

What is the club updates archive?

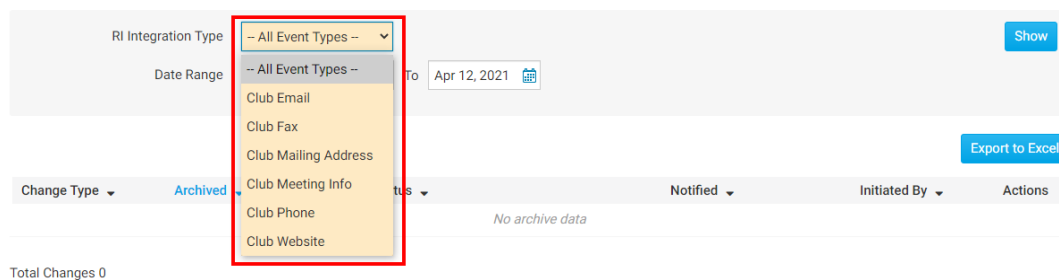
Omar S. - 2021-04-12 - Club Integration

With the **Club Updates Archive** tool in ClubRunner, it's easy to track all changes made to your Club in one convenient location! To learn how to best make use of this function, please follow the directions below.

1. To access this function, first login to your **Member Area**, click the **RI Integration** tab at the top, and select **Club Updates Archive**.
2. This will take you to the **RI Club Integration Archive**. From here, in the **RI Integration Type** field, you may choose to display Club **E-mail, Fax, Mailing Address, Meeting Info, Phone,** and/or **Website** changes from the list below.

Note: When you first access the Archive Page, all Club updates made within the **past 90 days** will be displayed by default until a date range is specified at step 3.

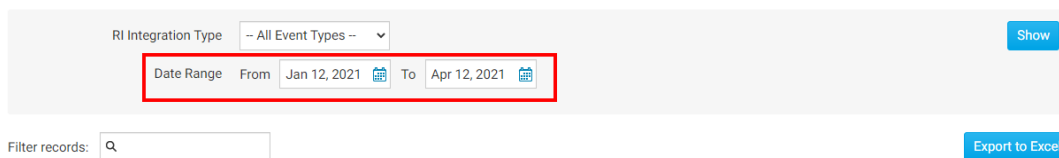
RI Club Integration Archive



The screenshot shows the 'RI Club Integration Archive' interface. At the top, there's a section for 'RI Integration Type' with a dropdown menu currently set to '-- All Event Types --'. A red box highlights this dropdown menu, which is open, showing a list of options: 'Club Email', 'Club Fax', 'Club Mailing Address', 'Club Meeting Info', 'Club Phone', and 'Club Website'. To the right of the dropdown is a 'Date Range' section with 'From' and 'To' date pickers, currently set to 'Apr 12, 2021'. Below these are buttons for 'Show' and 'Export to Excel'. Further down, there's a 'Change Type' dropdown set to 'Archived', and a table header with columns: 'tus', 'Notified', 'Initiated By', and 'Actions'. The table body is empty, displaying 'No archive data'. At the bottom left, it says 'Total Changes 0'.

3. Below the **RI Integration Type**, you may specify the **Date** range of the targeted Club changes, or leave it blank to display all changes made in the past.

RI Club Integration Archive



This screenshot shows the same 'RI Club Integration Archive' interface, but with the 'Date Range' section highlighted by a red box. The 'From' date is set to 'Jan 12, 2021' and the 'To' date is set to 'Apr 12, 2021'. The 'Show' and 'Export to Excel' buttons are visible to the right. Below the date range, there's a 'Filter records:' search bar and another 'Export to Excel' button.

4. After setting the above parameters, you may either click **Show** to have the results displayed directly on the page or **Export to Excel** to generate an excel spreadsheet of the data.

RI Club Integration Archive

RI Integration Type

-- All Event Types --

Show

Date Range

From

Jan 12, 2021

To

Apr 12, 2021

Export to Excel

5. There will be 6 columns of data that will be generated:

- **Change Type** - This column indicates the value that was changed.
- **Archived** - This column indicates the date the change was archived.
- **Status** - This column indicates the status of the change.
- **RI Notified** - This column indicates the date that RI was notified of the change. If you would like to notify RI manually of this change, you may indicate this by clicking on the **Manually Fix** link and entering a comment in the provided section.
- **Initiated By** - This column indicates who made the change.
- **Actions** - This column displays the **Details** link. By clicking on **Details** it will show you the exact change that was made so you can compare the new and old values.

RI Club Integration Archive

RI Integration Type

-- All Event Types --

Show

Date Range

From

Jan 12, 2021

To

Apr 12, 2021

Export to Excel

Filter records:

Change Type	Archived	Status	Notified	Initiated By	Actions
Club Mailing Address	Feb 25, 2021 at 3:33 PM	Complete <i>Update completed successfully</i>	No	Bradley, Bill	Details
Club Website	Feb 25, 2021 at 3:32 PM	Complete <i>Update completed successfully</i>	No	Bradley, Bill	Details

6. If you click **Details**, a window will appear with information about the change.

RI Integration Archive Detail

Update Type

Club Mailing Address

Archived

Feb 25, 2021 at 3:33 PM

Status

Complete

Old Data

New Data

Address1

2060 Winston
Park Drive

Address2

Address3

City

Oakville

State/Province

ON

Zip Code

I6h 5r7

Country

Canada

Close

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