



Version 1

Admin Area – How To Create Vouchers

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

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How To Create Vouchers

1. Log into the admin area using your username and password
2. Roll your mouse over Programs, Card Sets, and click on “View Card Sets”

Home	Clients	Programs	Groups	Value Types	Reports	Rules	Campaigns	Users	Roles	Admin
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3. Click on “New Card Set”

Card Sets

Program:

[New Card Set](#)

4. You will see the below on your screen

Card Sets

Set Name:	<input type="text"/>
Is Voucher:	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="No"/>
Quantity: <small>Maximum 10000</small>	<input type="text" value="0"/>
Order:	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Random"/>
Start Range:	<input type="text" value="324136121835025"/>
End Range:	<input type="text" value="999999999999999"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

- Where it says “Is Voucher”, select “Yes” from the drop-down menu to reveal the details of the voucher setup as below

Card Sets

Set Name:	<input type="text" value="Voucher Card Set"/>
Is Voucher:	<input type="text" value="Yes"/>
Voucher Description:	<input type="text" value="Test Vouchers"/>
Maximum Uses Allowed:	<input type="text" value="1"/>
Expiry Type:	<input type="radio"/> Predefined Period <input checked="" type="radio"/> Expiry from creatin date
Expiry Day(s): <small>Number days card expires after creation</small>	<input type="text" value="365"/>
Value Type:	<input type="text" value="Sam's Demo Store Loyalty Prog"/>
Amount:	<input type="text" value="50"/>
Quantity: <small>Maximum 10000</small>	<input type="text" value="5"/>
Order:	<input type="text" value="Random"/>
Start Range:	<input type="text" value="324136121646717"/>
End Range:	<input type="text" value="999999999999999"/>

- Enter the card set name
- Select “Yes” for “Is Voucher”
- Enter the voucher description
- Enter how many times the voucher can be used

- e. Enter either a predefined expiry date or a set number of days before the voucher expires
 - f. Select “Points” as the value type
 - g. Enter the amount of points each voucher is to be loaded with
 - h. Enter the quantity of cards/vouchers you would like to create
 - i. Keep the order, start and end date ranges as they are
6. Once done you can see the voucher set has been created as below

Card Sets

Program:

[New Card Set](#)

CARD SET ID	SET NAME	TOTAL	ENROLLED	AVAILABLE	VOUCHERS			
1588	Sam's Card Set	26	16	10	0	View Cards	View/Edit	Delete
1589	Sam's Vouchers	5	1	4	4	View Cards	View/Edit	Delete
1610	Test Card Set	5	4	1	0	View Cards	View/Edit	Delete
1847	Voucher Card Set	5	0	5	5	View Cards	View/Edit	Delete
1848	Vouchers	5	0	5	5	View Cards	View/Edit	Delete

7. You can now click on “View Cards” to view the list of voucher numbers or to export the list to an excel spreadsheet

Cards

Card Number:

[New Card](#) [Import Cards](#)

Program:

Card Set:

View Available Cards:

[Search](#) [Export Cards](#)

Program Name	Card Set	Card #	FirstName	Last Name	Phone Number	Voucher		
Sam's Demo Store Loyalty Program	Voucher Card Set	914610037014993				<input checked="" type="checkbox"/>	View/Edit	Delete
Sam's Demo Store Loyalty Program	Voucher Card Set	782691721733446				<input checked="" type="checkbox"/>	View/Edit	Delete
Sam's Demo Store Loyalty Program	Voucher Card Set	736159409269295				<input checked="" type="checkbox"/>	View/Edit	Delete
Sam's Demo Store Loyalty Program	Voucher Card Set	481249515792746				<input checked="" type="checkbox"/>	View/Edit	Delete
Sam's Demo Store Loyalty Program	Voucher Card Set	349331200511199				<input checked="" type="checkbox"/>	View/Edit	Delete

Support

If you have any questions, please contact The Loyalty Box

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