

## Login to the system

https://p4.skchase.com/giftapp

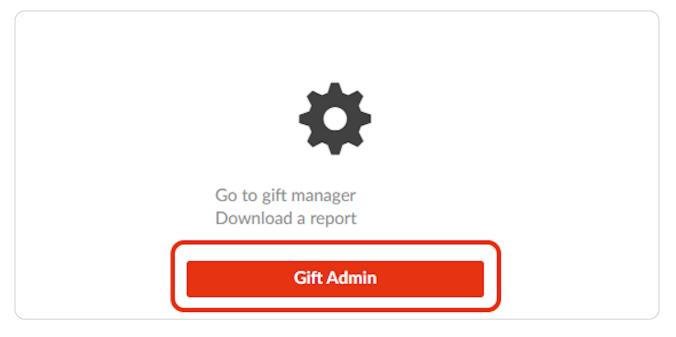
### STEP 2

## **Click on Management**

SKCHAŞE										
Management	Quick Redeem	I	Catalogue	e Manager	I	Content	I	Media	I	Real
Content										
•   The Palmers	ston Hotel									



## **Click on Gift Admin**



# Skchaseadmin

9 Steps 🔼

### STEP 4

## **Retrieve the order**

V	Velcome <b>Je</b> r	nifer M	ullins	
G	ift Manager	Reports	My Account	Logout
G	Gift Manag	jer 🕐		
5	ellers		The Palmersto	n Hotel
	)rder ID	(	3343127	
	tem ID	C	3343127	
	rom Date			
	o Date 'he maximum da	ate range is	120 days	
	Search Term	2		
c	Coarch Field		Duvor <sup>i</sup> e Curpor	m.o.



### 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	5 120 days
Search Term	
Search Field	Buyer's Surname
SEARCH	
Gifts	
Logout	

### STEP 6

## Click on the magnifying glass

		SEARCH				
[		REFRESH				
	_		Item ID	Seller	Unit Price	Actual Ch
			; Purchase Method: Offline;	Total Amount Paid: £45.00; Bough	it From: The Palmersto	n Hotel
		🔔 <i>🚔</i>	4293103	The Palmerston Hotel	£45.00	£45.00
C	Change page:	< >   Display page 1 of	f 1, items 1 to 1 of 1			
	Gifts					
L	ogout					

Check that the buyer's email address is correct. Amend any typos and click 'Save Changes'

Order Details       Order         Tansactions       ID       3343127         Item 4293103       Offline       ID       4893612         Order Data       Summary       Intel       Intel         Currency       GBP       Title       Intel         Currency       60.00       Sumary       Intel       Intel         Discourt       60.00       Address       Intel       Intel       Intel         Discourt       60.00       Address       Intel	7				
Transactions       ID       3343127         Transactions       Created       20/01/2023 09:59:01       Buyer         Item 4293103       Offline       ID       4893512         Order       GBP       Title	Order Details	$\diamond$			
Transactions       ID       3343127         Item 4293103       Created       2001/2023 09:59:01       Buyer         Purchase       Offline       ID       4893512         Order       GBP       Title       ID         Currency       GBP       Title       ID         Adjust Rate*       0%       Summans       ID         Total Price       £45.00       Summans       Bloggs         Total Price       £45.00       Company       ID         Discourt       £0.00       Company       ID         Discourt       £0.00       Company       ID         Discourt       £0.00       Company       ID         Discourt       £0.00       Company       ID         Oblicourt       £0.00       Company       ID         Notes       ID       Postcode       ID         Offline       Other. Reason: Test Purcha       Postcode       ID         Offline       Jennifer Mullins       Phone       ±443443710071         Valuet Rate. adds the percentage to the price in new currency to Question I       ID       ID         Yadjust Rate. adds the percentage to the price in new currency to Question I       ID       ID <td< th=""><th>order Details</th><th></th><th>Order</th><th></th><th></th></td<>	order Details		Order		
Item 4293103     Created     20/01/2023 09:59:01     Buyer       Purchase Purchase Offline     Offline     ID     4893512       Order Currency     GBP     Title     Image: Company Currency     Joe       Adjust Rate <sup>1</sup> %     Sumane     Bloggs       Total Price     £45.00     Sumane     Bloggs       Total Delevery     £0.00     Company Discount     Address       Discount     £0.00     Address       Total Delevery     £0.00     City/Town       Notes     Company     Postoche       Offline     £0.00     City/Town       Notes     Control     City/Town       Surcharge     Other. Reason: Test Purcha     Country       Staff     Jennifer Mullins     Phone     +443443710071       Vestmanne     Save CHANGES     Email< enquiries@skchase.com       "Adjust Rate ads the percentage to the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversion charge on the price in new currency to when a conversi	Transactions	ID			
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Method:       Currency         Order       GBP         Currency       GBP         Exchange Rate 1       First Name         Adjust Rate*       0%         Total Price       £45.00         Total Price       £45.00         Common Code       £0.00         Promo Code       £0.00         Actual Charge       £45.00         Discount       £0.00         Actual Charge       £45.00         Total       £0.00         Actual Charge       £45.00         Surcharge       £0.00         Notes       Region         Offline       Postcode         Payment Notes       Other: Reason: Test Purcha         Save CHANGES       Country         Stave CHANGES       Email         *Adjust Rate: adds the percentage to the price in new currency to grass currency cashes place.       Tes to: Currency cashes place.         "Adjust Rate: adds the percentage to the price in new currency to grass currency cashes place.       Tes to: Currency cashes place.         Resend RECEIPT       Yes to: Currency cashes place.       Tes to: Currency cashes place.	Item 4293103		0		
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Total Delivery     £0.00     Company       Promo Code     £0.00     Name       Discourt     £45.00     Address       Actual Charge     £45.00     Address       Surcharge     £0.00     City/Town       Notes     Region       Offline     Postcode       Payment Notes     Other. Reason: Test Purcha       Offline     Jennifer Mullins       Values     Country       Staff     Jennifer Mullins       *Adjust Rate: adds the percentage to the price in new currency to pass currency takes place.     Price Text       RESEND RECEIPT     Yes No       Ves No     Question 1			0%		Disease
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Actual Charge       £45.00       Address         Total       £0.00       City/Town         Surcharge       £0.00       City/Town         Notes       Region		Promo Code	£0.00	Name	
Surcharge 2000 City/Town Notes Region Region Offline Payment Notes Other. Reason: Test Purchal Country Staff Username SAVE CHANGES Phone +443443710071 SAVE CHANGES Phone +443443710071 Email enquiries@skchase.com Pass currency to pass currency conversion flame base currency takes place. Phone Free Text Question 1 RESEND RECEIPT Yes No Question 2 SAVE CHANGES SAVE CHANGES			£45.00	Address	
Offline       Pegion         Payment Notes       Other. Reason: Test Purcha         Staff       Jennifer Mullins         Staff       Jennifer Mullins         SAVE CHANGES       +443443710071         *Adjust Rate: adds the percentage to the price in new currency to pass currency conversion thanges onto the buyer, it is only used when a conversion from the base currency takes place.       Phone         Region		Total Surcharge	£0.00	City/Town	
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Payment Notes Other. Reason: Test Purcha Staff Jennifer Mullins Phone +443443710071 SAVE CHANGES Country - +443443710071 Email enquiries@skchase.com - +4				Postcode	
Staff Username Jennifer Mullins Phone +443443710071 SAVE CHANGES Phone +443443710071 Email enquiries@skchase.com Valuestion 1 *Adjust Rate. adds the percentage to the price in new currency to pass currency conversion charges onto the buyer, it is only used when a conversion from the base currency takes place. RESEND RECEIPT Yas No Question 2 SAVE CHANGES			Other. Reason: Test Purcha		
Username Username SAVE CHANGES Phone +443443710071 Email enquiries@skchase.com storestorestorestorestorestorestorestore				Country	
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*Adjust Rate: adds the percentage to the price in new currency to pass currency conversion charges and the buyer, it is only used when a conversion from the base currency takes place.           RESEND RECEIPT         Pree Text           Version         Currency           Version         Version           Version         Version           Version         Version           Version         Version           Version         Version           Version         Version				Question 1	
when a conversion from the base currency takes place.		*Adjust Rate: add	is the percentage to the price in new currency to	Free Text	
RESEND RECEIPT Ves No Question 2 SAVE CHANCES		pass currency co when a conversion	nversion charges onto the buyer, it is only used on from the base currency takes place.		
RESEND RECEIPT Yes No Question 2 SAVE CHANGES			· ·	Drop Down	
Question 2 SAVE CHANGES			RESEND RECEIPT		
RESEND ALL VOUCHERS				Question 2	
			RESEND ALL VOUCHERS		SAVE CHANGES
			reserve has recently	U U	

#### STEP 8

## **Click on Resend Receipt**

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

Total Price	£45.00	Jumanie	Diogga
Total Delivery	£0.00	Company	
Promo Code Discount	£0.00	Name	
Actual Charge	£45.00	Address	
Total Surcharge	£0.00	City/Town	
Notes		Region	
Offline Payment Notes	Other. Reason: Test Purcha	Postcode	
· · · · · · · · · · · · · · · · · · ·		Country	
Staff Username	ennifer Mullins	Phone	+443443710071
	SAVE CHANGES	Email	enquiries@skchase.com
		Yes No Question 1	
pass currency co	Is the percentage to the price in new currency to nversion charges onto the buyer, it is only used on from the base currency takes place.	Free Text Question	
(	RESEND RECEIPT	Drop Down Question	
	RESEND RECEIPT	Yes No Question 2	

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

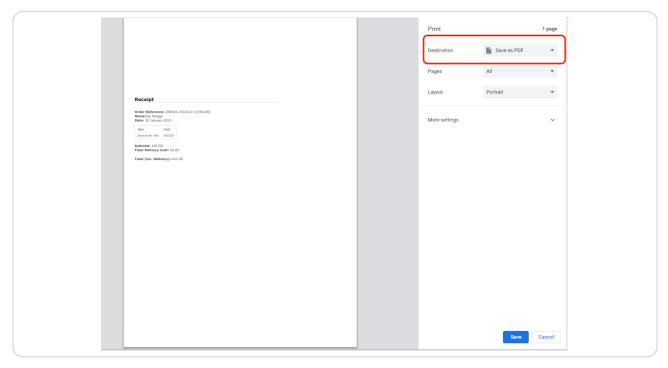
#### STEP 10

## Click on the 'Print Receipt'' Icon which will open up the receipt

	of AD OU	1		
	SEARCH			
	REFRESH			
	,			
		Item ID	Seller	Unit
Ξ 🔍	🛍 🛍 Grder ID: 334312	27; Purchase Method: Offline;	Total Amount Paid: £45.00; Bougl	ht From: T
	v 🖪 🖉	4293103	The Palmerston Hotel	£45.00
Change pa	age: < >   Display page 1	of 1, items 1 to 1 of 1		
Gifts				
Logout				



## Right click on Receipt and save as a PDF to your desktop



#### STEP 12

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



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