

Import volunteer – when there is a blank list

If the list of available volunteers in the New Volunteer window is blank, check that the path to the folder where the volunteers are stored is correct. The default path is c:\program files\v-base\volunteers to import

This path can be changed by clicking on the existing path from the import volunteer window.



Selecting this will bring up a browse window where the correct path to where the saved XML attachments are located.

From within the received email there should be a XML attachment. Make sure it is a .xml file as sometimes email providers may change it to .txt and V-Base cannot recognize txt as a volunteer to import. So to solve this rename the file from a .txt to .xml.