

ID Badge “Data Map” Layout

ID Badges generally have multiple “variable fields”.

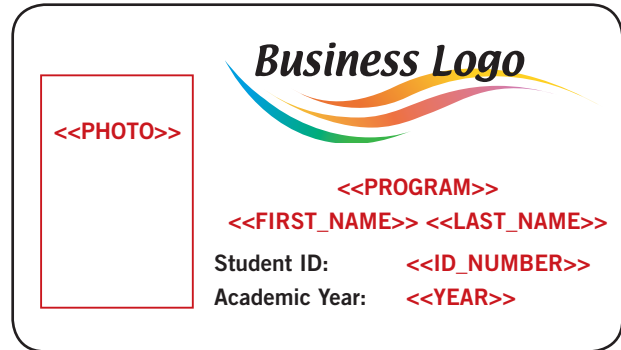
Please instruct us where to print each field by providing us with a “Data Map”.

Why do I have to provide a “Data Map”?

In the Excel data file, each column has a “header name”. Many times ADDITIONAL information (extra columns) are included the data file, that do not print on the card. Other times the header name is unusual and not clear where it should print. The “Data Map” ensures we print everything exactly where you want it to appear.

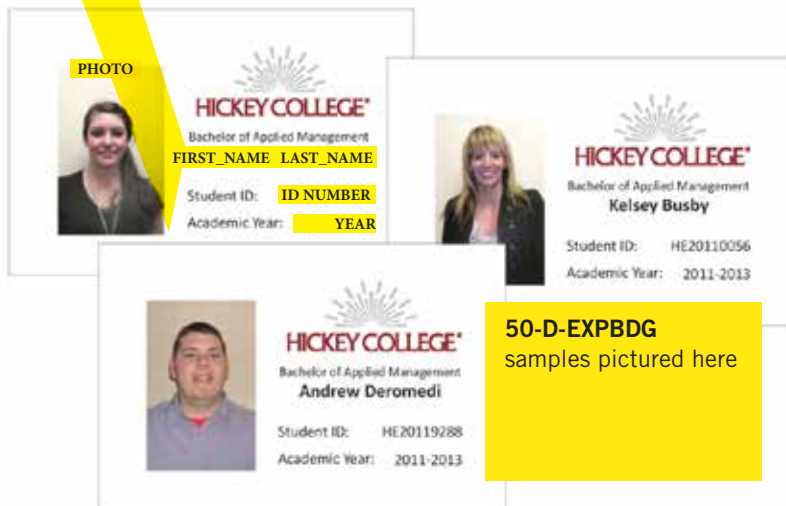
Example:

The red fields show <<variable fields>> which match the “header name” in the Excel data file. (Anything shown in black is static type that does not change from one card to the next.)



Sample Excel File Shown Below. The column header names are highlighted

	A	B	C	D	E	F	G
1	PHOTO	FIRST_NAME	LAST_NAME	PROGRAM	ID_NUMBER	YEAR	TITLE
2	busby.jpg	Kelsey	Busby	Bachelor of Applied Management	HE20110056	2011-2013	Associate
3	deromedi.jpg	Andrew	Deromedi	Bachelor of Applied Management	HE20119288	2011-2013	Director
4	linkeman.jpg	Jennifer	Linkeman	Bachelor of Applied Management	HE20112143	2011-2013	Leader
5	allen.jpg	Barry	Allen	Veterinary Technology	HE20115444	2011-2013	Manager
6	garrison.jpg	Clifford	Garrison	Culinary Arts	HE20114477	2011-2013	Technician
7							



Sample layout “Data Map” of an ID Badge with variable information in position.

Note: extra fields are included in the data file...not all are printed.