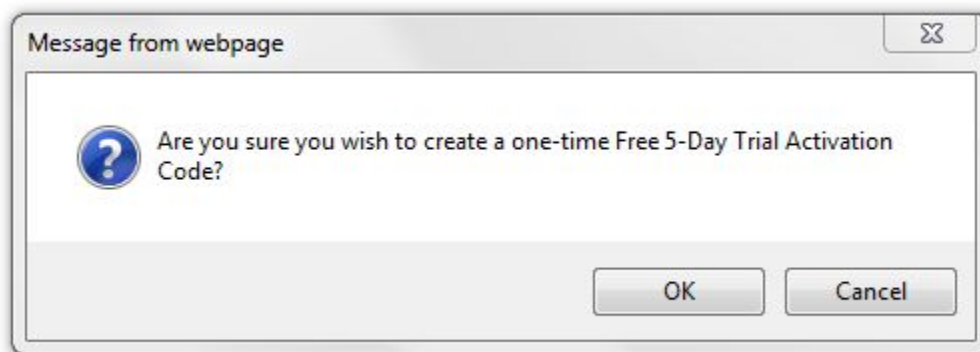


Instructions for Setting up an Engage Free Trial

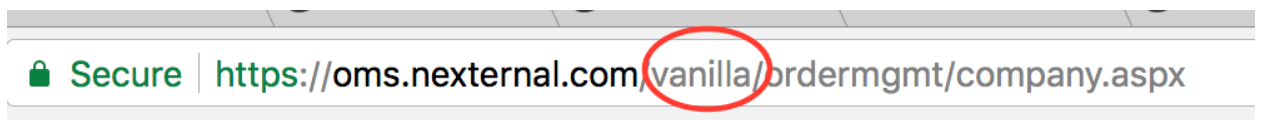
- 1) To get ready for using the Engage free trial, be sure that at least some products in your OMS are set up for pick up (either only pickup or pickup and ship). These products can be set to internal visibility, if you don't offer pickup in your online store. Only products that are set up for pickup will show up in Engage. (Set up a pickup location in Settings/ Pickup locations, and then click the pencil next to each product that you want to show up in Engage, and mark the product as available for pickup)
- 2) You can activate a 5-day free trial of HighJump Engage in your Order Management System. Navigate to Settings / Engage (edit), click Free 5-Day Trial



- 3) Then Click Okay (this pop up might look a bit different in each browser)



- 4) Once you have performed steps 1, 2 and 3 above, download the app from the apple store onto the iPad in which you plan to use the free trial.
- 5) Once the app is on your iPad, you will need to activate it on the iPad using your exact account name for Nexternal , which you can find in the url of your OMS:



You will also need to enter the activation code that showed up in your OMS after activating the free trial in there.

- 6) You may also want to set up the gratuity feature (see above)– to do so you would check the box under “allow gratuity”, pick whether gratuities can be paid as percentages or flat amounts, insert some preset amounts if you wish (for example, 10%, 15%, 20%), and decide whether you want the customers to be able to specify custom amounts.
- 7) To create log in pins for specific users of Engage, in your OMS, go to users, click the pencil next to the name of the user who will be accessing the Engage free trial. Under engage access, select the appropriate access (we suggest manager for the trial, to see full discounting functionality), then add in a 4 digit pin (in both fields) which the user will use to log in to the app on the iPad. Do this for each user to whom you would like to grant access to the free trial. Make sure their pins are unique.

Now your users are ready to log into the Engage app on the iPad, and use the free trial!