



HOW TO
**Create a New Store Using
the Administration Interface**

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HOW TO

Create a New Store Using the Administration Interface

You can create additional new Miva Merchant stores using the Create Store Wizard or the Administration Interface. This Guide describes the methods used with the Administration Interface.

Use the following procedures to create a new store with the Miva Merchant Administrative Interface.

1. Log on to Miva Merchant.
2. Click Stores in the Margin Menu.
3. Click the Add Store link.



The following screen is displayed.



There are five links in this screen that are used to configure the new store.

License

The License screen is displayed when you open the Add Store link. Enter the new license number for the store, then click the Identification link.


Identification

The Identification screen allows you to name your store and the manager of the store.

The screenshot shows the 'Add Store' form with the 'Identification' tab selected. The form contains three input fields: 'Manager' with the value 'george', 'Store Code' with the value 'sr', and 'Store Name' with the value 'Street Racer's Corner'. There are 'Add' and 'Reset' buttons at the bottom right. Navigation tabs for 'License*', 'Identification', 'Owner*', 'Settings', and 'Layout' are visible at the top.

Manager

A manager can be any User previously set up by an administrator. The Domain administrator must set up the person as a User before being assigned as a manager of a store. (See *HOW TO Administer Miva Merchant Users* for in-depth information about creating Users.)

1. Enter a valid User name, or click the Search  button and the User Lookup form is displayed.

The screenshot shows the 'User Lookup' form. It features a search field with a search icon (labeled '1') and a list of users. The list includes 'Name', 'george', 'g', and 'sally'. The 'g' entry is highlighted in yellow. A red line labeled '2' points to the search icon next to the 'g' entry. At the bottom, there is a page number '13' and a '10' in a box next to a refresh icon.

2. Click the Select button for the desired user.

Store managers have full access to store administration. A store manager does not have access to the administration of the Miva Merchant Domain unless they were assigned as an Administrator when added as a User.

Store Code

Each store must have an identifier that is used by Miva Merchant as it constructs URLs to its different screens. Keep the store code short and unique.

Store Name

Enter the name of the store as it is to be displayed to your customers.

Owner

The owner screen allows you to enter the owner's name, address and contact information. As a default, Miva Merchant displays the information that was entered for the last store. You can change any of the information listed on the screen and click the Add button, or proceed to the next link.

Settings

Each store has groups of settings that are used to administer the store. These settings are used by Miva Merchant to make calculations.

Units of Measurement (Weight)

This is the unit of weight measurement by which the products in your store are measured. You may choose any unit of measure that suits your product line. This information is used by Miva Merchant for shipping calculations.

Basket Timeout (Minutes)

When a customer logs into your store, a basket is assigned to that customer. Sometimes a person will come in to your store only to browse. Miva Merchant times each session and if a basket has been left untouched for a designated time, the basket is deleted.

This setting is the maximum amount of time, in minutes, that a shopping basket will be allowed to remain unused before being deleted. By default, this is set to sixty minutes.

Price Group Overlap Resolutions

Miva Merchant allows you to create special groups, called Price Groups, so you can designate certain customers as having special pricing on products. This applies to wholesale customers, or it could be for any customer that has created an account with your store. The reason it totally up to you. You create as many Price Groups as you wish.

If there is a conflict between prices for a customer that may belong to more than one price group, you may select whether the customer gets the benefit of the

lowest price or pays the highest price. Make your resolution selection from the drop-down menu.

The screenshot shows a form with two fields. The first field is labeled 'Price Group Overlap Resolution:' and has a dropdown menu open. The dropdown menu shows 'Highest Price' as the selected option and 'Lowest Price' as an alternative. The second field is labeled 'First Order #:' and is currently empty.

First Order

This is the number that will be assigned to the very first order placed in your store. The order numbers will then follow sequentially. By default, this is set to 1000. This order number is restricted to numeric values only and after the store is created, it can not be modified.

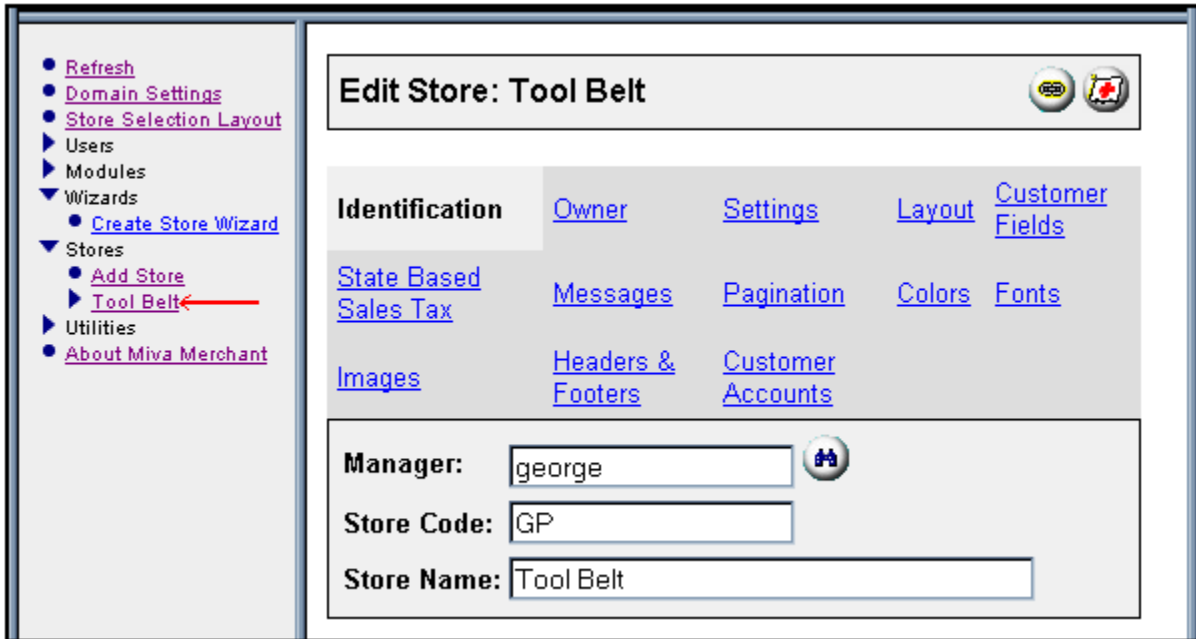
Sales Tax Calculation

You can select the way sales tax is computed for your store's products. There are four options for setting tax calculation.

The screenshot shows a form with two fields. The first field is labeled 'Sales Tax Calculation:' and has a dropdown menu open. The dropdown menu shows '<Select One>' as the selected option and four other options: 'German VAT', 'Generic VAT', 'State Based Sales Tax', and 'Shopper Selected Sales Tax'. The second field is labeled 'Currency Formatting:' and is currently empty.

German VAT	This is the Value Added Tax used to calculate tax for European countries.
VAT	This is a generic Value Added Tax calculation.
State Based Sales Tax	This allows you to define the state sales tax that is to be calculated for your products.
Shopper Selected Sales Tax	This option allows your customers to define the tax to be charged from a list you provide.

When you select the appropriate tax calculation method, the method becomes a link on the Edit Store form. To access this form, click on the store's link on the Margin Menu as shown in the example below.



Note: After you complete the initial process of creating a store, you must go to the Edit Store form and complete the creation process. In the area of tax calculation, you need to open the tax link (shown as Shopper Selected Sales Tax in the example above) and enter the necessary information to complete the store creation process. See *HOW TO Edit a Store's Features & Functionality* for detailed information about this process.

Currency Formatting

You can select the way currency is formatted for your store. The formatting is for the prices displayed on the store, and for prices printed on invoices, etc. There are three options for formatting currency.

Currency Formatting:	<Select One>
	<Select One> US Currency Formatting Generic Currency Formatting European Currency Formatting

Formatting Type	Description
US	Formats the currency as standard US currency, with dollar sign, commas at thousands, and two decimal places for cents.

1. Click on the radio button for the look and feel you want for your store.
2. Click on the Add button.

Additional Steps Required to Complete the Store

The store has now been created, but it is not fully operational. You will need to perform the following tasks to make it operational.

1. Set up payment processing
See *HOW TO Set Up Payment Processing* for details about this task.
2. Set up order fulfillment
See *HOW TO Set Up Order Fulfillment Configuration* for details about this task.
3. Set up shipping configuration
See *HOW TO Set Up a Shipping Configuration* for details about this task.