Entrust Instant ID as a Service Integration Guide

Create advanced physical ID card designs and trigger print jobs.

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 following article.

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.

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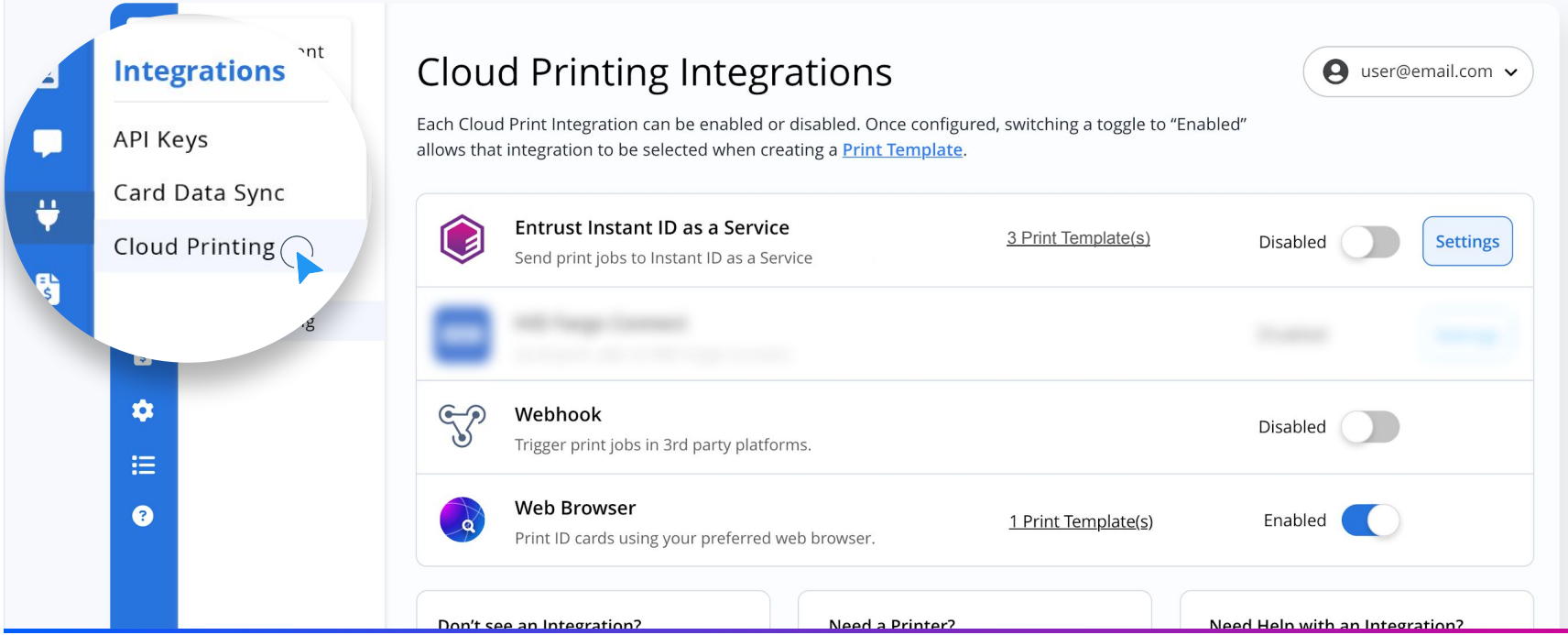
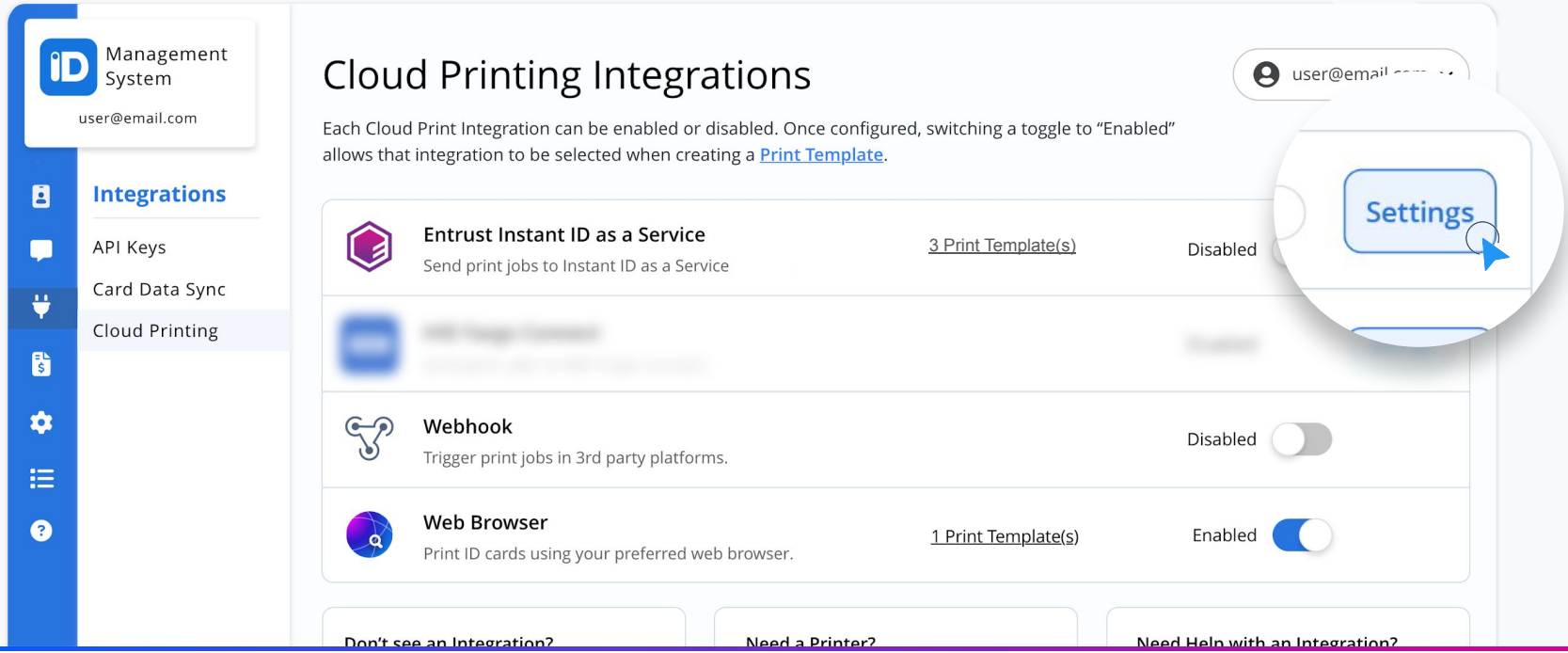
Step 1: Navigate to the 'Cloud Printing' Page

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: Select 'Settings' Button

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

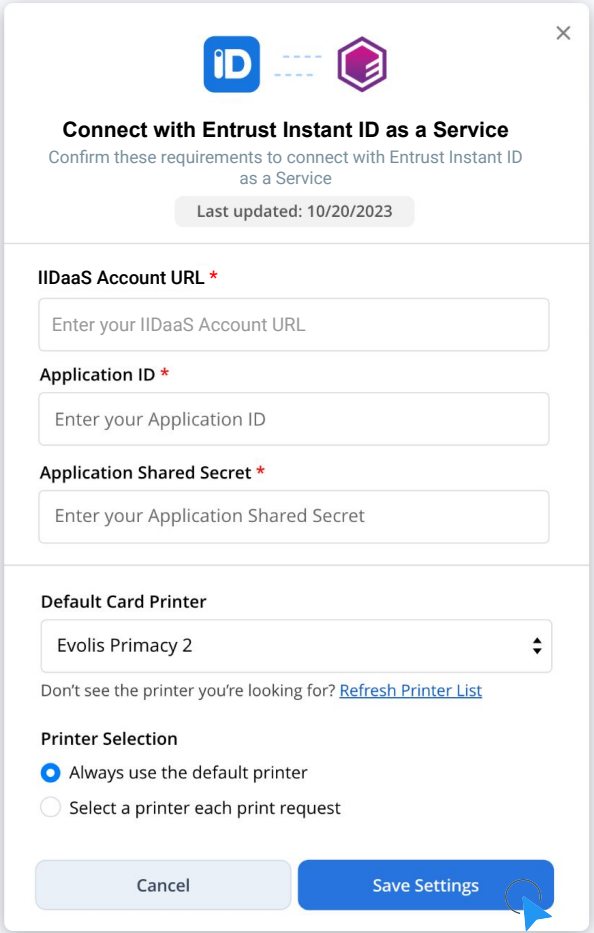


Step 3: Configure the Connection

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.

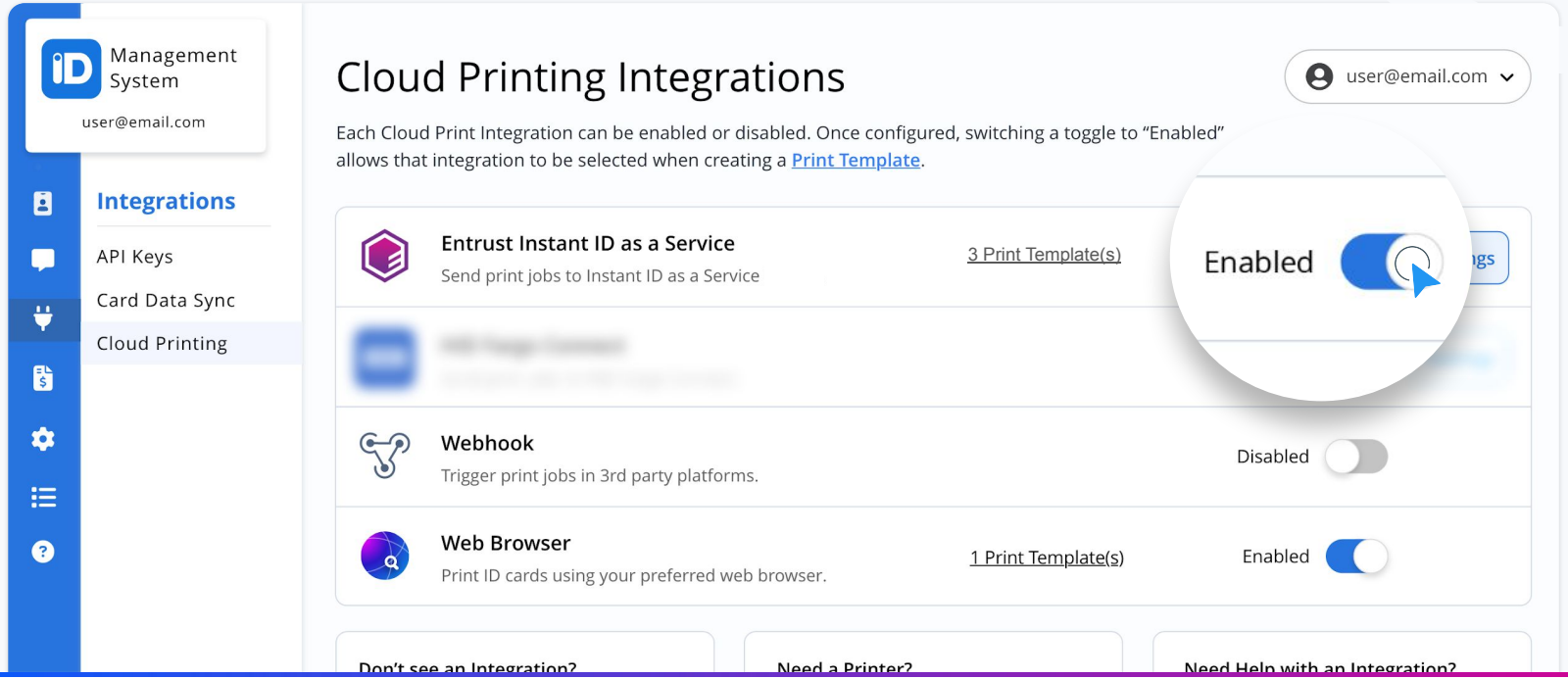
Note: If you need a in-depth guide on how to obtain your IIDaaS Account URL, Application ID, and Application Shared Secret you can reference:

How to Obtain an Account URL, Application ID, and Application Shared Secret from your Entrust IIDaaS Account Knowledge Base Article.



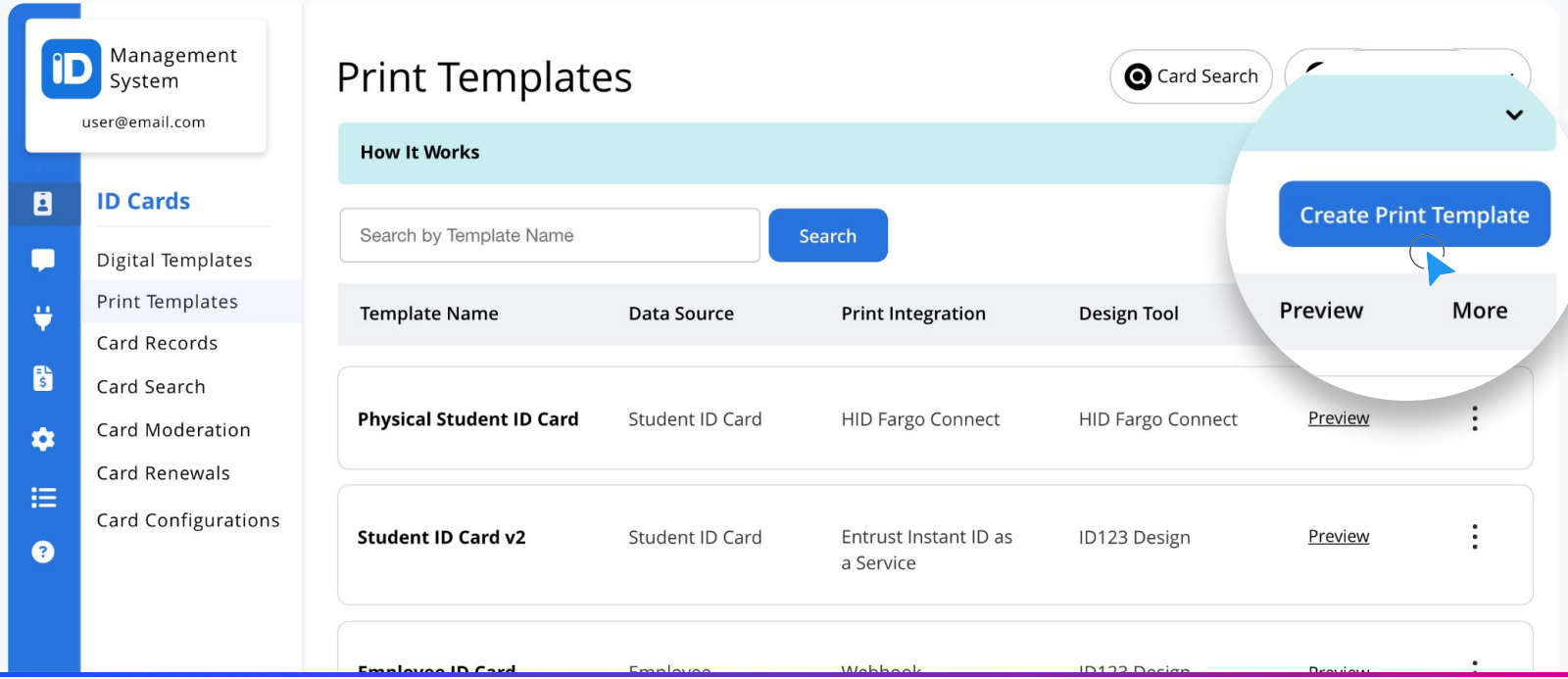
Step 4: Enable the Integration

Enable the IIDaaS integration by clicking the toggle next to the 'Settings' button.



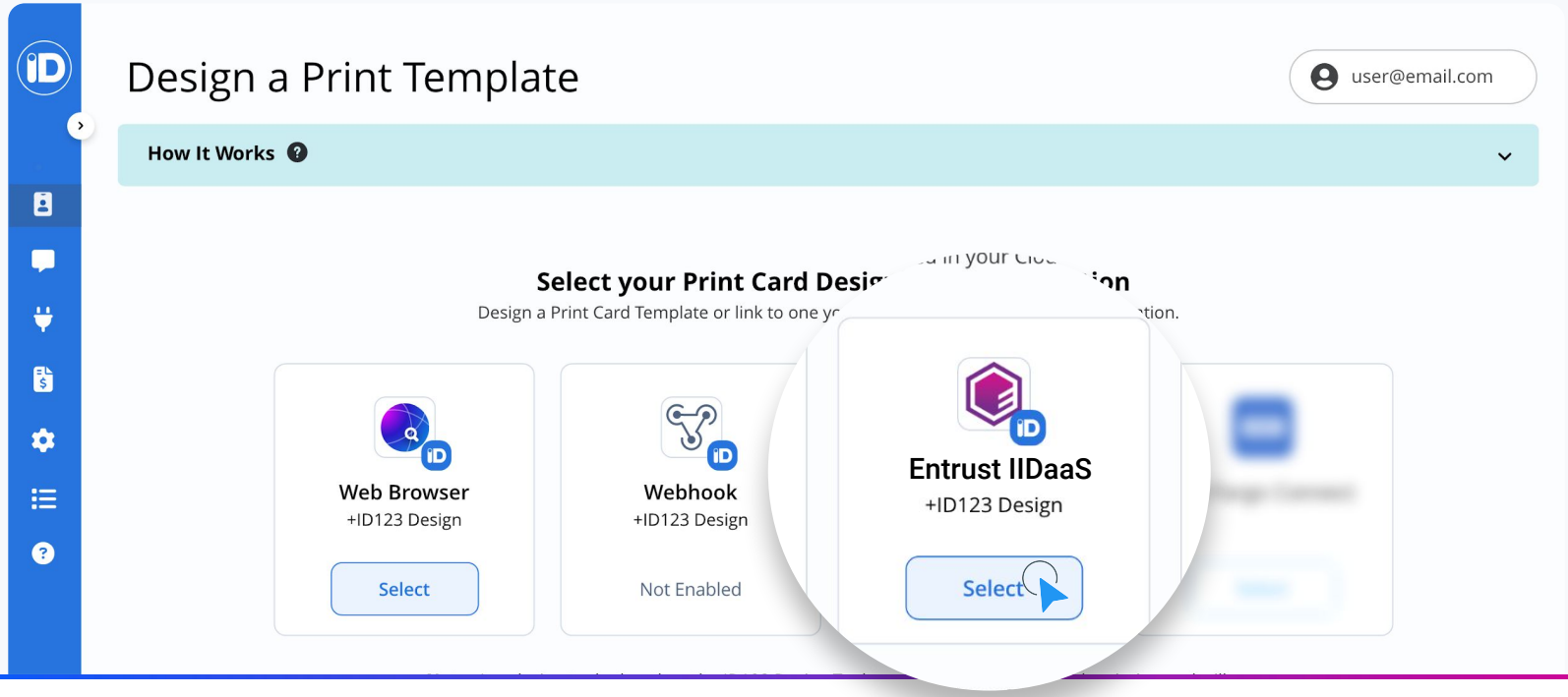
Step 5: Create a Print Template

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.



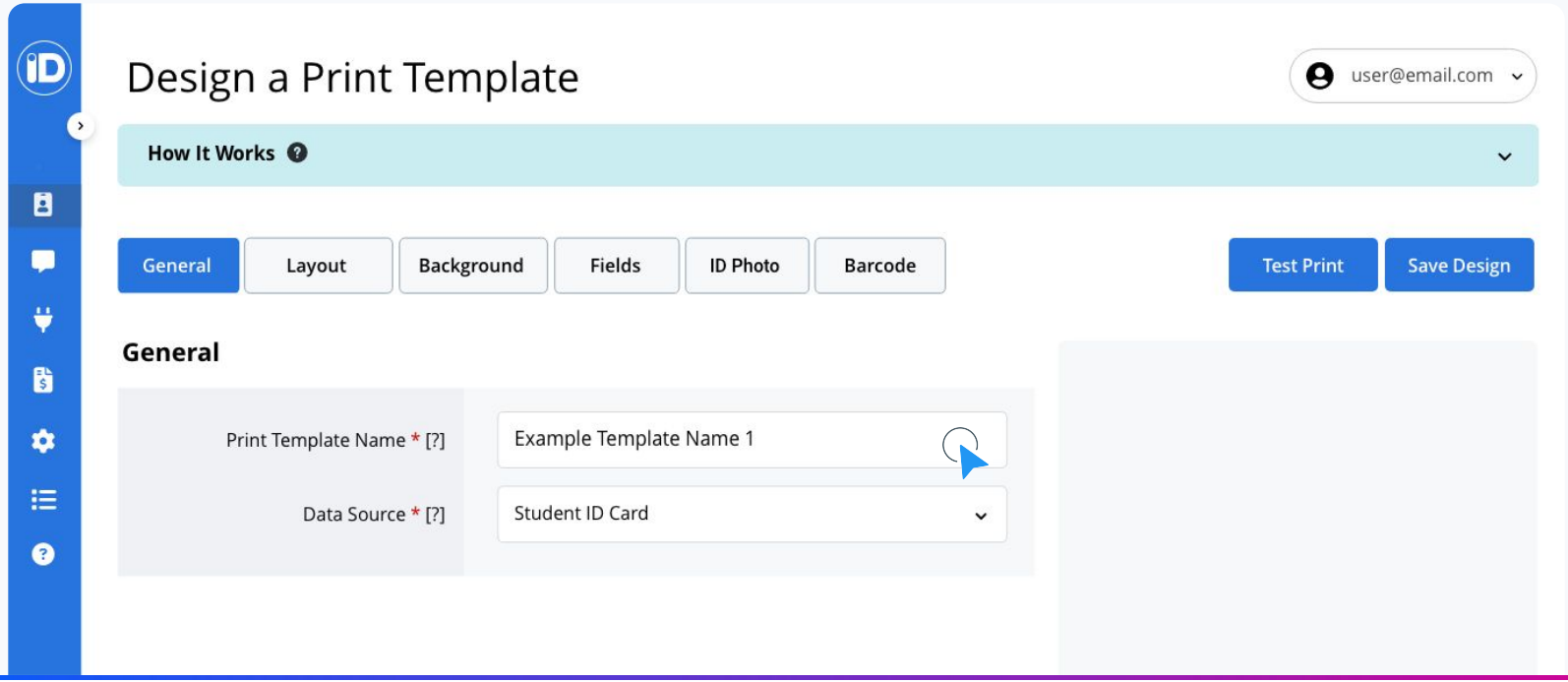
Step 6: Select 'Entrust Instant ID as a Service + ID123 Design'

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



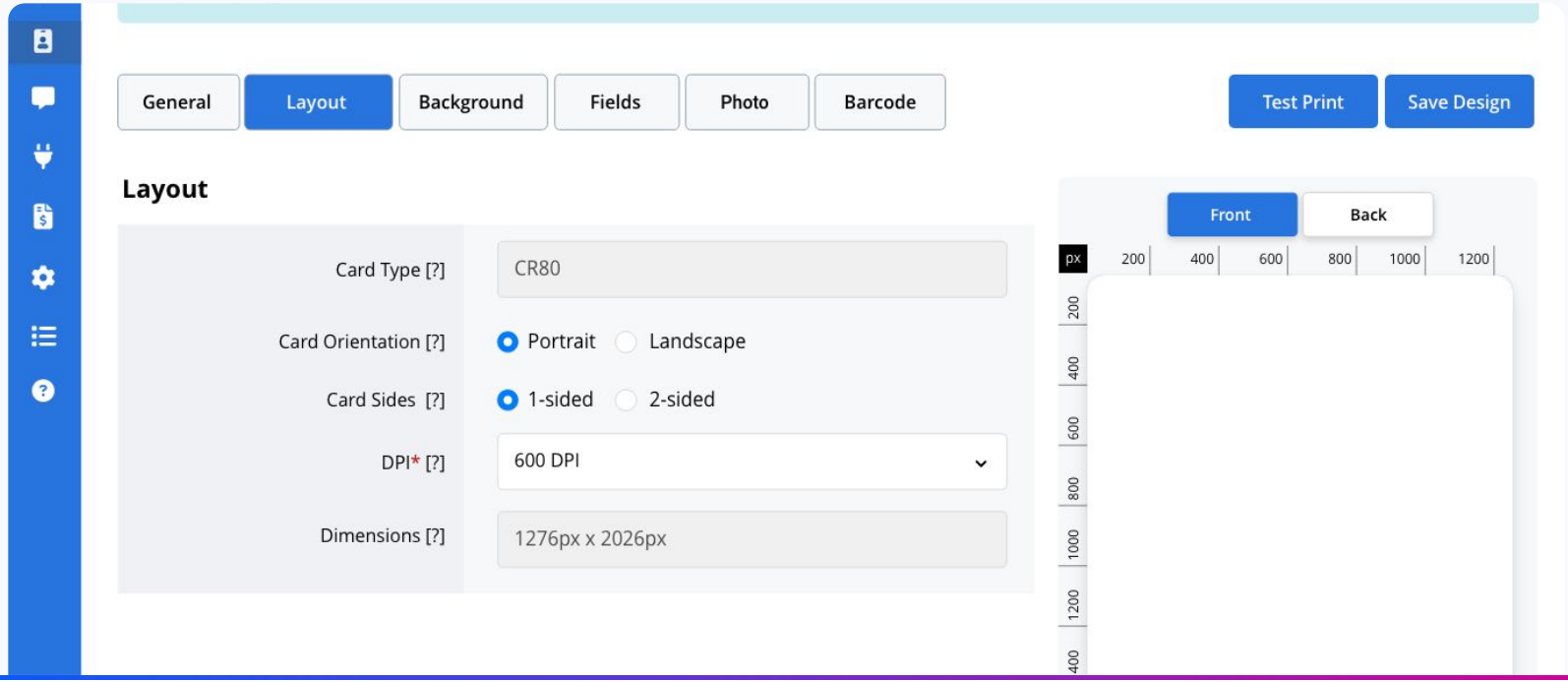
Step 7: General Settings

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.



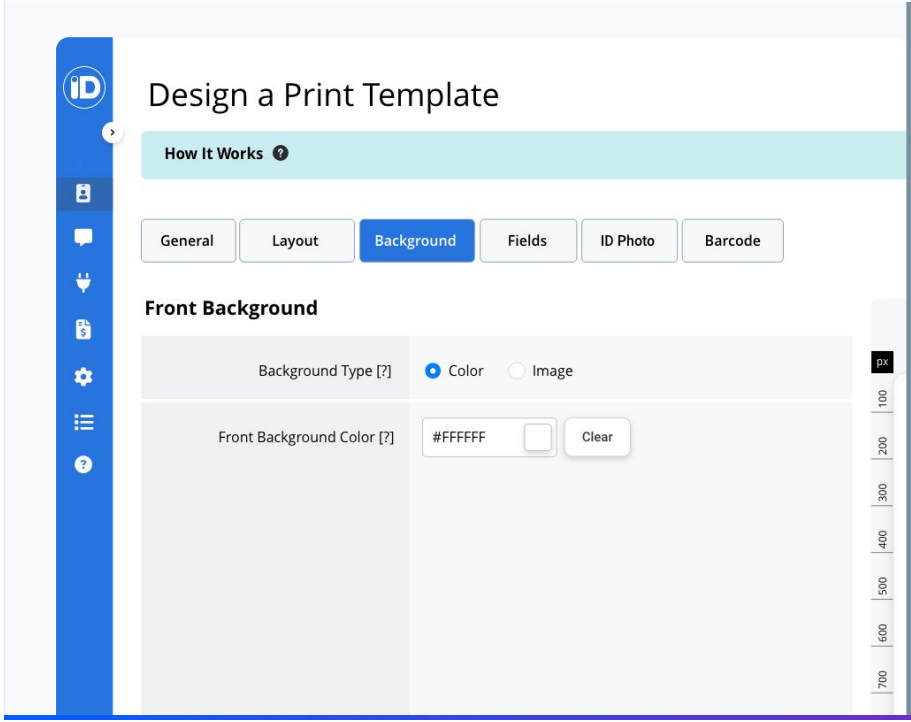
Step 8: Layout

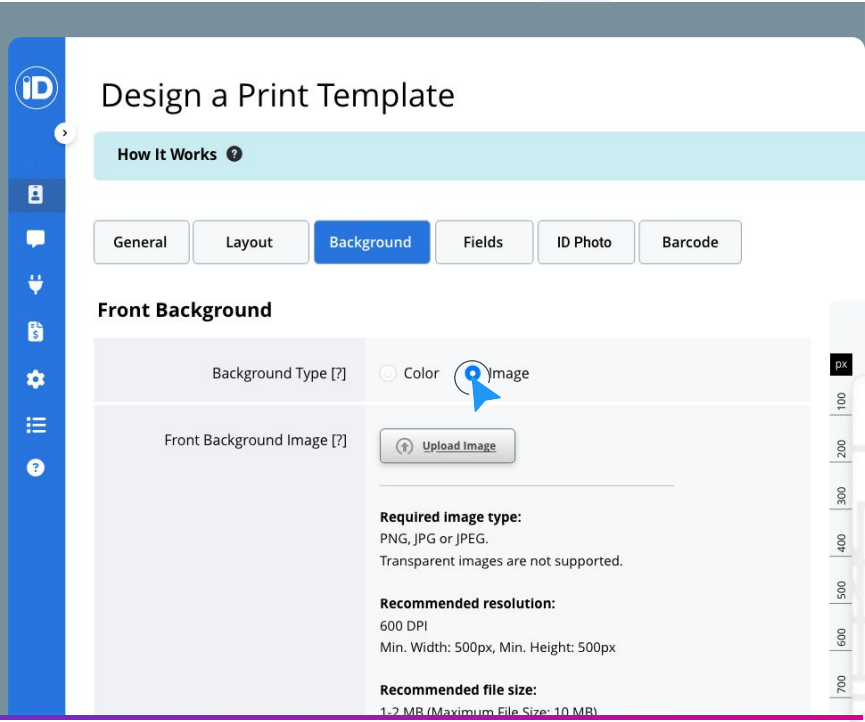
Under the 'Layout' tab, select your card orientation, whether you want a one or two-sided card and the DPI (dots per inch) resolution you would like to design your print template in.



Step 9: Background

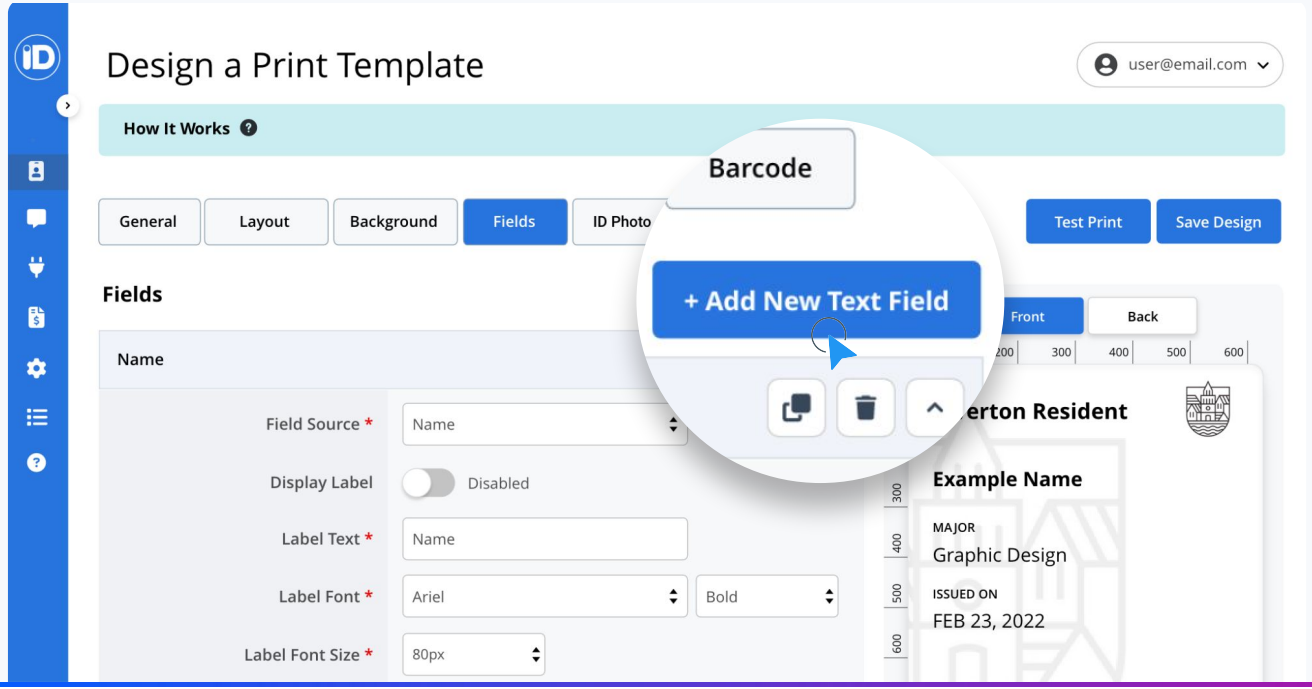
Under the 'Background' tab, select a background type for your print template. When choosing a background color, select a color from the color picker for the template background. When choosing a background image, upload a background image according to the provided guidelines. If designing a two-sided 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.



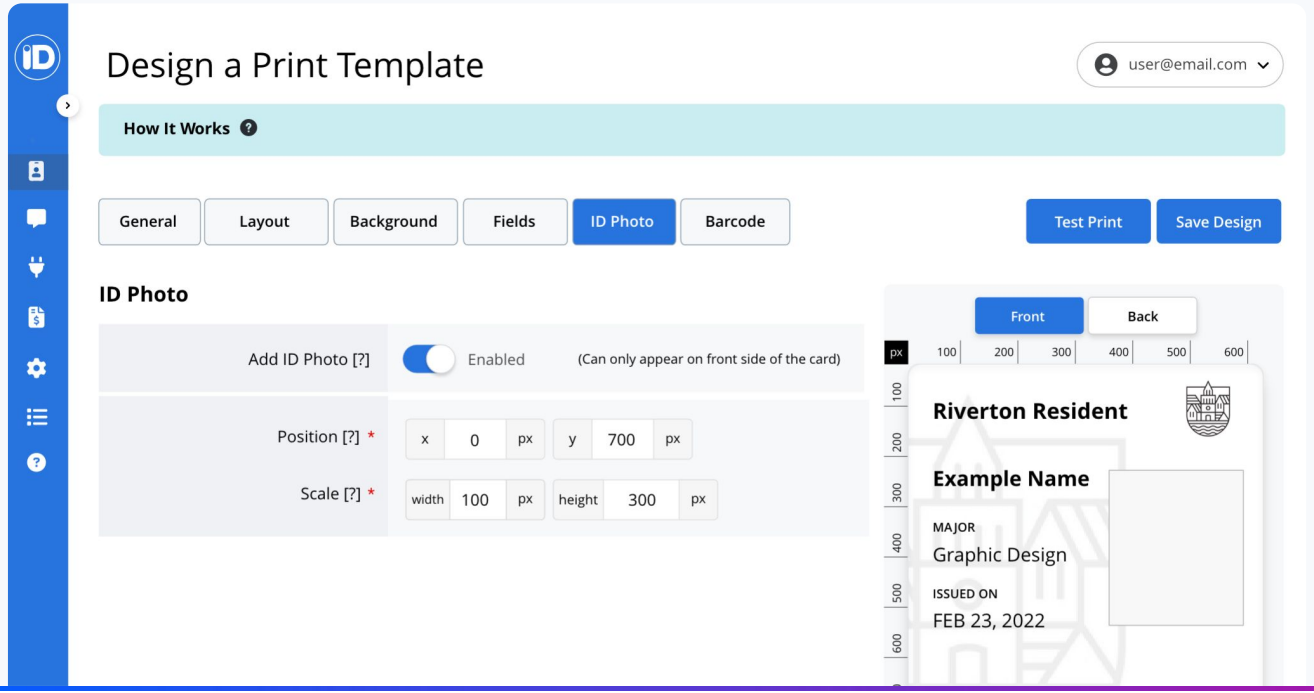
Note:

If you need a more in-depth guide on how to add fields to your print template, you can reference:

How to Customize a Print Template Knowledge Base Article.

Step 11: ID Photo (Optional)

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.



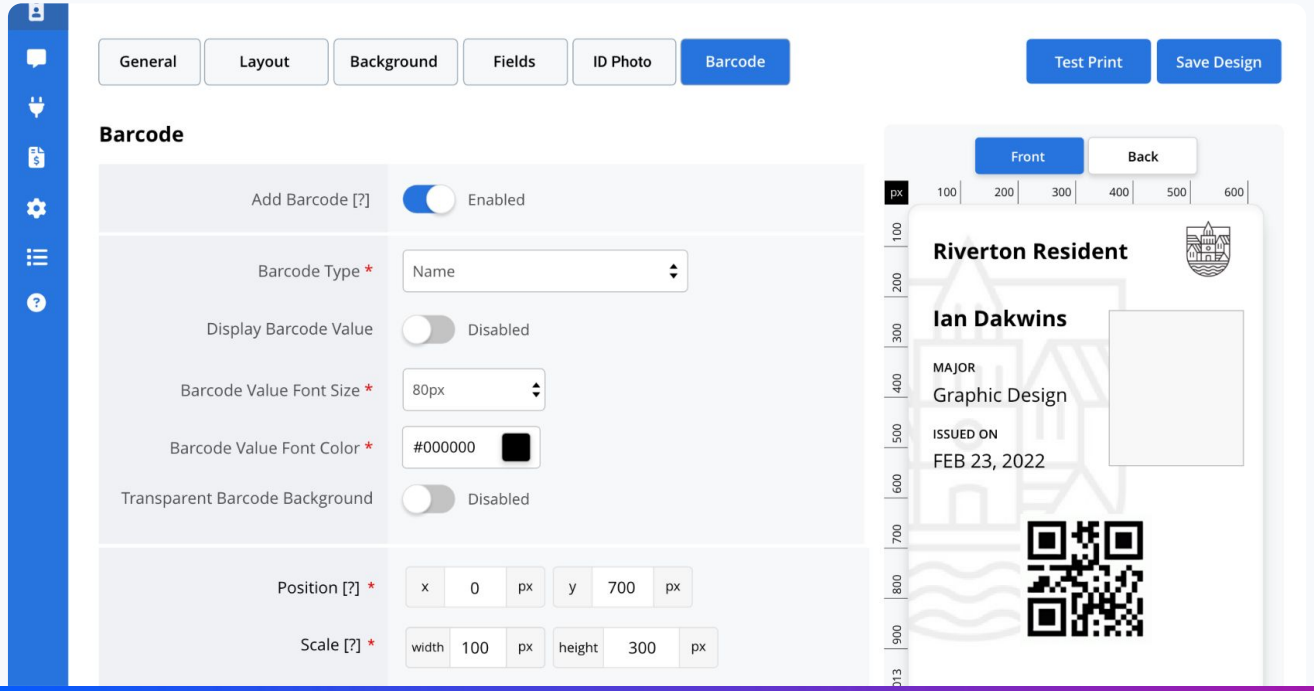
Note:

If you need a more in-depth guide on how to add an ID photo to your print template, you can reference:

[How to Customize a Print Template Knowledge Base Article](#).

Step 12: Barcode (Optional)

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.



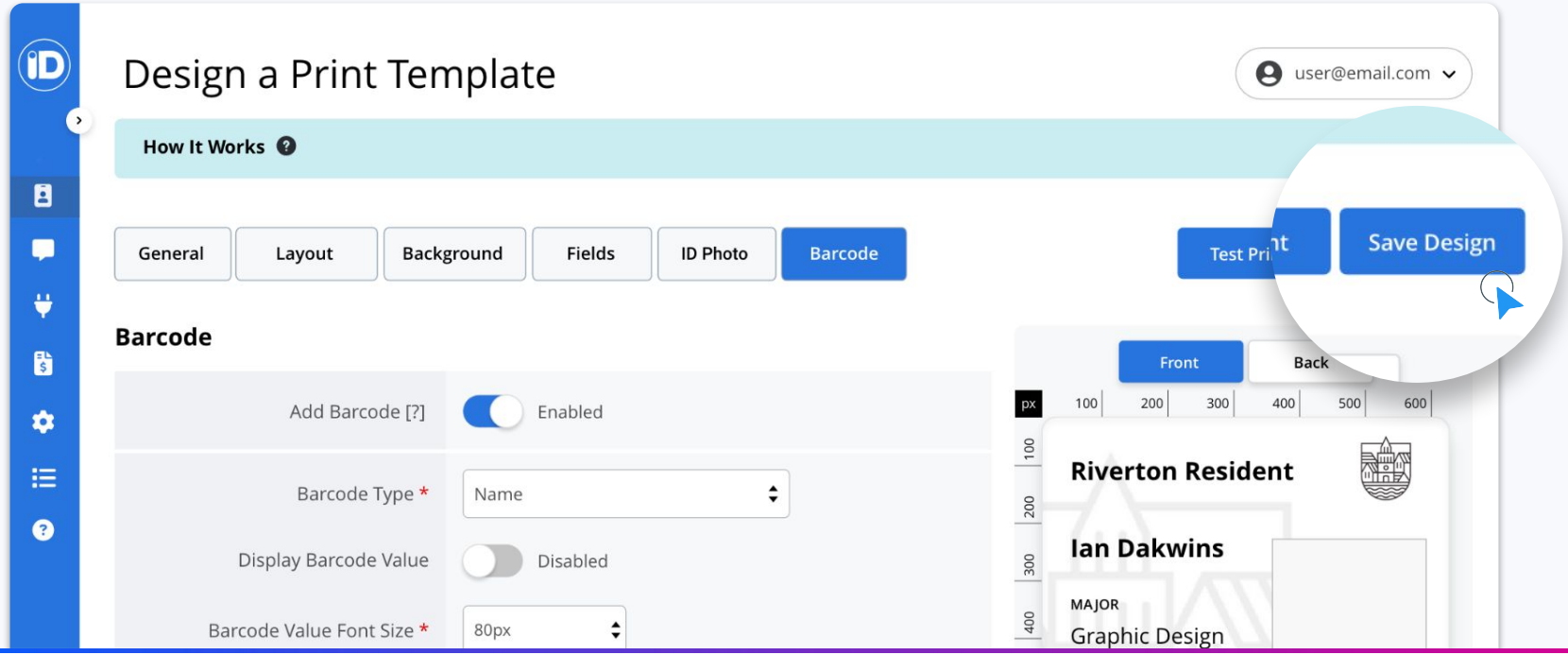
Note:

If you need a more in-depth guide on how to add a barcode to your print template, you can reference:

[How to Customize a Print Template Knowledge Base Article](#).

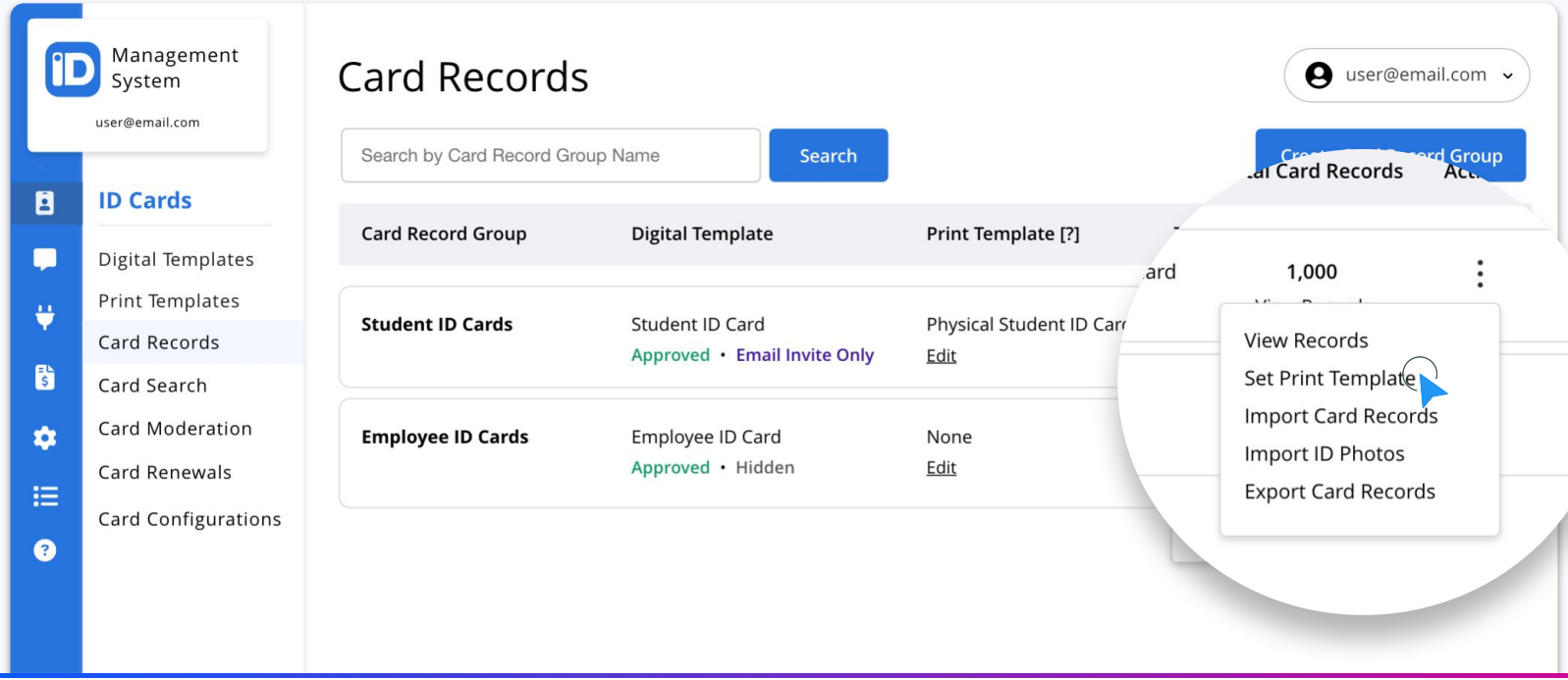
Step 13: Save your design

When you are done making changes to your print template click the 'Save Design' button to save your print template design.



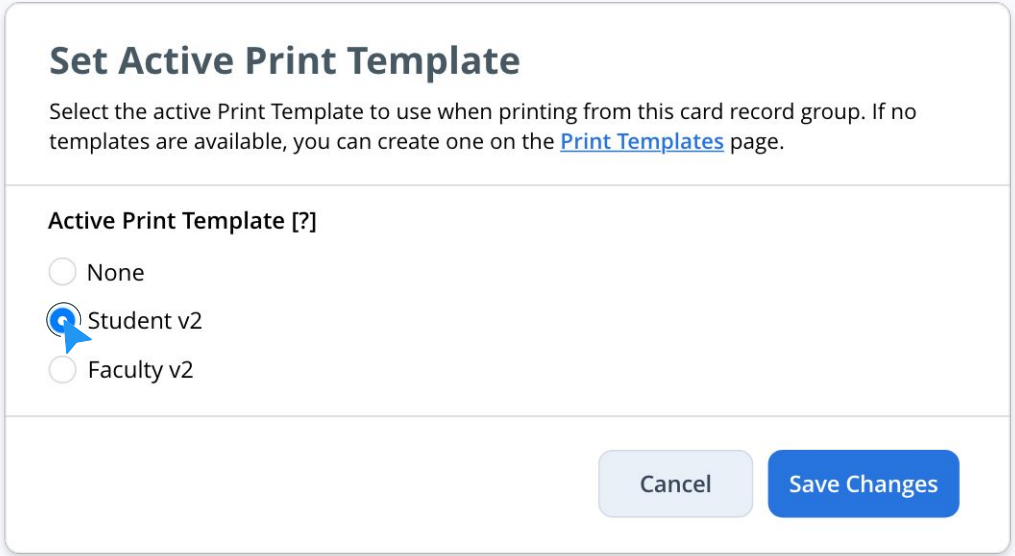
Step 14: Set a Print Template

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.



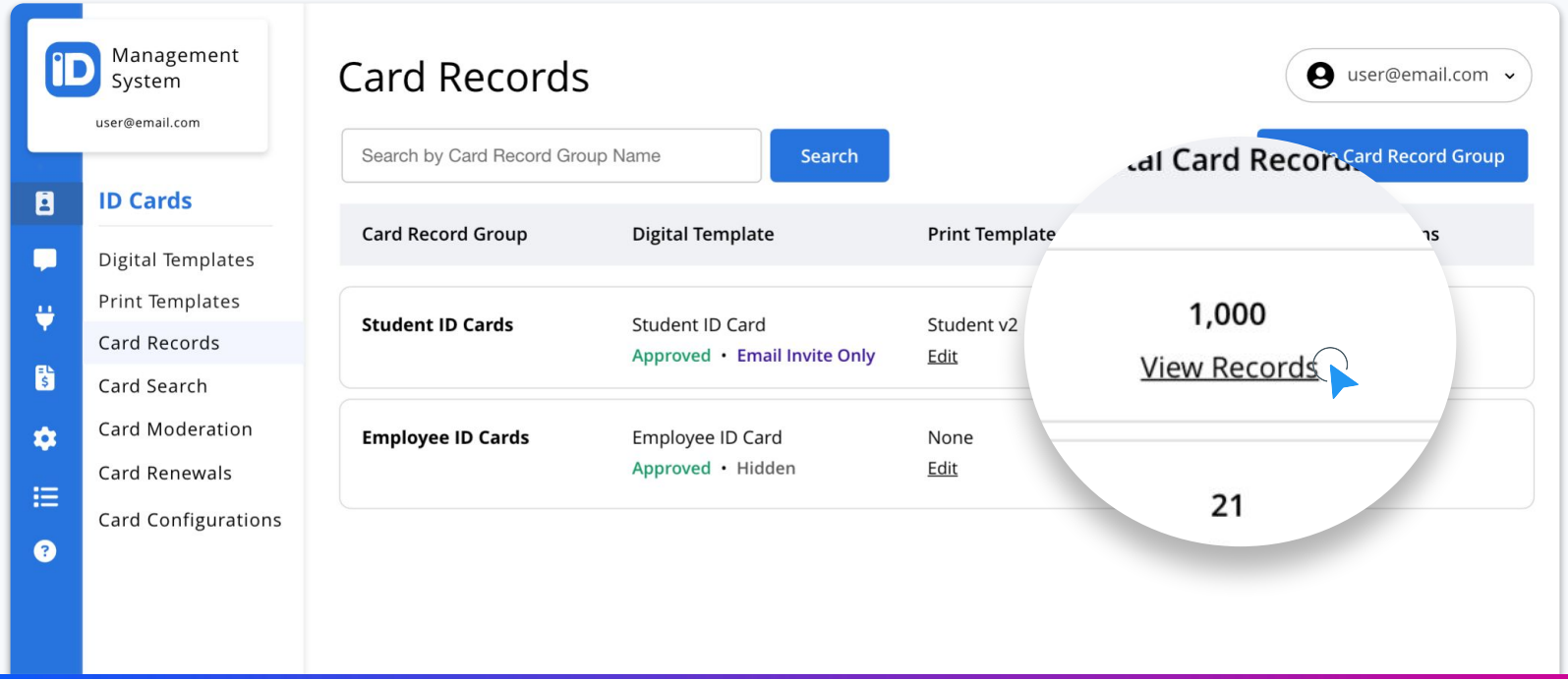
Step 15: Select a Print Template

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.



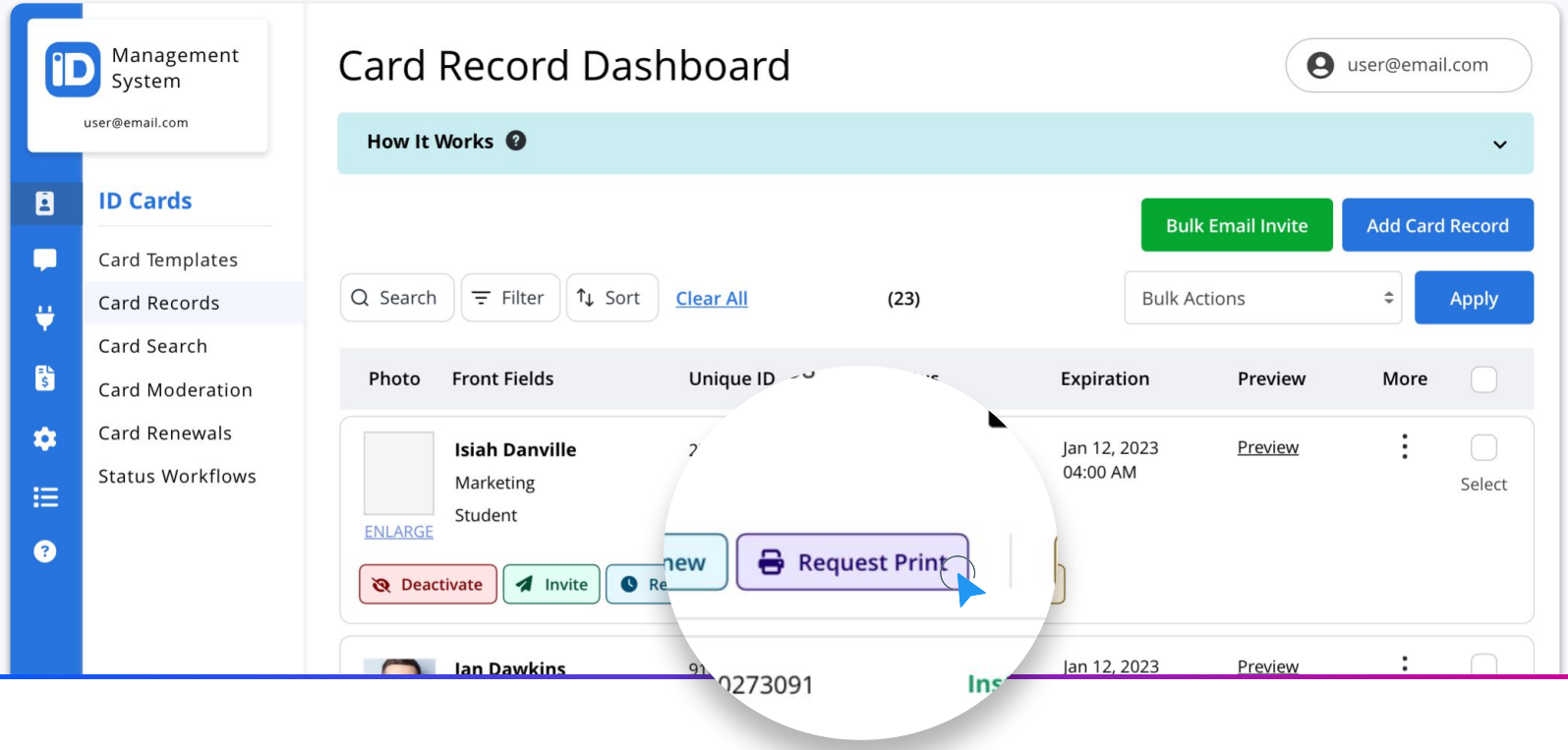
Optional: Add Card Records

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 following knowledgebase articles.

Importing New Card Records in Bulk via CSV or Adding Card Records One by One

Step 17: 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.

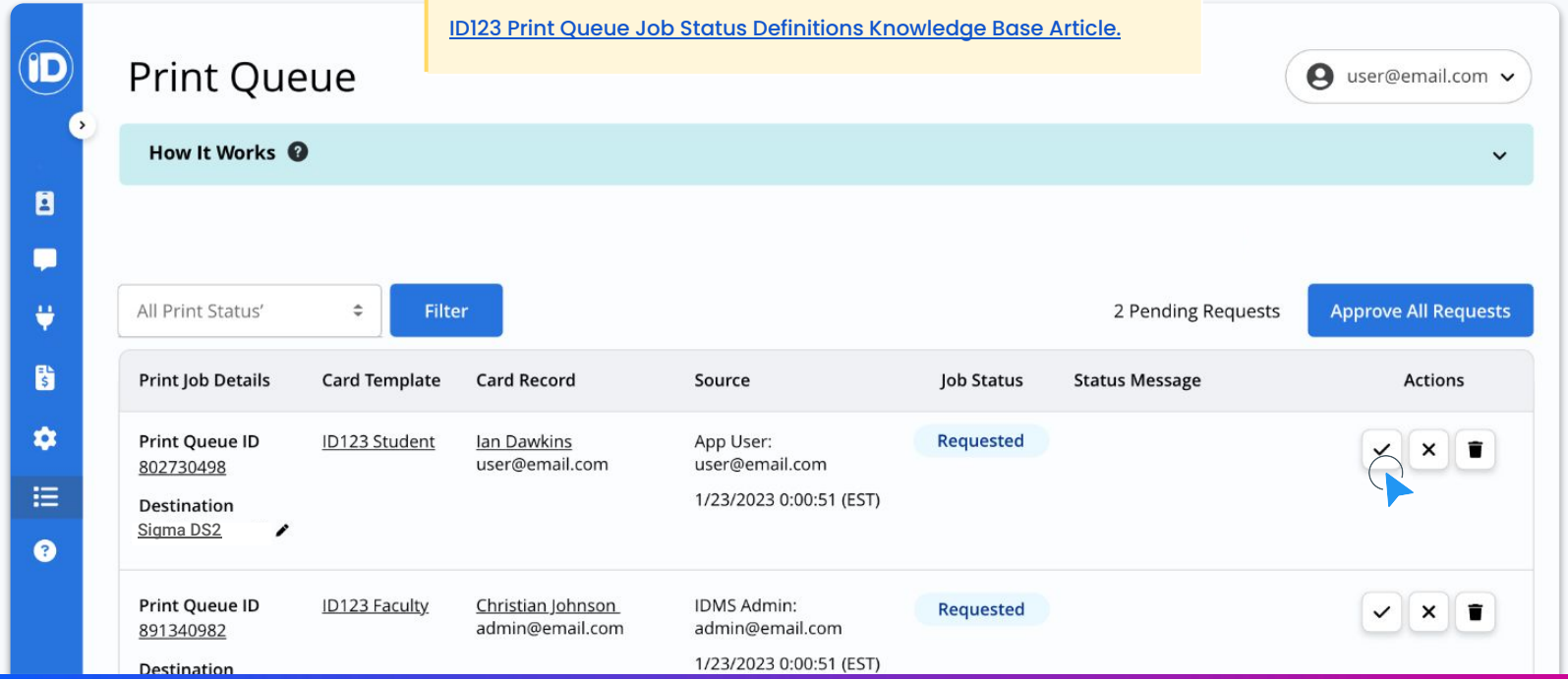


Step 18: View Print Queue

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.

Note: If you need a in-depth guide on what each job status means in the ID123 print queue you can reference:

ID123 Print Queue Job Status Definitions Knowledge Base Article.



Thank you!

Have any questions?

Please reach out to our support team and we are happy to assist you.

Support Team

https://www.id123.io/contact/support/