

How do I change a discount code

Video tutorial:

1. Login to the admin module
2. Go to **Vouchers** **Manage vouchers**
3. Search for the voucher
4. Press edit

The screenshot shows the DIZID Voucher Management interface. On the left is a sidebar with categories: Locations, Members, Events, Guest list, Vouchers, and System. The 'Vouchers' category is highlighted, and 'Manage vouchers' is selected. The main area is titled 'Voucher Management' and contains a search bar with 'new' entered, a 'Search in archive' dropdown, and a 'Search for vouchers' button. Below the search bar is a 'Vouchers' section with an 'Add new voucher' button and a list of vouchers. One voucher is visible: 'XMAS - Christmas offer discount NEW' with buttons for 'Duplicate', 'Archive', 'Edit', and 'Delete'.

5. Now you can change the voucher details by using the wizard

The screenshot shows the 'Create voucher' wizard. It has a progress bar with three steps: '1 Voucher details' (active), '2 Select offer', and '3 Create voucher'. The 'Voucher details' step contains the following fields: 'Name' (Christmas offer discount NEW), 'Code' (XMAS), 'Discount percentage' (No/Yes buttons), 'Discount' (€ 15), 'Start date' (16-12-2016 00:56), 'Expiration date' (19-12-2016 00:00), and 'Description' (a large text area). A 'Next' button is at the bottom right.