

New GBS Software user guide (Data Management Software – DMS)

- A) Please key in password : **!@#123**, click “Sign In”



Welcome the GBS2u.com

Sign in here

Member ID

User ID

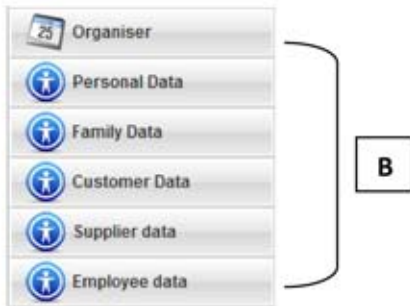
Password

A

Sign In


***INTERNAL PASSWORD :123**

- B)Click “DMS” , BELOW IS THE DMS Content management detail:



- Organiser
- Personal Data
- Family Data
- Customer Data
- Supplier data
- Employee data

B

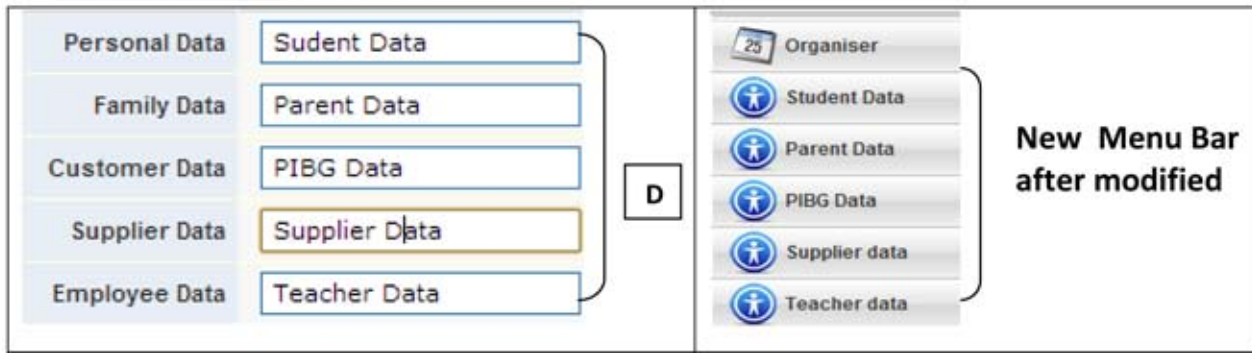
- C) If You want to change the above Menu Bar Content Name, please click  Support Button, On the left hand side tool bar content, Click “Personalized Menu”



- Profile
- Password
- Personalized Menu


C

- D) Window will pop up a Menu bar table in the middle part of the website, fill up your desire menu bar content name, click “Save”



Personal Data	<input type="text" value="Sudent Data"/>
Family Data	<input type="text" value="Parent Data"/>
Customer Data	<input type="text" value="PIBG Data"/>
Supplier Data	<input type="text" value="Supplier Data"/>
Employee Data	<input type="text" value="Teacher Data"/>

D

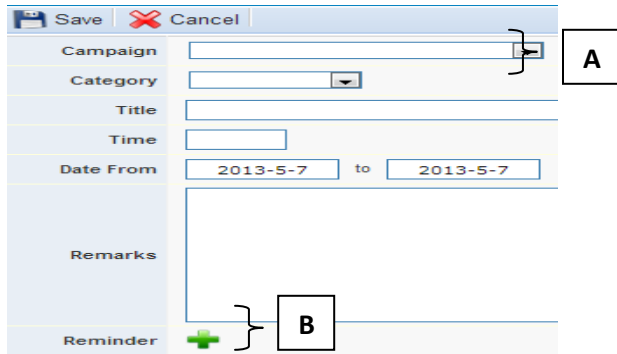


- Organiser
- Student Data
- Parent Data
- PIBG Data
- Supplier data
- Teacher data

New Menu Bar after modified

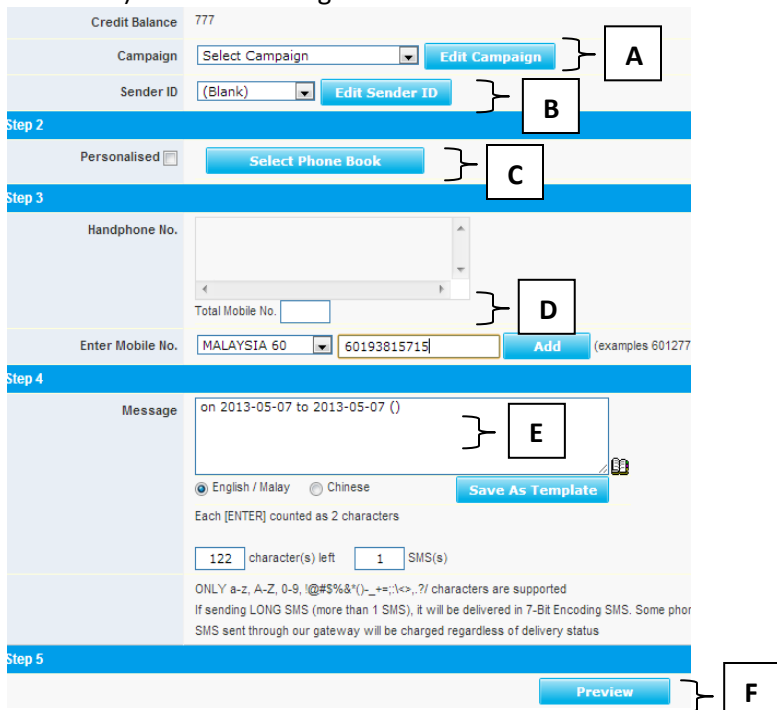
Organizer function:

- A) Select your “**Campaign ID**” (Optional), all schedule task record will attach to this Campaign ID folder, it convenience for user to trace back record. If you want the system send alert message to your Person in charge hand phone,
- B) click the “**Reminder**” button:




The screen will pop-up another new window, user need to key in the desire detail (Recipient hand phone number, time and date for sending the task reminder, content of the message & etc):

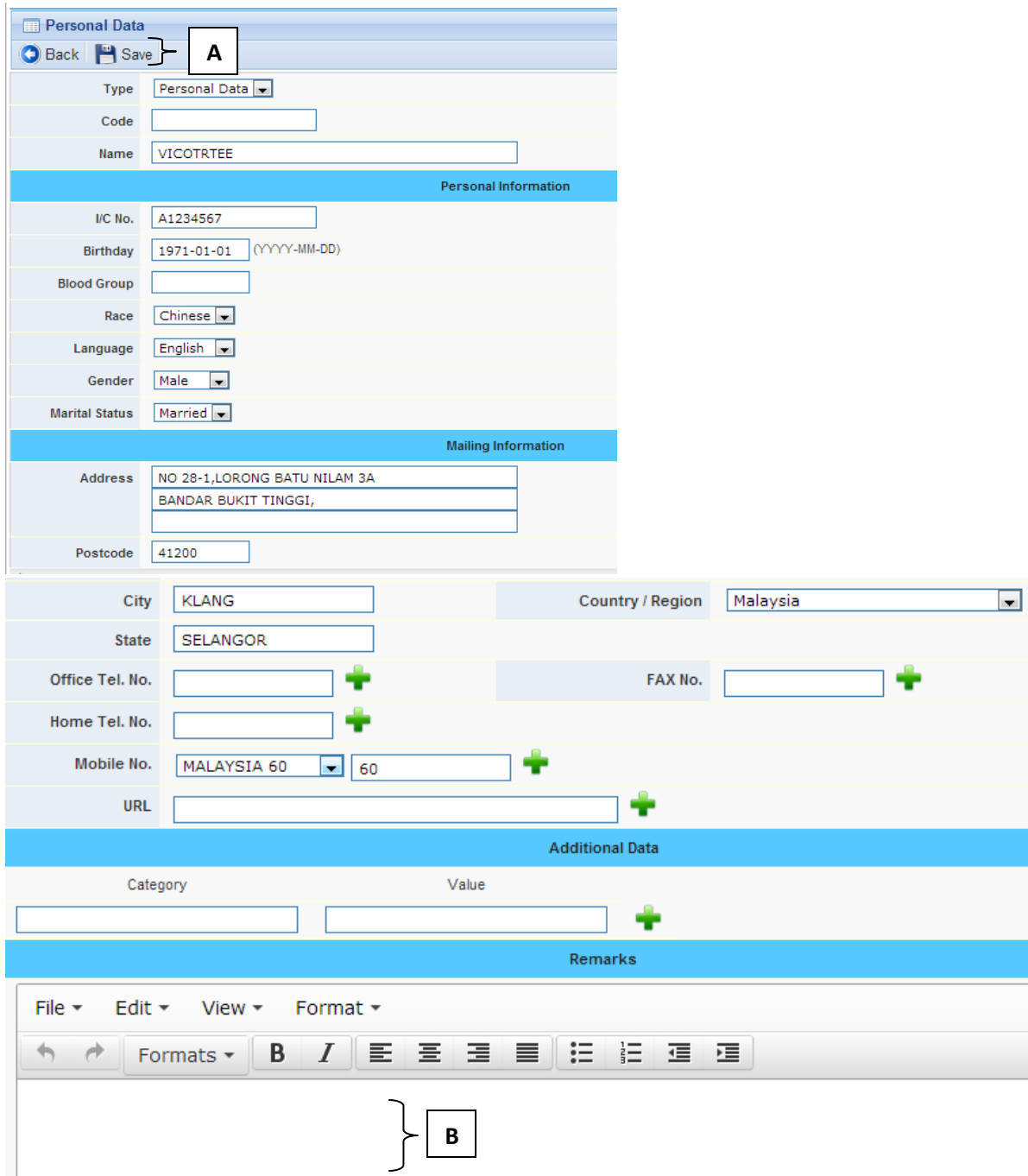
- A) Select your “**Campaign ID**” (Optional), sending message record will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record.
- B) Select your “**Sender ID**”(Optional), this Sender ID will auto display in front of the message
- C) Select Phone Book for sending SMS
- D) key in single hand phone no, click “**ADD**”
- E) key in the message content
- F) Preview Message



Personal Data Management

- A) Fill up all detail in the form , once complete fill up, click “**Save**” to save the data

-  -Click to add new field



The screenshot shows a web-based form titled "Personal Data". At the top, there are "Back" and "Save" buttons, with a bracket and the letter "A" pointing to the "Save" button. The form is divided into several sections:


- Personal Information:** Includes fields for I/C No. (A1234567), Birthday (1971-01-01), Blood Group, Race (Chinese), Language (English), Gender (Male), and Marital Status (Married).
- Mailing Information:** Includes Address (NO 28-1, LORONG BATU NILAM 3A, BANDAR BUKIT TINGGI,) and Postcode (41200).
- Contact Information:** Includes City (KLANG), State (SELANGOR), Country / Region (Malaysia), Office Tel. No., Home Tel. No., Mobile No. (MALAYSIA 60, 60), and URL. Each of these fields has a green plus icon to its right.
- Additional Data:** A table with columns for "Category" and "Value", and a green plus icon to add new entries.
- Remarks:** A text area with a menu bar (File, Edit, View, Format) and a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, decrease indent, increase indent, and link.

A bracket and the letter "B" are positioned at the bottom of the Remarks section, indicating where to enter additional details.

- **B) “Remark column”** for put additional detail

Family Data Management

- A) Fill up all detail in the form , once complete fill up, click “**Save**” to save the data

-  Click to add new field



The screenshot shows a web-based form titled "Family Data". At the top, there are "Back" and "Save" buttons. A box labeled "A" is placed over the "Save" button. Below the buttons, the form is divided into several sections:


- Personal Information:** Fields for I/C No. (A1234567), Birthday (1971-1-1), Blood Group, Race (Chinese), Language (English), Gender (Male), and Marital Status (Married).
- Mailing Information:** Address (NO 28-1, LORONG BATU NILAM 3A, BANDAR BUKIT TINGGI, KLANG, SELANGOR) and Postcode (41200).
- Contact Information:** City, State, Office Tel. No., Home Tel. No., Mobile No. (MALAYSIA 60, 60), FAX No., and URL. Each of these fields has a green plus icon next to it, indicating an "add new field" function.
- Additional Data:** A table with columns for "Category" and "Value".
- Remarks:** A text area for additional details. A box labeled "B" is placed over this area.

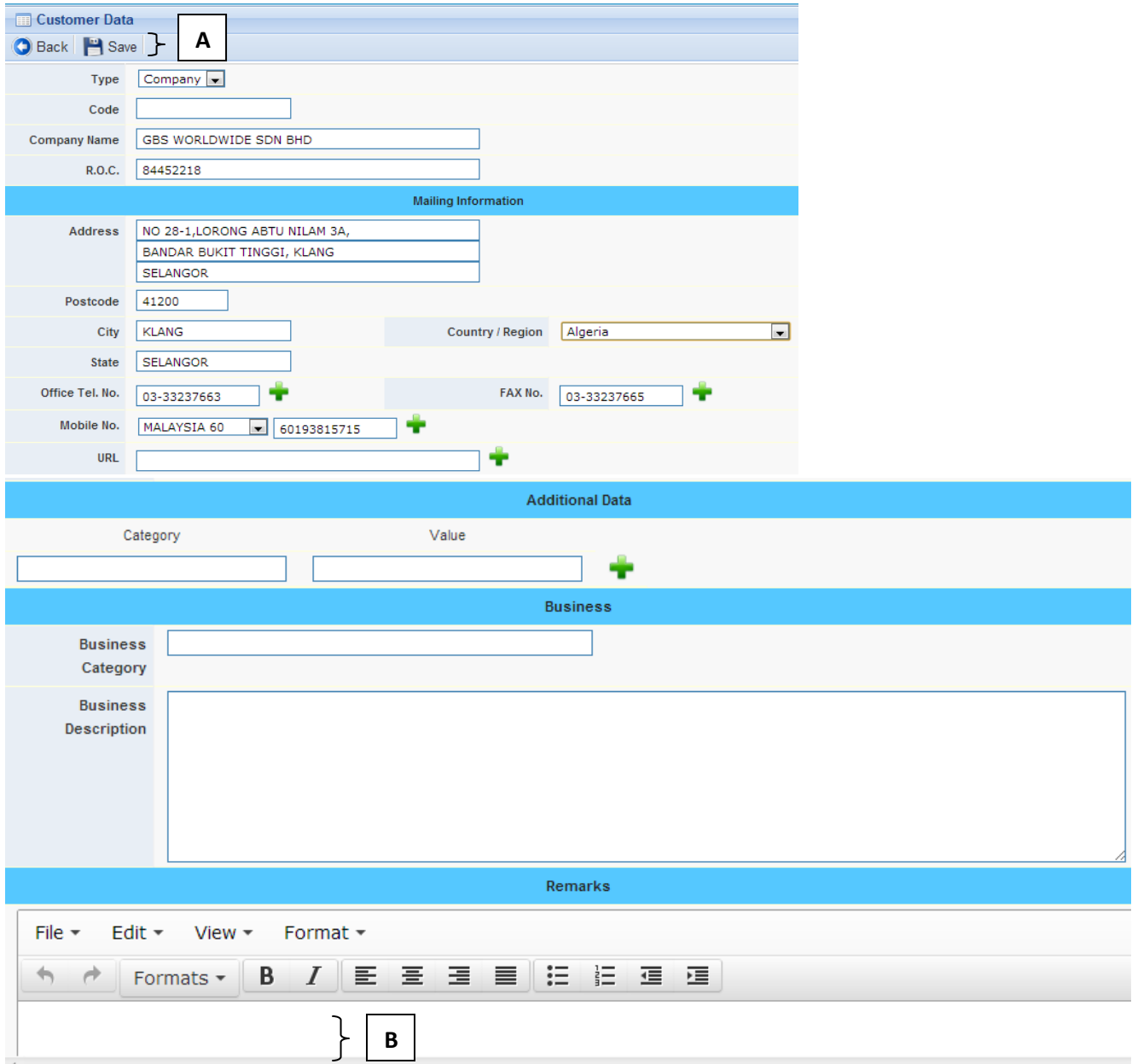
At the bottom of the form, there is a menu bar with "File", "Edit", "View", and "Format" options, and a toolbar with various icons for text formatting.

- **B) “Remark column”** for put additional detail

Customer Data Management

- A) Fill up all detail in the form , once complete fill up, click “**Save**” to save the data

-  Click to add new field



Customer Data

Back Save } **A**

Type: Company

Code:

Company Name: GBS WORLDWIDE SDN BHD

R.O.C.: 84452218

Mailing Information

Address: NO 28-1, LORONG ABTU NILAM 3A,
BANDAR BUKIT TINGGI, KLANG
SELANGOR

Postcode: 41200

City: KLANG Country / Region: Algeria

State: SELANGOR

Office Tel. No.: 03-33237663 + FAX No.: 03-33237665 +

Mobile No.: MALAYSIA 60 60193815715 +

URL: +

Additional Data

Category	Value
<input type="text"/>	<input type="text"/> +

Business

Business Category:

Business Description:

Remarks

File Edit View Format

Undo Redo Formats **B** *I* Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink Print

} **B**

- **B) “Remark column”** for put additional detail

Supplier Data Management

- A) Fill up all detail in the form , once complete fill up, click “Save” to save the data



- Click to add new field

Supplier data

Back Save } **A**

Type Company

Code

Company Name GBS MARKTING

R.O.C. M1234

Mailing Information

Address NO 28-1,LORONG BATU NILAM 3A
BAN
K

Postcode 41200

City KLANG Country / Region Algeria

State SABAH

Office Tel. No. 03-33237663 +

FAX No. 03-33237665 +

Mobile No. MALAYSIA 60 60122764885 +

URL WWW.GBS2U.COM +

Additional Data

Category Value +

Business

Business Category

Business Description

Remarks

File Edit View Format


Formats **B** *I* [List Icons]

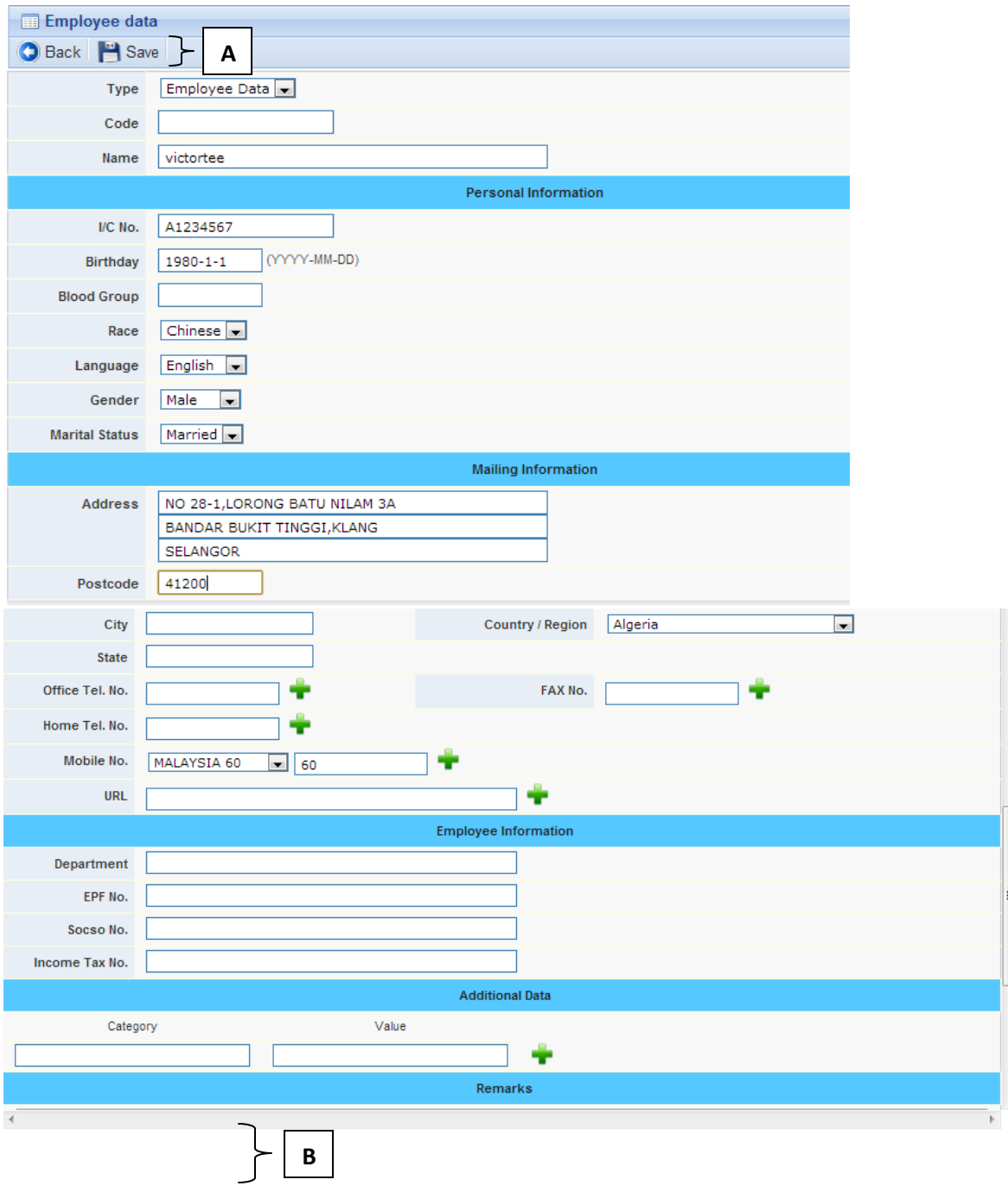
} **B**

- B) “Remark column” for put additional detail

Employee Data Management

- A) Fill up all detail in the form , once complete fill up, click “Save” to save the data

-  Click to add new field



The screenshot shows a web-based form titled "Employee data" with a "Back" button and a "Save" button. A bracket labeled "A" points to the "Save" button. The form is divided into several sections:

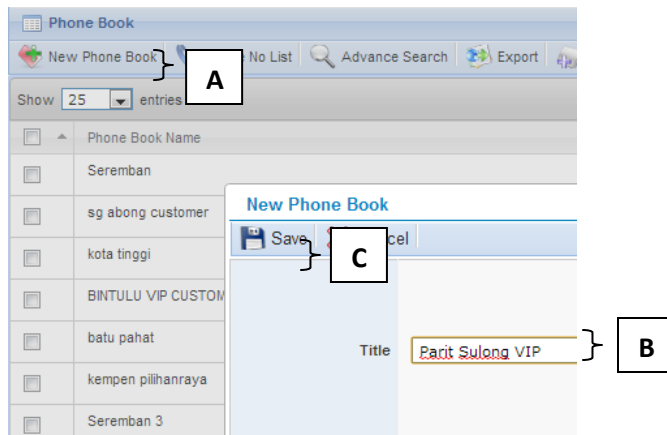
- General Information:** Type (Employee Data), Code, Name (victortee).
- Personal Information:** I/C No. (A1234567), Birthday (1980-1-1), Blood Group, Race (Chinese), Language (English), Gender (Male), Marital Status (Married).
- Mailing Information:** Address (NO 28-1, LORONG BATU NILAM 3A, BANDAR BUKIT TINGGI, KLANG, SELANGOR), Postcode (41200).
- Contact Information:** City, State, Country / Region (Algeria), Office Tel. No., Home Tel. No., Mobile No. (MALAYSIA 60, 60), FAX No., URL. Green plus icons are next to Office Tel. No., Home Tel. No., Mobile No., and URL.
- Employee Information:** Department, EPF No., Socso No., Income Tax No.
- Additional Data:** A table with columns "Category" and "Value". A green plus icon is next to the "Value" column.
- Remarks:** A column for additional details. A bracket labeled "B" points to this column.

- B) “Remark column” for put additional detail

Information Management Software (IMS)

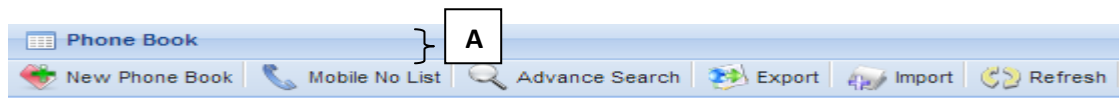
- How to Add New Phone Book

- A) Click Add “**New phone book**”,
- B) Key in your “**Phone book name**”,
- C) Click “**Save**”

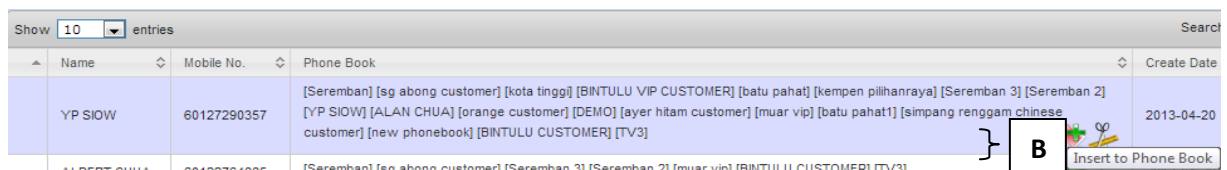


How to Tag a phone number into few phone book in one time?

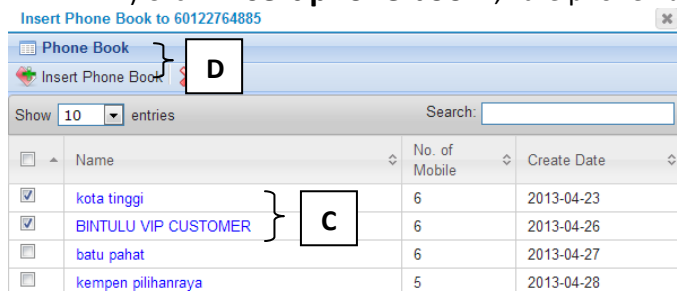
- **Step 1:** A) Click “**Mobile no List**”



- **Step 2:** B) Click the “**Insert to Phone book**”

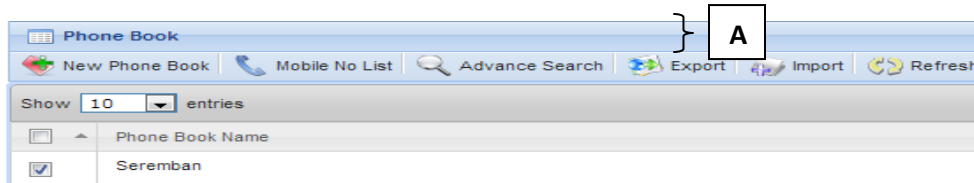


- **Step 3:** C) Choose the “**phone book**” that you want to add in the phone number,
- D) Click “**Insert phone book**”, the phone number will add in to the selected phone book.

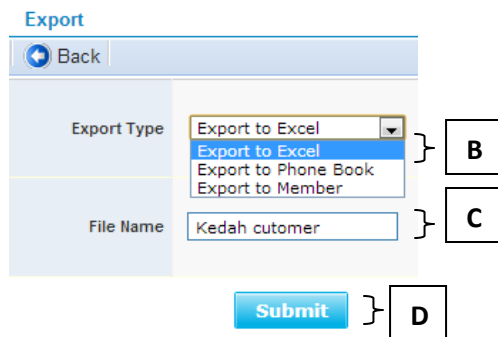


How to Export phone book to “Excel File”

-A) Choose the phone book you want to Export out, click “**Export**” button

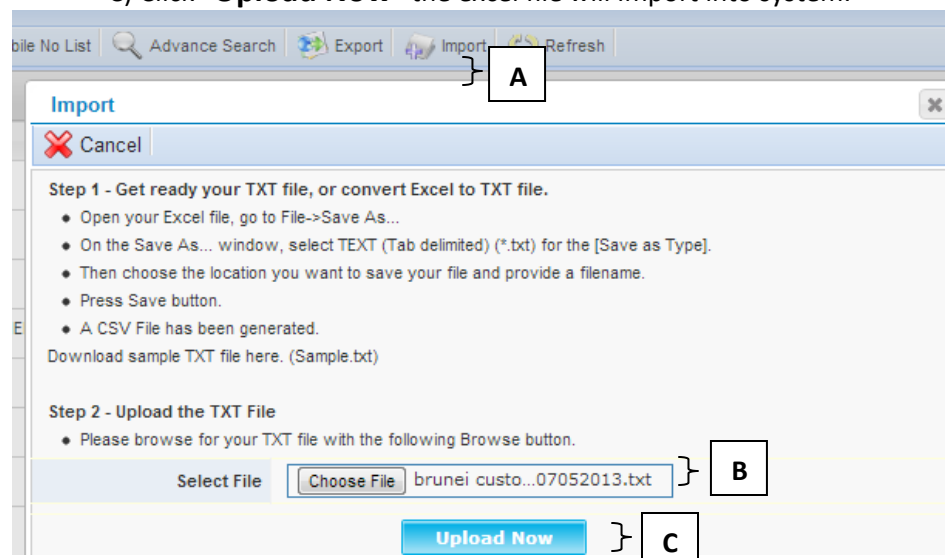


- B) Window will pop up a table, select “ **Export to Excel** ” ,
- C) key in the” **file name**”
- D) Click “**Submit**”, the selected phonebook will be Export out to “**Excel File**” immediately



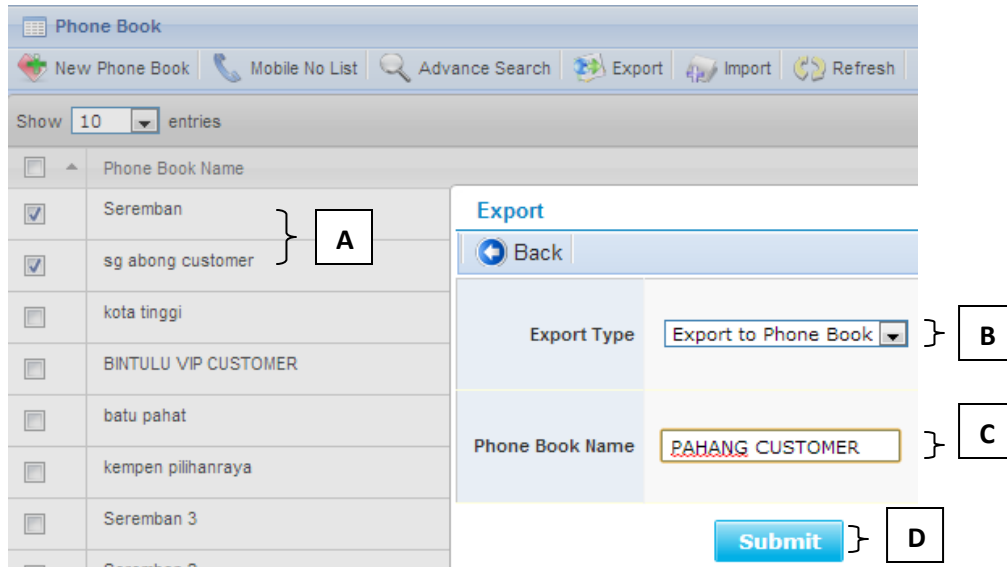
How to “ Import phonebook” into system

- A) Click ” **Import**” button,
- B) Choose the” **Excel File**” (must save as (“Txt -Tab Delimited) format) from your desktop,
- C) Click “**Upload Now**” the excel file will Import into system.



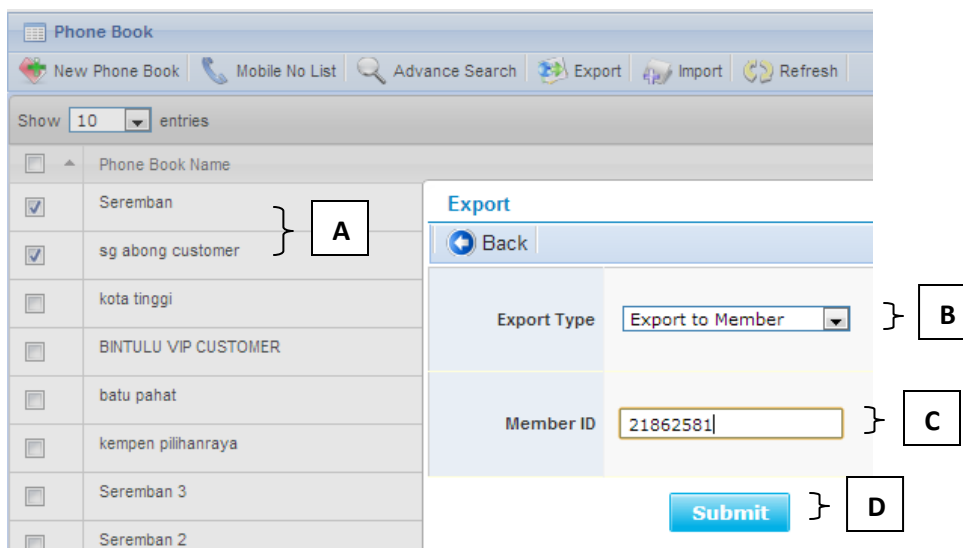
- **How to Merge two phone book become a new phone book?**

- A) **Select the phone book** you want to “**Export**” out,
- B) Choose “**Export to Phone Book**”,
- C) Key in your new “**Phone book name**”,
- D) click “**Submit**”



- **How to export Phone book to other GBS User?**

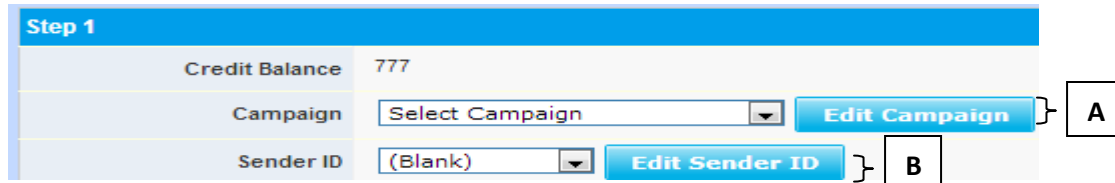
- A) **Select the phone book** you want to “**Export**” out to other GBS User,
- B) Choose “**Export to Member**”,
- C) Key in the **Member ID** that you want to export the Phone book
- D) Click “**Submit**”
- E) The phone book will export to Member ID account



How To Send SMS

Step 1:

- A) Select your **“Campaign ID”** (Optional), sending message record will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record. User also can edit Campaign ID.
- B) Select your **“Sender ID”**(Optional), this Sender ID will auto display in front of the message. User also can edit **“Sender ID”**.

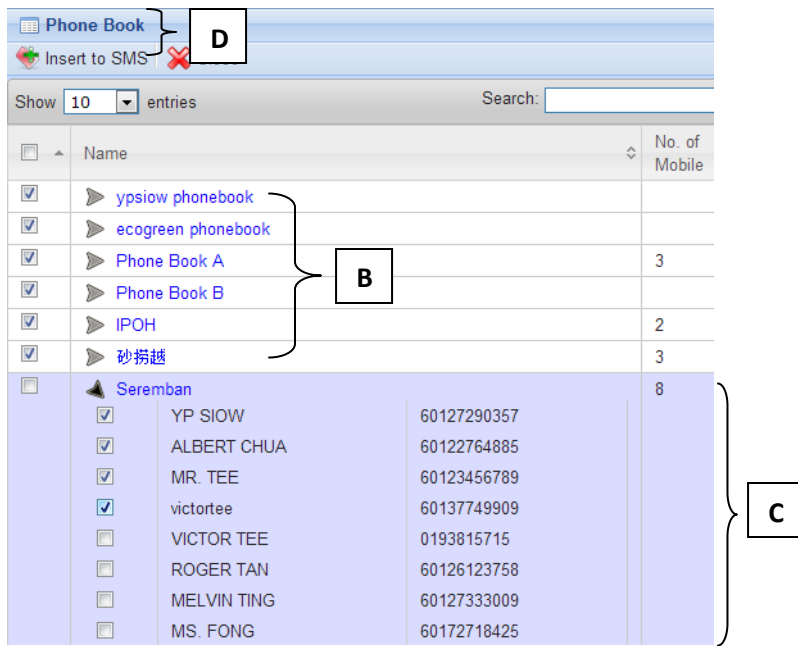


Step 2:

- A) Click **“Select Phone Book”**

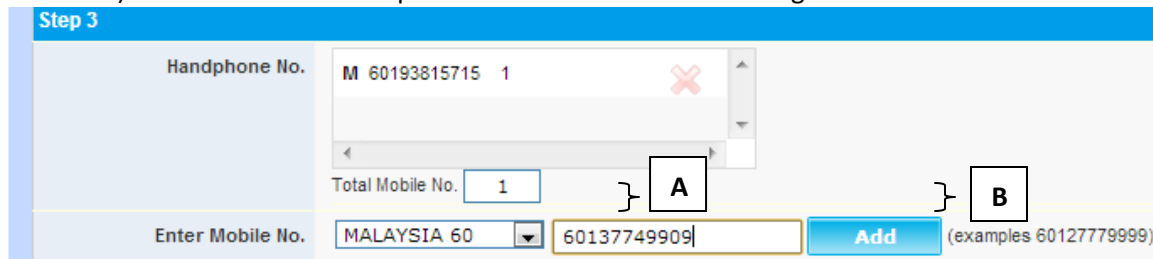


- B) Choose your desire **“Phone book”**,
- C) User also can **“Choose the hand phone number”** from **phone book**
- D) Click **“Insert to SMS”**, the **SELECTED** phone book OR Hand phone number will auto add to sending list.



Step 3:

- A) Key in your sending Hand phone Number ,
- B) Click **“Add”** the hand phone number will add to sending list



Step 3

Handphone No. M 60193815715 1

Total Mobile No. 1

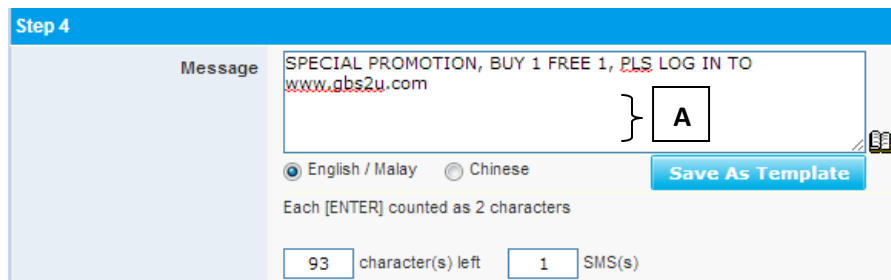
Enter Mobile No. MALAYSIA 60 60137749909

Add (examples 60127779999)

A B

Step 4:

- A) Key in your message in the message box, the message also can be keep in message template for future use



Step 4

Message SPECIAL PROMOTION, BUY 1 FREE 1, PLS LOG IN TO www.gbs2u.com

English / Malay Chinese

Save As Template

Each [ENTER] counted as 2 characters

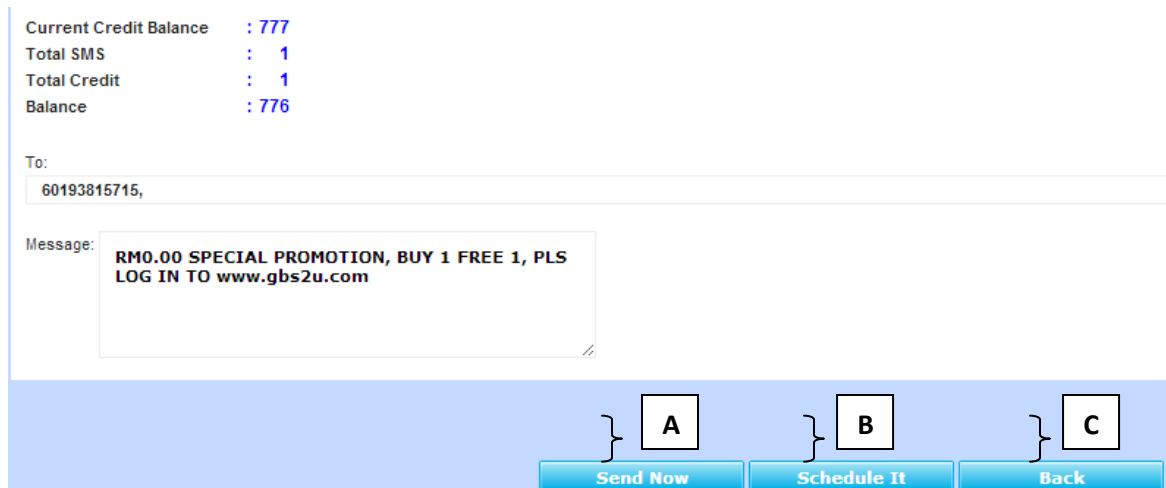
93 character(s) left 1 SMS(s)

A

Step 5

Once complete key in message, click **“Preview”**

- A) Users can double check to confirm the message content and total SMS sending. Once confirm, click **“Send”** or
- B) User also can **“Schedule the message in advance”**.
- C) If user want to change the message content, please click **“Back”**



Current Credit Balance : 777

Total SMS : 1

Total Credit : 1

Balance : 776

To: 60193815715,

Message: RM0.00 SPECIAL PROMOTION, BUY 1 FREE 1, PLS LOG IN TO www.gbs2u.com

A B C

Send Now Schedule It Back

- If User decide to schedule the message, they can choose the schedule task:

Add Schedule

Close

Task Type: Select Task

- Select Task
- Once
- Daily
- Weekly
- Monthly
- Yearly

Add Schedule

Close

Task Type: Yearly

Repeat Every: 1 Year

Time: 10:00

Day: 10

Month: January

Starting Date: 2013-05-01 Until 2014-01-31

Add

First Task: Repeat every 1 Year on 10 January 10:00 Starting Date 2013-05-01 until 2014-01-31











- A) All the schedule SMS records will be keep inside **“Schedule SMS Report”**

Cancel Schedule SMS Report SMS Delivery Report

Schedule SMS List

New SMS Advance Search Refresh

Show 10 entries Search:

▲	Campaign	◆	Sender ID	◆	Message	◆	Total SMS	◆	Create Date	◆
					SPECIAL PROMOTION, BUY 1 FREE 1, PLS LOG IN TO www.gbs2u.com		1		2013-05-07 21:37:40	 
					Dear All, kindly get ready for all documents & others for coming PC Fair on 10/5/13 10am. From Albert Chua.		1		2013-05-07 17:44:51	 
					dear [name]		4		2013-05-07 13:44:13	 
					SAAHDSDFHASFHASFHASFHASH		7		2013-05-06 21:37:48	 
					DEAR [NAME], HAPPY [AGE] BIRTHDAY. YOU CAN ENJOY [DISCOUNT] OFF AT OUR OUTLET BEFORE [DUE DATE]. THANK YOU.		2		2013-05-06 20:33:35	 

How To Send Personalized SMS

Step 1:

- A) Select your "Campaign ID" (Optional), sending message will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record. User also can edit New Campaign ID.
- B) Select your "Sender ID"(Optional), this Sender ID will auto display in front of the message, user also can edit new Sender ID

The screenshot shows a blue header bar labeled "Step 1". Below it, there are two rows of controls. The first row has a "Credit Balance" field with the value "777", a "Campaign" dropdown menu with "Select Campaign" selected, and an "Edit Campaign" button. A bracket labeled "A" groups the Campaign dropdown and the Edit Campaign button. The second row has a "Sender ID" dropdown menu with "(Blank)" selected and an "Edit Sender ID" button. A bracket labeled "B" groups the Sender ID dropdown and the Edit Sender ID button.

Step 2:

- A) Prepare your Text file and choose "Upload to Text File for Personalized SMS"

The screenshot shows a blue header bar labeled "Step 2". Below it, there are two main sections. The first section has a "Personalised" checkbox checked, a "Select Phone Book" button, and an "Upload Text File For Personalized SMS" button. A bracket labeled "A" groups the "Upload Text File For Personalized SMS" button and the instructions below it. The instructions are: "1. Open your Excel file, go to File->Save As..." and "2. On the Save As... window, select TEXT (Tab delimited) (*.txt) for the [Save as Type].". The second section is titled "Upload File" and contains a "Cancel" button, a list of instructions for preparing a TXT file, a "Download sample TXT file here. (Sample.txt)" link, and a "Step 2 - Upload the TXT File" section with a "Please browse for your TXT file with the following Browse button." instruction. Below this is a "Select File" button, a "Choose File" button, and a text field containing "GBS INS.txt". At the bottom is an "Upload Now" button.

- B) Once successful upload, the system will display the "header of the excel file";, choose the "hp no" as header, system will auto send the message to this field hand phone number

The screenshot shows a blue header bar labeled "Step 3". Below it, there are two rows of controls. The first row has a "Handphone No." field, a "Select Mobile No. Column" dropdown menu with "[hp no]" selected, and an "Edit Campaign" button. A bracket labeled "B" groups the "Select Mobile No. Column" dropdown and the Edit Campaign button. The second row has a "Message" field. Below the "Message" field, there is a dropdown menu with the following options: "[hp no]", "[name]", "[car no]", "[due date]", and "[amount]".

- A) Key in your message
- B) Click **“Preview”**

Step 4

Message

Dear [Name] your vehicle no [car no] insurance due on [due date] kindly prepare [amount] call 0123456789 for renewal

} **A**

English / Malay Chinese **Save As Template**

The available field name: [hp no] [name] [car no] [due date] [amount]
Each [ENTER] counted as 2 characters

37 character(s) left 1 SMS(s)

ONLY a-z, A-Z, 0-9, !@#\$%&*()-_+=:;<>.,/? characters are supported
If sending LONG SMS (more than 1 SMS), it will be delivered in 7-Bit Encoding SMS. Some phone SMS sent through our gateway will be charged regardless of delivery status

Step 5

Preview } **B**

- A) The system will show the sending message content, once user confirm the message content, it can **“Send out directly”** OR
- B) **“Schedule the Personalized SMS”** in advance.
- C) If user want to change the message content, click **“Back”**

Send SMS

Current Credit Balance : 777
Total SMS : 2
Total Credit : 2
Balance : 775

	Mobile No.	Message
1	60193815715	RM0.00 Dear victor your vehicle no wlv1166 insurance due on 23-6-13 kindly prepare RM560 call 0123456789 for renewal
2	60137749909	RM0.00 Dear YP SIOW your vehicle no JKL1234 insurance due on 18-6-13 kindly prepare RM769 call 0123456789 for renewal

} **A** } **B** } **C**

Send Now **Schedule It** **Back**

- If User decide to schedule message, they can choose the schedule task:

Add Schedule

Close

Task Type: Select Task

- Select Task
- Once
- Daily
- Weekly
- Monthly
- Yearly

Add Schedule

Close

Task Type: Yearly

Repeat Every: 1 Year

Time: 10:00

Day: 10

Month: January

Starting Date: 2013-05-01 Until 2014-01-31

Add

First Task: Repeat every 1 Year on 10 January 10:00 Starting Date 2013-05-01 until 2014-01-31

- A) All the schedule SMS message will be keep inside **“Schedule SMS Report”**

Cancel | Schedule SMS Report | SMS Delivery Report

Schedule SMS List

New SMS | Advance Search | Refresh

Show 10 entries

Campaign	Sender ID	Message	Total SMS	Create Date
		SPECIAL PROMOTION, BUY 1 FREE 1, PLS LOG IN TO www.gbs2u.com	1	2013-05-07 21:37:40
		Dear All, kindly get ready for all documents & others for coming PC Fair on 10/5/13 10am. From Albert Chua.	1	2013-05-07 17:44:51
		dear [name]	4	2013-05-07 13:44:13
		SAAHDSDFHASFHAHSDFHASH	7	2013-05-06 21:37:48
		DEAR [NAME], HAPPY [AGE] BIRTHDAY. YOU CAN ENJOY [DISCOUNT] OFF AT OUR OUTLET BEFORE [DUE DATE]. THANK YOU.	2	2013-05-06 20:33:35