

# Creating Coupons

1. Login to the Administrator Dashboard
2. Hover the menu bar where it displays the word **SALES**. When the drop-down menu appears, scroll down and click on the word **COUPONS**. If coupons have already been created then you will see the list here:

Coupon Name	Code	Discount	Date Start	Date End	Status	Action
-10% Discount	2222	10.0000	01/01/2011	01/01/2012	Enabled	[ Edit ]
-10.00 Discount	1111	10.0000	01/11/1970	01/11/2020	Enabled	[ Edit ]
Free Shipping	3333	0.0000	01/03/2009	31/08/2009	Enabled	[ Edit ]

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In order to create a new coupon simply click on **INSERT** and you will see the following screen.

**Coupon** [Insert] [Delete]

**General**

\* Coupon Name:

\* Code:   
The code the customer enters to get the discount.

Type: Percentage or Fixed Amount:  Percentage

Discount:

Total Amount:   
The total amount that must be reached before the coupon is valid.

Customer Login:  Yes  No

Free Shipping:  Yes  No

Category:  Desktops  Desktops > PC  Desktops > Mac  Laptops & Notebooks  Laptops & Notebooks > Mac

Products:   
Choose specific products the coupon will apply to. Select no products to apply coupon to entire cart.

Date Start:  2012-10-31

Date End:  2012-10-31

Uses Per Coupon:  1  
The maximum number of times the coupon can be used by any customer. Leave blank for unlimited.

Uses Per Customer:  1  
The maximum number of times the coupon can be used by a single customer. Leave blank for unlimited.

Status:  Enabled

3. The two mandatory fields for saving the coupon are the first two: Coupon Name and Code. These must be filled out with a value in order to save the coupon. The fields for the coupon are defined in the table below:

<b>Coupon Name</b>	given name for the coupon (e.g. "Free Shipping Coupon")
<b>Code</b>	Code that the customer will enter in in order to get discount
<b>Type</b>	type of discount - percentage or fixed amount
<b>Discount</b>	Numerical value of discount (percentage or currency amount)
<b>Total Amount</b>	Minimum cost condition to permit coupon use
<b>Customer Login</b>	Customer needs to be logged into shop to use coupon
<b>Free Shipping</b>	Yes/No - is this set for free shipping? (we still have to pay for it, but customer's transaction would be free.
<b>Category</b>	Category from the products Catalog
<b>Products</b>	Specific product for which the coupon will apply
<b>Date Start</b>	Beginning of the discount coupon period
<b>Date End</b>	End of the discount coupon period
<b>Uses Per coupon</b>	Maximum number of times that a coupon can be used by a single customer. If blank, then the number is unlimited.
<b>Uses Per Customer</b>	Maximum number of times that a coupon can be used by a single customer
<b>Status</b>	Enabled/Disabled - option to allow for coupon to active

4. Enter a value or select an option as listed in the table above. This creates the contents of your coupon.
5. When all of the values have been selected click on **SAVE** in the top right hand corner to save your coupon.

Desktops Laptops & Notebooks Components

Home - Shopping Cart

Shopping Cart (0.00lb)

Image	Product Name
	<a href="#">Nikon D300</a>

**What would you like to do next?**

Choose if you have a discount code or reward points you w

Use Coupon Code

Use Gift Voucher

Estimate Shipping & Taxes

With the options in the **INSERT** screen, you can clearly define the coupon. This allows you to provide discounts to your customer or on a product. Your coupons should typically have a start and end date. Additionally, make sure that you use a code for the coupon that would not easily be pre-determined. To the left is an example of the view that customer sees when using a coupon.