



Video messaging for retail and corporate gifts.

Adding SWAQ to a group order
([Click here to view as a slideshow](#))

1. Login

- a. Use this link: https://api.app.swaq.co/merchants/sign_in

2. In the portal menu, click on QR codes > Groups

- a. On this page you will see existing groups.

3. Click on Create group

- a. Name your group
 - i. Choose a descriptive name like “SoftCo. Oct 2023”
- b. Enter \$2 for the retail price per message.

4. Click “Add QR Codes”

5. Search for the applicable bakery location in the search tag field to display only QR codes at that fulfillment center.

6. Starting with the lowest batch number, select the appropriate number of QR codes.

- a. Either click on the checkbox (to the right of the row) to select all unused in the batch of 100 or click the down arrow to select some of the QR codes remaining in the batch.
- b. Then click the right arrow to add to your group.
- c. Click **Done!**

7. Click Activate group to email the link to the client to upload their video.

- a. Enter their email address in the pop-up window and an optional order reference then click Activate group to send.

You can edit the QR codes in a group at any time by selecting them and using the left facing arrow to move them back into the pool of available QR codes and adding new codes using steps 5-7.

Any questions? Email: charles.cohen@swaq.co