## Coupons App

Dashboard	Θ	Your Business Name > Das	nboard					
My Dashboard		A second						
View Interface		Account						
Edit Interface		Manager						
Messages 0		Celeste Donohue (252) 202-8186						
Content	Œ	celeste@oneboat.com						
Apps								
About	⊕	Past 30 Days						
Coupons	œ	Visite		Dege Viewe		Improcione		
Daily Specials	Ð	VISIUS		Page views		Impressions		
Events	Œ							
Gallery	œ	7,807		18,451		22,372		
Giveaways	œ	View Full Report		View Full Report		View Full Report		
Great Plates	œ			· · · ·				
HTML Pages	œ	My Apps						
Menus	œ							
Press	æ	View	Status	Add		Actions		
Promotions	æ							
Videos	æ	Soupons (?)	Has Content	Coupon or Offer		Actions	•	
Social Media	Æ					A		

## UPDATE A COUPON OR OFFER

Under Dashboard > My Apps > Coupons > Actions -

Once a coupon is published, the **View**, **App Content** and Embed links will become available under the Actions column.

 Select View to see the coupon/offer short description as seen by the site visitor. Select the View Coupon box for a pop-up of the full coupon.

Business Name (Test) > Coupons						
	View	Manage	Dashboard			
Offer Title Here A short description with information about discount/offer. 300						

► Select Manage on the View page or select App Content from the Dashboard to quickly delete, publish or unpublish Coupon by using the drop box. Make changes to individual items by selecting the Edit link.

Ор	Operations									
- c	- Choose an operation - V Execute									
	Title	Туре	Created	Last Updated	Published					
	Offer Title Here	Coupon or Offer	July 13, 2015 - 11:51am	1 week 3 days	Yes	edit view				

## ADD A COUPON OR OFFER

Under Dashboard > My Apps > Coupons > Add

A coupon or offer redeemable at the business. Select the **Coupon or Offer** link under the Add column to create a new item. Then fill in the information below (\* = *Required Field*):

- Title\*: A mandatory field for name of discount/offer.
- **Coupon Code**: The Coupon Code you would like to use to track the discount. 60 characters maximum
- **Description**: Short information about discount/offer. 300 characters maximum.
- **Discount Rules**: Rules that apply (the fine print). 300 characters maximum.
- **Discount Dates**: Start Date for the discount (E.g., 07/13/2015), is optional. Expires end date for the discount (E.g., 07/13/2015), is optional.
- Featured: Check this box to make a featured coupon. This means it will be linked to in the business sidebar and (potentially) in any listing for this business. If no items are marked as a Featured Coupon, the most recently published coupon will be used.
- Select **Post to Facebook** (optional) and then the **SAVE** button to publish the new content.



Example of coupon item in list and print views.