## ClubRunner

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# How do I download Word & PDF reports using eDirectory Reports?

Michael C. - 2021-02-25 - Reports

ClubRunner maintains printable reports for download, in both MS Word and PDF formats.

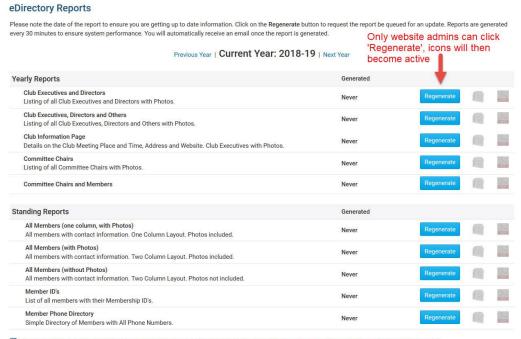
1. After logging into the Administration area, along the top tabs click **Reports** then **eDirectory Reports** 2.0.



This brings you to the eDirectory reports screen, where you can download any individual report. Notice in the screenshot below the Word and PDF download icons are all greyed out. You will need to click Regenerate to update the information and activate the download icons.

#### Note:

- It takes up to 30 minutes for the report to regenerate.
- o Only access level 30 Website Administrators can click the Regenerate button.



Indicates that this report is queued to be generated. Reports are built every 30 minutes. You will automatically receive an email once the report is generated.

3. After the report has been regenerated you will receive an email notifying you the report is done. You can now download the reports by clicking the Word or PDF icons to the right.

**Note**: The **Generated** column displays the last time the report was regenerated. If the report has not been updated recently, click the **Regenerate** button to obtain the most recent member information. Otherwise you will download a report with out of dated information.

#### Click to download Word or PDF document

Standing Reports	Generated	17
All Members (one column, with Photos)  All members with contact information. One Column Layout. Photos included.	3:28 PM Feb 07 2017	e E
All Members (with Photos)  All members with contact information. Two Column Layout. Photos included.	3:28 PM Feb 07 2017	e E

### **Related Content**

- How do I generate an eDirectory report?
  How do I customize a template report?
  How do I build a report without a template using the eDirectory report builder?
  How do I setup a custom report with the eDirectory builder?
  How do I access the eDirectory builder?

- How do I download member data?