1 - MUMS-Overview

Major Topics in this Course

CWA On-Web Courses are found at
www.CWA-Secy-Treas.org

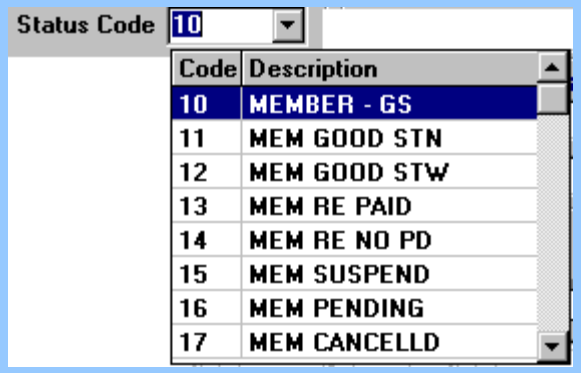
Prerequisite: “How-to-Use” On-Web Course

2- Welcome CWA Class on MUMS/2000

3-Local Automation Tools

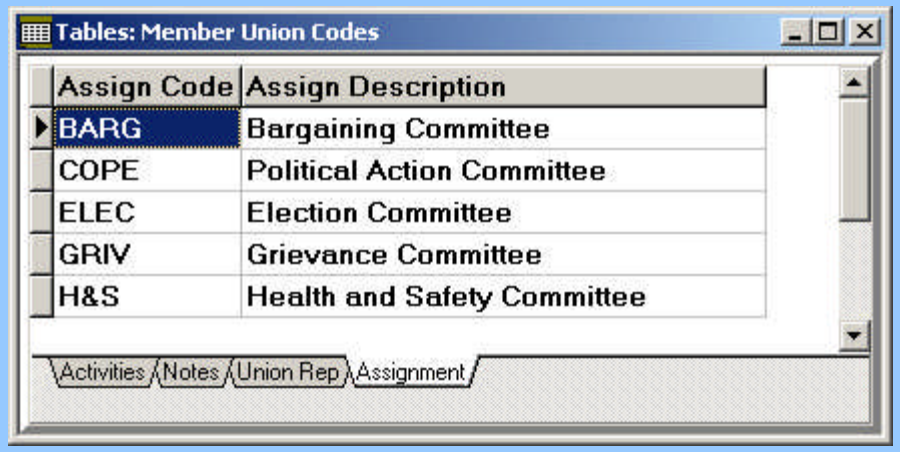
- ✓ **Word Processing**
  Correspondence, Meeting Minutes
- ✓ **Modem - Internet & Email**
  CWA Friday Mail, Surfing
- ✓ **MUMS/2000 - Membership Records** Name/Address, Political Action, Committees, Grievance Tracking, Dues Processing, more...
- ✓ **Accounting Software**
  Financial Statements, Check Writing, Etc (such as Quickbooks)

4-MUMS/2000 Status Codes



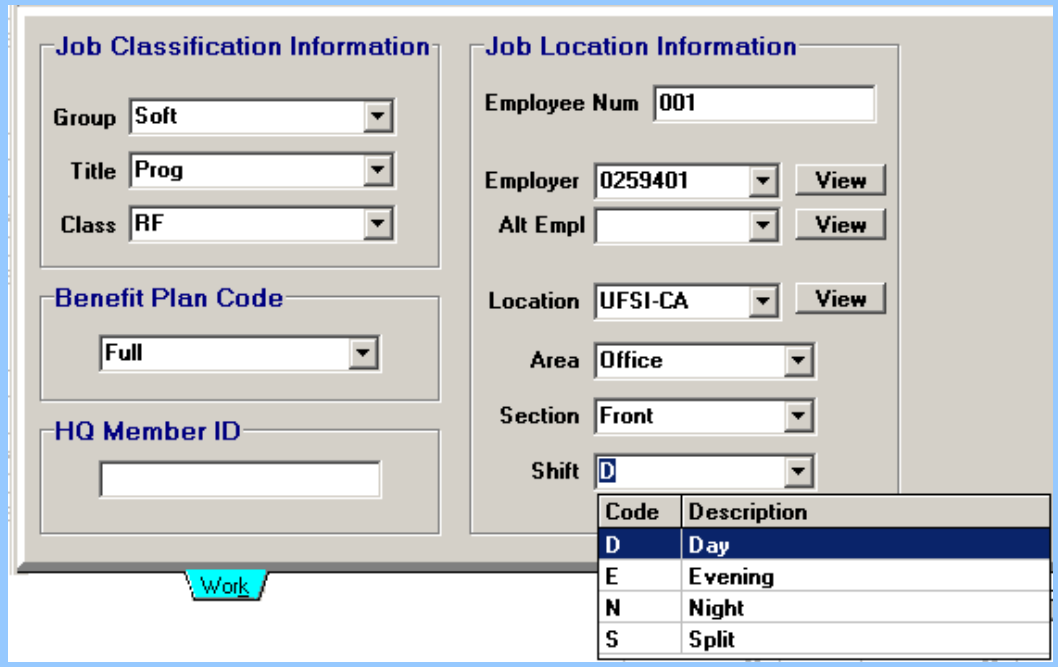
- ✓ 10 - MEMBER-GS
- ✓ 16 - MEM Pending
- ✓ 44 - C-Other Union
- ✓ 81 - RETIRED MEM

5-MUMS/2000 Union Codes



- ✓ Use List|Code Tables|Member Union | Assignment
- ✓ INSert for New item
- ✓ CTRL-DEL to Delete

6-MUMS/2000 Work Codes



- ✓ All Coded Fields need descriptions
- ✓ Employer Codes defined, see Ch 3, Pg 1
- ✓ Work Location Codes defined, see Ch 3, Pg 11
- ✓ Other Codes under List|Code Tables|Member Work

7-MUMS/2000 Location Codes

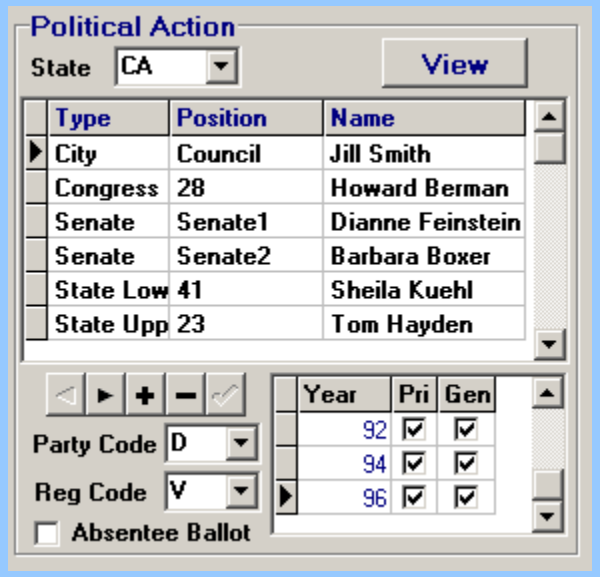
Some Employers use identical Work Location Codes

Employer(PU)	Work Location Codes
0000123	NORTH
	MAIN
	SOUTH
0123001	EAST
	MAIN
	WEST
0123002	GARAGE
	MAIN
	OFFICE

In MUMS Work Location is made up of

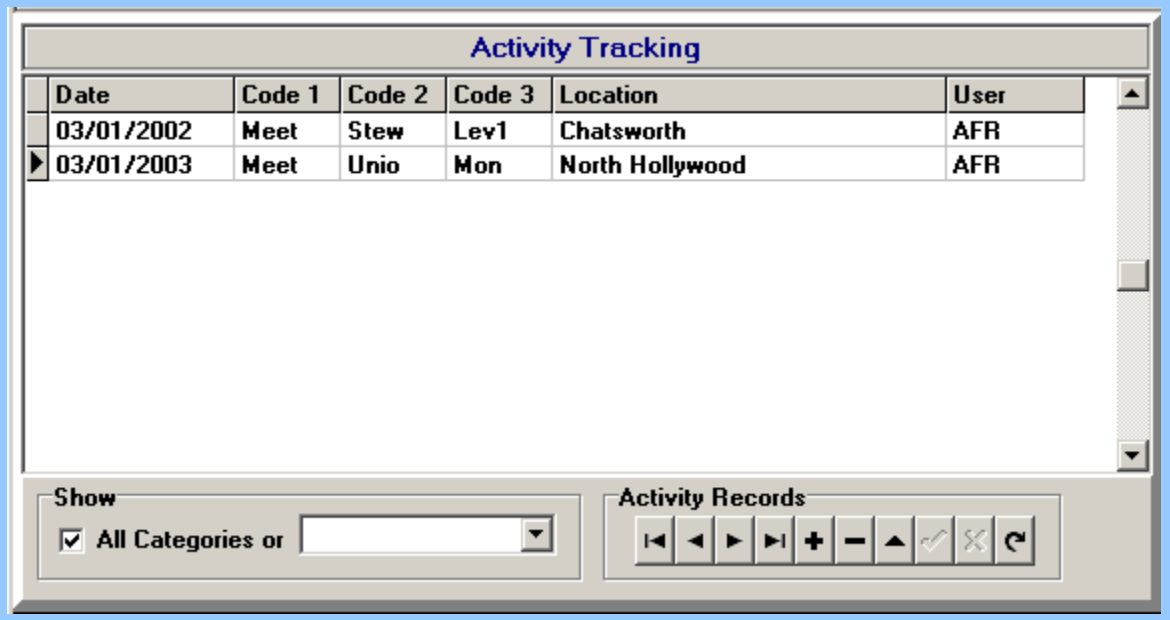
Employer Code + Work Location Code

8-MUMS/2000 Political Action



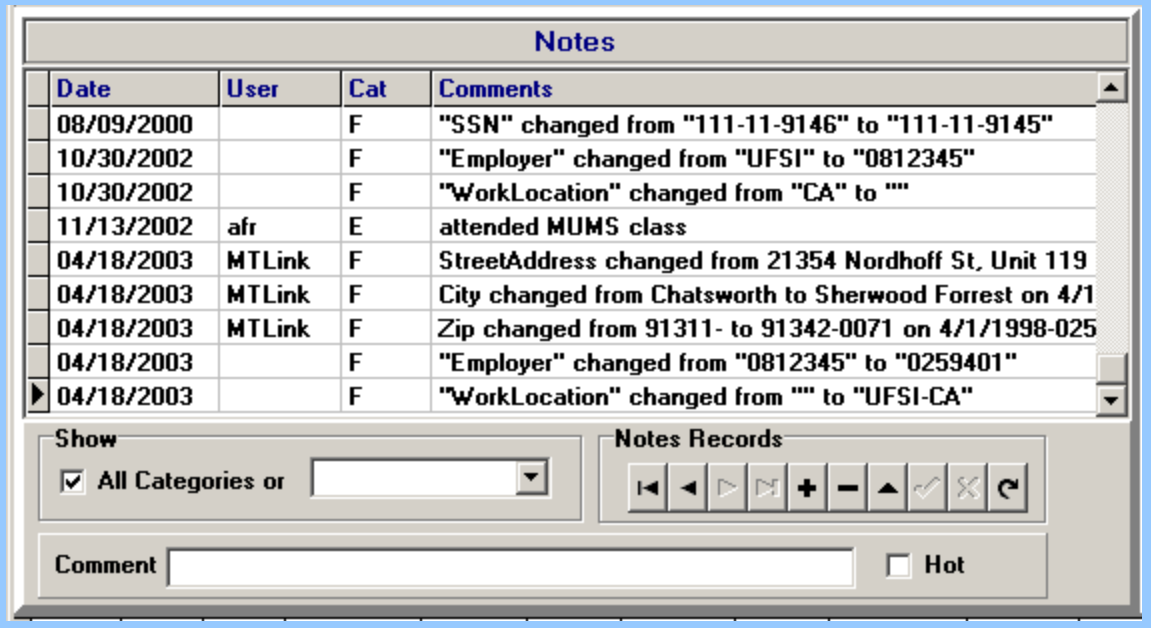
- ✓ Typically 60% registered
- ✓ 55%-D, 35%-R, 10%-O
- ✓ Load CD Annually - CWA copy of AFL-CIO COPE
- ✓ Load Floppy Monthly - COPE Contributions

9-MUMS/2000 Activities



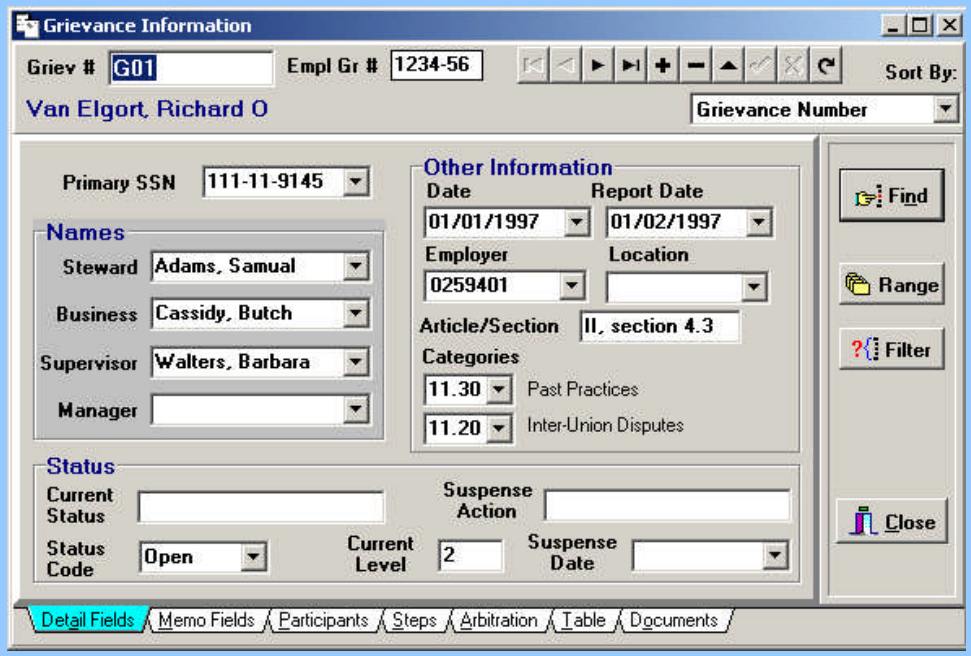
- ✓ Log regular - reoccurring events
- ✓ Keep tract attendance
- ✓ Differs from notes

10-MUMS/2000 Notes



- ✓ MUMS*LINK auto notes from HQ Transactions
- ✓ User can create note categories & enter notes
- ✓ Windows viewable files can be attached via “DOC”

11-MUMS/2000 Grievances



- ✓ Importance of Grievance Number Schemes
- ✓ 2003-001 For YEAR & Sequence Number
- ✓ Link to Primary SSN with optional participants

12-MUMS/2000 Grievances

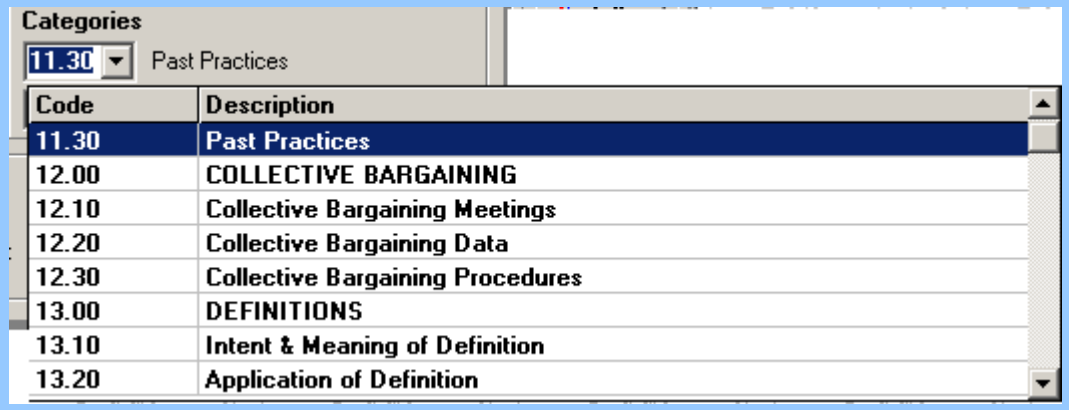
Class Action Grievance Scheme

- ✓ **Establish Dummy SSN for each Year**

- ✓ **895-03-2001 = Local 9503 for Year 2001**
- ✓ **Last Name = Grievance-01, First=Class Action**

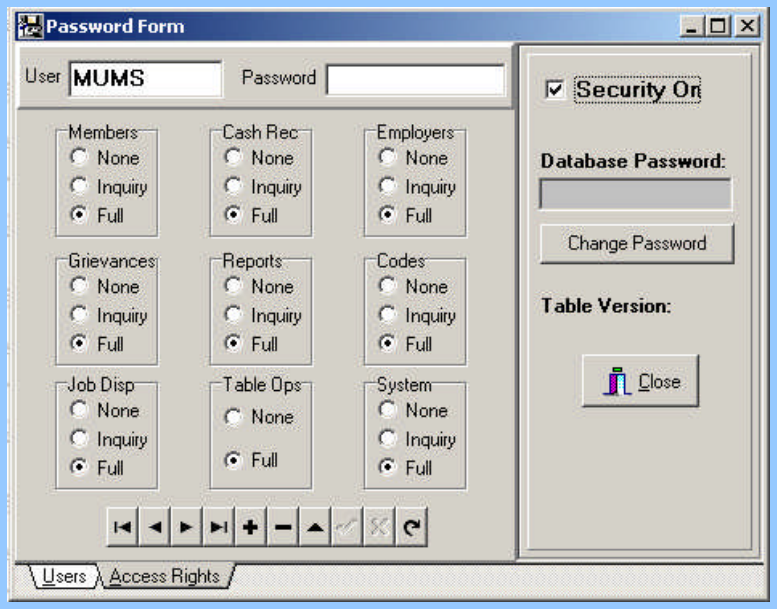
- ✓ **895-03-2002 Grievance-02, Class Action**
- ✓ **895-03-2003 Grievance-03, Class Action**

13-MUMS/2000 Grievances



- ✓ Advantage to National Category Codes
- ✓ National Category Code never change
- ✓ Articles & Sections change per contracts

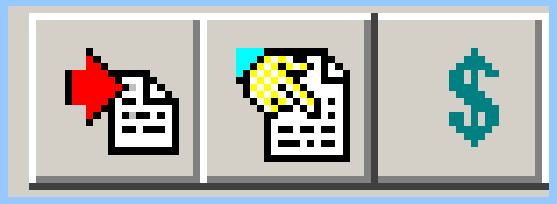
14-MUMS/2000 Security



- ✓ Security On/Off
- ✓ Unique User ID and Passwords
- ✓ Flexible Access Rights
- ✓ MUMS Manual Chapter 2, Pages 14-15

15-MUMS*LINK

HQ to Local Changes



Import-Changes-Deductions

- ✓ **1-Import:**
  - **1a=Import Changes**
  - **1b=Import Deductions**
- ✓ **2-Process Changes:**
  - **2a=Look for “?” and make Decisions based upon the rules**
  - **2b=POST the Changes**
- ✓ **3-Process Deductions:**
  - **3a=Look for Dues deductions = $**
  - **3b=POST Deductions**

16-MUMS*LINK - RULES

Post	*Match*	*HQ Before*	*HQ After*	*Your MUMS Local*
✓		123 Main St.	80 Pine Street	123 Main St.
	A	123 Main St.	80 Pine Street	80 Pine Street
	?	123 Main St.	80 Pine Street	453 First Ave

✓ **Automatic Fields: Default to HQ-After & OK to Post**

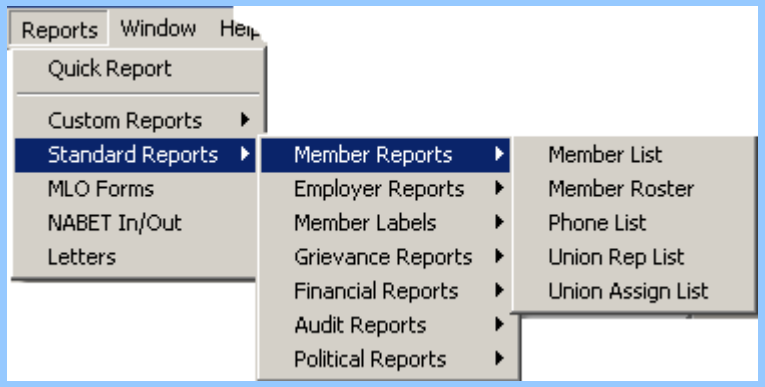
✓ **Semi-Auto Fields:**

First Name, Delivery Address, Street Address, City, State, Zip Code, Member Status

✓ **Semi-Auto Rules:**

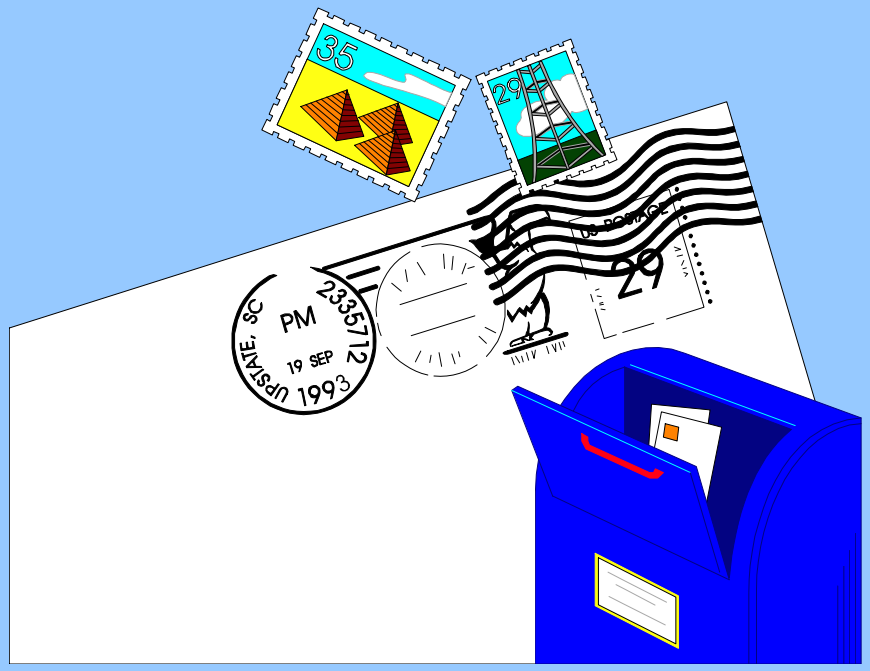
( )-Before Match: Your MUMS match HQ Before, Program defaults to OK to Post with Checkmark
(A)-After Match: Your MUMS already matches HQ After so no update needed.
(?) program doesn't know what to do since Your MUMS does not match either, needs your action, defaults to no Checkmark

17-MUMS/2000 Reports



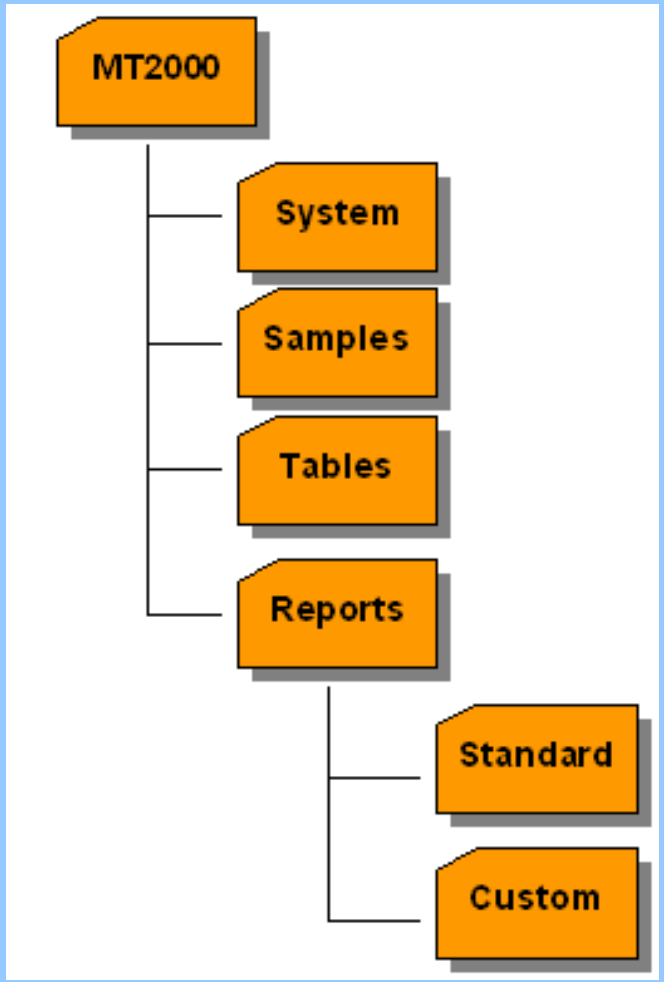
- ✓ **QUICK - Data Dictionary** — Ch 7, Pg 1-4
- ✓ **STANDARD - Most Common Requests** — Ch 7, Pg 11-23
- ✓ **CUSTOM - Design your own:** — Ch 7, Pg 41-64
  Every Field in MUMS Selectable, Sortable, Printable
- ✓ **Also MLO, NABET In/Out and Letter Printing**

18-MUMS/2000 Mailings



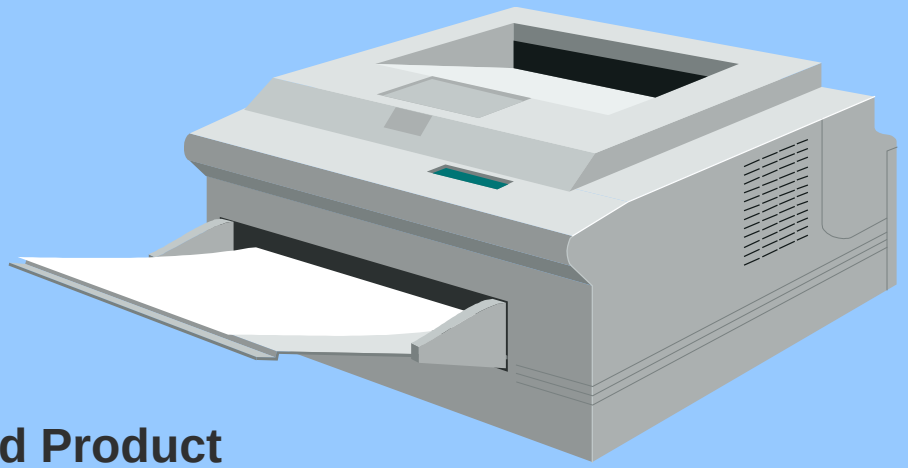
- ✓ First Class - 37¢ (Unsorted)
- ✓ Bulk Rate - 27¢ (Sorted by 5 digit Zip)
- ✓ Automated (CASS Certified Mailings) as low as 15 ¢

19-MUMS/2000 Structure



20-MUMS/2000 Report Writer

- ✓ **Define Search**
  - Select Databases
  - Select Fields
  - Define Filer/Sorts
  - Link Databases



- ✓ **Preview Report:**
  - Test Logic
  - View Finished Product
  - View records as Grid for quick count & verification
- ✓ **Layout Page**
  - Create or Modify Presentation of Data
  - Custom Headings, Totals etc...

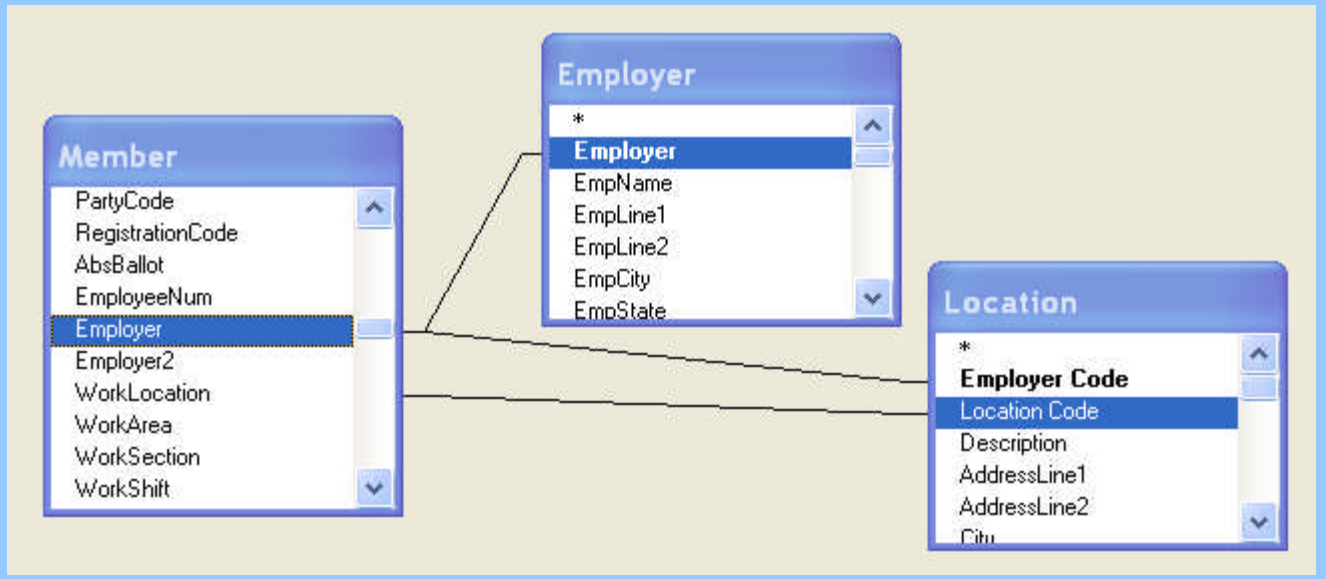
Filters/Selections should occur before sorts, and sorts are left to right for major to minor.

21-MUMS/2000 Top 11 Databases

Database	*Key*	*Field Elements*
Status	StatusCode	Status Description
Member	**SSN**	Status, Last Name & First
UnionRep	RepCode	Rep Description
MemUnRep	**SSN** & RepCode	
Assign	AssignCode	Assign Description
MemAssgn	**SSN** & AssignCode	
Employer	EmpCode(PU)	Employer Name
Location	Emp & LocCode	Work Location Description
Griev	Griev#	Primary SSN
GrievCat	CatCode	Category Description
GrievNam	Type, Name	Stewards,BA,Managers,etc

MUMS has 120 Databases with over 1000 field elements

22-MUMS/2000 Linkages



23-MUMS/2000 Report Hints

✓ **Math Rules apply when creating filters for selection**

Multiplication before addition, Parenthesis can remove doubt

3 + 4 X 5 Not = 35 but evaluated as if 3 + (4 X 5) = 23

✓ **Custom Expressions for Full Name**

FirstName+" "+LastName

FirstName+" "+Middle+" "+LastName

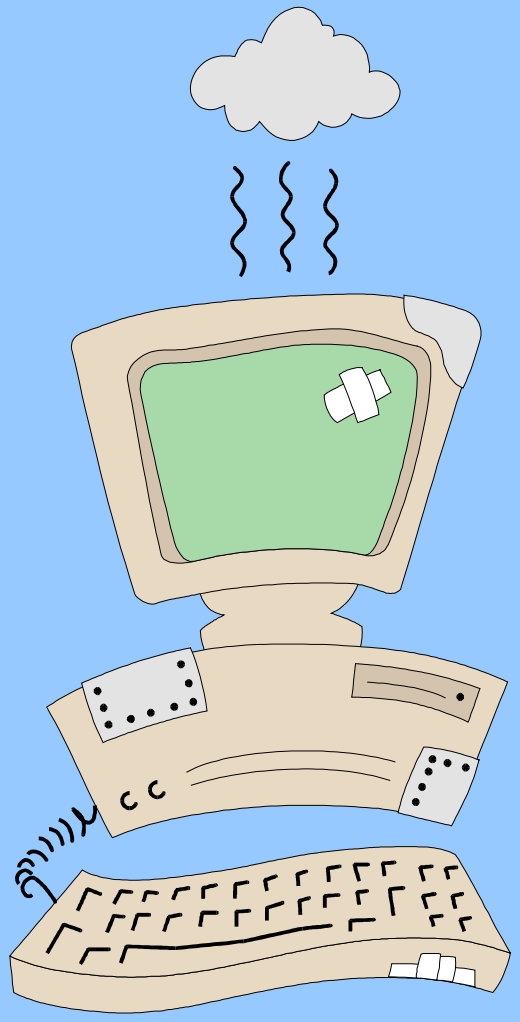
LastName+", "+FirstName

✓ **Totaling: Count = number of lines, Sum is total of values**

A	1
B	2
C	3
D	4

Count is = 4 but the Sum = 10

24-MUMS/2000 Data Protection

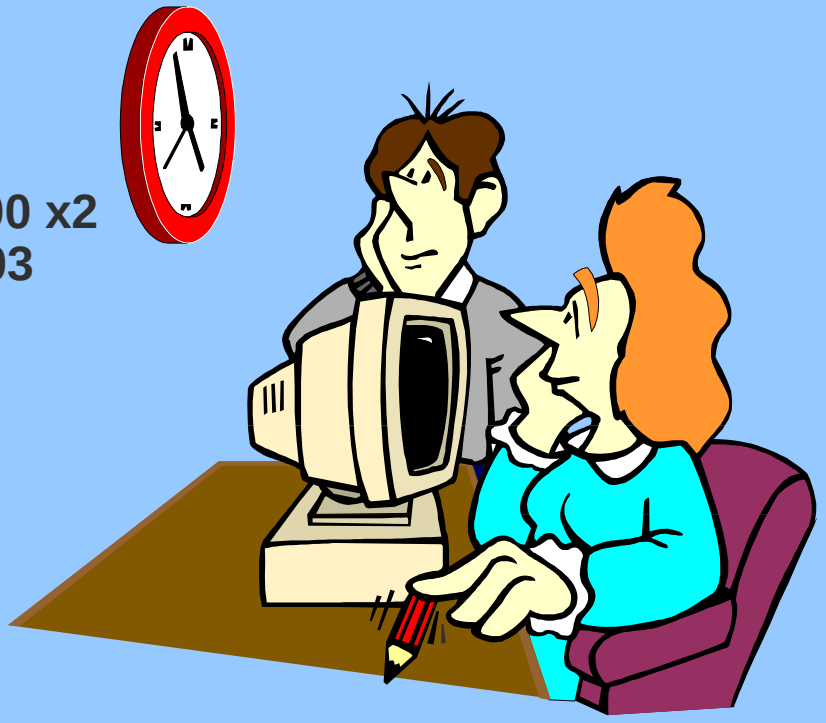


- ✓ BACKUP on a regular Basis
- ✓ BACKUP on alternating media
- ✓ Most Important Folder = c:\MT2000\TABLES
- ✓ Can COPY/PASTE Folder, use ZIP Drive or CD-RW's...

25-MUMS/2000 References

✓ **Phone Numbers:**

Alton Reed	818-718-9900 x2
Casey St.Clair	202-434-1403



✓ **Web Site:**

MUMS Support & Downloads:	www.UnionMadeComputers.com
CWA Financial Officers:	www.CWA-ST-JobAid.com
CWA Reference Library:	www.CWA-Secy-Treas.org

26 - End of Course

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