

How to Generate a QR Code

What is it?

If you need a QR code, you can generate one to provide easy access to any page in your Baldwin portal. These QR codes can be placed on company posters, signage, documents, etc. to allow users to quickly and easily access specific areas in your Baldwin portal.

How do I generate a QR code?

On Windows:

- On your keyboard, click Alt+Q.



On a Mac:

- On your keyboard, click Control(Ctrl)+Option+q.



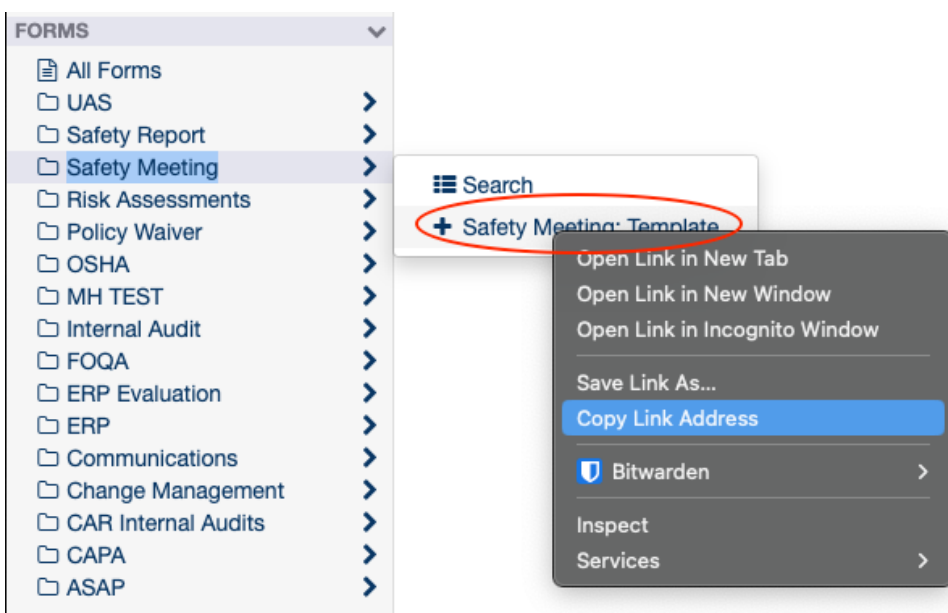
A window will pop up with a QR code. Use your computer's screen capture feature to copy the code to use elsewhere!



How can I create a QR code to allow users to create a new form?

- **Go to the Forms area of your left-hand navigation menu.**
- **Click on the form group your form is located under.**
- **Right-click on the specific form you wish to create the QR code for.**
- **Select Copy Link Address from the options menu.**
- **Paste that URL into the QR Code Generator.**

This will create a brand new draft of that form each time a user accesses that QR code.



REPORT

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