

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
Customer must be logged in to use the coupon.

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:

Coupon Name	given name for the coupon (e.g. "Free Shipping Coupon")
Code	Code that the customer will enter in in order to get discount
Type	type of discount - percentage or fixed amount
Discount	Numerical value of discount (percentage or currency amount)
Total Amount	Minimum cost condition to permit coupon use
Customer Login	Customer needs to be logged into shop to use coupon
Free Shipping	Yes/No - is this set for free shipping? (we still have to pay for it, but customer's transaction would be free.
Category	Category from the products Catalog
Products	Specific product for which the coupon will apply
Date Start	Beginning of the discount coupon period
Date End	End of the discount coupon period
Uses Per coupon	Maximum number of times that a coupon can be used by a single customer. If blank, then the number is unlimited.
Uses Per Customer	Maximum number of times that a coupon can be used by a single customer
Status	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
	Nikon D300

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.