QRelix

HOW-TO GUIDE

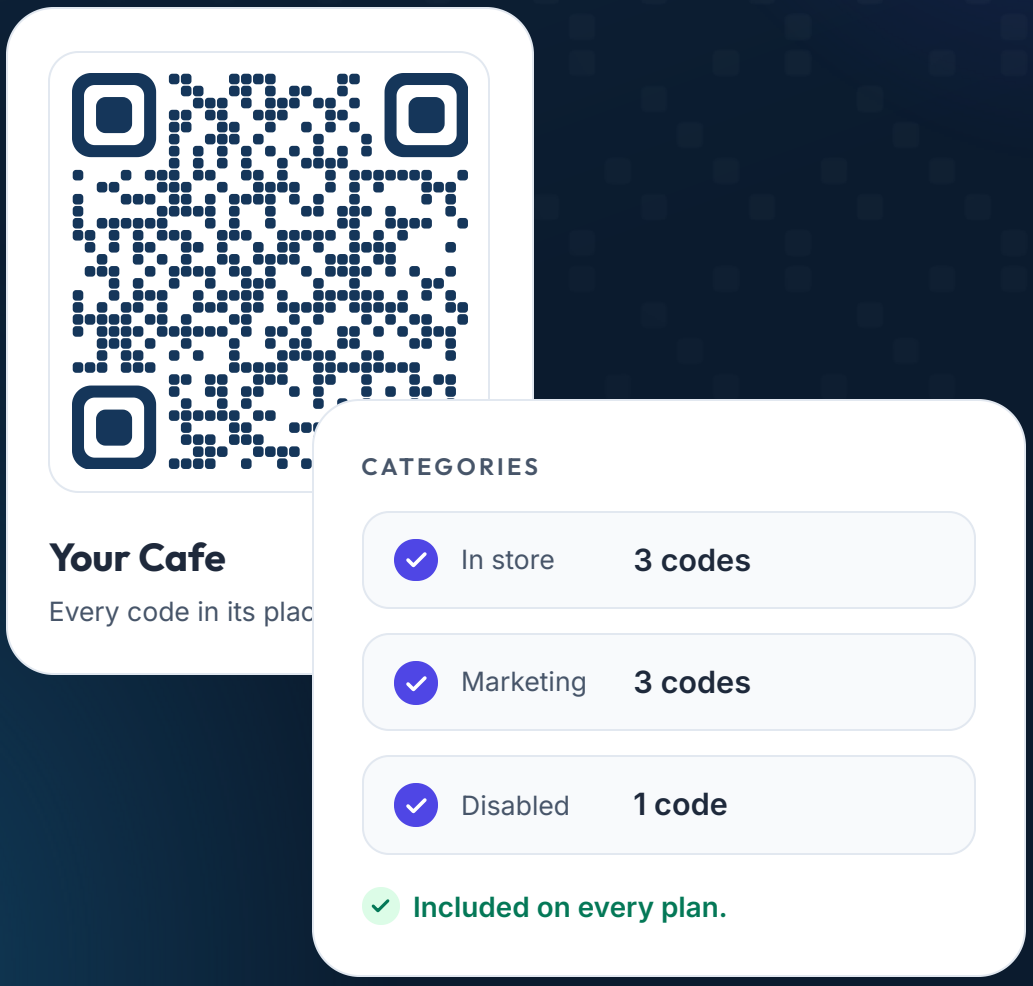
Organize your QR codes

Categories, search, and an off switch, so a growing list stays easy to manage.

1 minute
to finish

Every plan
Free, Pro, and Team

5 steps
with screenshots



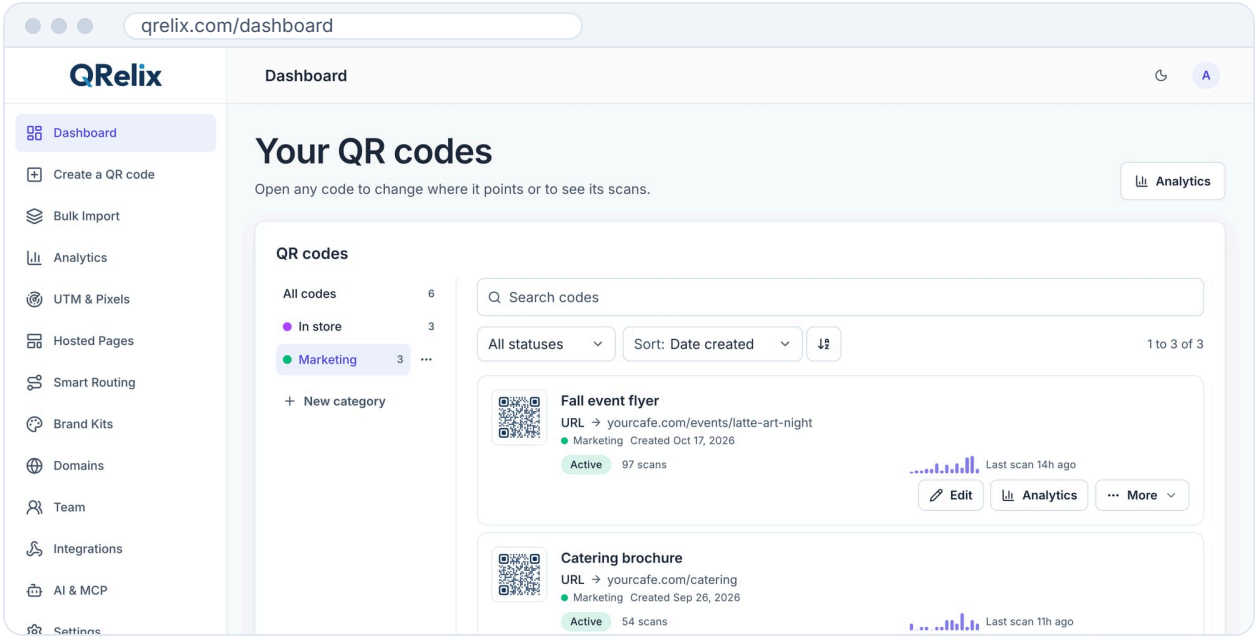
WHY IT MATTERS

Find the right code in seconds.

- **Group them** By place, campaign, or client
- **Switch them off** Stop a code, keep its history
- **Find them** Search and filter the list

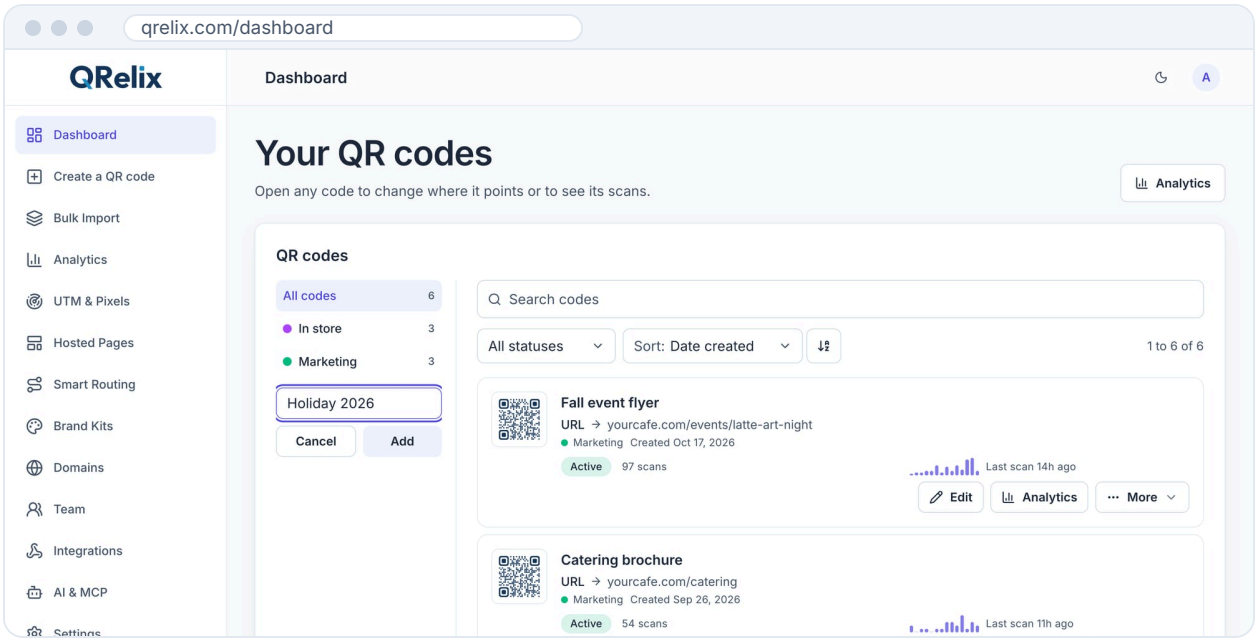
1 Browse by category

Categories are listed beside your QR codes on the dashboard. Select one to show only its codes, or All codes to see everything.



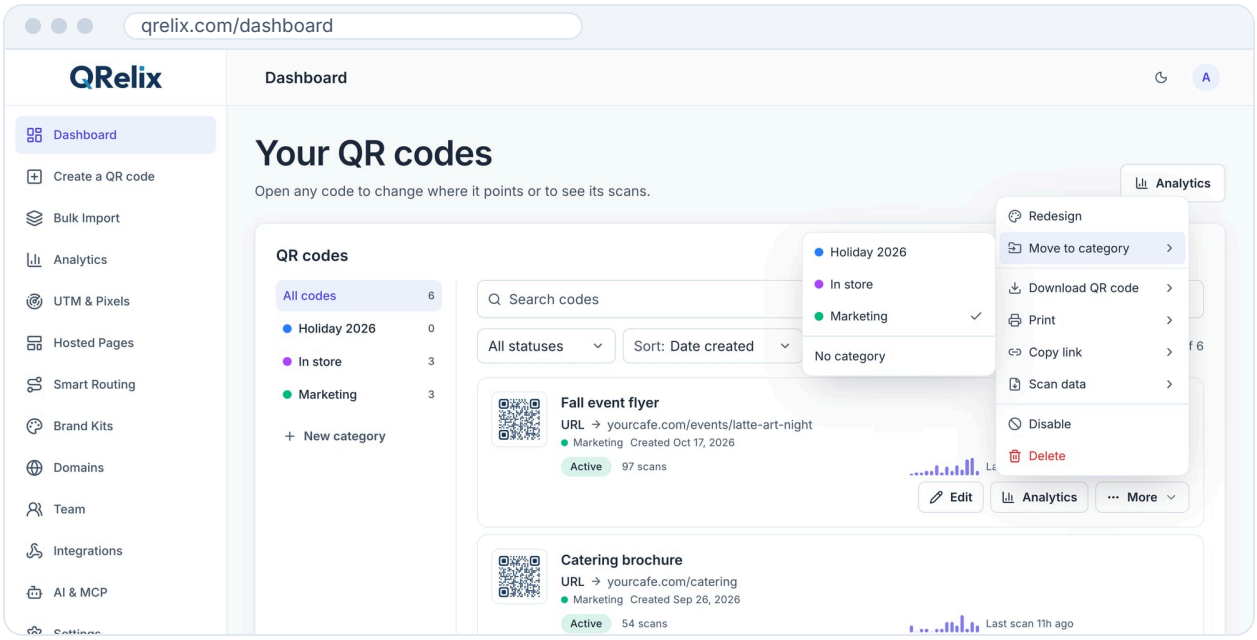
2 Add a category

Select New category, give it a name, and pick a color. Use categories for places, campaigns, or clients, whatever helps you find codes later.



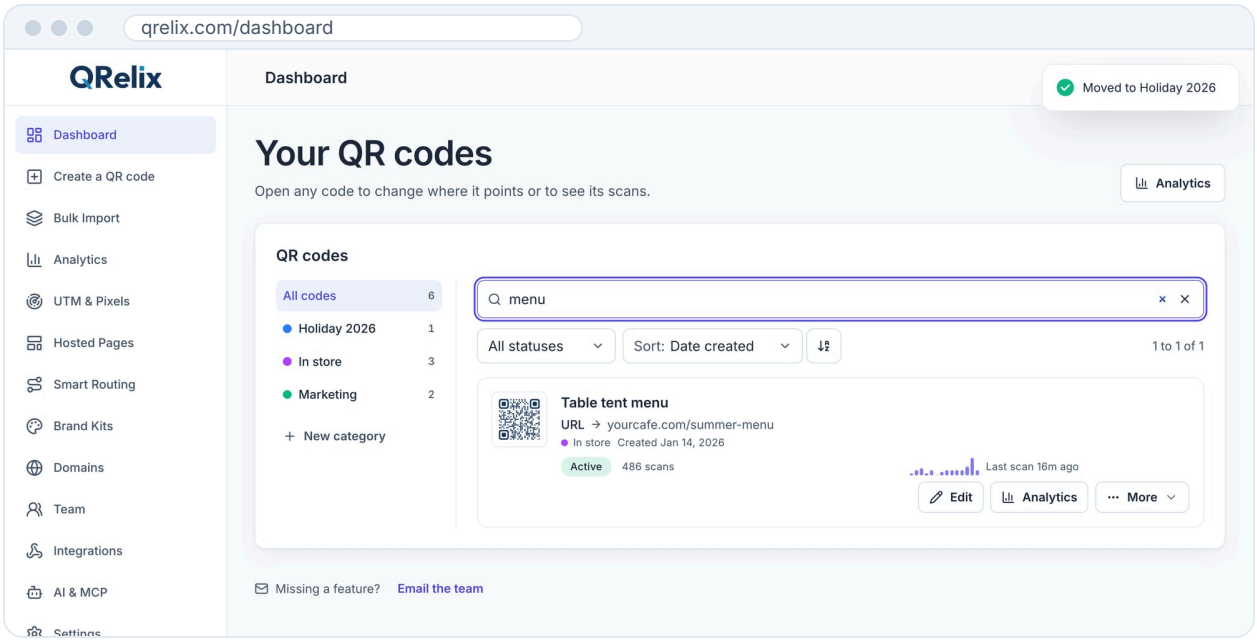
3 Move a code into a category

Open a code's More menu and choose Move to category, then pick the category. A code belongs to one category at a time.



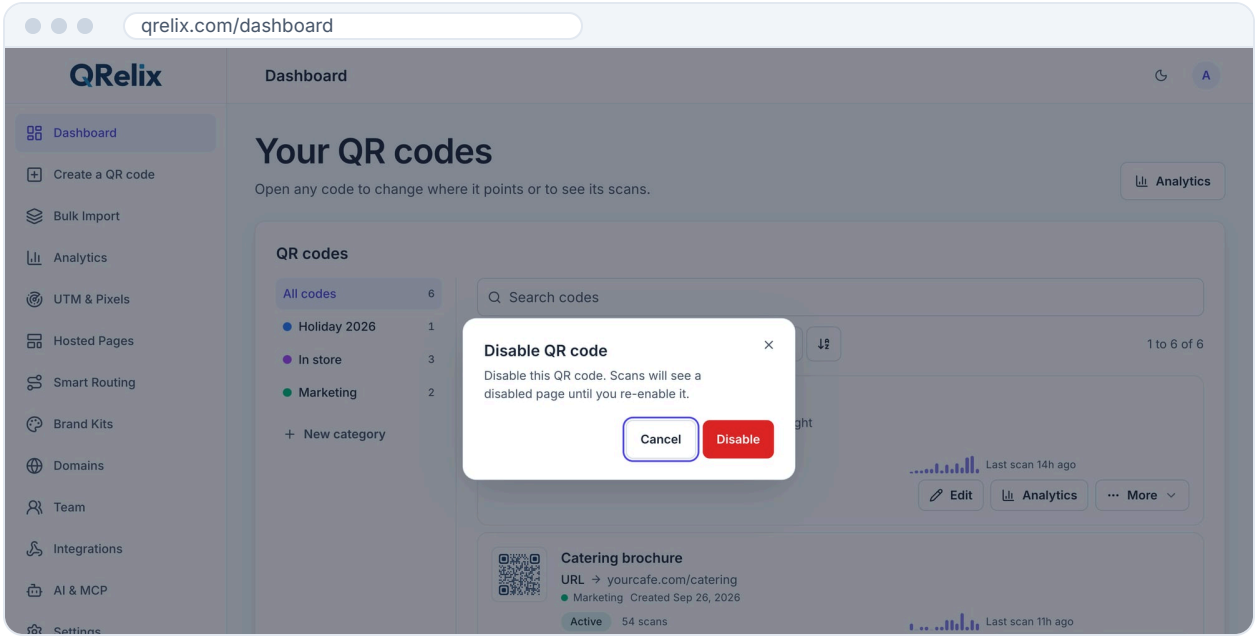
4 Search and filter

Search finds codes by name or destination. Filter by status to see only active or disabled codes, and sort by date, name, or scans.



5 Switch a code off

Open a code's More menu, choose Disable, and confirm. While it is disabled, scans see a disabled page instead of your destination. Choose Re-enable any time; its settings and scan history are kept.



Good to know

Name codes for where they live

A name like Front window, fall menu is easier to find later than Menu 2.

Disable or delete?

Disable keeps the code, its settings, and its scans. Delete removes them for good.

Many codes at once

On the Team plan, Bulk Import creates and edits codes from a spreadsheet, with categories in a column.

Every plan

Categories, search, filters, and disabling a code are on Free, Pro, and Team.

Create your first smart QR code.

Free plan, no credit card. Edit the link after printing and see every scan.

qrelix.com

Watch the video: youtu.be/XTs4D9K_0_0

Scan to watch the video

QRelix is made by Fitted Tech LLC, Seattle. Screens show a demo account; names and numbers are examples.