



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**.

A screenshot of the ADM software interface. At the top, there's a blue header bar with the 365 logo, 'Location', 'Product', 'Menu', and 'Reports'. Below the header, a green announcement box says 'Announcement All new! Check the status of your kiosk with...'. The main content area has a title 'Category Create'. Under the 'Info' tab, there are fields for 'Name' (set to 'COUPON'), 'Type' (set to 'CATEGORY'), and 'Seqnbr' (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

Note: Make sure you do not select a Tax Category.

- 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.

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.



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Creating a Barcode

1. Go to the **Product Summary** screen.
2. Enter the barcode in the **Scancode** field (shown above).
3. Use either your own barcoding software OR go to <http://barcode.tec-it.com/> to create the physical barcode for the coupon.
4. Scroll down and click **Save**.

Using the Coupon

1. Put your product(s) in the cart.
2. Scan the barcoded physical coupon,
OR

Choose the product called **Coupon** and add it to your cart. The subtotal will be reduced by the coupon amount.

The screenshot shows a POS interface. On the left, a sidebar displays an order for "CSS-Fresh Fruit 2 Go Salad Cup" at \$2.44. A red box highlights a "Dollar coupon" entry with a value of "-\$1.00". Below this, the "Subtotal: \$1.44" is shown. At the bottom, there are "X" and "Pay" buttons. The main area is a menu grid with sections for Weigh, Bakery, Grill, Simply To Go, and another section for Simply To Go. Various food items like pancakes, eggs, and salads are listed with their prices.

Category	Item	Price
Bakery	CSS-Two Pancakes	\$1.50
	Cholesterol Free Scrambled Egg (Two)	\$1.20
	Two Egg Whites	\$1.22
	Sausage Link	\$0.75
Grill	add Veggies	\$0.75
	CSS-Ham For Breakfast - 2 Oz	\$0.75
	Sausage Patty	\$0.75
	Bacon Strip - 3 Each	\$0.75
Simply To Go	French Toast	\$0.75
	Turkey Sausage Egg Lite And Cheddar Slider	\$0.65
	HA Turkey Sausage/Bacon	\$0.65
	1 Egg	\$0.61
Simply To Go	Scrambled Egg Whites	\$0.61
	add Cheese	\$0.42
	CSS-Fresh Fruit 2 Go Salad Cup	\$2.44
	Blueberry Compote Yogurt Parfait	\$1.93
Simply To Go	HA Vegetable Crudites Snack Cup	\$1.50
	CSS-Basics Egg Salad Sandwich	\$3.48
	Hardboiled Egg Snack Cup	\$0.99
	nugo choc pretzel	\$2.49
Simply To Go	CSS-Edamame Snack Cup	\$1.79
	Blueberry Yogurt Parfait	\$1.93
	nugo mint choc chip	\$2.49
	Dollarcpn	\$1.00