Bulk Upload Cards

Yellowbox Partner Dashboard, sidebar > **Users** > **+ Add users or cards** > **Import & Link RFID Card Data** (dashboard.yellowbox.app/users). Link access cards to many people at once from a spreadsheet, so they can tap to open their lockers.

Before you start

- **The people must already be in the dashboard.** Cards are matched to people by email. Anyone not found is skipped, so add them first (see the *Bulk Upload Users* guide).
- You need each card's **card number**, and for most cards the **site code** (also called facility code). Your security team or access control company can usually export these for you. See *What the card fields mean* below.
- Nothing is saved until you click **Confirm Import**, so you can upload, check and cancel as often as you like.

Template columns

The template is made for your readers, so its columns depend on the card types your site uses. A typical one looks like this:

email	card.Seos.Corporate1000.siteCode	card.Seos.Corporate1000.cardNo
sam.carter@acme.com	4821	50211

- **email**: the email of the person who owns the card, exactly as it is in the dashboard.
- Every other column is named **card.***card technology***.***format***.***field*. Fill in only the columns for the type of card that person has, and leave the rest blank.
- **One row per card.** Someone with two cards needs two rows.
- The template comes with **example rows** (emails like *example1@email.com*) showing which columns go together. **Delete them** before you upload, or they show up as skipped.

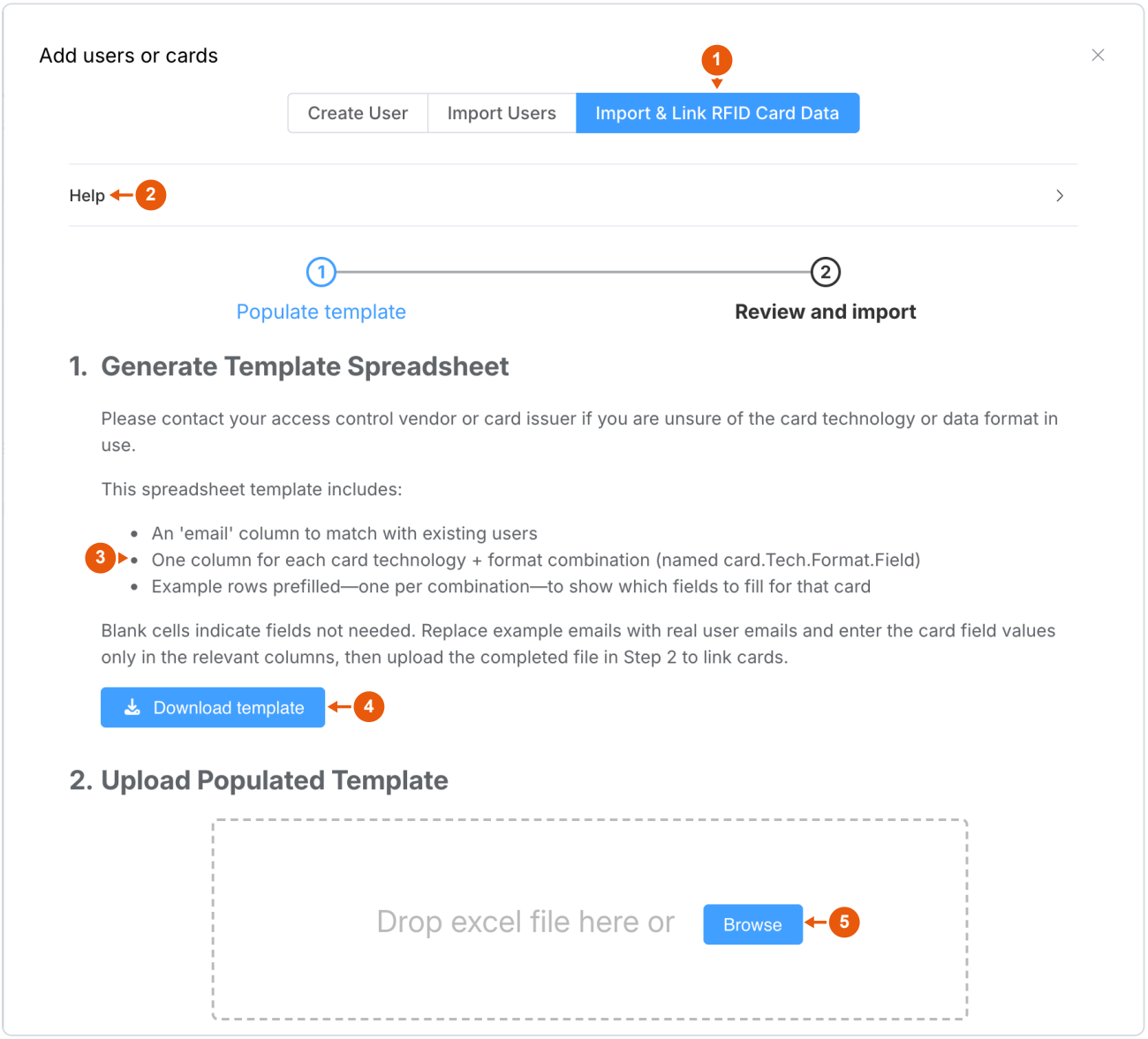
What the card fields mean

Field	What it is	Required?
cardNo	The card number: different on every card. Often printed on the card, but not always.	Yes
siteCode / facilityCode	A number shared by all the cards your building issues.	No, can be left blank
uid	The chip's own serial number, used by some simpler cards.	Yes, for those cards

Enter card numbers and site codes as plain numbers. A letter typed by mistake (for example the letter O instead of a zero) can silently cut the number short, so check the **Card number** column on the review screen against your list.

Step 1: Download and fill in the template

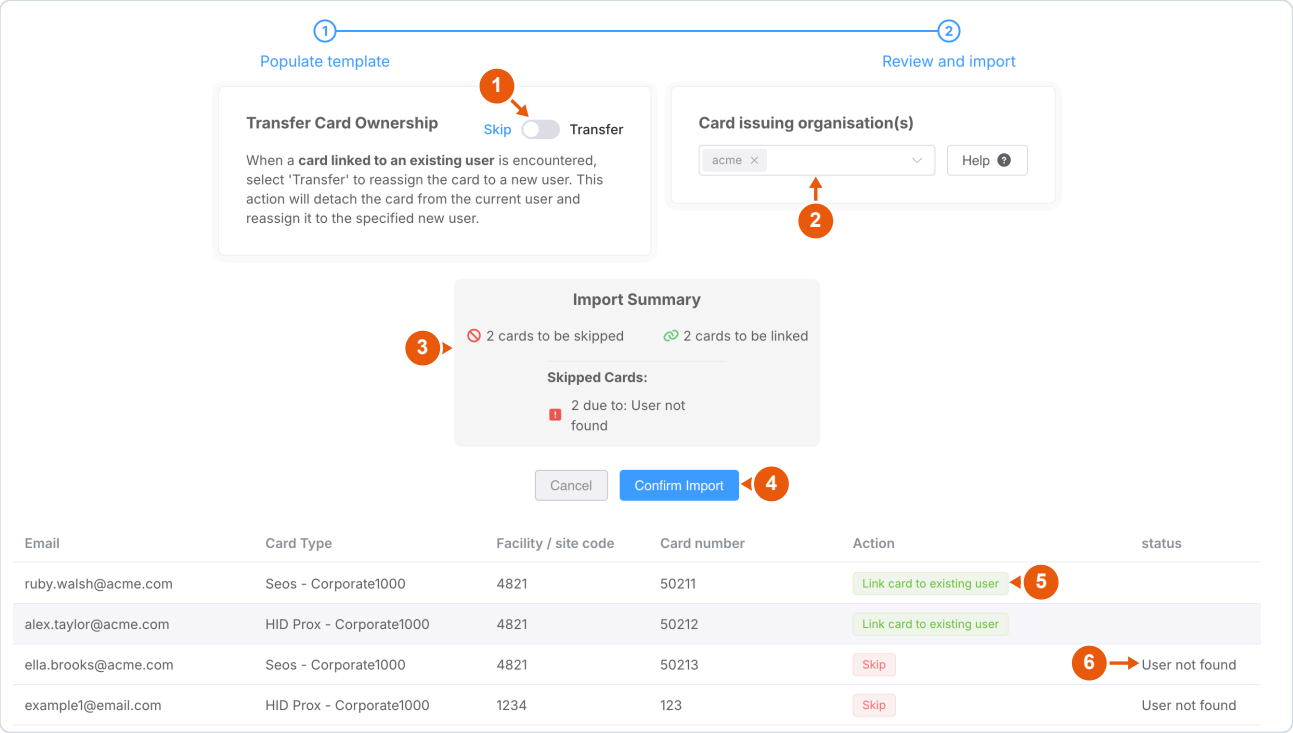
Open **Users**, click **+ Add users or cards** and choose the **Import & Link RFID Card Data** tab.



1. **Import & Link RFID Card Data** tab.
2. **Help** opens a short explanation of each step.
3. What the template contains (see *Template columns* on page 1).
4. **Download template** saves the spreadsheet. If it is greyed out, none of your readers are set up for a card type that can be imported: contact Yellowbox support.
5. Drop the filled-in Excel file here, or click **Browse** to pick it.

Step 2: Check the review screen and import

After you upload, every row is checked and given an action.



1. **Transfer Card Ownership**: what to do with a card that already belongs to someone else. **Skip** leaves it where it is. **Transfer** moves it to the person in your file (you can also choose to move their recent bookings). Only shown when it matters.
2. **Card issuing organisation(s)**: filled in for you. Leave it as it is unless Yellowbox has told you otherwise.
3. **Import Summary**: how many cards will be linked, transferred and skipped, and why.
4. **Confirm Import** links the cards. **Cancel** closes without saving anything.
5. **Action** for each row: *Link card to existing user* (green), *Transfer to New User* (blue) or *Skip* (red).
6. **status** says why a row is skipped.

Why a row is skipped

Message	What to do
User not found	No one in the dashboard has that email. Check the spelling, or add the person first. Example rows left in the template also show this.
Missing card information	None of the card columns are filled in for that row. Fill in the card's details.
Field "…" should be a number	That cell has letters or symbols in it. Fix it.
Already linked to this user	Nothing to do: the person already has this card.
Already linked to a different user	Someone else has this card. Check it is right, then switch **Transfer Card Ownership** to **Transfer** if the card has changed hands.
No readers you manage are configured for…	None of your readers read that card type. Check you used the right columns, or contact Yellowbox support.
No email provided	Add the person's email to the row.

If the same card is in your file twice, the whole file is refused with a message like *Card … appears multiple times in import data*. Remove the extra row and upload again.

Screenshots use sample data.