

More Information

Create and Manage an Item Template

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Section 1: View an Item Template

1. To view the details of an item template that you have created, go to the "Item Template" list. Click on the item template.

[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 ▼

2. The details of the item template are displayed for you to view.

[Home](#) > [GeBIZ Mall](#) > [Item Template](#) > [View Template](#)

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

View Item Template

Template Name	Accessories: Straps
Item Description	Camera Straps
Category	Others
Unit of Measurement	EACH
Unit Price	10.0000 (SGD)
Price Validity	0
Inventory Level	0
Delivery Term	

Section 2: Edit an Item Template

1. To edit an item template that you have created, go to the "Item Template" list. Click on the radio button beside the name of the template you wish to edit. Then click "Edit".

[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 checked="" type="radio"/>	1.	Accessories: Straps	USER1	13 Feb 2015

[Edit](#) [Delete](#)

Showing 1-1 of 1 record.

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

2. Alternatively, you may just click on the template name.

[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

[Edit](#) [Delete](#)

Showing 1-1 of 1 record.

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

3. Click "Edit".

[Home](#) > [GeBIZ Mall](#) > [Item Template](#) > [View Template](#)

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

View Item Template

Template Name	Accessories: Straps
Item Description	Camera Straps
Category	Others
Unit of Measurement	EACH
Unit Price	10.0000 (SGD)
Price Validity	0
Inventory Level	0
Delivery Term	

[Edit](#)

4. Under the “Edit Item Template” section, make the necessary edits. Then click “Submit.”

EDIT ITEM TEMPLATE

Template Name *	Accessories: Straps
Item Description	Camera Straps
Category	Others ▾
Unit of Measurement	EACH ▾
Unit Price	₹ Singapore Dollar (SGD) ▾ 8
Price Validity	0
Delivery Leadtime	0
Stock Availability	While Stocks Last
Terms and Conditions	
Remarks	Two colors available: White and Pink

2000 Characters Remaining

1964 Characters Remaining

Cancel **Submit**

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

Home > GeBiz Mail > Item Template

Template
Create templates yourself creating

✓ SUCCESSFUL

Saved as Template 'Accessories: Straps' successfully.

Close

EDIT ITEM

Template Name *	Accessories: Straps
Item Description	Camera Straps
Category	Others ▾
Unit of Measurement	EACH ▾
Unit Price	₹ Singapore Dollar (SGD) ▾ 8

Section 3: Delete an Item Template

1. To delete an existing item template, go to the "Item Template" list. Click on the radio button beside the name of the template you wish to delete. Then click "Delete".

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 checked="" type="radio"/> 1.	Accessories: Straps	USER1	13 Feb 2015

Showing 1-1 of 1 record.

First Previous Next Last Records Per Page: 10 ▾

2. Click "Ok" to confirm the deletion.

Home > GeBIZ Mall > Item Template

Template

DELETE ITEM

Are you sure you want to delete this item template?

← 1 Accessories: Straps USER1 13 Feb 2015

Showing 1-1 of 1 record

First Previous Next Last Records Per Page: 10 ▾

3. If the item template has been deleted successfully, you will see this message on the screen. Click "Close" to proceed.

Home > GeBIZ Mall > Item Template

Template

SUCCESSFUL

The item template Accessories: Straps has been deleted.

← Edit Delete

No records

First Previous Next Last Records Per Page: 10 ▾