STEP 1

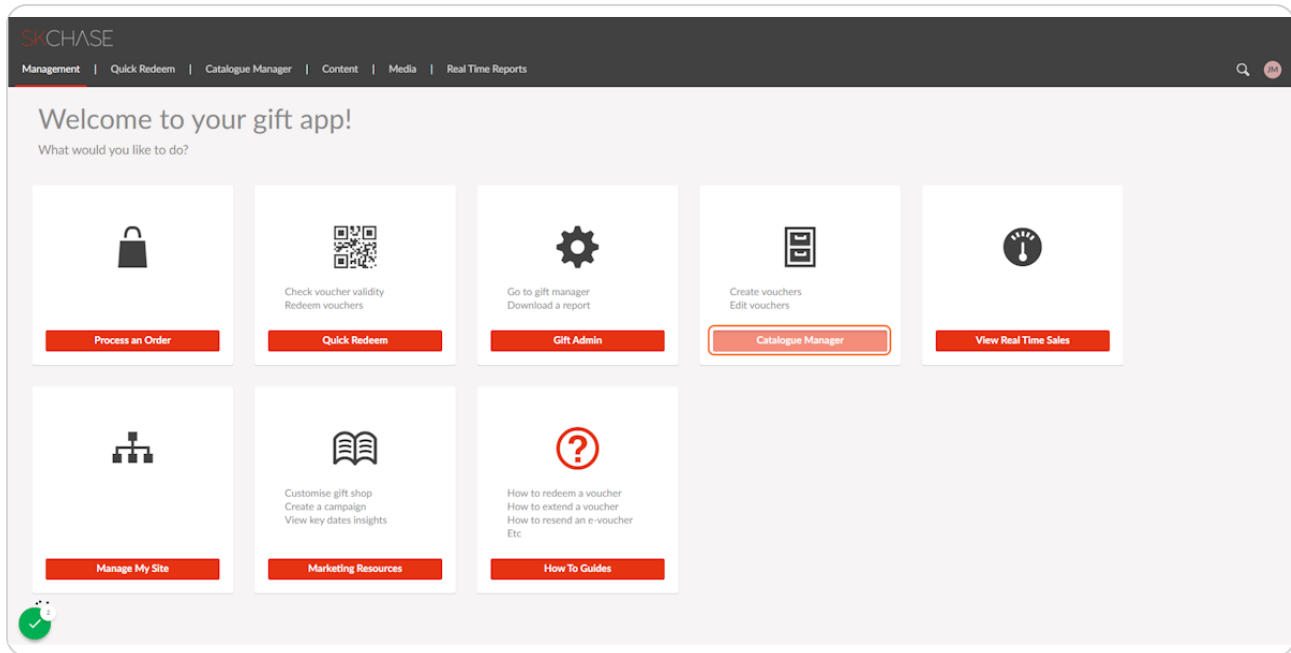**Login to the system – https://p4.skchase.com/giftapp**

STEP 2

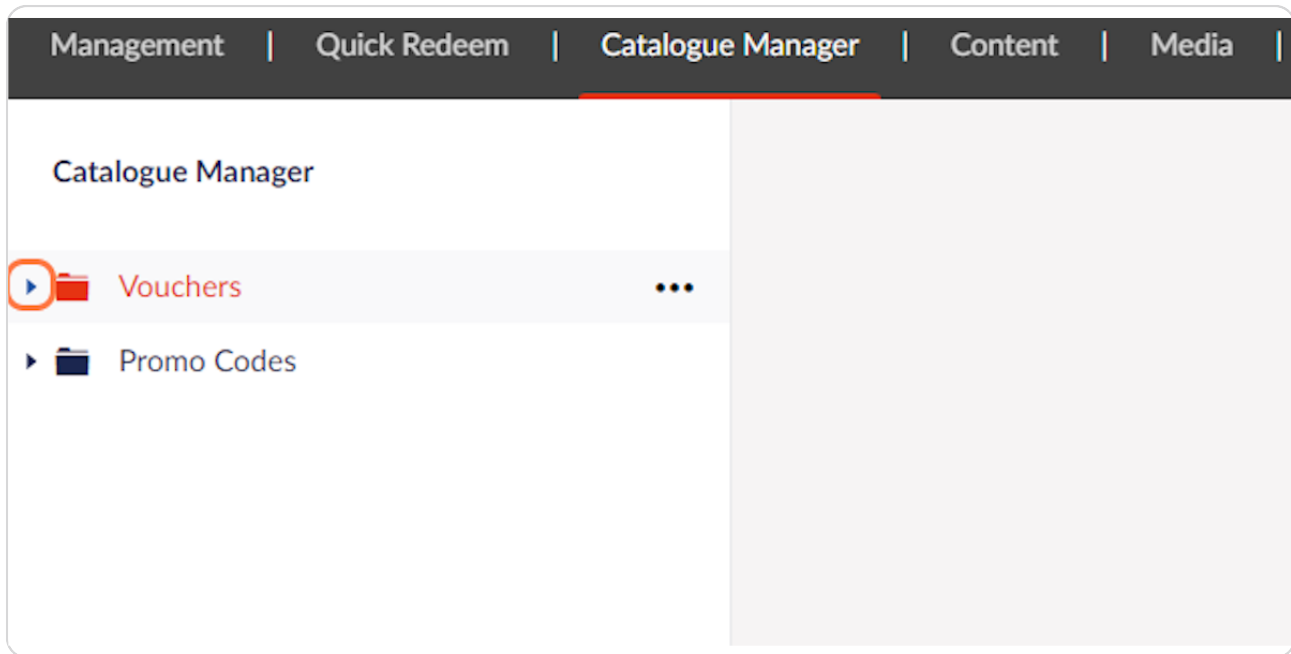**Click on MANAGEMENT**
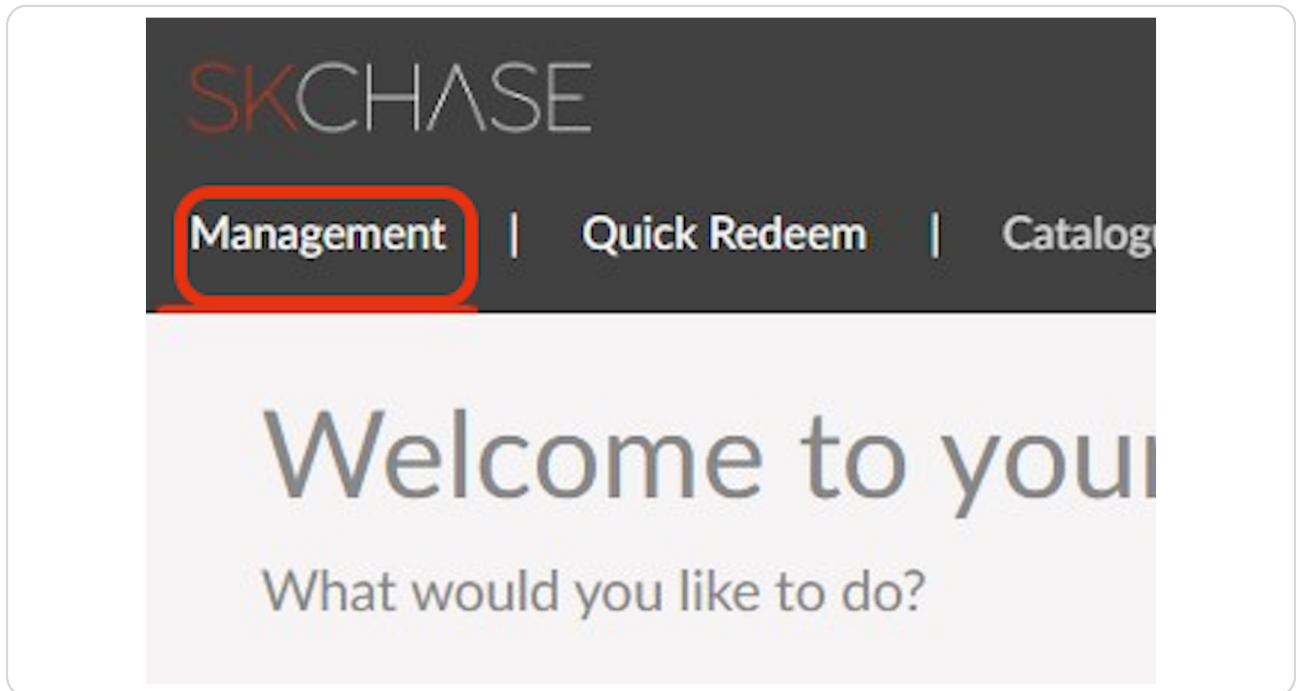
STEP 3

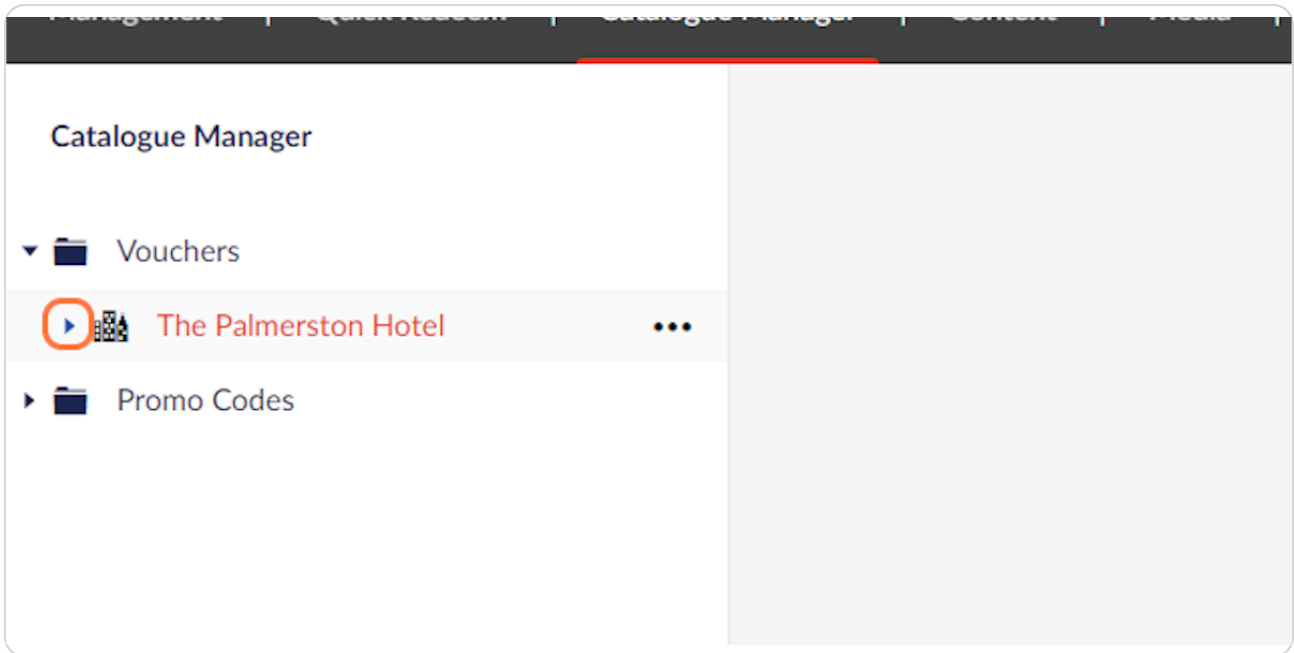## Click on CATALOGUE MANAGER

STEP 4

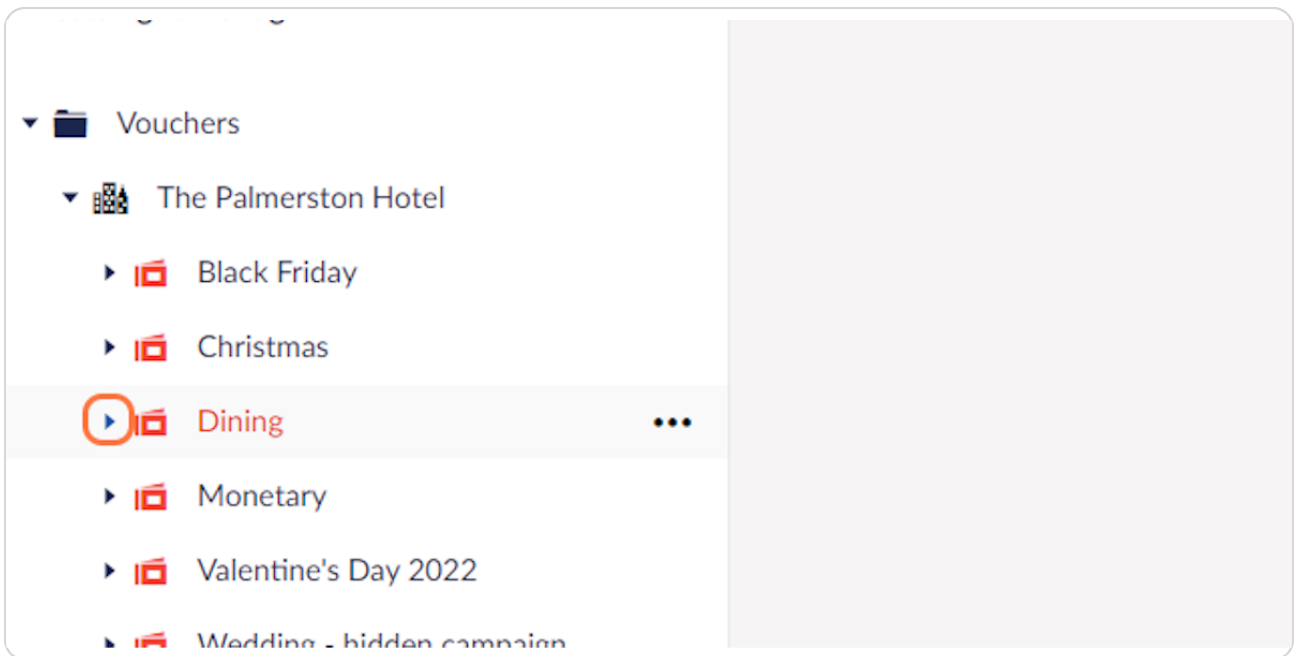## Click on the ARROW next to Vouchers

STEP 5

Click on the ARROW next to your hotel name
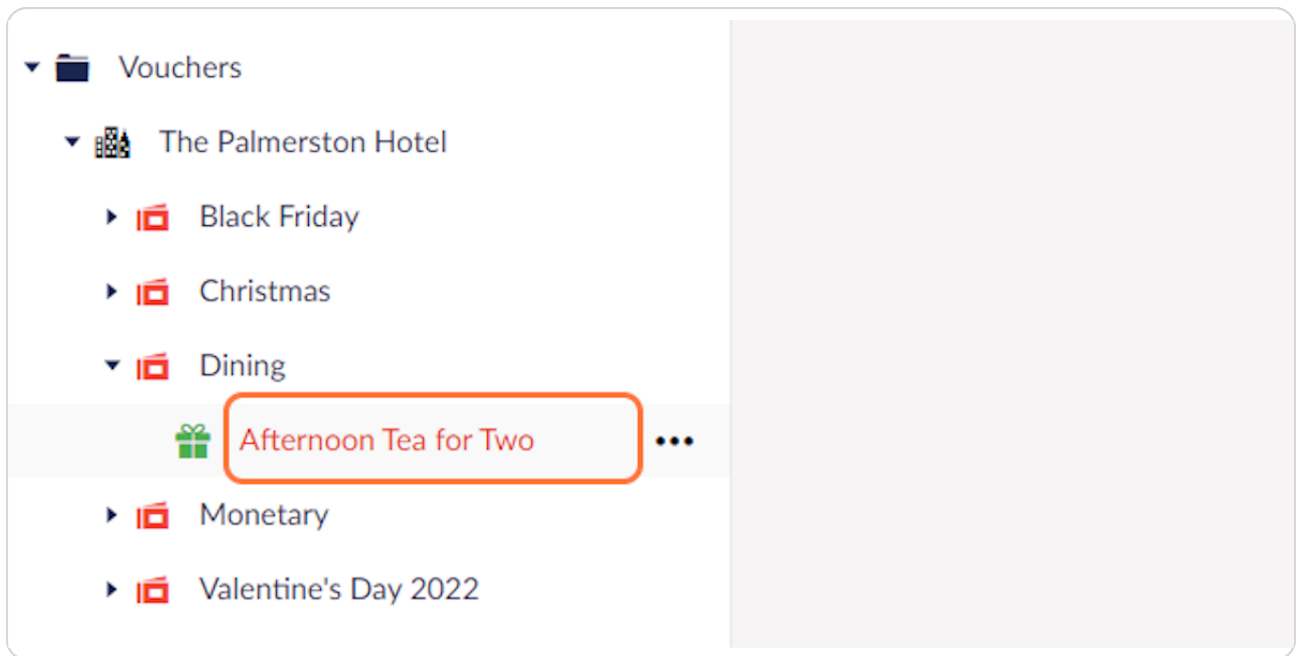

STEP 6

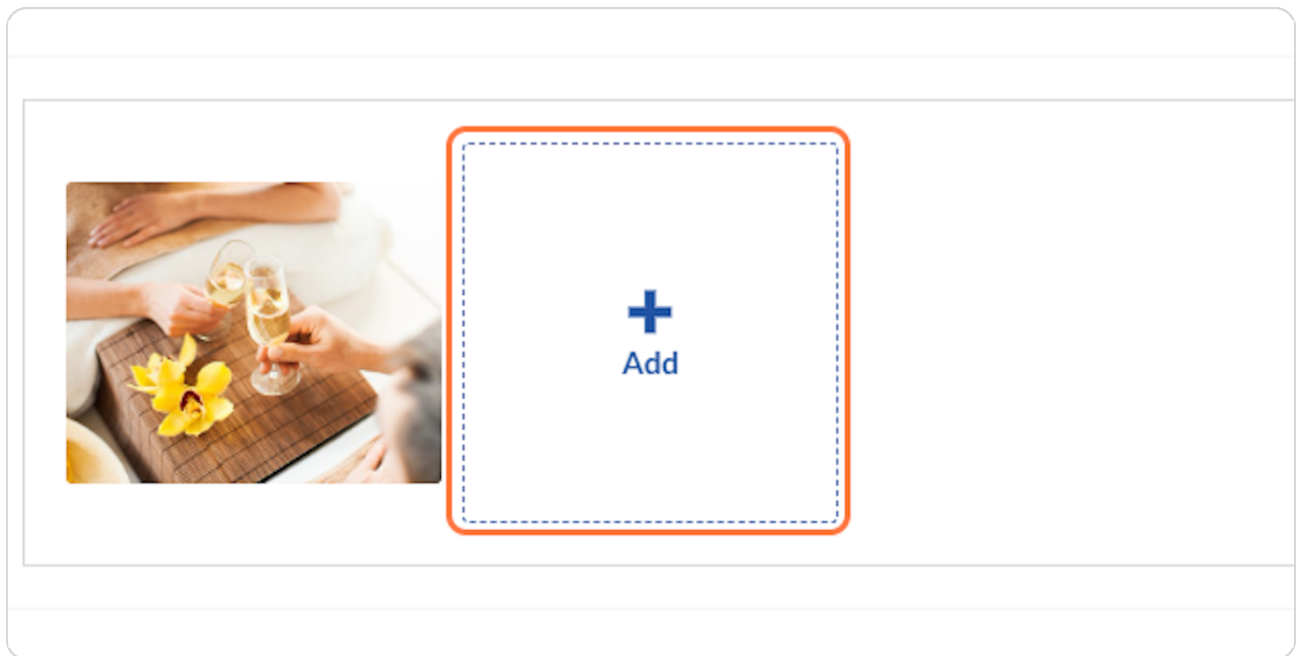## Click on the ARROW next to the catalogue to open it

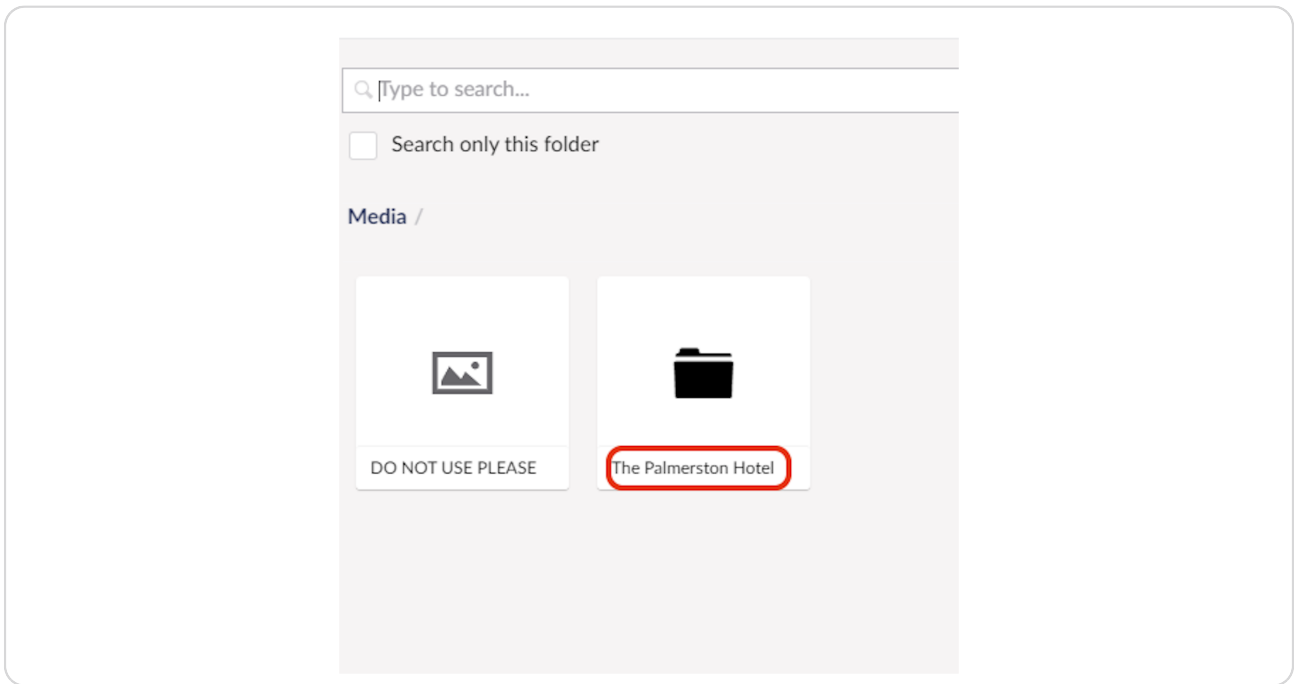STEP 7

Click on the voucher you would like to edit
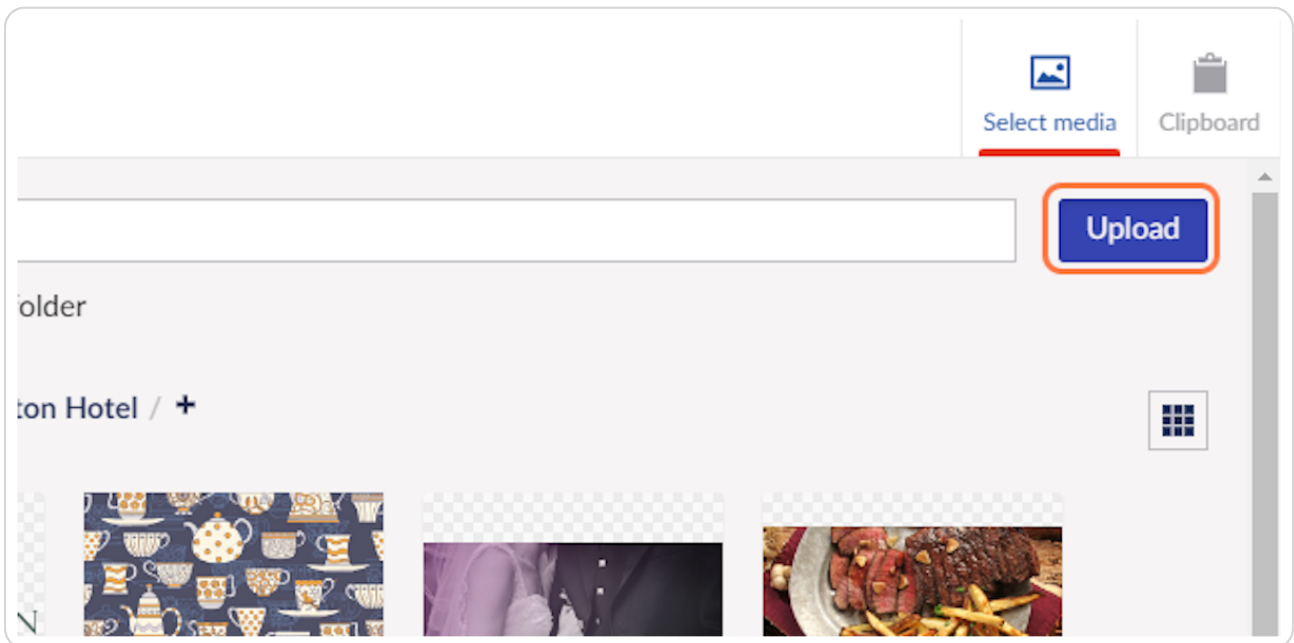

STEP 8

To add an image click ADD

STEP 9

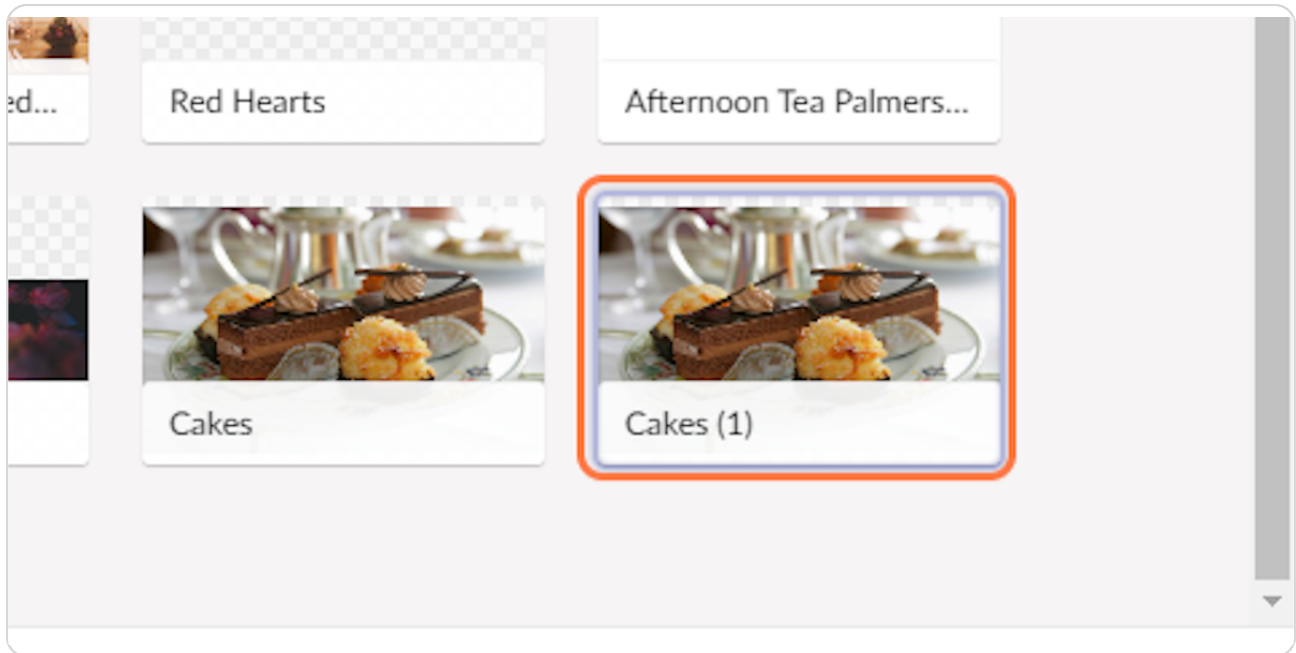## Click on the folder title to open it

STEP 10

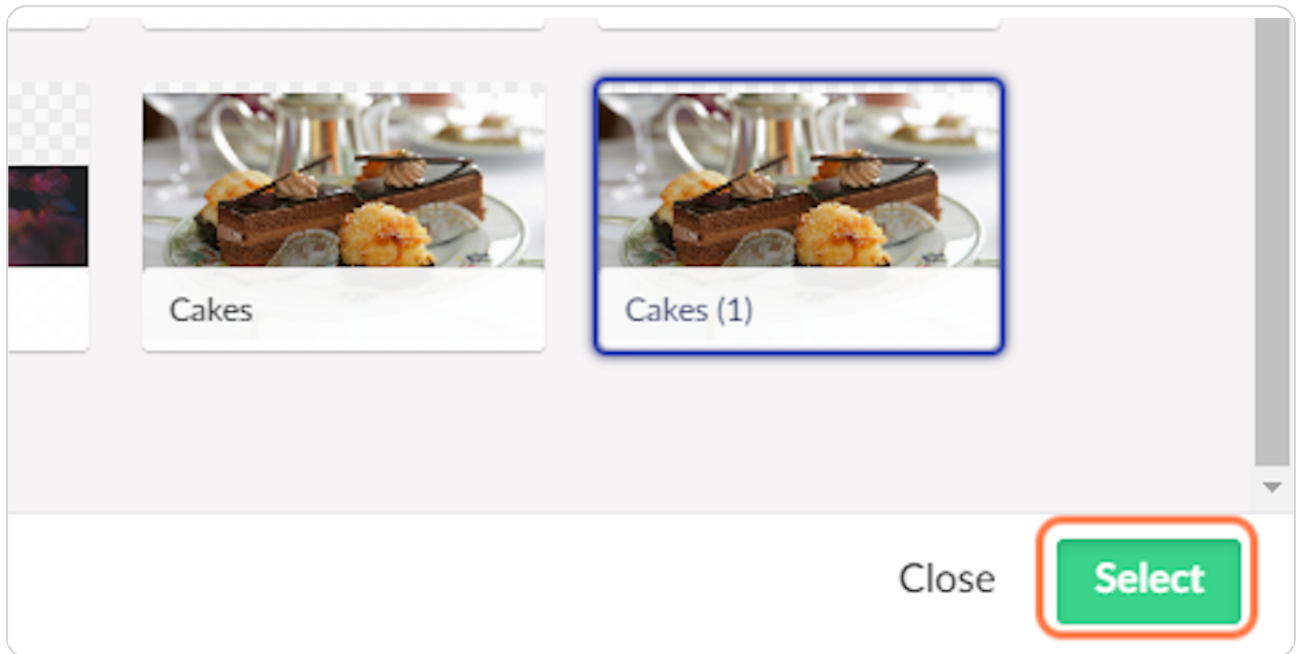## Choose an image from your own image library and click UPLOAD

STEP 11

Click on the image you have uploaded

STEP 12

Click on SELECT

STEP 13

Click on SAVE

STEP 14

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

STEP 15

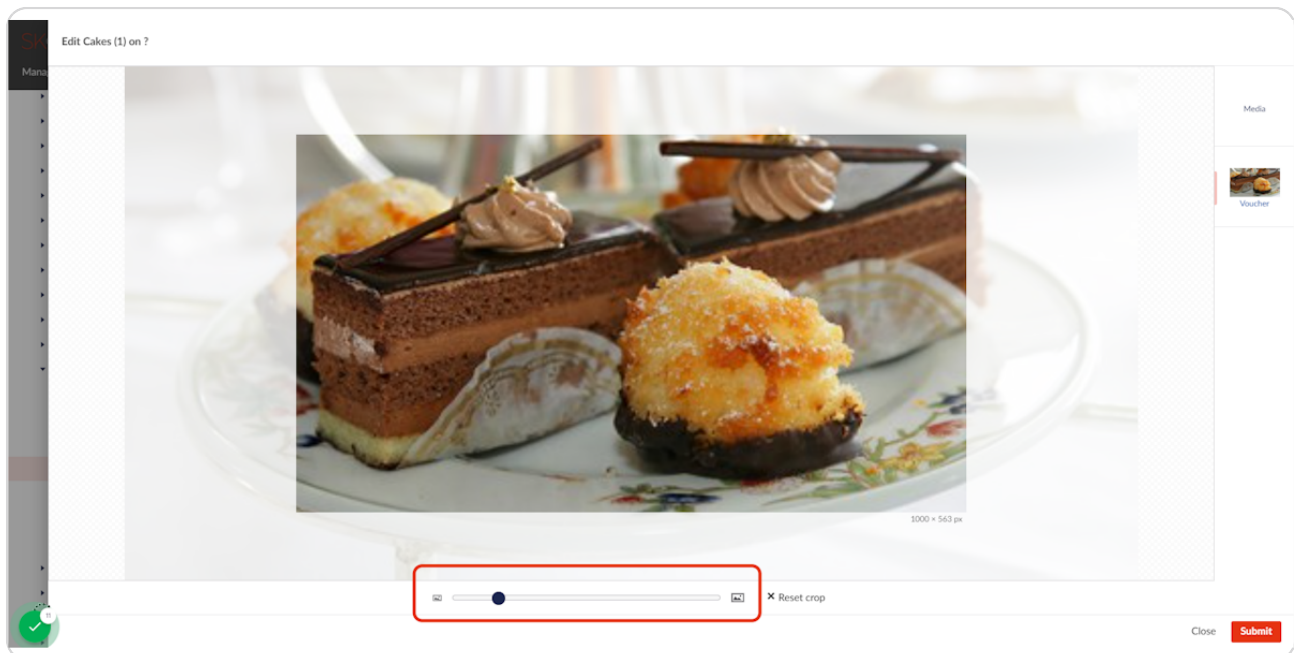## Click on the image and drag around to change the position
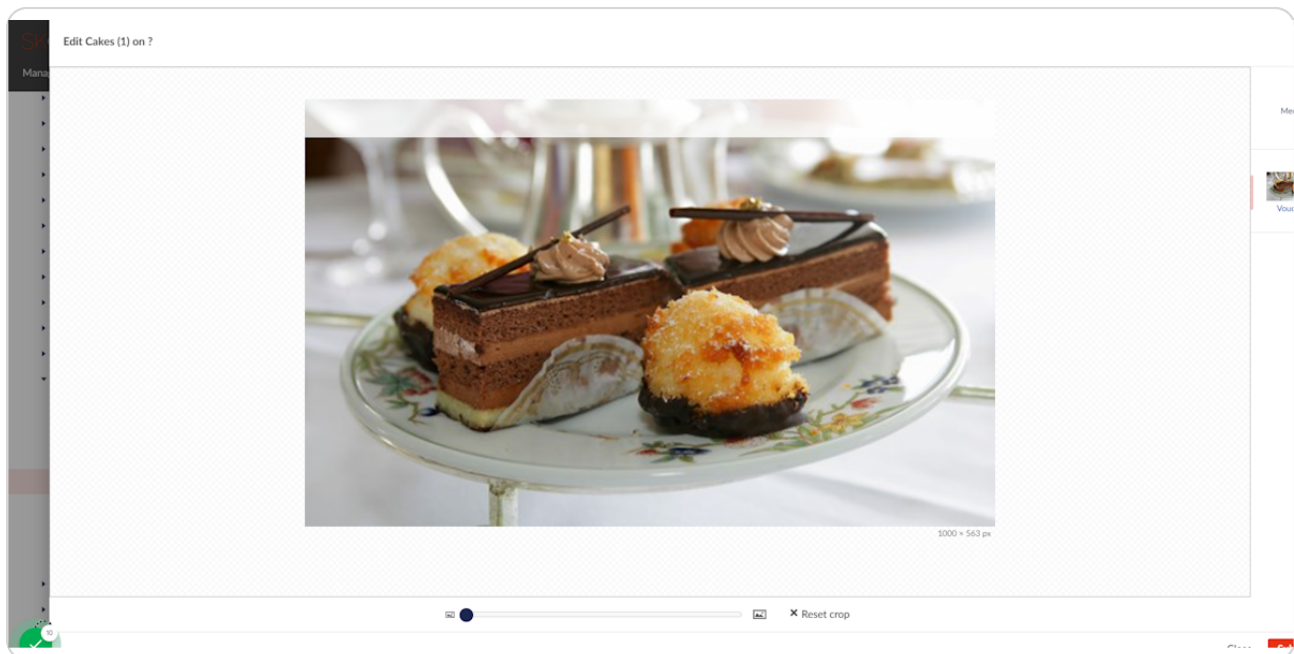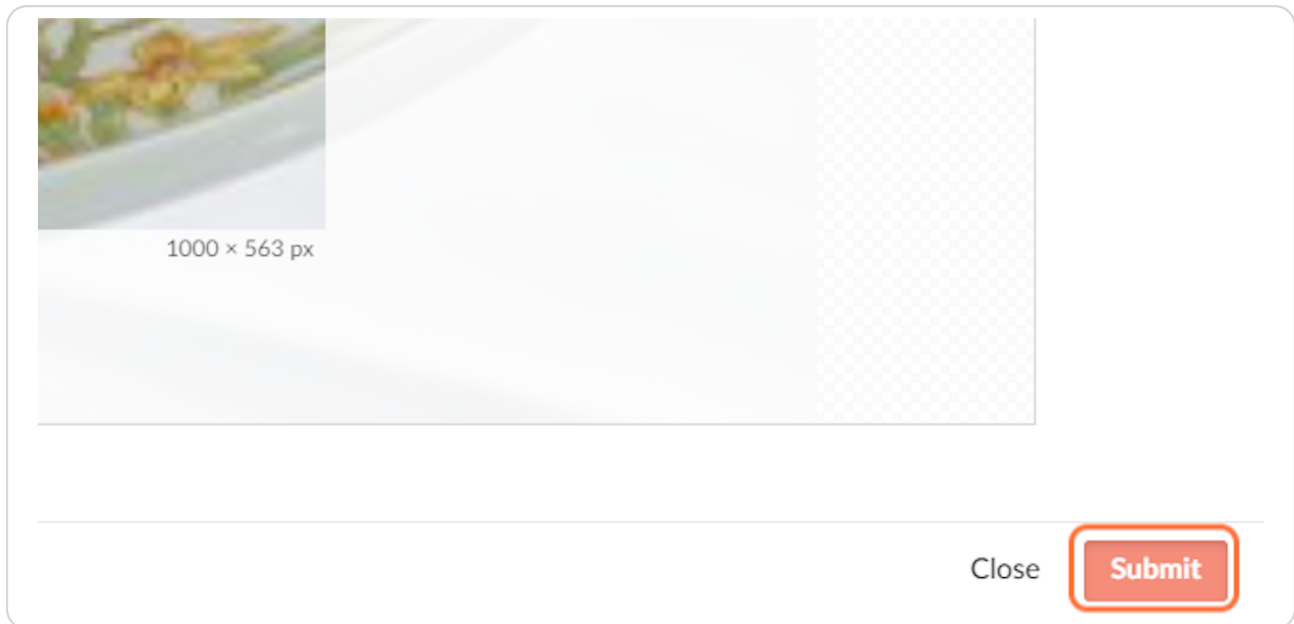
STEP 16

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

SKCHASE

STEP 17

Click on 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
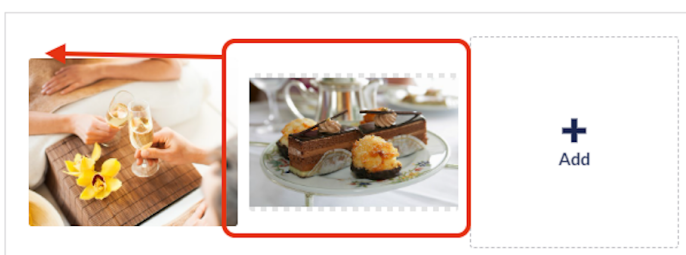

SKCHASE
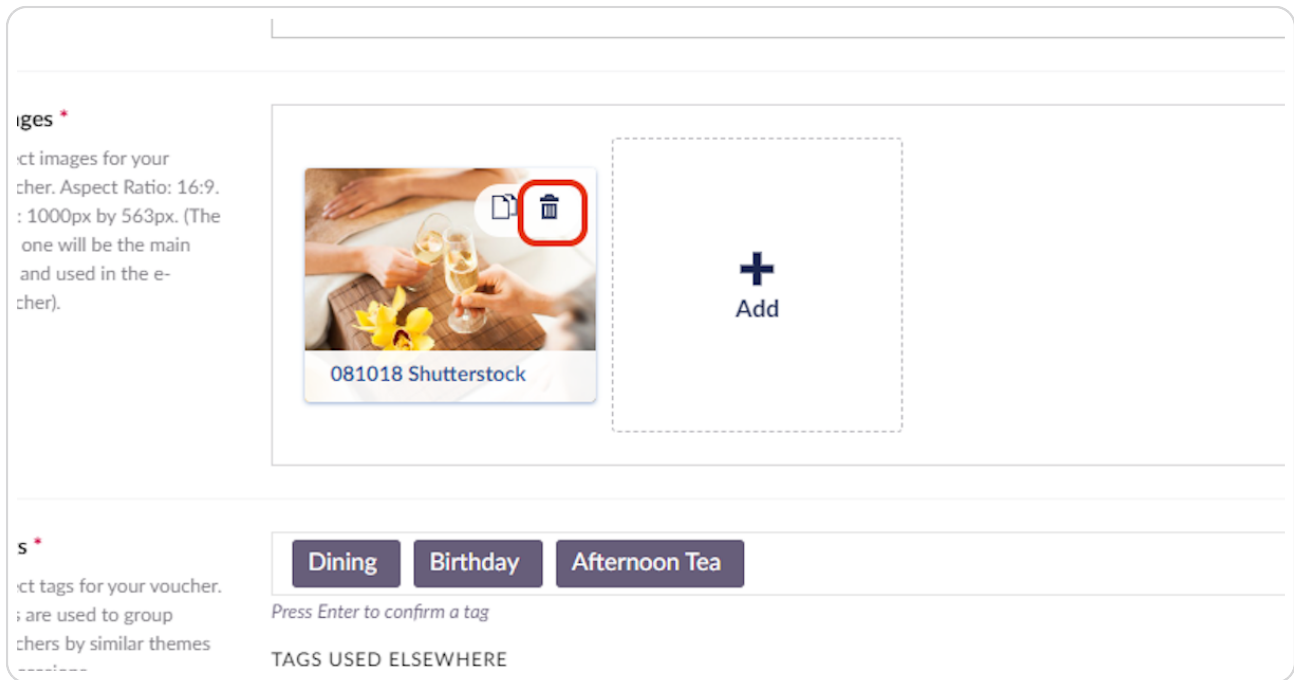
STEP 19

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

STEP 20

Remember to click SAVE to save any changes made

SKCHASE