STEP 1

Go to GIFT ADMIN

STEP 2

Search for the Order or Item ID

Sellers			`
Order ID	3343127		
Item ID			
From Date			
To Date			
The maximum date rar	ige is 120 days		
Search Term			
Search Field	Buyer's Surname	\checkmark	



Click on the magnifying glass icon on the left

This will open a new window with the voucher details

Sellers			
Order ID	3343127		
Item ID			
From Date			
To Date			
The maximum date ran	ge is 120 days		
Search Term			
Search Field	Buyer's Sur	name	~
SEARCH			
0.550.501			
REFRESH			
		Item ID	Seller
		where Matheda CO	Tabl Assess Dails 645 62 D
	er 1D: 3343127; Pu	rchase Method: Offline	e; Total Amount Paid: £45.00; Boug
	6	4202102	The Palmersten Hotel

STEP 4

Click on ORDER DETAILS on the left

Order Details	9	
)	Order
Transactions	ID	3343127
	Created	20/01/2023 09:59:01
Item 4293103	Purchase Method:	Offline
	Order Currency	GBP
	Exchange Rate	1
	Adjust Rate*	0%
	Total Price	£45.00
	Total Delivery	£0.00

STEP 5

Here you can change the buyer's name, billing address, phone number and/ or email address

Order Details
Order
Transactions ID 3343127
Created 20/01/2023 09:59:01
Item 4293103 Purchase Office
Method: ID 4893512
Order GBP Title
Exchange Rate 1 First Name Joe
Adjust Rate* 0%
Total Price £45.00 Surname Bioggson
Total Delivery £0.00 Company
Promo Code Discount 31 Palmerston Place
Actual Charge £45.00 Address
Total E0.00 City/Town Edinburgh
Notes
Region
Offline Postcode EH12 5AP
Payment Notes
Staff Jennifer Mullins
Username Phone +443443710071
SAVE CHANGES Email enquiries@skchase.com
Yes No
Usestion 1
pass currency conversion charges onto the buyer, it is only used Question
wrien a conversion from the base currency takes place. Drop Down
RESEND RECEIPT Question
Yes No Question 2
SAVE CHANGES
RESEND ALL VOUCHERS

STEP 6

Don't forget to click on SAVE CHANGES!

	Question 1
to d	Free Text Question
	Drop Down Question
	Yes No Question 2
	SAVE CHANGES

STEP 7

If needed, you can click on RESEND RECEIPT or RESEND ALL VOUCHERS with the new buyer's details

	~			
Order Details	~			
		Order		
Transactions	ID	3343127		
1	Created	20/01/2023 09:59:01		Buyer
Item 4293103	Purchase Method:	Offline	ID	4893512
	Order Currency	GBP	Title	
	Exchange Rate	e 1	First Name	Joe
	Total Price	£45.00	Surname	Bloggson
	Total Delivery Promo Code	£0.00	Company Name	
	Discount Actual Charge	£0.00 £45.00	Address	31 Palmerston Place
	Total Surcharge	£0.00	City/Town	Edinburgh
	Notes		Region	
	Offline		Postcode	EH12 5AP
	Staff	Jennifer Mullins	Country	
	Username		Phone	+443443710071
		SAVE CHANGES	Email	enquiries@skchase.co.uk
			Yes No Question 1	
	*Adjust Rate: adds pass currency conv when a conversion	Is the percentage to the price in new currency to nversion charges onto the buyer, it is only used on from the base currency takes place	Free Text Question	
	(Drop Down Question	
	(RESEND RECEIPT	Yes No Question 2	
	(RESEND ALL VOUCHERS		SAVE CHANGES



SKCH/SE