



**Multi-Union Membership System
for the 21st Century**

Highlights of MUMS/2000 Rev 5.xx

with Installation & Upgrade Notes

January 2006



Table of Contents

HIGHLIGHTS OF REV 5:

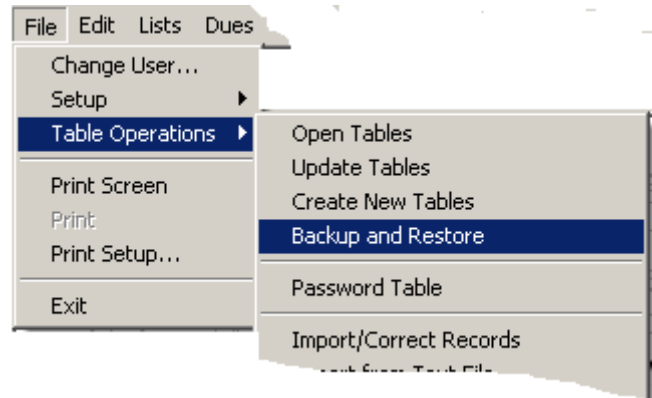
<i>New</i> BACKUP & RESTORE Feature	2
<i>New</i> Quick Entry for Activities & Notes	5
<i>New</i> Standard Reports for Activities & Notes.....	6
<i>New</i> Member Label Features	7
<i>New</i> Standard Reports by Birthdate or Seniority Date	8
<i>New</i> Report Writer with expanded Filter & new Preview Screen....	9
<i>New</i> Report Writer - Runtime Input-Filter Feature.....	10
Additional System Options.....	11
Additional Member fields & Displays.....	12
New Foreign Address Support.....	13
New Temp File Creation to assist Custom Reports	14
CWA Locals ONLY – Reminder on MLO 109 Resubmit	15

INSTALLATION & UPGRADE NOTES

Rev 5.xx UPGRADE Instructions.....	16
Rev 5.xx Network UPGRADE Additional Notes	17
Rev 5.xx INITIAL Installation Instructions	18
Rev 5.xx INITIAL Network Installation Additional Notes.....	19
Rev 5.xx Review of Network File Locations	20
Rev 5.xx Trouble Shooting Multi-User Sites	21
Rev 5.xx Notes for Canadian Locals.....	22

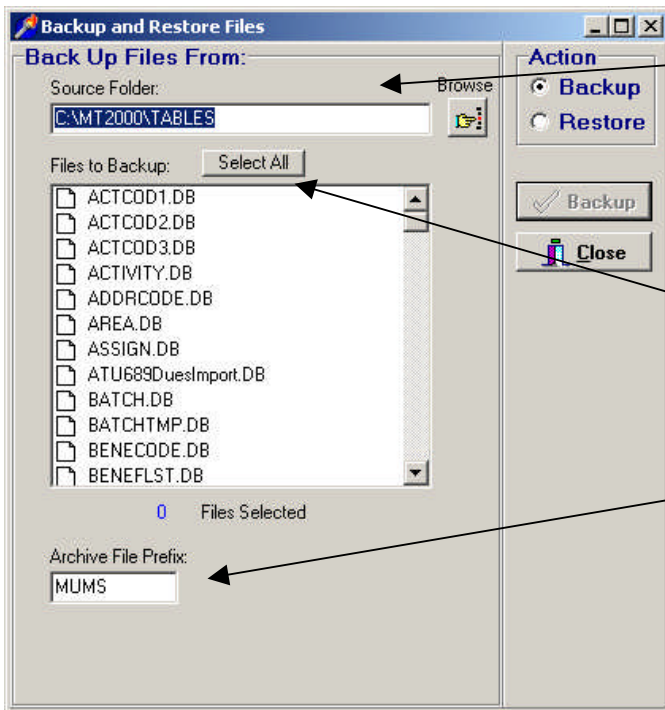
New BACKUP & RESTORE Feature

This feature allows you to backup all of your MUMS databases. You can use this same feature to restore a set of databases based upon the date you backed-up. This new feature is found on the File|Table Operations Menu.



Backups of your data should be run on a regular basis and additionally before and after significant updates to your database.

BACKUP INSTRUCTIONS:

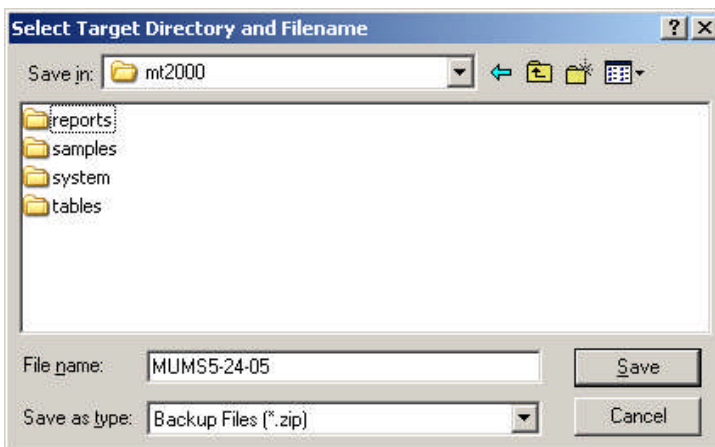


You first select Action of Backup and select your source folder. The program will default to your current folder. You can browse to another database if you wish.

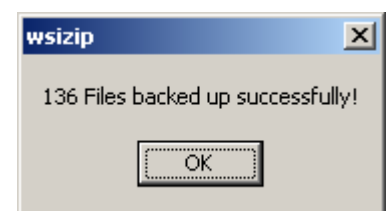
Normally you click on "Select All" to backup all files or select a specific file.

The program defaults to calling the backups MUMS followed by today's date. If you wish another prefix you can change it here.

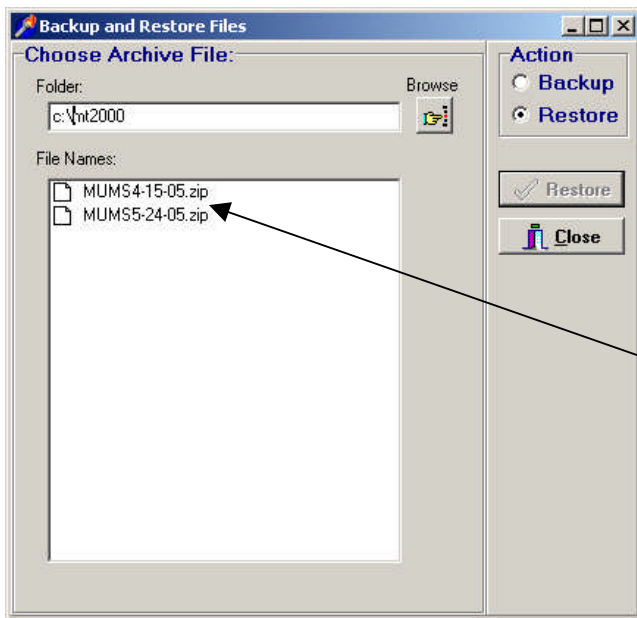
Once you have made your selections and pressed the BACKUP button you will then have the option to select where you wish the backup files to be placed. The program defaults to your MT2000 folder. You can select any other folder, make a new folder or select another drive completely. On this same screen you can right click and delete old backups when you need to make room.



During the backup you will see a progress pie chart and at the end a confirmation message.



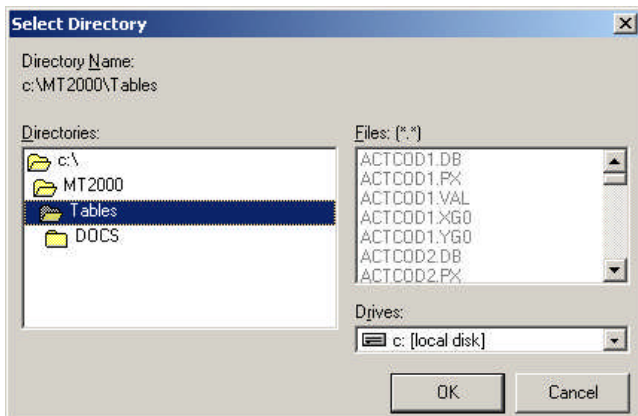
RESTORE INSTRUCTIONS:



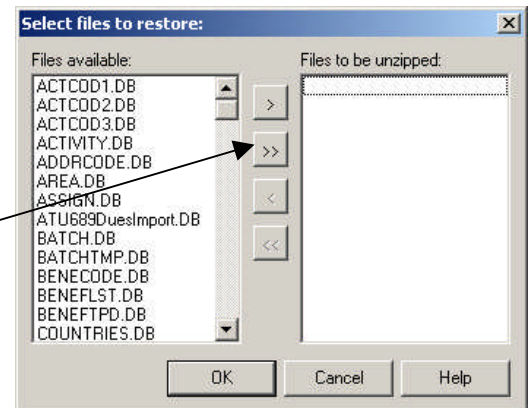
Once you chose the Action to RESTORE you can then select the folder to restore from or use Browse button.

Then you MUST select from the list which set of backups you wish to restore

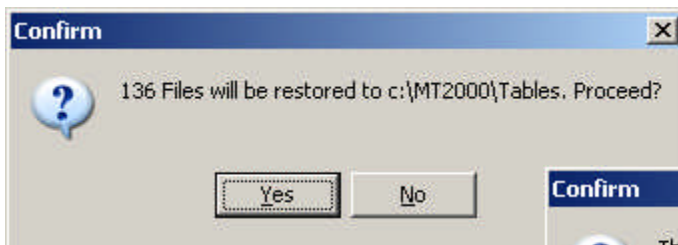
Once you have selected the backup set of files, you then verify or select the folder you wish to restore into.



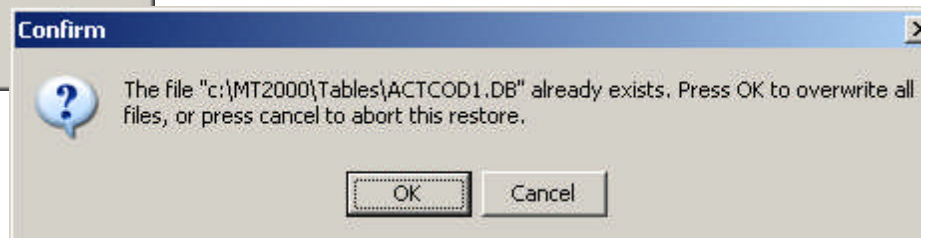
You may then select all the files (>>) or select single databases you wish to restore (>).



The program will ask you to confirm the number of files and where they are to be restored to.



Also the program will ask you to confirm to overwrite existing data.



The program will display a message when done and you can then exit the Backup/Restore program.

For Advanced Users Only! - Standalone Backup & Restore

*For advanced users who wish to do automatic backups, the program **c:\mt2000\wsizip.exe** can be run directly from explorer, from a command line or from a scheduler such as Windows Control Panel's "Scheduled Tasks". The following are command line parameters:*

SOURCEFOLDER	=	Default folder for files to be backed up
CURRENTFOLDER	=	Folder for current tables, for an overwrite warning
TARGETFOLDER	=	Default folder for restoring files
ARCHIVEFOLDER	=	Default folder for finding zip archives
FILEDISPLAYMASK	=	Default mask for showing files to be backed up
BACKUPRELATED	=	True or False for whether related files are backed up
FILEPREFIX	=	Added to date to create archive file name

MASKOPTION	Shows mask choices, defaults to false
AUTOBACKUP	Runs a backup with defaults or parameters
ALWAYSOVERWRITE	Avoids overwrite warnings during restore

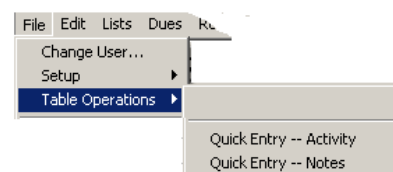
All parameters except last three are saved in registry and displayed in various controls. Parameter value (if present) overrides registry value. Folder names with spaces need to be enclosed in double quotes.

If you do a backup from within MUMS the program will remember most of your responses for the next backup, therefore you can do an automatic backup outside of MUMS with a command line of the following for example:

```
c:\mt2000\wsizip.exe sourcefolder=c:\mt2000\tables targetfolder=c:\m2000 autobackup
```

New Quick Entry for Activities & Notes

The new Quick Entry for Activities & Notes is at the end of the File|Table Operations Menu.



On the Quick Entry-Activity, you enter Date, Location and up to three levels of Activities. Then you press the ADD button and click on the member you wish to mark. You can continue to ADD all those for the same activity. RESET is used to clear the fixed information fields.

Quick Entry -- Activity

Date: 03/17/2005
Activity Code 1: Meet
Location: Union Hall
Activity Code 2: Stew
Activity Code 3:
Add Reset Close

Search for Member

Search Characters (ENTER to Choose)
va

Last Name	First Name	SSN
Flor	Thomas	666-66-6663
Kant	Steven	777-77-2443
Peddler	Kelly	888-88-8640
Reed	Alton	444-44-4430
Shatun-Reed	Bonnie	888-88-1252
Thomas	Mary	777-77-3458
Van Elgort	David	777-77-7778
Van Elgort	Richard	111-11-9147
Weber	Brandon	888-00-8889
Wojtalik	William	555-55-5551

Search By
Last Name

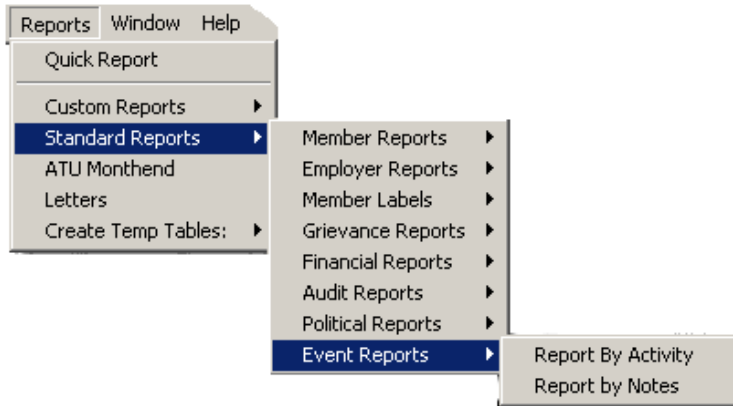
The Quick Entry-Notes is almost identical to Activity Entry Screen.

You enter Date, Note Category and Actual Note then press ADD to put the same note for multiple members.

Quick Entry -- Notes

Date: 03/17/2005
Notes Category: E
Note: Attended 2005 Steward Training
Add Reset Close

New Standard Reports for Activities & Notes



The new Standard Reports for Activities & Notes is found on the Reports|Standard Reports|Event Reports menu

When you request the Report By Activity you will see this option screen that allows you to request date range, activity codes and number of Activities. This allows you to print those that have met certain local requirements of attendance. The Select by Status Code allows you to pick all, include or exclude those you check.

The 'Report By Activity' dialog box contains the following sections:

- Date Range:** From: 01/01/2005, To: 03/31/2005
- Activity Codes:** Code 1: All, Code 2: All, Code 3: All
- Number of Activities:** Any, At Least, Not more than
- Status Codes:** Method: All, Include, Exclude
- Table:**

Code	Description	Select
01	Ext Org - Cold Lead	<input type="checkbox"/>
02	Ext Org - Tried to Co	<input type="checkbox"/>
03	Ext Org - Undecided	<input type="checkbox"/>
04	Ext Org - Lean Again	<input type="checkbox"/>
05	Ext Org - Lean for U	<input type="checkbox"/>
06	Ext Org - Signed Aut	<input type="checkbox"/>
07	Ext Org - Vol Organiz	<input type="checkbox"/>
08	Ext Org - Not Eligible	<input type="checkbox"/>
10	ACTIVE MEMBER	<input type="checkbox"/>
11	New Member - Admit	<input type="checkbox"/>
12	Member - from \$2 Pe	<input type="checkbox"/>
13	Member - Reinstated	<input type="checkbox"/>
14	Member - from \$4 Pe	<input type="checkbox"/>

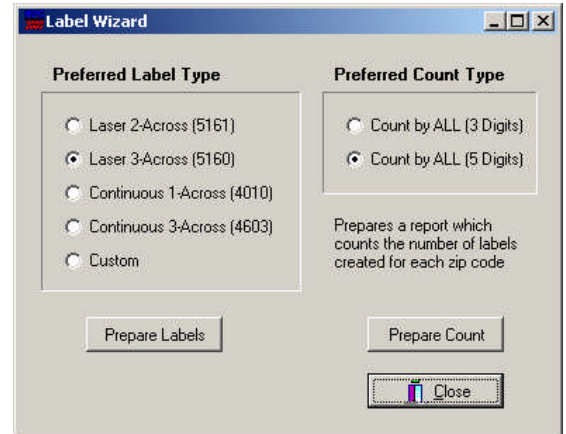
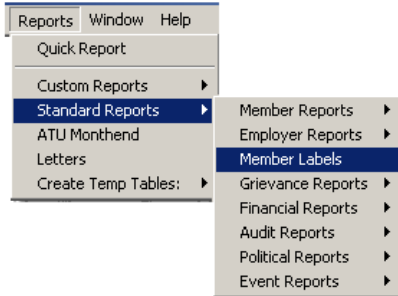
The 'Print Preview' window displays the 'Activity Report' for the dates 01/01/2005 to 03/31/2005. The report shows all activity codes and status codes, with any number of activities. The table below shows the data:

Status	Name	Date	Code 1	Code 2	Code 3	Location
13	Kant, Steven	03/17/05	Meet	Stew		Union Ha
10	Reed, Alton F	02/17/05	Meet	Stew		Union Ha
		03/17/05	Meet	Stew		Union Ha
10	Van Elgort, Richard O	02/17/05	Meet	Stew		Union Ha
		03/17/05	Meet	Stew		Union Ha
10	Wojtalik, William W	03/17/05	Meet	Stew		Union Ha

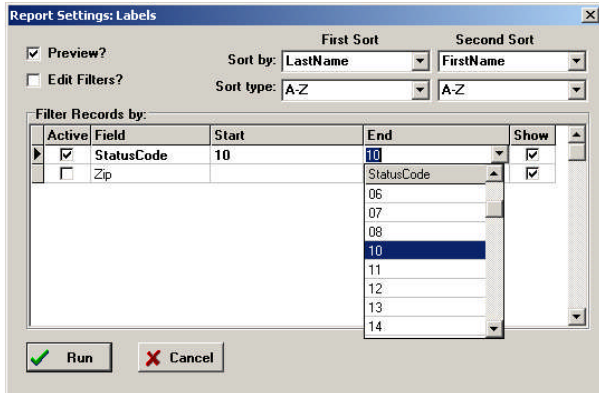
The report will show all activities grouped by member. You can optionally print an ID number next to the member by using one of the new system options reviewed on Page 7.

“Report by Notes” has similar selection screen and printed output.

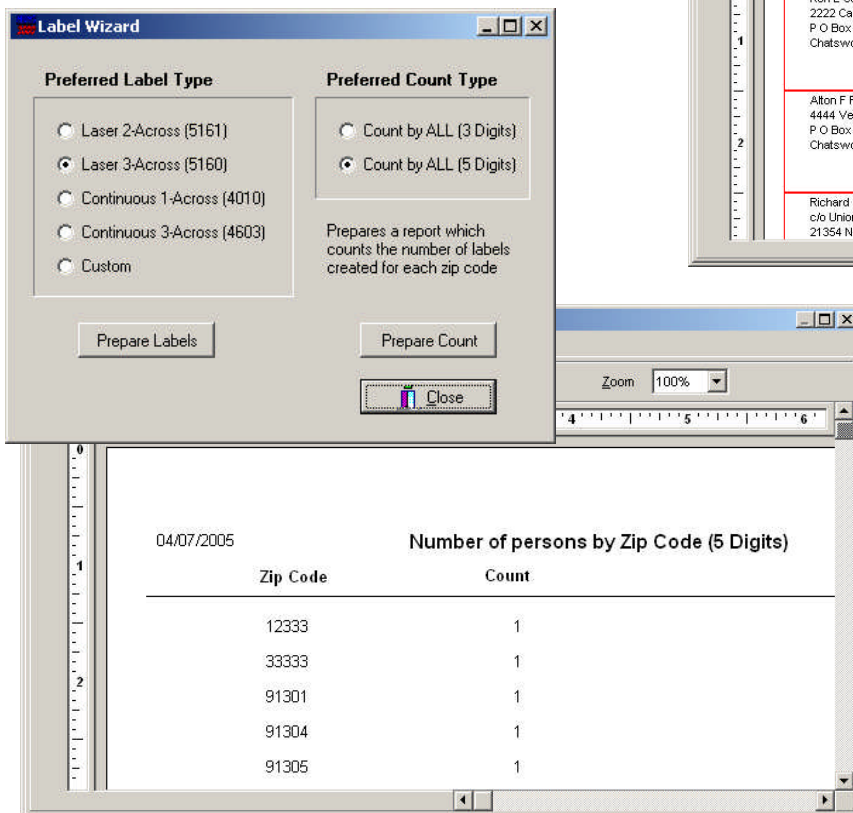
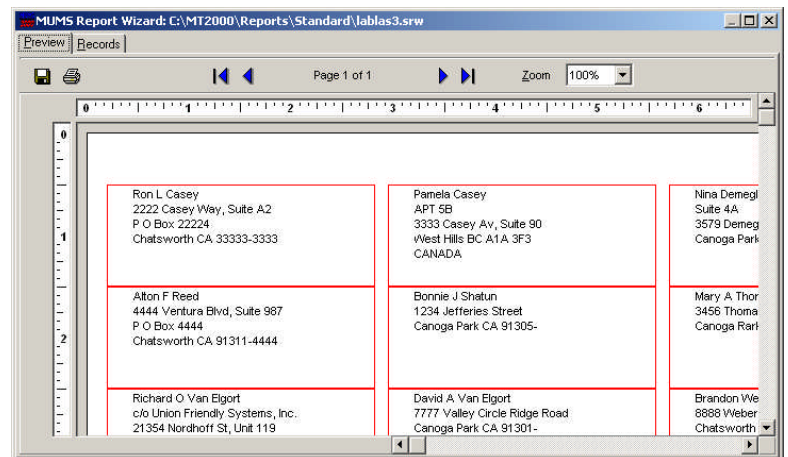
New Member Label Features



The New Label Feature when requested shows a screen where you can select the type of label format and press “PREPARE LABELS”. This then brings up the Report Settings screen so you can enter a Filter such as status code range.



When you press RUN the labels will be produced.

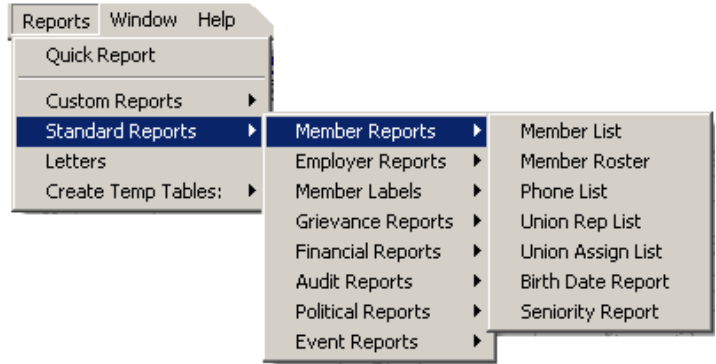


Optionally, you can select type of Zip Count and press “PREPARE COUNT” and the program will use the same filter you defined for your labels and print a count for each zip category and an overall total.

New Standard Reports by Birthdate, Seniority Date

The new Birth Date Report and Seniority Report are found under Reports|Standard Reports|Member Reports.

Each report will first show the standard report settings screen that allows you to filter report selections for your membership file.



Report Filters:

Birth Month: January

January
February
March
April
May
June
July
August

The Birth Date Report will then show the new screen to ask the Birth Month

Report Wizard: C:\MT2000\Reports\Standard\Birth-Month.srw

records

Page 1 of 1 Zoom: 100%

Birth Month Report

04/07/2005

Birth	Birth Day	Name	Birth Date
1	3	Van Elgort, Richard O	01/03/1945

The Seniority Report asks for the Seniority Month and which Seniority years you wish included on the report.

Report Filters:

Seniority Month: March

Seniority Years:

☐ 5 Years
☒ 10 Years
☐ 15 Years
☐ 20 Years
☐ 25 Years
☐ 30 Years

Report Wizard: C:\MT2000\Reports\Standard\Seniority.srw

Page 1 of 1 Zoom: 100%

Seniority Month Report

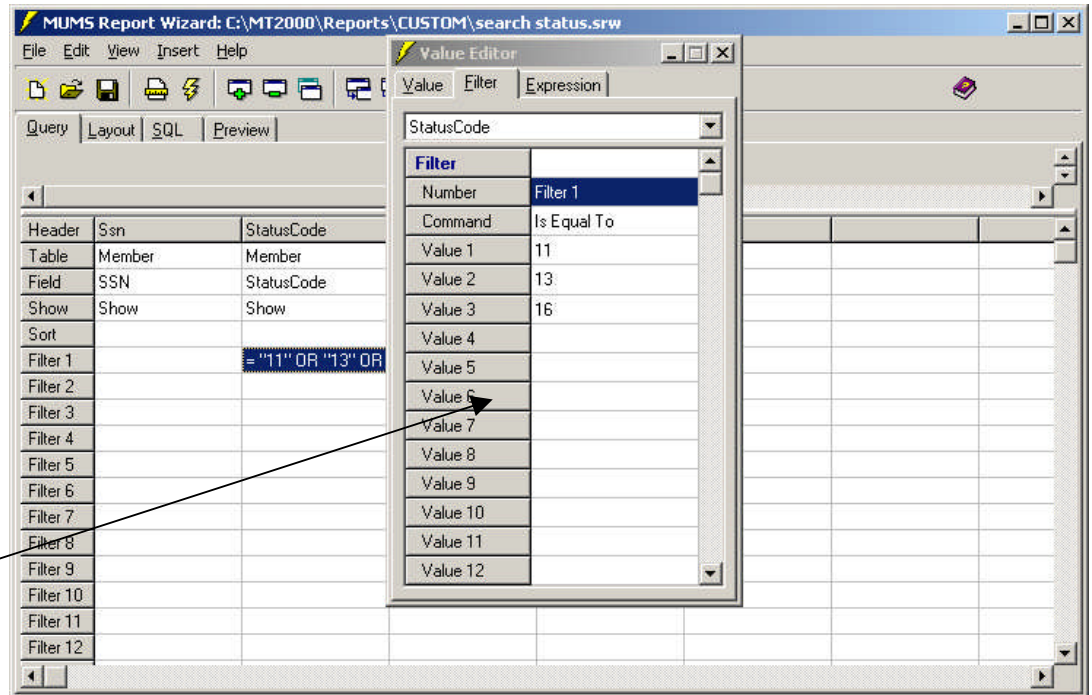
04/07/2005

Seniority Month	Seniority Day	First Name	Last Name
3	1	Pamela	Casey

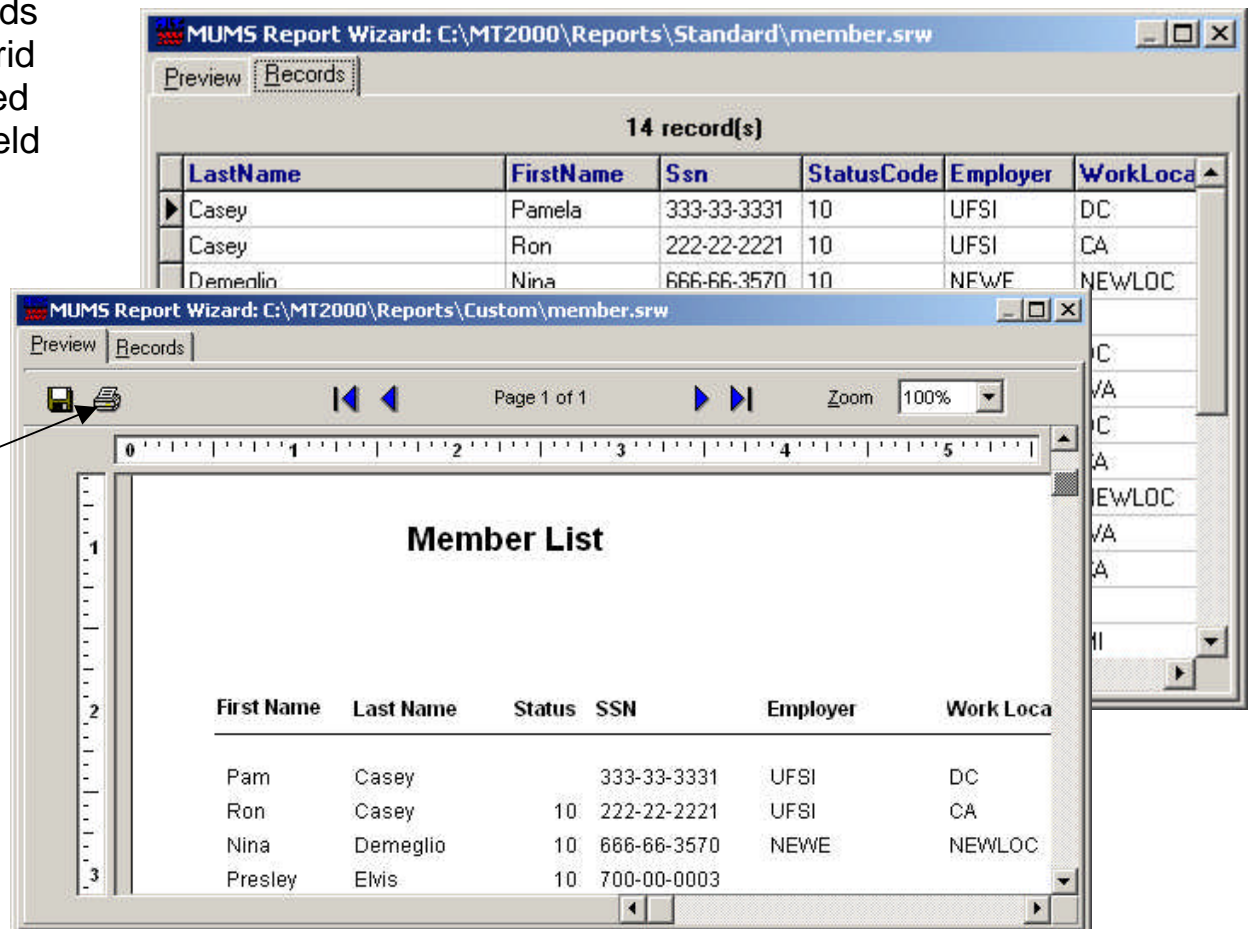
New Report Writer with expanded Filter & Preview Screen

The new MUMS Report Wizard (also known as Shazam) now provides for up to 20 Filters or Selections.

Each of these can compare to up to 20 separate values.



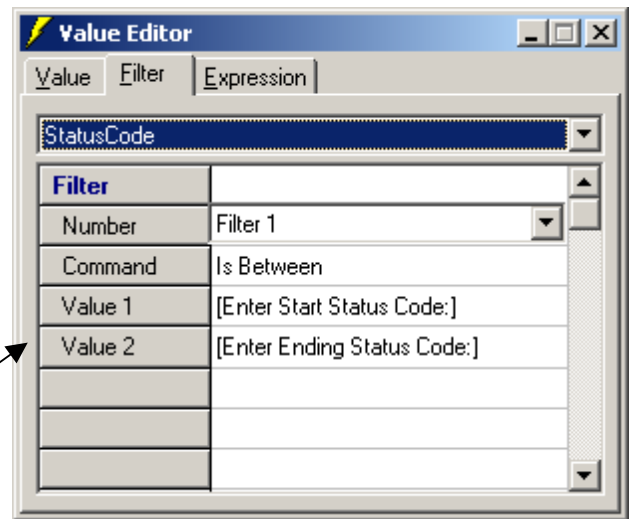
When running a report in Preview mode you will see two tabs. The Preview tab shows you what the report looks like when printed. The Records tab provides a count of selected records along with a grid view of selected records and field values.



The Print Button is used to send the report to any Windows Printer

New Report Writer – Runtime Input Filter-Feature

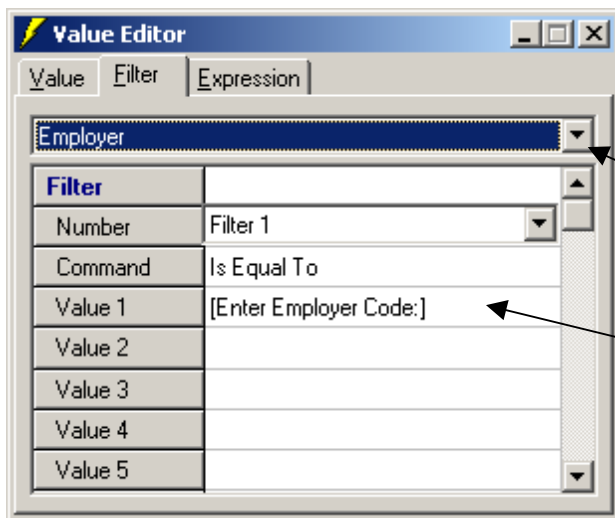
The new Report Writer has a totally new function that allows you to setup a selection or filter that is entered only at the time you run/preview the report. This new screen is shown when you click on the Filter line under a Field Name on the Query Tab. This Query Tab of the report writer used to be called “Define Search”. It still serves the same function.



The Value Editor dialog box has three tabs: Value, Filter, and Expression. The Filter tab is selected. The field 'StatusCode' is chosen from a pull-down menu. Below it, a table shows filter configuration:

Filter	
Number	Filter 1
Command	Is Between
Value 1	[Enter Start Status Code:]
Value 2	[Enter Ending Status Code:]

If you enter a value with “[]” around the it, then that “filter value” becomes the question to be asked when you run the report. The above example shows asking for a range of Status Codes.



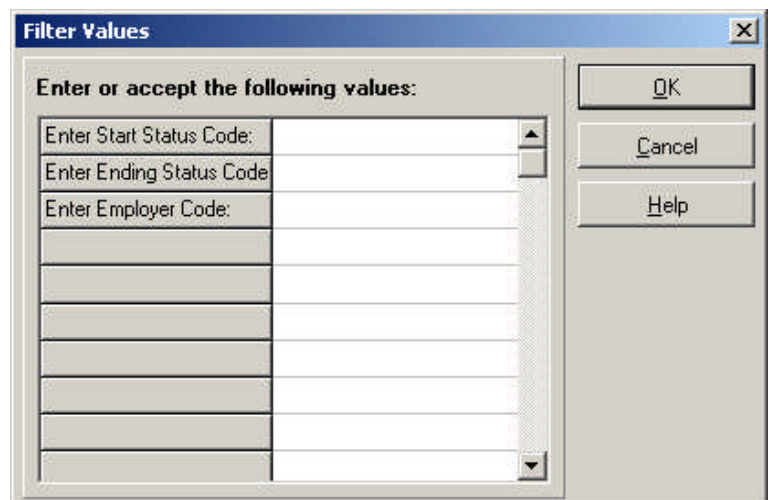
The Value Editor dialog box has three tabs: Value, Filter, and Expression. The Filter tab is selected. The field 'Employer' is chosen from a pull-down menu. Below it, a table shows filter configuration:

Filter	
Number	Filter 1
Command	Is Equal To
Value 1	[Enter Employer Code:]
Value 2	
Value 3	
Value 4	
Value 5	

Note you can use the Pull-down feature to navigate from one field to filter to another.

The example on the left, shows asking for a specific Employer Code to be entered when you run the report.

This screen shows what will be presented to the user when you run or preview a report using the above examples of Runtime Input-Filter.



The Filter Values dialog box has a title bar with a close button. The main area is titled "Enter or accept the following values:". It contains a list of input fields:

- Enter Start Status Code:
- Enter Ending Status Code:
- Enter Employer Code:
-
-
-
-
-
-

On the right side, there are three buttons: OK, Cancel, and Help.

Additional System Options

MUMS Rev 5.xx has several new System Options that can be set from the File|Setup|System Information Menu.

Two new Member Sort and Find Sequence Option are now available

This group allows you to set an Optional ID Field to be printed on the new Standard Note and Activity Reports described on Page 3.

This new checkbox on the “Field Settings” tab is used to turn on new “3rd Address Line” and “Country Code” pull-down table on the member’s Basic Tab. These fields are shown on next page.

The new Country Codes are established under the Lists|Code Tables|Country.

Page 9 describes the settings that should be used for Locals in Canada or overseas.

Tables: Country Codes	
Country	Description
CANADA	CANADA
USA	

Note: If you are a local in Canada you will want to blank the Description next to “CANADA” code and insert “USA” for the description next to the “USA” code. This will eliminate printing of “CANADA” on your labels and will use “USA” if needed.

Additional Member fields & Displays

Here is the new 3rd Address Line that is available ONLY if you check off the new “Country & 3rd Line Enabled” switch shown on prior page.

The Country field will automatically fill with “CANADA” and/or “USA” based upon your settings. See Page 9 for review. The Country Field will be a pull-down table if the “Country & 3rd Line Enabled” switch is activated.

The screenshot shows the 'Member Information' window for Richard Van Elgort. The 'Basic' tab is active. The 'Address' section includes fields for City (Canoga Park), St/Prov (CA), Zip/Postal Code (91304), and a 'Bad Addr' checkbox. The 'Dates' section includes Status, Birth Date, 1st Hire, Enrollment, Seniority, and Addr Chng. The 'Local Information' section includes Local, Sub Loc, Local Type, Council, Region, and Empl. The 'Phone Numbers' section includes Home, Work, and Cell. The 'View' dropdown is set to 'Form'. The 'Sort By' dropdown is set to 'Last Name'.

Note: “Bad Addr” Flag has been moved to be next to address.

The full descriptions of Group, Title, Class are now displayed instead of the codes. If you wish to see the underlying code you can click on the pull-down button.

The screenshot shows the 'Member Information' window for Richard Van Elgort, with the 'Work' tab active. The 'Job Classification Information' section includes Group (Software Group), Title (Programmer), and Class (Regular Full Time). The 'Benefit Plan Code' section includes a pull-down menu set to 'Full'. The 'HQ Member ID' section includes a text field with the value 080000036. The 'Job Location Information' section includes Employee Num (001), Employer (0259401), Alt Empl, Location, Area (Office), Section (Front), and Shift (D). The 'View' dropdown is set to 'Form'. The 'Sort By' dropdown is set to 'Last Name'.

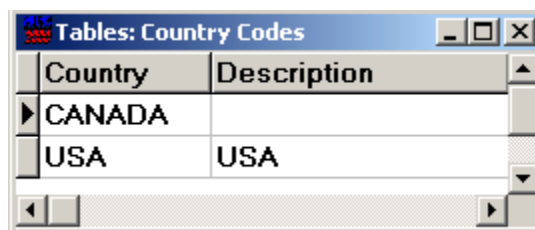
New Foreign Address Support

With new System Option for 3rd Address Line & Country Code, MUMS/2000 can now handle foreign addresses.

Location of Local	System Setup 3 rd Line & Country Code	Location of Member	ST/Prov Field	Zip/Postal Field	Country Field
USA	NO	USA	US States	Valid 5 Zip or Zip + 4	Auto Blank
USA	NO	CANADA	Canadian Province	Canadian Postal Code X9X 9X9	Auto "Canada"
CANADA **	NO	CANADA	US States	Valid 5 Zip or Zip + 4	Auto "USA"
CANADA **	NO	USA	Canadian Province	Canadian Postal Code X9X 9X9	Auto Blank
Overseas	YES	Misc	Blank	Blank	Use Pull-down Country Code Table

** Note: Above assumes that if you are a Canadian local you have changed the List|Table Codes|Country table to have blank description next to code of "CANADA" and have description of "USA" next of country code of "USA".

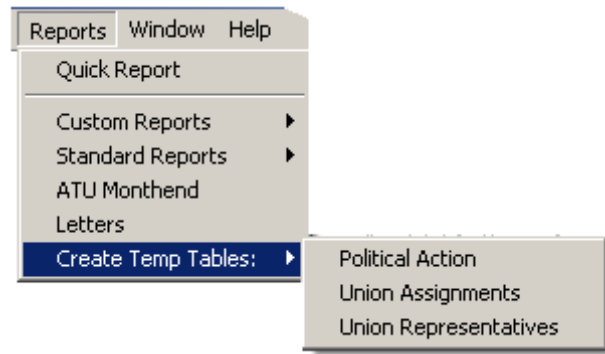
With this change you will not see "CANADA" on labels and MUMS/2000 will insert "USA" when needed for Canadian Locals Only.



Country	Description
CANADA	
USA	USA

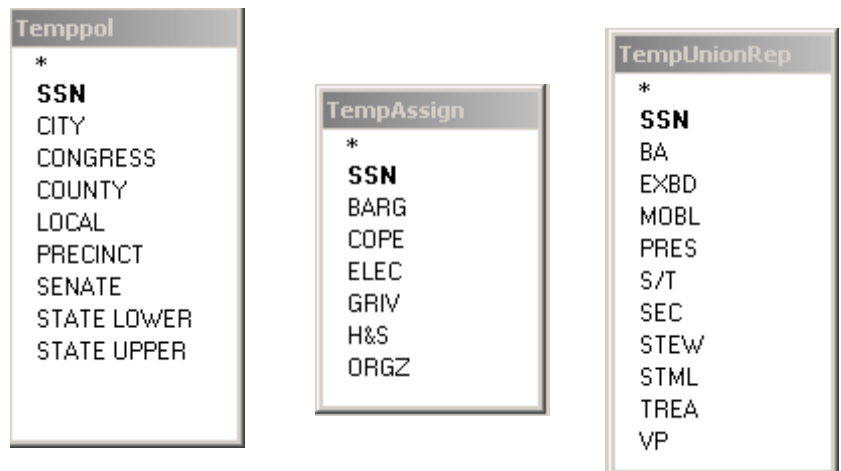
New Temp File Creation to assist Custom Reports

Because Political Action, Union Assignments and Union Representative fields are unlimited and in separate databases linked to a member's record, users could not previously print multiple information on a single line next to the member's name.

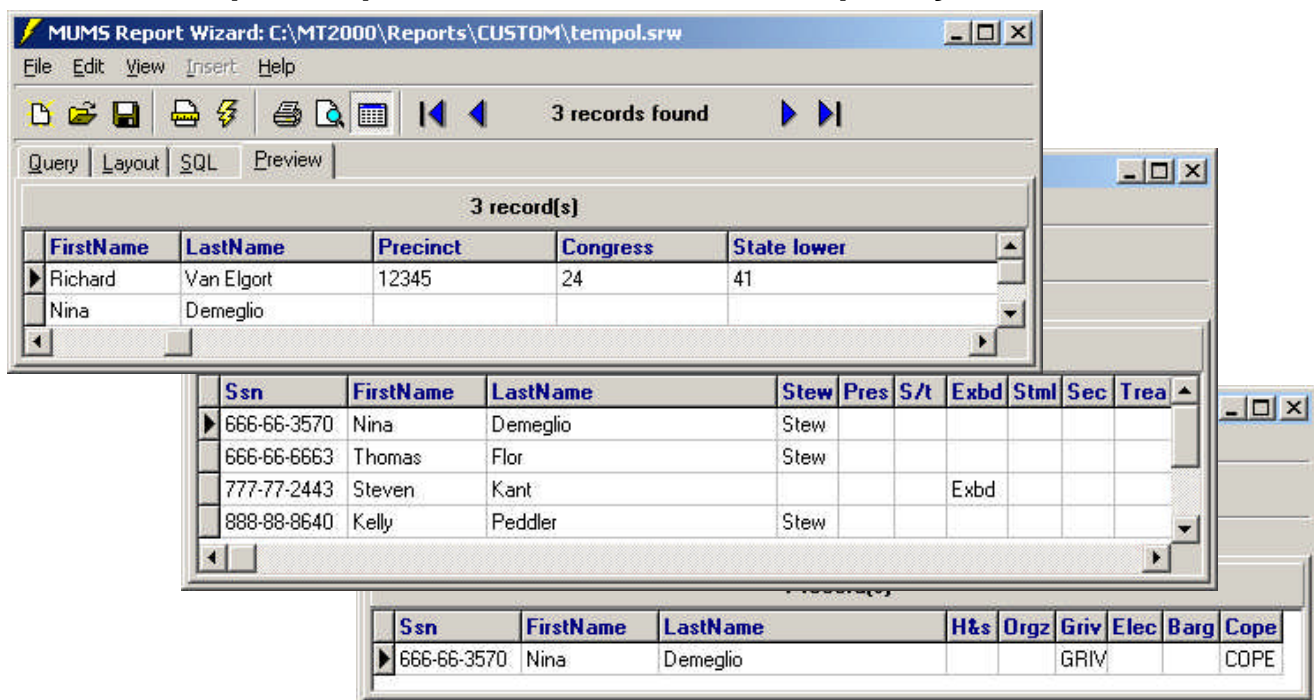


MUMS Rev 5.xx provides for three new temporary databases that can be generated with simple click and used to provide a streamlined custom report. NOTE: You MUST create new copy of temporary Political Action, Union Assignments or Union Representatives before you run/preview a new report.

These screens show the fields available for each of the three separate temporary databases. Additional fields will automatically be added when you create new temporary databases based upon any new coded fields you might of established.



These are examples of preview records of the temporary databases.



CWA Locals ONLY – Reminder on MLO 109 Resubmit

In order to resubmit to CWA HQ your Local Officer Names on those who have been reelected, MUMS has an easy feature that avoids having to delete the officer code and re-add it.

All CWA locals have to do to re-report a Local Officer via next MLO109 is to RIGHT-CLICK on the Union Representative code and then click on "Produce MLO109" to force the MLO Transaction Confirmation Screen.

The screenshot shows the 'Member Information' window for member 111-11-9147, Richard Van Elgort. The 'Union Representative' table has one entry: Code 'Pres', Description 'President', and Date blank. A right-click context menu is open over the 'Pres' entry, with the option 'Produce MLO109' highlighted. The 'Union Assignments' table is empty. The bottom tab bar shows 'Basic', 'Other', 'Work', 'UnionCode' (selected), 'Activities', 'Notes', 'Financial', 'History', 'Grievances', 'Job Disp', 'Daily Hire', and 'Doc'.

The 'Confirm CWA MLO Transaction' dialog box asks: 'Do you wish to create an MLO transaction?'. It shows 'Form type: 109 (Local Officer Information, UOPM 09.4)' and 'Action: Add Rep Code'. The 'Pres' representative is listed. Under 'Required Information:', there is a section for 'Address for union mail:' with radio buttons for 'Home' (selected) and 'Local Union'. Below this is the 'Effective Date:' field, which currently shows '12/30/1899'. At the bottom are 'OK' and 'Cancel' buttons.

Be sure to check the Effective Date before OK'ing the above....

Rev 5.xx UPGRADE Instructions

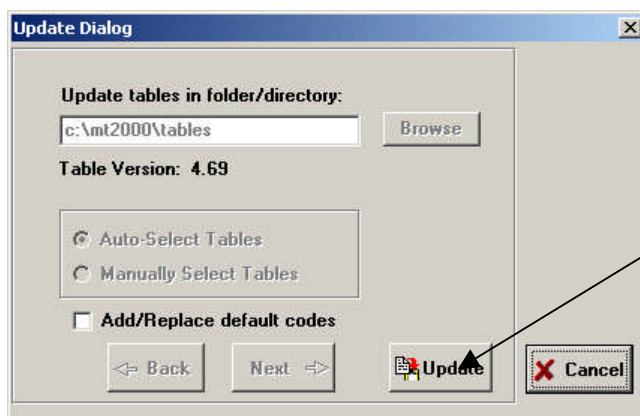
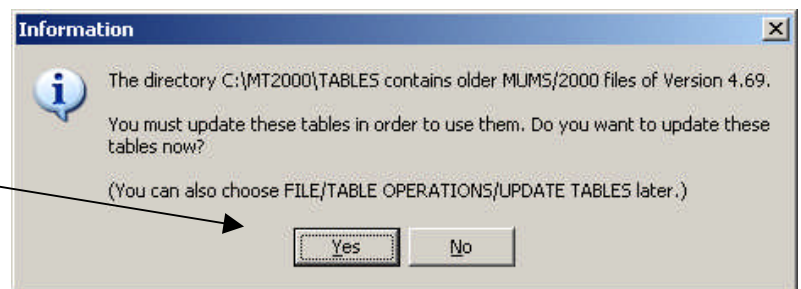
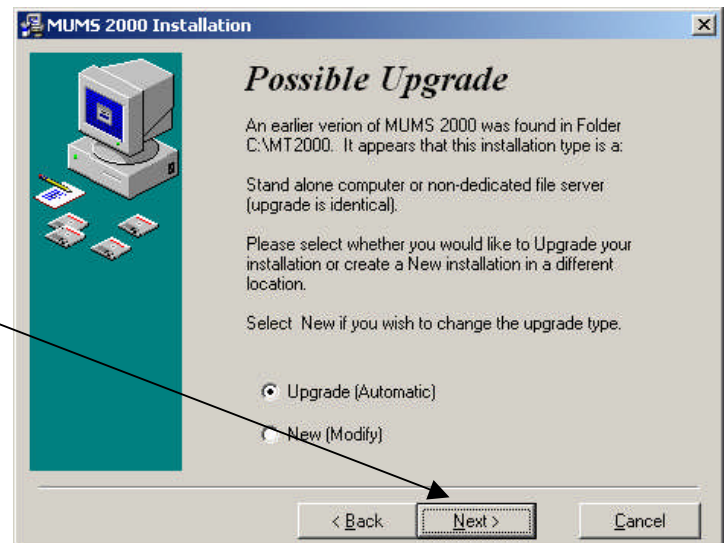
The following steps will be performed automatically when you insert the Upgrade CD. If you are a network installation, please review the “Network UPGRADE Notes” on the following page in addition to the following.

WARNING: *You must not be in the middle of any dues processing batches or other membership updates and you should have a current backup of your data as a precaution.*

When you put in the CD please press Accept to License Question and Next on all answers. MUMS/2000 will recognize if you are single user or network workstation or server automatically and it will do the proper upgrade. Only Novell Networks loading to server, need to make any changes to default answers.

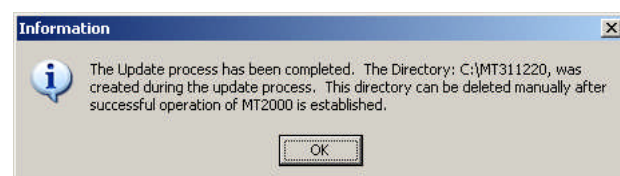
Once you have upgraded each of your workstations, you can remove the CD and request MUMS/2000 from you Desktop Icon as you would normally do.

In some cases, you will then be presented with this window informing you that your tables need updating and to press YES to proceed.



When you see this screen just press the Update button to continue with the table upgrades.

When all upgrades are done the computer will display the following screen and inform you of the work folder that can be removed at any time.



Rev 5.xx Network UPGRADE Additional Notes

There are three steps to upgrade a network site.

1. Update Server or Workstation that has Membership tables
2. Update all workstations
3. Update Databases if needed.

In all cases the Installation CD will detect which type of upgrade is necessary. This is true for dedicated file servers, non-dedicated file servers or peer-to-peer servers, and workstations. Only Novell Servers are unique and special instructions are required.

Update Server: If you have a dedicated server the installation program will load new reports only. If the installer recognizes that the server is also used as a workstation it will install the program and reports.

Workstations: The installation program will recognize that the workstations that are sharing membership data on another computer only need a new copy of the MUMS/2000 program and only the new MUMS/2000 program will be installed.

WARNING: All workstations MUST be upgraded before anyone attempts to run MUMS/2000.

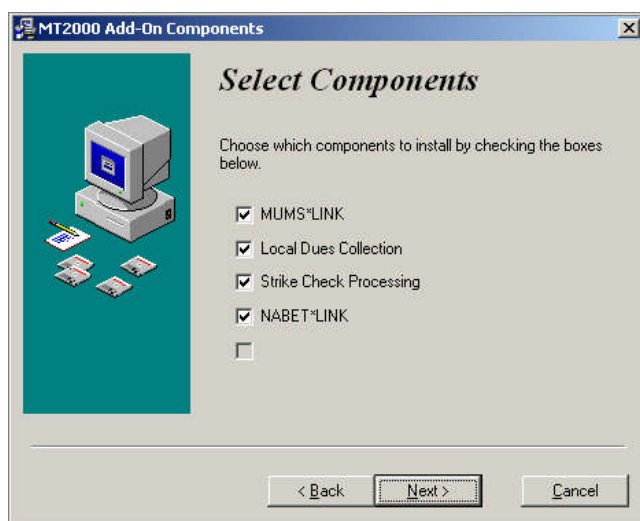
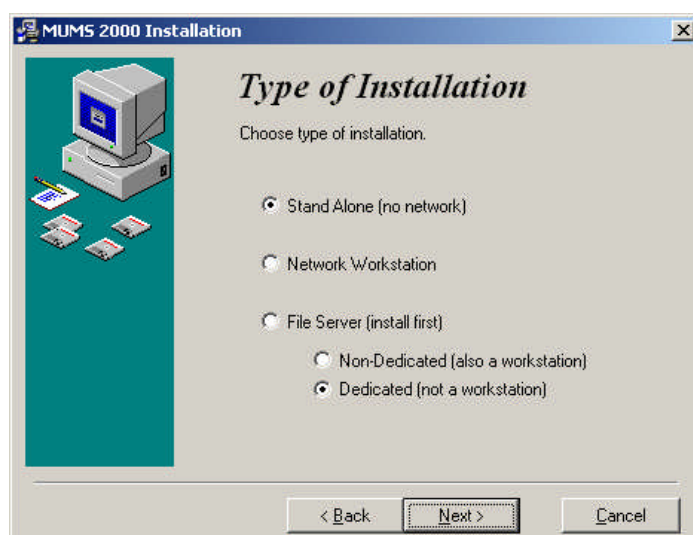
Databases: Once any one of the workstations enter the MUMS/2000 program, the table update feature will be activated if there has been any design changes in the databases. This update dialog screens can be found on the prior page.

Rev 5.xx INITIAL Installation Instructions

By Placing the MUMS/2000 master CD into your computer, the installation program will automatically load. If you are building a network, please refer to the “INITIAL Network Installation Notes” on the following page before you start.

Once the CD has loaded you will take all default answers for Standalone systems. For Networks you must answer the question on “Type of Installation” for Server and “Select Initial Tables to View” for the Workstations.

Also if you are doing a network, you must do the Server first then workstations. You will use the same CD for all installations.



FOR CWA LOCALS ONLY

ONLY if you are a CWA Local and wish to load Add-on programs such as MUMS*LINK, Local Dues Collection and/or Strike Checks. You must use same CD but with Windows, “OPEN” the CD, click on “ADDON” folder then click on “addon.exe” program to see this option screen.

Rev 5.xx INITIAL Network Installation Additional Notes

In order to understand MUMS/2000 Network environment you need to know what type of file server you are going to use.

A Dedicated File Server is one that is not used as a workstation and cannot run MUMS/2000 but contains the membership databases and master report formats.

A Non-Dedicated File Server is one that is used also as a workstation and will contain the programs, databases and reports.

A Peer-to-Peer network is one where all computers are workstations but there is still one computer that contains the databases shared by the others. In this case that one workstation is identical to "Non-Dedicated File Server".

Steps:

1. Install MUMS/2000 on Dedicated or Non-Dedicated File Server by selecting proper "Type of Installation". (See screen on prior page)
2. After MUMS/2000 Install, mark the whole C: drive of the Server or at a minimum the MT2000 folder shareable.
3. On each workstation "Map" a network drive to the shared device on the server with a drive letter like "F:" (you can use any letter you wish).
4. Keep in mind if the "F:" is whole drive C: of the server or just C:\MT2000 of the server.
5. Install MUMS/2000 on the workstation and when it asks for "Select Initial Tables to View" you will enter either "F:\MT2000\Samples" if you had shared the whole server's drive or "F:\Samples" if you only shared MT2000 folder.

Note: On Windows 98 peer-to-peer you must share whole C: drive of the server in order for MUMS/2000 to function.

Note: On Windows XP the users on the workstations must have "Administrator" or "Power User" rights to create/delete files within MT2000 folder on that workstation.

The following page describes the proper location of files in a Network environment.

Rev 5.xx Review of Network File Locations

The following is a review of where files/folders will be located after a correct network install on a dedicated fileserver and viewed from any workstation.

Dedicated File Server:

F:\MT2000\SAMPLES	Directory/Folder
F:\MT2000\TABLES	Directory/Folder
F:\MT2000\REPORTS	Directory/Folder

Workstation:

C:\MT2000\SYSTEM	Directory/Folder
C:\MT2000\mt2000.exe	Program
C:\MT2000\mtldcs.exe	Program **
C:\MT2000\mtlink.exe	Program **
C:\MT2000\mtstrike.exe	Program **

In the BDE Config the following "Database Aliases" will be automatically setup if the installation was done correctly.

<u>Alias</u>	<u>Path</u>
MT2000	F:\MT2000\SAMPLES (or TABLES)
MTSYSTEM	C:\MT2000\SYSTEM
MTLDCS**	C:\MT2000\MTLDCS
MTLINK**	C:\MT2000\MTLINK
MTSTRIKE**	C:\MT2000\MTSTRIKE

** These are only applicable for CWA Locals

Drive Letter Note: "F:" is used to describe the network drive, it could be any other letter.

Non-Dedicated Server Note: In a non-dedicated network, the computer that is both fileserver and workstation would have all of the items listed above in one place all pointing to same drive letter.

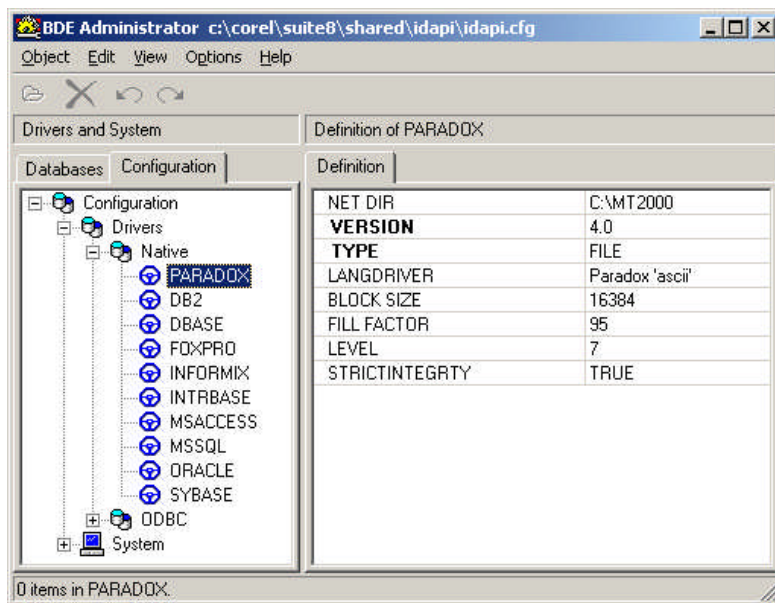
Rev 5.xx Trouble Shooting Multi-User Sites

The most common problem in a multi-user site is that only one user can get into MUMS\2000 at a time. This is a result of not installing exactly correctly or converting a standalone site into a multi-user site. You usually get error “Multiple Net Files in Use”.

The problem is with an entry called “Network Directory”. This is where the database engine stores a common location to denote the number of users and which records are currently being updated. All “Network Directory” entries must be pointing to the same folder on the server. It can be a different drive letter and in fact can have a different path, but the end result must be pointing to same folder.

In a Peer-to-Peer environment if you setup your workstations to point to the server's C:\MT2000 and called the folder F: instead of sharing the whole C: drive, then the “Net Dir” on the workstation would be “F:\”, while the “Net Dir” on the server would be “C:\MT2000” and they would mean the same thing.

Changes to the “Net Dir” is done in the BDE Config program found on the MUMS2000 Menu within Windows.



On this screen you need to click ONCE on Configuration, Drivers, Native, Paradox. Then you can update the “NET DIR”. You must press the Enter key when done before you exit in order to save the changes.

If you had a prior problem getting two users into MUMS you will have to remove any PDOXUSRS.NET and any files ending with “.LCK” to attempt to use MUMS/2000 again after you have fixed the BDE Configurations.

Slow Performance: If you encounter a very slow MUMS/2000, try turning off Anti-Virus, just to see if it makes a difference. If this helps then you might need to change your Anti-Virus to stop checking “.db” files or maybe a different type of Anti-Virus program.

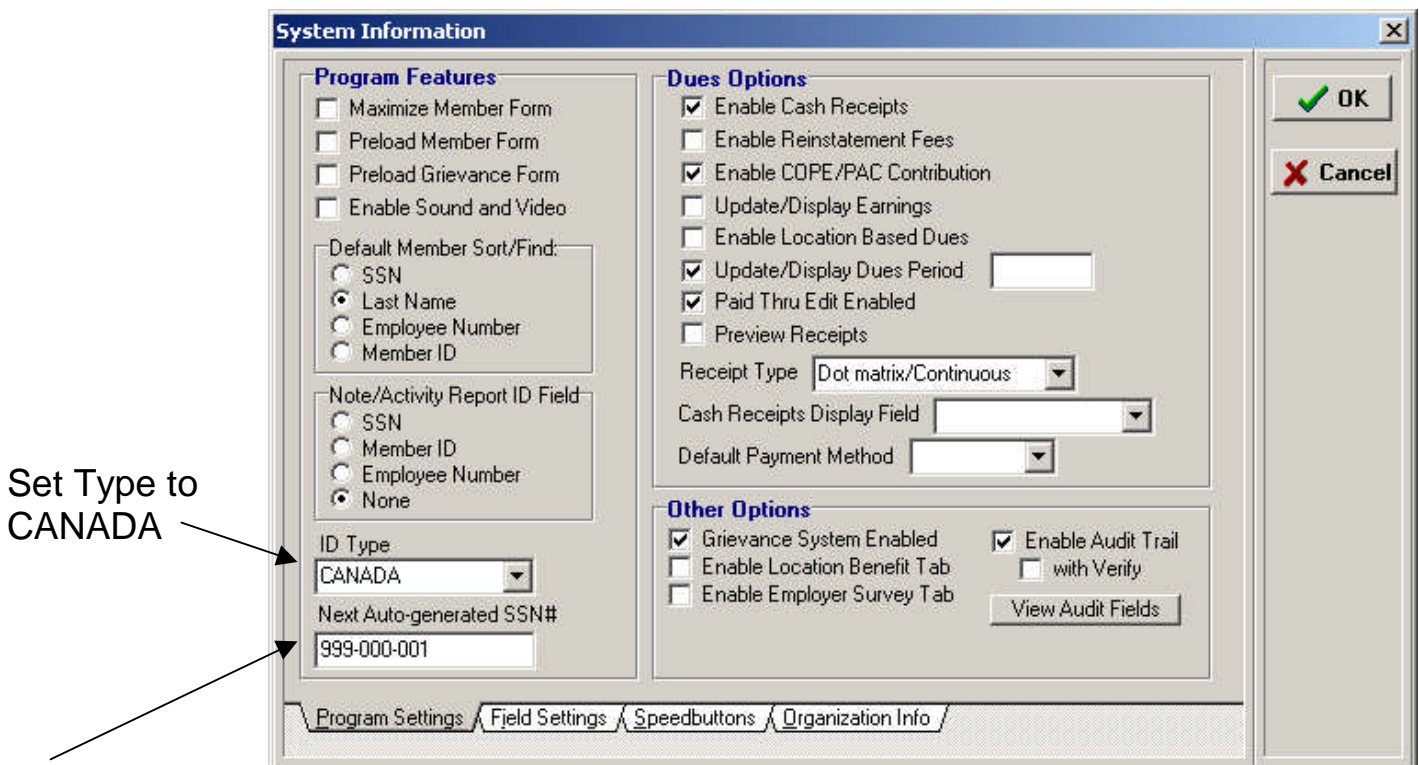
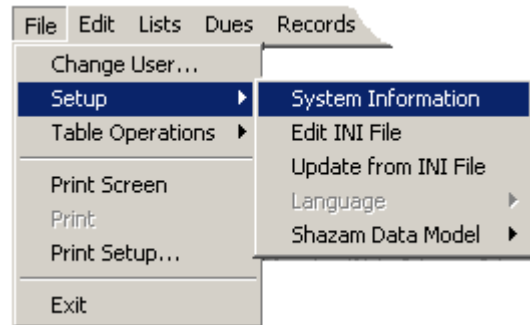
Recurring Corrupt Data: If you get “Index Out of Date” frequently it can be either from users turning off their workstations while still inside of MUMS or use of multiple network protocols. It is recommended to use TCP/IP as the ONLY protocol.

Rev 5.xx Notes for Canadian Locals

Prior to loading data into MUMS/2000 databases, a Canadian Local must set the system to use Canadian SIN format of xxx-xxx-xxx instead of USA SSN format of xxx-xx-xxxx.

Additionally the next dummy number must be set to correct for format. This number is used during initial load of data or any time you wish to add a record and do not know the SIN number.

The following screen is found under File|Setup|System Information:



Setup Next Auto-Generated number to be in xxx-xxx-xxx format and higher than any normal SIN Number. It is suggested that the dummy number start with an 8 followed by Local number such as 8LL-LL0-001. This leaves room for 9999 dummy records.