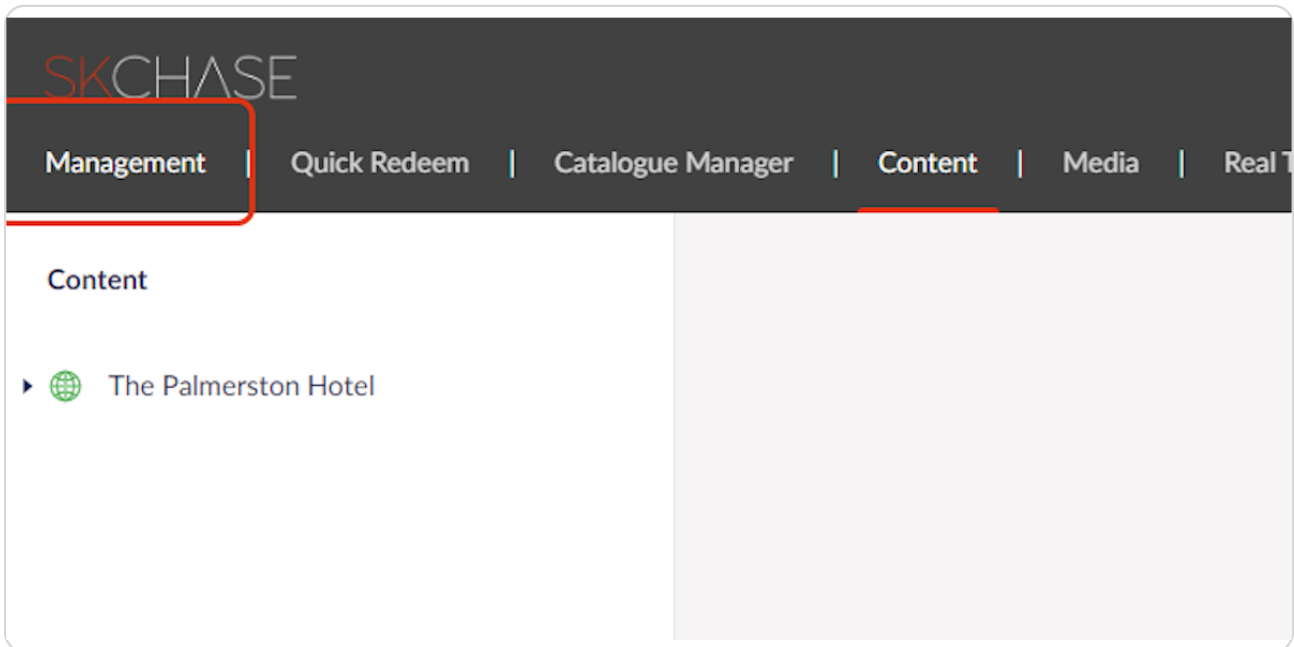


STEP 1

[Go to Content - p4.skchase.com](https://p4.skchase.com)

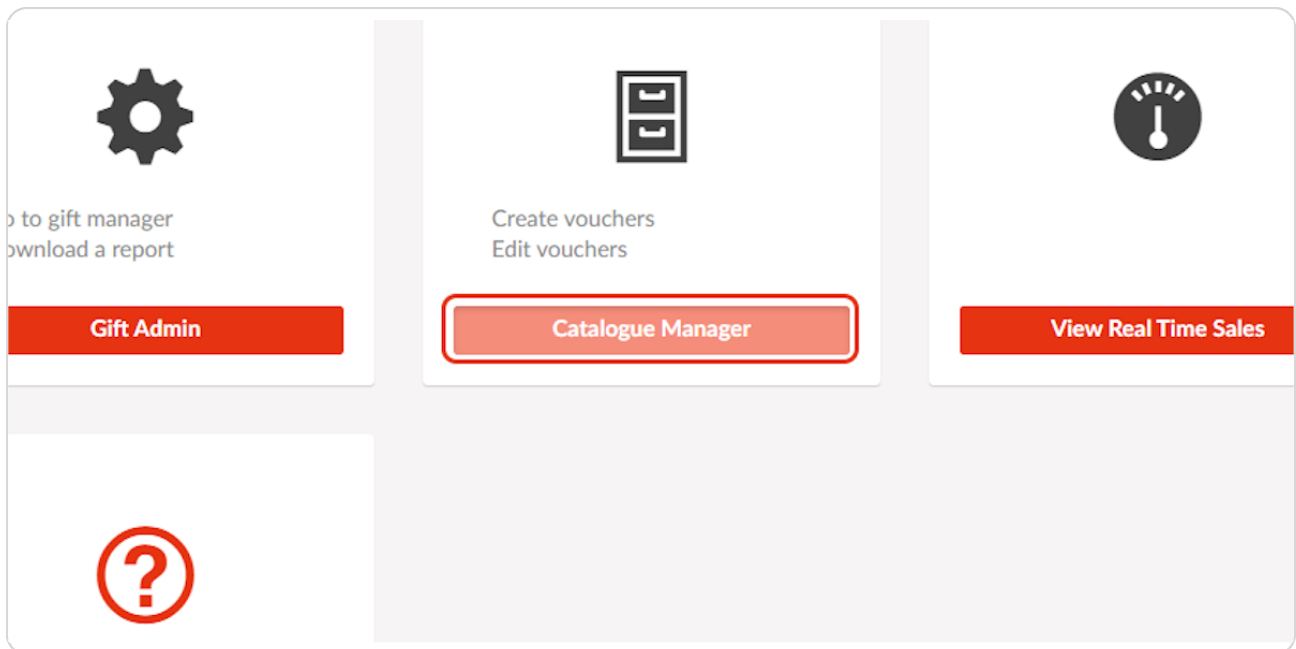
STEP 2

[Click on Management](#)



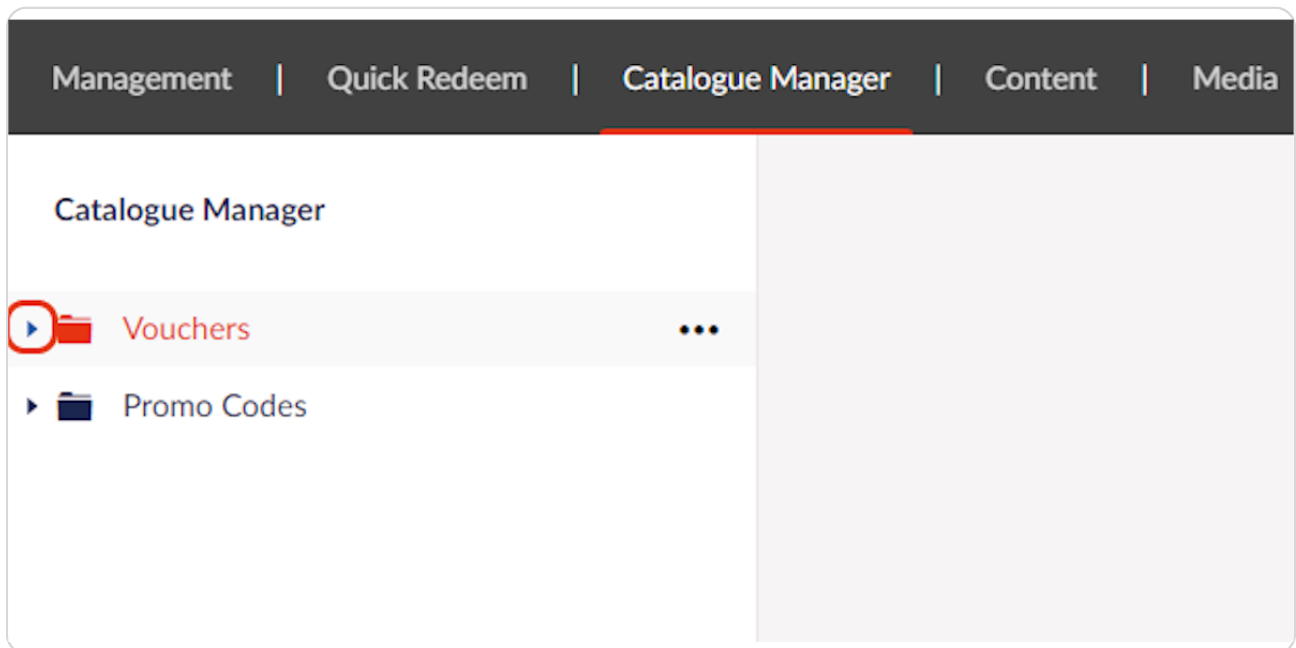
STEP 3

Click on Catalogue Manager



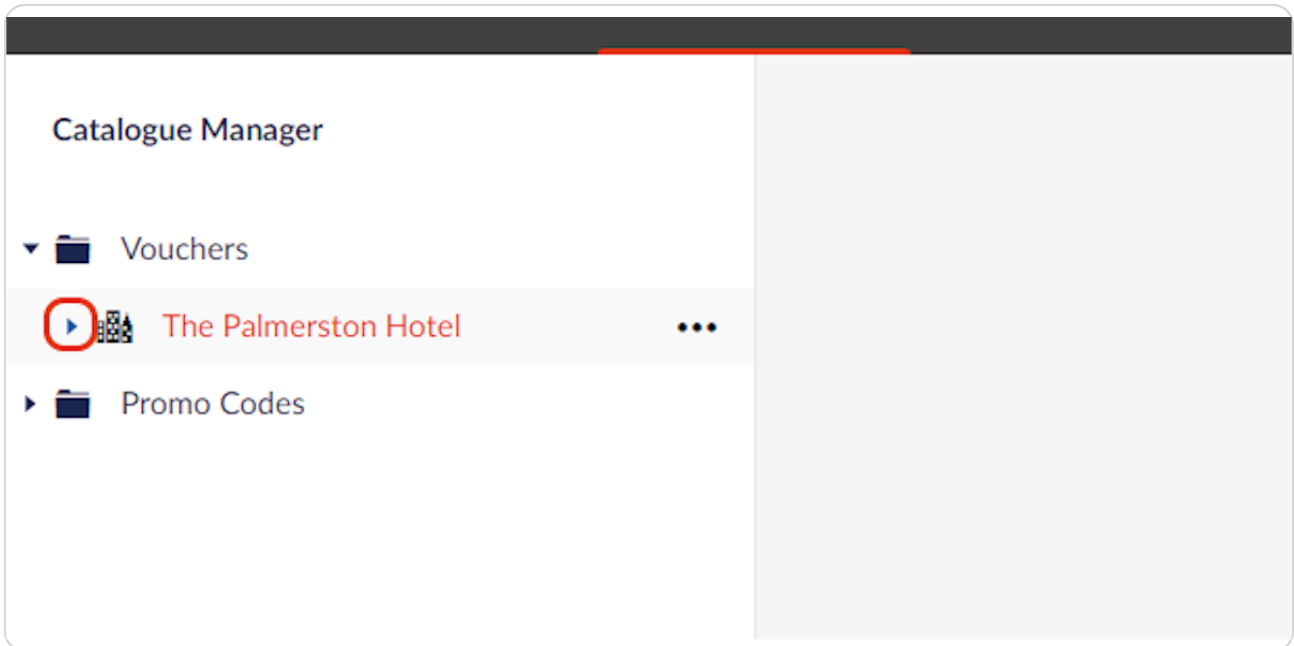
STEP 4

Open VOUCHERS



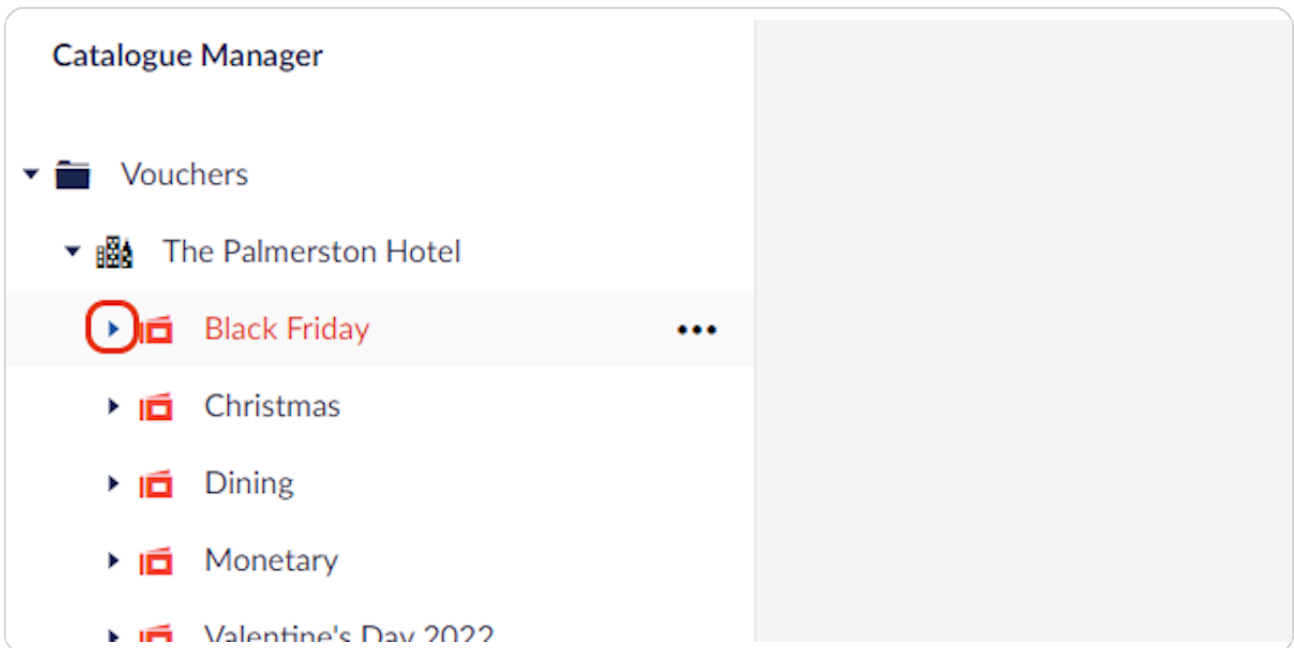
STEP 5

Open the SELLER



STEP 6

Open the CATALOGUE of the gift you want to make private



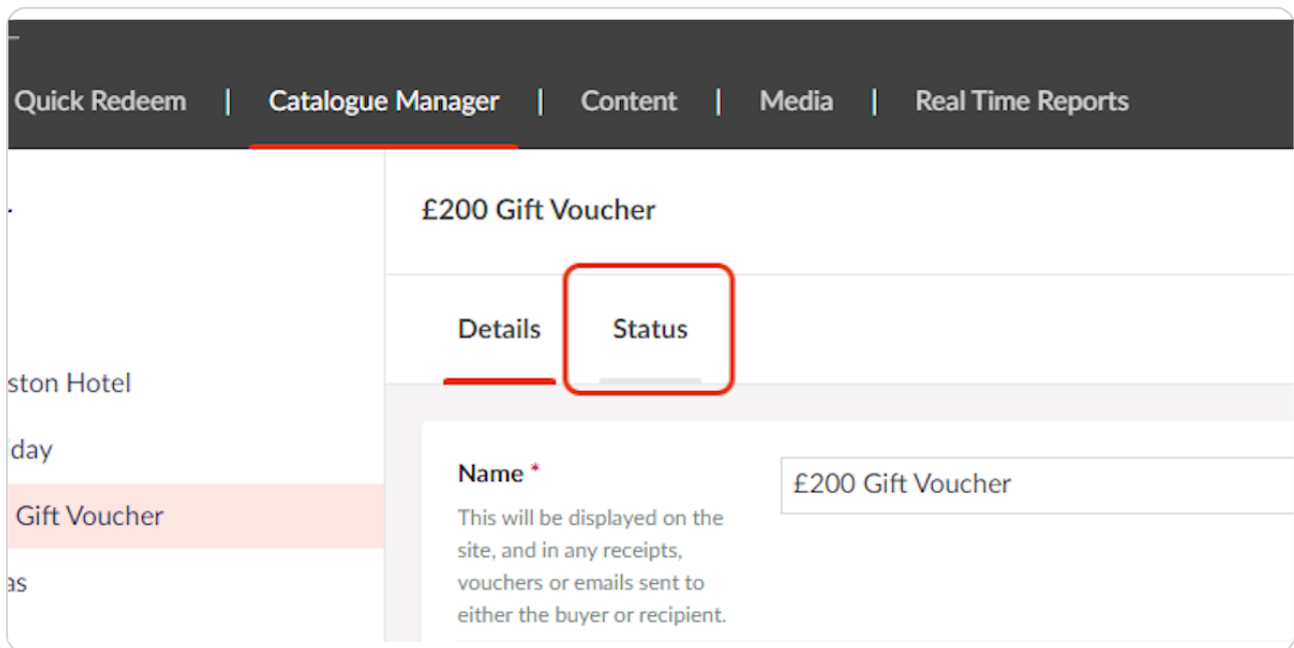
STEP 7

Click on the GIFT you want to make private



STEP 8

Click STATUS



STEP 9

Click the PRIVATE toggle

£200 Gift Voucher

Details **Status**

Activation Schedule
Select the date and time to activate and/or deactivate the voucher automatically.

Private

A private voucher only shows to logged in members of staff.

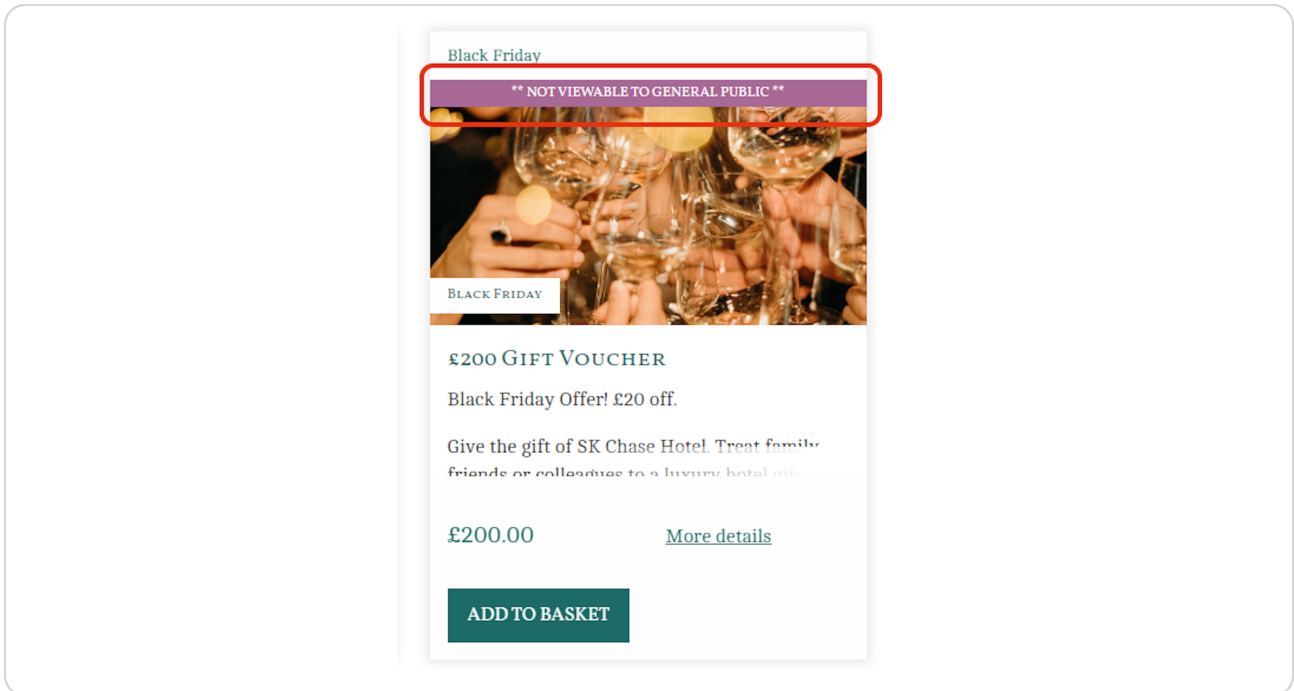
STEP 10

Click on Save

Pending changes **Save**

STEP 11

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



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