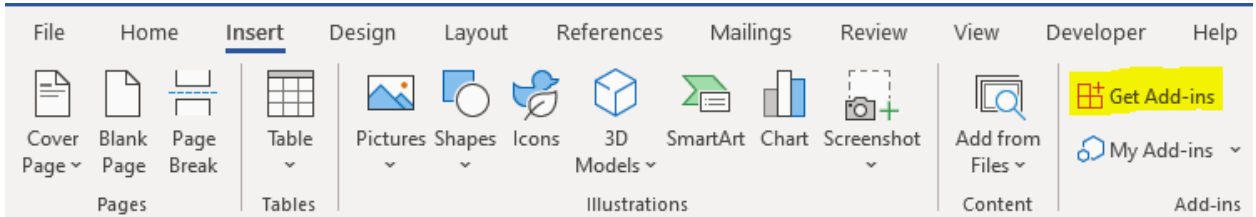
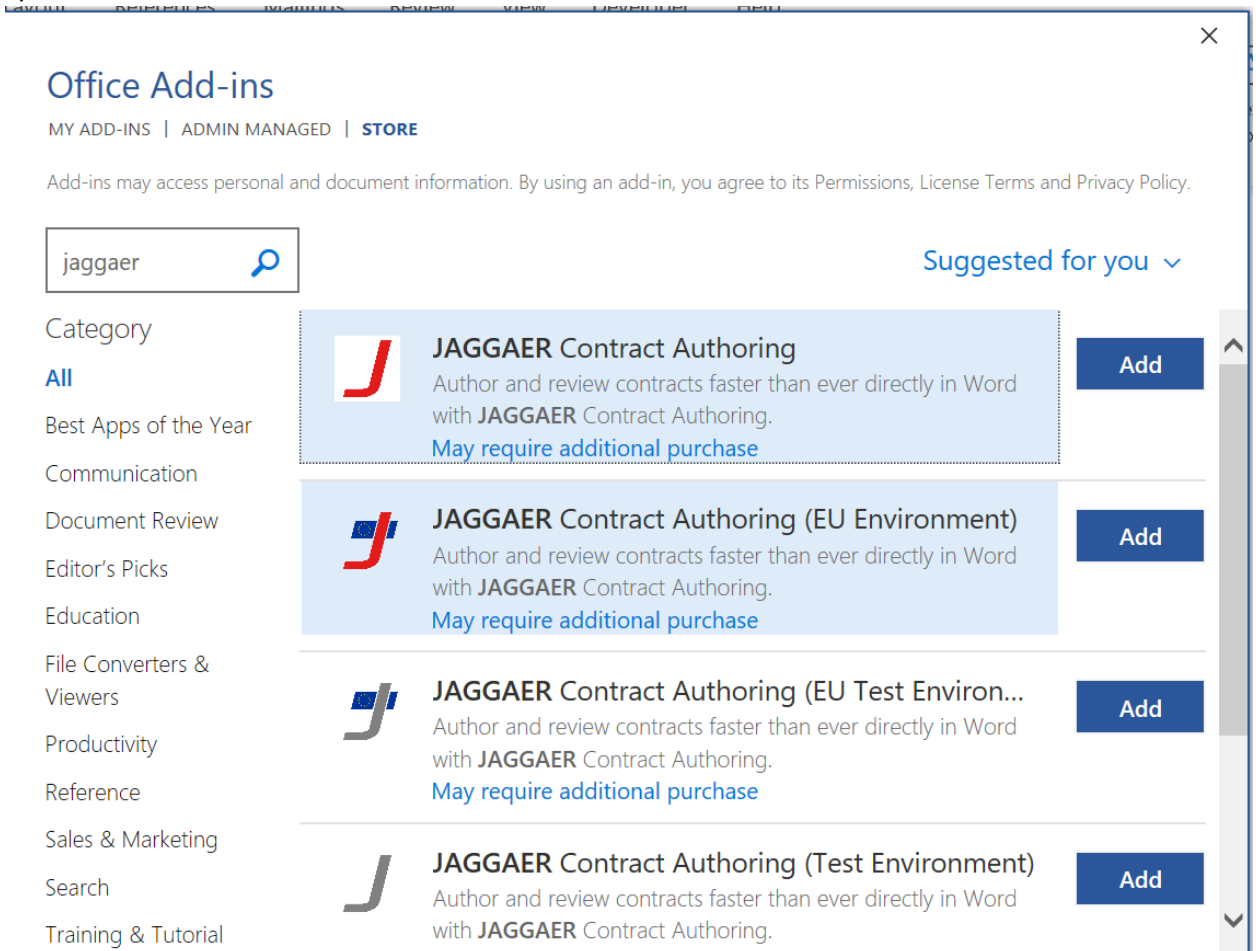


Installing / Connecting the Jaggaer Indirect Word App

1. Open MS Word and click on the Insert menu item
2. Next click on the "Get Add-ins" option in the menu

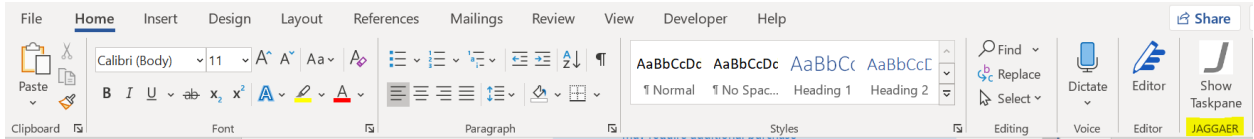


3. Search for Jaggaer and you will find four options to choose from, make sure and select the "JAGGAER Contract Authoring (Test Environment)" while you are testing the system and use "JAGGAER Contract Authoring" when you are authoring live contracts in the production (live) system.

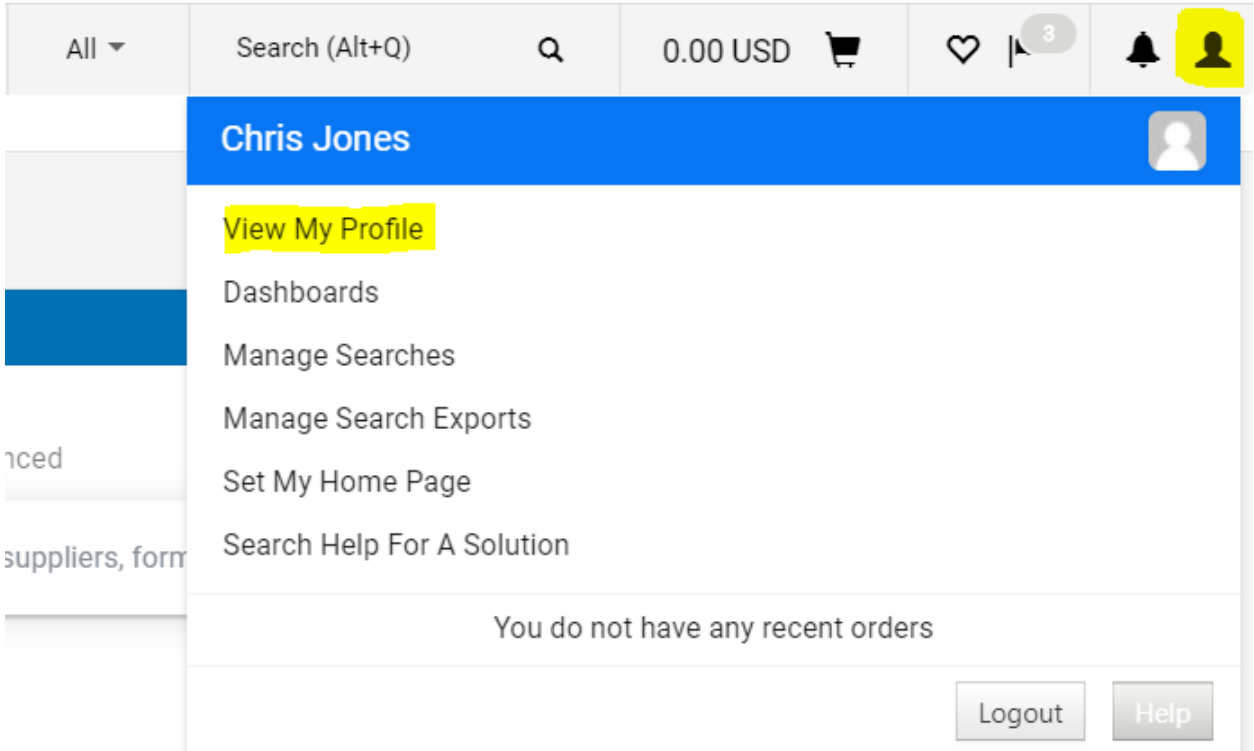


4. Do not use the EU versions of the Authoring app unless told to do so.

- After you have added the Jaggaer word app you will see an app icon appear in your ribbon like this:



- You have now successfully installed the Jaggaer word app. To connect it to your user profile (which you will need to do) login to the Jaggaer Indirect environment.
- Click on your user profile and then click on "View My Profile"



- Next click on "App Activation Codes" in the menu then click on the "Add Microsoft Word" button.

9. You'll need to add an App Activation code for each device that you use to author contracts. So, if you are going to just use a laptop you will only have to do this once. If you are going to use a laptop sometimes and a desktop at home, then you will need to add two devices. Give the device a name and if you are doing this for yourself you can select "No" for Email Activation Code to User and click the Add Device button.
10. This will give you a code that you should now copy and then bring up word.
11. Now click on the Jaggaer Word App located in your ribbon
12. The word app will ask you for the Code which you will now paste into the text box and Activate

13. If you are using single sign on the system may have asked you for a password as well which you will need to use to access the word app.
14. After this is complete you will now have successfully installed the Jaggaer word app and linked it to your user profile. You can now use the Jaggaer word app when building contract templates and authoring/redlining contracts in the system.