



# KUARIO

XPP

## Managed Accounts - EntraID, CSV & Manual import

Date:

May 5, 2026

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# Document history

Revision Date	Revision List
31-03-2026	Initial document
28-04-2026	CSV & Manual Additions

# Introduction

Managed accounts in KUARIO are accounts owned and controlled by an organization (the merchant) rather than an individual user. This concept is designed to streamline administrative processes and ensure users can access organizational privileges without manual intervention.

## Core Purpose and Benefits

**Organizational Control:** Merchants can create, update, and delete these accounts for their members (e.g., students at a university or employees at a company). This can also be described as account provisioning.

**Automatic Privilege Assignment:** These accounts allow organizations to automatically link identifiers (like physical student or staff cards) and assign privileges (such as specific discounts).

**Reduced User Friction:** In a standard KUARIO account, a user must manually accept invitations for discounts or card links. Managed accounts bypass this requirement, solving the common issue of users failing to accept invites and subsequently being unable to use their benefits.

**Centralized Management:** They are managed through the KUARIO Manager (Administrator Backend) under a site that has the "organization role".

**Integration and Synchronization:** Microsoft EntraID\*\*\* Connector: Organizations can connect their EntraID (formerly Azure AD) to KUARIO to automatically synchronize managed user accounts, groups, and subscriptions.

**Data Mapping:** Administrators can map EntraID attributes (like email and unique identifiers) to KUARIO fields to ensure accurate account provisioning.

**Managed Subscriptions:** These link managed accounts to "memberships," which define user rights, such as access to specific outlets or custom pricing.

**Managed Identifiers:** These link physical RFID cards or tags directly to a managed account based on data from the organization's central database.

**Privacy and Anonymity:** Compliance: The system is designed to meet strict European data privacy standards, such as GDPR.671

**Anonymous Identifiers:** For regions with high privacy requirements (e.g., Germany), managed accounts can use "fake" or anonymous identifiers (e.g., an untraceable email format) to recognize students and apply pricing without using personal data.

**\*\*\*Microsoft Entra ID** is a cloud-based identity and access management service that allows employees to access external resources. These resources include Microsoft 365, the Azure portal, and other SaaS applications like KUARIO. It also facilitates access to internal resources, such as corporate intranet apps and cloud apps developed specifically for an organization. Entra ID offers centralized user management by acting as a cloud-based hub for identity and access control. It streamlines administration by providing a unified platform to manage user identities, authentication, and authorization across various applications in both cloud and on-premises environments.

This manual will describe the functionality of the connection between KUARIO and the merchants' Entra ID. One thing to note is that Entra ID is the new name of Azure AD, but apart from its name it's basically the same. With the connection in place, in its current state it is possible to synchronize Managed Accounts, Managed Identifiers and Managed Subscriptions.

With the KUARIO Entra ID connector, users, user groups, subscriptions and Tags (RFID cards) can be automatically synchronized between the Microsoft and the KUARIO environment.

## Managed Accounts with EntraID

### Use Cases:

There are 3 main use cases for the KUARIO Entra ID connector:

#### **Automatic management of managed user accounts**

Managed user accounts are KUARIO accounts that are managed by the organization of a merchant. For normal KUARIO accounts a user needs to give permission for everything; if an organization like a university wants to connect data like an identifier (for example, a physical student card) or give the person privileges like discount, the KUARIO user needs to accept this. A well-known issue is that a lot of users don't accept these invitations for discounts or identifiers and thus can't make use of the given privilege. This is causing a hassle for the local KUARIO managers and service employees. More organizations make use of Entra ID, this can be seen as a central list of all users / groups within an organization. With the KUARIO Entra ID connector we connect the KUARIO environment to a merchants' Entra ID so managed accounts are automatically created, updated and deleted.

#### **Automatic management of managed subscriptions**

Managed subscriptions are the connection between managed accounts and so called 'memberships. Membership can give access to an outlet or can give you a certain discount to purchases made with your KUARIO account. The KUARIO Entra ID connector will enable automatic syncing for members of a membership. This will update the membership when a user is added / removed from an Entra ID group.

#### **Automatic management of managed identifiers**

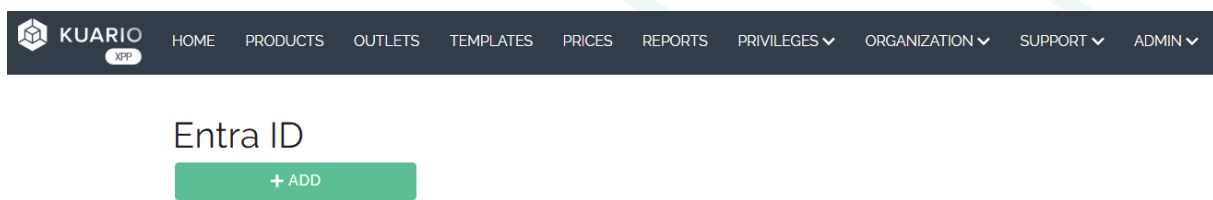
Managed identifiers (RFID Tags) are the connection between managed accounts and identifiers. In KUARIO's case, these are mostly physical RFID cards. For example, students' cards. In KUARIO manager there is an option to import these identifiers via a csv file. The end-users then receive an email with a QR code or link, which they must scan/click to connect the identifier to their account. With managed identifiers, these are connected automatically as the account itself is managed by the users' organization. The KUARIO Extra ID connector will enable automatic syncing for these identifiers.

## Connector Setup

There are some steps that need to be executed before Merchants **EntraID** will be connected to the **KUARIO** backend. We have included screenshots for clarity. These screenshots are indicative only and may vary from one environment to another. When a merchant wants to connect their EntraID to the KUARIO platform, the first thing they need to do is create a ClientID/client Secret for KUARIO, so the KUARIO API can communicate with EntraID.

### KUARIO Manager EntraID Setup

Go to the merchant site in KUARIO which has the 'organization role' (If you don't know what this means, please contact your reseller for further information), next go to ORGANIZATION in the top menu. If the site is indeed an organization, there will be a 'ENTRA ID' submenu item.



After pressing the + ADD button, there are some fields that need to be filled.

A screenshot of the 'Entra ID' form in the KUARIO Manager. The form has a title 'Entra ID' and a '< BACK' button. It contains five input fields: 'Entra-id-name', 'Azure-tenant-id', 'Azure-client-id', 'Azure-client-secret', and 'Azure-contact-email'. Each field has a small icon to its left: a green checkmark for 'Entra-id-name', a green hash symbol for 'Azure-tenant-id' and 'Azure-client-id', and a green key icon for 'Azure-client-secret' and 'Azure-contact-email'. At the bottom of the form, there are two buttons: a red 'DELETE' button and a green 'SAVE' button.

#### Entra-id-name

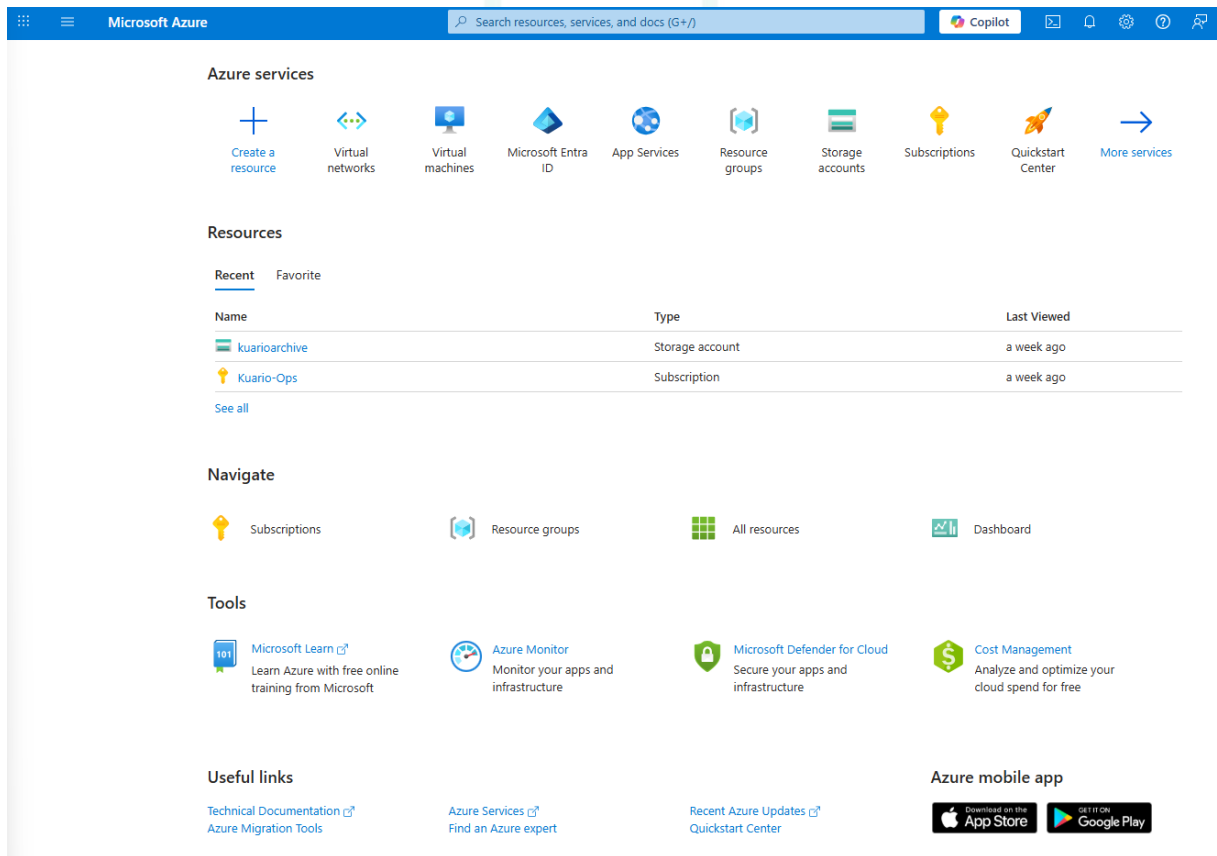
This can be anything you like; it's just for overview purposes.

#### Azure-tenant-id & Azure-client-id + Azure-client-secret

These are values that need to be retrieved from the Azure App registration which will be created in the next step.

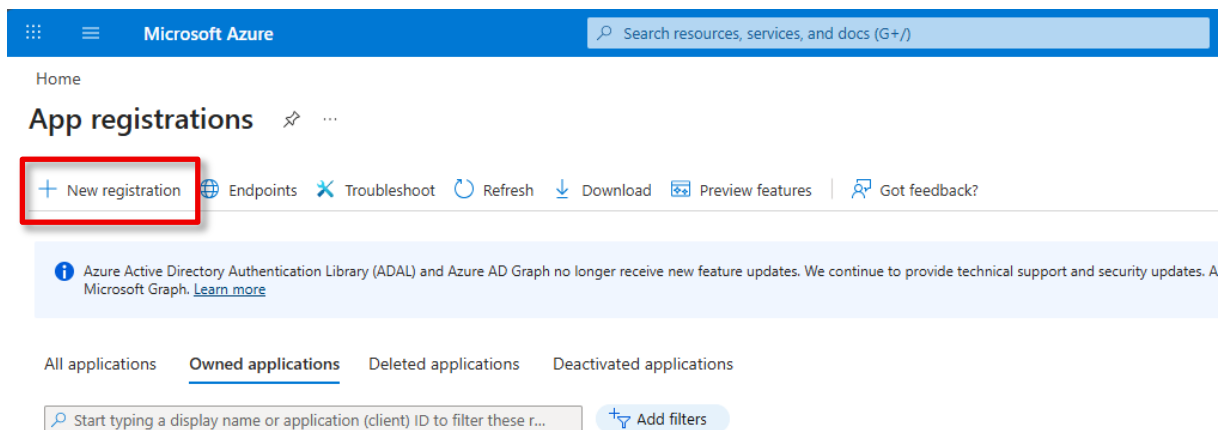
## Azure App Registration for KUARIO

Log in to the **Microsoft Azure Portal** via <https://portal.azure.com> with an Administrator account.



## App registration

After that, go to **App registrations** and click 'New registration':



Fill in the Name and Supported account types as follows:

**\* Name**

The user-facing display name for this application (this can be changed later).

**Supported account types**

Choose the account types that can use this application or access this API

[Help me choose](#)

### Client ID and Tenant ID

After clicking 'Create', the required values (tenant-id and client-id) for the KUARIO EntraID configuration become available.

Microsoft Azure Search resources, services, and docs (G+) Copilot

Home > App registrations

### KUARIO EntraID (TEST FOR MANUAL)

Deactivate Delete Endpoints Preview features

Overview Quickstart Integration assistant Diagnose and solve problems Manage Support + Troubleshooting

Got a second? We would love your feedback on Microsoft identity platform (previously Azure AD for developer).

**Essentials**

Display name	: <a href="#">KUARIO EntraID (TEST FOR MANUAL)</a>	Client credentials	: <a href="#">Add a certificate or secret</a>
Application (client) ID	: 6c0ab52d-6a7d-42a6-930f-10b4abedf0b0	Redirect URIs	: <a href="#">Add a Redirect URI</a>
Object ID	: 16200606-37e6-4819-b38e-317fff89e181	Application ID URI	: <a href="#">Add an Application ID URI</a>
Directory (tenant) ID	: b4d427e4-6b94-48b7-a3f4-efe719504048	Managed application in ...	: <a href="#">KUARIO EntraID (TEST FOR MANU/</a>
Supported account types	: <a href="#">My organization only</a>	State	: <span>Activated</span>

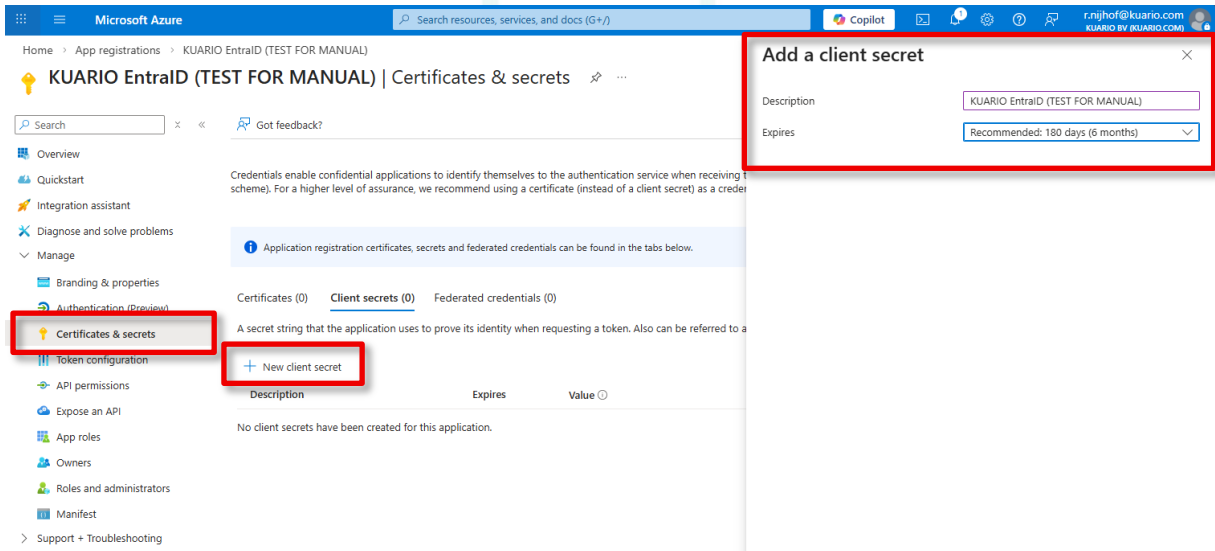
Welcome to the new and improved App registrations. Looking to learn how it's changed from App registrations (Legacy)? [Learn more](#)

Azure Active Directory Authentication Library (ADAL) and Azure AD Graph no longer receive new feature updates. We continue to provide technical support and security updates. upgraded to Microsoft Authentication Library (MSAL) and Microsoft Graph. [Learn more](#)

Make note of the Application client ID and Directory tenant ID.

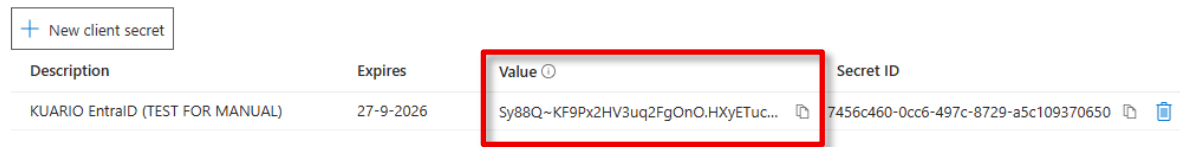
### Client Secret

After that, click on the 'Manage – Certificates & secrets' blade, and create a new client secret.



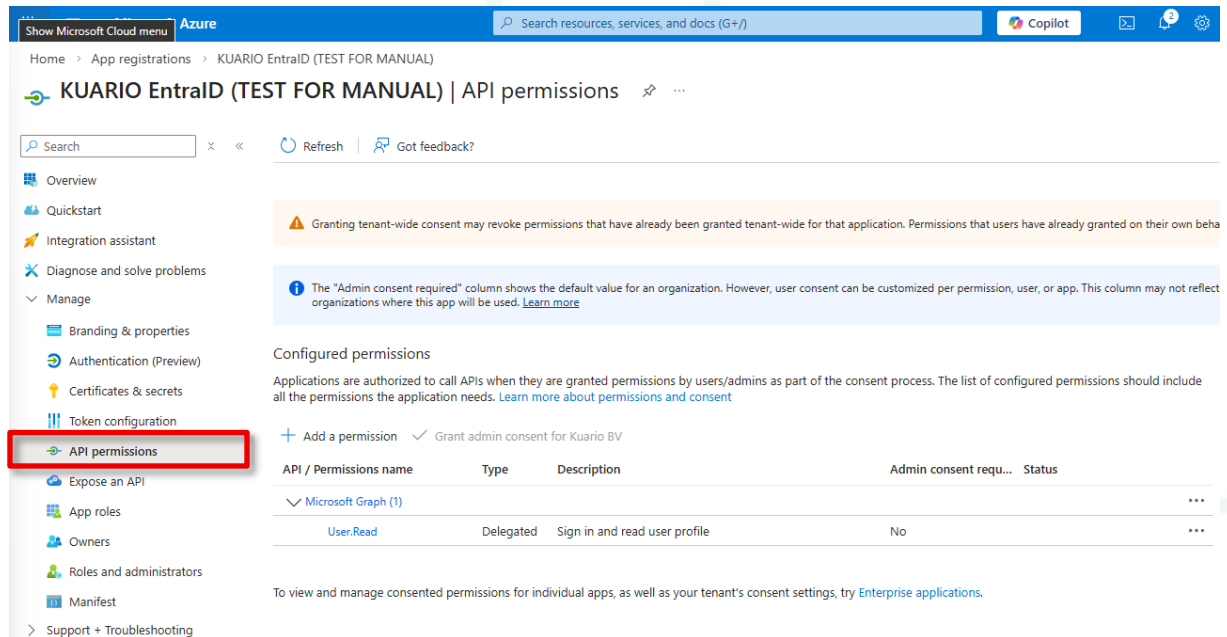
**Remember that this client secret will expire after 180 days and then needs to be renewed.**

After clicking 'Create', the Client Secret Value and ID will be available. Copy the Value and make note of it (after browsing away from this screen, the value will not be visible anymore).



## Setting API-permissions

KUARIO will communicate with your EntraID tenant. To be able to do this, it needs several permissions. In your app registration, please go to 'Manage – API permissions'



We need to add several permissions. Add the following 'Microsoft Graph' 'Application permissions'. Please note the Type of the permissions.

API / Permissions name	Type	Description	Admin consent requested
▼ Microsoft Graph (4)			
Directory.Read.All	Application	Read directory data	Yes
Group.Read.All	Application	Read all groups	Yes
User.Read	Delegated	Sign in and read user profile	No
User.Read.All	Application	Read all users' full profiles	Yes

### Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

+ Add a permission ✓ Grant admin consent for MSFT

API / Permissions name	Type	Description	Admin consent requested	Status
▼ Microsoft Graph (4)				
Directory.Read.All	Application	Read directory data	Yes	⚠ Not granted for MSFT
Group.Read.All	Application	Read all groups	Yes	⚠ Not granted for MSFT
User.Read	Delegated	Sign in and read user profile	No	
User.Read.All	Application	Read all users' full profiles	Yes	⚠ Not granted for MSFT

**IMPORTANT:** After adding the permissions, press the 'Grant admin consent for MSFT' button.

✓ Grant admin consent for MSFT

This concludes the App Registration in the Azure Portal.

Please enter all values in the Entra ID configuration in your KUARIO Site and click SAVE.

### Entra ID

← BACK

Entra-id-name	KUARIO
Azure-tenant-id	b4d427e4-6b94-48b7-a3...
Azure-client-id	6coab52d-6a7d-42a6-93...
Azure-client-secret	Sy88Q-KFgPx2HV3uq2Fg...
Azure-contact-email	support@kuario.com

DELETE SAVE

The EntraID connection is now complete.

### Managed Accounts mapping

For each application that needs to be automated via EntraID a **Managed Account mapping** is required.

There are three mappings that can be created, of which **Account Mapping** is mandatory for Azure EntraID mappings:

- Account Mapping (Importing User accounts from EntraID)
- (optional) Subscription Mapping (Placing imported Users in specific Memberships)
- (optional) Identifier Mapping (For linking tags, cards etc.)

In the KUARIO Manager, in the top menu, go to ORGANIZATION → MANAGED ACCOUNTS.

In Managed Accounts, click ENTRA ID



### Account mapping

Select type config  
Account Mapping

Select EntraID  
Choose the EntraID Configuration

Mapping name  
Name the Account Mapping (can be anything)

Select EntraID Group  
Select the EntraID Group where the users reside

Email field  
Select the field where the user's e-mail address is set

Identifier field  
The user account Identifier field (i.e. UserPrincipalName)

Select type config  
Account Mapping

---

Select EntraId  
Not set

---

Mapping name

---

Select EntraId Group  
Not set PICK GROUP

Email field  
Not set

---

Identifier field  
Not set

---

DELETE PREVIEW SAVE

Click **SAVE** when done.

### Subscription Mapping (optional)

When using Memberships in KUARIO, the imported users can be automatically placed in Memberships. This is particularly useful when using various discount groups, for example.

Configure Subscription mapping as follows:

- Select type config
  - Subscription mapping
- Select EntraId
  - The EntraID configuration
- Mapping name
  - The name of the mapping (can be anything you like)
- Select EntraId Group
  - The Group where the users reside in EntraID
- Email field
  - The attribute of the E-Mail address
- External Identifier field
  - The user account identifier (i.e. UserPrincipalName)
- Description field
  - Description field (optional)
- Fixed Description
  - Anything can be used here if the selected column is empty
- Select Subscription
  - Select the Membership for the mapping
- Valid from field
  - Optional start date
- Fixed valid from
  - Fixed start date if the selected column is empty
- Valid till field
  - Optional end date
- Fixed valid till
  - Fixed end date if the selected column is empty

After this, click **SAVE**.

## Identifier Mapping (Optional)

With the Identifier Mapping, one can link cards and tags to Managed Accounts/User accounts. The Identifier of the cards needs to be present in a EntraID attribute.

Add a mapping with the type Identifier Mapping and configure the fields as follows:

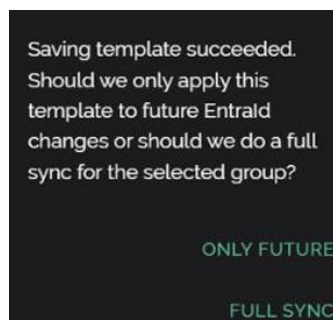
Select Entraid	The EntraID configuration
Mapping name	Any name (for example, card mapping)
Select Entraid Group	The Entraid Group where the users reside
External identifier	User Login identifier ( <b>UserPrincipaName</b> for example)
Identifier	The attribute in Azure EntraID where the card/tag numbers are set
Identifier type	The card/tag type number (for example, 22)
Fixed identifier Type	Fixed Card/tag type number if the selected column is empty
Identifier label	The attribute of the card/tag
Fixed identifier label	Fixed label if the selected column is empty

After setting all fields, click **SAVE**.

## Saving Mappings

When saving a mapping, a popup will appear stating:

**“Saving template succeeded.  
Should we only apply this  
Template to future EntraID  
Changes or should we do a full  
Sync for the selected group?”**



Choosing the 'ONLY FUTURE' option, EntraID changes from now on will use this new template. When one clicks 'FULL SYNC', it will retrieve the users from the EntraID Group and apply the saved template directly.

***Please note that this can cause duplicate records as this function just inserts new subscriptions/identifiers.***

## Testing the Mappings

To test if the mapping(s) are working, create a change in the EntraID Group for which you created a mapping and wait a few minutes. In the Managed Accounts section in the KUARIO Manager, all recent processing will be displayed when clicking IMPORT LOG.

A blue rectangular button with a white hamburger menu icon on the left and the text "IMPORT LOG" in white capital letters.

To check the current state of the Managed Accounts, the Export CSV button can be used. This creates a CSV file where existing accounts are listed with identifiers and membership subscriptions.

An orange rectangular button with a white document icon on the left and the text "CSV" in white capital letters.

## Managed Accounts with CSV Imports

Managed Accounts including Membership subscription and card numbers can also be created by utilizing a CSV import. Before this is possible, there needs to be at least one Membership. To create a Membership, please follow the instructions below:

### Create a membership

Log in to the KUARIO Manager and go to the Site in the menu in the top right corner. A site is the level with the Blue Cube icon:



From the horizontal menu, go to PRIVILEGES → MEMBERSHIPS.  
Click on the green '+ ADD' button.  
Fill in the necessary fields under **Settings**:

- Membership name (any name, but we recommend keeping it recognizable)
- Discount percentage (choose the discount percentage)
- Send invite emails yes/no (set this to no)
- Membership is public yes/no (set this to no)

Under **Invoicing**, leave the defaults.

Under **Privileges**:

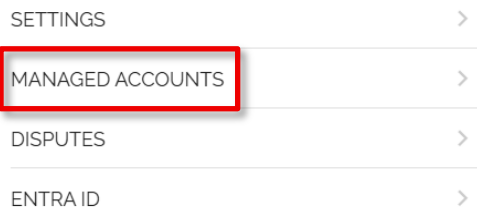
- Should this membership only apply to specific Outlet Groups? (When disabled, the discount of the Membership is valid for all Outlet Groups)
- Enable pricing for this membership (leave the default)

Click NEXT ->

Leave the defaults for the invitation email section and click NEXT ->  
Click SAVE AND FINISH.

## The CSV Import process

In the KUARIO Manager in the horizontal menu, click on ORGANIZATION → MANAGED ACCOUNTS.



In the Managed Accounts section, click the CSV button.

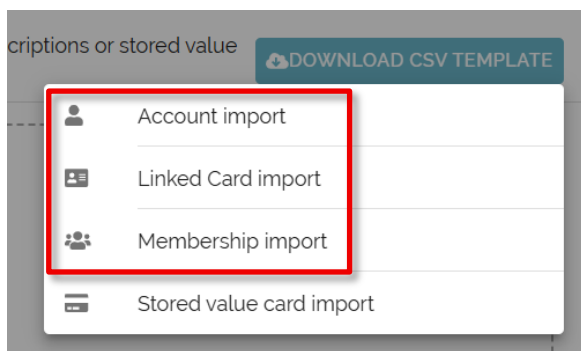
## Managed Accounts



On the CSV Import page, you can upload CSV files to create many managed accounts, managed identifiers, managed subscriptions or stored value cards.

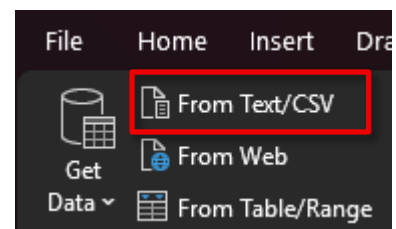
First, the CSV templates need to be downloaded and enriched with the data. Click on the 'DOWNLOAD CSV TEMPLATE' button and download three templates:

- Account import
- Linked Card import
- Membership import



## Account import

The next steps are to enrich the templates with data. Microsoft Excel is an excellent tool for this. Open a Blank Workbook in Excel and go to Data – From Text/CSV and import your CSV file.



The import dialogue appears. Click **Load**.

### account-import-template.csv

File Origin: 65001: Unicode (UTF-8) | Delimiter: Semicolon | Data Type Detection: Based on first 200 rows

Column1	Column2
externalIdentifier	email
my-external-identifier	example@example.com

Fill in the data below the columns **externalIdentifier** | **email**

	A	B
1	Column1	Column2
2	externalIdentifier	email
3	my-external-identifier	example@example.com
4		

When all data has been entered, save the file as CSV (Comma delimited) file.

### Linked ID import

Same as in the previous step, open Excel and import the linked-id-import-template.csv by opening a Blank Workbook in Excel and go to Data – From Text/CSV and import your CSV file:

### linked-id-import-template.csv

File Origin: 65001: Unicode (UTF-8) | Delimiter: Semicolon | Data Type Detection: Based on first 200 rows

Column1	Column2	Column3	Column4	Column5
externalIdentifier	identifier	identifierType	label	mutation
my-external-identifier	card-identifier	cardtype as number	my-identifier	(add or del)

More columns are available now:

**externalIdentifier** | **identifier** | **identifierType** | **label** | **mutation**

Here the same externalIdentifier must be entered as well as the card number (hexadecimal). The card type (identifierType) is always 2, and for mutation one should enter 'add' to add the card to the account. The identifier of the Linked ID import must be the same as the Account import!

	A	B	C	D	E
	Column1	Column2	Column3	Column4	Column5
	externalIdentifier	identifier	identifierType	label	mutation
	EmployeeName	04C2E2C2812280	2		add

## Membership import

Lastly, the membership import must be done. Open a Blank Workbook in Excel and go to Data – From Text/CSV and import your membership-import-template.csv file.

### membership-import-template.csv

File Origin	Delimiter	Data Type Detection	
65001: Unicode (UTF-8)	Semicolon	Based on first 200 rows	
Column1	Column2	Column3	Column4
email	externalIdentifier	externalIdentifierDescription	mutation
example@example.com	my-external-identifier	my-membership-description	(add or del)

Again, the **email** and **externalIdentifier** should be the same as in the previous CSV files and for 'mutation', 'add' should be used.

## CSV import





Finally, the CSV files can be imported in KUARIO Manager.

Log in to KUARIO Manager, go to ORGANIZATION → MANAGED ACCOUNTS → CSV



Maintain the same order for the imports:

- 1) Account
- 2) Linked ID
- 3) Membership

 Account import	+ 1 mutations
 Identifications import	+ 1 mutations
 Membership import	+ 1 mutations
 Link memberships	Membership Rob >

**Note**, that with the Membership import, the Membership link should be set. If no membership is selected, please select the Membership that needs to be linked to the import.

Click Start to start the import.

# Managed Accounts manual creation

Managed Accounts can also be created manually. Log in to KUARIO Manager and go to ORGANIZATION → MANAGED ACCOUNTS

Click on the green + ADD button.

## Managed Accounts



Now, in the Create managed account screen, **Basic information**, **Memberships** and **Identifiers** should be configured manually.

### Create managed account

### Basic information

E-mail: the email address of the user

Identifier: name, sAMAccountName or UserPrincipalName for example.

### Memberships

+ ADD MEMBERSHIP: Choose the Membership where the user should be imported in.

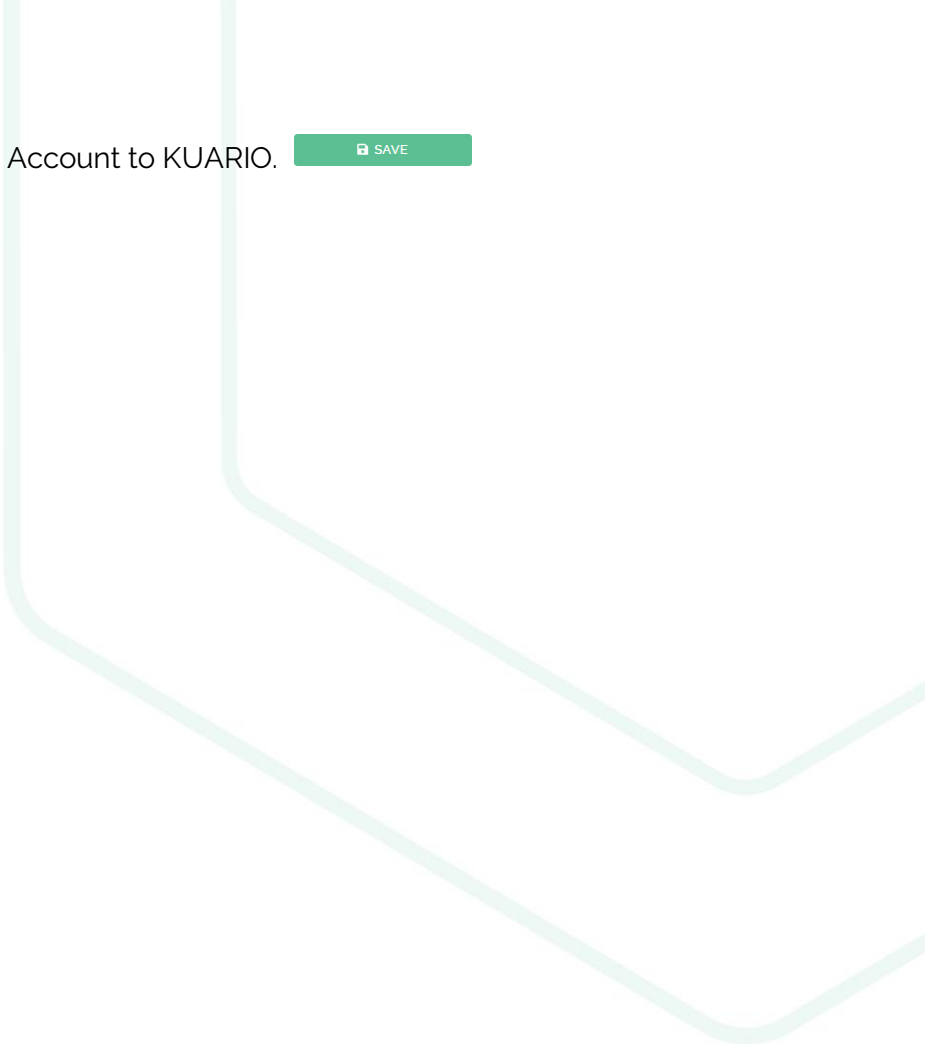
### Identifiers

+ ADD IDENTIFIER: A popup appears where some information needs to be entered.

- Label (required)
- Option 1: Read output from USB cardreader \*\*\* (KUARIO Identifier from the cardreader)
- Option 2: Enter card UID manually (card UID and Identifier type)

\*\*\* By using the Spider Cardreader, this field can be automatically filled, by clicking in the data entry field then putting the card on the reader. The Card type does not need to be changed.

Click on SAVE to add the Managed Account to KUARIO.



If you have any questions regarding Managed Accounts, please contact us via [support@kuario.com](mailto:support@kuario.com)