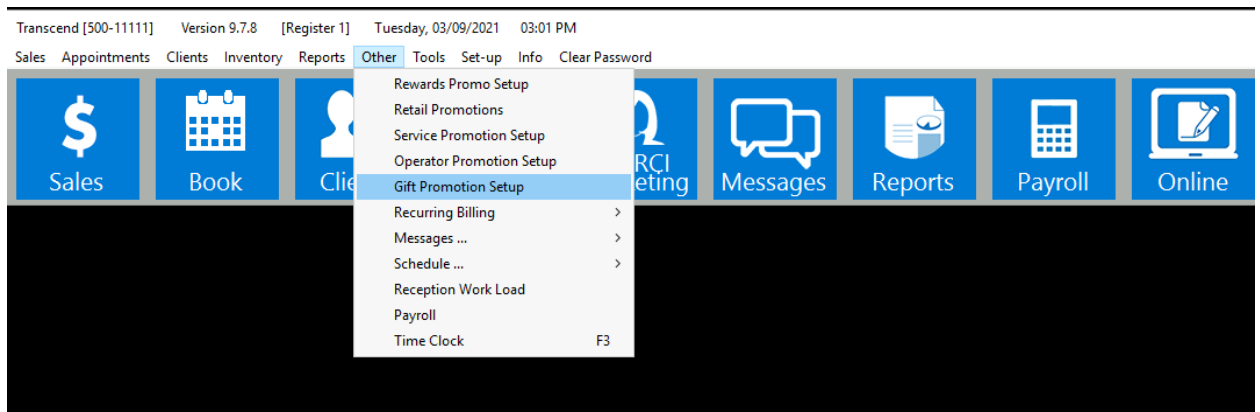


## Online Gift Card Promotions: Apply Discount

This document will show you how to setup a promotion for your online gift card store. (**Please Note:** This is only for **Online** sales and will not apply to in house gift card sales)

- 1.) Go to the **Gift Promotion Setup** screen located under **Other>Gift Card Promotion Setup**



2.) In this screen, name your promotion where it says **Promotion Description** then enter the promotion **Effective Dates**.

(Please Note: Only one promotion can be active at a time)

The screenshot shows a window titled "ONLINE GIFT PROMOTIONS" with standard window controls (minimize, maximize, close). The main content area is a form for creating a promotion. The form includes the following elements:

- Promotion Description:** A text input field containing "10 percent off purchase" with a dropdown arrow on the right. A "Delete" button is located to the right of the input field.
- Effective Dates:** A section with "From" and "To" labels. The "From" field contains "03/09/21" and the "To" field contains "03/10/21".
- Radio Buttons:** Two radio buttons are present: "Apply Discount" (which is selected) and "Add Value".
- Coupon Codes:** A blue button labeled "Coupon Codes" is located above a "Coupon Code" label and a corresponding dropdown menu.
- Buttons:** On the right side of the form, there are three blue buttons: "Save", "Exit", and "Clear".

Red boxes highlight the "Promotion Description" and "Effective Dates" sections in the original image.

3.) Select the option **Apply Discount**. Next, select the coupon code you would like the promotion to use by clicking the **Coupon Codes** button. In the example we have selected a code titled **10% Off**. This code is set for a **10%** discount. With this selected, if the purchase meets the criteria we select in later steps, the client will receive **10%** off the total purchase price. You can also use a **\$ Amount** code which will take a flat dollar amount off the total purchase price. If you need to create a new coupon code for this promotion you may do so by using the **Coupon Codes** button.

The screenshot shows a window titled "ONLINE GIFT PROMOTIONS" with standard window controls (minimize, maximize, close). The interface includes the following elements:

- Promotion Description:** A dropdown menu set to "10 percent off purchase" with a "Delete" button to its right.
- Effective Dates:** Two date input fields labeled "From" and "To", with values "03/09/21" and "03/10/21" respectively.
- Discount Type:** Two radio buttons: "Apply Discount" (which is selected and highlighted with a red box) and "Add Value".
- Coupon Codes:** A blue button labeled "Coupon Codes" (highlighted with a red box) positioned above a dropdown menu labeled "Coupon Code" which is set to "10% Off" (highlighted with a red box).
- Application Criteria:** Four unchecked checkboxes:
  - Apply to all purchases but must have code
  - Apply to all purchases no code needed
  - Only apply to purchases over Dollar Amount and must have code
  - Only apply to purchases over Dollar Amount no code needed
- Actions:** Three blue buttons on the right side: "Save", "Exit", and "Clear".

4.) Select the promotion criteria using one of the check boxes below.  
You have four options:

- a.) **Apply to all purchases but must have code:** With this option the client will need the **Code** you setup for the coupon. This can be found by selecting the **Coupon Codes** button.
- b.) **Apply to all purchases no code needed:** Same as above but with this option the client will not need the code.
- c.) **Only apply to purchases over Dollar Amount and must have code:** With this option the client will need the code and must make a purchase equal to or greater than the amount you specify in the **Dollar Amount** field.
- d.) **Only apply to purchases over Dollar Amount no code needed:** Same as above but with this option the client will not need the code.

**Please Note:** The **Dollar Amount** field will only appear if you have one of the last two options checked.

ONLINE GIFT PROMOTIONS

Promotion Description Delete

10 percent off

Effective Dates

From 03/09/21 To 03/10/21

Apply Discount  Add Value

Coupon Codes

Coupon Code

10% Off

Apply to all purchases but must have code

Apply to all purchases no code needed

Only apply to purchases over Dollar Amount and must have code

Only apply to purchases over Dollar Amount no code needed

Dollar Amount

100.00

Save

Exit

Clear

5.) Once your promotion is setup click **Save**. The promotion will automatically activate during the **Effective Dates** you specified in **Step 2**

The screenshot shows a window titled "ONLINE GIFT PROMOTIONS" with standard window controls (minimize, maximize, close). The form contains the following elements:

- Promotion Description:** A dropdown menu showing "10 percent off" and a "Delete" button.
- Effective Dates:** A section with "From" and "To" date fields. "From" is set to "03/09/21" and "To" is set to "03/10/21".
- Apply Discount / Add Value:** Two radio buttons. "Apply Discount" is selected.
- Coupon Codes:** A section with a "Coupon Codes" button and a "Coupon Code" dropdown menu showing "10% Off".
- Checkboxes:** Four checkboxes for applying the promotion to all purchases or only those over a dollar amount, with or without a code. The checkbox "Only apply to purchases over Dollar Amount no code needed" is checked.
- Dollar Amount:** A text input field containing "100.00".
- Action Buttons:** Three blue buttons on the right: "Save" (highlighted with a red box), "Exit", and "Clear".