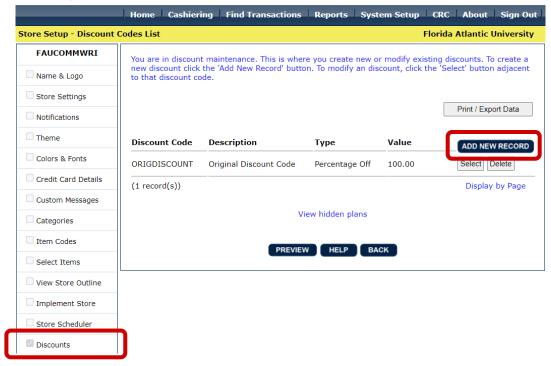


How to Create Discounts

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



TRANSACT Payments



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 <u>new discount</u> click the 'Add New Record' button. To <u>modify</u> a discount, click the 'Select' button adjacent to that discount code.



Store Setup - Discount Code **BOCA LIB** Discount Code | ORIGDISCOUNT Description | Original Discount Code Name & Logo (MM/DD/YYYY) Available Date Store Settings Available Time 11:00 AM ∨ Notifications (MM/DD/YYYY) **Expiration Date** Theme Expiration Time 11:00 AM > Colors & Fonts Allowed Item Codes All item codes Credit Card Details Allowed Customer Groups All Customer groups

Creating Discounts in Store Setup

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.



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	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.
	All item codes
	Item codes listed below
	Except item codes listed below
Available & Selected Item Codes	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".
	Use the arrow buttons to move the desired Item Code(s) from the Available Item Codes box into the Selected Item Codes box.
Allowed Customer Groups	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.
	All Customer groups
	Customer groups listed below
	Except Customer groups listed below
Available & Selected Customer Groups	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".
	Use the arrow buttons to move the desired customer group(s) from the Available Customer Groups box into the Selected Customer Groups box.
Discount Type	Select whether the discount will be a set amount or percentage off the purchase of each applicable Item Code.
	Amount Off
	Percentage Off
Discount Value	Enter the amount or percent of the discount.

Creating New Discount Codes

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



Creating New Discount Codes

FIELD NAME	DATA ENTRY INSTRUCTIONS
Coupon Code(s)	Select whether you would like to manually enter the coupon code(s) or upload a file of coupon codes.
	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.
	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.
	When creating a file of coupon codes, enter one coupon code per line. The file type must be .txt, .csv, .xls, or .xlsx.
Coupon Usage Limit	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.
	Unlimited
	Single Use
	Set Maximum
Hide from List Screen	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 .

7. Once that is setup, click 'Save.'