

Discount codes – promotion - voucher

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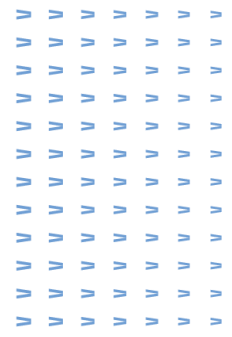
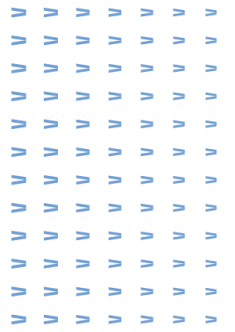
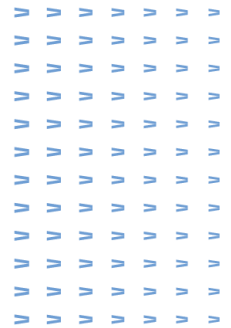


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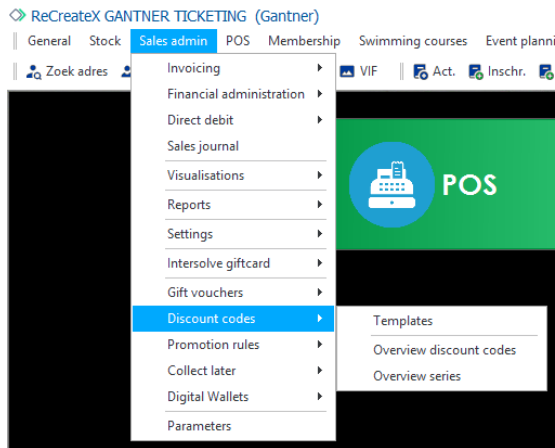


1 General

In Recreatex, it is possible to create fixed and unique discount codes. These can then be applied to the POS, self-service kiosk, Web shop, and mPOS. Discounts can be an amount or a percentage. Below, you can find an explanation on how to create these discount codes.

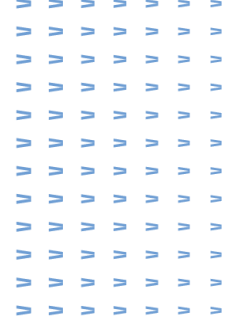
2 Creating a template

Via the Sales admin - Discount codes/vouchers - Templates menu, the various discount code templates can be created and managed.



In the overview screen, press F2 to create a new discount code template.

Code	Description	Remarks	Valid from	Valid till	From	Till
ACTIE_PLANT	Actie PM	actie met tv voor maand september			0:00	23:59
ACTIE_VOUCHER	actie voucher				0:00	23:59
DISCOUNT	Discount product				0:00	23:59
DISCOUNT_[00001]	Discount product				0:00	23:59
SPACT	Special action		18-10-2021	24-11-2021	0:00	23:59
TEST	test				0:00	23:59



When creating the new discount code, various options determine the validity.

Define where, who, when ... the discount code can be used.

2.1 Notes to tab “GENERAL”

2.1.1 Details

The screenshot shows a software window titled "Modify discount code - Winter event at Gantner". The "Details" tab is selected, and its content is highlighted with a red border. The "Details" section includes:

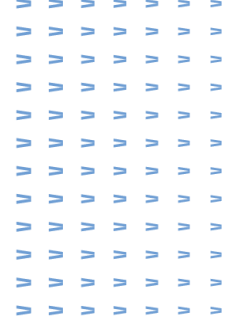
- Type:** Discount code (dropdown)
- Code:** WINTERGANTNER (text field)
- Description:** Winter event at Gantner (text field)
- Remark:** The winter gantner discount code gives 2 pound off when you purchase an adult ticket online. (text area)
- Creation date:** vrijdag 2 juni 2023 (calendar icon)
- Template:** (checkbox)
- Active:** (checkbox)
- Value:** 0 (text field)

 Below the details are "Settings" and "Validity" sections.

- Settings:**
 - Applicability:** Product (dropdown)
 - Discount:** 2 (text field), £ (dropdown)
 - Discount amount per product (checkbox)
 - Round off discount:** 2 (text field), decimal numbers (text)
 - Max. usages:** 0 (text field)
 - Max. usages per customer:** 0 (text field)
 - Max. per sale:** 4 (text field)
 - Times per product:** 1 (text field)
 - Sales channel:** Web (dropdown)
 - Unique per sale (checkbox)
 - Only for presale (checkbox)
- Validity:**
 - From date:** donderdag 1 juni 2023 (calendar icon)
 - Till date:** donderdag 31 augustus 2023 (calendar icon)
 - From:** 00:00 (text field)
 - Till:** 23:59 (text field)
 - Day:** (dropdown)
 - Credits:**
 - Minimum credits:** 0 (text field)
 - Credits per use:** 0 (text field)
 - Days of use:**
 - Monday, Tuesday, Wednesday
 - Thursday, Friday, Saturday
 - Sunday
 - Exclusion calendar:** (text field)

 At the bottom, there are buttons for "Copy", "Save", "Delete", and "Close".

- **Type:** there are 3 different types of discount code templates.
 - Discount code
 - An amount or percentage discount is given.
 - Voucher
 - A product is given upon return of the voucher.
 - Promotion
 - A promotion rule is applied but only after entering a code.
- **Code & Template:** This field is mandatory and can be used in **two ways**.
- If "Template" is not checked, then the code field is the discount code that you can use to redeem the discount. If "Template" is checked, you can no longer use the code as a discount code; you use the template as a base to generate a series of unique discount codes.



- **Description:** this is the description of the discount. It is also visible to the customer in some cases.
- **Remark:** This space can be used internally to describe the discount code.
- **Active:** By unchecking "Active", the discount code can be disabled for use.
- **Promotion rule:** This option can only be used if the type is set to promotion and must be entered. Next to this promotion rule, the promotion's condition should be set.

2.1.2 Settings

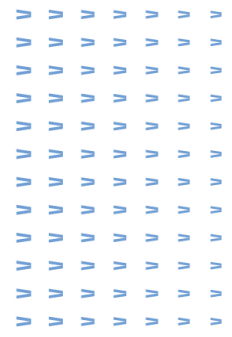
The screenshot shows the 'Modify discount code' interface for 'Winter event at Gantner'. The 'Settings' section is highlighted with a red box. It contains the following fields and options:

- Applicability:** Product
- Discount:** 2 £
- Discount amount per product
- Round off discount:** 2 decimal numbers
- Max. usages:** 0
- Max. usages per customer:** 0
- Max. per sale:** 4
- Times per product:** 1
- Sales channel:** Web
- Unique per sale
- Only for presale

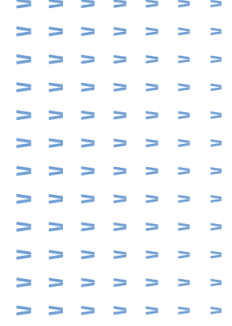
Other sections include:

- Validity:** From date (donderdag 1 juni 2023), Till date (donderdag 31 augustus 2023), From (00 :00), Till (23 :59), Day (dropdown)
- Credits:** Minimum credits (0), Credits per use (0)
- Days of use:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Exclusion calendar:** (dropdown)

- **Applicability:** there are 3 different types of applicability:
 - Transaction
 - When selecting transaction, discounts will be applied to the transaction total.
 - Product
 - When selecting "product", the discount will be applied to a specific product that the customer has chosen and that also meets the applicability condition.
 - Product price type
 - This option offers a wider option to calculate a minimum quantity. Here, the customer will only receive a discount if the desired quantity is met.



- This option also offers the possibility to offer discounts only for specific prices or price groups of Exhibitions, Facility rental, Activities, and ticketing events.
- **Discount:** The discount consists of two fields; a value field and a % or £ option. If £ is chosen, the value in the preceding field will be a monetary value given as discount. If % is entered, then a percentage discount will be given equal to the value in the field.
- **Discount amount per product:** If this option is enabled, Recreatex will discount the maximum number of articles allowed. If it is disabled, only 1 line will be discounted.
- **Max. usages:** allows you to specify how many times the discount code can be used. Once this number is reached, the discount code will no longer be active. If the number of usages should be unlimited, then 0 can be entered.
- **Max. usages per customer:** Recreatex can record how many times a customer has used the same discount code. This requires that a customer has been entered at the time of the sale; for example, this does not work for guest purchases online. If this not restricted, then 0 can be entered.
- **Max. per sale:** This allows you to specify how many articles in one sale can be discounted. This can also be an addition over several articles, if allowed. If there is no limit, then 0 can be entered.
- **Times per product:** This allows you to specify how many times the same article can be discounted when entering the discount code. If 0 is specified, no restriction is applied.
- **Sale channel: there are 4 options choices for sales channels:**
 - Empty: can be sold everywhere.
 - Counter: located at the Recreatex POS
 - Vending machine: this is the Selfservice kiosk.
 - Internet: all sales via the API, including mPOS and Web shops.
- **Not cumulative with other discounts:** If this option is enabled, this discount code cannot be applied in a transaction in which another discount code has also been used.
- **For presale only:** created specifically for seated ticketing. This applies to the pre-sale of theatre performances, but this function is outdated and does not work in compliance with the new requirements.



2.1.3 Validity

Modify discount code - Winter event at Gantner

General Divisions Customer groups Applicability Use Translations Finances Logging

Series []

Details
Type Discount code [] Creation date vrijdag 2 juni 2023 []

Code WINTERGANTNER [] Template [] Active [x] Value 0 []

Description Winter event at Gantner []

Remark The winter gantner discount code gives 2 pound off when you purchase an adult ticket online.

Promotion rule []

Settings
Applicability Product []

Discount 2 [] £ []

Discount amount per product

Round off discount 2 [] decimal numbers

Max. usages 0 []

Max. usages per customer 0 []

Max. per sale 4 []

Times per product 1 []

Sales channel Web []

Unique per sale
 Only for presale

Validity

From date donderdag 1 juni 2023 []

Till date donderdag 31 augustus 2023 []

From 00 :00 [] Till 23 :59 []

Day []

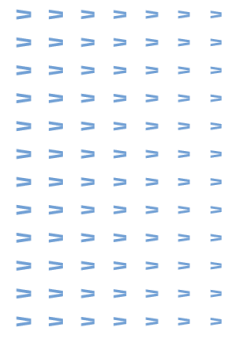
Credits
Minimum credits 0 [] Credits per use 0 []

Days of use
 Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Exclusion calendar [] [] []

Copy [] Save [] Delete [] Close []

- **From Date:** this is the date from which the discount code is usable.
- **Till date:** the discount code is redeemable until this day.
- **From:** you can specify the “from” and “to” time for the validity of the discount code.
- **Day:** if required, 1 day of the week on which the discount code can be redeemed can be chosen here.
- **Credits:** is created specifically for credit saving in combination with seated ticketing purchases.
Here you can set the minimum amount of credits at which the discount code can be used as well as how many credits should be deducted from the customer when using the discount code.
- **Days of use:** Here you can specify whether the chosen date of the product falls on one of these days of the week. If the respective day is turned off, the discount code will not work.
- **Exclusion calendar:** it is possible to indicate excluded days or an excluded period on a calendar on which the discount code cannot be applied.
For example, the discount code may not be used for tickets purchased for a Sunday visit.



2.2 Explanation tab “divisions”

The "Divisions" tab displays all divisions. At least one division must be enabled for the discount code to work.

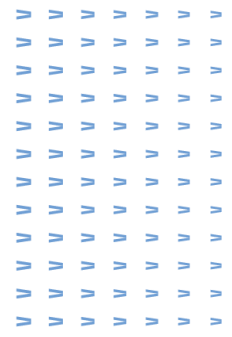
Modify discount code - Winter event at Gantner

Division	Street	Number	Box	Postcode	City	Tel. 1	Fax	URL
<input type="checkbox"/> Bistro Gantner	Ter Waarde	53				123456789		www.gantner.be
<input checked="" type="checkbox"/> Gantner	Ter Waarde	50				057 65 00 32		www.gantner.be
<input checked="" type="checkbox"/> Gantner Webshop	Ter waarde	53						www.gantner.be

Copy Save Delete Close

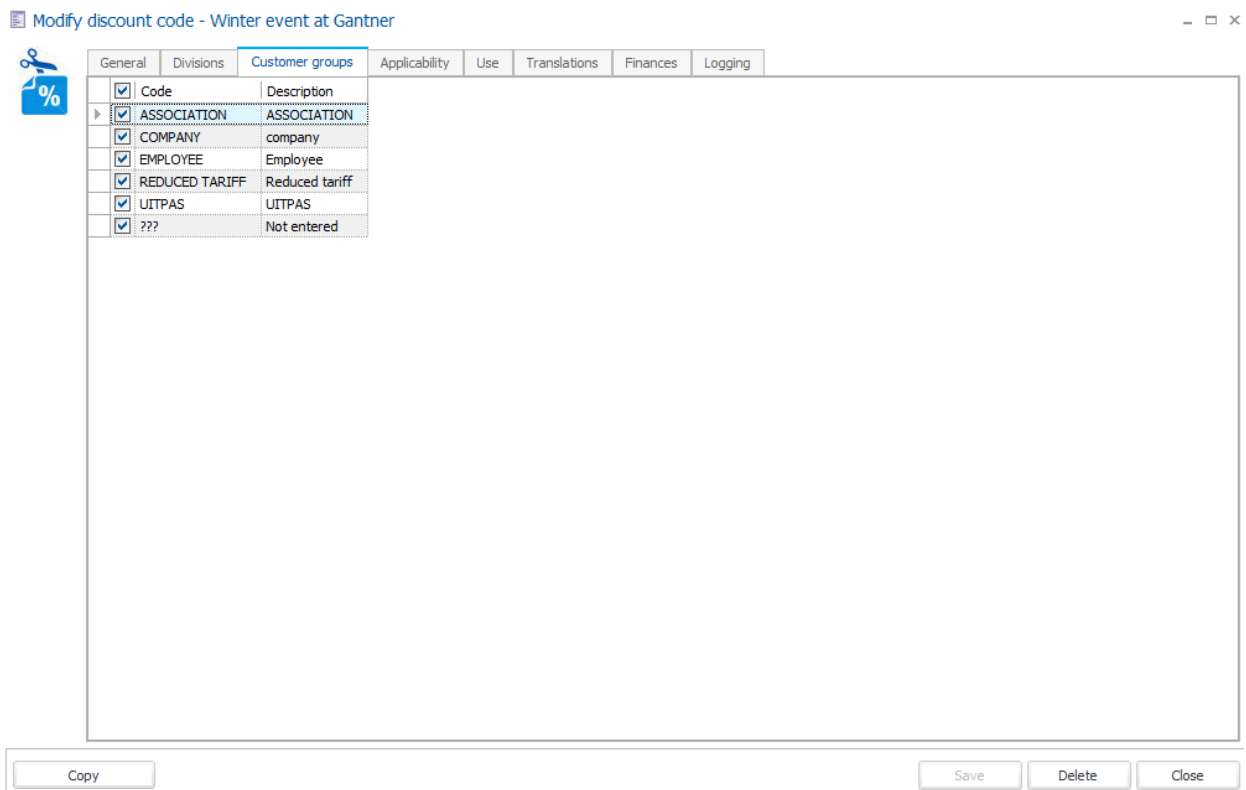
If there are several divisions, by selecting the right one, the discount code can be used in company A but not in company B.

Always check the web shop's division if you wish to use the discount code online.



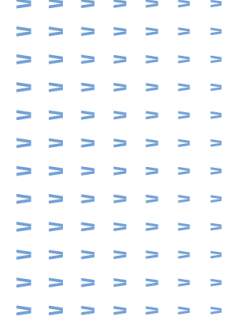
2.3 Explanation tab “customer groups”

This tab specifies all created customer groups as well as undefined customers under “???”. If customers are divided into customer groups, you can specify that, for example, customers in the customer group “Employee” can receive a discount but other customers cannot.



Important: customers not assigned to a customer group fall under the option “???”. These include guest purchases or anonymous customers who do not create an account on the Web shop.

At least 1 selection must be made for the discount code to work. If no customer group is ticked, the discount code will not work.



2.4 Explanation tab “applicability”

Within the Applicability tab, you can specify for which product the customer will get a discount, or if the discount template type is set to Voucher, you can specify which product the customer can receive.

Modify discount code - Winter event at Gantner

General Divisions Customer groups **Applicability** Use Translations Finances Logging

Articles Membership renewal Exhibitions Ticketing events Registrations Bookings

<input type="checkbox"/>	Code	Article ...	Description	Ticket description	VAT	VAT ind.	Account	Unit	Cur
<input type="checkbox"/>	S05-0002	S05	Kriek Boon	Kriek Boon	21	<input checked="" type="checkbox"/>	300025	X AANTAL	4,0
<input type="checkbox"/>	S05-0003	S05	Rodenbach	Rodenbach	21	<input checked="" type="checkbox"/>	300025	X AANTAL	2,0
<input type="checkbox"/>	S05-0004	S05	Duvel	Duvel	21	<input checked="" type="checkbox"/>	300025	X AANTAL	3,0
<input type="checkbox"/>	S05-0005	S05	Westmalle Dubbel	Westmalle Dubbel	21	<input checked="" type="checkbox"/>	300025	X AANTAL	3,0
Article group: S20 (12)									
<input checked="" type="checkbox"/>	S20-0001	S20	Virunga Tshirt	Virunga Tshirt	0	<input checked="" type="checkbox"/>	700310	X AANTAL	20,
<input checked="" type="checkbox"/>	S20-0002	S20	Virunga Tshirt New Logo	Virunga Tshirt New Logo	0	<input checked="" type="checkbox"/>		X AANTAL	22,
<input checked="" type="checkbox"/>	S20-0003	S20	Virunga Key Ring	Virunga Key Ring	0	<input checked="" type="checkbox"/>	300025	X AANTAL	8,0
<input checked="" type="checkbox"/>	S20-0004	S20	Virunga Napkins	Virunga Napkins	0	<input checked="" type="checkbox"/>		X AANTAL	5,0
<input checked="" type="checkbox"/>	S20-0005	S20	Virunga Bracelets	Virunga Bracelets	0	<input checked="" type="checkbox"/>		X AANTAL	8,0
<input checked="" type="checkbox"/>	S20-0006	S20	Virunga Bottles	Virunga Bottles	0	<input checked="" type="checkbox"/>		X AANTAL	30,
<input checked="" type="checkbox"/>	S20-0007	S20	Headties Virunga	Headties Virunga	0	<input checked="" type="checkbox"/>	300025	X AANTAL	10,
<input checked="" type="checkbox"/>	S20-0008	S20	Soap Virunga	Soap Virunga	0	<input checked="" type="checkbox"/>	300025	X AANTAL	8,0
<input checked="" type="checkbox"/>	S20-0009	S20	Bags Virunga Groot	Bags Virunga Groot	0	<input checked="" type="checkbox"/>	100007	X AANTAL	15,
<input checked="" type="checkbox"/>	S20-0010	S20	Virunga Bag Klein	Virunga Bag Klein	0	<input checked="" type="checkbox"/>		X AANTAL	10,
<input checked="" type="checkbox"/>	S20-0011	S20	Virunga Sweater	Virunga Sweater	0	<input checked="" type="checkbox"/>		X AANTAL	40,
<input checked="" type="checkbox"/>	S20-0012	S20	Magneet Gantner	Magneet Gantner	21	<input checked="" type="checkbox"/>	300025	X AANTAL	4,0
Article group: S40 (10)									
Article group: S50 (19)									
<input type="checkbox"/>	S50-0001	S50	18+	18+	6	<input checked="" type="checkbox"/>	100032	X AANTAL	6,0
<input type="checkbox"/>	S50-0002	S50	+16	+16	21	<input checked="" type="checkbox"/>	100032	X AANTAL	6,0
<input type="checkbox"/>	S50-0003	S50	-4	-4	21	<input checked="" type="checkbox"/>	100032	X AANTAL	1,5
<input type="checkbox"/>	S50-0004	S50	Mindervalde zwembeurt	Mindervalde zwembeurt	21	<input checked="" type="checkbox"/>	100032	X AANTAL	4,0
<input type="checkbox"/>	S50-0005	S50	4 -16	4 -16	21	<input checked="" type="checkbox"/>	100032	X AANTAL	4,0

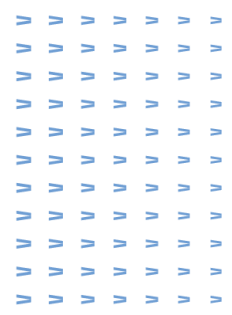
Copy Save Delete Close

The Applicability tab is only visible if the type of the discount template is set to Discount code or Voucher. When choosing promotion, all conditions are defined within the promotion rule to which the discount applies.

As shown in the above example, multiple products can also be enabled.

If the customer has one of these products, a discount will be applied to these.

Depending on the settings (Section 2.2.2), you will also get a discount on the second product if you purchase it simultaneously.



It is also very important to remember how the article is set up. If it is an admission ticket (of which 'Membership' is checked under the tab 'Types'), you must check the article under the tab 'Membership renewal' and not under 'Articles'!

Modify discount code - Winter event at Gantner

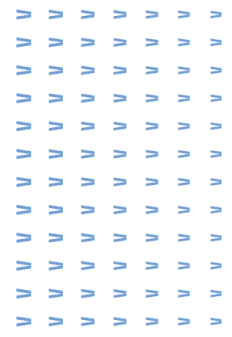
<input checked="" type="checkbox"/>	Code	Article ...	Description	Ticket description	VAT	VAT ind.	Account	Unit	Cu
Article group: ZWE (4)									
<input checked="" type="checkbox"/>	ZWE-0001-1	ZWE	10 x membership	10 x membership	6	<input checked="" type="checkbox"/>	100124	X AANTAL	0,0
<input checked="" type="checkbox"/>	ZWE-0003	ZWE	Recreatie 25B 50+	Recreatie 25B 50+	6	<input checked="" type="checkbox"/>		X AANTAL	23,
<input checked="" type="checkbox"/>	ZWE-0004	ZWE	Recrea 10x adult	Recrea 10x adult	6	<input checked="" type="checkbox"/>		X AANTAL	20,
<input checked="" type="checkbox"/>	ZWE-0034	ZWE	Family membership	Family membership	21	<input checked="" type="checkbox"/>	100032	X AANTAL	0,0

What is new since version 7.5.0.0.: Facility bookings now include the option to define for how many minutes the discount code can be used.

Modify discount code - Winter event at Gantner

<input checked="" type="checkbox"/>	Code	Description	Max. days to book in ...	Min. days to book in ...	Accumulate...	Calculation type	VAT code	VAT ind.	Analytical account	Ledger
<input type="checkbox"/>	BISTRO	Bistro	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>	VERHUUR	300025
<input type="checkbox"/>	OPLEIDINGSLOKAAL	Opleidingslokaal	0	0	<input type="checkbox"/>	Price x Hour	0	<input type="checkbox"/>	VERHUUR	100007
Infrastructure code: SPORTHAL (14)										
<input type="checkbox"/>	BADMINTON 1 LINKS	Badminton 1L	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BADMINTON 2 LINKS	Badminton 2L	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BADMINTON 3 LINKS	Badminton 3L	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BASKET LINKS	BASKET LINKS	0	0	<input checked="" type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	BASKET RECHTS	BASKET RECHTS	0	0	<input checked="" type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	HANDBAL TERREIN	HANDBAL Terrein	0	0	<input checked="" type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KLEEDKAMER 1	Kleedkamer 1	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KLEEDKAMER 2	Kleedkamer 2	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	KLEEDKAMER 3	Kleedkamer 3	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TENNIS LINKS	TENNIS LINKS	0	0	<input checked="" type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>	FAMILIE	703021
<input type="checkbox"/>	TENNIS MIDDEN	TENNIS MIDDEN	0	0	<input checked="" type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TENNIS MIDDEN LINKS	TENNIS MIDDEN LINKS	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TENNIS MIDDEN RECHTS	TENNIS MIDDEN rechts	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	TENNIS RECHTS	TENNIS RECHTS	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
Infrastructure code: SQUASH COURT (3)										
<input checked="" type="checkbox"/>	DRESSING ROOM	Dressing room	0	0	<input type="checkbox"/>	Price x Hour	6	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	SQUASH COURT 01	Squash court 01	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	SQUASH COURT 02	Squash court 02	0	0	<input type="checkbox"/>	Price x Hour	21	<input checked="" type="checkbox"/>		

Note: under the 'Articles' tab as well as the 'Membership renewal' tab, you can see the price articles linked to your exhibition. However, it is useless to create a discount code for example for an adult ticket sold to an exhibition. The discount code will NOT work!!!



If you wish to use a discount code for an exhibition, it will apply to the whole exhibition.

General								Divisions								Customer groups								Applicability								Use								Translations								Finances								Logging																																							
Articles																Membership renewal																Exhibitions																Ticketing events																Registrations																Bookings															
<input checked="" type="checkbox"/>	Code	Description	Sales location	Start date	End date	Max. visitors per period	E																																																				
<input type="checkbox"/>	01MZG	Meals service Gantner		1-2-2021		50	M																																																				
<input checked="" type="checkbox"/>	01ZWEM	Subtropical swimming paradise				30	S																																																				
<input type="checkbox"/>	02TENTOON	Panamarenko: the artist		4-5-2022		20	C																																																				
<input type="checkbox"/>	21-22EXPO	Sportzwemmen		11-2-2021		50	S																																																				
<input type="checkbox"/>	23TENTOONSTEL	Tentoonstelling P. Alechinsky				50	C																																																				
<input type="checkbox"/>	21_CHR	Christmas light event @Gantner				500	C																																																				
<input type="checkbox"/>	22-HERFST	Herfst event		24-9-2022	9-10-2022	100	C																																																				

To set up a discount for specific tickets within an exhibition, select **Product price type** under “Applicability” under the ‘General’ tab (see 2.1.2 Settings). This allows you to define a ‘sales type’ which the discount is applicable within, for example, an exhibition sale. This is because multiple ‘price types’ can be specified within an exhibition, but it may not be desirable to allow discounts on all price types.

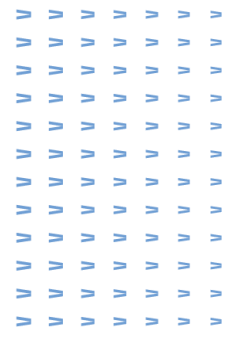
Modify discount code - Winter event at Gantner

The screenshot shows a software interface for managing discount codes. At the top, there are tabs for 'General', 'Divisions', 'Customer groups', 'Applicability', 'Use', 'Translations', 'Finances', and 'Logging'. Below these is a 'Details' section with a table containing columns for 'Type', 'Subject', 'Price type', 'Min. quantity', 'Discount', 'Main Product code', 'Product code', and 'Price'. A modal window titled 'Modify discount code applicability' is open, showing the following details:

- Discount code:** GANTNER Winter event at Gantner
- Sales type:** Exhibition
- Subject:** 01ZWEM Subtropical swimming paradise
- Price type:** S50-0001 18+
- Minimum quantity:** 0
- Discount:** 5

Buttons for 'Save', 'Delete', and 'Close' are visible at the bottom of the dialog.

The ‘Applicability’ tab will now remain empty; a new applicability can be entered using the F2 key.



- **Applicability:** several applicability types can be selected, e.g. Exhibition.

- **Subject:** the effect of the subject depends on the choice made under Applicability. If the Applicability exhibition is chosen, the subject will give an overview of the available exhibitions.
- **Price type:** In the above example, the price type will show the prices available for the selected exhibition.
- **Min. quantity:** Optionally, it can be specified that the customer must purchase a minimum number of products of the relevant price type. For example, a discount is only granted when purchasing a minimum of 2 Adult tickets.
- **Discount:** How much discount is granted. Depending on the settings (Section 2.2.2), this will be a percentage (%) or monetary value (£).

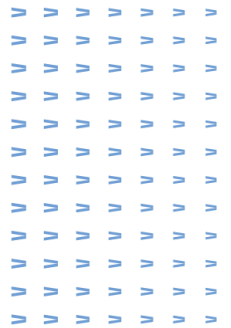
2.5 Explanation tab “use”

In the ‘Use’ tab you can track the use of the discount code; who has used this code and when.

Creation date	Division	Customer name	Sales channel	Discount amount	Type	Subject	Discount amount	Status	MinutesUsed
7-3-2023 10:08:39	Gantner Webshop	Kassaverkopen	Web	2,00	Article	Ice coffee	2,00	Applied	0

2.6 Explanation tab “translations”

Via F2 (or right-click → new), it is possible to add translations to the voucher code. This can be useful for possible voucher use, so that the voucher is displayed online translated for the customer.



2.7 Explanation tab “finances”

On the ‘Finances’ tab, you can select whether to apply the discount code to the original sales line.

Modify discount code - Discount code Gantner

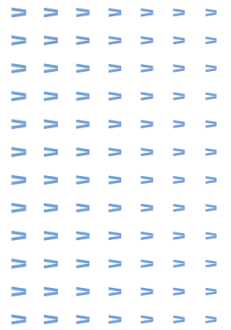
Sales then look as follows: All financial settings of the article to which the discount code was applied are kept.

Modify sale

Quantity	Visitors	Hours	Unit price	Unit price incl.	Discount amount	VAT	VAT %	VAT amount	Total amount (excl.)	Amount	Extra description	Discount amount voucher	Ledger
1,00	0	0:00	5,99	5,99	0,00	0	0,00	0,00	5,99	5,99	SPRINGGANTNER 'SPRING @ Gantner promotion' : € 2,00	2,00	10012
1,00	0	0:00	8,00	8,00	0,00	0	0,00	0,00	8,00	8,00	SPRINGGANTNER 'SPRING @ Gantner promotion' : € 2,00	2,00	300025

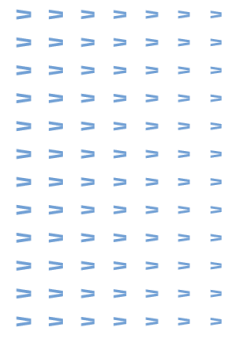
If separate finance data needs to be used for accounting, it is possible to complete this. Check with **accounting** if this is required.

Modify discount code - Discount code Gantner



The sale is then provided with an extra line per discount code containing the correct financial details that were set on the discount code.

Sales		Payments																	
N°	Article	Unit	Descr...	Customer Description	Quantity	Visitors	Hours	Unit price	Unit price incl.	Discount amount	VAT	VAT %	VAT amount	Total amount (excl.)	Amount	Extra description	Discount amount voucher	Ledger account	Article departm
10000	S20-0009	X.AANTAL	Bags W...	Bags Wringa Groot	1,00	0	0:00	15,00	15,00	0,00	0	0,00	0,00	15,00	15,00		2,00	100007	Shop
20000	S20-0008	X.AANTAL	Soap W...	Soap Yirunga	1,00	0	0:00	7,99	7,99	0,00	0	0,00	0,00	7,99	7,99		2,00	100124	Varia
30000	SYS-0001	X.AANTAL	Regist...		-1,00	0	0:00	2,00	2,00	0,00	0	0,00	0,00	-2,00	-2,00	SPRINGANTHER SPRING @ Gantner promotion 1 € 2,00	0,00	300025	Varia
40000	SYS-0001	X.AANTAL	Regist...		-1,00	0	0:00	2,00	2,00	0,00	0	0,00	0,00	-2,00	-2,00	SPRINGANTHER SPRING @ Gantner promotion 1 € 2,00	0,00	300025	Varia



3 Creating unique series of discount codes

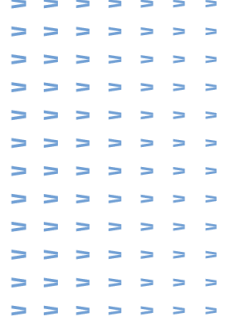
In order to create discount codes in a series, a discount code template must first have been created in which the validity is specified, see Section 2.

Here, the 'Template' checkbox must be checked, see Section 2.2.1.

Generating unique discount codes requires an article linked to the relevant template.

Create a new article and, on the 'Types' tab, select the created discount code template.

This article can also be used to sell discount codes, both at the POS and later through the created series.



Article card - Unique codes article

Accounting per division UITPAS Allowed divisions Enviso Sales remarks

Details Finances **Types** POS Tickets Active periods Selling prices Components Options Units Deviating

Types

- Deposit article
- E-purse article
- Stock article
 - Activate tracing of serial number
- Rental article
- Membership article
 - Direct debit processing
 - Member
- Purchase credit article
- Service article
- Maintenance article
- Gift voucher article
 - Days
 - Weeks
 - Months
- Waiting list article
- Lesson group article
- Donation article
- Spending credit article
- Credits article
- Subsidy regulation active
 - Value
 - Work type
- Charity donation
- Collect the article later
- Food voucher article
 - Fixed period
 - Start date
 - End date

Discount code

Template **UNIQUE C** Unique codes template

Printer

From the Sales admin - Discount codes – Overview series menu, created series can be searched or new series can be created.

Overview discount code/voucher series

Details

Article

Customer

Division usage

Created from till

Visualisation

Selection validity

All

Only valid

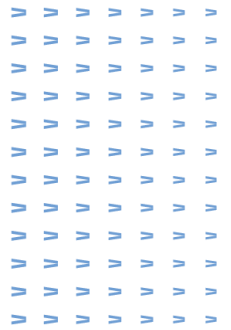
Only invalid

In this screen, first press **Search** to find the existing series or activate the screen.

Now, a new series can be created using the F2 key.

To create a new series, the customer must be specified. If it is for internal/own use/publication, the name of your company can be specified.

In addition, the article we have created must be specified.



Modify discount code series - Unique codes article Gantner 2-6-2023

Details Discount codes/Vouchers Logging

Number: 15 Recorded

Creation date: vrijdag 2 juni 2023

Customer: Gantner

Article: DIS-0002 Unique codes article

Value: 0

Template: JE CODES Unique codes template

Point of sale: TRAINER Trainer

Employee: Vm Julie Vm

Division creation: Gantner E Gantner EN

Remarks:

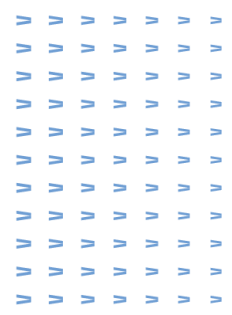
After saving, the 'Generate' button will become active. Once you press this button, the system will ask for the desired number of unique discount codes. Enter the desired number and press Ok.

It is recommended not to generate more than **50 000 codes** at once.

Please, fill in the desired number of vouchers

After generating, the newly created discount codes will be visible on the 'Discount codes/Vouchers' tab. They can be exported via the F12 key so that they can be made available to an external party.

All columns visible in this screen will be exported. If only the discount codes are required in the export, the remaining columns should be removed from the visualisation.



Please make sure that you select a local folder to save the file, and that the conversion between csv and excel is correct when exporting! Make sure the column code contains the correct digits and no conversion was done.

It is recommended to export to a txt file to avoid code conversion:

Modify discount code series - Unique codes article Gantner 2-6-2023

Details | Discount codes/Vouchers | Logging

Type	Series n°	Active	Used	Code	Creation date	Description	Remarks	Applicability	Dis
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110938691301	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110973535033	2-6-2023 14:11:37	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110951347499	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110945878770	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110955410069	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110949472580	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411093791			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411095822			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411093822			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411096665			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411096947			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411095947			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411095994			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411096681			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411097400			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411094431			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	423411096291			t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110940722507	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110952910000	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110939472486	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110957910083	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0

Deactivate/Activate

Print | Record | Generate | Save | Delete | Close

Export overview

Export to file: \\Client\C\$\Temp\Discountcodes.txt

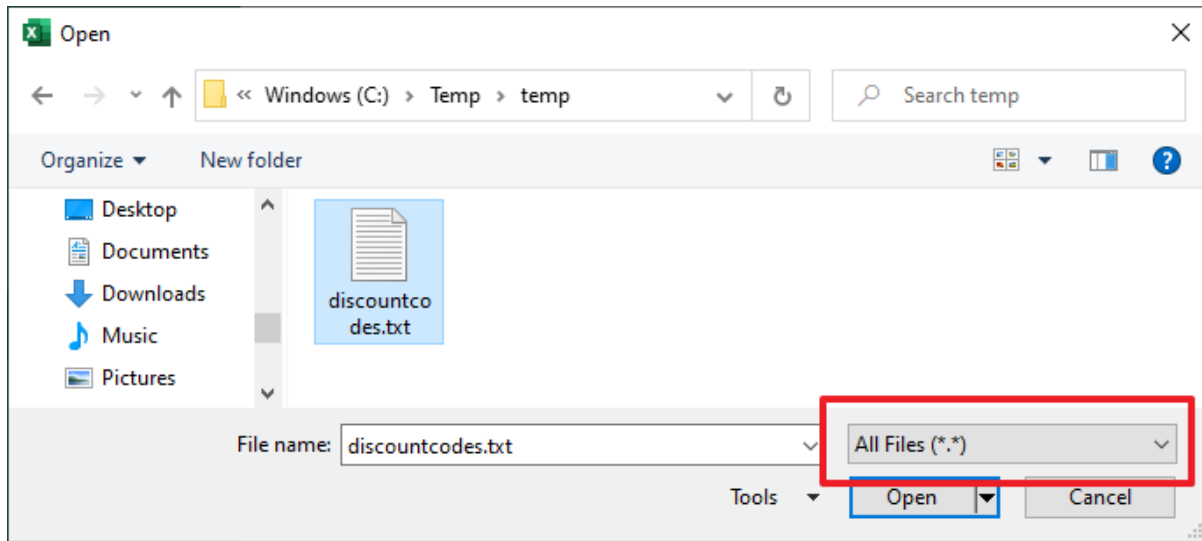
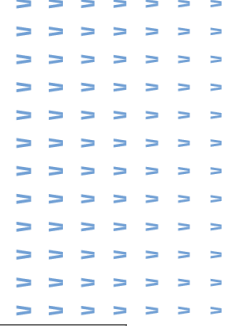
Field delimiter: ;

Include header

Exporting... 0% 100%

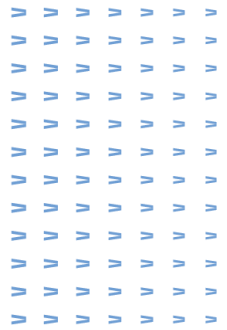
Export | Close

Open Microsoft Excel with a new worksheet and go to Open file, look in the right folder where you saved the above txt file. (Please note select “all files”)



Excel will automatically suggest the import/conversion, and you specify a number of settings at each step.

At step 1, specify at the top that the file type should appear separated. Under 'File origin', select Windows (ANSI), and if you included headers in the export, indicate this here:



Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

My data has headers.

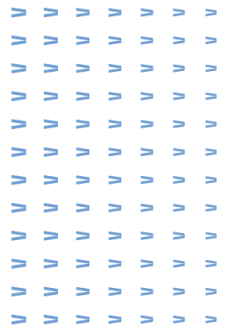
Preview of file C:\Temp\temp\discountcodes.txt.

1	"Type";"Series n°";"Active";"Used";"Code";"Creation date";"Description";"
2	"Discount code";"15";"True";"False";"4234110938691301";"02/06/2023 14:11:"
3	"Discount code";"15";"True";"False";"4234110973535033";"02/06/2023 14:11:"
4	"Discount code";"15";"True";"True";"4234110951347499";"02/06/2023 14:11:3
5	"Discount code";"15";"True";"False";"4234110945878770";"02/06/2023 14:11:"

Cancel < Back **Next >** Finish

If all settings are correct, click Next at the bottom.

In step 2 of the import, select the 'semicolon' separator and click on Next.



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

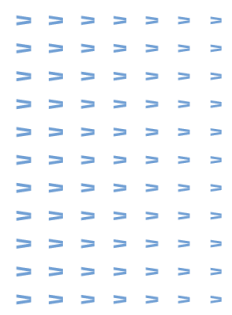
Treat consecutive delimiters as one

Text qualifier:

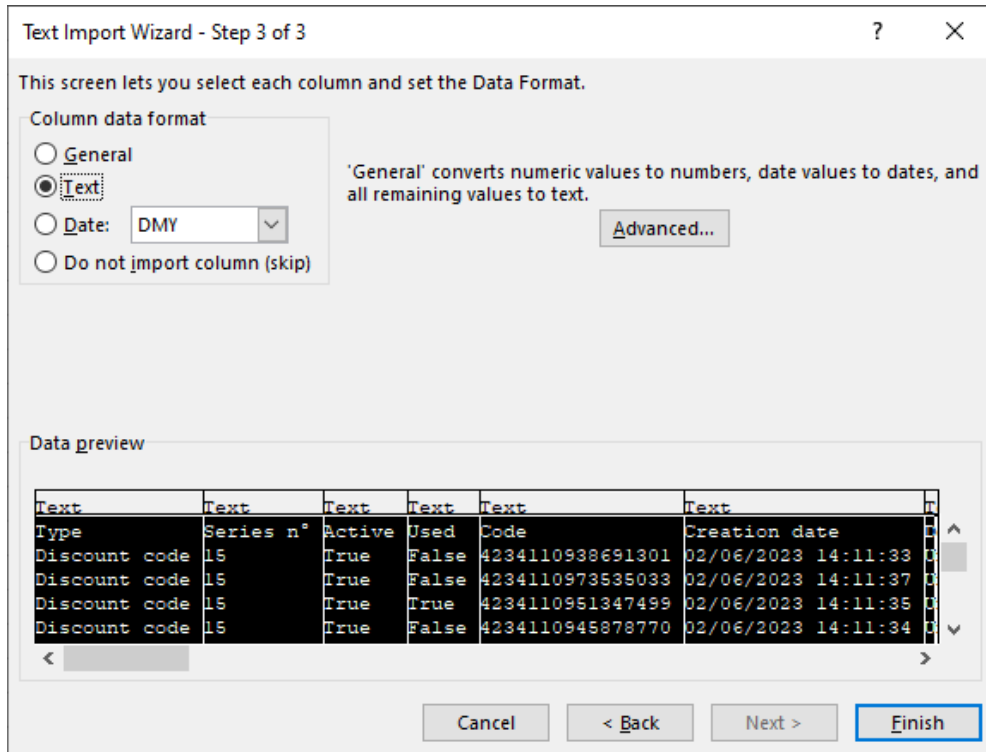
Data preview

Type	Series n°	Active	Used	Code	Creation date
Discount code	15	True	False	4234110938691301	02/06/2023 14:11:33
Discount code	15	True	False	4234110973535033	02/06/2023 14:11:37
Discount code	15	True	True	4234110951347499	02/06/2023 14:11:35
Discount code	15	True	False	4234110945878770	02/06/2023 14:11:34

Buttons: Cancel, < Back, Next >, Finish

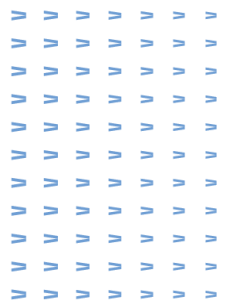


At step 3, first select all columns at the bottom, then choose data type text (if you don't do this, some columns will be converted incorrectly).



Perform a final visual check of your excel file versus your overview in ReCreateX and save the file as an excel file.

A	B	C	D	E	F	G	H	I	J	K	
Type	Series n°	Active	Used	Code	Creation date	Descriptic	Remarks	Applicabil	Discount	Discount t	Purr
Discount c15	True	False	4234110938691301	2-6-2023 14:11:33	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110973535033	2-6-2023 14:11:37	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110951347499	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110945878770	2-6-2023 14:11:34	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110955410069	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110949472580	2-6-2023 14:11:34	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110937910119	2-6-2023 14:11:33	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110958222628	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110938222625	2-6-2023 14:11:33	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	423411096659925	2-6-2023 14:11:36	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110969472541	2-6-2023 14:11:36	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110959472552	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110959941283	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110966816236	2-6-2023 14:11:36	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110974003783	2-6-2023 14:11:37	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110944316361	2-6-2023 14:11:34	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110962910020	2-6-2023 14:11:36	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110940722507	2-6-2023 14:11:34	Unique codes templ	Product p	0,00	%	0,00		
Discount c15	True	False	4234110952910000	2-6-2023 14:11:35	Unique codes templ	Product p	0,00	%	0,00		



Modify discount code series - Unique codes article Gantner 2-6-2023

Type	Series n°	Active	Used	Code	Creation date	Description	Remarks	Applicability	Dis
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110938691301	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110973535033	2-6-2023 14:11:37	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110951347499	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110945878770	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110955410069	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110949472580	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110937910119	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110958222628	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110938222625	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110966659925	2-6-2023 14:11:36	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110969472541	2-6-2023 14:11:36	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110959472552	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110959941283	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110966816236	2-6-2023 14:11:36	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110974003783	2-6-2023 14:11:37	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110944316361	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110962910020	2-6-2023 14:11:36	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110940722507	2-6-2023 14:11:34	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110952910000	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110939472486	2-6-2023 14:11:33	Unique codes template	Product price t...	0,0
<input type="checkbox"/>	Discount code	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4234110957910083	2-6-2023 14:11:35	Unique codes template	Product price t...	0,0

Buttons: Print, Record, Generate, Save, Delete, Close

In the overview of discount codes, you can check which have already been used and which are still active. It is also possible to activate or deactivate the discount codes in batch.

If you double-click on a discount code, you are taken to the basic template of that unique discount code:

Modify discount code - Unique codes template

Series: 15 Unique codes article Gantner 2-6-2023

Type: Discount code Creation date: vrijdag 2 juni 2023

Code: 4234110955410069

Description: Unique codes template

Remark:

Promotion rule:

Settings:

- Applicability: Product price type
- Discount: 0,00 %
- Round off discount: 2 decimal numbers
- Max. usages: 1
- Max. usages per customer: 1
- Max. per sale: 0
- Times per product: 0
- Sales channel: [dropdown]
- Unique per sale
- Only for presale

Validity:

- From date: woensdag 1 september 2021
- Till date: maandag 31 januari 2022
- From: 00 :00 Till: 23 :59
- Day: [dropdown]

Credits:

- Minimum credits: 0 Credits per use: 0

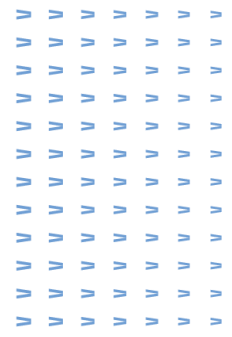
Days of use:

- Monday Tuesday Wednesday
- Thursday Friday Saturday
- Sunday

Exclusion calendar: [dropdown]

Buttons: Copy, Save, Delete, Close

On the 'Use' tab, you can then see where that discount code has been used.



Modify discount code - Unique codes template

Creation date	Division	Customer name	Sales channel	Discount amount	Type	Subject	Discount amount	Status	MinutesUsed
2-6-2023 14:41:16	Gantner EN	Kassaverkopen	Desk	6,00	Exhibition	Visit the view from Gantner	3,00	Applied	0
					Exhibition	Visit the view from Gantner	3,00	Applied	0

The 'Print' button at the bottom allows you to print the discount code via a printer. The layout is a Crystal Report document which can be customised.

There are 10 different layouts, each determined per discount code article.

Discount code

Template **UNIQUE C** Unique codes template

Printer **1**

Example of such a ticket:


Unique codes template

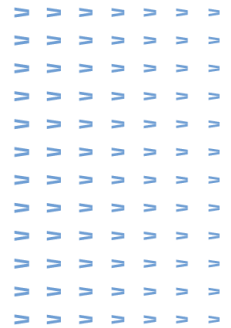
Kassaverkopen

-

Validity: 5-6-2023 00:00:00 - 4-8-2023 00:00:00

Friends' pass: 4236483604521696





4 Web shop

If you want to use discount codes in the web shop, this function must be activated via the web shop manager.

Under tab 'General' - choose 'Settings' - under tab 'Coupons', you have the option to activate discount codes.

General - Settings

Users Technical setti... E-mail notifica... User fields General conditi... Messages Extra **Coupons**

General Settings

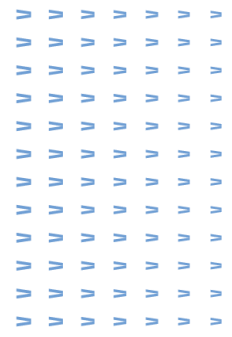
Discount codes active	<input checked="" type="checkbox"/>
Giftcards active	<input type="checkbox"/>
Vouchers active	<input type="checkbox"/>
Tesco Active	<input type="checkbox"/>
Incert Active	<input type="checkbox"/>
Visualise discount codes by default	<input checked="" type="checkbox"/>
Maximal number of discount codes	<input type="text" value="10"/>
Activate Uitpas functionality	<input checked="" type="checkbox"/>

History Settings

Show coupons in history	<input type="checkbox"/>
Show customer	<input type="checkbox"/>
Show salesnumber	<input type="checkbox"/>
Enable Search	<input type="checkbox"/>
Show gift vouchers in history	<input type="checkbox"/>
Show available minutes	<input type="checkbox"/>

SAVE

'Visualise discount codes by default' means the discount code window is unfolded by default in the web shop.



- Enter discount code

Apply

This feature is always available from the moment the order is placed in the shopping basket.

By entering a **maximum number of discount codes**, you can limit the number of discount codes the customer can enter online in one order. This can be useful if you want customers to be able to use only 1 code per order. If the number is set to 0, they can enter multiple codes in succession without limit.

Shopping cart



Visit the view from Gantner 1

Date: 09/06/2023, time: 09:00, number of cards: 5

4	Adult	€ 24.00	€ 36.70	X
1	Child	€ 2.70		
5	Bottled Juice Drink	€ 10.00		

Total € 36.70

- Enter discount code

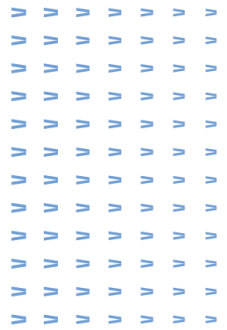
Apply

[Empty cart](#)

CONTINUE SHOPPING

CONTINUE

The customer enters their discount code here and clicks on 'Apply'. If everything is set up correctly, they will get a notification indicating that the voucher code was successfully applied. They will also immediately see the discount granted.



Discount code 4234110955410069 was successfully applied.

Home Activities Bookings Rental Tickets Membership More modules

Shopping cart

Shopping cart → Log in → Pay → Confirmation

Visit the view from Gantner 1
Date: 09/06/2023, time: 09:00, number of cards: 5

4 Adult	€ 24.00	€ 36.70	€ 36.70	×
1 Child	€ 2.70			
5 Bottled Juice Drink	€ 10.00			
		Subtotal	€ 36.70	
		Extra discount via code(s)	-€ 12.00	
		Total	€ 24.70	

-Enter discount code

4234110955410069

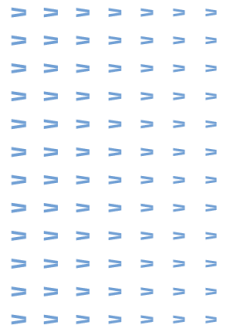
Cancel

Apply

[Empty cart](#)

CONTINUE SHOPPING CONTINUE

"Vouchers active" can be activated so that customers can enter a voucher through the web shop and thus exchange the voucher for tickets, articles,



General - Settings

Users Technical setti... E-mail notifica... User fields General conditi... Messages Extra **Coupons**

General Settings

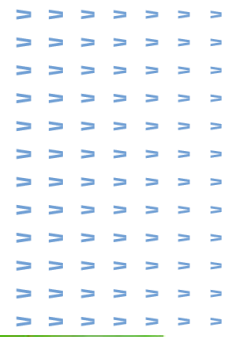
Discount codes active	<input checked="" type="checkbox"/>
Giftcards active	<input checked="" type="checkbox"/>
Vouchers active	<input checked="" type="checkbox"/>
Tesco Active	<input type="checkbox"/>
Incert Active	<input type="checkbox"/>
Visualise discount codes by default	<input checked="" type="checkbox"/>
Maximal number of discount codes	<input type="text" value="0"/>
Activate Uitpas functionality	<input checked="" type="checkbox"/>

History Settings

Show coupons in history	<input checked="" type="checkbox"/>
Show customer	<input type="checkbox"/>
Show salesnumber	<input type="checkbox"/>
Enable Search	<input type="checkbox"/>
Show gift vouchers in history	<input checked="" type="checkbox"/>
Show available minutes	<input checked="" type="checkbox"/>

SAVE

The additional tab allows customers to exchange their vouchers for tickets, single articles, but no stock articles are offered.

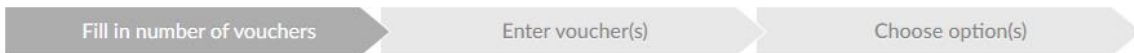


recreatex Account EN 0 articles / € 0.00

Exhibitions Web shop Vouchers More modules

Vouchers

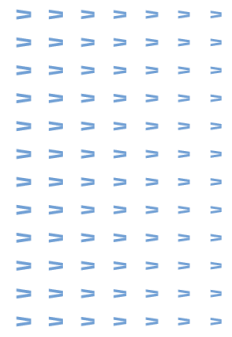
If you have one or several vouchers, you can exchange them here. Fill in the number of vouchers you want to use below.



Number of vouchers

 ↑
↓

ENTER VOUCHER(S)



5 Practical examples

5.1 Example of global discount code

5.1.1 Settings

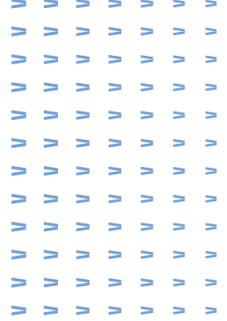
For example, we wish to create a SUMMER2023 discount code where customers get a 100 percent discount on all adult tickets for the subtropical pool.

Create the template where you define the conditions and code for the discount.

Note: the max. usages per customer is set to 1, so activating POS and Webshop, in which purchases are not allowed, must be done per customer.

The screenshot displays the 'Modify discount code - Summer action 2023' window. It features several tabs: 'General', 'Divisions', 'Customer groups', 'Applicability', 'Use', 'Translations', 'Finances', and 'Logging'. The 'General' tab is selected, showing a series of fields for configuring the discount code. The 'Code' field contains 'SUMMER2023', and the 'Description' field contains 'Summer action 2023'. The 'Discount' is set to 0%. The 'Validity' section shows a start date of 'donderdag 1 juni 2023' and an end date of 'donderdag 31 augustus 2023'. The 'Settings' section includes 'Max. usages per customer' set to 1, 'Max. per sale' set to 0, and 'Times per product' set to 0. The 'Days of use' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday, all of which are checked. The 'Exclusion calendar' is set to 'Summer'.

Link the relevant divisions and customer groups. Set your discount amount under 'Applicability' and link with the relevant exhibition and ticket types (make sure that under the 'General' tab of your template % or £ is set).

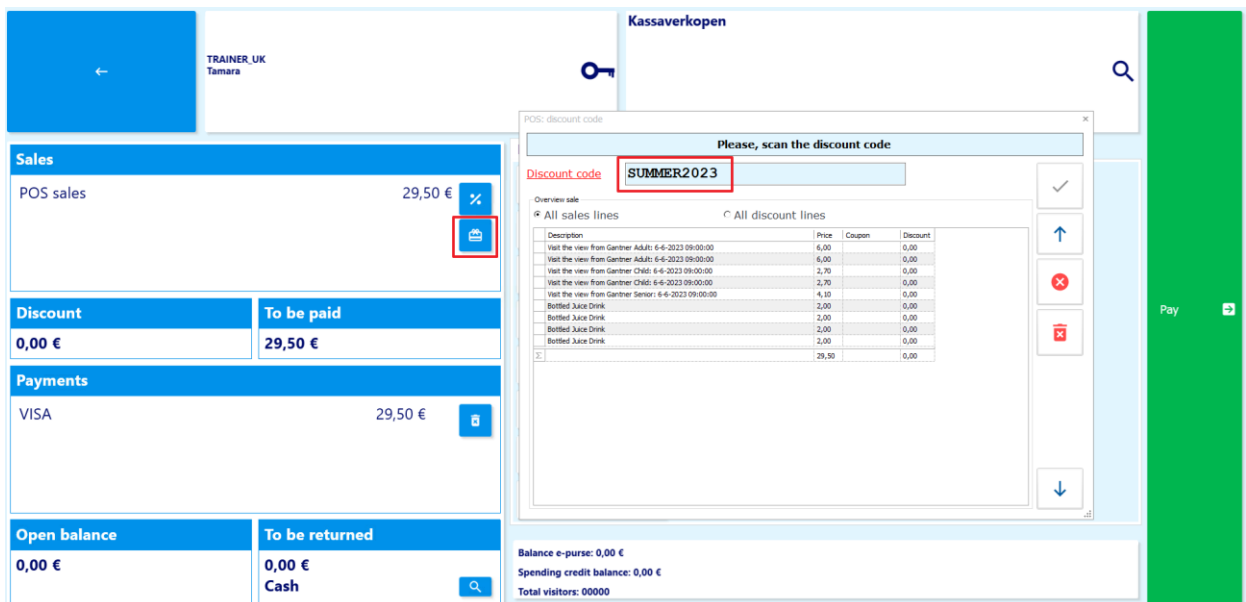


5.1.2 Use on POS

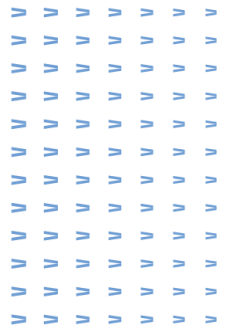
At POS, enter the purchase:



Proceed to the payment screen and select the discount code feature:



In the pop-up screen, enter the discount code, which will be applied directly to the correct articles.



POS: discount code

Please, scan the discount code

Discount code

Overview sale

All sales lines

Description	Price	Course	Discount
Visit the view from Gantner Adult: 6-6-2023 09:00:00	6,00	SUMMER-2023	6,00
Visit the view from Gantner Adult: 6-6-2023 09:00:00	6,00	SUMMER-2023	6,00
Visit the view from Gantner Child: 6-6-2023 09:00:00	2,70		0,00
Visit the view from Gantner Child: 6-6-2023 09:00:00	2,70		0,00
Visit the view from Gantner Senior: 6-6-2023 09:00:00	4,10		0,00
Bottled Juice Drink	2,00		0,00
Bottled Juice Drink	2,00		0,00
Bottled Juice Drink	2,00		0,00
Σ:	29,50		12,00

Sales

POS sales 29,50 €

Discount	To be paid
-12,00 €	17,50 €

Payments

VISA 17,50 €

Open balance 0,00 €

To be returned
0,00 €
Cash

Payments

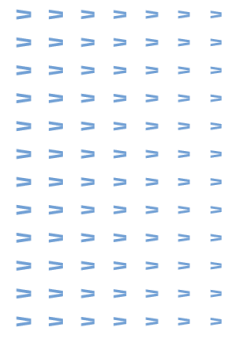
- BANCONTACT
- CONTACT
- MASTERCARD
- MAESTRO
- VISA
- VISA
- CARDEAUBON
- FACTEUR
- ENVISO PAY

Balance e-purse: 0,00 €
Spending credit balance: 0
Total visitors: 00000

5.1.3 Use in the web shop

Create the order and log in to the web shop (anonymous shopping is not allowed in this example).

In the shopping basket enter the discount code, which is not case sensitive.



Shopping cart



Visit the view from Gantner 1

Date: 07/06/2023, time: 10:00, number of cards: 5

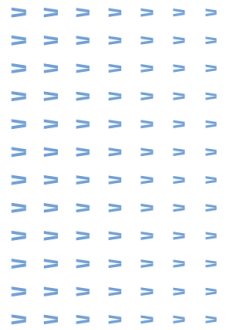
2	Adult	€ 12.00			
1	Child	€ 2.70	€ 28.90	€ 28.90	X
1	Senior	€ 4.10			
1	Student	€ 4.10			
3	Bottled Juice Drink	€ 6.00			

Subtotal	€ 28.90
Extra discount via code(s)	-€ 12.00
Total	€ 16.90

- Enter discount code

Cancel

Apply



5.2 EXAMPLE OF UNIQUE NUMBER DISCOUNT CODE

5.2.1 Settings

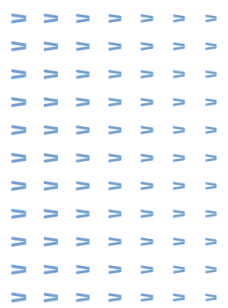
We want to create unique codes that will be distributed by an external partner. The discount is active during the month of April and offers a 20% discount on the transaction.

Link the appropriate divisions and customer groups to your template, and make sure you don't forget to activate the template checkbox.

In addition, create your article and generate your unique codes as in section 3 “Creating unique discount codes”.

5.2.2 Use on POS

Create the order in the checkout. In the payment screen, choose the Discount code button. There, scan or type in the manual code.



The screenshot shows a POS interface with a transaction summary on the left and a discount code application window on the right. The transaction summary includes:

- Sales:** POS sales 13,03 €
- Discount:** 0,00 €
- Payments:** VISA 13,03 €
- Open balance:** 0,00 €
- To be paid:** 13,03 €
- To be returned:** 0,00 €
- Cash:** 0,00 €

The discount code application window (POS: discount code) shows the code **4236503068886194** entered. Below the code is a table of sales lines with the discount applied:

Description	Price	Coupon	Discount
3D BOOKMARK	2,99	4236503068886194	0,60
3 D POSTCARD/ GREETING CARD	0,99	4236503068886194	0,20
POSTCARD EXHIBITION	0,60	4236503068886194	0,12
POSTCARD PANORAMIC	0,95	4236503068886194	0,19
3 D BOOKMARK CARD	1,50	4236503068886194	0,30
Side salad	2,00	4236503068886194	0,40
Staff Meal	4,00	4236503068886194	0,80
Σ	13,03		2,61

Additional information at the bottom of the window: Balance e-purse: 0,00 €, Spending credit balance: 0,00 €, Total visitors: 00000.

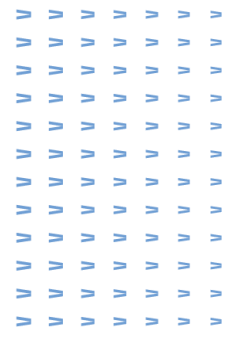
The code is applied to the transaction and distributed over the content.

This is a detailed view of the discount code application window. It shows the discount code **4236503068886194** and a table of sales lines with the discount applied:

Description	Price	Coupon	Discount
3D BOOKMARK	2,99	4236503068886194	0,60
3 D POSTCARD/ GREETING CARD	0,99	4236503068886194	0,20
POSTCARD EXHIBITION	0,60	4236503068886194	0,12
POSTCARD PANORAMIC	0,95	4236503068886194	0,19
3 D BOOKMARK CARD	1,50	4236503068886194	0,30
Side salad	2,00	4236503068886194	0,40
Staff Meal	4,00	4236503068886194	0,80
Σ	13,03		2,61

5.2.3 Use in the web shop

The customer prepares the order online. In the shopping basket, the discount code can be entered by the customer and the discount is applied to the order.



Shopping cart



Visit the view from Gantner 1

Date: 06/06/2023, time: 10:00, number of cards: 2

2	Adult	€ 12.00	€ 19.00	€ 19.00	×
1	English Guidebook	€ 3.00			
2	Bottled Juice Drink	€ 4.00			
<hr/>					
	Ice coffee		Quantity: 2	€ 4.00	€ 8.00 ×
	Nice ice coffee for a hot day!				

Subtotal	€ 27.00
Extra discount via code(s)	-€ 5.40
Total	€ 21.60

- Enter discount code

4236503074511272

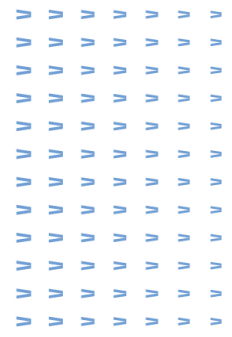
Cancel

Apply

5.2.4 Extra

The discount code article linked to the template can also be linked to another article (arrangement) or can be sold separately at a price or for free via the checkout or the web shop. This makes it possible for a unique code to be created and printed directly for the customer when selling the article.

A composite article is sold via the checkout where the discount code was linked:



↑	↓	↑	↓	📄
Magic box	x1,00	€24,80		📅
20% action on transaction	x1,00	€0,00		🗑️
Ice coffee	x2,00	€8,00		🗑️
Bowl of Chips	x2,00	€4,00		🗑️
Sausage Roll	x2,00	€4,00		🗑️
Side salad	x2,00	€4,00		🗑️
ART POSTCARDS	x2,00	€4,80		📊

At checkout, a unique discount code is created and printed via the printer:

Unique codes template

Kassaverkopen

Validity: 5-6-2023 00:00:00 - 4-8-2023 00:00:00



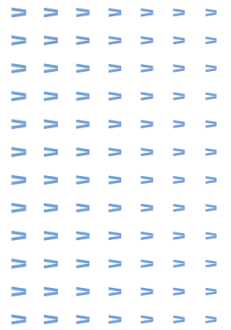
Friends' pass: 4236483604521696

There is no need to have already generated codes, the system automatically generates them at the time of sale. You can also consult this each time at discount code / voucher overview.

Overview discount code/voucher series

Details		Article		DIS-0004		20% action on transaction		...		Selection validity	
Customer			<input checked="" type="radio"/> All <input type="radio"/> Only valid <input type="radio"/> Only invalid	
Division usage			Search	
Created from		...		till		
Visualisation		General list		
Number	Print date	Article code	Article description	Valid from	Valid till	Valid in	Customer	Remark			
20	5-6-2023 08:48:43	DIS-0004	20% action on transaction			Gantner, Gantner EN, Gantner FR, Gantner Webshop	Kassaverkopen				
21	5-6-2023 08:49:11	DIS-0004	20% action on transaction			Gantner, Gantner EN, Gantner FR, Gantner Webshop	Kassaverkopen				
19		DIS-0004	20% action on transaction			Gantner, Gantner EN, Gantner FR, Gantner Webshop	België Gantner				

This also works online. In this case, it is strongly recommended to activate the history settings in the web shop manager.



General - Settings

Users Technical setti... E-mail notifica... User fields General conditi... Messages Extra **Coupons**

General Settings

- Discount codes active
- Giftcards active
- Vouchers active
- Tesco Active
- Incert Active
- Visualise discount codes by default
- Maximal number of discount codes
- Activate Uitpas functionality

History Settings

- Show coupons in history
- Show customer
- Show salesnumber
- Enable Search
- Show gift vouchers in history
- Show available minutes

SAVE

The customer can then check for their unique code via their own profile.

History and overviews

My coupons

Search term

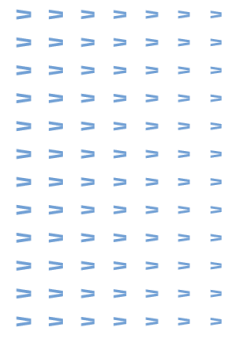
Purchase date From To

SEARCH

Valid coupon Non-valid coupon

CODE	SALES NUMBER	DESCRIPTION	CUSTOMER	CREATION DATE	VALID FROM	VALID TILL	PURCHASE DATE	NUMBER OF TIMES USED	AVAILABLE MINUTES
3725223242437154	519	Special action	Julie Van Massenhove	21-10-2021	-	-	21/10/2021	1	540

Remember to attach the e-template for the discount code to the discount code article (tab 'Web'), ensuring that it is then sent along with the order via email or can be reprinted via the profile.



E-ticket templates

E-ticket template	<input type="text"/>	<input type="text"/>
Discount code ticket template	Discount	Discountcode - eticket
Consumption/gift voucher	<input type="text"/>	<input type="text"/>

Example:

Unique discount code 20% transaction

Novaturient School
- NR30 1EA 22 Euston Road, Great Yarmouth

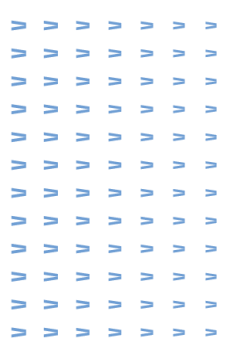
Purchase date: maandag 5 juni 2023 08:49

Validity: maandag 5 juni 2023 - zondag 2 juli 2023

Internal remark

4236509410551707





5.3 EXAMPLE OF PROMOTION DISCOUNT CODE

5.3.1 Settings

For example, we want to create a discount code BUBBLE2023 where customers get 50% off the total order, when purchasing tickets for an exhibition.

Modify discount code - Bubble action 2023

General | Divisions | Customer groups | Use | Translations | Finances | Logging

Series | [] | []

Details

Type: Promotion | Creation date: maandag 5 juni 2023

Code: BUBBLE2023 | Template: | Active: | Value: 0

Description: Bubble action 2023

Remark: remarks internal

Promotion rule: promotion | Bubble promotion

Settings

Applicability: Transaction

Discount: 0 | £

Discount amount per product

Round off discount: 2 decimal numbers

Max. usages: 500

Max. usages per customer: 0

Max. per sale: 0

Times per product: 0

Sales channel: []

Unique per sale
 Only for presale

Validity

From date: [] | Till date: []

From: 00 :00 | Till: 23 :59

Day: []

Credits

Minimum credits: 0 | Credits per use: 0

Days of use

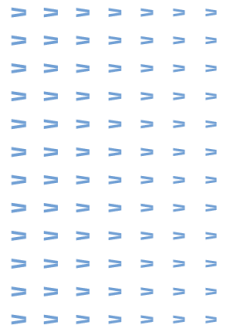
Monday | Tuesday | Wednesday
 Thursday | Friday | Saturday
 Sunday

Exclusion calendar: [] | []

Copy | Save | Delete | Close

Only code, description and promotion line are required to be filled in. You can define the number of times to use it as well as the max. usages per customer option.

All other options such as application time and how it is applied are determined via the promotion rule that you link.



Modify promotion rule - Bubble promotion

Details Point of sale Logging

Activate rule

Code Bubble promotion Promotion rule is linked to a discount code

Description Bubble promotion

Valid from donderdag 1 juni 2023 till donderdag 31 augustus 2023

Priority 7

Combinable

Type Exhibition

Condition

Condition
[ExpositionDescription] Like 'gantner' And [TotalAmount] >= 20.0m

Actions

Description	Applicability type	Message before adding item	Discount type	Discount amount	Discount percentage	Fixed amount	Per (x) articles	Pay (x) articles	Priority	B
Bubble	All		Percentage	0,00	50,00	0,00	0	0	1	

Copy Save Delete Close

5.3.2 Use on POS

Create the order in the checkout. On the payment screen, choose the Discount code button, and type in the manual code.

POS: discount code

Please, scan the discount code

Discount code BUBBLE2023

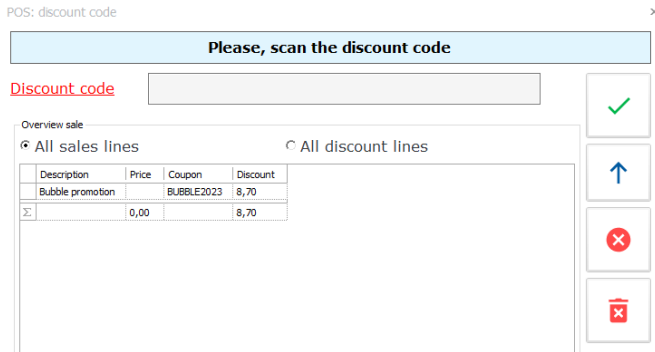
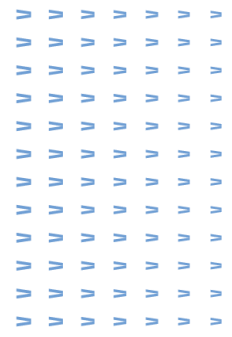
Overview sale

All sales lines All discount lines

Description	Price	Coupon	Discount
Visit the view from Gantner Adult: 6-6-2023 10:00:00	6,00		0,00
Visit the view from Gantner Adult: 6-6-2023 10:00:00	6,00		0,00
Visit the view from Gantner Child: 6-6-2023 10:00:00	2,70		0,00
Visit the view from Gantner Child: 6-6-2023 10:00:00	2,70		0,00
Bottled Juice Drink	2,00		0,00
Bottled Juice Drink	2,00		0,00
Bottled Juice Drink	2,00		0,00
Bottled Juice Drink	2,00		0,00
English Guidebook	3,00		0,00
English Guidebook	3,00		0,00
Σ	31,40		0,00

✓ ↑ ✕ ✕

The discount is applied to the order.



5.3.3 Use on the web shop

The customer prepares the order online. Once everything is added to the shopping basket, the discount code can be entered by the customer and the discount is applied to the order.

Shopping cart



Visit the view from Gantner 1

Date: 06/06/2023, time: 10:00, number of cards: 6

2 Adult	€ 12.00			
2 Child	€ 5.40	€ 39.60	€ 39.60	X
2 Senior	€ 8.20			
2 English Guidebook	€ 6.00			
4 Bottled Juice Drink	€ 8.00			

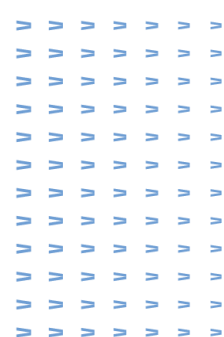
Subtotal	€ 39.60
Extra discount via code(s)	-€ 12.80
Total	€ 26.80

- Enter discount code

BUBBLE2023

Cancel

Apply



5.4 VOUCHER EXAMPLE

5.4.1 Settings

When purchasing an exhibition ticket, the customer gets the free option of the article 'Virunga actions' which will give them a voucher entitling them to purchase one free Virunga article.

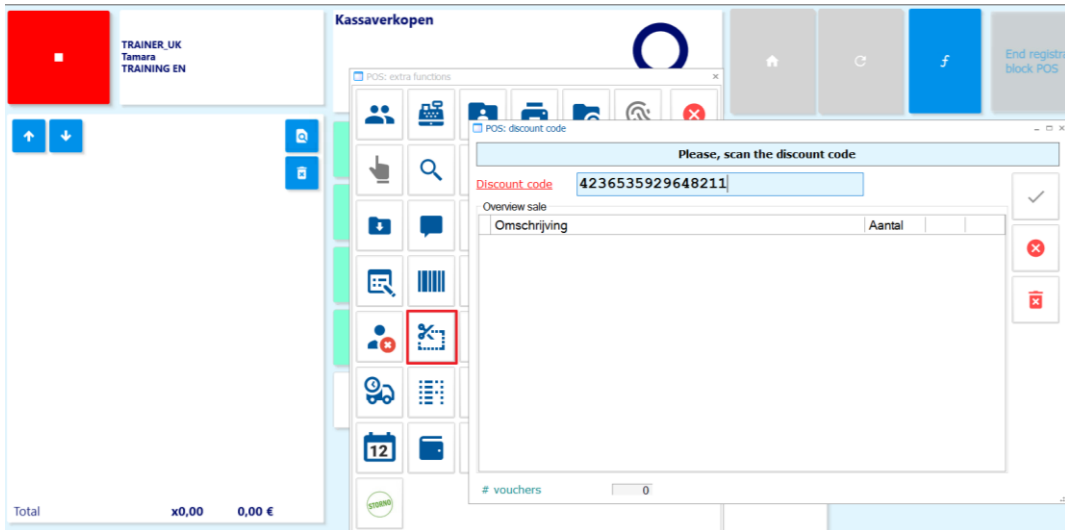
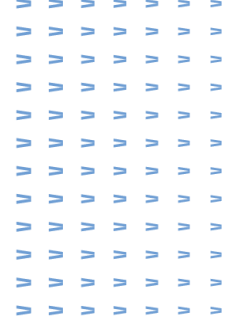
Create the template first and make sure to check the template checkbox.

Link the relevant divisions and the customer groups, and under 'Applicability' select the articles the customer will get to choose from.

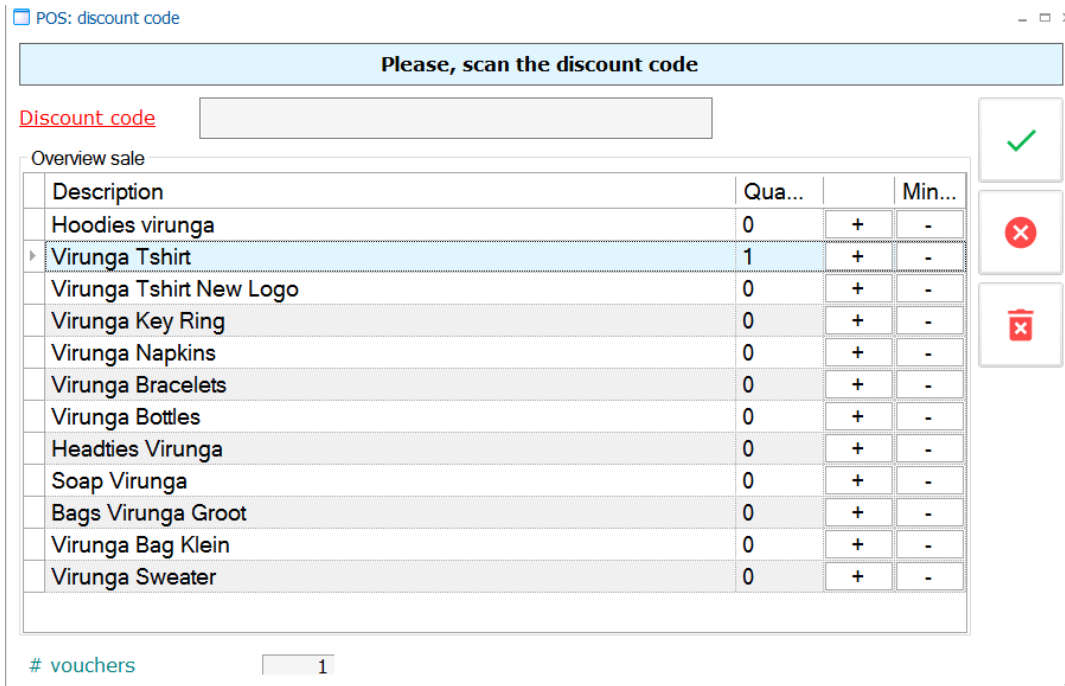
Then create a discount code for the Virunga action article that will be sold along with the exhibition as an optional article for free. The template is linked to that same discount code article.

5.4.2 Use on POS

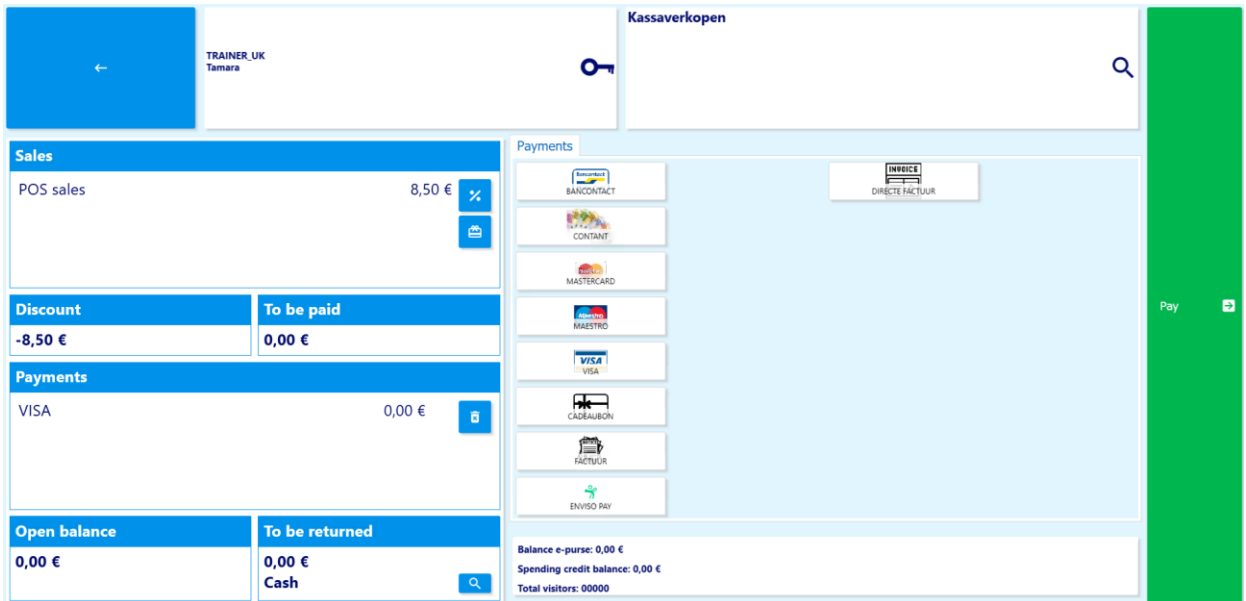
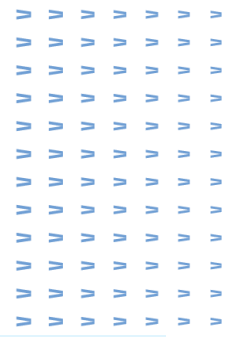
Go to the extra features: enter voucher, which will result in a pop-up where you can enter or scan your voucher.



Choose the article you want to give the customer for free.



The order will appear in the checkout, only on the payment screen will the discount be settled.

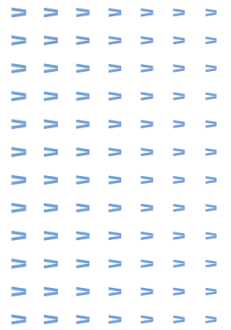


Or you can also simply tap the article and click on discount code via the payment screen, enter the voucher code, and the discount is applied in one go.

5.4.3 Use on the web shop

In this example, we are working with a stock article. For tickets and memberships, customers go to the 'Voucher' tab in the web shop, and enter their voucher code there to get a free article. However, the feature is different for a stock article versus ticket sales or article without a specific type.

For a stock article, the voucher can only work if you place the article in the shopping basket.



Shopping cart



Bags Virunga big	Quantity: 1	€ 15.00	€ 15.00	X
		Subtotal	€ 15.00	
		Extra discount via code(s)	-€ 15.00	
		Total	€ 0.00	

- Enter discount code

Cancel

Don't forget that under the tab 'Web' (on the article), you tick the option "Show within vouchers".

Article card - Bags Virunga Groot

Logging	Barcodes	Translations	Web	Self-service kiosk	Attachments	Validation when sold	UiTPAS	Allowed			
Details	Finances	Types	POS	Tickets	Active periods	Selling prices	Components	Stock	Options	Units	I
General	Images	QR code webshop									

Sales limits

Max. sales:

General

Show on web module Webshop

From: :

Till: :

Show within vouchers

Allow price modifications

Rental

Show on the website rental

From: :

Till: :

Facility bookings

Membership

New membership

Show on web module Memb

Module: Membership E-Ti

From:

Till:

Extra article:

Do not charge article

Allow several sales

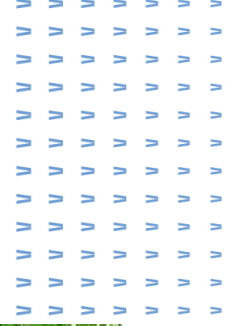
Allow to link several persons

Accumulate memberships

Renew membership

Show on web module Memb

If you create a voucher for exhibitions, it is possible to redeem it via the 'Vouchers' tab. The customer then chooses how many vouchers to enter.



Vouchers

If you have one or several vouchers, you can exchange them here. Fill in the number of vouchers you want to use below.



Number of vouchers

ENTER VOUCHER(S)

The customer enters the voucher code:



Vouchers

Fill in you voucher code(s) below to exchange them.

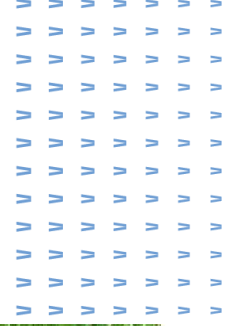


Voucher code 1

PREVIOUS

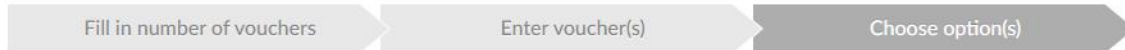
EXCHANGE VOUCHER(S)

And then chooses what they would like a free ticket for:



Vouchers

Choose the option(s) from the possibilities below for which you want to exchange your voucher(s).



OMSCHRIJVING	AANTAL
Hundertwasser Adult	0 <input type="button" value="↑"/> <input type="button" value="↓"/>
Visit the view from Gantner 1 Adult	0 <input type="button" value="↑"/> <input type="button" value="↓"/>

Number of vouchers: 1

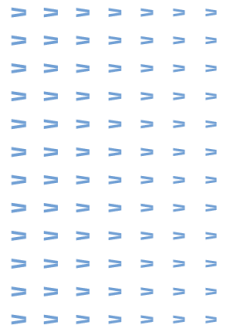
PREVIOUS

The system automatically continues the flow of choosing the right time slot and completing the purchase of this ticket. Therefore, the same tickets cannot be paid for directly.

NOTE: Do not forget to indicate, for example, for the exhibition, this option may be used within the vouchers.

Modify exhibition - Visit the view from Gantner

General	Periods	Prices	Logging	Articles	Translations	Target groups	Various	Counters	Info	Web	Allowed divisor
<input checked="" type="checkbox"/> Show on Website: Show from <input type="text" value="00:00"/> till <input type="text" value="00:00"/> <input type="checkbox"/> Exclude from overview											
<input checked="" type="checkbox"/> Show on the website within vouchers											
Advance system per Web <input type="text"/> <input type="text"/> <input type="button" value="..."/>											
Max. website <input type="text" value="15"/>											
Max. tickets per web sale <input type="text" value="8"/>											
Final registration date Web <input type="text" value="0"/> days <input type="text" value="1"/> hours before											
<input type="checkbox"/> Use target group selection <input checked="" type="checkbox"/> Ask language on website <input type="checkbox"/> Link membership to existing card											
Possible languages											
<input checked="" type="checkbox"/>	Code	Description	Last sync.	Last update	UITdatabank Event Detail ...	Language code	Blocked				
<input checked="" type="checkbox"/>	CH	Zwitserland		23-6-2010 16:07:20			<input type="checkbox"/>				
<input checked="" type="checkbox"/>	DU	Duits		5-8-2022 08:36:07	de	de	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	EN	English		5-8-2022 08:36:15	en	en	<input type="checkbox"/>				



This option should also be activated for the price article linked to the exhibition.

Modify exhibition - visit the view from Gantner

Code	Article group	Description	Ticket description	VAT	VAT ind.	Account	Calculati...	Curr...	Calculation type	Booking cost
T12-0006	T12	Adult	Adult	6	<input checked="" type="checkbox"/>	700000	X QUAN...	6,00	Price x Number	0,00
T12-0007	T12									
T12-0008	T12									
T12-0009	T12									
T12-0010	T12									
ADM-0036	ADM									

Exhibition rate

General | Presale discounts | Extra information

Details

Exhibition: VS-GN-21 Visit the view from Gantner

Article: T12-0006 Adult

Booking cost: Min. required:
Max. allowed:

Guides needed

Show on website

Show on the website within vouchers

Mandatory to buy at least the minimum quantity (web)

Ask names

UiTPAS chance tariff mandatory

Only allowed in combi exhibitions

Link membership to existing card

Save Delete Close

5.4.4 Extra

Again, as in the case of unique discount codes, it is possible to generate unique codes and export them to an external party. (Section 3 Unique discount codes)