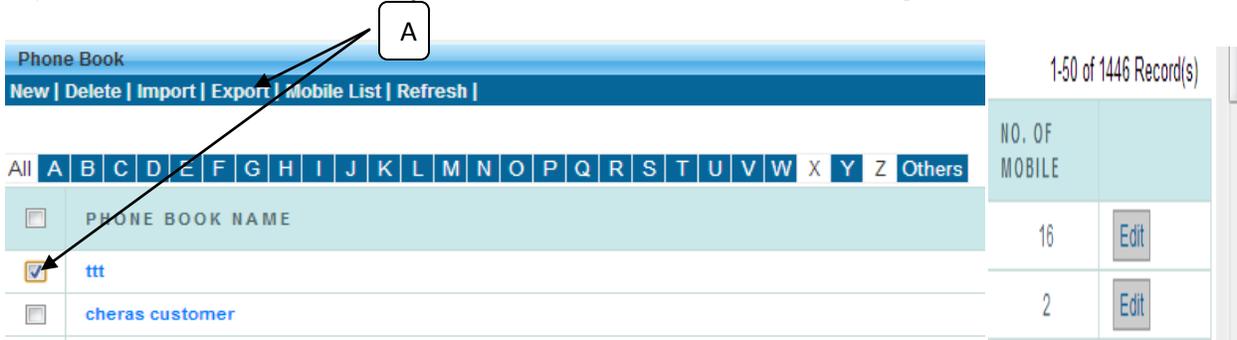


How to Export phone book content to “Excel File”

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



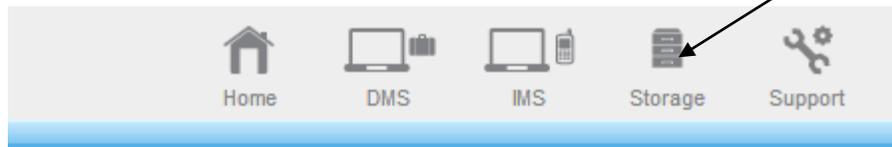
The screenshot shows a web interface for managing phone books. At the top, there is a header "Phone Book" with navigation links: "New | Delete | Import | Export | Mobile List | Refresh |". A callout box labeled "A" points to the "Export" button. Below the header is a table with columns for "PHONE BOOK NAME", "NO. OF MOBILE", and "Edit". The table lists two phone books: "ttt" with 16 mobiles and "cheras customer" with 2 mobiles. The "ttt" row is selected, and its "Edit" button is highlighted.

B) Select the Export type = “**Export to Excel**”, key in your desire file name, click “**Request One-Time –Pin**”, GBS system will send an “One Time Pin” to your hand phone, please fill up the One-Time-Pin in order for you to export out the data to ExcelFile.



The screenshot shows the "Export Phonebook Data" form. It has three main fields: "Export Type" (a dropdown menu set to "Export to Excel"), "File Name" (a text input field containing "GBS TESTING"), and "One-Time PIN" (an empty text input field). A callout box labeled "B" points to the "File Name" field. To the right of the "One-Time PIN" field is a blue button labeled "Request One-Time PIN". Below the form is a red warning message: "***Every One-Time PIN will deducts one credit." At the bottom of the form is a blue "Submit" button.

C) After successful export out the data, please click “**Storage**”,



The exported file is saving in the storage “**Export**” folder”, open the folder



E) Inside the “**Export**” folder, there are TWO “**Sub folder**”, one is store “**DMS**” export item and the other folder is store “**IMS**” export item. The phonebook export detail is keep inside the “**IMS folder**”



*For your information, for those user which don't have storage space, all the exported file will temporary keep inside this folder, whenever there is new file exported out, it will automatic delete the existing file inside the storage space.