

How to use the RI Integration Member Updates Archive (District Executive)

Omar S. - 2021-04-14 - District Integration

The **RI Integration Updates Archive** lets you view the history of all RI Integration updates. Please follow the directions below to learn how to use the **Updates Archive**.

1. To access the Updates Archive page, you must go to the District's homepage and login. Click **Member Login** at the top right to login. After you login click on **Member Area** on the top right.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
3. Then, click on **RI Updates Archive**.
4. This will take you to the **RI Member Integration Archive**. From here you can select the **Club**, **Member**, **RI Integration Type**, and **Date** from the list below.

RI Member Integration Archive

The screenshot displays the 'RI Member Integration Archive' interface. At the top, there are four filter dropdown menus: 'Club' (set to '- All Clubs -'), 'Member' (set to '- All Members -'), 'RI Integration Type' (set to '- All Event Types -'), and 'Date Range' (set to 'From Jan 14, 2021 To Apr 14, 2021'). A 'Show' button is located to the right of these filters. Below the filters is a search bar labeled 'Filter records:' and a 'Display 25 records' dropdown with an 'Export to Excel' button. The main content is a table with the following data:

Name	Club	Change Type	Archived	Status	Notified	Initiated By	Actions
Raider, Lillian	Tavistock	Address Change <i>Home</i>	Apr 12, 2021 at 8:19 PM	RI Member ID Mismatch <i>Failed to match RI Member ID with ClubRunner Member ID, found in Rotary tab</i>	No Mark as Resolved	Zigler, Zig	Details
Raider, Lilly	Tavistock	Name Change	Apr 12, 2021 at 8:18 PM	RI Member ID Mismatch <i>Failed to match RI Member ID with ClubRunner Member ID, found in Rotary tab</i>	No Mark as Resolved	Zigler, Zig	Details
Hairs, Janeva	Tavistock	Name Change	Apr 12, 2021 at 7:46 PM	RI Member ID Mismatch <i>Failed to match RI Member ID with ClubRunner Member ID, found in Rotary tab</i>	Apr 12, 2021	Zigler, Zig	Details

5. If you click the drop down box for **RI Integration Type** you will see different the different types of reports. Select the one that you are looking for.

RI Member Integration Archive

Club [Show](#)

Member

RI Integration Type

Date Range From To

Filter records: Display records [Export to Excel](#)

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6. The **Date** lets you change the dates when ClubRunner sent/received data from RI.

Note: By default shows the last 3 months.

RI Member Integration Archive

Club [Show](#)

Member

RI Integration Type

Date Range From To

Filter records: Display records [Export to Excel](#)

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7. If you select the drop down box for the **member's name** you can select the member you are looking for.

Note: This only lists the members that had data updated.

RI Member Integration Archive

Club [Show](#)

Member

RI Integration Type

Date Range From To

Filter records: Display records [Export to Excel](#)

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8. When you are ready to see the results of what you selected, hit the **Show** button.

RI Member Integration Archive

Club: -- All Clubs -- Show
 Member: -- All Members --
 RI Integration Type: -- All Event Types --
 Date Range: From Jan 14, 2021 To Apr 14, 2021

Filter records: Display 25 records Export to Excel

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9. This will show the updates that happened to the members with RI Integration. The report displays the **Member Name**, **Change Type**, **Archived** (date of update), **Status**, **RI Notified**(if email was sent to RI), **Initiated By**, and **Details**. If you want to know more information about what was updated for the member you can click on the **Details** link

RI Member Integration Archive

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10. This is the **Details** page. It displays more information about the update that happened with the RI Integration.

RI Integration Archive Detail ✕

Member Name	Raider, Lillian	
Update Type	Address Change	
Archived	Apr 12, 2021 at 8:19 PM	
Status	RI Member ID Mismatch Compare and Sync	

	Old Data	New Data
Address1	2060 Winston Park Drive	123 Winston Park Drive
Address2		
Address3		
City	Oakville	Oakville
State/Province	ON	ON
Zip Code	L6h 5r7	L6h 5r7

Close

To learn which fields gets integrated with RI please read the article titled [Supported Types of Changes](#).

Related Content

- [How to use the Compare & Synchronize tool \(District Executive\)](#)
- [What is the Club Updates Archive? \(District Executive\)](#)
- [Activating RI Synchronization on the District by a District Administrator](#)
- [RI Integration Terms and Conditions](#)
- [What types of changes does Rotary International Integration support?](#)
- [Rotary International integration introduction and overview](#)
- [How do I add or change a club executive / director as a district officer?](#)
- [How do I view and edit club information?](#)