

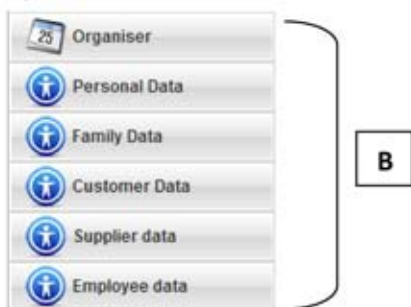
GBS 新软件用户指南

- A) 请输入密码: **!@#123**, 点击 “Sign In”



*内部密码: 123

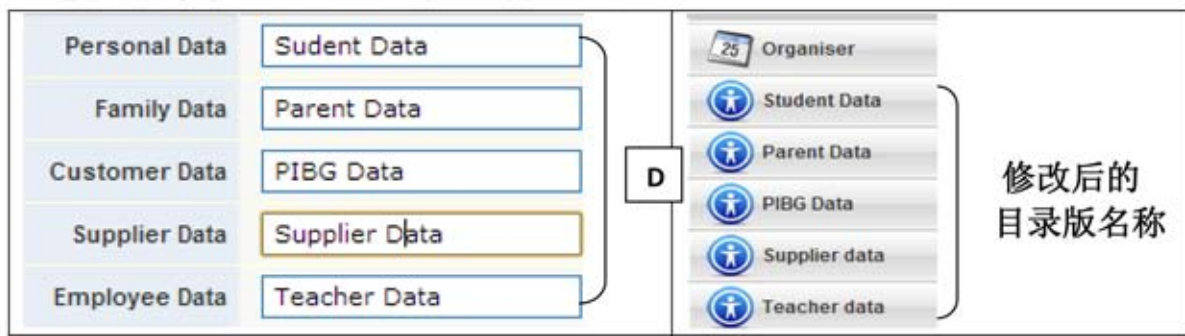
- B) 点击 “DMS”, 以下是 DMS 系统内的 “目录名称”:



- C) 如果您要修改系统内的目录名称, 请点击  Support 按钮, 在您的左手边您将会看到以下的目录版, 请点击 “**Personalized Menu**”



- D) 在网站荧幕的中间将会显示如左下图的目录版, 填写您所要的 目录版名称, 然后点击 “Save” 您所输入修改的目录版名称将会显示如右下图:



灵通记事本功能:

- A) 选择“**Campaign ID**” (选择性), 如果有选择的话那么所设定的报告将会自动储存在 **Campaign ID** 资料库,方便往后查询。用户也可以随时编辑新的 **Campaign ID**。
- B)如果您想要把以上的行程或会议通告通知相关负责人, 请点击“**Reminder**” 按钮

The screenshot shows a 'Save' dialog box with the following fields: Campaign (dropdown), Category (dropdown), Title (text), Time (text), Date From (2013-5-7 to 2013-5-7), Remarks (text area), and Reminder (checkbox with a plus icon). Callout box A points to the Campaign field, and callout box B points to the Reminder checkbox.


系统荧幕将会跳出一个如下图的新窗口, 用户只需输入相关资料如 (接收人手机号码, 时间, 日期发送次数及讯息内容等)

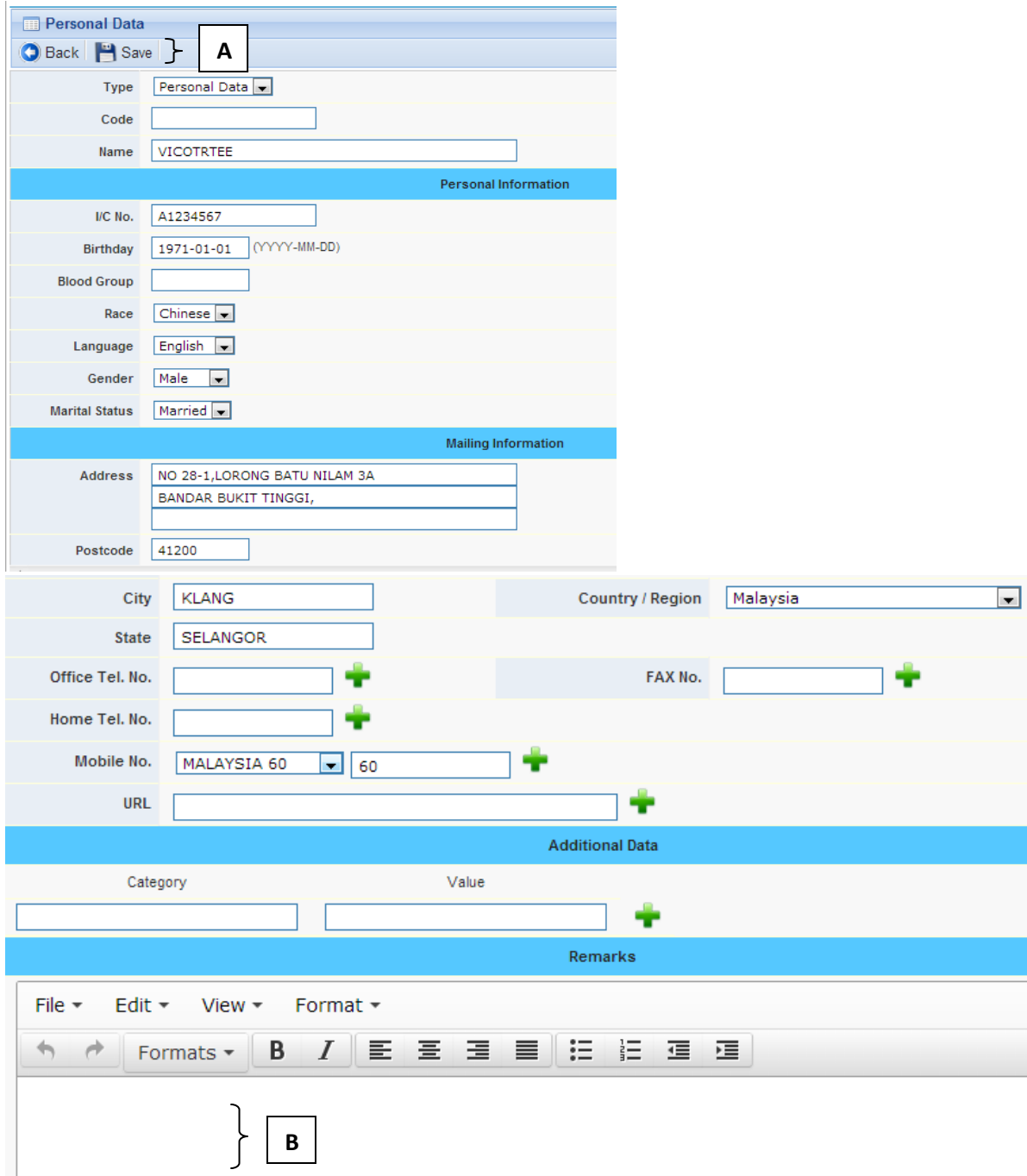
- A) 选择“**Campaign ID**” (选择性), 如果有选择的话那么短讯发送报告将会自动储存在 **Campaign ID** 资料库, 方便往后查询短讯报告时容易找寻。用户也可以随时编辑新的 **Campaign ID**。
- B) 选择您的“**Sender ID**”(选择性), 有关发送人代号将会自动置放在讯息的最前端。用户也可以随时编辑新的发送人代号
- C) 选择所要发送对象的电话簿
- D) 输入个别电话号码
- E) 输入讯息内容
- F) Preview (预览讯息)

The screenshot shows a multi-step configuration interface for sending SMS. Step 1 includes 'Campaign' (dropdown) and 'Sender ID' (dropdown) with 'Edit Campaign' and 'Edit Sender ID' buttons. Step 2 has 'Personalised' (checkbox) and 'Select Phone Book' button. Step 3 has 'Handphone No.' (text area) and 'Total Mobile No.' (text). Step 4 has 'Enter Mobile No.' (dropdown and text) with 'Add' button, and a 'Message' text area with 'Save As Template' button. Step 5 has a 'Preview' button. Callout boxes A-F point to these elements.

个人资料管理系统

- A) 输入相关资料,输入完毕后点击“Save”按钮以把相关资料储存起来

-  点击以便增加新的目录版名称




The screenshot shows a web-based form for entering personal data. At the top, there is a 'Personal Data' header with a 'Back' button and a 'Save' button (labeled 'A'). Below this, the form is divided into several sections:


- Personal Information:** Fields for I/C No. (A1234567), Birthday (1971-01-01), Blood Group, Race (Chinese), Language (English), Gender (Male), and Marital Status (Married).
- Mailing Information:** Fields for Address (NO 28-1, LORONG BATU NILAM 3A, BANDAR BUKIT TINGGI,) and Postcode (41200).
- Contact Information:** Fields for 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 next to it, indicating an option to add more information.
- Additional Data:** A section with 'Category' and 'Value' fields, also featuring a green plus icon.
- Remarks:** A section for entering additional notes, featuring a menu bar (File, Edit, View, Format) and a rich text editor toolbar with various formatting options (bold, italic, underline, list, etc.). A box labeled 'B' highlights the 'Remarks' section.

- B) “备注栏”- 置放额外资料

家庭资料管理

- A) 输入相关资料, 输入完毕后点击 **“Save”** 按钮以把相关资料储存起来

-  点击以便增加新的目录版名称



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


- General Information:** Type (Family Data), Code, Name (Victor Tee).
- Personal Information:** I/C No. (A1234567), Birthday (1971-1-1), 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 the Office Tel. No., Home Tel. No., Mobile No., and URL fields.
- Additional Data:** A table with columns "Category" and "Value", and a green plus icon.
- Remarks:** A text area with a menu (File, Edit, View, Format) and a toolbar (undo, redo, bold, italic, bulleted list, numbered list, indent, outdent, link, unlink, print).

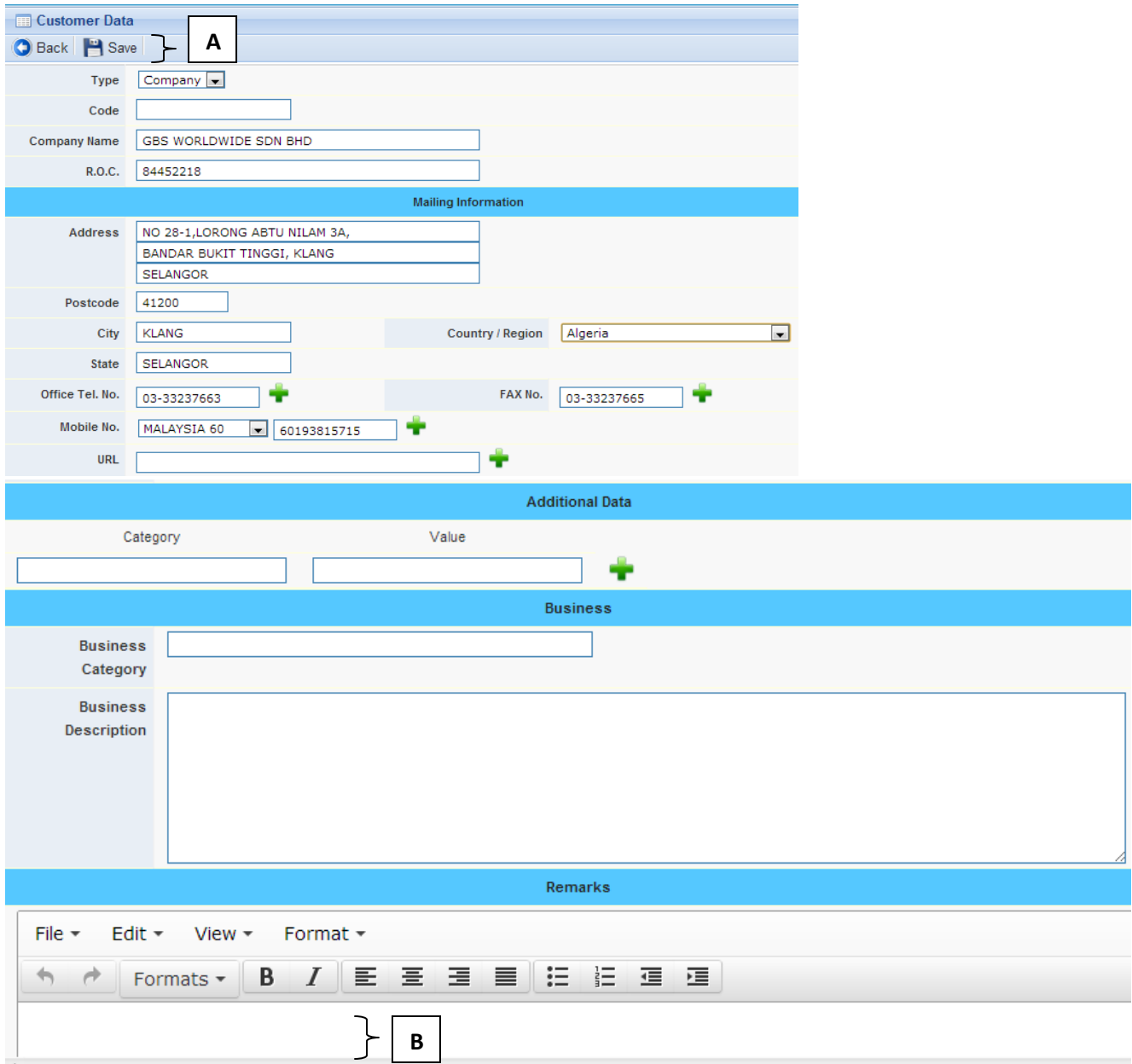
At the bottom of the form, there is a bracket and a box containing the letter "B" pointing to the "Remarks" section.

- B) “备注栏”- 置放额外资料

顾客资料管理

- A) 输入相关资料, 输入完毕后点击 **“Save”** 按钮以把相关资料储存起来

-  点击以便增加新的目录版名称



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 +

Business

Business Category

Business Description

Remarks

File Edit View Format


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

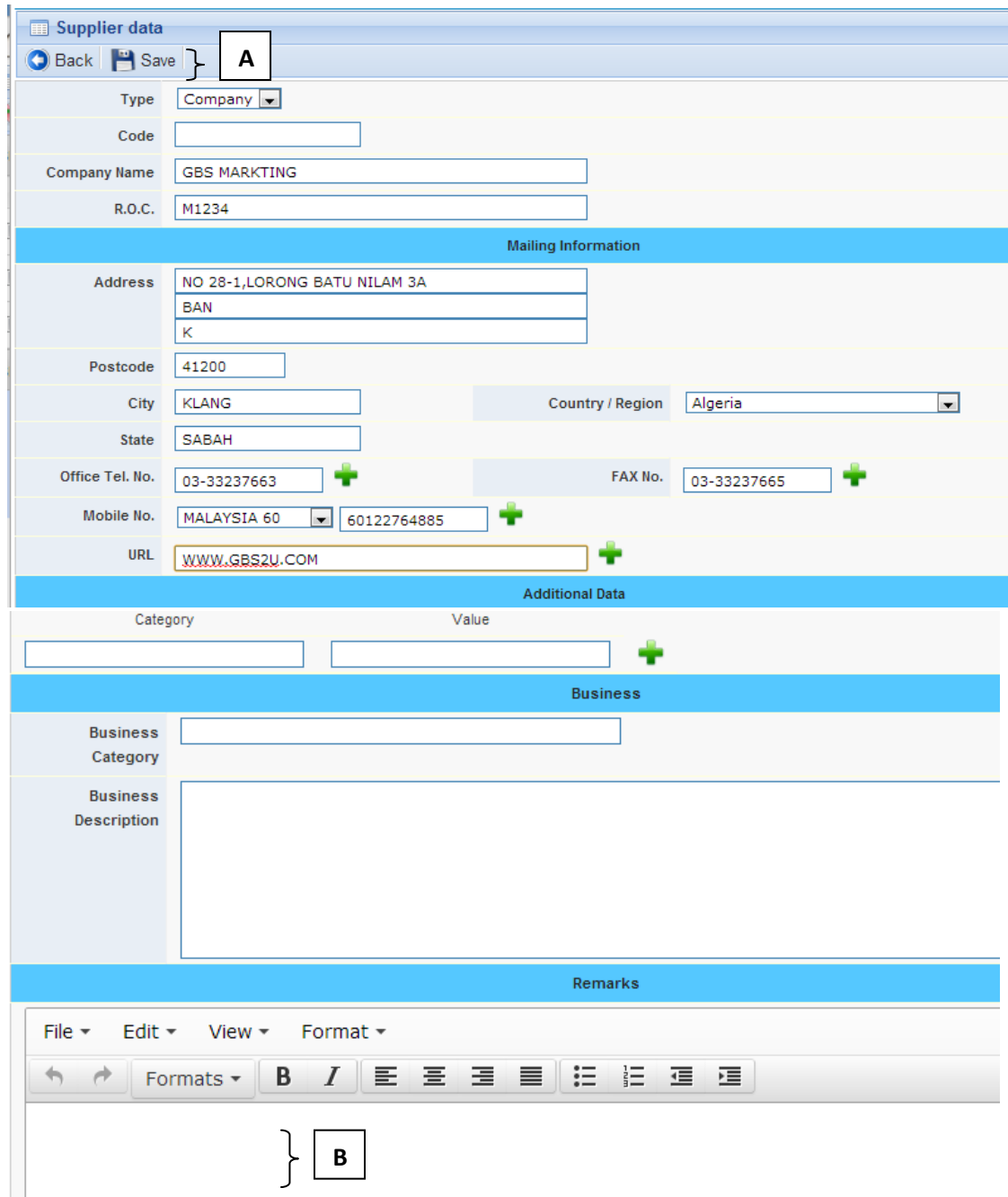
} **B**

- B) “备注栏”- 置放额外资料

供应商资料管理

- A) 输入相关资料,输入完毕后点击“Save”按钮以把相关资料储存起来

-  点击以便增加新的目录版名称




The screenshot shows a 'Supplier data' form with the following sections and fields:

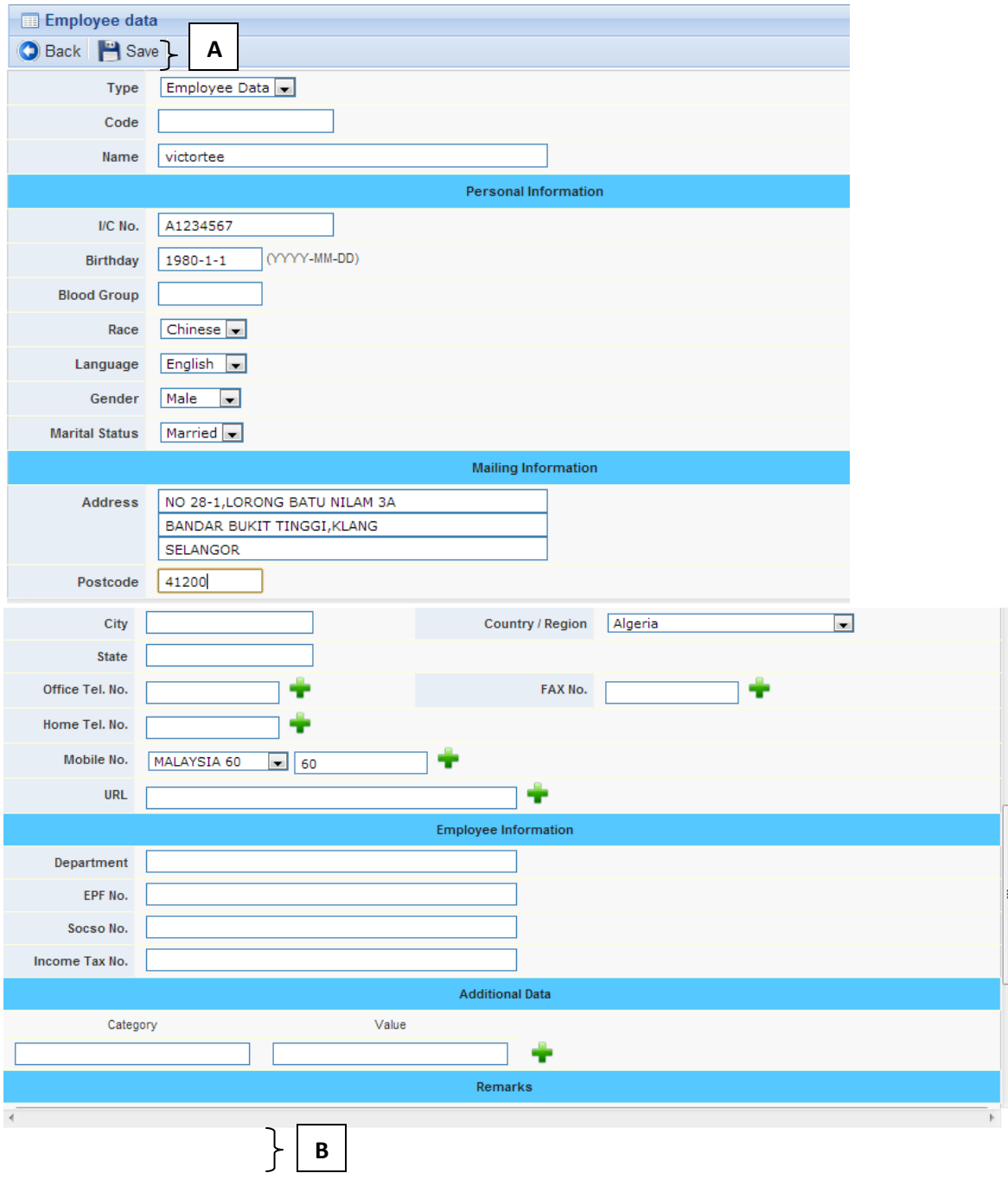
- Supplier data** (Header)
- Buttons:** Back, Save (labeled 'A')
- Fields:** Type (Company), Code, Company Name (GBS MARKTING), R.O.C. (M1234)
- Mailing Information** (Section Header)
- Fields:** Address (NO 28-1, LORONG BATU NILAM 3A, BAN, K), Postcode (41200), City (KLANG), State (SABAH), Country / Region (Algeria), Office Tel. No. (03-33237663), FAX No. (03-33237665), Mobile No. (MALAYSIA 60, 60122764885), URL (WWW.GBS2U.COM)
- Additional Data** (Section Header)
- Fields:** Category, Value
- Business** (Section Header)
- Fields:** Business Category, Business Description
- Remarks** (Section Header)
- Rich Text Editor:** File, Edit, View, Format menus; Undo, Redo, Bold (labeled 'B'), Italic, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink icons.

- B) “备注栏”- 置放额外资料

员工资料管理

- A) 输入相关资料,输入完毕后点击“Save”按钮以把相关资料储存起来

-  点击以便增加新的目录版名称



The screenshot shows a web-based form for entering employee data. The form is divided into several sections: Employee data, Personal Information, Mailing Information, Contact Information, Employee Information, and Additional Data. A blue bar at the top contains a 'Back' button and a 'Save' button, with a bracket and the letter 'A' pointing to the 'Save' button. A green plus icon is located next to the 'Office Tel. No.' field. Another green plus icon is located next to the 'Mobile No.' field. A blue bar at the bottom contains a 'Remarks' field, with a bracket and the letter 'B' pointing to it.

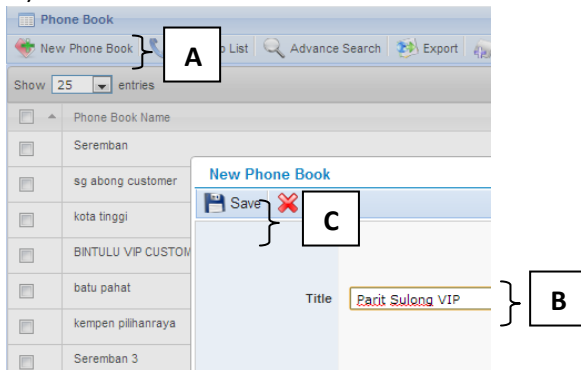
Employee data	
Type	Employee Data
Code	
Name	victortee
Personal Information	
I/C No.	A1234567
Birthday	1980-1-1 (YYYY-MM-DD)
Blood Group	
Race	Chinese
Language	English
Gender	Male
Marital Status	Married
Mailing Information	
Address	NO 28-1,LORONG BATU NILAM 3A BANDAR BUKIT TINGGI,KLANG SELANGOR
Postcode	41200
City	
State	
Country / Region	Algeria
Office Tel. No.	
Home Tel. No.	
Mobile No.	MALAYSIA 60 60
URL	
Employee Information	
Department	
EPF No.	
Socso No.	
Income Tax No.	
Additional Data	
Category	Value
Remarks	

- B) “备注栏”- 置放额外资料

资讯管理软件（IMS）

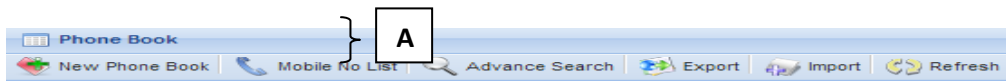
- 如何增加新的电话簿

- A) 点击“**New phone book**”，
- B) 输入您的电话簿名称，
- C) 点击“**Save**”

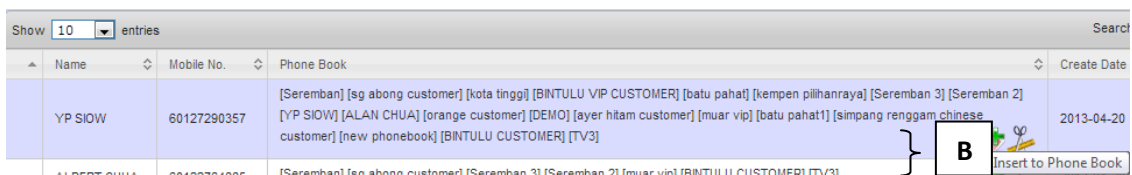


如何将一个电话号码同一时间加入多本电话簿?

- 步骤 1: A) 点击“**Phone Book**”,点击“**Mobile no List**”

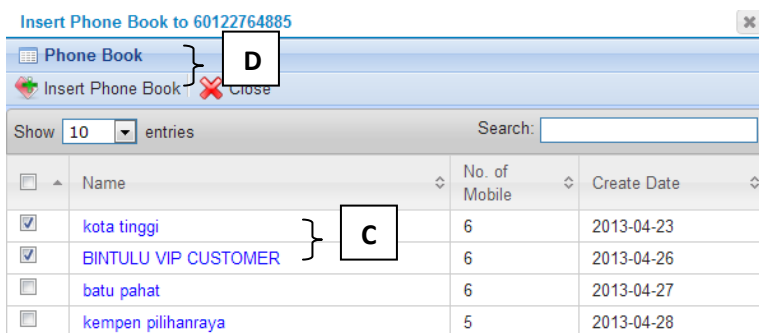


- 步骤 2: B) 点击“**Insert to Phone book**”



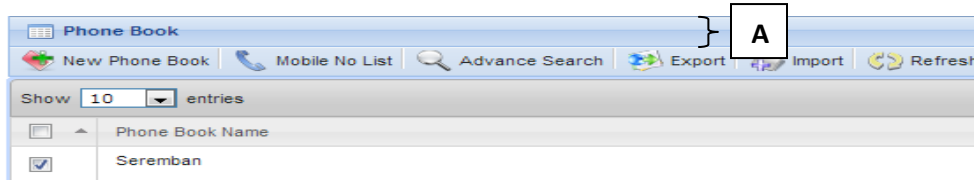
-步骤 3: C)选择您所要加入电话号码的“电话簿”

- D) 点击“**Insert phone book**”，有关电话号码将会自动加入您所选择的电话簿



如何将电话簿输出到“Excel File”

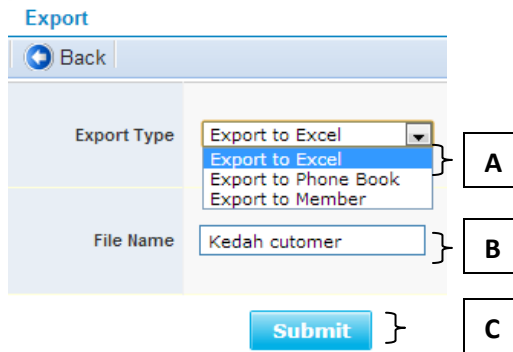
-A) 选择您所要输出到 “Excel File”的电话簿， 点击 “Export” 按钮



电脑荧幕将会跳出一个新的窗口,

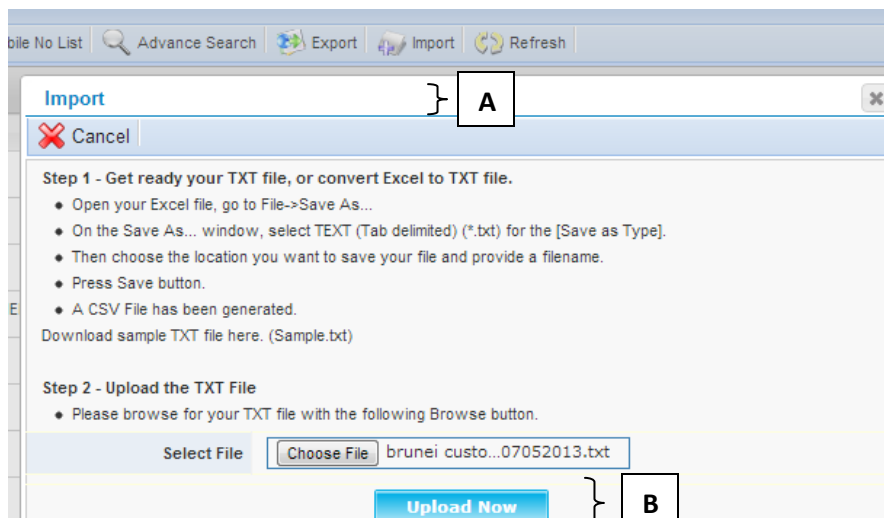
- A) 选择“Export to Excel” ,
- B) 输入您的“file name”
- C) 点击“Submit” ,

有关电话簿将会直接输出到 “Excel File”



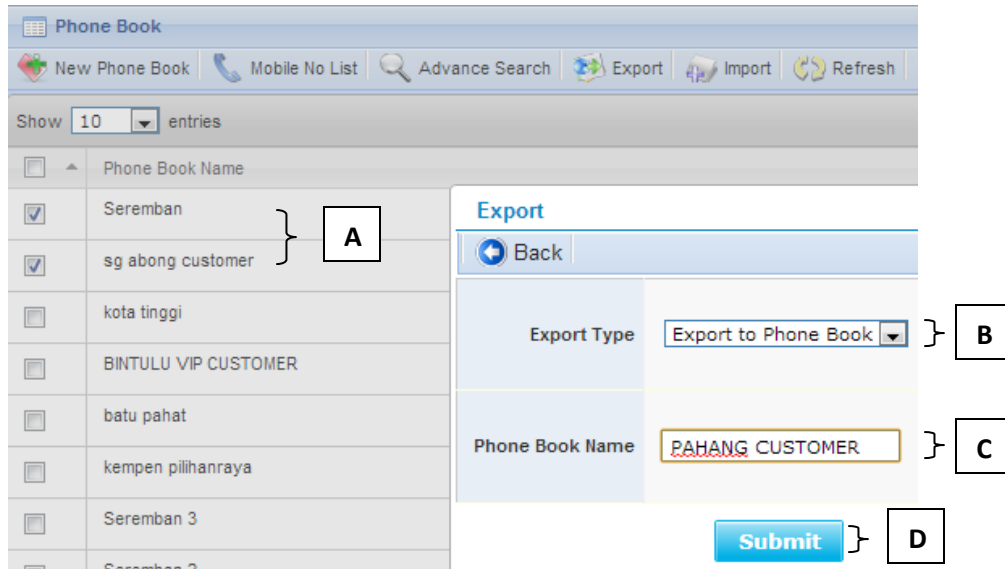
如何将“Excel File 电话簿”输入到 GBS 电话簿系统

- A) 点击 “Import” 按钮,从您的电脑系统选择 “Excel File”(必须储存为 “Txt -Tab Delimited” 模式),
- B) 点击 “Upload Now” 有关的 “Excel File ” 将会直接输入电话簿系统。



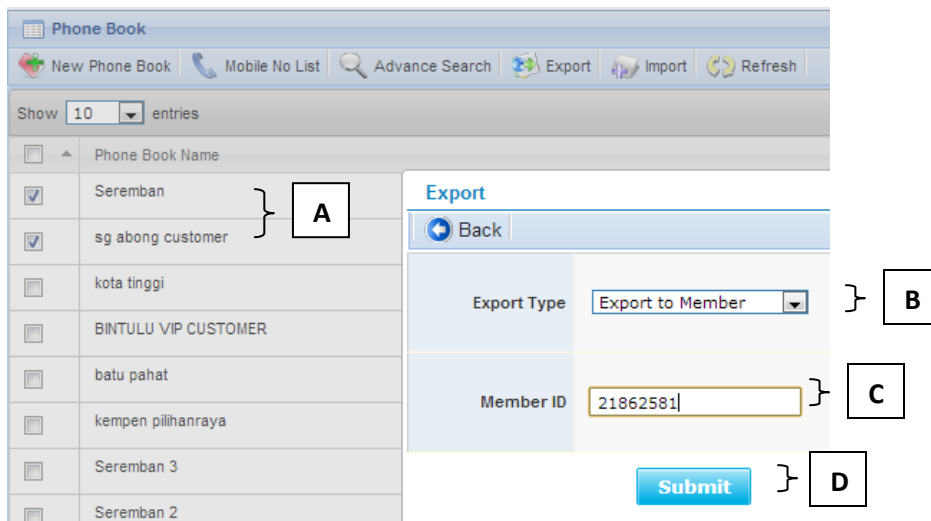
- 如何将两本电话簿合并成一本新的电话簿?

- A) 选择您所要输出做合并的电话簿， 点击 “Export” 按钮
- B) 选择 “Export to Phone Book”，
- C) 输入新的 “电话簿名称 ”
- D) 点击 “Submit”



- 如何输出电话簿给其它 GBS 用户?

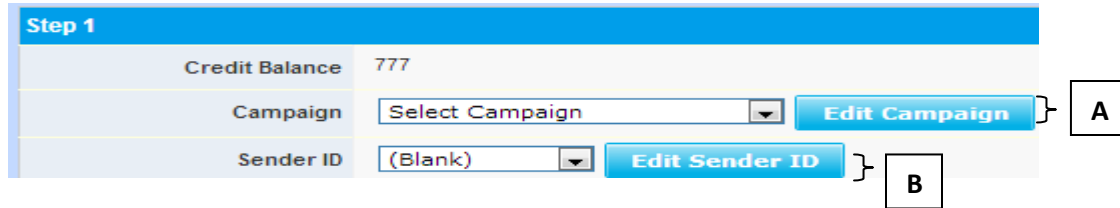
- A) 选择您所要输出给其它 GBS 用户的电话簿项目，
 - B) 选择 “Export to Member”，
 - C) 输入对方的 Member ID
 - D) 点击 “Submit”
- 有关电话簿将会直接输出到对方的系统电话簿列表。



如何发送短讯信息 (SMS)

步骤 1:

- A) 选择 “**Campaign ID**” (选择性), 如果有选择的话那么短讯发送报告将会自动储存在 **Campaign ID** 资料库, 方便往后查询短讯报告时容易找寻。用户也可以随时编辑新的 **Campaign ID**。
- B) 选择您的 “**Sender ID**”(选择性), 有关发送人代号将会自动置放在讯息的最前端。用户也可以随时编辑新的发送人代号

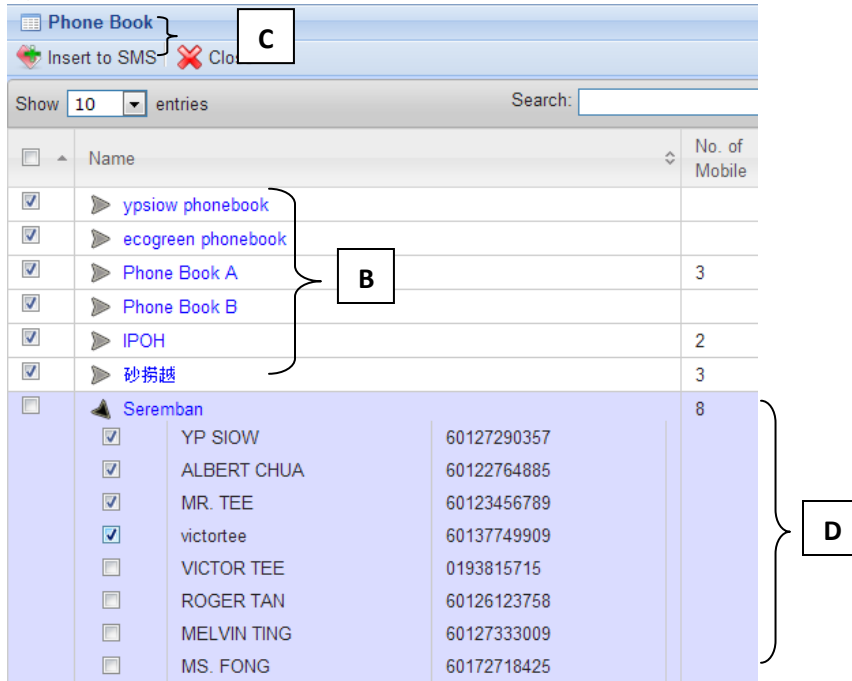


步骤 2:

- A) 点击 “**Select Phone Book**”



- B) 选择您所要的 “**电话簿项目**”,
- C) 点击 “**Insert to SMS**”, 有关电话簿将会自动加入发送电话列表名单
- D) 用户也可以选择打开有关电话簿, 从电话簿内直接选择电话号码



步骤 3:

- A) 输入您要发送的电话号码, 点击 **“Add”** 有关电话号码将会显示在发送列表目录版

Step 3

Handphone No. M 60193815715 1

Total Mobile No. 1

Enter Mobile No. MALAYSIA 60 60137749909 Add (examples 60127779999)

步骤 4:

- A) 输入您的讯息内容, 有关讯息内容也可以储存在讯息模板内, 方便往后使用

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)

步骤 5

当讯息完整输入后, 点击 **“Preview”**

- A) 用户可以检查有关讯息内容, 在确定无误后点击 **“Send Now (马上发送)”** 或
- B) **“Schedule It (预先设定讯息)”**, 将有关讯息设定到您所拟定的时间及日期, 系统将会在您所设定的日期及时间自动发送出去。
- C) 如果您要修改有关讯息内容, 请点击 **“BACK”**

Current Credit Balance : 777

Total SMS : 1

Total Credit : 1

Balance : 776

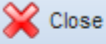
To: 60193815715,

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

Send Now Schedule It Back


- 如果用户决定预先设定有关短讯讯息, 他们可以选择:

Add Schedule


 Close

Task Type

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



Add Schedule

 Close

Task Type


Repeat Every Year

Time

Day

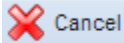
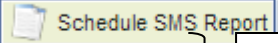
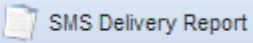
Month

Starting Date Until






First Task:

- D) 所有预先设定的短讯讯息将会储存在“**Schedule SMS Report**”











 Cancel  Schedule SMS Report 

D

Schedule SMS List

 New SMS  Advance Search  Refresh

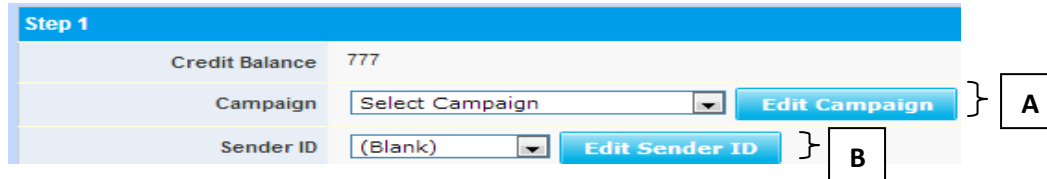
Show entries Search:

▲	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	 
					SAAHDSDFHASFHASFHASH		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	 

如何发送个人化短讯讯息？

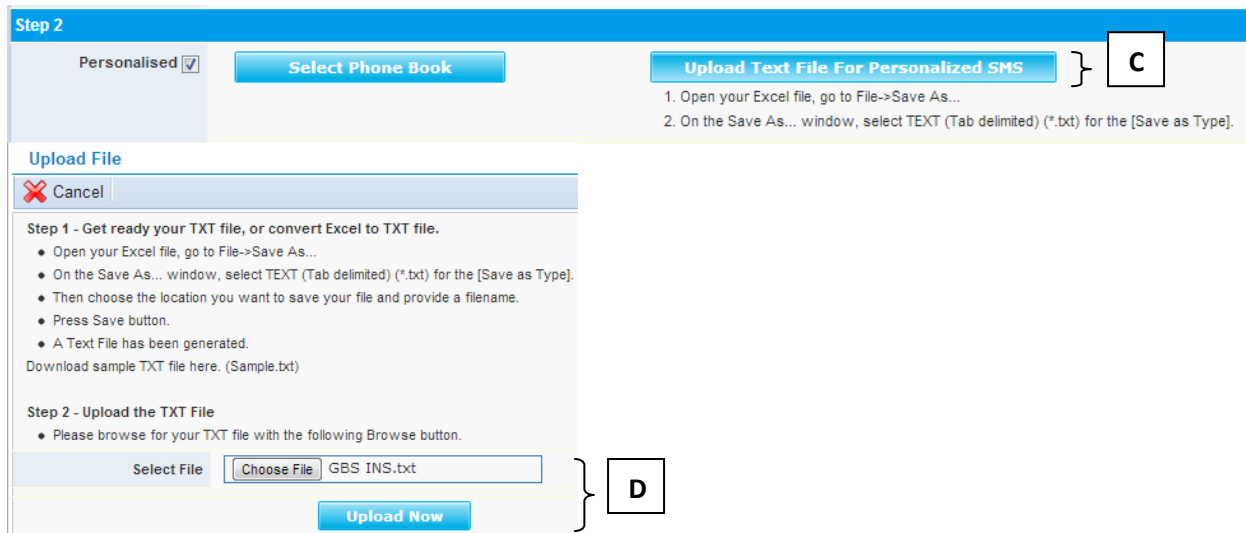
步骤 1:

- A) 选择 “**Campaign ID**” (选择性), 如果有选择的话那么短讯发送报告将会自动储存在 **Campaign ID** 库, 方便往后查询短讯报告时容易找寻。用户也可以随时编辑新的 **Campaign ID**。
- B) 选择您的 “**Sender ID**”(选择性), 有关发送人代号将会自动置放在讯息的最前端。用户也可以随时编辑新的发送人代号



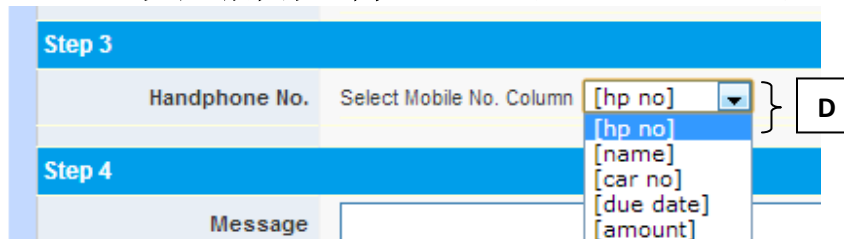
步骤 2:

- C) 准备好您的 “**Text file** ” 选择” **Upload to Text File For Personalized SMS**”,
- D) 当有关”**Excel File**”档案已经显示在电脑荧幕上后, 点击”**Upload Now**”



当您成功上载有关的 “**Text File**”档案后,

- D) 系统将会把您所置放在 “**Text File**”档案内的”主题内容”显示在系统内, 用户必须选择把”手机号码 置放在第一个位置”, 系统在发送短讯讯息时将会根据所储存在内的手机号码来发送。



- E) 输入您的讯息，点击“Preview”

Step 4

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

English / Malay Chinese **Save As Template**

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

character(s) left 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 } **E**

系统将会显示讯息内容,在确定讯息内容无误后，

- A)用户可以选择“**Send Now** (马上发送)” 或
- B)“**Schedule It** (预先设定个人化短讯)”
- C) 如果要修改讯息内容，请点击 “**BACK**”

Send SMS

Cancel Schedule SMS Report SMS Delivery Report

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

- 如果用户决定预先设定有关短讯讯息, 他们可以选择:

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

- D) 所有预先设定的短讯讯息将会储存在“**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
		SAAHDSDFHASFHASDFHASH	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