

Using Orion-Link inside of MUMS-Link

MUMS*LINK Ver 8.00

Overview: The purpose of this optional feature is to allow the CWA Local to receive membership changes made by the local and/or CWA Headquarters, on a daily basis.

This eliminates the need to update your MUMS manually after you have already updated the master on-line membership database using OrionXE.

Any changes not downloaded using Orion-Link will be send to your local with normal email for MUMS-LINK files when the processing unit closes for the month.

Important Note:

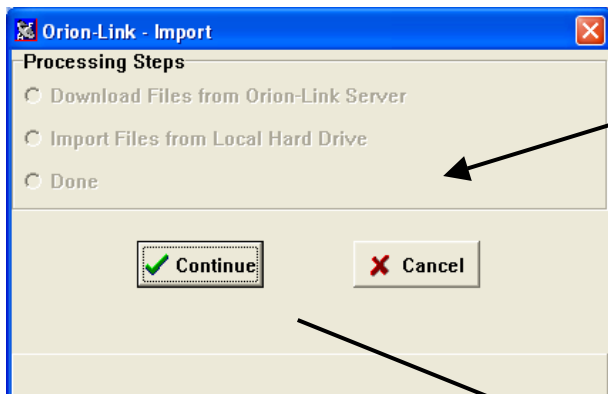
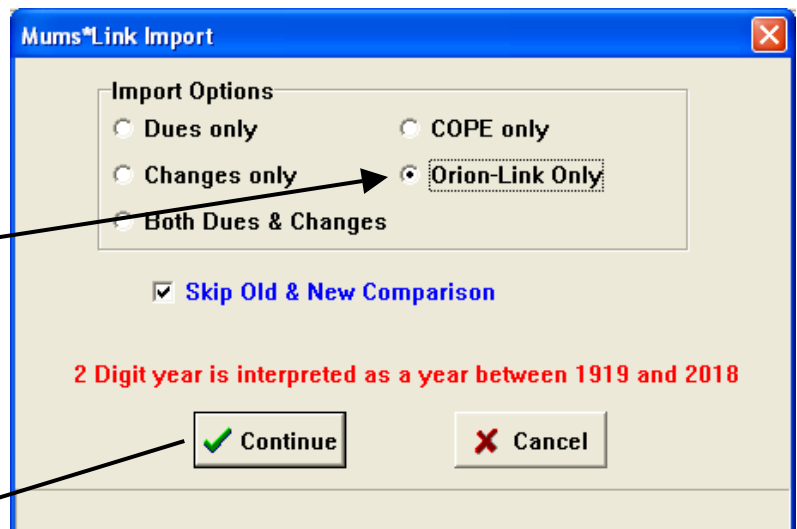
Orion-Link requires Internet access on the workstation you are using and requires that you are not already using a mapped drive letter "X".

One Time Setup: In MUMS*LINK Click on **File | Utilities | Reset Orion-Link Batch Files**

Instructions: Enter MUMS*LINK as you normally do and Select the IMPORT function.

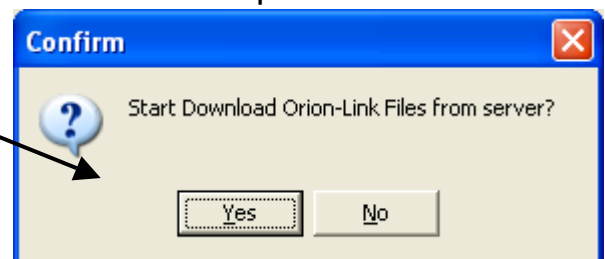
This is the new options screen.

To download Orion-Link daily changes select the "Orion-Link Only" feature and click on Continue...



The Orion-Link Import screen will then be displayed.

If you wish to proceed, click on Continue and Yes to confirm the 1st step to "Download"



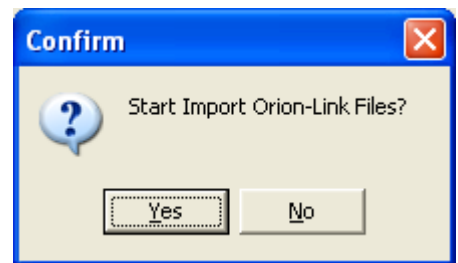
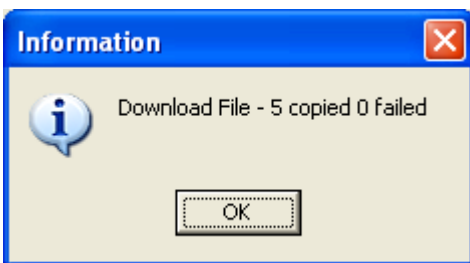
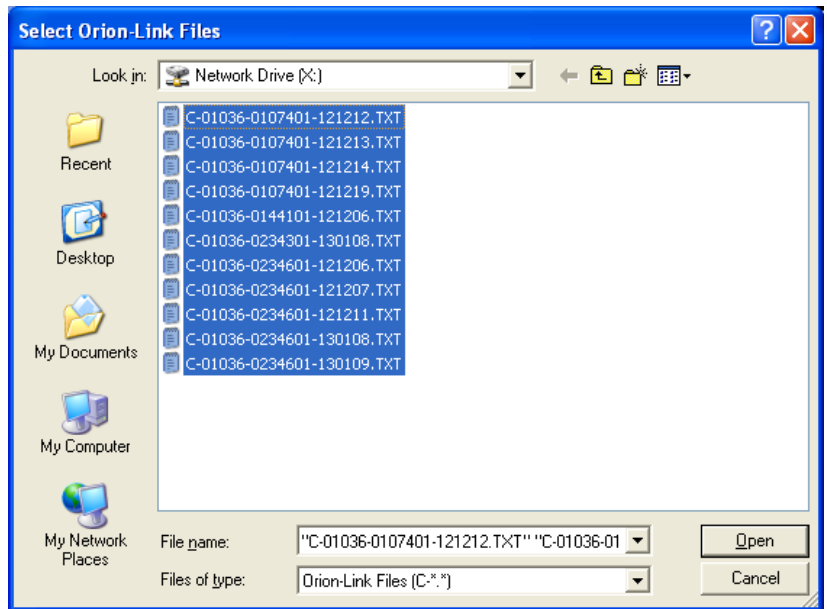
Note: If you get Error can't find Server, Exit MUMS*LINK and try again.

When the program connects to the Orion-Link server you will have all unposted changes listed. (Note: If you do not see the "X" drive listed see "Finding X" at end of this document.)

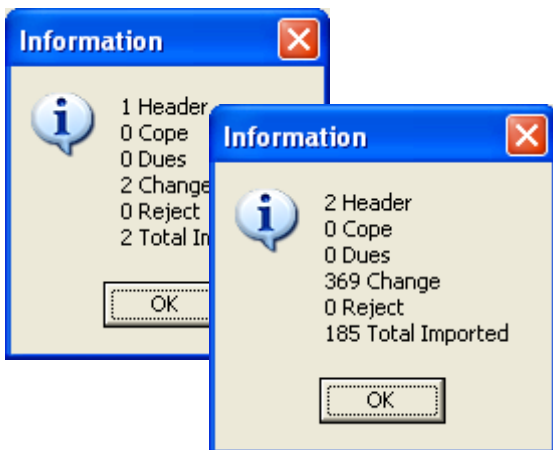
The format is: Local-PU-Date

On this screen you can highlight the file you wish to update or do a CTRL-A to select them all then click on OPEN.

The program will then confirm the number of files you requested that have been downloaded from the server to your workstation.



Next... Click on YES to confirm the 2nd step to Import".

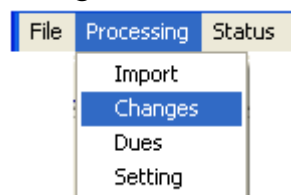


This step imports all of the changes into MUMS*LINK and prepares you to proceed with normal change processing. It displays counts for each file imported.

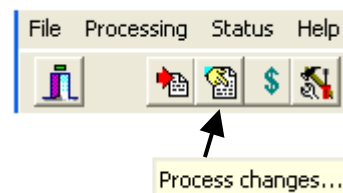
NOTE: Once the selected files have been imported, they will not appear again. Depending upon your operating system the "X" drive might be removed or stay. If it stays, just ignore it until next time you need it.

Next you would proceed with the Changes Processing Step as normal.

All of the downloaded and imported files are combined into one batch of changes for your review and posting...

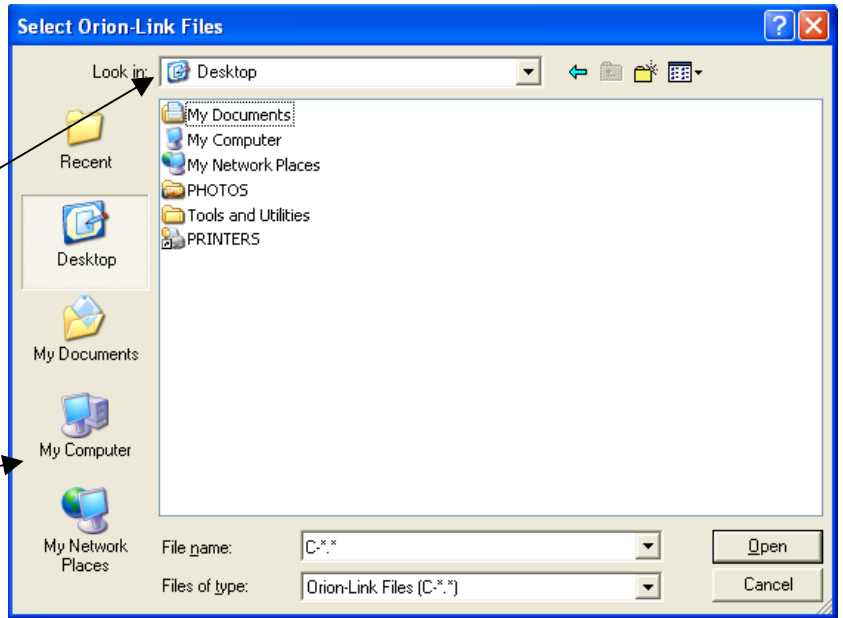


- OR -

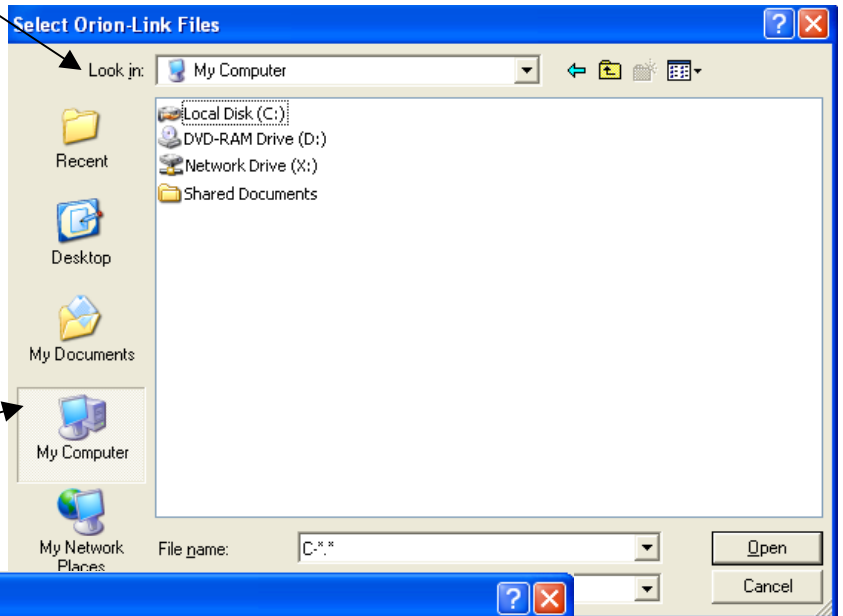


Finding "X" Drive

The following instructions are to be used if when you do the "Start Download Orion-Link Files from Server" and the computer shows you your Desktop instead of "X" Drive...



Then Click on "My Computer to view all of your drives



Then click on the "X" drive to display the Orion-Link Files.

