# How do I add a QR code to a report?

First, follow the usual steps for editing a report – find an appropriate existing report, copy it, and rename it, then select Edit.

(i)

You need to use a report that has a field called id Guid and another called 12 id, listed under the Contact module in Data Source. Check for these under Contact in the Field List on the right when you start editing.
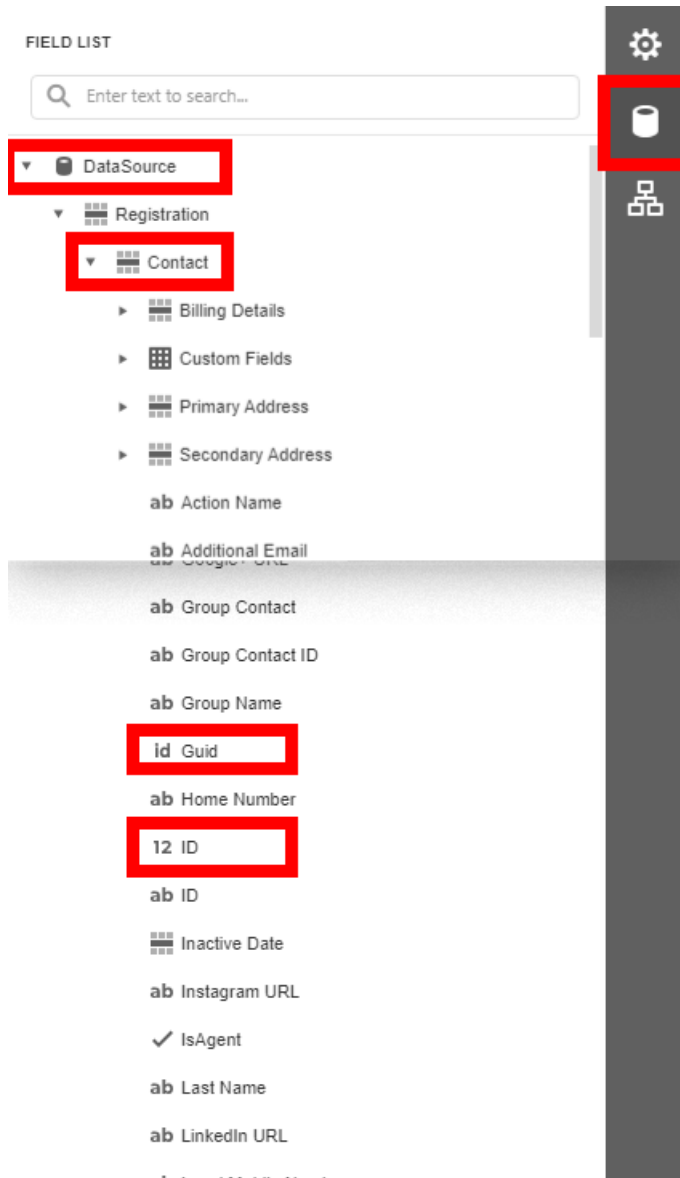
1. In the Report Designer/Report Editor, find the barcode icon on the left-hand side. Click and drag this into the report.
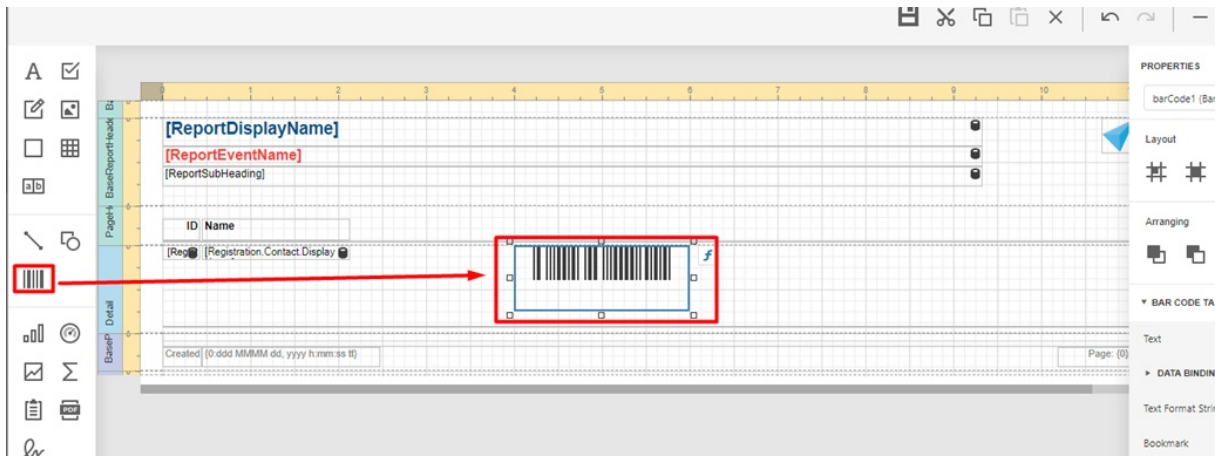
2. Then, to connect this to your data so the report can find each person's QR code, select the *f* – function icon – to the top right of the barcode box.

3. In the Expression Editor, look for Fields and expand the Contact section.

   This may look different in each report as it could be under Registration, another module, or on its own.

Expression Editor

AccessibleDescription
Background Color
Binary Data
Bookmark
Border Color
Border Dash Style
Border Width
Borders
▸ Font
Foreground Color
Height
Left
Navigate Url
▸ Padding
Style Name
Tag
Text   *f*
Text Alignment
Top
Visible
Width

1

Report Items
Fields
Constants
▸ Functions
Operators
Variables

🔍 Enter text to search...

▾ ▦ Registration

　　▾ ▦ Contact

　　　　▸ ▦ Billing Details

　　　　▸ ▦ Custom Fields

　　　　▸ ▦ Primary Address

　　　　▸ ▦ Secondary Address

Save　　　Cancel　　　Apply

4. Search for the Fields labeled **id** Guid and **12** ID as shown below (note there is also a field called **ab** id – don't choose that one).

5. Double-click the field called **12 ID**. It will be added to your expression, and should look something like this.

6. Add the text +'-'+ into the expression editor so it looks something like the below:

7. Add the **id** Guid field to the expression by double-clicking it so it looks something like the below.


Remember to select "Apply" before you close the Expression Editor, and the Save (disk) icon in the Report Editor before you close it.

Expression Editor

Accessible Description	1 [Registration.Contact.ID]+','+[Registration.Contact.Guid]
Background Color	

8. Back in the Report Designer, select the Barcode box. You should already see the Settings menu, but if not, click the cog icon.
   Expand the heading **Symbology** (by selecting the arrow to the left of the heading). There will be box with something like "Code xxx" – a number.
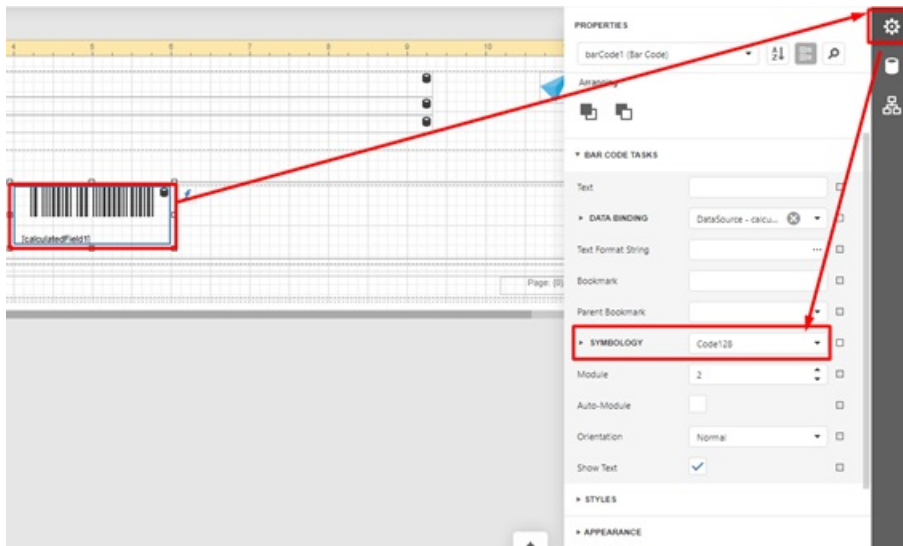
9. Change the **Symbology** field to **"QR Code"** by finding it in the dropdown menu. You'll also need to set the **Compaction Mode** to "**Byte**" by finding it in the drop down, then tick the **"Auto-module"** checkbox.
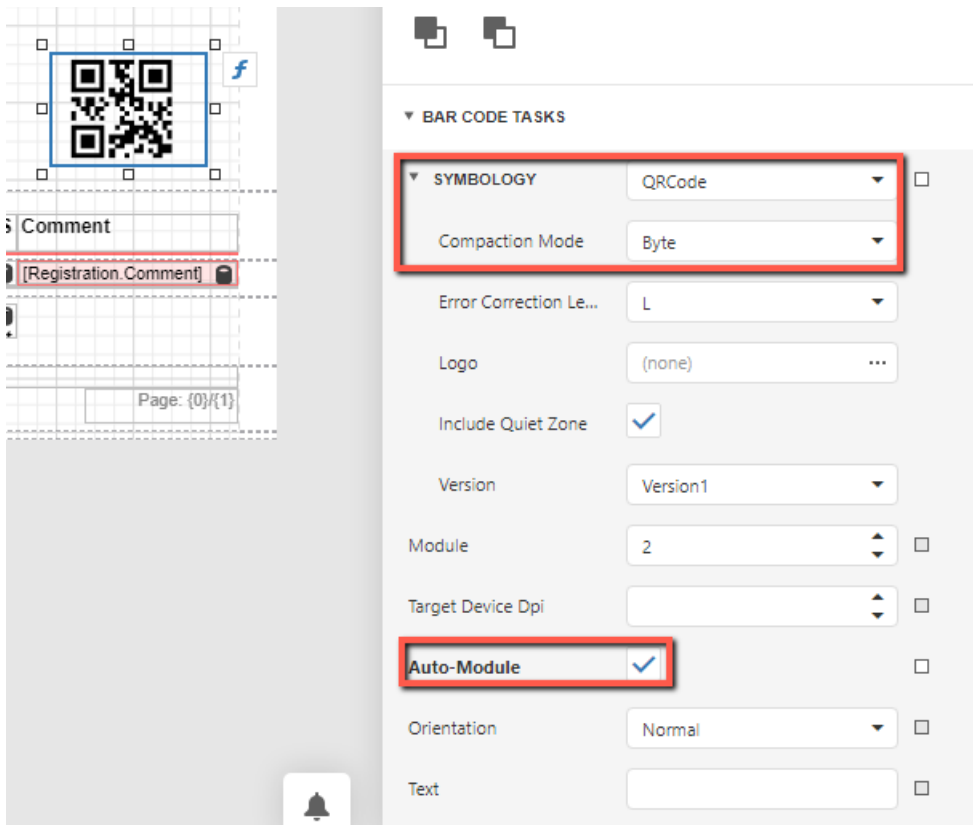
10. **Be sure to save before you** exit the report editor. When you run the report, each attendee's QR code will be shown.