Creating an Onsite Inventory Event

1. Go to Swiftium.co.

2. Enter your credentials and click *Exhibitor Portal*.

3. Click on **OSI Management** in the footer of the page.

4. Click on **Create New Event ➕** .

5. Enter an event name and click *Create*.

Event Name

Cancel Create

6. To edit the details of the event, click the ➡ button next to your event.

7. You will be presented with the following window to make changes.

Save

Event Name

Pat Test

Expiration Date

<		October 2017				>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Swiftium Show

▼

Local Event Token

Map Your Show API Enabled
☐ Enable MYS API

8. Once you have made the desired changes, be sure to click the *Save* button at the top.