How to create a coupon code and set redemption limits

Coupons connect a customer-facing code with a configured discount and control when or how often the offer can be used.

Create the coupon

1. Open **Settings > Coupons**.
2. Select **Create Coupon**.
3. Enter the coupon code employees or customers will use.
4. Select the discount connected to the coupon.
5. Choose single use, limited use, or unlimited use.
6. For limited use, enter the maximum number of redemptions.
7. Enter the business cost when applicable.
8. Set the start and expiration date and time.
9. Add a description, then save.

Before publishing a code

- Test the code with an eligible transaction.
- Confirm the start and expiration times use the intended location time zone.
- Make the redemption limit clear in customer-facing advertising.

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