etouches Sync Setup

***Screenshots with directions below**

1) API Credentials

- Log in to your eTouches account.

- Go to *Settings* → *Account Settings*.

- On the menu tab, select *Integrations* → API.

- Under eTouches API details, you will notice your API ID and API account key.

- These credentials will be necessary for syncing sessions in the Swiftium portal.

2) Swiftium Show Sync

- Log in to your Swiftium portal.

- Select the show associated with your eTouches show.

- After selecting your show, select *Manage Show Configuration* (not Enter).

- Next select *Registration data* → *Third Party API*.

- Your show syncs will appear.

- To add a new sync, choose the session type from the dropdown menu.

- Attendee Session Check In
  -This type of session will allow for an attendee to be marked as attended in the eTouches database.
  -No additional steps will be necessary other than the normal syncing process.

- Attendee Session Timestamp Check In
  -This type of session will allow for a time stamp to be recorded in the eTouches database upon attendee badge scan.
  -This must be set up before you sync the shows.
  -The Process:
  a. Select the relevant event in eTouches
  b. *Ereg* → *ereg settings*.
  c. *Attendee info* → *active questions*
  d. Scroll down to *Attendee Information Page Questions* and *Add Question*.
  e. After you name your question, in the next section set your input type to *Single Line Text*. This is the setting that records your time stamp.
  f. You can also scroll down to *Visibility* and uncheck the box next to public to ensure only the admin can view the timestamp.

g. Once completed, select *Save*.

-Once you have selected the session type you can enter your previously obtained API credentials.

- After all relevant information is entered, select *Get Events*.

- Select the eTouches event you intend to sync with the Swiftium show and click *Next*.

- Now you will be prompted to choose between *Override SetupFile Sessions* and *Use SetupFile Sessions*. This is the difference between using the setup files pre-chosen in eTouches session or selecting which sessions to use on your own.

- Check the boxes next to the sessions you want to use and select *Finish*.

- *Show Syncs* will appear in the middle of the page. You are ready to scan.

3) View Record

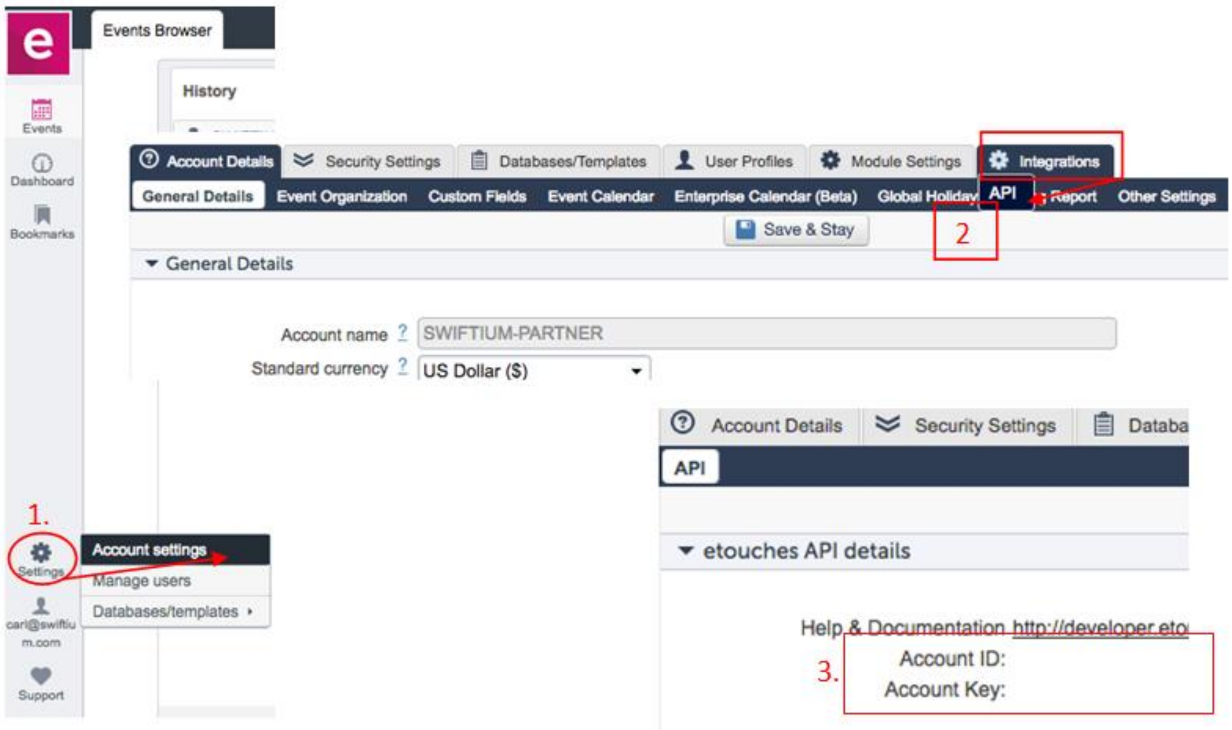
- Select the event in eTouches.

- Located next to *Overview*, select *ereg* → *Registrant List*.

- Click on an attendee record and all the information will display if there is successful sync.

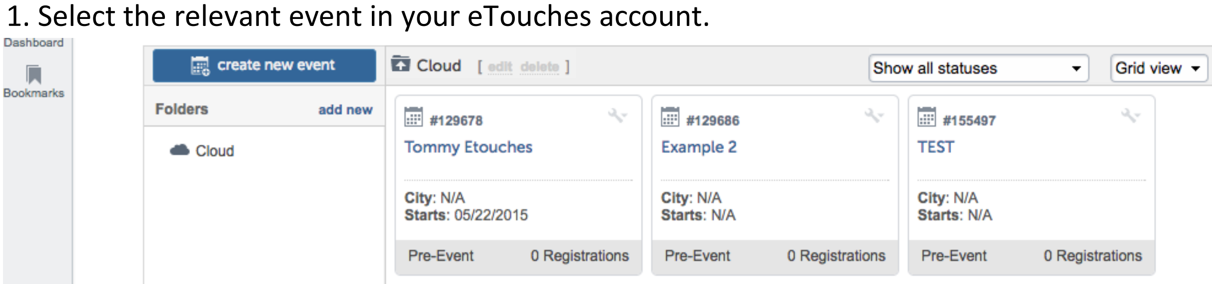
SCREENSHOTS

Finding your API

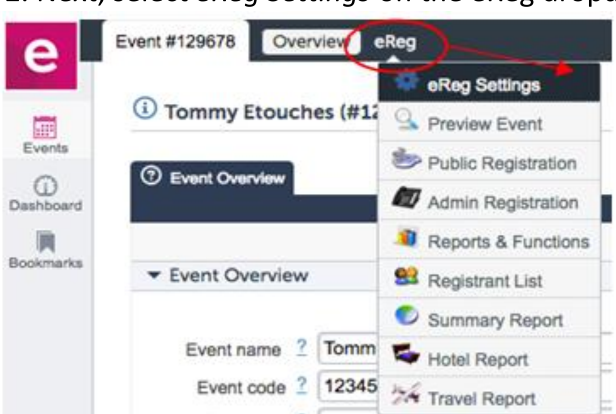


Enabling a Timestamp on scan in eTouches

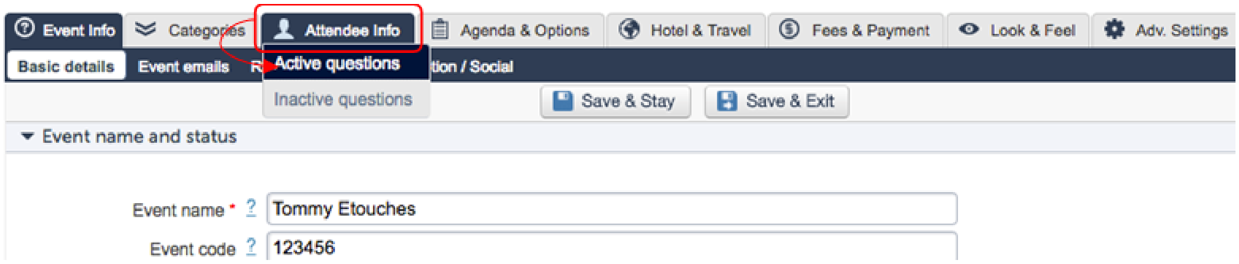
1. Select the relevant event in your eTouches account.



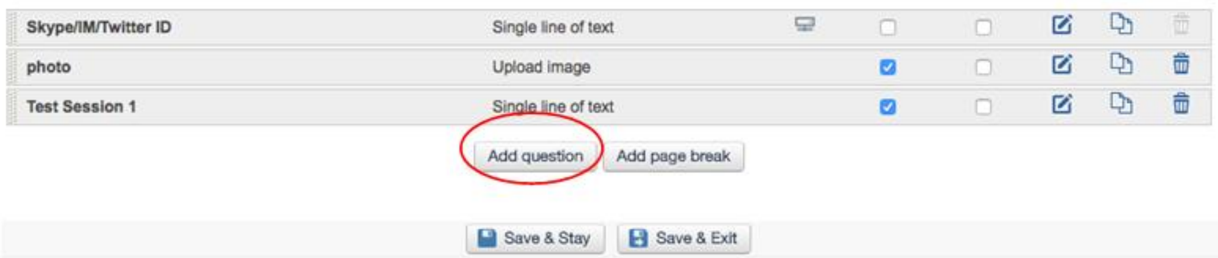
2. Next, select *eReg Settings* on the eReg dropdown menu.



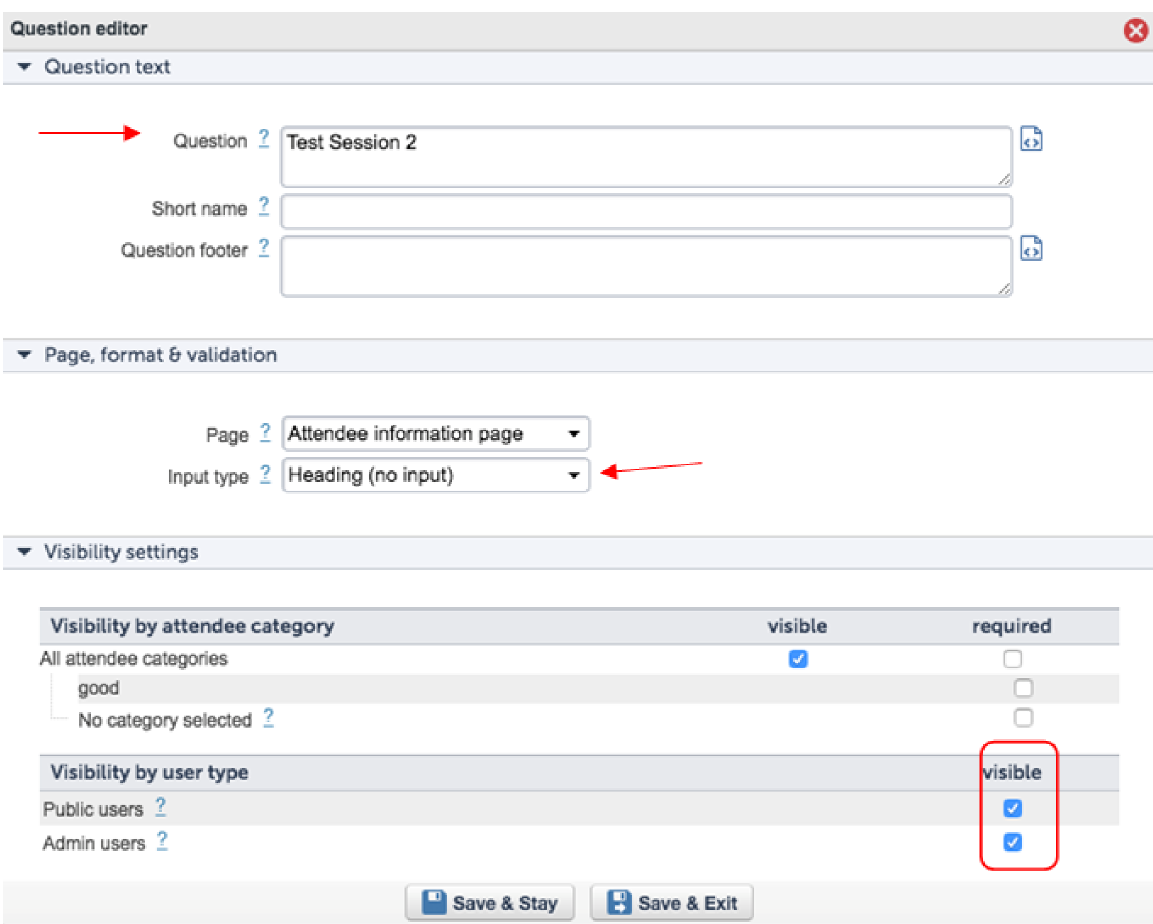
3. Once inside the eReg settings page, select *Attendee Info* → *Active questions*.



4. Scroll to the bottom of the page to add a question in *Attendee Information Page Questions*.

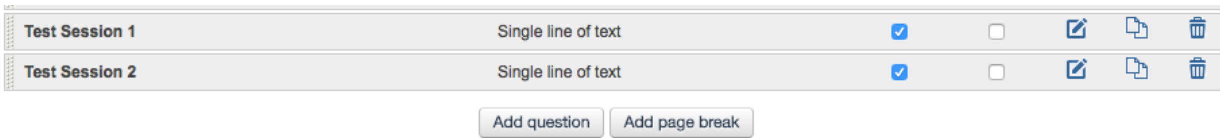


5. Name your Question after your session name. Change 'Input type' to 'Single-line Text', this is the feature that allows for a timestamp to be recorded.



6. Also, note that visibility by the user type can be modified by clicking the checkboxes. For example, unclicking the checkbox next to public users will make the timestamp info visible only to the Admin users. Once complete, make sure to *Save*.

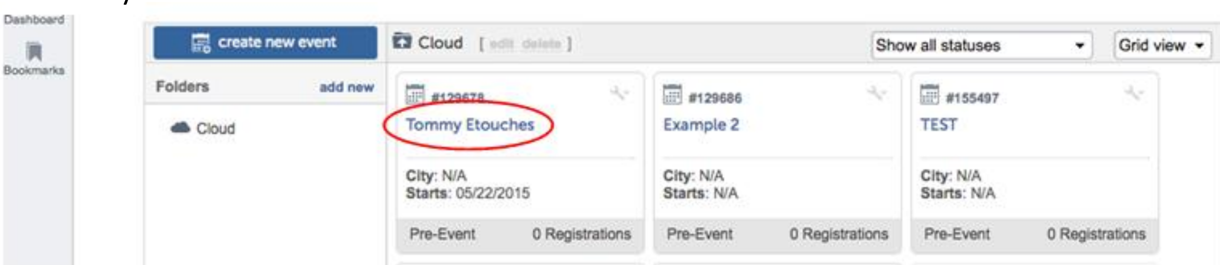
7. After saving, you will see your added questions in the *Attendee Information Page Questions*, which you can edit at any time.



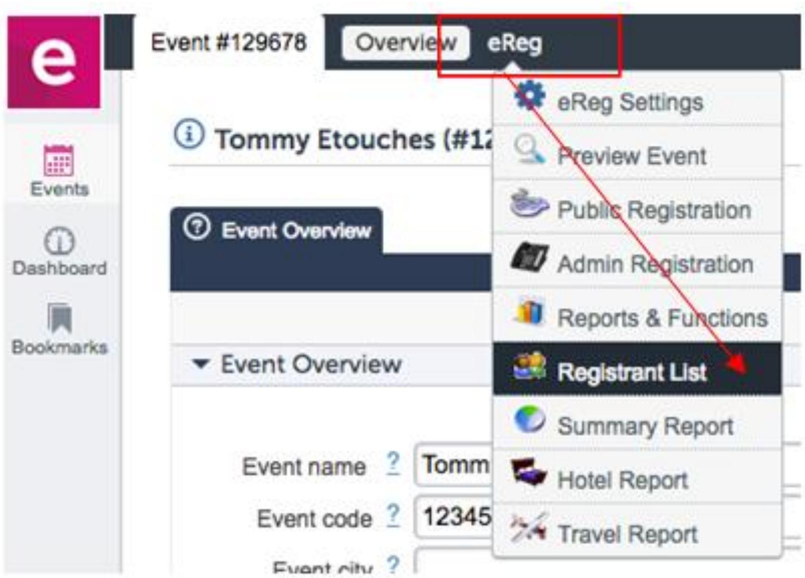
8. As attendees are scanned into a session, you will see the timestamp of the scan in the eTouches registrant attendee info page.

Viewing your eTouches Data

1. Select your event.



2. In the eReg menu, select *Registrant List*.



3. Next, select the file you wish to view and all attendee information will appear.

	Conf #	First Name	Last Name	Company
	16947573 [Test]	4/4/2017 8:22 AM	pop	Example Compa
	23853189 [Test]	Andrew	Rinne	MyCompany
	13470372 [Test]	John	Smith	MyCompany

Swiftium Sync Manager

1. Go to Swiftium.co and log in to the Exhibitor Portal. After logging in, choose the event from the dropdown list associated with your eTouches event.

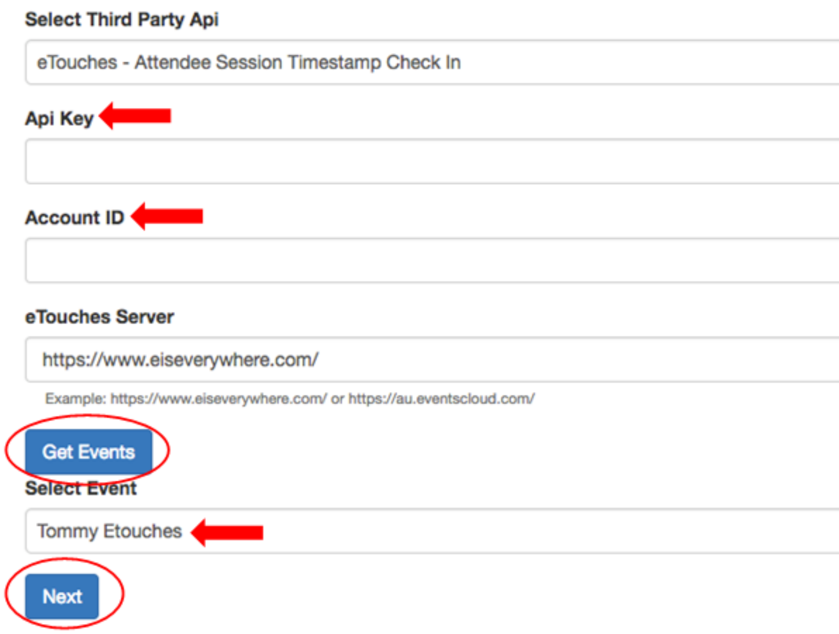
2. Once you have selected the show, click *Manage Show Configuration* (not Enter).

3. Next, go to *Registration Data* → *Third Party API*.

4. Scroll down the page to select your Third Party API

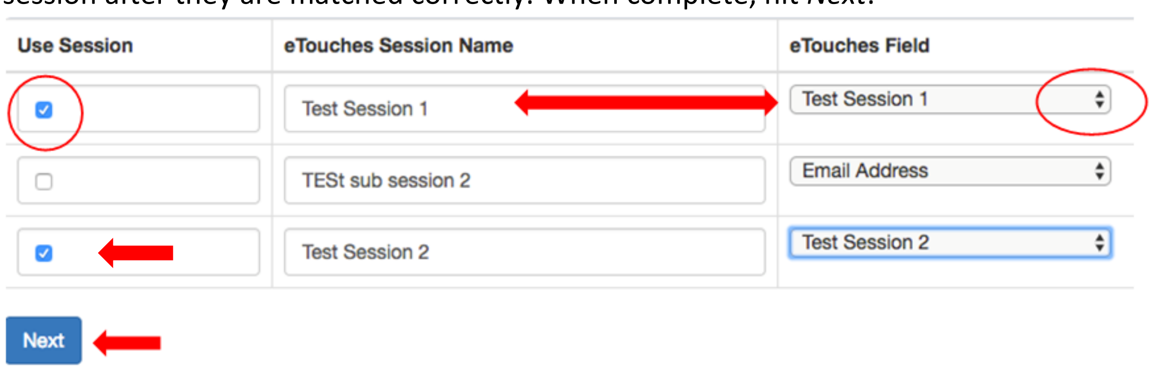
5. Hit the dropdown arrow and you can choose from a list that includes *eTouches – Attendee Session Check In* and *eTouches – Attendee Session Timestamp Check In*.

6. Next, you will be prompted to enter your API Key and API Account ID. These are the credentials you retrieve from your eTouches account.

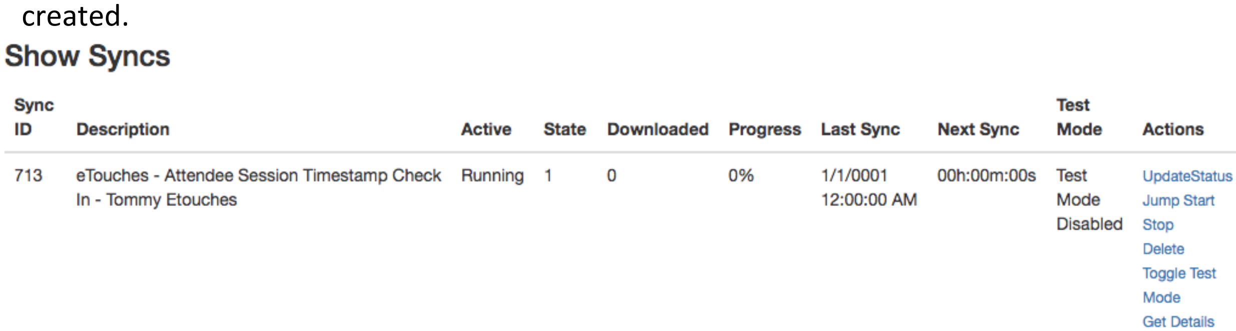


7. After entering all relevant information, select *Get Events* and you will be prompted to select the event from eTouches to associate with the Swiftium show. Click *Next*, after selecting the correct event.

8. Now you will have to map your fields. Simply hit the dropdown and select the name of the eTouches field to match the eTouches session name. Then select the checkbox to use the session after they are matched correctly. When complete, hit *Next*.



9. In the middle of the page, *Show Syncs* will be listed, and you should see the sync successfully created.



10. Once you see your sync in the *Show Syncs* section, you are ready to begin capturing scans.