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User's Manual

Project name: TrueLoaded

Module: Discount Coupons

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version 1.2

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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Introduction

Discount Coupons give an Administrator a possibility to give some or all customers discounts (in percentage or money terms) for purchasing of some or all products, or products of a certain category, as well as for shipping of the products.

Creating Coupons

1. Go to the Admin Panel (back end) and click the **Vouchers/Coupons** link.



2. The Discount Coupons page is open. Here you can create/edit/delete discount coupons. Click the **Insert** button to create a new coupon.



3. In the fields opposite the **Coupon Name**, specify a short name of coupon (in all the languages installed in your web-store).

4. In the fields opposite the **Coupon Description**, specify a description of coupon (in all the languages installed in your web-store).

Coupon Description





5. In the **Coupon Amount** field, specify the discount value (either in percentage or money terms). *Note: To specify discount value in percentage terms, put % in the field.*

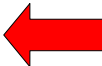
Coupon Amount

6. In the **Coupon Minimum Order** field, specify the minimum order's cost starting from which the discount will be valid. For example, if you specify 500 in this field, the discount coupon will NOT be valid for the orders which cost less than \$500.

Coupon Minimum Order

8. If you select the **Free Shipping** checkbox, the discount coupon will NOT be valid for the orders purchasing, but the orders shipping will be FREE. *Note: This overrides the coupon_amount figure but respects the minimum order value.*

Free Shipping



9. You can specify your own code in the **Coupon Code** field. If you leave it blank, the system will generate a code automatically. The generated code will look like this, for example:

Coupon Code

The coupon codes are absolutely equal but distinguished in their outward appearance. You can specify any word or number which is comfortable for you to work with. For example, "Coupon1".

10. In the **Uses per Coupon** field, specify the number of times a coupon can be used by a customer. For example, if you specify '1' in the field, a customer will be able to use a coupon only once; if you specify '2' – twice, etc. Leave this field blank if you do not want to limit the coupon's use.

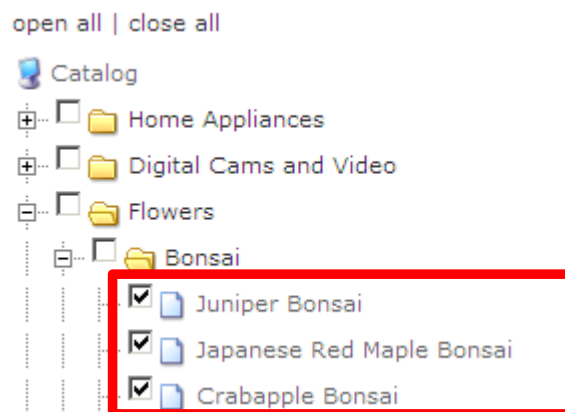
Uses per Coupon

11. In the **Uses per Customer** field, specify a number of times for coupon use by a certain customer. Leave this field blank for no limit.


Uses per Customer

*Note: Unlike the previous field ('Uses per Coupon'), a parameter for a one customer is specified here. For example, if there is '5' specified in the **Uses per Coupon** field, and '0' (unlimited value) specified in the **Uses per Customer** field, then one user will be able to use this discount 5 times, and all other users will not if they do not have time to do that, because the use of the coupon is limited to 5 times.*

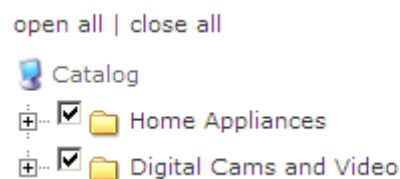
12. In the **Valid Product List** field, specify the products for which a discount will be used. You can click the **View** button and select the products IDs from the list (in a pop-up window).




Or, you can simply specify the coma separated products IDs in the field (if you know these). If this field is left blank, the discount will be valid for all the products.

Valid Product List 

13. In the **Valid Categories List** field, specify the categories which a discount will be used for. You can click the **View** button and select the categories numbers from the list (in a pop-up window).



Or, you can simply specify the coma separated categories cpaths in the field (if you know these).

Valid Categories List 

This way is more comfortable than specifying of each product in the **Valid Category List** field but it can be economically unprofitable. If this field is left blank, the discount will be valid for all the categories.

14. In the **Start Date** and **End Date** fields, specify a period of discount validation. In the **Start Date** field, specify a date the discount will start from. In the **End Date** field, specify the date the discount validation will expire (use down arrows to select dates). For example, the discount can be valid *from '12/01/2009' to '12/31/2010'*.

Start Date
End Date

15. When you have finished, click the **Preview** button located at the bottom of the screen.

Free Shipping

Coupon Code

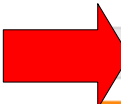
Uses per Coupon

Uses per Customer

Valid Product List

Valid Categories List

Start Date
End Date



16. On the Preview page you can preview your settings and click the **Confirm** button to save the Coupon. If you want to change something, you can return to the previous page by clicking the **Back** button.

Start Date	12/01/2009
End Date	12/31/2010
<input type="button" value="confirm"/>	 <input type="button" value="back"/>

After confirmation the Discount Coupon will appear at the bottom of the list.

Coupon Name	Coupon Amount	Coupon Code	Action
test24	£100.00	a7b1a9	
Welcome	£10.00	123456798	
Test Coupon	Free Shipping	175fac	

Displaying 1 to 3 (of 3 coupons) Page 1 of 1

From the Discount Coupons page you can **Email/Edit/Delete/Report** the coupon using the appropriate buttons.

[23] 175fac

Coupon Name :: Test Coupon
 Coupon Amount :: £10.00
 Start Date :: 12/01/2009
 End Date :: 12/31/2009
 Uses per Coupon :: 5
 Uses per Customer :: 1
 Valid Product List :: NONE
 Valid Categories List :: NONE
 Date Created :: 08/03/2009
 Date Modified :: 08/03/2009

Emailing Discount Coupon

1. In order a customer can use the discount coupon while purchasing products, the coupon should be emailed to him/her. To do that, select a coupon in the list and click the **Email** button on the right.



- You can send a coupon as a birthday gift to any customer registered in your web-store. To do that, select a customer in the **Customer** dropdown list.



You can also send a coupon to all the customers registered in your web-store as a gift to a special date (holiday, celebration, anniversary of the store opening, etc). To do that, select the **All Customers** item in the list.



You can also send the coupon to all the Newsletter Subscribers in your web-store. To do that, select the **To All Newsletter Subscribers** item in the list.

- On the Preview page you can preview email information and click the **Send Mail** button to send email to a customer.

Customer:
inna.suprun@gmail.com

From:
Holbi TrueLoaded <vmalyshev@holbi.co.uk>

Subject:
Discount Coupon

Message:
Dear Customer!

cancel send mail

Viewing Discount Coupon Report

- To view the report about coupon's usage, select the coupon in the grid and click the **Report** button on the right.

[23] 175fac

Coupon Name :: Test Coupon
 Coupon Amount :: £10.00
 Start Date :: 12/01/2009
 End Date :: 12/31/2009
 Uses per Coupon :: 5
 Uses per Customer :: 1
 Valid Product List :: NONE
 Valid Categories List :: NONE
 Date Created :: 08/03/2009
 Date Modified :: 03/2009

email report delete

- The following information will be displayed on the page: **Customer ID, Customer Name, Customer's IP Address, Date** the coupon was **Redeemed**.

Customer id	Customer Name	IP Address	Date Redeemed	Action
99	Yana Luois	192.168.1.62	12/20/2006	[24] Coupon Name Test Coupon

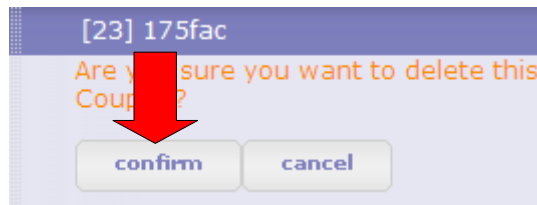
Redemptions
 In Total=1
 For this Customer=1

Deleting Coupons

1. To delete a coupon, select the coupon in the list and click the **Delete** button on the right.



2. Click the **Confirm** button again to confirm deletion.



*Note: You can edit any Coupon by clicking the **Edit** button in the right.*

