

ADM How to Create a Coupon

Introduction

Coupons can be created for any amount. You can create a coupon Menu button or create a barcoded paper coupon. Examples would be – buy one get one free, or specials for the day, etc.

Browsers

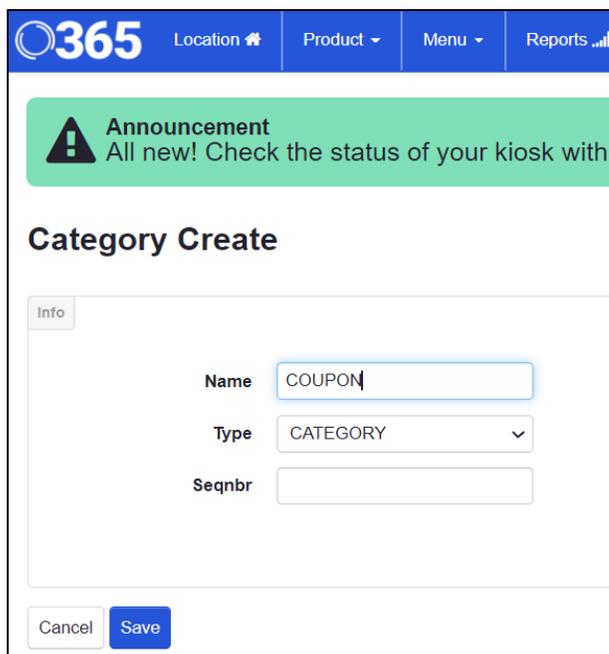
If you use:

- Google Chrome, go to: [Google Support](#)
- Firefox, go to: [Mozilla Support](#)

Note: If you experience an issue with saving your product, you may need to clear the cache on your browser.

Creating a Coupon

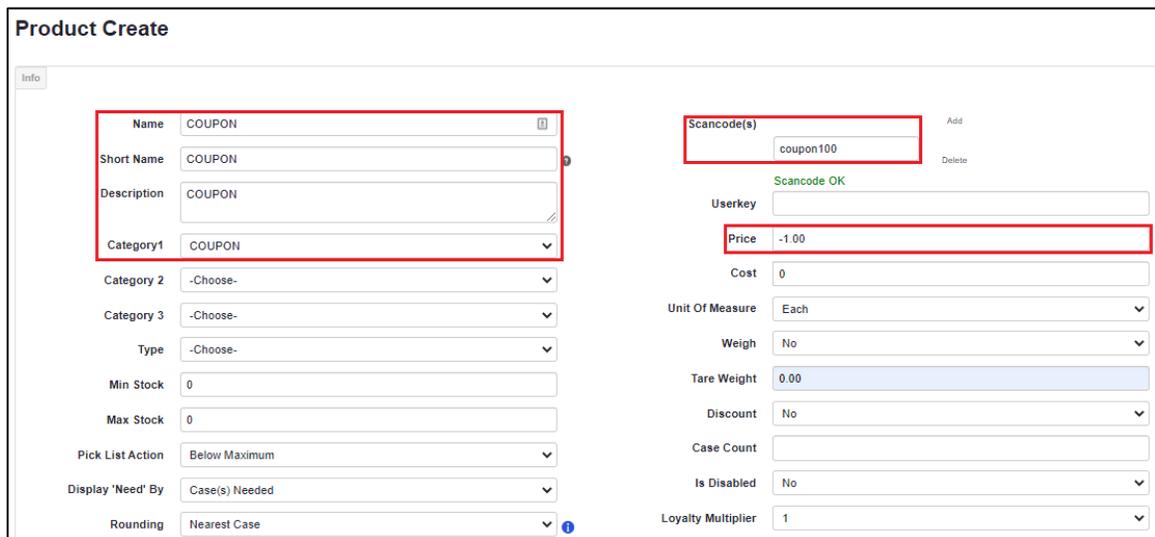
1. Create a Category called **COUPON**.
 - a. Click the **Admin** tab in ADM.
 - b. Choose **Category** from the drop-down menu.
 - c. Choose **Create New**.
 - d. Enter the name – **COUPON**.
 - e. Choose the type – **CATEGORY**.
 - f. Leave the **Seqnbr** field blank.
 - g. Click **Save**.



The screenshot shows the ADM interface for creating a category. At the top, there is a navigation bar with the 365 logo and menu items: Location, Product, Menu, and Reports. Below this is a green announcement banner that reads "Announcement All new! Check the status of your kiosk with". The main content area is titled "Category Create" and contains an "Info" tab. The form has three fields: "Name" with the value "COUPON", "Type" with a dropdown menu set to "CATEGORY", and "Seqnbr" which is empty. At the bottom of the form are "Cancel" and "Save" buttons.

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2. Create a **Product** called "Coupon" for the Coupon(s):
 - a. Click **Product** in the ADM Menu Bar.
 - b. Select **Global Product** from the drop-down menu.
 - c. Click the **Create New** button on the right side of the screen. The **Product Create** screen displays.
 - d. Complete the following fields:
 - i. Name
 - ii. Short Name
 - iii. Description
 - iv. Category1
 - v. Scancode(s)
 - vi. Price
 - e. Click the **Save and Extend** button at the bottom of the screen. The **Extend Product to Selected Location(s)**: popup will display.
 - f. Select the desired location(s). **Note:** You can also choose **Select None** to the right of the list.
 - g. Click **Save and Next**. The **Product Create** screen will display again.



The screenshot shows the 'Product Create' form with the following fields highlighted in red:

- Name:** COUPON
- Short Name:** COUPON
- Description:** COUPON
- Category1:** COUPON
- Scancode(s):** coupon100
- Price:** -1.00

Other visible fields include: Category 2 (-Choose-), Category 3 (-Choose-), Type (-Choose-), Min Stock (0), Max Stock (0), Pick List Action (Below Maximum), Display 'Need' By (Case(s) Needed), Rounding (Nearest Case), Cost (0), Unit Of Measure (Each), Weigh (No), Tare Weight (0.00), Discount (No), Case Count, Is Disabled (No), and Loyalty Multiplier (1).

When the Coupon product has been created, you can add it to your Menu as a button OR create a barcode. See the article, [ReadyTouch Cashier Service - How to Create Menus and Add Buttons](#), for more details on adding a button to an existing Menu or creating a new Menu button.

