

STEP
03

PRINTED ID CARDS

DATA IMPORT



Based on your requirements, we'll create a spreadsheet or CSV file for you to complete. Return this file and we'll extract the data into our systems.

What We Need From You:

Your Staff Data:

Simply fill in the spreadsheet or CSV file that we will provide with all the data for you team.

This might include:

- Forename
- Surname
- Job Title

Or any other data points that you want displayed on your ID cards

Image Filenames:

If you already have photos of your team, we'll need the filenames included in the data capture spreadsheet/CSV file.

