


GenIDCard – Quick User Manual

Welcome to GenIDCard! This guide will help you automate your data collection and generate print-ready ID cards in 3 simple steps.

 Privacy First: No data is saved on our servers. Your client data stays 100% safe on your local PC browser (Client-Side Privacy).

Step 1: Send Data Link to Clients

1. Log in to your GenIDCard Dashboard and select your Slot Plan or use your 10 Free Cards Slot.
 2. Click on Generate Link to create a unique data collection URL.
 3. Share this link with your client (School/Company) via Email, WhatsApp, or Slack.
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Step 2: Client / Parent Data Entry

* Live Card Preview: Parents or employees type details and upload photos with an instant on-screen preview.

* Instant QR & Barcode: The system automatically generates a live Barcode/QR Code as they type.

* Zero Duplicates: Built-in validation automatically blocks double or duplicate entries based on Student/Employee ID.

Step 3: Agency Control & Printing

1. Access your secure Agency Correction Console.
 2. Review & Edit: Spot a mistake? Edit any spelling, name, or photo instantly before printing.
 3. Download PDFs: Filter data by grade/department and export high-resolution, print-ready PDFs.
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Print Layouts Supported (Zebra / Evolis / Fusing Machines)

Choose your exact production layout before making pdf:

- * Single Card Layout (91mm × 58mm):
- * Auto-Centered: Automatically fits standard CR80 plastic cards with a built-in bleed area.
 - * Sequence: Page 1 (Front) , Page 2 (Back). Perfect for Zebra/Evolis dual-sided printers.
- * Sheet Layouts (A4 / A3 / 12×18 Inch):
- * A4 Sheet: Fits 10 cards per sheet.
 - * A3 Sheet: Fits 20 cards per sheet.
 - * 12×18 Inch Sheet: Fits 25 cards per sheet (Commercial Laser Standard).
- * Commercial Fusing Mode:
- * Downloads a Separate Front PDF and a Separate Back PDF.
 - * Smart Variable Matching: Automatically mirrors the back layout. Variable names and photos match perfectly when layering sheets in your fusing machine.

🎁 **Extra Bonus: Flat 5% Wastage Allowance On All Slots**

Every paid slot includes a Flat 5% Extra Free Cards automatically added to your balance:

- * 500 Qty Slot: Get 525 Total Credits (\$0.95 / Card)
- * 1000 Qty Slot: Get 1050 Total Credits (\$0.75 / Card)
- * 5000+ Qty Slot: Get 5250 Total Credits (\$0.50 / Card)

When your main credits finish, the console automatically displays: "You are now using your 5% Free Wastage Allowance." Use this to replace misprinted or damaged cards for free!

📧 Support & Contact

Have questions or need custom setups?

- * Contact our team at: twinenterprises2020@gmail.com