Managing FieldViews

A. Go to https://swiftium.co/
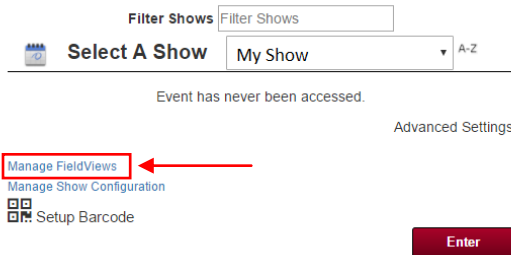
B. Log in to enter your Exhibitor Portal.

C. Select the show you would like to create/edit FieldViews for by using the *Select A Show* dropdown menu.

D. Click on *Manage FieldViews*.

E. In the provided space, type the name of the FieldView you would like to create and click the create button. If done correctly, you should see the text "Successfully Created View" in the upper left-hand corner. (Note: if this is the first FieldView you are creating for the show, please refresh the page after clicking create).

F. Now select the FieldView you just created using the dropdown (Note: If you are returning from a previous time, you can simply select the FieldView you created in the past to edit it).

G. Upon selecting the FieldView, you will be presented with the following editing screen (see pg. 2)

The following numbers correspond to the figure on page 2:

1. *Available Fields* is where you can select the text fields you would like to have display. To do so, click on the desired field and then click *Add Field*.
2. To remove an unwanted field, select it under "Field Views" and click *Remove Field*.
3. *View Field Controls* allows you to move field views around for display purposes. To do so select the field you would like to move and click up or down to move it around.
4. *Apply View to Usernames* allows you to have the FieldView only apply to specific usernames of your choice. To do so, simply type the usernames into the given text field. Start a new line for each username.
5. *Apply View to Apparatus IDs* works the same as number 4.
6. *Back* allows you to go back to view your other FieldViews.
7. CRUCIAL: always click *Save* to save your changes before exiting your FieldView.
8. *Delete* will delete the entire FieldView you are working on.
9. *Set as Default* will set this FieldView for default across all devices at the show.

Modify Selected FieldView

Available Fields

1.

Badge ID
First Name
Last Name
Company

Add Field   **Remove Field**

2.

View Fields

Field I Have Added (Badge ID, etc.)

3.

View Field Controls

Up   **Down**

4.

Apply View To Usernames

5.

Apply View To Apparatus IDs

Is View Default: No

6.   7.   8.   9.

Back   **Save**   **Delete**   **Set As Default**