

How to add or edit an image in Manage.

swift

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Swift Manage is where you can add or edit an image in the Community Gallery that will display in My Community. It is also where you can add or edit an image in a resident's Gallery that will display in My Family.

How to add an image to My Community via Manage:

Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > My Community.

Step 3 - Select + Upload. 

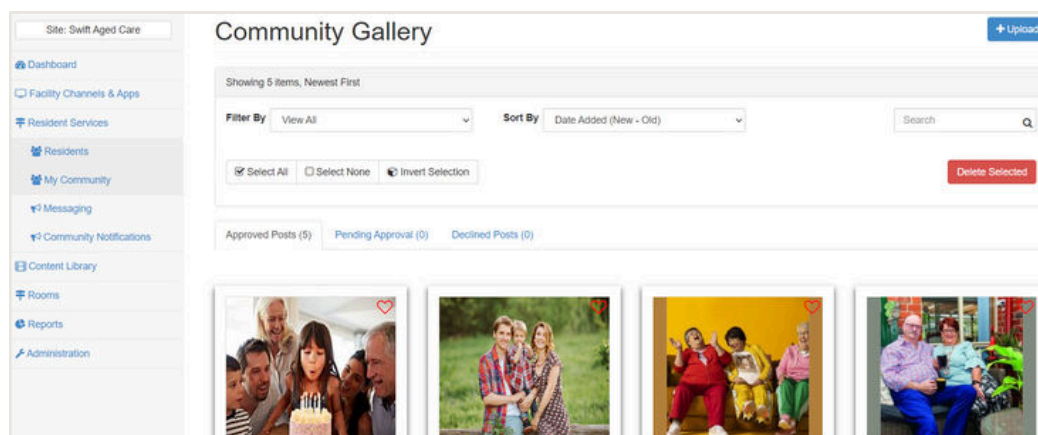
Step 4 - Optional - Add a Title, Description, Tags, Residents.

Step 5 - Choose files to Upload or drag and drop (max. file size is 500MB).

Step 6 - Optional - Select Edit to resize or Rotate the Image > Save.

Step 7 - Select Upload. The image will now display in the Community Gallery in Manage and on the My Community tile on resident TVs.

If a resident has been added at Step 4. the image will also display in their resident Gallery in Manage and on their My Family tile on their TV.



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Continued. How to add or edit an image in Manage.

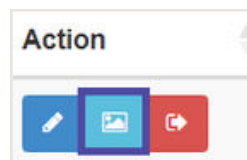
How to add an image to My Family via Manage:

Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > Residents.

Step 3 - Search or scroll for your chosen resident.

Step 4 - Under the Action column choose the Image icon.



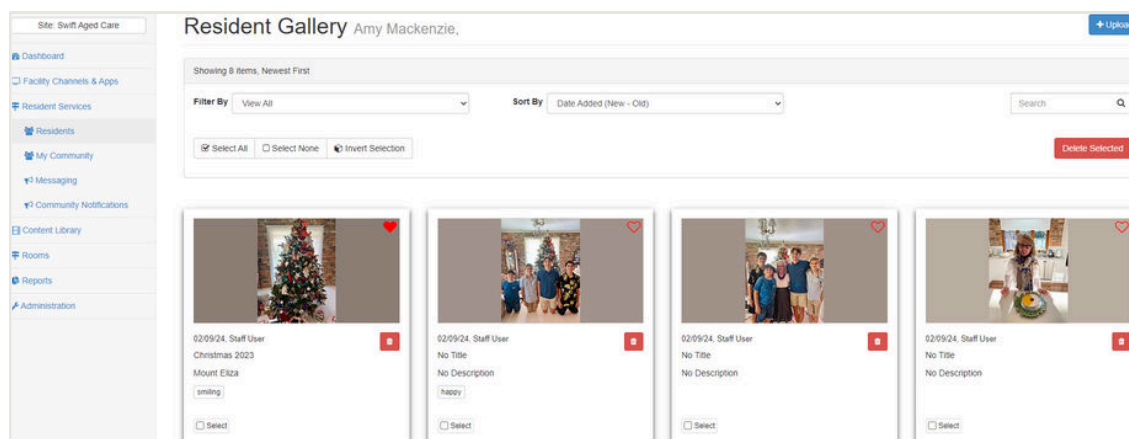
Step 5 - Select + Upload.

Step 6 - Optional - Add a Title, Description, Tags, Residents.

Step 7 - Choose files to Upload or drag and drop (max. file size is 500MB).

Step 8 - Optional - Select Edit to resize or Rotate the Image > Save.

Step 9 - Select Upload. The image will now display in their Resident Gallery in Manage and on their My Family tile on their TV. If additional residents have been added at Step 4. the image will also display in their Resident Gallery and My Family tile.



Visit our website to find lots of how-to videos: swiftnetworks.com.au/knowledge-base