More Information

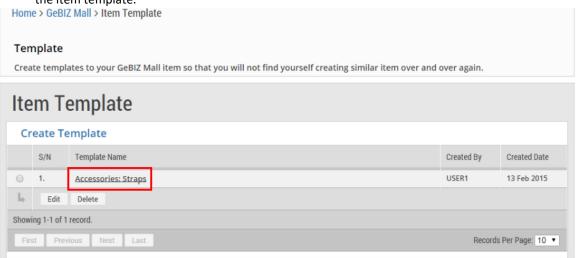
Create and Manage an Item Template

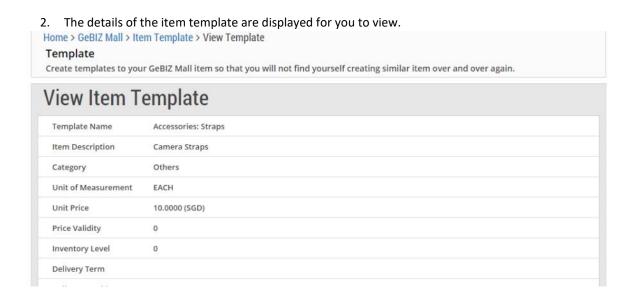
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Section 1: View an Item Template

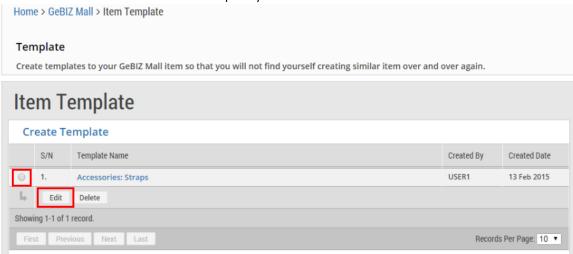
1. To view the details of an item template that you have created, go to the "Item Template" list. Click on the item template.



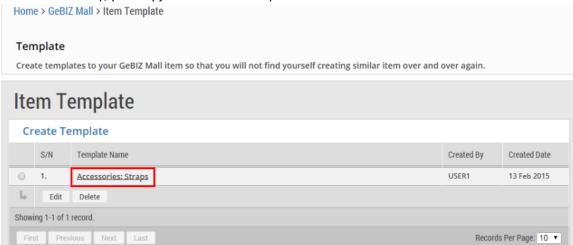


Section 2: Edit an Item Template

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".

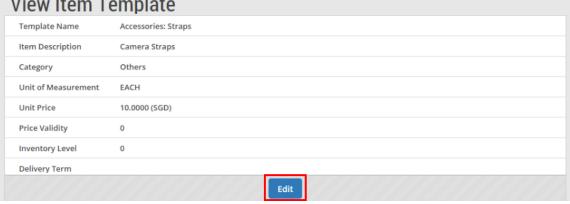


2. Alternatively, you may just click on the template name.

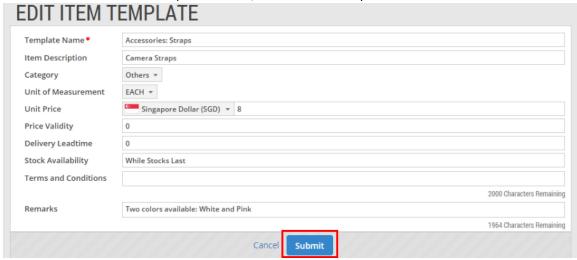


3. Click "Edit".

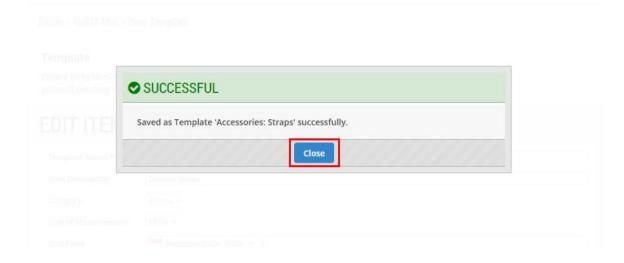
Home > GeBIZ Mall > Item Template > View Template Template Create templates to your GeBiZ Mall item so that you will not find yourself creating similar item over and over again. View Item Template



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

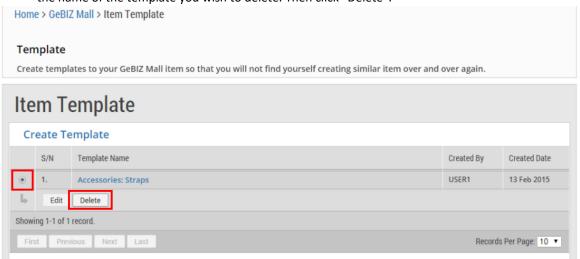


5. If your edits have been saved successfully, you will see this message on the screen. Click "Close" to proceed.

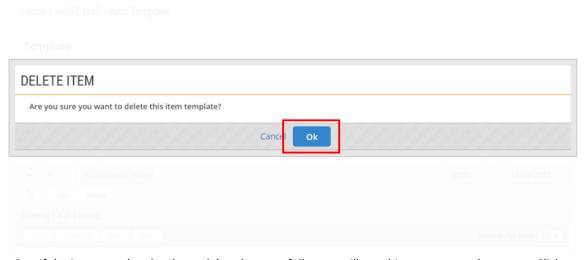


Section 3: Delete an Item Template

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".



2. Click "Ok" to confirm the deletion.



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

