

ClubRunner

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How to use the RI Integration Member Updates Archive on the District

Omar S. - 2021-04-14 - Club Executives on the District

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 your 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 **For Clubs** tab.
3. Then click on **Member Updates Archive**.
4. This will take you to the **RI Member Integration Archive**. From here you can select the **Member, RI Integration Type, and Date**.
5. If you select the drop down box beside **Member**, you can select the member you are looking for.

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

RI Member Integration Archive



The screenshot shows the search interface for the RI Member Integration Archive. It includes a search bar with a magnifying glass icon, a 'Filter records:' label, and a 'Display 25 records' dropdown menu. A blue 'Export to Excel' button is located to the right of the display dropdown. The main search area contains three dropdown menus: 'Member' (highlighted with a red box), 'RI Integration Type', and 'Date Range'. The 'Date Range' section includes 'From' and 'To' date pickers, both set to Jan 12, 2021 and Apr 12, 2021 respectively. A blue 'Show' button is positioned to the right of the search filters.

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

RI Member Integration Archive

Member -- All Members -- Show

RI Integration Type -- All Event Types --

Date Range From Jan 12, 2021  To Apr 12, 2021 

Filter records: Display 25 records Export to Excel



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

Note: By default shows the last 90 days.

RI Member Integration Archive

Member -- All Members -- Show

RI Integration Type -- All Event Types --

Date Range From Jan 12, 2021  To Apr 12, 2021 



Filter records: Display 25 records Export to Excel

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

RI Member Integration Archive

Member -- All Members -- Show

RI Integration Type -- All Event Types --

Date Range From Jan 12, 2021  To Apr 12, 2021 

Filter records: Display 25 records Export to Excel

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

RI Member Integration Archive

Member -- All Members -- Show

RI Integration Type -- All Event Types --

Date Range From Jan 12, 2021 To Apr 12, 2021

Filter records: Display 25 records Export to Excel

Name	Change Type	Archived	Status	Notified	Initiated By	Actions
Hairs, Janeva	Name Change	Apr 12, 2021 at 3:46 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

10. After clicking on the **Details** link it displays more information about the member's change that happened with the RI Integration.

RI Member Integration Archive

Member -- All Members -- Show

RI Integration Type -- All Event Types --

Date Range From Jan 12, 2021 To Apr 12, 2021

Filter records: Display 25 records Export to Excel

Name	Change Type	Archived	Status	Notified	Initiated By	Actions
Hairs, Janeva	Name Change	Apr 12, 2021 at 3:46 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

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

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