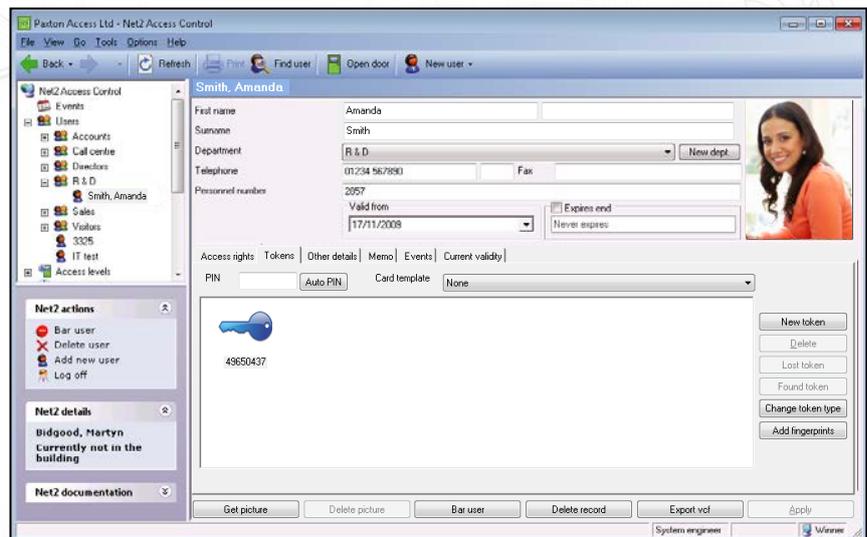# Using vcard (.vcf) information

What is a vcard?

vCard has become the standard format for electronic business cards. A .vcf text file contains information such as name, address, phone number, email and even a photograph.

It can also hold product specific information. For Net2, this includes access level, token number, etc.

With information in this standard format, it can easily be exchanged with other electronic information systems (email, organisers, etc). This gives another method of importing / exporting users into the Net2 database.
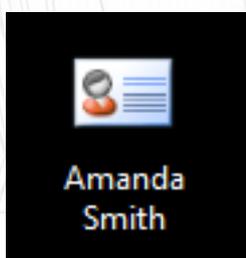
Working with a .vcf file

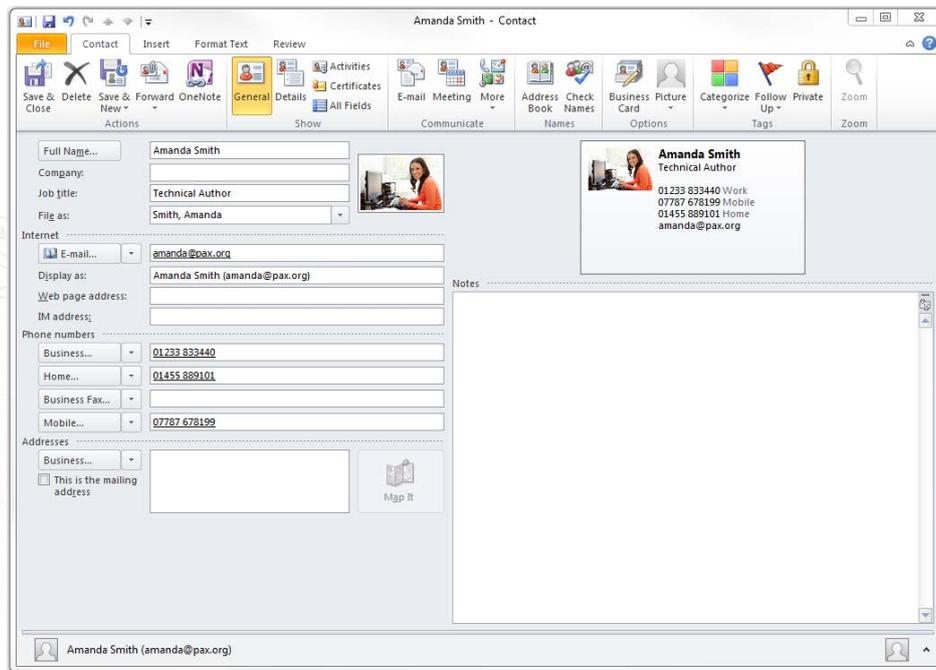This function is available in Net2 v4.13 or later.

Click on the 'Export .vcf' button to create the .vcf file.

The format of the file can be seen opposite with its distinctive icon shown below.


```
BEGIN:VCARD
VERSION:2.1
N:Smith;Amanda
FN:Amanda Smith
ORG:
TITLE:Technical Author
TEL;WORK;VOICE:01233 833440
TEL;HOME;VOICE:01455 889101
TEL;CELL;VOICE:07787 678199
TEL;FAX;HOME:01455 899110
TEL;FAX;CELL:01233 833445
ADR;HOME:1 Station Road;;Windmill View;Hailsham;E Sussex;BN55 1XX;
EMAIL;PREF;INTERNET:amanda@pax.org
PHOTO;TYPE=JPEG;ENCODING=BASE64:
 (data)
X-NET2;USER_ID:8
X-NET2;DEPT:R & D
X-NET2;AL:Working hours
X-NET2;PIN:4567
X-NET2;EXT:991
X-NET2;TOKENS:67890123,2
X-NET2;ACTIVE:20080606
X-NET2;FIELD_11:01/01/01
X-NET2;VEHICLE_REG:MJB 1
X-NET2;PERSONNEL_NUMBER:2857
END:VCARD
```
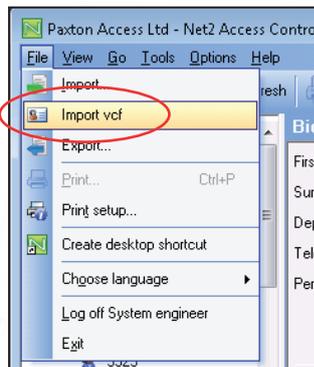
1

You can verify the basic details by double clicking the icon which will normally display the record in Outlook format.

NOTE: The Net2 specific details are not displayed as the fields are not known to Outlook.

Importing user details from a .vcf file into Net2

Select File / Import .vcf and then browse for the file.

A Net2 user record will be created and the details will be copied in.