



# MBV Technology Instructions

## Administrators Console

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Table of Contents	Page
1. Discount Coupon Feature.....	3
2. Change the Price of an Individual Product.....	3
3. Bulk Edit Store Price.....	3
4. Add/Remove Products from Homepage.....	4
5. Remove a Product from Your Site.....	4
6. Add/Remove Categories from the Top Menu.....	4
7. Add/Remove Featured Categories.....	4
8. Remove Categories from Your Website.....	5
9. Make Changes to your Home Page Text, About Us, Affiliate, Contact Us, Privacy Policy & Shipping Info.....	5
10. Add/Change Sliders.....	5-6
11. Upload a Logo.....	6
12. Create An Affiliate.....	6
13. Activate A Giftcard.....	6
14. Change Your Website Template.....	6
15. Adding Categories to Your Site.....	7
16. Adding Products to Your Site.....	7

**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

1. Login to your Admin and go to Promotions – Discounts
2. Click 'Add new' in the upper right corner
3. Enter a name for the discount (ie Summer Sale)
4. Keep discount type as assigned to order total
5. Check the use percentage box
6. Enter the discount amount (ie 10.000 for 10%)
7. Check the requires discount code box
8. Enter the discount code name from the slider that you uploaded
9. Select a start date for the discount, click on the calendar image to select the start date (A start date is required for the discount to be activated.)
10. Select an end date for the discount, click on the calendar image to select the end date (May be left black if you don't have a specific end date in mind.)
11. Do not check the box for "Cumulative with other discounts" unless you would like to have the discount to be used with other discounts you have created
12. Discount limitation leave as unlimited
13. Click 'Save' in the upper right corner

## 2. Change the Price of an Individual Product

1. Go to Catalog – Products
2. Search for the product you are looking to change the price on. If you find the product through one of the search options click 'Edit' on the right from the search results. If you search by SKU you will be taken directly to the product page.
3. Scroll down to Store Price
4. Click 'Add new tier price'
5. In the new box that appears, enter the new price
6. In the Start Date field click on the calendar icon and click on today's date. (if you wish to have an end date for this new product price enter it in the End Date field, otherwise leave that field blank)
7. Click 'Save' in the pop up box
8. Scroll up to the top of the page and click 'Save' in the upper right corner

## 3. Bulk Edit Store Price

1. Go to Catalog – Products
2. Click on 'Bulk Store Edit' button in upper right corner

### **For discount/markup all products:**

- Enter the amount you want to discount/markup in the Discount/Markup % field (for 10% enter 10.000)
- Click on 'Discount Sale Price' to discount the price of all products based on the original retail price from Sunrise, click on 'Markup on Gold Price' to mark up the prices from your wholesale gold price.

### **For a specific Category:**

- Select the category or sub-category you want to discount/markup from the Category field or you can type in the name of the category and hit search
- Once the products from the category or sub-category are listed Enter the amount you want to discount/markup in the Discount/Markup % field (for 10% enter 10.000)
- Click on 'Discount Sale Price' to discount the price of all products based on the original retail price from Sunrise, click on 'Markup on Gold Price' to mark up the prices from your wholesale gold price.

## 4. Add/Remove Products from Home Page

1. Login to Admin and go to Catalog – Products
2. Search for the product you are looking to Edit Enter Product Name or SKU# (Sunrise Item #) and click ‘Search’ (Click ‘Go’ if you entered the SKU#) 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.)
3. Scroll down to Show on home page on the left side, check the box to add it to the home page, uncheck it to remove the product from the home page
4. Scroll back up to the top of the page and click ‘Save’

## 5. Remove a Product from Your Site

Login to Admin and go to Catalog – Products

2. Search for the product you are looking to Edit Enter Product Name or SKU# (Sunrise Item #) and click ‘Search’ (Click ‘Go’ if you entered the SKU#) 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.)
3. Scroll down to Mappings in the right column
4. Click on the box for Limited to stores and click on your store name from the drop down (make sure your business name is displayed in the field after clicking on it)
5. Scroll back up to the top of the page and click ‘Save’

Note: Should you decide in the future to add the product back to your site, contact [support@mybusinessventure.com](mailto:support@mybusinessventure.com) to have the product added back to your site

## 6. Add/Remove Categories from the Top Menu

1. Login to Admin and go to Catalog – Products
2. Enter the Category Name and click ‘Search’
3. From the Search results, click the ‘Edit’ link next to the Category you would like to Add/Remove
4. On the Edit category details page scroll down to Include in top menu field (if you don’t see this field make sure the box below Edit category details says Advanced, if it says Basic click on the box to change it to Advanced)
5. Check the box to add the category to the Top Menu, uncheck it to remove it
6. Scroll up to the top of the page and click ‘Save’

## 7. Add/Remove Featured Categories

1. Login to Admin and go to Catalog – Products
2. Enter the Category Name and click the ‘Search’
3. From the Search results, click the ‘Edit’ link next to the Category you would like to Add/Remove
4. On the Edit category details page scroll down to Show on home page (if you don’t see this field make sure the box below Edit category details says Advanced, if it says Basic click on the box to change it to Advanced)
5. Check the box to add the category to the Top Menu, uncheck it to remove it
6. Scroll up to the top of the page and click ‘Save’

## 8. Remove Categories from your Website

1. Login to Admin and go to Catalog – Products
2. Enter the Category Name and click the Search button
3. From the Search results, click the 'Edit' link next to the Category you would like to Add/Remove
4. On the Edit category details page scroll down to Limited to stores (if you don't see this field make sure the box below Edit category details says Advanced, if it says Basic click on the box to change it to Advanced)
5. Click on the X next to your business name and remove it from the field
6. Scroll up to the top of the page and click 'Save'

Note: Should you decide in the future to add the category back to your site, contact support@mybusinessventure.com to have the product added back to your site. Removing a category from your website does not remove the products in the category from your search results.

## 9. Make Changes to your Home Page Text, About Us, Affiliate, Contact Us, Privacy Policy and Shipping Info

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.)

## 10. Add/Change Sliders

### Add Slider:

1. Login to your Admin and go to Configuration – Widgets
2. Find the NOP Anywhere Sliders and click 'Configuration'
3. On the Sliders page click 'Edit'
4. On the Edit Sliders Details page click on the tab for Pictures
5. Click 'Add a new slider image'
6. From the new box that pops up click the 'Upload a file' button below where it says No Image – find the slider that you want to upload from the Web version Drop Box folder you downloaded and unzipped – once the picture is uploaded click 'Save' in the upper right corner of the pop up box – click 'Save and Continue Edit' in the upper right corner of the Edit Sliders Detail page
7. Click 'Edit' again on the line of the image you just uploaded
8. In the pop up box that appears click the 'Upload a file' button below the picture next to where it says Mobile Picture - find the corresponding Mobile slider that you want to upload above from the Mobile version Drop Box folder you downloaded and unzipped – click on 'Save Mobile Image' below the image that you uploaded – in the Mobile Image Saved box that appears click 'OK' – (if you are linking the sliders to a particular category or product enter the page address for it in the URL field) Click 'Save' in the upper right corner of the pop up box – click 'Save and Continue Edit' in the upper right corner of the Edit Sliders Detail page

### Change Existing Slider:

1. Login to your Admin and go to Configuration – Widgets
2. Find the NOP Anywhere Sliders and click 'Configuration'
3. On the Sliders page click 'Edit'
4. On the Edit Sliders Details page click on the tab for Pictures
5. Find the slider you want to change and click 'Edit'
6. From the new box that pops up click the 'Upload a file' button below the top picture – find the slider that you want to upload from the Web version Drop Box folder you downloaded and unzipped – once the picture is uploaded click 'Save' in the upper right corner of the pop up box – click 'Save and Continue Edit' in the upper right corner of the Edit Sliders Detail page

## 10. Add/Change Sliders cont'd...

### Change Existing Slider cont'd:

7. Click 'Edit' again on the line of the image you just uploaded
8. In the pop up box that appears click the 'Upload a file' button below the picture next to where it says Mobile Picture - find the corresponding Mobile slider that you want to upload above from the Mobile version Drop Box folder you downloaded and unzipped – click on 'Save Mobile Image' below the image that you uploaded – in the Mobile Image Saved box that appears click 'OK' - (if you are linking the sliders to a particular category or product enter the page address for it in the URL field) Click 'Save' in the upper right corner of the pop up box – click 'Save and Continue Edit' in the upper right corner of the Edit Sliders Detail page

## 11. Upload a Logo

1. Login to your Administration console and go to Configuration – Widgets
2. Find the template your website is on (See Confirmation – Settings – General Settings for your template name) and click 'Configure'
3. Find the Logo image field, check the box for the field, upload your logo from your computer
4. Once the upload is complete, scroll to the top of the page and click 'Save'

Note: If you change your template from the original template that we build your website on you will need to add your logo to the new template. The logo does not automatically carry over from template to template.

## 12. Create an Affiliate

1. Log In to the Administrative section of your website and go to Go to Promotions – Affiliates
2. Click 'Add New' (located far top right)
3. Enter the information for the affiliate, make sure to check the Active box
4. Once all the information is entered click 'Save'

## 13. Activate a Gift Card

1. Log In to the Administrative console and go to Sales – Gift Cards
2. Click 'Add New' in the upper right corner
3. Choose 'Virtual Gift Card', Enter the Initial value of the gift card, Check the Is the gift card active box, In the Coupon code field click Generate Code or create your own code, Fill in Gift Card Recipients Details, Fill in Gift Card Sender Information, Add a Message if you choose (Include any additional information for the Recipient.)
4. Click 'Save and Continue Edit', 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.)
5. Click 'Save' and the Gift Card is now active and information has been emailed to the Recipient

Note: If you do not follow steps 4 & 5, the Gift Card will be active, but the Recipient will not receive any notification

## 14. Change Your Website Template

1. Login to your Administration console and go to Configuration – Settings – General Settings
2. Click the circle next to the Template you would like to switch to
3. Click 'Save'
4. 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 of the change to show on your site as this is a major change.

## 15. Adding Categories to Your Site

1. Login to Administration Console and click on Catalog – Categories
2. Click ‘Add New’ (in upper right corner)
3. 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.5.95-499.99) Show on home page (check this box if you want it to be featured on the home page) Include in top menu (check this box if you want the page link included at the top of the page) Allow customers to select page size (allows customer to select the number of items per page) Page size options (determine the number of product display options for customer to choose from) Discount (select a discount name from the drop down if you have created a discount to be applied to a category, otherwise skip) Limited to stores (click on the box and select your business name so that it appears in the box) Published (leave checked so that the page is active once created) Display order (the number determines where in the order of the categories already on the site your new category will be listed, if you leave it a 0 it will be displayed at the top)
4. Click ‘Save’

## 16. Adding Products to Your Site

If you are going to add your own product and want a unique category just for them make sure to follow the instructions for Adding a Category first.

1. Login to Administration Console and click on Catalog – Products
2. Click ‘Add New’ at the top
3. 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 (option if you have) Published (leave checked to have product displayed when added) Product tags (this feature is not activate at this time) Show on home page (check this box if you want the product to be listed with the featured products on your home page) Allow customer review (leave checked if you would like to allow customers to review the product, uncheck it if you would not) Available Start Date, Available End Date (only enter dates in these fields if you product will not be available until a certain date and you want the product to be removed from the site by a certain date) Mark as new (check if you would like the product to be signified as a new product) Price (price you want to sell the product at) Old Price (use if you have changed the price of the product if you want to change it back later) Product Cost (your cost of the product) Discounts (if you have created a product specific discount and what to apply it to this product click on the box and select the discount from the list, otherwise, leave blank) Tax Exempt (check this box if the product is known to be a tax exempt product) Tax Category (not applicable) Inventory method (select option from download if you want to track inventory for the product) If you choose to track: Stock Quantity (number of units available) Notify for qty below (entered a number that you would like to be notified by the system that a low number of quantity is available for the product) Minimum cart qty and Maximum cart qty (set as desired) If you choose not to track inventory you just need to set Minimum and Maximum cart qty, Shipping (you can skip this section the free shipping for the site will override any entries here) Mappings: Categories (click on the box to select the main category and any sub-categories you would like the product to appear in) Limited to stores (click on the box and select your store name)
4. After entering the fields that you want to click ‘Save and Continue Edit’
5. Below the Edit product detail and below the Advanced and Setting buttons click on SEO. Meta keywords (these are words about the product used the search engine to identify the product for search results) Meta description (the info that will be display by the search engine in regards to the product) Meta title (enter if you would like to create a customer page title in the tag of the web browser that someone visiting the page will see) click Save and Continue Edit when completed (you may enter all, some or none of the information, or you may choose to enter it later on, the site will use default information from the name and description of the product if nothing is entered)
6. Next click Pictures next to SEO. Click on ‘Upload a file’ to upload the product image from your computer, we recommend leaving the Alt and Title boxes blank, Display order (enter a number if you will be uploading multiple pictures for your product) click Add product picture (follow instructions for each image you would like to upload) Once you have uploaded all your images click on ‘Save’

(Product and Specific Attributes options are currently not available)