

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

STEP 2

Click on MANAGEMENT





Click on CATALOGUE MANAGER

Ö		
Go to gift manager Download a report	Create vouchers Edit vouchers	
Gift Admin	Catalogue Manager	View Real Time Sales
?		

STEP 4

Click on the ARROW next to Vouchers

Mar	nagement	Quick Redeem	Cata	alogue Mai	nager	Content	Media
Cata	alogue Manago	er					
	Vouchers			•••			
•	Promo Codes						



Click on the ARROW next to your hotel name



STEP 6

Click on the ARROW next to the catalogue to open it





Click on the voucher you would like to add limited availability to

▼	
🕨 💼 🛛 Black Friday	
Christmas	
▼ 🖬 Dining	
🖀 Afternoon Tea for Two	
Monetary	
 Valentine's Day 2022 	
🕨 🔟 🛛 Wedding - hidden campaign	
🕨 🖿 Promo Codes	

STEP 8

Click on STATUS tab

- Quick Redeem Catalogu	ue Manager Content	Media Real Time Reports	Sales C
	Afternoon Tea for Two Details Status		
Calls, Leeds (Deactiva f Tum	Name * This will be displayed on the site, and in any receipts.	Afternoon Tea for Two	
IS	vouchers or emails sent to either the buyer or recipient.		

Click the Limited Availability toggle

OF STAIT.	
Number Sold 2	
Number of times this voucher has been purchased.	
Limited Availability Limit the number of vouchers sold.	
Voucher Limit The maximum number of times this voucher can be sold.	

STEP 10

Check how many have been sold previously

SKCH	HASE			
Managem	ent Quick Redeem Catalogue	Manager Content	Media Real Time Reports Sales Channels Settings Packages Users 2FA Translation	Q 📧
Catalogue	Manager	Afternoon Tea for Two		Actions -
🕶 🚞 Vouc	hers	Details Status		^
• 🏨 Sł	(Chase			
> 184	42 The Calls, Leeds (Deactiva	Private		
> 18k	A Rule of Tum	A private voucher only shows to logged in members		
► :58	AB Hotels	of staff.		
► 158	AC Hotel Nice	Number Sold	2	
► @b	Adelina Yard	Number of times this voucher has been	-	- 11
۰ iiii	Afternoon Tea Group	purchased.		- 1
► :58	Al Areen Palace and Spa	Limited Availability		- 1
> 184	Alton Towers Spa	vouchers sold.		- 1
> 188	Amaris Hospitality	Voucher Limit		- 11
> :St	Apex Hotels	The maximum number of times this youcher can be		- 11
► 158	Archerfield	sold.		- 1
► @b	Ardoe Hotel	Partial Redemption		- 11
► :@k	Art Otel London Battersea	Specifies if the purchased voucher can be redeemed in		- 11
► :@A	Auberge de la Maison	several partial amounts.		- 1
► 1884	Aviator	Voucher Id	84edc796-71f9-38b6-bb9c-43c0a26a1093	- 1
► 1554	Balbirnie House Hotel			- 1
.t. 188	Ballathie House Hotel			
2 att	Bar 31	Veucher ID: 94ed-796-7140-29h	L. Nov. 49 (2014)	Sava
	P	********* HX 0*8007 70-7117-300		

To add a limit of 100, for example, add the number sold to the voucher limit

several partial amounts.	940do794 7460 29b4 bb0c 42c0o24o1002
Specifies if the purchased voucher can be redeemed in	
Partial Redemption	
The maximum number of times this voucher can be sold.	
VoucherLimit	
Limit the number of vouchers sold.	
Limited Availability	
voucher has been purchased.	

STEP 12

Click on Save





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