

## **Coupon**

To access coupons area you should go to

[www.youwebsite.com/admin](http://www.youwebsite.com/admin)

then you go to Customers and in the drop down select Coupons

### **Coupon Name**

**Name of the coupon. This will be displayed in the order totals.**

### **Coupon Description**

Description of coupon. This is used for administrator records.

### **Code**

Coupon Code. This is the code you give to the customers so when they enter the code on the checkout confirmation page the discount will be added.

### **Type**

Coupon type. Sets the type of discount given. It can be either a percentage discount or fixed amount off.

### **Discount**

Coupon discount amount. If you set the type to percentage then it would minus the percentage amount from the sub-total. If the type is set to a fixed amount then the fixed amount will be deducted from the sub-total.

### **Free Shipping**

Set the coupon amount to give free shipping.

### **Products**

Set which products you want to apply the discount amount to. If none are selected then the discount amount will apply to all products.

### **Date Start**

Set the start date for when you want the coupon to be start.

### **Date End**

Set the end date for when you want the coupon to expire.

### **Uses Per Coupon**

Set the number of times a coupon can be used.

### **Uses Per Customer**

Set the number of times a coupon can be used.

### **Status**

Coupon status will determine if the coupon can be used or not.