STEP 1

Go to MANAGEMENT – p4.skchase.com

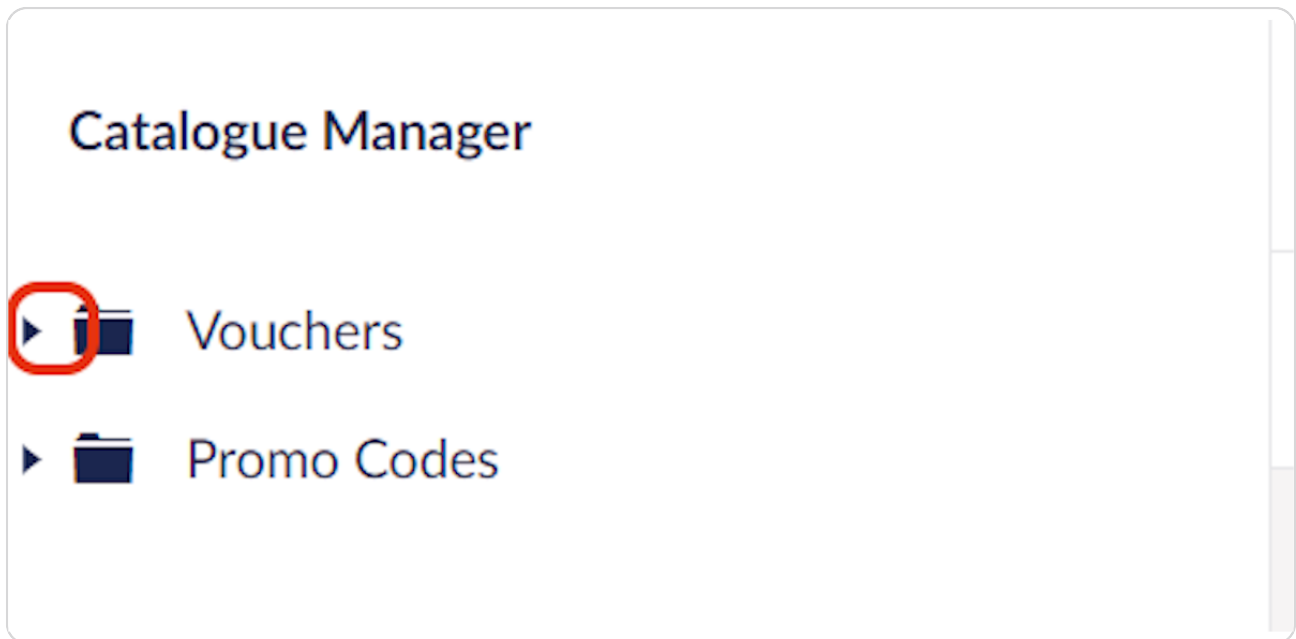**STEP 2**

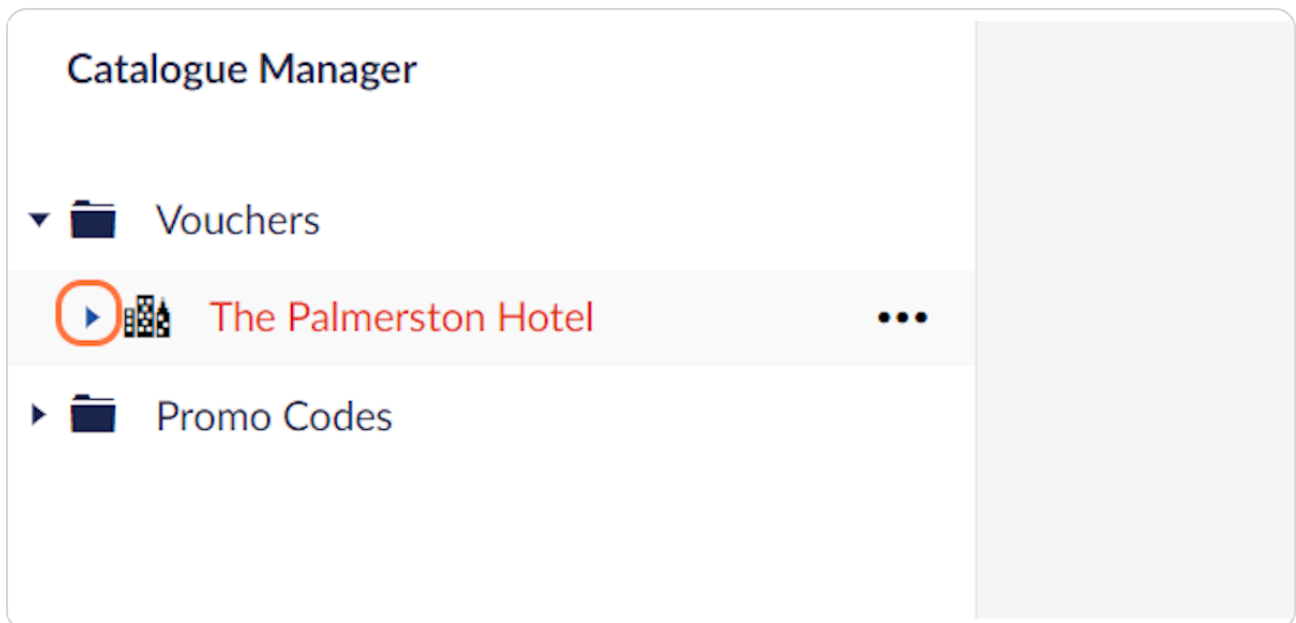**Click on CATALOGUE MANAGER**

STEP 3

Open VOUCHERS

Catalogue Manager
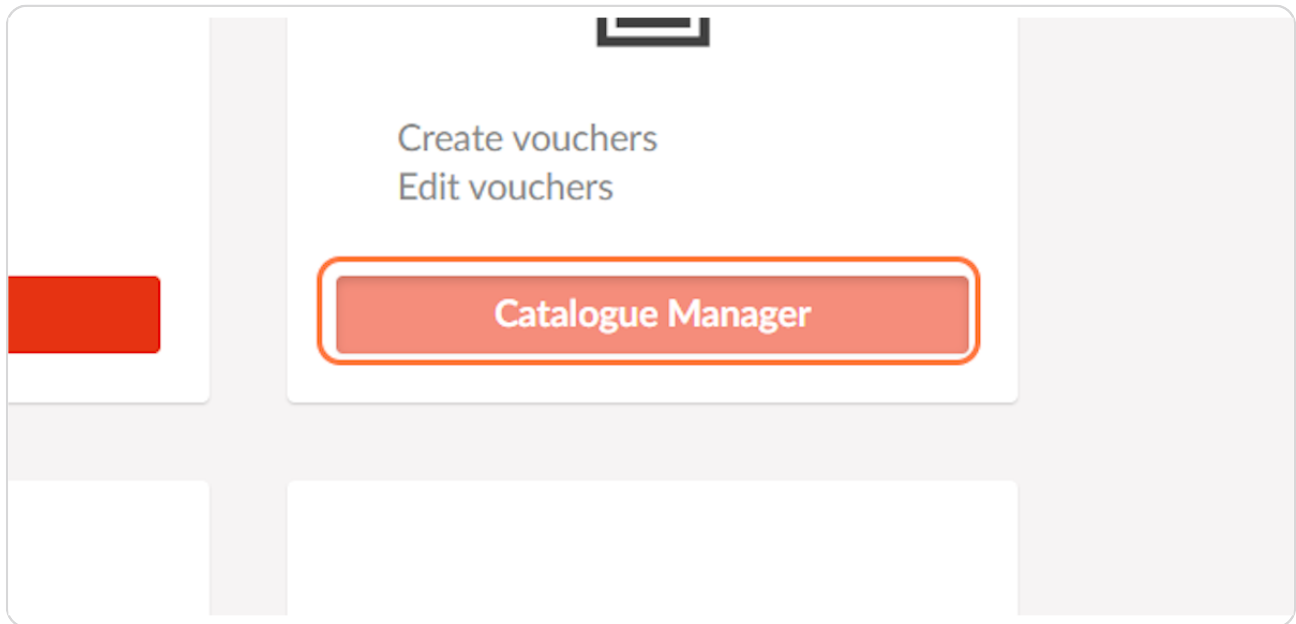
▶ 📁 Vouchers

▶ 📁 Promo Codes

STEP 4

Open the SELLER

Catalogue Manager

▼ 📁 Vouchers

    ▶ 🏢 The Palmerston Hotel   • • •

▶ 📁 Promo Codes
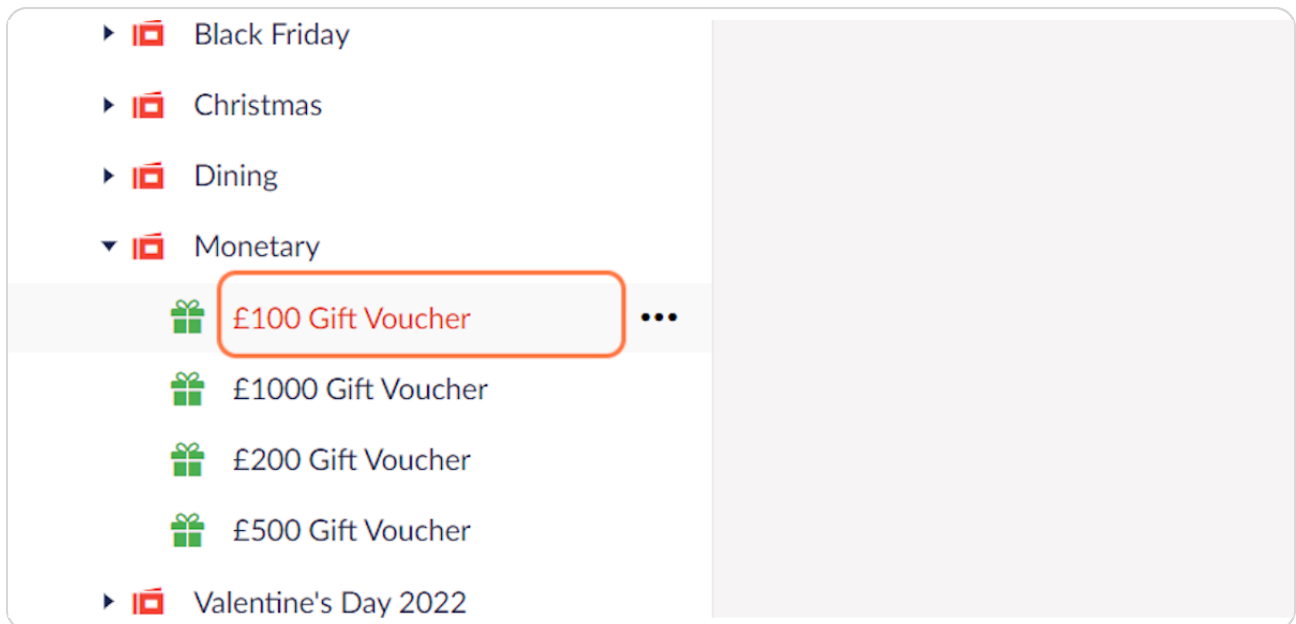
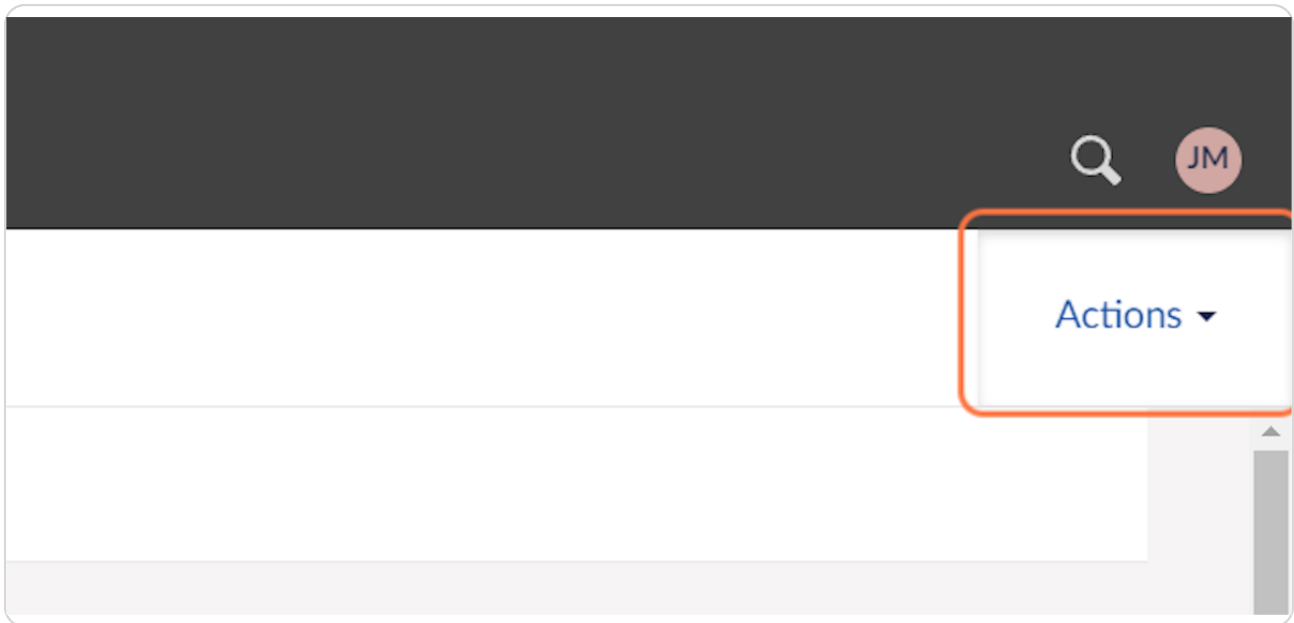STEP 5

Open the CATALOGUE of the gift you want to copy
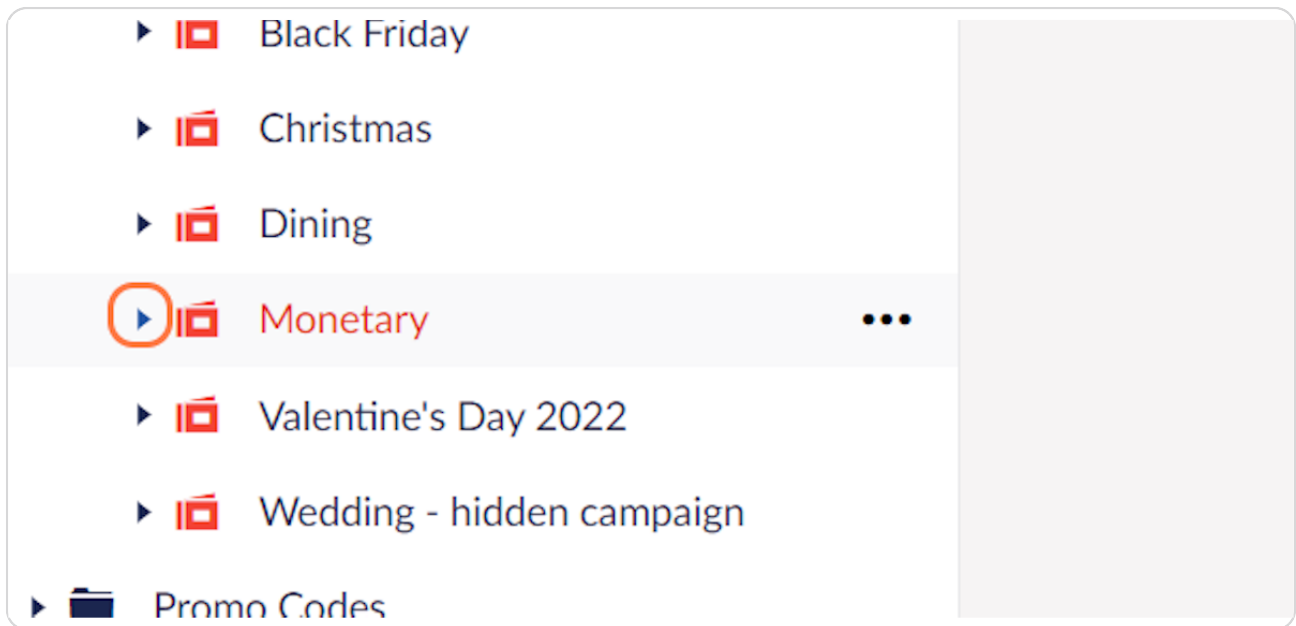
STEP 6

Click on the GIFT you want to copy

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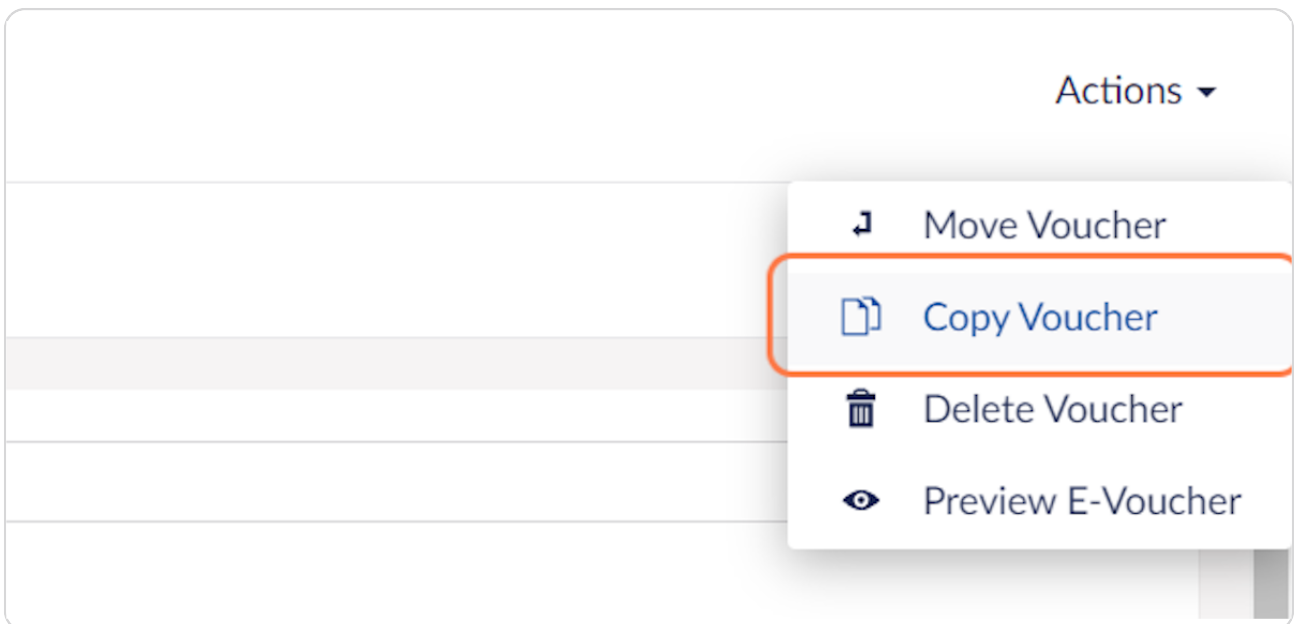## Click ACTIONS

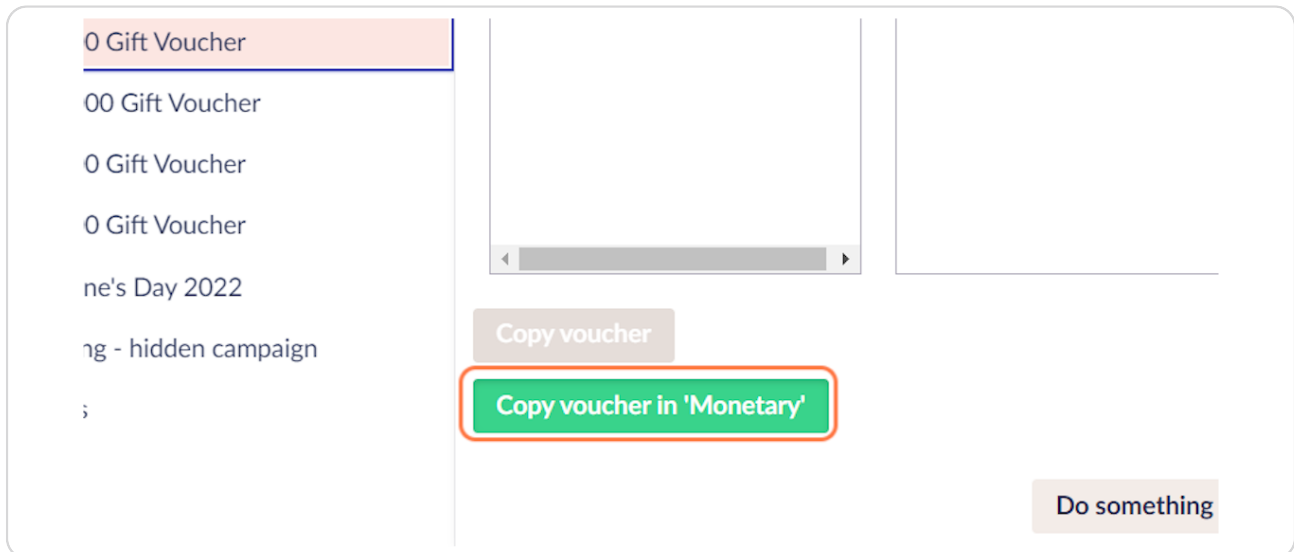In the top right hand corner of the page

Click on COPY VOUCHER

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

You can copy the gift in to the current catalogue:
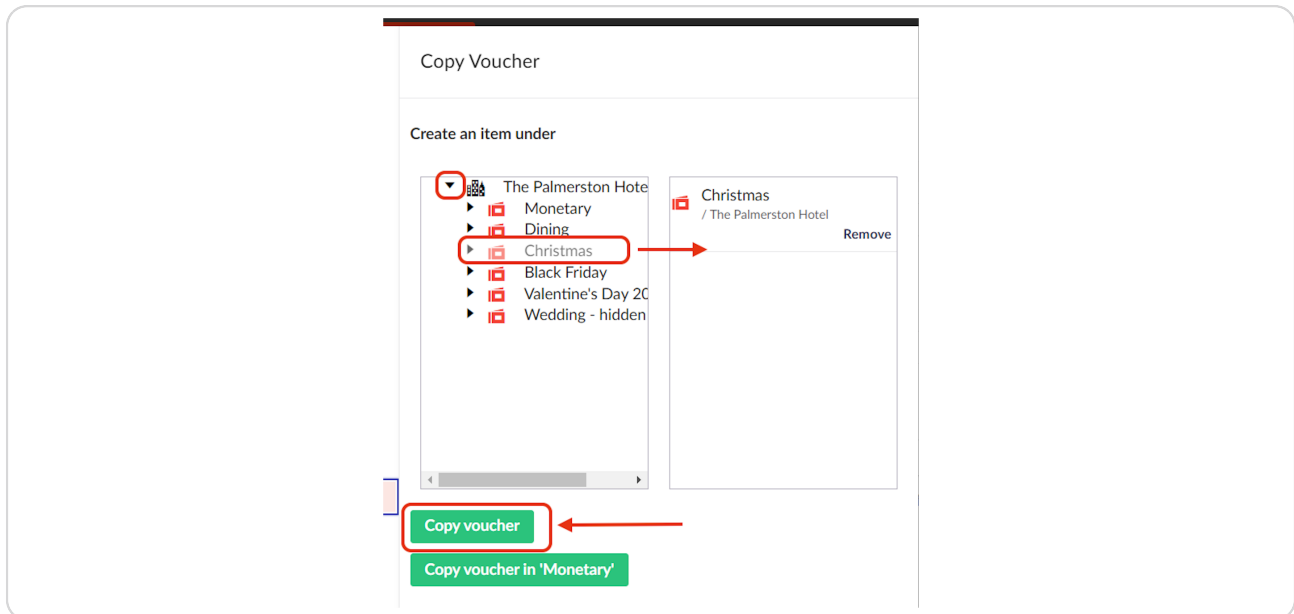· i.e. Click on COPY VOUCHER IN 'MONETARY'

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

STEP 12

Edit the new gift details

Update the voucher PRICE

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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)

STEP 14

Click on SAVE
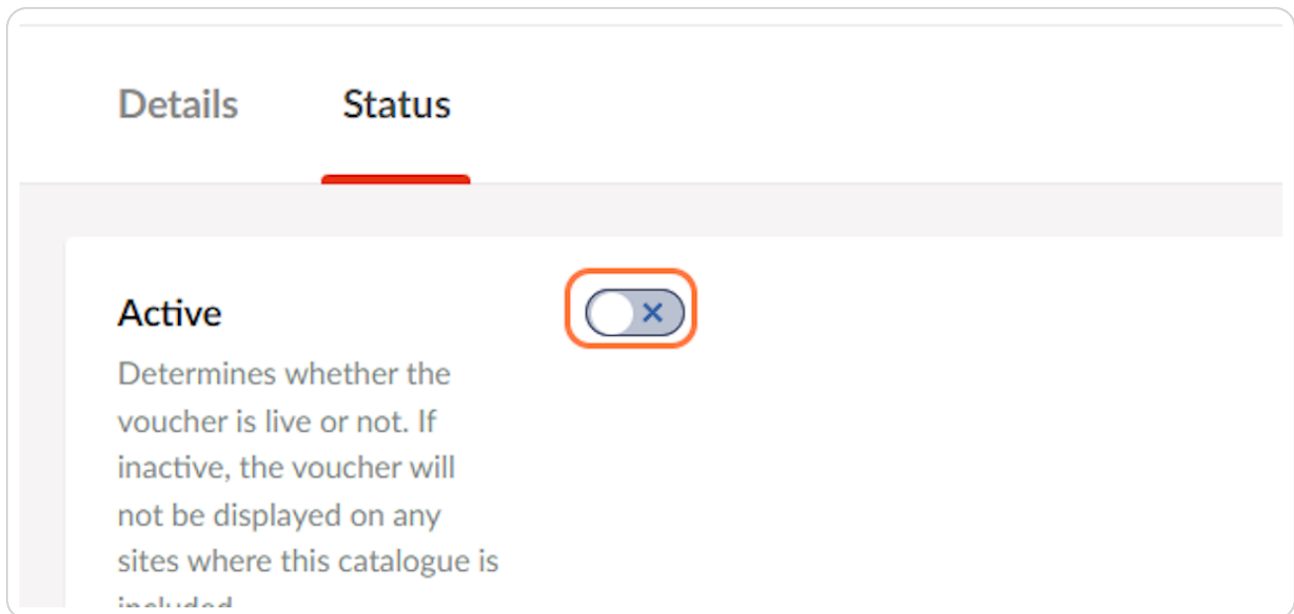
Don't forget to save your changes!

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
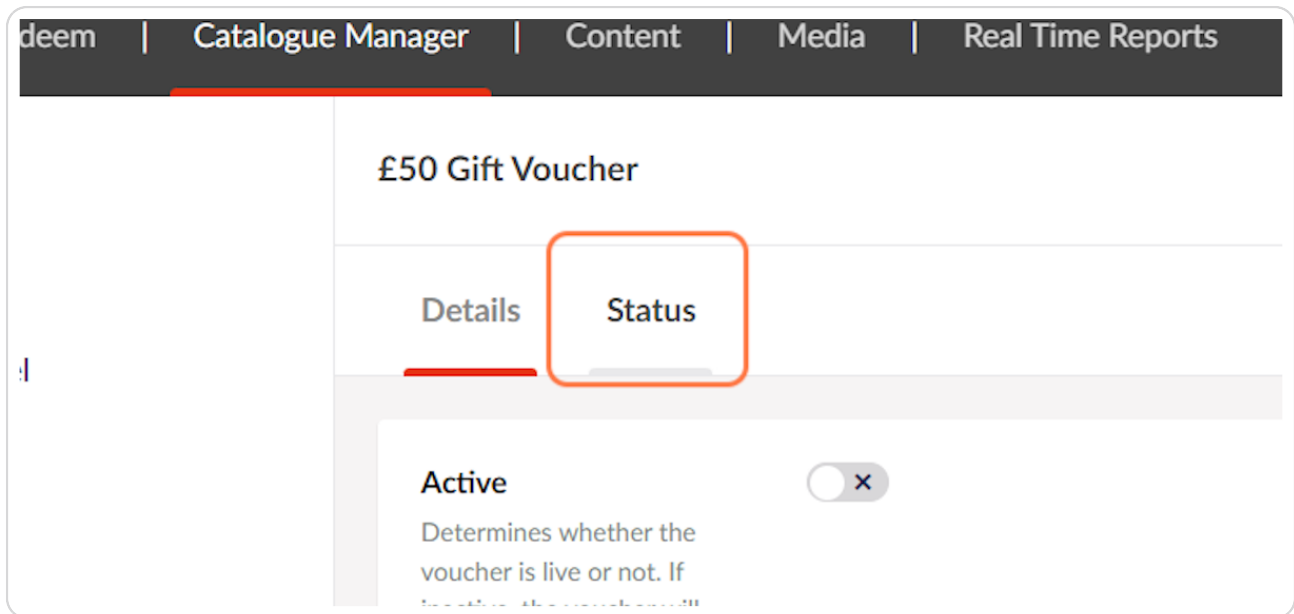
STEP 16
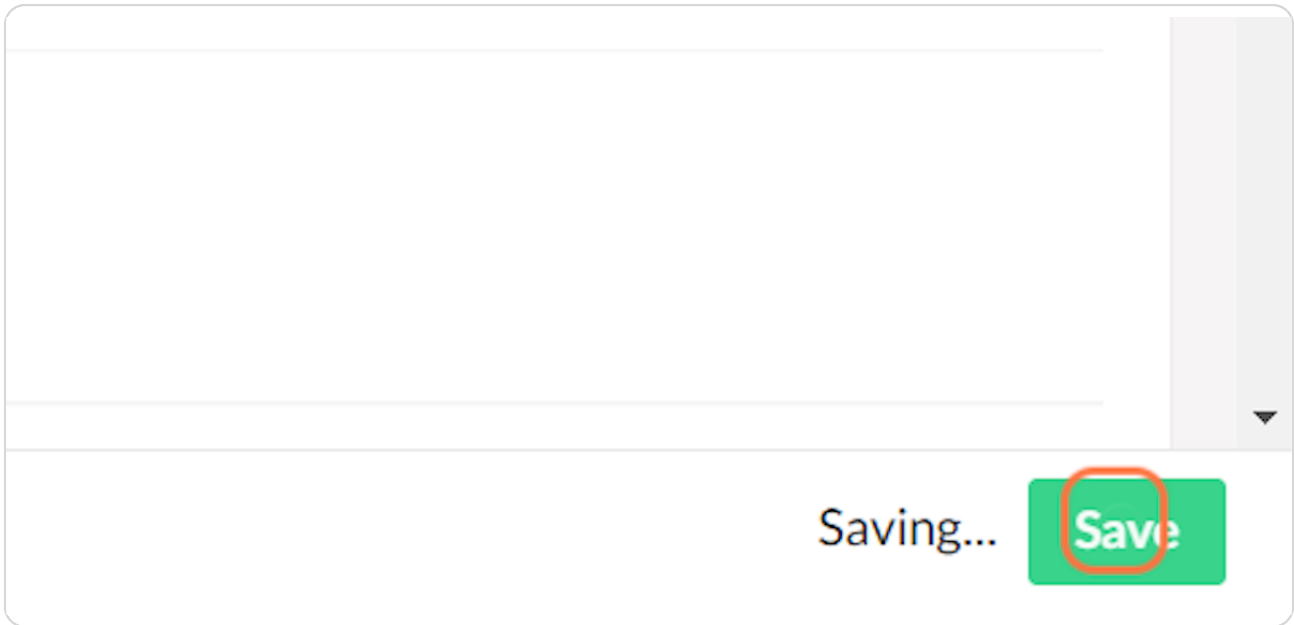
Click the ACTIVE toggle ON to activate the new gift

Click on SAVE

Don't forget to save your changes!

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