

User Guide

Add Items into a Hosting Plan

The following steps illustrate how to add items to be published into a hosting plan.

1. Under the “Hosting Plan Information” section of the hosting plan that you have created, click “+ Add Item to Publish”.

The screenshot shows the 'Hosting Plan Information' section for a plan titled 'Portable Memory Cards and Disks' with ID 'GMHS15000059'. The plan is in a 'PUBLISHED' state. Key details include: Purchased Date (02 Mar 2015), Publish Start Date (03 Mar 2015), Slots Purchased (50), and Invoice No. (B115000054). A 'Bulk Upload' button is visible, along with a link to 'Download template for bulk upload items'. A red box highlights the '+ Add Item to Publish' button.

2. At the “Add New Item” page, fill in all the relevant information about the item to be published.
Note: (*) denotes the mandatory fields.

The screenshot shows the 'Add Item' page for the same hosting plan. The breadcrumb trail is 'Home > GeBIZ Mall > View Hosting Plan > Add Item'. The plan details are repeated. The main form area includes: 'Save as Template' and 'Apply Template' buttons; a 'Description*' field with a 500-character limit; a 'Category*' dropdown menu with a 'Clear' button; a 'Unit of Measurement*' dropdown menu set to 'EACH'; and a 'Unit Price*' field with a dropdown menu set to 'Singapore Dollar'.

3. You may select an appropriate icon to promote this item.

Terms and Conditions 2000 Characters Remaining

Remarks
Available in red and black 1974 Characters Remaining

Promotion

- None
- LATEST PROMOTION
- OUT OF STOCKS!
- LIMITED SETS
- WHILE STOCKS LAST
- BEST PRICE

Publish Immediately

4. Check the box if you wish to publish the item immediately.

Promotion

- None
- LATEST PROMOTION
- OUT OF STOCKS!
- LIMITED SETS
- WHILE STOCKS LAST
- BEST PRICE

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

No image available.

Cancel **Submit**

5. If you wish to upload images, click “Add image”.

Promotion

- None
- LATEST PROMOTION
- OUT OF STOCKS!
- LIMITED SETS
- WHILE STOCKS LAST
- BEST PRICE

Publish Immediately

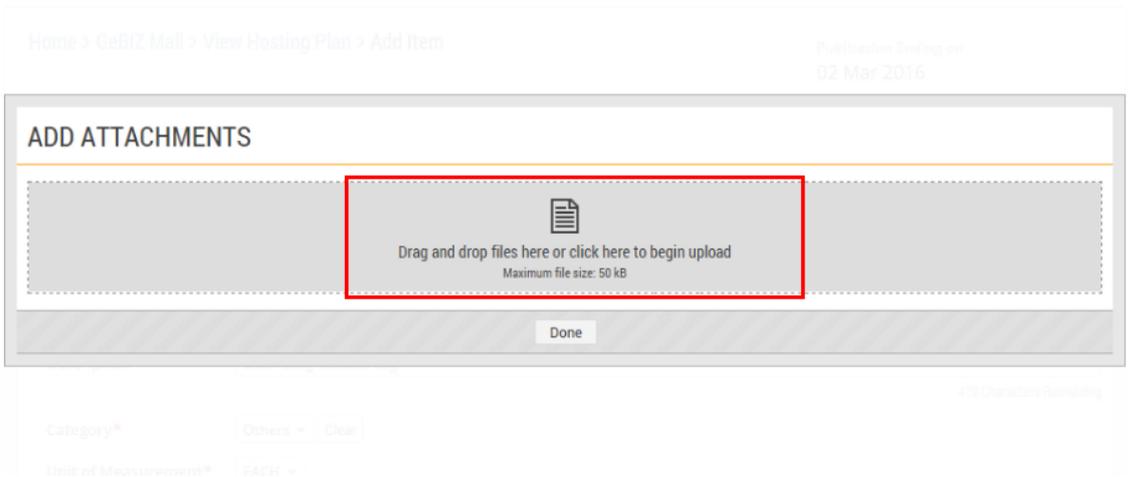
IMAGES Add Image

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

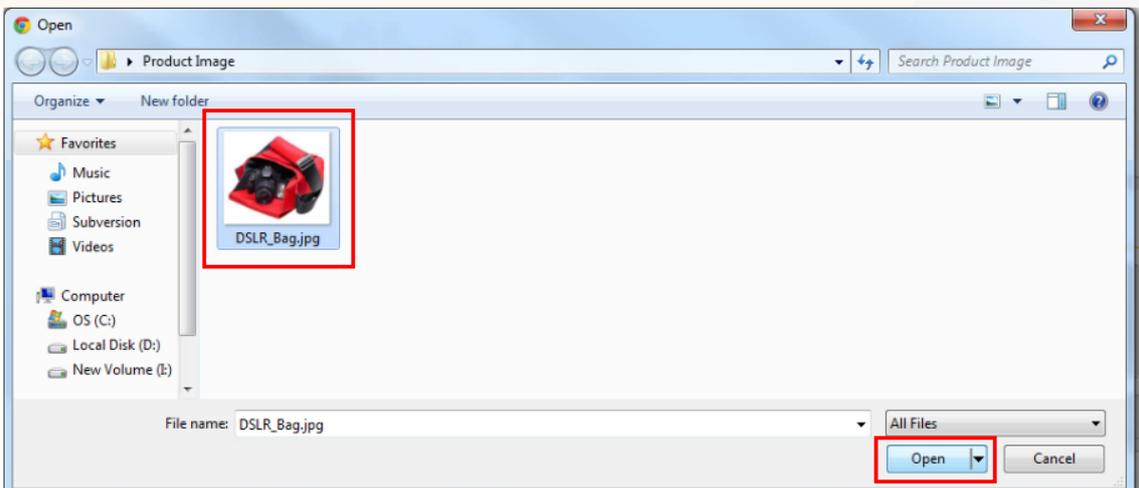
No image available.

Cancel **Submit**

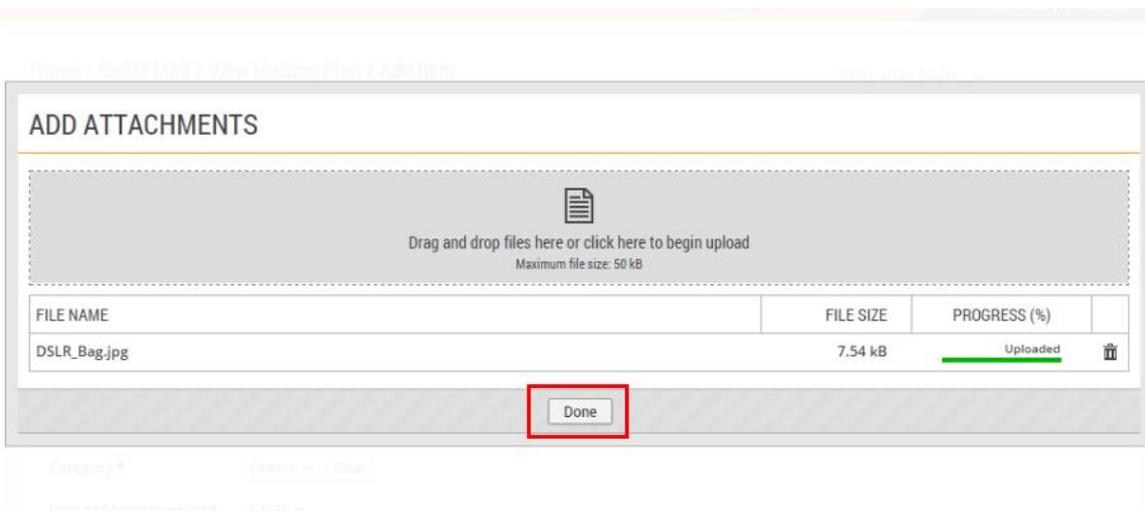
- You can drag the files you wish to upload and drop them within the grey box shown or click anywhere within this box to select the documents to be uploaded.



- Locate the file to be uploaded. Then click "Open".



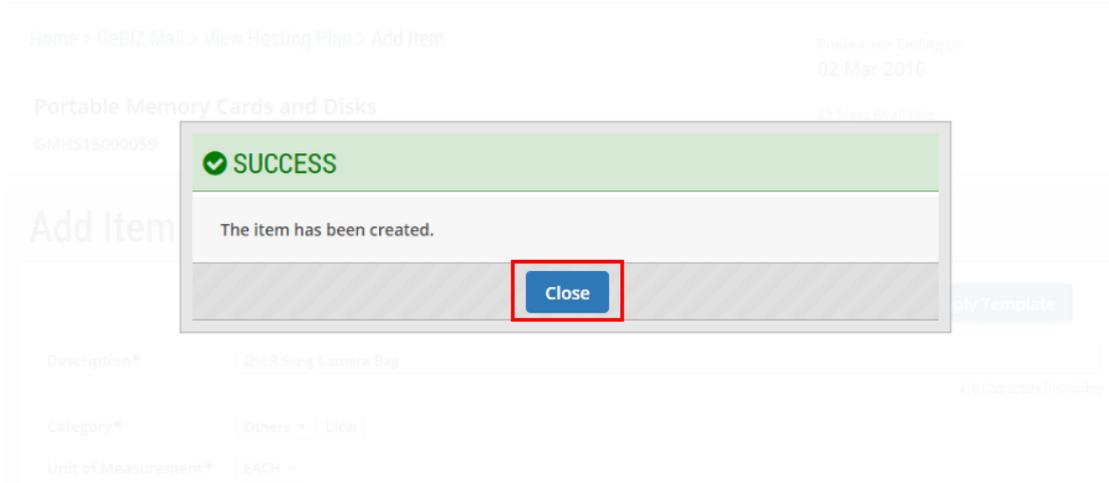
- The file(s) will be uploaded automatically. Click "Done" when the status is indicated as "Uploaded".



9. Click Submit” to add the item.



10. If the item has been added successfully, you will see this message on the screen. Click “Close” to proceed.



11. At the “Hosting Plan Information” page, notice that the number of available slots has been reduced. In this example, the number of slots was reduced from 50 to 49.

Note: You may add more items by clicking on “+ Add Item to Publish” again.

