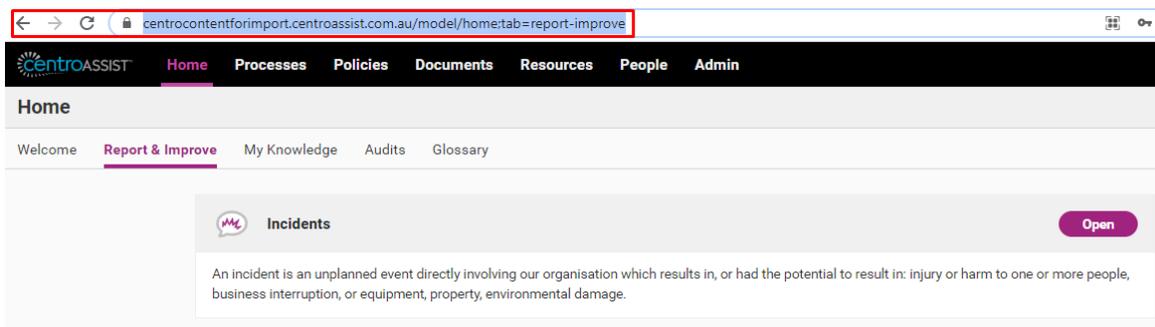


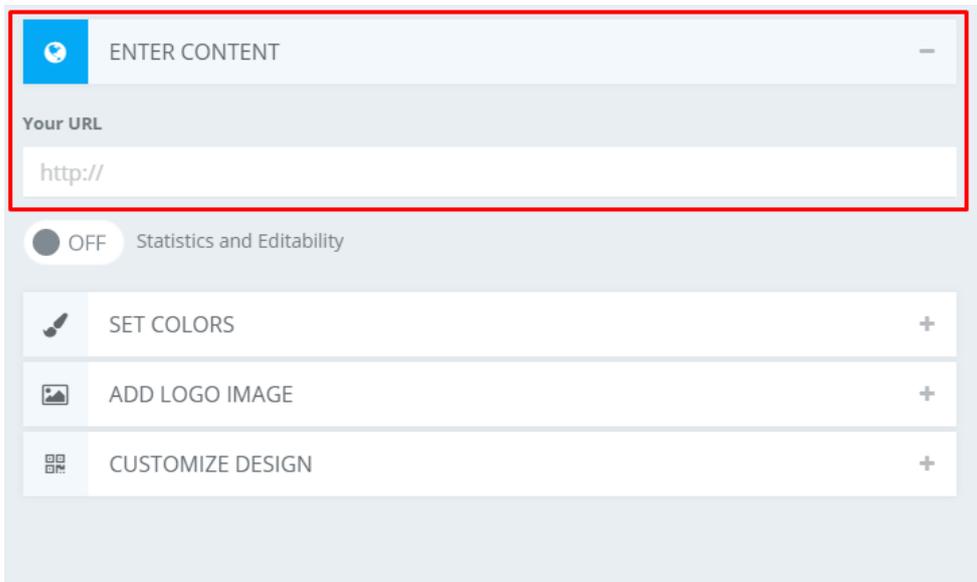
Guide to Creating a QR Code Poster for the “Report & Improve” Page

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

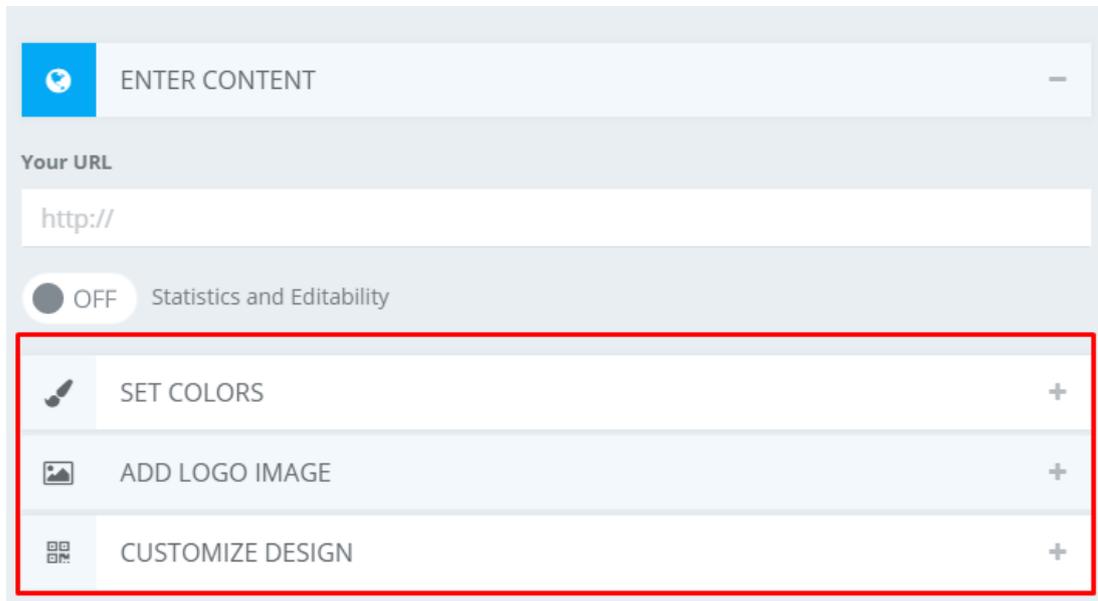
1. Open the “Report & Improve” page of your web app. Copy the URL as shown below:



2. Go to <https://www.qrcode-monkey.com/> and paste the URL into the ‘Your URL’ field.



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



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 <https://support.centroassist.com.au/downloads/files/centro-qr-code-poster> 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.