

How to review, edit, or expire discounts and coupons

Review active promotions regularly so outdated discounts or coupon codes do not remain available longer than intended.

Review a promotion

1. Open **Settings > Discounts** or **Settings > Coupons**.
2. Select the record to review.
3. Confirm its value, eligible target, automatic behavior, redemption limit, and availability dates.
4. Correct the configuration or set an appropriate expiration.
5. Save the changes.

Protect profitability

- Avoid overlapping automatic discounts unless stacking is intentional.
- Confirm fixed discounts cannot exceed the eligible sale amount in normal use.
- Retire codes that have been publicly exposed beyond their intended campaign.
- Review reports to understand redemption and business cost.

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