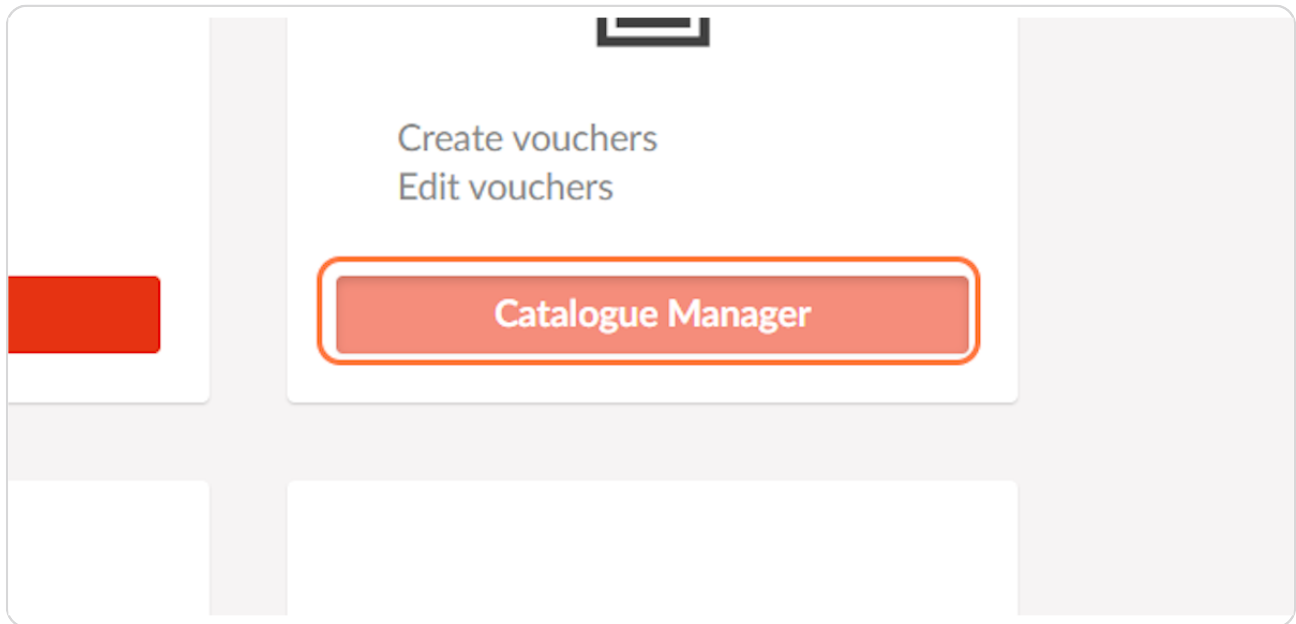


STEP 1

Go to MANAGEMENT - p4.skchase.com

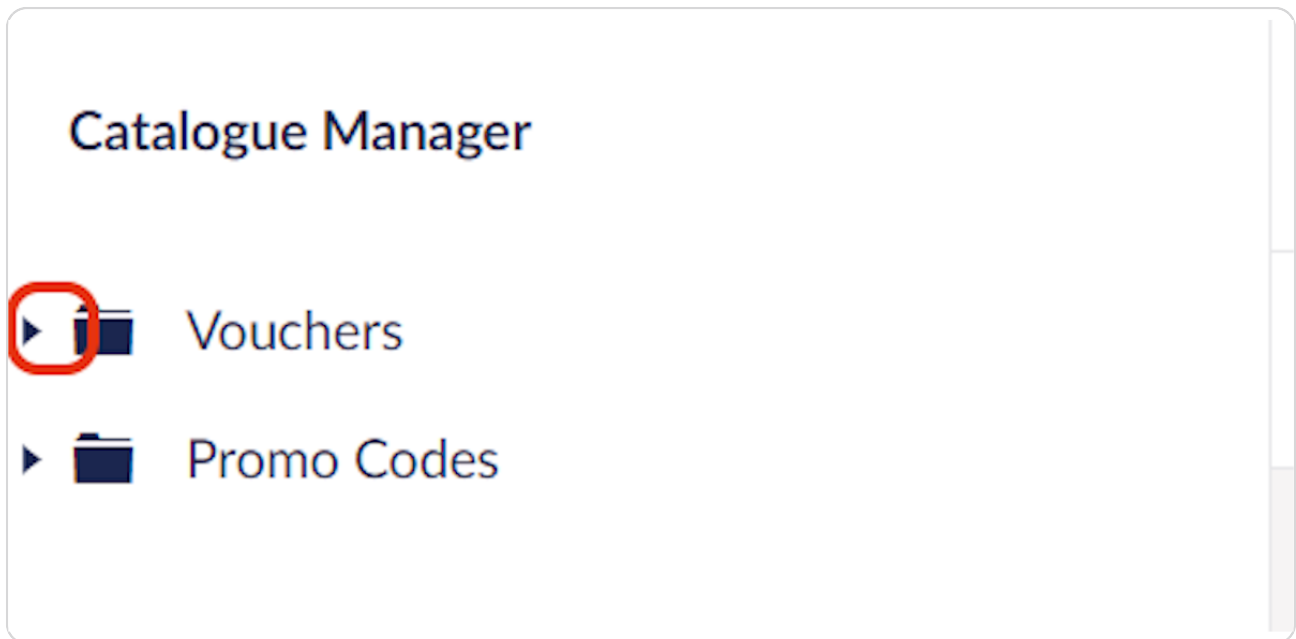
STEP 2

Click on CATALOGUE MANAGER



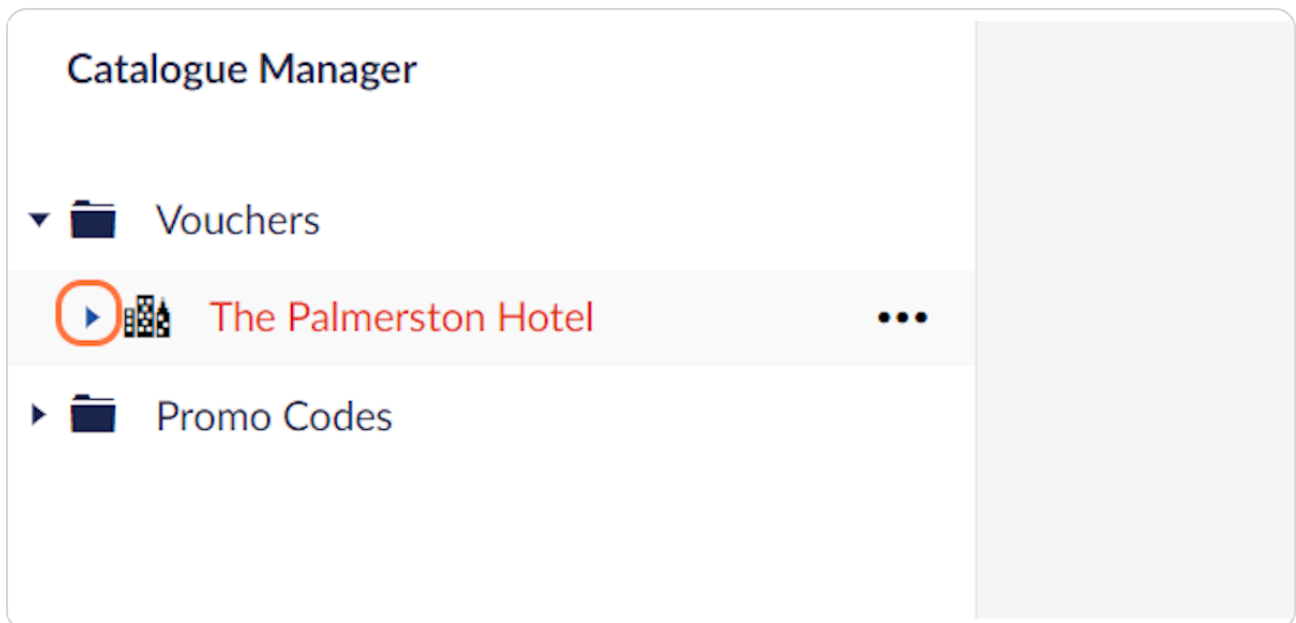
STEP 3

Open **VOUCHERS**



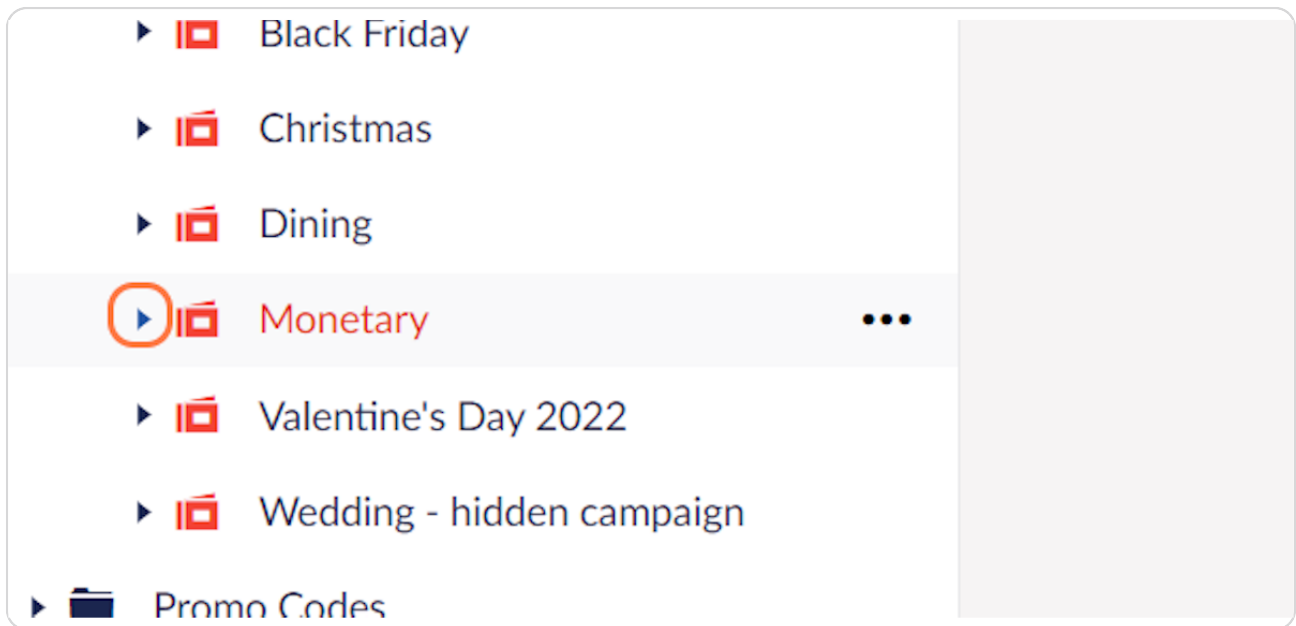
STEP 4

Open the **SELLER**



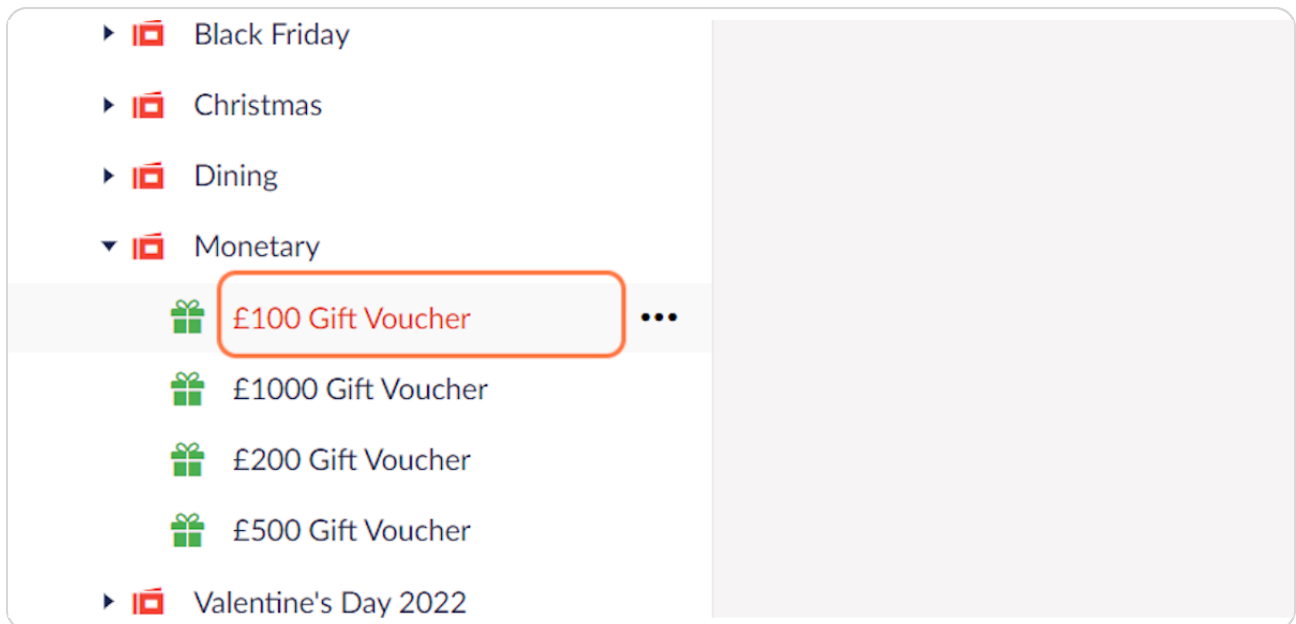
STEP 5

Open the CATALOGUE of the gift you want to copy



STEP 6

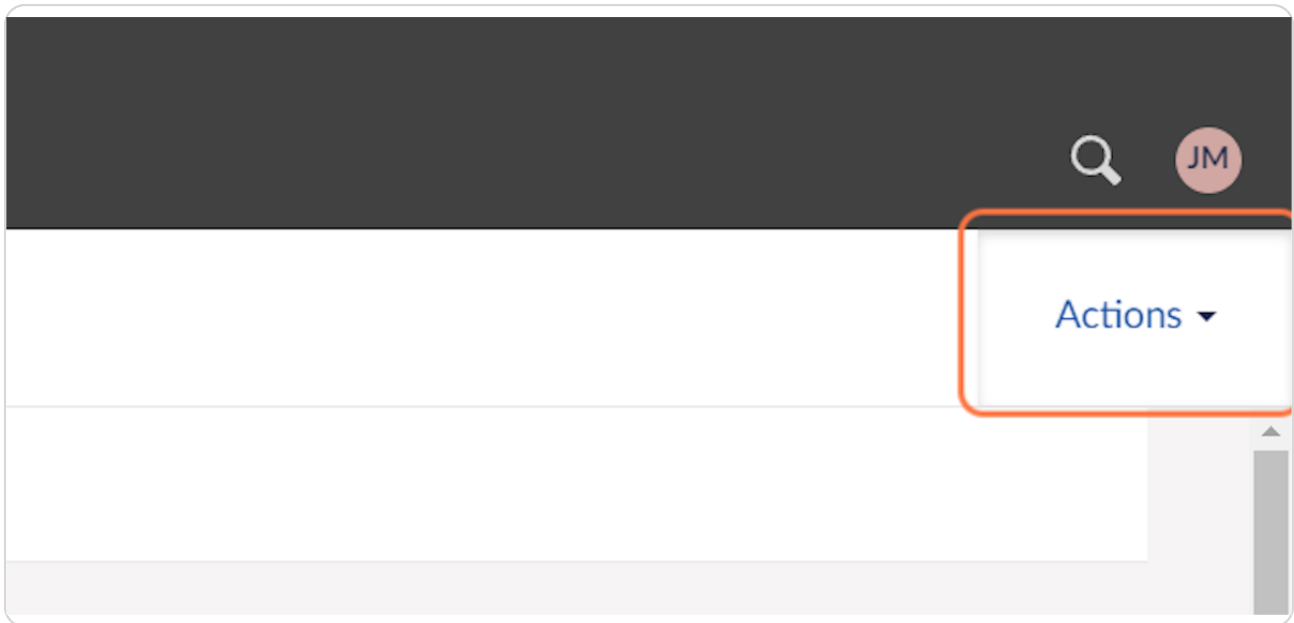
Click on the GIFT you want to copy



## STEP 7

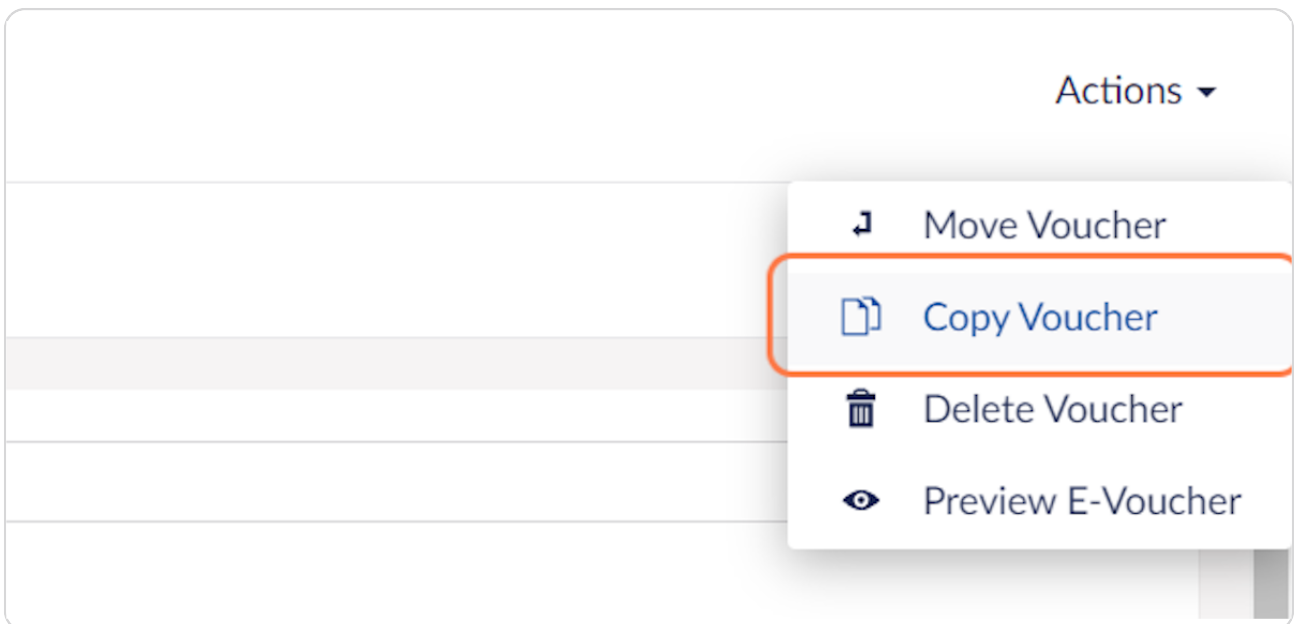
### Click ACTIONS

In the top right hand corner of the page



## STEP 8

### Click on COPY VOUCHER

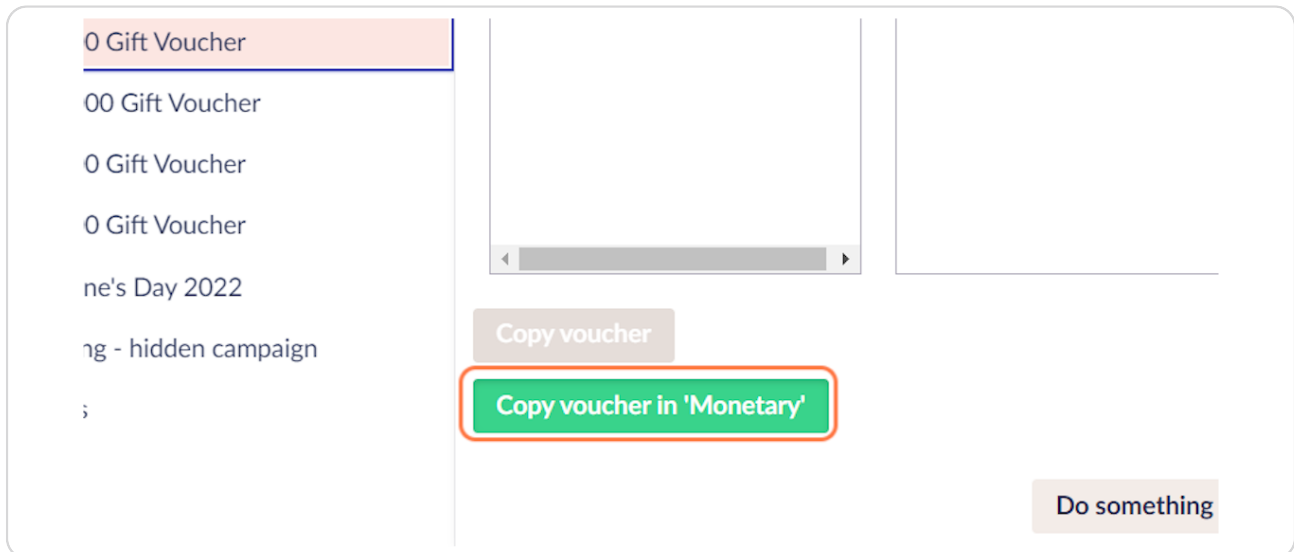


## STEP 9

### Select the catalogue where you want the new gift to be saved

You can copy the gift in to the current catalogue:

- i.e. Click on COPY VOUCHER IN 'MONETARY'

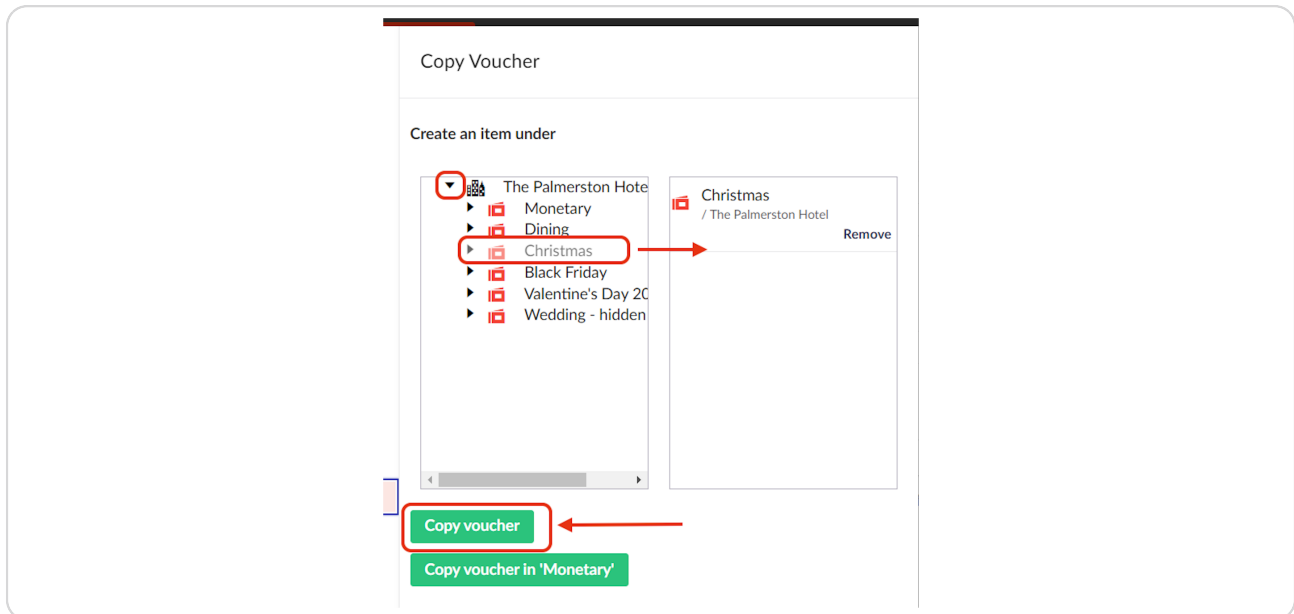


## STEP 10

### Select the catalogue where you want the new gift to be saved

Or you can select a different catalogue where you want the new gift to be saved:

- i.e. Select the new catalogue And click COPY VOUCHER



## STEP 11

### Edit the new gift details

Update the VOUCHER NAME

ent | Media | Real Time Reports

Gift Voucher Ac

Status

£50 Gift Voucher

Displayed on the receipts, sent to recipient.

100.00 GBP

Displayed on the receipts sent

intion

## STEP 12

### Edit the new gift details

Update the voucher PRICE

Gift Voucher

Gift Voucher

Gift Voucher

Gift Voucher

£100 Gift Voucher

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.

100.00

**Marketing Description**  
A shorter description shown on the website and any other promotional channels.

**B I** [List Icons]

Give the gift of SK Chase Hot spend how they choose.

## STEP 13

### Edit the new gift details

Update the MARKETING DESCRIPTION and the FULL DESCRIPTION, if required, along with any other changes (i.e. images, voucher validity)

The screenshot shows the SKCHASE Catalogue Manager interface. The main content area is titled 'Copy Of £100 Gift Voucher'. Under the 'Details' tab, there is a text field containing the description: 'Enjoy SK Chase Hotel at your leisure! This £50 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.' A red box highlights the text 'This £50 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.' Below the description is an 'Images' section with a selected image of a hotel room and an 'Add' button. At the bottom right, there is a 'Save' button highlighted in green. The voucher ID is 904b3854-c79f-df12-50a6-83e2a8719118.

## STEP 14

### Click on SAVE

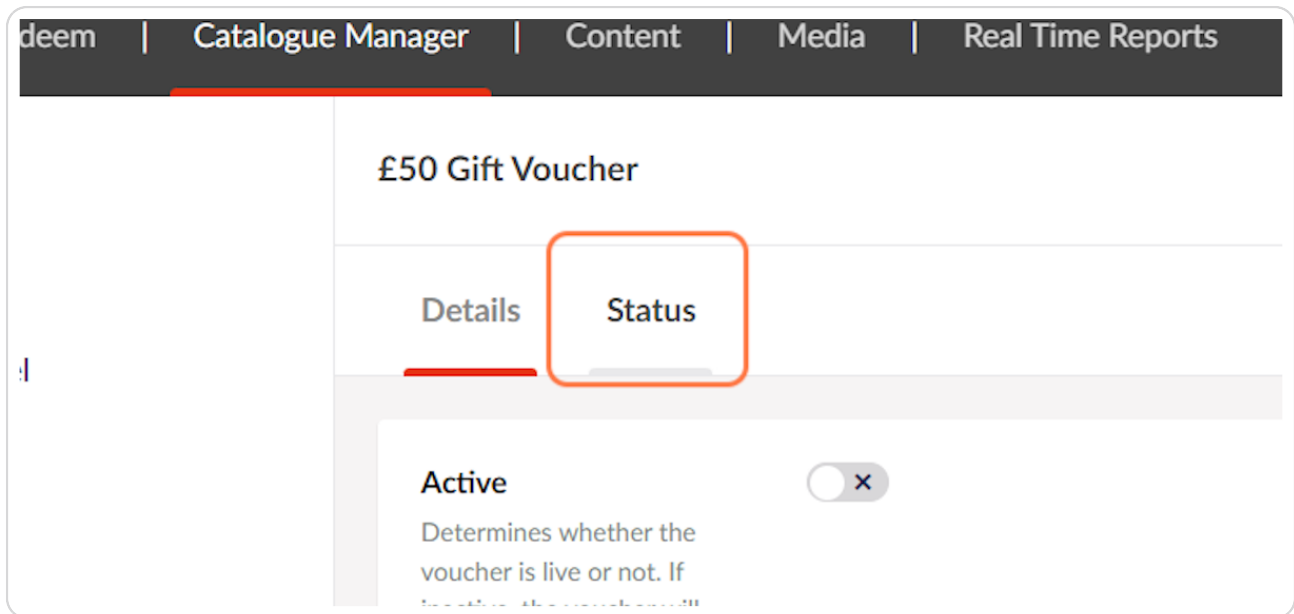
Don't forget to save your changes!

The screenshot shows the SKCHASE Catalogue Manager interface. The main content area is titled 'Copy Of £100 Gift Voucher'. Under the 'Details' tab, there is a text field containing the description: 'hotel gift voucher that they can'. Below the description is an 'Images' section with a selected image of a hotel room and an 'Add' button. At the bottom right, there is a 'Save' button highlighted in green. The voucher ID is 904b3854-c79f-df12-50a6-83e2a8719118.

## STEP 15

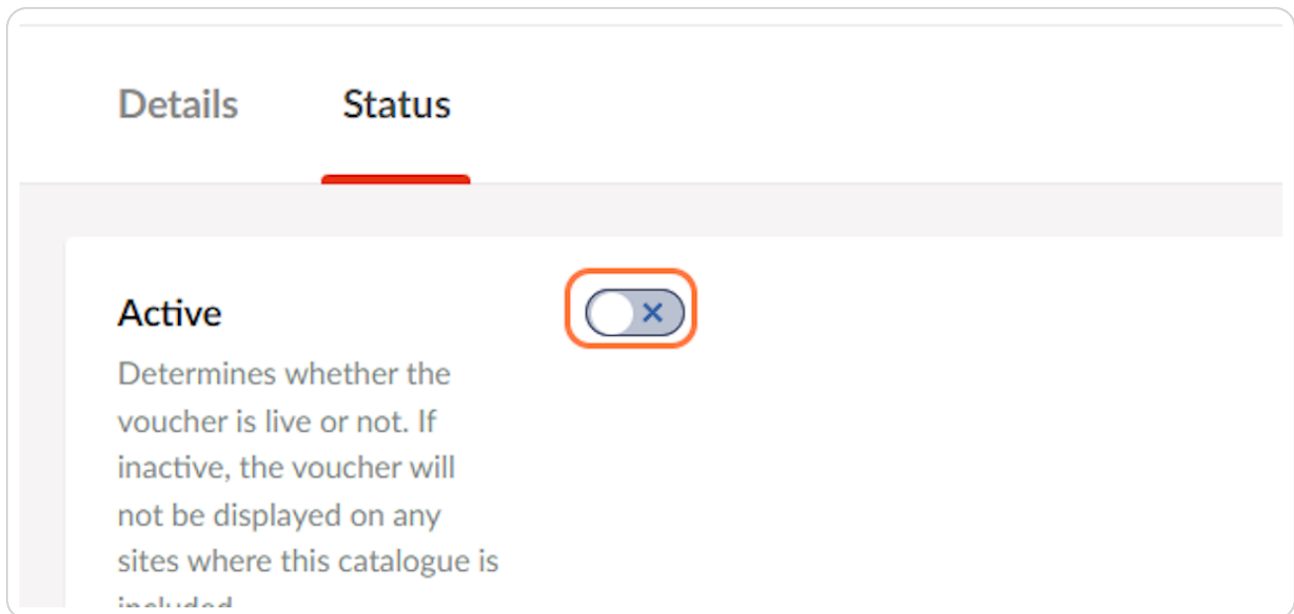
### Activate your Gift

- 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 16

### Click the ACTIVE toggle ON to activate the new gift

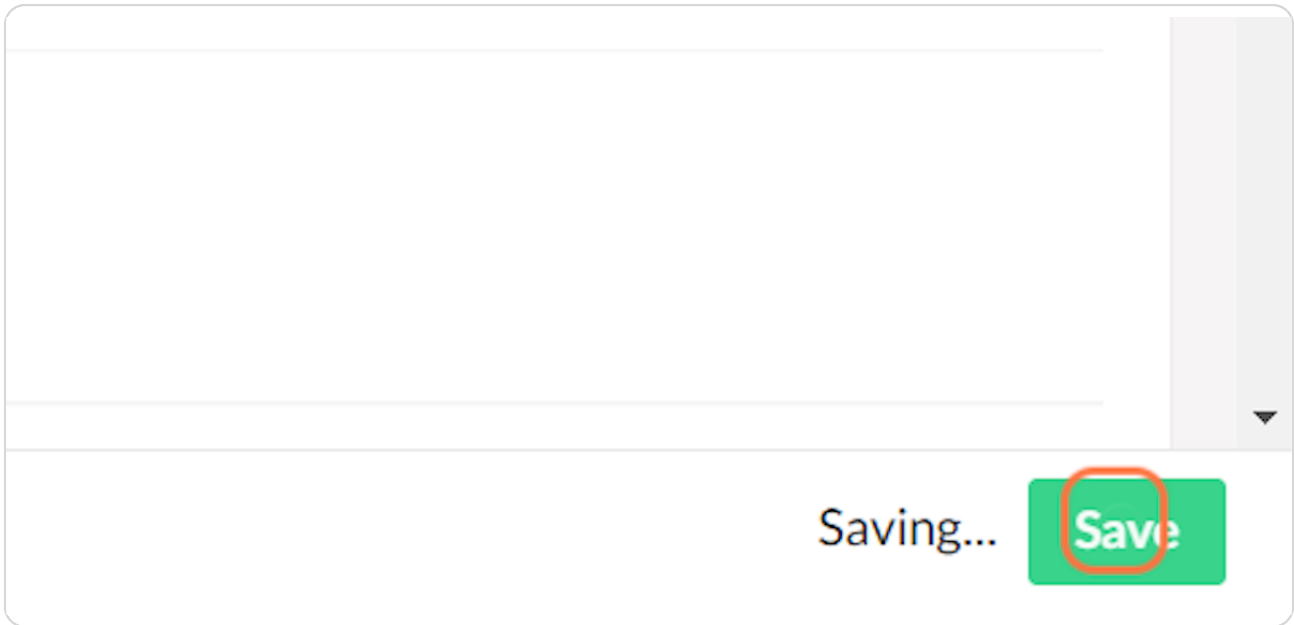




**STEP 17**

**Click on SAVE**

Don't forget to save your changes!



SKCHASE