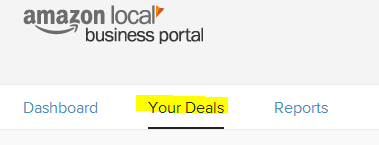
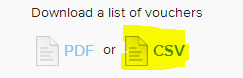
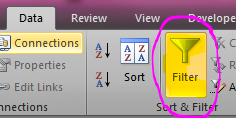
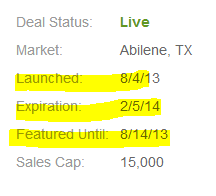
**If a new deal is running on Amazon**

1. Log into the Amazon Portal
   1. <https://local.amazon.com/businesses/deals>
   2. [mdenosta@pictureitoncanvas.com](mailto:mdenosta@pictureitoncanvas.com)
   3. 12525stowe
2. Go to “Your Deals”
   1. 
3. Scroll Down to Active Deals
   1. If this is the first time the deal is running, Enter the detail into the Voucher Sale Recorder
      1. This will serve as a recording tool and a visual aid to remind you when the deal is closing
   2. Upon closure of a deal click on the deal to open it up
      1. In the Sales Data Box, record the # sold (by “product”)
      2. Also note the Deal Dates
         1. Be sure you have the correct Launch, Close and Expiration Dates
      3. Download the CSV of Vouchers Sold
         1. 
4. Once all detail about the deal is finalized upon closure send Dominic an email with the following data:
   1. Market Name:
   2. Launch Date:
   3. Close Date:
   4. Expiration Date:
   5. Product sold and Their Purchase Price
   6. # sold for each product
      1. (see email Danielle sent you )
5. Open up your CSV download of codes
6. Open: S:\Finance\Reports\Coupon Usage\Coupons Used Master 2013.xlsx
7. Edit your voucher sheet as follows:
   1. Insert a column after C – name it Status
   2. Apply a filter to the header row
   3. 
   4. Filter Column B for anything that has Refund
   5. In column D enter Refund next to each refunded voucher
   6. Then highlight column B, ctl+f, click on the replace tab, type “Refunded “ into the find what box and leave Replace with blank, then click replace all
   7. Clear the filter in column B and apply filter for anything pending
   8. Enter pending in column D next to all pending vouchers
   9. Clear the filter in B
   10. Filter Column D for Blanks
   11. Enter Purchased next to all vouchers
   12. Include refunded in column D filter
8. Copy columns B:D of Purchased and refunded vouchers and copy them to their respective columns in the Master List
9. Populate the Columns F:Q using the data you know about the deal
   1. Expired value is always what the customer paid
   2. J,K,N and Q are all formulas
   3. Copy down D:Q
10. You are now done updating the master

**If a deal is running on Groupon**

1. Log into the Groupon Portal
   1. [merchant.groupon.com](https://local.amazon.com/businesses/deals)
   2. [dbrendis@pictureitoncanvas.com](mailto:dbrendis@pictureitoncanvas.com)
   3. November3
2. Log into the Respective Account
   1. Deals -> Deal List
   2. Upon closure of a deal click on the deal to open it up
      1. In the Payment Details box open up the detail, record the # sold (by “product”)
      2. Also note the Deal Dates
         1. Be sure you have the correct Launch, Close and Expiration Dates
         2. 
      3. Download the CSV of Vouchers Sold
         1. 
3. Once all detail about the deal is finalized upon closure send Dominic an email with the following data:
   1. Market Name:
   2. Launch Date:
   3. Close Date:
   4. Expiration Date:
   5. Product sold and Their Purchase Price
   6. # sold for each product
      1. (see email Danielle sent you )
4. Open up your CSV download of codes
5. Open: S:\Finance\Reports\Coupon Usage\Coupons Used Master 2013.xlsx
6. Edit your voucher sheet as follows:
   1. Cut column M and paste it in front of column A
   2. Delete column C that contains the customer names
7. Copy A:D into the master
8. Populate the Columns F:Q using the data you know about the deal
   1. Expired value is always what the customer paid
   2. J,K,N and Q are all formulas
   3. Copy down D:Q
9. You are now done updating the master

**If a deal is running on Living Social**

1. Log into the Living Social Merchant Dashboard
   1. <https://merchant.livingsocial.com/merchant/session/new?locale=en-US>
   2. [hwalker@pictureitoncanvas.com](mailto:hwalker@pictureitoncanvas.com)
   3. (reset password email sent to hwalker)
2. Go to the most recent deal ran
3. Download the list of CSV Codes
4. Record the sales and make sure you have all of the correct information
5. Once all detail about the deal is finalized upon closure send Dominic an email with the following data:
   1. Market Name:
   2. Launch Date:
   3. Close Date:
   4. Expiration Date:
   5. Product sold and Their Purchase Price
   6. # sold for each product
      1. (see email Danielle sent you )
6. Open up your CSV download of codes
7. Open: S:\Finance\Reports\Coupon Usage\Coupons Used Master 2013.xlsx
8. Edit your voucher sheet as needed to be able to put it into the Master
9. Populate the Columns F:Q using the data you know about the deal
   1. Expired value is always what the customer paid
   2. J,K,N and Q are all formulas
   3. Copy down D:Q
10. You are now done updating the master