

How to create a reusable discount

Create a reusable discount when employees need a consistent percentage or fixed reduction at checkout.

Create the discount

1. Open **Settings > Discounts**.
2. Select **Create Discount**.
3. Enter a clear name.
4. Choose **Percentage** or **Fixed amount** and enter the value.
5. Choose where it applies: the subtotal, all products, a group, or a specific product.
6. Configure automatic application and expiration when applicable.
7. Review the example savings.
8. Save the discount.

Use a name that tells employees why the discount exists, such as “10% Loyalty Discount” instead of a generic name.

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