

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

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

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 --

Member
-- All Members --

RI Integration Type
-- All Event Types --

Date Range
From
Jan 14, 2021
To
Apr 14, 2021

Show

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

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

