

Go to MANAGEMENT- p4.skchase.com

STEP 2

Click on CATALOGUE MANAGER

Create vouchers Edit vouchers	
Catalogue Manager	



Open VOUCHERS



STEP 4

Open the SELLER



Open the CATALOGUE of the voucher you wish to move



STEP 6

Find the VOUCHER you wish to move





Click ACTIONS

In the top right hand corner of the page

		۹ 🐠
		Actions 🗸
ţ	M	ove Voucher
() _	Co	ppy Voucher
	De	elete Voucher

STEP 8

Click on MOVE VOUCHER

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		Actions 🗸
(¢.	Move Voucher
	L)	Copy Voucher
	Î	Delete Voucher
×	ø	Preview E-Voucher

Open the SELLER to view all catalogues



STEP 10

Select the CATALOGUE where you would like the gift to be moved to

Note that this action does **NOT** move the gift on your **gift shop***

 $^{\star}\mbox{To}$ make a gift appear under a different filter on your gift shop go to DETAILS and edit the TAGS section

Catalogue Manager	Move Voucher	Actions •
Vouchers	Create an item under	
Black Friday	The Palmerston Hote Monetary Dinine	
Constitues Constitue Constitues Constitue Const Constitue Constitue Constitue Constitue Const	 Christmas Black Friday Valentine's Day 20 Valentine's Day 20 	
Afternoon Tea for Two	Vedaing - hidden	
Monetary If Valentine's Day 2022 Wedding - hidden campaign		
 Promo Codes 	4 Move youcher	



Click on MOVE VOUCHER



STEP 12

Click on SAVE

Don't forget to save any changes!





Activate the gift in the STATUS tab

 $\cdot\,$ By default, after you have moved it, the gift is "inactive" (i.e. will not be visible on your website)

- Go to the STATUS tab to activate the gift
- Click the ACTIVE toggle ON to activate the gift

Details	Status		
Active		×	
Determines w	hether the		
inactive, the ve	or not. If oucher will		
not be displaye	ed on any		
sites where thi	is catalogue is		
ho hu dod			

STEP 14

Click on SAVE

Don't forget to save your changes!



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