

How to use QR codes to kick off your digital transformation

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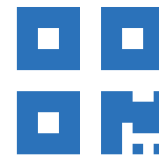
This tip is simple, fast, and provides everyone carrying a smartphone with instant access to digital files – best of all it's free!

This eliminates the need to print a new sheet of paper every time details change, provides everyone with easy access to critical information, and gives you a little taste of how much easier and productive work can be with collaborative software. Follow the steps below to help you use QR codes to deliver important information.

- 1 Publish your documents to Google Drive, Microsoft OneDrive, or other location that your organization can access online.



- 2 Using the Chrome browser, right-click on the published page and select "Create QR code for this page" from the menu.



- 3 Print the QR Code and post it in a visible, relevant area.



- 4 Many newer phones have QR scanners built into their cameras. If needed, prompt everyone to download a QR Scanner from Google Play or the Apple App store and voila! Instant access to digital files.



There are many ways to use QR Codes to deliver and retrieve important information.

Here are a few ideas to get you started:

- On hard hats, linking to profiles and certifications
- Outside of workspaces with hazardous materials, linking to WHMIS data sheets
- Hosted Equipment Manual or Operations video
- Link to Online Learning Portals
- Inspection Sheets and Policies & Procedures

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