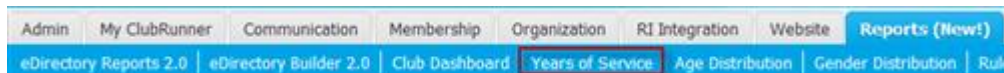


What is the years of service report?

Michael C. - 2021-03-01 - Reports

Locating the Years of Service Report Tool

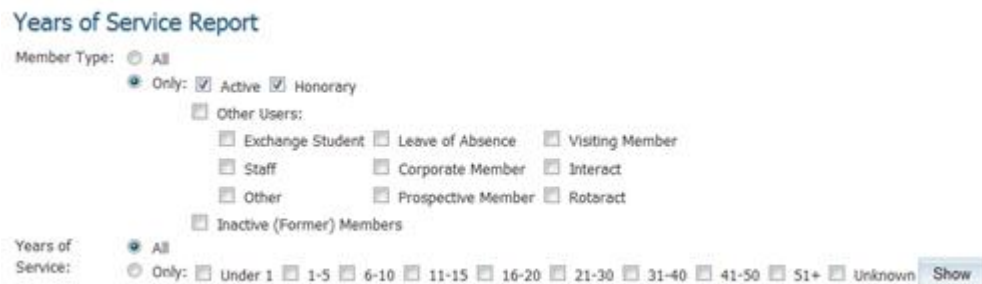
1. To use the Years of Service report tool, you must first locate the Years of Service link on your Admin page.
2. Within the District and Club version of ClubRunner, the Years of Service report can be found on the blue horizontal menu bar. Simply click on the **Reports** tab
3. Then select **Years of Service**.



Using the Years of Service Report

When you begin to use the Years of Service report, you will find the following options that you can use to filter your results./p>

- **Member Type:** This filter is used to pull up information about members based on their status (active, honorary or other user).

A screenshot of the 'Years of Service Report' filter interface. At the top, it says 'Years of Service Report'. Below this, there are two main sections. The first section is 'Member Type:' with a radio button for 'All' and a section for 'Only:' containing checkboxes for 'Active' and 'Honorary'. Below these are several checkboxes for 'Other Users': 'Exchange Student', 'Leave of Absence', 'Visiting Member', 'Staff', 'Corporate Member', 'Interact', 'Other', 'Prospective Member', and 'Rotaract'. There is also a checkbox for 'Inactive (Former) Members'. The second section is 'Years of Service:' with a radio button for 'All' and a section for 'Only:' containing checkboxes for 'Under 1', '1-5', '6-10', '11-15', '16-20', '21-30', '31-40', '41-50', '51+', and 'Unknown'. A 'Show' button is located at the bottom right of the filter options.

- **Years of Service:** This filter is used to provide a list based only on the years option you have selected.

Years of Service Report

Member Type: ☐ All ☒ Active ☐ Honorary

Other Users: ☐ Exchange Student ☐ Leave of Absence ☐ Visiting Member
☐ Staff ☐ Corporate Member ☐ Interact
☐ Other ☐ Prospective Member ☐ Related
☐ Inactive (Former) Members

Years of Service: ☐ All ☒ Only: ☐ under 1 ☐ 1-5 ☒ 6-10 ☐ 11-15 ☐ 16-20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 51+ ☐ Unknown **Show**

[Export to Excel / CSV](#)

| Member | Club | Member Type | Area | Date Joined | Years of Service |
|-----------------------------------|---------|-------------|---------|--------------|------------------|
| Gordon, Paul | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Gross, Mark | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Lytle, James | Bangkok | Active | Area #1 | Jul 26, 2005 | 6 |
| Johnson, Wendy | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Madison, Richard | Bangkok | Active | Area #1 | Jun 29, 2005 | 7 |
| Mrs. Bradley | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Roberts, Tony | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Roberts, Julie | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Silver, Jane | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |
| Sunset, Sarah | Bangkok | Active | Area #1 | Oct 26, 2004 | 7 |
| Sussex, Clubhouse | Bangkok | Honorary | Area #1 | Oct 26, 2003 | 8 |
| Thomson, Tim | Bangkok | Honorary | Area #1 | Oct 26, 2003 | 8 |
| Wong, George | Bangkok | Active | Area #1 | Jan 04, 2005 | 7 |
| Wu, Carol | Bangkok | Active | Area #1 | Apr 16, 2005 | 7 |
| Young, Peter | Bangkok | Active | Area #1 | Oct 26, 2003 | 8 |

[Previous View](#)
 Total: 15
 Average Years of Service: 7

Once you have specified your filter, you can now click the show button to see the list of results. To export your results to an excel spreadsheet, click on the **Export to Excel / CSV** link.

Related Content

- [VIDEO: Rule of 85, Age, and Years of service reports](#)
- [VIDEO: Gender distribution and club dashboard report](#)
- [What is the club dashboard?](#)
- [What is the birthday & anniversary report?](#)
- [What is the Rule of 85 report?](#)
- [VIDEO: Birthday & Anniversary report](#)