

STEP 1

**Login to the system**

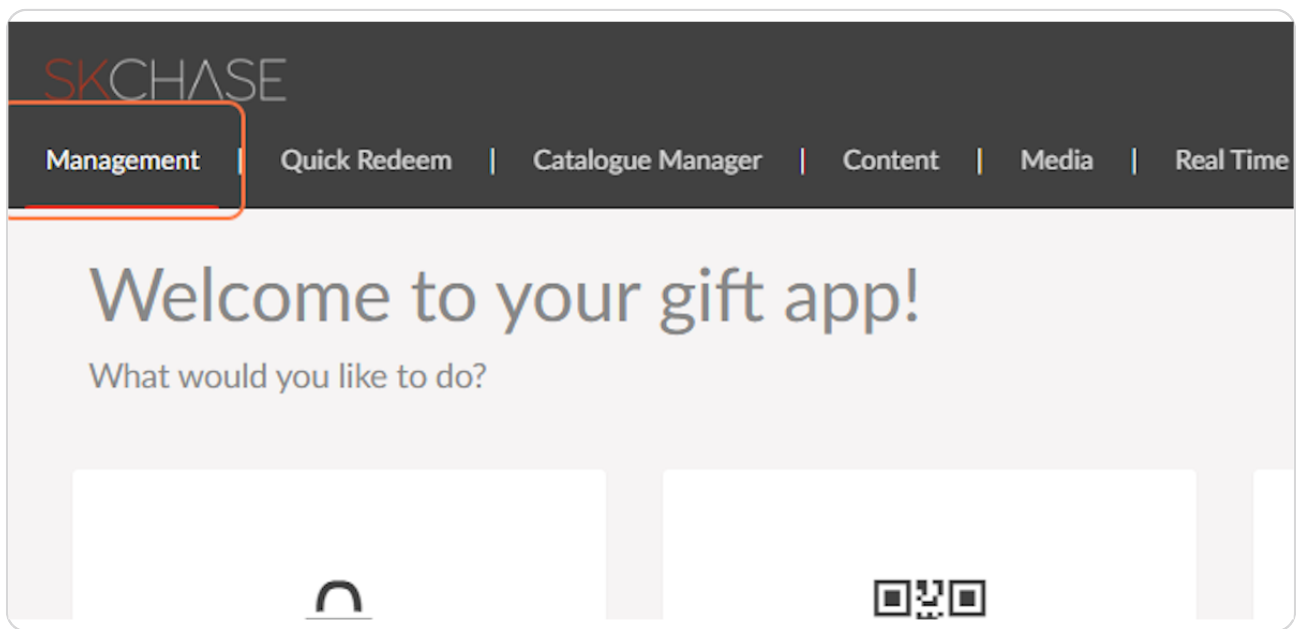
<https://p4.skchase.com/giftapp>



12 Steps 

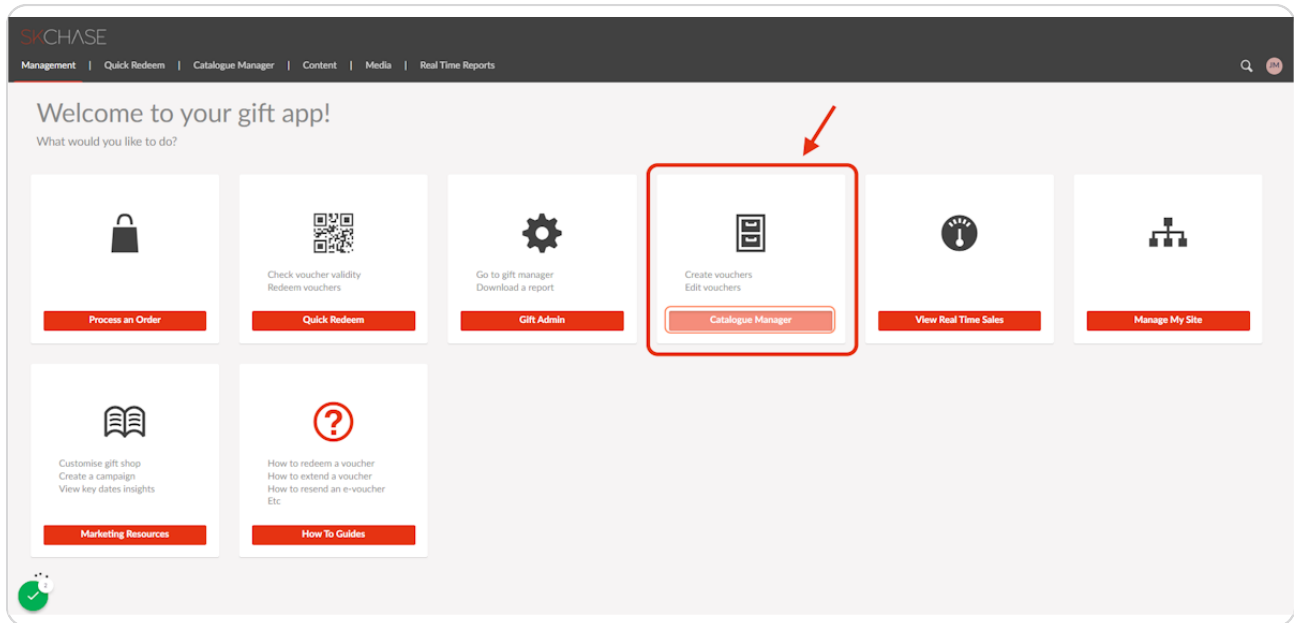
STEP 2

**Click on Management**



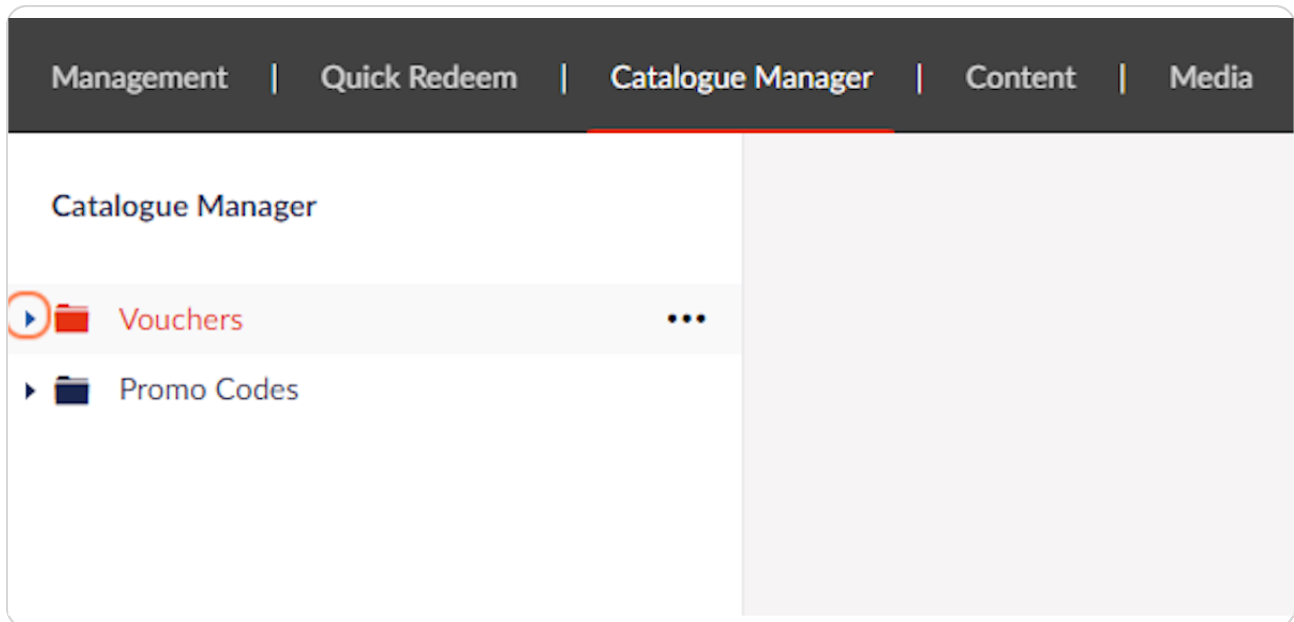
### STEP 3

## Click on Catalogue Manager



### STEP 4

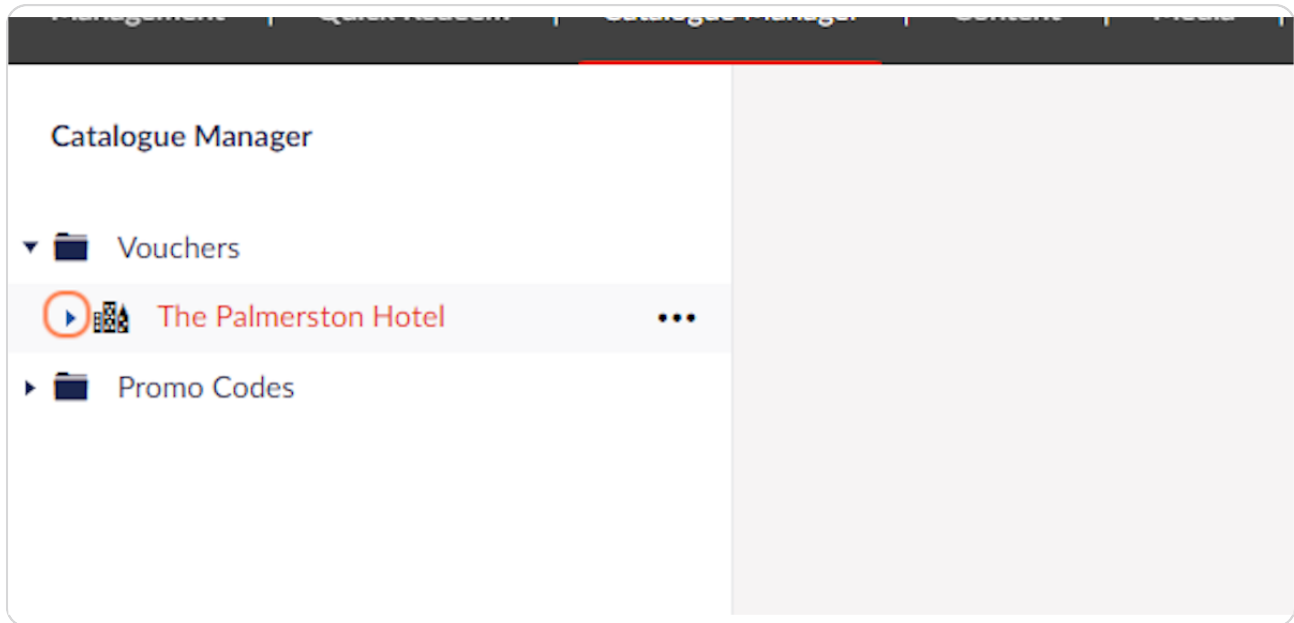
## Click on the arrow to expand the vouchers folder



## STEP 5

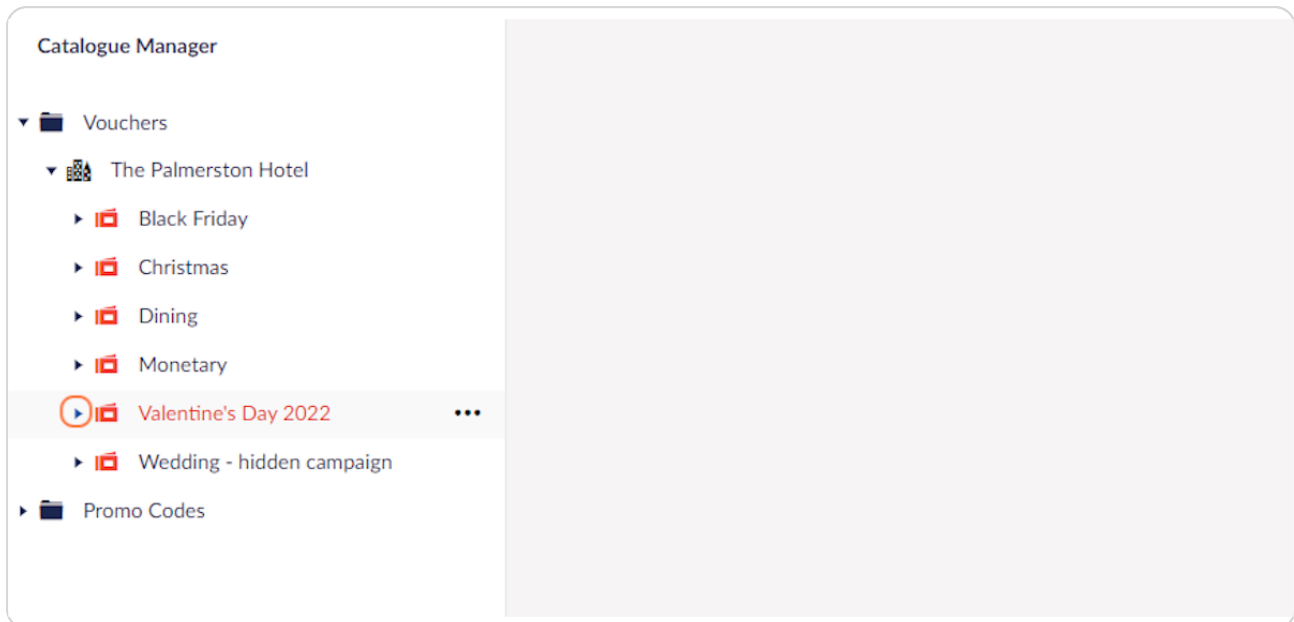
### Click on the arrow to expand the Venue

If you manage more than one venue you may have multiple properties listed here.



## STEP 6

### Click on the arrow to expand the catalogue that the voucher sits in



## STEP 7

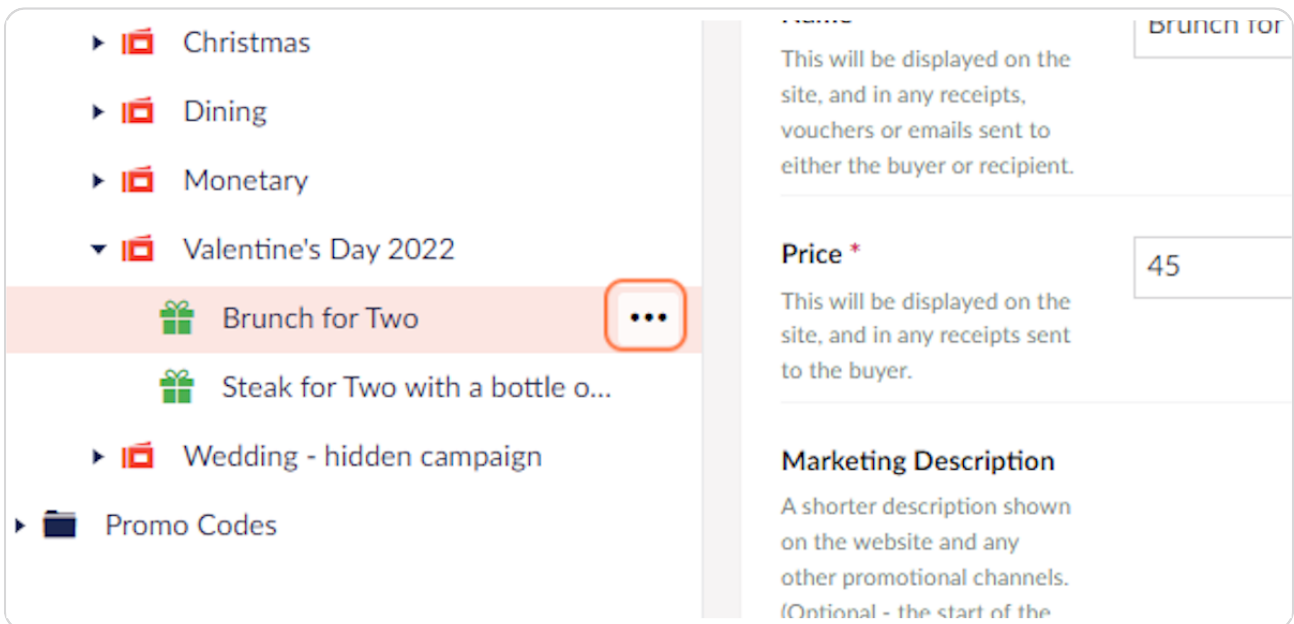
### Click on the desired voucher



A screenshot of a voucher selection interface. On the left, there is a list of categories with expandable arrows: Black Friday, Christmas, Dining, Monetary, Valentine's Day 2022 (expanded), Brunch for Two (highlighted with an orange box and three dots), Steak for Two with a bottle o..., Wedding - hidden campaign, and Promo Codes. On the right, there is a large, empty grey rectangular area.

## STEP 8

Hover your cursor on the voucher name and you will see three dots appear. Click on these three dots.

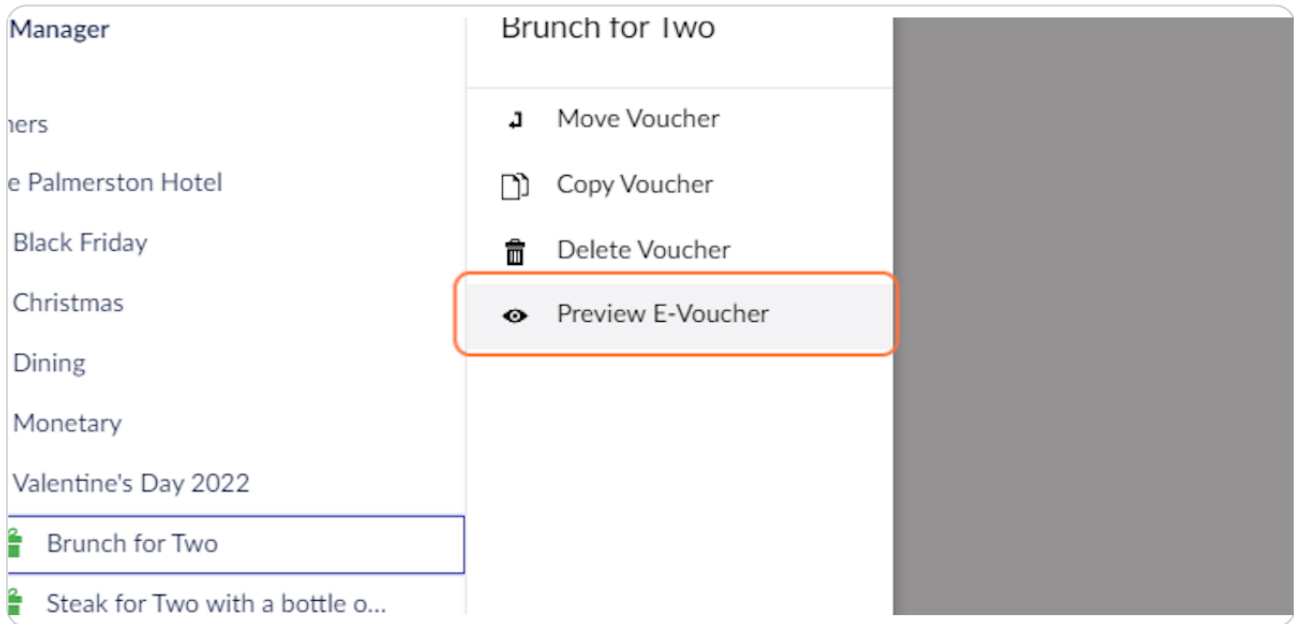


A screenshot showing the details for the 'Brunch for Two' voucher. The left sidebar shows the same category list as in Step 7, with 'Brunch for Two' selected and its three-dot menu icon highlighted with an orange box. The main panel on the right displays the following information:

- NAME**: BRUNCH FOR TWO
- Description**: This will be displayed on the site, and in any receipts, vouchers or emails sent to either the buyer or recipient.
- Price \***: 45
- Marketing Description**: A shorter description shown on the website and any other promotional channels. (Optional - the start of the

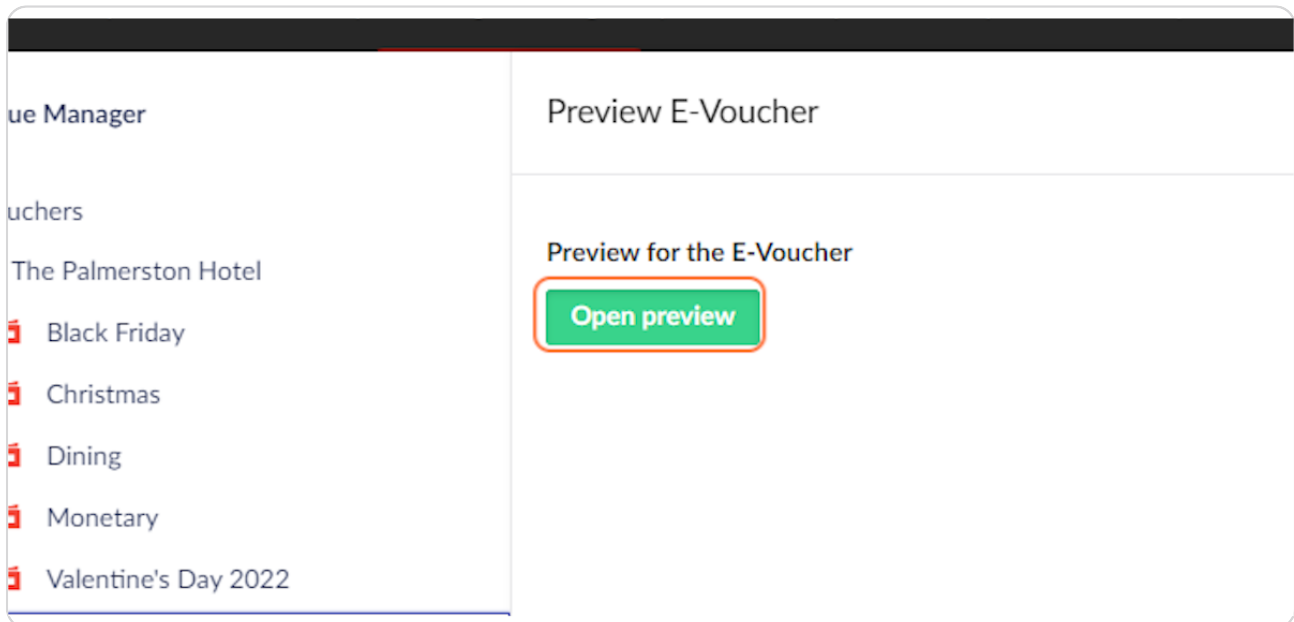
## STEP 9

This will open out a new menu with the below options. Click on Preview E-Voucher.



## STEP 10

Click on Open preview



## STEP 11

### A new window will pop out displaying a preview of the gift voucher



## STEP 12

### **Check that your voucher descriptions are clear, contain all voucher inclusions and that it fits within the parameters of the space.**

Please note, any voucher descriptions over the recommended word count may cause issues with the lay out of the e-voucher and overlap this designated space. We recommend keeping the full description under 300 characters to avoid text overlapping this space.



## STEP 13

### Scroll down to the bottom where you can select 'Save and print your Voucher'

This will download the voucher to your desktop as a PDF. It will allow you to see what the e-voucher would look like printed out.

Preview Mode

The Palmerston Hotel  
☎ 0344 371 0071  
✉ [enquiries@skchase.com](mailto:enquiries@skchase.com)

WHAT IS MY VOUCHER REFERENCE NUMBER?

XXXXX-XXXXXX-XXXXXX


HOW LONG IS MY VOUCHER VALID FOR?  
Your voucher is valid from 01/01/0001 until 31/12/9999.

ANYTHING ELSE I SHOULD KNOW?  
This gift voucher features a unique reference ID code, may only be redeemed once, may not be exchanged for cash, replaced if lost and is non-transferable or refundable. The gift voucher must be quoted at time of reservation and presented upon arrival when redeeming the experience. No photocopies of the original voucher will be accepted. Advance bookings are necessary and are subject to availability. Cancellation of a booking might render the voucher null and void. Terms and conditions are subject to change.

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PLEASE PRESENT THIS VOUCHER ON ARRIVAL

*Click here to download a printer-friendly PDF version of your e-voucher.*

 **SAVE AND PRINT YOUR VOUCHER**

We are looking forward to welcoming you soon.

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