ClubRunner

How to use the RI Integration Member Updates Archive on the District

Omar S. - 2021-04-14 - Club Executives on the District

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 your 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.

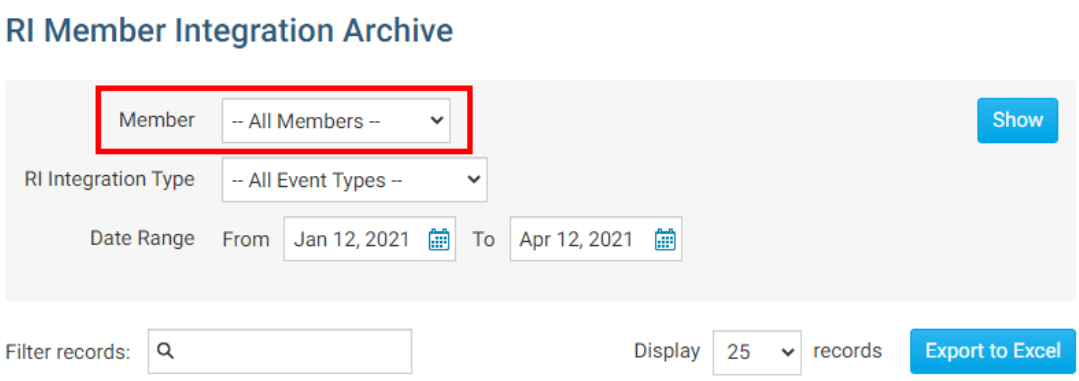
2. Along the top of the screen you will see several tabs. Click on the **For Clubs** tab.

3. Then click on **Member Updates Archive**.

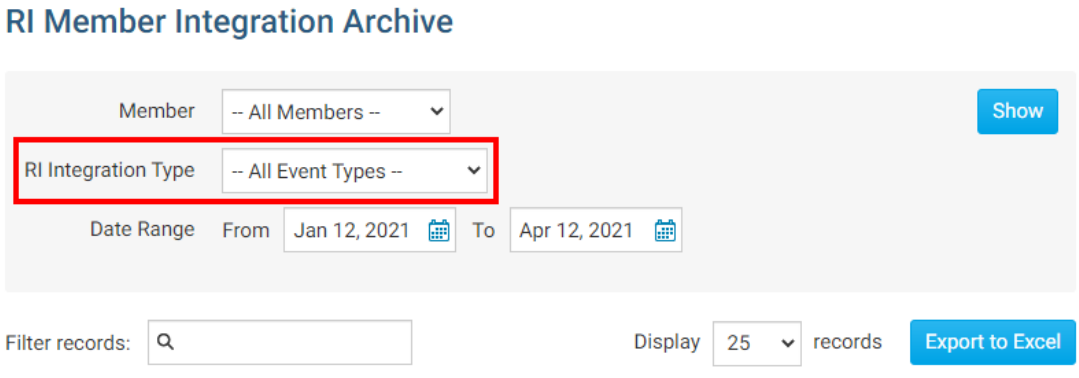
4. This will take you to the **RI Member Integration Archive**. From here you can select the **Member**, **RI Integration Type,** and **Date.**

5. If you select the drop down box beside **Member**, you can select the member you are looking for.

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

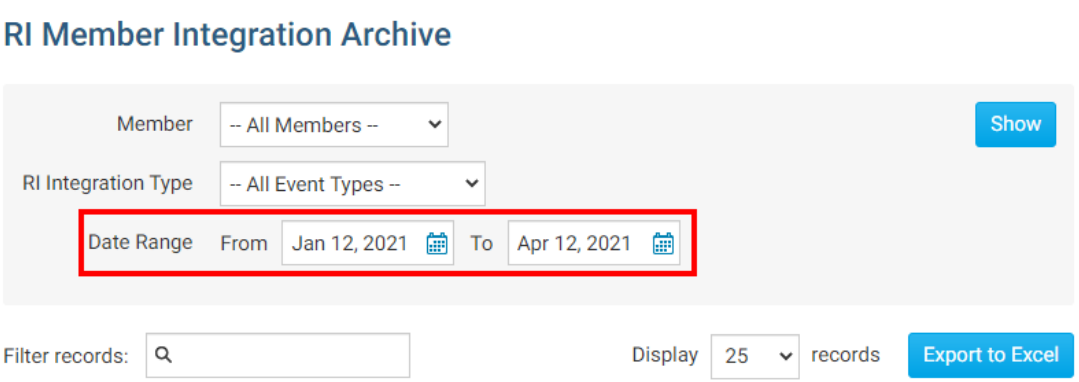


6. If you click the drop down box for **RI Integration Type** you will see the different types of reports. Select the one that you are looking for.

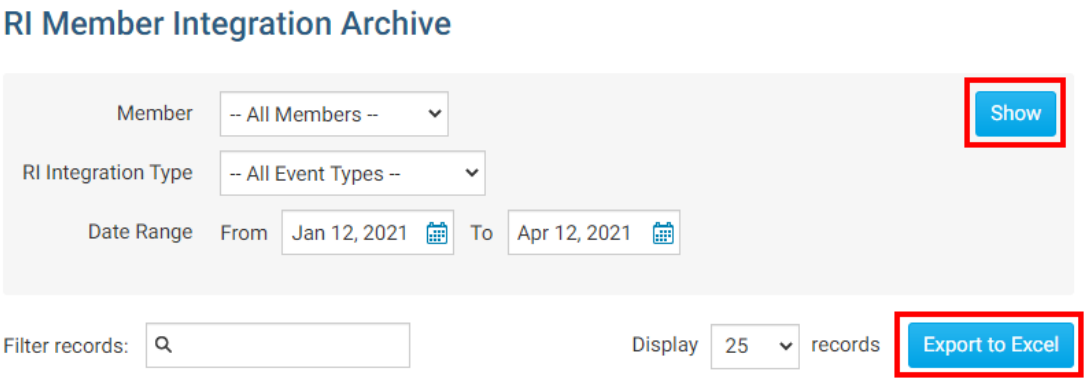


7. The **Date** field lets you change the dates when ClubRunner sent/received data from RI.

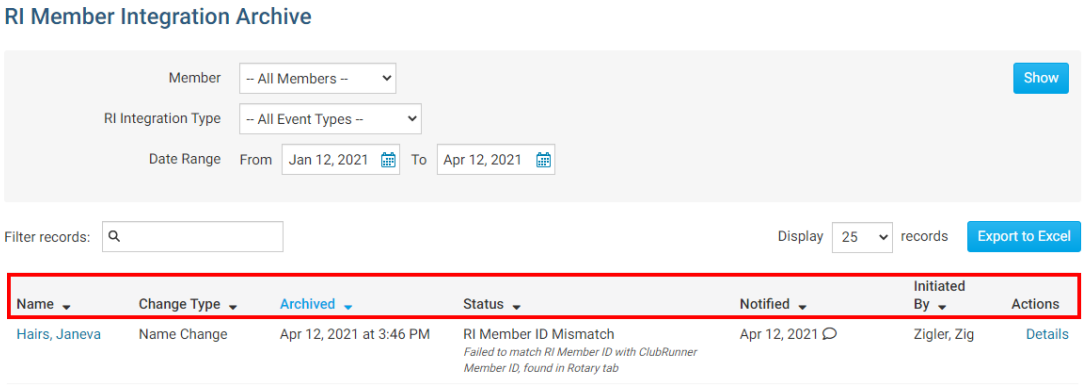
Note: By default shows the last 90 days.



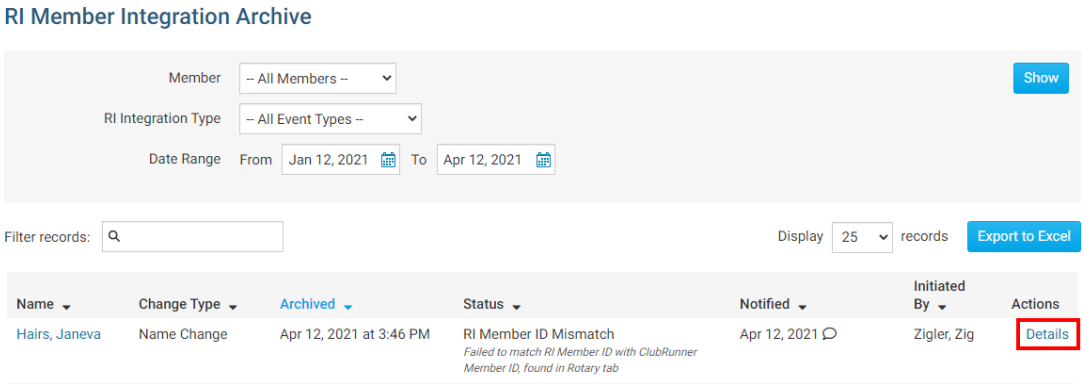
8. When you are ready to see the results of what you selected, click on the **Show** button.



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



10. After clicking on the **Details** link it displays more information about the member's change that happened with the RI Integration.



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

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