

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

The screenshot displays the 'RI Member Integration Archive' interface. At the top, there are four filter dropdown menus: 'Club' (set to '- All Clubs -'), 'Member' (set to '- All Members -'), 'RI Integration Type' (set to '- All Event Types -'), and 'Date Range' (set to 'From Jan 14, 2021 To Apr 14, 2021'). A 'Show' button is located to the right of the filters. Below the filters is a search bar labeled 'Filter records:' and a 'Display 25 records' dropdown with an 'Export to Excel' button. The main content is a table with the following data:

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

Name	Club	Change Type	Archived	Status	Notified	Initiated By	Actions
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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 -- 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

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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

RI Member Integration Archive

Club: -- All Clubs -- Show
 Member: -- All Members --
 RI Integration Type: -- All Event Types --
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10. This is the **Details** page. It displays more information about the update that happened with the RI Integration.

RI Integration Archive Detail ✕

Member Name	Raider, Lillian	
Update Type	Address Change	
Archived	Apr 12, 2021 at 8:19 PM	
Status	RI Member ID Mismatch Compare and Sync	

	Old Data	New Data
Address1	2060 Winston Park Drive	123 Winston Park Drive
Address2		
Address3		
City	Oakville	Oakville
State/Province	ON	ON
Zip Code	L6h 5r7	L6h 5r7

Close

To learn which fields gets integrated with RI please read the article titled [Supported Types of Changes](#).

Related Content

- [How do I view and edit club information?](#)
- [How do I add or change a club executive / director as a district officer?](#)
- [Rotary International integration introduction and overview](#)
- [What types of changes does Rotary International Integration support?](#)
- [RI Integration Terms and Conditions](#)
- [Activating RI Synchronization on the District by a District Administrator](#)
- [What is the Club Updates Archive? \(District Executive\)](#)
- [How to use the Compare & Synchronize tool \(District Executive\)](#)