

Alton's inventory of & write-up of Custom Reports available on CD-Rom

Making Custom from “Pre-Existing” Standard Reports uses Skills of Chapter 7 pages 41 to 64.

Every field of MUMS is Selectable, Sortable and Outputable.

Filters/Selections should occur before Sorts, everything in a “left-to-right” sequence.

Filter is the same thing as Select.

Sort is to arrange items that have been selected.

Output can be labels, reports either portrait or landscape designed, statistics and/or exportable.

Query Tab is new name to the old Define Search Tab

Join is the new name to Link together DataBases

SRW = Shazam Report Wizard is the defaulted 3 digit extension of MUMS Custom Reports

FILENAME.ext is the pattern where the first part is the name of the STANDARD report that was used to make the CUSTOM report and the balance of the name helps to further describe it's features. All of these reports end with .srw.

LABLAS3 *.srw are Label Laser 3 across designed labels.

MEMBER *.srw are reports designed using mostly Member Work Tab information.

ROSTER *.srw are reports designed using mostly Home address information.

STATISTICAL reports displays results by the statistic – not the names of people.

A user should understand the differences of the 7 most used Standard Reports (listed below) and found in Chapter 7 pages 11 through 23.

Reports|Standard|Member Reports|Member List = info where workers' work

Reports|Standard|Member Reports|Member Roster = info where workers live

Reports|Standard|Member Reports|Phone list = home and work phone numbers

Reports|Standard|Member Reports|Union Rep = list of union reps of the Local

Reports|Standard|Member Reports|Union Assign = list of people on “committee assignments”

Reports|Standard|Member Labels|Laser 3 across = most commonly used labels

Reports|Standard|Grievance Reports|Grievance Suspense = list of “open” grievances

Some of the 55 Custom reports are the ones taught in the “second day class of MUMS”. It is hoped that a typical user would not download all 54 varieties of these custom reports, but would find a few Custom Reports very useful. On the theory that “a picture is worth a thousand words” a user should be able to “learn from these” and be able to change a “variable” to get their needed result. If not, you will call for support.

Alton's “Blue Suit” theory is that you have just a few suits hanging in your closet. Just as you would change your shirt and tie to match the occasion, then hang the suit back in the closet for the next time it is needed. So would a user just have a few Custom Reports, change the variable(s) [shirt and tie] within the report, then close the report and save it for another day.

List of the 55 Custom Reports

1. COPE
2. COPE-Non
3. EMPLOYER Statistics by members
4. EMPLOYER w names
5. GRIEVSUS with first names
6. GRIEVSUS with full names
7. Grievance Layout Fields
8. GRIEVRES by category
9. GRIEVSUS by Business Agent with dates
10. GRIEVSUS by Business Agent
11. LABLAS3 newspaper
12. LABLAS3 no bad address
13. LABLAS3 with Local Numbers
14. LABLAS3 by Birth Month
15. LABLAS3 by seniority
16. LABLAS3 with work locations
17. LABLAS3 one-employer
18. LABLAS3 one-job-title
19. LABLAS3 with union rep codes
20. LABLAS3 union-reps-work
21. LABLAS3 with-union-assignments
22. LABLAS3 w-political-districts
23. LABLAS3 w-political-districts and registered
24. MEMBER by one work location and Standing
25. MEMBER by title
26. MEMBER one employer (telco)
27. MEMBER with Base Wage
28. MEMBER with dates
29. MEMBER with Notes by person
30. MEMBER with paid thru dates and Base Wage
31. MEMBER Statistics by class
32. MEMBER Statistics by Group
33. MEMBER Statistics by paid thru dates
34. MEMBER Statistics by Payment Period
35. MEMBER Statistics by Payment Period – All Locals
36. MEMBER Statistics by job title codes
37. MEMBER Vote History Statistics
38. PHONE and cell numbers
39. PHONE and emails
40. PHONE email – DFR1
41. PMBRZIPS
42. POLdist
43. Politica
44. ROSTER general purpose
45. ROSTER by one work location
46. ROSTER by seniority
47. ROSTER Statistics by State Lower
48. ROSTER Statistics by State Upper
49. ROSTER Statistics by Congress
50. ROSTER with Political Party
51. ROSTER with Status dates
52. ROSTER Statistics by Status
53. ROSTER w-pol-districts & party
54. UNIONREP and temp union rep – aos
55. UNIONREP Local to HQ

COPE.srw

Allows user to select/filter by Status Codes and cope/pac codes and sorts by work locations and last names. This will allow the user to select people by CWA cope check-off payroll deductions and produces reports.

COPE-NON.srw

Allows user to select/filter by Status Codes and cope/pac codes that Equals BLANK and sorts by work locations and last names. This will allow the user to select people who have not yet signed up for voluntary CWA cope check-up payroll deduction amounts and produces reports.

EMPLOYER Statistics by member.srw

Gives the user a statistical listing, Sorted by employer's code displaying the number of members between Status Codes of 10 and 26 within each of the employers listed.

EMPLOYER w names.srw

Presents the user with a sorted listing of employer codes and employer descriptions with their subsidiary work location codes and work location descriptions.

GRIEVSUS with first names.srw

This is the first report taught during the second day of training where the user makes a Custom grievance report from a "pre-existing" standard report by placing a first name on the top right side of the screen and we added a "horizontal" line onto the Report Header by using Click-Point-Click skills of Chapter 7 page 55.

GRIEVSUS with full name.srw

This is the application of making a custom expression called "grievant full name" to replace the individual First Name and Last Name. It applies skills of Chapter 7 page 64.

Grievance Layout Fields.srw

This report shows the field name and placement of the four "memo" boxes found on the Grievance Memo Tab – using just "one grievance" numbered G04 from the Samples folder.

GRIEVRES by category.srw

Grievance Research by case category codes by Linking/Joins the GrievCat.DB to the Member.DB and Griev.DB. It Filters/Selects by open cases and by case category codes and Sorts by grievance numbers.

GRIEVSUS by Business Agent with dates.srw

Landscape designed report, Filtering/Selecting Open cases, Sorting by Business agents, then Stewards, then Suspense dates...displaying Current Level, Occurrence Dates and Reporting Dates with some of the fields of the Grievance Detail Tab.

GRIEVSUS by Business Agent.srw

Portrait designed report, (less complex than above), Filters/Selects on "Open" cases, Sorts by Suspense Date. User could additionally Sort by Business Agent and Steward.

LABLAS3 newspaper.srw

Taught during the second day of training, this label applies the concept that a user can have Status Codes of 10 or 16 or 44 or 81 all in one filter.

LABLAS3 no bad address.srw

Adds the “Bad Address” field and applies “Not Equal to” “True” concept to the Filter, so the user can get “all people” who do not have a true bad address.

LABLAS3 with Local Numbers.srw

Demonstrates that a “pre-existing” standard label can be customized and that every field of MUMS is Selectable, Sortable and Outputable by placing the Local Number in the top right hand corner of a label. Most fields can be placed onto a label if needed.

LABLAS3 by Birth Month.srw

Is a companion and complement to the Standard Report called “Birth Date Report”. It uses Filters for Status Code 10 and Filters on Birth Month, program shows/asks user to enter month (1-12), sorts and prints the “day of the month” on top right corner of Labels.

LABLAS3 by seniority.srw

Labels using Filters on Status Codes and Seniority Date with a Filtered command of “less than” and also Sorted by seniority date.

LABLAS3 with work locations.srw

Filters on Status Codes and Sorts by work location codes, which appear on the top right corner of the label. (note if work location code is empty, those labels appear first, as “Blanks” are sorted before other values.)

LABLAS3 one-employer.srw

Labels designed so user could Select/Filter by Status Codes and by “one” Employer at a time, then change employer code/variable to get a different employer. The major Sort is by Last Name, then First Name.

LABLAS3 one-job-title.srw

Labels designed so user could Select/Filter by Status Codes and Sorted by “job title code”. User could also Filter and/or Sort by changing “job title code/variable” to get a different Job title(s). The major Sort is by Last Name, then First Name.

LABLAS3 with union rep codes.srw

Applies the skill of Join/Linking two databases (Member.db and MemUnRep.DB) by their common field and places the union rep code/variable onto the top right hand corner.

LABLAS3 union-reps-work.srw

Applies the same skills above, but adds more “Table” Link/Joins so the labels could be sent to stewards at their work location address, rather than to their home address.

LABLAS3 with-union-assignments.srw

Applies the same Link/Join skills, but this time with MemAssign.DB, so user can produce labels for members who belong to certain committee assignments.

LABLAS3 w-political-districts.srw

Applies the new Create Temp Tables | Political feature – so user can see placed on the top right hand corner of a label the US Congress District, State Upper and State Lower District numbers. Designed to inform the member, who are their elected representatives.

LABLAS3 w-political-districts and registered.srw

Applies same concepts as above, yet also places/uses the fields of Party Code (shown with a “not equals to R” value) and Registration Code before the other Filters. Note that when using a field like State Upper, the AFL-CIO has data that contains both “19 and 019”.

MEMBER by one work location and Standing.srw

Takes the Standard Report called Member and turns it into a Custom Report that Filters on Status Codes and Sorts by work locations. On Right hand side of report shows the changing of the field name called “Class” by adding Standing. This was done for AFA-CWA Locals.

MEMBER by title.srw

Custom report designed to Filter on Status Codes, and Job Title Codes, then Sorts by Job title codes and Seniority dates, then Last Name and First Name.

MEMBER one employer (telco).srw

Designed to assist “telco” Locals who have workers in the same work location, but they belong to different employers. Shows the newer way to Link field elements back to the Member.DB, which is the “main / most used database”. This method replaces model shown on Chapter 7, page 52. This report Selects/Filters on Status Codes and Employer Codes, Sorts by Last Name, then First Name. Designed so user can change the employer code/variable to select different employers.

MEMBER with Base Wage.srw

Selects/Filters on Status Codes, Sorts by Employer Codes, Last Name then First Name. Displays the Fields of Base Wage and Paid Thru Date.

MEMBER with dates.srw

Selects/Filters on Status Codes, Sorts by Employee ID (Badge Number), then Enrollment Date, then Last Name and First Name.

MEMBER with Notes by person.srw

Organizing Report with one name per page, using the External Organizing Status Codes with their description at the top of the page. It prints the most identifying fields that would normally be collected during an “external organizing drive”. This report Links/Joins 3 different databases and mainly Filters on the Notes.DB field called category using value of “O” for organizing notes. It then sorts each person’s organizing notes by date sequence displaying the “organizing” note comment written within MUMS.

MEMBER with paid thru dates and Base Wage.srw

Selects/Filters on Status Codes, and Paid Thru Date command equals BLANK, Sorts by Employer Codes, Last Name then First Name. Displays the Fields of Last paid Date, Paid Thru Date, Base Wage and Dues Balance.

MEMBER Statistics by class codes.srw

Statistical report Filtered on Status Codes and Sorted by class codes. Remember when a field has no value stored in it, they always appear first on the report.

MEMBER Statistics by Group codes.srw

Statistical report Filtered on Status Codes and Sorted by Group codes. Group often holds Dept info. Remember when a field has no value stored in it, they always appear first on the report.

MEMBER Statistics by paid thru dates.srw

Advanced Statistical Report Designed for a Council (multi-Local) where the program asks the user to specify a Local Number and a specific Paid Thru Date as part of the Filtering. It then goes on to Sort by Local numbers and display their respective Paid-thru-Dates.

MEMBER Statistics by Payment Period.srw

Advanced Statistical Report Designed for a Council as described above. Query Tab shows Link/join of Member and Payment databases, with program asking user to provide Local Number and Dues Period, with Amounts greater than 0. Presented for its training functions.

MEMBER Statistics by Payment Period – All Locals.srw

Advanced Statistical Report Designed for a Council as described above and is presented for its training opportunities.

MEMBER Statistics by job title codes.srw

Designed to show statistics of how many members with Status Codes less than 39, have which type of job title codes. The report design goes on to feature custom label boxes in the Report Header, Page Header, Detail 0 and grand totals in the Report footer.

MEMBER Vote History Statistics.srw

Advanced Statistical Report designed to give statistics of how many people the program was able to identify as Voting in a different years. This helps give an overview of the completeness of the data obtained from the AFL-CIO Voter files.

PHONE and cell numbers.srw

Selects/Filters on Status Codes, Sorts by Last Name and First Name, Displays Home Phone, Work Phone and Cell Phone.

PHONE and emails.srw

Selects/Filters on Status Codes and Filters on Email ((where values are not the three forms of BLANK, Blank, or blank) people who have an Email). In other words finds people who have an email and skips those who do not have an email. Sorts by Last Name and First Name, Displays Home Phone, Work Phone and Email.

PHONE email – DRF1.srw

Designed to assist in STRIKE Preparedness showing members who have completed a DFR-1 Form (recorded in MUMS field Local Type) and displaying Employer, current Work Location, Home Phone and Email. Filtered by Status Code and Sorted by Employer, Work Location, Last Name and First Name.

PMBRZIPS.srw

Shows the selection/filter by Status Codes and Zip Codes (using command Like with values %91201% [because that way it will find people within any variation of the zip code: such as, 91201, 91201-, 91201-1234 through 91201-9999] to produce a list of members within certain specified zip codes. It presents information as shown on the example for the 43rd State Lower (state assembly) – zip codes 91201-91205. Displays fields of Status Code, Political Party, Full Name, address, city, zip code, Home Phone and Job title with room to write a comment.

POLdist.srw

Shows the selection/filter by Status Codes and certain political district to produce a list of members by the 21st State Senate (state upper with codes of 21 or 021). This report also displayed Political Party, Birth Date and Seniority date so user could determine the age and seniority of person being called. Remember data in Custom Reports is Case Sensitive.

Politica.srw

Is the name of the defaulted custom report designed to be used with the MUMS mail merge features found under Reports | Letters . It has the Name and Address, Dear Brother/Sister and the formal closing signature block pre-designed for the Tab called Edit Text. It can even be further customized in the Edit Format Tab.

ROSTER general purpose.SRW

Selects/Filters on Status Codes, Sorts by Last Name and First Name. Report is presented to demonstrate to the user that the “report filename” can be placed up in the Report Header by using the undescribed “label” box.

ROSTER by one work location.srw

Selects/Filters on Status Code Sorts by Work Location. Last Name, First Name. This report displays Work Location field on report. Designed so user could see where members live based upon their work location.

ROSTER by seniority.srw

Selects/Filters on Status Codes and Filters on Seniority Date using a “less than” command, also Sorts by Seniority date, Last Name, First Name. Designed to show members in an ascending seniority date order.

ROSTER statistics by State Lower.srw

Selects/Filters on Status Code, Congress State “equal CA” and State Lower using command of “is like” with the pattern of 39, 039, 40, 040, 41, 041 (because that is the way AFL-CIO stores data). Report designed to show user statistically how many people live within certain “targeted political districts”, so Local can have a more effective GOTV effort.

ROSTER statistics by State Upper.srw

Same as above - Selects/Filters on Status Code, Congress State “equals CA” and Sorts by State Upper Districts. If field is Blank those results show first.

ROSTER statistics by Congress.srw

Same as above – Selects/Filters on Status Code, Congress State “equals CA” and Sorts by US Congress District.

ROSTER with Political Party.srw

Selects/Filters on Status Codes, Sorts by Political Party, Last Name, First Name. If Political Party was empty those people display first. Designed to help a Local determine how many members are found registered with a Political Party.

ROSTER with Status dates.srw

Selects/Filters on Status Codes and Status Date using command “is greater than” also Sorts by Status Date, Last Name and First Name. Helps a Local “find” those new people.

ROSTER Statistics by Status.srw

Selects/Filters on all Status Codes, Sorts by Status codes and displays the number of people in each Status Code within the entire database of MUMS. When run monthly this statistical report was designed to assist the Local in keeping up with the changing “nature” of their membership.

ROSTER w-pol-district & party.srw

Selects/Filters on Status Codes and Congress State (command shown “equals to” CA), Sorts by Congress District, Last Name, First Name. Report combines home address and the major Political Districts of US Congress, State Upper, State Lower, Precinct and Party (registration) code. Report also displays Local Number for use by “councils or Districts”.

UIONREP and temp union rep – aos.srw

Selects/Filters on Status Codes and Temp Union Rep (command equals Stew, Stml or Mobl values). Written for Locals to send info to CWA HQ. This report sends all 3 email fields.

UIONREP Local to HQ.srw

Selects/Filters on Status Codes and Temp Union Rep (command equals Stew, Stml or Mobl values). Written for Locals to send info to CWA HQ. This report was written for those Locals having trouble with the “internal methods” and contains detailed information on the steps to follow written in the “Page Header”.