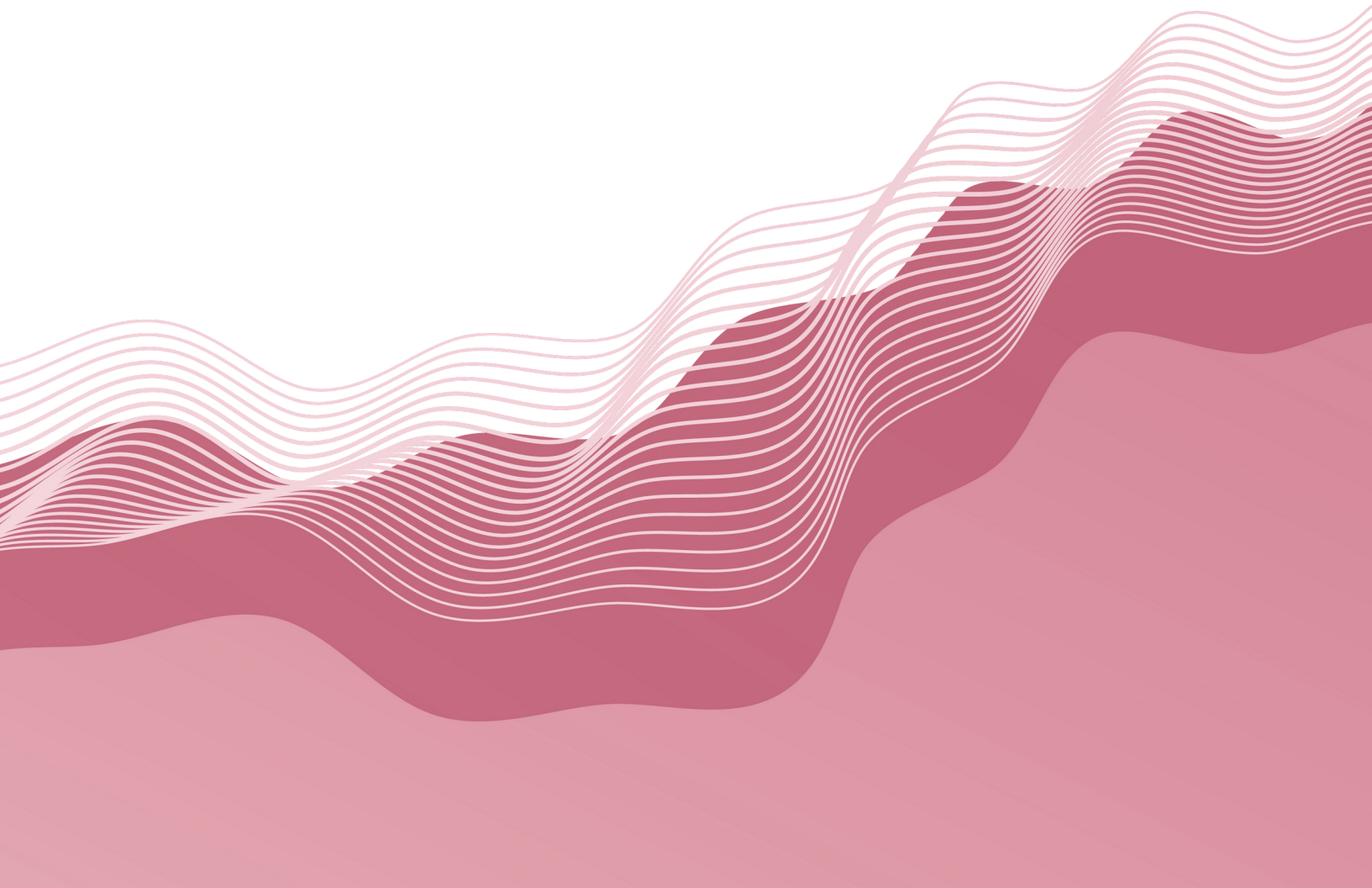




QR Code Generator

Administrator Guide

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Introduction

Product Overview

Vitextra QR Code Generator is a SharePoint Framework (SPFx) web part that creates customizable QR codes directly on SharePoint Online pages and in Microsoft Teams. Users encode a link, a text, a business card, guest Wi-Fi access, an email, an SMS, a phone number, a location or a calendar event, style the code with the colors and the logo of the company and download it or copy it to the clipboard.

The code is generated entirely in the browser of the user. The entered data is not sent to an external service, and the package requests no API permissions. The configuration of the web part is saved with the page, so a page author can publish a prepared code that every visitor sees at once.

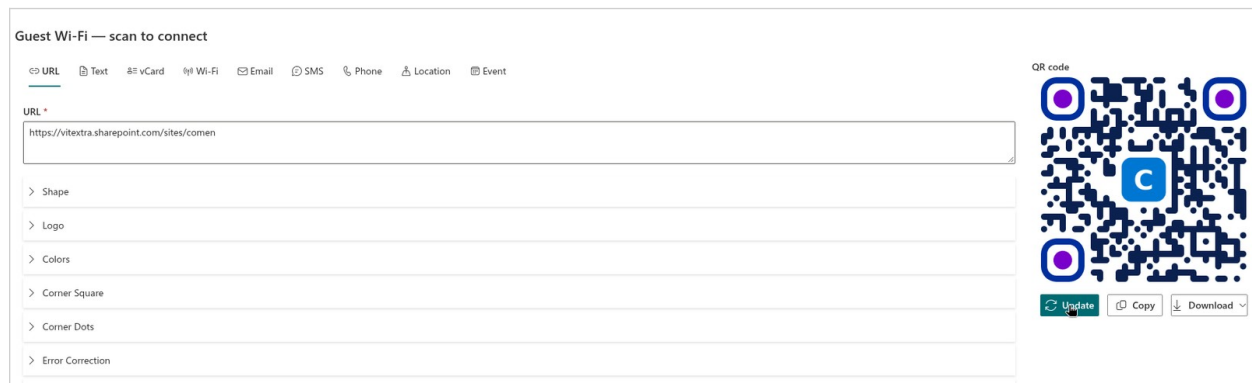


Figure 1. QR Code Generator on a SharePoint page

Key Features

- **Nine data types:** URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event.
- **Design:** six dot shapes, colors with transparency, a linear or radial gradient, the shape and color of the corner markers.
- **Logo** in the center of the code with adjustable size and margin.
- **Error correction** levels Low, Medium, Quartile and High.

- **Output:** download as PNG, JPEG, SVG or WebP, or copy to the clipboard as PNG; image size from 300 to 4000 pixels.
- **Configuration saved with the page:** a prepared code is shown to every visitor.
- **Microsoft Teams:** personal app and channel tab.
- **Privacy:** client-side generation, no API permissions.

Target Audience

This guide is intended for Microsoft 365 and SharePoint administrators who install the solution, and for site owners and page editors who place the web part on pages and publish prepared codes. It describes installation, licensing, configuration, security, Microsoft Teams and troubleshooting.

People who only make codes on a page do not need this guide. For them, see the *QR Code Generator. User Guide*.

Solution Architecture

Components

The solution package contains one web part:

Table 1. Components of the solution package

Component	Name in the toolbox	Purpose
QR Code Generator	QR Code Generator (group Advanced)	Creates QR codes from the entered data. Available on pages, as a full-page app, as a Microsoft Teams tab and as a Teams personal app.

The web part has two areas: on the left the **data tabs** and seven collapsible **design sections** — **Shape**, **Logo**, **Colors**, **Corner Square**, **Corner Dots**, **Error Correction** and **Size**; on the right the **QR code** preview with the **Update**, **Copy** and **Download** buttons. All settings are in the web part itself; the property pane contains only the **About** group with the license information.

Data Access and Security

QR Code Generator is a client-side SPFx solution:

- the QR code is drawn in the browser; the data from the fields is not sent to a server, and **Download** and **Copy** create the image locally;
- the package requests no API permissions and does not call Microsoft Graph; nothing has to be approved on the **API access** page of the SharePoint admin center;
- the web part does not read or change lists, libraries, files or user profiles; it takes only the address of the current site to pre-fill the **URL** field;
- the uploaded logo is not saved to a library; it is kept inside the configuration of the web part.

The web part contacts Vitextra services only for the license check (tenant ID, user account ID, site address, product name and version) and for usage telemetry in Azure Application Insights. None of the requests contains the entered data or the generated code.

Where the Configuration Is Stored

When a page with the web part is edited and saved, the whole configuration is saved with it as a property of the web part inside the page: the values of the fields on all data tabs, the design, the logo, the error correction level and the size.

! Important

The configuration is stored as plain text and is readable by everyone who can open the page, including a Wi-Fi password. SharePoint also keeps it in the version history of the page. Do not save the passwords of corporate networks or other secrets in the web part, and publish codes with sensitive data only on pages whose audience matches the audience of the code.

Data that a visitor enters on a published page without editing it is not stored anywhere and disappears after a reload.

Network Requirements

If your organization restricts outbound traffic, make sure that browsers can reach the following endpoints:

Table 2. Endpoints used by the web part

Endpoint	Purpose
<code>https://static.vitextra.com</code>	Web part scripts and icons (the package does not include client-side assets).
<code>https://vitextra-storage.azureedge.net</code>	Product resources from the Vitextra content delivery network.
<code>https://vitextra.com</code>	License status.
Azure Application Insights	Usage and error telemetry.

Localization

The user interface is available in 50 languages, including English, German, French, Latvian, Russian, Spanish, Japanese and Chinese. The language follows the language of the user. The web part follows the site theme, including dark themes and the color variants of page sections; the QR code itself keeps its own colors.

Installation

Software Requirements

Deployment Requirements

SharePoint Online (Microsoft 365). The tenant must have an app catalog.

! Important

QR Code Generator is an SPFx solution for Microsoft 365 and cannot be installed on SharePoint Server. It works on modern pages only and cannot be added to classic pages.

Client Requirements

Desktop browsers:

- Microsoft Edge (latest released version)
- Google Chrome (latest released version)
- Mozilla Firefox (latest released version)
- Apple Safari (latest released version)

Microsoft Teams: the desktop client, the web version and the mobile apps.

Required Permissions

Table 3. Roles required for installation and use

Task	Required role or permission
Upload the package to the tenant App Catalog	SharePoint Administrator, or owner of the App Catalog site
Make the app available in Microsoft Teams	SharePoint Administrator; the Teams app policy must allow custom apps
Add the web part to a page, save a prepared code	Edit permission on the page

Task	Required role or permission
See the prepared code, make, copy and download codes	Read permission on the page

Installation Package

The solution is distributed through two channels:

- Vitextra Download Center (<https://vitextra.com/en/downloads>)
- Microsoft AppSource



Tip

The Download Center provides new versions as soon as they are released. Publication in AppSource can take up to two weeks because of the Microsoft verification process.

The package from the Download Center is a ZIP archive named `Vitextra.QRCodeGenerator.<year>Q<quarter>.zip`. Extract it before installation: it contains the solution file `vitextra.qr-code-generator.sppkg`.

Deploying the Package

1. Open the [Microsoft 365 admin center](#) and go to **Admin centers** → **SharePoint**.
2. In the SharePoint admin center, select **More features** and click **Open** under **Apps**.
3. Click **Upload** and select the extracted file `vitextra.qr-code-generator.sppkg`.
4. In the confirmation dialog, select **Enable this app and add it to all sites** and click **Enable app**.
5. Wait until **Vitextra QR Code Generator** appears in the list of apps.

The package is built for tenant-wide deployment: after this step the web part is available on every site and does not have to be added to sites through **Add an app**.

**Note**

QR Code Generator requests no API permissions. There is nothing to approve on the **API access** page of the SharePoint admin center. The detailed procedure is described in [KB10263. How to Add QR Code Generator to a Page and Create Your First QR Code.](#)

Making the App Available in Microsoft Teams

1. In the App Catalog (**More features** → **Apps** → **Manage apps**), select **Vitextra QR Code Generator**.
2. Click **Add to Teams** (in the classic App Catalog: **Sync to Teams** on the **Files** tab).
3. In Microsoft Teams, open **Apps** → **Built for your org** and find the **QR Code** app.

The Teams app is linked to the SharePoint package, so updates installed in the App Catalog apply to Teams as well. See the section *Microsoft Teams* below.

Licensing and Activation

QR Code Generator is a subscription product. After deployment, a trial period with full functionality starts automatically. When the trial ends, the web part shows the message *We hope you enjoyed your free trial. Buy it now to keep it working.* instead of the generator until a license is assigned to your tenant. Codes that were downloaded or printed earlier continue to work.

To activate the product:

1. Find your tenant ID: open the web part properties. The **About** group shows the **Tenant** field.
2. Purchase a subscription on vitextra.com.
3. In **Account** → **My Subscriptions**, open the subscription, select **Assign License** and enter the tenant name and ID.

The **About** group shows the license **Status** (**Trial version** with the number of remaining days, **Active**, **Expired** or **Suspended**), the **Version** of the web part, the **Start Date** of the subscription and the **Tenant**.

 Note

For details, see [KB10206. Vitextra Licensing and Account: How to Buy and Activate a License](#) and [KB10037. Manage Your Subscription](#).

Adding the Web Part to a Page

1. Open a modern page and click **Edit**. To create a new page, select **New** → **Page** on the site.
2. Hover over a section and click **+** (Add a new web part).
3. Type *QR* in the search box of the toolbox and select **QR Code Generator**.

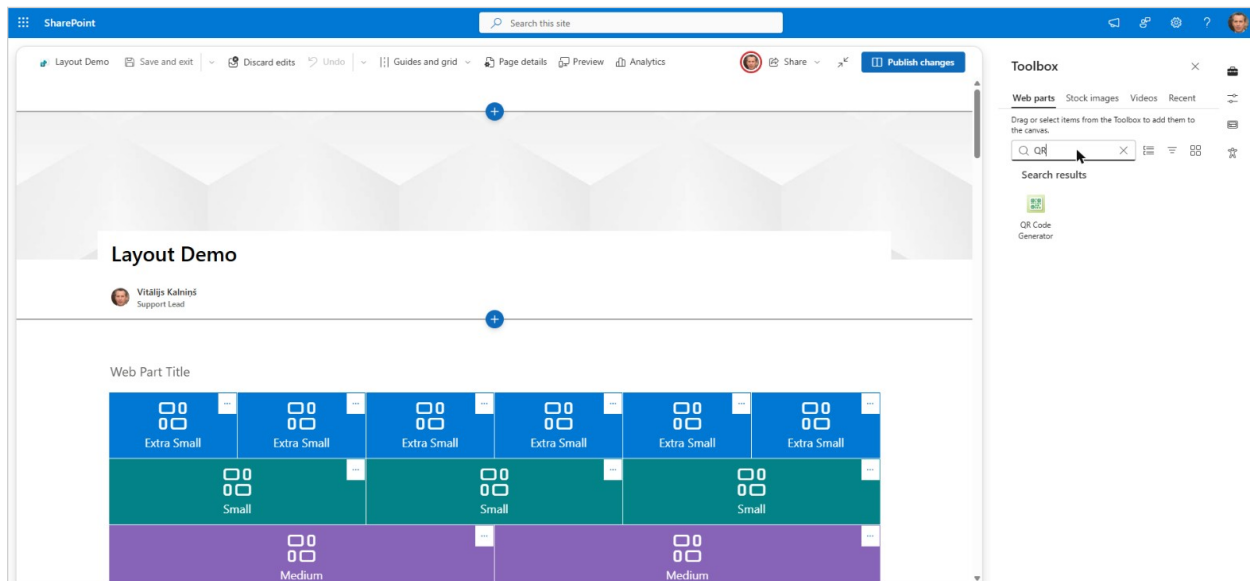


Figure 2. QR Code Generator in the web part toolbox

The web part needs no configuration: it appears ready to work, with the **URL** tab selected and the address of the current site entered, so the first QR code is shown immediately. While the page is in edit mode, you can type a heading in the **Web Part Title** placeholder above the generator.

Web Part Title

URL Text vCard Wi-Fi Email SMS Phone Location Event

URL *

<https://vitextra.sharepoint.com/sites/comen/SitePages/Budget-season-is-open.aspx>

> Shape

> Logo

> Colors

> Corner Square

> Corner Dots

> Error Correction

> Size

QR code



Update Copy Download

Figure 3. The web part after it is added

 Tip

The web part can be the only content of a page: create the page from the **Apps** template (single-part app page) and select **QR Code Generator**. It also supports full-width sections.

Configuring the Web Part

All settings are made in the web part itself, not in the property pane. Changes made while the page is in edit mode are saved with the page when it is saved or published.

Data Tabs

The tab defines what the code contains and what happens after scanning. Only the selected tab is encoded; the values of the other tabs are kept.

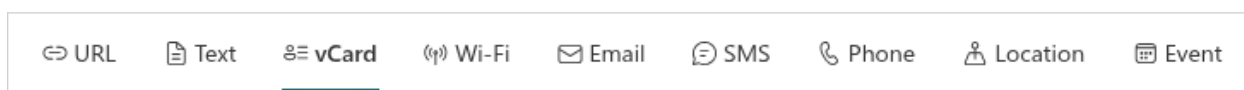


Figure 4. Data tabs

Table 4. Data tabs and required fields

Tab	Required fields	Result of scanning
URL	URL	The page opens in the browser
Text	Text	The text is shown
vCard	First Name	A contact is offered for the address book
Wi-Fi	Network; Password unless Encryption is None	The phone connects to the network
Email	Email	A new message opens in the mail app
SMS	Phone number	A message opens in the messaging app
Phone	Phone number	The phone offers to call the number
Location	Latitude, Longitude	The point opens in the maps app
Event	Title, Start	The event is offered for the calendar

While a required field is empty, the preview shows *One or more required fields is empty*. Check that all required fields are filled in and try again, and the buttons are disabled. Field descriptions are in the *QR Code Generator. User Guide* and in [KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event](#).

Design Sections

Table 5. Design sections and default values

Section	Settings	Default
Shape	Six styles of the dots	Square
Logo	Upload image (JPG, JPEG, PNG, SVG), Logo size 0.1–0.5, Logo margin 0–20	No logo; size 0.4, margin 5
Colors	Color , Background Color with transparency, Gradient (Linear or Radial) with Second Color	Blue #166aae, transparent background, no gradient
Corner Square	Type (Circle , Square , Rounded Rectangle) and Color	Square, blue
Corner Dots	Type (Dot , Square) and Color	Square, blue
Error Correction	Low , Medium , Quartile , High	Quartile
Size	Size of the downloaded and copied image, 300–4000 pixels in steps of 100	1200



Note

The background is transparent by default. For codes that will be shown on dark sections, in the dark theme of Teams or downloaded as JPEG, set an opaque light **Background Color**. For a logo, use **Quartile** or **High** error correction.

Publishing a Prepared Code

1. Open the page and click **Edit**.
2. Select the tab and fill in the data, for example **Network**, **Password** and **Encryption** on the **Wi-Fi** tab.
3. Set up the design and, if needed, upload a logo.
4. Type a heading in **Web Part Title**, for example *Guest Wi-Fi — scan to connect*.
5. Clear the fields of the tabs that you do not use; their values are saved too.
6. Scan the preview with a smartphone and make sure that the code works.
7. Click **Republish** (or **Publish** for a new page).

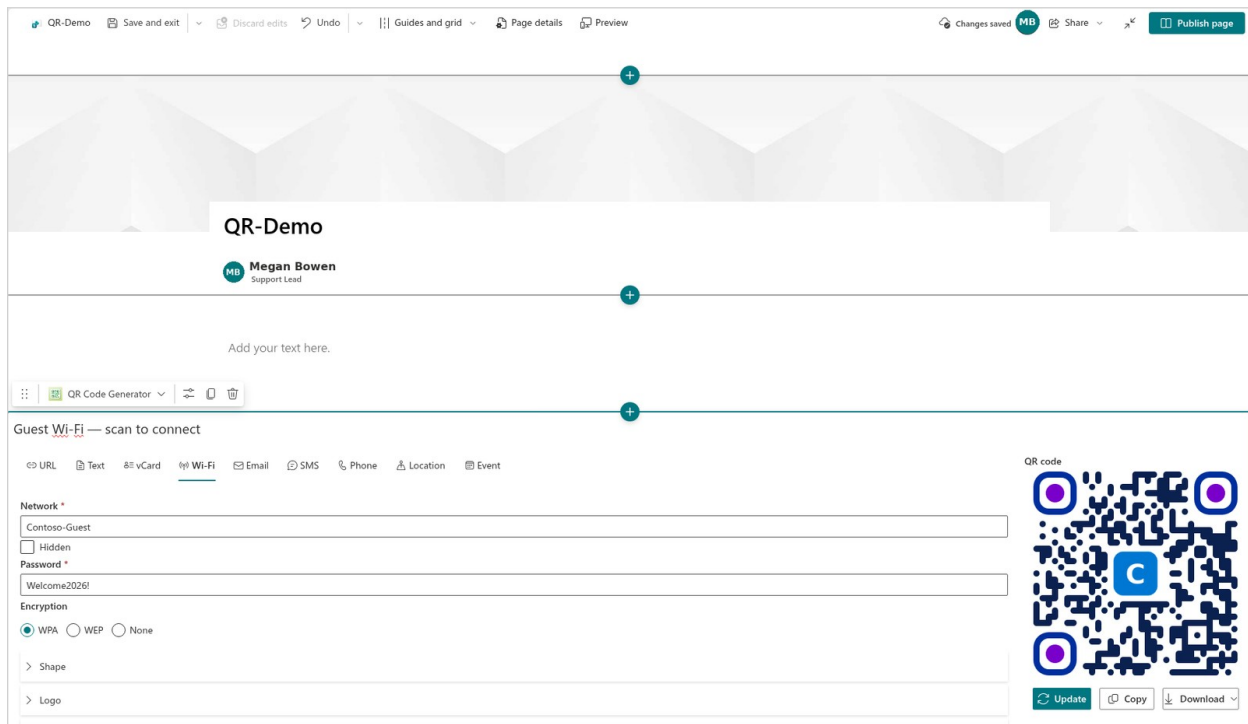


Figure 5. Preparing a code in edit mode

Visitors see the prepared tab and code at once. They can also change the data or the design and download their own codes, but these changes are not saved and disappear after a reload. The web part has no mode that shows the code alone: the fields are always visible next to the code. To show a code alone, download it and insert it with the standard **Image** web part.

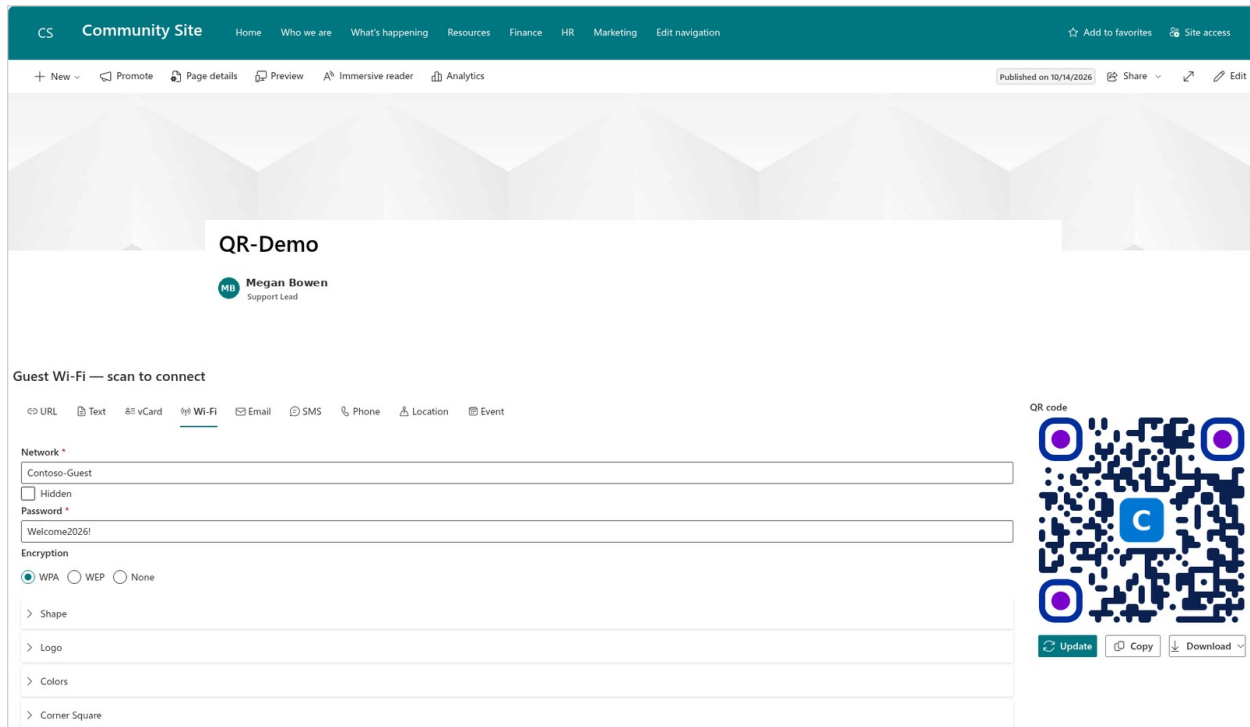


Figure 6. Published code as visitors see it

Each instance of the web part keeps its own data and design. A page copy (**Copy of this page**) and a page template keep the configuration, which makes it easy to reuse a corporate design.

Microsoft Teams

After the app is made available in Teams (see *Installation*), it can be used in two ways:

- **Personal app.** A user opens **Apps** → **Built for your org**, selects **QR Code** and clicks **Add**. The personal app has no page to store settings, so it always starts with the default design and the **URL** tab. A Teams administrator can pin the app for everyone with an app setup policy.
- **Channel tab.** A team member clicks **+** in the tab bar of a channel, selects **QR Code**, prepares the code in the configuration dialog and clicks **Save**. The tab shows the prepared code to every member; a team owner changes it later with **Settings** in the tab menu.

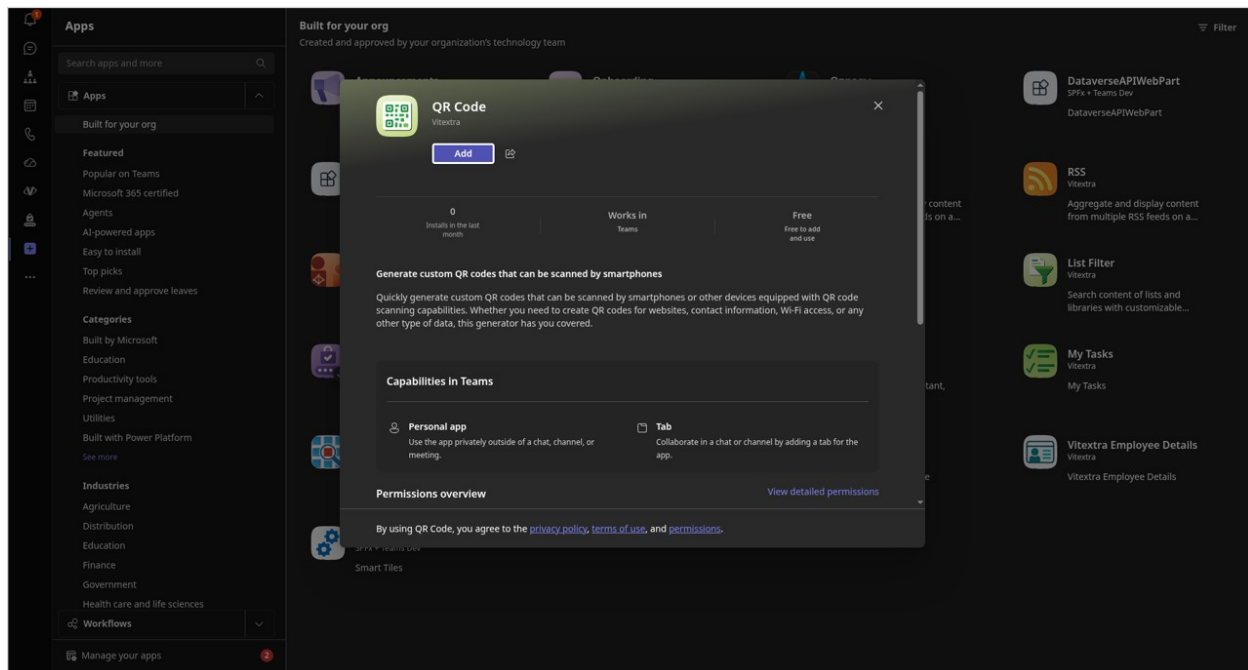


Figure 7. QR Code app in Microsoft Teams

! Important

Everything saved in a channel tab is readable by every member of the team, and in a shared channel by its external members too. **Copy** depends on the clipboard access of the Teams client; if *Copied to clipboard* does not appear, use **Download**.

Updating the Product

To install a new version, upload the new `vitextra.qr-code-generator.sppkg` file to the App Catalog, confirm replacing the existing package and select **Enable this app and add it to all sites** again. All pages and Teams tabs load the new version automatically, and the saved configuration of existing web parts is preserved. See [KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online](#).

When a newer version is available than the one running on a page, the web part shows the message *There is a new version of this app. Get it now.* to the page editor.

 Note

The product uses calendar versioning (year.month.build). Version 26.9.1 added the Text, Email, Phone, Location and Event tabs, **Copy**, **Size**, logo size and margin, gradient, error correction and the configuration saved with the page, and corrected Wi-Fi and vCard codes. If you used the **Wi-Fi** tab before 26.9.1, create the Wi-Fi codes again and replace the printed copies; see [KB10278. QR Code Generator 26.9.1 Release Notes](#).

Uninstalling

1. Remove the web part from all pages and Teams tabs where it is used.
2. In the App Catalog, select **Vitextra QR Code Generator** and click **Delete**. Delete it from the recycle bin of the App Catalog site if needed.
3. In the Teams admin center, remove or block the **QR Code** app if it was synchronized with Teams.

Codes that were downloaded or printed keep working after uninstalling, because they contain the data itself. Earlier versions of pages may still contain saved configurations in their version history.

Troubleshooting and FAQ

The code is not read by a phone.

Most often the background is transparent and the code is shown on a dark surface, or a JPEG file has turned the transparent background black. Set an opaque light **Background Color**, keep the dots dark, reduce **Logo size** or raise **Error Correction** to **High**, shorten the data and print the code at least 2 × 2 cm. See [KB10276. Why Doesn't My QR Code Scan?](#).

The preview shows a message instead of the code.

A required field of the selected tab is empty. On the **Location** tab both coordinates must be numbers with a period as the decimal separator.

The settings are lost after the page is reloaded.

The configuration is saved only when the page is edited and then saved or published. Changes made in read mode live until the reload by design. The personal app in Teams never keeps settings.

Copy does nothing.

The browser or the Teams client has not allowed access to the clipboard. Allow it for the site or use **Download**.

The logo is not uploaded.

Only JPG, JPEG, PNG and SVG files are accepted. Use a logo of a few hundred pixels: the image is stored in the page and a large file makes the page heavier.

Can codes be generated in bulk or from a SharePoint list?

No. The web part makes one code at a time from its fields and is not connected to lists or other web parts. It makes QR codes only, not other barcode types.

Can the scans be counted?

No. The codes are static and are read without any request to the web part. To measure interest, encode a link to a page with page analytics.

Can the web part be used on SharePoint Server?

No. QR Code Generator is an SPFx solution for SharePoint Online and Microsoft Teams only.

Appendices

Additional Resources

- [QR Code Generator product page](#)
- [KB10262. QR Code Generator: Solution Overview](#)
- [KB10263. How to Add QR Code Generator to a Page and Create Your First QR Code](#)
- [KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event](#)
- [KB10269. Publishing a Preconfigured QR Code on a SharePoint Page](#)
- [KB10273. Error Correction and Size: Making QR Codes Reliable to Scan and Print](#)
- [KB10274. How to Add QR Code Generator to Microsoft Teams](#)
- [KB10275. Privacy and Security in QR Code Generator: Where Your Data Is Processed and Stored](#)
- [KB10276. Why Doesn't My QR Code Scan?](#)
- [KB10277. QR Code Generator: Frequently Asked Questions](#)

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