

Tip Sheet No.30

Producing the ID Card Zip File

Take2 users can generate a file containing student data which can be sent to a third party to print ID cards to a design which you specify.

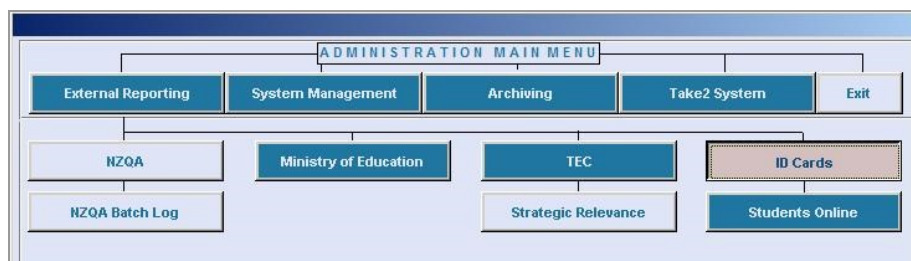
Photo Quality

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:

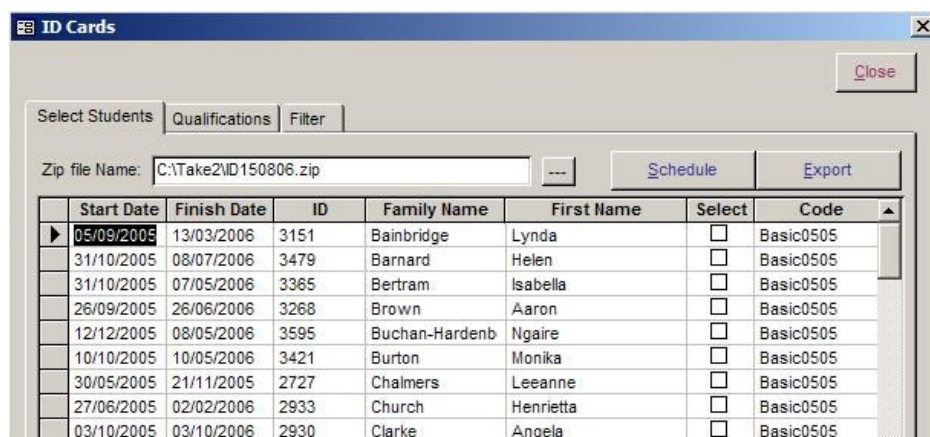
- The image size should be 45mm high by 35mm wide – i.e. portrait – or in this proportion.
- Use a plain, light coloured background (not white, pink or dark). Use a non-shiny surface (not a whiteboard).
- The student should be 1 metre to 1.5 metres away from the background to reduce shadows.
- The head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

Producing the Zip File

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



3. The ID Cards form will be displayed.



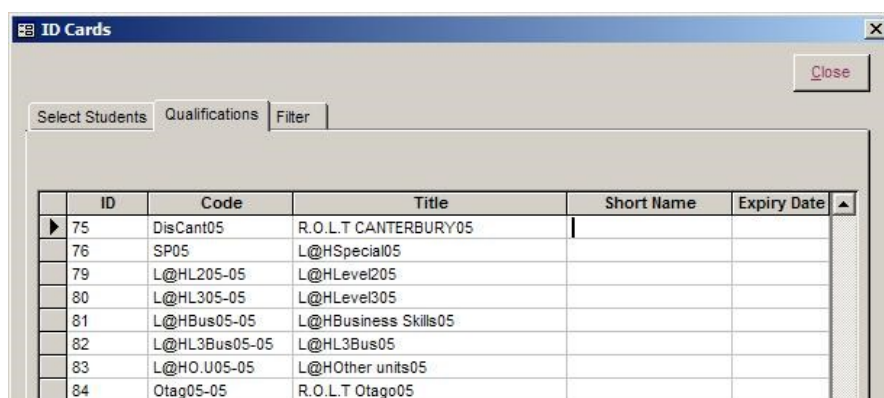
4. A list of all your students will be displayed.

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.

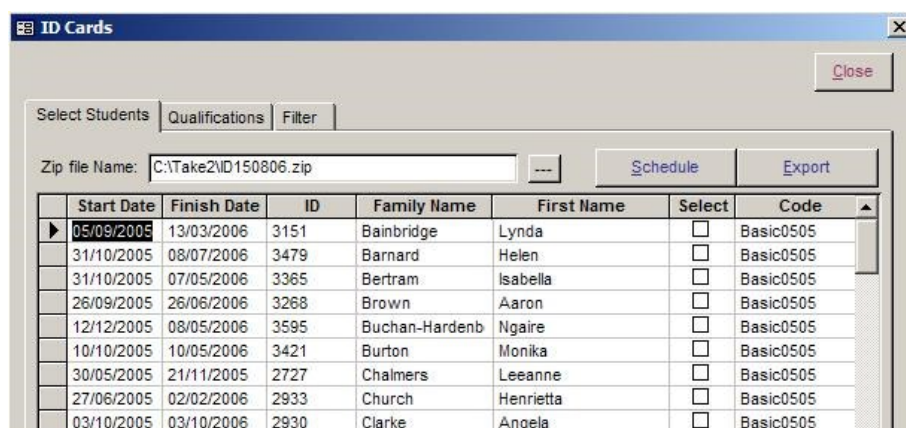
You can also only display students you have a photo file for. You can specify this by placing a tick from the tick box.

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.
10. Click on the **Qualifications** tab.



ID	Code	Title	Short Name	Expiry Date
75	DisCant05	R.O.L.T CANTERBURY05		
76	SP05	L@HSpecial05		
79	L@HL205-05	L@HLevel205		
80	L@HL305-05	L@HLevel305		
81	L@HBus05-05	L@HBusiness Skills05		
82	L@HL3Bus05-05	L@HL3Bus05		
83	L@HO.U05-05	L@HOther units05		
84	Otag05-05	R.O.L.T Otago05		

11. Specify the short name and expiry date.
12. Click on the **Select Students** tab.



Start Date	Finish Date	ID	Family Name	First Name	Select	Code
05/09/2005	13/03/2006	3151	Bainbridge	Lynda	<input type="checkbox"/>	Basic0505
31/10/2005	08/07/2006	3479	Barnard	Helen	<input type="checkbox"/>	Basic0505
31/10/2005	07/05/2006	3365	Bertram	Isabella	<input type="checkbox"/>	Basic0505
26/09/2005	26/06/2006	3268	Brown	Aaron	<input type="checkbox"/>	Basic0505
12/12/2005	08/05/2006	3595	Buchan-Hardenb	Ngaire	<input type="checkbox"/>	Basic0505
10/10/2005	10/05/2006	3421	Burton	Monika	<input type="checkbox"/>	Basic0505
30/05/2005	21/11/2005	2727	Chalmers	Leeanne	<input type="checkbox"/>	Basic0505
27/06/2005	02/02/2006	2933	Church	Henrietta	<input type="checkbox"/>	Basic0505
03/10/2005	03/10/2006	2930	Clarke	Angela	<input type="checkbox"/>	Basic0505

13. 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.

14. Email the zip file, as an attachment to your ID card provider.