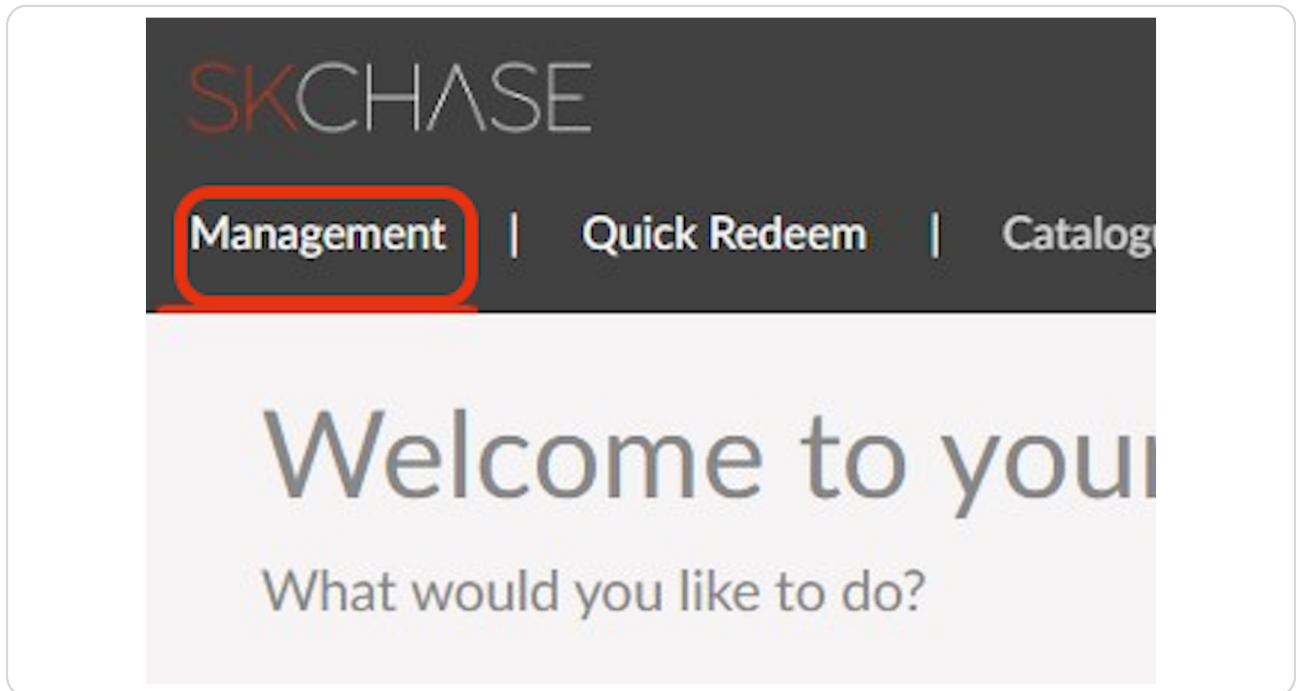


STEP 1

[Login to the system - https://p4.skchase.com/giftapp](https://p4.skchase.com/giftapp)

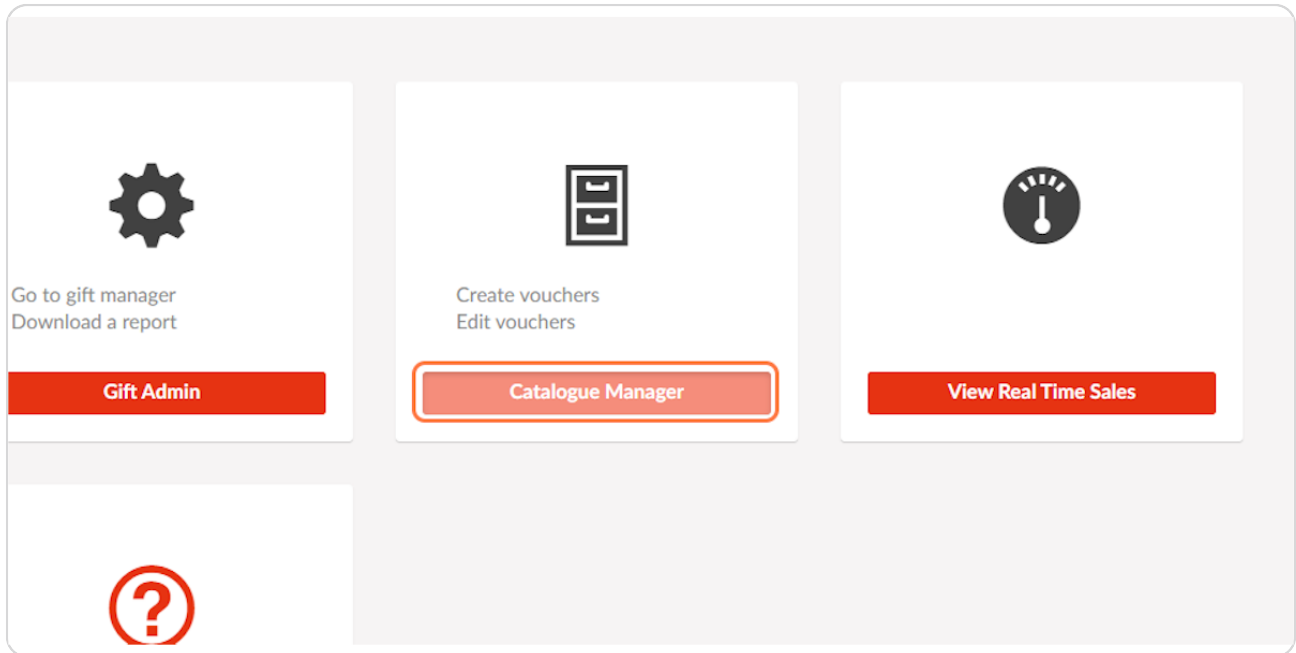
STEP 2

Click on MANAGEMENT



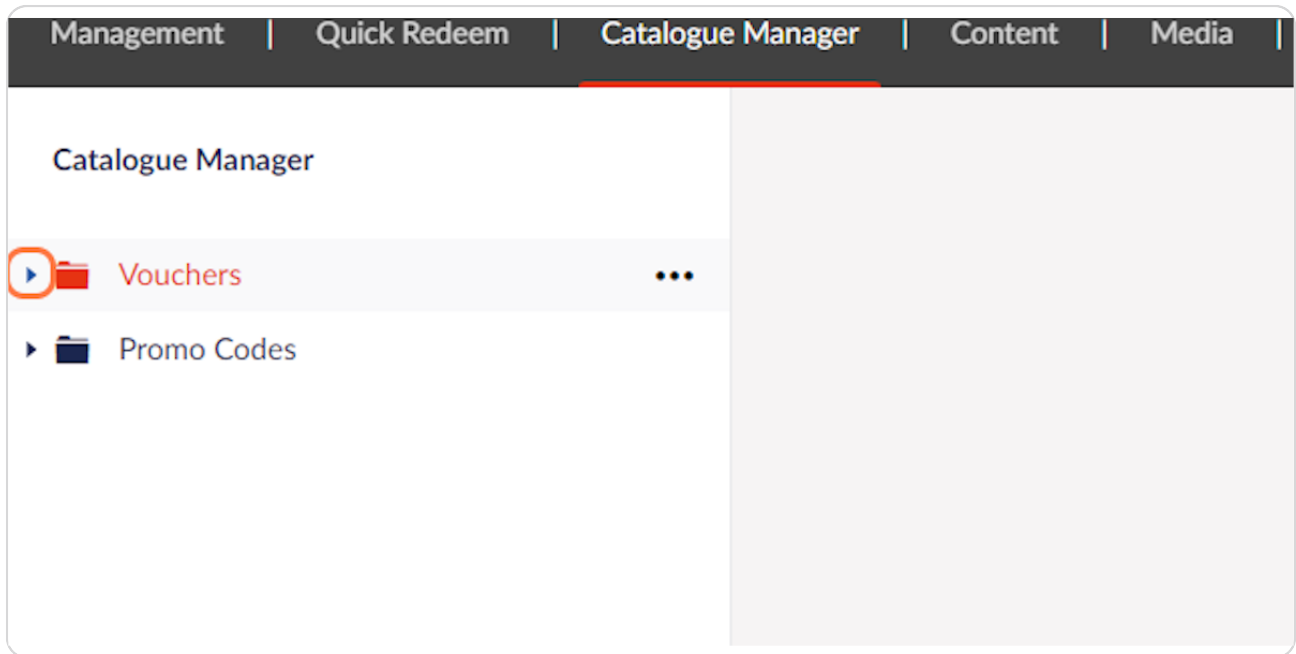
STEP 3

Click on **CATALOGUE MANAGER**



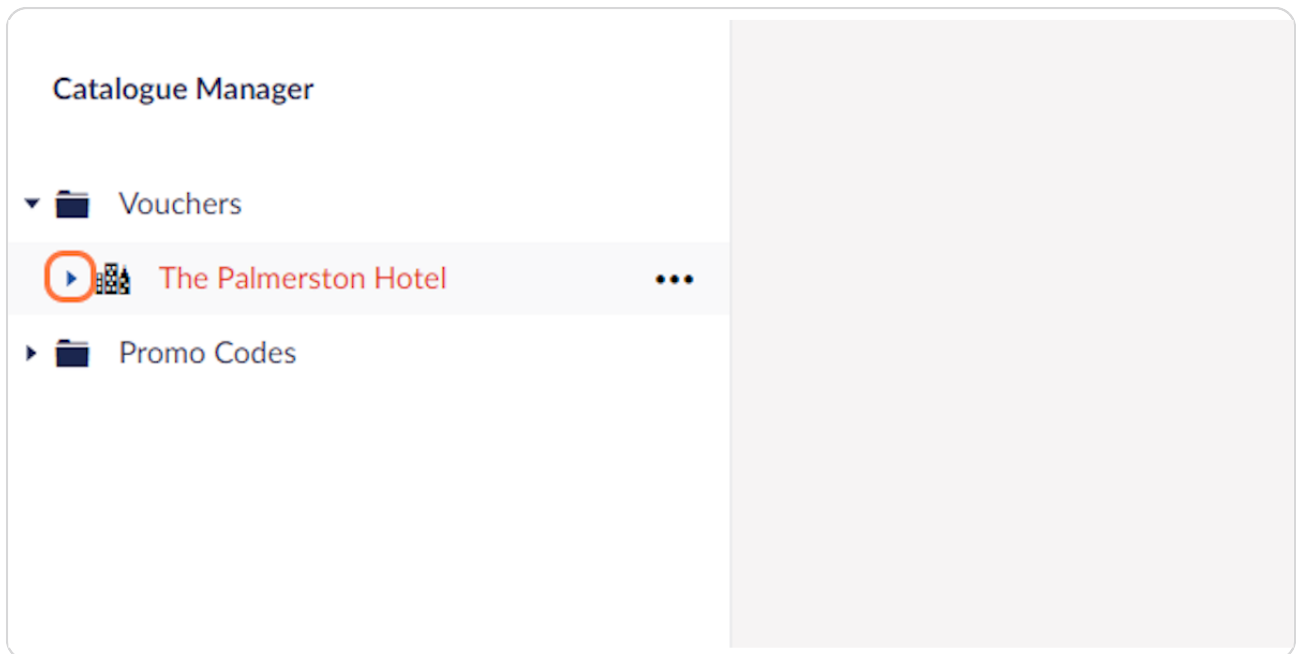
STEP 4

Click on the **ARROW** next to Vouchers



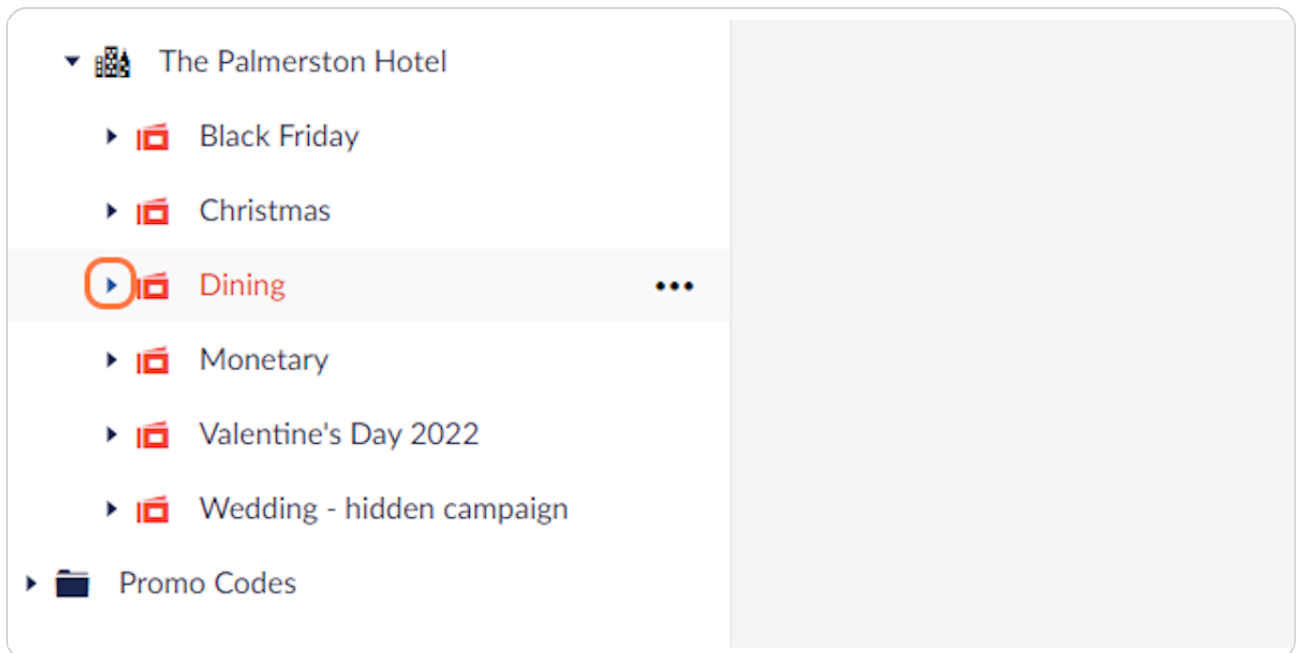
STEP 5

Click on the ARROW next to your hotel name



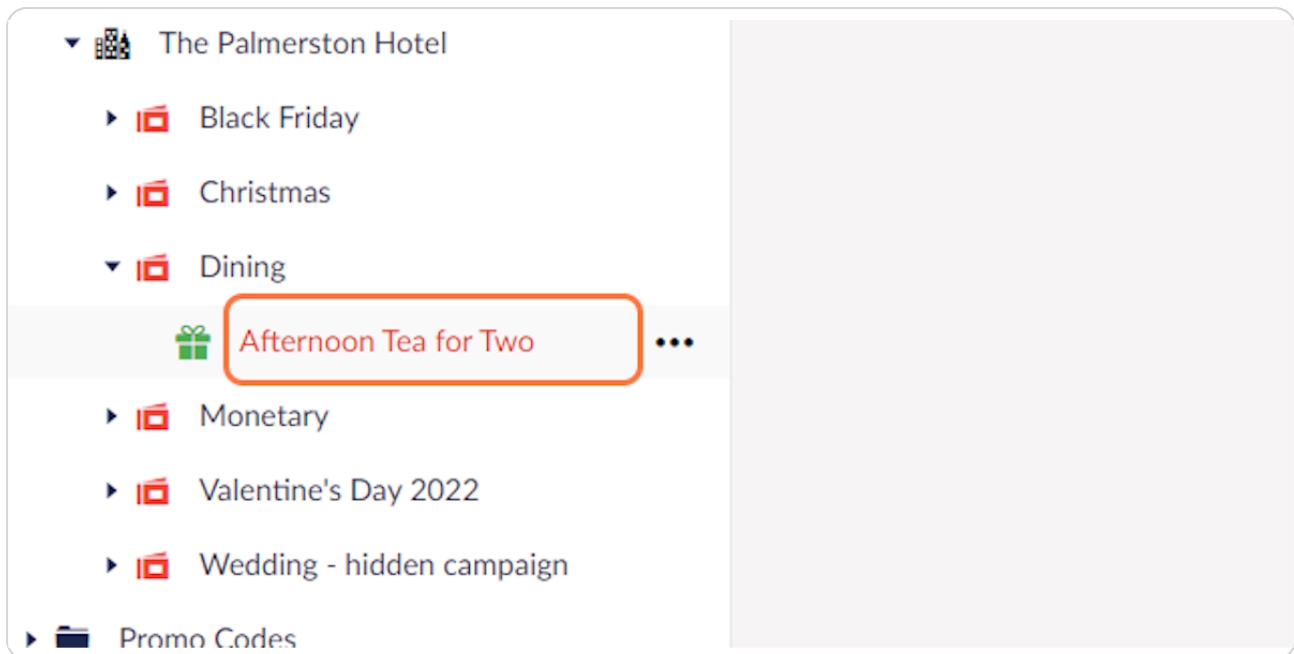
STEP 6

Click on the ARROW next to the catalogue to open it



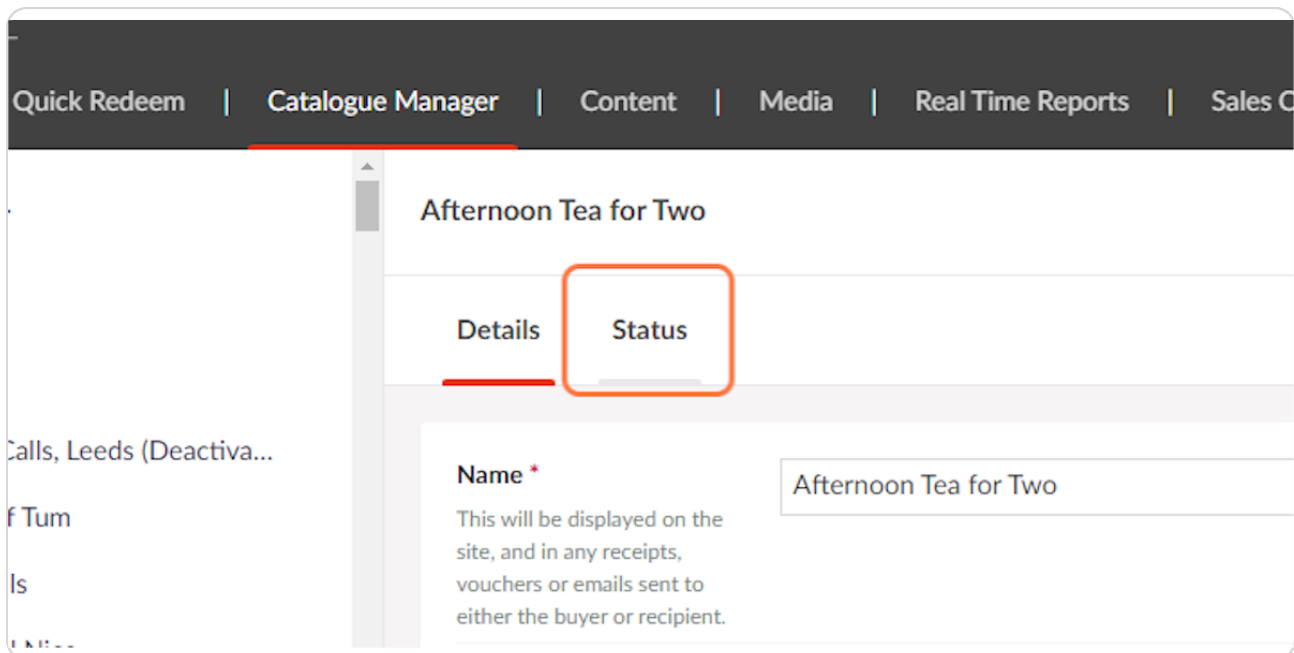
STEP 7

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



STEP 8

Click on **STATUS** tab



STEP 9

Click the Limited Availability toggle

OF STAFF.

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

SKCHASE

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

Catalogue Manager

Vouchers

- SK Chase
 - 42 The Calls, Leeds (Deactiva...
 - A Rule of Turn
 - AB Hotels
 - AC Hotel Nice
 - Adelina Yard
 - Afternoon Tea Group
 - Al Aren Palace and Spa
 - Alton Towers Spa
 - Amaris Hospitality
 - Apex Hotels
 - Archerfield
 - Ardoe Hotel
 - Art Otel London Battersea
 - Auberge de la Maison
 - Aviator
 - Balbirnie House Hotel
 - Ballathie House Hotel
 - Bar 31

Afternoon Tea for Two

Details Status

Private

A private voucher only shows to logged in members of staff.

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.

Partial Redemption

Specifies if the purchased voucher can be redeemed in several partial amounts.

Voucher Id 84edc796-71f9-38b6-bb9c-43c0a26a1093

Voucher ID: 84edc796-71f9-38b6-bb9c-43c0a26a1093

Save

STEP 11

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

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.

Partial Redemption

Specifies if the purchased voucher can be redeemed in several partial amounts.

Voucher Id 84edc796-71f9-38b6-bb9c-43c0a26a1093

STEP 12

Click on Save

Pending changes

SKCHASE