



## Discounts - An Overview

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Offering seasonal or holiday discounts has always been a smart marketing strategy to drive sales on your online store. In Cartzy, you can efficiently set up the four types of discounts as per your needs.

1. Fixed amount
2. Percentage discount (%)
3. Free shipping
4. Buy X get Y free

You can also create gift cards for your customers that they can use in their future purchases. But, discounts are effective when you want an immediate and massive influx of sales during a short period, such as the **Christmas** holidays.

### Navigation path: **Discounts > Discounts**

On the **Discounts** page in Cartzy, all the discounts are listed by the following information:

- **Discount code**
- **Discount value**
- **Active/inactive status**
- **Discount used:** The number of times the discount has been used by the customers.
- **Active dates:** The dates reflect the start and end dates of the discount.

Discount							CREATE DISCOUNT
All	Active	Scheduled	Expired	Search here...			
Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions		
CHAS23	\$10.00 off entire order	SCHEDULED	0	21 Dec 23 – 25 Dec 23	⋮		
Independence20	\$20.00 off entire order	ACTIVE	0	07 Oct 23 – 31 Oct 23	⋮		
Cartzy0009	Buy X get Y free	ACTIVE	0	From 13 Sep 23	⋮		
CARTZY001	\$10.00 off entire order	EXPIRED	0	30 Sep 23 – 07 Oct 23	⋮		
30off	\$30.00 off entire order	ACTIVE	1	From 01 May 22	⋮		

## Filtered lists

Cartzy enables you to filter the discounts by status. For example, if you want to view only the active discounts, then you can do so by switching to the **Active** tab. Hence, by switching to the following three tabs, you can view discount lists filtered by status.

- Active
- Scheduled
- Expired

□ By default, the **Discounts** page opens with the **All** tab that displays the unfiltered list of the discounts i.e., all the discounts of your store will be listed regardless of the active, scheduled, or expired status.

### Active

This tab shows the list of only the active discounts available in your store as demonstrated in the image shared below.

An active discount is the one that is currently available for use. In other words, the expiry or the end date of the discount is yet to come, and till then the discount will remain active.

← Discount							CREATE DISCOUNT
All	Active	Scheduled	Expired	Q Search here...			
Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions		
Independence20	\$20.00 off entire order	ACTIVE	0	07 Oct 23 – 31 Oct 23	⋮		
Cartzy0009	Buy X get Y free	ACTIVE	0	From 13 Sep 23	⋮		
30off	\$30.00 off entire order	ACTIVE	1	From 01 May 22	⋮		

### Scheduled

This tab shows the list of only the scheduled discounts available in your store as demonstrated in the image shared below.

A scheduled discount does not get activated instantly but is activated when its start date is reached. In short, you can schedule a discount in advance for later. For example, you can schedule discounts for the Christmas holidays in November.

← Discount							CREATE DISCOUNT
All	Active	Scheduled	Expired	Q Search here...			
Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions		
CMAS23	\$10.00 off entire order	SCHEDULED	0	21 Dec 23 – 25 Dec 23	⋮		

### Expired discounts

This tab shows the list of only the expired discounts available in your store as demonstrated in the image shared below.

An expired discount is the one for which the end date is passed.

← Discount							CREATE DISCOUNT
All	Active	Scheduled	Expired	Q Search here...			
Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions		
CARTZY001	\$10.00 off entire order	EXPIRED	0	30 Sep 23 – 07 Oct 23	⋮		

### All discounts

This tab shows the list of all the discounts available in your store as demonstrated in the image shared below.

← **Discount** CREATE DISCOUNT

All Active Scheduled Expired

Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions
CMAS23	\$10.00 off entire order	SCHEDULED	0	21 Dec 23 – 25 Dec 23	⋮
Independence20	\$20.00 off entire order	ACTIVE	0	07 Oct 23 – 31 Oct 23	⋮
Cartzy0009	Buy X get Y free	ACTIVE	0	From 13 Sep 23	⋮
CARTZY001	\$10.00 off entire order	EXPIRED	0	30 Sep 23 – 07 Oct 23	⋮
30off	\$30.00 off entire order	ACTIVE	1	From 01 May 22	⋮




## Actions

Once a discount is created and saved successfully in the system, you can always **delete** it, **edit** it, or **disable** it. To do so, you need to click on the **kebab menu icon** against the discount and select the appropriate action to perform the desired action.

← **Discount** CREATE DISCOUNT

All Active Scheduled Expired

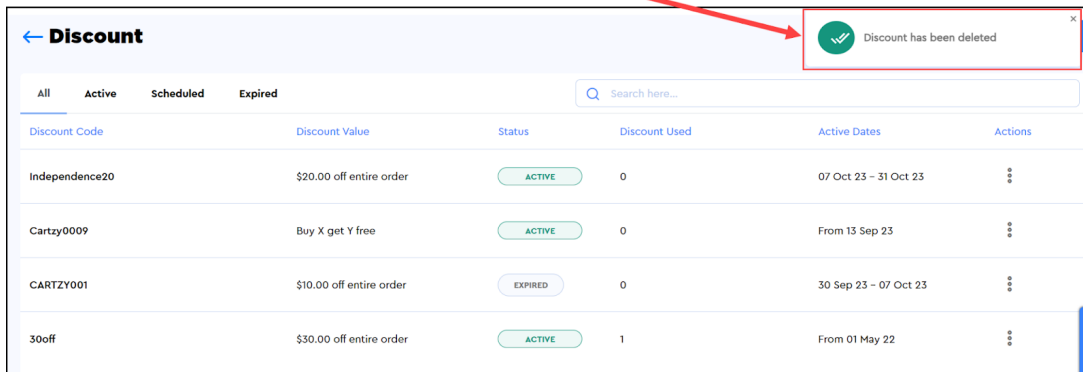
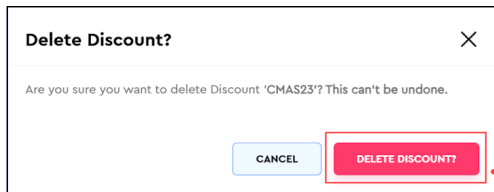
Discount Code	Discount Value	Status	Discount Used	Active Dates	Actions
CMAS23	\$10.00 off entire order	SCHEDULED	0	21 Dec 23 – 25 Dec 23	⋮
Independence20	\$20.00 off entire order	ACTIVE	0	07 Oct 23 – 31 Oct 23	⋮
Cartzy0009	Buy X get Y free	ACTIVE	0	From 13 Sep 23	⋮

-  Edit
-  Delete
-  Disable

### Delete a discount

When you attempt to delete a discount, you are prompted with a confirmation popup. Click on the **Delete Discount** button to delete the discount permanently from the system. When a discount is deleted, a success notification appears in a popup on the top right corner of the page. The **Discounts** page also refreshes to display the updated list of remaining discounts.

☐ Deleting a discount is irreversible. Therefore, it is advised to disable a discount rather than deleting it, so you can reuse the same discount by enabling it again in the future.



### Enable/disable a discount

An active discount can be disabled at any time regardless of its expiry date. You can disable a discount for any given reason. For example, you mistakenly activated a discount that was meant for test purposes. So, you can disable it, rather than deleting it permanently from the system.

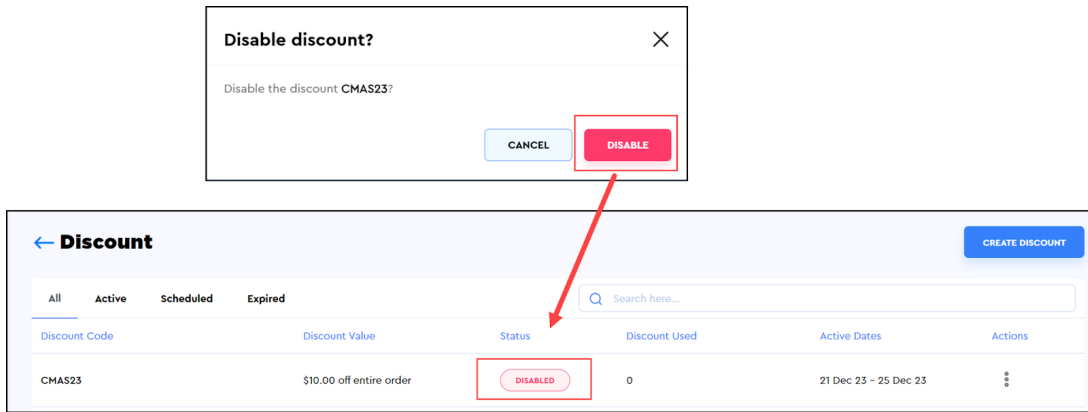
☐ A disabled discount is not available to the end users.

### Disabling a discount

1. Select the **Disable** option from the dropdown that appears upon clicking the kebab menu icon against the discount code on the **Discounts** page.
2. You will be prompted to confirm the action. Click on the **Disable** button on the **Disable** discount popup.

☐ The account will be disabled immediately. The status of the discount will be updated to **DISABLED** as illustrated in the image shared below.

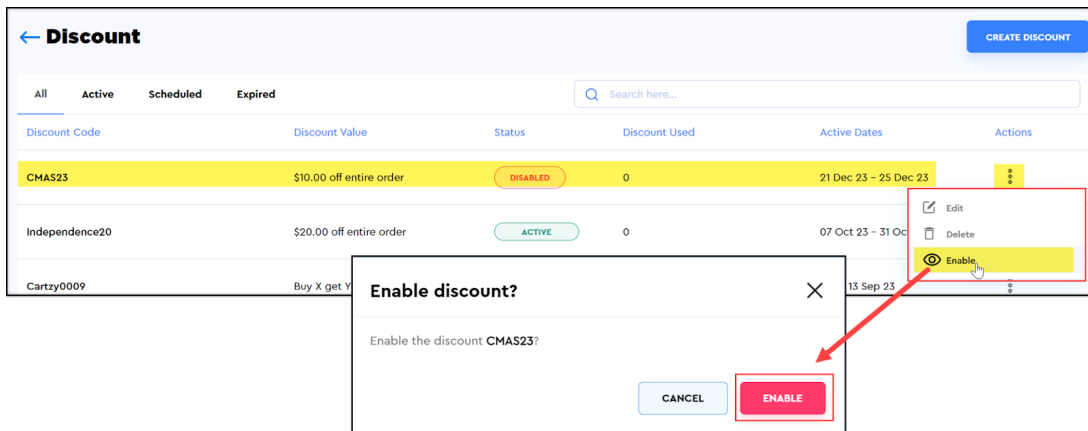
☐ A disabled discount can be enabled at any time.



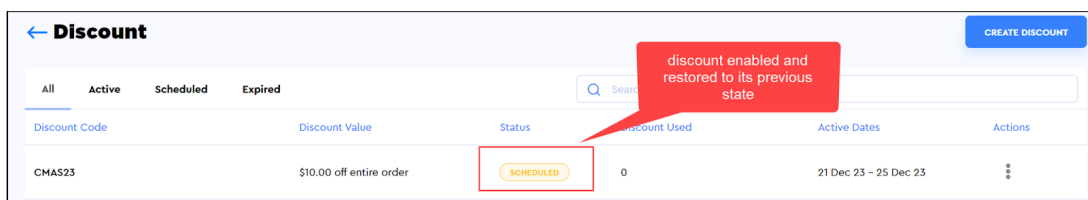
## Enabling a discount

When a discount is disabled, the third option in the **Actions** dropdown is updated to **“Enable”**. So, you can simply follow these two steps to enable a disabled account.

1. Select the **Enable** option by clicking on the **kebab menu icon** against the disabled discount on the **Discounts** page.
2. You will be prompted to confirm the action. Click on the **Enable** button on the **Enable discount** popup to enable the discount.



□ The account will be enabled immediately. The status of the discount will be **RESTORED** to its previous state as illustrated in the image shared below.



## Edit a discount

To edit a discount, simply select the **Edit** option under the **Actions** dropdown by clicking the **kebab menu icon** given against the discount code on the **Discounts** page.

The discount details will be opened in editable mode on the **Edit Discount** page. Here, you can make your desired changes.

☐ Click the **Save** button to save the edits, otherwise you will lose any changes that you made to the discount details.

☐ On the **Edit Discount** page, you can also delete the discount or disable/enable the discount by clicking on the appropriate buttons given at the top right corner of the page.

← **Edit Discount**

CMAS23 SCHEDULED DELETE DISCOUNT DISABLE SAVE

Select the type of discount you want to offer on your store

Fixed Amount Percentage Discount Free shipping Buy X get Y free

**Discount Details**

**Discount Code**

CMAS23

Customer will enter this discount code at checkout.

**Discount Value**

10.00 \$

[Learn how to create a new discount.](#)