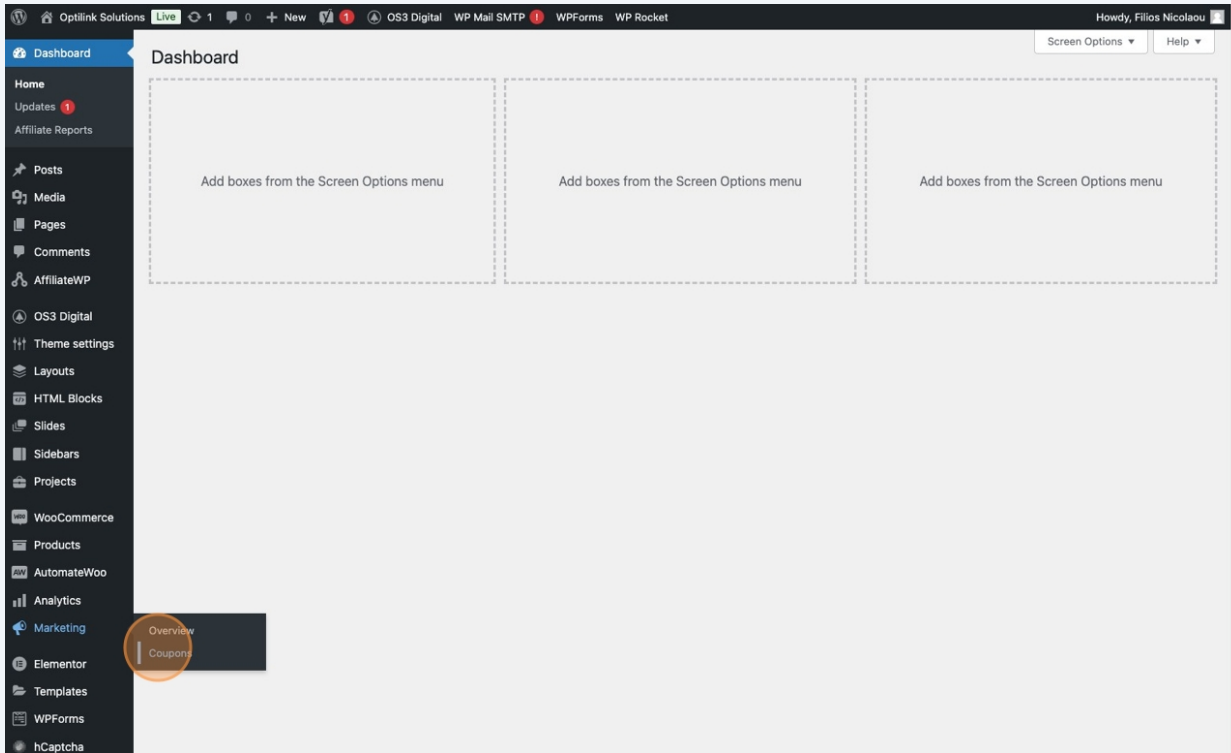
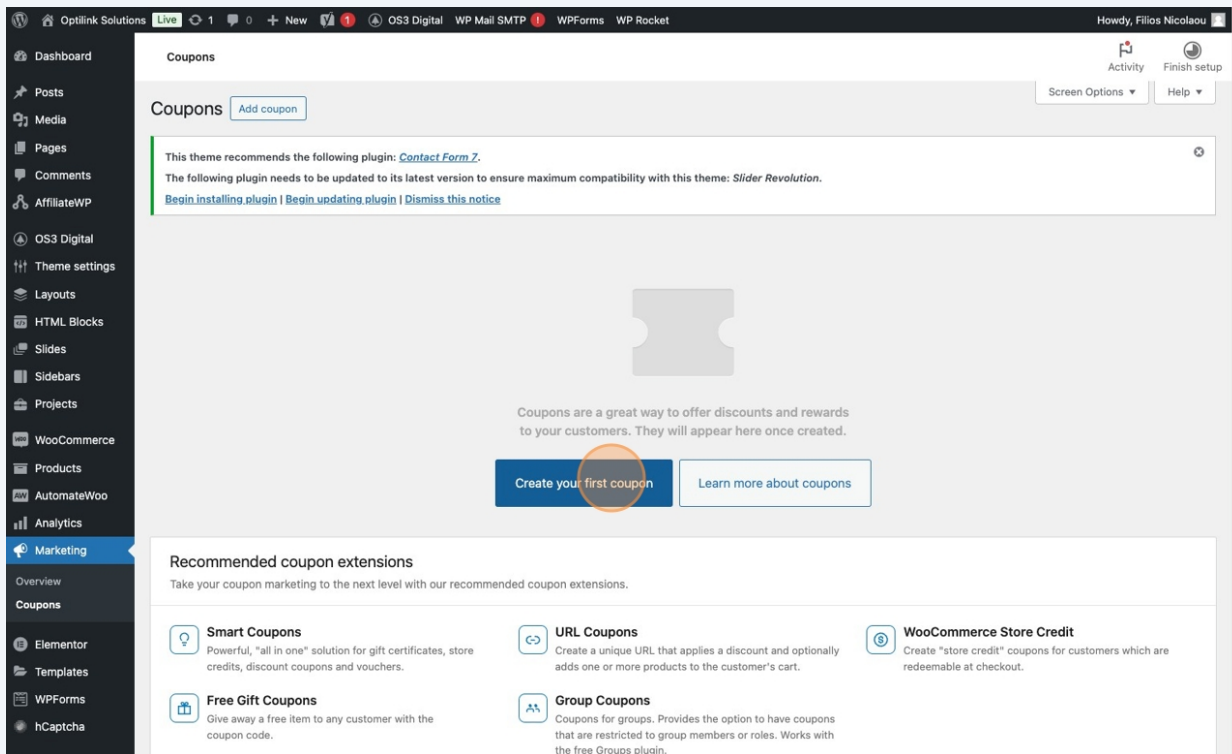


Creating a Coupon in WooCommerce

1 Go to your website dashboard, find tab "Marketing" and click "Coupons"



2 Click "Create your first coupon"



The screenshot shows the WordPress dashboard's 'Coupons' section. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, AffiliateWP, OS3 Digital, Theme settings, Layouts, HTML Blocks, Slides, Sidebars, Projects, WooCommerce, Products, AutomateWoo, Analytics, Marketing, Overview, and Coupons. The main content area is titled 'Coupons' and features an 'Add coupon' button. A notification banner at the top states: 'This theme recommends the following plugin: [Contact Form 7](#). The following plugin needs to be updated to its latest version to ensure maximum compatibility with this theme: [Slider Revolution](#). [Begin installing plugin](#) | [Begin updating plugin](#) | [Dismiss this notice](#)'. Below the banner is a large placeholder image of a coupon. Text below the image reads: 'Coupons are a great way to offer discounts and rewards to your customers. They will appear here once created.' Two buttons are present: 'Create your first coupon' (highlighted with an orange circle) and 'Learn more about coupons'. A section titled 'Recommended coupon extensions' follows, with the subtext 'Take your coupon marketing to the next level with our recommended coupon extensions.' It lists four extensions: 'Smart Coupons' (Powerful, "all in one" solution for gift certificates, store credits, discount coupons and vouchers), 'URL Coupons' (Create a unique URL that applies a discount and optionally adds one or more products to the customer's cart), 'WooCommerce Store Credit' (Create "store credit" coupons for customers which are redeemable at checkout), and 'Free Gift Coupons' (Give away a free item to any customer with the coupon code). 'Group Coupons' (Coupons for groups. Provides the option to have coupons that are restricted to group members or roles. Works with the free Groups plugin.) is also listed.

3 Type "20%OFF" (coupon code) in the Coupon title field

4 Select the discount type you wish.

This theme recommends the following plugin: [Contact Form 7](#).

The following plugin needs to be updated to its latest version to ensure maximum compatibility with this theme: *Slider Revolution*.
[Begin installing plugin](#) | [Begin updating plugin](#) | [Dismiss this notice](#)

20%OFF

[Generate coupon code](#)

Description (optional)

Coupon data

General	Discount type	Percentage discount
Usage restriction	Coupon amount	0
Usage limits	Allow free shipping	<input type="checkbox"/> Check this box if the coupon grants free shipping. A free shipping method must be enabled in your shipping zone and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).
	Coupon expiry date	YYYY-MM-DD
	Affiliate discount?	

5 Click the "Coupon amount" field and type the amount

[Generate coupon code](#)

Description (optional)

Coupon data

General	Discount type	Percentage discount
Usage restriction	Coupon amount	10
Usage limits	Allow free shipping	<input type="checkbox"/> Check this box if the coupon grants free shipping. A free shipping method must be enabled in your shipping zone and be set to require "a valid free shipping coupon" (see setting).
	Coupon expiry date	YYYY-MM-DD
	Affiliate discount?	

6 Click the "Coupon expiry date" field and select you wish the coupon to be expired

on data

General	Discount type	Percentage discount
Usage restriction	Coupon amount	20
Usage limits	Allow free shipping	<input type="checkbox"/> Check this box if the coupon grants free shipping. A free shipping method must be enabled in the shipping zone and be set to require "a valid free shipping coupon" (see the "Free Shipping" setting).
	Coupon expiry date	YYYY-MM-DD
	Affiliate discount?	

7 Click "Usage restriction" tab to view the settings options you have

Generate coupon code

Description (optional)

Coupon data

General	Discount type	Percentage discount
Usage restriction	Coupon amount	20
Usage limits	Allow free shipping	<input type="checkbox"/> Check this box if the coupon grants free shipping in the shipping zone and be set to require "a valid free shipping method" (see the "Free Shipping" setting).
	Coupon expiry date	2024-10-31
	Affiliate discount?	

8 Click the "Minimum spend" field to add minimum amount or leave empty

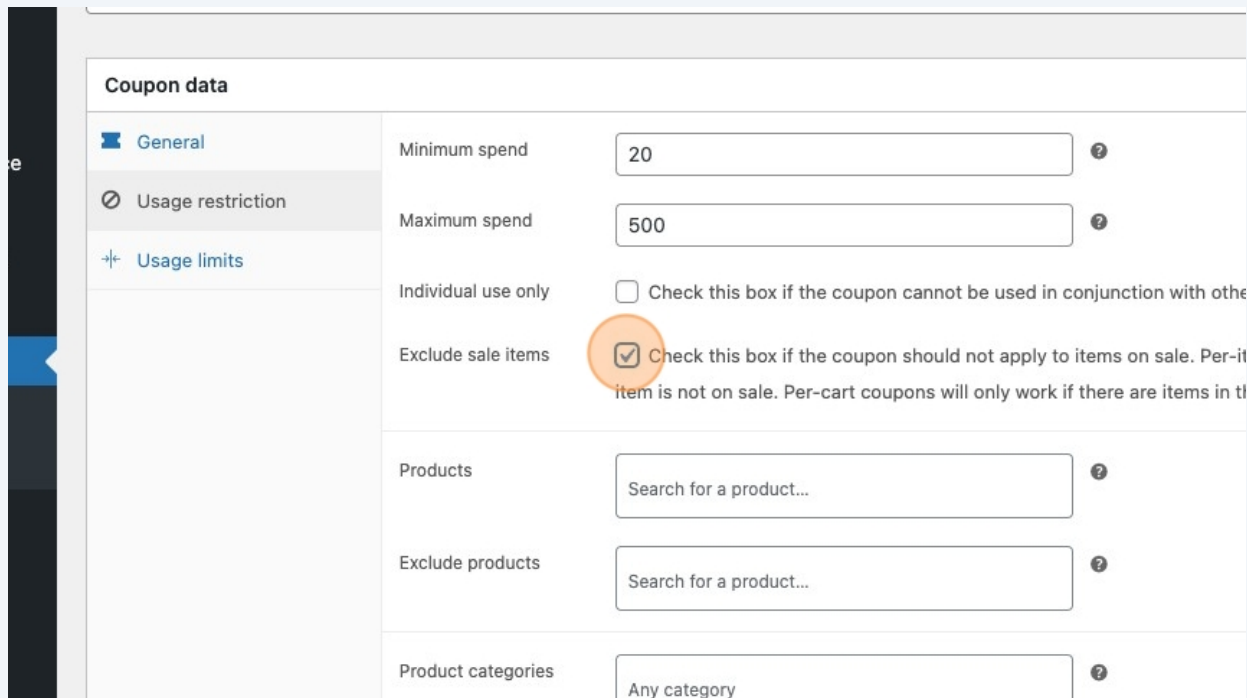
The screenshot shows the 'Add New' coupon form in a browser. The browser's address bar shows 'Optilink Solutions' and several tabs. The form has a sidebar on the left with various settings categories. The main content area is titled 'Add New' and contains a 'Description (optional)' field. Below this is the 'Coupon data' section, which is expanded to show the 'General' tab. In the 'General' tab, the 'Minimum spend' field is highlighted with an orange circle and contains the text 'No minimum'. Other fields include 'Maximum spend' (set to 'No maximum'), 'Individual use only' (checkbox), 'Exclude sale items' (checkbox), 'Products' (search field), 'Exclude products' (search field), and 'Product categories' (set to 'Any category').

9 Click the "Maximum spend" field to add maximum amount or leave empty

The screenshot shows the 'Add New' coupon form in a browser. The browser's address bar shows 'Optilink Solutions' and several tabs. The form has a sidebar on the left with various settings categories. The main content area is titled 'Add New' and contains a 'Description (optional)' field. Below this is the 'Coupon data' section, which is expanded to show the 'General' tab. In the 'General' tab, the 'Maximum spend' field is highlighted with an orange circle and contains the text 'No maximum'. Other fields include 'Minimum spend' (set to '20'), 'Individual use only' (checkbox), 'Exclude sale items' (checkbox), 'Products' (search field), 'Exclude products' (search field), and 'Product categories' (set to 'Any category').

10

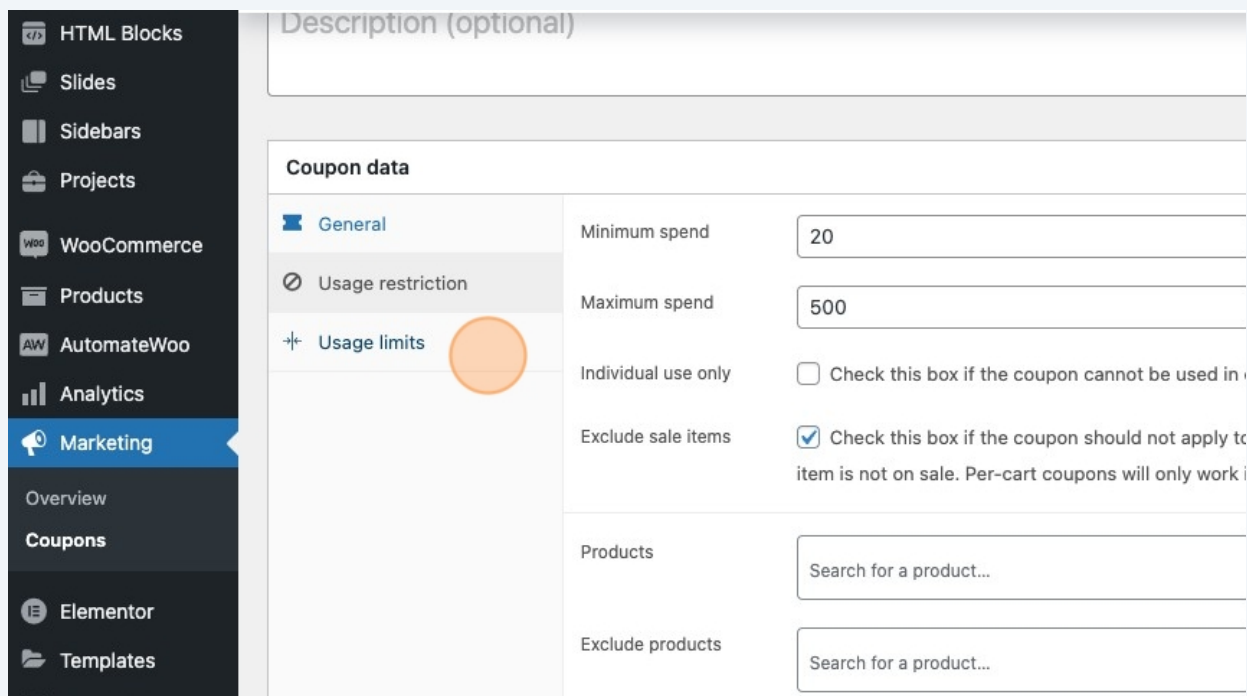
Click the "Exclude sale items" field if you wish to exclude products that are currently on sale



Coupon data	
General	Minimum spend <input type="text" value="20"/>
Usage restriction	Maximum spend <input type="text" value="500"/>
Usage limits	Individual use only <input type="checkbox"/> Check this box if the coupon cannot be used in conjunction with other coupons.
	Exclude sale items <input checked="" type="checkbox"/> Check this box if the coupon should not apply to items on sale. Per-item coupons will only work if there are items in the cart that are not on sale. Per-cart coupons will only work if there are items in the cart that are not on sale.
	Products <input type="text" value="Search for a product..."/>
	Exclude products <input type="text" value="Search for a product..."/>
	Product categories <input type="text" value="Any category"/>

11

Click "Usage limits" tab to view last settings



Coupon data	
General	Minimum spend <input type="text" value="20"/>
Usage restriction	Maximum spend <input type="text" value="500"/>
Usage limits	Individual use only <input type="checkbox"/> Check this box if the coupon cannot be used in conjunction with other coupons.
	Exclude sale items <input checked="" type="checkbox"/> Check this box if the coupon should not apply to items on sale. Per-item coupons will only work if there are items in the cart that are not on sale. Per-cart coupons will only work if there are items in the cart that are not on sale.
	Products <input type="text" value="Search for a product..."/>
	Exclude products <input type="text" value="Search for a product..."/>

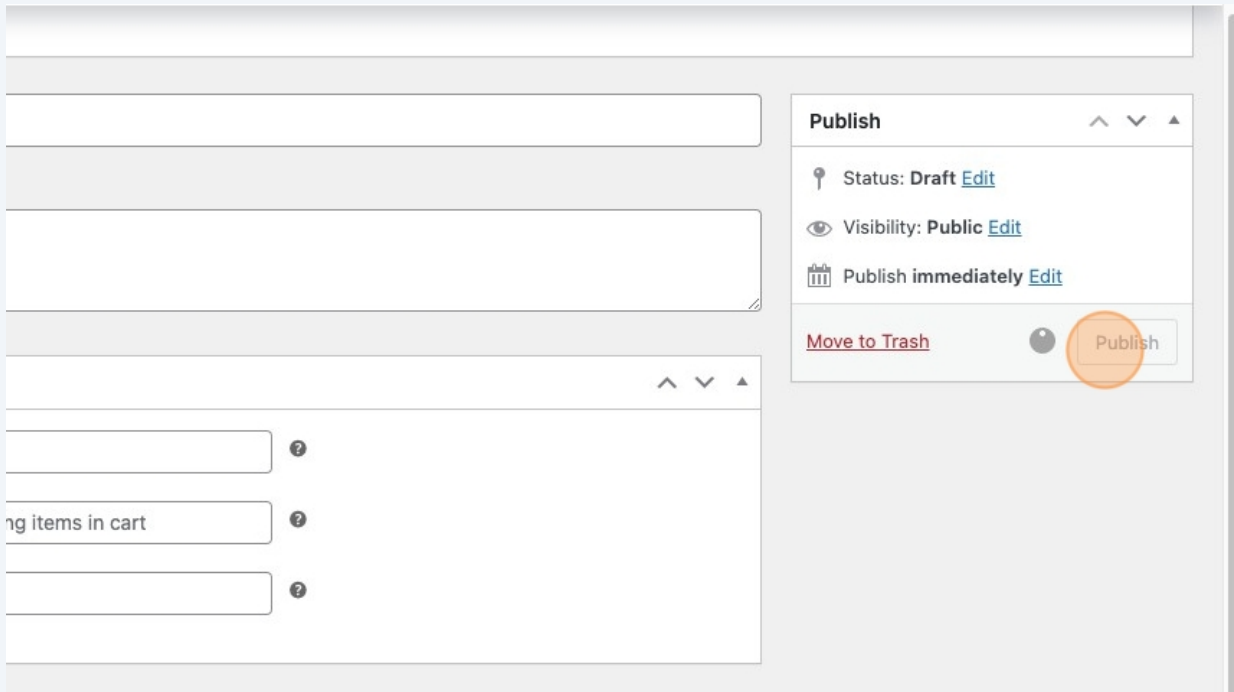
12 Click "Usage limit per coupon" if you have a specific number of valid coupons

The screenshot shows the 'Add New' coupon form in a WordPress admin interface. The left sidebar contains various menu items like 'Theme settings', 'Layouts', 'HTML Blocks', 'Widgets', 'Sidebars', 'Projects', 'WooCommerce', 'Products', 'AutomateWoo', 'Analytics', 'Marketing', 'New', and 'Tools'. The main content area is titled 'Add New' and has a 'Description (optional)' text area. Below this is the 'Coupon data' section, which is divided into three tabs: 'General', 'Usage restriction', and 'Usage limits'. The 'General' tab is active, and the 'Usage limit per coupon' field is highlighted with an orange circle. The other fields in the 'General' tab are 'Usage limit per user' (set to 'Unlimited usage') and 'Limit usage to X items' (set to 'Apply to all qualifying items in cart').

13 Click the "Usage limit per user" field to allow a specific number of each user to use the coupon

The screenshot shows the 'Add New' coupon form in a WordPress admin interface, similar to the previous one. The 'Usage limit per user' field is now highlighted with an orange circle. The 'Usage limit per coupon' field is still set to 'Unlimited usage'. The 'Limit usage to X items' field is set to 'Apply to all qualifying items in cart'. The 'Usage limits' tab is also visible, but it is currently empty. The right sidebar shows 'Publish immediately', 'Edit', 'Move to Trash', and 'Publish' buttons.

14 Click publish to activate the coupon.



15 Now, if you wish to view or edit your coupons, Click "Coupons"

