

# Card Management

Edit and manage your employees' card information

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# Edit the text fields of a vcard

The **Cards** section in the left sidebar menu is where you can view, edit, and manage all your team's cards. To edit card details, such as **changing the position** or a **mobile number**, follow these steps:

1. Locate the name of the person you want from the **card list**

The screenshot shows a web interface for a 'Marketing Team'. The main heading is 'Tarjetas'. On the right, there is a search bar and a button 'Quiero más tarjetas'. Below the heading, there are sorting options: 'Ordenado por Fecha de modificación' and a dropdown arrow. There are also buttons for 'Exportar CSV' and 'Importar CSV'. The list contains four cards, each with a checkbox, a QR code icon, the name, reference number, office location, edit date, and labels. Each card has a 'Ver' button on the right.

Checkbox	QR Code	Name	Ref	Office	Edited	Labels	Action
<input type="checkbox"/>		Michael O'Connor	ref • QR-48	Office Calabria	Editado el • 27 de may. de 2024 por John Aarons	Manager Founder +Label	Ver
<input type="checkbox"/>		Jules Germanotta	ref • QR-46	Office Calabria	Editado el • 23 de may. de 2024 por John Aarons	Manager Design +Label	Ver
<input type="checkbox"/>		John Doe	ref • QR-45	Office Calabria	Editado el • 23 de may. de 2024 por John Aarons	Founder +Label	Ver
<input type="checkbox"/>		Katie Joe	ref • QR-47	Office Calabria	Editado el • 15 de may. de 2024 por John Aarons		Ver

2. In the dropdown menu on the right-hand side, click on **Edit**

 **Michael O'Connor**  
ref • QR-48  
 Office Calabria   
Editado el • 27 de may. de 2024 por John Aarons  
**Manager** **Founder** [+ Label](#)

 **Jules Germanotta**  
ref • QR-46  
 Office Calabria   
Editado el • 23 de may. de 2024 por John Aarons  
**Manager** **Design** [+ Label](#)

Ver

- Editar
- Visitar
- Ver informe
- Notificar por mail
- Copiar Url
- Descargar QR ...
- Borrar

3. Now you can modify any field on the card, and when you click **Save**, it will be updated on the corresponding vcard

### Información de la tarjeta ✕

 **Michael O'Connor**  
ref • QR-48  
 Office Calabria   
Editado el • 27 de may. de 2024 por John Aarons  
**Manager** **Founder** [+ Label](#)

**Nombre**

**Website**

 ✕

**Position**

1/27 idiomas



Inglés



Marketing manager



**Email**

micahelocconor@vcards.me



# Request more vcards

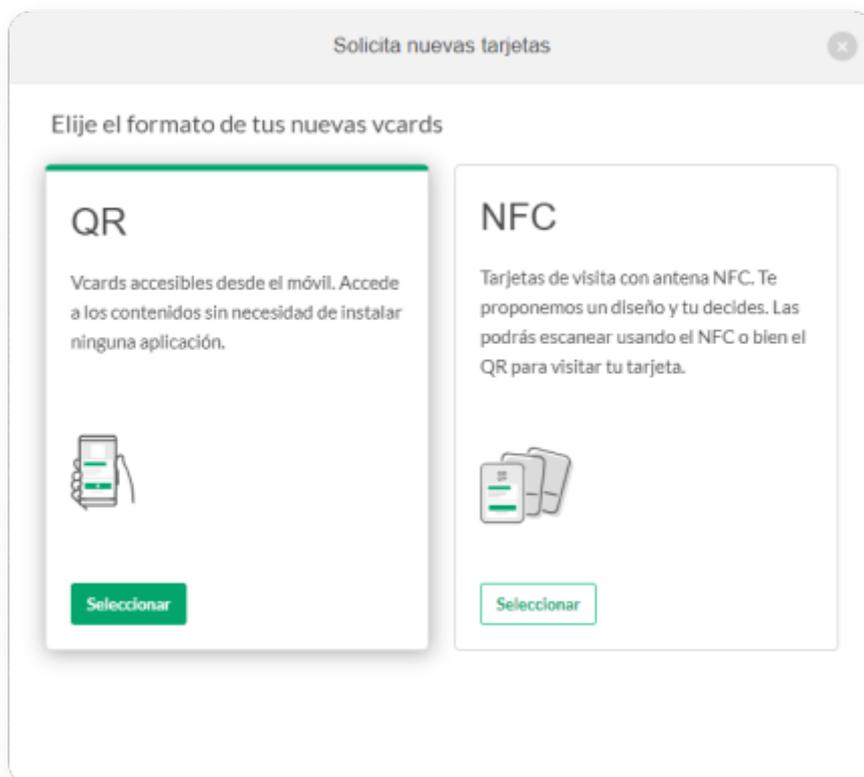
1. From the **Cards section**, click on the **I want more cards** button, located at the top left:



2. You can choose between requesting more digital cards (QR) or physical cards (NFC)

**QR Cards:** Digital vcards, accessible from your mobile device. They will be generated within seconds.

**NFC Cards:** Physical cards with NFC technology. Specify the number of cards you need, and we'll send them to your office promptly.



4. Choose the **number of cards** you want to generate and the branding to be included.

5. All set! Your cards have been generated or requested. ?

# Add labels to your vcards

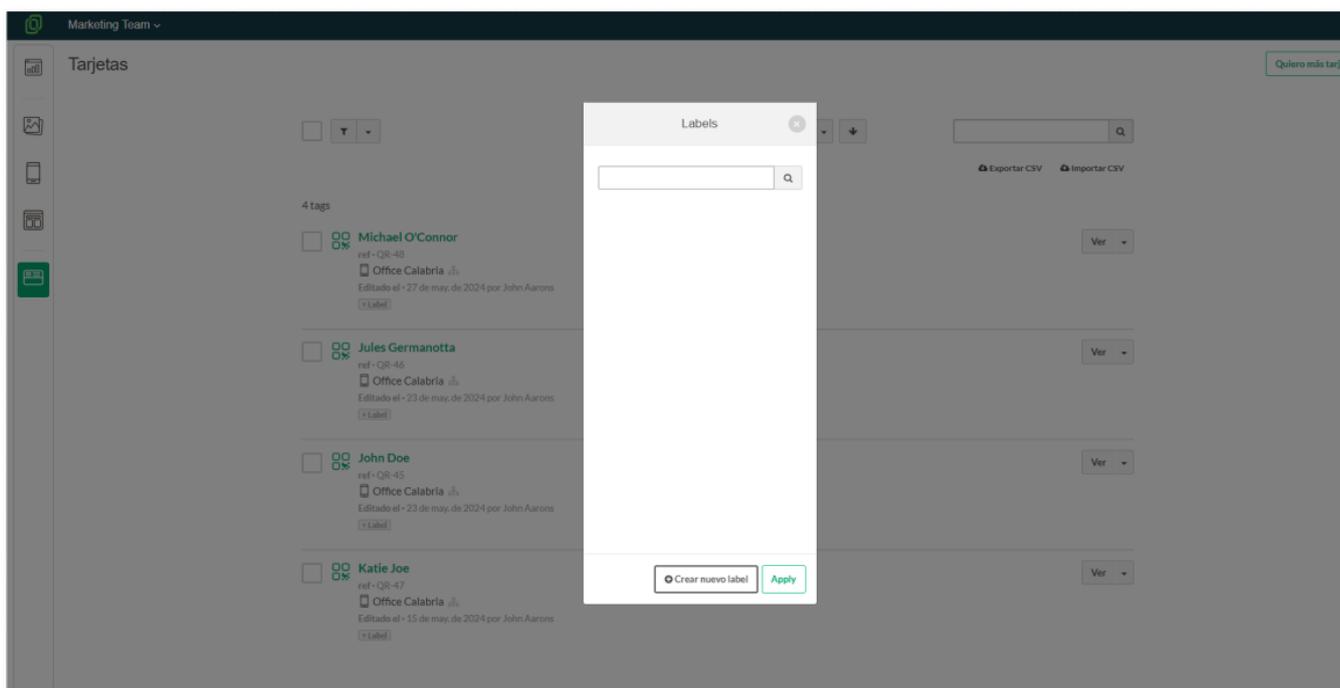
**Adding labels to your cards** will help you classify and **organize them by departments** or areas, making them easier to distinguish and filter.

To create a label, follow these steps:

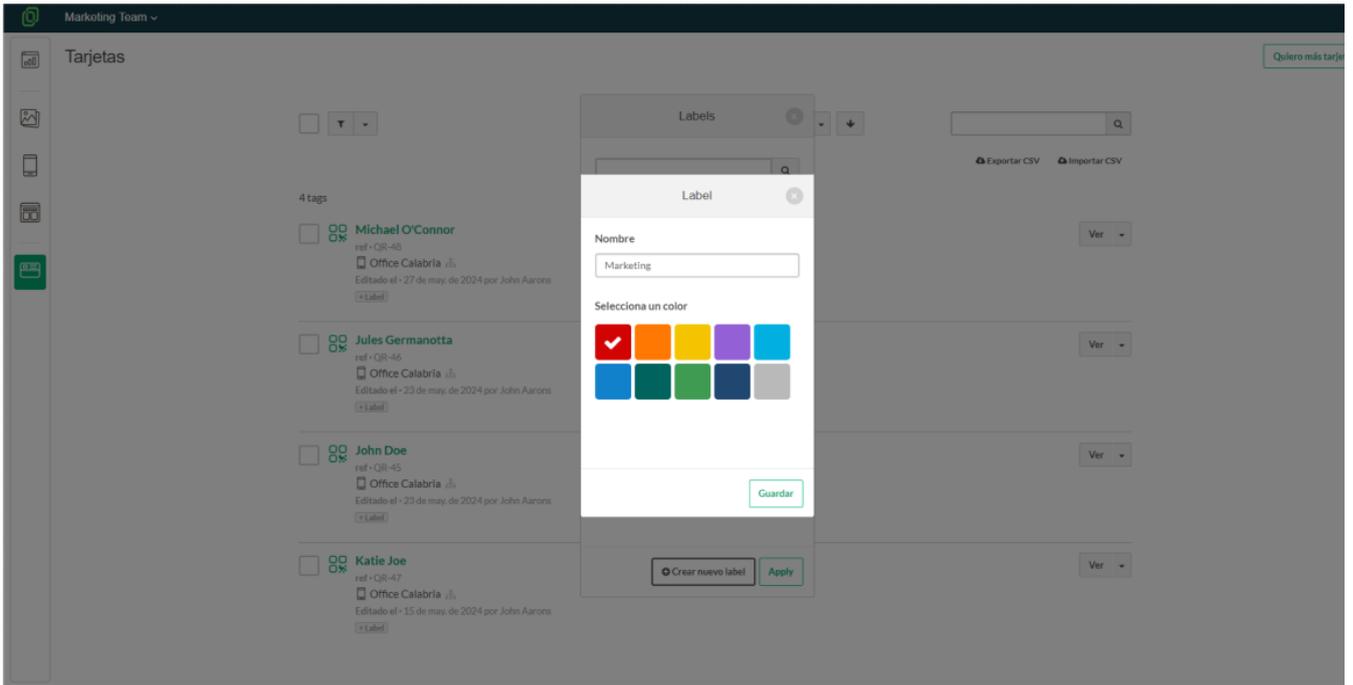
1. Access the **Cards** list from the left sidebar menu, and click on the **+ Label** button on the card where you want to add it.



2. Click on **Create new label**.



3. Name your label and choose its color.



4. All set! You can now see the new label assigned to the card.

?? **Batch Tagging:** If you want to assign the same label to multiple cards at once, select all the cards you want and click on the "Tag" button located at the top of the page.

