

Click on ORDER MANAGEMENT

Check voucher validity Manage Orders Redeem vouchers	
Process an Order Quick Redeem Order Management	

STEP 2

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

Q Search fo	r order ID, item ID, na	ame, email address, post	code Q	▼ Filter
ID	Status	Venue	Voucher	



Enter your chosen information and click the magnifying glass

иск кеаеет	Catalogue Managel	Content	Media Real Lime R	eports Adi
	7			
Q PSKC0HB	/		٩	▼ Filter
ID	Status	Venue	Voucher	V

STEP 4

Click the three dots

	Amount				
/alue	Amount Paid	Balance	Valid Until	Delivery	
£49.50	£0.00	£49.50	28 Mar 2024	Delivered	



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STEP 5
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Click RESEND ITEM

unt	Balance	Valid Until	Delivery			
D	£49.50	28 Mar 2024	Delivered			
					Voucher Actions	
					Redeem Voucher	
					View E-Voucher	
					Edit Greeting	
					Edit Notes	
					Extend Validity	
				Г	Resend Item	
				-	Refund Item	

STEP 6

Amend the email address if required

Tran Delivery Information Deliver To* enquiries@skchase.com Voucher Information Reference RT5UANLV Name Luxury Manicure

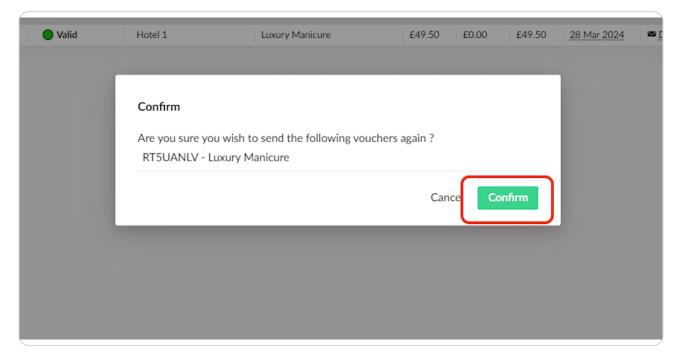
SKCHASE

Click SEND

Close	Send

STEP 8

Click CONFIRM





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

STEP 10

Click the three dots

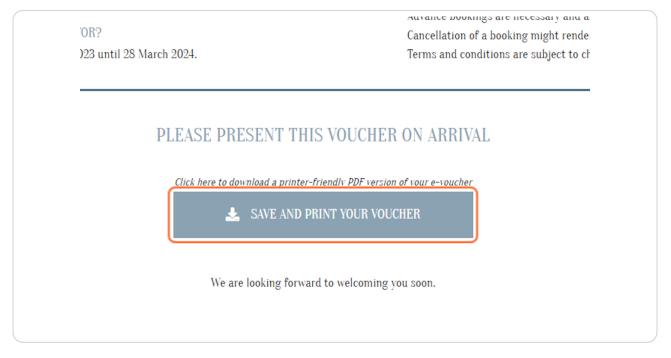
/alue	Amount Paid	Balance	Valid Until	Delivery	
£49.50	£0.00	£49.50	28 Mar 2024	Delivered	
l					



Click VIEW E-VOUCHER

STEP 12

Scroll down and click on SAVE AND PRINT YOUR VOUCHER





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

Q PSKC0HB7		
ID	Status	Venue
PSKC0HB7 28 Mar 2023 10:12	👪 Hotel Group A	- Our Gatew
TT5UANLV	Valid	Hotel 1



STEP 15

Click on RESEND ITEM

□ Edit Notes	
□ Edit Notes	
□ Edit Notes	
🗅 Edit Notes 🗰 Extend Validity 💌 Resend Item 🗙 Invalidate Voucher	
Edit Notes Extend valuity in Resent item X invaluate volucier	
Greeting	
То	To Alex
Personal Message	Happy Birth

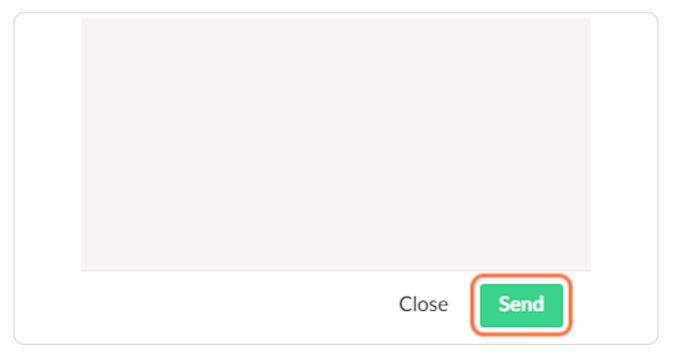
STEP 16

Amend the email address if required

Delivery I	nformation	
Deliver To	*	
enquiries	@skchase.com	
Vevelorel	-formation	
voucner I	nformation	
Reference	RT5UANLV	
Name	Luxury Manicure	



Click on SEND



STEP 18

Click on CONFIRM

		Greeting	Voucher I			
RT5UANLV		То	Reference			
Luxury Manicure		Personal Message	Name			
PSKCOHB7						
£49.50		_				
£49.50						
£0.00	Confirm					
£0.00 Hotel 1						
28 Mar 2023 - 28 Mar 2024	Are you sure you wish to send the following vouchers again ?					
2 Apr 2024 (5 days)	RT5UANLV - Luxury Manicure					
Delivered on 28 Mar 2023 10		Cancel Confirm				



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

STEP 20

Click on VIEW E-VOUCHER

SK(Luxury Manicure - RT5UAN	VLV Valid		
Mana; Voucher Details Re	edemptions		
Redeem Voucher	View E-Voucher 🗭 Edit Greeting 🗋 Edit Notes		
Voucher Details			
Reference Number	RT5UANLV		
Voucher Name	Luxury Manicure		
Order Number	PSKC0HB7		
Face Value	£49.50		
Current Palance	C40 E0		



Scroll down and click on SAVE AND PRINT YOUR VOUCHER

'OR?)23 until 28 March 2024.	Cancellation of a booking might rende Terms and conditions are subject to c
PLEASE PRESENT TH	HIS VOUCHER ON ARRIVAL
	r-friendly PDF version of vour e-voucher PRINT YOUR VOUCHER
We are looking forw	ard to welcoming you soon.

STEP 22

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



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



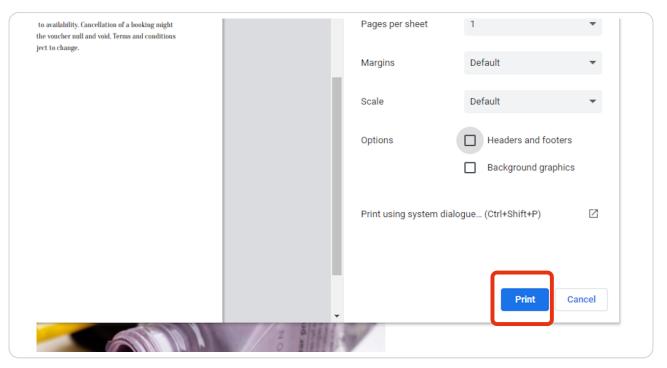
STEP 24

Before printing, check your settings are correct

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		Layout	Portrait	•
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NUTE SE I SHOULD KNOW?		More settings		^
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		Scale	Default	
		Options	Headers and footers Background graphics	
		Print using system dia	logue (Ctrl+Shift+P)	Z
l			Print C	ancel



Click PRINT





14 of 15