

MrQR – How-2 Guide



How-2 Guide

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Introduction

Thank you for your Registering with MrQR.

MrQR is a Web-App that allows you to create systems to help you manage.

- Property & Buildings
- Plant & Equipment
- Vehicles
- Livestock
- People

By using MrQR's item creator to display text, images, videos, links to files and links other web sites you can create systems for.

- Site Inductions
- Access Management & Permits
- H&S inspections
- Operator Daily user Checks
- Toolbox Talks
- Maintenance Inspections
- General Surveys

Accessible on any device with an internet connection using the unique MrQR code anyone can access the information and only registered MrQR users can then submit responses to questions contained within your forms in any industry.

- Construction
- Healthcare
- Education
- Retail
- Transportation
- Farming & Agriculture
- Lesure & Tourism

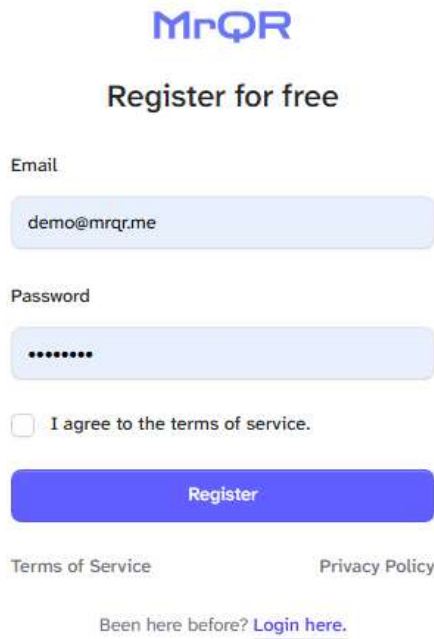
Using MrQR you will create MrQR Items; each item is unique, Items can be infinitely linked to each other and have a unique MrQR Code, you can use the MrQR code to create Labels, Posters, and documents. Allowing the physical world to access your digitally created systems within MrQR.

Register

Register for Free at <https://mrqr.me>

Registration Page

Registration is simple, all you need is a valid email address and password.



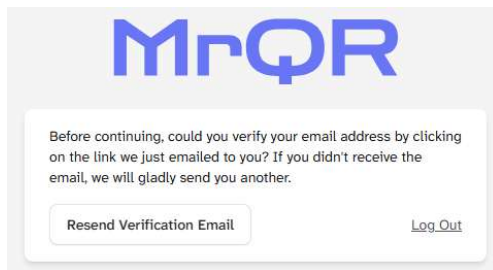
The registration form features the MrQR logo at the top, followed by the heading "Register for free". It includes an "Email" field with the text "demo@mrqr.me", a "Password" field with masked characters, a checkbox for "I agree to the terms of service.", a blue "Register" button, and links for "Terms of Service" and "Privacy Policy". At the bottom, it asks "Been here before?" with a "Login here." link.

Enter Your Email Address and password. Please read and if you accept our terms & conditions select the register button.

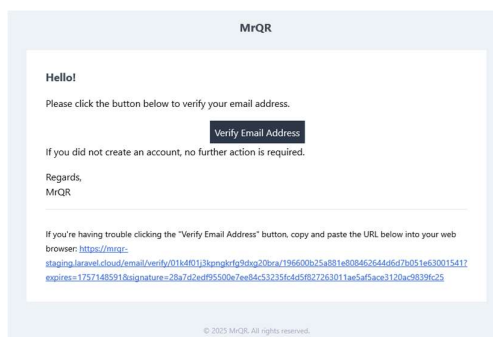
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Verify Your Email Address

Before using MrQR we need to verify your Email address.



You will receive an automated email from us.



Please ensure that you have entered the correct email address and check your Spam emails just in case.

You can always request to resend your verification email if you miss it.

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Create Your Team

The first time you access MrQR you will be asked your Name,

The screenshot shows the MrQR user interface. At the top left is the MrQR logo. At the top right is a user profile icon with a dropdown arrow. Below the logo, the text 'Continue for free' is displayed. Underneath, there is a label 'Your Name' followed by a text input field containing the word 'Demo'. Below the input field is a blue button labeled 'Continue'. A horizontal line with the word 'OR' in the center separates this section from the 'Create Team' section. The 'Create Team' section has the heading 'Create Team' and a subtext 'You can change your plan at any time.' Below this, there are two buttons: 'Monthly' (highlighted in blue) and 'Yearly' (in grey).

Please enter your full Name and select the **Continue** button to take you to your dashboard.

All done! This is your free MrQR team, no card details required.

With your MrQR team you will be able to.

- Submit forms and any other MrQR team
- Invite up to 3 people to help you manage your team
- Create up to 10 Items with forms to manage your systems
- Collect unlimited amount of form submissions from any MrQR user.

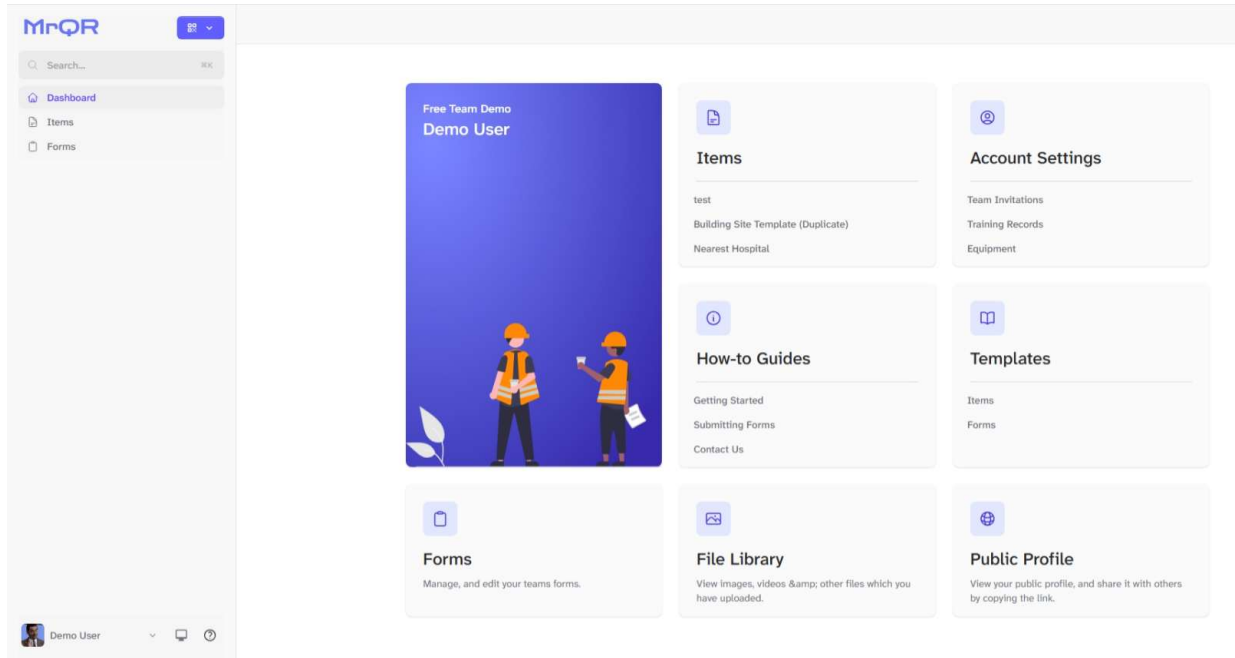
Other Plans are available to suit your teams' growing needs.

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Dashboard

PC's & Larger Mobile devices & Tablets

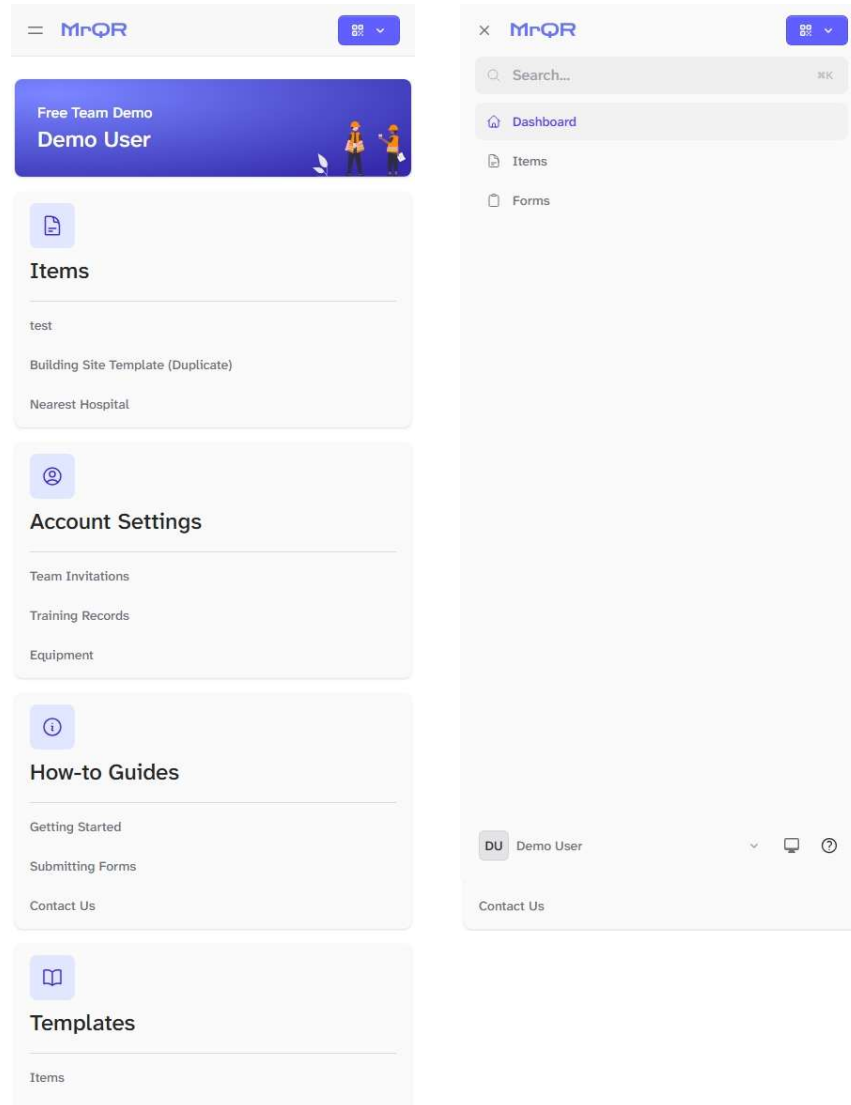
The MrQR Dashboard consists of a menu panel on the left and a Card panel on the right, on PC's and larger mobile devices both panels can be seen.



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Smaller Devices & Mobile Phones

On smaller devices the Card panel is initially seen the menu panel is access by selecting the double bar menu icon in the top left corner



Navigation

Menu Panel

MrQR

Apart from editing MrQR Forms, the MrQR System logo is in the top left corner on every page,

Select the MrQR image anytime to return to your dashboard.

If you have subscribed to the enterprise team you can change the branding and replace the MrQR logo in your team settings.

MrQR Forms



The MrQR System Logo is replaced with a Back Button, select this to take you back to the previous screen.

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MrQR Code Button



The MrQR Code Button is always shown in the top right corner, the features change depending on what you are doing with MrQR.

Camera Scan

Scan



This will always be shown and when selected you can use your device's camera to scan MrQR Codes.

As it is integral to the MrQR system items will load much more quickly than using your device's native QR code scanner.

Edit

Edit



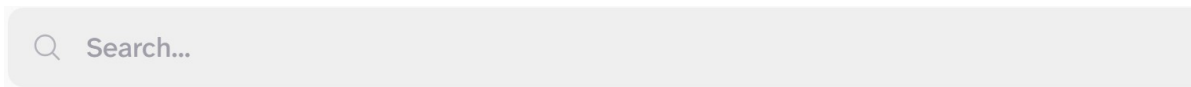
Preview

Preview

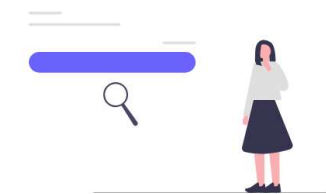
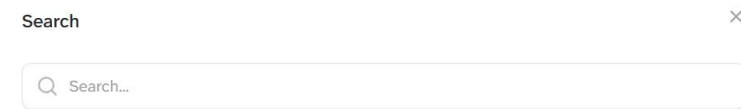


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Search



The search button is always available in the Menu panel. After selecting the Search the Search Card will open.




Start typing to search through your team's items.

Start typing to search through your team's items.

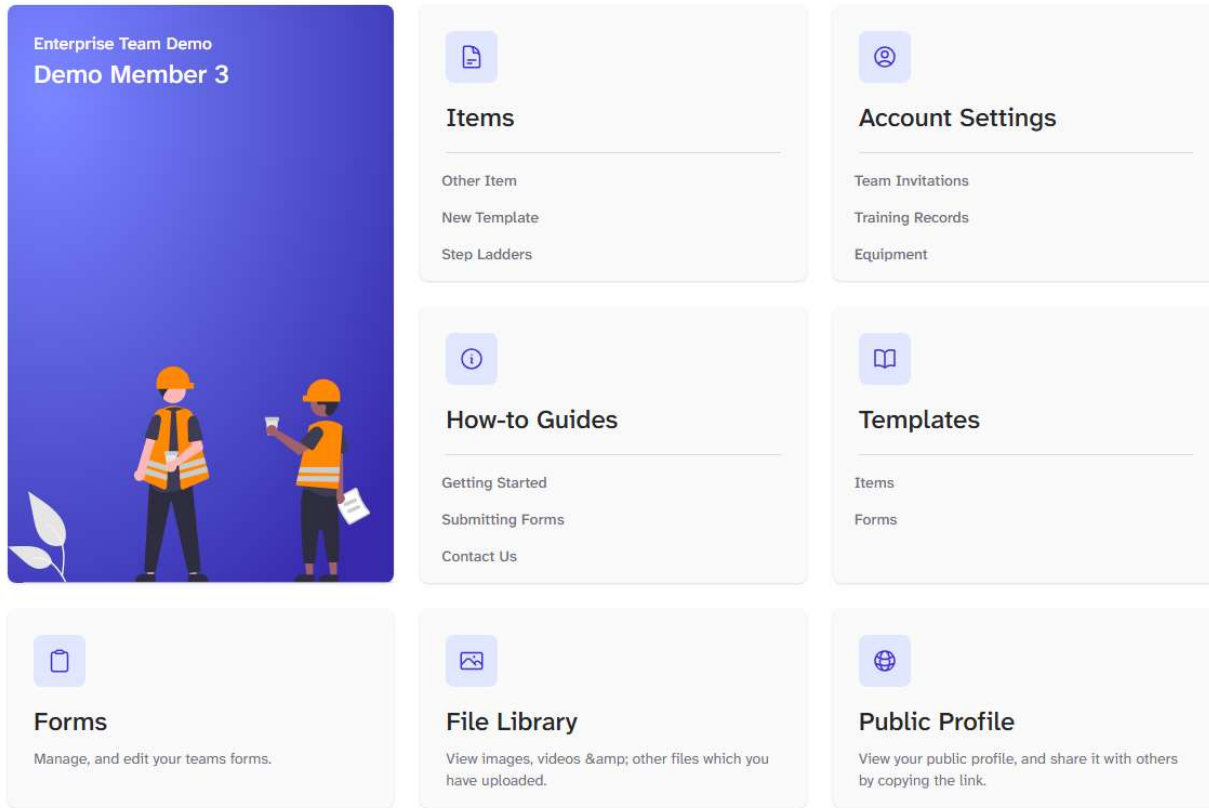
You can search descriptions or the MrQR Code.

How-2 Guide

Dashboard

 [Dashboard](#)

Select Dashboard from the menu panel anytime to return to your dashboard.



Enterprise Team Demo
Demo Member 3

Items

- Other Item
- New Template
- Step Ladders

Account Settings

- Team Invitations
- Training Records
- Equipment

How-to Guides

- Getting Started
- Submitting Forms
- Contact Us

Templates

- Items
- Forms

Forms

Manage, and edit your teams forms.

File Library

View images, videos & other files which you have uploaded.

Public Profile

View your public profile, and share it with others by copying the link.

Items



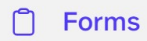
Select Items from the menu panel anytime to open the Items Menu.

If you have created items they will be shown in the item tree on the Menu Panel.

See the Items Section for more information about

- Creating, duplicating, archiving items.
- Adding and Editing Content
- Assigning Forms
- Previewing your Item
- Items Setting Menu

Forms



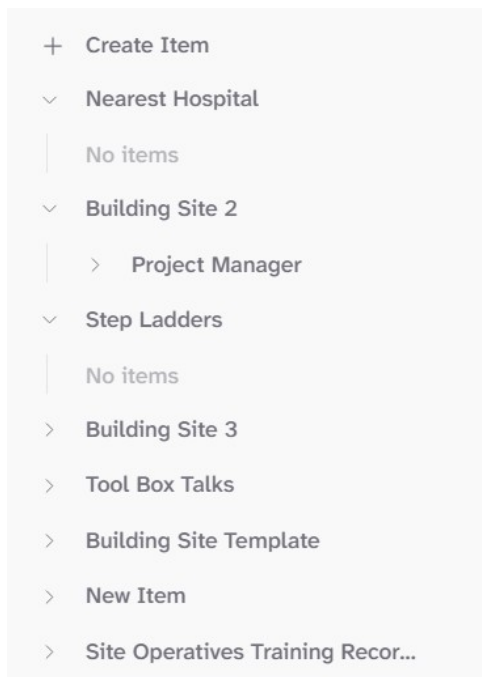
Select forms from the menu panel anytime to open the MrQR Form Builder.

See the Forms Section for more information about creating, editing and archiving Forms.

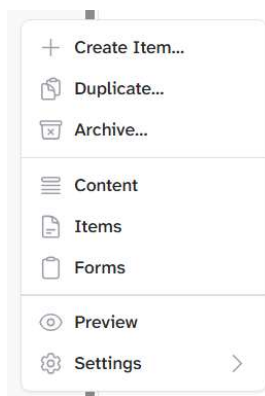
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Item Tree

When you create Items, the Item Tree is created in the menu panel.



Selecting your Item will navigate directly to the Item Content page. You can also select the Menu ... allowing you to Duplicate, Archive or navigate to any of the item sub-menu's.

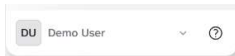


See the Items Section for more information about.

- Creating, duplicating, archiving items.
- Adding and Editing Content
- Assigning Forms
- Previewing your Item
- Items Setting Menu

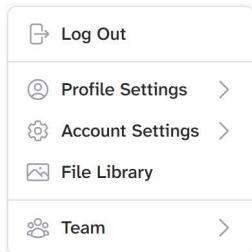
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User Menu



This is always in the bottom left corner.

Select this to open your personal User Menu.



After selecting the User Menu you can.

- **Logout**
- Access your **Profile settings** menu.
- Access your Account **settings** menu.
- Access your **File library**.
- Access the **Team** menu.

How-2 Guide

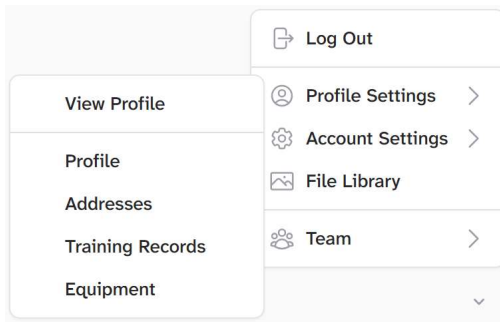
[Logout](#)

 Log Out

Select to Logout

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Profile Settings

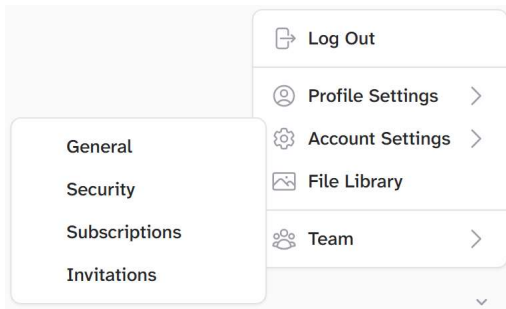


Select Profile Settings to.

- View your profile
- Add, remove and edit information stored in your profile
- Add, remove and edit Addresses
- Add, remove and edit your training records
- Add, remove and edit your equipment records

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Account Settings



See Account Settings Section too.

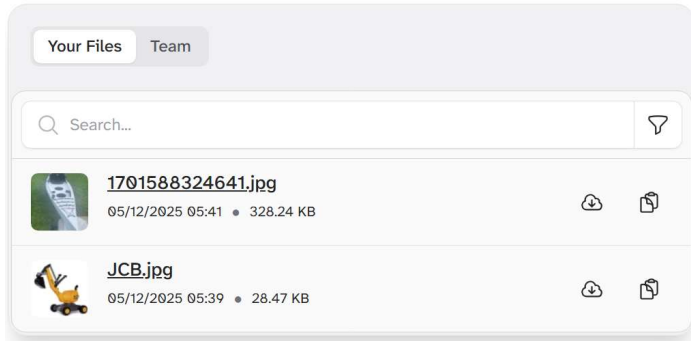
- View, edit your **General** information including.
 - Profile Photo.
 - Name.
 - Email address.
- View, and edit your **Security** settings and Password.
- View, Add, remove and edit your team **Subscriptions**.
- View, Accept, or decline **Invitations** to help manage other MrQR teams.

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File Library

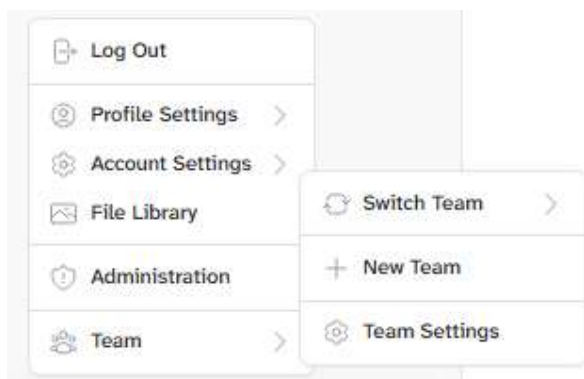


Select File Library to access **Your Files** and any file associated and shared within to your **Team**.



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Team Menu










See the Teams Section too.

- [Switch Teams](#)
- [Create a New Team](#)
- [Team Settings](#)

Information



Select this to open the Information Menu.

Terms of Service	
Privacy Policy	
About	
Feature Requests	
Roadmap	
Status	
Help	
Send Feedback	

Select the information menu to access MrQR's Terms of Service, Privacy Policy and About pages,

You can also, Request features, View our roadmap, system status pages and user guides.

If you just want to send us a message by selecting Send Feedback.

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Display



You can change your screen settings from Light to dark or match your devices system settings



The icon will change to the selected setting.



Light



Dark



System

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Dashboard Cards

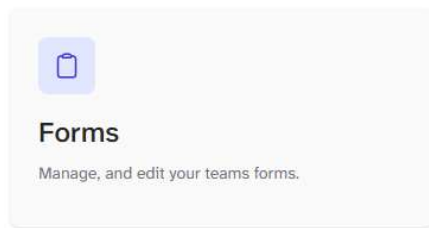
Information Card



The information panel is always displayed on your dashboard. It will show the current team name along with your name.

How-2 Guide

Forms Card

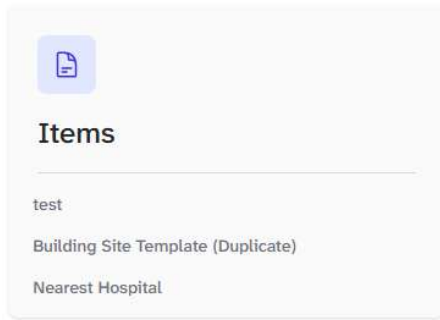


Select forms from the menu panel anytime to open the MrQR Form Builder.

See the Forms Section for more information about creating, editing and archiving Forms.

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Items card

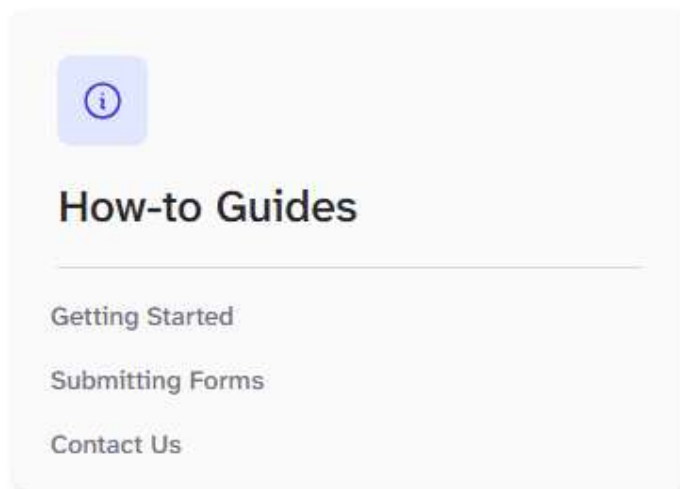


Select the Items card anytime to open the Items Menu.

If you have created items a short list of the most recently used items will be shown navigable directly to these items by selecting them.

See the Items Section for more information about creating, editing and archiving items.

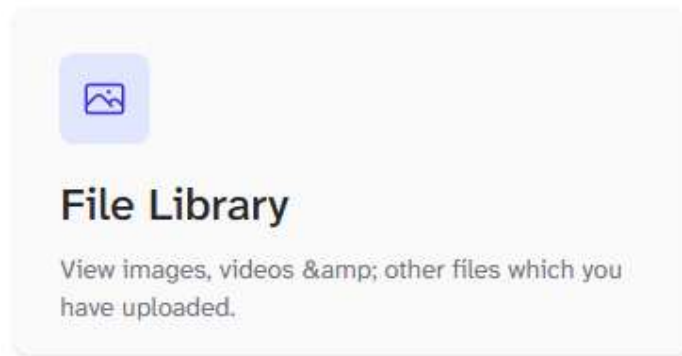
How-to Guides Card



This displays a short list of popular How to Guides. Access the How to Guides Page by clicking the Icon or Text.

How-2 Guide

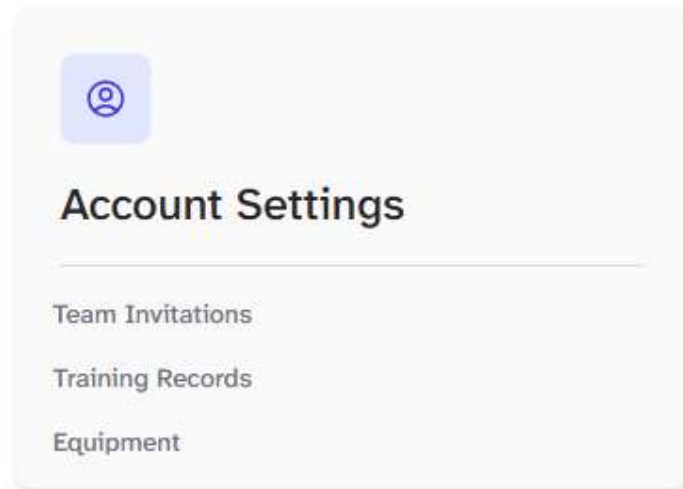
File Library Card



Access the File Library page by clicking the Icon or Text.

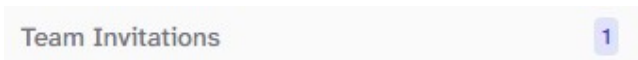
How-2 Guide

Account Settings Card



This displays a short list of popular Account Settings. Access the Account Settings Page by clicking the Icon or Text.

A notification will appear here if you have been invited to join another team

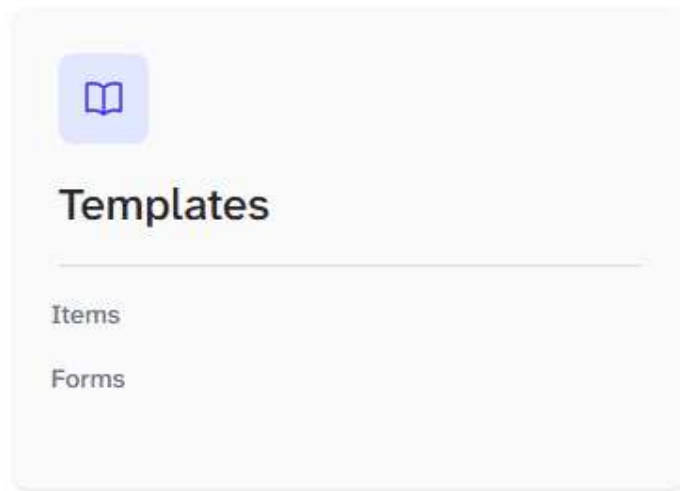


See Account Settings Section too.

- View, edit your **General** information including.
 - Profile Photo.
 - Name.
 - Email address.
- View, and edit your **Security** settings and Password.
- View, Add, remove and edit your team **Subscriptions**.
- View, Accept, or decline **Invitations** to help manage other MrQR teams.

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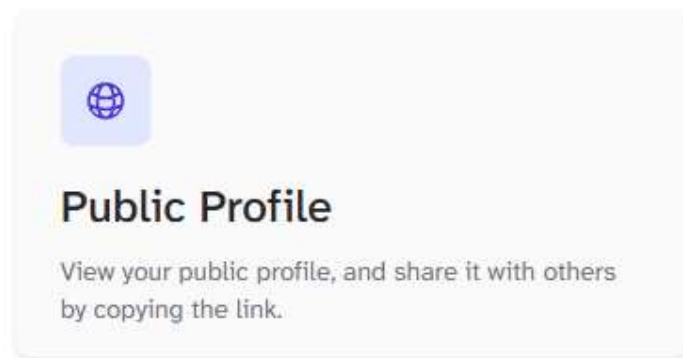
Template Card



Access the templates page by clicking the Icon or Text.

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Public Profile Card



Access your Public Profile page by clicking the Icon or Text.

MrQR Items

All MrQR Items are unique and can be both Parent and child Items

Item Relationships

Parent and Child refer to the relationship between Items within MrQR. A Parent is the primary Item that contains a unique MrQR Code, in normal database management a child is a related entity that depends on the parent for its existence.

However, all MrQR Items are unique, Parent Item & Child Item relationships exist, but MrQR Items are independent of each other and contain a unique MrQR Code.

In other management systems relationships are crucial for maintaining data integrity and consistency, as changes to the parent entity must be reflected in the child entities.

MrQR Items can be infinitely linked to other MrQR items, the link can be removed and re-linked to any other MrQR item or multiple MrQR items.

The links between MrQR items make the structure of your systems but the MrQR Items managed independently.

Parent-child relationships are commonly used in various applications, such as CRM systems, project management applications, and more, to organize and manage complex data.

MrQR allows for a more flexible approach for your management systems.

Parent Item

An item that has other items linked to it (Child Items), apart from the allowance in your subscription there is no limit on the number of child items.

Child Item

An item linked to another Item; child items can also have multiple items linked to it making it also a Parent Item.

Descendant Item

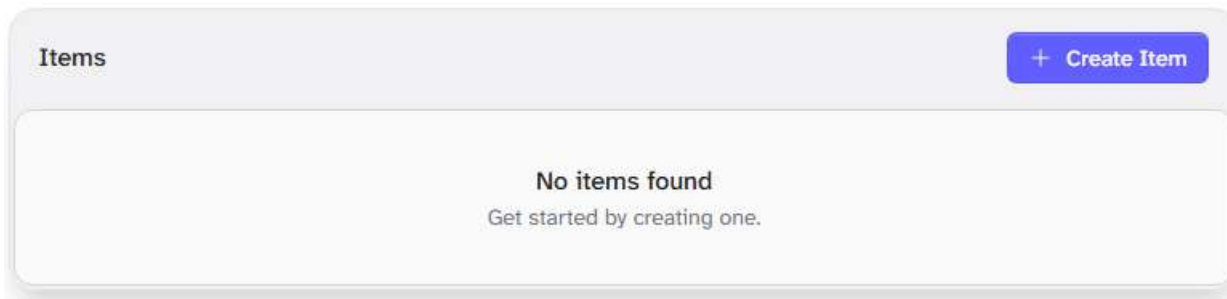
Any Item that is a Child


Rules

- A Parent and Child cannot be the same item
- With all Parent-Child relationships a Descendant cannot be its own Parent.
- You cannot Archie an item with Children

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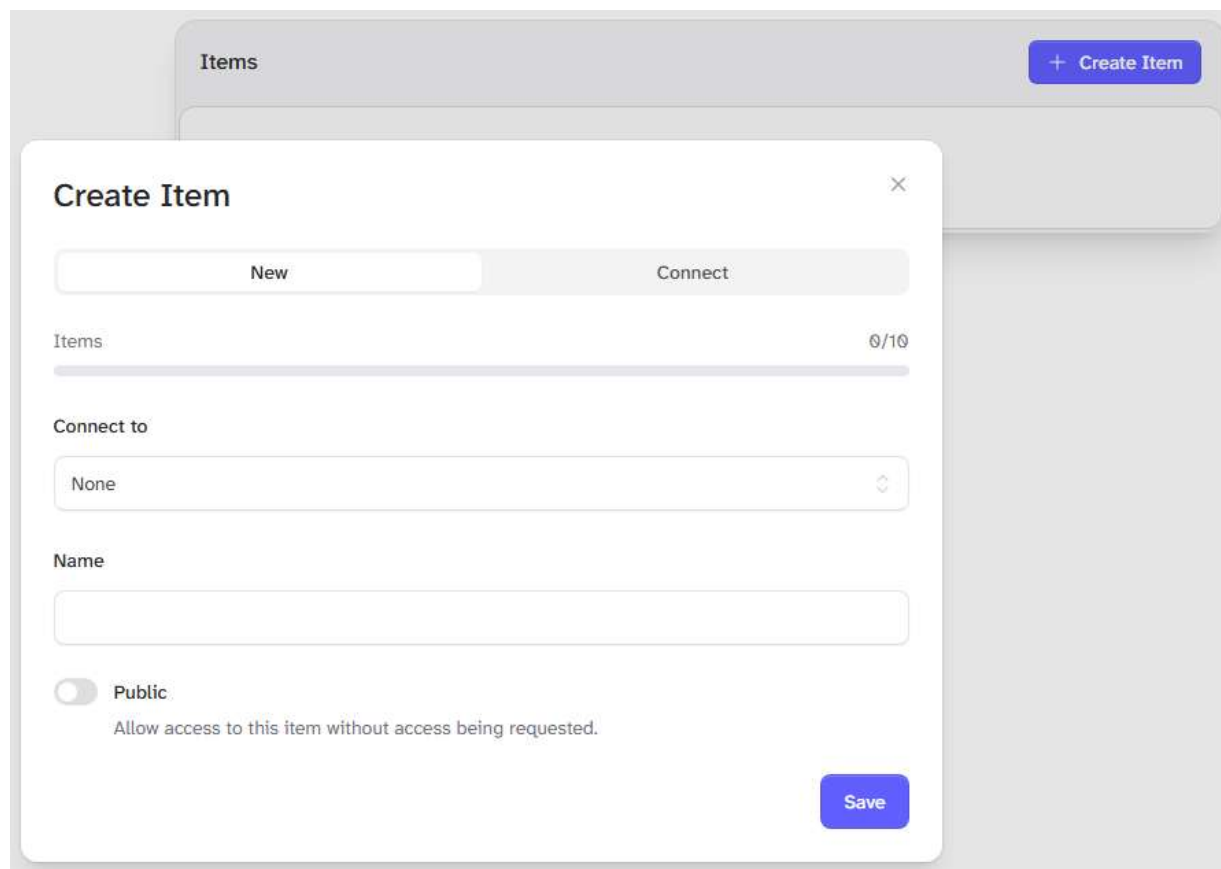
The Item screen is accessed by selecting the **Items** menu or **Items** card on your dashboard.



You can now create multiple Items by selecting the  + Create Item Button.

How-2 Guide

+ Create Item



You can create multiple Items, you will see how many items you can and have created in the simple bar chart

The number of items you can create depends on your subscription.

- Free Accounts 10
- Starter 100
- Team 100
- Business 5000
- Enterprise Unlimited

You will see an error message when you have reached you item limit.

You can create a new item as a Parent or Connect your new item with another as a Child. Parent items can have multiple Child items, and you can also add items to Child items.

If you have created items they will appear in the **Connect to box**.

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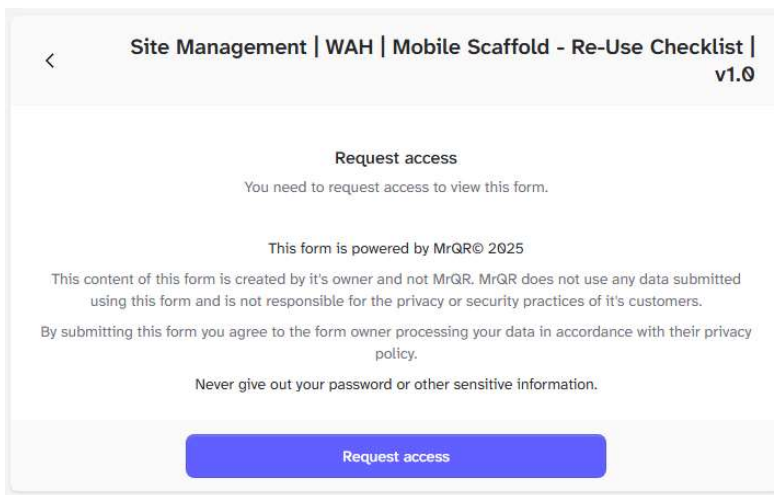
Public Items

Public
Allow access to this item without access being requested.

When the Public switch is **OFF**, you can invite members to access any forms assigned to the item.

or

MrQR users will have to request access to complete any forms assigned to the item.



You will receive an email indicating which items & who is requesting access.

A link on the email will direct you to the item.

Public
Allow access to this item without access being requested.

When the Public switch is **ON**, any MrQR user will be able complete any forms assigned to the item without requesting access.

Item Content

[Content](#) [Items](#) [Forms](#) [Settings](#) ▾

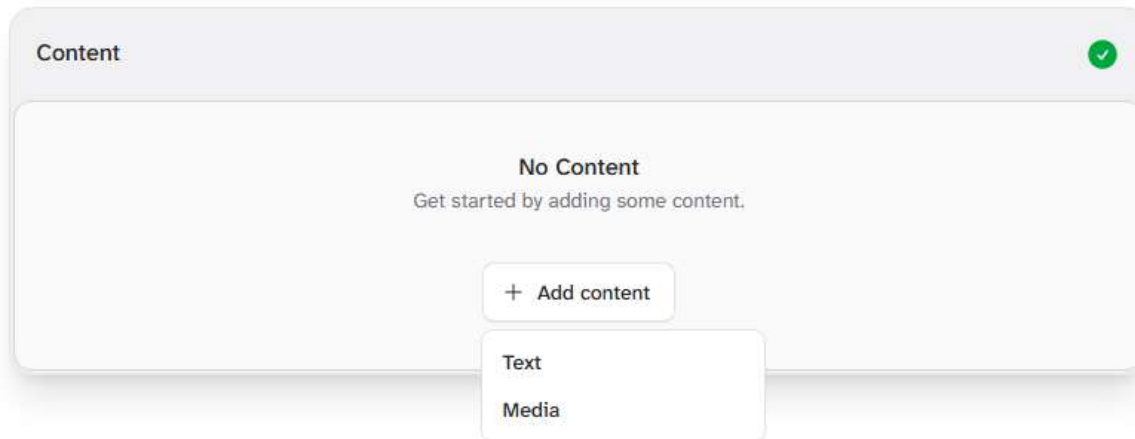
Content ✔

No Content
Get started by adding some content.

[+ Add content](#)

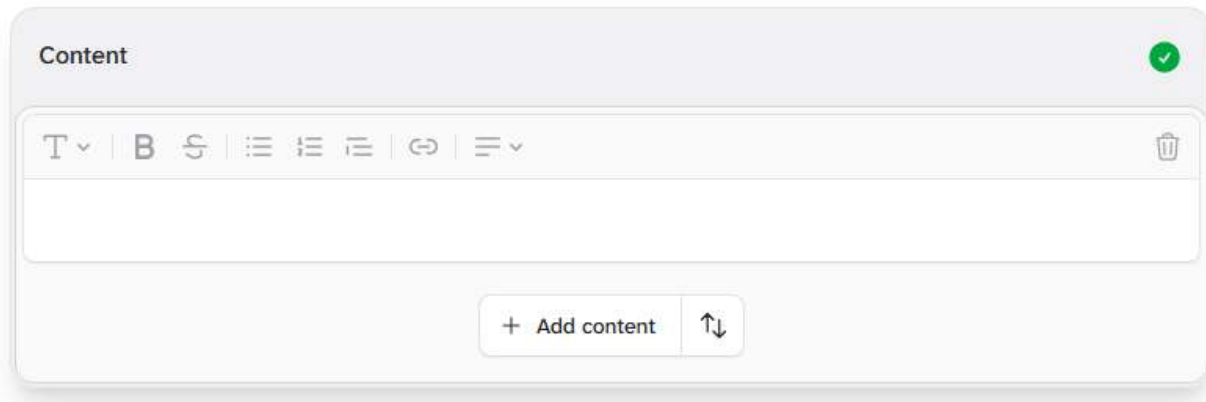
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[+ Add Content](#)

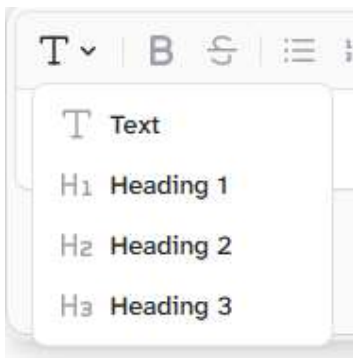


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Text



Text Format



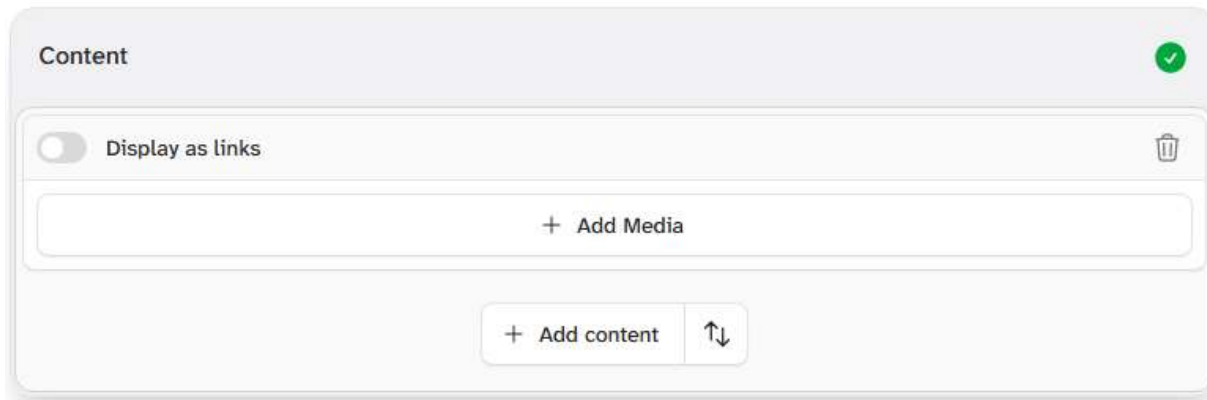
Text can be formatted as standard text and three heading styles

Text can also be formatted as

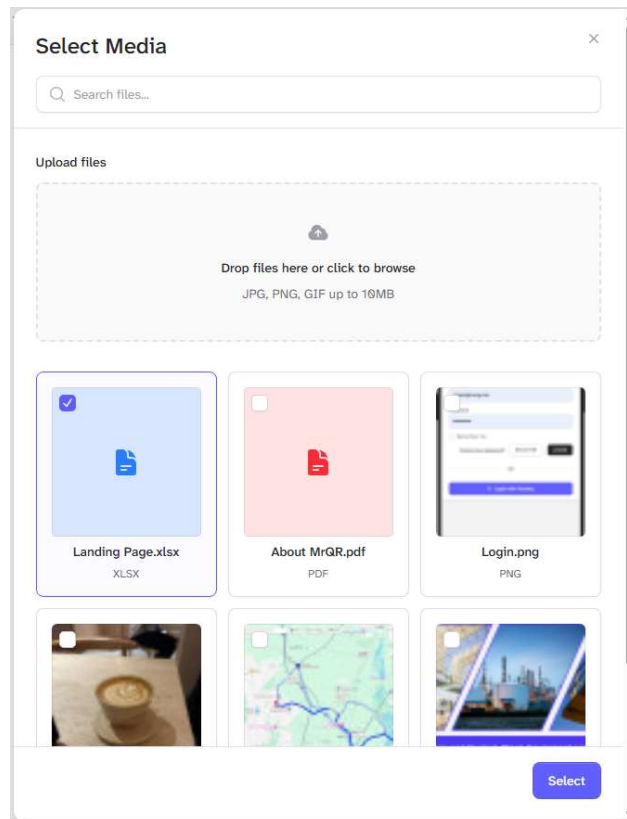
- **Bold**
- ~~Strikethrough~~
- Indents
 1. Numbered indents
- Block Quotes
- URL Link

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Media



Media can be Images, pdf, and other files up to 10MB.

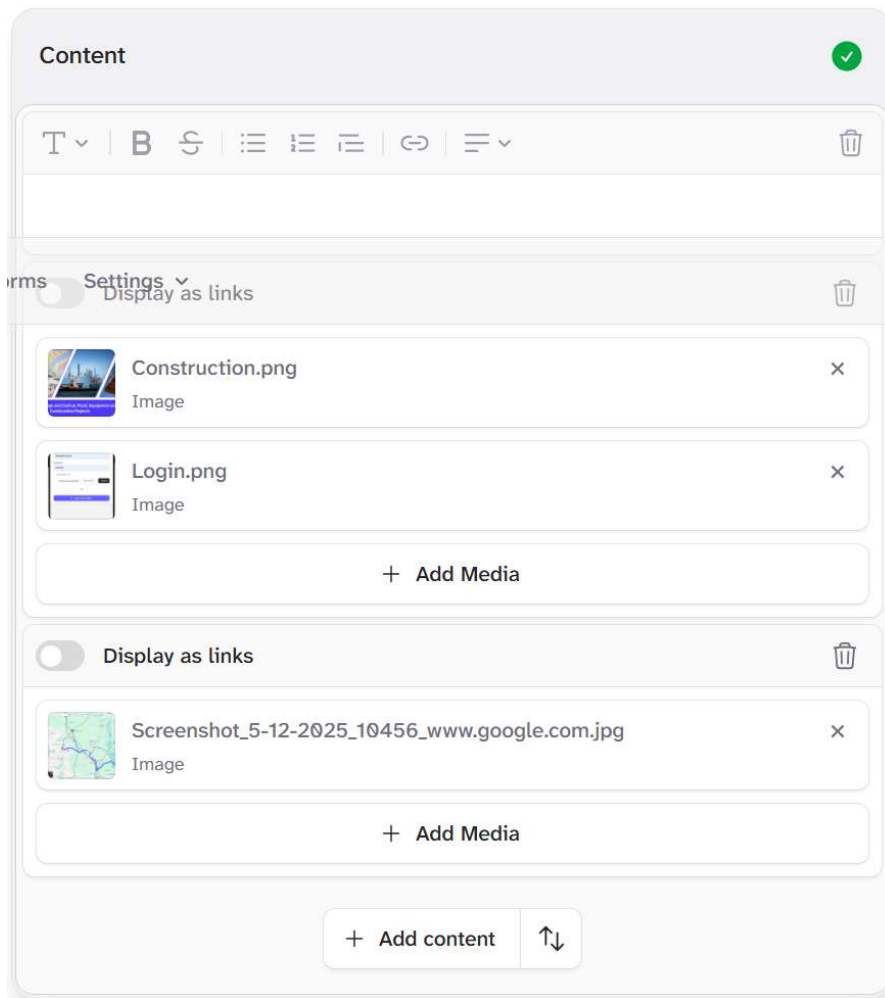


Only images can be displayed on your items landing page. All other files must be displayed as links

Images can be displayed or shown as a link.



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Reordering Content



By selecting the Reorder button

This will show the Move icon next to the item content

 Simply select and drag your Content to the desired position.

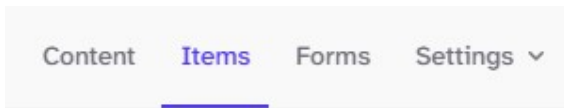
 Select the Done Button when you are complete

Deleting Content



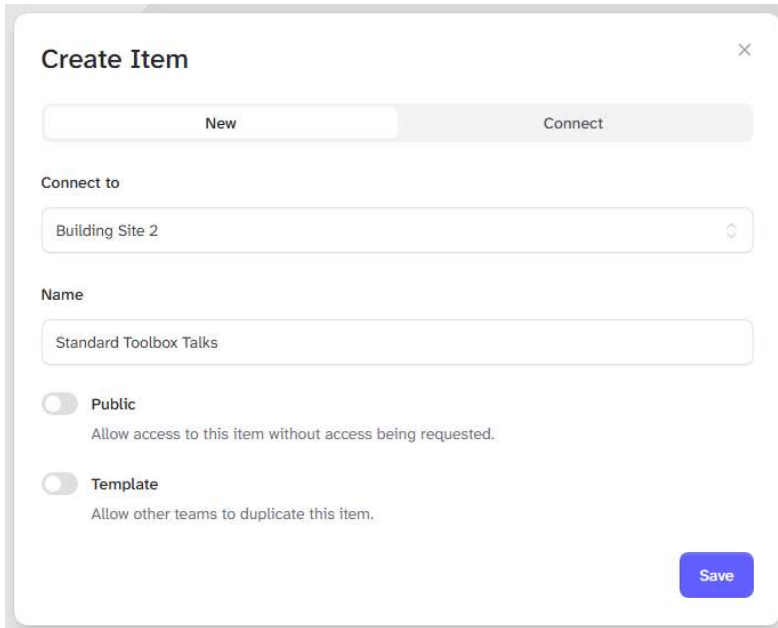
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Item Items



All Items can be Parents or Connected with other items as a Child.
Items can also be connected to more than one parent.

Example



You could create an item for Standard Toolbox talks
Within the Toolbox talk item you create 10 other items, one for each toolbox talk.

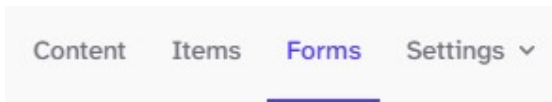
You may have Multiple construction projects, instead of creating toolbox talks for each project separately, you can connect just the one. When you update the Standard Toolbox talks it will be updated across all your projects.

Parent items can have multiple Child items, and you can also add items to Child items.

If you have created items they will appear in the **Connect to box**.

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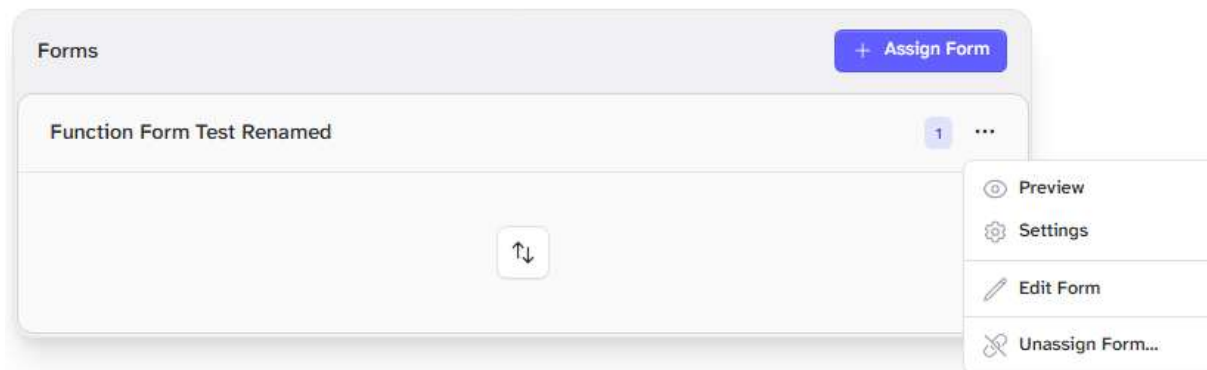
Item Forms



You can assign multiple forms to your item.

Forms can also be assigned to multiple items.

When a form is edited and assigned to multiple items, the change to the form affects all items.



By Selecting the Menu ... next to your Item Form you can.

- Preview your form
- View and Set the form response settings
- Edit The form
- Unassign the form from the item

The number next to the form indicates how many form submissions have been completed; by selecting the number you can view the form submissions.

Preview

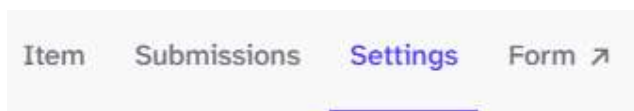


Selecting Preview, opens the form for submissions

How-2 Guide

Settings

Settings



From settings are used to determine how a MrQR user is identified. All MrQR Users have a Name, Email Address & Profile Photo. Which are set up during registration of their accounts.

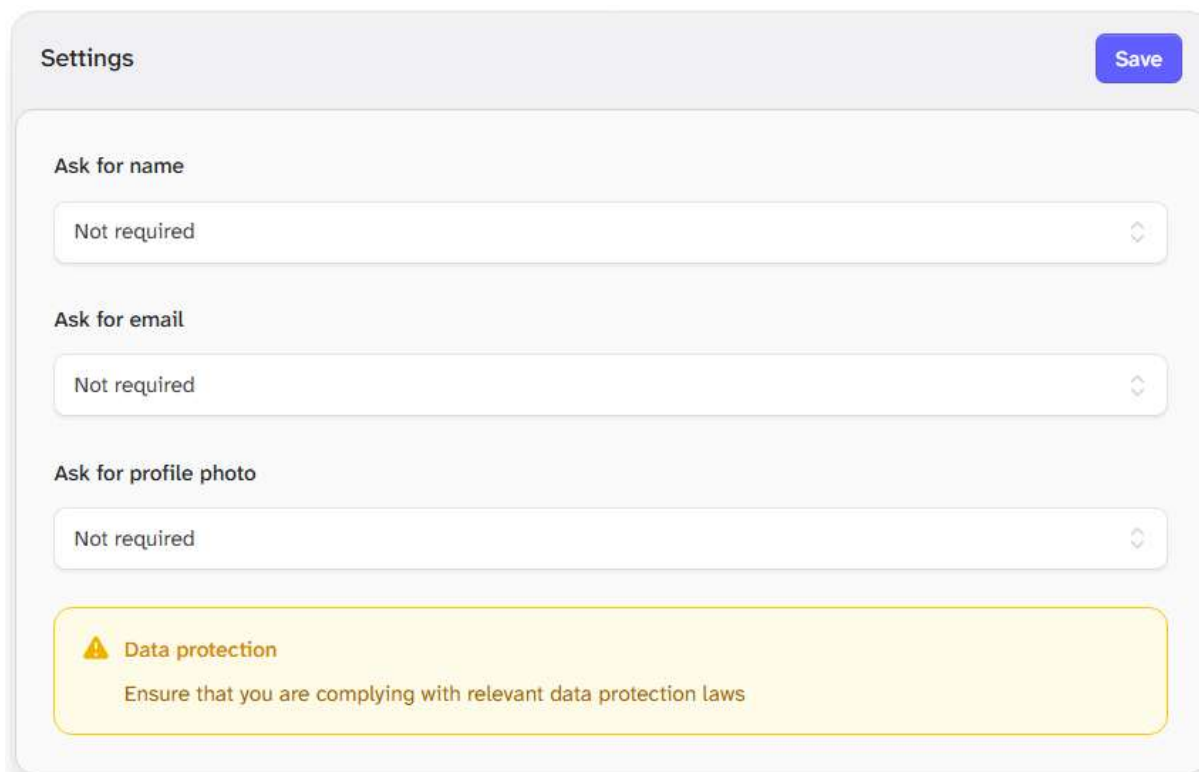
Team members can select what information is required to associate the form submission with the MrQR User.

If Not Required is selected for the Name, Email & Profile Photo, the form submission will be anonymous.

The options are.

- Not Required
- Required
- Optional

If Required is selected, the form cannot be submitted until the MrQR uses Enters the information and agrees that the Team use the information on the form submission.

A screenshot of the 'Settings' form. The form has a title 'Settings' and a 'Save' button in the top right corner. It contains three sections, each with a label and a dropdown menu:

- 'Ask for name' with a dropdown menu showing 'Not required'.
- 'Ask for email' with a dropdown menu showing 'Not required'.
- 'Ask for profile photo' with a dropdown menu showing 'Not required'.

At the bottom of the form, there is a yellow warning box with a triangle icon and the text: 'Data protection Ensure that you are complying with relevant data protection laws'.

How-2 Guide

Submissions

- Item
- Submissions**
- Settings
- Form ↗

How-2 Guide

Edit Form



Edit Form

Form ↗

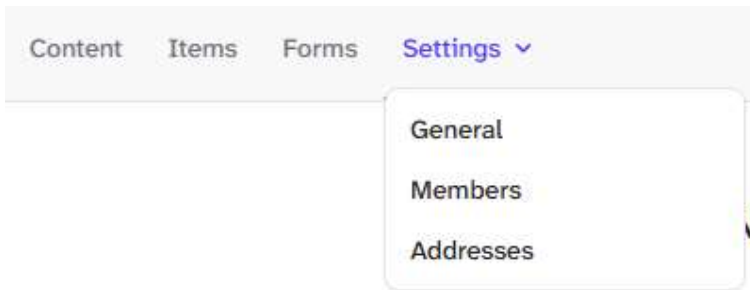
Unassign Form



Unassign Form...

How-2 Guide

Item Settings



General

Settings

Name
The name of the item.

Public
Allow access to this item without access being requested.

Template
Allow other teams to duplicate this item.

[Save](#)

Members

Members

[+ Invite user](#)

No members
Requests will show here

How-2 Guide

Addresses

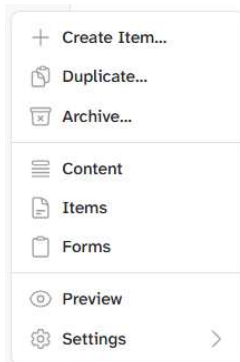
Addresses + Add ▾

No addresses
Get started by creating one.

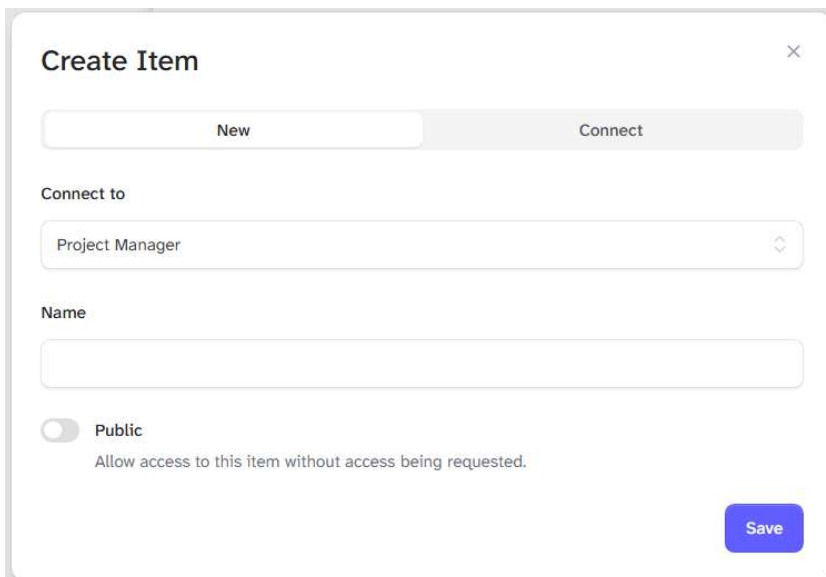
How-2 Guide

Creating Items within Items

If your subscription allows, you can Create any item within and item from the Item Tree on the Menu panel. To open the Create Item panel, Select Menu ... on your item



Followed by + Create Item...

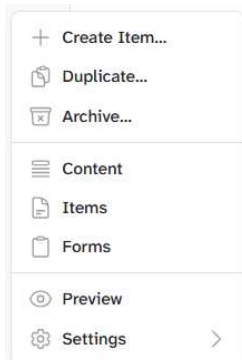


The Create Item panel will open allowing you to create a new item connected to your selected Item.

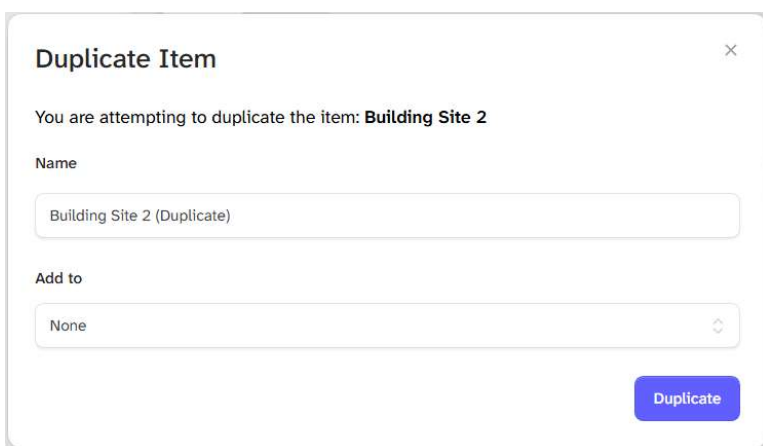
How-2 Guide

Duplicating Items

If your subscription allows, you can duplicate any item from the Item Tree on the Menu panel. To open the duplicate panel, Select Menu ... on your item



Followed by Duplicate...



Change the name of your item, by default “(Duplicate)” will be added to the end of the Items original name.

You can also Add the item as a child to any another item, Leave the Add to box as “None” to duplicate your item as a parent.

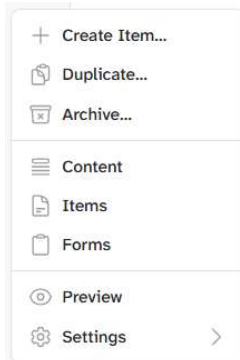
Select the Duplicate Button to duplicate your Item.

How-2 Guide

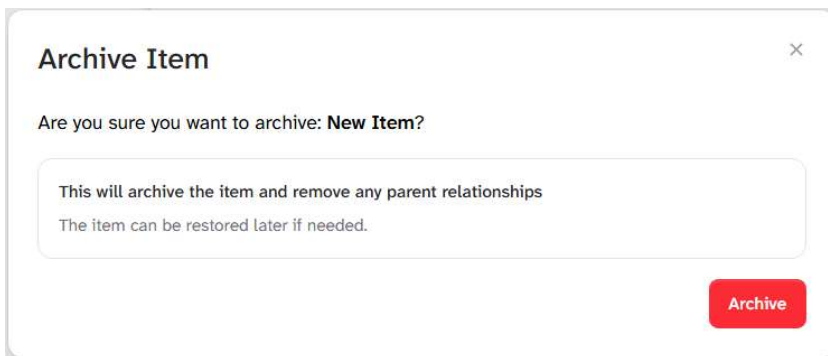
Archiving Items

You can Archive any item from the Item Tree on the Menu panel. To open the Archive panel,

Select Menu ... on your item



Followed by Archive...



You can only Archive items that have no children.

You must remove all child items from your item you wish to Archive, however you can Archive child Items.

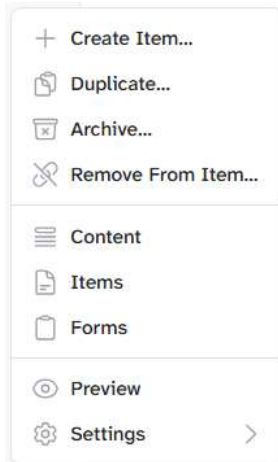
You can later restore your item if you subscription allows.

See the Template Section to find out more about Archives

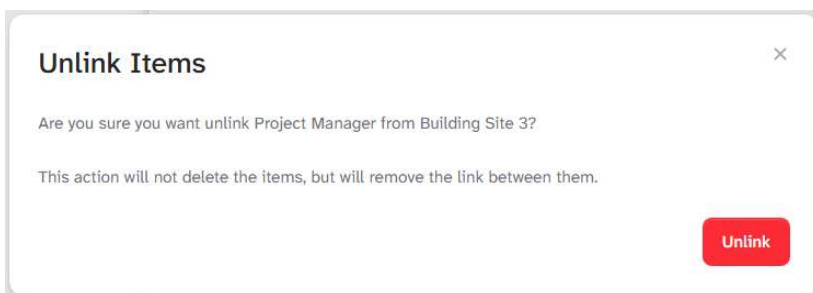
How-2 Guide

Removing Items from Items

If your item is a child item and linked to another item, you can remove it from the Parent Item in the Item Tree on the Menu panel. To open the Archive panel, Select Menu ... on your item



Followed by Remove From Item...



Select Unlink, this will remove the link and your child item will become an Item on the Item Tree

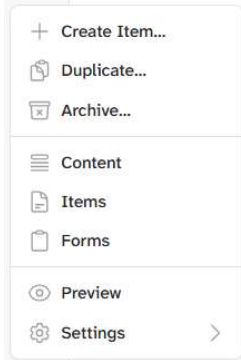
How-2 Guide

Preview Items

You can preview your item from the item tree or after you have selected it.

When you preview your item you will see it the way everyone else can see it when they follow the MrQR code after scanning, tapping or following the MrQR Code link.

From the Item Tree on the Menu panel. To Preview your item , Select Menu ... on your item



Followed by Preview.

If you have already selected your Item, you can preview it from the MrQR Scan Button.



The MrQR Code Button is always shown in the top right corner, the features change depending on what you are doing with MrQR.

Camera Scan

Scan



This will always be shown and when selected you can use your device's camera to scan MrQR Codes.

As it is integral to the MrQR system items will load much more quickly than using your device's native QR code scanner.

Edit

Edit



Preview

Preview



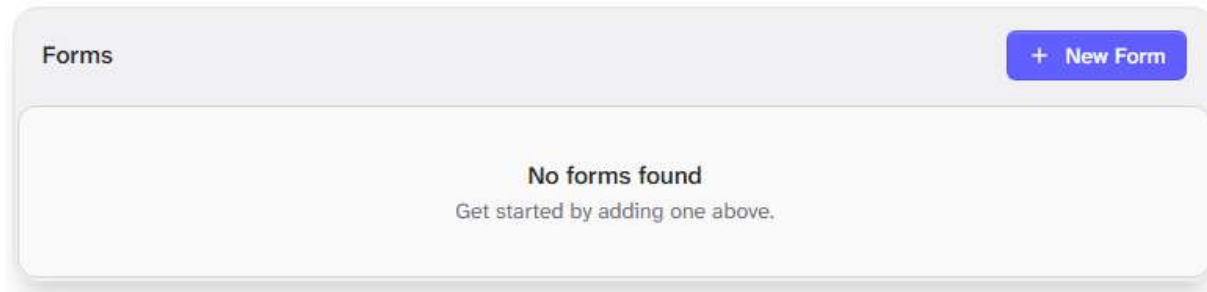
How-2 Guide

Forms

Team Forms

[Team](#) [Templates](#) [Archive](#)

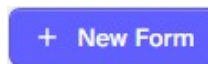
The Forms Menu is accessed when the **Form** is selected in the **Main Menu** or the **Form Card**



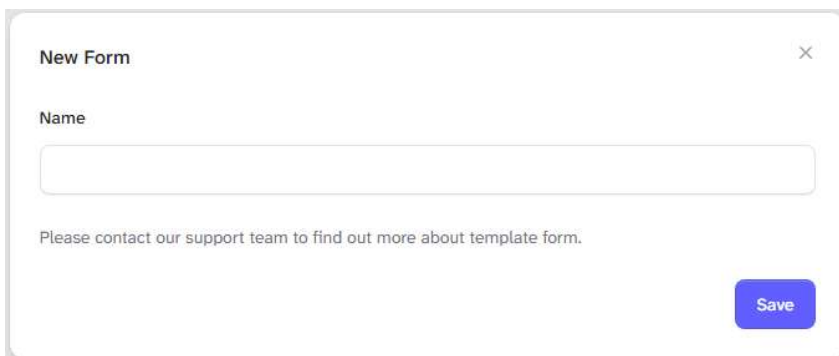
The screenshot shows a 'Forms' menu header with a '+ New Form' button on the right. Below the header is a large white box with the text 'No forms found' and 'Get started by adding one above.' centered inside.

+ New Form

A new form is created by selecting the +New Form Button



A blue button with the text '+ New Form' in white.



The screenshot shows a 'New Form' dialog box with a close button (X) in the top right corner. It contains a 'Name' label above an empty text input field. Below the input field is the text 'Please contact our support team to find out more about template form.' and a blue 'Save' button in the bottom right corner.

Add a form Name and select the Save button



A blue button with the text 'Save' in white.

You will enter the MrQR form builder

Template Forms

- Team
- Templates**
- Archive

Form Templates

- Function Form Test Renamed ...
- Site Management | WAH | Mobile Scaffold - Re-Use Checklist | v1.0 Duplicate...

Duplicate Form ×

You are attempting to duplicate the form: **Function Form Test Renamed**

Team

Enterprise Team Demo (Your current site) ◇

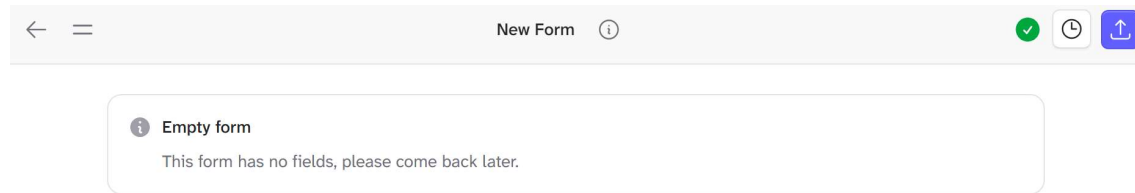
Duplicate

Archive Forms

- Team
- Templates
- Archive**

Forms	
test 2	...
Site Management H&S Accident Book v1.0	...
Site Management WAH Mobile Scaffold - Re-Use Checklist v1.0	← Restore
test 2	...
Site Management H&S Tool Box talk Sign Off	...

MrQR Form Builder



The MrQR form builder has been developed to enable used to create user form on the MrQR web-app.



It consists of Sections and Blocks.

Once your form has been created it must be **Published** to be available to assign to your items.

When creating a form, you must always consider the data protection rules in the areas where your form will be used.

Form Function / Menu Buttons

The menu icon is displayed in the top right of the MrQR Form Builder.

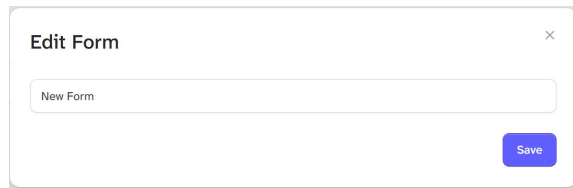
-  [Exit Form Builder](#)
-  [Toggle between Form View & Form Build](#)

How-2 Guide

Edit Form...

New Form

Select to edit the form name



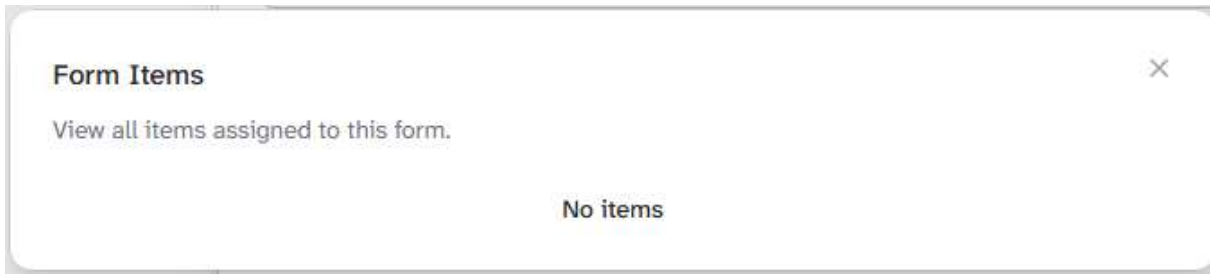
The screenshot shows a modal dialog box titled "Edit Form" with a close button (x) in the top right corner. Inside the dialog, there is a text input field containing the text "New Form". At the bottom right of the dialog, there is a blue button labeled "Save".

The Form Name can be changed by selecting Edit Form...

Change the name and select the Save button.

How-2 Guide

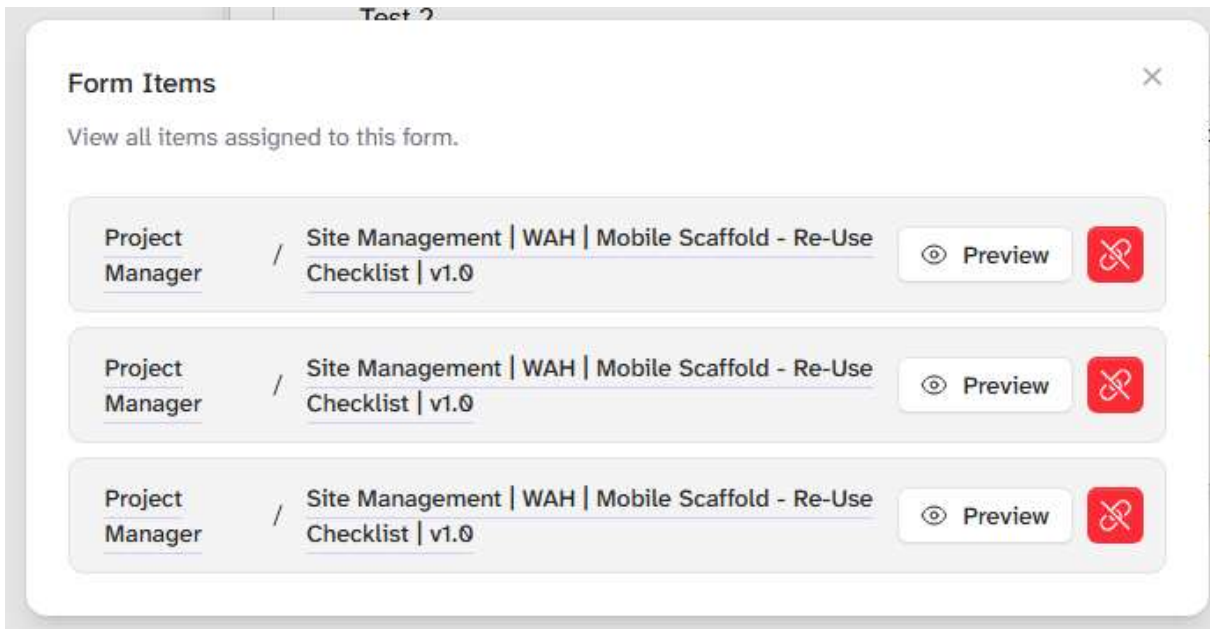
View Items...



All Items that your form has been assigned to will appear in this screen when your form has been published and assigned to an item.

Forms can be assigned to multiple items.

When a form is changed, the change will affect all items the form is assigned to.



You can preview the form for the item or break the link and unassign the form from the item.

How-2 Guide

Save Changes



changes are automatically saved.

How-2 Guide

[View Versions...](#)



To Maintain the data and format on form submissions forms are created with a date and time stamped version.

When a form is created and published the original version is created.

When a form is assigned to an item and used all form submissions are associated with the current form version.

Subsequent changes to the form will create a new form version and future form submissions will be associated with that new form version.



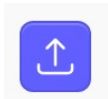
You can revert to previous versions anytime.

You must publish the form after you have reverted back and the change will affect all items assigned to the form.

When you start editing a form it will remain as a Draft until it is published.

How-2 Guide

Publish Form...



Publish Form ×

Are you sure you want to publish this form?

i Publishing will create a new version that users can access, and create a new draft for future editing.

⚠ Data protection
Ensure that you are complying with relevant data protection laws

Publish Form

Once you have completed or edited your form you must publish it for any changes to take effect.


A new version will be created.

If your form has already been assigned to items. The changes will be reflected in all future form submissions.

Previous submissions will be displayed and exported as the form version that was current at the time of submission.

How-2 Guide


Sections

Reorder Sections  Settings

+ Add Section

Before you can add Blocks, you must create a section, you can create multiple sections.

Reorder Sections

 Settings

+ Add New Section

+ Add Section



Update Section



Section Name

Section

Save

Remove Section

Select the ... Menu button to remove the section



Update Section

 Remove

!!! When you remove a section any blocks within the section are also removed.

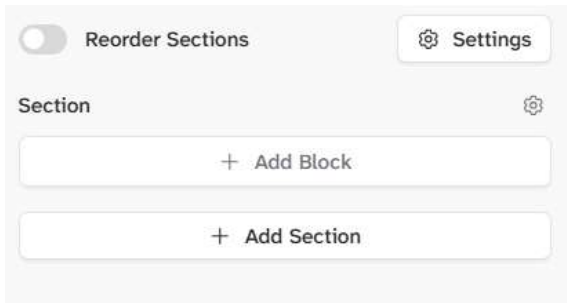
This cannot be undone.

How-2 Guide

Blocks

Blocks can only be added to sections, and can be Inputs, User or Layout

Input & User Blocks are questions requiring answers on your forms, Layout Blocks are information in the form of text, images or files that can be viewed on your forms.



Add Block ×

Inputs

- Text
- Email
- Date
- Photo upload

User

- Phone number
- National insurance number
- Date of birth
- Occupation
- Employer
- Employment status
- Medical information
- Next of kin - name
- Next of kin - contact number
- Address
- Training record
- Equipment

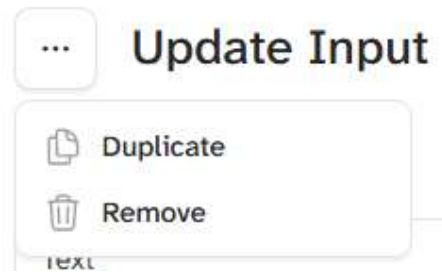
Layout

- Text
- Media

How-2 Guide

Duplicating or Removing a Block

... Update Input



Select to Duplicate or remove your Block

Inputs

Text

... **Update Input** ×

Title

Type

Input options

Required

Long answer

Save

Single line Text

Text

Single & Multiple option Text

Text

Title

Title

Blocks must have a title; this can be the question being asked or information being provided.

How-2 Guide

Type

Type

Blocks and be Inputs, User or layout, the Type box shows what type of block you have selected.

Input Options

Input options

How-2 Guide

Email

... **Update Input** ×

Title

Type

Required

Save

Date

... **Update Input** ×

Title

Type

Required

Save

Photo Upload

... **Update Input** ×

Title

Type

Required

Allow multiple

Enable media library

Enable camera

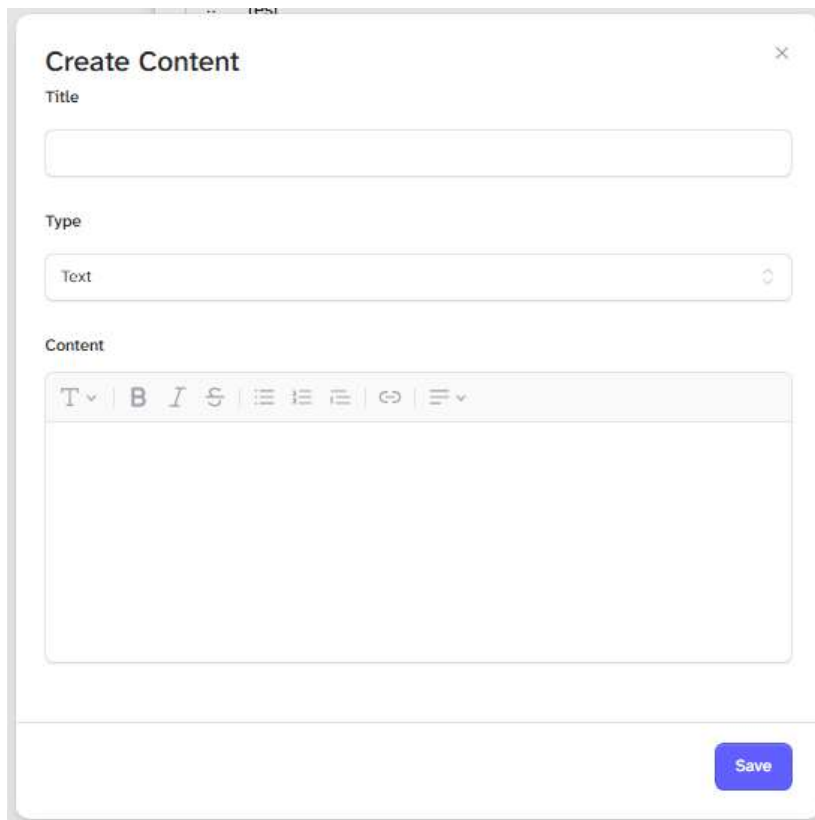
Save

User

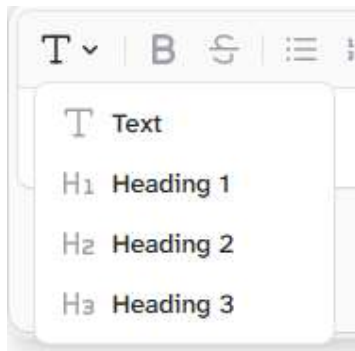
Layout

How-2 Guide

Text



Text Format



Text can be formatted as standard text and three heading styles

Text can also be formatted as

- **Bold**
- ~~Strikethrough~~
- Indents
- 2. Numbered indents
- Block Quotes
- [URL Link](#)

How-2 Guide

Media

Create Content

Title

Type

Media

Search files...

Files

Drop files here or click to browse
JPG, PNG, GIF up to 10MB

No results found

Display as links
By default supported media will display an inline preview. Enable this option to only show the above media as links.

Your media may still display as links
Not all media is viewable on a browser. Only pdfs, images and web compatible videos are supported.

Save

Media can be Images, pdf, and other files up to 10MB.

Only images can be displayed on your items landing page. All other files must be displayed as links

Images can be displayed or shown as a link.



How-2 Guide

Add Input

Inputs are the questions you ask on your forms, the responses can be Text, Email Address Date or Photo Uploads. Inputs can also be items stored in user profiles, this will be automatically entered during form submissions.

New Input

Title

Type

Text

- Text
- Email
- Date
- Photo upload

Relationships

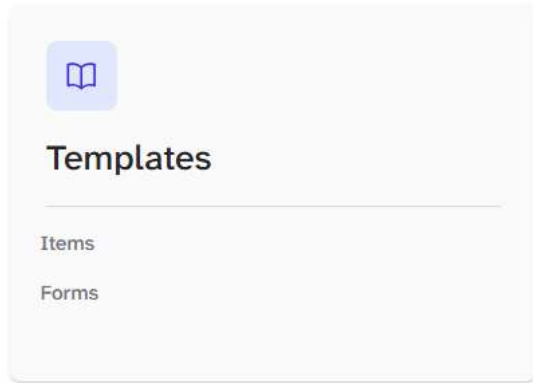
- Form submission

User

- Profile photo
- Full name
- Phone number
- National insurance number
- Date of birth
- Occupation
- Employer**
- Employment status
- Medical information
- Next of kin - name
- Next of kin - contact number
- Address
- Training record
- Equipment

Templates

Templates are accessed by selecting the Template card on your dashboard. You can select the card to open the Items of Forms Templates Page.



Team

[Team](#)

[Templates](#)

[Archive](#)

Templates

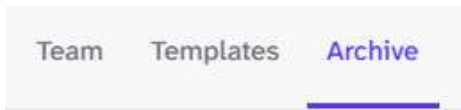
Team

Templates

Archive

How-2 Guide

Archive

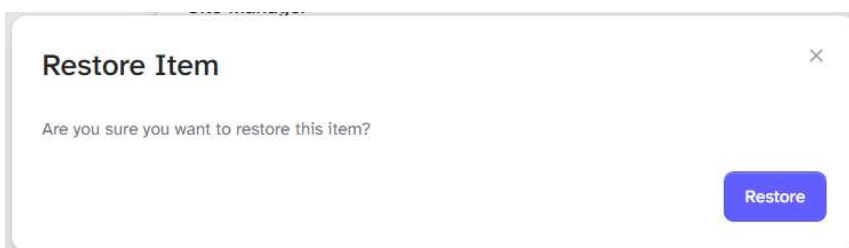


Any Item or form you have Achieved will be seen on the Template > Archive page.

Restore



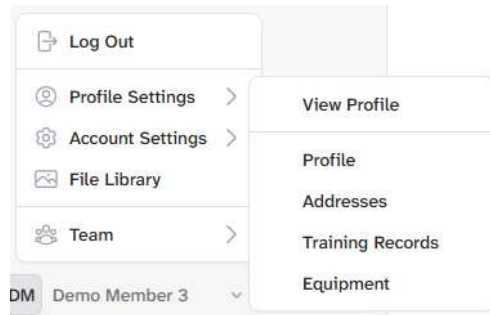
When you select the Menu ... for the item you have the option to Restore it.



If your subscription allows you can restore your item.

Your item will be restored as a parent.

Profile Settings



View Profile

DM

Demo Member 3

member3@team.test

Telephone Number

0121 123 5667

Occupation

Chief Executive Officer (CEO)

Employment Status

Employed

Sample Text on My Profile

This is the Sample Text

Powered by

You can Print and share your Public Profile,
Share your profile by scanning the MrQR Code

How-2 Guide

Profile

- Profile**
- Addresses
- Training Records
- Equipment

Email

Email

Show email on profile

Show your email on your profile.

[Edit email](#)

Show email on profile

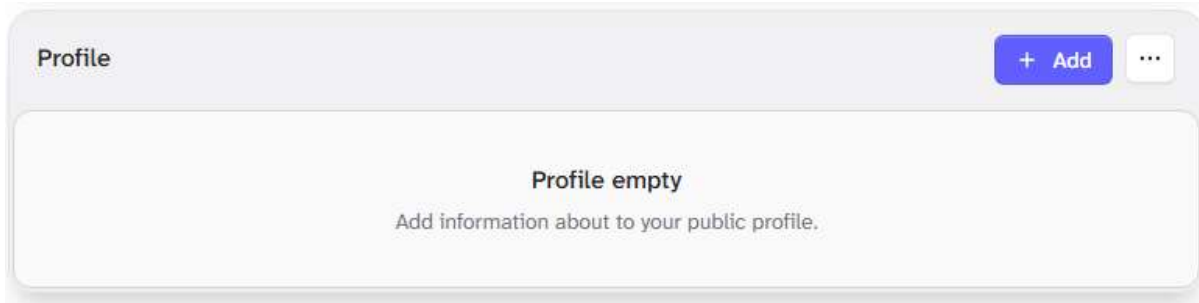
Email

Show email on profile

Show your email on your profile.

[Edit email](#)

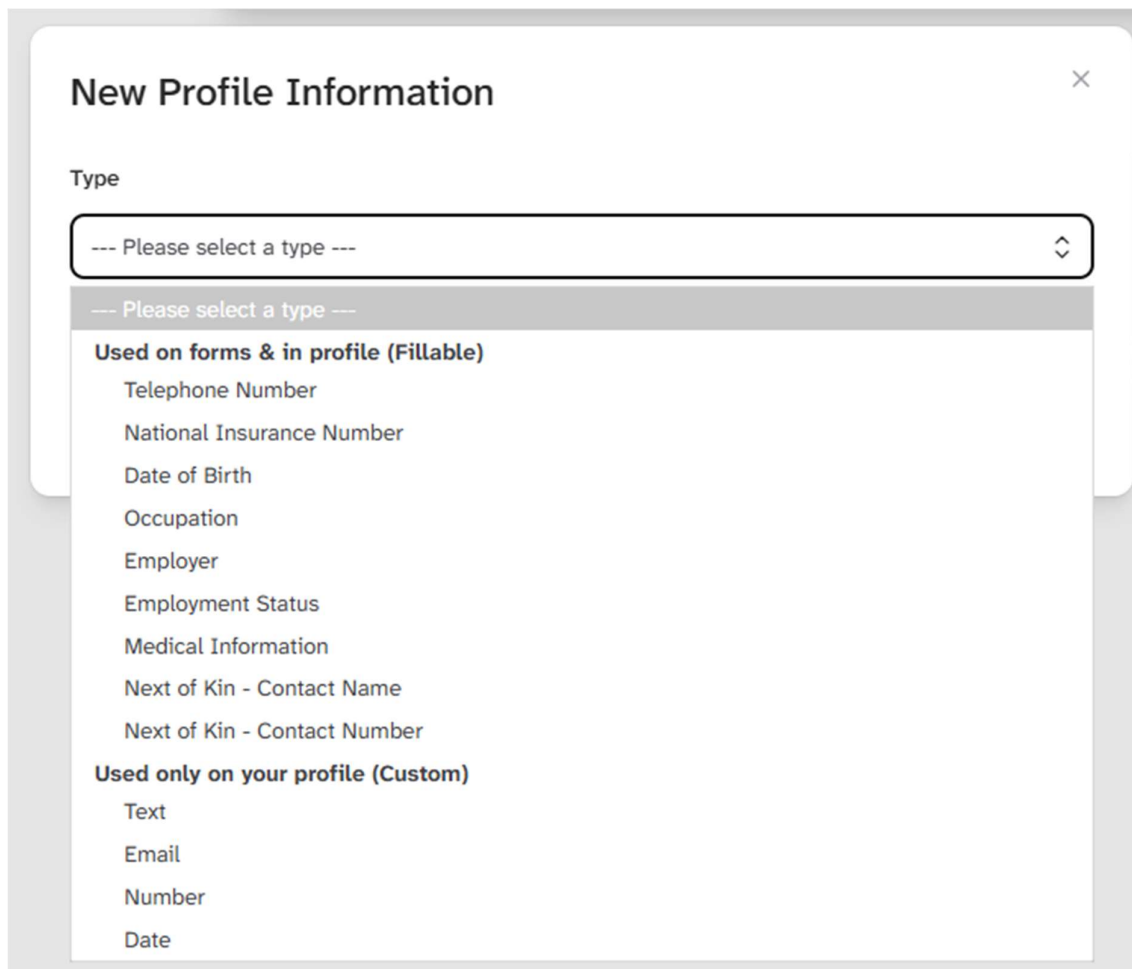
Profile



How-2 Guide

Add New Profile Information

MrQR forms are create with inputs that can be from your user profile, Information contained in your profile can be used to complete MrQR Forms,



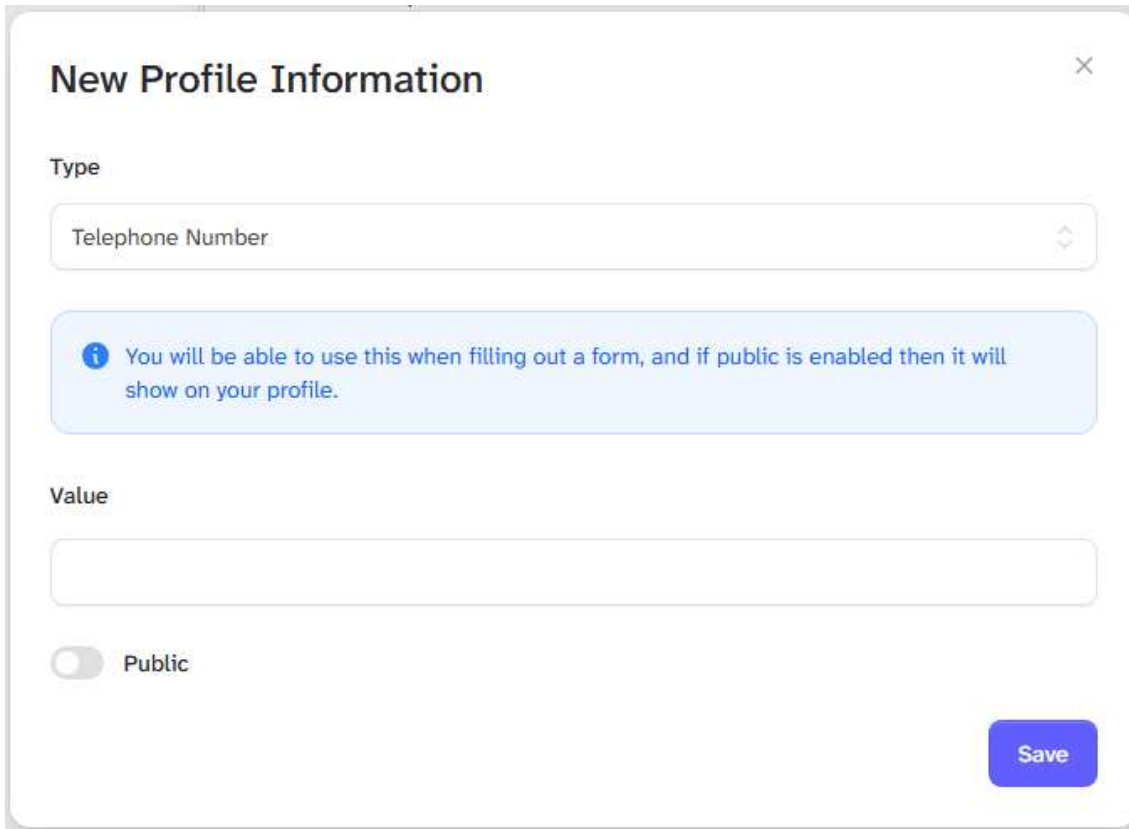
The image shows a 'New Profile Information' dialog box with a close button (X) in the top right corner. Below the title, there is a 'Type' label and a dropdown menu. The dropdown menu is currently open, showing a list of options. The first option is '--- Please select a type ---'. Below this, there are two sections of options:

- Used on forms & in profile (Fillable)**
 - Telephone Number
 - National Insurance Number
 - Date of Birth
 - Occupation
 - Employer
 - Employment Status
 - Medical Information
 - Next of Kin - Contact Name
 - Next of Kin - Contact Number
- Used only on your profile (Custom)**
 - Text
 - Email
 - Number
 - Date

How-2 Guide

Used on Forms and in Profile

Telephone Number



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. It contains the following elements:

- Type:** A dropdown menu with "Telephone Number" selected.
- Value:** An empty text input field.
- Public:** A toggle switch currently turned off.
- Save:** A blue button in the bottom right corner.
- Information:** A blue callout box with an information icon (i) containing the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile."

You can add Multiple Telephone Numbers to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

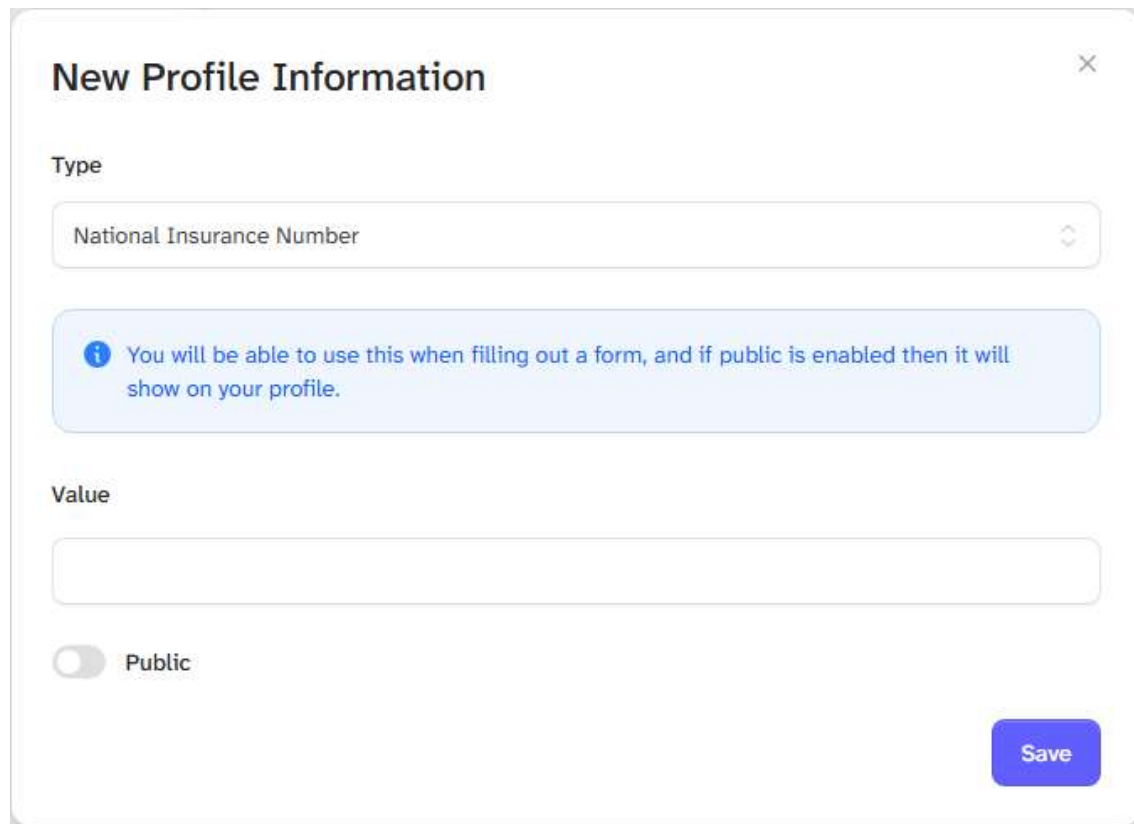
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

National Insurance Number



You can add your National Insurance Number to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

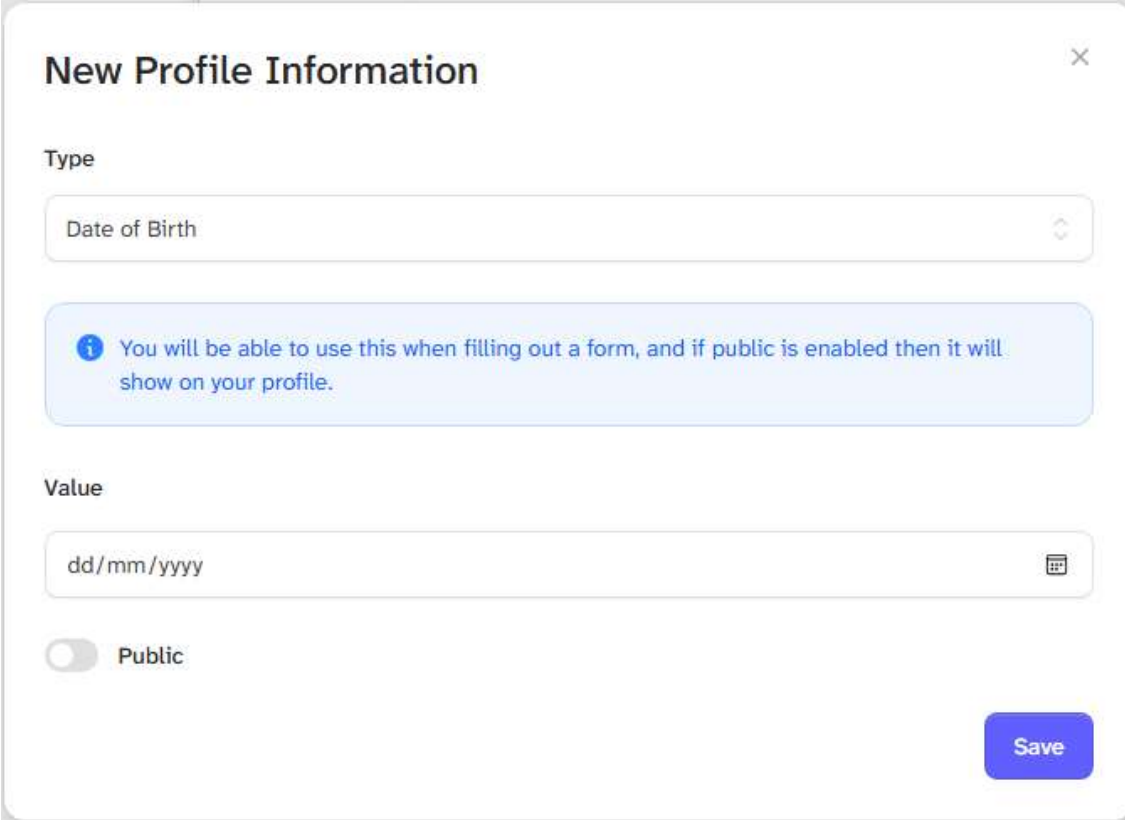
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Date of Birth



New Profile Information ✕

Type

Date of Birth

! You will be able to use this when filling out a form, and if public is enabled then it will show on your profile.

Value

dd/mm/yyyy

Public

Save

You can add Your Date of Birth to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

Public

Appears on your public profile.

Save

Once complete select the Save Button

How-2 Guide

Occupation

The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. Below the title, there is a "Type" section with a dropdown menu currently set to "Occupation". A light blue informational box contains the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile." Below this is a "Value" section with an empty text input field. At the bottom left, there is a "Public" toggle switch, which is currently turned off. A blue "Save" button is located at the bottom right of the modal.

You can add your Occupation to your Profile.

Select the required information from the drop down list

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

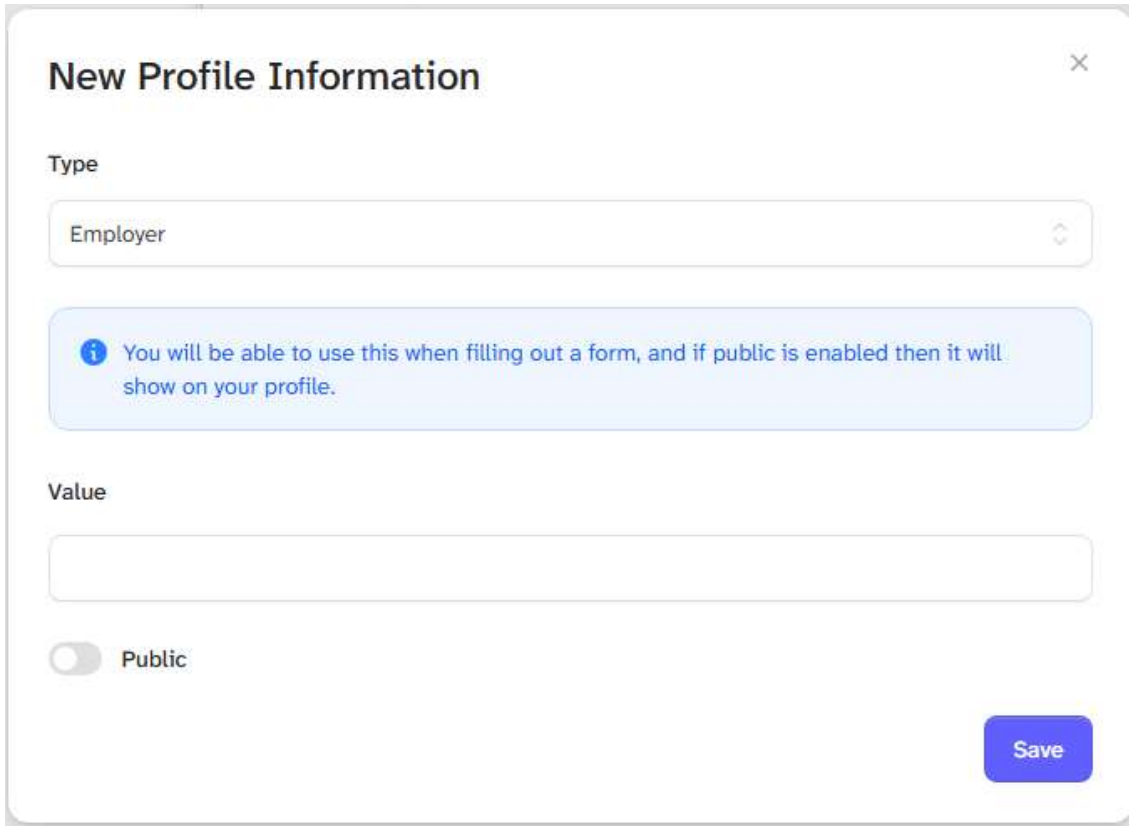
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Employer



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. The form contains the following elements:

- Type:** A dropdown menu with "Employer" selected.
- Value:** An empty text input field.
- Public:** A toggle switch currently turned off.
- Save:** A blue button in the bottom right corner.
- Information:** A blue callout box with an information icon (i) containing the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile."

You can add your Employer to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

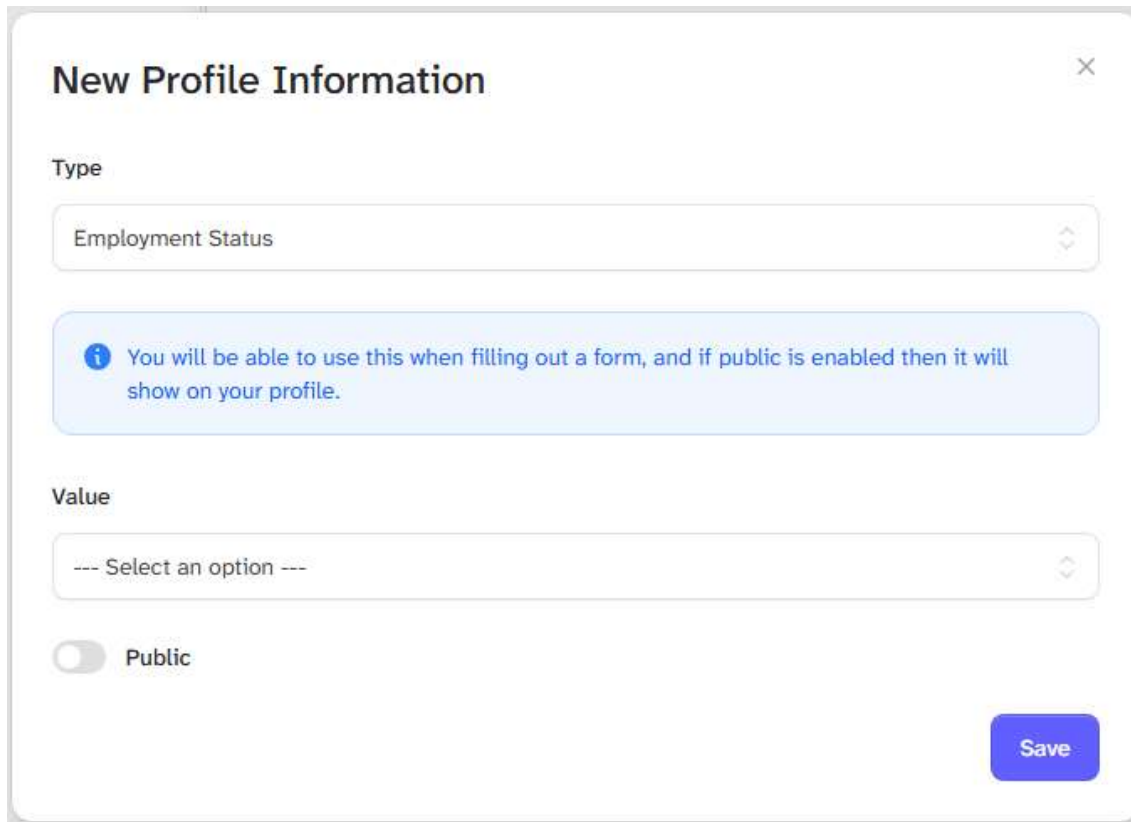
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Employment Status



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. It contains a "Type" dropdown menu with "Employment Status" selected. Below this is a light blue informational box with an information icon and the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile." Underneath is a "Value" dropdown menu with the placeholder text "--- Select an option ---". At the bottom left, there is a "Public" toggle switch which is currently turned off. A blue "Save" button is located at the bottom right of the modal.

You can add your Employment Status to your Profile.

Select an option from the dropdown box to add the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

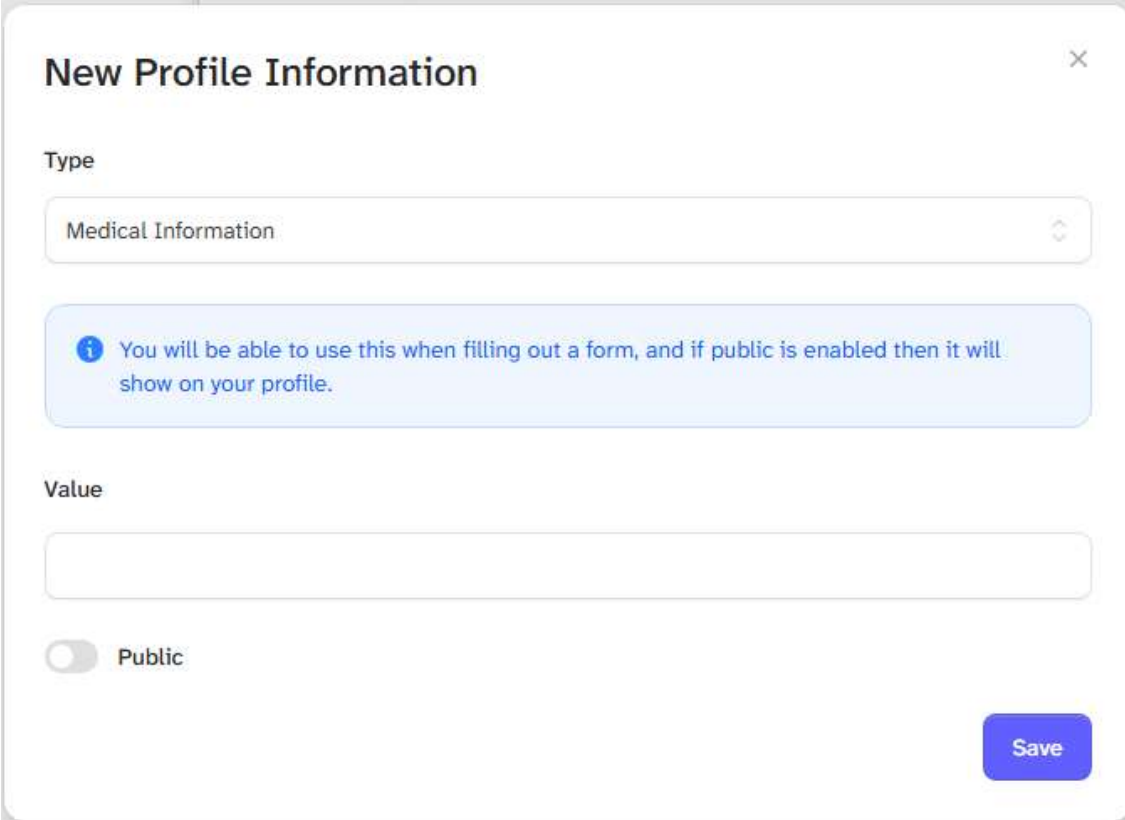
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Medical Information



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. Below the title, there is a "Type" label followed by a dropdown menu containing the text "Medical Information". Below this is a light blue information box with an information icon and the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile." Underneath is a "Value" label followed by an empty text input field. At the bottom left, there is a "Public" toggle switch, which is currently turned off. At the bottom right, there is a blue "Save" button.

You can add any Medical information to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

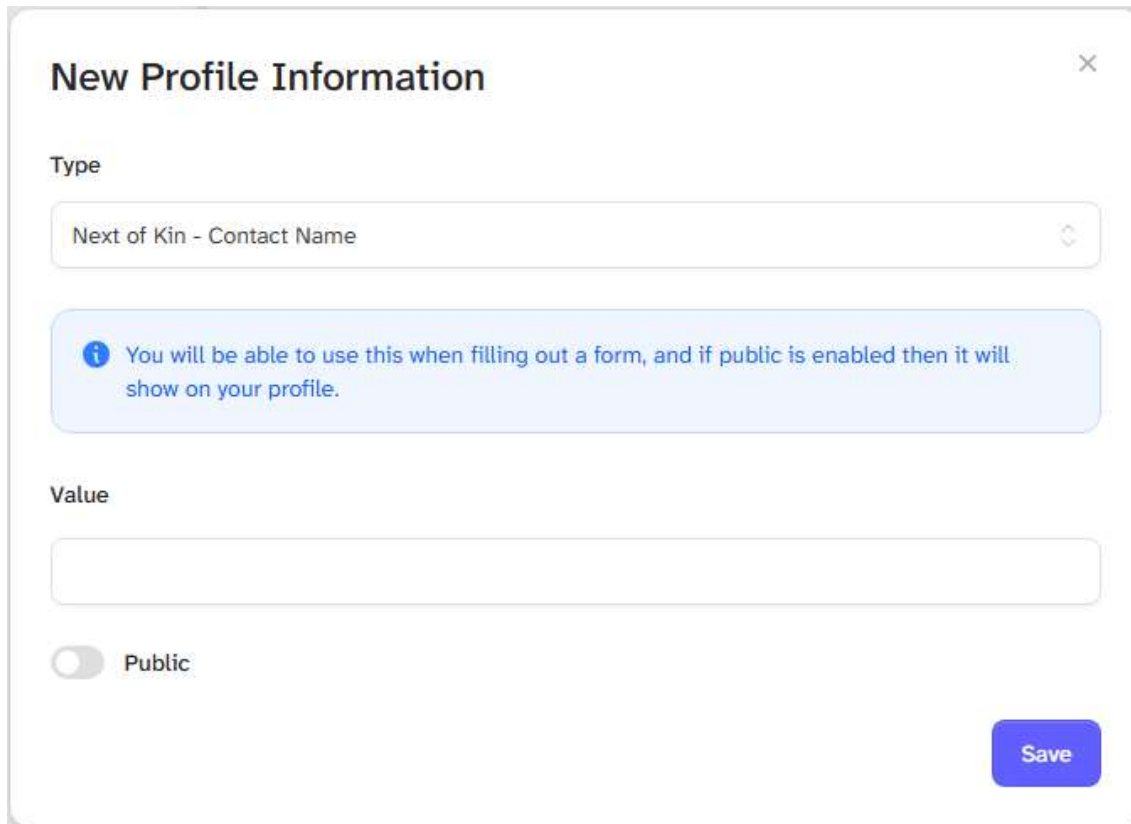
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Next of Kin – Contact Name



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. Below the title, there is a "Type" section with a dropdown menu currently set to "Next of Kin - Contact Name". A light blue informational box contains the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile." Below this is a "Value" section with an empty text input field. At the bottom left, there is a "Public" toggle switch, which is currently turned off. A blue "Save" button is located at the bottom right of the modal.

You can add Multiple Next of Kin – Contact Names to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

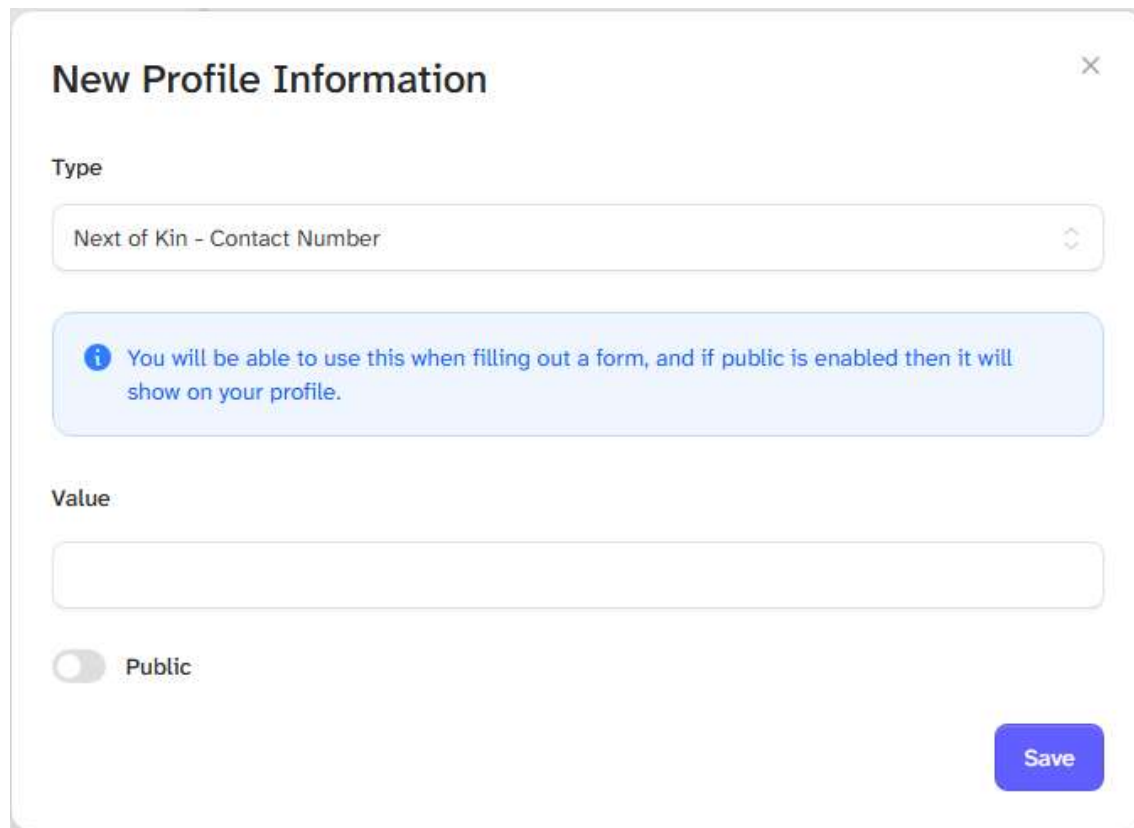
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Next of Kin – Contact Number



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. Below the title, there is a "Type" dropdown menu with "Next of Kin - Contact Number" selected. A light blue information box contains the text: "You will be able to use this when filling out a form, and if public is enabled then it will show on your profile." Below this is a "Value" input field, which is currently empty. At the bottom left, there is a "Public" toggle switch, which is currently turned off. A blue "Save" button is located at the bottom right of the modal.

You can add Multiple Next of Kin - Contact Numbers to your Profile.

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Used only on your Profile (Custom)

Text

New Profile Information ×

Type

Text

i While this type cannot be used when filling out a form, if public is enabled then it will show on your profile.

Title

Value

Public

Save

You can add Multiple Text to your Profile.

Enter a Title

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

Public

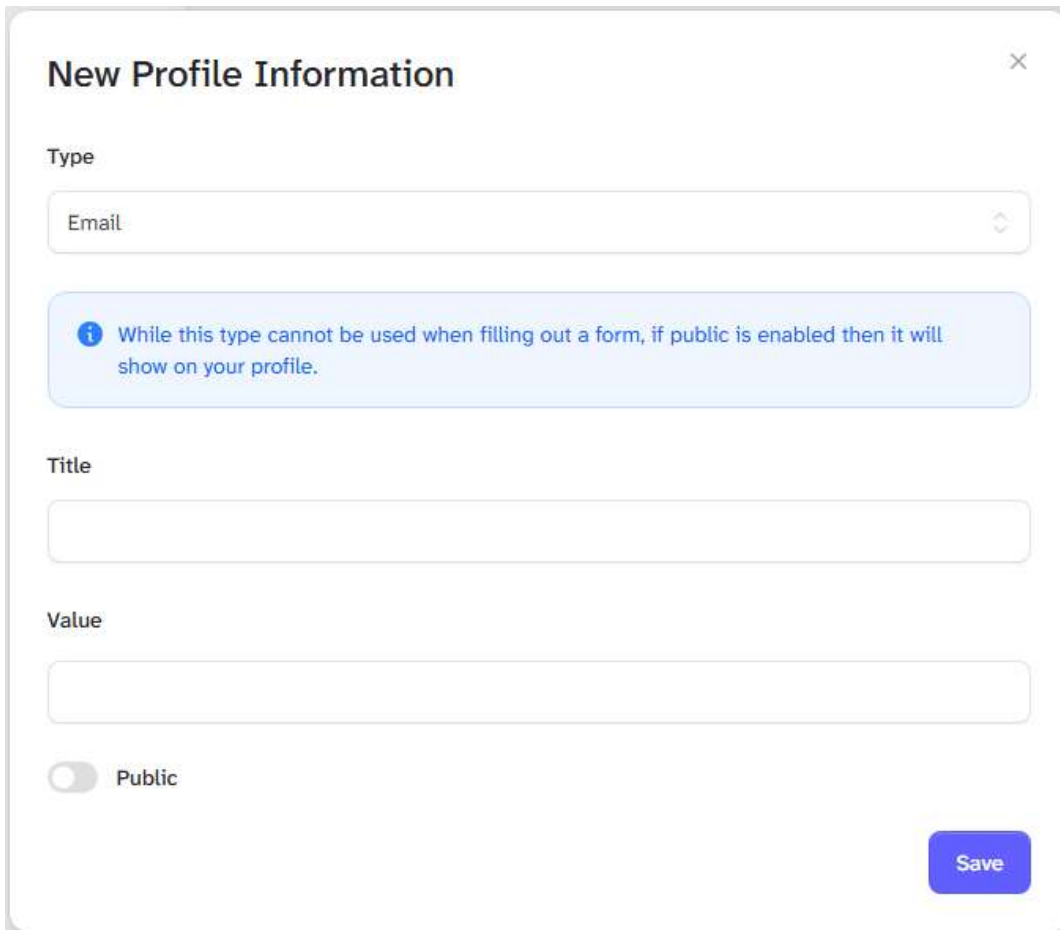
Appears on your public profile.

Save

Once complete select the Save Button

How-2 Guide

Email



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. The form contains the following elements:

- Type:** A dropdown menu with "Email" selected.
- Information:** A light blue box with an information icon and the text: "While this type cannot be used when filling out a form, if public is enabled then it will show on your profile."
- Title:** An empty text input field.
- Value:** An empty text input field.
- Public:** A toggle switch currently turned off, labeled "Public".
- Save:** A blue button labeled "Save" in the bottom right corner.

You can add Multiple Email Address to your Profile.

Enter a Title

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

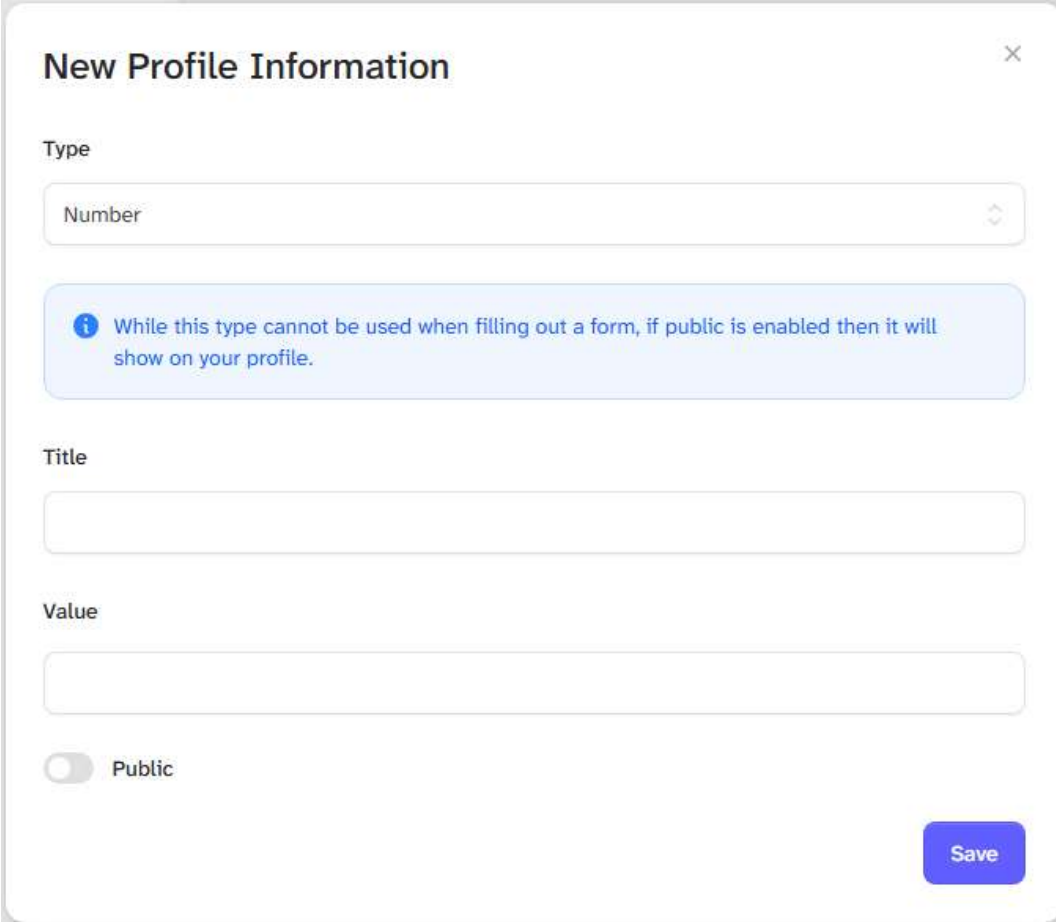
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Number



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. The form contains the following elements:

- Type:** A dropdown menu with "Number" selected.
- Information:** A blue box with an information icon and the text: "While this type cannot be used when filling out a form, if public is enabled then it will show on your profile."
- Title:** An empty text input field.
- Value:** An empty text input field.
- Public:** A toggle switch currently turned off.
- Save:** A blue button labeled "Save" in the bottom right corner.

You can add Multiple Numbers to your Profile.

Enter a Title

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

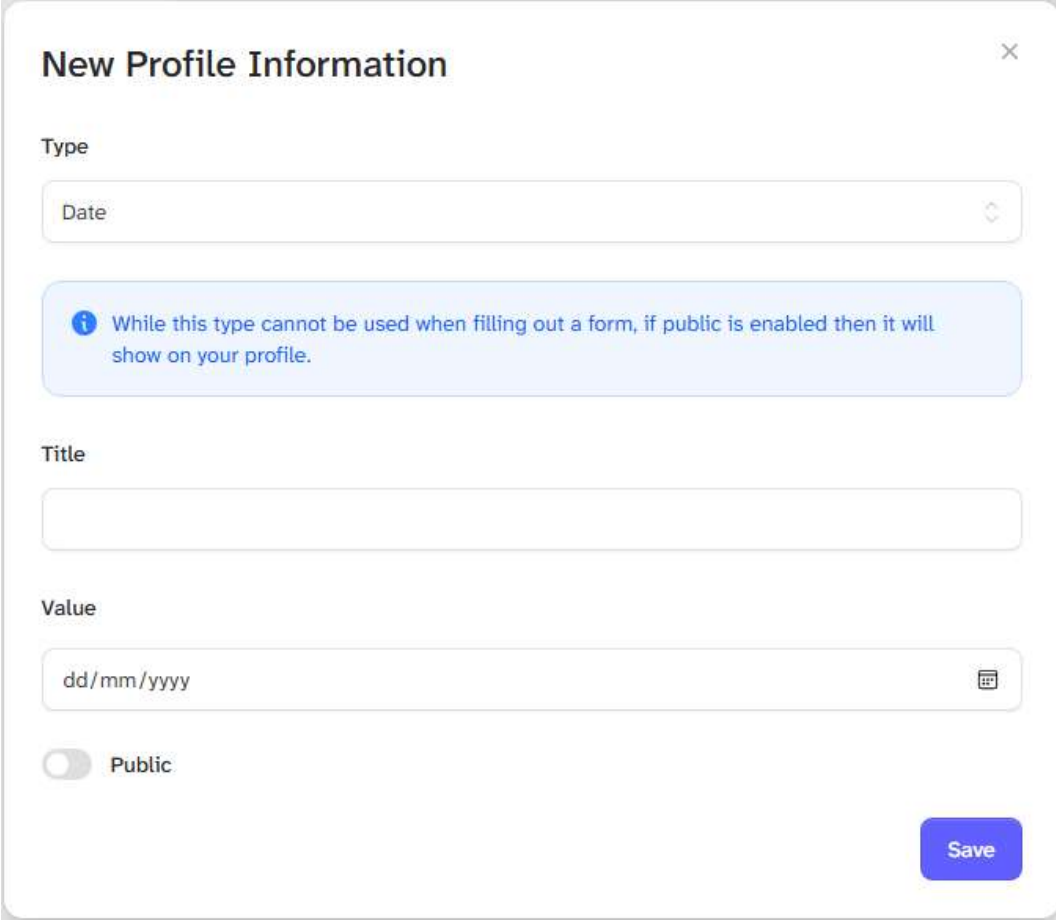
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Date



The screenshot shows a modal window titled "New Profile Information" with a close button (X) in the top right corner. The form contains the following elements:

- Type:** A dropdown menu with "Date" selected.
- Information:** A light blue box with an information icon and the text: "While this type cannot be used when filling out a form, if public is enabled then it will show on your profile."
- Title:** An empty text input field.
- Value:** A text input field containing "dd/mm/yyyy" and a calendar icon on the right.
- Public:** A toggle switch currently turned off, labeled "Public".
- Save:** A blue button labeled "Save" in the bottom right corner.

You can add Multiple Dates to your Profile.

Enter a Title

Enter the required information

Select if you want the information to appear on your public profile or not.

Public

Does not Appear on your public profile.

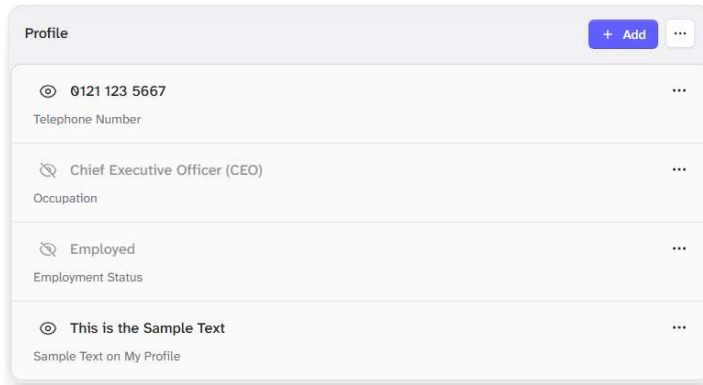
Public

Appears on your public profile.

Once complete select the Save Button

How-2 Guide

Editing your Profile Information



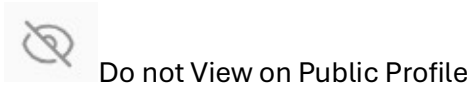
You can edit or remove the information stored in your profile by selecting the Menu ...



You can change if you want to View the information on your public profile page or not

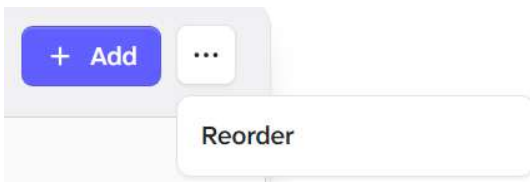


View on Public Profile

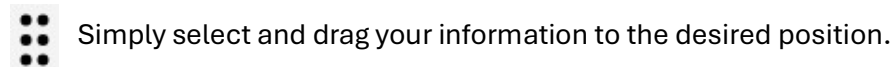


Do not View on Public Profile

By selecting the ... button next to the +Add button You can Reorder the position your information appears on your public profile.

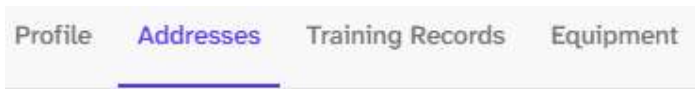


This will show the Move icon next to your information

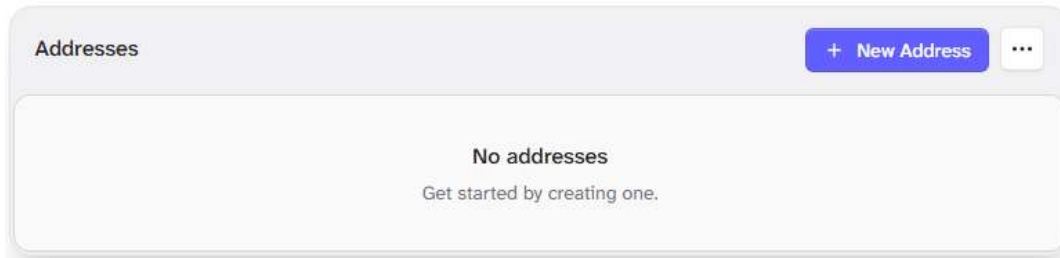


How-2 Guide

Addresses



Add Multiple Addresses these can be used to enter on MrQR Forms



Add New Addresses

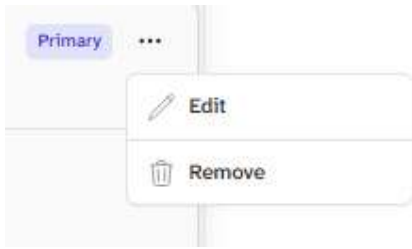
Select the + Add New Address button to enter your address.

A 'Create Address' modal form. It has a title bar with 'Create Address' and a close button. The form contains the following fields: 'Title' (text input), 'Line 1' (text input), 'Line 2' (text input), 'City' (text input), 'Region' (text input), 'Post code' (text input), 'Country' (dropdown menu with 'United Kingdom' selected), and 'Notes' (text area). A blue 'Save' button is located at the bottom right of the form.

Select the Save Button when you have entered your Address.

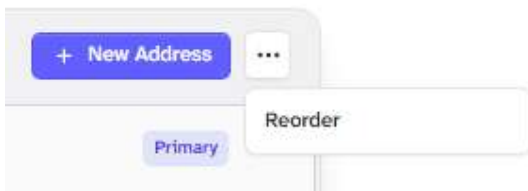
How-2 Guide

Edit & Remove Addresses




Select the Menu ... next to your Address to Edit or Remove It

Reorder Addresses



Select the Menu ... Button to Reorder your Addresses.

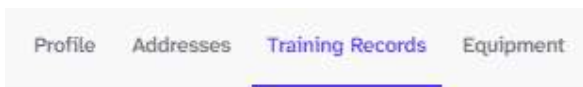
This will show the Move icon next to your Addresses

-  Simply select and drag your Address to the desired position.

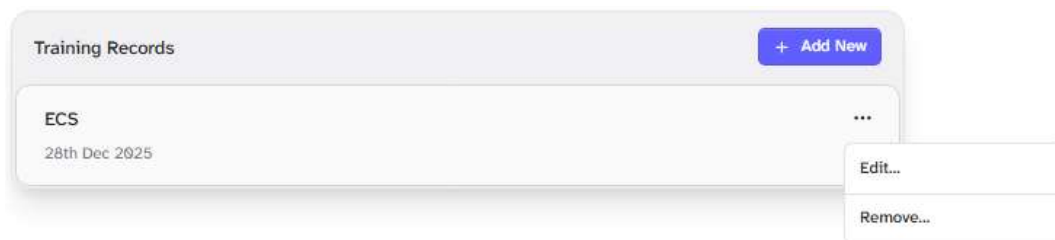
The Top Address will be your Primary Address

How-2 Guide

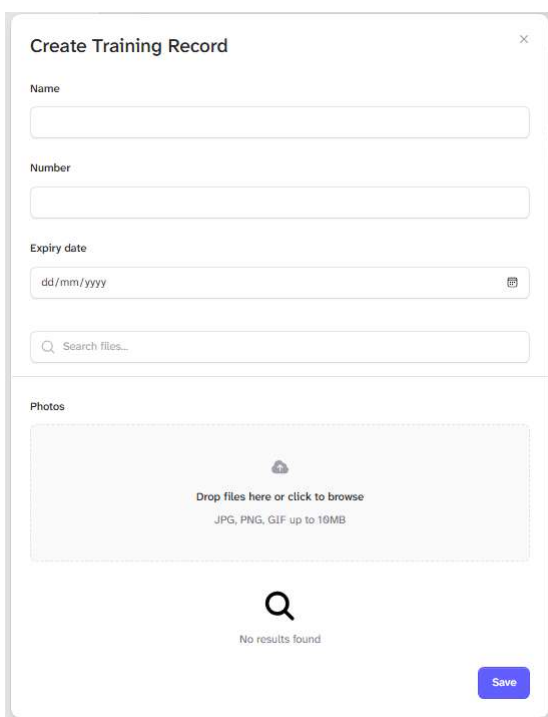
Training Records



Add Multiple Training Records, these can be entered on to MrQR Forms



Select the + Add New Button to add a new Training Record



Add your Training Record, Name e.g. IPaf, ECS, Asbestos Awareness etc,
Add the Training Record Reference Number and Expiry Date.
Upload images of your training Record.
Select the Save button when you have entered the correct information.

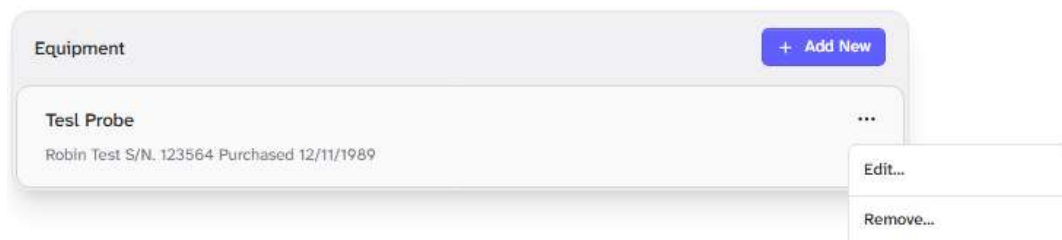
You can edit or remove your training record by selecting the Menu ... next to the Training Record.

How-2 Guide

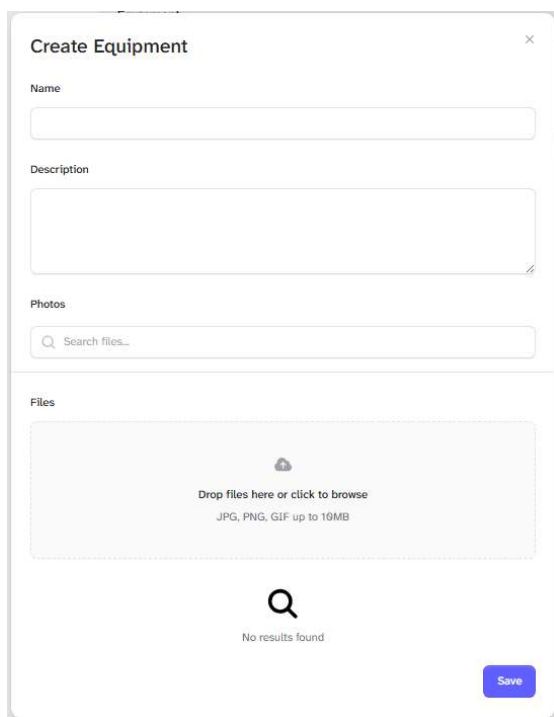
Equipment



Add Multiple Equipment Records, such as Test Equipment and safety equipment, these can be entered on to MrQR Forms



Select the + Add New Button to add a new piece of Equipment.



Add your Equipment, Name,

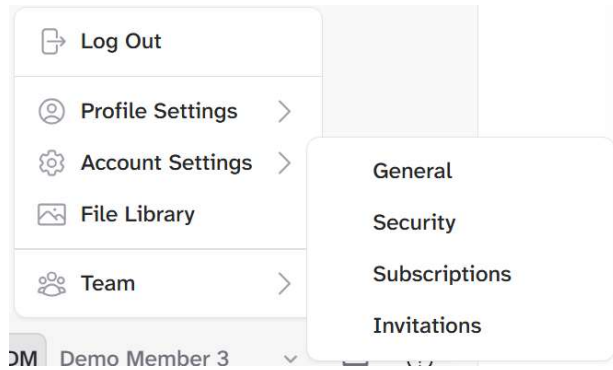
Add a description.

Upload images of your Equipment.

Select the Save button when you have entered the correct information.

You can edit or remove your Equipment by selecting the Menu ... next to the Equipment Record.

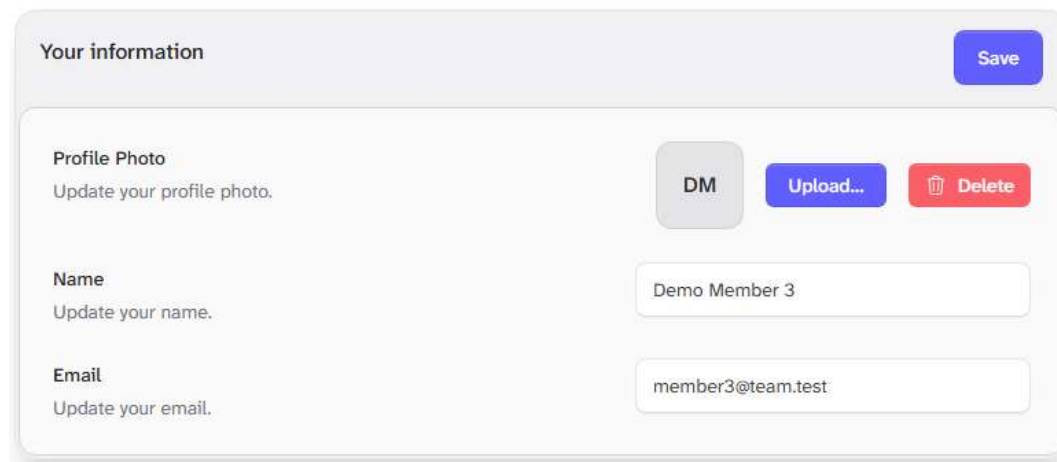
Account Settings



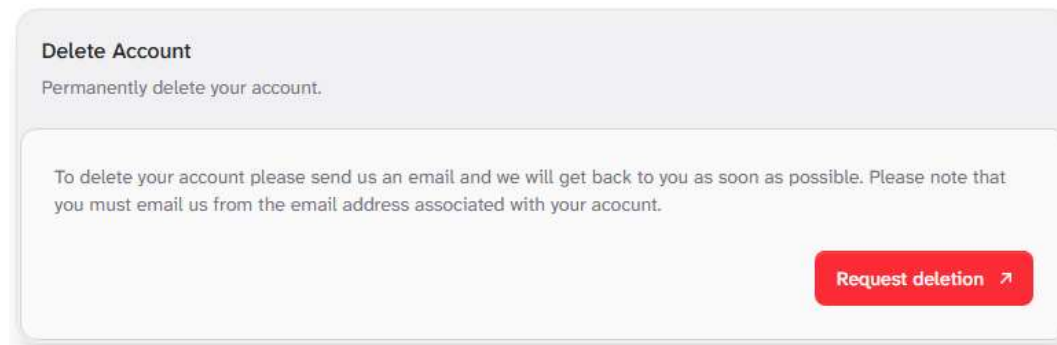
General



Your information



Delete Account



How-2 Guide

Password & Security

General Password & Security Subscriptions Invitations

Update Password

Update Password

Ensure your account is using a long, random password to stay secure.

Current Password

You must confirm your password to make changes.

New Password

Passwords must be at least 8 characters.

Confirm Password

Enter your password again.

Save

Passkeys

Passkeys

Manage your passkeys

+ Create Passkey

No passkeys

Get started by creating one.

Two-Factor Authentication

Two-Factor Authentication

Add additional security to your account using two factor authentication.

Two-Factor Authentication



When two factor authentication is enabled, you will be prompted for a secure, random token during authentication. You may retrieve this token from your phone's Passwords app.

How-2 Guide

Browser Sessions

Browser Sessions

Manage and log out your active sessions on other browsers and devices.

Log Out Other Browser Sessions

Subscriptions

General Password & Security **Subscriptions** Invitations

Subscriptions

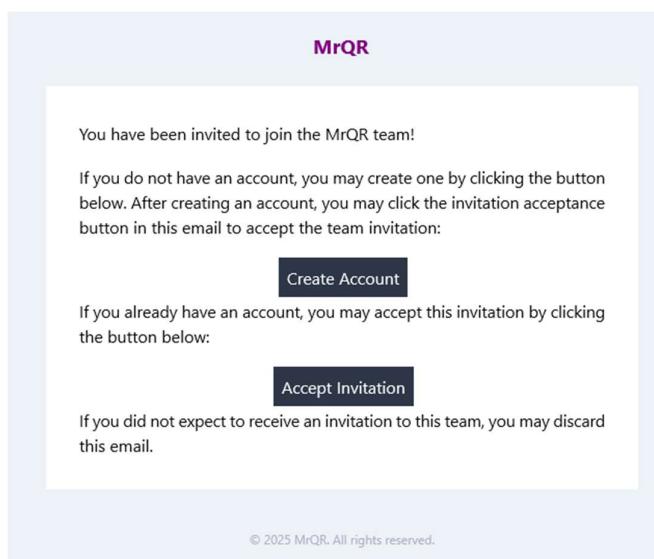


You have no subscriptions.

Invitations

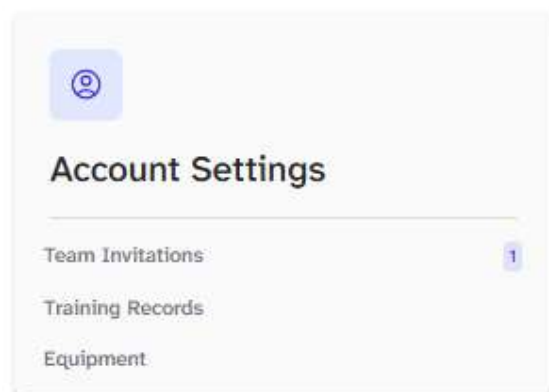


You can be Invited to help manage and MrQR Team. You will receive an email invitation.



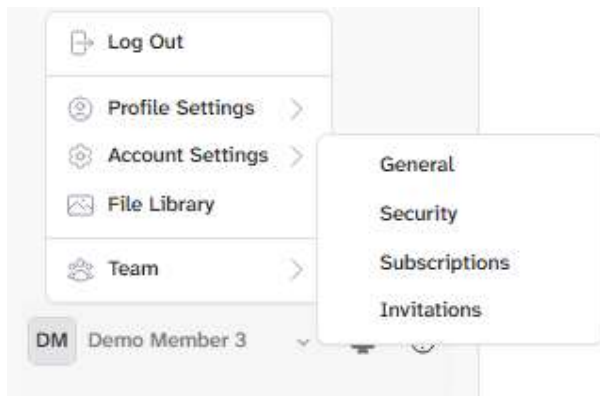
You can Accept or Reject Team Invitations

Unaccepted Invitations can be found as a Number on your Dashboard in your Account settings Card next to Team Invitations.



and can be navigated to within the User Menu > Account Settings > Invitations

How-2 Guide



If you accept the invitation, you will be able to help manage that team using the permissions you have been given.

How-2 Guide

Teams

Switch Team



If you are a member of more than one team you can switch between your teams by selecting Switch Team.

New Team



You can subscribe to a new team, there are various subscription levels to suit your requirements, or create a new free team.

Team Settings



General



Select team Settings > General to change your team's name.

Change your Team Name

General

Team Name
The name used to identify your team.

How-2 Guide

Members

General **Members** Addresses Subscription More ▾

Members

Invite User

member3@team.test	Pending	...
DU Demo User demo@mrqr.me	Verified	Owner

Add User

✕

Email

Permissions

- All
- Forms
 - View Create Update Delete
- Items
 - View Create Update Delete
- Team
 - View Update Delete
- Team members
 - View Create Update Delete

Save

How-2 Guide

Addresses

General Members **Addresses** Subscription More ▾

Addresses + New Address

Home Primary ...

46, WH, BHam, UK, GB

How-2 Guide


Subscriptions

- General
- Members
- Addresses
- Subscription**
- More ▾

Enterprise Team Demo

£499.99 per month [Change Plan](#)

Your subscription renews 3 days from now on 25th December 2025.

Payment Method
Visa **** 4242 

Usage

Resource Usage

How-2 Guide

More

General Members Addresses **Subscription** More ▾

- Transfer
- Delete

Transfer

Transfer Team

Transfer this team to another verified member of this team.

ⓘ This action cannot be undone
After the user accepts the invitation, you will no longer be the owner of this site.

ⓘ Your subscription will not be transferred
Your subscription will be cancelled and the new owner will need to re-subscribe.

Transfer Team...

Delete

Delete Team

Delete this team, all of its resources and data.

ⓘ This action cannot be undone
Once a site is deleted, all of its resources and data will be permanently deleted. Before deleting this site, please download any data or information regarding this site that you wish to retain.

Delete Site...

Error Message & Banners

Occasionally you will receive error messages as below

Item Limit



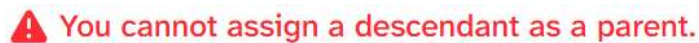
This is displayed when you have reached the maximum number of items your plan allows. You will need to delete items or upgrade your plan to add more items

Cannot Archive Item



The item has child items that need to be unlinked.

You cannot assign a descendant as a parent.



Cause: The Item you are trying to Assign is already assigned as a child.

You do not have permission to assign this item to the selected parent.



Cause: The item is already assigned to your item.