ClubRunner

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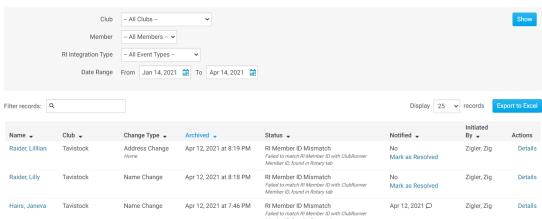
How to use the RI Integration Member Updates Archive (District Executive)

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**.

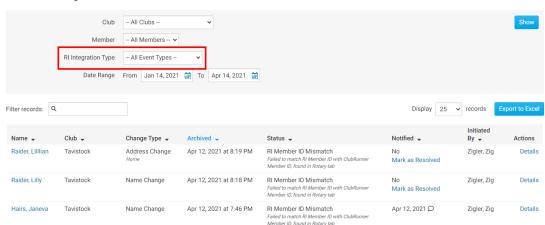
- 1. To access the Updates Archive page, you must go to the District's homepage and login. Click **Member Login** at the top right to login. After you login click on **Member Area** on the top right.
- 2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
- 3. Then, 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



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.

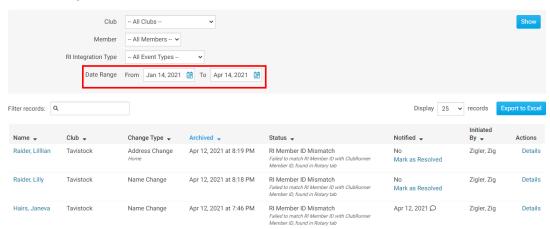
RI Member Integration Archive



 ${\bf 6.\ The\ {\bf Date}\ lets\ you\ change\ the\ dates\ when\ ClubRunner\ sent/received\ data\ from\ RI.}$

Note: By default shows the last 3 months.

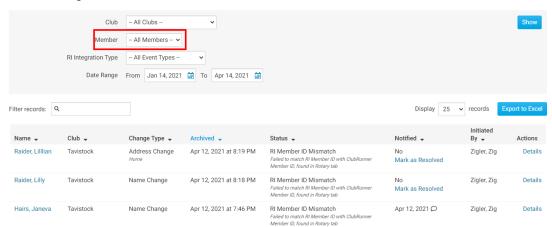
RI Member Integration Archive



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

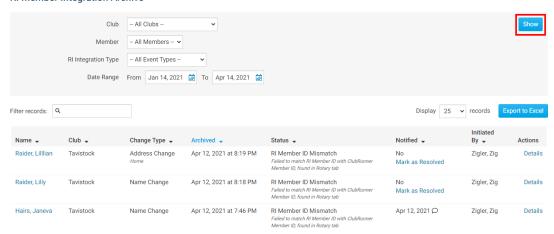
Note: This only lists the members that had data updated.

RI Member Integration Archive



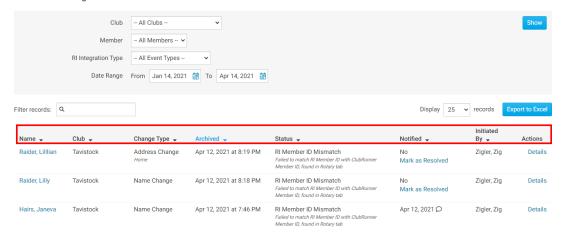
8. When you are ready to see the results of what you selected, hit the **Show** button.

RI Member Integration Archive

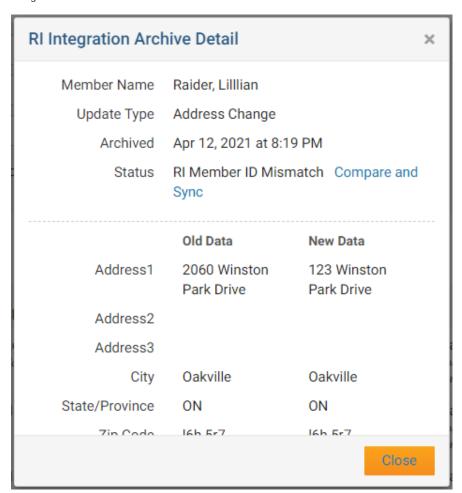


9. This will show the updates that happened to the members with RI Integration. The report displays the **Member Name**, **Change Type**, **Archived** (date of update), **Status**, **RI Notified**(if email was sent to RI), **Initiated By**, and **Details**. If you want to know more information about what was updated for the member you can click on the **Details** link

RI Member Integration Archive



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 <u>Supported Types of Changes</u>.

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?