



The member database is setup with custom data fields divided into sections. Create and manage member types & groups, add or upload members, and manage adding files to member dashboards.

Member Administration



Setup

Setup member administration by adding custom fields to hold data. Fields can be text, lookup, select, date, numbers or text areas. The database can be displayed in sections to better organize the fields.



Member Types

Catalogs can be viewed by anyone or can be viewed only by certain member types or groups. If a catalog is private, it can have a privacy message if you attempt to view it or be completely hidden from non-authorized users.



Member Groups

Catalogs can be viewed by anyone or can be viewed only by certain member types or groups. If a catalog is private, it can have a privacy message if you attempt to view it or be completely hidden from non-authorized users.



Add and Manage

Site administrators can add new members and manage existing ones. Members can be added individually or uploaded in bulk. Members can also be added through an application process.



Files

Create a folder structure to organize files in member dashboards. Upload files to add to one or more member dashboards or a .zip file to send separate files to multiple members.