

Go to <https://p4.skchase.com/giftapp/#/management>

STEP 1

To take a gift off sale you need to find the gift and edit the status!

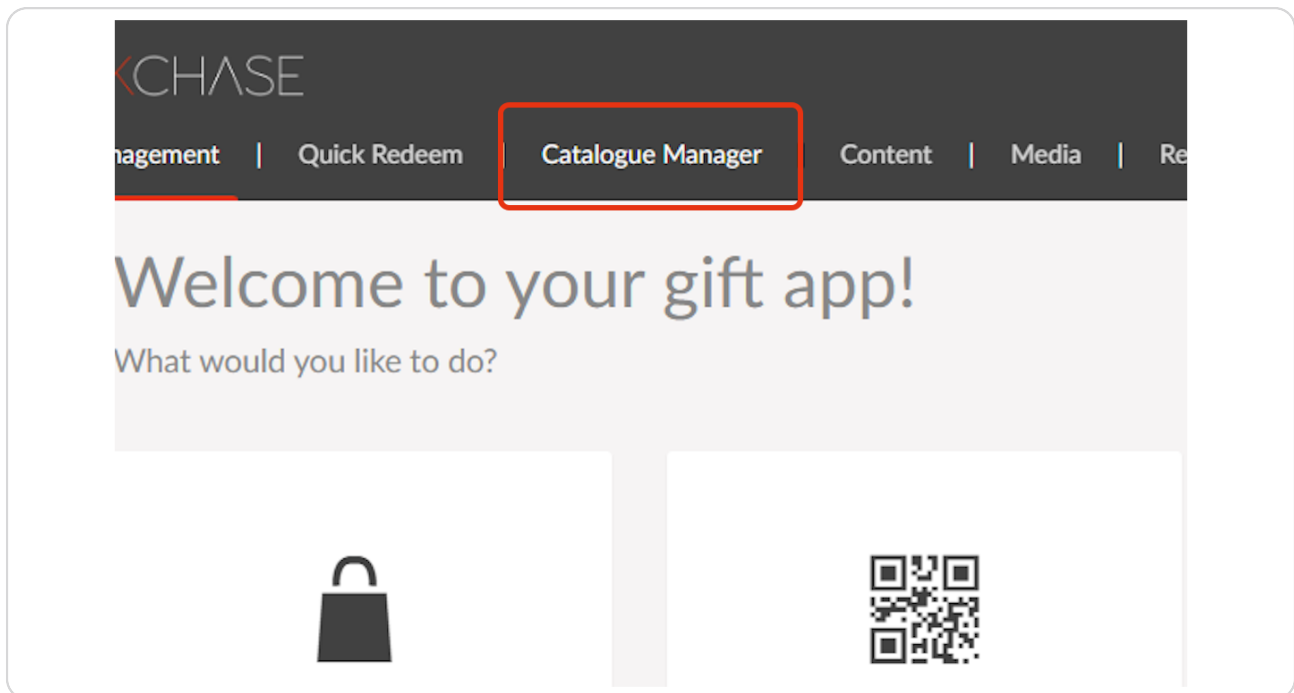
You can:

- Deactivate a single gift
- Schedule gifts to automatically Activate / Deactivate
- Use the 'Quick Edit' tool to Activate / Deactivate or Schedule multiple gifts at once

STEP 2

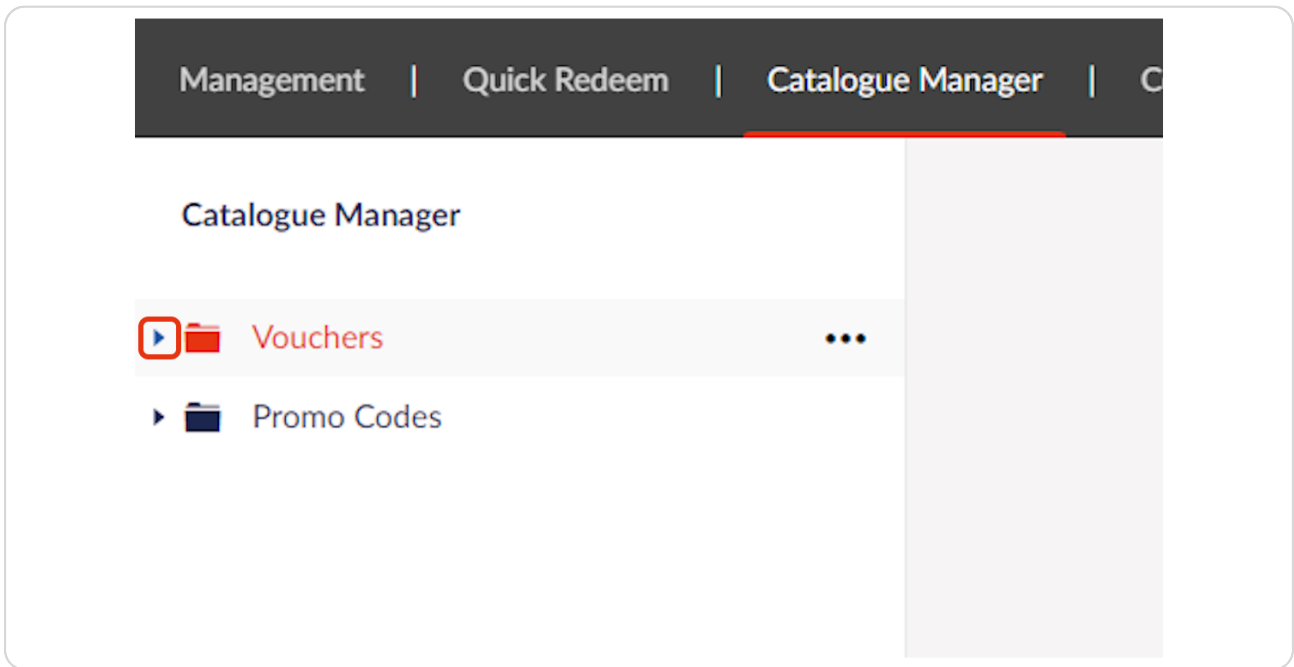
To deactivate a single gift...

First, click on CATALOGUE MANAGER



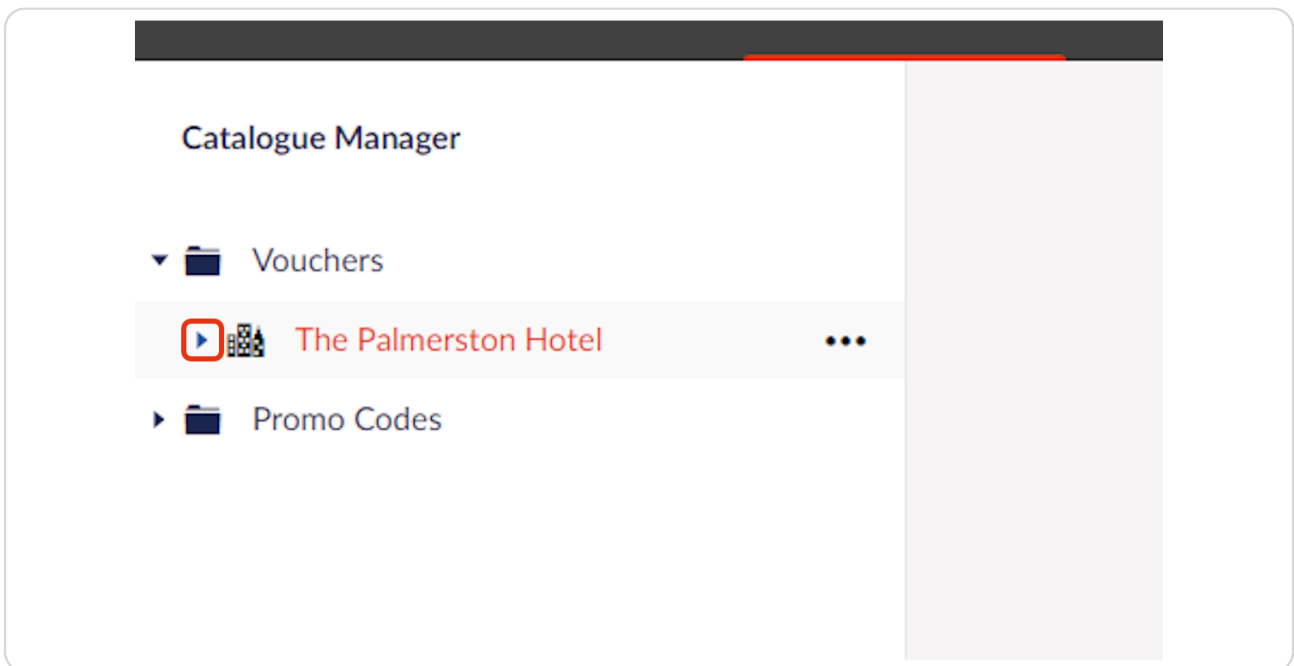
STEP 3

Open VOUCHERS



STEP 4

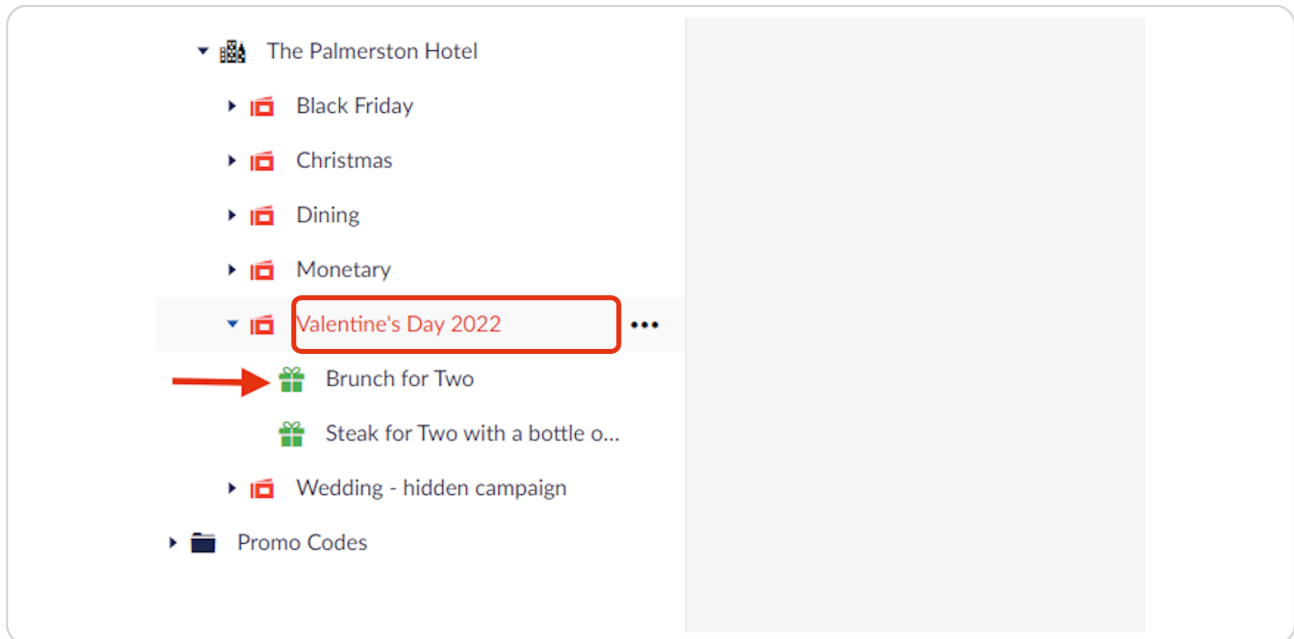
Open the SELLER



STEP 5

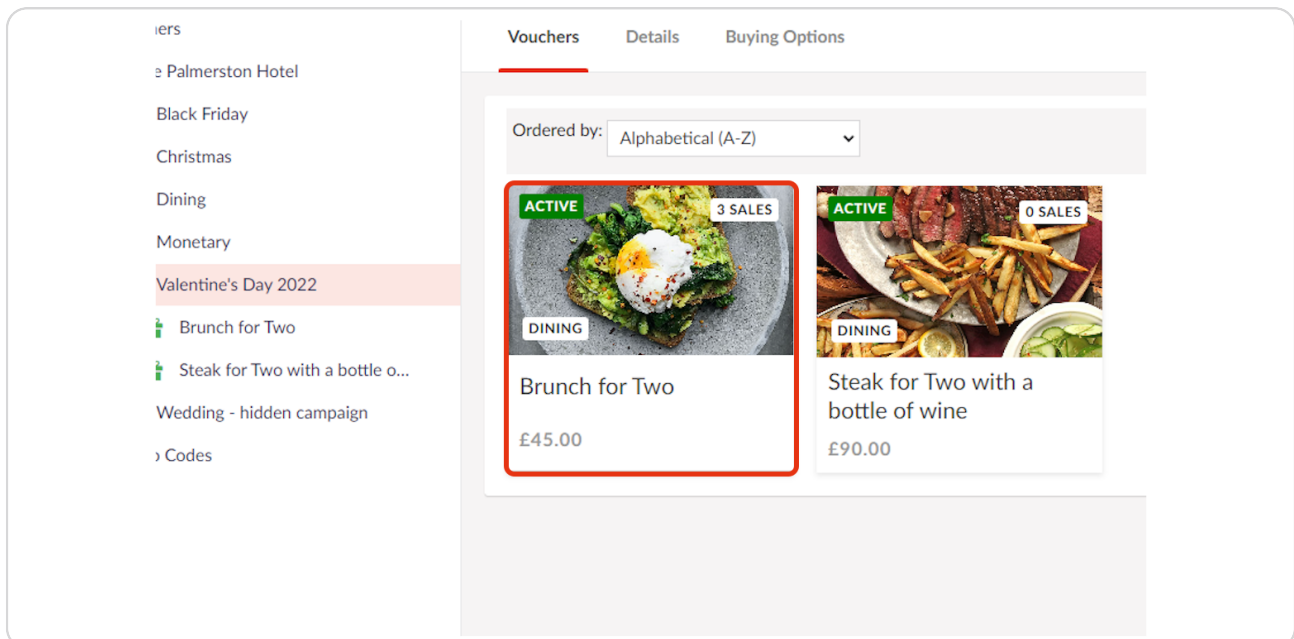
Click on the CATALOGUE where the gift sits

Note: The GREEN present icon shows that the gift is 'Active'



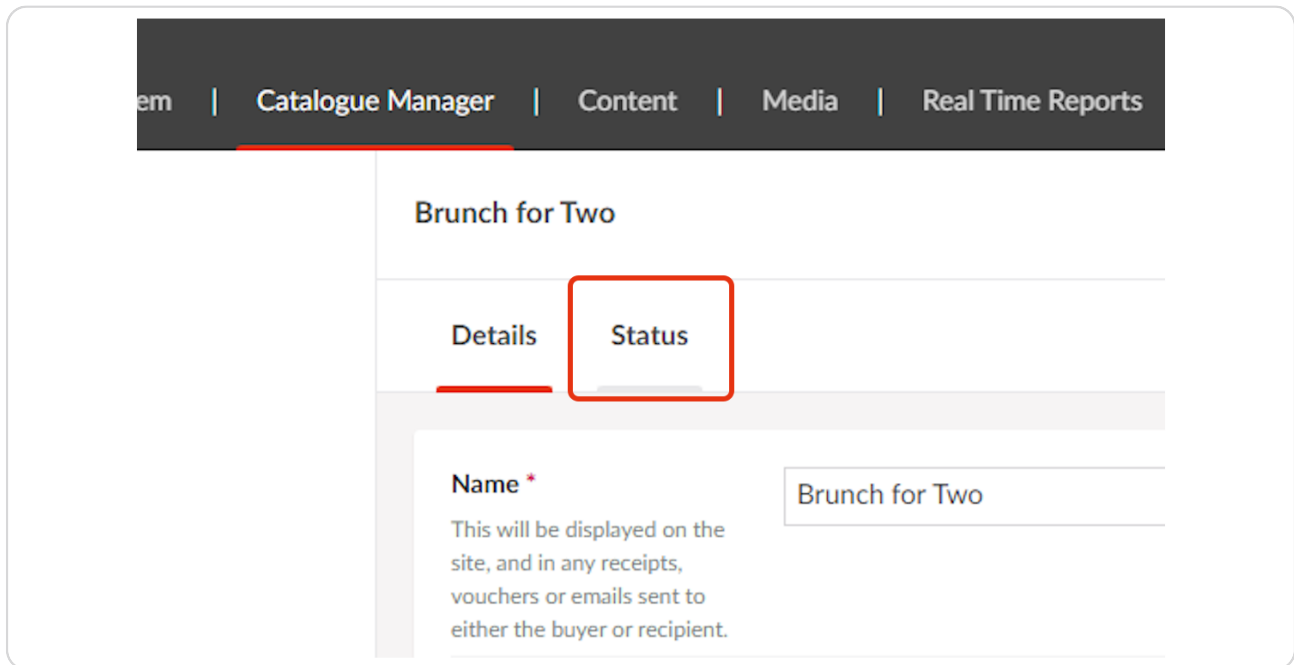
STEP 6

Click on the VOUCHER you want to deactivate



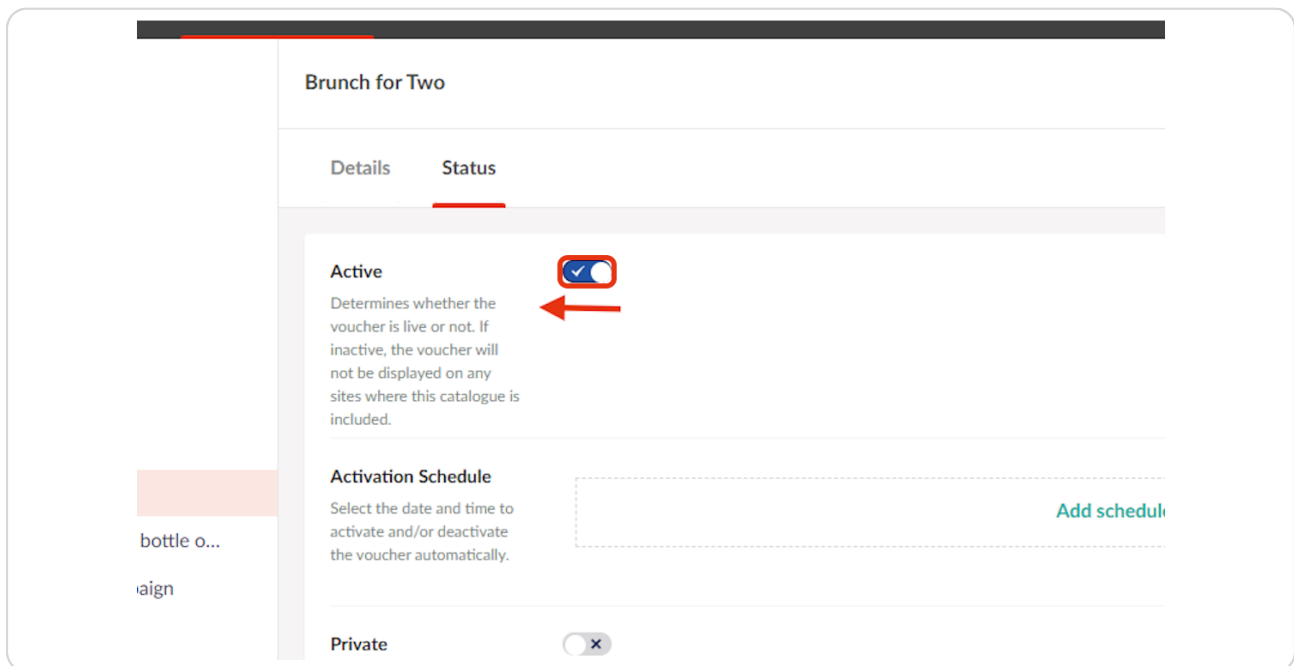
STEP 7

Click on to the STATUS tab



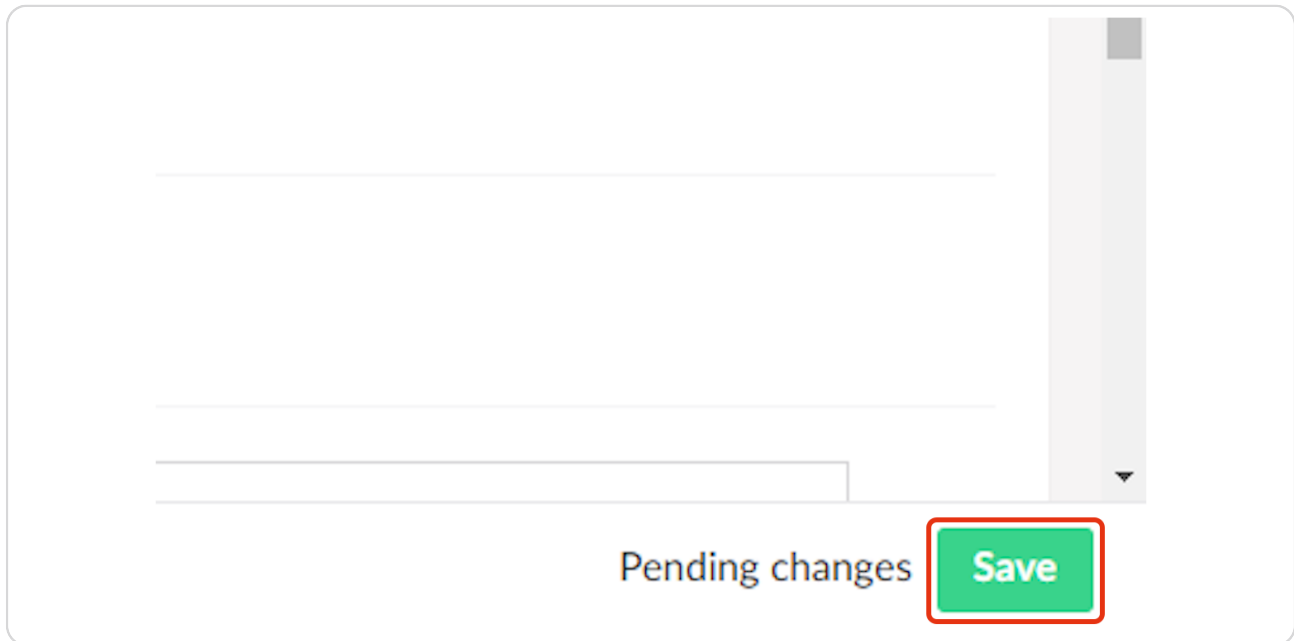
STEP 8

Slide the toggle to 'X' to DEACTIVATE the gift



STEP 9

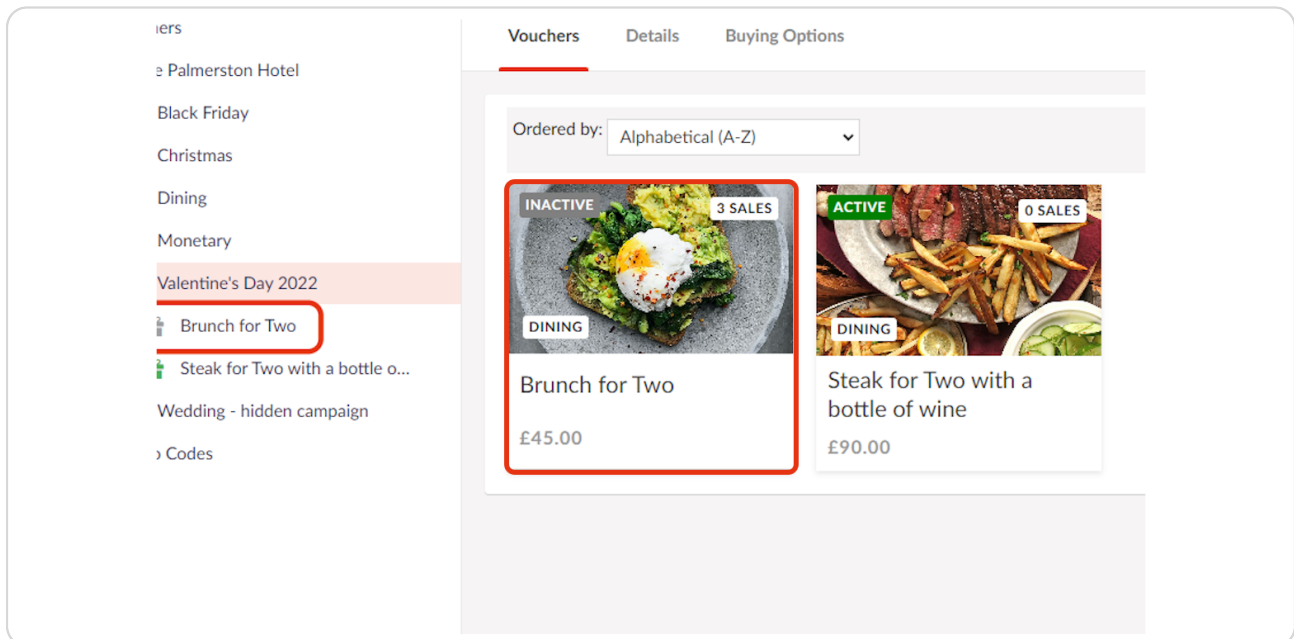
Click on **SAVE** to save the changes



STEP 10

The gift is now **INACTIVE**...

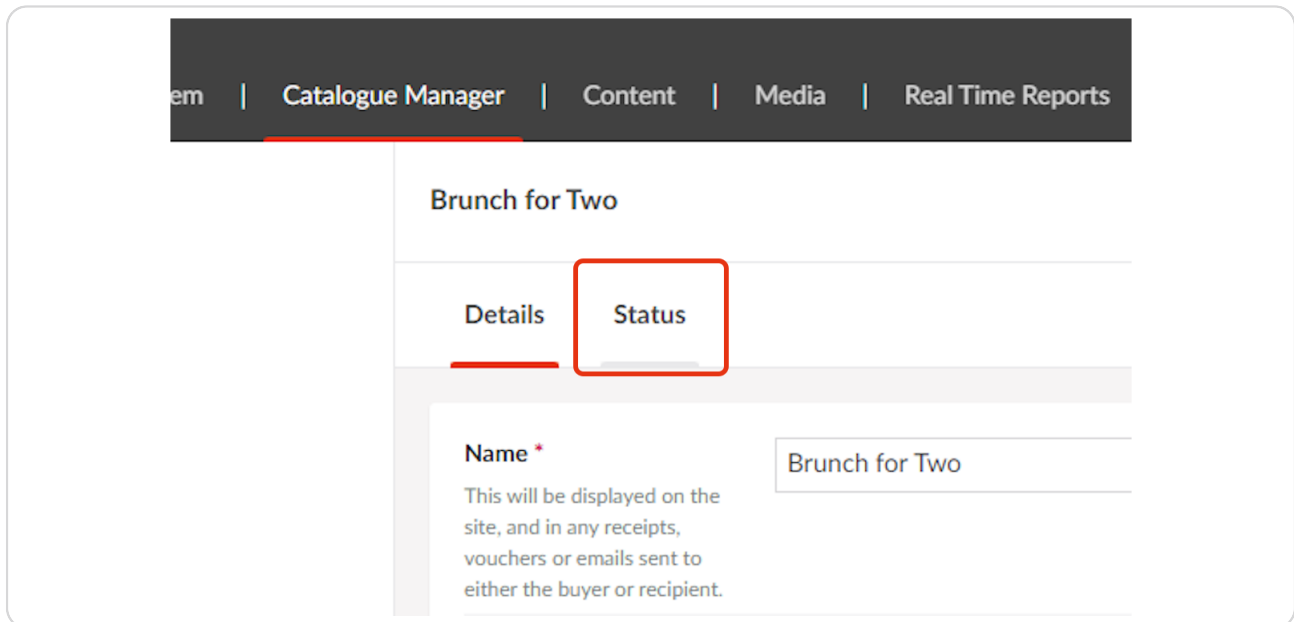
Note: The GREY present icon shows that the gift is 'INACTIVE'



STEP 11

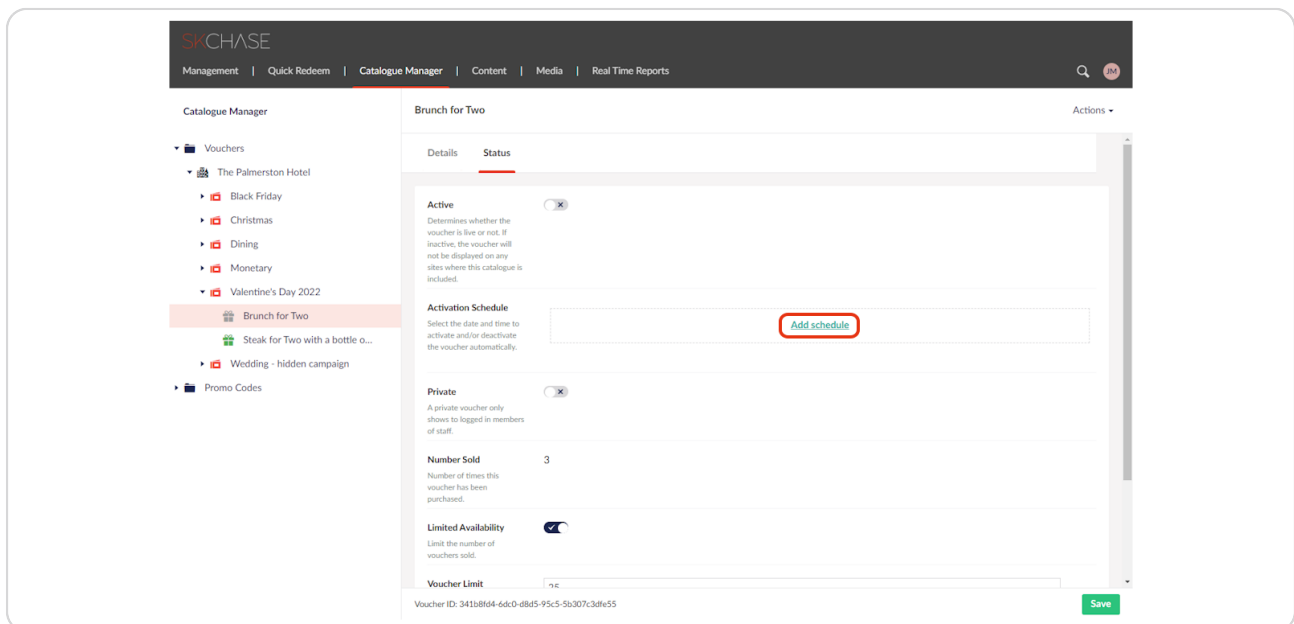
Alternatively, you can now also **SCHEDULE** the activation and deactivation date and time of a gift, i.e. when it will be visible (or not) on your gift shop.

Find the gift in the CATALOGUE MANAGER and go to the STATUS tab



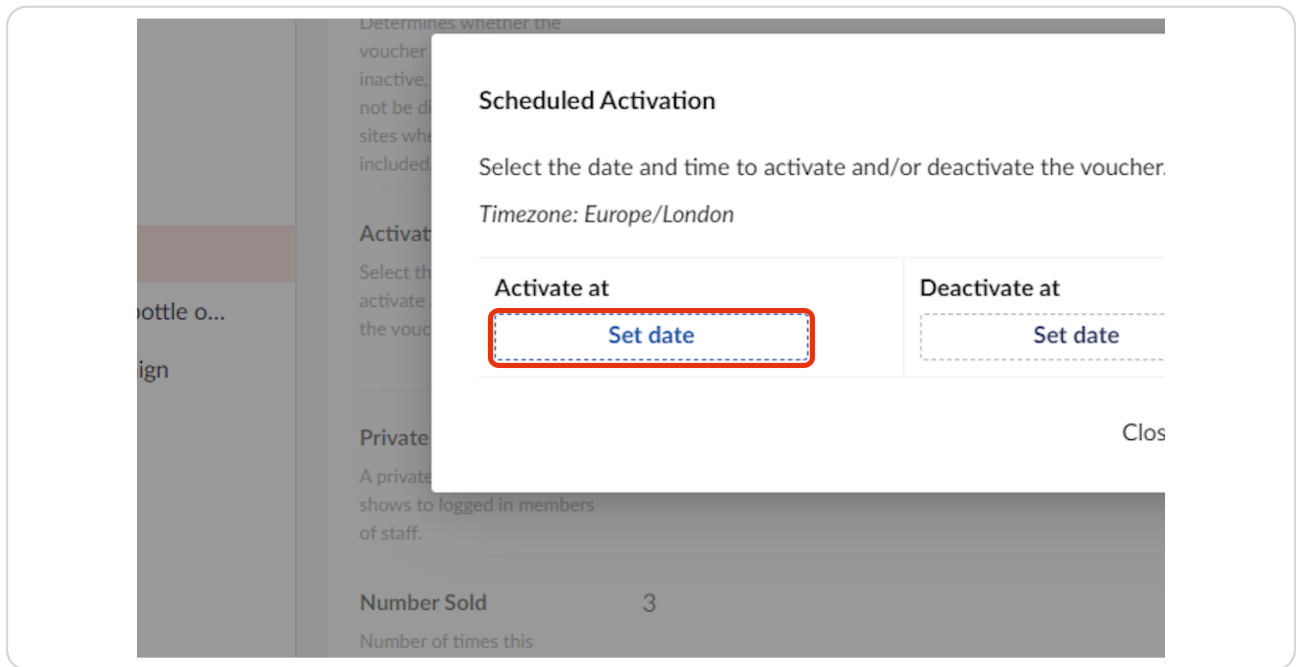
STEP 12

Click on **ADD SCHEDULE**



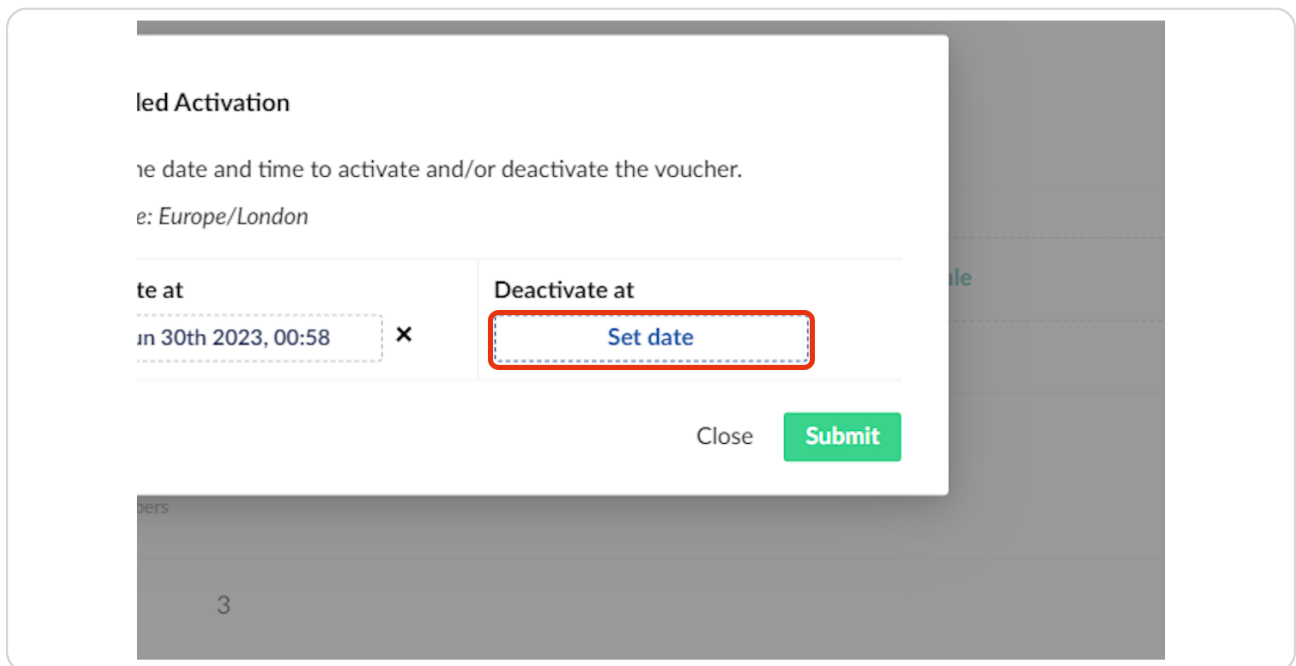
STEP 13

Set an activation DATE & TIME...



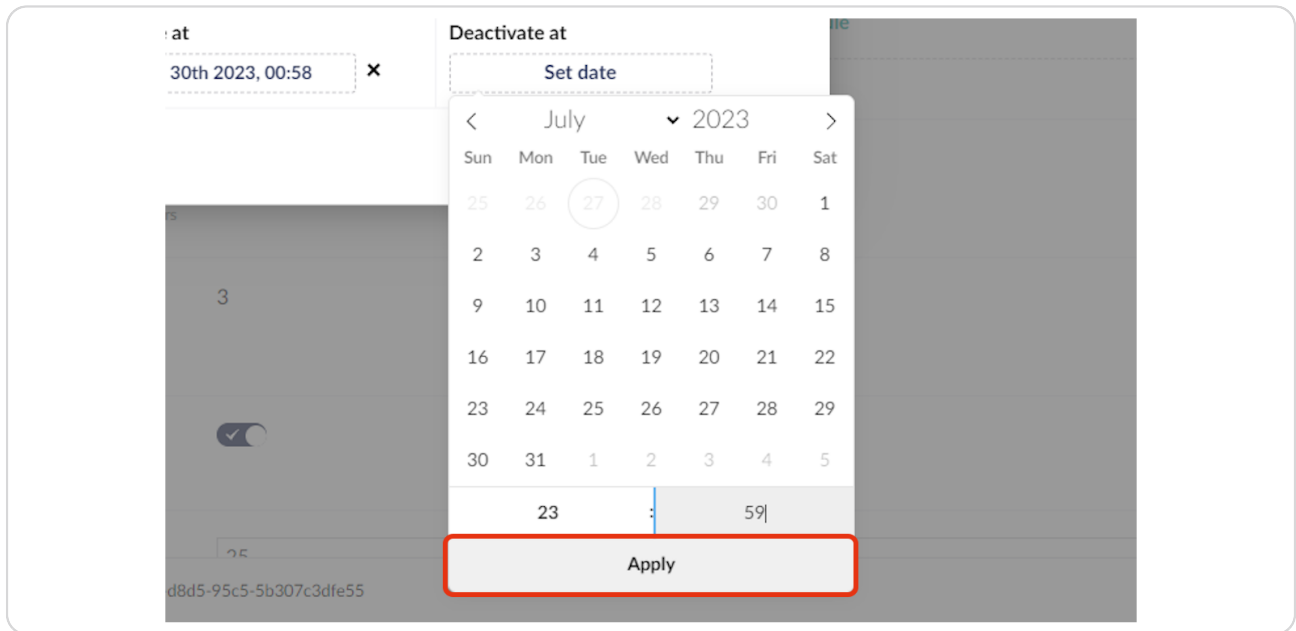
STEP 14

Set a deactivation DATE & TIME...



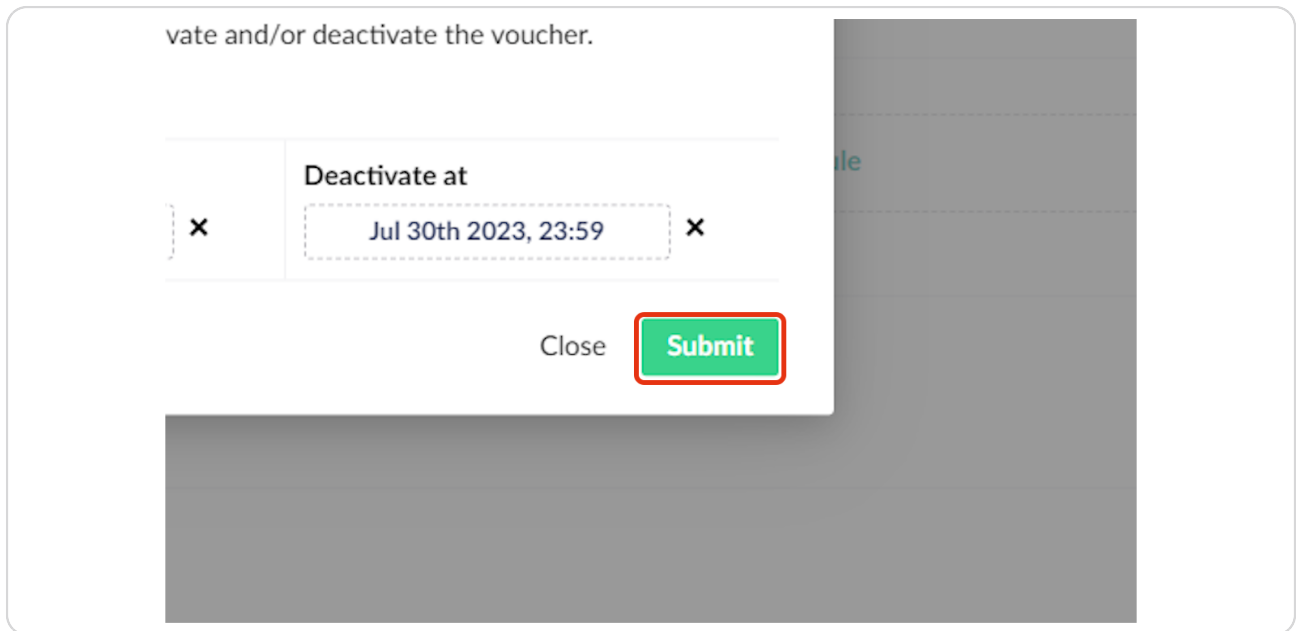
STEP 15

Click APPLY to apply the selected dates & times for both the activation and deactivation



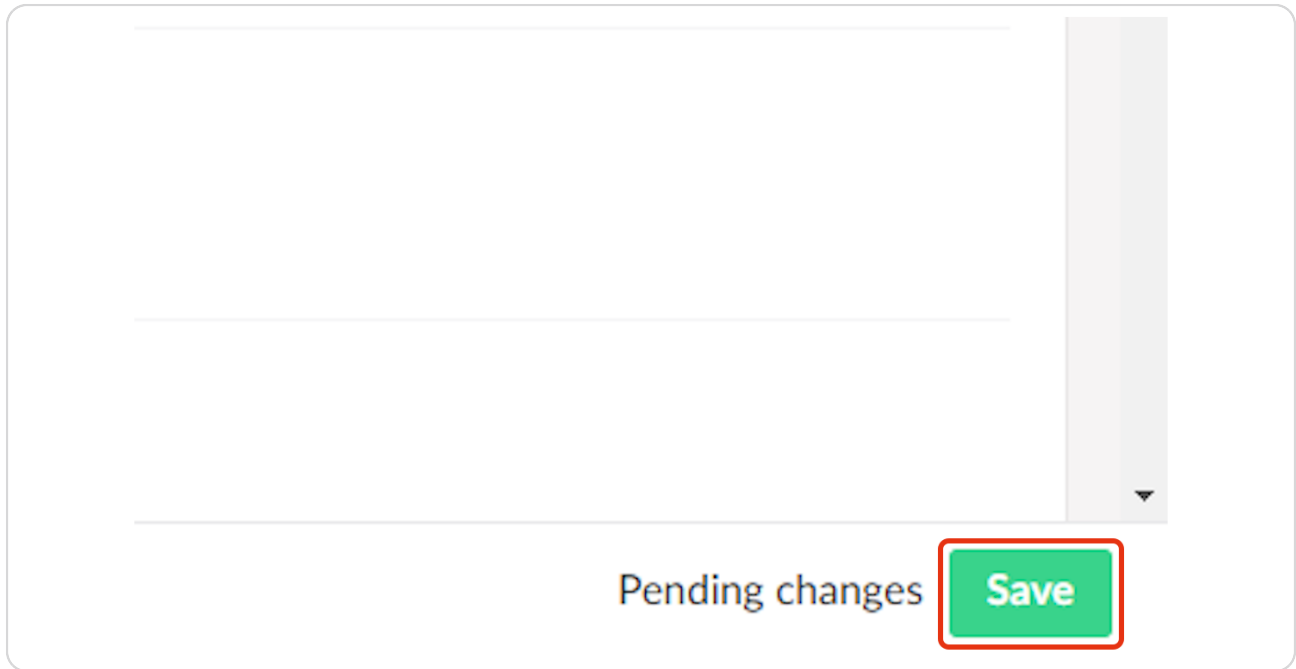
STEP 16

Click on SUBMIT to confirm the chosen activation / deactivation dates and times



STEP 17

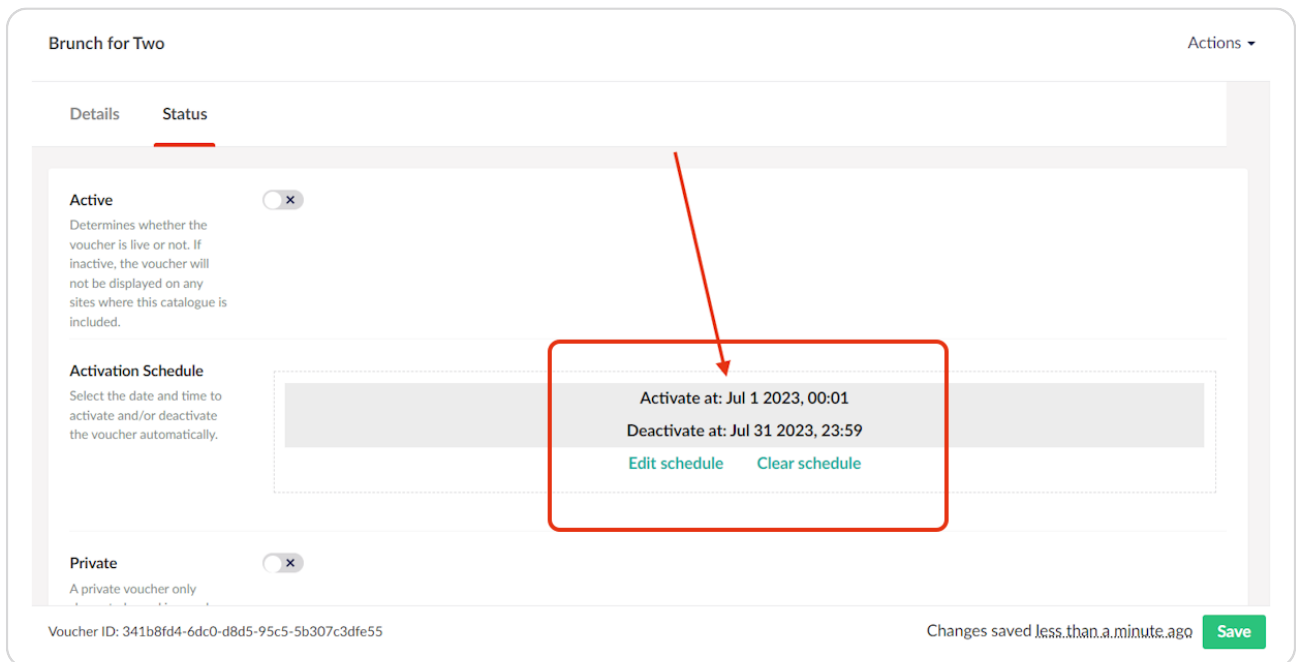
Click on **SAVE**



A screenshot of a form interface. At the bottom, the text "Pending changes" is displayed next to a green button labeled "Save". The "Save" button is highlighted with a red rectangular border. The rest of the form area is mostly blank with some faint horizontal lines.

STEP 18

The **Activation / Deactivation time is now set**

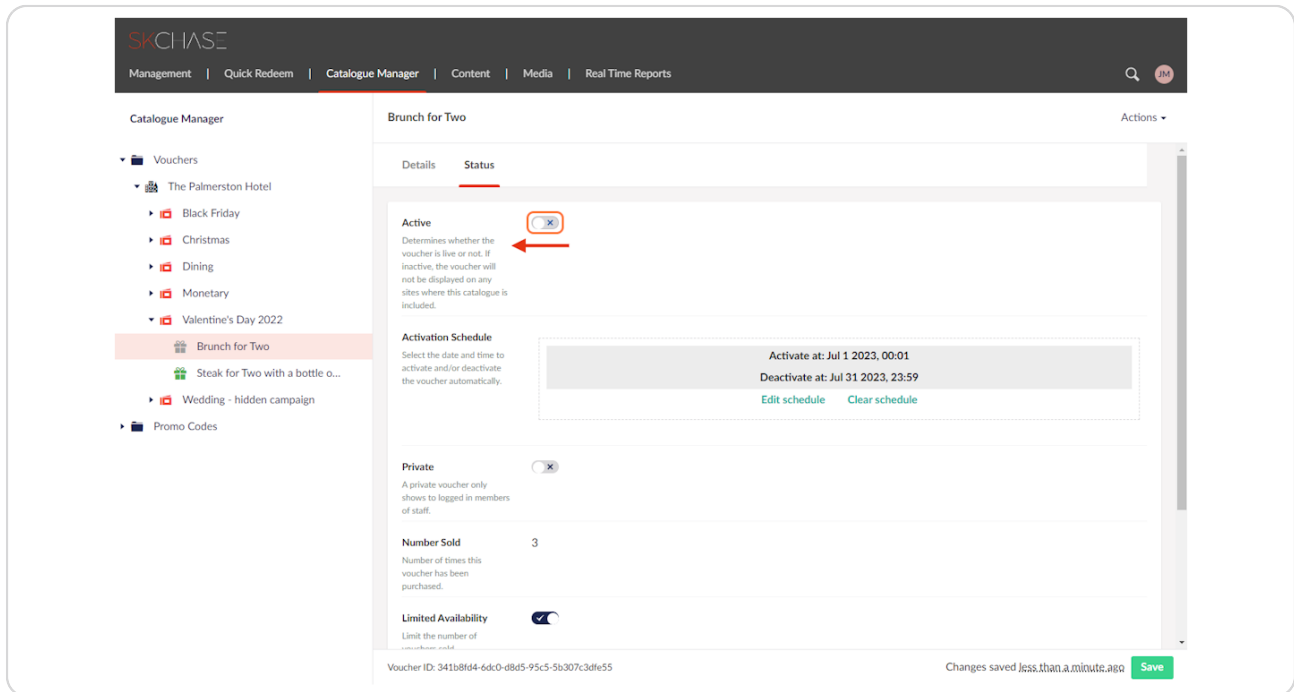


A screenshot of a voucher details page for "Brunch for Two". The page has tabs for "Details" and "Status", with "Status" selected. Under the "Status" tab, there are three sections: "Active" with a toggle switch, "Activation Schedule" with a date range and "Edit schedule" / "Clear schedule" links, and "Private" with a toggle switch. A red arrow points from the "Activation Schedule" section to a red-bordered box containing the text: "Activate at: Jul 1 2023, 00:01" and "Deactivate at: Jul 31 2023, 23:59". At the bottom of the page, it says "Changes saved less than a minute ago" and a green "Save" button.

STEP 19

NOTE: The 'Activate' button overrides the 'Activation Schedule'

Make sure to UNTICK this if you want your gift to go live on your gift shop at a later date (i.e. the date you have scheduled).



The screenshot displays the SKCHASE Catalogue Manager interface for editing a voucher titled "Brunch for Two". The left sidebar shows a navigation menu with categories like "Vouchers", "The Palmerston Hotel", "Black Friday", "Christmas", "Dining", "Monetary", "Valentine's Day 2022", "Brunch for Two", "Steak for Two with a bottle o...", "Wedding - hidden campaign", and "Promo Codes". The main content area is divided into "Details" and "Status" tabs. The "Status" tab is active and contains several sections: "Active" (with a toggle switch that is currently checked and highlighted by a red box and arrow), "Activation Schedule" (with a box showing "Activate at: Jul 1 2023, 00:01" and "Deactivate at: Jul 31 2023, 23:59", and links for "Edit schedule" and "Clear schedule"), "Private" (with a toggle switch that is currently unchecked), "Number Sold" (displaying "3"), and "Limited Availability" (with a toggle switch that is currently checked). At the bottom of the page, the voucher ID "341b8f64-6dc0-d8d5-95c5-5b307c3df655" is shown, along with a "Save" button and a message "Changes saved less than a minute ago".

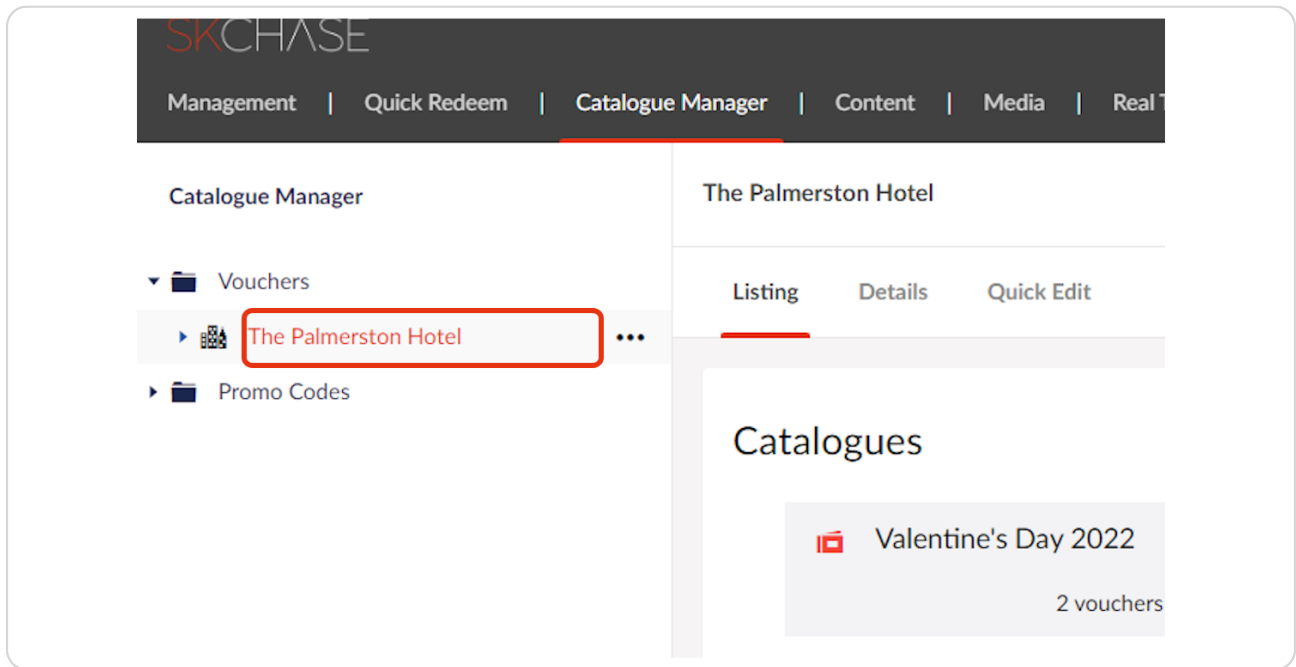
STEP 20

You can also use the 'QUICK EDIT' tool to Activate / Deactivate or Schedule MULTIPLE GIFTS at once

To use 'QUICK EDIT', go to CATALOGUE MANAGER and click on the SELLER

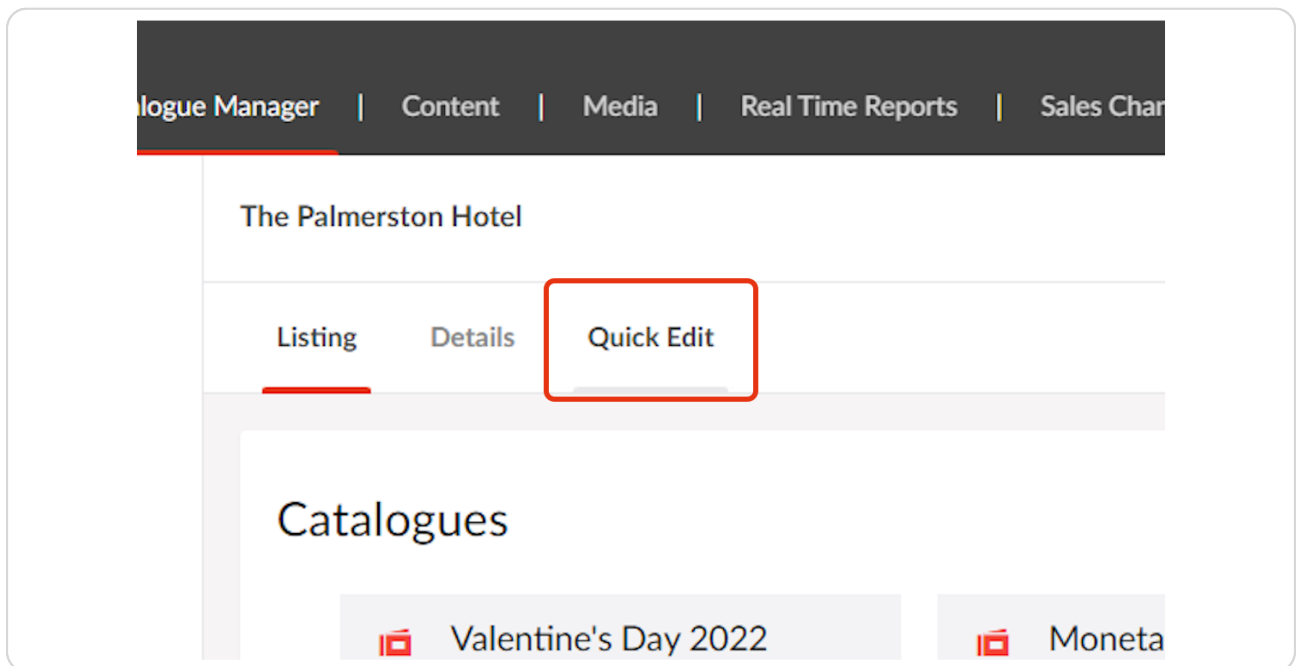
STEP 21

Click on The Palmerston Hotel



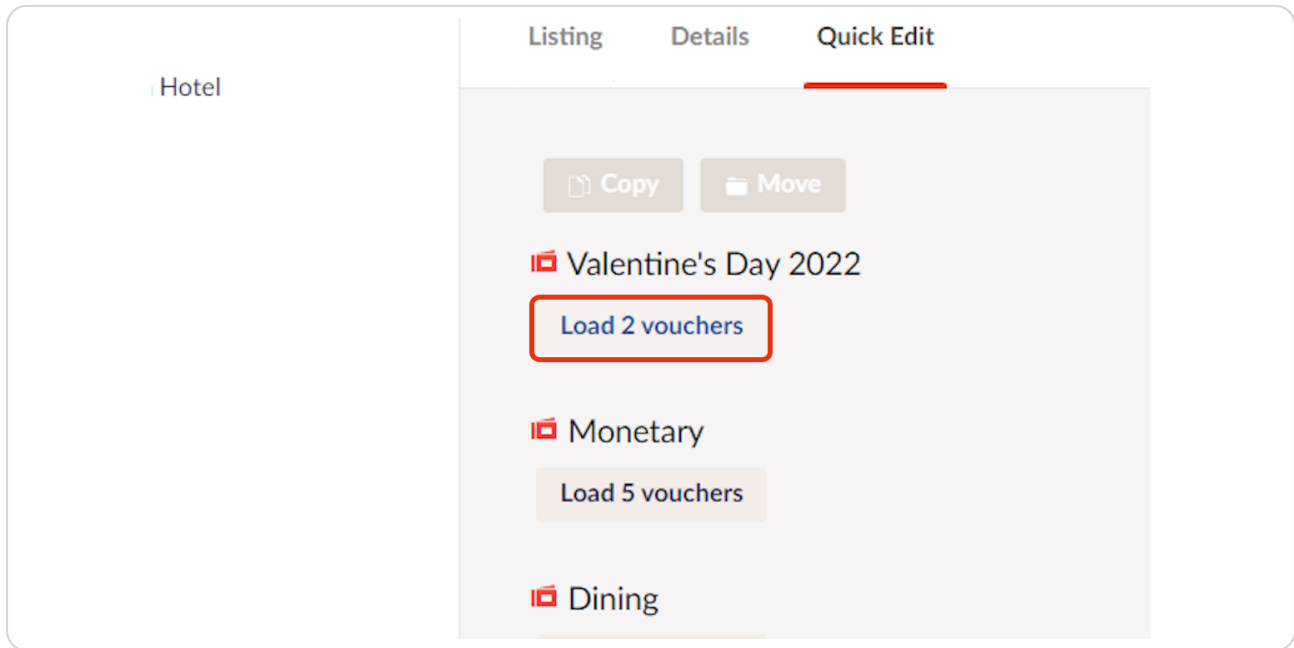
STEP 22

Click on the QUICK EDIT tab



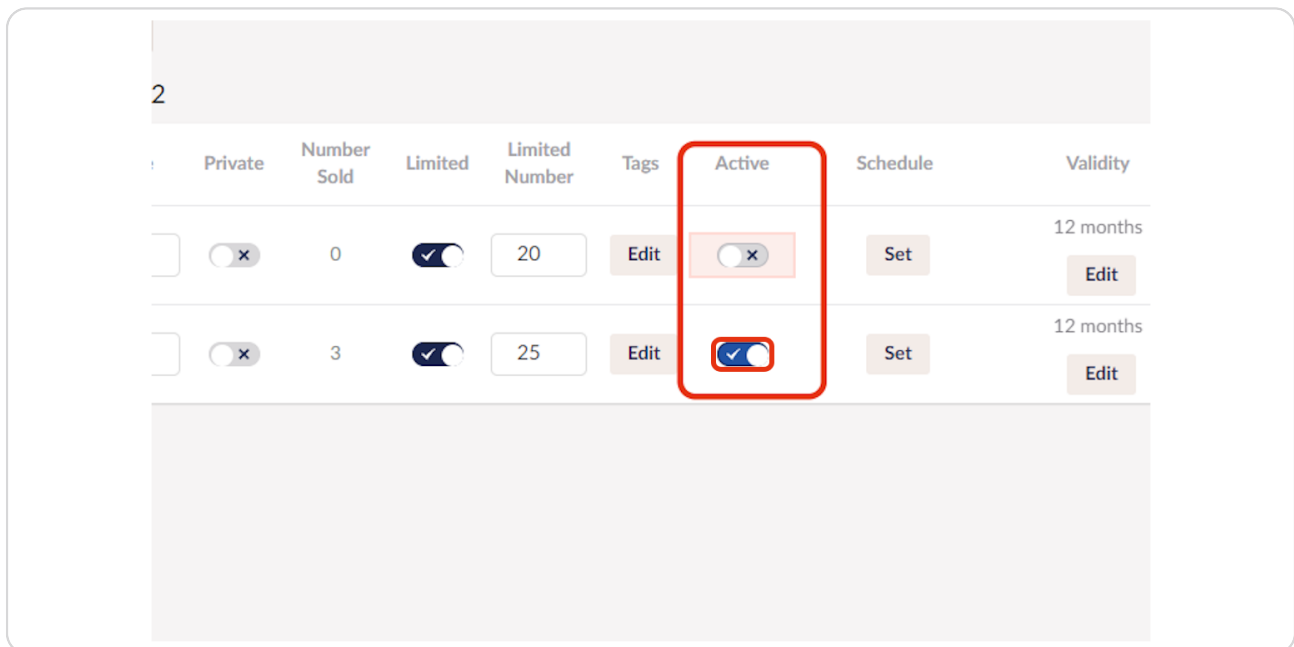
STEP 23

You can open each Catalogue by clicking on 'LOAD VOUCHERS' under the catalogue name



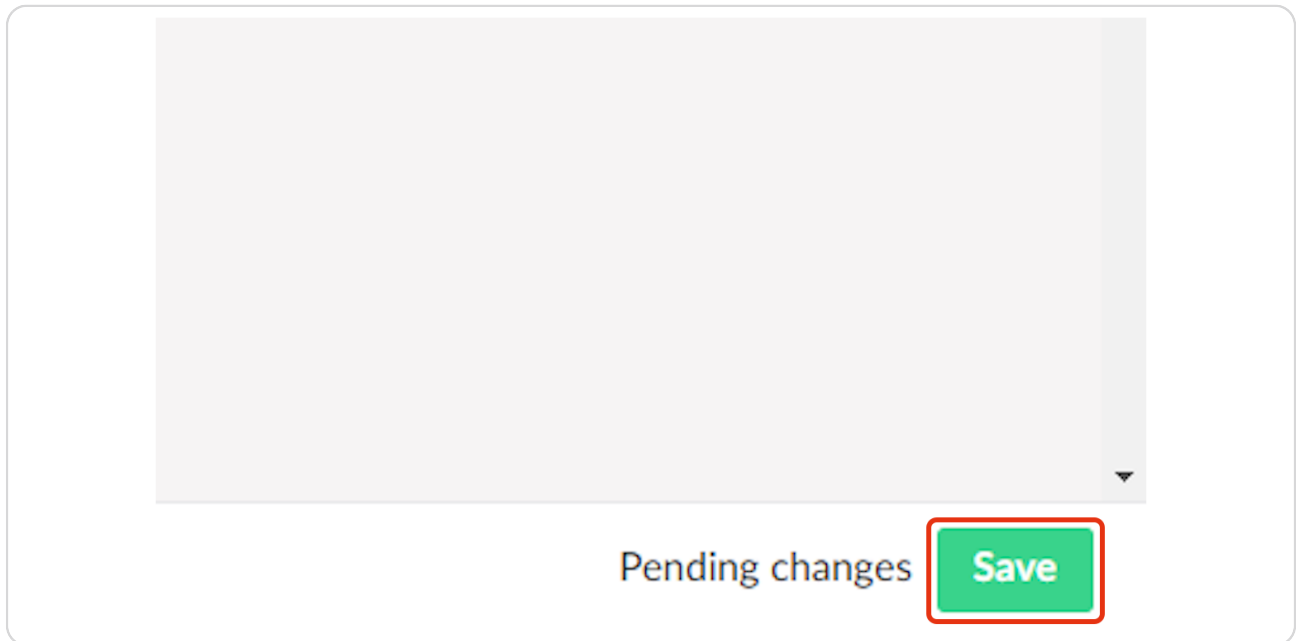
STEP 24

Use the TOGGLE to activate or deactivate multiple vouchers



STEP 25

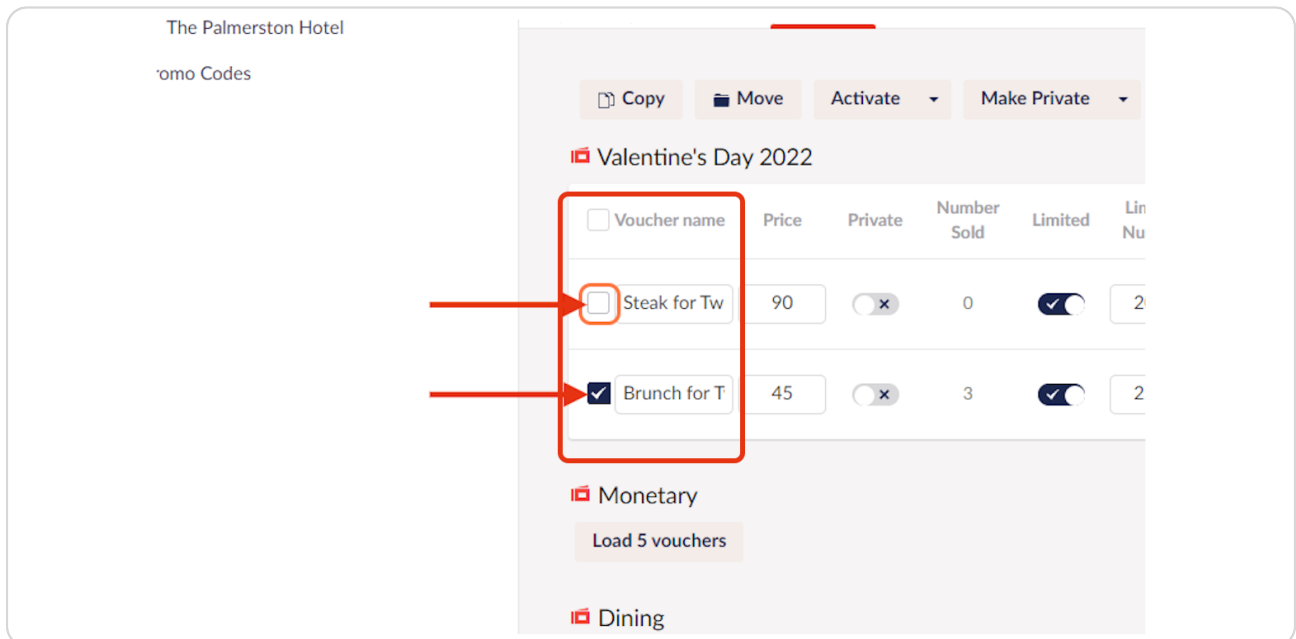
Click on **SAVE**



STEP 26

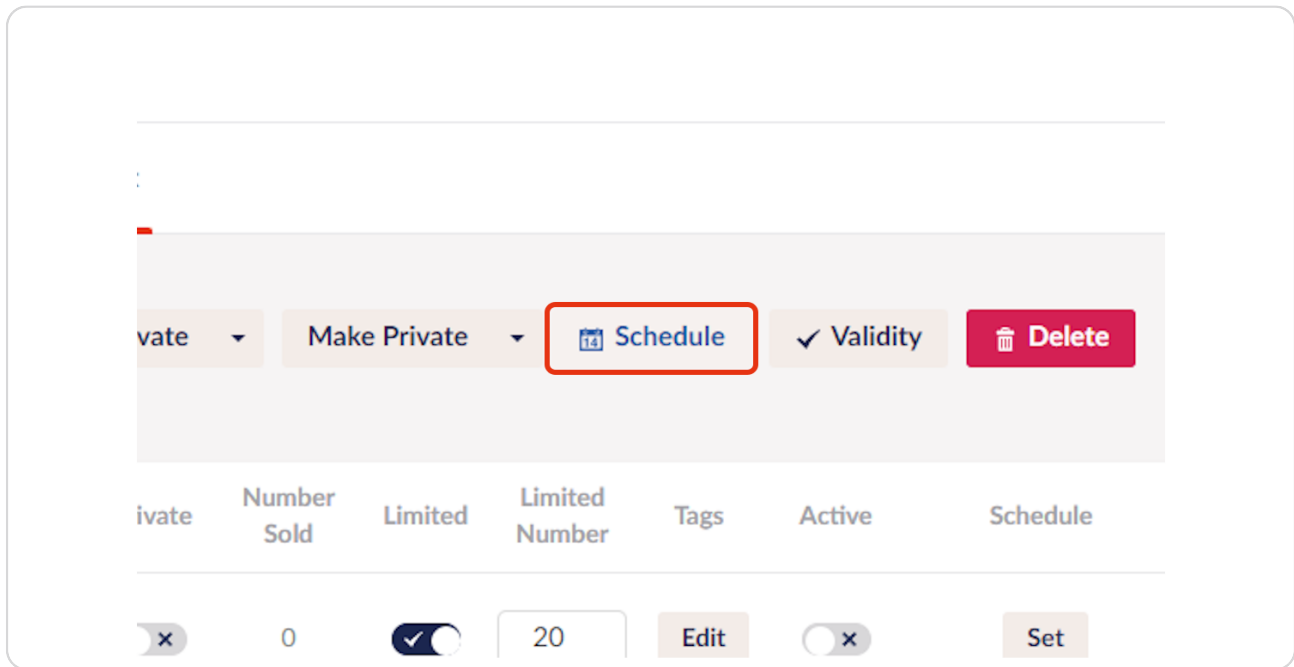
Or **SCHEDULE** multiple gifts to activate / deactivate

In 'Quick Edit', CHECK the gifts you would like to schedule



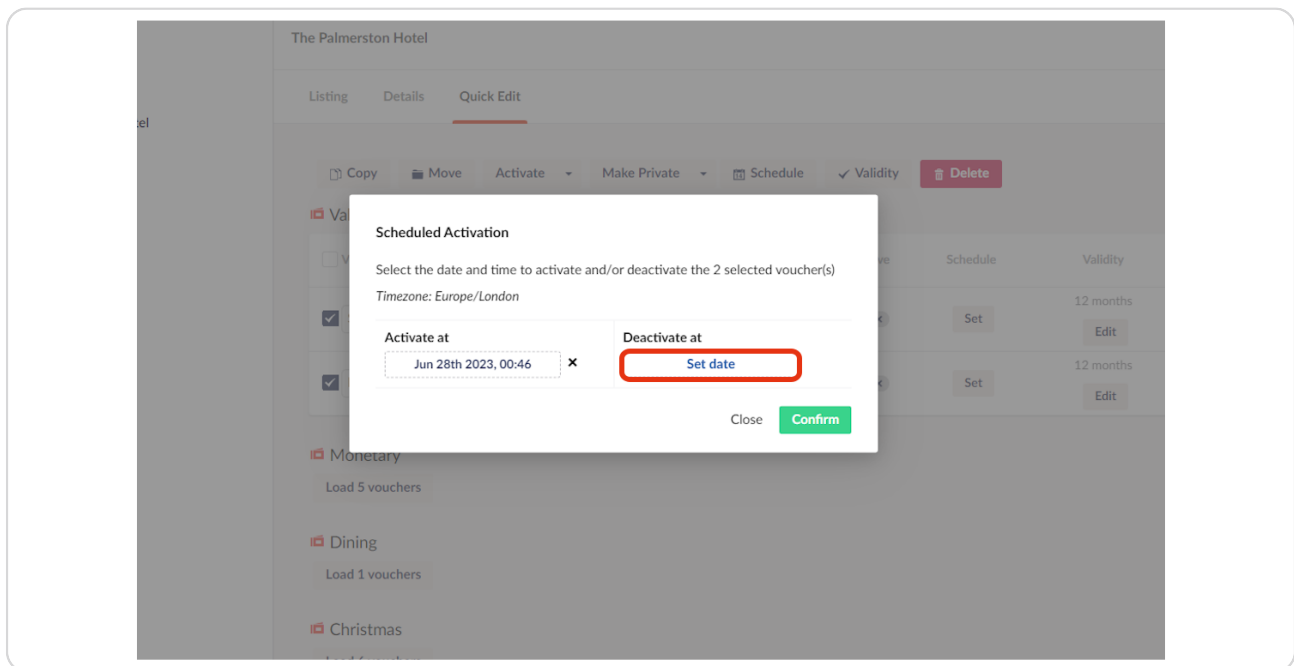
STEP 27

Click on **SCHEDULE**



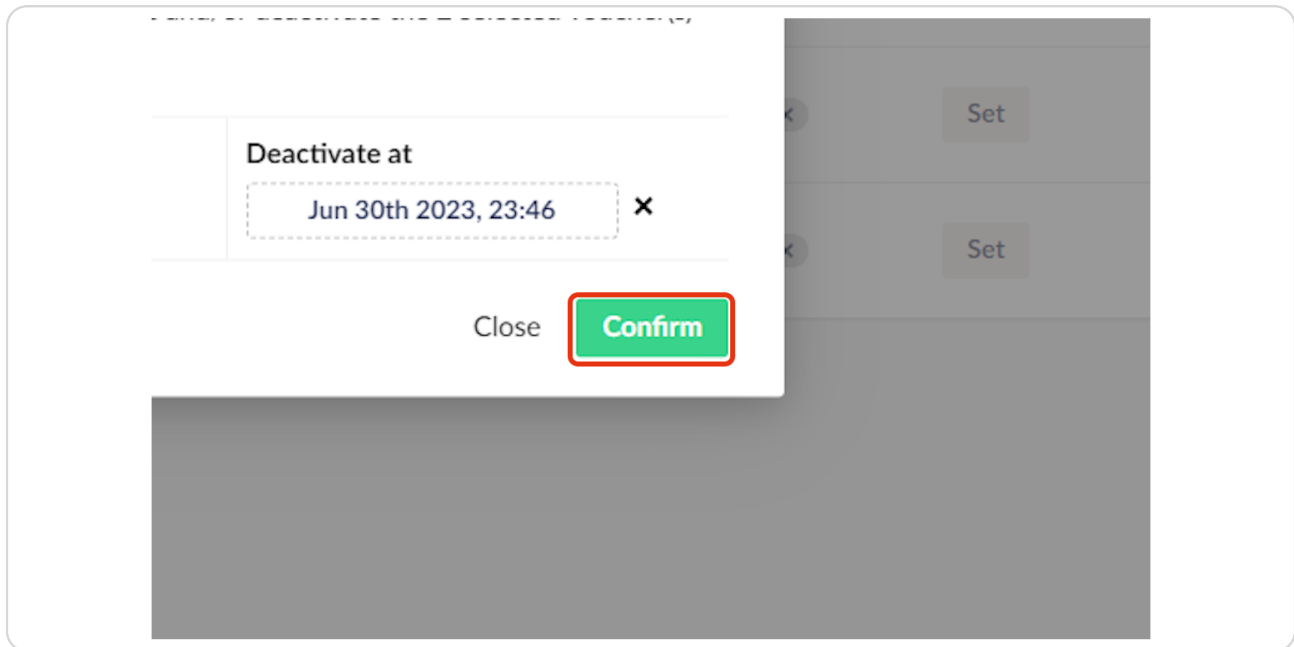
STEP 28

Select the Activation / Deactivation **DATE & TIME**



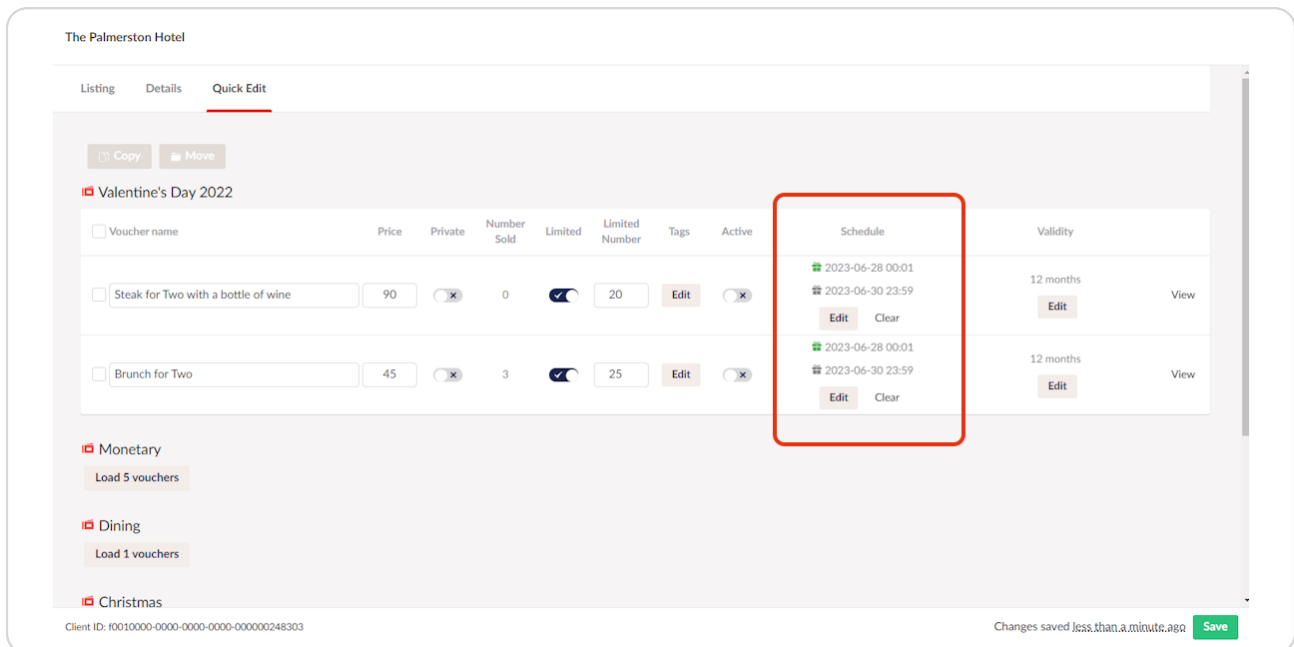
STEP 29

Click on CONFIRM



STEP 30

You can review the scheduled Activation / Deactivation dates and times in the 'Quick Edit' section and on the 'Status' tab of each gift...



STEP 31

NOTE: The 'Activate' button overrides the 'Activation Schedule'

Make sure to UNTICK this if you want your gift to go live on your gift shop at a later date (i.e. the date you have scheduled).

STEP 32

Click on SAVE to save any changes.



SKCHASE