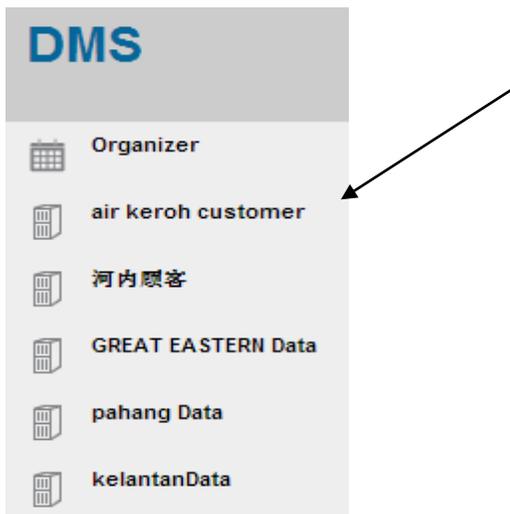# How to attach a "**File folder OR individual file or picture content**" to DMS data

1. Click DMS

2. Click the DMS menu bar content (eg: **air keroh customer**)

3. Click the data name that you want to attach the file

	NAME	MOBILE NO.	EMAIL
☐		60, 60, 60	
☐	alvin tan	60123232454	gbs@gmail.com

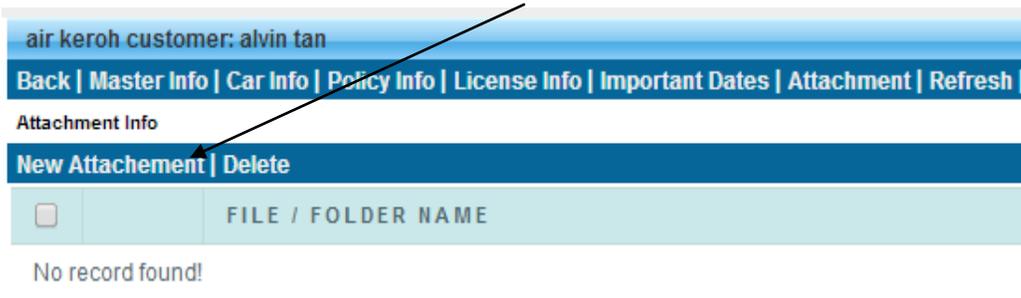## 4. Click "Attachment"

air keroh customer: alvin tan

Back | Edit Detail | Car Info | Policy Info | License Info | Important Dates | Attachment | Refresh |

Type	Company	Upload Bussiness Card or Photo
Refrence No.		
Company Name	alvin tan	
R.O.C.		
Person Incharge	kkkl	
Mobile No.	60123232454	
Email	gbs@gmail.com	
URL		
Position		

5. Click "**New Attachment**"

air keroh customer: alvin tan

Back | Master Info | Car Info | Policy Info | License Info | Important Dates | Attachment | Refresh |

Attachment Info

New Attachement | Delete

	FILE / FOLDER NAME

No record found!

6. User can select the file from "**Storage**" OR upload from "**Computer desktop**", IF select from storage, user can either select the entire folder or Individual file or picture, once confirm, click "**Insert Attachment**"

https://www.gbs2u.com/membercrm30/popUp.asp?m=Storage&a=...

GBS WORLDWIDE SDN. BHD. [MY] https://www.gbs2u.c

Storage: Select Storage

Home

Insert Attachment | Upload File | Cancel

		FILE NAME	DATE
●	📁	2014 chinese new year card	
○	📁	2014 christmas ecard	
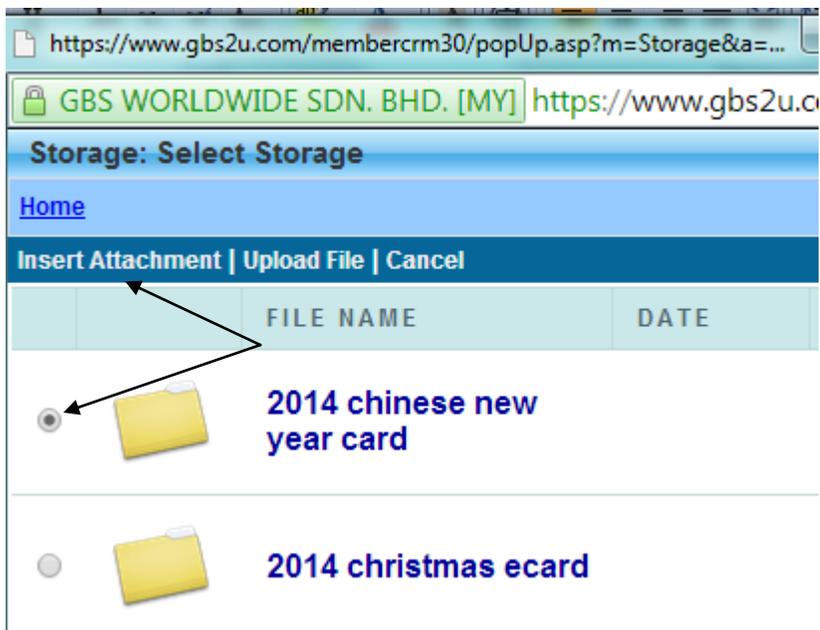
7. The folder of the file will attach to the data

air keroh customer: alvin tan

Back | Master Info | Car Info | Policy Info | License Info | Important Dates

Attachment Info

New Attachement | Delete

		FILE / FOLDER NAME
	📁	2014 chinese new year card