

Guide to Emailing Unique QR Codes using Gmail and Google Sheets

This Mail Merge guide is useful for sending unique QR codes IDs to a group of recipients with known email addresses. The IDs will be a .gif image attached to the email (though some email clients may display the image within the email body).

This guide is broken into two steps. The first step is setting up your database on codeREADr.com for generating the QR codes and for validating them on location with the codeREADr mobile app. The second step is for setting up Mail Merge for distributing the QR code to the email addresses of the group.

Note 1: Since the [YAMM](#) Mail Merge offering described here is a third-party application, we cannot guarantee it but it worked well in our demo testing. YAMM is one of many Mail Merge programs for Gmail and Google Sheets. You may also be able to find programs that work with Microsoft Outlook and Excel.

Note 2: Mail Merge is an effective method but we recommend you also consider more robust ways to manage and distribute IDs, such as [ID123](#) (a sister company).



A. Database Setup

1. QR Code Values (“barcode values”).

The values you use for the QR codes must be unique. They can be sequential or random. They can be numeric or alphanumeric. They can even be the name of the intended recipient, including associated info. However, that is not necessary because you can add the name and associated info to the codeREADr database as the “response” to a scan.

2. Import Values





Import your values on your codeREADr account’s Database page. Alternatively, you can use the Autofill option. [Instructions for creating and filling a database are located here](#). These values will be embedded in the QR code images you export.

codeREADr™  Change Plan Knowledge Base 10- 

Scans Services **Databases** Users Questions Tasks

COVID Demo

4 values in case-insensitive database (ID 979097)

+ Add  Import  Export  AutoFill  Clear

















Search Barcode Values and Response

Basic Search Advanced Search

Search Clear Search

Showing 1 - 4 of all 4 Values.

First Previous 1 Next Last

 a_000001 Add a Response	 Barcode  Edit  Delete
 a_000002 Add a Response	 Barcode  Edit  Delete
 a_000003 Add a Response	 Barcode  Edit  Delete
 a_000004 Add a Response	 Barcode  Edit  Delete

3. Export you QR Code Images

The QR code images can be downloaded once generated. You can customize how they look with a template:.

Create Task: Export Barcodes

← Go Back

Save Template And Create Task

Schedule

Name: export-barcode-covid-demo-1597098811

Occurs: One time
 Now Later

Export Options

Database

COVID Demo

[show COVID Demo](#) or [create a new one](#)

Barcode Template

-- Create a new template

COVID Demo

Barcode

Size: 250px (Best for Mobile Displays)

Error Correction (?): Level L (7%)

Barcode Value

Alignment: Top Bottom Hide Barcode Value

Font Size

Preview



abcdefghijklmnop
lmnopqrstuvwxyz
wxyz

36pt

Add Custom Text

Font Size
Medium (12 px)

Alignment
 Left Center Right

Upload Your Logo

GUIDELINES: JPG, PNG or GIF. At least 200px on one side recommended. 200KB max.

Choose File No file chosen

Alignment
Left **Optional**

Hide Image Frame

Save Template And Create Task

This is how the QR code image will look when exported:



a_000004

B. Mail Merge Guide

1. Create Google Sheet

Start with an "Email" column to paste your email addresses. Create a "Link to Drive" column and paste the barcode values in the order which they are associated with the email addresses.

Test_Merge ☆ 📁 🌐

File Edit View Insert Format Data Tools Add-ons Help Last edit was seconds ago

100% | \$ % .0_ .00 123 | Default (Ari... | 10 | **B** *I* U

fx

	A	B	C	D
1	Email	Link to Drive		
2	vince.cheney@codereadr.com	a_000001		
3	caitlin.nebel@codereadr.com	a_000002		
4	reichersr@codereadr.com	a_000003		
5	ken@codereadr.com	a_000004		
6				
7				
8				

2. Open YAMM (A mail merge tool for Gmail. Free to test, then \$20-\$40/year)

Test_Merge ☆ 📁 🌐

File Edit View Insert Format Data Tools **Add-ons** Help Last edit was seconds ago

100% | \$ % .0_ .00 123 |

fx

	A	B
1	Email	Link to Drive
2	vince.cheney@codereadr.com	a_000001
3	caitlin.nebel@codereadr.com	a_000002
4	reichersr@codereadr.com	a_000003
5	ken@codereadr.com	a_000004
6		
7		
8		

Document add-ons

- Yet Another Mail Merge (YAMM) ▶
 - Start Mail Merge
 - Import contacts (Google, Salesforce)
 - Check quota / upgrade quota
 - Open tracking report
- Get add-ons
- Manage add-ons


3. Create a Campaign

You will need to select "personalized attachments".


Start Mail Merge ✕

You can still email 35 recipients from this add-on today. Emails will be sent to recipients in column A ([change](#)).

Sender Name:

Email Template: 
[Browse more email templates...](#)

Track emails opened, clicked or bounced

[+ Alias, filters, personalized attachments...](#) 


Start Mail Merge ✕

Send from:

Sheet filter: Disabled. [Set up](#)

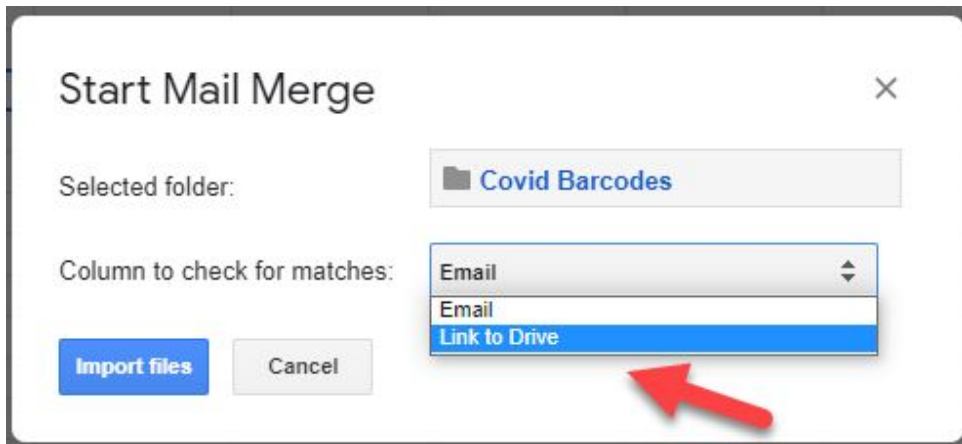
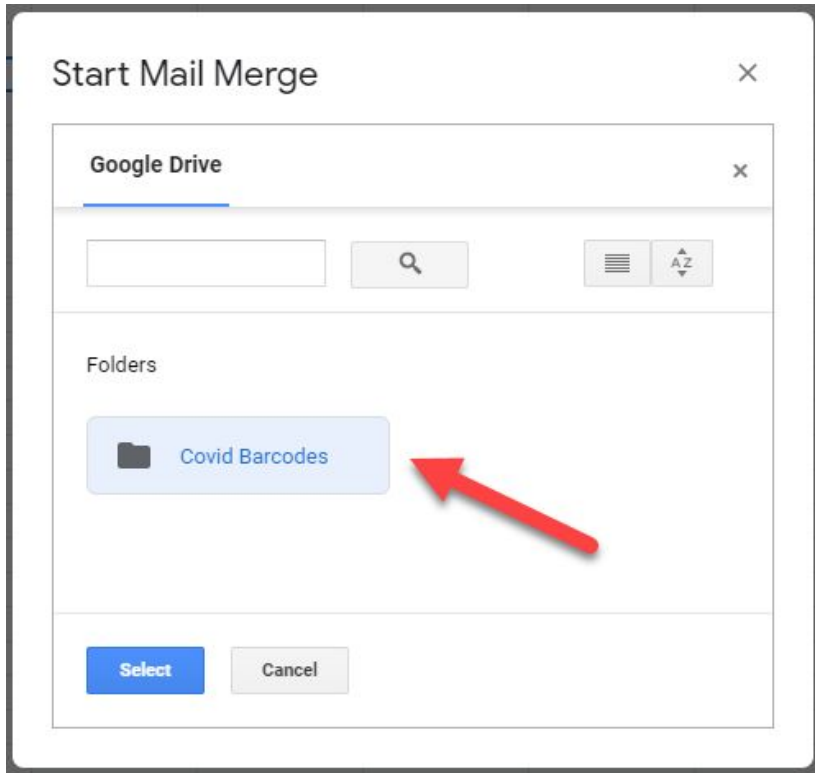
Reply-to address:

Personalized attachments: Disabled. [Set up](#)
[Import from Drive folder](#)

Unsubscribe link: Disabled. [Set up](#) 

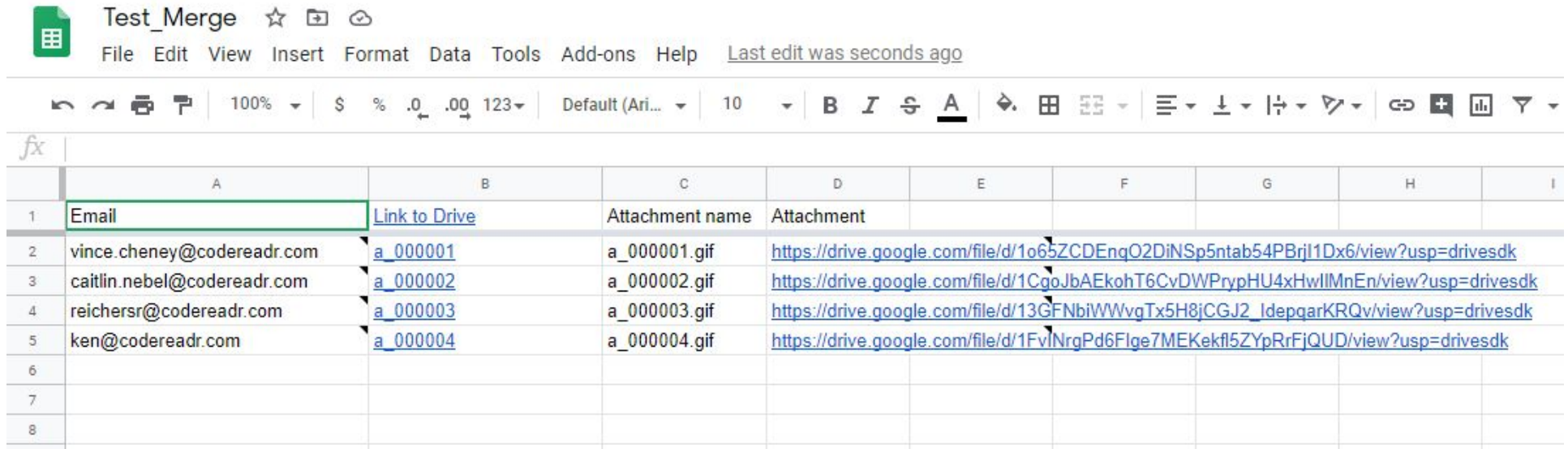
YAMM Polls Disabled. [Set up](#)

In Google Drive the barcode images are stored in a folder named "COVID Barcodes". We named it that because during the COVID pandemic clients wanted to know how to send QR code IDs to attendees. However, you can name your folder anything you want.



4. Result of Import

The values under “Attachment name” match the “Link to Drive” values. The “.gif” extension is ignored.



The screenshot shows a Google Sheets spreadsheet titled "Test_Merge". The spreadsheet has a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons. The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I
1	Email	Link to Drive	Attachment name	Attachment					
2	vince.cheney@codereadr.com	a_000001	a_000001.gif	https://drive.google.com/file/d/1o65ZCDEngO2DiNSp5ntab54PBrl1Dx6/view?usp=drivesdk					
3	caitlin.nebel@codereadr.com	a_000002	a_000002.gif	https://drive.google.com/file/d/1CgoJbAEkohT6CvDWPrypHU4xHwllMnEn/view?usp=drivesdk					
4	reichersr@codereadr.com	a_000003	a_000003.gif	https://drive.google.com/file/d/13GFNbiWWvgTx5H8jCGJ2_ldepqarKRQv/view?usp=drivesdk					
5	ken@codereadr.com	a_000004	a_000004.gif	https://drive.google.com/file/d/1FvINrgPd6Fge7MEKekf15ZYpRrFjQUD/view?usp=drivesdk					
6									
7									
8									

5. Send Emails

With your email it is recommended that you instruct the recipient to save the image on their smartphone for presenting it to be scanned. If they open the email from their smartphone, they can save it in their photo gallery or in other storage utility for quick and easy access. If they open the email on their laptop or desktop they can forward the email to their smartphone or simply take a photo of it with their smartphone and save that image.

Start Mail Merge



You can still email 35 recipients from this add-on today. Emails will be sent to recipients in column A ([change](#)).

Sender Name:

Email Template:

[Browse more email templates...](#)

Track emails opened, clicked or bounced

[+ Alias, filters, personalized attachments...](#)

Send 4 emails

Delay delivery

Receive a test email



#