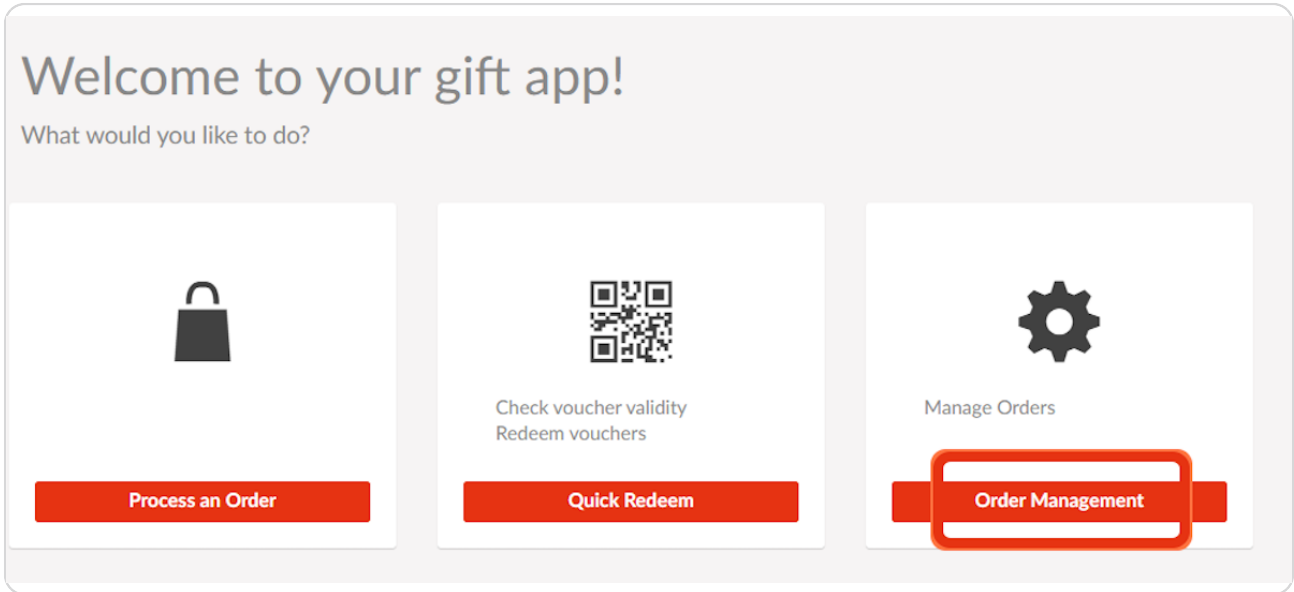


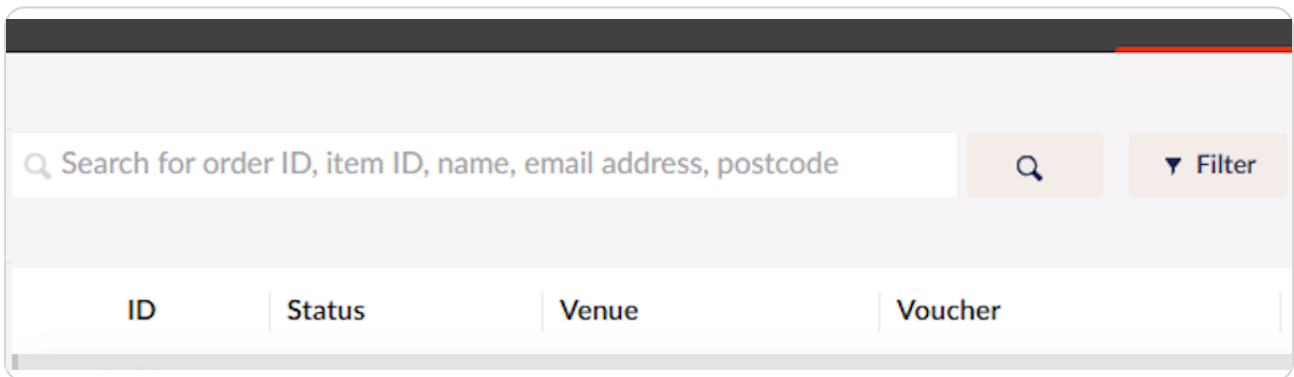
STEP 1

**Click on ORDER MANAGEMENT**



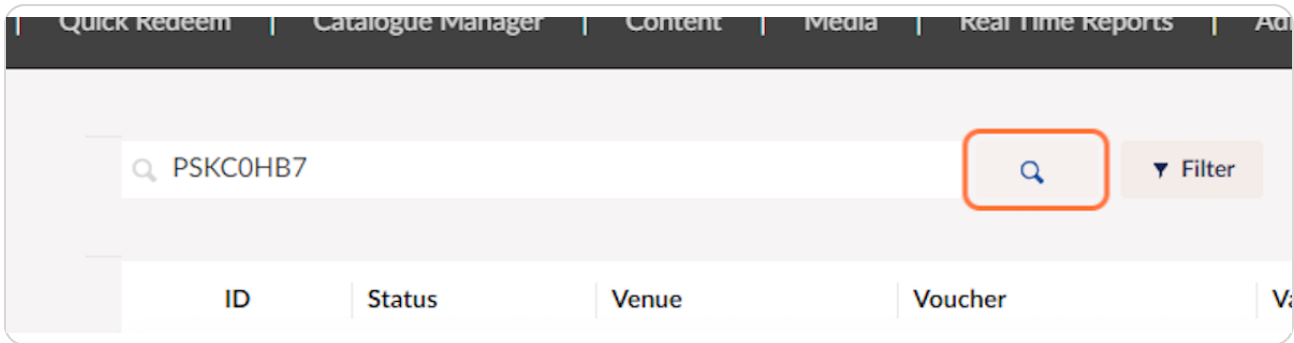
STEP 2

**You can search for an order using the order ID, item ID, name, email address or postcode**



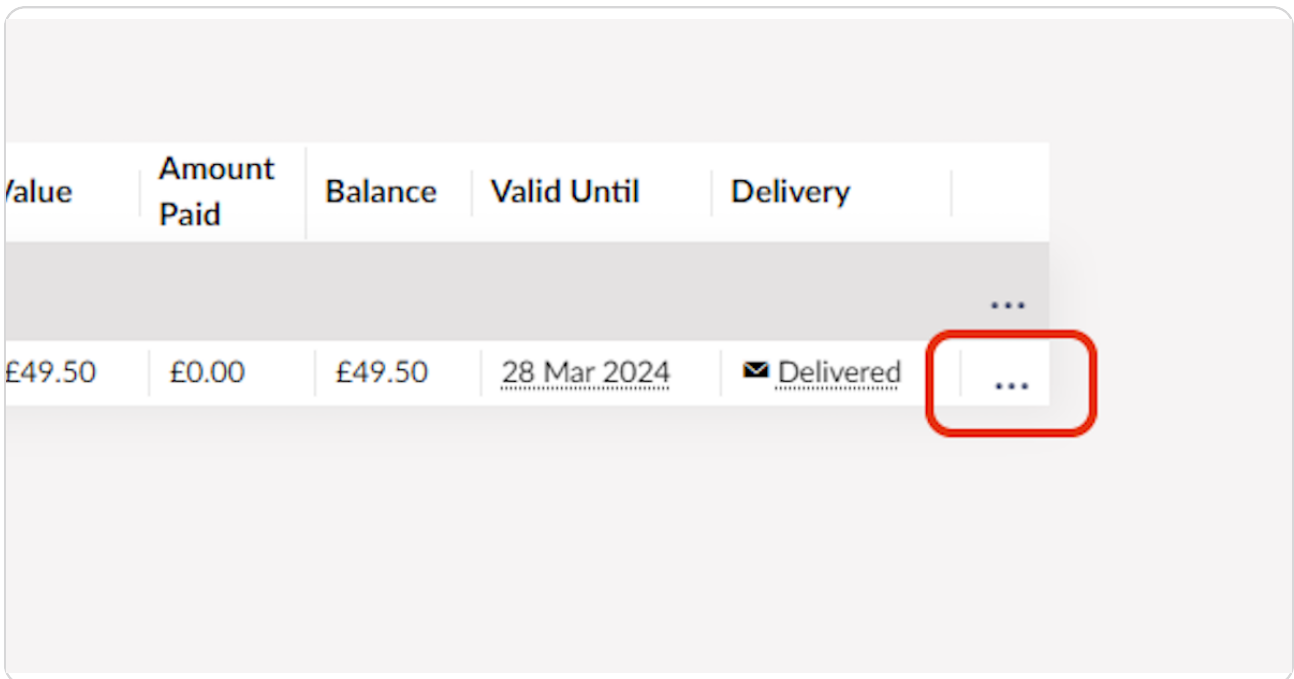
STEP 3

Enter your chosen information and click the magnifying glass



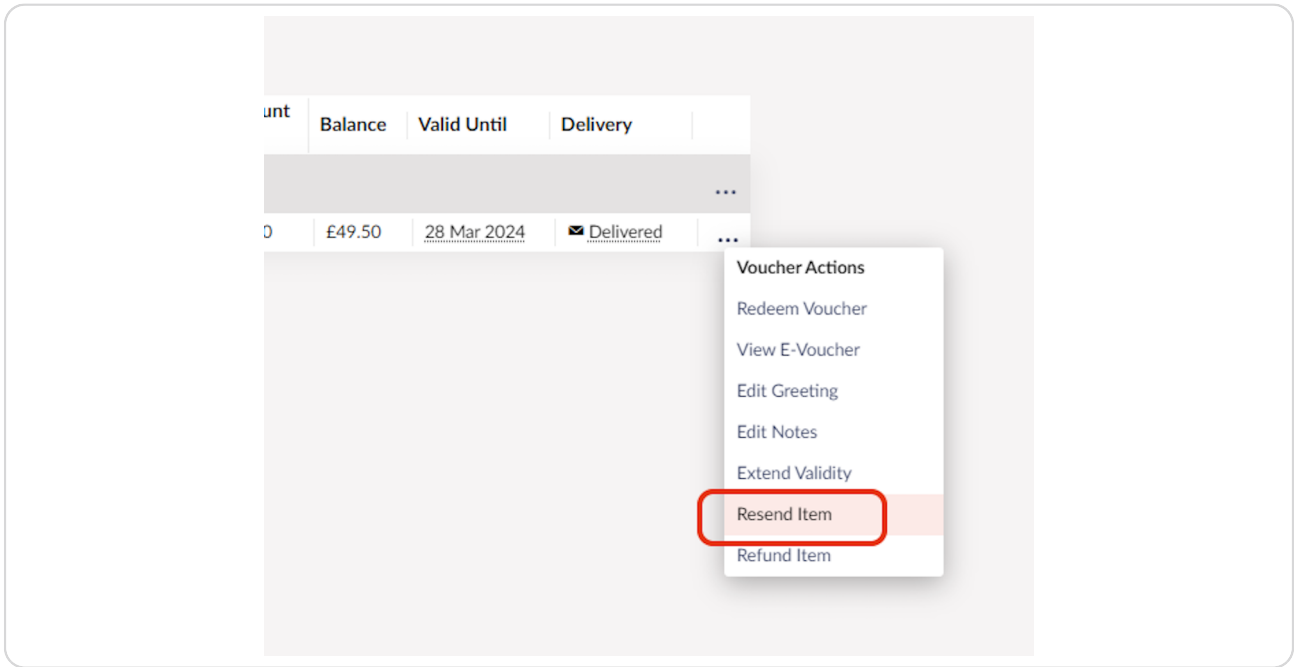
STEP 4

Click the three dots



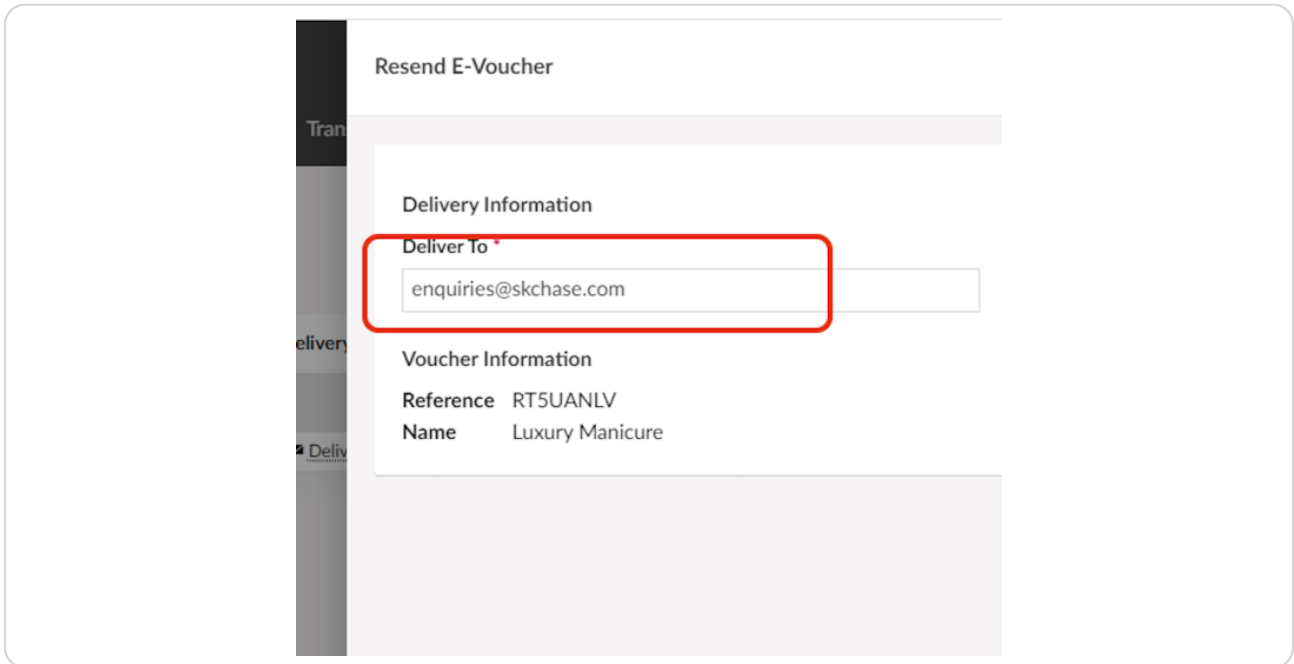
STEP 5

Click RESEND ITEM



STEP 6

Amend the email address if required



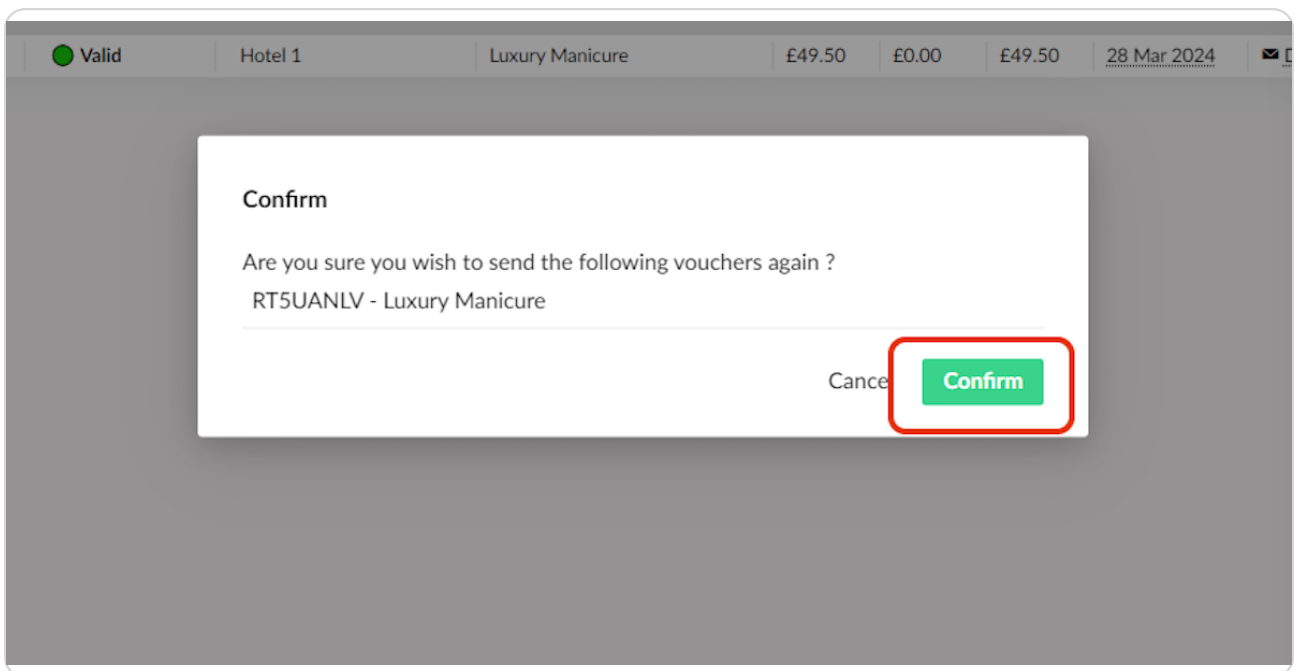
STEP 7

Click SEND



STEP 8

Click CONFIRM

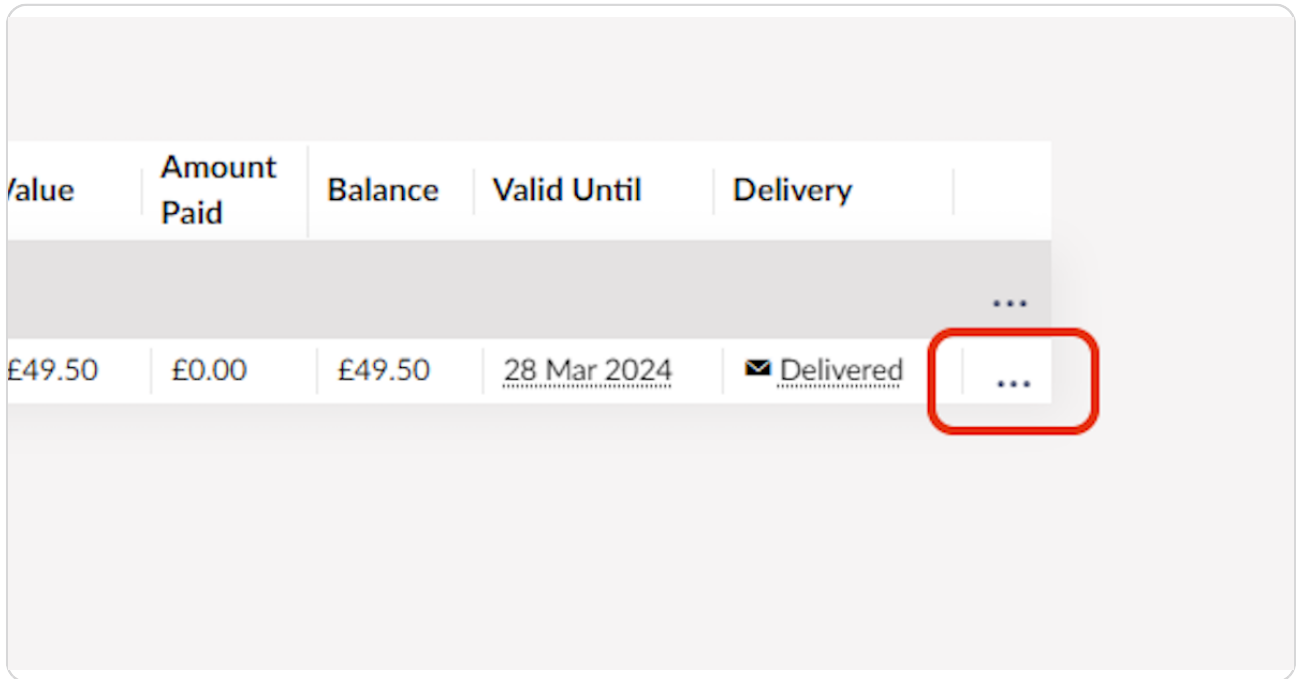


STEP 9

You can also save the e-voucher as a PDF and manually attach it to an email

STEP 10

Click the three dots

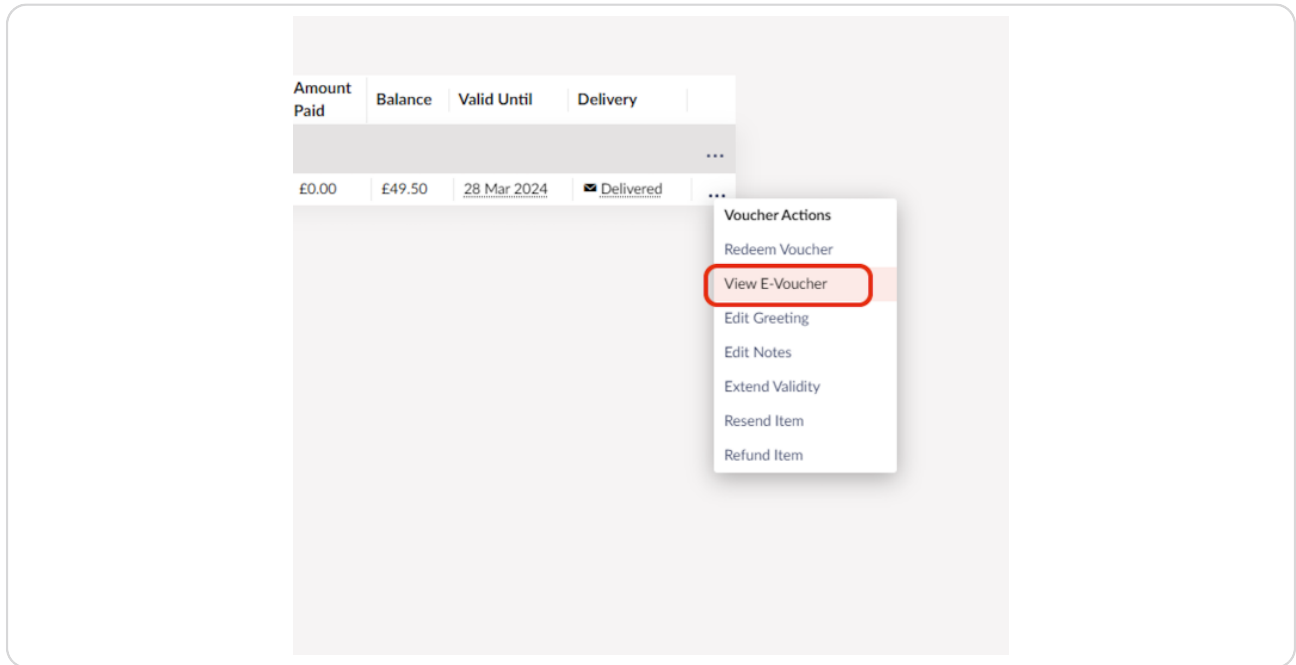


The screenshot shows a table with the following columns: Value, Amount Paid, Balance, Valid Until, Delivery, and a three-dot menu icon. The first row of data contains the values: £49.50, £0.00, £49.50, 28 Mar 2024, and Delivered. A red box highlights the three-dot menu icon in the first row.

Value	Amount Paid	Balance	Valid Until	Delivery	
£49.50	£0.00	£49.50	28 Mar 2024	Delivered	...

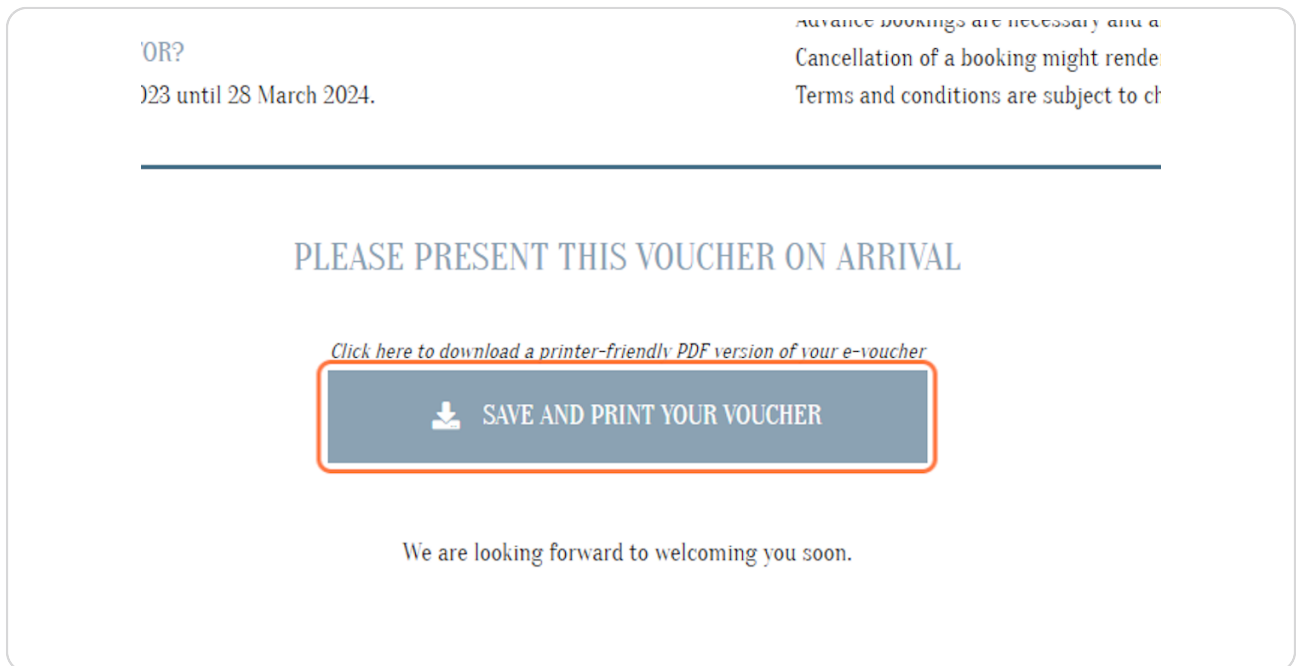
## STEP 11

### Click VIEW E-VOUCHER



## STEP 12

### Scroll down and click on SAVE AND PRINT YOUR VOUCHER

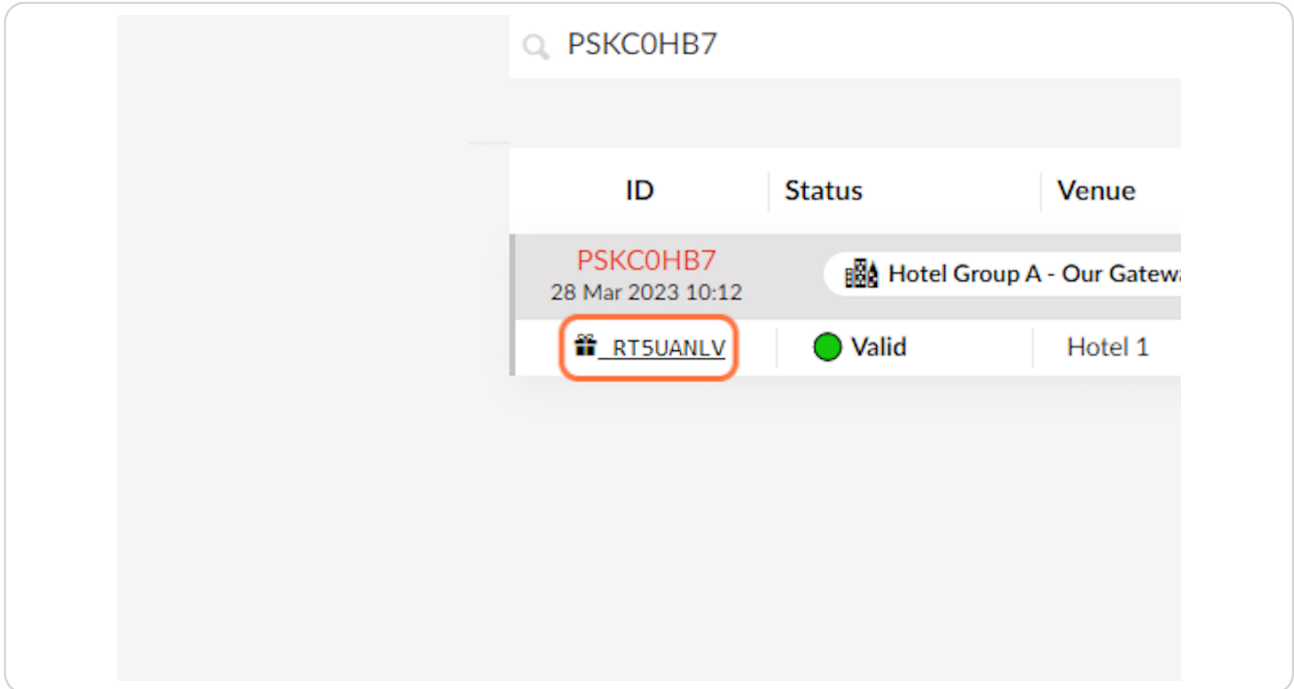


STEP 13

You can then attach the PDF to an email and send it to the buyer or recipient

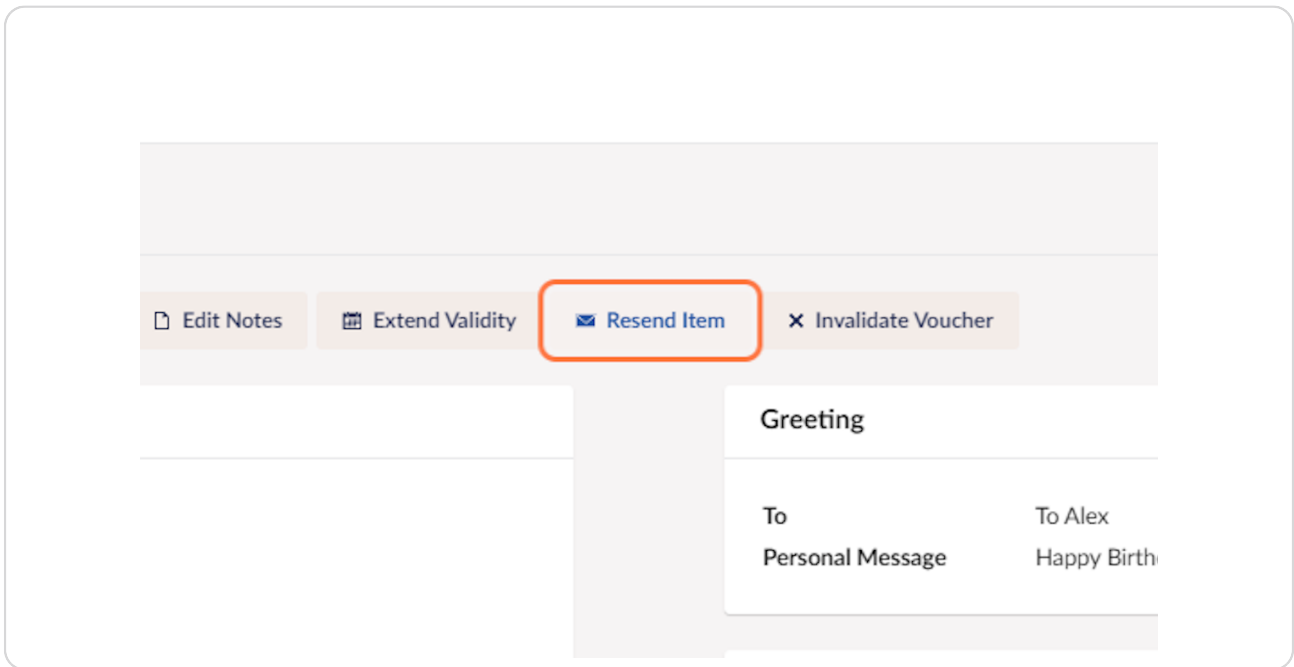
STEP 14

**OR Click on the ITEM ID**



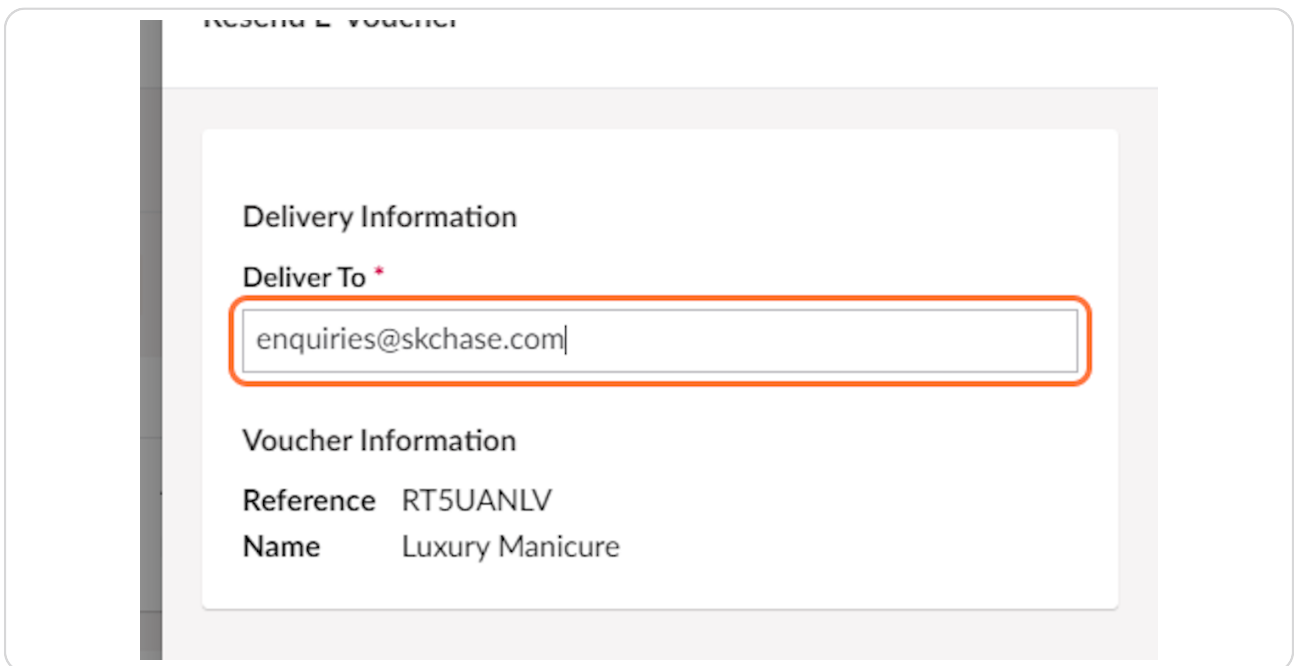
STEP 15

Click on **RESEND ITEM**



STEP 16

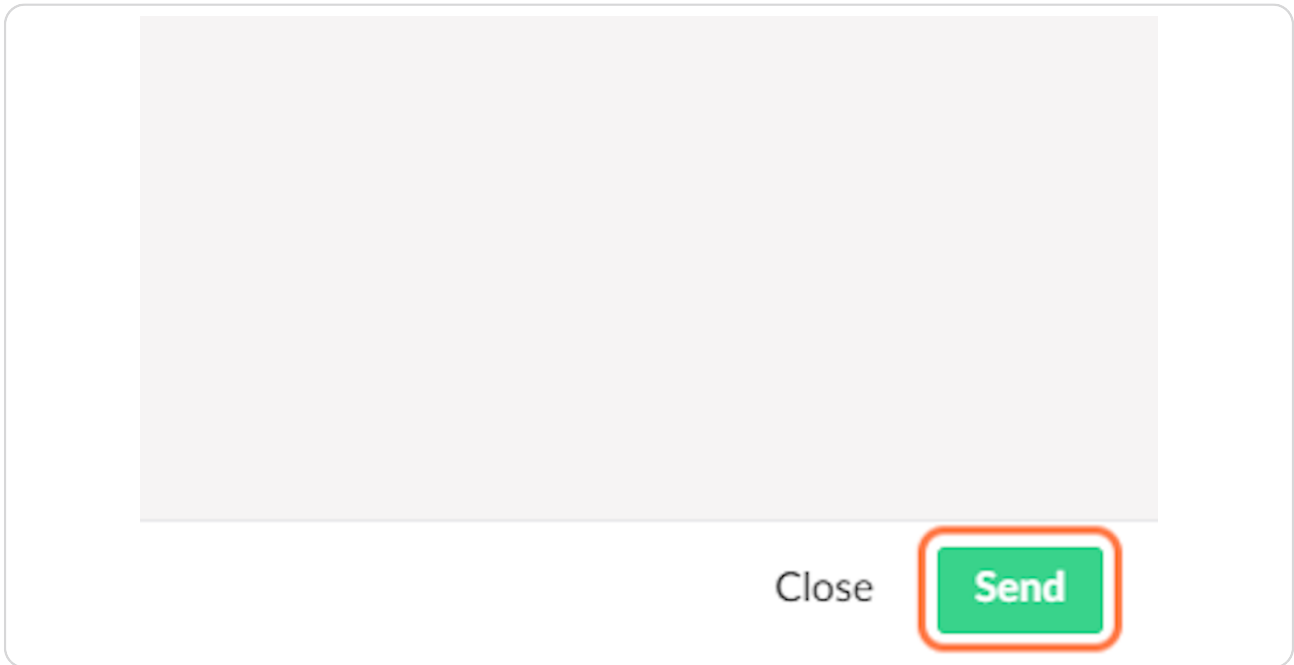
Amend the email address if required





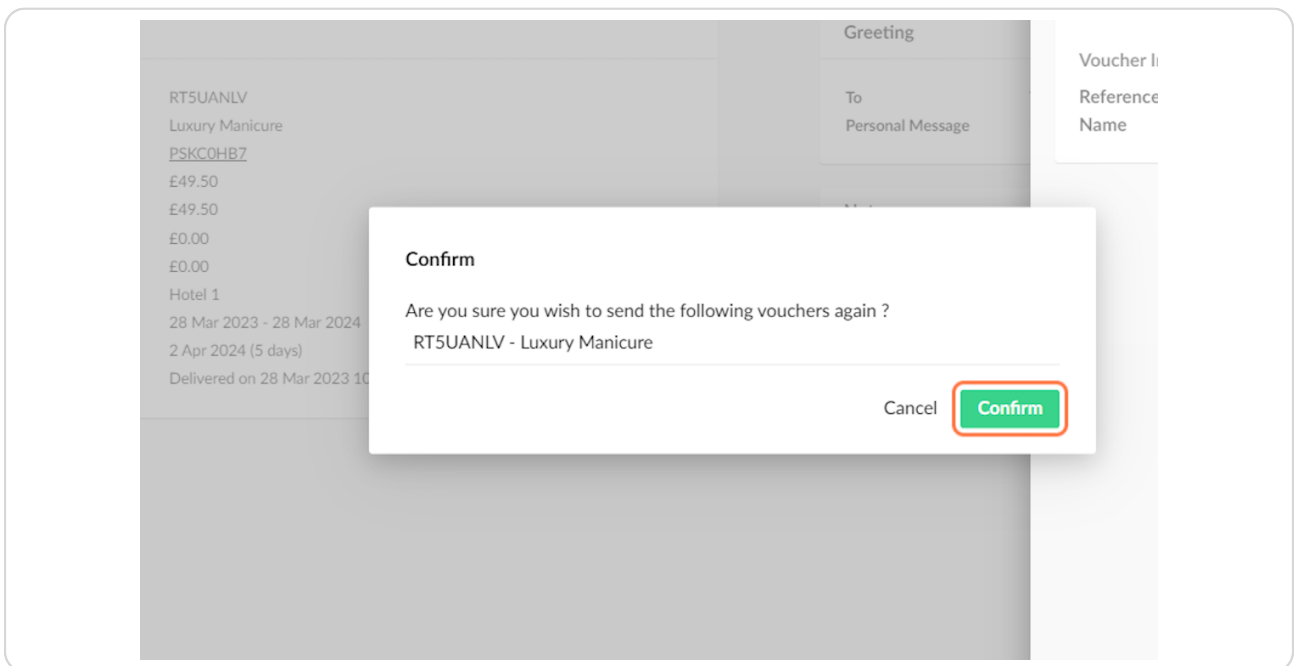
STEP 17

Click on **SEND**



STEP 18

Click on **CONFIRM**



STEP 19

You can also save the e-voucher as a PDF and manually attach it to an email

STEP 20

Click on **VIEW E-VOUCHER**

The screenshot shows a voucher management interface. At the top, it displays 'Luxury Manicure - RT5UANLV' with a green 'Valid' badge. Below this, there are two tabs: 'Voucher Details' (active) and 'Redemptions'. A row of action buttons includes 'Redeem Voucher' (with a checkmark icon), 'View E-Voucher' (highlighted with an orange border and a gift icon), 'Edit Greeting' (with a speech bubble icon), and 'Edit Notes' (with a document icon). Below the buttons is a 'Voucher Details' section containing a table with the following information:

Voucher Details	
Reference Number	RT5UANLV
Voucher Name	Luxury Manicure
Order Number	<u>PSKC0HB7</u>
Face Value	£49.50
Current Balance	£49.50

## STEP 21

### **Scroll down and click on SAVE AND PRINT YOUR VOUCHER**


OR?  
2023 until 28 March 2024.

Advance bookings are necessary and a  
Cancellation of a booking might render  
Terms and conditions are subject to ch

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PLEASE PRESENT THIS VOUCHER ON ARRIVAL

*Click here to download a printer-friendly PDF version of your e-voucher*

 SAVE AND PRINT YOUR VOUCHER

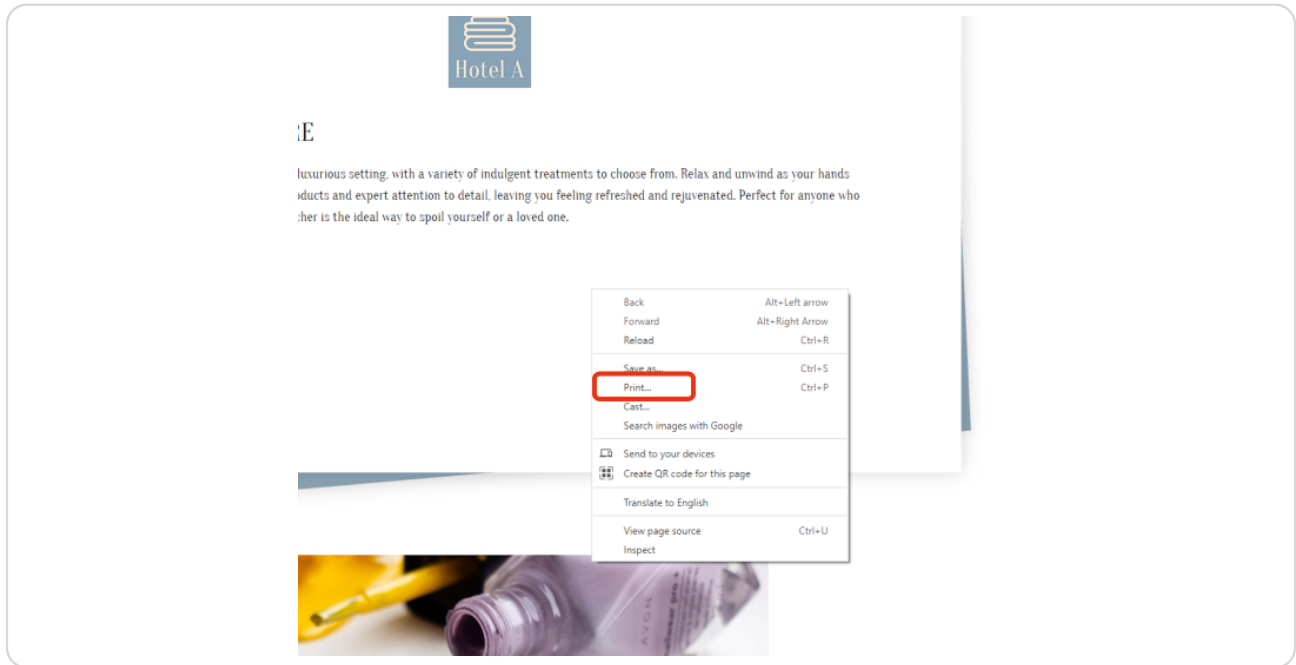
We are looking forward to welcoming you soon.

## STEP 22

**You can then attach the PDF to an email and send it to the buyer or recipient**

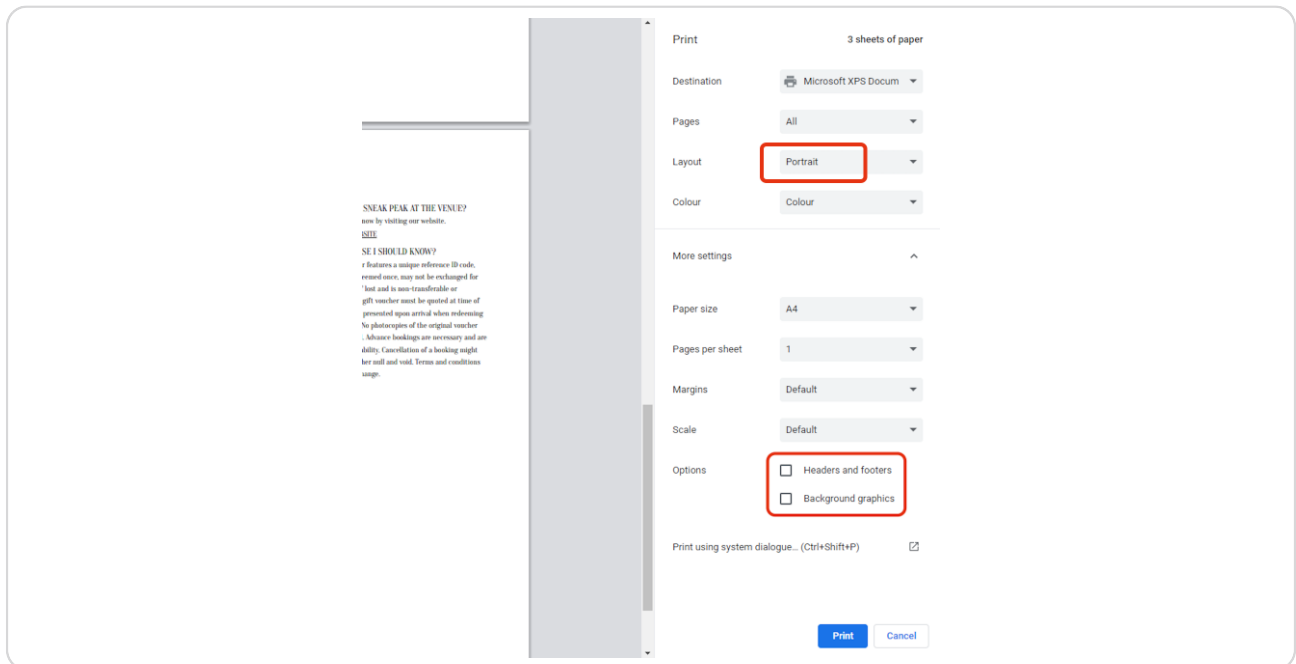
## STEP 23

If you would like to print the e-voucher, right click and select PRINT



## STEP 24

Before printing, check your settings are correct



## STEP 25

### Click PRINT

