

## Using the eStore Voucher Generation Plugin

After installing and activating the plugin, you can create, view and manage all of your voucher templates and issued vouchers by going to the WP eStore->Voucher Management menu.

## Creating a Voucher Template

To create a new voucher template click on the link which says "Click Here To Create a New Voucher Template" or click on the "Create/Edit Voucher Template" tab.

The screenshot displays the WP eStore administration interface. On the left sidebar, the 'WP eStore' menu is expanded, and 'Voucher Management' is circled in red with a red '1' next to it. The main content area shows the 'Voucher Templates' tab selected, with a 'Click Here To Create a New Voucher Template' link circled in red and a red '2' next to it. Below the link is a table with columns for ID, Voucher Name, Product ID, Date, and Time. The table is currently empty, displaying 'No voucher templates found. (Click Here To Create A Voucher Template)'.

Fill in the required fields for your voucher template and then save your template.

Voucher Templates   Create/Edit Voucher Template   Issued Vouchers   Edit Voucher

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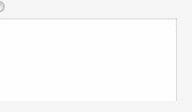
Create Voucher Template

Product ID:  1

Voucher Name:  2

Voucher Message:  3

Voucher Terms:  4

Voucher Background Image:     5      

Preview Your Voucher Template: To see the preview link please save your template

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After saving your voucher template, you can preview the layout by clicking on the URL displayed in the "Preview Your Voucher Template" field.

**NOTE: When creating a voucher template you must specify the Product ID of a product which is currently in the eStore database.**

## Managing Existing Voucher Templates

All saved voucher templates will be displayed in the **Voucher Templates** tab.

Dashboard

Voucher Templates 1 Create/Edit Voucher Template Issued Vouchers Edit Voucher

Your Voucher Templates Are Listed Below

[Click Here To Create a New Voucher Template](#)

Bulk Actions  3 items

ID	Voucher Name	Product ID	Date	Time
<input type="checkbox"/> 4	Example Voucher Template 1	11	2012-05-29	02:56:48
<input type="checkbox"/> 5 <span>2</span>	Example Voucher Template 2	10	2012-05-29	02:57:54
<input type="checkbox"/> 1	Edge Personal Performance	12	2012-05-28	01:00:14

Bulk Actions  3 items

WP eStore

- Manage Products
- Add/Edit Products
- Categories
- Stats
- Settings
- Admin Functions
- Coupons/Discounts
- Manage Customers
- Add/Edit Customers
- Google Base Feed
- Order Management
- Voucher Management

To edit an existing voucher template simply click on the "Edit" link in the ID column for the entry of your choice in the "Voucher Templates" tab.

## Deleting Voucher Templates

You can delete voucher templates individually by using the "Delete" link in the column ID.

Voucher Templates

Create/Edit Voucher Template

Issued Vouchers

Edit Voucher

## Your Voucher Templates Are Listed Below

[Click Here To Create a New Voucher Template](#)

<input type="checkbox"/> ID	Voucher Name	Product ID	Date	Time
<input type="checkbox"/> 6	Personal Power Coaching	10	2012-05-29	06:27:30
<input type="checkbox"/> 10	B Sharp Piano Lessons	12	2012-05-29	06:22:30
<input type="checkbox"/> ID	Voucher Name	Product ID	Date	Time

Bulk Actions  2 items

Voucher templates can also be bulk deleted by selecting the templates using the check boxes and then clicking the “Bulk Actions” drop down list and selecting delete and clicking apply.

Voucher Templates

Create/Edit Voucher Template

Issued Vouchers

Edit Voucher

## Your Voucher Templates Are Listed Below

[Click Here To Create a New Voucher Template](#)

<input checked="" type="checkbox"/> ID	Voucher Name	Product ID	Date	Time
<input checked="" type="checkbox"/> 6	Personal Power Coaching	10	2012-05-29	06:27:30
<input checked="" type="checkbox"/> 10	B Sharp Piano Lessons	12	2012-05-29	06:22:30
<input checked="" type="checkbox"/> ID	Voucher Name	Product ID	Date	Time

Bulk Actions  2 items

Bulk Actions  2 items

## Managing Issued Vouchers

All vouchers which have been issued to customers will be displayed in the **Issued Vouchers** tab.

Voucher Templates Create/Edit Voucher Template **Issued Vouchers** Edit Voucher

Your Issued Vouchers Are Listed Below 1

ID	Voucher Code	Voucher Name	Product ID	Transaction ID	Customer Email	Date	Time	Status
11	4FC46B8658702	B Sharp Piano Lessons	12	0XJ510853L843245J	[REDACTED]	2012-05-29	06:24:06	Issued
12	4FC46C15898F6	B Sharp Piano Lessons	12	14F5412937515943P	[REDACTED]	2012-05-29	06:26:29	Issued
13	4FC46C9291E0D	B Sharp Piano Lessons	12	8G972167UP865760P	[REDACTED]	2012-05-29	06:28:34	Issued
14	4FC46C92925F4	Personal Power Coaching	10	8G972167UP865760P	[REDACTED]	2012-05-29	06:28:34	Issued

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To edit an issued voucher simply click on the "edit" link in the ID column for the entry of your choice in the "Issued Vouchers" tab.

## Deleting Issued Vouchers

You can delete issued vouchers individually or by bulk via the "Issued Vouchers" tab by using the same technique as for the Voucher Templates (see "Deleting Voucher Templates" section).

## How a Voucher is Issued to a Customer

A voucher will be created and issued to a customer when they buy a product which has a product ID pertaining to a particular voucher template.

The voucher can be delivered to a customer in one of two ways:

### 1) Automatically via the purchase confirmation email sent by eStore

Simply place the following tag in the buyer email body in the Email Settings section of the eStore Settings page which can be found at WP eStore->Settings (then scroll down to the "Email Settings" section):

**{voucher\_data}**

Buyer Email Body\*

Dear {first\_name} {last\_name}

Thank you for your purchase!  
{product\_details}

Any item(s) to be shipped will be processed as soon as possible, any digital item(s) can be downloaded using the encrypted links below.  
{product\_link}

Here is your voucher:  
{voucher\_data}

Thanks

*This is the body of the email that will be sent to the buyer. Do not change the email tags (text within the braces {}). All the available [email tags are listed here](#). Please note that the manual checkout does not use this email settings (Check the "Directions for the Customer" field in the manual checkout settings section).*

## 2) Manually sent by the merchant

You can email your customer manually and send them the voucher URL. You can obtain the voucher URL value by editing the issued voucher and copying the URL in the "Voucher URL" field.