



***HOW TO***

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

Revision 1.3



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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, Create a Store in Simple Administration, or Add Store in the (Advanced) 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 the triangle next to Stores in the Administration Interface Menu.
3. Select the Add Store link.



The following screen is displayed. (The license tab does not appear for your first store.) The links are used to configure the new store.

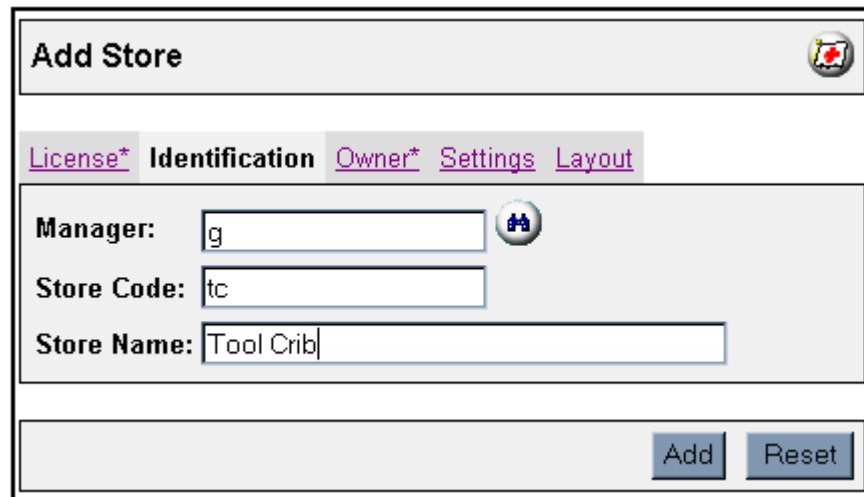
The screenshot shows the 'Add Store' form with the following elements: a title bar with 'Add Store' and a logo; a tabbed interface with 'License\*' selected; a text input field for 'License #:'; 'Add' and 'Reset' buttons; and a disclaimer at the bottom: '\* Information on tabs marked with asterisks will be sent over the Internet to Miva Corporation'.

## 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.




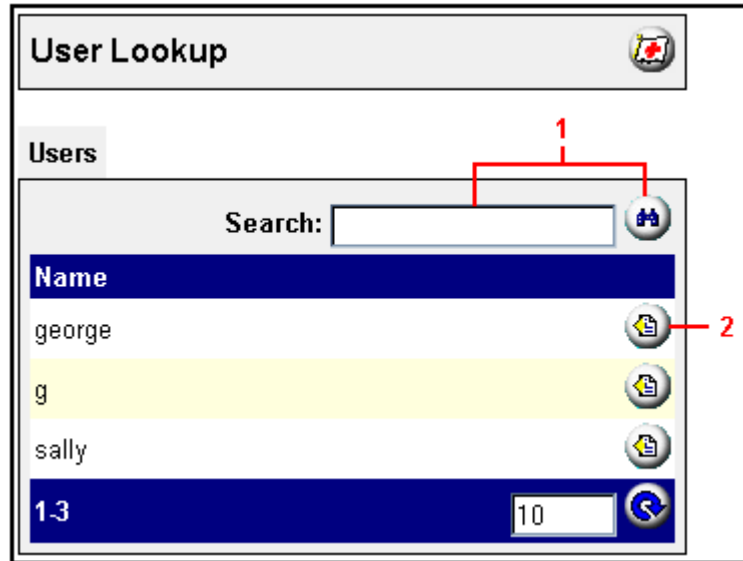
The screenshot shows a web interface titled "Add Store" with a help icon in the top right. Below the title is a navigation bar with five tabs: "License\*", "Identification", "Owner\*", "Settings", and "Layout". The "Identification" tab is selected. The form contains three input fields: "Manager:" with the value "g" and a user selection icon; "Store Code:" with the value "tc"; and "Store Name:" with the value "Tool Crib". At the bottom right of the form are two buttons: "Add" and "Reset".

## 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.

Refer to *HOW TO Administer Users & Groups* 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.
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.

<b>Price Group Overlap Resolution:</b>	Highest Price ▾
<b>First Order #:</b>	Highest Price Lowest Price

## 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. The options are in the Store Settings and are selected from a drop-down list.

Units of Measurement (Weight):	<input type="text" value="pounds"/>
Basket Timeout (Minutes):	<input type="text" value="60"/>
Price Group Overlap Resolution:	Highest Price ▾
Sales Tax Calculation:	State Based Sales Tax ▾
Currency Formatting:	<Select One>
Store 'USA Store' updated	
<div style="border: 1px solid black; padding: 5px;">                 &lt;Select One&gt;                  Generic VAT                  State Based Sales Tax                  Shopper Selected Sales Tax                  German VAT                  CertiTAX                  Canadian VAT             </div>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

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

- [Refresh](#)
- [Main](#)
- [Domain Settings](#)
- [Store Selection Layout](#)
- ▶ Users
- ▶ Modules
- ▶ Wizards
- ▼ Stores
  - [Add Store](#)
  - ▶ [Tool Crib](#) ←
- ▶ Utilities
- [Switch to Simple Administration](#)
- [About Miva Merchant](#)
- [Logout](#)

### Edit Store: Tool Crib

<a href="#">Identification</a>	<a href="#">Owner</a>	<a href="#">Settings</a>	<a href="#">Layout</a>	<a href="#">Maintenance Mode</a>
<a href="#">Order Minimums</a>	<a href="#">Customer Fields</a>	<b>State Based Sales Tax</b>	<a href="#">Messages</a>	<a href="#">Pagination</a>
<a href="#">Colors</a>	<a href="#">Fonts</a>	<a href="#">Images</a>	<a href="#">Headers &amp; Footers</a>	<a href="#">Buttons</a>
<a href="#">Page Sections</a>	<a href="#">Product List Layout</a>	<a href="#">Search Layout</a>	<a href="#">Customer Accounts</a>	

State	Rate	Tax Shipping?
California	7.25%	
<input type="text" value="Outside US"/> ▾	<input type="text" value="0.00"/> %	<input type="checkbox"/>

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.

Refer to *How to Change the Sales Tax Calculation for Your Store* for information about these methods, and how to complete the 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. These are the options for formatting currency.

The screenshot shows a form field labeled "Currency Formatting:" with a dropdown menu. The dropdown menu is open, displaying the following options: "<Select One>", "US Currency Formatting", "Generic Currency Formatting", and "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.
Generic	When you select this option a new link displays at the top section of the Edit Store screen form. Select or enter the options you need for the currency you are using.
European	When you select this option a link displays at the top section of the Edit Store screen. Select or enter the options you need for the currency you are using.

**Note:** After you complete the initial process of creating a store, you must go to the Edit Store form and complete the creation process. When you select either Generic or European Currency Formatting, a link is placed on the Edit Store form, into which you must enter additional information to complete the currency formatting process. See *HOW TO Edit a Store's Features & Functionality* for detailed information.

## Layout

The layouts are the options for the basic look and feel of the store. To get a closer look at these options, click on one and a larger version is displayed.

- KoolCat Look & Feel
- Miva Merchant Look & Feel

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

Add Store

[License\\*](#) [Identification](#) [Owner\\*](#) [Settings](#) Layout

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**Select Store**    [Store Front](#)    [Search](#)    [Product List](#)    [Basket Contents](#)    [Checkout](#)

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[Clear All](#)

KoolCat v1.x Look & Feel
 Miva Merchant Look & Feel

Add
Reset

\* Information on tabs marked with asterisks will be sent over the Internet to Miva Corporation

## 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 several tasks to make it operational. You can perform these tasks using one of the following methods:

- Simple Administration
- Store Wizards

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**Note:** If you switch to Simple Administration, Miva Merchant will guide you step-by-step through setting up the functions for your store. Refer to *Start Using Miva Merchant, Wizards, & Maintain Your Store*.

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If you want to use the (Advanced) Administration Interface, you should complete the following tasks in the order listed.

1. Create Categories  
See *HOW TO Set Up Categories*.
2. Add Products  
See *HOW TO Set Up & Modify Products*.
3. Set up payment processing  
See *HOW TO Set Up Payment Processing* for details about this task.
4. Set up shipping configuration  
See *HOW TO Set Up a Shipping Configuration* for details about this task.
5. Set up order fulfillment  
See *HOW TO Set Up an Order Fulfillment Configuration* for details about this task.
6. Configure the Look & Feel of your Store  
See *HOW TO Create the Basic Look & Feel with a Wizard* or *HOW TO Change the Look & Feel of Your Store*.