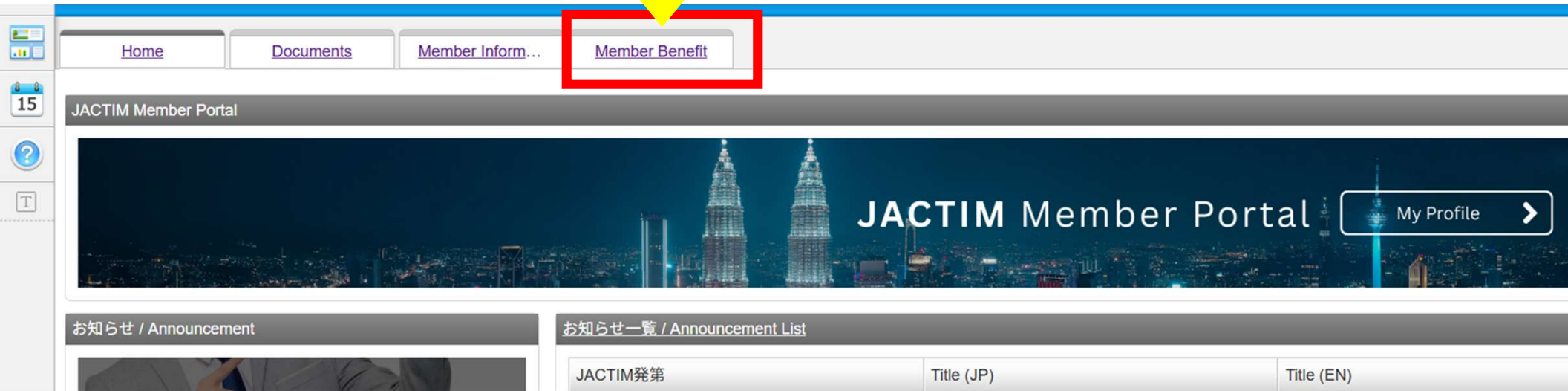


How to create JACTIM CARD for **EMPLOYEE** ?

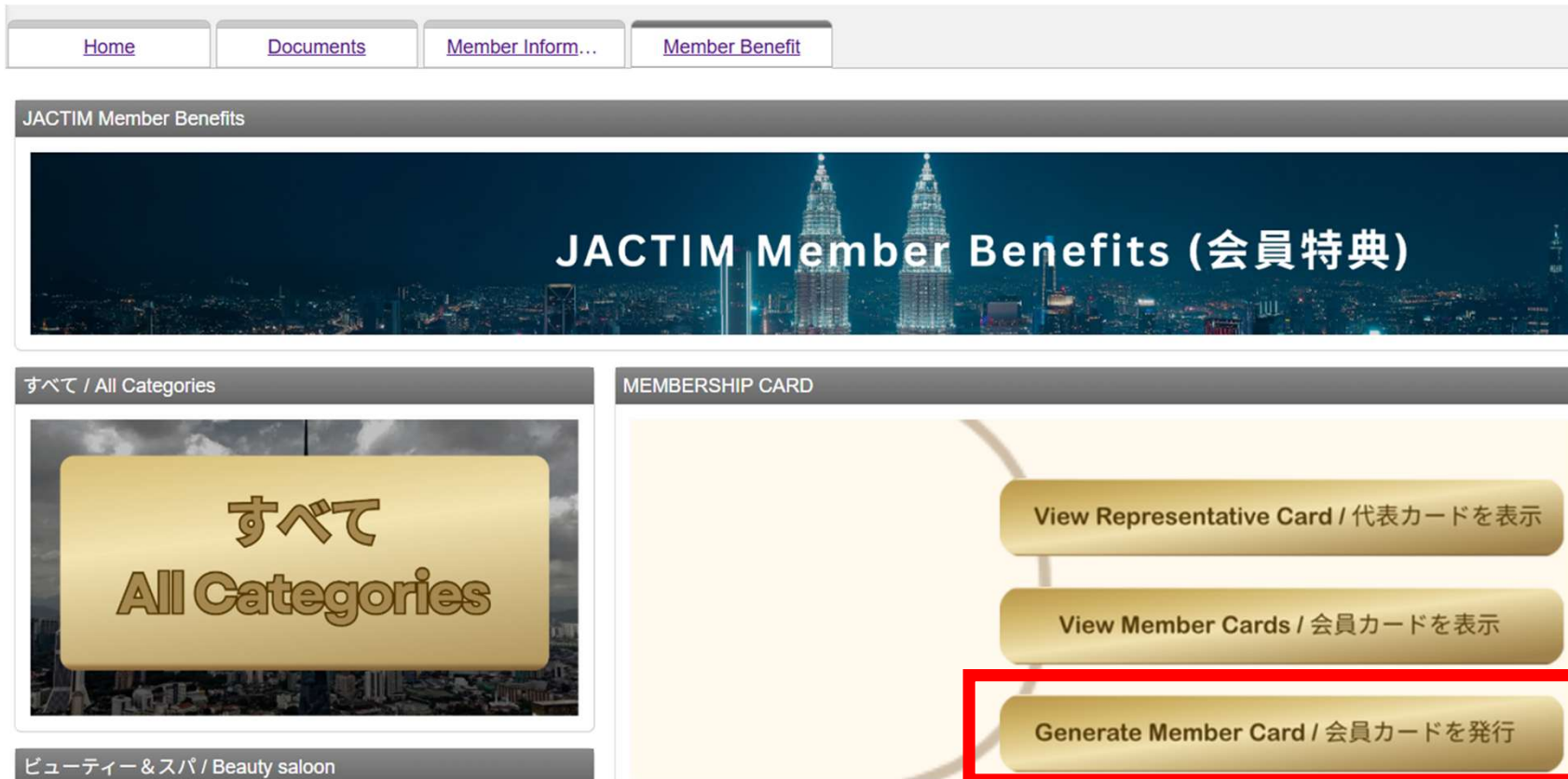
① Click “**Member Benefit**”



The screenshot displays the JACTIM Member Portal interface. At the top, a navigation bar contains links for Home, Documents, Member Inform..., and Member Benefit. The Member Benefit link is highlighted with a red rectangle, and a yellow callout box with the text "① Click 'Member Benefit'" points to it. Below the navigation bar, the main banner features the JACTIM Member Portal title and a My Profile button. The lower section is divided into two columns: the left column is titled "お知らせ / Announcement" and the right column is titled "お知らせ一覧 / Announcement List". The right column contains a table with the following structure:

JACTIM発第	Title (JP)	Title (EN)

How to create JACTIM CARD for **EMPLOYEE** ?



② Click **“Generate Member Card”**

How to create JACTIM CARD for **EMPLOYEE** ?

The screenshot shows the 'desknet NEO' interface for creating a JACTIM Member Benefit. The form is titled 'JACTIM MEMBER BENEFIT'. It includes a sidebar with icons for help, a table, and a list screen. The main form has a header with the JACTIM logo and title. Below the title, there are radio buttons for 'EMPLOYEE' (selected) and 'FAMILY'. The form fields include 'COMPANY' (labeled 'Company name'), 'MEMBER NAME' (labeled 'Ichiro Tanaka'), and 'NAME' (with a placeholder text in Japanese). A yellow callout box with the number 4 points to the 'MEMBER NAME' field. Another yellow callout box with the number 5 points to the 'Add' button. A third yellow callout box with the number 3 points to the 'EMPLOYEE' radio button. The bottom of the form contains instructions in Japanese and English: '従業員の方はお名刺と一緒にご提示ください。ご家族の方は身分証をお持ちください。' and 'Employees are kindly requested to present their business card. Family members are asked to bring a form of identification.'

desknet NEO

Add Cancel

List Screen

⑤ Click “Add”

③ Choose “EMPLOYEE”

JACTIM

MEMBER BENEFIT

●EMPLOYEE ○FAMILY

COMPANY Company name

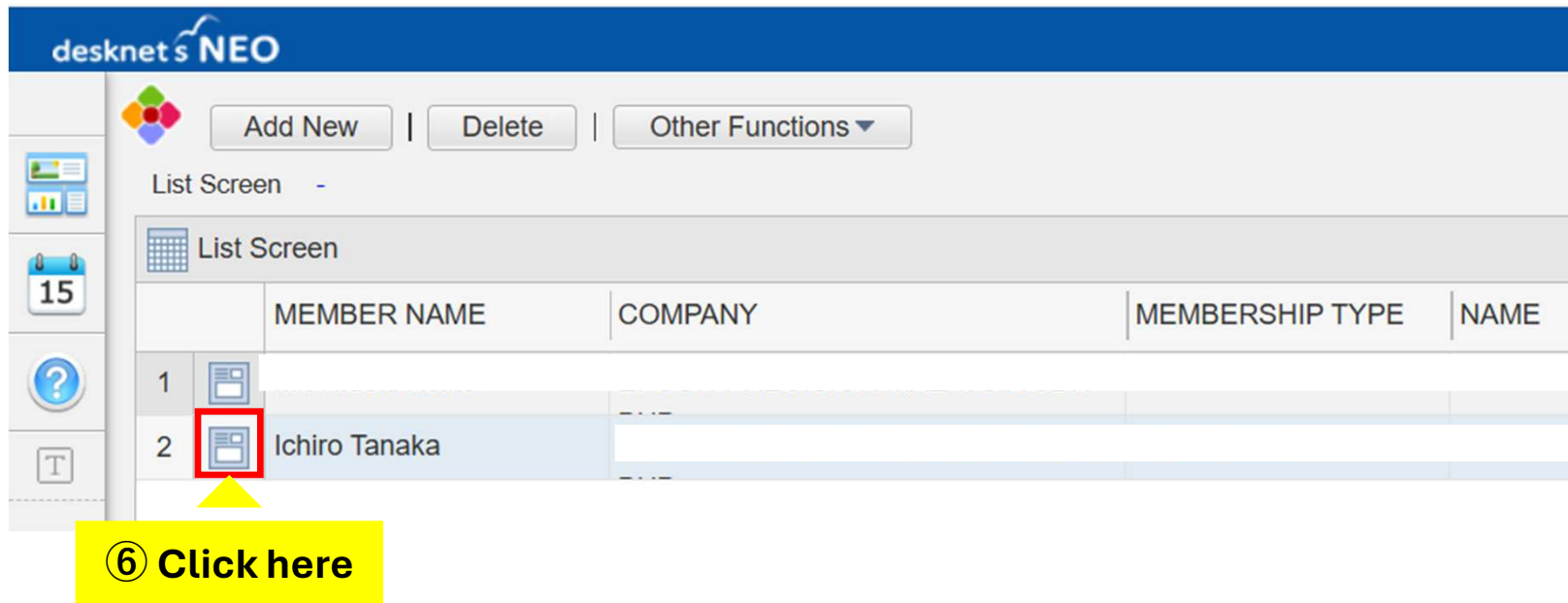
MEMBER NAME Ichiro Tanaka

NAME ご家族の場合はお名刺の記入をお願いいたします

④ key in the employee name

従業員の方はお名刺と一緒にご提示ください。ご家族の方は身分証をお持ちください。
Employees are kindly requested to present their business card.
Family members are asked to bring a form of identification.

How to create JACTIM CARD for **EMPLOYEE** ?



desknet NEO

Add New | Delete | Other Functions ▼

List Screen -

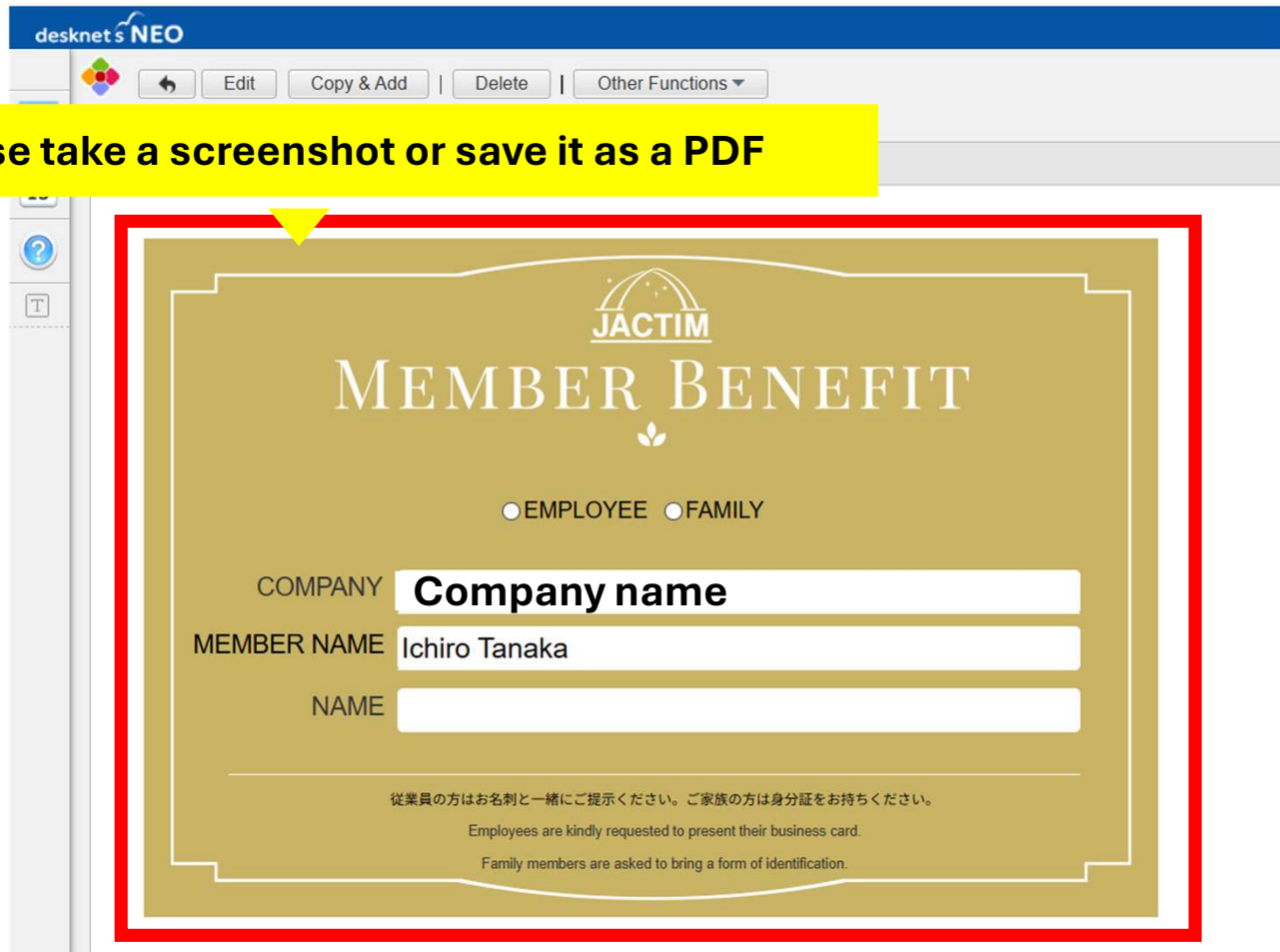
List Screen

	MEMBER NAME	COMPANY	MEMBERSHIP TYPE	NAME
1				
2	Ichiro Tanaka			

⑥ Click here

How to create JACTIM CARD for **EMPLOYEE** ?

⑦ Please take a screenshot or save it as a PDF



The screenshot shows a web interface for creating a JACTIM card. The top bar is blue with the 'desknet NEO' logo. Below it is a toolbar with buttons for 'Edit', 'Copy & Add', 'Delete', and 'Other Functions'. A yellow callout box with the text '⑦ Please take a screenshot or save it as a PDF' points to the form. The form itself is a gold-colored card with a red border. It features the JACTIM logo at the top, followed by the title 'MEMBER BENEFIT'. Below the title are two radio buttons: 'EMPLOYEE' (selected) and 'FAMILY'. The form contains three input fields: 'COMPANY' with the value 'Company name', 'MEMBER NAME' with the value 'Ichiro Tanaka', and 'NAME' which is empty. At the bottom, there are two lines of text: '従業員の方はお名刺と一緒にご提示ください。ご家族の方は身分証をお持ちください。' and 'Employees are kindly requested to present their business card. Family members are asked to bring a form of identification.'

desknet NEO

⑦ Please take a screenshot or save it as a PDF

JACTIM

MEMBER BENEFIT

☒ EMPLOYEE ☐ FAMILY

COMPANY **Company name**

MEMBER NAME Ichiro Tanaka

NAME

従業員の方はお名刺と一緒にご提示ください。ご家族の方は身分証をお持ちください。
Employees are kindly requested to present their business card.
Family members are asked to bring a form of identification.