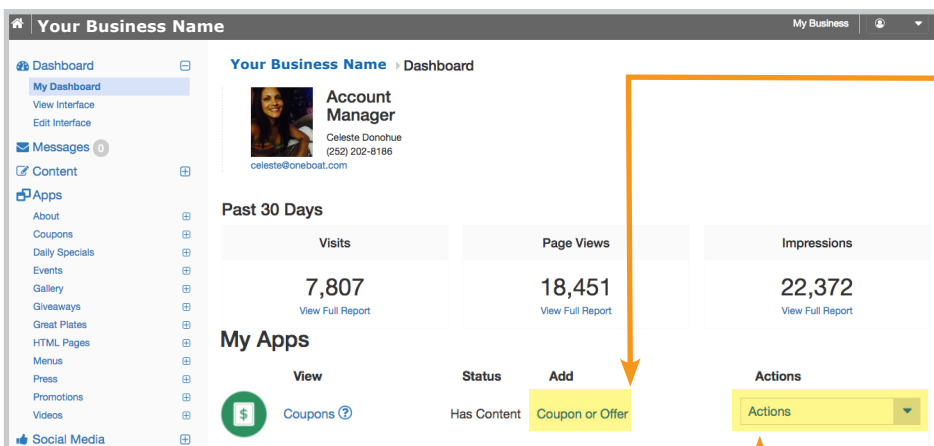# Coupons App

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.
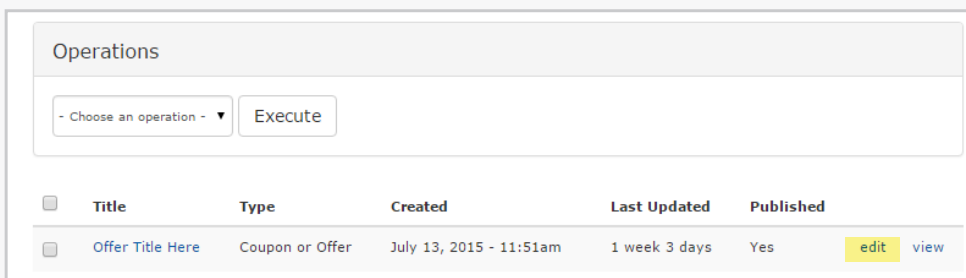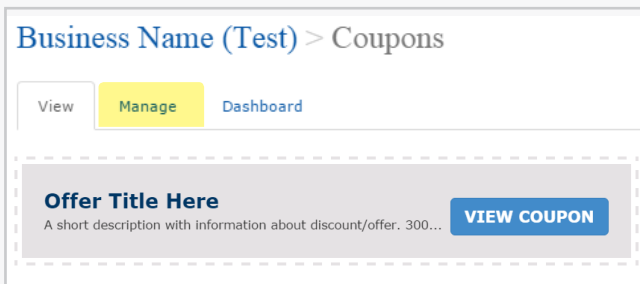
UPDATE A COUPON OR OFFER

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.

▶ 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.

Example of coupon item in list and print views.