



***HOW TO
Set Up
Availability Groups***

Revision 1.2



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HOW TO

Set Up Availability Groups

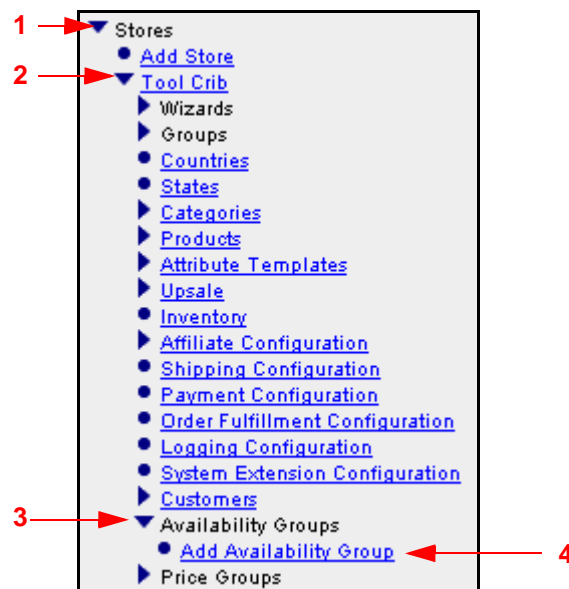
Introduction

Miva Merchant can create specific groups that contain customers, categories and products. Therefore you can create a group called Wholesale and place all of your wholesale customers in it. You can then put categories and products in this group. By doing this you have created a special grouping of customers, categories and products that can be treated in a special manner.

Add Availability Group

Availability Groups are created using the Administration Interface.

1. Click the triangle next to Stores to view all store names in your Miva Domain.
2. Click the triangle next to the store's name to view the functional areas of the store.
3. Click the triangle next to the Availability Groups to view the Add Availability Group link.
4. Select the Add Availability Group link.



5. Enter the name of the Availability Group and click Add button.

Edit Availability Group

When the Availability Group is created, new tabs display. When you select one of these tabs, a form displays a list of customers, categories, or products.

The example below shows the Customers tab, which represents the basic functionality of these screens.

Assigned	Login	Pass. Recovery	Email	Name
<input type="checkbox"/>	mary	elise@miva.com	mary	comley
<input type="checkbox"/>	Name1	name1@miva.com		
<input type="checkbox"/>	Name2	Name2@miva.com		
<input type="checkbox"/>	Name3	Name3@miva.com		

You can perform the following tasks with these forms:

1. Display your store's customers.
 - All Displays all customers.
 - Unassigned Displays customers not assigned to this Availability Group.
 - Assigned Displays customers assigned to this Availability Group.
2. Search for a customer.
3. Click the New Customer button to create a new customer record.
4. Check the box in the Assigned column to assign a customer to this Availability Group. Click + to check all and – to uncheck all displayed items.
5. Update customer information by clicking the Edit button for the customer's name.
6. See additional customers by changing the number in the box. If there are more customers than are displayed on this page, an arrow is displayed in the right, bottom corner. Click the arrow to display the next page of customers names.

Customers Tab

When you select the Customers tab, the list of all registered customers for your store displays. Use the following procedure to assign customers to an Availability Group.

1. Select the Customers tab.
2. Click the checkbox by the name of each customer you want to add to or remove from this Availability Group.
3. Click Update.

Categories Tab

To assign categories to an availability group, select the Categories link. This provides you the list of the categories that you may choose to associate with the availability group. Use the following procedure to assign categories to an Availability Group.

1. Select the Category link.
2. Click the checkbox by the name of each category you want to add to or remove from this Availability Group.
3. Click Update.

Products Tab

To assign products to the availability group, select the Products link. This provides you the list of the products that you may choose to associate with the availability group. Use the following procedure to assign products to an Availability Group.

1. Select the Product link.
2. Click the checkbox by the name of each product you want to add to or remove from this Availability Group.
3. Click Update.