



HOW TO Export Data to an Outside File

Revision 1.3



Miva Corporation
2629 Ariane Drive
San Diego, CA 92117

Telephone: 858-490-2570
Telefax: 858-490-0548

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

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HOW TO

Export Data to an Outside File

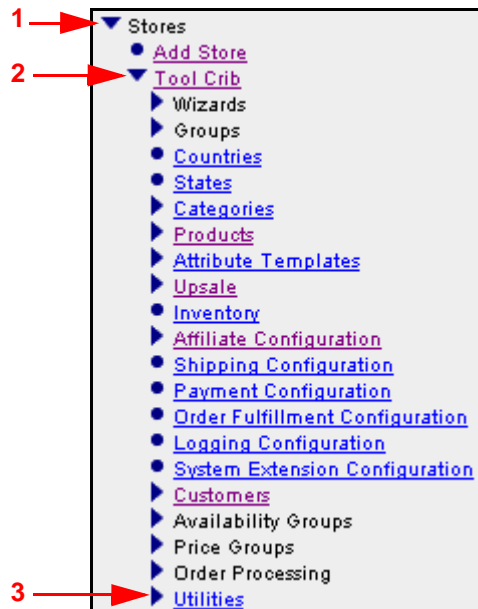
Introduction

Miva Merchant allows you to perform these types of data export for external processing or storage:

- Export batched orders to QuickBooks® format.
- Export Customer records to a text file.
- Export customer batched order information to a text file.
- Export affiliate data to a text file.
- **(new in 4.13)** Export product data to a flat file (in Miva Marketplace Mass-Listing Wizard, Miva Merchant Import, and Miva Merchant provisioning formats).

Use the following procedure to export data to external files.

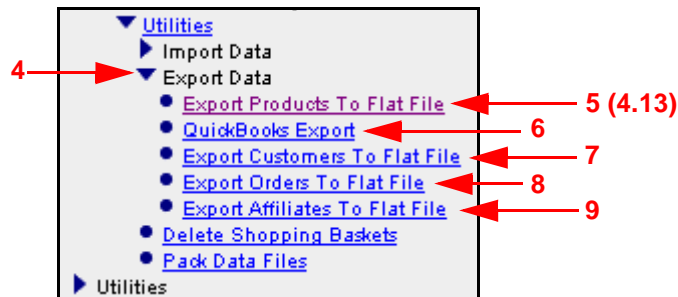
1. Click the triangle next to Stores.
2. Click the triangle next to the store's name.
3. Click the triangle next to Utilities.



HOW TO Export Data to an Outside File

Export Products to Flat File (new in 4.13)

4. Click the triangle next to Export Data.
5. **4.13:** Refer to “[Export Products to Flat File \(new in 4.13\)](#)” on page 2 for a description of this procedure.
6. Refer to “[Export to QuickBooks](#)” on page 5 for a description of this procedure.
7. Refer to “[Export Customers to Flat File](#)” on page 7 for a description of this procedure.
8. Refer to “[Export Orders to a Flat File](#)” on page 8 for a description of this procedure.
9. Refer to “[Export Affiliates to a Flat File](#)” on page 9 for a description of this procedure.



Note: The data directory, data/Merchant2/[Your Store Number]/export, mentioned in the following procedures, is the directory for your exported file(s), which might be called mivadata, htldata, or data. If you can not find it, check with your Internet Host Provider.

Export Products to Flat File (new in 4.13)

Export product data in a format for Importing Product data (back) into Miva Merchant, into Miva Marketplace, and also in Miva Merchant provisioning format (provisioning is used by hosts.)

Perhaps, you have made changes to the product fields within Miva Merchant Administration Interface and you want to replace your old spreadsheet or database file with updated product data. Or, maybe you do not currently have your products in a separate file, but would like to do so. You might want to export product fields to edit them, then import the edited data back into Miva Merchant using the Import Products From Flat File function.

Exported Fields

Export Products to Flat File (except the Miva Marketplace Mass-Listing Wizard export file format) exports these core product fields, delimited by tabs (for Import Products from Flat File) or pipes (for Miva Merchant Provisioning):

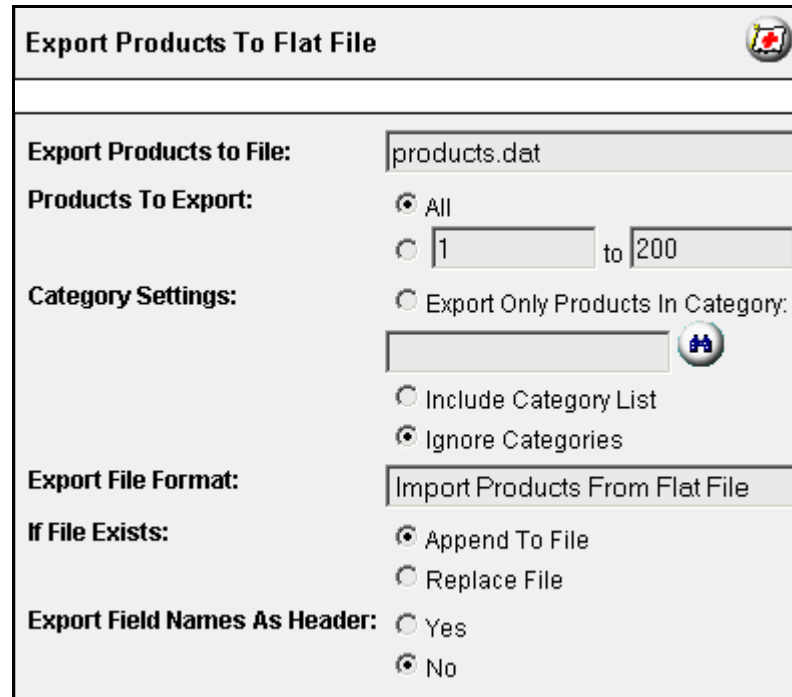
product code, product name, price, cost, weight, description, if taxable, if active, thumbnail path, full image path.

If you select *Include Category List* setting, the file will also export the category code(s), delimited by commas, to which the products are assigned.

The Miva Marketplace Mass-Listing Wizard format exports the product code and delimiters that identify placeholders for the Miva Marketplace data that you will enter.

Export Selections


When you click the Export Products to Flat File link, the following form displays.



Export Products To Flat File

Export Products to File: products.dat

Products To Export: All
 1 to 200
 Export Only Products In Category:

Category Settings: 
 Include Category List
 Ignore Categories

Export File Format: Import Products From Flat File

If File Exists: Append To File
 Replace File

Export Field Names As Header: Yes
 No

- 1. Export Products to File:** Accept the default name or edit the current one. Keep the same name if you want to append to the previous file, or if you want to replace the previous file. Be sure to select the applicable option next to "If File Exists." (See step "5." on page 4)
- 2. Products to Export:** By default, data for all products in your store will be exported. If you want to export the data in a series of files, enter the beginning and ending number of products.

Note: If you have a large number of products and are exporting all of them, you should divide the export into a series files. This will help avoid server timeouts that can occur with large files.

3. Category Settings:

- **Export Only Products in Category:** enter the category code or click the Lookup button to locate the category code.

Only the data of those products assigned to the entered category will be exported, and not the category code. The exported file contains a placeholder for category codes, which you can edit in a spreadsheet or database to add new category code(s). Then, when you import product data from the flat file, these products will be assigned to the new category or categories, while also retaining the original category assignment.

HOW TO Export Data to an Outside File

Export Products to Flat File (new in 4.13)

- **Include Category List:** click this option if you want the category code(s) to which the products are assigned included in the file, separated by commas (comma delimited).
 - **Ignore Categories:** click this option if you do not want category code(s) included in the file. **Choose this option for Miva Marketplace export.**
4. **Export File Format:** The format you select depends on how you will be using the data.
- **Import Products From Flat File:** click this option if you will be importing the data back into Miva Merchant or want tab delimited product data.
 - **Miva Marketplace Mass-Listing Wizard:** click this option if you will be listing your products with Miva Marketplace. (See “[Export Format: Miva Marketplace Mass-Listing Wizard](#)” below.)
 - **Miva Merchant Provisioning:** click this option if you will be setting up Miva Merchant Provisioning.
5. **If File Exists:**
- **Append to File:** click this option if you want to add to the end of an existing file. Be sure the file name is correct and the file exists. (You could choose this if you also chose a limited number in the Products to Export option.
 - **Replace File:** click this option if you want to overwrite the previous file.
6. **Export Field Names As Header:** If you want the first row of data to include the name of the product fields, select Yes.

The file is saved in the export directory, under your store number directory. The path would look like the following:

```
mivadata/Merchant2/00000001/export/products.dat
```

Export Format: Miva Marketplace Mass-Listing Wizard

1. Perform the steps listed under “[Export Selections](#)” on page 3, noting that you might want to select Yes for “Export Field Names As Header,” since much of the file will look blank, being tab delimited.

	A	B	C	D	E	F	G	H
1	PRODUCT_CODE	CATEGORIES	CLICKPRICE	DESC	MANUFACTURER	PARTNUM	UPC	ISBN
2	I-01							
3	I-02							
4	PH-01							
5	NP-NP1							
6	NP-NP2							
7	NP-NP3							
8	NP-NP4							
9	NP-NP5							
10	PH-02							
11	PH-03							
12	ODI-23							

2. Enter the data into the applicable fields.
3. Use the Miva Marketplace Mass-Listing Wizard to upload the file.

See the publication *Miva Marketplace User Guide* for additional information, including correlating this exported file and the Miva Marketplace categories Listing.

Export to QuickBooks

When you click the QuickBooks Export link the following form displays.

The tabs for this form are described below.

File

The File tab allows you to define the file name and the manner the data is written to the file.

1. Export to File
Enter the file name that the batched order data is to be written to.
2. If File Exists
Click the radio button for Append To File or Replace File.

Customers

This tab allows you to define if customer data is exported, and if so what customer data is transferred. This is exported in QuickBooks format.

1. The Export Customers check box must be checked for customer data to be exported.
If there are no customers in the store, the Export Customers button is unchecked by default.
2. Click all fields that you want to export.
3. Click Update.

Orders

This tab allows you to define the batched orders to be exported in QuickBooks format.



1. The Export Orders check box must be checked for order data to be exported. If there are no orders in the store, the Export Orders button is unchecked by default.
2. Click the drop down list and select a batches to be exported.
3. Click Export.
4. A notice is displayed telling what was successfully exported.

The file is located in the *data/Merchant2/(store number)/export* directory on your domain.

Therefore, for your first store, the file is saved to *data/Merchant2/00000001/export/quickbatch.iif*.

If you have a problem finding the directory, contact your hosting service and ask where the *data* directory is located.

Note: The file is created for QuickBooks Version 7.0D Release R3.

Export Customers to Flat File

When you click on the Export Customers to Flat File link, the following form is displayed.

The screenshot shows a web form titled "Export Customers To Flat File". The form contains the following elements:

- 1** → **Export Customer to File:** A text input field containing "customers.dat".
- 2** → **Export:** A group of checkboxes for selecting data fields to export. Checked fields include Login, Pass. Recovery Email, Ship. First Name, and Ship. Last Name. Other fields like Ship. Email, Ship. Phone, Ship. Fax, Ship. Company, Ship. Address, Ship. City, Ship. State, Ship. Zip, Ship. Country, Bill. First Name, Bill. Last Name, Bill. Phone, Bill. Fax, Bill. Email, Bill. Company, Bill. Address, Bill. City, Bill. State, Bill. Zip, and Bill. Country are unchecked.
- 3** → **Delimiter:** Radio buttons for "Tab" (selected) and "Other:" followed by a text input field.
- 4** → **If File Exists:** Radio buttons for "Append To File" (selected) and "Replace File".
- 5** → **Export** button.

1. Export Customer to File
Enter the name of the file that is to hold the data. *customers.dat* is the default name.
2. Export
Click each check box for the data fields you want to export.
3. Delimiter
Choose one of the radio buttons you want as your delimiter. To use a delimiter other than a tab, select the Other radio button and enter the delimiter you want used (e.g. "|")
4. If File Exists
When the file exists you must define how the new data is to be written to the file.

Append To File	Appends the new data to the end of the existing data in the file.
Replace File	Replaces the existing data with the new data. All existing data is lost.
5. Click Export.

The file is located in the *data/Merchant2/(store number)/export* directory on your domain.

Therefore, for your first store, the file is saved to *data/Merchant2/00000001/export/customers.dat*.

If you have a problem finding the directory, contact your hosting service and ask where the *data* directory is located.

Export Orders to a Flat File

Batched orders can be exported to a text file, with a name and delimiter you choose. You can also choose if you want the current batched orders to append to or replace the existing file (if you previously exported orders). By default, the fields are separated (delimited) with a tab, however you can choose a different delimiter.

The exported order data does not include any payment information. The exported fields from the batched orders are:

- **Order process data:** ORDER_ID; PROCESSED; ORDER_DATE; ORDER_TIME
- **Customer Shipping and Billing data:** SHIP_FNAME; SHIP_LNAME; SHIP_EMAIL; SHIP_COMP; SHIP_PHONE; SHIP_FAX; SHIP_ADDR; SHIP_CITY; SHIP_STATE; SHIP_ZIP; SHIP_CNTRY; BILL_FNAME; BILL_LNAME; BILL_EMAIL; BILL_COMP; BILL_PHONE; BILL_FAX; BILL_ADDR; BILL_CITY; BILL_STATE; BILL_ZIP; BILL_CNTRY
- **Order data:** PROD_CODE; PROD_NAME; PROD_UPSLD; PROD_PRICE; PROD_QUANT; PROD_ATTR; PROD_OPT; OPT_PRICE; ORDER_TAX; ORDER_SHIP; ORDER_TOTL

When you click the Export Orders To Flat File link, the following form is displayed.

The screenshot shows a web form titled "Export Orders To Flat File". The form contains the following fields and options:

- 1** → **Batch to Export:** A drop-down menu showing the date range "09/11/2000:09/07/2000".
- 2** → **Export Orders to File:** A text input field containing "orders.dat".
- 3** → **Delimiter:** Radio buttons for "Tab" (selected) and "Other:" followed by an empty text input field.
- 4** → **If File Exists:** Radio buttons for "Append To File" (selected) and "Replace File".
- 5** → **Export** button.

At the bottom right of the form are two buttons: "Export" and "Reset".

1. **Batch to Export**
From the drop-down menu, select the batch to export.

2. Export Orders to File

Enter the name of the file to which you want the data exported. *orders.dat* is the default.

3. Delimiter

Choose one of the radio buttons you want as your delimiter. To use a delimiter other than a tab, select the Other radio button and enter the delimiter you want used (e.g. "|")

4. If File Exists

When the file exists you must define how the new data is to be written to the file.

Append To File Appends the new data to the end of the existing data in the file.

Replace File Replaces the existing data with the new data. All existing data is lost.

5. Click Export.

The file is located in the *data/Merchant2/(store number)/export* directory on your domain.

Therefore, for your first store, the file is saved to *data/Merchant2/00000001/export/orders.dat*.

If you have a problem finding the directory, contact your hosting service and ask where the *data* directory is located.

Export Affiliates to a Flat File

When you select the Export Affiliates To Flat File link, the following form is displayed.

Export Affiliates To Flat File

File [Affiliates](#) [Earnings](#) [Payouts](#)

Export Affiliates to File:

Delimiter:

Tab

Other:

If File Exists:

Append To File

Replace File

Data to Export:

Affiliates

Affiliate Earnings

Affiliate Payouts

File Tab

1. Export Affiliates to File

Enter the name of the file that is to hold the data. *affiliates.dat* is the default name.

2. Delimiter

Tab is selected as the default delimiter (separator). To use a delimiter other than a tab, select the Other radio button and enter the delimiter you want to use. (e.g. "|")

3. If File Exists

When the file already exists you must define how the new data is to be written.

Append To File Appends the new data to the end of the existing data in the file.

Replace File Replaces the existing data with the new data. All existing data is lost.

4. Data to Export

Check each box for the type of data fields that are to be exported. Select the specific data to be exported under each of the corresponding tabs.

- Affiliates (See [“Affiliates Tab” on page 11.](#))
- Affiliate Earnings (See [“Earnings Tab” on page 12.](#))
- Affiliate Payouts (See [“Payouts Tab” on page 12.](#))

5. Click Export.


The file is located in the *data/Merchant2/(store number)/export* directory on your domain.

Therefore, for your first store, the file is saved to *data/Merchant2/00000001/export/customers.dat*.

If you have a problem finding the directory, contact your hosting service and ask where your Miva *data* directory is located.

Affiliates Tab

When you select the Affiliates tab, the following form is displayed:

Export Affiliates To Flat File 

[File](#) **[Affiliates](#)** [Earnings](#) [Payouts](#)

Export:

<input checked="" type="checkbox"/> Login	<input checked="" type="checkbox"/> Pass. Recovery Email	<input type="checkbox"/> Site Name
<input type="checkbox"/> Site Url	<input type="checkbox"/> Contact Name	<input type="checkbox"/> Email Address
<input type="checkbox"/> Company	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Fax Number
<input type="checkbox"/> Address	<input type="checkbox"/> City	<input type="checkbox"/> State
<input type="checkbox"/> Zip	<input type="checkbox"/> Country	<input type="checkbox"/> Hits
<input type="checkbox"/> Percent	<input type="checkbox"/> Flat	<input type="checkbox"/> Balance
<input type="checkbox"/> Status	<input type="checkbox"/> Status Date	<input type="checkbox"/> Status By

The Affiliate Tab includes the affiliates information, such as Contact Name and address, and commission information, for example:


- Pass. Recovery Email: is the Lost Password Email from Edit Affiliate–Identification tab
- Status: is the Application Status from Edit Affiliate–Identification tab.
- Hits: is the Commission Per Referral from Edit Affiliate–Commission tab.
- Percent: is the Commission Percent of Order from Edit Affiliate–Commission tab.
- Flat: is the Commission Flat Fee per Order from Edit Affiliate–Commission tab.

To export this data:

1. Check the boxes next to the data you want to export.
2. Click one of the other tabs to continue selecting data to export, or click Export.

Earnings Tab

When you select the Affiliates tab, the following form is displayed:

Export Affiliates To Flat File 			
File	Affiliates	Earnings	Payouts
Export:	<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Time	<input type="checkbox"/> Type
	<input type="checkbox"/> Order ID	<input type="checkbox"/> Order Amount	<input type="checkbox"/> Earned
	<input type="checkbox"/> Void	<input type="checkbox"/> Void Reason	<input type="checkbox"/> Voided By


The Earnings tab includes the information from Edit Affiliate–Earnings tab.

To export this data:

1. Check the boxes next to the data you want to export.
2. Click one of the other tabs to continue selecting data to export, or click Export.

Payouts Tab

When you select the Payouts tab, the following form is displayed:

Export Affiliates To Flat File 			
File	Affiliates	Earnings	Payouts
Export:	<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Time	<input type="checkbox"/> Count
	<input type="checkbox"/> Amount	<input type="checkbox"/> Created By	<input type="checkbox"/> Processed

The Payouts tab includes the information from Edit Affiliate–Payouts tab.

To export this data:

1. Check the boxes next to the data you want to export.
2. Click one of the other tabs to continue selecting data to export, or click Export.