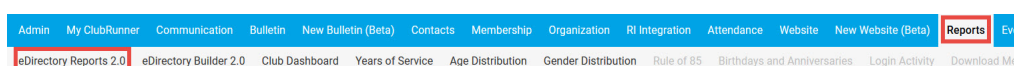


## How do I download Word & PDF reports using eDirectory Reports?

Michael C. - 2021-02-25 - Reports

ClubRunner maintains printable reports for download, in both MS Word and PDF formats.

1. After logging into the Administration area, along the top tabs click **Reports** then **eDirectory Reports 2.0**:



2. This brings you to the eDirectory reports screen, where you can download any individual report. Notice in the screenshot below the Word and PDF download icons are all greyed out. You will need to click **Regenerate** to update the information and activate the download icons.

### Note:











- It takes up to 30 minutes for the report to regenerate.
- Only access level **30 - Website Administrators** can click the **Regenerate** button.

### eDirectory Reports











Please note the date of the report to ensure you are getting up to date information. Click on the **Regenerate** button to request the report be queued for an update. Reports are generated every 30 minutes to ensure system performance. You will automatically receive an email once the report is generated.

Previous Year | **Current Year: 2018-19** | Next Year

Only website admins can click 'Regenerate', icons will then become active

| Yearly Reports  | Generated |                            |   |
|---|-----------|----------------------------|---|
| <b>Club Executives and Directors</b><br>Listing of all Club Executives and Directors with Photos.                             | Never     | <a href="#">Regenerate</a> |   |
| <b>Club Executives, Directors and Others</b><br>Listing of all Club Executives, Directors and Others with Photos.             | Never     | <a href="#">Regenerate</a> |   |
| <b>Club Information Page</b><br>Details on the Club Meeting Place and Time, Address and Website. Club Executives with Photos. | Never     | <a href="#">Regenerate</a> |   |
| <b>Committee Chairs</b><br>Listing of all Committee Chairs with Photos.   | Never     | <a href="#">Regenerate</a> |   |
| <b>Committee Chairs and Members</b>   | Never     | <a href="#">Regenerate</a> |   |





| Standing Reports  | Generated |                            |   |
|---|-----------|----------------------------|---|
| <b>All Members (one column, with Photos)</b><br>All members with contact information. One Column Layout. Photos included. | Never     | <a href="#">Regenerate</a> |   |
| <b>All Members (with Photos)</b><br>All members with contact information. Two Column Layout. Photos included.             | Never     | <a href="#">Regenerate</a> |   |
| <b>All Members (without Photos)</b><br>All members with contact information. Two Column Layout. Photos not included.      | Never     | <a href="#">Regenerate</a> |   |
| <b>Member ID's</b><br>List of all members with their Membership ID's.   | Never     | <a href="#">Regenerate</a> |   |
| <b>Member Phone Directory</b><br>Simple Directory of Members with All Phone Numbers.                                      | Never     | <a href="#">Regenerate</a> |   |

 Indicates that this report is queued to be generated. Reports are built every 30 minutes. You will automatically receive an email once the report is generated.

3. After the report has been regenerated you will receive an email notifying you the report is done. You can now download the reports by clicking the Word or PDF icons to the right.

**Note:** The **Generated** column displays the last time the report was regenerated. If the report has not been updated recently, click the **Regenerate** button to obtain the most recent member information. Otherwise you will download a report with out of dated information.

Click to download Word or PDF document

| Standing Reports  | Generated              |                            |   |
|---|------------------------|----------------------------|---|
| <b>All Members (one column, with Photos)</b><br>All members with contact information. One Column Layout. Photos included. | 3:28 PM<br>Feb 07 2017 | <a href="#">Regenerate</a> |   |
| <b>All Members (with Photos)</b><br>All members with contact information. Two Column Layout. Photos included.             | 3:28 PM<br>Feb 07 2017 | <a href="#">Regenerate</a> |   |

## Related Content

- [How do I generate an eDirectory report?](#)
- [How do I customize a template report?](#)
- [How do I build a report without a template using the eDirectory report builder?](#)
- [How do I setup a custom report with the eDirectory builder?](#)
- [How do I access the eDirectory builder?](#)
- [How do I download member data?](#)