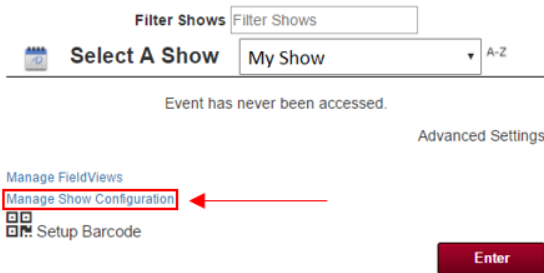


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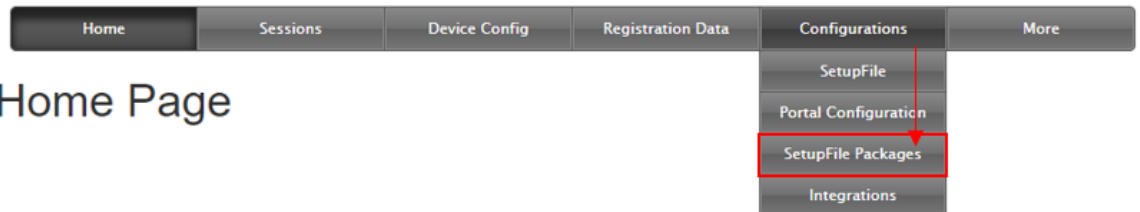
# Packages

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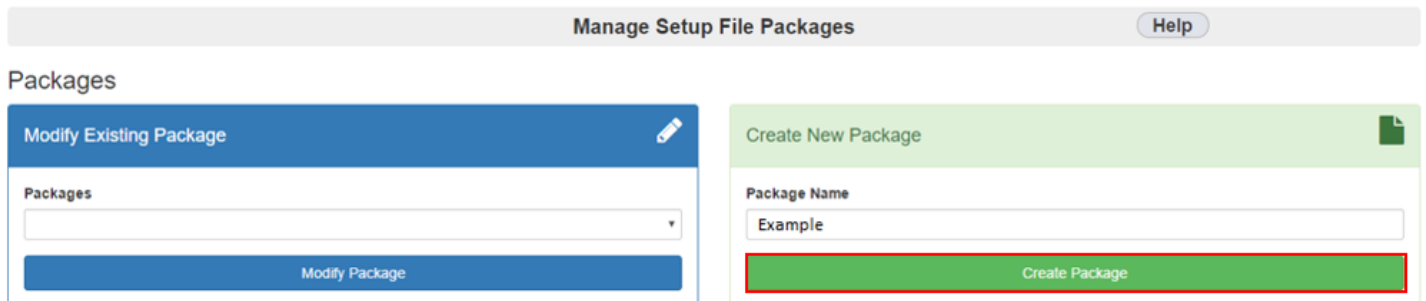
1. Go to <https://swiftium.co/>.
2. Log in to enter the Exhibitor Portal.
3. Select the show you would like to create/edit packages for by using the *Select A Show* dropdown.
4. Click *Manage Show Configuration*.



5. Hover over *Configurations* and select *SetupFile Packages*.



6. To begin creating a new package, type in a package name and click create package.



7. You will be presented with the following screen (see pg. 2)

**Description of Each Option:**

**Name:** Name of the package (by default will be what you previously wrote).

**Description:** A short description of the package.

**Maximum Qualifier Questions:** The maximum number of qualifier questions a license may create.

**Maximum Qualifier Question Choices:** The maximum number of choices a qualifier question may have.

**Inherit Default Qualifiers:** Licenses you create with this package will automatically inherit the show's default license qualifiers.

**Inherited Default Qualifiers Editable:** Licenses can edit the inherited show default license qualifiers.

**Maximum Sub Questions:** The maximum number of sub-questions a qualifier choice can have.

**E-Literature Enabled:** Allow for a single qualifier to be used for the sole purpose of E-Literature. Exhibitor will not have the ability to create qualifiers unless Maximum Qualifier Questions is greater than 0.

**E-Literature Qualifiers:** Allow e-literature to be attached to a qualifier choice.

**Custom E-Literature Email Template:** Allow exhibitors to create a custom E-Literature email template.

**Maximum e-Literature File Size (MB):** The maximum size in MB an e-literature file can be.

**Max e-literature File Uploads:** The maximum number of files that can be uploaded as e-literature.

**BCC E-Literature Email Template:** Allow exhibitors to BCC themselves on a custom E-Literature email template.

**Override E-Literature Email Template:** Override an exhibitor's custom E-Literature email template with the default license e-literature email template.

### Example - Package Settings

Save ChangesClose Package

<b>Name</b> <input type="text" value="Example"/> <small>Name of the package</small>	<b>Description</b> <input type="text"/> <small>A short description of the package.</small>	<b>Maximum Qualifier Questions</b> <input type="text"/> <small>The maximum number of qualifier questions a license may create.</small>
<b>Maximum Qualifier Question Choices</b> <input type="text"/> <small>The maximum number of choices a qualifier question may have.</small>	<b>E-Literature Enabled</b> <input type="checkbox"/> <small>Allow for a single qualifier to be used for the sole purpose of E-Literature. Exhibitor will not have the ability to create qualifiers unless Maximum Qualifier Questions is greater than 0.</small>	<b>E-Literature Qualifiers</b> <input type="checkbox"/> <small>Allow e-literature to be attached to a qualifier choice.</small>
<b>Inherit Default Qualifiers</b> <input type="checkbox"/> <small>Licenses will automatically inherit the shows default license qualifiers.</small>	<b>Inherited Default Qualifiers Editable</b> <input type="checkbox"/> <small>Licenses will can edit the inherited show default license qualifiers.</small>	<b>Max e-literature File Uploads</b> <input type="text"/> <small>The maximum number of files that can be uploaded as e-literature.</small>
<b>Maximum Sub Questions</b> <input type="text"/> <small>The maximum number of sub questions a qualifier choice can have.</small>	<b>Maximum e-Literature File Size (MB) NaNMB</b> <input type="range"/> <small>The maximum size in MB an e-literature file can be.</small>	
<b>Custom E-Literature Email Template</b> <input type="checkbox"/> <small>Allow exhibitors to create a custom E-Literature email teplate.</small>	<b>BCC E-Literature Email Template</b> <input type="checkbox"/> <small>Allow exhibitors to BCC themselves on a custom E-Literature email template.</small>	<b>Override E-Literature Email Template</b> <input type="checkbox"/> <small>Override an exhibitors custom E-Literature email template with the default license e-literature email template.</small>

8. Once you have everything set up the way you would like, click *Save Changes*.

9. If you would like to edit the package at a later time, go back to the *Modify Existing Package*, select your package, and click *Modify Package*.

Manage Setup File Packages Help

Packages

<b>Modify Existing Package</b>	<b>Create New Package</b>
<b>Packages</b> <input type="text" value="Test"/>	<b>Package Name</b> <input type="text"/>
<b>Modify Package</b>	<b>Create Package</b>