

How do I add Attendee QR codes to a report?

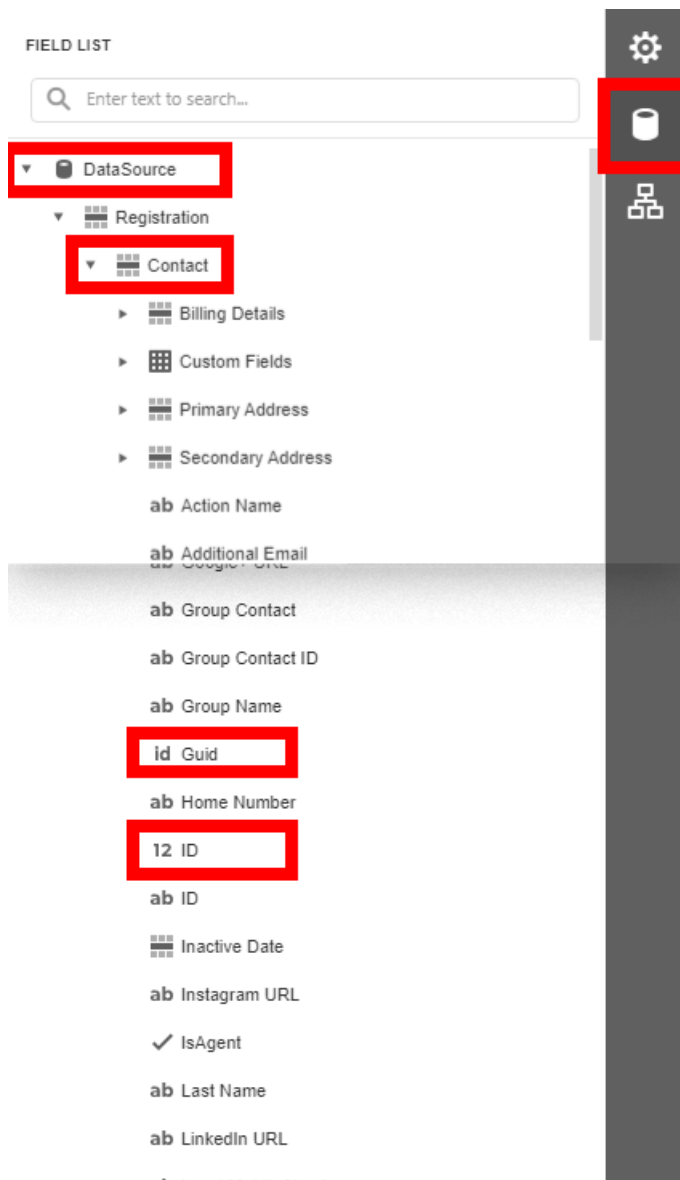
Last Modified on 01/13/2025 12:42 am EST

NOTE: You'll follow the usual steps for editing a report – find an appropriate existing report, copy it, and rename it, then select Edit.

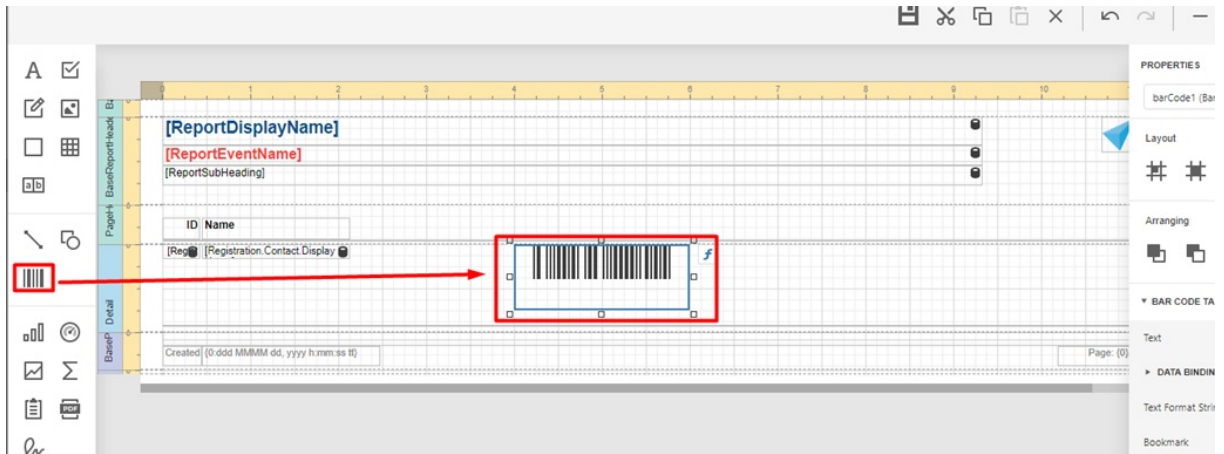


You need to use a report that has a field called `id Guid` and another called `12 id`, listed under the Contact module in Data Source. Before you start editing, look for these under Contact in the Field List on the right (in Data Source).

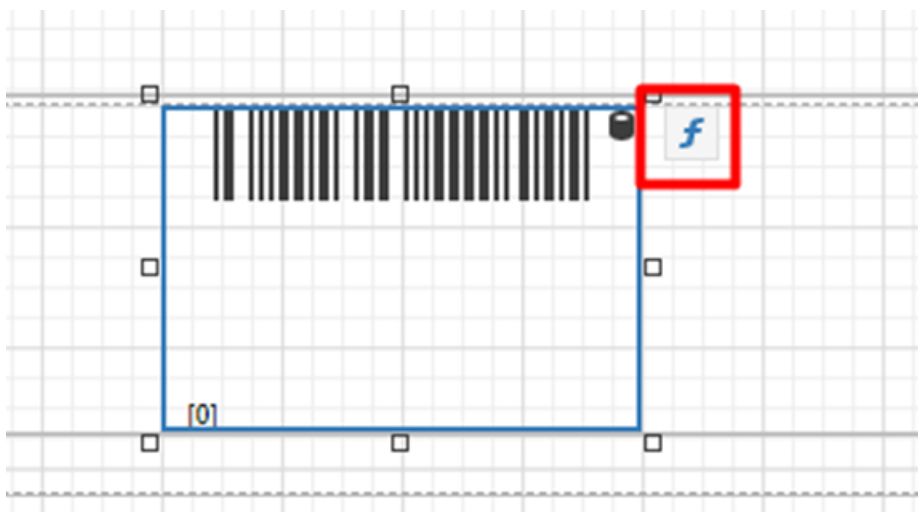
If the 'base report' that you're editing comes from the Registration reporting module, it should look like the example below (i.e., these fields are under Data Source > Registration > Contact). Yours may look a bit different.



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 [In this example, under Registration]

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

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

1

Report Items

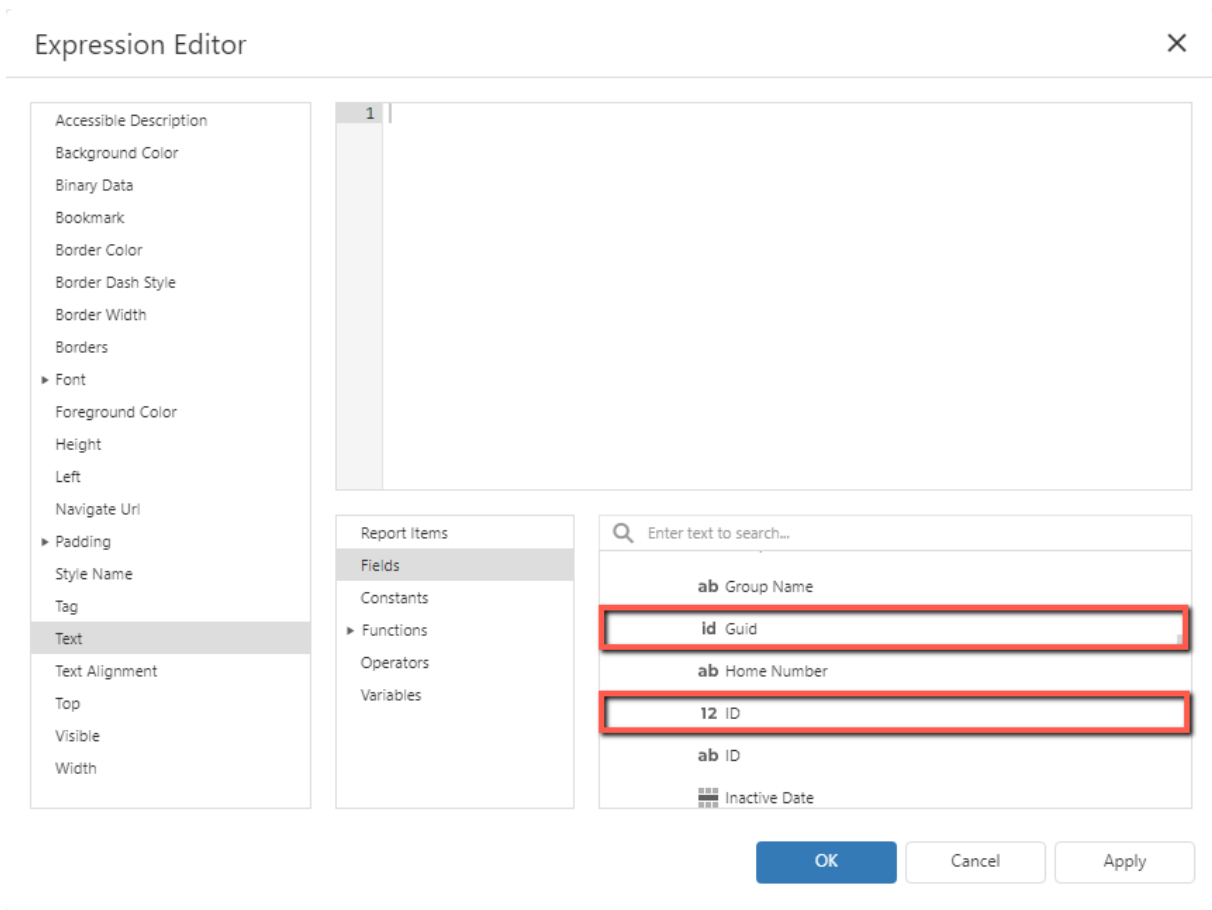
- Fields
- Constants
- ▶ Functions
- Operators
- Variables

Enter text to search...

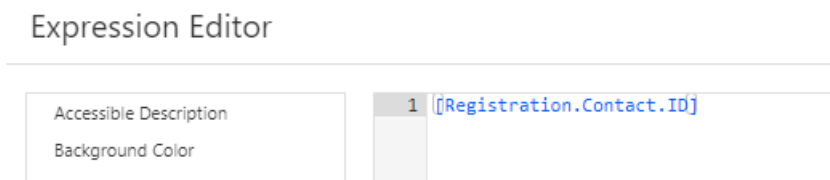
- ▶ Registration
 - ▶ Contact
 - ▶ Billing Details
 - ▶ Custom Fields
 - ▶ Primary Address
 - ▶ Secondary Address

Save Cancel Apply

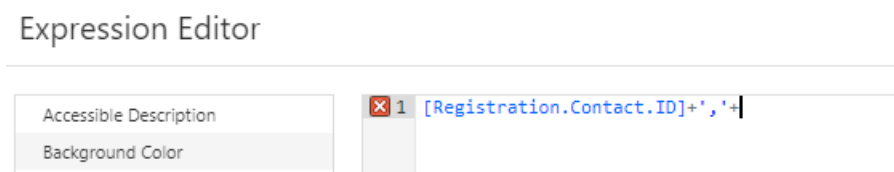
4. Search for the Fields labeled **id** Guid and **12** ID as shown below (note there is also a field called **ab** id – don't choose that one).



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

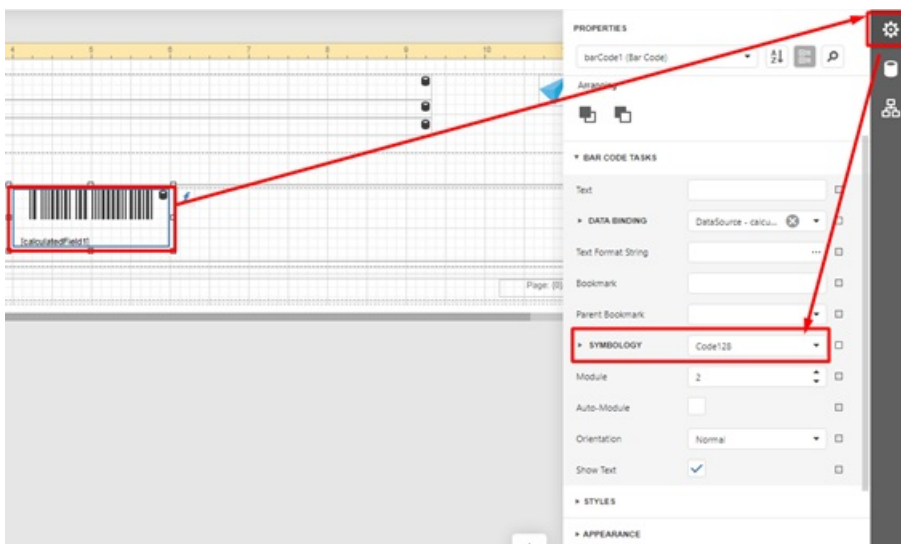
Expression Editor

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



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

- 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.

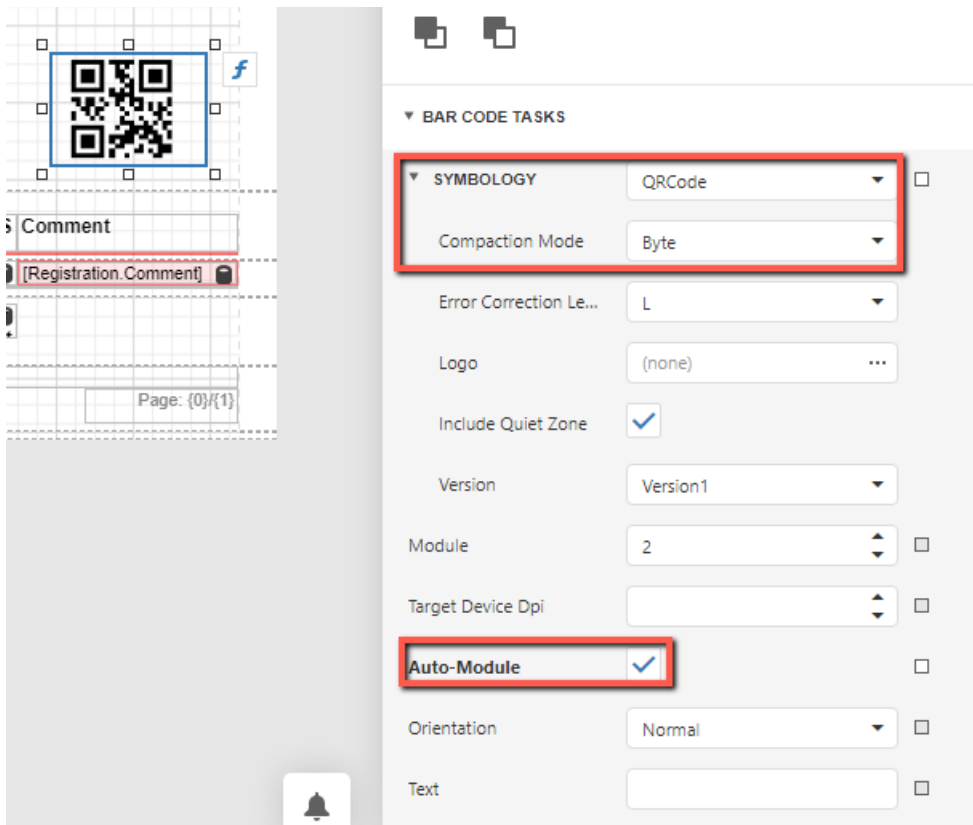


- Change the **Symbology** field to "QR Code" by finding it in the dropdown menu

- Set the **Compaction Mode** to "Byte".

- Tick the checkbox for "Auto-module".

There's also a box for "Show Text" which is ticked by default. Untick it if you don't want a label for the calculated field to appear on your report under the Attendee's QR Code.



12. Be sure to save before you exit the report editor. When you run the report, each attendee's QR code will be shown.

ALTERNATIVELY: You can add an Attendee's QR Code string (not the actual QR code image) to a report. These code strings can be used later to generate Attendee QR codes.

To do this, copy the Contact report > Attendee Information Sheet and rename it, then go into the report editor.

- Click on the Data Source to add a calculated field under Contact.
 - In the calculated field, input the expression: [Contact.ID]+'+'+[Contact.Guid]
 - Save the expression and add the calculated field to the report.
 - Export the report in CSV format to display the QR code strings specific to each attendee.
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