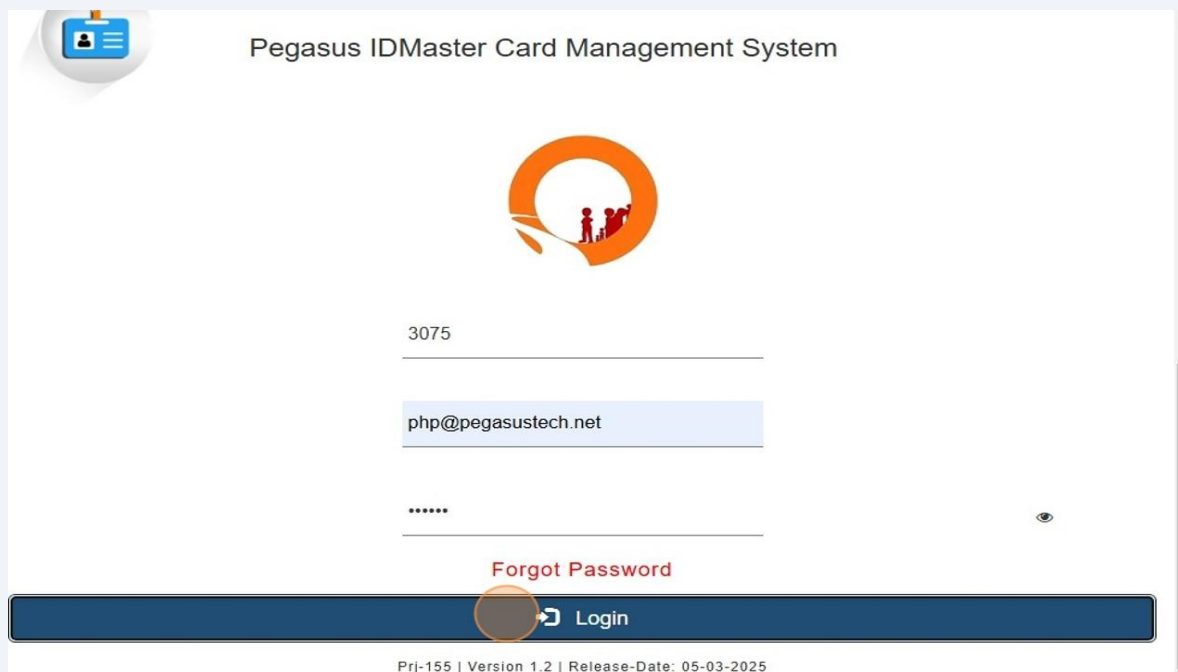# Pegasus ID Master Card Printing Software Guide (User Manual) 2025

1   Navigate to **https://www.pegasustek.com /idmaster/?reg_code=3075**

2   After fill all details click on "Login" button

3 After successfully login... you will redirect Employees Modules. Here employee's list showing.
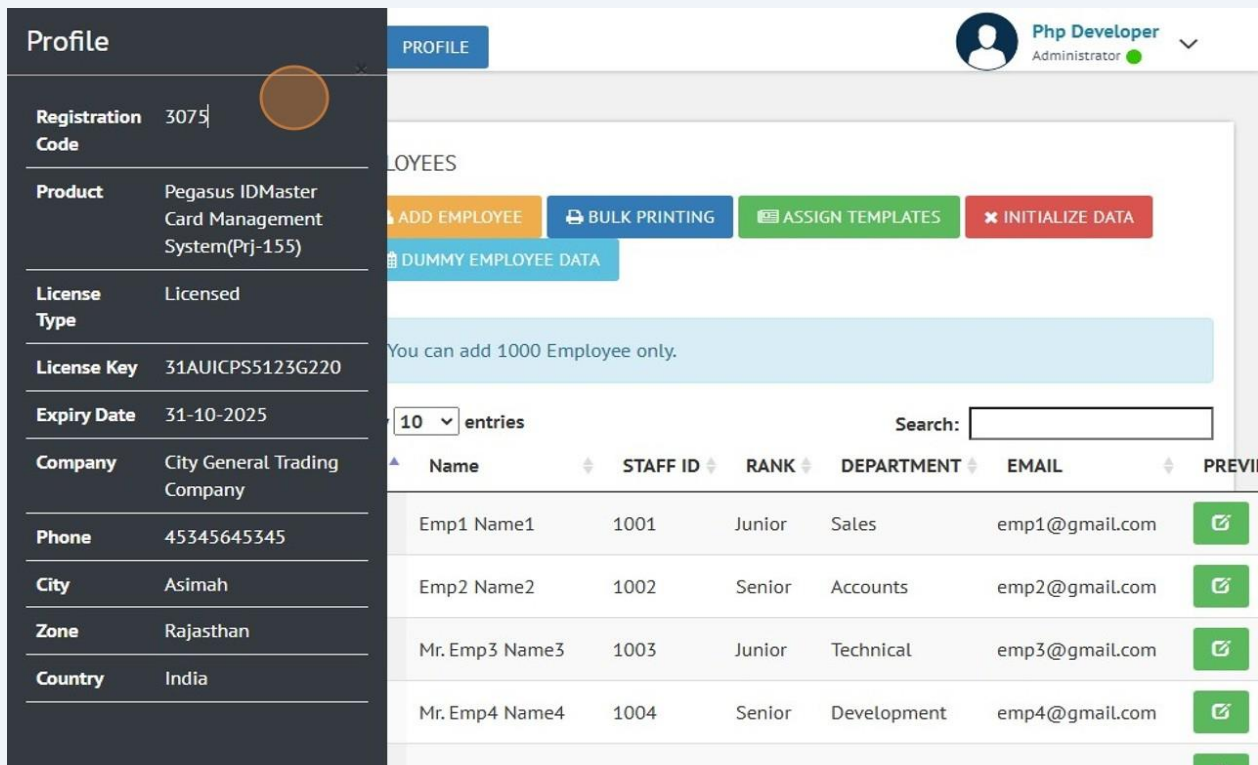
MAIN MENU

Administrator

📄 Template
👤 Employee
🖨 Bulk registration
🔍 Developer API

≡ PROFILE

Php Developer
Administrator ●

EMPLOYEES

👤 ADD EMPLOYEE 🖨 BULK PRINTING 🖼 ASSIGN TEMPLATES ✖ INITIALIZE DATA
📅 DUMMY EMPLOYEE DATA

✉ You can add 1000 Employee only.

Show 10 ⌄ entries

Search:

ID ▲	Name	STAFF ID ⇕	RANK ⇕	DEPARTMENT ⇕	EMAIL ⇕	PREVI
1	Emp1 Name1	1001	Junior	Sales	emp1@gmail.com	☑
2	Emp2 Name2	1002	Senior	Accounts	emp2@gmail.com	☑
3	Mr. Emp3 Name3	1003	Junior	Technical	emp3@gmail.com	☑
4	Mr. Emp4 Name4	1004	Senior	Development	emp4@gmail.com	☑

4 Click "Profile" button you will get detail of your license as you can see in below image.

MAIN MENU

Administrator

📄 Template
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EMPLOYEES

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3	Mr. Emp3 Name3	1003	Junior	Technical	emp3@gmail.com	☑
4	Mr. Emp4 Name4	1004	Senior	Development	emp4@gmail.com	☑

5 Here are showing some information regarding your product and company.
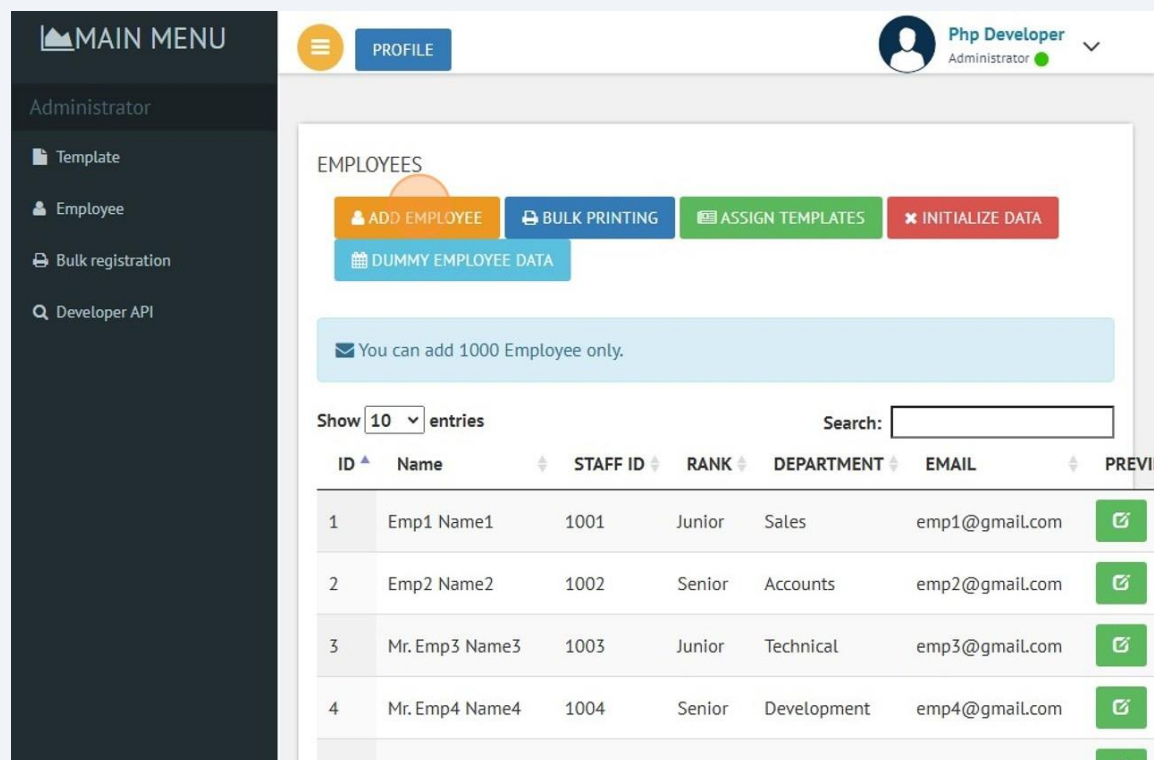

6 To add a new employee click on "Add Employee" button.

7 After that a form will popup where you have to enter details of the employee.

8 You can upload employee's image also as well as you can see preview of the image after upload.

9 You can select a template here...for printing. After click on it...a list will show of all template.

10 Here you can select any template from the list.

11 Finally click on submit button to save.

MAIN MENU

Administrator

- Template
- Employee
- Bulk registration
- Developer API

Phone:

Rank/Position:

Staff ID:

Template: *

Horizontal Office Temp

Add Profile Picture:

Choose File | avatar.jpg

CARD PREVIEW

SUBMIT   CLOSE

Php Developer
Administrator ●

INITIALIZE DATA

EMAIL   PRE

mp1@gmail.com

mp2@gmail.com

mp3@gmail.com

mp4@gmail.com

---

12 Click "Template" option ...then you will redirect on Template Module.

MAIN MENU

Administrator

- Template
- Employee
- Bulk registration
- Developer API

☰ PROFILE

Php Developer
Administrator ●

EMPLOYEES

ADD EMPLOYEE **BULK PRINTING** **ASSIGN TEMPLATES** **INITIALIZE DATA**

DUMMY EMPLOYEE DATA

✉ You can add 1000 Employee only.

Show 10 ∨ entries   Search: [   ]

ID ▲	Name	STAFF ID	RANK	DEPARTMENT	EMAIL	PREVI
1	Emp1 Name1	1001	Junior	Sales	emp1@gmail.com	☑
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3	Mr. Emp3 Name3	1003	Junior	Technical	emp3@gmail.com	☑
4	Mr. Emp4 Name4	1004	Senior	Development	emp4@gmail.com	☑

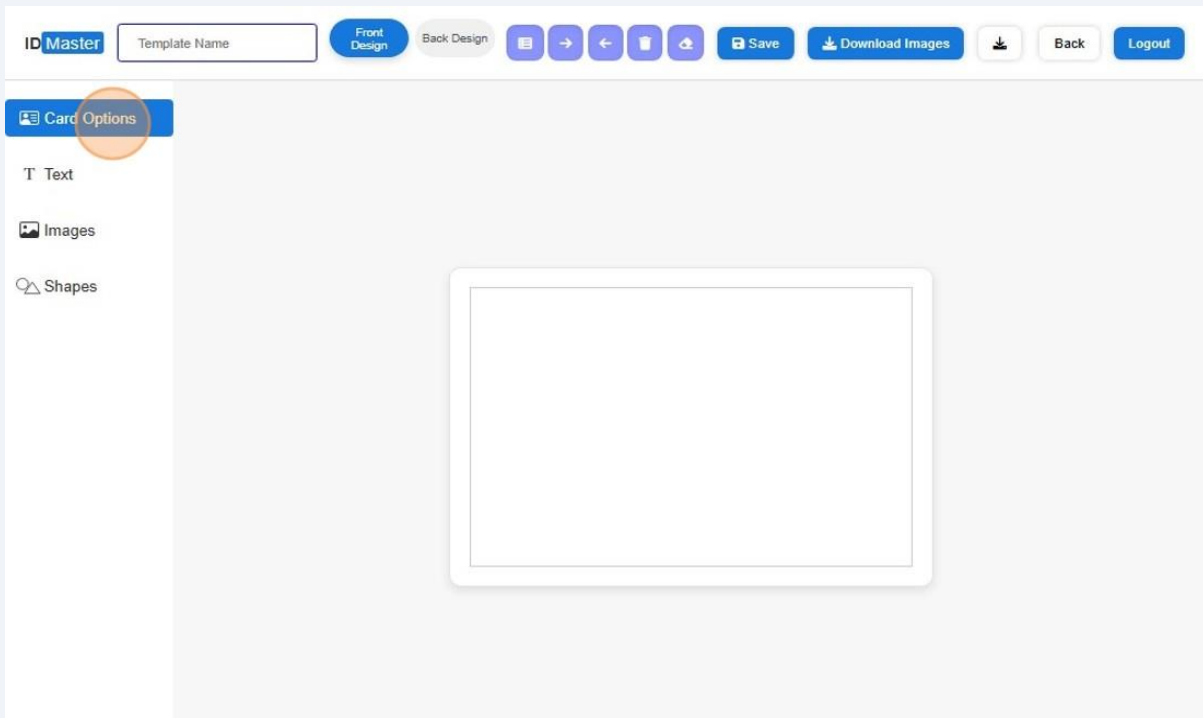**13** As you can see in below image all template are showing.
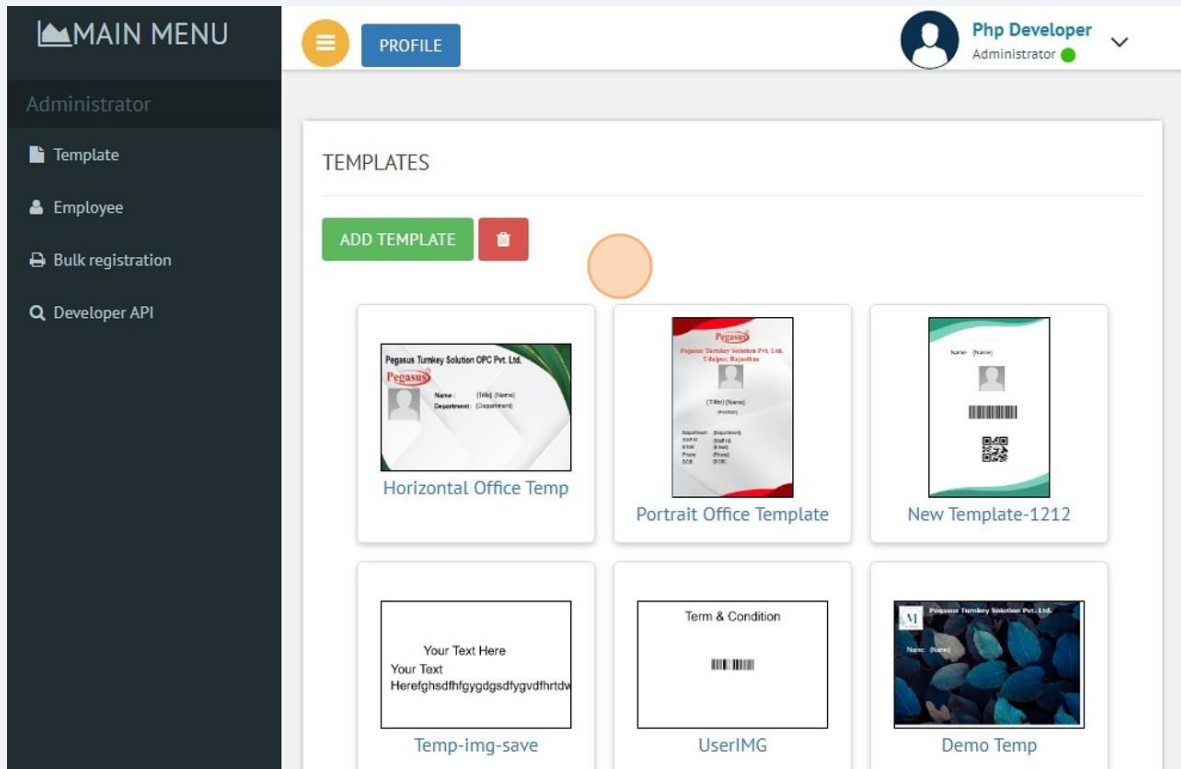
14 To create a new template, click the **"Add Template"** button. You will then be redirected to the template design module.
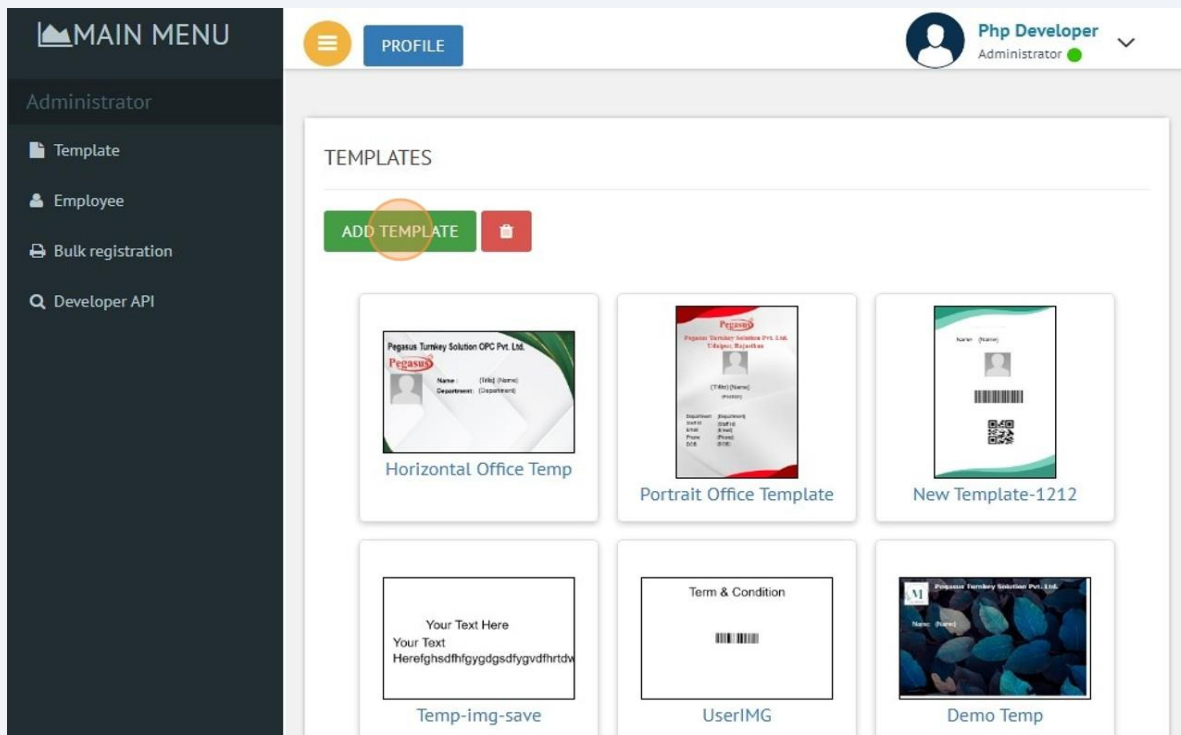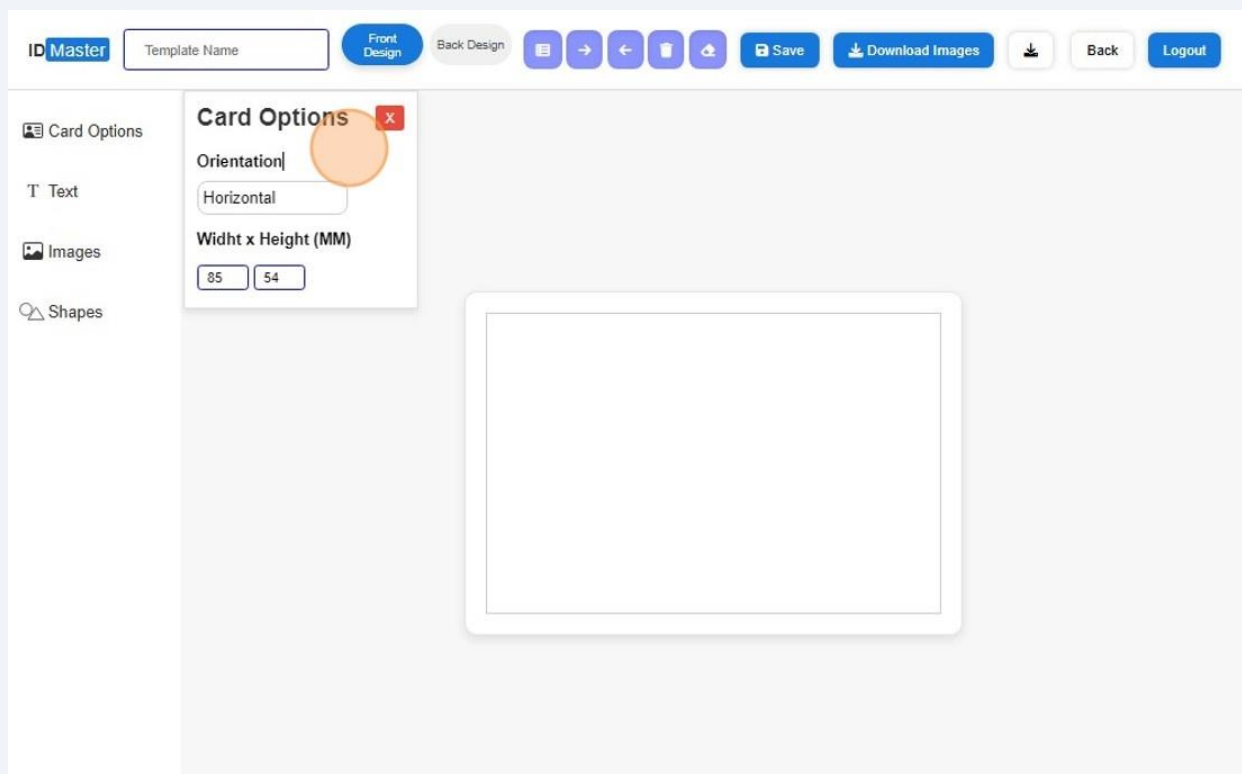
15 On this screen you can design your card.
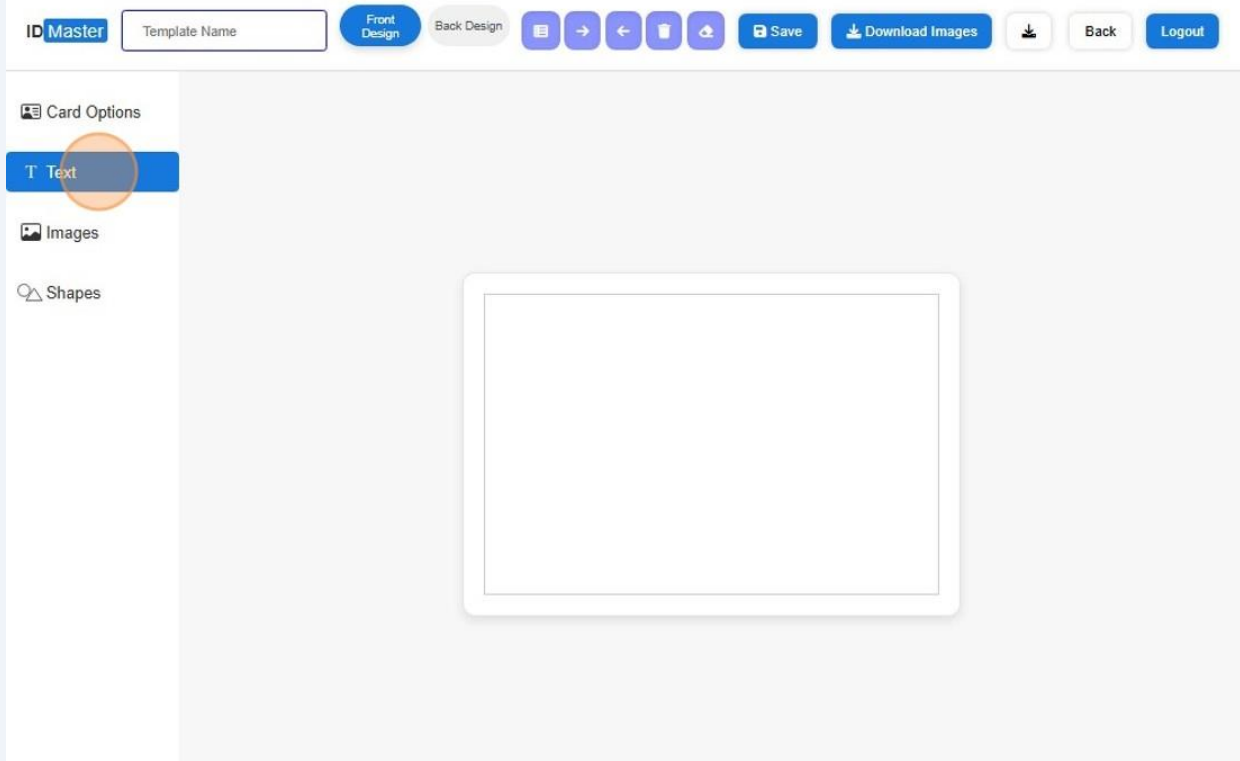To set orientation & size of your card click on Card–Option menu of the side bar menu.

| ID Master | Template Name | Front Design | Back Design | | | | | | Save | Download Images | | Back | Logout |

Card Options
T Text
Images
Shapes

16 As you can see in below image you can select orientation & set width or height of the card.

| ID Master | Template Name | Front Design | Back Design | | | | | | Save | Download Images | | Back | Logout |

Card Options
T Text
Images
Shapes

Card Options X

Orientation
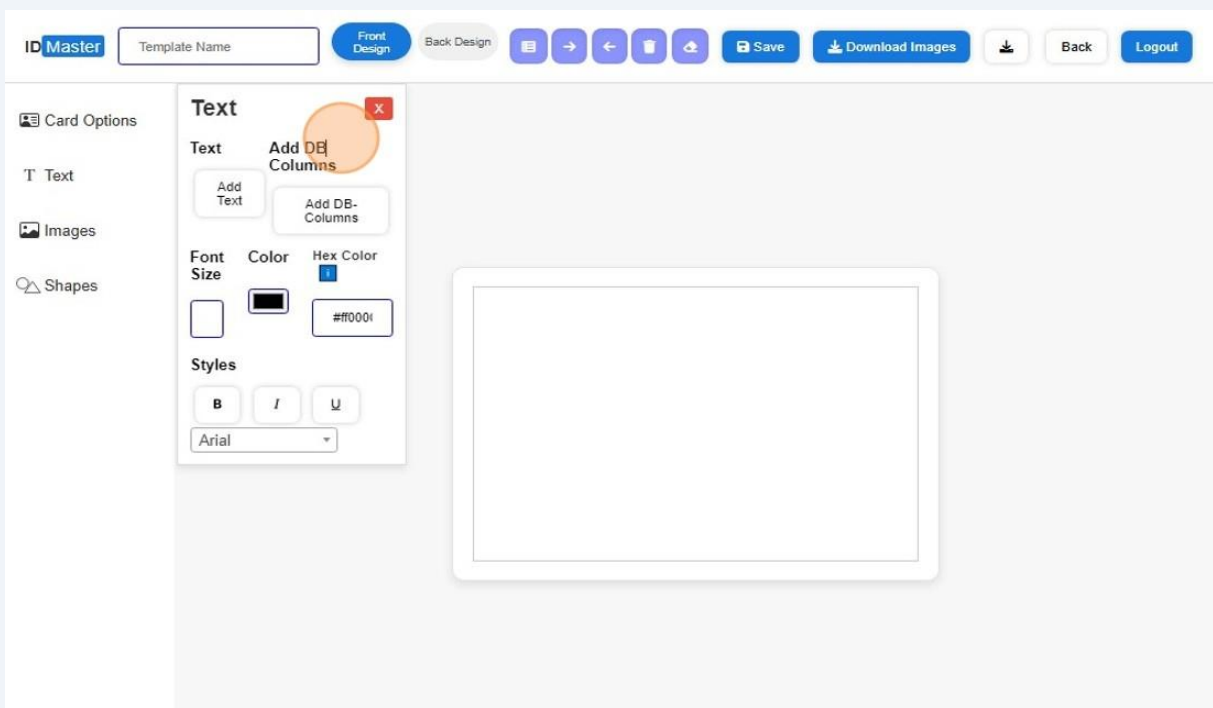Horizontal

Widht x Height (MM)
85   54

**17** To add Text on the canvas click on "Text" side-option.

18 After click on Text menu... you will see many other buttons and options. Here you can add text as well as database columns on the canvas. You can change size, color, & font style of the text.
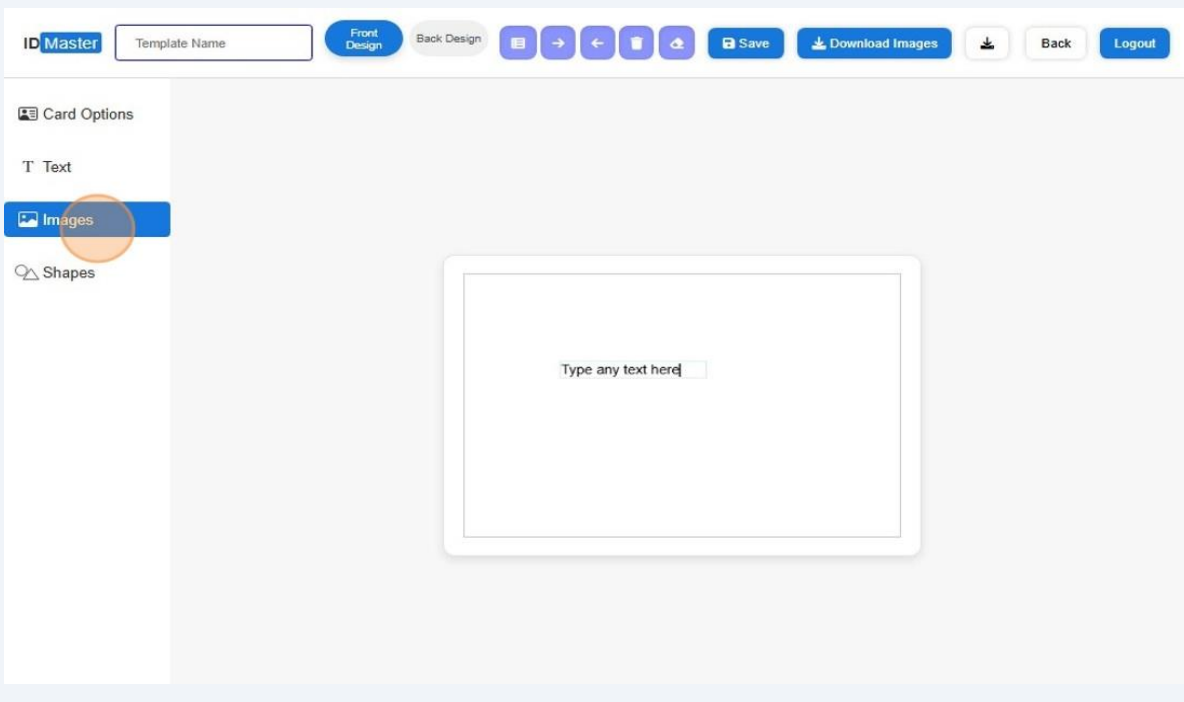
19 After click on **Add-Text** you will see a textbox is added on the canvas...Where you can edit that text box also you can change the position, style, color.
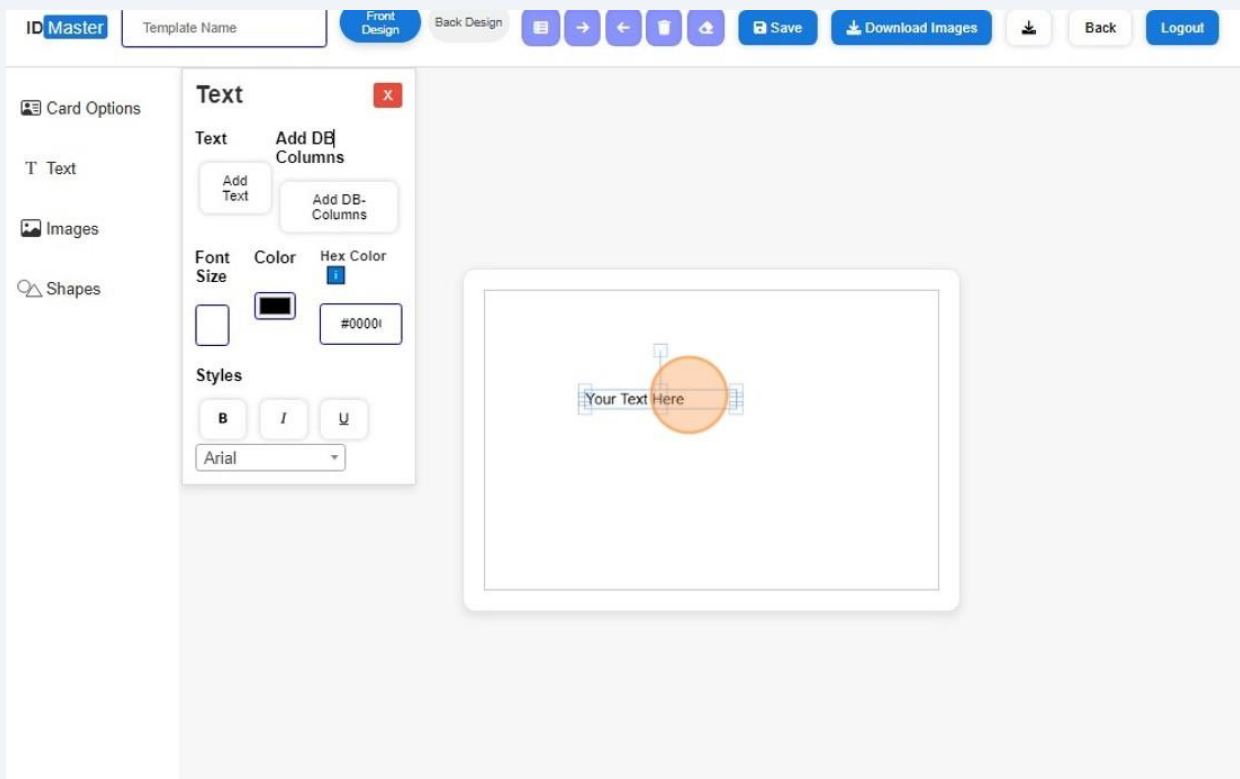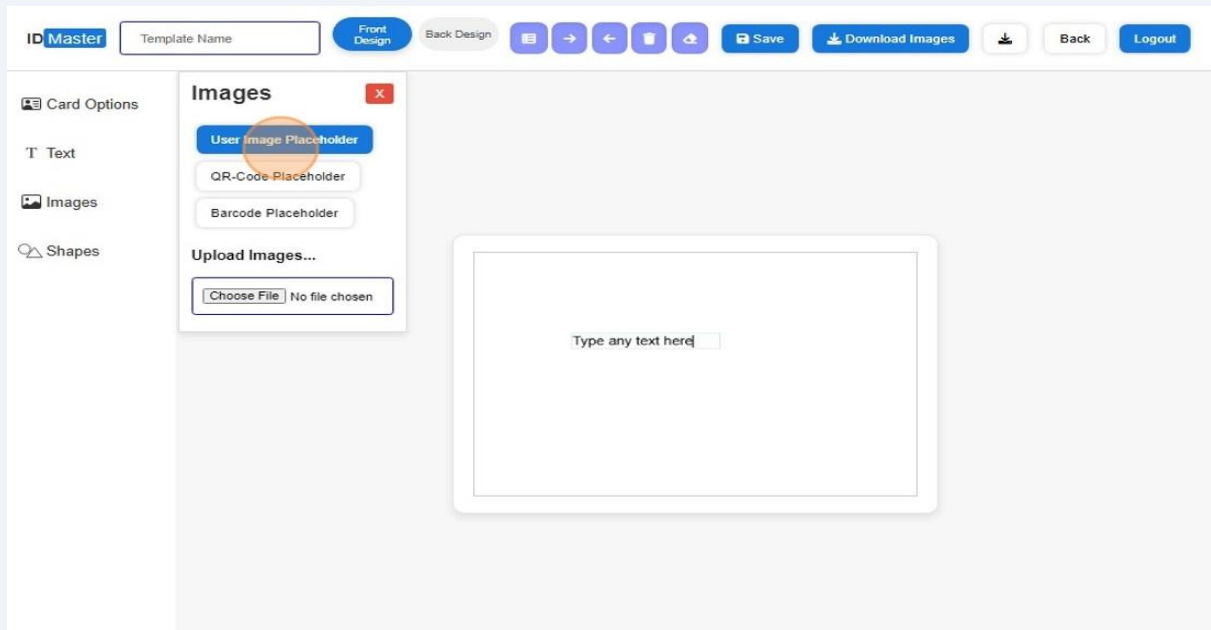

20 To add Images, Barcode, QR-Code click on "Images" Option button.
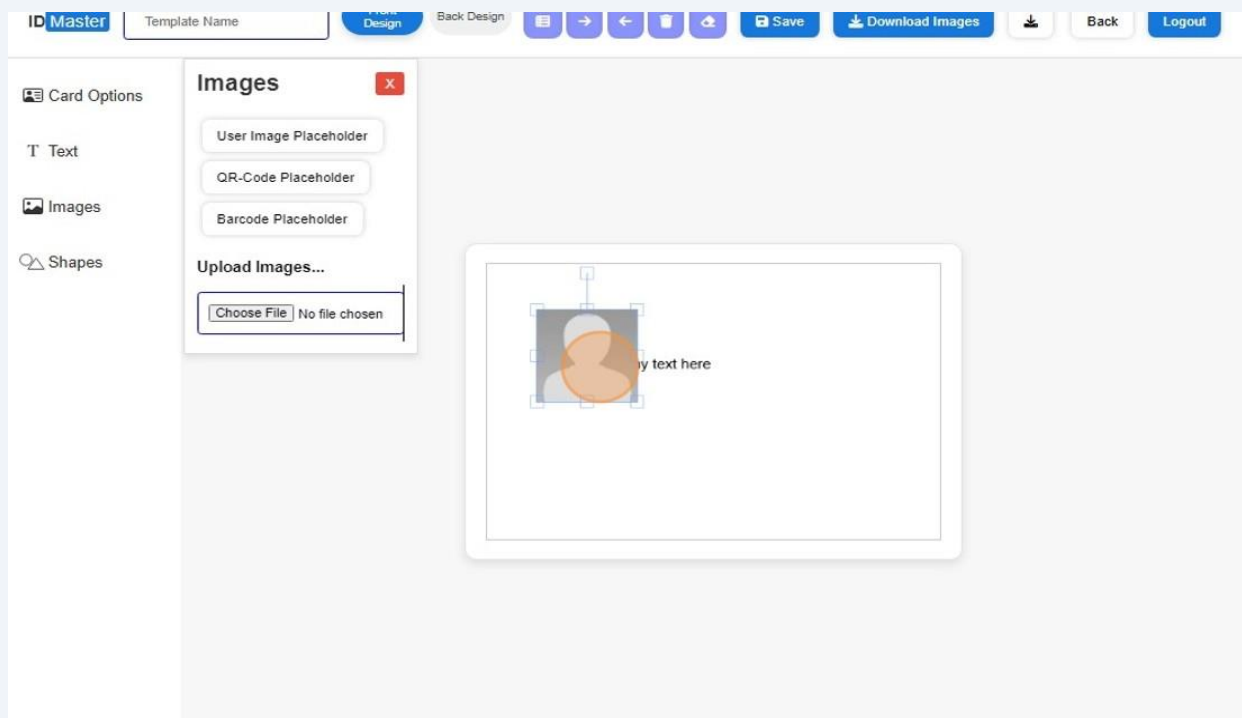
21 After click on Image on "User Image Placeholder" button then a user image will show on a canvas which will be replace from employee's image on printing and on card preview.
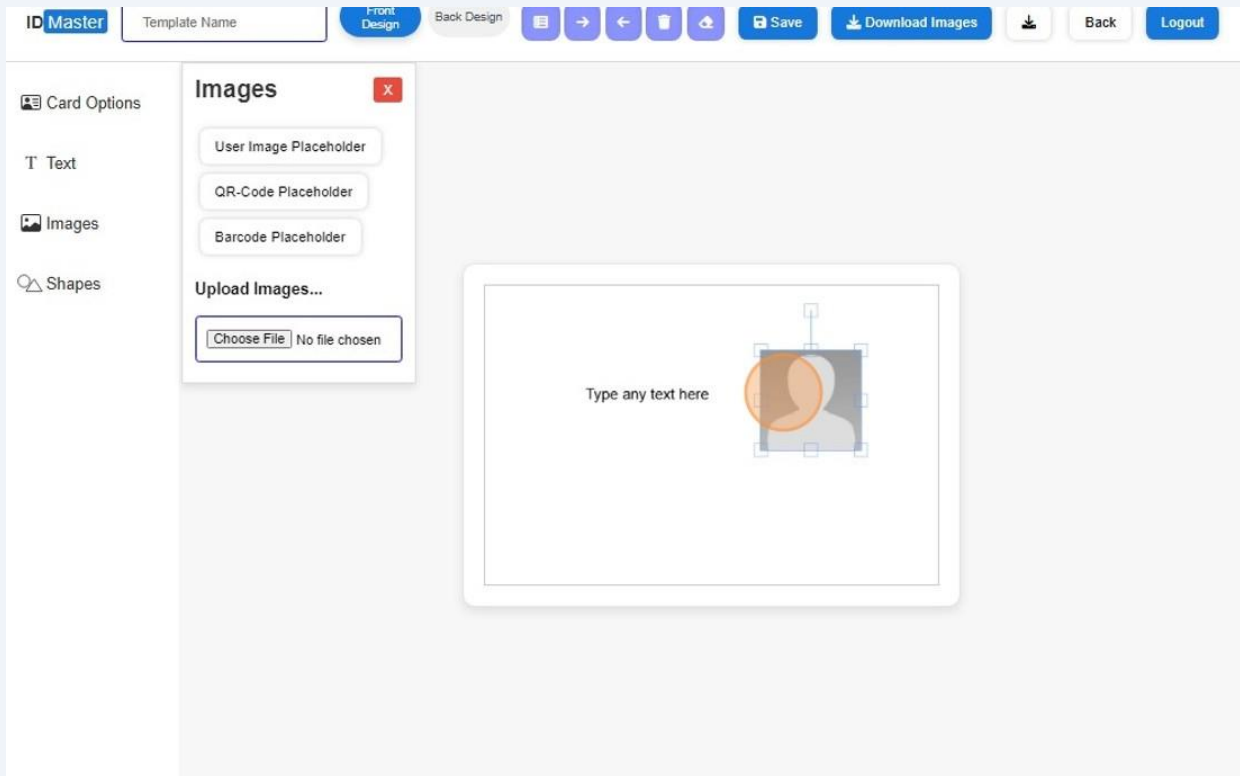

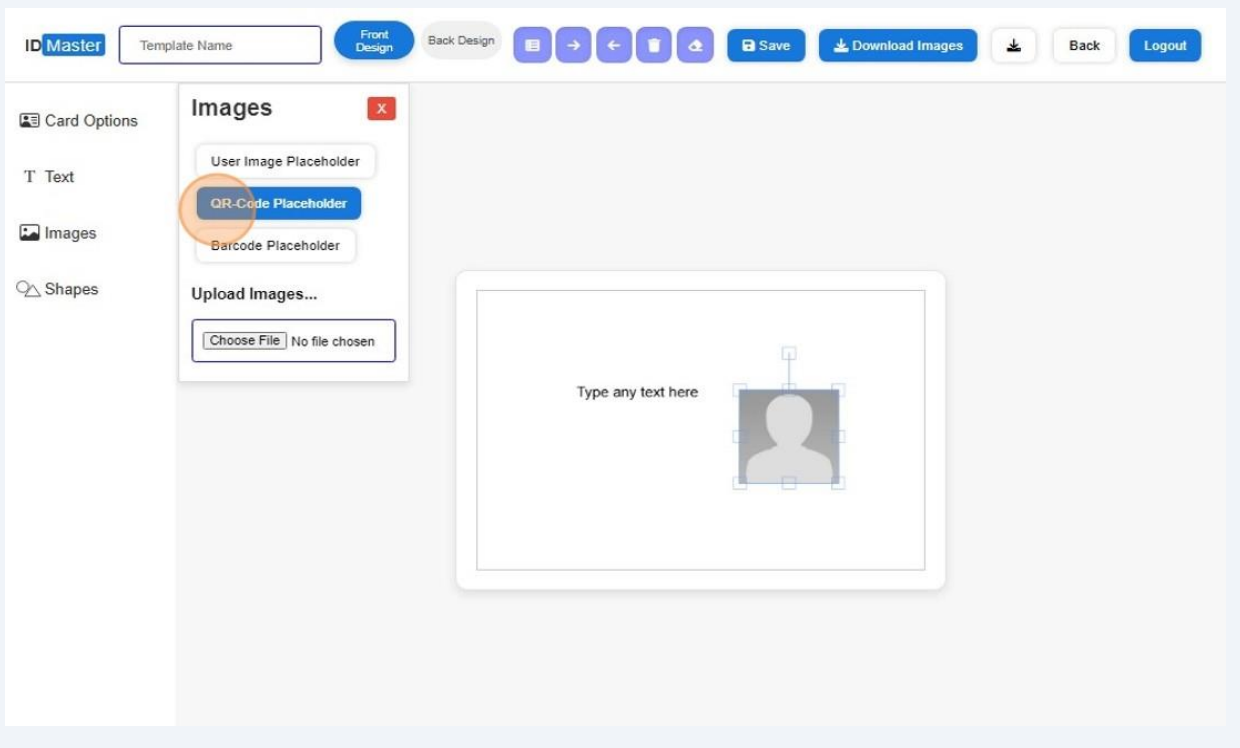**22** Here, you can see user–Image...which will be replace.

23 If you want to upload image from your system, then click on Choose-File option then you can upload an image on the canvas.
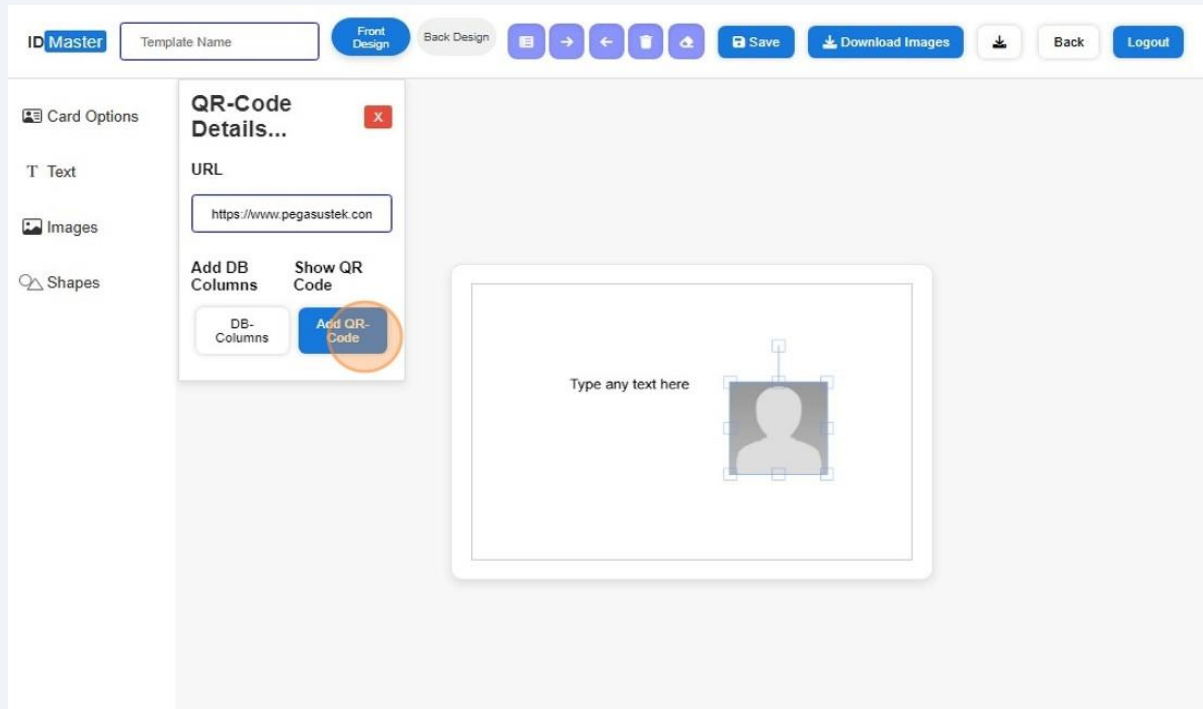

24 To add a QR-Code click on "QR-Code Placeholder" button.

25 After clicking that button, a new window will appear where you can add a URL for the QR Code. You can also insert employee detail column values, which will be replaced with actual data when printing the card.

After adding the necessary details, click the "Add QR-Code" button, and the QR Code will appear on the canvas, as shown in the image below.


26 To add Barcode then click on "Barcode Placeholder" button. After click on it a new box will show there you can add barcode details.
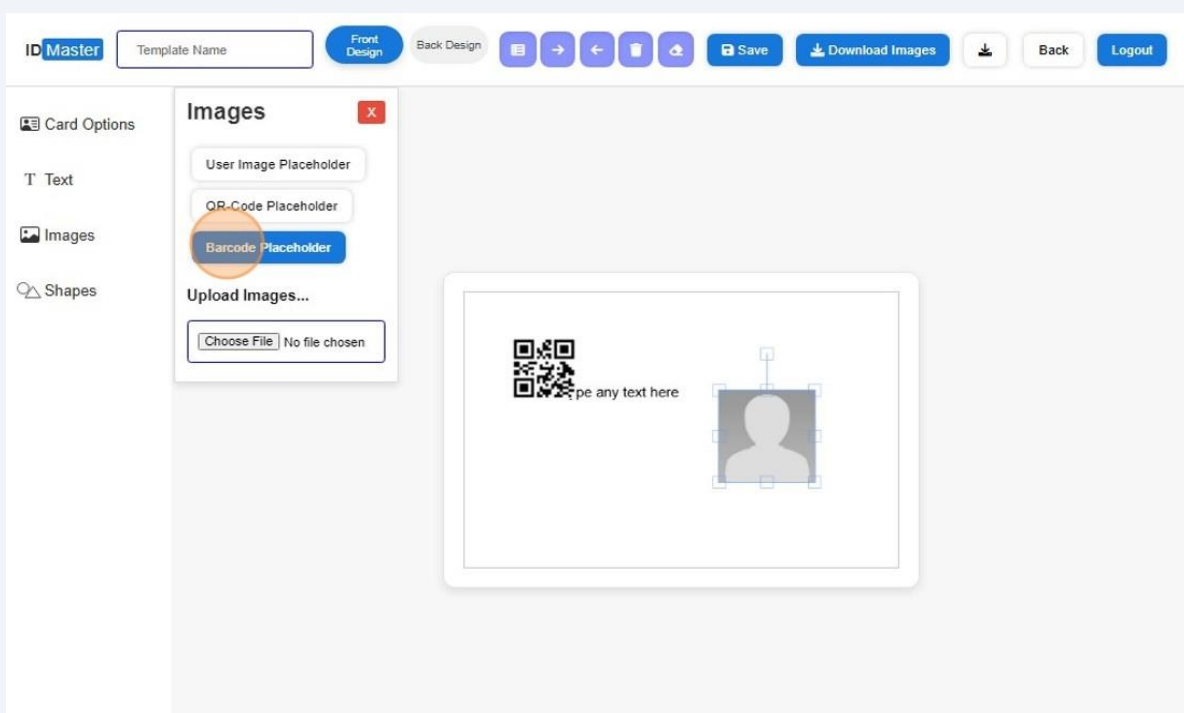
27 As you can see below image there is Input-Data box. In this box you have to add value which is you want in barcode also you can add database columns in this Input-Data using DB-Column button.

After Click on DB-Column button a list will show...where you can select any DB-Column which is you want to add in barcode.
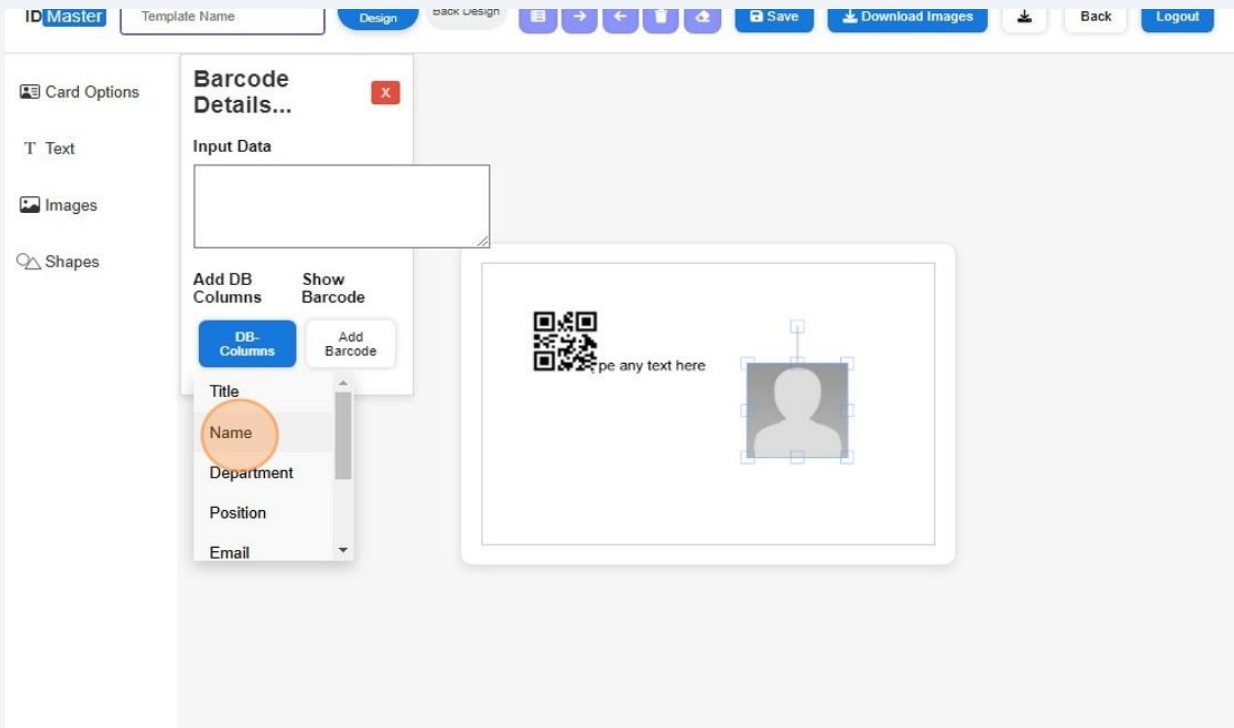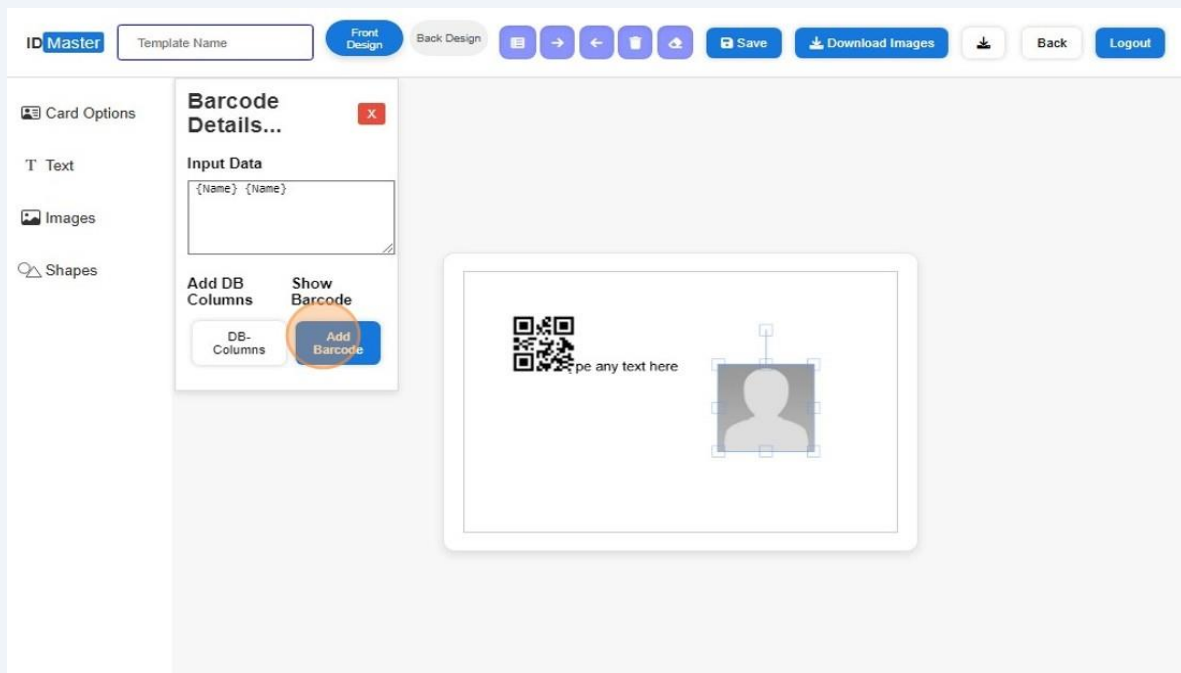

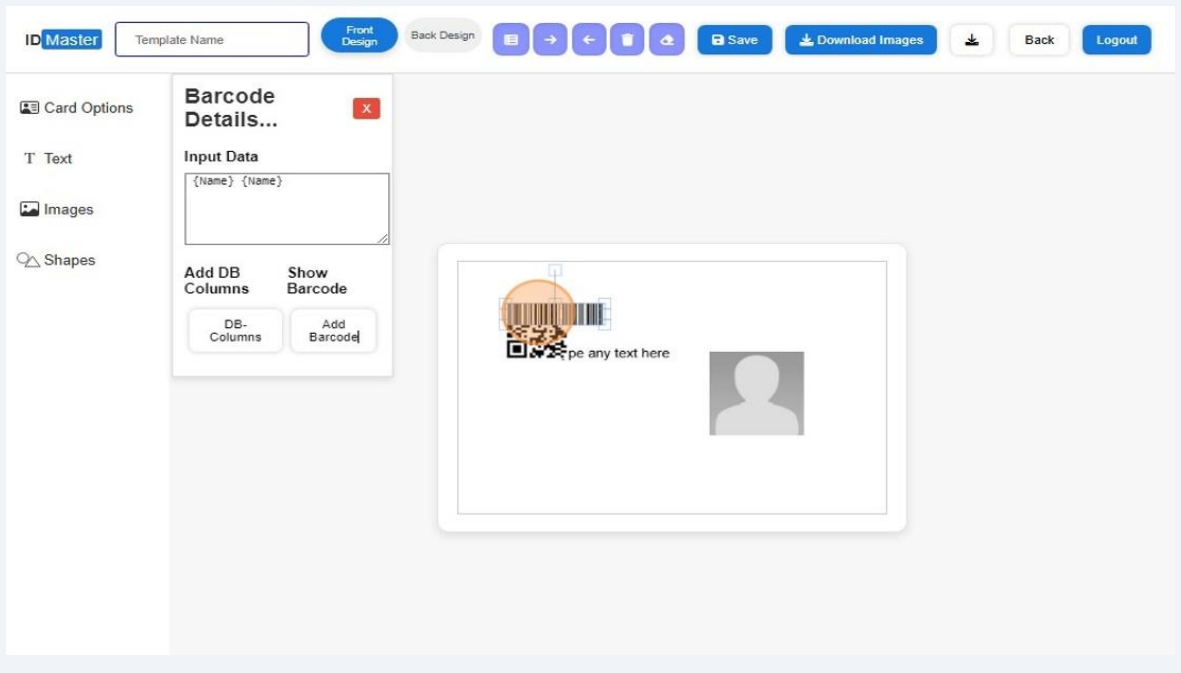**28** After click on "Name" then this column is added in Input-Data field.
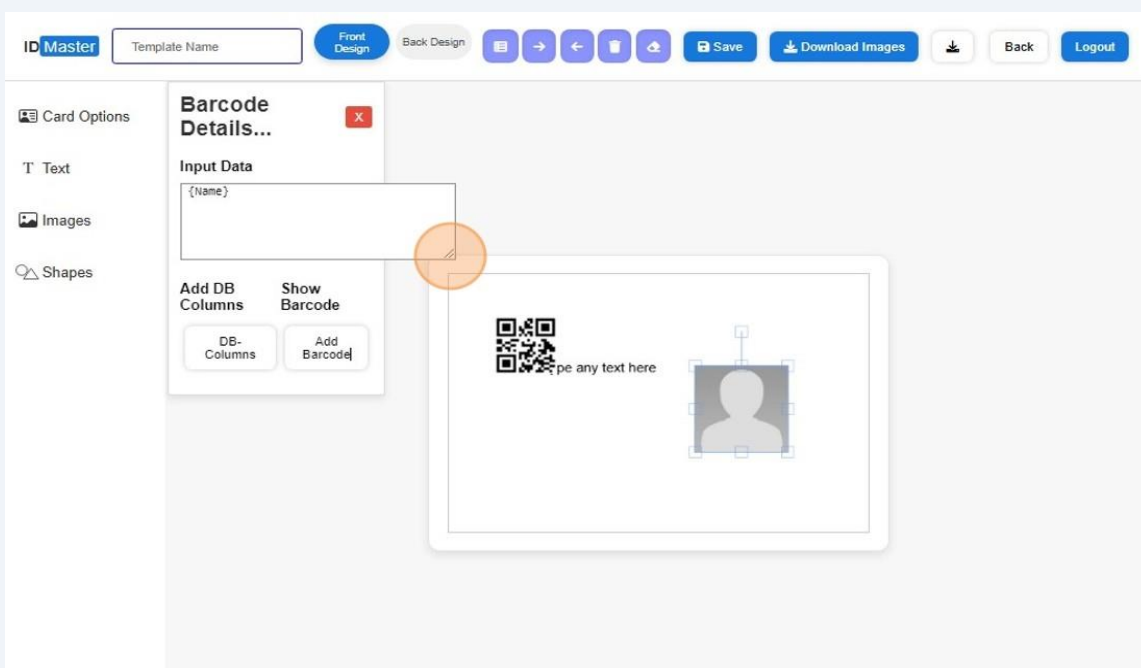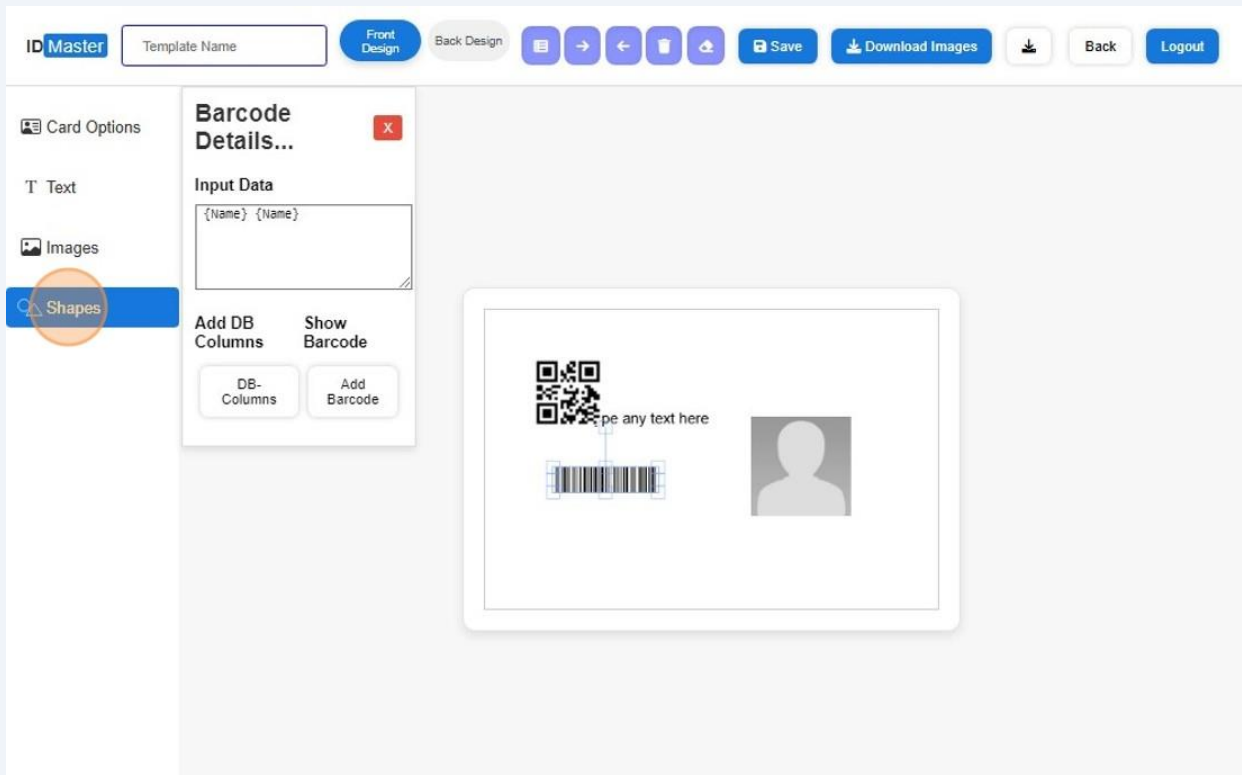
29   Finally click on "Add Barcode" button then your barcode will show on the canvas.
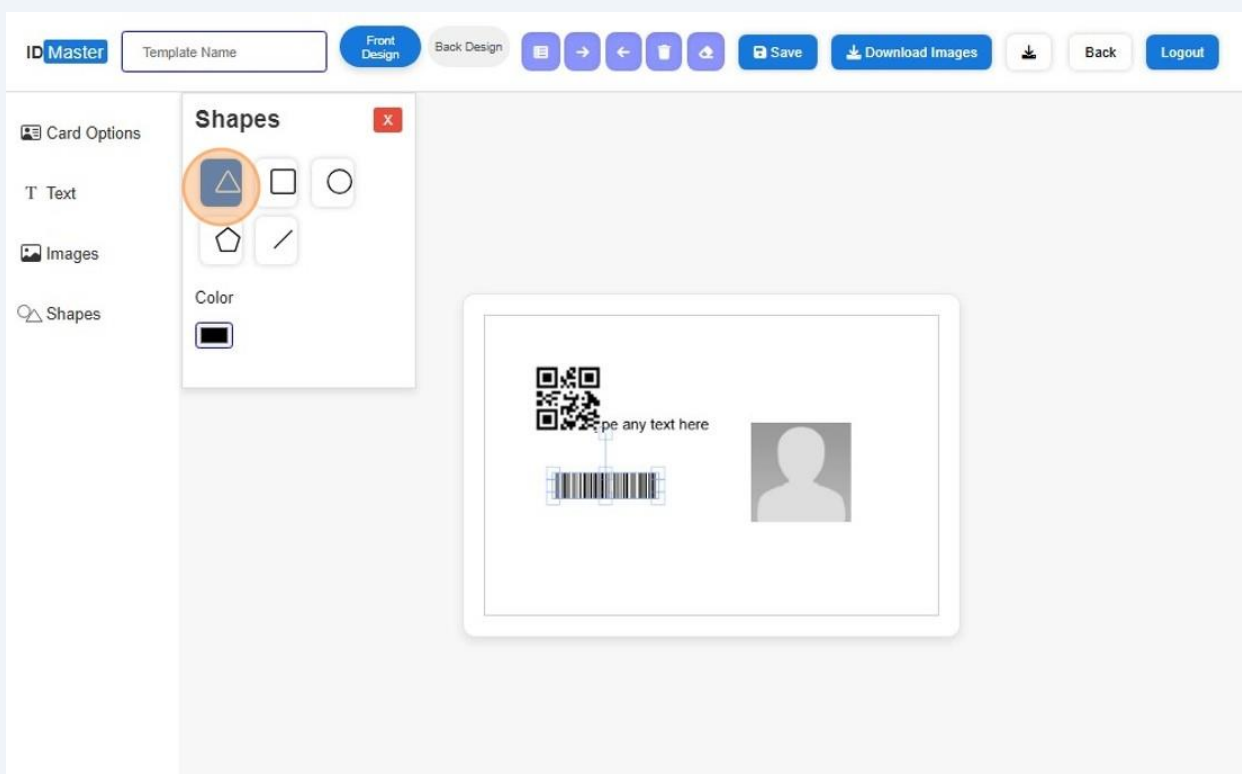

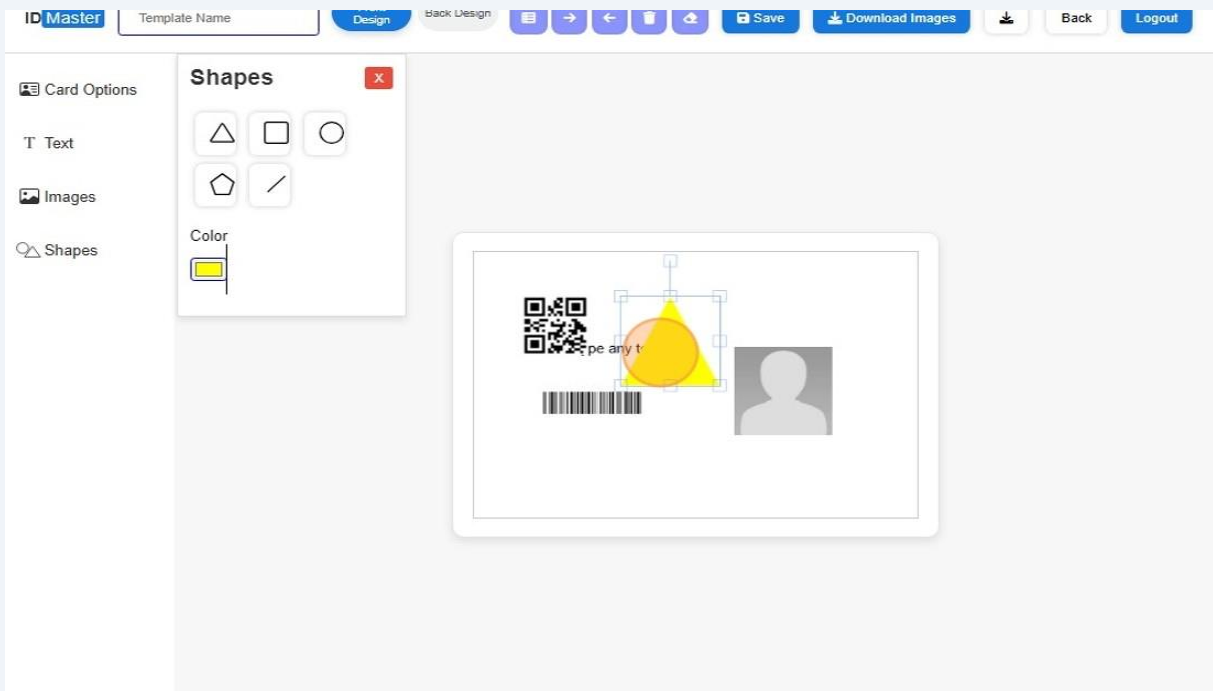**30**   Now Barcode is added on the canvas.

31 If you want to add different type of shapes like (Triangle, Circle, Rectangle etc) then click on "Shapes" button.
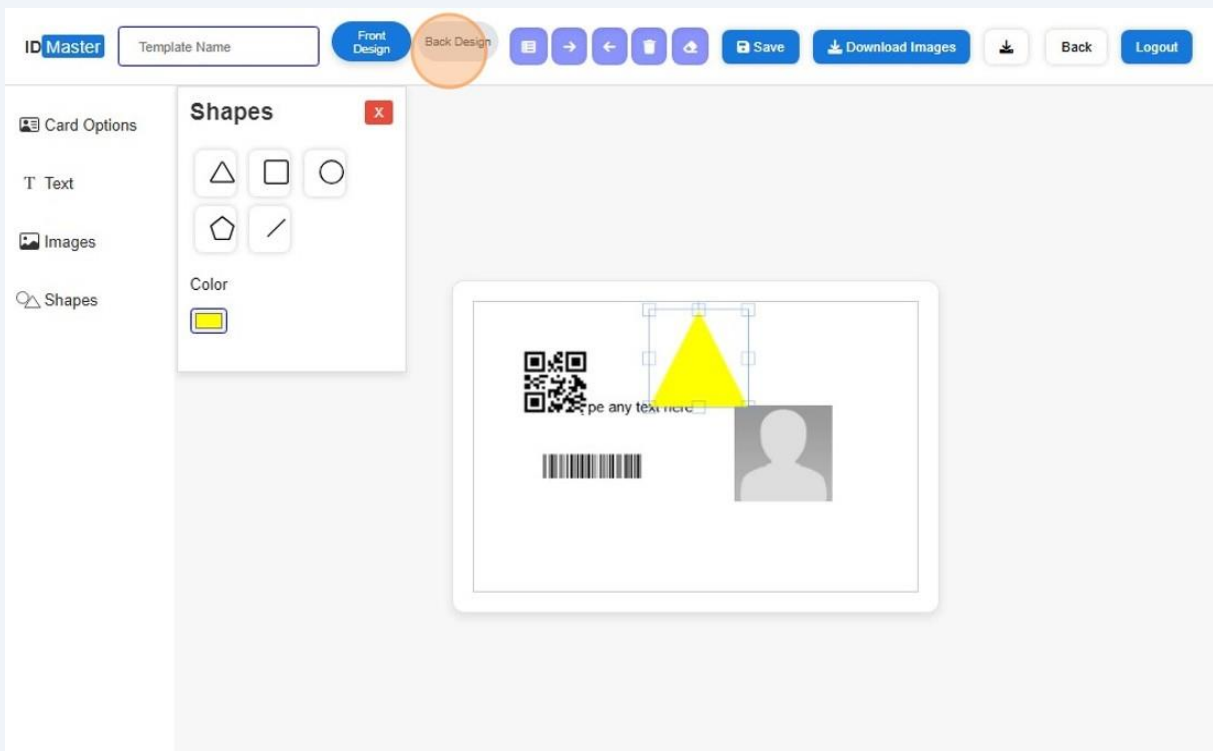

32 As you can see in below image. ..a new box showed which has different type of shapes.
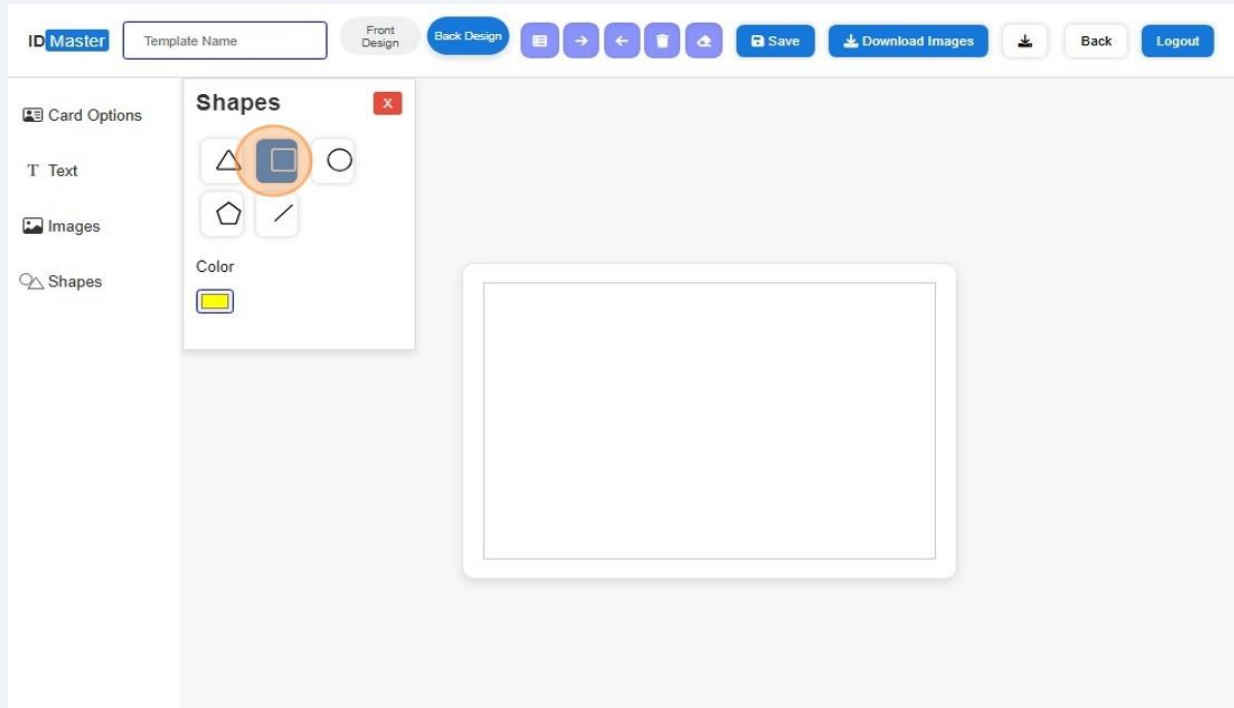
33 After click on any shape ....that will be shown on the canvas ...also you can change the color of that shape.
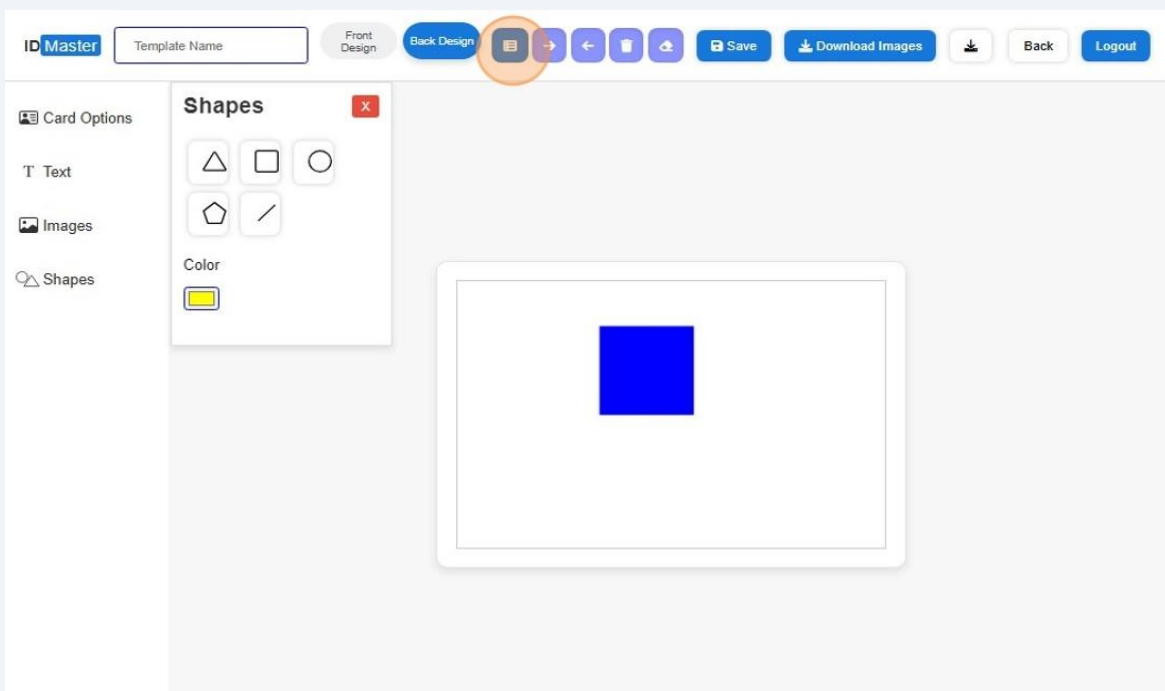
34 If you want to design back-side of the card then click on Back-Design button

35 After click on Back-Design button a blank canvas will show...where you can design a back-part of the card.
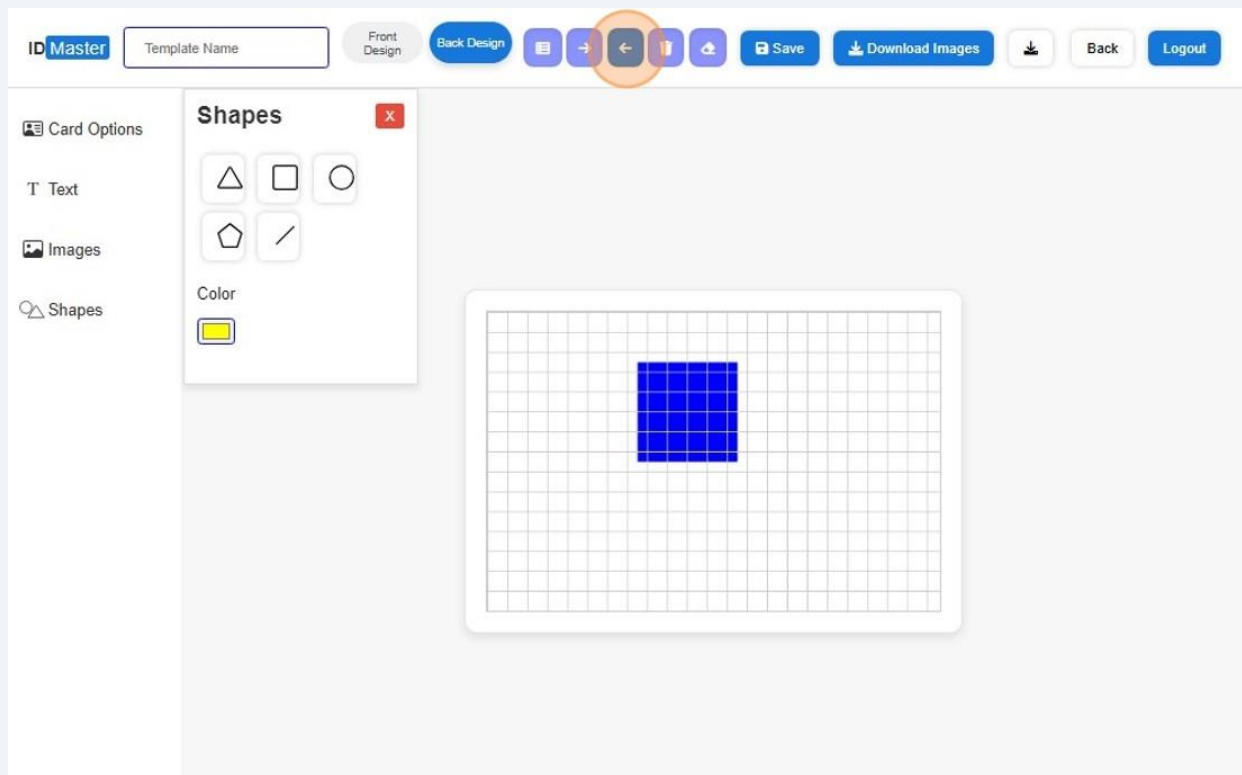

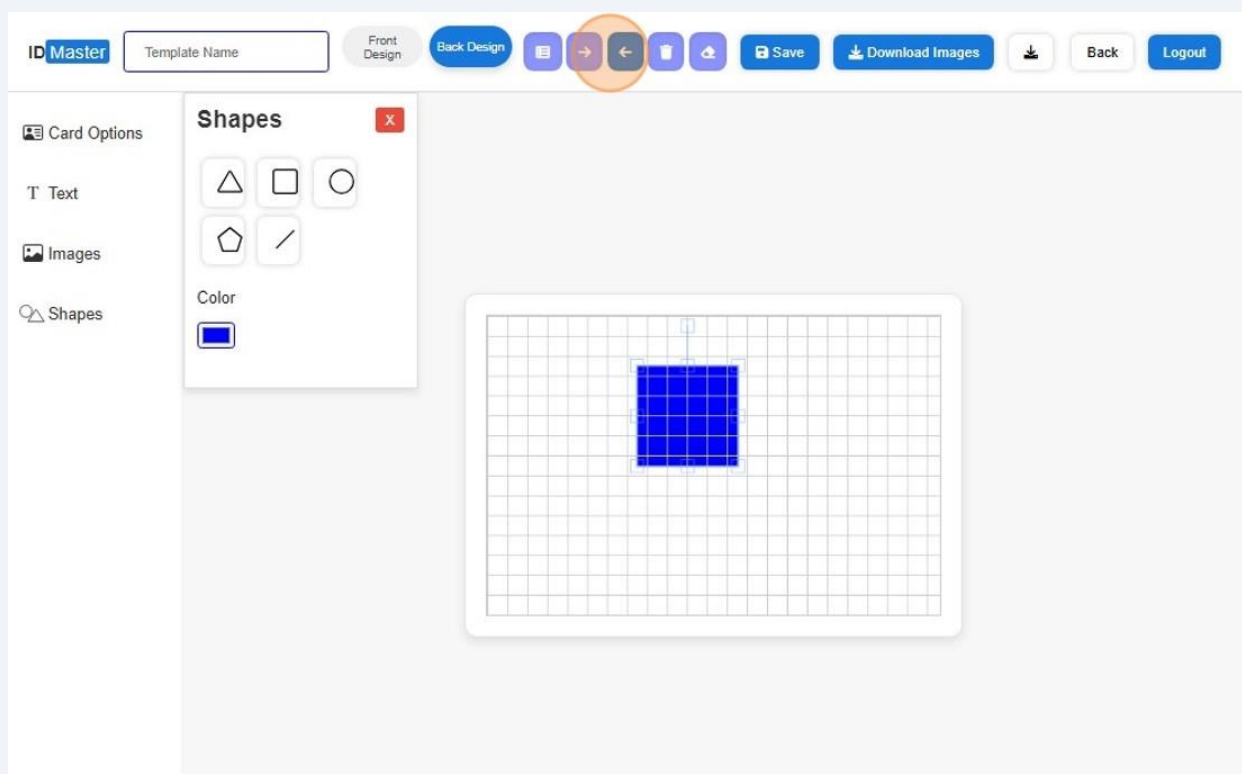**36** If you want grids on the canvas then click on Grid Button.

37 Here you can see grids are showing on canvas. And if you want to remove it then click back on the same button.
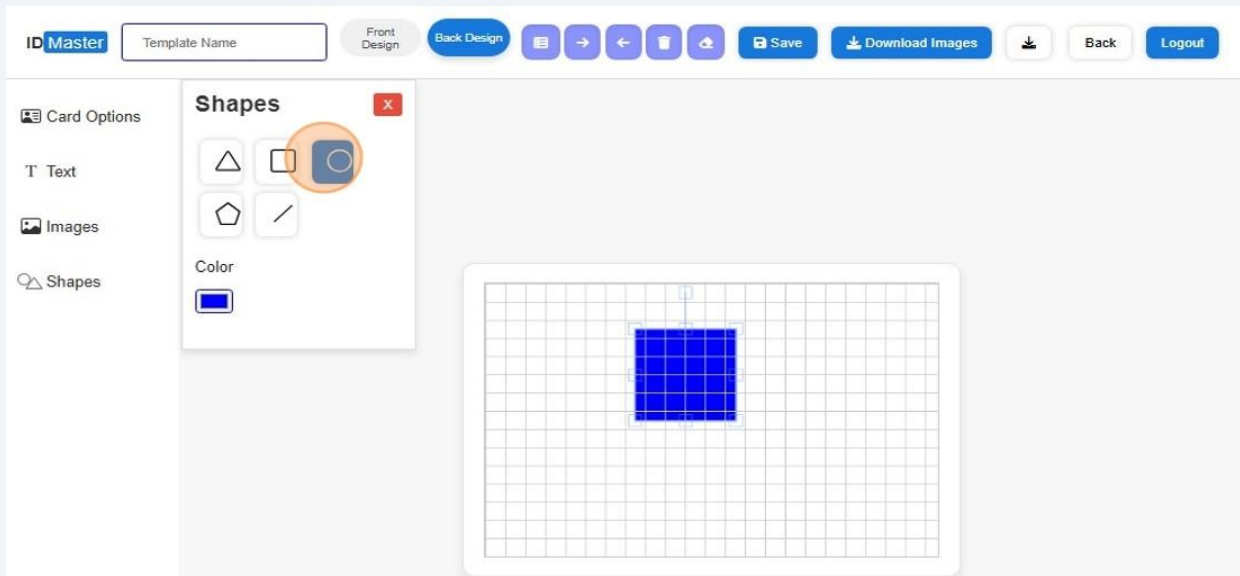
ID Master | Template Name | Front Design | Back Design | Save | Download Images | Back | Logout

Shapes X

△ □ ○
⬠ /

Color
🟨

38 There are 2 arrow icon buttons, which are used to move-forward & move-backward to any selected object on canvas.

ID Master | Template Name | Front Design | Back Design | Save | Download Images | Back | Logout

Shapes X

△ □ ○
⬠ /

Color
🟦

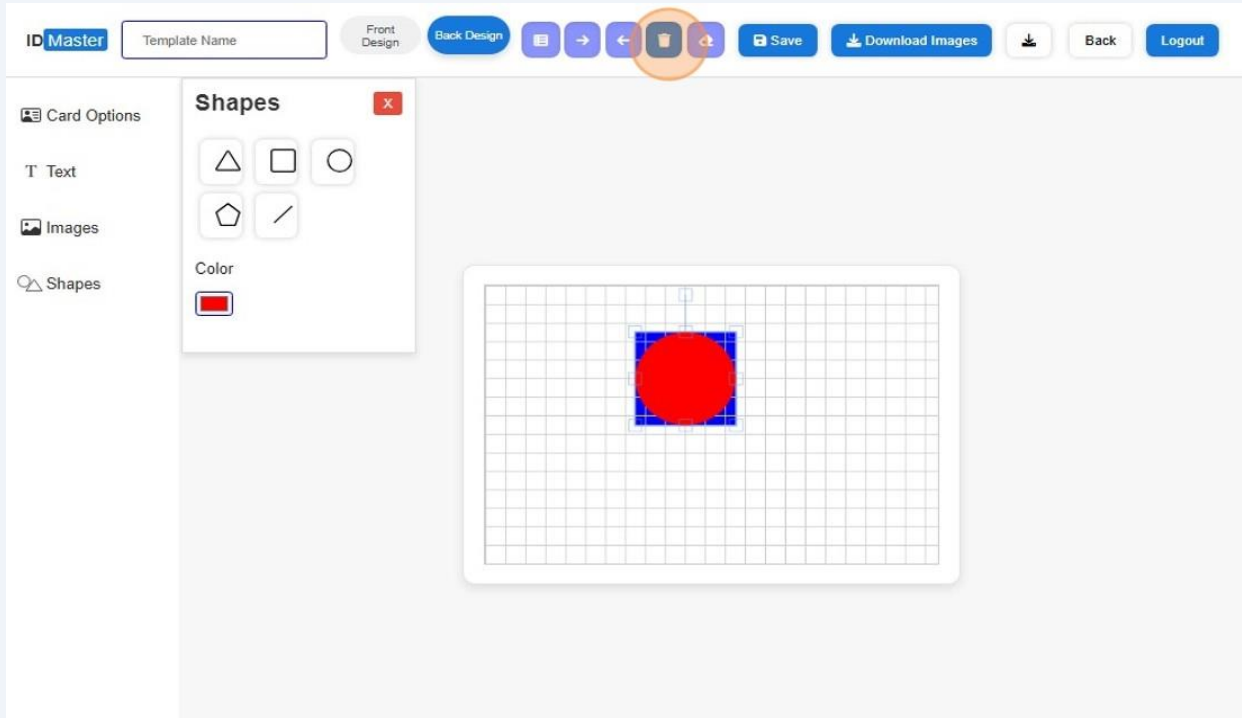**39** Here I added a circle on the canvas.

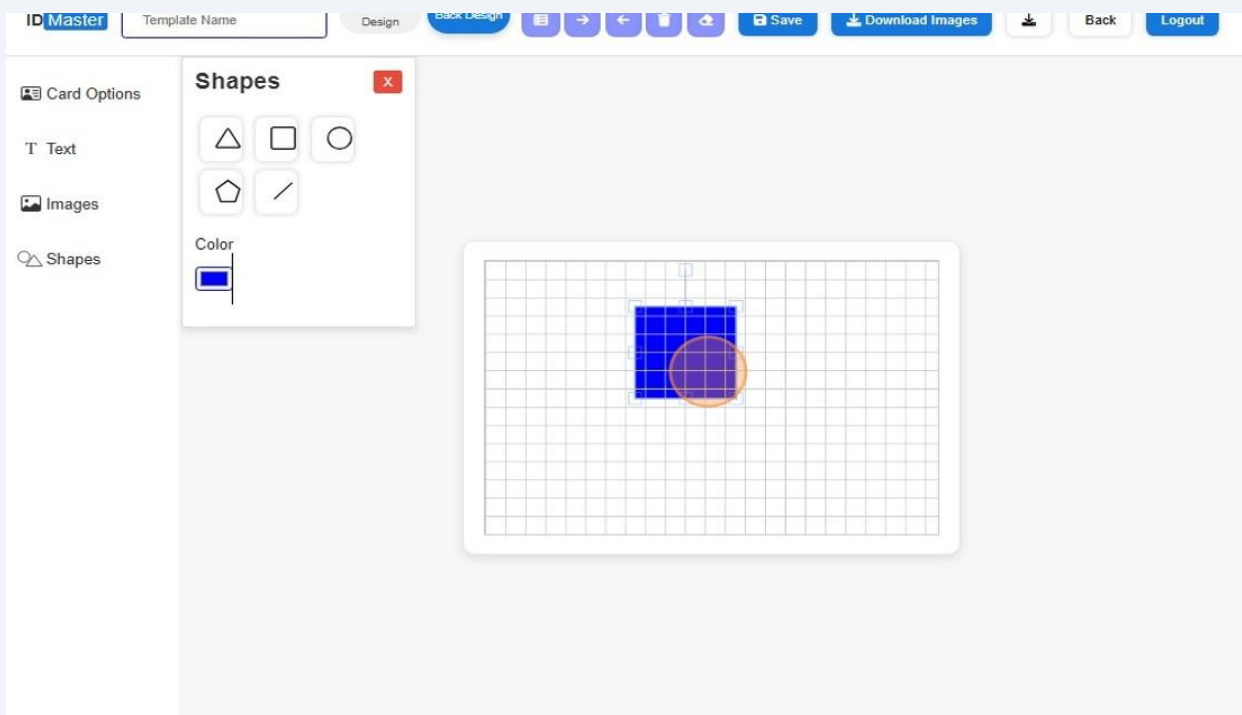**40** Now you can see circle has added on the canvas.
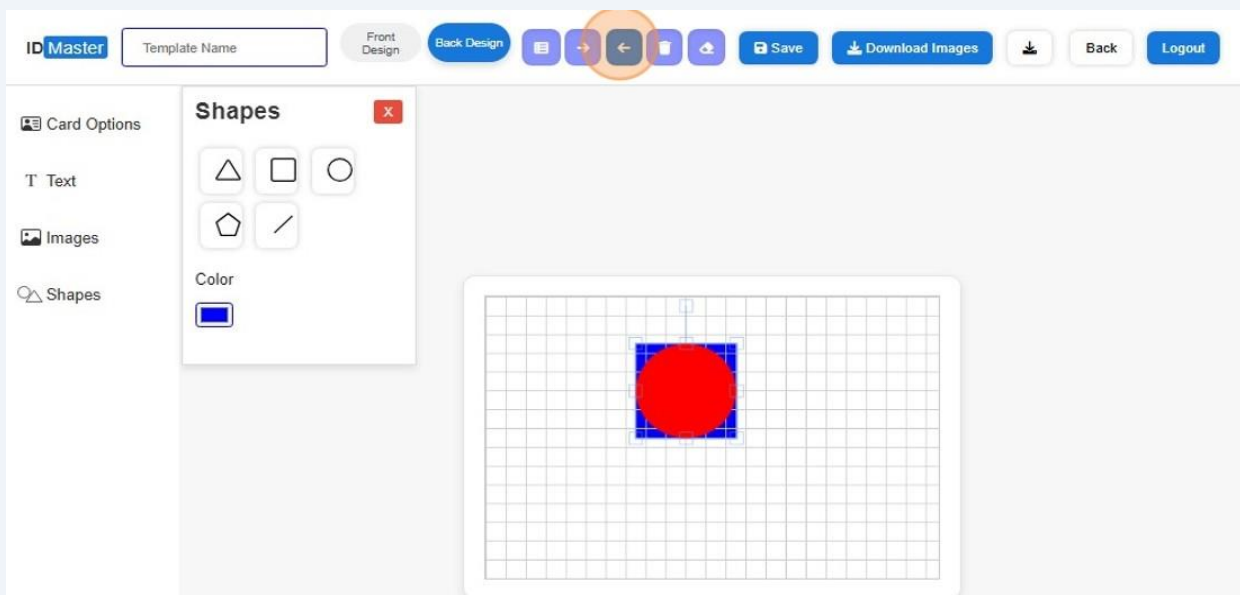
41 If you want to delete any object from the canvas then select it first then click on Trash-Icon button.
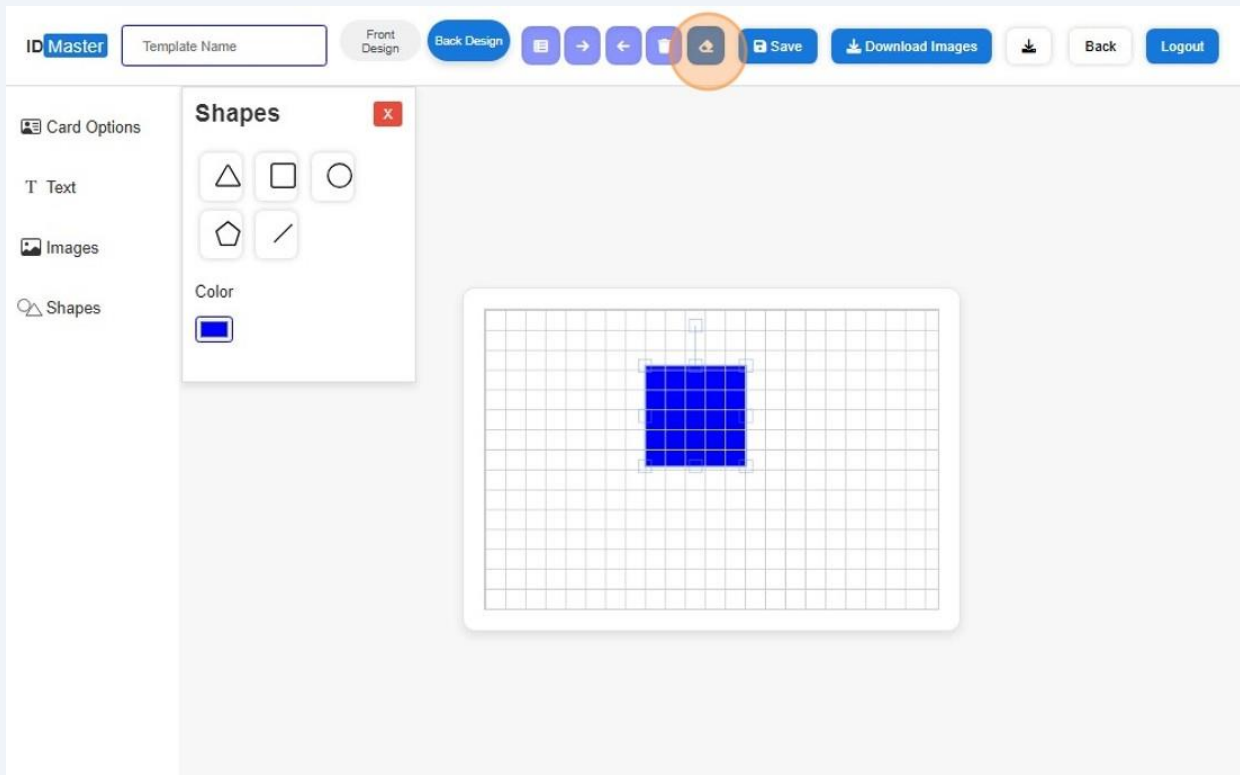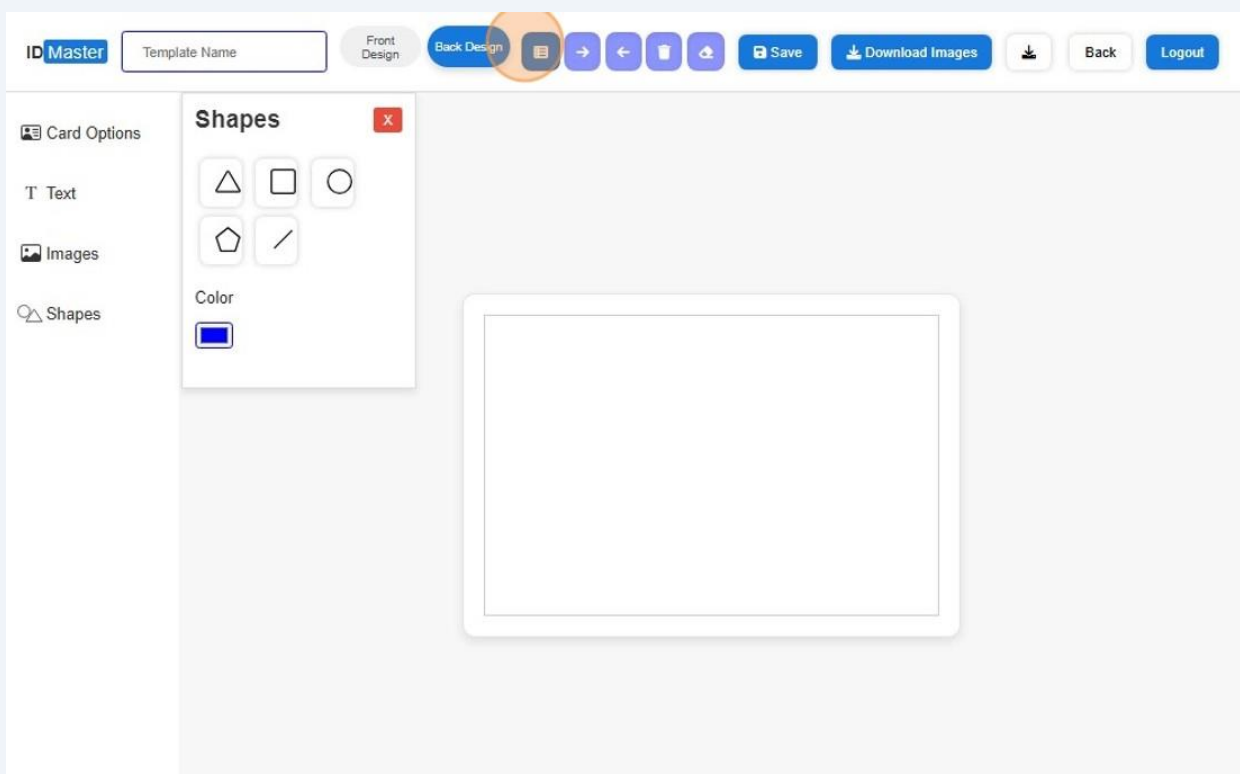

42 As you can see circle removed from the canvas.

43 To clear entire canvas just click on the Eraser-Icon button as you can see in below image.
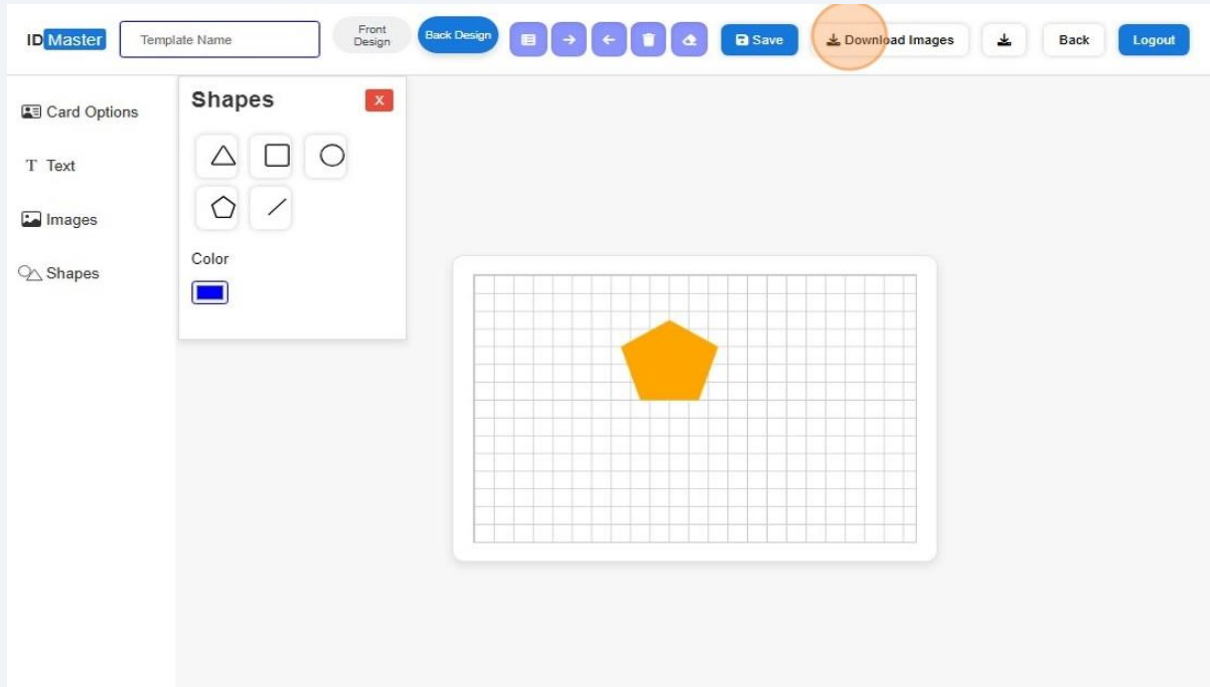

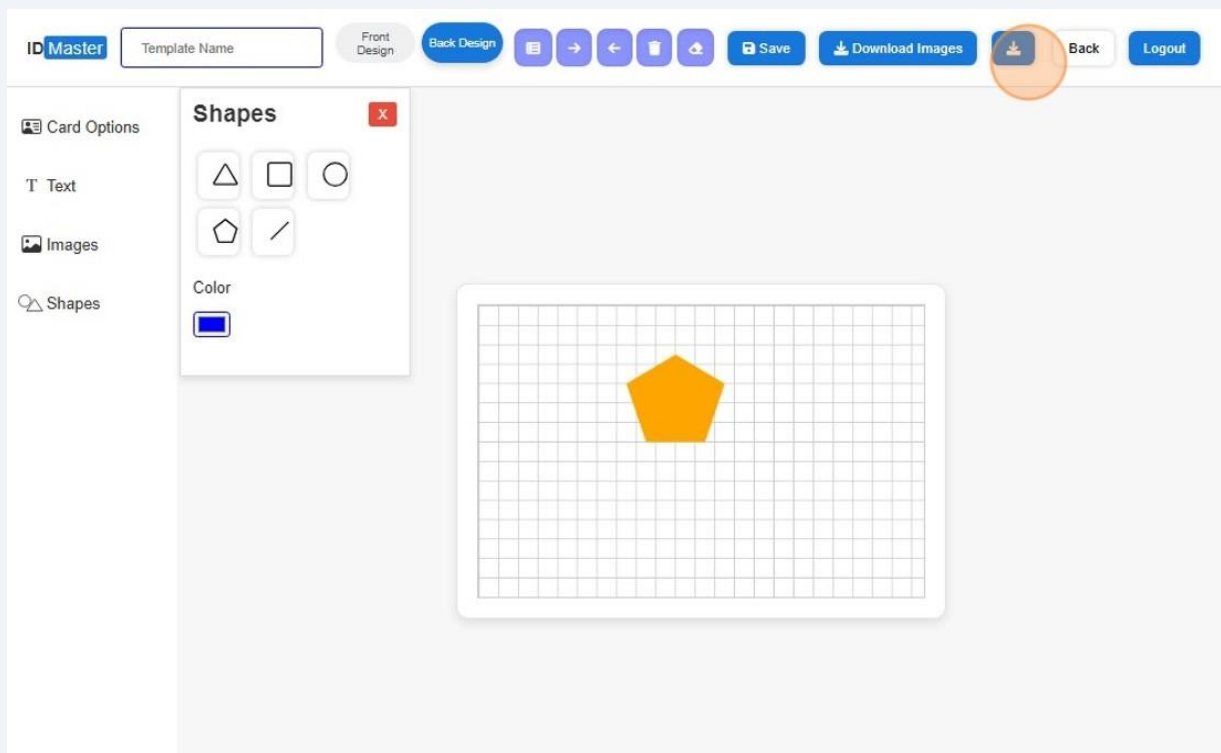**44** After click on that button entire canvas has clean now.

45 If you want some images for canvas- background then click "Download Images" button then a zip-file will download on your system. which you can use it.
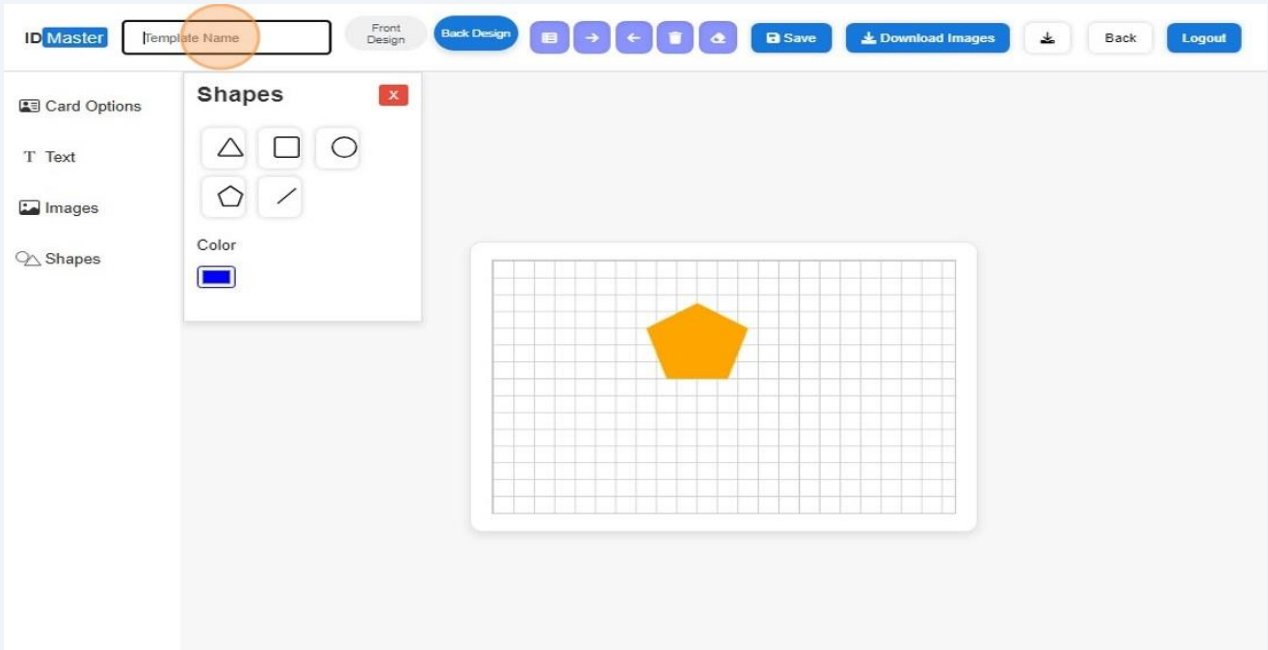

46 Now click on Download-Template button as shown below image then current canvas design will download as image on the system.

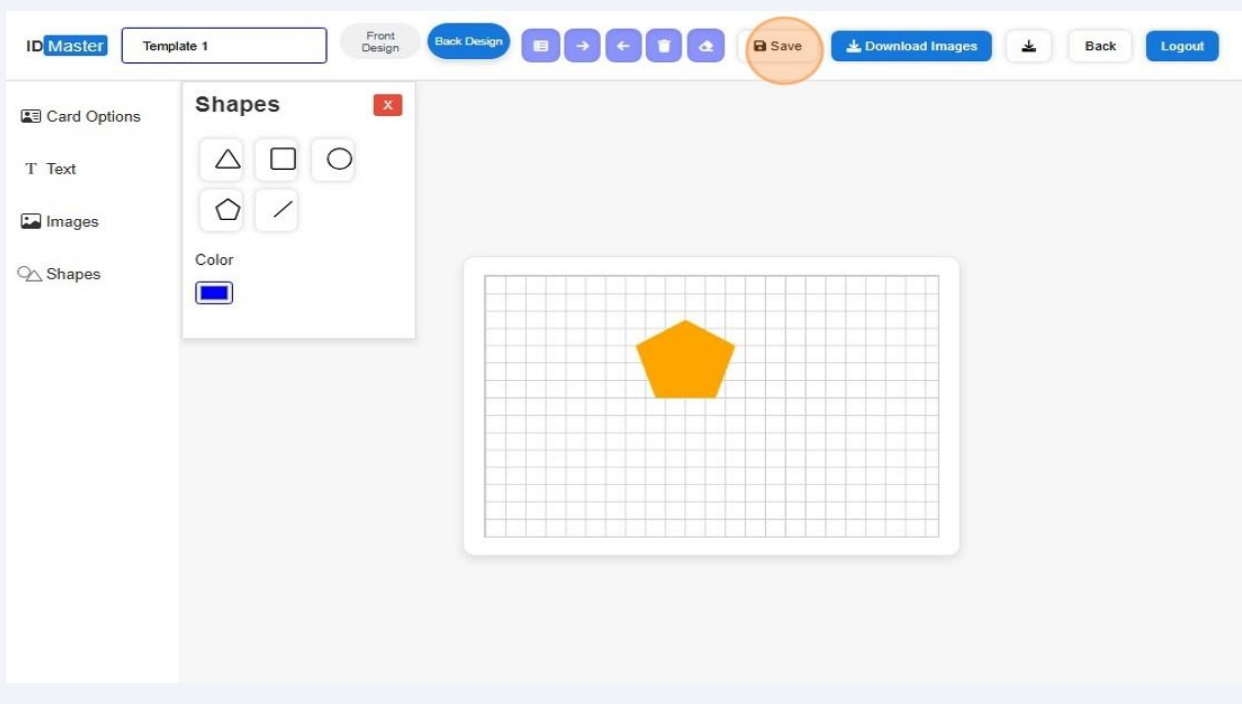**47** You must enter a name for your template. Without a name, you cannot save the template.
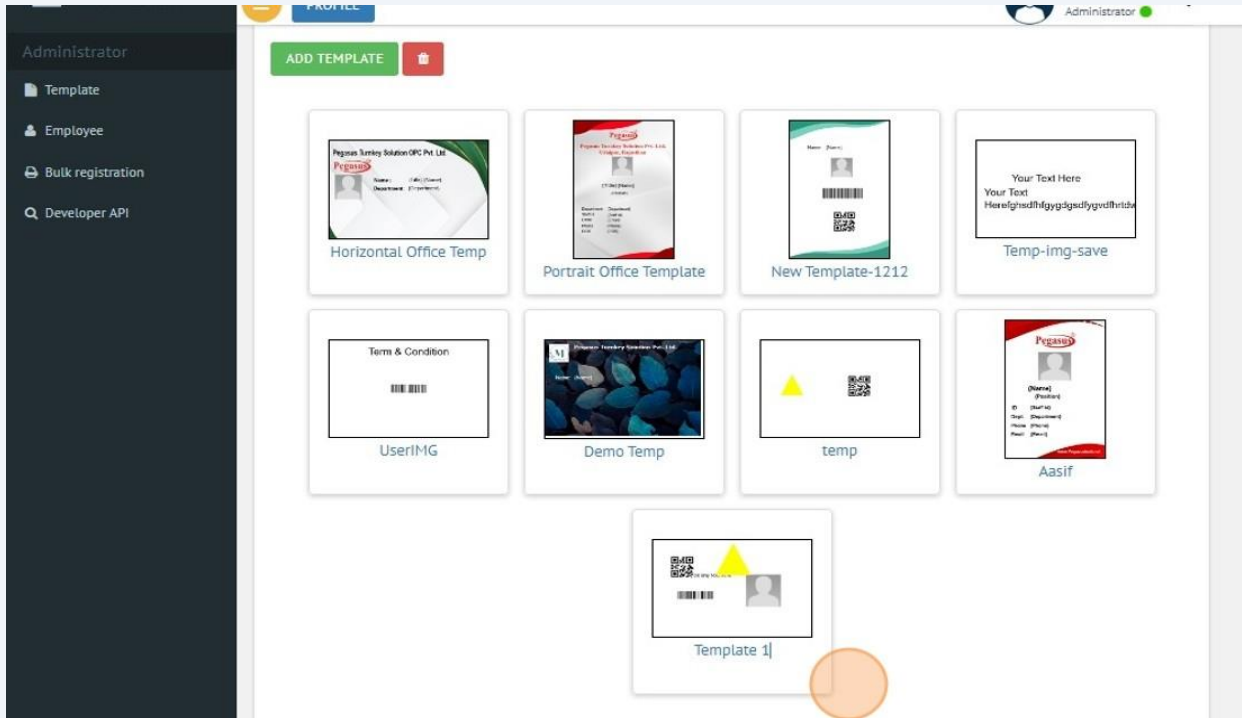
48 As you Type "Template1" as a name.

49 Now click on save button then canvas will save in the system.
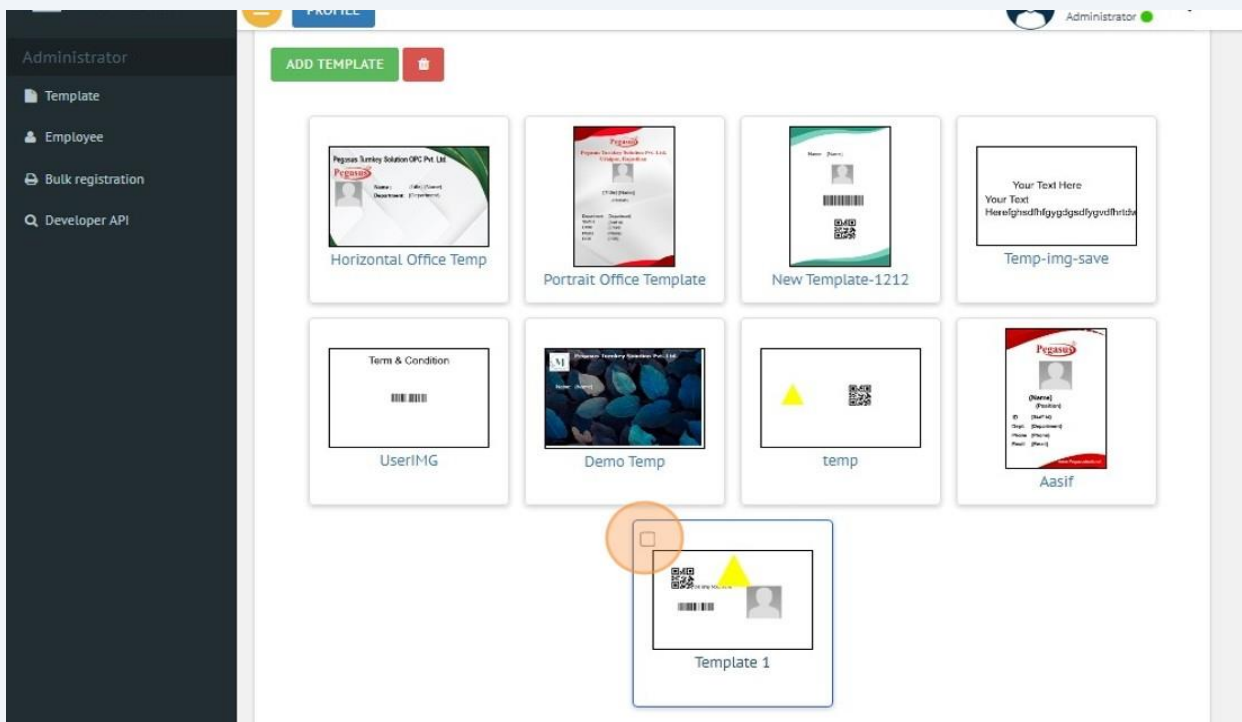
**50** As you can see in below image. Canvas has saved in the system.

51 If you want to delete a template, hover the mouse pointer over it, and a checkbox will appear. Check the checkbox, then click the red trash icon button to delete it.
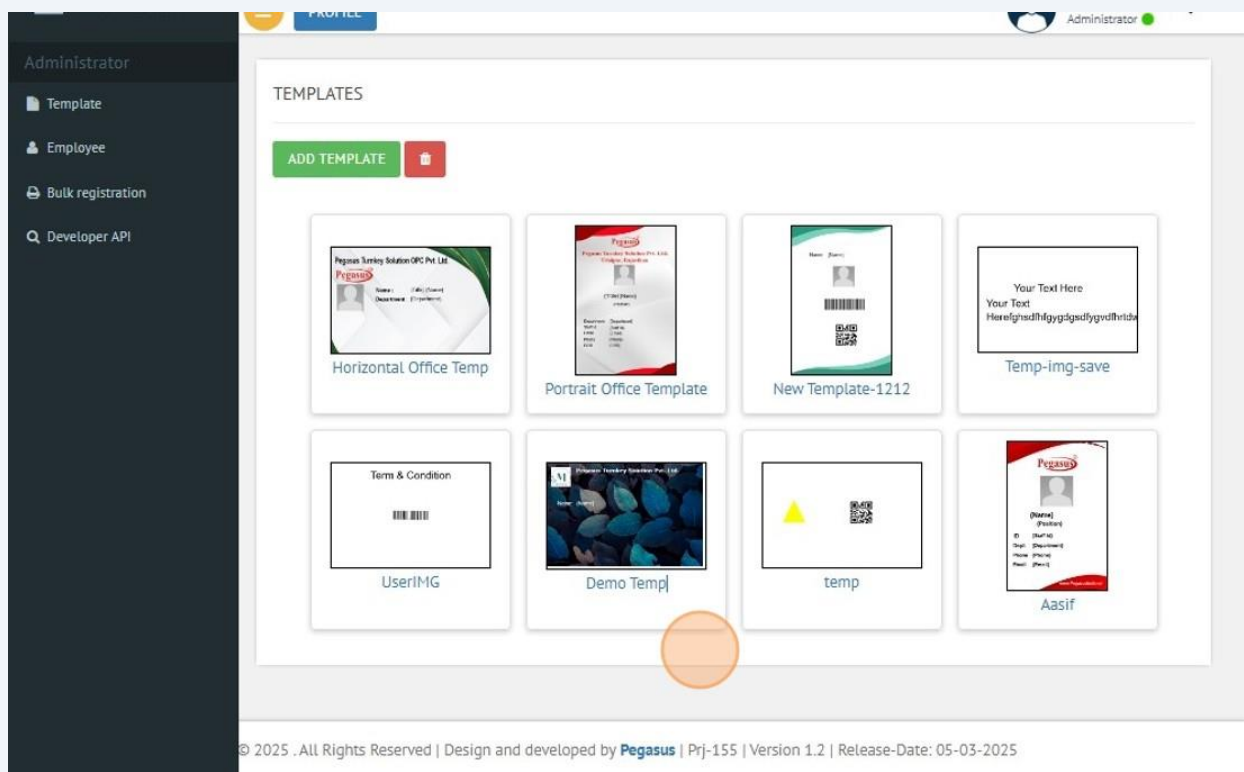If you want to edit a template, simply click on it. The template will open in edit mode, where you can update the design.

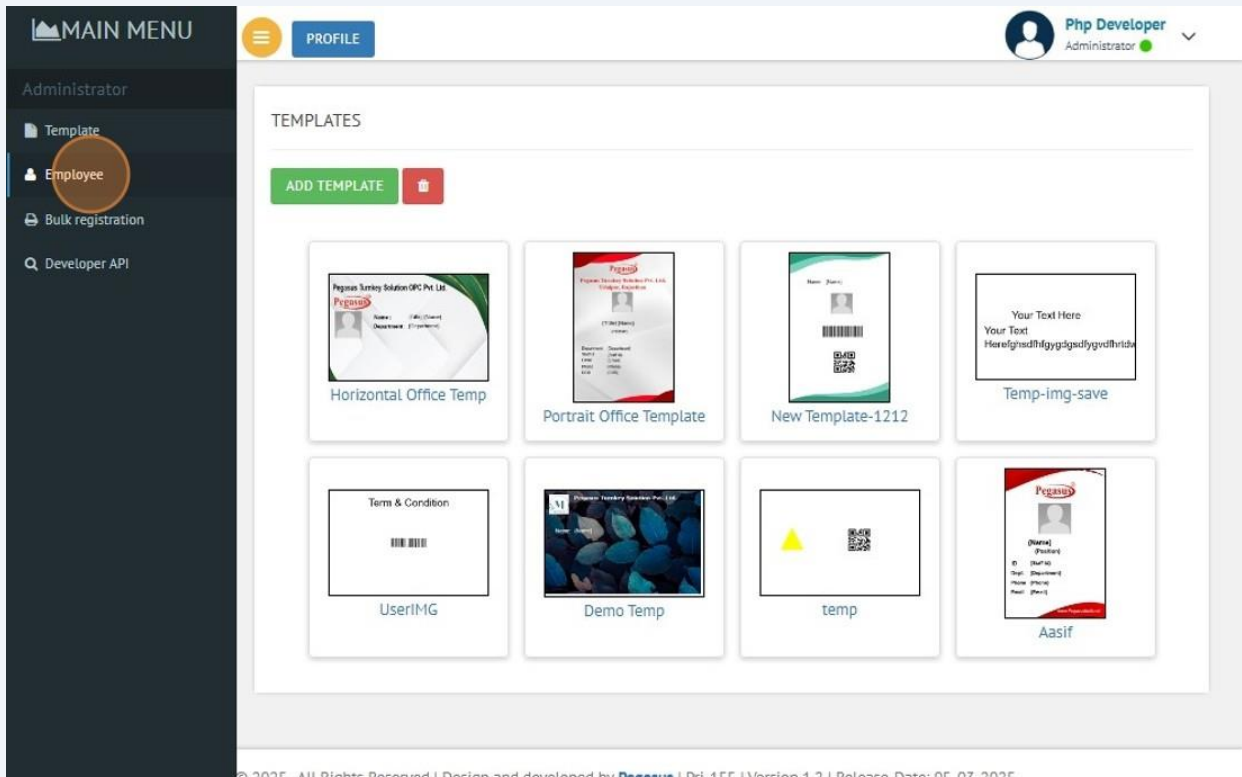**52** Now click on Delete button ...selected template will be remove from the system.
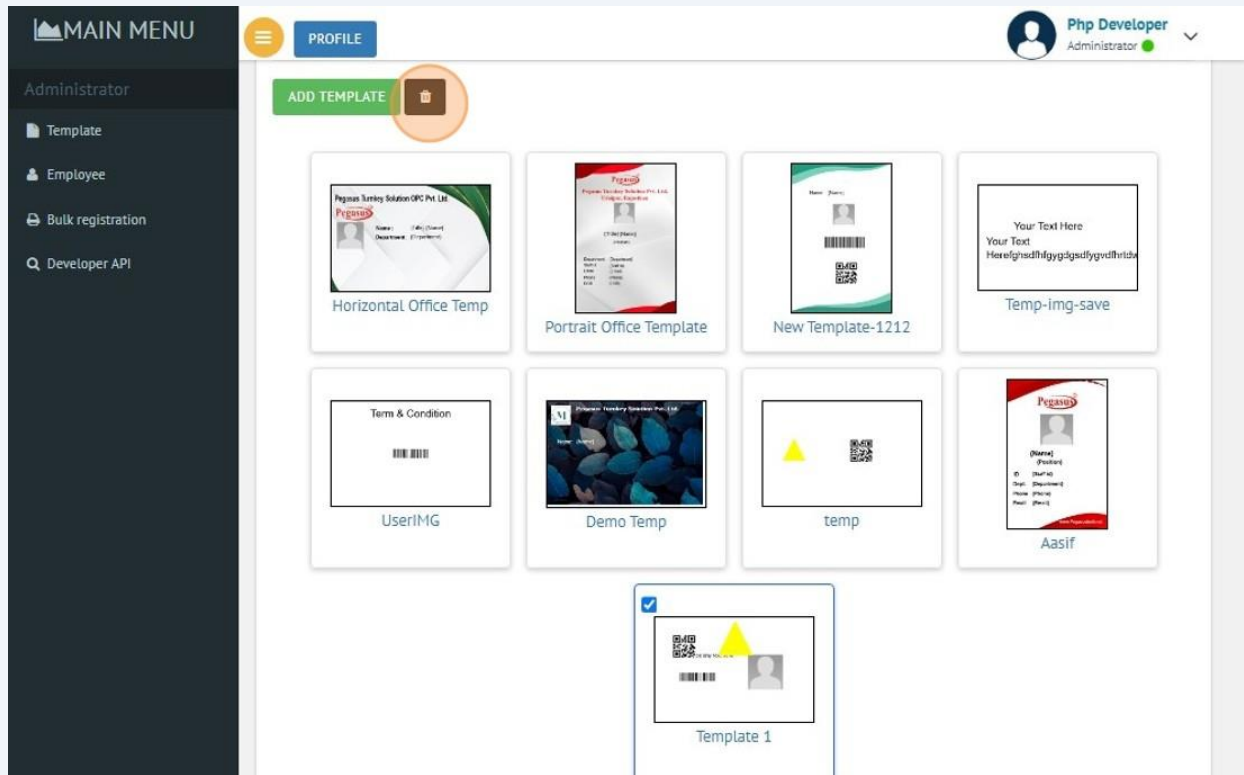
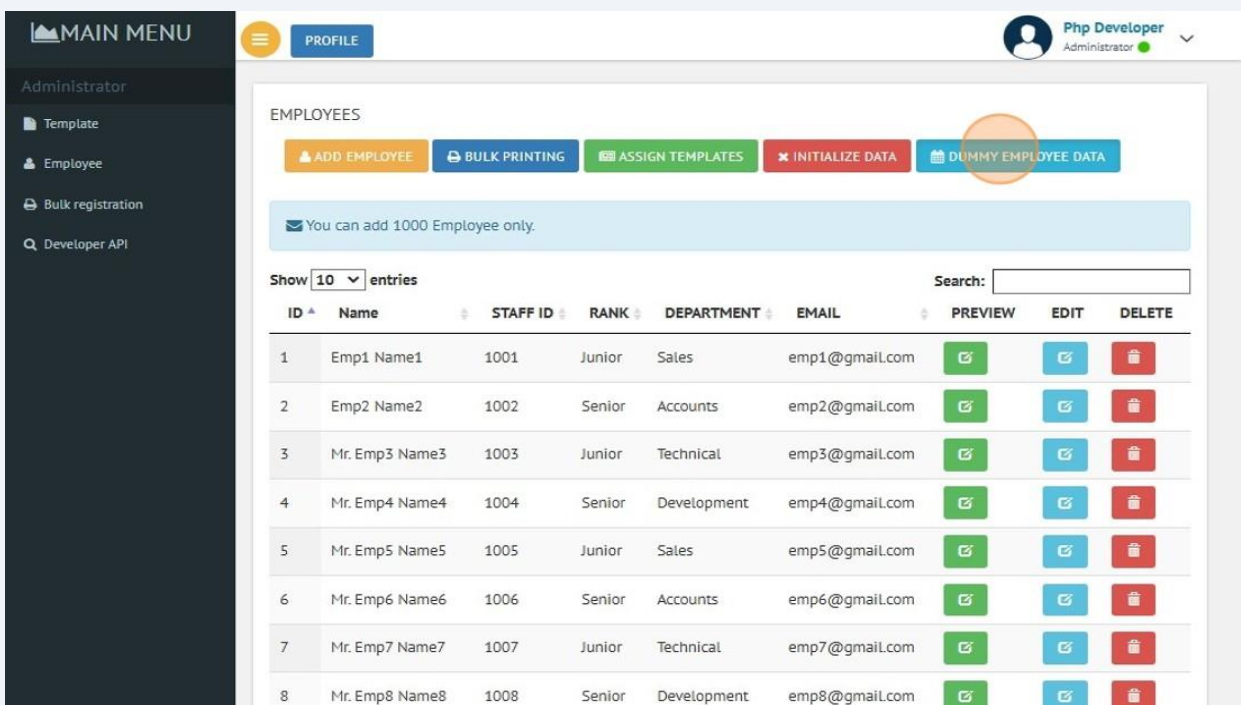**53** As you can see selected template has removed.

54   To move on Employee Module...click on the side menu's Employee option.
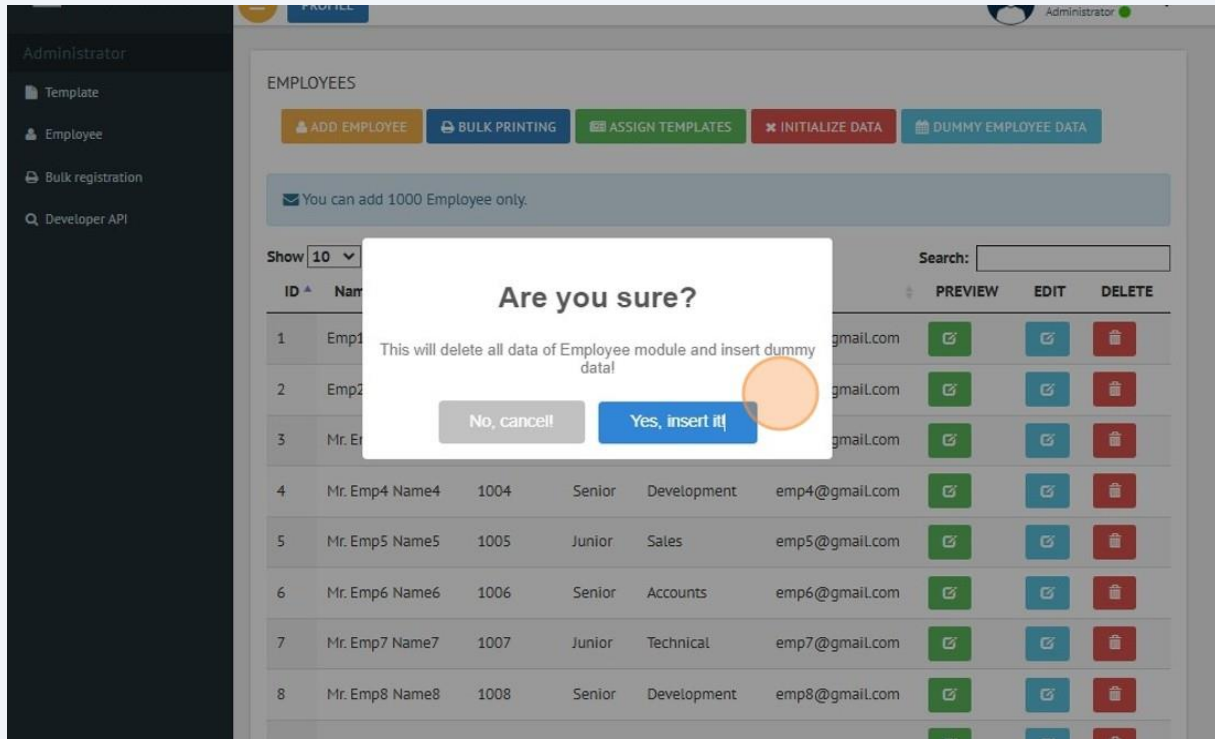

55   If you want to add dummy employee data then click on "Dummy Employee Data" button as you can see in below image.
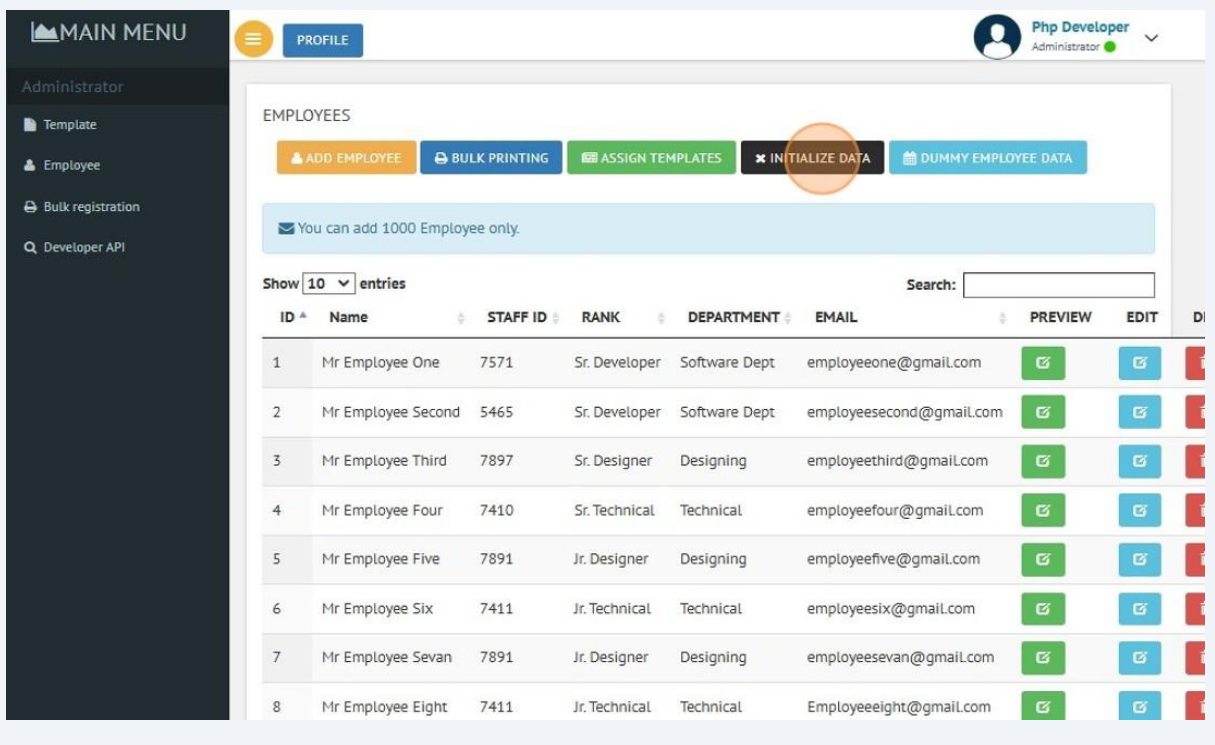
56 After click on button it will ask your confirmation to add dummy data. If you approved it then current data will be remove from system then dummy data will add into system.
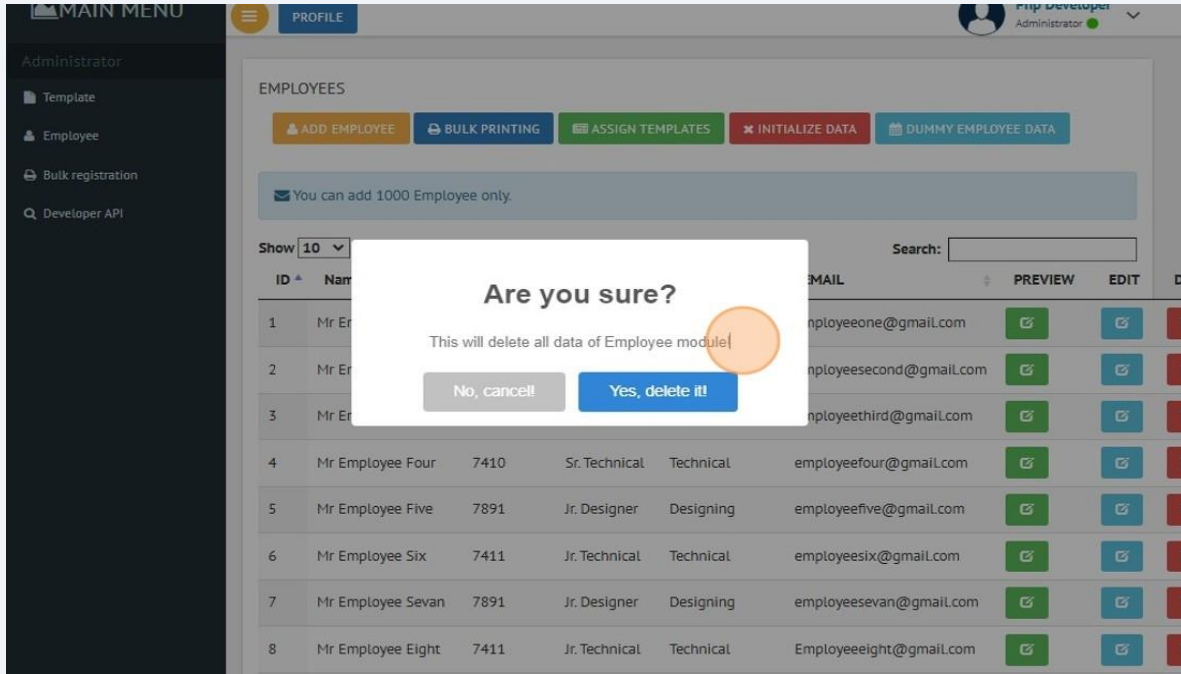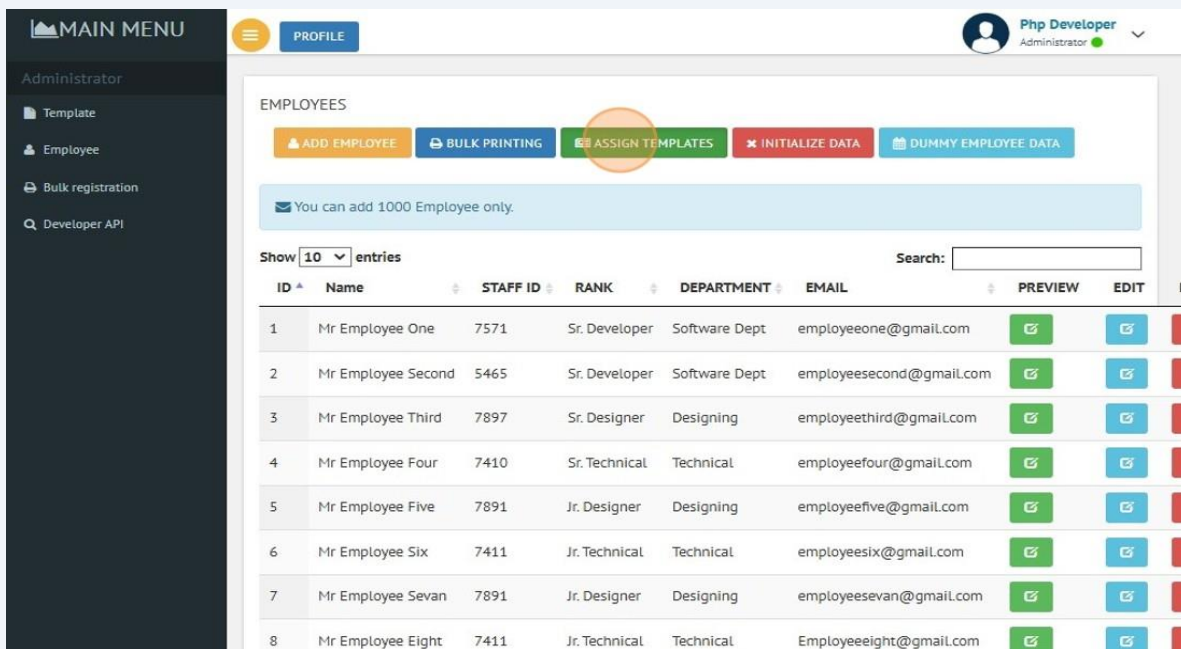

57 If you want to initialize like remove employee records then click on "Initialize Data" button.

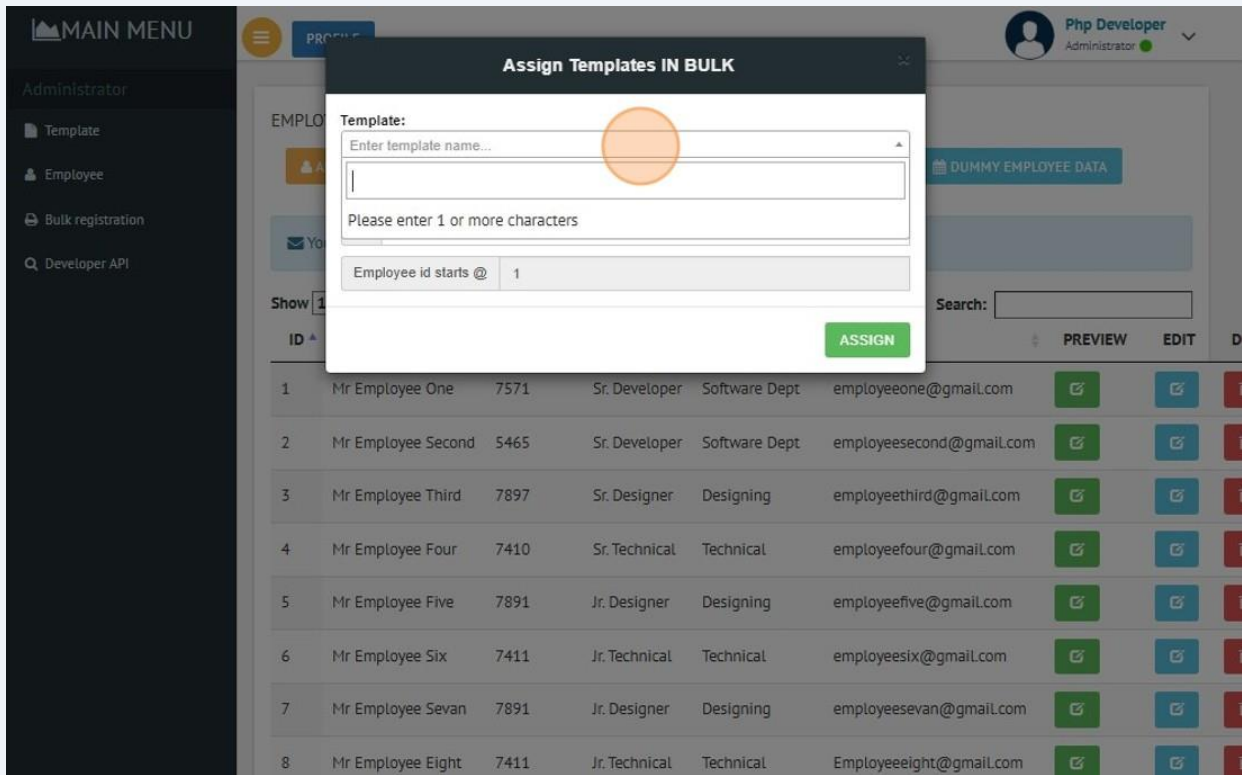**58** Here, also it will ask for your confirmation to delete the data.

59 If you want to assign a particular template to couples of employees then click on "Assign Templates" button.
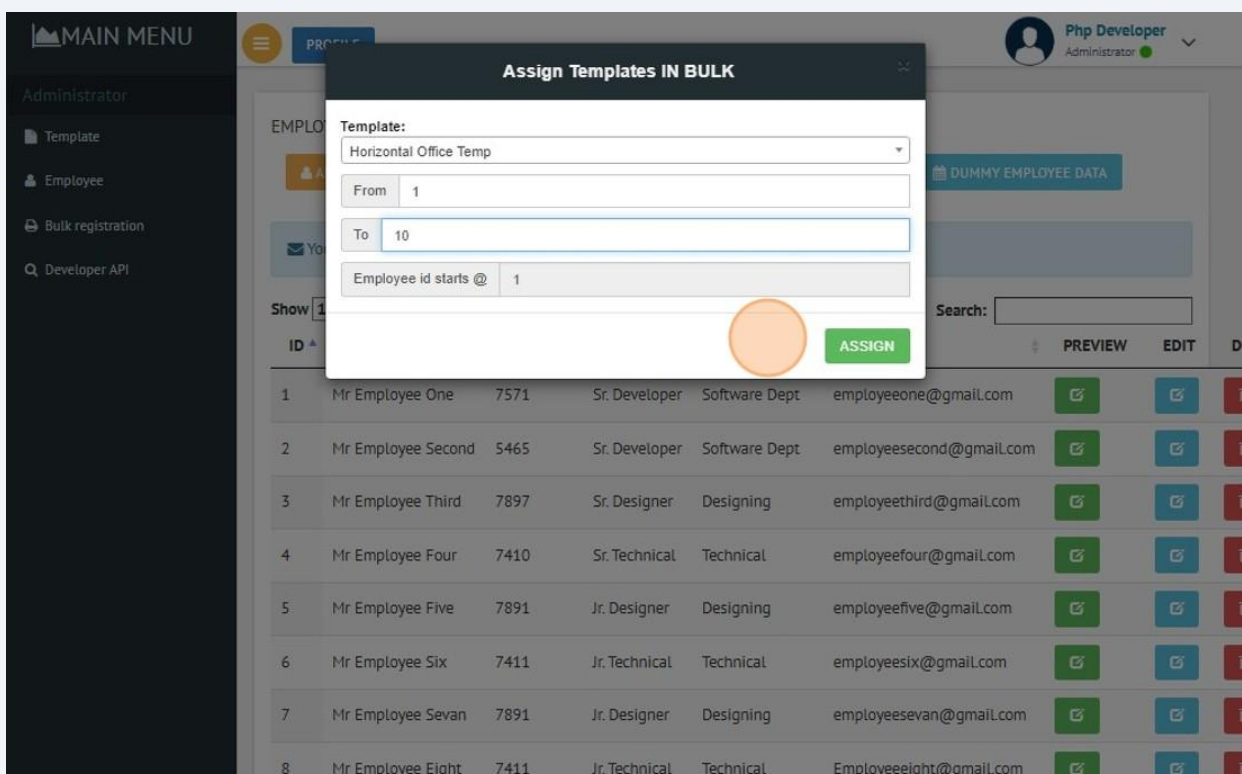
60 After click on "Assign Template" button a box will popup where you have to select a template then you have to enter employee's id range like 1 to 10.

61 After click on Assign button then it will assign that template on all employees whose employee's id come in range 1 to 10.

62   If you want to edit any employee's detail then click on blue color Edit button as you can see in below image. After click on it a box will popup which contain employee's detail.

63   As you can see in below image employee's detail will show as you can see in below image.

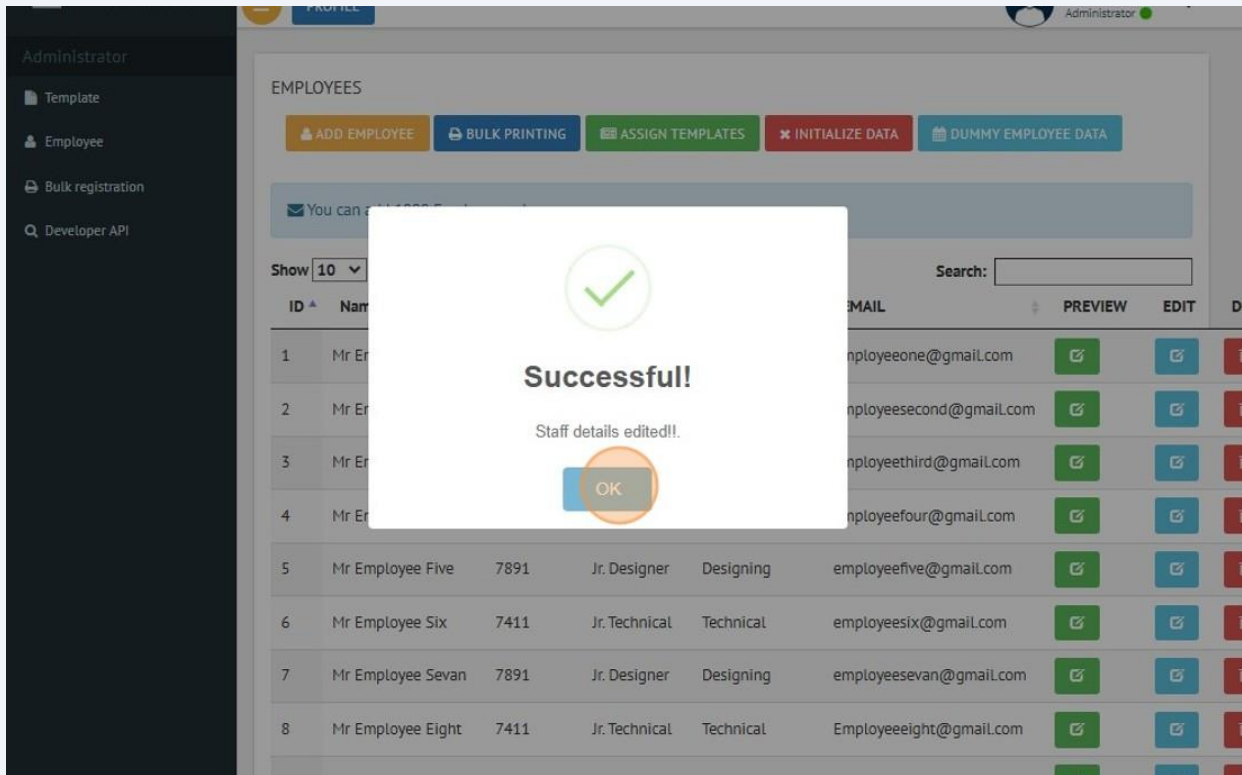**64** You can see in below image ...that you can update template also.
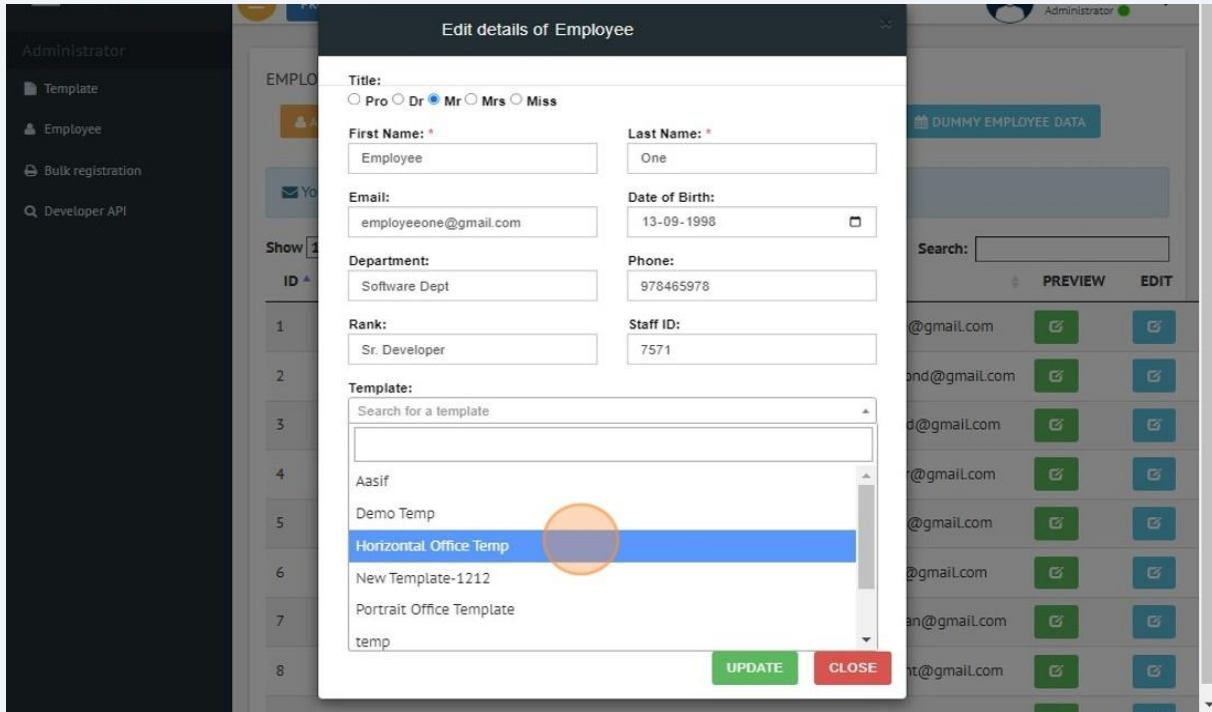
65 After update employee's detail... you have to click on update button to save the changes you made.
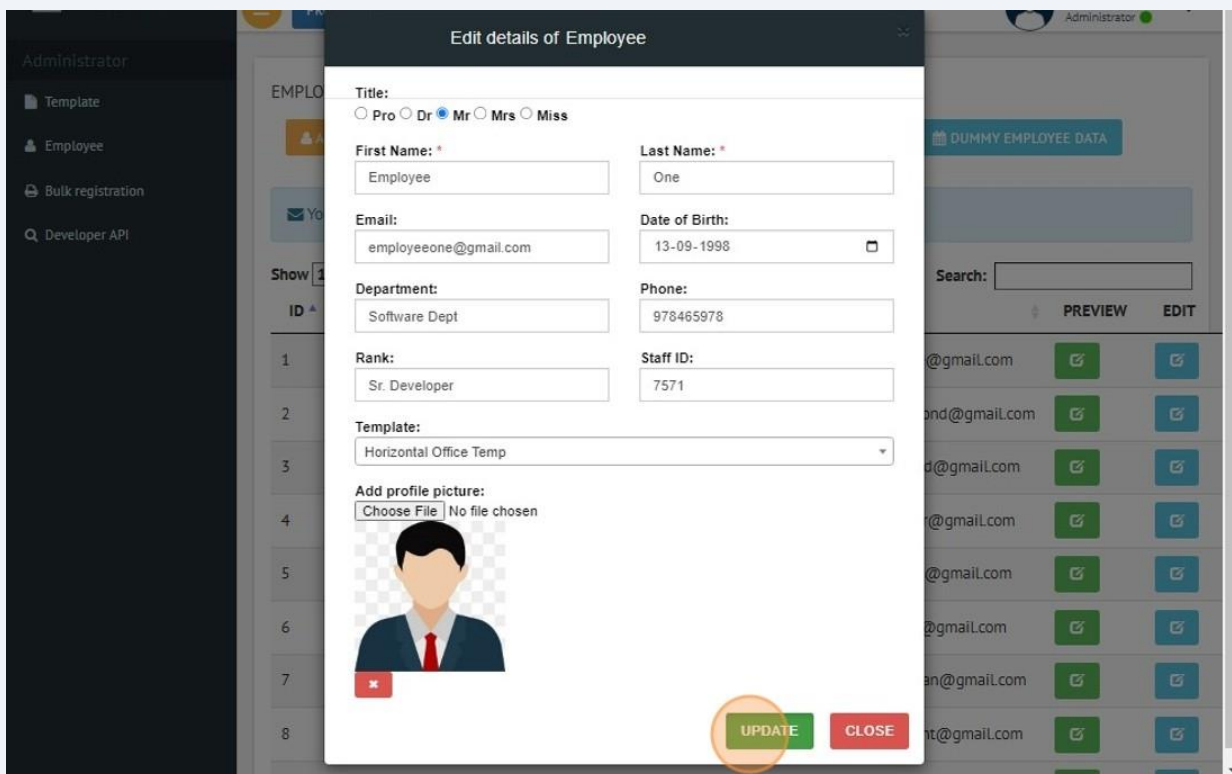
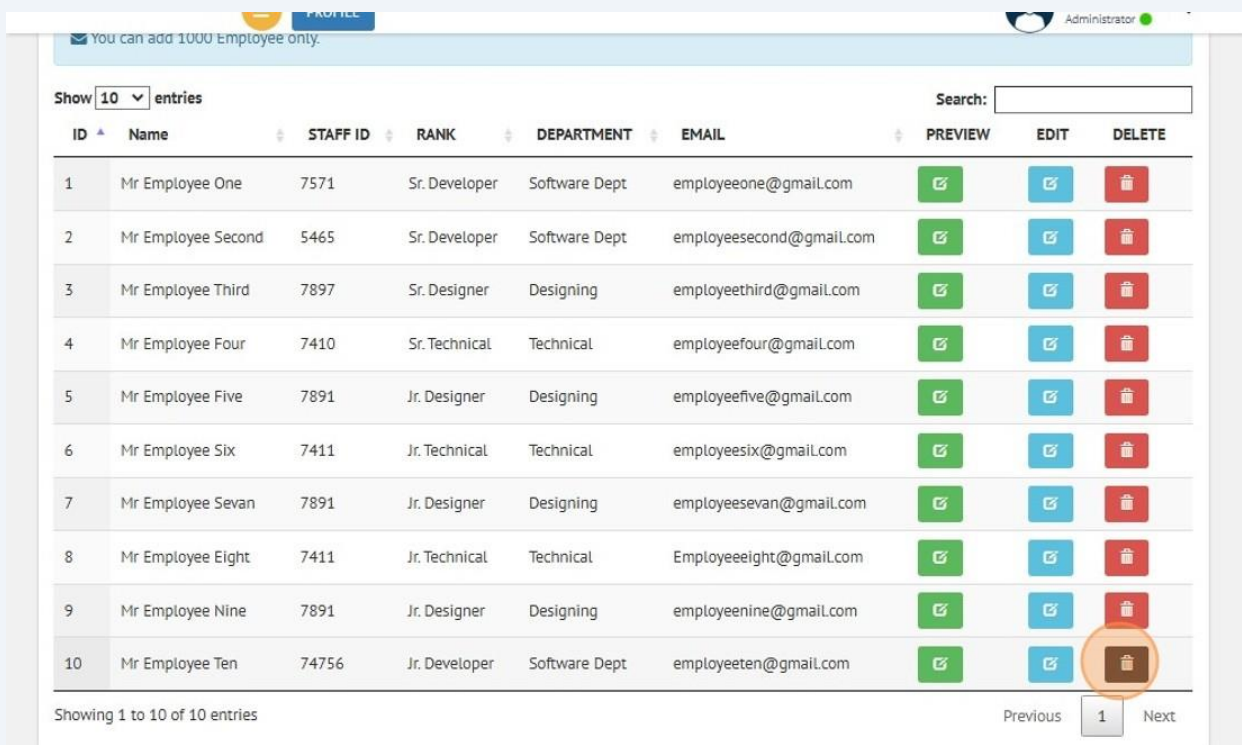**66** After click on update button, you will get a success message.

67 If you want to delete any employee's record then click on Trash icon button as you can see in below image.

68 If you want to print multiple cards together then click on "Bulk printing" button.

69 After the click on Bulk–Print button a box will popup where you have to enter your ID range which you want to print.

70 After filled all details you have to click on Submit button. Then Print window will show where you can print your cards.
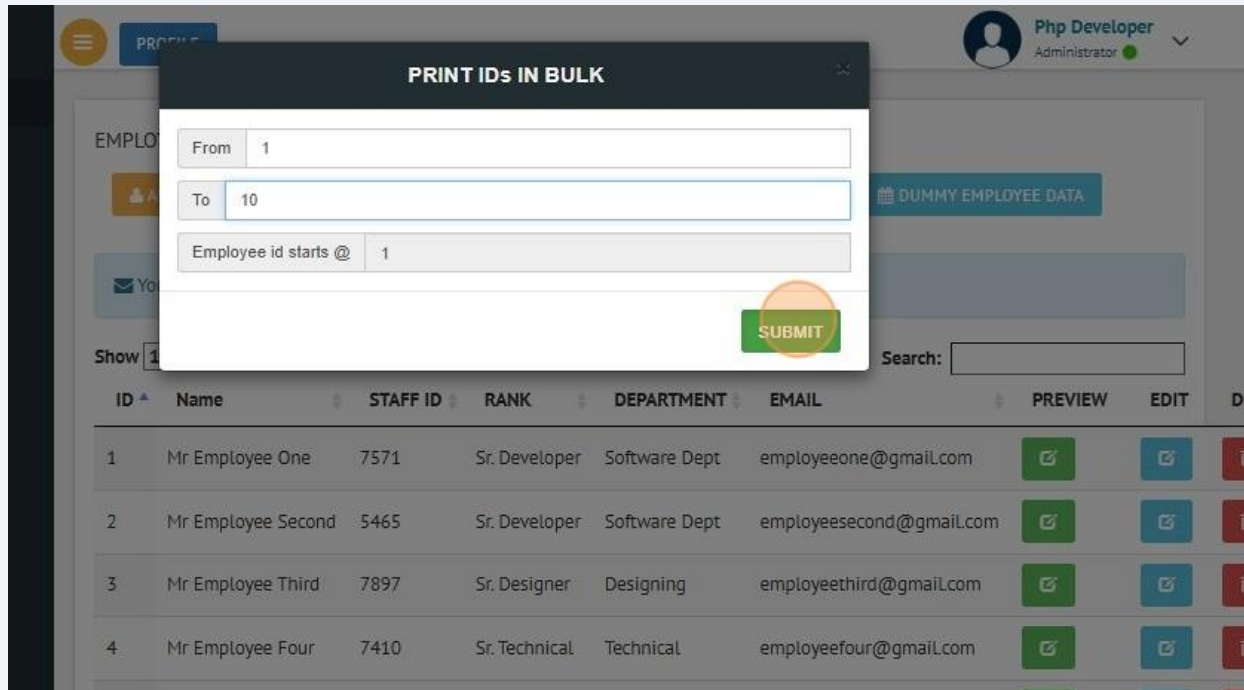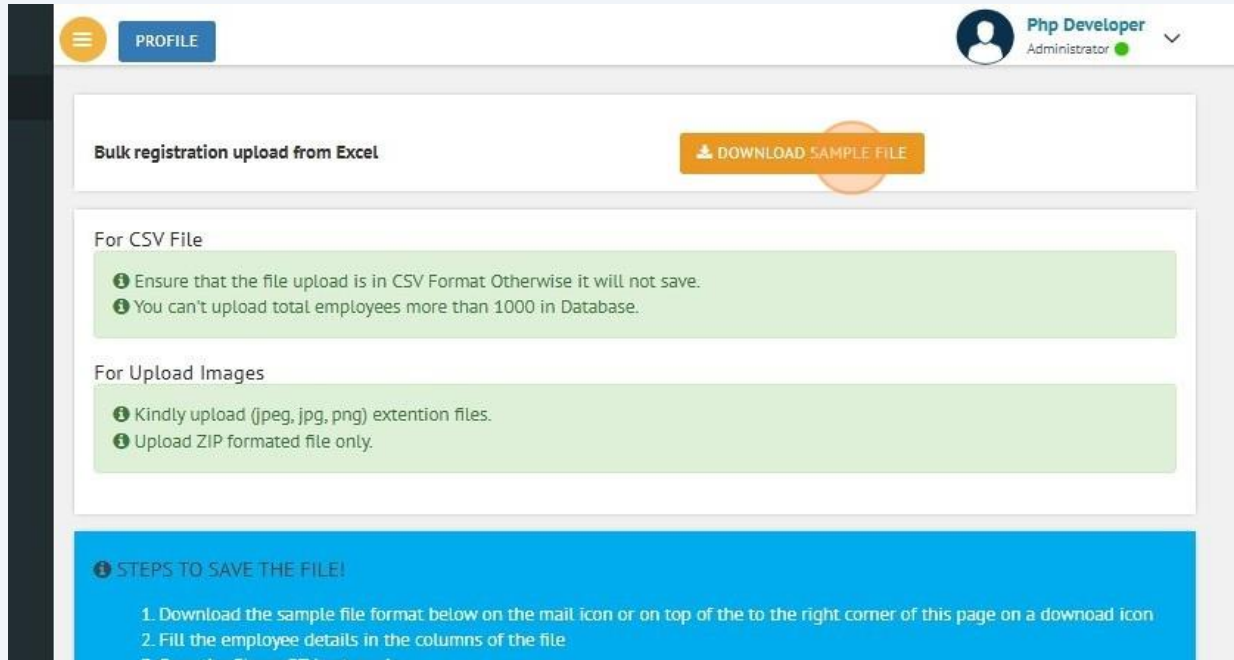
71 If you want to add multiple employee records at a time then click on "Bulk registration" button.
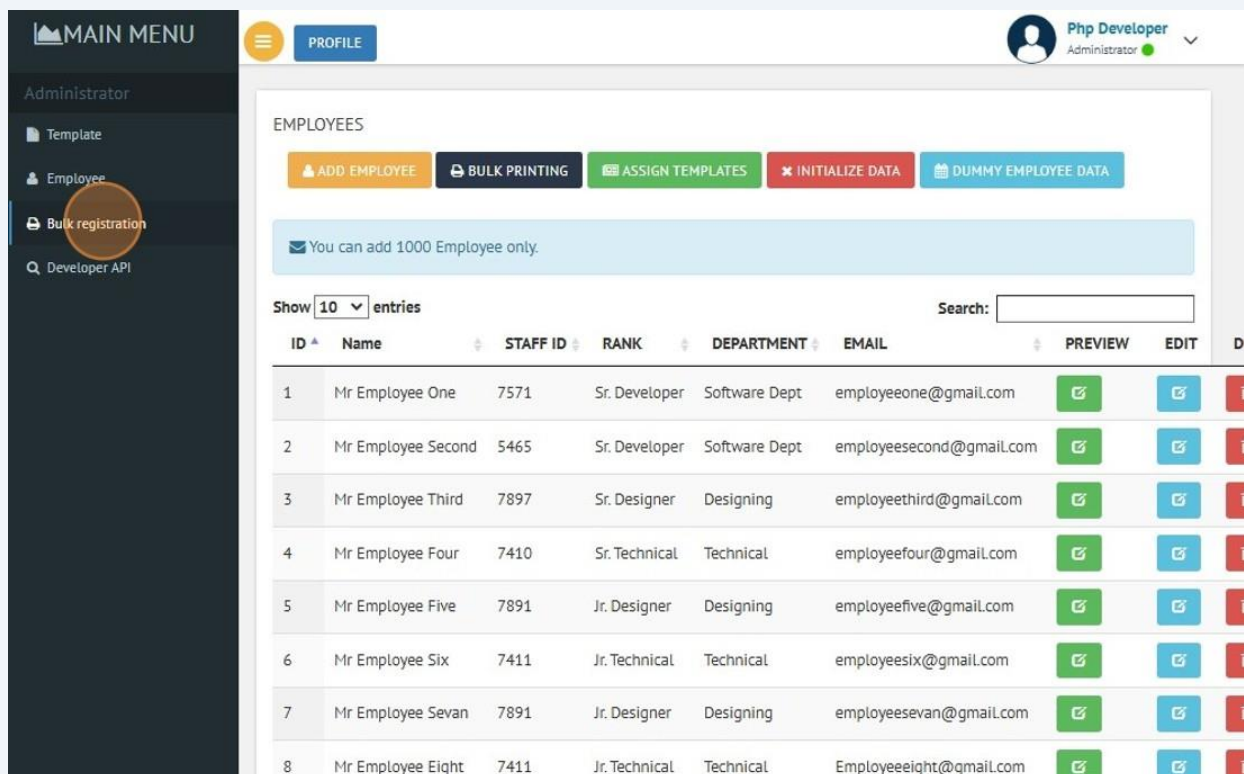
72 On Bulk-Registration module, you can download a sample CSV file by click on "Download Sample File" button to upload employee details. Here, some instructions are mention on the below page for upload CSV & Zip file.

73 After add details in CSV file you have to upload that file using below button. Then you have to click on Import CSV File button.

74 To upload employee images, upload a Zip–Formatted file then click the "Upload Zip File" button. Ensure that the zip file contains images in PNG, JPEG, or JPG format and that the file names match those in the CSV file. Then, click "Upload Zip File."

Administrator

📄 Template
👤 Employee
🖨 Bulk registration
🔍 Developer API

Administrator ●

ⓘ Ensure that the file upload is in CSV Format Otherwise it will not save.
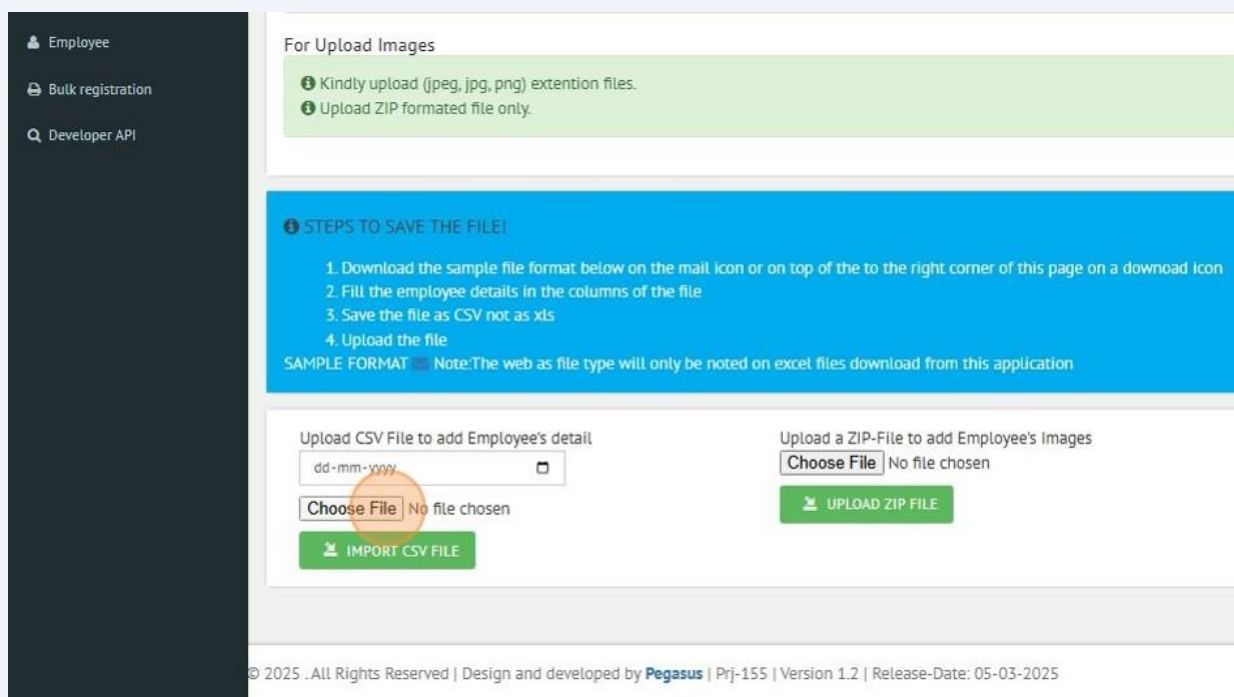ⓘ You can't upload total employees more than 1000 in Database.

For Upload Images

ⓘ Kindly upload (jpeg, jpg, png) extention files.
ⓘ Upload ZIP formated file only.

ⓘ STEPS TO SAVE THE FILE!

1. Download the sample file format below on the mail icon or on top of the to the right corner of this page on a download icon
2. Fill the employee details in the columns of the file
3. Save the file as CSV not as xls
4. Upload the file
SAMPLE FORMAT ✉ Note:The web as file type will only be noted on excel files download from this application

Upload CSV File to add Employee's detail

dd-mm-yyyy

Choose File   No file chosen

📥 IMPORT CSV FILE

Upload a ZIP-File to add Employee's Images

Choose File   No file chosen

📥 UPLOAD ZIP FILE

**75** After that you will get success message. If everything goes well...otherwise you will get an error message.

Administrator

📄 Template
👤 Employee
🖨 Bulk registration
🔍 Developer API

Administrator ●

ⓘ Ensure that the file upload is in CSV Format Otherwise it will not save.
ⓘ You can't upload total employees more than 1000 in Database.

For Upload Images

ⓘ Kindly upload (jpeg, jpg, png) extention files.
ⓘ Upload ZIP formated file only.

ⓘ STEPS TO SAVE THE FILE!

1. Download the sample file format below on the mail icon or on top of the to the right corner of this page on a download icon
2. Fill the employee details in the columns of the file
3. Save the file as CSV not as xls
4. Upload the file
SAMPLE FORMAT ✉ Note:The web as file type will only be noted on excel files download from this application

Upload CSV File to add Employee's detail

dd-mm-yyyy

Choose File   No file chosen

📥 IMPORT CSV FILE

Upload a ZIP-File to add Employee's Images

Choose File   No file chosen

📥 UPLOAD ZIP FILE

76 If you want to upload employee's data and image using REST-APIs then click "Developer API" option side menu.
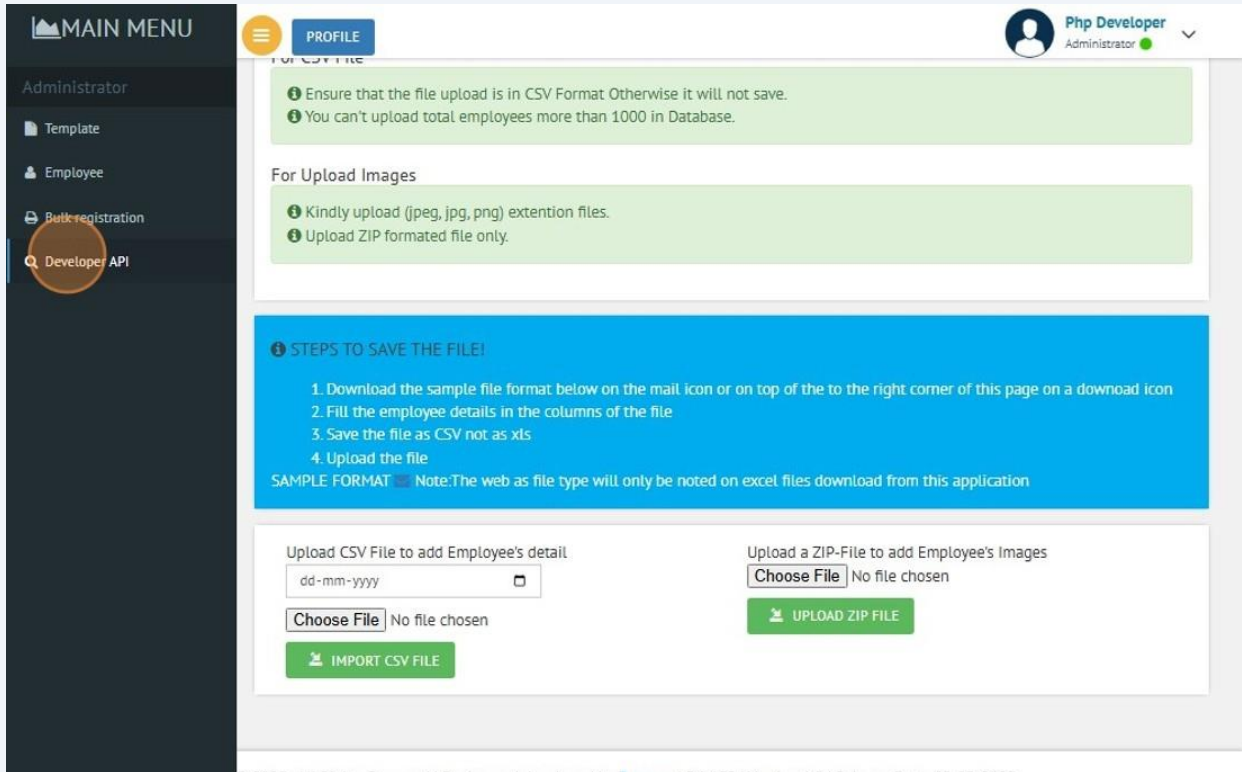

77 In the Developer-API module, two APIs are displayed, as shown in the image below.

The first API allows you to upload employee data. It is a **POST** request, and you must include a **Bearer Token** in the header. The request data should be formatted as shown in the image below.

The second API is used to upload employee images in a zip file. You must include the **Bearer Token** in the header and send the zip file in the request body with the key **"zip_file"**. This is also a **POST** request.

38
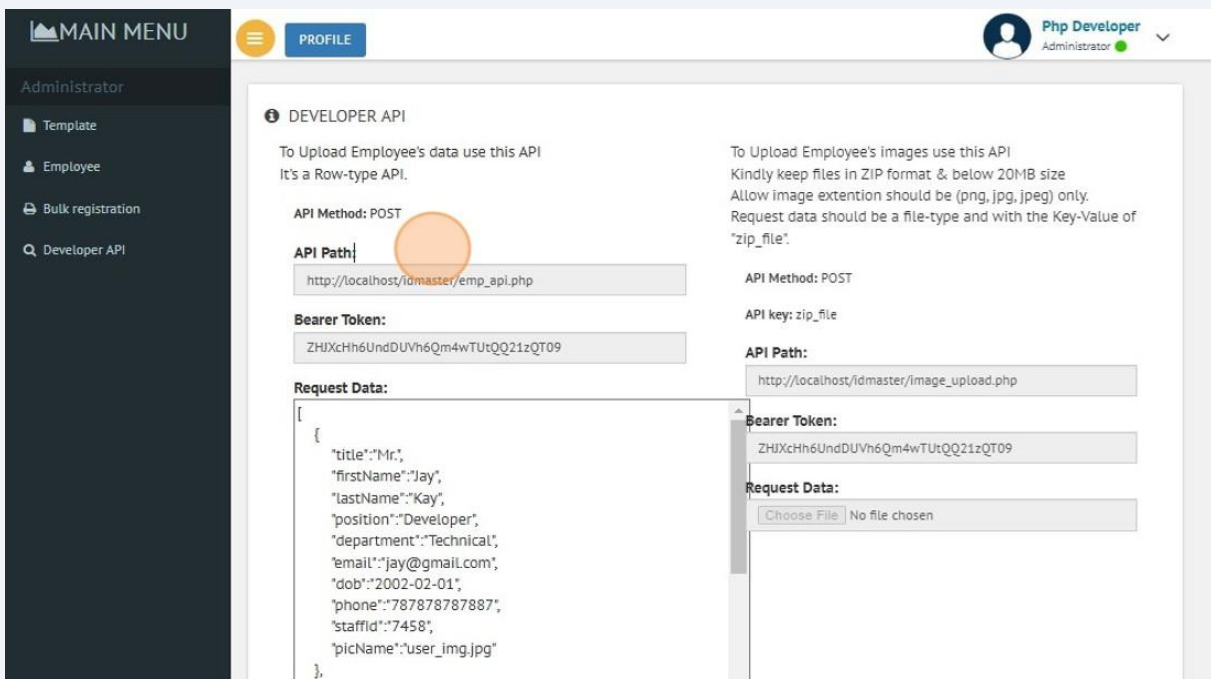
78 To Logout from application click on your name which is showing right upper corner side like in below image "Php Developer" name is showing.

79 After click on your name a dropdown menu will show...where "Logout" option will show. Now you have to click on it then you will redirect on login page.