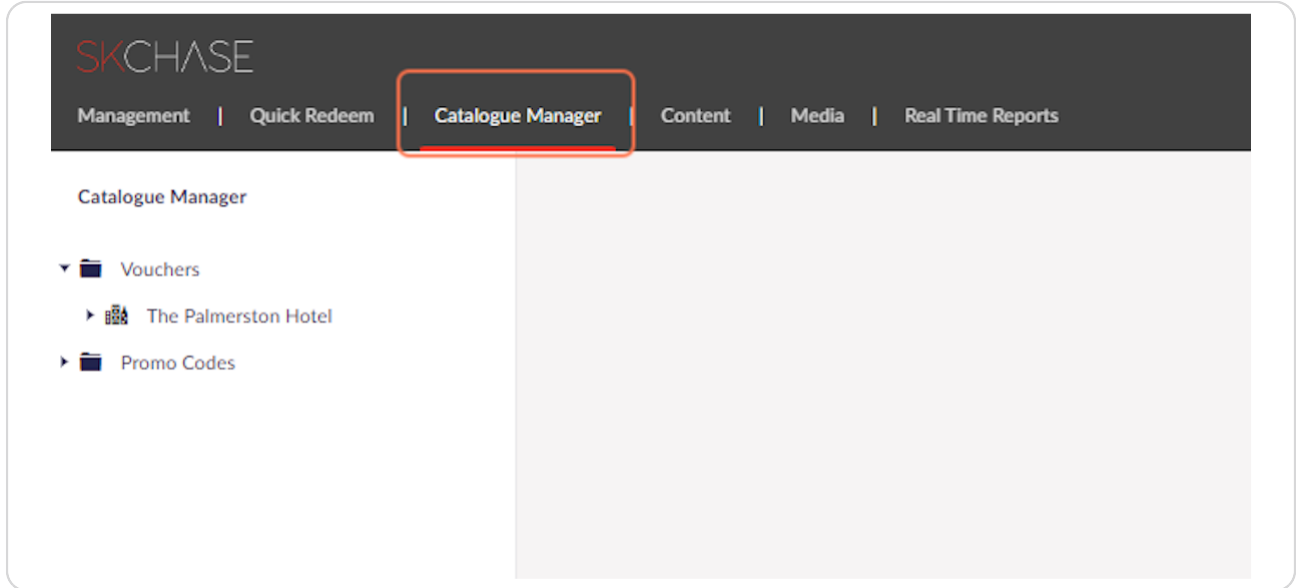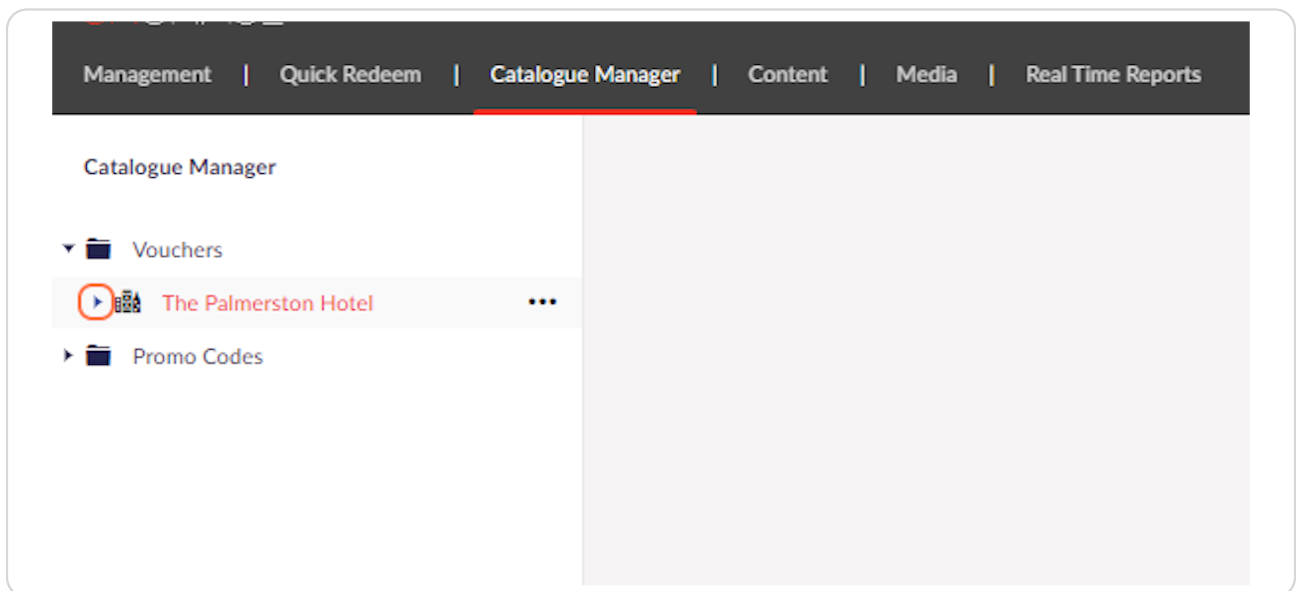## STEP 1

Login and go to the CATALOGUE MANAGER tab

STEP 2

Click on VOUCHERS and then on your seller to view your vouchers
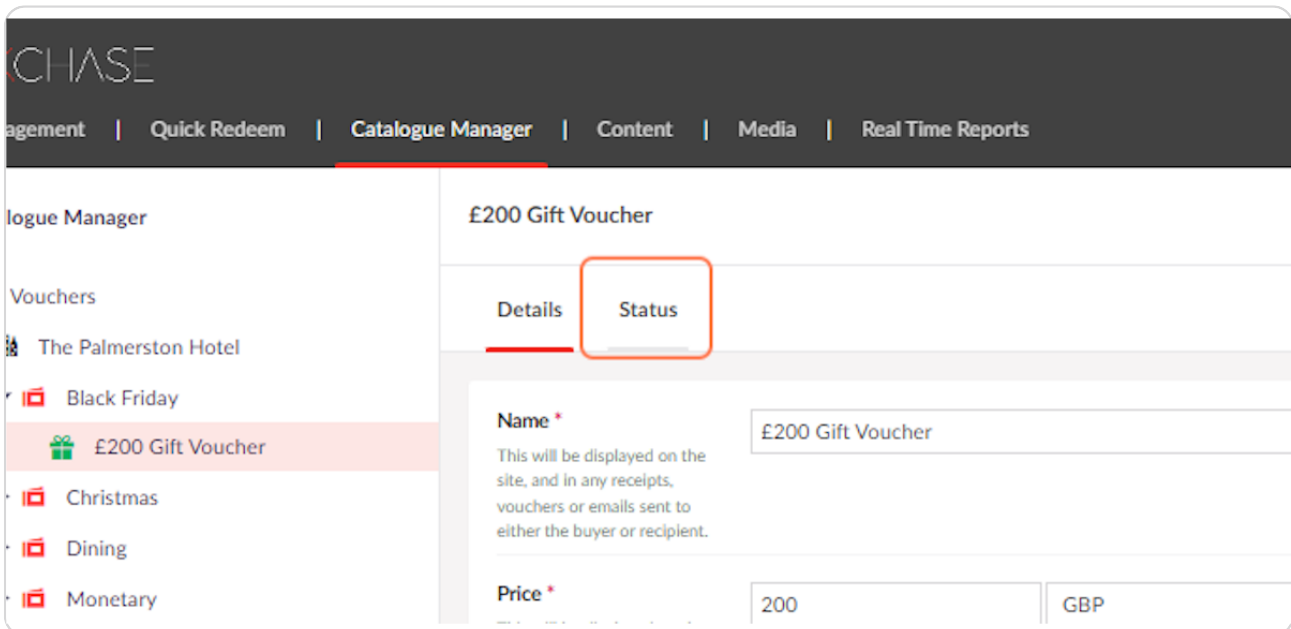
STEP 3

Click on the voucher you wish to schedule

STEP 4

Go to the STATUS tab

SKCHASE

STEP 5

Click on ADD SCHEDULE

STEP 6

Set an activation date and a deactivation date

STEP 7

Click on SUBMIT

STEP 8

Click on SAVE on the bottom right

STEP 9

Your voucher has now been scheduled and will activate on the selected date and deactivate on the selected date. DO NOT make the voucher private or active as this will affect its schedule.

STEP 10

If you wish to only select a deactivation date, click on EDIT SCHEDULE

Activate at: Jul 11 2023, 00:01

Deactivate at: Jul 29 2023, 23:59

Edit schedule   Clear schedule

STEP 11

Select only a deactivation date

STEP 12

Click on SUBMIT

STEP 13

Click on checkbox

£200 Gift Voucher

Details   Status

Hotel

/oucher

Active

Determines whether the
voucher is live or not. If
inactive, the voucher will
not be displayed on any
sites where this catalogue is
included.

Activation Schedule

y 2022

Select the date and time to

STEP 14

Click on SAVE

Changes saved less than a minute ago   Save

STEP 15

If you need to schedule several vouchers, you can do so on QUICK EDIT:

SKCHASE

STEP 16

Go to your seller

STEP 17

Click on the QUICK EDIT tab

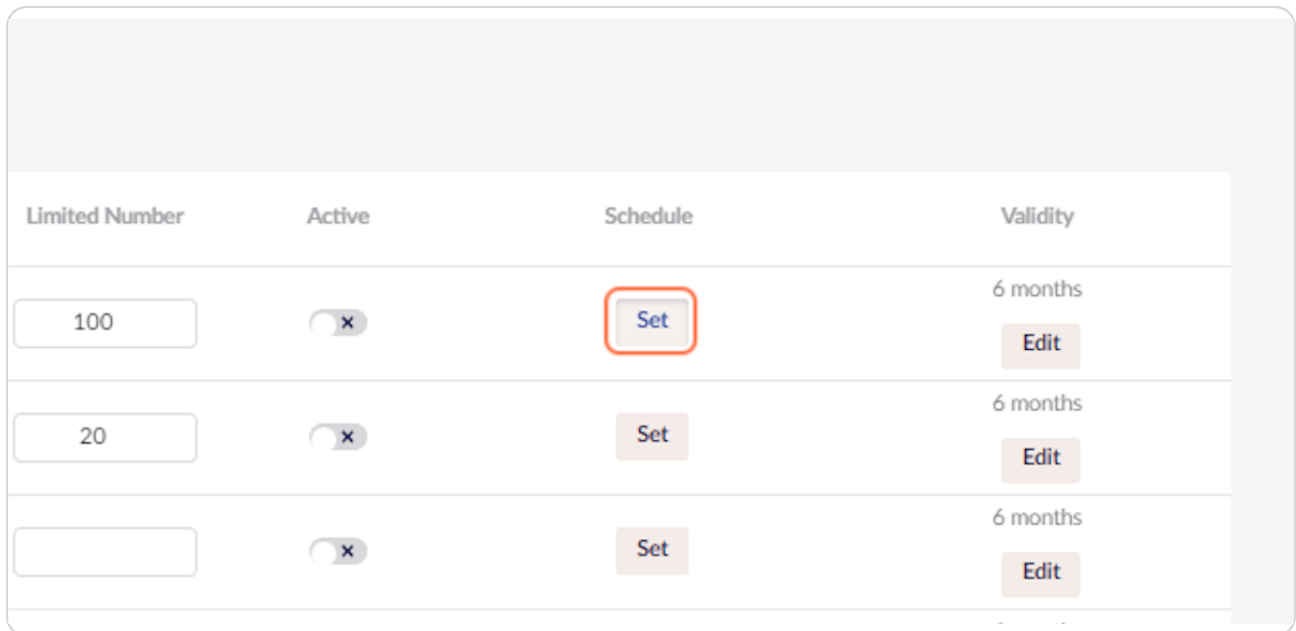## Go to the CATALOGUE where your vouchers are saved
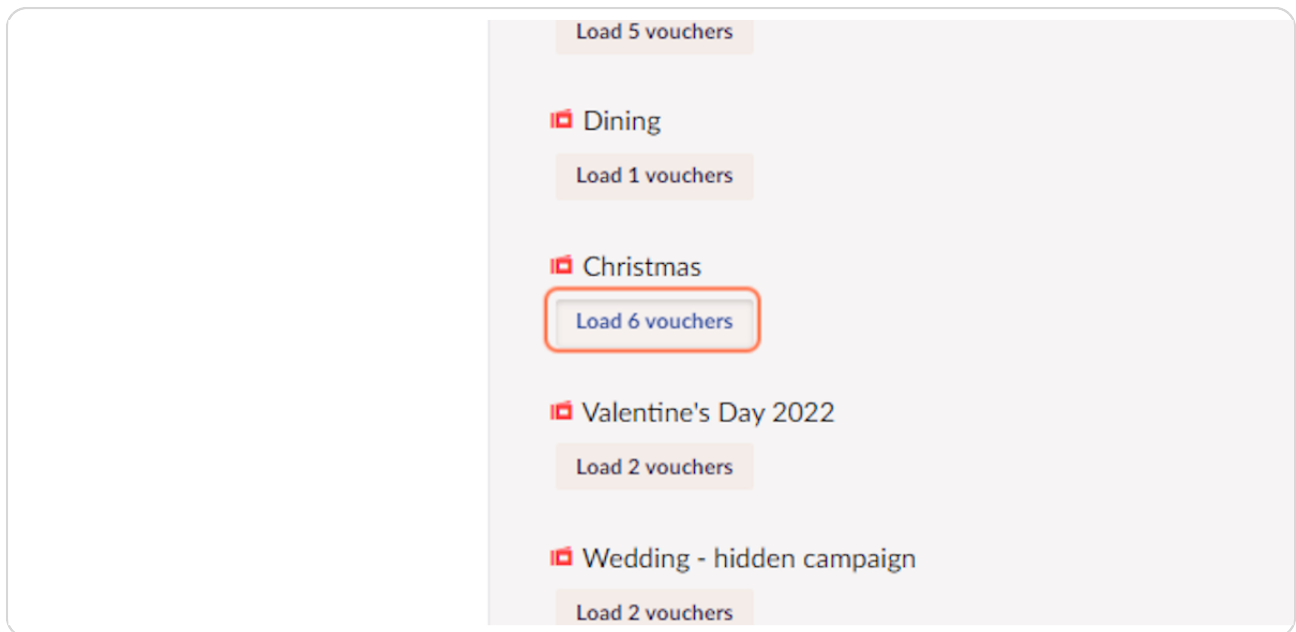
Now you will see a list of all the vouchers and you will be able to schedule them all on the same page

STEP 20

Do the same as you did on the individual scheduling

STEP 21

Don't forget to click on SAVE

SKCHASE