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Adding a Discount/Coupon/Promotion To An Order



Ross Medina

2 years ago · Updated

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1. Click on the order number on the top bar of the order, the order details will expand below the bar. Click on the Coupon field, a drop down menu with all the available discounts for your

company will open, select the coupon you want to apply.

2. Once a discount has been selected, it will display in the Coupon field along with an automatically added note specifying the discount and user who entered along with a time stamp.



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