information**
OPRC	**Order Already Processed**
ORDH	**Order History List**
ORDL	**Order: Customer Login**
ORDS	**Order Status**
ORHL	**Lookup Order History**
OSEL	**Checkout: Shipping/Payment Selection**
OUS1	**Checkout: Upsell Product (Single)**
OUSM	**Checkout: Upsell Product (Multiple)**
PATR	Missing Product Attributes
PLMT	*Product Limited Stock*
PLST	*Product List*
POUT	*Product Sold Out*
PROD	*Product Display*
PRPO	*Privacy Policy*
SARP	*Shipping and Return Policy*
SFNT	*Storefront*
SRCH	*Search*
UATM	**Upsell: Missing Product Attributes (Multiple)**
UATR	**Upsell: Missing Product Attributes (Single)**

Appendix J: 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 K: Template Changes for PR8 Update 11

PR8 Update 11 introduced two new features to the PayPal Express Checkout and/or Payments Pro module:

- *PayPal Express In-context Checkout*
- *PayPal Express Bill Me Later*

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 Update 11. If you were using PayPal Express Checkout in your store before PR8 Update 11, you have to manually update the PayPal Express Checkout Button templates on any pages where it was used. Note that both of these features are disabled by default, and need to be manually enabled in the module's configuration settings.

Updated PayPal Express Checkout Button Template

```
<table style="width:100%; border:0;">
<tr>
<td style="padding:2px; vertical-align:middle; color:#000000; font-weight:bold;">
```

```
Fast, Secure Checkout with PayPal
</td>
</tr>
<tr>
<td>
<mvt:if expr="l.settings:PaypalExButton:ExpressCheckoutToken">
To continue with your PayPal checkout, enter any required information below and
click on "Continue"
<mvt:else>
<div style="position: relative;">
<mvt:if expr="l.settings:PaypalExButton:express_in_context">
<a data-paypal-button="true"
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:global:Store_Code;&Action=PAL1
&Screen=PAL1&NextScreen=OCST&NextAction=&CancelScreen=&mvta:global:Screen;"><img
src="https://www.paypal.com/en_US/i/btn/btn_xpressCheckout.gif" style="margin-
right:7px; border:0;" alt="" /></a>
<mvt:else>
<a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:global:Store_Code;&Action=PAL1
&Screen=PAL1&NextScreen=OCST&NextAction=&CancelScreen=&mvta:global:Screen;"><img
src="https://www.paypal.com/en_US/i/btn/btn_xpressCheckout.gif" style="margin-
right:7px; border:0;" alt="" /></a>
</mvt:if>
<mvt:if expr="l.settings:PaypalExButton:express_display_billmelater">
<br>
<mvt:if expr="l.settings:PaypalExButton:express_in_context">
<a data-paypal-button="true"
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:global:Store_Code;&Action=PAL1
&Screen=PAL1&NextScreen=OCST&NextAction=&CancelScreen=&mvta:global:Screen;&PayPalEx
Checkout_Bill_Later=true"><img
src="https://www.paypalobjects.com/webstatic/en_US/btn/btn_bml_SM.png"
style="margin-right:7px; border:0;" alt="" /></a>
<mvt:else>
<a
href="&mvt:global:secure_sessionurl;Store_Code=&mvta:global:Store_Code;&Action=PAL1
&Screen=PAL1&NextScreen=OCST&NextAction=&CancelScreen=&mvta:global:Screen;&PayPalEx
Checkout_Bill_Later=true"><img
src="https://www.paypalobjects.com/webstatic/en_US/btn/btn_bml_SM.png"
style="margin-right:7px; border:0;" alt="" /></a>
</mvt:if>
<br>
<a href="https://www.securecheckout.billmelater.com/paycapture-
content/fetch?hash=AU826TU8&content=/bmlweb/ppwpsiw.html"><img
src="https://www.paypalobjects.com/webstatic/en_US/btn/btn_bml_text.png"
style="position: absolute; left: 2px; top: 76px;" /></a>
</mvt:if>
</div>
</mvt:if>
</td>
</tr>
```


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```
<tr>
<td> </td>
</tr>
</table>
<mvt:if expr="l.settings:PaypalExButton:express_in_context">
<script>
(function(d, s, id){
var js, ref = d.getElementsByTagName(s)[0];
if (!d.getElementById(id)){
js = d.createElement(s); js.id = id; js.async = true;
js.src = "//www.paypalobjects.com/js/external/paypal.js";
ref.parentNode.insertBefore(js, ref);
}
}(document, "script", "paypal-js"));
</script>
</mvt:if>
```