

AIRTABLE DOCUMENT

i) Creating QR code for Primary Key(Receipt) :








Step 1: Create new Field (QR code)

	A Receipt	A College	A Year of Study / Desig...	f_x QR Code
1	111111			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111111
2	111114			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111114
3	400001			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400001
4	500001			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=500001
5	400002			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400002
6	500002			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=500002
7	111115			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111115
8	4000003			https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=4000003

Step 2 : In that field, click the drop down

f_x QR Code
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111111
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111114
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400001

Step 3: Click on Edit field

f_x QR Code	
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111111	 Edit field
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111114	 Duplicate field
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400001	 Insert left
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=111115	 Insert right
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400002	 Copy field URL
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=500001	 Edit field description
https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=500002	 Edit field permissions

Step 4: In field type , select Formula

f_x QR Code

QR Code

f_x Formula

Compute values based on fields. [Learn more](#)

Formula Formatting

"https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=" & ENCODE_URL_COMPONENT (TRIM(Receipt))

Preview for 111111 : https://api.qrserver.com/v1/create-qr-code/?size=150

+ Add description Cancel Save

11
14
01
01
02
02
15
00
04
03
04
05
05

<https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=639549>
<https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=400006>
<https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=500006>

Step 5: In Formula , Write the formula for creating QR code

Formula:

"https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=" & ENCODE_URL_COMPONENT(TRIM(.....mention the field for what field u need unique QR code))

For Example:

"https://api.qrserver.com/v1/create-qr-code/?size=150x150&data=" & ENCODE_URL_COMPONENT(TRIM(Receipt))

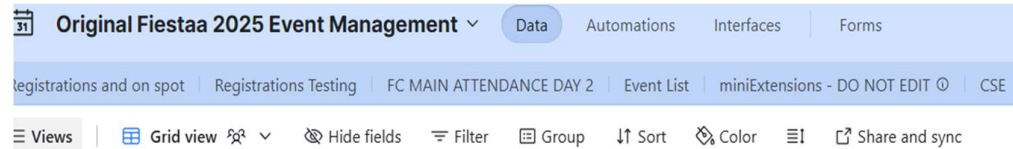
These are the steps required to create QR code.

Note : When the Primary key or what field u need unique QR code is created automatically the unique QR Code will be created .

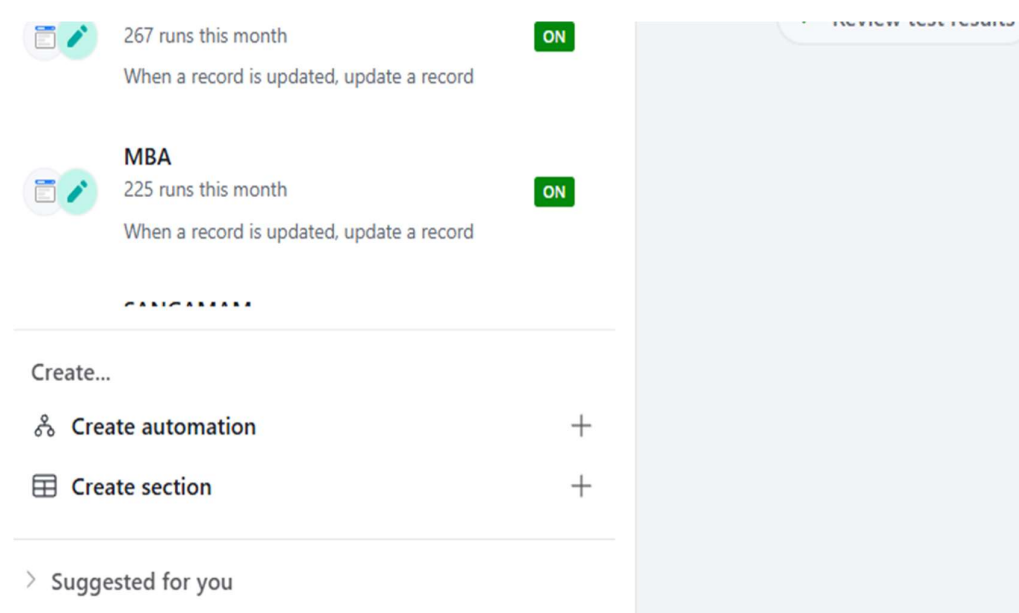
ii) **How to Copy the Scanned number to Participant ID and Autofill the respective ID Details :**

PART 1(copy the scanned number to Participant ID)

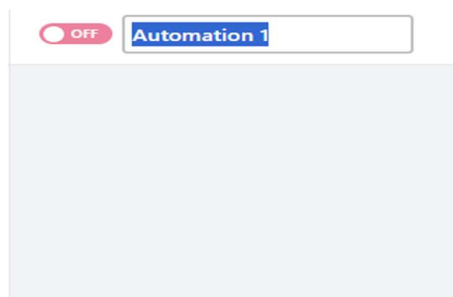
Step 1: Click on **Automations** which is top left .



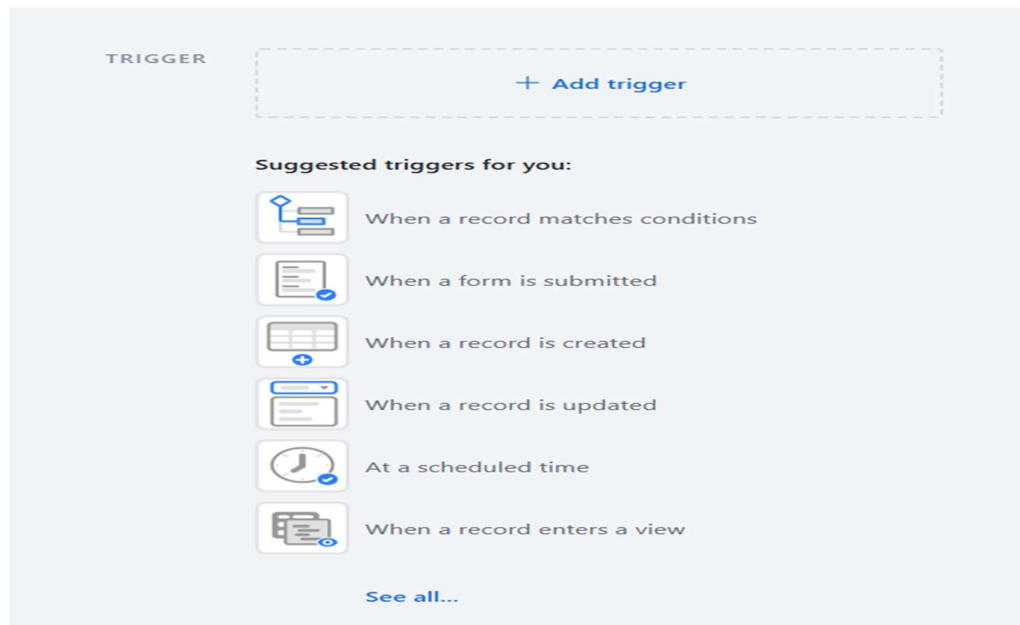
Step 2: Then click on Create automation which is bottom left .



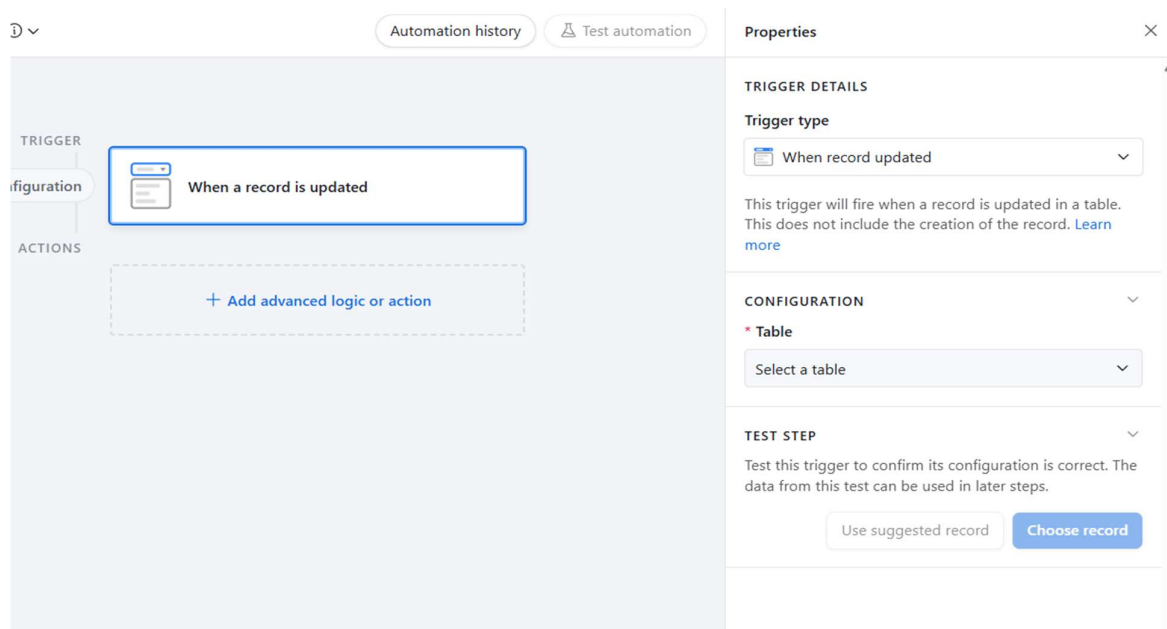
Step 3 : Then name the Automation.



Step 4 : Then add trigger , select the When the record is updated.



Step 5: Select the table where you need to scan and fetch the details




Step 6: Then select the Grid view .

View

Optionally, select a view to only watch updates in that view.

Select a view


Find a view


 Grid view


Step 7: Then click on the field , select the Scanned number field where we need to scan the QR code.


View


Find a field


☐  ATTENDANCE AUTONUMBER


☐  SCAN TIME


☒  Scanned Number


☐  EVENT ID


☐  PARTICIPANTS ID


☐  PARTICIPANTS NAME


☐  PARTICIPANT COLLEGE

☐  PARTICIPANTS YEAR

☐  PARTICIPANTS CONTACT

☐  ATTENDANCE ID

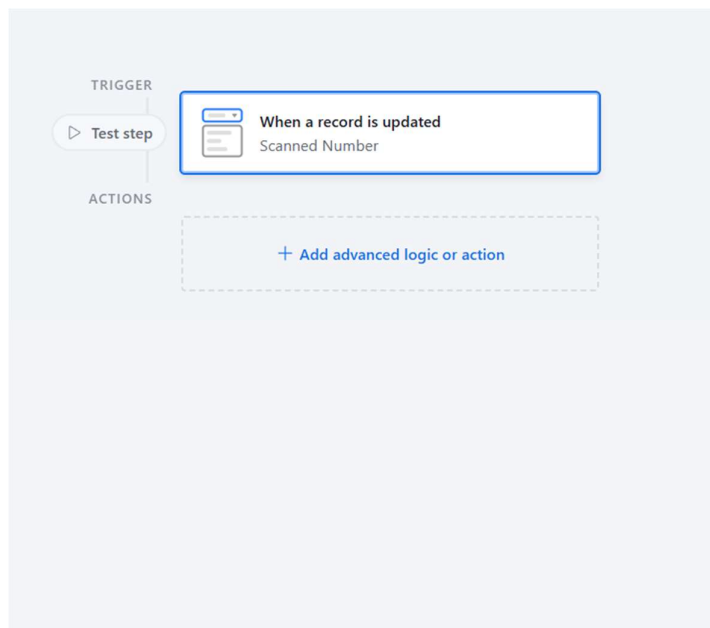
☐  Registrations copy

☐  Registrations copy

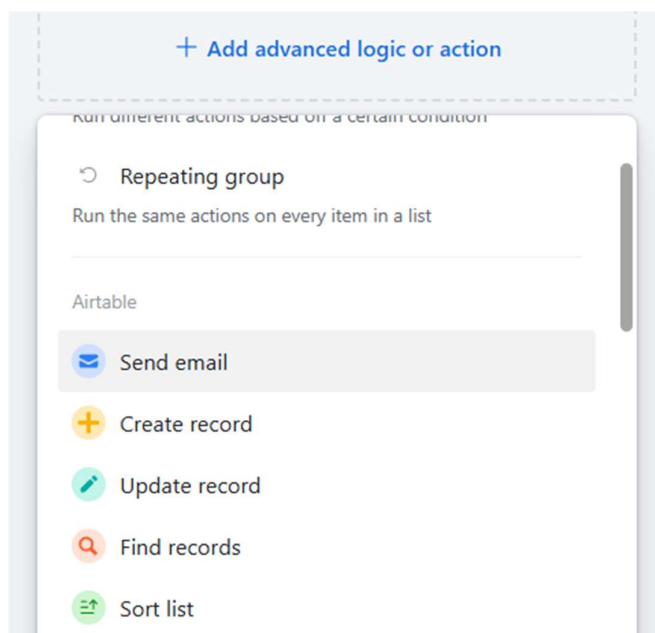
Watch all

Unwatch all

Step 8: Then we need to create an Action for the Trigger .So click on **Add Advanced logic or action.**



Step 9: In that select the **Update record** option



Step 10: Select the same table which you chosen on previous step .

Description

Enter a description

CONFIGURATION

Action will run...

Always

* **Table**

Select a table

* **Record ID**

ID of the record to update. To update a record from a previous step, use the + menu to choose the step and its Record ID.

|

TEST STEP

Test this action to confirm its configuration is correct. The data from this test can be used in later steps.

Generate a preview Run as configured

Step 11: In Record ID , click on the + symbol which is blue colour .Then select the **Airtable record ID**.

Use data from...

- When a record is updated
Scanned Number
- A specific time
Date and time
- Base structure
Table and field IDs

Choose data

Q |

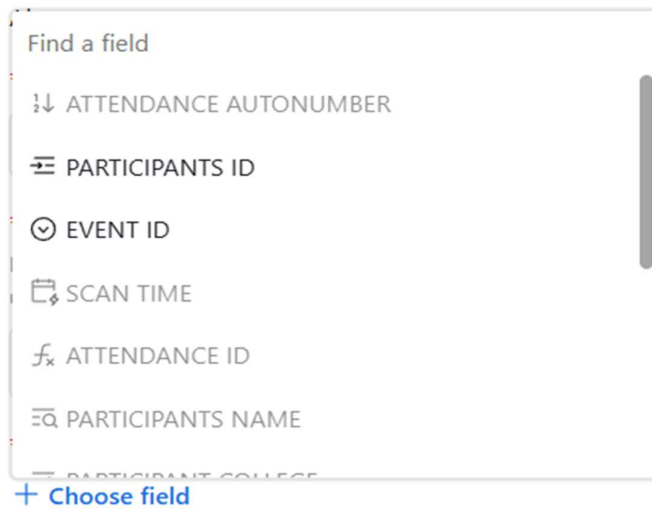
Insert a link

- Base record URL
- Page record URL

Insert value from field

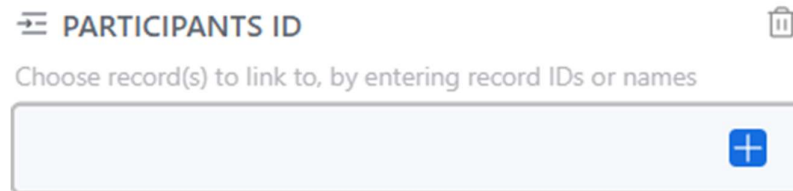
- Airtable record ID

Step 12: Then we need to select the field where we need to copy the scanned number. For Example : Participant ID. So click the **+choose field** .

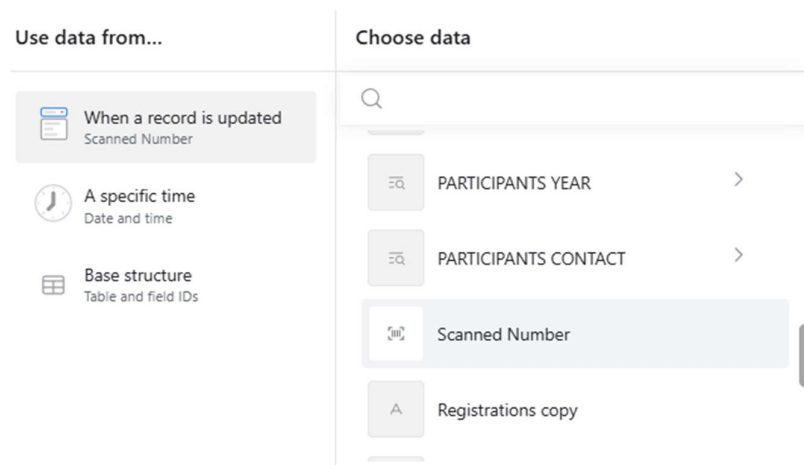


Step 13: Then click on + Symbol which is Blue colour

* Fields



Step 14 : After clicking that , select the Scanned Number (which should be copied to participant ID field)

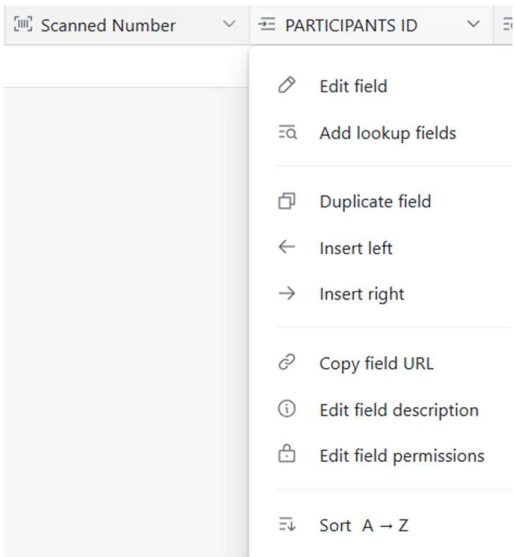


These are the steps required to copy the scanned number(when the people scan the QR code) to Participant ID .

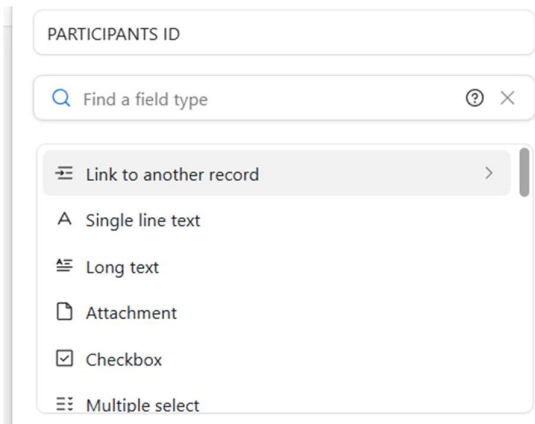
Note: After performing these steps **ON** the Automation.

PART 2 (Autofill the respective ID Details when the scanned number is copied to Participant ID field)

Step 1: Click the drop down in Participant ID field .



Step 2: Then click on **Edit field**



Step 3: In field type , select **Link to another record** and click the table which table you need to fetch the details of participant Id (for example:Registration table).

PARTICIPANTS ID

< Back Find a table to link records from X

Registrations and on spot

Registrations

Registrations Testing

FC MAIN ATTENDANCE DAY 2

Event list

+ Add description Cancel Save

Step 4: Then click on **Allow linking to multiple records**

PARTICIPANTS ID

Link to Registrations

Link to records in the Registrations table.

☒ Allow linking to multiple records

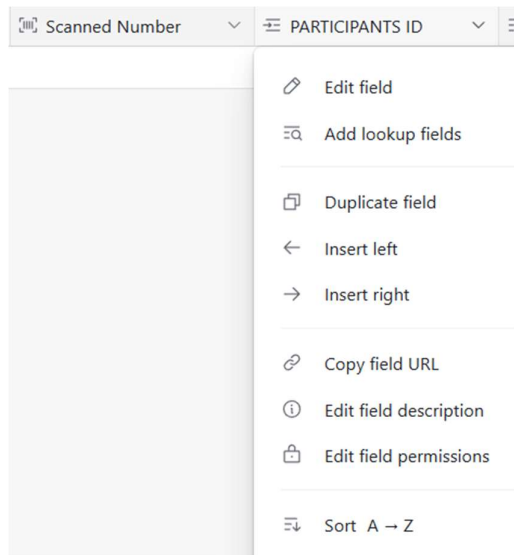
☐ Limit record selection to a view

☐ Filter record selection by a condition ?

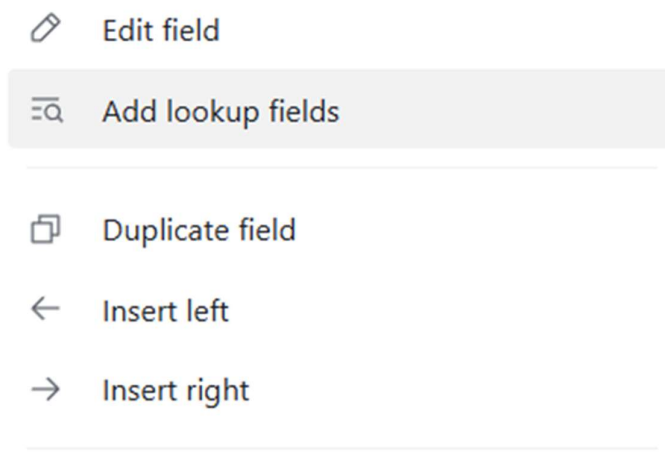
☐ Use AI to show top matches when selecting a record ? New

+ Add description Cancel Save

Step 5: In same Participant field select the drop down



Step 6 : Select the **Add lookup fields**.



Step 7: Select the field that need to be auto filled from the Registration and to be filled in the table wherever you need.(for Example : name , email, college, year , contact no)

Add lookup fields

Lookup fields show data from linked records. Select fields from Registrations to add them as Lookup field table.

- Find a field
- ☐ A Receipt
 - ☒ A Name
 - ☒ A Email
 - ☒ A College
 - ☒ A Year of Study / Designation

Step 8: After this a new column get created .

Scanned Number	PARTICIPANTS ID	Name (from PARTICI...	Email (from PARTICIP...	College (from PARTI...	Year of Study / Desig...

Step 9: Then Change the field name **Name (from PARTICIPANTS ID)** to **Name** and also for other field for our understanding

PARTICIPANTS ID	Name	Email	College	Year	Mobile Number

Then your table look like this .

Demo :

SCAN TIME	Scanned Number	PARTICIPANTS ID	Name	Email
3/18/2025 7:26pm	111111	111111	Ragav D	ragavdharmalingam1@gm...

When the scanned number is copied to the participant id (by Automation) automatically the ID's details is autofilled .