Import Virtual Card(s) guideline for the STid Mobile ID®
Online Platform.

Import EXCEL Format

English

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Email	Phone Number	Blue Mobile ID Configuration	Private ID/CSN	Card Layout	Photo
2	STid	STid	stid@stid.com		myConfigName	12314564	STid	STidPhoto
3	Lv	Lv	lv@lv.com		Mode Change	12135454	LV	LVPhoto
4								

French

	A	B	C	D	E	F	G	H
1	Prénom	Nom de famille	Email	Numéro de téléphone	Configuration de Blue Mobile ID	Identifiant privé / CSN	Design de carte	Photo
2	STid	STid	stid@stid.com		myConfigName	12314564	STid	STidPhoto
3	Lv	Lv	lv@lv.com		Mode Change	12135454	LV	LVPhoto
4								

General Importing Detail

⇨ Customer site should exist in which user want to import virtual cards.
⇨ Excel file should have .xlsx extension.
⇨ Only the first sheet data will be imported.
⇨ Extended ASCII characters are allowed. [https://fr.wikipedia.org/wiki/ISO/CEI_8859-1]

Imported Data Detail

Column Name	Description	Validation
First name	⇨ It is the first name of the user to whom virtual card is assigned. ⇨ It is mandatory to provide the first name of the user. ⇨ It should be the first column of the EXCEL sheet.	⇨ Only special character which is not allowed is: " ⇨ Length of the first name should not be more than 30 characters. ⇨ First name should not be empty. ⇨ First name should only be text or string (Numbers are not allowed).
Last name	⇨ It is the last name of the user to whom virtual card is assigned. ⇨ It is mandatory to provide the last name of the user. ⇨ It should be the second column of the EXCEL sheet.	⇨ Only special character which is not allowed is: " ⇨ Length of the last name should not be more than 30 characters. ⇨ Last name should not be empty. ⇨ Last name should only be text or string (Numbers are not allowed).
Email	⇨ It is the email of the user to whom virtual card is assigned. ⇨ Virtual card downloading link will be sent to this email address. ⇨ It is mandatory to provide the correct email of the user. ⇨ It should be the third column of the EXCEL sheet.	⇨ Email format should be valid. [https://en.wikipedia.org/wiki/Email_address] ⇨ Maximum length of the email should be 50 characters.

Phone number	⇨ It is the phone number of the user to whom virtual card is assigned. ⇨ It should be the fourth column of the EXCEL sheet.	⇨ Only special character which allowed are: | (|) | + | ⇨ Spaces are not allowed. ⇨ Minimum 10 characters and maximum 15 characters are allowed. ⇨ String or text is not allowed. ⇨ Phone number can be empty.
Blue Mobile ID Configuration	⇨ It is the name of the configuration. ⇨ Configuration name is used to create a virtual card (Private ID). ⇨ Before importing the EXCEL sheet make sure that the site has a PSE file uploaded, with the same configuration name mentioned in EXCEL sheet. ⇨ It should be the fifth column of the EXCEL sheet.	⇨ Blue Mobile ID configuration name should be case sensitive.
Private ID/CSN	⇨ It is an identification code of the virtual card. ⇨ Private ID should be empty if user wants to upgrade STid Mobile ID card. ⇨ Private ID uniqueness check will be handled by the admin user. If duplicate Private IDs are allowed a warning message will be displayed and the card will be imported. If duplicate IDs are not allowed, error message will be displayed accordingly. ⇨ In order to use the leading Zeros in a Private ID column make sure whole column format type is Text. ⇨ It should be the sixth column of the EXCEL sheet.	⇨ Private ID should match the current configuration protocol (hexadecimal/decimal, Length).
Card Layout	⇨ It is the name of the card layout. ⇨ User have to create Card Layout in card layout page before import. ⇨ No layout will be assigned if card layout column is empty. ⇨ No layout will be assigned if card layout name does not match with existing card layout names. ⇨ It should be seventh column of the EXCEL sheet.	⇨ Minimum 10 maximum 30 characters are allowed. ⇨ Card layout name should be case sensitive.
Photo	⇨ It is the name of the photo. ⇨ User have to upload the photo in Photo Album page before import. ⇨ No photo will be assigned if card layout column is empty. ⇨ No photo will be assigned if card layout name does not match with existing card layout names. ⇨ It should be eight column of the EXCEL sheet.	⇨ Minimum 10 maximum 30 characters are allowed. ⇨ Photo name should be case sensitive.