**How do I update a RLI member’s course record?**

This instruction will handle adding, changing or deleting credits for course completions. The RLI records are a part of the district records.

Each District Coordinator has been granted district wide change authority by your district in order to perform RLI changes. You are the only district member who can make a record change. The RLI member can see their own record and Rotarians with level 3 or higher authority can see the database as well. You also can see the full RLI membership database.

These are the only changes that should be made to a RLI member’s record unless you hold other roles.

Each Rotarian has a district profile that stores all information unique to the Rotarian including RLI course completions. It’s located in the member’s edit profile under the RLI tab.

Methods to change the RLI member’s record.

 **WARNING!**

**Clicking the red X next to a RLI member’s name will permanently delete the person from the software. This will also delete them as a Rotarian in the district.**

First method-Using the **FIND** tab

Log into DACdb and click the **DISTRICT** tab.

Locate the RLI icon below and click it.

Click the **FIND** tab.

In the search box include enough information to locate the RLI member.

NOTE

The search uses only the district members to search unless the global box is checked.

When the member information appears below, click the member’s name.

You are now viewing the member’s profile.

At the top left side of the screen, click the **Edit Member** to view the tabs of in the profile

Locate the **RLI** tab and click it

The members historical record is visible. Compare it to what is in your district record.

If an update is needed, click the pencil for the step to be changed.

Make a change or delete (date, course number, location) a current Part. Click **Save** to update or **Delete** to remove a record.

If a record needs to be added, use the **Add Class** to the right to add a record. All fields need to be completed. Click **Save** when done.

NOTE

The Course number is crucial. The date and location can be general. I use the Part number for location when it is not known and try to get in the right chronological order for the courses on a date.

Second method-Using the RLI database to update a RLI member course record.

 NOTE

If the RLI member has not completed a course yet, the member does not appear as a RLI member. Instead, use the first method above.

Log into DACdb and click on the **DISTRICT** tab.

Drop down and click on the **RLI** icon

On the left-hand side, click on RLI **Members**

On the right side, view the district database

To see only your district, use the drop down labeled all districts

Locate a RLI member to check the current record. Click the member’s name.

You are now viewing the member’s profile.

At the top left, click the **Edit Member** to view the edit tabs in the profile

Locate the **RLI** tab and click it

The members historical record is visible. Compare it to your district record.

If an update is needed, click the pencil for the step to be changed.

Make a change or delete (date, course number, location) a current Part. Click **Save** to update or **Delete** to remove a record.

If a record needs to be added, use the **Add Class** to the right to add a record. All fields need to be completed. Click **Save** when done

NOTE

The Course number is crucial. The date and location can be general. I use the Part number for location when it is not known and try to get in the right chronological order for the courses on a date.

 **WARNING!**

**Clicking the red X next to a RLI member’s name will permanently delete the person from the software. This can also delete them as a Rotarian in the district.**

Click the RLI member’s name

Locate the **RLI** tab and click it

The members historical record is visible. Compare it to what is a district record.

If an update is needed, click the pencil for the step to be changed.

Make a change or delete (date, course number, location) a current Part. Click **Save** to update or **Delete** to remove a record.

If a record needs to be added, use the **Add Class** to the right to add a record. All fields need to be completed.

NOTE

The Course number is crucial. The date and location can be general. I use the Part number for location when it is not known and try to get in the right chronological order for the courses on a date.

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