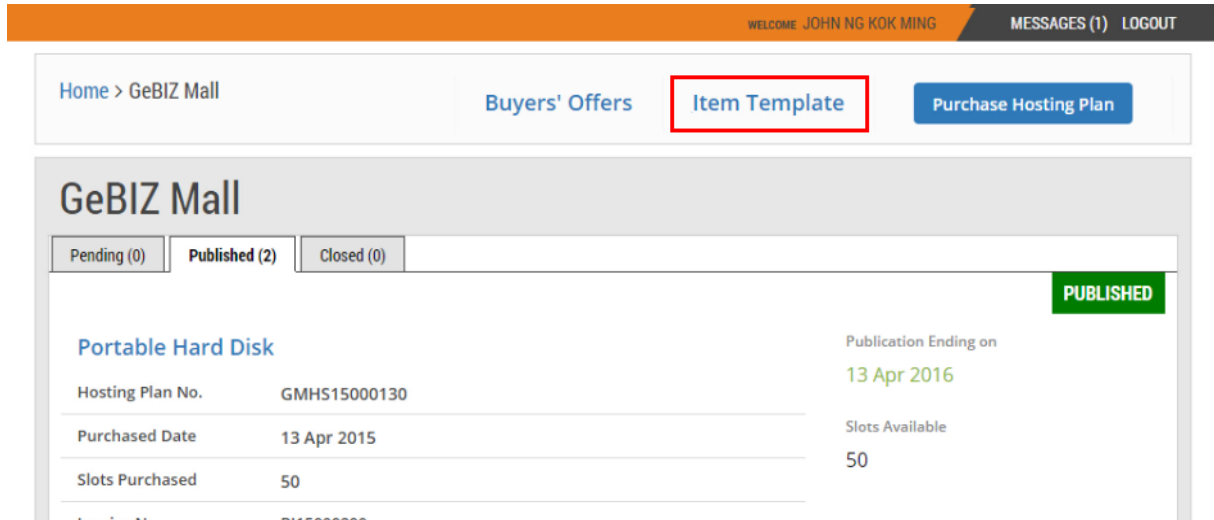


## User Guide

### Create and Manage an Item Template

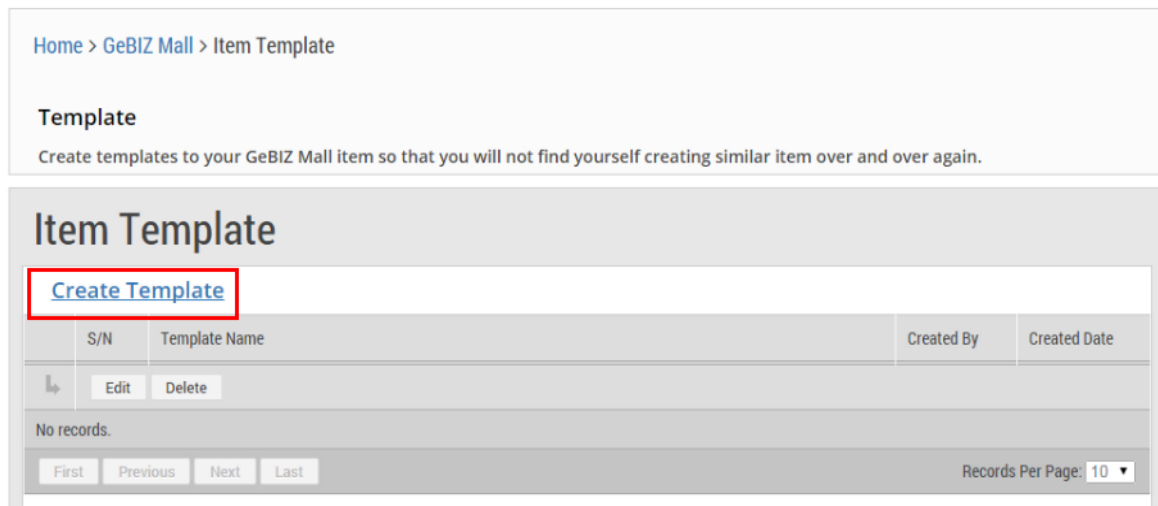
The following steps illustrate how to create an item template and then apply it to create similar items in a hosting plan.

1. Click on the “Item Template” link on the GeBIZ Mall main page.



The screenshot shows the GeBIZ Mall main page. At the top, there is a navigation bar with the text "WELCOME JOHN NG KOK MING" and "MESSAGES (1) LOGOUT". Below this, there is a secondary navigation bar with links for "Home > GeBIZ Mall", "Buyers' Offers", "Item Template" (highlighted with a red box), and "Purchase Hosting Plan". The main content area is titled "GeBIZ Mall" and features tabs for "Pending (0)", "Published (2)", and "Closed (0)". A green "PUBLISHED" badge is visible. The main item listed is "Portable Hard Disk" with a "Publication Ending on 13 Apr 2016". Below the item name, there are details: "Hosting Plan No. GMHS15000130", "Purchased Date 13 Apr 2015", "Slots Purchased 50", and "Slots Available 50".

2. The item template page is displayed. To create a new item template, click “Create Template”. Refer to the “More Information” tab for details on how to view, edit and delete an item template.



The screenshot shows the "Item Template" page. At the top, there is a breadcrumb trail: "Home > GeBIZ Mall > Item Template". Below this, the page is titled "Template" and contains the text: "Create templates to your GeBIZ Mall item so that you will not find yourself creating similar item over and over again." The main content area is titled "Item Template" and features a "Create Template" link highlighted with a red box. Below the link, there is a table with columns: "S/N", "Template Name", "Created By", and "Created Date". The table is currently empty, showing "No records." Below the table, there are navigation buttons: "First", "Previous", "Next", and "Last". On the right side, there is a "Records Per Page" dropdown menu set to "10".

3. Enter the template name and any other relevant information for the item template.

Note: For the unit price, you may enter a figure that is up to four decimal places.

## CREATE ITEM TEMPLATE

Template Name *	<input type="text"/>
Item Description	<input type="text"/>
Category	Select Category ▾
Unit of Measurement	EACH ▾
Unit Price	SGD Singapore Dollar (SGD) ▾ 0
Price Validity	<input type="text"/>
Inventory Level	<input type="text"/>
Delivery Term	<input type="text"/>
Delivery Leadtime	<input type="text"/>
Stock Availability	<input type="text"/>

4. After entering the information, click "Submit".

Price Validity	<input type="text"/>
Inventory Level	<input type="text"/>
Delivery Term	<input type="text"/>
Delivery Leadtime	<input type="text"/>
Stock Availability	While Stocks Last
Terms and Conditions	<input type="text"/>
	2000 Characters Remaining
Remarks	Two colors available: White and Pink
	1964 Characters Remaining

Cancel **Submit**

5. If your item template has been created successfully, you will see this message on the screen. Click "Close".

Home / Get It! Mail / Item Template

Template

Create templates yourself creating

## CREATE

Template Name *	<input type="text"/>
Item Description	<input type="text"/>
Category	Select Category ▾
Unit of Measurement	EACH ▾
Unit Price	SGD Singapore Dollar (SGD) ▾ 0

**✓ SUCCESSFUL**

Saved as Template 'Accessories: Straps' successfully.

**Close**

- The item template you have created is now displayed on the “Item Template” page.

Home > GeBIZ Mall > Item Template

### Template

Create templates to your GeBIZ Mall item so that you will not find yourself creating similar item over and over again.

## Item Template

### Create Template

	S/N	Template Name	Created By	Created Date
<input type="radio"/>	1.	Accessories: Straps	USER1	13 Feb 2015

Showing 1-1 of 1 record.

Records Per Page: 10 ▼

- You can apply this item template to create another similar item within a hosting plan. Under the “Hosting Plan” information page of a hosting plan, click “+Add Item to Publish”.

Home > GeBIZ Mall > View Hosting Plan

[Back to Listing Page](#)

### Portable Memory Cards and Disks

GMHS15000059

Have more than 20 items? Try excel upload.

[Download template for bulk upload items](#)

## Hosting Plan Information

Purchased Date	02 Mar 2015
Publish Start Date	03 Mar 2015
Slots Purchased	50
Invoice No.	BI15000054

**PUBLISHED**

Publication Ending on  
02 Mar 2016

26 Slots Available

What Buyer Sees

8. Click “Apply Template”.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

Publication Ending on  
02 Mar 2016  
26 Slots Available

### Add Item

Save as Template **Apply Template**

Description\*  500 Characters Remaining

Category\*  Clear

Unit of Measurement\*

Unit Price\*

9. Select the item template you had created and click on the radio button beside it. Then click “Apply Template”.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

### ITEM TEMPLATE

	S/N	Template Name	Created By	Created Date
<input checked="" type="checkbox"/>	1.	Camera Straps	John Ng Kok Ming	29 Apr 2015

Showing 1-1 of 1 record.

First Previous Next Last Records Per Page: 10

Cancel **Apply Template**

10. If the item template has been successfully applied, you will see this message. Click “Ok”.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

Publication Ending on  
02 Mar 2016  
26 Slots Available

### Add Item

Apply Template

Description\*  500 Characters Remaining

Category\*  Clear

Unit of Measurement\*

**✓ SUCCESS**

Template 'Camera Straps' is applied successfully.

**Ok**

11. Back at the “Add Item” page, notice that the information you had entered under the “Camera Straps” item template has been applied here.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

Publication Ending on  
02 Mar 2016  
26 Slots Available

## Add Item

Save as Template Apply Template

Description\* Camera Straps 487 Characters Remaining

Category\* Clear

Unit of Measurement\* EACH

Unit Price\* (Exclusive of GST) Singapore Dollar 10

12. Enter any other relevant information for the new item. To save the updated item information into a template, click on the “Save as Template” link.  
Note: (\*) denotes the mandatory fields.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

Publication Ending on  
02 Mar 2016  
26 Slots Available

## Add Item

Save as Template Apply Template

Description\* Camera Straps 487 Characters Remaining

Category\* Clear

Unit of Measurement\* EACH

Unit Price\* (Exclusive of GST) Singapore Dollar 10

13. If the template has been saved successfully, you will see this message. Click “Ok”.

Home > GeBIZ Mall > View Hosting Plan > Add Item

Portable Memory Cards and Disks  
GMHS15000059

Publication Ending on  
02 Mar 2016  
26 Slots Available

## Add Item

Save as Template Apply Template

Description\* Camera Straps for X-123123 487 Characters Remaining

Category\* Clear

Unit of Measurement\* EACH

**✓ SUCCESS**  
Saved as Template 'Camera Straps for X-123123' successfully.

Ok