



Guide to Creating a QR Code Poster for the "Report & Improve" Page

This document provides instructions for generating a QR Code Poster for the "Report and Improve" page of your web app.

1. Open the "Report & Improve" page of your web app. Copy the URL as shown below:

\leftrightarrow \rightarrow C	(🔒 ce	ntroconter	ntforimport.cent	roassist.com.a	u/model/home;	tab=report-imp	rove		ii o-
Centroa	SSIST	Home	Processes	Policies	Documents	Resources	People	Admin	
Home									
Welcome Report & Improve My Knowledge Audits Glossary									
		A	n incident is an u	ts Inplanned ever	nt directly involvi	ing our organisat	tion which res	Open	n ople,
			usiness interrupt	uon, or equipm	ient, property, en	vironmental dam	iage.		

2. Go to https://www.grcode-monkey.com/ and paste the URL into the 'Your URL' field.

۲	ENTER CONTENT	-	
Your URL			
http://			
OFF Statistics and Editability			
\$	SET COLORS	+	
	ADD LOGO IMAGE	+	
	CUSTOMIZE DESIGN	+	





3. Set your QR code preferences (if applicable).

0	ENTER CONTENT	-		
Your URL				
http://				
OFF Statistics and Editability				
1	SET COLORS	+		
	ADD LOGO IMAGE	+		
	CUSTOMIZE DESIGN	+		

Preference	Description
Set colours	The colour of the QR Code.
Add logo image	Logo or image that appears in the middle of the QR Code.
Customise design	The shape of the QR Code.

4. Click Create QR Code.







5. Click **Download PNG**. Save the downloaded file.



- **6.** Go to <u>https://support.centroassist.com.au/downloads/files/centro-qr-</u> <u>code-poster</u> and download the poster template.
- 7. Open the poster template, and make the following updates:
 - a. Delete the placeholder QR code and add your newly generated QR code into space provided.
 - b. Delete the logo placeholder at the top of the document and add in your organisation's logo.
 - c. Delete any sections of the poster not required and update the text to match your organisation's requirements.

The poster is now ready for use.