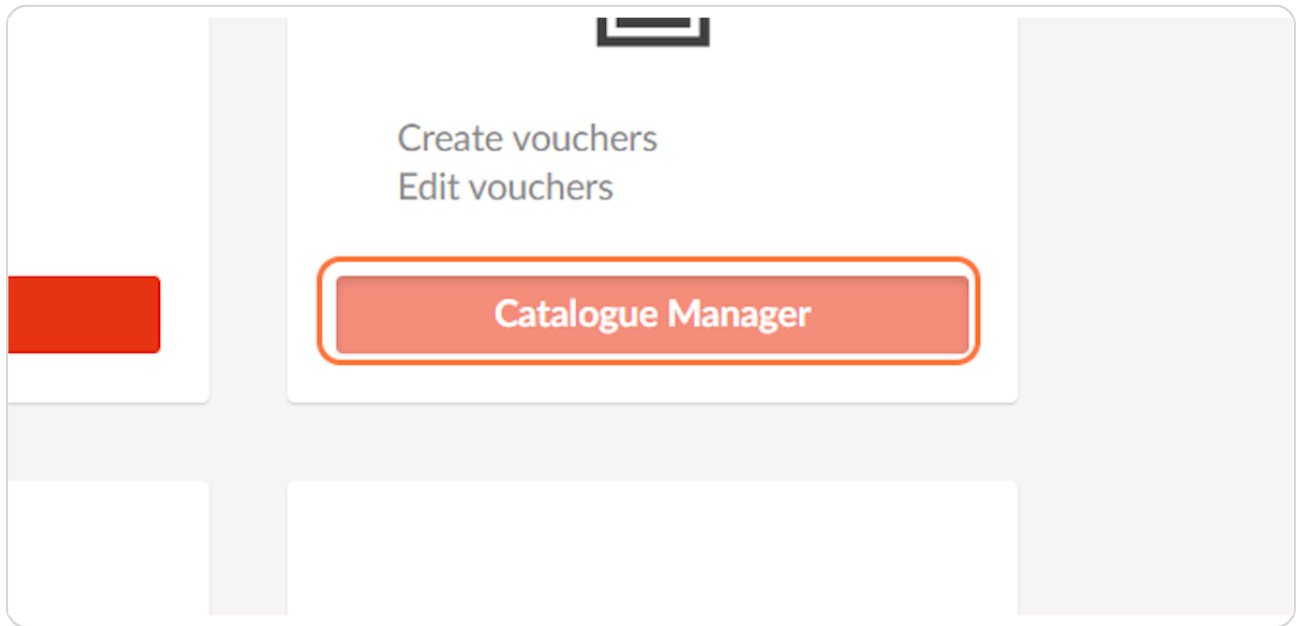


STEP 1

Go to MANAGEMENT - p4.skchase.com

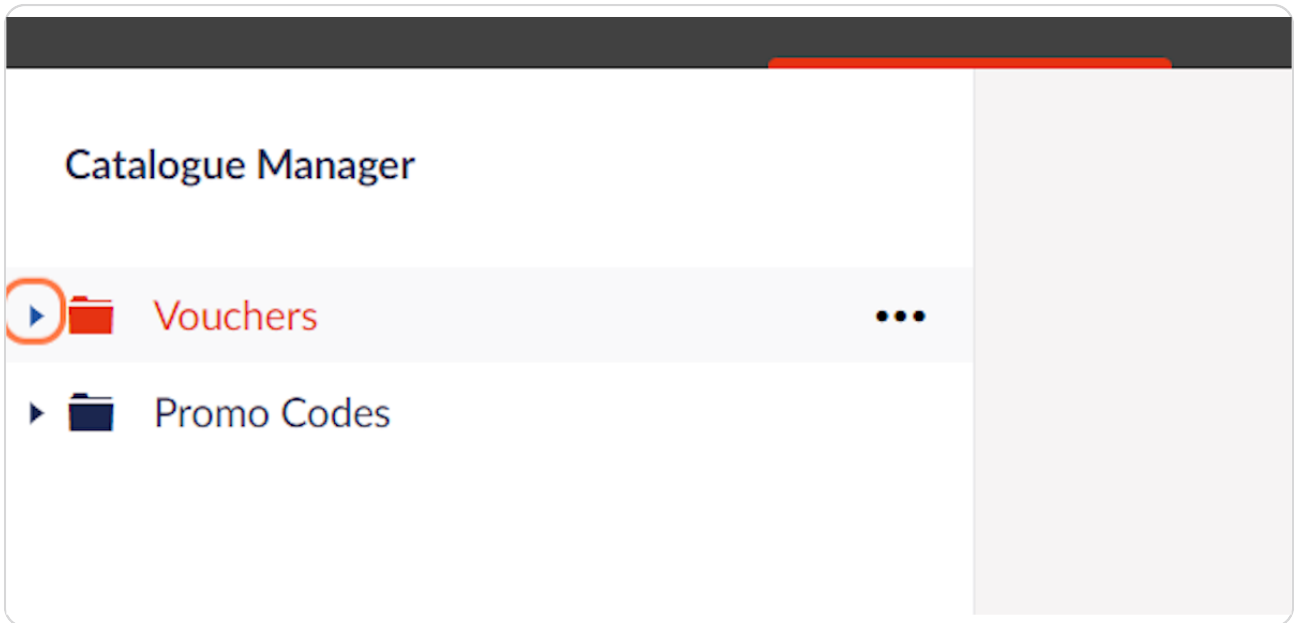
STEP 2

Click on CATALOGUE MANAGER



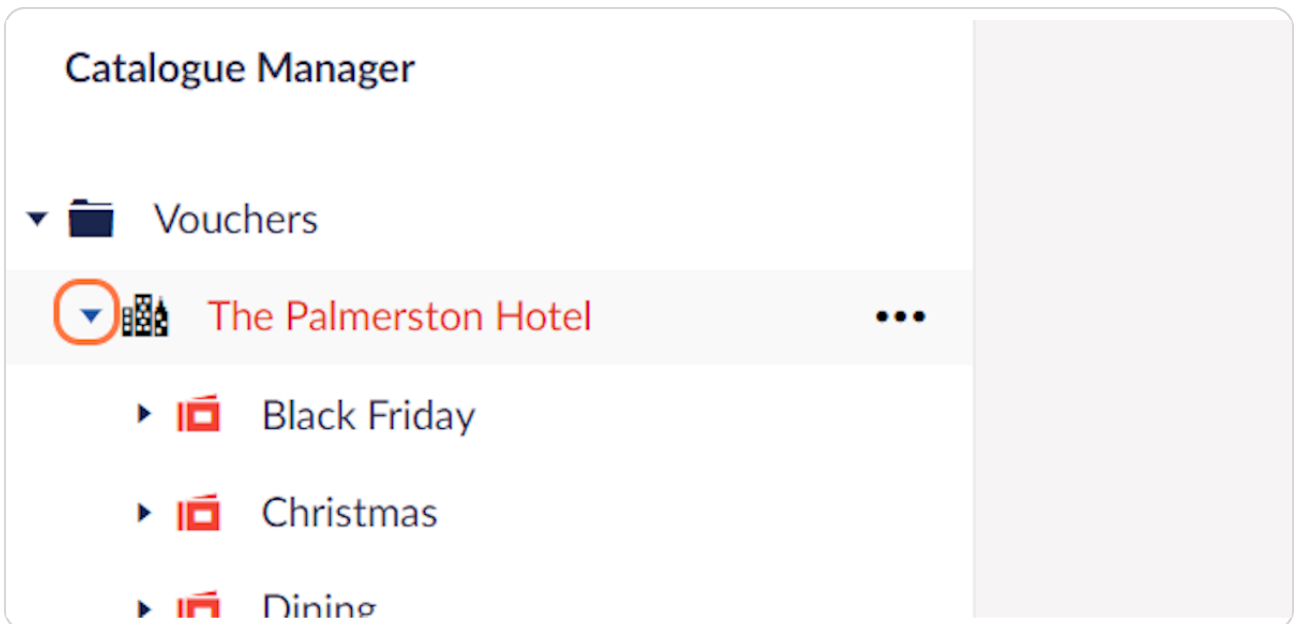
STEP 3

Open VOUCHERS



STEP 4

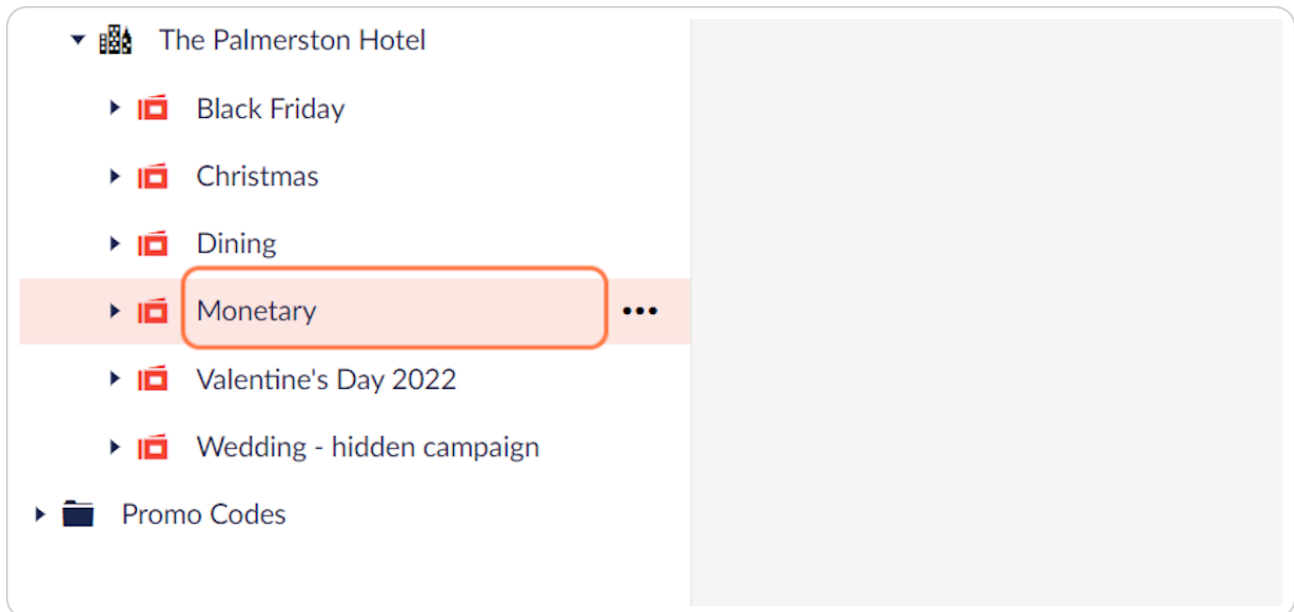
Open the SELLER



STEP 5

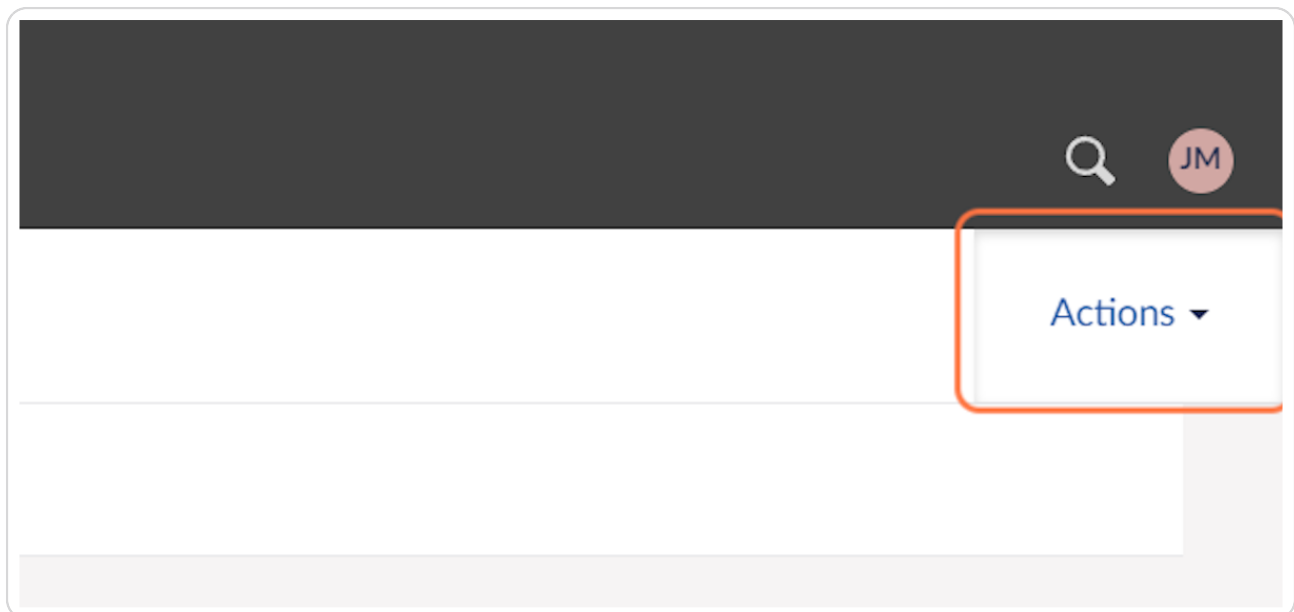
Click on the catalogue where you want to file your new gift

- Where you file your voucher does NOT impact where it will appear on your gift shop
- Catalogues are here to keep your gifts organised internally



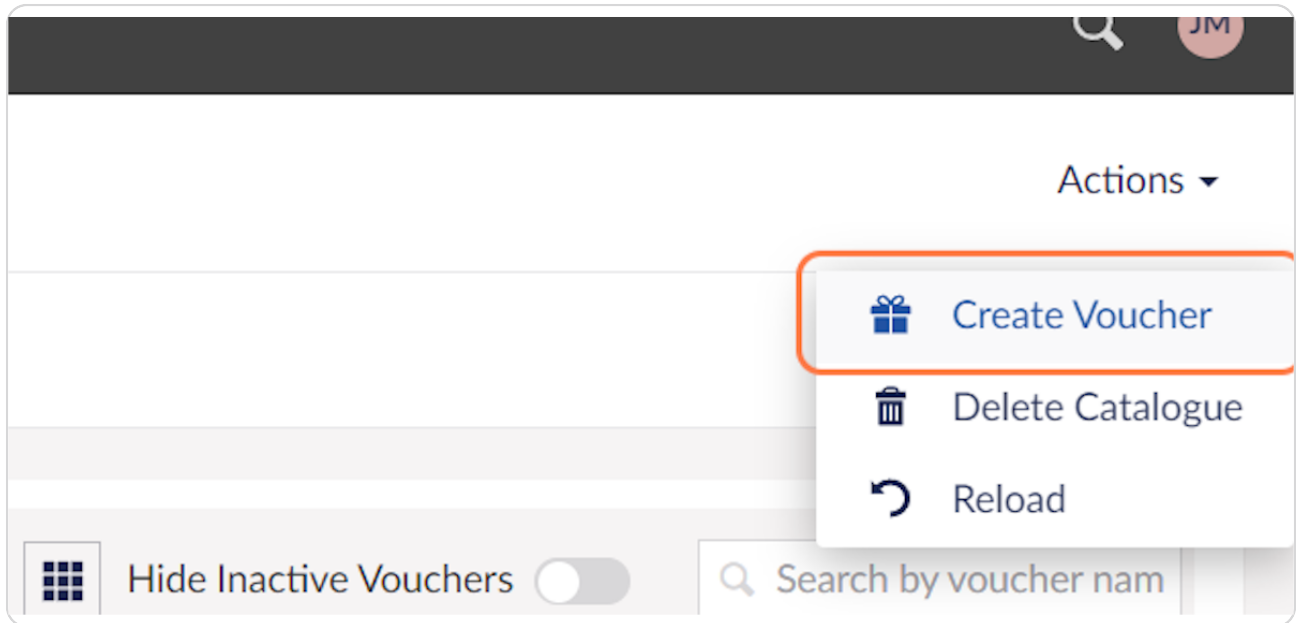
STEP 6

Click on ACTIONS in the top right of the screen



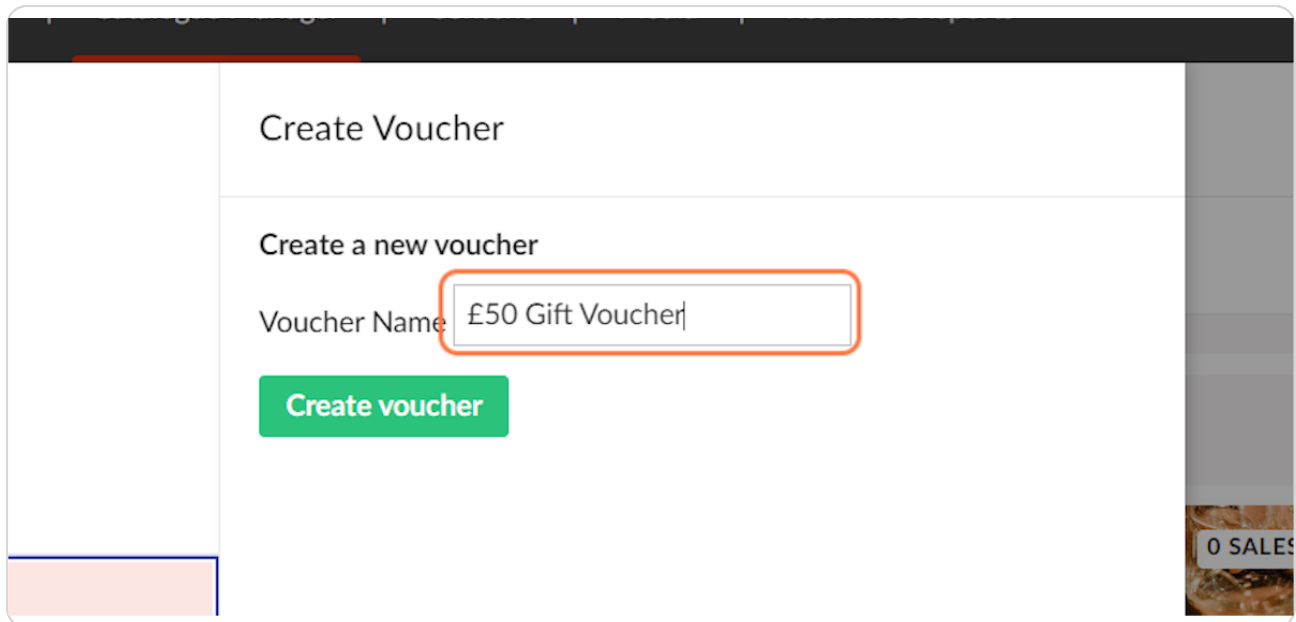
STEP 7

Click on CREATE VOUCHER



STEP 8

Type the VOUCHER NAME



STEP 9

Click on **CREATE VOUCHER**

ston Hotel

day

as

Create a new voucher

Voucher Name

Create voucher

y

e's Day 2022

STEP 10

Add the **PRICE**

Name *

This will be displayed on the site, and in any receipts, vouchers or emails sent to either the buyer or recipient.

Price *

This will be displayed on the site, and in any receipts sent to the buyer.

Marketing Description

A shorter description shown on the website and any

B I [text alignment icons] [bulleted list] [numbered list] [link] [unlink] [table] [table icon]

STEP 11

Select the CURRENCY

The screenshot shows a form for editing a voucher. At the top, there is a text input field containing "£50 Gift Voucher". Below this, there are two input fields: one for the amount "50" and another for the currency "GBP" with a dropdown arrow. At the bottom, there is a rich text editor toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, and other text formatting options.

STEP 12

Add the MARKETING DESCRIPTION

- Here, you are talking to the BUYER only
- You can format the text and even add hyperlinks

The screenshot shows the SKCHASE Catalogue Manager interface. The top navigation bar includes "Management", "Quick Redeem", "Catalogue Manager", "Content", "Media", and "Real Time Reports". The left sidebar shows a tree view of vouchers under "The Palmerston Hotel", with "£50 Gift Voucher" selected. The main content area shows the "£50 Gift Voucher" details. The "Marketing Description" field is highlighted with a red box and contains the text: "Give the gift of SK Chase Hotel. Treat family, friends or colleagues to a luxury hotel gift voucher that they can spend how they choose." The "Full Description" field is also visible below it. At the bottom right, there is a "Save" button and a "Pending changes" indicator.

STEP 13

Add the FULL DESCRIPTION

- This is what the RECIPIENT of the gift will read
- Clearly state what is included - this will be printed on the voucher
- Max 300 characters (approx. 50 words)

The screenshot shows the SKCHASE Catalogue Manager interface. The left sidebar lists various vouchers, with the '£50 Gift Voucher' selected. The main content area is titled '£50 Gift Voucher' and has two tabs: 'Details' and 'Status'. The 'Details' tab is active, showing a 'Full Description' field. The description text is: 'Enjoy SK Chase Hotel at your leisure! This £100 gift voucher can be exchanged or used in part payment for a variety of experiences at SK Chase Hotel including the spa, dining and accommodation.' The field has a rich text editor toolbar above it. Below the description field is an 'Images' section with a placeholder image and an 'Add' button. The bottom of the interface shows the voucher ID 'f0ddec0a-12d1-89c6-24ab-59cb2e3cedc4' and a 'Save' button.

STEP 14

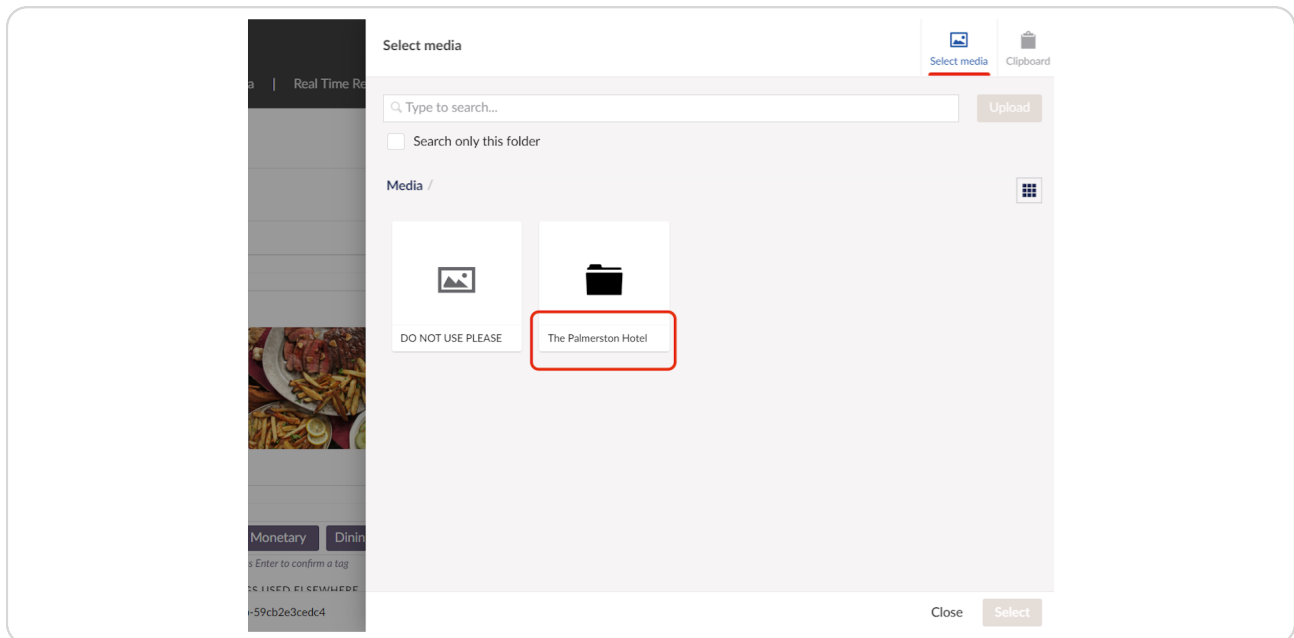
Add an IMAGE

- Add up to 3 images
- Additionally, a stationery image will be automatically added to all gifts

The screenshot shows a section of the SKCHASE interface. On the left, there is text describing the image requirements: 'Add up to 3 images for your voucher. Aspect Ratio: 16:9. 1000px by 563px. (The first one will be the main one and used in the e-voucher)'. On the right, there is a large dashed blue box representing an image placeholder. Inside the box is a blue plus sign and the word 'Add' in blue text.

STEP 15

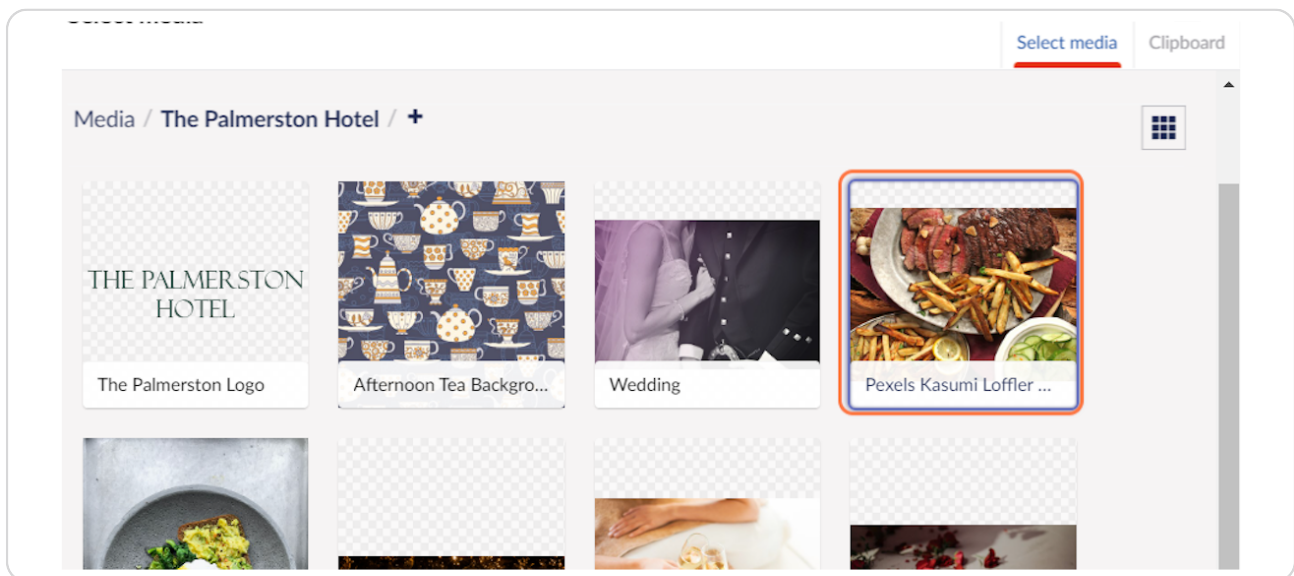
Click on the Media Folder to select or upload an image



STEP 16

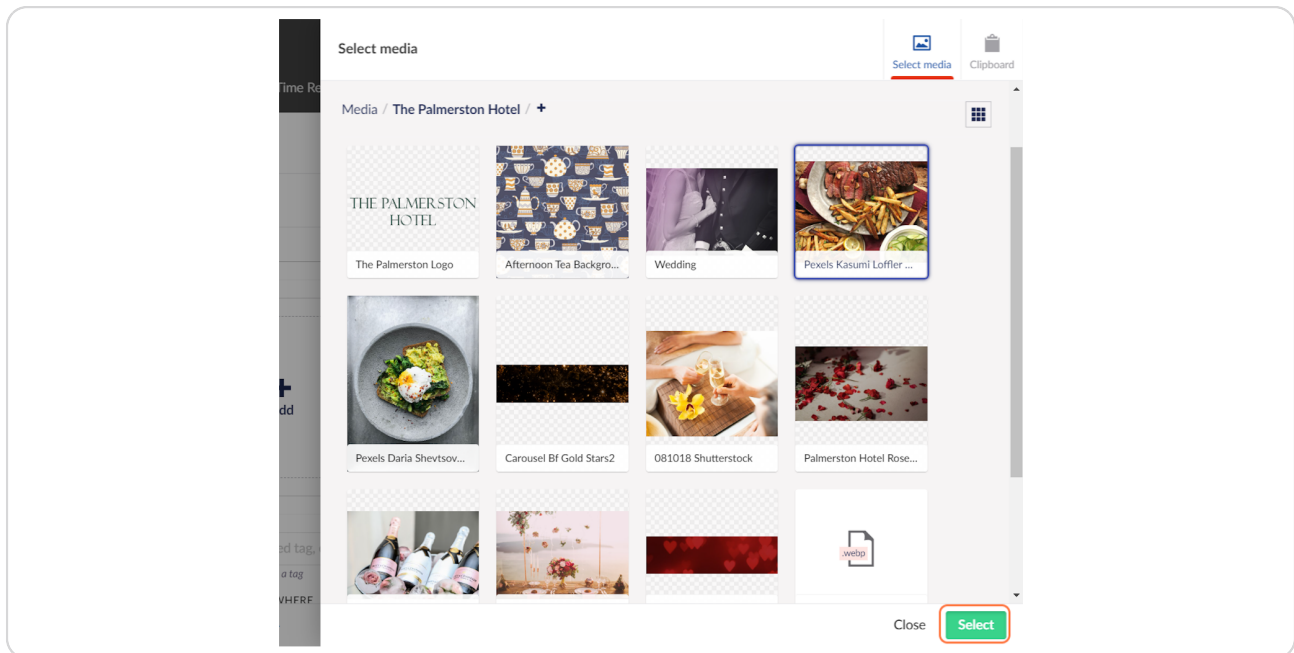
Select or upload the image or images you wish to add

- Voucher images will be automatically cropped to fill the voucher card space:
- Aspect Ratio: 16:9. Size: 1000px by 563p
- The first image added will be the main image and used in the e-voucher



STEP 17

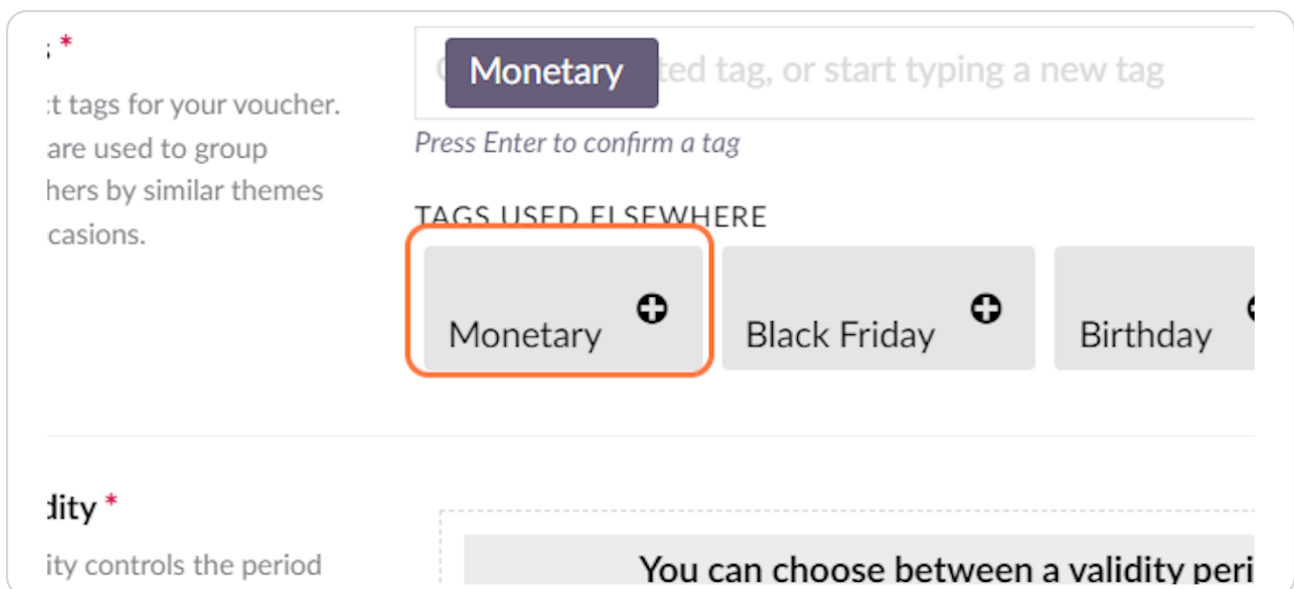
Click on **SELECT** to add the chosen image / images



STEP 18

Add a **TAG** to the voucher

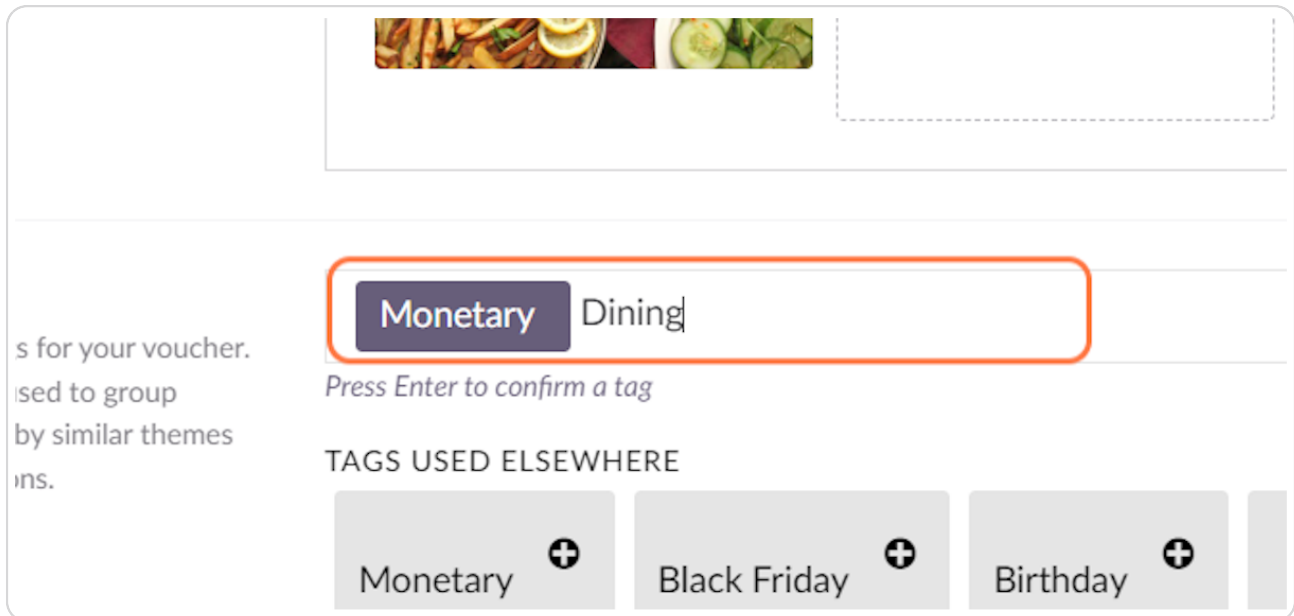
- Tags define under which filter the gift will appear on your gift shop
- You can select an existing tag...



STEP 19

...Or you can create a new Tag

- Type the name of the new tag
- Press ENTER to validate the tag



s for your voucher.
sed to group
by similar themes
ins.

Monetary Dining

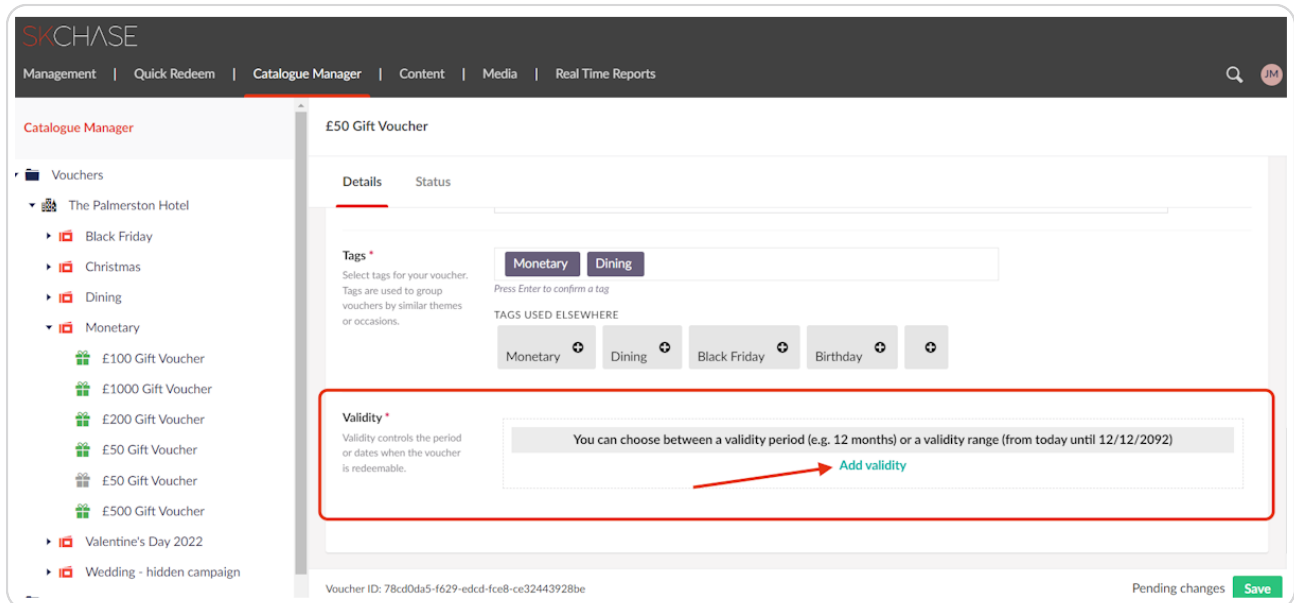
Press Enter to confirm a tag

TAGS USED ELSEWHERE

Monetary + Black Friday + Birthday +

STEP 20

Click on ADD VALIDITY



SKCHASE

Management | Quick Redeem | **Catalogue Manager** | Content | Media | Real Time Reports

Catalogue Manager

Vouchers

- The Palmerston Hotel
 - Black Friday
 - Christmas
 - Dining
 - Monetary
 - £100 Gift Voucher
 - £1000 Gift Voucher
 - £200 Gift Voucher
 - £50 Gift Voucher
 - £50 Gift Voucher
 - £500 Gift Voucher
 - Valentine's Day 2022
 - Wedding - hidden campaign

£50 Gift Voucher

Details Status

Tags *

Select tags for your voucher. Tags are used to group vouchers by similar themes or occasions.

Press Enter to confirm a tag

TAGS USED ELSEWHERE

Monetary + Dining + Black Friday + Birthday +

Validity *

Validity controls the period or dates when the voucher is redeemable.

You can choose between a validity period (e.g. 12 months) or a validity range (from today until 12/12/2092)

[Add validity](#)

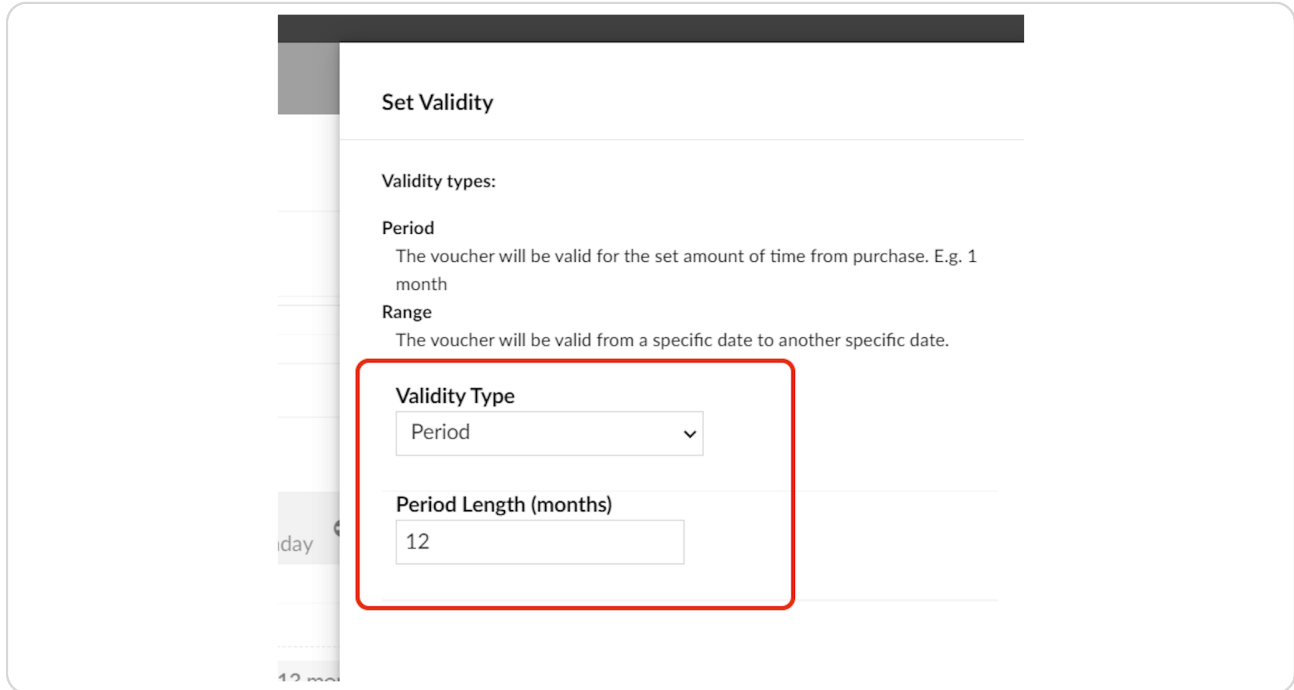
Voucher ID: 78cd0da5-f629-edcd-fce8-ce32443928be

Pending changes **Save**

STEP 21

Choose the VALIDITY TYPE

- You can choose to add a Choose the VALIDITY PERIOD or a VALIDITY RANGE...
- Select the gift Validity Period, i.e. how many **months** is the gift valid for from the date of purchase



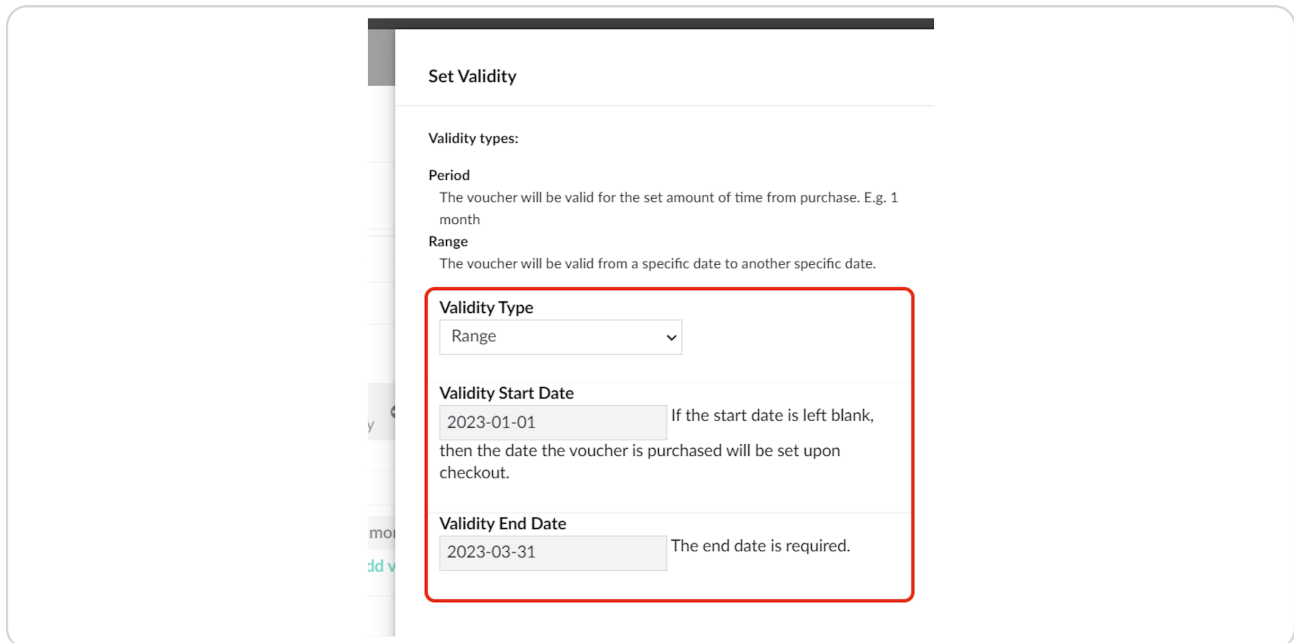
The screenshot shows a 'Set Validity' form with the following elements:

- Set Validity** (Section Header)
- Validity types:**
 - Period**: The voucher will be valid for the set amount of time from purchase. E.g. 1 month
 - Range**: The voucher will be valid from a specific date to another specific date.
- Validity Type** (Dropdown menu): Set to 'Period'.
- Period Length (months)** (Text input): Set to '12'.

STEP 22

Choose the VALIDITY TYPE

- Or select a Validity Range i.e. between which dates can the gift be redeemed



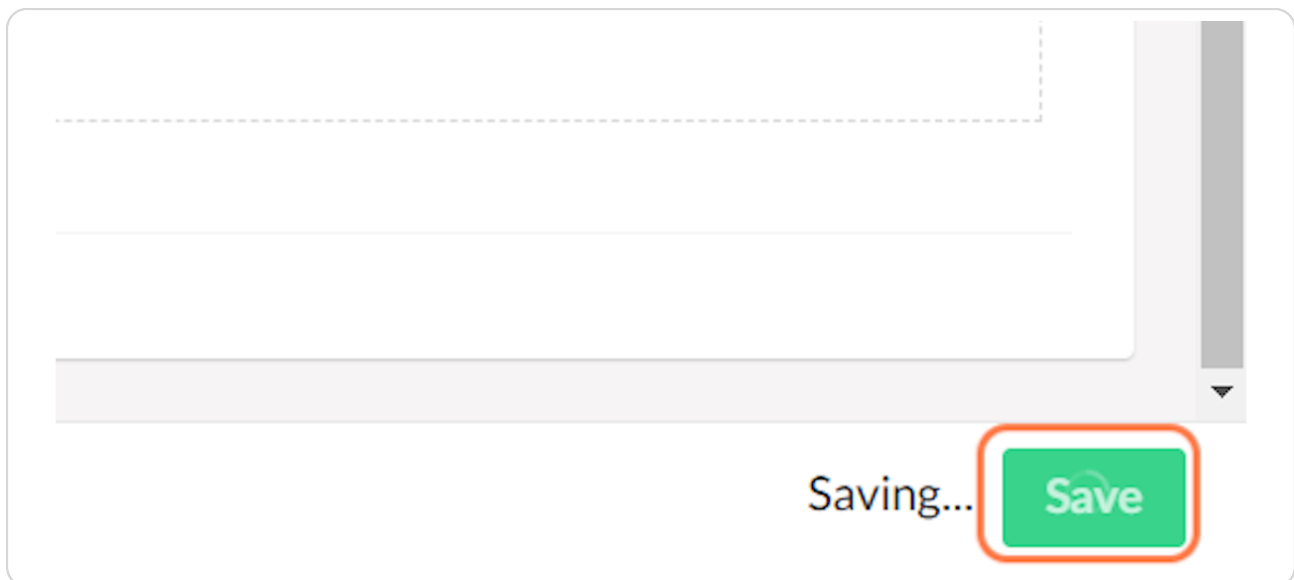
The screenshot shows a 'Set Validity' form with the following sections:

- Validity types:**
 - Period**
The voucher will be valid for the set amount of time from purchase. E.g. 1 month
 - Range**
The voucher will be valid from a specific date to another specific date.
- Validity Type**
A dropdown menu is set to 'Range'.
- Validity Start Date**
Input field: 2023-01-01
Text: If the start date is left blank, then the date the voucher is purchased will be set upon checkout.
- Validity End Date**
Input field: 2023-03-31
Text: The end date is required.

STEP 23

Click on SAVE

- Don't forget to save your changes!

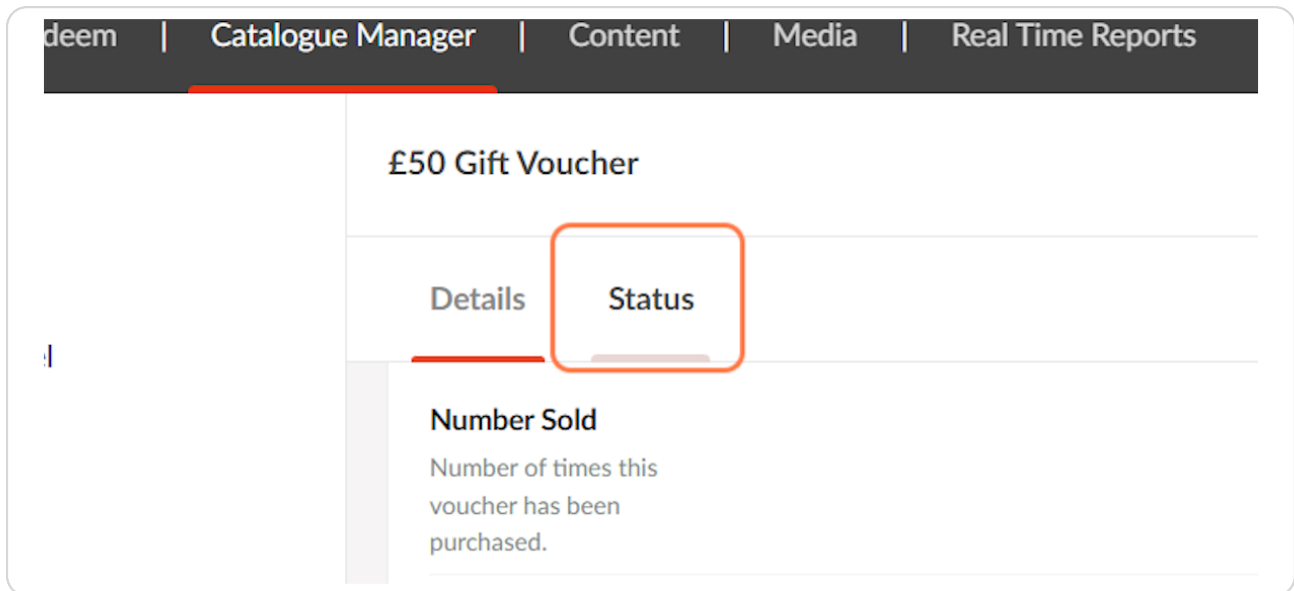


The screenshot shows the bottom of the form with a 'Saving...' status and a green 'Save' button highlighted with an orange border.

STEP 24

Activate your Gift

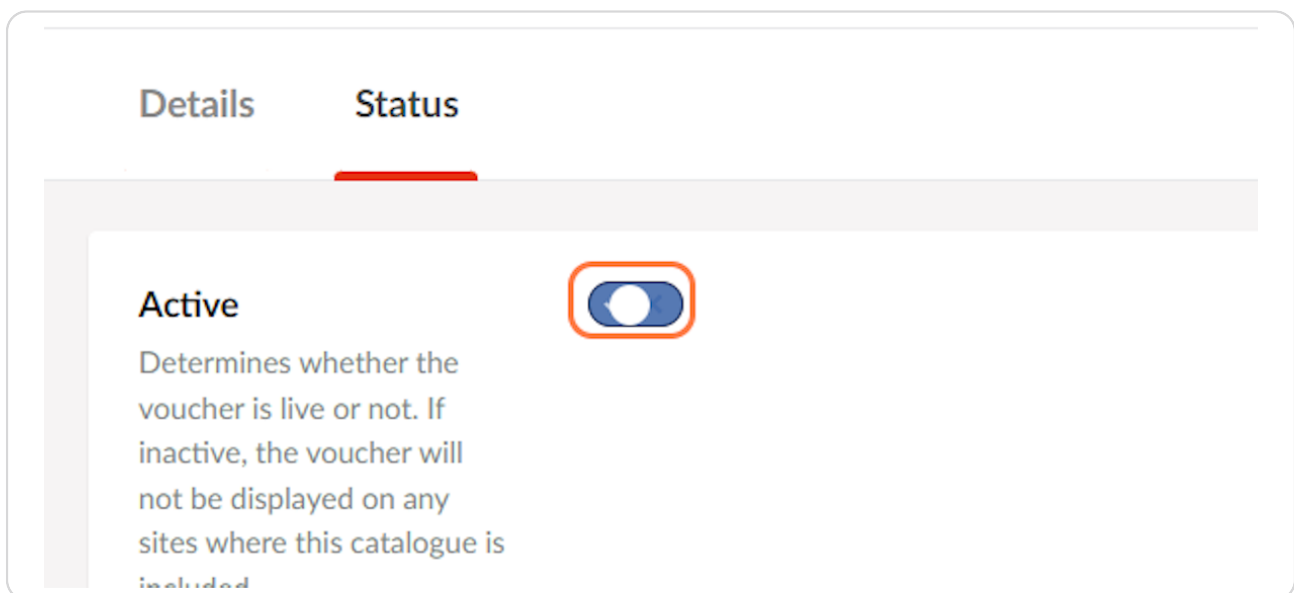
- By default a new gift is "inactive" (i.e. will not be visible on your website)
- Go to the STATUS tab to activate the gift



STEP 25

Once ready to go live, Activate your gift

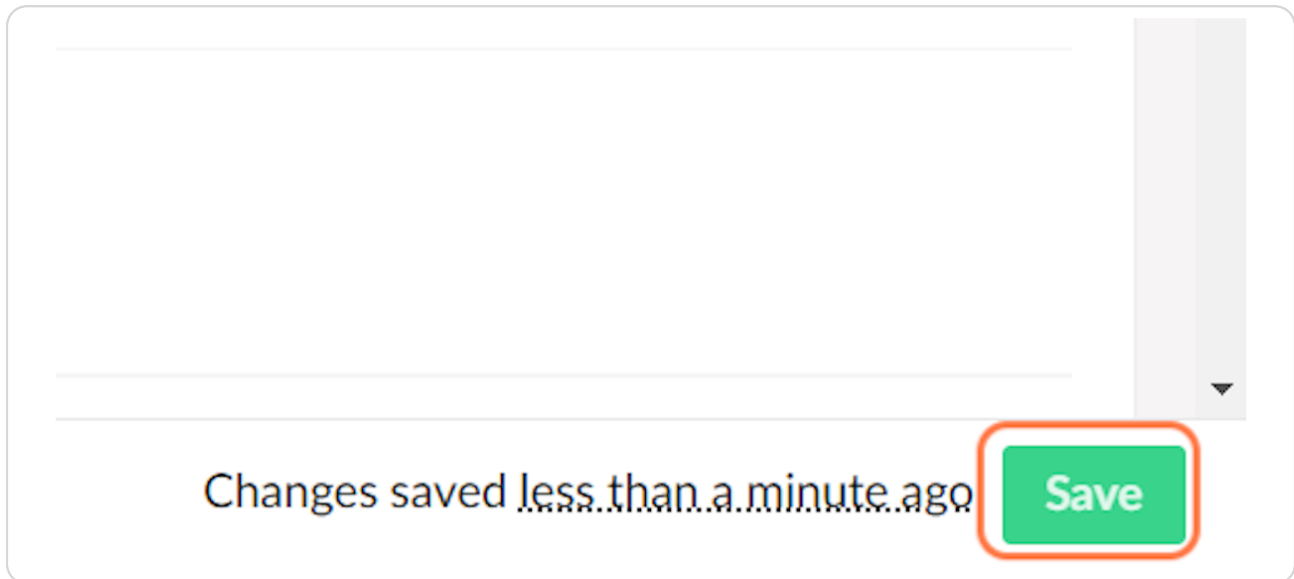
- Click the ACTIVE toggle ON



STEP 26

Click on **SAVE**

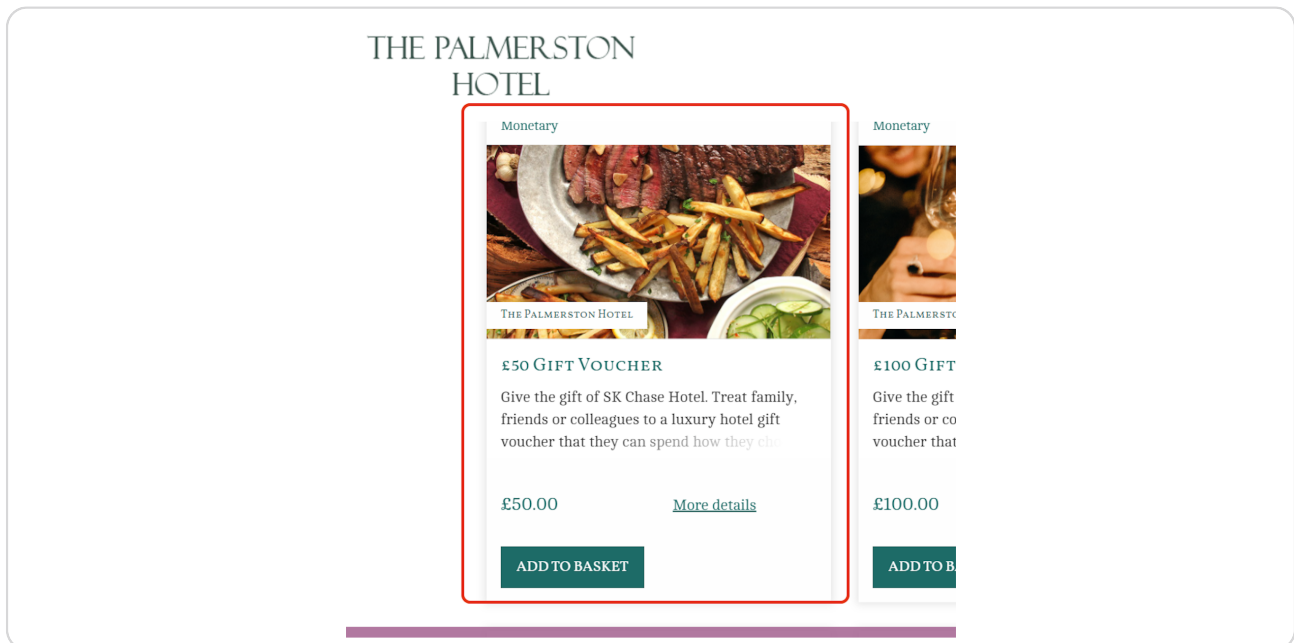
- Don't forget to save your changes!



STEP 27

Your gift is live!

- You can view the new gift on your voucher website



SKCHASE