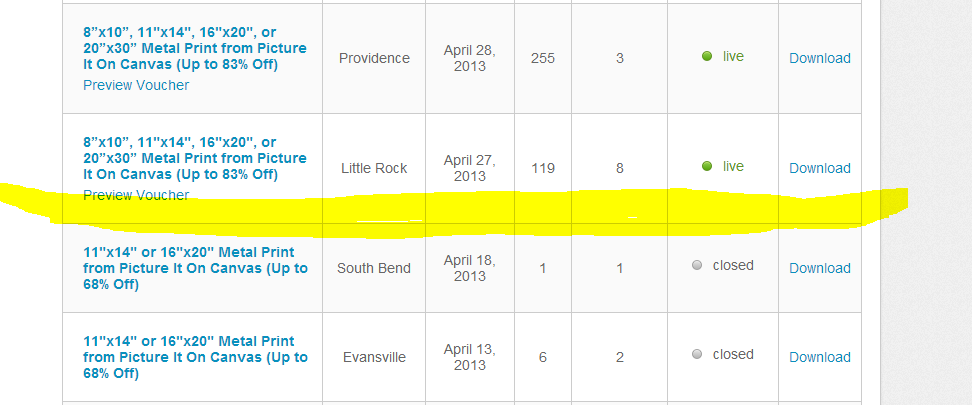
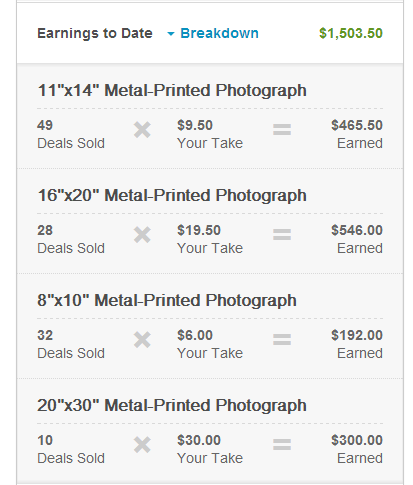
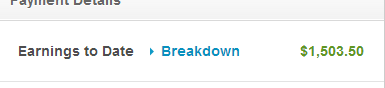
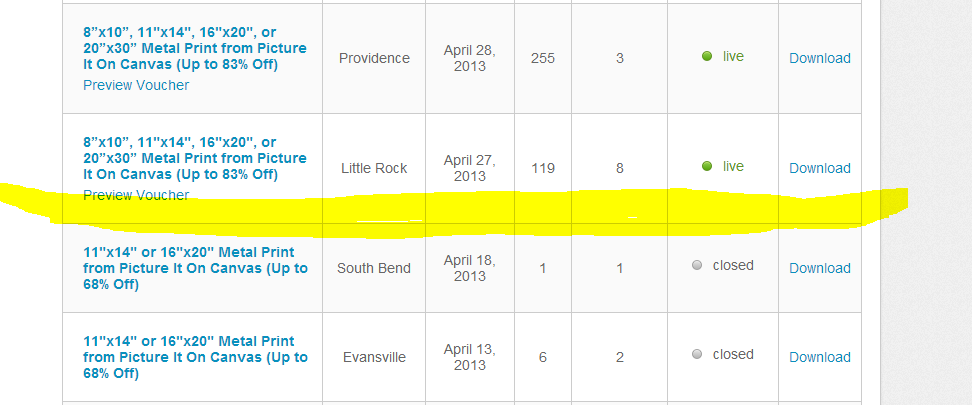
1. Open: S:\Finance\Reports\GrouponCouponCodes\Metal Coupon Sales.xlsx
2. Prep download sheet on “Sheet 2”
3. Go to Merchant Center:
   1. Merchant.groupon.com
      1. [dbrendis@pictureitoncanvas.com](mailto:dbrendis@pictureitoncanvas.com)
      2. November3
   2. Picture It On Canvas Account – not Pomway
   3. Deals 🡪 Deal List
   4. Select 50/page
   5. GO to End of “List”
   6. 
   7. Start at Little Rock
   8. Open the deal
      1. Expand the Earnings to Date:
      2. 
4. Enter the new deals sold numbers on your detail sheet
5. Once completed entering deals, copy down numbers sold to deal sheet in file (only if you hand wrote them)
6. Then go to sheet 1
7. Filter for today’s close date
8. In today’s sales column enter:
   1. =VLOOKUP(CONCATENATE(A2,B2,C2),Sheet2!A:G,7,FALSE)
9. Use formula to pull all of your new data
10. Copy and paste all new sales as values (123 icon in paste options)
11. Go to Sheet 1
    1. Filter all markets for the most recent close
    2. Copy and paste the deals with the increase sales number into a new workbook and send to Dominic
12. On August 31, when the deal closes:
    1. Download the code lists – click the blue download on the right
    2. 
    3. Open: S:\Finance\Reports\GrouponCouponCodes\4 option Metal database of codes.xlsx
    4. As you open each download of codes, format the deal the same as the consolidation on Sheet 1
       1. Enter the deal name next to each code
       2. Then paste all of the codes onto sheet 2
       3. Copy down the formulas in H:J
          1. Copy column J and paste over Column A as value
          2. Filter Column H for #n/a
       4. Open: S:\Finance\Reports\Coupon Usage\Coupons Used Master expired 2013.xlsx
          1. Paste results from Column H filter into the MasterList
             1. Only move columns A:G
          2. Move the data in the Master List accordingly to their appropriate columns
          3. In the Close Date Column of the Master List enter 8/31/13
          4. In the Expirate Date column, enter 10/30/13
          5. Copy down the columns in K and N and Q