
Licenses

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Getting There:

1. Go to <https://swiftium.co/>.
2. Log in to the Exhibitor Portal.
3. Select the show you would like to create/edit Licenses for by using the *Select A Show* dropdown.
4. Click *Event Management*.
5. In the header, hover over *SwiftLeads* and click *Licenses*.
6. You are now presented with the SwiftLeads Application Licenses Manager.


Application Licenses Tab:

1. Upon entering the application licenses tab, you will notice that there is one license there by default.
2. To add another license, simply type in the required fields and click *Create*.
 - i. Qualifiers are custom questions you may want to ask on the device. If you would like them, check the box (for more information click here).
 - ii. Email Blast is a feature that sends an attendee an email upon scan. If you would like this feature, check the box (for more information click here).
 - iii. Under the package field please select the package you would like to use (for more information click here).

* Company	Email	Email Sent	License	Used/Allocated Licenses	Qualifiers	Email Blast	Package	Send Emails	<input type="checkbox"/>
Company	Email	NO	License ##	0/9999	Disabled	Disabled	Default Package	<input type="checkbox"/>	<input type="checkbox"/>
T8XSKHDU is the show default license. Click here to learn more.									
* Company Name	* Email			* # of Licenses					
<input type="text" value="Swiftium Inc."/>	<input type="text" value="free2ryme@example.com"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Create"/>

3. Upon properly creating a license you should notice a row appear as below:

* Company	Email	Email Sent	License	Used/Allocated Licenses	Qualifiers	Email Blast	Package	Send Emails
Company	Email	NO	License #	0/9999	Disabled	Disabled	Default Package	<input type="checkbox"/>
T8XSKHDU is the show default license. Click here to learn more.								
My Company	Email@email.com	NO	T8XSQRB4	0/10	Enabled but not configured	Enabled but not configured	Default Package	<input type="checkbox"/>
* Company Name	* Email	* # of Licenses						
Swiftium Inc.	free2ryme@example.com							<input type="checkbox"/>

4. To edit the license, click on the  button and the row should now appear as follows:









05-24-2018 07:18 am
MZJAUCD5





Default Packag


-  Saves your changes
-  Displays license options
-  Cancels editing
-  Resets your qualifiers
-  Sets default qualifiers
-  Deletes content under corresponding column

5. To send the license email to the exhibitor, check the box in the *Send Emails* column and click *Send Emails*. The *Email Sent* column will now contain a timestamp showing when the email was sent.

* Company	Email	Email Sent	License	Used/Allocated Licenses	Qualifiers	Email Blast	Package	Send Emails
Company	Email	NO	License #	0/9999	Disabled	Disabled	Default Package	<input type="checkbox"/>
T8XSKHDU is the show default license. Click here to learn more.								
My Company	Email@email.com	NO	T8XSQRB4	0/10	Enabled but not configured	Enabled but not configured	Default Package	<input checked="" type="checkbox"/>
* Company Name	* Email	* # of Licenses						
Swiftium Inc.	free2ryme@example.com							<input type="checkbox"/>

Bulk Create Licenses Tab:

- This tab creates a large number of licenses in a much quicker fashion.
- Simply enter the desired data into the text box in the following format:

<Company Name>|<Email>|<Number Of Licenses>|<Qualifiers Enabled (1 or 0)>|<Email Blast Enabled (1 or 0)>

NOTES:

- Qualifiers Enabled and Email Blast Enabled are optional
- 1 means yes, 0 means no
- Each new license must be started on a new line

4. Heres the example from earlier:

My Company|Email@email.com|10|1|1

5. After all of the desired licenses are typed into the note field, click  .

6. The licenses should now appear in the Application Licenses Tab.

Configure Email Template Tab:

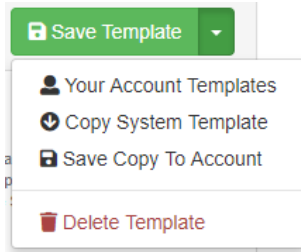
1. This is the tab that allows you to customize the email you would like to send the exhibitor when emailing out the licenses.

2. Type up the email you would like to send; however, make note of the special statements you must put into the email.

For example, if I wanted to make my greeting: "Dear My Company," I would have to enter: "Dear [COMPANY]," into the text field.

3. Once you are happy with your email, simply click *Save* and the template will be saved to your account.

Note: The drop down on the save button provides you with a few options:



Your Account Templates: Allows you to copy a template you have saved to your account
Copy System Template: Copies a default template to provide a starting point
Save Copy To Account: Saves current template to your account
Delete Template: Deletes the current template

4. You can edit the email at any time by returning to this page and updating it.

*Additional Features:

1. These check boxes are to be used at your own disgression. Please read text below.

Remove Unsubscribe Email Option

By default, all emails sent from the Swiftium system provide a mechanism for recipients to not receive any further emails from the Swiftium system. This is required to follow the [CAN-SPAM Act](#). By disabling this option, you relieve Swiftium of all responsibility of complying with the CAN-SPAM Act and you assume all responsibilities of staying in compliance of the CAN-SPAM Act. This is only taken into effect if the Swiftium SMTP account is used.

Remove Swiftium Location

By default, all emails sent with the Swiftium system state the physical location of the sender(Swiftium) in the footer. This is required to follow the [CAN-SPAM Act](#). By disabling this option, you relieve Swiftium of all responsibility of complying with the CAN-SPAM Act and you assume all responsibilities of staying in compliance of the CAN-SPAM Act. This is only taken into effect if the Swiftium SMTP account is used.

2. These links can be dragged into your email template to provide download links for the ricipient.



[iOS App Store](#)
[Google Play Store](#)

SMTP Settings:

1. License emails will be sent to the licensee from this address.

2. The Swiftium default SMTP settings will be used if no SMTP settings are specified.

Downloads:

This tab contains various reports of use.

1. Licenses:

- a. Activation Codes
- b. Number of Licenses Activated
- c. Qualifier URL
- d. License Username and Password

2. E-Literature Count:

- a. Activation Codes
- b. Number of E-Literature Uploads

3. License Devices:

- a. List of Devices and their Corresponding Licenses