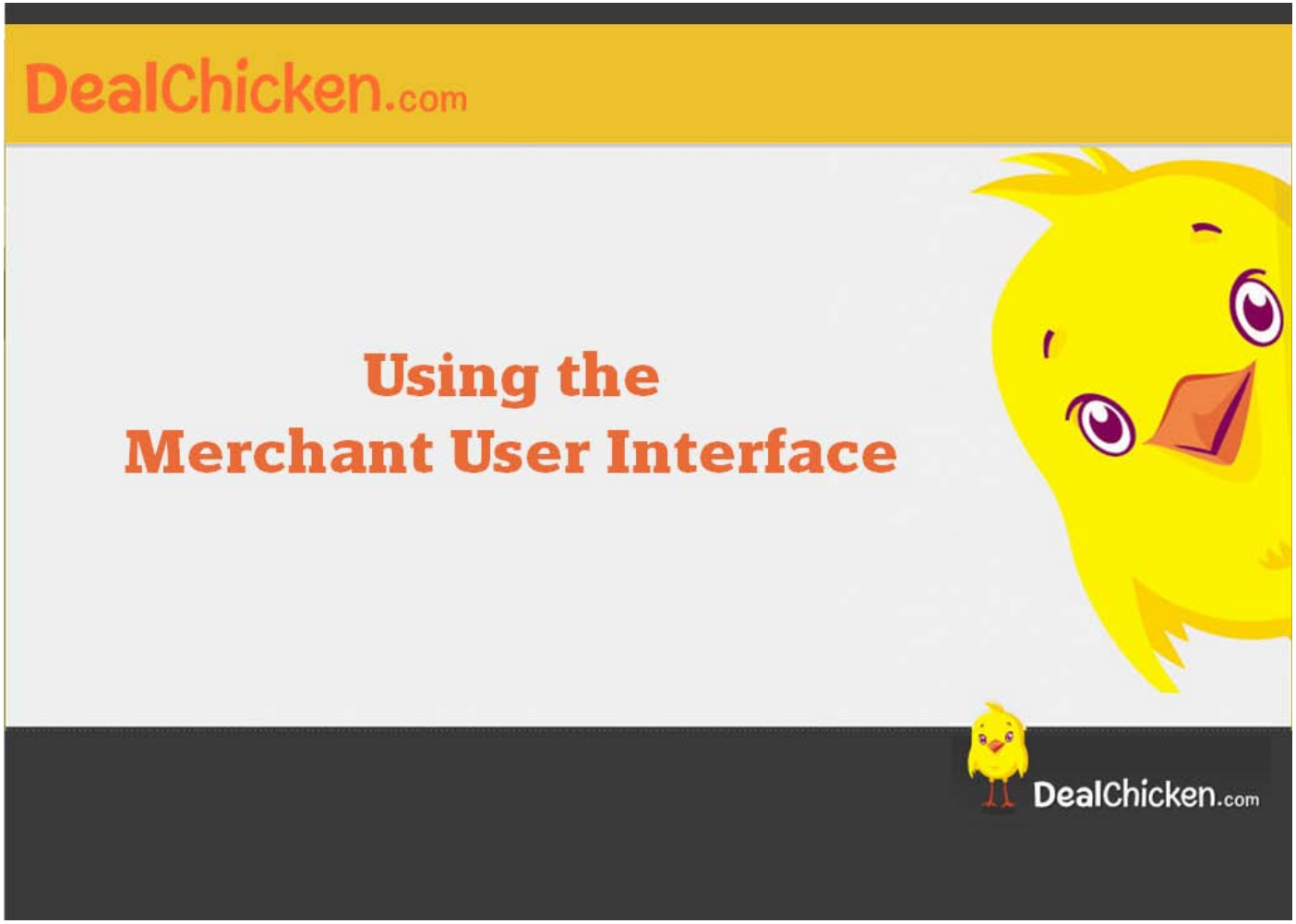
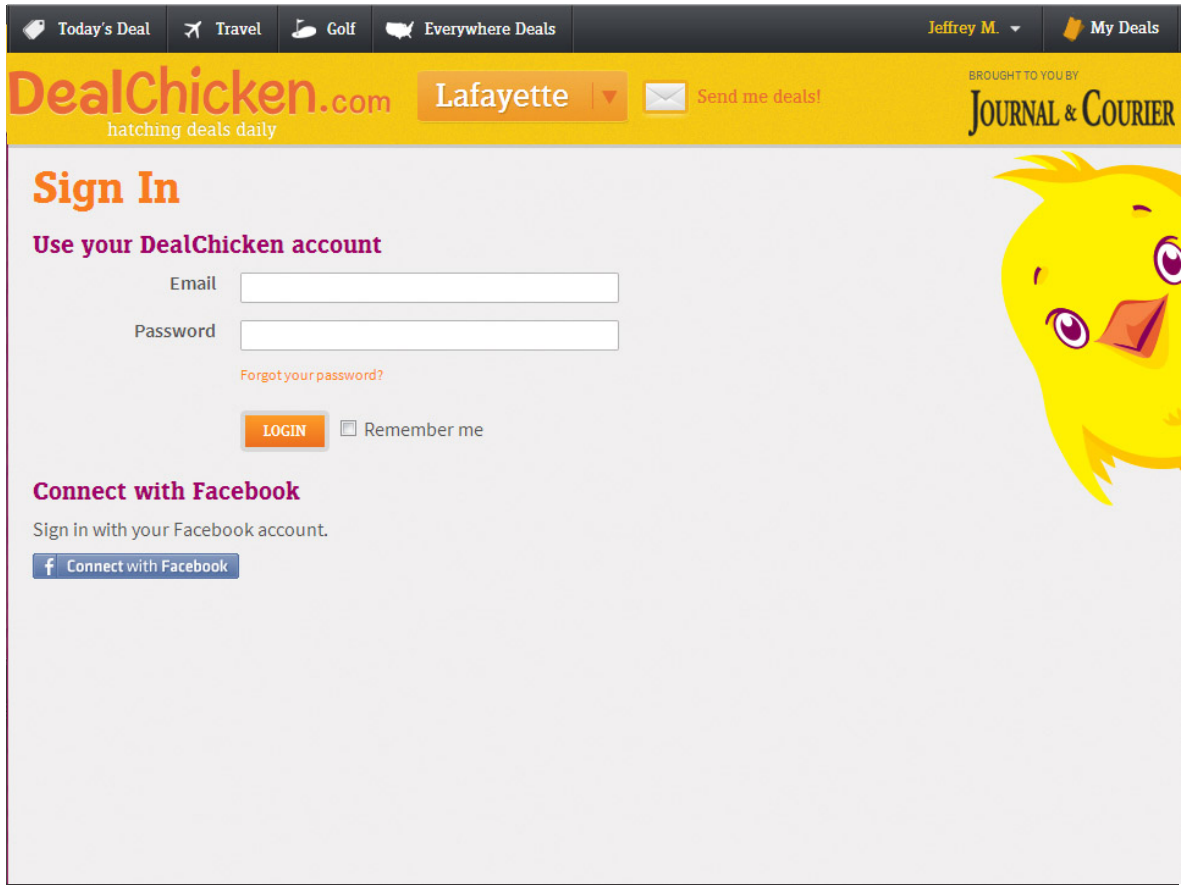
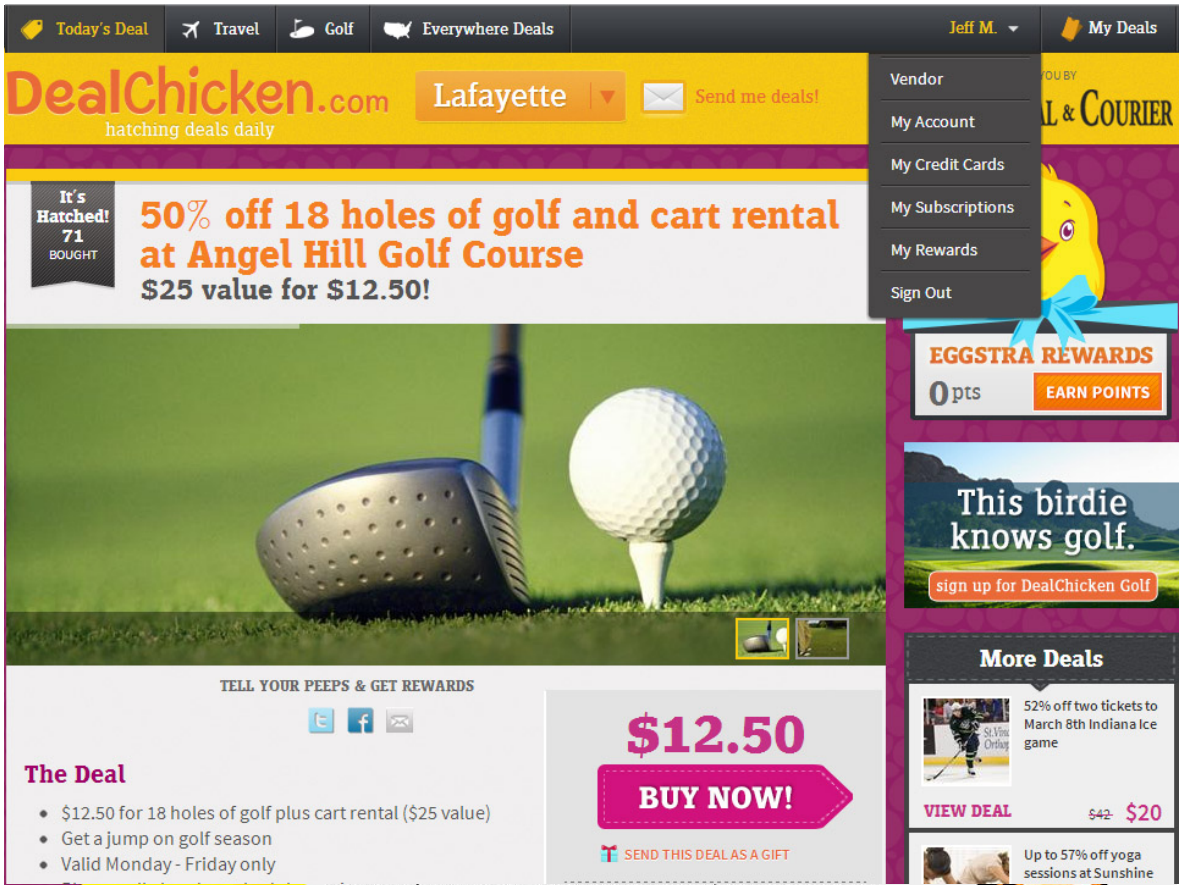

DealChicken.com
Using the
Merchant User Interface
DealChicken.com



Log In

1. Enter Email Address.
2. Enter Password.
3. Click **Login**.

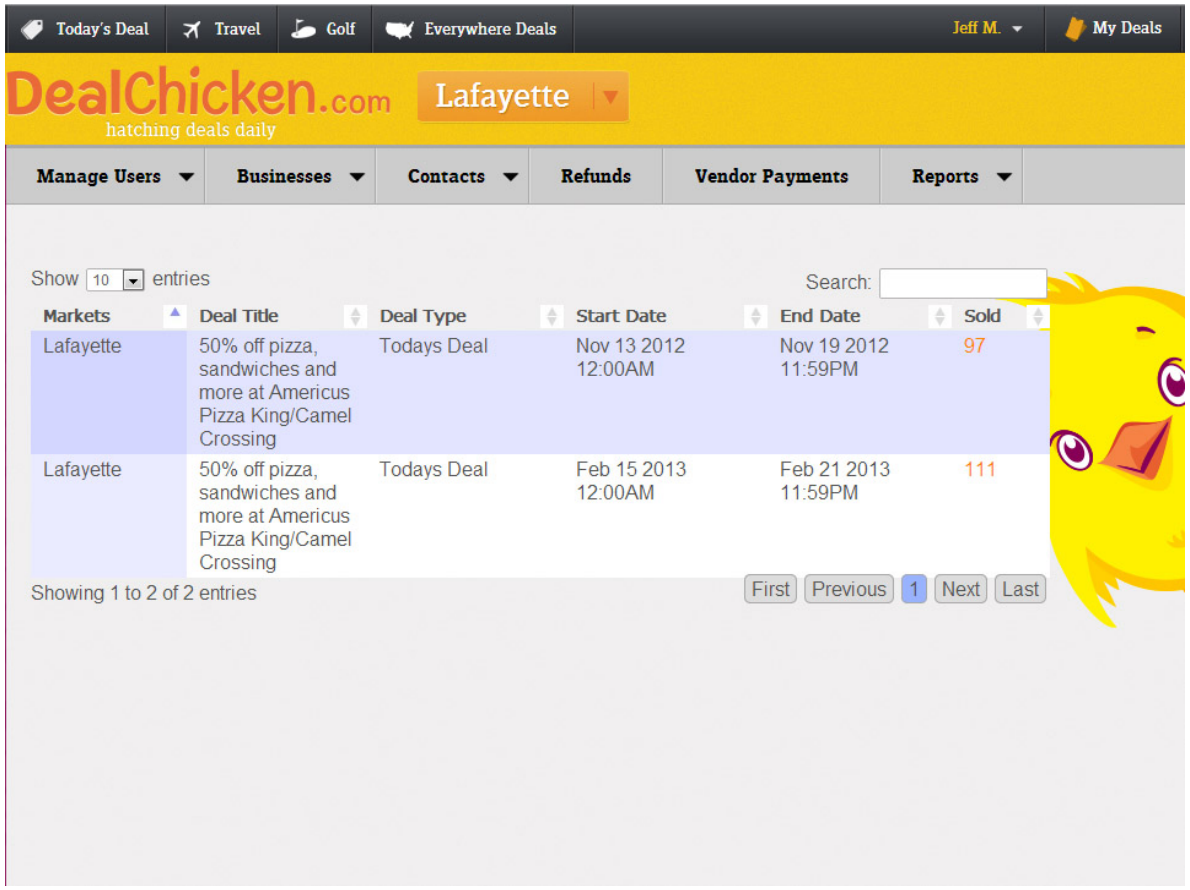


Open Merchant User Interface

1. Place your mouse on your username to reveal the interface menu.
2. Click Vendor to open the Merchant User Interface.

Navigation

- Deals Tab / Find Deals Link:
  - Locate Deals
- Certificates Tab / Find Certificates Link:
  - Redeem Certificates.
- Report Tab / Certificates Report Link:
  - Generate Certificate Report for Selected Deal.



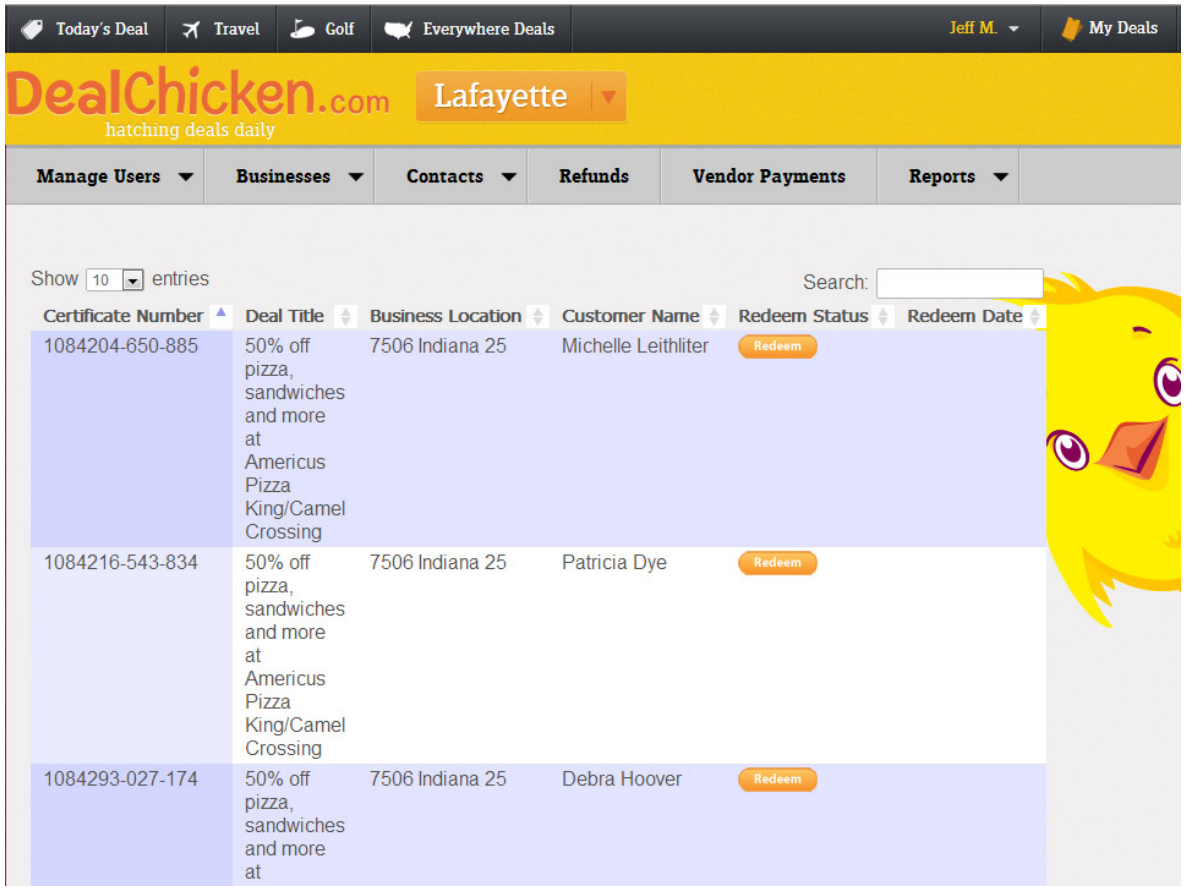
Deals Tab

Available Data:

- Sort by Clicking Column Heading:
  - Market.
  - Deal Title.
  - Deal Type.
  - Start Date.
  - End Date.
  - Sold.

Available Functions:

- Customize Number of Entries Shown:
  - Click dropdown arrow.
  - Select number of desired entries to display.
- Filter by Market:
  - Enter Market Name in Search Field
- View Certificates for Specific Deal:
  - Click purple number displayed in Sold column.



Certificates Tab

Available Data:

- Sort by Clicking Column Heading:
  - Certificate Number.
  - Deal Title.
  - Business Location.
  - Customer Name.
  - Redeem Status.
  - Redeem Date.

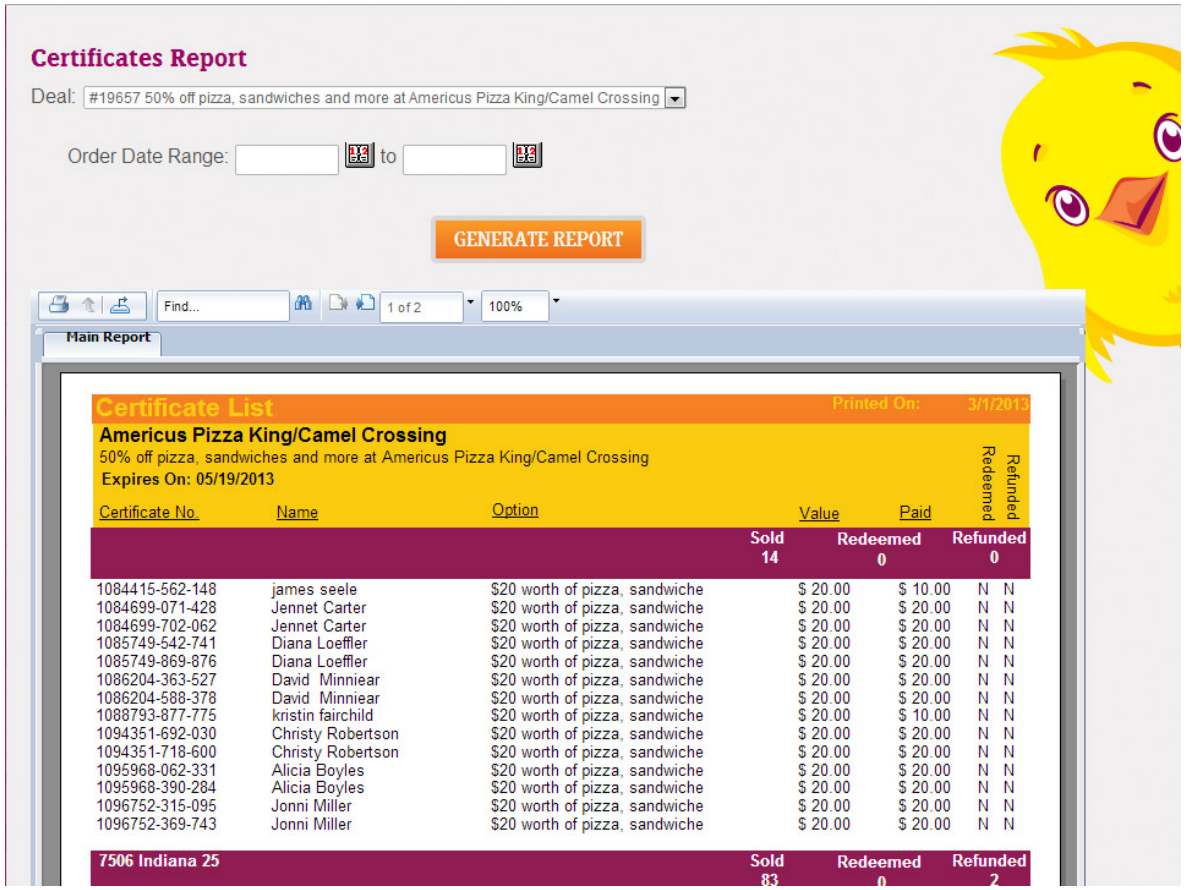
Available Functions:

- Certificate Redemption Process:
  1. Enter **Certificate Number** in Search Field.
  2. Press **Enter**.
  3. Click **Redeem**.
  4. Review displayed information.(See next page.)
  5. Click **Redeem**. (See next page.)
- Filter by Certificate Number:
  - Enter Certificate Number in Search Field
- Customize Number of Entries Shown:
  - Click dropdown arrow
  - Select number of desired entries to display.

Redeem a Certificate

Available Functions:

- Certificate Redemption Process:
  1. Review displayed information.
  2. Click **Redeem**.



Report Tab

Certificate Report

Available Report Data:

- Report Print Date.
- Deal Expiration Date.
- Redeemed?.
- Certificate Number.
- Name.
- Value.
- Purchased Option.
- PD Amt.
- Refunded?.

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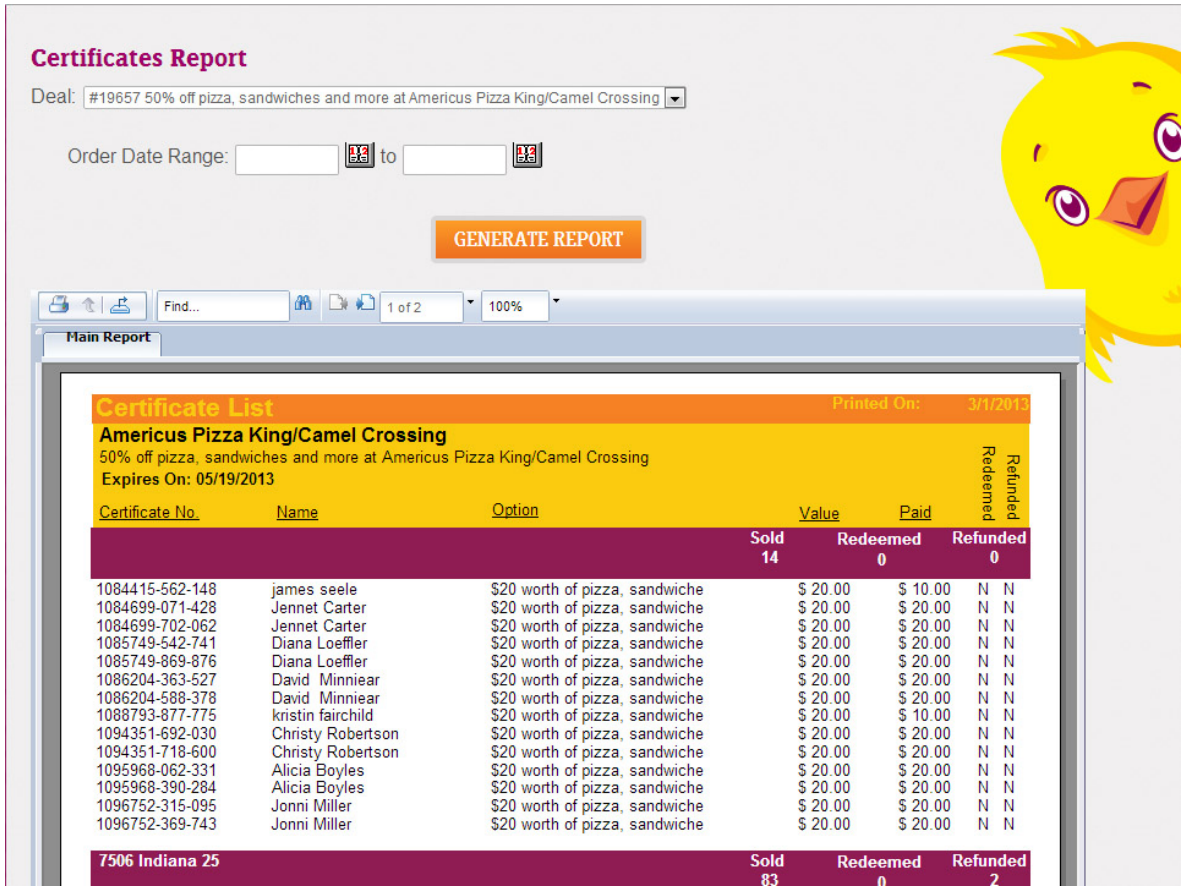
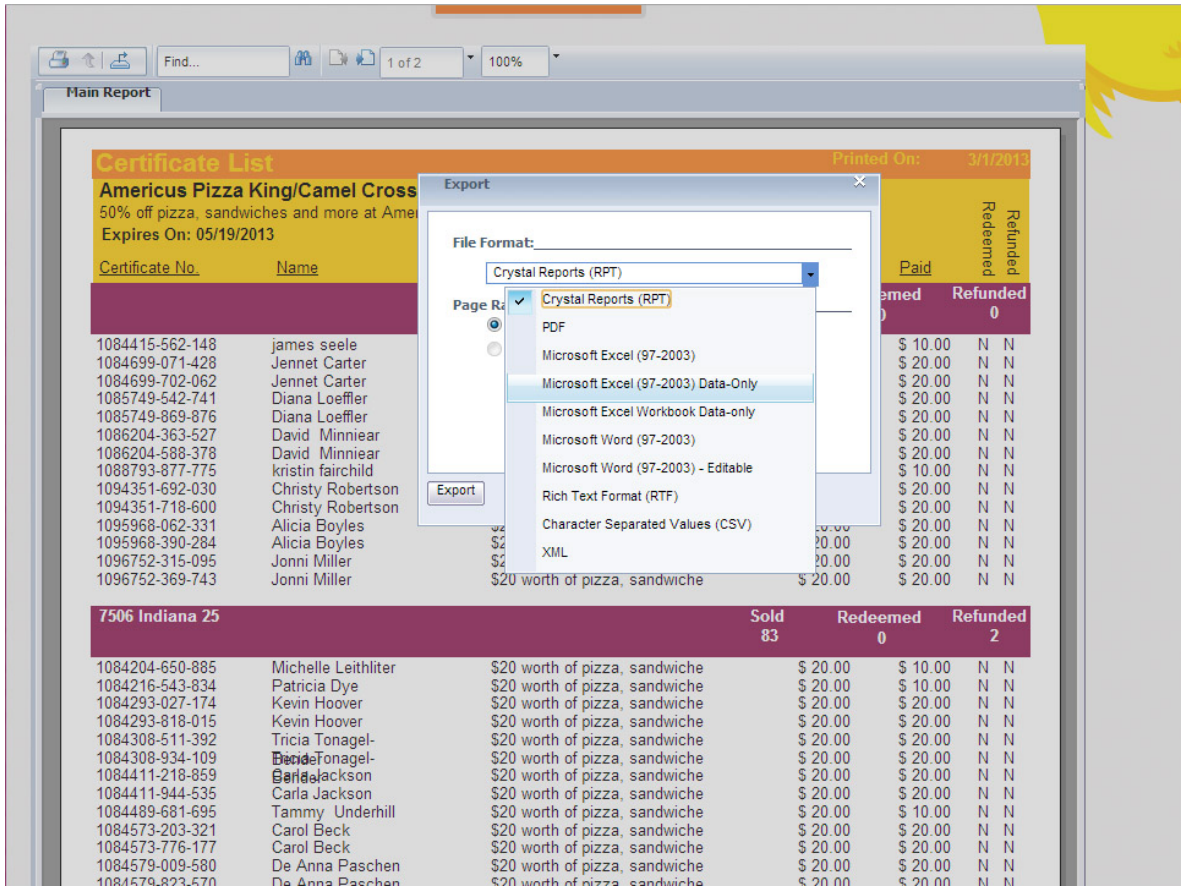


Report Tab

Certificate Report

Available Report Functions:

- Generate Report:
  1. Select Deal from dropdown.
  2. Select Date Range (Optional)
  3. Click **Generate Report**.
- Search Report:
  1. Enter search term in Search Field next to search icon.
  2. Click search icon
  3. Results appear in orange.
- Zoom View:
  - From the Magnification menu, select your magnification level.
- Drill Down:
  - Click **bolded text**.
- Drill Up:
  - Click the Drill Up icon



Report Tab

Certificate Report

- Print Paper Report:
  - Click Printer icon .
- Export Electronic Report:
  - Click the Export icon .
  - From the File Format menu, select your desired file type. If selecting an Excel file type, choose a Data Only option to edit and sort data.
  - Click **Export**.