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**STEP 1**

**Go to MANAGEMENT- p4.skchase.com**

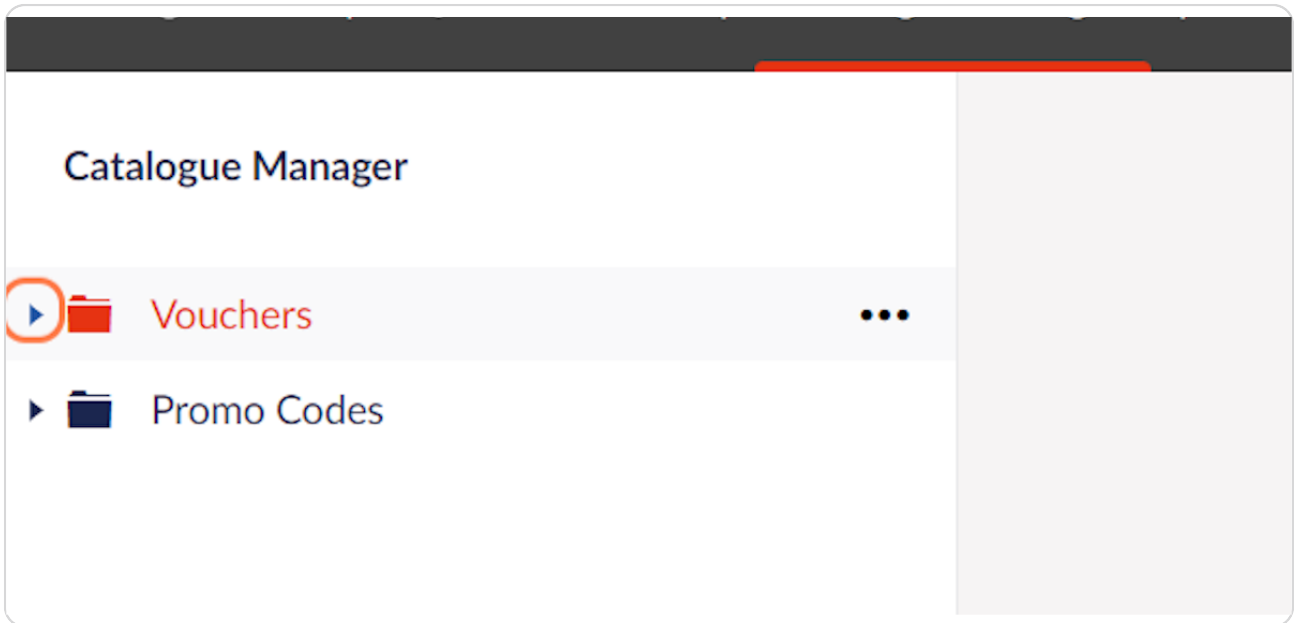**STEP 2**

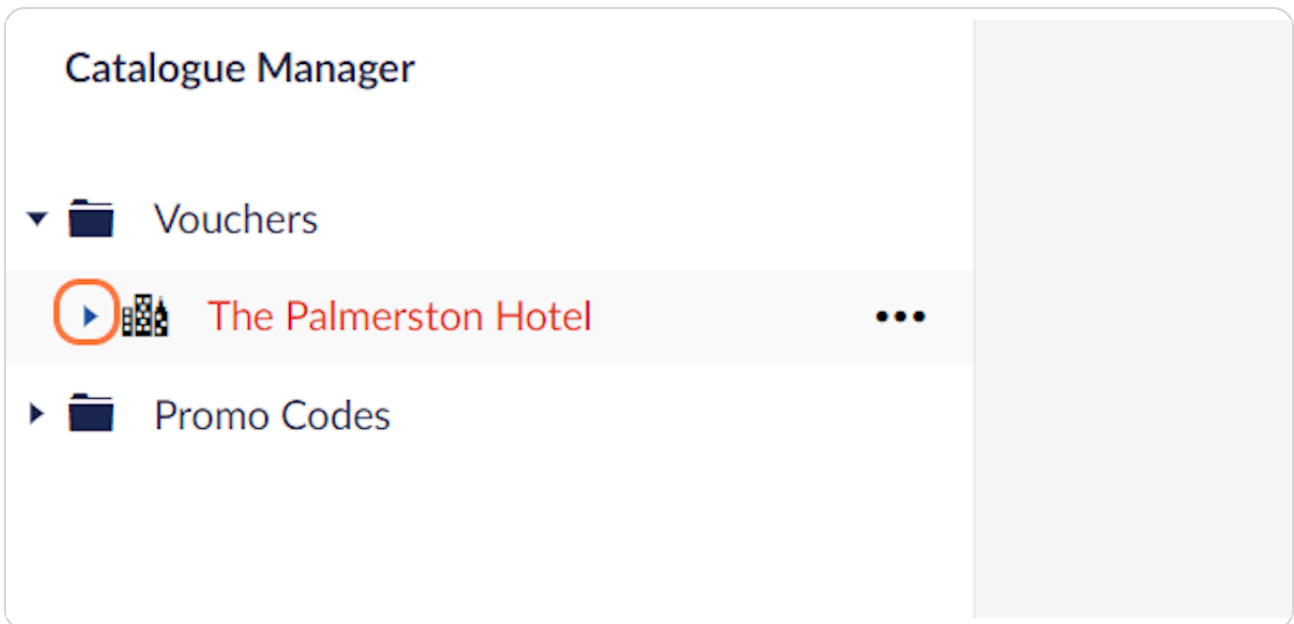**Click on CATALOGUE MANAGER**
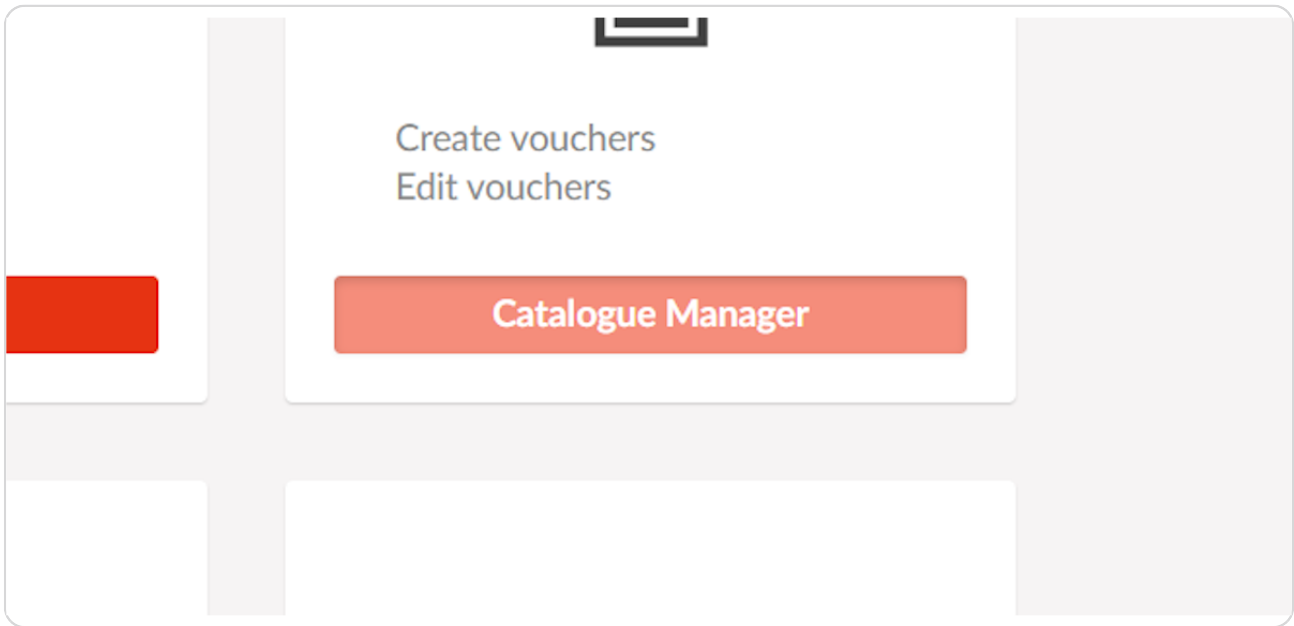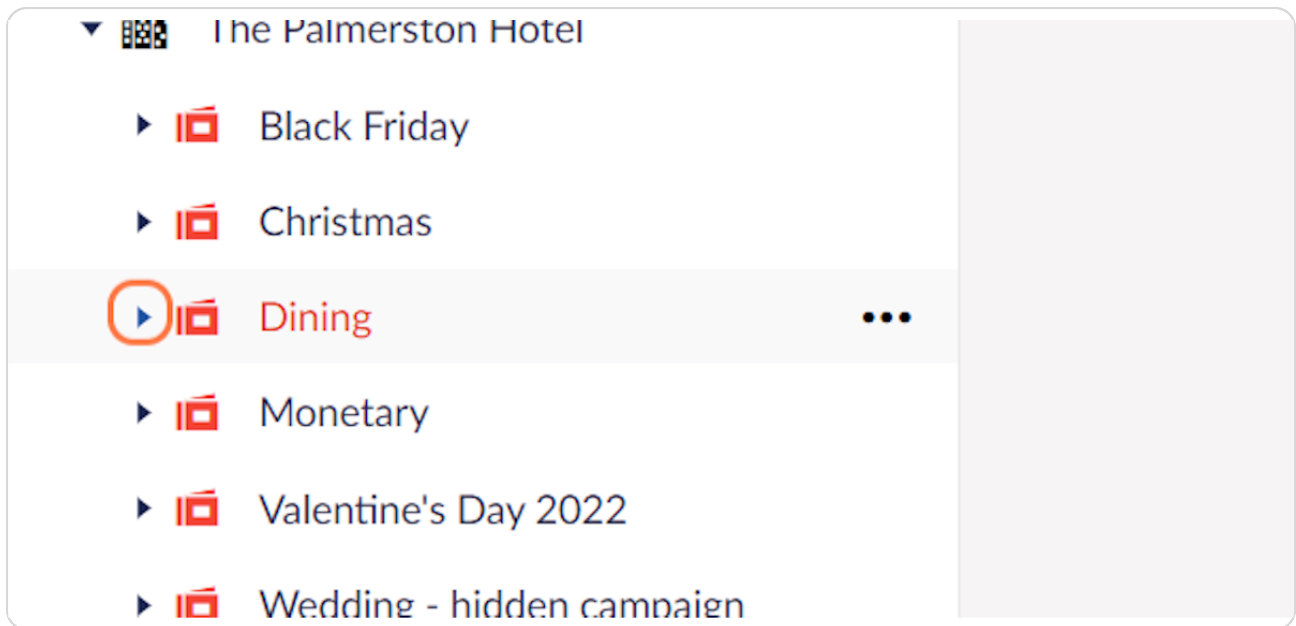
**STEP 3**

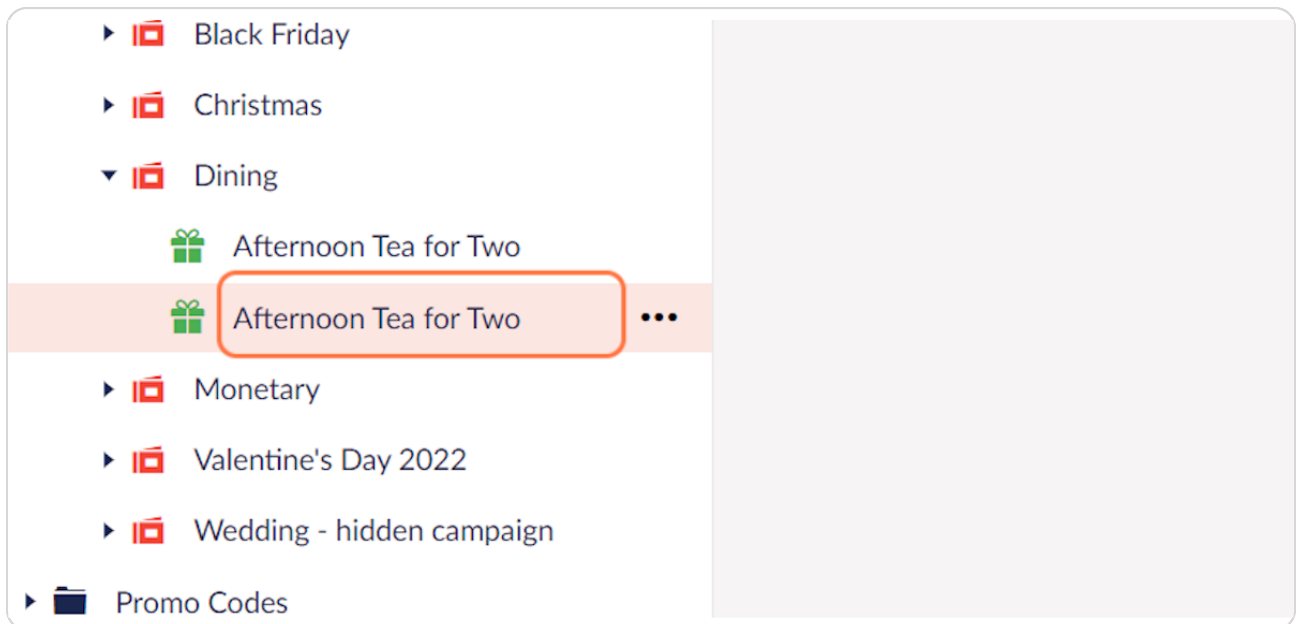**Open VOUCHERS**



**STEP 4**

**Open the SELLER**

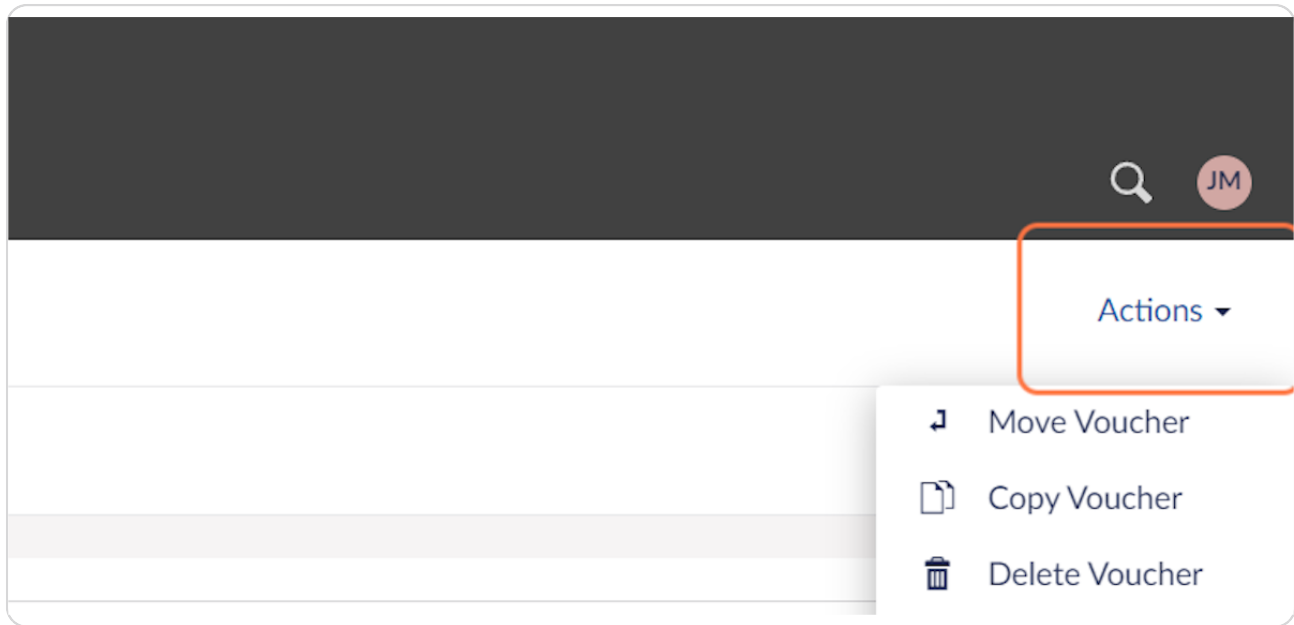**Open the CATALOGUE of the voucher you wish to move**

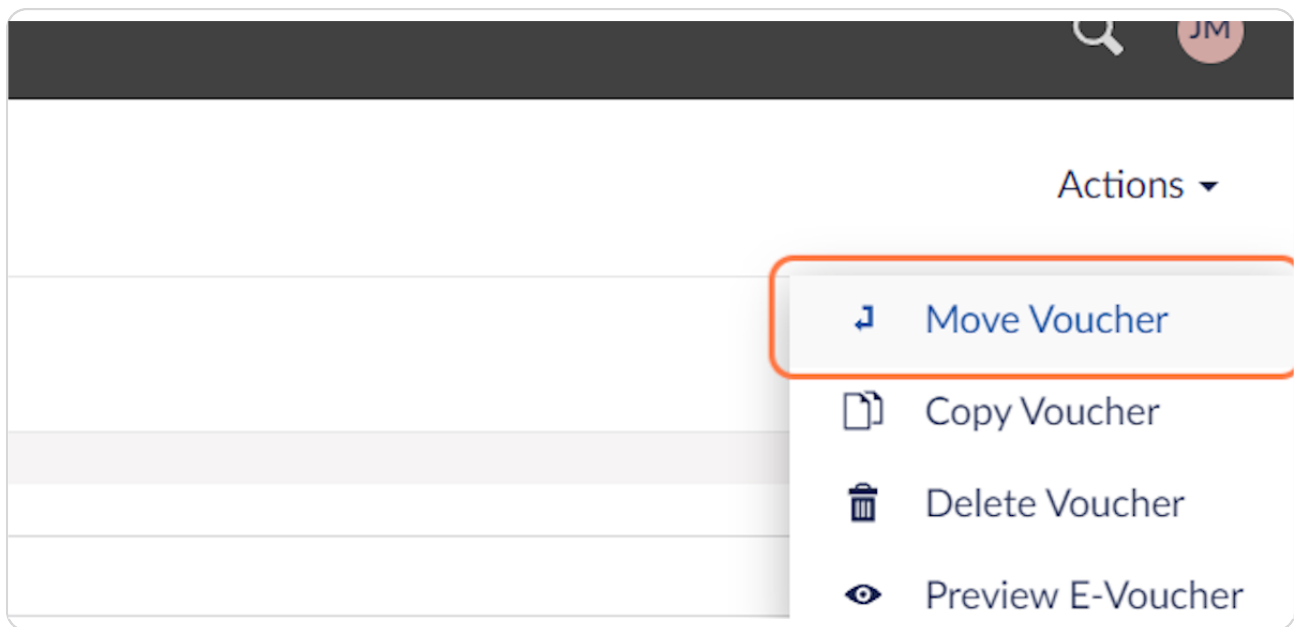**Find the VOUCHER you wish to move**

**STEP 7**

## Click ACTIONS

In the top right hand corner of the page



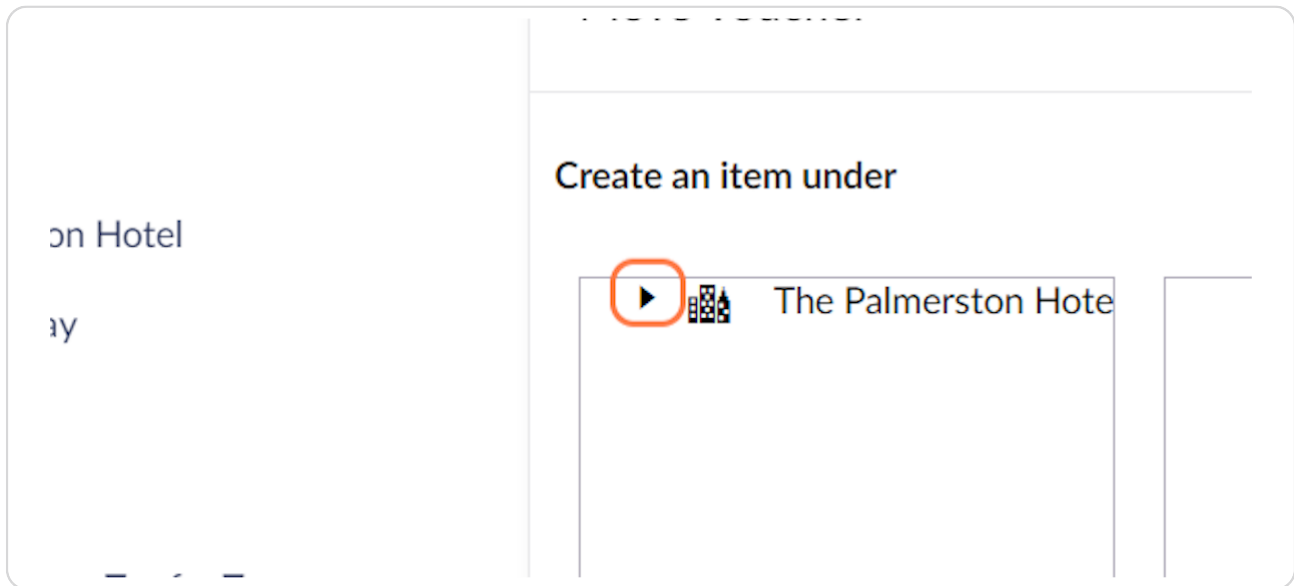**STEP 8**

## Click on MOVE VOUCHER
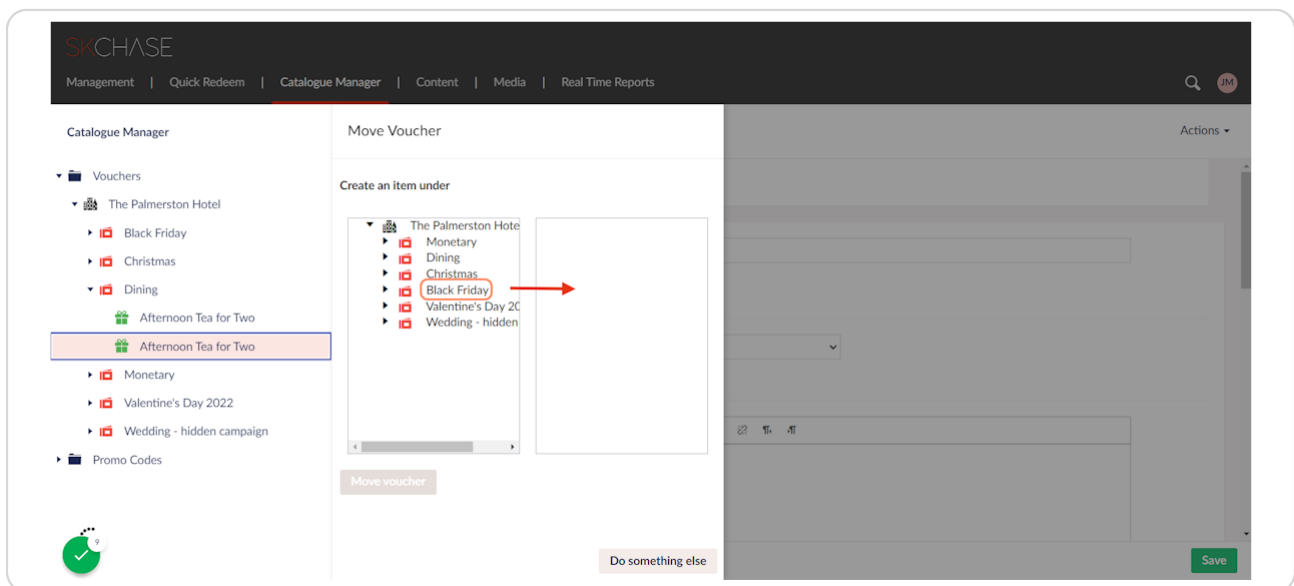
## Open the SELLER to view all catalogues

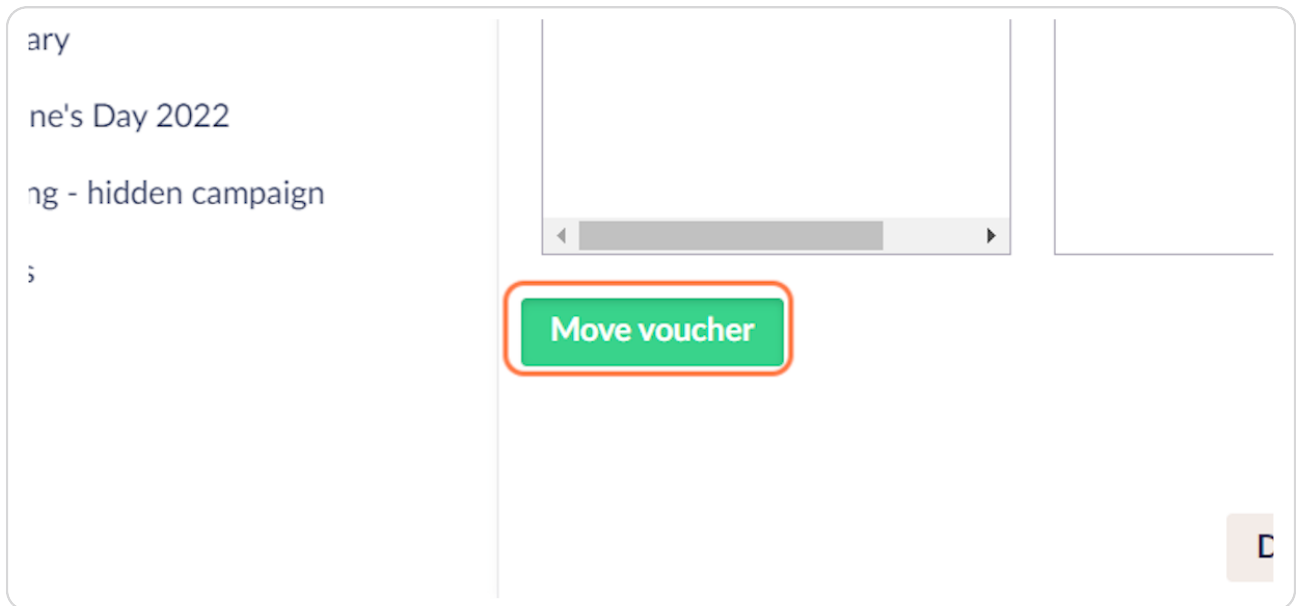## Select the CATALOGUE where you would like the gift to be moved to

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

\*To make a gift appear under a different filter on your gift shop go to DETAILS and edit the TAGS section
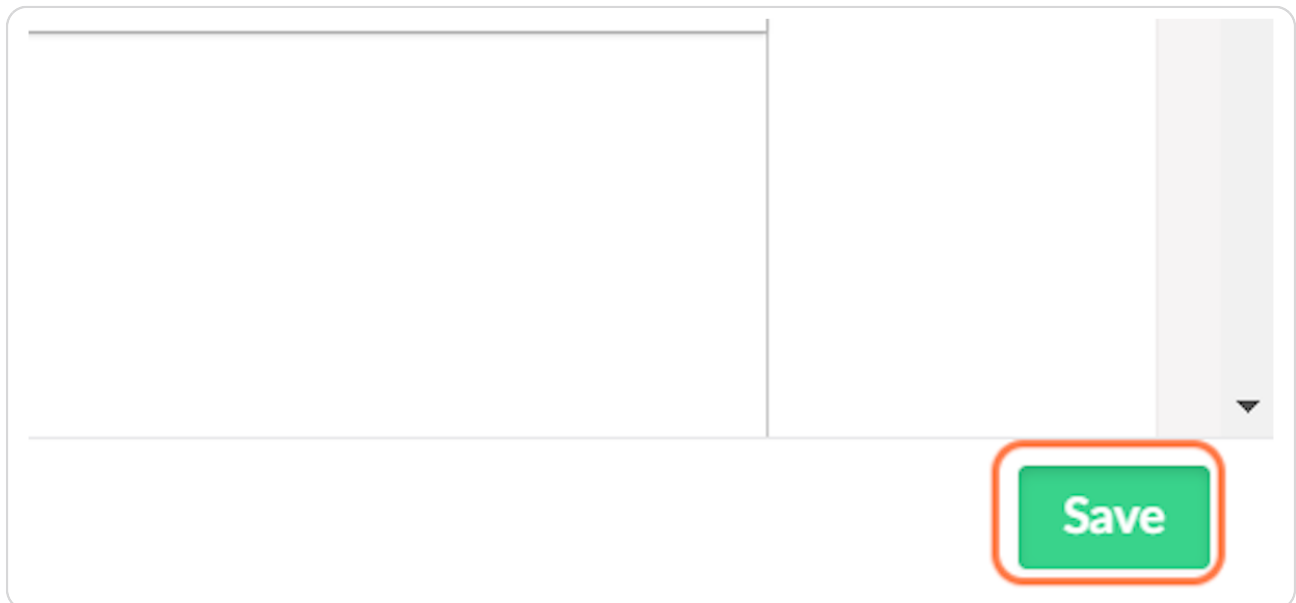
**STEP 11**

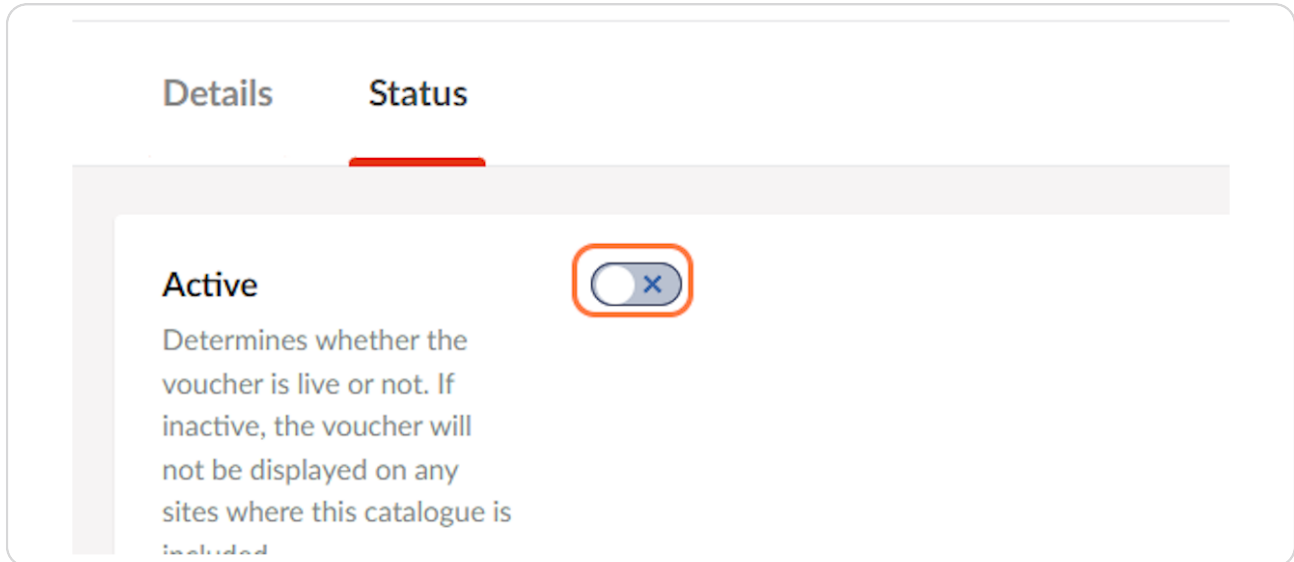**Click on MOVE VOUCHER**



**STEP 12**

**Click on SAVE**

Don't forget to save any changes!
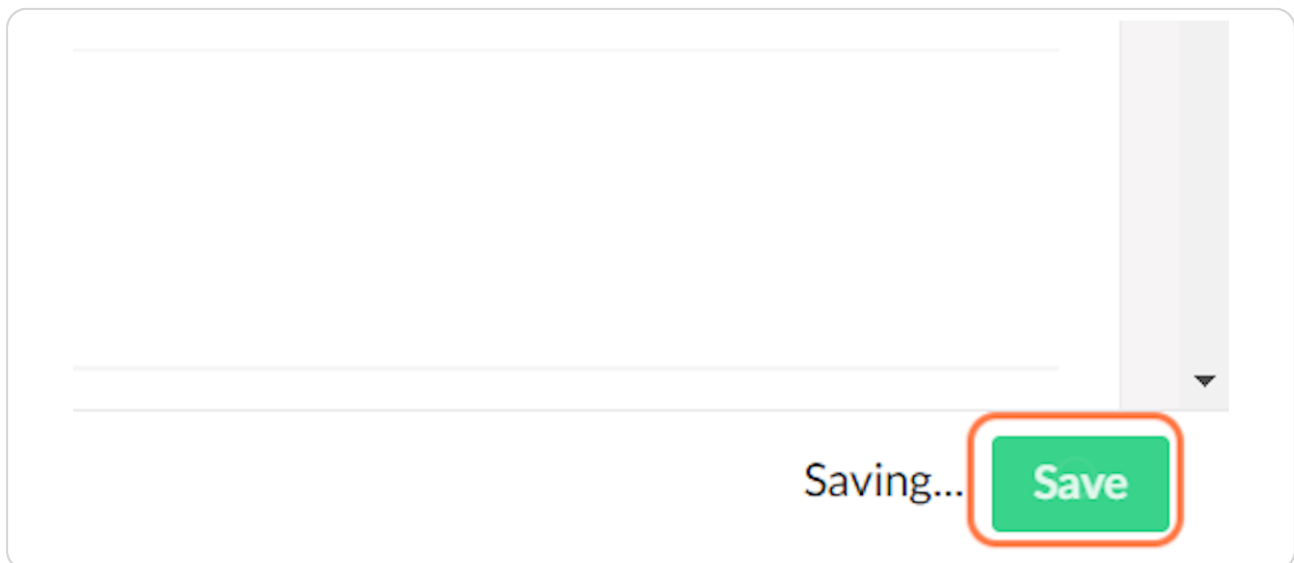
**Activate the gift in the STATUS tab**

· 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

**Click on SAVE**

Don't forget to save your changes!



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