vCard Show Setup

This is how to setup a show that uses vCards.

You can also consult this video:

https://www.youtube.com/watch?v=1pZfhAuk6i0&feature=youtu.be

1. On the Swiftium Registration Setup page, select *Regular* at the top left. Add a description of the show as well as start and end dates. Click *Submit* on the lower left.

2. Then click *Create/Edit Setup File* in the orange menu on the right. Click *Create*, enter the Setup file name, and click *Submit*.

3. Set reader type to *Online* and set Battery Time long enough that the scanner will remain on for the duration of the session. Then select the field delimiter that will be used and click *Next*.

4. Examine your vCards to determine the fields that are included.

5. From the list of Generic Fields on the left, select the fields that are included in the vCard. Our vCard begins with first and last name. Highlight *First Name* and *Last Name* then click the *Add to Field Sequence* button in the center to add these fields to the *Field Sequence* list on the right. Add the additional fields included in the vCard in the same way.

6. When you have added all the vCard fields to the Field Sequence List on the right side of the screen, highlight them and click the buttons below to add these fields to the *Download Sequence, Screen/Print Sequence,* and *Web Sequence* lists at the bottom.

7. Click *Next*. Then click *Save*. You will see "File Saved Successfully" in red letters. Click *Go to SwiftScan Manager*.

8. On the Setup Page, highlight the Show Name, select the corresponding Setup File from the top center box and click *Associate Setup File to Show* just below.

9. Go to the Swiftium Reporting Portal and select the show. Toggle between an alphabetical list of shows and a chronological list by clicking the three horizontal lines. Select your show and click *Manage Show Configuration*.

10. On the menu bar at the top of the page hover over *Device Config* and select *Device Parameters* from the dropdown menu.

11. On the Device Parameters Page drag and drop the parameters you need from the *Disabled Parameters* list on the right to the *Enabled Parameters* list on the left: drag *Scanner* to *Enabled Parameters* then drag *Raw vCard* to the *Enabled Parameters* list. Now click *Save* at the top left.

12. On the right side of the menu bar hover over *More* to select *Field Rules* from the dropdown menu.

13. On the Field Rules page select *vCard Field Manipulation* on the right.

14. Click *Create New Rule. A Rule Properties* box will appear. You will need to create a rule for each field on the vCard. Complete the information in the box as follows for our example vCard:

Rule Name--enter "First Name"
Source--select "vCard-FirstName" from the menu
Destination Field--Select "First Name"

15. Click *Create.* Your list of *Existing Rules* will now include the rule *First Name.*

16. Follow the same process to create new rules for Last Name, Full Name, Company, and Title.

17. For email, click *Create New Rule* to continue.

Rule Name--enter "Email"
Source--select "vCard-Email" from the menu
Source Field Types will appear
Check the "Internet" box
Destination Field--Select "Email"

18.   Click *Create*. Your list of *Existing Rules* will now include the rule *Email*.

19.   Click *Save* at the upper left. The message "Successfully Saved Changes" will appear above the button.

20.   Click *Home* on the menu bar.

21.   Click *Setup Barcode* and a setup barcode will be generated along with a numerical code that can be manually entered if needed to setup the SwiftScan device. Scan the barcode with your SwiftScan device to set it up for the show. Click *Enter.*

22.   As the SwiftScan device scans attendees into the event the total number of scans will display on the upper left of the Reporting Screen.

23.   Select *Enter* to access the event overview. This is where you can view graphs and statistics for your event.

24.   Select *Leads* to see an Excel list of leads that you have scanned.