Cova Integration Instructions

March 2020

Leafly

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Process Overview

In order to successfully activate your POS integration with Leafly + Cova, you will need to complete the steps below →

1. Email Cova (apisupport@covasoftware.com) and request the required credentials to activate your Cova <> Leafly menu sync.

2. Update your Cova temporary password (wait 10 minutes for this to register).

3. Log into Leafly Biz and set up your POS sync (using the information shared by Cova)

4. Activate your menu sync on Leafly's backend.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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Cova Credentials

Please note → Cova will be sharing the following credentials (each will be a field on Leafly's back end to paste the data):

1. Store ID
2. Client ID
3. Password (*a temporary one will be shared, you will be required to change the password prior - see FAQ for additional details*)
4. Username
5. Company ID
6. Client Secret Key

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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Item Syncing Information

- Items that will sync to Leafly's front-end →
  - Item Name
  - Category Type (*Accessory | Seeds | Clone | Flower | Edible | PreRoll | Concentrate | Cartridge | Topical | Other*)
  - Strain
  - Brand (*custom field to be added in order to support, please review slide 7 - 8 for set up details (not required)*)
  - Compounds (*does not support ranges, please review FAQ for additional information*)
  - Variants
  - Description
  - Inventory Level
  - Images

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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FAQ (prior to syncing, please review)

Is there a way to save my menu prior to syncing?
Yes, you can find both instructions and screenshots on *Slide 19* of this guide.

When should I expect to see our Leafly menu up to date after making changes in Cova?
Once the sync is activated, when changes are made in Cova, these will appear on Leafly automatically. There is an expected 5 - 15 minute delay.

What is the SLA on receiving the Cova credentials once requested?
You should receive the Cova credentials in no more than 48 hours (not including weekends).

I attempted to connect / activate my sync, but it still says 'Unable to Connect'. What are the next steps?
Please confirm that you have entered all the proper data within each field (including the NEW password that includes one special character). If you have updated your password and confirm the data is correct, please email Leafly support. You can do this by emailing techsupport@leafly.com and including all of the Cova credentials + the updated password. Once shared, our Leafly rep will attempt to sync.

How does pricing appear on the menu in regards to tax?
Currently, the pricing entered in Cova will be what is will be synced on Leafly. Leafly currently does not support pre/post tax (this is on the roadmap). If you'd like pricing to appear with tax, you can update within Cova or use the Deals Module to communicate this to the customers viewing your menu.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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FAQ (prior to syncing, please review)

Can I deactivate the menu sync?
Yes, you can do this by logging into Leafly Biz → go to Menu → open the Settings page → clicking Disconnect to disable your integrated menu. If you'd like to reactivate the sync, you can do so by using the same credentials Cova originally sent. Please note: when you disconnect the sync, the menu that will appear on Leafly will be the last POS updated menu. Per above, there is currently no way to revert your menu to your original Leafly menu (manually completed). This is on the Leafly roadmap.

Can I manually update fields on Leafly's backend that are missing?
Currently you can manually select staff picks, as well as enable/disable items availability for Leafly Pickup. The rest of the fields are automatically synced and updated based on data inputted in your POS. If any fields are updated manually (outside of staff picks + selecting Pickup items), the data will disappear the next time your menu is synced.

Why are some products that should appear in a specific category falling into the "Other" category?
Leafly supports the following categories (*Accessory, Seeds, Clone, Flower, Edible, PreRoll, Concentrate, Cartridge, Topical, Other*). To map your Cova categories that aren't being mapped, you can log into Leafly Biz → go to the Menu tab → select Settings → select the Product Categories option on the left-hand side → map your product categories on this page and select Save once completed.

Is there a way to control my Pickup menu through POS and not the Pickup Dashboard?
Yes, you can find both instructions and screenshots within the *Cova Order Integration Instructions* guide which can be located within Leafly Biz > Settings > POS Guides.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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FAQ (prior to syncing, please review)

Why is my compound data (THC + CBD) are coming over as % instead of mg (or vice versa).
The Compound data is a specific & custom field. If the product(s) are %, please ensure your Cova field is “THC %” and “CBD %”. If the product(s) are mg, please ensure your Cova field is “THC Content” and “CBD Content”.

We have entered min / max ranges for our products, how come these aren’t being represented on the menu?
Currently, we do not support min / max ranges (this is on the Leafly roadmap). Currently, if you enter a min / max range, we will pull the first number (in this case, the min). If you’d still like to connect the sync, you can add a message on your “Deals” module to notify your customers and / or add the details in the item’s description.

Can I set up the sync if I do not have data in Cova yet?
You will not be able to set up the sync on the Leafly side until you have available data within Cova. If you do not have inventory at that location, please add it and then you will be able to activate the sync.

Is there a way to set a minimum threshold amount for products?
Yes, you can locate both the instructions and screenshots for minimum threshold on *Slide 23*.

Does my Cova minimum threshold (by product) reflect on the menu?
The minimum threshold will now be set within Leafly's **POS Inventory Settings** page. The minimum threshold set is across all products.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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Brand Setup

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1. Brand Data

If you'd like to include Brand data, the Brand field will need to be added and live under the Specifications tab (Details section) in your Cova Catalog.

In order to create the new field, you will need to follow the next steps →

1. Log into Cova Hub → go to Catalog → go to Classifications → Go to the **Fields** section → Click "New Field" and add the Brand field (single lined text)

2. Once added, go back to the **Templates** page → go to the proper category (ex: Flower) → search and add Brand

Note: It will take a few minutes for the Brand field to appear once on the Templates page.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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THC + CBD
(% / Content)

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1. THC + CBD (% / Content)

In order for Compounds (THC/CBD) to show up as % on Cova-integrated Leafly menus, the field within Cova much read `THC %` (same with CBD). The Field Type must be Number.

In order for Compounds (THC/CBD) to show up as mg on Cova-integrated Leafly menus, the field within Cova much read `THC Content` (same with CBD).The Field Type must be Single-line text.

Please note: If this was not originally set, a new field will need to be created within Cova.

Please see next slide for the steps.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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2. THC + CBD (% / Content) (contd.)

The Field Type and Field String ID are hard-coded in Cova, so as noted, if this is not set up initially, a new field will need to be created. Do to this →

1. Log into HUB
2. Navigate to **Catalog** → **Classification**
3. Select **Fields** (there may be a brief delay)
4. Select **New Field**
5. Type **THC %** or **THC Content** into the Field Name field
6. Select **Number** or **Single-line text** from the Field Type dropdown
7. Enter **%** or **mg** in the Units field
8. Select **Create**
9. Add the new field(s) to the correct templates
10. Create a new **Field Group** and name it as you like (*do not add to the Details group*)

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

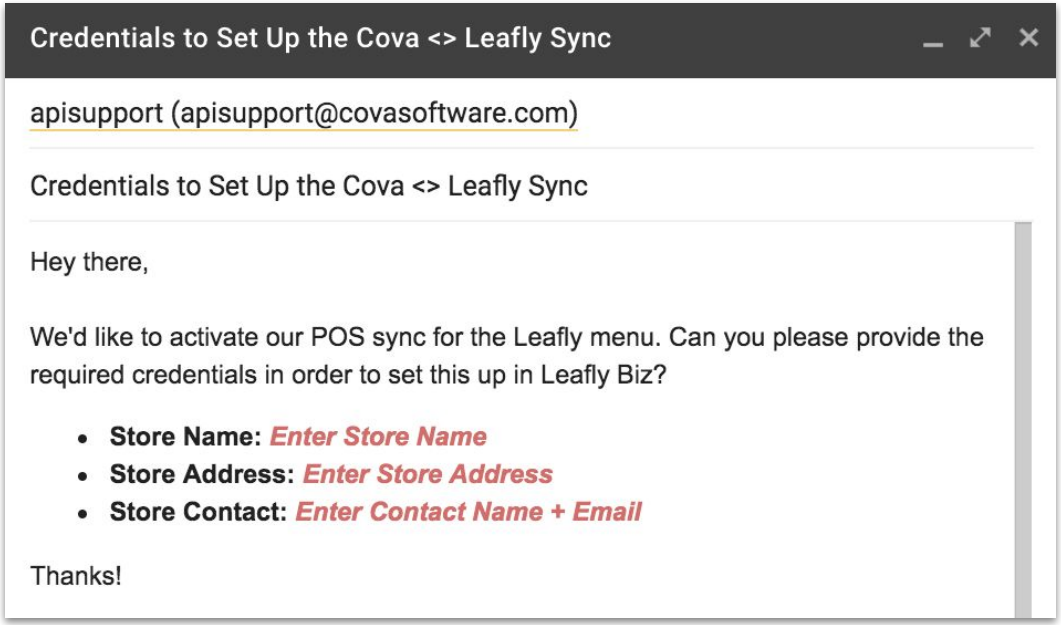
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Cova Setup

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1. Email Cova for Credentials



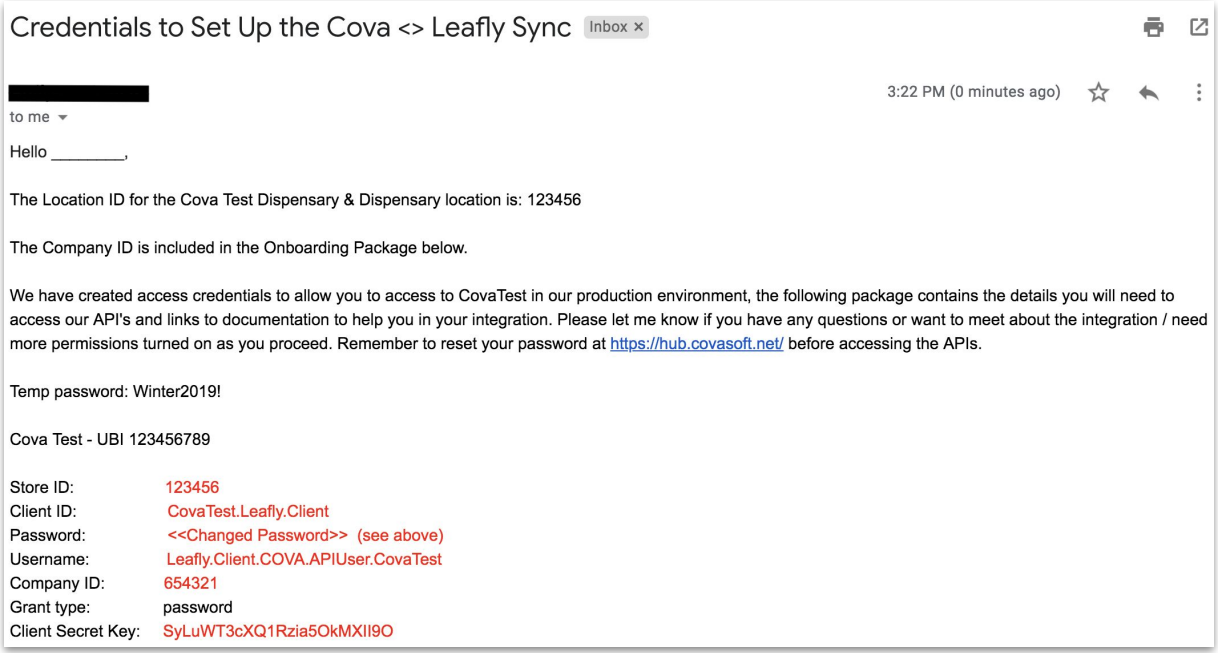
Email Cova (apisupport@covasoftware.com) to request the Cova credentials (which will be entered / pasted into Leafly Biz / Menu tab Settings page).

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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2. Email Cova for Credentials (contd.)



Credentials to Set Up the Cova <> Leafly Sync Inbox ×

[redacted] 3:22 PM (0 minutes ago)

to me

Hello _____,

The Location ID for the Cova Test Dispensary & Dispensary location is: 123456

The Company ID is included in the Onboarding Package below.

We have created access credentials to allow you to access to CovaTest in our production environment, the following package contains the details you will need to access our API's and links to documentation to help you in your integration. Please let me know if you have any questions or want to meet about the integration / need more permissions turned on as you proceed. Remember to reset your password at https://hub.covasoft.net/ before accessing the APIs.

Temp password: Winter2019!

Cova Test - UBI 123456789

Store ID:	123456
Client ID:	CovaTest.Leafly.Client
Password:	<<Changed Password>> (see above)
Username:	Leafly.Client.COVA.APIUser.CovaTest
Company ID:	654321
Grant type:	password
Client Secret Key:	SyLuWT3cXQ1Rzia5OkMXII9O

The email back from Cova support will include all of the information required to be entered into Leafly Biz / Menu tab Settings page.

1. Update your temporary password (https://hub.covasoft.net/) .
2. Wait 5 - 10 minutes prior to activating the sync in Leafly Biz.

Note: the next slides will provide steps on the Leafly side.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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Leafly Setup

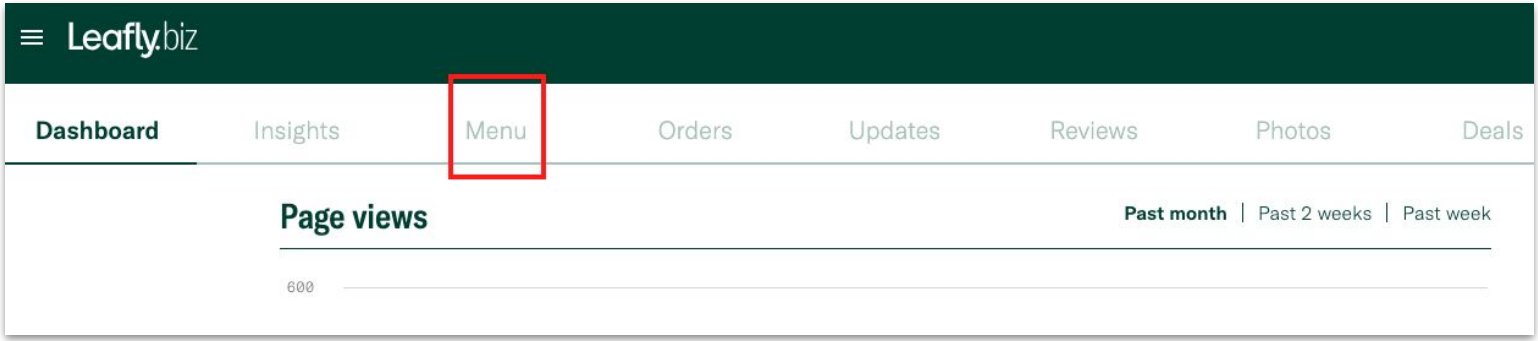
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1. Menu tab

1. Open your web browser and sign into your Leafly backend → https://business.leafly.com/Admin

2. Once on your dashboard, click onto the **Menu** tab (a new window will open)



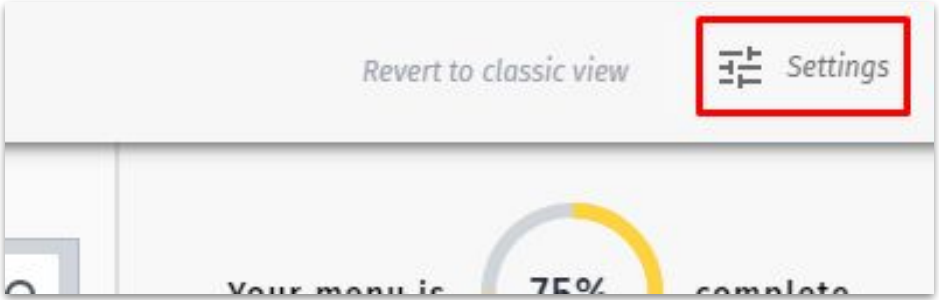
For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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2. Settings

Click **Settings** at the upper, right-hand corner on the Menu page.

Once you select this, a popup window will appear to save your menu & set up the POS Integration.



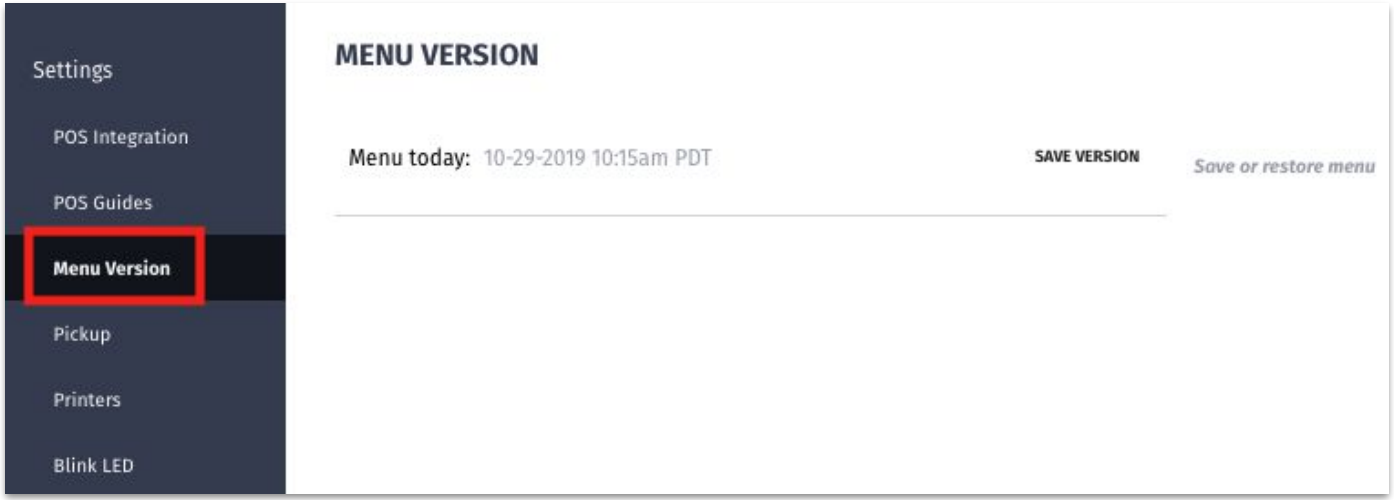
For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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3. Save Menu Version

Once in the Settings option, select the **Menu Version** tab.



Note: *Here you will be able to view the timestamp for you menu version*.

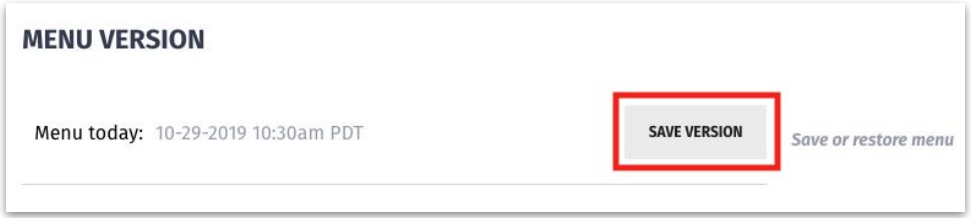
For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

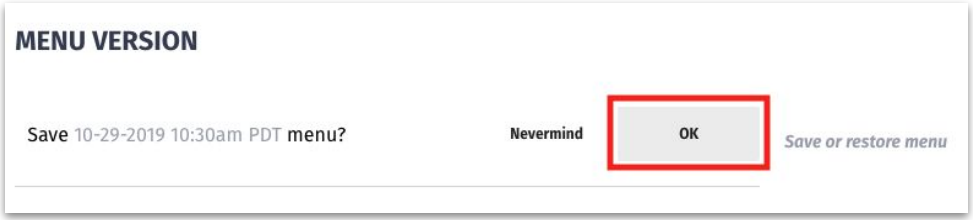
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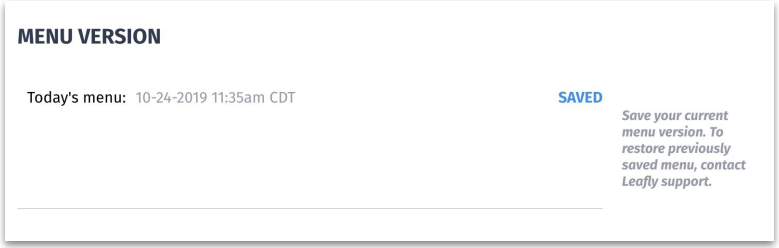
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4. Save Menu Version (contd.)

1. Within the Menu Version section you will need to select **Save Version.**
2. Select **Ok** to confirm.







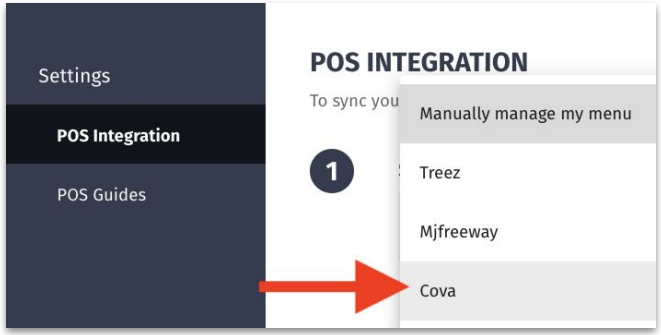
Note: *A confirmation screen will appear to confirm your menu is* **SAVED.**

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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5. POS Integration



Now you can proceed with the integration sync process.

1. Select the **POS Integration** tab
2. Select **Cova** from the first dropdown. Once you select this, a confirmation popup will appear.
3. Click **Yes, continue** to confirm your are syncing you new POS.

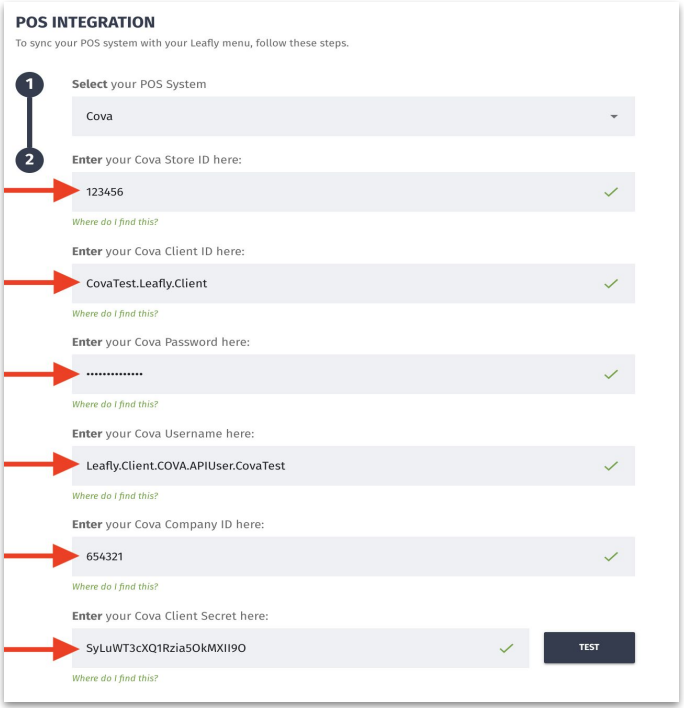
Once you confirm, the Cova fields will appear for you to enter the data provided by Cova support.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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6. POS Integration (contd.)



Enter / Paste the first section of credentials:

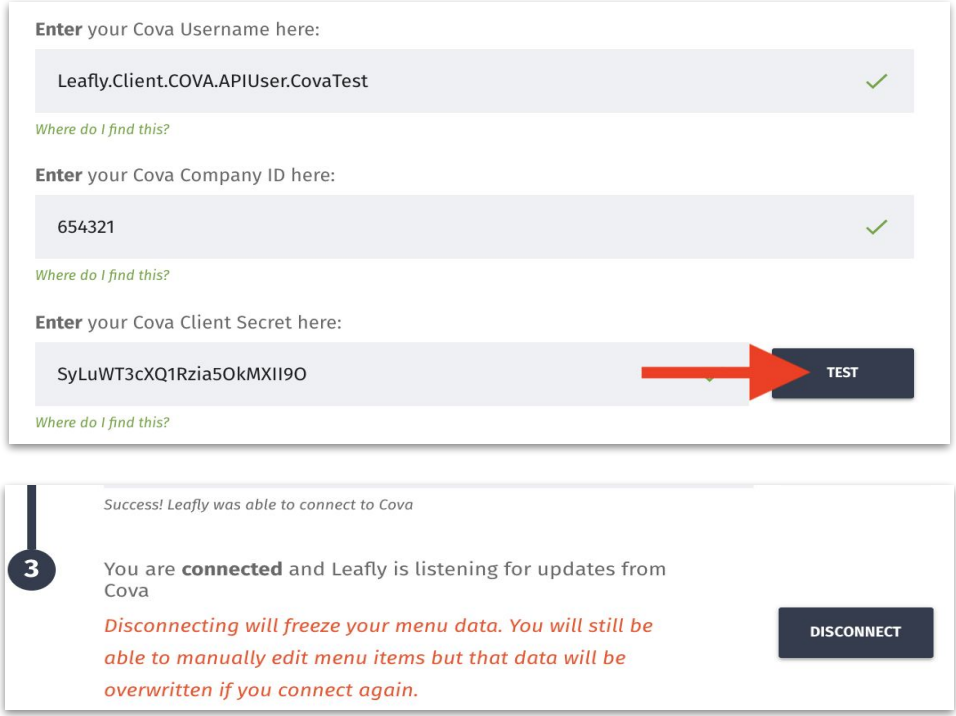
1. Cova Store ID
2. Cova Client ID
3. Cova Password
4. Cova Username
5. Cova Company ID
6. Cova Client Secret

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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7. POS Integration (contd.)



Once all data is entered, client **Test** to confirm all data is accurately entered.

After successfully syncing, click **Connect**, which will activate your menu sync.

If the any field is incorrect, you will see an *Unable to connect to Cova*. Please review and confirm all of the data entered is accurate and update. If you are still unable to, please email techsupport@leafly.com (include the credentials + the new password).

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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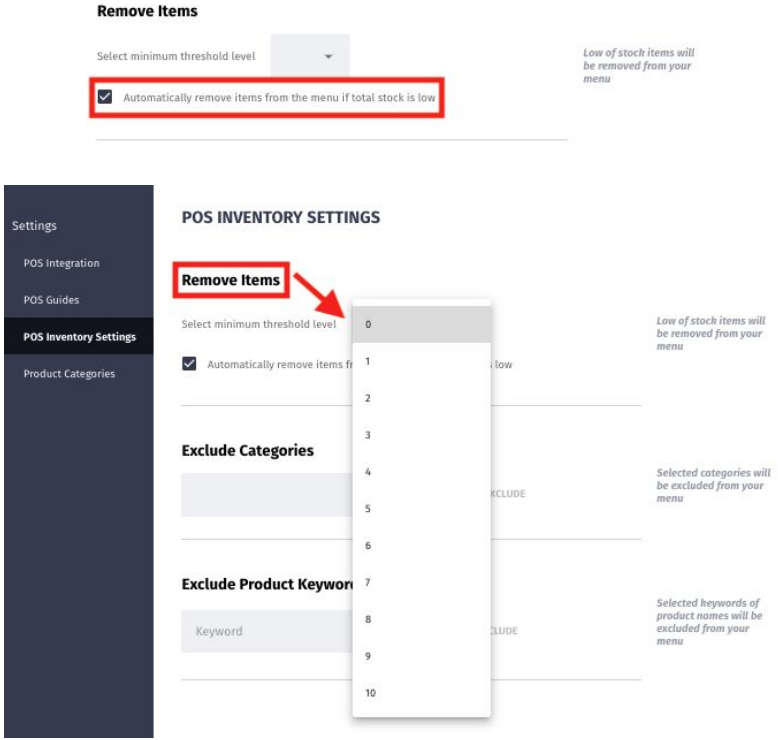
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POS Inventory Settings

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1. POS Inventory Settings



Within **POS Inventory Settings** you will find a variety of low inventory threshold options.

- **Remove Items**
  - Select the checkbox provided to *'Automatically remove items from the menu if total stock is low'*
    - Select a **minimum threshold level** from the drop-down menu

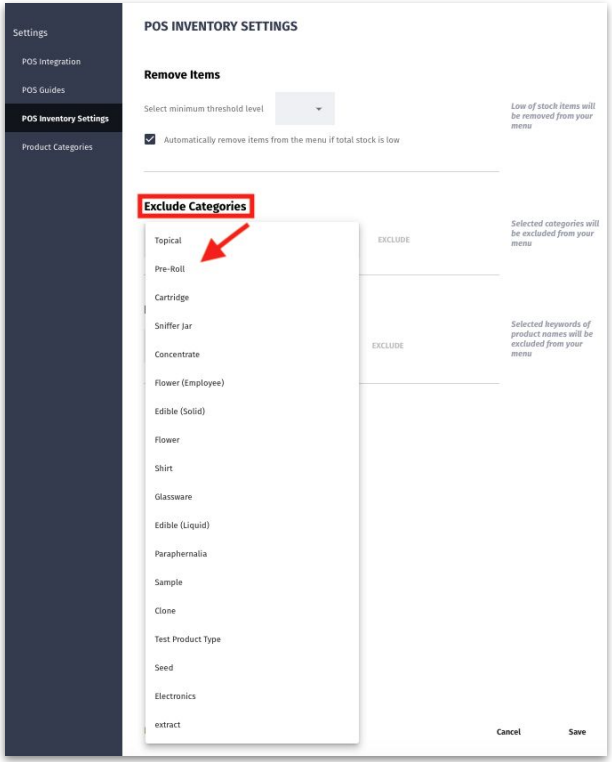
Note: You will be unable to select a # from the dropdown until the checkbox has been checked.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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2. POS Inventory Settings (contd.)





- **Exclude Categories**
  - Select a category from the drop-down menu to *exclude them from you live facing menu*
- **Exclude Product Keyword**
  - Enter applicable keywords of product names to exclude them from the menu
    - *Ex: Sample*

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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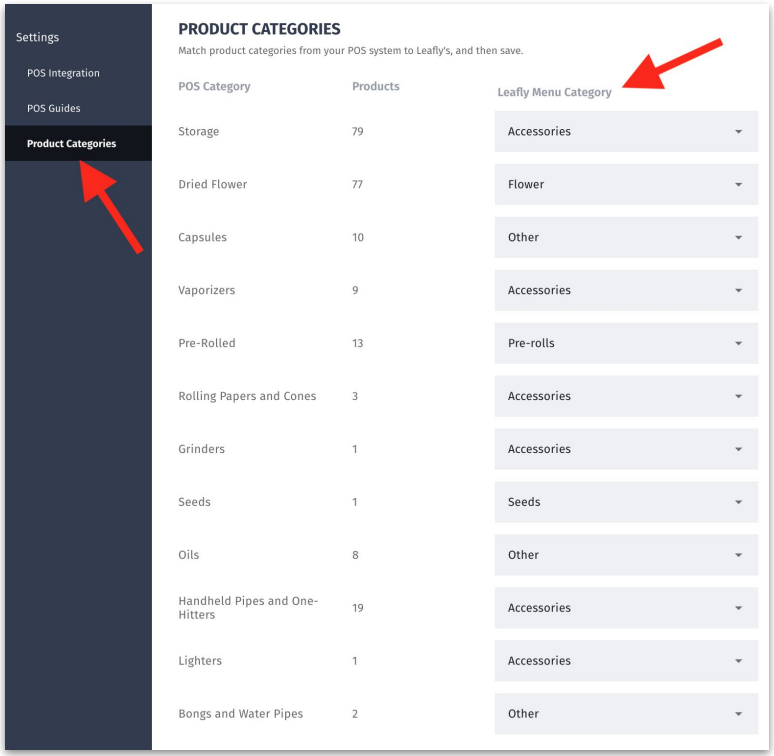
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Category Mapping

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1. Category Mapping



Once you sync your Cova integration on Leafly Biz, you have the ability to map your Cova categories with your Leafly categories.

To do this →

1. Go to **Menu**
2. Go to **Settings**
3. Go to **Product Categories**
4. Map your Cova categories with their Leafly equivalent
5. Select **Save** to update

Note: This page / option will appear once successfully synced.

Leafly Categories include → *Accessory, Seeds, Clone, Flower, Edible, PreRoll, Concentrate, Cartridge, Topical* and *Other*.

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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Integration Guide Disclaimer

All *Integration Instruction* guides undergo a monthly review via the Leafly Support team.

If any large changes are made within the POS itself we advise requesting an update be made: **here**

For further assistance please reach out to Cova Support (apisupport@covasoftware.com) and / or Leafly Support (techsupport@leafly.com).

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