Instruction on Creating Wailian Branded QR Code

1. Go to Zoho CRM
2. Choose associated module.
3. Edit the module if necessary, **DO NOT REMOVE ANY FIELD, ONLY ADD NEW ONE**
4. SAVE the change

===========================================================================

1. Go to Zoho Forms
2. Create event related form with the SAME name as of Zoho CRM module
3. If you are told to create more than one form for the same event, add number in the title to differentiate them. E.g.: “外联出国1-1”, “外联出国1-2”
4. Make sure to SAVE every time you make changes
5. Mark proper field as required
6. Add a single text field as “Event ID”
7. Check “Hide field to others” in Visibility for “Event ID” field
8. Enter the event Identifier in the initial value of “Event ID”
9. If you need to add promotional content such as “**专属顾问为您免费评估**”, go to “Advanced Fields”, choose “Description”
10. Click “Edit Content”
11. Type your content, select all and change font to “Arial”, and apply “Bold” style to it
12. Adjust whatever else format you are told, such as alignment, color, font size, etc.
13. SAVE – Last action in Form Builder page
14. Go to “Themes”
15. Click “Edit Current Theme”
16. Select “Font”
17. In “Form Elements” find “Title”, “Field Label”, “Submit Button”
18. In “Font”, choose “Arial”
19. In “Font Style”, choose “Normal”
20. In “Font Weight”, choose “Bold”
21. In Size, choose “14” as default setting, once you test the form from your cell phone screen, adjust the size accordingly.
22. SAVE the change
23. Go to “Settings” – “General” to change submit button display text to “提交” if necessary
24. Go to “Settings” – “Messages & Redirects” to edit the after-submission message display or page redirection
25. Go to “Integrations”
26. Choose “Zoho CRM”
27. Click “Integrate”
28. In the dropdown list, choose event related module
29. Link all fields between the form and CRM module
30. Check “Trigger CRM Workflow” (if you un-check this, no workflow rules in CRM will be executed)
31. After linking, click “Integrate”
32. Go to “Share”
33. Copy URL in “Form Perma Link (URL)”

============================================================================

1. Go to wix.com
2. Choose event related site, such as “wailianeducation-en” or “myjobtank’
3. Click “Edit Site”
4. Click upper left “Pages”
5. Click “+ Add Page”
6. Choose “Page”
7. Click “…” at right
8. Click “Page Info”
9. Edit page name with event name or event identifier
10. Check “Hide from menu”
11. Go to “Layouts”
12. Choose “No Header & Footer”
13. Go to “SEO (Google)”
14. Edit the page URL with event name or event identifier in “What’s the page URL?”
15. SAVE at the upper right
16. Click “+” sign at left side of the page editor
17. Choose “More”
18. Drag “HTML Code” to the page
19. Click “Enter Code”
20. Choose “Website Address”
21. Paste the URL you copied at Step 23
22. Click “Update”
23. Arrange the widget size based on the embedded site
24. SAVE
25. Click the mobile phone icon next to “SAVE” button
26. Choose “Edit Mobile View”
27. Arrange the widget size based on the embedded site
28. SAVE
29. Publish
30. Go to the website in a new browser to check if it is ok
31. Copy the website URL

==========================================================================

1. Go to qr-code-generator.com
2. Log in
3. Click “+ CREATE QR CODE”
4. Choose “Website”, click “Next”
5. Paste the URL copied in Step 54
6. Click “Advanced Options”
7. Name the QR Code with event name or event identifier
8. Click “Next”
9. Choose appropriate logo. If the event is for MyJobTank then use MJT Logo; if it is for WL Education then use WL EDU Logo
10. Click “Done” and download for later

============================================================================

1. If you are told to create more than one QR code for the same event, please add correlated number on the QR code. For Windows, use “Paint” to add text and then type the number and adjust the position. For Mac OS, use “Preview”, click “Markup” to display the “Add Text” icon, and type the number and adjust the position
2. When all QR Codes are downloaded and numbers are added, go to Zoho Forms
3. Delete all the number is in the Title so there will be no visual sign in the form to indicate the number of the form