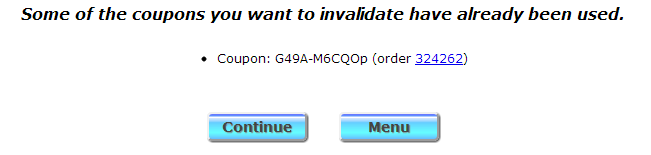
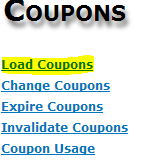
1. Open up your most recent CSV download of codes
2. Open: S:\Finance\Reports\Coupon Usage\Used.csv
   1. Delete any data in the file
3. Copy your list of codes from your CSV
   1. For all codes, double check that there are no other words associated with the coupons
      1. Ex: “Coupon: ”, “Refunded “, “Voided “, “Pending “, “0000-0000”,etc….
4. Save the file (can close if you want)
5. Open BOS 2.0
   1. Go to Coupon Usage
      1. Upload the CSV file you just save
      2. Unclick the Header line box
      3. Click the submit button
6. Download the CSV
   1. Cut column P and insert it between Columns A and B
7. Go to voucher list
8. Open: S:\Finance\Reports\Coupon Usage\Invalidate Me.xlsx
   1. Delete all the Data in AR and down from the previous usage
   2. Delete all Data on the Sheet 2
   3. Copy your list of vouchers to Cell A2
   4. Open up the Coupon Usage Results and Copy columns A:H and paste into sheet 2 of Invalidate Me File
   5. On Invalidate Me Sheet Filter the Results in Column B to only include #N/A
      1. Filter Column A to not include anything that is not a voucher(is needed)
9. Open: S:\Finance\Reports\Coupon Usage\Used.csv
   1. Copy your filtered list of codes from Invalidate Me file into the Used.csv
   2. Save the file
10. Open BOS 2.0
    1. Go to Invalidate Coupons
       1. Chose the CSV you just saved
       2. Unclick the box 
       3. Click the submit button
    2. 
       1. If you get this error, find the code in the Used.csv file, delete it, save the file again and re-run
    3. IT WORKED! ☺
    4. Now you are ready to upload the codes with their correct expiration
       1. If the deal has more than one “product”, the code sets must be uploaded seperately
    5. Go to Load Coupons 
       1. Upload: S:\Finance\Reports\Coupon Usage\Used.csv
       2. Double check that your list is all the same product and not a combination
       3. Populate the form per the details of the deal
          1. See Entering Coupon Creation Process Doc for more detail
11. Once all unused codes are correctly uploaded back into the system, close out voucher download sheet and all other files used.