How to use the RI Integration Member Updates Archive (District Executive)

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

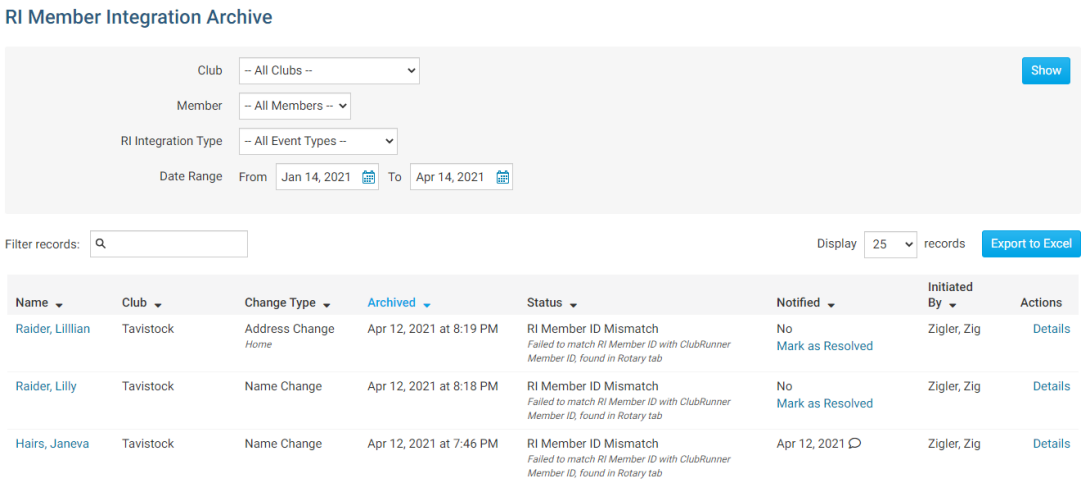
The **RI Integration Updates Archive** lets you view the history of all RI Integration updates. Please follow the directions below to learn how to use the **Updates Archive**.

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.

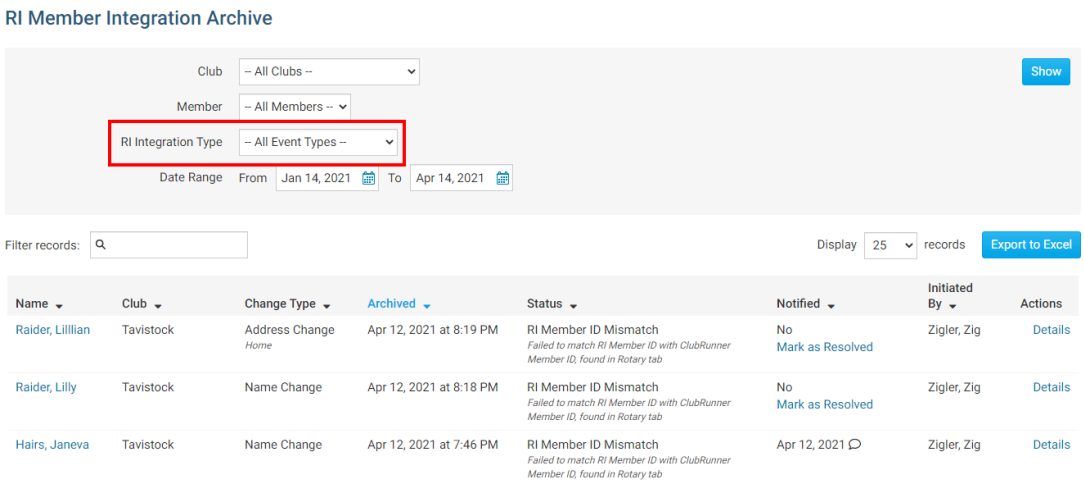
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.

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.

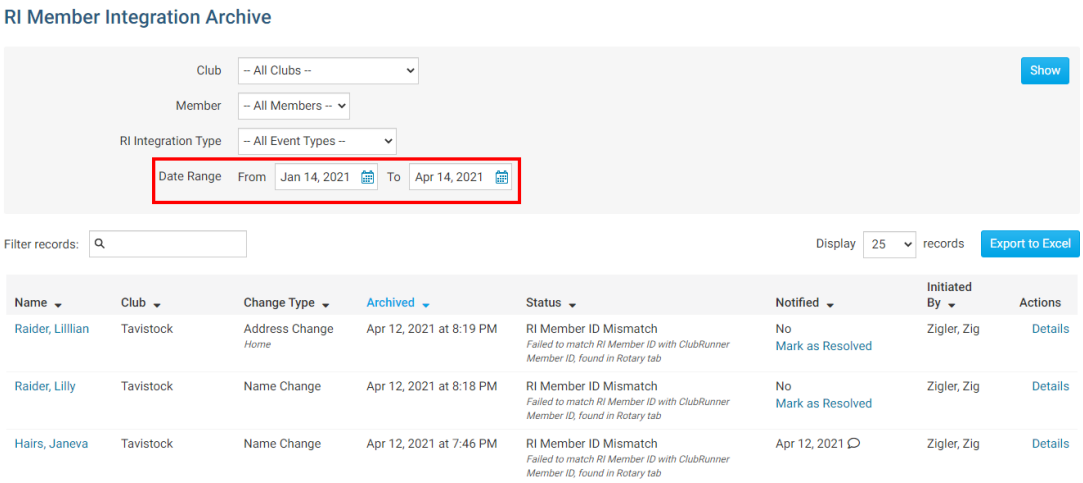


5. If you click the drop down box for **RI Integration Type** you will see different the different types of reports. Select the one that you are looking for.



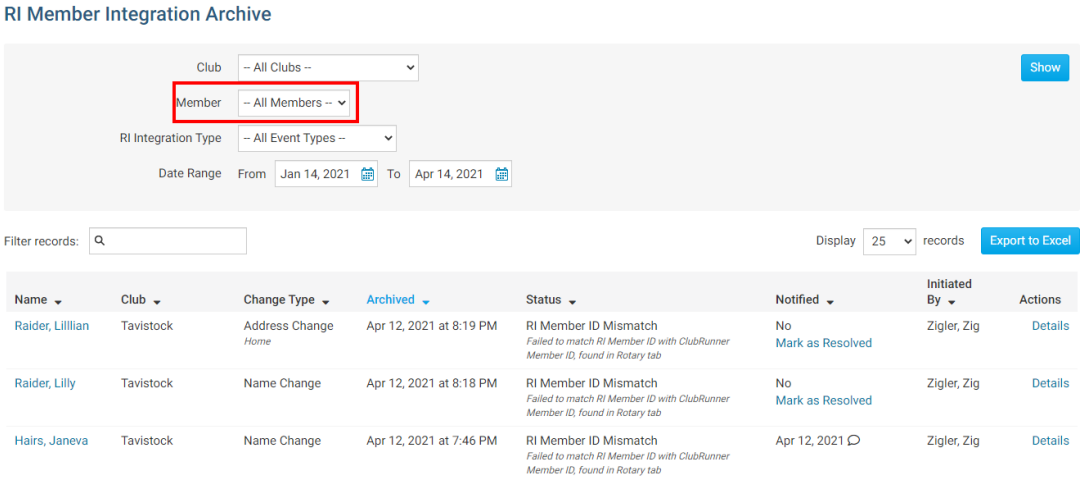
6. The **Date** lets you change the dates when ClubRunner sent/received data from RI.

Note: By default shows the last 3 months.

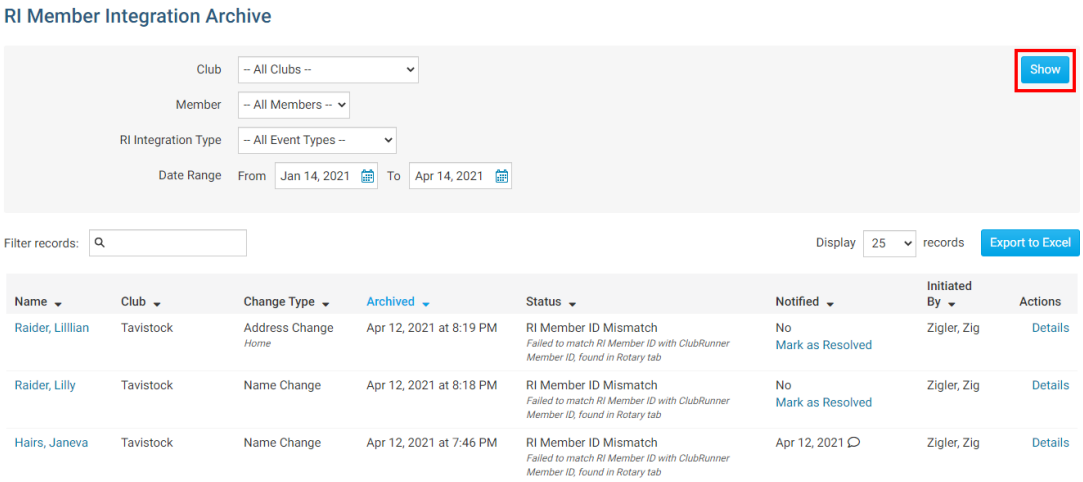


7. If you select the drop down box for the **member's name** you can select the member you are looking for.

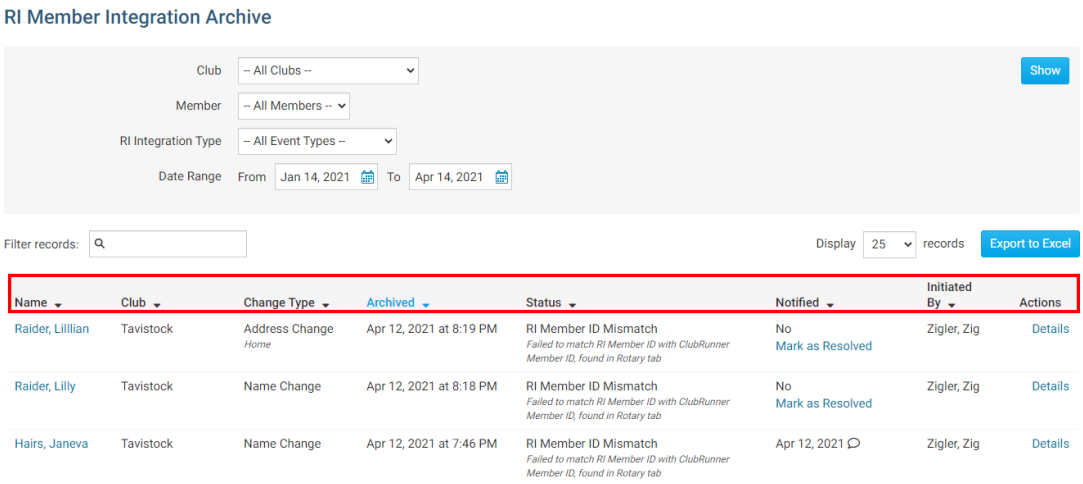
Note: This only lists the members that had data updated.



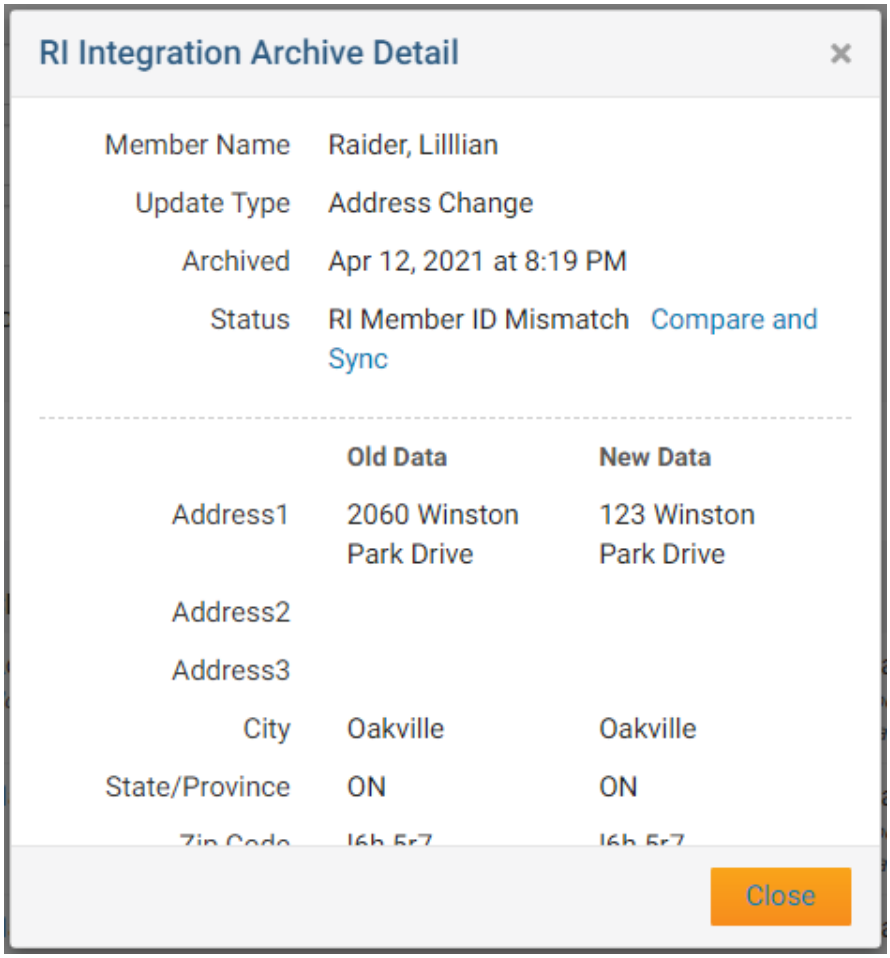
8. When you are ready to see the results of what you selected, hit the **Show** button.



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



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



To learn which fields gets integrated with RI please read the article titled Supported Types of Changes.

Related Content

- How to use the Compare & Synchronize tool (District Executive)
- What is the Club Updates Archive? (District Executive)
- Activating RI Synchronization on the District by a District Administrator
- RI Integration Terms and Conditions
- What types of changes does Rotary International Integration support?
- Rotary International integration introduction and overview

- How do I add or change a club executive / director as a district officer?
- How do I view and edit club information?