

# ClubRunner

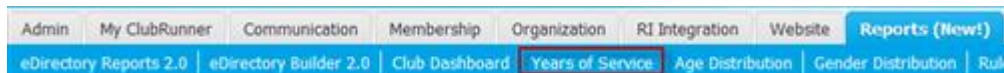
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## What is the years of service report?

Michael C. - 2021-03-01 - Reports

### Locating the Years of Service Report Tool

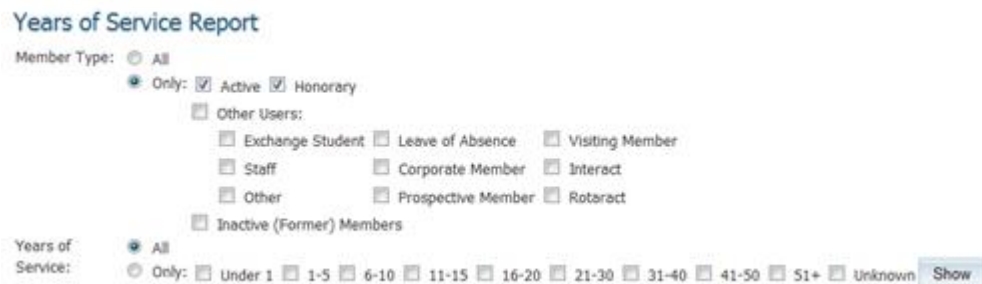
1. To use the Years of Service report tool, you must first locate the Years of Service link on your Admin page.
2. Within the District and Club version of ClubRunner, the Years of Service report can be found on the blue horizontal menu bar. Simply click on the **Reports** tab
3. Then select **Years of Service**.



### Using the Years of Service Report

When you begin to use the Years of Service report, you will find the following options that you can use to filter your results.

- **Member Type:** This filter is used to pull up information about members based on their status (active, honorary or other user).



- **Years of Service:** This filter is used to provide a list based only on the years option you have selected.

**Years of Service Report**

Member Type:  All  
 Only:  Active  Honorary  
 Other users:  
 Exchange Student  Leave of Absence  Visiting Member  
 Staff  Corporate Member  Interact  
 Other  Prospective Member  Retired  
 Inactive (Farmer) Members

Years of Service:  All  
 Only:  under 1  1-5  6-10  11-15  16-20  21-30  31-40  41-50  51+  Unknown

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Member	Club	Member Type	Area	Date Joined	Years of Service
Conroy, Paul	Bangkok	Active	Area #1	Oct 26, 2003	8
Devis, Mitch	Bangkok	Active	Area #1	Oct 26, 2003	8
Fyfe, James	Bangkok	Active	Area #1	Jul 26, 2005	8
Johnson, Wendy	Bangkok	Active	Area #1	Oct 26, 2003	8
Madison, Richard	Bangkok	Active	Area #1	Jun 29, 2005	7
McL, Bradley	Bangkok	Active	Area #1	Oct 26, 2003	8
Robbins, Tony	Bangkok	Active	Area #1	Oct 26, 2003	8
Roberts, Julie	Bangkok	Active	Area #1	Oct 26, 2003	8
Sivers, Jane	Bangkok	Active	Area #1	Oct 26, 2003	8
Sussex, Sarah	Bangkok	Active	Area #1	Oct 26, 2004	7
Sussex, Cliff/Scott	Bangkok	Honorary	Area #1	Oct 26, 2003	8
Thomson, Jane	Bangkok	Honorary	Area #1	Oct 28, 2003	8
Ward, George	Bangkok	Active	Area #1	Jan 04, 2005	7
Wu, Carol	Bangkok	Active	Area #1	Apr 16, 2005	7
Young, Peter	Bangkok	Active	Area #1	Oct 26, 2003	8

Once you have specified your filter, you can now click the show button to see the list of results. To export your results to an excel spreadsheet, click on the **Export to Excel / CSV** link.

#### Related Content

- [VIDEO: Rule of 85, Age, and Years of service reports](#)
- [VIDEO: Gender distribution and club dashboard report](#)
- [What is the club dashboard?](#)
- [What is the birthday & anniversary report?](#)
- [What is the Rule of 85 report?](#)
- [VIDEO: Birthday & Anniversary report](#)