ClubRunner

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What is the Club Updates Archive? (District Executive)

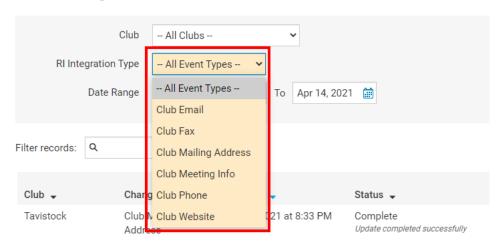
Omar S. - 2021-04-14 - District Integration

With the **Club Updates Archive** tool in ClubRunner, it's easy to track all changes made to the Clubs in one convenient location! To learn how to best make use of this function, please follow the directions below.

- 1. To access this function, first login to the District and access the **Member Area**, click the **Membership** tab at the top.
- 2. Select **RI Club Updates Archive** on the blue menu bar.
- 3. This will take you to the **RI Club Integration Archive**. From here, in the **RI Integration Type** field, you may choose to display Club **E-mail, Fax, Mailing Address, Meeting Info, Phone,** or **Website** changes from the list.

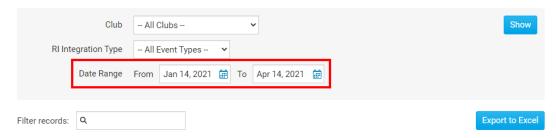
Note: When you first access the Archive Page, the default view displays all of the Clubs updates made within the **past 90 days** until a date range is specified.

RI Club Integration Archive



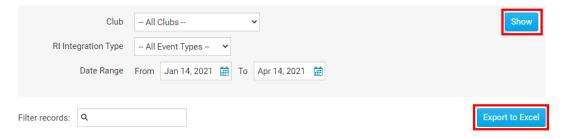
4. Below the **RI Integration Type**, you may specify the **Date Range** of the targeted Club changes, or leave it blank to display all changes made in the past.

RI Club Integration Archive



5. After setting the above parameters, you may either click **Show** to have the results displayed directly on the page or **Export to Excel** to generate an excel spreadsheet of the data.

RI Club Integration Archive



- 6. There will be 6 columns of data that will be generated:
 - **Change Type** This column indicates the value that was changed.
 - Archived This column indicates the date the change was archived.
 - Status This column indicates the status of the change.
 - RI Notified This column indicates the date that RI was notified of the change. If
 you would like to notify RI manually of this change, you may indicate this by clicking
 on the Manually Fix link and entering a comment in the provided section.
 - Initiated By This column indicates who made the change.
 - Actions This column displays the Details link. By clicking on Details it will show
 you the exact change that was made so you can compare the new and old values.



7. If you click on **Details,** a window will appear with information about the change.

RI Integration Archive Detail ×			
Update Type	Club Mailing Address		
Archived	Feb 25, 2021 at 8:33 PM		
Status	Complete		
	Old Data	New Data	
Address1		2060 Winston Park Drive	
Address2			
Address3			
City		Oakville	
State/Province		ON	
Zip Code		l6h 5r7	
Country		Canada	
		Clos	se

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