



**SECURE AND INTUITIVE ACCESS CONTROL**  
through smartphones



**STid Mobile ID® Online Manual Platform**

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This document is divided into three sections:

- **General points:** covers information which is the same for the “Reseller” and “End customer” accounts
- **“Reseller” account:** covers information which only applies to “Reseller” accounts
- **“End customer” account:** covers information which only applies to “End customer” accounts

The document only addresses STid Mobile ID® platform. For any questions on Bluetooth® mobile solutions, refer to the application note Bluetooth® mobile solutions.

## GENERAL INFORMATION

### Obtaining a STid Mobile ID® account

STid Mobile ID® accounts can be linked:

1. Either directly to STid

To do this, complete the online form at <https://secure.stidmobile-id.com>

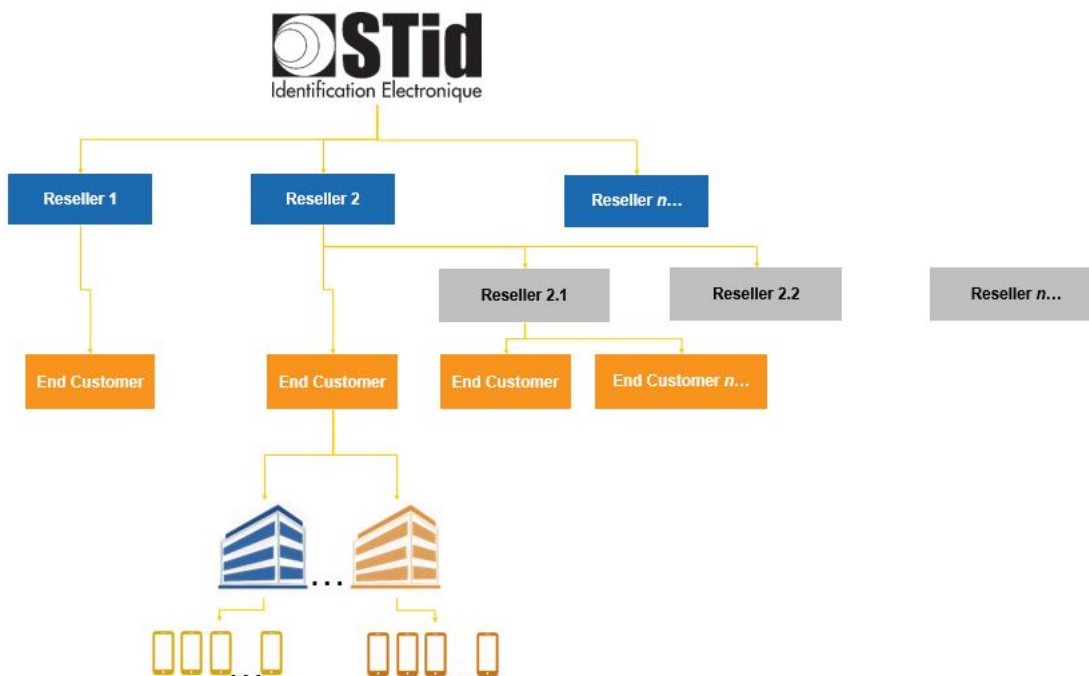
An email will confirm that STid approves the account and will make it possible to define its login and password.

Blue credits will then be purchased directly from STid. See **“Ordering Blue credits”**.

2. Or from an STid reseller

To do this, contact the reseller to directly link your account to theirs.

Blue credits are purchased from this reseller. See **“Ordering Blue credits”**.



1 Business model

When creating a STid Mobile ID® account, either a “Reseller” or a “End customer” account must be selected. See **“Reseller”/“End customer”: what is the difference?**



**Notes:**

Modifying the email address selected during creation of the STid Mobile ID® account is not currently possible. See also **“Modifying my account information”**.



When creating an account, using a generic and non-personal email address is strongly recommended. For example: [support@exemple.com](mailto:support@exemple.com) and not [claudia.durand@exemple.com](mailto:claudia.durand@exemple.com). In fact, the account linked to this address is the main account. It should therefore always be accessible. Subsequently creating user accounts to manage the account is possible and advisable (see “[Creating users and user profiles](#)”).

### “Reseller”/” End customer”: what is the difference?

The “Reseller” **creates Customer accounts**, the “Reseller” or “End customer” account, and **transfers credits to them**.

He cannot send virtual user cards or virtual configuration cards.

#### Manage My Account

---

**Account**  
Account Holder Name : **Muriel PAIN**  
Email : **reseller@laposte.net** View more

**Users**  
Number of Created Users not yet Activated : **2** View more  
Number of Activated Users : **1**  
Number of Deleted Users : **0**

**Customer Accounts**  
Number of Created Accounts : **2** View more  
Number of Activated Accounts : **2**  
Number of Deleted Accounts : **0**

**Credit Balance**  
Number of Credits : **252**  
Number of Used Credits : **248**  
Last Date of Loading : **28/04/2018** View more

#### Tools & Support

---

**Support**  
This section provides all the tools you need like Contacts, PDF Files, Tutorials, FAQs and Videos. View more

2 "Reseller" welcome dashboard

The “End customer” manages the whole of the access control site, the reader configurations, and sending of virtual **users** and **configurators** cards.

He purchases Blue credits from his reseller but cannot transfer them from his account to another account.

#### Manage My Account

---

**Account**  
Account Holder Name : **Mike WHITE**  
Email : **customer1@laposte.net** View more

**Users**  
Number of Created Users not yet Activated : **0** View more  
Number of Activated Users : **1**  
Number of Deleted Users : **0**

**Credit Balance**  
Number of Credits : **92** View more  
Number of Used Credits : **53**  
Last Date of Loading : **30/10/2018**

#### Manage My Customer Sites

---

**Customer Sites**  
Number of Customer Sites View more

**Reader Configurations**  
Number of Reader Configurations View more

**Virtual Access Cards**  
Number of Virtual Access Cards View more

**Configurators**  
Number of Configurators View more

#### Tools & Support

---


**Support**  
This section provides all the tools you need like Contacts, PDF Files, Tutorials, FAQs and Videos. View more

3 "End customer" welcome dashboard

## Ordering Blue credits

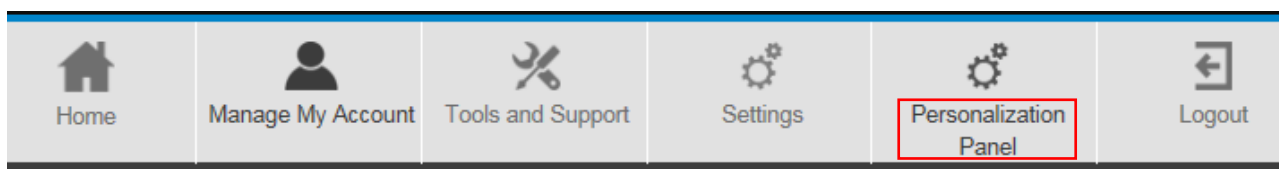
To order Blue credits online, i.e. for STid Mobile ID® platform, simply place a **CREDIT-BLUE-ONL** order. The credits will be automatically transferred to the account.

To order Blue credits offline, i.e. for the SECard encoder, place a **CREDIT-BLUE** order and attach the request file (see the SECard software user manual).

 **ATTENTION:** transferring credits from the encoder to an STid Mobile ID® account and vice versa is not possible.

## Customizing my account

To access the customization of automatic emails, fields and site appearance, click on "Personalization Panel" in the top menu.



- Customize the emails sent automatically by the platform (Add a user, Delete a user...)
- Customize the designation of the "Fields x" of the platform.

Ex:

Profile	First Name	Last Name	Email	Post Number	Field 2	Status
<input type="checkbox"/> Administrator	Christine	P	pialouxchristine@gmail.com			Activated

- Customize the overall appearance of the platform:

Header / Footer Background Color	<input type="text" value="#0c0c0c"/>
Header / Footer Text Color	<input type="text" value="#ffffff"/>
Copyrights Text	<input type="text" value="STid 2019, Tous Droits Réservés"/>
Company Logo (152px x 48px)	<input type="text"/> Parcourir...
Footer Company Logo (113px x 46px)	<input type="text"/> Parcourir...
Footer Logo (70px x 70px)	<input type="text"/> Parcourir...

\* Only jpg, jpeg, png file format is allowed

## Modifying my account information

To access the functions for modifying personal and company data and passwords, click “View more” from the welcome page or “My Account” in the upper menu.

# Manage My Account

### Account

Account Holder Name : **Muriel PAIN**  
 Email : **reseller@laposte.net**

[View more](#)

### Users

Number of Created Users not yet Activated : **2**  
 Number of Activated Users : **1**  
 Number of Deleted Users : **0**

[View more](#)

### Customer Accounts

Number of Created Accounts : **2**  
 Number of Activated Accounts : **2**  
 Number of Deleted Accounts : **0**

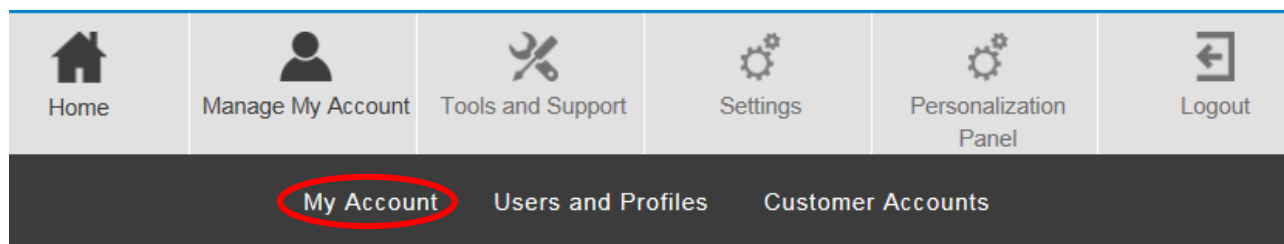
[View more](#)

### Credit Balance

Number of Credits : **252**  
 Number of Used Credits : **248**  
 Last Date of Loading : **26/04/2018**

[View more](#)

*4 Welcome > Manage my account > Account > View more*



*5 “Manage my account” menu > My account*

Modify/complete the fields to be updated then click “Modify”.



The “Reseller” or “End customer” profile, the email address and the fields identified by an asterisk (\*) cannot be modified.

Account

Your Contact Details

Title \*  Mr  Mrs

First Name \*

Last Name \*

Job Title \*

Phone Number

Mobile

FAX Number

Created by

Your Organization Details

Company Name \*

Registration #

VAT Identification

EORI #

CEO or Manager \*

Founding Date

Capital

Company Profile

City \*

Street Address \*

Zip Code \*

Country \*

Company Website

Your Registration Details @

Email

Password [Change password](#)

[Edit](#)

[Account History](#)

[View User Rights](#)

6 Modifying personal data and company data

To modify the password, click “Modify password”.

Your Registration Details @

Email

Password [Change password](#)

7 Modifying an account password

To access the history of modifications and actions, click “Account history”.



## Account History

Select Date/Time Range

From

To




Time Stamp	Page	Action	Performed By
01-05-2018 15:07	Customer Accounts	New account created : CUSTOMER Company	Muriel PAIN
01-05-2018 15:07	Customer Accounts	5 Credits transferred to account successfully : CUSTOMER Company	Muriel PAIN
01-05-2018 15:08	Customer Accounts	Account updated : MIKE Company	Muriel PAIN
01-05-2018 15:18	Customer Accounts	Account updated : Bank of America	Muriel PAIN
01-05-2018 16:40	Customer Accounts	10 Credits transferred to account successfully : Bank of America	Muriel PAIN
01-05-2018 19:42	Customer Accounts	New account created : STid reseller	Muriel PAIN
01-05-2018 19:42	Customer Accounts	1 Credits transferred to account successfully : STid reseller	Muriel PAIN

Export

### 8 Account actions history

By clicking on the arrows on the header row, it is possible to filter actions by date and search for and classify actions.

To export the history in .xls format, click "Export".



	A	B	C	D
1			Account History	
2	<b>Time Stamp</b>	<b>Page</b>	<b>Action</b>	<b>Performed By</b>
3	28-11-2018 10:38	Account	User updated : Mike BRADLEY	Claudia WHITE
4	01-05-2018 15:07	Customer Accounts	New account created : CUSTOMER Company	Muriel PAIN
5	01-05-2018 15:07	Customer Accounts	5 Credits transferred to account successfully : CUSTOMER Company	Muriel PAIN
6	01-05-2018 15:08	Customer Accounts	Account updated : MIKE Company	Muriel PAIN
7	01-05-2018 15:18	Customer Accounts	Account updated : Bank of America	Muriel PAIN
8	01-05-2018 16:40	Customer Accounts	10 Credits transferred to account successfully : Bank of America	Muriel PAIN
9	01-05-2018 19:42	Customer Accounts	New account created : STid reseller	Muriel PAIN
10	01-05-2018 19:42	Customer Accounts	1 Credits transferred to account successfully : STid reseller	Muriel PAIN
11	01-05-2018 19:42	Customer Accounts	Account updated : Bank of America	Muriel PAIN
12	01-05-2018 19:44	Customer Accounts	Account updated : Blue reseller	Muriel PAIN
13	01-05-2018 19:45	Customer Accounts	New account created : NY Access Control	Muriel PAIN
14	01-05-2018 19:45	Customer Accounts	2 Credits transferred to account successfully : NY Access Control	Muriel PAIN
15	03-05-2018 12:25	Customer Accounts	50 Credits transferred to account successfully : Bank of America	Muriel PAIN
16	03-05-2018 20:47	Customer Accounts	10 Credits transferred to account successfully : Bank of America	Muriel PAIN
17	17-05-2018 09:04	Customer Accounts	20 Credits transferred to account successfully : STid Australia	Muriel PAIN
18	28-11-2018 17:14	Customer Accounts	Account deleted : NY Access Control	Muriel PAIN

9 History of format modifications .xls

## View rights

From the "Manage my account" menu, click "View user rights".

Account

Your Contact Details

Title \*  Mr  Mrs

First Name \*

Last Name \*

Job Title \*

Phone Number

Mobile

FAX Number

Created by

Your Registration Details

Email

Password [Change password](#)

Edit

Your Organization Details

Company Name \*

Registration #

VAT Identification

EORI #

CEO or Manager \*

Founding Date

Capital

Company Profile

City \*

Street Address \*

Zip Code \*

Country \*

Company Website

Account History

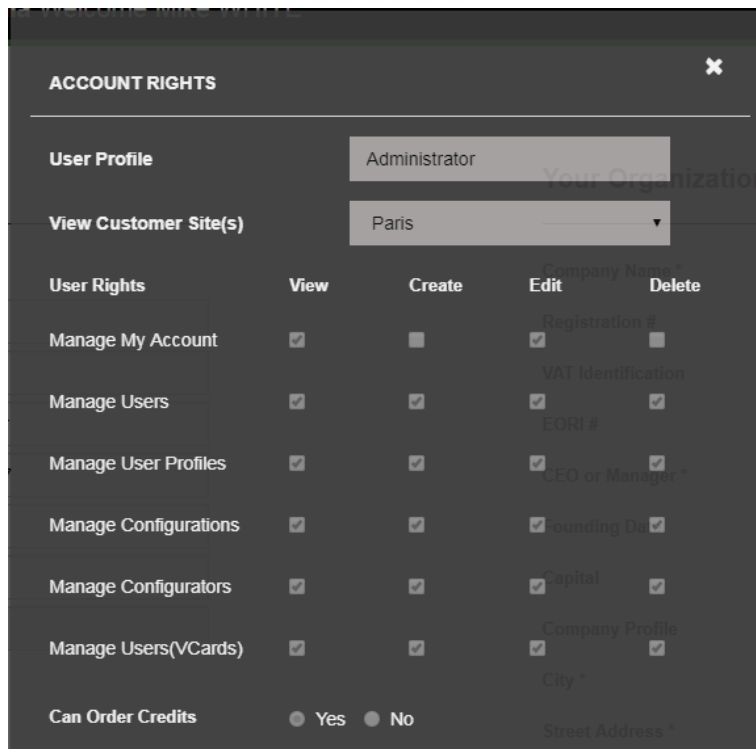
**View User Rights**

10 View rights

Rights are defined during creation of an account (see “**Creating users and user profiles**”) and differ depending on whether the account is a “Reseller” or “End customer” account.

ACCOUNT RIGHTS				
User Profile	Administrator			
User Rights	View	Create	Edit	Delete
Manage My Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage User Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Customer Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can Order Credits	<input type="radio"/> Yes <input type="radio"/> No			
Can Transfer Credits	<input type="radio"/> Yes <input type="radio"/> No			

11 Viewing “Reseller” account rights



12 Viewing “End customer” rights  
Rights are defined for each **customer site**.

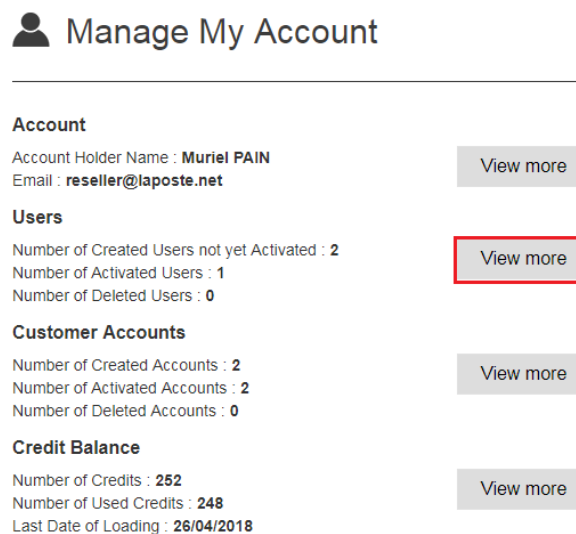
The drop-down list “View customer site” makes it possible to choose the site that we wish to view the rights for.

### Creating users and user profiles

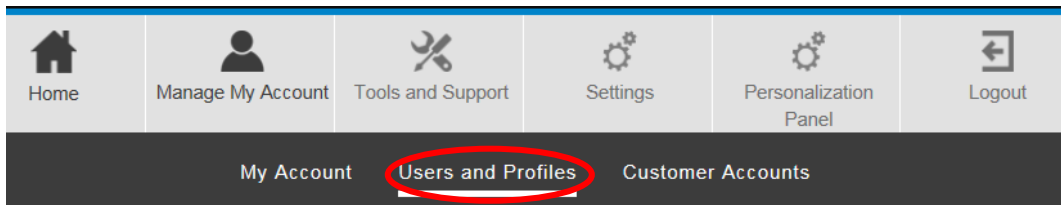
By default, STid Mobile ID® accounts are accounts with administrator rights (see “**Obtaining an STid Mobile ID® account**”).

Creating profiles and additional users who will be able to access STid Mobile ID® account, in accordance with defined rights, is possible.

To do this, click “View more” from the welcome page or “Users and profiles” in the top menu.



13 Welcome > Manage my account > User > View more



14 "Manage my account" menu > users and profiles

To create a new profile, or modify or delete an existing profile, click "Manage profiles"

Users and Profiles

<input type="checkbox"/>	Profile	First Name	Last Name	Email	Field 1	Field 2	Status
<input type="checkbox"/>	Administrator	Muriel	PAIN	reseller@laposte.net			Activated
<input checked="" type="checkbox"/>	Sales team	James	DANIEL	james@stid.com			Created
<input type="checkbox"/>	Utilisateur	Claudia	WHITE	claudia@stid.com			Created

Add Edit Disable Delete Export

Manage profiles

**ACCOUNT RIGHTS**

Edit an Existing Profile
 User

Create a new profile
 Power user

User Rights	View	Create	Edit	Delete
Manage My Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage User Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Customer Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can Order Credits	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Can Transfer Credits	<input type="radio"/> Yes <input checked="" type="radio"/> No			

Cancel
Save
Delete

15 Creating a new user profile

Enter a name for the user profile, tick the boxes to add rights and click "Save".

Note: "Reseller" and "End customer" accounts have different rights.

**ACCOUNT RIGHTS**

Edit an Existing Profile User

Create a new profile

User Rights	View	Create	Edit	Delete
Manage My Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage User Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Customer Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can Order Credits	<input type="radio"/> Yes <input type="radio"/> No			
Can Transfer Credits	<input type="radio"/> Yes <input type="radio"/> No			

16 Modifying an existing user profile.  
 Select the profile to be modified, tick the boxes to assign rights and click "Save".  
 Note: "Reseller" and "End customer" accounts have different rights.

**ACCOUNT RIGHTS**

Edit an Existing Profile User

Create a new profile

User Rights	View	Create	Edit	Delete
Manage My Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage User Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Customer Accounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Can Order Credits	<input type="radio"/> Yes <input type="radio"/> No			
Can Transfer Credits	<input type="radio"/> Yes <input type="radio"/> No			

17 Delete an existing user profile.  
 Select the profile to be deleted and click "Delete".

Once the user profiles have been created, users can be added. To do this, click “Add” from the “Users and profiles” dashboard.

Users and Profiles

<input type="checkbox"/>	Profile	First Name	Last Name	Email	Field 1	Field 2	Status
<input type="checkbox"/>	Administrator	Muriel	PAIN	reseller@laposte.net			Activated
<input checked="" type="checkbox"/>	Sales team	James	DANIEL	james@stid.com			Created
<input type="checkbox"/>	Utilisateur	Claudia	WHITE	claudia@stid.com			Created

Add Edit Disable Delete Export Manage profiles

18 Adding a user

**ADD NEW USER**

---

**Contact**

My Account   Users and Profiles   Customer Accounts

First Name \*   Mike

Last Name \*   BRADLEY

Email \*   mike@stid.com

Phone     

Field 1   reseller@laposte.net

Field 2   james@stid.com

Profiles \*   User

Cancel   Create

19 Adding a new user

Enter the first name, last name and email address of the new user, select the profile which this should be linked to and then click “Create”. The “Telephone” and “Field x” are optional; they make it possible to enter supplementary information.

The user will receive a message containing a link to activate their account. Once he has clicked on the link, defined his username and password, the status will change from “Created” to “Activated” (see Figure 20).

<input type="checkbox"/>	Profile	First Name	Last Name	Email	Field 1	Field 2	Status
<input type="checkbox"/>	Administrator	Muriel	PAIN	reseller@laposte.net			Activated
<input checked="" type="checkbox"/>	Sales team	James	DANIEL	james@stid.com			Created
<input type="checkbox"/>	Utilisateur	Claudia	WHITE	claudia@stid.com			Created

20 User status

### Modifying, deleting, disabling or reactivating a user

From the “Users and profiles” dashboard (see “Creating users and user profiles “), a user account can be modified, disabled, reactivated or deleted by selecting it and clicking on the corresponding button.

#### Users and Profiles

<input type="checkbox"/>	Profile	First Name	Last Name	Email	Field 1	Field 2	Status
<input type="checkbox"/>	Administrator	Muriel	PAIN	reseller@laposte.net			Activated
<input checked="" type="checkbox"/>	Sales team	James	DANIEL	james@stid.com			Created
<input type="checkbox"/>	Utilisateur	Claudia	WHITE	claudia@stid.com			Created

Add Edit Disable Delete Export Manage profiles

21 Modifying the user “James”

The user receives an electronic message if their account is disabled or reactivated.

Account status	Activated	Created	Disabled
Modify	✓	✓	✓
Disable	✓	✗	✗
Delete	✓	✓	✓
Reactivate	✗	✗	✓

Possible actions depending on the account status



Modifying the email address that was chosen when the account was created is not possible. See also “**Modifying my account information**”.

## Exporting the list of users

From the “Users and profiles” dashboard (see “**Creating users and user profiles** “), the “Export” button makes it possible to export the list of users in .xls format.



	A	B	C	D	E	F	G
1	Users and Profiles						
2	<b>Profile</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Field 1</b>	<b>Field 2</b>	<b>Status</b>
3	Administrator	Muriel	PAIN	reseller@laposte.net			Activated
4	Sales team	James	DANIEL	james@stid.com			Created
5	Utilisateur	Claudia	WHITE	claudia@stid.com			Deactivated
6							

22 Exporting the list of users



# “RESELLER” ACCOUNT

## Creating an account for my customer

To access customer sub-account management, click “View more” from the welcome screen or “Manage my account → Customer accounts” in the top menu.

### Manage My Account

#### Account

Account Holder Name : **Muriel PAIN**  
 Email : **reseller@laposte.net**

[View more](#)

#### Users

Number of Created Users not yet Activated : **2**  
 Number of Activated Users : **1**  
 Number of Deleted Users : **0**

[View more](#)

#### Customer Accounts

Number of Created Accounts : **2**  
 Number of Activated Accounts : **2**  
 Number of Deleted Accounts : **0**

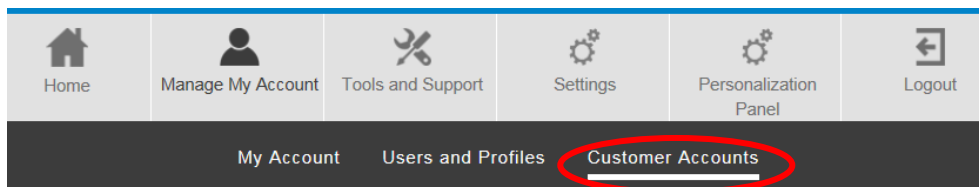
[View more](#)

#### Credit Balance

Number of Credits : **252**  
 Number of Used Credits : **248**  
 Last Date of Loading : **26/04/2018**

[View more](#)

23 Welcome > Manage my account > Customer accounts > View more



24 “Manage my account” menu > Customer accounts

### Customer Accounts

<input type="checkbox"/>	Company Name	Profile	First Name	Last Name	Status	Number of Credits	
<input type="checkbox"/>	Aix High School	End Customer	Pierre	DURAND	Created	0	
<input checked="" type="checkbox"/>	My Company	End Customer	John	FOSTER	Disabled	10	
<input type="checkbox"/>	STid Australia	End Customer	Mike	WHITE	Activated	81	
<input checked="" type="checkbox"/>	STid Support	Reseller	Alexandru	BOERIU	Activated	100	

Add Edit Disable Export Delete Credit Transfer History Transfer Credits

25 Dashboard for management of Customer accounts.

To add a new customer account, click “Add” (see Figure 25).

Complete the various fields and click “Create” (see Figure 26).

26 Adding a new customer account

The fields identified by an asterisk (\*) are mandatory. If we do not want to transfer credits for now, putting a “0” value in the “Credit transfer” field is possible.



Transferring credits is only possible if the available credit balance is sufficient. See “**Available credits**”.

When credit is transferred to the customer account, retrieving it is no longer possible.

See also “**Credit alert threshold**” and “**Reseller**”/“**End customer**”: what is the difference?



**Notes:**  
 Modifying the email address selected when creating STid Mobile ID® account is not currently possible. See also “**Modifying my account information**”.



When creating an account, using a generic and non-personal email address is strongly recommended. For example: [support@exemple.com](mailto:support@exemple.com) and not [claudia.durand@exemple.com](mailto:claudia.durand@exemple.com). In fact, the account linked to this address is the main account. It should therefore always be accessible. Subsequently creating user accounts to manage the account is possible (see “Creating users and user profiles”).

### Modifying, deleting, disabling or reactivating a customer account

From the “Customer accounts” dashboard, a customer account can be modified, deleted, disabled or reactivated by selecting it and clicking the corresponding button.

#### Customer Accounts

<input type="checkbox"/>	Company Name	Profile	First Name	Last Name	Status	Number of Credits	
<input type="checkbox"/>	Aix High School	End Customer	Pierre	DURAND	Created	0	
<input checked="" type="checkbox"/>	My Company	End Customer	John	FOSTER	Disabled	10	
<input type="checkbox"/>	STid Australia	End Customer	Mike	WHITE	Activated	81	
<input type="checkbox"/>	STid Support	Reseller	Alexandru	BOERIU	Activated	100	

Add Edit Enable Export Delete Credit Transfer History Transfer Credits

27 Reactivating the company account “My Company”

The customer receives an electronic message if the account is disabled or reactivated.

Account status	Activated	Created	Disabled
Modify	✓	✓	✓
Disable	✓	✗	✗
Delete	✓	✓	✓
Reactivate	✗	✗	✓

Possible actions depending on the customer account status



Deleting an account leads to the remaining credit associated with this account being lost. Transferring credits from the customer account to the reseller account is not possible.

## Transferring credits from my account to my customer’s account

From the “**Customer accounts**” dashboard, select the customer account that credits should be transferred to and click the “Credit transfer” button.

### Customer Accounts

<input type="checkbox"/>	Company Name	Profile	First Name	Last Name	Status	Number of Credits	
<input checked="" type="checkbox"/>	Aix High School	End Customer	Pierre	DURAND	Created	0	
<input type="checkbox"/>	My Company	End Customer	John	FOSTER	Disabled	10	
<input type="checkbox"/>	STid Australia	End Customer	Mike	WHITE	Activated	81	
<input type="checkbox"/>	STid Support	Reseller	Alexandru	BOERIU	Activated	100	

Add Edit Disable Export Delete
Credit Transfer History
Transfer Credits

28 Select the customer account and click “Transfer credits”

**TRANSFER CREDITS**

---

Customer Name:

Company Name:

Credit Amount \*:

Comment:

Cancel Transfer

29 Enter the number of credits to be transferred, add a comment if necessary and click “Transfer”

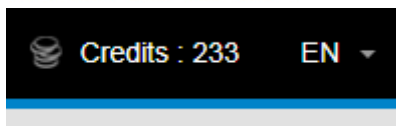


Transferring credits is only possible if the available credit balance is sufficient. See “**Available credits**”.

When credit is transferred to the customer account, retrieving it is no longer possible.

### Available credit

The available credit amount appears in the top right menu.



30 Credit balance

Attention: this figure does not take the transfers in progress into account.

For example, if the figure displayed is 4,500 credits and a new customer account has just been created with a transfer of 1,500 credits, the balance which is actually available is 3,000 credits. The debit of 1,500 credits will only appear when the customer has approved his account, but the available balance is really 3,000 credits and we cannot transfer more than 3,000 credits.

### Credit alert threshold

An alert can be activated when a credit threshold has been reached. This alert appears on the dashboard of the customer account of the reseller, and the customer account. When the threshold has been reached, the credit balance appears in red.

### Credit threshold alert on the reseller account

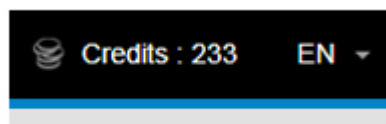
#### Customer Accounts



<input type="checkbox"/>	Company Name	Profile	First Name	Last Name	Status	Number of Credits	
<input type="checkbox"/>	Aix High School	End Customer	Pierre	DURAND	Created	0	
<input type="checkbox"/>	My Company	End Customer	John	FOSTER	Disabled	10	
<input type="checkbox"/>	STid Australia	End Customer	Mike	WHITE	Activated	81	
<input type="checkbox"/>	STid Support	Reseller	Alexandru	BOERIU	Activated	100	

31 When the credit threshold has been reached, the number of credits appears in red. Otherwise this is displayed in black.

### Threshold alert on the customer account



32 When the credit threshold is reached, the icon appears in red. Otherwise it appears in gray.

To modify the credit threshold, select the customer account from the “**Customer accounts**” dashboard and click “Modify”.

33 Tick the “Credit alert threshold” box, modify the amount and click “Update”

### Exporting the list of customer accounts

From the “Customer accounts” dashboard, the “Export” button makes it possible to export the customer account list in .xls format.



	A	B	C	D	E	F
1	Customer Accounts					
2	<b>Company Name</b>	<b>Profile</b>	<b>First Name</b>	<b>Last Name</b>	<b>Status</b>	<b>Number of Credits</b>
3	Aix High School	End Customer	Pierre	DURAND	Created	0
4	My Company	End Customer	John	FOSTER	Disabled	10
5	STid Australia	End Customer	Mike	WHITE	Activated	81
6	STid Support	Reseller	Alexandru	BOERIU	Activated	100
7						

34 Exporting the list of customer accounts

### Consulting or exporting the credit transfer history

From the “Customer accounts” dashboard, click the “Credit transfer history” button. Filtering by date and/or entering a value to search in any field of the table is possible.

### Credit Transfer History

Select Date/Time Range

From  To

Time Stamp	Transferred To	Transferred By	Credits
22-10-2018 17:52	STid	Muriel PAIN	100
30-10-2018 11:12	STid Australia	Muriel PAIN	50

35 Filtering the credit transfer history by date

### Credit Transfer History

Select Date/Time Range

From  To

36 Filtering the credit transfer history by using a key word search

To export the credit transfer history in .xls format, click the "Export" button.

→ Credit Transfer His...xlsx ^

	A	B	C	D	E
1	Credit Transfer History				
2	<b>Time Stamp</b>	<b>Transferred To</b>	<b>Transferred By</b>	<b>Credits</b>	<b>Comment</b>
3	29-11-2018 11:03	Aix High School	Muriel PAIN	500	
4	01-05-2018 16:40	Aix High School	James DANIEL	1000	PO 258749
5	03-05-2018 12:25	My Company	Muriel PAIN	200	PO 598484
6	03-05-2018 20:47	My Company	James DANIEL	2500	PO 120034
7	01-05-2018 15:07	STid Support	James DANIEL	50	PO 478900
8	28-11-2018 17:28	STid Support	James DANIEL	700	PO 122584
9	01-05-2018 19:45	STid Support	Claudia WHITE	1000	PO 365125
10	22-10-2018 17:52	STid Support	Muriel PAIN	100	PO 015978
11	17-05-2018 09:04	STid Australia	James DANIEL	20	PO 357412
12	30-10-2018 11:12	STid Australia	Claudia WHITE	50	PO 123456
13	16-11-2018 11:44	STid Australia	Claudia WHITE	1000	PO 974523
14	01-05-2018 19:42	STid Support	Muriel PAIN	500	PO 285147

37 Export the credit transfer history

### Request a "Web API token"

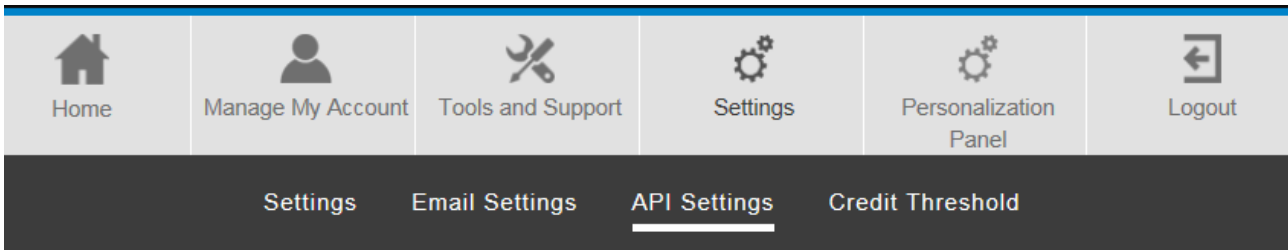
STid Mobile ID® API documentation is available online:

<https://stidmobile-id.com:9090/>

Steps of the web API token request:

1. The End customer requests a token from his reseller via an electronic message (or another route).

2. The reseller issues the request from his account, the “API parameters” menu.
3. STid accepts the request and sends an electronic confirmation message to the reseller.
4. The token appears on the “API parameters” page.
5. The resellers transmits the token by electronic message (or another route) to his End customer.



38 The reseller issues the request from his account, the “API parameters” menu

## API Settings

End Customer	<input type="text" value="My Company (API28517112826)"/>
Domain Name	<input type="text"/>
IP Address	<input type="text"/>
Current Status	<input type="text" value="Deactive"/>
Access Token	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

39 The reseller selects the customer account for which he wishes to request a token, then clicks “API request”.



## ⚙️ API Settings

End Customer	My Company (API28517112826 ) ▾
Domain Name	<input type="text"/>
IP Address	<input type="text"/>
Current Status	Deactive
Access Token	Waiting for STid approval

*40 The request is received by STid and awaits approval*

## ⚙️ API Settings

End Customer	My Company (API28517112826 ) ▾
Domain Name	<input type="text"/>
IP Address	<input type="text"/>
Current Status	Active
Access Token	M2FmMzc2YTE5NjQyNDFlM2I3Yzg2YjZhODExMjY5MmMyMDE4MTEyODE2MzkwNjAzMjAxODExMjg5NjM5MDYwM2Y1MTU4Zjk2NWw4NDRIZWw4ZGI1YWVINTM2MzU4YmlwMjAxODExMjg5NjM5MDYwMzlwMTgxMTI4MTYzOTA2MDM

*41 The request is accepted by STid.  
An electronic message was sent to the reseller and the token appears in the parameters.*

# “END CUSTOMER” ACCOUNT

## Creating a customer site

To import a reader configuration and send virtual cards, a “site” needs to be created first.

To access site management, click “View more” from the welcome page or “Manage my customer sites → Sites” in the top menu.

### Manage My Customer Sites

**Customer Sites**

Number of Customer Sites

[View more](#)

**Reader Configurations**

Number of Reader Configurations

[View more](#)

**Virtual Access Cards**

Number of Virtual Access Cards

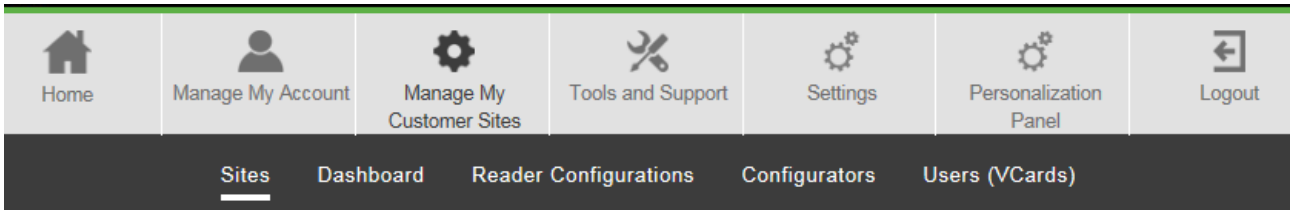
[View more](#)

**Configurators**

Number of Configurators

[View more](#)

42 Welcome page > Manage my customer sites > Customer sites > View more



43 “Manage my customer sites” menu > Sites

Dashboard - Customer Site List

🔍

<input type="checkbox"/>	Customer Site Name	Creation Date	Number of Configurations	Number of Users	Number of Configurators
<input type="checkbox"/>	Annexe	17-10-2018 17:54	1	1	0
<input type="checkbox"/>	London	01-05-2018 20:04	1	6	1
<input type="checkbox"/>	Paris	01-05-2018 15:28	8	10	3
<input type="checkbox"/>	Site principal	28-11-2018 15:54	1	1	1
<input type="checkbox"/>	STid Headquarters	22-05-2018 14:14	9	11	2

44 Customer site dashboard

Click “Add” to create a new site.

**ADD NEW CUSTOMER SITE**

---

Customer Site Name \*

45 Adding a new site

Deleting a customer site


From the **customer sites dashboard**, select the site and click “Delete”.

Dashboard - Customer Site List

🔍

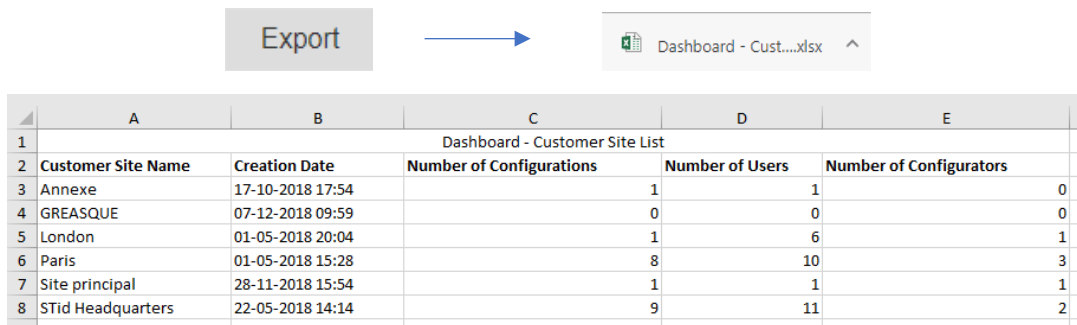
<input type="checkbox"/>	Customer Site Name	Creation Date	Number of Configurations	Number of Users	Number of Configurators
<input type="checkbox"/>	Annexe	17-10-2018 17:54	1	1	0
<input checked="" type="checkbox"/>	GREASQUE	07-12-2018 09:59	0	0	0
<input type="checkbox"/>	London	01-05-2018 20:04	1	6	1
<input type="checkbox"/>	Paris	01-05-2018 15:28	8	10	3
<input type="checkbox"/>	Site principal	28-11-2018 15:54	1	1	1
<input type="checkbox"/>	STid Headquarters	22-05-2018 14:14	9	11	2

46 Deleting a site

 A site can only be deleted if no configurations, configurators or users are associated with it. All [reader configurations](#), [configurators](#) and [users](#) should therefore be deleted first before the site can be deleted.

### Exporting the list of customer sites

From the **customer site dashboard**, click "Export" to export the list in .xls format.



The screenshot shows an 'Export' button with an arrow pointing to a file icon and the text 'Dashboard - Cust...xlsx'. Below this is an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Dashboard - Customer Site List				
2	Customer Site Name	Creation Date	Number of Configurations	Number of Users	Number of Configurators
3	Annexe	17-10-2018 17:54	1	1	0
4	GREASQUE	07-12-2018 09:59	0	0	0
5	London	01-05-2018 20:04	1	6	1
6	Paris	01-05-2018 15:28	8	10	3
7	Site principal	28-11-2018 15:54	1	1	1
8	STid Headquarters	22-05-2018 14:14	9	11	2

47 Exporting the list of customer sites

### Importing the PSE file of the reader configuration

Reader configurations cannot be created from the platform. The PSE file needs to be created with the SECard software, then imported into STid Mobile ID® platform.

To create the PSE file, refer to the SECard user manual.

To access reader configuration management, click "View more" from the welcome page or "Manage my customer sites → Reader configurations" in the top menu.

## Manage My Customer Sites

#### Customer Sites

Number of Customer Sites

[View more](#)

#### Reader Configurations

Number of Reader Configurations

[View more](#)

#### Virtual Access Cards

Number of Virtual Access Cards

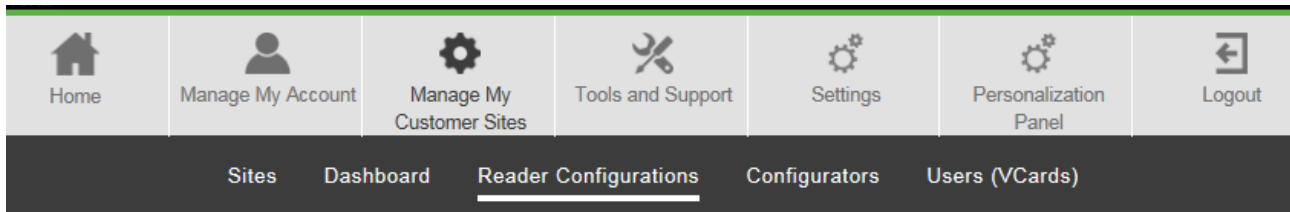
[View more](#)

#### Configurators

Number of Configurators

[View more](#)

48 Welcome > Manage my customer sites > Reader configurations > View more



49 "Manage my customer sites" menu > Reader configurations

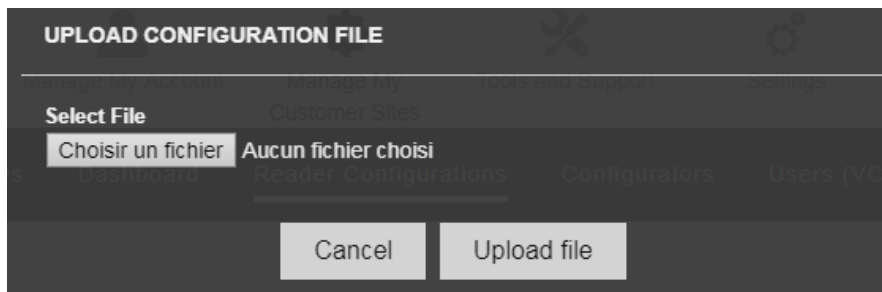
If several sites have been created, the links of Figures 48 and 49 send the user to the user dashboard of the last site viewed by default. If we would like to access another site, it needs to be selected from the **dashboard of the customer sites**.

## Reader Configurations

Customer Sites : [London](#)



50 Click "Import a PSE file"



51 Select the PSE file and click "Load"



The names of the Blue Mobile ID configurations must be unique. It is therefore not possible to import 2 files from the PSE configuration with the same Blue Mobile ID configuration name.

### Viewing the reader configuration

The reader configuration can be viewed by clicking the PSE name from the **reader configuration dashboard**.

### Reader Configurations

Customer Sites : London

PSE File Import

**Configuration Preview : London**

Full Settings    Reader Settings Only    Chips Settings Only

Reader	ON
MIFARE DESFire	ON
MIFARE Plus SL3	OFF
MIFARE Classic/SL1	OFF
MIFARE UltraLight/C	OFF
Blue Mobile ID	ON
NFC-HCE	OFF
CPS3	OFF
125 kHz	OFF

**Identification Modes**

Contact    Very Short

Up to ~ 3m    Very Short

Up to ~ 3m

**Remote Option**

Remote 1    Remote 2

Save As

	PSE Name	Blue Mobile ID Configuration
<input type="checkbox"/>	London	London

52 Viewing the configuration parameters

**Reminder:** the configuration cannot be created or modified from the platform. It can only be viewed. To create or modify the PSE configuration file, refer to the SECard software and user manual.

### Deleting a reader configuration



A reader configuration can only be deleted if there is no configurator or user associated with this. The configurators and users associated with this configuration must therefore be deleted beforehand.

### Creating and sending a virtual user card

#### Blue private ID card

A blue card is sent in 4 steps:

1. Create the site
2. Import the PSE file
3. Create a virtual card
4. Send the virtual card by email

Creating a virtual user card

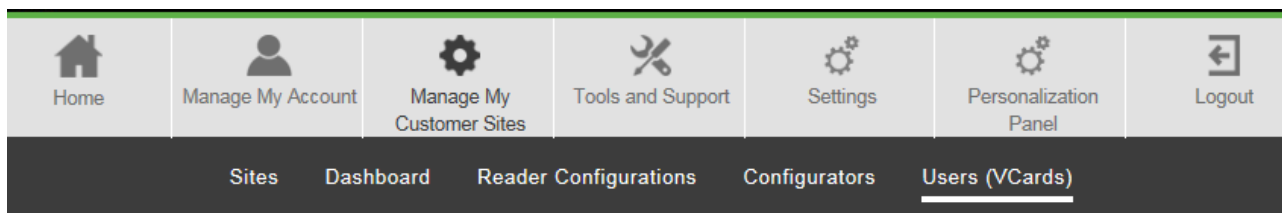
Once the site has been created and the configuration file has been imported, a virtual card must be created.

To access the user and virtual card management, click “View more” from the welcome page or “Manage my customer sites → Users (Vcards)” in the top menu.

## Manage My Customer Sites

<b>Customer Sites</b>	Number of Customer Sites	<a href="#">View more</a>
<b>Reader Configurations</b>	Number of Reader Configurations	<a href="#">View more</a>
<b>Virtual Access Cards</b>	Number of Virtual Access Cards	<a href="#">View more</a>
<b>Configurators</b>	Number of Configurators	<a href="#">View more</a>

53 Welcome > Manage my customer sites > Virtual access cards > View more



54 "Manage my customer sites" > Users (VCards)

If several sites have been created, the links of Figures 53 and 54 send the user to the user dashboard of the last site viewed by default. If we would like to access another site, first select this from the **dashboard of the customer sites** then click “Manage” in the “Users (VCards)” section.

Dashboard - Customer Site Detail

Customer Site : London

Reader Configurations	
Number of Reader Configurations	1

Configurators	
Number of Added Configurators	1
Number of Deleted Configurators	0

Configurations	
Number of Configurations	1
Number of Inactive Configurations	1
Number of Created Configurations	1
Number of Created Configurations and Email Sent	0
Number of Revoked Configurations	0
Number of Revoked Configurations	0
Number of Pending Revoked Configurations	0

Users (VCards)	
Number of Users	6
Number of Active Users	0
Number of Private ID Users	0
Number of STid Mobile ID+ Users	0
Number of Inactive / Not-Activated-Yet Users	6
Number of Created Users not yet Activated	6
Number of Created Users and Email Sent	0
Number of Revoked Users	0
Number of Revoked Users	0
Number of Pending Revoked Users	0

[Manage](#)

[Manage](#)

55 Access the virtual cards and user management from the site dashboard

Click "Add" to create a new virtual card.

**ADD NEW USER(VCARD)**

---

**Contact**

First Name \*

Last Name \*

Blue Mobile ID Configuration \*

Private ID \*

STid Mobile ID

56 Create a new user



The fields identified by an asterisk (\*) are mandatory:

- **Blue Mobile ID Configuration:** select the configuration which corresponds to the card that we would like to send to this user.  
Note: sending two cards with the same configuration to one user is not possible.
- **Private ID:** enter the identifier to be encoded which corresponds to the number recorded in the access control system.
- **Email:** enter a valid email address on the user smartphone.

The “Telephone” and “Field x” fields are optional.

Several virtual user cards can be created at the same time by importing an Excel file. Click the “Info” button to access the tutorial

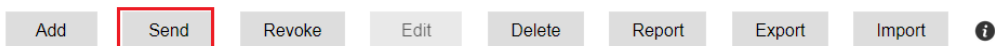


Sending the virtual user card

Once the virtual card has been created, it must be sent via an electronic message.

Select the virtual card in the list then click “Send”. Several virtual cards can be selected to send one mass message.

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Aymerick	BRADLEY	London	984523	aymerick@stid.com	Created
<input checked="" type="checkbox"/>	Claudia	GREEN	London	127496	claudia@stid.com	Created
<input checked="" type="checkbox"/>	Frederick	BLACKLEDGE	London	785612	fred@stid.com	Created
<input checked="" type="checkbox"/>	John	MIDDLETON	London	489378	jhon@stid.com	Created
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created
<input type="checkbox"/>	Simon	WHITE	London	568746	userstid3@laposte.net	Created



57 Sending virtual cards



Sending a virtual card is possible if there is enough credit, see “Available credit”.

Once the card has been sent, the status changes from “Created” to “Created and sent by email”.

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Simon	WHITE	London	568746	userstid3@laposte.net	Created and Email Sent
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created

58 The virtual card of “Simon” has been sent.

It has not yet been activated because “Simon” has not yet checked his emails or clicked the link to download the virtual card.

When the user has downloaded his virtual card (see “Activating a virtual card”), the status changes from “Created and sent by email” to “Activated”.

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Aymerick	BRADLEY	London	984523	aymerick@stid.com	Created
<input checked="" type="checkbox"/>	Claudia	GREEN	London	127496	claudia@stid.com	Activated
<input type="checkbox"/>	Frederick	BLACKLEDGE	London	785612	fred@stid.com	Created
<input checked="" type="checkbox"/>	John	MIDDLETON	London	489378	jhon@stid.com	Created
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created
<input checked="" type="checkbox"/>	Simon	WHITE	London	568746	userstid3@laposte.net	Activated

59 “Claudia” and “Simon” have downloaded their virtual cards which therefore have “Activated” status.

If we would like to send another card from another configuration, a **new virtual card** needs to be created and **sent**.

### STid Mobile ID+ orange card

An orange card is sent in 3 steps:

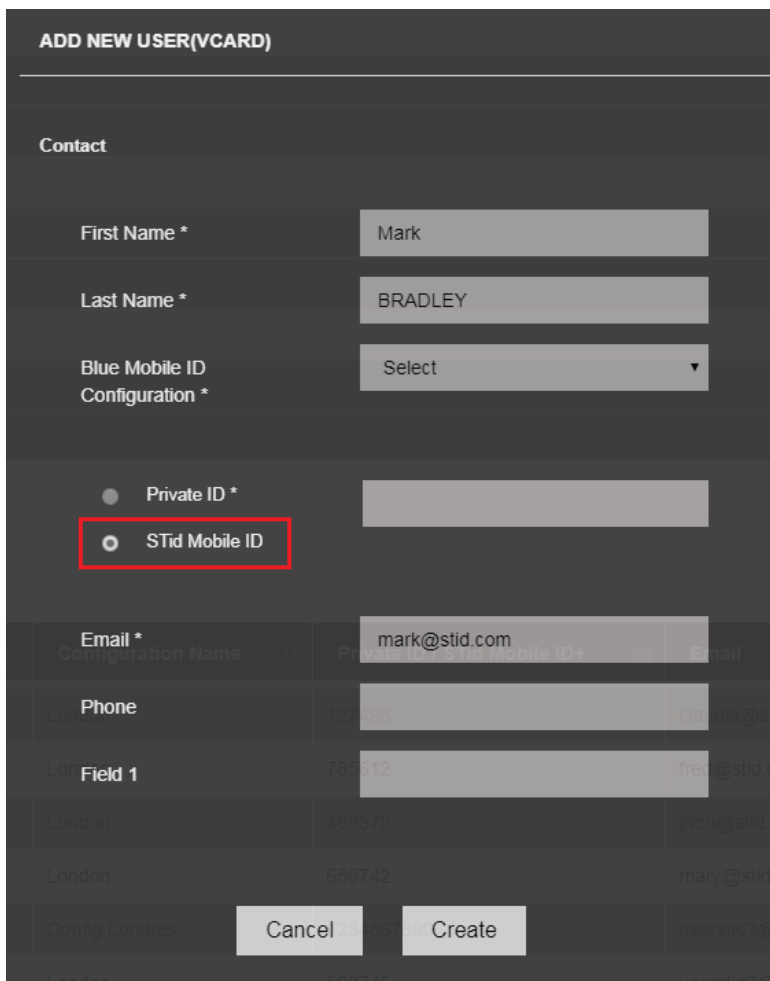
1. Create the site
2. Create a virtual card
3. Send the virtual card by email

#### Create a virtual card

Once the site has been made, the virtual card needs to be created.

To access the management of the users and virtual cards, click “View more” from the welcome page or “Manage my customer sites → Users (VCards)” in the top menu.

Click “Add” to create a new virtual card.



60 Creating a new user to send an orange STid Mobile ID+ card

The mandatory fields to complete are:

- First name and last name
- **Email:** enter a valid email address on the user’s smartphone
- Tick “STid Mobile ID®”

Selecting a private ID is not possible because it is an extension of the identification modes of STid Mobile ID® card. The “Telephone” and “Field x” fields are optional.

Sending the virtual card

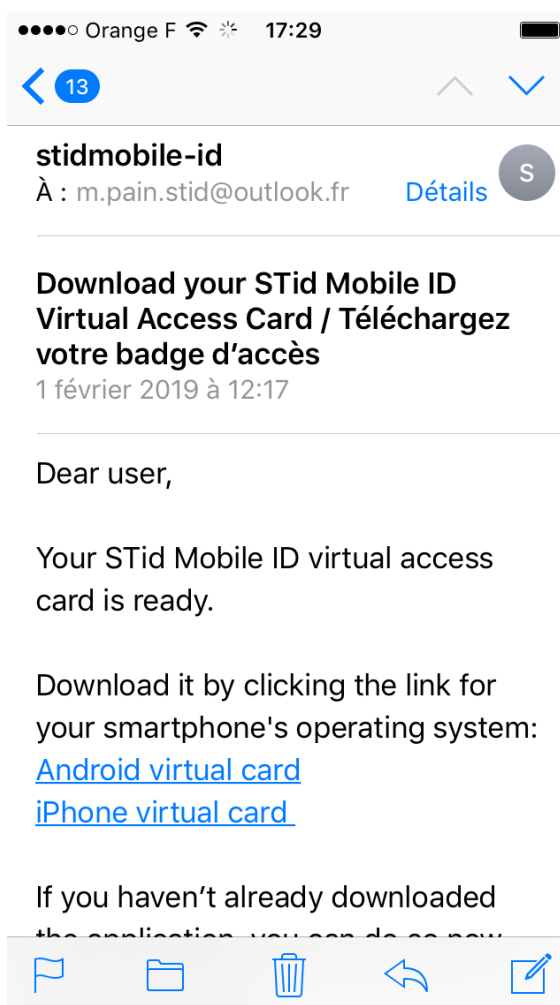
A virtual STid Mobile ID+ card is sent in the same way as a **Blue private ID card**.

## Activating a virtual user card

Once the virtual card has been created and sent from STid Mobile ID® platform (see “**Creating and sending a virtual card**”), the user receives an electronic message to activate their card.

In most cases, only one step is necessary:

- Check that STid Mobile ID® application is installed on the smartphone. Otherwise, install the application from the App Store or Play Store.
- Click the link which corresponds to the OS of the smartphone in the message received.



61 Click the corresponding link on the smartphone to download the virtual card



Use the default email customer on Android or iOS.

The download link can only be used once. Once the user has clicked the link and downloaded its virtual card, the link is no longer valid.

### Deleting a virtual user card

To delete a virtual user card from the platform, simply select it from the user dashboard and click “Delete”.



If a virtual card has “Active” status and has not been disabled, the credit will be lost (see “Cancellation and retrieval of virtual credits”).

### Revocation and retrieval of virtual credits

Deleting a virtual card on a smartphone and retrieving the credit associated with this is possible.

This is useful in cases where a smartphone is changed, or when a colleague quits the company, for example.

From the user dashboard, tick the virtual card to be canceled then click “Revoke”.

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Aymerick	BRADLEY	London	984523	aymerick@stid.com	Created
<input type="checkbox"/>	Claudia	GREEN	London	127496	claudia@stid.com	Activated
<input checked="" type="checkbox"/>	Frederick	BLACKLEDGE	London	785612	fred@stid.com	Activated
<input type="checkbox"/>	John	MIDDLETON	London	489378	jhon@stid.com	Created
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created

62 Canceling a virtual card

The status then changes to “Pending revoke”.

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Aymerick	BRADLEY	London	984523	aymerick@stid.com	Created
<input type="checkbox"/>	Claudia	GREEN	London	127496	claudia@stid.com	Activated
<input type="checkbox"/>	Frederick	BLACKLEDGE	London	785612	fred@stid.com	Pending Revoke
<input type="checkbox"/>	John	MIDDLETON	London	489378	jhon@stid.com	Created
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created

63 Cancellation request sent on the smartphone

When the smartphone can be reached (i.e. is connected to the network), the virtual card is deleted from STid Mobile ID® application and 5 credits are added to the **available credit** (amount visible in the top right menu).

<input type="checkbox"/>	First Name	Last Name	Configuration Name	Private ID / STid Mobile ID+	Email	Status
<input type="checkbox"/>	Aymerick	BRADLEY	London	984523	aymerick@stid.com	Created
<input checked="" type="checkbox"/>	Claudia	GREEN	London	127496	claudia@stid.com	Activated
<input type="checkbox"/>	Frederick	BLACKLEDGE	London	785612	fred@stid.com	Revoked
<input checked="" type="checkbox"/>	John	MIDDLETON	London	489378	jhon@stid.com	Created
<input type="checkbox"/>	Mary	FOSTER	London	658742	mary@stid.com	Created

64 The virtual card has been deleted from STid Mobile ID® application and the 5 credits have been re-credited to the account.



For the revocation, it must be possible to communicate with STid Mobile ID® application on the smartphone. This means that STid Mobile ID® application should NOT be deleted before the revocation is performed.

Once canceled, the virtual card can be deleted or resent (to a new smartphone, for example).

### Modifying a virtual user card

The fields authorized during modification depend on the virtual card status.

Card status	Created	Created and sent by email	Activated	Pending revoke	Canceled
First name	✓	✓	✓	✓	✓
Last name	✓	✓	✓	✓	✓
Configuration	✓ (1)	✗	✗	✗	✗
Private ID	✓	✗	✗	✗	✗
Email	✓	✗	✗	✗	✗
Telephone and other fields	✓	✓	✓	✓	✓

✓ : field modification possible ✗ : field modification impossible

(1): Changing STid Mobile ID® configuration to a private ID configuration, or a private ID configuration to another private ID configuration is possible. However changing a private ID configuration to an STid Mobile ID® configuration is not possible.

### Resending a virtual user card

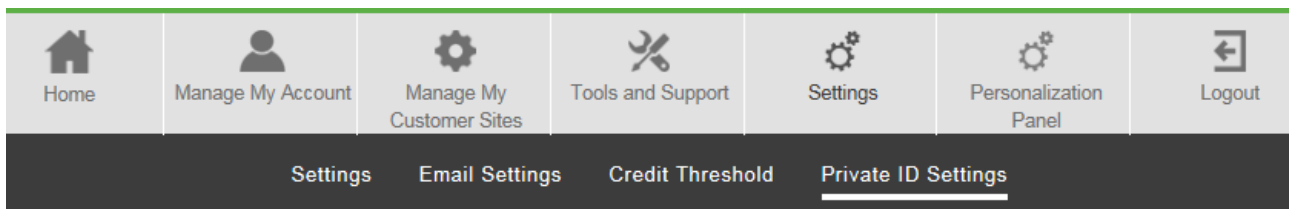
If the user has not received the message to download their virtual card, this can still be resent by selecting the virtual card in the list and clicking “Send”.

Resending a virtual card which has not been activated is not possible, however. First, this needs to be canceled (see “**Canceling and retrieving virtual credit**”).

### Authorizing private ID duplicates

The parameters have been set on the platform so that creation of two cards from the same configuration, with the same ID, is not authorized.

However modifying this parameter to authorize duplicates is possible. To do this, click “Private ID settings” in the top menu.



65 Authorize duplicates from the “Private ID settings” menu

Position the button to “ON” or “OFF” to authorize or forbid private ID duplicates.

### ⚙ Private ID Settings

Customer Site Name	Private ID Duplicate Status
Annexe	<input type="checkbox"/> OFF
London	<input checked="" type="checkbox"/> ON
Paris	<input type="checkbox"/> OFF
Site principal	<input type="checkbox"/> OFF
STid Headquarters	<input type="checkbox"/> OFF

66 Authorizing duplicates for the London site

## Sending a virtual configuration card

A virtual configuration card is sent in 5 steps:

1. Create the site
2. Import the reader configuration file
3. Create the configurator
4. Assign the configuration to a configurator
5. Send the virtual configuration card to the configurator

The virtual configuration cards are free. No credit is used when a virtual card is sent to a configurator.

## Creating a configurator

Once the **site has been created** and the **configuration file has been imported**, the configurator who will receive the virtual configuration card on its smartphone must be created, in STid Settings application (see also **“Activating the virtual configuration card”**).

To access configurator management, click **“View more”** on the welcome page or **“Manage my customer sites → Configurators”** in the top menu.

### Manage My Customer Sites

#### Customer Sites

Number of Customer Sites

[View more](#)

#### Reader Configurations

Number of Reader Configurations

[View more](#)

#### Virtual Access Cards

Number of Virtual Access Cards

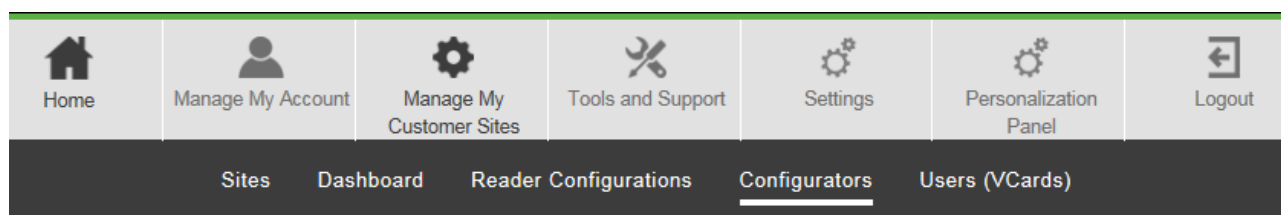
[View more](#)

#### Configurators

Number of Configurators

[View more](#)

*67 Welcome > Manage my customer sites > Configurators > View more*



*68 “Manage my customer sites” menu > Configurators*



If several sites have been created, links 67 and 68 send the user to the dashboard of the last site viewed by default. To access another site, select it from the customer sites **dashboardd**, then click "Manage" in the "Configurations" part.

### Dashboard - Customer Site Detail

Customer Site : London

Reader Configurations	
Number of Reader Configurations	2

Configurators	
Number of Added Configurators	1
Number of Deleted Configurators	0

Configurations	
Number of Configurations	1
Number of Inactive Configurations	1
Number of Created Configurations	1
Number of Created Configurations and Email Sent	0
Number of Revoked Configurations	0
Number of Revoked Configurations	0
Number of Pending Revoked Configurations	0

Users (VCards)	
Number of Users	5
Number of Active Users	0
Number of Private ID Users	0
Number of STid Mobile ID+ Users	0
Number of Inactive / Not-Activated-Yet Users	5
Number of Created Users not yet Activated	5
Number of Created Users and Email Sent	0
Number of Revoked Users	0
Number of Revoked Users	0
Number of Pending Revoked Users	0

[Manage](#)

[Manage](#)

69 Accessing the configurator management from the site dashboard

Click "Add" to create a new configurator.

### Configurators

Customer Sites : London

Configurators

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Simon	BLACKLEDGE	simon@std.com

[Add](#) [Edit](#) [Delete](#) [Report](#) [Export](#) [Import](#)

70 Add a new configurator

Complete the creation file and click "Create". The fields identified by an asterisk (\*) are mandatory.

**ADD NEW CONFIGURATOR**

Customer Sites

Dashboard Reader Configurations Configurators Users (VCs)

**Contact**

First Name \* Paul

Last Name \* DURAND

Email \* paul@stid.com

Phone

Field 1

Last Name DURAND Email userstid3@laposte.net

Cancel Create

71 Adding a new configurator  
The “first name”, “last name” and “email” fields are mandatory.

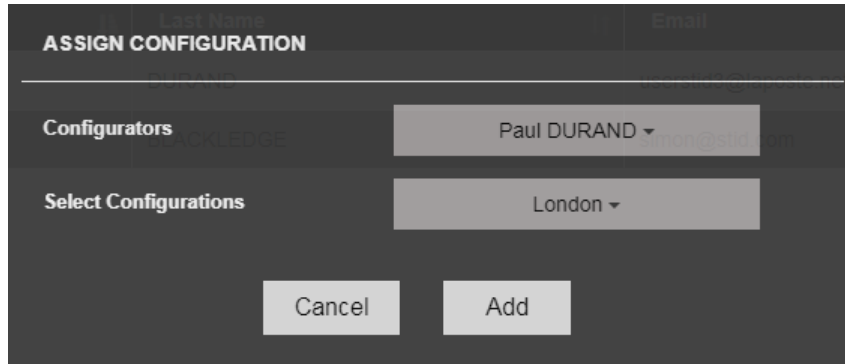
### Attributing the configuration to a configurator

From the **configurators** dashboard, in the “Assigned configurations” part, click “Add”.

Assigned Configurations

<input type="checkbox"/>	First Name	Last Name	Blue Mobile ID Configuration	Status
<input type="checkbox"/>	Simon	BLACKLEDGE	London	Created

72 Click “Add” in the “Assigned configurations” part



73 Select the configurator and configuration to be assigned to it in the drop-down lists then click “Add”.

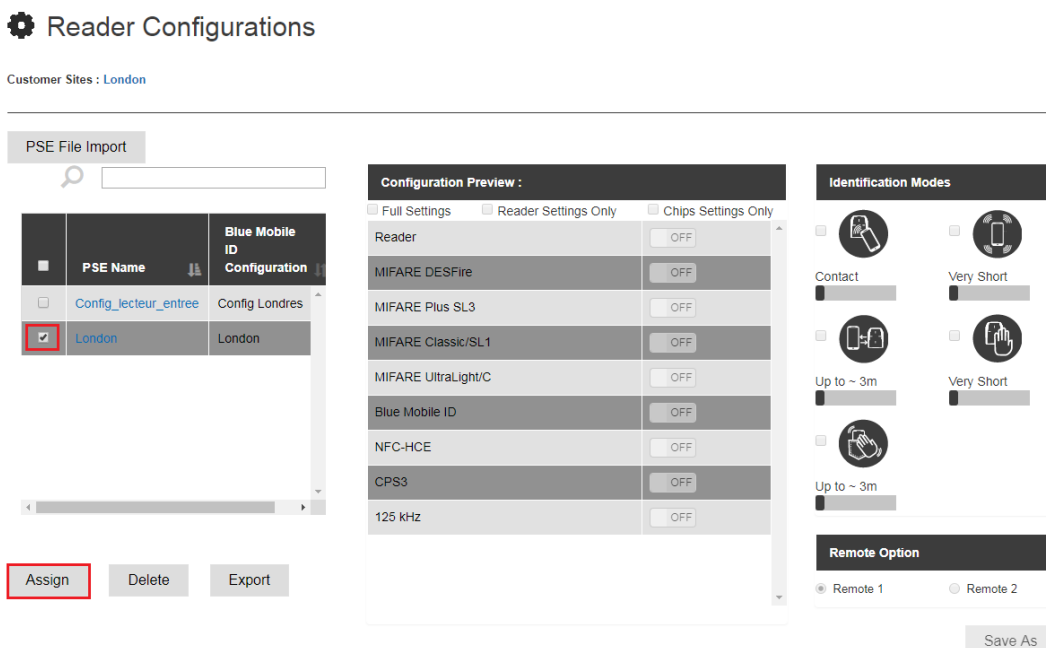
Assigning the configuration to a configurator makes it possible to create a virtual card. The status then appears as “Created”. The **virtual card** then needs to be sent to the configurator.

Assigned Configurations

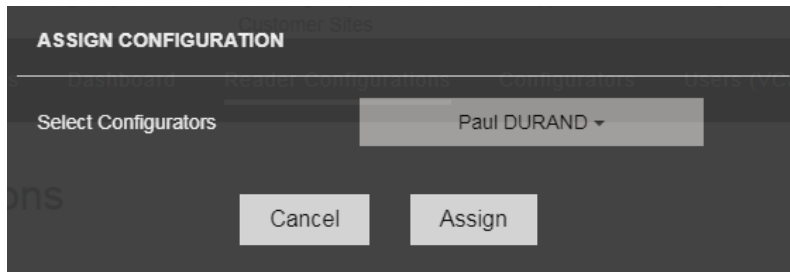
<input type="checkbox"/>	First Name	Last Name	Blue Mobile ID Configuration	Status
<input type="checkbox"/>	Paul	DURAND	London	Created
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	London	Created
<input type="checkbox"/>	Simon	BLACKLEDGE	Config Londres	Created

74 Virtual configuration cards are created and are ready to be sent.

Assigning a configuration to a configurator from the reader configuration dashboard is also possible.



75 Select the configuration and click “Assign”

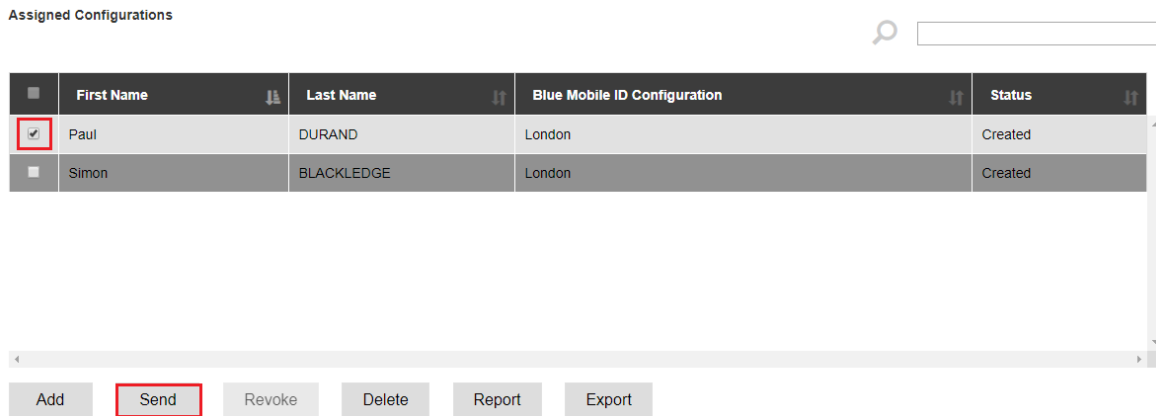


76 Select the configurator in the drop-down list then click "Assign"

### Sending the virtual configuration card

Once the virtual card has been created, it must be sent via an electronic message.

Select the virtual card in the list then click "Send". Several virtual cards can be selected to send one mass message.



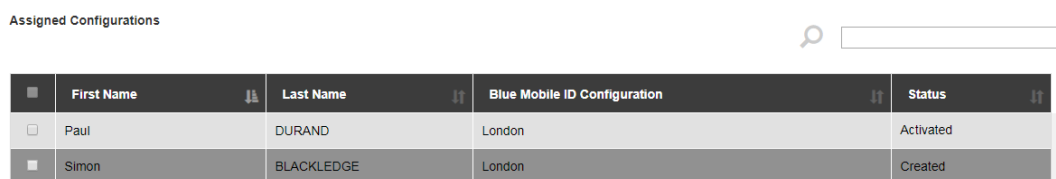
77 Sending a virtual configuration card

Once the card has been sent, the status goes from "Created" to "Created and sent by email".



78 The "London" virtual configuration card has been sent to "Paul".

When the configurator has downloaded his virtual card (see "Activating a virtual configuration card"), the status changes from "Created and sent by email" to "Activated".



79 The virtual configuration card has been downloaded by "Paul".

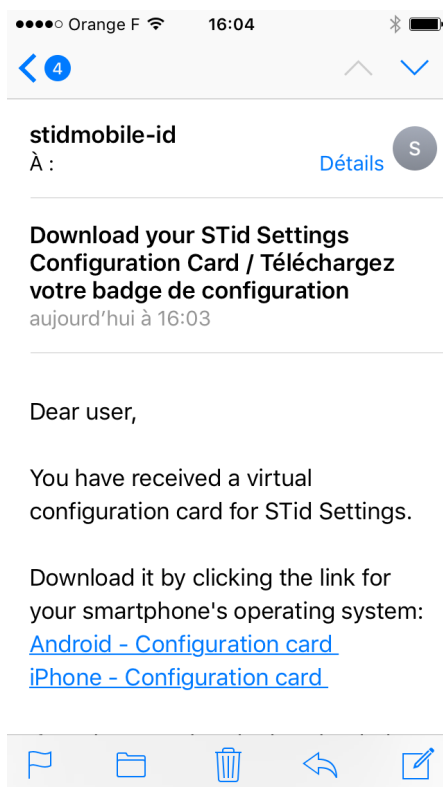
If we would like to send another card from another configuration, the configuration needs to be assigned to a configurator again.

## Activating the virtual configuration card

Once the virtual configuration card has been created and sent from STid Mobile ID® platform (see “**Creating and sending a virtual configuration card**”), the configurator receives an electronic message to activate his card.

In most cases, only one step is necessary:

- Check that STid Settings application has been installed on the smartphone. Otherwise, install the application from the App Store or Play Store.
- Click the link which corresponds to the OS of the smartphone in the message received.



*80 Click the corresponding link on the smartphone to download the virtual card*



Use the default email customer on Android or iOS.

The download link can only be used once. Once the configurator has clicked the link and downloaded his virtual card, the link is no longer valid.

## Modifying a configurator

It is only the email address that cannot be modified. The configurator therefore needs to be recreated to change the email address.

**Configurators**

Customer Sites : [London](#)

---

Configurators

	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	simon@stid.com

81 Select the configurator then click "Modify"

**EDIT CONFIGURATOR**

Contact

First Name *	Simon
Last Name *	BLACKLEDGE
Email *	simon@stid.com
Phone	
Field 1	

82 Modify the fields, except the email field, then click Update

## Deleting a configurator

A configurator cannot be deleted if at least one configuration is assigned to him.

**All virtual configuration cards** of this configurator must be canceled before it is deleted.

To delete a configurator, delete it in the list then click Delete.

**Configurators**

Customer Sites : London

---

Configurators 🔍

<input type="checkbox"/>	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	simon@stid.com

83 Deleting a configurator

## Revocation of a reader configuration card

Deleting a virtual configuration card on the configurator’s smartphone is possible.

From the configurator dashboard, tick the virtual card to be canceled then click “Revoke”.

Assigned Configurations 🔍

<input type="checkbox"/>	First Name	Last Name	Blue Mobile ID Configuration	Status
<input type="checkbox"/>	Paul	DURAND	London	Created
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	London	Activated

84 Canceling a virtual configuration card

The status therefore changes to “Pending revoke”.

Assigned Configurations

<input type="checkbox"/>	First Name	Last Name	Blue Mobile ID Configuration	Status
<input type="checkbox"/>	Paul	DURAND	London	Created
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	London	Pending Revokes

85 Cancellation request sent on the smartphone

When the smartphone can be reached (i.e. is connected to a network), the virtual card is deleted from STid Settings application.

Configurations Attribuées

<input type="checkbox"/>	Prénom	Nom	Configuration Blue Mobile ID	Statut
<input type="checkbox"/>	Paul	DURAND	London	Créé
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	London	Révoqué

86 The virtual card has been deleted from STid Settings app.



For the cancellation, it must be possible to communicate with STid Settings application on the smartphone. Therefore do not delete STid Settings application before the cancellation has been performed.

Once canceled, the virtual card can be deleted or resent (to a new smartphone, for example).



## Deleting a virtual configuration card

A virtual configuration card can be deleted, whatever the card status.

To delete the virtual configuration card from the platform, simply select it in the configurator dashboard then click “Delete”.

Assigned Configurations



<input type="checkbox"/>	First Name	Last Name	Blue Mobile ID Configuration	Status
<input type="checkbox"/>	Paul	DURAND	London	Created
<input checked="" type="checkbox"/>	Simon	BLACKLEDGE	London	Activated

Add

Send

Revoke

Delete

Report

Export

*87 Canceling a reader configuration card*



The virtual card is deleted from the platform but also from STid Settings application, if the smartphone is reachable (.i.e. connected to a network).

See also “**Canceling a reader configuration card**”.

## Resending a virtual configuration card

It is only virtual configuration cards with Activated status which cannot be sent back. They need to be canceled beforehand (see “**Canceling a reader configuration card**”).

## “Report” / “Export”: what is the difference?

A report or export of the virtual user cards, virtual configuration cards and configurators can be generated in .xls format.

To do this, click the Report or Export button in the corresponding dashboard.

### Configurators

The configurator report provides the following information:

- Company and site name and report date
- First name
- Last name
- Email
- Telephone and additional fields
- Creation date

Exporting the configurators provides the following information:

- Company and site name and export date
- First name
- Last name
- Email
- Telephone and additional fields

	A	B	C	D	E
1		<b>Report</b>			
2		<b>Company Name</b>	My Company		
3		<b>Site Name</b>	London		
4		<b>Date</b>	14-12-2018 10:01		
5					
6	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Phone Number</b>	<b>Creation Date</b>
7	Simon	BLACKLEDGE	<a href="mailto:simon@stid.com">simon@stid.com</a>		01-05-2018 20:05
8	Paul	DURAND	<a href="mailto:paul@stid.com">paul@stid.com</a>		13-12-2018 11:07
9	Mary	BRADLEY	<a href="mailto:mary@stid.com">mary@stid.com</a>		13-12-2018 16:03

88 Configurator report list

	A	B	C	D
1		<b>Export</b>		
2		<b>Company Name</b>	My Company	
3		<b>Site Name</b>	London	
4		<b>Date</b>	14-12-2018 10:01	
5				
6	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Phone Number</b>
7	Simon	BLACKLEDGE	<a href="mailto:simon@stid.com">simon@stid.com</a>	
8	Paul	DURAND	<a href="mailto:paul@stid.com">paul@stid.com</a>	
9	Mary	BRADLEY	<a href="mailto:mary@stid.com">mary@stid.com</a>	

89 Export the configurator list

### Virtual configuration cards

The virtual card configuration report provides the following information:

- Company and site name and report date
- First name
- Last name
- Blue Mobile ID configuration
- Creation date of the virtual configuration card
- Activation date of the virtual configuration card
- Revocation date of the virtual configuration card
- Status of the virtual configuration card

Exporting the virtual configuration cards provides the following information:

- Company and site name and export date
- First name
- Last name
- Blue Mobile ID configuration
- Status of the virtual configuration card

	A	B	C	D	E	F	G
1		<b>Report</b>					
2		<b>Company Name</b>	My Company				
3		<b>Site Name</b>	London				
4		<b>Date</b>	14-12-2018 09:45				
5							
6	<b>First Name</b>	<b>Last Name</b>	<b>Blue Mobile ID Configuration</b>	<b>Configuration Creation Date</b>	<b>Configuration Activation Date</b>	<b>Configuration Revoked Date</b>	<b>Status</b>
7	Paul	DURAND	London	13-12-2018 11:48			Created
8	Simon	BLACKLEDGE	London		14-12-2018 09:15		Activated

90 Report of the list of virtual configuration cards

	A	B	C	D
1		<b>Export</b>		
2		<b>Company Name</b>	My company	
3		<b>Site Name</b>	London	
4		<b>Date</b>	14-12-2018 09:45	
5				
6	<b>First Name</b>	<b>Last Name</b>	<b>Blue Mobile ID Configuration</b>	<b>Status</b>
7	Paul	DURAND	London	Created
8	Simon	BLACKLEDGE	London	Activated

91 Exporting the list of virtual configuration cards

**Virtual user cards**

The virtual user cards report provides the following information:

- Company and site name and report date
- First name
- Last name
- Email
- Blue Mobile ID configuration
- ID (private ID or CSN)
- Virtual card creation date
- Virtual card activation date
- Cancellation date of the virtual card
- Virtual card status

Exporting the virtual user cards report provides the following information:

- Company and site name and export date
- First name
- Surname
- Email
- Telephone number
- Blue Mobile ID configuration
- ID (private ID or CSN)

	A	B	C	D	E	F	G	H	I
1		<b>Report</b>							
2		<b>Company Name</b>	My Company						
3		<b>Site Name</b>	London						
4		<b>Date</b>	14-12-2018 09:40						
5									
6	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Blue Mobile ID Configuration</b>	<b>Private ID/CSN</b>	<b>VCard Creation Date</b>	<b>VCard Activation Date</b>	<b>VCard Revoked Date</b>	<b>Status</b>
7	Aymerick	BRADLEY	<a href="mailto:aymerick@stid.com">aymerick@stid.com</a>	London	12356479	01-05-2018 20:09			Created and Email Sent
8	Frederick	BLACKLEDGE	<a href="mailto:fred@stid.com">fred@stid.com</a>	London	785612	01-05-2018 20:09	13-12-2018 14:52		Activated
9	Claudia	GREEN	<a href="mailto:claudia@stid.com">claudia@stid.com</a>	London	127496	01-05-2018 20:09			Created and Email Sent
10	Mary	FOSTER	<a href="mailto:mary@stid.com">mary@stid.com</a>	London	658742	01-05-2018 20:09			Created
11	John	MIDDLETON	<a href="mailto:john@stid.com">john@stid.com</a>	London	489378	01-05-2018 20:09			Created

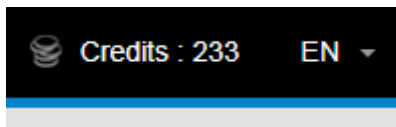
92 Report of the list of virtual configuration cards

	A	B	C	D	E	F
1		<b>Export</b>				
2		<b>Company Name</b>	My Company			
3		<b>Site Name</b>	London			
4		<b>Date</b>	14-12-2018 09:41			
5						
6	<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Phone Number</b>	<b>Blue Mobile ID Configuration</b>	<b>Private ID/CSN</b>
7	Aymerick	BRADLEY	<a href="mailto:aymerick@stid.com">aymerick@stid.com</a>	33442126060	London	12356479
8	Frederick	BLACKLEDGE	<a href="mailto:fred@stid.com">fred@stid.com</a>	1234567890	London	785612
9	Claudia	GREEN	<a href="mailto:claudia@stid.com">claudia@stid.com</a>	6162636465	London	127496
10	Mary	FOSTER	<a href="mailto:mary@stid.com">mary@stid.com</a>	4142434445	London	658742
11	John	MIDDLETON	<a href="mailto:john@stid.com">john@stid.com</a>	5152535455	London	489378

93 Exporting the list of virtual configuration cards

### Available credit

The available credit amount appears in the top right menu.



94 Credit balance

Attention: this figure does not take the transfers in progress into account.

For example, if the displayed amount is 4,500 credits and virtual cards have been sent but not yet activated, which total 500 credits, the balance which is actually available is 4,000 credits.

The debit of 500 credits will only appear as the user cards are activated.

4,000 credits will therefore be available for sending new virtual cards.

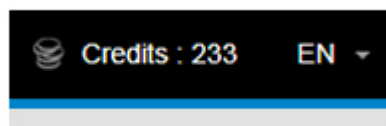
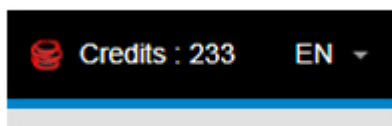
In contrast, if we resend a card which has not yet activated, the debit is already in progress and therefore not affected by the available credit balance.

Examples:

	Example 1	Example 2	Example 3
Amount of credit displayed	4,500	100	0
Virtual cards at the activation stage (in credits)	500	10	50
Actual amount available for sending new cards	4,000	90	0
Resending of cards which have not yet been activated	Still possible	Still possible	Still possible

### Credit alert threshold

The reseller may implement a **credit alert threshold**. The End customer can also modify this alert themselves. When the threshold has been reached, the credit balance appears in red.



95 If the credit threshold has been reached, the icon appears in red; otherwise it appears in gray.

### Requesting a Web API token

See **“Requesting a Web API token”** in the chapter on reseller accounts.

## Version notes

Date	Version	Notes
11/07/2018	1.0	Creation
10/06/2019	1.1	Personalization panel added

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