

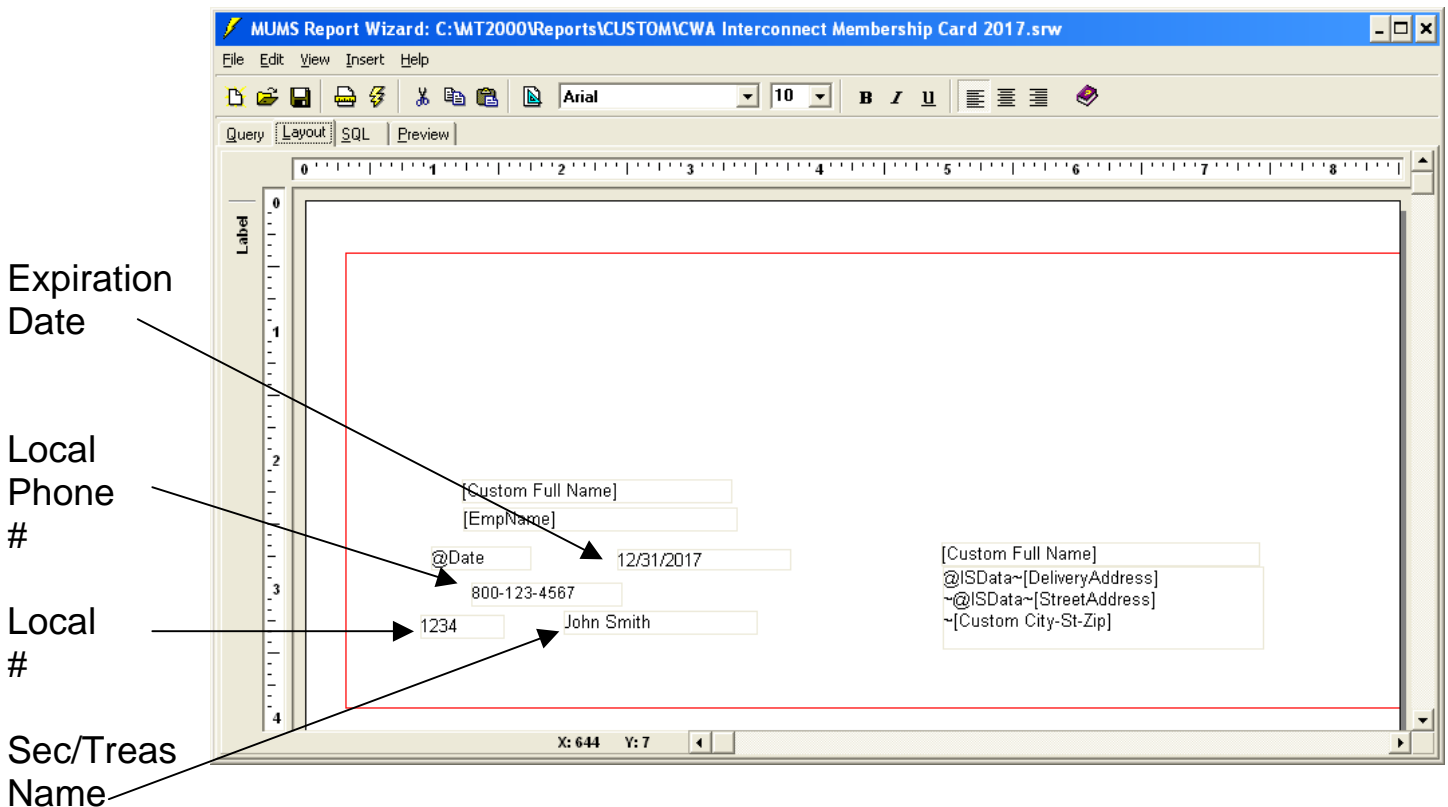
# Instructions for CWA Interconnect Membership Card (H4)

## Download Instructions:

From the Internet or email copy **CWA Interconnect Membership Card 2017.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**.

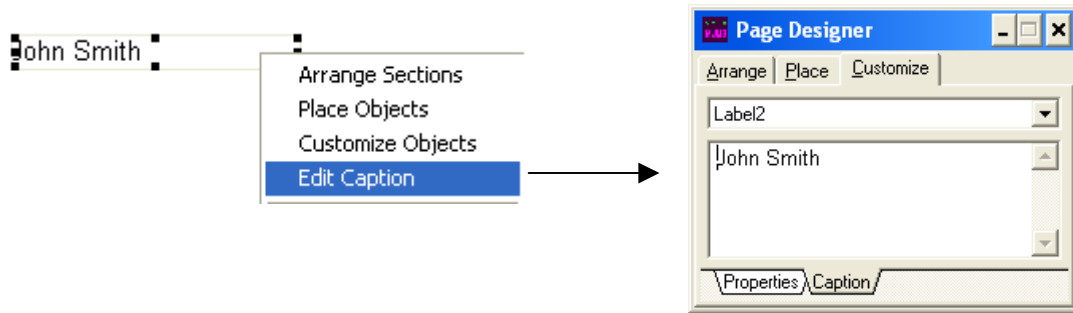
## Setup:

- In MUMS edit the report with Reports|Custom Reports| Edit Report and select the report called...“**CWA Interconnect Membership Card 2017.srw**”
- Click on the Layout Tab and then right click on each of the four fields indicated here and change the contents to match your local.
- You must setup your Secretary/Treasurer’s Name, your Local number and phone number, along with the expiration date of the membership card.

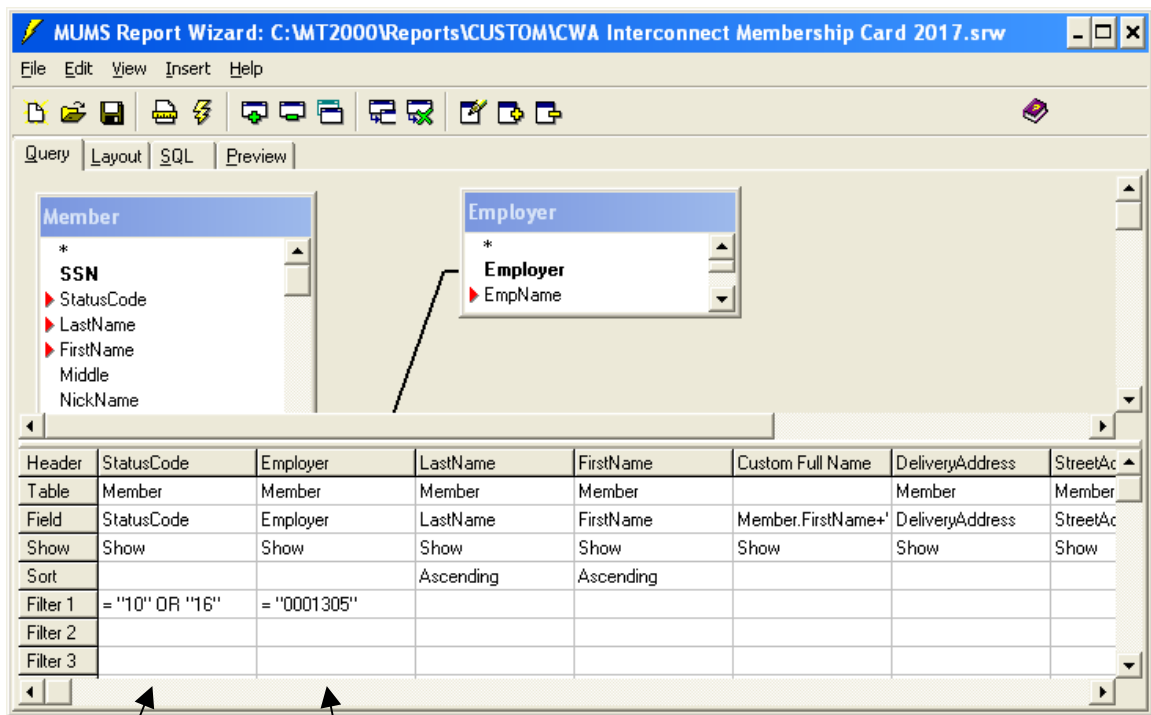


Do not change any of the other fields...

When you right click on one of these fields select “Edit Caption” and you will be presented with a dialog box to change the information.



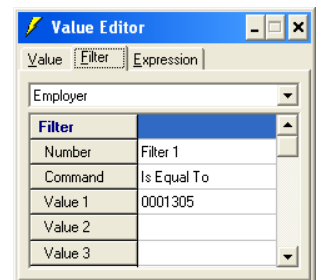
- Once you have customized the “Layout”, click on the “Query” tab to setup your custom selection criteria.
- You can change the criteria for status code and employer (PU) on this screen by double clicking on the field.



Status Code

Employer-PU

- After you double click the field to change, click on the “Filter Tab” to change the information.

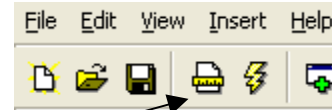


- Once you make your made custom changes, be sure to click on the Save button



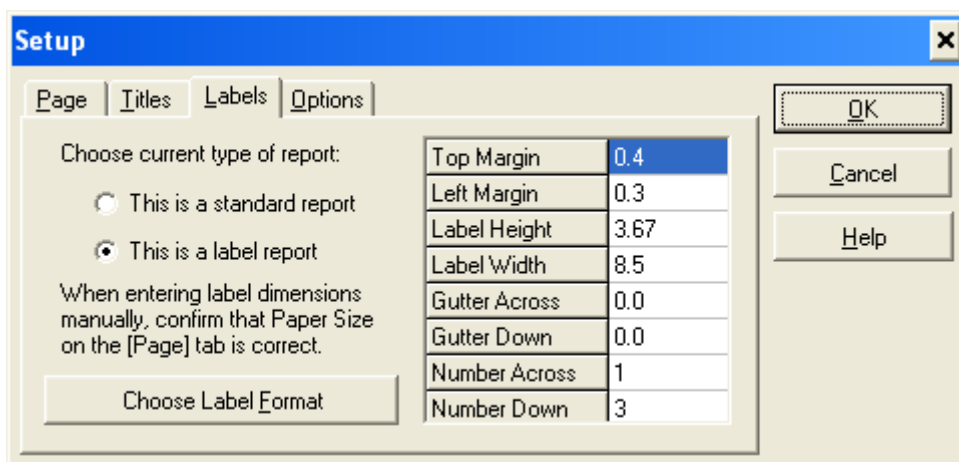
## Alignment Issue:

You will want to print a test page from the output to make sure your alignment of the card is good. We have found that settings for the printer misaligns the output data. If the printing does not align correctly on the forms using your computer and printer combination, below are ways to modify two settings.



This is accomplished by using the Setup button

Then click on the “Labels Tab”



The first setting would move all 3 sets of cards up or down on the page. This is the “Top Margin” setting which is initially set to 0.4.

The second setting would increase or decrease the spacing between the 3 membership cards. This is the “Label Height” setting which is initially set to 3.53.

Note: You might want to change the properties of your printer for thick paper or card stock to make it feed easier and more accurately.

Please call Richard Van Elgort 818-970-9879 (Pacific Time Zone) for help with your setup and/or alignment.

The following page shows an example of correct printer alignment ...

**CWA**


This is to certify that the person named below is a member of Communications Workers of America, AFL-CIO, CLC.

Member  
Employer

Kelly Peddler  
ABC Communications

Date issued 10/08/2017 Expires 12/31/2017  
This card must be accompanied with a picture I.D. To verify membership, call 800-123-4567 (Local Phone).

Local No. 1234 John Smith  
Local Secretary-Treasurer

This card is invalid if altered. 

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

**CWA**


This is to certify that the person named below is a member of Communications Workers of America, AFL-CIO, CLC.

Member  
Employer

Alton Reed  
ABC Communications

Date issued 10/08/2017 Expires 12/31/2017  
This card must be accompanied with a picture I.D. To verify membership, call 800-123-4567 (Local Phone).

Local No. 1234 John Smith  
Local Secretary-Treasurer

This card is invalid if altered. 

Alton Reed  
1234 Ventura Blvd  
Encino CA 91302

**CWA**


This is to certify that the person named below is a member of Communications Workers of America, AFL-CIO, CLC.

Member  
Employer

Richard Van Elgort  
ABC Communications

Date issued 10/08/2017 Expires 12/31/2017  
This card must be accompanied with a picture I.D. To verify membership, call 800-123-4567 (Local Phone).

Local No. 1234 John Smith  
Local Secretary-Treasurer

This card is invalid if altered. 

Richard Van Elgort  
20244 Rosco Blvd  
Woodland Hills CA 91364