

To: Local Officers



In case you have new people, who need training, or just want a refresher, or know of Locals who might be interested..... **"back by popular request"**

MUMS/2000 Training before CWA Convention

Organizing – Grievances – Political Action

Agenda is attached

R S V P Required

2 day MUMS class is scheduled for:

June 19th & 20th , 2009 in Washington, DC

Hilton Hotel

1919 Connecticut Ave, NW, Washington, DC - hotel phone 202-483-3000

Training room - Cabinet Room (subject to change)

___ **Yes, my Local is interested in the 1st day –Friday, June 19th, 2009 9am to 4:30pm**

Hands-on Complete preview and Basic Introductory Class

\$25 per computer used.

___ **Yes, my Local is interested in the 2nd day – Saturday June 20th, 2009, 9am to 4pm**

Hands-on Advance Class on Custom Reports using Shazam Report Wizard

\$25 per computer used.

- **Class scheduled from 9:00 am to 4:00 pm – on both days**
- **Class fee is \$25 per day – per computer. Checks payable to “CWA” and brought to the Class.**
- **Multi-attendees from same Local might have to share a computer.**

Questions and/or to RSVP call to:

Alton Reed at 818-227-6867 in California (alton@mums2000.com) or

Grace Comer, CWA HQ at 202-434-1203 in Washington DC (gcomer@cwa-union.org)

MUMS/2000 Hands-On Training Sessions

Day 1 – Basic Introductory Class (no skills necessary)

Chapter 4 pages 1 – 30 & Chapter 7 pages 11 - 24

- How to navigate inside Windows?
- How to use MUMS/2000 Menu and tool bar?
- How to locate membership information?
- How to add new members and change information?
- How to change system options?
- How to add new table codes?
- How to find and update grievances?
- How to use Quick Reports?
- How to use Standard Reports?
- How to create Custom Reports?
- Presentation of effective use of MUMS*LINK
- Presentation on how & when to use MUMS*LDCS (Local Dues Collection)
- Presentation on the use of CWA automatic MLO forms

Day 2 - Advanced Class MUMS/2000 (Shazam) Report Wizard (Knowledge of MUMS/2000 & Windows required)

Chapter 7 pages 41 - 64

- Quick reports as a “data-dictionary”
- Quick reports changing column width & placement
- Standard reports | member list using one range of report settings
- Standard reports | member labels using one range of report settings
- Standard reports | MLO features
- Custom reports | basic concepts & terminology
- Custom reports from “pre-existing” standard reports
- Custom labels fro newsletter with multi-status codes as variables
- Custom expression of “full name” & “city-state-zip”
- Custom labels to stewards at work locations
- Custom linkage of multiple data bases
- Custom use of “layout features”
- Custom use of “total count: feature
- Download of Custom reports like Zip5a & Zip5b