



# Getting Up and Running

## Setting Up Sites

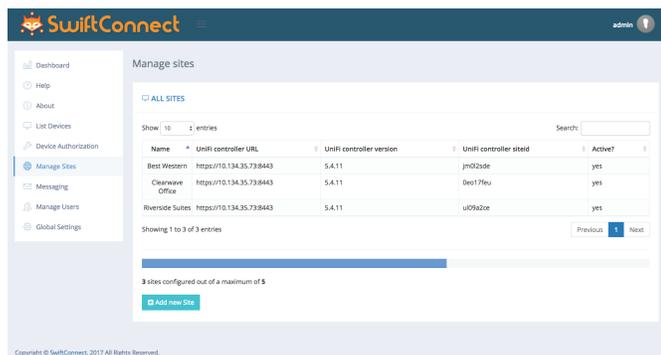
Setting up sites in SwiftConnect™ is easy. You must be logged in as a Global Administrator to add a site. Follow the instructions below to connect your first site to the SwiftConnect™ software:

### STEP 1

Once logged in, click on **Manage Sites** in the navigation menu.

### STEP 2

Click on the **blue Add New Site button** at the bottom of the screen.



### WAIT, THERE'S MORE...

At the bottom of this screen you will also see an indicator line and text that lets you know how many sites you have added and how many more you are able to add, based on your plan. If you find you need more sites, you may upgrade your subscription at any time.

3 sites configured out of a maximum of 5

### STEP 3

In the window that appears, fill in the proper details for your UniFi® controller and the site associated with your UniFi® controller:

- » **UniFi® Controller URL:** This is the URL for your UniFi® server (i.e. http://myunifiserver.com:8443)
- » **UniFi® Controller Version:** Version of the UniFi® server you are running. This must be updated manually if you update your server.
- » **UniFi® Controller Username:** This is the username you use to login to your UniFi® server.
- » **UniFi® Controller Password:** This is the password you use to login to your UniFi® server.
- » **UniFi® Controller Site ID:** This is the Site ID for the site you wish to connect to SwiftConnect™
- » **Active:** Set to 'Yes' to have this site functional within the SwiftConnect™ Device Manager.

### STEP 4

Click on the **blue Create Site button**. You have now connected your first site to SwiftConnect™.

