

Managing Coupons

Once you have [added coupons](#), you can perform various actions on them.

Editing Coupons

1. [Access the Coupons page.](#)
2. On the coupon's row, click **Edit**. The *Edit Coupon* page appears.
3. Make any necessary changes.
4. Click **Update**.

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Edit Coupon

Coupon Details Upgrades

English(USA) Description: New York

Français Description:

canadien Description:

Português Description:

(Portugal) Description:

Coupon Code: NEWYORK (Auto Generate)

Service Plan: Managed Server

Start Date: May/13/2020

Expiration Date: Jun/30/2020

Discount: 10 %

Type: ☐ Recurring ☒ One time

Setup Discount: 100 %

Max Uses: Unlimited

Total Uses: 0

VIP Code: ☐ Yes ☒ No

Update Cancel

On this page:

On this page:

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- [Activating Coupons](#)
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Activating Coupons

1. [Access the Coupons page.](#)
2. In the **View** field, select **All Coupons**.

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Coupons

Add New Coupon

View: All Coupons

ID	Code	Description	Start Date	Expiration	Recurring	Value	Max Uses	Total Uses
1	NEWYORK	New York	May/13/2020	Jun/30/2020	One Time	10%	Unlimited	0
2	OFFER2020	Twenty Percent Off	Jun/15/2020	Jun/15/2020	One Time	20%	Unlimited	0

Coupon 1 - 1 of 2 shown

3. On the coupon's row, click **Activate**.

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Coupons

Add New Coupon

View: All Coupons

ID	Code	Description	Start Date	Expiration	Recurring	Value	Max Uses	Total Uses
1	NEWYORK	New York	May/13/2020	Jun/30/2020	One Time	10%	Unlimited	0
2	OFFER2020	Twenty Percent Off	Jun/15/2020	Jun/15/2020	One Time	20%	Unlimited	0

Coupon 1 - 2 of 2 shown

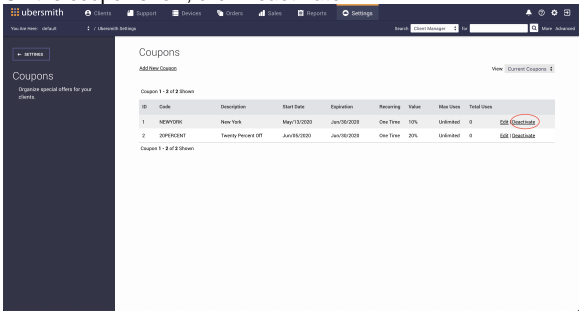
A confirmation message appears.

4. Click **Yes**.

Deactivating Coupons

1. [Access the Coupons page.](#)

2. On the coupon's row, click **Deactivate**.



- A confirmation message appears.
3. Click **Yes**.

Related Topics

[Adding Coupons](#)