EMPLOYEE CARD GENERATOR

How to generate employee cards

Contents

# 01: How to prepare employee photo for the employee card.

Step 01

Figure 01

Make sure to prepare user image according to the (figure 01) in white background.

Step 02

After preparing user image, save image with user's epf number in png format in the user_images folder (Figure 02).

Ex : 2190.png
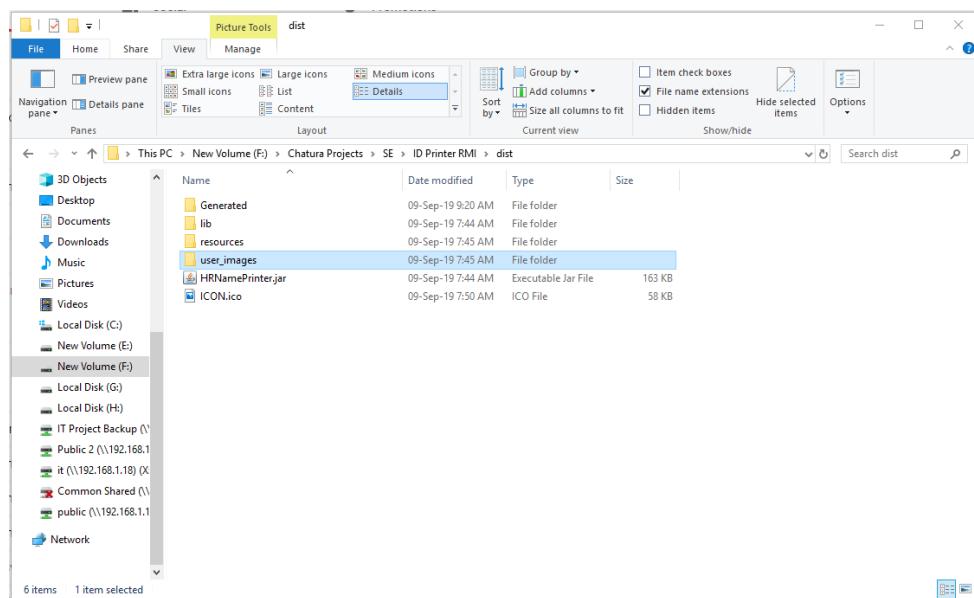
Figure 02

## 02 :How to generate employee card

Step 01
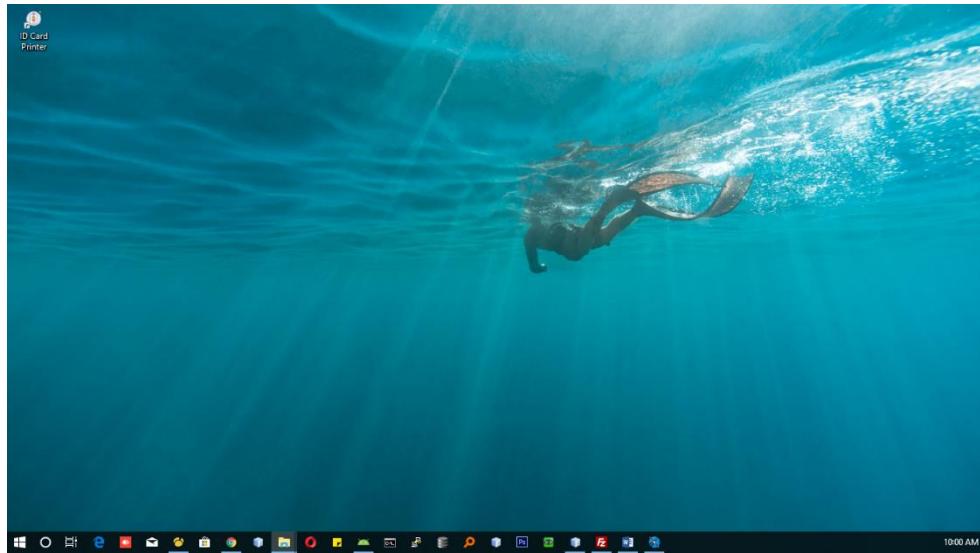

Figure 03

Double click and open "ID Card Printer" software.

Step 02

Type EPF number and press the Enter key in EPF NO text box (Figure 04). After pressing enter key it will automatically load employee's image in the image box (Figure 05). If Image does not appear in the Image box there is something error in EPF number or there in no image named with that EMP number in the user_images Folder (Figure 02)
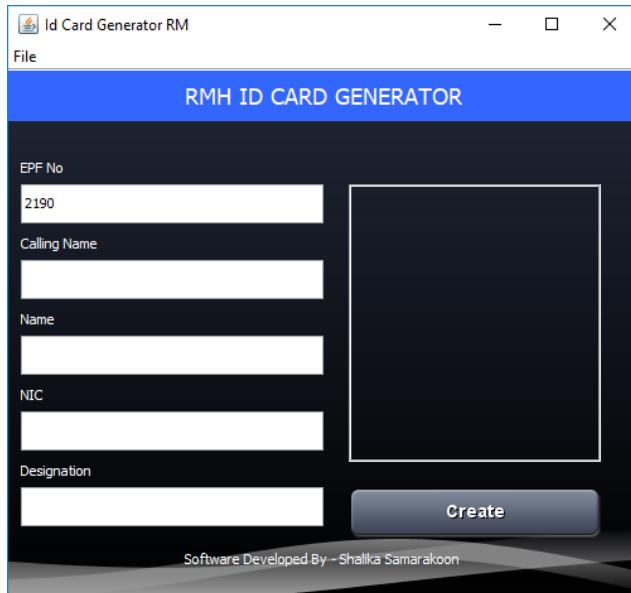
Figure 04
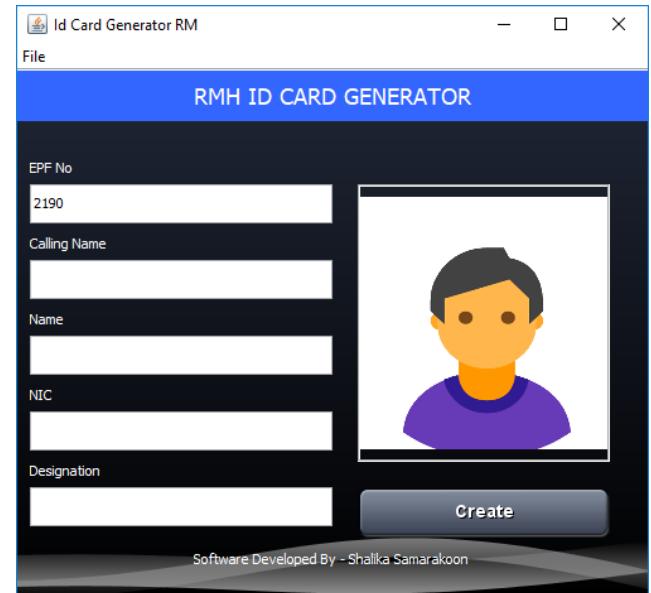
Figure 05

Step 03
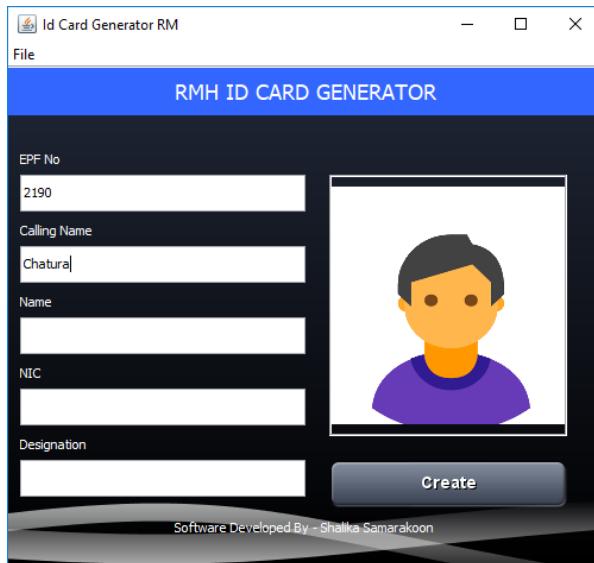
Figure 06

Type calling name in the Calling Name textbox. And press Enter Key. (Figure 06)

Step 04
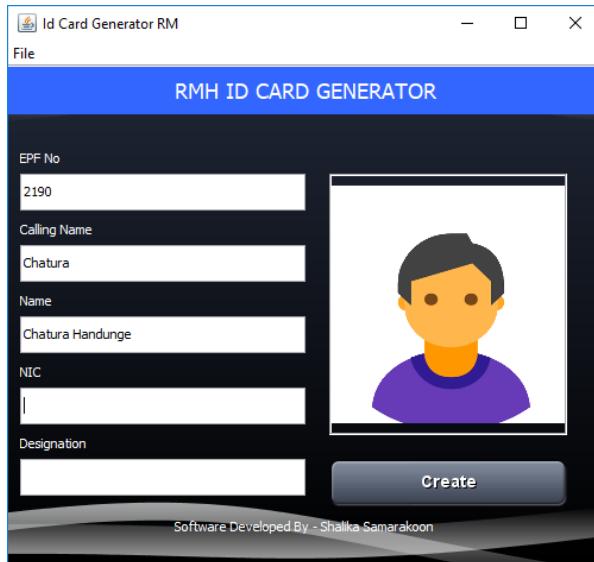
Figure 07

Type Full name in the Name textbox and press Enter Key. (Figure 07)

Step 05
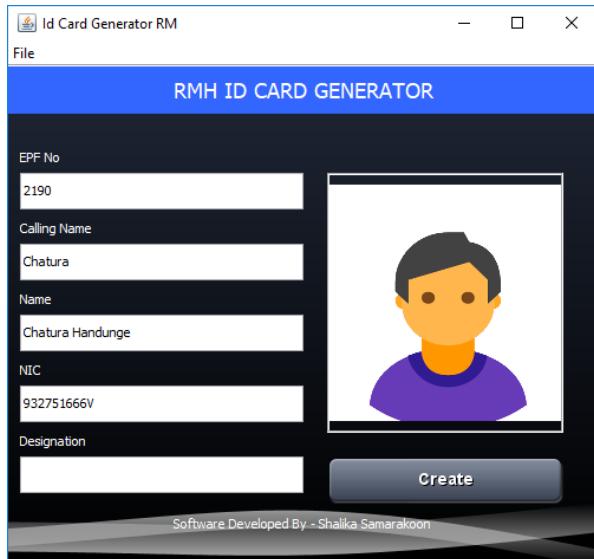
Figure 08

Type NIC in the NIC textbox and press Enter Key. (Figure 08)

Step 06
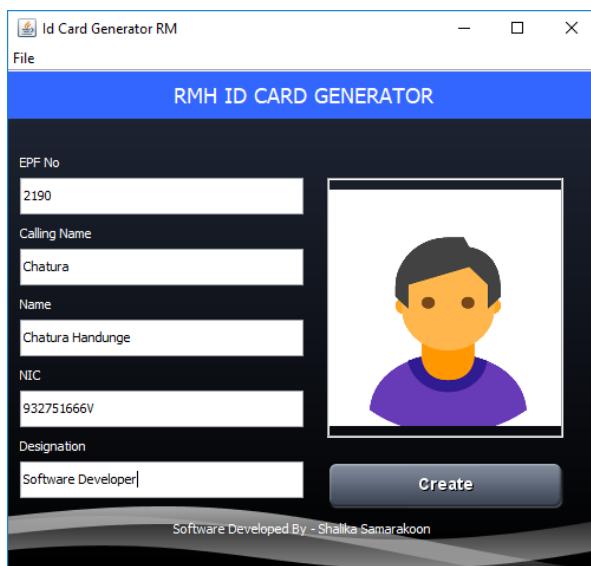
Type Designation in the Designation textbox and press Create Key to generate employee card. (Figure 09)

Figure 09

Step 07

After completing above steps successfully employee cards will have generated in the Generated folder. There is a folder called RM, open that folder and there is another folder named with Date. Open that folder. You can find employee cards in that folder. (Figure 10)
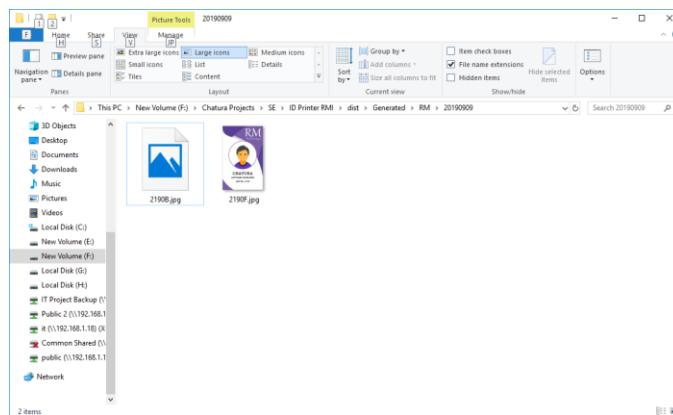
Figure 10

Front Side

Back Side

03 :How to generate the bulk of employee cards.

Step 01

Fill the provided excel file with EPF , FirstName ,Last Name, NIC, Designation details.

	A	B	C	D	E
1	EPF	FirstName	Last Name	NIC	Designation
2	159	Premaranjanee	Premaranjanee	678031976V	Cleaner
3	835	Inoka	Ranasinghe	887690154V	Machine Operator
4	852	Vimukthi	Shanika	200067102601	Quality Controller
5	913	Madushika	Wijerathna	997070267V	Packer
6	948	Sanduni	Kumari	997550447V	Packer
7	957	Dewika	Marasingha	198167702745	Machine Operator
8	1204	Dhananjaya	Wijebandara	931321595V	Jumper
9	1392	Indunil	Kumari	200180503387	Machine Operator
10	1394	Inoka	Kumari	197979101747	Machine Operator
11	1418	WATHSALA	MADHUWANTHI		Machine Operator
12	1429	NADEESHA	WANASINGHE	199973310571	Machine Operator
13	1432	Nirmala	Priyadharshanee	200162203072	Machine Operator

Figure 11

Step 02

Follow 01 : How to prepare employee photo for the employee card's steps to save employee images in user_images(Figure 12) folder according to the above excel file (Figure 11).

Note : Make sure that EMP (Colum A) value must equal with Image name.

Ex : EPF 159 . Image name should be 159.png in user_images folder.
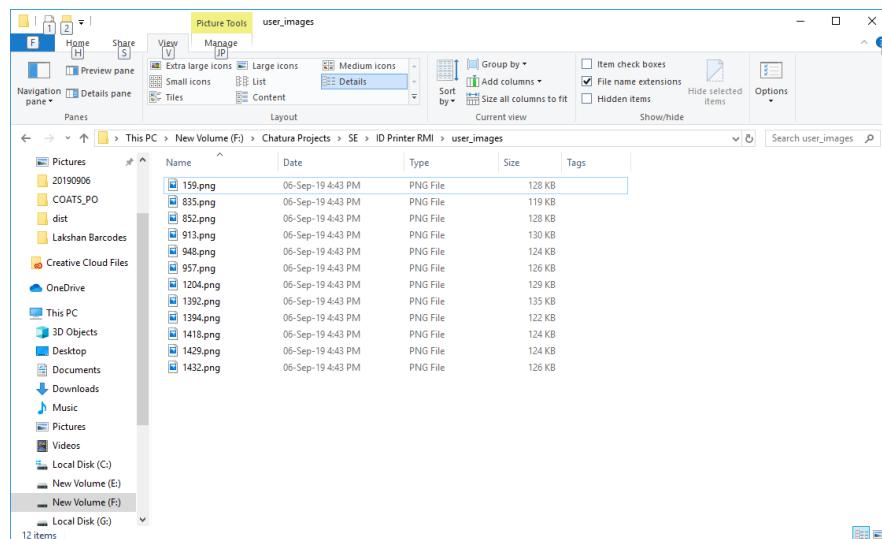
Figure 12

Once completing above steps open "ID Card Printer" software.Click File and then click Auto Create Button.(Figure 13)


Figure 13
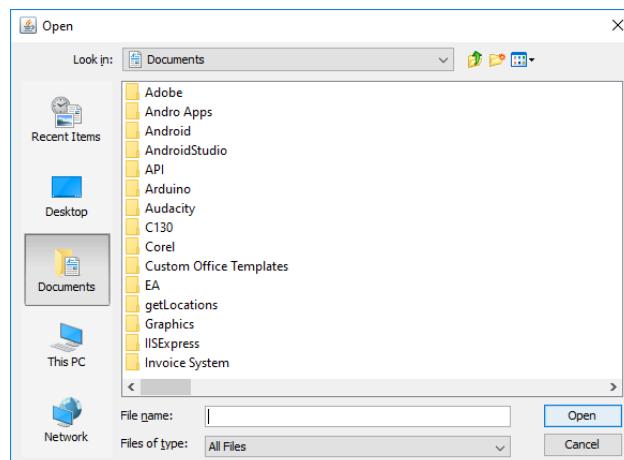
Figure 14

After clicking Auto Create button you will have a file chooser (Figure 14) go to your file location and choose the excel file (Figure 11). It will automatically generate employee cards in the Generated->RM->Date folder (Same as with 02: Step 07 – Figure 10)