

Producing the ID Card Zip File

(For the ID Card Bureau Service)

Overview

Meta Office offers a bureau service for the production of plastic student ID cards. Cards can display a student's photo. Take2 users will be able to generate a file containing student data. The file can be sent to Meta Office and we will use it to print ID cards to a design which you specify. We will then return the cards to you.

Data In, Data Out

Meta Office prints the ID cards using data and photos supplied by the client. If the data is invalid or the photos are not of appropriate quality Meta Office cannot accept responsibility for the cost of, or delay in re-prints.

Photo Quality

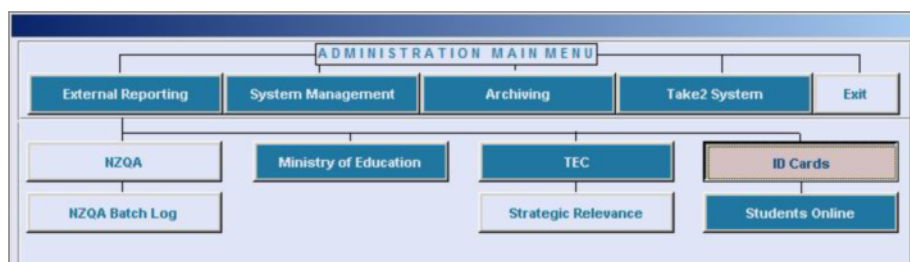
Detailed advice on the best way to take passport photos can be found on the Internal Affairs web site at http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Passports-Photographic-Image-Requirements?OpenDocument#one. The key points are:

- The image size should be 45mm high by 35mm wide – i.e. portrait – or in this proportion.
- Use a plain, light coloured background (not white, pink or dark). Use a non-shiny surface (not a whiteboard).
- The student should be 1 metre to 1.5 metres away from the background to reduce shadows.
- The head should occupy about 75% of the photo.

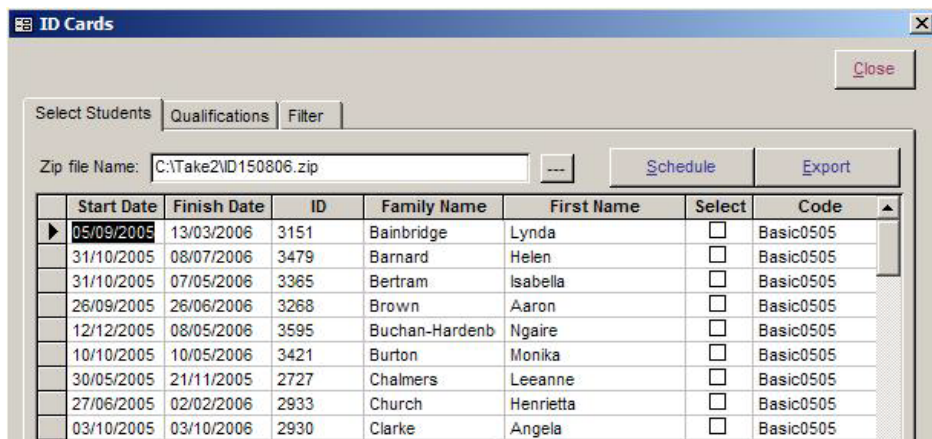
Meta Office prefers to get the photos as jpg files. Meta Office will not edit the photos by cropping, rotating, or changing colour/contrast/brightness settings.

Producing the Zip File

1. In the Admin Module on the **External Reporting** button.
2. on the **ID Cards** button.



3. The ID Cards form will appear.



4. A list of all your students will be displayed. Rather than go through them all the list of students can be narrowed down by using the Filter options.

5. Click on the **Filter** tab.

6. Set your required filter criteria, for example by qualification. By default only active students are displayed. You can change this by removing the tick from the tick box.

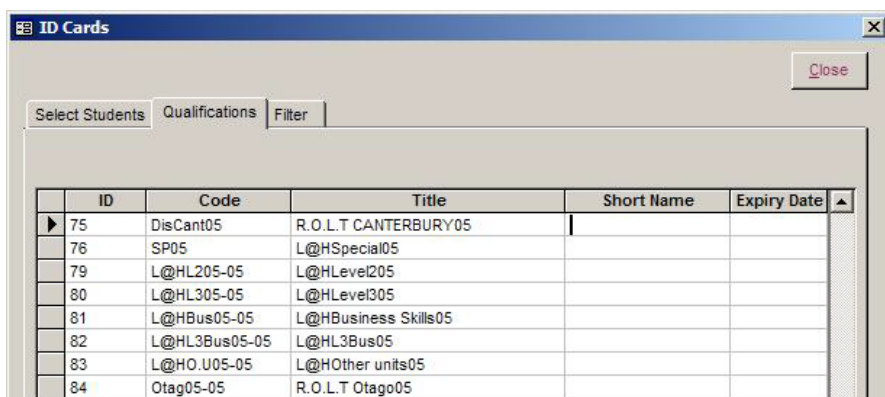
You can also only display those student whom have an photo file available for them. You can specify this by placing a tick from the tick box.

7. Click on the **Display** button.

8. A list of students will appear based on your filter criteria.

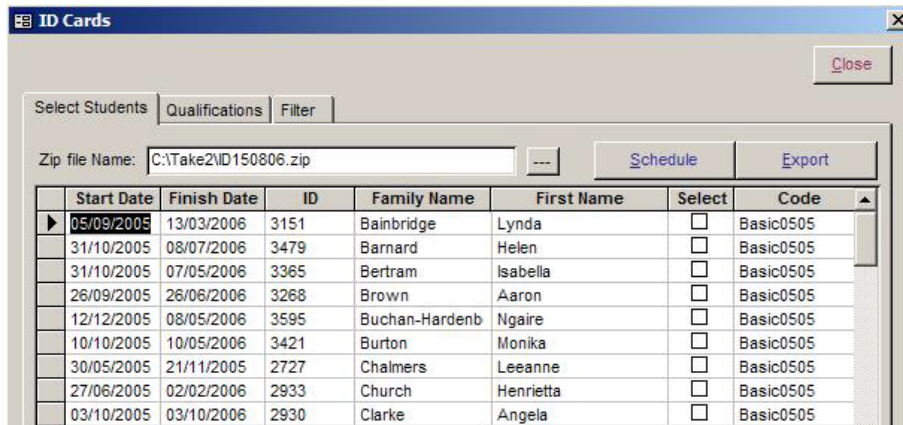
9. Optionally you can alter the name of the qualification as it appears on the ID and set an expiry date for each qualification for which cards are to be produced.

Click on the **Qualifications** tab.



10. Specify the short name and expiry date. Remember – we will print the expiry date you enter here. If the date is missing or incorrect your ID cards may be invalid.

11. Click on the **Select Students** tab.



12. Once you are happy with your selected students you can **click** on Schedule to print out a list of the students who are to be included in the zip file.

Alternatively you can click directly on the **Export** button.
The zip file will be saved by default into your Take2 folder.

13. Email the zip file, as an attachment to the Take2 Help Desk.



More information about producing the ID card zip file, card specifications, design and layout and pricing can be found in the Take2 User Manual and the ID Card Service brochure available from the Helpdesk.