



***HOW TO
Add and
Modify Products***

Revision 1.2



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HOW TO

Add and Modify Products

Introduction

The reason you set up a store is to sell products. One of the most important tasks that you have is to add and set up products in your store. You have more than one way to add products to your store:

Method	Description
Add Product Wizard (in Simple and Advanced Administration Interfaces)	An easy method for setting up products in your store. Refer to <i>HOW TO Start Using Miva Merchant, Wizards, & Maintain Your Store</i> for details.
Advanced Administration Interface	The most complete method to set up products. See the rest of this publication.
Import products data	The fastest method for adding products to your store. If you have a large number of products, consider importing the product data. Refer to <i>HOW TO Import Product Data From a Flat File</i> for more information about this method.

This *HOW TO* guide describes how to use the Administration Interface to add and edit your products. The Administration Interface allows you to perform the following tasks:

- Enter basic product information
- Define images to display your products
- Create a header and footer for each product (depending on the layout you select)
- Track product inventory
- Assign product attributes
- Assign the product to a category

Note: If you want to assign a product to a category or categories, you must create the category first. For information on categories, refer to *HOW TO Set up Categories*.

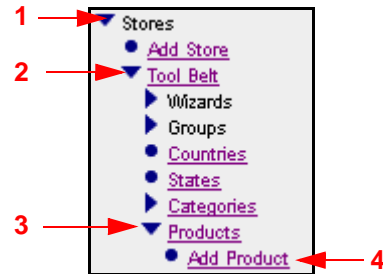
Adding a New Product

There is more than one way to add a new product, using the Advanced Administration Interface. You can add it without assigning the product to a category, and you can select the category to which you want to assign the product, then add it.

Products can be assigned to more than one category. For example, a Finish Hammer could be included in Hammers, Hand Tools, and Carpentry Tools categories.

Add Product–Unassigned to a Category

1. Click the triangle next to Stores.
2. Click the triangle next to the store name.
3. Click the triangle next to Products.
4. Select the Add Product link under Products.



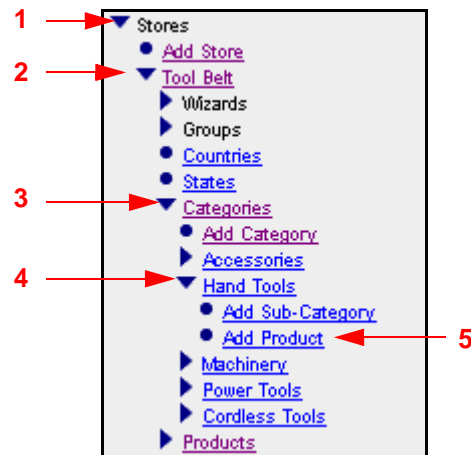
Add Product–Assigned to a Category

Use the following procedure to assign a product to a category at the same time you add it.

1. Click the triangle next to Stores.
2. Click the triangle next to the store name.
3. Click the triangle next to Categories.
4. Click the triangle next to the category name to which you want to add the product.

If you want to add the product to a subcategory, click the arrow next to the category(ies), until you see the category you want.

5. Select the Add Product link under the desired category.



Product Tabs

The Add product screen has these links, depending on the Layout you have selected for your store and if you have and 3rd party modules installed.

- Product
- Images
- Headers & Footers (MMUI layout)

If any VAT tax has been selected under store Settings, the VAT link is also displayed. Additional tabs become available when a product is added. See [“Product Editing” on page 13](#) for these tabs.

Add Product

Product
[Images](#)
[Headers & Footers](#)
[VAT](#)

Product Code:

Product Name:

Category Code:

Price:

Cost:

Weight:

Description:

Professional Finish Hammer

The hammer head is drop forged that is h
tempered to meet ANSI, TUVE/GS, BS and i
standards.

The following attributes may be selected
For the Handle:

* heat treated tubular (\$3.00 additiona
* standard (not additional cost)

For the Finish:

* Mirror Polish (\$5.00 additional)

Taxable

Active

Note: If you have a number of products or you will be tracking inventory, consider using the Import utility. See *HOW TO Import Product Data from a Flat File*. If your have not added products before, you may want to consider using the Add Product Wizard or the Simple Administration Interface. Refer to *HOW TO Start Using Miva Merchant, Wizards, & Maintain Your Store*.

Product Tab

Enter or modify the product data for the following fields.


Product Code	Enter your product code. This is an alphanumeric field of up to 50 characters. You may enter a combination of text and HTML.
Product Name	Input your name for the product. If you choose, the name may be the same as the Product Code. This is also an alphanumeric field but you have a length of up to 100 characters. You may enter a combination of text and HTML.
Category Code	Displays only for a new product. If you added the new product assigned to a category, the category's code is automatically entered for you (although you can change it). If you added the new product unassigned to a category, this field is blank.
Price	Enter the retail price for your product. This retail price may be discounted by the assignment of Price Groups.
Cost	Enter your cost for the product. This is the cost that you will use for any markup percentage in the assigning of Price Groups.
Weight	Assign the weight of your product.
Description	This is a memo field. You may use text, HTML, or any combination of the two.
Taxable	The default value for added products is taxable. If your product should not be taxed, deselect the checkbox.
Active	The default value for added products is Active. If you want to hide a product, deselect the Active checkbox.

Images Tab

This form allows you to assign images to your products. You can have a full-sized and a thumbnail image for each product.

The screenshot shows a software window titled "Add Product". At the top right of the window is a help icon. Below the title bar, there are three tabs: "Product", "Images" (which is currently selected and highlighted), and "Headers & Footers". The main area of the window contains two input fields. The first is labeled "Thumbnail Image:" and the second is labeled "Full-sized Image:". To the right of each input field is a small icon representing a file selection or upload function. At the bottom right of the window, there are two buttons: "Add" and "Reset".

1. If you know the path, enter the full path and file name to your image.

2. If you do not know the full path, click the Upload File  button to find the file. Click the Browse button to locate your image.
3. In the Upload File dialog box, click Overwrite if the file has been uploaded before, then click Upload.
4. Click the next product tab (link) you want, or click the Add button for a new product, or the Update button for an existing product.

Headers & Footers Tab

Headers & Footers allows you to add text that will display above and below your other product data in the storefront interface. HTML can be used to format the text.

Add Product

Product
Images
Headers & Footers
VAT

Product Display Header:	<pre>This is the Header area</pre>
Product Display Footer:	<pre>
 This is the Footer area</pre>

1. Enter text to be displayed in the header and footer of the product.
2. To remove the entries, click the Reset button.
3. Click the next product tab (link) you want, or click the Add button for a new product, or the Update button for an existing product.

VAT Tab

There are several type of VAT taxes included with Miva Merchant: German, Canadian, and Generic. (Generic can be used in the United States.) For information on configuring VAT taxes, see *HOW TO Change Your Store's Sales Tax Calculation*.

Related Products Tab

The products you assign here will be listed in your store following the product description. The list is similar to the short list of the Product List page.

Edit Product: Finish Hammer

Product Images **Related Products** Attributes Upsold Products

Inventory Headers & Footers Weight Table Shipping Charges VAT

All Unassigned Assigned Search:

Assigned

✓+ ✓-	Code Name	
<input type="checkbox"/>	P001 Finish Hammer	
<input type="checkbox"/>	P002 Screwdriver set - 4-piece	
<input checked="" type="checkbox"/>	P003 200# Sandpaper	
<input checked="" type="checkbox"/>	P004 Wrench Set	

1-4

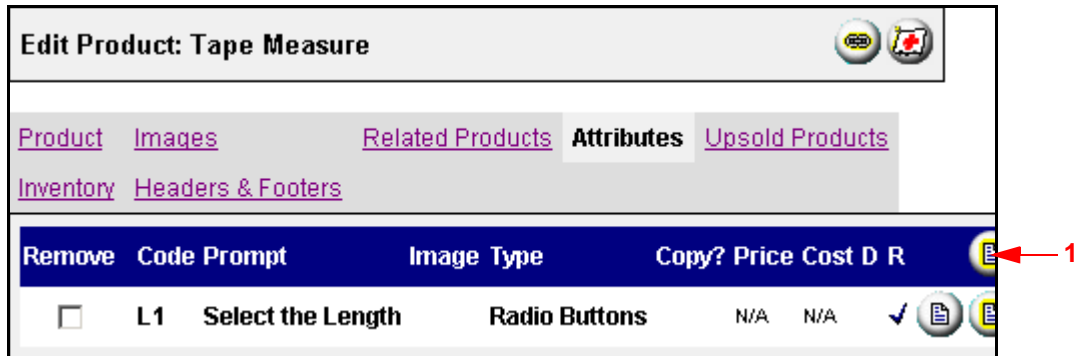
1. In the Edit Product form, click the Related Products link.
2. Check the products you want to see listed under this product's description.
3. Click Update.

Attributes Tab

A product attribute is a feature of the product. It could be an attribute that is an essential part of the product, like size or color. Or, the attribute could be an added feature, such as a monogram.

You have the option of adding attributes directly to your products, or creating Attribute Templates that you can apply to a product. Product Attributes and Attribute Templates have the same presentation in your store.

For information about Attribute Templates, refer to *HOW TO Create Attribute Templates*.



Adding Attributes

- To add an Attribute, click the New Attribute  button. Fill the text boxes with the following information:

Code	Enter an attribute code that will represent the option. For example, enter “size” to represent the size prompt. Make sure the code is unique for that product. Use any alpha or numeric characters, dashes (-) or underscores (_).
Prompt	Enter the prompt that will appear for the customer in the shopping interface. For example, enter “Choose Your Size” to represent size. You may enter text, HTML, or any other data that can be understood by a browser.
Image	If you have an image to show an example of this attribute, click the Upload button, and locate your image. This image will appear to the right of your product image, if you have one.
Type	<p>Choose a device to use in displaying the options under this prompt.</p> <p>For radio buttons and drop-down lists you will be able to create a list of options in a secondary form from which your shoppers will select their answer to the particular prompt.</p> <p>With checkboxes the prompt will ask for a single answer to a single option – checked for “yes” or unchecked for “no.”</p> <p>Text boxes prompt for a single answer (text box size is 254 characters).</p> <p>Text Areas prompt for a single long answer (the text area size is unlimited).</p> <p>Attribute templates are listed here by the Attribute Template Prompt you entered when you created the template.</p>
Copy?	You may copy an Attribute Template to any of your products, then modify the attribute and its options for that specific product.

- Price For checkbox entry and text entry prompts only. You may choose to enter a decimal number for an extra charge that will be added to the base price of the product. A negative integer will result in a subtraction from the price.
- Cost For checkbox entry and text entry prompts only. You may choose to enter a decimal number for an extra charge that will be added to the base price of the product. This is the cost that you can use for calculating discounts for the attribute to specified customers. A negative integer will result in a subtraction from the cost.
- R (Required) Click the checkbox under the R to designate the attribute prompt as a required field. The shopper will not be allowed to proceed until all required fields are answered with a selection. Left unchecked (by default), the shopper will have the option of bypassing the field to continue shopping or to go to the order form and check out. Keep in mind that because checkboxes and text boxes are “their own selection,” if an additional price has been specified, making such a field required, this will essentially be forcing the shopper to pay more for the product.






2. Click the Update button.



A new row displays:

- It's a row for an option, if you just entered an attribute type that has options (Radio Buttons or Drop-down List), or if you just entered an option. (See the Next section “Adding Options to Attributes”.
- It's a row for a new attribute, if you just entered an attribute type that does not have options (Checkbox, Text Field, or Text Area).

Adding Options to Attributes

Options are a further definition of attributes, when you have selected the Radio Buttons or Drop-down List type.

Remove	Code	Prompt	Image	Type	Copy?	Price	Cost	D	R		
<input type="checkbox"/>	L1	Select the Length		Radio Buttons	N/A	N/A			<input checked="" type="checkbox"/>		
<input type="checkbox"/>	↓ 25	25 foot			-2.00	-1.00					
<input type="checkbox"/>	↑ ↓ 50	50 foot			0.00	0.00					
<input type="checkbox"/>	↑ 100	100 foot			2.50	1.25			<input checked="" type="checkbox"/>		

1. To add a new option to an existing attribute, click the New Option  button.
2. To edit an existing option, click the Edit Here  button.

Item	Description
Option Code	Enter a unique code to represent each option.
Prompt	Enter the text to display for the option here. If you are creating radio button options you may use HTML complete with image references. However, if you are creating a list of options for a drop-down menu only minimal HTML will be allowed in the actual display of the option text.
Image	Radio button options only: Upload the image for this option, if you have one.
Price	<p>You may create an extra charge that is specific to each single option of the attribute. The price will be added to the base price of the product.</p> <p>Enter only a decimal number without entering the currency symbol. A negative integer will result in a subtraction from the price.</p>
Cost	<p>You may create an extra charge that is specific to each single option of the attribute. The cost will be added to the base cost of the product.</p> <p>Enter only a decimal number without entering the currency symbol. A negative integer will result in a subtraction from the price.</p> <p>This is the cost that you can use for calculating discounts for the option to specified customers.</p>
D (Default)	When this box under the D is checked, the option will display in the list pre-selected. For radio buttons this means that the button will appear selected, and for drop-downs it will mean that the particular option will be featured in the list – selected wherever it is in sequential order. If the shopper does not change the selection, the default selection will be used to complete the order.

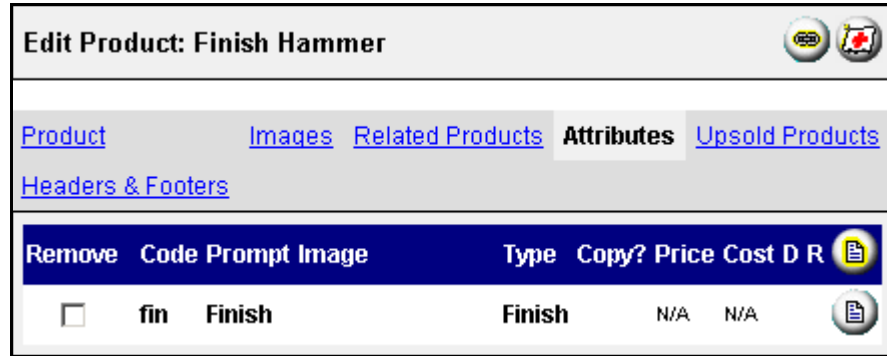
1. Click Update.
Once filled and updated, the Add Option text boxes reappear for collecting information on another option.
2. When you have added all options needed for a given attribute, click the Edit button again to exit edit mode.

At any time after you have created these entries, clicking the Edit button allows you to edit information for that entry.

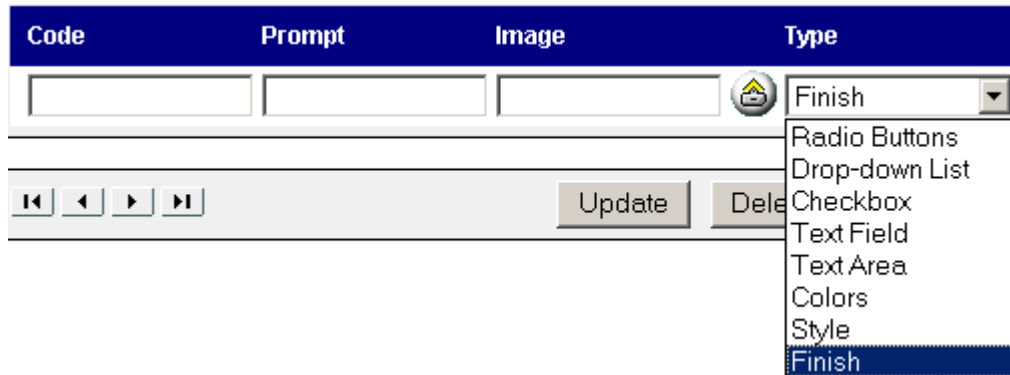
Apply an Attribute Template to a Product

When you edit an existing product and add an attribute, the Type field drop-down list contains the Attribute Template Prompt you entered when you created the Attribute Template.

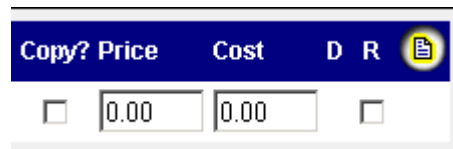
1. Click the Attributes tab (link) at the top of the Edit Product form.



2. Under the "Type," column, select the Attribute Template Prompt you want to apply to this product.



3. To copy the contents of this template (so you can modify it for this particular product), check the box under Copy?.



Note: When you copy an attribute template into Product Attributes, any changes you make to the attribute template will not be reflected in Product Attributes. Likewise, any changes you make to the Product Attributes will not change the template from which you copied it.



4. Click Update.

Upsold Products Tab

This product link lists the upsold product(s) that will be offered to an e-shopper when they purchase this product. In other words, the products listed here are assigned as Required Products for an Upsold Product.




- Click the edit  button to display the Edit Upsold Product page.

Refer to *HOW TO Set Up Upsale Products*.

Edit Product: Finish Hammer



[Product](#)
[Images](#)
[Related Products](#)
[Attributes](#)
Upsold Products

[Inventory](#)
[Headers & Footers](#)
[Weight Table Shipping Charges](#)
[VAT](#)

Product Code	Threshold Percent	Pricing	Price	Percent	
P002	25.00	Percent of Total	n/a	50.00%	
P004	25.00	Percent of Total	n/a	50.00%	
1-2				10	

Inventory Tab

You can track inventory, change the stock levels, and enter specific stock messages for this specific product, or you might choose to use the defaults you set up in the Administration Store Inventory. (Refer to *HOW TO Set up Store Inventory*.) If you have quite a number of products, consider importing the data. Refer to *HOW TO Import Product Data from a Flat File*.

Edit Product: Finish Hammer

Product Images Related Products Attributes Upsold Products

Inventory Headers & Footers Weight Table Shipping Charges

Track Product

Current Stock: 50

Increase Stock By:

Decrease Stock By:

In Stock Message (Short):

In Stock Message (Long):

To enable Inventory Tracking for this product:

1. Check on Track Product.
2. Enter a whole number to Increase Stock By or Decrease Stock By.
3. To use the default Stock Messages (set in the Store's Inventory Settings), let the text boxes stay empty.
Or, enter the message(s) for this specific product.

Note: You can use the tokens in your messages. These are described at the bottom of the Product Inventory form.

4. Set whether or not to track each of the Stock Levels, or to use the Default settings for:
 - Track Low Stock Level
 - Track Out of Stock Level
 - Hide Out of Stock Products
5. Enter the Stock Levels or use the Default settings for:
 - Low Stock Level
 - Out of Stock Level
6. Click Update.

Note: Remember that the **bold items** indicate that there must be an entry or selection.

VAT Tabs

When Generic VAT, Canadian VAT, or German VAT is selected in Store Settings, a VAT tab displays in the Edit Product form, allowing you to set up the VAT for your products. For information, refer to *HOW TO Change Your Store's Sales Tax Calculation*.

Shipping Tab

Depending on the Shipping Configuration you have selected, a Shipping Tab displays in the Edit Product form, allowing you to set the specific charge for the product. Refer to *HOW TO Setup Shipping Configuration*.

Product Editing

Certain features become accessible when you edit a product that were not when adding a product. Therefore, after you have entered new products, you may need to edit features or graphic links for a particular product. See “[Product Tabs](#)” on [page 3](#).

Edit Product–Navigation

When you are editing a product, Miva Merchant provides you with the option of moving easily between the current, previous, and next products, as well as to the first and last products.

On the Edit product page, the navigation buttons are located at the bottom of the screen, as shown in the following image.

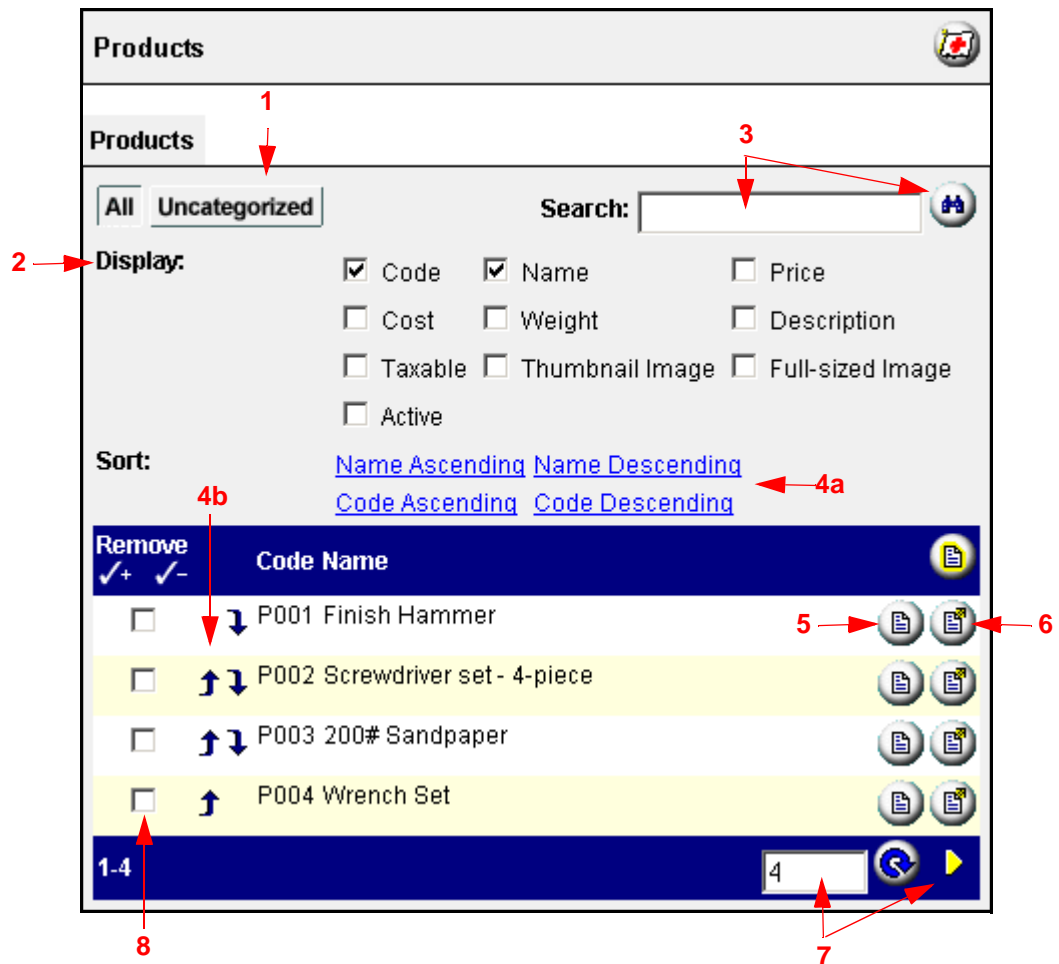
The screenshot displays the 'Edit Product: Finish Hammer' interface. At the top, there are two icons: a globe and a red cross. Below the title, there is a navigation bar with tabs: 'Product' (selected), 'Images', 'Related Products', 'Attributes', 'Upsold Products', 'Inventory', and 'Headers & Footers'. The main content area contains two input fields: 'Product Code' with the value 'P001' and 'Product Name' with the value 'Finish Hammer'. Below these fields, there are two checked checkboxes: 'Taxable' and 'Active'. At the bottom, there is a navigation bar with four buttons: 'First', 'Previous', 'Next', and 'Last'. A red arrow points to the 'First' button. To the right of these buttons are three larger buttons: 'Update', 'Delete', and 'Reset'.

Product List

1. Click the triangle next to Stores on the Administration menu.
2. Click the triangle next to the store name.
3. Select the Products link to display the Products form.




This page shows a list of your products.



- Click All or Uncategorized tab to view the applicable product list.

All	Displays all products
Uncategorized	Displays only those products that have not been assigned to a category.
- Under display, click the corresponding checkbox next to the field you wish to view in the product row, then click the Refresh or Update button.
By default, this product list displays the Code and Name of the product.

Search for a Product


- To search for a specific product:
If you are looking for a particular product, enter the name, or partial name, in the text box and click the Search  button. The product, or list of products, that match the search text is displayed.

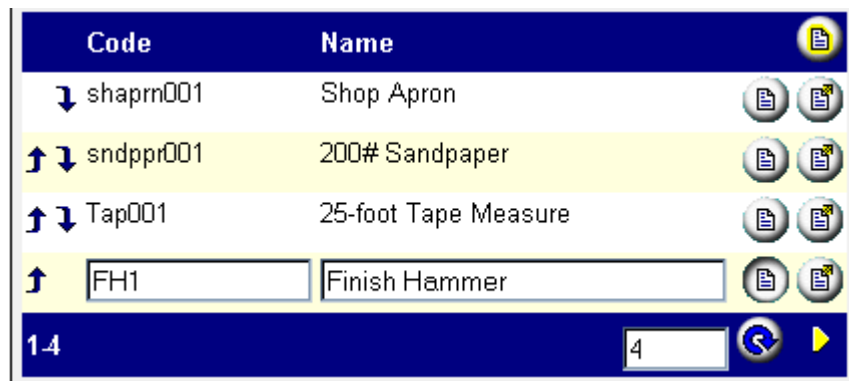
Change the Sort Order


This Product List sort affects the order of products in the Product List and Search list in your Store. This Sort Order does not affect the product order under a selected category. For information about sorting products within a category, refer to *HOW TO Set Up Categories*.

- To change the sort order:
You can display the products by name or by code, either in ascending or descending alphabetical order.

Name Ascending	Displays the Product list A to Z by Product name.
Code Ascending	Displays the Product list A to Z by Product code.
Name Descending	Displays the Product list Z to A by Product name.
Code Descending	Displays the Product list Z to A by Product code.

- Click one of the links to sort the product list.
A confirmation message warns you that the sort cannot be undone.
 - To move a product up or down, click an arrow next to the Code.
- To edit an entry on the product line, click the Edit Here  button. The page displays the product information within text boxes that you can edit.



6. To open the Edit Product form, click the Edit  button.
7. Click the yellow triangle at the bottom, right corner to view the rest of the list. Or, change the number in the box and click the Refresh button.

Delete a Product

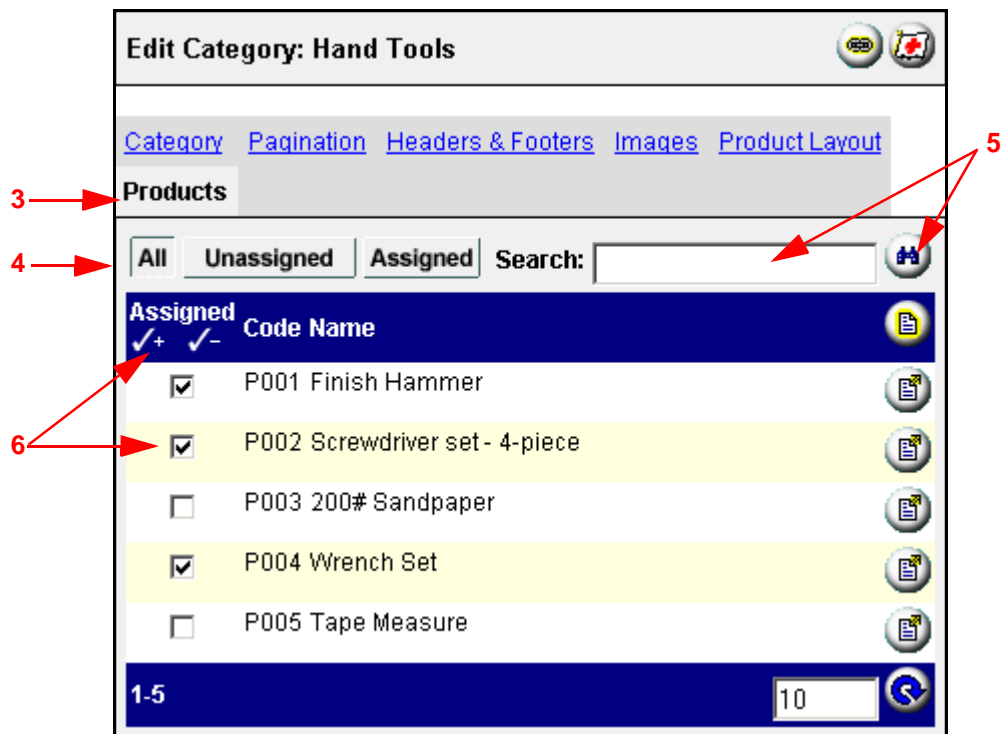
8. To remove a product, check the box under the Remove column. Click + to check all displayed products, and – to uncheck all displayed products.
9. Click Update.

Assigning Products to Categories

1. Click the triangle next to the Categories link in the Administration Interface menu to display the Categories below it.
2. Select the link for the category to which you want to assign products. (If you have nested categories, click the triangle by the category to display the subcategories.)



3. In the Edit Category page, click the Products tab.



4. Select the method for displaying the products.

All	Displays all products
Unassigned	Displays only those products that have not been assigned to this category.
Assigned	Displays only those products that are assigned to this category. The Assigned tab allows you to sort the products for this category.

5. To locate product(s), enter a product name or part of a name and click the Search button.
6. Check the box next to the product you want to assign to this category, or click + to check all displayed products.
7. Click Update.
8. If necessary, click the yellow triangle in the bottom right corner to go to the next page of products.

For additional information on categories, refer to *HOW TO Set Up Categories*.