



How to Create Discounts

Coupon codes can be configured to be used by eMarket customers to receive discounts.



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Store Setup - Discount Codes List Florida Atlantic University

FAUCCMMWRI

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You are in discount maintenance. This is where you create new or modify existing discounts. To create a new discount click the 'Add New Record' button. To modify an discount, click the 'Select' button adjacent to that discount code.

Print / Export Data

Discount Code	Description	Type	Value
ORIGDISCOUNT	Original Discount Code	Percentage Off	100.00

(1 record(s))

Display by Page

View hidden plans

PREVIEW HELP BACK

ADD NEW RECORD

Select Delete

Creating Discounts in Store Setup

1. Go to the Store Setup
2. Find the eMarket storefront in the drop down menu.
3. Go to the last tab in the bottom left hand corner, '**Discounts.**'
4. To create a new discount click the '**Add New Record**' button. To modify a discount, click the '**Select**' button adjacent to that discount code.



Creating Discounts in Store Setup

Store Setup - Discount Code

BOCA_LIB

- ☐ Name & Logo
- ☐ Store Settings
- ☐ Notifications
- ☐ Theme
- ☐ Colors & Fonts
- ☐ Credit Card Details

Discount Code: **ORIGDISCOUNT**

Description: Original Discount Code

Available Date: (MM/DD/YYYY)

Available Time: 11:00 AM ▼

Expiration Date: (MM/DD/YYYY)

Expiration Time: 11:00 AM ▼

Allowed Item Codes: All item codes ▼

Allowed Customer Groups: All Customer groups ▼

5. There will be a default discount of **ORIGDISCOUNT** not yet associated with any Item Codes, which you can select and modify to be one of your discounts. If you previously had a discount associated with your merchant, **ORIGDISCOUNT** will contain your previous discount information.



Creating New Discount Codes

6. You may create or modify any number of Discount Codes for your store by completing the following Discount fields.

FIELD NAME	DATA ENTRY INSTRUCTIONS
Discount Code	Enter a name for the Discount Code. (12 alphanumeric-character maximum. No spaces allowed.)
Description	Enter a description of this Discount Code. (50-character maximum.)
Available Date	Enter the date the coupon code(s) will become valid. (MM/DD/YYYY)
Available Time	Click on the drop-down menu and select a time for the coupon code(s) to become valid.
Expiration Date	Enter the date the coupon code(s) will expire. (MM/DD/YYYY)
Expiration Time	Click on the drop-down menu and select a time for the coupon code(s) to expire.
Allowed Item Codes	<p>Click on the drop-down menu and select whether the coupon code(s) should be valid for all Item Codes, for those specifically selected or those specifically excluded.</p> <ul style="list-style-type: none">• All item codes• Item codes listed below• Except item codes listed below
Available & Selected Item Codes	<p>This field will only appear if the Allowed Item Codes field has been set to "Item codes listed below" or "Except item codes listed below".</p> <p>Use the arrow buttons to move the desired Item Code(s) from the Available Item Codes box into the Selected Item Codes box.</p>
Allowed Customer Groups	<p>Click on the drop-down menu and select whether the coupon code(s) should be valid for all customer groups, for those specifically selected or those specifically excluded.</p> <ul style="list-style-type: none">• All Customer groups• Customer groups listed below• Except Customer groups listed below
Available & Selected Customer Groups	<p>This field will only appear if the Allowed Customer Groups field has been set to "Customer groups listed below" or "Except Customer groups listed below".</p> <p>Use the arrow buttons to move the desired customer group(s) from the Available Customer Groups box into the Selected Customer Groups box.</p>
Discount Type	<p>Select whether the discount will be a set amount or percentage off the purchase of each applicable Item Code.</p> <ul style="list-style-type: none">• Amount Off• Percentage Off
Discount Value	Enter the amount or percent of the discount.



Creating New Discount Codes

7. Once that is setup, click ‘Save.’

FIELD NAME	DATA ENTRY INSTRUCTIONS
Coupon Code(s)	<p>Select whether you would like to manually enter the coupon code(s) or upload a file of coupon codes.</p> <p>To manually enter a coupon code, click on the Add Coupon Code button, enter the code, and click on the Save button. Repeat this process as many times as necessary.</p> <p>To upload a file of coupon codes, click on the Browse button, select the file, click on the Open button, and click on the Upload button.</p> <p>When creating a file of coupon codes, enter one coupon code per line. The file type must be .txt, .csv, .xls, or .xlsx.</p>
Coupon Usage Limit	<p>Select whether the coupon code(s) will be able to be used a single time, a set number of times or an unlimited number of times. If “Set Maximum” is selected, enter the maximum number of times.</p> <ul style="list-style-type: none">• Unlimited• Single Use• Set Maximum
Hide from List Screen	<p>Check this checkbox to hide the Discount Code from the Discounts list screen. You will still be able to access hidden discounts by clicking View hidden discounts.</p>