KNOWLEDGE BASE ARTICLE

How to Add QR Code Generator to a Page and Create Your First QR Code

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Introduction

QR Code Generator is delivered as a single **SharePoint** Framework package. A SharePoint administrator uploads the package to the **app catalog** of the **tenant** once, and after that any page author can add the **web part** to a page. This article walks through the whole path: from the downloaded ZIP file to the first **QR code** saved on your computer.

Prerequisites

Before you start, make sure that:

- the tenant has an app catalog. If it does not, a SharePoint administrator creates it in the **SharePoint admin center** under **More features** > **Apps**;
- you are a SharePoint administrator, or a member of the owners group of the app catalog, to upload the package;
- you are an owner of the **site**, or have edit permission on the page, to add the web part;
- you have the downloaded package. It is a ZIP file named `Vitextra.QRCodeGenerator.<year>Q<quarter>.zip`, for example `Vitextra.QRCodeGenerator.2026Q4.zip`, and it contains the solution file `vitextra.qr-code-generator.sppkg`. Extract the `.sppkg` file before uploading.

Note

QR Code Generator builds the code in the browser and requests no additional API permissions. There is nothing to approve on the **API access** page of the SharePoint admin center.

Step 1. Upload the package to the app catalog

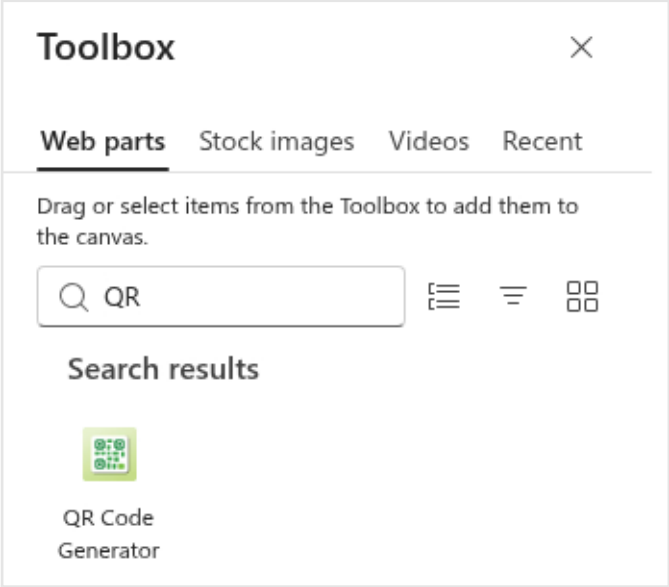
1 Open the app catalog site of the tenant and go to **Apps for SharePoint**.
2 Upload `vitextra.qr-code-generator.sppkg` or drag it into the **list**.
3 In the dialog that opens, select **Enable this app and add it to all sites** and confirm with **Enable app**. The package is built for tenant-wide deployment, so after this step the web part is available on every site of the tenant and does not need to be added to a site through **Add an app**.

The generic procedure, with screenshots of the app catalog and the deployment dialog, is described in KB10035. How to Install a Vitextra Product in SharePoint Online.

Step 2. Add the web part to a page

1 Open the modern page that should show the generator and click **Edit** in the top right corner. If you need a new page, create it from **New** > **Page** on the site.
2 Hover over the place in a section where the web part should go and click the **+** (plus) button.
3 In the toolbox, type *QR* in the search box and select **QR Code Generator**. The web part is listed in the **Advanced** group.

The web part needs no configuration: it appears on the page ready to work, with the **URL** tab selected and the address of the current site already entered, so the first QR code is shown immediately.



The QR Code Generator web part in the toolbox of the page

Tip

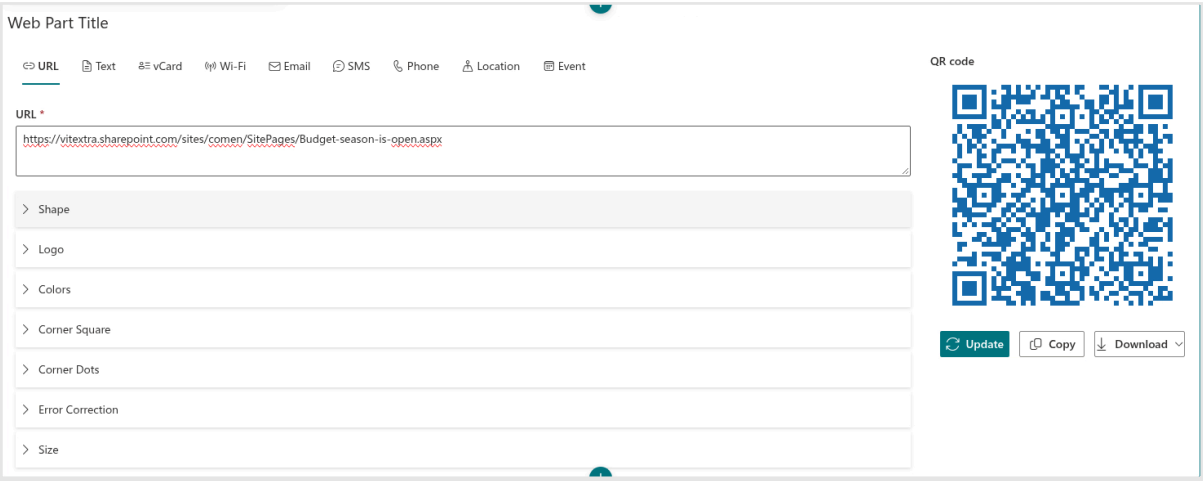
While the page is in edit mode, you can type a heading above the generator in the **Web Part Title** placeholder, for example *Scan to open the event page*.

Step 3. Create your first QR code

1 Stay on the **URL** tab and replace the address in the **URL** field with the link that the code should open, for example a link to a **news post** or a document.
2 Look at the **QR code** preview on the right: it is rebuilt after every change. The **Update** button redraws the preview on demand.
3 Point the camera of a smartphone at the preview and check that the link opens.

To encode something other than a link, select another tab - **Text**, **vCard**, **Wi-Fi**, **Email**,

SMS, **Phone**, **Location** or **Event**. If the tabs do not fit the width of the web part, the remaining ones are behind the **...** (more) button at the end of the row. The fields of every tab are described in KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event.



A QR code for a link on the URL tab

Note

If a required field of the selected tab is empty, the preview shows the message *One or more required fields is empty. Check that all required fields are filled in and try again*, and the **Update**, **Copy** and **Download** buttons are disabled.

Step 4. Download or copy the code

- Click **Download** and choose the format - **PNG**, **JPEG**, **SVG** or **WebP**. The file is saved to the downloads folder of the browser under the name `qrcode`.
- Click **Copy** to put the code on the clipboard as a PNG image and paste it into an email, a document or a presentation. The message *Copied to clipboard* confirms the action.

The choice of the format and the size of the image are explained in KB10268. Downloading and Copying a QR Code: PNG, JPEG, SVG and WebP.

Publish the page

Click **Republish** (or **Publish** for a new page). The generator is saved with the data and design it had at that moment, so the visitors of the page see the same QR code that you prepared. They can also enter their own data and download their own codes; their changes are not saved. See KB10269. Publishing a Preconfigured QR Code on a SharePoint Page.

Updating to a new version

A new release of QR Code Generator is installed the same way as the first one: upload the new `vitextra.qr-code-generator.sppkg` to **Apps for SharePoint**, confirm that you want to replace the existing file, and select **Enable this app and add it to all sites** again. Every page with the web part picks up the new version on the next load, and the saved configuration of the existing web parts is preserved. 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. The generic procedure is described in KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.

Summary

Installing QR Code Generator means uploading one `.sppkg` file to the app catalog with tenant-wide deployment and adding the **QR Code Generator** web part to a page. The web part works without configuration: enter the data on one of the tabs, check the preview with a smartphone and take the result with **Download** or **Copy**.

Tip

To give the code the colors and the logo of your company, see KB10265. Customizing the QR Code Design: Shape, Colors, Gradient and Corners and KB10266. How to Add a Company Logo to a QR Code.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

News Post
A news post is a site page of the News Post type that is used to share announcements, status updates, and stories with other people in an organization. News posts appear in the News web part and on the SharePoint start page.

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

Site

Terms

A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.