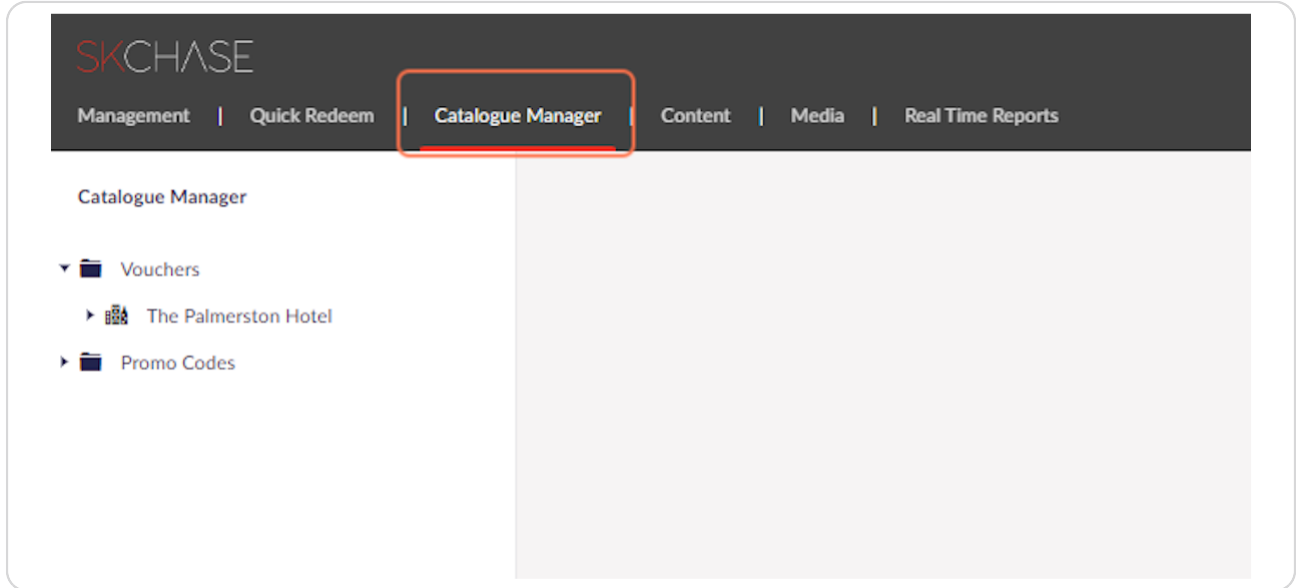


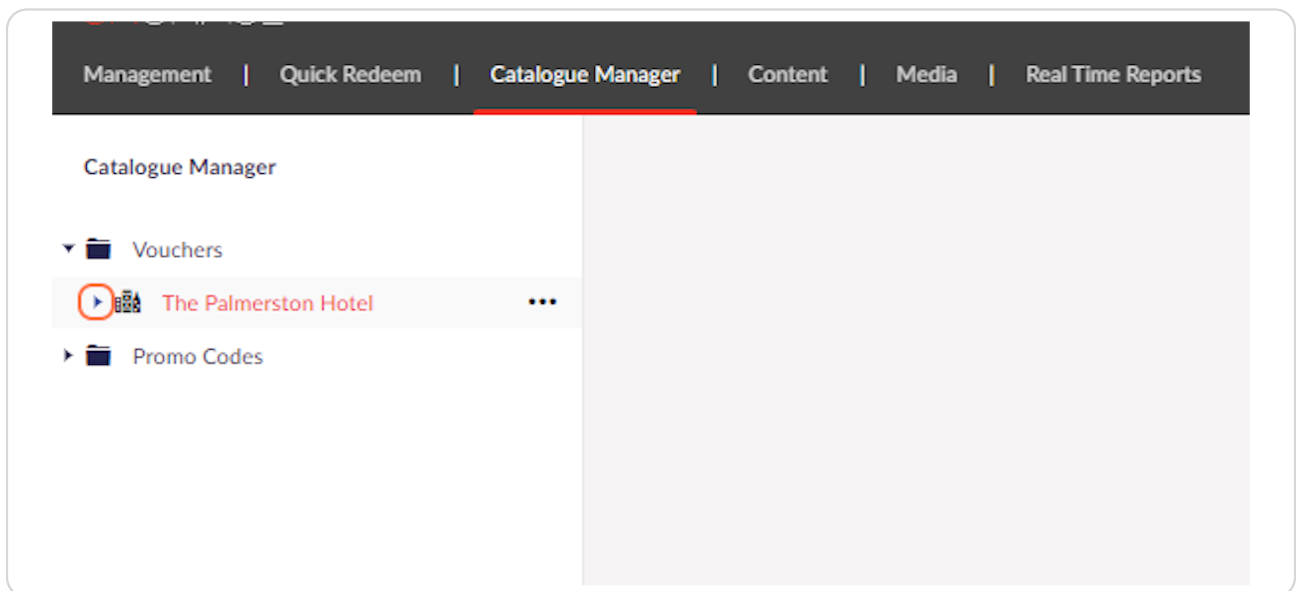
STEP 1

Login and go to the CATALOGUE MANAGER tab



STEP 2

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



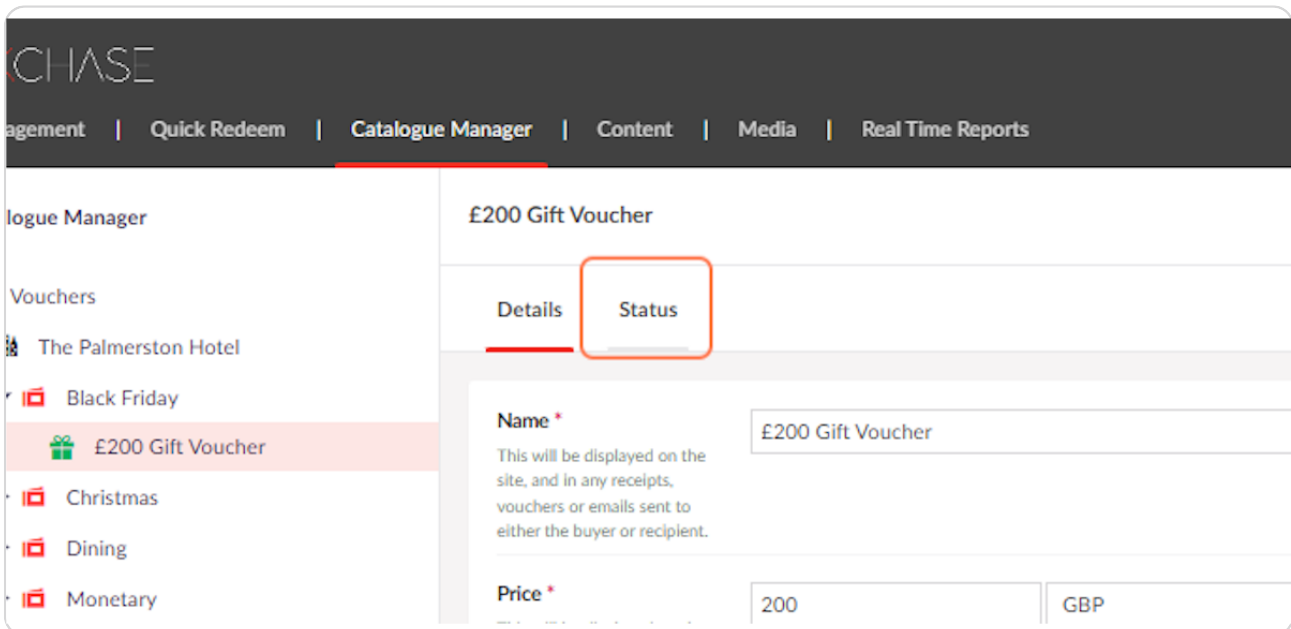
STEP 3

Click on the voucher you wish to schedule



STEP 4

Go to the STATUS tab



STEP 5

Click on ADD SCHEDULE

The screenshot shows the SKCHASE Catalogue Manager interface. The top navigation bar includes Management, Quick Redeem, Catalogue Manager (selected), Content, Media, and Real Time Reports. The left sidebar shows a tree view of Vouchers, with The Palmerston Hotel > Black Friday > £200 Gift Voucher selected. The main content area is titled 'E200 Gift Voucher' and has tabs for Details and Status. The Details tab is active, showing various settings: Active (checked), Activation Schedule (with an 'Add schedule' button highlighted by a red box and arrow), Private (unchecked), Number Sold (0), Limited Availability (checked), and Voucher Limit (empty field). The Voucher ID is ab508657-c33e-a612-1279-9d07ce60ba7f.

STEP 6

Set an activation date and a deactivation date

The screenshot shows a 'Scheduled Activation' dialog box. The title is 'Scheduled Activation'. The text inside says 'Select the date and time to activate and/or deactivate the voucher.' and 'Timezone: Europe/London'. There are two input fields: 'Activate at' and 'Deactivate at'. Both fields have a 'Set date' button highlighted with a red dashed box. At the bottom right, there are 'Close' and 'Submit' buttons.

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

Scheduled Activation

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

Timezone: Europe/London

Activate at	Deactivate at
<input type="text" value="Set date"/>	<input type="text" value="Set date"/>

< July 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

STEP 12

Click on SUBMIT

late and time to activate and/or deactivate the voucher.

urope/London

Activate at	Deactivate at
<input type="text" value="Set date"/>	<input type="text" value="Jul 28th 2023, 22:59"/>

Close

STEP 13

Click on checkbox

£200 Gift Voucher

Details Status

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

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:

STEP 16

Go to your seller

The screenshot shows the SKCHASE interface with the 'Catalogue Manager' tab selected. On the left, a sidebar lists various categories under 'Vouchers', with 'The Palmerston Hotel' selected and highlighted by a red box. The main content area displays the details for the '£200 Gift Voucher'. The 'Status' tab is active, showing a toggle switch for 'Active' which is currently turned on. Below this, there is a section for 'Activation Schedule' with a text input field.

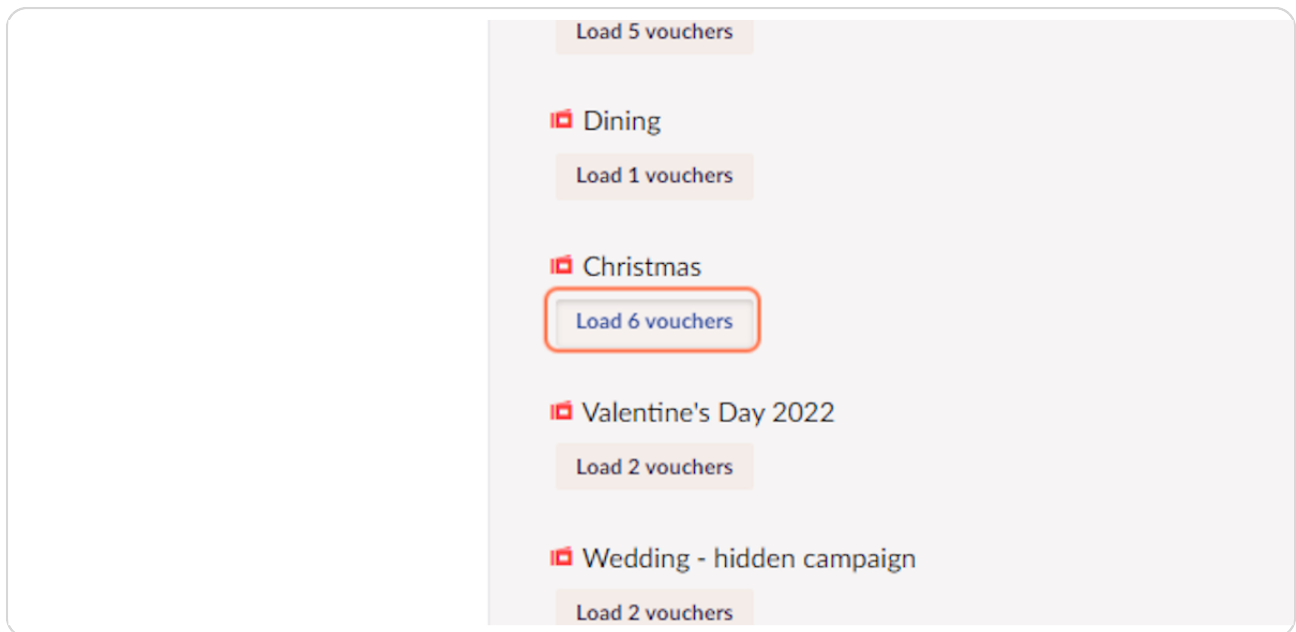
STEP 17

Click on the QUICK EDIT tab

The screenshot shows the SKCHASE interface with the 'Catalogue Manager' tab selected. The main content area displays the details for 'The Palmerston Hotel'. The 'Quick Edit' tab is selected and highlighted by a red box. Below the tabs, there is a section for 'Catalogues' with a card for 'Black Friday' and a count of '1 voucher'.

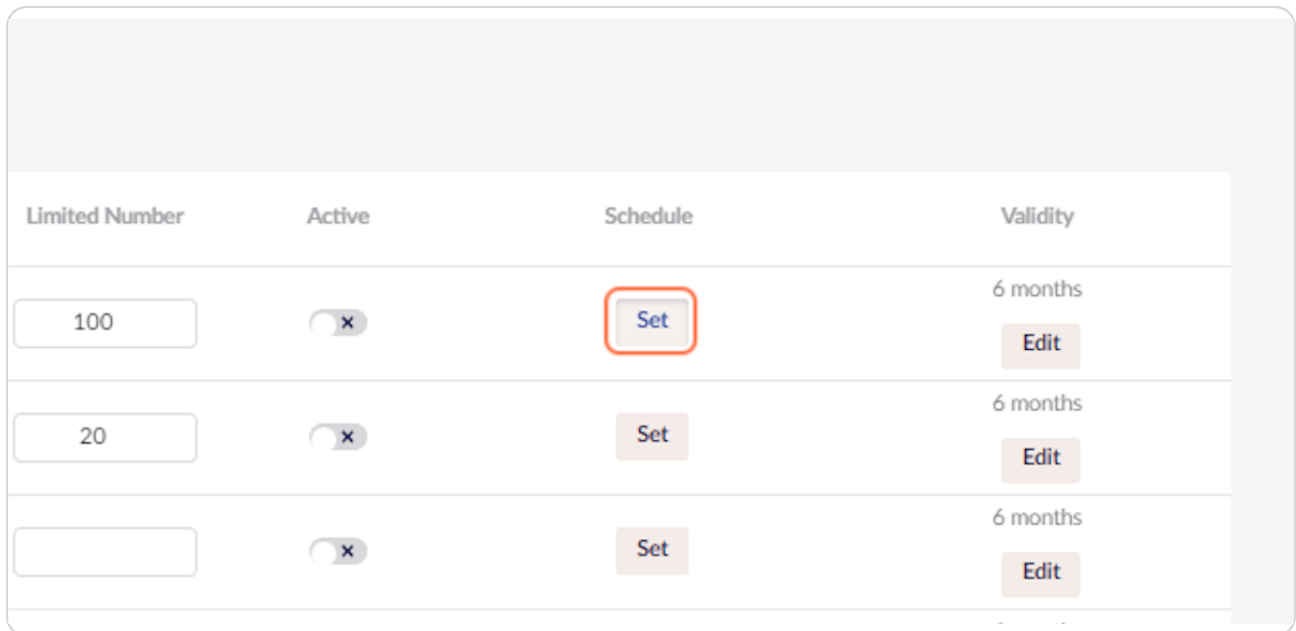
STEP 18

Go to the CATALOGUE where your vouchers are saved



STEP 19

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

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

Timezone: Europe/London

Activate at	Deactivate at
<input type="text" value="Set date"/>	<input type="text" value="Set date"/>

Limited	Limited Number
<input checked="" type="checkbox"/>	<input type="text" value="100"/>
<input checked="" type="checkbox"/>	<input type="text" value="20"/>
<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="text" value="20"/>
<input checked="" type="checkbox"/>	<input type="text" value="20"/>

STEP 21

Don't forget to click on SAVE

SKCHASE