

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

Import EXCEL Format

English

1	Α	В	С	D	E	F	G	Н
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

1	Α	В	С	D	E	F	G	Н
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:
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:
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. It is the name of the configuration. Configuration It is the name of the configuration. Configuration It is the name of the configuration. Configuration It is the name of the configuration. Configuration. Configuration. Configuration name is used to create a vartual card (Private ID). Before importing the EXCEL sheet. the sheet make sure that the site has a PSE file uploaded, with the same configuration name mentioned in EXCEL sheet. It is hould be the fifth column of the EXCEL sheet. Private ID should be empty if user wants to upgrade STid Mobile ID 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 ID sare allowed a warning message will be displayed accordingly. In order to use the leading Zero in a Private ID column make sure whole column format type is Text. It is hould be the sixth column of the EXCEL sheet. It is the name of the card layout in card layout traine does not make sure whole column is empty. No layout will be assigned if card layout in card layout page before import. No layout will be assigned if card layout name does not match with existing card layout names. It is though be eight column of the Excellance of the photo. Photo Albuma number of the card layout. It is the name of the photo. Photo with the card layout name and the phot			
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