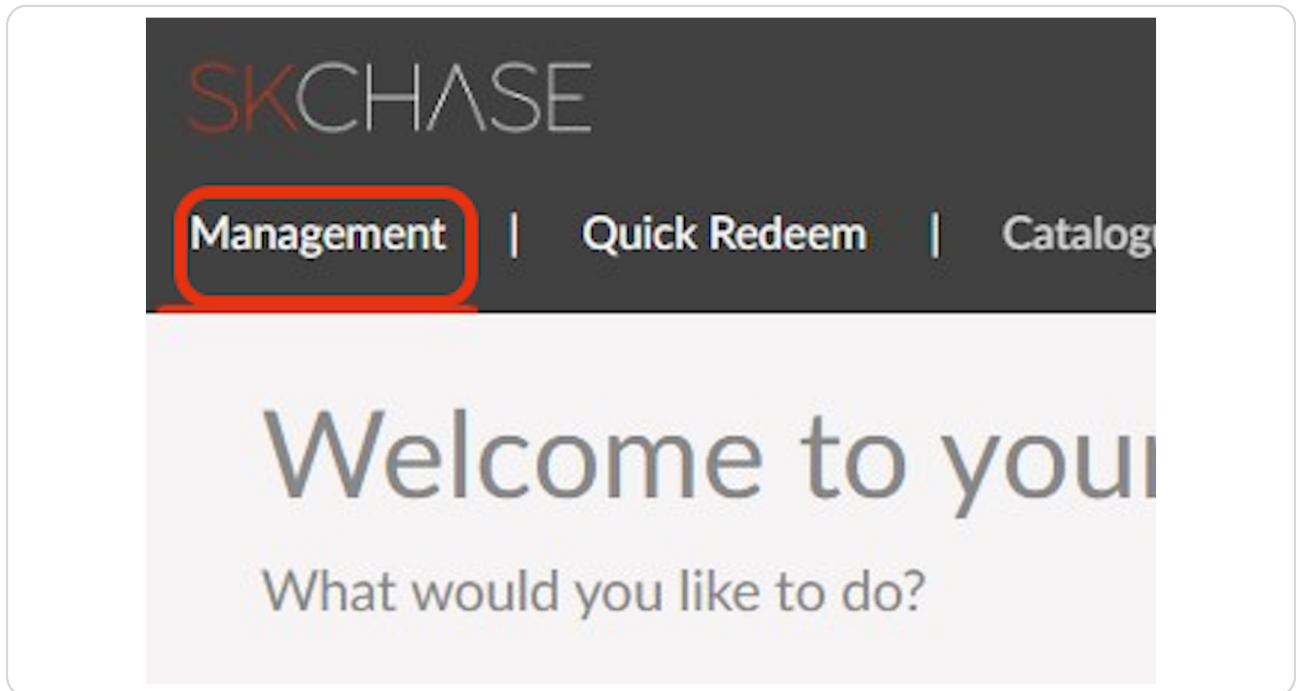


STEP 1

Login to the system - <https://p4.skchase.com/giftapp>

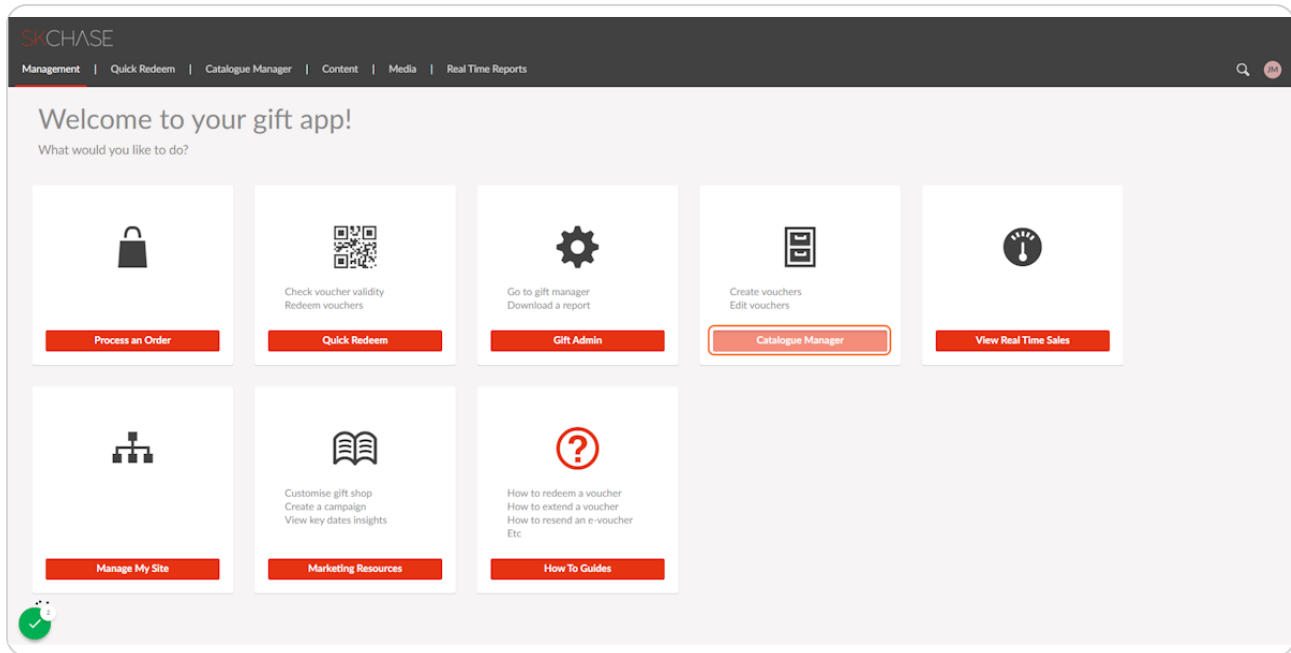
STEP 2

Click on MANAGEMENT



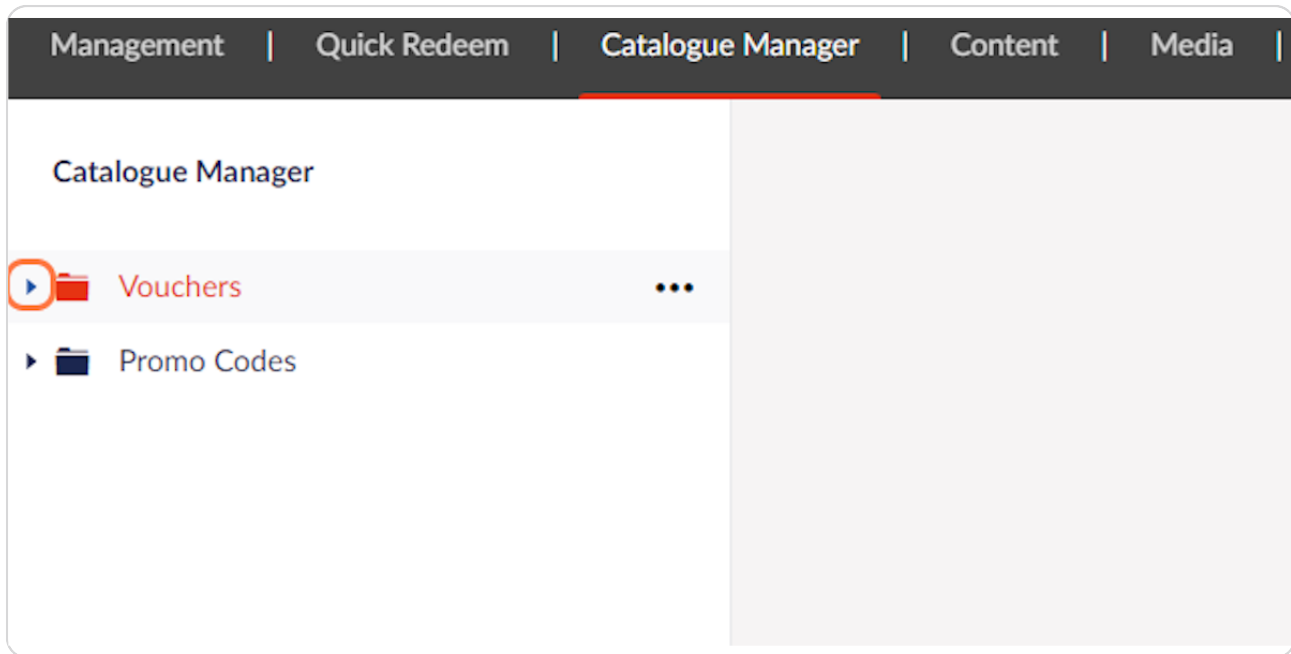
STEP 3

Click on CATALOGUE MANAGER



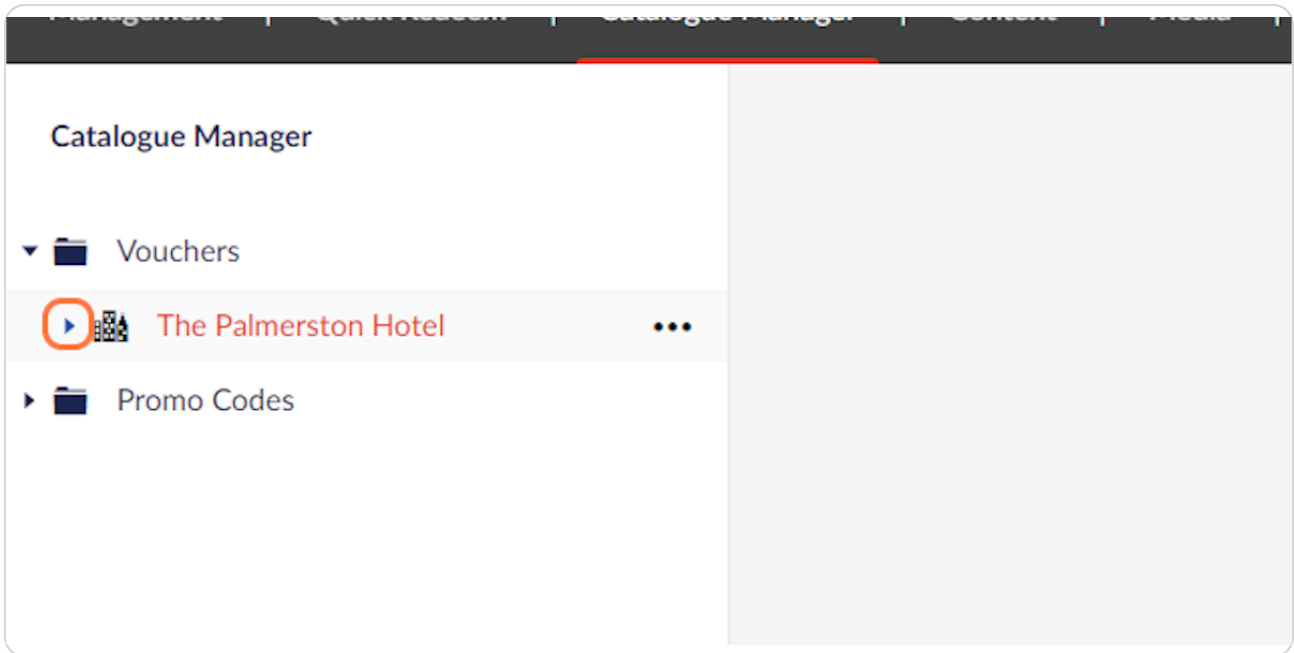
STEP 4

Click on the ARROW next to Vouchers



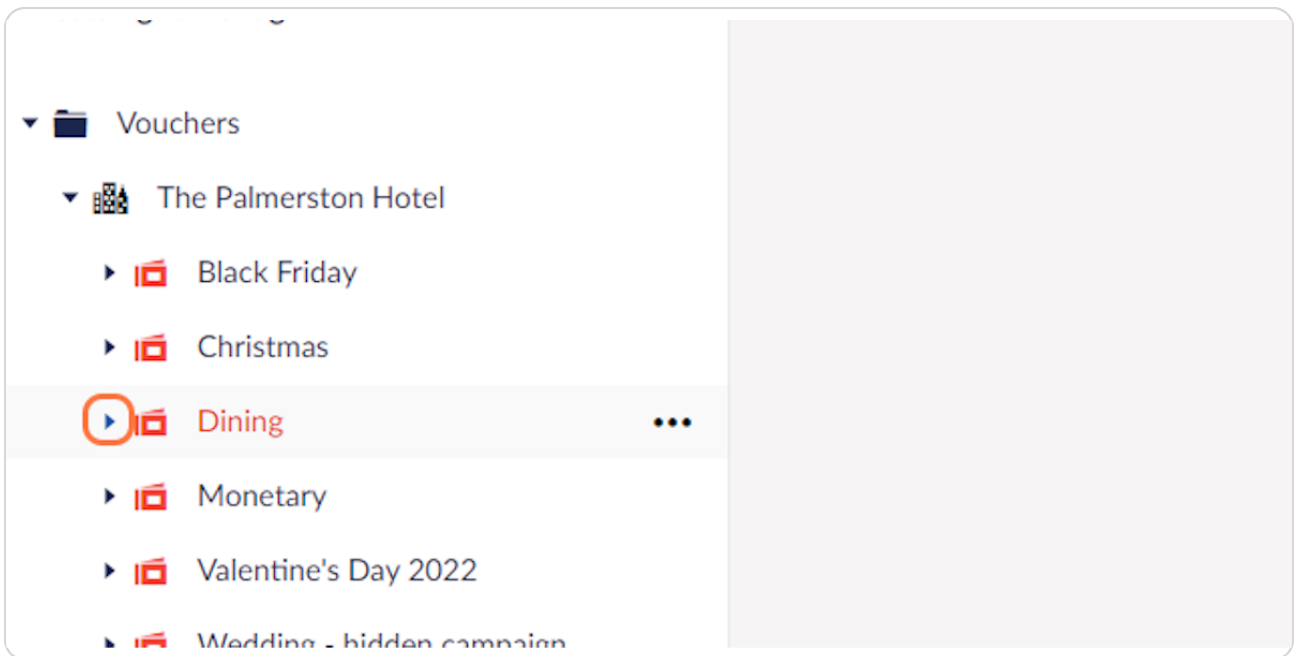
STEP 5

Click on the ARROW next to your hotel name



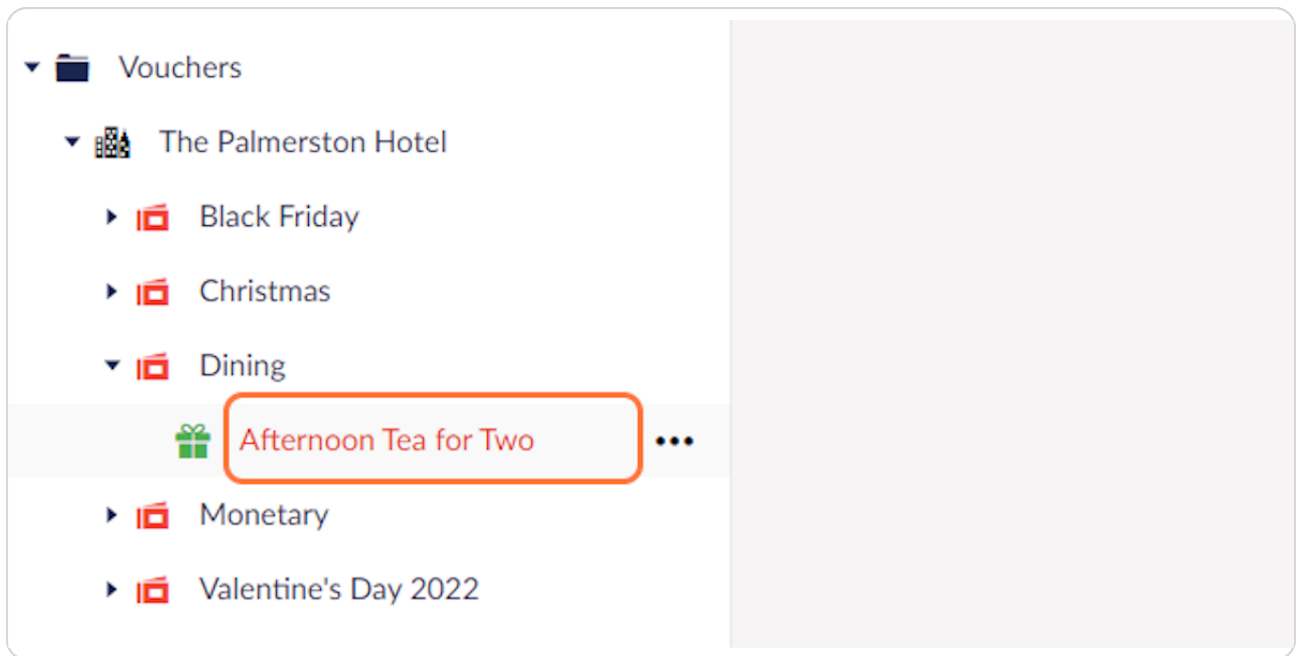
STEP 6

Click on the ARROW next to the catalogue to open it



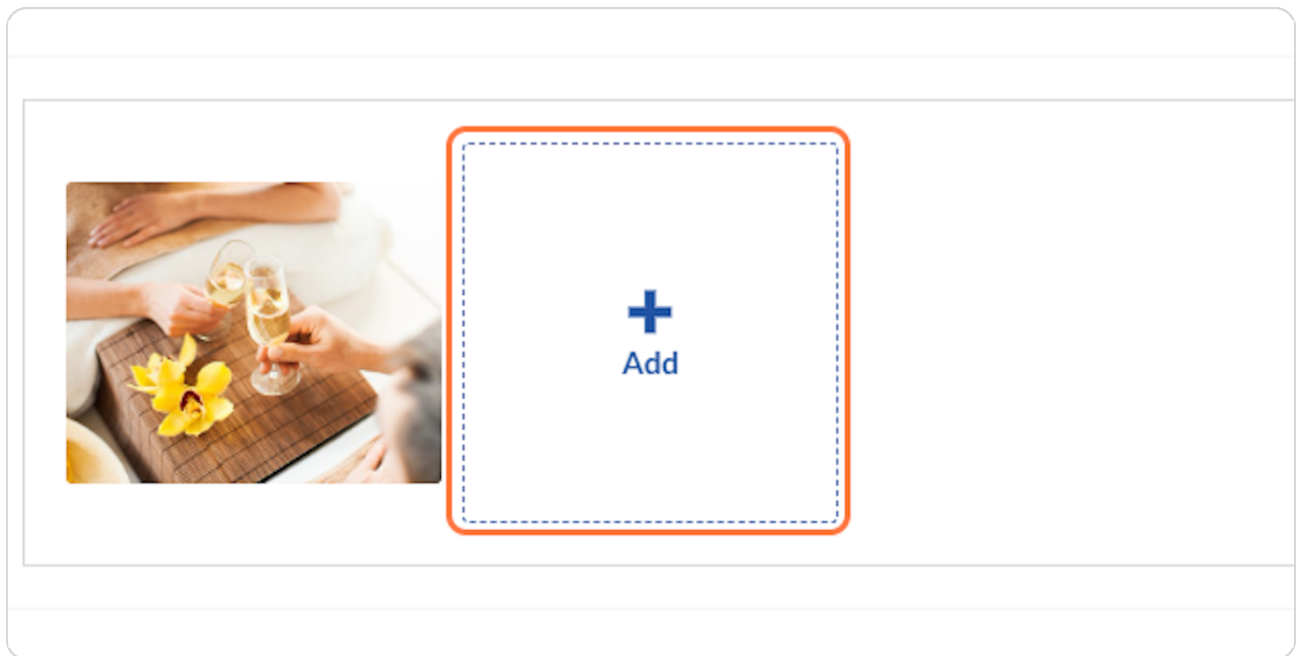
STEP 7

Click on the voucher you would like to edit



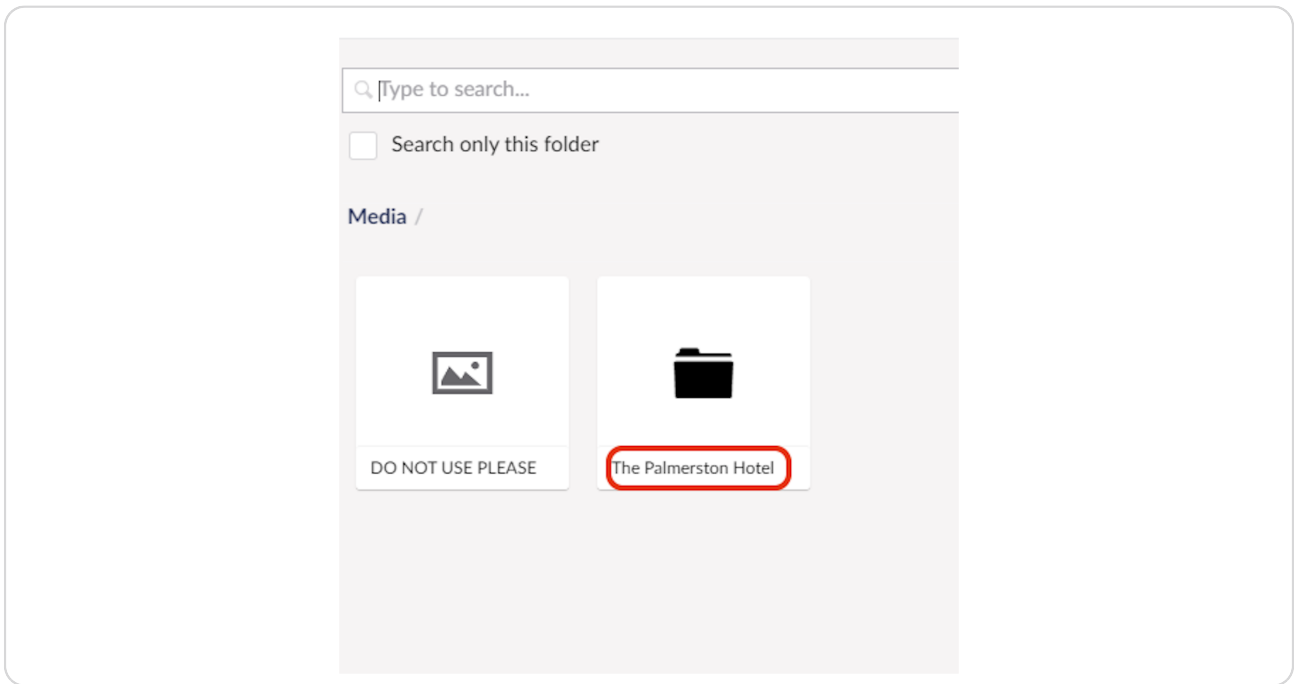
STEP 8

To add an image click ADD



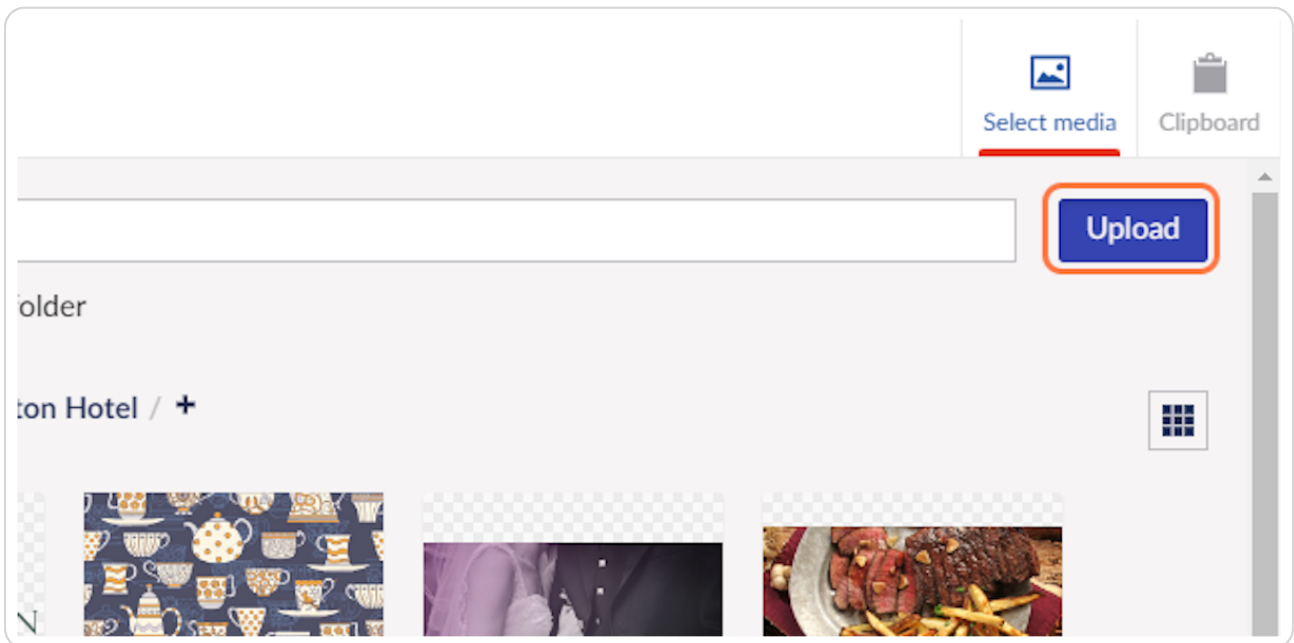
STEP 9

Click on the folder title to open it



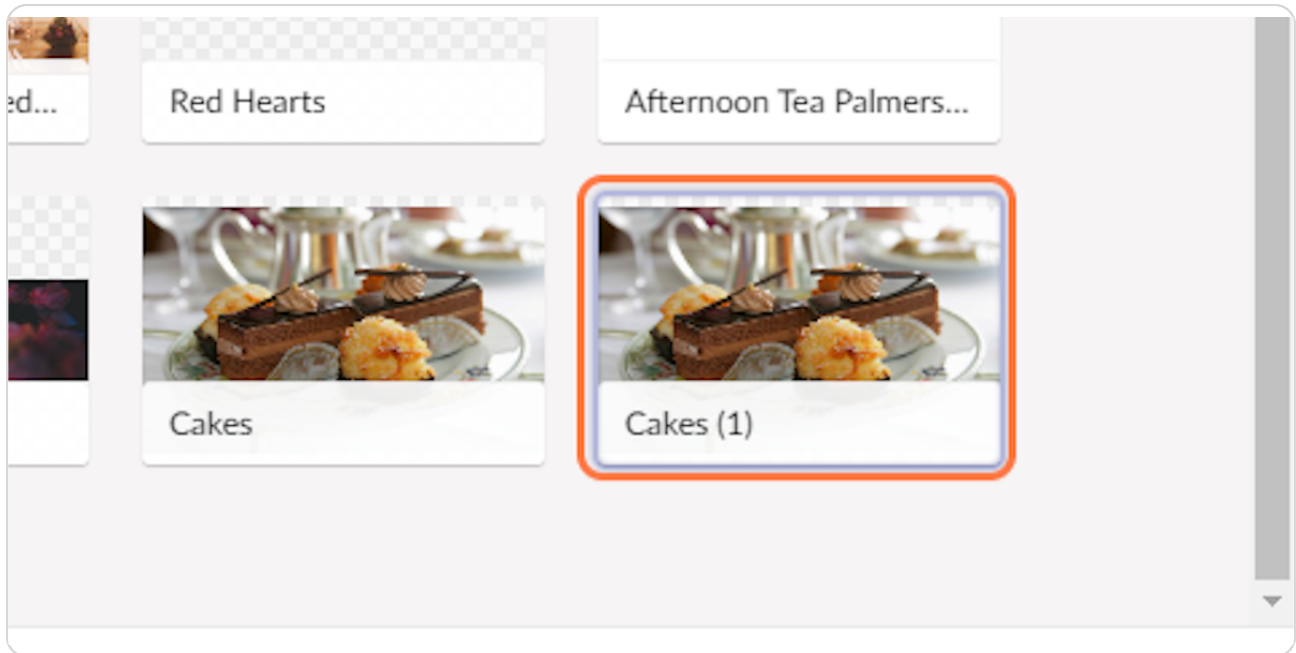
STEP 10

Choose an image from your own image library and click UPLOAD



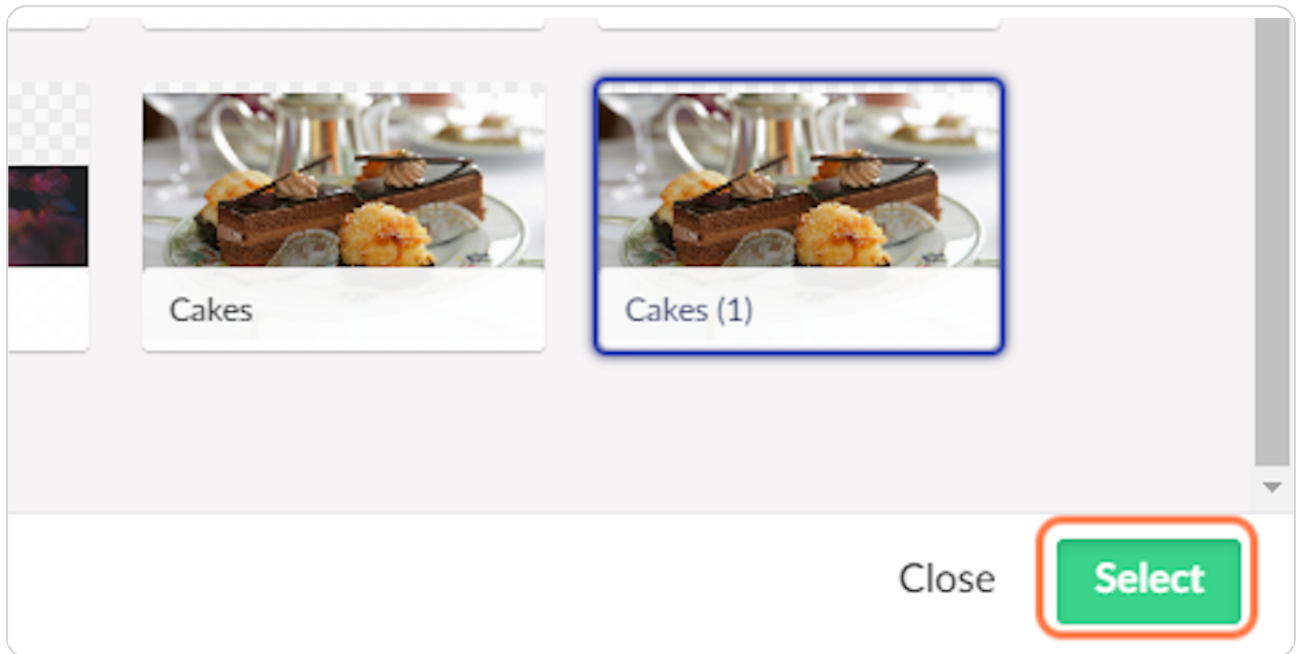
STEP 11

Click on the image you have uploaded



STEP 12

Click on **SELECT**



STEP 13

Click on **SAVE**

The screenshot shows the SKCHASE Catalogue Manager interface. The left sidebar lists various vouchers, with 'Afternoon Tea for Two' selected. The main content area displays the voucher details, including a full description, images, and tags. A red arrow points to the 'Save' button in the bottom right corner, which is labeled 'Pending changes'.

Management | Quick Redeem | **Catalogue Manager** | Content | Media | Real Time Reports | Sales Channels | Settings | Packages | Users | 2FA | Translation

Afternoon Tea for Two

Details Status

Full Description *
A full description of the goods and services the owner of the voucher is entitled to. Visible on the detail page and will be printed on the voucher itself. Max of 300 characters (approx. 50 words).

Enjoy a delicious afternoon tea for two in our beautiful garden room.

Images *
Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main one and used in the e-voucher).

Tags *
Select tags for your voucher. Tags are used to group vouchers by similar themes or occasions.

Dining Birthday Afternoon Tea

Voucher ID: 84ed796-7119-38b6-bb9c-43c0a26a1093

Pending changes **Save**

STEP 14

This image will be automatically cropped. To adjust this, click on the image

This close-up screenshot shows the image selection interface. It features a grid of images, including a person holding a glass of champagne and a plate of cakes. A red box highlights the 'Cakes (1)' image. Below the images are tags for 'Dining', 'Birthday', and 'Afternoon Tea'. A red arrow points to the 'Cakes (1)' image, indicating that clicking on it will allow for manual cropping.

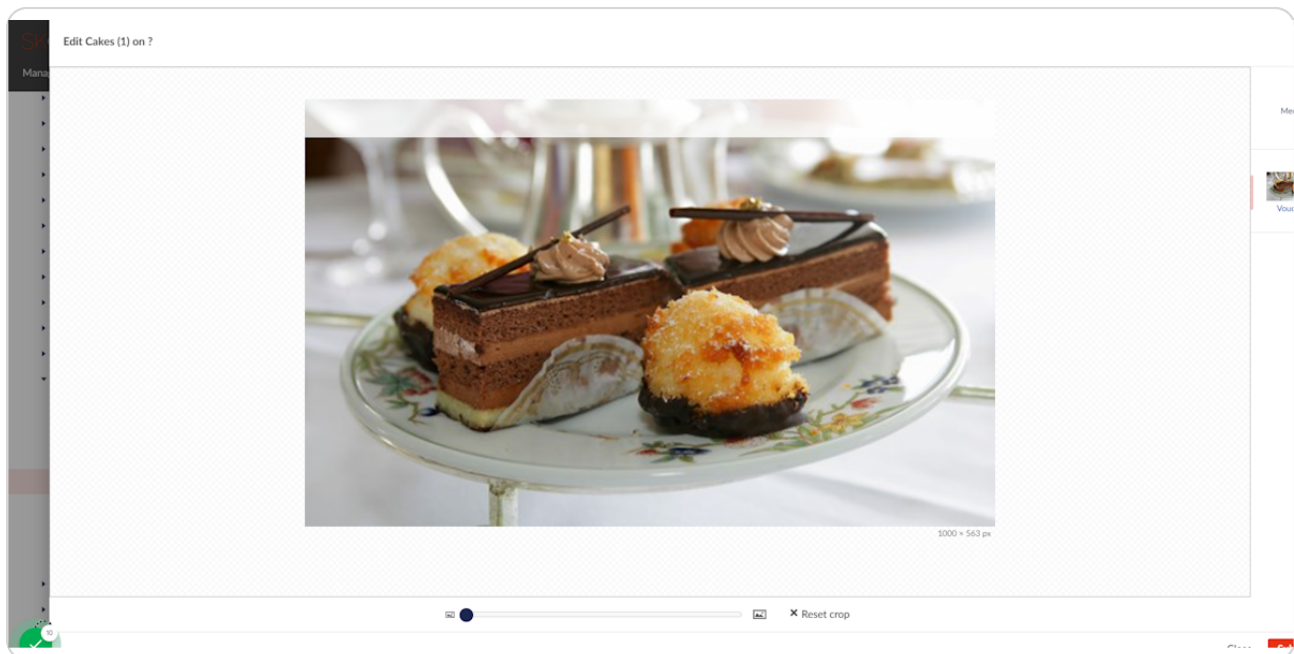
16:9.
c. (The
ain

Cakes (1)

Dining Birthday Afternoon Tea

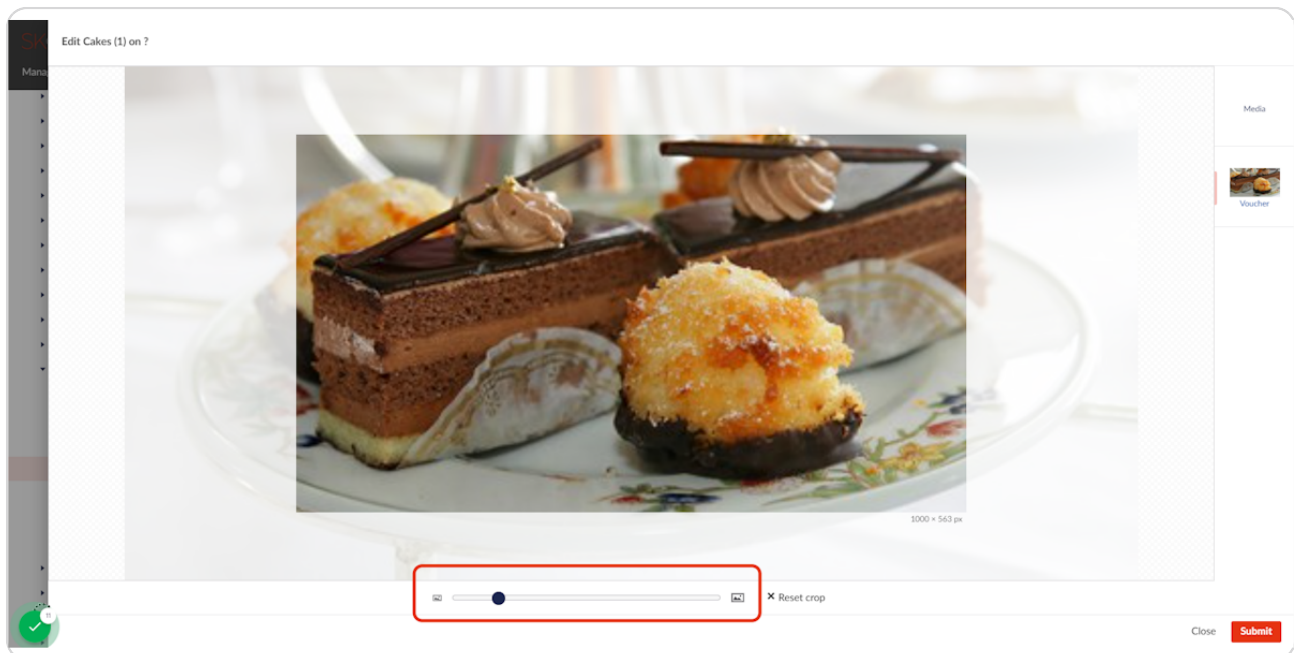
STEP 15

Click on the image and drag around to change the position



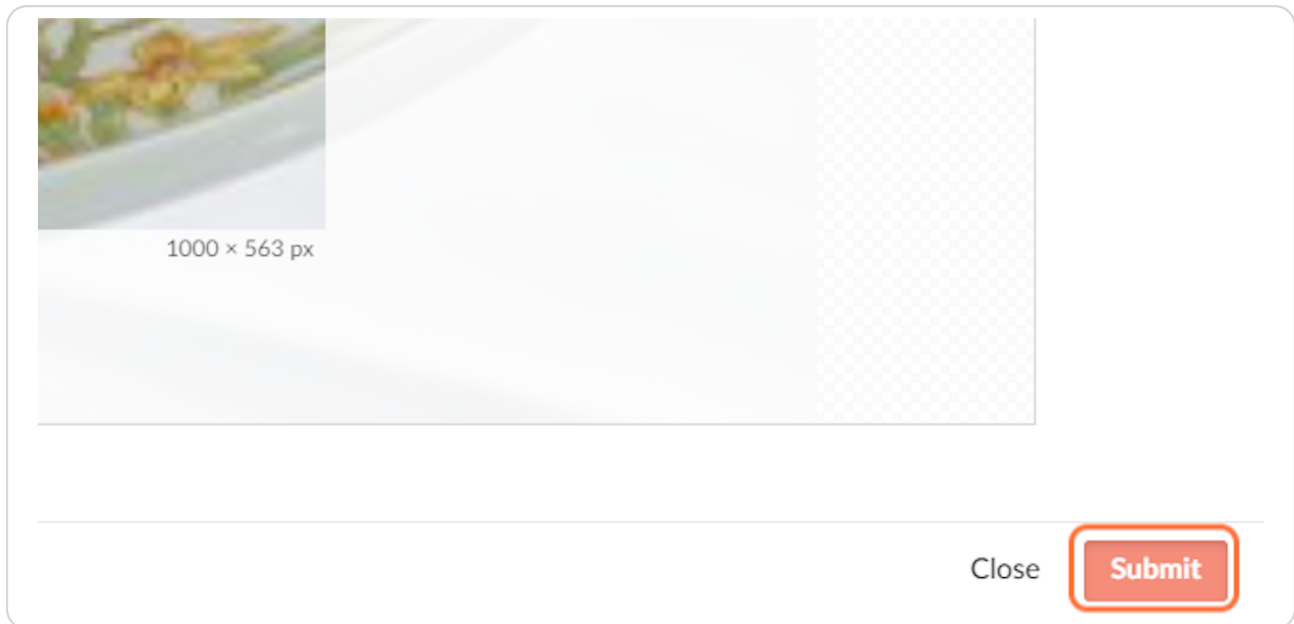
STEP 16

To zoom out or in to parts of the image use the drag bar under the image



STEP 17

Click on **SUBMIT**



1000 × 563 px

Close **Submit**

STEP 18

To move the image to first position click on the image and drag it. The image in the first position will be the main one you see on the voucher site

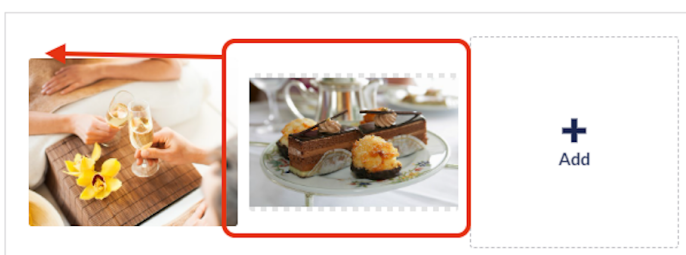
Full Description *
A full description of the goods and services the owner of the voucher is entitled to. Visible on the detail page and will be printed on the voucher itself. Max of 300 characters (approx 50 words).

Images *
Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main one and used in the e-voucher).

Tags *
Select tags for your voucher. Tags are used to group

B I [List Icons] [Link Icon] [Image Icon] [Text Icon]

Enjoy a delicious afternoon tea for two in our beautiful garden room.

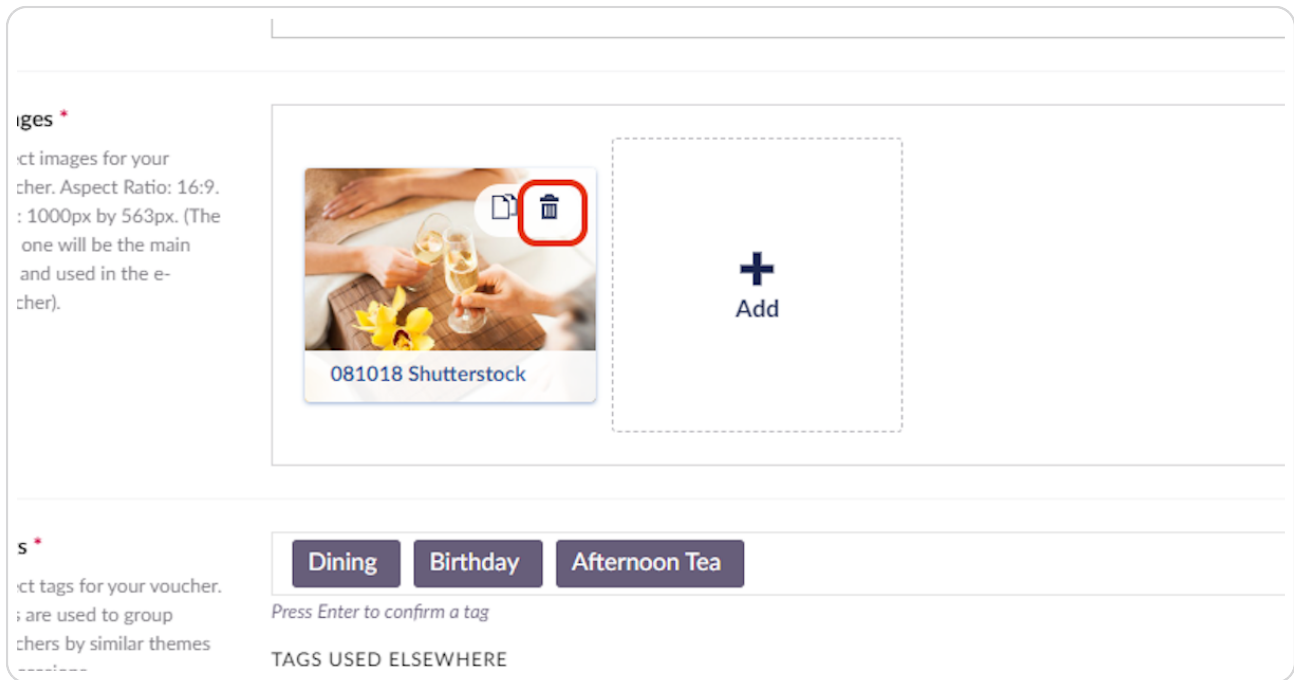


+ Add

Dining Birthday Afternoon Tea

STEP 19

You can delete an image by hovering over it and clicking the bin icon



The screenshot shows a section for selecting images for a voucher. On the left, there is a list of images with a red box highlighting a bin icon (delete) over one of the images. Below the images, there is a dashed box with a plus sign and the word "Add".

Images *

Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main one and used in the e-voucher).

Tags *

Select tags for your voucher. Tags are used to group vouchers by similar themes or occasions.

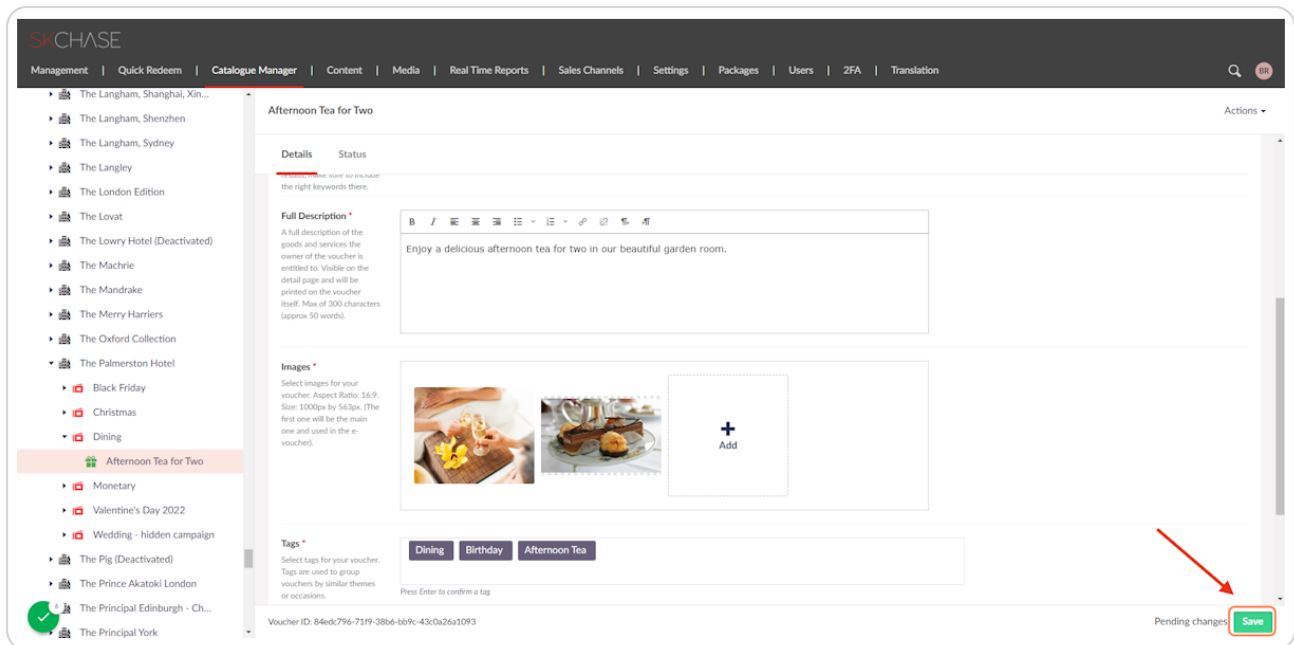
Press Enter to confirm a tag

TAGS USED ELSEWHERE

Dining Birthday Afternoon Tea

STEP 20

Remember to click SAVE to save any changes made



The screenshot shows the SKCHASE interface for editing a voucher titled "Afternoon Tea for Two". The interface includes a navigation menu on the left, a main content area with fields for "Full Description" and "Images", and a "Tags" section. A red arrow points to the "Save" button in the bottom right corner.

SKCHASE

Management | Quick Redeem | Catalogue Manager | Content | Media | Real Time Reports | Sales Channels | Settings | Packages | Users | 2FA | Translation

Afternoon Tea for Two

Details Status

Full Description *

A full description of the goods and services the owner of the voucher is entitled to. Visible on the detail page and will be printed on the voucher itself. Max of 300 characters (approx 50 words).

Images *

Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main one and used in the e-voucher).

Tags *

Select tags for your voucher. Tags are used to group vouchers by similar themes or occasions.

Press Enter to confirm a tag

Voucher ID: 84edc796-71f9-38b6-b69c-43c0a26a1093

Pending changes **Save**

SKCHASE