

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 navigation links: Locations (Manage locations), Members (Manage members), Events (Manage events, Manage offers, Manage fields, Events reporting), Guest list (Manage guest lists, Manage invitations), Vouchers (Manage vouchers - highlighted with a red box), and System (Settings, Credits). The main content area is titled 'Voucher Management'. It includes a 'Voucher name' field with 'new' and a 'Search in archive' dropdown with 'No' and 'Yes' options. Below is a 'Voucher code' field. A 'Clear' button and a 'Search for vouchers' button are present. A 'Vouchers' section shows a table with one entry: 'XMAS - Christmas offer discount NEW'. Action buttons for this entry are 'Duplicate', 'Archive', 'Edit' (highlighted with a blue box), 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 toggle with 'No' selected), '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 located at the bottom right.