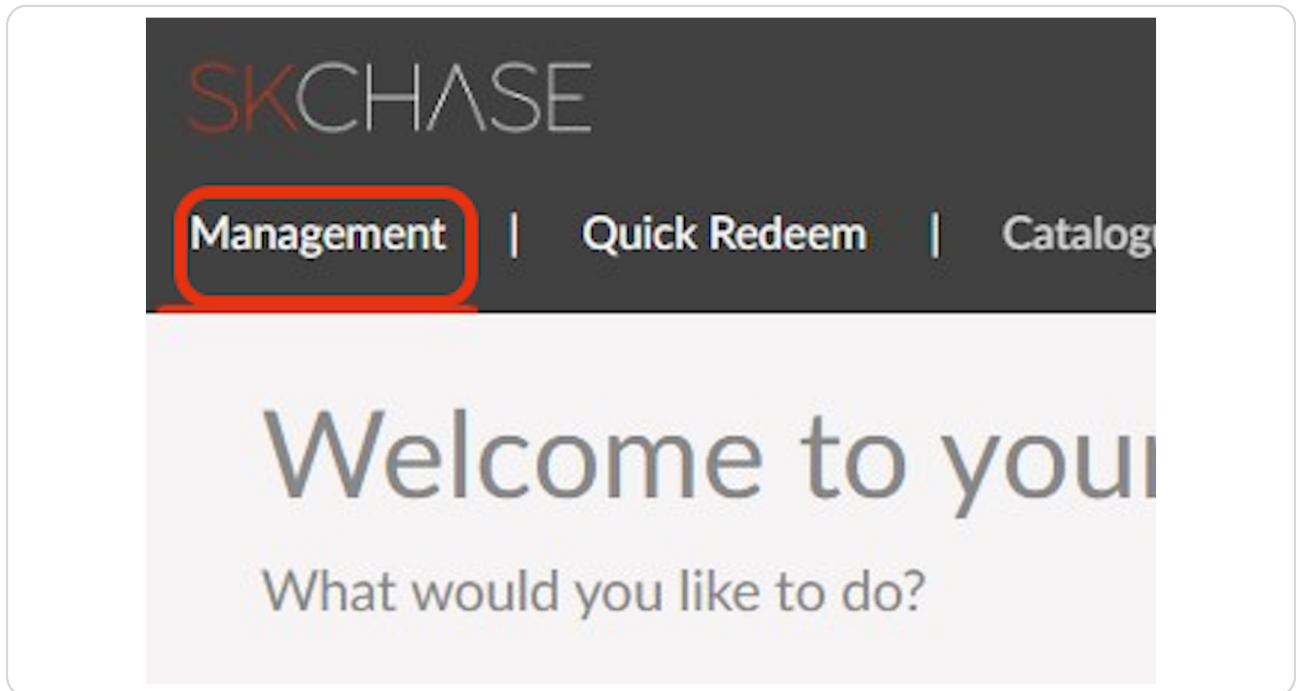


STEP 1

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

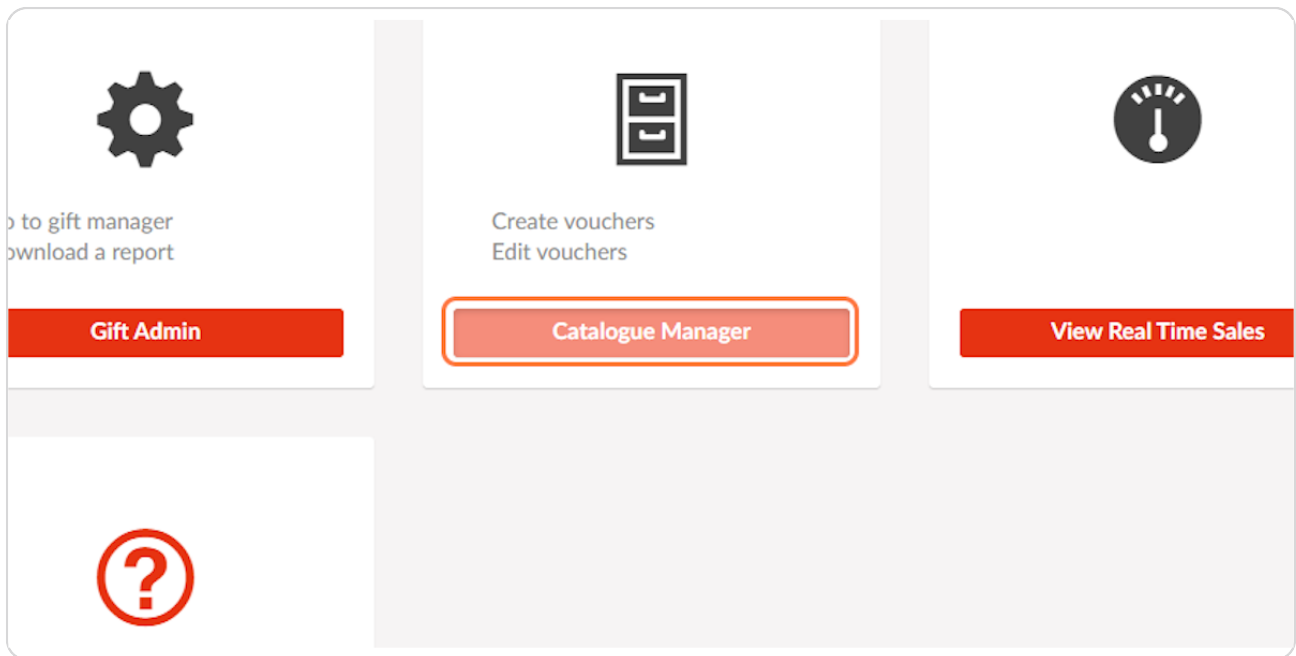
STEP 2

Click on MANAGEMENT



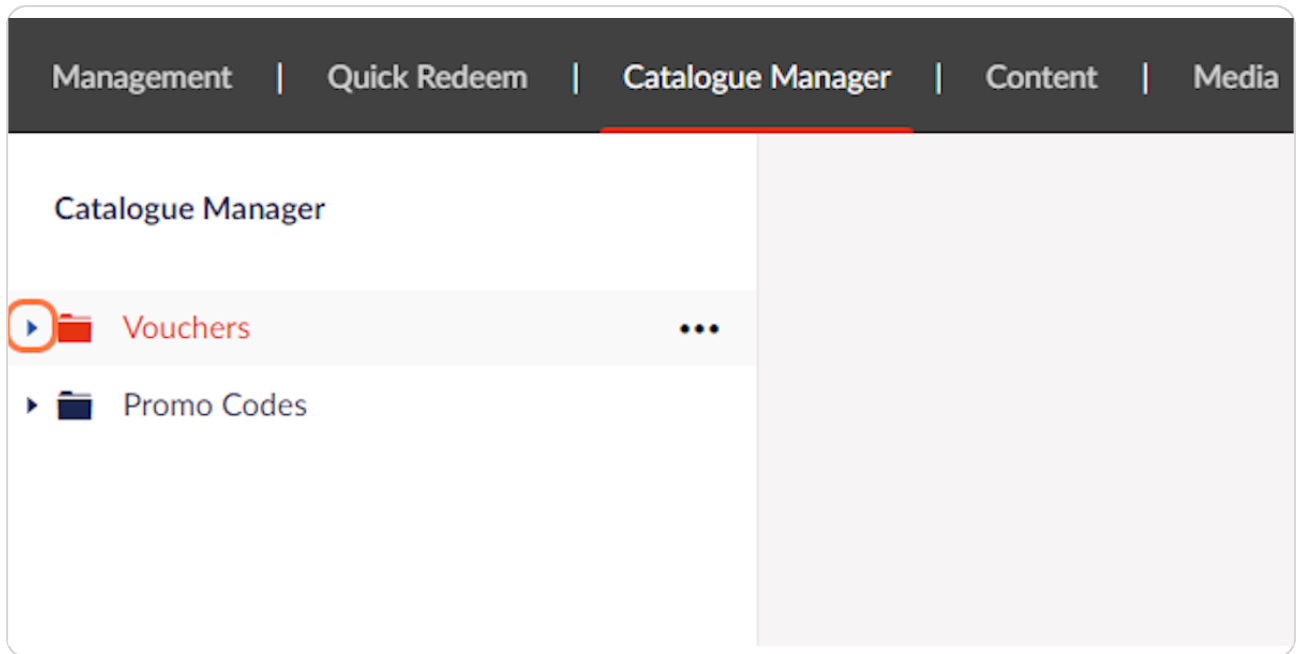
STEP 3

Click on CATALOGUE MANAGER



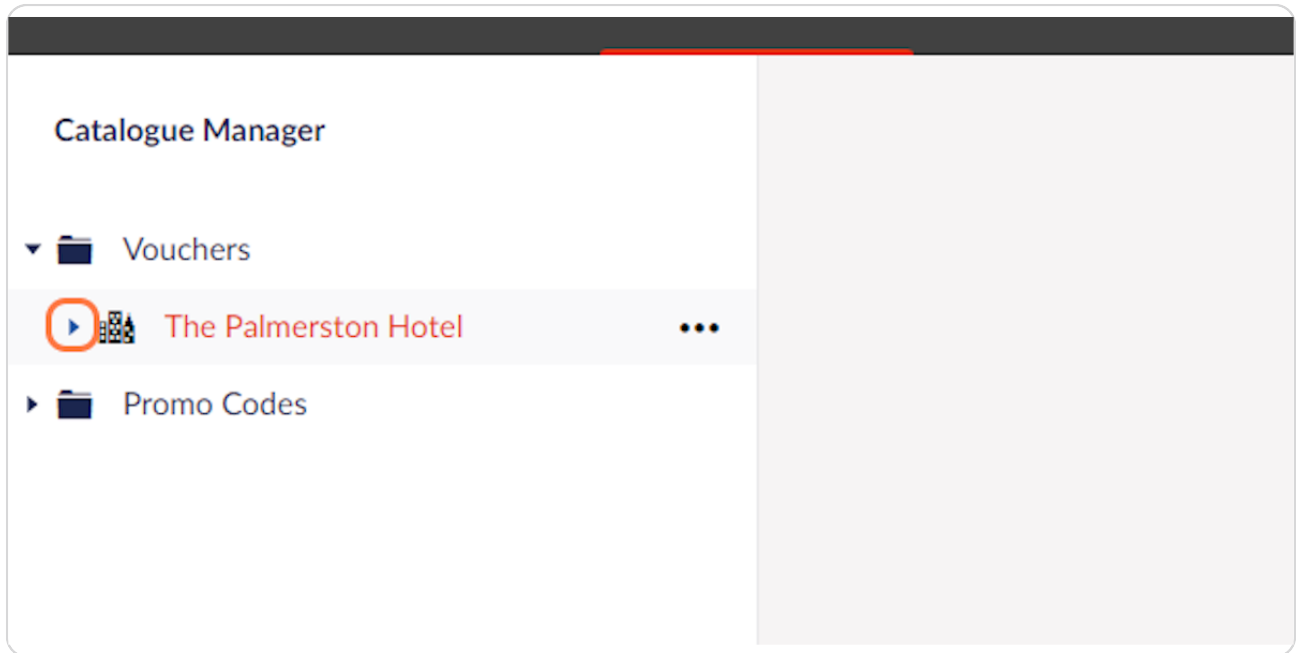
STEP 4

Click on the ARROW next to Vouchers



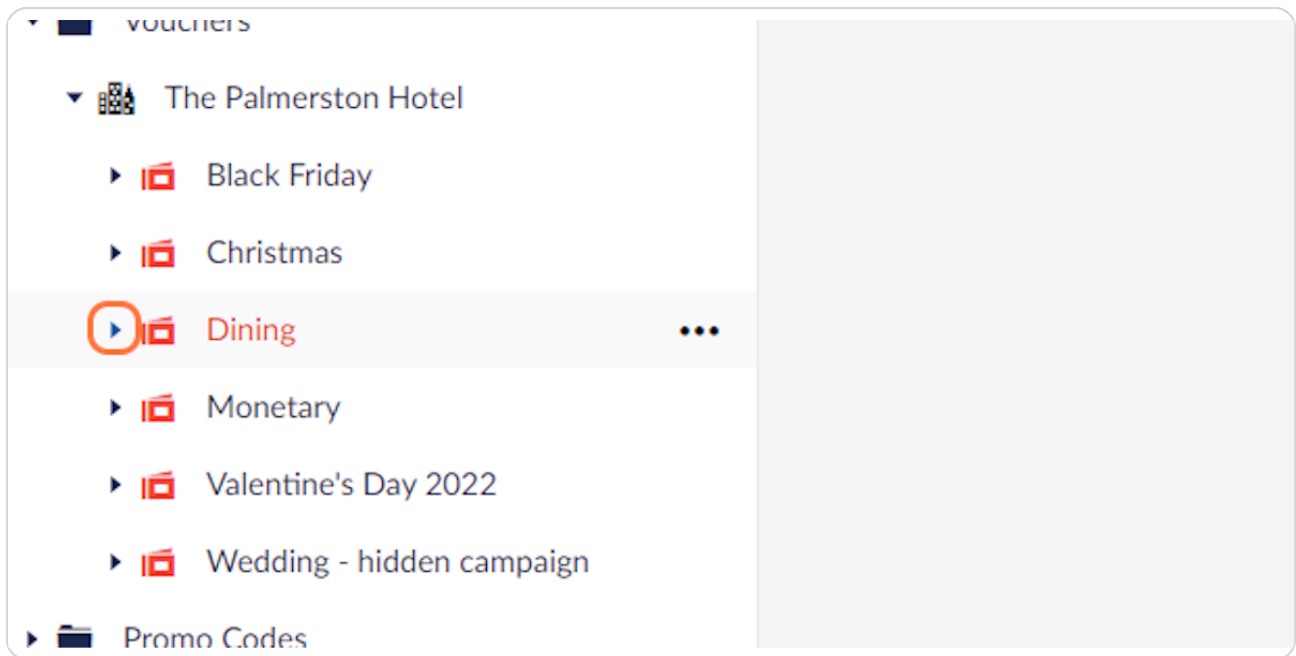
STEP 5

Click on the **ARROW** next to your hotel name



STEP 6

Click on the **ARROW** next to the catalogue to open it



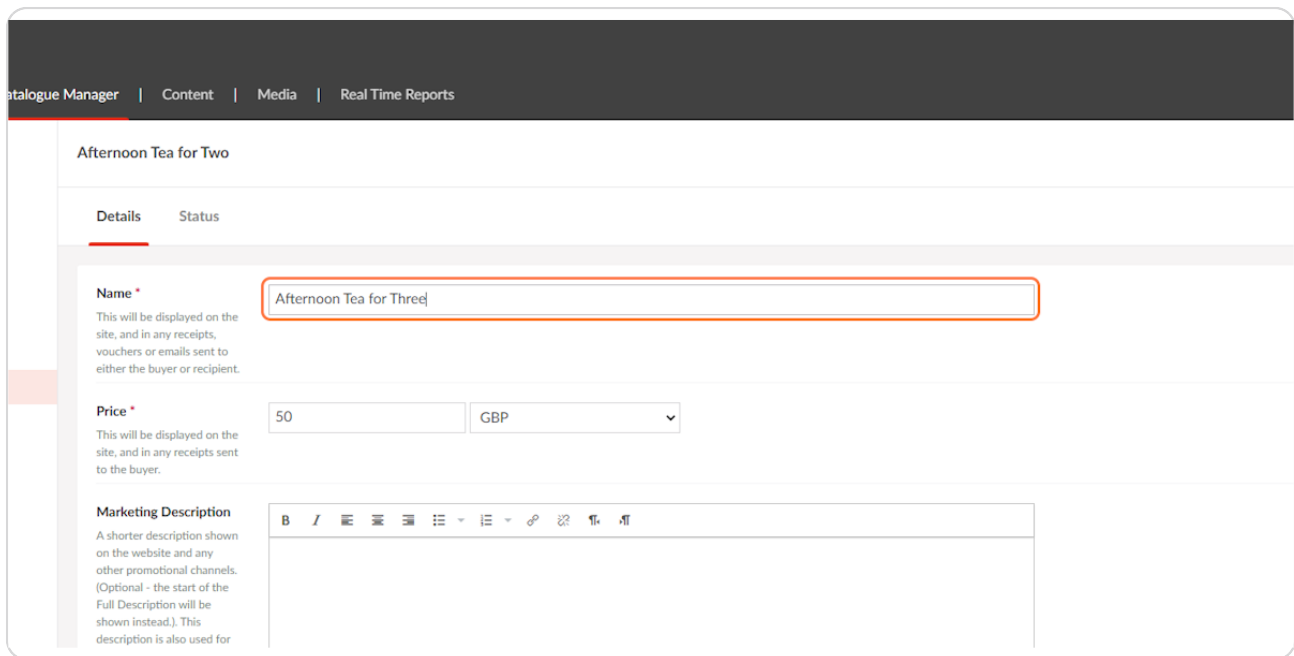
STEP 7

Click on the voucher you would like to edit



STEP 8

You can edit the voucher title here



STEP 9

You can edit the price here

Name * Afternoon Tea for Three
This will be displayed on the site, and in any receipts, vouchers or emails sent to either the buyer or recipient.

Price * 75 GBP
This will be displayed on the site, and in any receipts sent to the buyer.

Marketing Description
A shorter description shown on the website and any other promotional channels. (Optional - the start of the Full Description will be shown instead.)

Rich text editor toolbar: B, I, H1, H2, H3, H4, H5, H6, Link, Unlink, Bold, Italic, Paragraph, Text Color, Background Color, Undo, Redo.

STEP 10

You can edit the marketing description here (this is to entice the buyer)

SKCHASE
Management | Quick Redeem | Catalogue Manager | Content | Media | Real Time Reports

Catalogue Manager

- Vouchers
 - The Palmerston Hotel
 - Black Friday
 - Christmas
 - Dining
 - Afternoon Tea for Two
 - Monetary
 - Valentine's Day 2022
 - Wedding - hidden campaign
- Promo Codes

Afternoon Tea for Two Actions

Details Status

Name * Afternoon Tea for Three
This will be displayed on the site, and in any receipts, vouchers or emails sent to either the buyer or recipient.

Price * 75 GBP
This will be displayed on the site, and in any receipts sent to the buyer.

Marketing Description
A shorter description shown on the website and any other promotional channels. (Optional - the start of the Full Description will be shown instead.) This description is also used for the meta description on the voucher detail page. Since the first 160 characters will be used in search engine results, make sure to include the right keywords there.

Rich text editor toolbar: B, I, H1, H2, H3, H4, H5, H6, Link, Unlink, Bold, Italic, Paragraph, Text Color, Background Color, Undo, Redo.

Full Description *
A full description of the goods and services the owner of the voucher is entitled to. Visible on the

Enjoy a delicious afternoon tea for two in our beautiful garden room.

Voucher ID: 84ed796-71f9-38b6-bb9c-43c0a26a1093

Pending changes **Save**

STEP 11

You can edit the full description here (this is printed on the voucher)

in the website and any other promotional channels. Optional - the start of the full Description will be shown instead.). This description is also used for the meta description on the voucher detail page. Since the first 160 characters will be used in search engine results, make sure to include the right keywords there.

Full Description *

Full description of the goods and services the owner of the voucher is entitled to. Visible on the detail page and will be printed on the voucher itself. Max of 300 characters approx 50 words.

Images *

Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main image).

A classic treat

Enjoy a delicious afternoon tea for two in our beautiful garden room for three.

STEP 12

You can add an image here

approx 50 words).

Images *

Select images for your voucher. Aspect Ratio: 16:9. Size: 1000px by 563px. (The first one will be the main image and used in the e-voucher).

Tags *

Select tags for your voucher. Tags are used to group vouchers by similar themes or occasions.

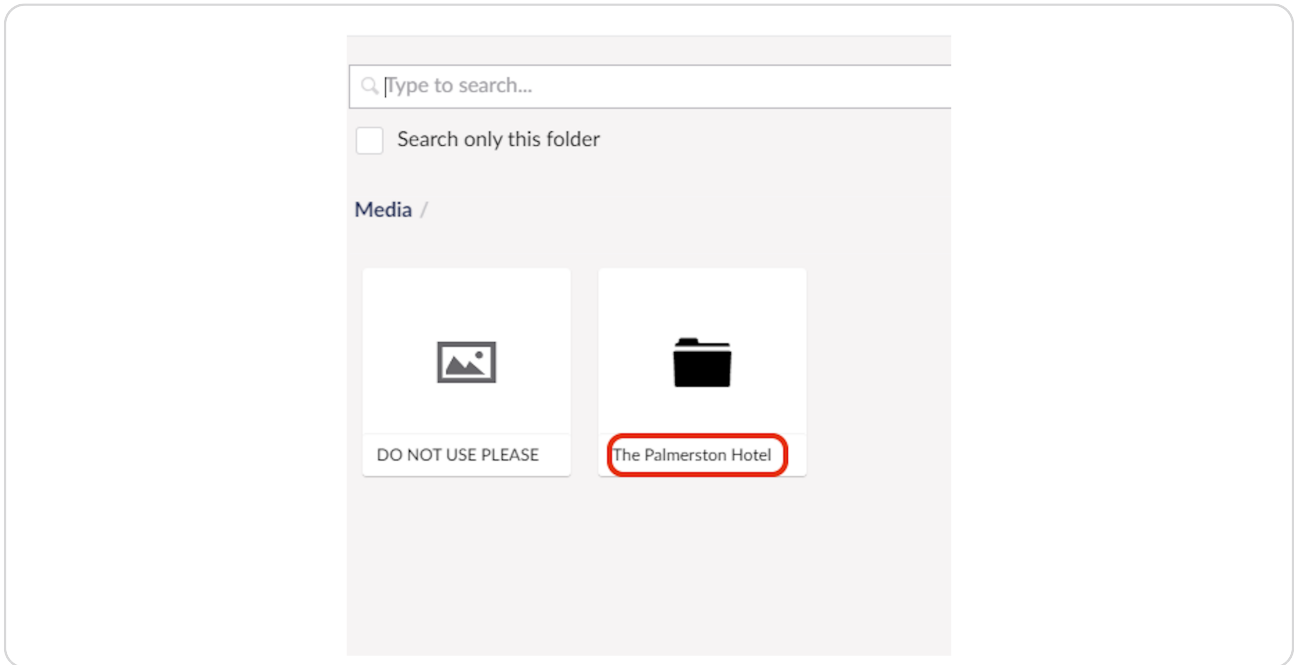
Dining Birthday Afternoon Tea

Press Enter to confirm a tag

TAGS USED ELSEWHERE

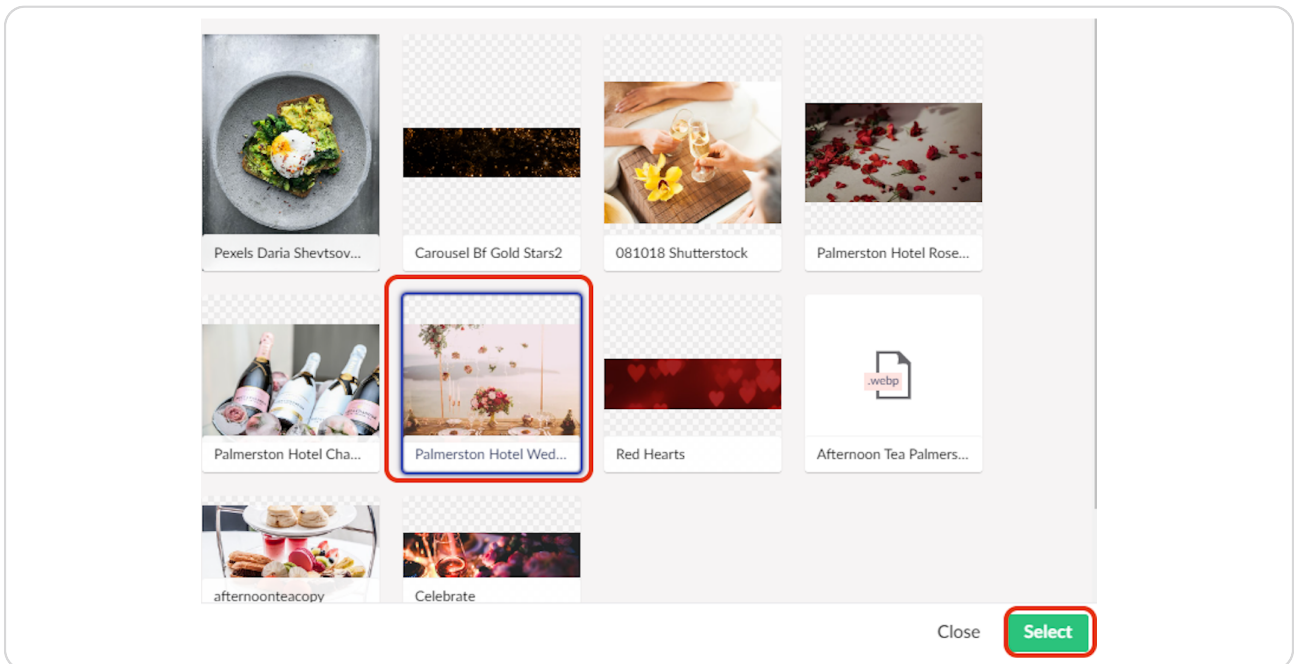
STEP 13

Click on the folder title to open it



STEP 14

Click on the image you would like and click SELECT

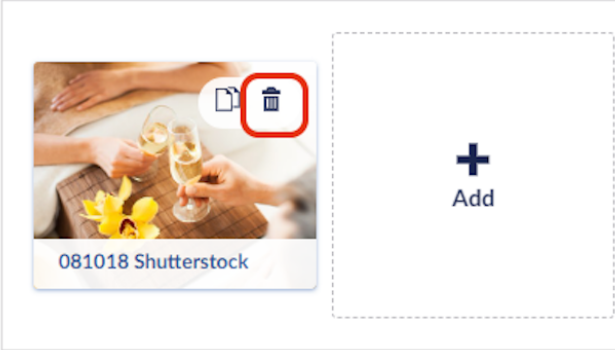


STEP 15

You can delete an image by hovering over it and clicking the bin icon

Images *

Select images for your voucher. Aspect Ratio: 16:9. Max Size: 1000px by 563px. (The first image will be the main image and used in the e-voucher).



081018 Shutterstock

Tags *

Select tags for your voucher. Tags are used to group vouchers by similar themes

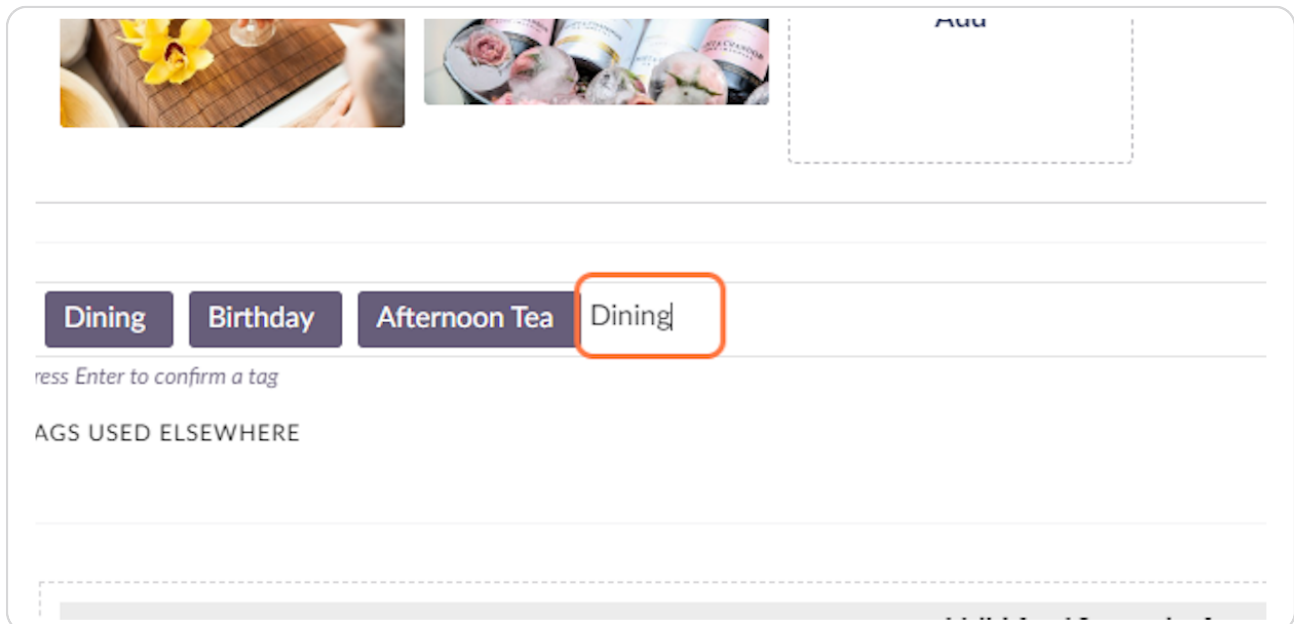
Dining Birthday Afternoon Tea

Press Enter to confirm a tag

TAGS USED ELSEWHERE

STEP 16

You can add a new tag by typing it in and clicking ENTER on your keyboard (this will add the voucher to the corresponding filter)



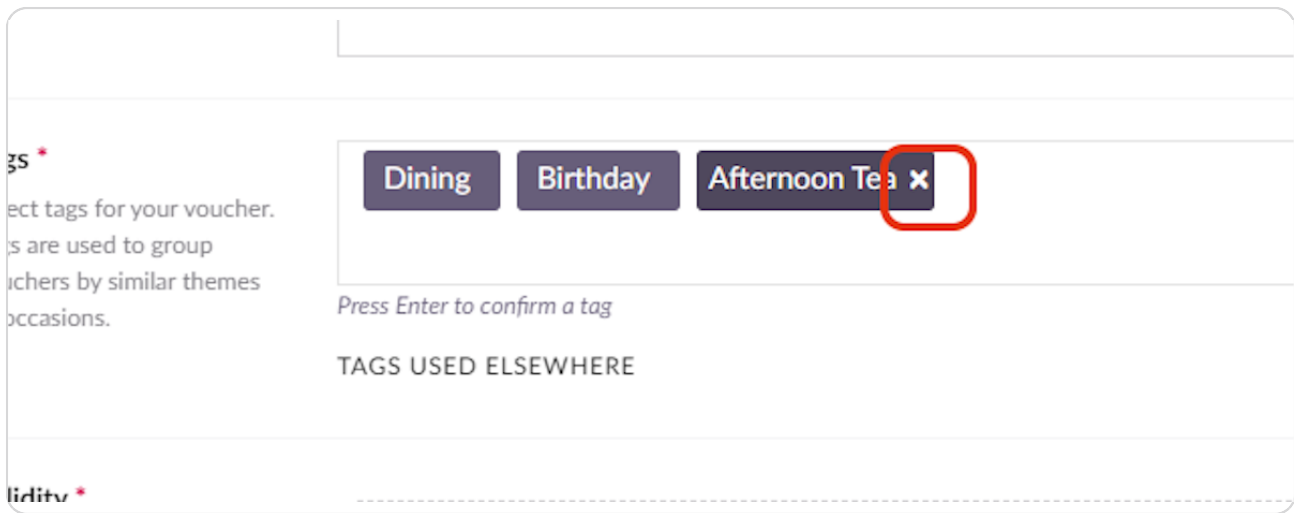
Dining Birthday Afternoon Tea Dining

Press Enter to confirm a tag

TAGS USED ELSEWHERE

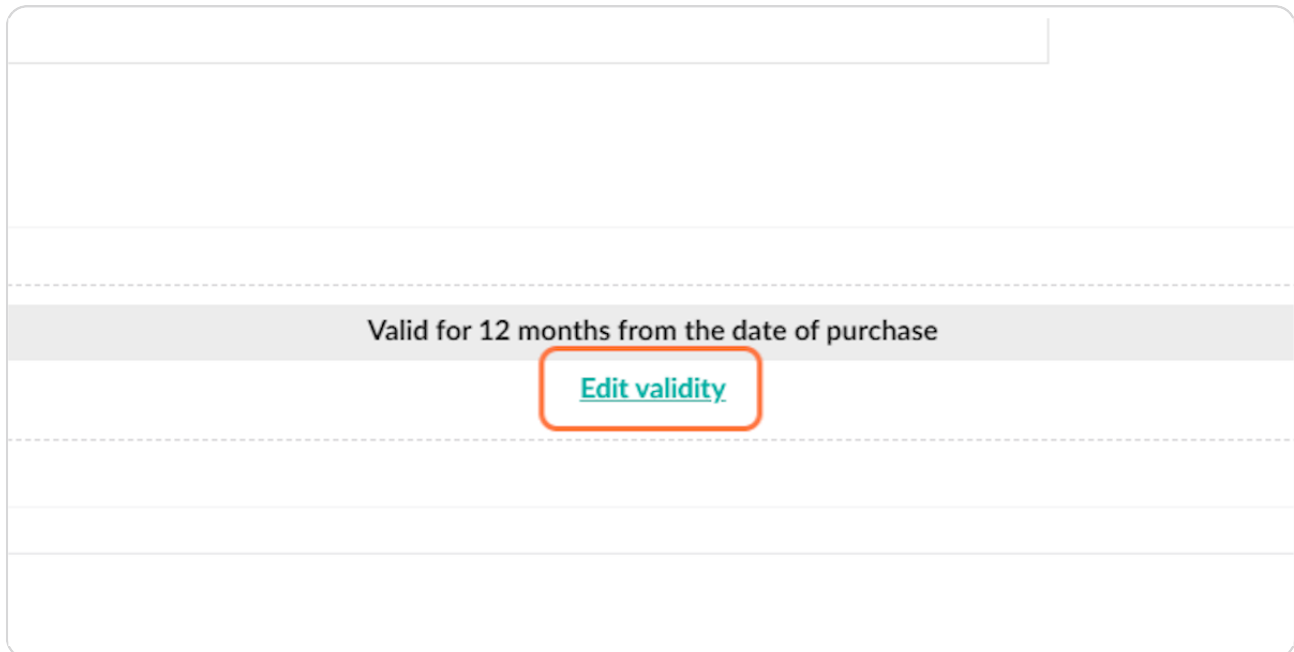
STEP 17

To delete a tag hover over it and click the "X"



STEP 18

To edit the validity period click EDIT VALIDITY



STEP 19

You can change the validity months here

Set Validity

Validity types:

Period
The voucher will be valid for the set amount of time from purchase. E.g. 1 month

Range
The voucher will be valid from a specific date to another specific date.

Validity Type
Period

Period Length (months)
18

STEP 20

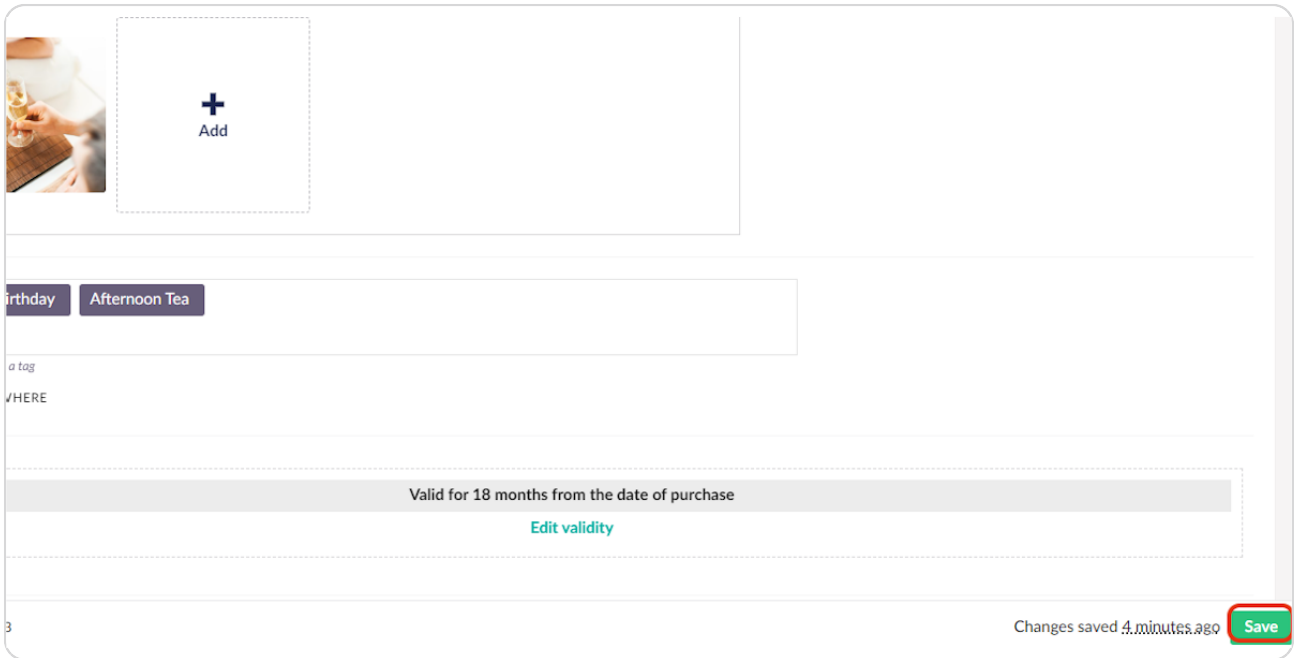
Click on **UPDATE VALIDITY**

purchase

Close **Update validity**

STEP 21

Click **SAVE** to save any changes made



The screenshot shows a gift card configuration interface. At the top left, there is a small image of a hand holding a glass of wine. To its right is a dashed box containing a plus sign and the word "Add". Below this is a horizontal bar with two buttons: "Birthday" and "Afternoon Tea". Underneath the bar, the text "a tag" is visible. Below that, the word "WHERE" is partially visible. A large dashed box contains the text "Valid for 18 months from the date of purchase" and a link "Edit validity". At the bottom right, there is a status indicator "Changes saved 4..minutes.ago" and a red "Save" button.

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