


STEP 1

Go to GIFT ADMIN

STEP 2


Search for the Order or Item ID


Gift Manager 

Sellers

Order ID

Item ID


From Date 

To Date 

The maximum date range is 120 days

Search Term


Search Field



STEP 3

Click on the magnifying glass icon on the left


This will open a new window with the voucher details


Gift Manager 

Sellers

Order ID

Item ID








































From Date 

To Date 

The maximum date range is 120 days

Search Term

Search Field

Item ID	Seller
                                      	Order ID: 3343127; Purchase Method: Offline; Total Amount Paid: £45.00; Bought
4293103	The Palmerston Hotel

Change page: < > | Display page 1 of 1, items 1 to 1 of 1

STEP 4

Click on ORDER DETAILS on the left

Order Details	
Transactions	
Item 4293103	
	Order
	ID 3343127
	Created 20/01/2023 09:59:01
	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

ID 3343127
Created 20/01/2023 09:59:01
Purchase Method: Offline
Order Currency: GBP
Exchange Rate 1
Adjust Rate* 0%
Total Price £45.00
Total Delivery £0.00
Promo Code Discount £0.00
Actual Charge £45.00
Total Surcharge £0.00
Notes
Offline Payment Notes
Staff Username Jennifer Mullins

Buyer

ID 4893512
Title
First Name Joe
Surname Bloggsort
Company Name
Address 31 Palmerston Place
City/Town Edinburgh
Region
Postcode EH12 5AP
Country
Phone +443443710071
Email enquiries@skchase.com
Yes No Question 1
Free Text Question
Drop Down Question
Yes No Question 2

SAVE CHANGES

*Adjust Rate: adds the percentage to the price in new currency to pass currency conversion charges onto the buyer, it is only used when a conversion from the base currency takes place.

RESEND RECEIPT

RESEND ALL VOUCHERS

STEP 6

Don't forget to click on **SAVE CHANGES!**

Question 1

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

Transactions

Item 4293103

Order

ID **3343127**
Created **20/01/2023 09:59:01**
Purchase Method: **Offline**
Order Currency: **GBP**
Exchange Rate **1**
Adjust Rate* **0%**
Total Price **£45.00**
Total Delivery **£0.00**
Promo Code Discount **£0.00**
Actual Charge **£45.00**
Total Surcharge **£0.00**
Notes
Offline Payment Notes
Staff Username **Jennifer Mullins**

*Adjust Rate: adds the percentage to the price in new currency to pass currency conversion charges onto the buyer, it is only used when a conversion from the base currency takes place.

Buyer

ID **4893512**
Title
First Name **Joe**
Surname **Bloggson**
Company Name
Address **31 Palmerston Place**
City/Town **Edinburgh**
Region
Postcode **EH12 5AP**
Country
Phone **+443443710071**
Email **enquiries@skchase.co.uk**
Yes No Question 1
Free Text Question
Drop Down Question
Yes No Question 2

SKCHASE