



Member Manager

Attach File

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Member Manager supports attaching files such as PDF files to a member's profile.

To attach a file, right click on the member's name in the member list and select Attach File.

john

	Name ^	ClubID	UserName
■	Aaron, John	1017	1017
■	Arpaia, John	A1018	A1018
■	Bridgeman, Joh...	1012	1012
■	Donegan, John	D1029	D1029
■	John, Smith	1010	1010
■	Johnson, Cliff	J1012B	J1012B
■	Johnson, Kate	J1012C	J1012C
■	Johnson, Krysty...	J1012A	J1012A
■	John, D. L.	M1012	J1012
■	Ke...		K1026
■	Mi...		M1034A

- Filter
- A/R Adjustment
- Accept Payment
- \$ Account Details
- Add Task...
- Attach File**
- BuzRewards
- Generate EFT File
- Member Charge
- Pending Bills
- Periodic Minimum
- Setup
- Email

Attach File



Attach a File

Select the file to be attached by clicking on the elliptical button to the right of the File To Attach field. Next complete the description field and then click the Save button.

The screenshot shows two overlapping windows from a software application. The background window is titled "Task Editor" and contains fields for "Member Name" (Johnson, Robert B) and "Title" (Johnson Resignation). Overlaid on top is a smaller window titled "File Attachment Editor". This window has a "File To Attach:" field containing a file path: "G:\Shared drives\Buz Club Software\Learning Management System\Reference Guide\Buz Club Manager\Member Manager\". To the right of this field is an elliptical button with three dots. Below the file path field are two input fields: "Attachment Date:" with the value "9/13/2023 8:03:00 AM" and "File Date/Time Stamp:" with the value "9/13/2023 7:58:27 AM". At the bottom of the "File Attachment Editor" window is a "Description:" field containing the text "Johnson resignation letter". There are "Save" and "Close" buttons at the bottom right of the "File Attachment Editor" window. The "Task Editor" window also has "Save" and "Close" buttons at its bottom right.

[illegible][View File](#)

To view an attached file right click in Views and select File Attachments. Next right click on the desired file in the file list and select View.