



Edit Your Store's Features and Functionality



***HOW TO
Change the Look & Feel of
Your Store***

Revision 1.1



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

info@miva.com

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEE'S GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

MM1064-02

HOW TO Change the Look & Feel of Your Store

Introduction

After you create your store, add categories and products, and configure basic items, you may want to customize the look and feel to fit your specific requirements. Miva Merchant allows you to customize the layout, customer fields, messages, pagination, colors, fonts, images, header & footers, customer accounts, buttons, page sections, product list and search layouts, all of which change the look of your store.

Layout

The Layout form allows you to select the user interface for your store. This defines how your store looks and the manner in which it responds to your customer.

You must decide which of the looks you want for your store. KoolCat is an older user interface. Some Miva Merchant Look & Feel features are not available in KoolCat.

1. Click the image of the layout to see a larger sample.
2. Click the radio button by one of the layouts to select it.
 - KoolCat1.x
 - Miva Merchant Look & Feel
3. Click Update.

Note: The Edit Store images in this publication use the Miva Merchant Look & Feel layout. The tabs or links you see in your Miva Merchant Administration Interface may be different from the ones shown here, depending on which layout you have selected, and which modules are installed in your store.


Miva Merchant Look & Feel

The Miva Merchant Look & Feel for Hank's Hardware is shown below.

[Select Store](#) [Store Front](#) [Search](#) [Product List](#) [Basket Contents](#) [Check Out](#)


[Hand Tools](#)
[Power Tools](#)
[Outdoor Tools](#)
[Bolts, Nuts, Fittings](#)

Power Tools



[Orbital Buffer By Gateway Limited](#)
Price: **\$199.99**
Quantity in Basket: *none*

[Add 1 To Basket](#) [Buy 1 Now](#)



[5000 RPM Reversible Drill](#)
Price: **\$44.95**
Quantity in Basket: *none*

[Add 1 To Basket](#) [Buy 1 Now](#)

KoolCat Look & Feel

The KoolCat look & feel for Hank's Hardware is shown below.

Hank's Hardware Haven

Power Tools

 <p>Orbital Buffer By Gateway Limited</p> <p>Price: \$199.99 Buy 1 Now</p>	 <p>5000 RPM Reversible Drill</p> <p>Price: \$44.95 Buy 1 Now</p>	 <p>Pneumatic Drill</p> <p>Price: \$98.95 Buy 1 Now</p>
 <p>Deluxe Drill Press</p> <p>Price: \$579.99 Buy 1 Now</p>	 <p>Rechargeable Drill</p> <p>Price: \$45.55 Buy 1 Now</p>	

Customer Fields

This form allows you to define the way customer information is displayed when a customer creates a new account on your store site. You can display or hide the Billing Information. The specific fields for the Ship To information can also be Hidden, Required or Optional. If you check the Required radio button, the field is in bold text on the information input form.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts



Billing Information:

Field	Hidden	Required	Optional
First Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Email Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Phone Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Fax Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Company	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
City	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
State/Province	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Zip/Postal Code	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Country	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Messages

You may want to customize your welcoming message to your customers or give additional information in your response to those customers that have completed their order. You can put text messages formatted with HTML in these message boxes. There is no character limit on the message entries.

Edit Store: Tool Crib

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Store Front Welcome:	<pre><CENTER> <P> The Caption goes here. Enter text that is important to draw the shopper to your store. </P> </CENTER></pre>
Order Completed Thank You:	<pre>Thank you for your order. Please keep</pre>



Pagination

For your product listing or for your search results, you can choose whether you want to have pagination or not. To disable the pagination, click on the radio button next to Do Not Paginate and click Update. The default value for both the Product List and the Search Results is set at 20 products per page. To change the number of products viewed per page, enter your desired amount in the text box and click the Update button.












Product List:	<input type="radio"/> Do Not Paginate
	<input checked="" type="radio"/> Display <input type="text" value="20"/> Products Per Page
Search Results:	<input type="radio"/> Do Not Paginate
	<input checked="" type="radio"/> Display <input type="text" value="20"/> Products Per Page

Colors

There are many colors settings that you have the option of changing. These colors include your background colors and your link colors. To make these changes is quite easy.

Edit Store: Tool Crib  

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Body Background:	<input type="text" value="#ffffff"/>	
Body Text:	<input type="text"/>	
Body Link:	<input type="text"/>	
Body Active Link:	<input type="text"/>	
Body Viewed Link:	<input type="text" value="dimgray"/>	
Category Tree Background:	<input type="text" value="lightsteelblue"/>	
Header Foreground:	<input type="text" value="navy"/>	
List Header Foreground:	<input type="text" value="white"/>	
List Header Background:	<input type="text" value="#003366"/>	
List Alternate Background:	<input type="text" value="lightsteelblue"/>	
Navigation Bar Background:	<input type="text" value="navy"/>	

As you can see, you have a text box beside each display. You can enter the hex code, enter a literal color in any box, or leave it empty for a transparent background, and click on the Update button.



If you are not sure of the hex code you want to use, or you have an RGB color you want to convert to hex code, you can use the color selector to make your color choice. Click on the Color button beside the text box for the display you wish to change. This will bring up the Color Selector page.

If you have a custom color and you know the RGB value for that color, simply enter the values in the text boxes opposite the respective Red, Green, and Blue titles. You will see a representation of your color in a square to the left of these titles. You may then enter a name for your color in the Color text box. Click on the Save button to keep your custom color for future use. This will enter that color in your display text box on the Color form.

You may also select a color by clicking on the desired color on the palette. Click Save to select this color for your display. Click on Update to save this color for your display.

Fonts

To change the Font Face or the Font Size, enter the respective attribute in the text box for the display you want to change.

Edit Store: Tool Crib  

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Body Text: Face:
 Size:

Category Tree Text: Face:
 Size:

Header Text: Face:
 Size:

List Header Text: Face:
 Size:

For the Font Face, you may enter your primary font plus an alternate Font Face separated by a comma (i.e. Arial, Helvetica).

Use an integer for the relative size (to the browser default settings) of the font that you want (i.e. 1, -1).

Images

Miva Merchant comes with images for your stores navigation bar. To fit the design of the rest of your Web site, you may wish to change these images. The Images form gives you an easy method of changing these images. You may either type in the path of your image in the text box or click on the File Upload button.

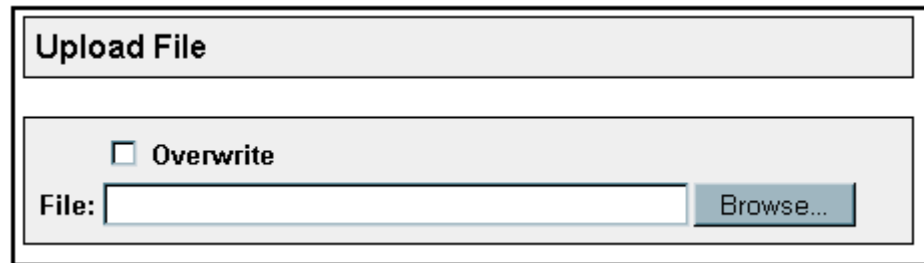
Caution: An image name cannot have a space in it.
 "productlist" will display.
 "product list" will not display.

Edit Store: Tool Crib  

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Body Background:	<input type="text"/>	
Navigation Bar Logo:	<input type="text" value="graphics/en-US/mmui/steel/blades.gif"/>	
Navigation Bar Logo Link:	<input type="text"/>	
Navigation Bar "Select Store":	<input type="text" value="graphics/en-US/mmui/steel/selstr.gif"/>	
Navigation Bar "Store Front":	<input type="text" value="graphics/en-US/mmui/steel/storfnt.gif"/>	
Navigation Bar "Account":	<input type="text" value="graphics/en-US/mmui/steel/account.gif"/>	
Navigation Bar "Search":	<input type="text" value="graphics/en-US/mmui/steel/search.gif"/>	
Navigation Bar "Product List":	<input type="text" value="graphics/en-US/mmui/steel/prodlist.gif"/>	
Navigation Bar "Basket Contents":	<input type="text" value="graphics/en-US/mmui/steel/basket.gif"/>	
Navigation Bar "Checkout":	<input type="text" value="graphics/en-US/mmui/steel/checkout.gif"/>	

When you click Upload, the Upload File form will appear. This form allows you to overwrite an existing file by selecting the check box.



The image shows a web form titled "Upload File". It contains a checkbox labeled "Overwrite". Below the checkbox is a "File:" label, a text input field, and a "Browse..." button.

Click the Browse button to display the Choose file form and you may choose your image file. This will ensure that the correct path for your image has been entered. Click Open and then click Upload. Your image file has been loaded. Click Update to complete.

Headers and Footers

There are several headers and footers that you have the ability to change as you like. The text boxes that are provided for your entries can include text, HTML, or a combination of the two.

- Global
- Category Tree
- Customer Login
- Edit Customer Account
- Create Customer Account
- Missing Required Attribute(s)
- Search
- Product List
- Basket Contents
- Order: Customer Login
- Order: Create Customer Account
- Order: Customer Information
- Order: Upsale
- Order: Upsale Missing Required Attribute(s)
- Order: Select Shipping/Payment
- Order: Payment Information
- Invoice

Buttons

You can configure all form buttons of the MMIU shopping interface.

Edit Store: Tool Crib

[Identification](#) [Owner](#) [Settings](#) [Layout](#) [Maintenance Mode](#)
[Order Minimums](#) [Customer Fields](#) [State Based Sales Tax](#) [Messages](#) [Pagination](#)
[Colors](#) [Fonts](#) [Images](#) [Headers & Footers](#) **Buttons**
[Page Sections](#) [Product List Layout](#) [Search Layout](#) [Related Products Layout](#) [Customer Accounts](#)

Add One To Basket (Expanded): Default Settings
 Text:
 Image:

Add One To Basket (Line Item): Default Settings
 Text:
 Image:

Add One To Order: Default Settings
 Text:
 Image:

Add To Basket: Default Settings

- For each button select one of the following:
 - Default Settings
The current look of the buttons.
 - Text
Specify the text you want to appear on the form button. If you also specify an image, this becomes the ALT text for the image.
 - Image
Specify the image you want to use instead of the form button.

Page Sections



Choose whether or not to display the Category Tree and the Navigation Bar.

1. Deselect the Navigation Bar checkbox if you do not want to display it.
2. Deselect the Category Tree checkbox if you do not want to display it.

Note: When you deselect either of these Page Sections from your store front, your e-shoppers will need some alternative method to navigate around your store and select categories or products.

Product List Layout

You identify which fields you want to display in the Product List of your store, and its format.

Edit Store: Tool Crib  

[Identification](#) [Owner](#) [Settings](#) [Layout](#) [Maintenance Mode](#)
[Order Minimums](#) [Customer Fields](#) [State Based Sales Tax](#) [Messages](#) [Pagination](#)
[Colors](#) [Fonts](#) [Images](#) [Headers & Footers](#) [Buttons](#)
[Page Sections](#) **Product List Layout** [Search Layout](#) [Related Products Layout](#) [Customer Accounts](#)

Format: Line item ▾
Product Fields: Product Name Product Code
 Price Weight
 Description
Button: Add One To Basket
 Buy One Now
Image: None ▾
Inventory Level Message: Short ▾

1. Select the Format for the Product List page: Expanded or Line item.
2. Select the Product Fields you want displayed.
 - If you select the Expanded format: when viewed in your store, the Product Name is the link to the product page.
 - If you select Line Item format: when viewed in your store, the Product Code is the link to the product page.
3. Select the buttons you want displayed.

4. Select the image type you want displayed: None, Thumbnail, or Full-sized.
5. Select the length, if any, for the Inventory Level Message.

Search Layout

The Search Layout form is the same as the Product List Layout. You identify which fields you want to display in the Search List of your store, and its format. The options are the same as in the Product List Layout.

1. Select the Format for the Search page: Expanded or Line item.
2. Select the Product Fields you want displayed.
 - If you select the Expanded format: when viewed in your store, the Product Name is the link to the product page.
 - If you select Line Item format: when viewed in your store, the Product Code is the link to the product page.
3. Select the buttons you want displayed.
4. Select the image type you want displayed: None, Thumbnail, or Full-sized.
5. Select the length, if any, for the Inventory Level Message.

Related Products Layout

The Related Products Layout form is the same as for the Product List and Search Layouts. You identify which fields of the related products you want to display in the Product Description area of your store.

Customer Accounts

You can customize a greeting for your customer at sign in.

Display Links
Above Categories

Check box to display URL links above the category names.

Customer Login

Once your customer completes the sign in, you can customize the greeting to your customer. Enter a welcome message in the text box and select one of the radio buttons that define what personalization you wish. The choices are:

- None
- First Name
- First Name Last Name

This may be followed by a text message that you can enter in the text box. For example, if you chose the default values, you would have a greeting like: "Welcome back, John Hancock."

Or, you could add an ending message and it could read, "Welcome back, John Hancock – Check out these fishing specials."

Display Login
Before Order
Form

Check to have a login box displayed before the order form is displayed. This allows customers to login into their accounts before the order form is displayed.



HOW TO
**Create the Basic
Look & Feel for a Store
Using the Wizard**

Revision 1.1



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

info@miva.com

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEE'S GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

MM1056-02

HOW TO Create the Basic Look & Feel of Your Store Using a Wizard

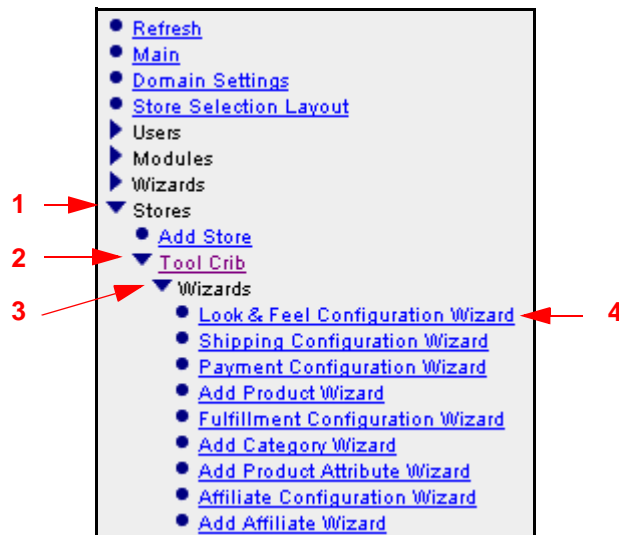
Miva Merchant Look & Feel Configuration Wizard

Miva Merchant contains several wizards to guide you through certain functions. For brief descriptions about other wizards, refer to the publication *HOW TO Start Using Miva Merchant, Wizards, & Maintain Your Store*.

You can change the look and feel of your store using the Simple or Advanced Administration Interface, or this Look & Feel Configuration Wizard. This wizard guides you through a series of screens to choose the basic color scheme, identify a company logo, and assign products, categories, and images you want to display on your Store Front page.

To run the wizard:

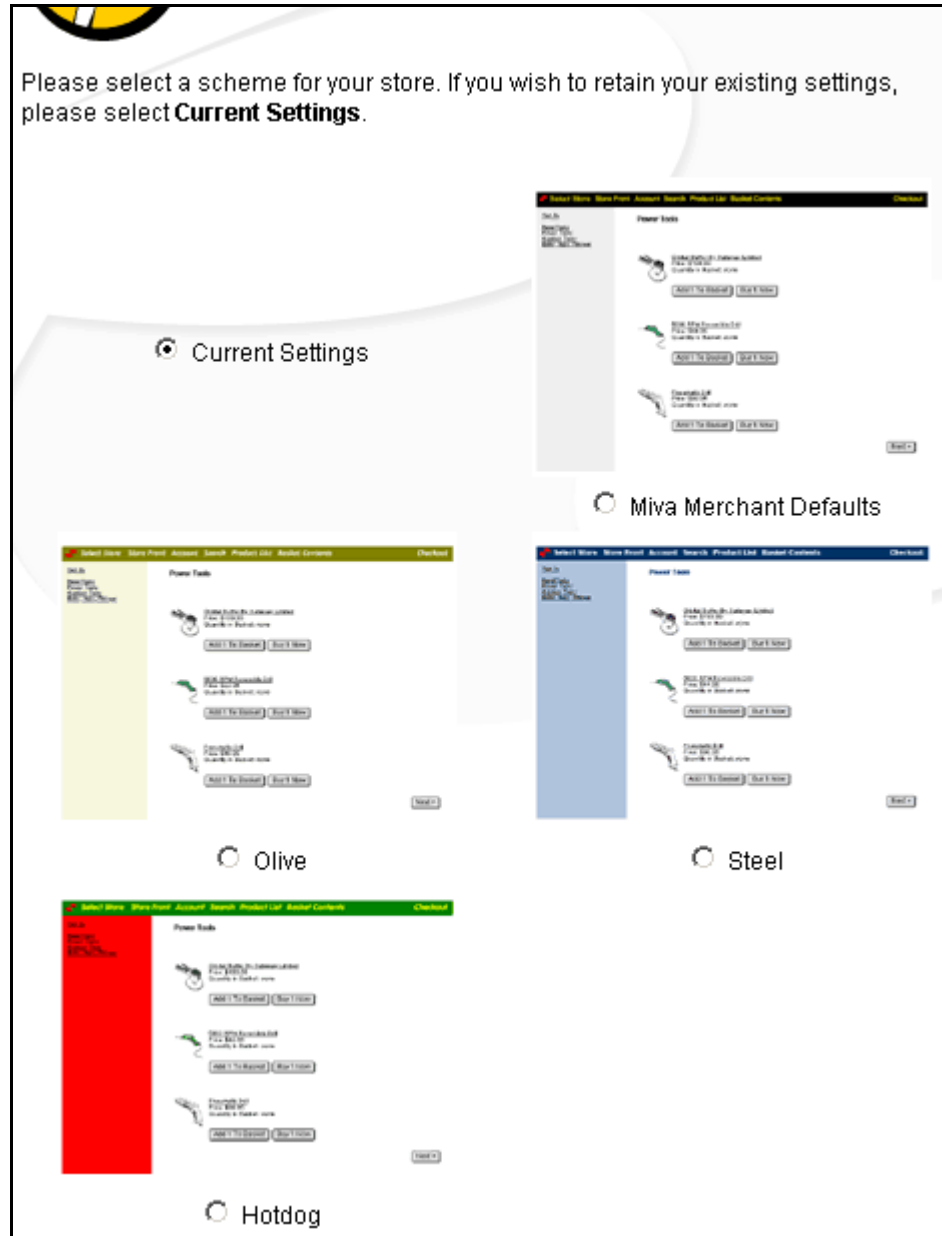
1. Click the triangle next to Stores.
2. Click the triangle next to your store's name.
3. Click the triangle next to wizards.
4. Select the Look & Feel Configuration Wizard link.



5. Click Next after the first page of the wizard displays.

Select the basic look of your store site for the Miva Merchant Look & Feel (MMUI). If you want to keep the settings you currently have for your store, click Current Settings, otherwise select one of the four looks. To get a closer look at each scheme, click on its picture.

After you make your selection, click Next.



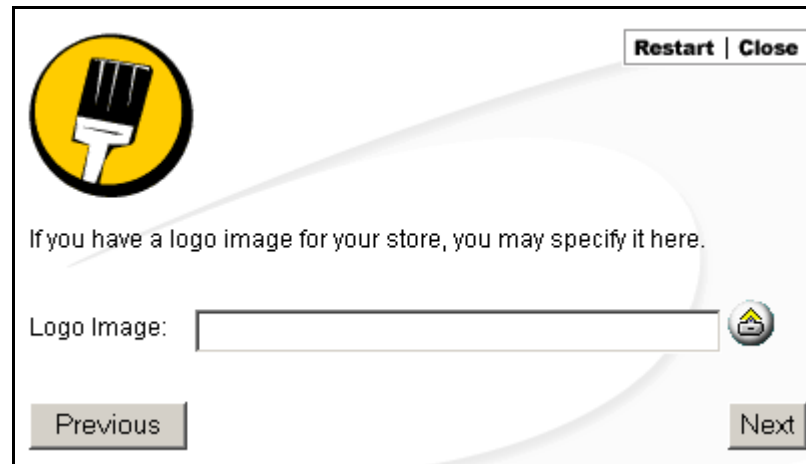
Build Introductory Message

The following screen allows you to build an introductory message for the store.

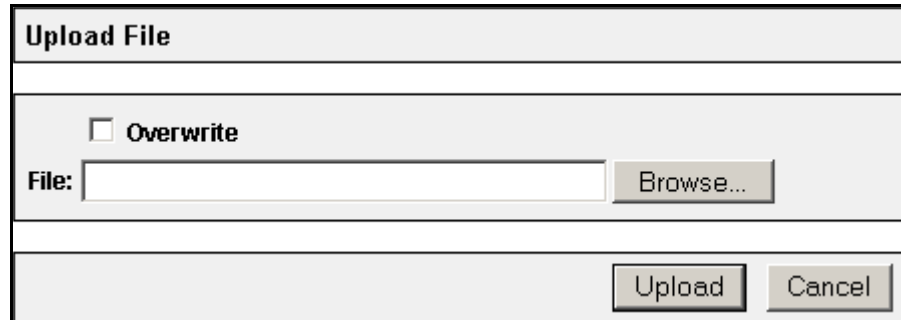
1. Click the Build Introductory Message button.



2. Enter the path to your logo image if you are going to use one or click the upload button to locate your image.

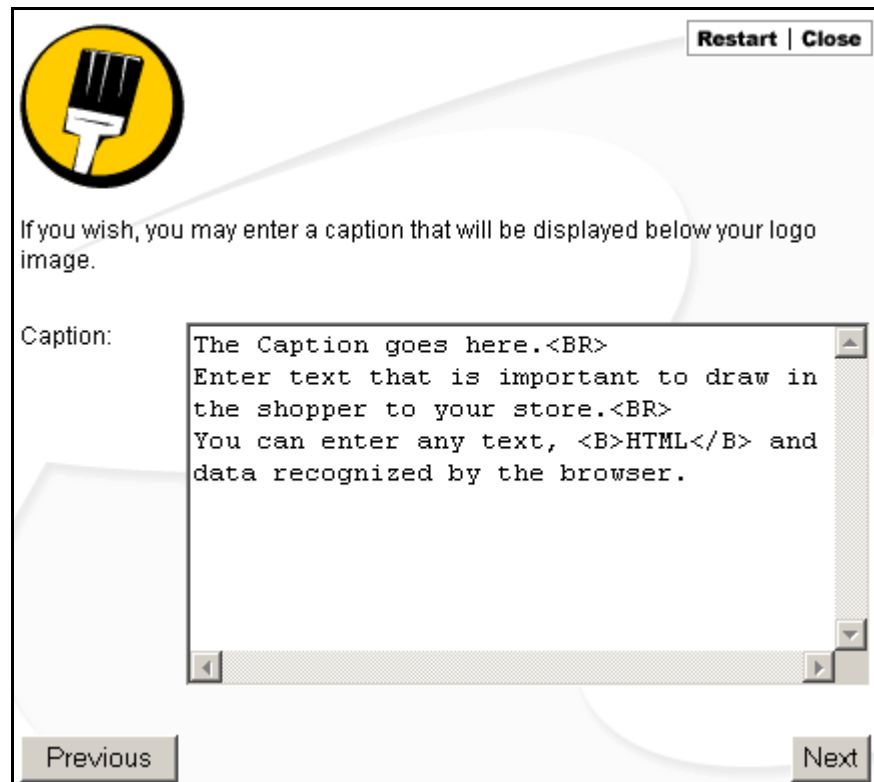


In the Upload File box, click the Browse button to locate your image or enter the local path to the file. If you have uploaded the file before, check **Overwrite**. Then, click Upload.



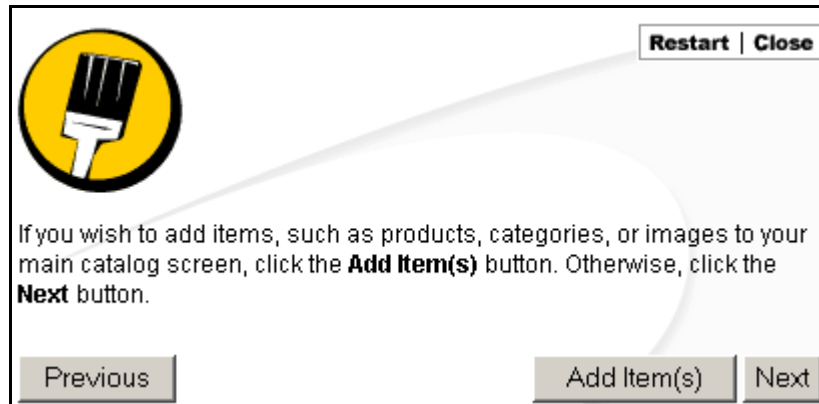
The screenshot shows a dialog box titled "Upload File". At the top, there is a checkbox labeled "Overwrite" which is currently unchecked. Below this is a text input field labeled "File:" followed by a "Browse..." button. At the bottom of the dialog, there are two buttons: "Upload" and "Cancel".

3. Enter the caption for the logo image.



The screenshot shows a wizard step for entering a logo caption. In the top left corner, there is a yellow circular icon containing a black paintbrush. In the top right corner, there are "Restart" and "Close" buttons. The main text reads: "If you wish, you may enter a caption that will be displayed below your logo image." Below this is a "Caption:" label followed by a large text area. The text area contains the following text: "The Caption goes here.
Enter text that is important to draw in the shopper to your store.
You can enter any text, HTML and data recognized by the browser." At the bottom left, there is a "Previous" button, and at the bottom right, there is a "Next" button.

4. To assign items to display on your Store Front, click the Add Item(s) button.



5. Click the button next to the type of item you wish to assign to your store front. You have a choice of Product, Category, or Image.




Note: Any products or categories that you would like to include in the introductory store message must already exist in your store. Use the Add Product Wizard and/or the Add Category Wizard to add these to your store.

6. If you choose Product or Category, enter the product or category code, or click the Lookup button to locate the code.

In the Lookup window, click the Select button to enter the code of the item you want displayed on your store front.






Products

All **Uncategorized** **Search:** 


Display:

<input checked="" type="checkbox"/> Code	<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Price
<input type="checkbox"/> Cost	<input type="checkbox"/> Weight	<input type="checkbox"/> Description
<input type="checkbox"/> Taxable	<input type="checkbox"/> Thumbnail Image	<input type="checkbox"/> Full-sized Image
<input type="checkbox"/> Active		

Code Name

P007 Rotary Sander	
P006 Cordless Drill	
P005 Wrench Set	 →
P004 Tape Measure	
P003 200# Sandpaper	

7. Enter the text you wish to have below the item (product, category, or image).



Restart | Close


If you wish, you may specify a caption, which will be displayed below the item.

Caption:

Previous
Next

8. Enter the page in your store where you want to link the item.
 The link destinations will vary, depending on whether the item is a product, category, or image. The one shown below is for products.

Restart | Close



If you wish the item to be linked to a page in your store, please select the destination of the link.


Link Destination:

- None
- Product Display
- Add One To Basket
- Buy One Now
- Other:

Previous **Next**

9. This screen shows which item(s) are currently displayed on the first page.

Restart | Close



You currently have the following items displayed on your main catalog screen:

Type	Name	Caption	Link To
	Product Wrench Set		Product Display

If you wish to add additional items, click the **Add Item(s)** button. Otherwise, click the **Next** button.

Previous **Add Item(s)** **Next**

10. To add other items, click on Add Item(s) and go through the procedure to add as many items as you wish.

The items in your introductory message will be arranged in columns.



HOW TO Change Your Store's Sales Tax Calculation

Revision 1.1



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570
Telefax: 858-731-4200

<http://www.miva.com>
info@miva.com

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEES GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

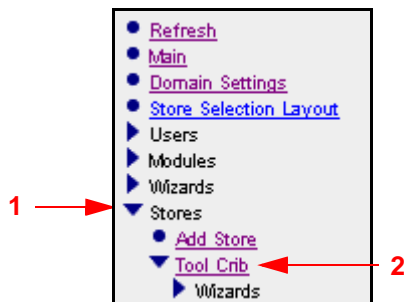
MM1065-02

HOW TO Change Your Store's Sales Tax Calculation

Introduction

Use the following procedures to change the sales tax structure of your store.

1. Click the triangle next to Stores in the Administration Interface Menu.
2. Click the link for the store you want to change.
3. Click Settings.



The Edit Store form displays:

Edit Store: Tool Crib				
Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts
Units of Measurement (Weight):	<input type="text" value="pounds"/>			
Basket Timeout (Minutes):	<input type="text" value="60"/>			
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>			
Sales Tax Calculation:	<input type="text" value="State Based Sales Tax"/>			
Currency Formatting:	<input type="text" value="US Currency Formatting"/>			

Sales Tax Calculation

This setting determines which sales tax method you use.

Sales Tax Calculation:	State Based Sales Tax
Currency Formatting:	<Select One>
	Generic VAT
	State Based Sales Tax
	Shopper Selected Sales Tax
	German VAT
	Canadian VAT

After you select the Sales Tax Calculation, the tax module selected will show as a link(s) in the top section of the Edit Store form. To edit the tax module, click on the link.





Generic Value Added Tax (VAT)

Caution: This VAT is not used for European VAT tax calculation.

1. In the Edit Store Settings form, select Generic VAT for the Sales Tax Calculation.
2. In Edit Store, click the VAT link.

You can place a VAT on any item in your store. Each product is listed and you place the tax amount in the VAT Rate field.

Code Name	VAT Rate
P007 Rotary Sander	0.00%
P006 Cordless Drill	0.00%
P005 Wrench Set	0.00%


3. Find a product.
Enter the search criteria (full or partial product name or product code) into the search box, then click the Search  button to display all of the products that match the search criteria.
4. Create new product data.
Click the New Product  button to add a new product to the store.
5. Edit existing product data.
Click the Edit  button to edit an existing product.
When Generic VAT is selected, each product has a VAT tab, which allows you to enter the VAT when adding or editing a product.
6. Edit VAT rate.
 - a. Click the Edit Here  button to open a text box for the VAT value.
 - b. Enter the VAT value in the text box. This is the percent that is charged.



Canadian VAT

1. In the Edit Store Settings form, select Canadian VAT for the Sales Tax Calculation.
2. In Edit Store, click the Canadian VAT link.

This link opens a form in which you can add provinces and territories to your list, identify their specific tax rate and type, and whether or not shipping is also taxed.

License	Identification	Owner	Settings	Layout
Maintenance Mode	Order Minimums	Customer Fields	Canadian VAT	Messages
Pagination	Colors	Fonts	Images	Headers & Footers
Buttons	Page Sections	Product List Layout	Search Layout	Related Products Layout
Customer Accounts				

GST: <input type="text" value="7.00"/> %	Tax Shipping?: <input type="checkbox"/>
Remove Province	PST Tax Shipping? 
<input type="checkbox"/> Outside CA	0.00% 
<input type="checkbox"/> Alberta	6.00% <input type="checkbox"/> 

3. Click the Canadian VAT link
4. To remove an entry, check the box under the "Remove" column, then click Update.
5. Enter the GST, and whether or not to tax shipping with GST.
6. To add an entry, click the New Province  button.
 - a. Select the province from the drop-down list.
 - b. Enter the PST tax rate
 - c. If shipping is to be taxed, check the box under the "Tax Shipping?" column.
7. To edit an entry, select the Edit  button for the applicable row, make changes.
8. Click Update.

State Based Sales Tax

1. In the Edit Store Settings form, select State Based Sales Tax for the Sales Tax Calculation.

2. In Edit Store, click the State Based Sales Tax link.

This link opens a form in which you can add states to your list.

Remove State	Rate	Tax Shipping?	
<input type="checkbox"/>	California	7.25%	

3. To remove a state from the list, click the Remove button and click Update.

4. To add a state, click on the New State button .
- Select your state from the drop-down list.
 - Enter the tax rate in the text box and click Update.
 - If the shipping charge is to be taxed, click the Tax Shipping? check box.
 - Click Update.

State	Rate	Tax Shipping?	
California	7.50%	<input type="checkbox"/>	
Outside US	0.00%	<input type="checkbox"/>	

5. To edit a states tax rate, select the Edit button next to the rate. Make changes and click Update.

Shopper Selected Sales Tax

1. In the Edit Store Settings form, select Shopper Selected Sales Tax for the Sales Tax Calculation.

2. In Edit Store, click the Shopper Selected Sales Tax link.

This will provide your shopper with a drop down list on the Order Customer Information page.

Remove Option	Rate	Tax Shipping?	
<input type="checkbox"/> Monroe County	7.25%	<input type="checkbox"/>	
<input type="checkbox"/> Ocean County	6.00%	<input type="checkbox"/>	

1. Enter the prompt that is displayed for your customer.

2. To add a new rate:

- Click the New Rate button.
- Enter the Option name for the rate.
- Enter the Rate.
- Check to Shipping box to tax shipping.
- Click Update.

3. To edit a rate:

- Click the Edit button.
- Enter the Option name for the rate.
- Enter the Rate.
- Check to Shipping box to tax shipping.
- Click Update.

Note: If you are adding new rates, new text boxes for the option and rate are displayed.

German Value Added Tax (Germany Only)

German value added tax is used by German e-merchants who are selling products within the European market. When this tax module is selected, three other links appear in the top section of the screen.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			



Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>
Sales Tax Calculation:	<input type="text" value="German VAT"/>
Currency Formatting:	<input type="text" value="US Currency Formatting"/>

VAT Rates

VAT rates are not normally charged. If there is a situation that requires an additional VAT item to be added, click on the Rate icon and add the new item.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			

Description	Rate
<input type="text"/>	<input type="text" value="7.00"/> %
	16.00%

1. Click the New Rate  button to create a new VAT rate.
2. Click the Edit Rate  button to change an existing VAT rate.
3. Enter the Description of the new VAT rate.
4. Enter the VAT rate. This is a percentage.

VAT Countries

This link displays a list of countries that can be charged VAT.

Remove Code Name 	
<input type="checkbox"/>	AT Austria
<input type="checkbox"/>	BE Belgium
<input type="checkbox"/>	DE Germany
<input type="checkbox"/>	DK Denmark
<input type="checkbox"/>	ES Spain
<input type="checkbox"/>	FI Finland
<input type="checkbox"/>	FR France
<input type="checkbox"/>	GB United Kingdom
<input type="checkbox"/>	GR Greece
<input type="checkbox"/>	IE Ireland
<input type="checkbox"/>	IT Italy
<input type="checkbox"/>	LU Luxembourg
<input type="checkbox"/>	NL Netherlands
<input type="checkbox"/>	PT Portugal
<input type="checkbox"/>	SE Sweden

Check those countries that you want removed from your store.

VAT Options

There are three check boxes that define the method for calculating tax.

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	VAT Rates	VAT Countries	VAT Options
Messages	Pagination	Colors	Fonts	Images
Headers & Footers	Buttons	Page Sections	Product List Layout	Search Layout
Related Products Layout	Customer Accounts			
1 →	<input checked="" type="checkbox"/>	Product Price Includes VAT		
2 →	<input checked="" type="checkbox"/>	Shipping Is Taxed		
3 →	<input checked="" type="checkbox"/>	Shipping Includes VAT		

1. If the product price includes VAT by default, check the first box. VAT will not be calculated if this option is checked.
2. Click if shipping charge is to be taxed.
3. Check if the shipping charge includes VAT tax.



***HOW TO
Edit Store Settings,
Maintenance Mode and
Order Minimums***

Revision 1.1



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

info@miva.com

This document and the software described by this document are copyright 2001 by Miva Corporation. All rights reserved. Use of the software described herein may only be done in accordance with the License Agreement provided with the software. This document may not be reproduced in full or partial form except for the purpose of using the software described herein in accordance with the License Agreement provided with the software. Information in this document is subject to change without notice. Companies, names and data used in the examples herein are fictitious unless otherwise noted.

Miva is a registered trademark of Miva Corporation. Miva Order, Miva Merchant, Miva Mia, Miva Empresa, the Miva "blades" logo, and the Miva Engine are trademarks of Miva Corporation. Windows is the registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. This document was developed and produced in San Diego, CA, USA.

MIVA CORPORATION WILL NOT BE LIABLE FOR (A) ANY BUG, ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCONFORMITY IN MERCHANT OR THIS DOCUMENTATION; (B) IMPLIED MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE; (C) IMPLIED WARRANTY RELATING TO COURSE OF DEALING, OR USAGE OF TRADE OR ANY OTHER IMPLIED WARRANTY WHATSOEVER; (D) CLAIM OF INFRINGEMENT; (E) CLAIM IN TORT, WHETHER OR NOT ARISING IN WHOLE OR PART FROM MIVA CORPORATION'S FAULT, NEGLIGENCE, STRICT LIABILITY, OR PRODUCT LIABILITY, OR (F) CLAIM FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, OR LOSS OF DATA, REVENUE, LICENSEES GOODWILL, OR USE. IN NO CASE SHALL MIVA CORPORATION'S LIABILITY EXCEED THE PRICE THAT LICENSEE PAID FOR MERCHANT.

MM1066-02

HOW TO Edit Store Settings, Maintenance Mode and Order Minimums

Introduction

After you have created a store, you can modify certain of the store features and functionality on the Edit Store form in the Administration Interface.

This HOW TO ... Guide describes the following features and functionality.

Functional Area

["Identification" on page 3](#)

["Owner" on page 4](#)

["Settings" on page 5](#)

["Maintenance Mode" on page 9](#)

["Order Minimums" on page 10](#)

["Delete Store" on page 11](#)

Data that can be Changed

- Manager name
- Store code
- Store name

Owner name and address information.

- Unit of measurement (weight)
- Basket timeout
- Price group overlap resolution
- Sales tax calculation basis
- Currency formatting

Identify when your store is offline and the messages to your customers:

- Store Activity (Store Online, or Offline at specified date/time)
- Warning Message
- Maintenance Message

Identify the minimum quantity or price an e-shopper must attain, before completing the checkout process:

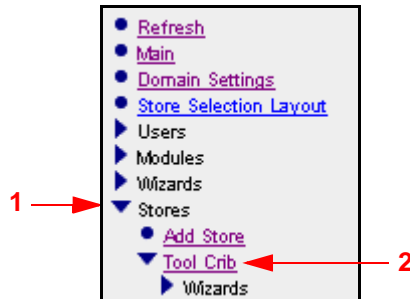
- Minimum Quantity
- Minimum Price
- Minimum Not Met Message

Describes the method for deleting a store.



Edit Store Form

Use the following procedure to open the Edit Store form.


1. Click the triangle next to Stores.
2. Click the store name link (not the triangle beside it) in the menu.



This will open up the Edit Store form for that particular store. Here you can make changes to your storefront to make it unique.

Edit Store: Tool Crib  

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Manager: 

Store Code:

Store Name:

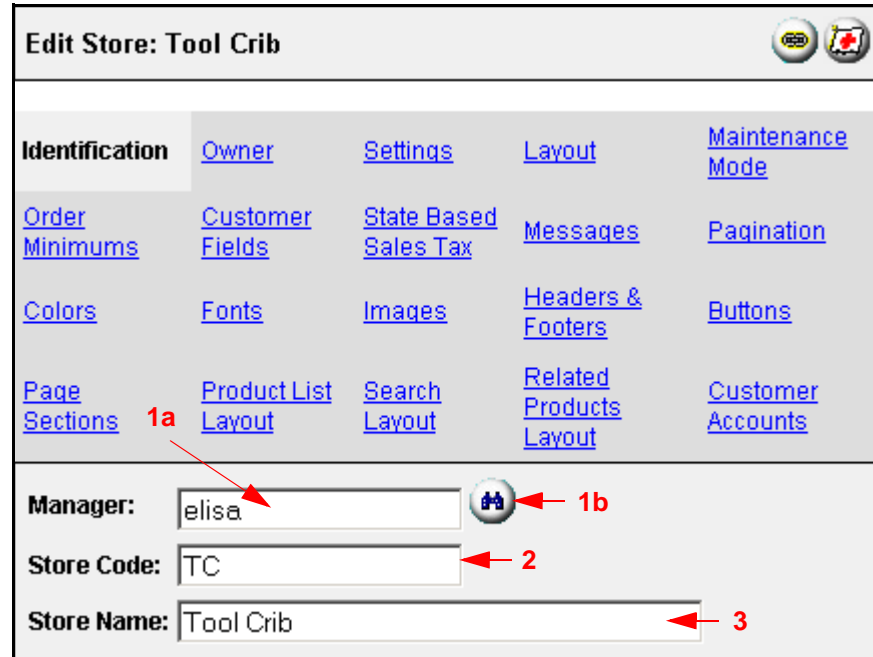
Caution: Before you make any changes, be certain you can restore your site to its Original State rapidly if your changes do not work. Make a back up of your Data Files!

When you are finished editing the store you can click Update or Reset at the bottom of the form.


- Update Saves any changes that you have made. At the bottom of the form, a message will appear that confirms that your update is successful.
- Reset Clears any changes that you have made that have not been saved. It will take you back to the settings from the last update.


Identification

This form allows you to change the Manager of the store, the Store Code, and the Store Name.



The screenshot shows a web application window titled "Edit Store: Tool Crib". The window contains a navigation menu with links for Identification, Owner, Settings, Layout, and Maintenance Mode. Below the menu are several sub-links. The main form area has three input fields: "Manager:" with the value "elisa", "Store Code:" with the value "TC", and "Store Name:" with the value "Tool Crib". A red arrow labeled "1a" points to the Manager text box. A red arrow labeled "1b" points to a circular "Lookup" button with a magnifying glass icon. A red arrow labeled "2" points to the Store Code text box. A red arrow labeled "3" points to the Store Name text box.

1. To change the Manager, do one of the following:
 - a. Enter the name of the Manager in the text box.
 - b. Click on the Lookup  button. (This displays the User Lookup window.)

In the Lookup window, click the Select  button. for the desired user. This enters the user in the Manager text box. (Click on the Close button to close the User Lookup form without selecting a user.)
2. Enter the Store Code.
3. Enter the Store Name.
4. Click Update.

Owner

This form contains the owner's name and contact information for the store. If your store has had a change of address or phone number, you may make the necessary changes here.



Edit Store: Tool Crib

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Owner:

Email Address:

Company:

Address:

City:

State/Province:

Zip/Postal Code:

Country: ▼

Phone:

Fax:

Note: State/Province field is only required if the country is United States.

Settings

This tab allows you to set default setting for five functional areas.

Edit Store: Tool Crib

Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Units of Measurement (Weight):

Basket Timeout (Minutes):

Price Group Overlap Resolution:

Sales Tax Calculation:

Currency Formatting:

Unit of Measurement (Weight)

Defines the basic unit for the weight of products. Default is pounds.

Basket Timeout (Minutes)

Defines the time a basket can be left without any action before it expires. Default is 60 minutes.

Price Group Overlap Resolution

When you offer Price Groups there can be a conflict between prices because a customer could belong to two or more Price Groups that offer the same product at different prices. If this happens you have to choose whether you want the customer to have the highest of the prices, or the lowest.

Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>
Sales Tax Calculation:	<input type="text" value="Highest Price"/> <input type="text" value="Lowest Price"/>

Currency Formatting

There are three currency formatting modules that are available in Miva Merchant. Select the appropriate module from the drop-down list.

Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	<input type="text" value="Highest Price"/>
Sales Tax Calculation:	<input type="text" value="<Select One>"/>
Currency Formatting:	<input type="text" value="<Select One>"/> <input type="text" value="US Currency Formatting"/> <input type="text" value="Generic Currency Formatting"/> <input type="text" value="European Currency Formatting"/>
	<input type="button" value="Reset"/>

US Currency Formatting

Formats the currency as standard US currency, with dollar sign, commas at thousands, and two decimal places for cents. No currency link is displayed at the top of the form.

Generic Currency Formatting

When you select this option a link displays at the top section of the Edit Store form. Click on the link to configure currency formatting. There are eight options to complete

Currency Symbol: Select one of the following currency symbols:

- None
- Dollar Symbol
- Euro Symbol
- Pound Symbol
- Yen Symbol

Other: Allows you to enter the symbol that is used.

Note: You must click the radio button for this option to be activated.

Positive Currency Format: Select the currency symbol placement, before or after the price number, and a space between the symbol and price.

Negative Currency Format: Select the currency symbol and placement for a negative value.

Digit Grouping Symbol: Enter a numeric grouping symbol such as the period (.) or the comma (,).

Number of Digits in Group: Select the number of numbers in a group.

Decimal Symbol: Enter a symbol for the decimal, such as the period (.) or the comma (,).

Number of Digits after Decimal: Select from the list the number of decimals to be placed to the right of the decimal location.

Currency Symbol:	<input checked="" type="radio"/> \$ - Dollar Symbol <input type="radio"/> Other: <input type="text"/>
Positive Currency Format:	*1.1
Negative Currency Format:	(*1.1)
Digit Grouping Symbol:	.
Number of Digits in Group:	3
Decimal Symbol:	.
Number of Digits after Decimal:	2

European Currency Formatting

When you select this option, a link displays at the top section of the Edit Store form. Click the link to configure currency formatting. There are eight options to complete.

Currency Symbol:	<input type="text" value="\$"/>	<input checked="" type="radio"/> Before Amount <input type="radio"/> After Amount
Thousands Separator:	<input type="text" value=","/>	
Decimal Separator:	<input type="text" value="."/>	
Conversion Rate to Euros:	<input type="text" value="1.000000"/>	
Euro Symbol:	<input type="text" value="EURO"/>	
Enclose Amount in Euros With:	<input checked="" type="radio"/> Parenthesis <input type="radio"/> Angle Brackets <input type="radio"/> Square Brackets <input type="radio"/> Other: [<input type="text"/> amount] <input type="text"/>	

- | | |
|-------------------------------|--|
| Currency Symbol | Enter the currency symbol you want to use for the conversion. Select a radio button to choose between having the currency symbol appear Before Amount or After Amount. |
| Thousands Separator | Enter the punctuation you wish to use as the thousands separator. The comma is the default. |
| Decimal Separator | Enter the punctuation you wish to use as the decimal separator. The period is the default. |
| Conversion Rate to Euros | Enter the conversion rate to use. This rate was designed for an accuracy of six decimal places for precise conversion. This is a required field. |
| Euro Symbol | The default code that is entered is for the Euro symbol. If you want to use another symbol, enter the character code in the text box. |
| Enclose Amounts in Euros With | Select a radio button to choose among the following: <ul style="list-style-type: none"> • Parenthesis • Angle Brackets • Square Brackets • Other |

Maintenance Mode

Allows you to take your store offline while performing maintenance activities.

Store Activity:									
<input checked="" type="radio"/> Store Online									
<input type="radio"/> Offline At	13:45 On Month: 12 Day: 06 Year: 2000								
<i>It is currently: 13:10:43 Pacific Daylight Time on 12/06/2000</i>									
No New Customer:	<input type="text" value="0"/> Minutes before store goes offline.								
Warning Message:	<code>%store_name% will be closing in %maint_countdown% minutes</code>								
Maintenance Message:	<code>Sorry, %store_name% is closed for maintenance. we will re-</code>								
Available Tokens:	<table border="0"> <tr> <td><code>%store_name%</code></td> <td>Name of your store</td> </tr> <tr> <td><code>%maint_countdown%</code></td> <td>Minutes until store closes</td> </tr> <tr> <td><code>%maint_time%</code></td> <td>The time your store goes offline</td> </tr> <tr> <td><code>%maint_date%</code></td> <td>The date your store goes offline</td> </tr> </table>	<code>%store_name%</code>	Name of your store	<code>%maint_countdown%</code>	Minutes until store closes	<code>%maint_time%</code>	The time your store goes offline	<code>%maint_date%</code>	The date your store goes offline
<code>%store_name%</code>	Name of your store								
<code>%maint_countdown%</code>	Minutes until store closes								
<code>%maint_time%</code>	The time your store goes offline								
<code>%maint_date%</code>	The date your store goes offline								



1. Click Offline At, and enter the time (in 24 hour notation) your store will be off line.
2. If your store will not be taken off line today, enter the appropriate date.
3. Modify the Warning Message as desired. Data must be present in this message text box when the option Offline At is selected.

Note: The `%store_name%` entry picks up the name of the store you identified in the Identification link. The `%maint_countdown%` entry reflects the number of minutes before your store will close.

4. Modify the Maintenance Message as desired. Data must be present in this message text box when the option Offline At is selected.

Order Minimums

Miva Merchant let's you define a minimum price or quantity your e-shopper must purchase in order to check out.

Edit Store: Tool Crib



Identification	Owner	Settings	Layout	Maintenance Mode
Order Minimums	Customer Fields	State Based Sales Tax	Messages	Pagination
Colors	Fonts	Images	Headers & Footers	Buttons
Page Sections	Product List Layout	Search Layout	Related Products Layout	Customer Accounts

Minimum Quantity: ← 1

Minimum Price: ← 2

3 → Must Meet Both Minimums

Minimum Not Met Message: ← 4

1. Enter the number of products an e-shopper must purchase in the Minimum Quantity text box, if you want the shopper to purchase at least a certain number of products.
2. Enter the amount an e-shopper must purchase in the Minimum Price text box, if you want the shopper to purchase at least a certain specified amount.
3. If you want the e-shopper to meet only one type of minimum, deselect the checkbox next to Must Meet Both Minimums.
4. Enter appropriate text in the text box for Minimum Not Met Message. Data must be present in this message text box when one or more minimums are identified.

Delete Store

You can delete a store using the Edit Store form.

Caution: Be sure that this is what you want to do and make backups of the files that you want to keep.

1. Click the Delete button to delete the store.
2. A warning message appears to inform you that proceeding will delete your store and its associated data files.

3. Click the Delete button on the Delete Store form.