

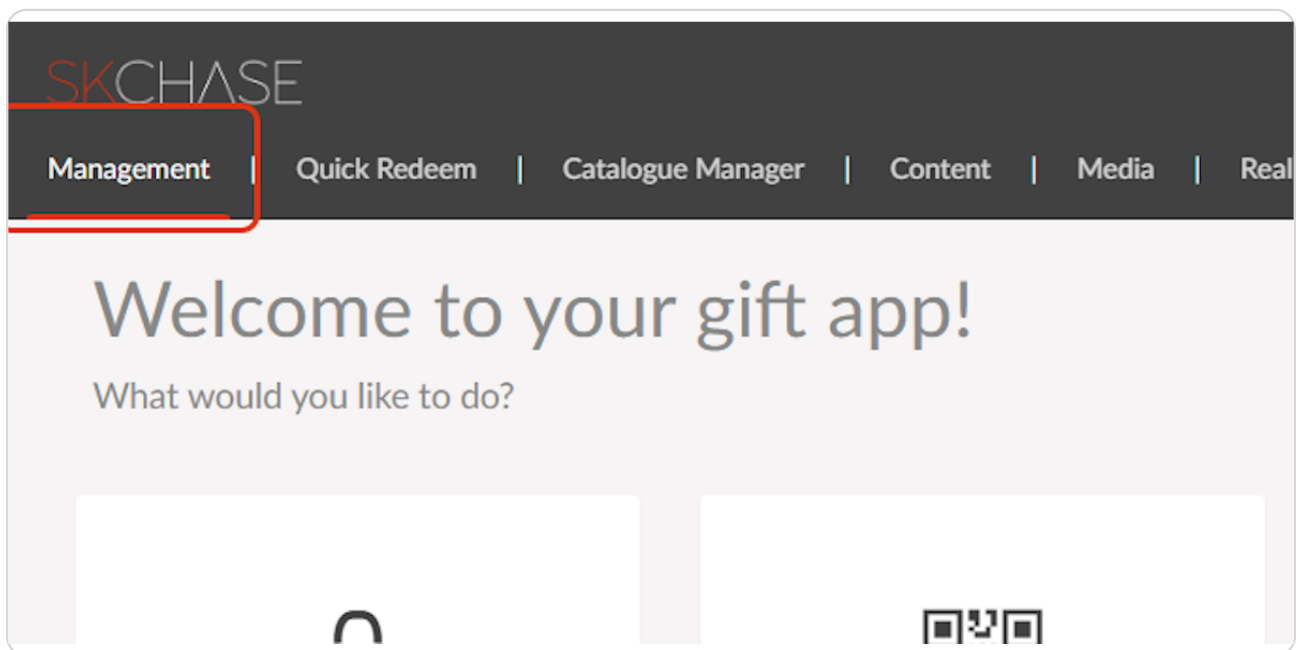
STEP 1

Login to the system

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

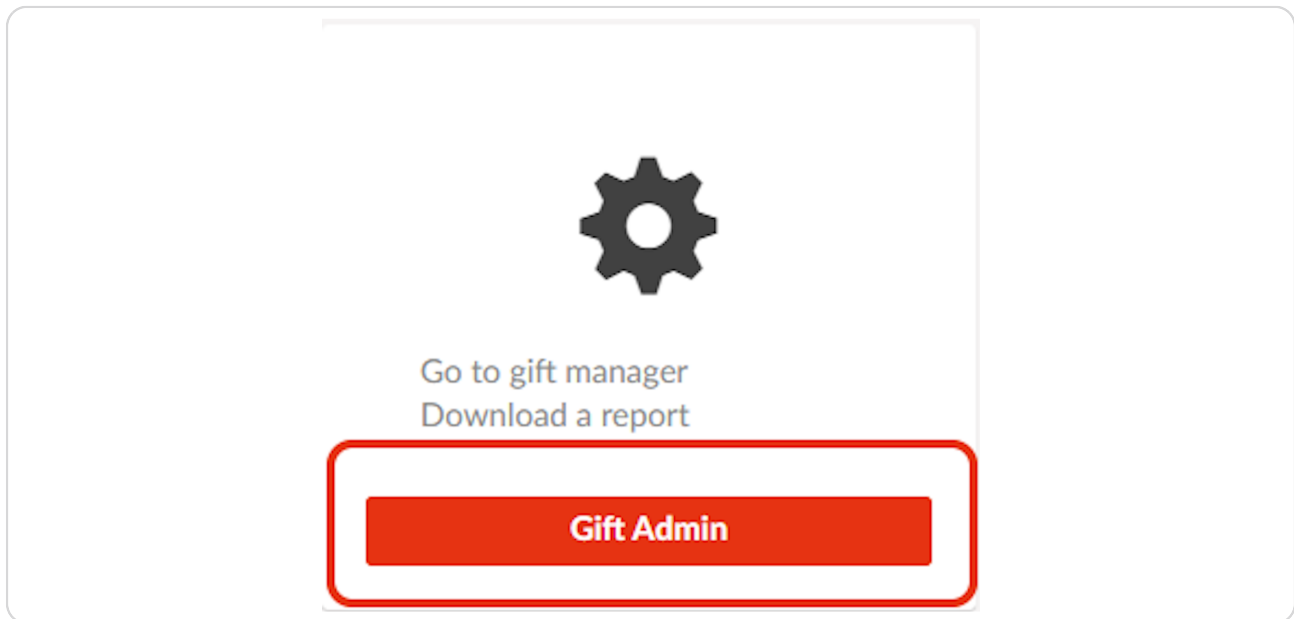
STEP 2

Click on Management



STEP 3

Click on Gift Admin

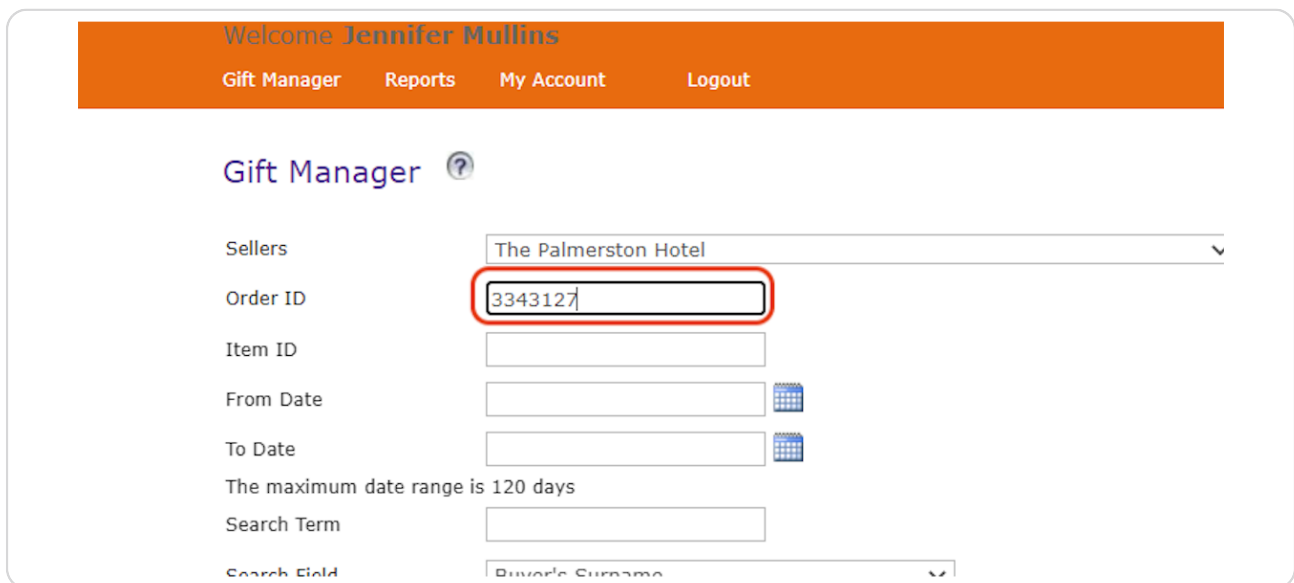


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7 Steps [↗](#)

STEP 4


Retrieve the gift voucher that you would like to resend




STEP 5

Click Search once you have added your chosen retrieval method


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

From Date 

To Date 

The maximum date range is 120 days

Search Term





Search Field 

Gifts

Logout

STEP 6

Click on the magnifying glass

Item ID	Seller
    Order ID: 3343127; Purchase Method: Offline; Total Amount Paid: £45	
4293103	The Palmersto

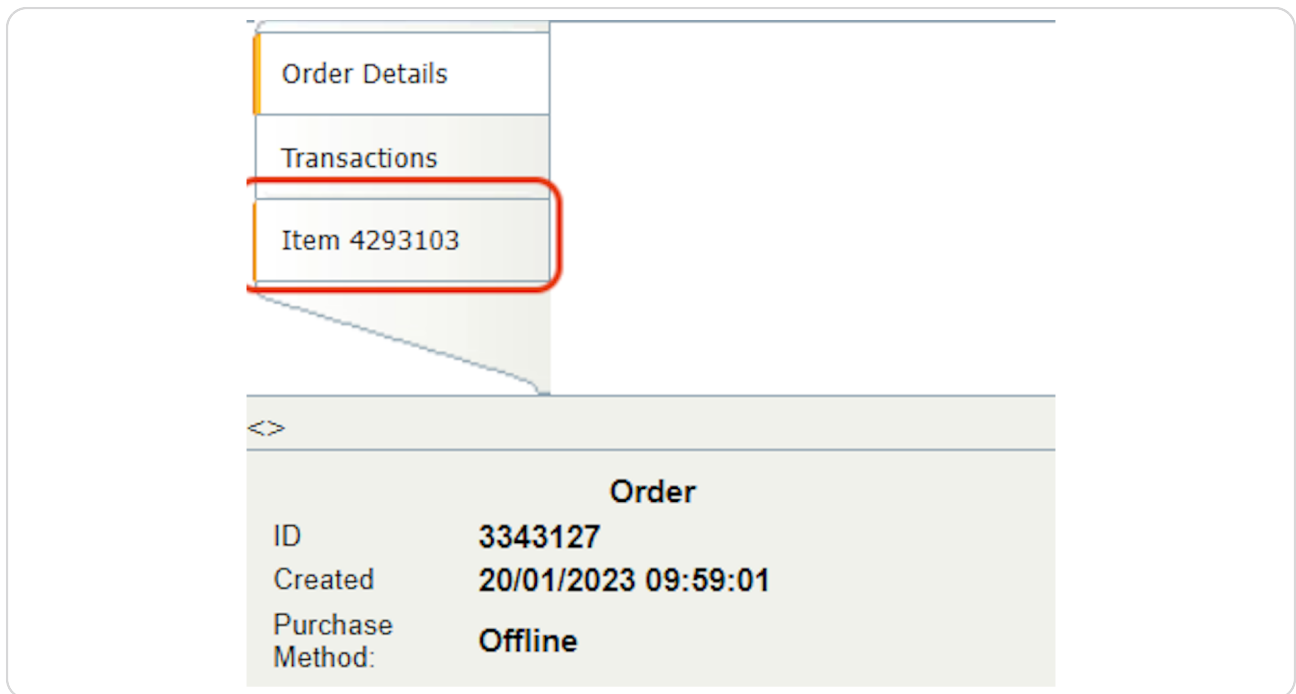
Change page: < > | Display page 1 of 1, items 1 to 1 of 1

Gifts

Logout

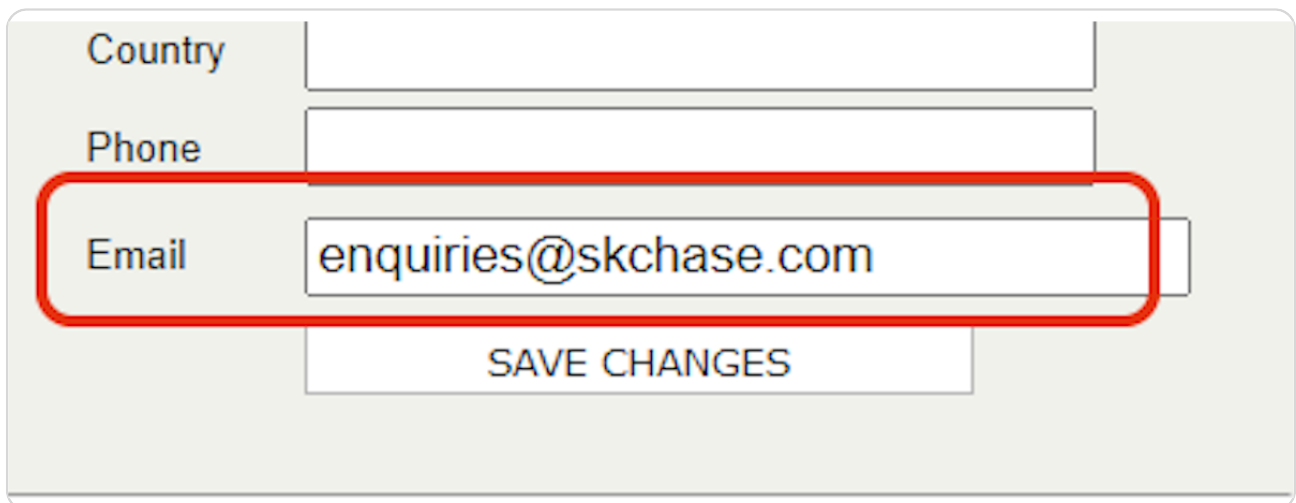
STEP 7

Click onto the Item tab



STEP 8

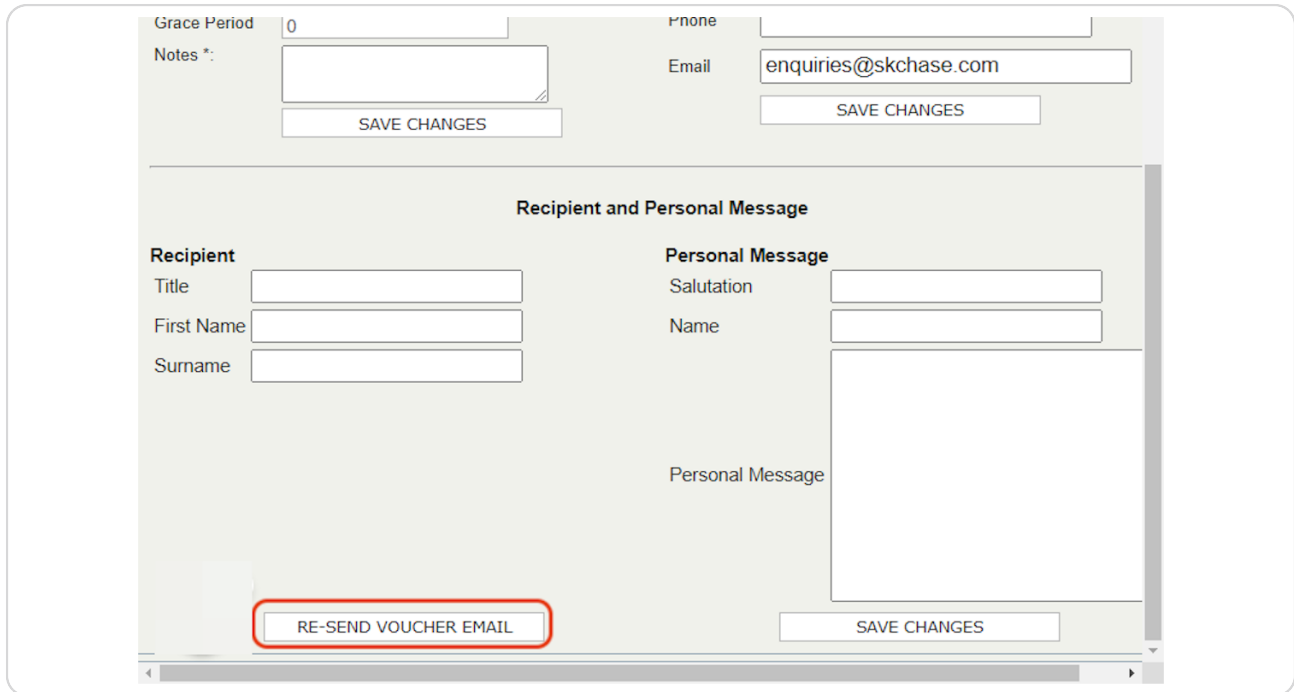
Check that the email address is correct and amend any typos and click 'Save Changes'



STEP 9

Click 'Re-Send Voucher Email'

Ask the customer to check their spam folder if it doesn't come into their inbox



The screenshot shows a web form with the following fields and buttons:

- Grace Period:
- Notes *:
- Phone:
- Email:
- SAVE CHANGES (under Notes)
- SAVE CHANGES (under Email)
- Recipient and Personal Message**
- Recipient**
 - Title:
 - First Name:
 - Surname:
- Personal Message**
 - Salutation:
 - Name:
 - Personal Message:
- RE-SEND VOUCHER EMAIL (button, highlighted with a red box)
- SAVE CHANGES (button)

STEP 10

Alternatively you can send the E-Voucher as a PDF attachment in an email

STEP 11

Click on the 'View' Icon which will open up the E-Voucher

Item ID	Seller
Order ID: 3343127; Purchase Method: Offline; Total Amount Paid: £45.	
4293103	The Palmerston

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

Gifts

STEP 12


Click on SAVE AND PRINT YOUR VOUCHER

VOUCHER VALID FOR?
from 20/01/2023 until 20/01/2024.

booking might render the voucher null and void
conditions are subject to change.

PLEASE PRESENT THIS VOUCHER ON ARRIVAL

*Click here to download a printer-friendly PDF version of your
e-voucher*

 **SAVE AND PRINT YOUR VOUCHER**

We are looking forward to welcoming you soon.

Skchaseadmin

2 Steps 

STEP 13

Save as a PDF to your desktop

The screenshot shows a voucher preview on the left and print settings on the right. The voucher is for 'BRUNCH FOR TWO' at 'THE PALMERSTON HOTEL'. The print settings include a 'Destination' dropdown menu with 'Save as PDF' selected, 'Pages' set to 'All', and 'Pages per sheet' set to '1'. There are 'Save' and 'Cancel' buttons at the bottom right of the print settings area.

We are delighted to reveal your gift is:

THE PALMERSTON HOTEL

BRUNCH FOR TWO

Enjoy a delicious weekend brunch at Palmerston Hotel, with everything on the menu from granola, yogurt & honey to crushed avocado and chilli on sourdough toast with poached eggs. This voucher is valid for brunch for two people.

HOW DO I BOOK MY EXPERIENCE?
Please contact us to reserve your experience.
The Palmerston Hotel
0344 571 0071
enquiries@skchase.com

CAN I HAVE A SNEAK PEEK AT THE VENUE?
Explore The Palmerston Hotel now by visiting our website.
[ADD HOTEL WEBSITE](#)

WHAT IS MY VOUCHER REFERENCE NUMBER?
248303-3243127-4293103

ANYTHING ELSE I SHOULD KNOW?
This gift voucher features a unique reference ID code, may only be redeemed once, may not be exchanged for cash, replaced if lost and is non-transferable or refundable. The gift voucher must be quoted at time of reservation and presented upon arrival when redeeming the experience. No photocopies of the original voucher will be accepted. Advance bookings are necessary and are subject to availability. Cancellation of a booking might render the voucher null and void. Terms and conditions are subject to change.

HOW LONG IS MY VOUCHER VALID FOR?
Your voucher is valid from 20/01/2023 until 20/01/2024.

PLEASE PRESENT THIS VOUCHER ON ARRIVAL
We are looking forward to welcoming you soon.

Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Save Cancel

STEP 14

Attach the PDF to an email to the customer. If the customer has strict inbox settings/company firewalls, sending the voucher as an attachment can sometimes help the voucher go into the inbox.

SKCHASE