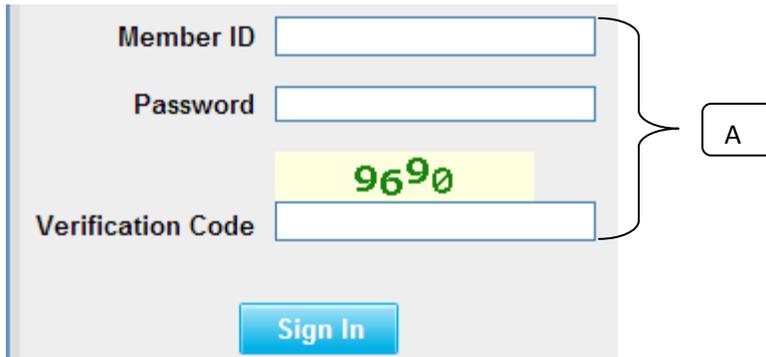


1) How to Add “Additional field” in Phone book field

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 four input fields and a button. The first field is labeled 'Member ID' and is empty. The second field is labeled 'Password' and is empty. The third field is labeled 'Verification Code' and contains the number '9690' in green text. The fourth field is empty. Below the fields is a blue button labeled 'Sign In'. A bracket on the right side of the form groups the three input fields, with a callout box labeled 'A' pointing to it.

2) Please click “**Support**” Button,



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



C) Click “Customized Phonebook field”

Personalised Menu

Save Cancel

Personal Data	air keroh customer	Com
Family Data	河内顾客	Indi
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 10 additional field name), once done, please click “Save”

Phone Book custom fields

Save Cancel

Custom Field 1	aa
Custom Field 2	BB
Custom Field 3	CC
Custom Field 4	DD
Custom Field 5	EE
Custom Field 6	FF
Custom Field 7	GG
Custom Field 8	HH
Custom Field 9	II
Custom Field 10	JJ

E) The additional data field name will add in to the Phone Book Field

The image shows a software interface for a phone book. At the top, there is a title bar 'Phone Book : axa' and two buttons: 'Save' and 'Cancel'. Below this, there are input fields for 'Mobile No.' (with a dropdown menu showing 'MALAYSIA 60' and a text box containing '60') and 'Name'. A section titled 'Master File' contains several fields: 'Others Name', 'Email', 'IC No.', 'Gender' (dropdown menu with 'Select Gender'), and 'Race' (dropdown menu with 'Select Race'). Below these is an 'Occupation' section with a list of codes: aa, BB, CC, DD, EE, FF, GG, HH, II, and JJ. A large right-facing curly bracket groups these codes, and a box containing the letter 'E' is positioned to the right of the bracket.