

MUMS * Multi-Union Membership System

MUMS/2000 for Windows

Ver 3.00

Revised July 1997

**The Advanced Membership Management System
for Labor Organizations of all sizes.**

MUMS*LINK Manual

MUMS/2000 - MUMS*LINK Manual

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MUMS*LINK for Windows Overview

MUMS*LINK is the importing of CWA Headquarters membership changes and dues information on a monthly bases per processing unit.

This data will be received on floppy diskette and in the future could be retrieved via the internet. Each Processing Unit is in a separate file. Membership Changes, Dues Deductions and in the future COPE deductions are loaded into the MUMS*LINK system for review and posting.

There are a variety of options within MUMS*LINK to tailor the way you wish to update your local information from CWA Headquarters changes. You can also monitor each processing unit within your local and know when the last time you made changes to those members.

MUMS*LINK is fully integrated with the windows MUMS/2000 membership system. MUMS*LINK is activated via a speed button on the MUMS/2000 tool bar. MUMS*LINK for Windows is a completely new version of MUMS*LINK written by CWA Headquarters to be used exclusively by CWA Locals.

This documentation reviews the MUMS*LINK features, options and standard usage.

Installation Note:

You install MUMS*LINK with the "MUMS/2000 MUMS*LINK" diskette in Drive A of your computer or network workstation.

If you are a network user, you should install MUMS*LINK on all workstations wishing to perform MUMS*LINK processing. You do not install it on your server unless it is also used as a workstation. Also, you do not need to install it on workstations that use MUMS/2000 but do not have MUMS*LINK processing responsibility.

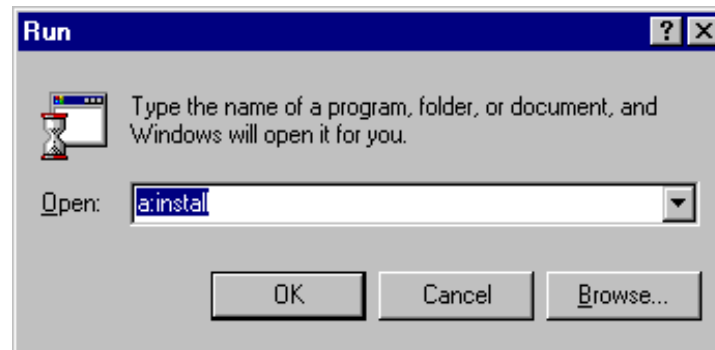
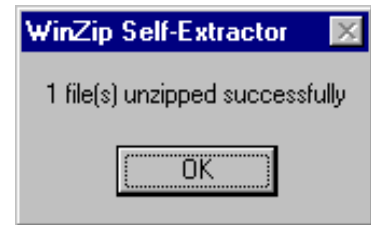
WARNING: **Do not install MUMS*LINK until you have MUMS/2000 running properly.**

Installation Instructions

If you are using Windows 3.xx use FILE|RUN and request "A:INSTALL".

If you are using Windows 95 or NT use START|RUN and request

"A:INSTALL".

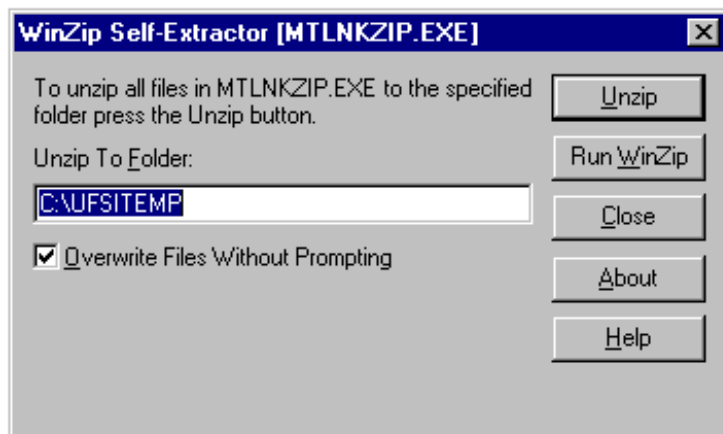
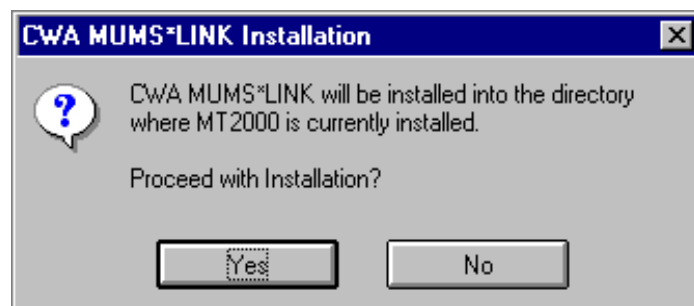


This is the only screen displayed to install MUMS*LINK for CWA Locals.

The installer will put the MUMS*LINK program in the same directory on your hard drive as where MUMS/2000 programs were installed.

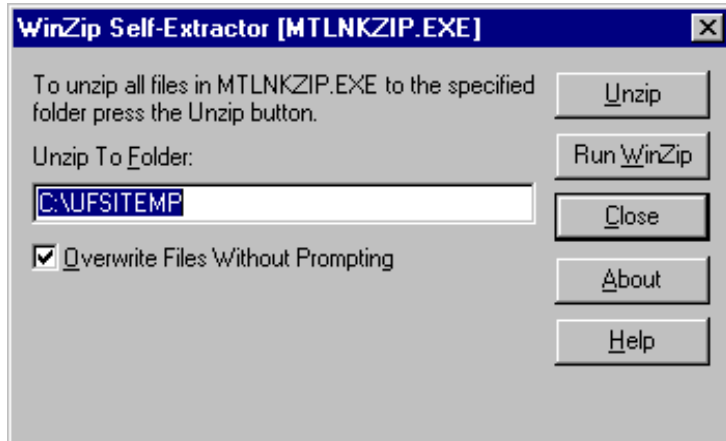
The installer then automatically executes the Windows Decompression Program.

When you see this screen press the ENTER Key to accept the "UnZip" command and accept the default temporary directory.



Press the ENTER again to confirm the job is done.

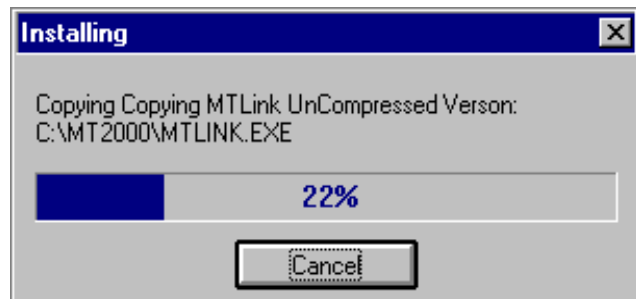
Press the ENTER again to accept the “Close” command.



The installer will then copy the UnCompressed file to where your MUMS/2000 is located.

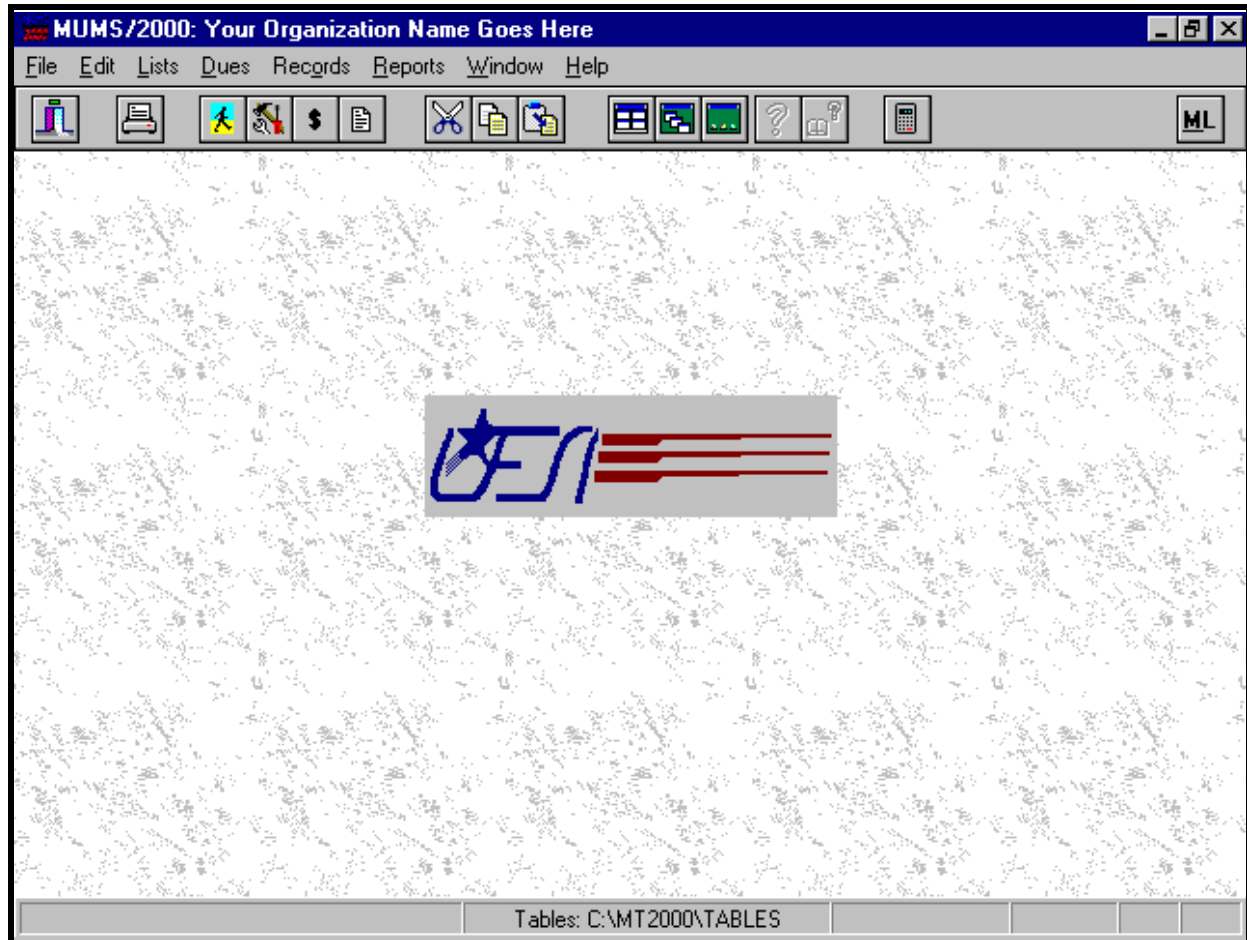
The installer will also place several new data bases that are required, on the same drive where you data files are located. This might be your C: drive or a network drive.


The installer will locate the appropriate drive automatically.



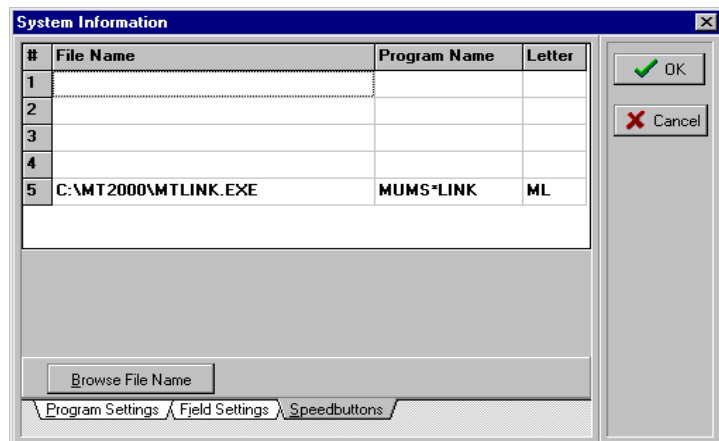
The MUMS*LINK installer will also set up a Speed Button inside MUMS/2000 to execute MUMS*LINK. This will be called “ML” and is the fifth speed button, or the one on the extreme left.

Running MUMS*LINK from MUMS/2000



 This is the MUMS*LINK button on the MUMS/2000 tool bar. You can click on the button or just press the letter “M”.

This speed button was added by the MUMS*LINK installer to the possible set of five speed buttons that are reviewed in the MUMS/2000 Reference Manual. The following is the information behind the button as inserted by the installer. This screen can be used to insert other access buttons.



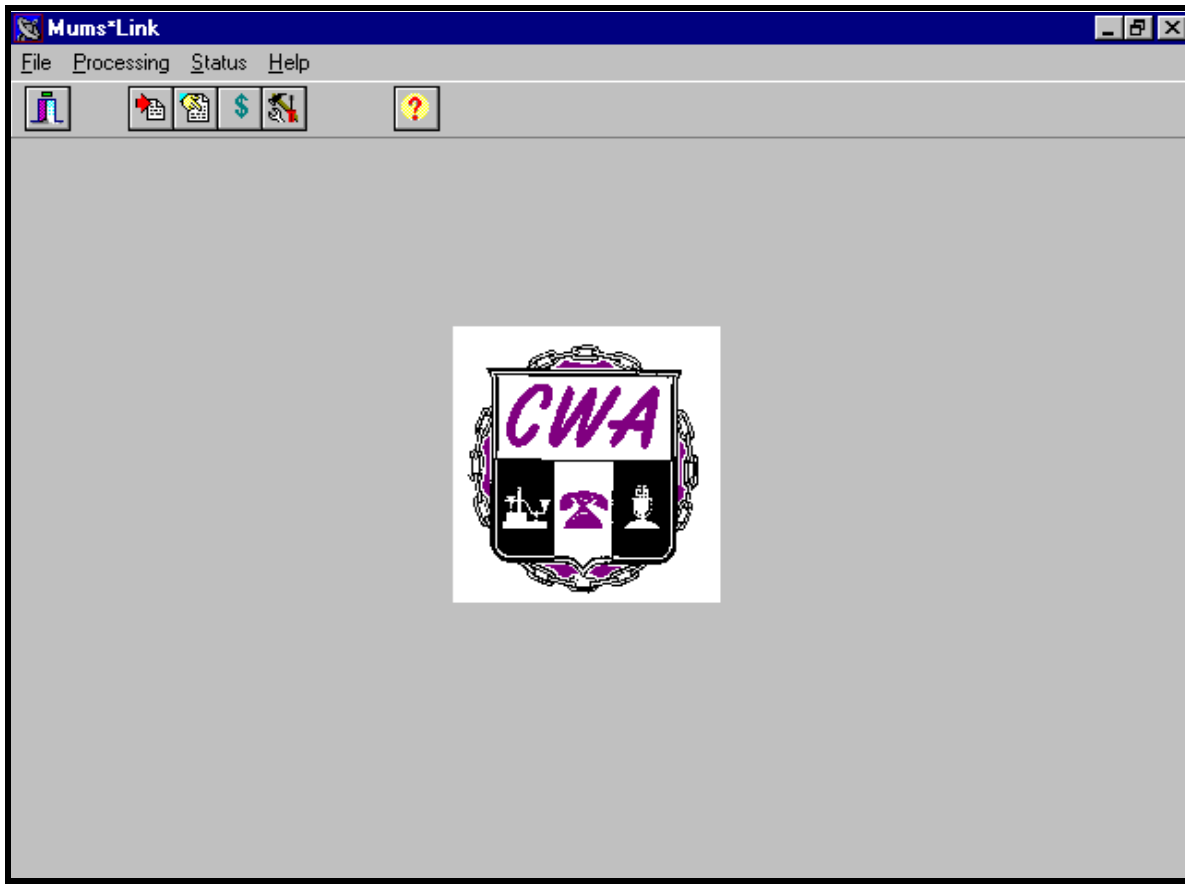
#	File Name	Program Name	Letter
1			
2			
3			
4			
5	C:\MT2000\MTLINK.EXE	MUMS*LINK	ML

Browse File Name

Program Settings / Field Settings / Speedbuttons

OK Cancel


MUMS*LINK Menus & Speed Buttons



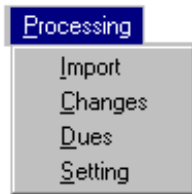
The above is the MUMS*LINK screen showing the Menus and Tool bar.

MUMS*LINK Menus:

File Processing Status Help

File	Used to Exit or use Speed Button	
Processing	MUMS*LINK Processing Steps	
Status	To check current status and past activites	
Help	Show current Version under About.	


MUMS*LINK Processing Steps



Import Menu or Speed Button  is used to import changes and dues from HQ data files into MUMS*LINK.

Changes Menu or Speed Button  is used to review and post membership changes.

Dues Menu or Speed Button  is used to review and post dues.

Settings Menu or Speed Button  is used to setup MUMS*LINK Options.

The following page describes the Settings Feature of MUMS*LINK. This is normally a one time setup function and not part of each processing cycle.

MUMS*LINK Settings

The Setting function of MUMS*LINK is done from Processing|Setting or using the Speed button. Both result in the following screen being displayed.



Mums*Link Settings

Deduction Processing

☒ Deduction Processing Enabled

Options

☐ Print Delq Dues ☒ Post Dues
☒ Print Dues Paid ☒ Post COPE
☒ Print COPE Paid ☒ Post COPE

Special Processing

☐ New Jersey/Public
☐ Right-to-Work

Transfer

☐ Change Status from 7x to 9x

Terminate

☐ Change Status from 6x to 9x

OK Cancel Help Default

Processing Fields

There two tabs on this screen. The 1st is the “Processing” tab and the 2nd is the “Fields” tab. The above shows the “Processing” Tab with the following groups of options:

- ? Deduction Processing
- ? Transfer
- ? Terminate
- ? Special Processing

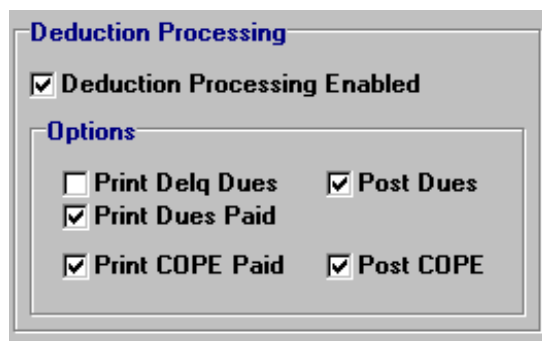
NOTE: The 1st time you see this screen press the DEFAULT button.

The Special Processing Group is used to denote if your local is a New Jersey Public Workers Local or in a Right-to-Work state.

This is the Deduction Processing Group of Options.

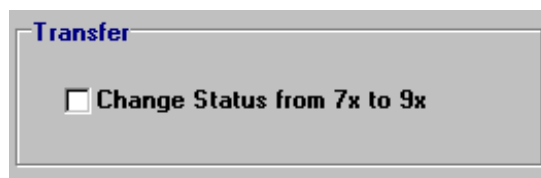
If you click on “Deduction Processing Enabled” you will be permitted to print and post Dues and in the future COPE payments.

This example shows enabling dues and setting up to Print and Post Dues & COPE. If you see certain functions in MUMS*LINK processing disabled, you might want to refer to this screen to turn on those functions.



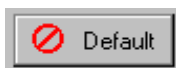
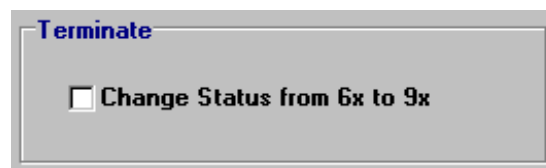
The “Transfer” option allows you to have the program automatically change transferred records (change to status 7x). This means if the individual was a status 10, the new code would be 71.

If they were a 20 the new code would be a 72. If you check this box then the new codes would be 91 and 92 etc. This is done to preserve the identity of the individual after transfer.

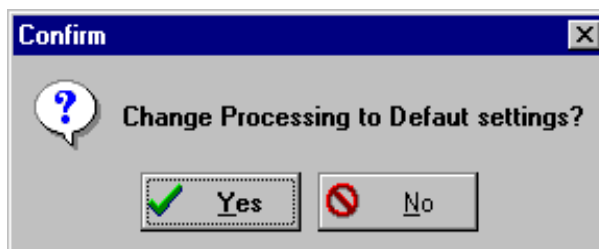


The “Terminate” option is similar to the Transfer Option. This allows you to tell the computer to automatically change the terminations(change to status 6x).

In this and the prior case you can change the default to other series of codes in the 90's instead of changing to 60's.



If you press the Default button the program will reset all Processing to the default setting.



This is the “Fields” tab on the Settings window:

Mums*Link Settings

Fields Update Options

FieldDesc	HQFieldDesc	PostingOptions	Comments
BadAddressFlag	Mail Status	Automatic	<input checked="" type="checkbox"/>
BaseWage	Base Wage	Automatic	<input checked="" type="checkbox"/>
BirthDate	Birth Date	Automatic	<input checked="" type="checkbox"/>
City	City	Semi-Automatic	<input checked="" type="checkbox"/>
Class	Class	Automatic	<input checked="" type="checkbox"/>
Congress	US Congress District	Automatic	<input checked="" type="checkbox"/>
CongressDist		Automatic	<input checked="" type="checkbox"/>
CongressState		Automatic	<input checked="" type="checkbox"/>
DedMethod	Dues Method	Automatic	<input checked="" type="checkbox"/>
DeliveryAddress	Street Address 1	Semi-Automatic	<input checked="" type="checkbox"/>
Dues Rate	Dues Rate	Automatic	<input checked="" type="checkbox"/>
Employer	Processing Unit	Automatic	<input checked="" type="checkbox"/>

PostingOptions

Automatic
Automatic
Semi-Automatic
Manual

? Help

☒ Default

Processing Fields

This shows all of the MUMS*LINK -MUMS/2000 field names and the equivalent HQ Field name as per the CWA H166 reports.

NOTE: The 1st time you see this screen press the DEFAULT button.

WARNING: You should not change the Field Desc or HQ Field Desc.

You have the option of changing the Posting Options and Comment Flag.



If you press the Default Button the program will reset all of the field options back to the default settings.

Confirm

? Change Fields to Default settings?

☒ Yes ☐ No

The Posting Options use a pull down feature to set each field to one of the following:

? Automatic

- ? Semi-Automatic
- ? Manual

Automatic: This means that the field will automatically be approved for change. The program will default to accepting the change blindly and you would have to un-check or un-approve the change prior to posting.

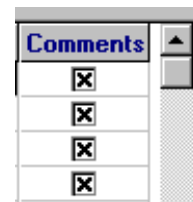
Semi-Automatic: This means that the program will review your existing membership data and if your data matches the “Before” image from the HQ change, the program will default to OK’ing the change. If your data matches the “After” image from the HQ change, then the program will default to skipping the information. If the existing membership data does not match either “Before” or “After” from HQ, the program will default to skipping the change and require you to review and OK the item prior to posting.

Manual: This means that the program will default to skipping the change regardless of what HQ and your records show. You must OK it yourself or it will not get posted. This is often used on fields you do not wish changed by HQ unless you review each item.

You might wish to change a setting on a given field based upon a series of membership changes being received. For example, if you normally wish to check all base wage changes but receive a change on everyone, you can change it from Semi-Automatic to Automatic.

The Comment Flag is used to request an automatic comment if the field is changed.

MUMS/2000 Linkages to MUMS*LINK



Inside of MUMS/2000 using menu File|Setup|System Information are fields used by MUMS*LINK. In most cases these should already be correct, but you can verify them to be sure.

This the “Field Settings” tab within MUMS/2000 System Information. Please note this screen is outside of the MUMS*LINK settings just reviewed. This screen is inside MUMS/2000 System Information Form.

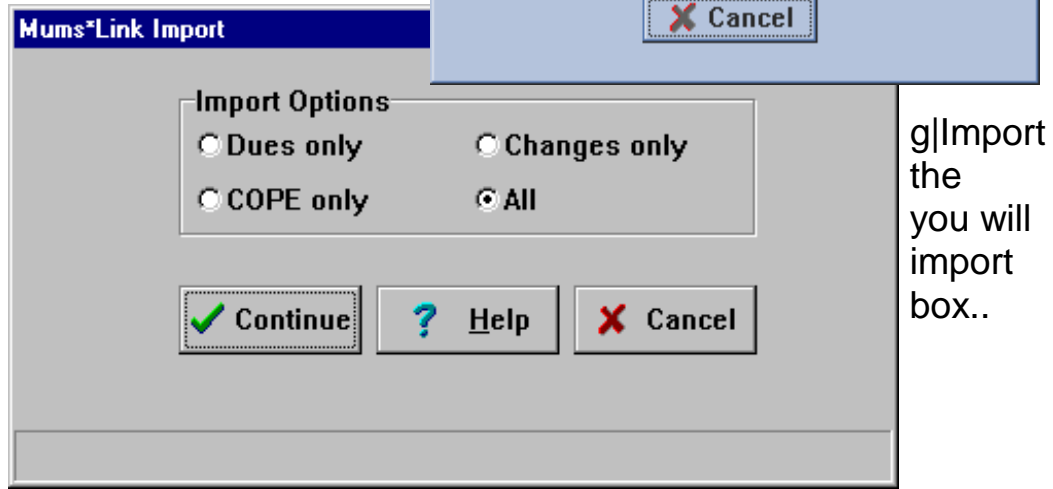
The following fields are used by MUMS*LINK to update MUMS/2000 membership records.

- | | | |
|---|---------------------------|----------------------------------|
| ? | Main Dues Category | Used to post Dues |
| ? | COPE Dues Category | Used to post COPE |
| ? | File Maint Notes Category | Used to note membership comments |

MUMS*LINK

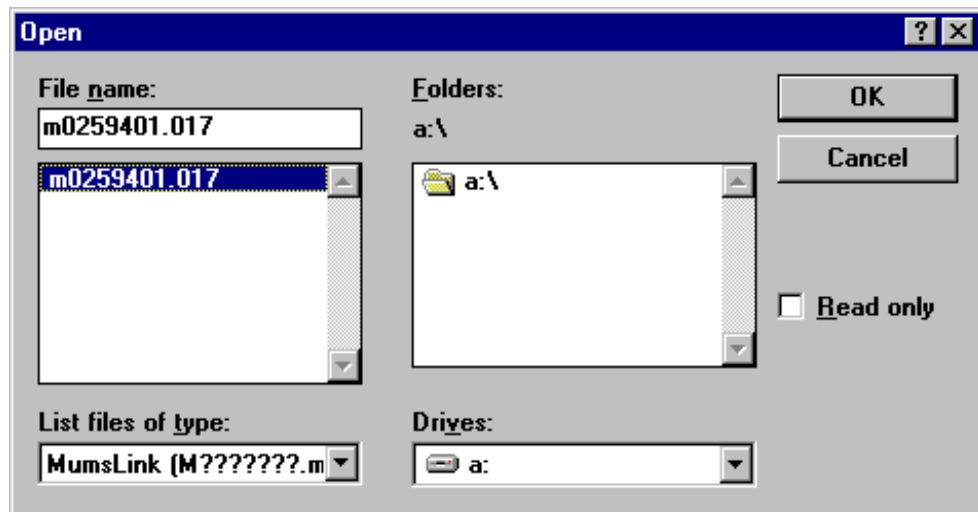
Processing Cycle - IMPORT

If you request Processing or press Button, see the dialog



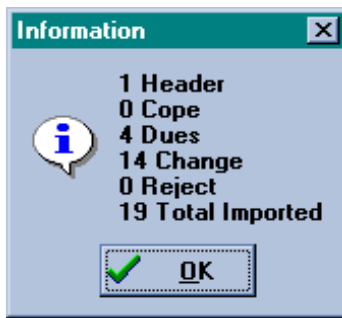
g|Import the you will import box..

This is used to indicate which set of information you wish to load. If you do not setup to process dues, then "Changes only" will be the default option.



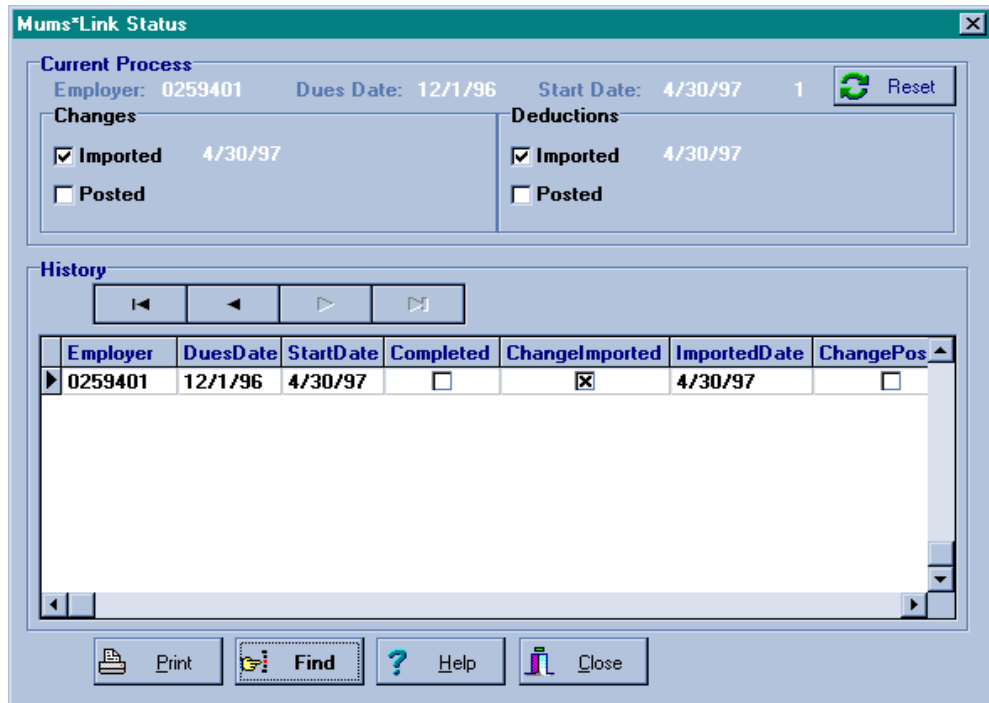
If you press the CONTINUE button a directory dialog will be displayed. At this point you need to point to where your MUMS*LINK data files are located. In most cases this is Disk Drive A: as shown here. You click on the file name you wish to import and then press the OK button. The file names all start with "M" followed by the processing unit number a period and then the month and last digit of the year. (Mppppppp.mmy). Initial load of data into MUMS/2000 will end in ".ADD" instead of month and year.

This will be displayed during the import of the HQ data.

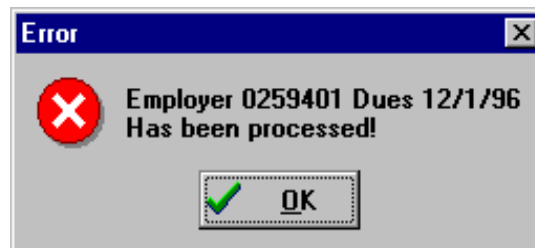


When it is 100% done and you click on the OK, a recap will be displayed to show you record counts of what was in the file from HQ.


After the Import, the Status (which can be viewed via the Status menu item) will reflect the processing unit, the date and the status of the unit so far. The RESET button can be used to reset the system prior to import.

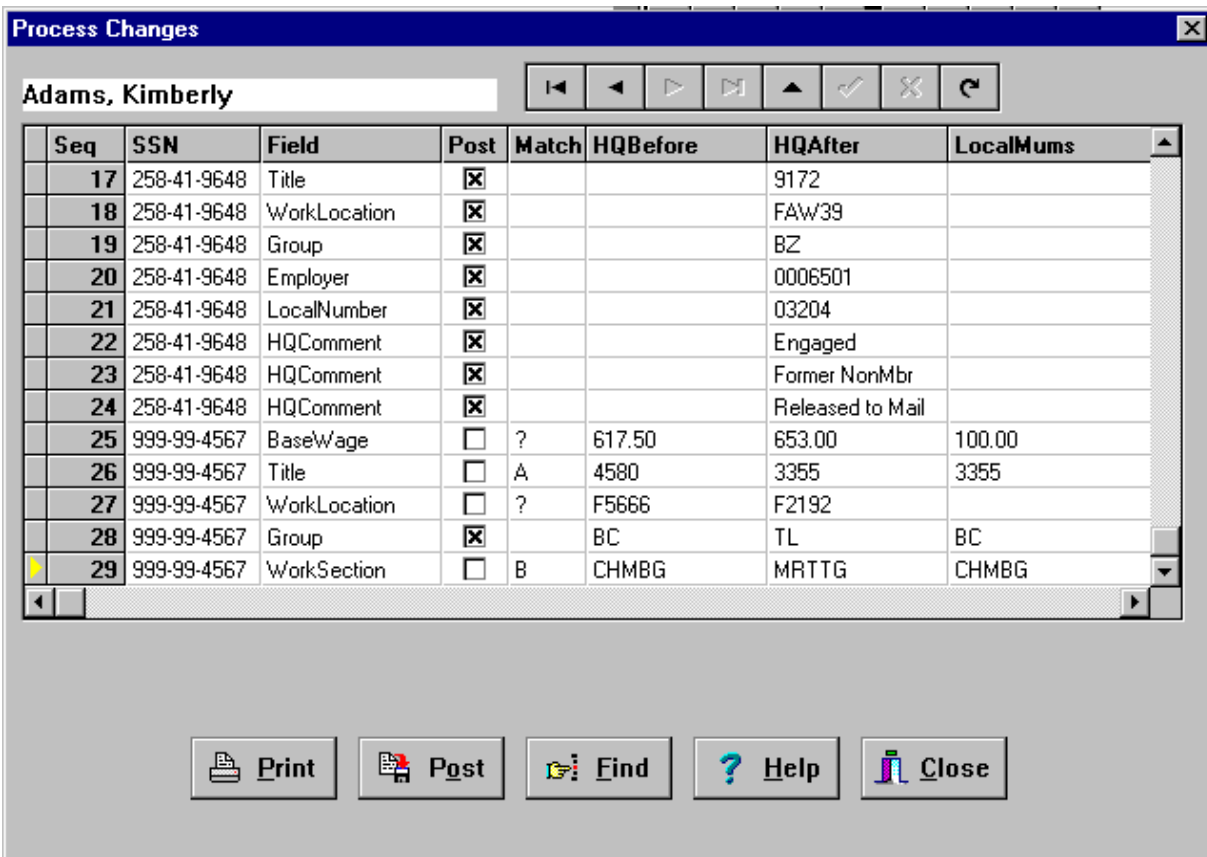


If you try to import a file that has already been processed you will see this error message:



MUMS*LINK Processing Cycle - Changes

If you request the Processing|Changes menu item or press the  Changes speed button, you can view the membership changes.



The screenshot shows a software window titled "Process Changes" with a close button (X) in the top right corner. Below the title bar is a text field containing "Adams, Kimberly" and a set of navigation buttons: a left arrow, a double left arrow, a right arrow, a double right arrow, an up arrow, a checkmark, an X, and a refresh/circular arrow button. Below these is a table with 8 columns: Seq, SSN, Field, Post, Match, HQBefore, HQAfter, and LocalMums. The table contains 11 rows of data. Rows 17-24 have SSN 258-41-9648 and various fields with checked Post boxes. Rows 25-29 have SSN 999-99-4567 and various fields with unchecked Post boxes. At the bottom of the window are five buttons: Print, Post, Find, Help, and Close.

Seq	SSN	Field	Post	Match	HQBefore	HQAfter	LocalMums
17	258-41-9648	Title	<input checked="" type="checkbox"/>			9172	
18	258-41-9648	WorkLocation	<input checked="" type="checkbox"/>			FAW39	
19	258-41-9648	Group	<input checked="" type="checkbox"/>			BZ	
20	258-41-9648	Employer	<input checked="" type="checkbox"/>			0006501	
21	258-41-9648	LocalNumber	<input checked="" type="checkbox"/>			03204	
22	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Engaged	
23	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Former NonMbr	
24	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Released to Mail	
25	999-99-4567	BaseWage	<input type="checkbox"/>	?	617.50	653.00	100.00
26	999-99-4567	Title	<input type="checkbox"/>	A	4580	3355	3355
27	999-99-4567	WorkLocation	<input type="checkbox"/>	?	F5666	F2192	
28	999-99-4567	Group	<input checked="" type="checkbox"/>		BC	TL	BC
29	999-99-4567	WorkSection	<input type="checkbox"/>	B	CHMBG	MRTTG	CHMBG

From this screen you can review the changes and mark to Post or undo the Post check box.

The items that need review are those without a Posting check box.

The "match" field next to the blank check box helps you to decide what to do.

After your review you can press the POST button to apply all those checked to the master file.

You can use the PRINT button to print a copy of these changes. An example of the printout is shown later in this section of the documentation.

The FIND button can be used to skip to a record to change it's post flag. If you are positioned on a sequence number for an individual already on file, the name of the individual will be displayed in the heading.

The following is an image of the FIND screen. As you start to enter a sequence number the program will skip down to find the matching record.

Search

Search Characters
27

Seq	SSN	Field	Post	Match	HQBefore	HQAfter
19	258-41-9648	Group	<input checked="" type="checkbox"/>			BZ
20	258-41-9648	Employer	<input checked="" type="checkbox"/>			0006501
21	258-41-9648	LocalNumber	<input checked="" type="checkbox"/>			03204
22	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Engaged
23	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Former NonMbr
24	258-41-9648	HQComment	<input checked="" type="checkbox"/>			Released to M.
25	999-99-4567	BaseWage	<input type="checkbox"/>	?	617.50	653.00
26	999-99-4567	Title	<input type="checkbox"/>	A	4580	3355
27	999-99-4567	WorkLocation	<input type="checkbox"/>	?	F5666	F2192
28	999-99-4567	Group	<input checked="" type="checkbox"/>		BC	TL

Search By
Seq

☒ OK ☒ Cancel

In the above example, we entered a "2" and the program skipped to sequence number 2. Then we entered a "7" and the program skipped to sequence number 27.

Once you are positioned on the record you want, you can double click, press ENTER or click on OK to retrieve the record. Once retrieved, you can click on the "Post" check box to accept or reject the change.

The following are the circumstances that would leave the Post check box blank.

Field Setting	Check box Blank	Match Column Information
Manual	Always	B or A or ?
Semi-Auto	After Match	A
	No Match	?
Automatic	After Match	A

The B, A and ? refers to matching HQ Before and After image of the change to your existing MUMS membership record. A “B”-Before Image match recommendation should OK’ed to post, and in fact a Semi-Auto field will do just that. An “A”-After match is a change you do not need because you already have the information. The “?” match is alerting you to the fact that HQ has a change but your current information does not match either the Before or After and you must review the information and OK to Post if you wish to take the change.

In all cases an After match will be set not to Post and show the A. On Manual and Semi-Auto fields, if there is no match you will see the “?”. Only on Manual would you see the B for Before. The Match field is only shown when the Post is blank. See the rules mentioned on Page 9.

If you request the PRINT you will see this screen.

This can be used to print to SCREEN or click on PRINTER and go directly to your printer.

If you used the SCREEN feature the following is displayed:

4/30/97
0259401 12/1/96
Seq Post Fields
258-41-9648

Mums * Link - Listing of Changes (Prior to posting)

		HQ's Before Image	HQ's After Image	Mums Master
0	✓ LastName		FRED	
1	✓ Class		RF	
2	✓ Sex		M	
3	✓ CongressState			
4	✓ FirstName		SMITH	
5	✓ Middle		D	
6	✓ DedMethod		D	
7	✓ StreetAddress		1245 MILL TOWN ROAD	
8	✓ City		BURBANK	
9	✓ State		CA	
10	✓ Zip		91212	
11	✓ BadAddressFlag		1	
12	✓ StatusCode 30		10	
13	✓ StatusDate		1/28/97	
14	✓ SeniorityDate		12/2/96	
15	✓ BirthDate		12/7/68	
16	✓ EnrollmentDate		12/1/96	
17	✓ Title		9172	
18	✓ WorkLocation		FAW39	
19	✓ Group		R7	

This allows you to view the report and optionally press the Print Speed Button to get a hard copy.

4/30/97

Mums * Link - Listing of Changes (Prior to posting)

Page

1

0259401 12/1/96

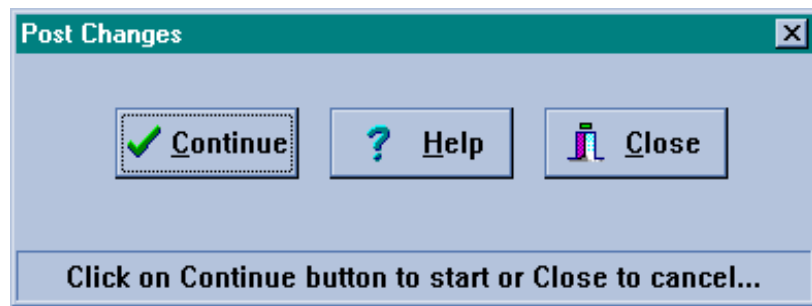
Seq	Post	Fields	HQ's Before Image	HQ's After Image	Mums Master File/Comment/Reference
258-41-9648					
0	✓	LastName		FRED	✓ New Add
1	✓	Class		RF	✓ New Add
2	✓	Sex		M	✓ New Add
3	✓	CongressState			✓ New Add
4	✓	FirstName		SMITH	✓ New Add
5	✓	Middle		D	✓ New Add
6	✓	DedMethod		D	✓ New Add
7	✓	StreetAddress		1245 MILL TOWN ROAD	✓ New Add
8	✓	City		BURBANK	✓ New Add
9	✓	State		CA	✓ New Add
10	✓	Zip		91212	✓ New Add
11	✓	BadAddressFlag		1	✓ New Add
12	✓	StatusCode	30	10	✓ New Add
13	✓	StatusDate		1/28/97	✓ New Add
14	✓	SeniorityDate		12/2/96	✓ New Add
15	✓	BirthDate		12/7/68	✓ New Add
16	✓	EnrollmentDate		12/1/96	✓ New Add
17	✓	Title		9172	✓ New Add
18	✓	WorkLocation		FAW39	✓ New Add
19	✓	Group		BZ	✓ New Add
20	✓	Employer		0006501	✓ New Add
22	✓	HQComment		Status Code Chg	
26	✓	HQComment		Released to Mail	
999-99-4567					
		Adams, Kimberly			
27	?	BaseWage	617.50	653.00	100.00 ✓
28	✓	Dues Rate	34.73	36.73	10.00 ✓
29	A	Title	4580	3355	3355 ✓
30	?	WorkLocation	F5666	F2192	✓
31	✓	Group	BC	TL	BC ✓
32	B	WorkSection	CHMBG	MRTTG	CHMBG ✓
33	✓	HQComment		WLOC	
34	✓	HQComment		DEPT	

***** End of Report *****

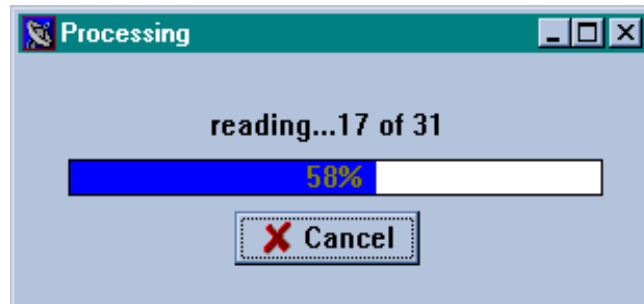
This is a sample of the Changes Report. Notice the “?” to indicate ready to Post and also if a comment is going to be generated.

Under the “Reference” column the program will indicate “New Add” or “Not on File”. Both of these are generated because the SSN is not on file. The difference is that if there is a Last Name, MUMS*LINK will add the record. If not, MUMS*LINK cannot add the record and you will get “Not on File”.

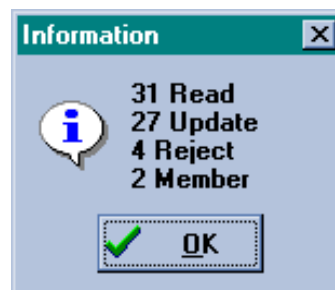
When you press the POST button from the CHANGES screen you will get this confirmation screen to verify that you are ready to post.



This will be displayed during posting.




When 100% and you press OK, you will get a summary of the posting:

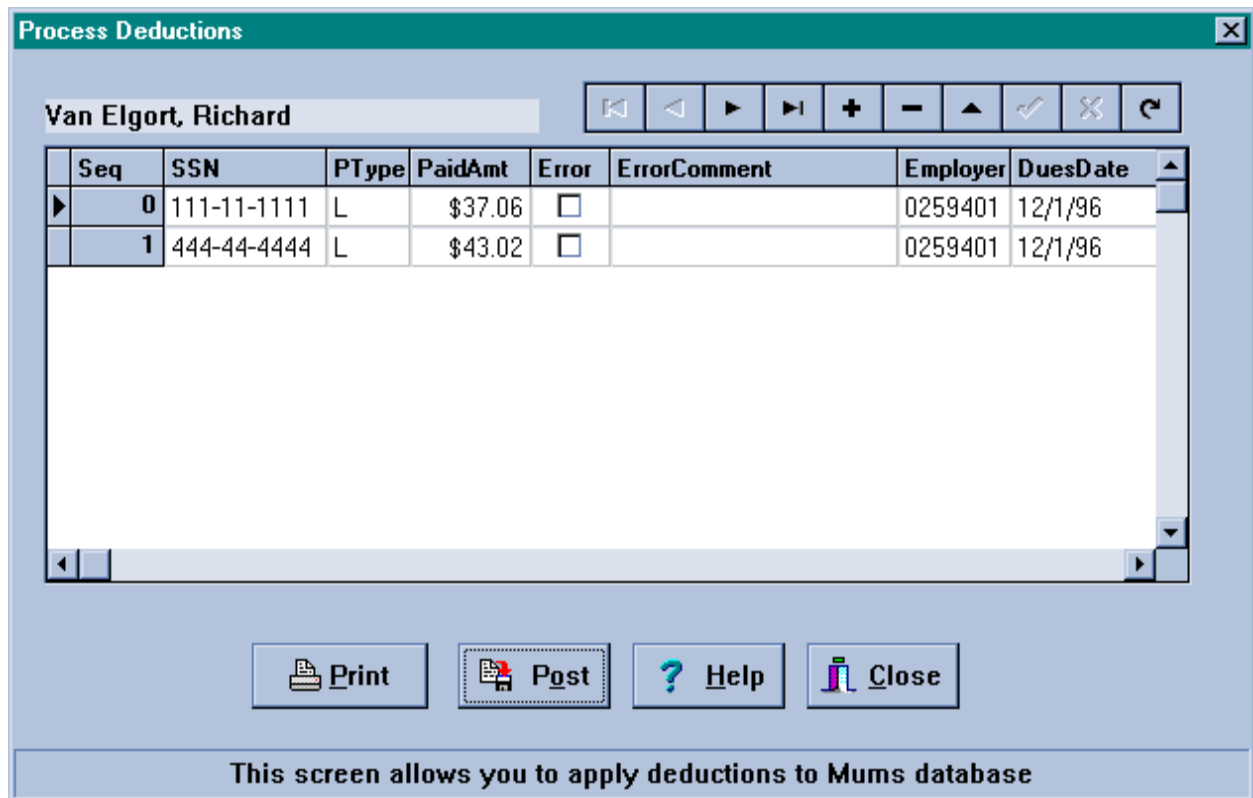


If you try to post a 2nd time, you will see this error message.



MUMS*LINK Processing Cycle - Dues

If you request the Processing|Dues menu item or press the  Dues speed button, you can view the dues deductions.



Seq	SSN	PType	PaidAmt	Error	ErrorComment	Employer	DuesDate
0	111-11-1111	L	\$37.06	<input type="checkbox"/>		0259401	12/1/96
1	444-44-4444	L	\$43.02	<input type="checkbox"/>		0259401	12/1/96

Print Post Help Close

This screen allows you to apply deductions to Mums database

The is the Dues Screen. The “Error” flag and comment would highlight those dues records that do not match an existing membership record. This will also take into account, new records being added during the Changes processing step.

You are not allowed to Post Dues until after you have posted any Changes.

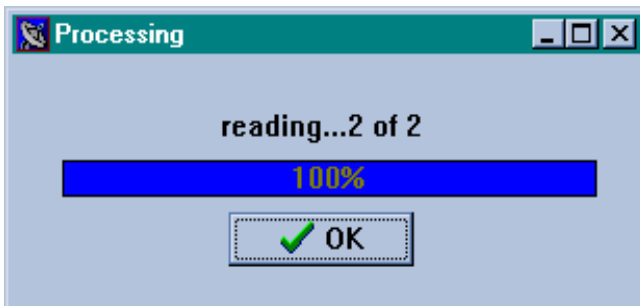
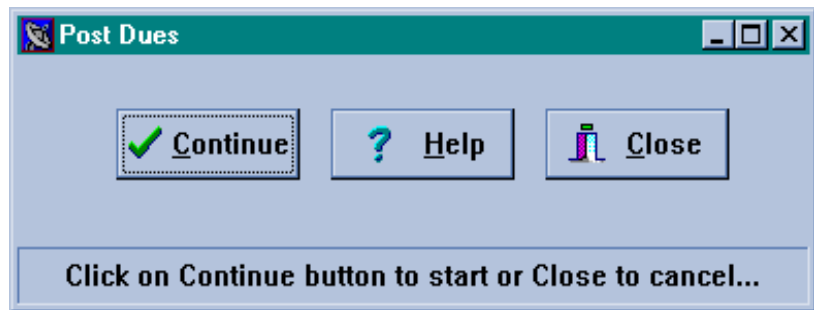
The PRINT button works the same way it did on Changes. You are permitted to view the report, print it immediately or print it from the View screen.

From this screen you can direct the printing, request number of copies and even select which printer you wish to use.

This is an example of the Dues Report.

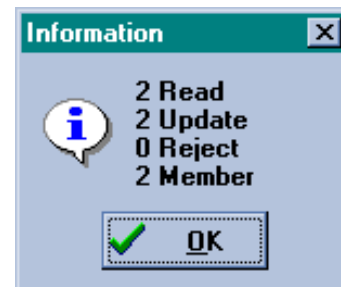
4/30/97		Mums*Link - Listing of Dues (Prior to posting)				Page	1
0259401	12/1/96						
Name	SSN	PType	Post Amt	Error Amt	Error Comments		
Van Elgort, Richard	111-11-1111	L	\$37.06	\$0.00	<input type="checkbox"/>		
Reed, Alton	444-44-4444	L	\$43.02	\$0.00	<input type="checkbox"/>		
Grand Totals			\$80.08		\$0.00	\$80.08	
***** End of Report *****							

When you press the POST for Dues, this screen will be displayed for you to confirm if you are ready to continue.



As before, you will see a progress screen

After you click on OK at the 100% done, you will see this summary recap.



If you try to post dues a 2nd time you will get this error message.



MUMS*LINK Status

Mums*Link Status

Current Process

Employer: 0259401
Dues Date: 12/1/96
Start Date: 4/30/97
1
Reset

Changes

☒ Imported 4/30/97
☒ Posted 4/30/97

Deductions

☒ Imported 4/30/97
☒ Posted 4/30/97

History

◀

◀

▶

▶

Employer	DuesDate	StartDate	Completed	ChangeImported	ImportedDate	ChangePos
▶ 0259401	12/1/96	4/30/97	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4/30/97	<input checked="" type="checkbox"/>

Print

Find

Help

Close

You can find the current status of the current processing unit and review the information of prior postings on the Status Screen. This is displayed when you press the STATUS on the MUMS*LINK Menu.

If you press the PRINT button, you can view and/or print a list of processing units and see if the items have been posted and when. The following is an example of the Status Report

4/30/97				Mums*Link Status		Page		1
Processing Unit	Dues Date	Date Import/# of Changes and Date Post		Date Import / # of Dues and Date Post				
0259401								
	12/1/96	4/30/97	27	4/30/97	4/30/97	2	4/30/97	
***** End of Report *****								

MUMS/2000 Results

MUMS/2000: Your Organization Name Goes Here

File Edit Lists Dues Records Reports Window Help

Member Information

999-99-4567 Adams, Kimberly C

Sort By: Last Name

Date	User	Cat	Comments
3/7/97		F	"StatusCode" changed from "15" to "10"
4/11/97		F	"Employer" changed from "UFSI" to "0259401"
4/15/97		F	"WorkLocation" changed from "UFSI-CA" to ""
4/15/97		F	"Employer" changed from "0259401" to "AT&T"
4/30/97		F	"Employer" changed from "AT&T" to "0259401"
4/30/97	MTLink	F	Dues Rate Chg Fr: 10.00
4/30/97	MTLink	F	Group Chg Fr: BC

Find Range Filter

\$ Dues

Griev

Label

Close

Show

☒ All Categories or

Notes Records

Comment

☐ Hot

Basic Other Work UnionCode Activities **Notes** Financial History Grievances Table View Doc

Tables: C:\MT2000\SAMPLES 19 Records BROWSE

The above screen shows the automatically generated notes from having MUMS/2000 fields updated by MUMS*LINK.

The notes with "Mmlink" are the automatic notes. The other File Maintenance Notes with changed from and to are automatic audit trail within MUMS/2000 from user generated changes.

MUMS/2000: Your Organization Name Goes Here

File Edit Lists Dues Records Reports Window Help

Member Information

111-11-1111 Van Elgort, Richard

Sort By: Last Name

Payment History					Detail			
Batch	Subtotal	Total Due	Amt Recvd	User	Code	Qty	Unit \$	T
UFSI 4/8/97	\$2.00	\$2.00	\$2.00		L	1	\$37.06	\$3
UFSI 4/8/97	\$48.00	\$48.00	\$48.00					
UFSI 4/8/97	\$22.00	\$22.00	\$22.00					
Mums Import		\$21.50	\$21.50	BONJ				
Mums Import		\$21.50	\$21.50	RWC				
MTLink	\$37.06	\$0.00	\$37.06					

Find Range Filter \$ Dues Griev Label Close

Basic Other Work UnionCode Activities Notes Financial History Grievances Table View Doc

Tables: C:\MT2000\SAMPLES 19 Records BROWSE

The above shows the deduction history screen from within MUMS/2000. Notice the MUMS Import items that were the result of a MUMS-to-MUMS conversion of old MUMS MS-DOS version and the new MTLINK item that was the result of MUMS*LINK for Windows.