

# Card Management

Edit and manage your employees' card information

- [Edit the text fields of a vcard](#)
- [Request more vcards](#)
- [Add labels to your vcards](#)

# 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**

Marketing Team ▾

Tarjetas [Quiero más tarjetas](#)

Ordenado por Fecha de modificación ▾

4 tags

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

John Doe  
ref • QR-45  
Office Calabria  
Editado el • 23 de may. de 2024 por John Aarons  
**Founder** + Label

Katie Joe  
ref • QR-47  
Office Calabria  
Editado el • 15 de may. de 2024 por John Aarons

Ver ▾

Ver ▾

Ver ▾

Ver ▾

Exportar CSV Importar CSV

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

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Ver

Editar

Visitar

Ver informe

Notificar por mail

Copiar Uri

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

Michael O'Connor

Website

https://vcards.tictap.me/

Position

1/27 idiomas 

🇬🇧

Inglés

Marketing manager

Email

micahelocconor@vcards.me

# Request more vcards

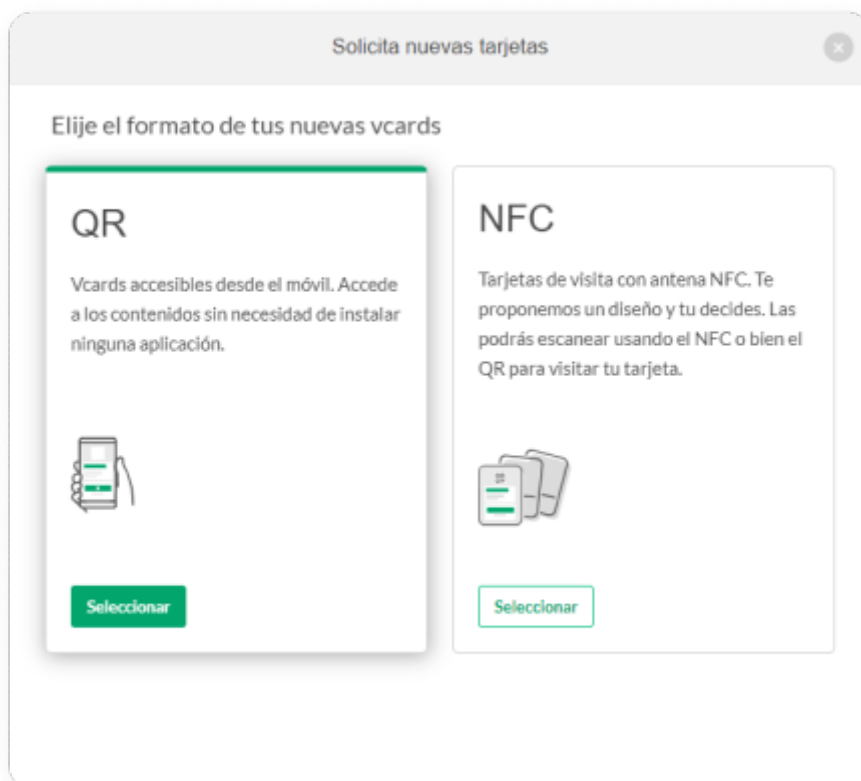
1. From the **Cards** section, click on the **I want more cards** button, located at the top left:



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.

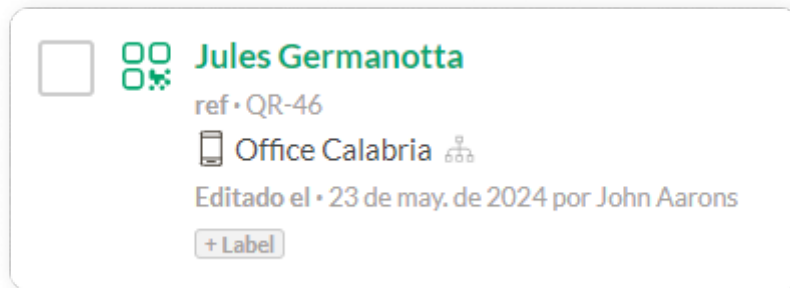
5. All set! Your cards have been generated or requested. ?

# Add labels to your vcards

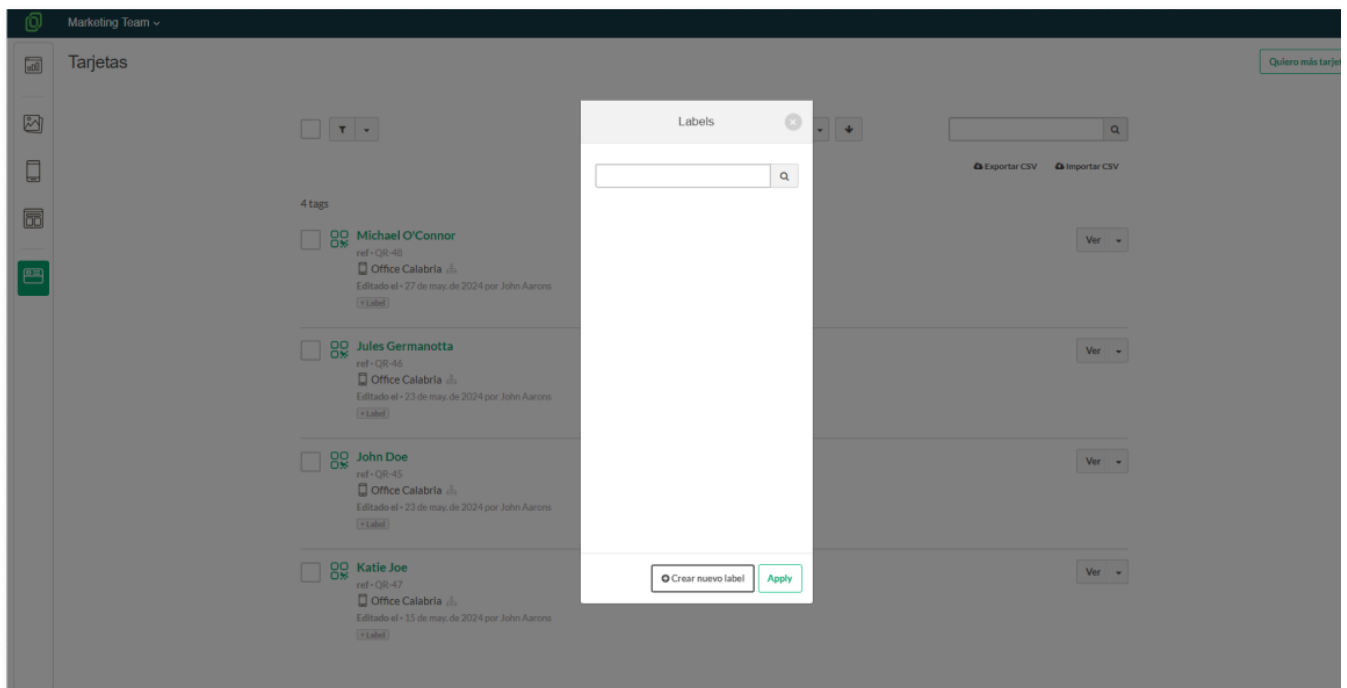
**Adding labels to your cards** will help you classify and **organize them by departments** or areas, making them easier to distinguish and filter.

To create a label, follow these steps:

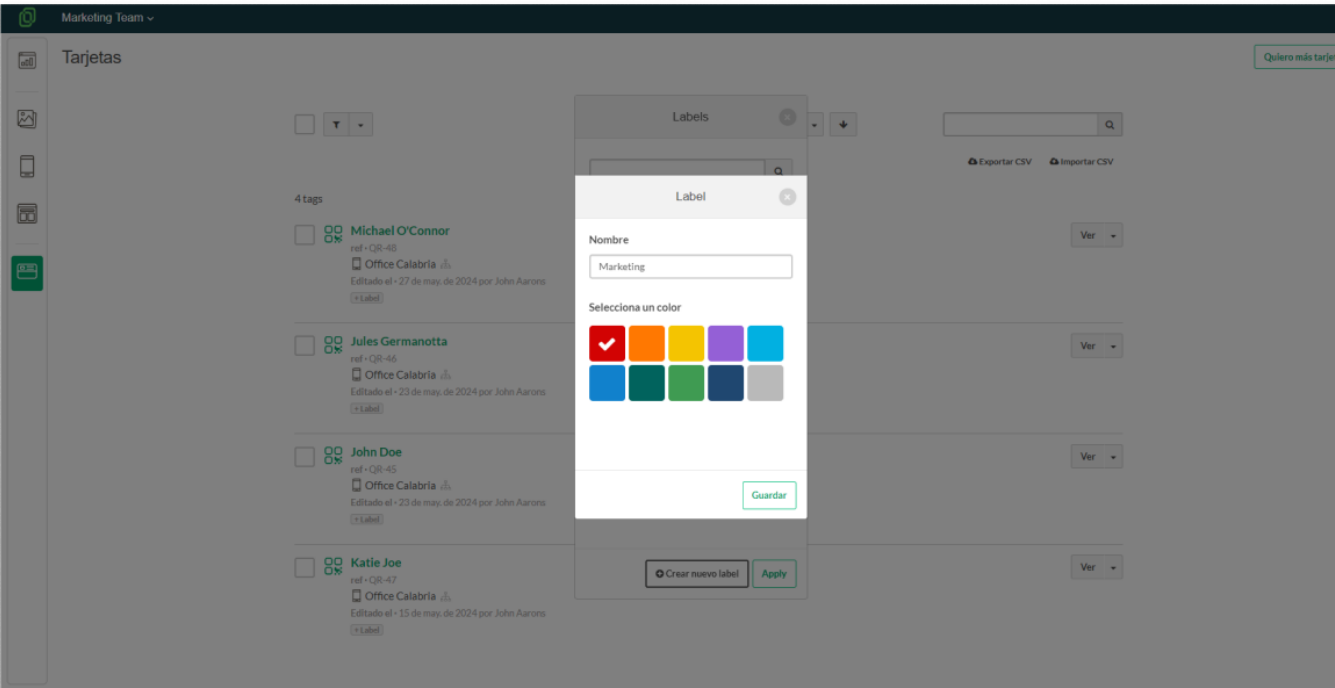
1. Access the **Cards** list from the left sidebar menu, and click on the **+ Label** button on the card where you want to add it.



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.

