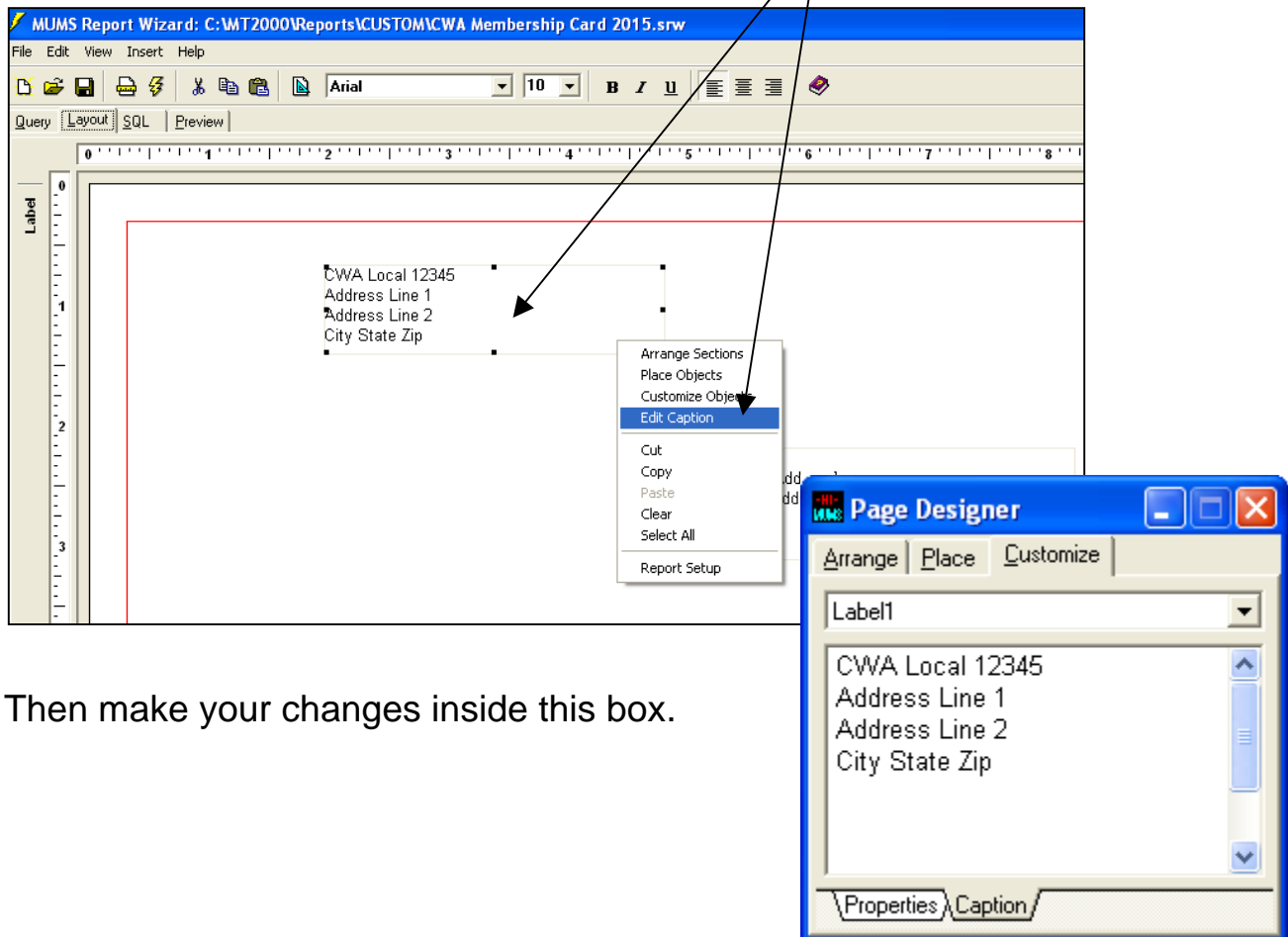# CWA Membership Cards 2015 Instructions

Download Report Format:

From the Internet or email copy **CWA Membership Cards 2015.srw** and place this into your reports\custom folder. Normally this is **C:\mt2000\reports\custom**. If you have a network check out the folder name at bottom of your MUMS screen. For example if your MUMS says **Tables: M:\Tables** then you would be putting this new report format into **M:\Reports\Custom**

One Time Update Format:

- You must change the format one time to insert your Local's name and address and also to put your local number on the membership card itself. Once this is done you will not have to make this change again.

- In order to update the format inside of MUMS go to Reports | Custom Reports | Edit Report and select CWA Membership Card 2015.

- Then click on the layout tab, click on the return address area and then right click to see menu items and click on Edit Caption
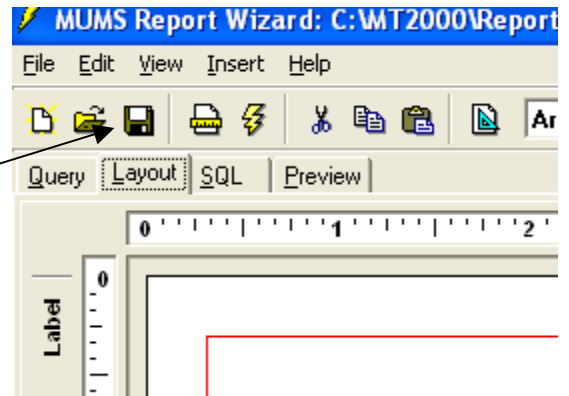

- Then make your changes inside this box.

- You must make one other change and that is to the Local number that will print on the membership card itself. Scroll down in this Layout tab until you see Local number and the field called Name.

Page Designer

Arrange | Place | Customize

Label2

12345

12345

Properties | Caption

[Name]
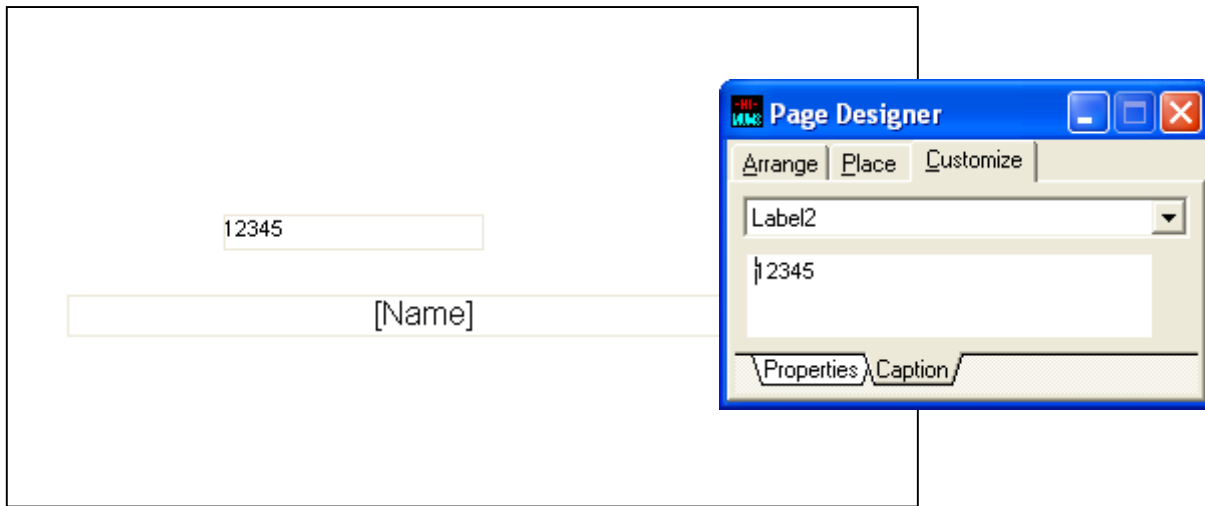
- Click on the 12345 to highlight, then right click to Edit Caption, then put in your CWA Local number.

- IMPORTANT. Once you have updated the return address and the local number you must save the format. This is done by clicking on the SAVE button and confirm the save.

MUMS Report Wizard: C:\MT2000\Report

File   Edit   View   Insert   Help

Query | Layout | SQL | Preview

0 ' ' ' ' ' ' ' ' ' ' ' ' ' ' 1 ' ' ' ' ' ' ' ' ' ' ' ' 2 '
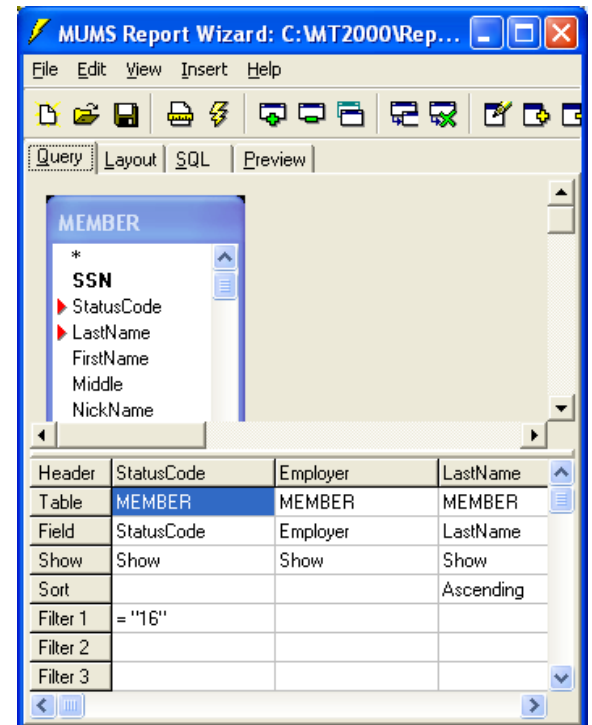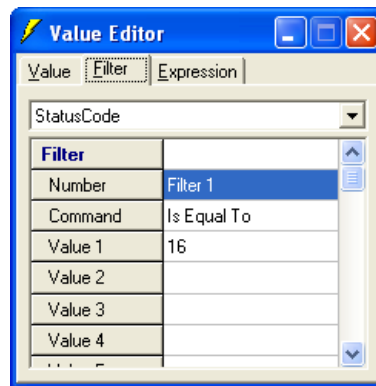
Label

0

Using this format to Print Membership Cards

- To run the report you select MUMS Menu Reports | Custom Reports | Edit Reports and then open up CWA Membership Cards 2015.
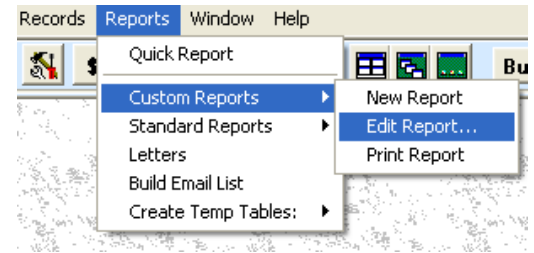
- The initial format is set to select Status 16 Pending but you can change this by using the Query tab and double click where it says "16" and then click on Filter and add another status code.

- You can also select/filter on PU by adding a filter to the Employer. You can double click into the box under Employer and next to Filter 1.
- If you want to save these filters for next time, then save the report layout.

- Go to Preview tab to see your results and print.

Mailing Notes:
- This is a self mailer with intention of folding in 3rds with membership card on inside and mailing address outside with blank back.

If you have any questions, please call Richard Van Elgort at 818-970-9879 (Pacific Time Zone.)

Sample Membership Card

Return Address modified by your local

CWA Local 12345
Address Line 1
Address Line 2
City State Zip

Name & Address inserted by MUMS based upon your selections/filters.

Richard Van Elgort
Apt 405
20268 Wilshire Blvd
Los Angeles CA 90064-1247

MEMBERSHIP CARD ENCLOSED

CWA MEMBERSHIP CARD

Local Number modified by your local

MEMBERSHIP CARD

www.cwa-union.org
Local # 12345

This certifies that

CWA
AFL-CIO, CLC

Richard Van Elgort

COMMUNICATIONS WORKERS OF AMERICA
September 2015 — December 2019

Int'l President   Int'l Secretary-Treasurer

Full Name inserted by MUMS.