

# Miva Merchant 9

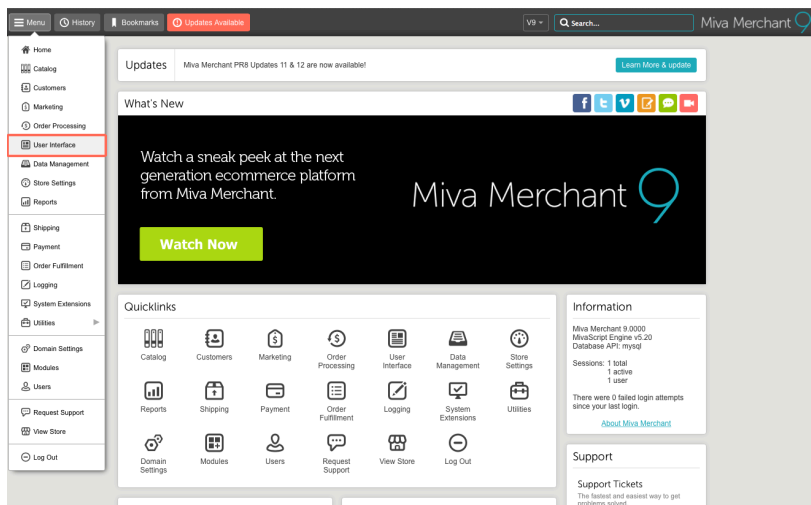
**LEVELS READYTHEME CUSTOMIZATION**

Updated January 2016

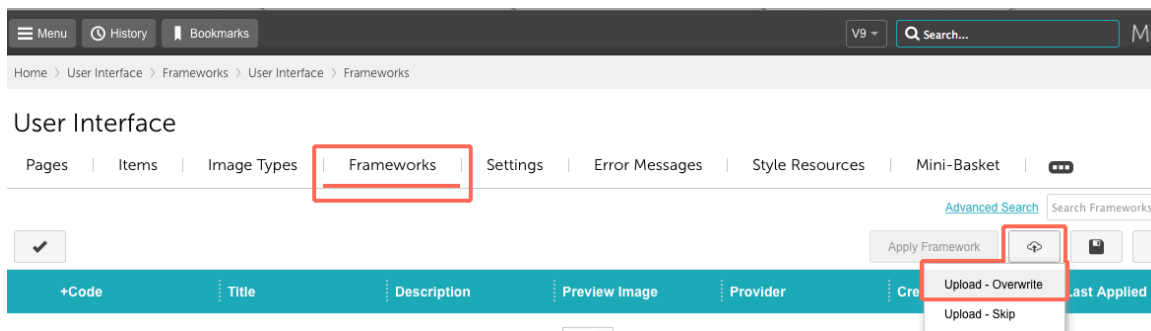
# Installing the Levels ReadyTheme

These instructions are for installing the Levels ReadyTheme to a brand new store. If you have an existing store, please contact support.

1. Once you download the Levels ReadyTheme from the Miva App Store you'll want to install it into your store. Go to your downloads file, open the readytheme folder, and select the .pkg file, then select "Choose."
2. Go to your Miva 9 Admin, click on Menu, scroll down and select "User Interface."

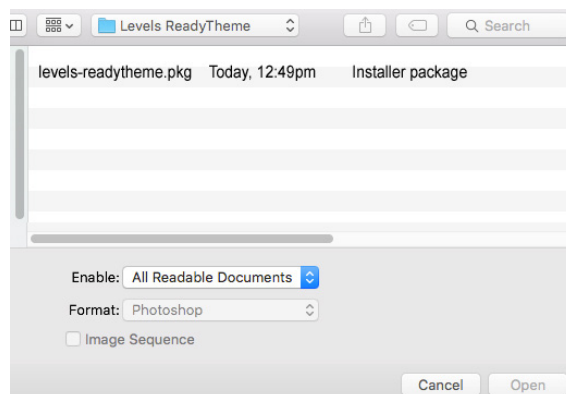


3. Select Frameworks, click on the upload button, select "Upload-Overwrite."







4. Go to your downloads file, open the readytheme folder, and select the .pkg file, click the "Open" button, then select "Choose."



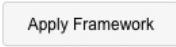





5. Click on your ReadyTheme, Click "Apply Framework."



## User Interface

Pages | Items | Image Types | Frameworks | Settings | SEO | Error Messages |  




Search Frameworks...  


 CSV       


+Code	Title	Description	Preview Image	Provider	Created Date
<input checked="" type="checkbox"/>	levels-readytheme	Levels ReadyTheme		Levels Theme	1-10-2016

6. Click the two boxes, “Overwrite Images” and “Overwrite CSS Files,” then click “Apply.”

Apply Framework: levels-readytheme

Framework Details   

Details 



**Code:** levels-readytheme  
**Title:** Levels ReadyTheme  
**Description:** Levels ReadyTheme by Miva, Inc.  
**Author:** Levels Furniture  
**Created:** 1/11/2016, 12:23:40 PM  
**Minimum Miva Merchant Version:** 9.00052  
**Minimum MivaScript Version:** 5.23

Overwrite External Files  
 Overwrite Style Resources

7. A secondary warning page will come up, go ahead and hit “Apply” one more time.

## Apply Framework: levels-readytheme

Apply Framework **levels-readytheme**?

**Warning:** This process will overwrite your Page Templates, Components and all associated data as described in the Framework.

# Install XML file for Product Custom Fields

The Levels Theme, in addition to the pkg file, also has an excel file that needs to be uploaded and installed. This excel file will allow you to:

- Add custom fields (or product flags) to your products such as “Free Shipping,” “New,” or “On Sale” or “Hot.”
- Add custom field at checkout called “Order Instructions.”
- Collect your customers IP Address.
- List what browser your customer was using when shopping.

Here’s how to install this file:

Click on “Menu,” then “Data Management.” Click “Import/Export” and select “Import Data and Settings in XML Provisioning Format.”

## Data Management

Import/Export | Import Settings | Database Tools

### Import Data

- Add/Update Categories from CSV
- Add/Update Products from CSV
- Update Product Inventory from CSV
- Add/Update Customers from CSV
- Import Data and Settings in XML Provisioning Format**

Upload “Custom-fields.xml” from your downloads file.

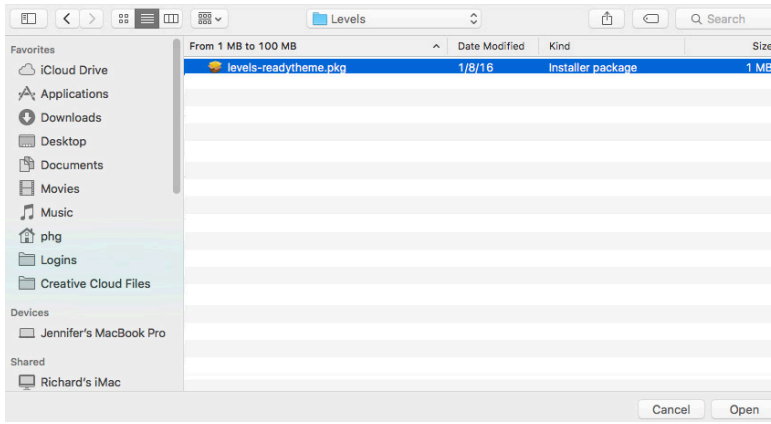
## Import

File:  No file chosen Browse or Drag a File Here To Upload and Begin Importing Data

Import: Import Data and Settings in XML Provisioning Format  
Module: XML Provisioning Import  
Line Number: 17  
Last Tag Processed: Module

Select a File to Begin Importing Data

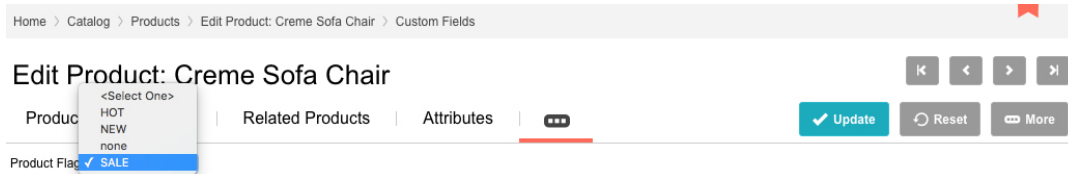
Date/Time	Line #	Log Message
12-9-2015 15:13:56		Import of booc-custom-fields.xml started
12-9-2015 15:13:57		Import of booc-custom-fields.xml complete



## To Access New Custom Fields

### PRODUCT FLAGS

1. Go to Menu and click on “Catalog”
2. Choose a product and click on the icon with the arrow to edit
3. Click on “Custom Fields” - (if you don't see Custom Fields, click on the “...” at the very right of the menu and the rest of the menu will appear.)
4. Click on the “Product Flag” drop down menu, and choose which verbiage you want.
5. Click Update



### Shop By Category

Living

Bedroom

Dining

Office

Office Chairs

Leather Chairs

Task Chairs

Conference Chairs

Bookcases

Desks

Filing Cabinets

Office Accents

Kitchen

Bath

Decor

Lighting

Sale

Featured Products



### Office Chairs

Whether you're looking for simple or elegant, we have the right office chair for you. Browse through our wide selection and find the perfect match for your office or dining room!

[Read More](#)

LEATHER CHAIRS

TASK CHAIRS

CONFERENCE CHAIRS

12 Items/page

Sort By..

Prev 1 2 Next



Augustine Desk Chair  
\$99.99 **\$84.99** SALE



Desk Chair  
\$429.00 **\$164.65** NEW

---

## ORDER INSTRUCTIONS

At checkout, the order instructions will appear for your customer like this:

ORDER INSTRUCTIONS (OPTIONAL)

CONTINUE TO PAYMENT

Under “Order Processing” you can click on any order, then click on the “edit” or pencil icon, and click on “Custom Fields.”

- Here you’ll see the Order Instructions that your customer added when they placed their order.
- Your Customers IP Address
- The Browser they shopped from

### Custom Fields

Order: Instructions: Please have order left at the front door.

Order: IP Address: 184.169.137.212

Order: User Agent: Mozilla/5.0 (compatible; MSIE 10.0; Windows NT 6.2; WOW64; Tr

Cancel Save

# Customizable Areas in the Levels ReadyTheme

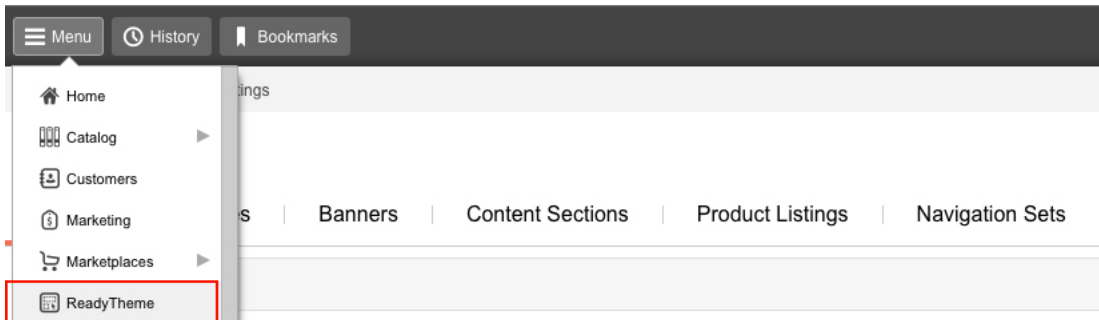
The image shows a screenshot of the Levels Furniture website homepage with 17 numbered callouts pointing to various customizable areas:

- 1. Header Logo**: Points to the 'LEVELSFURNITURE' logo in the top left.
- 2. Navigation Bar Visible**: Points to the top navigation bar containing links like 'Home', 'About Us', 'Designers & Makers', etc.
- 3. Hero Image**: Points to the large image of a bedroom with a white bed and green pillows.
- 4. Navigation Bar All Categories**: Points to the 'All Categories' dropdown menu on the left side.
- 5. Storefront Promo Left**: Points to the 'Living Room' promotional banner.
- 6. Storefront Promo Middle**: Points to the 'Office Equipment' promotional banner.
- 7. Storefront Promo Right**: Points to the 'Dining Room' promotional banner.
- 8. Storefront Promo Message**: Points to the 'Free Shipping on All Orders Over \$100' message.
- 9. Featured Products Category**: Points to the 'Feaured Products' section showing three end tables.
- 10. Homepage Featured Products Message**: Points to the text 'We know you'll love our feaured products because they are on our top sellers list!'.
- 11. Storefront About Us**: Points to the 'Who We Are' section.
- 12. Newsletter Sign Up**: Points to the 'Join Our Newsletter' form.
- 13. Footer Categories**: Points to the 'Categories' section in the footer.
- 14. Customer Service**: Points to the 'Customer Service' section in the footer.
- 15. Footer Logo**: Points to the 'LEVELSFURNITURE' logo in the footer.
- 16. Social Icons**: Points to the 'Let's Connect' social media icons.
- 17. Payment Methods**: Points to the payment method logos (VISA, Mastercard, etc.) at the bottom.

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## Accessing the Levels ReadyTheme

1. Click on the Menu
2. Scroll down and click on “ReadyTheme”



## Update Header Logo


**UNDER SETTINGS TAB**

### ReadyTheme


Settings | Images | Banners | Content Sections | 

#### Look & Feel

Logo Type:

Image 

Logo Image:

 Select Logo

[Clear Logo](#)

1. Click on “Menu” and scroll down to “ReadyTheme”
2. Click on “Settings”
3. Click on “Select Logo” - a window will pop up. Click “Add” and then “Upload Image”
4. Navigate to where your new logo is, select it and click “Open”
5. Click the “Select” button

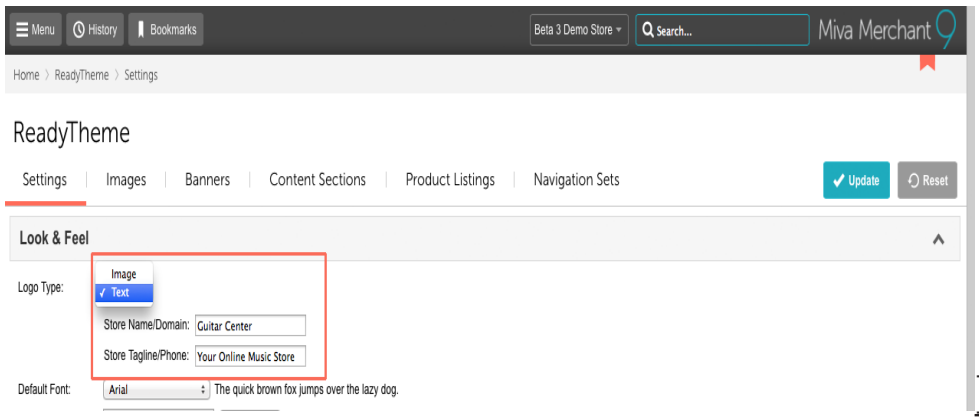
## Replace Top Logo with Text

**UNDER SETTINGS TAB**

If you don't have a logo, you can use plain text in its place.

1. Next to “Logo type” click on Image Drop Down Menu
2. Select: Text”
3. Enter “Store Name” and “Store Tagline”
4. Click “Update” in top right corner.





## Update Hero Image

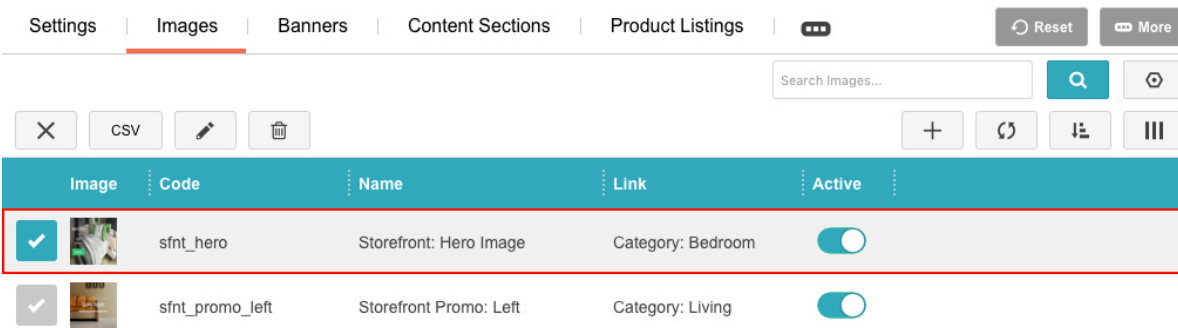
### UNDER IMAGES TAB

(Hero Image should be 1170 x 350 pixels for best results)



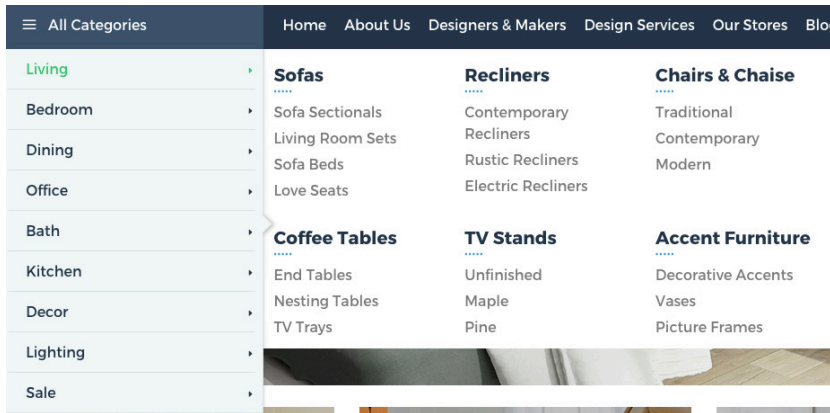
1. Click on the “Images” tab
2. Click on “Storefront: Hero Image”
3. Click on the Pencil Tool to edit the image
4. Click the “Select Image” button
5. Click the “Add” button and then “Upload Image”
6. Navigate to your new Hero Image and click “Open”
7. Click “Select Image”

### ReadyTheme



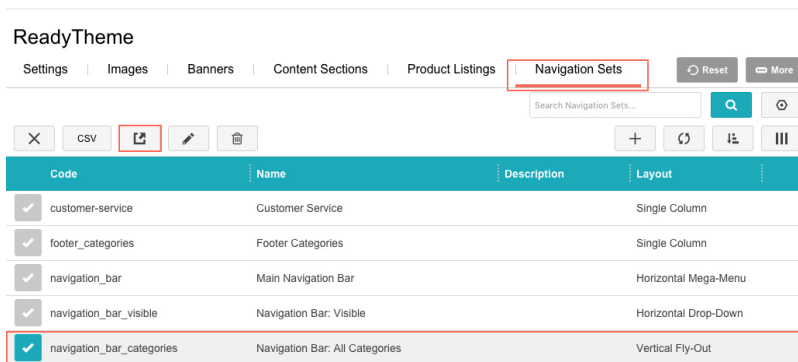
# Update Navigation Bar: All Categories

## UNDER THE NAVIGATIONS SETS TAB

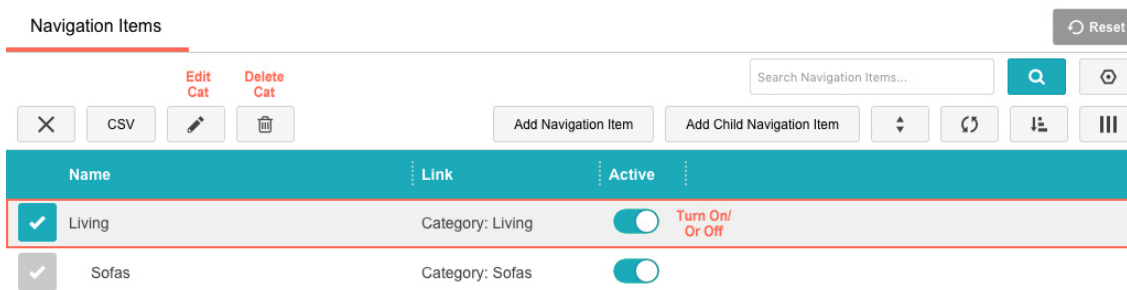


The Levels ReadyTheme has a very robust menu. The Nav Bar: All Categories is not only a drop down, but it also expands to show multiple sub level categories. We recommend no more than 5 or 6 to keep the site manageable and clean. Here's how to update the menu:

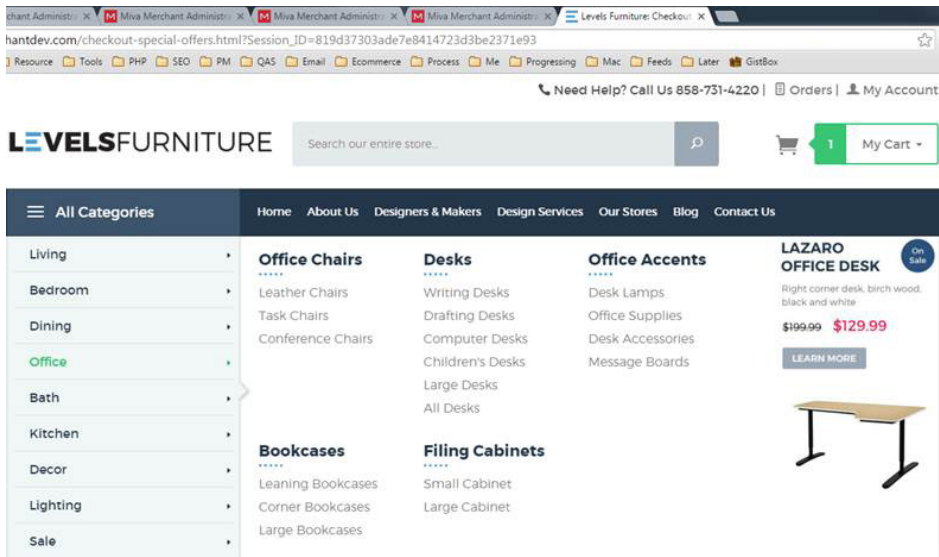
1. Click on “Menu” then scroll down to “ReadyTheme”
2. Click on the “Navigation Sets” tab
3. Click on “Navigation Bar: All Categories” then click on the “Edit Navigation Item” icon



4. Here you'll see the menu with the navigation items and child navigation items. You can add, delete, turn off or turn on whichever categories you want.



You can display an image in the “Navigation: All Categories” ReadyTheme Navigation Set for any of the 1st-level Navigation Items with a Category link-type (ex. See below: Living, Bedroom, Dining, Office, etc.) The image comes from that category’s “Menu Image” (menu\_image) custom field.



Home > Catalog > Categories > Edit Category: Office > Custom Fields

## Edit Category: Office

Category | Child Categories | **Custom Fields** | Products | SEO | URIs

Description:

H2:

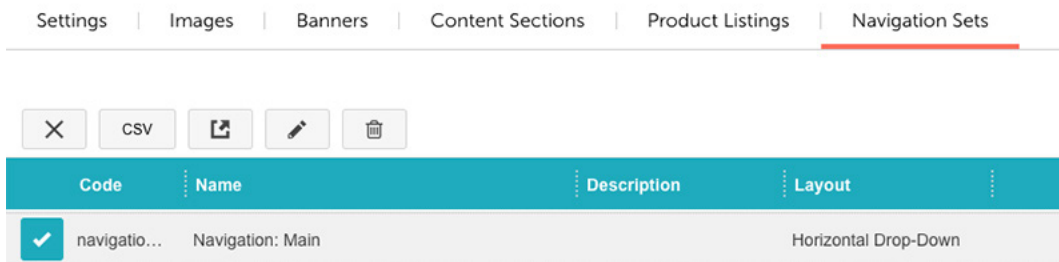
Menu Image:

## Update Navigation - Horizontal Drop-Down Menu

### UNDER READYTHEMES, NAVIGATION SETS, NAVIGATION MAIN

Click on the “Navigation Main” Horizontal Drop Down item

### ReadyTheme



Click on the “Edit Navigation Items” icon and there you can edit/add items to your menu.



## Edit Navigation Item: navigation\_main

Navigation Items

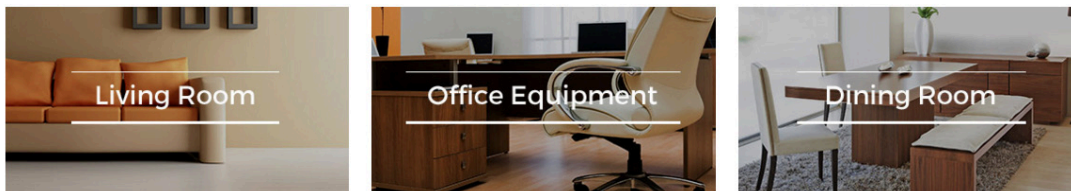


Name	Link	Active
<input type="checkbox"/> Home	Page: Storefront	<input type="checkbox"/>
<input checked="" type="checkbox"/> About Us	Page: About Us	<input checked="" type="checkbox"/>
<input type="checkbox"/> Our Story	Page: About Us	<input type="checkbox"/>
<input type="checkbox"/> Company Vision	Page: About Us	<input type="checkbox"/>

## Update Storefront Promo Left, Middle & Right

### UNDER THE “IMAGES” TAB

370x200 is the recommended size for the Storefront Promo images. To swap them out:



1. Click on “Menu” then scroll down to “ReadyTheme”
2. Click on the “Images” tab
3. There are 3 Storefront Promo Images listed. Click on one and then click on the pencil/edit tool.

### ReadyTheme

Settings | **Images** | Banners | Content Sections | Product Listings | Navigation Sets

Search Images... [Search] [Settings]

[Close] [CSV] [Edit] [Delete] [Add] [Refresh] [Filter] [List]

Image	Code	Name	Link	Active
<input type="checkbox"/>	sfnt_hero	Storefront: Hero Image	Category: Bedroom	<input type="checkbox"/>
<input checked="" type="checkbox"/>	sfnt_promo_left	Storefront Promo: Left	Category: Living	<input checked="" type="checkbox"/>
<input type="checkbox"/>	sfnt_promo_middle	Storefront Promo: Middle	Category: Office	<input type="checkbox"/>
<input type="checkbox"/>	sfnt_promo_right	Storefront Promo: Right	Category: Dining	<input type="checkbox"/>

4. A window will pop up, click on the “Select Image” button.

Edit ReadyTheme Image

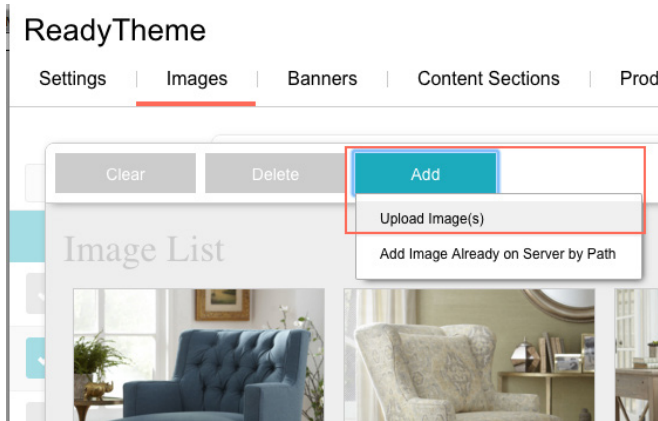
Code:

Name:

Item Tag: <img item name="readytheme" param="image|sfnt\_promo\_left" />

Image:  [Select Image]

5. A second window will pop up, click the blue “Add” button and then select “Upload Image(s)” - navigate to your image and upload it.



## Update Storefront Promo Message

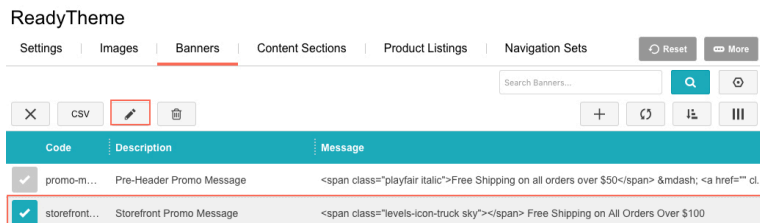
### UNDER BANNERS TAB

This is a text banner that runs under the Storefront Promo images. It’s a great place to highlight free shipping, specials, or holiday deals!

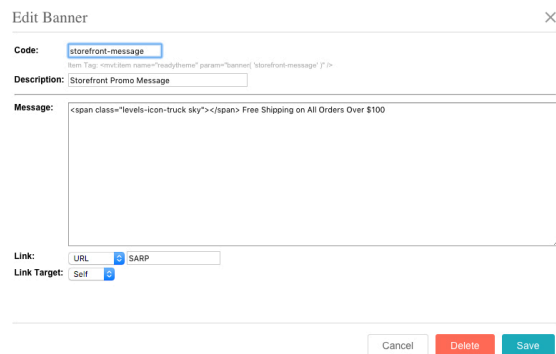
### FREE SHIPPING ON ALL ORDERS OVER \$100

To update the verbiage on the Promo Message:

1. Click on “Menu” and then scroll down to “ReadyTheme”
2. Click on the “Banners” tab
3. Click on the “Storefront Promo Message” item and then click on the pencil or edit icon.

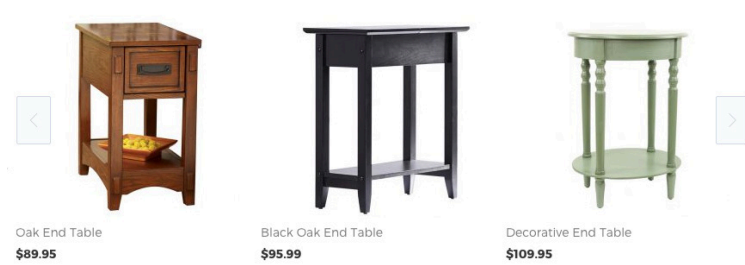


4. A window will pop up - change out the text to whatever text you want to promote. Click “Save.”



# Update Featured Products Category

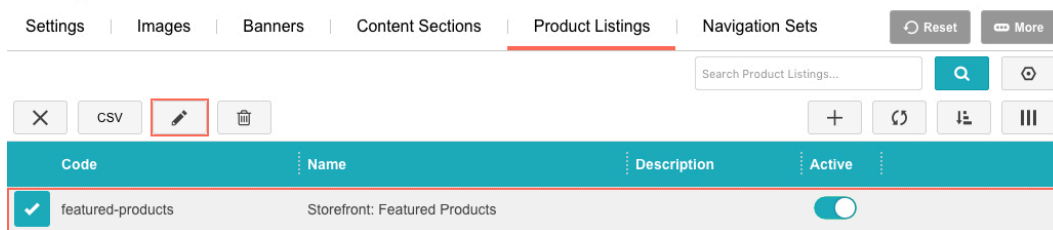
## UNDER PRODUCT LISTINGS TAB



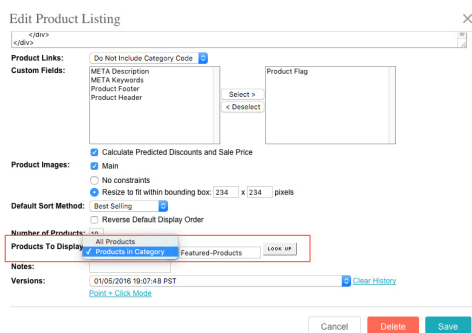
You can choose what products are pulled to display on the Storefront page under Featured Products. Here's how:

1. Click “Menu” then scroll down to “ReadyTheme”
2. Click on the “Product Listings” tab

### ReadyTheme



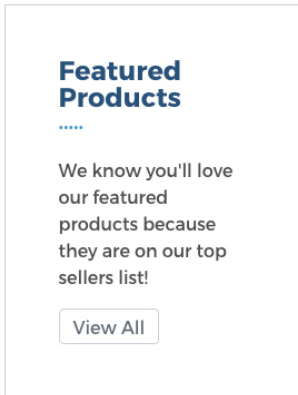
3. Click on the “Featured Products” item and click the pencil, or “edit” tool



4. Scroll down to “Products to Display” and either choose “All Products” or a specific Category.

# Update Homepage Featured Products Message

## UNDER CONTENT SECTIONS TAB



You can add your own personal message on the storefront page to the left of the featured products that are displayed. To edit this text:

1. Click on “Menu” and scroll down to “ReadyTheme”
2. Click on the “Content Sections” tab

### ReadyTheme

Settings | Images | Banners | **Content Sections** | Product Listings | Navigation Sets

Reset More

Search Content Sections...

CSV Edit Delete

Code	Name	Description	Active	
<input checked="" type="checkbox"/>	home_fe...	Home Page Featured Products Message	Message Displayed on homepage for feature...	<input type="checkbox"/>

3. Click on “Home Page Featured Products Message,” then click the pencil or “edit” icon
4. Update the message to whatever you wish, click “Save”

#### Edit Content Section

Code:

Item Tag: `<mv:Item name="readytheme" param="contentsection('home_featured_products')"/>`

Name:

Description:

Content:

Notes:

Versions:  [Clear History](#)

Cancel Delete Save

## Update Storefront “About Us” UNDER “BANNERS” TAB

There’s a small paragraph on the storefront page where you can give a brief mission statement or description about your business. This option can be turned off if you don’t want it on your storefront.

### Who We Are

Levels Furniture is a family run business. We opened our doors in 1968 and have been serving our community ever since. We take pride in our selection and offer a 2-week month back guarantee on everything we carry.

If you’d like to use it, here’s how to update it with your personalized text:

Code	Name	Description	Active
footer_ab...	Footer About Us	Just a little introductory blurb about the comp...	<input type="checkbox"/>
about-us-...	About Us Content	ABUS Page Template Content	<input checked="" type="checkbox"/>

1. Click on “Menu” and scroll down to “ReadyTheme”
2. Click on the “Banners” tab
3. Click on the “Storefront: About Us” item, then click on the pencil or “Edit” icon
4. Update your message and click “Save”

**Edit Banner**

Code: storefront-about-us

Description: Storefront About Us

Message:

```
<div class="align-center">  
<h2 class="h2">Who We Are</h2>  
<div class="sky">&bull;&bull;&bull;&bull;&bull;&bull;&bull;&bull;</div>  
<p>  
<p class="">Levels Furniture is a family run business. We opened our doors in 1968 and </p>  
<p>have been serving our community ever since. We take pride in our selection and </p>  
<p>offer a 2-week month back guarantee on everything we carry. </p>  
</div>
```

Link: None

Buttons: Cancel, Delete, Save

## Update Newsletter UNDER CONTENT SECTIONS TAB

The Newsletter is currently just a place holder for you. If you don’t already have a mail client that you can direct your clients to, we offer a free module on our app store. It’s called “[Mail Chimp Newsletter Sign up.](#)” If you don’t want to use this feature for now, you can turn it off simply by click on the green “Active” button.





Settings | Images | Banners | **Content Sections** | Product Listings | Navigation Sets Reset

Search Content Sections... Q ⊙

✕ CSV ✎ 🗑️ + ↺ 🔍 ☰

Code	Name	Description	Active
<input checked="" type="checkbox"/>	newslette...	SFNT: Newsletter Sign Up Form	<span>Click this button to hide Newsletter Feature</span> <input type="checkbox"/>

# Update Footer Categories

## UNDER NAVIGATION SETS TAB

To update the Footer Categories Links:

1. Click “Navigation Sets”
2. Click on “Footer Categories”

**Categories**

- Women
- Men
- Baby & Kids
- Shoes
- Handbags & Wallets
- Accessories
- Beauty
- Sale

Settings | Images | Banners | Content Sections | Product Listings | **Navigation Sets** Reset More

Search Navigation Sets... Q ⊙

✕ CSV 🔗 ✎ 🗑️ + ↺ 🔍 ☰

Code	Name	Description	Layout
<input checked="" type="checkbox"/>	customer-service	Customer Service	Single Column
<input checked="" type="checkbox"/>	footer_categories	Footer Categories	Single Column

3. Click on the page icon with an arrow on it in the top column
4. Click on any item you want to update (Women, Men, etc.)
5. Click on the pencil icon to edit it and update to your navigation choices

Name	Link	Active
<input checked="" type="checkbox"/> Women		
<input checked="" type="checkbox"/> Men		
<input checked="" type="checkbox"/> Baby & Kids		
<input checked="" type="checkbox"/> Shoes		
<input checked="" type="checkbox"/> Handbags & Wallets		

**Edit Navigation Item** ✕

Name:

Link:   LOOK UP

Link Target:

Cancel Delete Save

6. Under “Link” choose where you would like the navigation to go to
7. Continue until all navigation is updated, click “Save”

## Update Customer Service Links

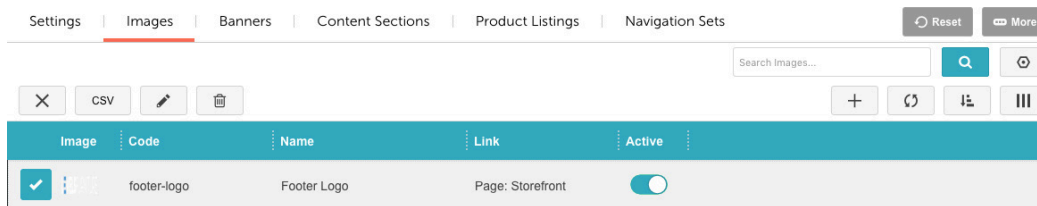
### **UNDER CONTENT SECTIONS TAB**

Same process and location as the Footer Categories

## Update Footer Logo

### **UNDER IMAGES TAB**

In the Levels Theme the logo shows up in two places on the Storefront page; Up at the top, and down on the bottom right. If you’d rather it not show up at the bottom right you can click the “Active” toggle button to turn it off. If you want to have your logo showing here’s how:



1. Click on the “Images” tab
2. Click on the “Footer Logo” item, then click on the pencil or “edit” icon
3. Click on “Select Image” and upload your logo
4. Click “Save”

## Update Social Icons

### **UNDER SETTINGS TAB**

1. Click on “Settings” tab
2. Click “Enable Social Icons”
3. Enter your links for whichever platforms you are on (empty fields will not show an icon on your Storefront page)
4. Click “Update”

#### **Social Icons**

Enable Social Icons

Facebook Link:	<input type="text" value="https://www.facebook.com/booc"/>
Twitter Link:	<input type="text" value="https://www.twitter.com/booc"/>
Instagram Link:	<input type="text" value="https://www.instagram.com/booc"/>
Google+ Link:	<input type="text"/>
Pinterest Link:	<input type="text" value="http://www.pinterest.com/booc"/>
Vimeo Link:	<input type="text" value="http://www.vimeo.com/booc"/>
Youtube Link:	<input type="text" value="http://www.youtube.com/booc"/>
Flickr Link:	<input type="text"/>

# Update Payment Methods

## UNDER IMAGES TAB

In the Levels Theme you can have an image of the logo/payment methods that you accept.

Settings | **Images** | Banners | Content Sections | Product Listings | Navigation Sets





X CSV  

Image	Code	Name	Link	Active
<input checked="" type="checkbox"/> 	payment-methods	Payment Methods	None	<input checked="" type="checkbox"/>



You can upload your own image if these do not fit your site by going to:

1. Click on the “Images” Tab
2. Click on “Payment-Methods,” click on the pencil or “Edit” icon
3. Upload your own images, click “Save”