

ClubRunner

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What is the club updates archive on the District?

Omar S. - 2021-04-14 - [Club Executives on the District](#)

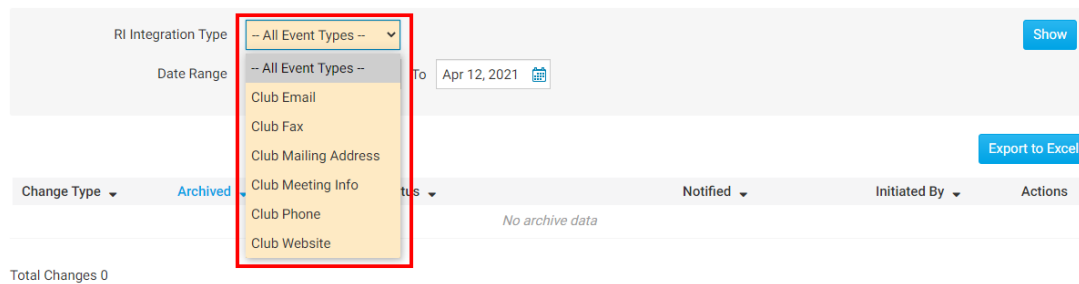
With the **Club Updates Archive** tool in ClubRunner, it's easy to track all changes made to your Club in one convenient location! To learn how to best make use of this function, please follow the directions below.

1. To access this function, first login to the District and access the **Member Area**, click the **For Clubs** 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, or Website** changes from the list.

Note: When you first access the Archive Page, the default view displays Club updates made within the **past 90 days** until a date range is specified.

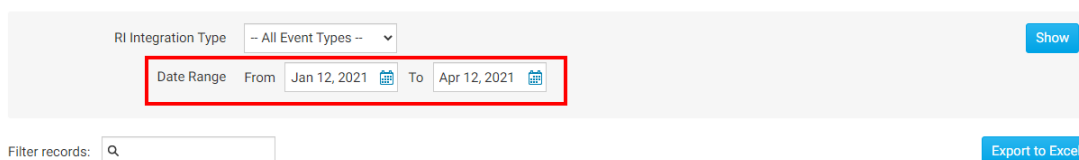
RI Club Integration Archive



The screenshot shows the 'RI Club Integration Archive' form. The 'RI Integration Type' dropdown menu is open, displaying a list of options: Club Email, Club Fax, Club Mailing Address, Club Meeting Info, Club Phone, and Club Website. The 'Date Range' field is set to 'To Apr 12, 2021'. The 'Change Type' dropdown is set to 'Archived'. The 'Status' dropdown is set to 'All'. The 'Notified' dropdown is set to 'All'. The 'Initiated By' dropdown is set to 'All'. The 'Actions' column is visible. The 'Total Changes' is 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.

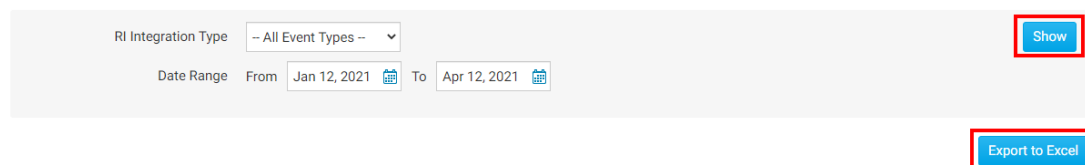
RI Club Integration Archive



The screenshot shows the 'RI Club Integration Archive' form. The 'Date Range' field is highlighted, showing the date range from 'Jan 12, 2021' to 'Apr 12, 2021'. The 'Filter records' field is empty. The 'Export to Excel' button is visible.

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



The screenshot shows the 'RI Club Integration Archive' form. The 'Show' button and the 'Export to Excel' button are highlighted. The 'Date Range' field is set to 'From Jan 12, 2021' to 'Apr 12, 2021'.

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
Filter records: <input type="text"/>					
Export to Excel					
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

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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

l6h 5r7

Country

Canada

Close

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