



AMS Coupons and Templates

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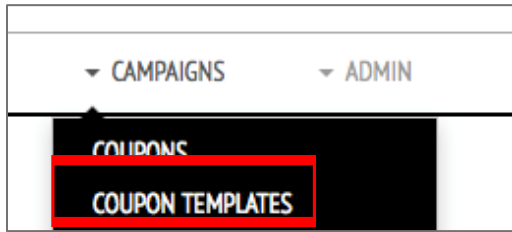
Overview

- 1) Coupon Templates - Develop a template that can be reused for a location that may request repetitive coupons. If you have your own brand, then you will want to create a coupon template so that it is quick and easy to reproduce for future coupons.
- 2) One-Time Coupons - You can create one-time New Coupons without using a coupon template.

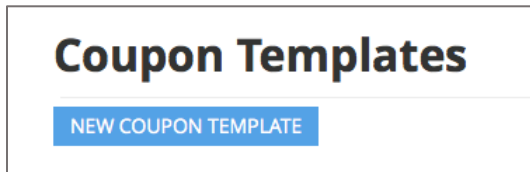
There are two types of coupons in AMS: Guest Pass and Recharge Market Card. The Guest Pass is a temporary Market Card that can be used once to purchase products and then discarded. The Recharge Market Card coupon is used to load money onto a market card.

Creating a Coupon Template

Go to Campaigns > Coupon Templates



Select New Coupon Template



Fill out the fields to create the coupon template.

Campaigns | [Coupon Templates](#) | [Edit Coupon Template](#)

Edit Coupon Template

Description	<input type="text" value="Avanti Markets"/>
Coupon Type	<input type="text" value="Recharge Market Card"/>
Barcode Text	<input type="text" value="Recharge Market Card"/>
Header 1	<input type="text" value="Welcome to Avanti Markets. Please use this Coupon to add value to your Market Card."/>
Header 2	<input type="text" value="Scan at the Avanti Markets Kiosk"/>
Footer 1	<input type="text" value="Good only for adding value to your Avanti Markets Market Card - not for product purchase. This coupon may not be assigned, transferred or reproduced. Any other use constitutes fraud. Not redeemable for cash. Void where prohibited, taxed or restricted."/>
Footer 2	<input type="text" value="www.avantimarkets.com"/>



- **Description** – This is a field to help you keep track of what the coupon template is for.
- **Coupon Type** – Select Recharge Market Card if they are going to use the coupon to load money onto their card or select Guest Pass for one-time use.
- **Header 1 / Header 2 / Barcode Text / Footer 1 / Footer 2** – These are what is displayed on the coupon once printed. An example is provided above.

Creating a Coupon from a Coupon Template

Go to Campaigns > Coupon Templates

Select the pre-created Coupon Template you would like to use.

Coupon Templates

NEW COUPON TEMPLATE Search:

Description	Barcode text
Avanti Markets	Recharge Market Card

← Previous 1 Next →

Select Create Coupon from Template

Update
Create Coupon from Template
Delete
Cancel

Fill out the remaining fields to finish creating the coupon. See *Creating a Recharge Market Card Coupon* for the detailed field descriptions. If creating a Guest Pass please proceed to *Creating a Guest Pass Coupon*.

Campaigns | Coupons | New Coupon

New Coupon

Location

Description

Coupon Type

Discount Type

Coupon Value

Minimum Purchase Value

Maximum Purchase Applied To Value

Reason

Contact

Contact Email

Contact Phone

Start Date 📅

End Date 📅

Quantity Authorized

Header 1

Header 2

Barcode Text

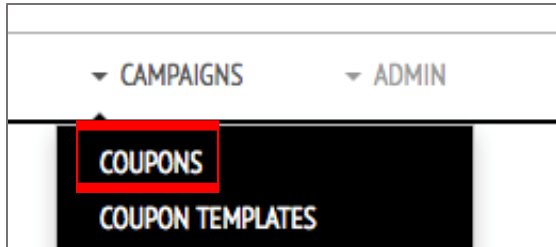
Footer 1

Footer 2

CREATE
CANCEL

Creating a Recharge Market Card Coupon

Go to Campaigns > Coupons



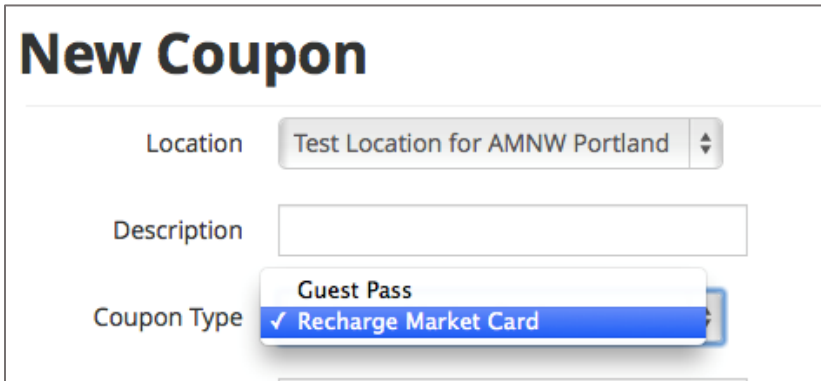
Select New Coupon

Coupons

NEW COUPON

Select a Location before determining the type of Coupon you want to create.

Then select Coupon Type > Recharge Market Card

A screenshot of the "New Coupon" form. The title "New Coupon" is at the top left. Below it, there are three fields: "Location" with a dropdown menu showing "Test Location for AMNW Portland"; "Description" with an empty text input field; and "Coupon Type" with a dropdown menu. The "Coupon Type" dropdown is open, showing two options: "Guest Pass" and "Recharge Market Card", with "Recharge Market Card" selected and highlighted in blue.

Fill out the fields to create the coupon. Descriptions of the fields are provided below.

Campaigns | Coupons | **New Coupon**

New Coupon

Location	AMNW Portland Warehouse	Header 1	Welcome To Avanti Markets. Please use this coupon to add value to your Market Card.
Description	Employee Appreciation	Header 2	1 Scan your Market Card 2 Scan this coupon
Coupon Type	Recharge Market Card	Barcode Text	To Recharge Market Card
Coupon Value	10	Footer 1	Good only for adding value to your Avanti Markets Market Card. This coupon may not be assigned, transferred or reproduced. Any other
Reason	Employee Appreciation	Footer 2	www.avantimarkets.com
Contact	AMNW Portland		
Contact Email	jsmith@avantimarkets.com		
Contact Phone	360-123-4567		
Start Date	12/1/2019		
End Date	02/29/2020		
Quantity Authorized	65		

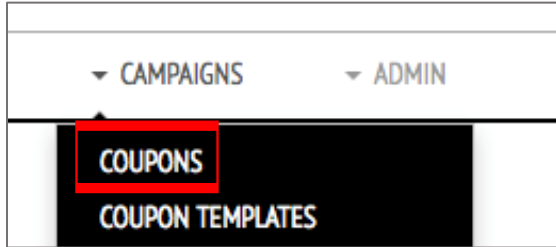
- **Location** – The location the coupon can be used at. They can also be used at other locations that are campused with the selected location.
- **Description** – This is a field to help you keep track of what the coupon is for.
- **Coupon Type** – Select Recharge Market Card if they are going to use the coupon to load money onto their card.
- **Coupon Value** – How much the coupon will add to the market card.
- **Reason** – This field is an informational field for you to keep track of what the coupon is for.
- **Contact** – Responsible person for the coupons.
- **Contact Email** – Responsible person’s email.
- **Contact Phone** – Responsible person’s phone.
- **Start Date / End Date** – When the coupon can be used and when it can expire.
- **Quantity Authorized** – Number of coupons that will be generated.
- **Header 1 / Header 2 / Barcode Text / Footer 1 / Footer 2** – These are what is displayed on the coupon once printed.



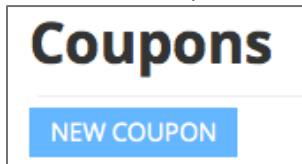
After the fields are completed click the Create button and the coupon will be generated.

Creating a Guest Pass Coupon

Go To Campaigns > Coupons

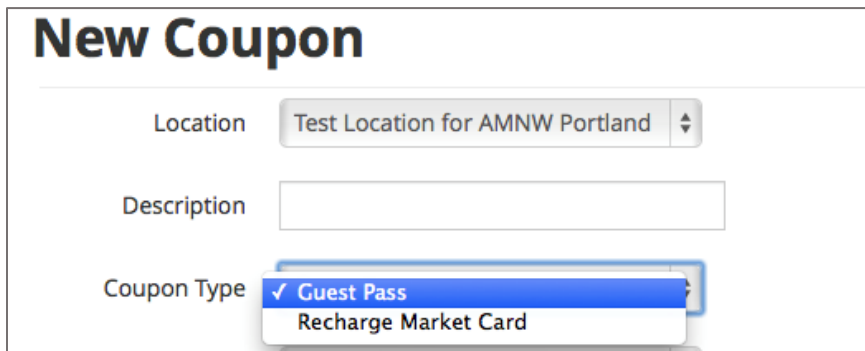


Select New Coupon



Select a Location before determining the type of Coupon you want to create.

Then select Coupon Type > Guest Pass



Fill out the fields to create the coupon. Descriptions of the fields are provided below.

Campaigns | Coupons | **New Coupon**

New Coupon

Location	Acme Cafe	Header 1	Welcome to Avanti Markets. Please use this Guest Pass for a ONE-TIME purchase up to \$10 from our market.
Description	Acme Cafe Guest Pass	Header 2	Scan at the Avanti Markets Kiosk
Coupon Type	Guest Pass	Barcode Text	Guest Pass
Discount Type	Amount	Footer 1	Good toward the purchase price of any product at Avanti Markets - up to \$10. This coupon may not be assigned, transferred or reproduced. Any other use constitutes fraud. Not redeemable for cash. Void
Coupon Value	10	Footer 2	www.AvantiMarkets.com
Minimum Purchase Value	4		
Maximum Purchase Applied To Value			
Reason	Guest Pass		
Contact	Jim Smith		
Contact Email	jsmith@AvantiMarkets.com		
Contact Phone	360-123-4567		
Start Date	01/1/2020		
End Date	01/1/2021		
Quantity Authorized	50		

CREATE CANCEL

- **Location** – The location the coupon can be used at. They can also be used at other locations that are campused with the selected location.
- **Description** – This is a field to help you keep track of what the coupons is for.
- **Coupon Type** – Select Guest Pass for one time use.
- **Coupon Value** – How much the maximum value of the coupon can be.
- **Discount Type** – Select a dollar amount or percentage.
- **Minimum Purchase Value** – Set as Zero.
- **Maximum Purchase Applied to Value** – Full Maximum Value of Coupon.
- **Reason** – This field is an informational field for you to keep track of what the coupon is for.
- **Contact** – Responsible person for the coupons.
- **Contact Email** – Responsible person’s email.
- **Contact Phone** – Responsible person’s phone.
- **Start Date / End Date** – When the coupon can be used and when it can expire.
- **Quantity Authorized** – Number of coupons that will be generated.
- **Header 1 / Header 2 / Barcode Text / Footer 1 / Footer 2** – These are what is displayed on the coupon once printed.



After the fields are completed click the Create button and the coupon will be generated.

Editing Coupons

After the coupon is created, the only thing that can be changed is the text.

Click print and a PDF will be generated with the number of coupons authorized. Each coupon has a unique barcode and can only be used once.

Campaigns | Coupons | Edit Coupon

Edit Coupon

Description:	Gift Card	Header 1	Welcome to Avanti Markets. Please use this Coupon to add value to your Market Card.
Coupon for Location:	289 Charlies Produce TTP	Header 2	Scan at the Avanti Markets Kiosk
Coupon Type	Recharge Market Card	Barcode Text	Recharge Market Card
Start Date	06/16/2016	Footer 1	Good only for adding value to your Avanti Markets Market Card - not for product purchase. This coupon may not be assigned, transferred or reproduced. Any other use constitutes fraud. Not
End Date	06/16/2032	Footer 2	www.avantimarkets.com
Coupon Value:	\$10.00		
Quantity Authorized:	20		
Quantity Redeemed:	19		
Enabled	<input checked="" type="checkbox"/>		

UPDATE **PREVIEW** **PRINT** **CANCEL**

Checking Coupon Status

Go to Campaigns > Coupons to view all the coupons that have been issued as well as how many have been redeemed and how many are still available.

Coupons

[NEW COUPON](#) Search:

Description	Value	Authorized	Redeemed	Available
Test Scott	\$2.00	1	0	1

The details of who and when a coupon was used can be viewed in the report center.

For example, go to Report Center and choose the Recharge Coupons Redeemed report.

Select a Report

- Product Sales
- Product Tax and Deposit
- Recharge Coupons Redeemed**
- Sales Item by Location
- Sales Summary and Costs
- Taxes
- Taxes By Description
- Unsold Products

Select the date range and locations that the coupons were issued for.

Reports | Report Center

Recharge Coupons Redeemed

Recharge Coupons Redeemed by location. Go to report:

Date: Start Date: End Date: Route:

ever

00 Evergreen Showroom

03 Everest College

Selected Locations

03 Everest College

[Export](#) [Generate Report](#)

Filter

Target Location	Description	Market Card	Location Used	Transaction Date	Amount
03 Everest College	Everest College \$2	400031925738	03 Everest College	12/24/2014 10:39 AM	\$2.00