

# WalCom

Registration & Logistics Services since 1986  
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## A QRcode Usage Primer

The following is a step-by-step process using the Android App “QR Droid” to scan our QR Badge codes, store, batch email, and import into MSEXcel for use in your post-event leads follow-up. From Excel, you can easily import the file into virtually any Contact Management system that you may be using other than Excel. UNFORTUNATELY, the IOS (iPhone) version of the App is NOT available. Although we are not iPhone users, we have found what we think are a couple of good ones: “scan.me” & “QR 2 CSV”. Please let us know if you find one that you like, so that we can share. (App must be able to send/share/email the ENTIRE History File, not just a single record!) Obviously, there are hundreds, if not thousands, of Apps that can provide some or all of these functions (most are free, if you can put up with the advertising); QR Droid just happens to be OUR favorite for a number of different reasons. Whether you decide to use this App or a different one, PLEASE test and become familiar with it BEFORE the time that you plan on actually using it. Each one will have its own little nuances that you need to experience, and the show floor is not a good classroom!

**Step 1:** Download and install QR Droid (or QR 2CSV) from the Play Store (maybe put a short cut on your home screen)

**Step 2:** Open the app and practice scanning a couple of QR Codes (here are two samples):



**Step 3:** You will notice that we use the “pipe symbol” (|) as a field delimiter. As much as we are “defacto standards” believers, there ARE always exceptions. A comma (,) is simply used in so many instances of contact information, it is NOT a good choice. The pipe symbol does not usually appear in the content of what we’re dealing with at a Trade Show or Conference, therefore it DOES make a superior field delimiter for our needs. It does require a couple of extra very simple steps in the process, but the integrity of the data is more important than an extra minute of importing time.

**Step 4:** Upload your “history” file. Tap the “menu” grid button, the “History” icon.

Tap the sub-menu button (3 horizontal dots); then tap the “Hamburger” icon (3 horizontal bars)

Sort by “By Date”, it’s up to you; however, the first time through, follow my lead.

On the sub-menu, tap the save button (diskette (remember those?) icon)

Tap “Custom CSV”

Add the pipe symbol (|)to the “Separator” line

Check the “Date” box

Check the “Full Content” box

Tap the “back” button/icon on your PHONE

Tap the “send history” icon (3 sided box w/arrow inside)

You are now provided with the means installed on your phone to send the history to another device, computer, whatever. (I generally email the file to my primary email address using Gmail on my phone) (you can also save the file to your phone, transfer via usb cable, to Drop Box, via Skype, Air Droid, or ..... ) That’s it for the collections process.

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**Step 5:** Assuming that you're now on your office computer, open the email to yourself and save the attached file to a valid working directory for this project; HOWEVER, when you do, SAVE the file with a name that is significant to YOU, and do NOT use the .csv extension, rather use the .txt extension. YES, you want to do this, when prompted.

**Step 6:** Open "QR\_Droid\_xxxx.csv"; it should spawn MSEXcel to open first, then this file within Excel. The entire set of records should be in Column A.

Select Column A.

Open the DATA tab on the ribbon.

Click on Text to Columns, the "Convert Text to Columns Wizard – Step 1 of 3" pop-up opens.

Click on NEXT, un-check the Tab box, check the Other box, insert the pipe symbol "|" in the box.

Click on NEXT, now on Step 3 of 3, click Finish.

You now should have the date/time in Column A and the rest of each record's data in Column B.

Select Column B and repeat the steps above that you used to separate the original Column A.

**Step 7:** Select the entire datasheet (click the column/row box above column 1 and left of row A).

From the Home Tab of the editing Ribbon, select the "Format" drop down box, then select "Auto-Fit Column Width"

SAVE AS: your filename and any valid MSEXcel extension that you prefer to use.

This may seem to be a complex process as described here, but after you've done it a couple of times, it becomes almost routine. (I once saw a process for brushing teeth that had 72 steps in the instruction set; this is 10 times easier!) DO practice a few times. I think that as you become a Pro, you may even actively search for new creative ways to use these QR things. We'd love to hear about any that you might come up with. AND if you just can't get the hang of it, ask your kids or grandkids!

Page 3 has a few sample screen shots.

**GOOD HUNTING & GOOD LUCK**

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## A few sample pics:

