MUMS 2000

MUMS * Multi-Union Membership System

MUMS/2000 for Windows

32bit Ver 4.xx - November 2002

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

Reference Manual Part - II

Chapters 5 thru 8

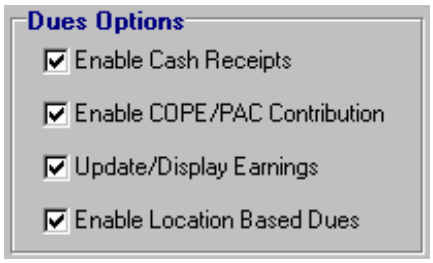
Chapter 5

MUMS/2000
Dues/Cash Receipts

Review of Deduction Methods

Before we discuss the Dues-Cash Receipt System, we are going to review the MUMS/2000 Deduction Methods and the related files. All of these items have been documented previously in this manual, but we need to link all the elements together.

There are two major Deduction Methods in MUMS/2000. These are controlled by the "Enable Location Based Dues" option on the "Program Settings" tab within the System Information Form. This option is found on menu **File|Setup|System Information** on the "Program Settings" Tab.



Location Based Dues - DISABLED:

- ? Use Member's Dues Code, COPE/PAC Code and Individual Payment fields.
- ? Calculations on Base Wage or Individual Payment Amount with optional formulas and fixed payments.

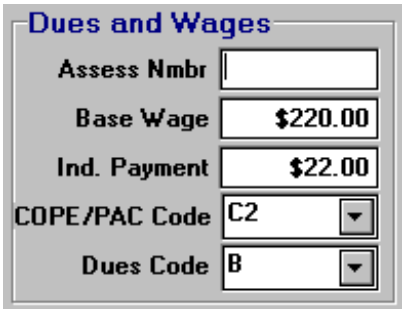
Location Based Dues - ENABLED:

- ? Setup on Dues Tab within Work Location Form with Dues Method, Dues Components, Local/Title Rates.
- ? Customize Member for Individual Method
- ? Customize Member for Location Method with Additional and Exemptions.

The next page reviews extracts of the screens used in these two Deduction Methods.

Location Based Dues - DISABLED:

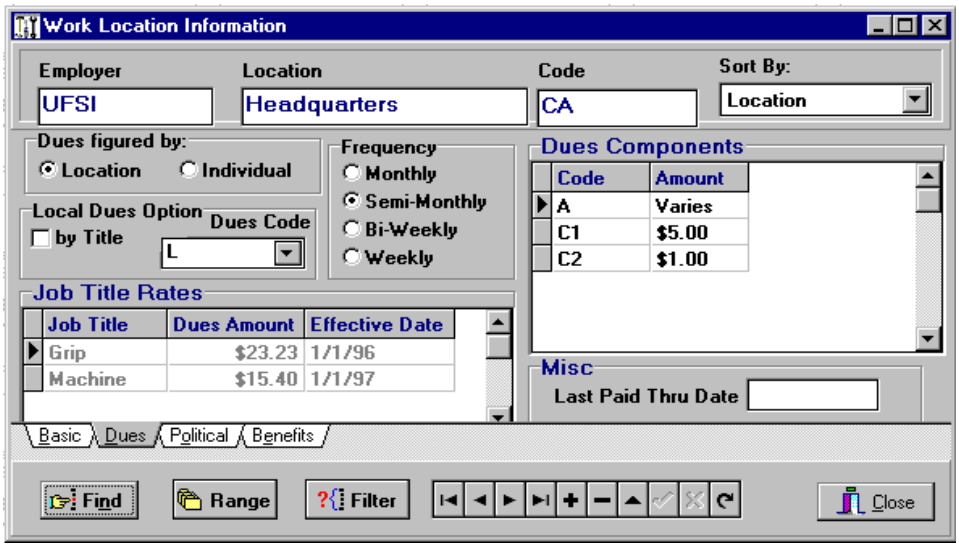
Use Member's Dues Code, COPE/PAC Code and Individual Payment fields on the Financial Tab.

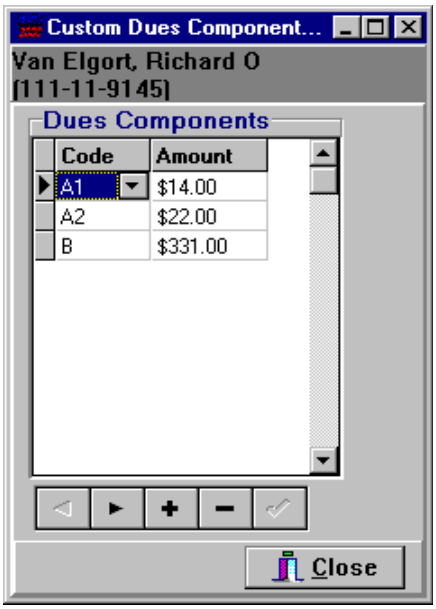


Location Based Dues - ENABLED:

Setup on Dues Tab within Work Location Form
with Dues Method, Dues Components, Local/Title Rates.

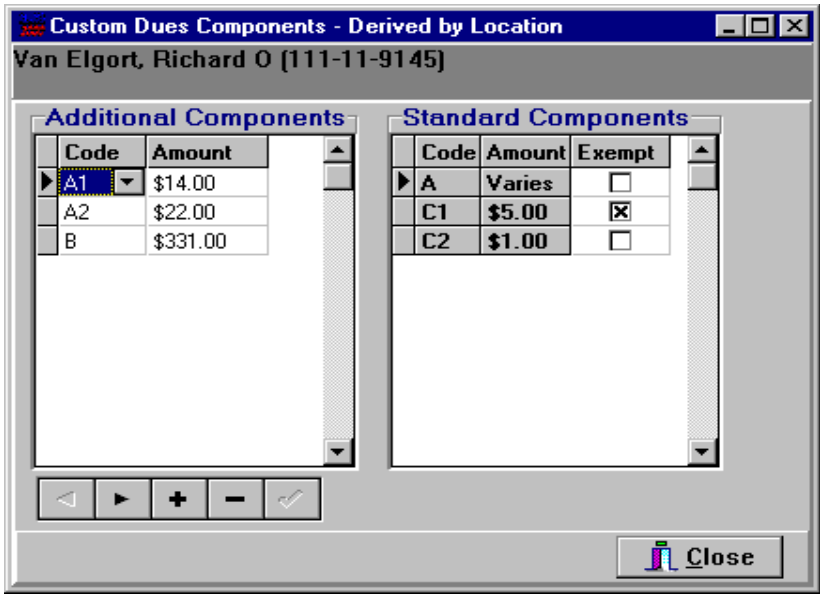
Based on "Dues Figured on" field you can Customize...





Customize
Member for Individual Method

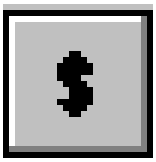
- or -



Customize Member for Location Method with Additional and Exemptions.

Dues-Cash Receipt System

There are two methods for entering Dues. One is the Individual Cash Receipts that can be activated by any of the following methods:

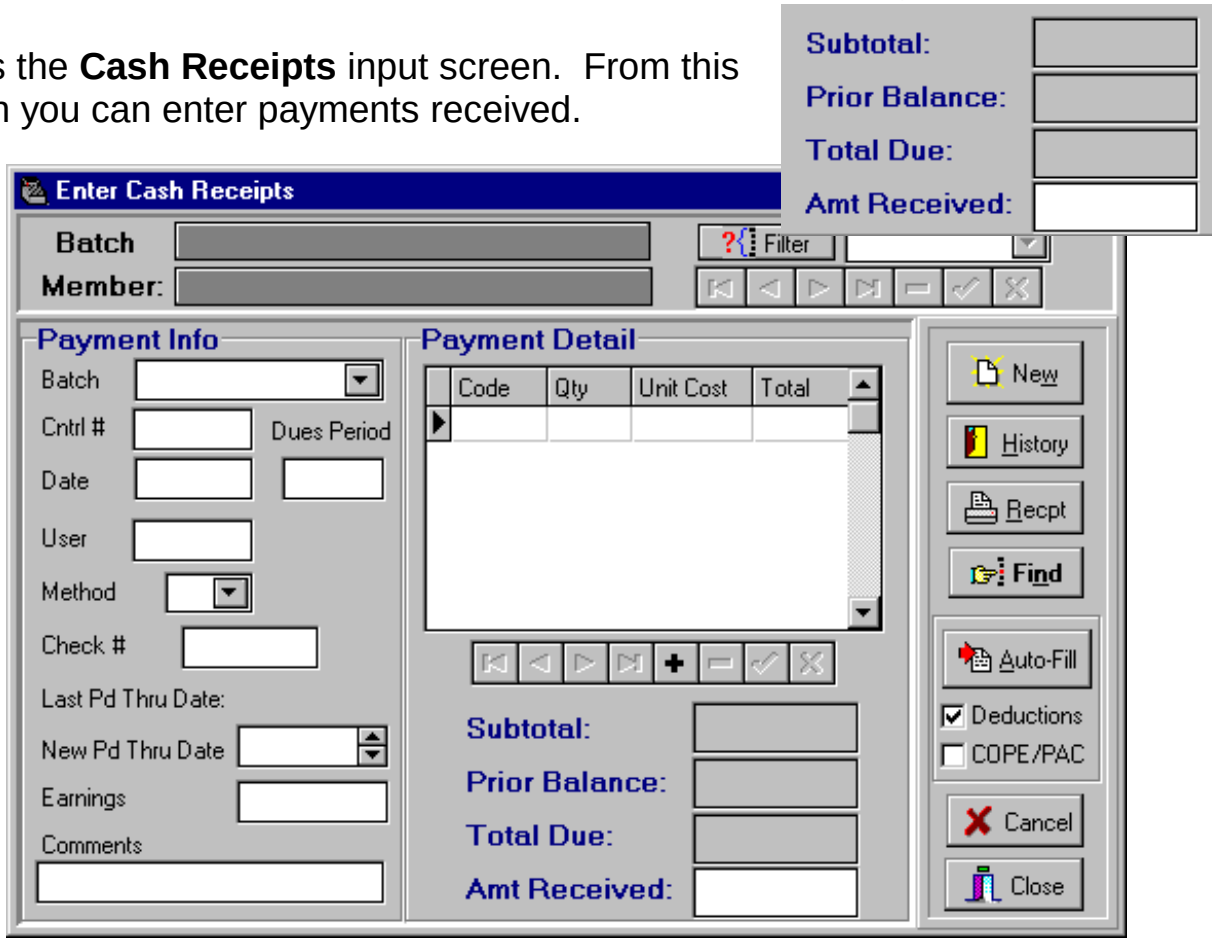
MUMS/2000 Menu	**Dues|Transaction Processing**
Hot Key	CTRL-T
Tool Bar Button	
Member Information Side Button	

If you use the Side Bar Button on a member's record, then you will enter the Cash Receipt window in the "Insert" mode with the member information pre-filled.

The other dues method is entering a Batch of Deductions. This can only be due via the MUMS/2000 Menu of **Dues|Auto-Create Batch**. This is normally used to create a batch based upon a checkoff list such as from an Employer. This is sometimes called Payroll Deduction method.

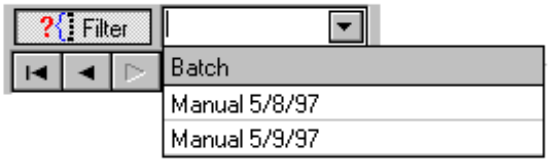
Transaction Processing

This is the **Cash Receipts** input screen. From this screen you can enter payments received.



To start press the NEW button or if you entered Cash Receipts from the DUES button on a member's record, the member's information will already be pre-filled.

The heading line has a navigation bar to move through the transactions. There is also a FILTER to show only a specific Batch of Transactions. If you click on FILTER you can use the pull-down to select the Batch to edit.



The center of the screen allows for an unlimited number of payment codes & amounts for this single transaction. The code/amount grid has its own navigation bar just below it and just above the totals.

The Totals are pre-filled by the computer. You can edit the “Amt Received”. If this is different that the calculated amount, the difference will be put into the members dues balance field to become the “Prior Balance” the next time you do a transaction on the same member.

The HISTORY button is used to show a history of the member’s past payments.

The RECEIPT button will print a receipt.

The AUTO-FILL button is used to pre-fill standard amounts using the members Dues Code, COPE/PAC Code and Individual payment if you are not using Location Based Dues. If you are using Location Based Dues the AUTO-FILL button will pre-fill all amounts setup for the Location taking the member’s Customization into account. This could add items or skip exempt items.

The “Deductions” and “COPE/PAC” radio buttons control which items are going to be Auto-Filled.

The “Payment Info” Group allows you to enter payment method, check number, update paid-thru-date, input optional earnings and a comment for this transaction.

The Earnings field will not appear unless you setup to input Earnings from within the System Information Form described earlier.

Choose Member

Search Characters (ENTER to Choose)

va

Last	First	MI	SSN	Dues Balance	DuesMethod
Kant	Steven		777-77-2468		
Marchese	Pete		666-66-1234		L
Peddler	Kelly		888-88-8642		
Reed	Alton	F	444-44-4444		
Shatun	Bonnie	J	888-88-1234		L
Thomas	Mary	A	777-77-3456		
Van Elgort	David	A	777-77-7777		L
Van Elgort	Richard	O	111-11-1111		L
Weber	Brandon		888-00-8888		
Wojtalik	William	W	555-55-5555		

MEMBER.DB Rec # 13 of 15

Search By

Last

OK Cancel

This is the result of pressing the NEW button and entering “va” to find the first Van and then using the down arrow to find Richard Van Elgort’s line. From here we are going to press the ENTER key, click on OK or double-click the line.

Enter Cash Receipts

Batch Manual 5/9/97

Member: Van Elgort, Richard O (111-11-9145)

Filter

Payment Info

Batch Manual 5/9/97

Cntrl # 8801 Dues Period

Date 5/9/97 05/97

User

Method

Check #

Last Pd Thru Date: 0/0/00

New Pd Thru Date

Earnings

Comments

Payment Detail

Code	Qty	Unit Cost	Total

Subtotal:

Prior Balance: $0.00

Total Due:

Amt Received:

New

History

Recpt

Find

Auto-Fill

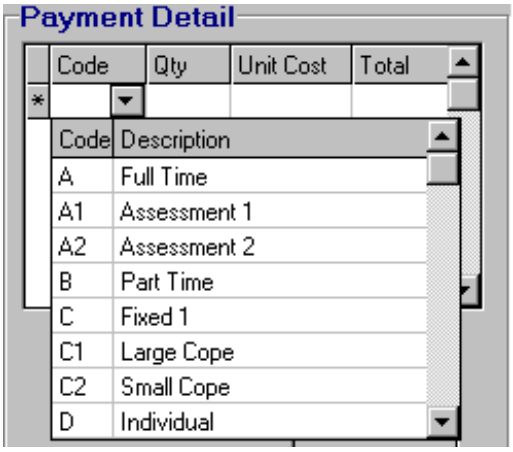
Deductions

COPE/PAC

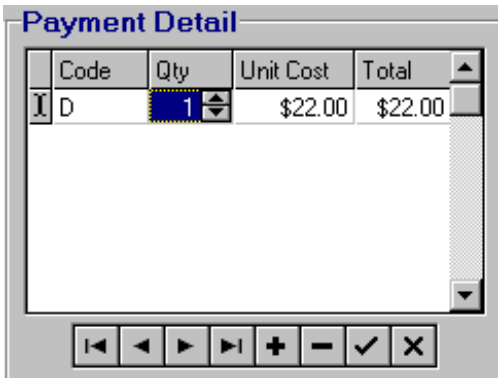
Cancel

Close

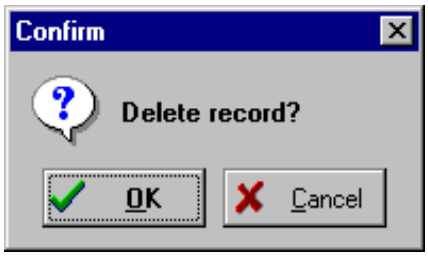
The computer inserts a control number, batch ID and date automatically. From here we can click in the Payment Detail area and use the pull-down for code to select a type of payment.



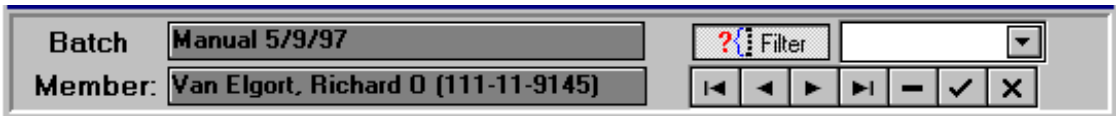
Once you pick a code you can use the spin buttons to enter a quantity other than one if you wish.



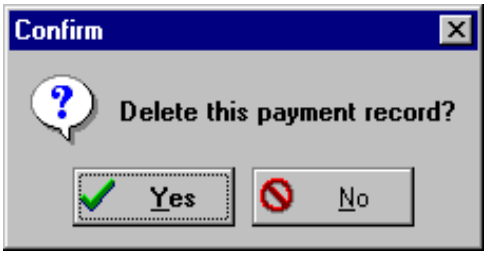
You can also use the navigator bar under the grid to add more details or to delete a detail you no longer want. If you press the "-" delete button you will get this confirmation message.

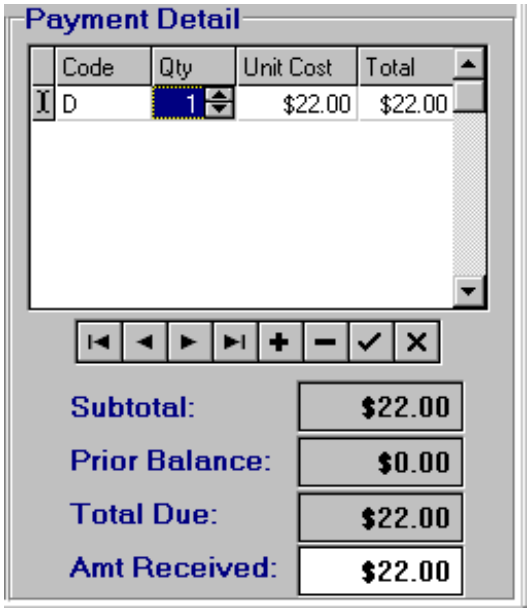


If you wish to delete the whole transaction

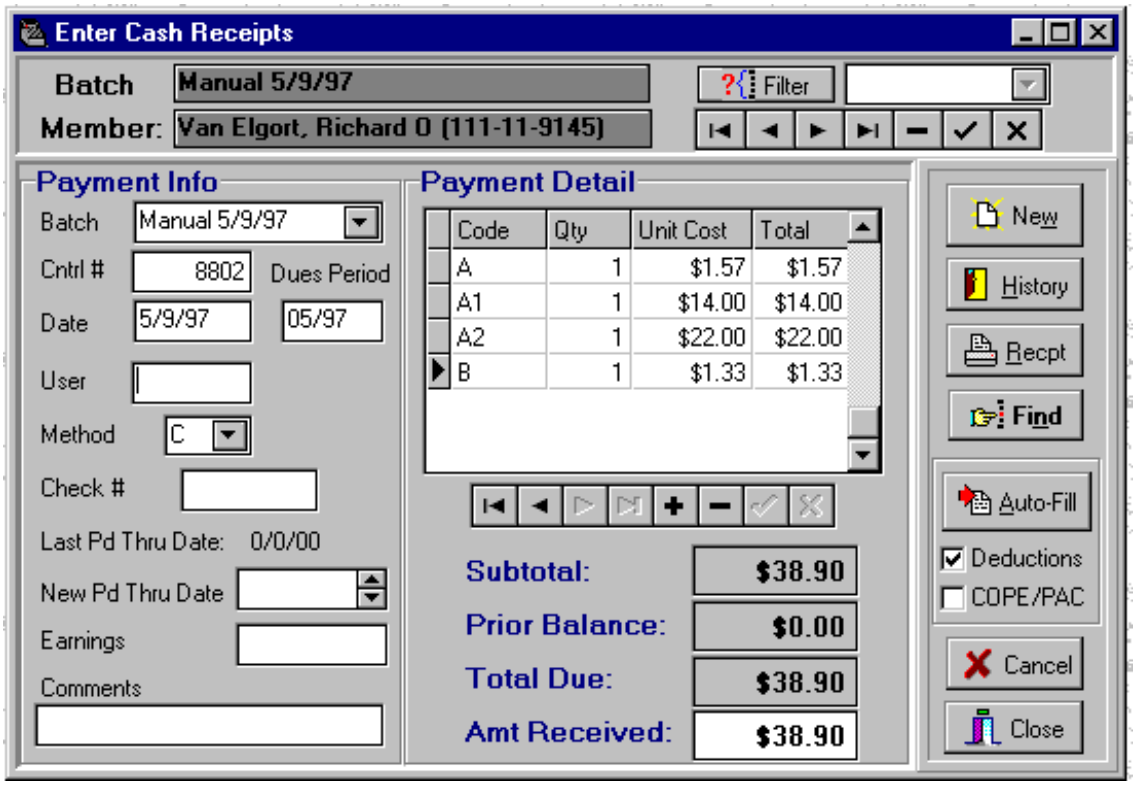


, you must use the navigation bar at the top of the form. You will get a separate confirmation to delete the entire payment record.





This shows the entry of a code and a $22.00 amount. Notice it starts to total the payment details automatically.



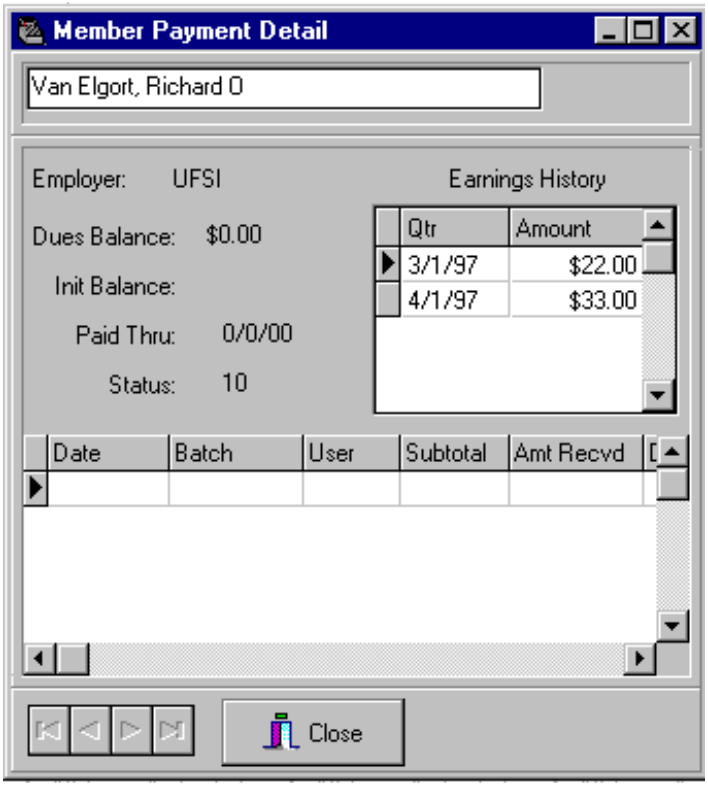
The above screen is the result of pressing the AUTO-FILL button and having the computer put in all the proper dues components for this person. You can still edit these to agree with the money you received.

The above form is also the way to edit a Batch of Dues created by “Auto-Create Batch” menu item. If you are adding a new transaction and wish to put it into an existing batch, you can use the pull-down under “Payment Info” and assign it to any open batch. These might be “Manual” batches or those created by the Auto-Create Batch Menu item reviewed in the next section.

When posted, this transaction will appear on the member’s history tab in summary. It will contain the date, control number, user name and amount. When a transaction is highlighted in the Member’s History, all of the details will appear that made up that payment. These details will look exactly like the Payment Detail above.

If you press the HISTORY button on the Cash Receipt form the member's prior history will appear.

Here is an example.



The Earnings History is an optional field that will only appear if your System Information switch for "Update/Display Earnings" is set on.

The Earnings are entered under "Earnings" as shown on the previous page.

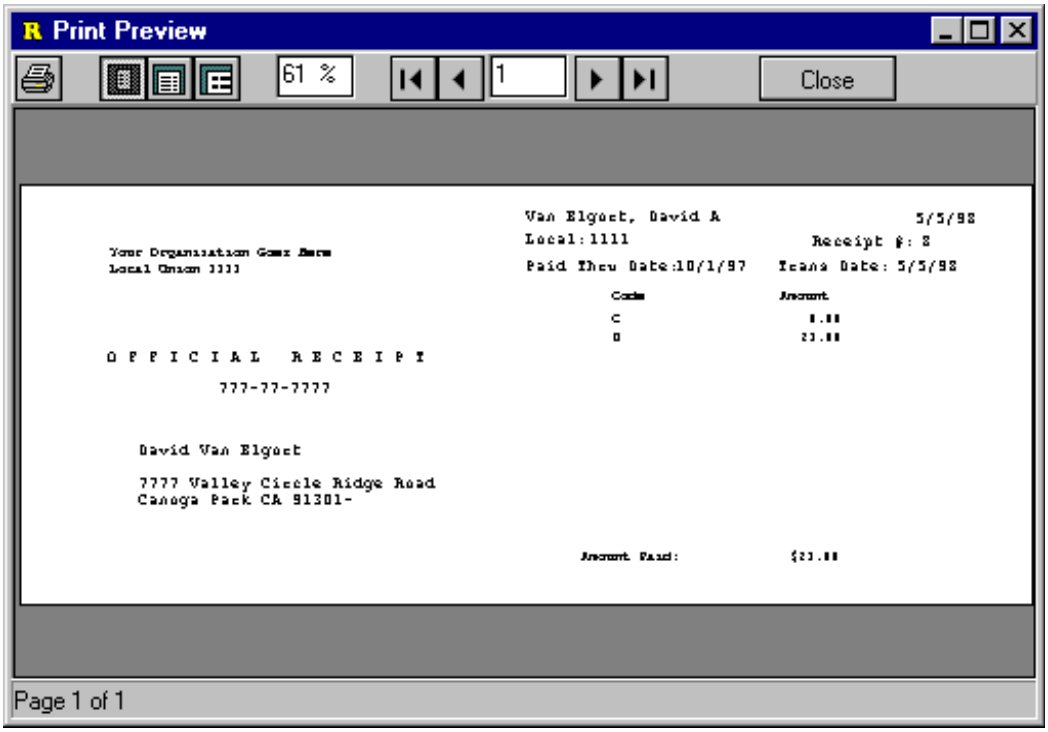
If you press the RECEIPT button a receipt will be printed.

Before you print the new receipt, be sure you have initially setup the Receipt Printer under **File|Printer Setup|Receipt Printer**.

Also remember that there is the Receipt Printer Type option to be setup in **File|Setup|System Information**.

This is the Receipt Print Preview.

Van Elgort Information Systems maintains several custom receipt layouts that can be substituted for the one shown. Also, a custom layout can be developed. These layouts are external to the program and can be changed without getting a new copy of MUMS/2000.



Your Organization Goes Here
Local Union 1111

Local:1111 Receipt #: 8

Paid Thru Date:10/1/97 Trans Date: 5/5/98

Code	Amount
C	0.00
D	21.00

O F F I C I A L R E C E I P T

777-77-7777

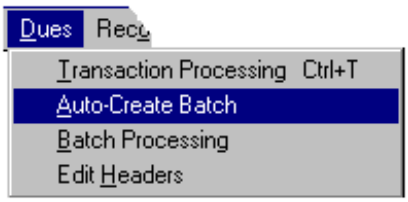
David Van Elgort

7777 Valley Circle Ridge Road
Canoga Park CA 91301-

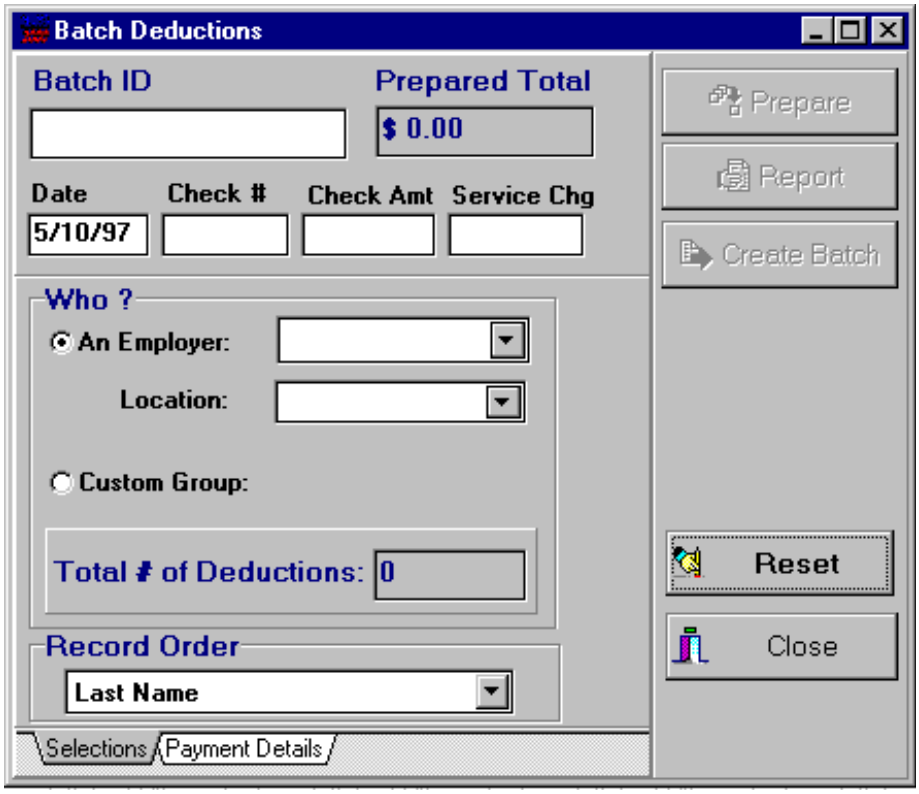
Amount Paid: $21.00

Auto-Create Batch

You can create a batch of deductions by using **Dues|Auto-Create Batch**.



This is the Batch Deduction Dialog Windows.

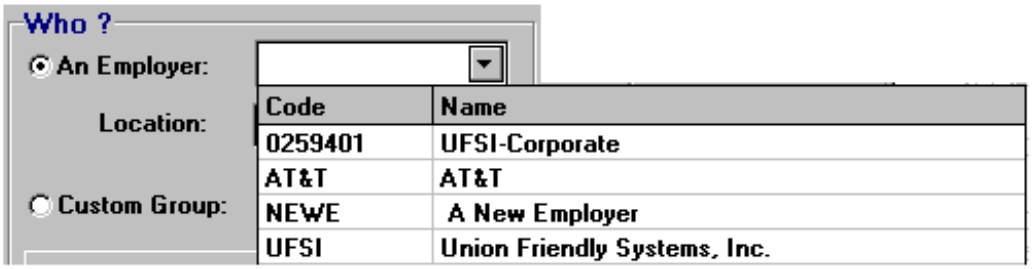


On this screen we are going to do the following:

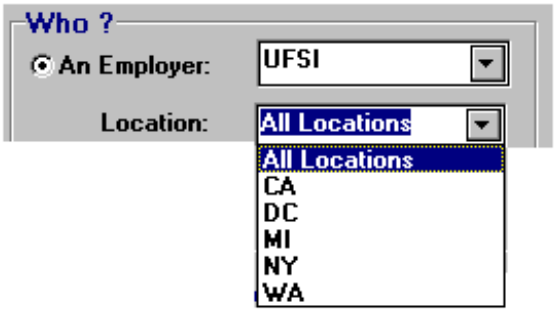
- ? Select the WHO we are going to create the Batch for
- ? Verify a Batch-ID
- ? Optionally select the Record Order
- ? Fill out Payment Details
- ? PREPARE the Batch
- ? Optionally REPORT the Batch
- ? CREATE the Batch

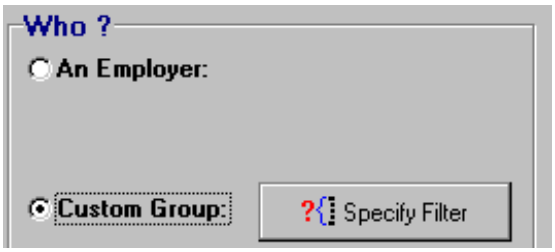
Select the WHO we are going to create the Batch for:

You can use the Employer pull-down to select an employer.

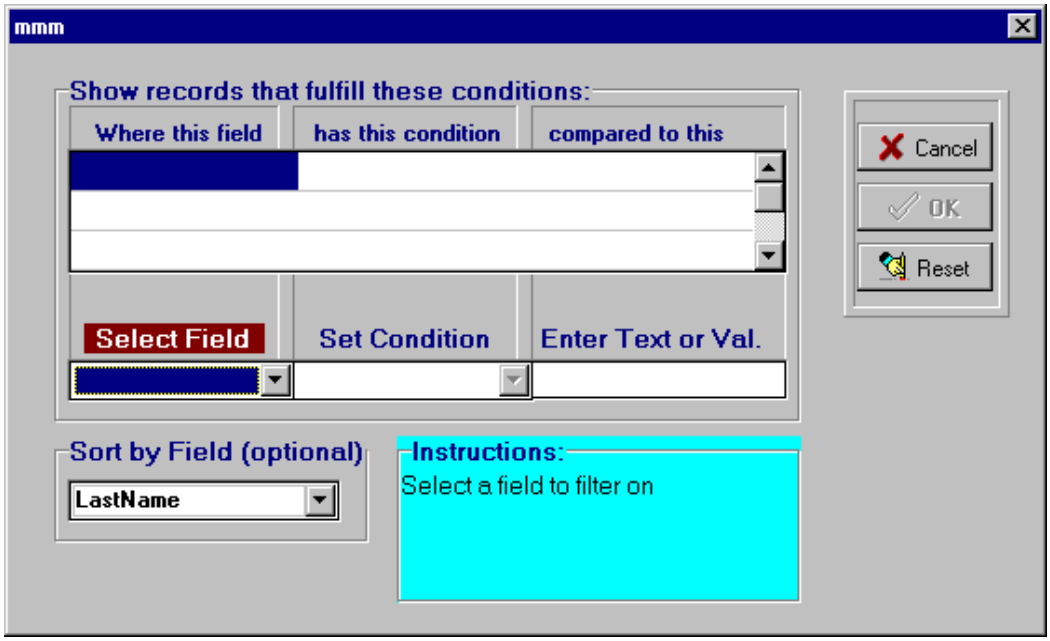


You can then leave the default of "All Location" or use the pull-down to select a single location.





If you wish to use a custom selection then you press the "Custom Group" button and then the SPECIFY FILTER Button.

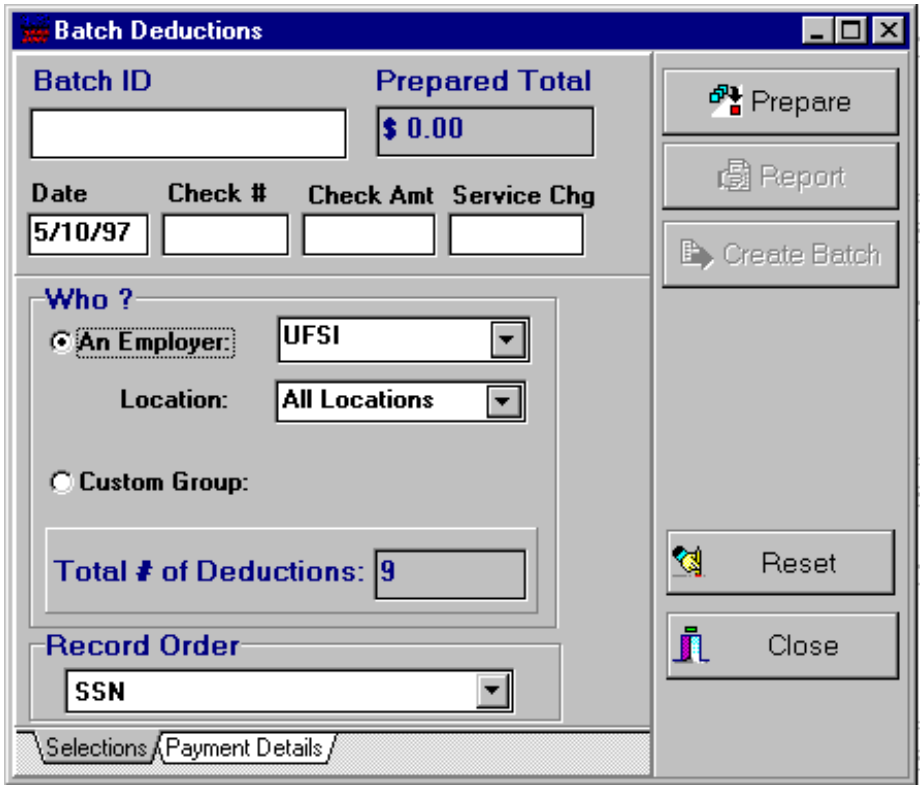


If you use the Custom Group the Filter will be displayed.

This can be used to select records based upon any field in the member's data base. You can learn more on the use of this filter by reading the section at the end of this documentation called "Using MUMS/2000 Filter Function".

This shows our screen after selecting the WHO.

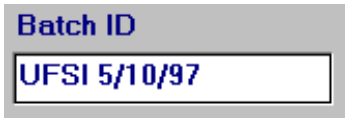
Notice the “Total # of Deductions”. If this is zero the PREPARE button will not be active and you cannot proceed.



Verify a Batch-ID:

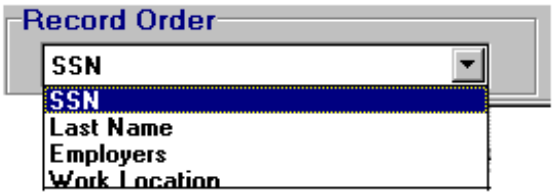
At this point you should double-click inside the Batch-ID field to have the computer automatically create a Batch Identification for you. If you do not do this, the computer will automatically insert today’s date as the Batch Id.

If you double-click in the Batch ID field the computer will put the Employer and Today’s date as the Batch ID. At this point you can change it if you wish.



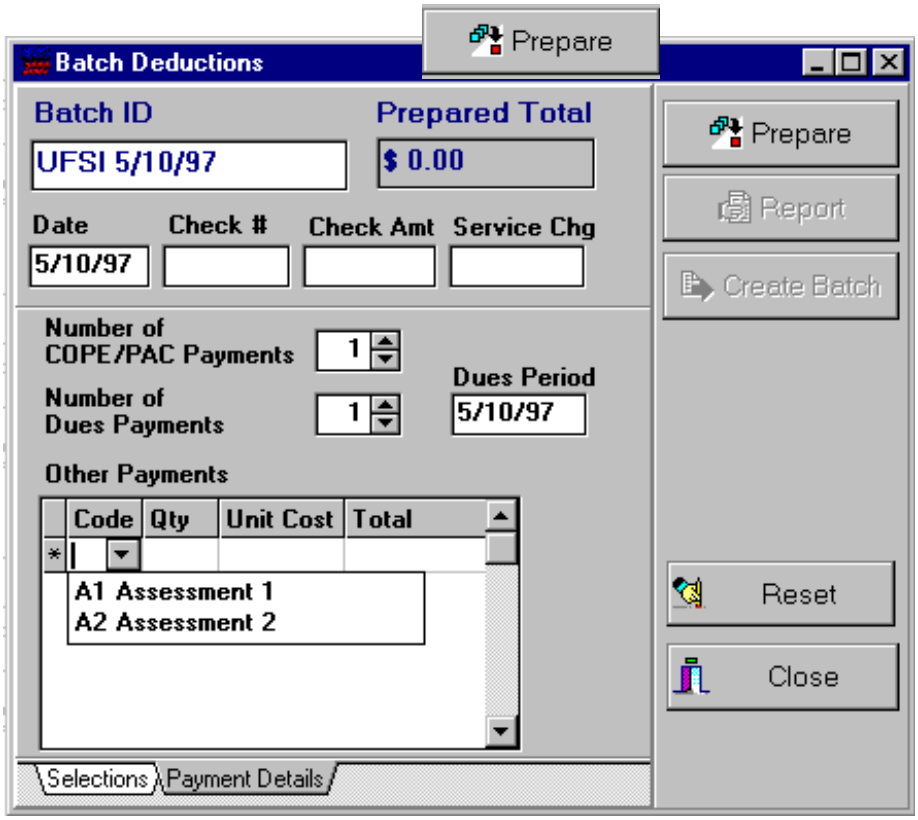
Optionally select the Record Order:

If you wish, you can change the record order of the batch to be created. This is useful to help match records against the employer’s check off list.



Fill out Payment Details:

By clicking on "Payment Details" this screen is displayed.



This screen is used to indicate the "Number of COPE/PAC Payments" and the "Number of Dues Payments" to be generated. By incrementing the counter shown, the computer will review each member's record for COPE/PAC and DUES payments and create the proper transactions. If Location Based Dues is enabled, then all the proper components will be created. If not, then the member's Dues Code and COPE/PAC code will be used.

The "Other Payments" area allows you to insert any of the "other payments" that you have created.

The Period date is shown for you to edit if you wish. This is carried on the deduction history record.

The number of Dues payments will directly relate to updating the individuals "Last Paid Thru Date".

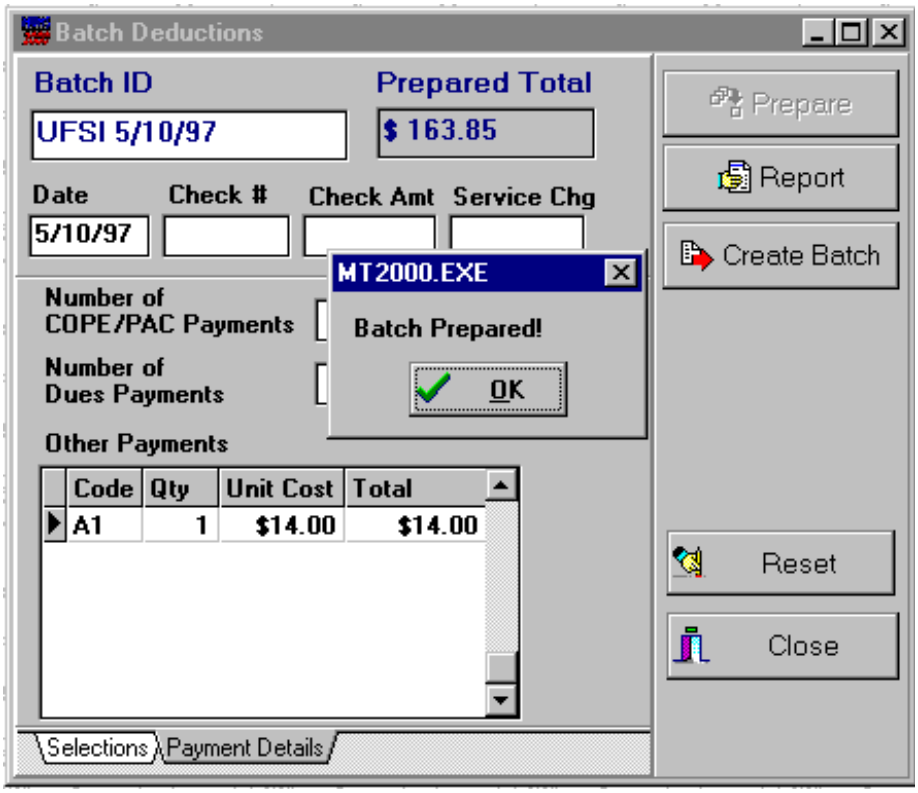
PREPARE the Batch:

When all of the above is done you can press the Button.

This shows the message that the Batch has been Prepared.

Notice the 'Prepared Total" is now shown.

This represents the total amount of transactions generated.



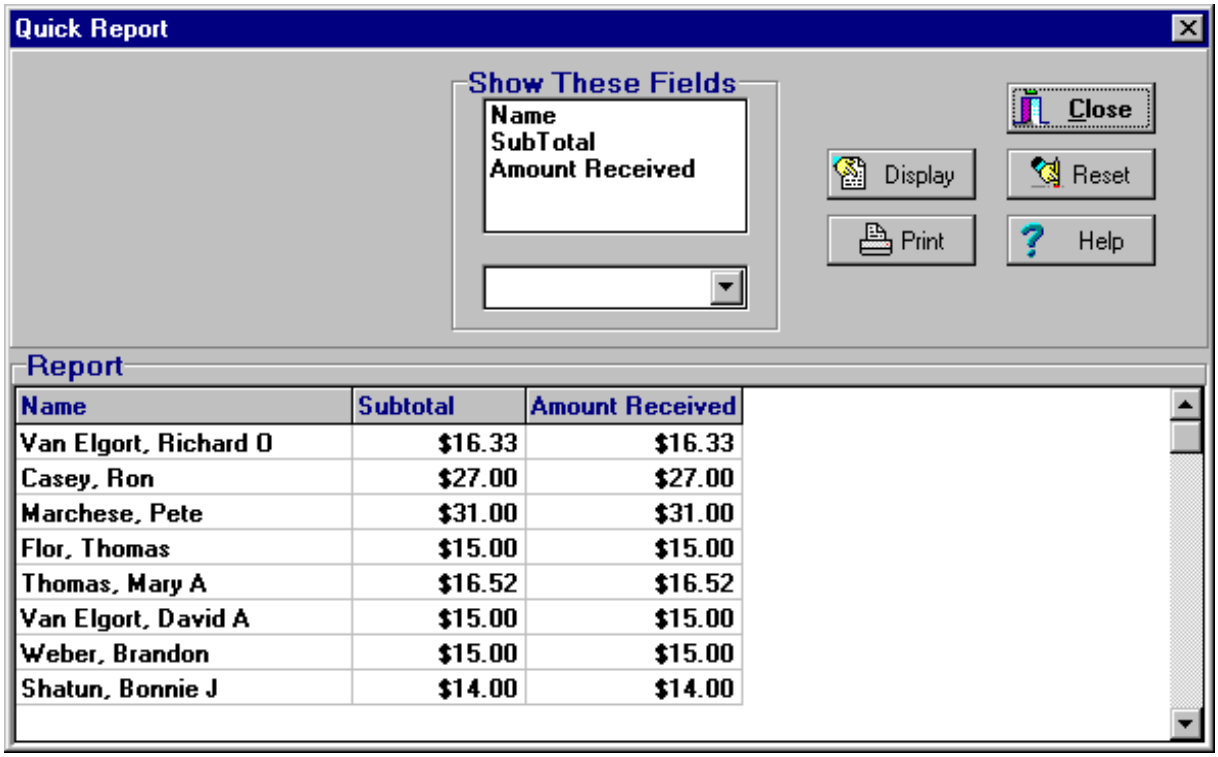
Optionally REPORT the Batch:

The

Button can be used to view and/or print a listing of the generated transactions.

This report uses the internal MUMS/2000 Quick Report format. The Quick Report is described in more detail in Chapter 7.

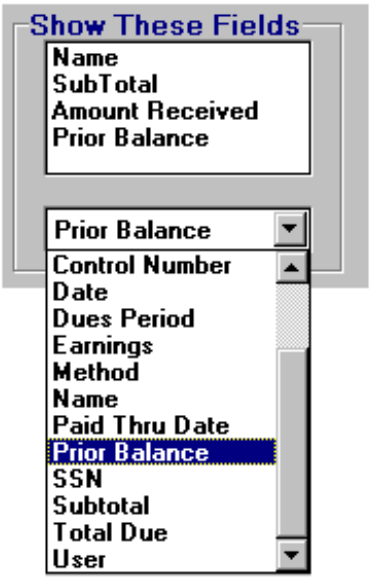
This Quick Report of the Transactions is automatically pre-filled with certain fields and is ready to view and/or print.



Name	Subtotal	Amount Received
Van Elgort, Richard O	$16.33	$16.33
Casey, Ron	$27.00	$27.00
Marchese, Pete	$31.00	$31.00
Flor, Thomas	$15.00	$15.00
Thomas, Mary A	$16.52	$16.52
Van Elgort, David A	$15.00	$15.00
Weber, Brandon	$15.00	$15.00
Shatun, Bonnie J	$14.00	$14.00

Th
is is the Quick Report of Transactions. At this point you can press the PRINT Button to get a hard copy of what you see or modify the report first.

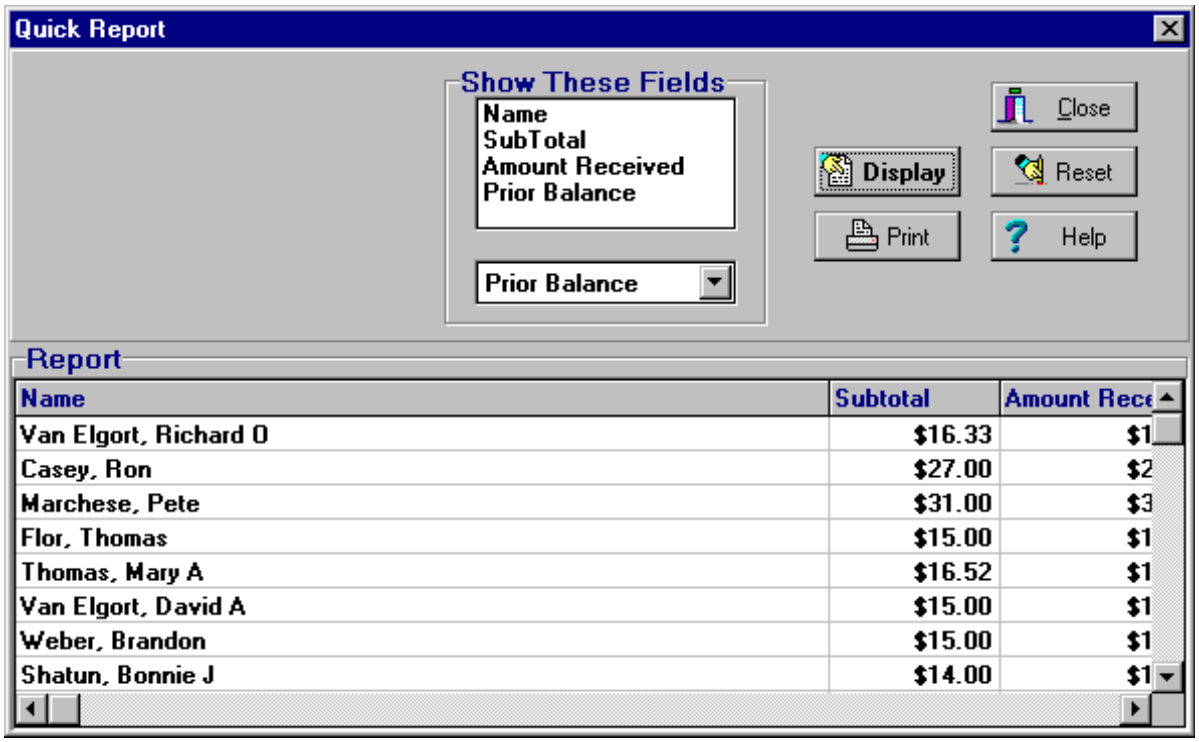
If you wish to add additional fields to this report, you can use the “Show These Fields” group and add a field.



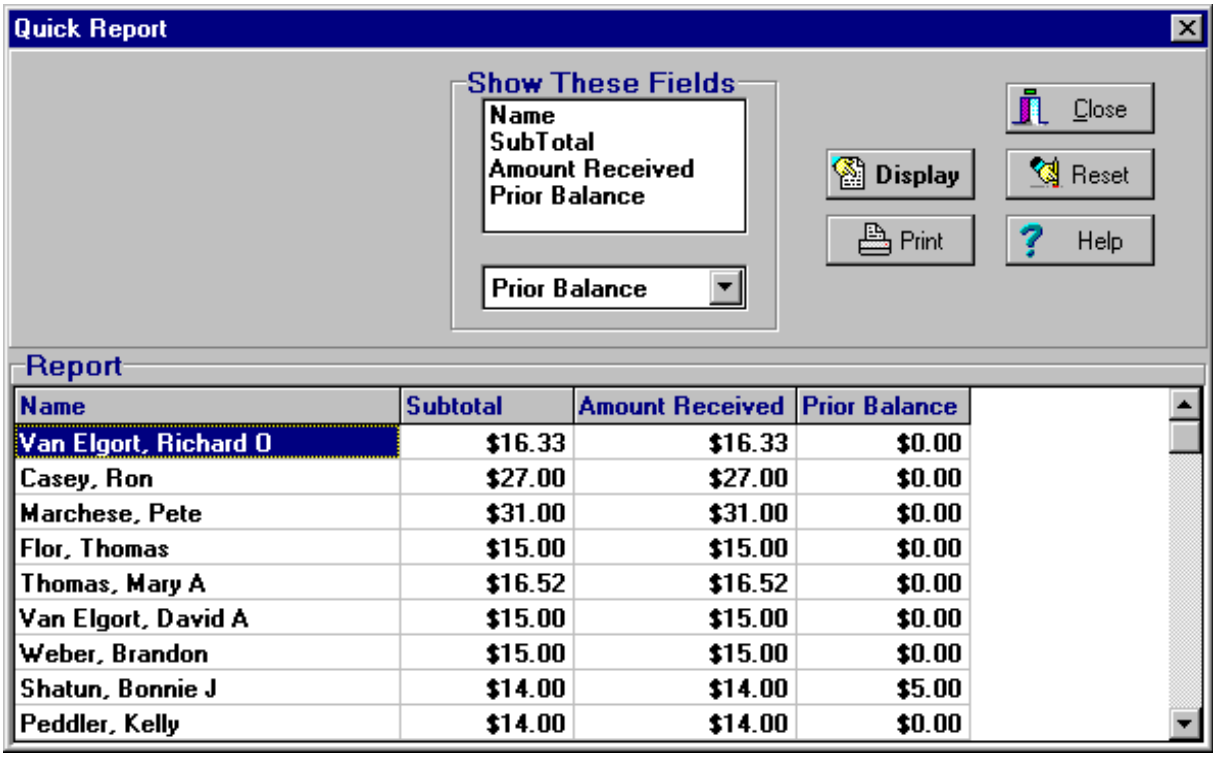
In this example we are going to add “Prior Balance” to the report.

If you do add a field to report, the columns will shift back to their full size and you will need to shift them to fit on the screen and/or printer.

After you add a new field, press the DISPLAY button to view the new report.



This is the report with the new field “Prior Balance” added. Now we can change the column width of the “Name” field before we print. For instructions on how to shift columns and change their width, please see Chapter 7.



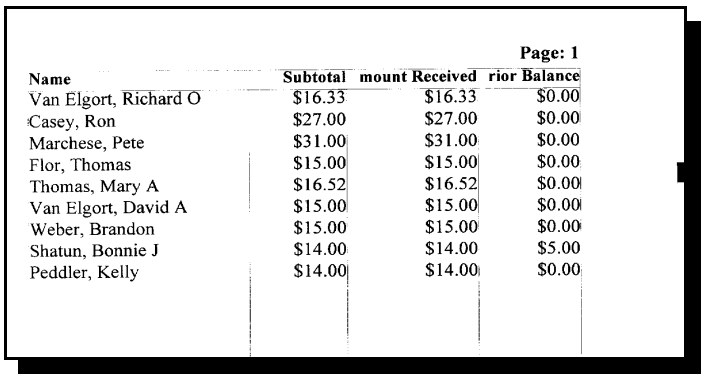
The is the result of changing the column width.

When you are ready to print you press the

Button.

This is displayed when you press the PRINT button.

From this dialog box, you can change the printer and/or the font if you wish.



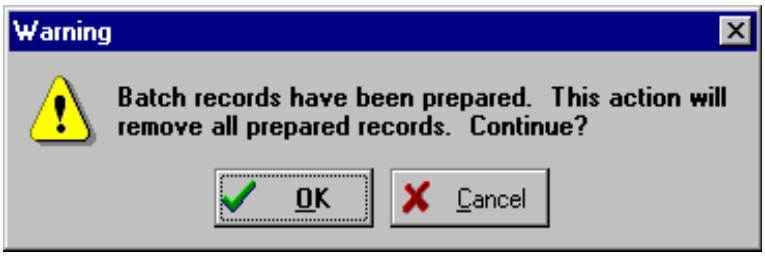
Page: 1

Name	Subtotal	mount Received	rior Balance
Van Elgort, Richard O	$16.33	$16.33	$0.00
Casey, Ron	$27.00	$27.00	$0.00
Marchese, Pete	$31.00	$31.00	$0.00
Flor, Thomas	$15.00	$15.00	$0.00
Thomas, Mary A	$16.52	$16.52	$0.00
Van Elgort, David A	$15.00	$15.00	$0.00
Weber, Brandon	$15.00	$15.00	$0.00
Shatun, Bonnie J	$14.00	$14.00	$5.00
Peddler, Kelly	$14.00	$14.00	$0.00

CREATE the Batch:

The last step is to create the batch which can then be edited from the Transaction Processing program described earlier.

If you press the RESET or CLOSE before you CREATE the batch you will see this warning.

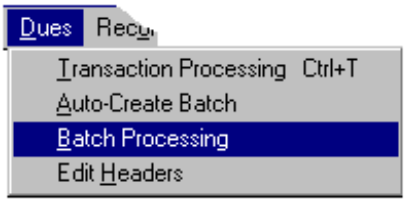


After you press the CREATE BATCH button, the batch will be created and you will see this message. At this point you can create another batch or Close.

Remember: To update a batch (add, change, delete) you must use the **Dues|Transaction Processing** menu item.

Batch Processing

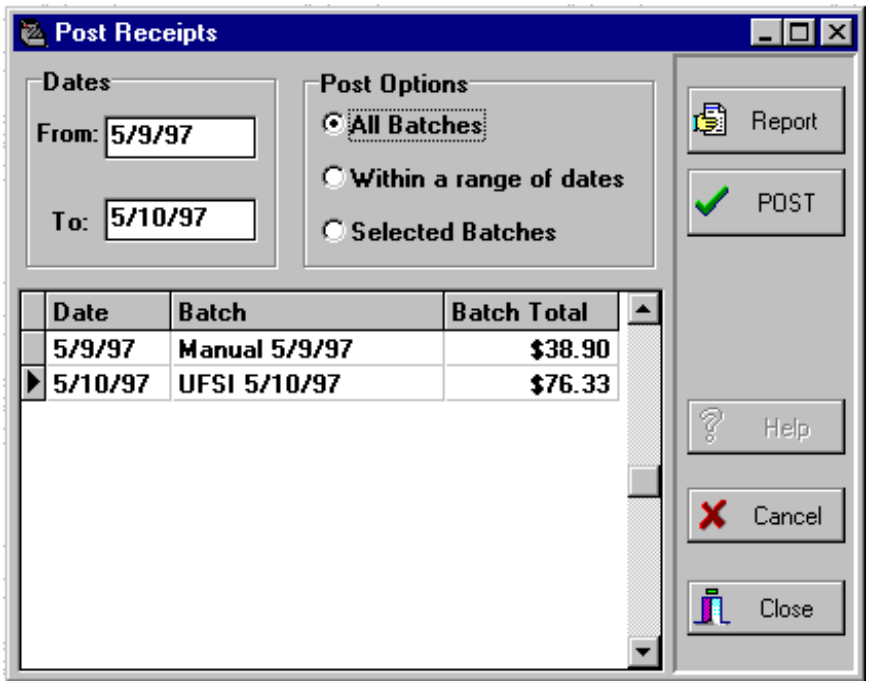
Dues Posting is done from the MUMS/2000 Menu **Dues|Batch Processing**:

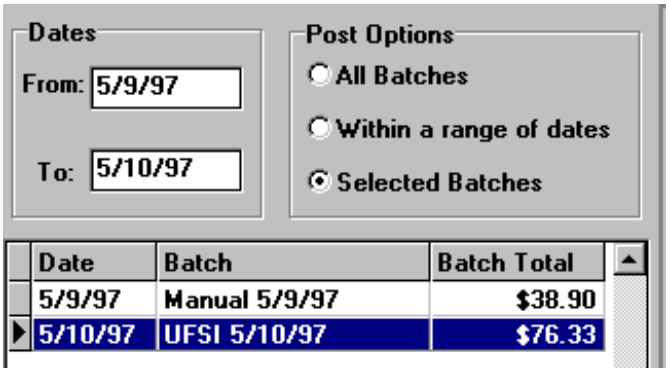


This is the Post Receipts dialog box.

From here you can do a REPORT or POST. The Report is a deposit list with totals for each Batch.

You have the option to post All Batches, Within a range of dates or Selected Batches.





If you click on Selected Batches, then must click on the Batch you wish to post. You can click on any number of batches. If you click a 2nd time, the batch will be un-selected.

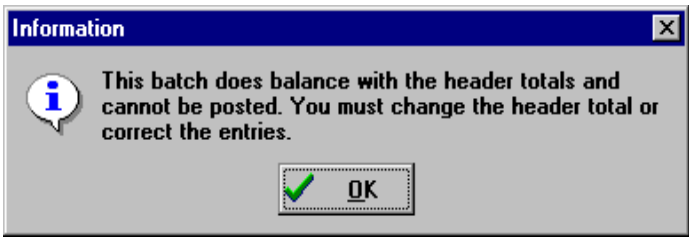
This screen shows the result of selecting one batch.

When ready to post, you press the POST Button.

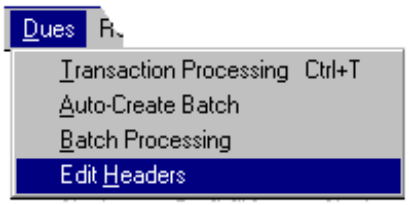
When the posting is done, the batch will be removed from the screen and you will get a confirmation message.

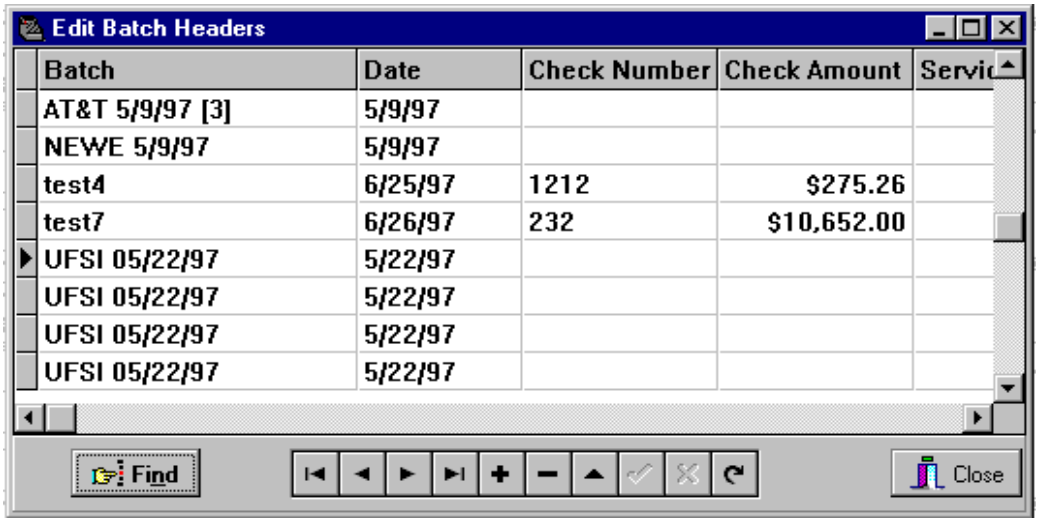
Edit Headers

The Batch Processing Menu item (Posting) described on the previous page will not allow you to post a batch that was created with Auto-Create Batch unless the Header Check Amount less any Service Fee balances to the details.



In order to update/edit a batch header, you need to use **Dues|Edit Headers** menu item. This allows you to update amounts and/or comments for the batch headers.

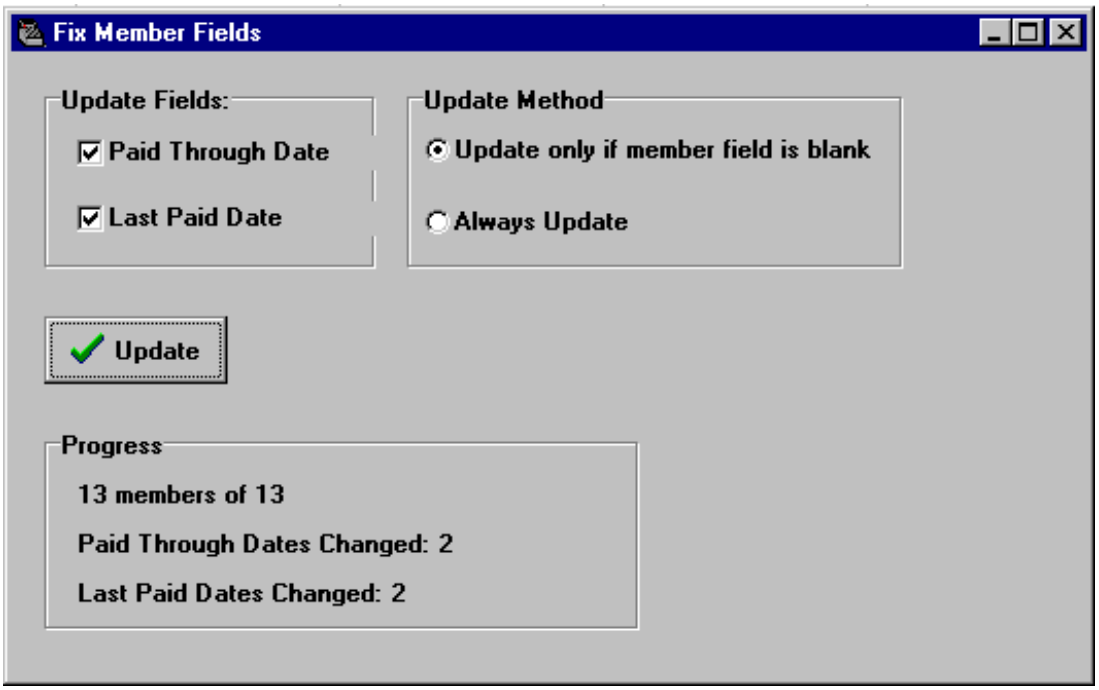




You can scroll to find the batch you want or use the FIND key.

You can then update the Check Amount, Service Fee/Adj amount and change the comments. You can also change the Check number if you wish.

Update Member Fields

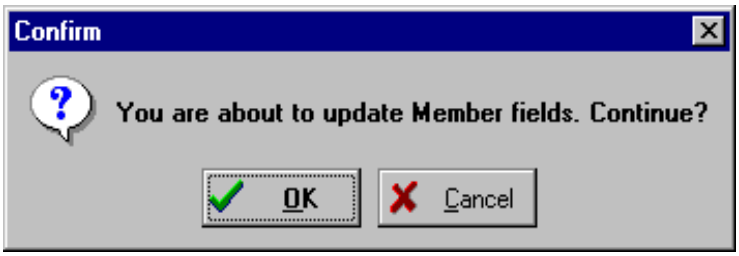


This is the NEW “Update Member Fields” feature found under the “Dues” menu.

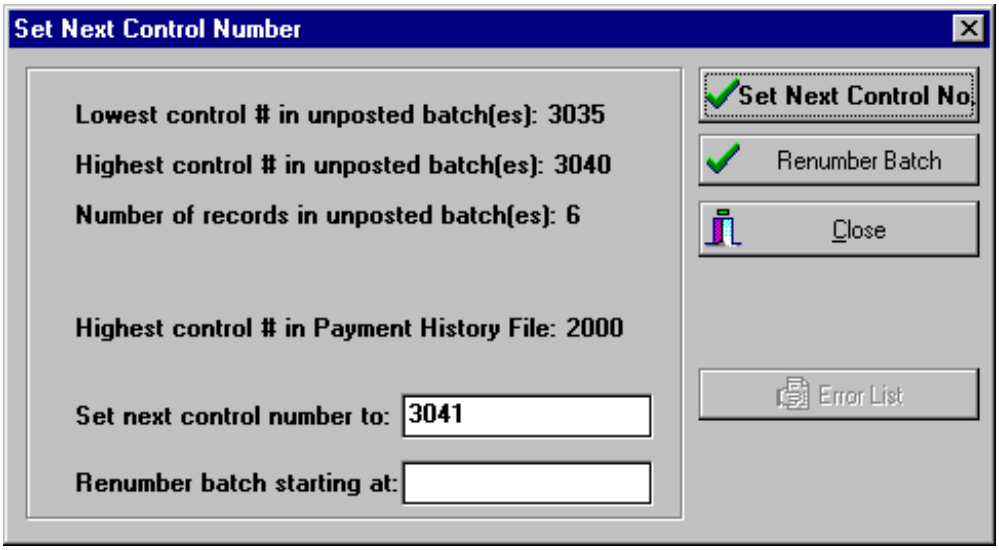
This feature allows you to update member records based upon payments. This is only done if you did not update these fields during normal payment processing.

This feature allows you to update the Last Paid Date and the Paid Thru Date on all records or just those whose field is blank.

When you press UPDATE this will be displayed and after you OK the program will report the number of records reviewed and changed.



Change Control Numbers



The is the NEW “Change Control Numbers” program. This is used only if you are having a problem posting dues payments. Sometimes after you “Repair Tables” you might have a problem with the computer locating the next payment control number. If so this program will fix the problem.

You can use SET NEXT CONTROL NO button to setup the next number based upon the entry you created..

You can also re-number an existing batch starting at a number you entered with the RENUMBER BATCH button

Chapter 6

MUMS/2000
Grievance Tracking

Grievance System

The Grievance System can be activated by any of the following methods:

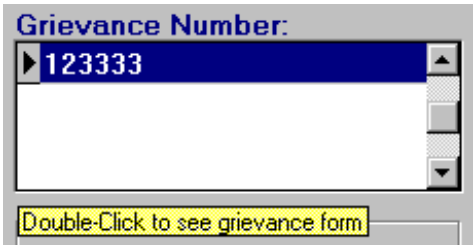
MUMS/2000 Menu **Lists|Grievance**

Hot Key CTRL-G

Tool Bar Button

Member Information
Side Bar Button

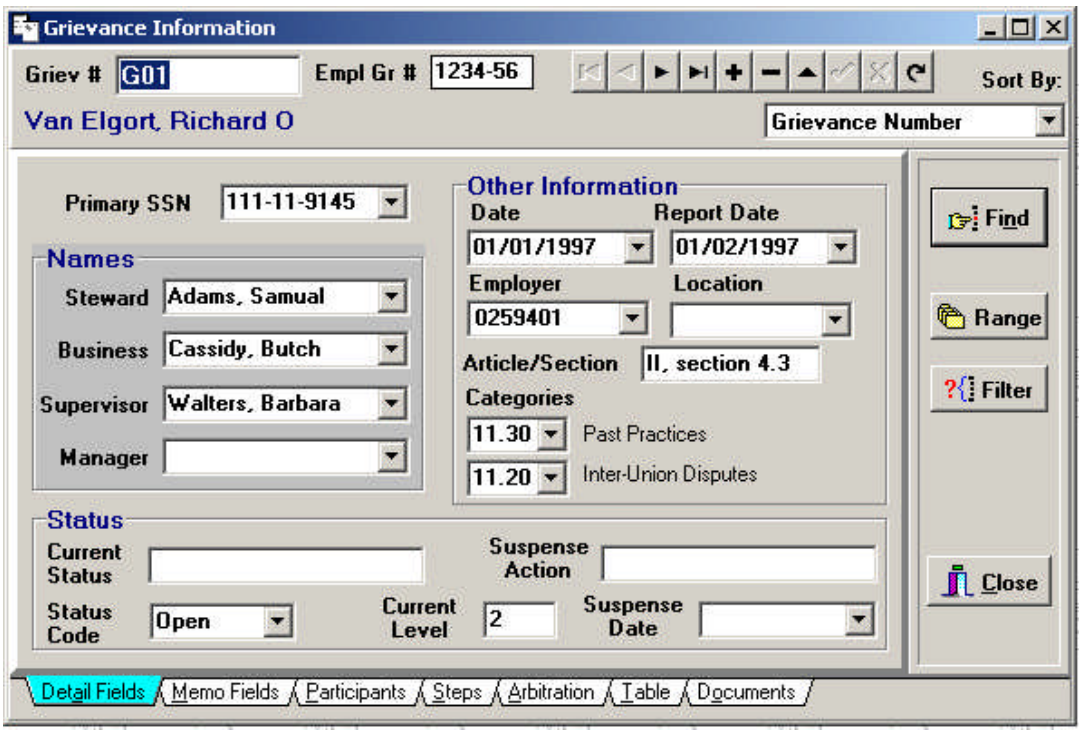
Double-Click on a Grievance Number from the Grievances Tab of the Member Information System.



Grievance Tabs - DETAIL

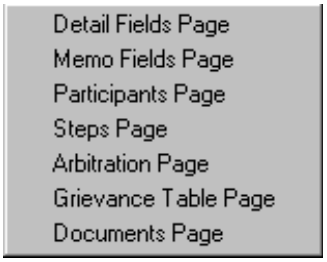
This is the **DETAIL** tab in the Grievance Information System. The other tabs are Memo Fields, Participants, Steps, Arbitration, Table View and Documents.

You should notice similar MUMS/2000 features. These include the Navigation bar at the top along with the sort option. You should also notice the Find, Range and Filter Buttons. In the heading is the name of the Primary Grievant and the Employer Grievance Number.

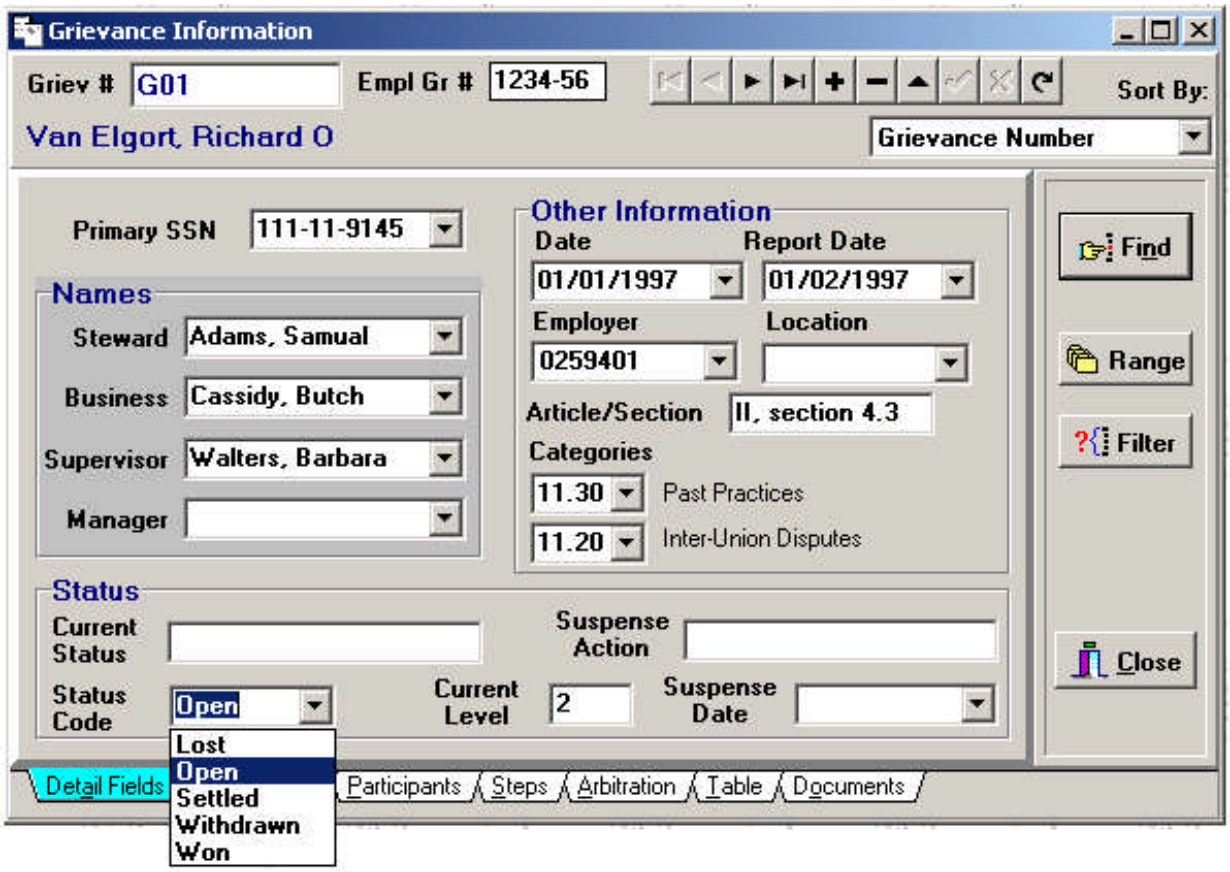


At the bottom of the screen are the Tabs for the Grievance System.

Detail Fields
Memo Fields
Participants
Steps
Arbitration
Table View
Documents



Note: If you press the right mouse button while on the Grievance Information window a pop-up menu of the tabs will be shown.

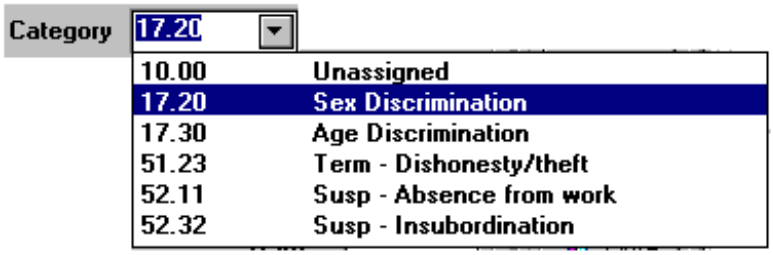


The Primary SSN is a Pull-down to assign this grievance to a primary.

The Detail Tab has room for four Names in the "Names" Group. These all relate back to the same Grievance Related Name Table. There are pull-downs for the Employer and Location.

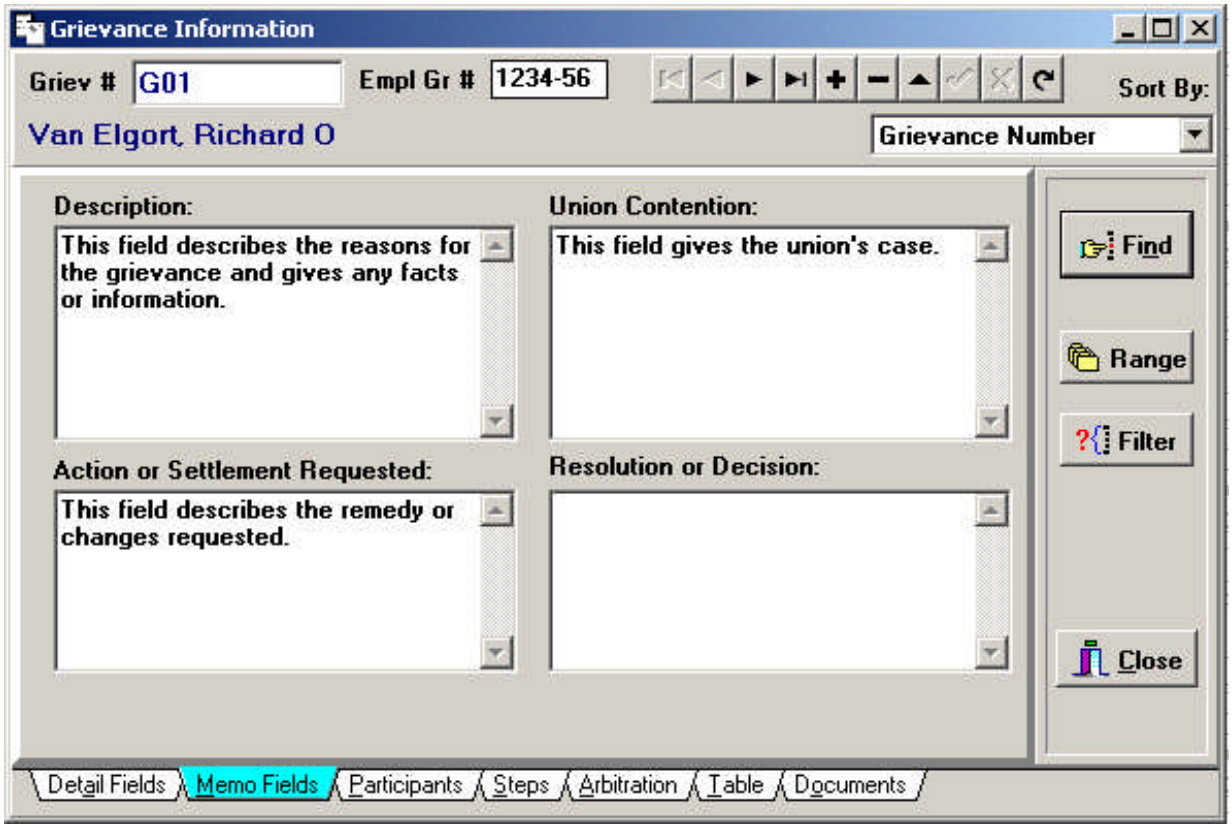
The "Status" area has room for a description of the current status and the status code. The status code as shown above in the pull-down choices is a fixed set of valid codes. This is not in a user maintained table. There are fields for Suspense date and the Suspense Action. This can be used to keep track of upcoming events and the expected date.

The "Other Information" area holds the occurrence and report date of the grievance with room for the Article/Section.



The Grievance Categories are in a pull-down table that is user defined.

Grievance Tab - MEMO

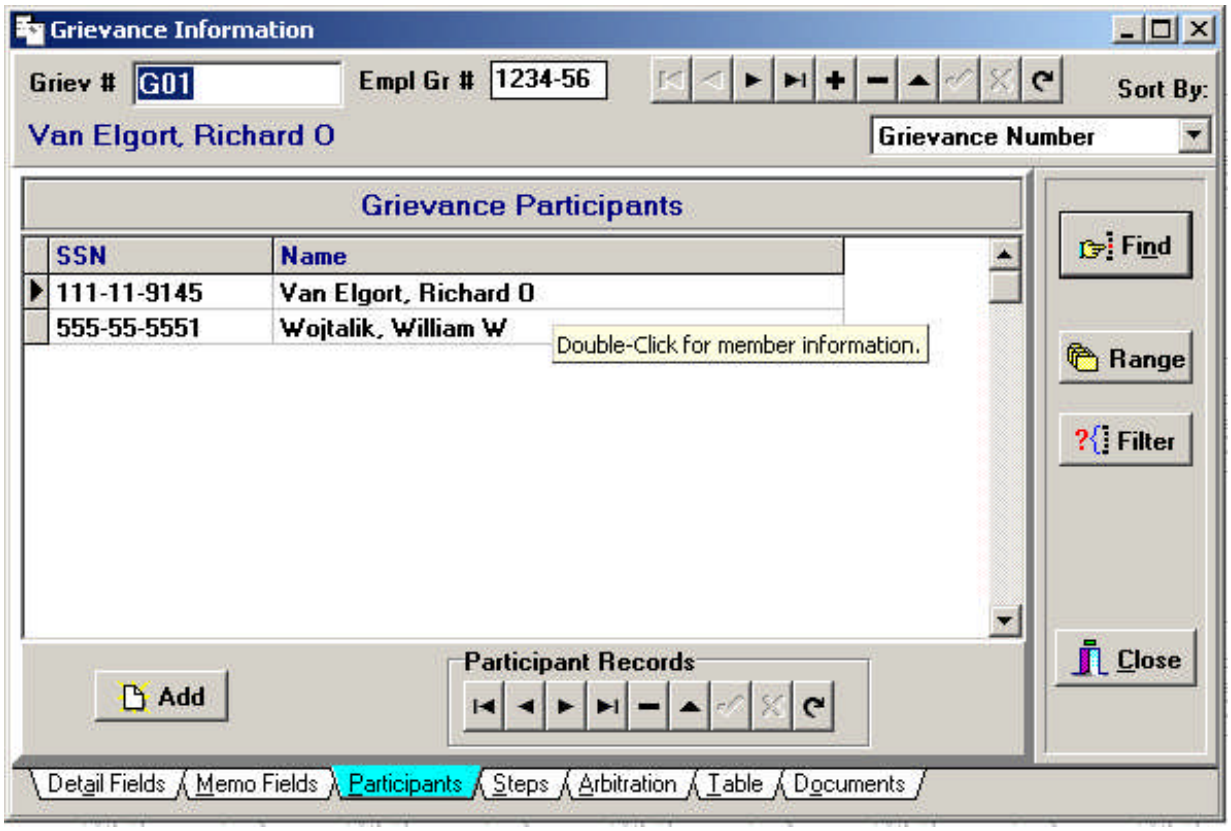


This is the **MEMO** Tab:

This is used to hold the narrative description of the grievance, Union Contention, Action or Settlement Requested and Resolution or Decision.

Please be sure when you close a grievance to change the Status and erase any Suspense items.

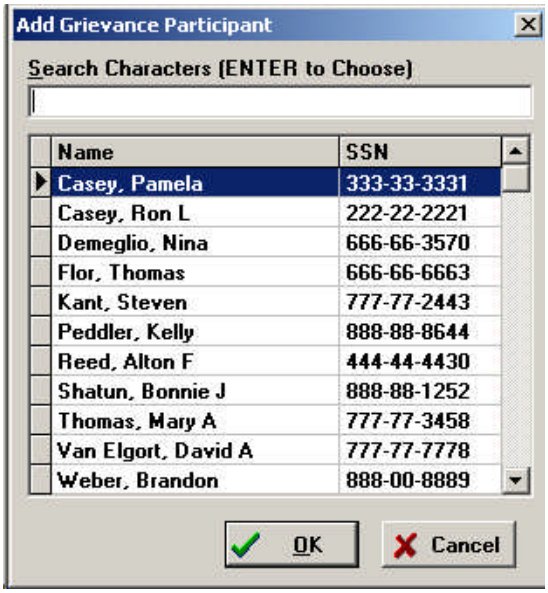
Grievance Tab - PARTICIPANTS



This is the **PARTICIPANTS** Tab.

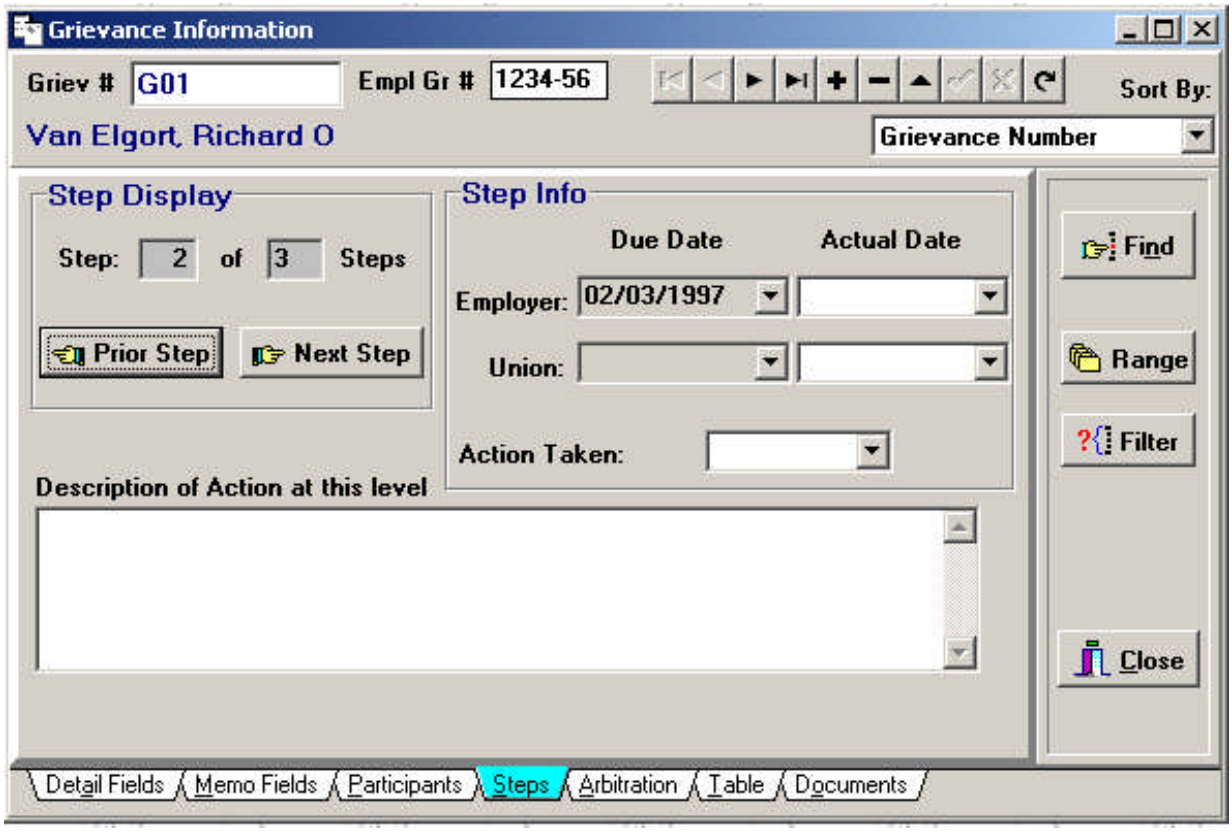
This is used to indicate the individuals on the grievance. The primary SSN is automatically inserted

You can use "ADD" button to add new participants. You then click on the individual you wish to add as a participant to this grievance.



You can Double-Click on a participant on the above screen and MUMS/2000 will skip to the Member Information System and retrieve the individuals record.

Grievance Tab - STEPS



This is the STEPS tab. The above screen shows Step 1 of 3. The computer will automatically allow for the maximum number of steps based upon the Grievance information established for this Employer. Also on the Employer Information form is the number of response days. Notice the Due Date next to the Employer field. Once the Actual date of this step is entered, the computer will generate the Local's due date. Once the Local's actual is put in, you can then go to the next step. If you try to click on NEXT STEP without actual dates you will get this message. There is also a warning if you are trying to go to Next Step and you have not setup the Employer information correctly.

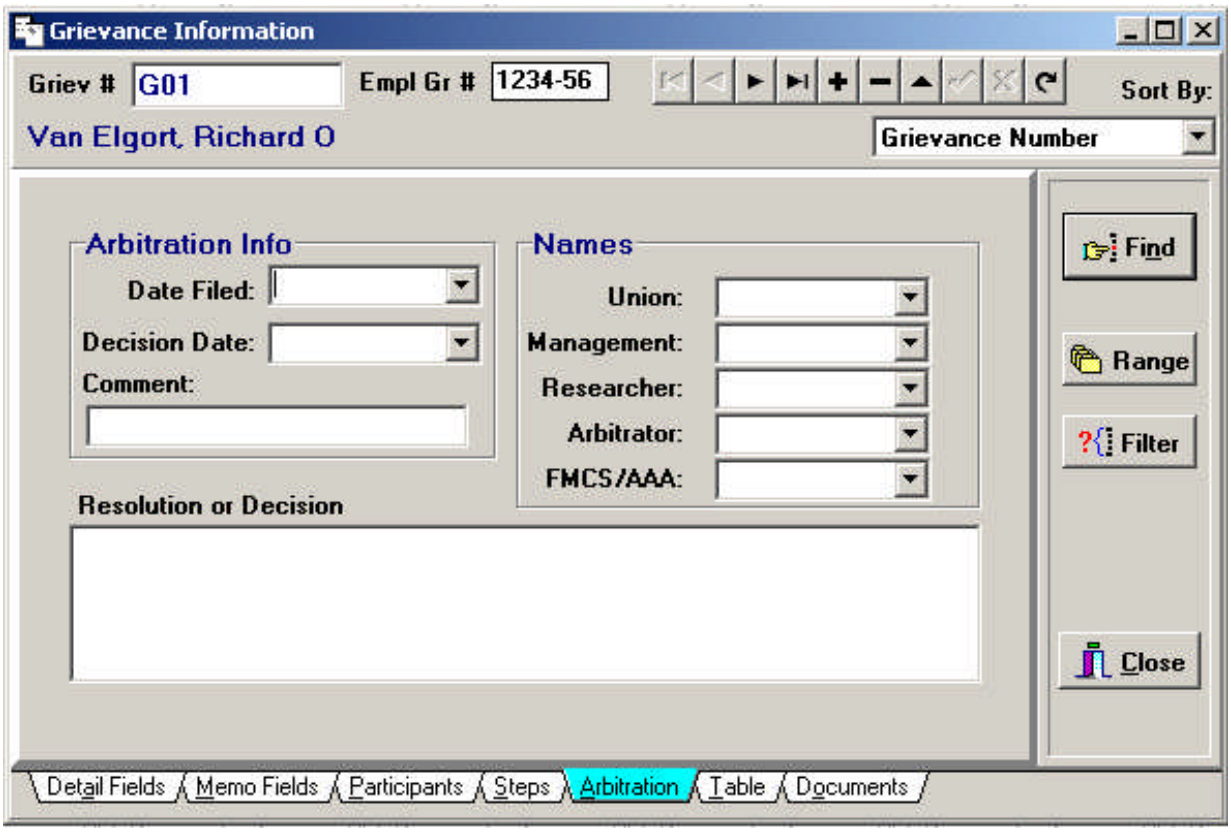
The Action Taken field is a pull-down table.

Action Taken:

Code	Description
C	Compromised
D	Dropped
L	Lost
S	Settled
W	Won

Grievance Tab

- ARBITRATION

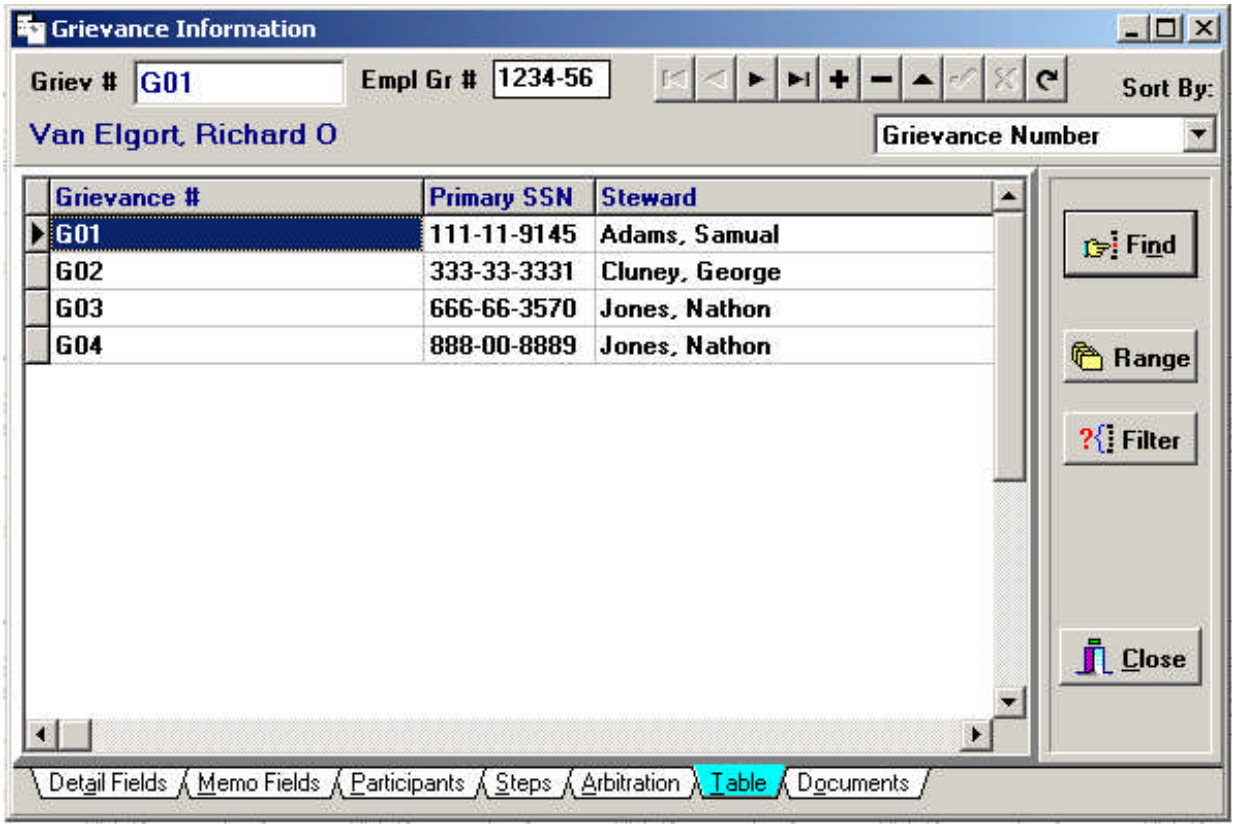


This is the Arbitration Tab.

This can be used to record arbitration information. There is room for five coded names. These use the same Grievance Name code table.

The memo field for Resolution or Decision, is a duplicate of the one on the "Memo Fields" Tab. You can enter the information on either tab and it will appear on both.

Grievance Tab - TABLE

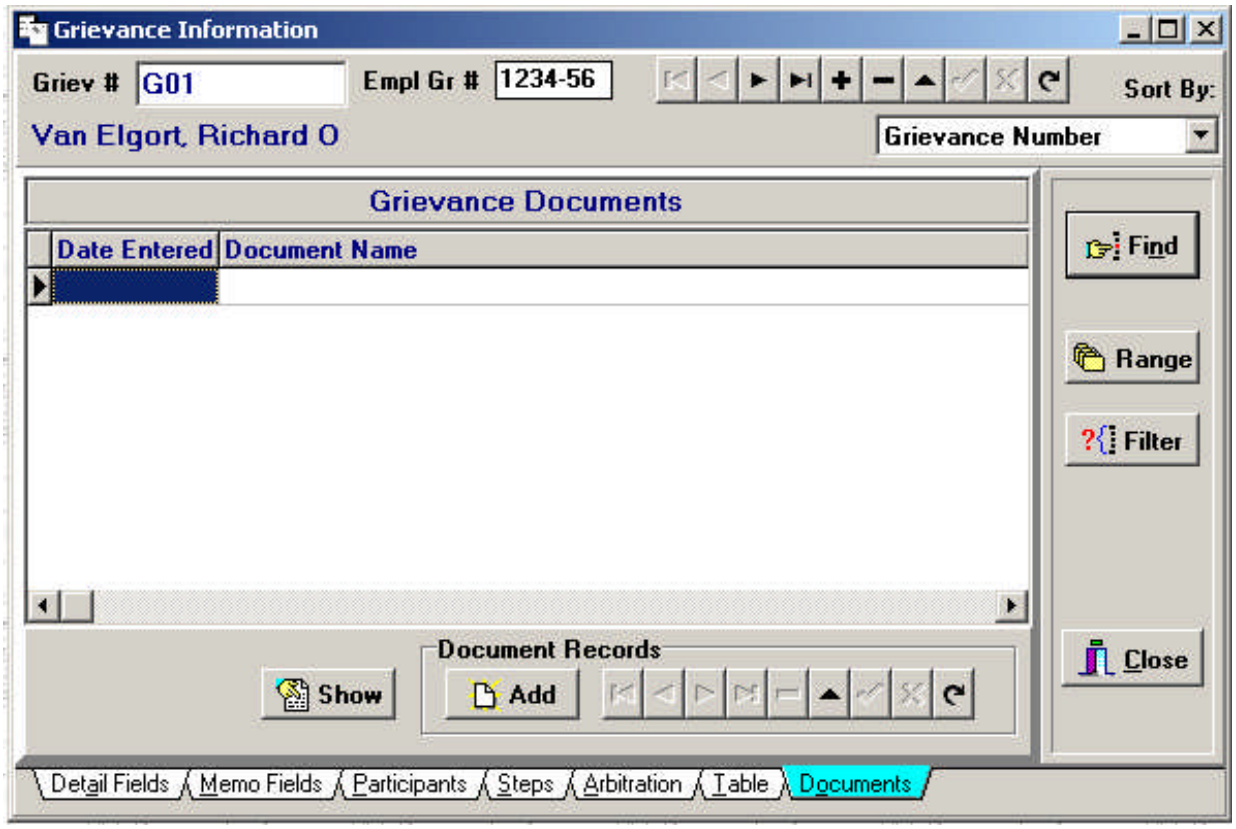


This is the **TABLE** tab.

This allows you to view at a glance all grievances in the system.

You can Double-Click on a grievance to retrieve the grievance and be positioned at the Detail Tab.

Grievance Tab - DOCUMENTS



This is the **DOCUMENTS** Tab.

This is used to attach documents to this grievance. This can be used to attach correspondence, evidence, doctor's reports or the actual grievance or arbitration award. This might be a text file or a scanned image.

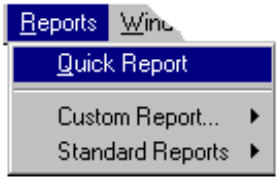
Please Note: **See Chapter 8 at the end of the manual for more information on Attached Documents.**

Chapter 7

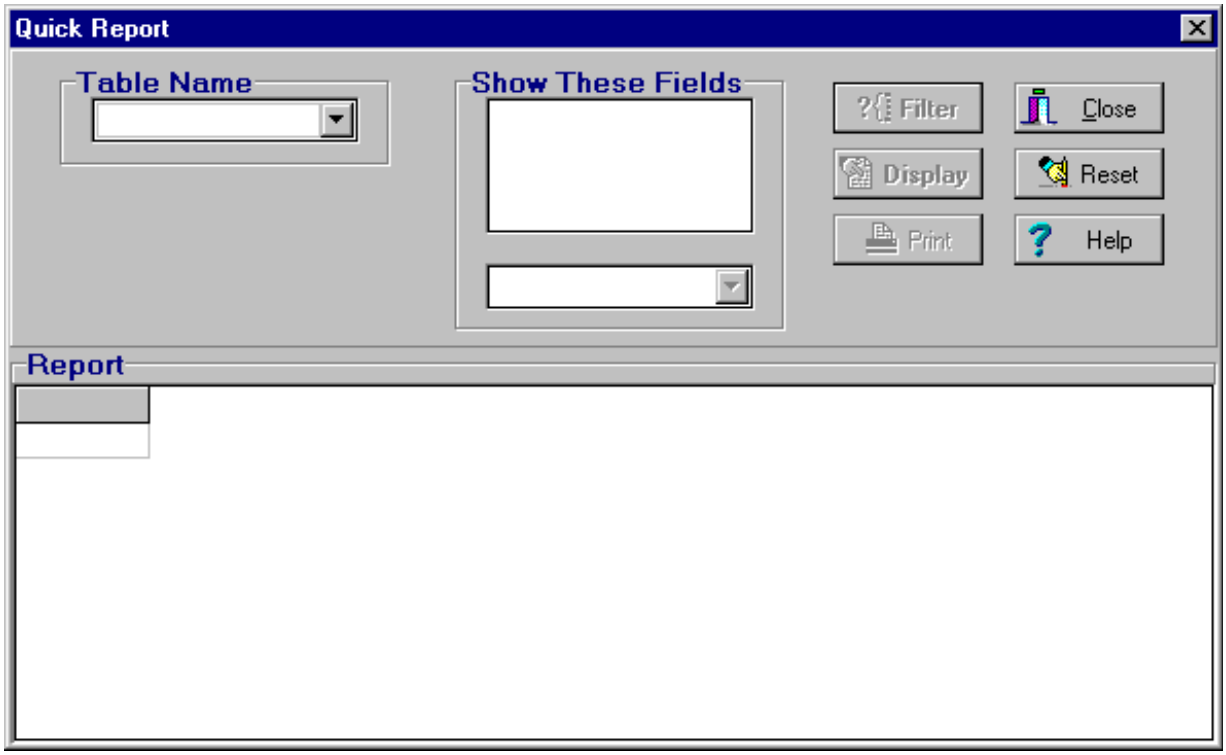
MUMS/2000
Reports

MUMS/2000 Quick Report

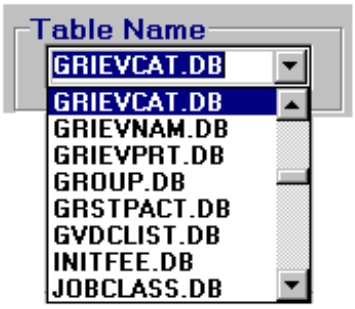
The Quick Report is accessed via the MUMS/2000 Menu **Reports|Quick Reports**.



The Quick Report can be used in two major areas. One is to list out the code tables and the values you have established. The other is to perform a quick report on the membership, employers or other data bases. The report is limited to a single dat a ba se.



This is the Quick Report windows. The first item requested is to enter the "Table Name" that you wish to report.



The first example we are going to show is to print the Grievance Category Codes.

This shows the selection of the GRIEVCAT.DB which is the Grievance Category Code Table.

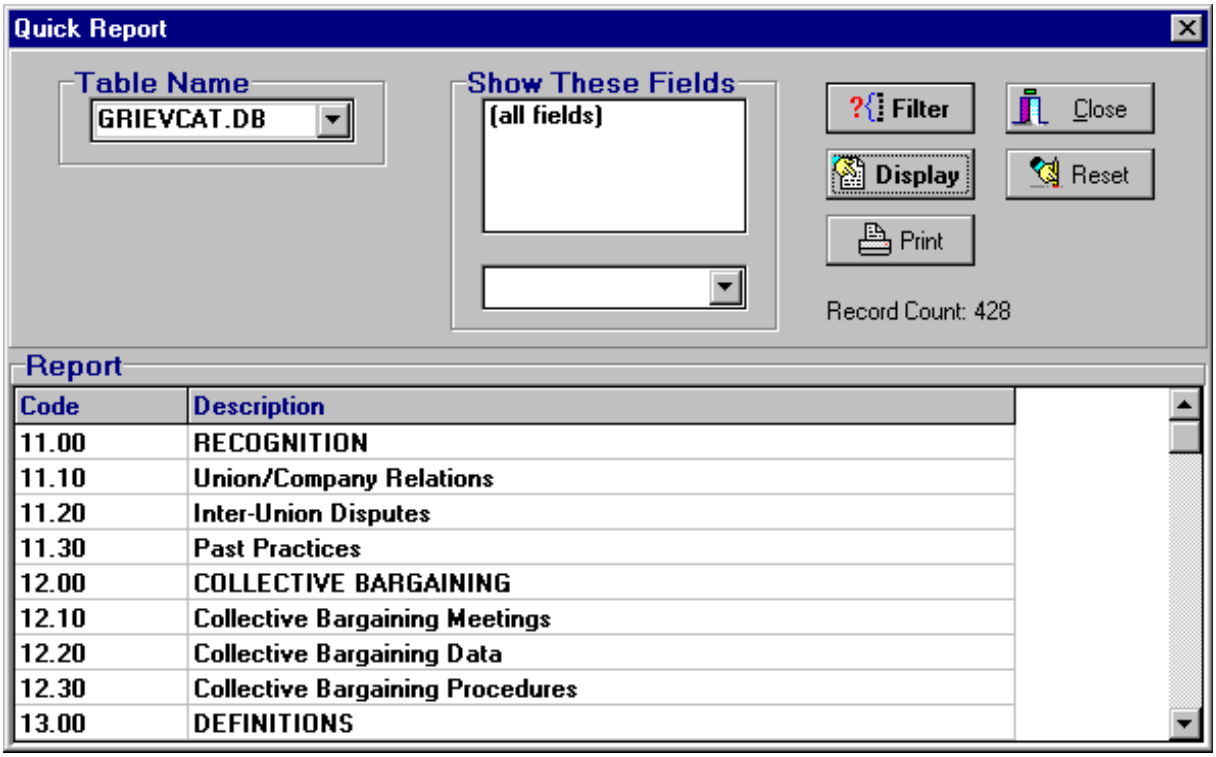
The next items to select are the fields to be printed.

You can click on "(all fields)" or click on each field name that you wish to have printed. Please keep in mind that if you click on "all fields" that it might not fit on a printed page if there are a lot of fields. For this example, we are going to click on “all fields”.
The fields that you pick are the ones to be printed and have nothing to do with any selection criteria.

Once you have selected the table and fields the FILTER and DISPLAY buttons will be active but the PRINT button is not active until you 1st press the DISPLAY button..

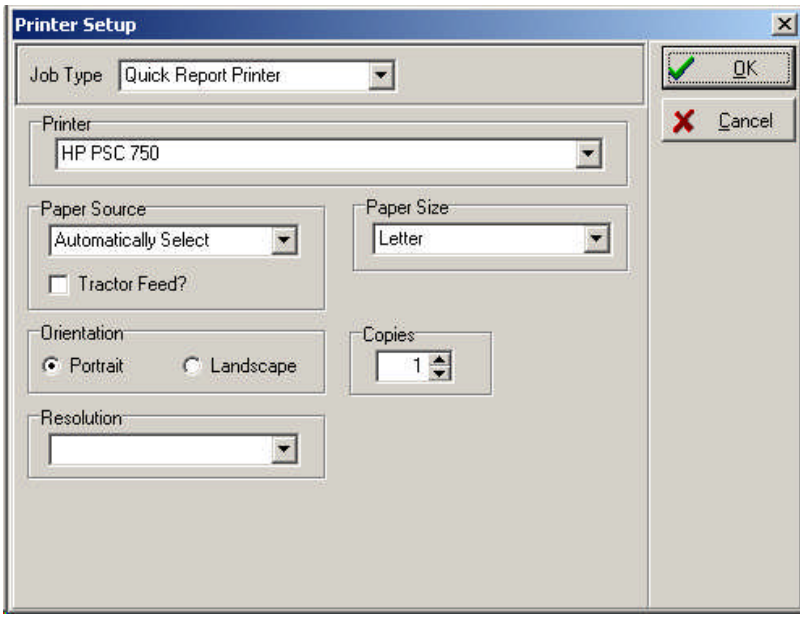
At this point we are going to press the “DISPLAY” button to view our Quick Report.

The following example shows selecting “all fields” and pressing the DISPLAY button to see the generated report.

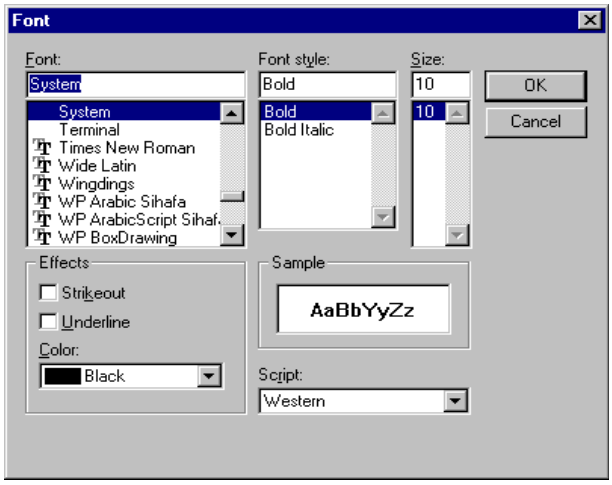


Notice the “Record Count 428" above. Showing the count is a new feature.

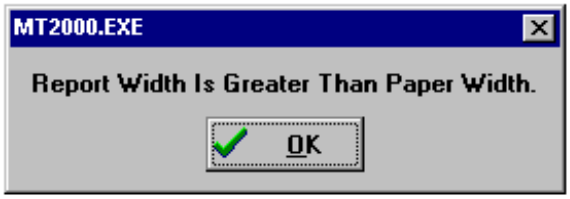
If you press the PRINT button you will be present with this set of options.



If you press the “PRINTER SET” button, the Printer Setup Dialog will be shown. From this you can select another printer, choose Landscape or even send it as a fax for this report only.



If you press the “FONT SET” button you will see the Windows Font options. With this you can pick any of your system fonts, font style and size.



If you select too many fields to print or too large a font you might get this message.

The following is an example of part of the Grievance Category printout.

GRIEVCAT.DB Page: 1

Code	Description
11.00	RECOGNITION
11.10	Union/Company Relations
11.20	Inter-Union Disputes
11.30	Past Practices
12.00	COLLECTIVE BARGAINING
12.10	Collective Bargaining Meetings
12.20	Collective Bargaining Data
12.30	Collective Bargaining Procedures
13.00	DEFINITIONS
13.10	Intent & Meaning of Definition
13.20	Application of Definition
13.30	Hours of Work/Tours Definitions
13.40	Wage Rates Definitions
13.50	Type of Employees Definitions
13.60	Bargaining Unit Definitions
14.00	UNION ACTIVITIES
14.10	Authorized Union Representatives
14.11	Access To Premises
14.12	Promotion/Transfer
14.20	Bulletin Boards
14.30	Activities on Compny Premises
14.31	Organizing
14.32	Voter Registration
14.33	Fund Raising
14.34	Distribution of Literature
14.40	WORK STOPPAGES

STATUS.DB Page: 1

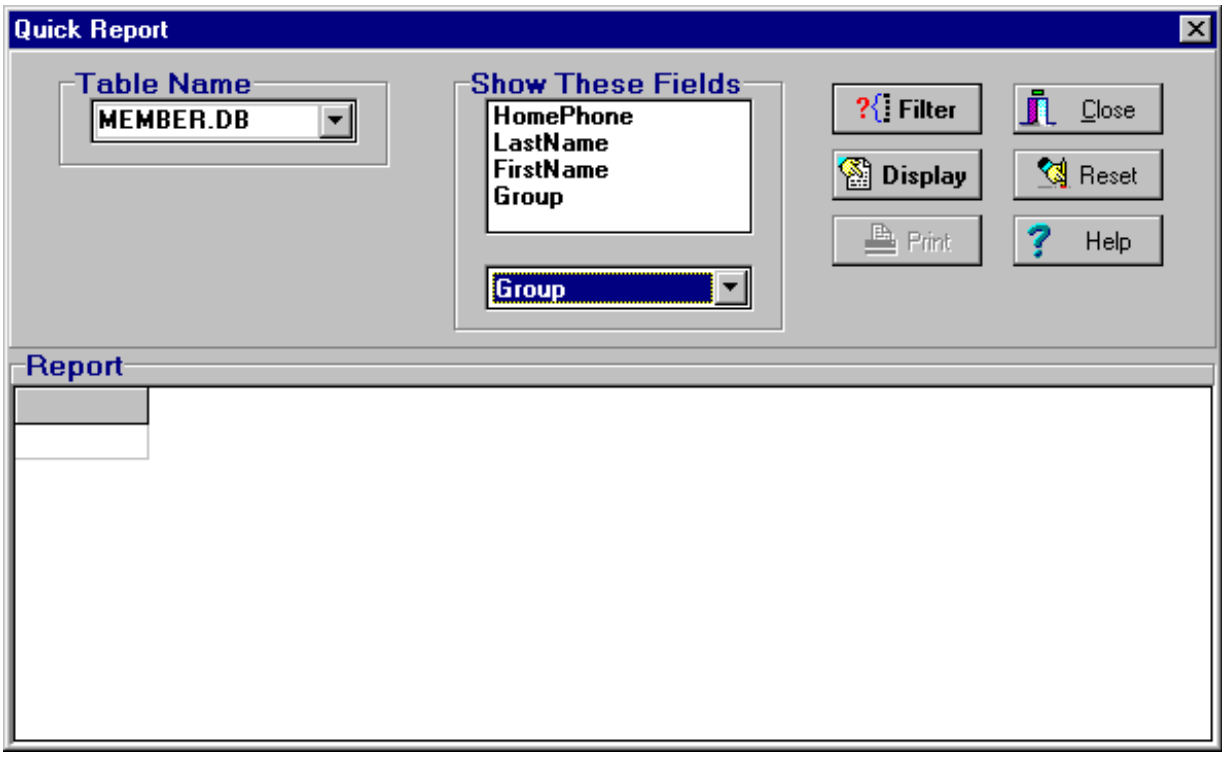
StatusCod	StatusDesc
10	MEMBER - GS
11	MEM GOOD STN
12	MEM GOOD STW
13	MEM RE PAID
14	MEM RE NO PD
15	MEM SUSPEND
16	MEM PENDING
17	MEM CANCELLD
18	MEM RET PAY
20	AGENCY FEE
21	FEE NEV ASKD
22	FEE REF JOIN
23	FEE VOL RESG
24	FEE POLIT OB
25	FEE RELIG OB
26	FEE PENDING
27	FEE CANCELLD
29	FEE EXPELLED
30	NON-MEMBER
31	NON NEV ASKED
32	NON REF JOIN
33	NON VOL RESG
34	NON GRANFAT
35	NON NOT IN B
38	NON SUSPEND
39	NON EXPELLED
40	COURTESY LST
41	C-ASSOCIATE
42	C-CWA-ASSOC
43	C-DOUBTFUL
44	C-OTHER UNION
45	C-ELECT OFFL
46	C-MANAGER
49	CLASS GRIEV
50	LEAVE/LAYOFF
51	ON LEAVE MEM
52	ON LEAVE FEE
53	ON LEAVE NON
54	LAID OFF MEM
55	LAID OFF FEE
56	LAID OFF NON
60	TERMINATED
61	DISMISS-MEM
62	DISMISS-FEE
63	DISMISS-NON
64	LEFT CO MEM
65	LEFT CO FEE
66	LEFT CO NON
67	DROPPED MEM
68	DROPPED FEE
69	DROPPED NON
70	TRANSFERRED
71	TRAN LOC MEM
72	TRAN LOC FEE
73	TRAN LOC NON
74	TRAN OUT MEM
75	TRAN OUT FEE
76	TRAN OUT NON
77	TRAN MGT MEM
78	TRAN MGT FEE

This is an example of requesting the STATUS.DB table. This holds all of the Status Codes. This is an important table to printout to see the existing status codes.

STATUS.DB Page: 2

StatusCod	StatusDesc
79	TRAN MGT NON
80	RETIRED/DECES
81	RETIRED MEM
82	RETIRED FEE
83	RETIRED NON
87	DECEASED MEM
88	DECEASED FEE
89	DECEASED NON
90	2B DELETED MEM
91	2B DELETED FEE
93	2B DELETED NON

The following example we are going to show a little more of what you can do with Quick Report. We are going to use the FILTER and we are going to rearrange the information prior to printing.

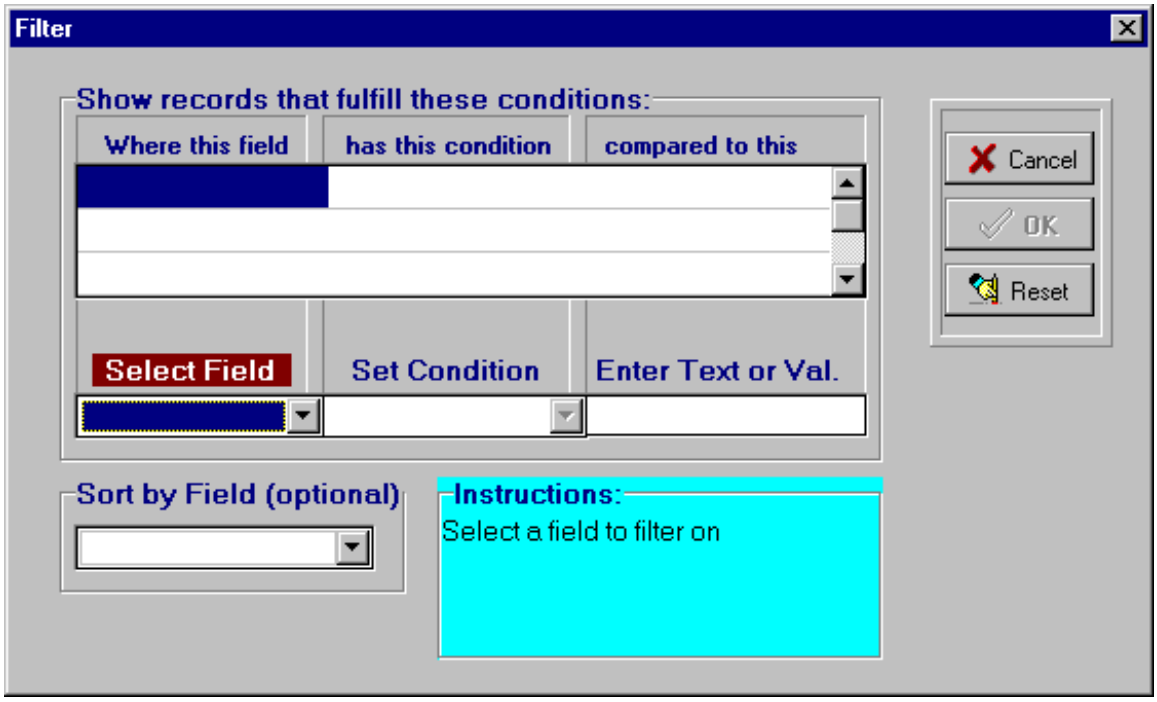


In the above example, we seleted MEMBER.DB and selected the following fields:

- ? HomePhone
- ? LastName
- ? FirstName
- ? Group

The order that you select the fields is going to be the one used to layout the report from left to right.

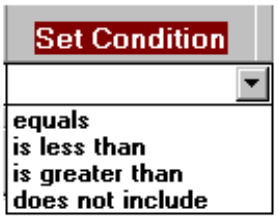
Now we are going to press the FILTER button to see the MUMS/2000 Filter Dialog. This will allow us to Select Fields, Set Conditions and Compare to a value. We can also use the optional “Sort by” to sort the information. You can only sort on fields you have selected to print. You can, however, use any field for the selection criteria.



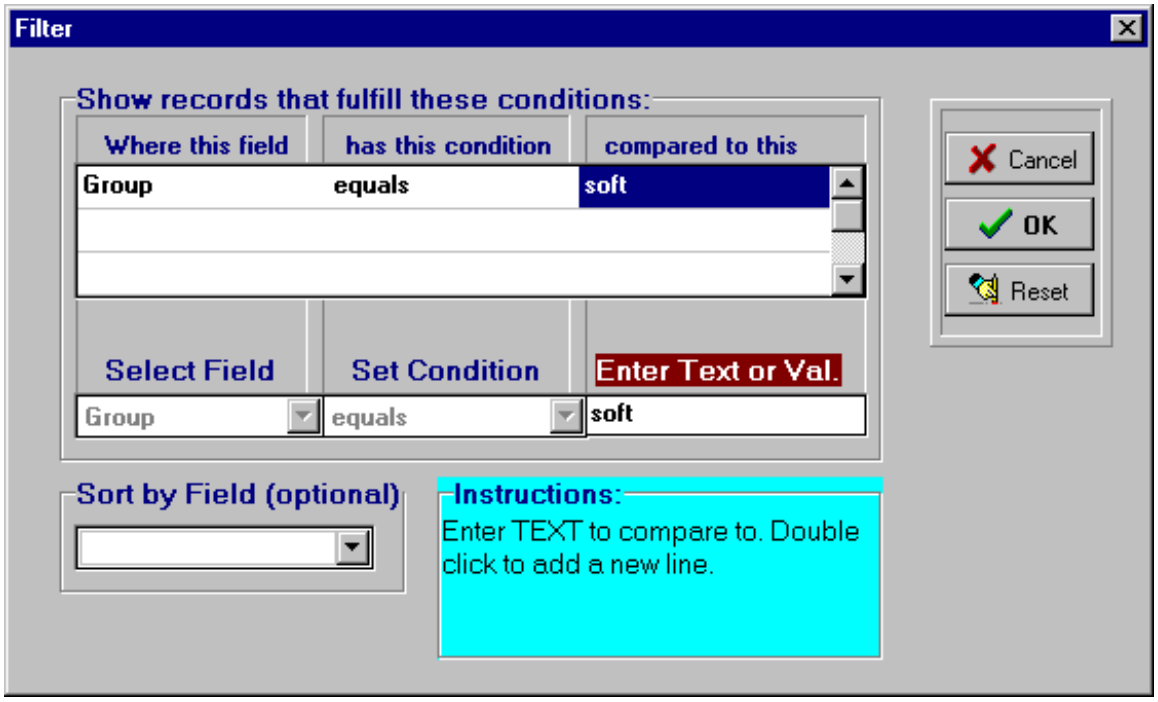
This
is the standard MUMS/2000 FILTER Dialog. The Instruction box in the center bottom of this window will help guild you through the process.

First we are going to Select a Field from the list. We are going to Select “Group”.

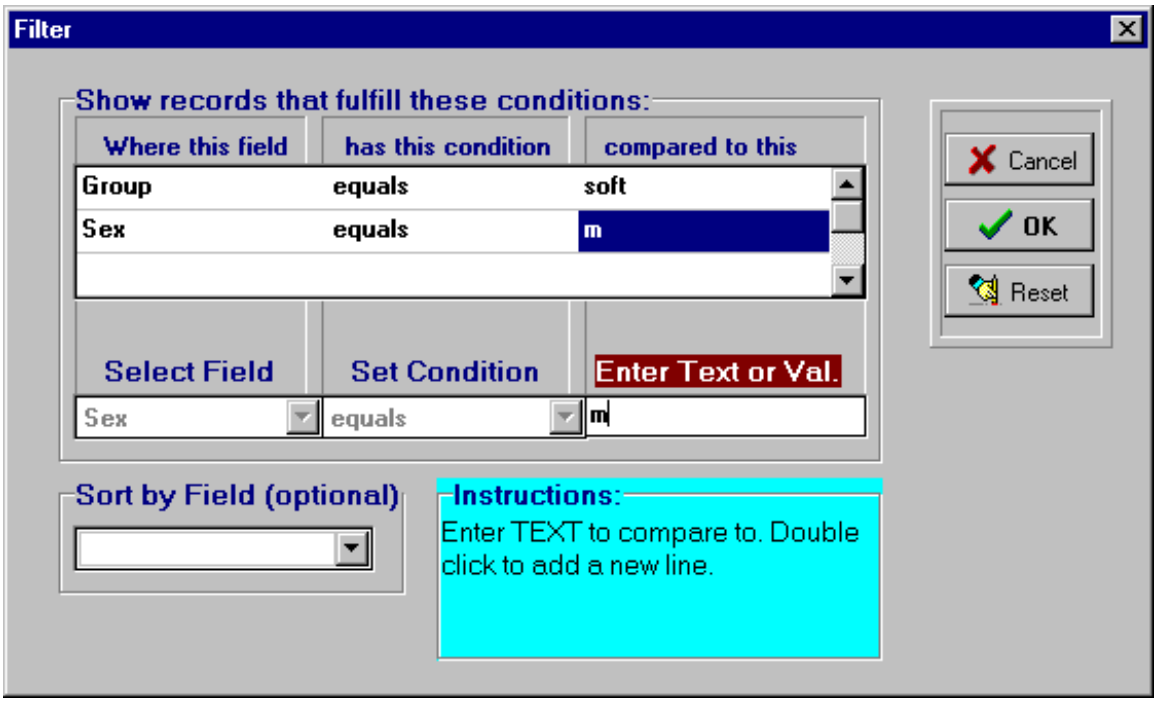
Then we are going to Set the Condition to “Equal”



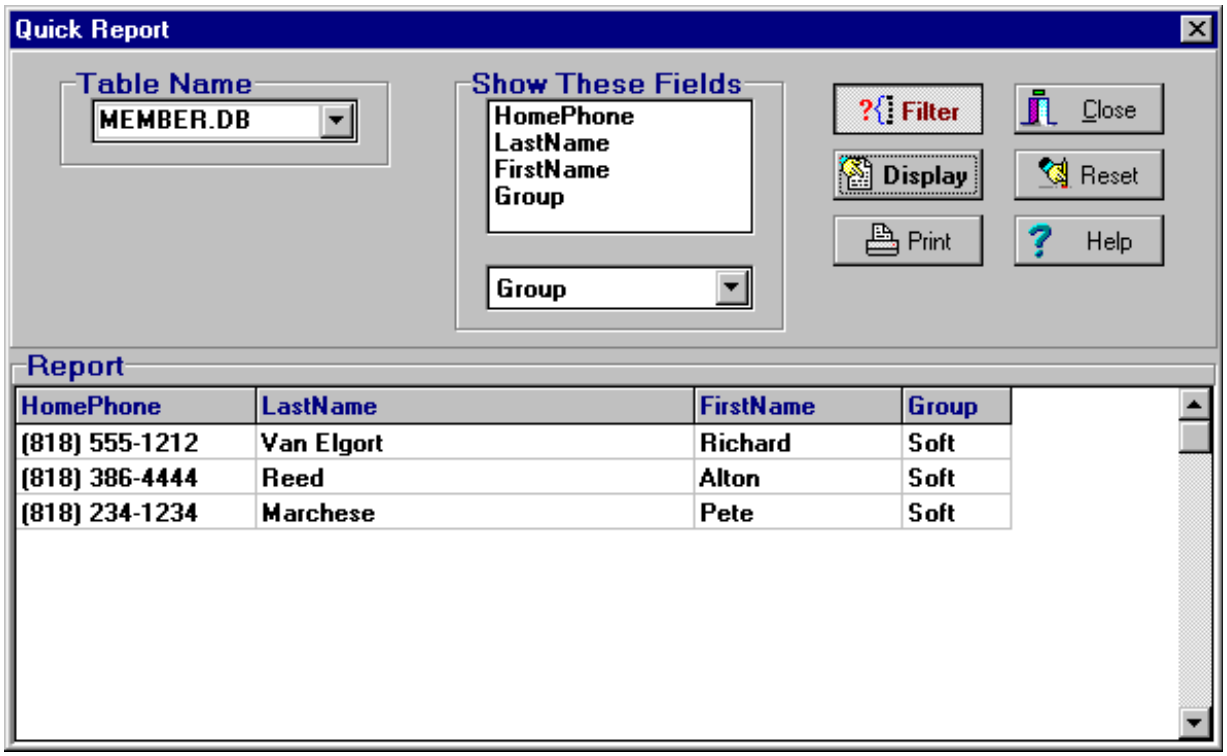
Then the last item required is to click into the “Enter Text or Val” field and put the value you wish to compare. It does not make a difference if you are using upper or lower case to compare. In the following example we inserted “soft”.



Now we are going to do another comparison. In order to create another selection line, you must Double-Click in the Text area after you enter your value. The following shows the entry of a 2nd selection criteria of “Sex” “equals” to “m”.

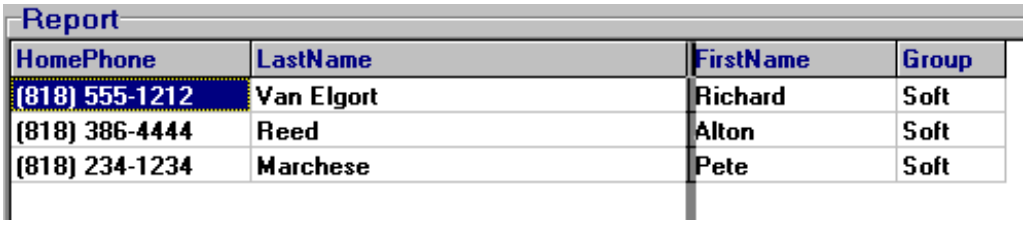


This is the result of looking into the MEMBER.DB data base for Group = soft and Sex = m.

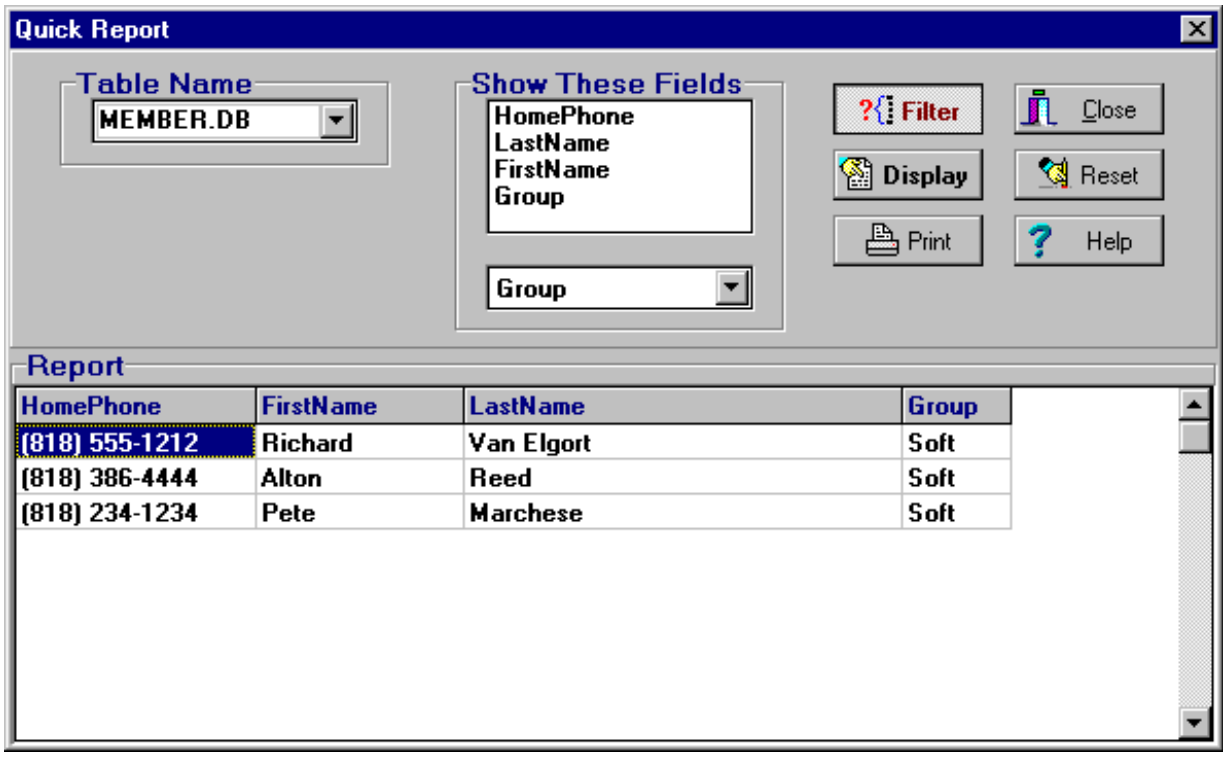


Notice the FILTER button stays in to denote that we are looking at a Filtered version of the data base and not the whole data base.

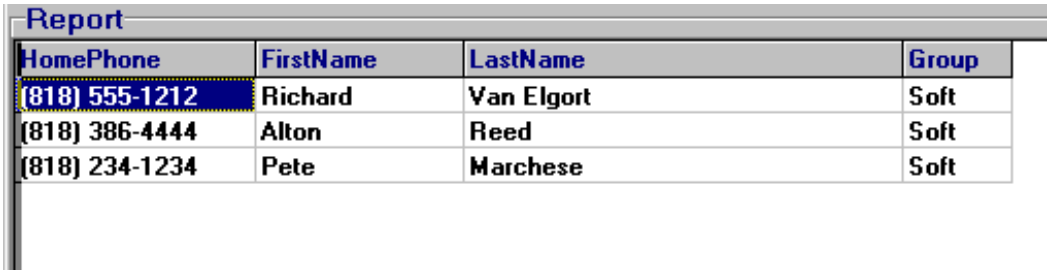
Notice also the sequence of the columns. Here is how to change them. To move a column you use your left mouse button and click and hold in the middle of the column title you wish to move and then while holding the mouse button down, drag the heading in the direction you wish to move.



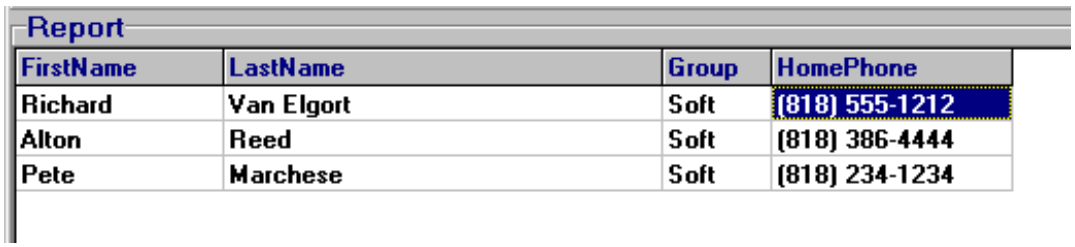
In this example, we are going to hold the left button down on FirstName and drag it to the left so that it is in front of LastName. A dark column separator at the left edge of the column will appear to denote you are moving the column.



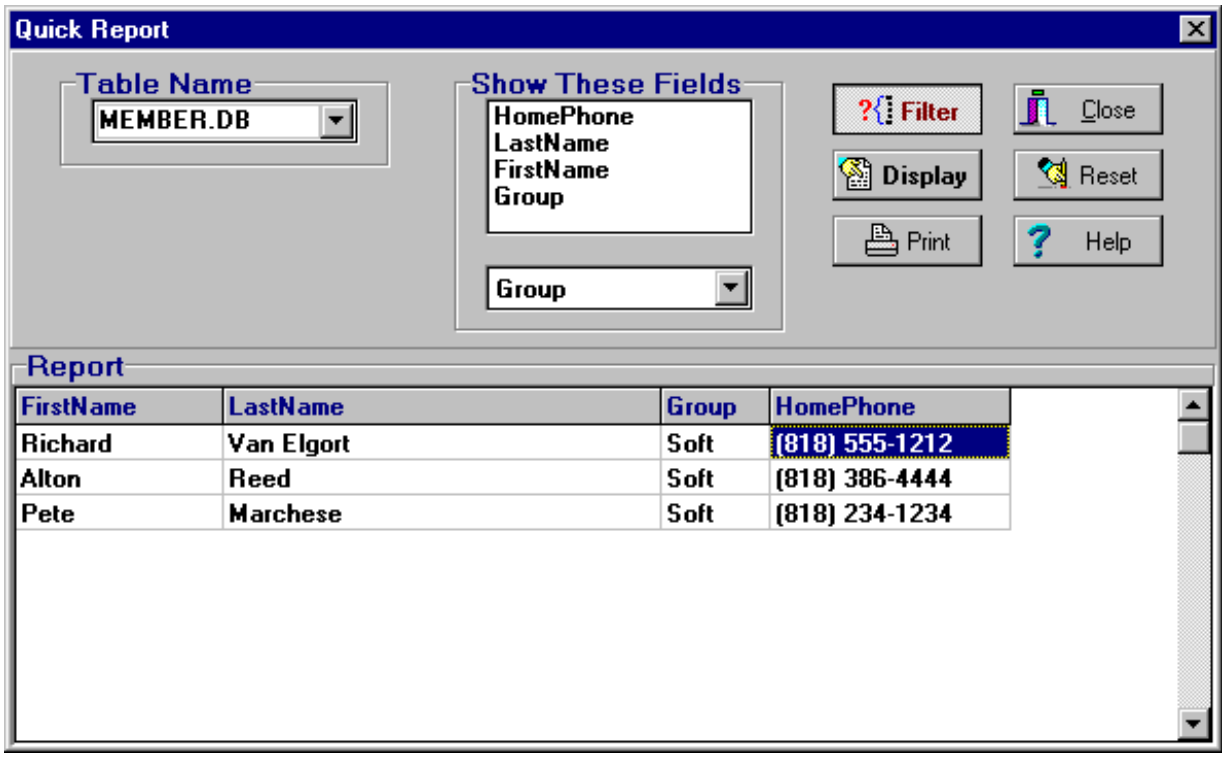
The above shows the result of moving the FirstName to be in front of the LastName. Now we are going to grab the HomePhone and move it to the extreme right of the report.



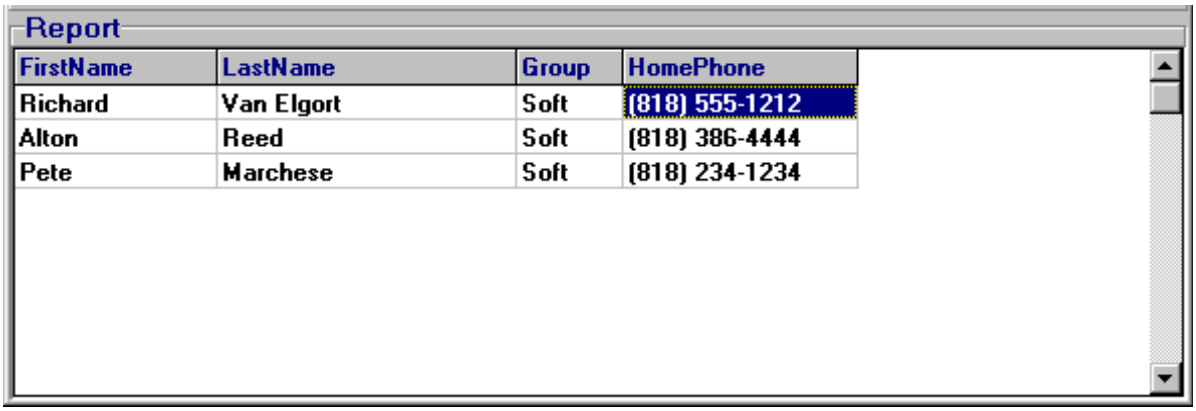
Again all you have to do to move a column, is to use the left mouse, hold it down on the title and drag to where you want it. This is true for any MUMS/2000 columns within a grid. You can rearrange the TABLE VIEW for example. The following is the result of moving HomePhone to the end.



The other windows feature you can do the Quick Report and any other grid is to change column width. The following is how the report looks after we moved the two columns:



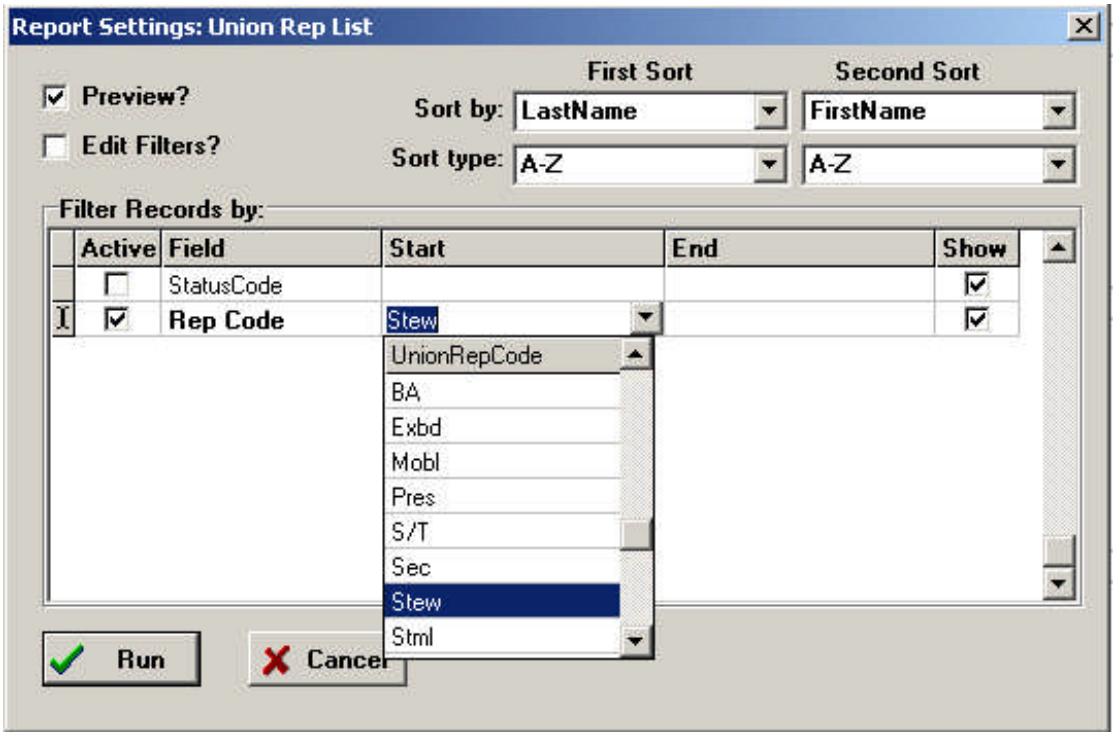
To change the width of a column, use your left mouse click directly on the line between the columns and drag. You will see "? **||**? " as your pointer to shift the column widths. The following is the results of shift to make the LastName column narrower.



MUMS/2000 Standard Reports

MUMS/2000 Ver 4 introduces the MUMS/2000 Shazam Report System. This is used for all standard and custom reports.

Most Standard reports start with the following Report Settings windows:

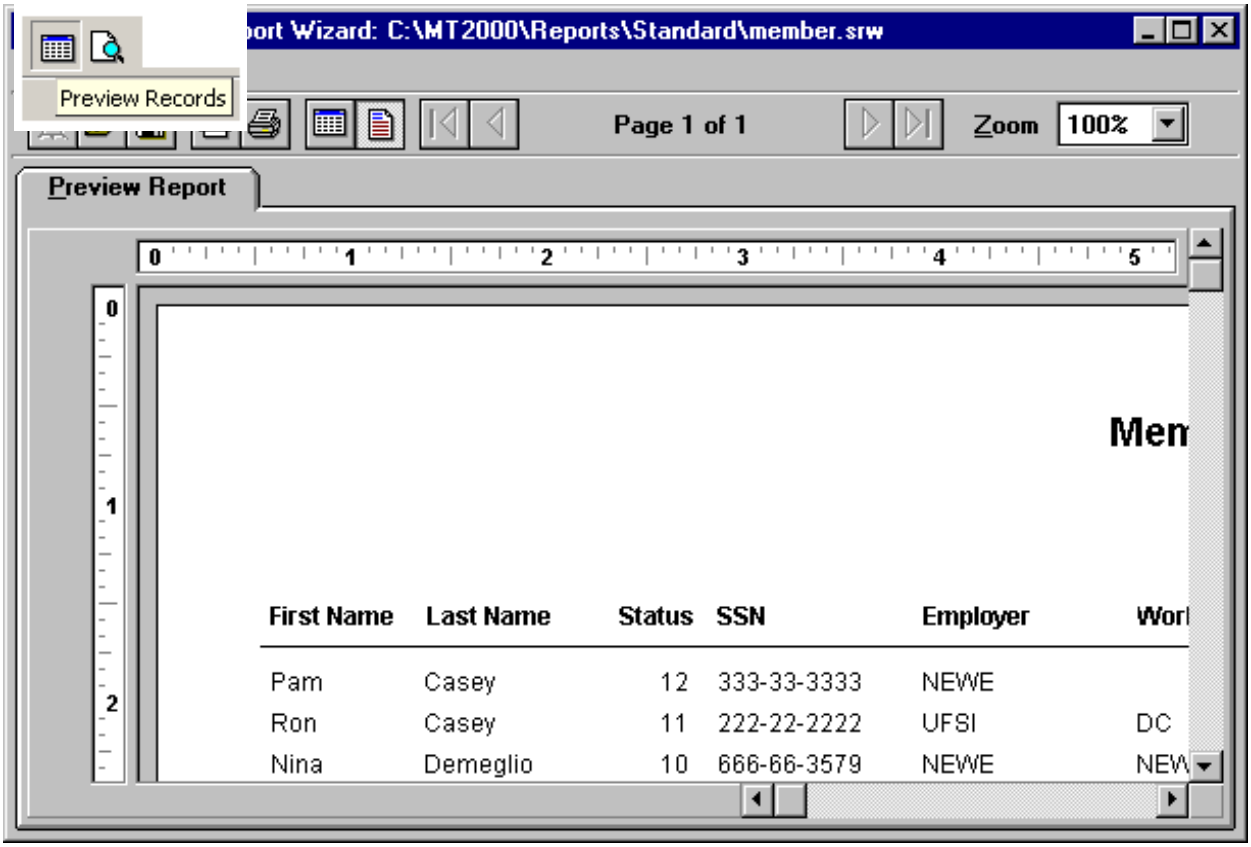


The above window can be used to mark “Active” any of the allowed filters. You can then insert a Starting and optional Ending code to be used for selection. You can mark the field to Show or not Show on the report. At the top of the form you have the option to change the sort parameters. All changes will be remembered for the next time.

A pull-down feature is shown next to the filter items. This might be the list of codes or a reminder of what is to be placed into the field.

If you wish a more complex filter you must do it within Shazam as a custom report. Later in this documentation we will review how to take a Standard report and turn it into a custom report with a fixed and more complex filter.

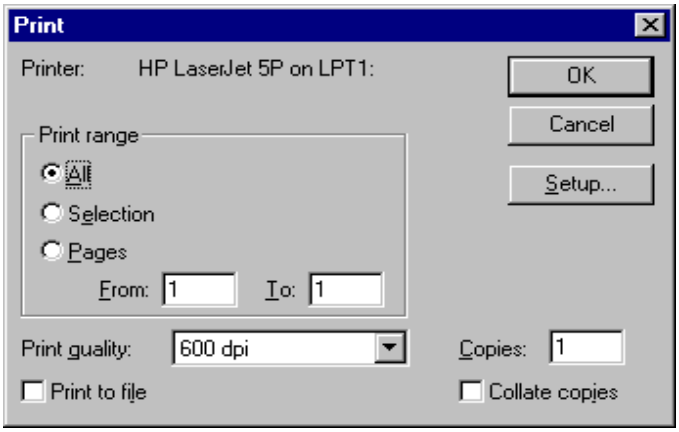
The “Preview” box is used to request a screen review of the report.



This is an example of “Preview” of the Member List.

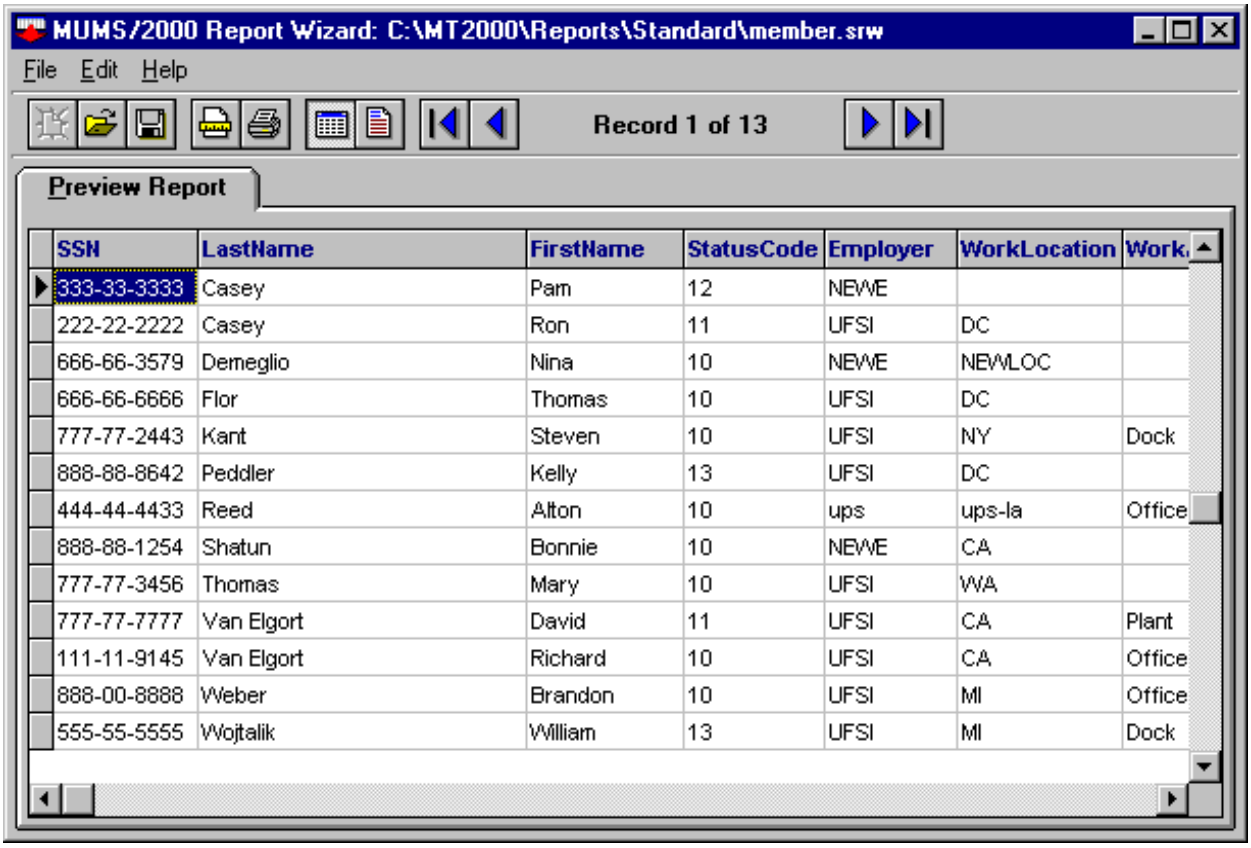
From this screen you can scroll through the pages or skip to first or last page.

You can change the zoom factor by using the zoom pull-down or you can use the left mouse button to zoom smaller and the right mouse button to zoom larger.



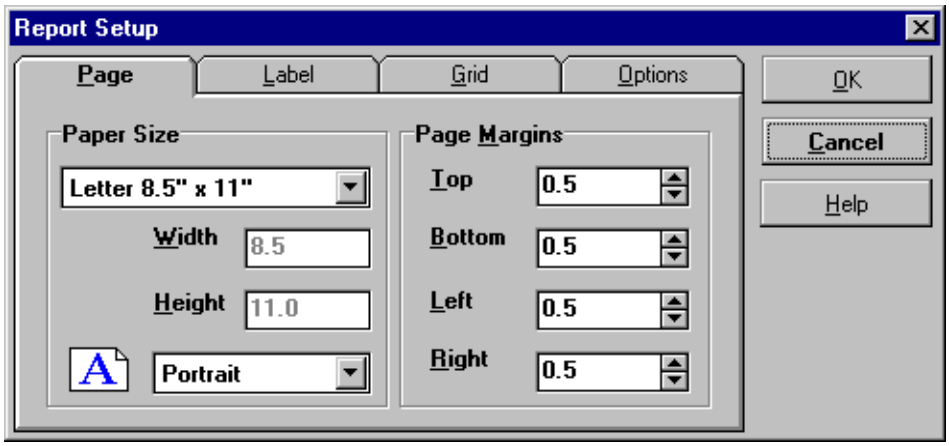
You can press the print button to request a hard copy, change printers and request multiple copies.

If you press the Preview Records button shown here on the left side of the Preview Report, you will change the Preview from looking at the report itself to looking at the data that was used to build the report.

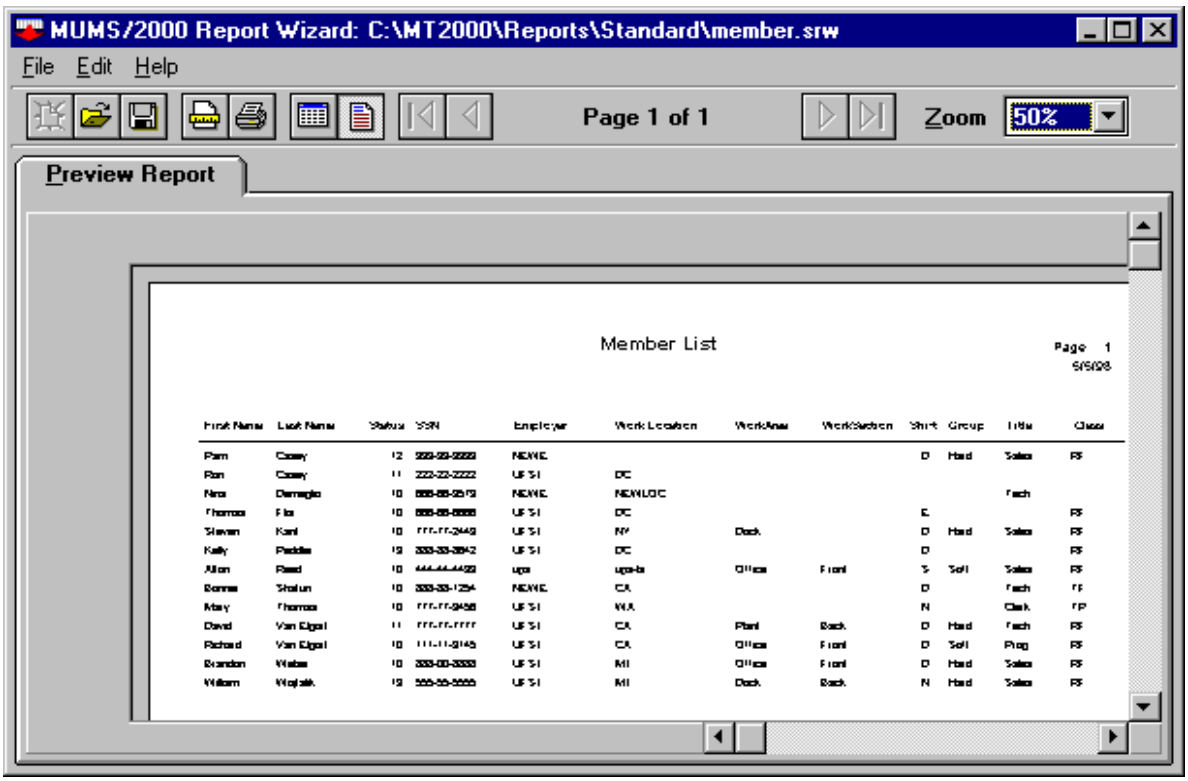


SSN	LastName	FirstName	StatusCode	Employer	WorkLocation	Work
333-33-3333	Casey	Pam	12	NEWE		
222-22-2222	Casey	Ron	11	UFSI	DC	
666-66-3579	Demeglio	Nina	10	NEWE	NEWLOC	
666-66-6666	Flor	Thomas	10	UFSI	DC	
777-77-2443	Kant	Steven	10	UFSI	NY	Dock
888-88-8642	Peddler	Kelly	13	UFSI	DC	
444-44-4433	Reed	Alton	10	ups	ups-la	Office
888-88-1254	Shatun	Bonnie	10	NEWE	CA	
777-77-3456	Thomas	Mary	10	UFSI	WA	
777-77-7777	Van Elgort	David	11	UFSI	CA	Plant
111-11-9145	Van Elgort	Richard	10	UFSI	CA	Office
888-00-8888	Weber	Brandon	10	UFSI	MI	Office
555-55-5555	Wojtalik	William	13	UFSI	MI	Dock

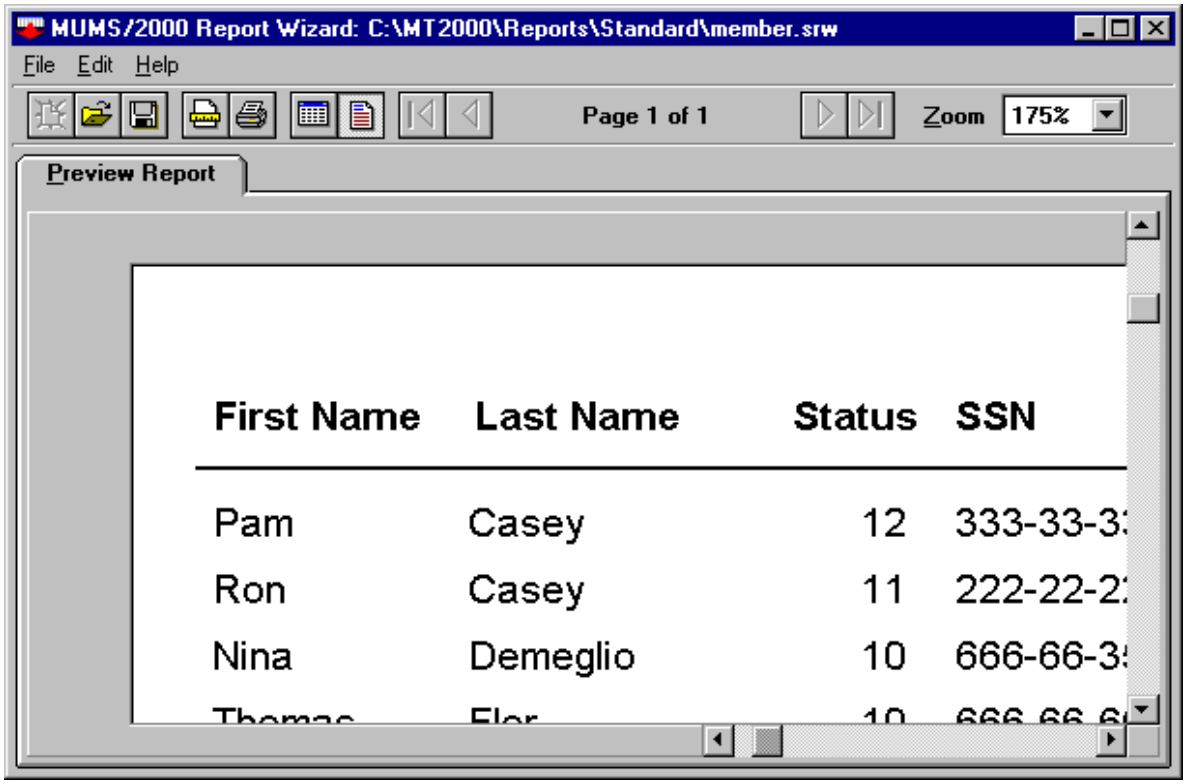
You can press the Report Setup button next to the Print Button and change several of the report layout options.



WARNING: **If you make a change and then save the changes, this will change the standard report layout in the future.**



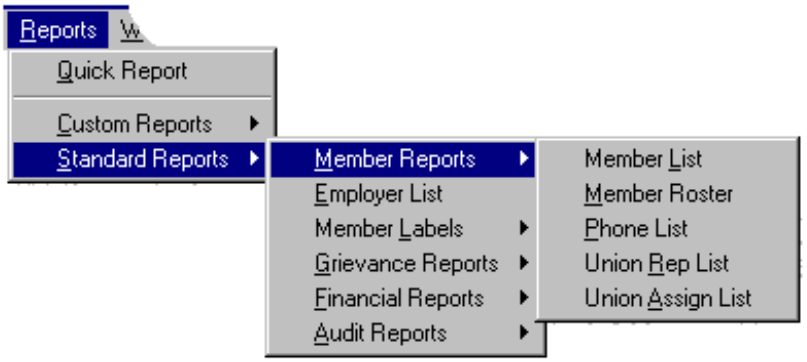
If you click inside the Preview with the left click it will reduce the Zoom and the image will get smaller and smaller as above.



If you use the right click it will get larger and larger as shown above this time.

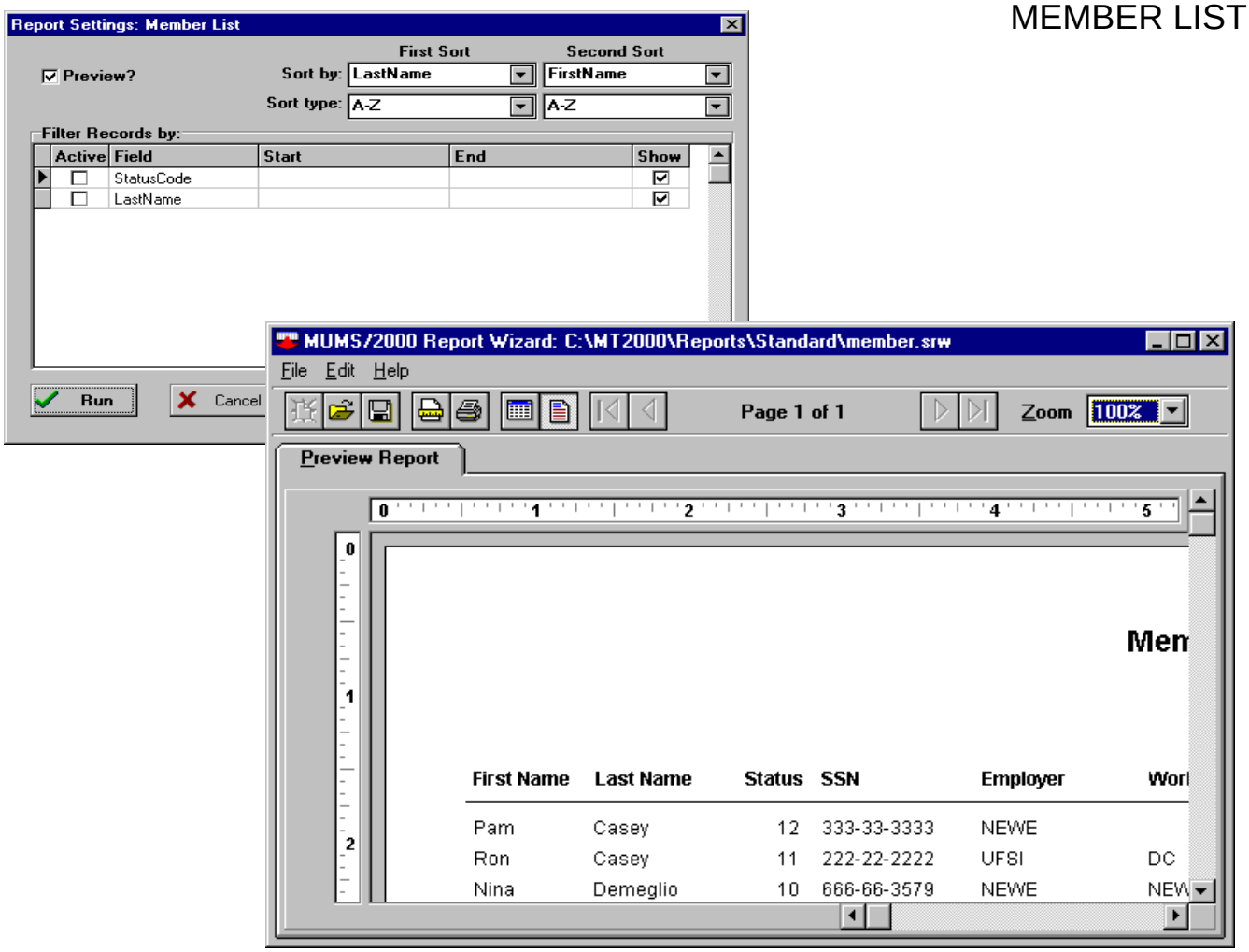
Member Reports

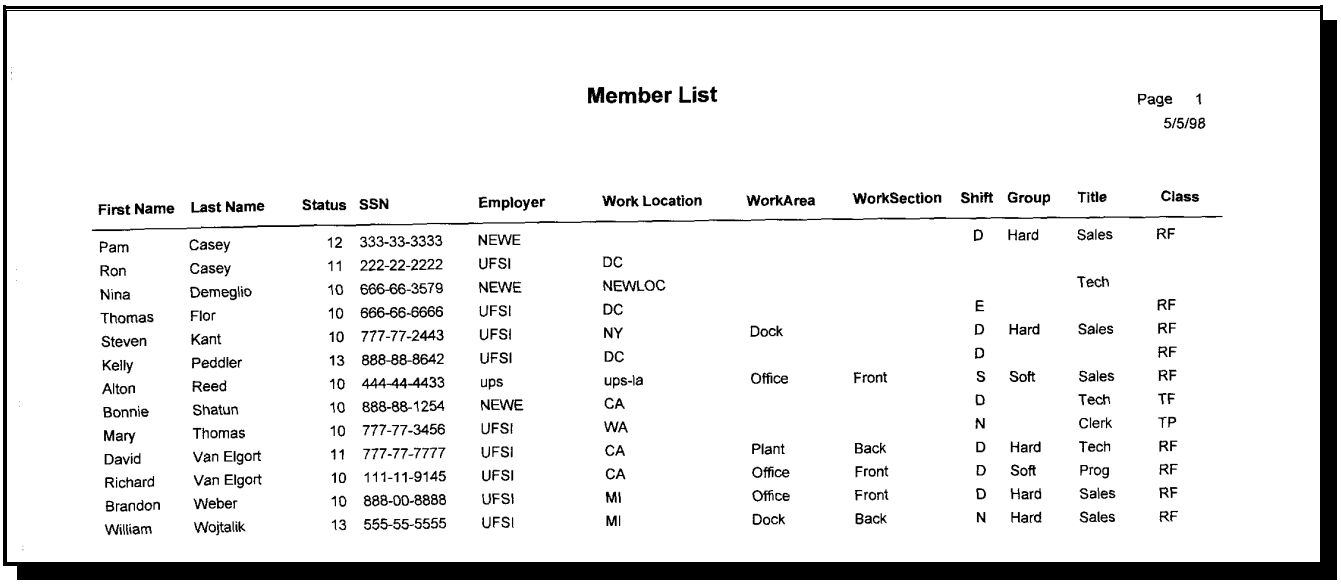
This is the Member Reports Menu.



The following pages show Report Settings, Preview Screen and Sample Output for:

- Member List
- Member Roster
- Phone List
- Union Rep List
- Union Assign List





Member List

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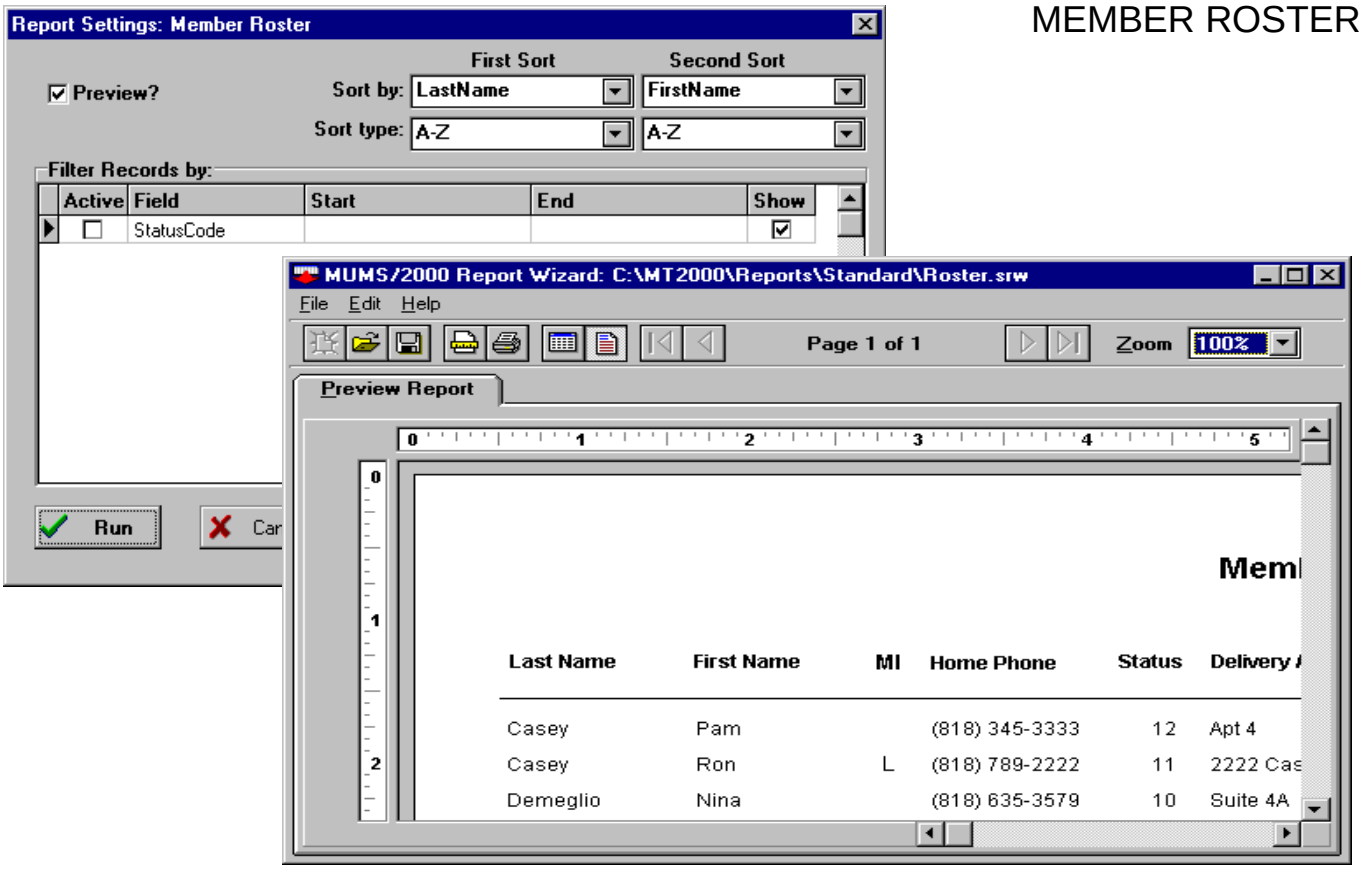
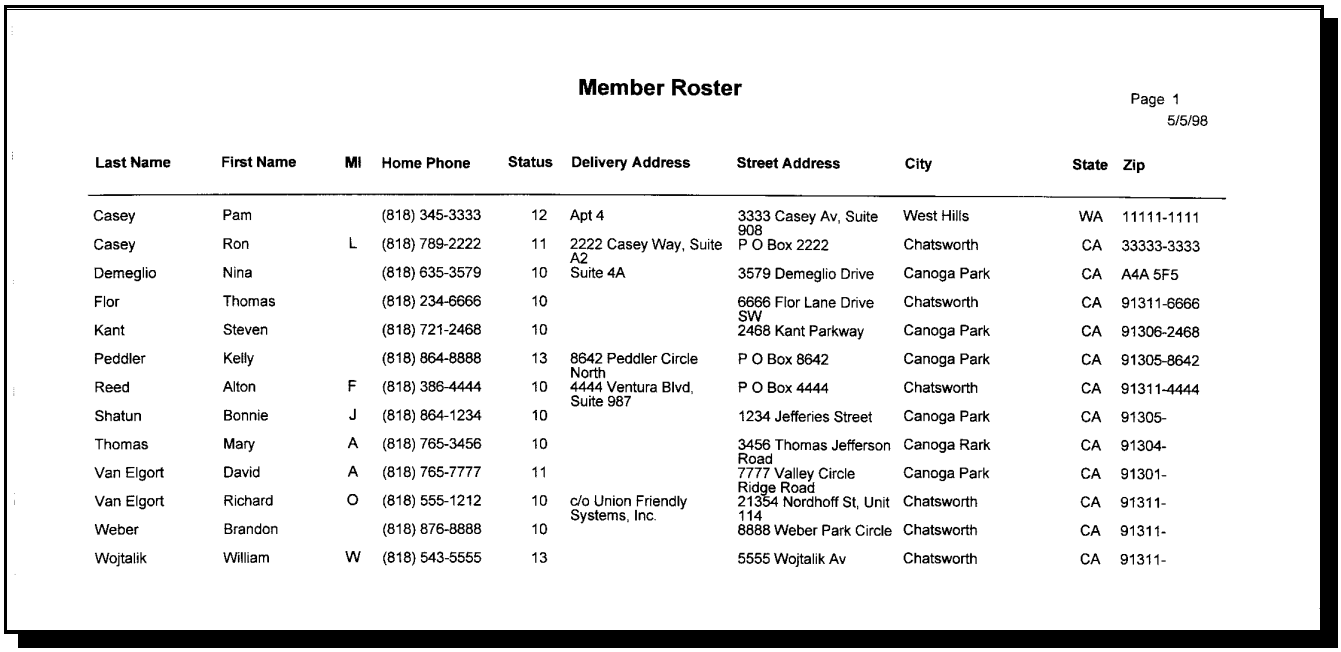
First Name	Last Name	Status	SSN	Employer	Work Location	WorkArea	WorkSection	Shift	Group	Title	Class
Pam	Casey	12	333-33-3333	NEWE				D	Hard	Sales	RF
Ron	Casey	11	222-22-2222	UFSI	DC						
Nina	Demeglio	10	666-66-3579	NEWE	NEWLOC					Tech	
Thomas	Flor	10	666-66-6666	UFSI	DC			E			RF
Steven	Kant	10	777-77-2443	UFSI	NY	Dock		D	Hard	Sales	RF
Kelly	Peddler	13	888-88-8642	UFSI	DC			D			RF
Alton	Reed	10	444-44-4433	ups	ups-la	Office	Front	S	Soft	Sales	RF
Bonnie	Shatun	10	888-88-1254	NEWE	CA			D		Tech	TF
Mary	Thomas	10	777-77-3456	UFSI	WA			N		Clerk	TP
David	Van Elgort	11	777-77-7777	UFSI	CA	Plant	Back	D	Hard	Tech	RF
Richard	Van Elgort	10	111-11-9145	UFSI	CA	Office	Front	D	Soft	Prog	RF
Brandon	Weber	10	888-00-8888	UFSI	MI	Office	Front	D	Hard	Sales	RF
William	Wojtalik	13	555-55-5555	UFSI	MI	Dock	Back	N	Hard	Sales	RF





Member Roster

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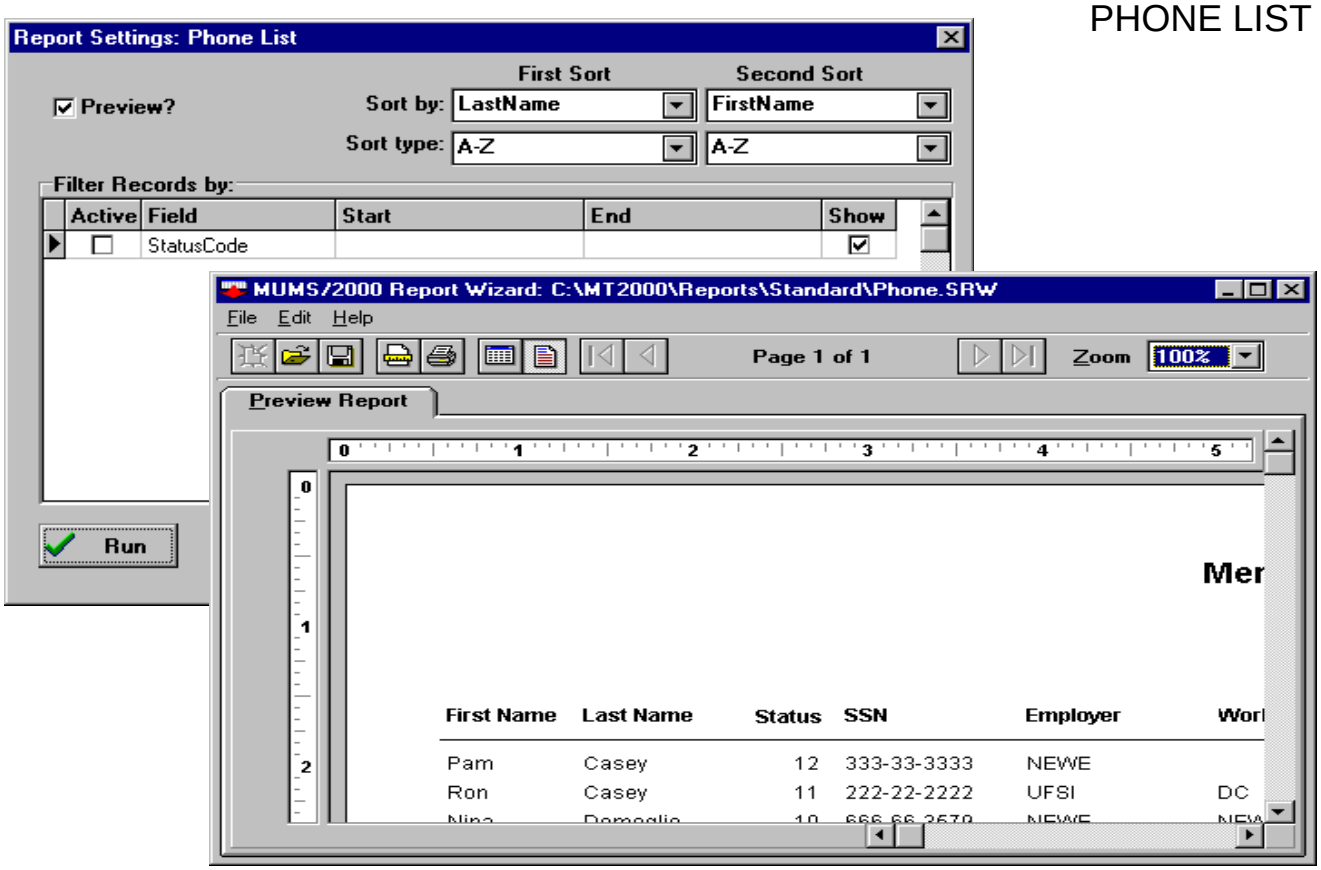
Last Name	First Name	MI	Home Phone	Status	Delivery Address	Street Address	City	State	Zip
Casey	Pam		(818) 345-3333	12	Apt 4	3333 Casey Av, Suite 908	West Hills	WA	11111-1111
Casey	Ron	L	(818) 789-2222	11	2222 Casey Way, Suite A2	P O Box 2222	Chatsworth	CA	33333-3333
Demeglio	Nina		(818) 635-3579	10	Suite 4A	3579 Demeglio Drive	Canoga Park	CA	A4A 5F5
Flor	Thomas		(818) 234-6666	10		6666 Flor Lane Drive SW	Chatsworth	CA	91311-6666
Kant	Steven		(818) 721-2468	10		2468 Kant Parkway	Canoga Park	CA	91306-2468
Peddler	Kelly		(818) 864-8888	13	8642 Peddler Circle North	P O Box 8642	Canoga Park	CA	91305-8642
Reed	Alton	F	(818) 386-4444	10	4444 Ventura Blvd, Suite 987	P O Box 4444	Chatsworth	CA	91311-4444
Shatun	Bonnie	J	(818) 864-1234	10		1234 Jefferies Street	Canoga Park	CA	91305-
Thomas	Mary	A	(818) 765-3456	10		3456 Thomas Jefferson Road	Canoga Rark	CA	91304-
Van Elgort	David	A	(818) 765-7777	11		7777 Valley Circle Ridge Road	Canoga Park	CA	91301-
Van Elgort	Richard	O	(818) 555-1212	10	c/o Union Friendly Systems, Inc.	21354 Nordhoff St, Unit 114	Chatsworth	CA	91311-
Weber	Brandon		(818) 876-8888	10		8888 Weber Park Circle	Chatsworth	CA	91311-
Wojtalik	William	W	(818) 543-5555	13		5555 Wojtalik Av	Chatsworth	CA	91311-



Member List

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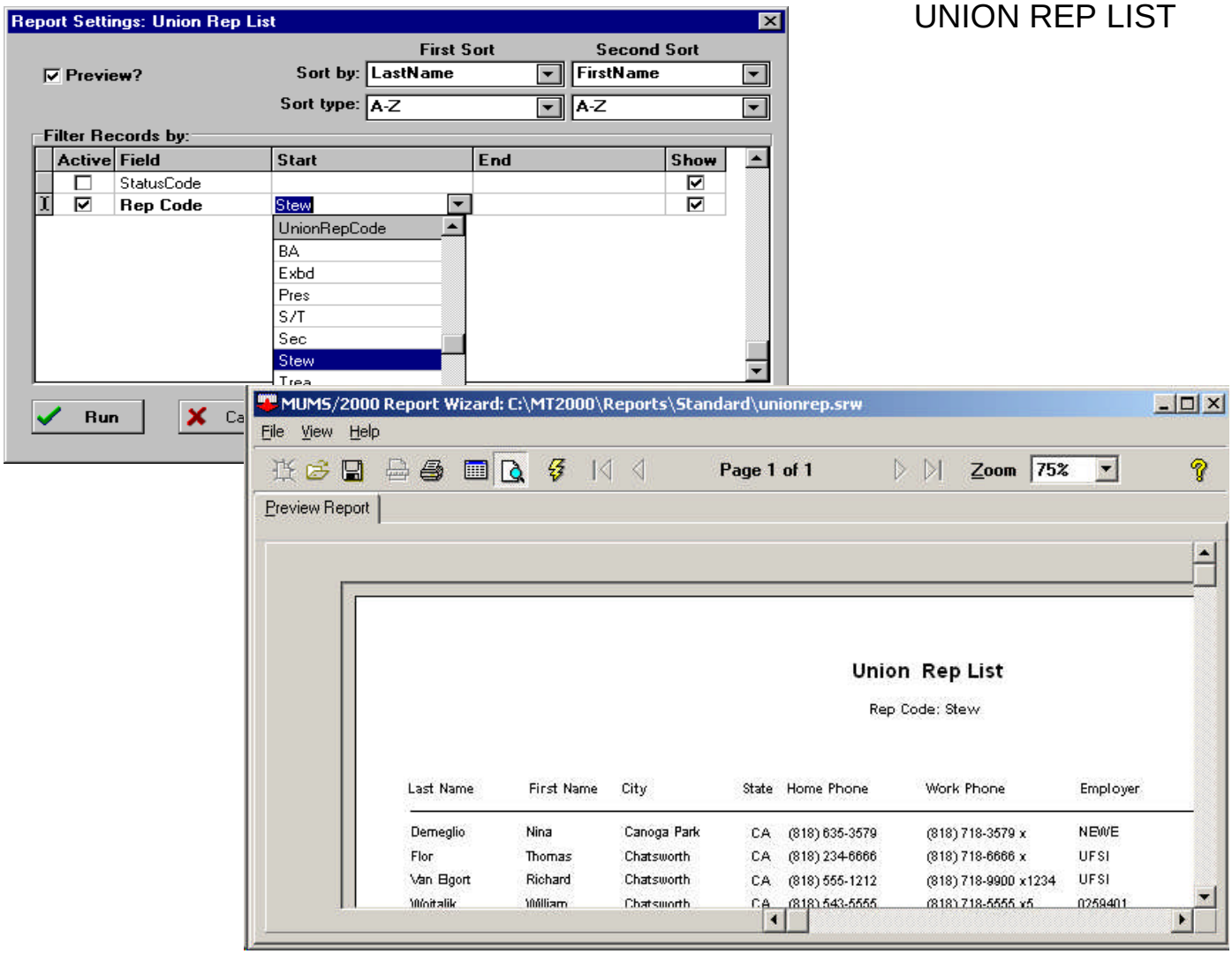
First Name	Last Name	Status	SSN	Employer	Work Location	Home Phone	Work Phone
Pam	Casey	12	333-33-3333	NEWE		(818) 345-3333	(818) 718-3333 x3444
Ron	Casey	11	222-22-2222	UFSI	DC	(818) 789-2222	(818) 718-2222 x202
Nina	Demeglio	10	666-66-3579	NEWE	NEWLOC	(818) 635-3579	(818) 718-3579 x
Thomas	Flor	10	666-66-6666	UFSI	DC	(818) 234-6666	(818) 718-6666 x
Steven	Kant	10	777-77-2443	UFSI	NY	(818) 721-2468	(818) 718-2468 x
Kelly	Peddler	13	888-88-8642	UFSI	DC	(818) 864-8888	(818) 178-8642 x
Alton	Reed	10	444-44-4433	ups	ups-la	(818) 386-4444	(818) 718-4444 x44
Bonnie	Shatun	10	888-88-1254	NEWE	CA	(818) 864-1234	(818) 718-1234 x12
Mary	Thomas	10	777-77-3456	UFSI	WA	(818) 765-3456	(818) 718-3456 x
David	Van Elgort	11	777-77-7777	UFSI	CA	(818) 765-7777	(818) 718-7777 x
Richard	Van Elgort	10	111-11-9145	UFSI	CA	(818) 555-1212	(818) 718-9900 x1234
Brandon	Weber	10	888-00-8888	UFSI	MI	(818) 876-8888	(818) 718-8888 x8
William	Wojtalik	13	555-55-5555	UFSI	MI	(818) 543-5555	(818) 718-5555 x5



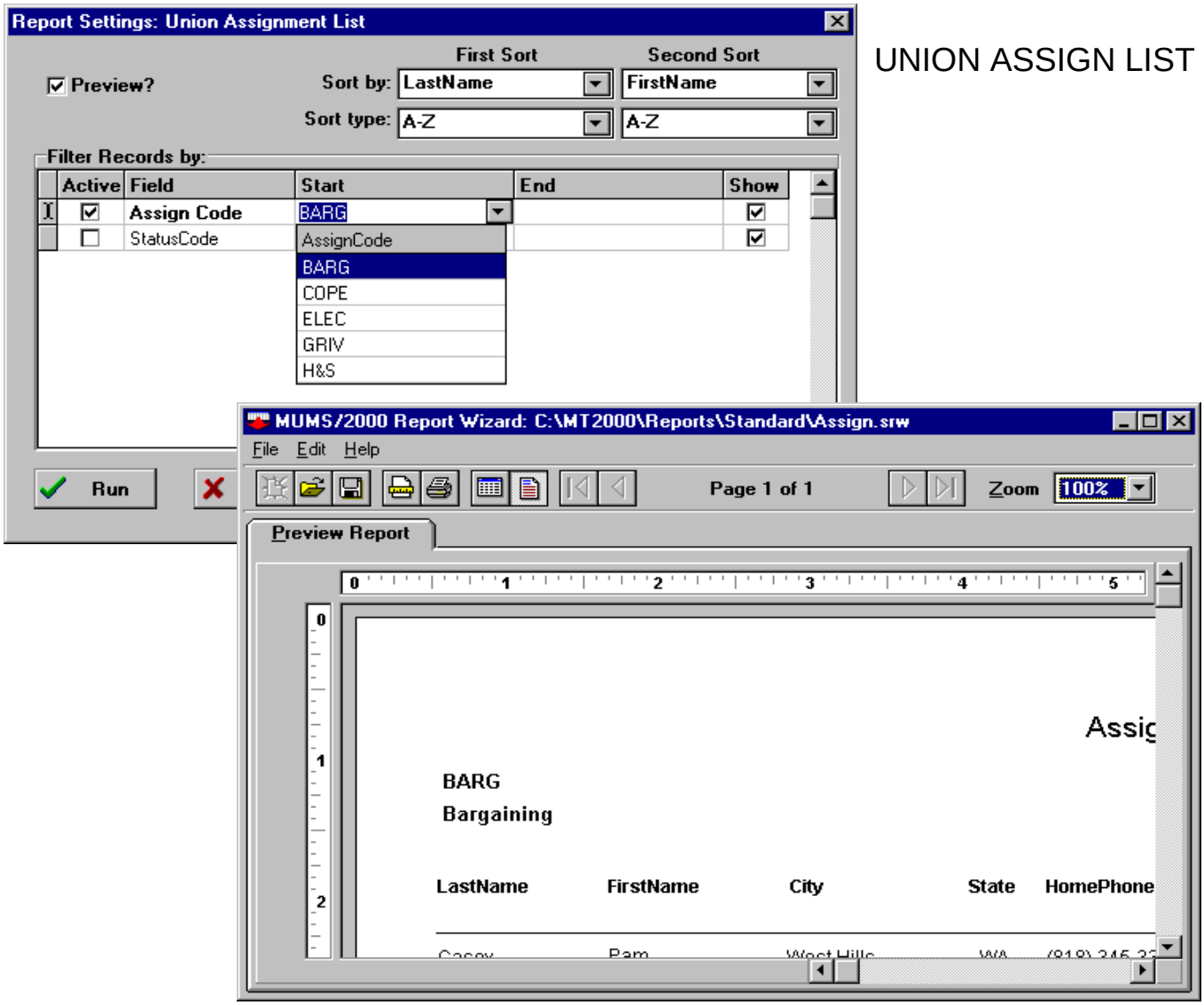
Union Rep List

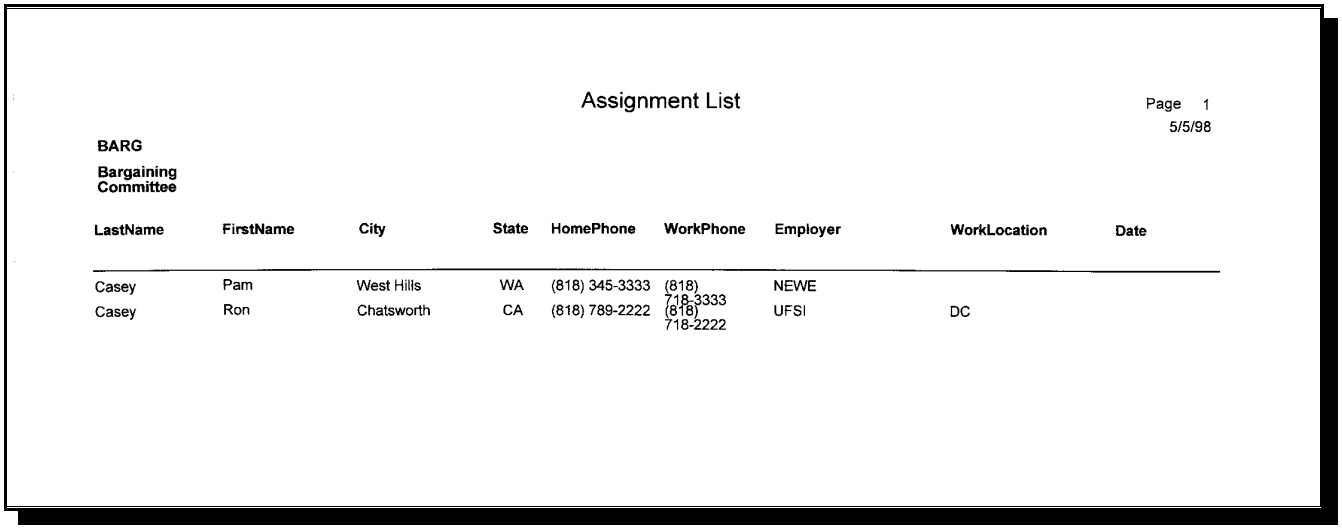
Rep Code: Stew

PAGE 1
10/31/2002

Last Name	First Name	City	State	Home Phone	Work Phone	Employer	Work Location	Date
Demeglio	Nina	Canoga Park	CA	(818) 635-3579	(818) 718-3579 x	NEWE	NEWLOC	
Flor	Thomas	Chatsworth	CA	(818) 234-6666	(818) 718-6666 x	UFSI	DC	
Van Elgort	Richard	Chatsworth	CA	(818) 555-1212	(818) 718-9900 x1234	UFSI	CA	
Wojtalik	William	Chatsworth	CA	(818) 543-5555	(818) 718-5555 x5	0259401		10/09/2000

UNION ASSIGN LIST





Assignment List

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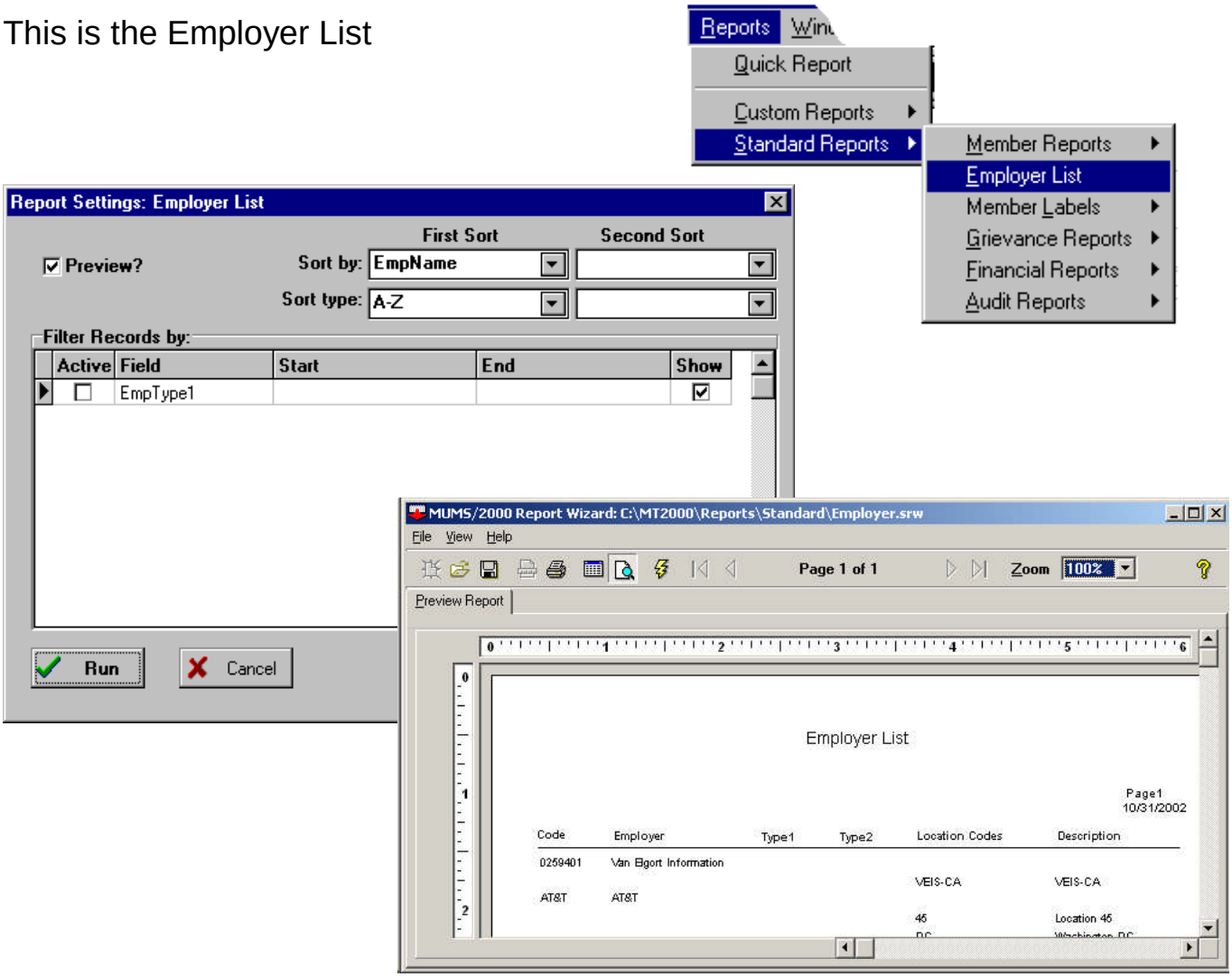
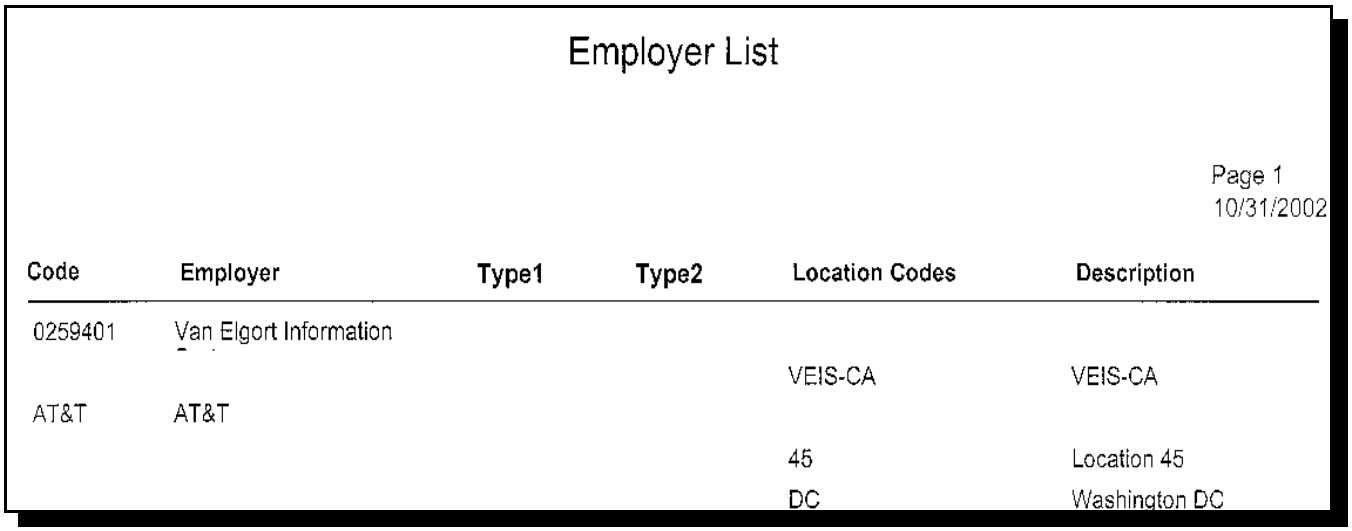
BARG
Bargaining Committee

LastName	FirstName	City	State	HomePhone	WorkPhone	Employer	WorkLocation	Date
Casey	Pam	West Hills	WA	(818) 345-3333	(818) 718-3333	NEWE		
Casey	Ron	Chatsworth	CA	(818) 789-2222	(818) 718-2222	UFSI	DC	

Employer List

This is the Employer List





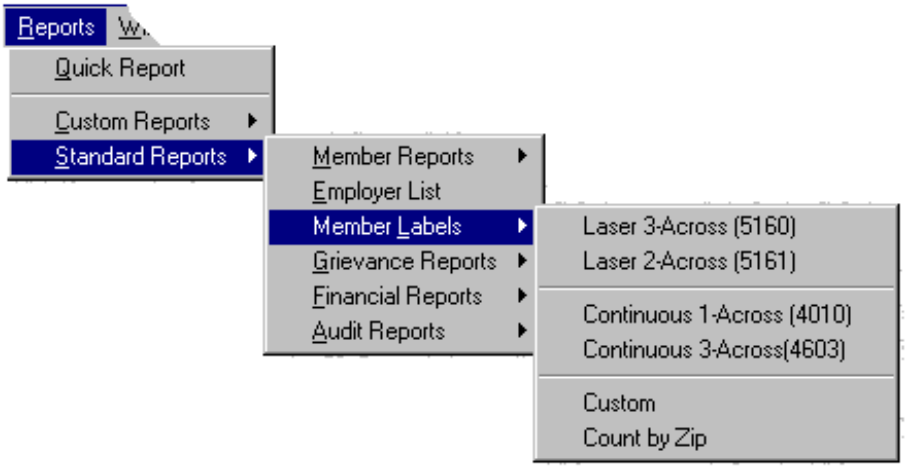
Employer List

Page 1
10/31/2002

Code	Employer	Type1	Type2	Location Codes	Description
0259401	Van Elgort Information				
				VEIS-CA	VEIS-CA
AT&T	AT&T				
				45	Location 45
				DC	Washington DC

Member Labels

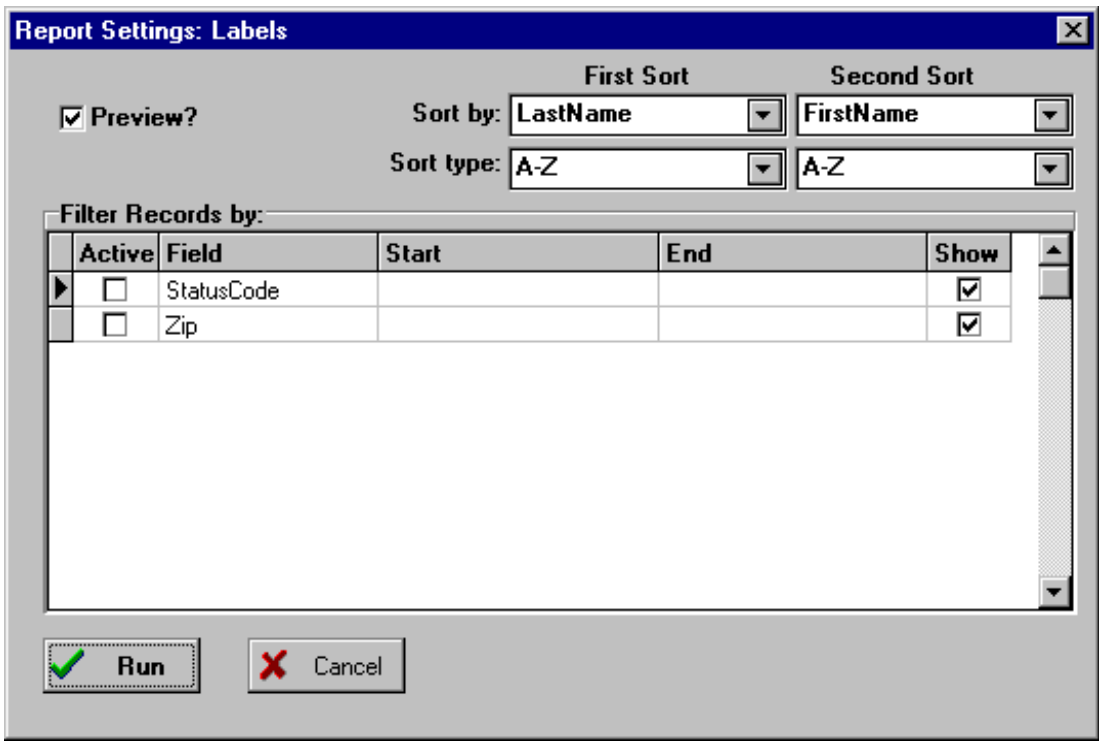
This is the Mailing Labels menu.

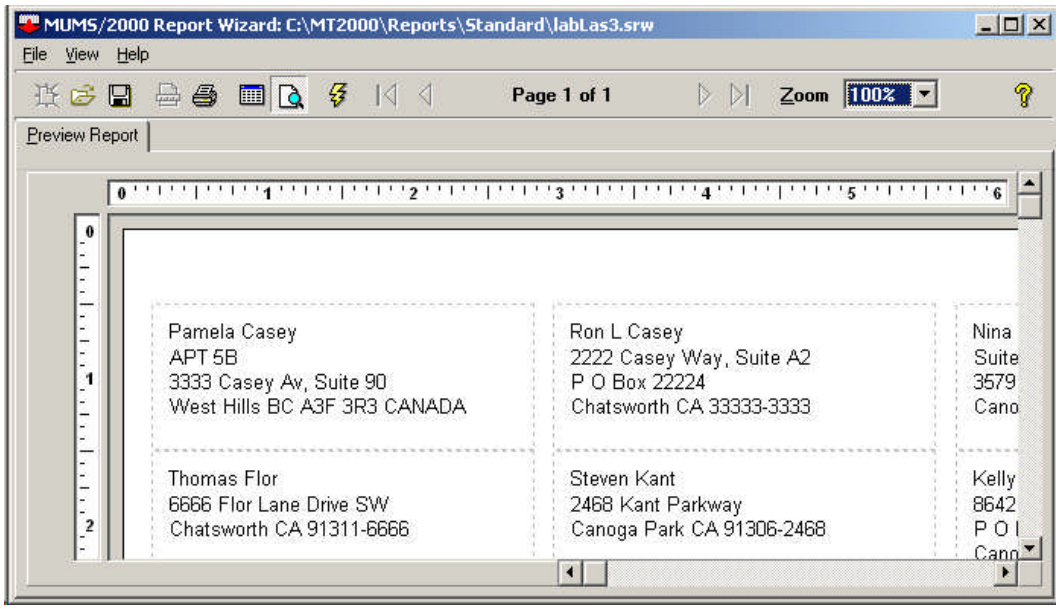


There are four standard formats of listed. The numbers next to the item denote Avery Label Numbers.

A custom option is listed for you to create your owed called “labcust.srw” and put into Reports\Standard directory.

The Count by Zip is a separate program to identify Zip code groups.





Pamela Casey
APT 5B
3333 Casey Av, Suite 90
West Hills BC A3F 3R3 CANADA

Ron L Casey
2222 Casey Way, Suite A2
P O Box 22224
Chatsworth CA 33333-3333

Nina Demeglio
Suite 4A
3579 Demeglio Drive
Canoga Park CA 12333-3333

Thomas Flor
6666 Flor Lane Drive SW
Chatsworth CA 91311-6666

Steven Kant
2468 Kant Parkway
Canoga Park CA 91306-2468

Kelly Peddler
8642 Peddler Circle North
P O Box 8642
Canoga Park CA 91305-8642

Alton F Reed
4444 Ventura Blvd, Suite 987
P O Box 4444
Chatsworth CA 91311-4444

Bonnie J Shatun
1234 Jefferies Street
Canoga Park CA 91305-

Mary A Thomas
3456 Thomas Jefferson Road
Canoga Rark CA 91304-

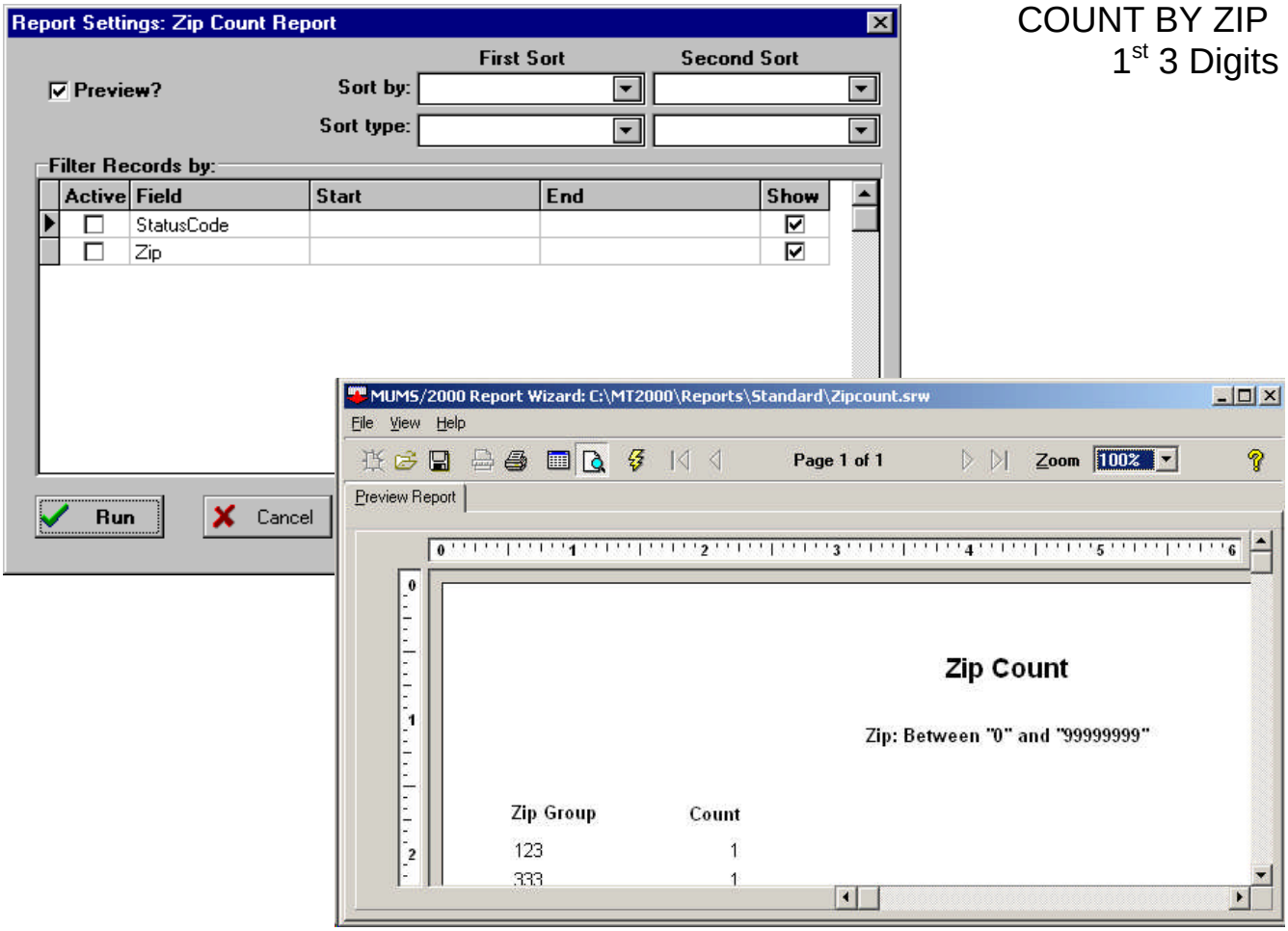
David A Van Elgort
7777 Valley Circle Ridge Road
Canoga Park CA 91301-

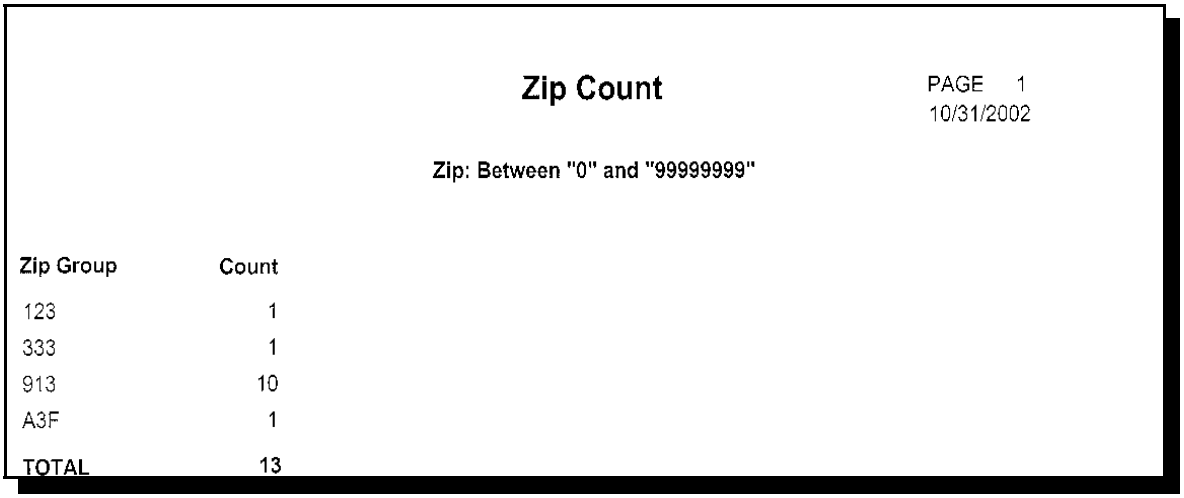
Richard O Van Elgort
c/o Union Friendly Systems, Inc.
21354 Nordhoff St, Unit 119
Chatsworth CA 91311-

Brandon Weber
8888 Weber Park Circle
Chatsworth CA 91311-

William W Wojtalik
5555 Wojtalik Av
Chatsworth CA 91311-

COUNT BY ZIP
1st 3 Digits





Zip Count

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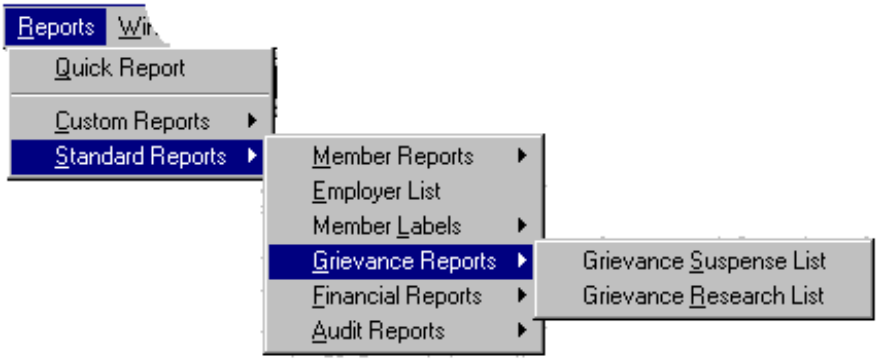
Zip: Between "0" and "99999999"

Zip Group	Count
123	1
333	1
913	10
A3F	1
TOTAL	13

Grievance Reports

This is the Grievance Reports Menu.

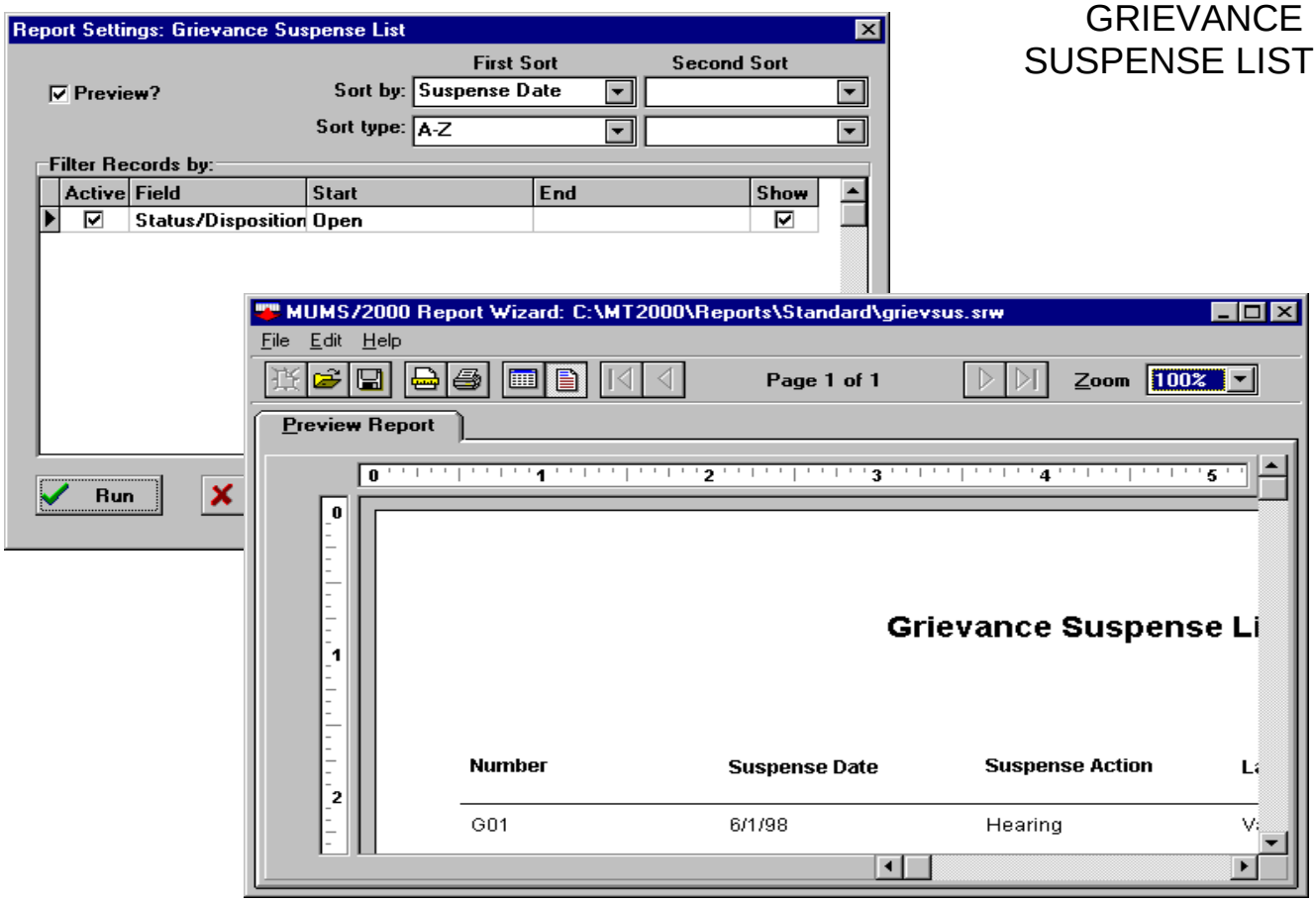


This controls the following reports:

- ? Grievance Suspense List
- ? Grievance Research List

REMINDER If you wish to filter a report, be sure that the filter item is active with a check mark in the Active Column. If not, the report writer will skip that filter criteria.

GRIEVANCE SUSPENSE LIST



Grievance Suspense List

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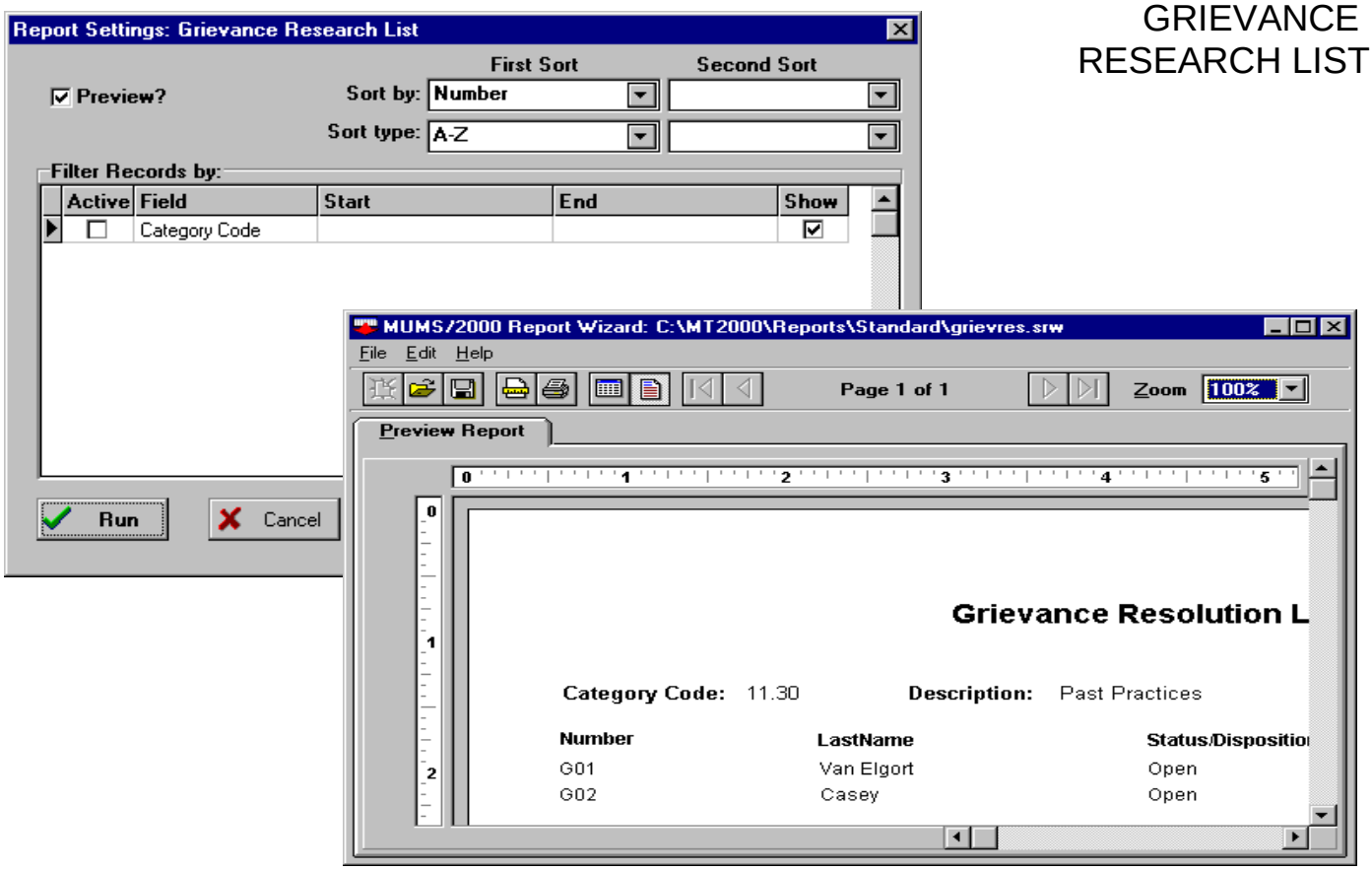
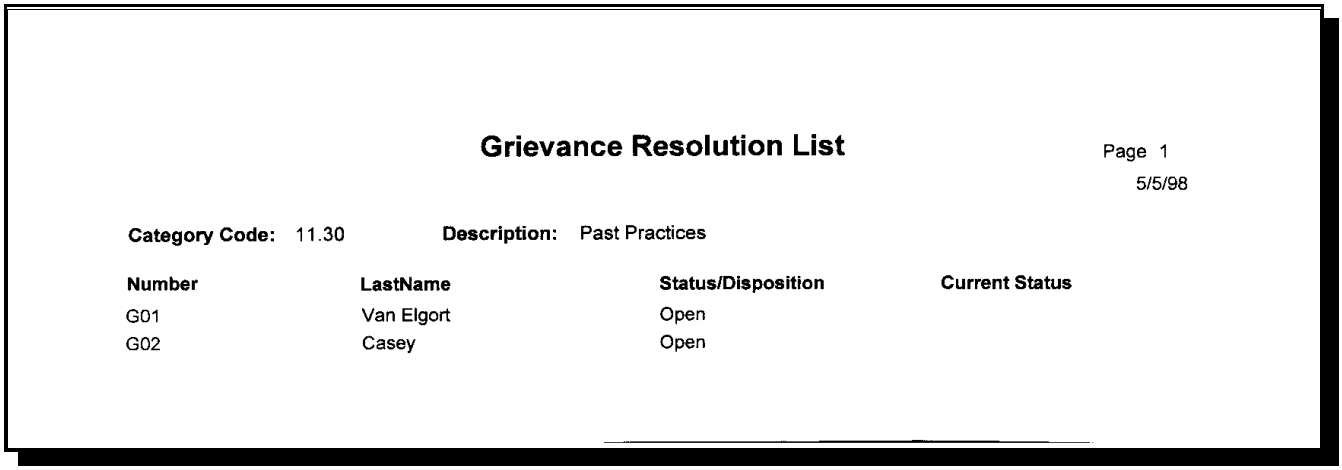
Number	Suspense Date	Suspense Action	Last Name
G01	6/1/98	Hearing	Van Elgort
G02	5/15/98	Meet with Company	Casey





Grievance Resolution List

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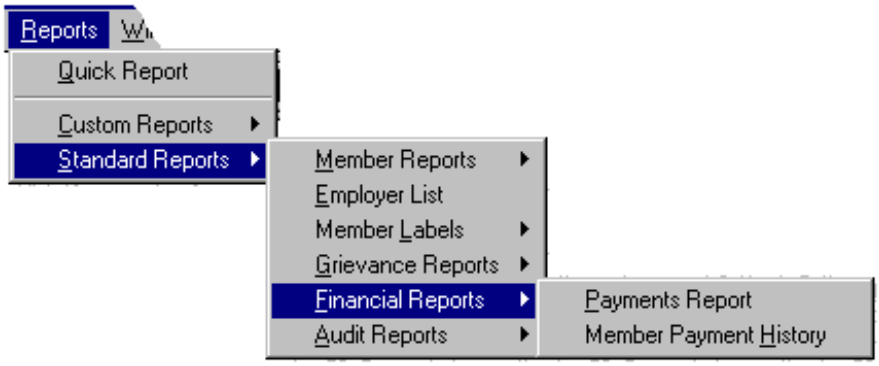
Category Code: 11.30 **Description:** Past Practices

Number	LastName	Status/Disposition	Current Status
G01	Van Elgort	Open	
G02	Casey	Open	

Financial Reports

This is the Financial Reports Menu.



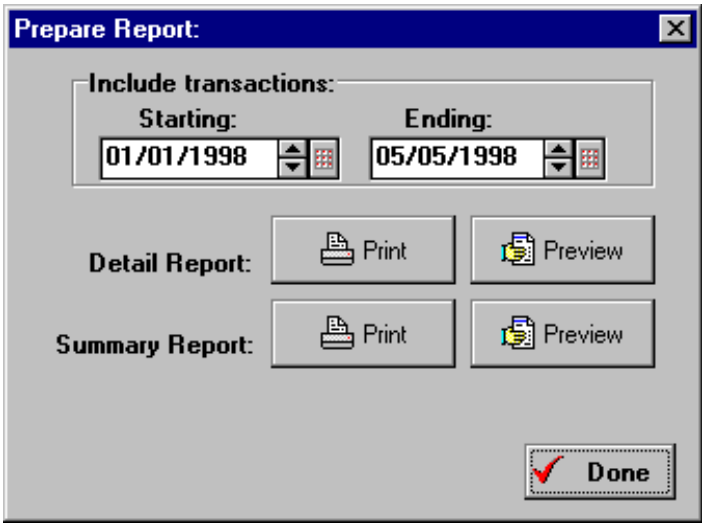
This menu controls the following:

? Payments Report

? Member Payment History.

The Payments Report has a special program front-end to ask dates and has two separate report options.

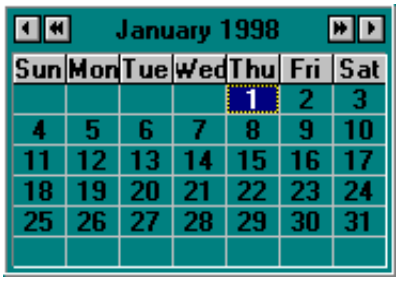
This is the “Prepare Report” window for the Payments Report.



You can change the range of dates by hand or use the spin buttons.

Please note, that if you use spin buttons on a date, the program will adjust the date that the cursor was on. Therefore if you wish to change the month, you click on the month field then use the spin button.

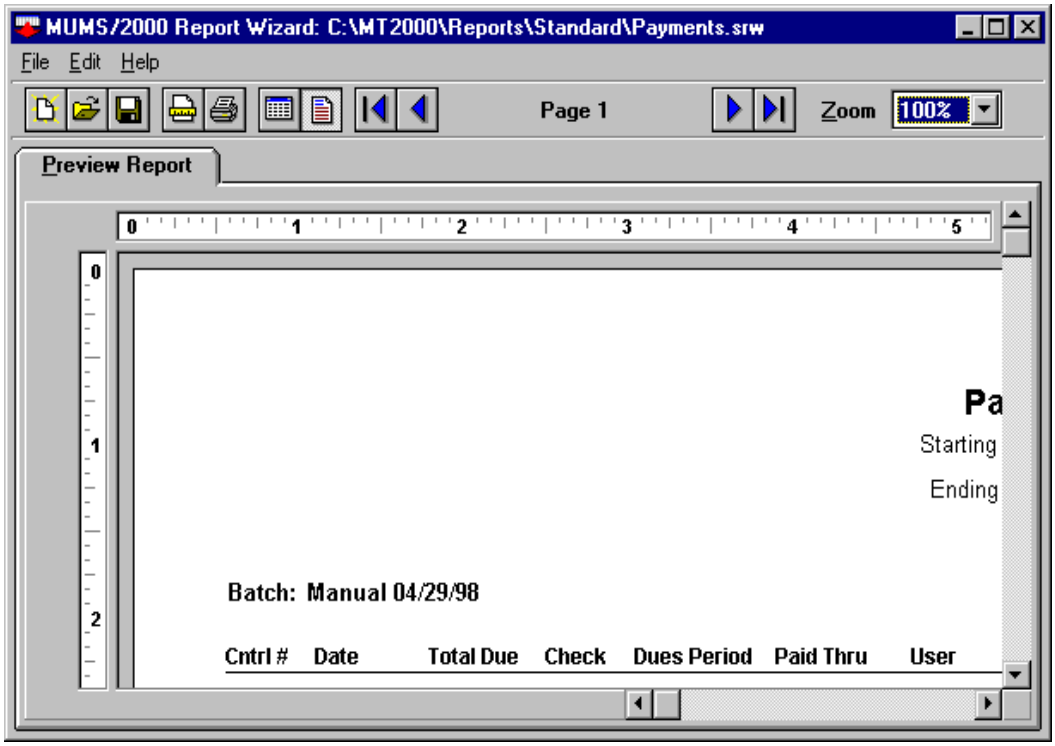
The above screen has a better way to change the date, you can press the small button to the right of the date for the calendar to appear. You can then click on the day you wish or use the scroll buttons to change month or year up and back.



If you wish to print the report, you can press the PRINT button next to Detail or Summary.

If you wish to preview the report first, press the PREVIEW button. Once previewed, you can print from that screen.

The following pages show the preview and print of the Detail and Summary reports.



Payments

Starting Date: 01/01/1998

Ending Date: 05/05/1998

Page 1

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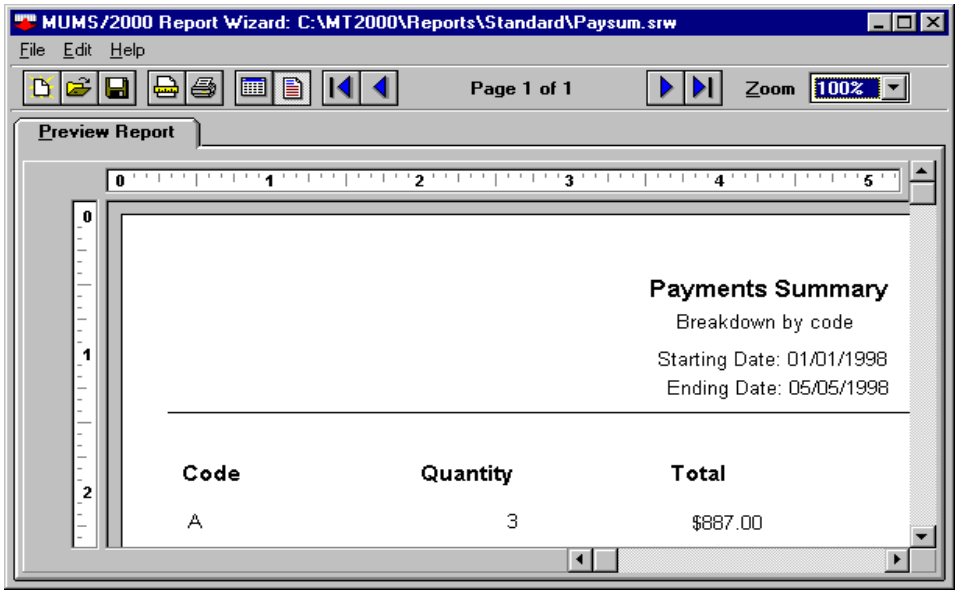
Batch: Manual 04/29/98

Cntrl #	Date	Total Due	Check	Dues Period	Paid Thru	User	Code	Qty	Unit Cost	Item Total
1	4/29/98	$419.00		4/1/98						
							A	1	$391.00	$391.00
							C	2	$14.00	$28.00
2	4/29/98	$36.00		4/1/98						
							A2	1	$22.00	$22.00
							C	1	$14.00	$14.00
3	4/29/98	$14.00		4/1/98						
							A1	1	$14.00	$14.00

Count 5 Batch Total: $924.00

Batch: Manual 05/01/98

Cntrl #	Date	Total Due	Check	Dues Period	Paid Thru	User	Code	Qty	Unit Cost	Item Total
4	5/1/98	$210.00		5/1/98						
							A1	1	$14.00	$14.00
							B	1	$196.00	$196.00
5	5/1/98	$479.00		5/1/98						
							A	1	$443.00	$443.00
							A2	1	$22.00	$22.00



Batch: Manual 05/01/98

Cntrl #	Date	Total Due	Check	Dues Period	Paid Thru	User	Code	Qty	Unit Cost	Item Total
5	5/1/98	$479.00		5/1/98						
							C	1	$14.00	$14.00
6	5/4/98	$53.00		5/1/98						
							A	1	$53.00	$53.00

Count 6 **Batch Total:** **$1,910.00**

Batch: Manual 05/04/98

Cntrl #	Date	Total Due	Check	Dues Period	Paid Thru	User	Code	Qty	Unit Cost	Item Total
7	5/4/98	$36.00		5/1/98	10/1/97					
							C	1	$14.00	$14.00
							D	1	$22.00	$22.00

Count 2 **Batch Total:** **$72.00**

Report Count: 13 **Report Total: $2,906.00**

Payments Summary

Breakdown by code

Starting Date: 01/01/1998

Ending Date: 05/05/1998

Code	Quantity	Total
A	3	$887.00
A1	2	$28.00
A2	2	$44.00
B	1	$196.00
C	5	$70.00
D	1	$22.00
	Grand Total:	$1,247.00

MEMBER PAYMENT HISTORY

Report Settings: Payment History Report

Preview?

	First Sort	Second Sort
Sort by:	Control Number	
Sort type:	1-9	

Filter Records by:

Active	Field	Start	End	Show
☑	Date			☐
☐	Dues Period			☐
☐	Name			☑
☑	SSN			

Run

MUMS/2000 Report Wizard: C:\MT2000\Reports\Standard\PayHist.srw

File Edit Help

Page 1 of 1 Zoom 100%

Preview Report

Paymen

Name: Van Elgor

SSN: 111-11

Control	Date	Total	Check	Dues Period	Paid Thru	User
6	5/4/98	$53.00		5/1/98		
7	5/4/98	$36.00		5/1/98	10/1/97	

Payments

Name: Van Elgort, Richard

SSN: 111-11-9145

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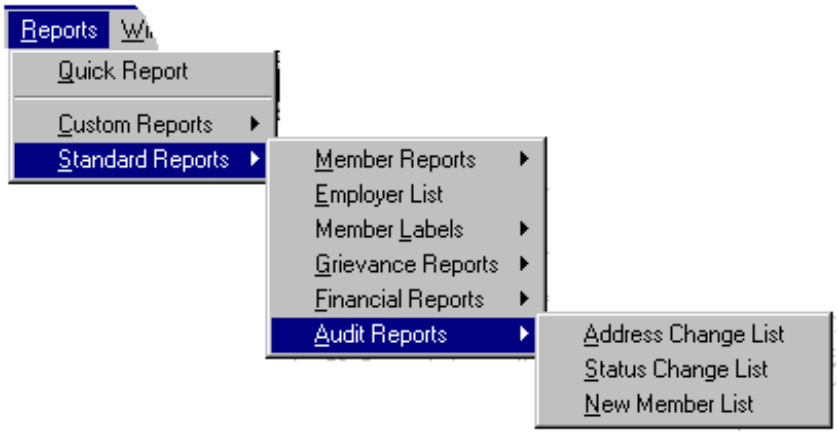
Control Number	Date	Total	Check	Dues Period	Paid Thru	User	Code	Quantity	Unit Cost	Item Total
6	5/4/98	$53.00		5/1/98						
							A	1	$53.00	$53.00
7	5/4/98	$36.00		5/1/98	10/1/97					
							C	1	$14.00	$14.00
							D	1	$22.00	$22.00

Report Total: $89.00

Audit Reports

This is the Audit Reports Menu.



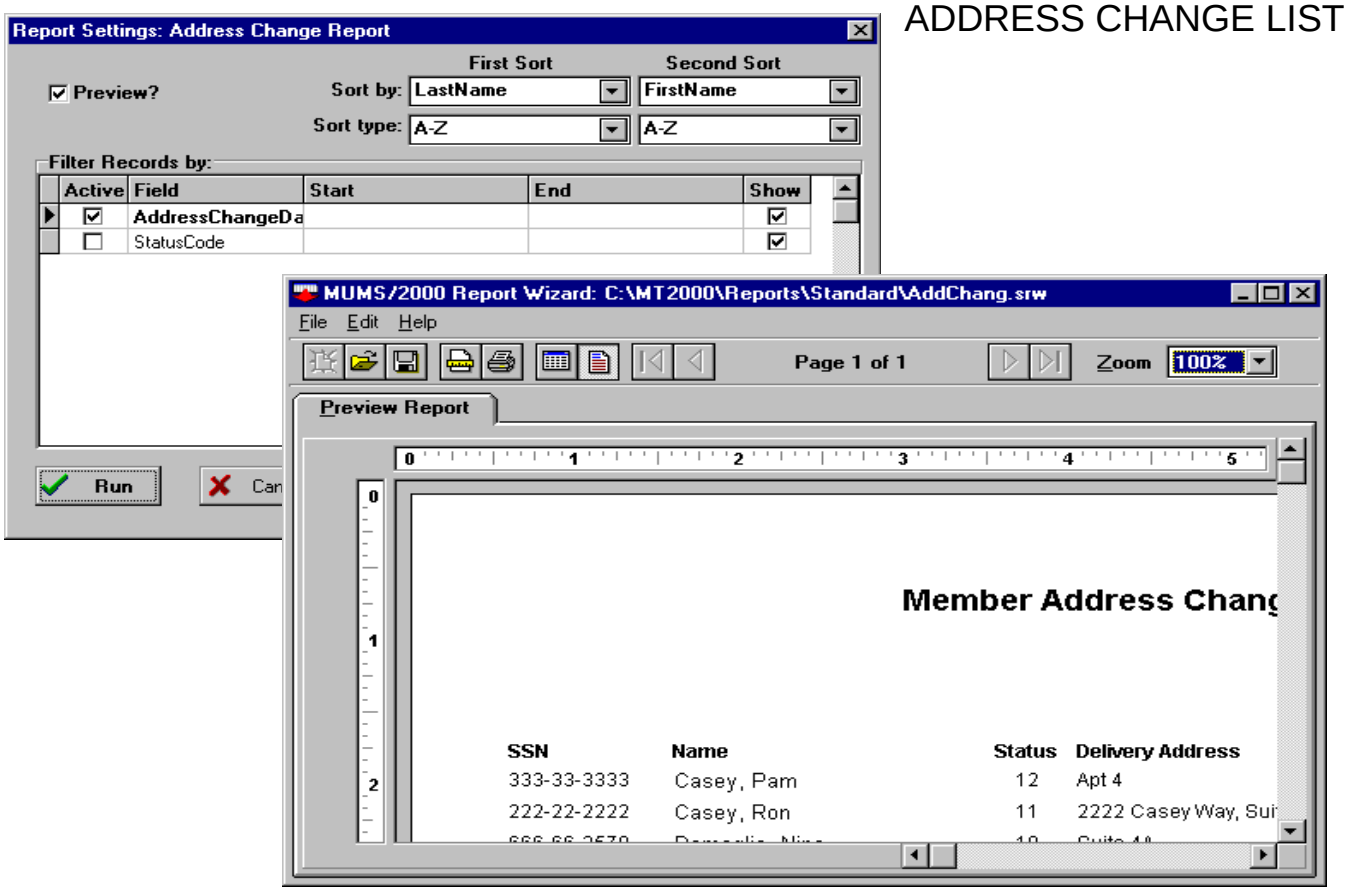
This controls the following three reports:

? Address Change List

? Status Change List

? New Member List

ADDRESS CHANGE LIST



Member Address Changes

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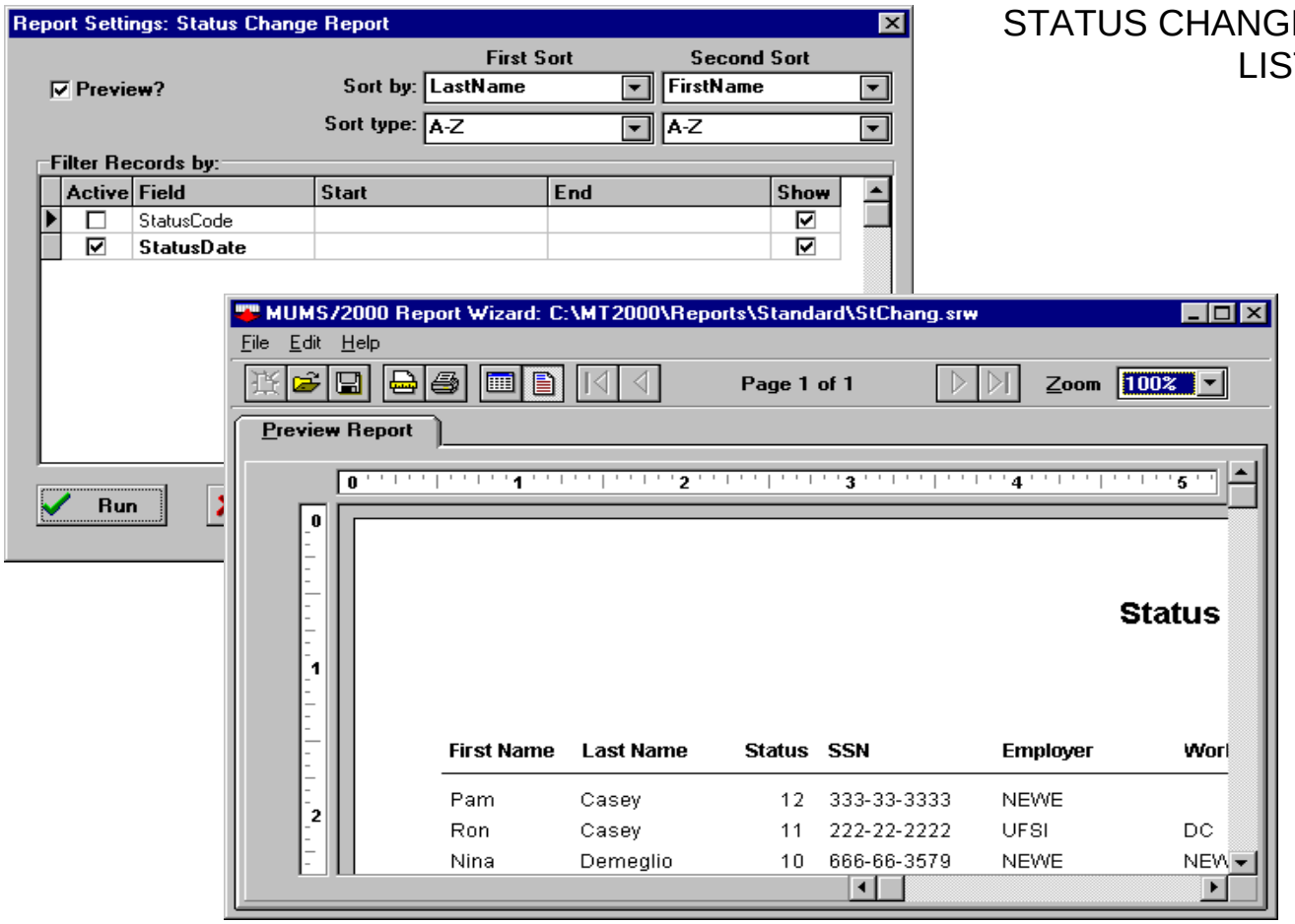
SSN	Name	Status	Delivery Address	Street Address	City	State	Zip	Country	Change
333-33-3333	Casey, Pam	12	Apt 4	3333 Casey Av, Suite 908	West Hills	WA	11111-1111		11/20/97
222-22-2222	Casey, Ron	11	2222 Casey Way, Suite A2	P O Box 2222	Chatsworth	CA	33333-3333		11/20/97
666-66-3579	Demeglio, Nina	10	Suite 4A	3579 Demeglio Drive	Canoga Park	CA	A4A 5F5	CANADA	11/20/97
666-66-6666	Flor, Thomas	10		6666 Flor Lane Drive SW	Chatsworth	CA	91311-6666		
777-77-2443	Kant, Steven	10		2468 Kant Parkway	Canoga Park	CA	91306-2468		
888-88-8642	Peddler, Kelly	13	8642 Peddler Circle North	P O Box 8642	Canoga Park	CA	91305-8642		
444-44-4433	Reed, Alton	10	4444 Ventura Blvd, Suite 987	P O Box 4444	Chatsworth	CA	91311-4444		
888-88-1254	Shatun, Bonnie	10		1234 Jefferies Street	Canoga Park	CA	91305-		
777-77-3456	Thomas, Mary	10		3456 Thomas Jefferson Road	Canoga Rark	CA	91304-		
777-77-7777	Van Elgort, David	11		7777 Valley Circle Ridge Road	Canoga Park	CA	91301-		
111-11-9145	Van Elgort, Richard	10	c/o Union Friendly Systems, Inc.	21354 Nordhoff St, Unit 114	Chatsworth	CA	91311-		5/5/98
888-00-8888	Weber, Brandon	10		8888 Weber Park Circle	Chatsworth	CA	91311-		
555-55-5555	Wojtalik, William	13		5555 Wojtalik Av	Chatsworth	CA	91311-		



Status Change List

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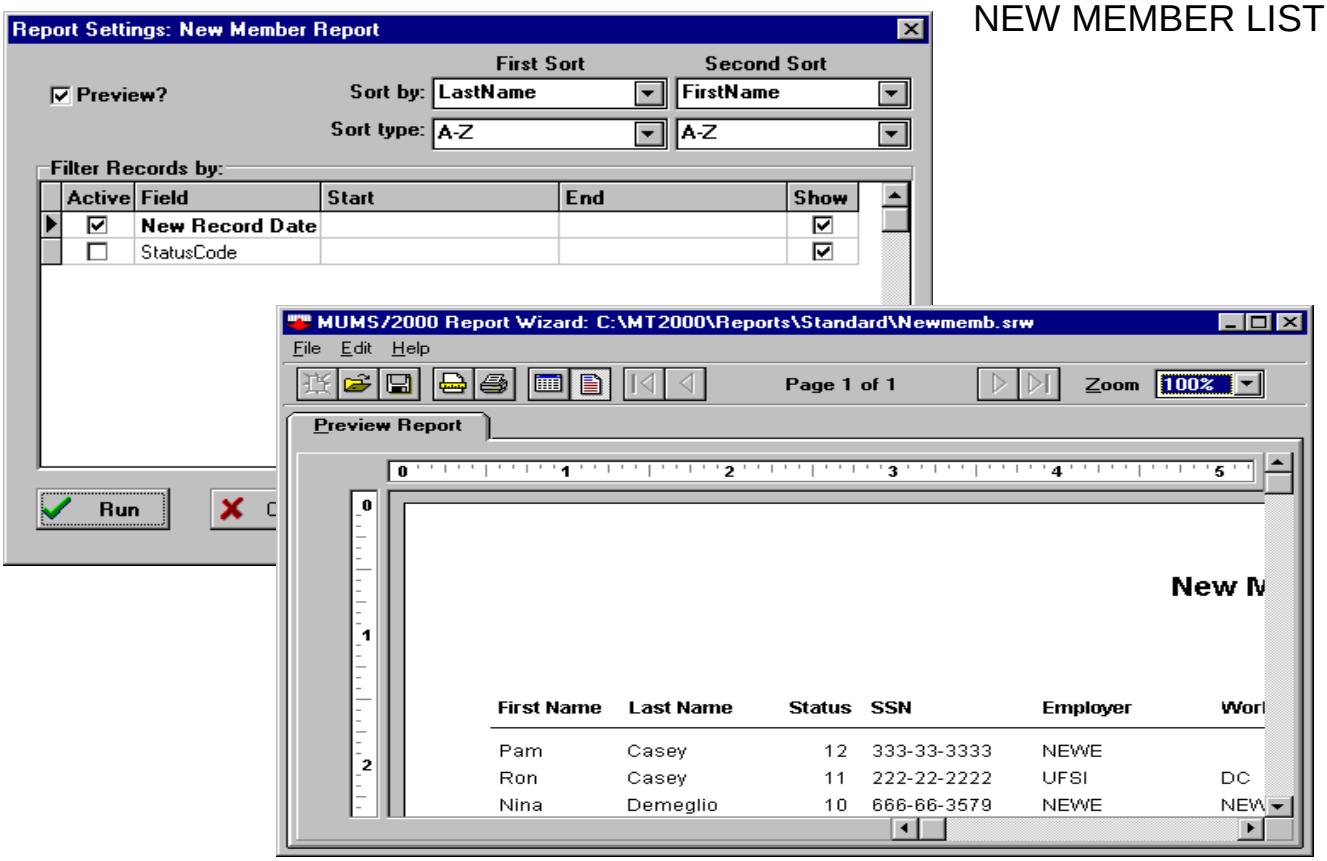
5/5/98

First Name	Last Name	Status	SSN	Employer	Work Location	WorkArea	WorkSection	StatusDate
Pam	Casey	12	333-33-3333	NEWE				11/18/97
Ron	Casey	11	222-22-2222	UFSI	DC			11/18/97
Nina	Demeglio	10	666-66-3579	NEWE	NEWLOC			11/18/97
Thomas	Flor	10	666-66-6666	UFSI	DC			11/18/97
Steven	Kant	10	777-77-2443	UFSI	NY	Dock		11/18/97
Kelly	Peddler	13	888-88-8642	UFSI	DC			11/18/97
Alton	Reed	10	444-44-4433	ups	ups-la	Office	Front	7/26/96
Bonnie	Shatun	10	888-88-1254	NEWE	CA			7/26/96
Mary	Thomas	10	777-77-3456	UFSI	WA			7/26/96
David	Van Elgort	11	777-77-7777	UFSI	CA	Plant	Back	7/26/96
Richard	Van Elgort	10	111-11-9145	UFSI	CA	Office	Front	11/9/95
Brandon	Weber	10	888-00-8888	UFSI	MI	Office	Front	7/26/96
William	Wojtalik	13	555-55-5555	UFSI	MI	Dock	Back	7/26/96

NEW MEMBER LIST



New Member List

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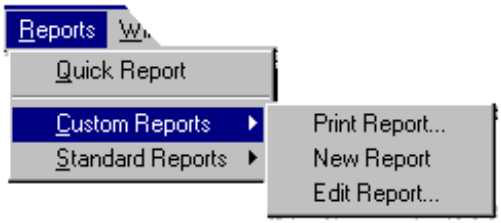
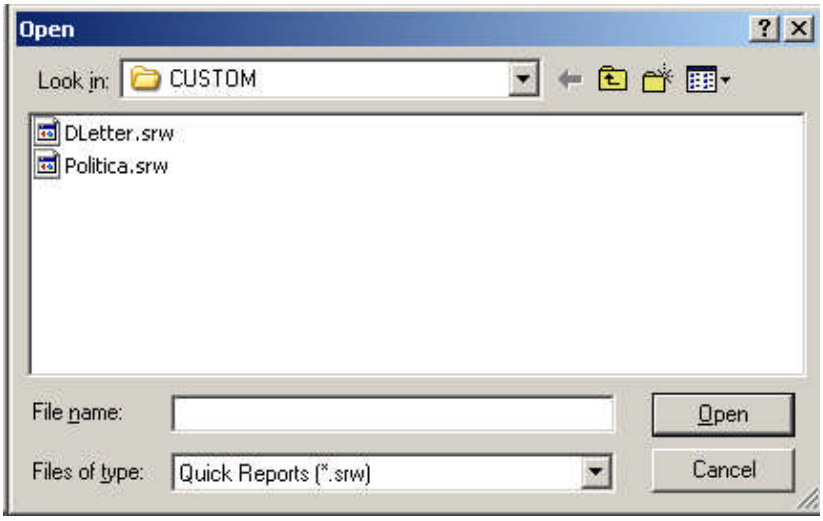
First Name	Last Name	Status	SSN	Employer	Work Location	WorkArea	WorkSection	New Record Date
Pam	Casey	12	333-33-3333	NEWE				2/1/92
Ron	Casey	11	222-22-2222	UFSI	DC			2/1/92
Nina	Demeglio	10	666-66-3579	NEWE	NEWLOC			2/1/92
Thomas	Flor	10	666-66-6666	UFSI	DC			2/1/98
Steven	Kant	10	777-77-2443	UFSI	NY	Dock		2/1/98
Kelly	Peddler	13	888-88-8642	UFSI	DC			2/1/98
Alton	Reed	10	444-44-4433	ups	ups-la	Office	Front	2/1/92
Bonnie	Shatun	10	888-88-1254	NEWE	CA			2/1/98
Mary	Thomas	10	777-77-3456	UFSI	WA			2/1/98
David	Van Elgort	11	777-77-7777	UFSI	CA	Plant	Back	2/1/98
Richard	Van Elgort	10	111-11-9145	UFSI	CA	Office	Front	1/1/92
Brandon	Weber	10	888-00-8888	UFSI	MI	Office	Front	2/1/98
William	Wojtalik	13	555-55-5555	UFSI	MI	Dock	Back	2/1/92

MUMS/2000 Custom Reports (Shazam)

This is the menu that is used to Print previously created Custom reports or create a New one or Edit an existing one prior to printing again.

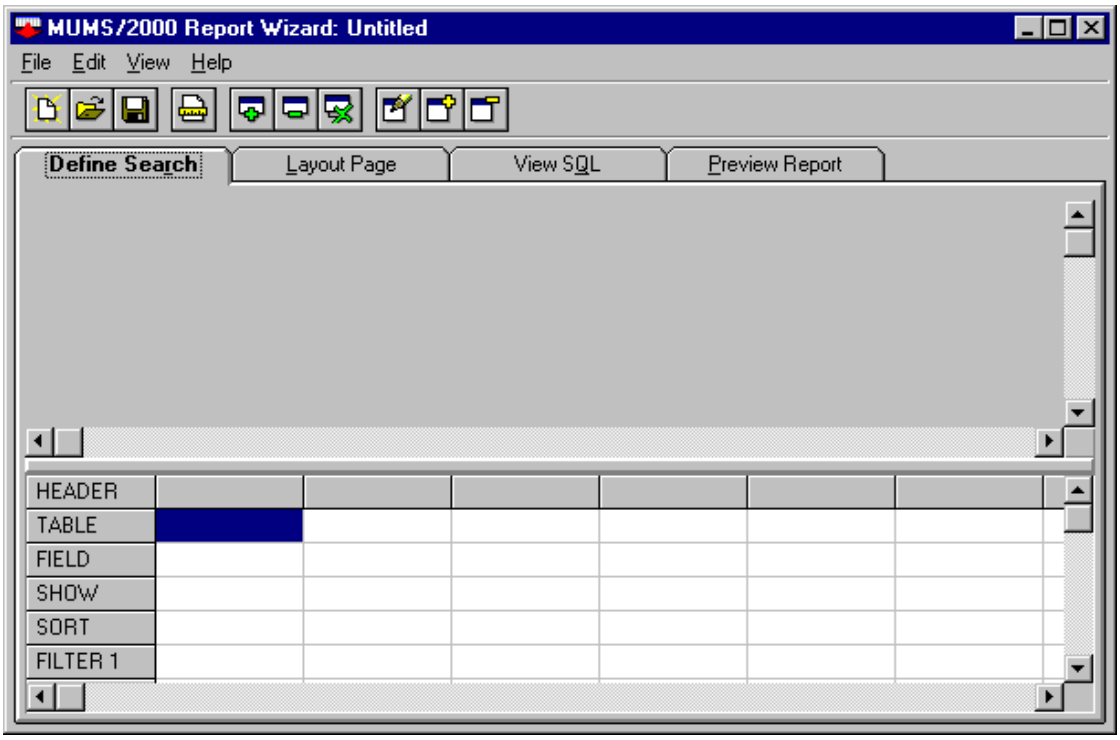


The PRINT and EDIT menu will present this dialog box for you to select the custom report you wish to use.



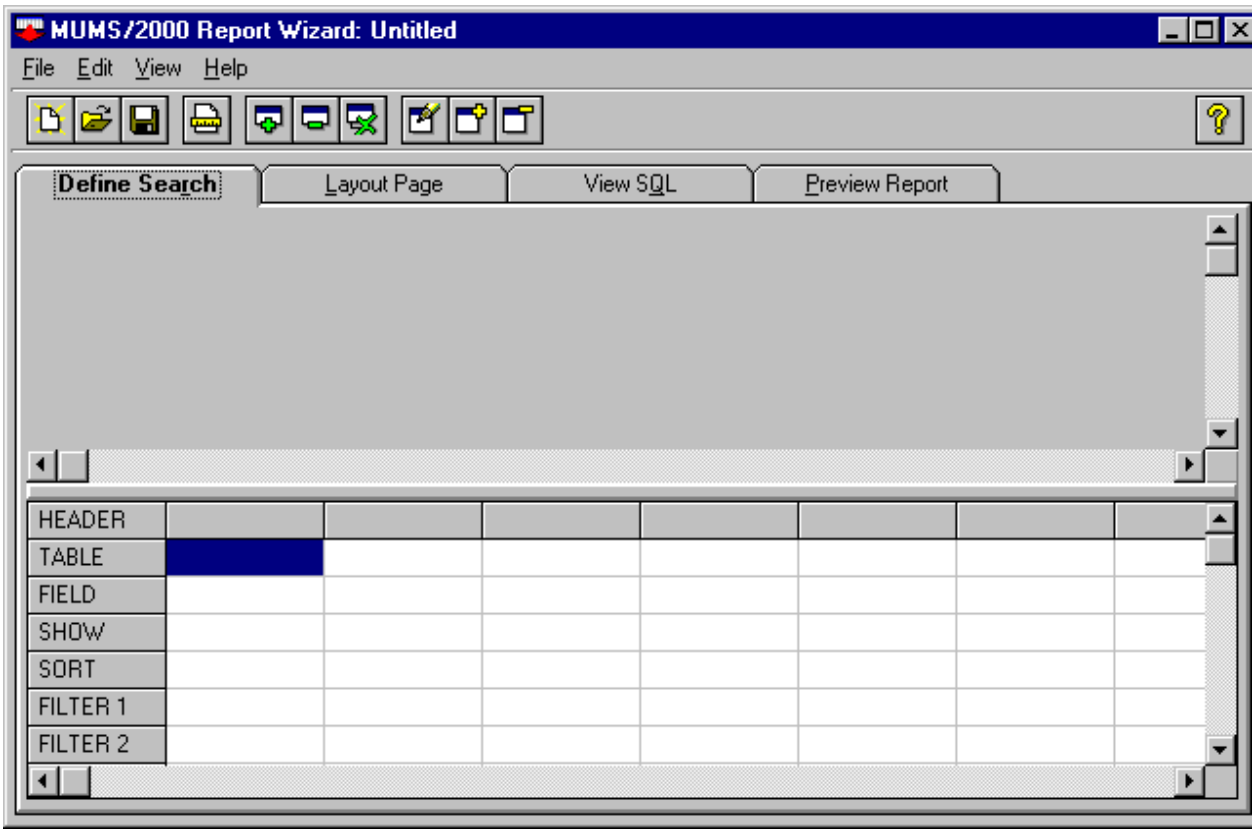
The menu item will skip directly to the MUMS/2000 Report Wizard (Shazam).

This will be reviewed in detail in the rest of this section.



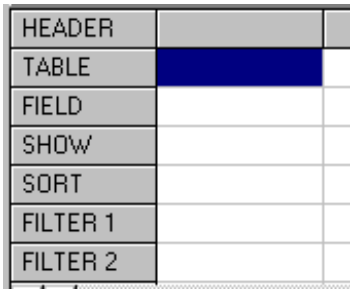
Report Wizard - Components

This is the MUMS/2000 Report Wizard (Shazam). This screen is displayed if you request **Reports|Custom Reports** and ask for New report or is displayed



after you request to Edit an existing report.

The blank section under “Define Search” is where our tables with field names are going to be shown. The bottom grid shows all of our fields, their origins, if they are going to print (Show) any sorts and up to five filters.



The previous screen has four major tabs.

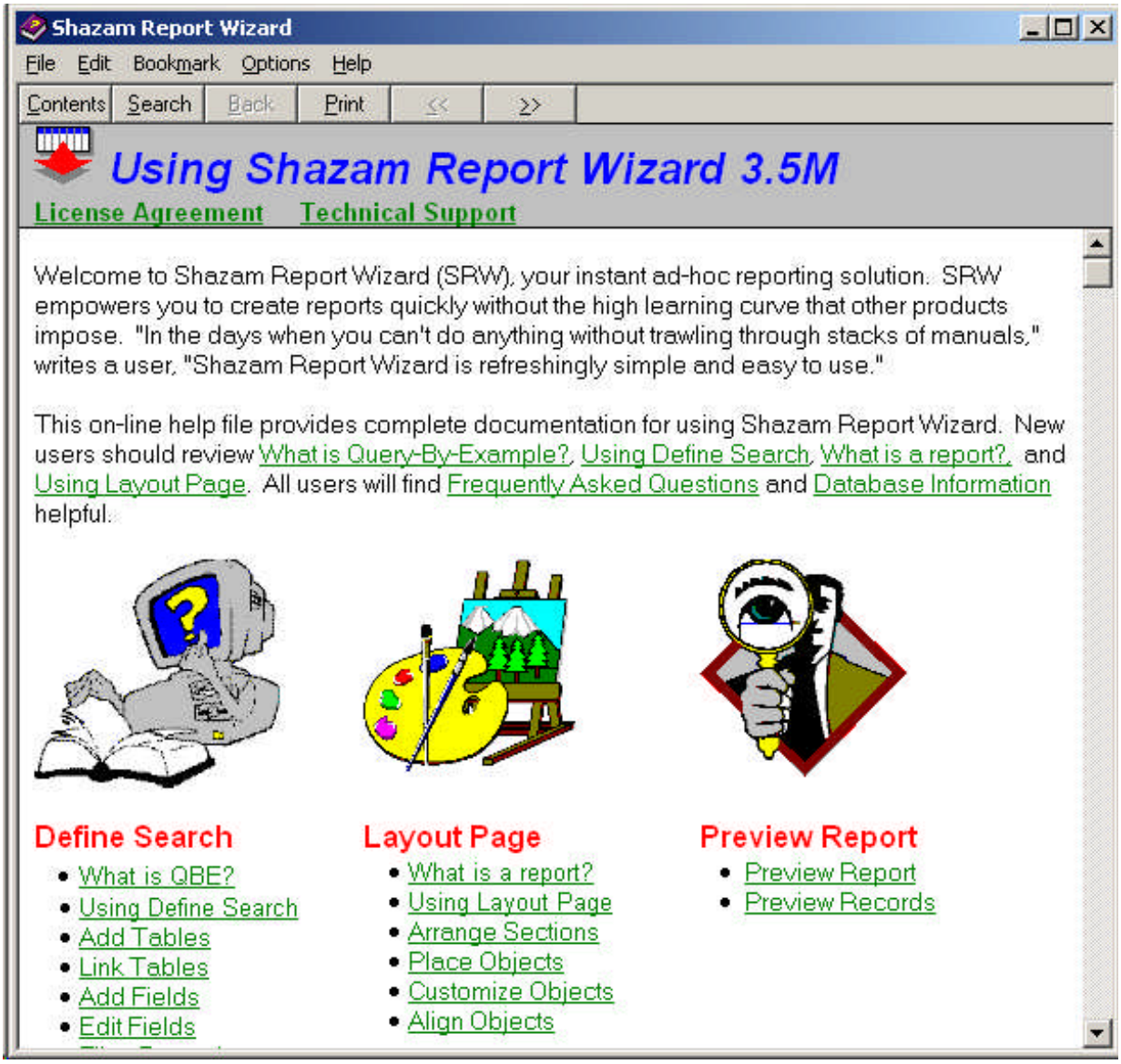
?	Define Search	(tell the report the tables & linkage)
?	Layout Page	(describe more complex look)
?	View SQL	(seldom used view of report parameters)
?	Preview Report	(place to view simple & complex reports)

On Define Search page the tool bar is used to select the tables you are going to search.

On the Layout Page the tool bar changes to allow you to do report setup, page designer and change fonts of text.

On the Preview Report tab, the tool bar again changes to allow you to Print and to view the results as Preview Records or Preview Report format.

Shazam Help Screens



MUMS/2000 Report Wizard (Shazam) has an extensive on-line help.

The above is the major list of Help found under Help Contents.

All underlined items point to additional help information.

Making Custom from Standard

Before we do our own custom report, let us look at taking an existing MUMS/2000 Standard Report and adding filters to make it a custom report. This is a common practice if the standard filters are not sufficient for your search criteria or if you wish to store multiple reports all ready to go under separate names.

First we are going to request **Reports|Custom Reports|Edit Report**.

We are then going to click on "Up one Level" button and open the STANDARD folder to view all of the standard Shazam reports.

Then we are going to click on the MEMBER.SRW report format.

Menu Bar–>

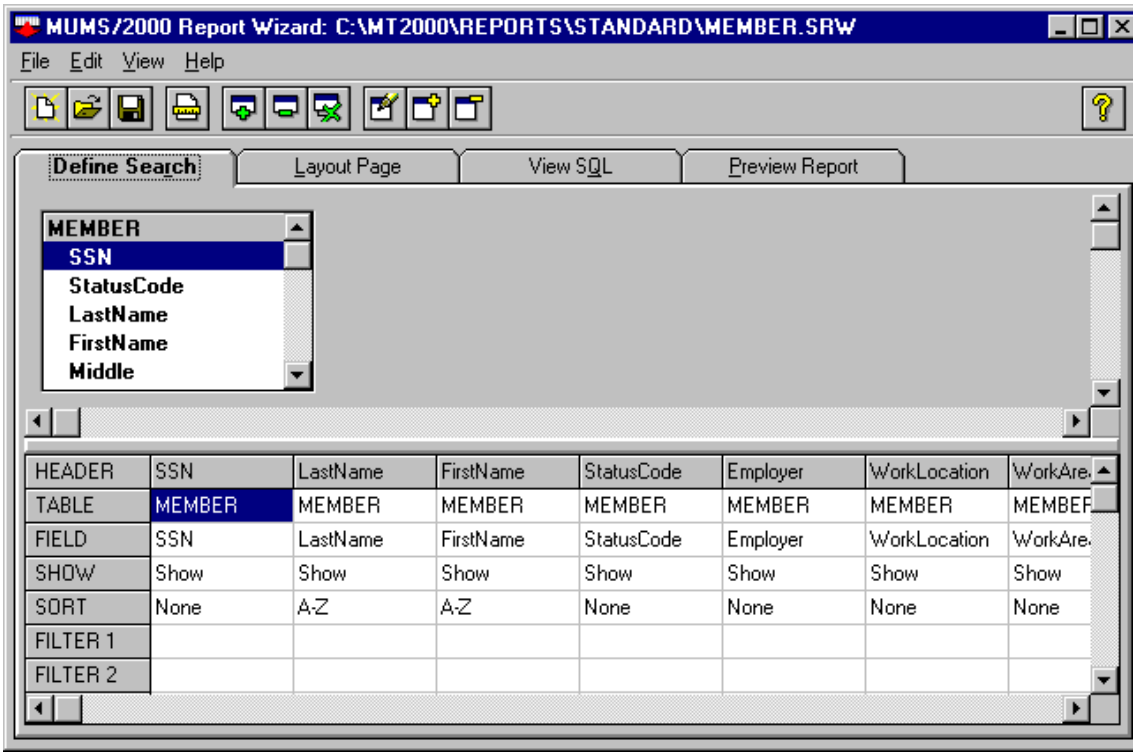
Speed Buttons–>

Four Tabs–>

Databases or Tables–>

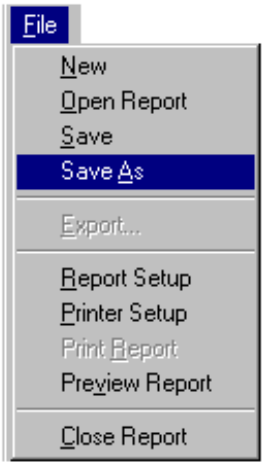
(example shows 5 of 90 elements of Member.db)

Columns & Rows –> *(the Grid)*

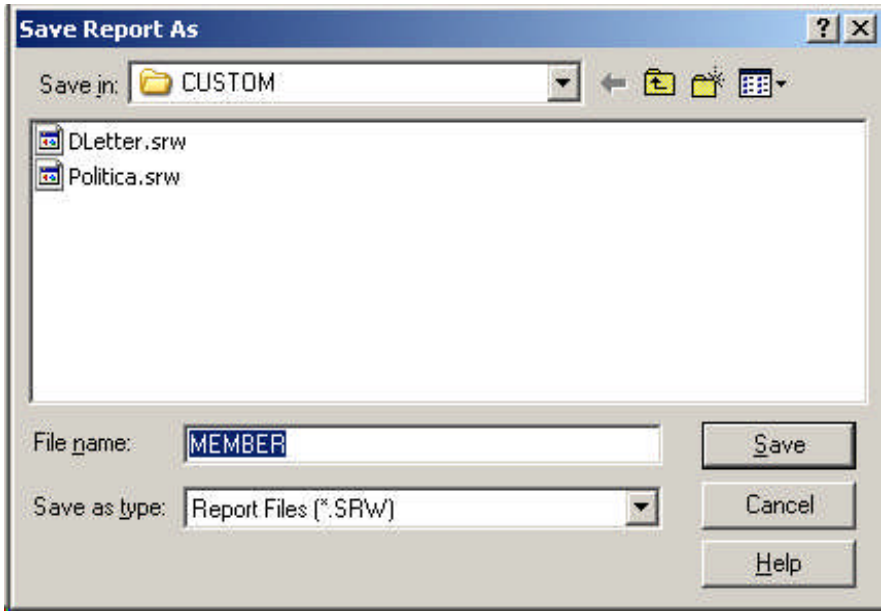


Note: Filters/Selections should occur before sorts, and sorts are left to right for major to minor.

The next thing you should do immediately is to request to Save As a new Custom Report.



When you request Save Report As, the program will automatically put you into the Custom Directory. Therefore even if you keep the old name, it will not replace the Standard report, but instead, will be a new custom report with the same name. You could change the name to anything you wish.



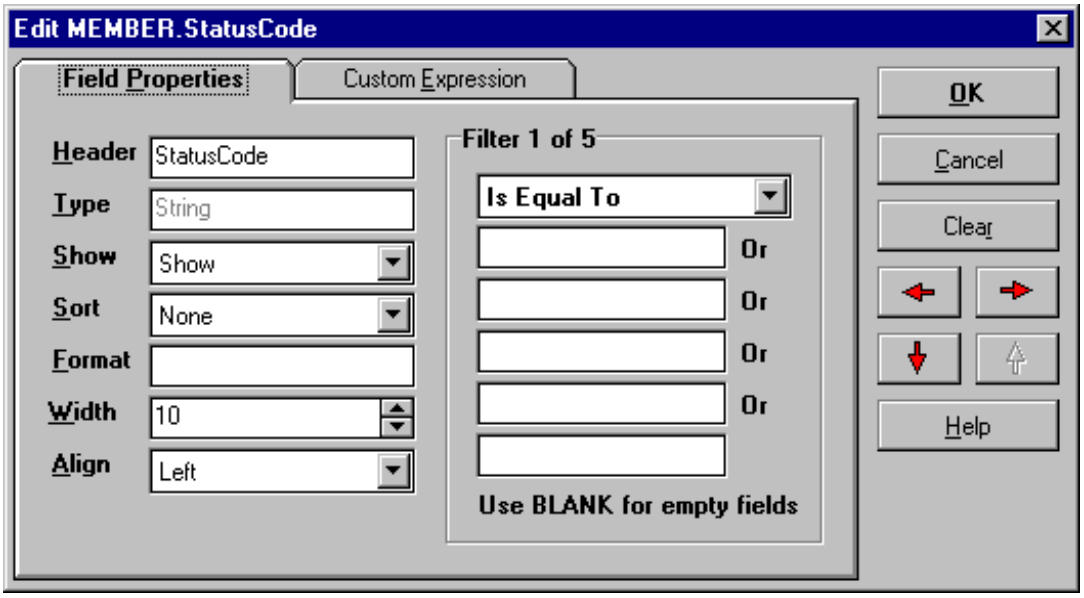
After you have made all of your changes you can press the SAVE button and save again using your new name. The program will ask you if you wish to replace it. As long as it is in the Custom directory, you cannot damage the Standard Reports.

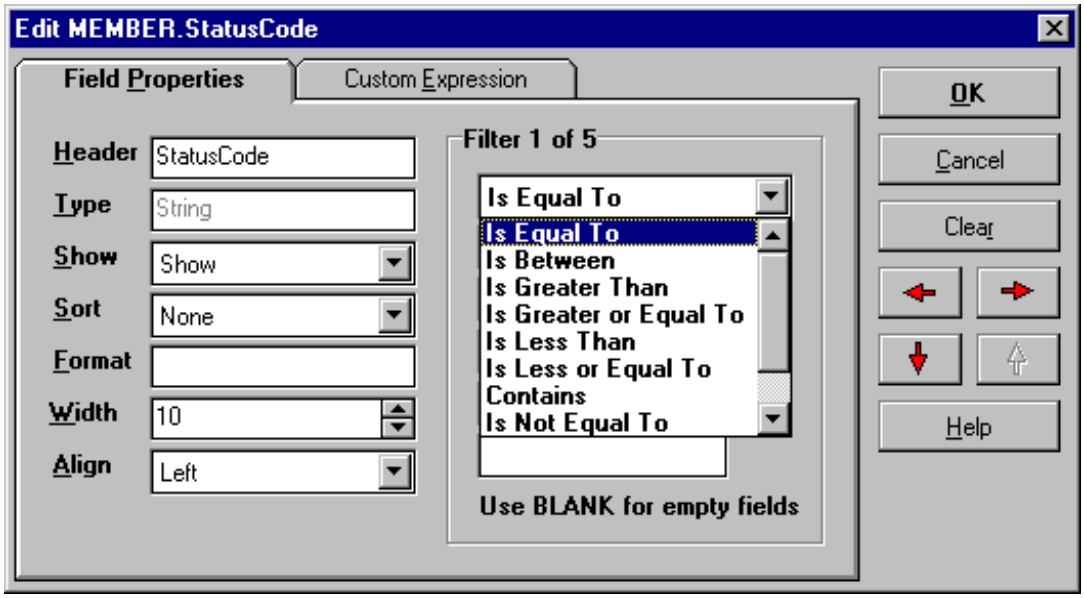
We are now going to change some of the Filters to help you understand the five filter lines.

HEADER	SSN	LastName	FirstName	StatusCode	Employer	WorkLocation	WorkAre
TABLE	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	MEMBEF
FIELD	SSN	LastName	FirstName	StatusCode	Employer	WorkLocation	WorkAre
SHOW	Show	Show	Show	Show	Show	Show	Show
SORT	None	A-Z	A-Z	None	None	None	None
FILTER 1							
FILTER 2							

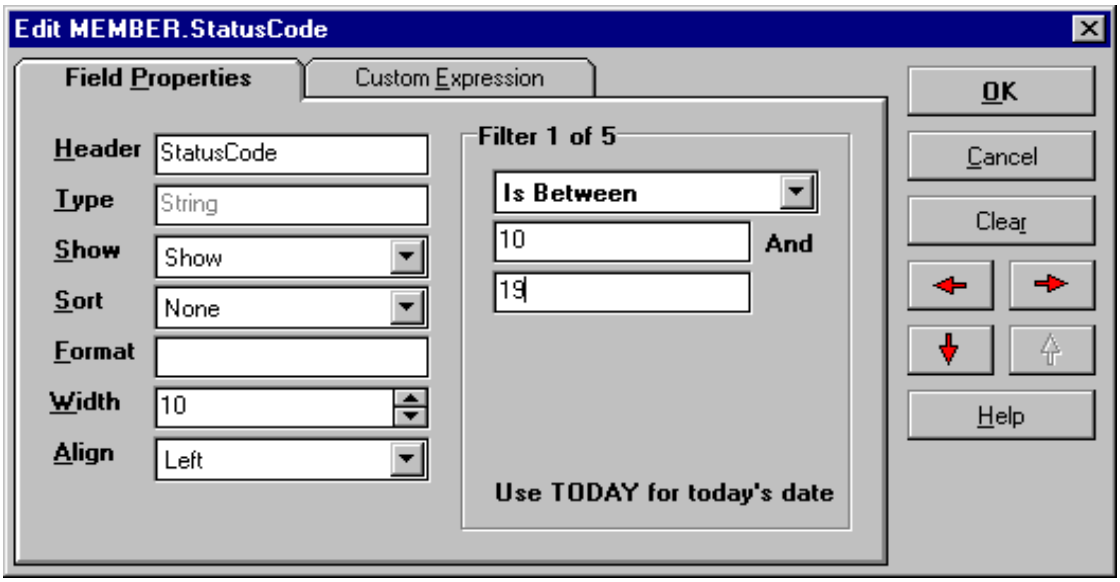
If you wish to filter (select) on a field you double click under that field name and on the Filter line. All selections or criteria on the same Filter line must be satisfied or the record will not be selected. In other words if we request a specific status code and a specific employer on the same Filter Line #1 then both criteria must be met. If you use a second Filter Line then these are an alternative selection having nothing to do with the first line. These are “OR” criteria instead of items on the same line being “AND”.

The following examples are shown to help make this clear. The following is displayed if you double click on the filter box under Status Code. Notice it defaults to equal comparison and allows you to compare to up to five values.





You can use a variety of filter arguments as shown above. The following is an example of using Between.



If you wish to remove a filter, you use the Clear button. Notice this same screen is used to change the sort using this field or the Hide the field from the report. The arrow keys can be used to move to another field without having to re-click under that column.

HEADER	SSN	LastName	FirstName	StatusCode	Employer
TABLE	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER
FIELD	SSN	LastName	FirstName	StatusCode	Employer
SHOW	Show	Show	Show	Show	Show
SORT	None	A-Z	A-Z	None	None
FILTER 1				Between '10' AN	Equals 'UFSI'
FILTER 2					

The above shows the results of asking the filter on StatusCode using a Between and on Employer using an Equals. Because both of these are on the same Filter line, both criteria must be met to select the record for the report. Remember on the same line means all have to be met, it is a logical AND.

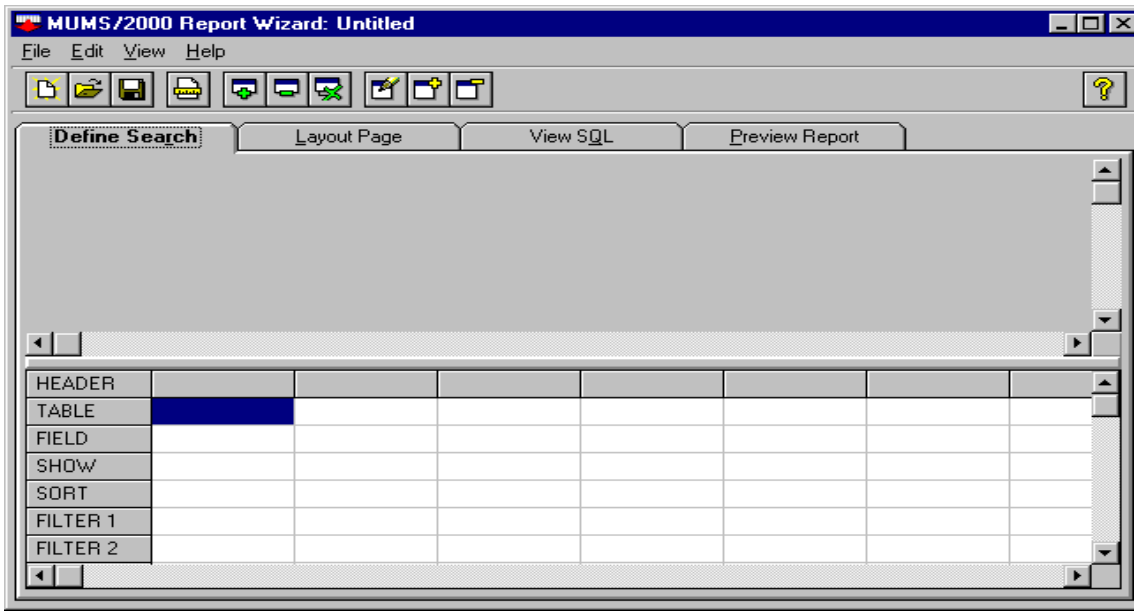
HEADER	SSN	LastName	FirstName	StatusCode	Employer
TABLE	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER
FIELD	SSN	LastName	FirstName	StatusCode	Employer
SHOW	Show	Show	Show	Show	Show
SORT	None	A-Z	A-Z	None	None
FILTER 1				Between '10' AN	
FILTER 2				Equals '80'	

In the above example we are using two filter lines for the same field. This means that StatusCode can be either “Between 10 and 19" OR “Equals 80".

If we wanted the above but with the additional criteria of employer = UFSI then that would have to be next to each of the Filters. Like this...

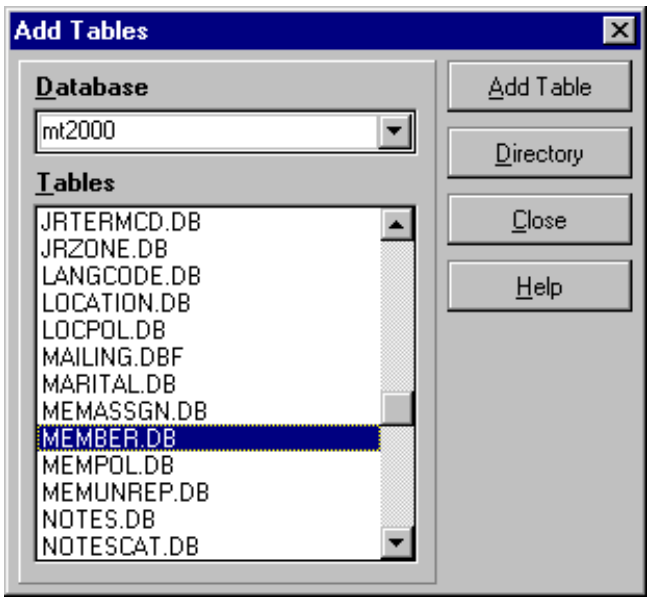
HEADER	SSN	LastName	FirstName	StatusCode	Employer
TABLE	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER
FIELD	SSN	LastName	FirstName	StatusCode	Employer
SHOW	Show	Show	Show	Show	Show
SORT	None	A-Z	A-Z	None	None
FILTER 1				Between '10' AN	Equals 'UFSI'
FILTER 2				Equals '80'	Equals 'UFSI'

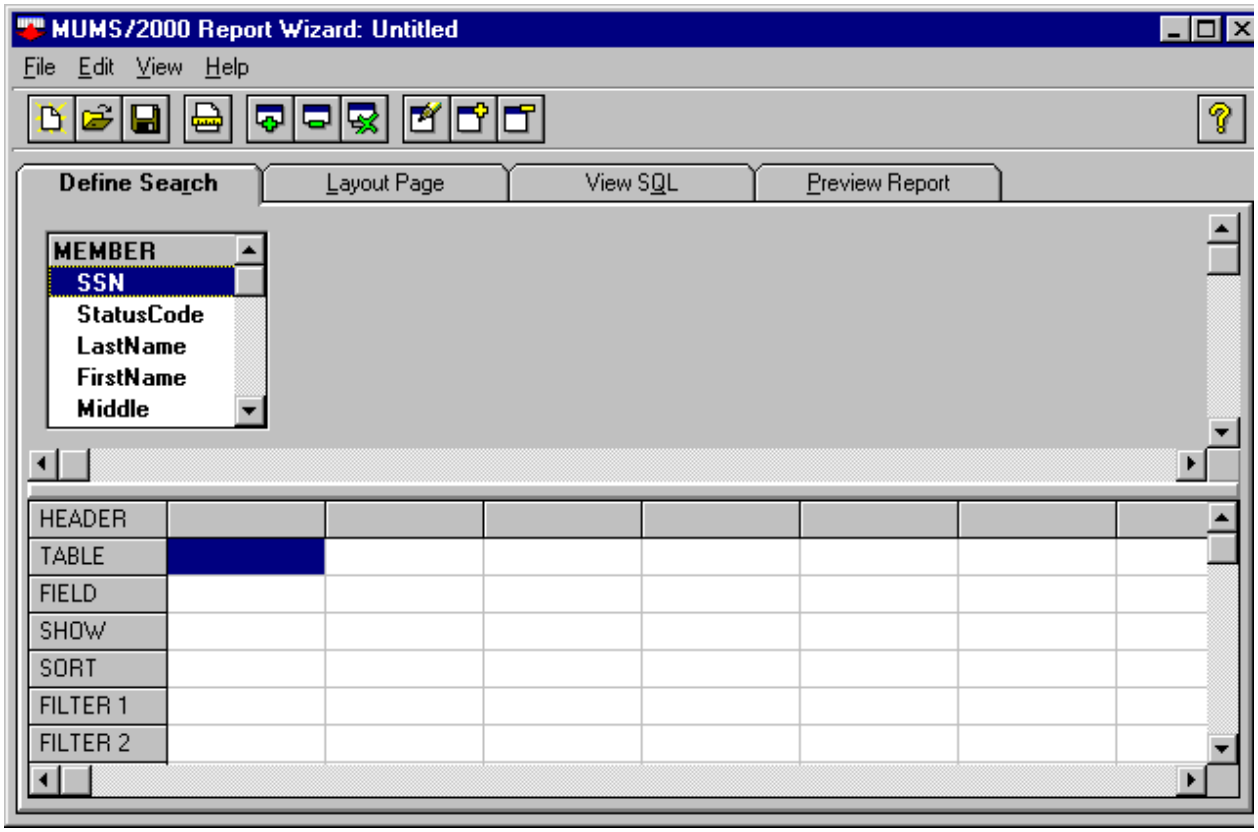
Designing new simple Custom Reports



From the above Define Search Tab we are going to press the Add Table button to get the Add Tables Window. The system will automatically show you your current tables within MUMS/2000.

For this example we are going to highlight MEMBER.DB and press the ADD TABLE button and then press CLOSE for this single table report.





The above shows the result of adding the MEMBER table to our report.

Now you need to highlight the fields you wish, hold with left mouse button and drag and drop these in the columns below. You can drop them anywhere in the column.

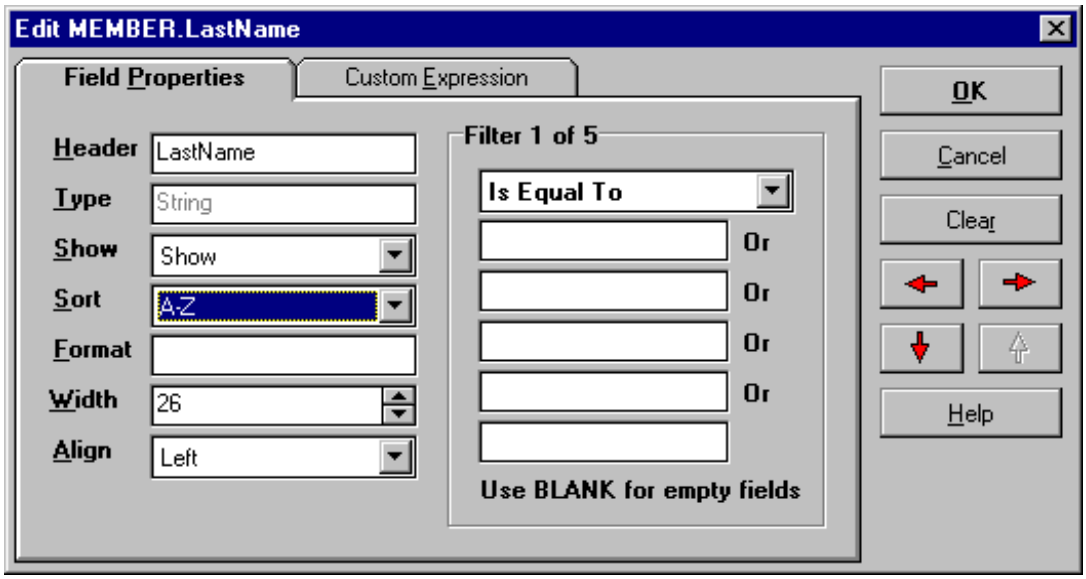
This shows the results of dragging SSN, StatusCode, LastName and FirstName.

HEADER	SSN	StatusCode	LastName	FirstName
TABLE	MEMBER	MEMBER	MEMBER	MEMBER
FIELD	SSN	StatusCode	LastName	FirstName
SHOW	Show	Show	Show	Show
SORT	None	None	None	None
FILTER 1				
FILTER 2				

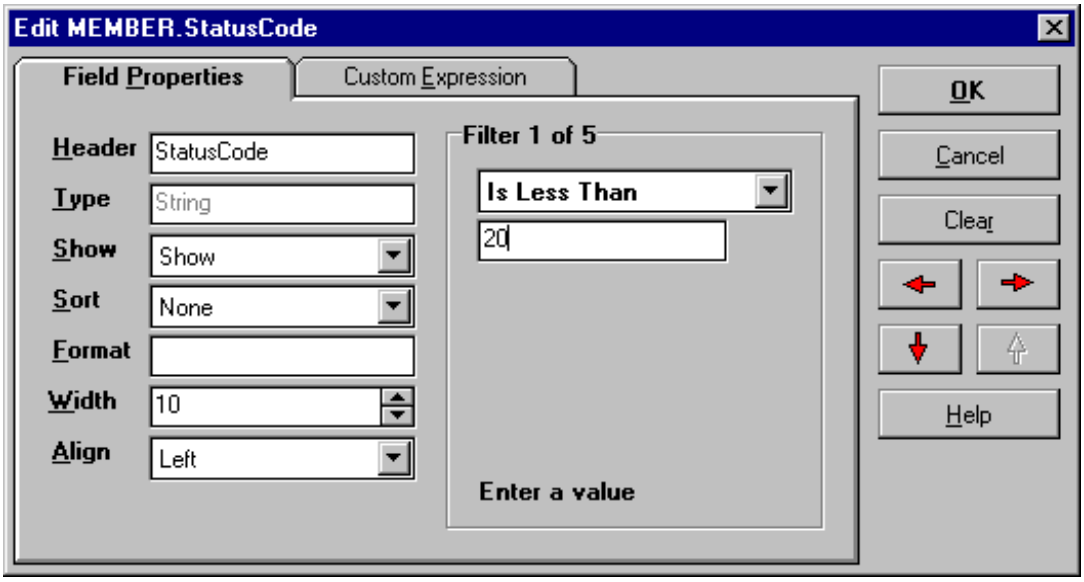
You can change the sequence of these columns by dragging the column heading to the left or right.
You can later change the report the same way.

Import Note: Chapter 8 provides Directories of MUMS/2000 Tables

We are now going to add a sort and a filter. By double clicking anywhere under LastName you will see this window that will allow you to setup the sort. We use the pull-down on “Sort” and pick A-Z for ascending sort sequence.



We can OK the above or then request StatusCode Filter #1 or we can use the left arrow button to get to the screen shown here and setup filter “is less than” 20.

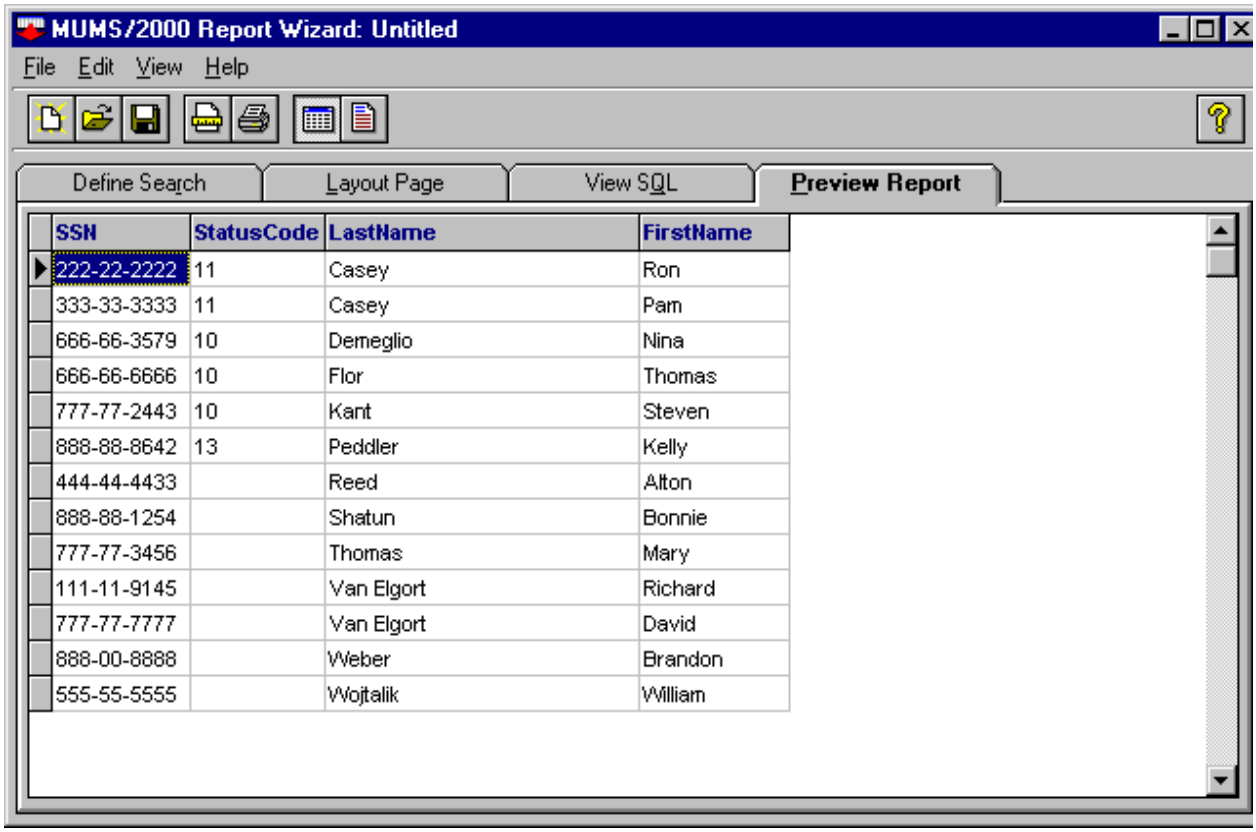


Please note that if you click on Filter 2 thru 5 the screen will default to that filter parameters instead of starting with Filter 1 of 5.

This is the result of our sort and filter options.

HEADER	SSN	StatusCode	LastName	FirstName
TABLE	MEMBER	MEMBER	MEMBER	MEMBER
FIELD	SSN	StatusCode	LastName	FirstName
SHOW	Show	Show	Show	Show
SORT	None	None	A-Z	None
FILTER 1		< '20'		
FILTER 2				

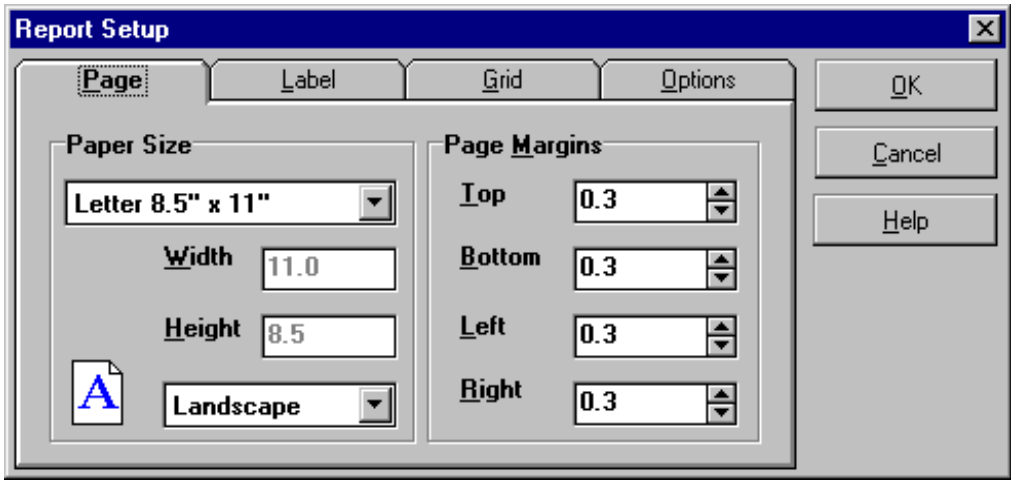
At this point you can click on the “Preview Report” button and view your report in what is known as “Preview Records” format.



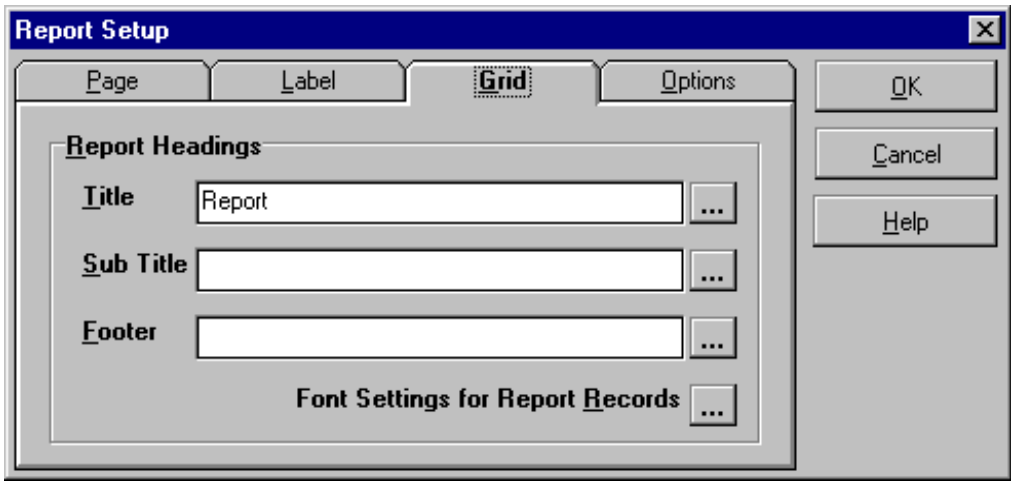
SSN	StatusCode	LastName	FirstName
222-22-2222	11	Casey	Ron
333-33-3333	11	Casey	Pam
666-66-3579	10	Demeglio	Nina
666-66-6666	10	Flor	Thomas
777-77-2443	10	Kant	Steven
888-88-8642	13	Peddler	Kelly
444-44-4433		Reed	Alton
888-88-1254		Shatun	Bonnie
777-77-3456		Thomas	Mary
111-11-9145		Van Elgort	Richard
777-77-7777		Van Elgort	David
888-00-8888		Weber	Brandon
555-55-5555		Wojtalik	William

You can re-arrange the columns and change their width. You can then press the print button and get a report. You can also save this report and later run it as a stored custom report.

You can press the REPORT SETUP button to view setup options.



This can be used to change the paper size, margins and orientation on the page.

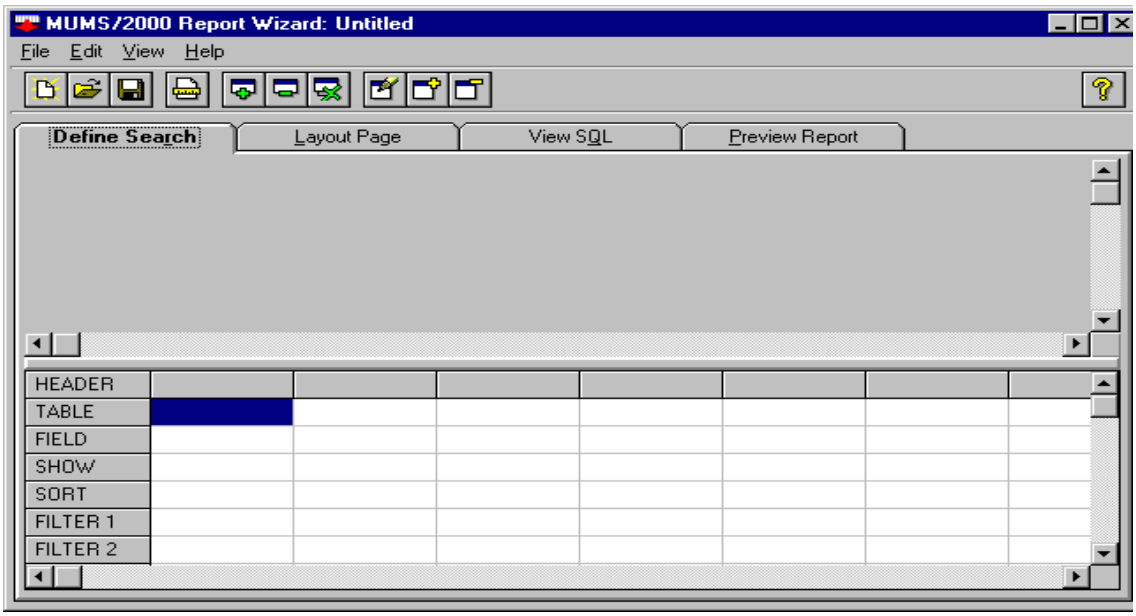


If you press the “Grid” tab you can insert your own report “Title”.

You can select the font for the title with the font button opposite the line. You can even change the font for all of the report lines with the font button at the bottom of the window.

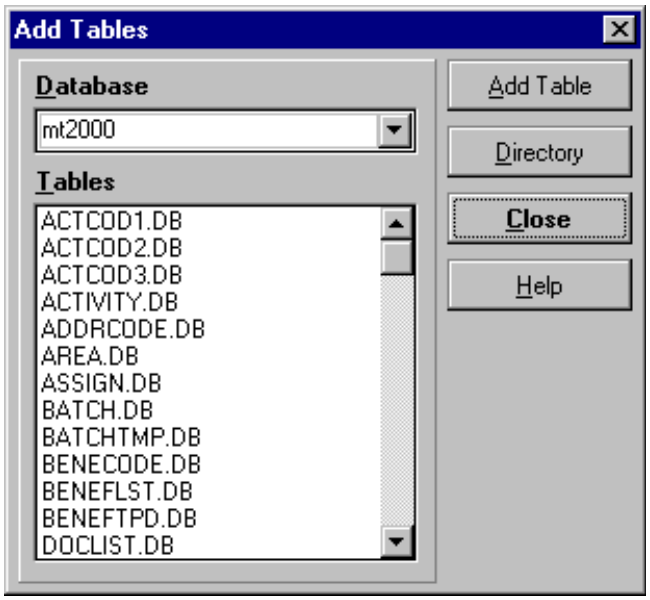
Designing with Multiple Tables

Now we are going to design a new report using multiple tables with linkage.



For this example, lets do a report showing the members SSN, Name, Employer's Name and Work Location Name. For this we will need the MEMBER.DB, EMPLOYER.DB and the LOCATION.DB.

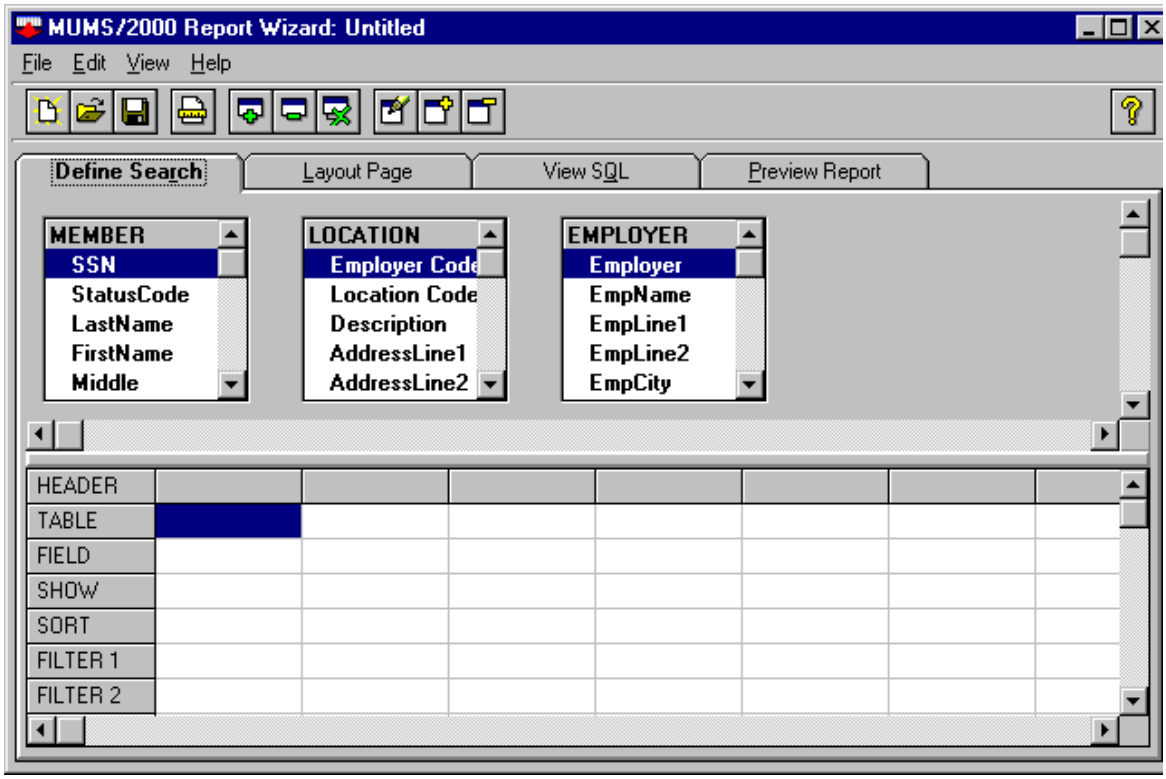
So we highlight each of these names and press the ADD TABLE button and then press the CLOSE when we are done.



This will produce the following showing all three tables.

Important Note:

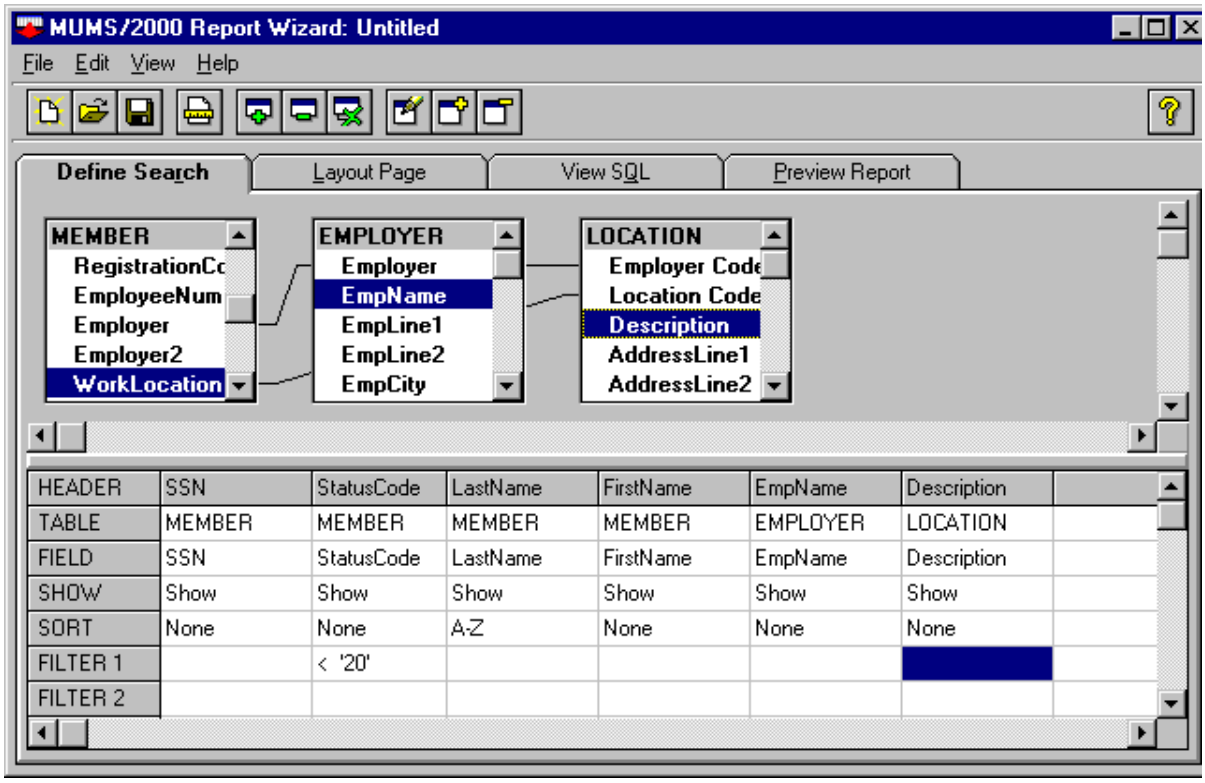
> **More examples on Table Linkages are provided at then end of this Chapter.**



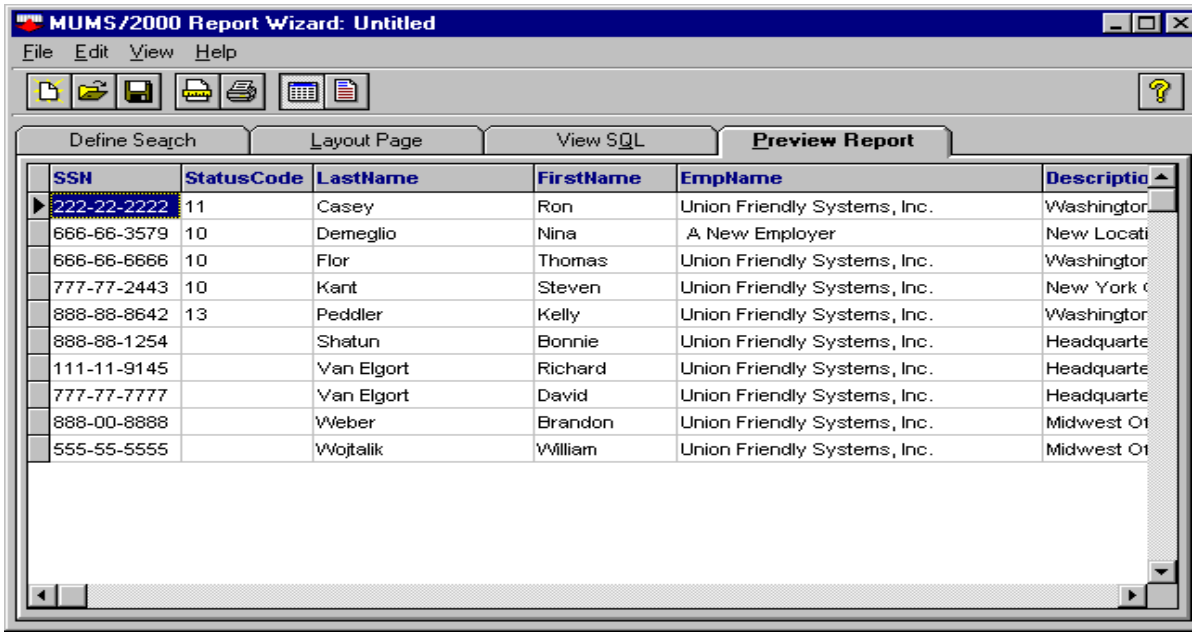
We now need to link the tables together. This is done by finding the matching field in MEMBER Table for the Employer code. You scroll down to find “Employer” under the MEMBER then you hold left mouse button on “Employer” and drag and drop it on “Employer” under EMPLOYER Table. A linkage line will appear. If you need to remove the link you can highlight the link and press the Remove Link button.

The following shows the link from “Employer” under EMPLOYER to “Employer Code” under LOCATION and a link from “Work Location” under MEMBER to “Location Code” under LOCATION.

This completes all the linkage.



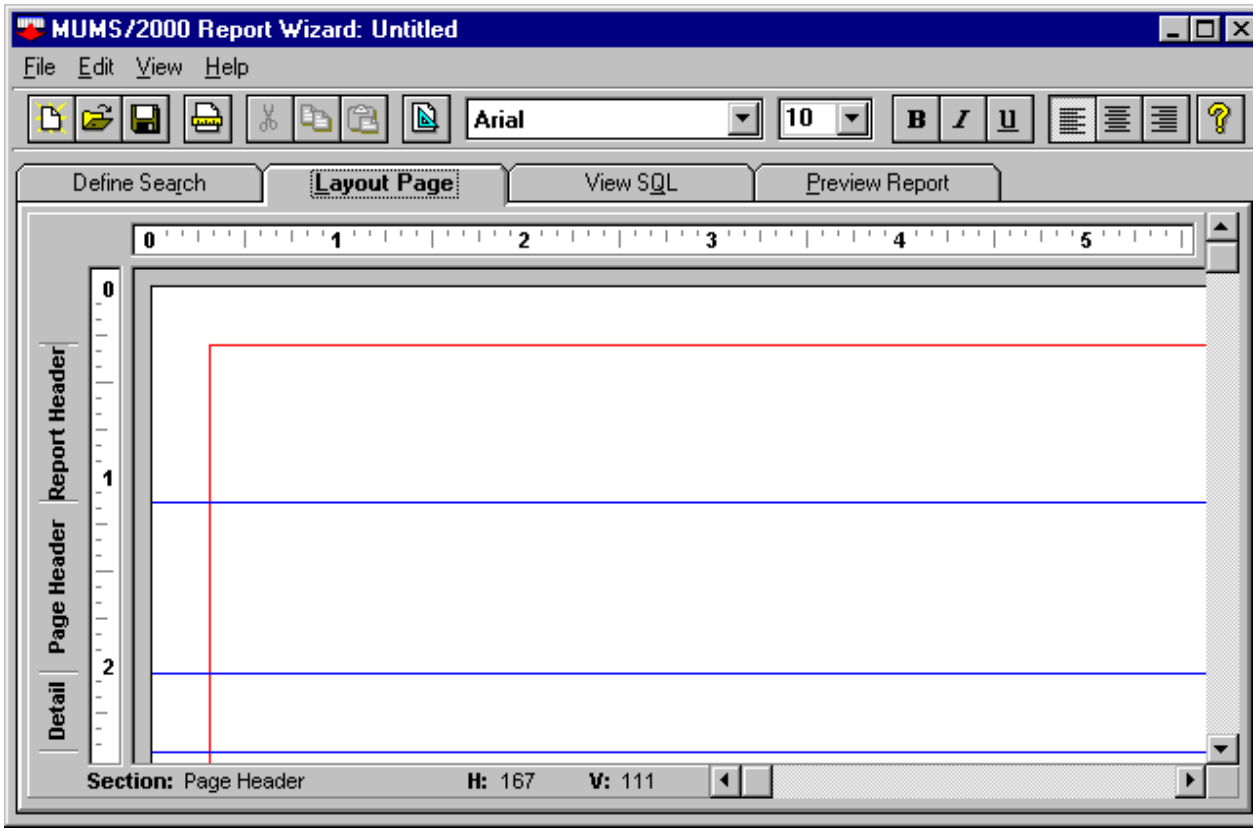
The above shows the same fields we used before plus adding the Employer Name from EMPLOYER and Description from LOCATION to the report. We have used the same sort and filter as before. Following is the Preview Report that is ready to print or do minor report setups.



Designing using Layout Features

Now we are going to take the simple report we first did and do some complex layout work. We are going to design the report with Headings, Date & Time and put in a total count.

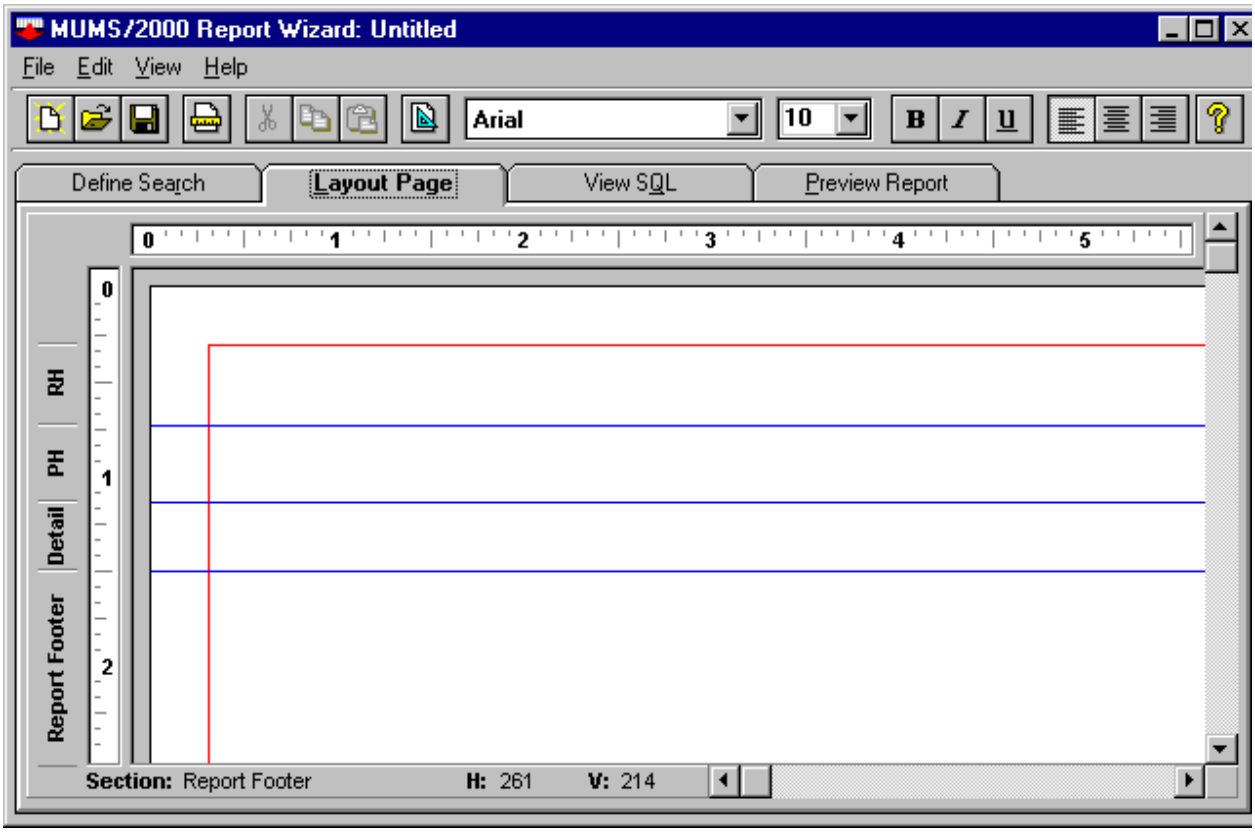
With the same Member information we had in the first simple report we are going to the Layout Tab.



The first thing we need to do is to click and move the lines that separate Report Heading, Page Heading and Detail. We want only a few lines for Report Heading and Page Heading with a single line for Detail. It should look like the following page.

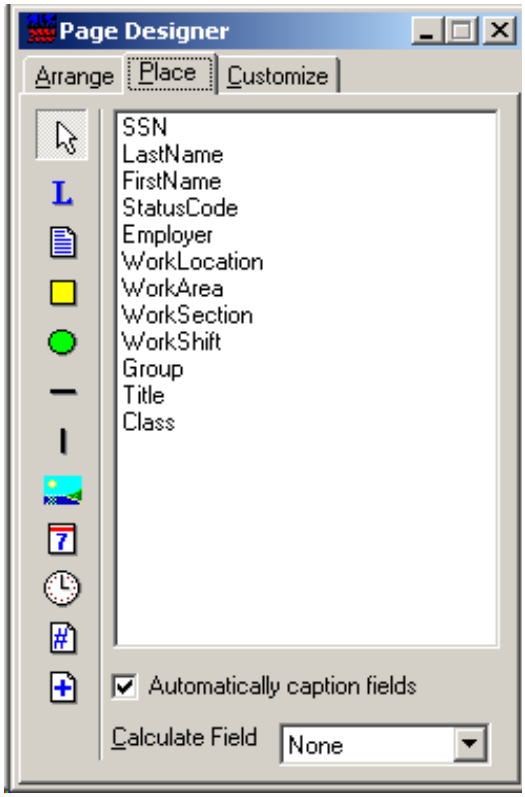
The Report Heading is where the Report Title, Date and Page numbers go.

The Page Heading are the column titles.



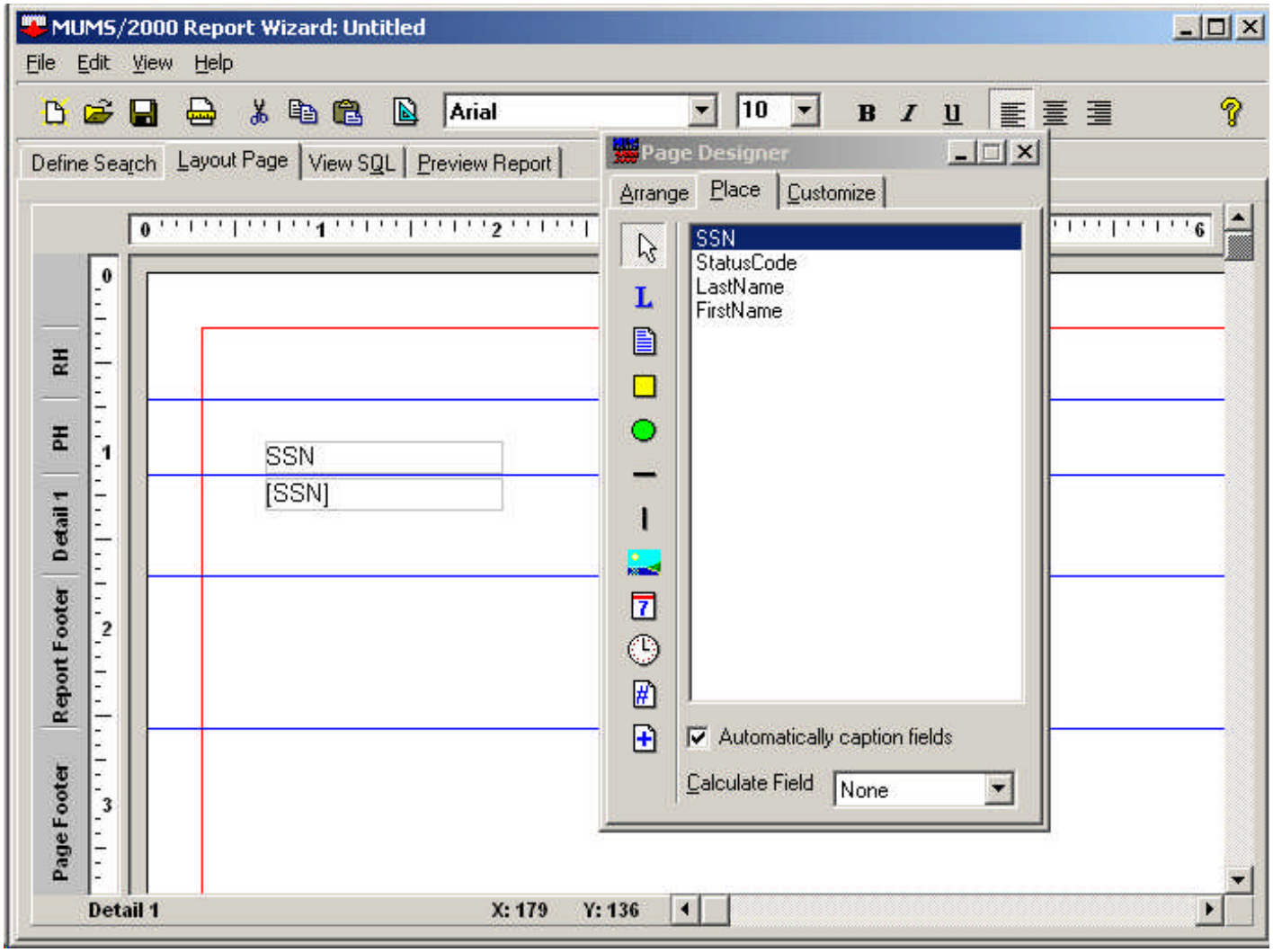
Notice Report Heading and Page Heading now show RH and PH.

We now click on Page Designer button to do all of your layout work.



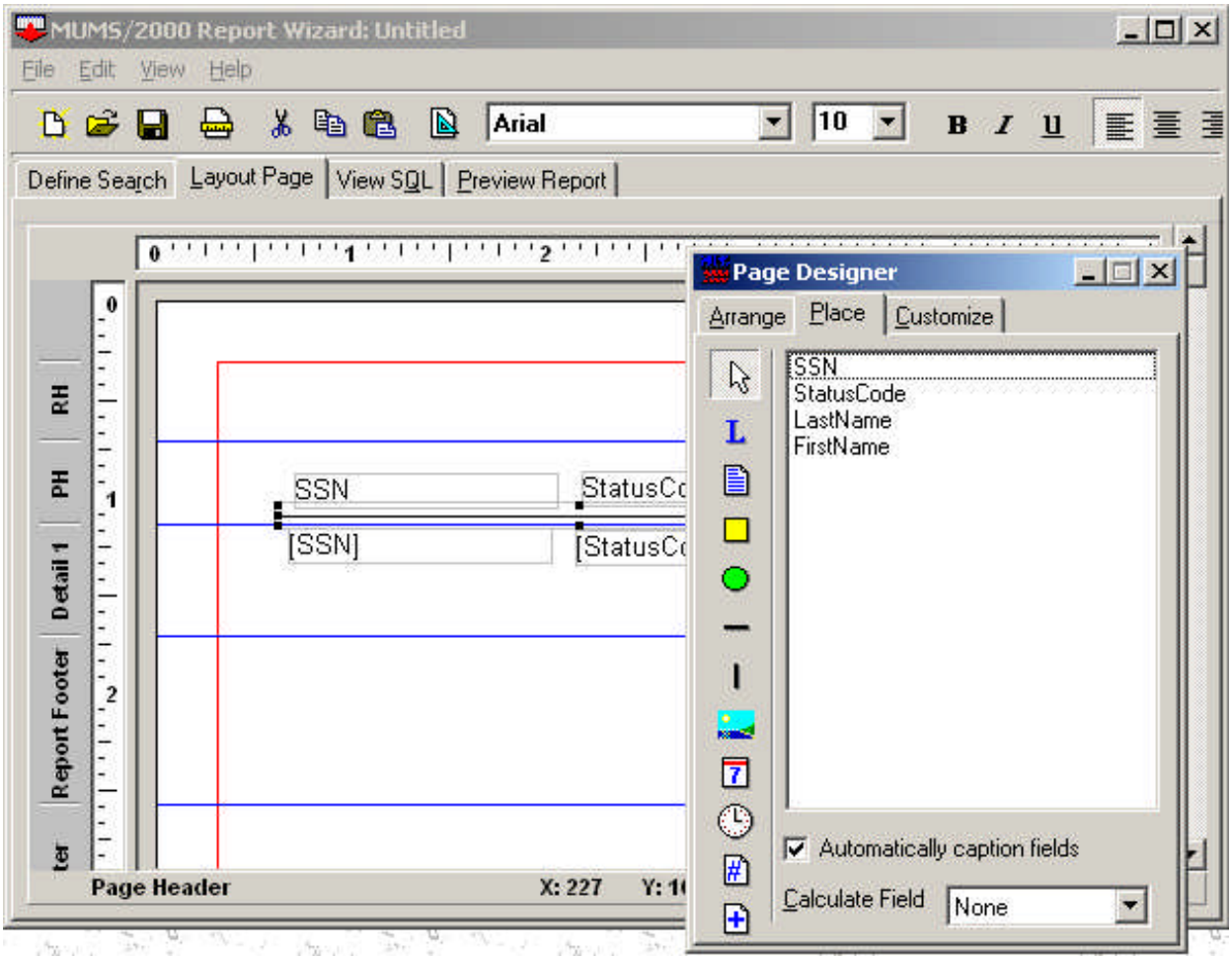
This “Page Designer” screen is used to insert labels for titles, Date, Page Numbers and move our fields where we want them.

To place fields on your layout you use click-drag-drop method.



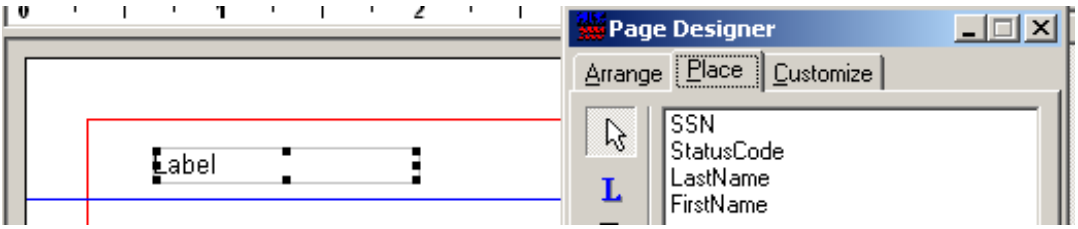
We are going to click on the field names that we wish to place on the layout and drag and drop them on the line between PH and Detail. You need to be sure that the heading is in the PH area and the data is in the Details and nothing is touching the blue line. Any item touching the blue line will not print.

This will put the column title in the Page Header (PH) and the actual data field under Details.

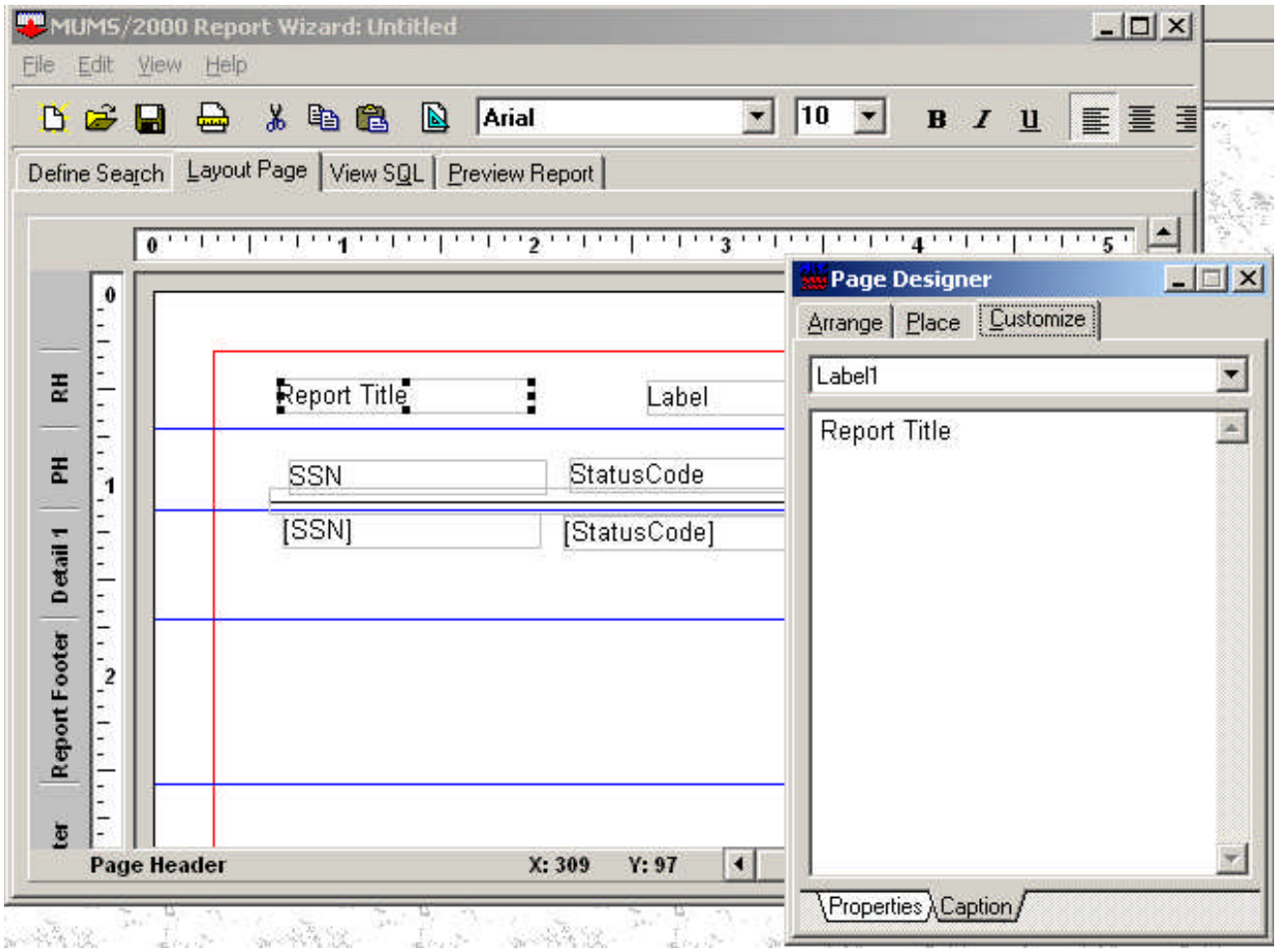


This shows all of the fields in place and the inserting of a horizontal line by using the "-" button on the Page Designer and clicking where you want it. The column headings were each moved up a little to allow for room for the underline.

Now we are going to click on the "**L**" button then click in the Report Heading.

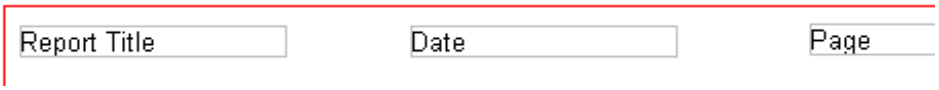


We are going to put in a title for the report and the words "Date" and "Page".



The above is the result of pressing the “L” button three times and clicking in the Report Heading. Then you click on Custom Tab at the top and Caption tab at the bottom and enter what you wish the label to say, such as “Report Title” shown above.

You can then click on the other labels and change to the following.

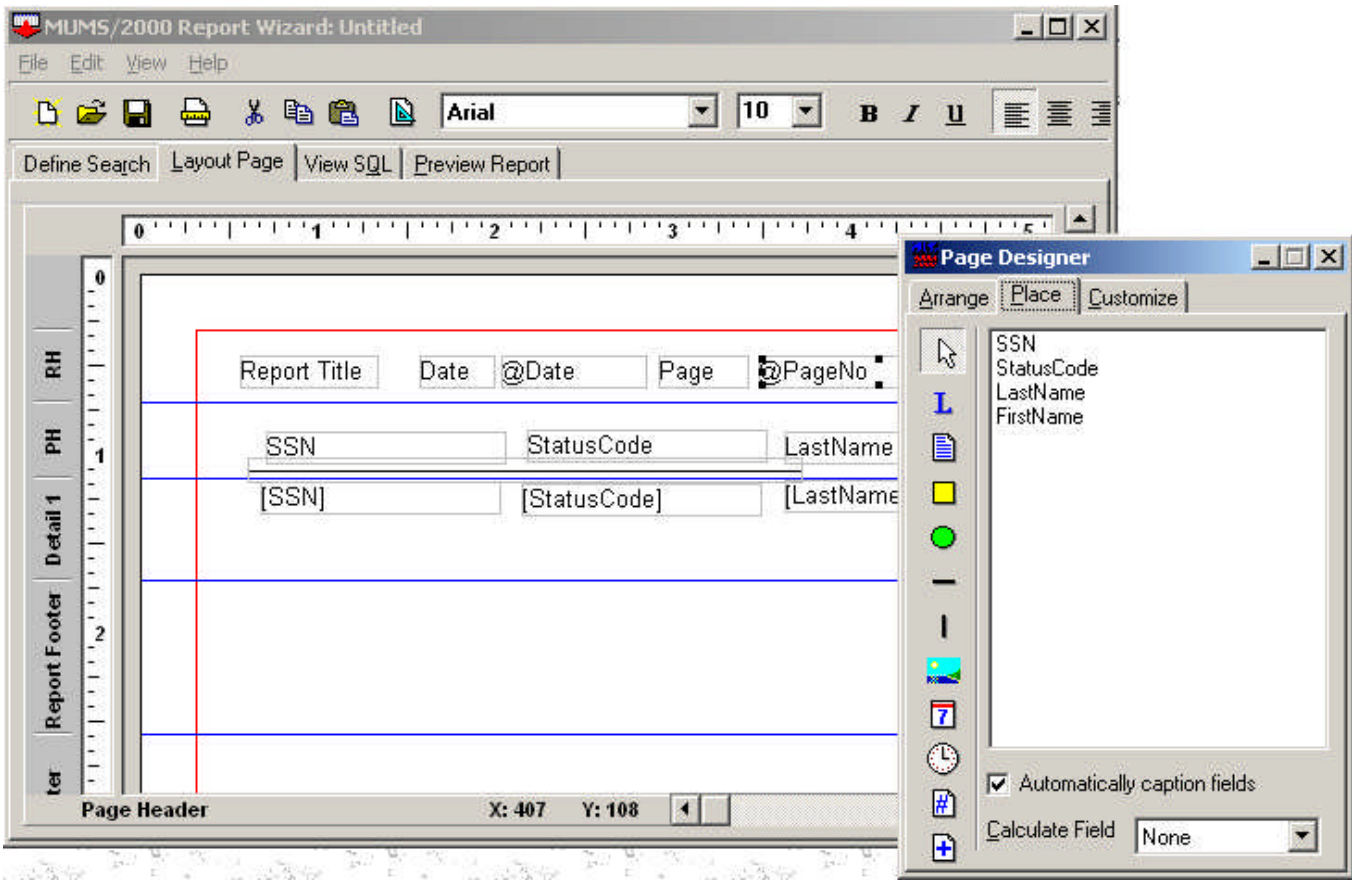


You may want to shorten the length of the labels and get rid of blank area.

The last step is to insert Today's Date and to setup Page Numbers.

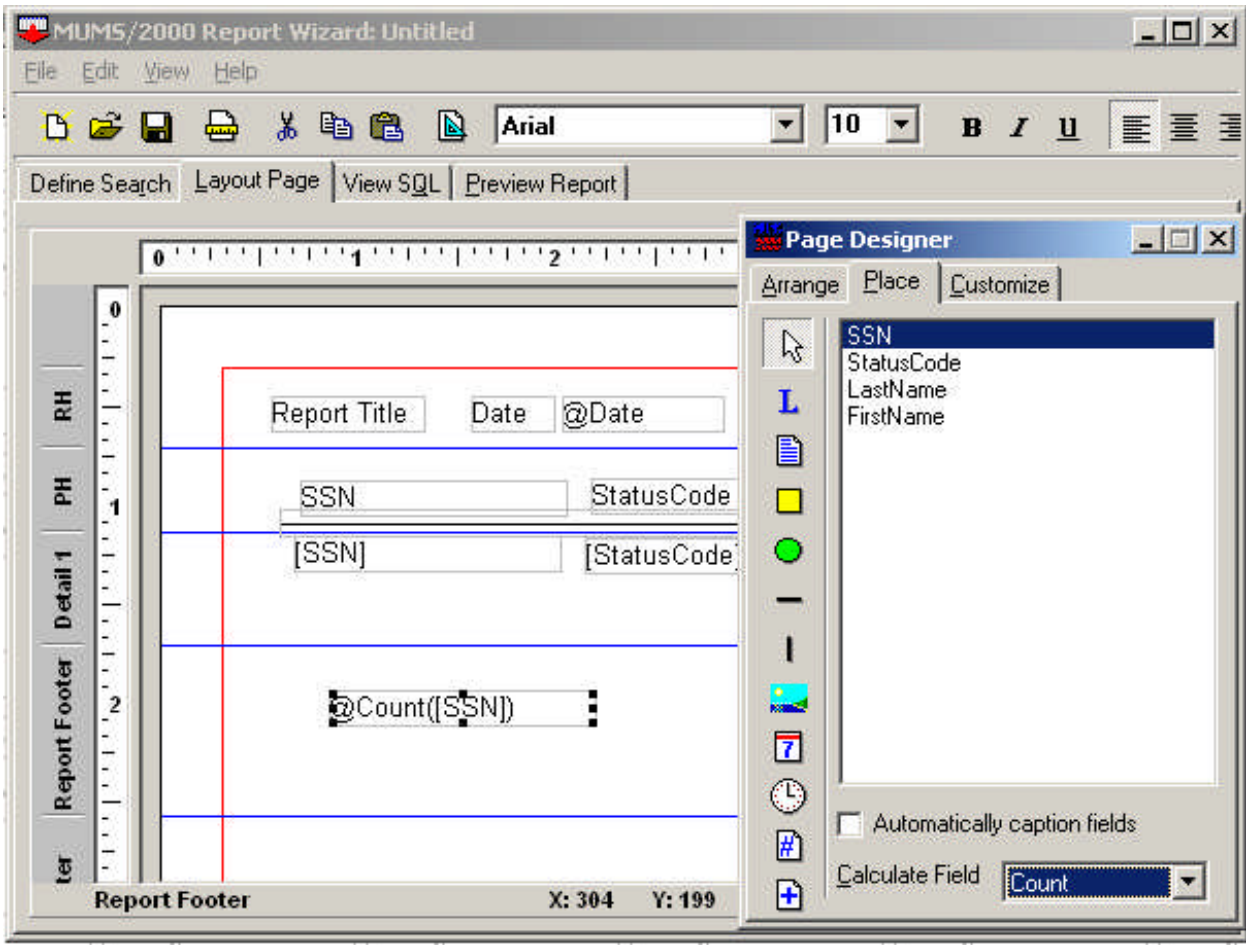
The last four buttons on the Page Designer can be used to insert the Date, Time, Page Number and Page Count.

The Page Count is the total number of pages to be printed. This can be used to setup the printing of "Page 1 of 10" for example.



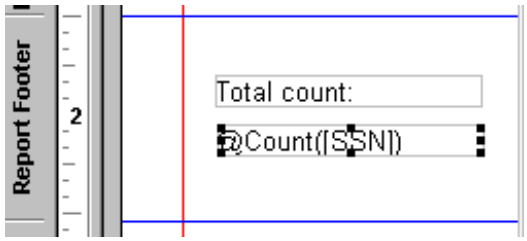
In the above example we clicked on the Date button and then clicked anywhere in the Report Heading area that was clear. We then moved the "@DATE" that it inserted to be up next to our label called "Date". We did the same thing with the Page Number.

Note that the Report Setup button can be used as a short cut to the report setup features explained before.

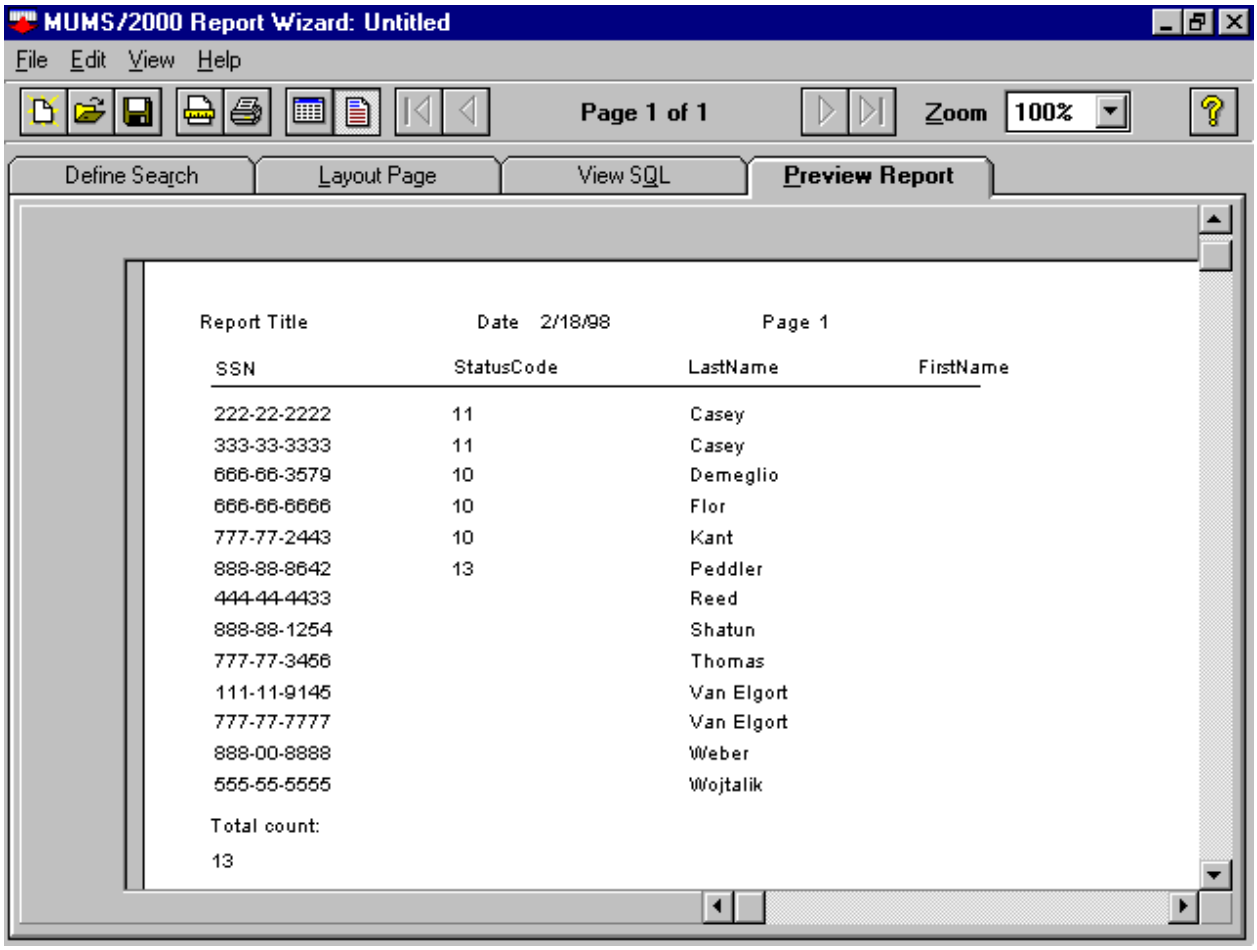


The above shows the result of clicking on SSN in the Place Tab and then setting the Calculate Field to “Count” and then going back to SSN and drag it to the Report Footer area. What this does is to put a total of SSN’s as the report footer. Also note we unchecked the “Automatically caption fields” so that we do not get a heading over the field we just added.

We can then add a Label called “Total Count” to finish the report.



When we are done with our layout, press the Close button on the Page Designer and then click on the Preview Report Tag to view our results.



You need to press the “Preview Report” button to see the finished layout instead of the “Preview Records” we have seen before.

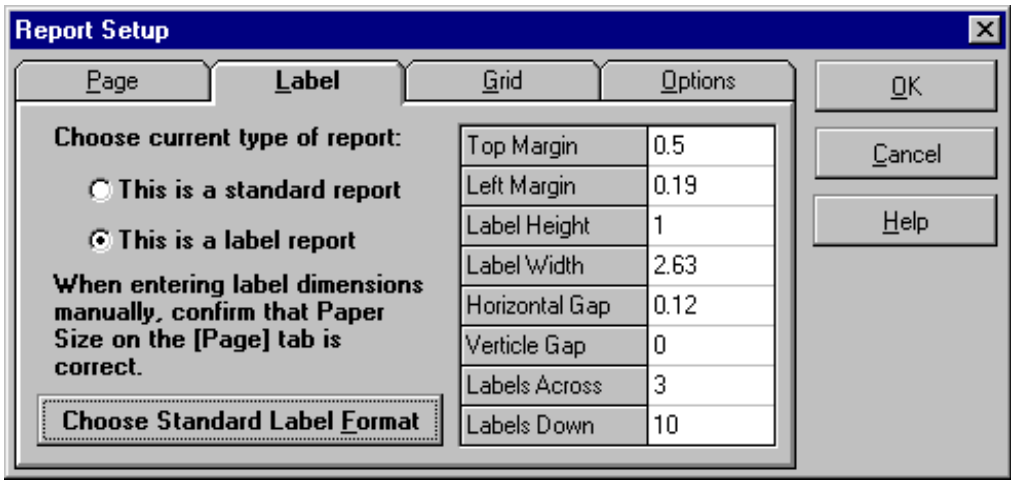
Now is the time to save the report and print your sample.

This report can later be printed under Custom Reports and can be used as a basis for other custom reports.

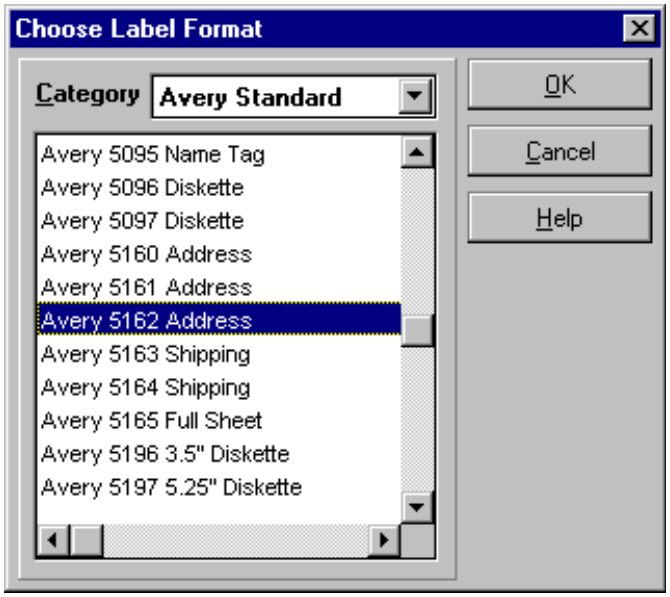
Designing for Labels

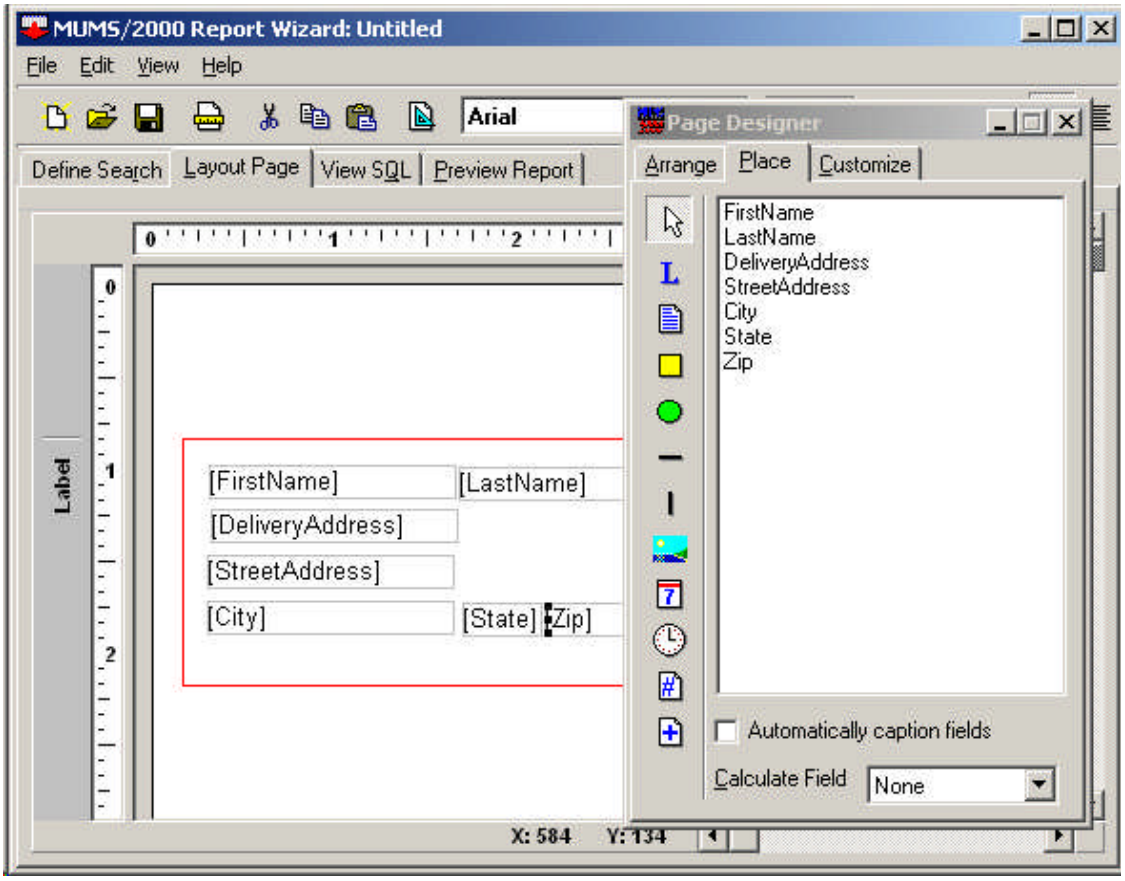
The only major feature not shown yet is layout for labels.

Before you do your Layout, press the Report Setup Button and pick the “Label” Tab.

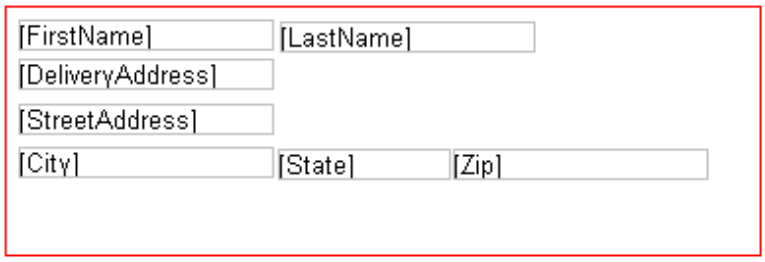


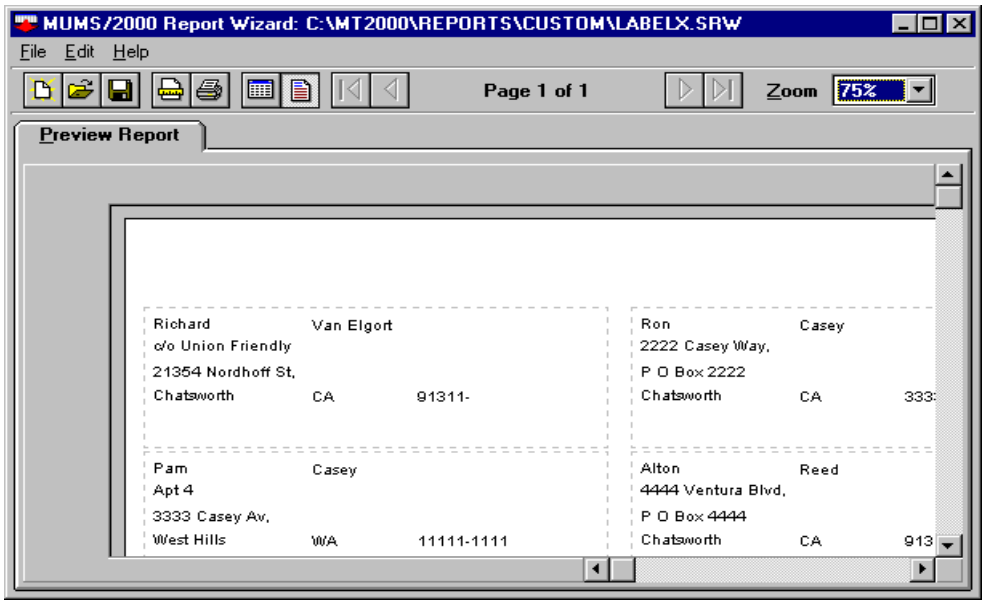
You can then select any Standard label format.





You then use the Page Designer to click on the fields and drag & drop the fields into label area. Be sure to un-click “Automaically caption fields” so you do not get column titles.

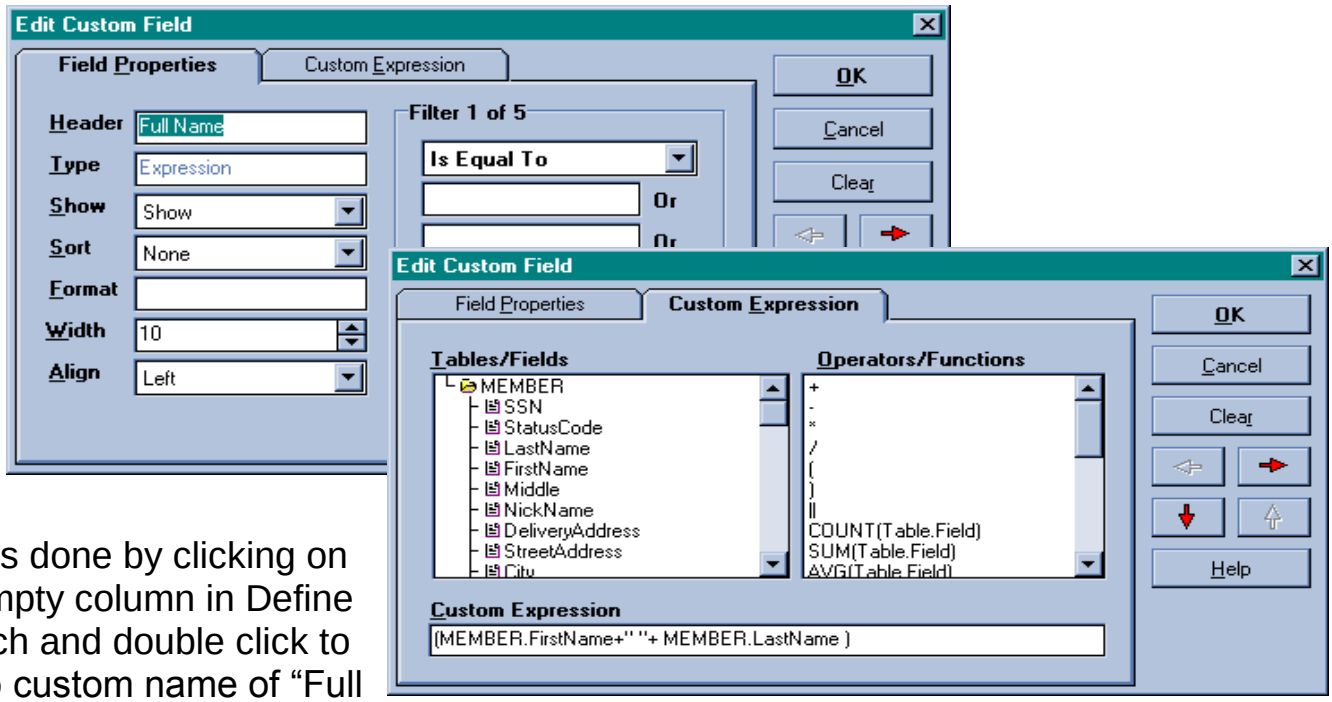




You will see the full layout of the labels when you press the Preview Report button.

Remember, this is the Preview Report.

You can create a custom field made up of First & Last Name in single field.



This is done by clicking on an empty column in Define Search and double click to setup custom name of "Full Name" on the Field Properties tab, then click on the Custom Expression Tab and use the Tables/Fields listed to define the custom expression as FirstName+" "+LastName from the list of fields. You must add the +" "+ to get a space between the names. This new field can now be used instead of the separate First and Last Name fields. The custom name you give (ie. Full Name) will be available like any other field name. This same procedure can be used to separate a month or year from a date field by using the extract Operator/Function listed. It can also be create a better looking City, State, Zip by putting those fields together. Please remember you cannot Filter or Sort a custom field/expression.

Review of Steps to create a custom Field

- Click on empty column in Define Search
- Change Header on Field Properties tab from "Custom" you what you want.
- Click on Custom Expression Tab, open up the database, click on the field you want.
- Add +" "+ between fields or +", "+ depending upon the look you want.
  (Note that between the " " are two spaces)

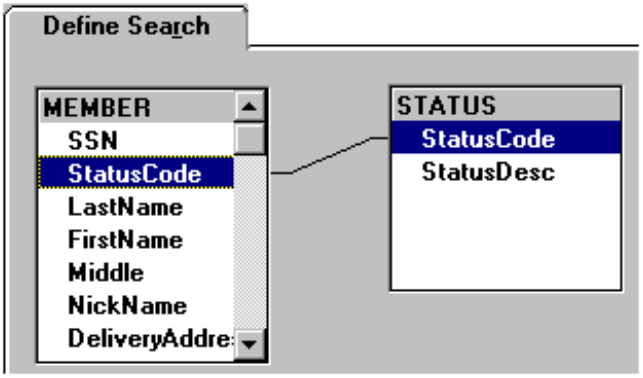
Samples: FirstName+" "+Middle+" "+LastName
City+" "+State+" "+Zip
LastName+", "+FirstName+" "+Middle

Sample Simple Linkages

The following examples are shown to help understand the use of linking tables together.

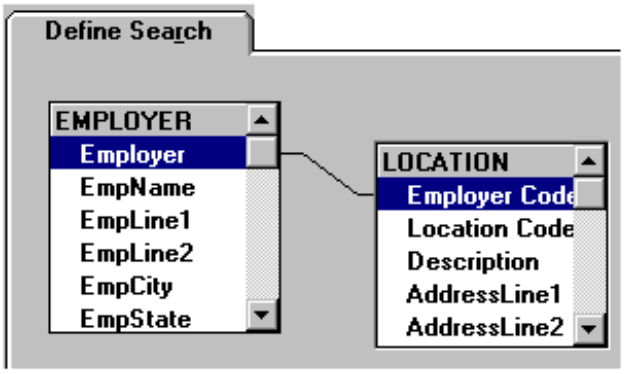
These examples show the Report Wizard (Shazam) table definitions and linkages. A list of MUMS/2000 Tables is provided in the next Chapter.

A simple linkage is one that links two tables together to get more information or to decode a coded fields.



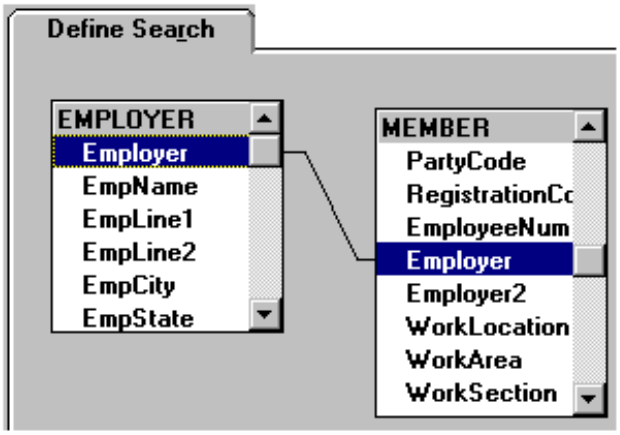
Status Code Example:

Description: We want to list members and decode the Status Code.



Work Locations within an Employer Code Example:

Description: We want to list all work locations within an Employer Code.



List Individuals by Employer Code Eample.

Description: We want to list all members for a given Employer Code

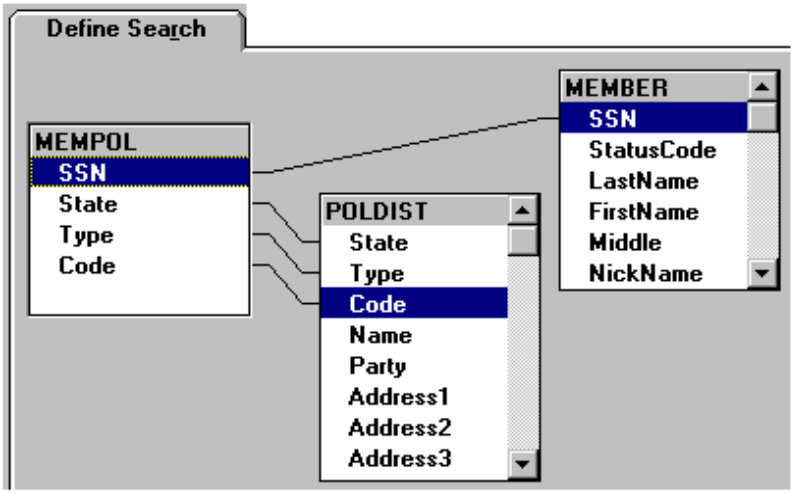
NOTE: The table you list first is the primary search and the other are linked to it based upon data found in that table.

Sample Complex Linkages

A complex linkage is one that used multiple tables to get at the information you want. Often there is a type of "Usage" file or table that lists SSN and the information you are looking for. This "Usage" table is then linked back to MEMBER.DB and to other tables to provide the complete information you are looking for.

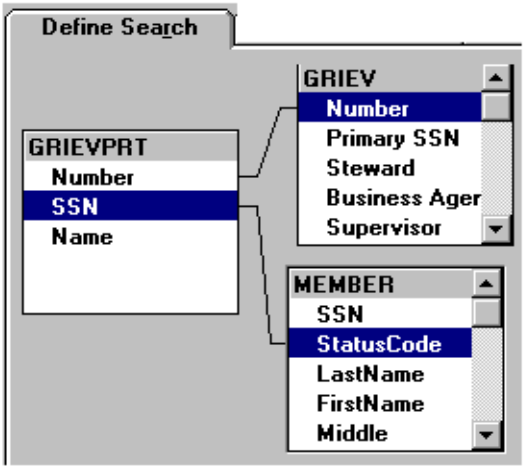
Political Action Example:

Description: We want to look at a specific voting district, find the members in that district and get the name of the representative in the district.



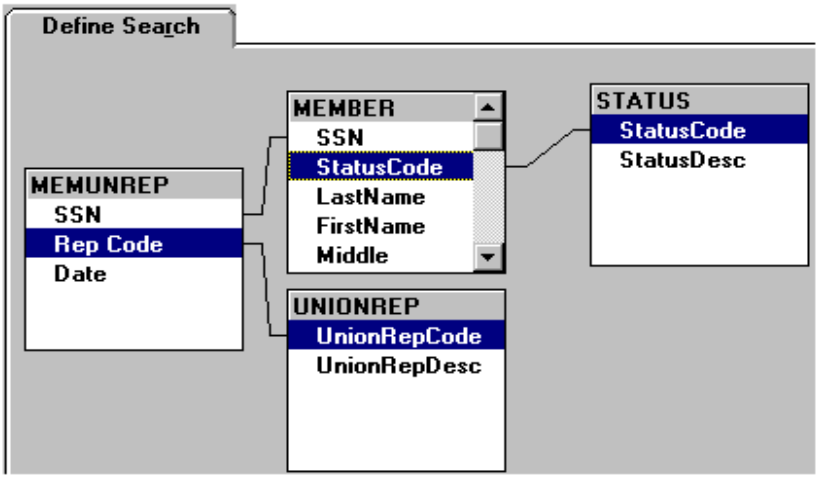
Grievance Example:

Description: We want to look a all of the grievances for an individual and the status of those grievances.



Union Rep or Union Assignment Example:

Description: We want to locate all members of a specific Union Rep Code and to de-code the Union Rep Code. We also wanted to decode the Status of the Member.

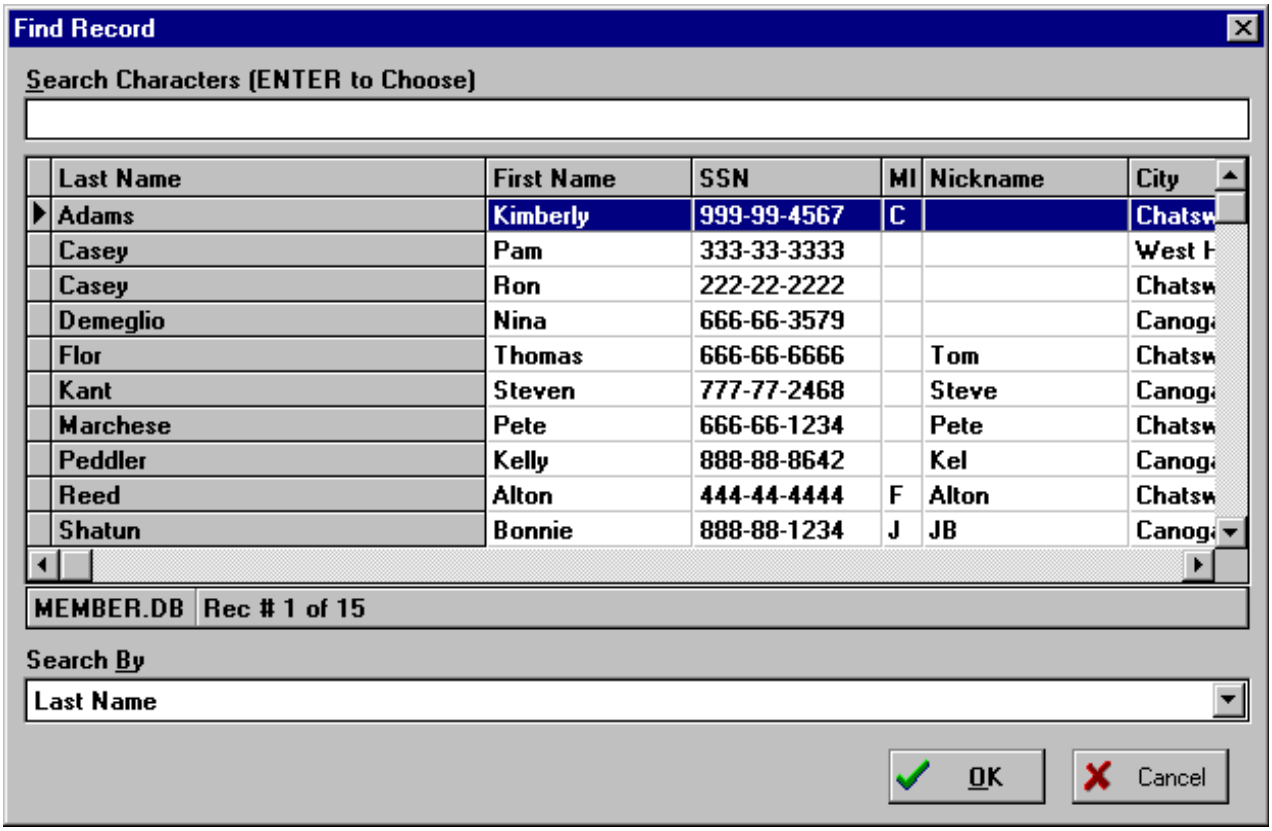


Chapter 8

MUMS/2000
Additional Information

Using MUMS/2000 FIND Function

MUMS/2000 uses the FIND feature to perform powerful incremental searches of a database to locate records. The FIND key is used in Membership Information, Employer Information, Location Information and Grievance Tracking.



This is the FIND record function from the Membership Information Screen.

At the top of the form is the area to enter “Search Characters”.

The display is based upon the “Search By” field shown at the bottom of the form. You can change the search from Last Name to SSN. If so you will need to enter the dashes as xxx-xx-xxxx to do the search properly.

Find Record

Search Characters (ENTER to Choose)

w

Last Name	First Name	SSN	MI	Nickname	City
Kant	Steven	777-77-2468		Steve	Canog
Marchese	Pete	666-66-1234		Pete	Chatsw
Peddler	Kelly	888-88-8642		Kel	Canog
Reed	Alton	444-44-4444	F	Alton	Chatsw
Shatun	Bonnie	888-88-1234	J	JB	Canog
Thomas	Mary	777-77-3456	A	Maryann	Canog
Van Elgort	David	777-77-7777	A	Dave	Canog
Van Elgort	Richard	123-45-6789	O	Rick	Chatsw
Weber	Brandon	888-00-8888			Chatsw
Wojtalik	William	555-55-5555	W	Bill	Chatsw

MEMBER.DB Rec # 14 of 15

Search By

Last Name

OK Cancel

The above is the result of entering the single letter “w”. Notice that the Find function automatically skips to the first record in the file whose last name starts with the letter “w”. Below is the result of entering a “o” after the “w”.

Find Record

Search Characters (ENTER to Choose)

wo

Last Name	First Name	SSN	MI	Nickname	City
Kant	Steven	777-77-2468		Steve	Canog
Marchese	Pete	666-66-1234		Pete	Chatsw
Peddler	Kelly	888-88-8642		Kel	Canog
Reed	Alton	444-44-4444	F	Alton	Chatsw
Shatun	Bonnie	888-88-1234	J	JB	Canog
Thomas	Mary	777-77-3456	A	Maryann	Canog
Van Elgort	David	777-77-7777	A	Dave	Canog
Van Elgort	Richard	123-45-6789	O	Rick	Chatsw
Weber	Brandon	888-00-8888			Chatsw
Wojtalik	William	555-55-5555	W	Bill	Chatsw

MEMBER.DB Rec # 15 of 15

Search By

Last Name

OK Cancel

The computer automatically searches based upon each letter you enter. You can even press the backspace key and the program will go back to where it was before. This is what is known as an incremental search.

If the person you wish is highlighted, all you have to do is to press the ENTER key to retrieve the record.

On the Membership Information form the FIND key is the default key. This means that if you request Membership Information and wish to find this above example of “Wojtalik” all you have to do is the following:

- ? Press ENTER key to enter Find Function
- ? Key in “wo” to skip to record you want.
- ? Press ENTER key to retrieve the record.

If you press the Backspace key the program will reverse the incremental search and go back to its prior presentation.

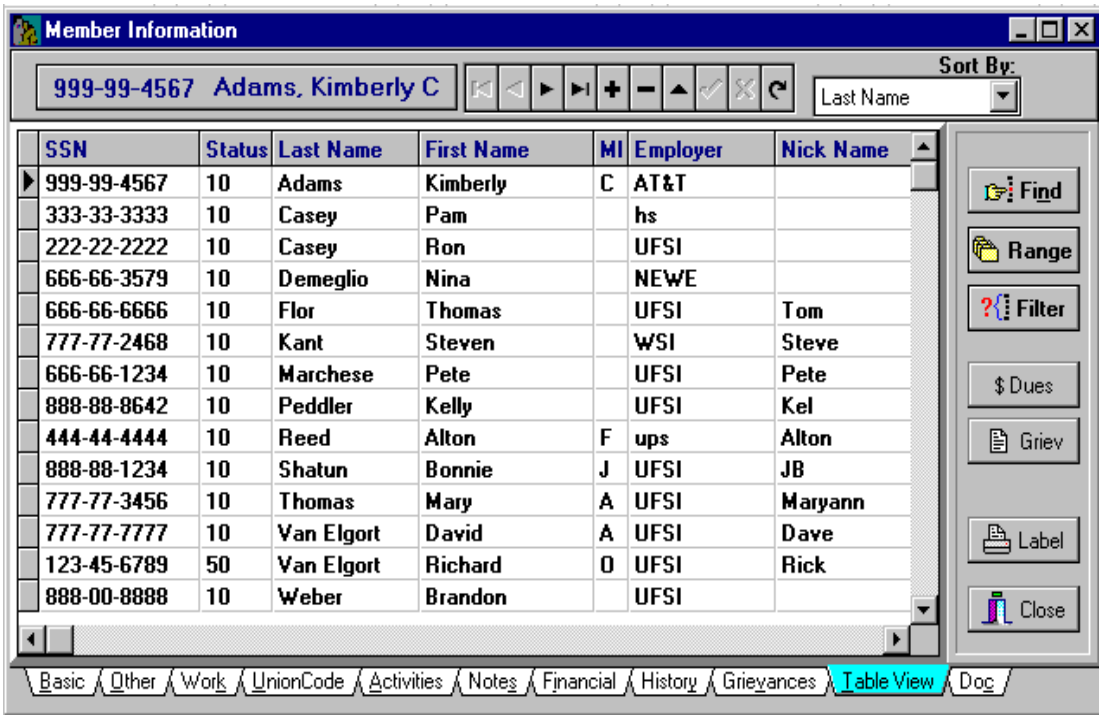
If you have entered all the characters in the name that are unique you can retrieve records the following ways.

- ? Press Enter if record you want is highlighted.
- ? Use Up/Dn arrow to position to another record, then Enter on the highlighted record.
- ? Click on another line to highlight and then Enter.
- ? Double-Click on any line you see.
- ? Use the Scroll bar to view others, then Enter the highlighted or Double-Click on who you want.

The Find Key only shows a few fields mainly those that can be searched. In other words, what you see is what you get.

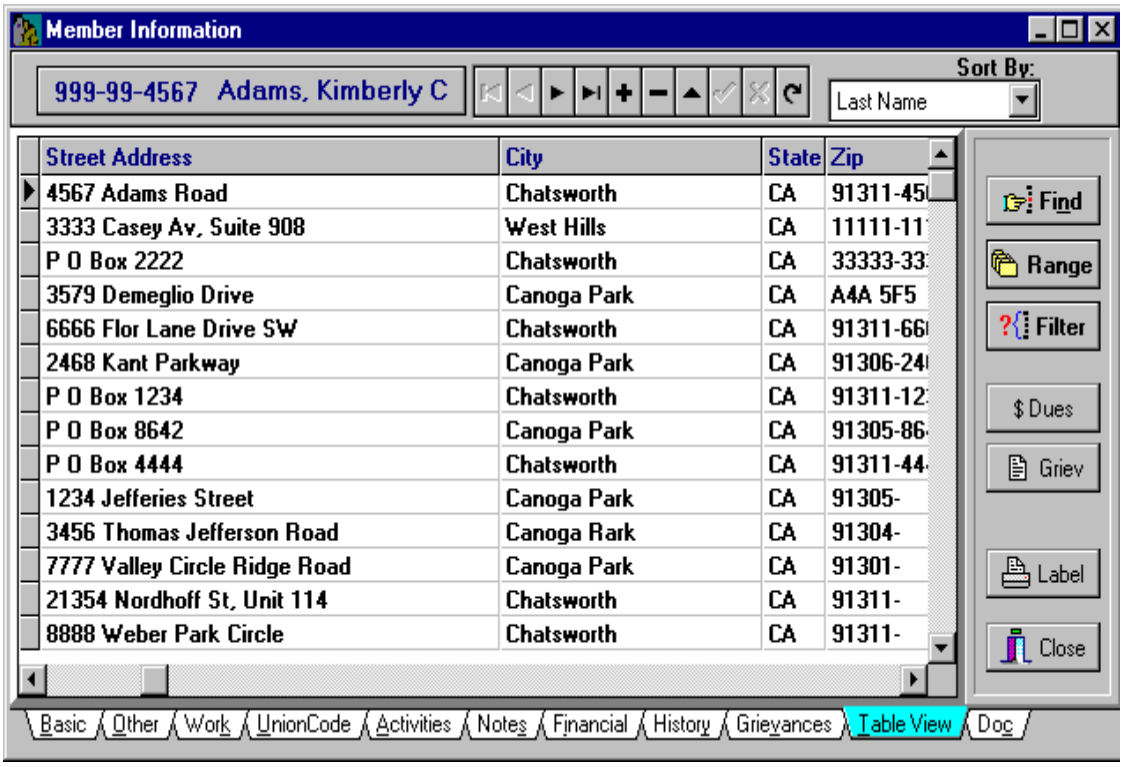
The TABLE VIEW function can also be used to select records by navigating and/or scrolling and use of Double-click. It is not an incremental search and is therefore harder to find records. It does, however, have all fields available by using the left/right scroll bars.

This is the Membership Information Table View as normally displayed.



SSN	Status	Last Name	First Name	MI	Employer	Nick Name
999-99-4567	10	Adams	Kimberly	C	AT&T	
333-33-3333	10	Casey	Pam		hs	
222-22-2222	10	Casey	Ron		UFSI	
666-66-3579	10	Demeglio	Nina		NEWE	
666-66-6666	10	Flor	Thomas		UFSI	Tom
777-77-2468	10	Kant	Steven		WSI	Steve
666-66-1234	10	Marchese	Pete		UFSI	Pete
888-88-8642	10	Peddler	Kelly		UFSI	Kel
444-44-4444	10	Reed	Alton	F	ups	Alton
888-88-1234	10	Shatun	Bonnie	J	UFSI	JB
777-77-3456	10	Thomas	Mary	A	UFSI	Maryann
777-77-7777	10	Van Elgort	David	A	UFSI	Dave
123-45-6789	50	Van Elgort	Richard	O	UFSI	Rick
888-00-8888	10	Weber	Brandon		UFSI	

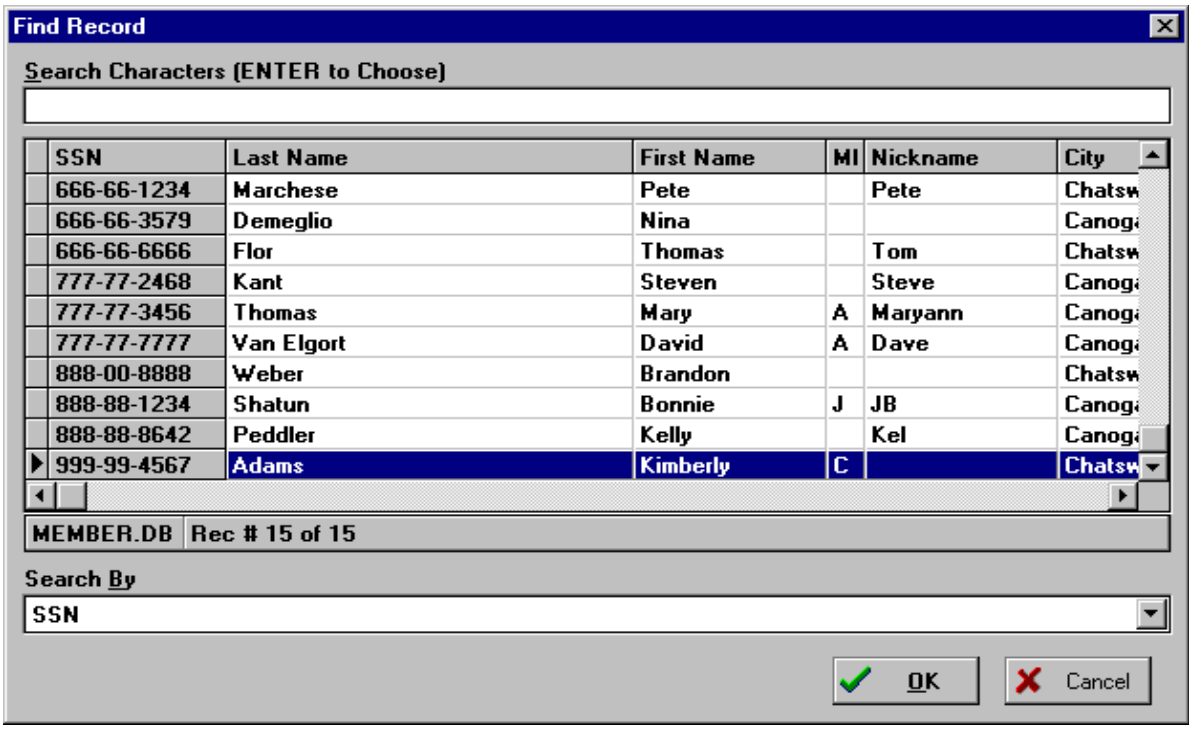
This is the same display scrolled to the right to show additional fields.



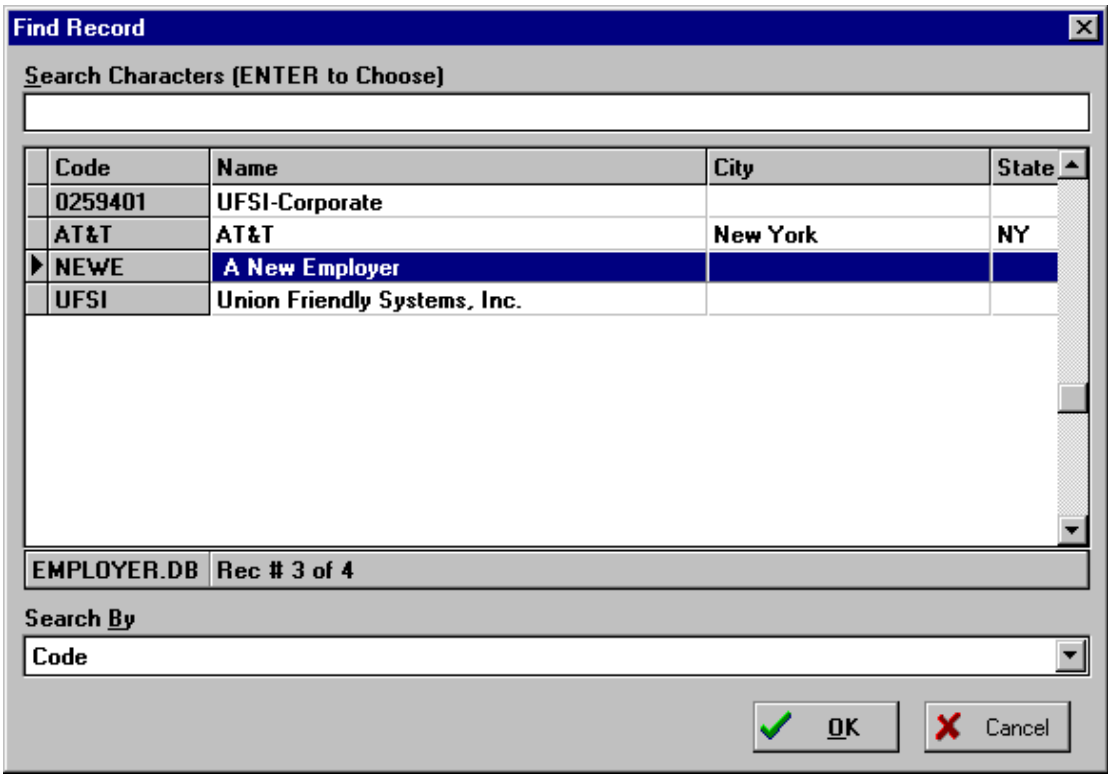
Street Address	City	State	Zip
4567 Adams Road	Chatsworth	CA	91311-45
3333 Casey Av, Suite 908	West Hills	CA	11111-11
P O Box 2222	Chatsworth	CA	33333-33
3579 Demeglio Drive	Canoga Park	CA	A4A 5F5
6666 Flor Lane Drive SW	Chatsworth	CA	91311-66
2468 Kant Parkway	Canoga Park	CA	91306-24
P O Box 1234	Chatsworth	CA	91311-12
P O Box 8642	Canoga Park	CA	91305-86
P O Box 4444	Chatsworth	CA	91311-44
1234 Jefferies Street	Canoga Park	CA	91305-
3456 Thomas Jefferson Road	Canoga Rark	CA	91304-
7777 Valley Circle Ridge Road	Canoga Park	CA	91301-
21354 Nordhoff St, Unit 114	Chatsworth	CA	91311-
8888 Weber Park Circle	Chatsworth	CA	91311-

This is another view of the Membership Information FIND screen.

This example contains the same fixed group of information but in a different sequence because the “Search By” was changed to “SSN”. The first column of data which is gray is the “Search By” field.

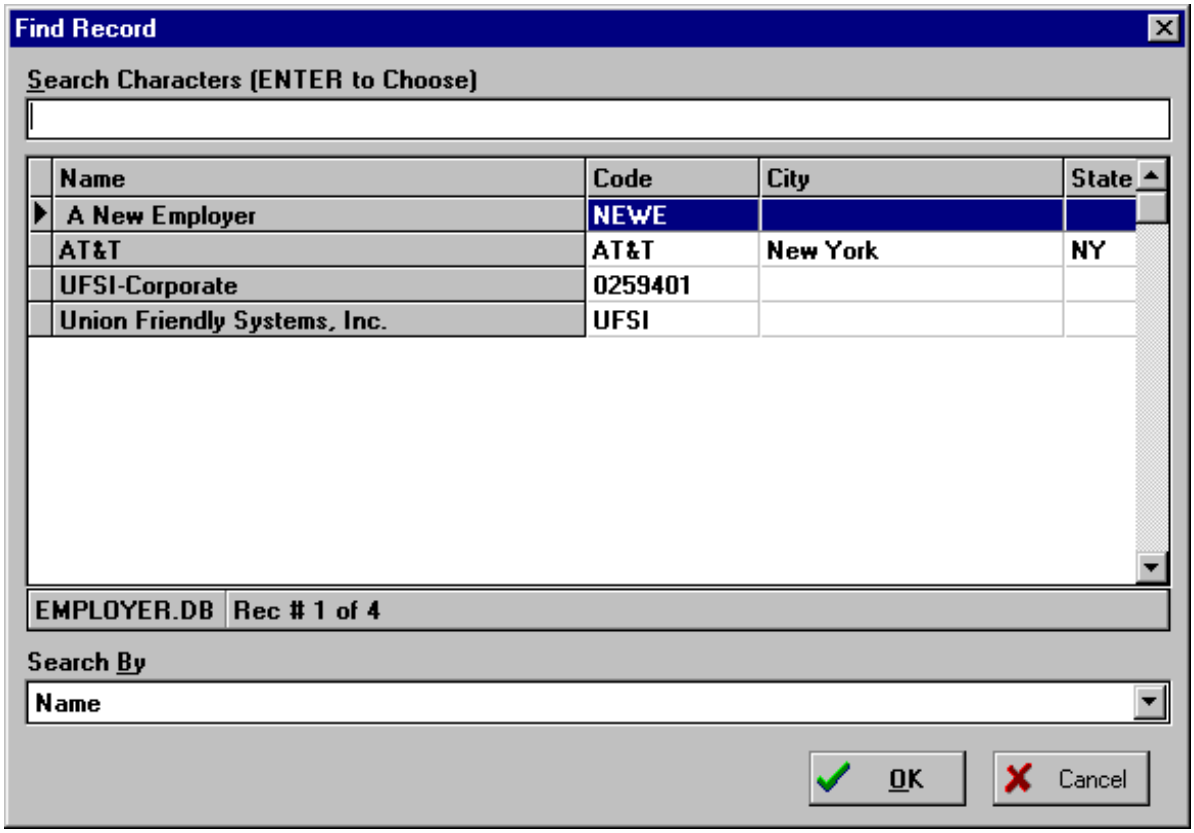


This is an example of Employer Information Find Function with four columns of information.



In the Employer database you can search by Employer Code, Name or State.

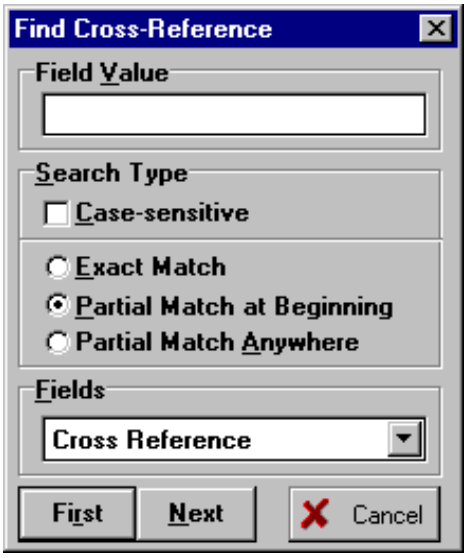
Notice this example is by Employer Code.



This is the Employer FIND with the Search by NAME instead of CODE.

The Employer database also has a FIND XREF to search the cross reference fields.

This is referenced in the section on Employer Information earlier in this manual.

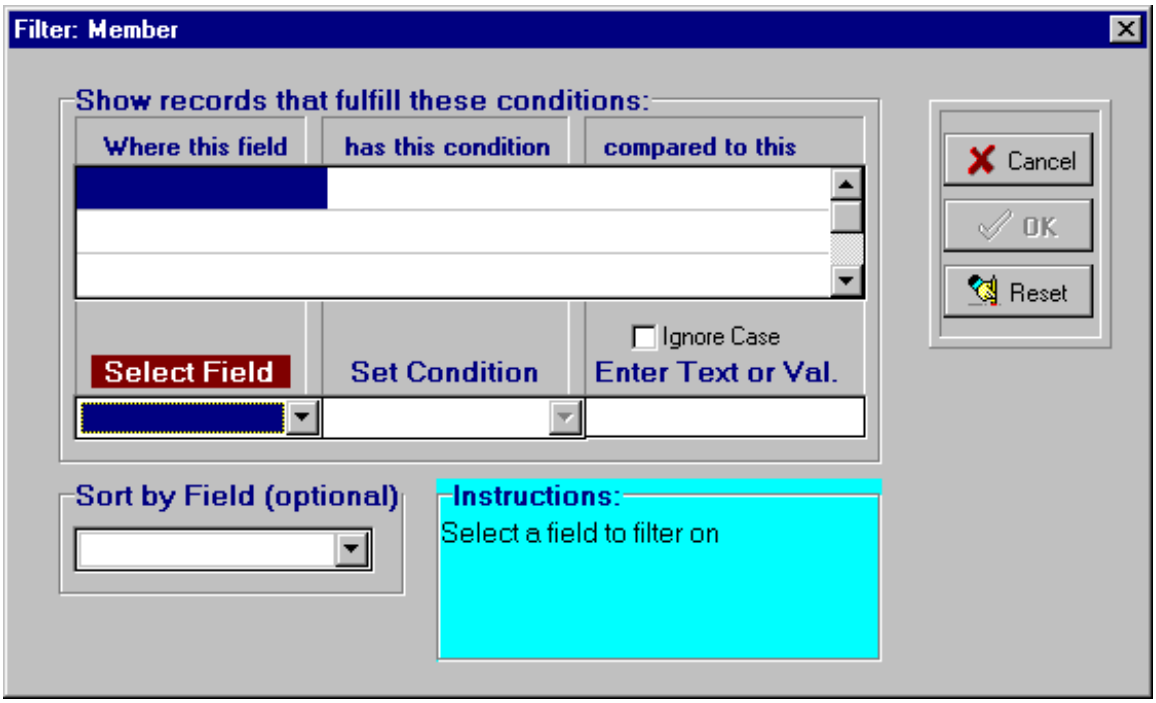


Using MUMS/2000 Filter Function

The MUMS/2000 Windows Filter Function can be used in Member, Employer, Work Location and Grievance Record Selections. It can also be used for Quick Report.

A Filter is activated by pressing the Filter Button. Once you complete a Filter the button stays depressed and highlighted to remind you that you are dealing with a Filtered set of data. If you press the button again the Filter will be turned off and the data base will be restored to its original full set.

The following is an example of Filter of Member records.

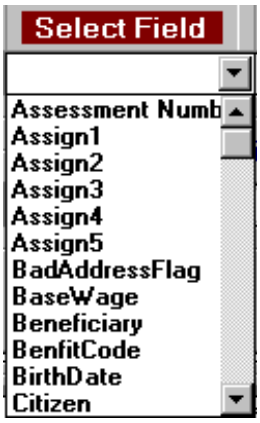


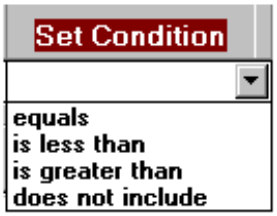
Filter allows for up to five selections/comparisons and an optional sort.

First you "Select Field" field that you wish to select or compare on, then you "Set Condition" and then you enter the "Text or Value"

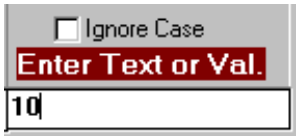
The Instructions window shows you what is expected.

This is the "Select Field" pull-down list. The program will list all fields within the data base that you are presently filtering. In other words, if you are on the member record it will list all member fields. If you are using filter from the Employer record, it will list all employer fields.

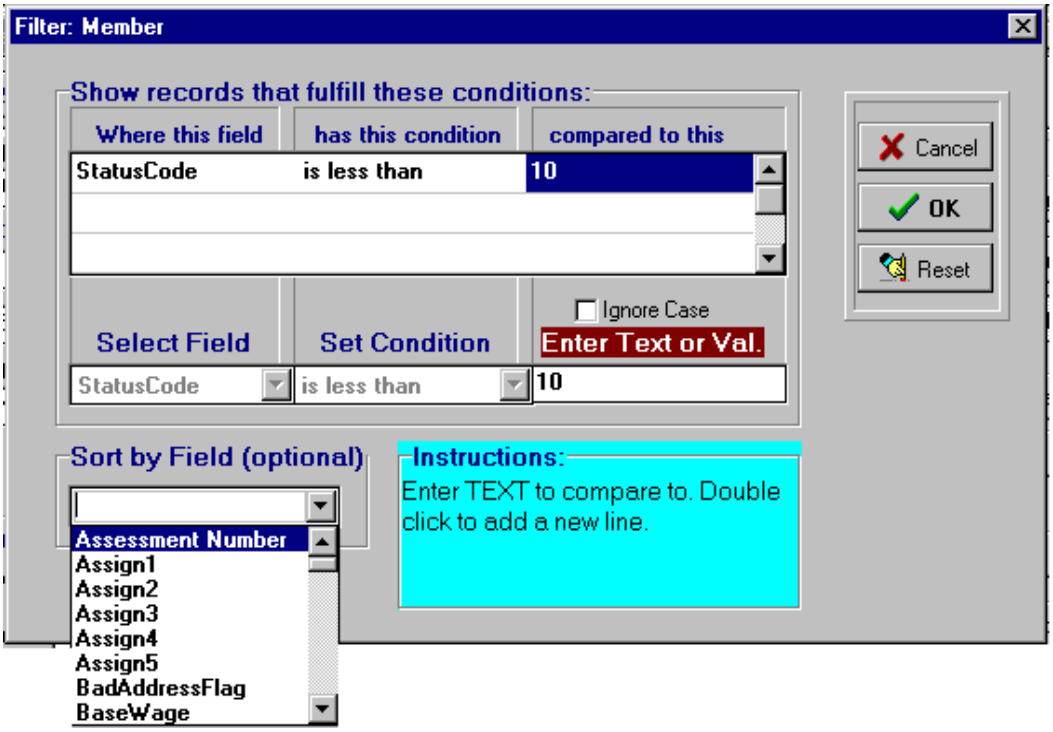




Once you select the field you wish, the program will prompt you to enter the "Set Condition". From this pull down you can pick the comparison you wish to perform.



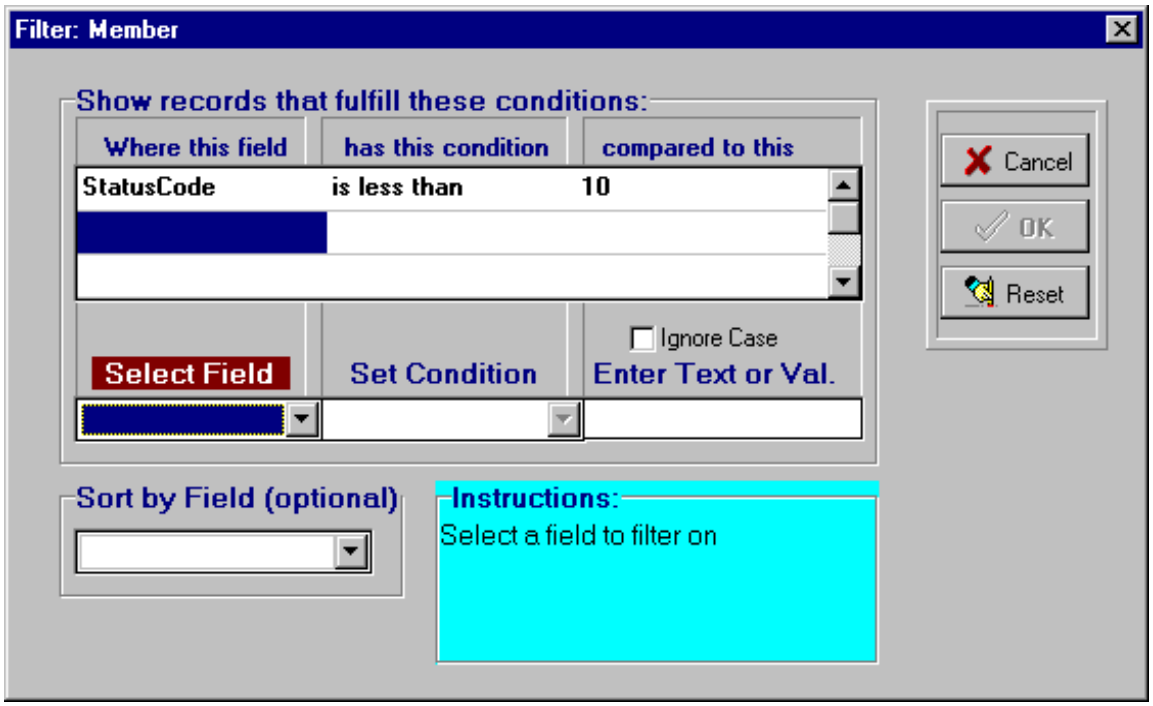
The last item you enter is the Text or Value. You MUST click inside this field to enter the Text or Value. If you wish the computer to compare exacting with upper and lower letters, then enter the data that you wish to compare. If you do not care, then click on "Ignore Case" and the computer will do just that, it will ignore upper and lower case letters during the search.



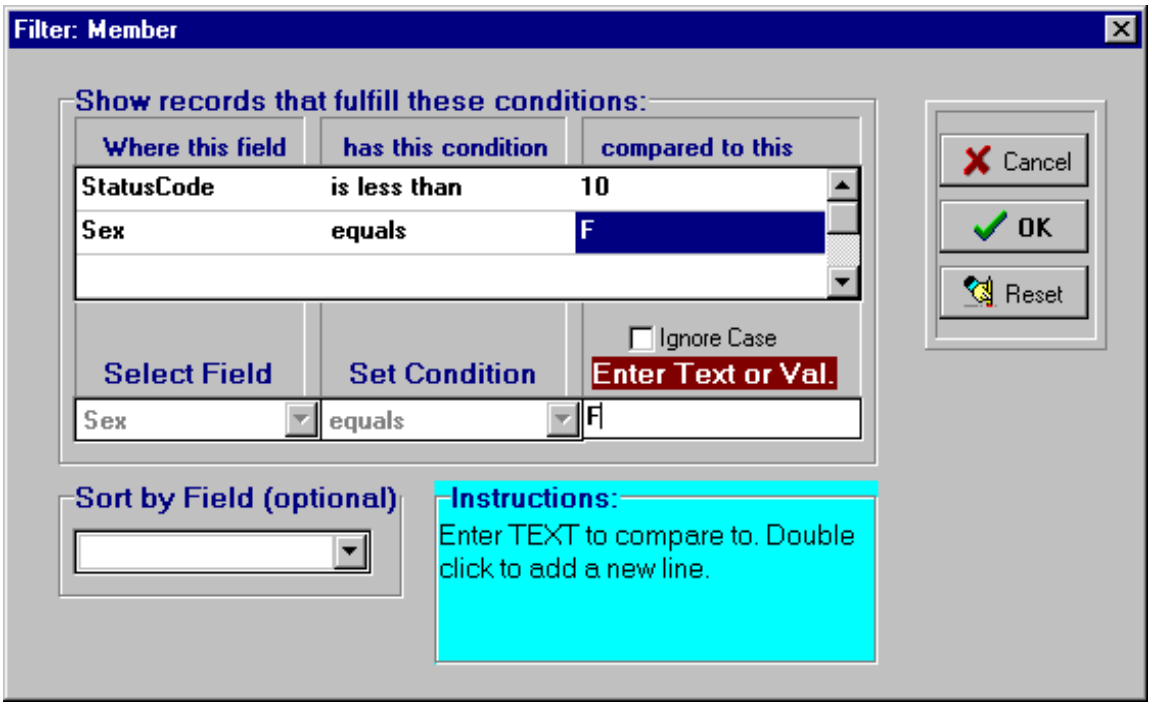
Optionally you can sort by any field in the database.

Filter can also be used just to sort data without any selections.

If you double click on the Text or Value field, you are prompted to enter another selection criteria.



If you use the Optional Sort or the “Ignore Case” you will not be allowed to edit the records presented. The following shows the Filter with two of the possible five conditions filled in. When you finish your entries, you press the OK button.

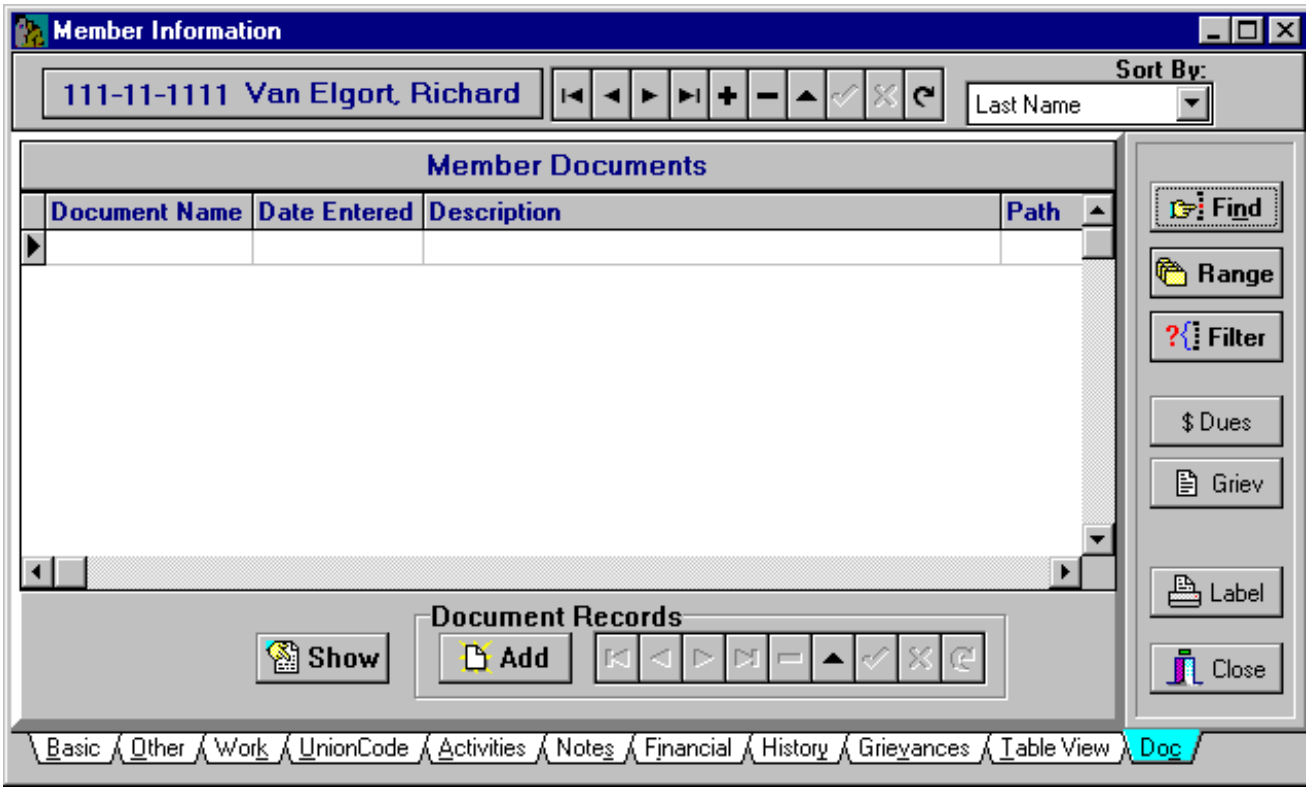


Using MUMS/2000 -Attached Documents

The MUMS/2000 "Attached Documents" feature can be used to attach any type of windows document or file. These can be attached in three places within MUMS/2000. One is the Member's Record to attach correspondence, photos, resumes or other member related information. Another is the Employer Record to attach correspondence or contracts and the last is Grievance Tracking System to attach evidence or the grievance award.

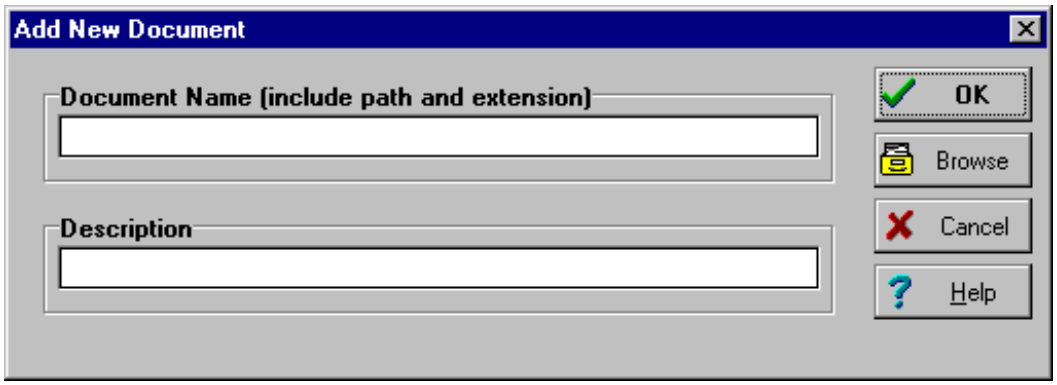
The information attached can be an actual text file created within windows from Word Perfect, Write or any word processor. The attached document can also be a scanned image of a report or photo that was saved as a graphic image.

MUMS/2000 attached documents will automatically load the appropriate windows application program to best present the attachment. Windows uses the file name extension to determine the application to load. You can even attach a sound track stored or a film clip stored and windows would load the appropriate media player.



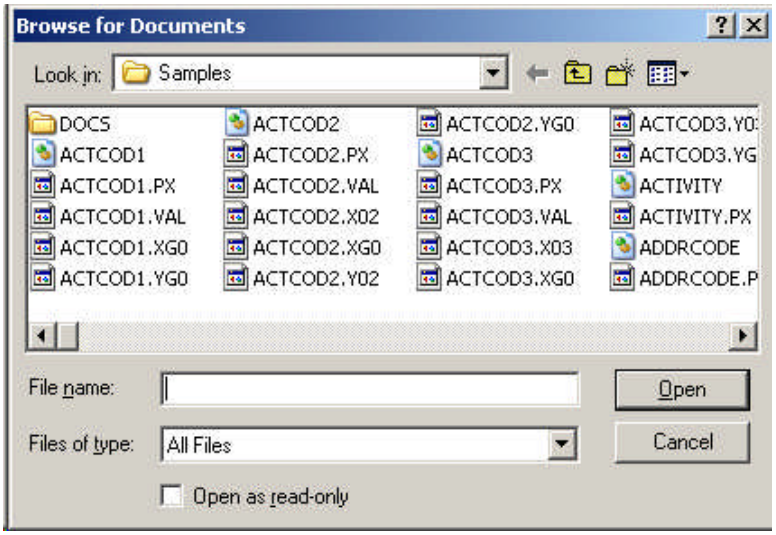
This is the Membership Information Attached Document form.

To add an attached document, press the "ADD" key and the following will be displayed.

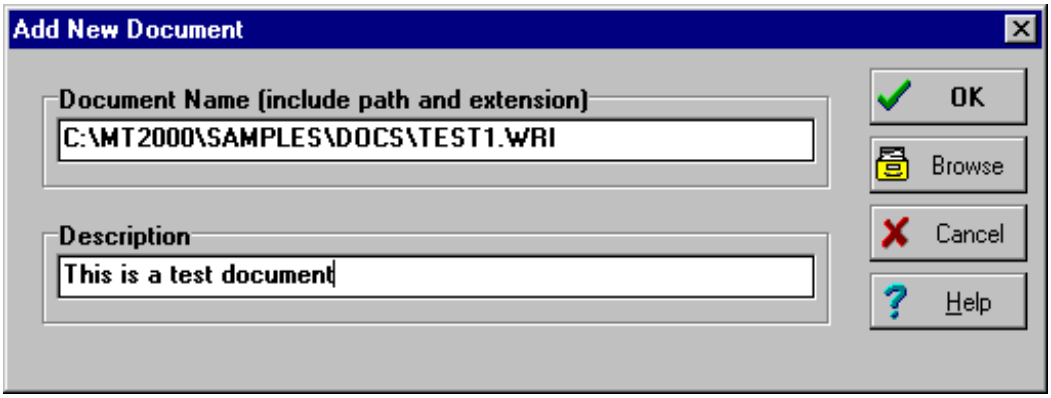


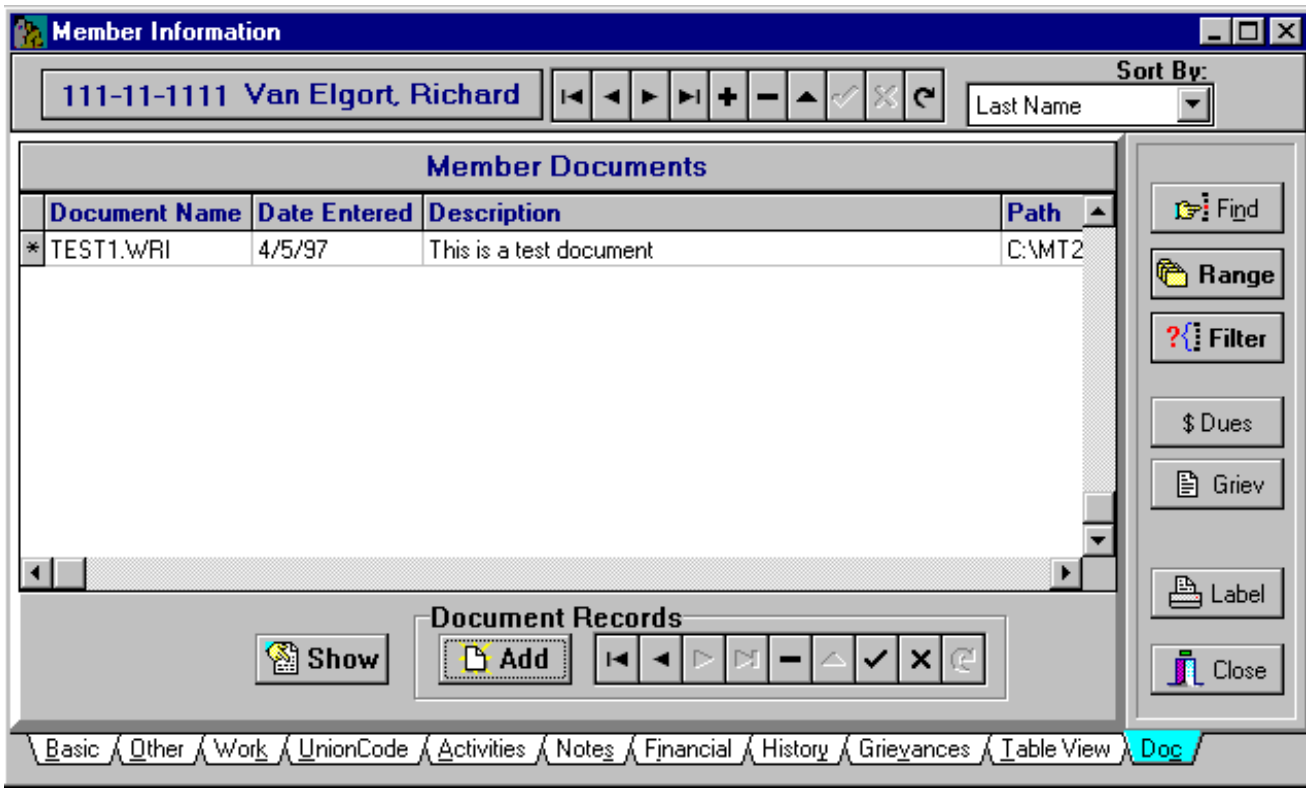
From this screen you can enter the complete path name of the document and your own custom description or press the Browse key to open the typical windows directory dialog.

From here you can click on any drive, directory and file name until you OK the file you wish to attach. Then you can enter you long custom description.



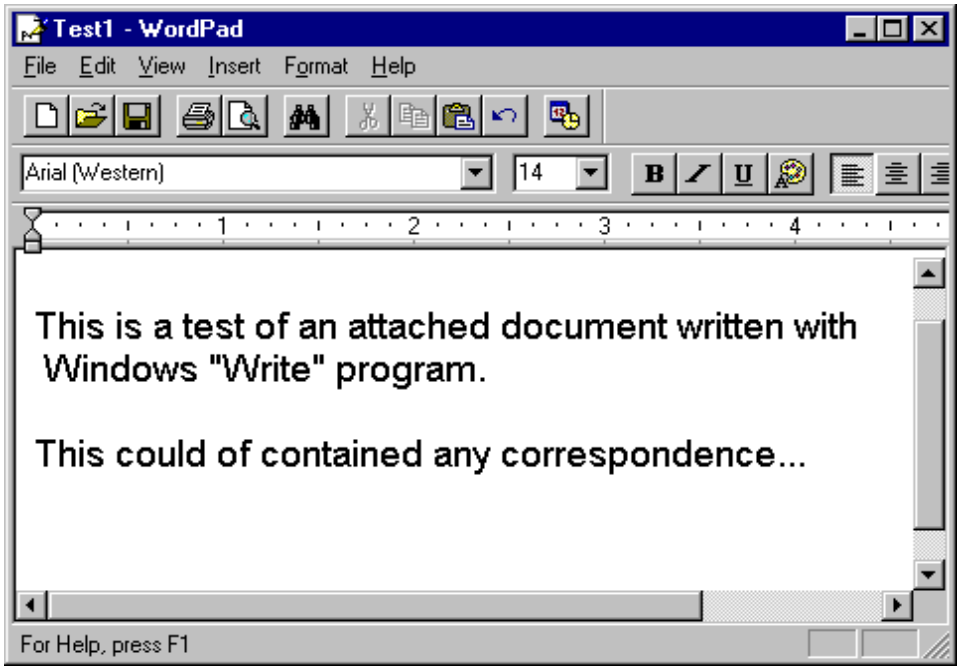
Once you click on the document you wish to attach, the program will automatically insert the full path name and you can insert your own long description.

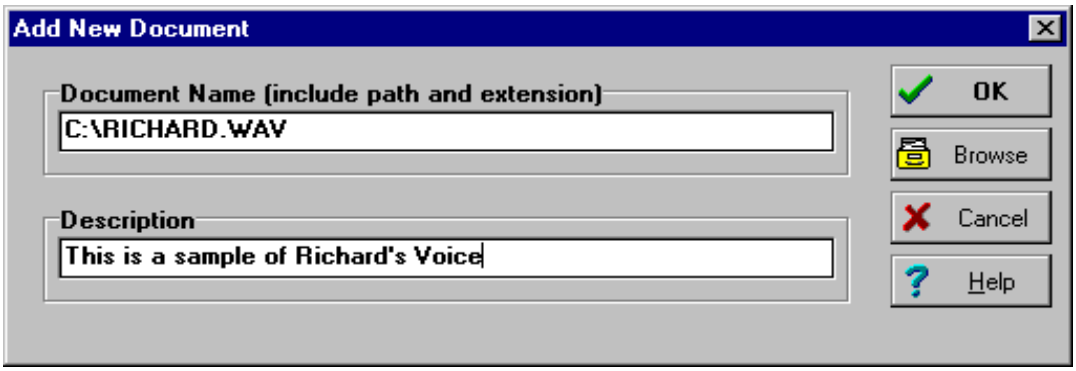




This shows the result of attaching "TEST1.WRI" with a description of "This is a Test Document".

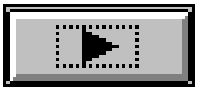
If you highlight a document or use the navigator to indicate the document and then press the "Show" button or double-click the item, the MUMS/2000 attached document feature will automatically activate the proper windows application and open the requested document for review and/or update. You can update the document if you wish. When you are done, you exit the application and the computer will return you to the MUMS/2000.

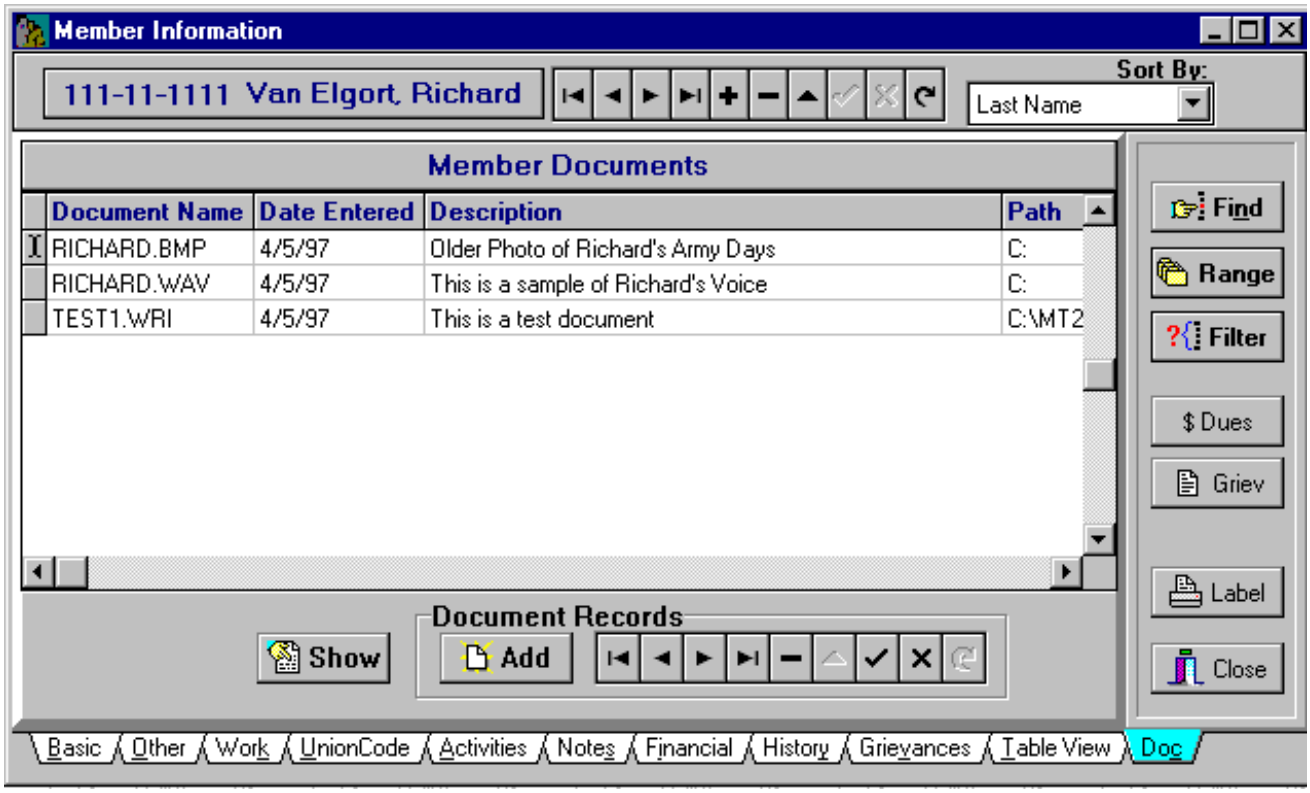




This is an example of attaching a voice or sound file (.WAV) to a members record.

When you request to "Show" the document, windows would automatically load a media player and allow you to listen to the voice by pressing the Start button.





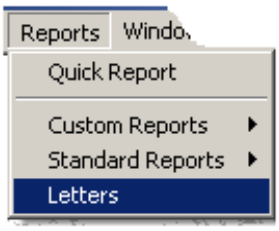
The above screen shows an attached photo called “RICHARD.BMP”.

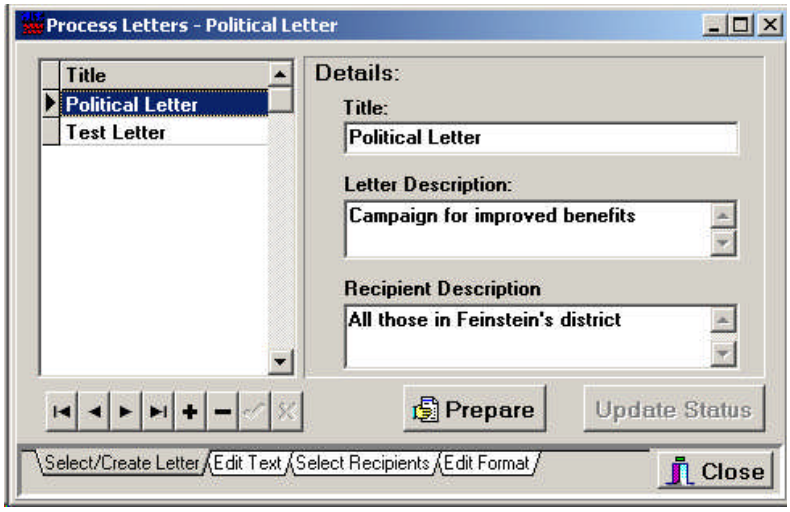
You can double-click on any attached item to view or press the SHOW button.

The above screen shows an attached photo called "RICHARD.BMP".

Form Letter Creator

MUMS/2000 has a feature to create form letters for Political Action or Dues Delinquency or even a general form letter to all those in your database.



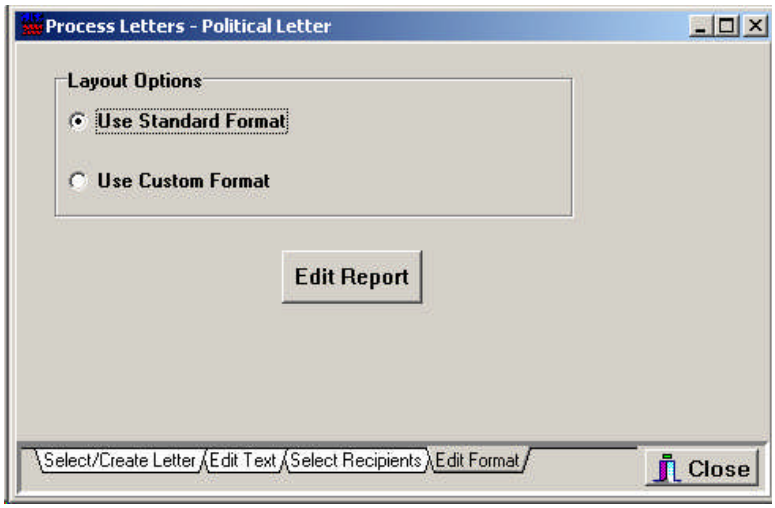


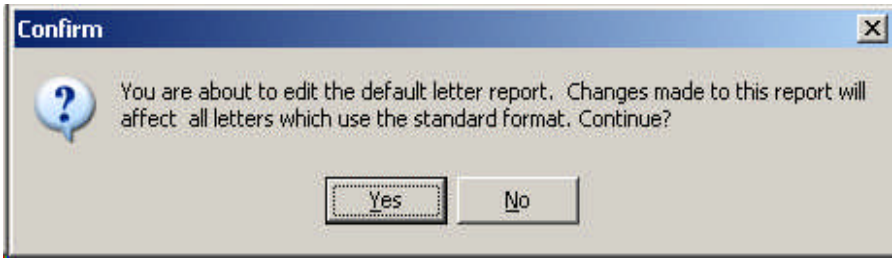
From this screen you can Select/Create Letter, Edit Text of the letter, Select Recipients and Edit the Format of the letter.

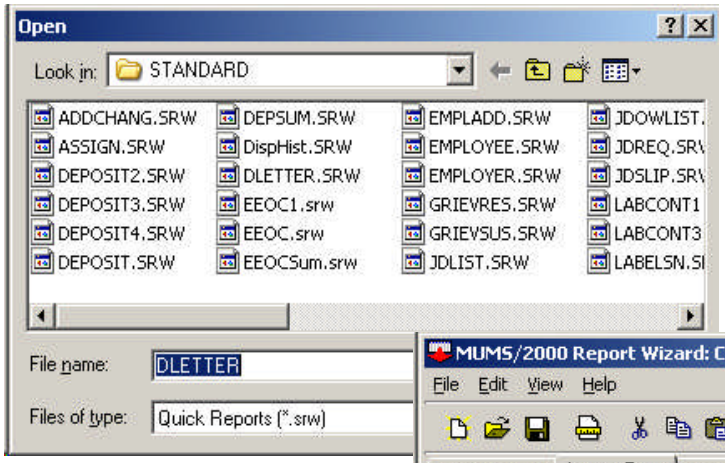
It is important to start with Edit Format to insert the correct signature block for any letter.

This is the screen if you click on the Edit Format Tab.

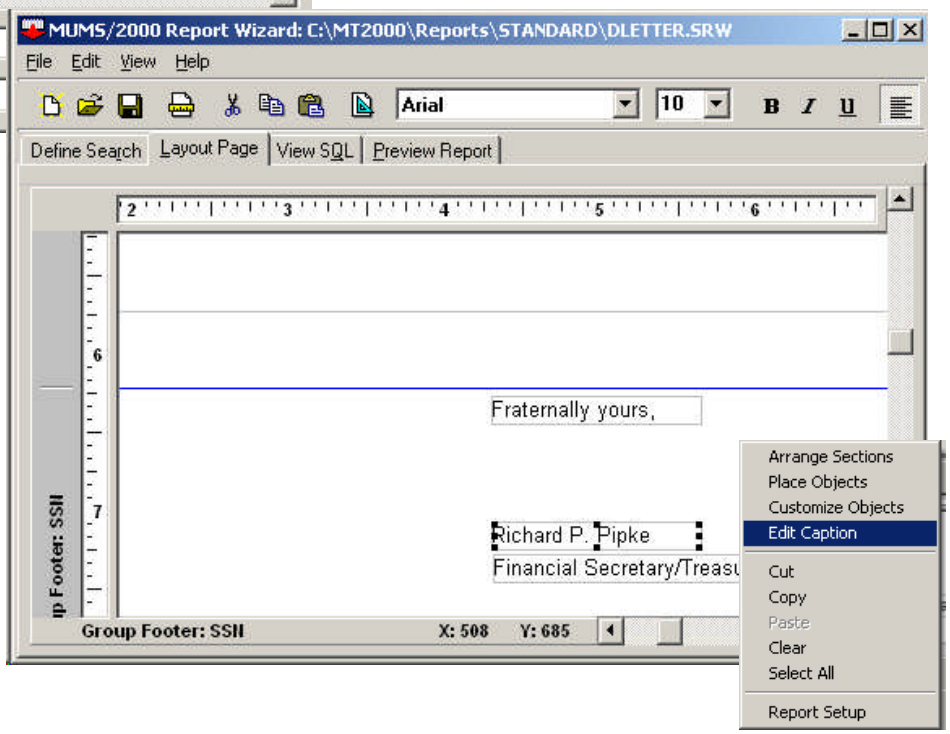
You can change the Standard Format or create a custom one on another name.



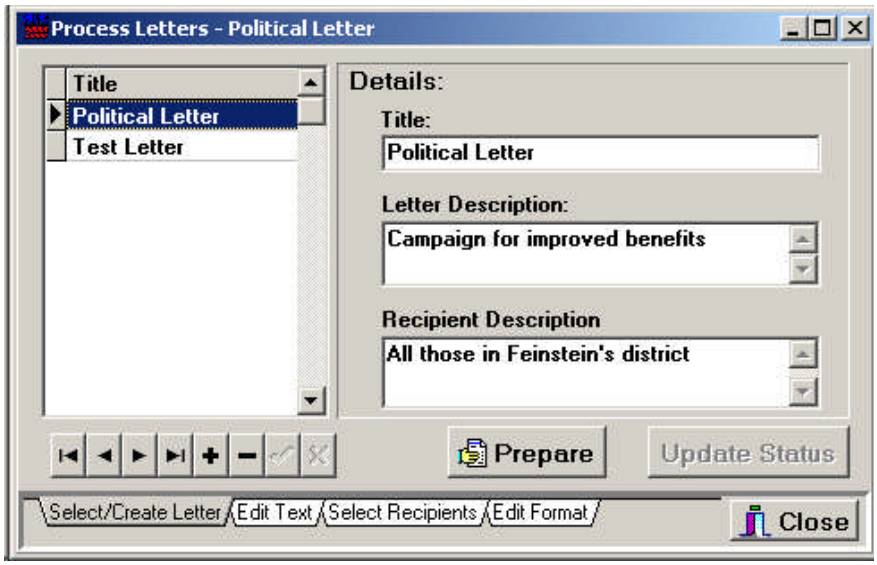




Be Sure to select the DLETTER.SRW file to change the Default Letter.

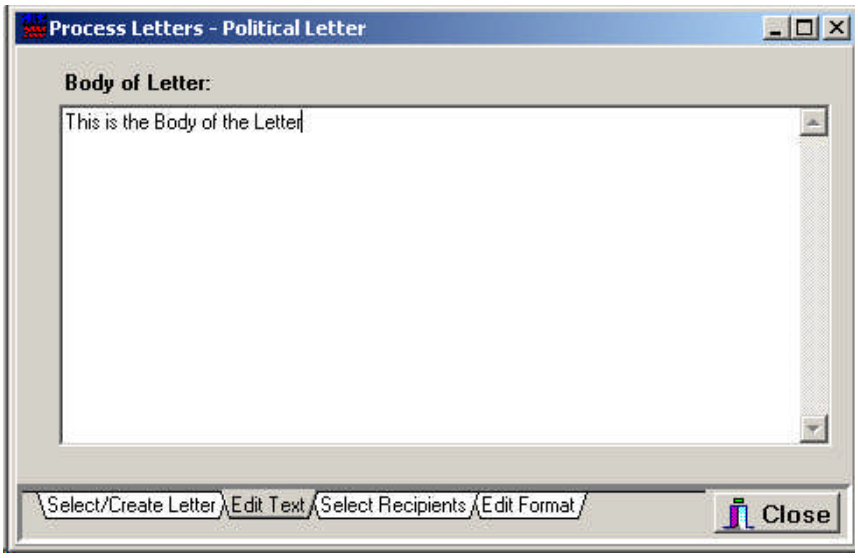


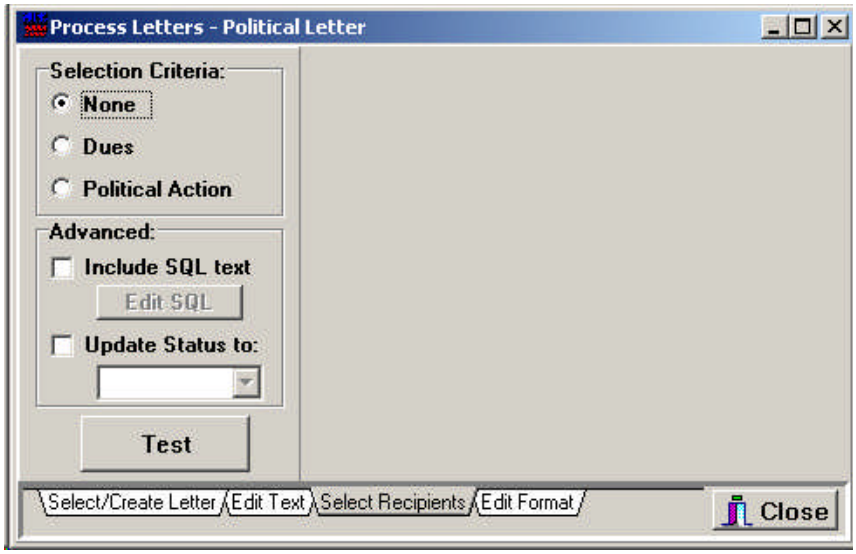
Then go to Layout Page and click on signature block. You can use the Page Designer to change the value of a label or right click and request "Edit Caption". When you save the report it will go into Custom and that is OK.



Back to the Letter Creator. This screen is used to create a new letter by using the navigation bar or running an existing one.

This tab allows you to insert the body of the letter.

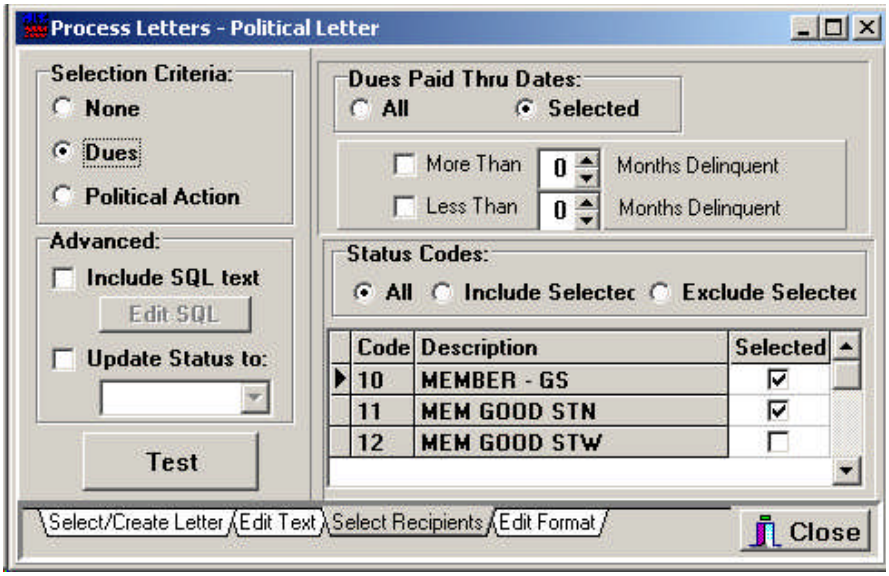


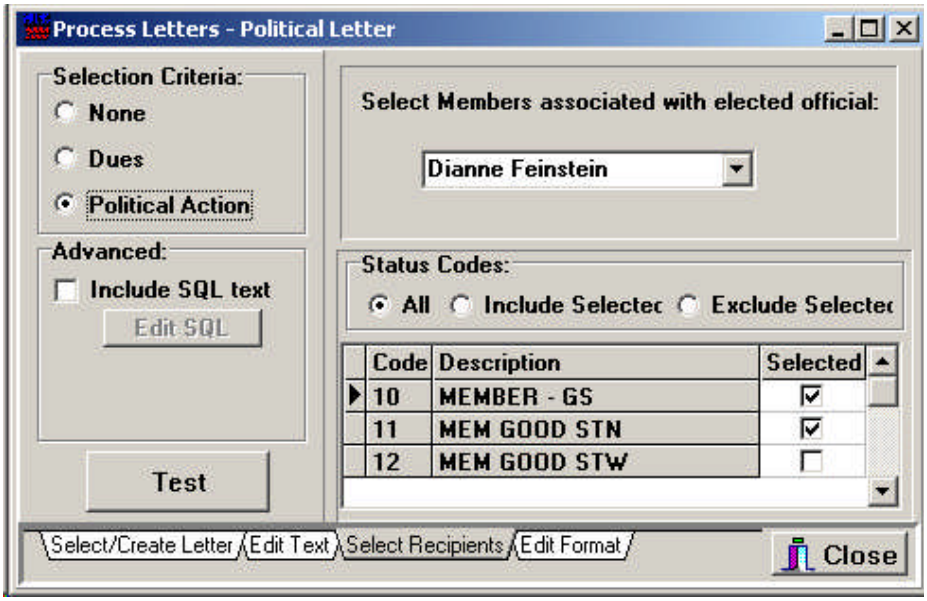


This tab allows you to select Recipients of the letter via three methods.

- **None**
- **Dues**
- **Political Action**

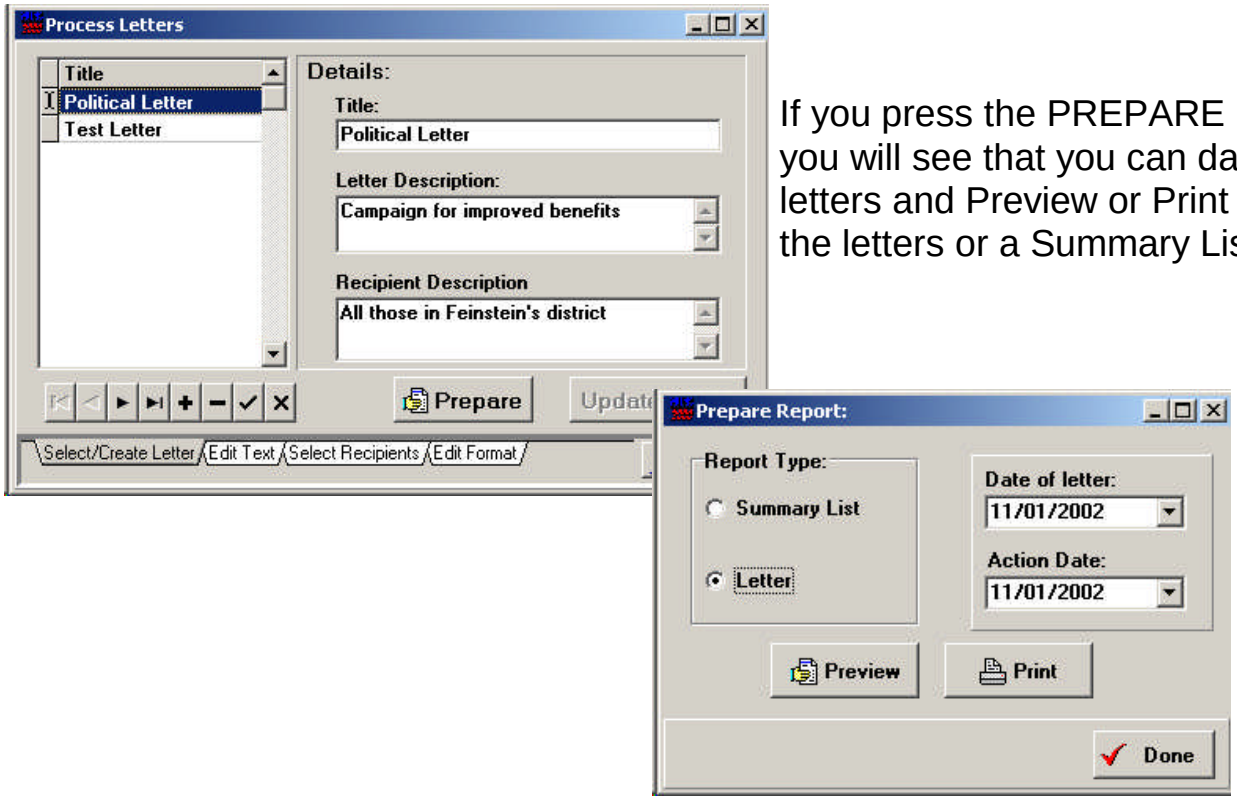
The DUES screen allows you to select all or just selected Paid Thru Date, enter number of months and include or exclude based upon status codes.





The Political Action selection can be by a voting district and can also include or exclude various status codes.

If you press the TEST button the program will review your criteria and inform you as to how many letter could be generated that match your selection.



If you press the PREPARE button you will see that you can date the letters and Preview or Print all of the letters or a Summary List.

This is an example of the form letter.

Pamela Casey 11/01/02

APT 5B
3333 Casey Av, Suite 90
West Hills BC A3F 3R3

Dear Brother / Sister,

This is the Body of the Letter

Fraternally yours,

Richard P. Pipke
Financial Secretary/Treasurer

11/01/2002

Summary Listing

Political Letter

SSN	Name
333-33-3331	Pamela Casey
222-22-2221	Ron L Casey
666-66-3570	Nina Demeglio
666-66-6663	Thomas Flor
777-77-2443	Steven Kant
888-88-8644	Kelly Peddler
444-44-4430	Alton F Reed
888-88-1252	Bonnie J Shatun
777-77-3458	Mary A Thomas
777-77-7778	David A Van Elgort
111-11-9145	Richard O Van Elgort
888-00-8889	Brandon Weber
555-55-5551	William W Wojtalik

Total: 13

This is an example of the Summary List.

MUMS/2000 Tables Directory - Alpha List

Table Name	Description	Type
ACTCOD1	Codes For Activity Level 1	Code Table
ACTCOD2	Codes For Activity Level 2	Code Table
ACTCOD3	Codes For Activity Level 3	Code Table
ACTIVITY	Member Activity Records	Master File
ADDRCODE	Employer Address Type	Code Table
AREA	Work Area Codes	Code Table
ASSIGN	Union Assignment Codes	Code Table
BATCH	Payment Batch Header	Work File
BATCHTMP	Payment Work File	Work File
BENECODE	Benefit Plan Codes	Code Table
BENEFLST	Member Dependents	Master File
BENEFTPD	Employer Benefit Paid Table	Master File
DOCLIST	Member Attached Document List	Master Link
DUESCALC	Employer Dues Methods	Master Link
DUESCAT	Dues Codes	Code Table
DUESCODE	Employer/Title Dues	Master Link
DUESCUST	Member Custom Location Dues	Master File
EARNHIST	Member Earnings History	Master File
EMDCLIST	Employer Attached Documents List	Master Link
EMPGRSTP	Employer Grievance Steps	Master File
EMPLDUES	Employer Dues Summary	Master File
EMPLOYER	EMPLOYER MASTER FILE	Master File
EMPSTAT	Employer Status Codes	Code Table
EMPTYPE	Employer Type Codes	Code Table
EMPXREF	Employer Crossreference	Master File
ETHNIC	Ethnic Codes	Code Table
FIELDS1	Field Assignment Table	Work File
FIELDS2	Field Assignment Table	Work File
GRIESTEP	Grievance Step Data	Master File
GRIEV	GRIEVANCE MASTER FILE	Master File
GRIEVCAT	Grievance Category Codes	Code Table
GRIEVNAM	Grievance Name Codes	Code Table
GRIEVPRT	Grievance Participants	Master Link
GROUP	Group Codes	Code Table

GRSTPACT	Grievance Action Codes	Code Table
GVDCLIST	Grievance Attached Documents List	Master Link
HOLIDAY	Job Dispatch Holiday Schedule	JR-Master File
INITFEE	Initiation Fee Codes	Code Table
JDTEMP	Job Dispatch Work File	JR-Work File
JOBCLASS	Job Classification Codes	Code Table
JOBCOND	Job Dispatch Condition Codes	JR-Code Table
JOBTITLE	Job Title Codes	Code Table
JRAPPCON	Job Dispatch Applicants Conditions	JR-Master Link
JRAPPCRT	Job Dispatch Applicants Certification	JR-Master Link
JRAPPLCT	Job Dispatch Applicant Master File	JR-Master File
JRAPPSKL	Job Dispatch Applicant Skills	JR-Master Link
JRBOOKS	Job Dispatch Books Master File	JR-Master File
JRCERTCD	Job Dispatch Certification Codes	JR-Code Table
JREMPREQ	Job Dispatch Employer Request	JR-Master File
JRHISTRY	Job Dispatch Job History	JR-Master File
JRLISTCD	Job Dispatch List Codes	JR-Code Table
JRLISTS	Job Dispatch Lists	JR-Master File
JROFFERS	Job Dispatch Offers History	JR-Master File
JRREQSTS	Job Dispatch Requests	JR-Master File
JRSKILLS	Job Dispatch Skills Codes	JR-Code Table
JRTERMCD	Job Dispatch Termination Codes	JR-Code Table
JRZONE	Job Dispatch Zone Codes	JR-Code Table
LANGCODE	Language Codes	Code Table
LOCATION	WORK LOCATION MASTER FILE	Master File
LOCPOL	Location Political Data	Master Link
MARITAL	Marital Status Codes	Code Table
MEMASSGN	Member Assignment Data	Master Link
MEMBER	MEMBER MASTER FILE	Master File
MEMPOL	Member Political Data	Master Link
MEMUNREP	Member Union Rep Data	Master Link
NOTES	Member Notes	Master File
NOTESCAT	Note Category Codes	Code Table
OFFILIST	Employer Officer Data	Master Link
OFFINAME	Employer Officer Name Data	Master File

PARTY	Political Party Codes	Code Table
PAYBATCH	Payment Information	Work File
PAYITEM	Payment Details	Work File
PAYMENT	Member Payment History	Master File
PAYTYPE	Payment Method Codes	Code Table
PBITEMS	Payment Items	Work File
PBTEMP	Payment Temp	Work File
POLDIST	Political District Data	Code Table
POLTYPE	Political Types	Code Table
POSTITEM	Payment Item Work	Work File
PRODCODE	Employer Product Codes	Code Table
PRODLIST	Employer Product Lists	Master Link
REGISTER	Voting Registration Status Codes	Code Table
REPFILT	Standard Report Filter Information	Work File
REPORTS	Standard Report Information	Work File
SECTION	Work Section Codes	Code Table
SETTINGS	System Options	Work File
SHIFT	Work Shift Codes	Code Table
STATES	Political State Codes	Code Table
STATUS	Member Status Codes	Code Table
STRFUNDS	Strike Fund Codes	Code Table
STRPAMNT	Strike Payment Codes	Code Table
SUFFXCAT	Member Suffix Codes	Code Table
SURVAFFL	Employer Survey Affiliate Data	Master File
SURVEYS	Employer Survey Records	Master File
SURVPROD	Employer Survey Products	Master File
SURVSUB	Employer Survey Sub-Contractors	Master File
SURVUN	Employer Survey Unions	Master File
SURVVEND	Employer Survey Vendors	Master File
TEMPITEM	Payment Temp Items	Work File
TITLECAT	Member Name Title Codes	Code Table
TRACKCAT	Activity Tracking Data	Master File
UNIONREP	Union Rep Codes	Code Table
USER	User/Password Data	Master File
VOTEHIST	Member Voting History	Master File

MUMS/2000 Tables Directory - Usage List

Table Name	Description	Type
Member Master Files		
ACTIVITY	Member Activity Records	Master File
BENEFLST	Member Dependents	Master File
DOCLIST	Member Attached Document List	Master Link
DUESCUST	Member Custom Location Dues	Master File
EARNHIST	Member Earnings History	Master File
MEMASSGN	Member Assignment Data	Master Link
MEMBER	MEMBER MASTER FILE	Master File
MEMPOL	Member Political Data	Master Link
MEMUNREP	Member Union Rep Data	Master Link
NOTES	Member Notes	Master File
PAYMENT	Member Payment History	Master File
TRACKCAT	Activity Tracking Data	Master File
VOTEHIST	Member Voting History	Master File
Employer Master Files		
BENEFTPD	Employer Benefit Paid Table	Master File
DUESCALC	Employer Dues Methods	Master Link
DUESCODE	Employer/Title Dues	Master Link
EMDCLIST	Employer Attached Documents List	Master Link
EMPGRSTP	Employer Grievance Steps	Master File
EMPLDUES	Employer Dues Summary	Master File
EMPLOYER	EMPLOYER MASTER FILE	Master File
EMPXREF	Employer Crossreference	Master File
LOCATION	WORK LOCATION MASTER FILE	Master File
LOCPOL	Location Political Data	Master Link
OFFILIST	Employer Officer Data	Master Link
OFFINAME	Employer Officer Name Data	Master File
PRODLIST	Employer Product Lists	Master Link
SURVAFFL	Employer Survey Affiliate Data	Master File
SURVEYS	Employer Survey Records	Master File
SURVPROD	Employer Survey Products	Master File
SURVSUB	Employer Survey Sub-Contractors	Master File
SURVUN	Employer Survey Unions	Master File
SURVVEND	Employer Survey Vendors	Master File

Grievance Master Files

GRIESTEP	Grievance Step Data	Master File
GRIEV	GRIEVANCE MASTER FILE	Master File
GRIEVPRT	Grievance Participants	Master Link
GVDCLIST	Grievance Attached Documents List	Master Link

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