

How to change gift voucher expiry date

Select order number then 1) 'Options' and then 2) 'Amend'

The screenshot shows the BookingHound.com interface. At the top, there is a navigation bar with links for Account, Setup, Time slots, Orders, Reports, and Recently viewed. There are also buttons for 'Add order' and 'Sell voucher'. Below the navigation bar, the order number '24' is displayed. A blue bar contains tabs for 'customer', 'attendees 0', 'payments 1', 'mails 1', 'notes 1', and 'history 4'. The main content area shows a voucher with a unit price of 50.00. A dropdown menu is open, showing options: '-- Options --', 'Amend', 'View', 'Redeem', and 'Cancel voucher'. Red arrows point from the 'Options' dropdown and the 'Amend' option to the voucher details. To the right, there is an 'Information' section with details like 'Date booked: 08 Me', 'Source: Direct', and 'Booked by: booking'. Below that is an 'Order options' section with buttons for 'Add promotion', 'Add adjustment', 'Make payment', 'Send email', 'Send SMS', and 'New order for cus'. At the bottom, the total order value is £50 and total payments are £50, with a large 'PAID' stamp.

Account Setup Time slots Orders Reports Recently viewed Add order Sell voucher

24

customer attendees 0 payments 1 mails 1 notes 1 history 4

Voucher - Unredeemed - £50 remaining

Type	Quantity	Unit Price
Voucher	1	50.00 update

-- Options --

-- Options --
Amend
View
Redeem
Cancel voucher

Total order value: £50
Total payments: £50

PAID

Information
Date booked: 08 Me
Source: Direct
Booked by: booking

Order options
Add promotion
Add adjustment
Make payment
Send email
Send SMS
New order for cus

Click on the calendar symbol

The screenshot shows the BookingHound.com website interface. At the top, the logo "BookingHound.com" is displayed in a stylized font. To the right, a user is logged in as "bookinghound" for "MyCo". Below the logo, there is a navigation bar with links for "Account", "Setup", "Time slots", "Orders", "Reports", and "Recently viewed". On the right side of the navigation bar, there are buttons for "Add order", "Sell voucher", and "Redeem".

The main content area displays "Booked Voucher: 1Z5-D4F-68C". Below this, there is a blue navigation bar with tabs for "details", "message", "activities 5", and "tickets 1". The "details" tab is currently selected.

The voucher details form includes the following fields and options:

- Name:** £50 Gift Voucher
- Expires on:** A date input field with a calendar icon to its right. A red arrow points to this calendar icon.
- Amount:** 50.00
- Allow partial redemption:**
- Voucher pays for ticket:**
- Is this voucher restricted by day?:**

On the right side of the page, there is a "HELP" section with the text: "This page can be used to view the details of a voucher that has been sold." Below the help section, there are two large buttons: a green "SAVE" button with a checkmark and a red "CANCEL" button with an 'X'.

Choose the new expiry date and press the green 'SAVE' button

The screenshot shows the BookingHound.com interface. At the top, the logo "BookingHound.com" is displayed. A navigation bar includes icons for home, calendar, and account, along with menu items: Account, Setup, Time slots, Orders, Reports, and Recently viewed. On the right of the navigation bar are buttons for "Add order" and "Sell voucher". The user is logged in as "bookinghound" for "MyCo".

The main content area displays "Booked Voucher: 1Z5-D4F-68C". Below this is a blue navigation bar with tabs for "details", "message", "activities 5", and "tickets 1".

The voucher details form includes the following fields and options:

- Name:** £50 Gift Voucher
- Expires on:** 31/03/2016 (This field is highlighted with a red box in the image)
- Amount:** 50.00
- Allow partial redemption:**
- Voucher pays for ticket:**
- Is this voucher restricted by day?:**

On the right side of the form, there is a "HELP" section with the text: "This page can be the details of a voucher have sold." Below the help section are two large buttons: a green "SAVE" button with a checkmark and a red "CANCEL" button with an 'X'.

Date now changed !

BookingHound.com Logged in as bookinghound for MyCo Enterprise

Order ID

Account Setup Time slots Orders Reports Recently viewed [Add order](#) [Sell voucher](#) [Redeem vouc](#)

Order 24

order customer attendees 0 payments 1 mails 1 notes 1 history 4

£50 Gift Voucher - Unredeemed - £50 remaining -- Options --

Item	Type	Quantity	Unit Price	Total Price
1Z5-D4F-68C 31/03/2016	Voucher	1	50.00 update	£50

Total order value: £50
Total payments: £50

PAID

Information
Date booked: 08 Mar 2016 @ 12:42
Source: Direct
Booked by: bookinghound

Order options
[Add promotion](#)
[Add adjustment](#)
[Make payment](#)
[Send email](#)
[Send SMS](#)
[New order for customer](#)
[View order confirmation](#)
[View invoice](#)
[Delete order](#)

To send this to the customer, click 'View order confirmation'

ails **1** notes **1** history **4**

-- Options --

ce	Total Price
	£50

Total order value: £50
Total payments: £50

PAID

Information



Date booked: 08 Mar 2016 @ 12:42
Source: Direct
Booked by: bookinghound

Order options

- Add promotion
- Add adjustment
- Make payment
- Send email
- Send SMS
- New order for customer
- View order confirmation**
- View invoice
- Delete order

Send to customer - thats it !

Send to:



Order Confirmation
Order 24
08 Mar 2016