## Discount Codes

In order to create or edit discount codes you must access the Discount Codes screen by clicking the Contacts menu in the left side menu bar. You can view a listing of the discount codes in the screen as shown below.

[Screenshot of Discount Codes screen with arrow pointing to add button]

The listing contains information on the discount codes divided into columns (headings) and rows with each column and row displaying one specific detail and about a specific discount code. An explanation of these different headings is given below.

[Explanation of the columns in the listing]

### Adding a discount code

To add a discount code to the list, you must click the Add button [pic of add button] as shown in the figure above. Upon clicking, the add form opens up and appears as shown below.

[Screenshot of discount code’s add form]

This is where you can fill various details of the discount code. An explanation of the details to be filled is given below.

[Explanation of the fields in the add form]

After entering the details, click the Submit button at the bottom of the add form to save the details. If there are no data-entry errors, the system responds with the success message. However, if there are data-entry errors, it shows the errors. You need to correct the errors and click the Submit button again. You can also click on the Close button at any point during the data-entry to close the form without adding the discount code.

### Searching out a specific discount code’s details

Many times there will be a need to see a specific discount code’s details. This need could arise for just gathering information or editing the details. This is where the search feature will come to your aid. To search for a specific discount code, you must enter the text that you want to search for in the search box located just above the listing of discount codes in the Discount Codes screen as shown below.

[Screenshot of Discount Codes screen with arrow pointing to search box with some text]

Without any search text, the listing shows all the discount codes. But, since the number of discount codes can be large the listing is divided into “pages”. You can use the pagination controls just below the listing to browse through these pages. To browse to a specific page, you can click on the page number. Since the number of pages can also be large, only a few page numbers are displayed. You can browse through successive pages by clicking Next and the previous pages by clicking Previous.

### Editing a discount code

To edit the details of a discount code you must search it out first as described in the previous section. Once you have located the specific row displaying the details of that discount code, click on the edit icon [pic of edit icon]. The edit form opens up with the details of the discount code prefilled as shown in the figure below. You can change the details as necessary and click on the Submit button to save the changes. You can also click on the Close button at any point during the data-entry to close the form without saving the changes.

[Screenshot of discount code’s add form]

[Explanation of extra fields in the edit form (if any)]