HOW TO GENERATE QR CODE
(VIA MMA CPD SYSTEM)

HOW TO GENERATE THE QR CODE

<p style="text-align:center">**<u>IMPORTANT</u>**</p>

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.*

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.*

1. Once the CPD Event Details are shown on the screen, scroll down to the bottom of the page.

2. Click [Generate QR Code] to generate the code.

3. Once the QR Code is shown, click "Print".

4. Choose the "**Destination**" to **Save as PDF**.

5. Click [Save] and choose the location.

6. Save the preferable name for the file.

7. Click [Save] to save the QR Code.

The QR Code .pdf file has been successfully generated and saved in your computer folder.