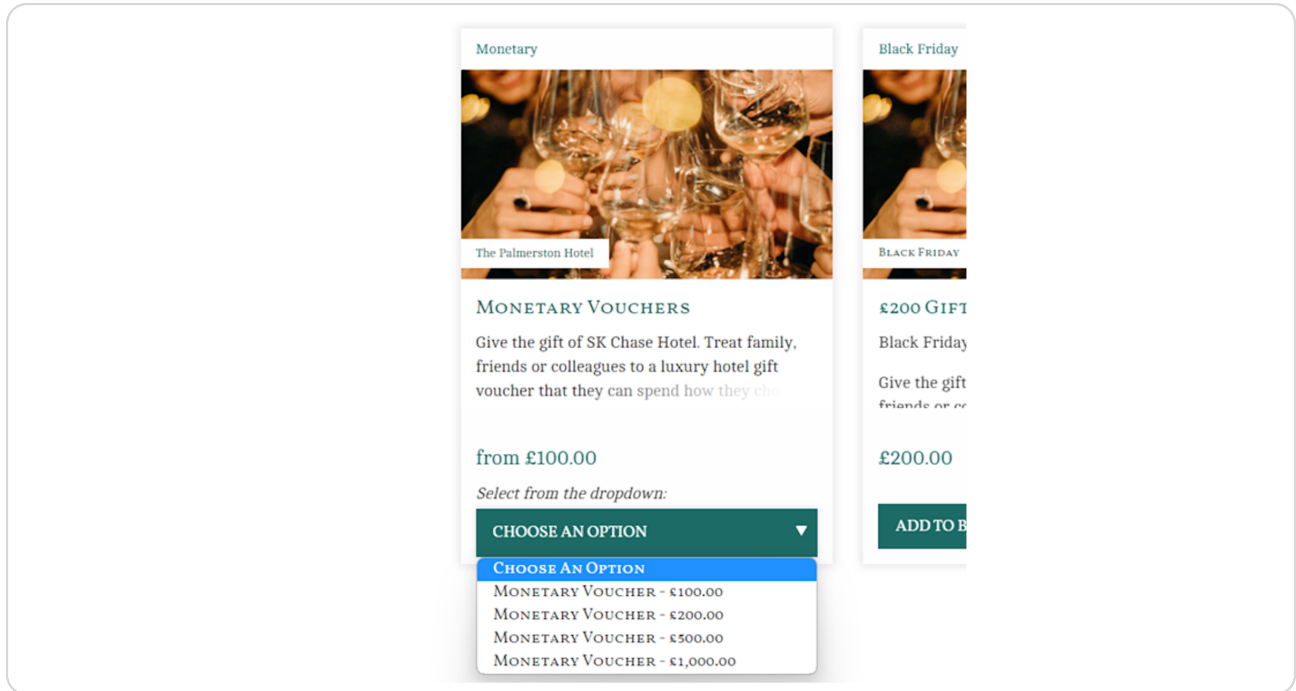


STEP 1

Buying Option Example



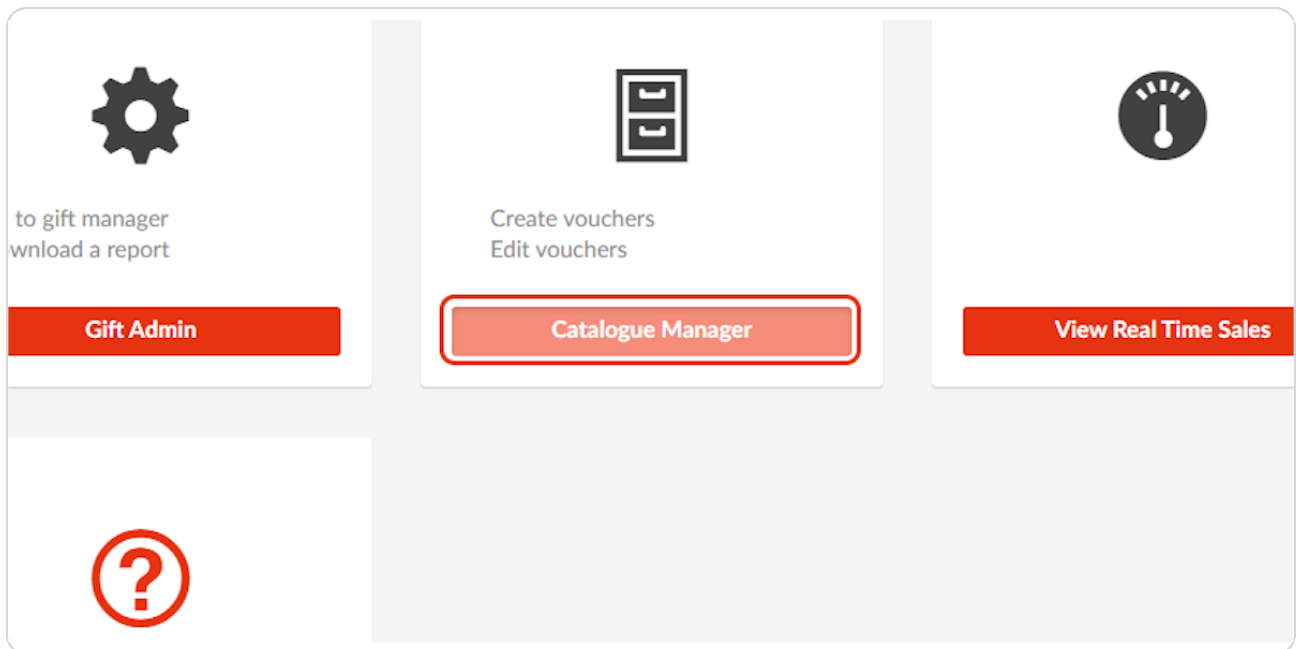
STEP 2

Login to the system

<https://p4.skchase.com/giftapp>

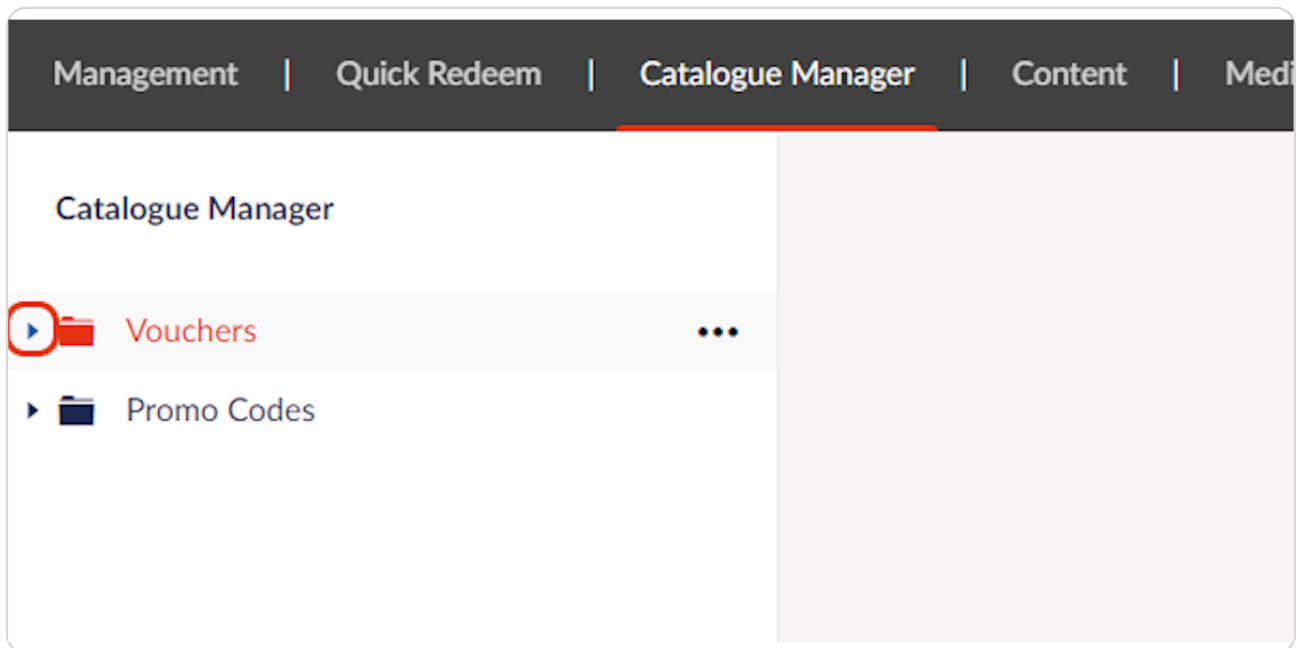
STEP 3

Click on Catalogue Manager



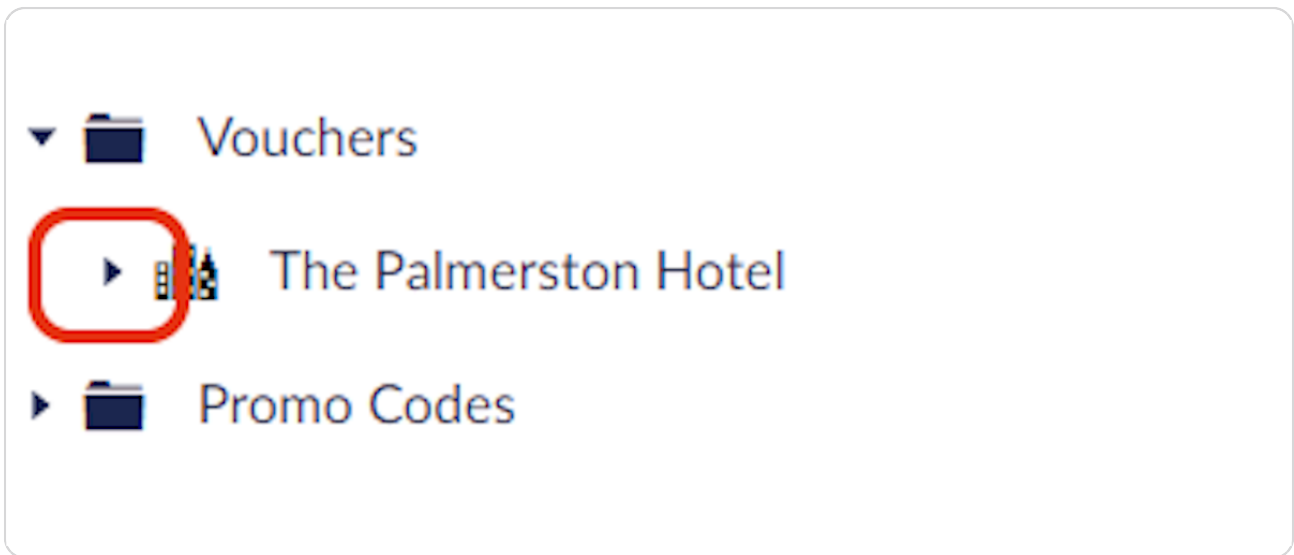
STEP 4

Open VOUCHERS



STEP 5

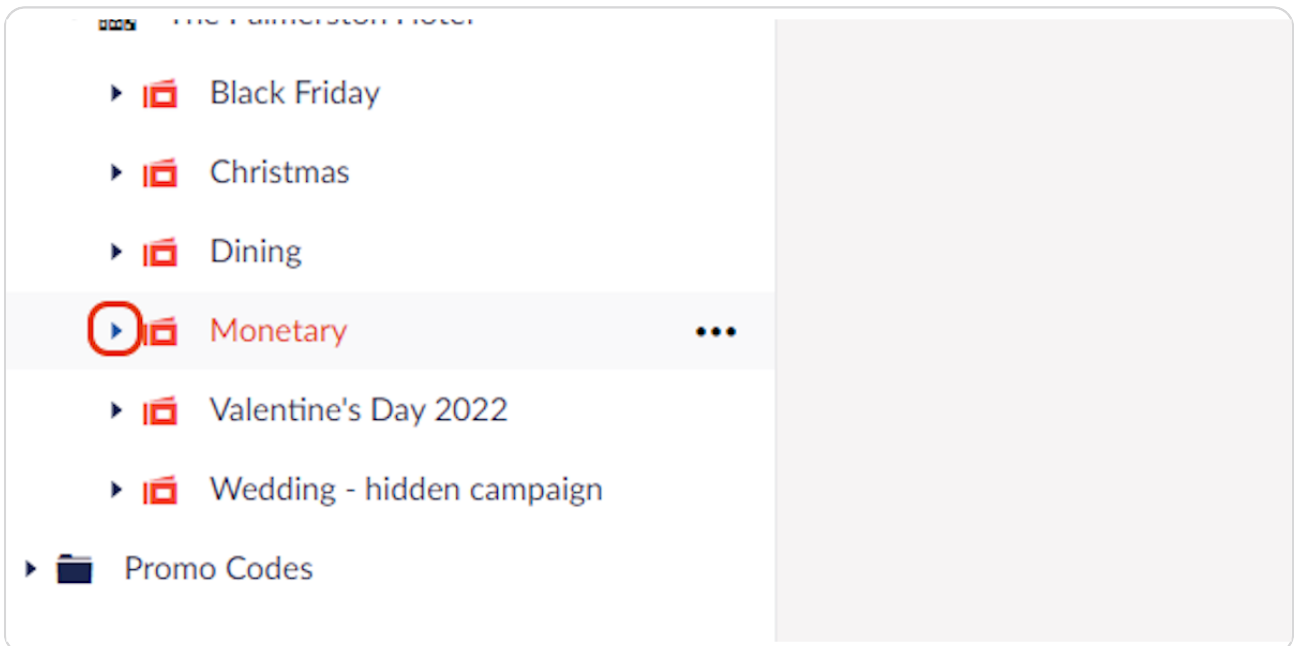
Open the relevant SELLER



STEP 6

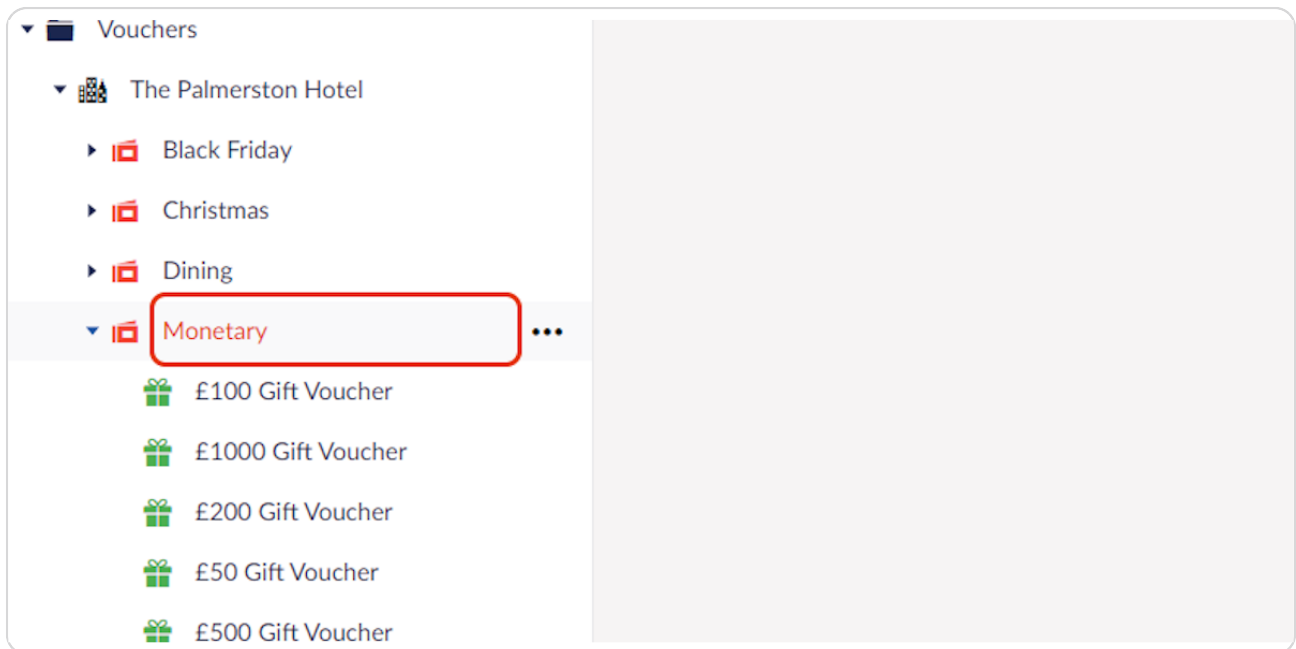
Open the CATALOGUE to view the vouchers

Vouchers must be in the same catalogue to create a buying option



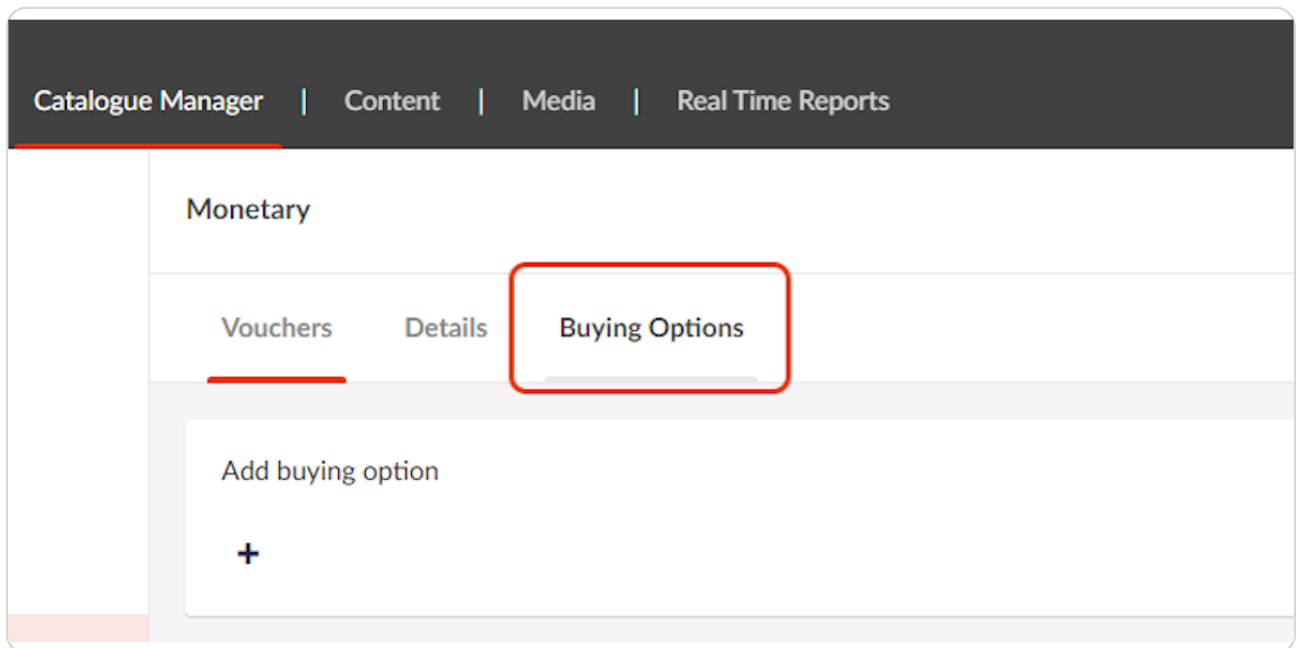
STEP 7

Click on the voucher catalogue name e.g. MONETARY



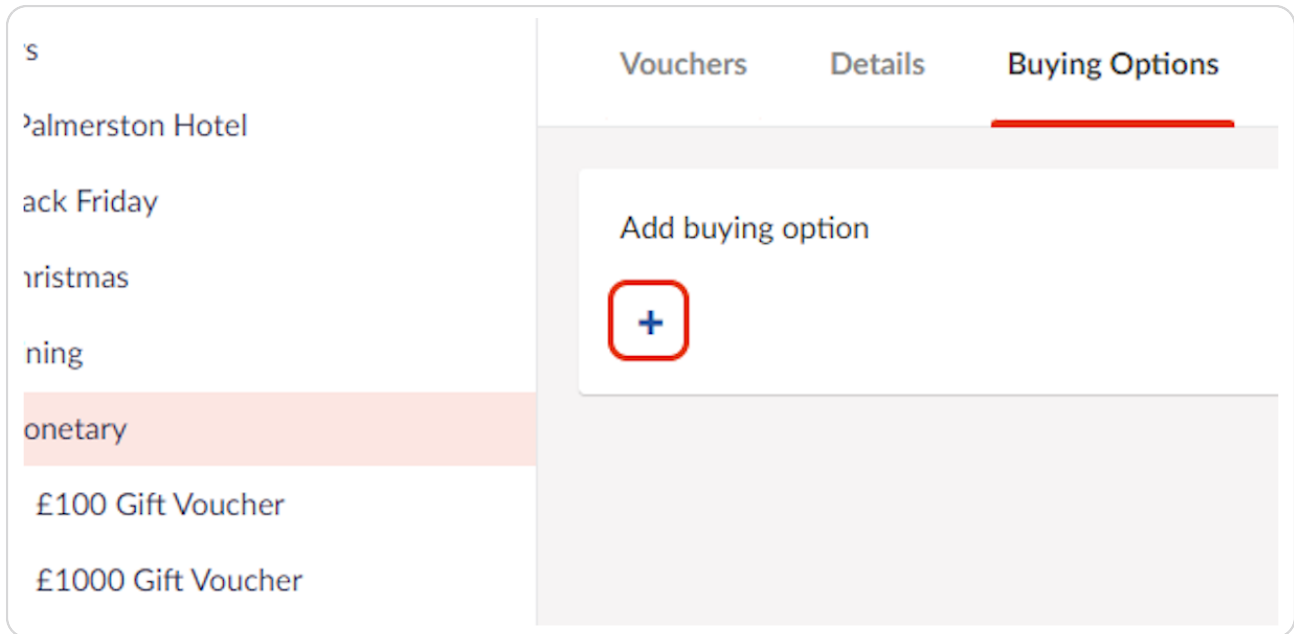
STEP 8

Click on the BUYING OPTIONS tab



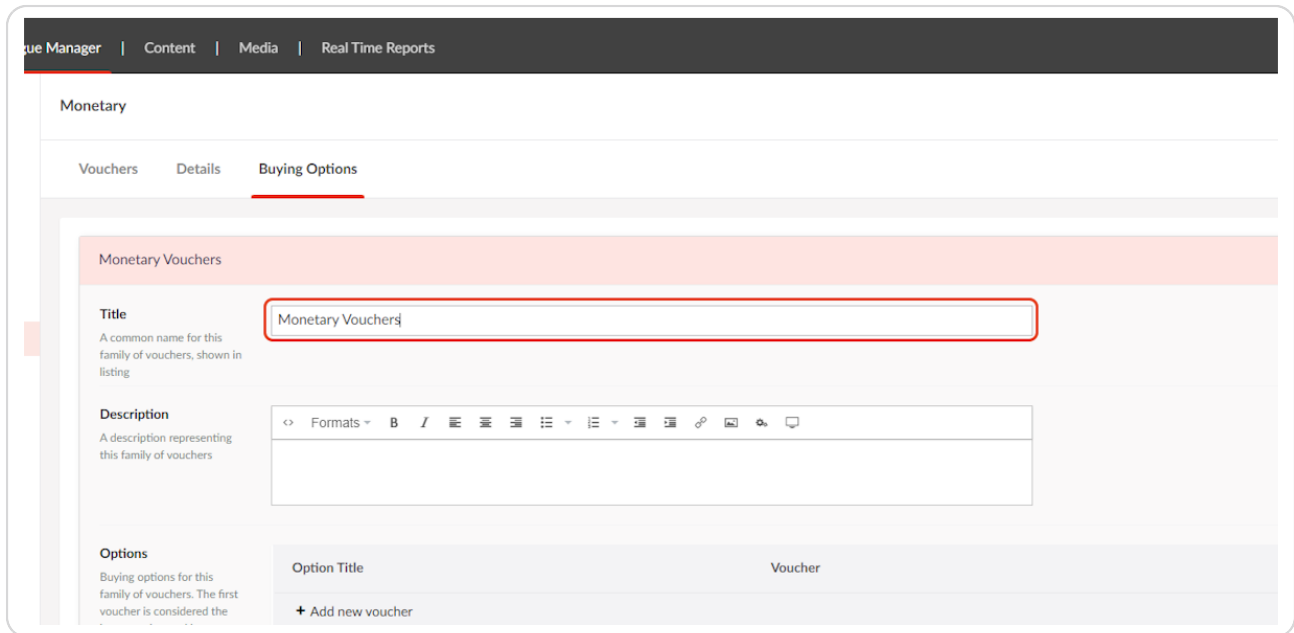
STEP 9

Click on the PLUS to add a new buying option



STEP 10

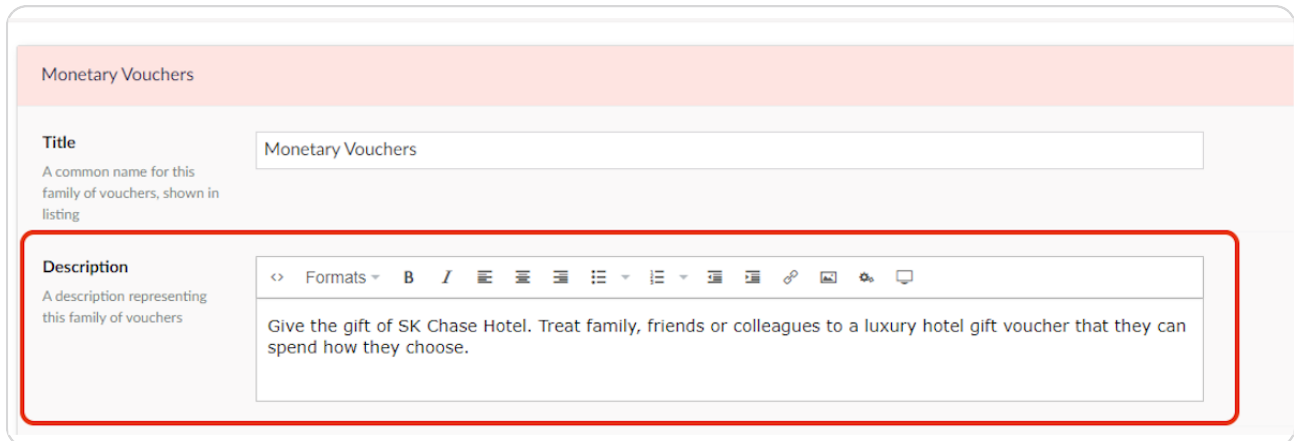
Add a TITLE



STEP 11

Add a DESCRIPTION

If left blank, the description of the first option will be displayed



Monetary Vouchers

Title
A common name for this family of vouchers, shown in listing

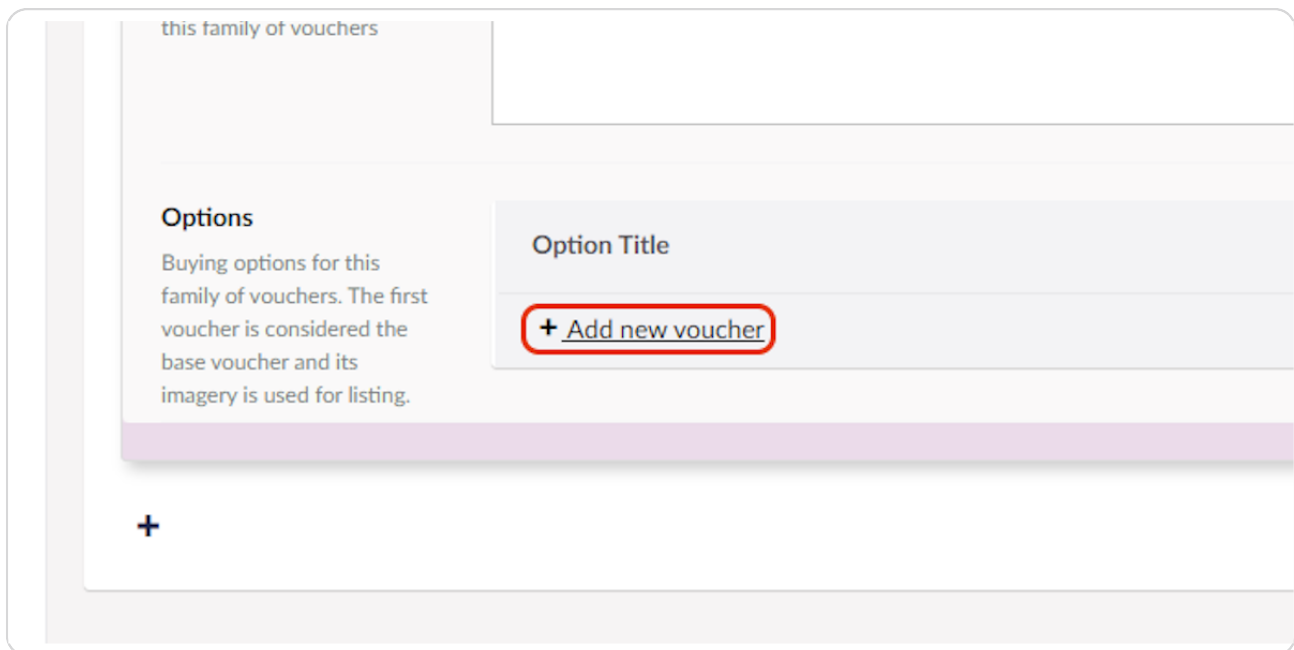
Monetary Vouchers

Description
A description representing this family of vouchers

Give the gift of SK Chase Hotel. Treat family, friends or colleagues to a luxury hotel gift voucher that they can spend how they choose.

STEP 12

Click on ADD NEW VOUCHER



this family of vouchers

Options
Buying options for this family of vouchers. The first voucher is considered the base voucher and its imagery is used for listing.

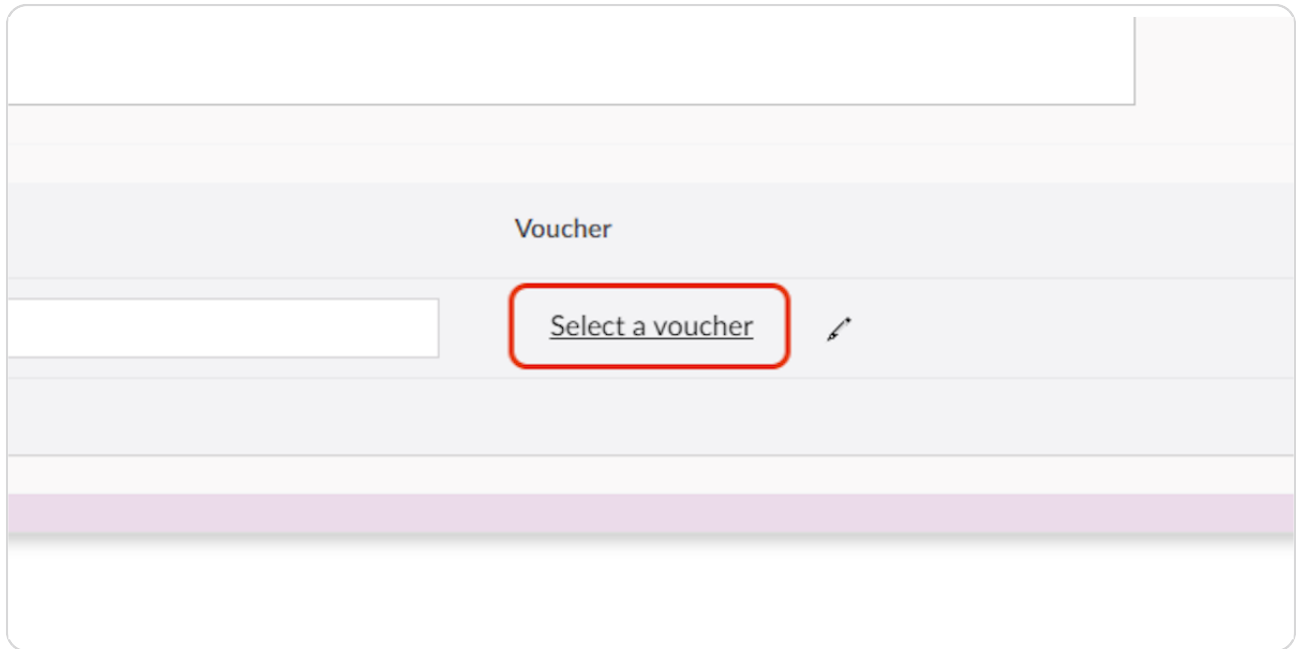
Option Title

[+ Add new voucher](#)

+

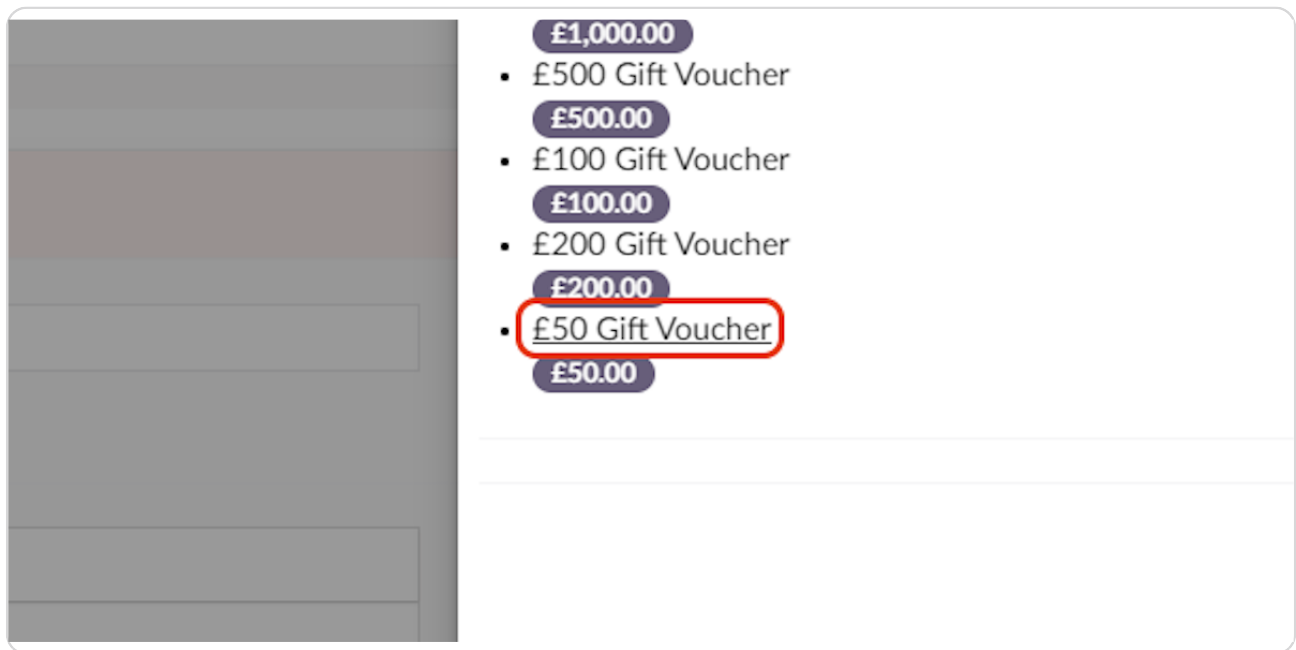
STEP 13

Click on **SELECT A VOUCHER**



STEP 14

Select the vouchers that you want to include in the buying option



STEP 15

Drag and drop vouchers to re-order and click the DELETE ICON to remove an option

Options
Buying options for this family of vouchers. The first voucher is considered the base voucher and its imagery is used for listing.

Option Title	Voucher		
<input type="text"/>	£50 Gift Voucher		1
<input type="text"/>	£100 Gift Voucher		1
<input type="text"/>	£200 Gift Voucher		1
<input type="text"/>	£500 Gift Voucher		1
<input type="text"/>	£1000 Gift Voucher		1

+ Add new voucher

STEP 16

Add an OPTION TITLE which will appear in the dropdown list

Description
A description representing this family of vouchers

Options
Buying options for this family of vouchers. The first voucher is considered the base voucher and its imagery is used for listing.

Formats **B** *I*

Option Title	Voucher
<input type="text" value="Monetary Voucher"/>	£50 Gift Voucher
<input type="text"/>	£100 Gift Voucher
<input type="text"/>	£200 Gift Voucher
<input type="text"/>	£500 Gift Voucher
<input type="text"/>	£1000 Gift Voucher

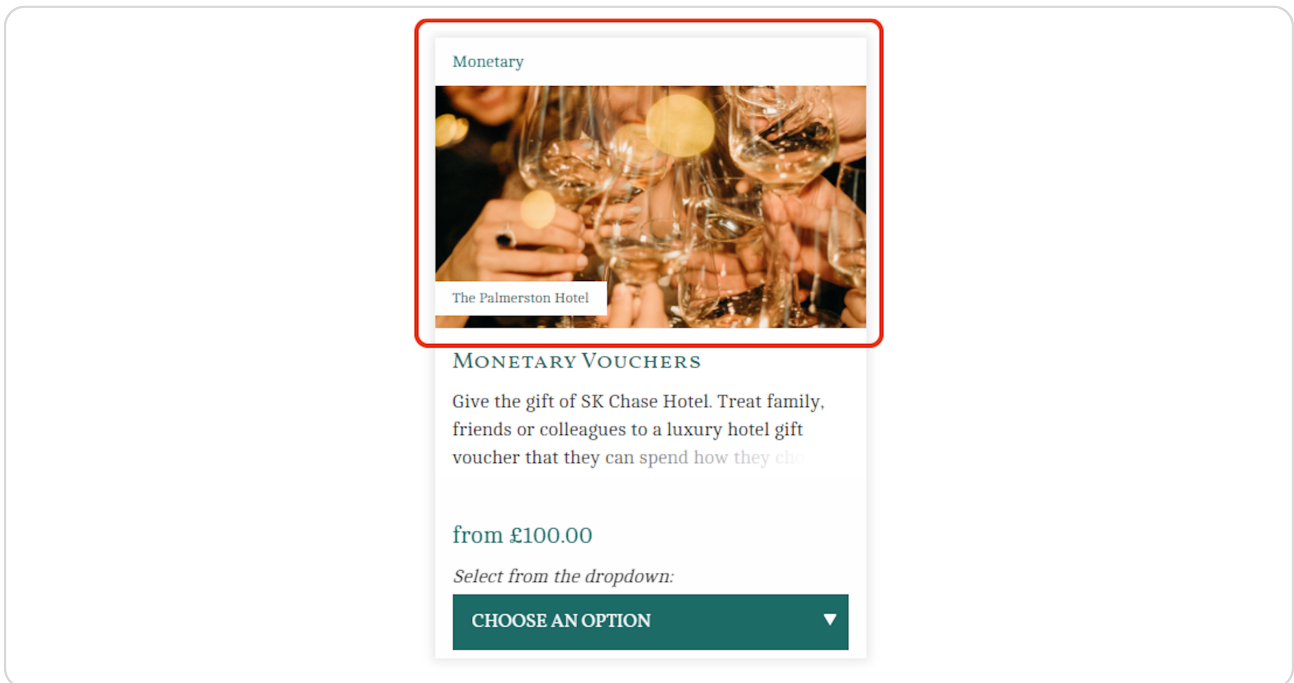
STEP 17

Click on **SAVE**



STEP 18

The image is pulled from the **FIRST OPTION** in the buying option



STEP 19

Allow 10 minutes for the changes to appear on your gift voucher website

SKCHASE