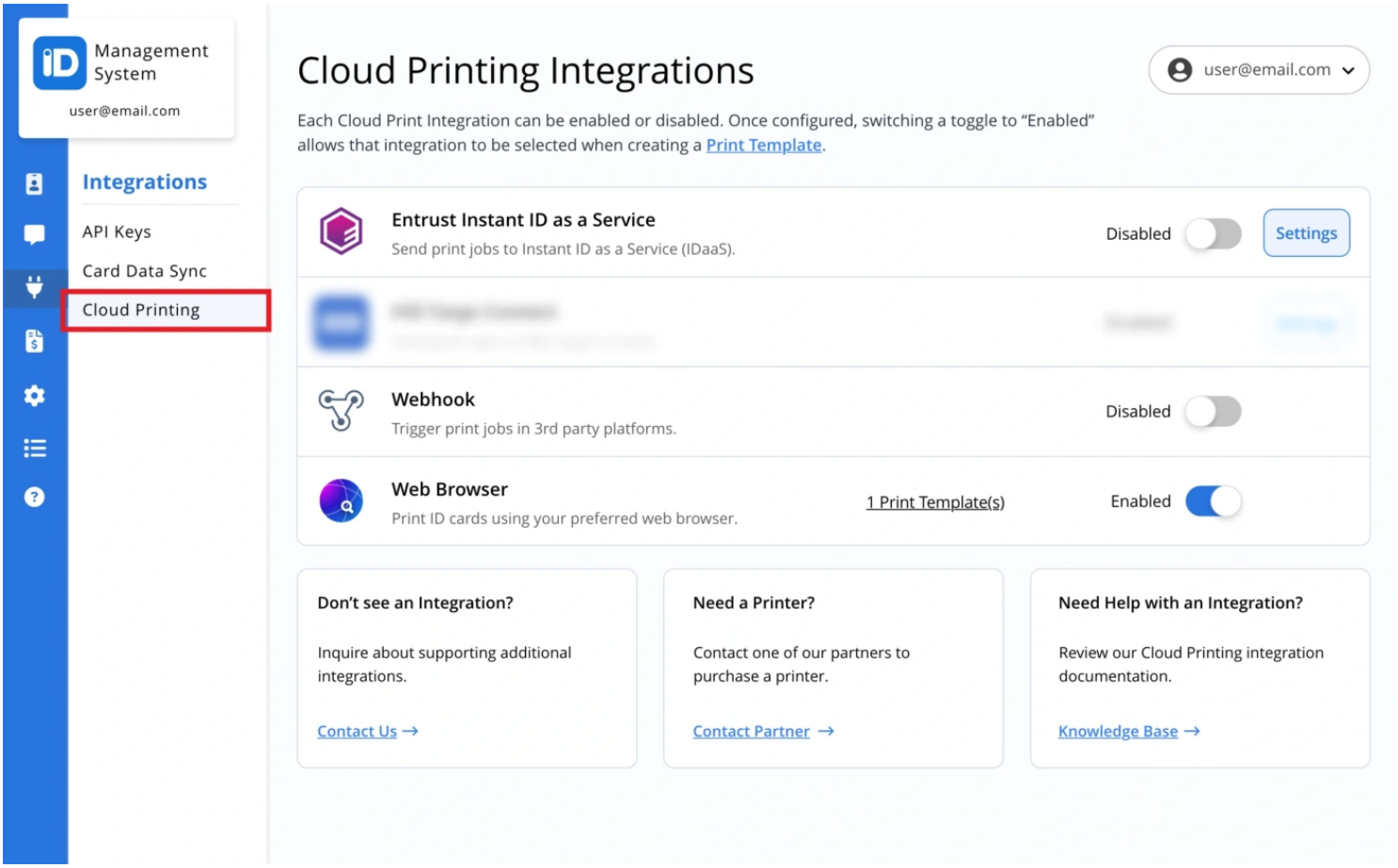
Entrust Instant ID as a Service + ID123 Card Design Integration Guide

Integrations · https://www.id123.io/knowledgebase/entrust-idaas-id123-card-design-integration-guide/

Important: You must have created at least one digital card template in your account with your desired card fields. If you need assistance creating a digital card template, you can reference the Creating a New Card Template Knowledge Base Article. The fields on your digital card template will later be used to create your print template design. You can also download the PDF Guide here.

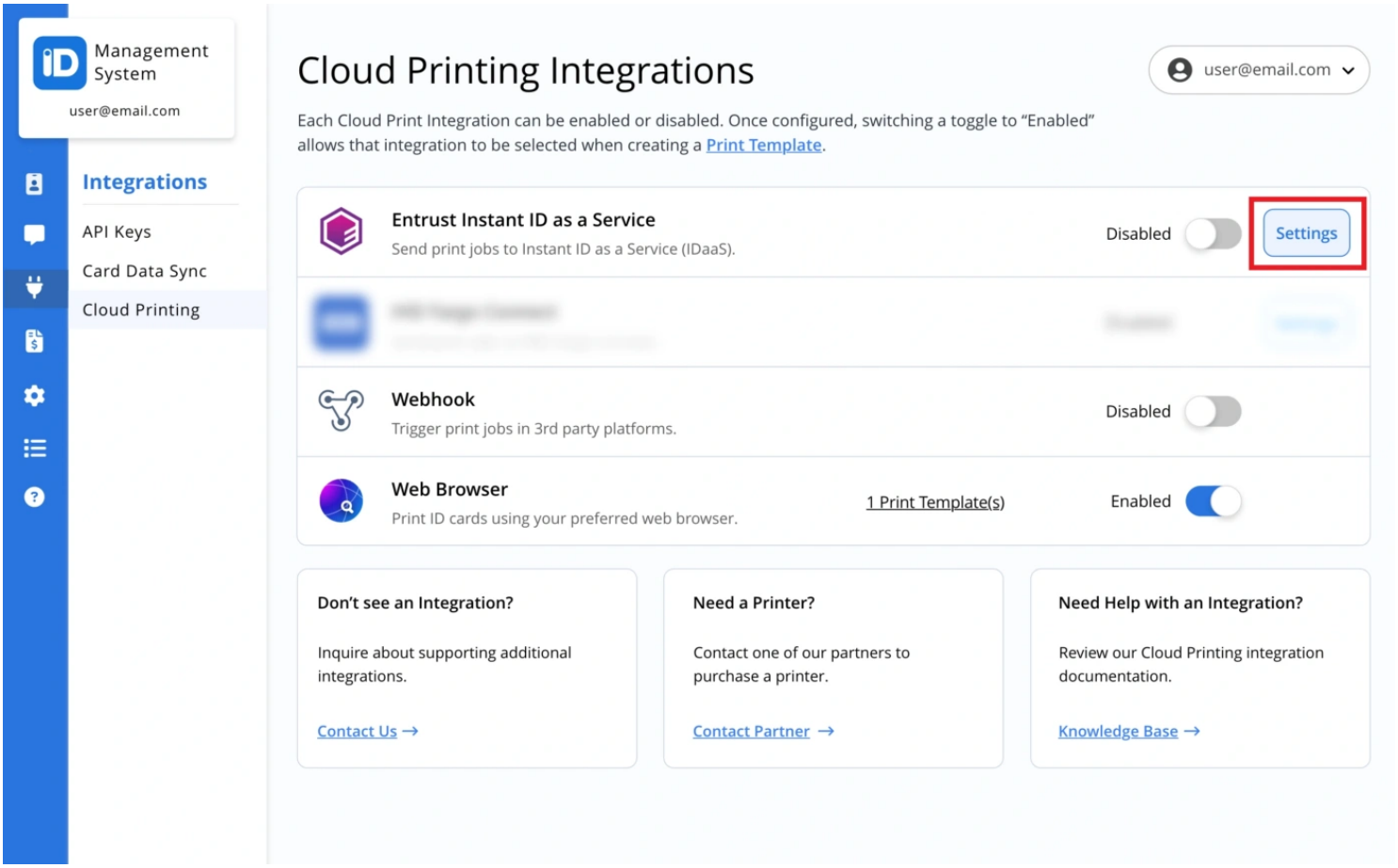
Step 1: Navigate to Cloud Printing Menu

When you are ready to configure your Entrust Instant ID as a Service (IIDaaS) integration, navigate to the “Cloud Printing” page under the “Integrations” menu.



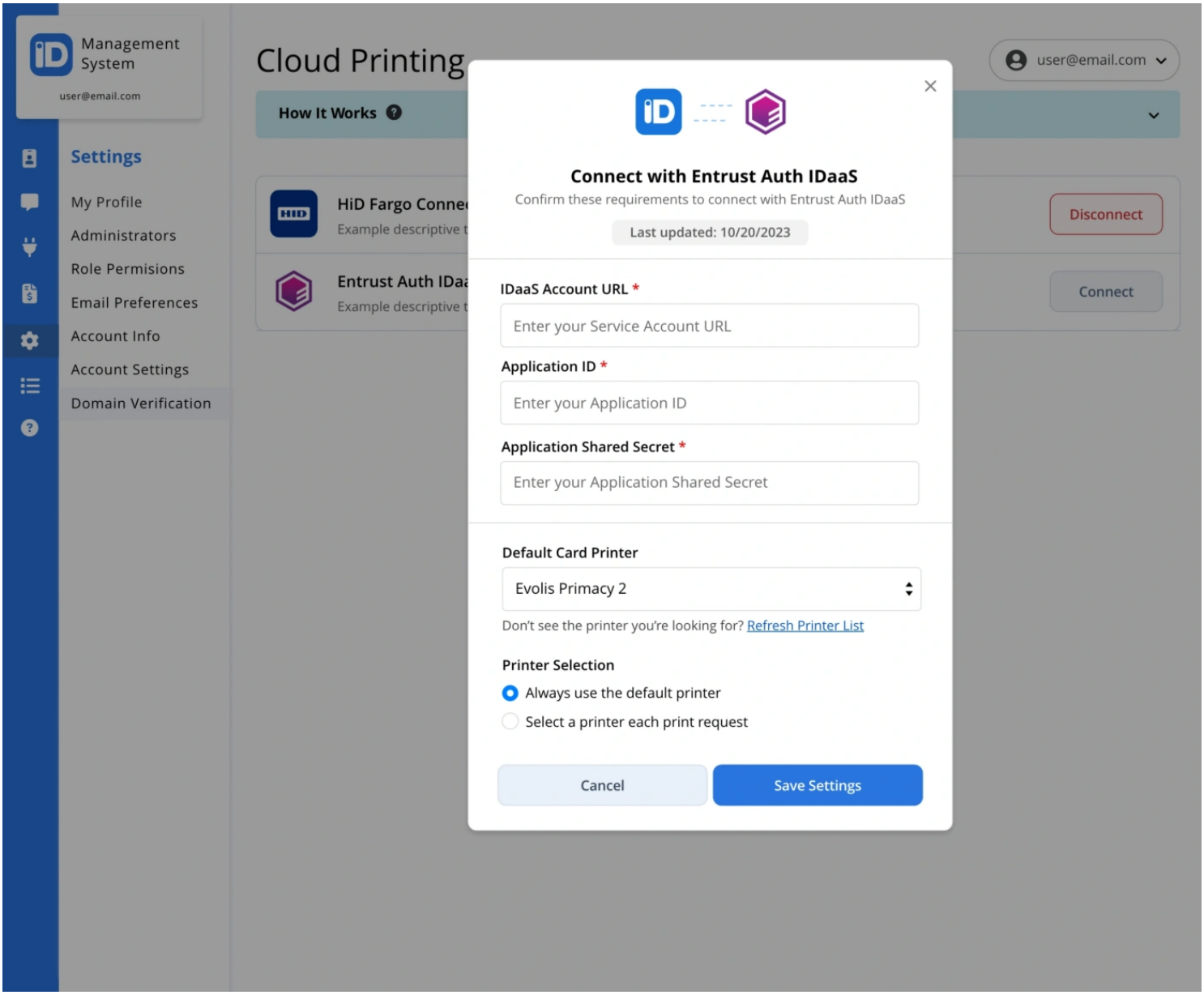
Step 2: Click the "Settings" button next to Entrust Instant ID as a Service

Navigate to the "Entrust Instant ID as a Service" integration and click the "Settings" button to configure the connection setting to IIDaaS.



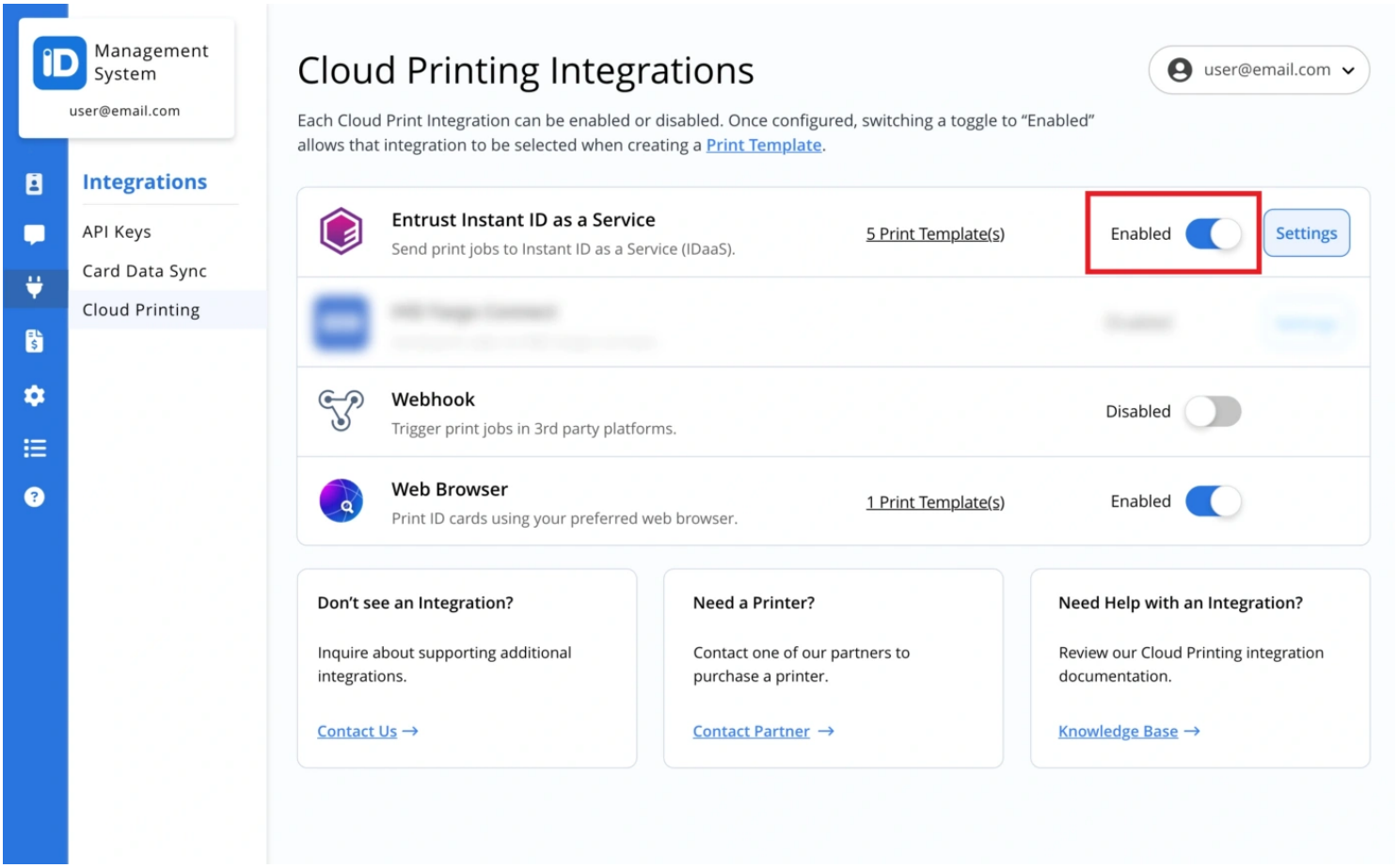
Step 3: Configure your Connection

Configure your connection settings to IIDaaS by entering your IIDaaS Account URL, Application ID, and Application Shared Secret, selecting your default card printer to use with IIDaaS, and choosing whether to always use the default printer or select a printer each time you print a card. When you are done, click the "Save Settings" button.



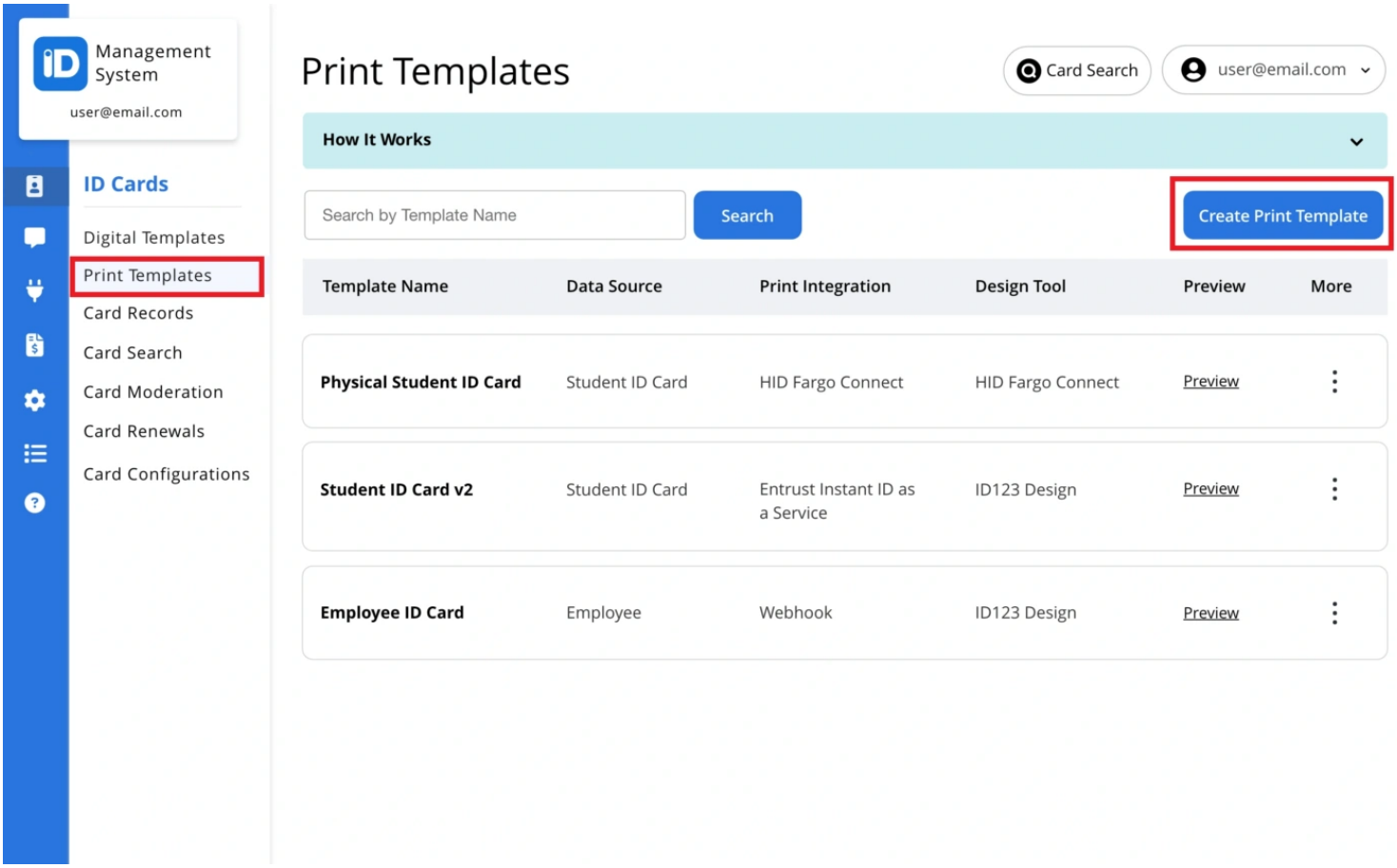
Step 4: Enable the Integration

Enabled the IIDaaS integration by clicking the toggle next to the “Settings” button.



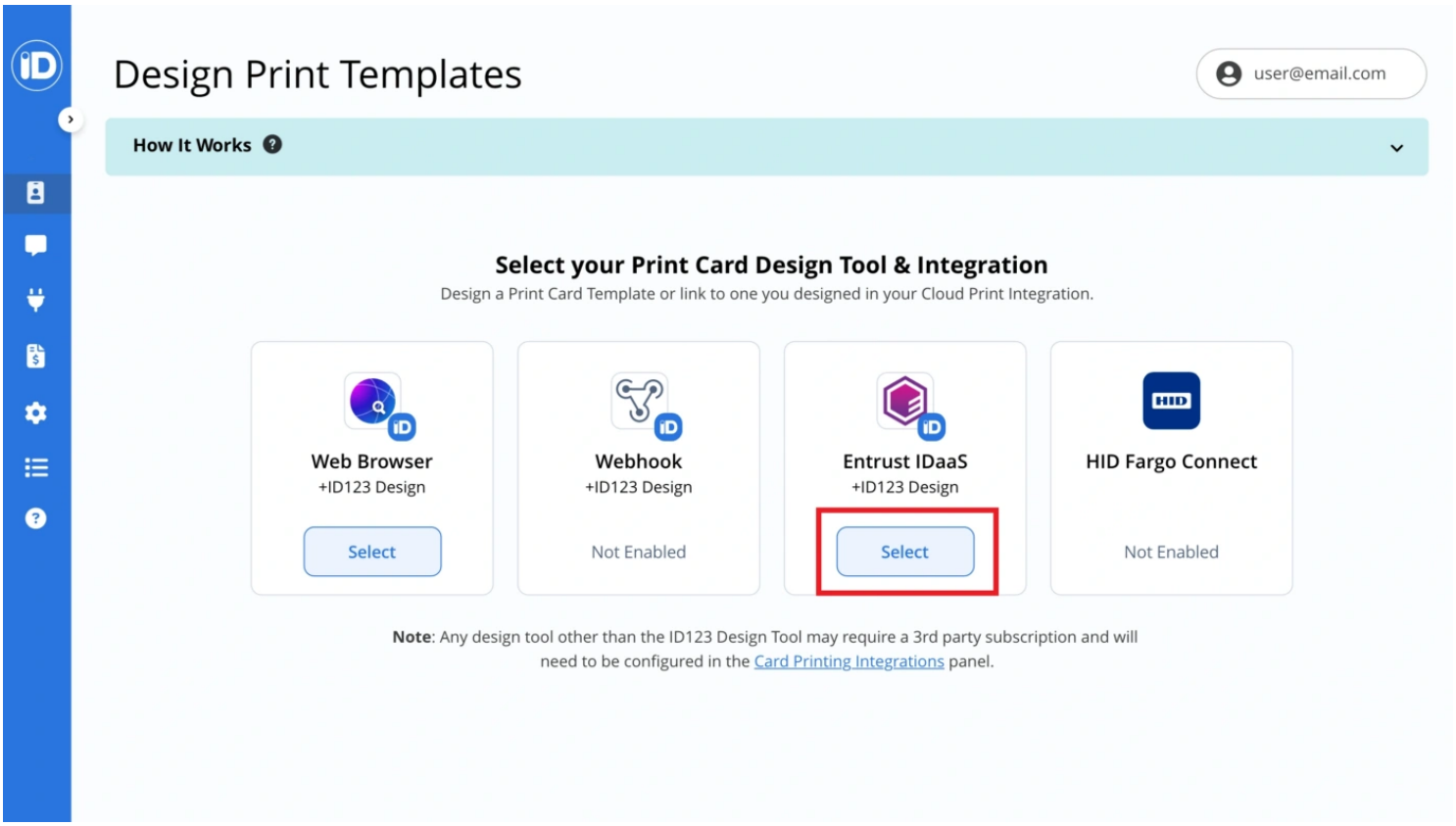
Step 5: Create a Print Template

Navigate to the "Print Templates" page under the ID Cards left menu and click the "Create Print Template" button in the top right corner of your page.



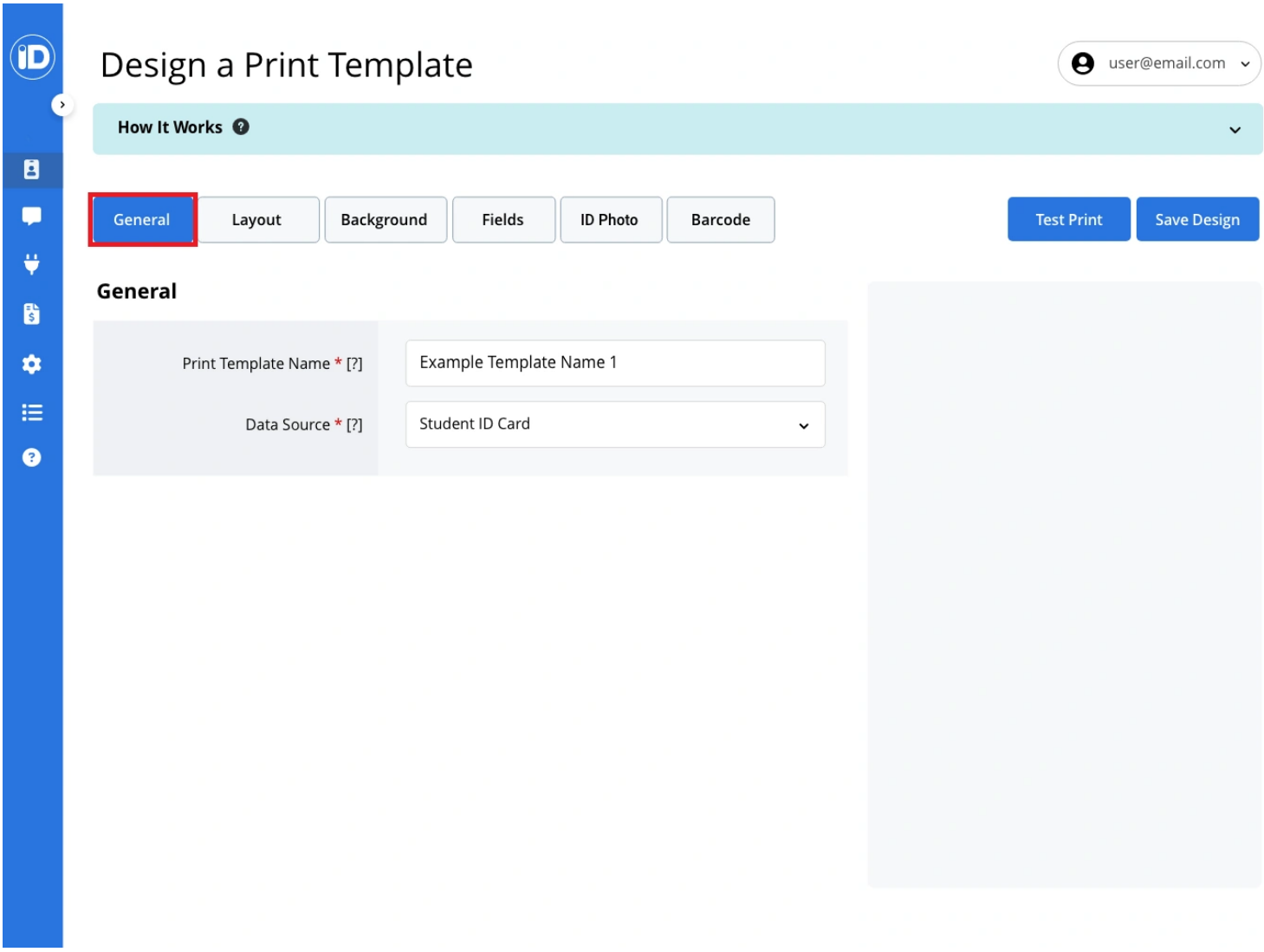
Step 6: Select “Entrust Instant ID as a Service + ID123 Design”

Select the “Entrust Instant ID as a Service + ID123 Design” design tool and integration.



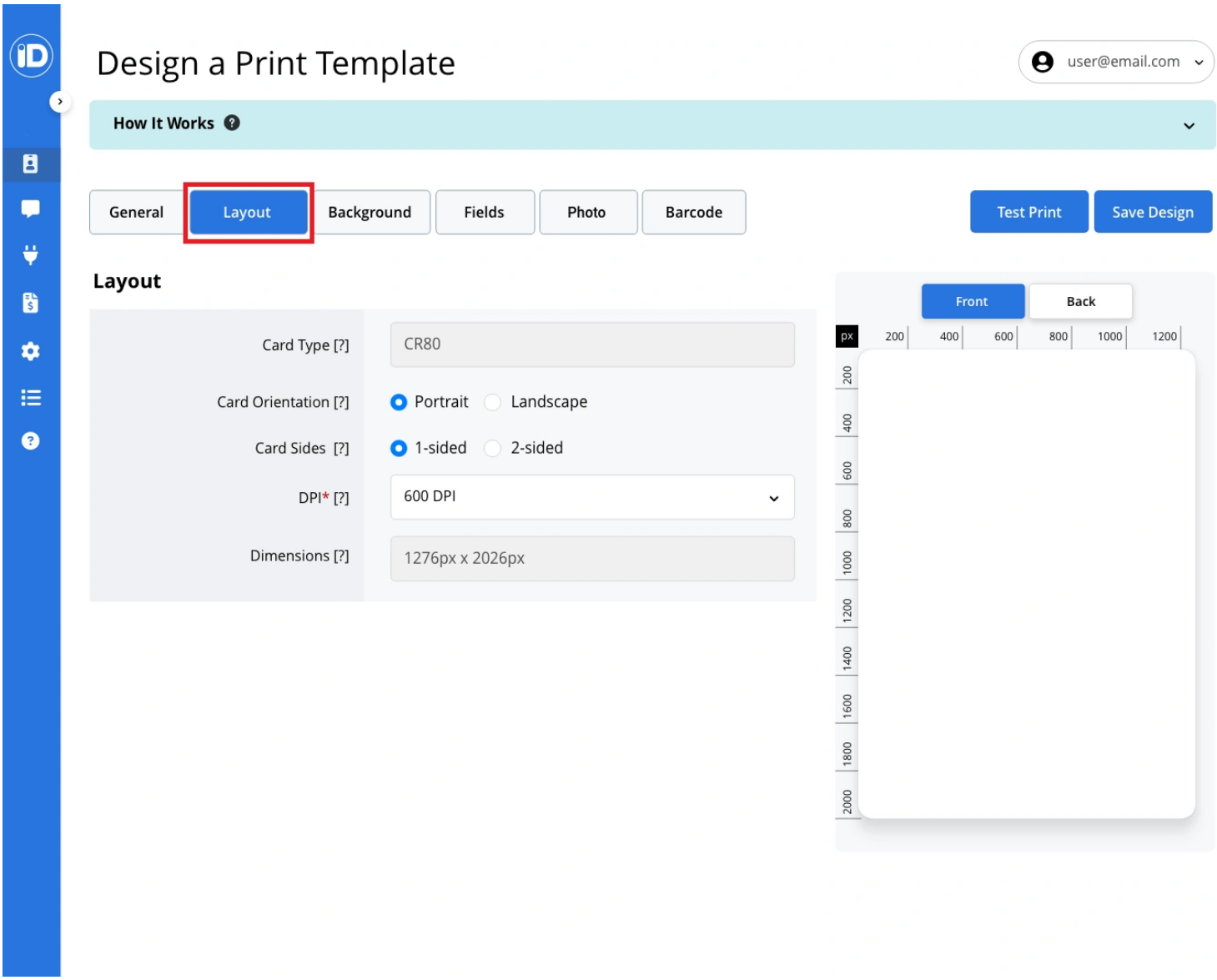
Step 7: Configure Print Template

Under the “General” tab, enter a name for your print template and select a data source to use with your print template. The data source will determine which ID123 digital card template fields are used as the basis for designing your print template. The data source can be changed after being selected but will reset any mapped fields to the print template.



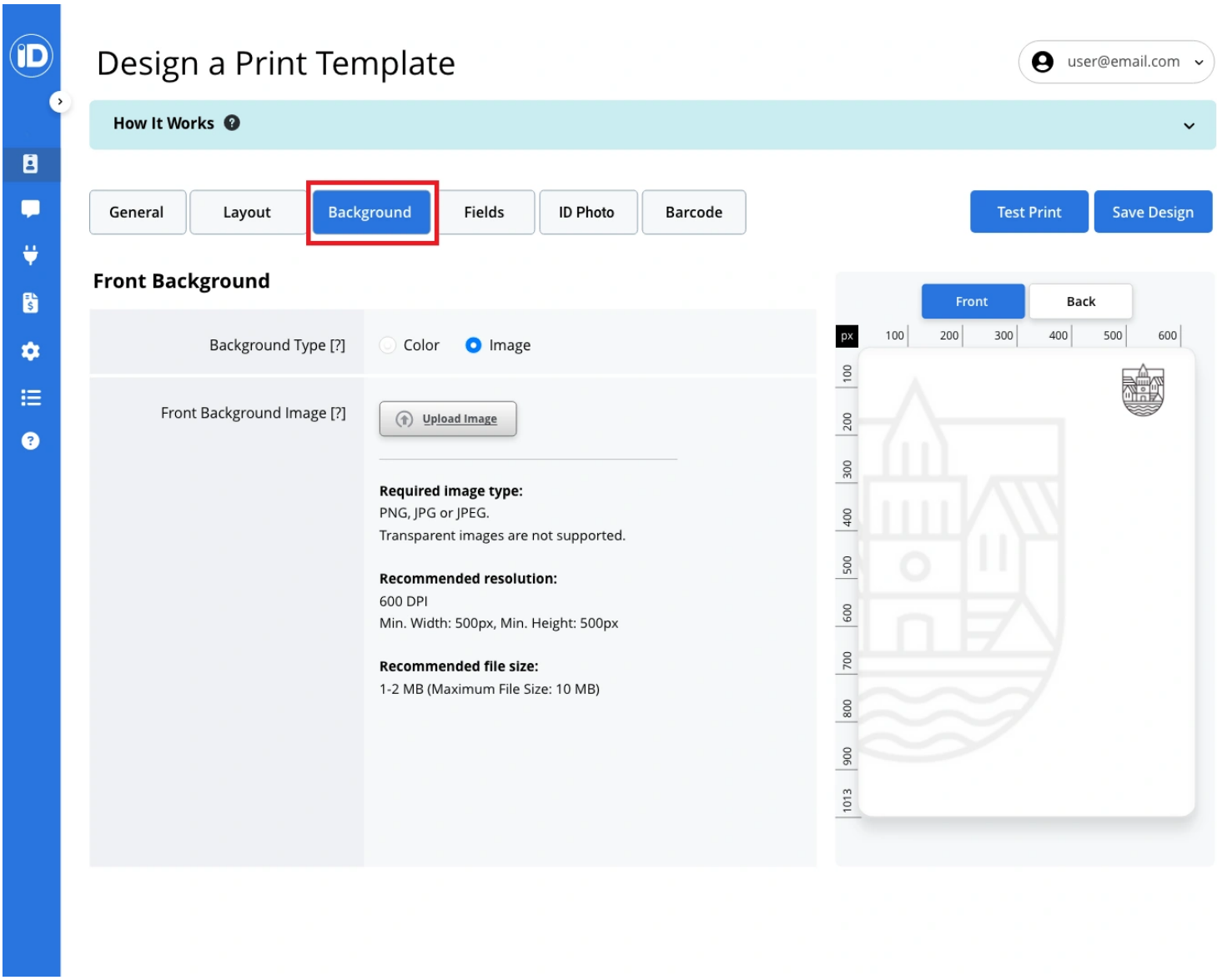
Step 8: Layout

Under the “Layout” tab, select your card orientation, whether you want a one or two-sided card and the DPI (dots per inch) resolution you would like to design your print template in.



Step 9: Background

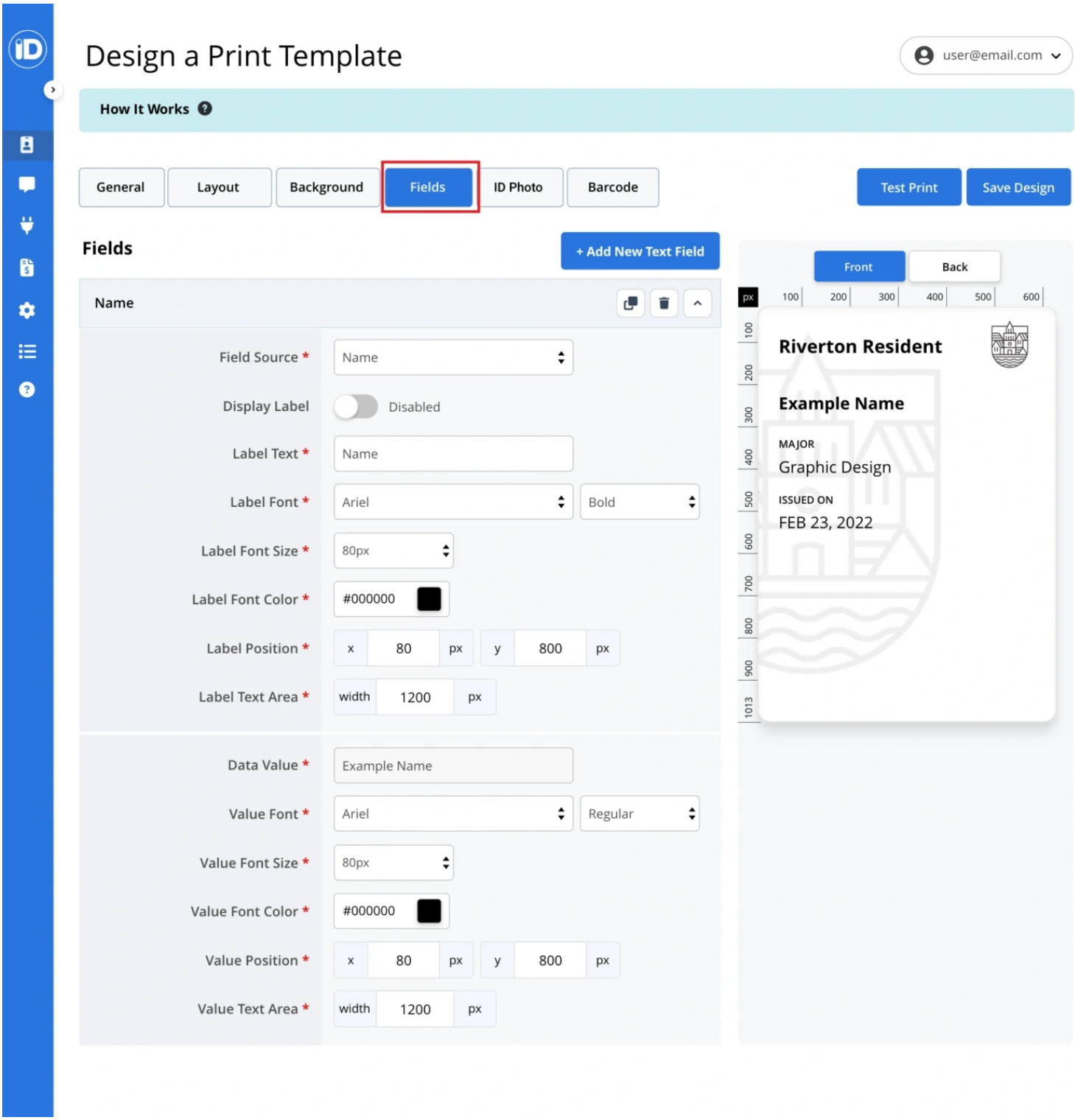
Under the “Background” tab, select a background type for your print template. When choosing a background color, select a color from the color picker for the template background. When choosing a background image, upload a background image according to the provided guidelines. If designing a two-sided card you can toggle between the “Front” and “Back” of the design at the top of the template preview.



Step 10: Fields

Under the “Fields” tab, select the fields from your data source that will be displayed on your print template. You can click the “Add New Text Area” button located at the top of the page to add additional fields from your data source to the print template design. Fields can be added to the front or back of the design by switching between the “Front” and “Back” at the top of the template preview.

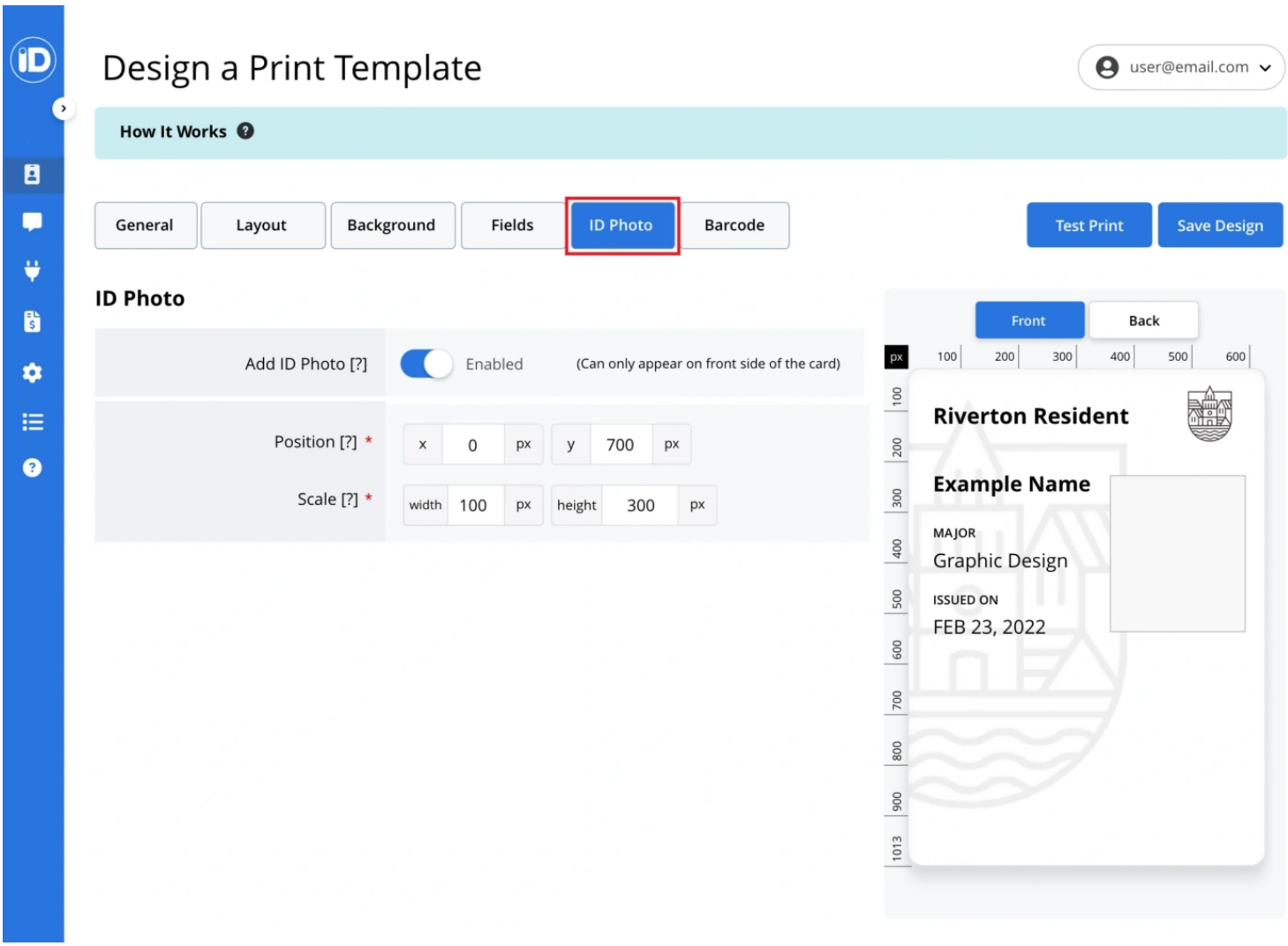
If you need a more in-depth guide on how to add fields to your print template, you can reference the How to Customize a Print Template Knowledge Base Article.



Step 11 (Optional): ID Photo

Under the “ID Photo” tab, select if you would like an ID photo displayed on your print template. ID photos can only be displayed on the front of the print template designs.

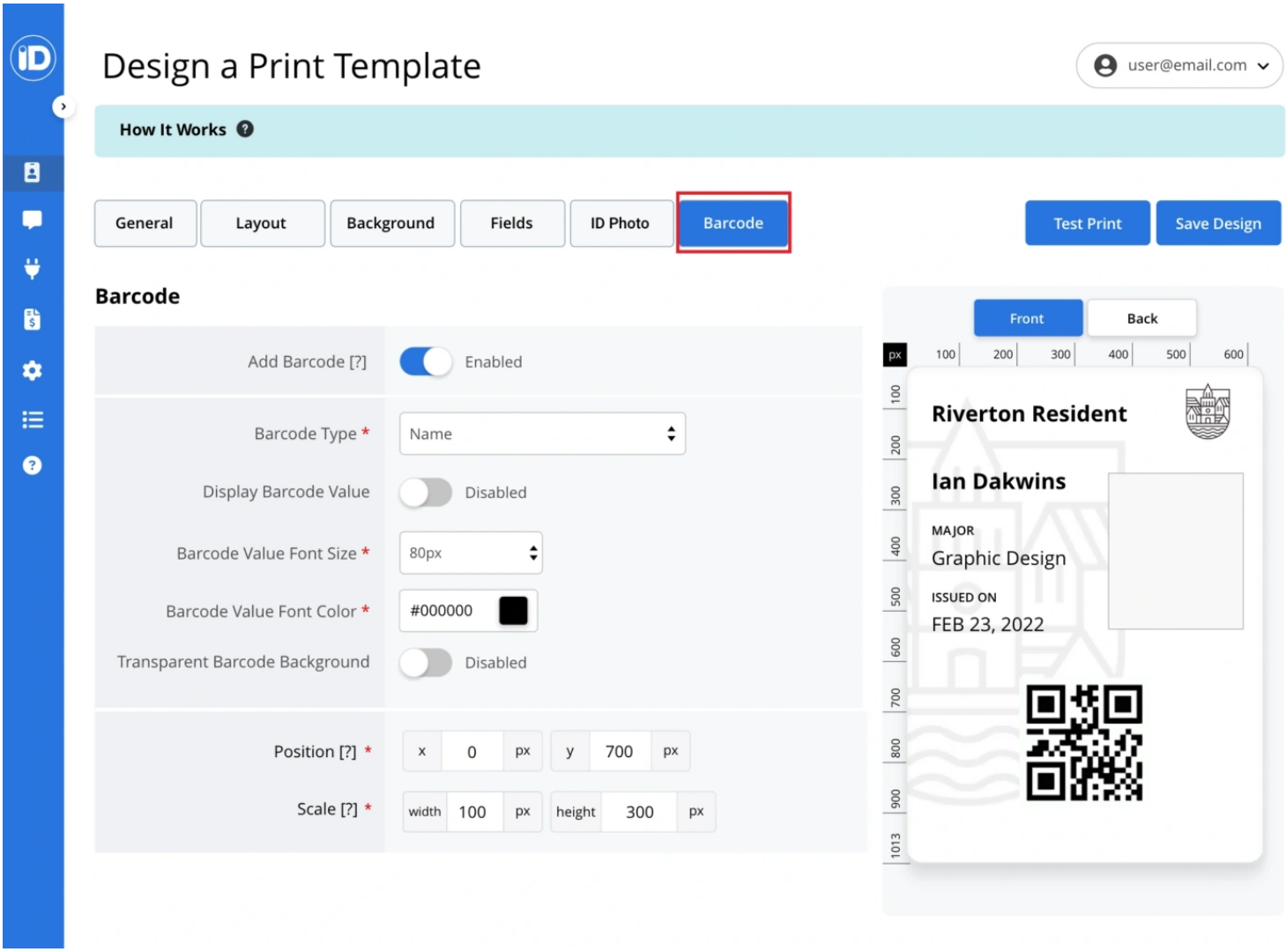
If you need a more in-depth guide on how to add an ID photo to your print template, you can reference the How to Customize a Print Template Knowledge Base Article.



Step 12 (Optional): Barcode

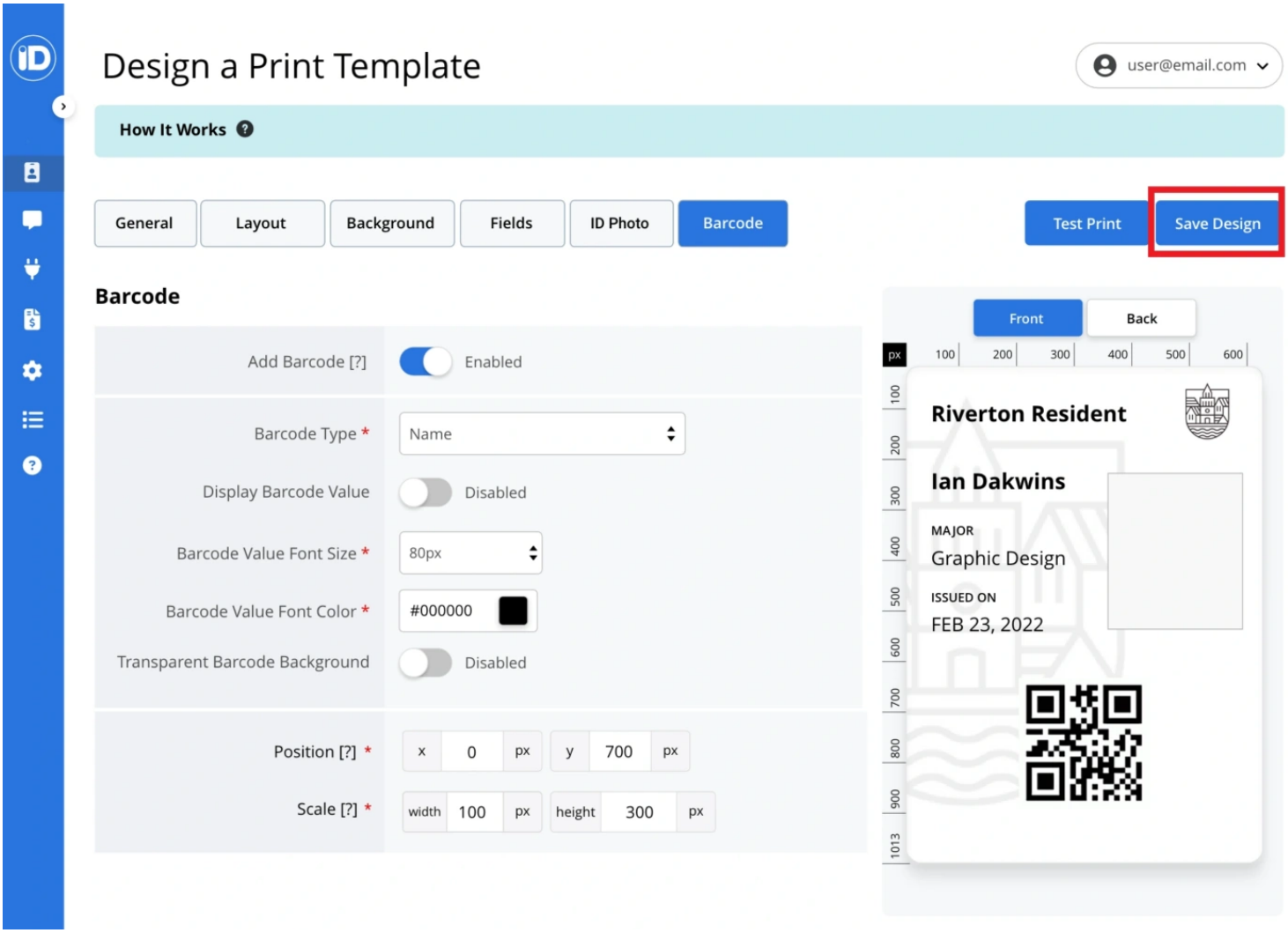
Under the “Barcode” tab, select if you would like an ID photo displayed on your print template. ID photos can only be displayed on the front of the print template designs.

If you need a more in-depth guide on how to add a barcode to your print template, you can reference the How to Customize a Print Template Knowledge Base Article.



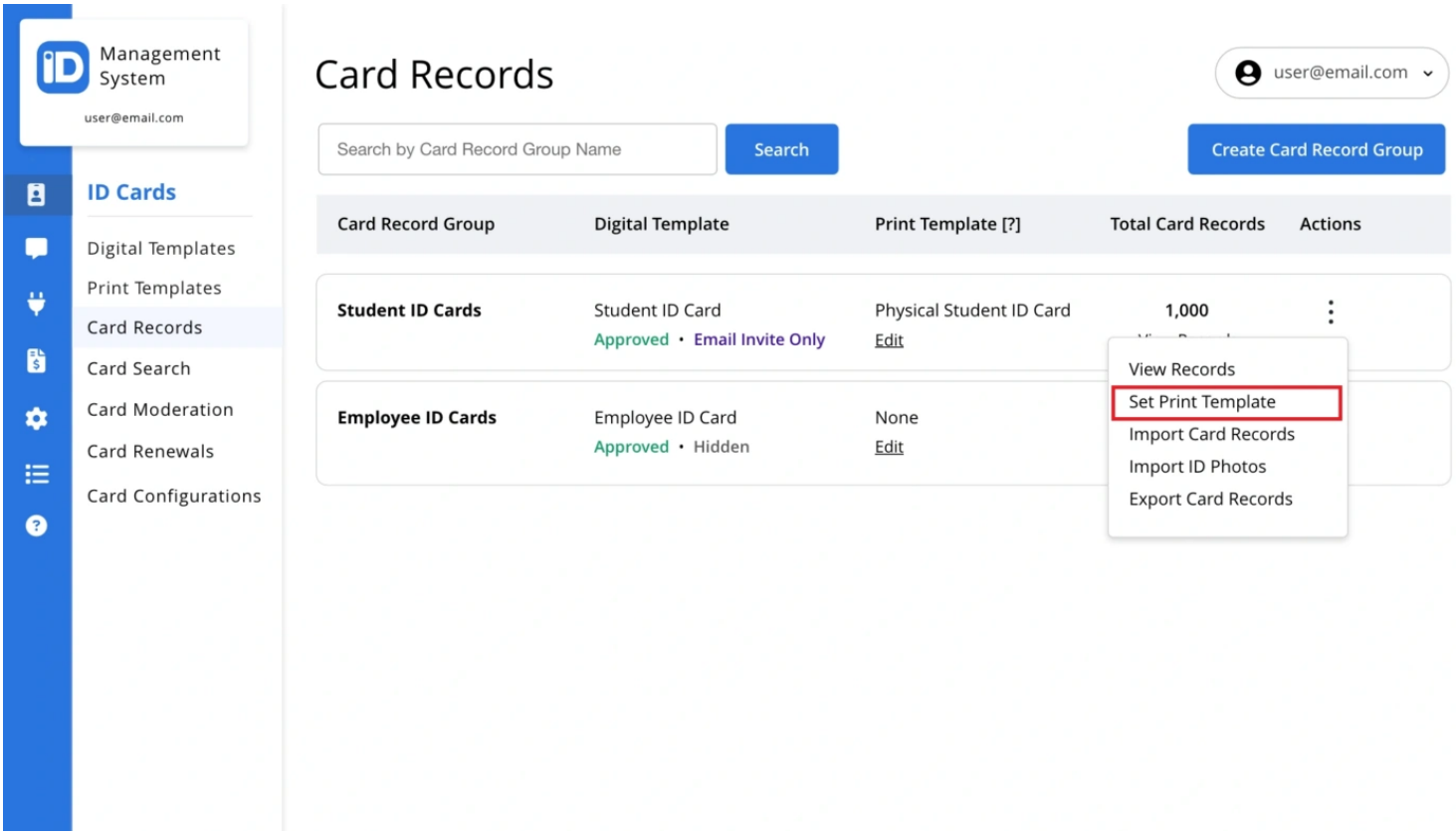
Step 13: Save Design

If needed you can add card records to your card record group one-by-one or in bulk. If you need assistance adding card records to your card record group, you can reference the Importing New Card Records in Bulk via CSV or Adding Card Records One by One knowledge base articles.



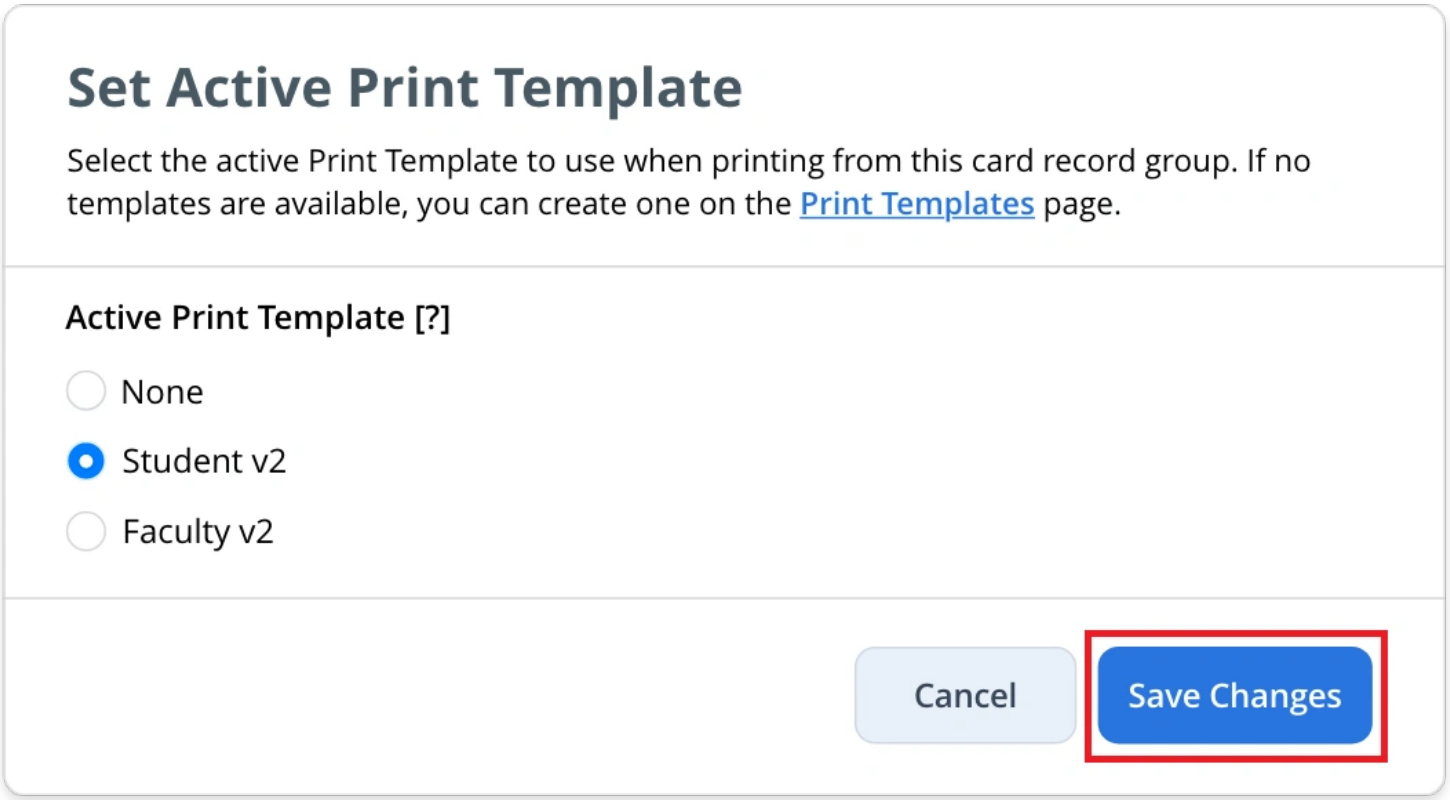
Step 14: Set a Print Template

Navigate to the 'Card Records' page under the 'ID Cards' menu and select the 'Set Print Template' option under the 'Actions' Menu next to the card record group you want to set a print template for.



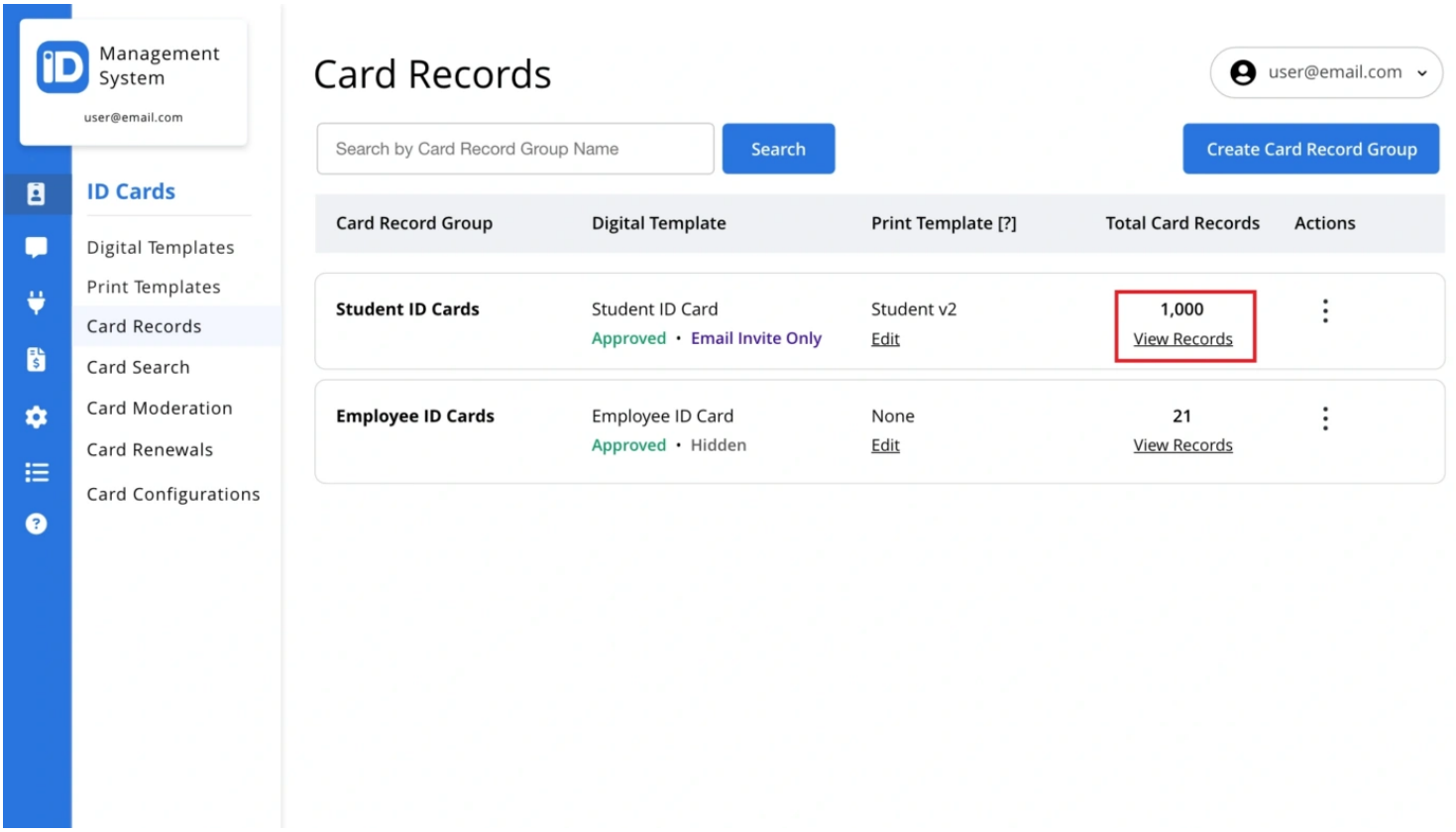
Step 15: Select a Print Template

In the “Set Active Print Template” popup select the print template you wish to use with your card record group. You can only have one print template active with a card record group at a time. When you are finished, click the “Save Changes” button.



Step 16: View Records

Navigate back to the “Card Records” page under the “ID Card” menu and click the “View Records” link in the card record group you just assigned the print template.

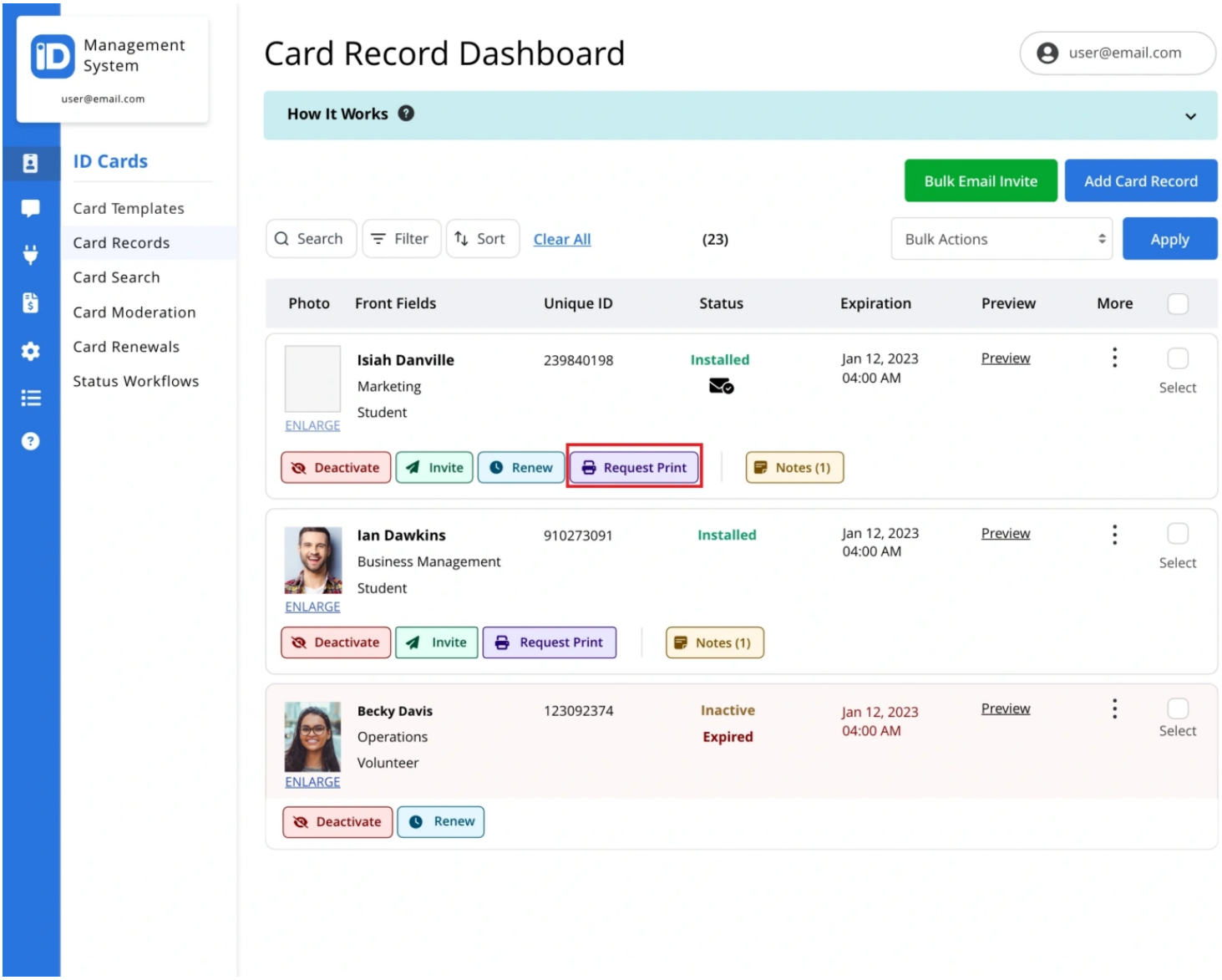


Step 17 (Optional): Add Card Records

If needed you can add card records to your card record group one-by-one or in bulk. If you need assistance adding card records to your card record group, you can reference the Importing New Card Records in Bulk via CSV or Adding Card Records One by One knowledge base article.

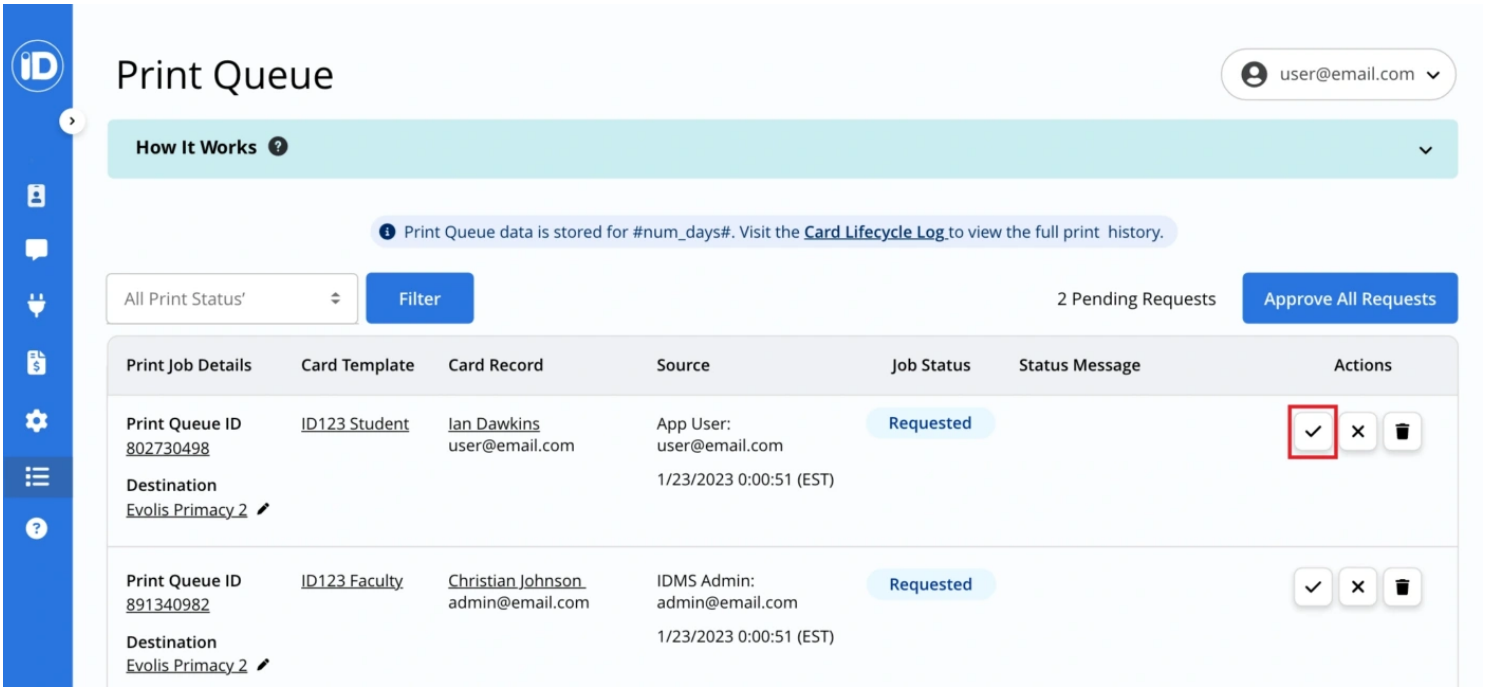
Step 18: Request Print

Once you are on the “Card Record Dashboard”, click the “Request Print” button next to the desired card record you want to print.



Step 19: Print Queue

If needed you can navigate to the “Card Print Queue” page under the “ID Card” menu to manage and view the status of a requested print job.


Print Queue
user@email.com
How It Works
Print Queue data is stored for #num_days#. Visit the Card Lifecycle Log to view the full print history.
All Print Status'
Filter
2 Pending Requests
Approve All Requests
Print Job Details
Card Template
Card Record
Source
Job Status
Status Message
Actions
Print Queue ID
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Destination
Evolis Primacy 2
ID123 Student
Ian Dawkins
user@email.com
App User:
user@email.com
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ID123 Faculty
Christian Johnson
admin@email.com
IDMS Admin:
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