

# Discount Coupons

## How to create / manage discount coupon?

01) Access the Control Panel

02) After login click on Customers >> Discount Coupons

03) Click on the NEW CUPOM button

The Code will be generated automatically in the Code coupon field

Fill in the field Description Example: Coupon 10% Off Christmas Discount

Fill Total Discount

If it is 10% complete 0.10

If it's \$ 10 fill in 10.00

Select Discount Type

Fixed Amount refers to value for \$ 10

Percentage Discount refers to value for 10%

Shipping Discount refers to discount only for freight

Select or fill in a DD / MM / YYYY Start Date

Select or fill in a DD / MM / YYYY Final Date

Fill in the Max Use field, if it can be used only once fill only 1, if it is unlimited leave it blank

Fill in the Minimum Order field

Select Minimum Order Type

If it is Price Total you can only use the coupon if the total value of the request reaches this value, if you do not want to limit leave it blank

If it is Product Quantity you can only use the coupon if the total quantity of products of the order reach this value, if you do not want to limit leave it blank

Fill in the Available Number field, available coupon number, if it is 1 fill in only 1, if it is unlimited leave it blank

Select the Visible to customer field in the control panel for all clients

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