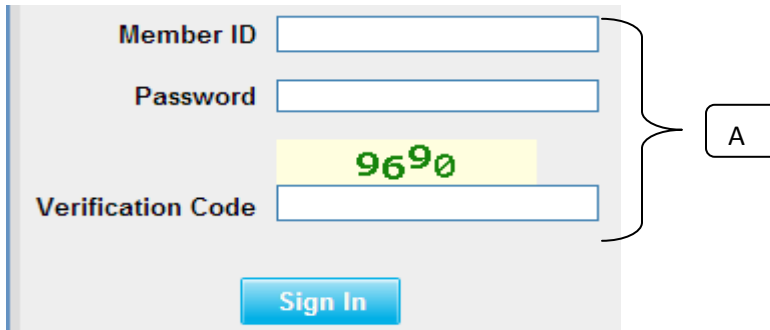


1) How to Add “Additional field” in Organizer

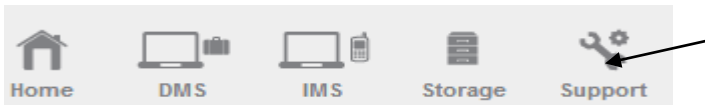
1. Log on to www.gbs2u.com, click **member login**

A.) Please key in “**Member ID & Password & Verification Code**”, click “Sign In”

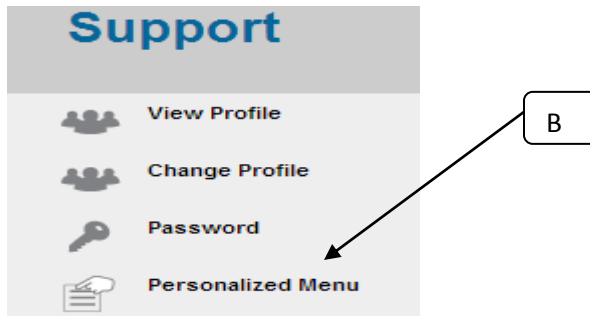


The image shows a login form with three input fields: Member ID, Password, and Verification Code. The Verification Code field contains the number 9690. A blue Sign In button is located below the fields. A bracket labeled 'A' encompasses the three input fields.

2) Please click “**Support**” Button,



B) On the left hand side tool bar content, Click “**Personalized Menu**”



C) Click “**Customized Event Category**”



The image shows a 'Personalised Menu' dialog box with a 'Save' button and a 'Cancel' button. Below the buttons are several data fields:

Personal Data	air keroh customer	C
Family Data	河内顾客	I
Customer Data	GREAT EASTERN Data	
Supplier Data	pahang Data	
Employee Data	kelantanData	
Phonebook	Customize Phonebook Field	
Organizer	Customize Event Category	

D) Window will pop up a Menu bar table in the middle part of the computer; fill up “**Your desire additional field name**” (Maximum 20 additional field name), once done, please click “**Save**”

10	Fuction	Victor	#9DCEFF ▼
11	Holiday	voon	#808000 ▼
12	Inspection Date	ying win	#800080 ▼
13	Launching Day		#9DCEFF ▼
14	Licence		#9DCEFF ▼
15	Meeting		#9DCEFF ▼
16	Memorial		#9DCEFF ▼
17	Open Day		#9DCEFF ▼
18	Road Tax		#9DCEFF ▼
19	Seminar		#9DCEFF ▼
20	Wedding		#9DCEFF ▼
21			#9DCEFF ▼
22			#9DCEFF ▼
23			#9DCEFF ▼
24			#9DCEFF ▼
25			#9DCEFF ▼
26			#9DCEFF ▼
27			#9DCEFF ▼
28			#9DCEFF ▼
29			#9DCEFF ▼
30			#9DCEFF ▼

E) The additional event field name will add in to the Organizer event Field