

## Edit vouchers

Article Number: 1731 | Rating: Unrated | Last Updated: Wed, May 12, 2021 at 4:22 PM

You can edit your existing vouchers and regenerate the voucher PDF on the voucher edit screen. On the voucher edit screen, you can edit **General Details** including voucher date, expiration date, and voucher status, **Purchaser Details**, and **Recipient Details**. You can only edit voucher templates, associated products, or values, if the voucher was created manually. Also, editing of the voucher template, product, or value is not possible if there are any redemptions or voids added to the voucher. **Required:** PDF Product Vouchers is a premium WooCommerce extension included with WordPress Ecommerce Hosting or as a standalone purchase. Go to **WooCommerce > Vouchers**. Be sure you're on the **Vouchers** tab at the top of the screen. Select a voucher from the list by clicking on the voucher number or the **Edit** link. Make any required edits. Regenerate the voucher PDF by selecting **Generate PDF** from the dropdown in the **Voucher actions** section on the right-side of the screen. Click **Save Voucher**.

Posted - Wed, May 12, 2021 at 4:22 PM.

Online URL: <https://www.heartinternet.uk/support/article/edit-vouchers.html>