Coupon Manager

- Click "Features"

- Click "Coupon Manager"

- To edit an existing coupon, click "Edit" in the action items area

  - You can also copy or delete by clicking the corresponding links in the same area

- To create a new coupon code, click "Create New Coupon"

- Name your coupon

- Enter the coupon code you wish to use

- Write a description of the coupon in the "Description" box

- Enter a start date and end date for the coupon code

- Enter the amount the coupon is worth and the amount for the minimum order needed

- Save