



***HOW TO
Edit Store Settings
and Order Minimums***

Revision 1.3



Miva Corporation
5060 Santa Fe Street
San Diego, CA 92109

Telephone: 858-490-2570

Telefax: 858-731-4200

<http://www.miva.com>

This document and the software described by this document are copyright 2002 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.

MM1066-04

HOW TO Edit Store Settings 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](#)

["Order Minimums" on page 9](#)

["Delete Store" on page 10](#)

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

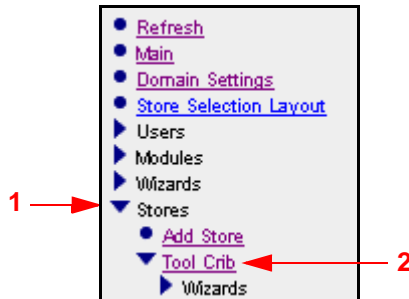
- Minimum Quantity
- Minimum Price
- Minimum Not Met Message

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 grid of navigation links under the "Identification" tab. The links are arranged in a 4x5 grid:

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

Below the grid are three text input fields:


- Manager:** elisa (with a red arrow labeled "1a" pointing to the text and a "Lookup" button icon with a red arrow labeled "1b" pointing to it)
- Store Code:** TC (with a red arrow labeled "2" pointing to the text)
- Store Name:** Tool Crib (with a red arrow labeled "3" pointing to the text)

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: The Write Shoppe 5  

| | | | | |
|--------------------------------|-------------------------------------|---------------------------------------|---|-----------------------------------|
| 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:

Require Shipping

Require Tax

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.

Require Modules (new in 4.16)

| |
|--|
| <input checked="" type="checkbox"/> Require Shipping |
| <input checked="" type="checkbox"/> Require Tax |

Determines whether or not these modules are required. (If so, they must be activated, otherwise an error will occur during your customer's checkout.)

By default, both options are enabled.

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 |

Order Minimums

Miva Merchant let's you define a minimum price, quantity, or both that 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.