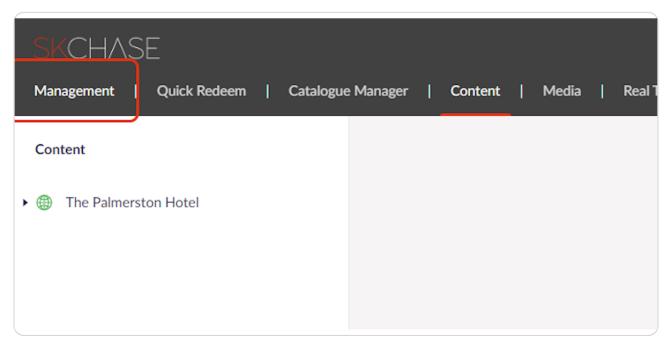


Go to Content - p4.skchase.com

STEP 2

Click on Management





Click on Catalogue Manager

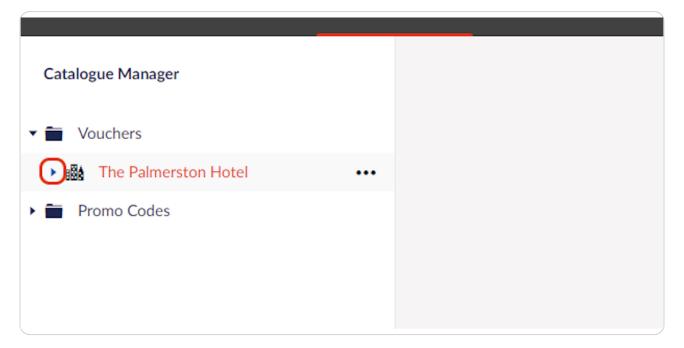
\$		
o to gift manager ownload a report	Create vouchers Edit vouchers	
Gift Admin	Catalogue Manager	View Real Time Sales
?		

STEP 4

Open VOUCHERS

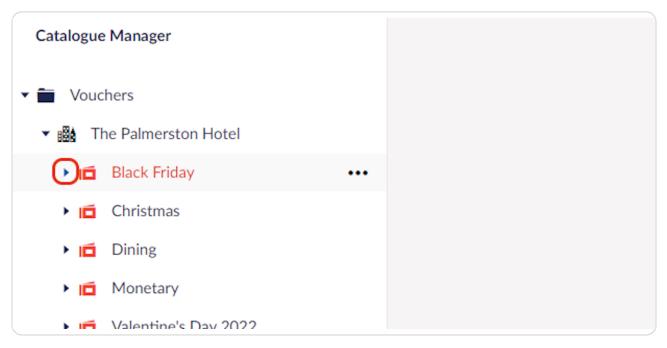
Management Quick Redeem	Catalogue Manager	I	Content	I	Media
Catalogue Manager					
Vouchers					
🕨 🚞 Promo Codes					

Open the SELLER



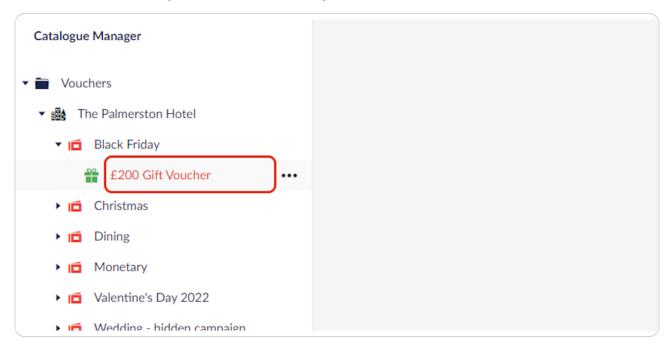
STEP 6

Open the CATALOGUE of the gift you want to make private





Click on the GIFT you want to make private



STEP 8

Click STATUS

-				
Quick Redeem Catalogue	Manager Content Med	lia Real Time Reports		
ston Hotel	£200 Gift Voucher Details Status			
day	Name *	200 Gift Voucher		
Gift Voucher	This will be displayed on the	E200 Girt Voucher		
as	site, and in any receipts, vouchers or emails sent to either the buyer or recipient.			

Click the PRIVATE toggle

200 Gift Vouc	r	
Details	tus	
Activation Sch	ule	
Select the date a activate and/or o the voucher auto	tivate	
Private		
A private vouche shows to logged of staff.	aly	

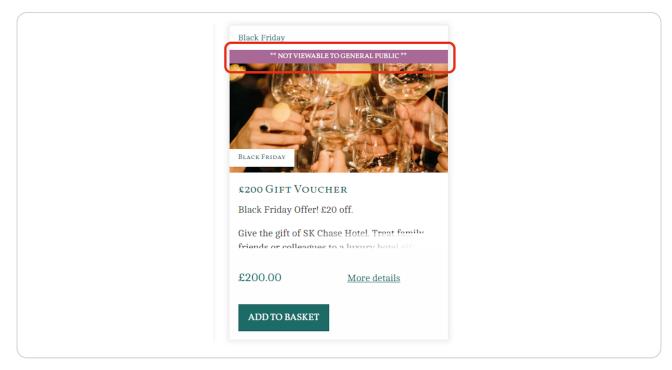
STEP 10

Click on Save

	*
Pending changes	Save
i chung chunges	



You will now be able to view the voucher when logged into the system





SKCH/SE