How To Setup MyKad Card Reader

- Plug the MyKad card reader to your computer USB port.
 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".

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-	mployee list (Ac	Imin limit 2	5)								_	Ц	~
Sett	ings Finger	Print Re	ports										
4	Duplicate	🕜 Edit 🛛	🧏 Permissio	n 🔏 Menu	Perm 💮 F	P Capture	💞 FP Clear A	All 💞 FP Dele	te 🛷 FP Ver	ification 🛞	FP Enro	-II	
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8	Raja		Admin Departm					faiz@mobiwe		ADMIN	N	N	1
9	Anik		Admin Departm					faiz@mobiwe		ADMIN	N	N	1
10	Sumon		Admin Departm					faiz@mobiwe		ADMIN	N	N	1
11	emp1		Admin Departm					-		EMPLOYEE	Y	N	1
12	staff1		Admin Departm					-		EMPLOYEE	Y	Y	1
13	Noor		Admin Departm					faiz@mobiwe		ADMIN	N	N	
14	POS Market			60174906362				faiz@mobiwe	920527025061	ADMIN	N	N	
15	Edmund		Admin Departm					faiz@mobiwe		ADMIN	N	N	
16	emp1_copy		Admin Departm					-		EMPLOYEE	N	N	
17	David		Admin Departm					faiz@mobiwe		ADMIN	N	N	
18	Henry		Admin Departm					faiz@mobiwe		ADMIN	N	N	
19	Dnumde		Admin Departm					faiz@mobiwe		ADMIN	N	N	
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21	Edmund con		Admin Departm					faiz@mobiwa		ADMIN	N	N	

Image 2: Select Account To Edit

4. Click "Read MyKad" button to capture all information from MyKad

Save Attendance List Work Pattern Permission Werk Read MyKad Personal System account Employment Bank Info Emergency Family Medical Education Agent Commission Leave Policy Name faiz muzakkir Race		
Personal System account Employment Bank Info Emergency Family Medical Education Agent Commission Leave Policy Name faiz faiz Race		
Name faiz muzakkir Race Nick Name Religion IC Sex Passport Date of Birth 1/ 1/1900 Address Hand Phone Famil faiz@mobiweb.com.my Fax No Country Web Site Site Nationality Marital Status v		
Nick Name Religion IC Sex Passport Date of Birth Address Hand Phone Home Phone Home Phone Email faiz@mobiweb.com.my Fax No Fax No Country Web Site Nationality Marital Status		
IC Sex Passport Date of Birth 1/ 1/1900 Address Hand Phone Home Phone Fmail faiz@mobiweb.com.my Office Phone Image: Common Com		
Passport Date of Birth 1/ 1/1900 Address Hand Phone Home Phone Email faiz@mobiweb.com.my Office Phone Country Fax No Nationality Web Site Town / City Marital Status		
Address Hand Phone Hand Phone Home Phone Office Phone Office Phone Country Fax No Nationality Web Site Town / City Marital Status		
Home Phone Office Phone Email faiz@mobiweb.com.my Country Fax No Nationality Web Site Town / City Marital Status		
Email faiz@mobiweb.com.my Fax No Country Fax No Image: Common the second		
Email faiz@mobiweb.com.my Fax No Country Web Site Image: Common Co		
Country Web Site Nationality Marital Status Town / City		
Nationality Marital Status Town / City		
Town / City		
State / Province		
Postal Code		

Image 3: Employee Info (before read MyKad)

🙎 Admin / Employee — 🗆 🗙									
I 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	~	1 and 1				
Passport		Date of Birth	5/27/1992		TEL				
Address	NO 30 TAMAN CAHAYA SERIBU JALAN PONGSU SERIBU PONGSU SERIBU	Hand Phone Home Phone Office Phone			C:\bmo\share\img\92052				
Email	faiz@mobiweb.com.my	Fax No							
Country	~	Web Site							
Nationality	~	Marital Status		~					
Town / City	KEPALA								
State / Province	PULAU PINANG								
Postal Code	13200								

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

Server) 201 Elient Login (Client Server)											-			Х
BMO Client Last sync : 1/26/2017 11:05:48 AM	Us	er Na	ime											
2.51.42.4	P	assw	ord											
MyKad	Location CAR WASH BOUTIQUE OPTICAL V Human Resource Managemer						Login		RFID Lo	ogin				
	1	2	3	4	5	6	7	8	9	0			8	
	Q	W	Е	R	т	Y	U	T	0	Ρ			Close	е
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Setting Help Support / S Registered and activated.	uggest	ion	Activ	/ ated		کی Pay		Pur	ET chase	9	(Setting) Log Finger Pr Usemam Magnetic	in Alt int Lo e Log : Card	emative ogin gin d Login	9

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.

😂 Contact			– 🗆 ×
	port 😽 SMS / Email		
MyKad Read MyKad	Save as new contact	Update 🧖 Reset 🔠 JobSheet 🛗 Job List 💑 Relation 🗞 Delete	
Main		Credits Cases Purchase History Aging Assign Voucher Alternate Address App	ointment
		Credit Limit	
		Current Prepaid Credit Prepaid Credit History Password	
Photo	No image data	Unpaid Credit Permission Group	~
		Redeem Value Redemption History Branch	
Salutation		Introducer	
Name		Member Ref No Referral	
Contact Person		User Name	
IC/Passport/FIN			
Nationality			
Date of birth	1/1/1900	Get Img	
Age	117 Years, 1 Months	Contact Group Tasks Durshass History Asing Veusbars Call Datail Desards Altr	moto Addrogos 1
Race		Contact Group Tasks Furchase History Aging Vouchers Call Detail Records Alle	male Addresse
Gender		Contact Group	
Contacts		~	
Mobile Phone		Add Remove	
Phone 2		Add Reinove	
Phone 3			
Fax			
Email			
Address			
Address			
Post Code			
City			
State			
Country	Malaysia		

Image 6: Contact Info (before read MyKad)

Contact		
	eport 🛛 😹 SMS / Email	
Read MyKad	Save as new contact 🖉	Update 🖉 Reset 📰 JobSheet 📰 Job List 🚱 Relation 🏾 Delete
lain		Credits Cases Purchase History Aging Assign Voucher Alternate Address Appointment
		Credit Limit Current Prepaid Credit Prepaid Credit History Password
Photo		Unpaid Credit Permission Group
		Redeem Value Redemotion History Branch
Salutation		Mambar Baf Na
Name	YEAP YEONG CHUANG	Referral Referral
Contact Person		User Name
IC/Passport/FIN	870419355003	
Nationality	WARGANEGARA	
Date of birth	4/19/1987	Get Ing
Age	29 Years, 10 Months	
Race	CINA	Contact Group Tasks Purchase History Aging Vouchers Call Detail Records Alternate Addresse
Gender	Male	Contact Group
Contacts		
Mobile Phone		
Phone 2		Add Remove
Phone 3		
Fax		
Email		
Address		
Address	NO 42 LORONG KURAU 23 TAMAN CHAI LENG	
Post Code	13700	
City	PERAI	
State	PULAU PINANG	
Countra	Malaunia	* L

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.

🔍 Search Customer						_		\times
Name Phone No Custom Mem No Member Ref No Member Card Swipe NRIC/Passport/FIN	YEAP YEONG 870419355003	CHUANG		Select Search	History History New Contact	New Job Sheet	Reset	
Contact	Mem.Category	Mobile	Mem. Status	Mem. Fr	Mem. To	Custom Mem. No.	Phone no.	IC/Pa
YEAP YEONG CHUANG								87041

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)

Message		
Contact not found, add as new co	ntact?	
	Ok	Cancel

Image 9: Contact Not Found

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