



# ***HOW TO Set Up Miva Merchant***

Revision 1.5



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MM1015-06

# HOW TO

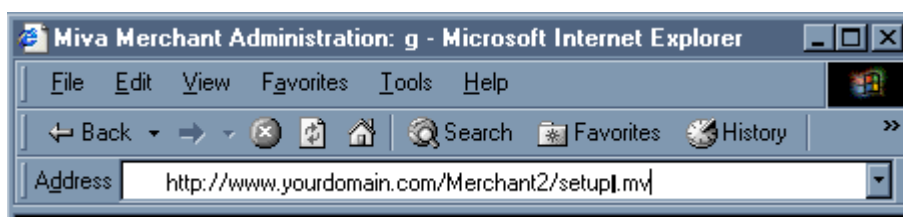
## Set Up Miva Merchant

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### Accessing the Setup Wizard

The Miva Merchant Setup Wizard installs and initializes the system data files in your account on the Miva-enabled Web server. These data files contain information unique to your store and site location. They will also contain your product information, and configuration options such as: shipping, customer payment choices, and order processing.

In some cases the Setup Wizard can be run directly from the last screen on the installation program. If you cannot run the Setup Wizard from the last installation screen, setup is initialized by accessing a URL in your browser similar to one of the following (depending upon your specific configuration). Contact your Internet Hosting Provider or system administrator if you are unsure of which one to use.



<http://www.yourdomain.com/Merchant2/setup.mv>

<http://www.yourdomain.com/Merchant2/setup.mvc> (4.14 & above)

This is the most common way to access Miva Merchants setup program. This URL points to your setup file in a directory called /Merchant2 in your top web documents directory (often called document root).



<http://www.yourdomain.com/cgi-bin/miva?Merchant2/setup.mv>

<http://www.yourdomain.com/cgi-bin/miva?Merchant2/setup.mvc> (4.14 & above)

In some cases, Miva Merchant is accessed directly through your servers cgi-bin with a URL similar to the one shown above.



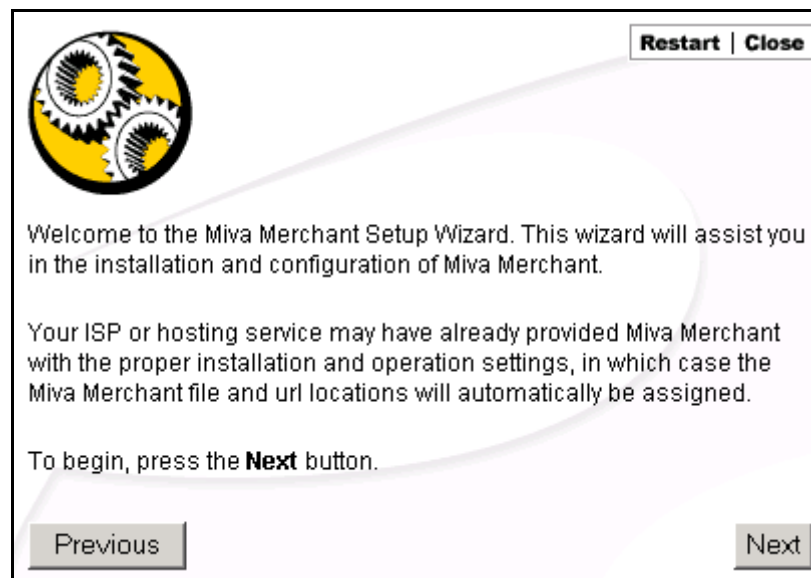
`http://127.0.0.1/Merchant2/setup.mv`

`http://127.0.0.1/Merchant2/setup.mvc (4.14 & above)`

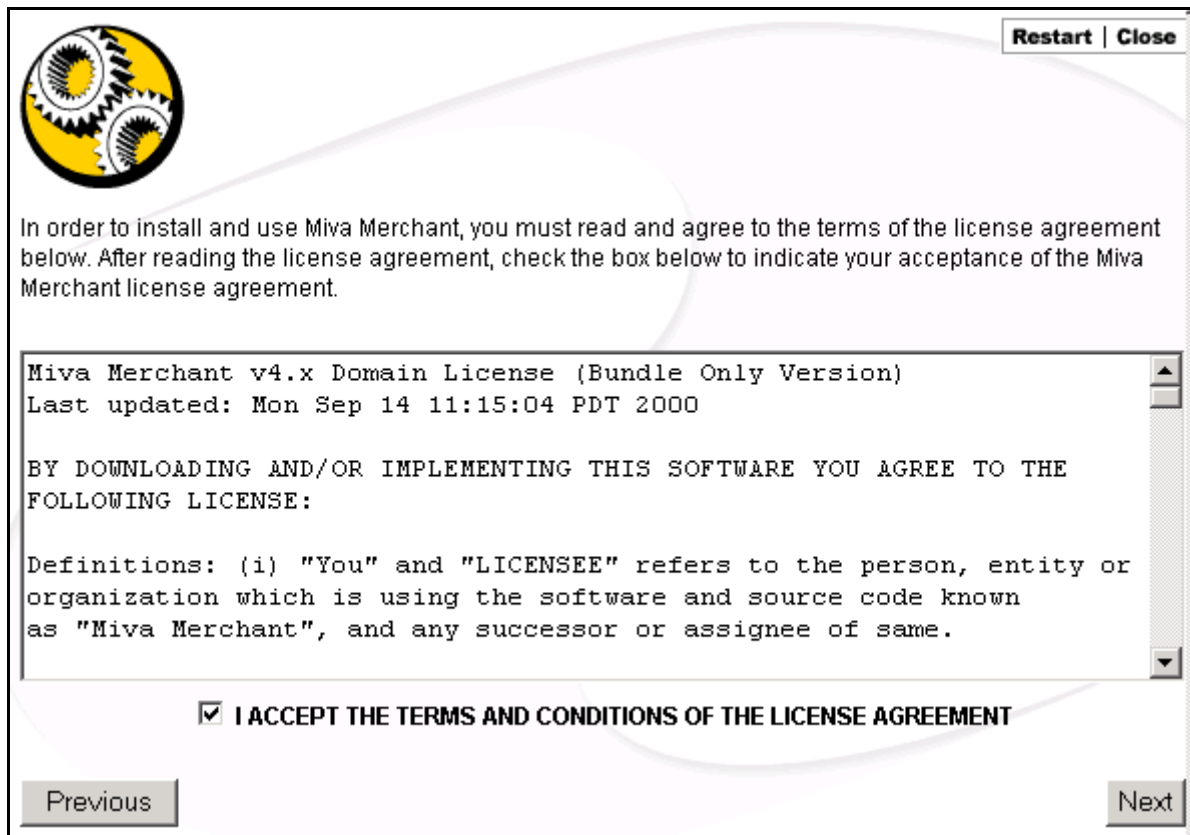
To install Miva Merchant on a Windows<sup>®</sup> system using Miva Mia, a URL like the one above should be used. Miva Mia must be installed and running.

## The Setup Process

1. After reading the welcome, click Next to display the License Agreement screen.




2. Scroll through the agreement, and after reading it, check the "I ACCEPT THE TERMS..." box. Click the Next button to start the setup.



3. Enter the Miva Merchant license number. If you have purchased licenses for multiple stores, the number you enter here is the Domain license. Click Next.

**Restart** | **Close**



In order to install and use Miva Merchant, you must enter a valid license number. Your ISP or hosting service should have given you this code, or perhaps you purchased Miva Merchant online through the Miva General Store, in which case you will have received your license number via email.

Enter the license number below.


**Miva Merchant License Number:**

[Activate Upgrade License](#)

**Previous** **Next**

\* The information on this page will be transmitted over the Internet to Miva Corporation.

4. Enter the name and address information. Fields that have a bold title [e.g. Owner] are required.
5. When you are finished entering all the information, click the Next button at the bottom of the screen. The system checks the data for required field entry. If any information is missing or incorrect, the above screen will re-appear with an error message designating what you need to do for Miva Merchant to proceed.



**Restart | Close**

Enter your name and address information below. This will be used in case Miva needs to contact you regarding Miva Merchant.

**Owner:**

**Email Address:**

Company:

**Address:**

**City:**

**State/Province:**

Other State/Province:

**Zip/Postal Code:**

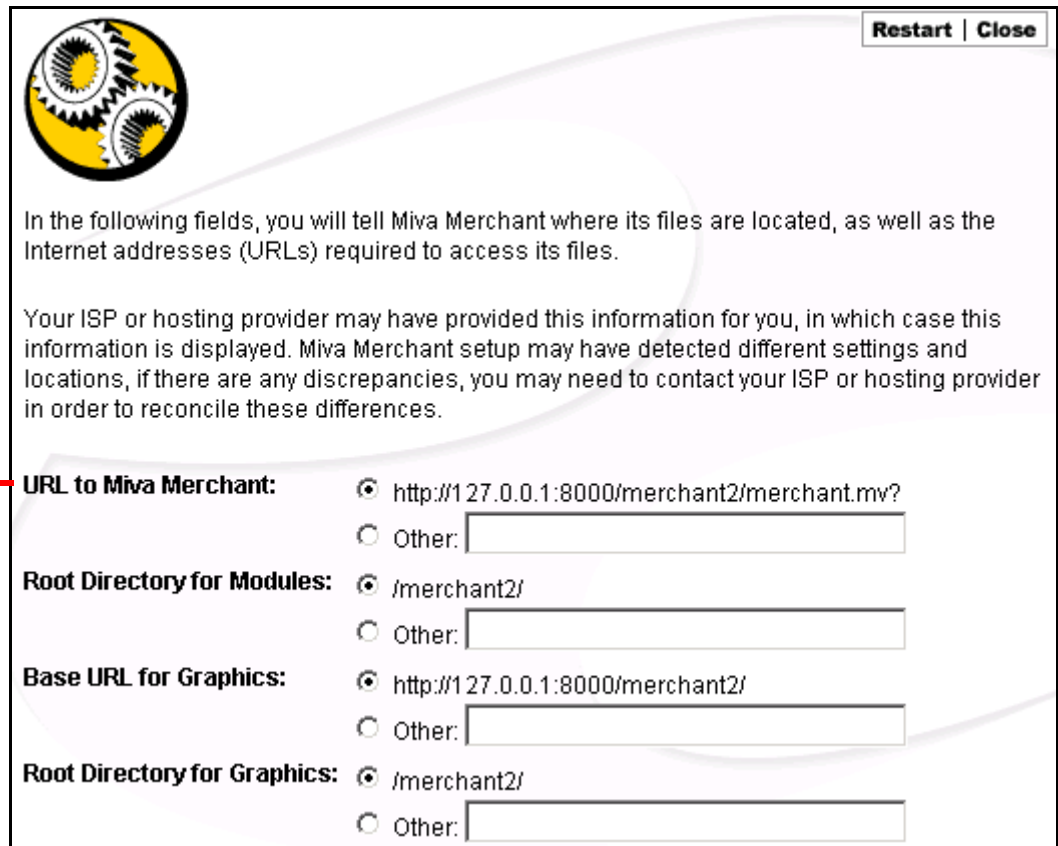
**Country:**

**Phone:**

Fax:

**Previous** **Next**

- The default URLs you see may have been given by your Internet Service Provider. If the URLs you see are not the ones provided to you by your ISP, contact your ISP.



**Restart | Close**

In the following fields, you will tell Miva Merchant where its files are located, as well as the Internet addresses (URLs) required to access its files.

Your ISP or hosting provider may have provided this information for you, in which case this information is displayed. Miva Merchant setup may have detected different settings and locations, if there are any discrepancies, you may need to contact your ISP or hosting provider in order to reconcile these differences.

**URL to Miva Merchant:**  `http://127.0.0.1:8000/merchant2/merchant.mv?`  
 Other:

**Root Directory for Modules:**  `/merchant2/`  
 Other:

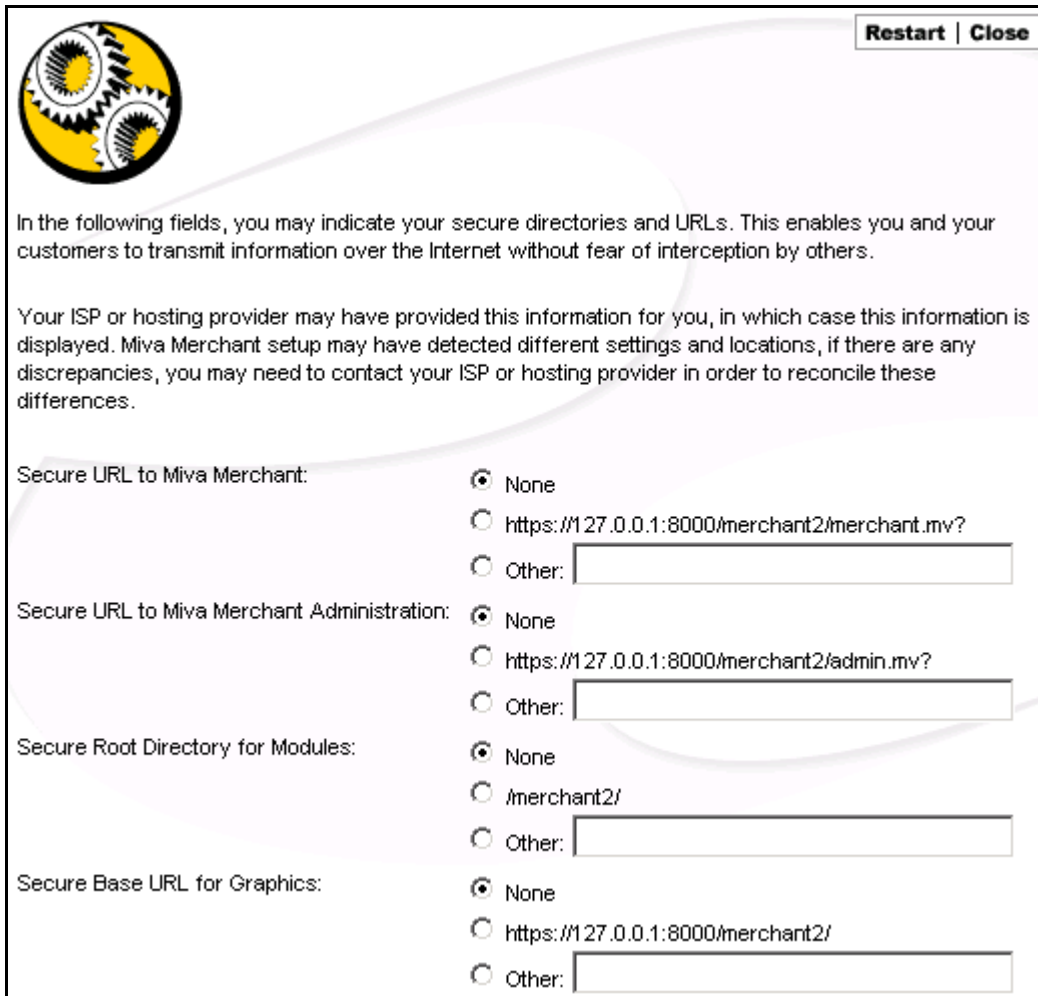
**Base URL for Graphics:**  `http://127.0.0.1:8000/merchant2/`  
 Other:

**Root Directory for Graphics:**  `/merchant2/`  
 Other:

4.14

**URL to Miva Merchant:**  `http://127.0.0.1:8000/merchant2/merchant.mvc?`

7. Leave the URLs at default unless your Internet Hosting Provider (IHP) has given you secure directories. In this case, check Other and enter the secure URL into the text box.



The screenshot shows a window titled "Restart | Close" with a logo of three interlocking gears. The text inside reads: "In the following fields, you may indicate your secure directories and URLs. This enables you and your customers to transmit information over the Internet without fear of interception by others." and "Your ISP or hosting provider may have provided this information for you, in which case this information is displayed. Miva Merchant setup may have detected different settings and locations, if there are any discrepancies, you may need to contact your ISP or hosting provider in order to reconcile these differences."

Secure URL to Miva Merchant:

- None
- https://127.0.0.1:8000/merchant2/merchant.mv?
- Other:

Secure URL to Miva Merchant Administration:

- None
- https://127.0.0.1:8000/merchant2/admin.mv?
- Other:

Secure Root Directory for Modules:

- None
- /merchant2/
- Other:

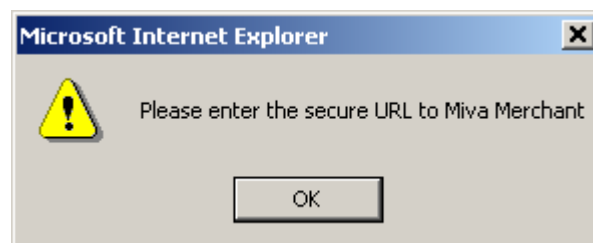
Secure Base URL for Graphics:

- None
- https://127.0.0.1:8000/merchant2/
- Other:

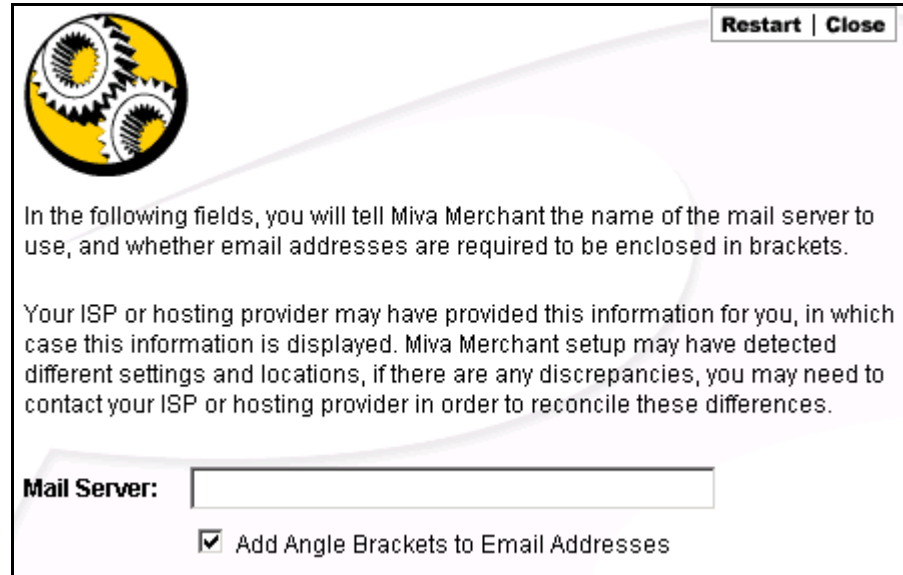
4.14:  
merchant.mvc

4.14:  
admin.mvc

8. If you check Other and do not enter the information, the following screen displays.

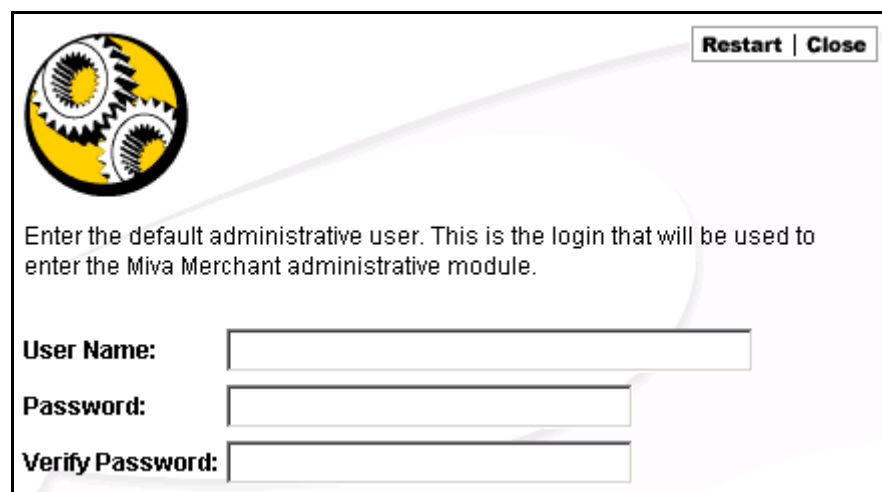


9. Enter the mail server name. Some mail servers require that angle brackets (< and >) are displayed around the Email address. If your IHP mail server requires this, check the Add Angle Brackets to Email Addresses box. Contact your IHP if you do not know whether you require angle brackets.



The screenshot shows a dialog box with a yellow and black gear icon in the top left corner. In the top right corner, there are two buttons: "Restart" and "Close". The main text reads: "In the following fields, you will tell Miva Merchant the name of the mail server to use, and whether email addresses are required to be enclosed in brackets. Your ISP or hosting provider may have provided this information for you, in which case this information is displayed. Miva Merchant setup may have detected different settings and locations, if there are any discrepancies, you may need to contact your ISP or hosting provider in order to reconcile these differences." Below the text, there is a label "Mail Server:" followed by a text input field. Underneath the input field is a checked checkbox with the label "Add Angle Brackets to Email Addresses".

10. Select the type of notices, as well as the schedule for notifications you would like to receive from Miva Corporation.
11. The default administrative user is the person who will control the Miva Merchant domain. If you have purchased multiple store licenses, this person will have control over all the stores, and is the one who will assign the managers for each store. This person is in fact the system administrator for your Miva Merchant domain.



The screenshot shows a dialog box with a yellow and black gear icon in the top left corner. In the top right corner, there are two buttons: "Restart" and "Close". The main text reads: "Enter the default administrative user. This is the login that will be used to enter the Miva Merchant administrative module." Below the text, there are three labels with corresponding text input fields: "User Name:", "Password:", and "Verify Password:".

**Caution:** Write down the User Name and Password for future use. If you do not remember what you have entered here, you will not be able to get into your store.

12. This screen displays the information you have entered. Check the information and if you have made an error, click the Previous button on each screen until you return to the proper entry screen where you can change the information.
13. If all information is correct, click Finish.



4.14:  
merchant.mvc

14. You have completed the installation and setup and can now go to the administration screen and start building your store.
15. The last screen gives you the URL to the Miva Merchant administration interface and the URL to the storefront. (See following image.)

It is wise to Bookmark (add to Favorites) these URLs.

**For Miva Merchant 4.13 (and below):**

**Congratulations!** Miva Merchant v4.00 has been successfully installed.

You may access the administrative interface at:

<http://127.0.0.1:8000/merchant2/admin.mv?>

Login as **elisa**, using the password you specified during the installation process.

The URL to the storefront is: <http://127.0.0.1:8000/merchant2/merchant.mv?>

**For Miva Merchant 4.14 (and above). Notice the .mvc extension:**

**Congratulations!** Miva Merchant v4.14 has been successfully installed.

You may access the administrative interface at:

<http://127.0.0.1:8000/merchant2/admin.mvc?>

Login as **elisa**, using the password you specified during the installation process.

The URL to the storefront is: <http://127.0.0.1:8000/merchant2/merchant.mvc?>

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**Note:** Copy or bookmark these two URLs and keep them for future reference.

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