## **Generating Random Promotion Codes**

1. Log into Administration.

2. Click the **House** icon and select the **Blue Folder** where you wish to create your **Promotion Codes**.



3. Click the **Promotion** icon.



4. Right-click in the Promotion window and select New.



5. In the **General** tab, add the **Name** of your **Promotion** and set a **Start** and **End Date** for when this promotion will be available.

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General Codes Nam	-		
Name	XYZPromotion		
End Date	Tuesday , Nav 17,201011150790 (2-		
Ended	2		
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Nere	XY2Promotion		
Start Date	Wednesday, May 17, 2017 12:00 AM		
End Date	Thursday , May 17, 2018 11:59 PM □ +		
Enabled	2		
	OK	Canod	Auto

6. Next, go to the **Codes** tab.

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Codes to	-					
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Add Code	Generate Codes	Party of Code	Load Ne	Input Comple	Capit .	

7. Click the **Generate Codes** button at the bottom of the screen.

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General Codes Name					
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Generate Co	odes Remove Caller	Lost Re In	port Example	Equat	
			OK.	Carcel As	4

8. Enter the **Number of Codes** you want to generate.

A Generate Codes		ж
Number of Codes	200	-
	(% is replaced with random chara	-
Random Characters	·	
	C links of the second	
	Otorter	
Universited User Codes	8	
Uses Per Code		

9. In the **Code Format**, you will create what you want your code to look like (i.e. SponsorPromo %). If you do not put in any format, a code will be generated made up of 5 characters.

Number of Codes	100	
Code Format	GRPC%%%	
	(% is replaced with rand	dom characters
Rendom Character		_
	C links	
	Oneste	
	C Norther	
(Minited Use Cod	= [2]	
Data Per Code		
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10. Select the radio button next to the type of **Random Characters** you would like to generate. You can have it generate a combination of **Alphabet and Numbers**, just **Alphabet** characters, or just **Number** characters.

A Generate Codes		×
Number of Codes	10	
Code Format	GAPCISS (% is replaced with random of	faracters)
Random Characters	<ul> <li>Alphabet And Number</li> <li>Alphabet</li> <li>Number</li> </ul>	
Understand Una Code	· 🖂	
Uses Per Code		
	OK C	and .

11. Uncheck **Unlimited Use Codes** if you want to put a restriction on the number of times the code can be used. Make sure to enter the **Uses Per Code** if you are restricting the number of times the code can be used. If the **Code(s)** have no restrictions, then make sure that the box next to **Unlimited Use Codes** is checked.

A Generate Codes	ж
Number of Codes	10 B
Colls Format	GAPCIII
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	· Aphabet And Number
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Unlimited Use Codes	
Uses Per Code	2
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A Generate Codes	ж
Number of Codes	10 (1)
Colls Farmat	GAPC111 (1. is replaced with random characteric)
Redor Datacters	R Aphabet And Number
	O funter
Unlimited Use Codes	
Uses Per Code	
	OK Canol

12. Once everything has been completed, click **OK**.

13. You should see your generated codes appear in the **Codes** window. You can edit your codes directly from this window. Click the **Export** button to generate a spreadsheet of the codes and save it to your computer.

eneral	Codes Notes						
	Code	Unlimited Qty	Available Qty	Adjust Qty	Ordered Qty	Enabled	1
1	GRPCFNFRTFNFRTFN	$\checkmark$	0		0	$\checkmark$	
2	GRPCKM1KHKM1KHKM	$\checkmark$	0		0	$\checkmark$	
l.	GRPCNE435NE435NE4	$\checkmark$	0		0	$\checkmark$	
	GRPCZ6A7HZ6A7HZ6A	$\checkmark$	0		0	$\checkmark$	
	GRPCFPHFJFPHFJFPH	$\checkmark$	0		0	$\checkmark$	
	GRPC101W0101W010	$\checkmark$	0		0	$\checkmark$	
	GRPCS2GGBS2GGBS2	$\checkmark$	0		0	$\checkmark$	
	GRPCDCGJ5DCGJ5DC	$\checkmark$	0		0	$\checkmark$	
	GRPCRMV42RMV42RM	$\checkmark$	0		0	$\checkmark$	
0	GRPCKBN9TKBN9TKBN	$\checkmark$	0		0	$\checkmark$	
1	GRPCDRNYIDRNYIDR	$\checkmark$	0		0	$\checkmark$	
2	GRPCZGAH1ZGAH1ZG	$\checkmark$	0		0	$\checkmark$	
3	GRPCTUE5YTUE5YTUE	$\checkmark$	0		0	$\checkmark$	
4	GRPCV7Y11V7Y11V7Y1	$\square$	0		0	$\checkmark$	
Ac	dd Code Generate Co	des Remov	e Code Loa	ad File	nport Example	Export	

13. Click Apply and OK to save the codes.

0.17		
OK	Cancel	Apply