

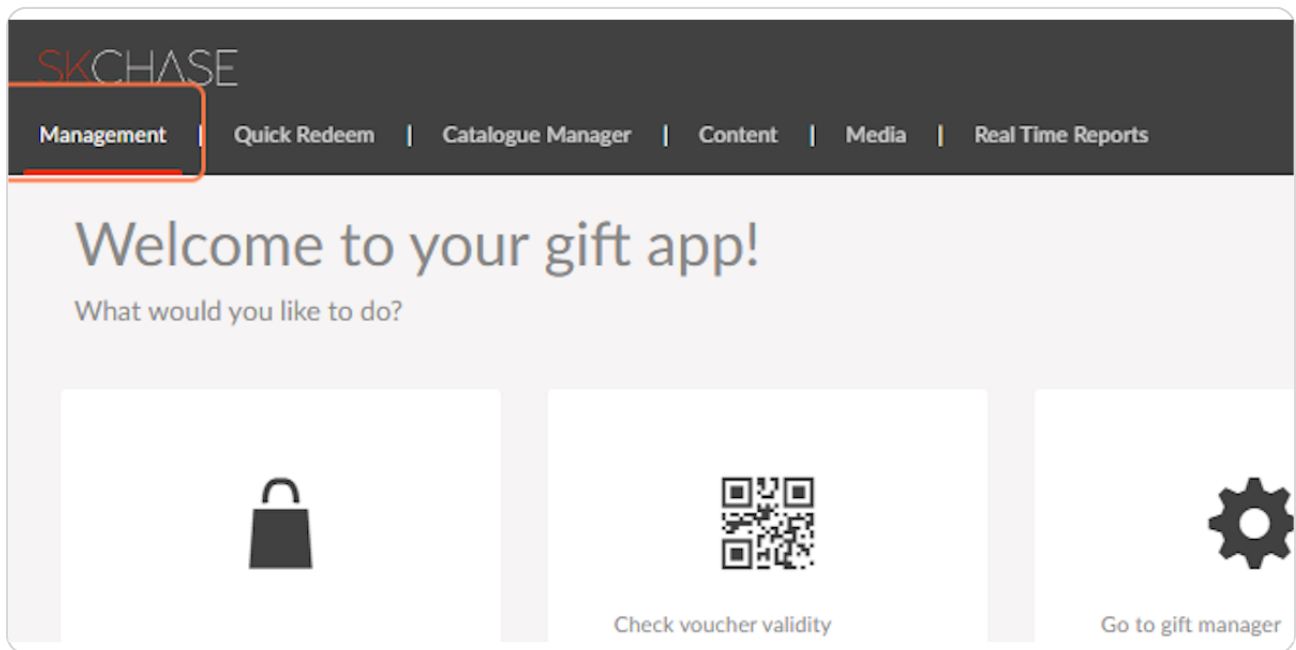
STEP 1

Login to the system

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

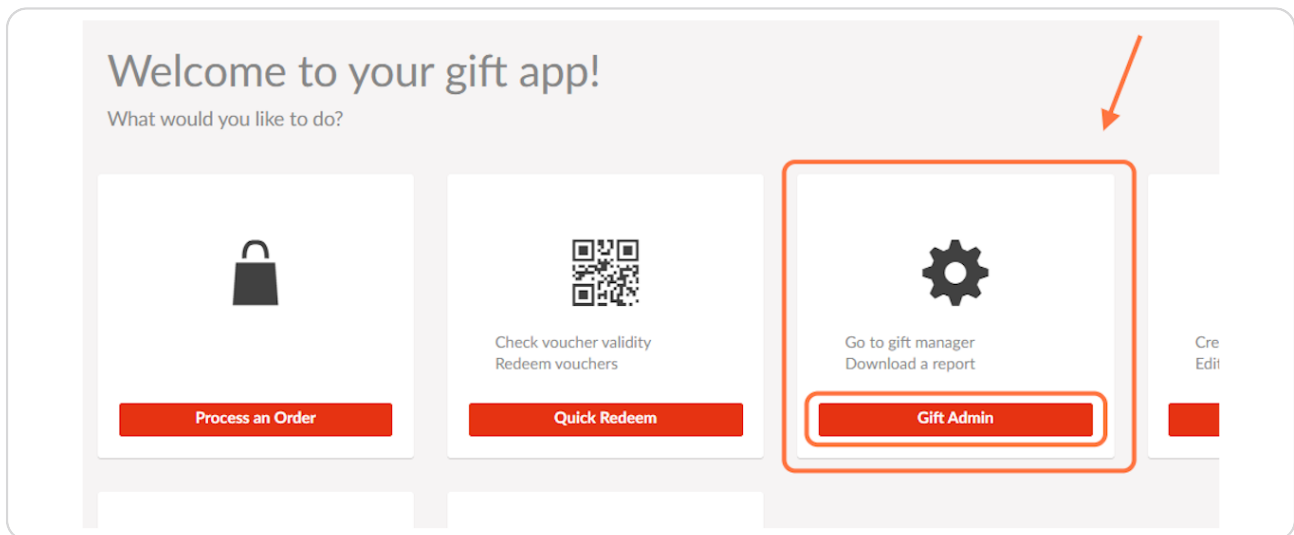
STEP 2

Click on Management



STEP 3

Click on Gift Admin



Skchaseadmin

5 Steps [↗](#)

STEP 4

Retrieve the order


(This could be order ID, Item ID, or you can search by a three month date range/specific date and 'Search Field')


The screenshot shows the "Gift Manager" search interface. At the top, it says "Welcome Jennifer Mullins" and has navigation links for "Gift Manager", "Reports", "My Account", and "Logout". The "Gift Manager" section has a search form with the following fields: "Sellers" (a dropdown menu showing "The Palmerston Hotel"), "Order ID" (a text input field containing "3343127" and highlighted with a red border), "Item ID" (an empty text input field), "From Date" (a date picker), "To Date" (a date picker), "Search Term" (a text input field), and "Search Field" (a dropdown menu showing "Buyer's Surname"). A note below the date pickers states "The maximum date range is 120 days".

STEP 5

Click search once you have added your chosen retrieval method

Item ID

From Date 

To Date 

The maximum date range is 120 days

Search Term




Search Field

[Gifts](#)

[Logout](#)

STEP 6

Click on the magnifying glass icon

Item ID
   Order ID: 3343127; Purchase Method: Offline; Total Amount
4293103

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

[Gifts](#)

[Logout](#)

STEP 7

Click on Item tab

- **Item tab** contains the **recipient** details
- Order details tab contains the buyers details

Order Details	Item Details
Transactions	ID 4293103
Item 4293103	Seller The Palmerston Hotel - 24
	Brought From Customer The Palmerston Hotel
	Brought From Group
	Name Brunch for Two
	Unit Price £45.00
	Price £45.00
	Promo Code
	Booked False
	Booking Notes
	Delivery Email
	Combined False
	Emails Sent True
	Valid From 20/01/2023

STEP 8

Edit any of the recipient details as you wish

SKChase Admin - Google Chrome
gifts.skchaseadmin.com/thepalmerstonhotel/admin/giftmanager/orderdetails.htm?id=3343127

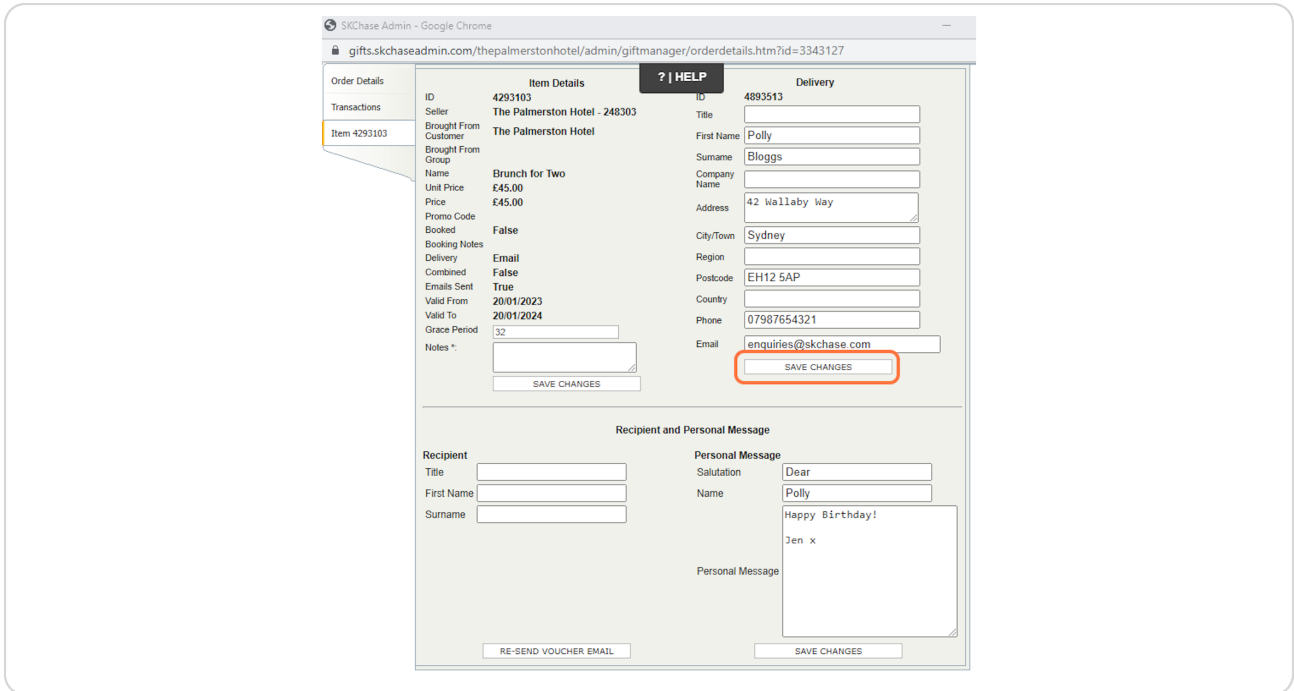
Order Details	Item Details	Delivery
Transactions	ID 4293103	ID 4893513
Item 4293103	Seller The Palmerston Hotel - 248303	Title
	Brought From Customer The Palmerston Hotel	First Name Polly
	Brought From Group	Surname Bloggs
	Name Brunch for Two	Company Name
	Unit Price £45.00	Address 42 Wallaby Way
	Price £45.00	City/Town Sydney
	Promo Code	Region
	Booked False	Postcode EH12 5AP
	Booking Notes	Country
	Delivery Email	Phone 07987654321
	Combined False	Email enquiries@skchase.com
	Emails Sent True	SAVE CHANGES
	Valid From 20/01/2023	
	Valid To 20/01/2024	
	Grace Period	
	Notes 32	
	Notes *	
	SAVE CHANGES	

Recipient and Personal Message

Recipient	Personal Message
Title	Salutation Dear
First Name	Name Polly
Surname	Happy Birthday!
	Jen x
	Personal Message
	RE-SEND VOUCHER EMAIL
	SAVE CHANGES

STEP 9

Ensure to click 'Save Changes'



The screenshot displays the SKChase Admin interface for editing an order. The browser address bar shows the URL: `gifts.skchaseadmin.com/thepalmerstonhotel/admin/giftmanager/orderdetails.htm?id=3343127`. The page is divided into several sections:

- Order Details:** A sidebar on the left with a 'Transactions' tab and a highlighted 'Item 4293103'.
- Item Details:** A central section containing:
 - ID:** 4293103
 - Seller:** The Palmerston Hotel - 248303
 - Brought From Customer:** The Palmerston Hotel
 - Brought From Group Name:** Brunch for Two
 - Unit Price:** £45.00
 - Price:** £45.00
 - Promo Code:** (empty)
 - Booked:** False
 - Booking Notes:** (empty)
 - Delivery Email:** (empty)
 - Contained:** False
 - Emails Sent:** True
 - Valid From:** 20/01/2023
 - Valid To:** 20/01/2024
 - Grace Period:** 32
 - Notes *:** (empty)
 - SAVE CHANGES** button
- Delivery:** A section on the right containing:
 - ID:** 4893513
 - Title:** (empty)
 - First Name:** Polly
 - Surname:** Bloggs
 - Company Name:** (empty)
 - Address:** 42 Wallaby Way
 - City/Town:** Sydney
 - Region:** (empty)
 - Postcode:** EH12 5AP
 - Country:** (empty)
 - Phone:** 07987654321
 - Email:** enquiries@skchase.com
 - SAVE CHANGES** button (highlighted with a red box)
- Recipient and Personal Message:** A section at the bottom containing:
 - Recipient:** Fields for Title, First Name, and Surname.
 - Personal Message:** Fields for Salutation (Dear), Name (Polly), and a text area containing "Happy Birthday! Jen x".
 - SAVE CHANGES** button
 - RE-SEND VOUCHER EMAIL** button

SKCHASE