

How To Setup MyKad Card Reader

1. Plug the MyKad card reader to your computer USB port.
2. Wait for the LED light to turn to green.
3. Device is ready. Insert MyKad to read.

****note:** no driver installation required, just plug & play



Image 1: MyKad Reader Device

Create Employee List Using MyKad Card Reader

1. Login into BMO Client “Human Resource Management Client” module.
2. Go to “Employee” > “Employee List”.
3. Select an account then click “Edit”.

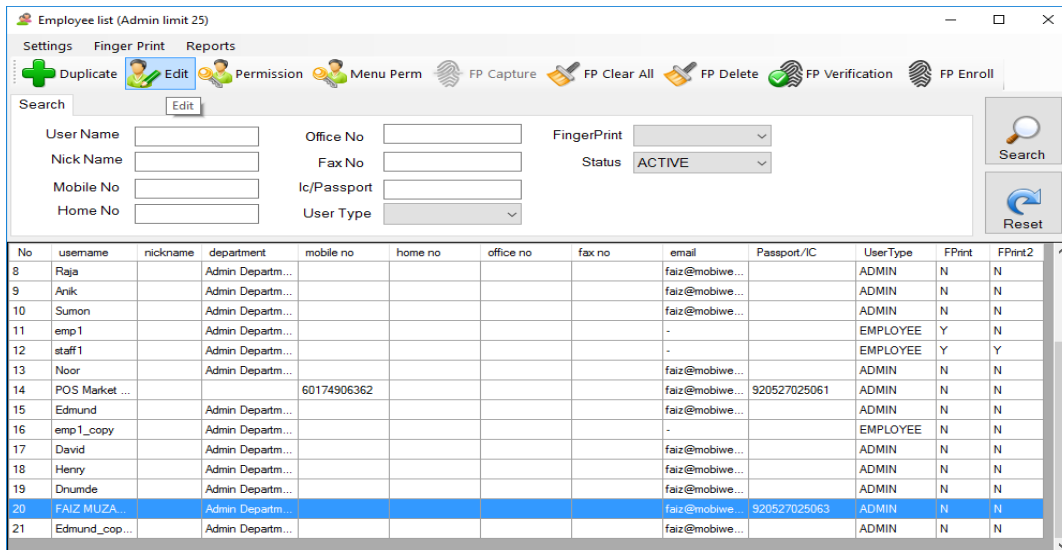


Image 2: Select Account To Edit

4. Click “Read MyKad” button to capture all information from MyKad

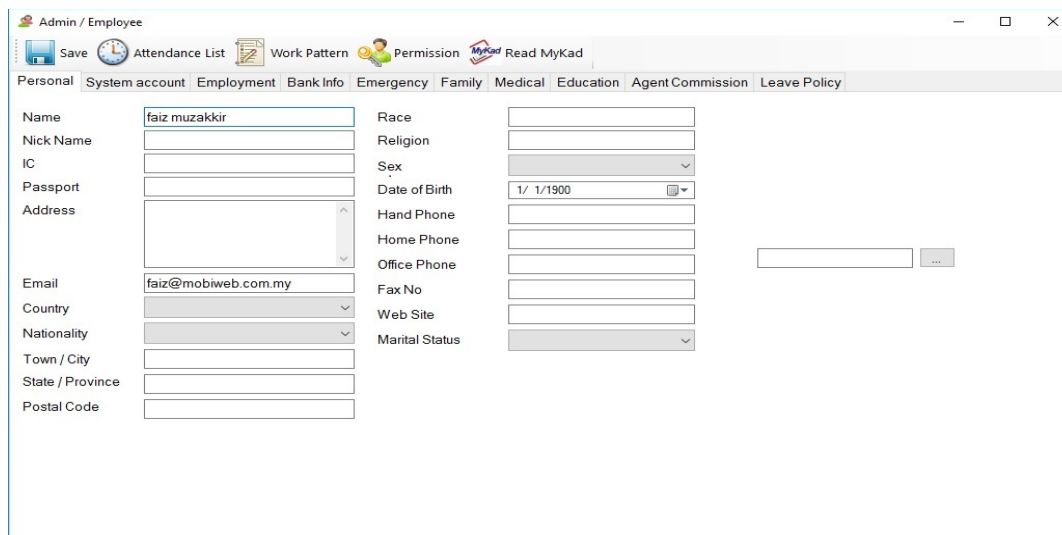



Image 3: Employee Info (before read MyKad)

Admin / Employee

Save Attendance List Work Pattern Permission Read MyKad

Personal System account Employment Bank Info Emergency Family Medical Education Agent Commission Leave Policy

Name	FAIZ MUZAKKIR BINZAINUDDIN	Race	MELAYU
Nick Name		Religion	ISLAM
IC	920527025063	Sex	Male
Passport		Date of Birth	5/27/1992
Address	NO 30 TAMAN CAHAYA SERIBU JALAN PONGSU SERIBU PONGSU SERIBU	Hand Phone	
Email	faiz@mobiweb.com.my	Home Phone	
Country		Office Phone	
Nationality		Fax No	
Town / City	KEPALA	Web Site	
State / Province	PULAU PINANG	Marital Status	
Postal Code	13200		



C:\bmo\share\img\92052

Image 4: Employee Info (after read MyKad)

5. Click “Save” button to keep the information.

BMO Client Login Using MyKad

All MyKad must be registered in employee list before it can have access into BMO Client.

1. Start BMO Client program
2. Insert MyKad into card reader
3. Click “MyKad” button to login using MyKad

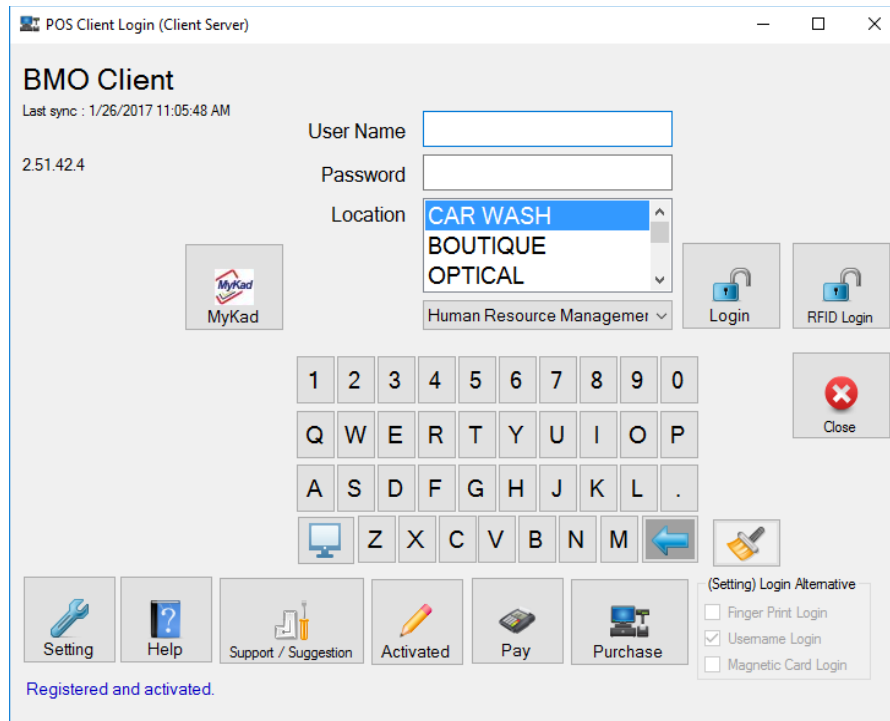
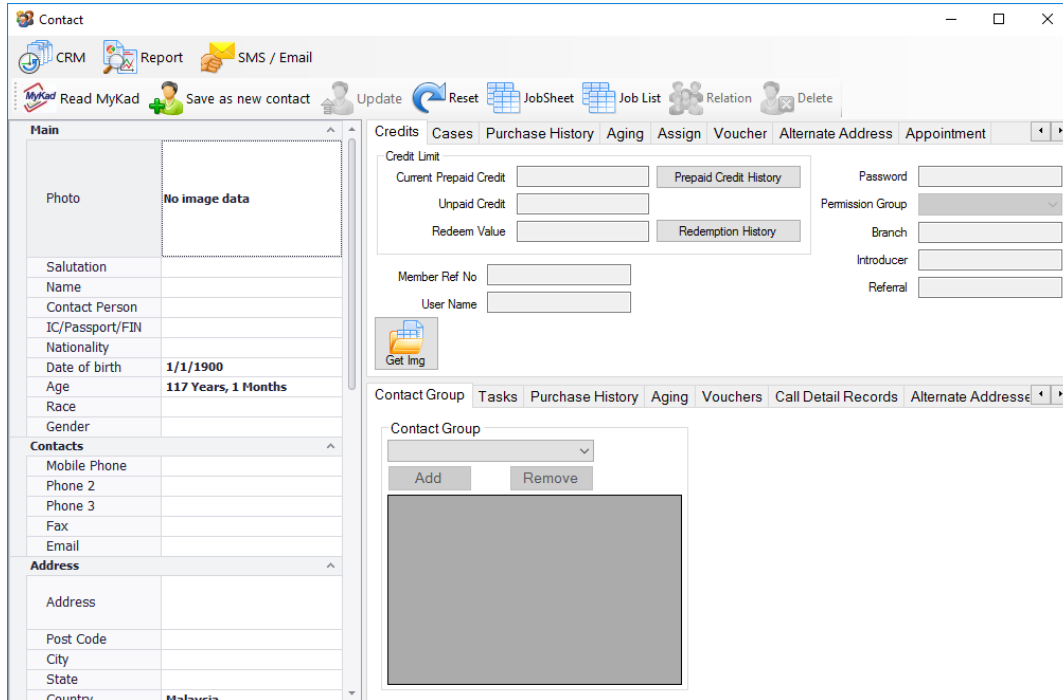


Image 5: BMO Client Login Interface

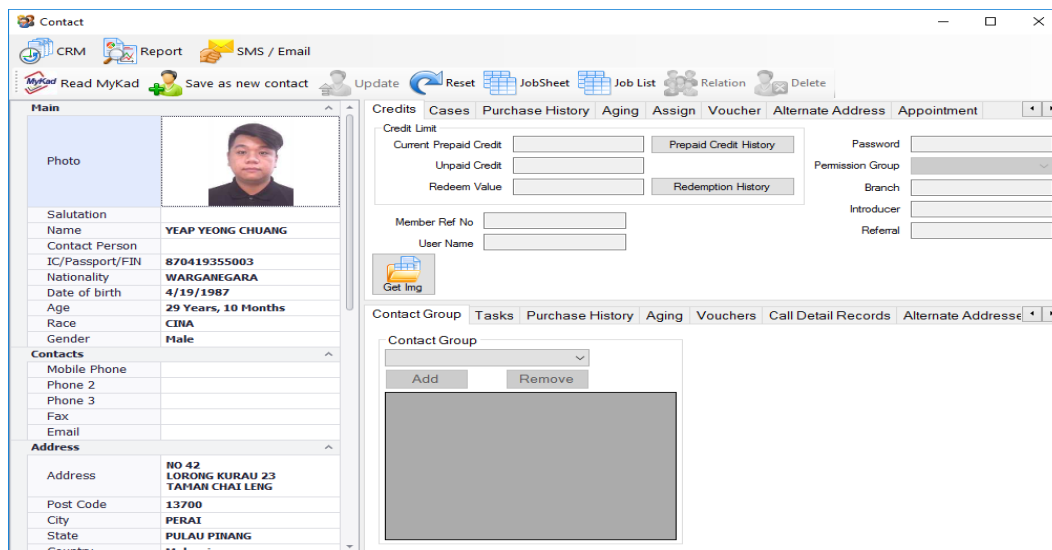
Create Contact List Using MyKad Card Reader

1. Login into BMO Client “CRM” module.
2. Click “New” button to create new contact.
3. Insert MyKad into card reader.
4. Click ”Read MyKad” to capture all information from MyKad.



The screenshot shows the BMO CRM Contact form. The 'Main' section on the left contains a 'Photo' field with the text 'No image data'. Below it are fields for 'Salutation', 'Name', 'Contact Person', 'IC/Passport/FIN', 'Nationality', 'Date of birth' (1/1/1900), 'Age' (117 Years, 1 Months), 'Race', 'Gender', 'Contacts' (Mobile Phone, Phone 2, Phone 3, Fax, Email), and 'Address' (Address, Post Code, City, State, Country: Malaysia). The right side of the form has tabs for 'Credits', 'Cases', 'Purchase History', 'Aging', 'Assign', 'Voucher', 'Alternate Address', and 'Appointment'. Under 'Credits', there are input fields for 'Current Prepaid Credit', 'Unpaid Credit', and 'Redeem Value', along with buttons for 'Prepaid Credit History' and 'Redemption History'. There are also fields for 'Member Ref No', 'User Name', 'Password', 'Permission Group', 'Branch', 'Introducer', and 'Referral'. At the bottom, there is a 'Contact Group' section with a dropdown menu and 'Add' and 'Remove' buttons.

Image 6: Contact Info (before read MyKad)



The screenshot shows the BMO CRM Contact form after reading a MyKad card. The 'Photo' field now contains a photograph of a man. The 'Name' field is filled with 'YEAP YEONG CHUANG'. The 'IC/Passport/FIN' field contains '870419355003'. The 'Nationality' is 'WARGANEGARA', 'Date of birth' is '4/19/1987', 'Age' is '29 Years, 10 Months', 'Race' is 'CINA', and 'Gender' is 'Male'. The 'Address' section is populated with 'Address: NO 42 LORONG KURAU 23 TAMAN CHAI LENG', 'Post Code: 13700', 'City: PERAI', 'State: PULAU PINANG', and 'Country: Malaysia'. The rest of the form, including the 'Credits' section and 'Contact Group' section, remains the same as in Image 6.

Image 7: Contact Info (after read MyKad)

5. Click “Save as new contact” button to keep the information.

Search Customer Using MyKad In Point Of Sales Client

1. Login into BMO Client “Point Of Sales” Module.
2. Click “Search Contact” button.
3. Insert MyKad into card reader.
4. Click “MyKad” button to search from contact list.

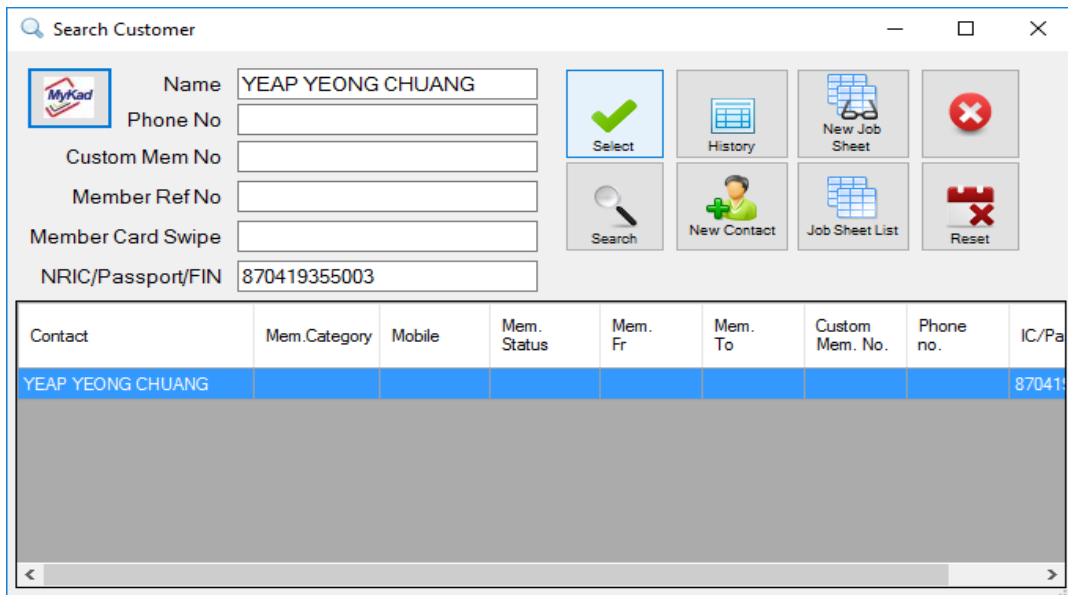


Image 8: Contact Found

5. Click “Select” button to proceed

****note:** if search contact not found, system will prompt the following message (refer Image 9)

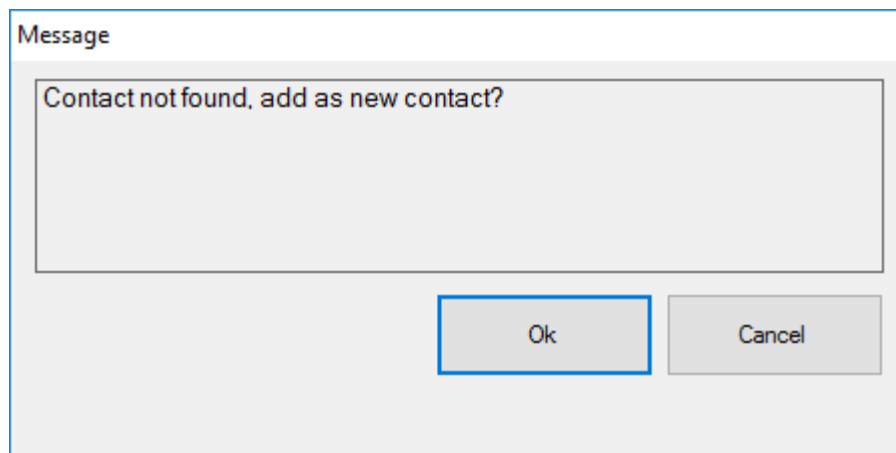


Image 9: Contact Not Found

****note:** click “OK” to keep the information, click “Cancel” to discard the information.