



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

Revision 1.1



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HOW TO

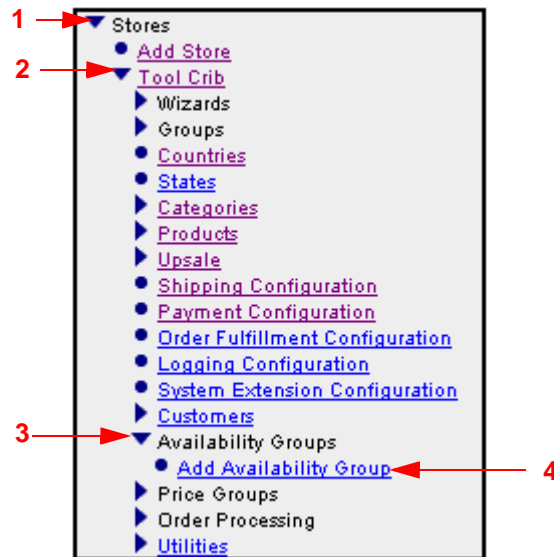
Set Up Availability Groups

Introduction

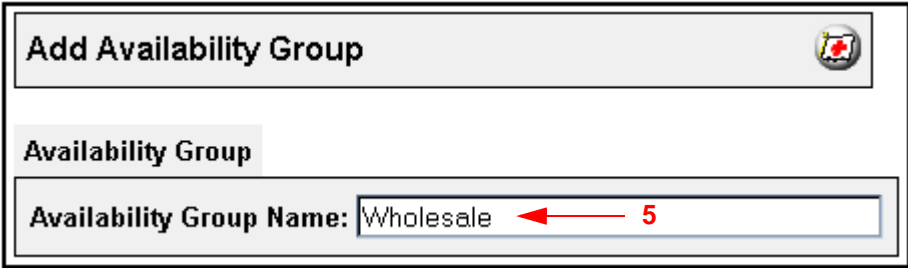
Miva Merchant can create specific groups that contain customers, categories and products. Therefore you can create a group called Wholesale and place all of your wholesale customers in it. You can then put categories and products in this group. By doing this you have created a special grouping of customers,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

Add Availability Group

Availability Groups are created using the Administration Interface.



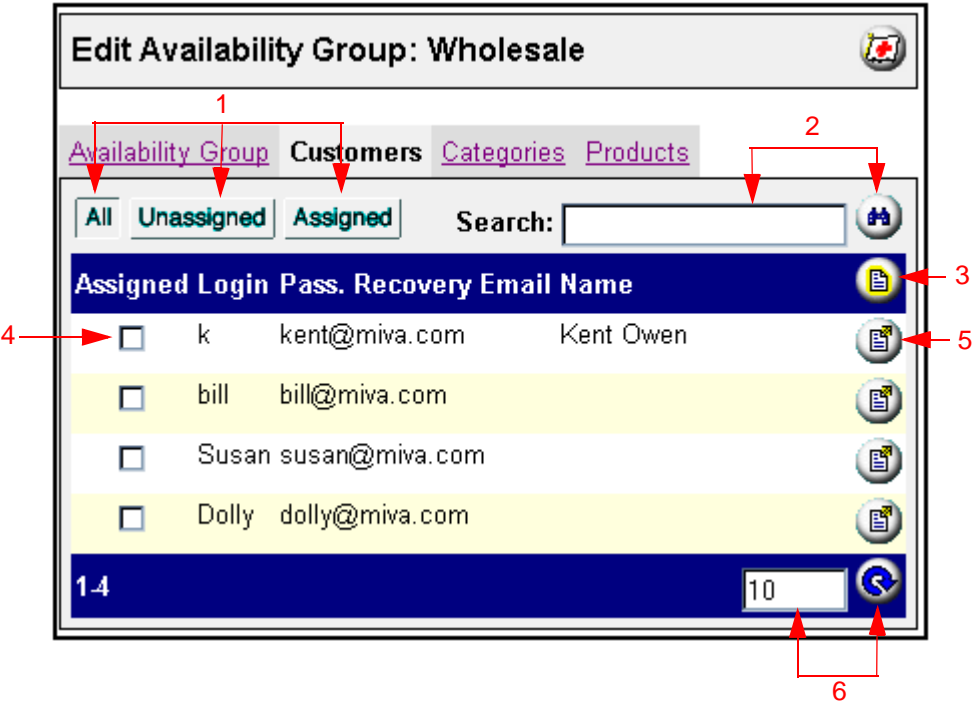
1. Click the triangle next to Stores to view all store names in your Miva Domain.
2. Click the triangle next to the store's name to view the functional areas of the store.
3. Click the triangle next to the Availability Groups to view the Add Availability Group link.
4. Click the Add Availability Group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



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



When the Availability Group is created, three new links display. When you click any of the three links, a screen displays a list of customer, categories, or products. The example below shows the Customer link, which represents the basic functionality for the three screens.



You can perform the following tasks with this 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. Add a new customer by clicking the New Customer button.
4. Assign a customer to the Availability Group by clicking the checkbox in the Assigned column.
5. Update customer information by clicking the Edit bottom for the customer's name.
6. See additional customers by changing the number in the box. If there are more customers than the display number is set, an arrow is displayed. Click the arrow to display the next page of customers names.

Add Customers

When you click the Customer link, you will get the list of all registered customers for this store. Use the following procedure to assign customers to an Availability Group.

1. Click the Customer link.
2. Click the checkbox by the name of the customer(s) you want to add to this Availability Group.
3. Click Update.

Add Categories

To assign categories to an availability group, click 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. Click the Category link.
2. Click the checkbox by the name of the categories you want to add to this Availability Group.
3. Click Update.

Add Products

To assign products to the availability group, click 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. Click the Product link.
2. Click the checkbox by the name of the product(s) you want to add to this Availability Group.
3. Click Update.