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

STEP 1

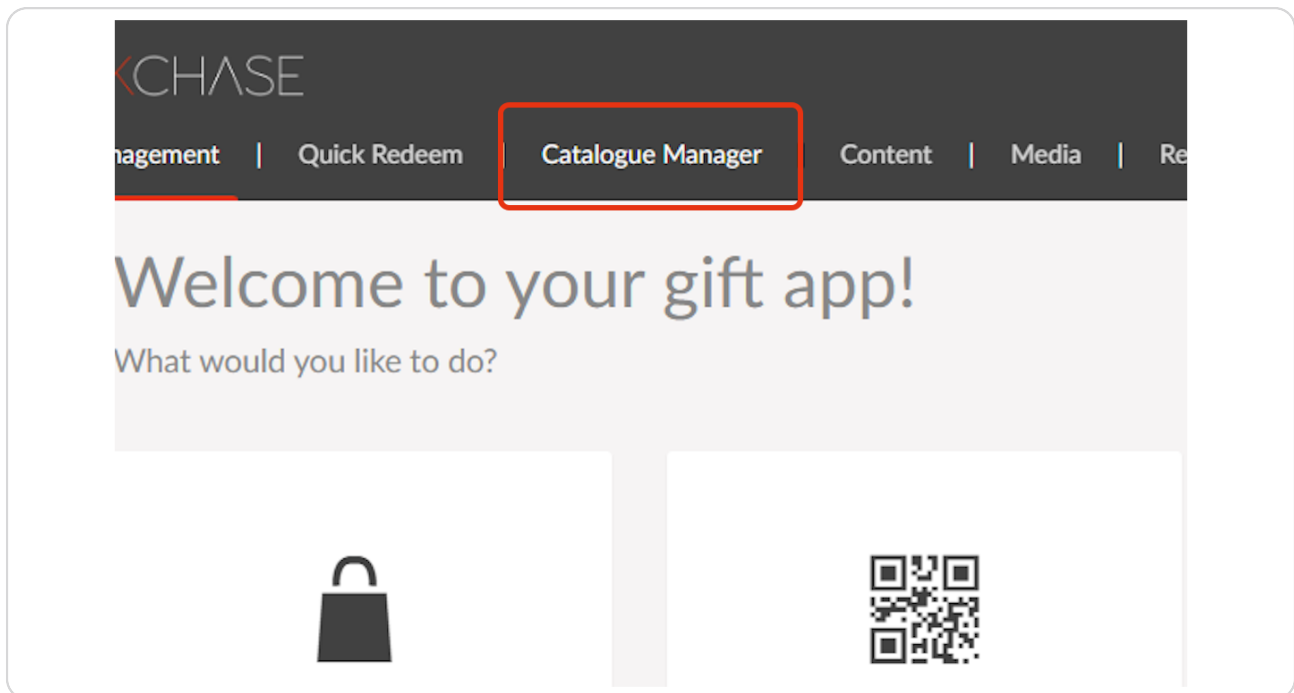## To take a gift off sale you need to find the gift and edit the status!

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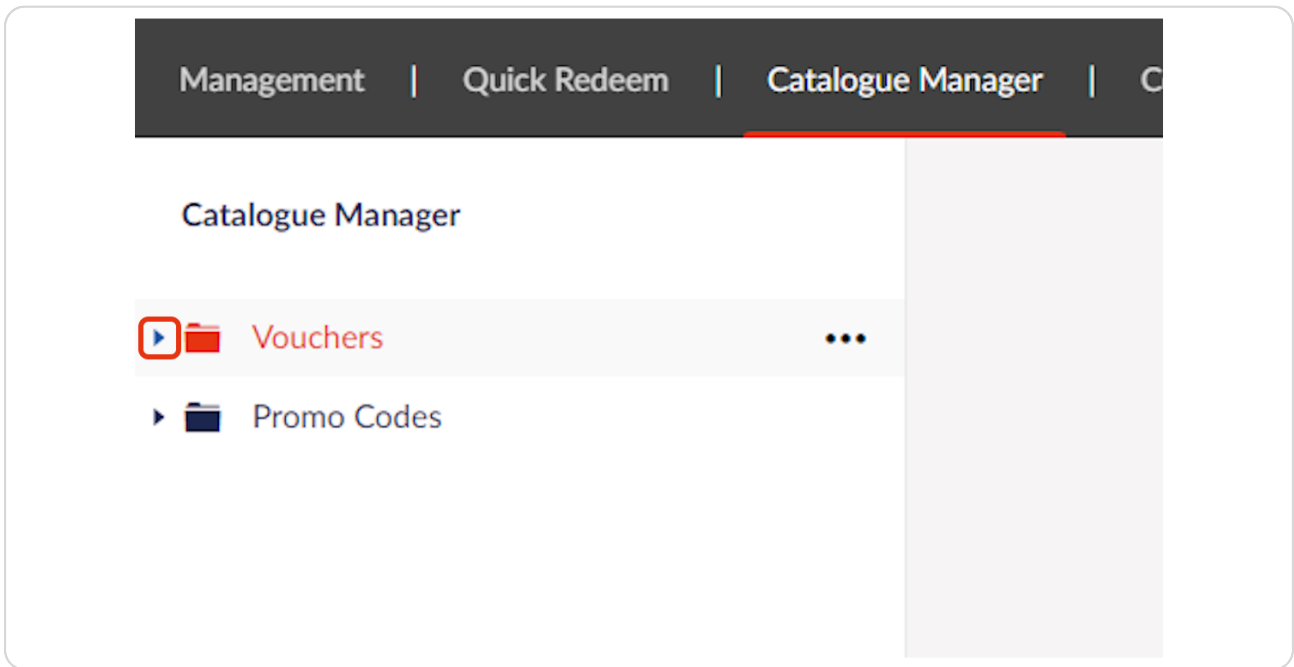· Use the 'Quick Edit' tool to Activate / Deactivate or Schedule multiple gifts at once

STEP 2

To deactivate a single gift...
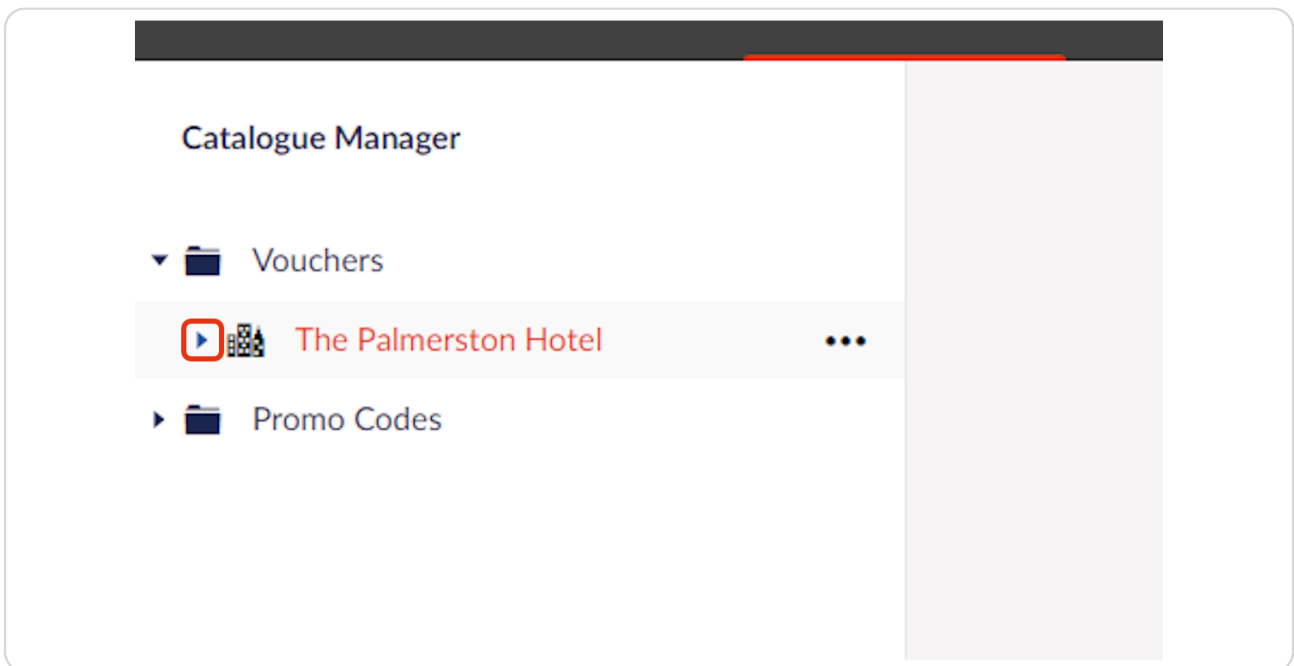
First, click on CATALOGUE MANAGER
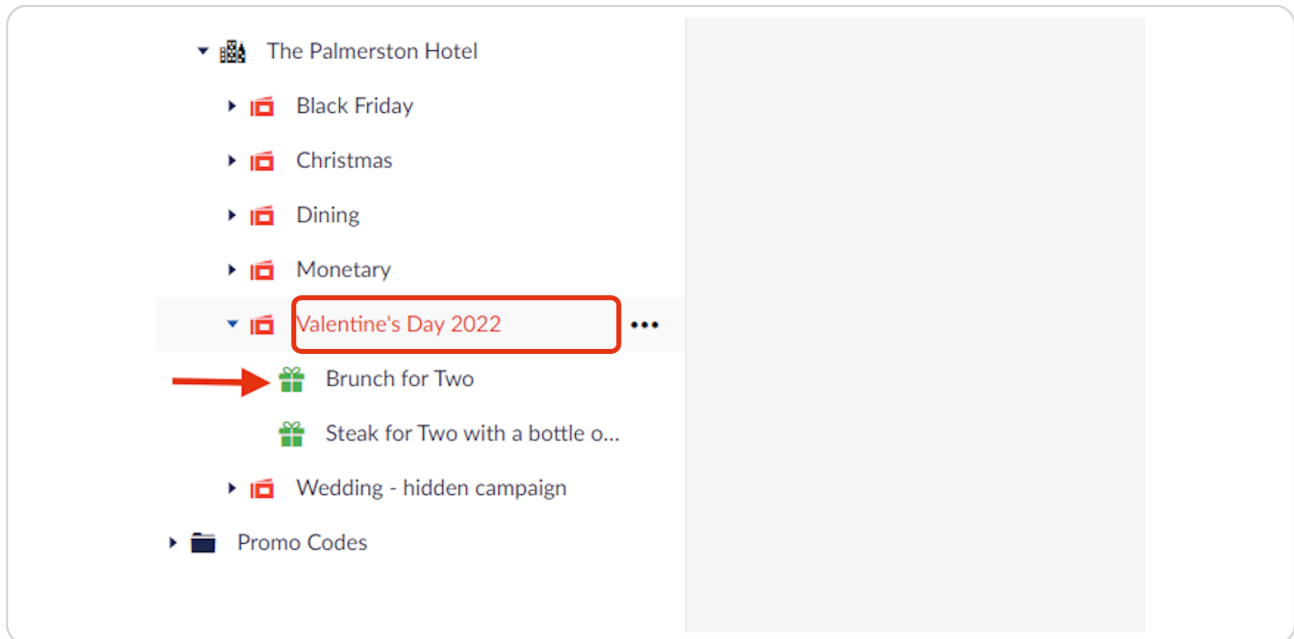
STEP 3

Open VOUCHERS

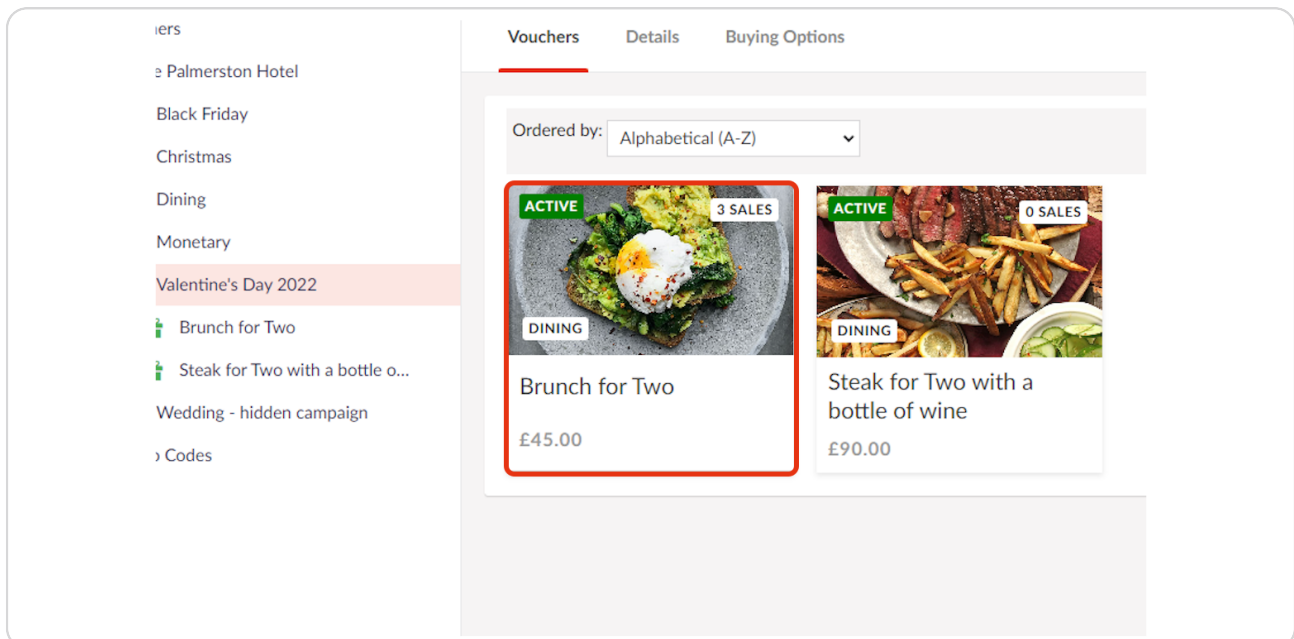**STEP 4**

Open the SELLER

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STEP 5

Click on the CATALOGUE where the gift sits

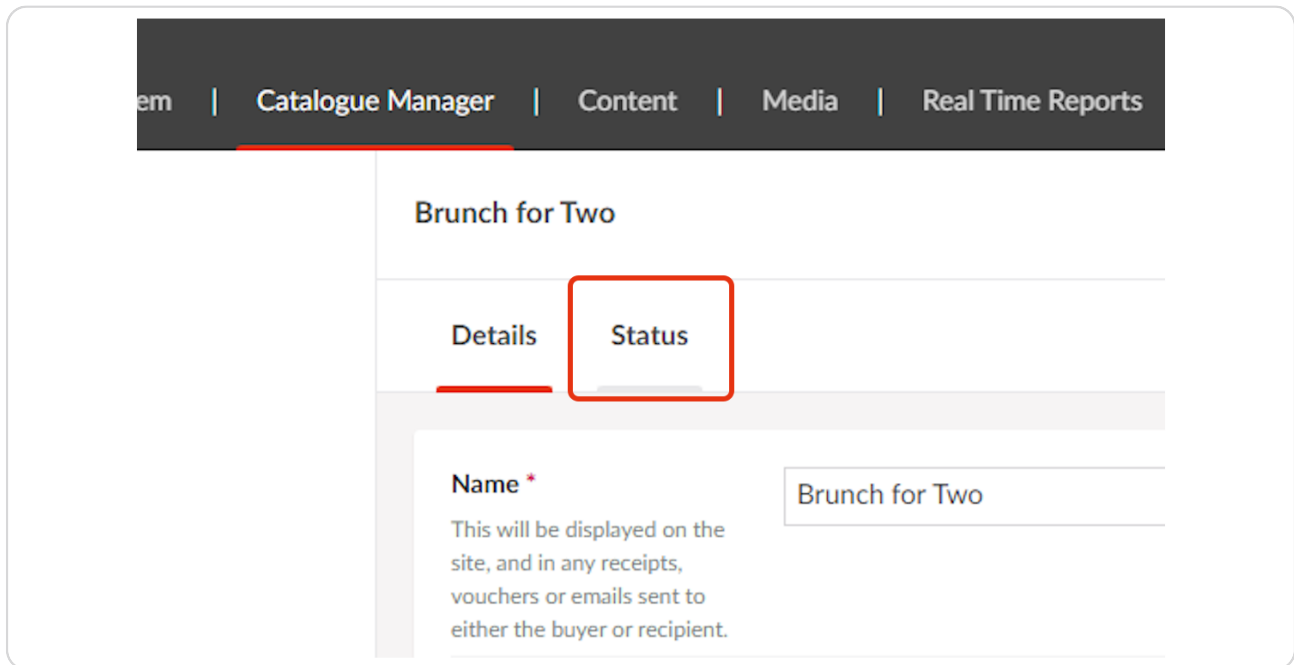Note: The GREEN present icon shows that the gift is 'Active'

STEP 6

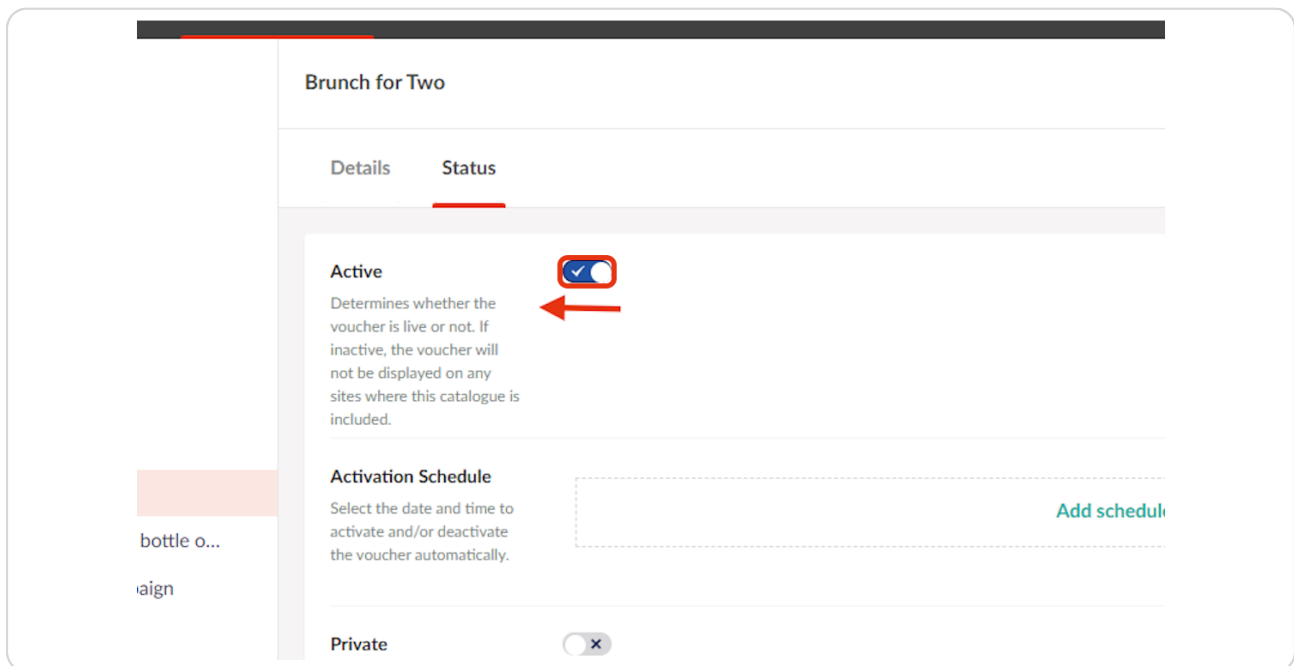## Click on the VOUCHER you want to deactivate
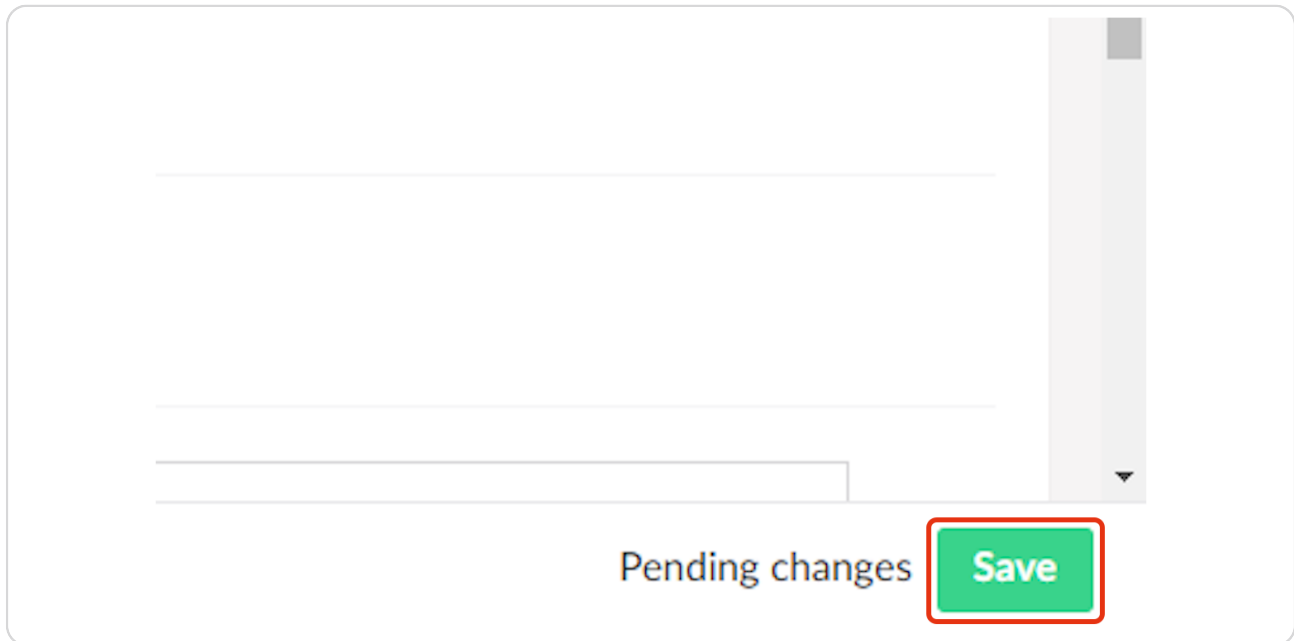
STEP 7

Click on to the STATUS tab

STEP 8

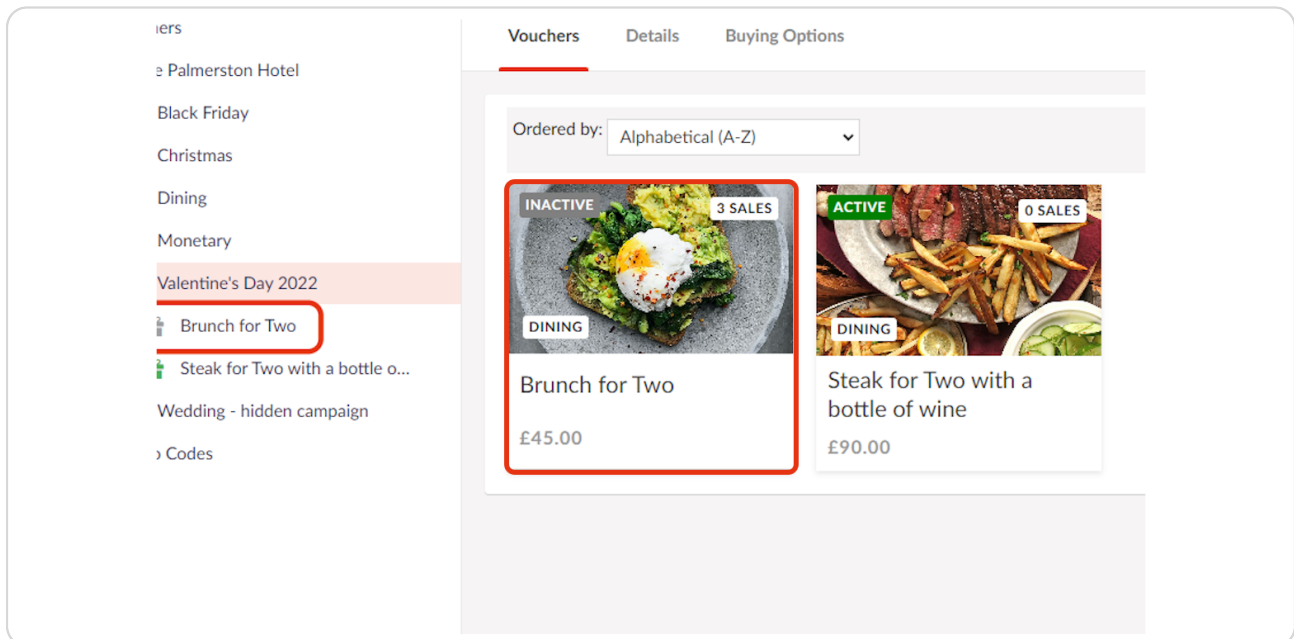## Slide the toggle to 'X' to DEACTIVATE the gift

STEP 9

Click on SAVE to save the changes

Pending changes   **Save**

STEP 10

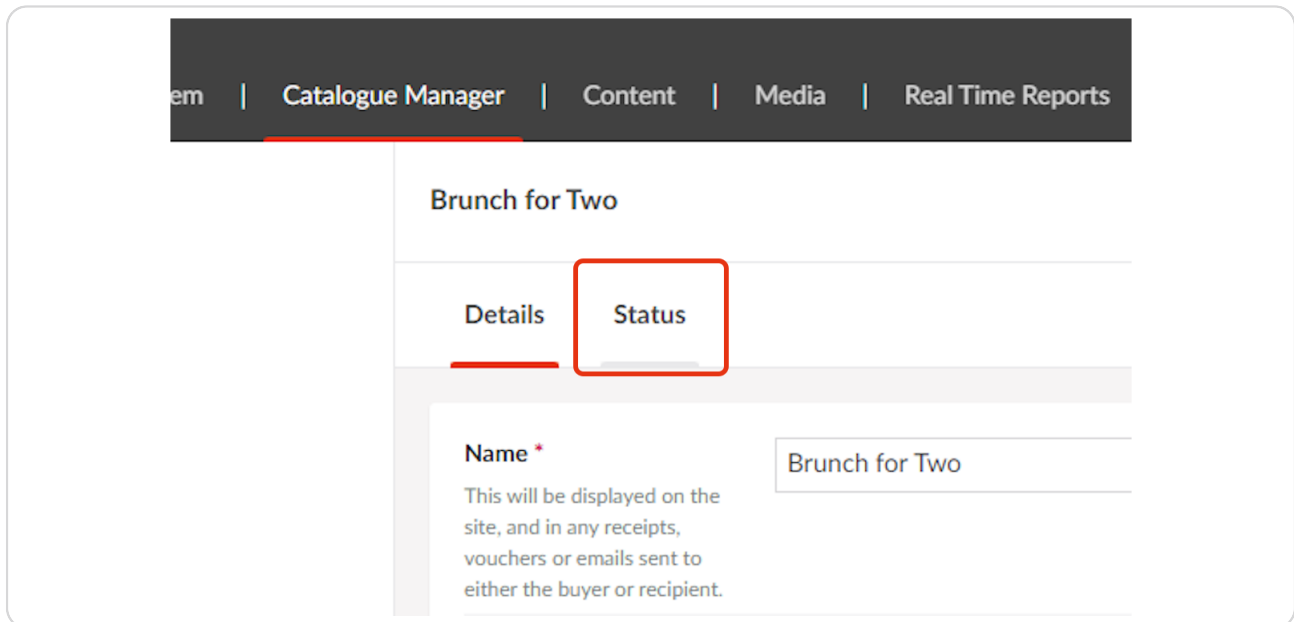**The gift is now INACTIVE...**

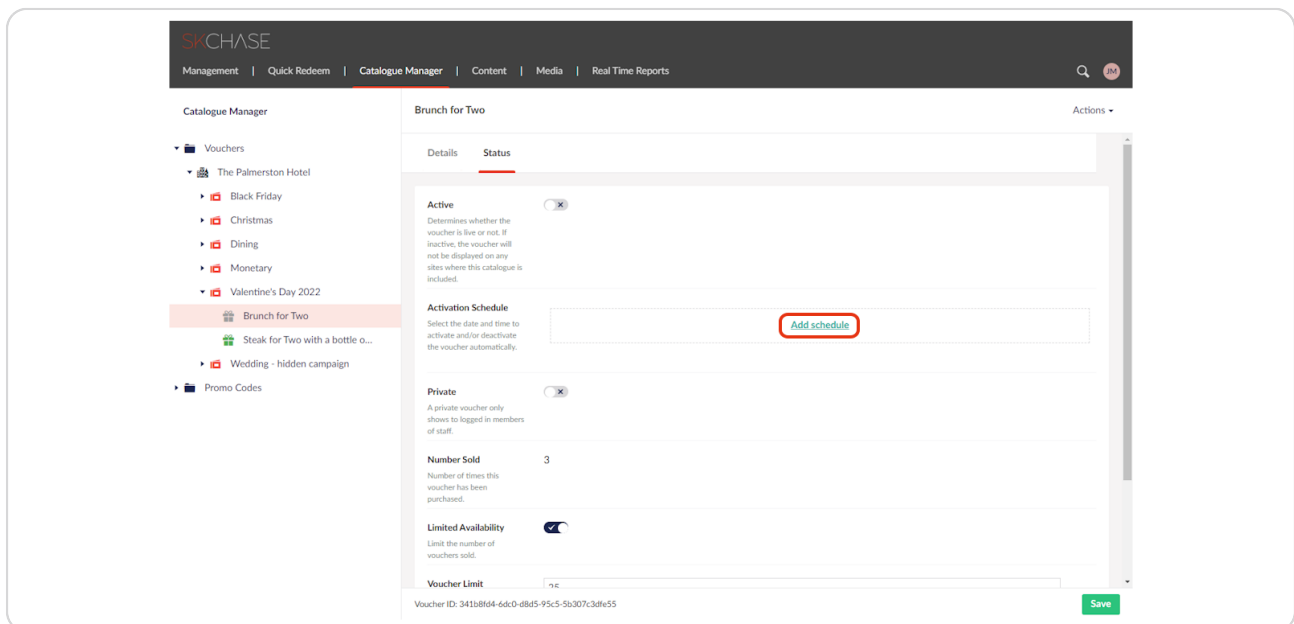Note: The GREY present icon shows that the gift is 'INACTIVE'

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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.

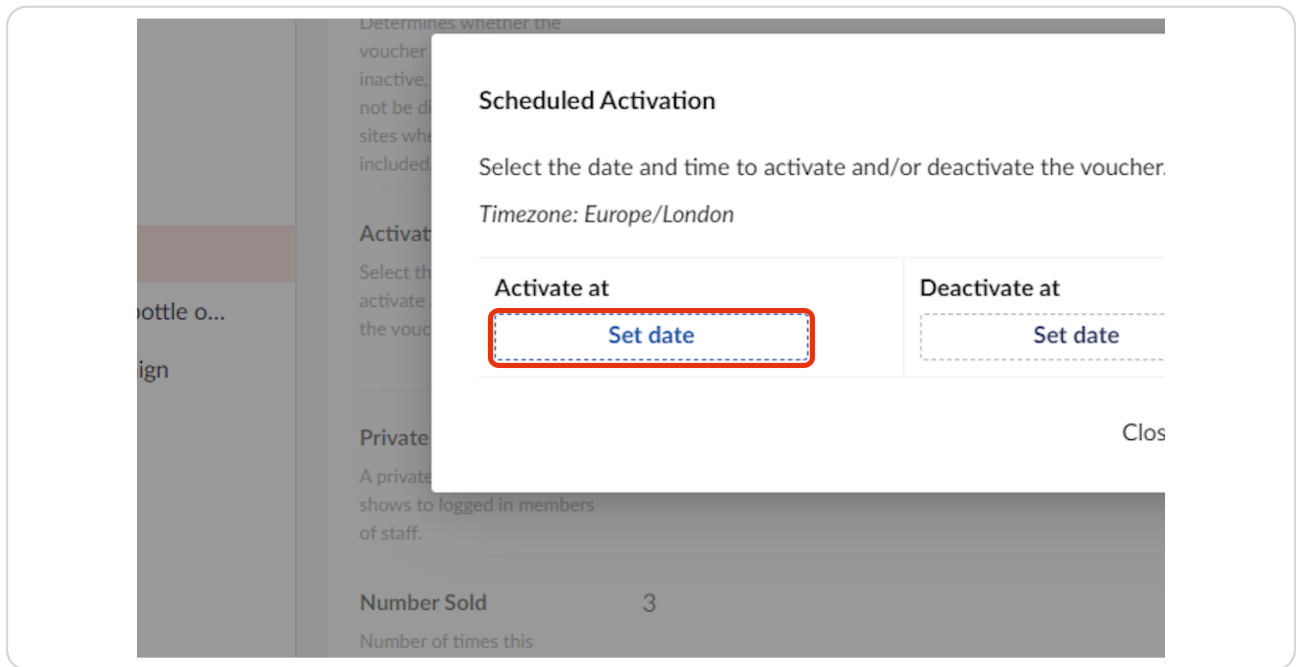Find the gift in the CATALOGUE MANAGER and go to the SATUS tab
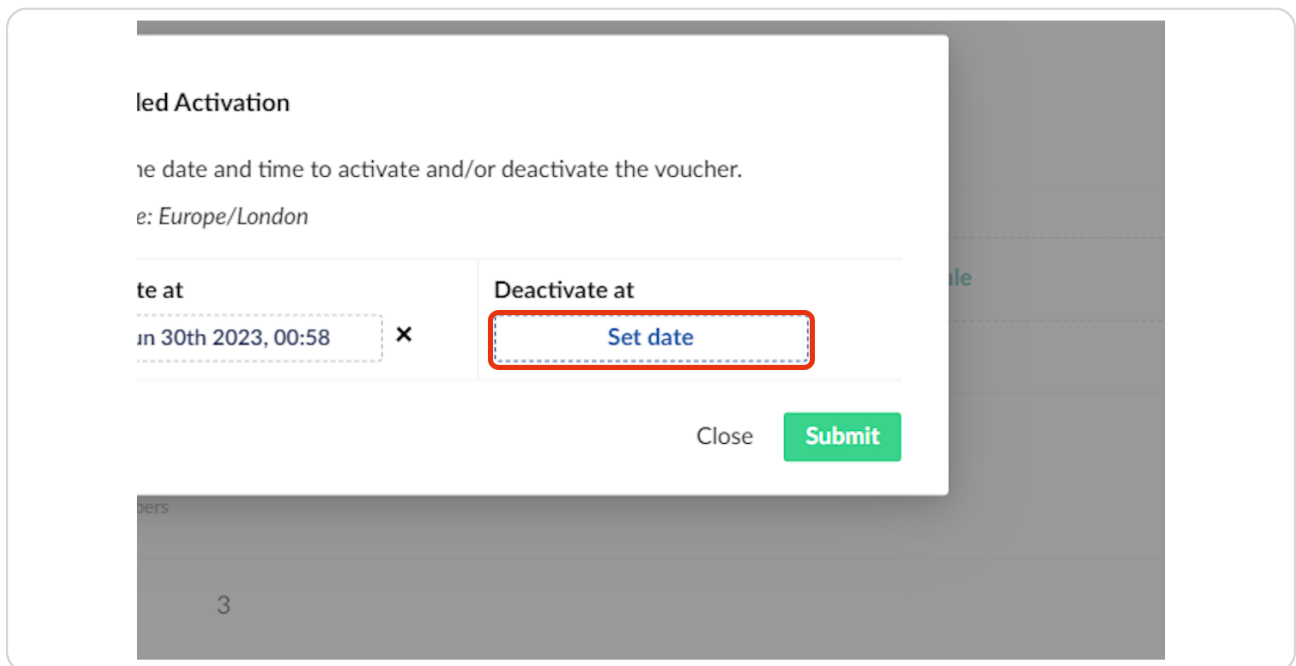

STEP 12

Click on ADD SCHEDULE
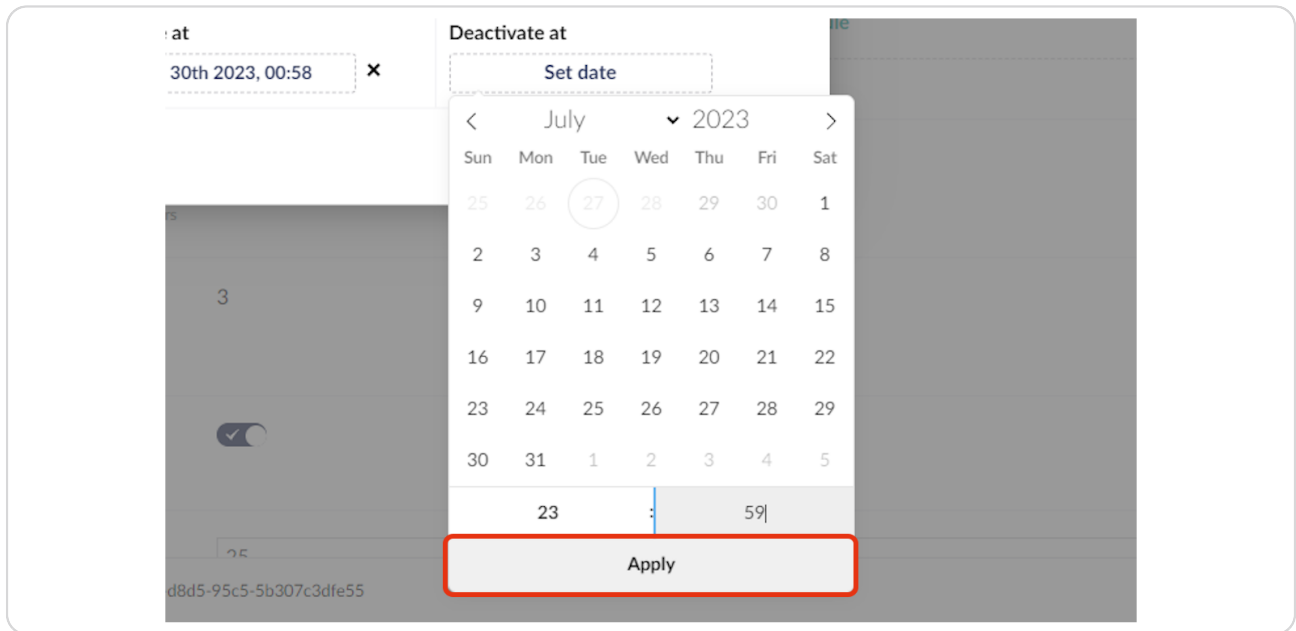
STEP 13

Set an activation DATE & TIME...

STEP 14

Set a deactivation DATE & TIME...
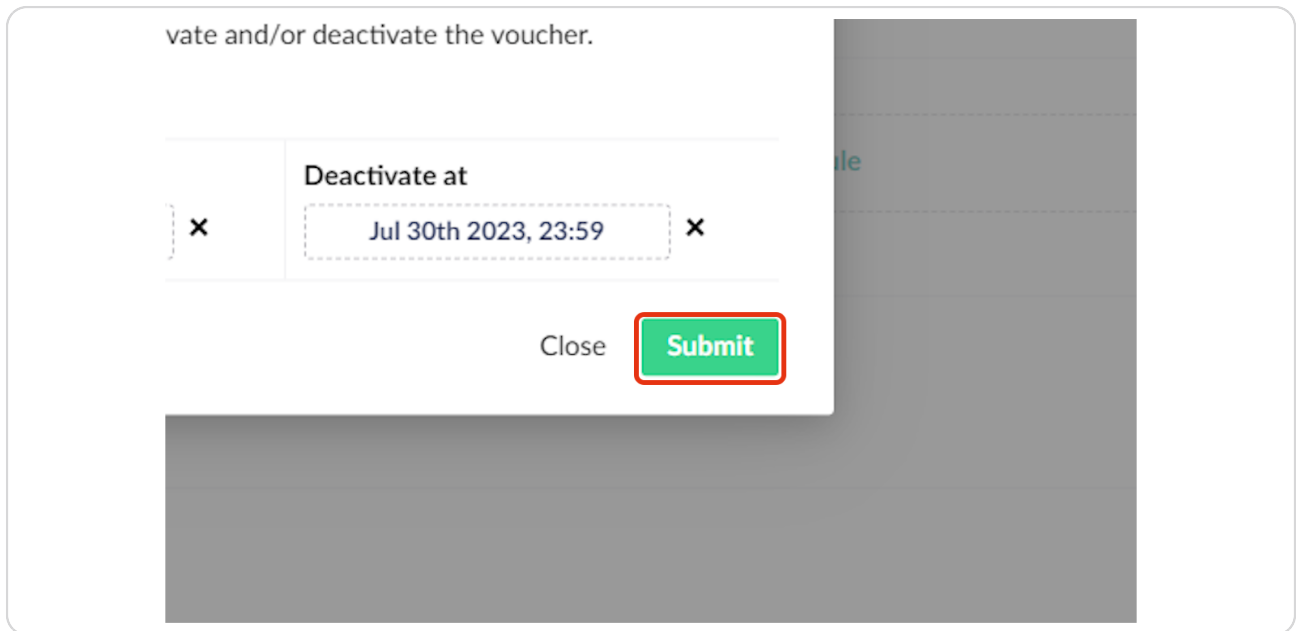
STEP 15

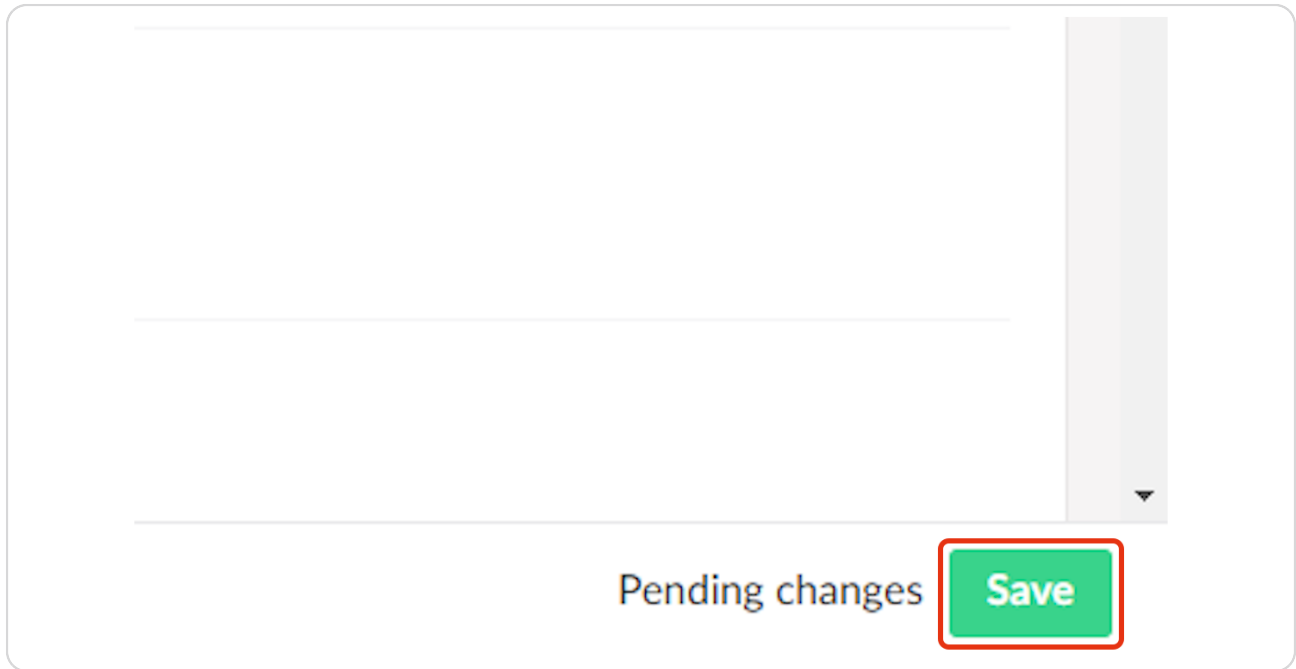### Click APPLY to apply the selected dates & times for both the activation and deactivation

STEP 16

Click on SUBMIT to confirm the chosen activation / deactivation dates and times
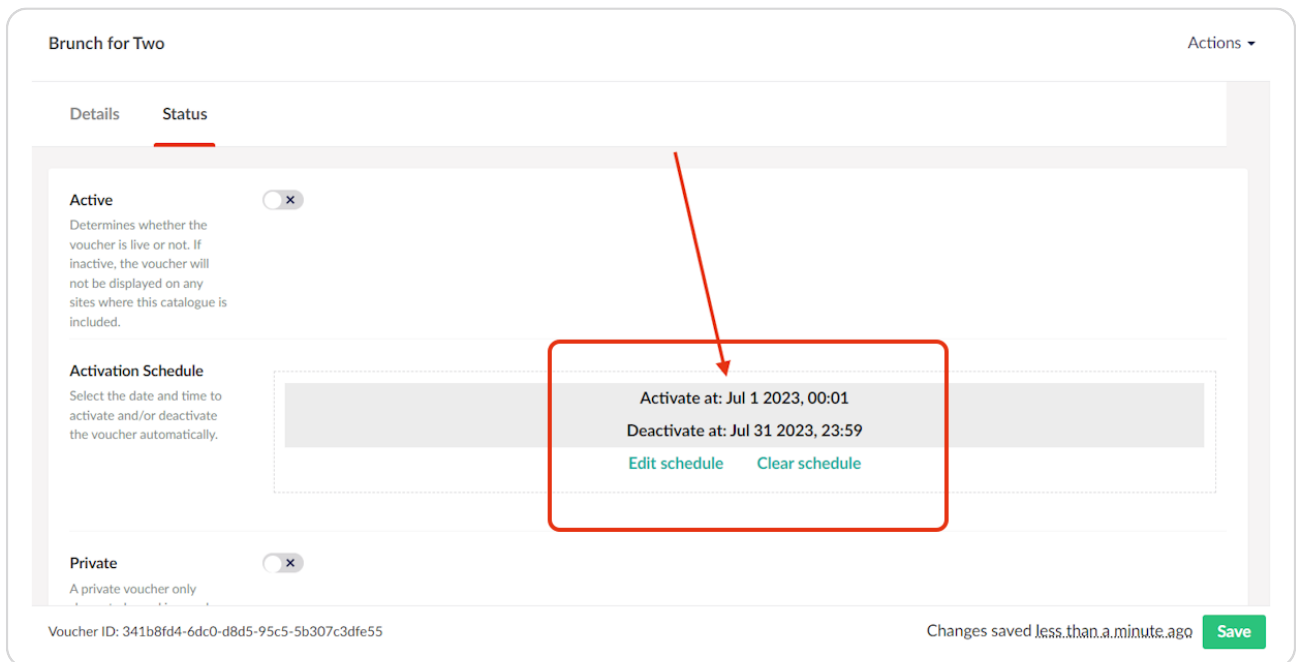
STEP 17

Click on SAVE

Pending changes **Save**

STEP 18

The Activation / Deactivation time is now set
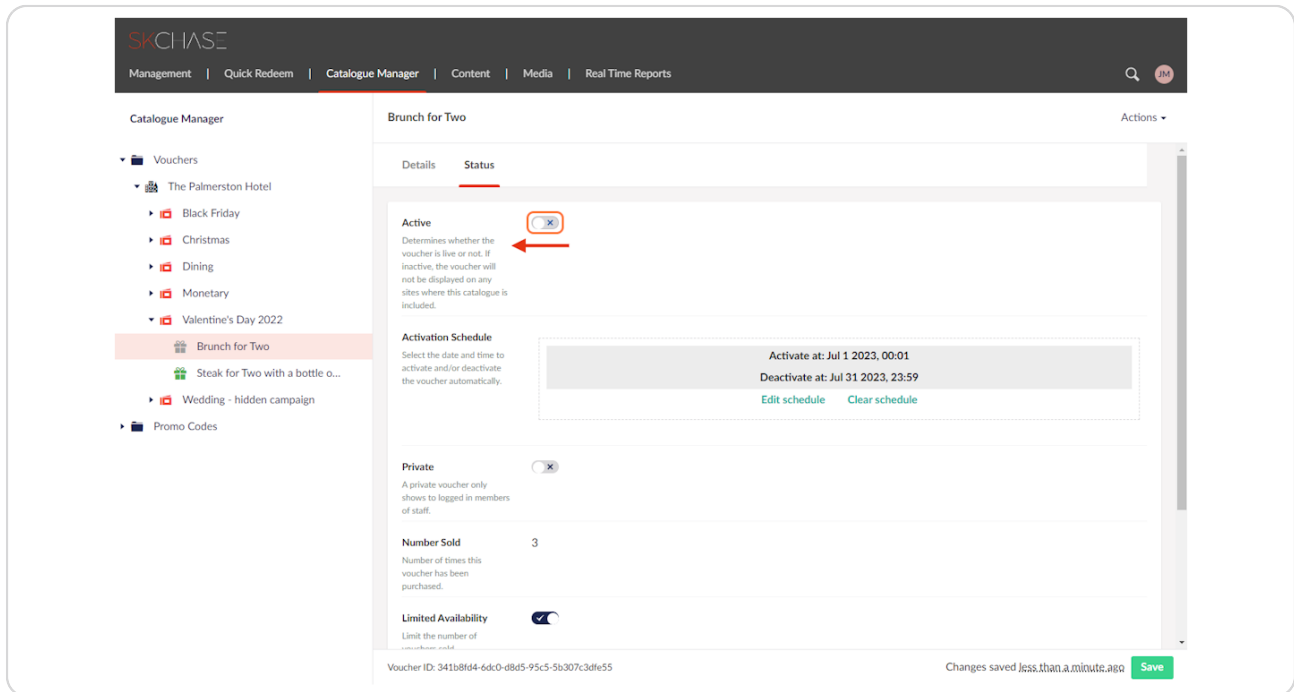
Brunch for Two   Actions ▾

Details   **Status**

Active   (×)
Determines whether the
voucher is live or not. If
inactive, the voucher will
not be displayed on any
sites where this catalogue is
included.

Activation Schedule
Select the date and time to   Activate at: Jul 1 2023, 00:01
activate and/or deactivate   Deactivate at: Jul 31 2023, 23:59
the voucher automatically.
                                                Edit schedule   Clear schedule

Private   (×)
A private voucher only

Voucher ID: 341b8fd4-6dc0-d8d5-95c5-5b307c3dfe55   Changes saved less than a minute ago   Save

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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).
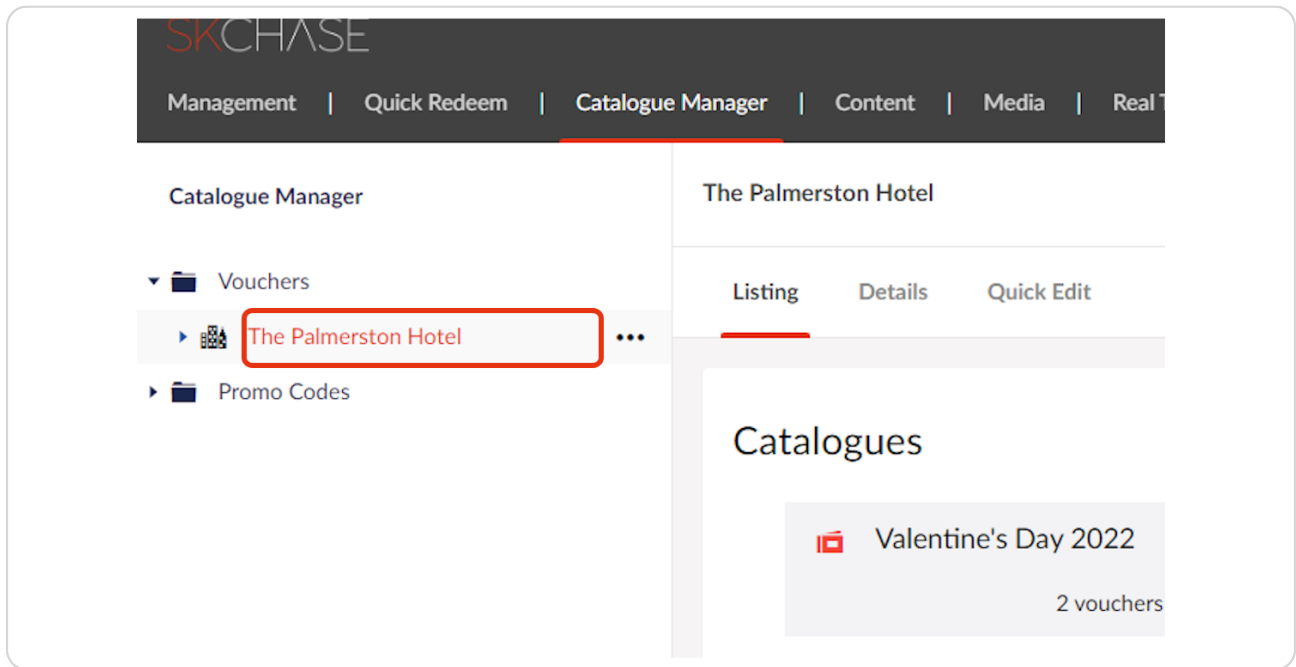

STEP 20

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
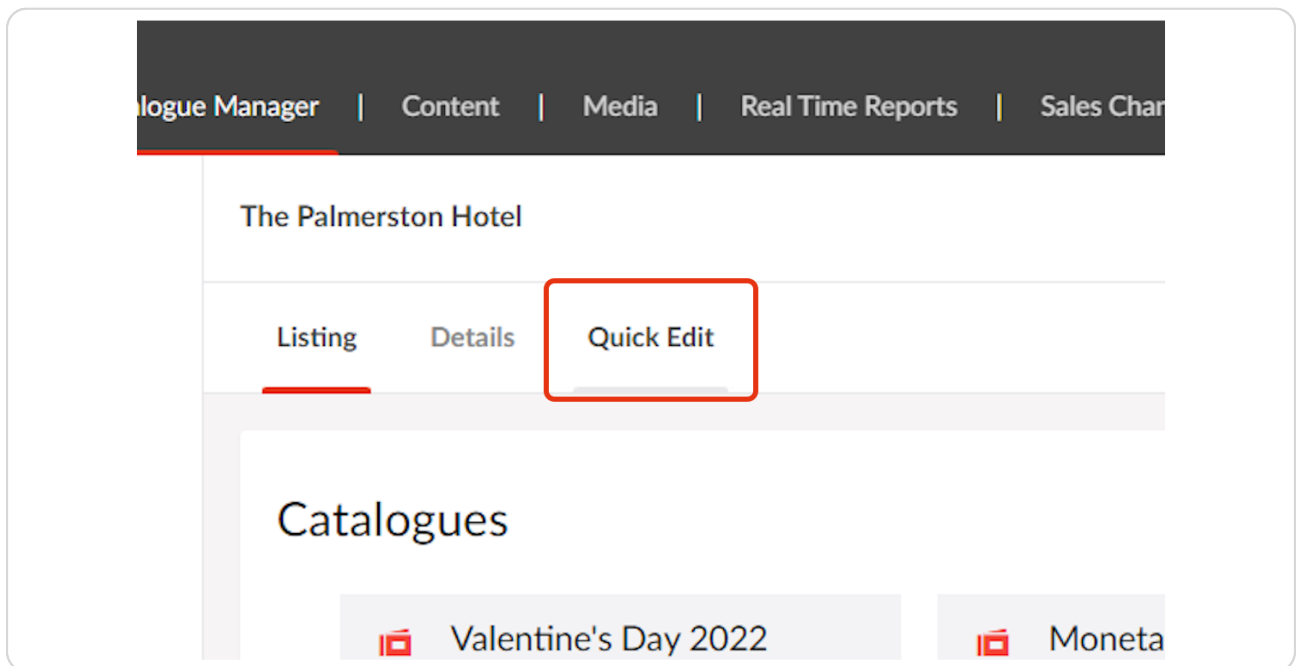
STEP 21

Click on The Palmerston Hotel
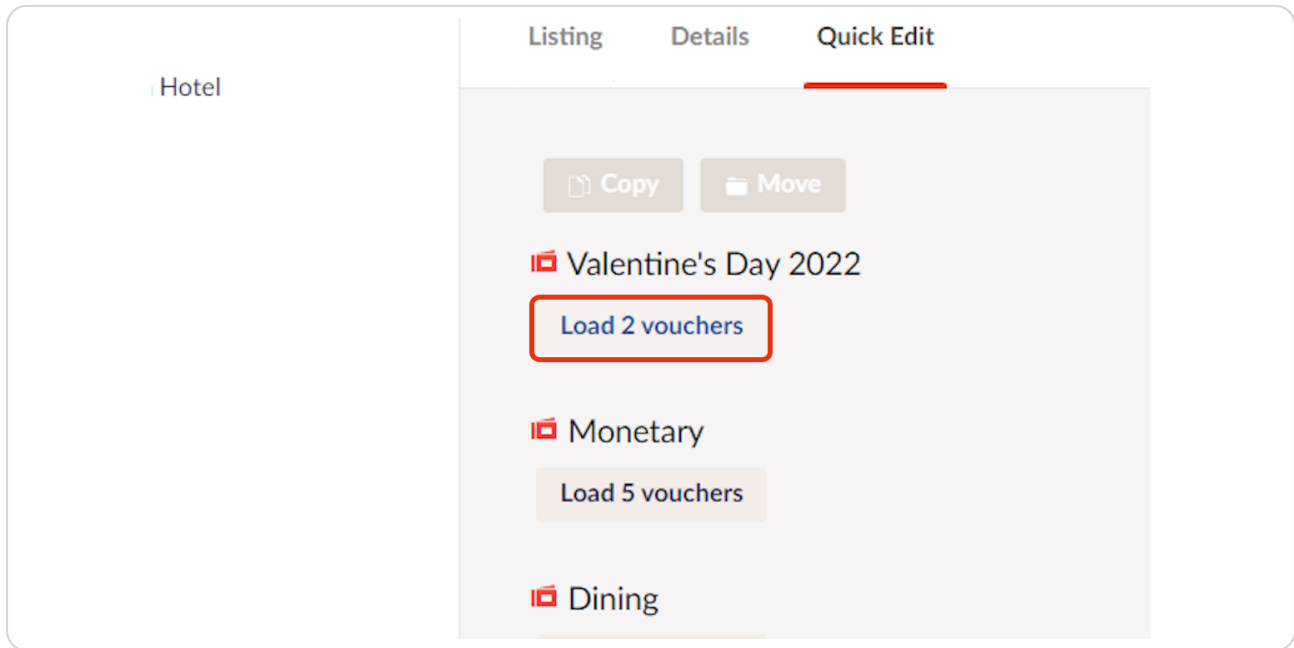

STEP 22

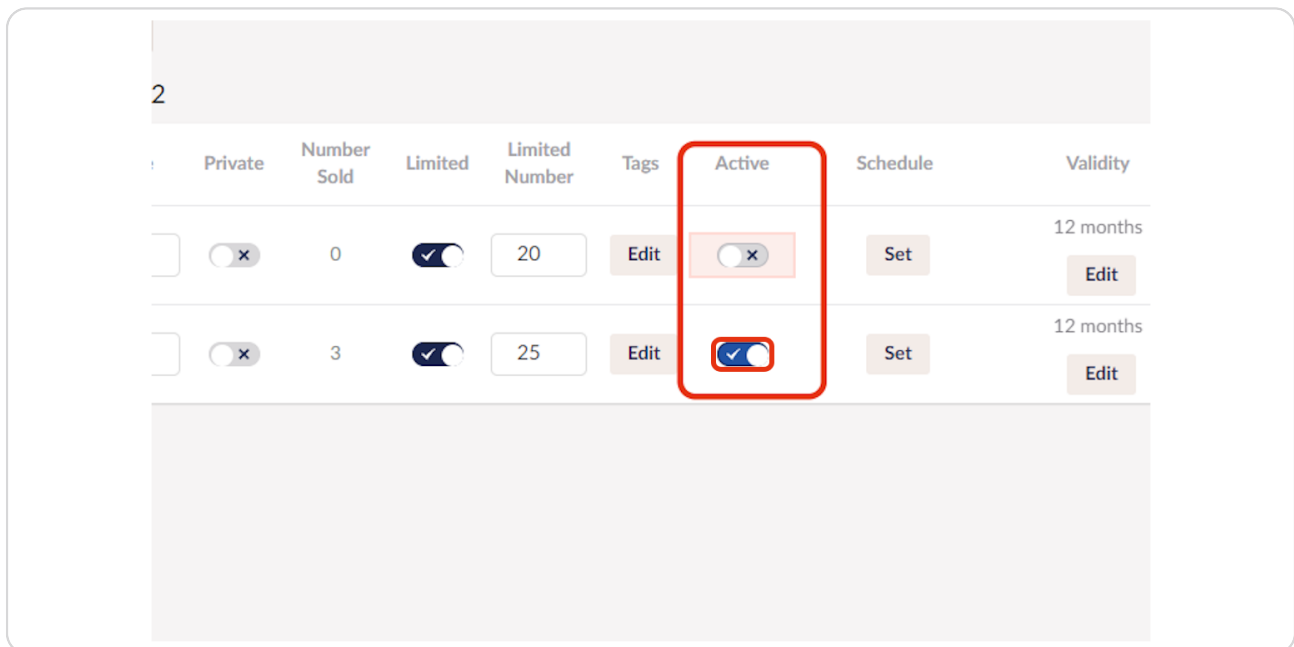## Click on the QUICK EDIT tab

STEP 23

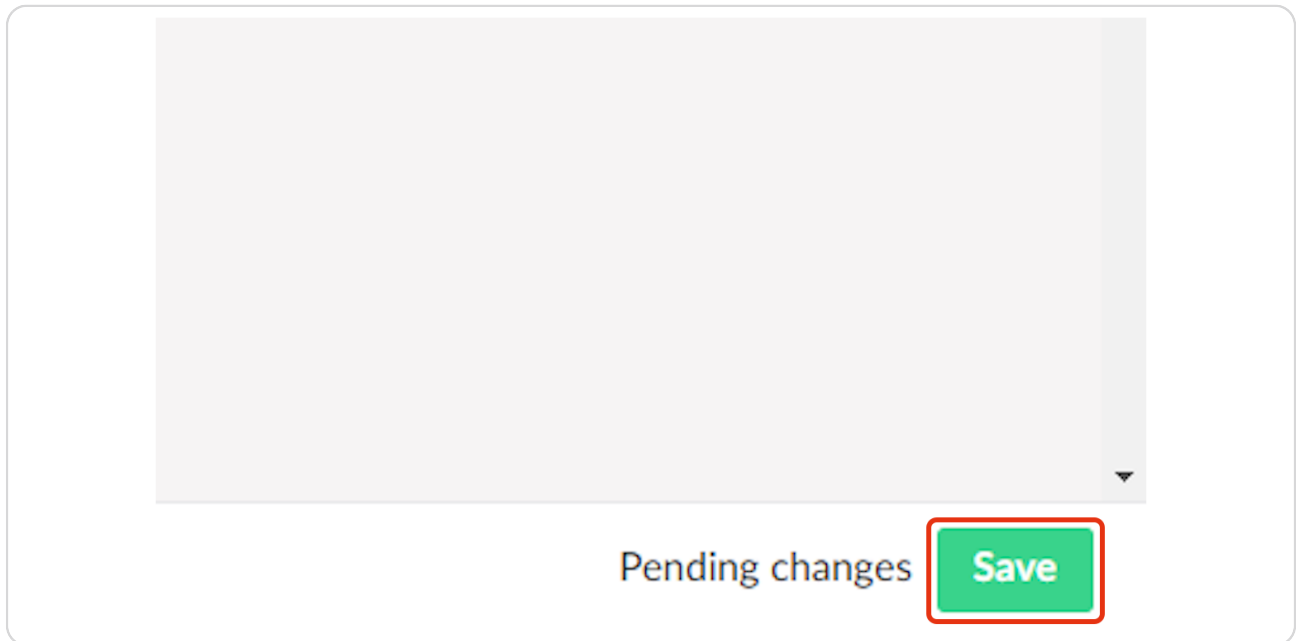**You can open each Catalogue by clicking on 'LOAD VOUCHERS' under the catalogue name**

STEP 24

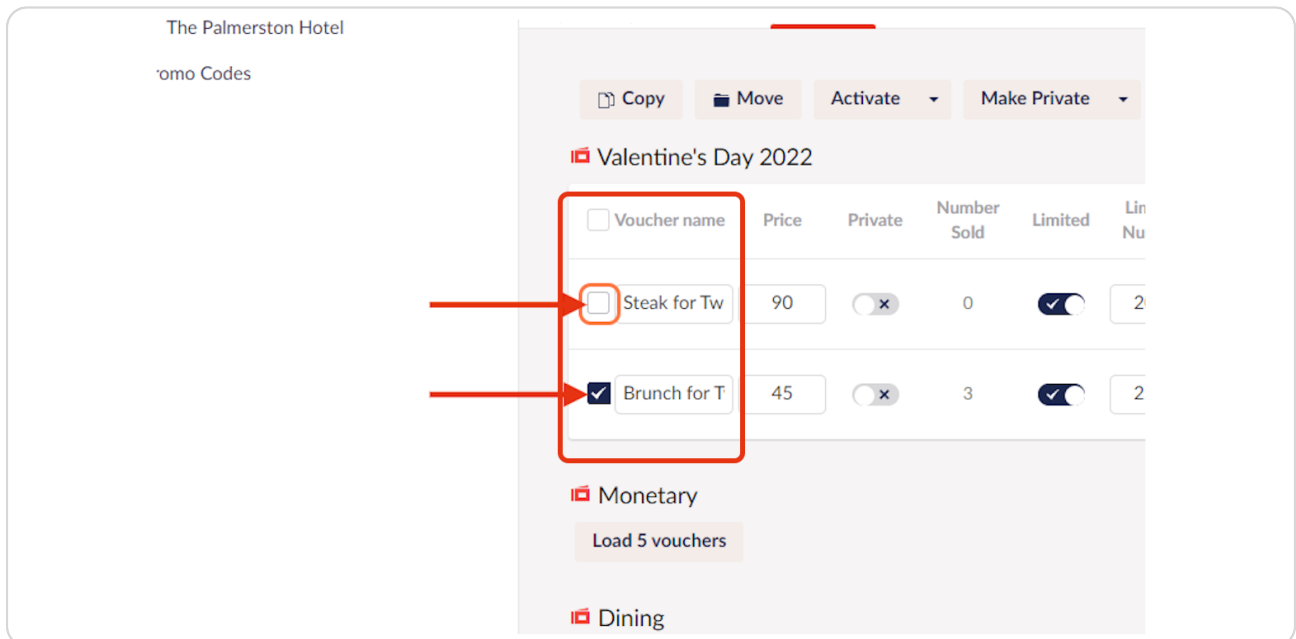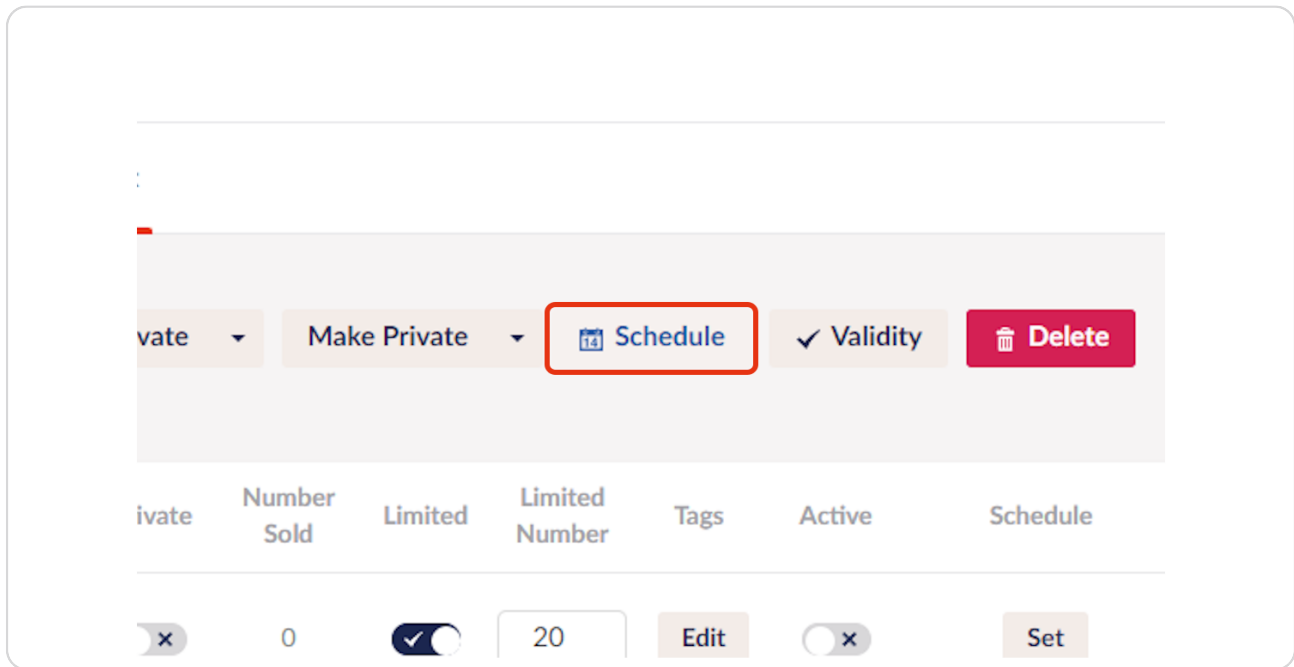**Use the TOGGLE to activate or deactivate multiple vouchers**

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STEP 25

Click on SAVE

Pending changes   **Save**

STEP 26

Or SCHEDULE multiple gifts to activate / deactivate

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

The Palmerston Hotel

romo Codes

☐ Copy   🗂 Move   Activate ▾   Make Private ▾

📇 Valentine's Day 2022

☐ Voucher name	Price	Private	Number Sold	Limited	Lin Nu
☐ Steak for Tw	90	⬤✕	0	⬤	2
☑ Brunch for T	45	⬤✕	3	⬤	2

📇 Monetary

Load 5 vouchers

📇 Dining

SKCHASE

STEP 27

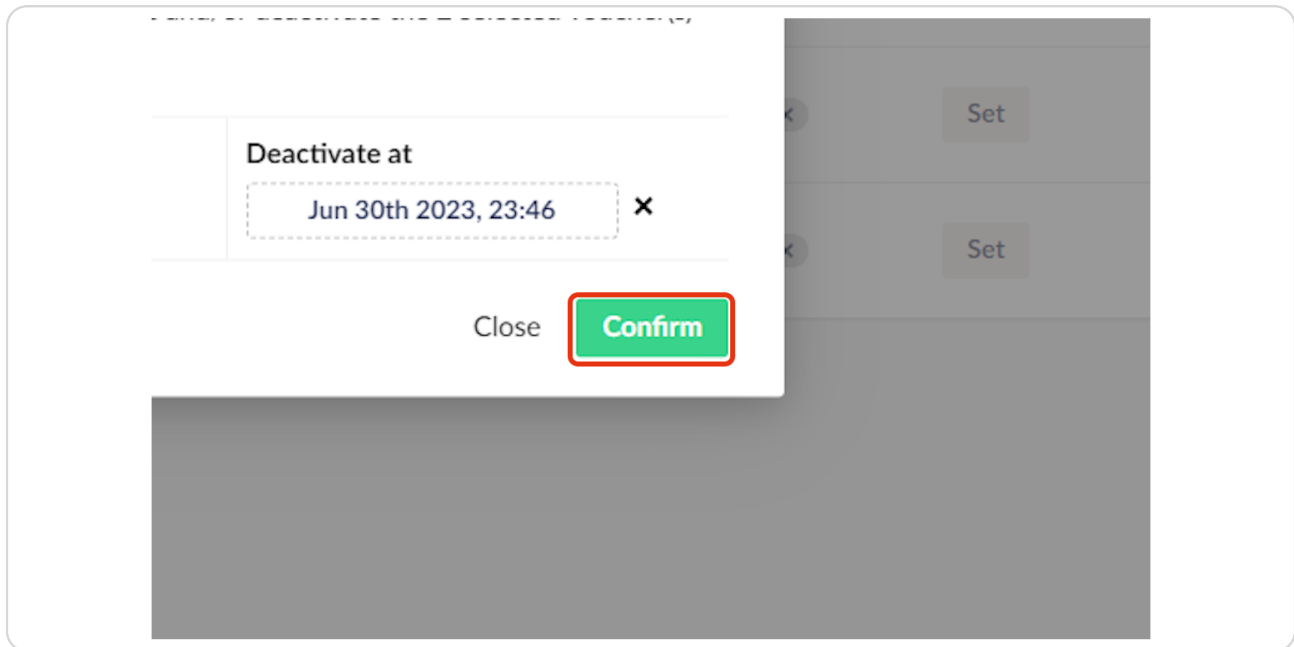**Click on SCHEDULE**

STEP 28

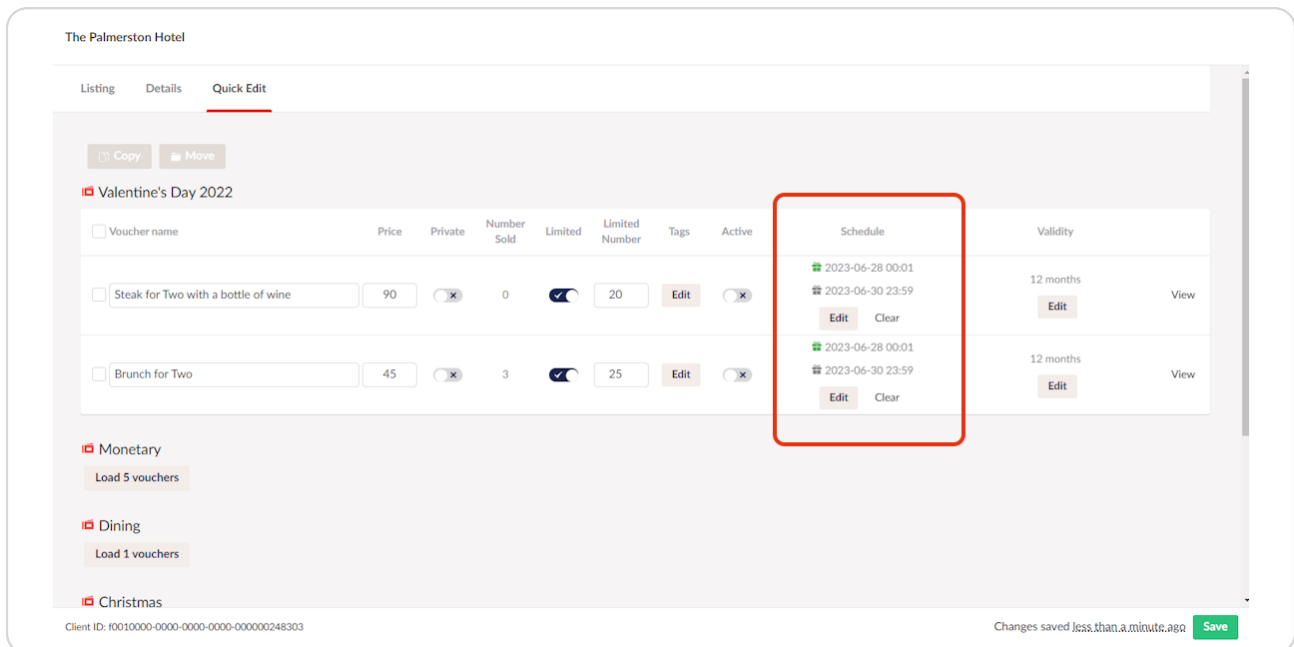**Select the Activation / Deactivation DATE & TIME**

SKCHASE
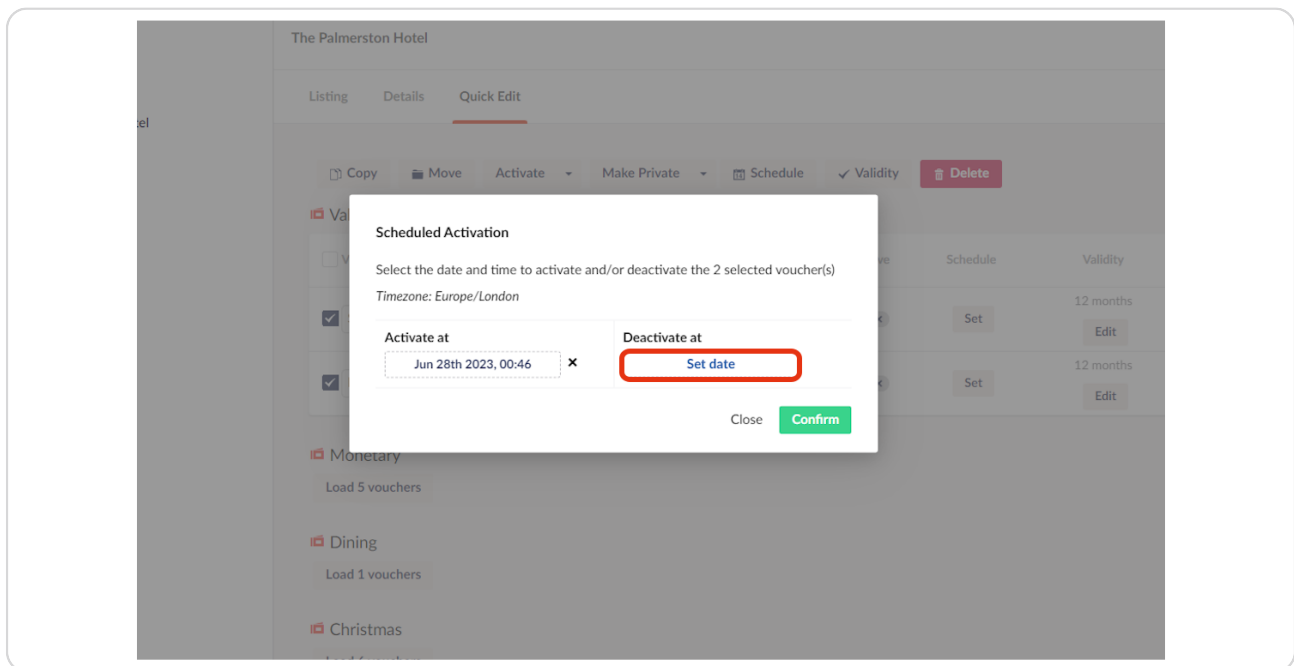
STEP 29

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...

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.

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