

## More Information

### View a Hosting Plan

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## Section 1: Edit Contact Person for a Hosting Plan

1. On the Hosting Plan Information page of the hosting plan that you wish to edit, click “Edit Contact Person”.

**Hosting Plan Information**

**PUBLISHED**

Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Slots Purchased	50
Invoice No.	B115000054

Publication Ending on  
**02 Mar 2016**  
50 Slots Available

+ Add Item to Publish

What Buyer Sees

**WHO TO CONTACT**

John Ng Kok Ming

[Edit Contact Person](#)

2. At the “Edit Contact Person” page, make the necessary edits. Click “Submit” when you are done.

**Edit Contact Person**

Name\* Josephine Tan

Email\* josephinetan@beta.com

Contact No.\* 6123121

Fax No.

Address\* 1177 SERANGOON ROAD, SG

177 Characters Remaining

Cancel Submit

3. If your edits have been saved successfully, you will see this message on the screen. Click “Close” to proceed.

Home > SelfBiz Mail > View Hosting Plan > Edit Contact Person

Publication Ending on  
02 Mar 2016

Portable Memory Cards and Disks

6148515000054

**SUCCESSFUL**

The contact person has been successfully modified.

Close

Edit Contact Person

Name\* Josephine Tan

Email\* josephinetan@beta.com

Contact No.\* 6123121

Fax No.

Address\* 1177 SERANGOON ROAD, SG

## Section 2: View Revisions Done to a Hosting Plan

1. Under the “Hosting Plan Information” section, you can track the number and nature of revisions you have made to your hosting plan.

### Hosting Plan Information

**PUBLISHED**

Purchased Date	02 Mar 2015	Publication Ending on	02 Mar 2016
Publish Start Date	03 Mar 2015	50 Slots Available	
Slots Purchased	50		
Invoice No.	BI15000054		

[+ Add Item to Publish](#)

[What Buyer Sees](#)

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#### WHO TO CONTACT

[Edit Contact Person](#)

2. Go to the “Revisions” section for information on the revisions made.  
The table shows the number of revisions done and the types of changes made for each revision.  
Note: The revisions are sorted chronologically, with the latest revision at the top of the table.

### REVISIONS

	Revision No.	Changes	Modified By	Modified Date
<input type="radio"/>	2	Bulk upload.	John Ng Kok Ming	31 Mar 2015
<input type="radio"/>	1	Add item: DSLR Sling Camera Bag	John Ng Kok Ming	14 Mar 2015
<input type="radio"/>	0	Initial Version	John Ng Kok Ming	02 Mar 2015

[View Revision](#)

Showing 1-3 of 3 records.

[First](#) [Previous](#) [Next](#) [Last](#) Records Per Page: 10

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#### ITEM LIST

Item Description  [Search](#)

3. To view the details of a particular revision, click on the radio button beside the revision number. Then click “View Revision”.

### REVISIONS

<input type="radio"/>	2	Bulk upload.	John Ng Kok Ming	31 Mar 2015
<input checked="" type="radio"/>	1	Add item: DSLR Sling Camera Bag	John Ng Kok Ming	14 Mar 2015
<input type="radio"/>	0	Initial Version	John Ng Kok Ming	02 Mar 2015

[View Revision](#)

Showing 1-3 of 3 records.

[First](#) [Previous](#) [Next](#) [Last](#) Records Per Page: 10

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#### ITEM LIST

Item Description  [Search](#)

4. This directs you to the “Hosting Information” page of the particular revision you had selected.  
Portable Memory Cards and Disks (Revision 1)

### Hosting Information (Revision 1)

**PUBLISHED**


Purchased Date	02 Mar 2015	Publication Ending on	02 Mar 2016
Publish Start Date	03 Mar 2015	49 Slots Available	
Slots Purchased	50		
Invoice No.	BI15000054		

#### WHO TO CONTACT

**Josephine Tan**  
✉ josephinetan@beta.com

5. In this example, you can see the details of the new item “DSLR Sling Camera Bag” that had been added into the hosting plan for this revision.

**1**

<b>DSLR Sling Camera Bag</b>	
Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	38.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	
Remarks	Available in red and black
Promotion	

## Section 3: Search for Items in a Hosting Plan

1. Under the “Hosting Plan Information” section, you can do a quick search for the items that you have added into your hosting plan. Look for the search bar under the “Item List” section. This is useful if there are many items in your hosting plan.

**ITEM LIST** Item Description | Enter your item description | Search

Publish All Items in this Plan Hide All Items in this Plan

24 results found.

Hide Item Edit Item **PUBLISHED**

**1** **DSL R Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	

2. Type the appropriate item description. Then click “Search”.

First Previous Next Last Records Per Page: 10

**ITEM LIST** Item Description bag Search

Publish All Items in this Plan Hide All Items in this Plan

24 results found.

Hide Item Edit Item **PUBLISHED**

**1** **DSL R Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	

3. Your search result is displayed immediately.

Hide Item Edit Item **PUBLISHED**

**1** **DSL R Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	

Section 4: To make edits to an item in your hosting plan, go to the Item List section. Then click “Edit Item”.

1. To make edits to an item in your hosting plan, go to the Item List section. Then click “Edit Item”.

24 results found.

Hide Item **Edit Item** **PUBLISHED**

**1** **DSLR Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	38.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	

2. At the “Edit Item” page, make the necessary edits.

### Edit Item

Save as Template **Apply Template**

Description\* DSLR Sling Camera Bag 479 Characters Remaining

Category\* Others

Unit of Measurement\* EACH

Unit Price\*  Singapore Dollar (Exclusive of GST)

Price Validity (Days)

Inventory Level

Delivery Term

3. After making the edits, click “Submit.”

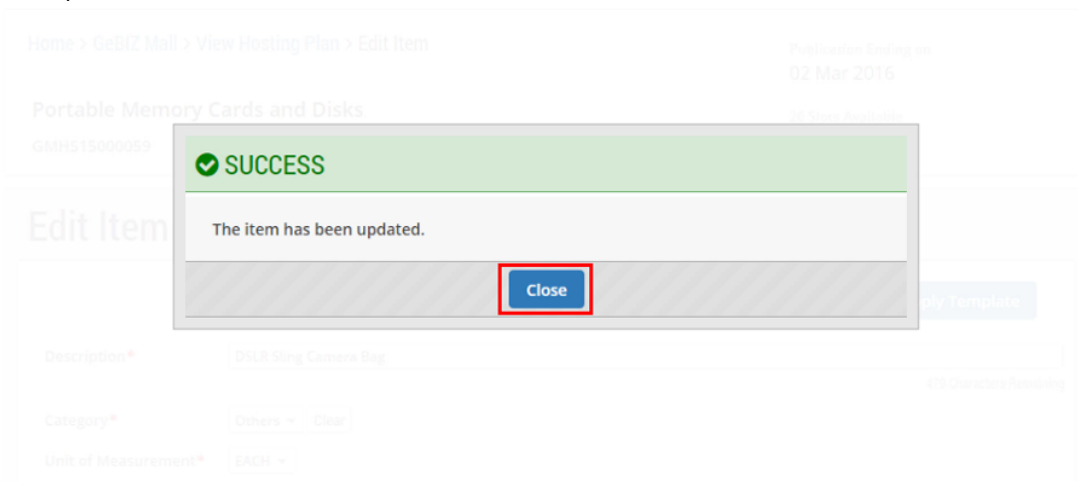
Publish Immediately 

### IMAGES Add Image

Maximum acceptable size of each file attachment is 50kb. Supported file types are gif, jpeg, jpg. Dimension 300px by 300px

 slingsbag.jpg (3.95 kB)

4. If your edits have been saved successfully, you will see this message on the screen. Click “Close” to proceed.

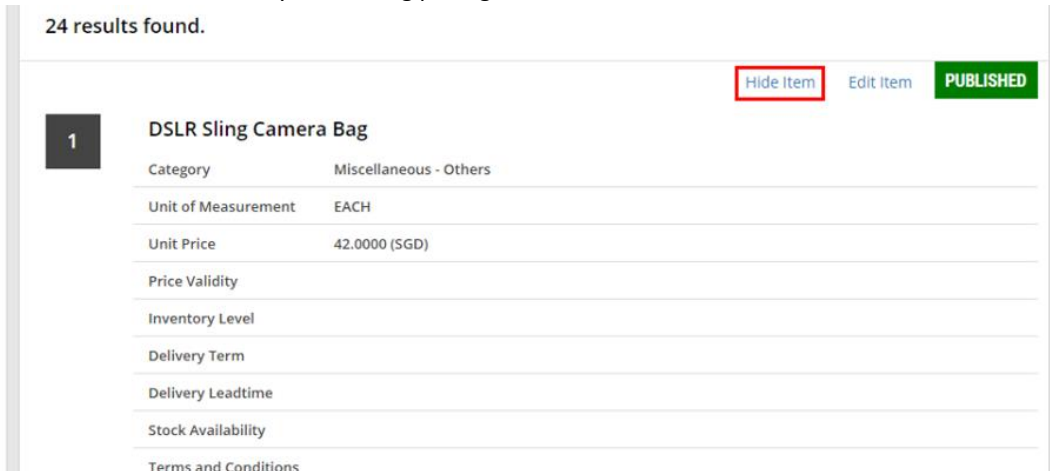


The screenshot shows a web application interface. At the top, there is a breadcrumb trail: "Home > GeBIZ Mall > View Hosting Plan > Edit Item". On the right side, it says "Publication Ending on 02 Mar 2016". Below this, the page title is "Portable Memory Cards and Disks" with a sub-id "GMHS15000059". A modal window is centered on the screen, displaying a green header with a checkmark and the word "SUCCESS". Below the header, the text reads "The item has been updated." At the bottom of the modal is a blue button labeled "Close", which is highlighted with a red rectangular border. In the background, the "Edit Item" form is visible, showing fields for "Description\*" (containing "DSLR Sling Camera Bag"), "Category\*" (with a dropdown menu showing "Others" and a "Clear" button), and "Unit of Measurement\*" (with a dropdown menu showing "EACH"). A "Save" button is partially visible on the right side of the form.

## Section 5: Hide/Publish an Item in a Hosting Plan

1. To hide an item in your hosting plan, go to the Item List section. Then click “Hide Item”.

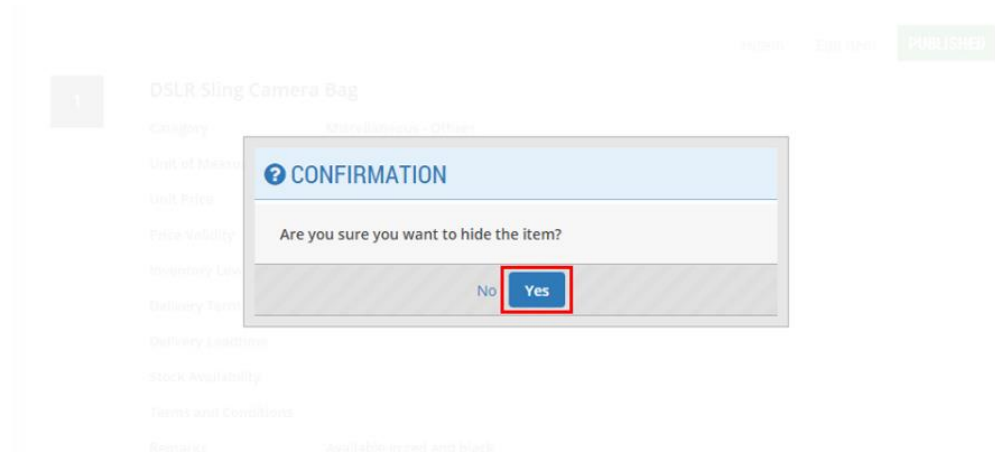
24 results found.



The screenshot shows the 'Item List' section for 'DSL R Sling Camera Bag'. The item is currently in a 'PUBLISHED' state. The 'Hide Item' button is highlighted with a red box. The item details are as follows:

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	

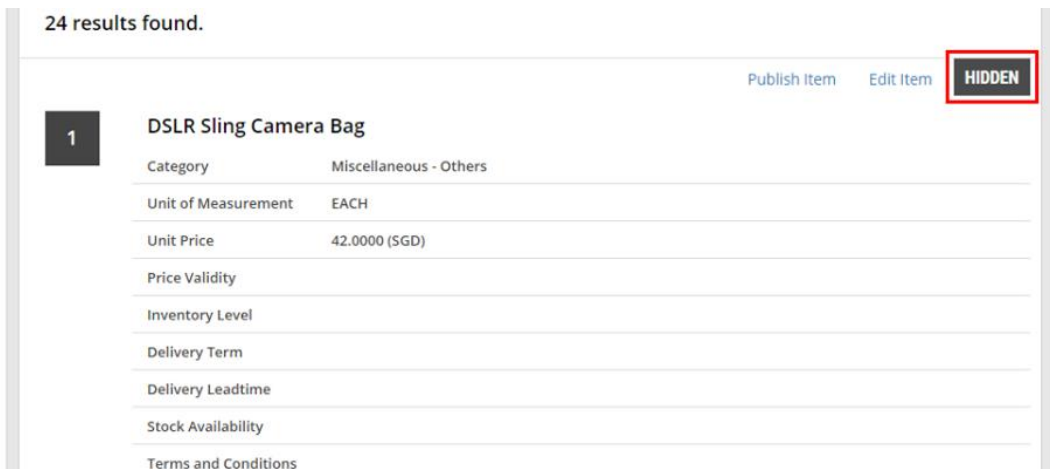
2. Click “Yes” to confirm.



The screenshot shows the 'Item List' section with a 'CONFIRMATION' dialog box overlaid. The dialog box asks 'Are you sure you want to hide the item?' and has 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box.

3. Back in the Item List section, notice that status of the item has been updated to “Hidden”.

24 results found.



The screenshot shows the 'Item List' section for 'DSL R Sling Camera Bag'. The item is now in a 'HIDDEN' state. The 'Publish Item' button is highlighted with a red box. The item details are as follows:

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	



4. To publish this item again, click “Publish Item”.

24 results found.

[Publish Item](#) [Edit Item](#) **HIDDEN**

**1** **DSLR Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	

5. Click “Yes” to confirm.

[Publish Item](#) [Edit Item](#) **HIDDEN**

**1** **DSLR Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	

Remarks: Available in red and black

**CONFIRMATION**

Are you sure you want to publish the item?

[No](#) [Yes](#)

6. The status of the item has been updated to “Published”.

24 results found.

[Hide Item](#) [Edit Item](#) **PUBLISHED**

**1** **DSLR Sling Camera Bag**

Category	Miscellaneous - Others
Unit of Measurement	EACH
Unit Price	42.0000 (SGD)
Price Validity	
Inventory Level	
Delivery Term	
Delivery Leadtime	
Stock Availability	
Terms and Conditions	