

1) How to Add “Remark Template” in DMS Remark area

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

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

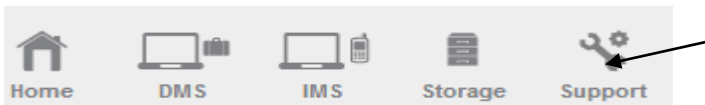
Member ID

Password

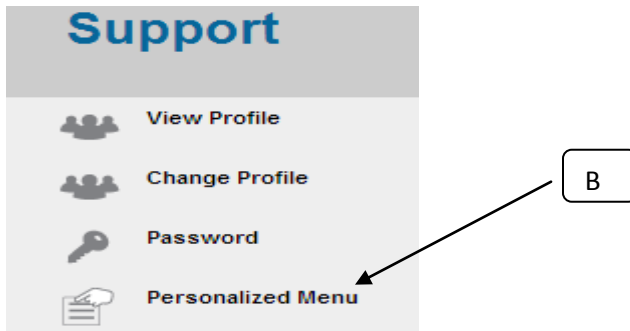
Verification Code

A

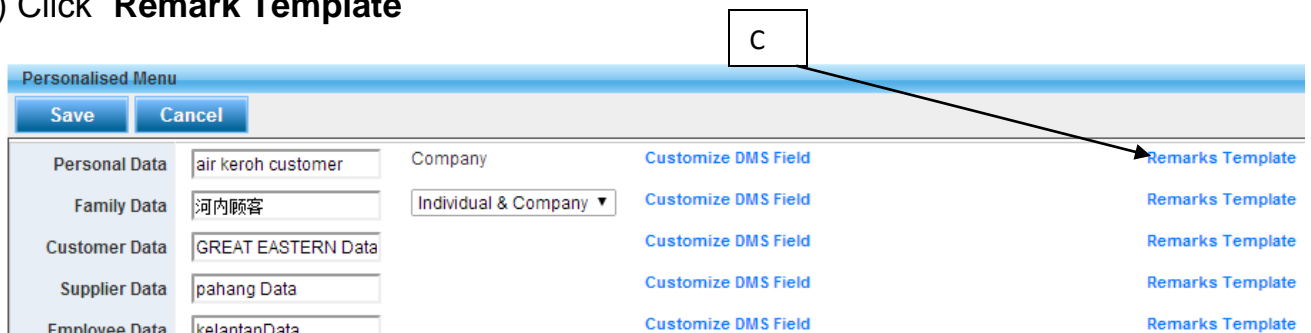
2) Please click “**Support**” Button,



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



D) Click “**Remark Template**”



E) Key in the detail in Remark column, then click "Save",

DMS Remarks Template

Save Cancel

Home Objects

Font Name Size Paragraph

HP NO NAME MEMBER ID MEMBER POINT VOUCHER

HP NO	NAME	MEMBER ID	MEMBER POINT	VOUCHER

F) The template will auto save into the DMS Remark column.