1. Go to www.swiftium.co
2. Select **Onsite Inventory** from the navigation menu at the top.
3. Enter account credentials and press **Log in.**
4. Select the show in question and click enter.
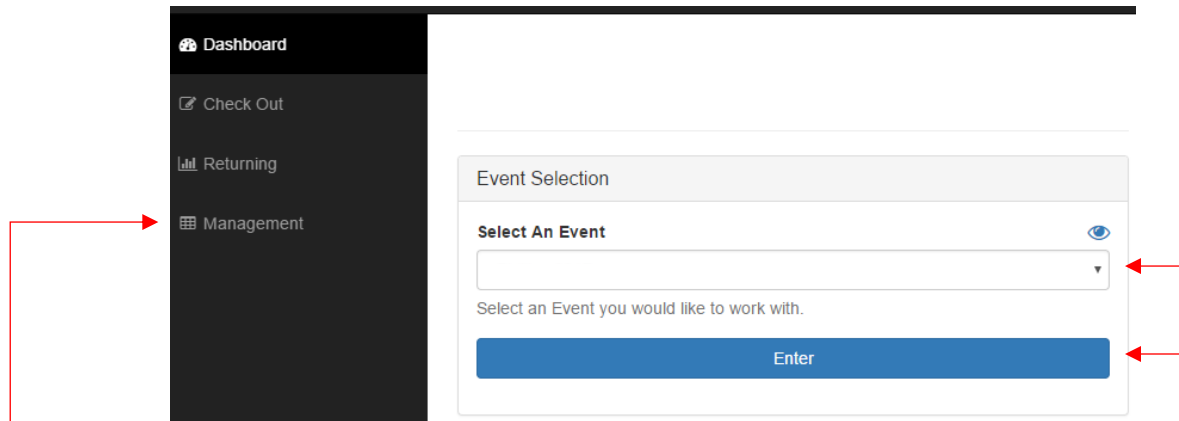
5. Select the **Management Tab** from the sidebar navigation.

6. (Optional) Delete existing customer information by typing "delete" in the password bank and then clicking delete
   -Upon success, "deleted" will appear at the top of the screen
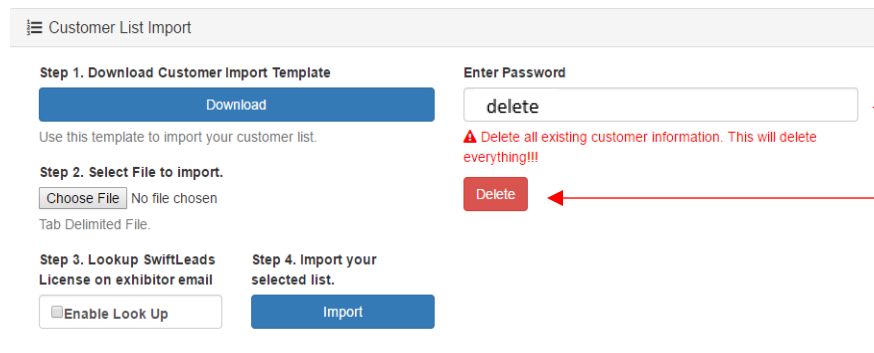
7. Optionally, a template with all the available Onsite Inventory fields can be downloaded. Customer information can be input into this template and reuploaded to the system.
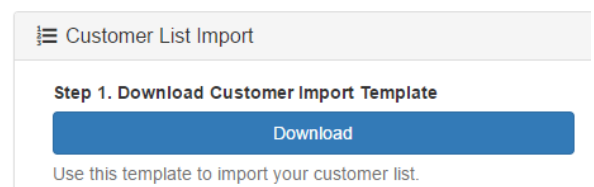
   Any products/services associated with the Event should only have numeric values in their column - i.e. Scanner, license, qualifier – if you want to indicate yes or no use "1" for yes or a "0" for no

8. Once all data has been entered correctly, save the template as one of the following formats: Excel (.XLSX), Unicode Text (.TXT) or CSV UTF-8 (.CSV)

9. Then select choose file, choosing the file you just saved and click **Begin Import**.

10. This will redirect the page to an import wizard. This wizard requires matching the available Onsite Inventory fields to the uploaded files fields. Simply match an inventory field to one of the fields in the imported file fields using the dropdown.
11. Once finished mapping the fields, press **Import Records**
12. Await a green notification with the message **Good to Go** to display. Indicating everything was imported successfully.

Map Imported File Columns To Inventory Fields

Inventory Field	Imported File Fields
Company	Company
Booth	Booth
Confirmation_ID	Confirmation_ID
Email	Email
Phone	Phone
Name	Name
Notes	Notes
Qualifier_Code	Qualifier_Code
Scanner - 73	Scanner - 73

Empty
Company
Booth
Confirmation_ID
Email
Phone
Name
Notes
Qualifier_Code
Scanner - 73

[Import Records] [Cancel Import]