


Managing Coupons for Bluecore Site

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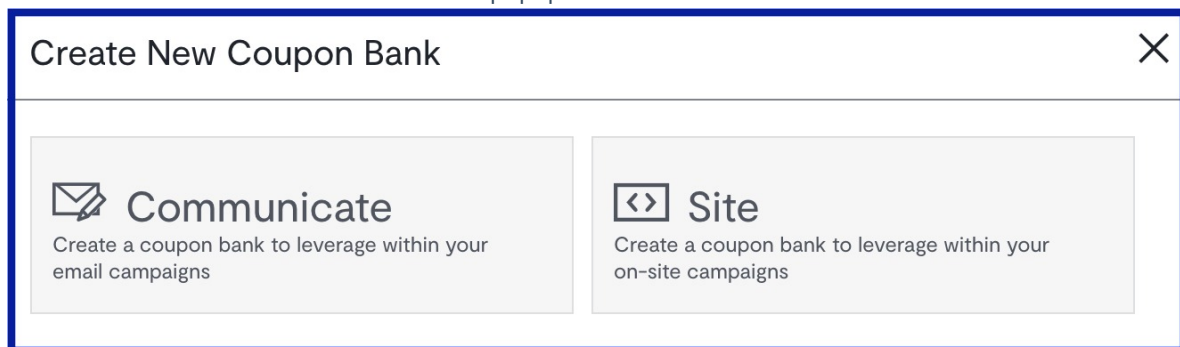
Before [adding a coupon to a Bluecore Site campaign](#), you must upload and configure the coupon banks within Bluecore's file management.

Upload coupons

The workflow for uploading a coupon bank for Bluecore Site is outlined in our [Import Data](#) article. However, it's important to upload and configure the bank specifically for an on-site campaign and not email.

1. Navigate to  **Data > Coupons**.
2. Click **Upload Coupon** in File Management.
3. Click **Create New Import**.
4. Select to **upload the coupon file** via browser or SFTP as outlined [here](#).
5. Select **Coupons**.
6. Click **Continue**.

While the rest of the upload configuration is the same as email and outlined [here](#), it's important at this step to select Site instead of Communicate in this popup:



View existing coupons

View existing previously uploaded coupon banks by navigating to the Data Icon > Coupons. Be sure to click the Site tab at the top of the page to view coupons that have been previously configured just for Bluecore Site™.

View a comprehensive list of coupon banks and ones that are actively being used in campaigns:

- **Coupon Bank Name:** The bank name specified when the bank was uploaded.
- **Upload Date:** The upload data listed in UTC time.
- **Total:** The total number of coupons in the coupon bank.
 - **Note:** Additional coupons can be added to existing banks.
- **Distributed:** The number of coupons that have been distributed to customers already.
- **Active Campaigns:** The automated & one-time campaigns that actively pull from the bank.
- **Coupon Type:** The type of offer available via the coupon: Free Shipping, \$ Off, % Off, etc.

- **Coupon Value:** Only shows if "\$ Off" or "% Off" is selected as the coupon type when uploaded, and shows the exact \$ or % off.

Coupons						
Communicate %		Site 2				
<input type="text" value="Search Coupon Banks"/>		1 - 2 of 2		Upload Coupon in File Management Set Up Coupon Notifications		
Coupon Bank Name ↕	Upload Date ↕	Total ↕	Distributed ↕	Active Campaigns ↕	Coupon Type ↕	Coupon Value ↕
Promotional	7/30/2020	250,000	90,503 (37%)		N/A	N/A
Welcome	7/21/2020	30,000	26 (1%)		Free Shipping	N/A

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Coupon notifications

Configure coupon notifications to be notified when an active coupon bank is running low.

To setup notifications, navigate to ☐ **Campaigns > Communicate > Settings** in the upper right hand corner. Navigate to **Coupon Notifications** on the left-hand panel:

Marketing Settings

- Campaign Notifications
- Campaign Testing
- Coupon Notifications**
- Usage Notifications
- Product Exclusions
- Global Frequency Capping
- Tracking Parameters

COUPON NOTIFICATIONS

Send an email notification to users when any coupon bank is running low.

Get email alerts when

Send an email notification when any coupon bank goes below

20

Percent

Coupons

Send emails to the following recipients

Add emails here: hello@email.com, email@email.com

SAVE

Please list everyone who should receive the alerts under **Coupon Notification Recipient List**, and configure the threshold at which the list should be notified.

i The list of email addresses that is configured here is the same group of email addresses for Communicate coupon banks.

After a notification is received, you can add coupons to an existing bank, or create a new coupon bank and update the campaign accordingly to ensure customers receive a coupon.