



APOGEE
design systems

Apogee Design Support Center

User Manual: *How to Manage Coupons*

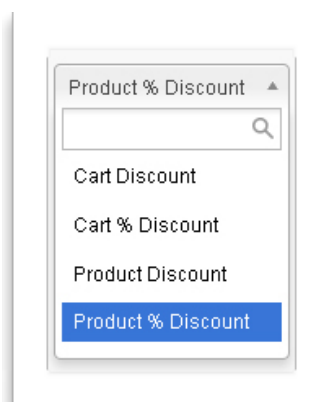
How to Manage Coupons

Click **Add Coupon**. In **Coupon Code** option, type in your coupon code, for example **test123**



The image shows a white rectangular box with a green 'Add New Coupon' button on the left and a text input field labeled 'Coupon code' on the right.

Choose needed coupon type. Specify the amount this coupon is worth; either a percentage or currency value, Set effective start and end dates the coupon will be valid for, Choose products that this coupon will be valid for. Once you are done, click **publish** button.



The image shows a dropdown menu with the following options: Product % Discount (selected), Cart Discount, Cart % Discount, Product Discount, and Product % Discount (highlighted in blue).



The image shows the 'Add New Coupon' form with the coupon code 'test123'. The form includes the following fields and options:

- Coupon Code:** test123
- Coupon Type:** Product % Disc.
- Coupon Amount:** 10 (with a note: Enter an amount e.g. 10%)
- Date From:** Any date (with a note: yyyy-mm-dd)
- Date To:** Any date (with a note: yyyy-mm-dd)
- Usage Limit:** 1 (with a note: Times used)
- Individual Use:** Prevent other coupons from being used while this one is applied to the cart
- Free shipping:** Show the Free Shipping method on the Checkout if this is enabled
- Order total min:** No min (with a note: Define required minimum subtotal for the coupon to be valid on an order)
- Order total max:** No max (with a note: Define required maximum subtotal for the coupon to be valid on an order)
- Include Products:** (with a note: Enter what products this coupon can apply to)
- Exclude Products:** (with a note: Enter what products this coupon cannot be applied to)
- Include Categories:** (with a note: Enter what included categories this coupon can apply to)
- Exclude Categories:** (with a note: Enter what excluded categories this coupon cannot be applied to)
- Payment Methods:** (with a note: Enter what payment methods are allowed for the coupon to be allowed)