ClubRunner

What is the RI Updates Archive on the District?

Omar S. - 2023-06-29 - Club Executives on the District

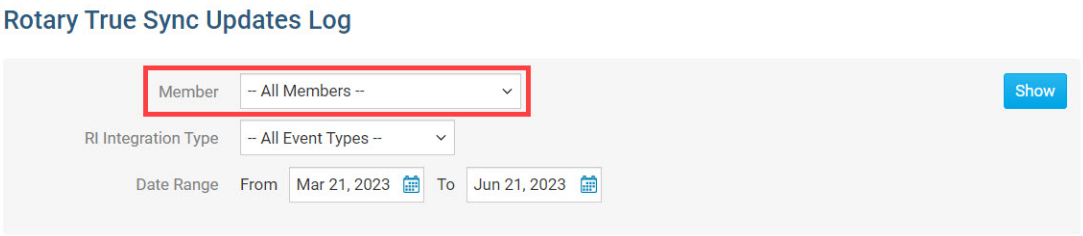
With the **RI Updates Log,** it's easy to track any and all changes made to members from the automatic Rotary Integration 2-Way True Sync feature. To learn how to review and filter for member profile updates in ClubRunner from the Rotary 2-Way True Sync integration feature, please follow the directions below.

1. To access this function, first login to your District Member Area, click the **For Clubs** tab at the top, then click **RI Updates Log**.

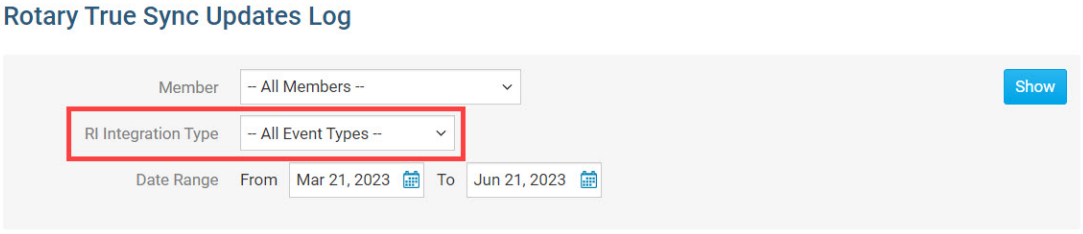
2. This will take you to the **Rotary True Sync Updates Log** page. In the **Member** field, you may select an individual member in your club or display the changes for all members.

Note

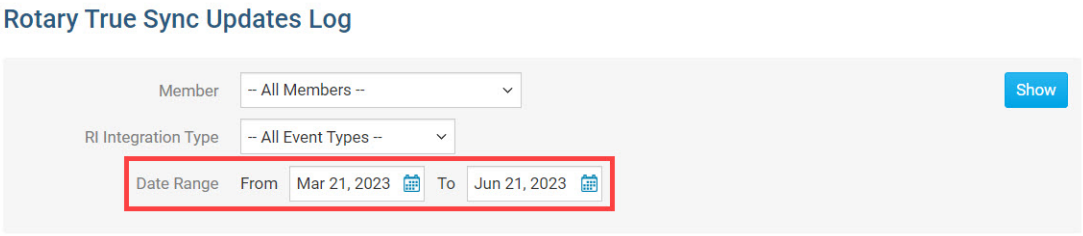
When you first access the RI Updates Log, all member updates from the 2-Way True Sync made within the **past 90 days** will be displayed by default until a date range is specified.



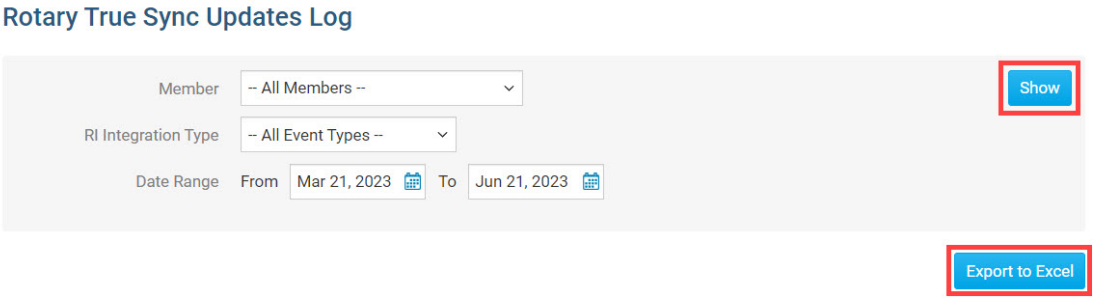
1. Below the Member field, in the **RI Integration Type** field, you may specify a specific account change for the specified member(s) or all of the below.



1. Select a **Date Range** to display results for a certain date.



1. After selecting the desired 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.



1. There are 5 columns of data that will be generated based on the above options:
    - The **Name** column indicates the member whose profile information or membership was updated.
    - The **Change Type** column displays the nature of the change that was made the the member.
    - The **Updated Date** column indicates the date the change was made to the member's ClubRunner profile.
    - The **Status** column indicates the status of the change.
    - Clicking **Details** under the **Actions** column will show you the exact change that was made so you can compare the new and old values.

Related Content

- What is RI 2-Way True Sync?
- Opting In & Out of RI Integration & RI Integration settings on the District