

Access A File's QR Code / URL Link

To access a QR Code/Link for a file in the Documents Module, open the Document Module Home Page from the Main Menu and navigate your folders to access the desired file.

Access will only be given to users who have permission to view the file unless the document has been indicated as public.

Click the vertical three-dot icon to the far right of the file, opening the file's context menu. Select the QR Code/Link option.

Documents

Documents > Home

INFO

5 documents require your attention. [Review documents](#)

+ ADD DOCUMENT

+ NEW FOLDER

Search

Home > Policies

RESET TABLE SETTINGS

☐	Title	Revision	Type	Revision date	Size	Owners	Tags	★
☐	Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester		★ ⋮
☐	EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		
☐	EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester		
☐	EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		
☐	EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester		

Rows per page: 100

View

Properties

Upload new revision

Move to

Delete

Download

QR code / Link

This opens the Direct Access Modal.

Direct access

EnTac Attendance Policy



<https://entac.kastrack.com/documents/download/A12A6EFE-387F-48C9-A3DB-530B78DA9BAE/?inline=1>



COPY URL



COPY QR



DOWNLOAD



CREATE SHORTLINK

For direct access you can use the following QR Code or URL. Access will only be given to users who have permission to view the document / folder.

CLOSE

From this modal, you can copy the URL Link and/or copy the QR code.

Clicking the Download button will automatically download the file to the user's personal device.

Clicking the Create Shortlink button will generate a shortened URL link for file and display it on the modal.

Revision #3

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