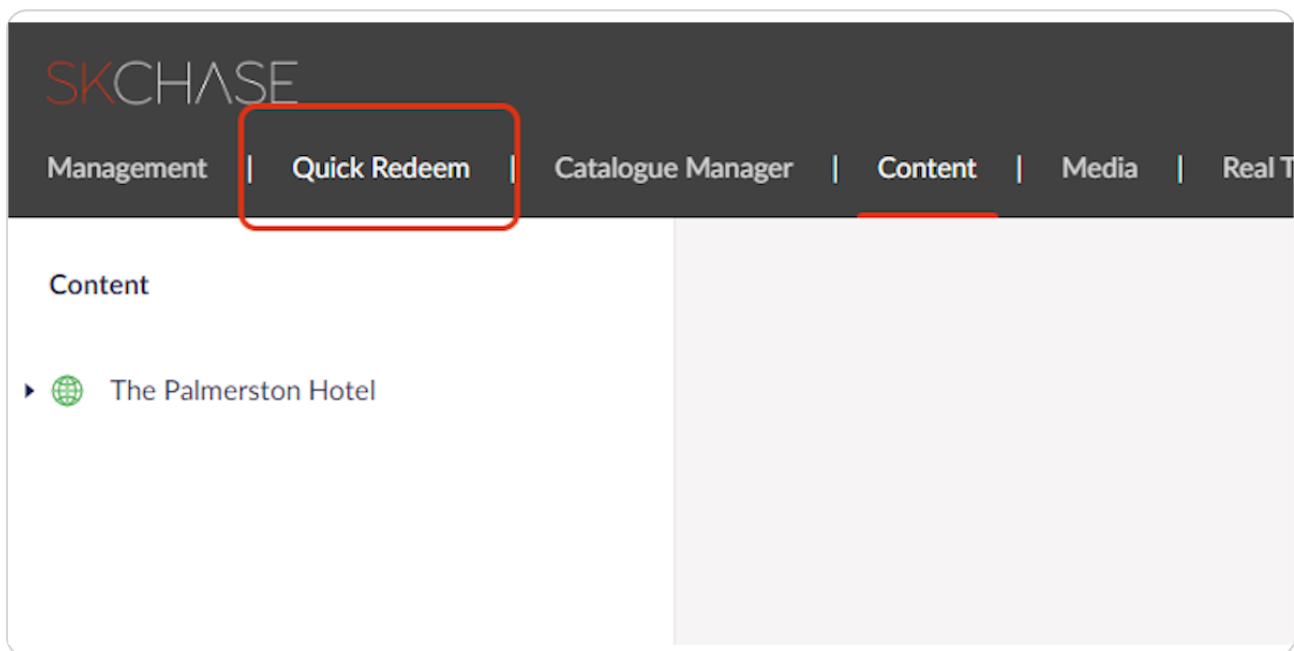


STEP 1**Login to the system**

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

STEP 2

There are multiple ways to locate a voucher in the system

STEP 3**You can search in QUICK REDEEM**

STEP 4

You can find the voucher by adding the ORDER ID

Search for voucher using either the Order I

Voucher reference number

XXXXXX - Order ID - Item ID

[Need help?](#)

Find Voucher(s)

STEP 5

Or you can enter the ITEM ID

Search for voucher using either the Order ID or the Item

Voucher reference number

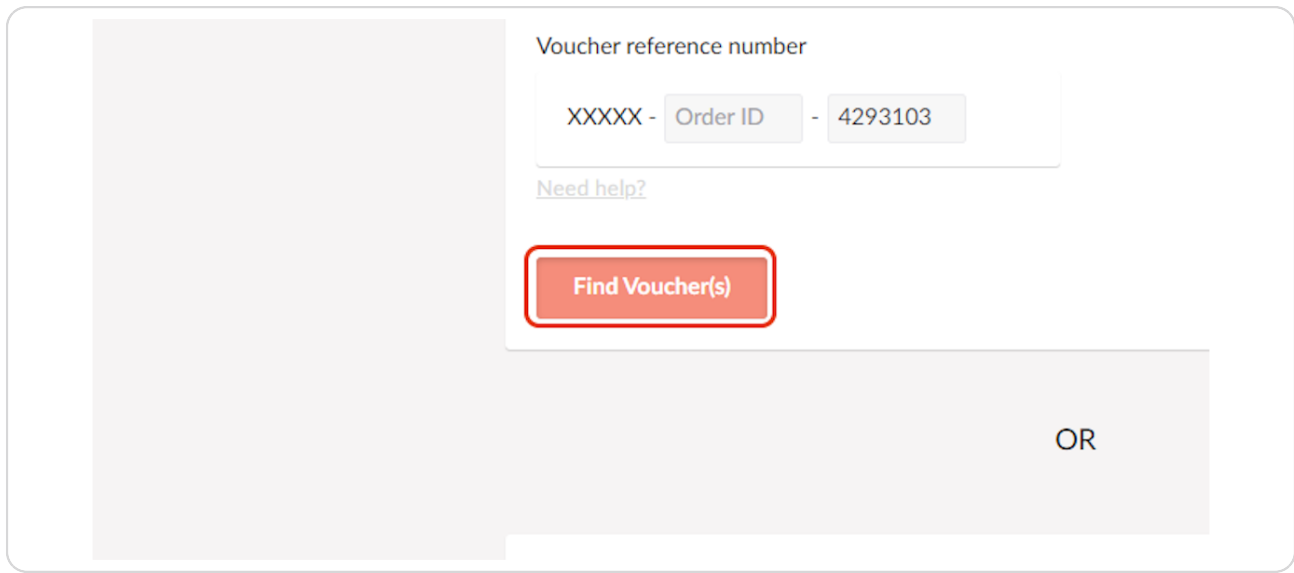
XXXXXX - Order ID - 4293103

[Need help?](#)

Find Voucher(s)

STEP 6

Click on Find Voucher(s)



Voucher reference number

XXXXX - Order ID - 4293103

[Need help?](#)

Find Voucher(s)

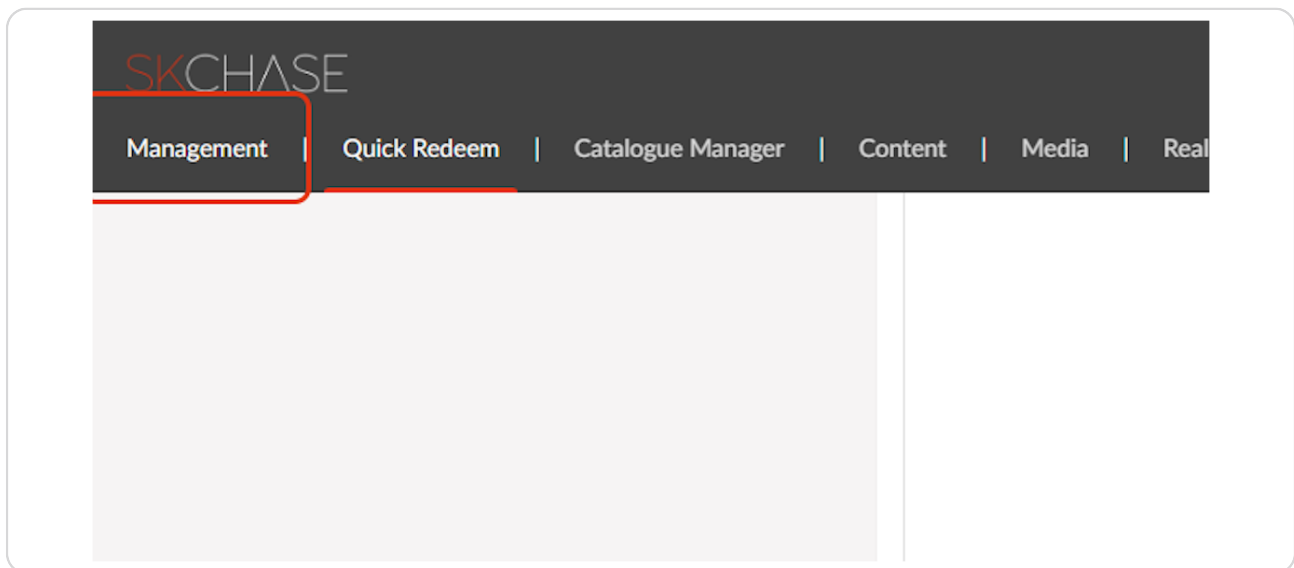
OR

STEP 7

Or you can search in GIFT MANAGER

STEP 8

Click on Management

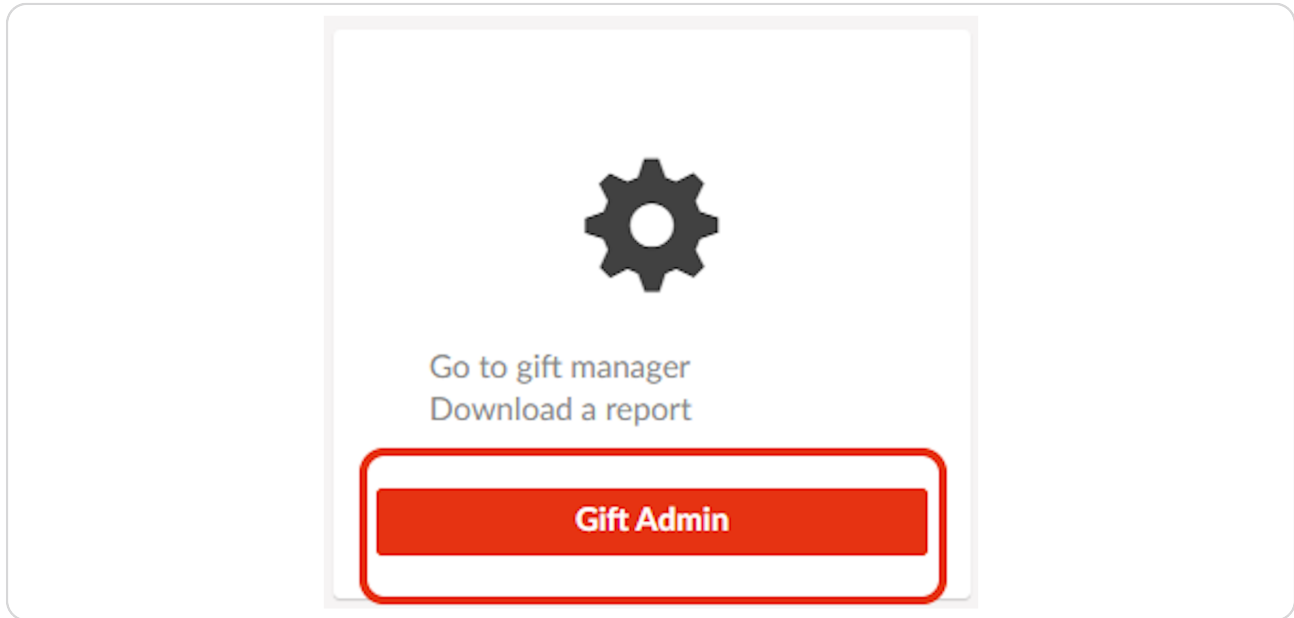


SKCHASE

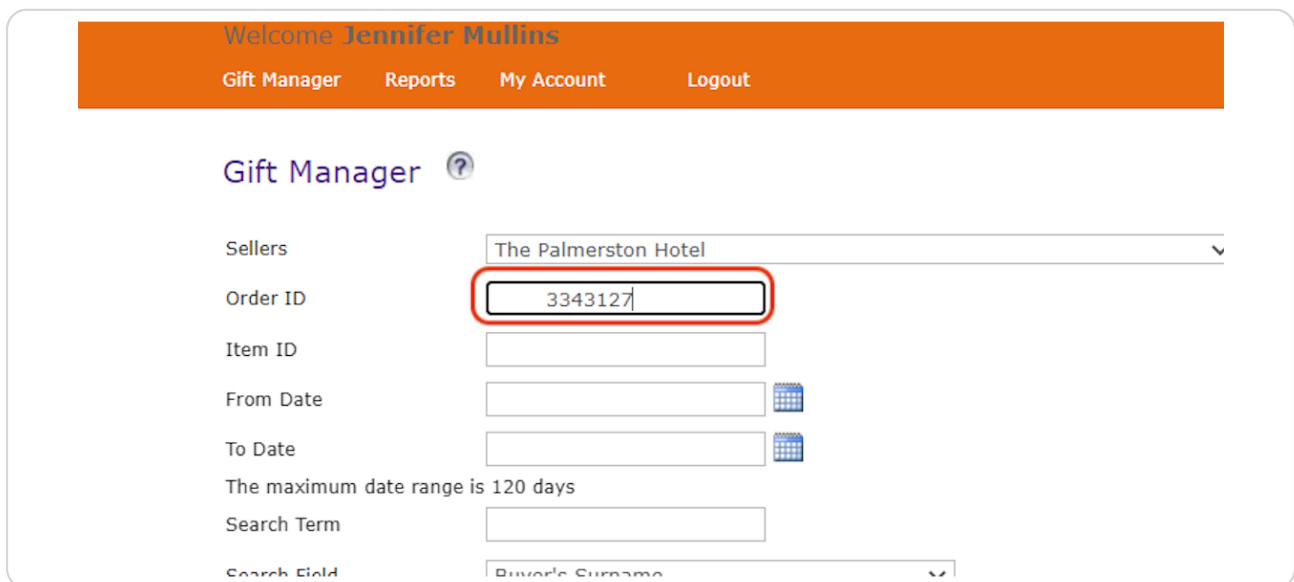
Management | Quick Redeem | Catalogue Manager | Content | Media | Real

STEP 9

Click on Gift Admin



STEP 10

You can search by the ORDER IDA screenshot of the "Gift Manager" interface. At the top, there is an orange header bar with the text "Welcome Jennifer Mullins" and navigation links: "Gift Manager", "Reports", "My Account", and "Logout". Below the header, the "Gift Manager" title is followed by a help icon. The main area contains several search fields: "Sellers" (a dropdown menu showing "The Palmerston Hotel"), "Order ID" (a text input field containing "3343127" and highlighted with a red box), "Item ID" (a text input field), "From Date" (a text input field with a calendar icon), "To Date" (a text input field with a calendar icon), "Search Term" (a text input field), and "Search Field" (a dropdown menu showing "Buyer's Surname"). A note below the date fields states "The maximum date range is 120 days".

STEP 11

Or you can search by the ITEM ID

[Gift Manager](#) [Reports](#) [My Account](#) [Logout](#)

Gift Manager


Sellers

The Palmerston Hotel


Order ID

Item ID

From Date



To Date



The maximum date range is 120 days

Search Term


Search Field

Buyer's Surname


STEP 12

Click on **SEARCH** once the data has been added

From Date



To Date



The maximum date range is 120 days

Search Term

Search Field

Buyer's Surname

SEARCH

Gifts

Logout


STEP 13

If you do not have the ORDER ID or ITEM ID, you can search by ORDER DATE

Select dates from the calendar or type it in: DD/MM/YYYY. The date range cannot be greater than 3 months.

Gift Manager


Sellers

The Palmerston Hotel 


Order ID

Item ID


From Date



January 2023



To Date




The maximum date range is

52 26 27 28 29 30 31 1

Search Term

1 2 3 4 5 6 7 8

Search Field

2 9 10 11 12 13 14 15 

SEARCH

3 16 17 18 19 20 21 22

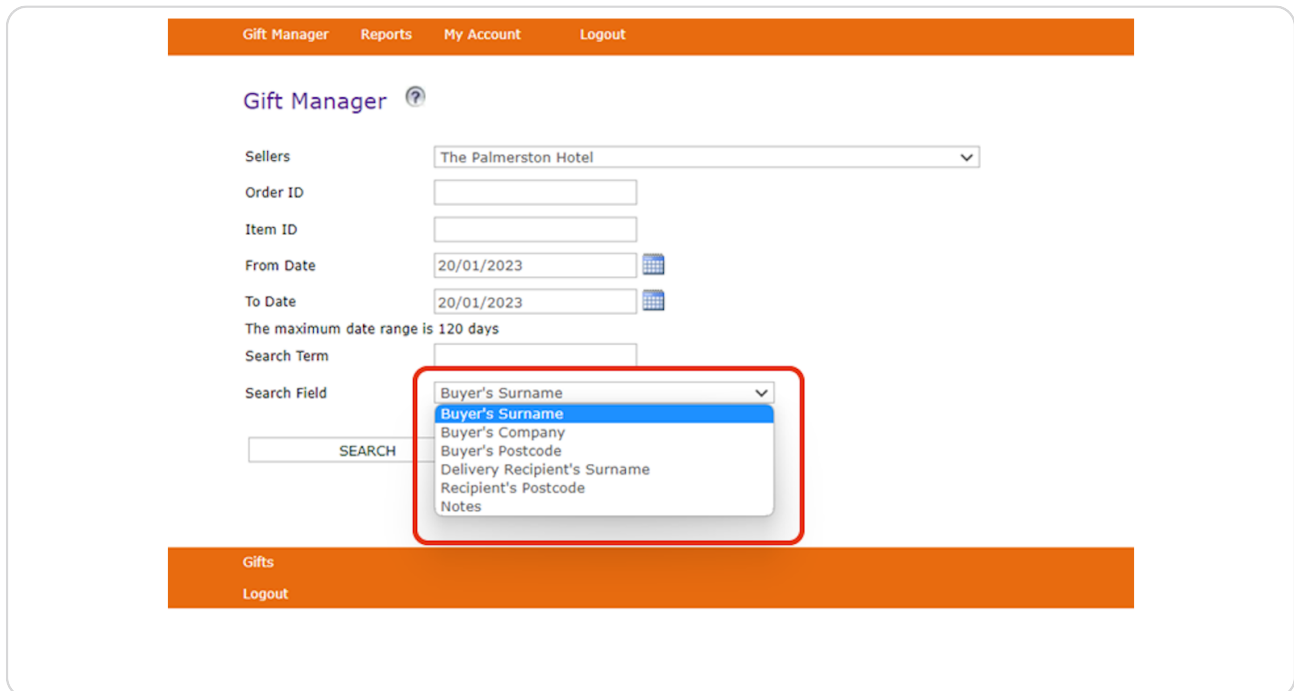
4 23 24 25 26 27 28 29

5 30 31 1 2 3 4 5

STEP 14

You can also search by: -Buyers Surname -Buyer's Company -Buyer's Postcode -Delivery Recipient's Surname -Recipient's Postcode -Notes

You will still need to add in a date range



The screenshot displays the 'Gift Manager' interface. At the top, there is an orange navigation bar with links: 'Gift Manager', 'Reports', 'My Account', and 'Logout'. Below this, the 'Gift Manager' title is followed by a help icon. The main search area includes a 'Sellers' dropdown menu set to 'The Palmerston Hotel'. Below this are input fields for 'Order ID', 'Item ID', 'From Date' (set to 20/01/2023), and 'To Date' (set to 20/01/2023). A note states 'The maximum date range is 120 days'. There is a 'Search Term' input field and a 'Search Field' dropdown menu. The 'Search Field' dropdown is open, showing a list of options: 'Buyer's Surname' (highlighted in blue), 'Buyer's Company', 'Buyer's Postcode', 'Delivery Recipient's Surname', 'Recipient's Postcode', and 'Notes'. A red rectangle highlights the 'Search Field' dropdown menu. At the bottom, there is an orange bar with links: 'Gifts' and 'Logout'.

STEP 15

If you still cannot locate the voucher you can run a BUYERS REPORT

STEP 16

Click on Reports

Welcome **Jennifer Mullins**

[Gift Manager](#) [Reports](#) [My Account](#) [Logout](#)

Gift Manager


Sellers

The Palmerston Hotel

Order ID

Item ID

From Date



STEP 17


Open the calendar popup and choose the desired date range


There is no limit to the date range search

[Gift Manager](#) [Reports](#) [My Account](#) [Logout](#)

Reports

01/01/2023





January 2023

	M	T	W	T	F	S	S
52	26	27	28	29	30	31	1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29

Plea

A de

STEP 18

Choose your venue from the **SELLERS** drop down and choose **BUYERS** from the **Reports** dropdown

If you are part of a group you will also be able to search by your **GROUP**

Reports

From

01/01/2023

To

31/01/2023

Sellers

The Palmerston Hotel

Reports

Buyers

GENERATE REPORT

STEP 19

Click on **GENERATE REPORT**

Sellers

The Palmerston Hotel

Reports

Buyers

GENERATE REPORT

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If you c
informa

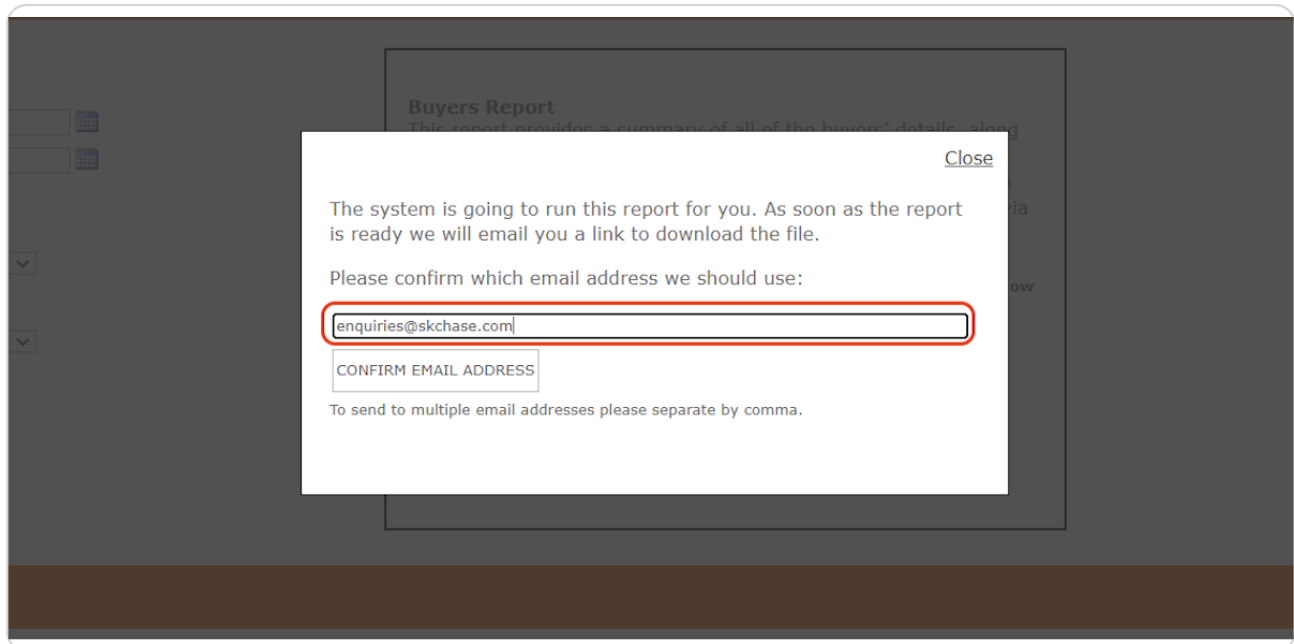
• Up to
• Up to

Gifts

Logout

STEP 20

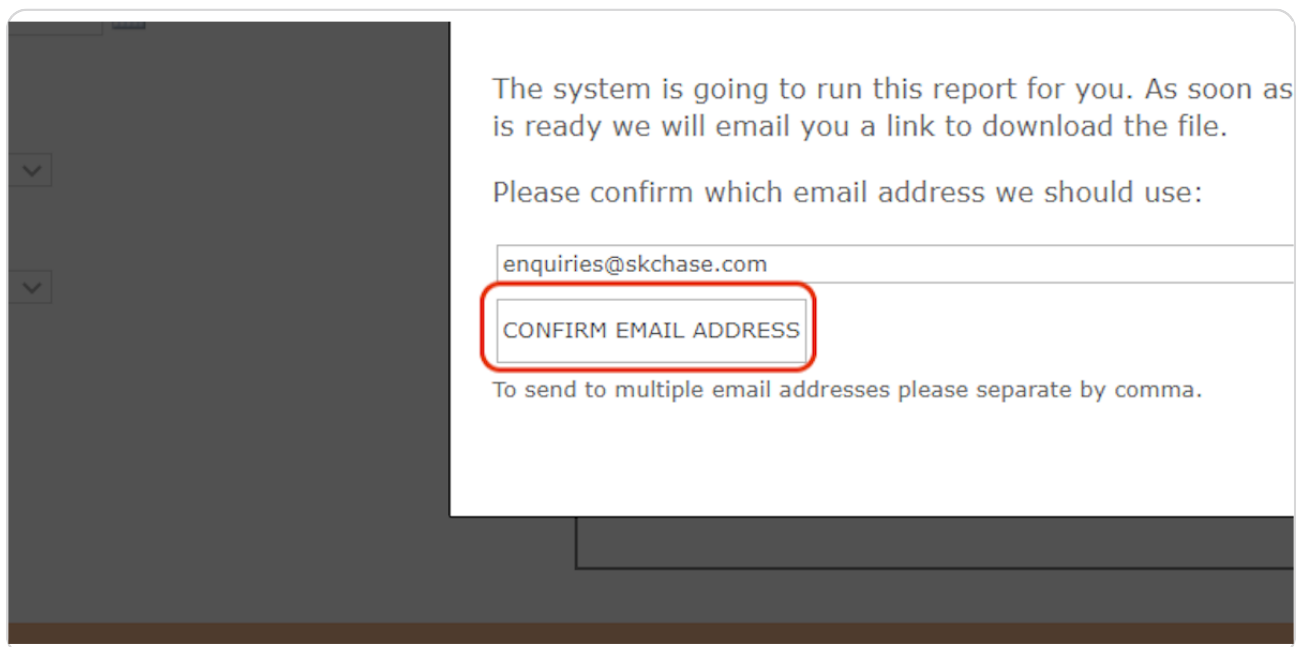
Type the email address that you want the report to be sent to



The screenshot shows a 'Buyers Report' dialog box. At the top, it says 'Buyers Report' and 'This report provides a summary of all of the buyers' details along with their contact information.' There is a 'Close' link in the top right corner. The main text reads: 'The system is going to run this report for you. As soon as the report is ready we will email you a link to download the file.' Below this, it says 'Please confirm which email address we should use:'. There is a text input field containing 'enquiries@skchase.com', which is highlighted with a red rectangle. Below the input field is a button labeled 'CONFIRM EMAIL ADDRESS'. At the bottom, it says 'To send to multiple email addresses please separate by comma.'

STEP 21

Click on **CONFIRM EMAIL ADDRESS**



The screenshot shows the same 'Buyers Report' dialog box as in Step 20. The text is identical. The text input field now contains 'enquiries@skchase.com'. The 'CONFIRM EMAIL ADDRESS' button is highlighted with a red rectangle. The rest of the dialog box remains the same.

STEP 22

You will shortly receive the buyers report into your inbox. You can filter the report to search by: -First Name -Last Name -Company Name -Address -Email Address -Phone Number

STEP 23

If you still cannot locate the voucher please ask the buyer to confirm the last four digits of the card that they used to purchase the voucher and contact SK Chase by emailing enquiries@skchase.com.

SKCHASE