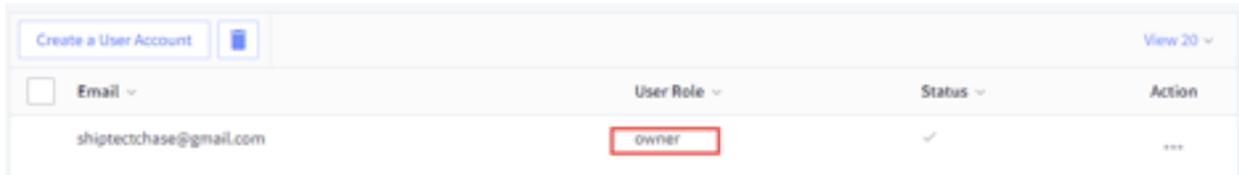


ShipTect Installation Guide

Logged in as a BigCommerce Store owner

To begin ShipTect installation, you are required to login to your BigCommerce store using your storeowner credentials.



<input type="checkbox"/>	Email	User Role	Status	Action
<input type="checkbox"/>	shiptectchase@gmail.com	OWNER	✓	...

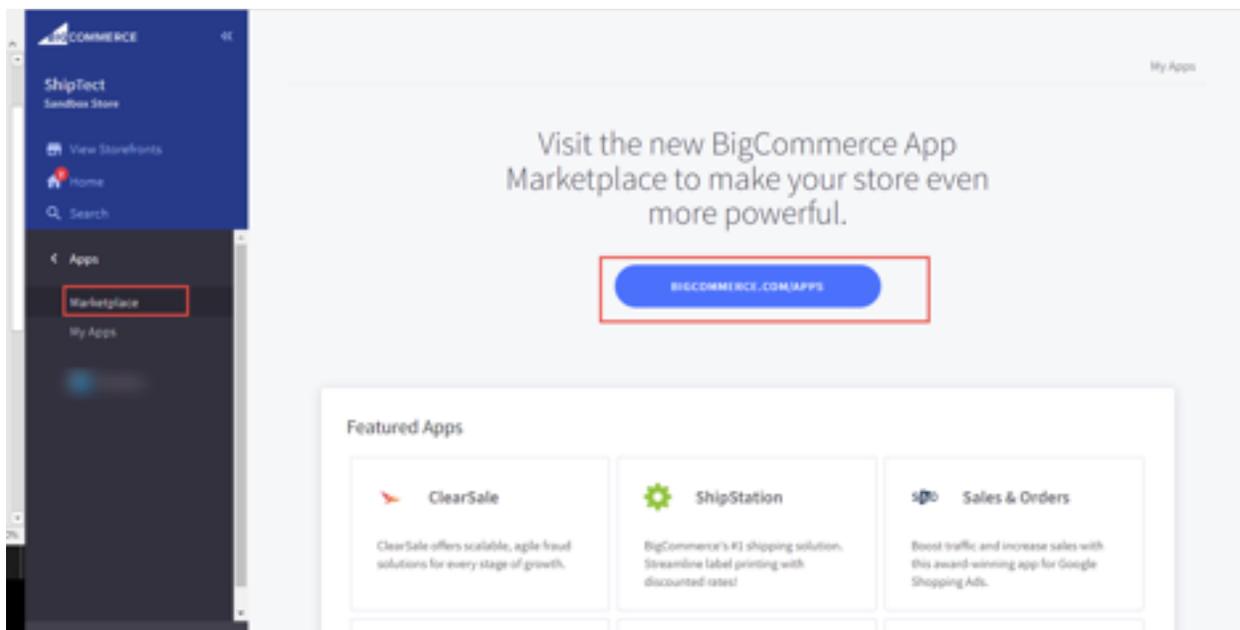
Only the storeowner user in BigCommerce store can install apps. To see your user role you can:

- Go to **Account Setting** in your side menu bar > Click **Users**

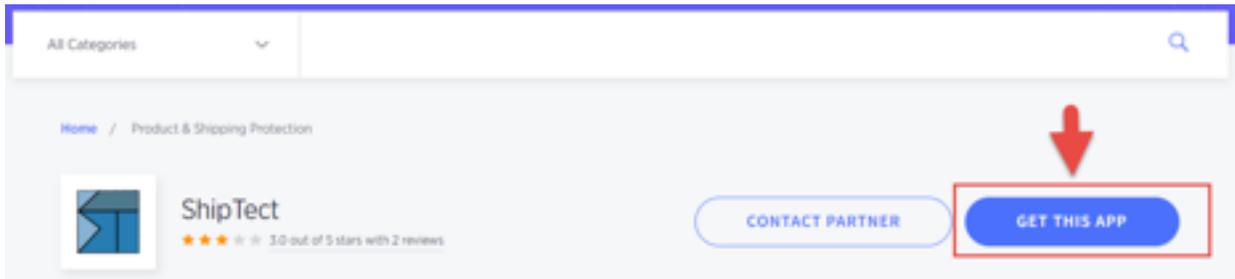
BigCommerce App Marketplace

Once you are logged in with owner credentials, go to app marketplace to install the app. To access the marketplace;

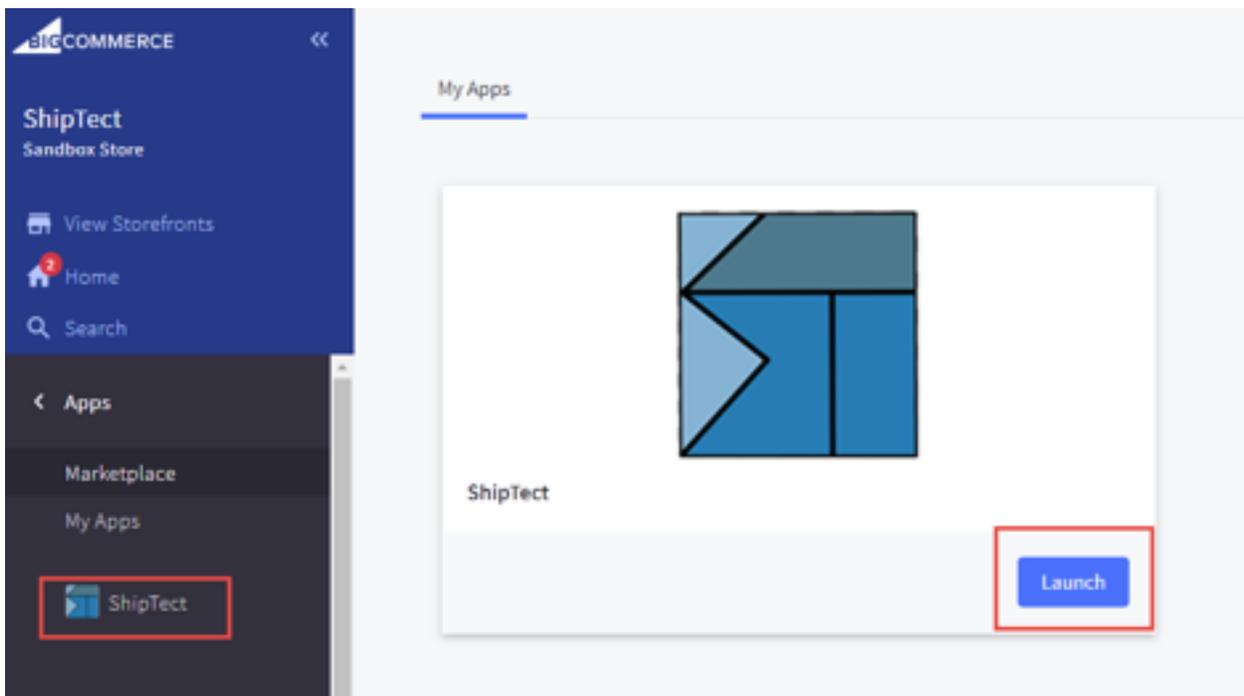
- Go to **Apps** in the side menu bar > Click **Marketplace**
- Click the [BIGCOMMERCE.COM/APPS](https://www.bigcommerce.com/apps) as shown the image below



- Once you are on Marketplace, search **ShipTect** > Click GET THIS APP button.



- Once the app is installed, it will be listed in My Apps section on your store. To view My Apps, you can go to Apps > My Apps. Just launch the **ShipTect App** and you are ready to go.



How ShipTect Works!

Once the ShipTect app is launched, you will have access to the ShipTect admin panel, where the admin user can:

- View the ShipTect Dashboard
- View the order listing of all the orders having ShipTect Protection
- Set the Tier Pricing Percentage for ShipTect Protection
- Set the Default Percentage for ShipTect Protection
- Update the Checkout content

ShipTect Dashboard

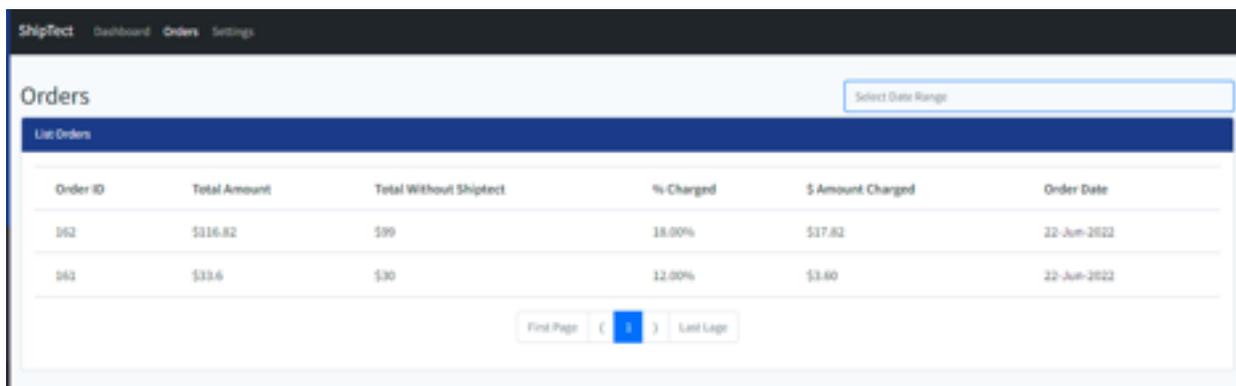
The ShipTect Dashboard contains all the stats including the total orders, orders with ShipTect Protection, total revenue generated from ShipTect etc.

The screenshot displays the ShipTect Dashboard interface. At the top left is the title 'Dashboard'. To the right is a 'Select Date Range' input field. Below the title is a 'Stats Monitor' section with six cards: 'ORDERS WITH SHIPTECT PROTECTION' (14), 'ORDERS VALUE' (\$1,320.53), 'TOTAL REVENUE FROM SHIPTECT' (\$187.18), 'AVG. % CHARGED' (14%), 'TOTAL STORE ORDERS' (78), and 'AVG. % OF ORDERS WITH SHIPTECT' (18%). To the right of the stats is a 'Store Information' section with three rows: 'Store ID' (cj30k78zpf), 'Store Name' (ShipTect), and 'Store Domain' (pre-provisioned-cj30k78zpf.mybigcommerce.com). Below the stats is a 'Recent Orders' section with a table of order data.

Order ID	Total Amount	Total Without Shiptect	% Charged	\$ Amount Charged	Order Date
177	\$55.44	\$50	12.00%	\$5.94	05-Jul-2022
176	\$234	\$200	17.00%	\$34.00	04-Jul-2022
175	\$31.36	\$28	12.00%	\$3.36	29-Jun-2022
174	\$263.25	\$225	17.00%	\$38.25	27-Jun-2022

Order Listing

The order grid lists all of the orders placed from the storefront with ShipTect Protection. The order listing explicitly displays the order total and the amount added due to ShipTect Protection.

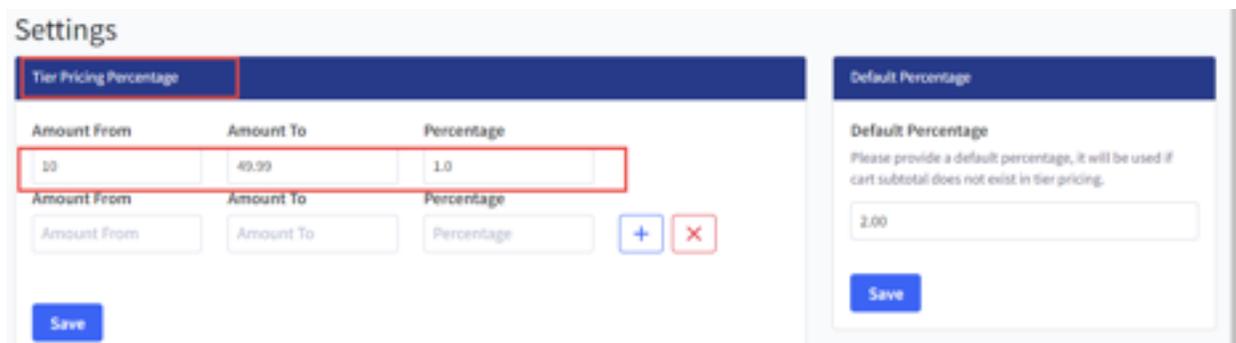


The screenshot shows the ShipTect Orders page. At the top, there is a navigation bar with 'ShipTect', 'Dashboard', 'Orders', and 'Settings'. Below the navigation bar, the page title is 'Orders' and there is a 'Select Date Range' input field. A 'List Orders' button is located above the table. The table has the following columns: Order ID, Total Amount, Total Without ShipTect, % Charged, \$ Amount Charged, and Order Date. There are two rows of data. At the bottom of the table, there are 'First Page', 'Last Page', and 'List Page' buttons.

Order ID	Total Amount	Total Without ShipTect	% Charged	\$ Amount Charged	Order Date
062	\$316.82	\$99	18.00%	\$17.82	22-Jun-2022
061	\$33.6	\$30	12.00%	\$3.60	22-Jun-2022

Setting up Tier Price Percentage

The Tier Pricing percentage is set to determine the ShipTect Protection price displayed at checkout. The admin user can choose to enter values in **Amount from**, **Amount to**, and **Percentage** fields. If the customer's subtotal lies in the range specified, then the stated amount will be added to the total as a ShipTect Protection charge. To set the Tier Pricing Percentage, go to Setting > Tier Pricing Percentage.



The screenshot shows the Settings page with the 'Tier Pricing Percentage' section selected. The form has three columns: 'Amount From', 'Amount To', and 'Percentage'. The first row has values '10', '49.99', and '1.0'. Below this, there are input fields for 'Amount From', 'Amount To', and 'Percentage', along with '+' and '-' buttons. A 'Save' button is at the bottom left. To the right, there is a 'Default Percentage' section with a 'Default Percentage' label, a description, an input field with the value '2.00', and a 'Save' button.

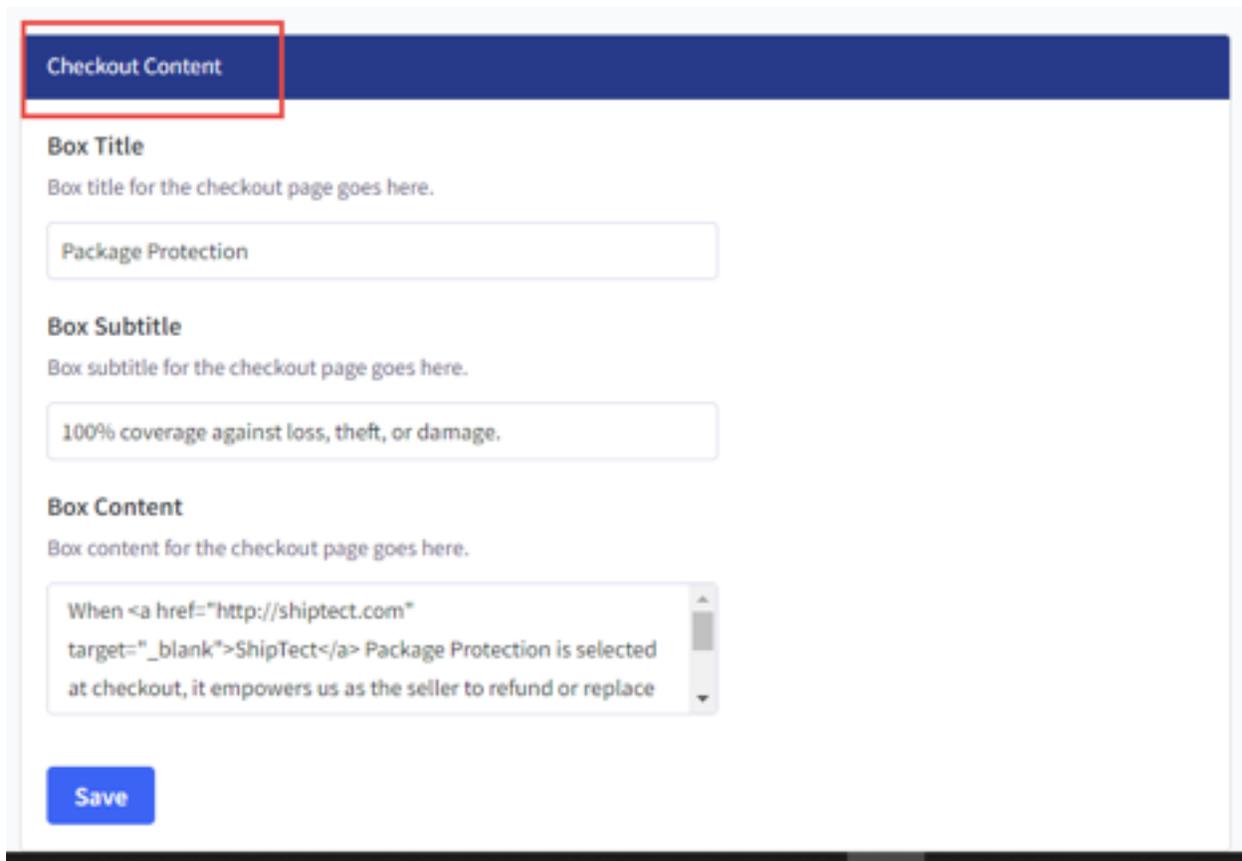
Setting up Default Percentage

The default percentage is set for the instances when the customer's subtotal does not match with the tier pricing range. The default can also be used if the admin wants to charge a set percentage amount, no matter the subtotal amount. To set the Default pricing, go to Setting > Default Pricing



Checkout content

The ShipTect Protection box is displayed on the payment step of checkout page. The admin user can update the content from the admin panel. To update the Checkout content, go to Settings > Checkout Content.



StoreFront App Workflow

Once the ShipTect app is installed and enabled for your front store, the ShipTect Protection box will appear on the payment step of the checkout page. If the customer does not want to add the ShipTect Protection, they can **remove** the ShipTect protection on checkout. In case they changes their mind, ShipTect Protection can be added again.

The screenshot displays the checkout interface. On the left, the 'Customer' section shows the email 'aleeyashah@folio3.com' and an 'Edit' button. Below it, the 'Shipping' section features a highlighted 'Package Protection' option for \$4.00, which includes '100% coverage against loss, theft, or damage' and a 'REMOVE' button. The shipping address form contains the following details: First Name: Aleeyah, Last Name: Shah, Company Name: Folio3, Phone Number: 8473979848, Address: 1920 Johnstown Road, Suite C, and Apartment/Suite/Building: (Optional).

On the right, the 'Order Summary' section shows '2 Items': '1 x [Sample] Canvas Laundry Cart' for \$200.00 and '1 x Package protection Digital item' for \$4.00. The summary also lists a Subtotal of \$204.00, Free Shipping, and \$0.00 Tax. The final Total (USD) is \$204.00.

Item	Price
1 x [Sample] Canvas Laundry Cart	\$200.00
1 x Package protection Digital item	\$4.00
Total (USD)	\$204.00