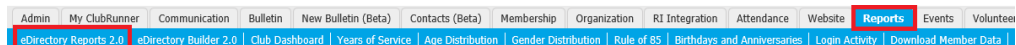


How do I generate an eDirectory report?

Michael C. - 2021-03-23 - Reports

1. Once all your changes to the report are complete, the next step is to generate your report. To do so, simply click the **Reports** tab on the blue horizontal bar on the top of your Admin page and then on the **eDirectory Reports 2.0** link.



2. On the new page you will see numerous reports listed on the page and their descriptions below them. All reports that were not created in the builder are template reports. These reports are what appear on the template list of the builder. These reports can be customized using the builder.
3. In order to generate an eDirectory report, click the **Regenerate** button on the right hand side of the page. Regenerating the report always ensures your data is up to date. After you click the button the report will be ready to view with in 30 minutes.

























Note: The **Generated** column will display the last time a report was generated.!


- **Previous Year:** This option will take you to reports from the previous Club year. All data within the report will be taken from past entries.
- **Next Year:** This option will take you to reports for the future Club year. All data within the report will be taken from future entries.

Rotary Club of Green Town eDirectory

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: 2016-17** | [Next Year](#)

| Yearly Reports | Generated | | |
|---|-----------|----------------------------|---|
| Club Executives and Directors Listing of all Club Executives and Directors with Photos. | Never | Regenerate |   |
| Club Executives, Directors and Others Listing of all Club Executives, Directors and Others with Photos. | Never | Regenerate |   |
| Club Information Page Details on the Club Meeting Place and Time, Address and Website. Club Executives with Photos. | Never | Regenerate |   |
| Committee Chairs Listing of all Committee Chairs with Photos. | Never | Regenerate |   |
| Committee Chairs and Members | Never | Regenerate |   |
| Standing Reports | | | |
| All Members (one column, with Photos) All members with contact information. One Column Layout. Photos included. | Never | Regenerate |   |
| All Members (with Photos) All members with contact information. Two Column Layout. Photos included. | Never | Regenerate |   |
| All Members (without Photos) All members with contact information. Two Column Layout. Photos not included. | Never | Regenerate |   |
| List of Members This displays a list of members with information | Never | Regenerate |   |
| List of Members This displays a list of members with information | Never | Regenerate |   |
| Member ID's List of all members with their Membership ID's. | Never | Regenerate |   |
| Member Phone Directory Simple Directory of Members with All Phone Numbers. | Never | Regenerate |   |





 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.

- Once the report is generated, the Word and PDF icon will not be grayed out any more. Click on the **Word** or **PDF** icon to download the report.

Rotary Club of Green Town eDirectory

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: 2016-17** | [Next Year](#)

| Yearly Reports | Generated | | |
|---|-----------|----------------------------|---|
| Club Executives and Directors Listing of all Club Executives and Directors with Photos. | Never | Regenerate |   |
| Club Executives, Directors and Others Listing of all Club Executives, Directors and Others with Photos. | Never | Regenerate |   |

Related Content

- [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 Word & PDF reports using eDirectory Reports?](#)