

# 1 - MUMS/2000 Legislative/Political Action

Maintenance & Use of Legislative/Political Action Data



CWA On-Web Courses are found at  
[www.CWA-Secy-Treas.org](http://www.CWA-Secy-Treas.org)

**Prerequisite: "How-to-Use" On-Web Course**

## 2 - Course Objectives

Inform the CWA Local's  
Legislative/Political Chair how to  
interact with MUMS/2000 user to  
accomplish CWA's Goals.



- Target Mailings
- Phone Banks
- Registration Drives
- Get-out-the Vote

### 3 - MUMS/2000 “Other” Tab

**Member Information**  
789-01-2345 Reed, Alton F

**Family Information**  
Spouse: Jaye Reed  
SSN: [ ] DOB: [ ]  
Beneficiary: Bonnie Reed, daughter  
Dependents: [ ] View  
Total: 0 Covered: 0 Marital Status: M

**Political Action**  
State: CA View  

Type	Position	Name
City	Council	Jill Smith
Congress	28	Howard Berman
County	Fresno	
Precinct	9001101	9001101
State Low	042	Paul Koretz
State Upp	21	Betty Karnette

**Other**  
Sex: M Ethnic: CA Citizen: ☒

**Party Code**: D **Reg Code**: V  
☐ Absentee Ballot

**Voting History**

Year	Pri	Gen
2000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Multiple States & Jurisdictions
- Maintain Registration Status & Party Preference
- Details on Voting History
- Load from AFL-CIO COPE Information

### 4- Political Action Section

**Assign Political Action State** → State: CA

**Setup all Jurisdictions** → View

**View Jurisdiction Details** → [Jurisdiction List]

**Party Code & Registration Codes** → Party Code: D, Reg Code: V

**Voting History** → [Voting History Table]

## 5 - Jurisdiction View Feature

Political Action

State: CA

View

Type	Position	Name
City	Council	Jill Smith
Congress	28	Howard Berman
County	Fresno	
Precinct	9001101	9001101
State Low	042	Paul Koretz
State Upp	21	Betty Karnette

Edit Political District

State: CA Rep Type: Congress

District/Position: 28

Name: Howard Berman

Party: D

Official Address: Rayburn Bldg Room: 2221  
US House of Representative  
Washington DC 20515

Phone: 202-225-4696

Fax: 202-225-3196

Aide: Gene Smith, COS

Local Staff: Bob Blumenfield, Dist Dir

Local Address: 28th Congressional District  
14546 Hamlin St. #202  
Van Nuys, CA 91411

Local Phone: 818-994-7200

Local Fax: 818-994-1050

Cancel OK

- View Button displays details
- Information maintained under Lists|Code Tables|Political

## 6 - Maintaining Jurisdiction Details

MUMS/2000: CWA Local 98765

File Edit Lists Dues Recgrds Reports Window Help

Members Ctrl+M  
Employers Ctrl+E  
Work Locations Ctrl+L  
Grievances Ctrl+G  
Code Tables

Member General  
Member Work  
Member Union  
Grievance  
Financial  
Employer  
Political

Tables: Political Codes

Code	Description
City	City Council
Congress	House of Reps
County	County Commission
Local	
Precinct	Precinct Chair
Senate	Senate
State Lower	State 1
State Upper	State 5

States Types Representatives

Tables: Political Codes

State	Type	Position/Name	Rep Name	Party	Phone
CA	City	Council	Jill Smith		
CA	Congress	24	Brad Sherman	D	(202) 225-5911
CA	Congress	25	Buck McKeon	R	
CA	Congress	28	Howard Berman	D	
CA	County	Fresno			
CA	Precinct	9001101			
CA	Senate	Senate1	Dianne Feinstein	D	(202) 224-3841
CA	Senate	Senate2	Barbara Boxer	D	(202) 224-3553

View: View Rep Type: Delete Edit New

States Types Representatives

Edit Political District

State: CA Rep Type: Congress

District/Position: 28

Name: Howard Berman

Party: D

Official Address: Rayburn Bldg Room: 2221  
US House of Representative  
Washington DC 20515

Phone: 202-225-4696

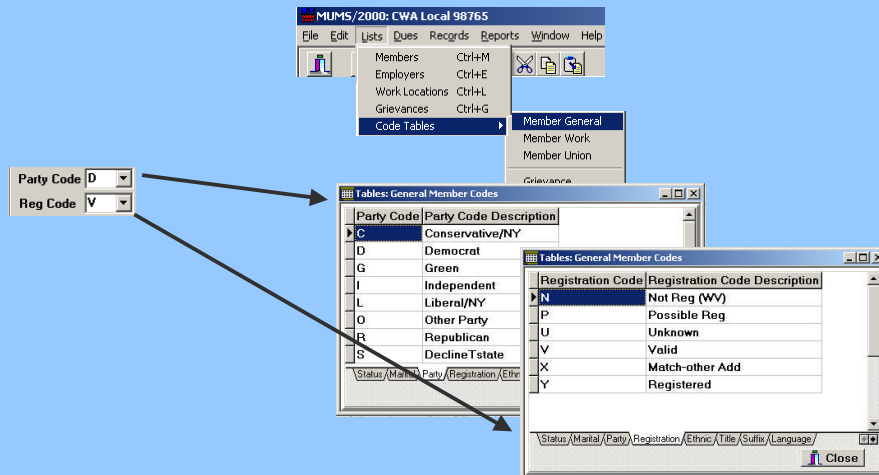
Fax: 202-225-3196

Aide: Gene Smith, COS

Cancel OK

- Federal Information available from the Annual CWA Guide to Congress
- State Information available from your state federation of labor
- Local Information available from country registrar of voters

## 7 - Party & Registration Codes



- Maintained under Lists|Code Tables|Member General
- Make sure above codes exist to match AFL-CIO COPE Data (available via CD-ROM thru CWA Headquarters)

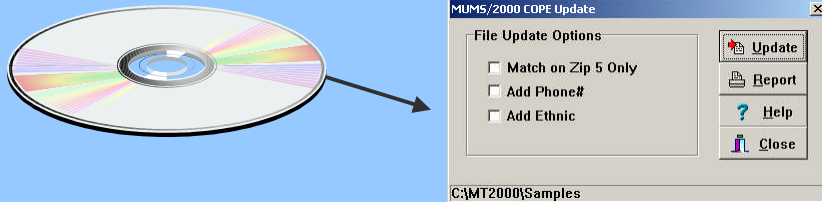
## 8 - Voting History

Year	Pri	Gen
2000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Grid displays most recent Voting Years and indicates Primary and/or General Election participation of this member

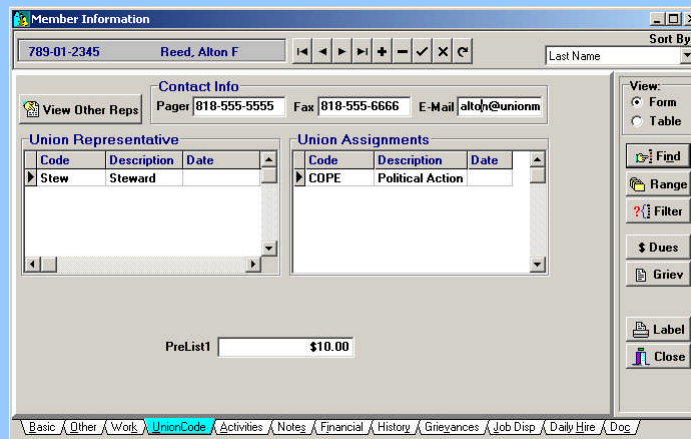
- Can also be manually inserted and updated
- Can be loaded via AFL-CIO COPE CD-ROM (see slide #9) using matching rules

## 9 - Loading AFL-CIO COPE Data



- CD-ROM is available annually from CWA Headquarters for Free.
- Contains voting jurisdictions, party registration and up to 10 years of voting history.
- Based upon AFL-CIO matches to state voter file information
- Execute with Windows RUN “C:\MT2000\MTCOPE.exe”
- Option “Match on Zip 5 Only” will provide more hits.

## 10 - Indicate COPE Payroll Deduction



- Optionally insert “COPE” on a member’s Union Assignments to indicate they have filled in a COPE payroll deduction card.
- This can be used later to compare those who signed up vs those where deductions were actually posted.

## 11 - Monthly CWA COPE\*LINK



**Mums\*Link Import**

Import Options

☐ Dues only    ☐ Changes only

☒ COPE only    ☐ All

☒ Skip Old & New Comparison

2 Digit year is interpreted as a year between 1911 and 2010

- CWA Produces once a month a Floppy Disk or Email file with COPE Deductions for all processing units for your local.
- These are processed using MUMS\*LINK Program with option of “COPE only”.

## 12 - Codes used in COPE\*LINK

**Member Information**

789-01-2345    Reed, Alton F    Sort By: Last Name

**Dues and Wages**

Assess Nbr:    Base Wage: 180.00000    Ind. Payment: \$18.00

COPE/PAC Code: 005

**Current Info**

Dues Balance: \$0.00    Last Paid Date: 11/12/1997

Dues Code	Code	Description	Type
Auto Exempt	C01	\$1/Week	C
	C02	\$2/Week	C
	C05	\$5/Week	C
	C07	\$7/Week	C
Termination	C1	Last Cope 10/mo	C
Rehire	C2	Last Cope 20/mo	C
Transfer	C3	Last Cope 30/mo	C
Withdrawal	Cx	Last Cope 10/mo	C

View: ☒ Form    ☐ Table

Find    Range    Filter    \$ Dues    Griev    Label    Close

Basic    Other    Work    UnionCode    Activities    Notes    **Financial**    History    Grievances    Job Disp    Daily Hire    Doc

- COPE\*LINK adds above codes to signify recent Contribution level
- Stored on the Financial Tab in the COPE/PAC Code field. Note new 3-digit COPE codes to signify weekly contribution levels.

## 13 - COPE Contribution History

Member Information

789-01-2345 Reed, Alton F

Sort By: Last Name

Batch	Paid Thru Date	Amt Recvd	Subt
COPELK 09503 1/1/2000	01/01/2000	\$10.00	\$1
COPELK 09503 2/1/2000	02/01/2000	\$10.00	\$1

Code	Qty	Unit \$	Total
C	1	\$10.00	\$10.00

History Report

View: Form Table Find Range Filter Dues Griev Label Close

Basic Other Work UnionCode Activities Notes Financial **History** Grievances Job Disp Daily Hire Dog

COPE\*LINK posts on the History Tab the exact COPE contribution amount made during the month.

## 14 - Std Report - Phone List

MUMS/2000: CWA Local 98765

File Edit Lists Dues Records Reports Window Help

Quick Report

Custom Reports

Standard Reports

MLO Forms

Letters

Create Temp Tables

Member Reports

Employer Reports

Member Labels

Grievance Reports

Financial Reports

Audit Reports

Political Reports

Member List

Member Roster

**Phone List**

Union Rep List

Union Assign List

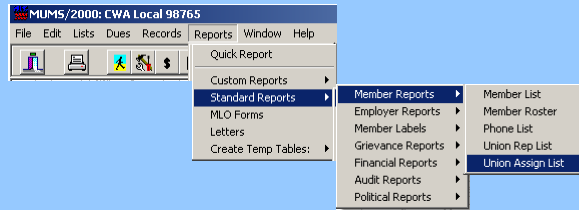
Member List

Status Code: Between "10" and "18"

Page 1  
04/19/2004

First Name	Last Name	Status	SSN	Employer	Work Location	Home Phone	Work Phone
Pamela	Casey	10	333-33-3331	0259401	Loc4	(817) 345-3333	(818) 718-3333 x3444
Nina	Demeglio	10	666-66-3570	NEWIE	NEWLOC	(987) 635-3579	(818) 718-3579 x
Thomas	Flor	16	666-66-6663	UFSI	DC	(818) 234-6666	(818) 718-6666 x
Steven	Kant	10	777-77-2443	UFSI	WA	(360) 721-2468	(206) 718-2468 x
New	Member	10	579-11-1111	0259401			
Kelly	Peddler	16	888-88-8640	UFSI	DC	(818) 894-8888	(818) 178-8642 x
New	Person	16	579-43-1278	0259401			
Alton	Reed	10	789-01-2345	0259401	Loc4	(818) 386-4444	(818) 718-4444 x44
Bonnie	Shatun	10	888-88-1252	0259401	UFSI-CA	(818) 884-1234	(818) 718-1234 x12
Mary	Thomas	10	777-77-3456	UFSI	WA	(818) 765-3456	(818) 718-3456 x
David	Van Elgort	11	777-77-7778	UFSI	CA	(818) 765-7777	(818) 718-7777 x
Richard	Van Elgort	10	987-65-4321	0259401	UFSI-CA	(818) 555-1212	(818) 718-9900 x1234
Brandon	Weber	10	888-00-8889	UFSI	MI	(818) 876-8888	(818) 718-8888 x8
William	Wojcik	13	555-55-5551	0259401		(818) 543-5555	(818) 718-5555 x5

## 15 - Std Report - Union Assign List

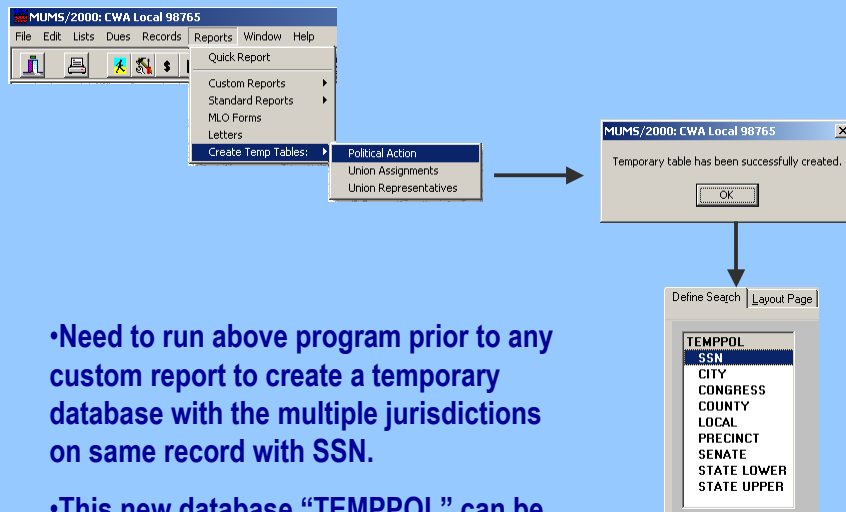


**Assignment List**  
Assign Code: COPE

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04/19/2004

Last Name	First Name	City	State	Home Phone	Work Phone	Employer	Work Location	Date
Casey	Pamela	West Hills	PA	(817) 345-3333	(818) 718-3333 x3444	0259401	Loc4	
Casey	Ron	Chatsworth	CA	(987) 789-2222	(818) 718-2222 x202	UFSI	CA	
Demeglio	Nina	Canoga Park	CA	(987) 635-3579	(818) 718-3579 x	NEWE	NEWLOC	
Fior	Thomas	Chatsworth	CA	(818) 234-6666	(818) 718-6666 x	UFSI	DC	
Member	New	pGH	PA			0259401		
Person	New	Washington	DC			0259401		
Reed	Alton	Sherman Oaks	CA	(818) 386-4444	(818) 718-4444 x44	0259401	Loc4	
Shatun	Bonnie	Canoga Park	CA	(818) 864-1234	(818) 718-1234 x12	0259401	UFSI-CA	
Van Elgort	David	Canoga Park	CA	(818) 765-7777	(818) 718-7777 x	UFSI	CA	
Van Elgort	Richard	Chatsworth	CA	(818) 555-1212	(818) 718-9900 x1234	0259401	UFSI-CA	
Weber	Brandon	Chatsworth	CA	(818) 876-8888	(818) 718-8888 x8	UFSI	MI	

## 16 - Build Political Action Database

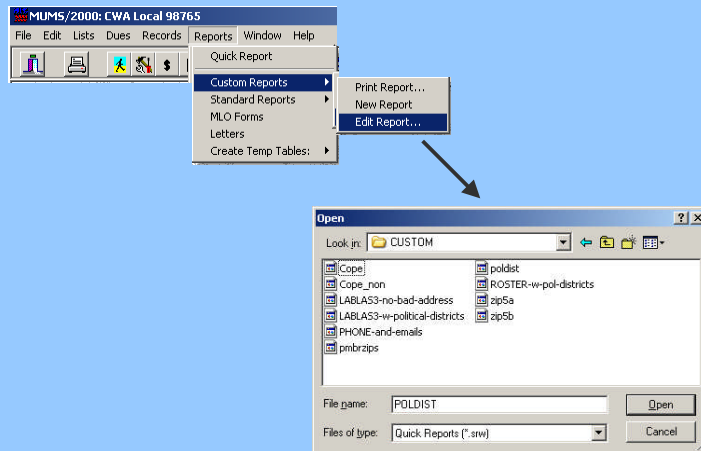


•Need to run above program prior to any custom report to create a temporary database with the multiple jurisdictions on same record with SSN.

•This new database “TEMPPOL” can be used to design custom labels or reports.

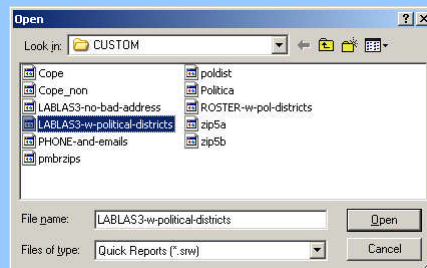


## 17 - Selecting Custom Reports



- Above is a list of custom reports for Political Action. Some of these make use of the new Political Action temporary database “TEMPPOL”.
- These can be found on your MUMS/2000 CD-ROM 4.71+

## 18 - Custom Report - Labels w/Districts



24 21 041	24 22 039	24 22 039
New Member	New Person	Mary A Thomas
1613 Penn AVE	123 Main St Apt 567	3456 Thomas Jefferson Road
pGH, PA 15222	Washington DC 20001	Canoga Park CA 91304-
24 22 041	25 23 040	25 21 040
Richard O Van Elgort	Steven Kant	Brandon Weber
c/o Union Friendly Systems, Inc.	2468 Kant Parkway	8888 Weber Park Circle
21354 Nordhoff St, Unit 119	Canoga Park CA 91306-2468	Chatsworth CA 91311-
Chatsworth CA 91364		
28 21 042 9001101	28 21 042 9001101	
Alton F Reed	Bonnie J Shatun	
4043 Pacheco Drive	1234 Jefferies Street	
Sherman Oaks CA 91403	Canoga Park CA 91305-	



## 21 - Custom Report - Contributors

Open

Look in: CUSTOM

- Cope
- Cope\_non
- LABLAS3-no-bad-address
- LABLAS3-w-political-districts
- poldist
- Politica
- ROSTER-w-pol-districts
- zip5a

Open

Look in: CUSTOM

- Cope
- Cope\_non
- LABLAS3-no-bad-address
- LABLAS3-w-political-districts
- poldist
- Politica
- ROSTER-w-pol-districts
- zip5a

COPE CONTRIBUTORS								
BY WORK LOCATION								
NAME	COPE/PAC Code	TitleDesc	WorkSection	WorkArea	Street Address	City	State	Zip
Pamela Casey	C02	Salesperson	Back	Dock	3333 Casey Av, Suite	West Hills	PA	15222
Alton Reed	C05	Salesperson	Front	Office	4043 Pacheco Drive	Sherman Oaks	CA	91403
Bonnie Shatun	Cxx	Technical	Front	Office	1234 Jefferies Street	Canoga Park	CA	91305-
<b>TOTAL CONTRIB.= 3</b>								

COPE NON-CONTRIBUTORS								
BY WORK LOCATION								
NAME	TitleDesc	WorkSection	WorkArea	Street Address	City	State	Zip	
Steven Kant	Salesperson		Dock	2468 Kant Parkway	Canoga Park	CA	91306-2468	
Kelly Peddler	Clerical			P O Box 8642	Canoga Park	CA	91305-8642	
<b>TOTAL NON CONTRIB.= 2</b>								

## 22 - Letters - Setup Merge Letter

MUMS/2000: CWA Local 98765

File Edit Lists Dues Records Reports Window Help

Quick Report

Custom Reports

Standard Reports

MLO Forms

**Letters**

Create Temp Tables:

→

Process Letters - Political Letter

Title: Political Letter

Letter Description: Campaign for improved benefits

Recipient Description: All those in Feinstein's district

Prepare Update Status

Select/Create Letter Edit Text Select Recipients Edit Format Close

•Ability to Create Political Form Letters

•Customize Body of Letter

•Save under a unique name

Process Letters - Political Letter

Body of Letter:

Select/Create Letter Edit Text Select Recipients Edit Format Close

## 23 - Letters - Select Target Group

**Process Letters - Political Letter**

Selection Criteria:  
☐ None  
☐ Dues  
☒ Political Action

Advanced:  
☐ Include SQL test  
 Edit SQL

Test

Select Members associated with elected official:  
 Dianne Feinstein

Status Codes:  
☒ All ☐ Include Selected

Code	Description	Name	State	Type	Position
		Brad Sherman	CA	Congress	24
		Buck McKeon	CA	Congress	25
		Cindy Montoya	CA	State Lower	039
		Dianne Feinstein	CA	Senate	Senate1
10	MEMBER - GS	E. Debs	WA	Congress	12
11	MEM GOOD STN	Howard Berman	CA	Congress	28
12	MEM GOOD STW	Jill Smith	CA	City Council	
		Lloyd Lavin	CA	State Lower	040

Select/Create Letter / Edit Text / Select Recipients / Edit Format / Close

- Select by Specific Political Jurisdiction
- Include or Exclude groups of status codes

## 24 - End of Course

Thanks you for using this CWA On-Web Course



Click button to return to  
 CWA-Secy-Treas.org Home Page

