

# **HOW TO GENERATE QR CODE (VIA MMA CPD SYSTEM)**

## HOW TO GENERATE THE QR CODE

### **IMPORTANT**

QR Code for attendance record will be made available for all CPD event modes - online, hybrid, and physical events. Providers shall take note;

1. The QR code can be **generated via the MMA CPD system** once approval has been obtained.
2. Please display the QR Code **30 minutes before the event ends**.
3. Each QR code is **valid following the approved timing of event in the system ONLY**. Once the event ends, the QR code will automatically expire.
4. Please **DO NOT provide/ share any hardcopy OR printed QR code** with the participants/ doctors before the start of the event.
5. Please **DO NOT share the QR code** with participants/ doctors who do not register OR attend the event.

## HOW TO GENERATE THE QR CODE *cont.*

Home > Manage Events > Approved Events

100 CPDE40860 3 Title Show

<input type="checkbox"/>	EVENT ID	TITLE	ORGANIZER	EVENT START DATE	EVENT END DATE		
<input type="checkbox"/>	CPDE40860	WEBINAR	MMA HQ EVENTS	01/12/2022	01/12/2022	Edit Event	Attendance

One item found.  
[CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

1. Log in to MMA CPD System and click **“Manage Events”**.
2. Click **“Approved Events”** to generate the QR Code.
3. Search the Event ID Code in the **Event ID** box and click **Show**.
4. Once the event details are shown on the screen, click **Event ID (CPDE00000)**.

## HOW TO GENERATE THE QR CODE *cont.*

The first screenshot shows the 'CPD POINTS SCHEDULE' page. The 'Generate QR Code' button is highlighted with a red circle and the number 2. A red circle with the number 1 points to the scroll bar at the bottom of the page. The second screenshot shows the 'Event Attendance QR Code' window. The QR code is displayed, and the 'Print' button is highlighted with a red circle and the number 3. The third screenshot shows the print dialog. The 'Save as PDF' option is selected in the 'Destination' dropdown, highlighted with a red circle and the number 4. The 'Save' button is highlighted with a red circle and the number 5.

- Once the CPD Event Details are shown on the screen, scroll down to the bottom of the page.
- Click **Generate QR Code** to generate the code.
- Once the QR Code is shown, click "Print".
- Choose the "Destination" to **Save as PDF**.

- Click **Save** and choose the location.
  - Save the preferable name for the file.
  - Click **Save** to save the QR Code.
- The QR Code .pdf file has been successfully generated and saved in your computer folder.

The 'Save As' dialog box shows the file name 'CPDE40860 QR Code' in the 'File name' field, highlighted with a red circle and the number 6. The 'Save' button is highlighted with a red circle and the number 7. The 'Save as type' is set to 'Adobe Acrobat Document'.