



MBV Technology Instructions

Administrators Console

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MBV now has Video Tutorials!

Learn how to edit and manage your website for free using our YouTube Channel, MBV Videos.



To watch a video tutorial for a specific function, simply click the computer icon above the instructions!

[Click HERE](#) to view our entire list of Video Tutorials!

In order to make any changes to your site, you'll need to **Log-In** to the Administrator Console.

Click HERE to learn how!

Familiarize yourself with the Dashboard before making changes to your site!

Click HERE for a Dashboard Overview!

Please note: All of the features in the user's manual may not be activated in your administrative console as some of these features are not part of our standard package. If you are having trouble following the instructions or see that something is not active in your administrative console but you are interested in, please call us at 1-800-639-6644 and ask for your business consultant or a member of our support team.

1. Discount Coupon Feature

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Promotions > Discounts > Click 'Add New' Button (located top right)
3. Enter the Discount Details (Name the Discount, Select Discount Type [most commonly 'Assigned to Order Total'], Set Discount Percentage/Dollar Amount, Start/End Date/Time, Check Box/Create Code [if necessary], Select Discount Limitation [most commonly 'Unlimited'])
4. Click *Save* and the Discount is now active

Note: To further customize or change an existing code, click 'Edit' and you can amend or add additional requirements for customers to use the code (ie. Amount of money required to spend, etc.)

2. Discount Coupon Feature for a Specific Category

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Promotions > Discounts > Click 'Add New' Button (located top right)
3. Enter the Discount Details. (Name the Discount, Select Discount Type [most commonly 'Assigned to Order Total'], Set Discount Percentage/Dollar Amount, Start/End Date/Time, Check Box/Create Code [if necessary], Select Discount Limitation [most commonly 'Unlimited'])
4. Click *Save*
5. Go to Catalog > Categories > List
6. Search for the Category which you would like to apply the discount to and click 'Edit' (You can also scroll through the list to locate the Category.)
7. Under 'Edit Category Details' click on 'Discounts'
8. Check the box of the Discount you created in earlier steps
9. Click *SAVE* and the Category Discount is now active

3. Free Shipping Feature

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

Note: If you are a Member of our Free Shipping Program, these settings are *already* set-up for you and **should not** be altered. Contact support@mbvmail.com regarding any changes to your Shipping Settings.

1. Log In to the Administrative section of your website
2. Go to Configuration > Settings > Shipping Settings
3. Check the boxes to the left and the right of 'Free Shipping over X'
4. Below that, check the box for 'Value of X' and enter zero (Since shipping is Free for anything over the 'Value of X,' if 'X' is set to zero, this means that ALL shipping is free.)
5. Click *Save* and Free Shipping is now active

4. Change the Price of a Product

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalogs > Product > Manage Products
3. Enter Product Name or SKU# (Sunrise Item #) and click 'Search' (Click 'Go' if you entered the SKU#)
4. From the Search Results, click the 'Edit' link to the right of the product (If you searched using the SKU#, you will be taken directly to the product details.)
5. From the Edit Product Details Page, click on the tab for 'Store Price' (located top center)
6. Click the 'Add New Record' button (located left)
7. Enter the new price of the product, then click the 'Update' button (located to right of price)
8. Click *Save* and the new price for the product is now set

5. Mass Price Change of All Products

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalog > Products > Bulk Edit Store Price
3. Enter the discount percentage which you would like to apply to ALL of the products on your site
4. Click the 'Apply Discount on Sale Price' button
5. The discount is now applied to ALL products on your website

6. Add/Remove Products from Home Page

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalogs > Products > Manage Products
3. Enter Product Name or SKU# (Sunrise Item #) and click 'Search' (Click 'Go' if you entered the SKU#)
4. From the Search Results, click the 'Edit' link to the right of the product (If you searched using the SKU#, you will be taken directly to the product details.)
5. From the Edit Product Details page, click the tab for 'Stores' (located top center)
6. To *add* the product to the Home Page, check the box next to 'Show on Home Page.' To *remove* the product from the Home Page, *uncheck* the box.
7. Click *Save* and the product will be added/removed from the Home Page

7. Remove Products

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalogs > Products > Manage Products
3. Enter Product Name or SKU# (Sunrise Item #) and click 'Search' (Click 'Go' if you entered the SKU#.)
4. From the Search Results, click the 'Edit' link to the right of the product (If you searched using the SKU#, you will be taken directly to the product details.)
5. From the Edit Product Details Page, click the tab for 'Stores' (located top center)
6. To Remove the product from your site, check the box in the Stores field next to your business name
7. Click *Save* and the product will be removed from your site

8. Change the Order of Featured Products on the Home Page

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

Note: At this time, there is no way to automatically reorder the Featured Products on the Home Page. In order to change the order of the Featured Products on the Home Page, you first need to *remove* the products from the Homepage and then *re-add* them in the order that you want them displayed. (If you don't want all of the products reordered, only remove the products up to the point you want the reorder to begin.) We recommend writing down the SKU# for each product that you want reordered for quick use while reorganizing them. After obtaining the SKU#s, use the following instructions for adding/removing products from the Home Page.

1. Log In to the Administrative section of your website
2. Go to Catalogs > Products > Manage Products
3. Enter Product Name or SKU# (Sunrise Item #) and click 'Search' (Click 'Go' if you entered the SKU#)
4. From the Search Results, click the 'Edit' link to the right of the product (If you searched using the SKU#, you will be taken directly to the product details.)
5. From the Edit Product Details Page, click the tab for 'Stores' (located top center)
6. To *add* the product to the Home Page, check the box next to 'Show on Home Page.' To *remove* the product, uncheck the box.
7. Click *Save* and the product is now added/removed from your Home Page

9. Share Products on Social Media Sites

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

Facebook

1. Log-in to your personal/business Facebook profile
2. On your site, locate the product you'd like to share & click the Facebook icon.
3. A window will appear. Select your business profile as the location for the post.
4. Type the caption associated with the product & click 'Post to Facebook' button.

Twitter

1. Log-in to your Twitter profile
2. On your site, locate the product which you would like to share
3. From the products page, click the Twitter icon and a window will appear
4. Type the 'tweet' associated with the product & click the 'Tweet' button (Note: On Twitter, characters (text) are limited.)

Instagram *(Mobile posting ONLY)*

1. From your mobile device, Log-in to your Instagram profile
2. Click the [+] button to upload a picture of your product. (Take a screenshot of the product on your site ahead of time.) Using Instagrams tools, edit the image if needed
3. Caption the image
4. Click the 'Share' button (top-right)

10. Add/Remove Product Categories from Top Menu Bar

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
 2. Go to Catalogs > Categories > List
 3. Enter the Category Name and click the Search button
 4. From the Search results, click the 'Edit' link next to the Category you would like to Add/Remove.
 5. From the Edit Category Details Page, click the tab for 'Stores' (located top center)
 6. To *add* the category to the Top Menu Bar, check the box next to 'Include in Top Menu.' To *remove* the Category from the Top Menu Bar, uncheck the box.
 7. Click *Save* and the category is now added/removed from the Top Menu of the Home Page
- (Note: This *only* applies to the product categories. Please notify us if you want any of the Topic pages added/removed from the Top Menu. Email support@mbvmail.com with your inquiry.)

11. Add/Remove Featured Categories from Home Page

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalogs > Categories > List
3. Enter the Category Name and press 'Search'
4. From the Search results, click the 'Edit' link next to the Category you would like to Add/Remove
5. From the Edit Category Details Page, click the tab for 'Stores' (located top center)
6. To *add* the category to the Featured Categories on your Homepage, check the box next to 'Show on Home Page.' To *remove* the category, uncheck the box.
7. Click *Save* and the category is now added/removed from the Featured Categories on the Home Page

12. Remove Categories from your Website

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Catalogs > Categories > List
3. Enter the Category Name and press 'Search'
4. From the Search results, click the 'Edit' link next to the Category you would like to Add/Remove
5. From the Edit Category Details Page, click the tab for 'Stores' (located top center)
6. To remove the category from the list of categories on the left of your store site, uncheck the box next to your business name in the 'Store' field.
7. Click *Save* and the category is now removed from the Categories List located on the left side of your store site

13. Make changes to Home Page, About Us or Contact Us Pages

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Content Management > Topics (Pages) > Click 'Edit' for the Page you would like to modify
3. Make any necessary changes
4. Click *Save* (You may need to refresh your web page for the changes to be reflected.)

14. Add/Change Home Page Sliders

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Content Management > Widgets
3. Locate the Widget titled 'Nivo Slider' (this is the widget for your homepage sliders) and click 'Configure'
- 4A. To *Change* an existing slider:
 1. Click on 'Upload A File' to add a new image from your computer
 2. In the URL line, enter the linking information to the product from your website (Do this by going to the page on your website and copying the URL to the products.)
 3. Scroll to the bottom (passing all of the additional slider spaces) and click *Save*
- 4B. To *Add* a new slider: First, check off the boxes next to 'Picture' and 'URL,' *then* follow the steps for 4A (above)

15. Upload a New Logo

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
 2. Go to Content Management > Widgets
 3. Click on the blue Configure link (located on the far right of the link for Store Logo)
 4. Click 'Upload File' and select the image you would like to upload from your computer
 5. Once the image is uploaded, click *Save*
- Note: The height of the logo image looks best when it is between 150 to 175 pixels.

16. Create an Affiliate Page

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Promotions > Affiliates > Click 'Add New' (located far top right)
3. Click 'Active' then enter the Affiliates Information
4. Click *Save and Continue Edit* and 2 lines will appear at the top of the form. (1. Affiliate Identifier: Their Affiliate ID#. 2. Affiliate URL: The web address of their Affiliate site. ***No automated email is sent! Email this link to the Affiliate!***)

17. Create a Blog

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Content Management > Blog > Blog Post > Click 'Add New' (located far top right)
3. Enter Blog Details (Title, Body, Tag [if you choose], Start/End Date/Time) (Note: If the Blog Article is not assigned an End Date/Time, it will permanently stay on the site.)
4. Once all the details are filled in, click *Save*

18. Activate a Gift Card

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
 2. Go to Sales > Gift Cards > Click 'Add New' > Choose 'Virtual Gift Card'
 3. Click 'Activate Gift Card' > Choose Dollar Amount > Generate Code or create your own code
 4. Fill in Gift Card Recipients Details
 5. Fill in Gift Card Sender Information
 6. Add a Message if you choose (Include any additional information for the Recipient.)
 7. Click *Save and Continue Edit*
 8. A new line "*Is the recipient notified? False*" will appear at the bottom > Click the button 'Notify Recipient' ('False' will turn to 'True,' indicating an email with the Gift Card information and your custom message is sent to the Recipient.)
 9. Click *Save* and the Gift Card is now active and information has been emailed to the Recipient
- Note: If you do not follow steps 8 & 9, the Gift Card *will be active*, but the Recipient *will not* receive any notification.

19. Create a Newsletter

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Go to Content Management > News > News Item > Click 'Add New' (located far top right)
3. Enter Newsletter Details (Title, Short Description, Full Description, Allow/Disable Comments, Start/End Date/Time.) (If the Newsletter is not assigned an End Date/Time, it will permanently stay on the site.)
4. Once all the details are filled in, click *Save*

20. Change your Website Template

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
 2. Go to Configuration > Settings > General & Miscellaneous Settings
 3. Click the circle next to the Template you would like to switch to
 4. Click *Save*
 5. Once the *Save* is complete, refresh your web page and the new template will be reflected
- (Note: You may need to allow a few minutes to pass in order for the change to occur as this is a major change.)

21. Adding Categories to Your Site

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

1. Log In to the Administrative section of your website
2. Click on Catalog > Categories > List, then click the 'Add new' button (located top right)
3. Fill in the Field Options (**Name** [Name of your new Category], **Description** [Optional if you want to describe the category to customers when they go to that page], **Picture** [Upload a picture for your Category if you intend to make it a Featured Category], **Parent Category** [Select a Parent Category if you want to make your new category a sub-category of an existing category on the site], **Price Ranges** [Enter if you would like to give customers the option to search the category by price ranges, i.e. 0-49, 50-100, 101-200, 201-5000], **Page Size Option** [allows customer to select the number of items per page], **Display Order** [Determines where the page will be displayed in the side category list])
4. Click *Save*

22. Create Set Profit Margins for All Products

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

Similar to #5 Mass Price Change of All Products, this function takes your Gold Price (Dealer Cost) and adds a percentage of profit. This ensures that a certain profit margin is consistent for all of your products. This protects you from selling any items *below* your dealer cost.

1. Log In to the Administrative section of your website
2. Click on Catalog > Products > Bulk Edit Store Price
3. Enter the Discount/Markup Percentage (%) that you would like to apply to your store site
4. Click on the 'Apply Markup on Gold Price' button
5. The Markup Percentage (%) that you entered will now apply to ALL products on your site

Note: To Reset the prices back to the original retail prices, re-do this process, but enter a 0% (Zero percent) Markup.

23. Adding Products to Your Site

 [Click HERE to watch a Video Tutorial demonstrating this function!](#)

Note: If you are going to add your own product and want a unique category just for that product, make sure to follow the instructions for #21 Adding a Category first.

1. Log In to the Administrative section of your website
2. Click on Catalog > Products > Manage Products > Click 'Add New'
3. Fill in the Field Options (**Product Name** [self-explanatory], **Short Description** [generally matches product name], **Full Description** [detailed description of your product], **SKU** [Product ID Number], **Manufacturer Part Number** [optional], **Price** [the price you want to sell the product at], **Old Price** [use if you have changed the price of the product and if you want to change it back later], **Product Cost** [your cost of the product], **Special Price** [this will cross out the price you were selling the product at and list the new price below it on the site], **Special Price Start Date** [if you want to run the special price for a specific time period, enter a Start Date for the Special Price], **Special Price End Date** [the date for your Special Price, at which time the price on the site will return back to what is entered in the Price field], **Manager Inventory** [set to track Inventory], **Stock Quantity** [optional], **Low Stock Inventory** [set to Unpublish], **Minimum Cart Quantity** [set to 1], **Available Start Date** [if you don't want to put the product on the site until a later date], **Available End Date** [if you only want the product on the site for a limited time])
5. After filling in the applicable Fields, click *Save*
6. Look up the Product by Name or SKU# (If looking up by Product Name, click the 'Edit' button on the far right.)
7. Once on the Edit Product Details Page, click on the tab for 'Pictures' (located top center)
8. Upload a Product Image from your computer and click 'Add Product Picture' (You may add multiple images if you choose. Enter a Display Order Number for each image to determine the order in which the images will appear on the product page.)
9. Once you are done uploading an image, click on the tab for 'Category Mappings' (located top center) to select the Category the image will appear in
10. Click 'Add New Record'
11. Select the category you want the product to appear in from the drop-down list (If you have created sub-categories as well, you will need to repeat this step after you have updated the first category to have the product appear in the sub-category as well.) Leave 'Featured Product?' unchecked and arrange the display order (the order in which the product is listed on that specific page)
12. Click 'Update' (Now is when you would click on 'Add New Record' again to add a Sub-Category)
13. Once done with Category Mappings, click the tab for 'Stores' (located top center)
14. Check 'Show on Home Page' (If you check off this field, the product will be added to the Featured Products on the Home Page. If you do not want the product on the Home Page, do not check off. You may Add or Remove the product from the Home Page at any time.)
15. Once completed, click *Save* to update the product on your site