



Order Attributes for Miva Merchant™

*Adding Attributes to Collect Additional
Data during Miva Merchant Checkout*

Product Manual



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Module Description

The Order Attribute module allows you to collect additional information from your customers as they check out of your store. You can add standard Miva Merchant attributes (including extra fees!) to the Customer Order Information checkout Screen. The collected information is available to your customer on his invoice and to you on the processed order. This is a great module for the gift-giving season as attributes for gift-wrap and card text can be added to the checkout process.

Key Benefits:

- Add Miva Merchant Attributes to the Customer Order Information Checkout Screen
 - All of the standard functionality of these Attributes are available to you including setting a price for an attribute
 - Attributes are for the entire order rather than each product in the order
- Order Attribute Information is available to the customer and the storeowner
 - Order Attributes chosen by the customer are viewed on the customer invoice
 - Order Attributes chosen by the customer are viewed on the processed order

Example Usage:

A storefront owner sells cakes online and wants to allow his customers to send a gift message when they send a cake to a friend. He needs a way to collect the gift message for the order from the customer.

Solution: The Order Attribute module allows the storefront owner to create an attribute for the order as a whole, so he can collect extra information for the order such as a gift card message the customer would like to send to the person they are sending the cake to. The customer includes this additional information as they are checking out, and can see what they have submitted on their order invoice. The storefront owner can see the information provided by the customer on the merchant notification he receives for the order, and in the Open Orders section for that basket. The storefront owner has found his customers really like being able to include a gift message with their order and they are now regularly sending his cakes to their friends!



Theory of Operation

General Theory

The Copernicus Attribute line of products allows you to add and use Attributes in your store where it is currently unavailable in the standard Miva Merchant. Attributes are a very easy way to collect extra information from your customer as they shop in your store. The Attributes product line by Copernicus allows you to creatively use the attributes system provided by Miva Merchant.

Module Theory

This module takes the standard Miva Merchant Attributes mechanism available to you at the product level and allows you to use it at the order level. The storeowner creates a product in the store that becomes representative of the order-level attributes. (Making the product inactive keeps it from showing up in the store.) Then the storeowner creates the attributes that he wants to display for the order in this product. Because the product is configured through the Order Attribute module, the attributes of this inactive product are available on the Customer Account Screen as the customer checks out with his order. Since these are standard Miva Merchant Attributes, the information collected is available on the order invoice for the customer and for the storeowners' order processing.



Module Installation and Upgrading

Domain Installation of Modules

Please ensure you have the latest version of OpenUI installed prior to installing this module.

You must first install a module in your Miva Merchant domain. After that you will need to follow the steps for installing the module in the store for which you have purchased the license.

Note: If you are installing multiple Copernicus modules in your domain and store, please fully complete the installation of each module before proceeding to the next module. Add one module to your domain, then store and enter the license key. Then proceed to the following module.

Module Domain Installation

1. Go into the Miva admin (*admin.mvc*)
2. Open the **Modules** branch
3. Click on the **Add Module** link and the screen pictured below will appear
4. Click the **Upload** button

The screenshot shows a web form titled "Add Module". It contains a "Files" section with a "Module:" label and a text input field. A red circle highlights a small icon in the input field, with a red arrow pointing to it from the text "Upload Button". At the bottom right of the form are "Add" and "Reset" buttons.

5. A Pop-Up window, like the one pictured below, appears and allows you to either **Browse** to find the module on your local drive or enter the filename of the module.
6. Press the **Upload** button



5. This is the
Browse button

6. This is the
Upload button



7. Once you press the Upload button, the Upload File PopUp box disappears and the Add Module box is again visible. Press the **Add** button

The screenshot shows a dialog box titled "Add Module". It contains a "Files" section with a "Module:" label and an empty text input field. At the bottom right, there are two buttons: "Add" and "Reset". The "Add" button is circled in red, and a red arrow points from the text "7. This is the Add button" to it.

8. Now the module has been installed in the domain. Next you need to install the module in the store.

7. This is the Add button



Store Installation of Module

Installation Process:

1. Go to the Miva admin (*admin.mvc*)
2. Open the **Stores** branch
3. Click on the arrow next to the store name
4. Click on **System Extension Configuration** within your store.
5. Check the checkbox next to the module name. (For this module it is *CBS – Order Attribute*)

5. Click the checkbox next to the module name

| System Extension Configuration | | | | |
|---|--|---|--|--|
| Modules | CBS - CheckOut SuperMod™ | CBS - Address SuperMod™ | CBS - OpenUI SuperMod™ | CBS - Upload File Attribute |
| CBS - Payment SuperMod™ | Payment SuperMod™ fields | | | |
| Assigned Module | | | | |
| <input checked="" type="checkbox"/> | CBS - Order Attribute | | | |
| <input checked="" type="checkbox"/> | CBS - CheckOut SuperMod™ | | | |
| <input checked="" type="checkbox"/> | CBS - Address SuperMod™ | | | |
| <input checked="" type="checkbox"/> | CBS - OpenUI SuperMod™ | | | |
| <input checked="" type="checkbox"/> | CBS - Upload File Attribute | | | |
| <input checked="" type="checkbox"/> | CBS - Payment SuperMod™ | | | |
| | | | | <input type="button" value="Update"/> <input type="button" value="Reset"/> |

6. Press the **Update** button at the bottom of the screen.



7. A box appears that looks like the picture below. Enter the *Order Attribute* license key you received when you purchased the module license.
8. Read the *License Agreement*
9. Check the box next to **I ACCEPT THE TERMS AND CONDITIONS OF THE LICENSE AGREEMENT**
10. Press the **Update** button.

7. Enter the license key here

COPERNICUS™ BUSINESS SYSTEMS CBS - [redacted] (v4.22) Build Timestamp: 2003-01-08 23:48:53

Product Info | Documentation | Release Notes | More Products

Integrity: GOOD (266545)

License Key:

(Please note that you need ONE LICENSE FOR EACH STORE.)

License Agreement:

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PURCHASE | PRODUCTS | PARTNERS | DOCS | SUPPORT | COMPANY

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Update Reset

10. Press the Update button

9. Accept the license agreement here



Module Upgrading

Copernicus publishes updates to its modules when there are significant feature enhancements. Copernicus also publishes upgrades to its modules for clients who are moving from uncompiled Miva Merchant to compiled Miva Merchant. Both updates and upgrades are added to the storefront in the same way. Once you have saved the update or upgrade to your local hard drive, please follow these instructions to add them to your storefront. The example below is of the Shipping SuperMod. The same steps apply to the Order Attribute module.

Domain Module Upgrading (Example)

1. Go to the Miva admin. (*admin.mv/admin.mvc*)
2. Open the **Modules** branch
3. Click on **CBS – Order Attributes** module (or any other module you are updating)
4. Click on the **Files** link in the content area of the screen

4. Click on the Files link

Edit Module: CBS - Shipping SuperMod™

Information **Files**

| | |
|--|---|
| Type of Module: | System Extension |
| Code: | CBS-SUPSHIPPING |
| Name: | CBS - Shipping SuperMod™ |
| Provider: | Copernicus Business Systems, LLC -- http://www.cbstech.com/ |
| Version: | 4.16 |
| Usage Count (Number of Stores): 1 | |
| | <input checked="" type="checkbox"/> Active |

Module 'CBS - Shipping SuperMod™' updated

Update Delete Reset



Click the **Upload** graphic button

5. Click on the Upload button

5. The Upload file PopUp box will appear. Check the **Overwrite** box so that the updated module will overwrite the old version.

7. Click the Browse button to find the file.

6. Check the Overwrite checkbox

8. Press the Upload button

6. Enter the filename of the module on your local drive or use **Browse** to find the file.
7. Press the **Upload** button this will take you back to the “Files” screen.
8. Press the **Update** button and you are finished!

9. Press the Update button



Module Usage

Module Configuration: Create Inactive Product

1. The first steps in configuring the Order Attribute module is to create a new product in your store using standard Miva Merchant procedure, and then make that product “inactive.” You will want to be sure to remember the Product Code for this product. (The Product Code INACTPROD is a suggestion.)

Add Product

Product [Images](#) [OpenUI™ Titles](#) [Headers & Footers](#) [OpenAttributes™](#)

[CBS - Payment SuperMod™](#) [CBS - Shipping SuperMod™](#)

Product Code: INACTPROD

Product Name: Order Attribute Inactive Product

Category Code:

Price: 0.00

Cost: 0.00

Weight: 0.00

Description:

Taxable

Active

1. Make this new product inactive here.



CBS- Order Attribute tab

The next area to configure the Order Attribute module is in the Order Attribute module tab.

2. Go to the Miva admin (admin.mvc)
3. Click the arrow next to **Stores**.
4. Click on the arrow next to the name of the store in which you have installed this module.
5. Click on the link “System Extension Configuration” to configure this module. A screen similar to the picture below will appear.
6. Click on the CBS – Order Attribute tab.

6. Click this tab to control the module configuration

System Extension Configuration

| Modules | CBS - Order Attribute | CBS - CheckOut SuperMod™ | CBS - Address SuperMod™ | CBS - OpenUI SuperMod™ |
|---|---|--|---|--|
| CBS - Upload File Attribute | CBS - Payment SuperMod™ | Payment SuperMod™ Fields | | |

| Assigned Module | |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | CBS - Order Attribute |
| <input checked="" type="checkbox"/> | CBS - CheckOut SuperMod™ |
| <input checked="" type="checkbox"/> | CBS - Address SuperMod™ |
| <input checked="" type="checkbox"/> | CBS - OpenUI SuperMod™ |
| <input checked="" type="checkbox"/> | CBS - Upload File Attribute |
| <input checked="" type="checkbox"/> | CBS - Payment SuperMod™ |



Once you are in the CBS – Order Attribute tab, continue with the following steps:

7. Type in the Product Code of the inactive product (that you created for this purpose) in the text box entitled "Product Code".
8. Fill out the Section Title, Header and Footer with the text that you want your customers to see in the order form as they check out. The Section Header and Footer may contain HTML.
9. Click Update.

7. Type the Product Code for the new, inactive Product here.

System Extension Configuration

[Modules](#) **CBS - Order Attribute** [CBS - CheckOut SuperMod™](#) [CBS - Address SuperMod™](#) [CBS - OpenUI SuperMod™](#)

[CBS - Upload File Attribute](#) [CBS - Payment SuperMod™](#) [Payment SuperMod™ Fields](#)

COPERNICUS™ **CBS - Order Attribute (v4.03)** *Build Timestamp: 2003-02-27 00:46:36*

[Product Info](#) [Documentation](#) [Release Notes](#) [More Products](#) Module Integrity: **GOOD** (411578)

Product Code:

Section Title:

Section Header:

Section Footer:

[PURCHASE](#) | [PRODUCTS](#) | [PARTNERS](#) | [DOCS](#) | [SUPPORT](#) | [COMPANY](#)

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A blue “Edit Product” link is now visible next to the Product Code.

10. Click on the “Edit Product” link.

10. This is the Edit Product link.

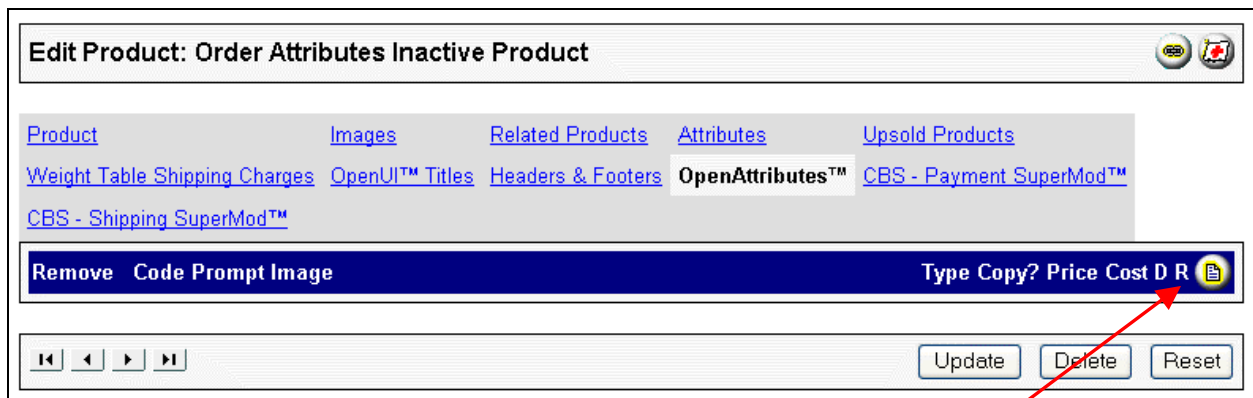
The screenshot shows the 'System Extension Configuration' interface for 'CBS - Order Attribute (v4.03)'. The page includes a navigation menu with links for 'Modules', 'CBS - CheckOut SuperMod™', 'CBS - Address SuperMod™', 'CBS - OpenUI SuperMod™', 'CBS - Upload File Attribute', 'CBS - Payment SuperMod™', and 'Payment SuperMod™ Fields'. The main content area features a 'Product Code' field with the value 'INACTPROD' and an 'Edit Product' link. Below this are fields for 'Section Title', 'Section Header', and 'Section Footer', each with a text area and a scroll bar. The page footer contains navigation links for 'PURCHASE | PRODUCTS | PARTNERS | DOCS | SUPPORT | COMPANY' and a copyright notice for Copernicus Business Systems, LLC. At the bottom right, there are 'Update' and 'Reset' buttons.



Edit Product Tab

This is where you will add the attributes that you want to appear in the Order Screen as your customers check out. You will add attributes here just as you would in a product for Miva Merchant.

11. Click on the New Attribute button. Then create the attributes as instructed by Miva Corporation.



This is the New Attribute button.

Tip: When creating the New Attribute (or subsequently editing it), you can specify any additional fee you want charged for the Order Attribute, and if it is a required or optional field for the customer to fill out.

Tip: You can reach this page to later edit the Order Attributes by going directly to the Edit Product page for your inactive product through the Products section of the Miva Merchant admin.



Customer Page (The Customer Order Information Checkout Screen)

The customer will see the Order Attribute as they begin to check out.

Global Header

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

| Code | Product | Quantity | Price/Ea. | Total |
|------|---------|----------|-----------|------------------------|
| DOG1 | Toby | 1 | \$100.00 | \$100.00 |
| | | | | Total: \$100.00 |

Bold=Required
Italic=Optional

| Ship To: | | Bill To (if Different): | |
|-----------------------|--|-------------------------|---|
| First Name: | <input type="text"/> | First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Email Address: | <input type="text"/> | Email Address: | <input type="text"/> |
| Phone Number: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Fax Number: | <input type="text"/> | Fax Number: | <input type="text"/> |
| Company: | <input type="text"/> | Company: | <input type="text"/> |
| Address: | <input type="text"/> | Address: | <input type="text"/> |
| City: | <input type="text"/> | City: | <input type="text"/> |
| State/Province: | Alaska <input type="button" value="v"/> | State/Province: | Alaska <input type="button" value="v"/> |
| Other State/Province: | <input type="text"/> | Other State/Province: | <input type="text"/> |
| Zip/Postal Code: | <input type="text"/> | Zip/Postal Code: | <input type="text"/> |
| Country: | United States <input type="button" value="v"/> | Country: | <Select One> <input type="button" value="v"/> |

This is the Title that will appear for the Order Attribute

This is the section header and may contain HTML.

Would you like your order gift-wrapped?: Yes (\$1)

This is the section footer and may contain HTML.

Global Footer
Screen=OINF

This is where the customer will see the Order Attribute.



Customer Page

The Order Attribute and any applicable charge is shown and calculated as the customer checks out. This information is also shown on the customer's invoice/receipt.

Global Header

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

| Ship To: | | Bill To: | |
|-----------------------|---|-----------------------|---|
| Name: | Joe Hoya | Name: | Joe Hoya |
| Email Address: | joe@mydomain.com | Email Address: | joe@mydomain.com |
| Phone Number: | 405-555-1212 | Phone Number: | 405-555-1212 |
| Fax Number: | | Fax Number: | |
| Company: | | Company: | |
| Address: | 1 Main St. Oklahoma City, OK 73104 US | Address: | 1 Main St. Oklahoma City, OK 73104 US |

| Code Product | Quantity | Price/Fa | Total |
|--------------|----------|-------------------|-----------------|
| DOG1 Toby | 1 | \$100.00 | \$100.00 |
| | | [WRAP: YES-WRAP]: | \$1.00 |
| | | Total: | \$101.00 |

[Advanced Shipping Options](#)

Ship Via:

Pay With:

Global Footer
Screen=OSEL

The Order Attribute and associated fee are shown here.



Edit Order “Order # - Basket” Tab

When a customer checks out of your store and has included an Order Attribute in his order, the merchant notification will include the information and any applicable charge. The Order Attribute information can also be seen in the OpenOrders section of your Miva Admin (provided by OpenUI):

1. Go to the Miva Admin.
2. Open the arrow next to Utilities.
3. Click on Open Orders.
4. Search for or locate the order that includes the Order Attribute.
5. Click the “Edit Order” button
6. Click on the Order #XYZ – Basket link and you will see a view of the order (similar to the one depicted below) that shows the information from the Order Attribute and any applicable charge.

| OpenOrders™ | | | | |
|--|---|-----------------------------|---|---|
| Order List | Order #1379 - Addresses | Order #1379 - Basket | Order #1379 - Check Payment | Order #1379 - Payment SuperMod™ Xtra Fields |
| Click here, then a field for Help | | | | |
| Code | Product | Quantity | Price/Ea. | Total |
| DOG1 | Toby | 1 | 100.00 | 100.00 |
| | | | [WRAP: YES-WRAP]: | 1.00 |
| | | | Shipping: FedEx 2 day Air: | 50.00 |
| | | | Sales Tax: | 0.00 |
| Total: | | | | 151.00 |
| <input type="button" value="Update"/> <input type="button" value="Reset"/> | | | | |

The Order Attribute information for the basket is shown here.



Resources

Copernicus offers some wonderful resources to help you if you have further questions regarding this module.

If you have a question not addressed in this product documentation, check out the Frequently Asked Questions (FAQ) on the Copernicus website. There are General Merchant Module Support FAQ's that apply to all of the Copernicus Miva Merchant modules, and then there are module-specific FAQ's, so you will want to check both locations for your question. The FAQ's on the Copernicus website are based on actual customer questions and are continuously updated: <http://www.copernicusllc.com/support/faqs/mivamerchant/>

The STARS (*Staff-monitored, Technical Answer Resource for Support*) Exchange is another excellent resource for your questions. The STARS Exchange is an interactive, email-based exchange, where Copernicus users and experts come together to find solutions to their questions. Copernicus personnel closely monitor the STARS Exchange during normal business hours. Product update announcements and general information about Copernicus products are also posted here. To join the Copernicus STARS Exchange for Miva Merchant Modules, send a blank email to the address at: <http://www.copernicusllc.com/support/stars>

If you would like one-on-one help, Copernicus has formed partnerships with independent, professional designers that specialize in Copernicus product installation, configuration and usage. To find a Copernicus Designers' Club Member for assistance with this module, please browse our partner list: <http://www.copernicusllc.com/partners/partnerSearch>

For more information on Copernicus Support options, please go to: <http://www.copernicusllc.com/support>



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(g)(3)(ii) as applicable. Contractor/Manufacturer is Copernicus Business Systems, LLC, 2545 Haddenham Lane, Smyrna, GA 30082.

9. **General Terms and Conditions.** The terms and conditions of any purchase order or other ordering document issued by Customer in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement shall not be binding on Licensor and shall not be deemed to modify this Agreement. This Agreement constitutes and expresses the entire agreement and understanding between the parties in reference to all matters referred to herein and any and all previous agreements, discussions, promises, representations, and understandings between the parties relative thereto are merged herein and superceded hereby. The remedies provided in Section 3 shall be cumulative and additional to any other remedies in law or equity which Licensor may have. This Agreement shall be governed by the laws of the State of Georgia and shall inure to the benefit of Licensor, its successors, and assigns. The sole jurisdiction and venue for any litigation arising out of this Agreement shall be an appropriate federal court in the Northern District of Georgia or a state court located in the Northern District of Georgia. Customer hereby consents to personal jurisdiction in such courts. Sections 4, 5, 6, 8 and 9 shall survive any termination of this Agreement. All rights not specifically granted herein are reserved by Licensor.

10. Customer understands and agrees that by agreeing to this License, You are "opting in" to a mailing list. Copernicus Business Systems will use information supplied by You to contact You with marketing and technical information in a variety of ways including, but not limited to, electronic mail, postal mail, telephone and fax. If You do not wish to receive marketing and/or technical information from Copernicus Business Systems, You may use systems provided by Copernicus Business Systems to "opt out" of the mailing list.