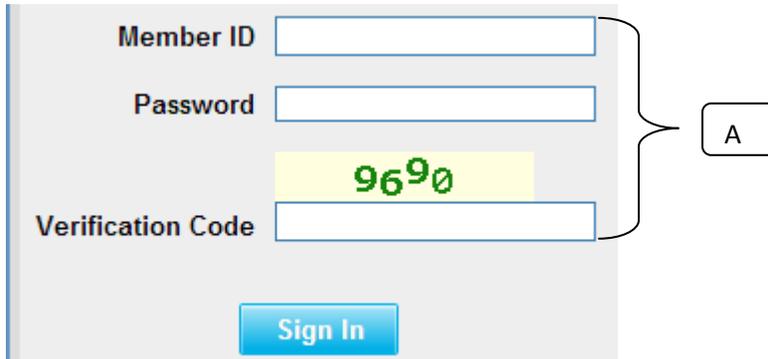


1) How to Add additional field in DMS Form

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

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

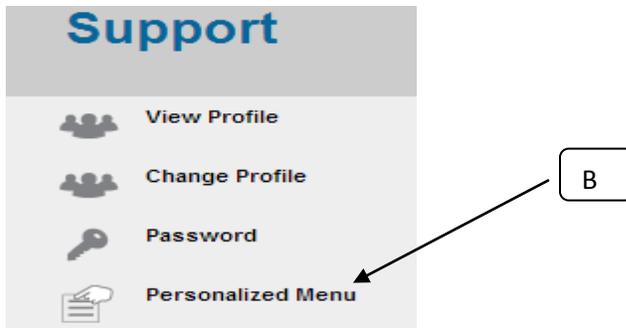


The screenshot shows a login form with three input fields: "Member ID", "Password", and "Verification Code". The "Verification Code" field contains the number "9690" in green. A blue "Sign In" button is located below the fields. A bracket labeled "A" groups the three input fields.

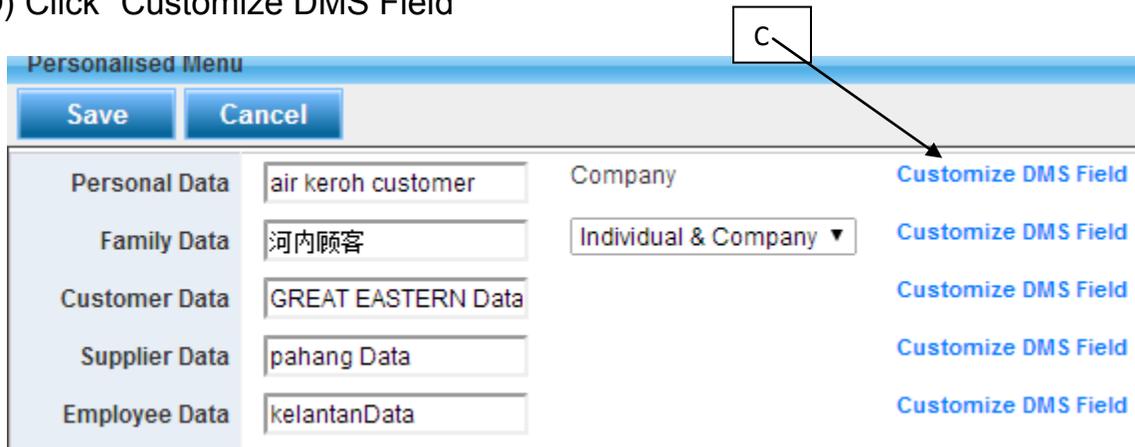
2) Please click “**Support**” Button,



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



D) Click “Customize DMS Field”



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**”

DMS custom fields	
Custom Field 1	KUILAI
Custom Field 2	JB
Custom Field 3	YONG PENG
Custom Field 4	SIMPNG RENGAM
Custom Field 5	MACHAP
Custom Field 6	SEDENAK
Custom Field 7	PERMAS JAYA
Custom Field 8	MASAI
Custom Field 9	BENUT
Custom Field 10	PONTIAN

E) The additional data field name will add in to the DMS Form

Additional Data	
KUILAI	
JB	
YONG PENG	
SIMPNG RENGAM	
MACHAP	
SEDENAK	
PERMAS JAYA	
MASAI	
BENUT	
PONTIAN	