



**APOGEE**  
*design systems*

**Apogee Design Support Center**

**User Manual:** *How to Manage Coupons*

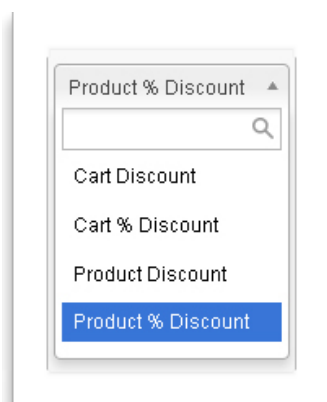
## How to Manage Coupons

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. Below the button is a text input field labeled 'Coupon code'.

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 'Product % Discount' selected and highlighted in blue. Other options listed include 'Cart Discount', 'Cart % Discount', and 'Product Discount'.



The image shows the 'Add New Coupon' form with the coupon code 'test123' entered. The form includes several sections:
 

- Coupon Data:** Coupon Type (Product % Disc), Coupon Amount (10), Date From (Any date), Date To (Any date), Usage Limit (1), Individual Use (unchecked), Free shipping (checked).
- Order total min:** No min (required minimum subtotal for the coupon to be valid on an order).
- Order total max:** No max (required maximum subtotal for the coupon to be valid on an order).
- Include Products:** (empty text box) - Contains products this coupon can apply to.
- Exclude Products:** (empty text box) - Contains products this coupon cannot be applied to.
- Include Categories:** (empty text box) - Contains which product categories this coupon can apply to.
- Exclude Categories:** (empty text box) - Contains which product categories this coupon cannot be applied to.
- Payment Methods:** (empty text box) - Contains which payment methods are allowed for the coupon to be allowed.