



# ACTIVE Reserve 4.12 Release Notes

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Release Date	February 2 <sup>nd</sup> , 2023
Release Overview	Create and manage coupons Apply a coupon Coupon report
Market/Strategic Goals	Product milestones and usability enhancements
Target Customers	Lite and Plus Customers

# ACTIVE Reserve Release Notes

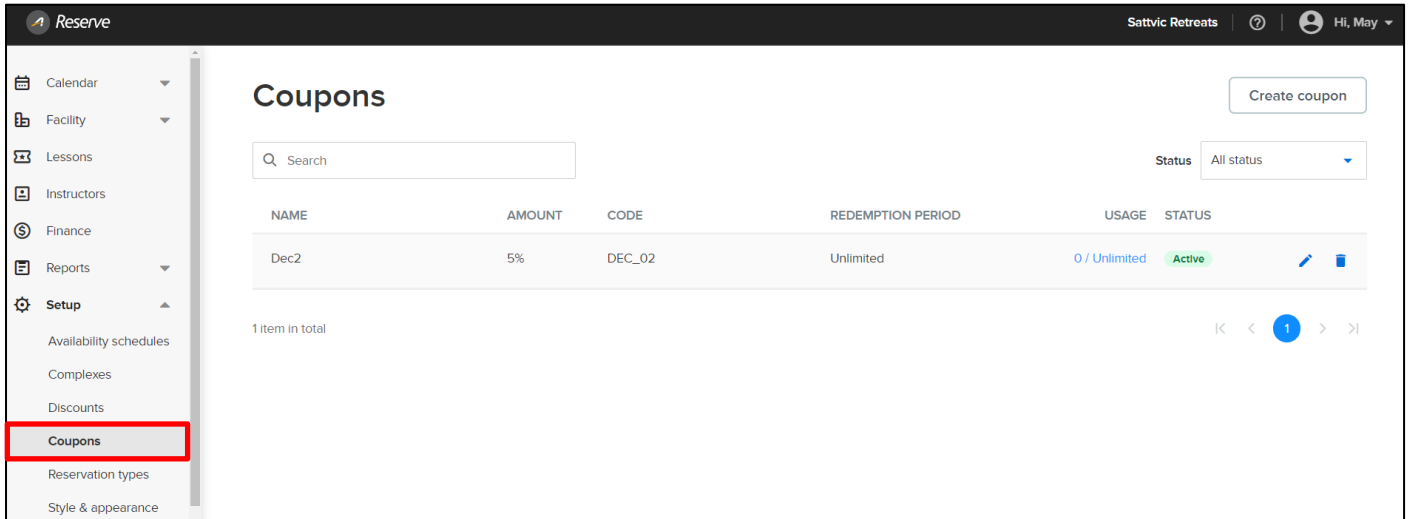
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## New features

### Create and manage coupons

Agency users can now create and manage coupons for consumers to apply to lesson registrations:



Coupons are listed on the **Setup > Coupons** page:

- **NAME:** the coupon name.
- **AMOUNT:** dollar/percent discount amount.
- **CODE:** the coupon code.
- **REDEMPTION PERIOD:** the date range in which the coupon can be applied.
- **USAGE:** actual number of uses/maximum number of uses. Click this link to open the **Coupon report** page.
- **STATUS:** the coupon status.

Agency users can:

- Search for a coupon by entering the coupon name in the **Search** box.
- Filter coupons by **Status**.

To create a coupon, click the **Create coupon** button and then:

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### Create coupon

**Name \***  0/50  
Coupon name displayed on receipts

**Amount \***   ▾

**Code \***   
Enter a unique discount code that participants can enter to receive the discount. The code may consist of 3 to 20 letters, numbers or the following symbols: ! @ # \$ % ^ & \* ( ) \_ + | { \* : ? > < ~ . / : ' [ ] \ = -

**Description**   
Not shown to customers

**Expiration date \***  None  
 Specify start and end dates

**Maximum number of uses**   
If no value is entered, uses will be unlimited


**Apply to lessons \***


**Apply to time slots in the cart \***  Single time slot in the cart  
 All time slots in the cart

1. In the **Name** field, enter a unique coupon name.
2. In the **Amount** field, enter the discount amount and then select either:
  - **Dollars off**
  - **Percentage off**
3. In the **Code** field, enter a unique coupon code.
4. (Optional) In the **Description** field, enter a description for the coupon.
5. In the **Expiration date** field, select either:
  - **None**: never expires
  - **Specify start and end dates**: valid in a specific date range
6. (Optional) In the **Maximum number of uses** field, enter the maximum number of times the coupon can be used.
7. In the **Apply to lessons** field, click  and select lessons to which the coupon can be applied.

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8. In the **Apply to time slots in the cart** field, select how the coupon will be applied to time slots in the shopping cart:
- **Single time slot in the cart:** the coupon's discount will be applied only to the most expensive timeslot of an eligible lesson in the shopping cart (if two or more eligible timeslots have the same price, then the coupon will be randomly applied to one of the timeslots).
  - **All time slots in the cart:** the coupon's discount will be divided between all time slots of all eligible lessons in the shopping cart.

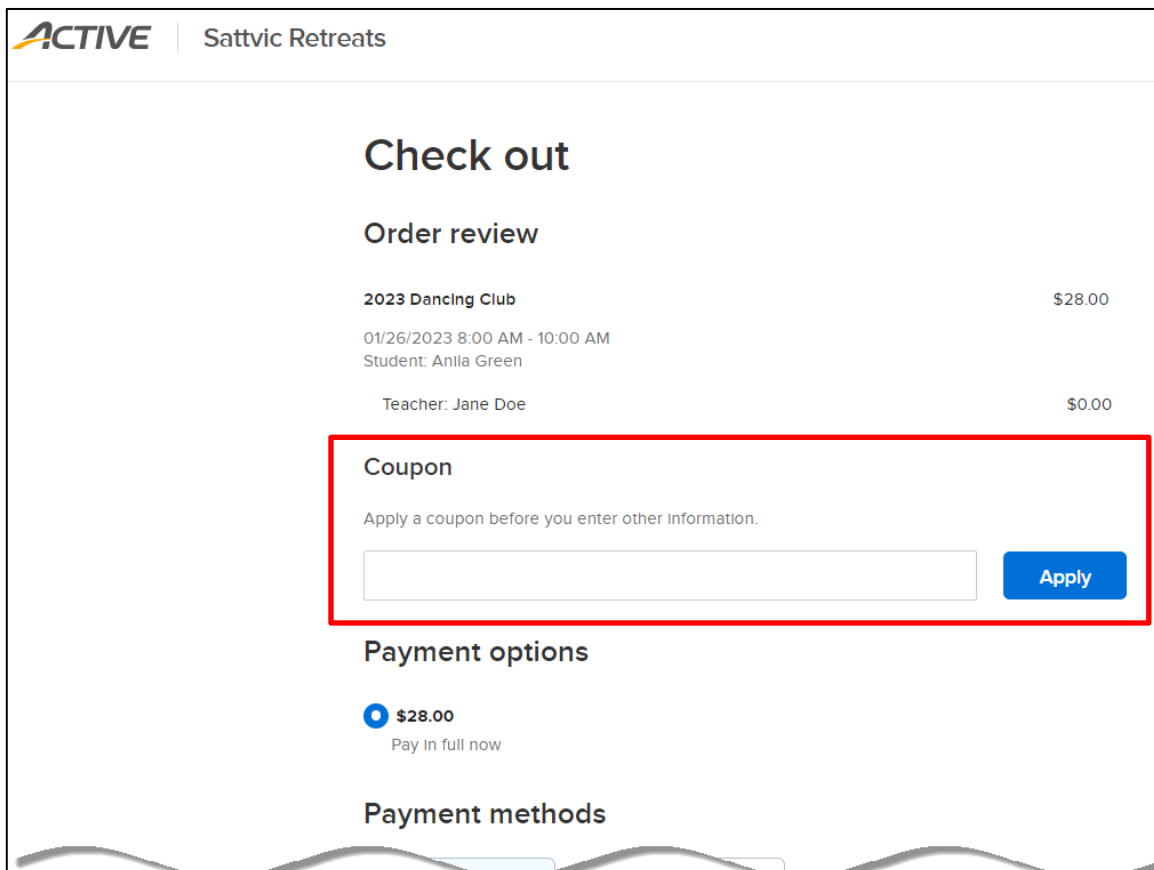
To edit a coupon, click .

To delete a coupon, click .

### Apply a coupon

If a coupon is configured to be applicable to a lesson, then on the registration checkout page, the **Coupon** section is displayed.

Consumer registration flow:



The screenshot shows the checkout page for ACTIVE Sattvic Retreats. The page is titled "Check out" and "Order review". It displays the following information:

- 2023 Dancing Club** - \$28.00
- 01/26/2023 8:00 AM - 10:00 AM
- Student: Anila Green
- Teacher: Jane Doe - \$0.00

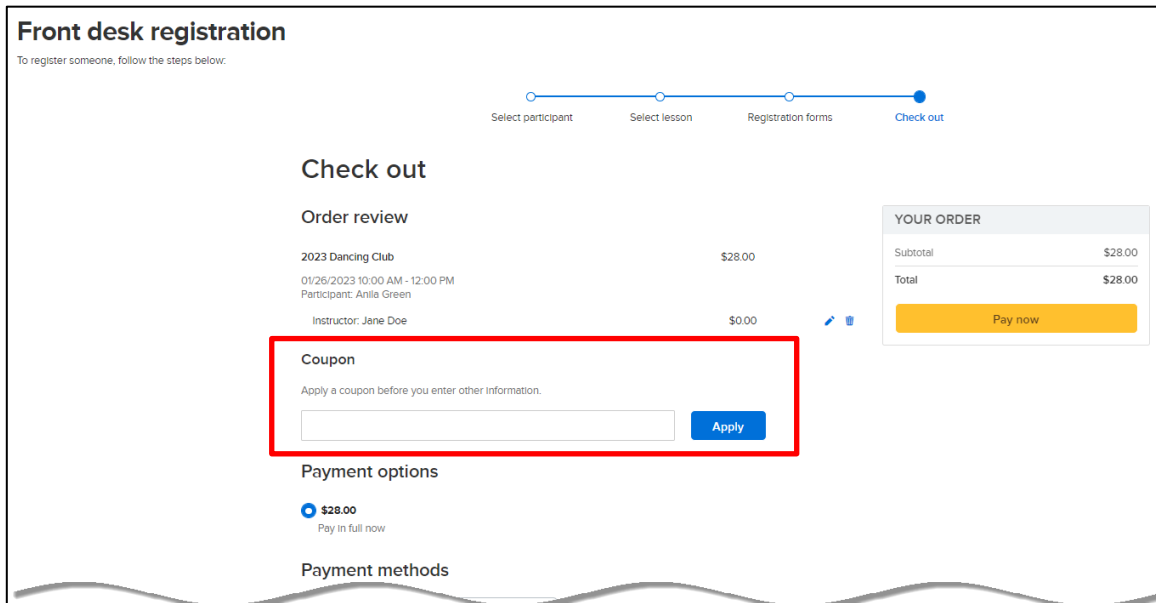
The **Coupon** section is highlighted with a red box. It contains the text "Apply a coupon before you enter other information." and a text input field. To the right of the input field is a blue button labeled "Apply".

Below the coupon section is the **Payment options** section, which shows a radio button selected for "\$28.00" with the text "Pay in full now".

At the bottom, there is a section for **Payment methods**.

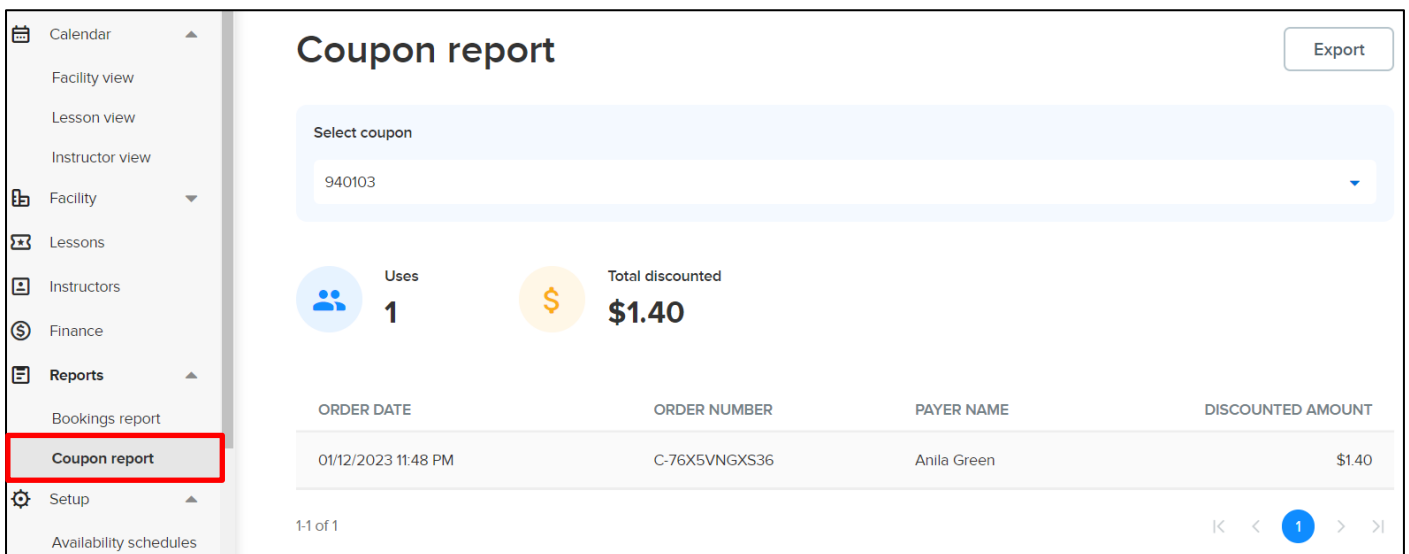
Front desk registration flow:

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### Coupon report

To view the coupon report, click **Reports > Coupon report**:












The **Coupon report** displays the following:

- **Select coupon** dropdown: select the required coupon to view the coupon's redemption information.
- **Uses**: the number of uses of the selected coupon.
- **Total discounted**: the total discount amount accumulated by the selected coupon.
- **ORDER DATE**: the date on which the coupon was applied.
- **ORDER #**: the order number.
- **PAYER NAME**: the name of the payer who applied the coupon.
- **DISCOUNTED AMOUNT**: the discount amount applied to an order.

To export a coupon report, click the **Export** button:

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AutoSave <input type="checkbox"/> Off     Coupon usage report 01122023_235234.xlsx 				
	A	B	C	D
1	<b>Order Date</b> 	<b>Order Number</b> 	<b>Payer Name</b> 	<b>Discounted Amount</b> 
2	01/12/2023 11:48 PM	C-76X5VNGXS36	Anila Green	\$1.40
3				
4	Count: 1			