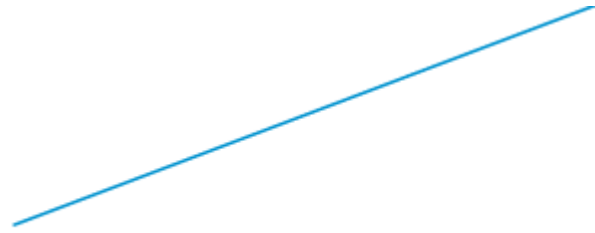# Haccpac Mobile QR Code Generator User Manual

Version: 1.0

Table of Contents

1. Overview

The Haccpac Mobile QR Code Generator is used to create QR Codes to allow for verification of Haccpac Mobile jobs.

There are 3 ways to generate QR Codes:

- Create a QR Code for an individual client

- Create QR Codes for all eligible clients in the Haccpac database

- Create QR Codes for all clients in an Excel spreadsheet.

QR Codes can be saved as image (PNG) files or printed.

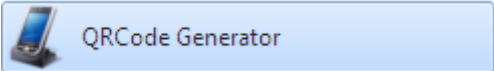# 2. Installing the Haccpac Mobile QR Code Generator

The Haccpac Mobile QR Code Generator is not part of the normal Haccpac installation. To install, follow these steps:

1. Click on the link
   http://www.vadacomputing.com.au/qr_code_generator/publish.htm

2. Click [Install] to install the application

Note: Each time the application is opened, the application checks online for updates and downloads changes if necessary.
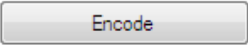
3. Accessing the Haccpac Mobile QR Code Generator
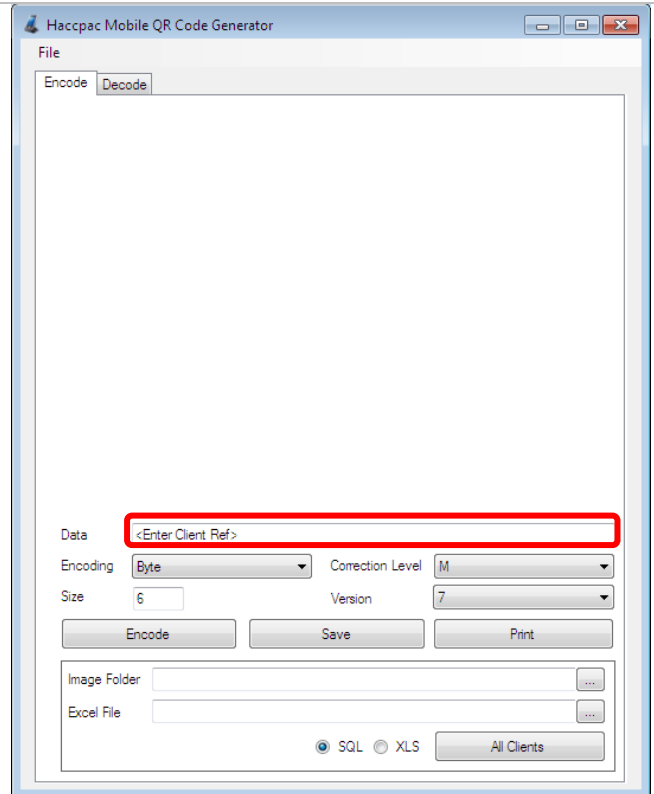
The Haccpac Mobile QR Code Generator can be accessed from the Start menu, as follows:

1. Click Start [icon].

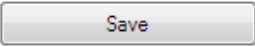2. Click QRCode Generator [QRCode Generator] to run the application.

4. Creating a QR Code for a Single Client

To create a QR Code for a single client, follow these steps:

1. Select the **Encode** tab.

2. Enter the client reference in the **Data** field.

3. Click [Encode] to create the QR Code for the selected client.

The QR Code is displayed.

4. To **save** the QR Code as an image file (PNG), click [Save] .

5. To **print** the QR Code, click [Print]

Result: The QR Code image file is saved in the specified location, or printed, depending on the option selected.
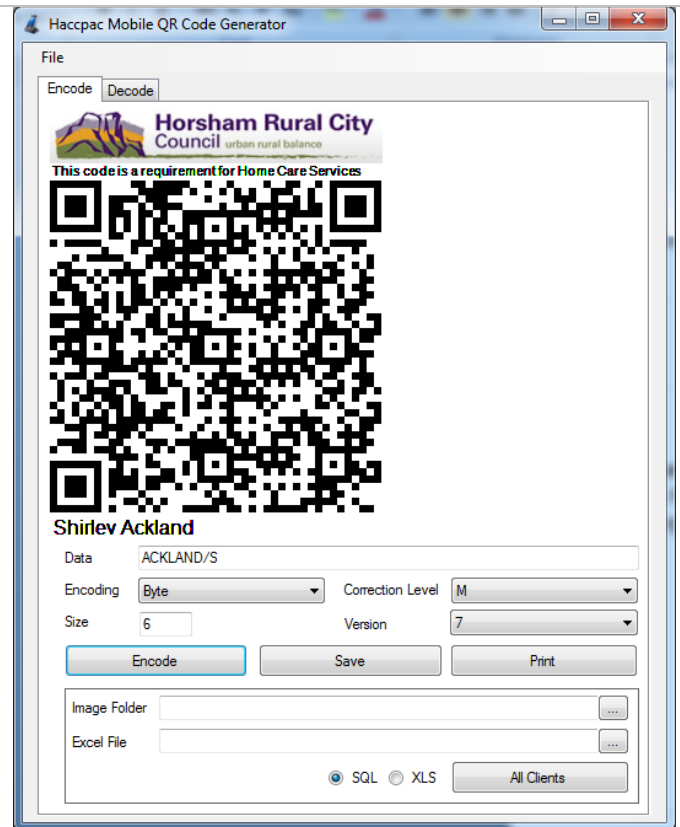
5. Creating QR Codes for Multiple Clients – Haccpac Database

QR Codes can be created using client data in the Haccpac database. The QR Code Generator has been set up to generate QR Codes for all clients in Haccpac that:
- Are not hidden
- Are active service users
- Do not have a deceased date.

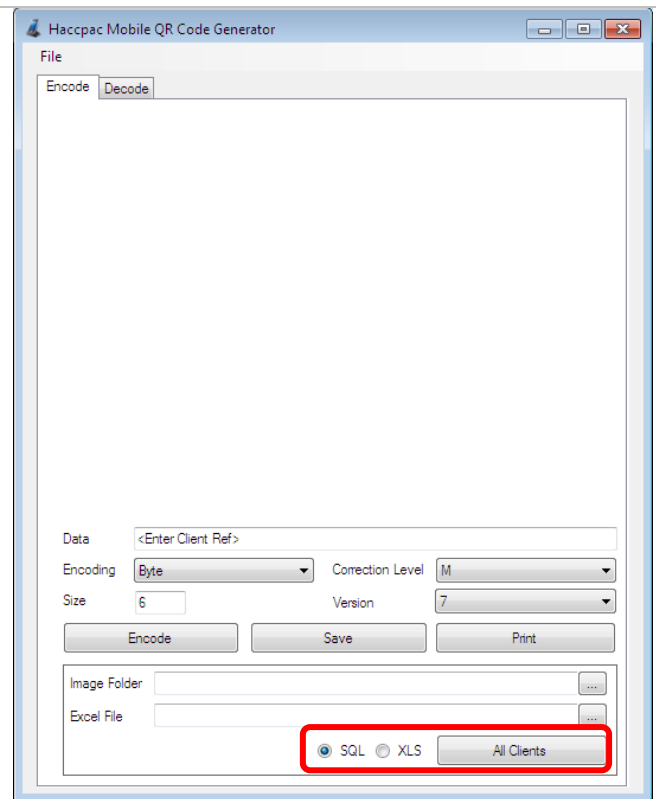To create QR Codes for multiple clients in the Haccpac database, follow these steps:

1. Select the **Encode** tab.

2. **Image Folder** – browse to the folder in which the QR Code image (PNG) files are to be saved.

3. Select the ⦿ SQL radio button.

4. Click [All Clients] to create QR Codes for all clients in the Haccpac database that match the pre-determined criteria.

Result: QR Code image (PNG) files for all clients matching the pre-determined criteria are saved in the selected image folder

6. Creating QR Codes for Multiple Clients – Excel File

QR Codes can be created using client data in an Excel file. The Excel file must be formatted as follows:

Ref	Title	Given_Name	Surname
ACKLAND/S	Mrs	Shirley	Ackland
ADMINI/F		Weekly	Administration
ALDRIDGE	Mrs	Patricia	Aldridge

This file can be generated in Haccpac using the **Services Provided** report in the **Reports** module.

To create QR Codes for multiple clients in an Excel spreadsheet, follow these steps:

1. Select the **Encode** tab.

2. **Image Folder** – browse to the folder in which the QR Code image (PNG) files are to be saved.

3. **Excel File** – browse to the Excel file containing the client data.

4. Select the ⦿ XLS radio button.

5. Click [All Clients] to create QR Codes for all clients in the Excel spreadsheet.

Result: QR Code image (PNG) files for all clients in the selected Excel spreadsheet are saved in the selected image folder.
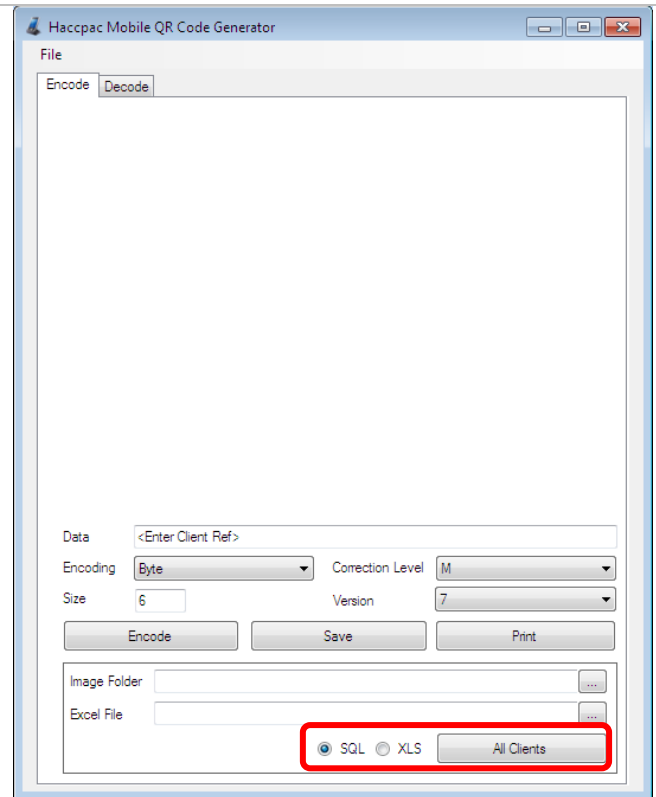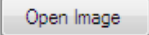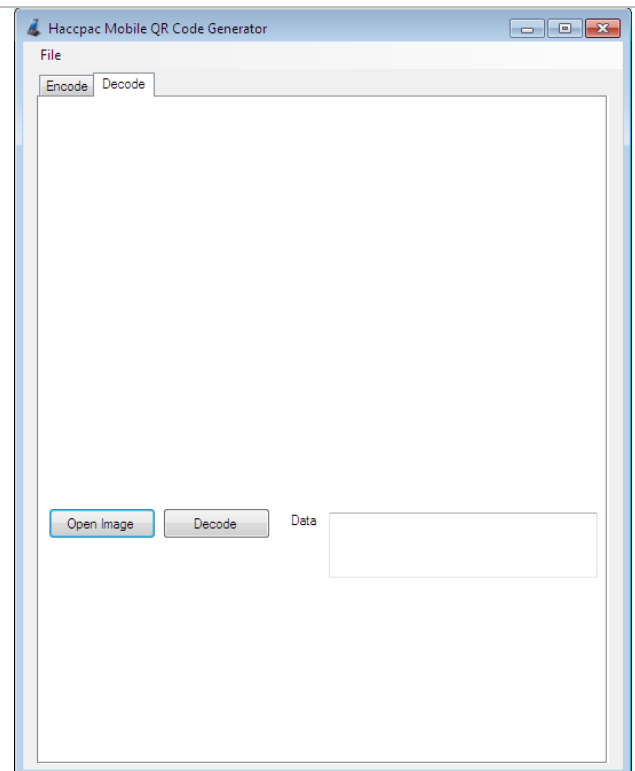
7. Decoding QR Code Image Files

QR Code image files can be decoded to display the client reference to which they relate.

To decode a QR Code image file, follow these steps:

1. Select the **Decode** tab.

2. Click [Open Image] to browse to the QR Code image file.
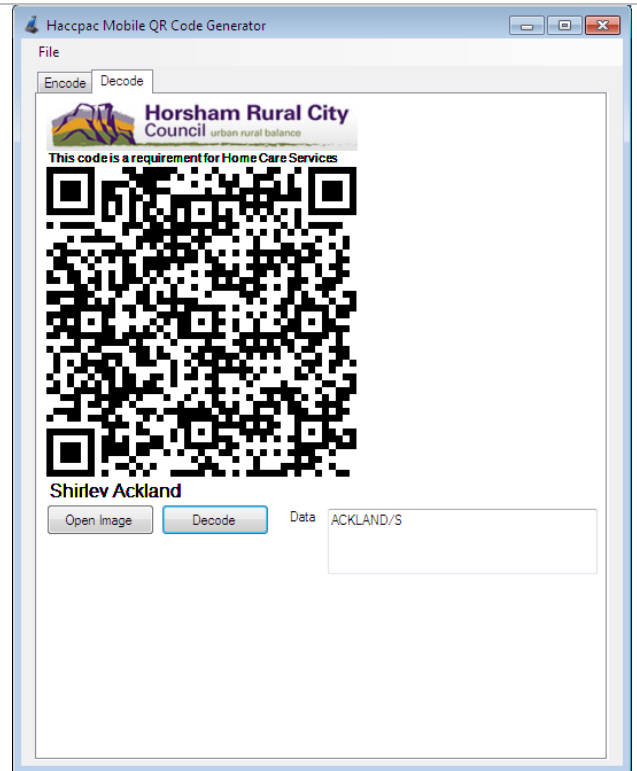
Note: Ensure the file type in the Open File dialog box is **PNG**.

The QR Code image is displayed.

3. Click [Decode] to display the client reference relating to the QR Code.

Result: The client reference relating to the QR Code is displayed in the **Data** field.

8. Further Assistance

For further assistance, please contact Vada Computing:

Telephone: 03 9890 5418
Email: support@vadacomputing.com.au