

Easy Registration System

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Introduction



Easy Registration System

Thank you for purchasing a license for Easy Registration System. This software is designed to help you register your customers, guest and clients using MyKad, Passport or manually via computer form.

Some application of Easy Registration System :

- Registration at road shows
- Visitors attending product launch
- Tourism Industry
- Human Resource Management
- Clinics
- Seminars
- Budget Hotels
- Associations
- Sports clubs

How to activate software license key

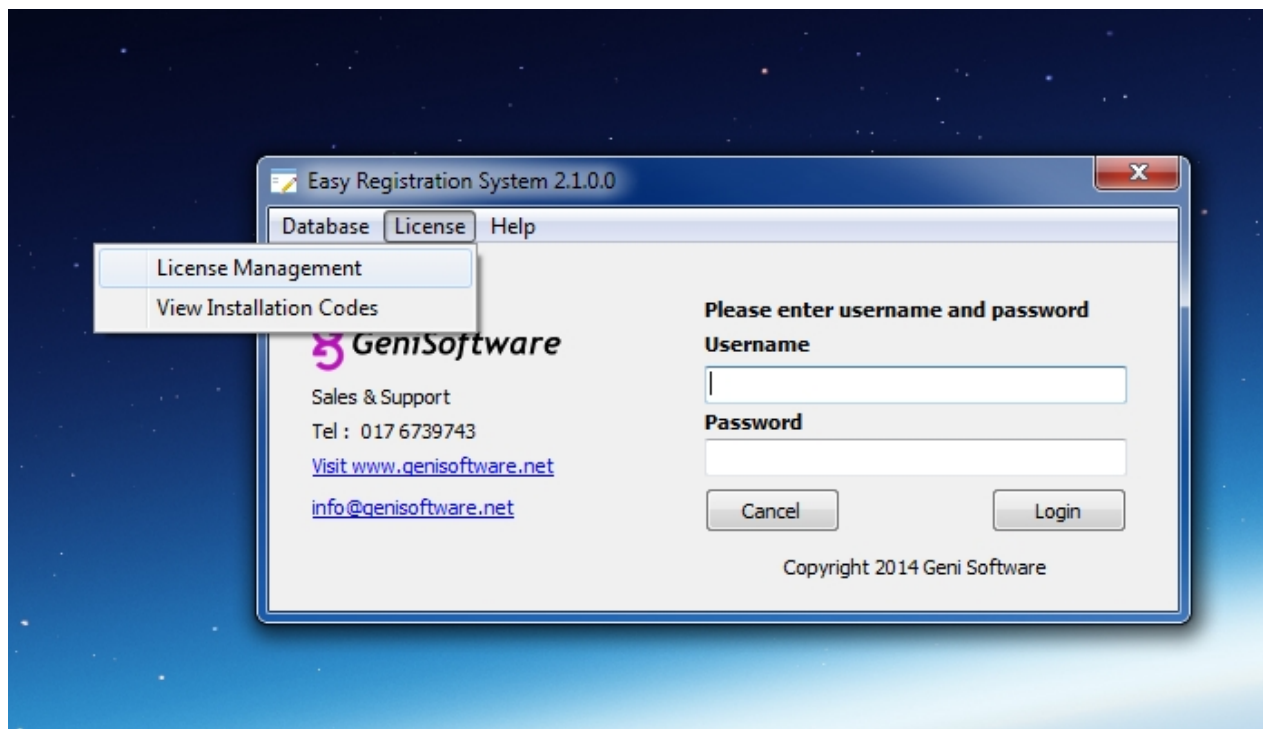
How to activate software license key

Before you can use the software, it has to be activated with your unique serial number. A connection to the internet is required for this one time procedure.

Open Easy Registration System.

Login form will appear as below.

1) Click on License on the top menu

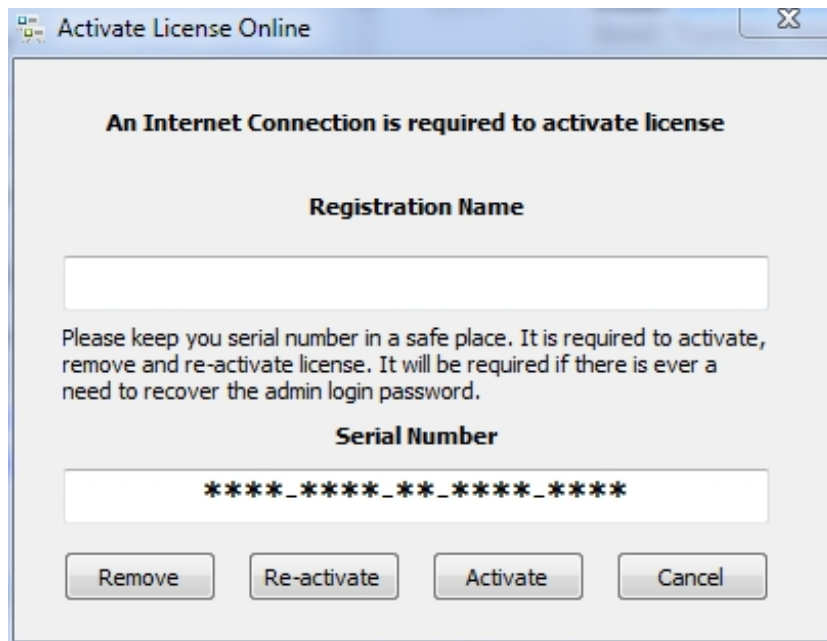


2) Enter your name or company name for the Registration Name and type in the Serial Number provided on your invoice in the Serial Number box.

3) Click Activate

This will complete the activation process.

If you have any difficulties please contact info@genisoftware.net



Activate License Online

An Internet Connection is required to activate license

Registration Name

Please keep you serial number in a safe place. It is required to activate, remove and re-activate license. It will be required if there is ever a need to recover the admin login password.

Serial Number

****-****-**-****-****

Remove Re-activate Activate Cancel

Moving License To A New PC

If you wish to move the license and install on a new PC, you will first have to remove the license using the above form.

Again the Internet is required. Enter the Serial Number and click remove.

The serial number will now be free to be activated on a new PC. Follow the same procedure as above to activate the new PC.

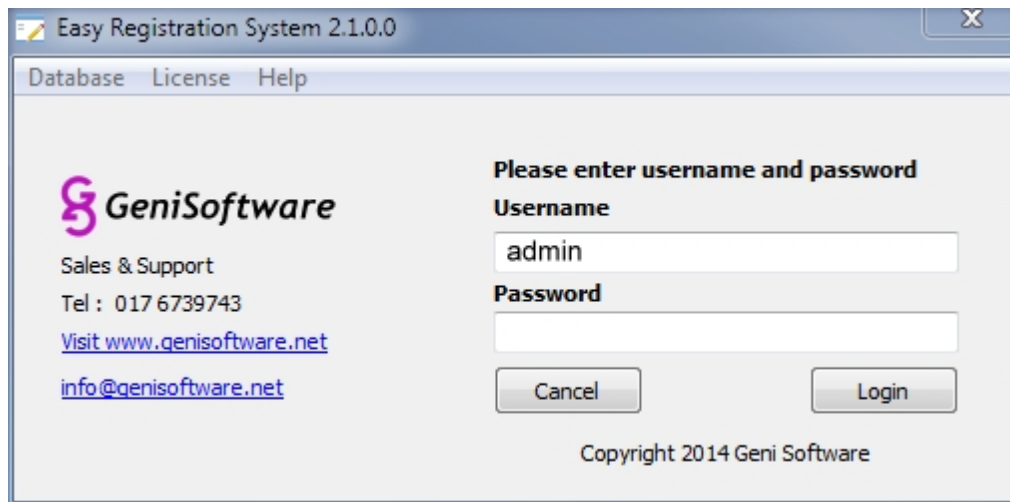
Re-Activate

If for some reason you have to reformat computer, you can re-activate your license on the same computer. Enter you Registration Name and Serial Number and click the Re-activate button. Internet is required.

How to login

How to login

The default user name is : admin
leave the password field blank



Menu Option on login form

Database

-> [Data Storage Location](#) - allows the software to connect to a central database file on the network

License

-> [License Management](#) - To activate software license using the Internet

-> View Installation Codes - View installation codes

Help

-> [Recover Admin Password](#) -> recover you admin password by using your serial number

-> Visit Support Web Site -> Navigates to our products and support web site

-> [Remote Support](#) -> Will launch Teamviewer Remote Support software for online support via Internet

-> About Easy Registration System -> Support contact and software version number

Main Screen Fucntions

Description of the buttons and functions on the main screen.

Scan using MyKad

Use Flat Bed Scanner to Scan Passport

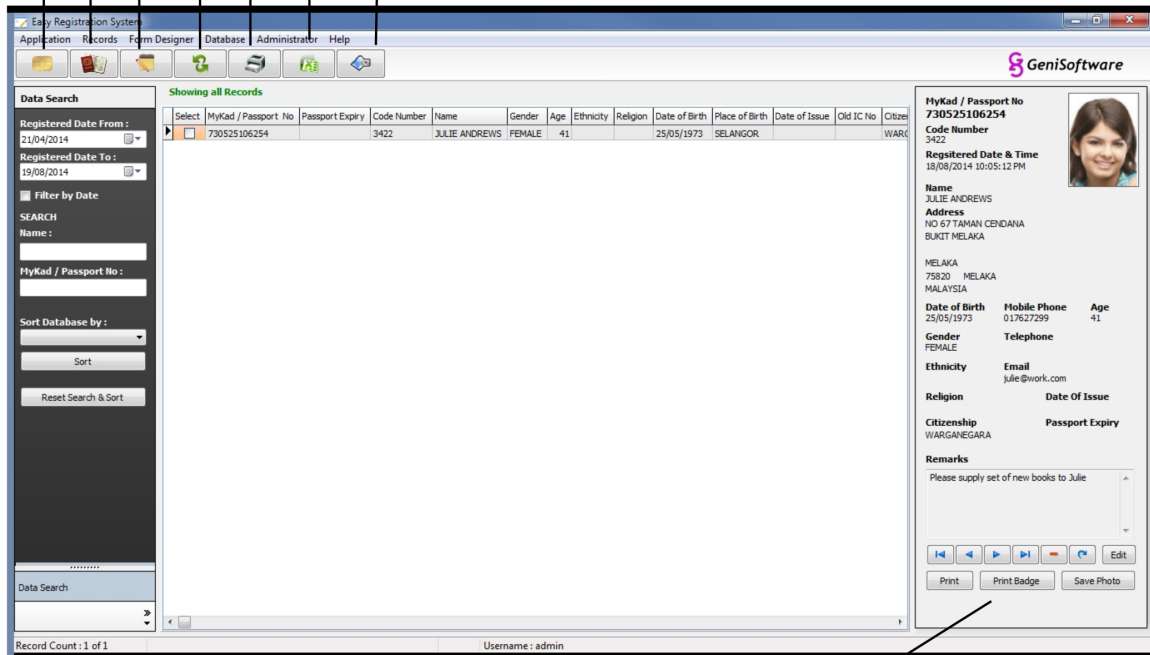
Register manually using computer form

Refresh Data Grid

Print the current list

Export current list to Excel File

Export all photos to a folder



Navigate through database

Delete current selected record

Edit current selected record

Print full info for current record

Print badge for current record

Save current photo to .bmp file



Main Screen Menu Functions

Main Menu

Application

- > Change Password - change your user password to a new one
- > Logout - logout from the software and return back to login form
- > Close Application - Exit the software

Records

- > Select All Records - the select check box on the first column of each record will be checked
- > Deselect All Records - all checked records will be unchecked
- > Delete Selected Records - all the records that have been checked in the first column of data table will be deleted

Form Designer

- > [List Print](#) - design the list form template
- > [Info Print](#) - design the info form template
- > [Badge Print](#) - design the badge form template

Database

- > Compact Database - select this option to optimize the database - this will remove unused spaces and increase performance on large databases
- > Repair Database - select if there is error reading data from the database - this will attempt to correct any problems with the database
- > Backup Database - select this option to backup the database to a zip file - can be restored to the program folder by replacing the "MyKaddata.abs" file.
always keep a good backup set on a separate media like USB drive in case of any problems with the computer
- > Clear Database - will delete all records in the database

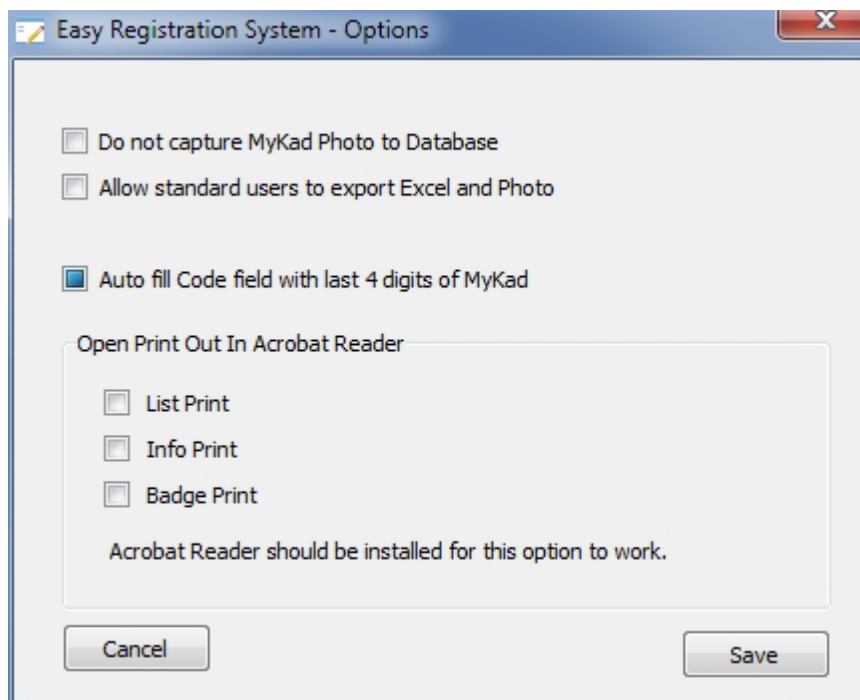
Administrator

- > [User Manager](#) - use to create new login user and assign privileges
- > [Options](#) - use to change the software options when required

Help

- > User Manual - will open the user manual
- > [Remote Support](#) - Will launch Teamviewer Remote Support software for online support via Internet
- > Check For Updates - check the Internet for any new update for this software
- > About Easy Registration System - Support contact and software version number

Software Options



Several options are available here for the operation of the software.

Print outs can also be directed to open in Acrobat Reader for viewing and printing. Select the appropriate check boxes for the options to take effect. Acrobat Reader has to be installed for this to work.

[You can download Acrobat Reader](#)

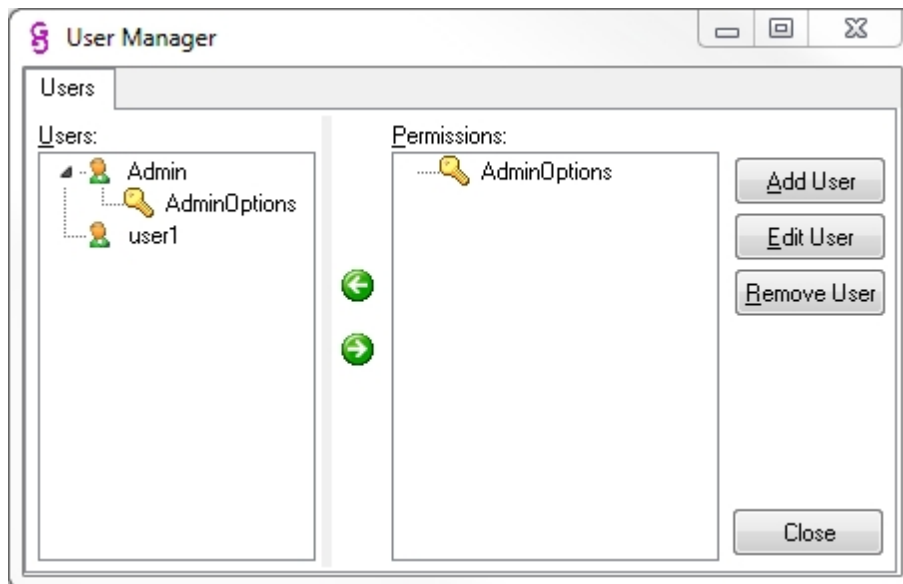
Security Features

There are two levels of user. Admin level and normal user level. The Admin Level allows the user to change settings of the software

Normal level - recommended for daily operations

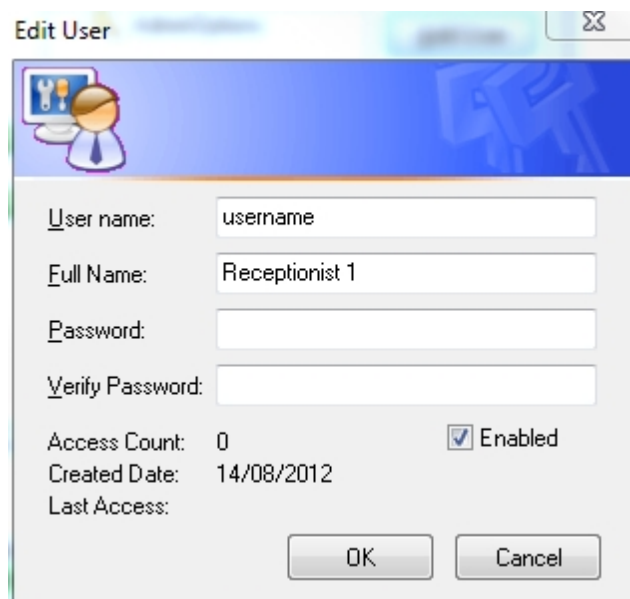
The individual user can change their own password from the Application menu
-> Change Password.

The admin account has rights to overwrite any user password.

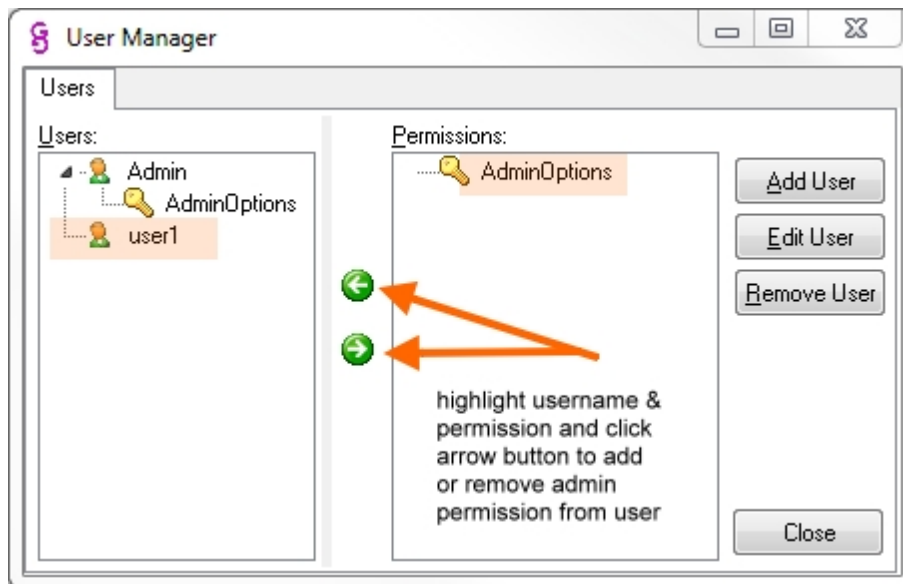


Add or Edit user details using the assigned buttons
Admin login cannot be changed with the exception for the password and Full Name

Please note down the Admin password. Important changes cannot be made without the admin password. A backup admin user name can be created if there is a need.



Adding and removing Admin Rights from users



Using MyKad Reader

The installation file will install the required Smart Card Drivers for the EZ100PU.



The card reader will be recognized by the PC once plugged in to the USB port.



Insert the MyKad as shown on the illustration above and click the read MyKad button to proceed.

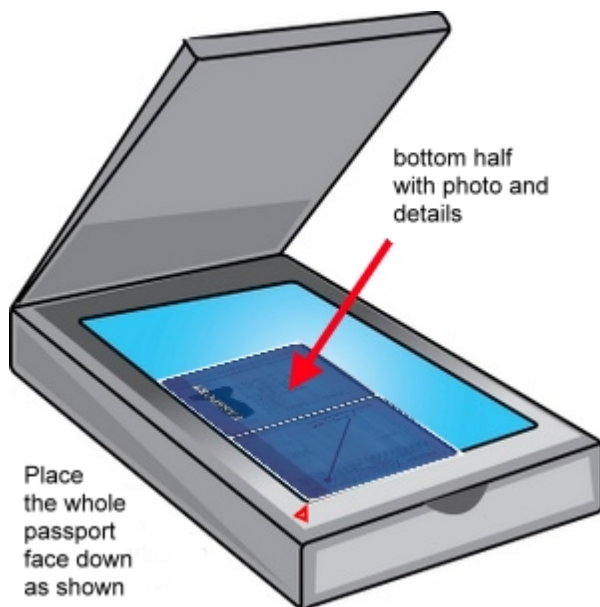
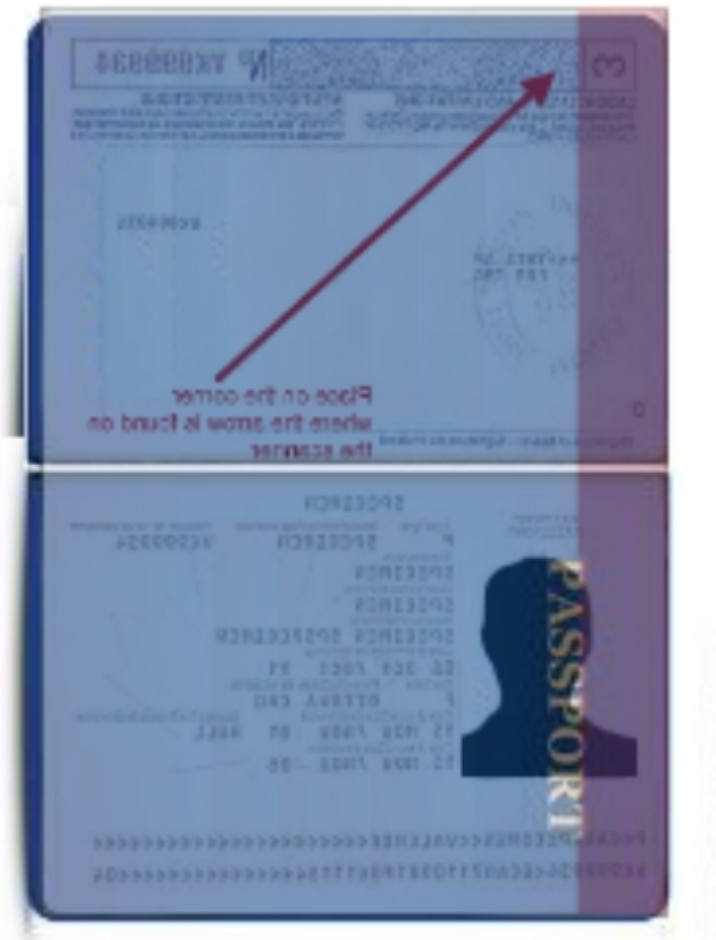
How to scan passport

Using the optical passport reader requires a flat bed scanner with at least 300dpi or 400dpi

Locate top corner of the scanner which is usually marked by an arrow.



(passport facing down to scanner)



Click the button to scan the passport

Select your installed scanner

type in the desired DPI value (eg 300 or 400)

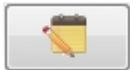
Click Scan Passport Button

Check and edit the data if necessary before saving

If the passport is placed correctly, the above image will appear after the scan button is pressed. If the image does not appear as above, please rotate the passport and try again.

The scanner is 95% accurate at detecting faces, letters and numbers. If there are problems with detection, please click the scan button again.

Manual Registration Form



Click the button for manual registration.

Filling in the MyKad number will auto fill the Gender, Place of Birth and date of birth.

The Picture button will be enabled once the MyKad or Passport number is entered

[Click the picture edit button the add or change photo](#)



Manual Registration

MyKad / Passport No Passport Expiry

Gender

Name

Ethnicity

Address

Religion

Town

Date of Birth

Place of Birth

Postcode State

Citizenship

Country

Old IC No

Additional Information

Mobile Phone

Telephone

Code Number

Email Address

Remarks

Save

Search and Sorting Records

Use the left panel on the main screen to search using MyKad or Passport number and name.

There are several criterias for sorting records from the menu.

The records can be filtered by date of registration by checking the Filter by Date check box.

Data Search

Registered Date From :
21/04/2014

Registered Date To :
19/08/2014

☐ Filter by Date

SEARCH

Name :

MyKad / Passport No :

Sort Database by :

Sort

Reset Search & Sort

Printing and Exporting Functions

Printout can be viewed in the default preview form or from Acrobat Reader. [Please check the options page to enable Acrobat.](#)

As illustrated below, the preview form can be printed, exported to PDF, saved as HTML and several other formats using the following buttons.



Three types of print-outs are available.
LIST - Print



Preview

18/08/2014 10:54:22 PM

MyMad / Passport	Name	Gender	Ethnicity	Hp No	Email	Code	Reg Date
730525106254	JULIE ANDREWS	FEMALE		017627299	julie@work.com	3422	18/08/2014 10:05:12 PM

Page 1 of 1

INFO - Print

Print

Preview

Name : JULIE ANDREWS Code : 3422

MyMad / Passport : 730525106254

Gender : FEMALE

Date of Birth : 25/05/1973

Place of Birth : SELANGOR

Ethnicity :

Religion :

Address : NO 67 TAMAN CENDANA
BUKIT MELAKA
MELAKA
75820 MELAKA
MALAYSIA

Reg Date : 18/08/2014 10:05:12

Hp No : 017627299

Land Line

Email : julie@work.com

Remarks : Please supply set of new books to Julie

MyKad Issued Date :

Citizenship : WARGANEGARA

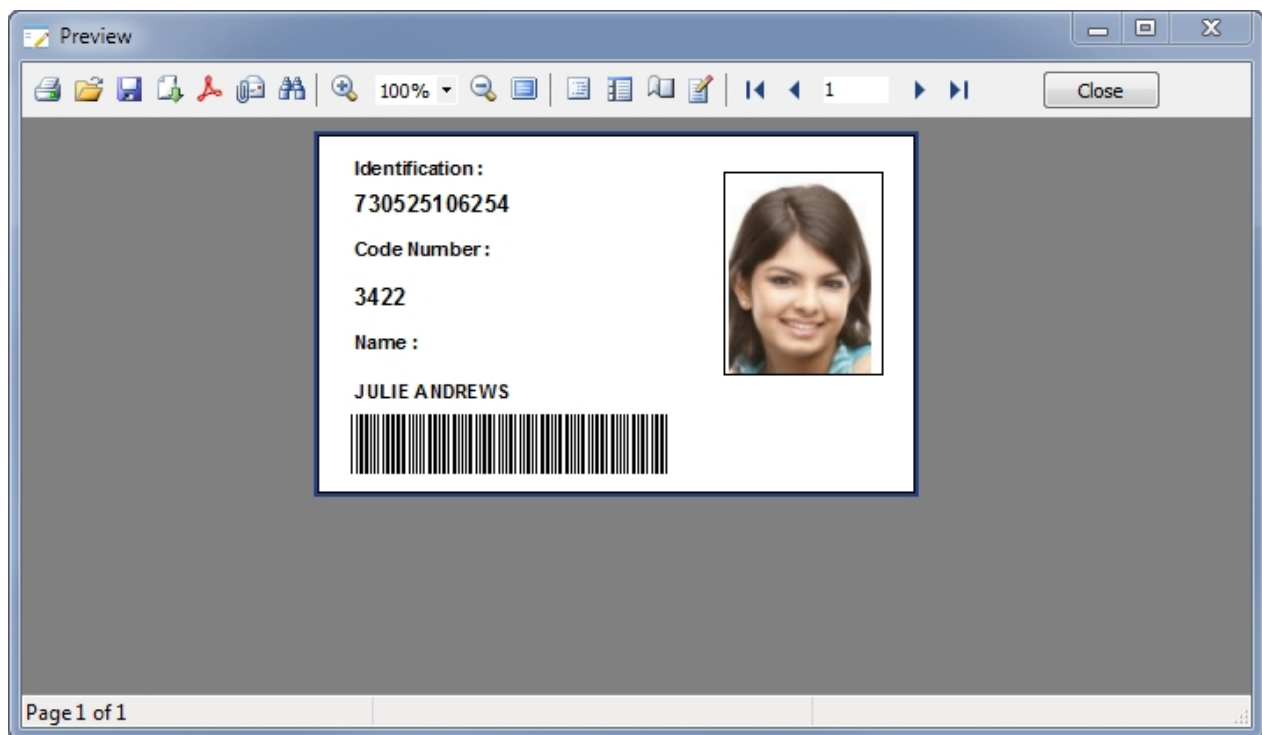
Old IC No :

Print Time : 18/08/2014 10:52:19 PM

Page 1 of 1

BADGE - Print

Print Badge






[All the above print out can be designed by the user](#)

Editing Records



Click the edit button to edit details of the record


 Edit Record ✕




MyKad / Passport No

730525106254

Passport Expiry

30/12/1899 

Gender

FEMALE 

Name

JULIE ANDREWS

Ethnicity


Address

NO 67 TAMAN CENDANA

BUKIT MELAKA

Religion

Date of Birth

25/05/1973 

Place of Birth

SELANGOR

Town

MELAKA

Citizenship

WARGANEGARA

Postcode

75820

State

MELAKA

Country

MALAYSIA

Old IC No

Additional Information

Mobile Phone

017627299

Telephone

Code Number

3422

Email Address

julie@work.com

Remarks

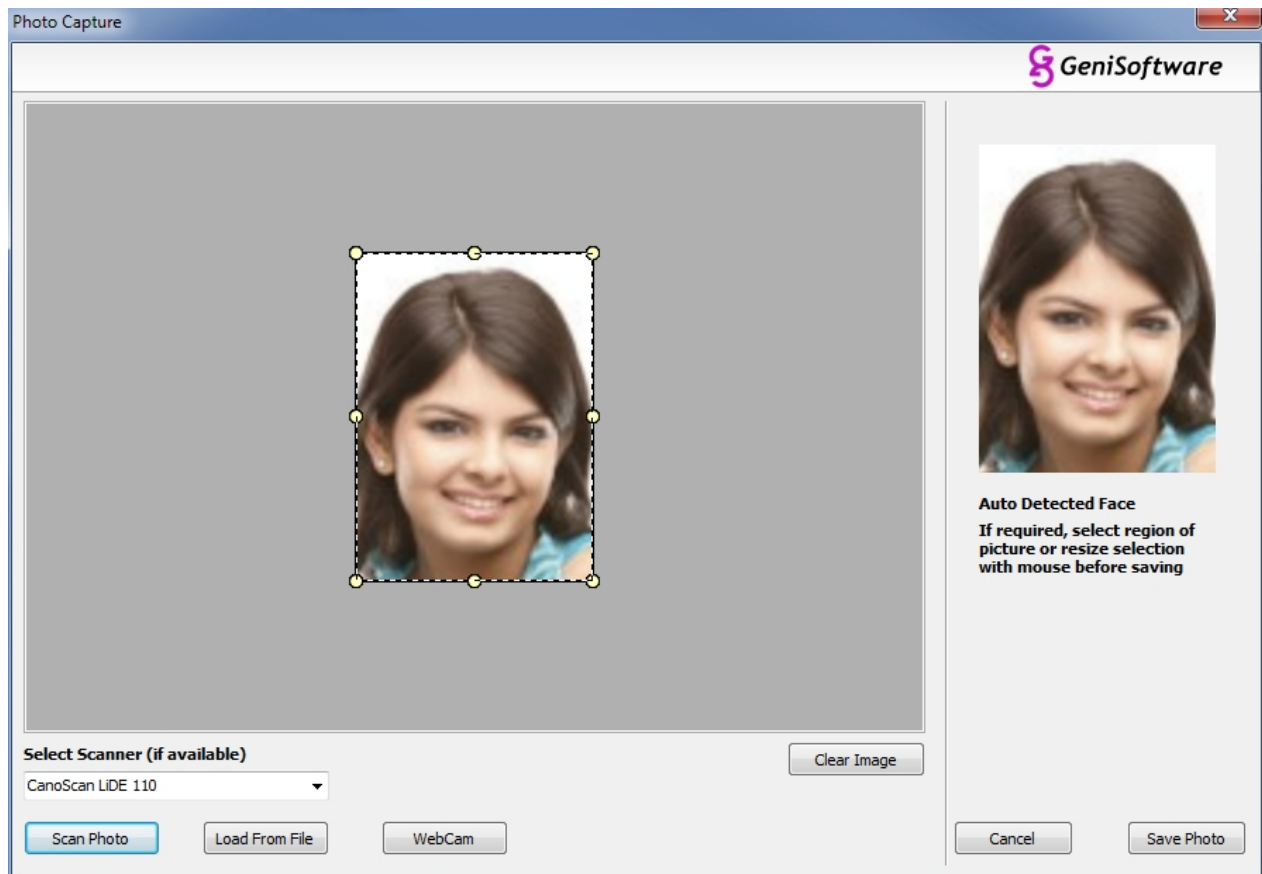
Please supply set of new books to Julie

Save

[Click the picture edit button the add or change photo](#)



Edit Photo Field



Photos can be added from scanner, file and web cam.

Face detection technology is built in. Wherever possible the software will auto crop the portion of the subjects face. Minor adjustments may need to be done before saving the record. Use the mouse and select the area of the image that needs to be saved and click save.

Please make sure the selected photo is visible on the right, above the save button, before saving. Once saved, the old picture will be overwritten.

Form Designer

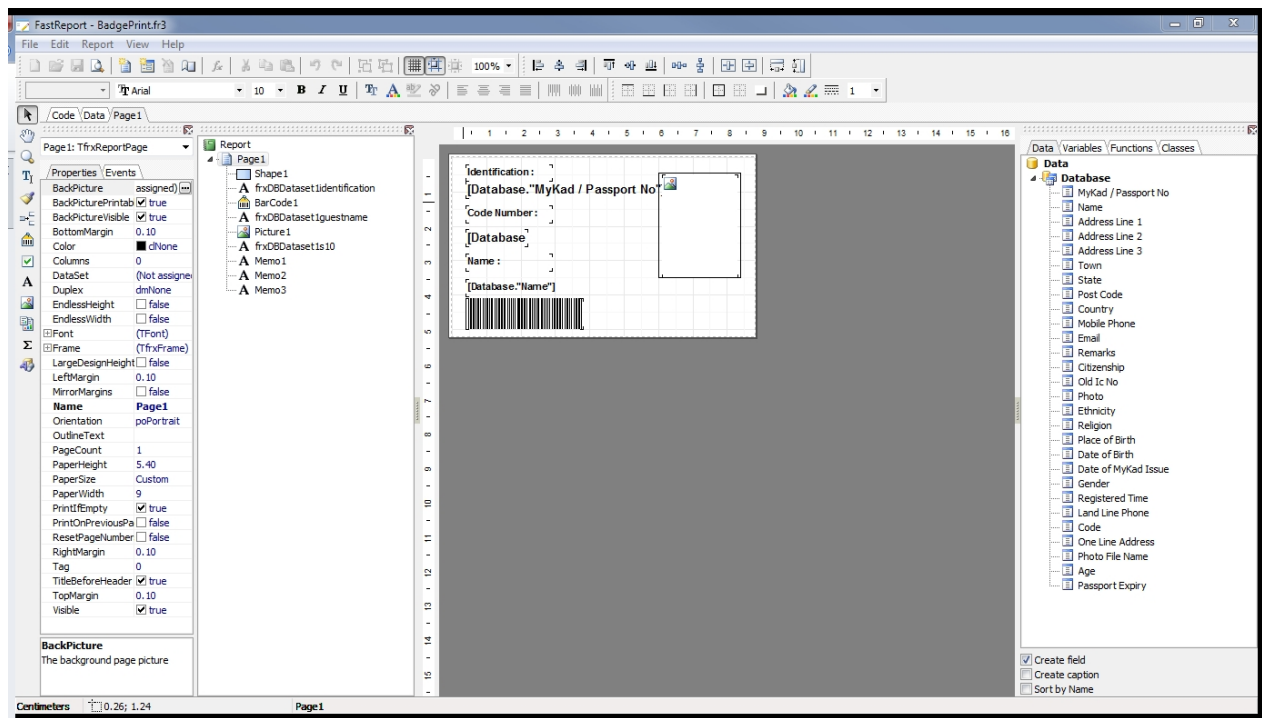
Easy Registration System comes with a 3rd party tool to designed your own print outs.

You may add your company name, logo or redesign the whole print out to suit your specifications.

You can also design templates to print information in specific places for use on your preprinted forms.

A separate help file is available on how to use this feature

[More help on how to use the Form Designer](#)



Network Option

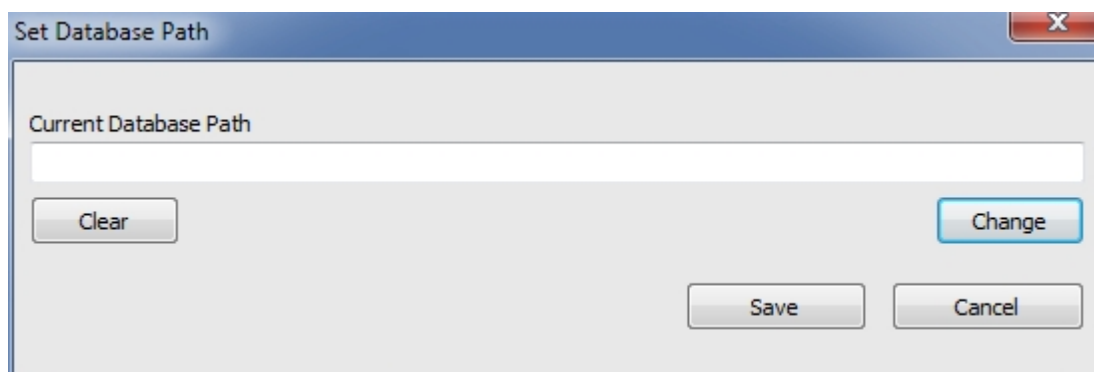
Several computers running Easy Registration System can be networked to share a common Database file.

For example for an event you may set up 3 computers to register attendees. The data will be written to one database. All terminals will show this common shared data.

Copy the database file called "MyKadData.abs" to any networked location that is shared with other users and connect to this file. Use the change button to direct the computer to the networked data file.

Once finished, click the Clear button and read from the local database again.

[More information on file sharing on Windows Systems](#)



Recover Admin Password

In case your password is lost, you can use this option to recover the password. Enter your Serial Number from your invoice to complete this process.

Without the Serial Number, the password cannot be retrieved.

Please get help from [Support](#)



Remote Support via Teamviewer

Support can be provided using the remote support tool TeamViewer. This advanced software allows for remote diagnosis of problems and training.

You will require the Internet to use this option. Every time this option is selected, a new password will be generated for you. You will need to give the password to the software support person to access your PC.



What's new

2.1.0.5

- [+] : New User Designable Form for List, Information and Badge Printing
- [*] : Several bugs fixed in scanning of passport - accuracy improved
- [*] : Fixed a problem with editing information which may lead to deletion of photo

System Requirement

Microsoft Windows XP/Vista/7/8 32bit and 64bit
Monitor Resolution : 1366 x 768

Contact for Support



Email : info@genisoftware.net

Web :
www.genisoftware.net
www.genisoftware.com.my