IBEW
ICS

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

ICS-Windows

ICS-Windows Training Guide (Section I)

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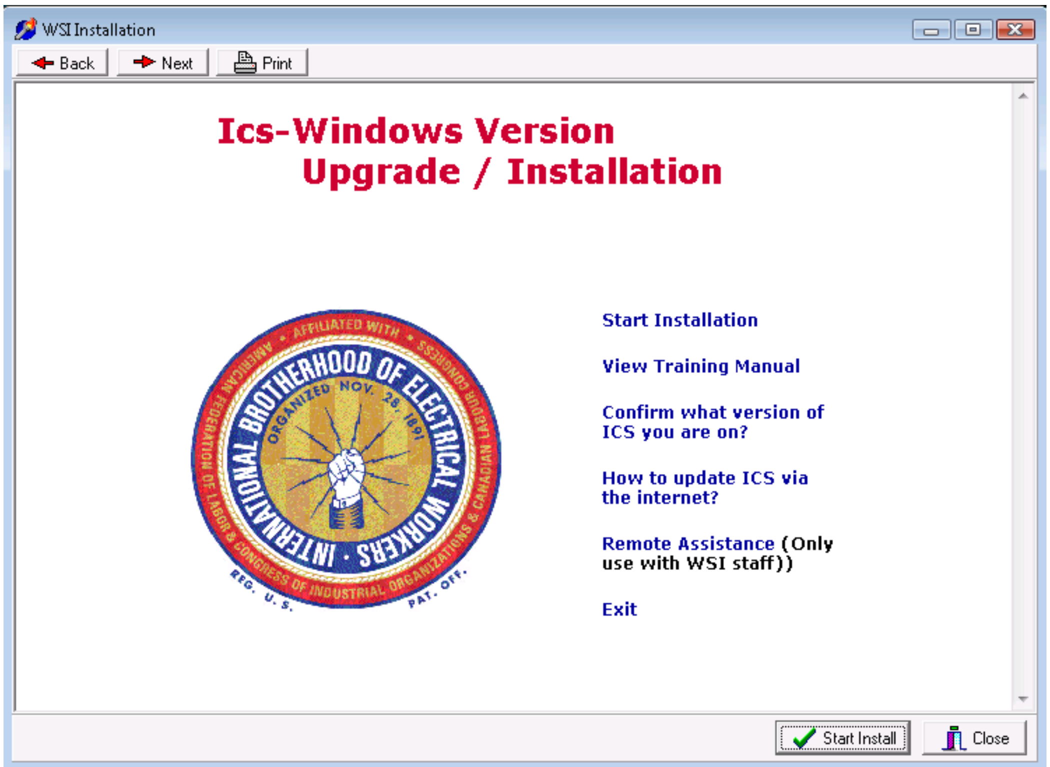
Exercise 1

Installation and Overview

Exercise: Place the CD version of ICS in the CD drive and allow the system to begin the installation. **The Installation demonstrated below will be for a Stand Alone computer.**

Exercise: WSI Installation will appear with the following window.

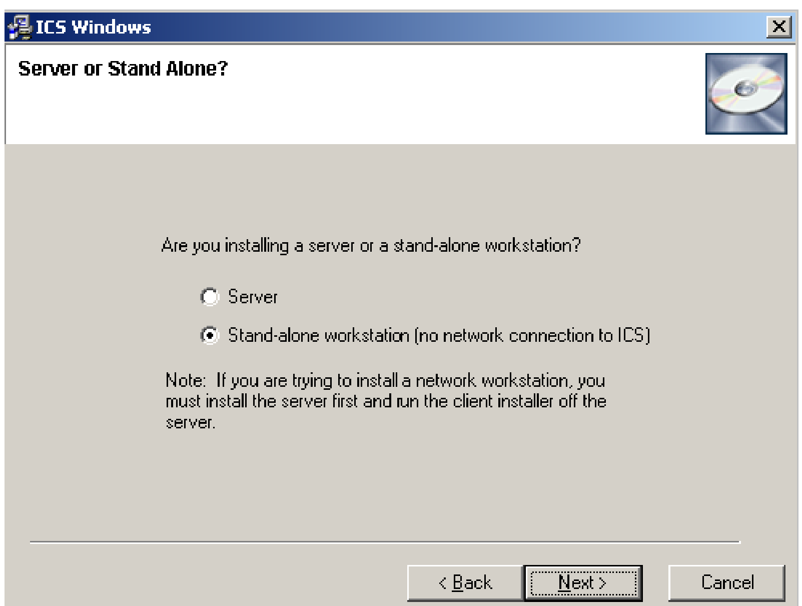


Exercise: Select the **Start Install** button

The ICS-Windows program will begin the installation and the following Welcome window will display on your monitor.

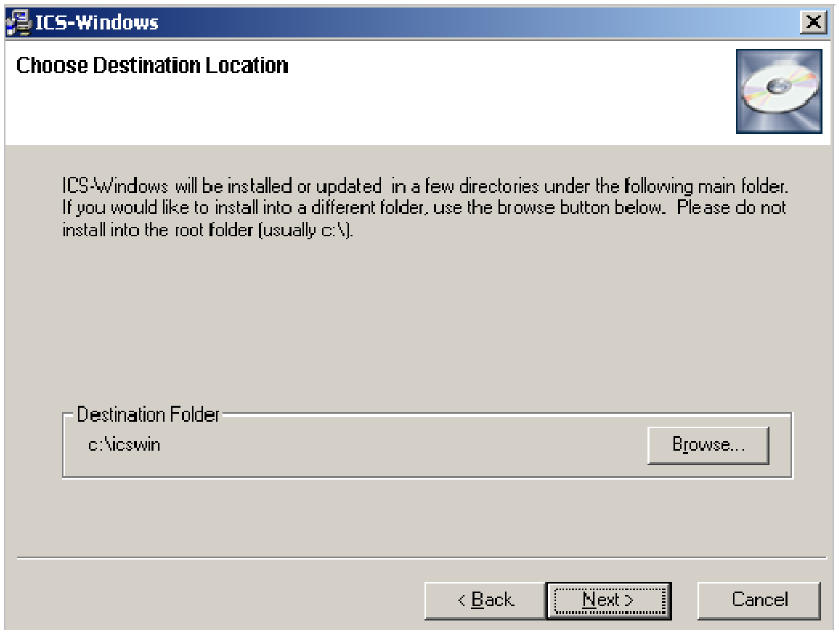
Exercise: Select the **Accept** button.

The following window will display asking if your computer is a server or a stand-alone workstation. The default setting is stand-alone workstation. If your computer is a server, you must install on the server computer first and run the client "setup" later from a workstation.



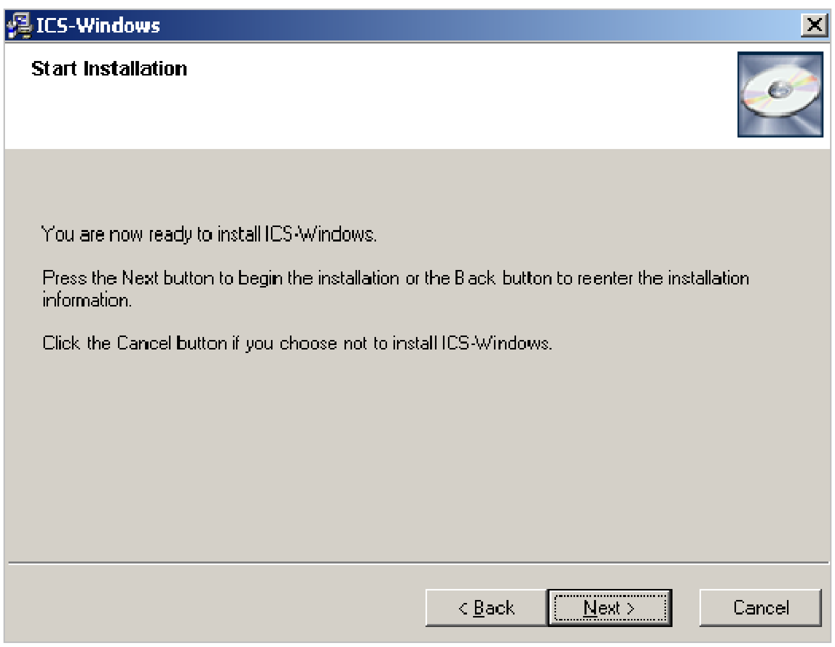
Exercise: Select **Next.**

The program will ask you to choose a destination location. The system is set to default the installation to C:\icswin.



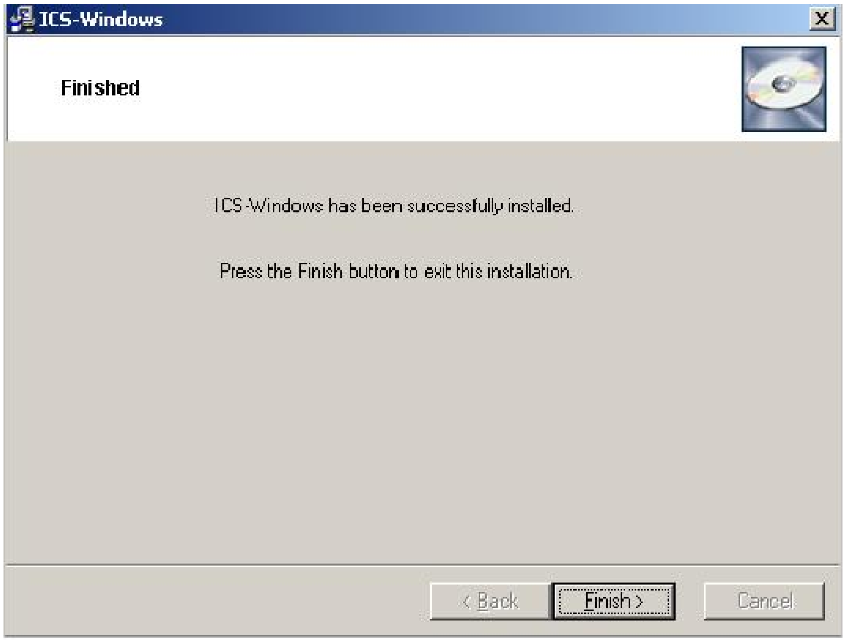
Exercise: Select **Next.**

ICS-Windows will start the installation. Selecting the Cancel button will abort the installation.



Exercise: Select **Next.**

Once the installation is finished, the following window will appear.



Exercise: Select **Finish.**

An ICS-Windows icon will appear on your desktop.

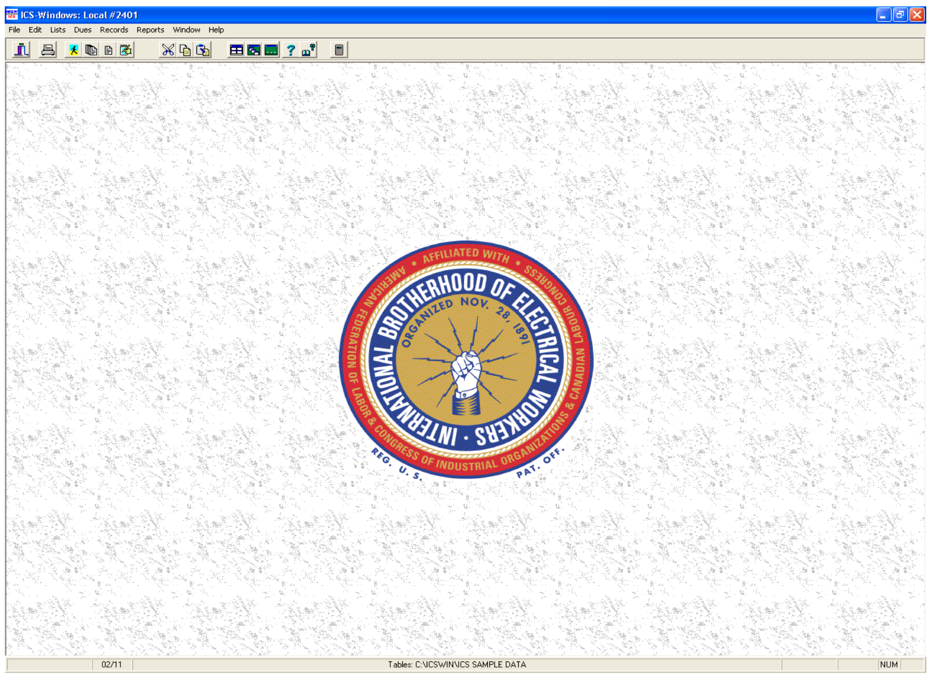
Exercise: Double-click on the ICS-Windows icon on your desktop and the ICS program will open to the Login screen.

Exercise: Type the default user name as **ICS.**

A password has not been setup in the test database so leave it blank. The Period Covered will normally show the current report period that you will be working in. In the test database, we will be working in the report period based on the Month of todays date. At the bottom of the window you will see “Welcome to ICS-Windows: IBEW Local 2401.” The test local number that is used for training purposes is Local 2401.

Exercise: Select the **OK** button.

The ICS-Windows software will open displaying the IBEW emblem.



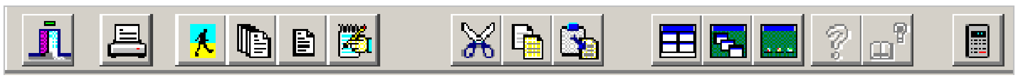
The above window is often referred to as a starting point when working with the support team.

The top of the window displays the **Title Bar** that will show your local union number.

The **Menu Bar** will permit access by the use of the mouse.

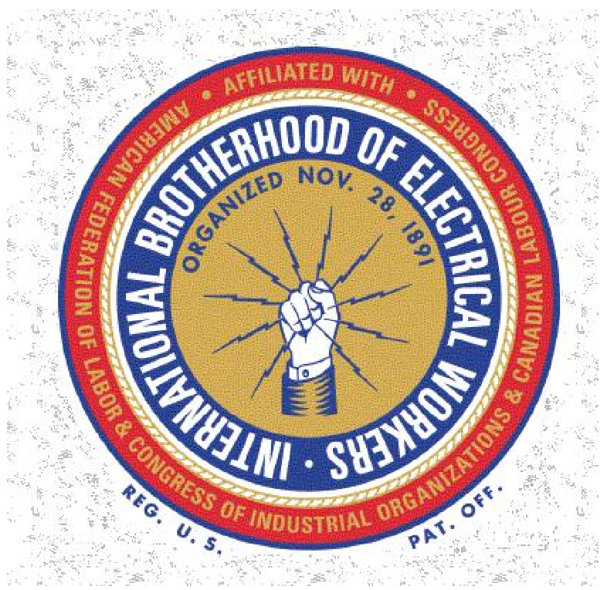
The black arrow indicates there is a Sub-Menu.

Tool Bar is used to activate various ICS functions with a simple click of a speed button.



Each speed button has a pop-up hint.

IBEW Emblem

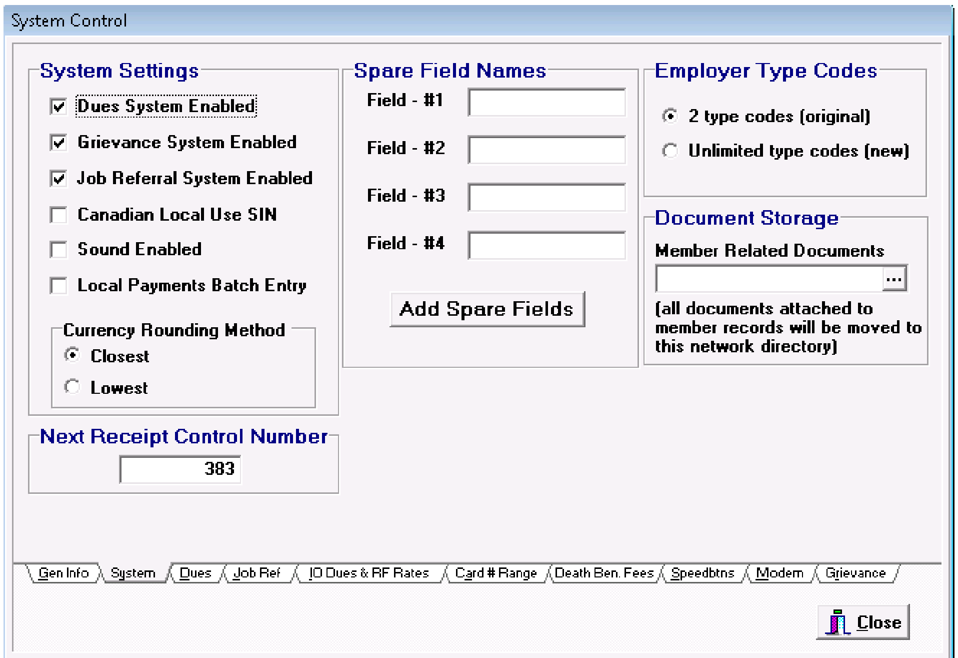


Status Bar, at the bottom of the window displays the report period and the directory of the data you are working in. The following example shows the report period of October, 2008. Your data may show a different report period then this example.

System Control Record & Payment Tables

The goal of the following exercises is to use the ICS-Windows to enter new records, post payments, process a variety of activities and to produce a Month End Per-Capita report to be sent to the International Office along with the following: **Per Capita Summary, Reversed Transactions List, Payroll Deductions listing and all applications.**

Exercise: Select **File/Setup/System Control** and then select the **System** tab.



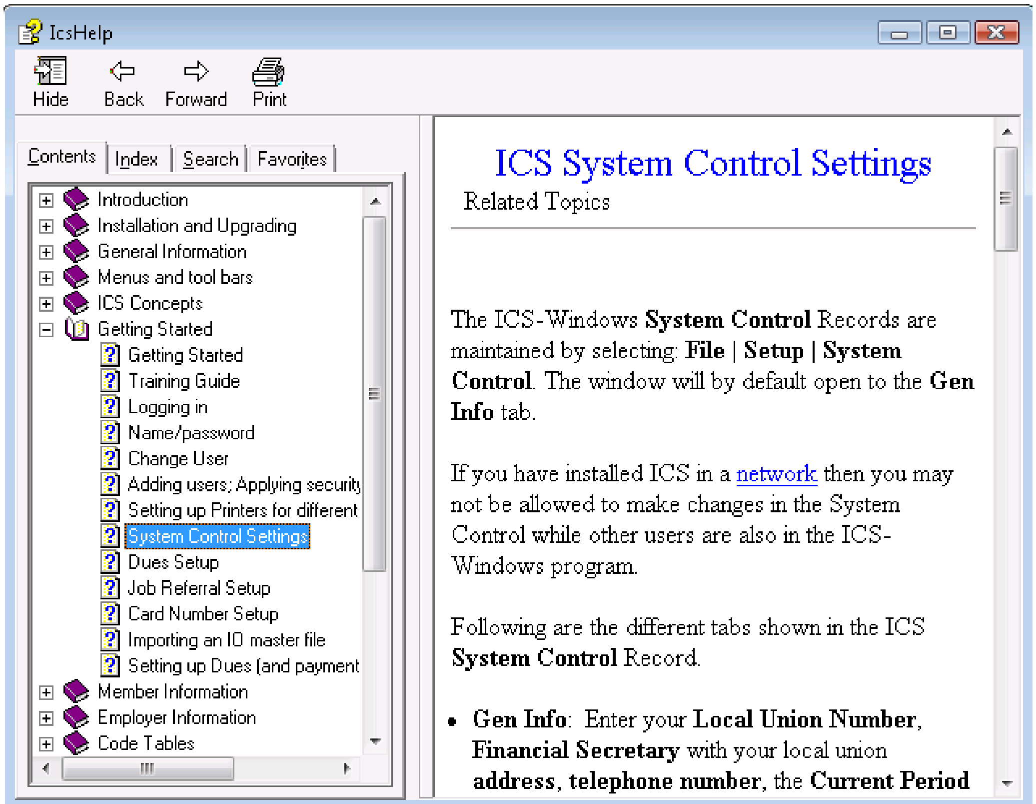
The **Next Receipt Control Number** is set to **383**. Allow the system to issue the numbers automatically. Do not track the red numbers printed on the yellow receipts. Both **Miscellaneous** and **Official Receipts** receive **Receipt Control Numbers**. If your local union is tracking the red printed numbers on the receipts, the receipt numbers will become out of sequence.

Exercise: In the section titled **Employer Type Codes**, select **Unlimited type codes (new).**

In prior versions, the locals were limited to two employer types when entering Employer Information. The system will now allow an unlimited amount of employer types by selecting the option **Unlimited type codes (new).**

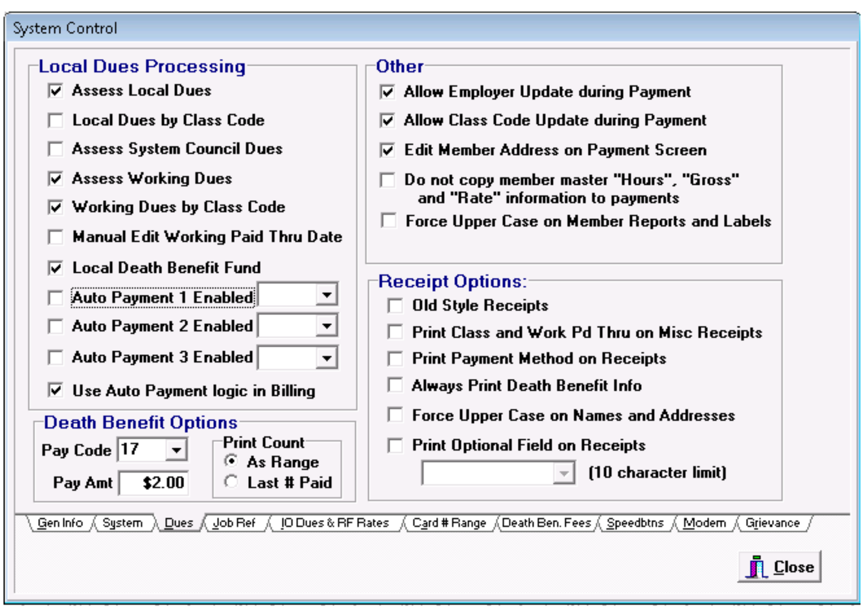
An interactive Help file is available for reference purposes anywhere in the ICS program. To bring up the Help file for any form or window, simply press the F1 key. The layout of the help file may differ depending on the windows operating system you have.

Exercise: Open the Help file for the System Control Settings by pressing the F1 key on the keyboard. Close the help file after exploring the contents.



Exercise: Select the **Dues** tab.

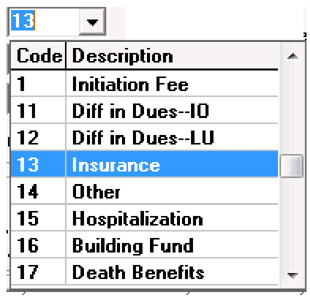
The following is an example of the **Dues** tab. If the listed feature applies to your local union, place a check in the box next to the feature to activate the program.



Auto Payment 1, 2 and 3 Enabled will allow the local to automatically process an additional charge when processing the Basic Dues. In the current exercise, we will activate this option.

Exercise: Place a check in the option **Auto Payment 1 Enabled**.

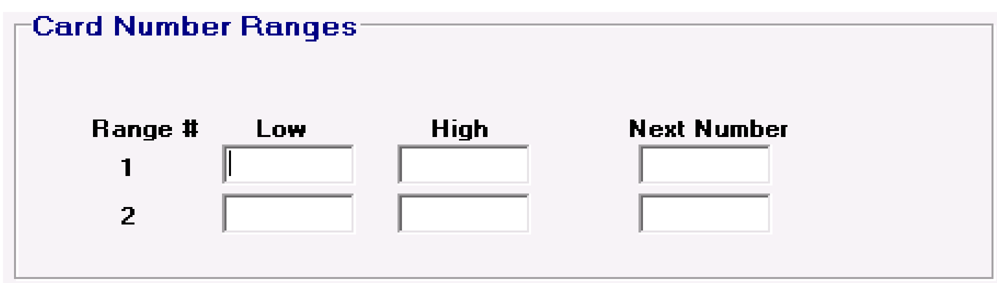
Exercise: Click on the drop-down and select **Code 13, Insurance**.



In **Receipt Options**, the user can record if a member pays with Cash, Charge or Check.

Exercise: Place a check in the option, **Print Payment method on receipts.**

Exercise: Establish card numbers by selecting the **Card # Range** tab.



The following is Local 2401 card number series: **7000000 - 7001000**

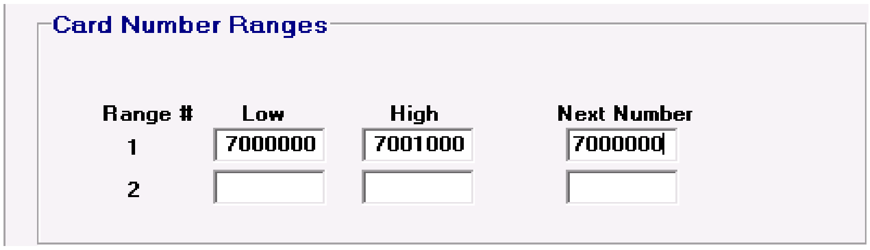
The next card number Local 2401 will issue is **7000000.**

Exercise: Type the first card number of the series as **7000000**.

Exercise: Type **the last card number of the series** as **7001000.**

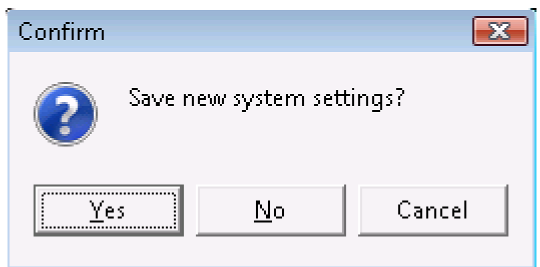
Exercise: The next card number to be issued by local 2401 will be7000000, in the field **Next Number** type **7000000.**

The Card Number Range will look like the following.



When the **Next Number** in the first row equals **High** the system is designed to click down to the second block. If the card number fields are blank, the system will not permit new members to be processed. If assistance is required, call ICS Help Desk at 888-427-4946 or send an email to ICS_Help@ibew.org.

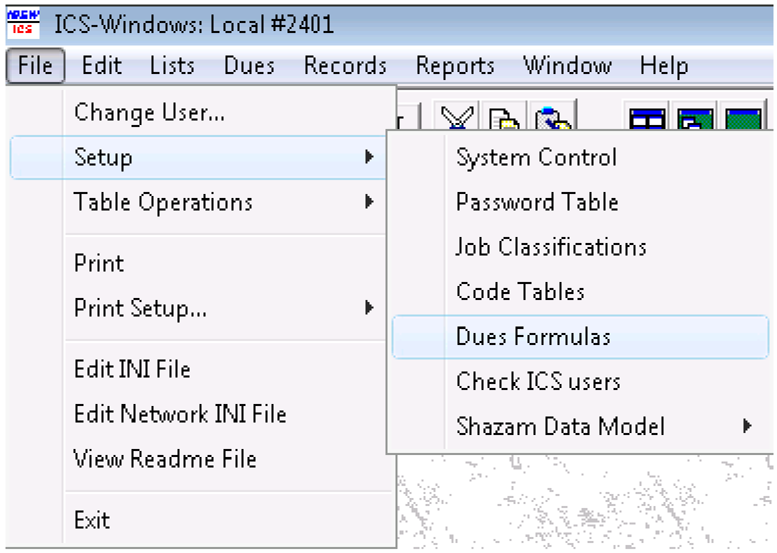
Exercise: Once the card numbers are entered in the Card # Range tab, select the **Close** button and the following **Confirm** message will appear.



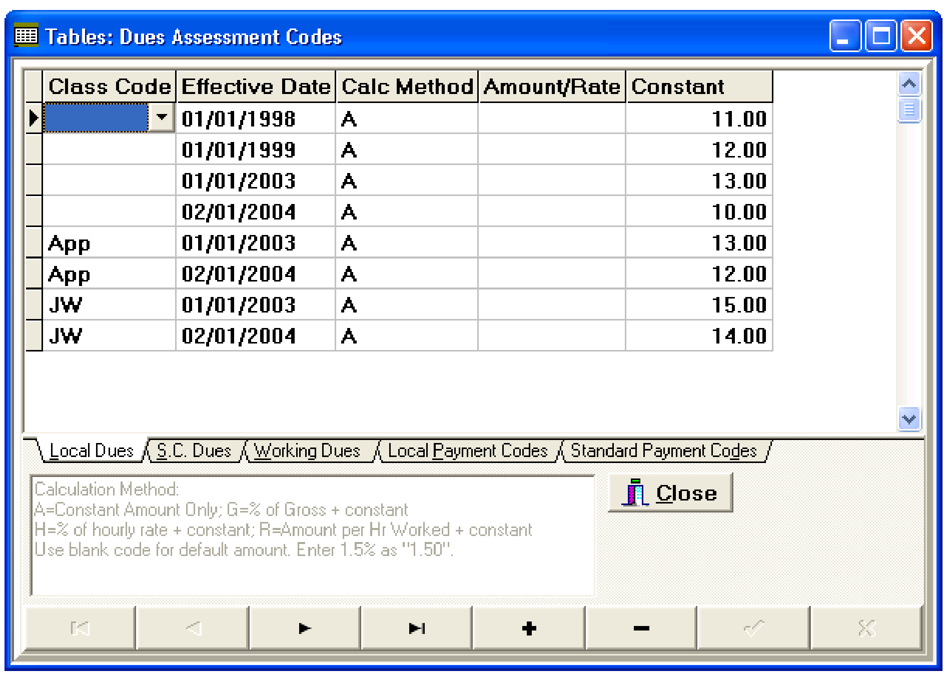
Exercise: Select **Yes** to save the new system settings.

Establish Local Dues Rates

Exercise: Select **File/Setup/Dues Formulas**.



The following **Dues Assessment Codes** window will appear.



In the Local Dues tab, add Class Code **JW** with a Constant of $16.00 effective for the first day of the current month and year.

Exercise: Click the **Insert Record (+)** on the navigation bar.
Exercise: Click on the drop-down in the **Class Code** field and select **JW.**
Exercise: Click into the **Effective Date** and type in the date (MM/DD/YYYY) for the first day of the current month and year . As you type it will automatically add the "/" characters.
Exercise: Click into the field titled, **Calc Method** and a drop-down will appear. Click on the drop-down and select **A.** (Calculation Method A = Constant Amount Only.)

Calculation Method:
A=Constant Amount Only; G=% of Gross + constant
H=% of hourly rate + constant; R=Amount per Hr Worked + constant
Use blank code for default amount. Enter 1.5% as "1.50".

Exercise: Click into the field titled **Constant** and type **16.00**.

Exercise: Select the **Post Edit (√)** on the navigation bar to save the changes.

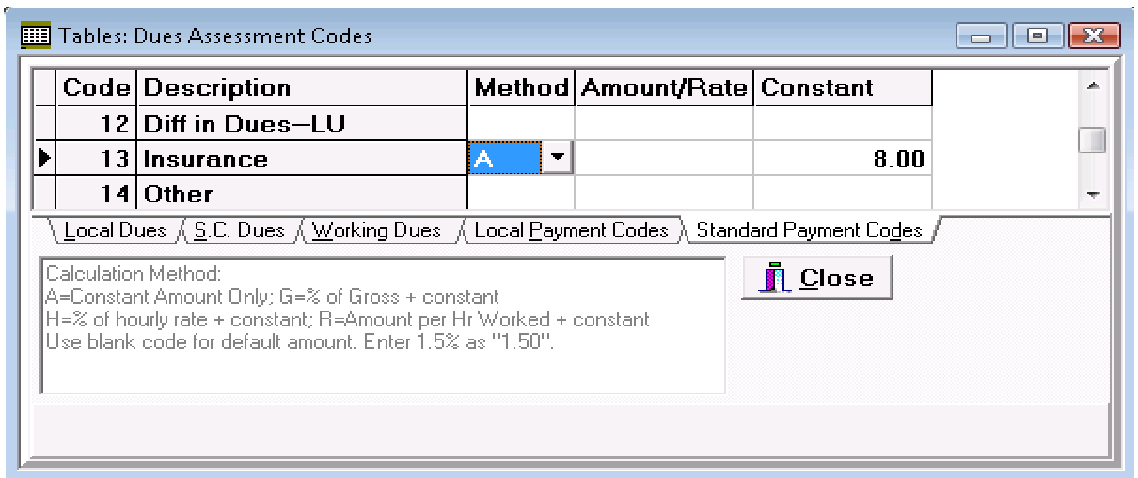
Establish Standard Payment Codes

Previously on Page 9 of the training guide, the feature Auto Payment 1 Enabled was activated with Code 13 – Insurance. In the Standard Payments tab, the user will enter the amount that will be charged with the Auto Payment.

Exercise: Click on the **Standard Payment Codes** tab and select **Code 13 - Insurance.**

Exercise: Click into the field titled **Method** and a drop-down will appear. Click on the drop-down and select "**A**."

Exercise: Click into the field titled **Constant** and type **8.00.**



Exercise: Select **Close.**

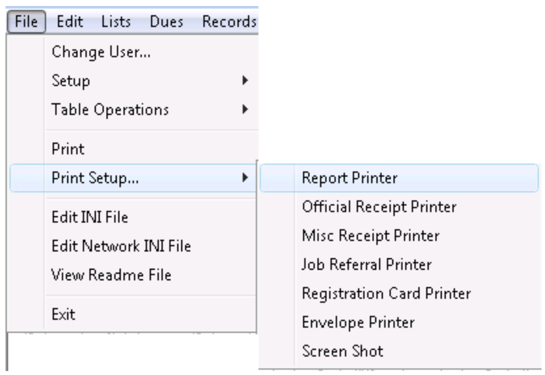
Exercise 2

Setup Printers, Employer Codes & Classification Table Rates

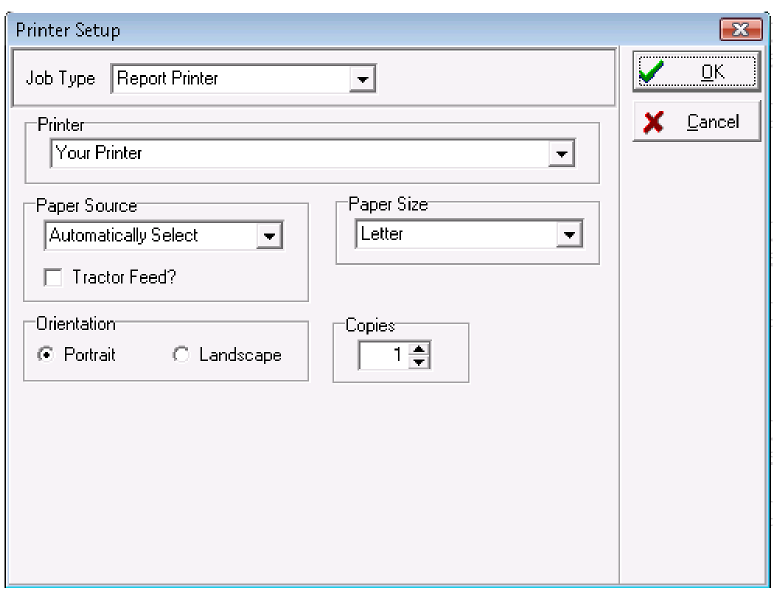
The Print programs must be activated and the printer must be selected for the receipts, reports, envelopes and job referral cards to print.

Printer Setup

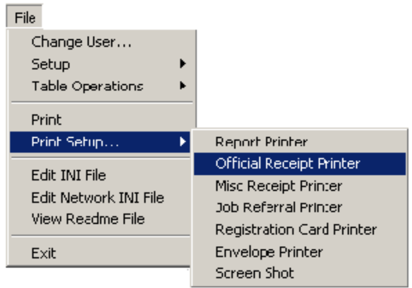
Exercise: Select **File/Print Setup/Report Printer**.



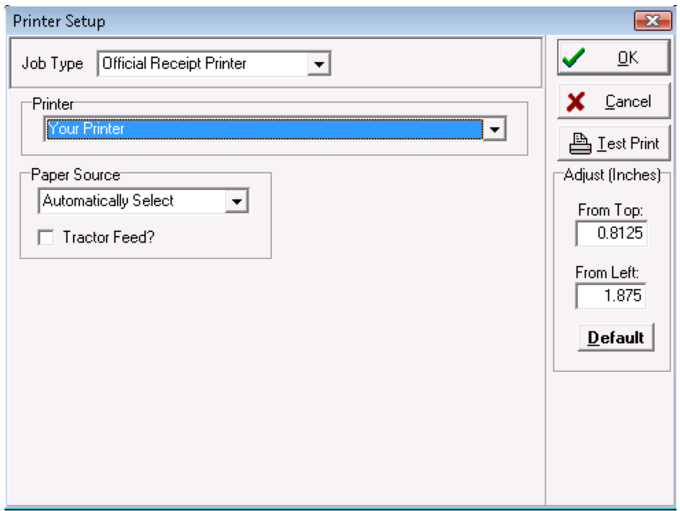
Exercise: Select the appropriate printer from the drop-down and then click **OK** to activate the printer program.



Exercise: Select **File/Print Setup/Official Receipt Printer.**

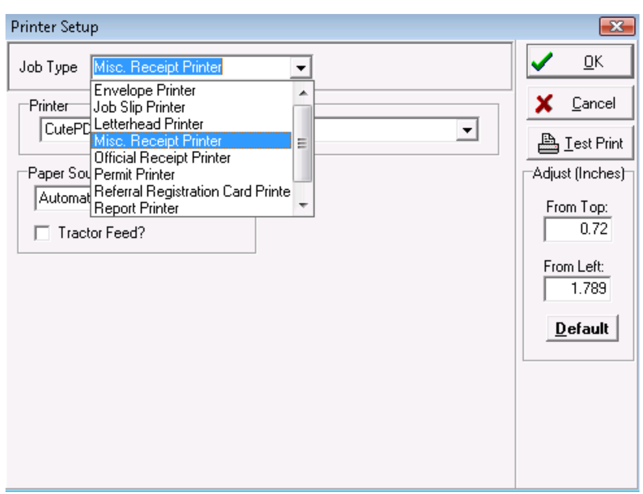


A default print alignment is displaying in **Adjust (Inches)**.

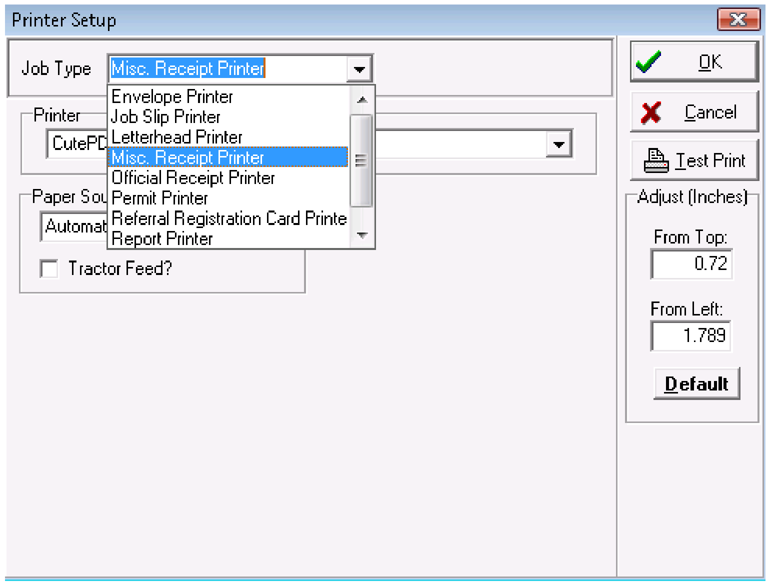


Print a test page on blank stock paper. Place an Official Receipt on top of the test page, hold the two up to a light, and check the print alignment. If the alignment is off, make adjustments in the fields **From Top** and **From Left.** Once the proper adjustments are determined, do not click the Default button. The Default button will set the page alignment back to the original setting. In most printers, the default setting will accommodate the **Form 1 Laser, Official Receipts**.

Exercise: Activate the Official Receipt printer by selecting the **Misc. Receipt Printer**. From the **Job Type** drop down.



Notice the printer settings for the **Miscellaneous Receipts**. Withmost printers, the default setting will accommodate the **Form 10-Laser, Miscellaneous Receipts**. Depending on your printer, a minor adjustment may be required to the default settings. If you have the Tractor Feed IO or Miscellaneous Receipts, you must select **Tractor Feed** and adjust the settings manually.

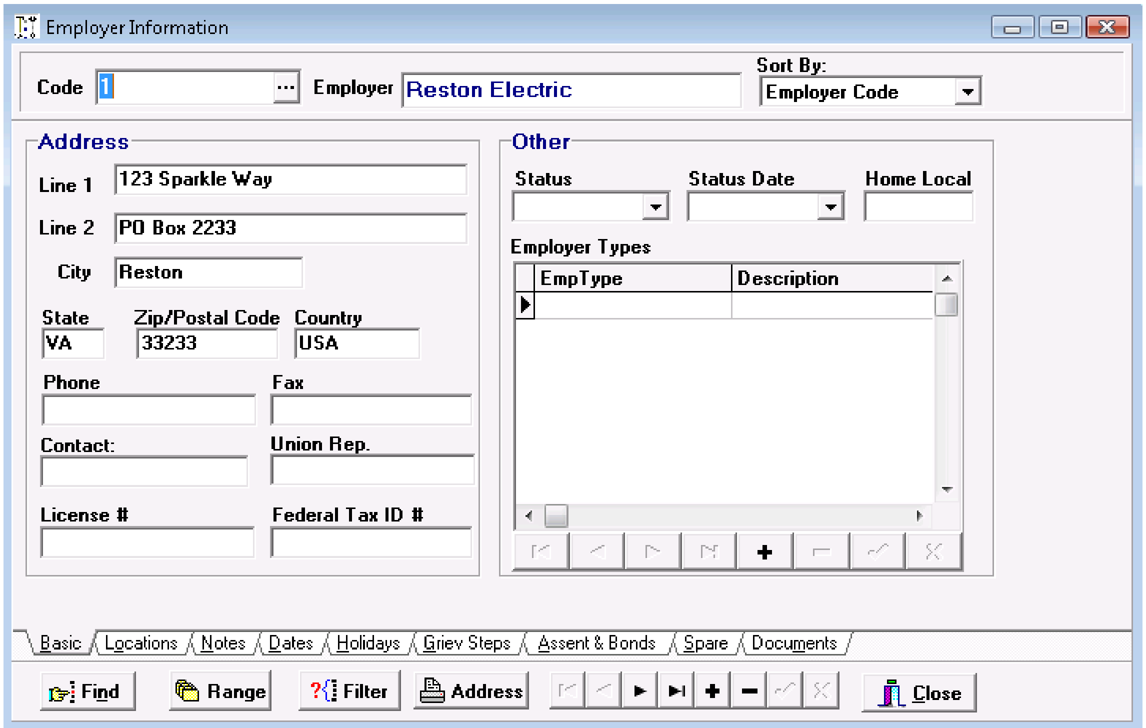


Exercise: Activate the Misc. Receipt Printer program by clicking the **OK** button.

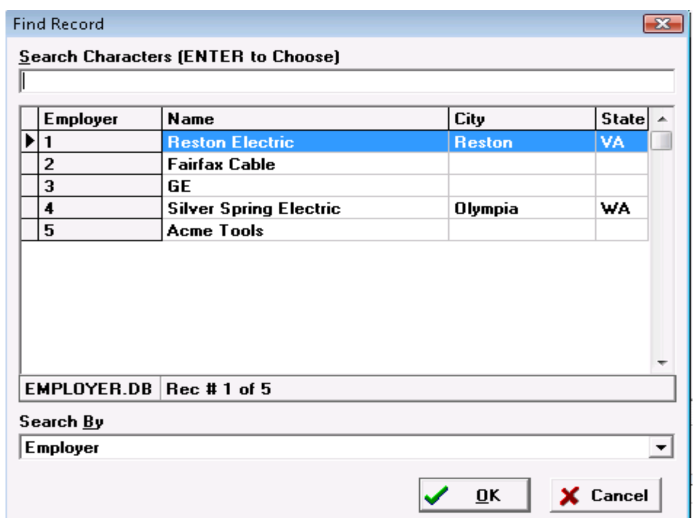
NOTE: Alternate method for each additional printer setup: Use the "Job Type" to choose the next printer to setup.

Establish Employer Code Table

Exercise: Select **List/Employers.**
The Employer Information will open displaying the **Basic** tab.



Exercise: Select the **Find** button to display all Employers in your database.
The following is the result of the selecting Find. All Employers will be displayed allowing the user to search by Employer Code.



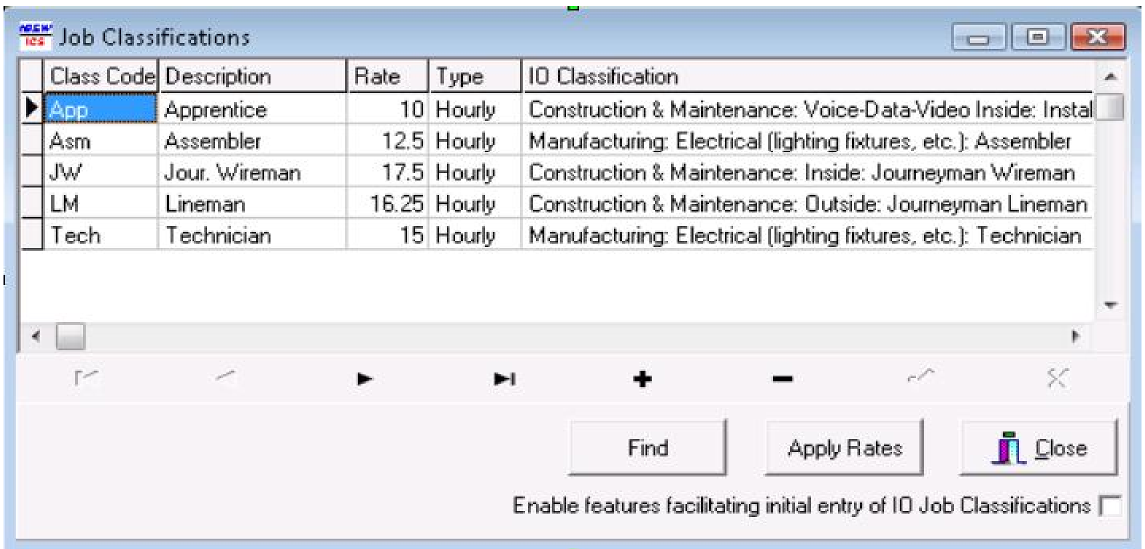
Exercise: Close the Find window by selecting the **Cancel** button.

Exercise: **Close** the Employer Information window.

Establish Classification Codes

Every member of your local is required to have a listed job classification. The following exercises demonstrate how to enter and edit job classifications. You are able to create your own specific classification codes and descriptions which are specific to your Local. You will also need to cross-reference these "local" job classifications with a set of standard job classifications provided by the International Office.

Exercise: Select **File | Setup| Job Classifications**



When a rate increase is received, edit the **Rate Field** with the changed value and click on **Apply Rates.** This procedure will apply the new rate to all members with that specific classification. **NOTE:** Clicking on Apply Rates applies rates for all classifications to all the members with corresponding classifications.

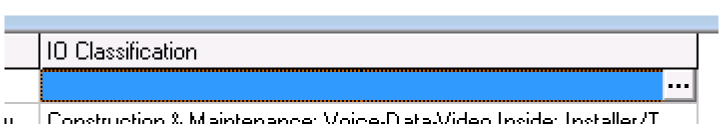
If your local union has numerous classifications, you can use the **Find** button to locate a specific job classification.

Exercise: Add a new classification by pressing the "+" key on the navigator below the grid.

Exercise: Type in a new **Class Code "Apw"** and the **Description** as **App. Wireman.**

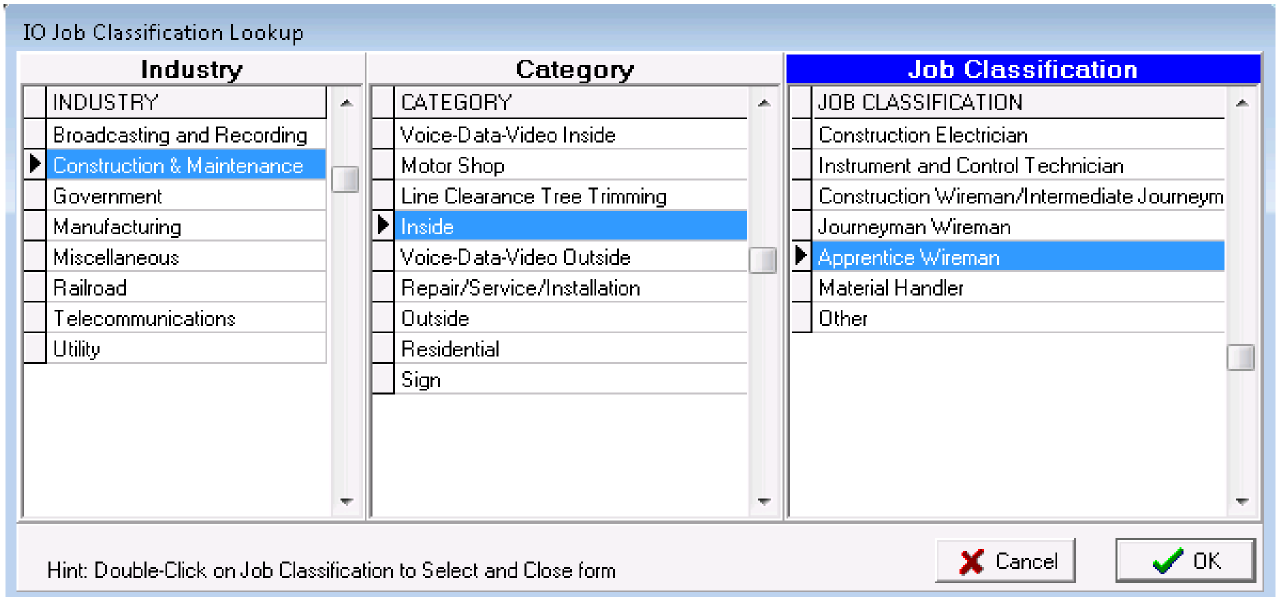
Exercise: Click into the **Rate** field and enter **17.00.** In **Type**, use the drop down and chooser **Hourly .**

Exercise: Click into the IO Classification field and press the "…" button at the end of the edit area.



Exercise: Select an **Industry**, **Category**, and **Job Classification** from the Three-Panel

Selection as shown below, and then hit **OK**.



To remove a job classification, first highlight the **Class Code** which you want to remove by clicking on it**.** Then press the “-“ key on the navigator below the grid.

Exercise: Close.

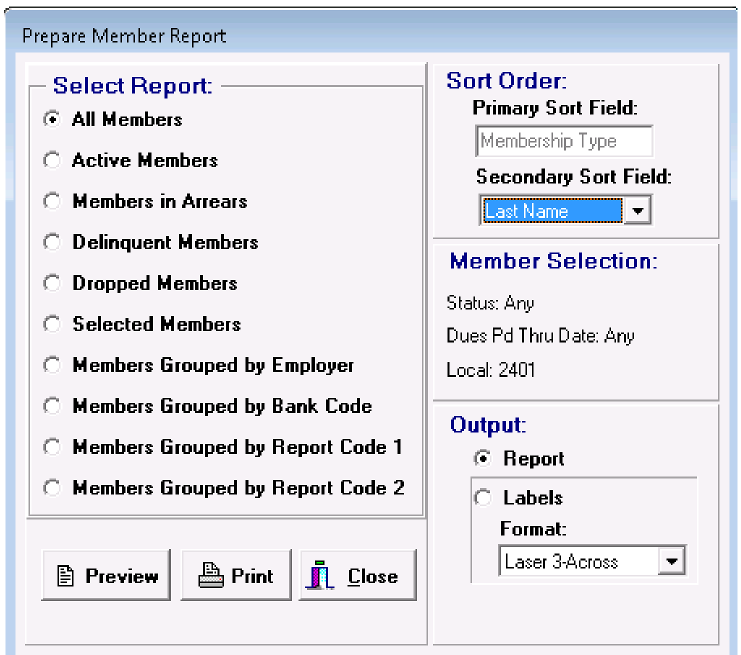
Important Note: It is required to provide job classifications for all dues-paying members. To enforce this requirement, the ICS program will not allow a Month-End Per-Capita report unless all “Local” Job Classifications listed have a corresponding “IO” Job Classification entered. In addition, each member being included on the per-capita report must have a valid Job Classification listed on his/her record.

Exercise 3

Standard Reports

Exercise: Select **Reports/Member List Reports.**

The following is an example of the **Member List Reports**. Click in each bullet to review the reports. Member Selection will change with each report selection. You are supplied with the option to **Print** and/or **Preview** each report.



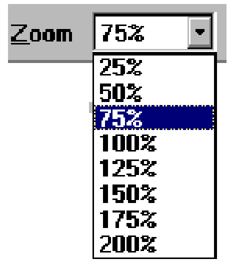
Perform the following exercise:

Exercise: Select the **Dropped Members** report. Examine the **Output** by selecting **Preview.**

The first thing the local is required to do after the Month End Processing is to run the Dropped Members report. This report will display the members in your database that are more than 6 months delinquent. It is the locals responsibility to maintain the ICS system and clean up the database files. To maintain the files, process a transaction for the members that appear on the Dropped Members report before starting the monthly report.

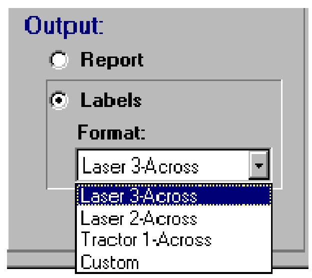
Exercise: **Maximize** the page with the maximize button located in the top of the page.

Exercise: Change the **Zoom** setting from 100% to 75% by clicking the drop-down.



Exercise: Click the **X** in the right corner at the top of the page to close the preview and to return to the **Prepare Member Report**.

Exercise: Select the **Dropped Members Report** and change the **Output** to **Labels**.



Exercise: Select **Preview** to see the results.

Exercise: Close the report by selecting the **X** in the right top corner of the page.

Exercise: **Close** the Prepare Member Report window.

Exercise 4

Process Dues Payments

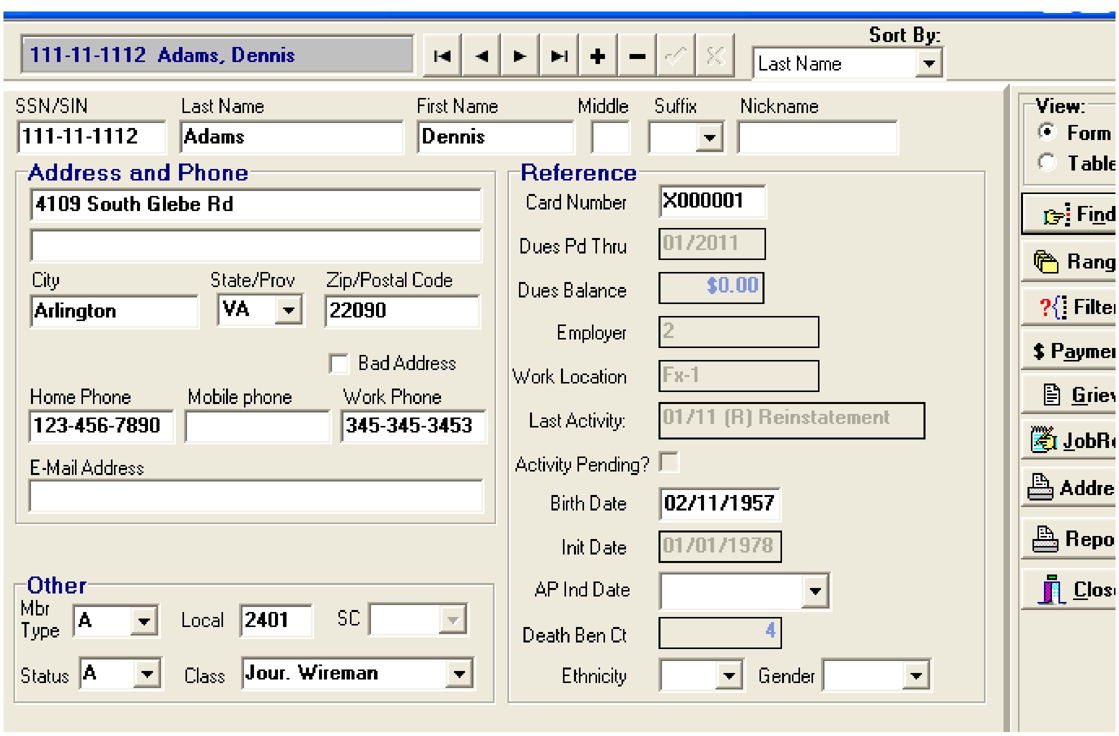
Process a dues payment for Peter Ballard & Jack Arrington. Two different procedures may be used to process dues payments:

1) Show Member List / $ Payment
2) Dues/Activity Codes / New Transaction/Type Name/OK

Process the following using procedure 1.

Exercise: Select the **Show Member List** speed button.

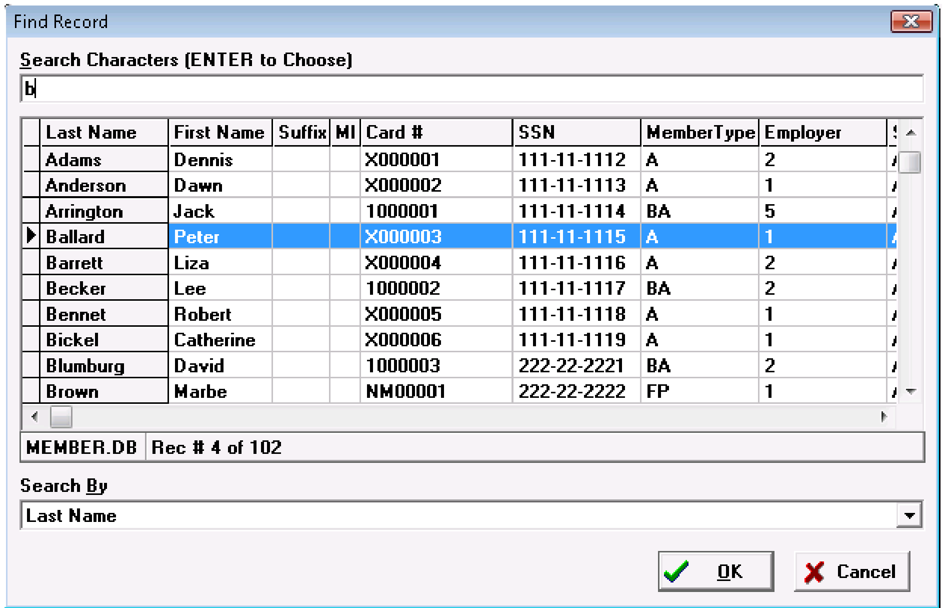
The Member Information window will display the first member in the database.



Exercise: Click on the **Find** button or use the short-cut key by pressing **Enter** on your keyboard, to search the member database.

Exercise: Click into the **Search Character** field and type the letter **b**.

Located at the bottom of the screen, the Search By field is Last Name. By typing the letter b, the system will go to the first person in the database with the last name starting with b.


Find Record

Search Characters (ENTER to Choose)

b

Last Name	First Name	Suffix	MI	Card #	SSN	MemberType	Employer
Adams	Dennis			X000001	111-11-1112	A	2
Anderson	Dawn			X000002	111-11-1113	A	1
Arrington	Jack			1000001	111-11-1114	BA	5
Ballard	Peter			X000003	111-11-1115	A	1
Barrett	Liza			X000004	111-11-1116	A	2
Becker	Lee			1000002	111-11-1117	BA	2
Bennet	Robert			X000005	111-11-1118	A	1
Bickel	Catherine			X000006	111-11-1119	A	1
Blumburg	David			1000003	222-22-2221	BA	2
Brown	Marbe			NM00001	222-22-2222	FP	1

MEMBER.DB Rec # 4 of 102

Search By

Last Name

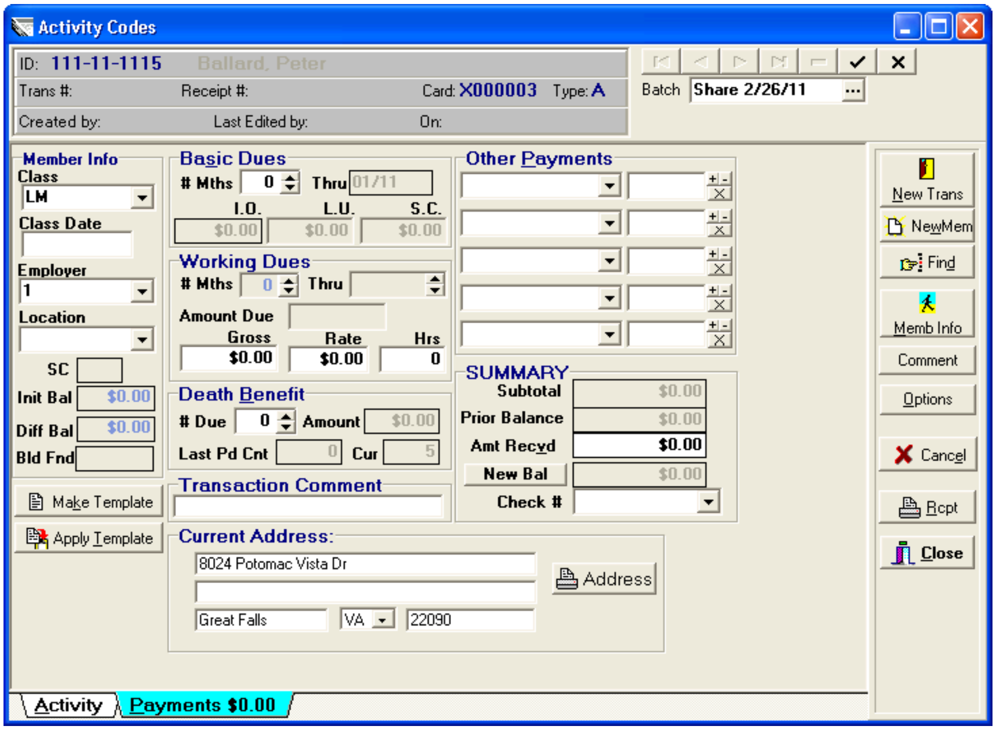
OK Cancel

Exercise: **Double-click** the highlighted line, press the **Enter key** on the keyboard or click the **OK** button to be display the membership record for Peter Ballard.

Peter Ballard's membership record

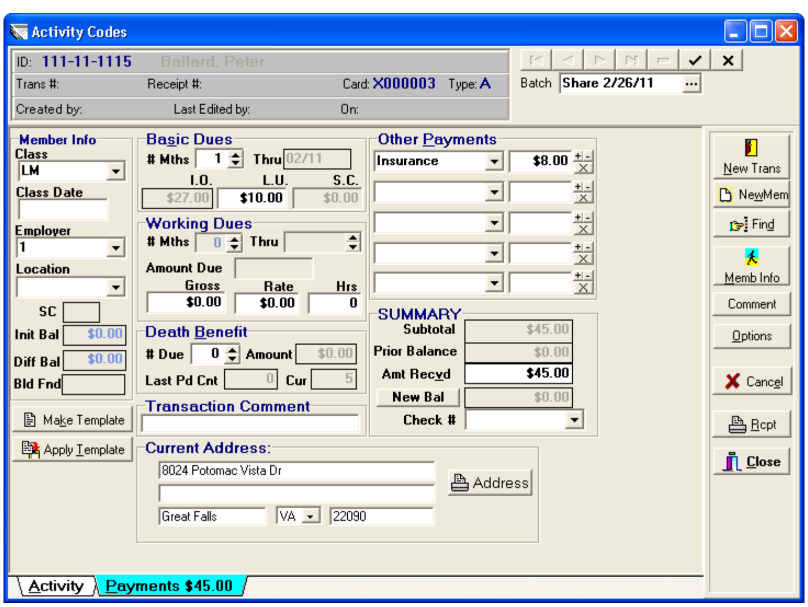
Exercise: Select the **$Payment** button located on the member sidebar.

The $Payment button will display the following **Activity Codes** window.



Exercise: Create **1 Basic Dues** payment, and **an Insurance payment of $8.00** by clicking up one time on the spin button for Basic Dues. The following is an example of the

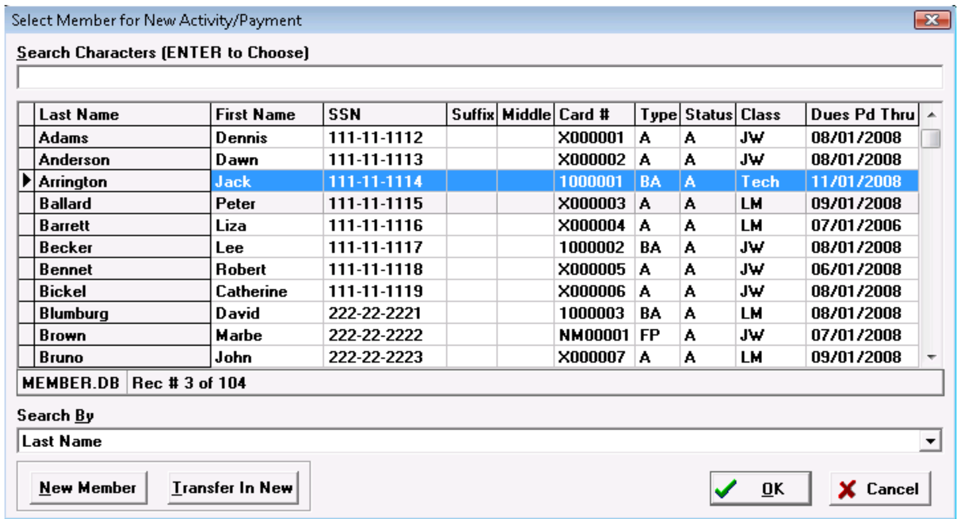
The ICS system will automatically insert one insurance payment for $8.00. The system will automatically calculate the total **Amount Received** .to be the sum of the I.O portion, the L.U. Portion and the Insurance payment.



Exercise: Save the transaction by selecting the **New Trans** button located on the member sidebar.

Note: The transaction will also be saved by clicking on the check mark on the navigator bar.

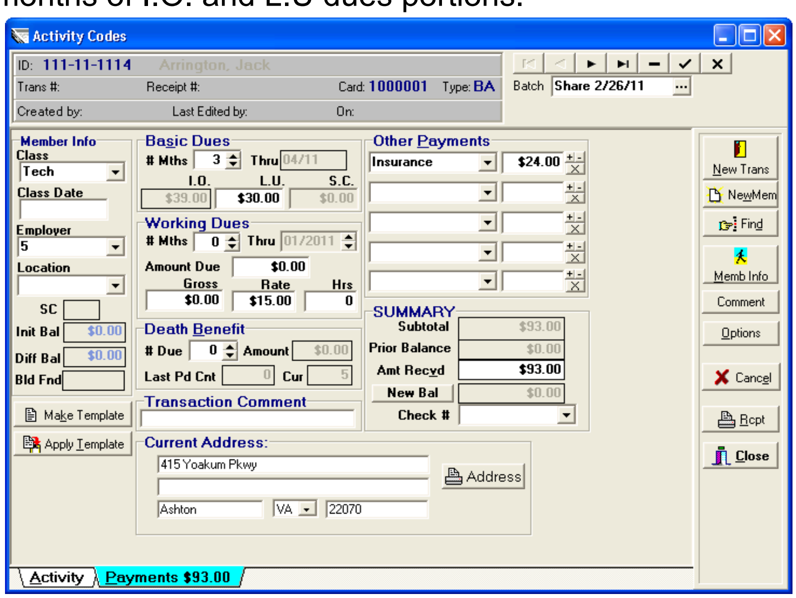
Exercise: Click into the **Search Characters** field and type the letters **ar**, the system will highlight Jack Arrington. (The first person listed in the database with the last name beginning with "ar" is Arrington)



Notice Peter Ballard is highlighted in gray. The gray highlight denotes a transaction exists that requires posting. This is referred to as an **Activity Pending**.

Exercise: **Double-click** on the highlighted line for Jack Arrington to receive the **Activity Codes** window.

Exercise: Process **3 months of Basic Dues** using the spin button. The system will automatically insert 3 Insurance payments and calculate "Amt Recvd" to include three months of I.O. and L.U dues portions.



Each time the Basic Dues spin button is clicked up one time, the system will automatically charge an Insurance payment for $8.00 because the following option is turned on in the System Control in exercise 1.

If the member is paying 3 months of Basic Dues the system automatically inserts 3 Insurance payments. If the member only owes 1 Insurance payment use the increment button located to the right of the amount displaying.
Deposit Only (Create Credits)
The increment button is actually 3 small buttons. 

Each button performs a different task.

 (+) = Increase the value by one amount

 (-) = Decrease the value by one amount.

 (X) = Clear the complete line

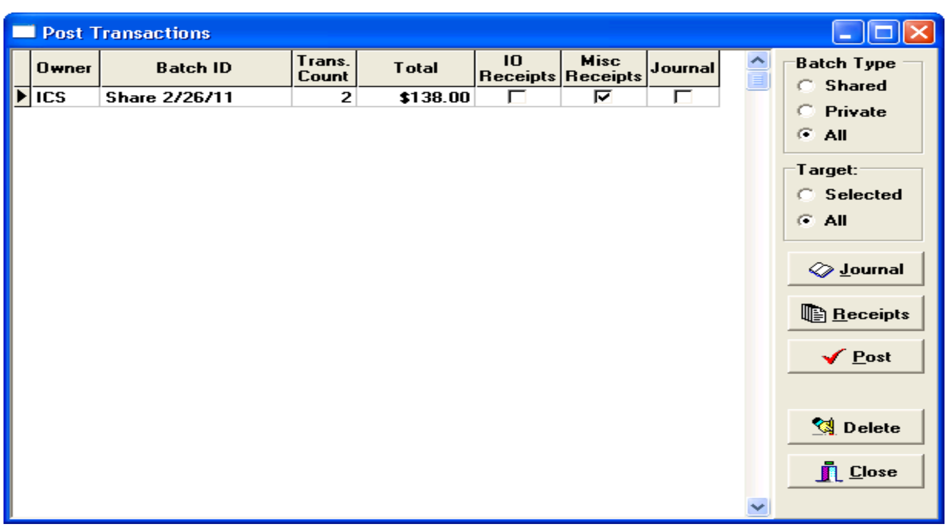
Exercise: Select the **Close** button located on the sidebar.

Exercise: Select the **Close** button located on the member information sidebar.

The IBEW Emblem will be on your screen.

To complete the two transactions you must verify the totals, print the **Official Receipts**, produce a **Cash Receipts Journal** and **Post the Transactions**.

Exercise: Select **Dues/PostActivities/Payments**. The following **Post Transactions** window will appear.

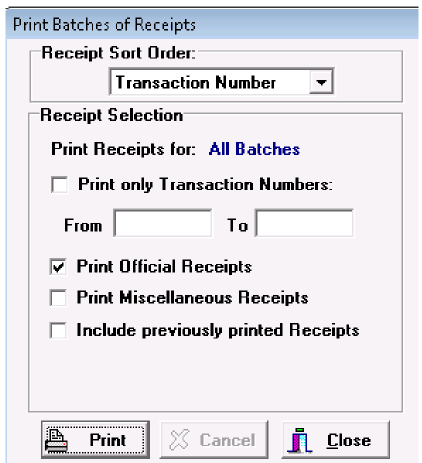


Frequently asked Question: <u>What if my totals do not match?</u>

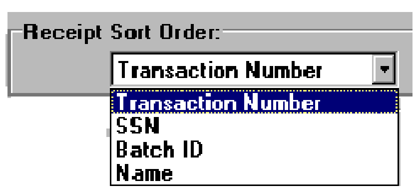
If the Total does not show the correct amount, print a journal and compare the journal with your money transactions. When the error is located, close the Post Transactions window and click on **Dues/Activity Codes/Find** to find the transaction that requires correcting or click **New Trans** to add the transaction that was not processed. Select **Dues/Post Activity Payment** and the above screen will appear. Verify your totals again and if correct, proceed with the posting process. If not, repeat the above procedure.

***** For Assistance, call the ICS Help Desk @ 888-427-4946 *****

Exercise: Print the receipts by selecting the **Receipts** button. The following dialog box will

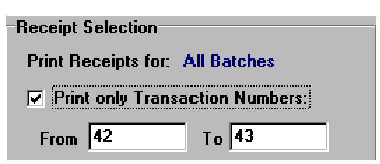


Receipt Sort Order-The default is by **Transaction Number**. Clicking on the drop-down and making a selection gives you the ability to change the receipt order.

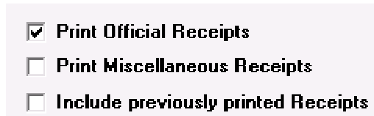


<u>Receipt Selection:</u>

Print only Transaction Numbers-To print receipts for a range of transactions. You must first print the journal so you can have access to the transaction numbers. This will allow you to specify a range of transactions.



Print Official Receipts-The default is to **Print Official Receipts**. This selection will print only the IO official receipts.



Print Miscellaneous Receipts-Transactions that consists of local union money only will automatically be printed with the Miscellaneous Receipts program. When you have miscellaneous receipts to be printed, remove the check in Print Official Receipts and place the check in the option Print Miscellaneous Receipts. Select Print and only the Miscellaneous Receipts will be printed.

Include Previously Printed Receipts-To reprint receipts. You must specify if you would like to reprint Official or Miscellaneous receipts. If you want to reprint the **Official Receipts**, you must click on **Print Official Receipts <u>and</u> Include previously printed Receipts.**

To reprint **Miscellaneous Receipts**, click **Print Miscellaneous Receipts <u>and</u> Include previously printed Receipts**.

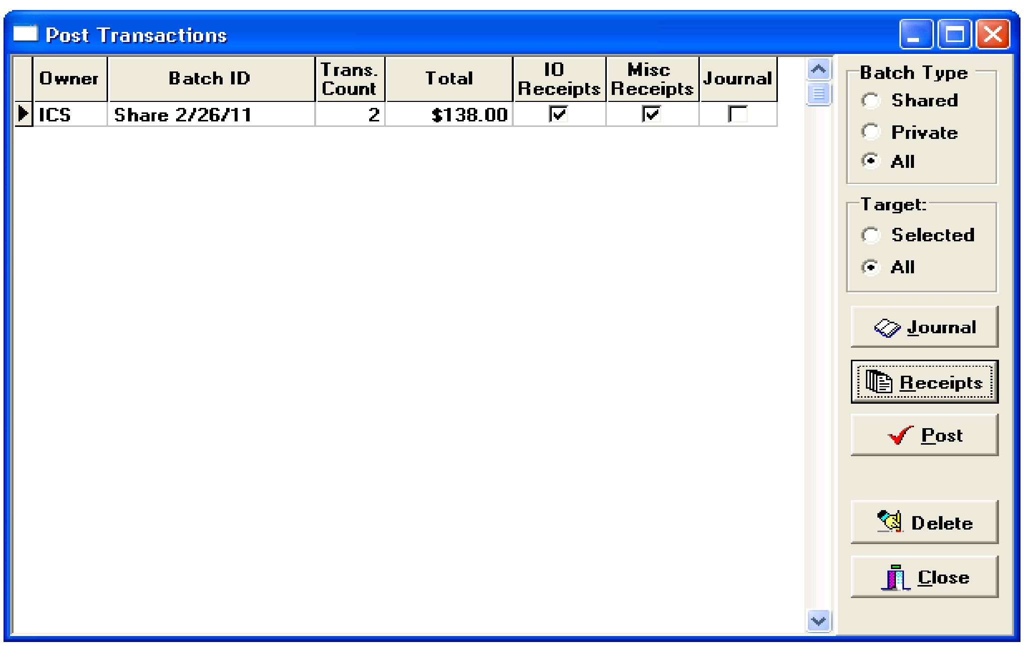
Exercise: Select **Print**. After the receipts are printed, select **Close**.

The following is an example of Peter Ballard's Official Receipt.

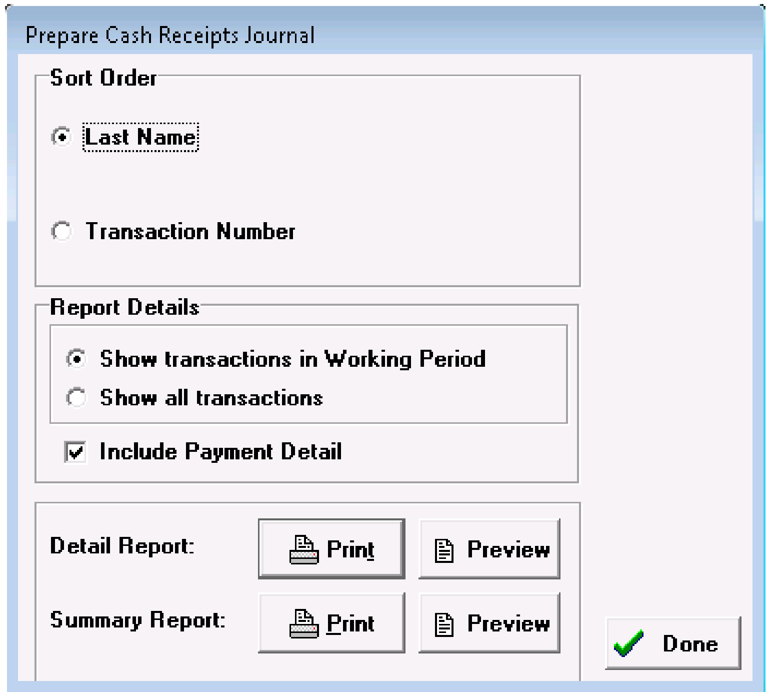
```
                                   Ctl#383
P. Bal $0.00            N. Bal $0.00

    13.00   9      10.00   10              02/18/2011
    14.00  25       8.00   13                        45.00
                                                   02/2011

    X                          2401                X000003
                                     X
                                                     Lineman
   Peter Ballard
   8024 Potomac Vista Dr
   Great Falls VA 22090
                                        Marvin Sparks
```


```
                                   Ctl#383
P. Bal $0.00            N. Bal $0.00

    13.00   9      10.00   10              02/18/2011
    14.00  25       8.00   13                        45.00
                                                   02/2011

    X                          2401                X000003
                                     X
                                                     Lineman
   Peter Ballard
   8024 Potomac Vista Dr
   Great Falls VA 22090
                                        Marvin Sparks
```


A check under **IO Receipts** is an indication that the IO receipts have been printed.

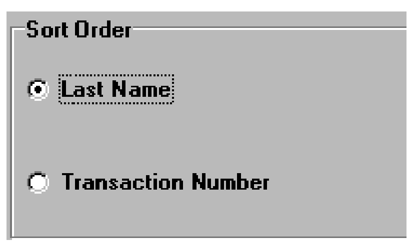


Exercise: Select the **Journal** button and the following **Prepare Cash Receipts Journal** window will appear.



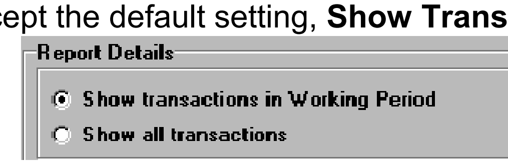
Sort Order:

Last Name or **Transaction Number**. This selection will tell the ICS System to sort the journal by last name or transaction number. In the current exercise, we will accept the default sort order, **Last Name**.

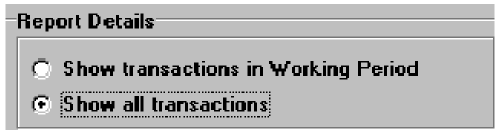


Report Details:

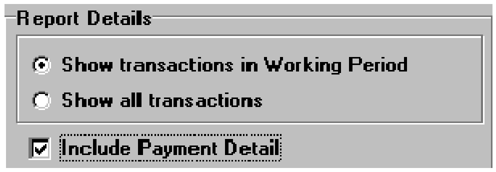
Show Transactions in Working Period. This option will tell the system to print/preview a journal for the existing transactions that were created in the **current working period.** In the current exercise, we will accept the default setting, **Show Transactions in Working Period.**



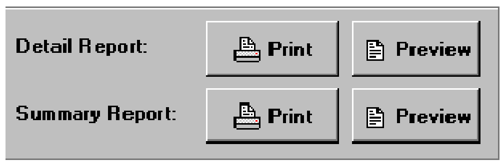
Show All Transactions: An experienced user can work in more than one working period. The following selection tells the ICS System to print/preview a journal that will show existing transactions for **all working periods**.



Include Payment Detail: This will provide the user with a journal that displays codes and amounts for the money collected.



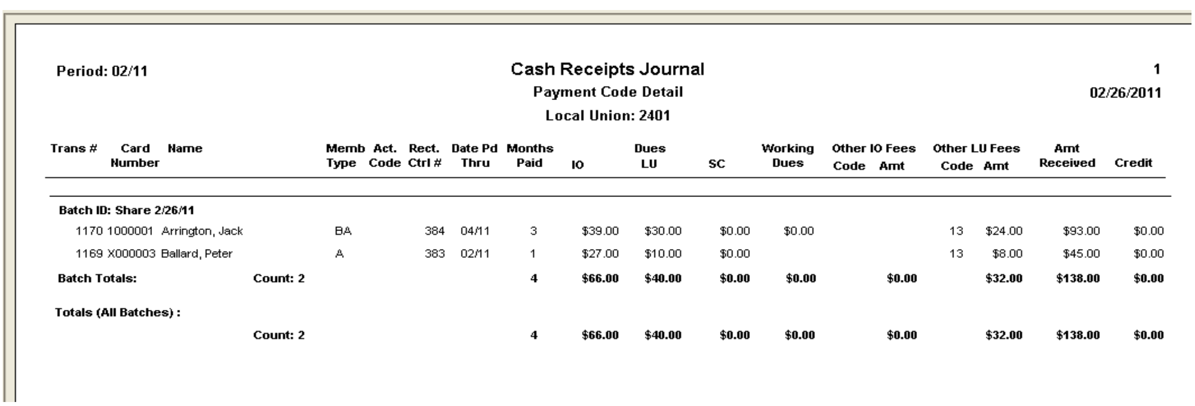
You have the option to **Print** or **Preview** a **Detail Report** and/or **Summary Report.**



Exercise: **S**elect **Include Payment Detail.**

Exercise: **Print** a **Detail** and a **Summary Report.**

Please examine the following example of the printed **Cash Receipts Journal** and the **Cash Receipts Journal Summary**.



Period: 02/11

Cash Receipts Journal

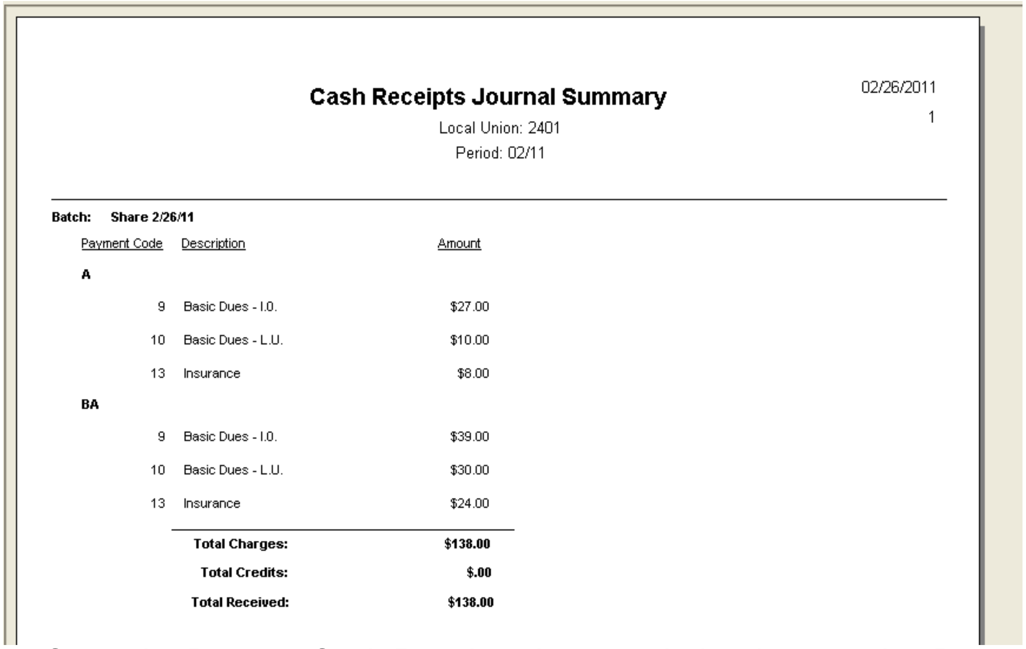
Payment Code Detail

Local Union: 2401

1

02/26/2011

Trans #	Card Number	Name	Memb Type	Act. Code	Rect. Ctrl #	Date Pd Thru	Months Paid	IO	Dues LU	SC	Working Dues	Other IO Fees Code	Other IO Fees Amt	Other LU Fees Code	Other LU Fees Amt	Amt Received	Credit
Batch ID: Share 2/26/11																	
1170	1000001	Arrington, Jack	BA		384	04/11	3	$39.00	$30.00	$0.00	$0.00			13	$24.00	$93.00	$0.00
1169	X000003	Ballard, Peter	A		383	02/11	1	$27.00	$10.00	$0.00				13	$8.00	$45.00	$0.00
Batch Totals:		**Count: 2**					**4**	**$66.00**	**$40.00**	**$0.00**	**$0.00**		**$0.00**		**$32.00**	**$138.00**	**$0.00**
Totals (All Batches) :																	
		Count: 2					**4**	**$66.00**	**$40.00**	**$0.00**	**$0.00**		**$0.00**		**$32.00**	**$138.00**	**$0.00**


Cash Receipts Journal Summary

Local Union: 2401

Period: 02/11

02/26/2011

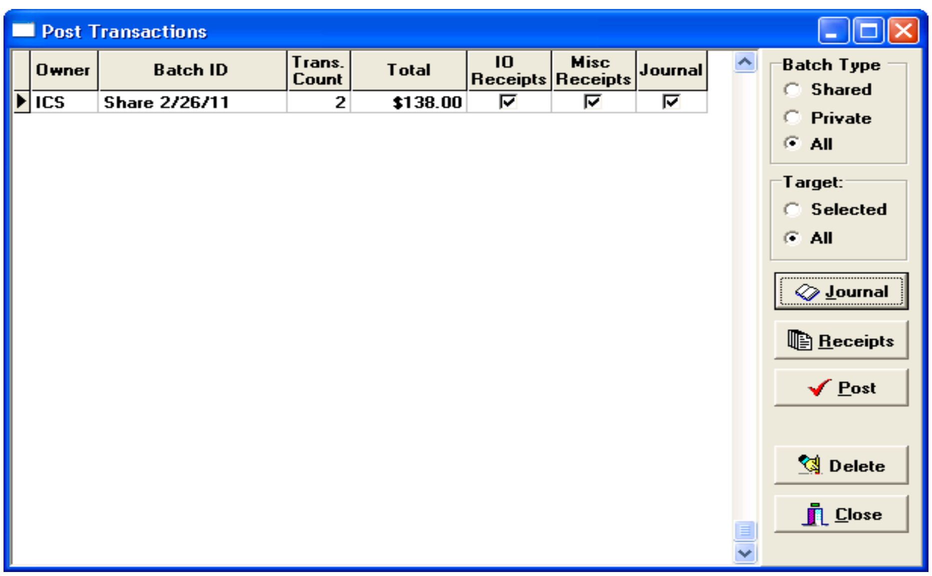
1

Batch: **Share 2/26/11**

Payment Code		Description	Amount
A			
	9	Basic Dues - I.O.	$27.00
	10	Basic Dues - L.U.	$10.00
	13	Insurance	$8.00
BA			
	9	Basic Dues - I.O.	$39.00
	10	Basic Dues - L.U.	$30.00
	13	Insurance	$24.00
		Total Charges:	**$138.00**
		Total Credits:	**$.00**
		Total Received:	**$138.00**

Exercise: Close the Prepare Cash Receipts Journal window by selecting **Done**.

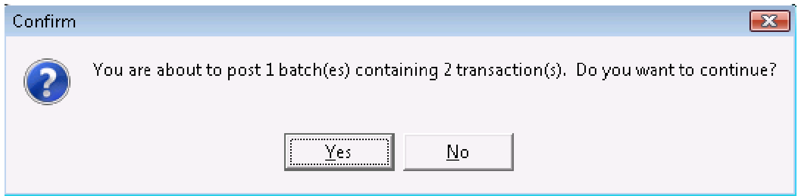
The following Post Transactions window will be displayed.



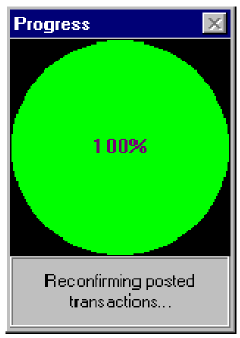
The **IO Rcpts. Printed, Misc. Rcpts Printed** and **Cash Jrn Printed** have a small box that will display a **check** when printed or previewed. Compare the amount processed in your local to the amount appearing in **Total.** If the amounts do not verify, click the **Close** button. Select the **Show Activity Codes Form** speed button and all existing transactions will be displayed. Make the proper adjustments by editing, adding or removing transactions. Start the posting process again.

Exercise: Select the **Post** button.

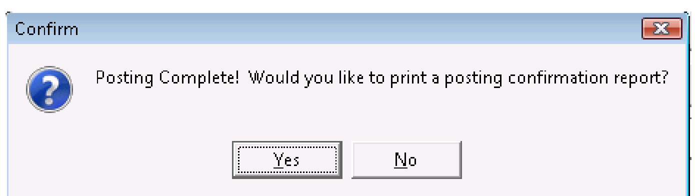
The following **Confirm** message will appear.



Exercise: Select **Yes.**
A Progress pie will appear that will indicate the posting has been complete by reaching 100%.



The following **Confirm** message will appear.

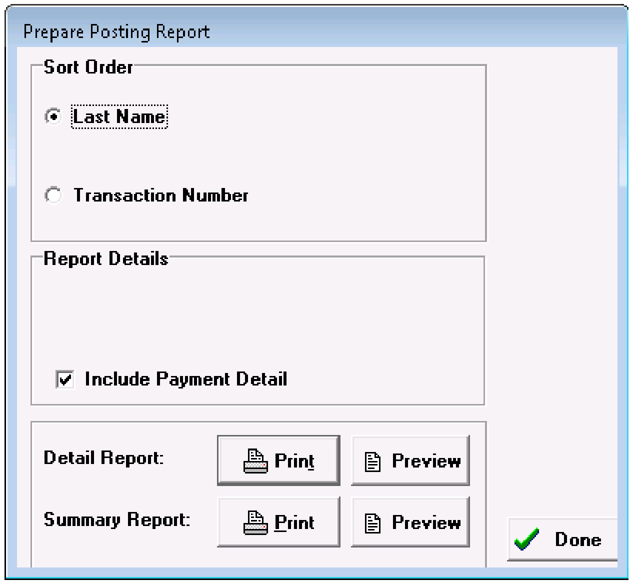


Exercise: Select **Yes.**

Use the **Posting Confirmation Report** as insurance to confirm the transactions on the **Cash Journal** are posted.

If **No** is selected, you **will not** have the option to print the **Post Confirmation Report** a second time.

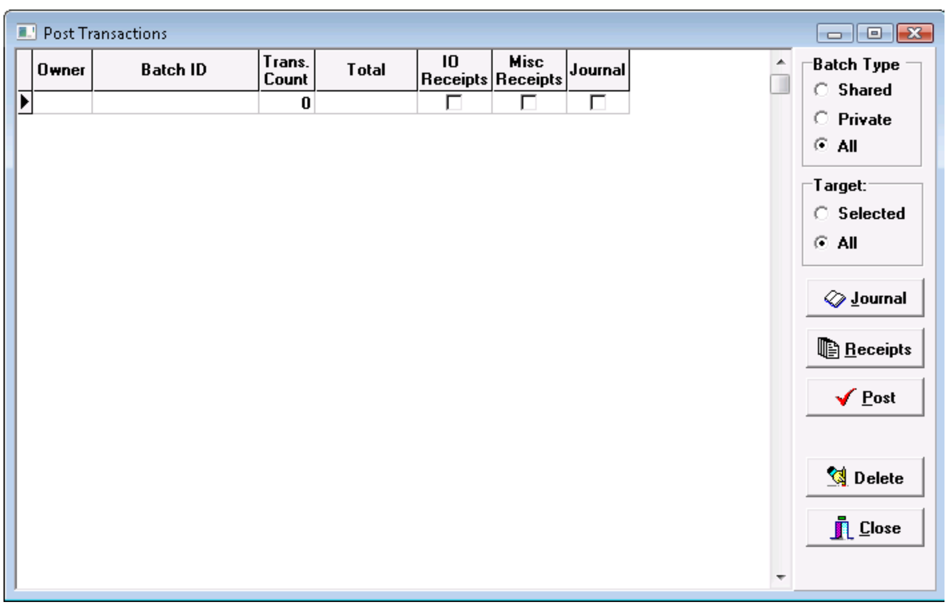
The following **Prepare Posting Report** window will be displayed.



Sort Order:

The system is making an inquiry, would you like your report in **Last Name** or **Transaction Number** order? In the training exercise, we will accept the default sort order of **Last Name**.

Exercise: Select the **Done** button and the screen will return to the following.



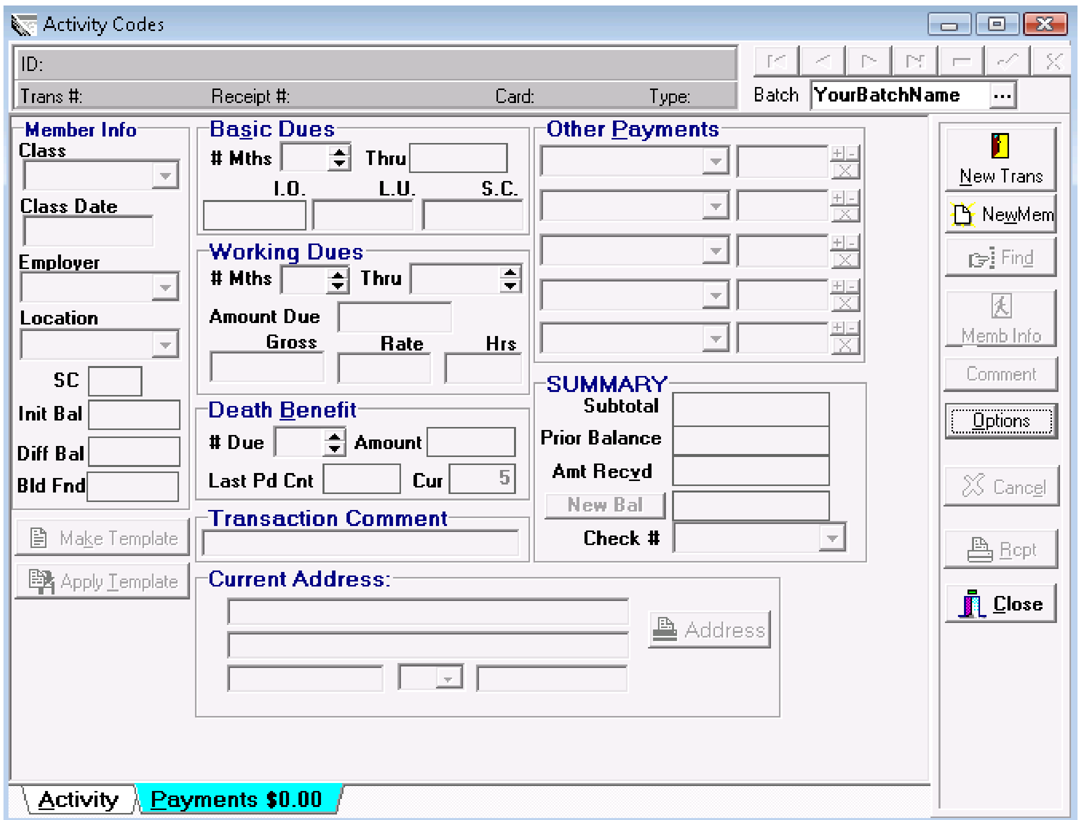
The **Trans. Count** is set to **0.** This is an indication that the prior transactions are posted and recorded to the members' history. You can continue with additional transactions or proceed to the **Month End Processing**. In our training session, we will continue to process additional transactions.

Exercise: Select **Close**.

Exercise 5
Activity Code Processing

Exercise: Select **Dues/Activity Codes** or select the **Show Activity Codes form** speed

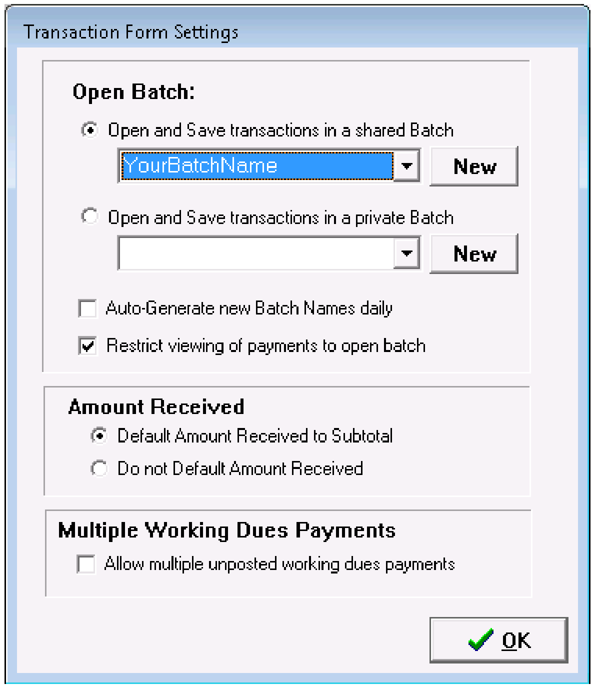
The Activity Codes window will appear with the same Batch ID that you were previously working in.



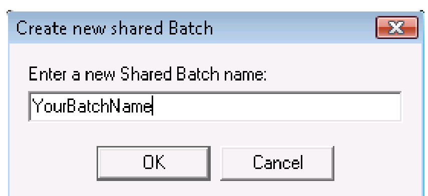
Before starting with additional work, <u>change the Batch ID.</u>

Exercise: Select the **Options** button located on the sidebar and the **Transaction Form Settings** window will appear.

Exercise: Select the option, **Open and Save transactions in a shared Batch** and then click the **New** button.



The following **Create new shared Batch** window will appear with a default batch name as Share with the current date. You can change the batch name by highlighting the name and



Exercise: Select **OK** to keep the new batch name.

Exercise: Select the **OK** button at the bottom of the **Transaction Form Settings**.

Exercise: Select the **New Trans** button located on the sidebar to continue working.

<u>Activity "A" - Return from Honorary Withdrawal</u>

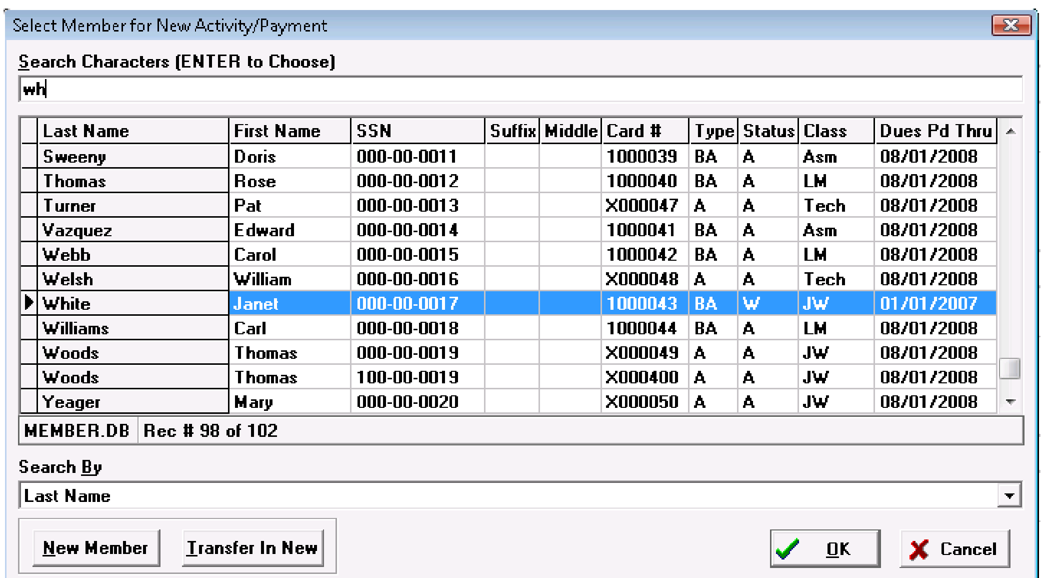
In the current exercise, we will return **Janet White** from Honorary Withdrawal.

Exercise: In the **Search Characters** field, type **wh**.

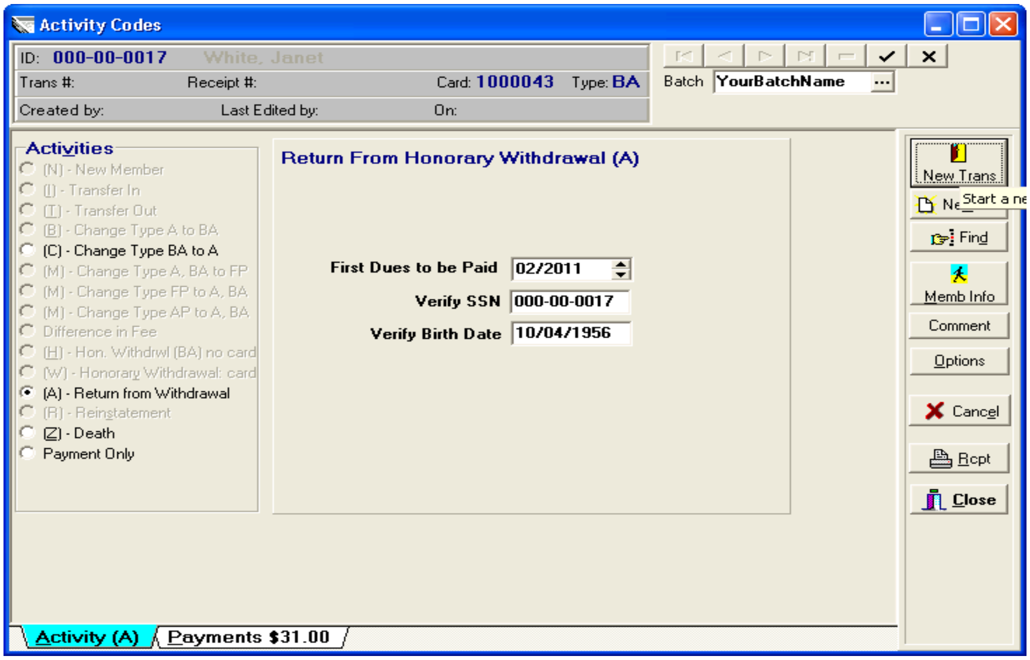
Exercise: Once the system highlight the name Janet White, press the **Enter** key on your keyboard.

Another short cut to retrieve Janet White's Activity Codes window is to double-click on the name once it is highlighted.

If the highlighted record is not the person you are searching for, use the up and down arrow keys on the keyboard or click and highlight the correct record.



The ICS System will read Janet White's status code and determine what activity options she is entitled. Janet White has a status of **W - Honorary Withdrawal.** The system will allow **A - Return from Honorary Withdrawal, Z – Death and Payment Only.** (The other activity will be "Grayed Out".



First Dues to be Paid - Displays the month/year of the current report period. In the above example, the system is assuming the member is returning to work in January 2003. If the member were returning from honorary withdrawal effective an earlier period, click the down spin button to obtain the correct date. You have the ability to lower the date as needed but can only increase the date one-month past the current report period.

Verify SSN – Verify the displayed SSN/SIN number is correct. If incorrect, make the proper adjustments by highlighting and typing the correct number.

Verify Birth Date – Verify the displayed birth date. If incorrect, make the proper adjustments by highlighting and typing the correct date.

Members returning from honorary withdrawal with membership type "A" are required to pay at least one month of Basic Dues and a $2.00 Pension Benefit Fee. Members with membership type "BA" are required to pay at least one month of Basic Dues. The ICS System is designed to automatically charge the required payments, notice the **Payments** tab at the bottom of the window displaying $29.00. The required payments are programmed in the system and cannot be removed but can be increased.

Exercise: Select the **Payment** tab.

You can now identify the total amount of money by reviewing the payment screen.

If the member is returning from Honorary Withdrawal and changing membership effective the same month select the option “Change Type BA to A” or “Change Type A to BA.”

Exercise: Increase the number of **Basic Dues** by **2.** Click up with the spin button twice.

The Amount Received will have changed to reflect 3 months of Basic Dues and Insurance**.**

Exercise: Save the transaction by selecting the **New Trans** button located on the sidebar.

There are several ways to save a Transaction.

Select **New Trans** 

Select New **Mem** 

Click the **Save Edits** button on the **Navigation bar.** 

Select **Close** 

Activity “B” – Changing from A to BA membership

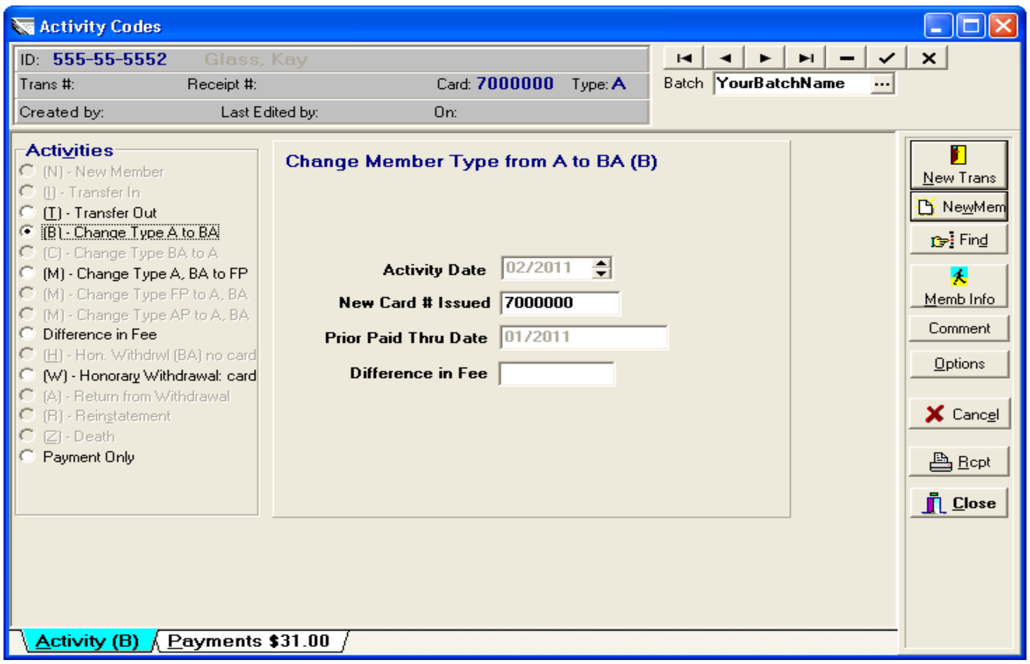
Kay Glass will change her membership type from A to BA.

Exercise: Search for **Kay Glass**.

Exercise: Once the system highlights the name Kay Glass, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click on the activity, **(B) – Change Type A to BA**.

The following will display on your screen.



Activity Date – The ICS System will read the members **Prior Paid Thru Date** and determine an activity date.

New Card # Issued – The system will issue the next available “BA” card number from the **Card Number Range** in the **System Control** file.

Prior Paid Thru Date – Displays the members paid thru date in his/her former membership.

Difference in Fee – On occasion, a **Difference in Fee** will be required when changing from one membership type to another. In the Difference in Fee field, type the amount due.

Exercise: Select the **Payment** tab. The Amount Received will be **for o**ne month of dues and one insurance payment.

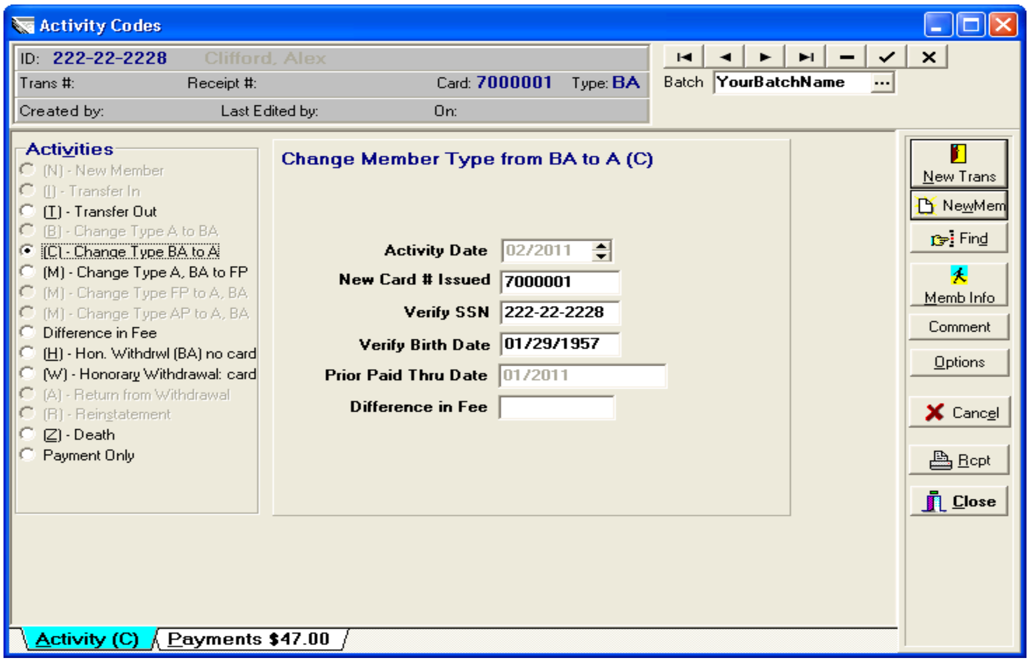
Exercise: Save the transaction by selecting the **New Trans** button.

Activity “C” – Changing from BA to A membership

Exercise: Search for **Alex Clifford**.

Exercise: Once the system highlights the name Alex Clifford, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click on the activity, **(C) – Change Type BA to A**.



Verify Birth Date – The information displayed in the **Verify Birth Date** field will be included on the Per Capita File with this transaction. If the date is incorrect, highlight the date and type the correct date.

Prior Paid Thru Date – The system will display the members paid through date in his/her former membership.

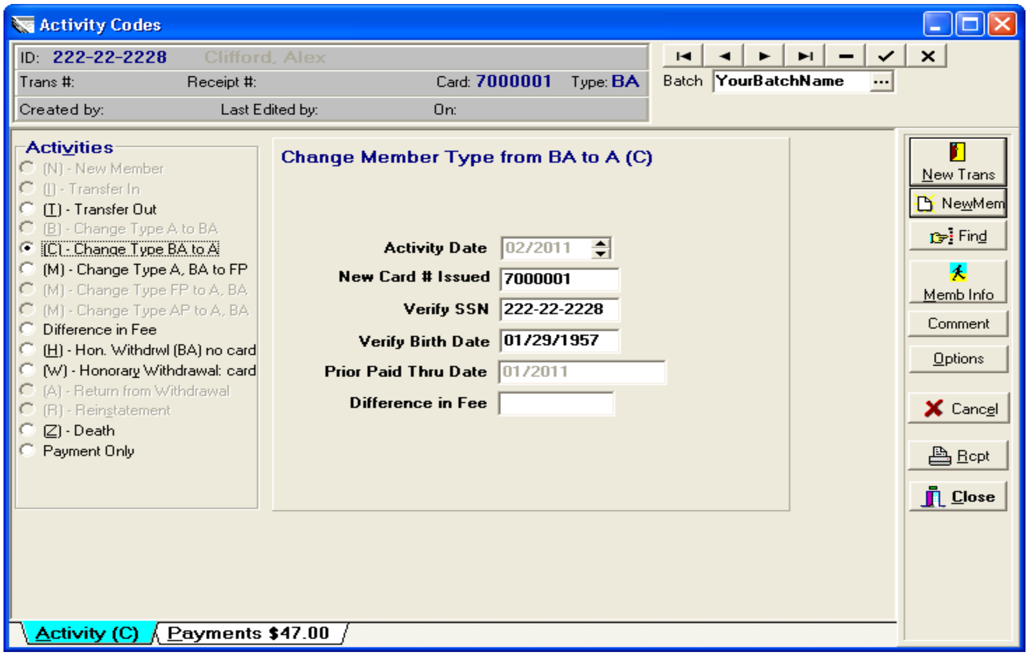
Difference in Fee – On occasion, a **Difference in Fee** will be required when changing from one membership type to another. In the Difference in Fee field, type the amount due.

Exercise: Select the **Payment** tab.

A check for was received in the mail for Alex Clifford’s dues but it was $2 short. The transactions “Amount Recvd” will need to be adjusted.

Exercise: Highlight the Amount Received and reduce the amount by $2.00**.** Click the **New Bal** button.

The current transaction will reflect the shortage of $2.00 in the **New Bal** field.



The underpayment will print on the members receipt and will be recorded in the member's record.

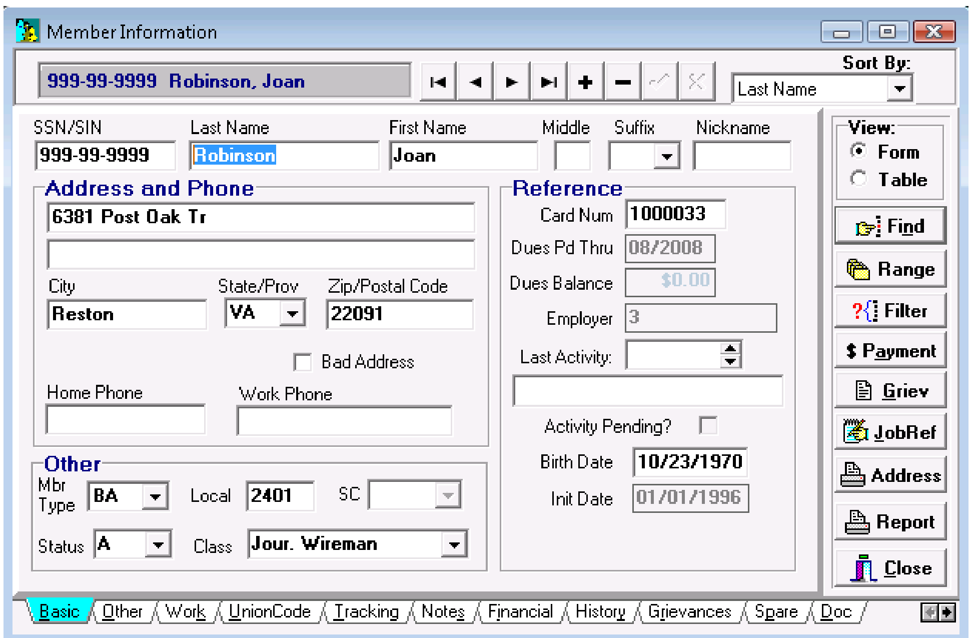
Exercise: Save the transaction by selecting **Member Info** button located on the side bar**.**

Activity "F" – Name Change

The Activity "F" is the only Official Membership Activity which is **not** conducted in the Activity Codes screen. Instead, to conduct a Name Change activity, the member form is edited.

Exercise: Find member Joan Robinson using the **Find button**.

Exercise: Change the last name from "Robinson" to "Taylor" by highlighting Robinson in the Last Name entry blank, and typing over it with "Taylor". It is not necessary to use the "Caps Lock" when typing names, as the ICS program will automatically capitalize First and Last Names if the names are typed in lowercase.



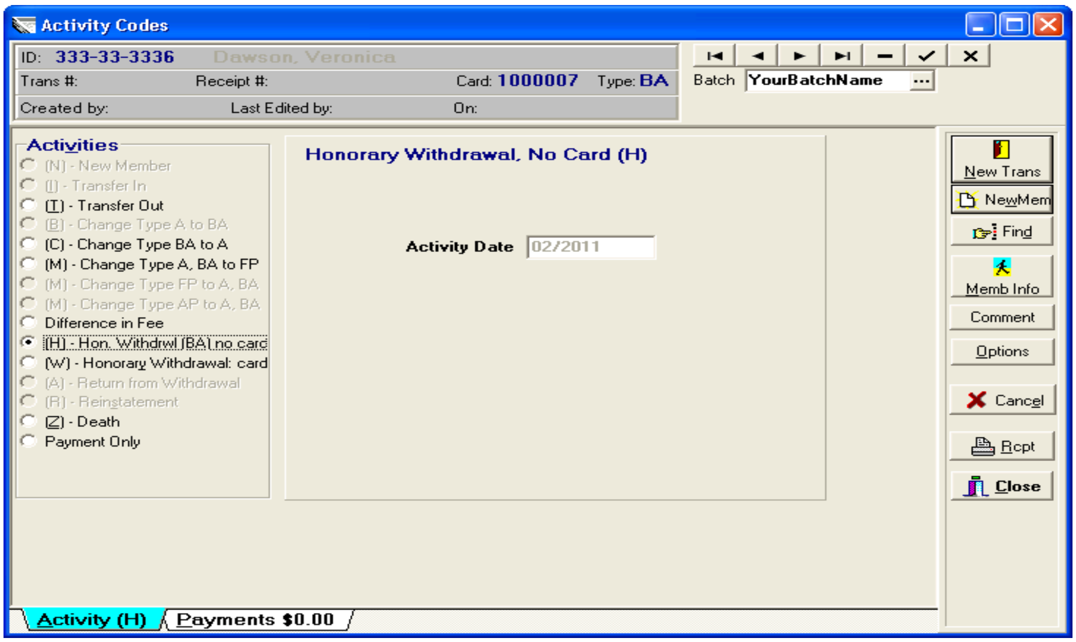
Exercise: Click on the **"Find"** button, and your changes will be saved automatically. A confirmation message will appear indicating that an Activity Code F will be reported to the IO.

Activity "H" – Honorary Withdrawal, No Card (BA)

Exercise: Search for **Veronica Dawson**.

Exercise: Once the system highlights the name Veronica Dawson, press the **Enter** key on your keyboard.

Exercise: Click on the **Payment** tab then select the **Activity** tab and click the activity, **(H) – Hon. Withdrawal (BA) no card.**



Activity Date – The activity date will be the month following the member's basic dues paid through date.

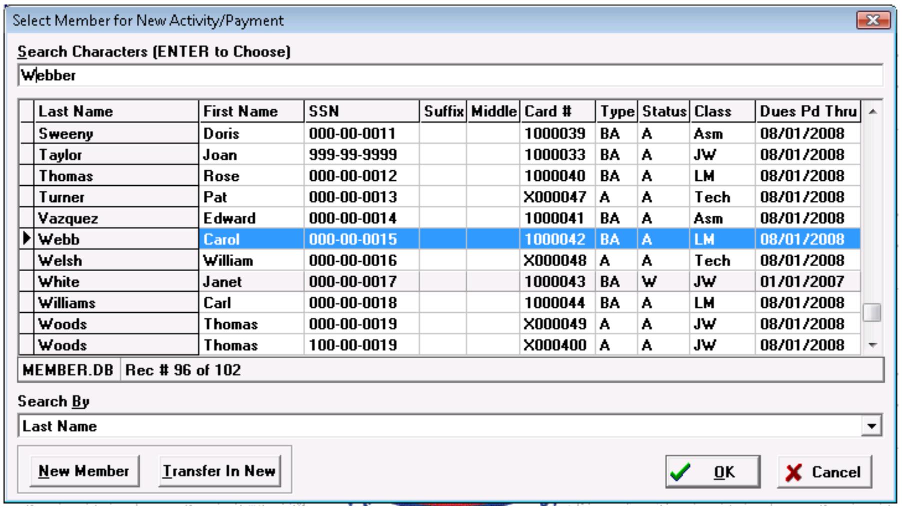
Exercise: Save the transaction by selecting **New Trans**.

Activity "I" – Transfer In (New Record)

Process a Traveling Card for **Susan Weber**.

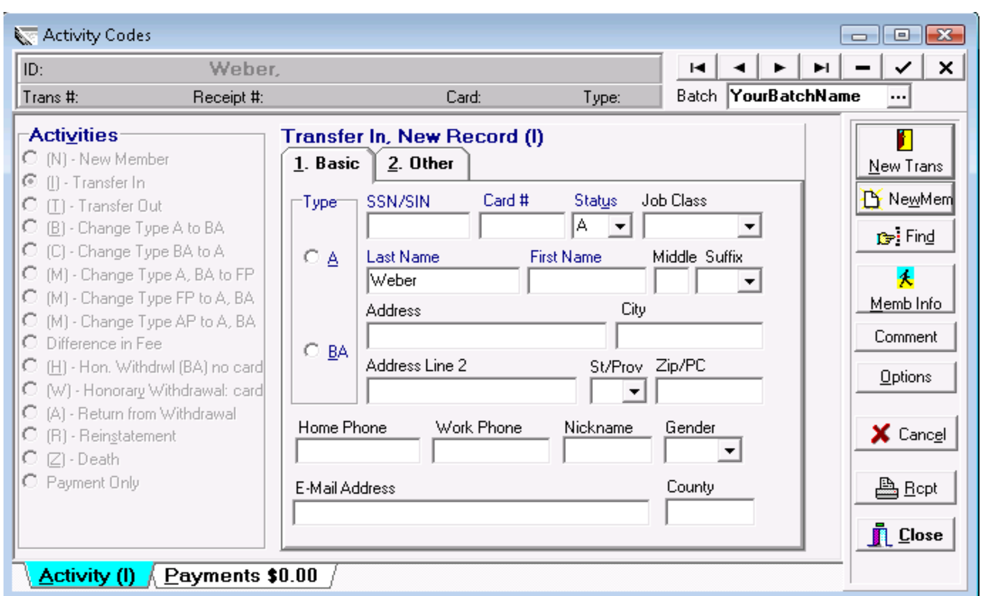
Exercise: Search for **Susan Weber** by typing the **complete last name** in the Search Characters field.

The search is not successful because Susan Weber does not exist in the database.



Exercise: Select the **Transfer in New** button located at the bottom of the window.

The **Search Character** field will copy the last name into the **Transfer In, New Record**. The **Transfer In, New Record** has two tabs that must be completed.



The following is an example of the **1. Basic** Tab filled in.

1. Basic

Exercise: Select the membership **Type** as **"A".**

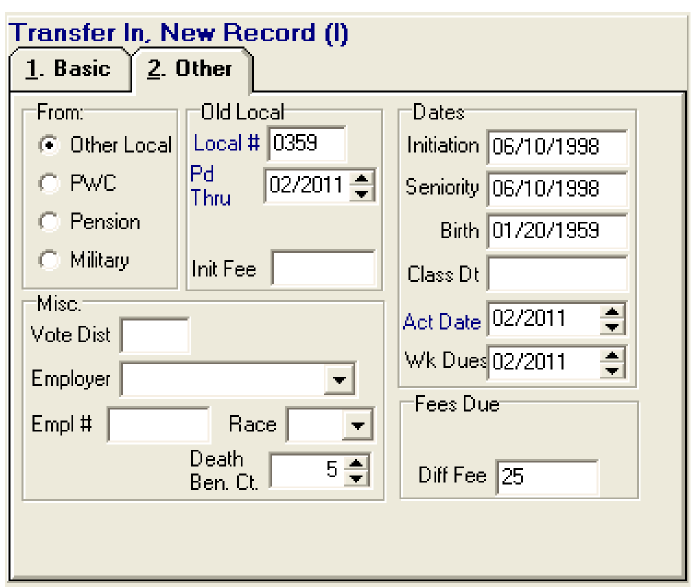
Exercise: Click into the **SSN** field. Use the Tab key to move through the fields in sequence typing in the above information.

The field titles that appear in **blue are mandatory fields** and must be completed.

Exercise: Select **2. Other**.

Exercise: Type the following information.

2. Other

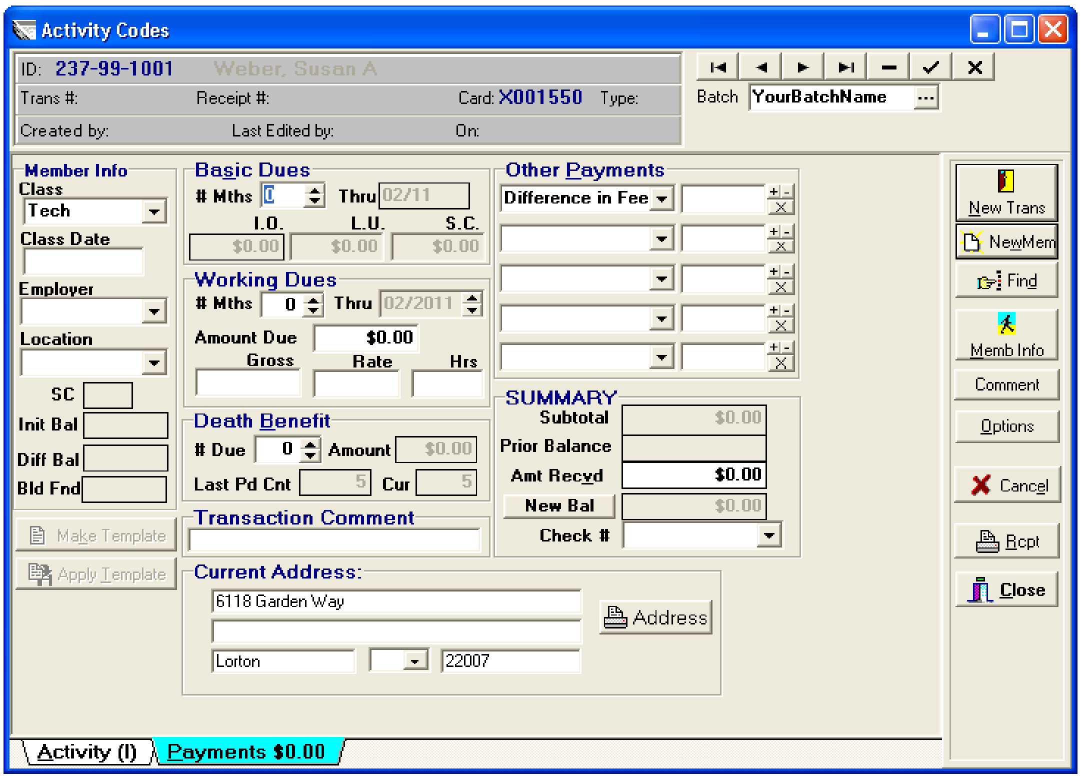


In the section titled **From**, select where the member is transferring. Susan Weber is transferring from another local therefore, in the section **From** the user will select **Other Local**.

Exercise: Select the **Payments** tab and process **3** months of **Basic Dues**.

Exercise: Type **25.00** as the **Difference in Fee** amount collected.

The Amount Received should match the **Subtotal.**



Exercise: Save the transaction by selecting **New Trans.**

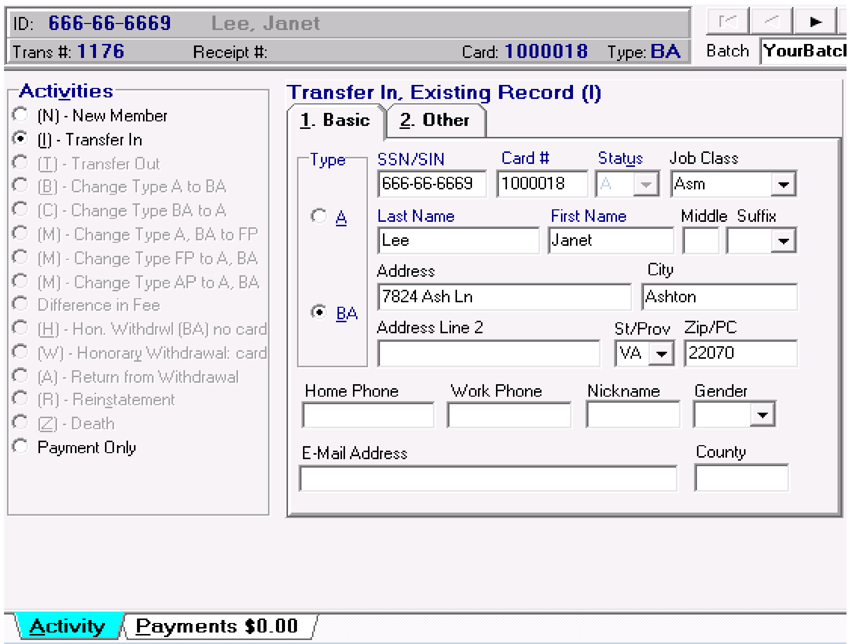
Activity "I" – Transfer In (Existing Record)

The **Transfer In, Existing Record** window is identical to the **Transfer In, New Record.** The ICS System copies the members information into the Transfer in Existing Record window. The user is required to fill in any mandatory fields that do not display information, especially the Local # and the Date Paid Through in the former local.

Exercise: Search for **Janet Lee.**

Exercise: Once the system highlights the name Janet Lee, press the **Enter** key on your keyboard.

The following **Transfer In, Existing Record** for Janet Lee will appear.



The system will copy the pertinent information from the members Member Information record. Verify the member's information is correct in the 1. Basic tab. If the displayed information is incorrect, highlight the data and type the correct data.

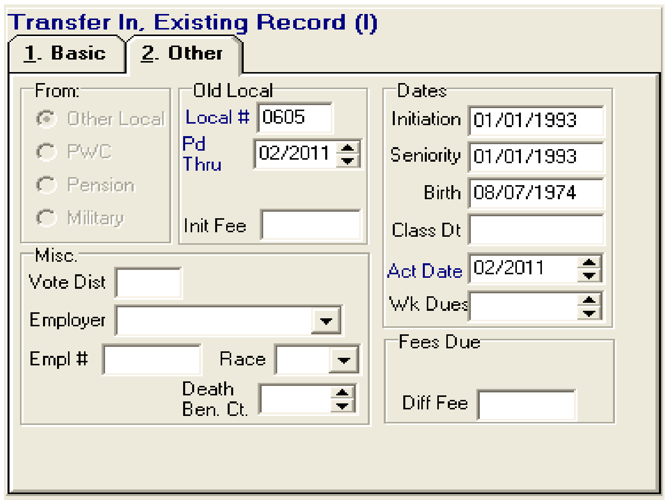
If Janet Lee were not transferring, but paying local union payments, the user would select the Payment Only activity in the Activity tab. The ICS program will default to **Transfer in Existing** if the member has a **Status Code T, N, M** or **C.**

Exercise: Select **2. Other** Tab.

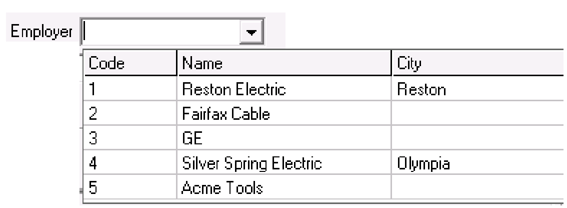
The Local # is a four-character field, if the local number is three characters, place a zero in front of the local number.

Exercise: Type the **Old Local #** as **0605**.

Exercise: Enter the **Pd Thru** as the current month**.** This information will appear on the traveling card in the field titled, **Will Expire** or **Member paid beyond Expiration date through**.



If known, click on the drop down and select the employer code.



Verify the member has a **Birth** Date. If not, the information will appear on the traveling card in the Date of Birth field.

The **Act Date** will copy from the **Pd Thru** date. If you click into a blank field past the **Act Date**, the information will automatically copy into the **Act Date** field.

Transfer In Existing Records - are members who currently exist in your database that possibly transferred out to another local, to Pension, to PWC, to Military or could be working in your jurisdiction and paying working dues (Travelers). Instead of deleting the records from the database for the members who are no longer actively paying dues, it is recommended to archive the individual members record.

Exercise: Janet Lee is not paying dues at this time. Save the transaction by selecting the **New Mem** button located on the side bar.

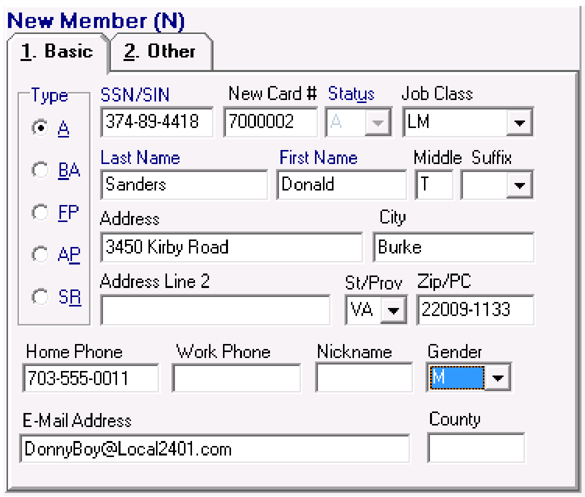
Activity "N" – New Member

The **New Member** activity window is similar to the **Transfer In.**

Start the transaction by selecting the membership **Type** then proceed to the **SSN/SIN** field. The system will automatically issue the next available card number depending on the selected membership type. You can use the tab key to move to each field in sequence.

Exercise: Copy the following information into the **1. Basic** of the New Member window for **Donald T. Sanders**.

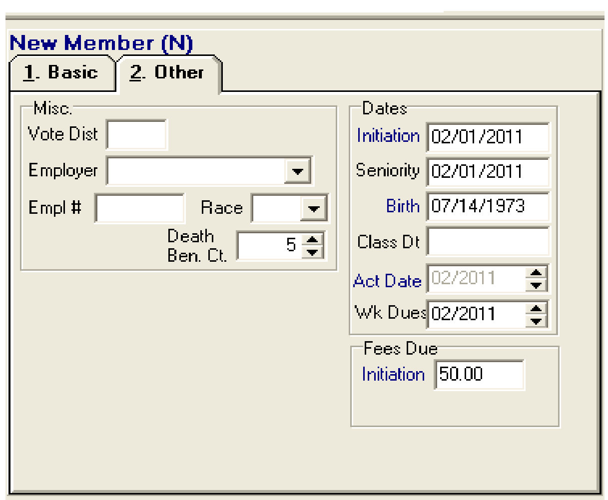
1. Basic



Exercise: Select: **2. Other.**

Exercise: Type the **Birth** date and **Fees Due** into tab **2. Other**.

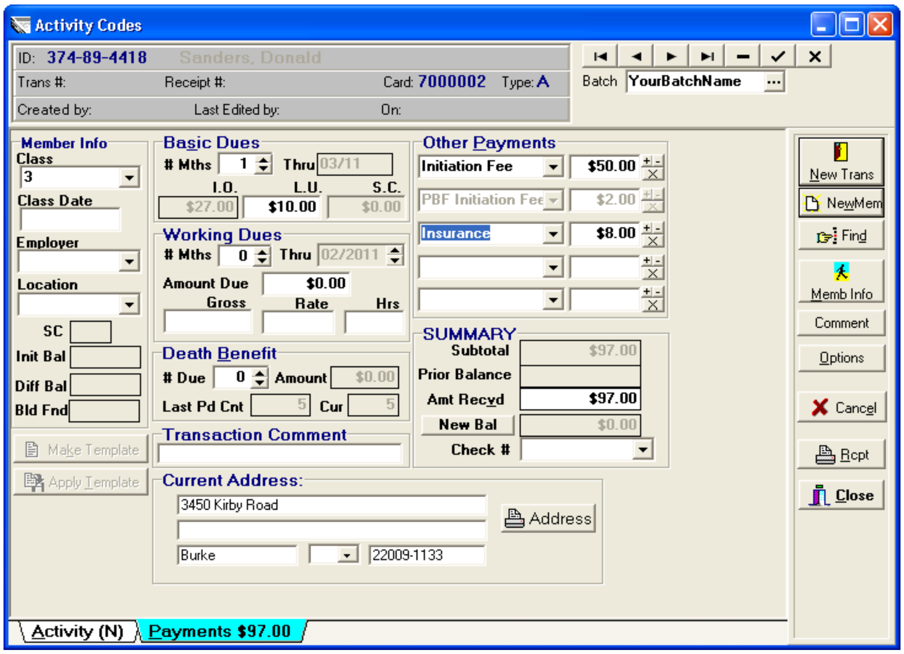
2. Other



In the above, the field titled **Fees Due** is where the user will enter the amount due for the initiation fee.

Exercise: Select the **Payment** tab.

Mr. Sanders was granted permission by the local to pay his initiation fee in 2 installments. In the Payments tab, the user will enter the amount Mr. Sanders is paying toward his initiation fee.

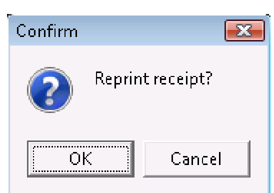


Exercise: Process **1** month of **Basic Dues** and **$25.00** as the **Initiation Fee** paid.

If the user is required to print a receipt at the time the transaction is created, click the **Receipt** button located on the sidebar.

Exercise: Click the **Rcpt** button. 

If the receipt jams in the printer, select the **Receipt** button again. The following confirm message will appear.



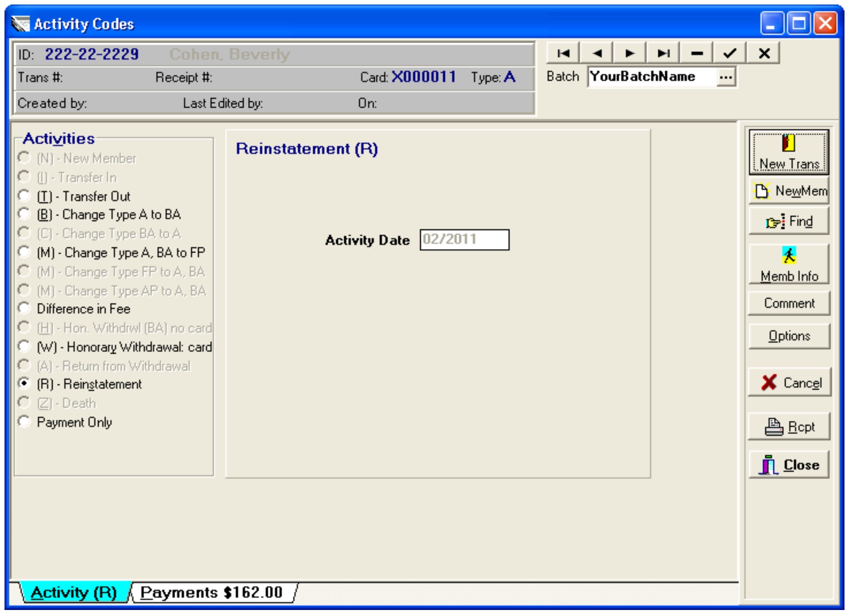
Exercise: Select **OK** and the receipt will reprint.

Exercise: Save the transaction by selecting the **New Trans** button.

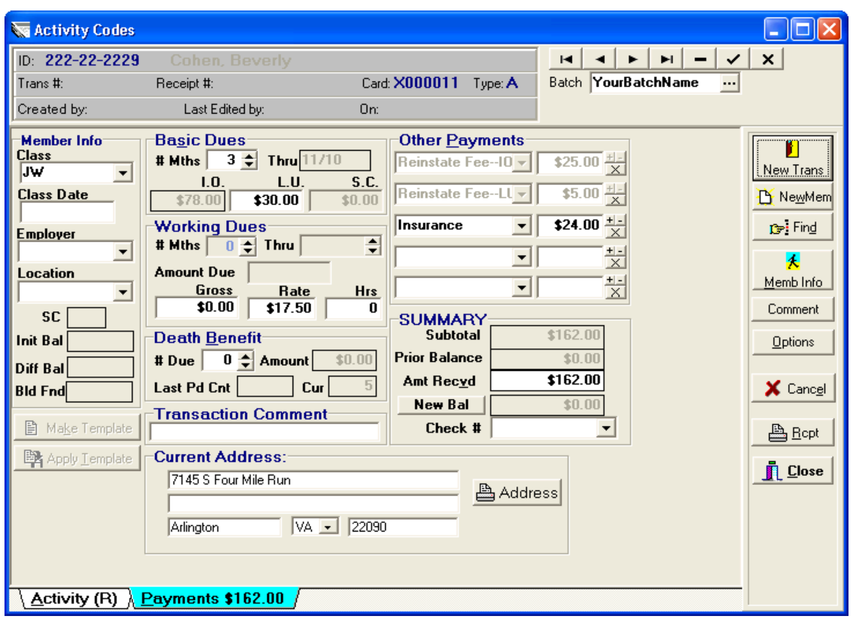
Activity "R"- Reinstatement

Exercise: Search for **Beverly Cohen.**

Exercise: Once the system highlights the name Beverly Cohen, press the **Enter** key on your keyboard. Beverly Cohen is more than 3 months delinquent. The program automatically comes up with a Reinstatement for her.

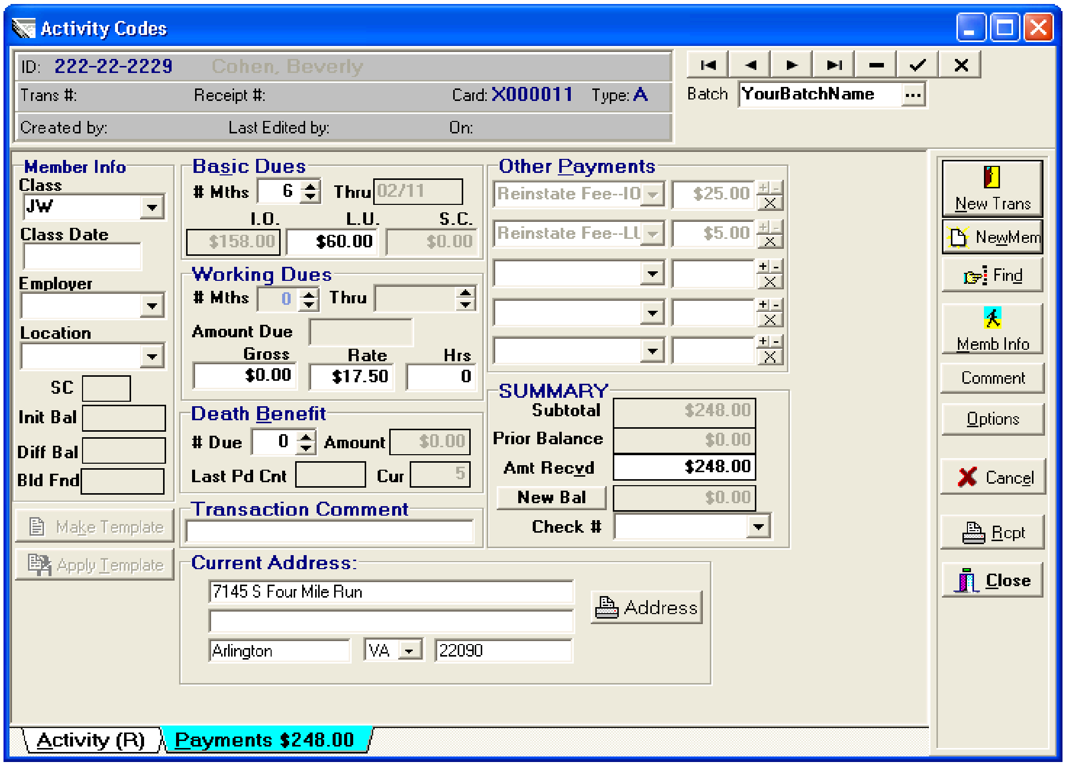


Exercise: Select the **Payment** tab.



The system will automatically display **3** months of **Basic Dues**, **3** months of **Local Dues, $25.00 IO Portion and $5.00 Local Union Portion of the Reinstatement Fee.** The member can pay more than 3 months of Basic Dues but not less than 1.

Exercise: Increase the **Basic Dues** to **6** months and **remove the Insurance payments** by selecting the X in the to the right of the insurance payment line.



If your local is requesting to waive the member's reinstatement fee, submit a letter to the IO requesting authorization for the reinstatement fee to be waived. To remove the reinstatement fee use the "clear this payment line" button. A window will appear asking for your authorization code. Enter the code exactly as received.

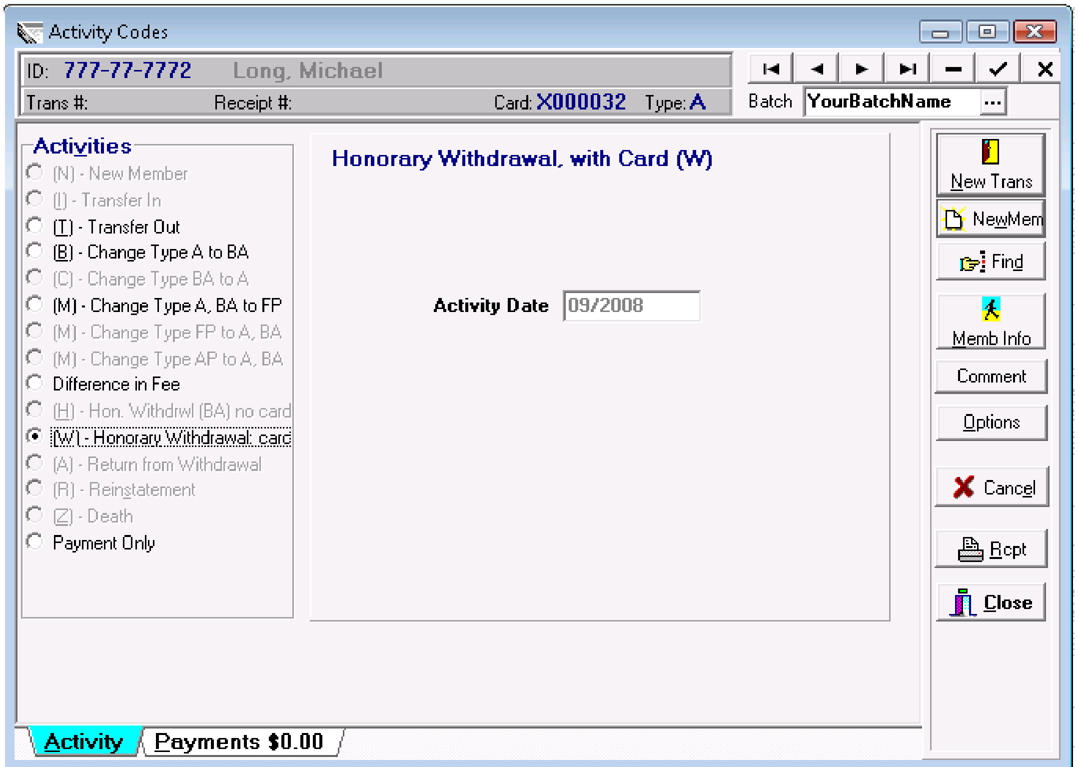
Exercise: Save this transaction by selecting the **New Trans** button.

Activity "W" – Honorary Withdrawal

Exercise: Search for **Michael Long**.

Exercise: Once the system highlights the name Michael Long, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click the activity, **(W) – Honorary Withdrawal Card**.



The system reads the member's basic dues paid though date and determines an **Activity Date**.

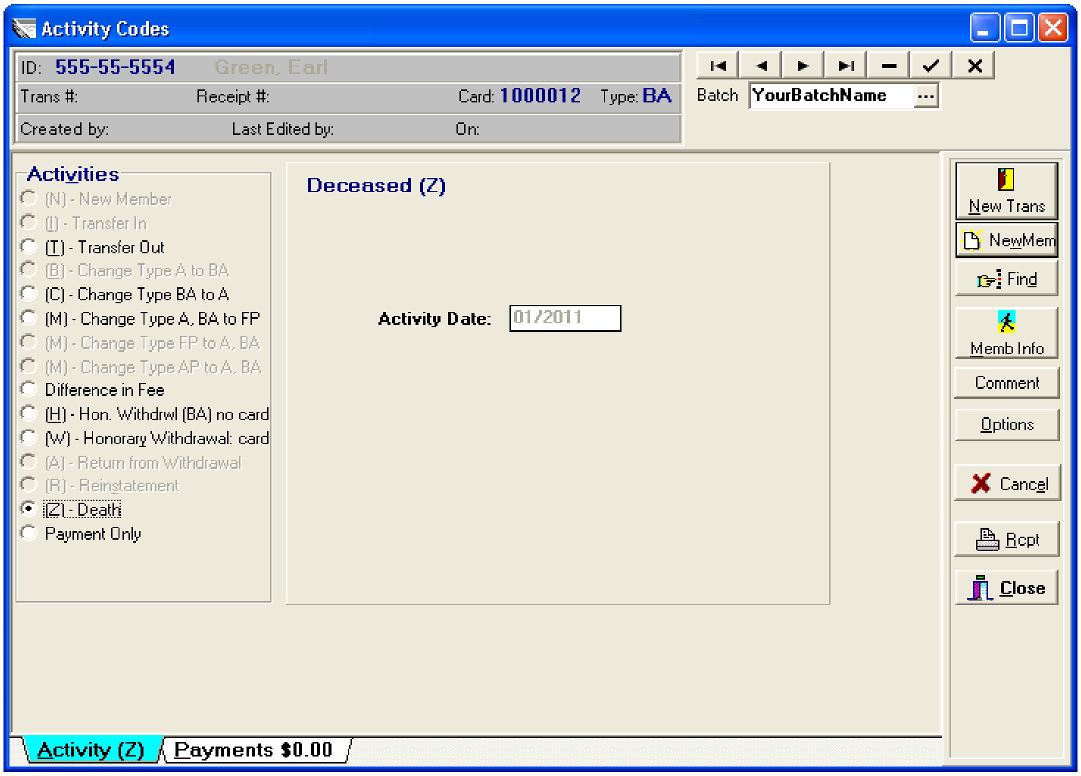
Exercise: Save the transaction by selecting the **New Trans** button.

Activity "Z" – Deceased

Exercise: Search for **Earl Green.**

Exercise: Once the system highlights the name Earl Green, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click the activity, **(Z) – Death.**



The **Activity Z** is not available for an "A" member who is deceased. An "A" member has official forms and documents that must be received by the Pension Department in the International Office before the **Activity Z** can be processed. The Pension Department will issue the **Activity Z** upon receipt of all required documents.

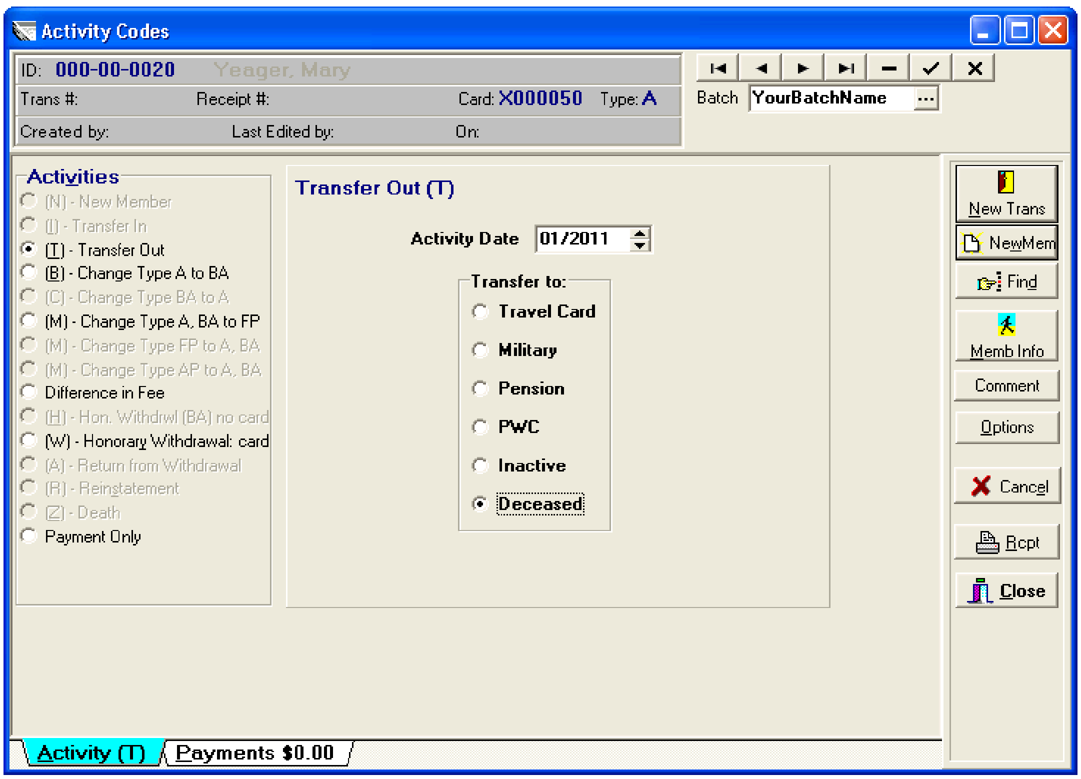
Exercise: Save the transaction by selecting the **New Trans** button.

Activity "T" – Transfer Out: Deceased "A" Member

Exercise: Search for **Mary Yeager**.

Exercise: Once the system highlights the name Mary Yeager, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click the activity, **(T) – Transfer Out.**



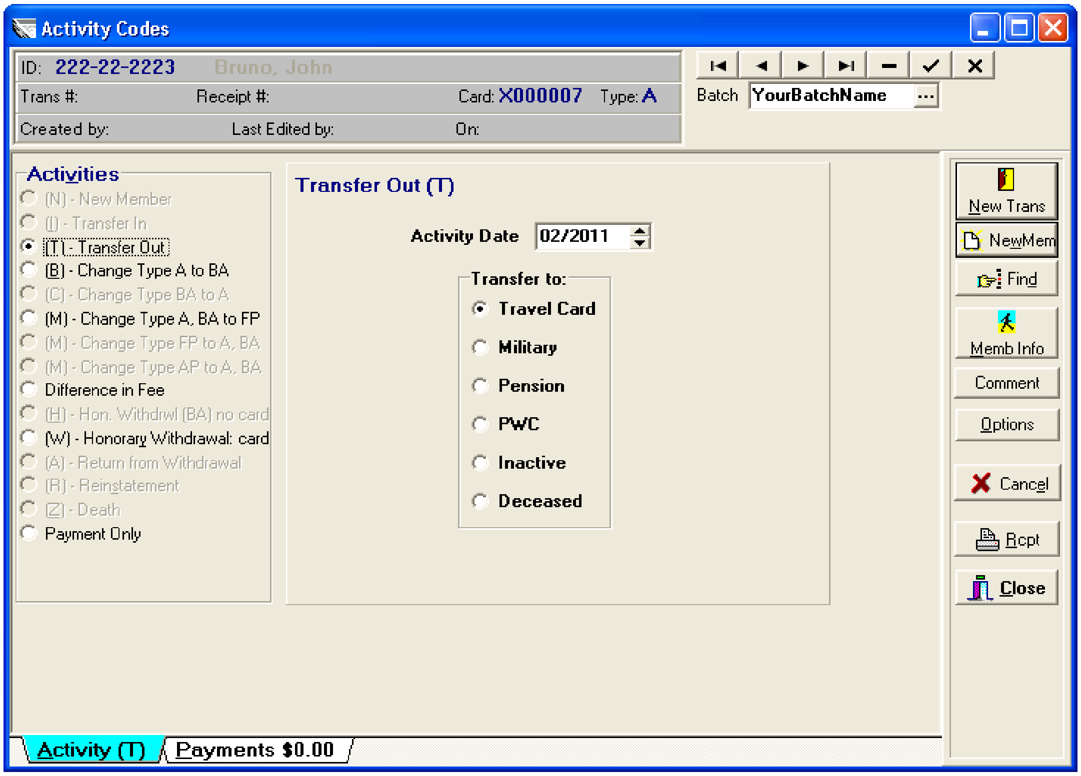
Exercise: Select **Deceased**.

Exercise: Save the transaction by selecting the **New Trans** button.

Exercise: Search for **John Bruno.**

Exercise: Once the system highlights the name John Bruno, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab and click the activity**, (T) – Transfer Out.**



John Bruno is transferring to another local. The appropriate **Transfer To** selection will be **Travel Card.**

The following selections are available:

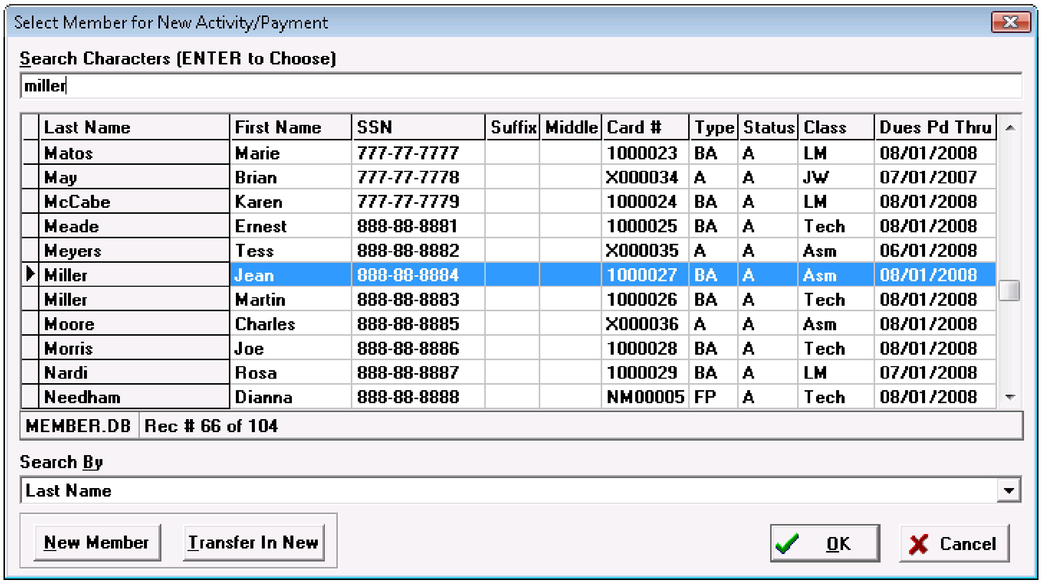
- Transfer members to another local - (Travel Card)
- Transfer to Military Service - (Military)
- Transfer to Pension - (Pension)
- Transfer to Participating Withdrawal - (PWC)
- Transfer to Inactive status - (Inactive)
- Transfer to Deceased – (Deceased “A” members)

Exercise: Save the transaction by selecting the **New Trans** button.

Activity “M” – Change Membership from A, BA to FP.

Exercise: Search for **Martin Miller.**

Exercise: Verify the system highlights the name **Martin** Miller.

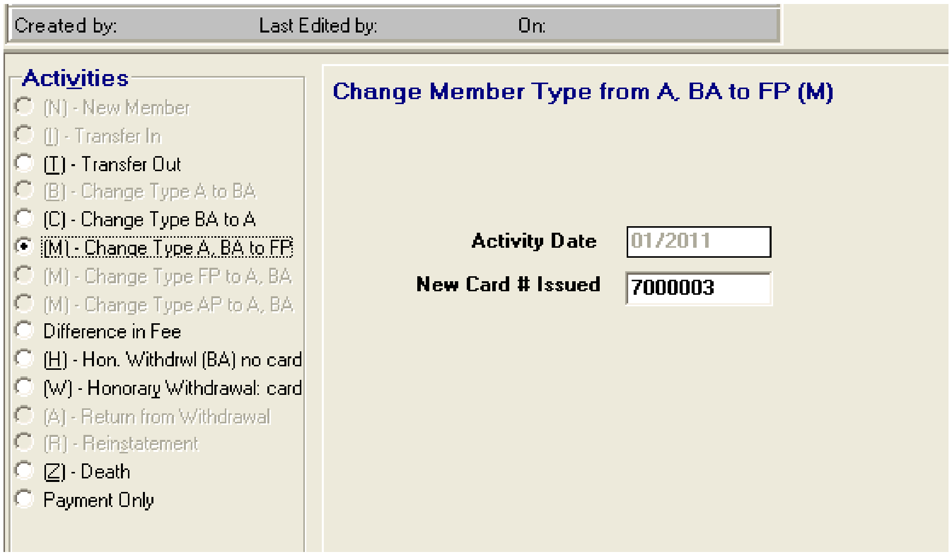


There are two members in the database with the last name as **Miller**. If you type the name **Miller**, the **Search Character** will stop for Jean Miller because she is the first Miller in the database. Use the arrow key on your keyboard to click down and select Martin Miller or use the mouse to select the member’s name.

Exercise: Once the correct Miller is selected, press the **Enter** key on your keyboard**.**

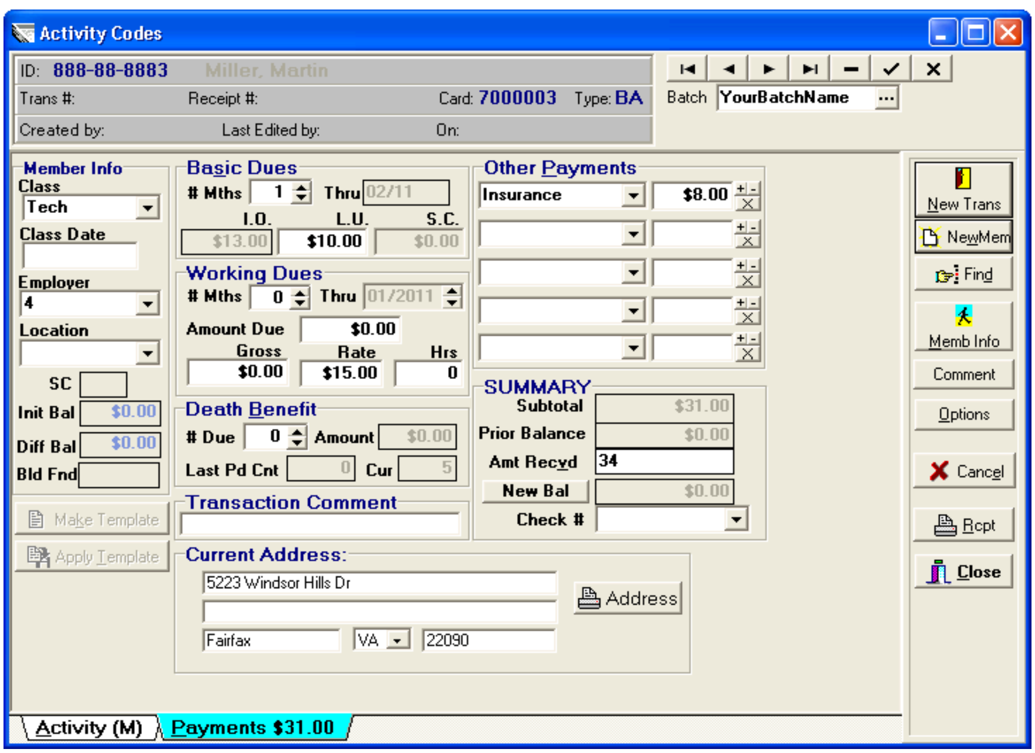
Exercise: Select the **Activity** tab and click the activity, **(M) – Change Type A, BA to FP.**

A new card number will be issued by the system.



Exercise: Select the **Payment** tab and process **1 Basic Dues payment** and an **insurance payment for $8.00.**

The Amount Received will equal the Subtotal. If your local receives an overpayment of $1.00 for this transaction, highlight the Amount Received and type in the total plus the overpayment. Click the **New Bal** button and the system will show $1.00 overpayment in the members record. The overpayment will also print on the members receipt. See the following example.



Exercise: Save the transaction by selecting the **New Trans** button.

Void Transactions

Transactions created within the current working period can be canceled.

Exercise: Search for **Katie Farmer**.

Exercise: Once the system highlights the name Katie Farmer, press the **Enter** key on your keyboard.

Exercise: Process **1 Basic Dues** payment and an **insurance payment of $8.00.**

Katie Farmer comes into the office and wants to pay her union dues. Katie just realized she does not have the cash to pay. Katie apologizes and says she has to run home to get her checkbook.

Exercise: Click the **Cancel** button located on the side bar.

The following **Confirm** message will appear:

Exercise: Select **Yes** and the transaction will be removed.

Katie Farmer returns to the office and would like to pay her monthly dues.

Exercise: Select the **New Trans** button and search for **Katie Farmer**.

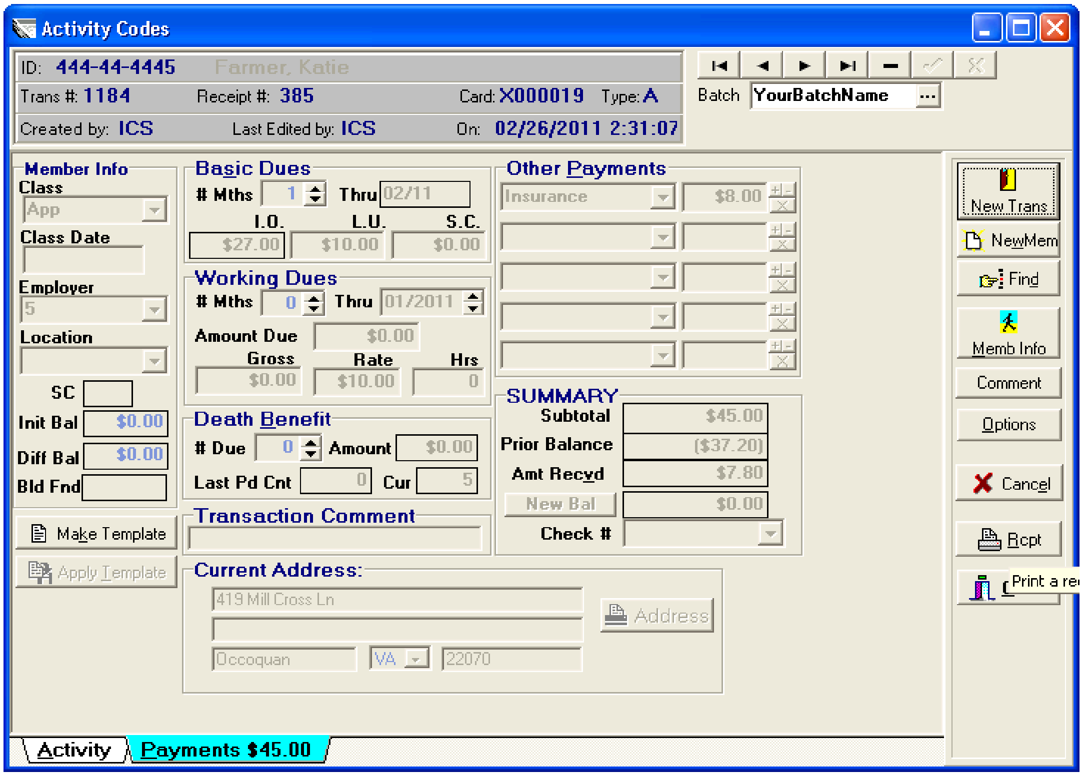
Exercise: Once the system highlights the name Katie Farmer, press the **Enter** key on your keyboard.

Exercise: Process **1 Basic Dues** payment and an **insurance payment for $8.00.**

Katie requests a receipt.

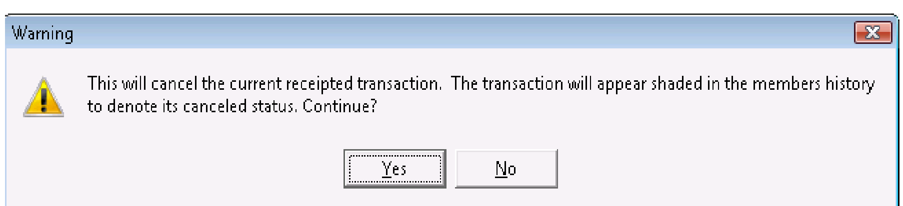
Exercise: Select the **Receipt** button located on the sidebar.

The transaction will shade to gray. As a receipt is issued, a receipt/control number will be assigned to the transaction. When a receipt/control number is assigned to a transaction, the transaction is recorded to the history. The following is an example of a transaction that has been issued a receipt.



Katie Farmer opens her checkbook and finds the checkbook is empty. Katie has to go home and get more checks.

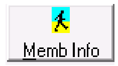
Exercise: Click the **Cancel** button located on the sidebar.



Exercise: Select **Yes.**

The transaction will disappear from the screen. The transaction is canceled and recorded to the member's history as canceled. The words "**Canceled Transaction**" will be recorded in the **transaction Comment** field.

Exercise: Select the **Member Information** button located on the sidebar.



Exercise: Click **Find** and search for **Katie Farmer**.

Exercise: Once the system highlights the name Katie Farmer, press the **Enter** key on your keyboard.

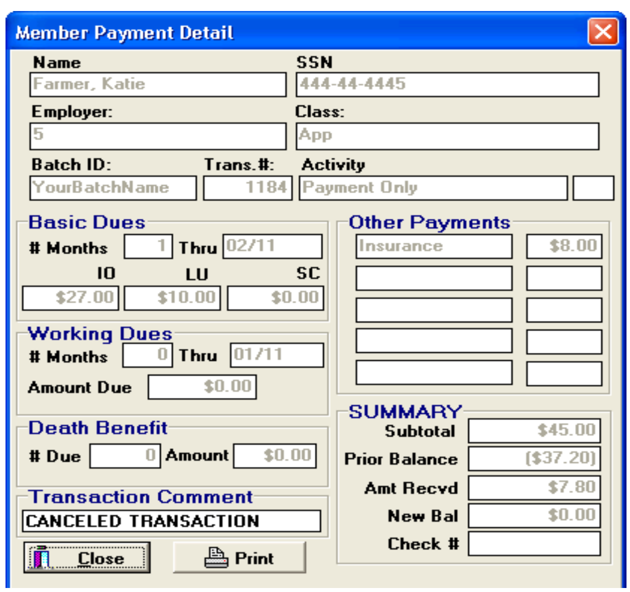
Exercise: Select the **History** tab.

The History will show one transaction shaded gray that reads Canceled **Transaction** in the **Comment** field.

Exercise: Scroll to the right to view the **Comment** field.

Exercise: Click on any field in the transactions and select the **Show Detail** button located

The **Member Payment Detail** will appear.



If a copy is required, click the **Print** button.

Exercise: Select **Close.**

Exercise: Close the membership record by selecting the **Close** button located on the sidebar.

Katie Farmer returns to the office and would like to pay her monthly dues.

Exercise: Select the **New Trans** button and search for **Katie Farmer**.

Exercise: Once the system highlights the name Katie Farmer, press the **Enter** key on your keyboard.

Exercise: Process **1 Basic Dues** payment and **an insurance payment for $8.00**. Select the **Receipt** button located on the side bar.

Exercise: Save the transaction by selecting the **New Trans** button.

The first page of the **Monthly Jrnls** (Monthly Cash Receipt Journal) will list the **Voided Transactions**. When a transaction is issued a receipt and canceled, the transaction will be recorded to the member's history and to the **Voided Transactions** list.
Following is an example of the **Voided Transaction** report that prints with the **Monthly Cash Receipt Journal**.

Period: 02/11

Monthly Cash Receipts

Detailed by Membership Type

Local Union: 2401

Voided Transactions

Page: 1

Printed: 02/24/2011 02:28 pm

Trans #	Card Number	Name	Act. Code	Receipt Ctrl #	Date Pd Thru	Months Paid	Dues IO	Dues LU	Dues SC	Working Dues	Other IO Fees	Other LU Fees	Amt Received	Credit
Membership Type: A														
1184	X000019	Farmer, Katie		385	02/11	1	$27.00	$10.00	$0.00	$0.00	$0.00	$8.00	$7.80	-$37.20
Membership Type Totals:			Count: 1			1	$27.00	$10.00	$0.00	$0.00	$0.00	$8.00	$7.80	-$37.20
Grand Totals: Voided Transactions			Count: 1			1	$27.00	$10.00	$0.00	$0.00	$0.00	$8.00	$7.80	-$37.20

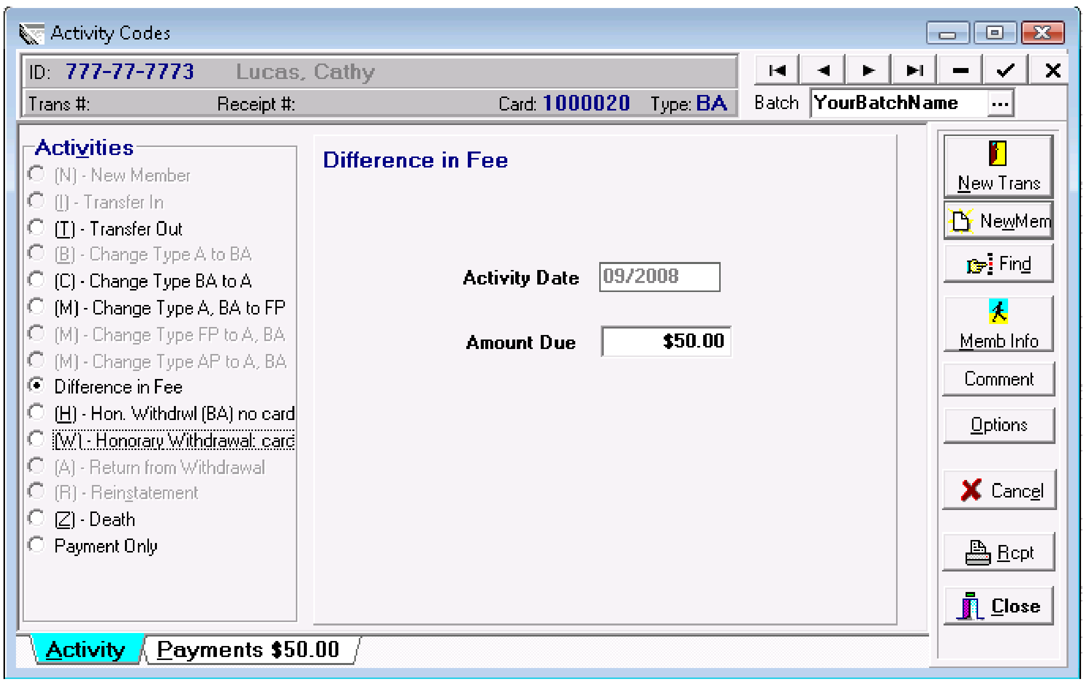
Difference in Fee

A **Difference in Fee** may be required when a member changes classification. A difference in fee and a payment on an initiation fee are two separate fees that are recorded in separate areas within the ICS System.

Exercise: Search for **Cathy Lucas**.

Exercise: Once the system highlights the name Cathy Lucas, press the **Enter** key on your keyboard.

Exercise: Click on the **Activity** tab and select the activity, **Difference in Fee**.



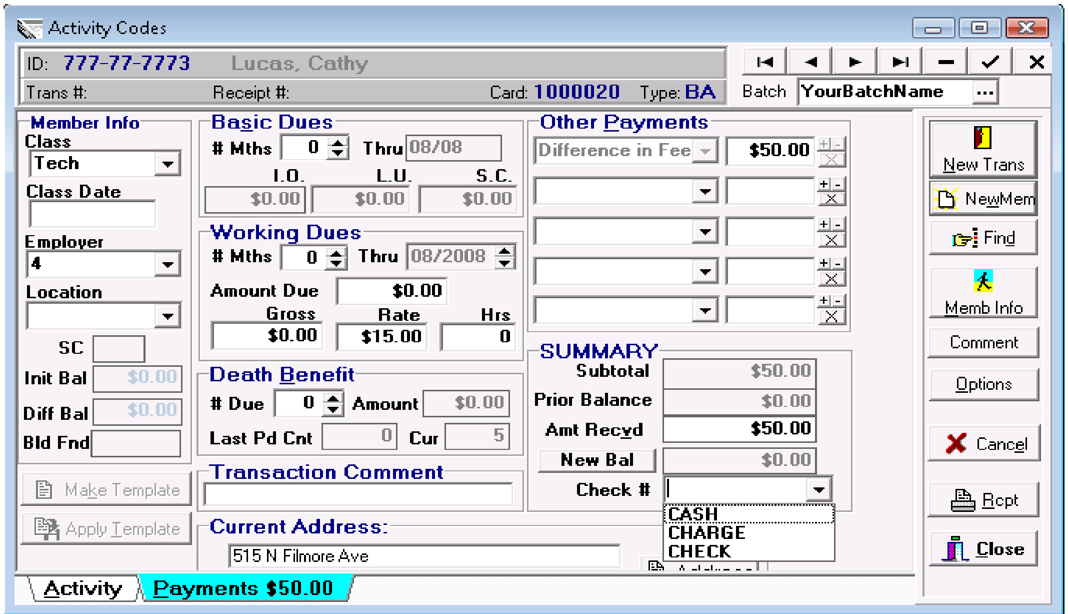
The Activity Date defaults to the current report period.

Exercise: Click into the **Amount Due** field and type **$50.00**. (The Amount Dues field is where the user will enter the amount dues for the Difference in Fee)

Exercise: Select the **Payment** tab.

The 50.00 Difference in Fee will copy to **Other Payments.**

In the System Control the following **Receipt Option, Print Payment Method on Receipts** is active.



When a member pays by check, enter the check number in the **Check #** field and the check number will appear on the members receipt. If a number is not entered, the system assumes the member paid by cash and Cash will appear on the members receipt. The user may also click on the drop down and select Cash, Charge or Check.

In the section titled **Other Payments**, the amount shown in tells the system how much money was collected from the member towards the **Difference in Fee**.

Cathy Lucas has a change of address. The address can be change while in the Activity Codes window.

Exercise: Click into the **Current Address** field and change Cathy's address to:

309 Murray Avenue
Springfield, Va. 22071

Exercise: Click on the **Save Edit (√)** on the navigation bar.

Exercise: Save the transaction by selecting the **New Trans** button.

Re-Initiation

Exercise: Search for **Virginia Curry.**

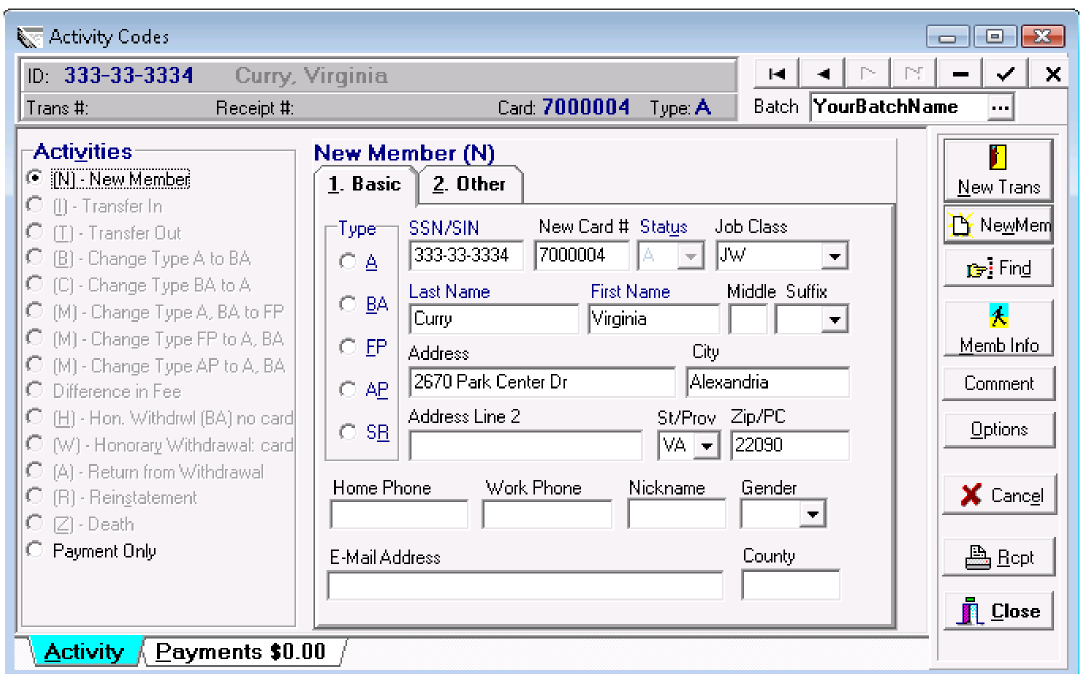
Exercise: Once the system highlights the name Virginia Curry, press the **Enter** key on your keyboard.

Virginia Curry was previously more than 6 months delinquent with paying her monthly dues. Because of the delinquency, the local processed Ms. Curry as a **(T) – Transfer Out** to **Inactive.**

Virginia Curry would like to rejoin the union. When the transaction, Transfer Out to Inactive was posted, Ms. Curry's Status changed from "A" (Active membership) to "I" (Inactive membership).

Exercise: Click on the **Activity** tab and select the activity, **(N) – New Member.**

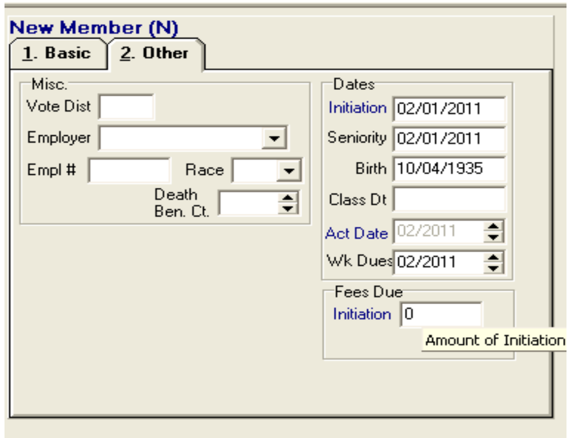
The system will retrieve the basic information from the old membership record allowing the user to edit the fields.



Start the New Member transaction by selecting the membership type in the **Type** field. Virginia Curry will be re-initiated with **BA** membership.

Exercise: Select **BA** in the **Type** field.
Verify the SSN, Class, Address and telephone numbers. If incorrect, highlight and make the change.

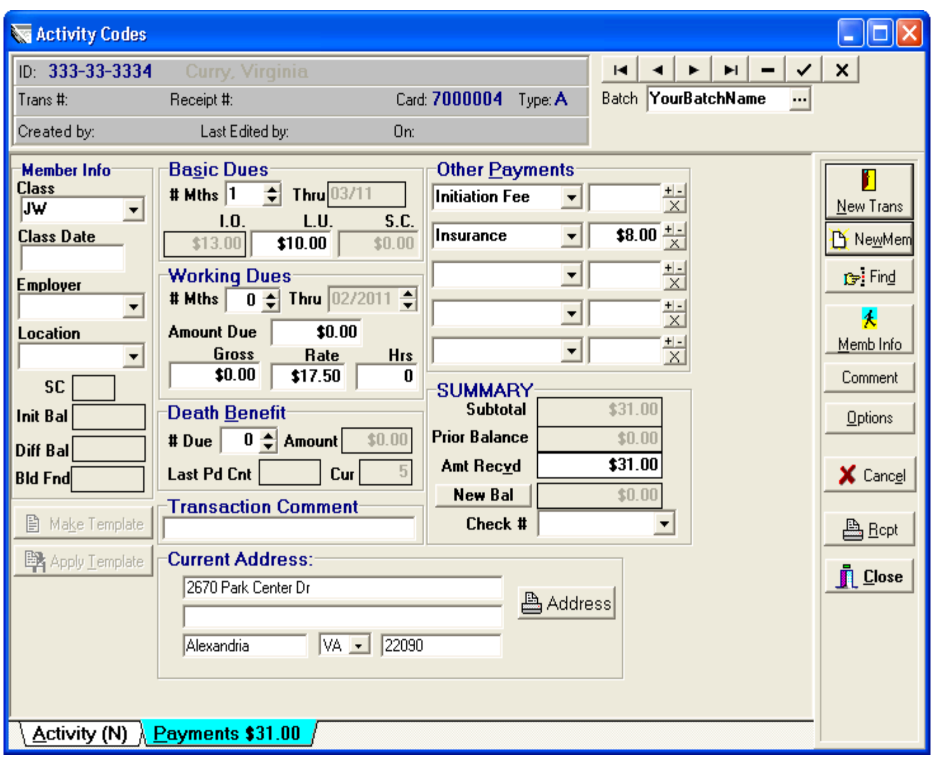
Exercise: Select **2.Other.** Verify all information.



The initiation fees for local 2401 are temporarily waived due to an open charter therefore, Virginia Curry is not responsible for paying an initiation fee.

Exercise: In the field, **Fees Dues**, type **"0.00"**

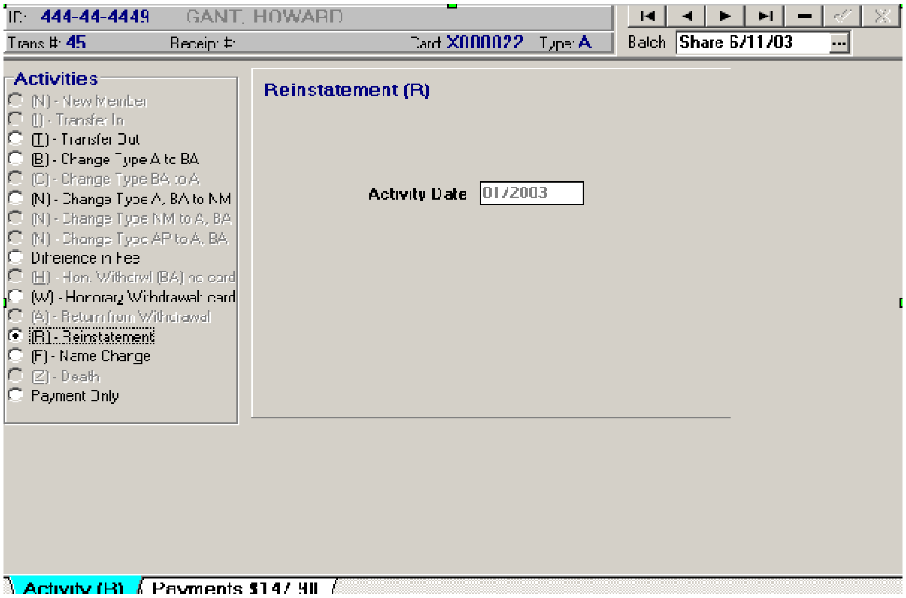
Exercise: Select the **Payment** tab and process **1 Basic Dues** payment and **an insurance payment for $8.00.**



Transactions that require posting before dues can be processed.

Exercise: Select the **New Trans** button and search for **Howard Gant.**

Exercise: Once the system highlight the name Howard Gant, press the **Enter** key on the keyboard.

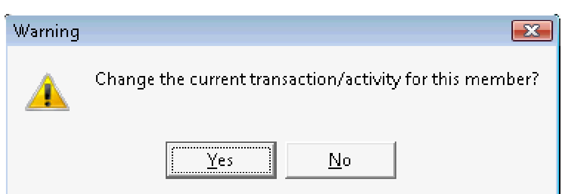


The Activity Codes windows will show that Mr. Gant is in Reinstatement. Mr. Gant was previously issued an Honorary Withdrawal but in error, the transaction was not processed in the ICS system. Mr. Gant would like to return from Honorary Withdrawal with the current report. The user must process the activity (W) – Honorary Withdrawal, post the transaction and process a Return from Honorary Withdrawal.

Many users wait and post when they are ready to make a deposit. If the user has additional transaction pending that he/she does not want to post until the following day when the local is normally scheduled to make a deposit, the user can create a separate batch. The user can then move transactions to this separate batch so they can be posted separately, . So as not to interfere with the daily transactions.

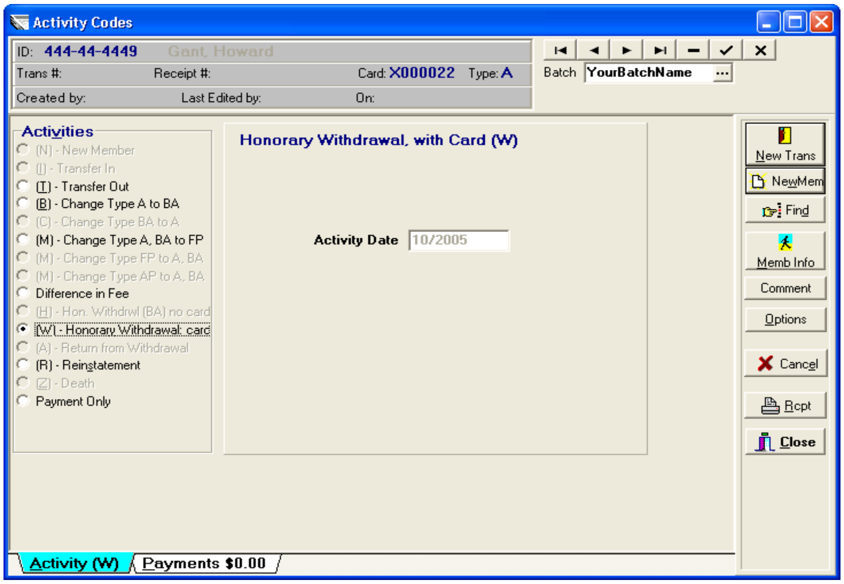
Exercise: Select the activity, **(W) – Honorary Withdrawal card.**

The following **Warning** message will appear.



Exercise: Select **Yes.**

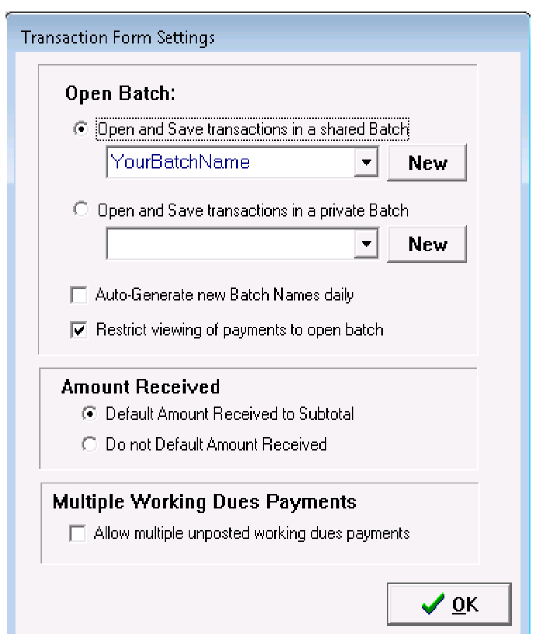
The system reads the members dues paid through date and determines an **Activity Date**.



Look at the Batch showing on this transaction.

Exercise: Click the **Options** button located on the sidebar.

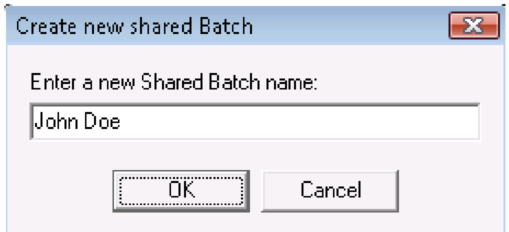
The following **Transaction Form Settings** will open displaying the current batch.



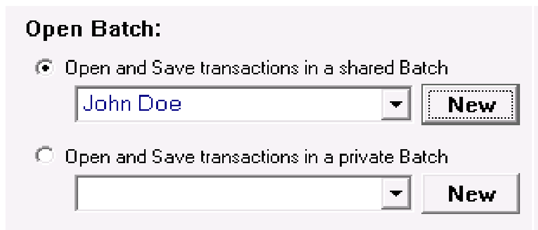
Exercise: Click the **New** button next to the Batch displaying.

The **Create new-shared Batch** will display with a default **Batch name** highlighted.

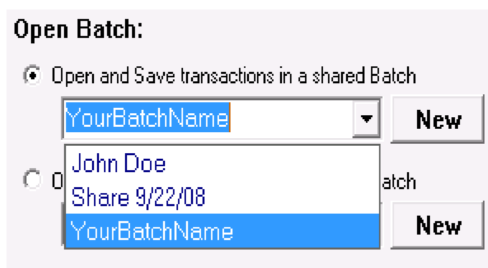
Exercise: **Type your name** as the new **Batch name** and click the **OK** button.

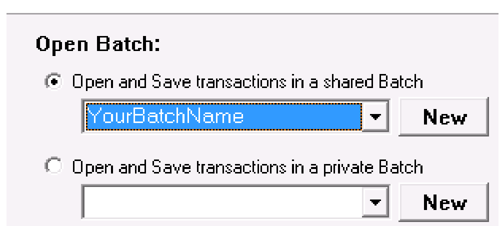


The **Transaction Form Settings** will display your name as the new Batch.



Exercise: **Click on the drop-down** next to your name and select the previous Batch where the transaction is stored.





Exercise: Click the **OK** button.

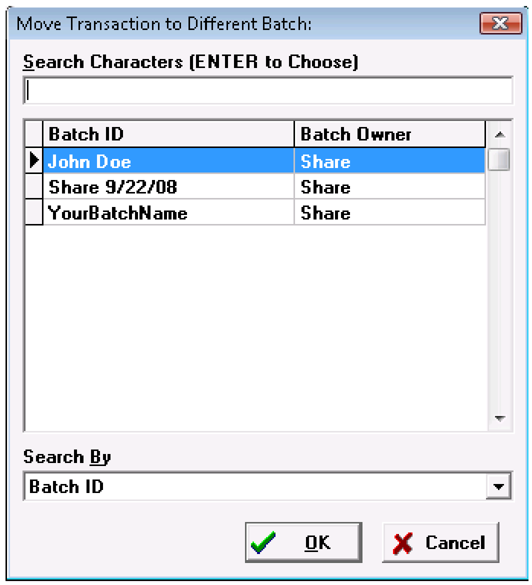
Exercise: Click on **Find** and search for **Howard Gant.**

Exercise: Once the system highlights the name Howard Gant, press the **Enter** key on your keyboard.

The Honorary Withdrawal transaction will display on your screen.

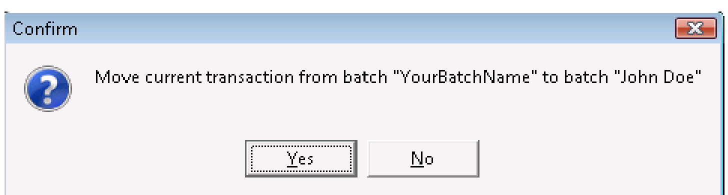
Exercise: The Batch field has a button with three dots. Click the dotted button.

The **Move Transaction to a Different Batch** window will appear displaying all batches that exist in the ICS.



Exercise: Click on the **Batch ID that displays your name** and select **OK**.

The following **Confirm** message will appear.

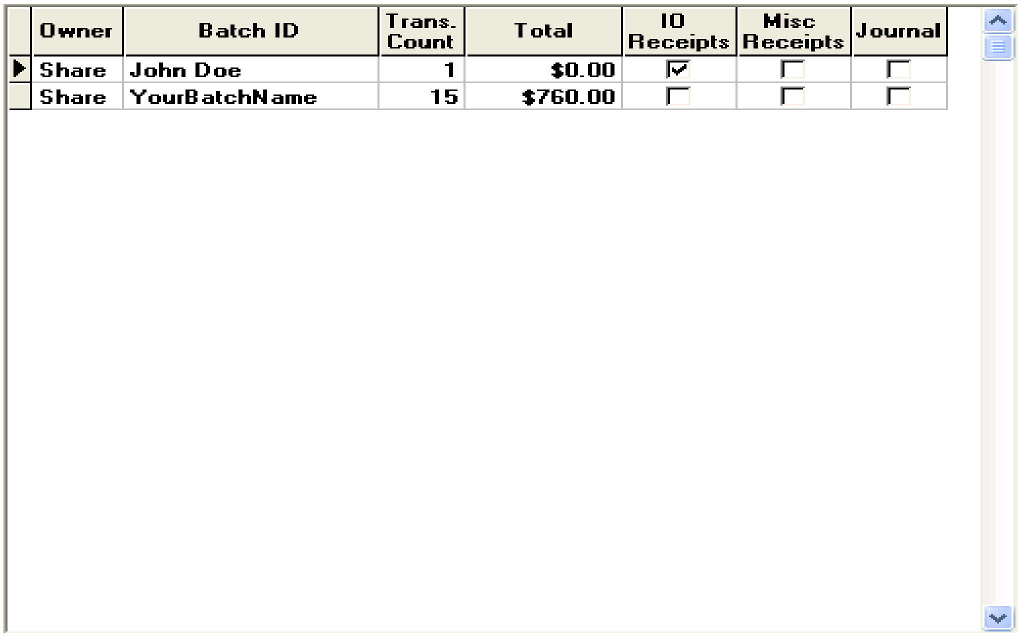


Exercise: Select **Yes** and the transaction will be moved.

Exercise: Select the **Close** button located on the sidebar.

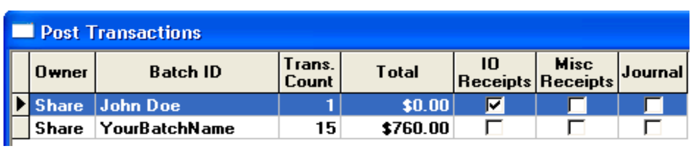
The IBEW Emblem will be on your screen.

Exercise: Select **Dues/Post Activities/Payments.**



Exercise: Click on the **Batch ID** that displays your name.

The line will highlight indicating a **Target** is selected.

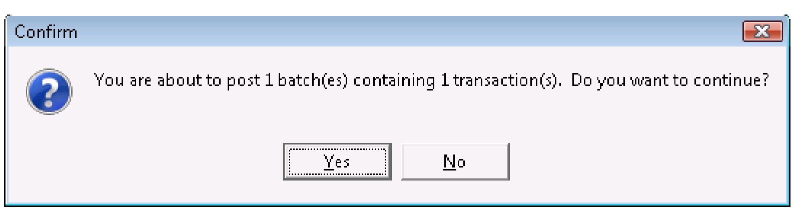


Exercise: Click the **Journal** button. 

Exercise: **Print a Detailed Report**. A Summary is not necessary because money was not processed with the transaction.

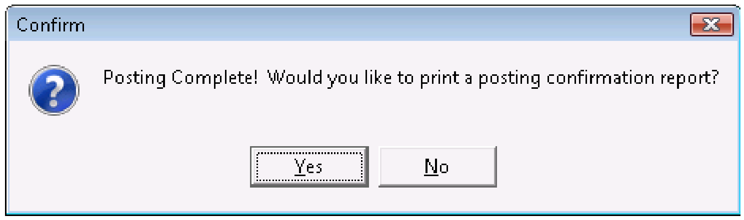
Exercise: Select **Done** and select **Post**.

The following **Confirm** message will appear.



Exercise: Select **Yes.**

An additional **Confirm** message will appear.



Exercise: Select **Yes.**

Exercise: The **Prepare Posting Report** window will open, **print** the **Detail Report**.

Exercise: Select **Done** and **Close** the Post Transactions window.

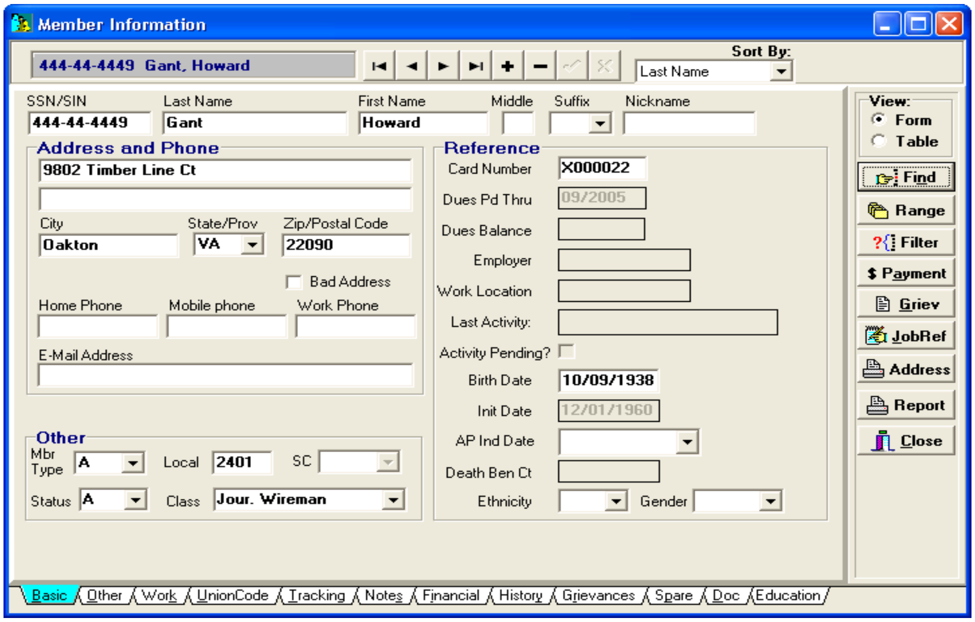
The IBEW Emblem will be on your screen.

Exercise: Select the **Show member list** icon located on the Tool bar.

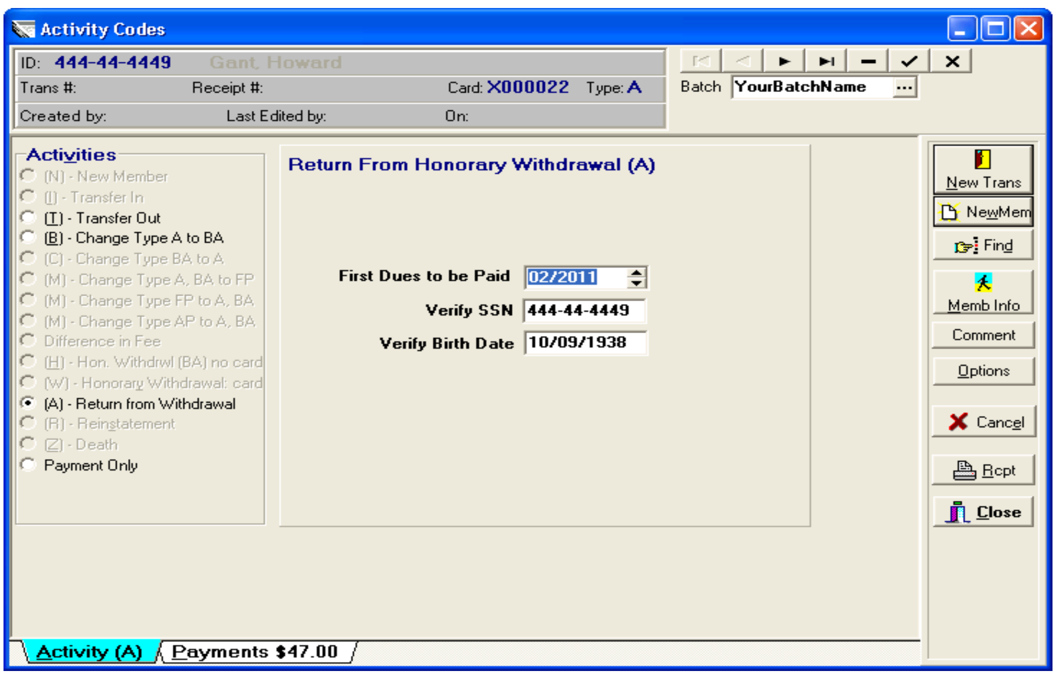
Exercise: Select the **Find** button and search for **Howard Gant.**

Exercise: Once the system highlights the name Howard Gant, press the **Enter** key on your keyboard.

The following member information for Howard Gant will display.



Exercise: Select the **$Payment** button located on the member sidebar. The Activity Codes windows will open displaying the option, Return from Honorary Withdrawal.



Exercise: Select the Payment tab and process the default payments displaying.

Exercise: Save the transaction by selecting the **Close** button.

Exercise 6
Advanced Dues Processing: Payroll Deductions and Template Payments
Process Payroll Deductions

Many local unions have contractors deduct dues and other payments directly from members' pay. ICS provides a variety of tools for processing these payments as a group. The following exercises will demonstrate two of the most frequently used methods for creating dues payments 'en masse'.

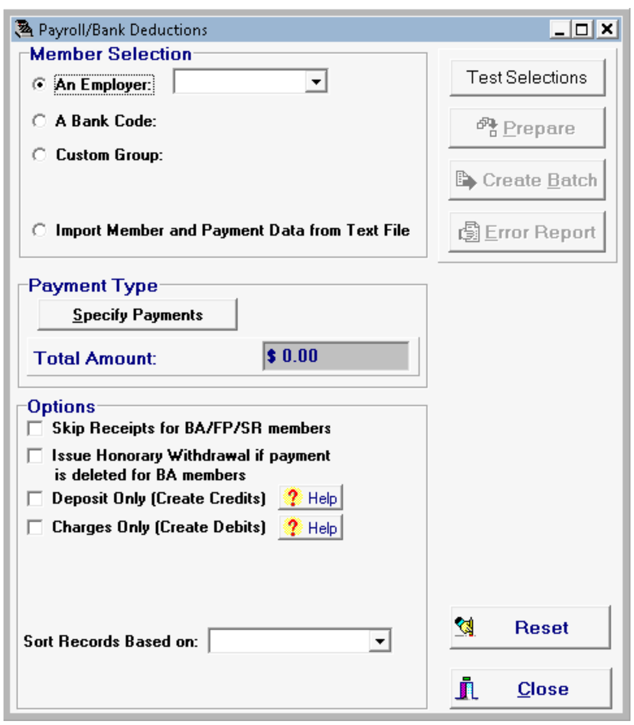
Suppose you want to process payroll deductions for local members working for Reston Electric. A deduction checkoff list was received from the company:

Exercise: Refer to worksheet "**Reston**" (Find "WorksheetReston.doc" under attachments in this Training Manual).

This worksheet shows the checkoff list and a list of notes that we will presume were taken throughout the month.

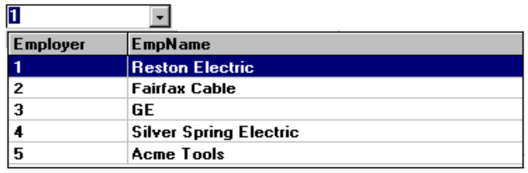
Exercise: Select **Dues/Payroll/Bank Deductions**.

The following **Payroll/Bank Deductions** window will appear.

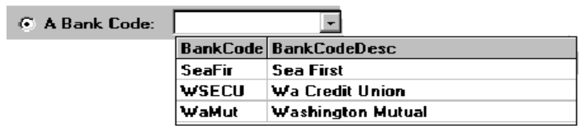


Exercise: Click on the drop-down for **An Employer.** Select **Employer 1- Reston Electric.**

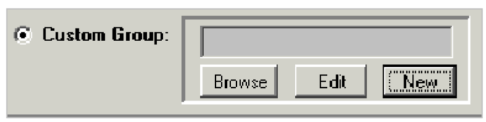
By clicking on the drop-down, the codes and names of each employer you previously entered in the employer table will be displayed. (**List/Employer**)



If you were to select **A Bank Code** and click on the drop-down, the codes and names of the Banks and Credit Unions previously entered will be displayed permitting you to make a selection.



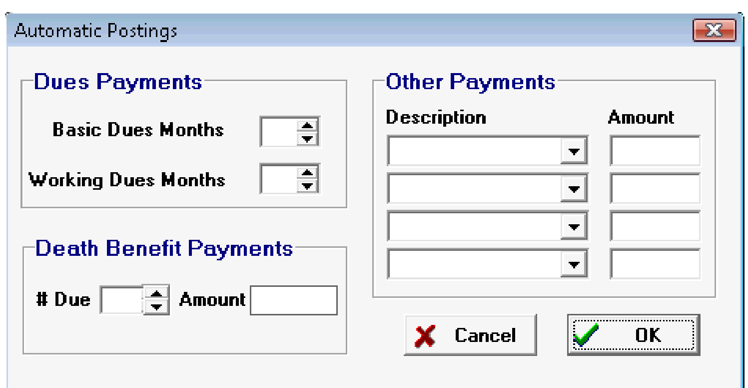
Custom Group will display a Query Builder which looks very similar to the Report Wizard form when creating custom reports. The Query Builder allows the user to create a custom query very similar to creating a custom report.



Payments:

Exercise: Select **Specify Payment**. In this training exercise, we process **1 Basic Dues Payment** and an **Insurance Payment** for all active members that belong to Employer 1.

The following **Automatic Postings** window will appear.



Dues Payments:

Exercise: Add **I Basic Dues Payment** by clicking the spin button. 

If your local collects **Working Dues** and you would like to process the Working Dues through the Payroll /Bank Deductions process, follow the same procedure in the Working Dues field.

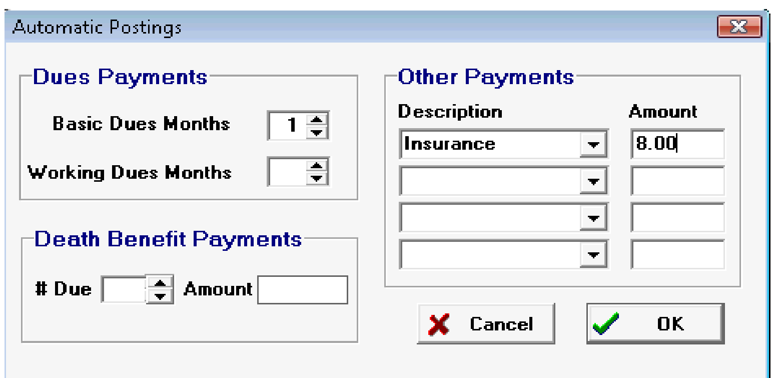
Other Payments:

The drop-down will display Descriptions with IO and LU codes.

Exercise: Click on the drop-down in the **Description f**ield and select **Insurance.**

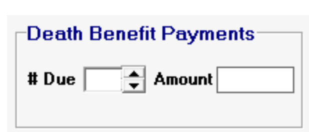
Exercise: Click into the **Amount** field and type **8.00**, the $ is not required.

The Automatic Postings should look like the following.



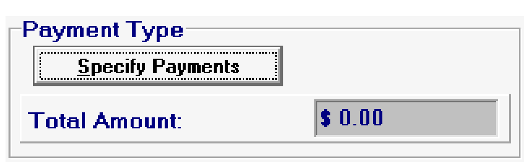
Death Benefit Payments:

If your local would like to process Death Benefit Payments through the Payroll/Bank Deductions process, click the spin button up in the field titled # Due. The Amount of the Death Benefit will copy into the amount field. After posting the payments, the death benefit count will change in the Financial tab of the member's information record.



Exercise: **Select OK to save your entries.**

Total Amount will continue to display **$0.00** until the batch is **Prepared.**



Options:

Skip Receipts for BA/FP/SR members.

With each Per Capita Report, the local is required to print **receipts** unless a **Dues Check Off** list is submitted from an employer for the BA/FP/SR members. By selecting the option, **Skip Receipts for BA/FP/SR members**, you are telling the system that you received the Dues Check Off list and do not wish to issue receipts for BA and FP members. If you do not click on the option, **Skip Receipts for BA/FP/SR members**, the system will issue a receipt for all members included in the batch.

Exercise: Select **Skip Receipts for BA/FP/SR members.**

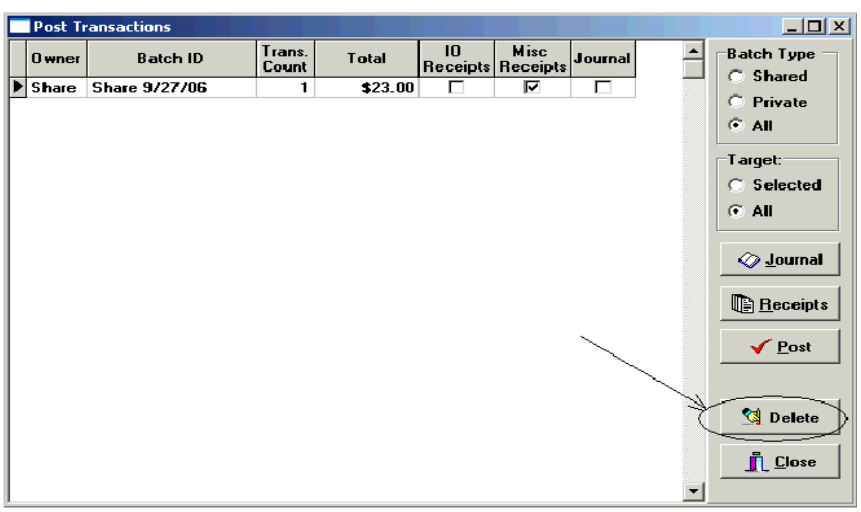
Following is an example of Skip Receipts for BA/FP/SR members.

Frequently asked Question:

What happens if I forget to Skip Receipts for BA/FP/SR Members?

When a batch has been created and it is incorrect it can be deleted.

To delete the batch: Use the delete button in the "Dues / Post Activities and Payments" screen. This will however only delete transactions that are not official or have not been receipted. If any of the official transactions have been receipted and they are also incorrect then those remaining activities need to be canceled one at a time using the "cancel" button in "Dues / Activity Codes.



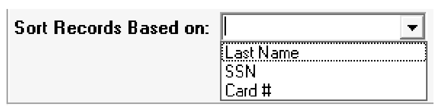
Deposit Only (Create Credits)

The Deposit Only option is when members have dues deducted from their paycheck weekly or bi-weekly. The weekly or bi-weekly deduction needs to be recorded in the members record so that a dues payment can be made at the end of the month. The "Deposit Only" creates a credit in the members dues balance. To process a dues payment, the user will select the **Charges Only** option.

Charges Only (Create Debits)

Charges Only is used when money is not received for dues payments. When dues are processed, the money is taken from the Dues Balance and the Amount Received will show as 0.00. The members new balance will be changed by the amount of the payment.

Sort Records Based on allows the user to change the Sort Order to Last Name, SSN or Card Number.

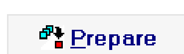


Test Selections:

Test Selections will display the total number of active members that work for Employer 1. This is the number of payments that will be in the created batch.

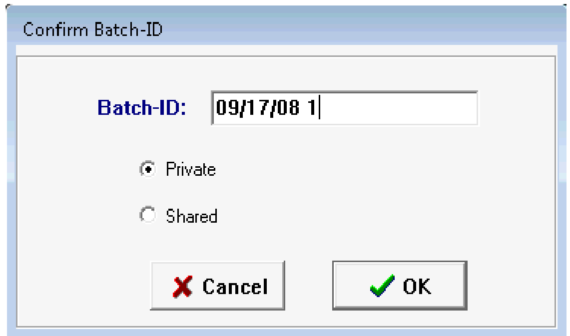
Exercise: Select **Test Selections**. Employer 1 will have 16 members in the batch. Click **OK.**

Prepare Batch:



Exercise: Select **Prepare**.

The following **Confirm Batch-ID** will display a default Batch-ID of the current date with the employer code following.



The user has the ability to store the batch in a **Private** or **Shared** Batch. The default setting is a Private Batch. The user can also customize the Batch ID by typing on the highlighted Batch-ID.

Exercise: Type **Reston Elec mm/yy** where mm and yy are the current month and year.

Exercise: Click the **OK** button.

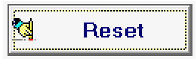
The **Total Amount** will show appear in the **Total Amount** field.

The user will compare the check received from the Employer with the Check Off and compare it to this displayed amount. Most times the amounts do not match because members go on Honorary Withdrawal, Military Service, etc.

Exercise: Compare the checkoff list totals with the above **Total Amount.**

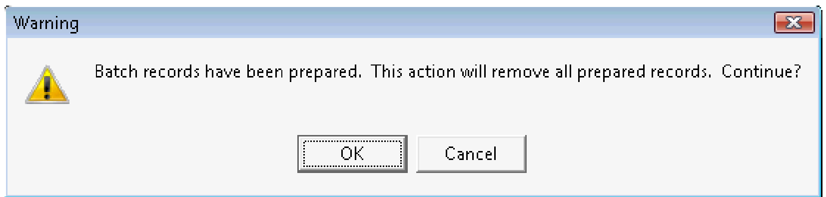
In this case, the Amount Received check arrived form Reston Electric is less then the Created Batch **Total Amount**, and there are deductions for 13 members, not 16 as the 'Test Selections' button indicates. So some editing will be required to balance these totals.

If for some reason the user decides to abort the process, click the **Reset** button.



The user <u>cannot</u> reset the batch after Create Batch has been selected. The batch can be deleted however in the “post activities” screen using the “delete” button.

The following **Warning** will appear,



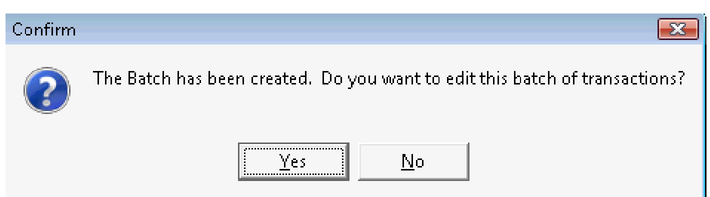
The user can select **OK** to remove the prepared records or **Cancel** to abort the **Reset** request.

Create Batch:

In the current exercise, four of the sixteen members are not paying basic dues. Therefore, the check from Employer 1 and the Total Amount displaying do not match. The Four members that are not paying dues are referred to as Exceptions. We will edit the batch, changing the transaction records for these four members so the displayed Total Amount and the check amount will match. Place your mouse on the Create Batch button and a pop-up hint will appear reading, **Process the dues batch.**

Exercise: Select **Create Batch.**

The following **Confirm** message will appear**.**



Since the total amount did not match the check received from the company, and the number of members selected did not match the number on the check-off list, the batch will need to be edited in order to balance.
The system is asking if your report is in balance. If not, (in most cases) you will be required to edit the (add or remove payments) batch of transactions, select **Yes**. If the money is in balance and an edit is not required, select **No**.

Exercise: Click **Yes.**

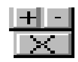
The **Activity Codes Form** will open displaying the 16 pre-filled transactions. Payments may be increased, decreased, transactions can be added or removed and amounts can be adjusted. This is referred to as an **Edit**.

You have the ability to perform the following Edits.

- Increase or decrease the **Basic Dues** payment by clicking up or down on the spin button.

- Adjust the LU dues amount, by highlighting the amount and typing the required amount.

- Remove, increase or decrease **Other Payments**. Increase or decrease the amounts by highlighting and typing in the required amount. Remove the description and the payment by clicking the **X**.



- Remove a payment from the batch by clicking the **Cancel** button located on the sidebar or click the **Delete Record (-)** on the Navigation bar.

- Move a transaction to a different batch by clicking the Batch ID button.

Notes for Employer 1, (WorksheetReston.doc) indicate that the following members may require edits:

Peter Ballard, William Carlin, Charles Moore, Diann Parker

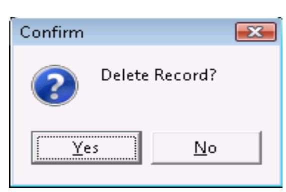
Exercise: Select the **Find** button located on the sidebar and search for **Peter Ballard.**

Exercise: Once the system highlights the name Peter Ballard, press the **Enter** key on your keyboard.

The Activity Codes form for Peter Ballard will appear. Mr. Ballard's dues payment was already processed earlier, outside of this batch.

Exercise: Select the **Cancel** button or the **Delete Record (-)** located on the navigation bar.

The following **Confirm** message will appear.



Exercise: Select the **OK** button.

The system will remove the member's payment from the batch. The member will not be removed from the database. If Cancel is selected, you cancel the request to remove the payment from the batch.

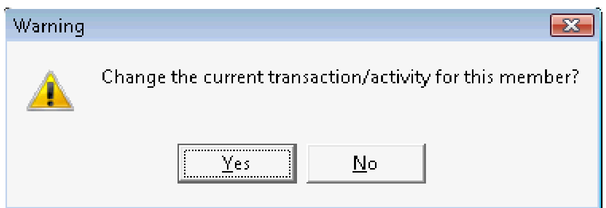
Exercise: Select **Find** and search for **Catherine Bickel**.

Notes from the month show that Ms. Bickel has retired.

Exercise: Once the system highlights the name Catherine Bickel, press the **Enter** key on your keyboard.

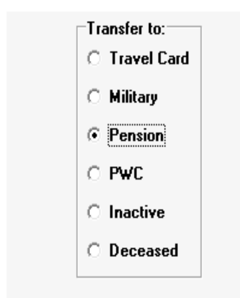
Exercise: Select the **Activity** tab and select the activity, "**T – Transfer Out**."

The following **Warning** message will appear.



Exercise: Select **Yes.**

Exercise: Select Transfer to **Pension.**



Exercise: To save the transaction, select **Find** and search for **William Carlin.**

Mr. Carlin went on Honorary Withdrawal at the beginning of this month.

Exercise: Once the system highlights the name William Carlin, press the **Enter** key on your keyboard.

Exercise: Select the Activity **"W – Honorary Withdrawal Card."**

Exercise: Select **Yes** when the Warning message comes up.

The system will place Mr. Carlin on Honorary Withdrawal.

Exercise: Save the transaction by selecting the **Find** button and search for **Diann Parker**.

Ms. Parker resigned from her job with Reston Electric and is not included in the deduction.

Exercise: Once the system highlights the name Diann Parker, press the **Enter** key on your keyboard.

Exercise: Select the **Payments** tab and then cancel the payments from the batch by selecting the **Cancel** button.

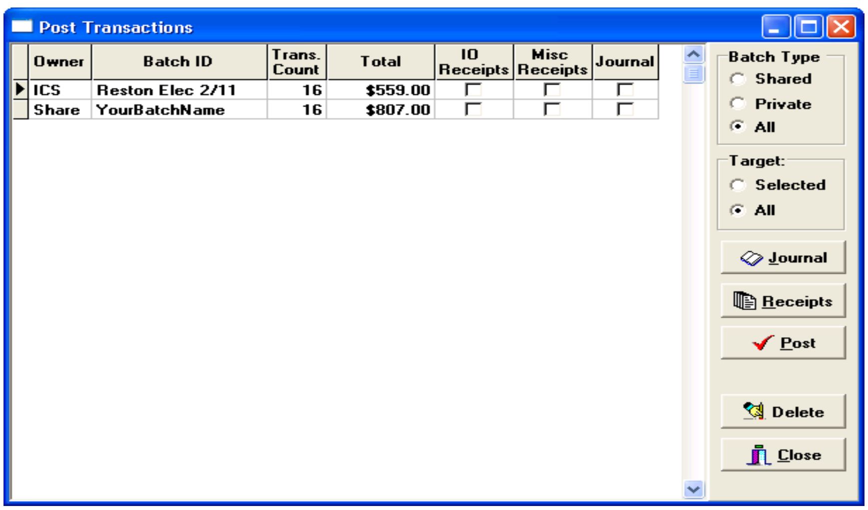
A **Confirm** message will appear asking you if want to **Delete record**.

Exercise: Select **OK.**

Exercise: Select the **Close** button to close the batch.

Now check the batch totals against the information you have for this employer.

Exercise: From the **Dues** menu, select **Post Activities/Payments.**



Exercise: Locate the information for the "Reston Elec" batch on the posting screen and verify that the total for the batch matches the total received from the company. If the totals are different, return to the **Activity Codes** screen to find the discrepancy.

If the totals match (as in this case), the batch is ready for the posting process. You are not required to post right away, you can choose to wait. Once you close the batch, the Payroll/Bank Deduction window will appear. You can close the window or process another batch.

Exercise: Select the **Close** button.

The **Payroll/Bank Deductions** window should be open.

Import Payroll Deductions from a Text File

If a contractor will agree to provide an electronic file containing payroll deduction information, a faster option for creating payroll batches is available to the user. To become familiar with this procedure, **process another batch for Employer 2.**

Exercise: Refer to worksheet "Fairfax" (Find "WorksheetFairfax.doc" under attachments in this Training Manual).

This worksheet shows list of records to import and a list of notes.

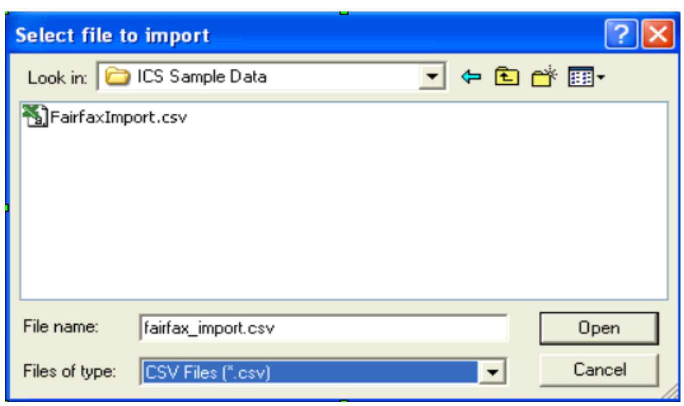
Exercise: Click on **Import Member and Payment Data from a Text File.**

Exercise: Select **Specify Payment**. The last select items of automatic payment of **1 month of Basic Dues** and **1 Insurance** payment of **$8.00** should still be chosen. Select **OK**.

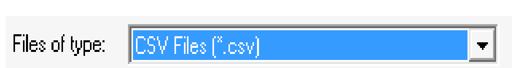
Exercise: Select the options, **Skip receipts for BA/FP/SR members and Issue Honorary Withdrawal if payment is deleted for BA members**.

Note the **Test Selections** button is disabled. This is because the data for the payments you will create here comes from an external file, not the ICS database.

Exercise: Select the **Prepare** button. You'll be prompted to select a file to import.



Browse to C:\icswin\ICS Sample Data. This folder will contain a test file for import named **FairfaxImport**. Select it and click the Open button. If this file is not visible, verify that the 'Files of Type' dropdown at the bottom of the window shows either '**CSV Files (*.csv)'** or **'All Files (*.*)'**.

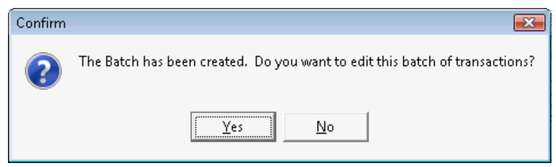


Exercise: **Change** the Private Batch-ID to **Fairfax mm/yy** where mm and yy represent the current period month and year and click **OK**.

Total Amount will show:

Exercise: Select **Create Batch**.

The following **Warning** message will appear.



Exercise: Select **Yes**.

Use the navigation buttons at the top of the screen to move through the transactions and compare them to the ones on the dues check-off list. Notice that they are identical.

Exercise: Select **Find** and search for **Marilyn Clifford.**

Notice that her name is not found. Because Ms. Clifford did not have a record in the dues deduction file from Fairfax Cable, no payment was created for her in this batch. So she will not need to be deleted from the batch.

Exercise: Select **Find** and search for **Cindy Hillard**.

Ms. Hillard will not be found, either. Reviewing the notes for this company in this month, you will notice that she has passed away.

Exercise: Click the **New Trans** button and search for **Cindy Hillard.**

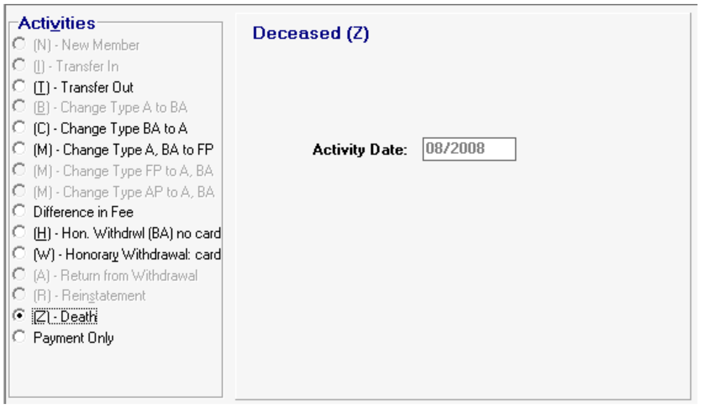
Exercise: Once the system highlights the name **Cindy Hillard**, press the **Enter** key on your keyboard.

Exercise: Select the **Activity** tab.

Cindy Hillard is a deceased BA member.

Exercise: Select the activity, “**Z – Death**.”

The following will appear (The date on this screen may vary).



The system issues the Activity Date according to the members paid through date. Cindy Hillard is paid through the previous period. If Cindy expired earlier than this, a refund transaction should be processed and then issue the Deceased activity.

Exercise: Save the transaction by selecting **Find** and search for **Alan Jones**.

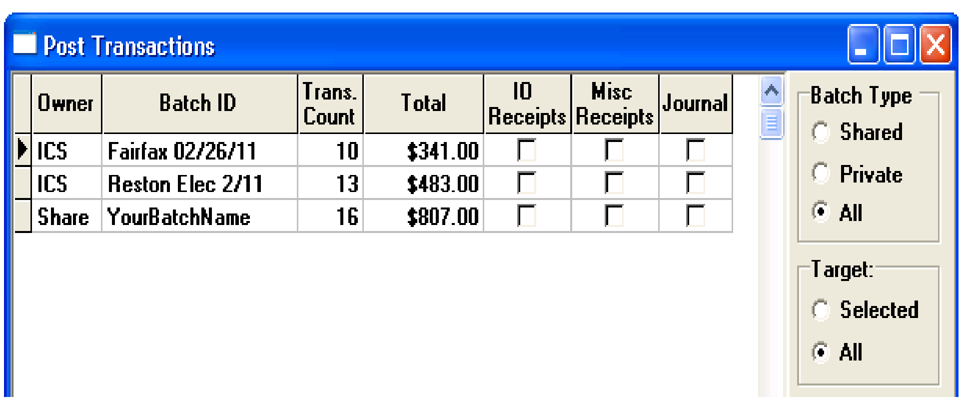
Again, the name will not be found because no transaction has been created. Mr Jones was terminated near the end of the previous month, but since there was no payroll deduction, there will be no transaction to delete.

Exercise: **Cancel** the search, **Close** the **Activity Form,** and **Close** the **Payroll/Bank Deductions**

The IBEW Emblem will be on your screen.

In the local union office, the user should verify the totals with the checks received from the employers to verify the money is balanced before the batch is posted.

Exercise: Select **Dues/Post Activities/Payments**.



The Post Transactions window will appear with three batches. Confirm the above totals with the totals that appear on your screen.

Exercise: Print the receipts by selecting the **Receipts** button.

Exercise: Accept the pre-set defaults and click **Print.** After the receipts are printed, click the **Close** button.

Exercise: Select the **Journal** button.

Exercise: Select the option, **Include Payment Detail** and **Print** the **Detail Report**.

Exercise: **Print** the Summary Report.

Exercise: Please examine the **Cash Receipts Journal example.**

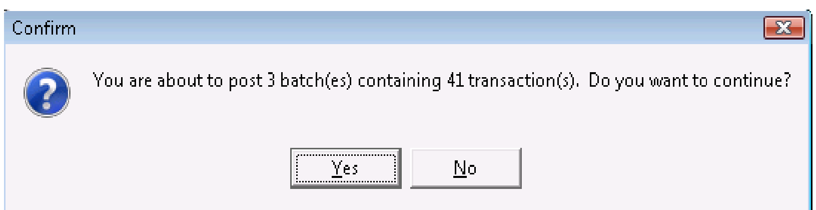
BankPayrollJournalReport.pdf (Please see attachment)

Exercise: Please examine the **Cash Receipts Journal Summary** with **Include Payment Detail** selected.

BankPayrollSummaryReport.pdf (Please see attachment)

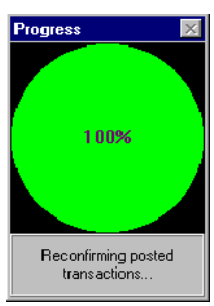
Exercise: Select **Post.**

The following **Confirm** message will appear.

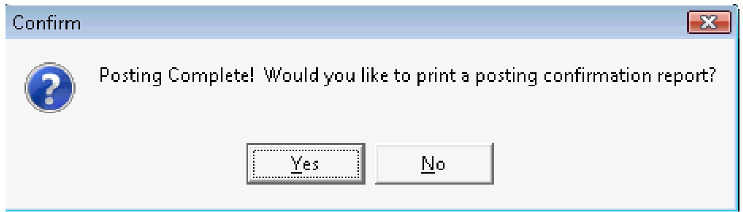


Exercise: Select **Yes.**

The Progress pie will spin to 100%.



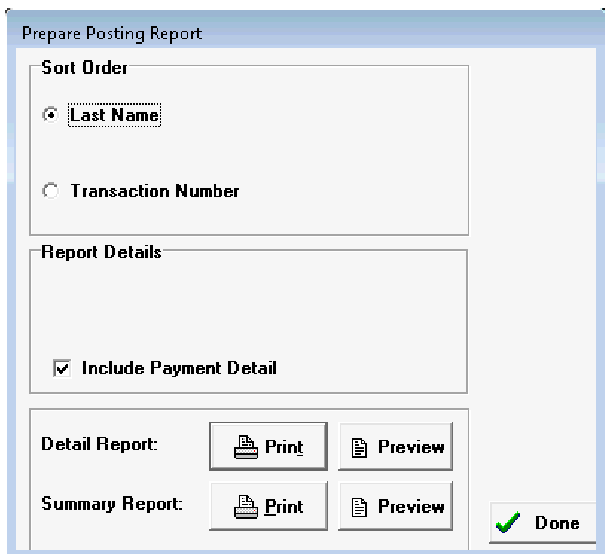
The following **Confirm** message will display.



Exercise: Select **Yes.**

Always print the Posting Confirmation Report as insurance that all transaction on the Cash Receipts Journal is posted. Verify that the Posting Confirmation Report and the Cash Receipts Journal have the same information. If the Posting Confirmation Report does not have the same information as the Cash Receipts Journal, please call ICS Help Desk at 888-427-4946 or send an email to ICS_Help@ibew.org

The **Prepare Posting Report** will appear.



Exercise: Select **Include Payment Detail. Print** the **Detail** and **Summary Report**.

Exercise: After the reports are printed, select **Done**. **Close** the Post Transactions window.

Review your print outs of the **Posting Report** and the **Posting Report Summary.**

Exercise: Open the **Activity Codes** form

Exercise: Select the **New Trans** button

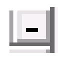
Payment Templates

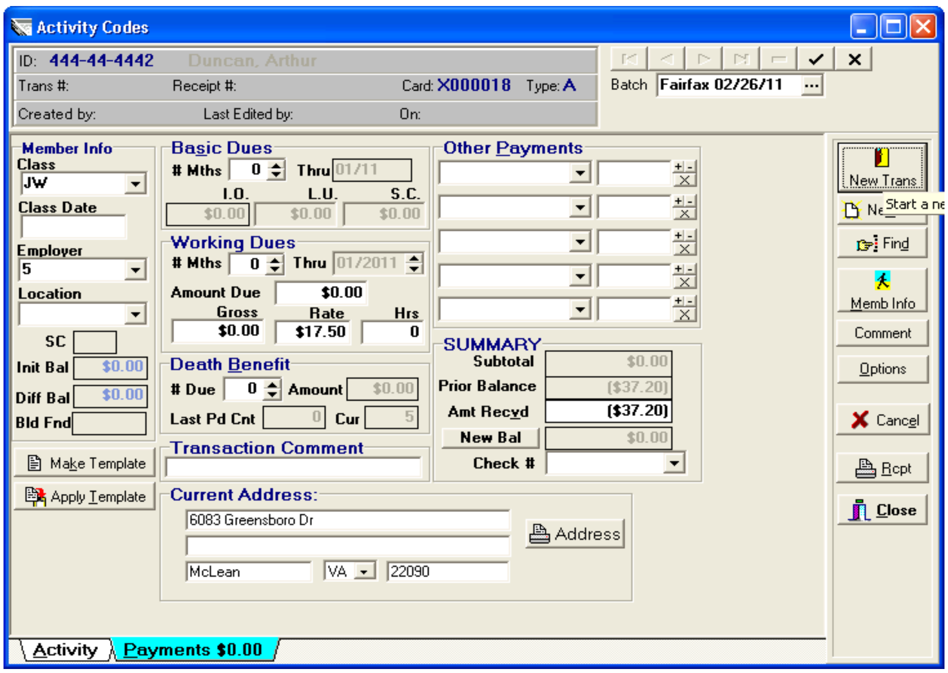
Exercise: Search for **Arthur Duncan**.

Exercise: The system highlights Arthur Duncan, press the **Enter** key on your keyboard.

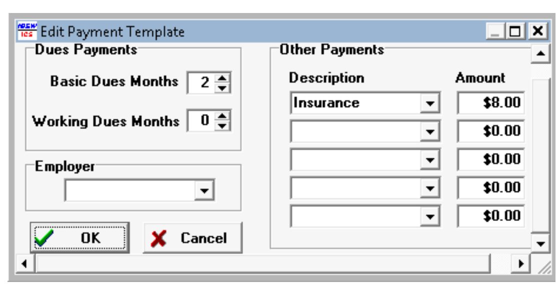
Exercise: **Process 2 Basic Dues Payments and 1 insurance payment for $8.00**

Exercise: Decrease the Insurance payments by selecting the “**subtract one default**





Exercise: Select the **Make Template** button located on the left bottom of the Payment window. The following **Edit Payment Template** window will appear.



The payments that were entered in Mr. Duncan’s record copied to the Edit Payment Template window.

Exercise: Select the **OK** button.

Exercise: Click **New Trans** and search for **Thelma Doerr**.

Exercise: Once the system highlights the name Thelma Doerr, press the **Enter** key on your keyboard.

Exercise: Click the **Apply Template** button.

Exercise: Select the **New Trans** button and search for **Mark Falnigan.**

Exercise: Once the system highlights the name Mark Falnigan, press the **Enter** key on your keyboard.

Exercise: Select **Apply Template.**

To disable the Template.

Exercise: Select **Make Template and remove all entries.** Click the **OK** button**.**

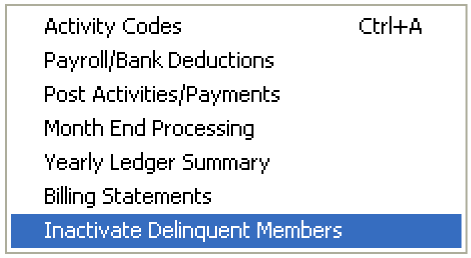
Exercise: **Close** the Activity Codes window.

The IBEW Emblem will be on your screen.

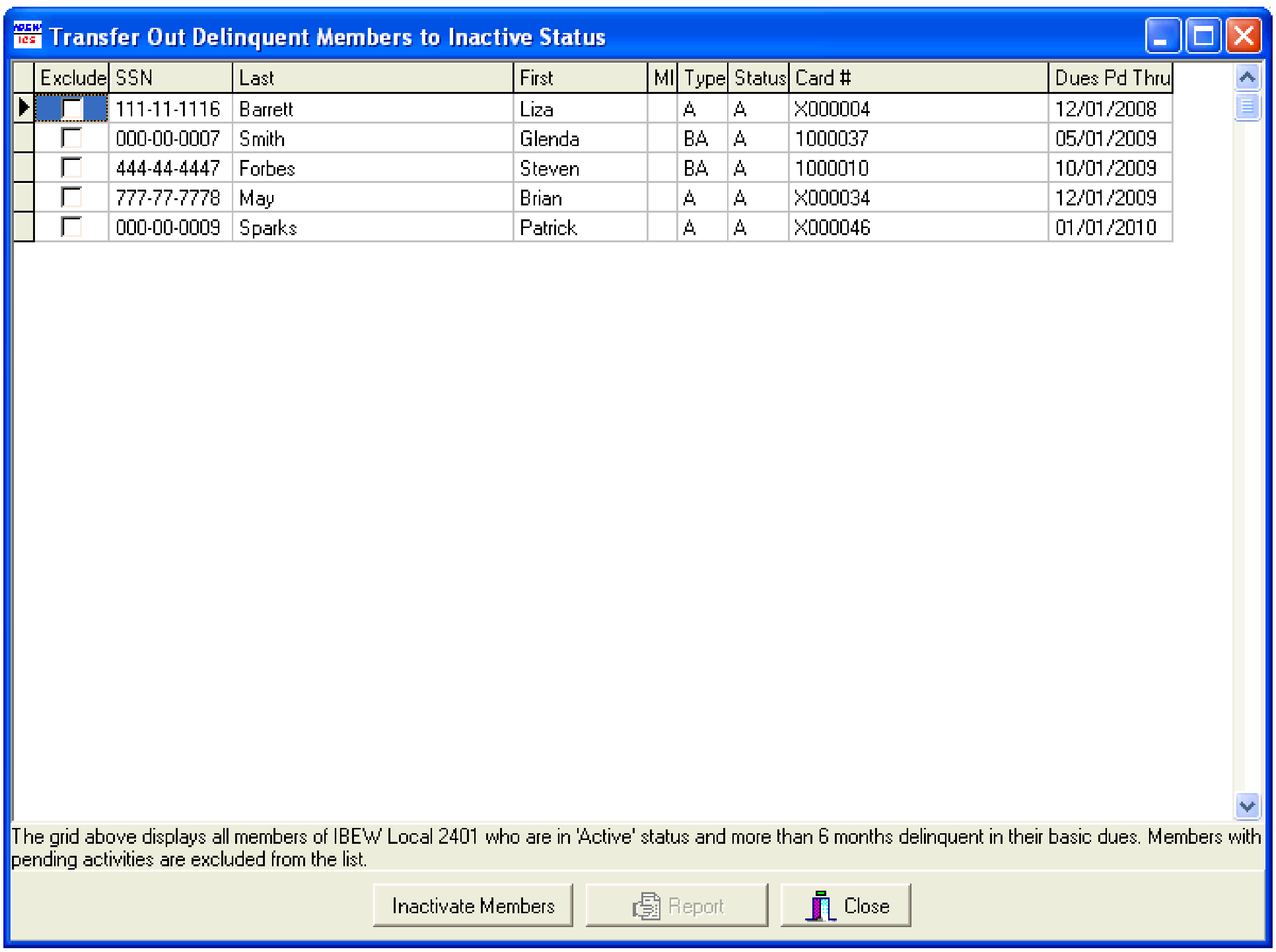
Inactivate Delinquent Members

This process allows the user to transfer out in bulk all members who are more than 6 months delinquent in paying their dues.

Exercise: Select **Dues/Inactivate Delinquent Members**.

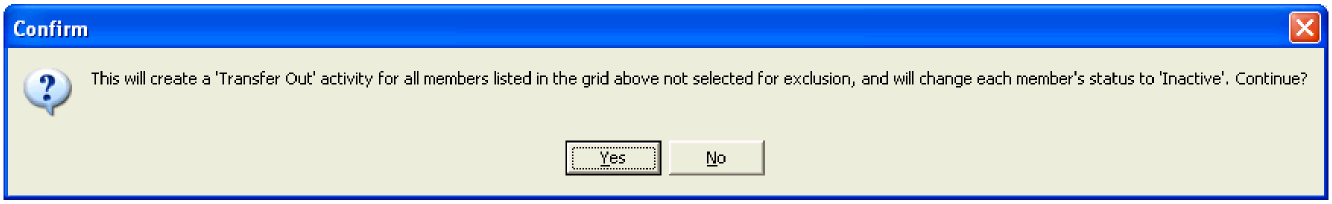


A window displaying all members of the home local with 'Active' (A) status, dues paid thru date more than 6 months in arrears, and no pending activities will appear.



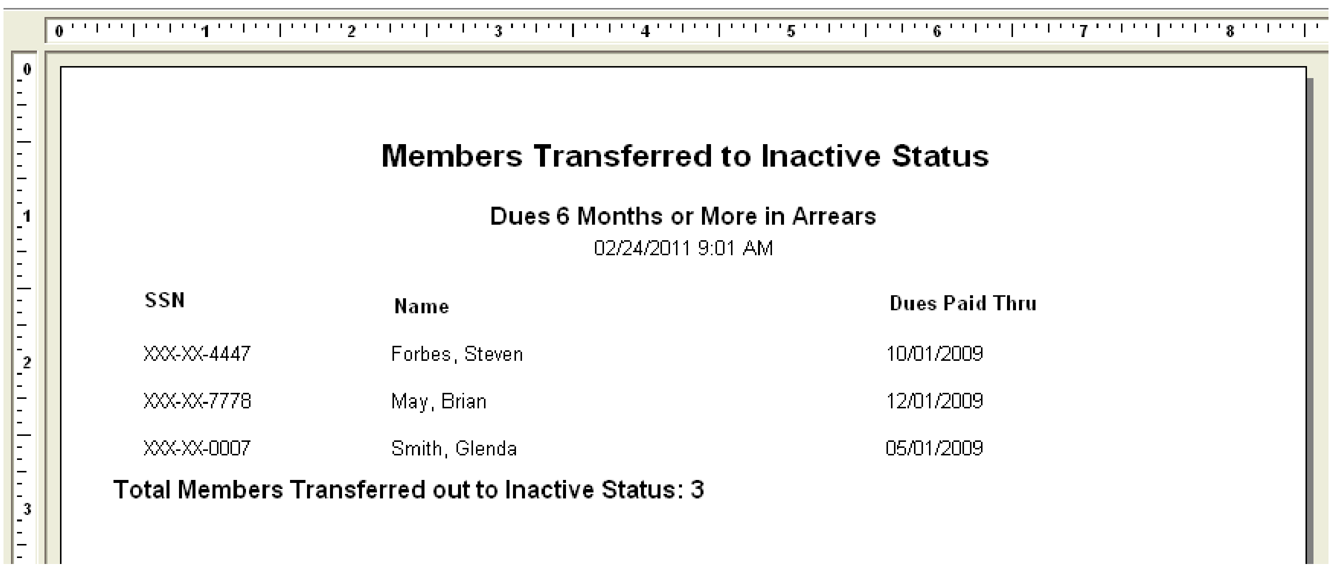
The 'Exclude' column on the left allows the user to exclude any of the selected members from being processed as inactive. Clicking 'Inactivate Members' will process a transfer out to inactive activity for all non-excluded members on the list.

Exercise: Click on 'Exclude' for Liza Barrett and Patrick Sparks. Click the 'Inactivate Members' button.



Exercise: Click 'Yes'.

A report will appear listing any members transferred out by this process.



Members Transferred to Inactive Status

Dues 6 Months or More in Arrears
02/24/2011 9:01 AM

SSN	Name	Dues Paid Thru
XXX-XX-4447	Forbes, Steven	10/01/2009
XXX-XX-7778	May, Brian	12/01/2009
XXX-XX-0007	Smith, Glenda	05/01/2009

Total Members Transferred out to Inactive Status: 3

The report can be reviewed and/or printed as the user prefers. After closing the report window, the original 'Transfer Out Delinquent...' window will be visible, now showing only those members who were excluded from processing. If any members were excluded from processing in error, the user can now uncheck the appropriate 'Exclude' boxes and process again. Otherwise, the window can be closed using the 'Close' button.

Exercise: Click 'Close' to close the window.

To see the effect of this exercise, look up the member record for Glenda Smith.

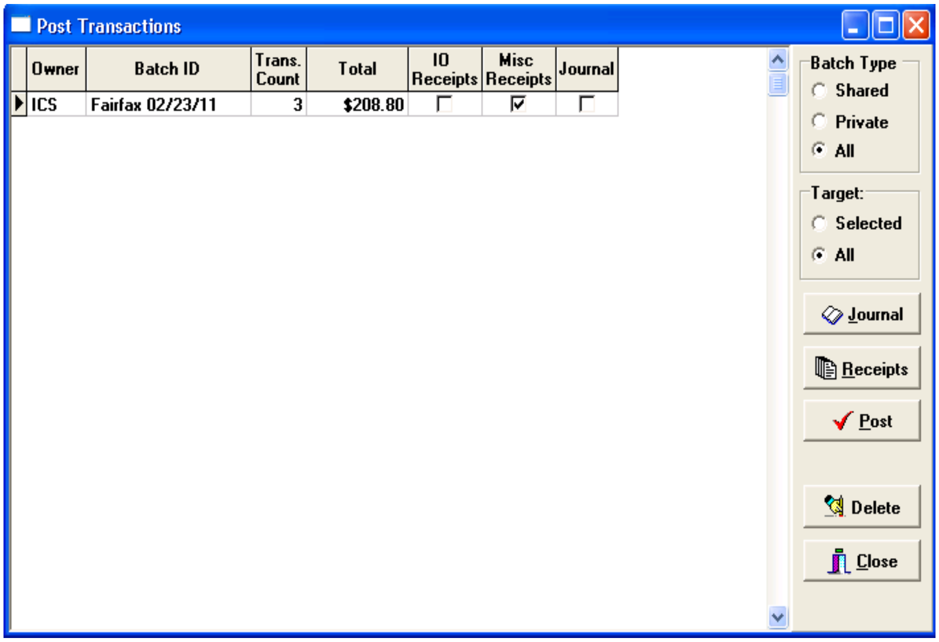
Exercise: Open the member form and search for Glenda Smith.

Glenda Smith's basic information will show that her last activity was a '(T) Transfer Out to Inactive' in the current period, and that her status is currently '(I) -Inactive'. Her payment history will show the transfer out activity, which will be reported to the International Office at monthend.

If this transfer out was processed in error, it can be cancelled from the history tab, provided it meets all criteria for cancellation. This would return Glenda Smith's status to (A) – Active.

Post all Transactions

Exercise: Select **Dues/Post Activity/Payments**.



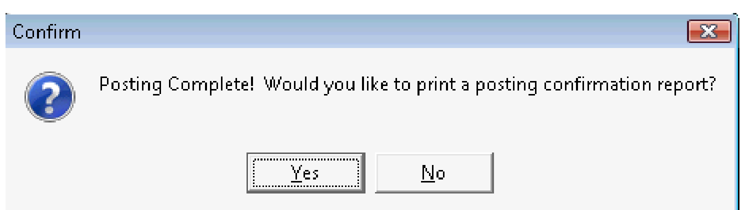
Exercise: Select the **Receipts** button. **Accept the default settings** and **Print the receipts.** Once the receipts have printer, click the **Close** button.

Exercise: Select the **Journal** button. If not already selected, click the option, **Include Payment Detail** and **Print a Detail Report.** Once the report is printed click the **Done** button.

Exercise: Select **Post** and the **Confirm** message will appear .

Exercise: Select **Yes** and the **Progress** pie will spin to **100%**.

The following **Confirm** message will appear.



Always print the Posting confirmation Report as insurance that the transactions printed on the Cash Receipts Journal were posted. Compare the Cash Journal with the Posting

Confirmation Report. If discrepancies are noticed, please contact the ICS Help Desk at 888-427-4946 or send an email to ICS_Help@ibew.org

Exercise: Select **Yes**.

Exercise: In the Prepare Posting Report window select **Include Payment Detail** and **Print a Detail Report**.

Exercise: Once the Posting Confirmation Report is printed, select **Done.**

Exercise: **Close** the Post Transactions window.

The IBEW Emblem will be on your screen.

Review the following **Cash Receipts Journal**.

Period: 02/11 — Cash Receipts Journal — 1

Payment Code Detail — 2/26/2011

Local Union: 2401

Trans #	Card Number	Name	Memb Type	Act. Code	Rect. Ctrl #	Date Pd Thru	Months Paid	Dues IO	Dues LU	SC	Working Dues	Other IO Fees Code	Other IO Fees Amt	Other LU Fees Code	Other LU Fees Amt	Amt Received	Credit
Batch ID: Fairfax 02/26/11																	
1216	X000016	Doerr, Thelma	A			03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$82.00	$0.00
1215	X000018	Duncan, Arthur	A			03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$44.80	-$37.20
1217	X000020	Falnigan, Mark	A			03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$82.00	$0.00
Batch Totals:		**Count: 3**					**6**	**$162.00**	**$60.00**	**$0.00**	**$0.00**		**$0.00**		**$24.00**	**$208.80**	**-$37.20**
Totals (All Batches) :																	
		Count: 3					**6**	**$162.00**	**$60.00**	**$0.00**	**$0.00**		**$0.00**		**$24.00**	**$208.80**	**-$37.20**

Following is an example of a **Posting Report**.

Period: 02/11 — Posted Transaction Journal — 1

Payment Code Detail — 2/26/2011

Local Union: 2401

Trans #	Card Number	Name	Memb Type	Act. Code	Rect. Ctrl #	Date Pd Thru	Months Paid	Dues IO	Dues LU	SC	Working Dues	Other IO Fees Code	Other IO Fees Amt	Other LU Fees Code	Other LU Fees Amt	Amt Received	Credit
Batch ID: Fairfax 02/26/11																	
1216	X000016	Doerr, Thelma	A		418	03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$82.00	$0.00
1215	X000018	Duncan, Arthur	A		417	03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$44.80	-$37.20
1217	X000020	Falnigan, Mark	A		419	03/11	2	$54.00	$20.00	$0.00	$0.00			13	$8.00	$82.00	$0.00
Batch Totals:		**Count: 3**					**6**	**$162.00**	**$60.00**	**$0.00**	**$0.00**		**$0.00**		**$24.00**	**$208.80**	**-$37.20**
Totals (All Batches) :																	
		Count: 3					**6**	**$162.00**	**$60.00**	**$0.00**	**$0.00**		**$0.00**		**$24.00**	**$208.80**	**-$37.20**

Exercise 7

Month-End Processing

When a month-end summary has been completed, the user will need to send the file to the International Office in one of the following ways.

1) Use the automatic Upload option within ICS (the simplest and easiest option if your local has high-speed internet, and an established "Local Connections" password for the IO Web site.

2) Save the Month-End file to your hard drive, and then use the IO Web Site to upload the file at a later time. This option is useful if you have a dial-up internet connection which needs to be established first, or you do not want to send the Month-End file immediately.

3) Save the Month-End file to a floppy disk and send it via US Mail.

For training purposes, **you must use either methods 2 or 3**, because the sample file must be renamed prior to sending to the IO, (the automatic upload will not allow for renaming the file). Instructions on how to rename the file are shown at the end of the Month-End preparation process.

If Option 3 is used, you will need to have a blank, formatted floppy disk ready. If you need to "clean" a previously used diskette for this purpose, the following instructions will demonstrate how to reformat a floppy diskette. If you already have a blank formatted diskette, you can skip this section and jump to the exercise labeled: **Exercise:** Select **File/Set up/Check ICS Users**.

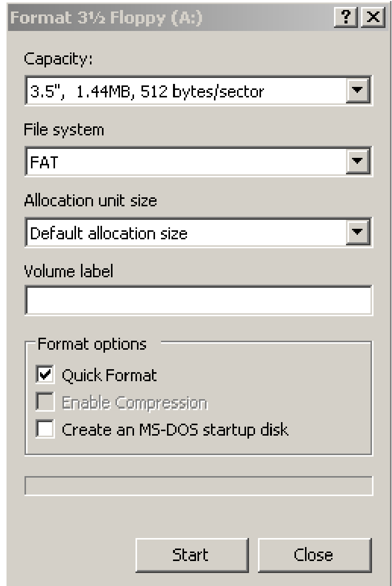
Exercise: **Minimize** the ICS program.

Exercise: Place a diskette in the computer.

Exercise: **Double-click** on the **My Computer** icon.

Exercise: **Right click** on **3 ½ floppy "A."**

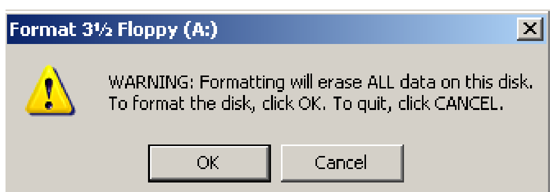
Exercise: Select **Format** and the following **Format A:** window will appear.



Exercise: In the section titled **Format Options**, place a check in **Quick Format**.

Exercise: Select **Start.**

The following **Warning** message will appear**.**

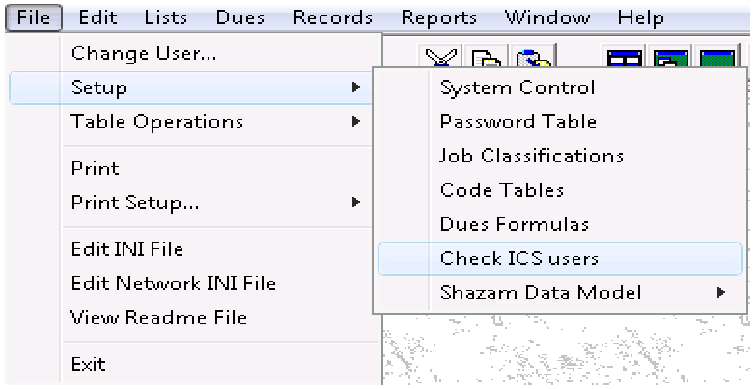


Exercise: Click **OK.** Once the format process is complete, the following will appear.

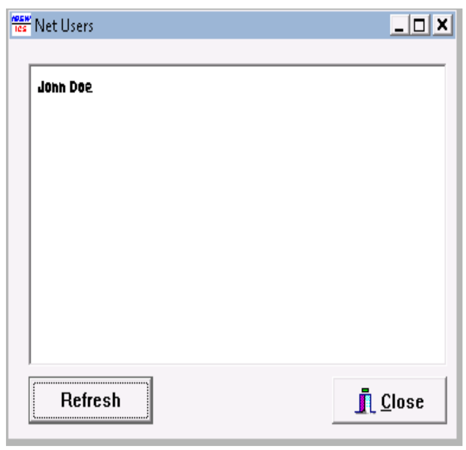
Exercise: Select **OK** and **Close** the Formatting A:\ window.
Exercise: **Close** My Computer and click on the ICS program at the bottom of your screen.

If you are working in a network environment, make an announcement to all users that they must log out of ICS while the Month-End is processed. Wait a few minutes and verify all users are logged out.

Exercise: Select **File/Set up/Check ICS Users**.



The **Net User** window will appear displaying all users that are logged into the ICS. Announce all users must be logged out of ICS so you can continue with the Month-End Processing.



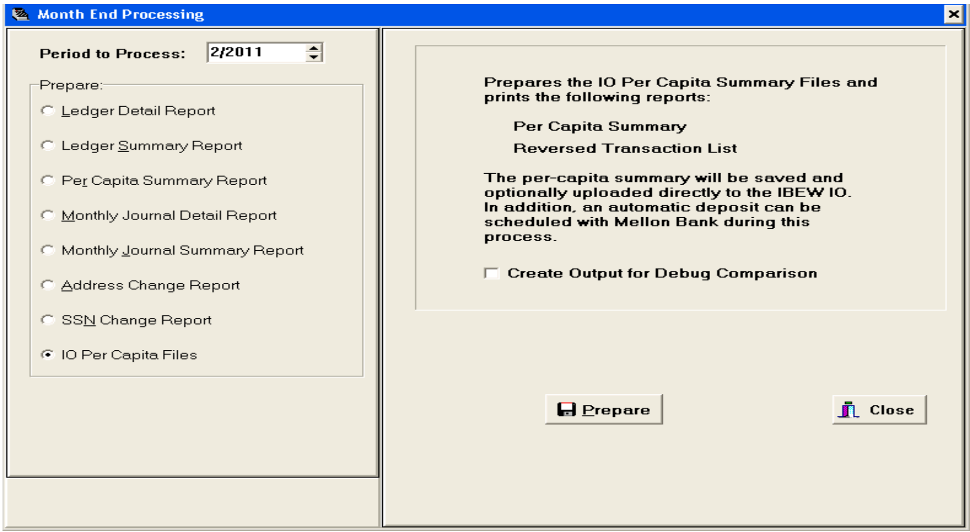
Exercise: Wait a few minutes and click the **Refresh** button.

It is safe to continue with the Month-End Processing when the only name that appears in the **Net User** window is the user that will process **Month-End.**

Exercise: Once all other users are logged out of ICS, click the **Close** button.

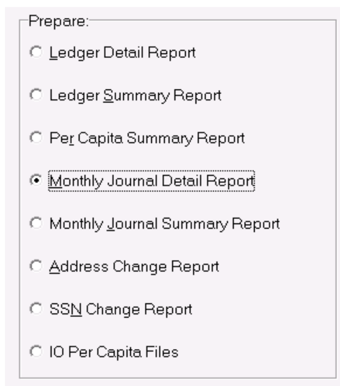
Exercise: Select **Dues/Month End Processing**.

The following Month-End Processing window will display. The **Period to Process** is the report period you are currently working.



The Month-End Processing displays a list of reports made available for the locals. The locals can Print or Preview a copy of the reports.

Exercise: Select the **Monthly Journal Detail Report.**

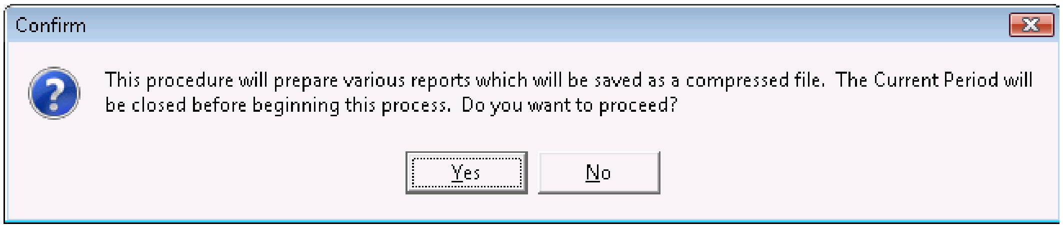


The Month End Processing window will change allowing the user to select a Group and Sort order. The user has the ability to Preview or Print the report.

To process the Month-End for the Per Capita Department, select **Per Capita File**.

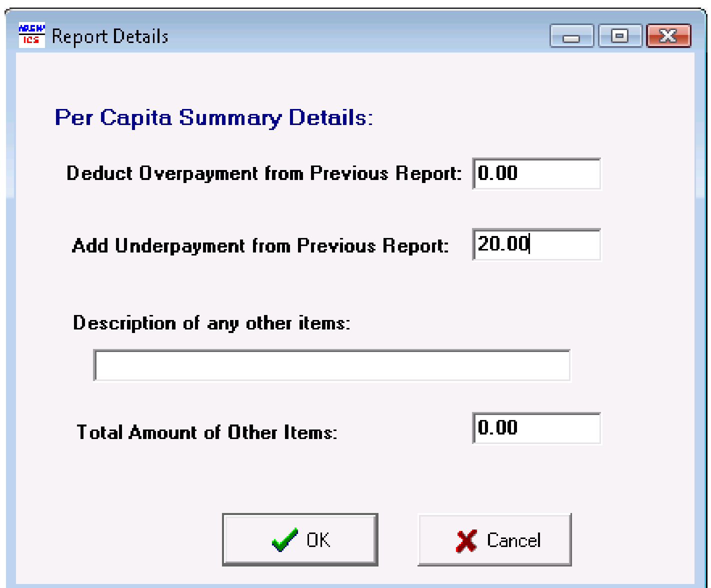
Exercise: Select **Per Capita File**.

Exercise: Select **Prepare.** The following **Confirm** message will appear.

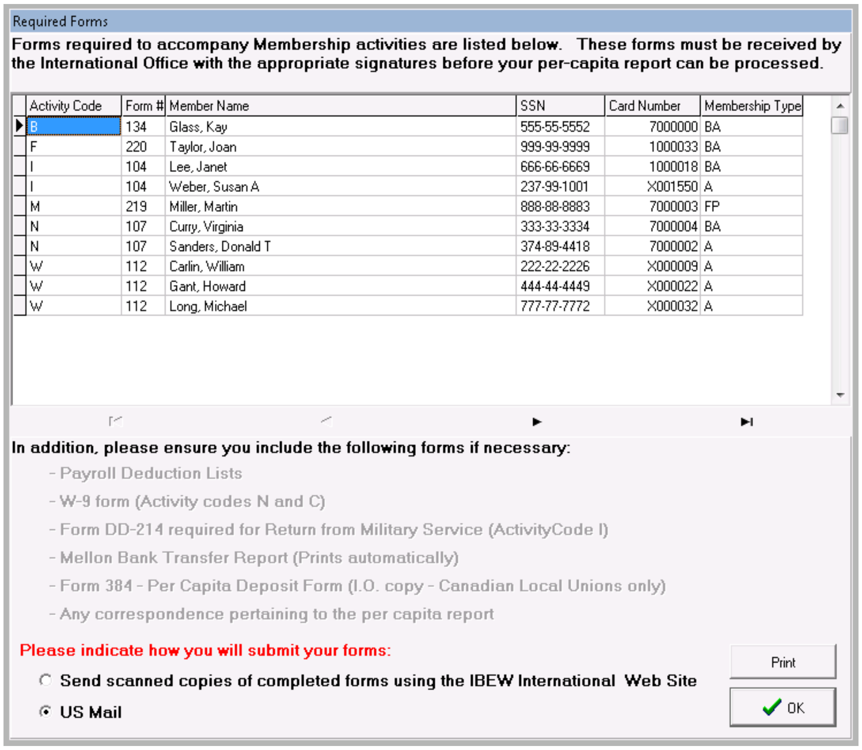


Exercise: Select **Yes.** The Report Details will display the **Per Capita Summary Details.**

Exercise: Include a **$20.00 Underpayment**.

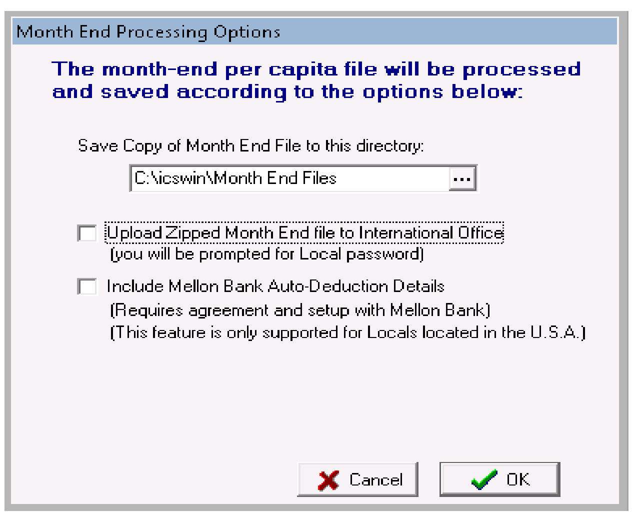


Exercise: Click the **OK**. The following will appear.



This screen is a summary of any hard-copy forms that are necessary to include with the monthend report. Before proceeding with the report, ICS requires the user to select whether they intend to scan the forms and upload them via the IBEW website, or mail in paper copies of the forms.

Exercise: Select '**US Mail'** and click the **OK** button. The following screen will appear.



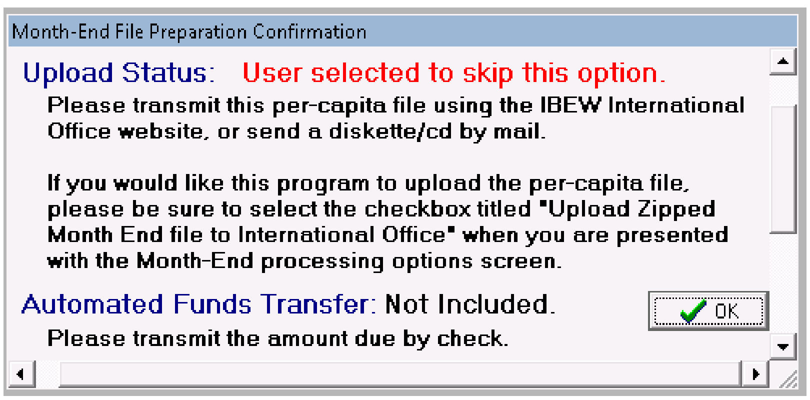
The directory listed is where a copy of your month-end file will be saved to. If you would like to change this location to a floppy diskette, or another directory on your computer or network, use the … button at the end of the edit box to browse for a new location. If you are saving to a floppy disk, you will need to have a blank floppy disk prepared and inserted into the floppy drive.

Exercise: Un-Check both of the checkboxes "Upload Zipped Month End file…" and "Prepare Mellon Bank File" and Click **OK. These options are highly recommended once you are working on your actual Local data, but should not be used during the training exercises.**

When you are using the program on your "live" data, and select the "Upload" option, the program will send your Per Capita files directly to the Secure Web Server at the International Office. This option is best when you have a reliable high-speed internet connection available, and requires you to have an established "Local Connections" account and password at the IBEW.org website.

The "Prepare Mellon Bank" option allows you to schedule an automatic withdrawal from your Local bank in the amount you specify, and on the date you specify. This option requires a one-time setup process with Mellon Bank.

Exercise: Click OK. The following message will appear and the information will be sent to your printer. The system will save the electronic month-end files to the location indicated on the previous screen. The **Report Period** will automatically be incremented to the next month**.**



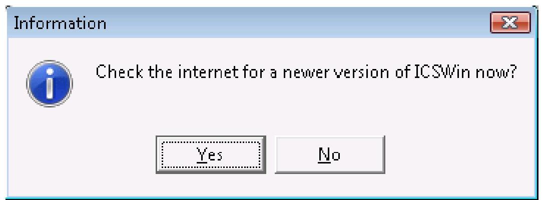
Exercise: Click OK

The International copy of the Per Capita Summary and the Reversed Transactions (only if refunds are requested) report will print automatically. Submit the Per Capita Summary and Reversed Transactions report along with any other paperwork (Payroll Deductions Lists, Applications for Membership, Honorary Withdrawal Cards, Traveling Cards, etc.) to the Per Capita Department.

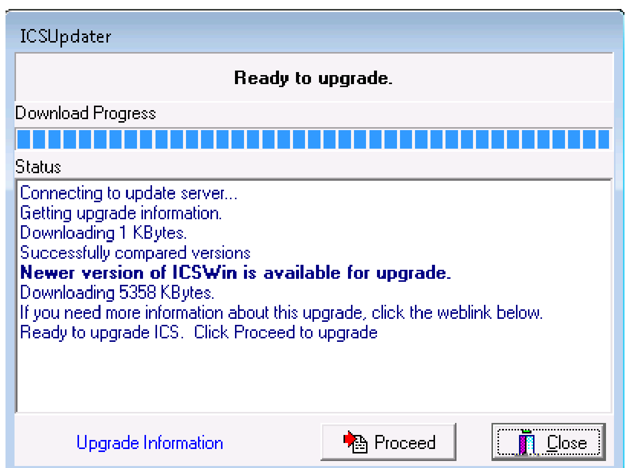
Important Note: If you are preparing this sample file and submitting it to the IO for approval to begin using ICS, you will need to rename the month-end file before

sending it to the IO. The file will be named 24010103.zip, and will be located in the folder which was specified in the previous screen. The default folder is C:\ICSWIN\Month End Files. You will need to rename this file such that the first four (4) numbers reflect your Local number. For example if your local is Local 111, you would rename the file as 01110103.zip. This will allow the per-capita department to determine which local is sending the sample data.

Exercise: **Close** the Month-End Processing. You will be given the opportunity to update the ICS program over the internet. This is the best way to stay current with the ICS program.



When Yes is chosen the ICS program will close and the "IcsUpdater" will chck to see if there is a more current version of the program available. If there is then you will be given the choice to Proceed. You may also view the important changes made in this version by clicking on "Upgrade Information"



Exercise: Click **No** to continue working without updating the ICS program.

The IBEW Emblem will be on your screen.

Negative Transaction

Occasionally, a local will require a refund from the International Office. A Negative Transaction is essentially a request for a refund that consists of money which has already been paid to the International Office in a prior report period. The ICS program will allow you to create negative transactions in a manner very similar to creating normal transactions. The number of months which is going to be refunded determines whether or not special authorization is needed to create the negative transaction.

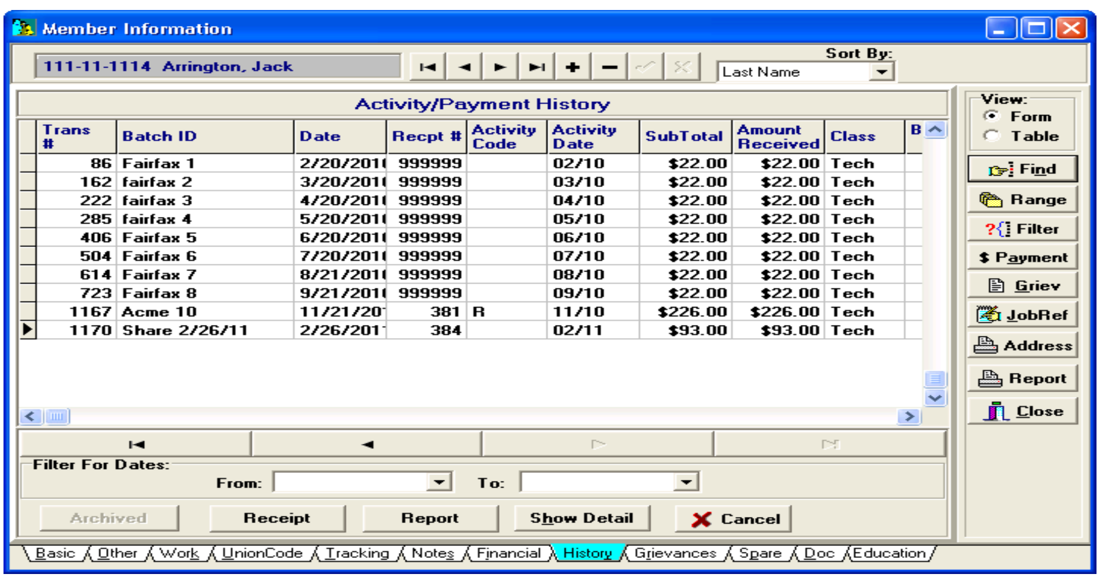
Exercise: Select the **Show Member List** speed button located on the Tool bar.

Exercise: Select **Find** located on the member sidebar and search for **Jack Arrington.**

Exercise: Once the system highlights the name Jack Arrington, press the **Enter** key on your keyboard.

Exercise: Select the **History** tab.

The following is an example of Jack Arrington's History tab.



Trans #	Batch ID	Date	Recpt #	Activity Code	Activity Date	SubTotal	Amount Received	Class
86	Fairfax 1	2/20/201	999999		02/10	$22.00	$22.00	Tech
162	fairfax 2	3/20/201	999999		03/10	$22.00	$22.00	Tech
222	fairfax 3	4/20/201	999999		04/10	$22.00	$22.00	Tech
285	fairfax 4	5/20/201	999999		05/10	$22.00	$22.00	Tech
406	Fairfax 5	6/20/201	999999		06/10	$22.00	$22.00	Tech
504	Fairfax 6	7/20/201	999999		07/10	$22.00	$22.00	Tech
614	Fairfax 7	8/21/201	999999		08/10	$22.00	$22.00	Tech
723	Fairfax 8	9/21/201	999999		09/10	$22.00	$22.00	Tech
1167	Acme 10	11/21/20	381	R	11/10	$226.00	$226.00	Tech
1170	Share 2/26/11	2/26/201	384		02/11	$93.00	$93.00	Tech

Jack Arrington is going on Honorary Withdrawal but has already paid dues through three months beyond his Withdrawal. He is requesting a refund for 3 months.

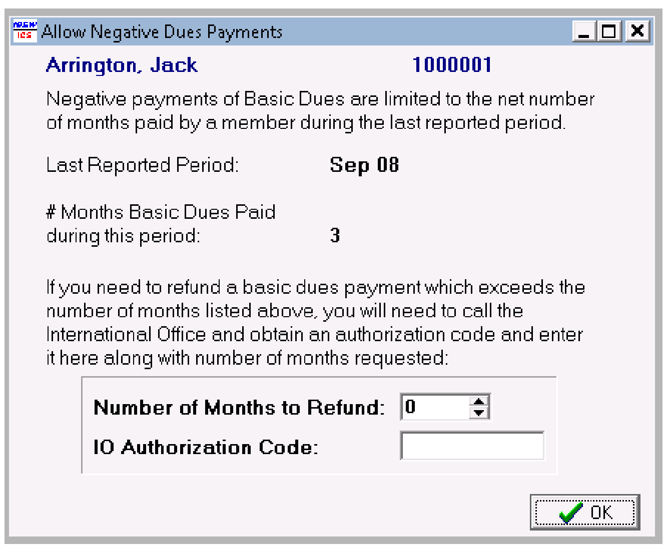
If the number of months to be refunded does not exceed the number of months paid for this member in the last submitted per-capita report, the user can create the negative transaction without contacting the International Office. Otherwise, special

authorization is needed and the local will be required to fax a letter addressed to the International Secretary Treasure, Mr. Lindell Lee. In the letter, please include the following information; the months required to be refunded, include members name, card number and why the refund is required. If more than 12 months are requested to be refunded, the local union presidents signature is required, if less than 12 months the Business Managers signature will be required. Once the refund is approved by Mr. Lindell Lee, the ICS Help Desk will contact your local union with the approval code and assistance with the refund.

Exercise: **Click** on the $ Payment button on the right sidebar to bring up an activity form for Jack Arrington'

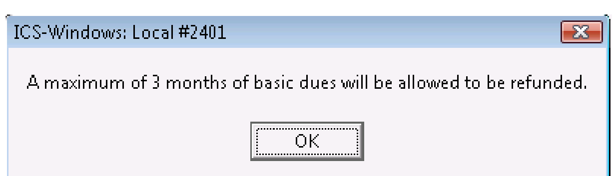
Exercise: **Right-click** in the Basic Dues block. The following "Allow Negative Dues Payments button will appear.

Exercise: Click the **Allow Negative Dues Payments** button and the following will appear.



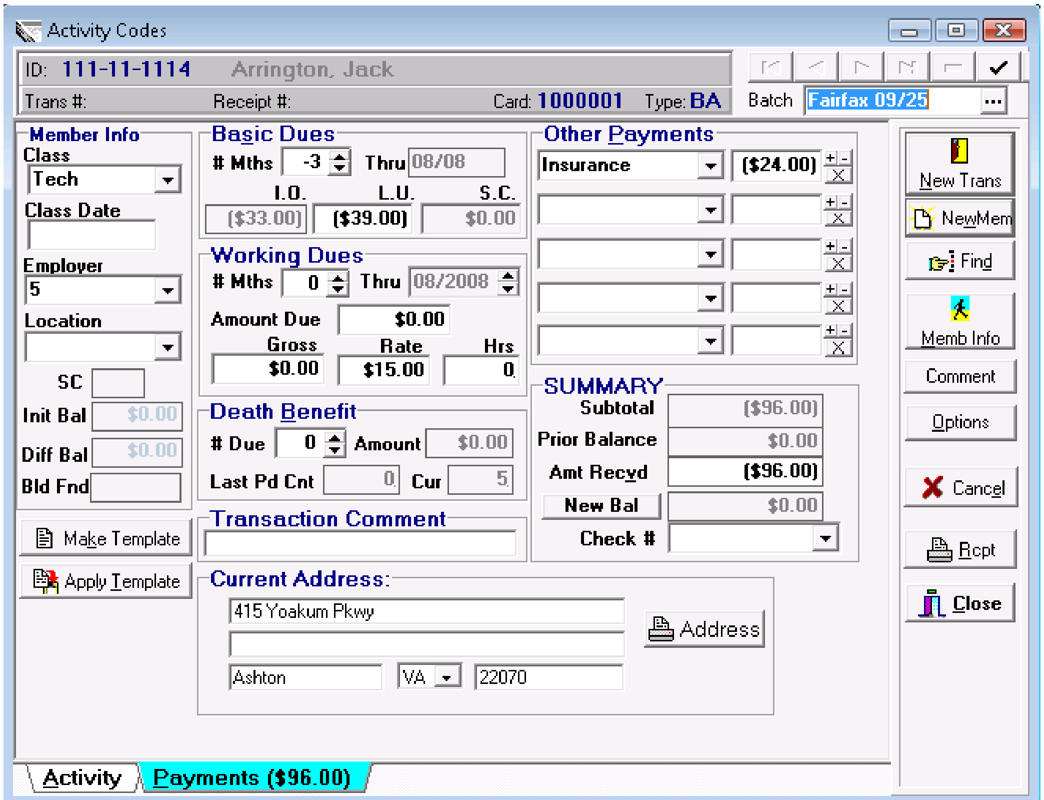
The local union is permitted to process a refund of 3 months without an authorization letter or code.

Exercise: Select **OK** and the following message will appear.



Exercise: Click **OK** and the local will have the ability to process three (3) negative payments.

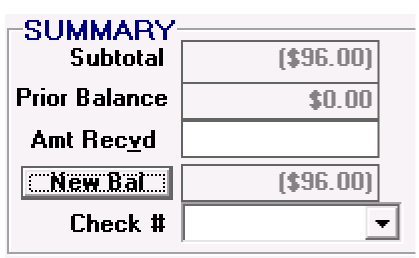
Request for refunds must include documentation pertaining to each individual case. Your request will be held in abeyance pending receipt of this information. In addition, if a receipt was issued, the original member's receipt must be retrieved from the member, voided and returned to this office; otherwise, no refund can be made. **Please include all required documentation.**



In the above example a Miscellaneous receipt can be printed to show the local gave the member back $96.00. If the member chooses not to take the refund and would like a credit to remain in his record, continue with the following procedure.

Exercise: Highlight and **delete** the **Amount Received.**

Exercise: Click the **New Bal** button.



The Reversed Transactions Report will print with the Month-End processing. As provided in the IBEW Constitution (Article XVII, Section 1-f), local union records must be audited every three (3) months. Therefore, in order to obtain a refund that exceeds three (3) months of per capita for any member listed on the Reversed Transaction Report, please include a written explanation signed by the local union president, along with all pertinent documentation that supports the refund. Reversals or **negative** transactions that involve less than of three (3) months of dues also must include an explanation and the pertinent documentation. In either case, if a receipt was issued to the member, then the member's original receipt must be retrieved from the member, and voided and returned to this office; otherwise, no refund can be made, if these conditions cannot be satisfied, please do not reverse or negate any transactions.

Exercise: Click **Close** to close the payment window and **close** the member information. The IBEW Emblem will be on your screen.

Replacement Per Capita File

Now and then, you will receive a call from the ICS Help Desk stipulating the file for your Per Capita report is unreadable. You will be asked to create another file or diskette and forward it to the Per Capita department. To create a replacement file or diskette, continue with the following procedure.

Exercise: Select **Dues/Month-End Processing.**

When the Month End Processing window appears it will show the current period as the **Period to Process.** To replace a Per Capita file you will need to set the **Period to Process** to the date of the Per Capita file you wish to replace.

Exercise: Use the arrow down to set the **Period to Process** date back one month.

Exercise: Select **Prepare** and then follow through as you did the first time you prepared this Per Capita file.

Exercise: Include a $20.00 Underpayment.

When you are using the program on your "live" data, the program will send your replacement Per Capita files directly to the Secure Web Server at the International Office if the "Upload" option is selected.

Otherwise the replacement disk would be sent to the following address:

International Brotherhood of Electrical Workers
Mr. Lindell Lee, International Secretary-Treasurer
Attn: Per Capita Department
900 Seventh Street, N.W.
Washington, DC 20001

IBEW
ICS

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

ICS-Windows

ICS-Windows Job Referral Module Training Guide (Section II)

Table of Contents

Introduction

The ICS Job Referral module was designed to allow the Local Unions a computerized process to match out of work applicants with available jobs. The system allows the user to manage job referral/dispatch books, track applicants and job requests, track work, registration, and job offer history, and keep members' employment information up-to-date.

Section 1: Job Referral Setup

Before beginning to use the ICS Referral module, some setup needs to take place. To get started, select File | Setup | System Control from the main ICS screen.

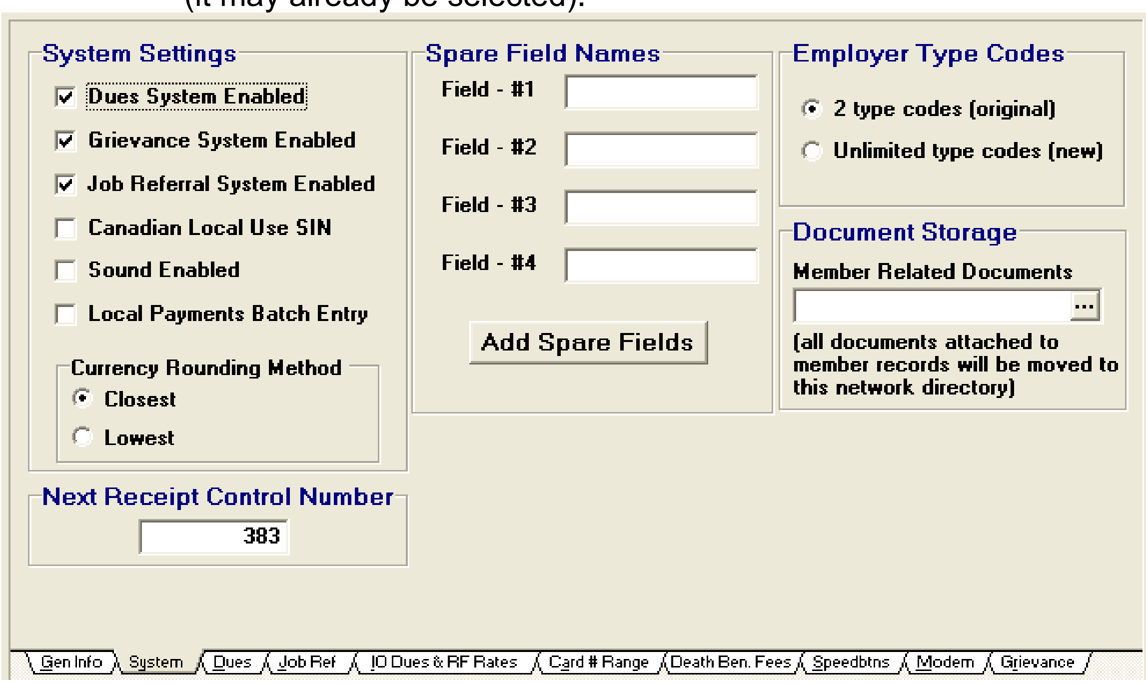
System Control

Three tabs in the System Control contain Job Referral setup items: the System, JobRef, and Modem tabs.

Systems Tab

Exercise: Click on the 'System' tab to select.

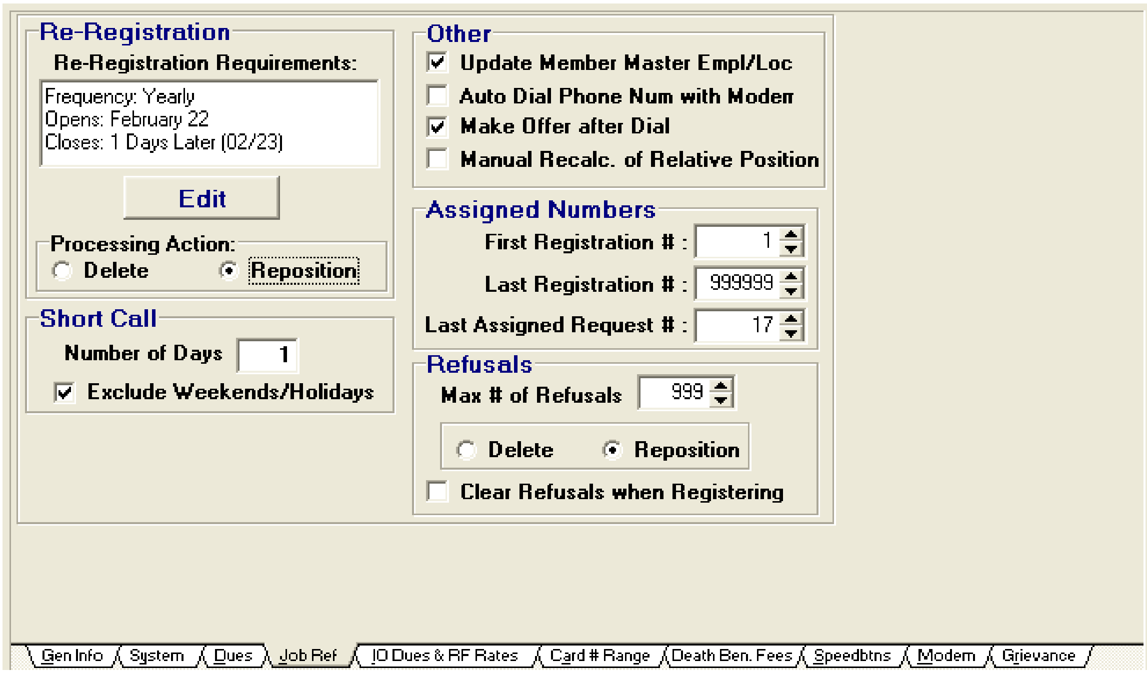
Exercise: Activate Job Referral by selecting the Job Referral System Enabled (it may already be selected).



Job Referral Setup Tab

This is where setup of most aspects of the Job Referral take place – Re-Registration, Short Call, and Refusal rules, plus a few other settings.

Exercise: Click on the 'JobRef' tab to select.



Re-Registration

Several settings related to local re-registration policy are configurable here.

Exercise: click **Edit**. The following window will appear:

Choosing an option for 'Frequency of Re-Registration' here will determine the remaining options available. For this exercise, select 'Monthly'.

Exercise: Select Monthly

Exercise: Click 'Next' to configure the monthly registration rules.

The next screen in the Re-Registration wizard will appear:

There are two items to set on this screen. The first is the opening day of monthly re-registration.

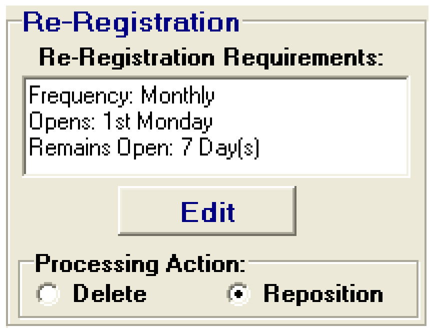
- The first option indicates a **Particular date of the month**. This is the default.
- The second option indicates the **First or Last Working Day of the month**
- The third option indicates a **Particular Day of the month.**

Exercise: Select the third bullet (on a particular day of the month). Use the dropdowns to select the 1st Monday.

The next setting, toward the bottom of the window, is how long Re-registration will remain open. Default is set to 1 day, indicating re-registration will be closed at the end of the working day.

Exercise: Under 'Monthly Re-Registration Remains Open', use the spin buttons to select 7 days.

Exercise: Click 'Finish'. The Re-Registration Requirements section of the JobRef tab should look like this:



Other Options

You may wish to perform this training exercise with referral rules that more closely match those at your home local union. Re-registration frequency can be set to occur, Never, Yearly, Weekly, or every fixed number of days, in addition to the monthly option described above.

To complete Re-registration setup, select a processing option. This determines the action taken when an applicant fails to meet the re-registration requirements.

Delete will remove the applicant from the book.
Reposition will 'roll' the applicant into last position on the book.

Exercise: Select **Delete**

Short Call

Short Call indicates the **Number of Days** after which to remove an applicant from the books.

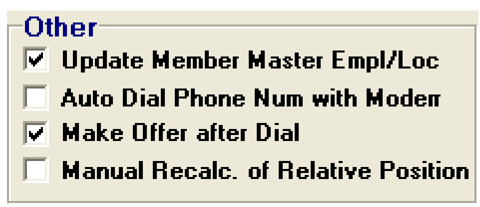
The default is set to 1 day Excluding Weekends and Holidays.

Exercise: Change to 14 days

Exercise: Un-check 'Exclude Weekends/Holidays'

Other

The ICS Job Referral module offers a few other options for setup:



Update Member Master Empl/Loc: will allow the Job Referral system to automatically update the member information window upon accepting a new job. The fields updated will be employer and work location.

If you wish to auto dial the phone via your computer modem, you must select **Auto Dial Phone Num with Modem** and complete the information located in the Modem tab.

Make Offer after Dial (checked by default). If the Auto dial feature is being used, after the call is initiated the Offer form is displayed to enter result of phone call. This option can be turned off by unchecking it.

The ICS System defaults to automatically recalculate the relative position as a job is offered. The member's status will change from working to out of work. If the option, **Manual Recalc. of Relative Position** is selected, a button will appear on the applicant's side bar titled Recalc Pos. Once the button is selected and the ICS is closed, the system will recalculate the relative position.

Assigned Numbers

The First Registration # to assign, Last Registration # to issue before rollover and the Last Assigned Request # are established here and later maintained automatically by the Job Referral system.

Refusals

Indicates the number of refusals that the local union allows, and how to proceed if that number is reached.

Exercise: Select 3 refusals

Indicate whether the applicant is to be Deleted, or Reposition on the Books when Max # of Refusals is reached.

Exercise: Select **Reposition**

By default, the system does not **Clear Refusals When Registering**, that is, any previous refusals will still apply to a new registration. If you wish to start with zero refusals when creating a new registration, check this box.

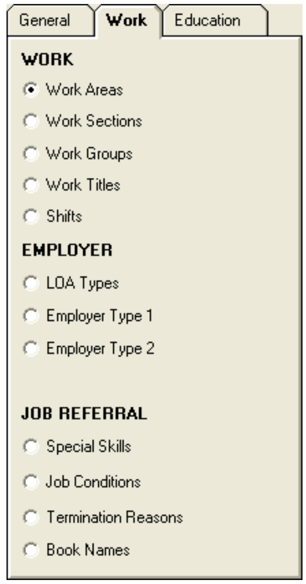
This completes the setup activities required in the System Control. To continue with the remaining Job Referral setup, close the system control, answering 'Yes' when prompted to save your new system settings.

The next setup to be completed involves the Code Tables.

Exercise: Select **Setup | Code Tables** from the **File** menu.

Job Referral Code Tables

Code tables pertaining to the Job Referral module are found on the **Work** tab.



As you can see under the **Job Referral** heading on this tab, there are four Job Referral Code Tables.

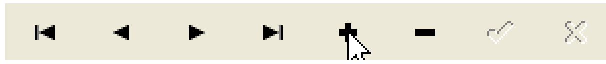
- **Special Skills** is used to code special skills for a job opening and also is used to list special skills that an applicant might have.
- **Job Conditions** is used to list certain job conditions for a particular job and also list conditions that an applicant does not wish to work with.
- **Termination Reasons** is used to create coded termination reasons.
- **Book Names**: Book Names can be entered here. These will show up in the **Job Offer** area for reference in the "**Group**" drop down

Exercise: Select **Special Skills** to see the following:

Special Skills Code	Description
EE	Explosives Expert
ES	Electronic Security
FO	Foreman
HW	High Wireman
JW	Journeyman Wireman
LE	Licensed Electrician
LM	Lineman
SM	Studd Man

This lists the special skills used at this local and their codes.

Exercise: Add 'Sound Technician' as a special skill with a code of 'ST'. Begin by clicking **+** on the navigator bar at the bottom of the window to insert a new record into this list:



A blank line will be inserted into the list:

	Special Skills Code	Description
*		
	EE	Explosives Expert
	ES	Electronic Security
	FO	Foreman

Exercise: Enter the new code into the list:

	Special Skills Code	Description
*	ST	Sound Technician
	EE	Explosives Expert
	ES	Electronic Security

When you finish entering the new skill, it will be alphabetized into the list based on its code.

Exercise: For additional practice, try adding the following to the remaining code tables:

- Overtime (OT) to the Job Conditions table
- Weather Conditions (W) to the Termination Reasons table

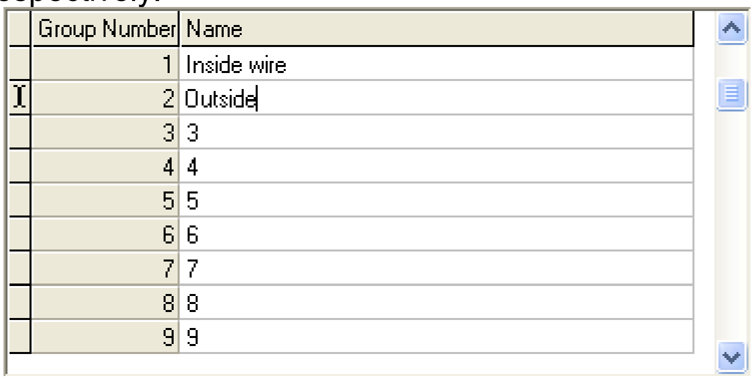
	Job Conditions Code	Description
*	OT	Overtime
	CH	Chemicals
	HT	Heights

	Termination Reasons Code	Description
*	W	Weather Conditions
	MW	Major Whiner
	PC	Project Completed

Book Names is slightly different from the other Job Referral code tables in that items cannot be added or deleted from the list, only the names can be changed.

This will make these names available for reference in certain areas of the Job Referral Module.

Exercise: Give Groups 1 and 2 names of 'Inside Wire' and 'Outside', respectively.



Group Number	Name
1	Inside wire
2	Outside
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Exercise: **Save** these names by clicking the checkmark on the navigator bar. then **Close** the Code Tables window.

Printer Setup

Exercise: Select **Print Setup** from the **File** menu.

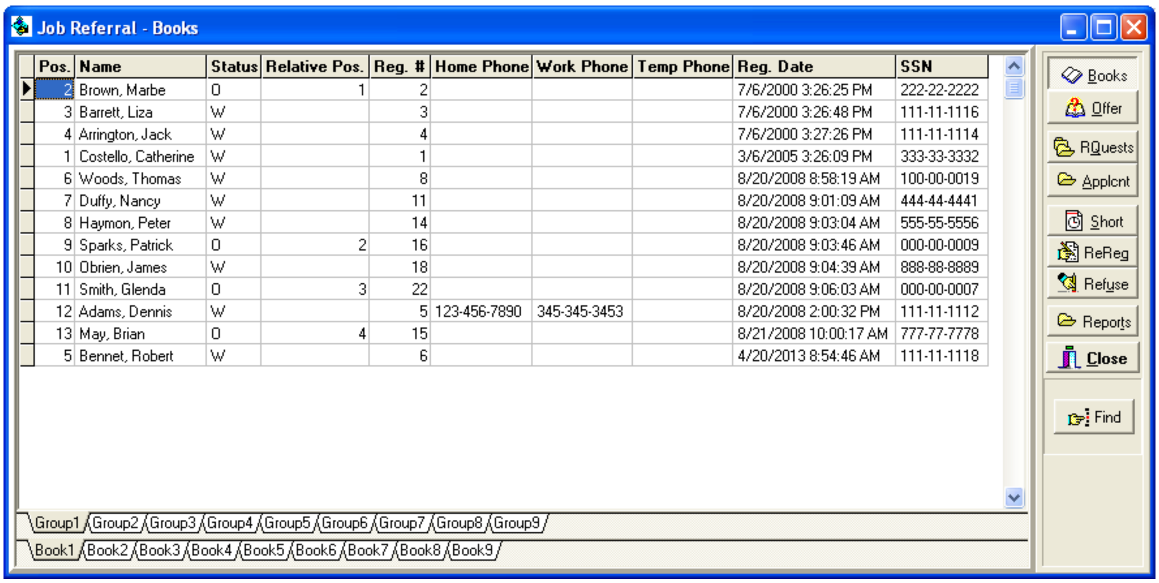
This is the final step in setting the Job Referral module up for use is print setup. It is necessary to activate the **Job Slip** and **Registration Card** Printers.

That completes the Setup portion of the Job Referral module. We can now move on to dispatch operations.

Section 2: Job Referral Operations

Exercise: Bring up the main Job Referral screen, select **Job Referral** from the **Lists** menu, or click the Job Referral button:

Job Referral will open displaying the Local's Books.



The sidebar on the right side of the Job Referral screen shows the different options available for viewing and working with.

Books will display the applicants and selected Groups and Books. This option is selected by default, as evidenced by the button's 'pushed in' appearance.

Offer is used to make a job offer to an applicant.

Request is used to enter or view an Employer's job request.

Applicant is used to view an applicant's record, and register the applicant in job referral.

Short is to update the daily short call list

ReReg is to delete or reposition applicants on the books that have past the Re-registration requirements

Refuse is to update the daily refusal list.

Reports will display the Job Referral reports.

Close will close the job referral program.

Find gives you the ability to search for a particular applicant in the Job Referral database.

Books Screen

The system will house applicants in up to nine Books within nine Groups. Position in a book is determined by when a specific Book/Group is signed by the applicant. The **Books** screen should already be open. If not, click the **Books** button in the upper right corner of the screen to bring it up.

The **Books** and **Groups** are viewed by clicking on the tabs located at the bottom of the window. Applicants are viewed by position within the various books and groups. Double-click on any applicant to display his or her applicant information screen.

Status shows whether an applicant is Working (W) or Out of Work(O).

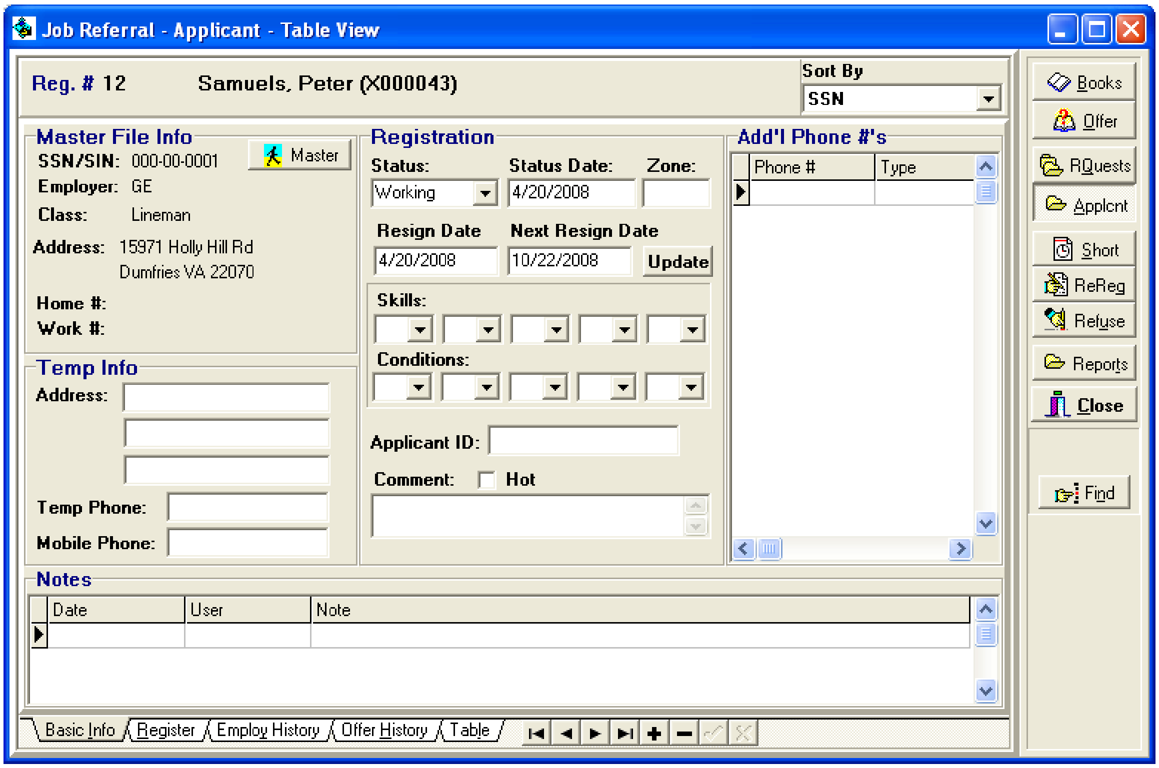
Relative Position indicates in order by the time stamp when registration is processed and only for the members listed as Out of Work

Registration Number, and Position Number Indicates in Order by who signed the book first.

Applicant Information Screen

Exercise: Open the Applicant Information Screen by clicking the **Applcnt** button on the sidebar or by double-clicking an applicant's record on the **Books** screen.

The Applicant screen initially appears with the **Basic Info** tab selected.



Basic Information Tab

The **Master File Info** displays data from the membership tables. You can update the applicants information by selecting the **Master** button.

Temp Info is used to store a temporary address and telephone number for the applicant.

Registration: The **Status** and **Status Date** will change when the applicant accepts a job. This date will also be used as a work date to calculate future Short Call. **Resign Date** is the date the applicant last signed the referral book. The **Next Resign Date** is automatically calculated based upon the Re-Registration rules established in the System Control file. **Zone** is uses for reference by Locals that dispatch based on area.

The applicant will be re-registered by clicking on the **Update** button and the **Next Resign Date** will be adjusted. To **Add a new applicant,** click on the (+) on the navigation bar.

Skills and Conditions are used to track any special skills an applicant possesses and/or conditions he/she is willing to work in. Up to five of each can be selected from the dropdown lists.

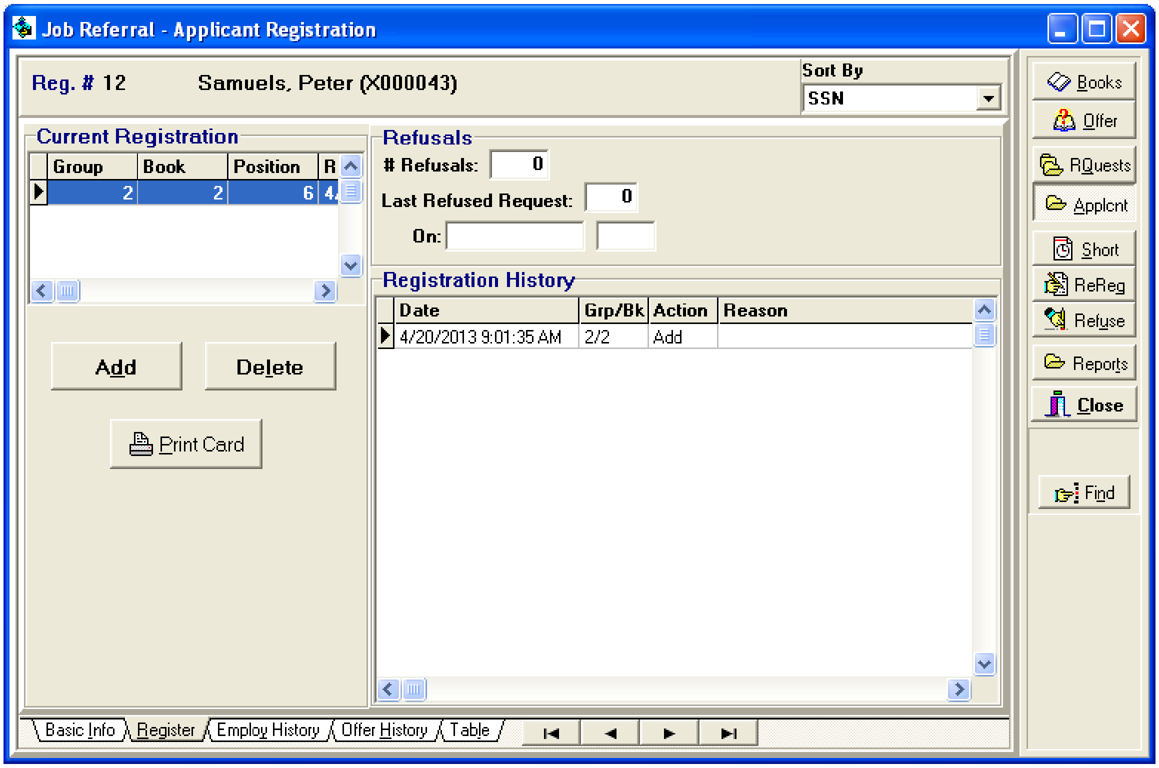
Applicant ID can be used if your local union uses an identification number for Job Referral (other than SSN or other numbers that are already tracked in ICS).

Add'l Phone #'s : Phone numbers and a brief description, (type), can be added to this grid. They will also show up on the **Member** form, **Other** tab.

Comment and Notes can be recorded for an applicant much as they are used with a basic Member record. Checking the Hot box will cause a comment to appear in a pop-up window when a Member's record is viewed.

Register Tab

Exercise: Open the Register Tab by clicking on it at the bottom of the **Applicant** screen.



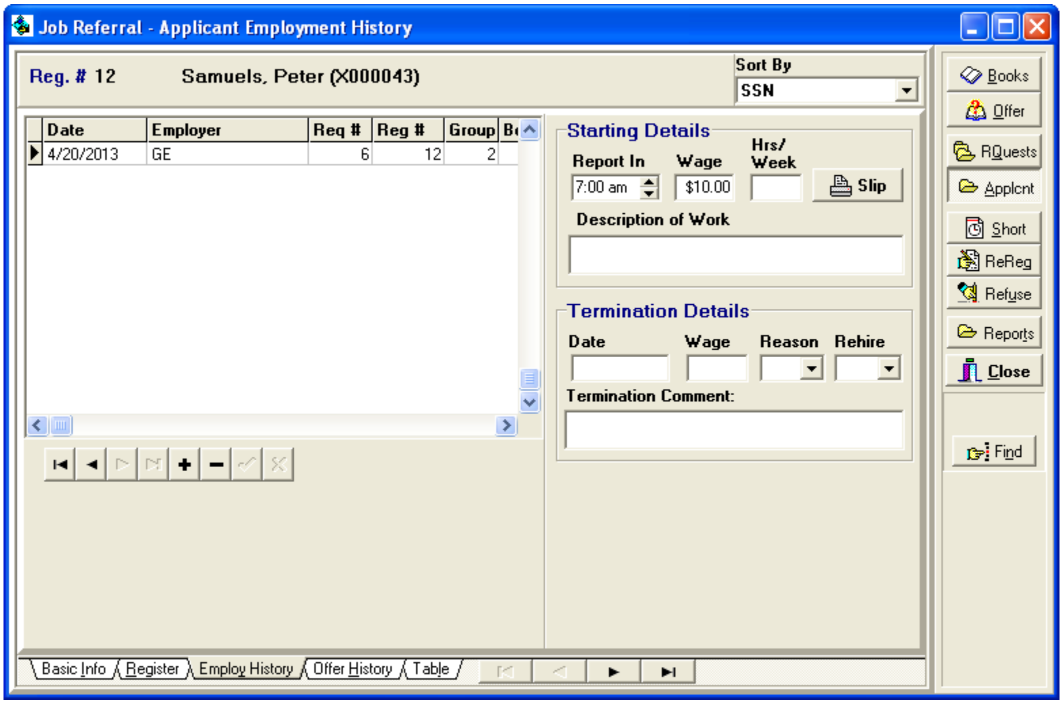
Current Registration: Shows all Groups and Books along with the position an applicant occupies. The **Add** and **Delete** buttons are used to add or remove the applicant to a Group and Book. The **Print Card** button is used to print a Registration card. This card is a Quick Report and can be modified as any other Quick Report.

Refusals list the applicant's number of **refusals**, the **Last Refused Request**, and the Date and Time of the Last Refusal (**On**). The number of refusals is reset to zero when an applicant accepts a job, is moved to the bottom of the list, or is deleted from all books. The refusal count is incremented through the Offer process.

Registration History records all activities related to an applicant's status on the books, including signing and actions based on resign, shortcall, and refusal rules.

Employment History Tab

Exercise: Open the Employment Hist Tab by clicking on it at the bottom of the **Applicant** screen.



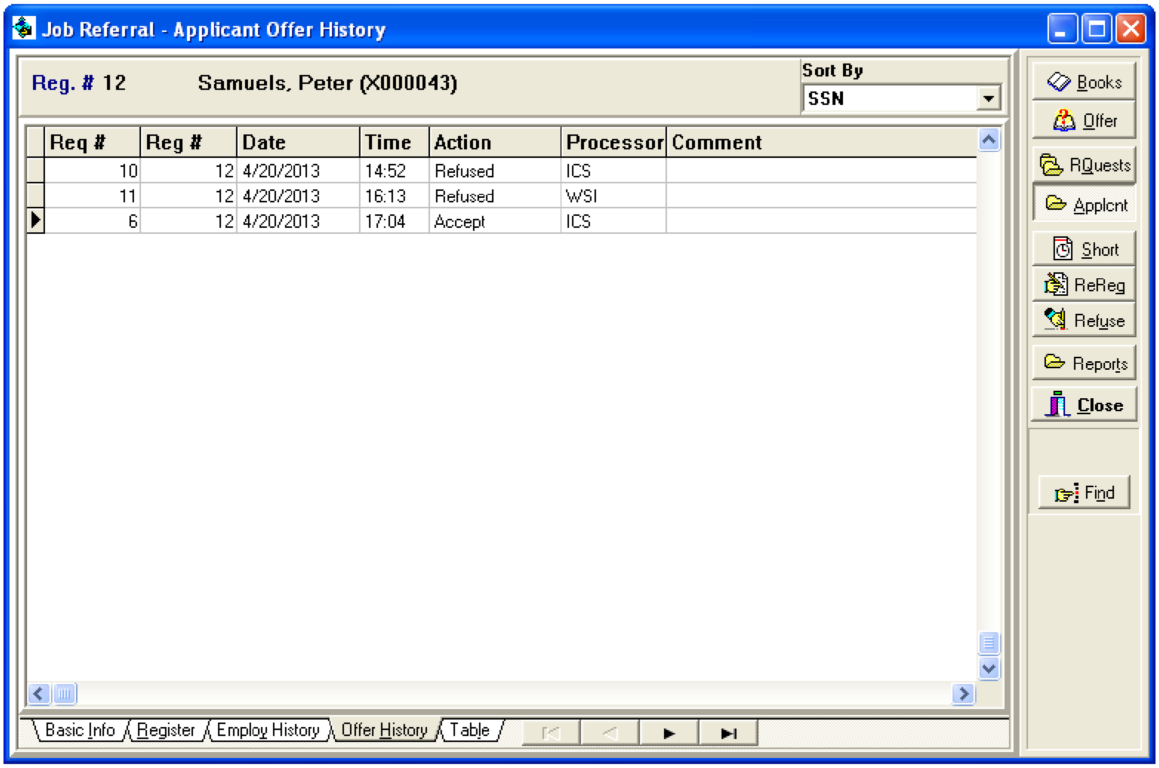
This screen is automatically positioned to the last employment record for the applicant. You can use the Navigation Bar to scroll through the applicant's employment history.

Starting Details will automatically fill the starting time and wage rate via acceptance of a job. Clicking on the Slip button will print a Job Referral Slip. This is helpful if an applicant loses his/her job referral slip and requires a replacement.

Termination Details has a drop-down that will display your custom reasons. Adding termination information to an applicant's most recent employment history record will automatically change the applicant's status to Out of Work.

Offer History tab

Exercise: Open the Offer History Tab by clicking on it at the bottom of the **Applicant** screen.

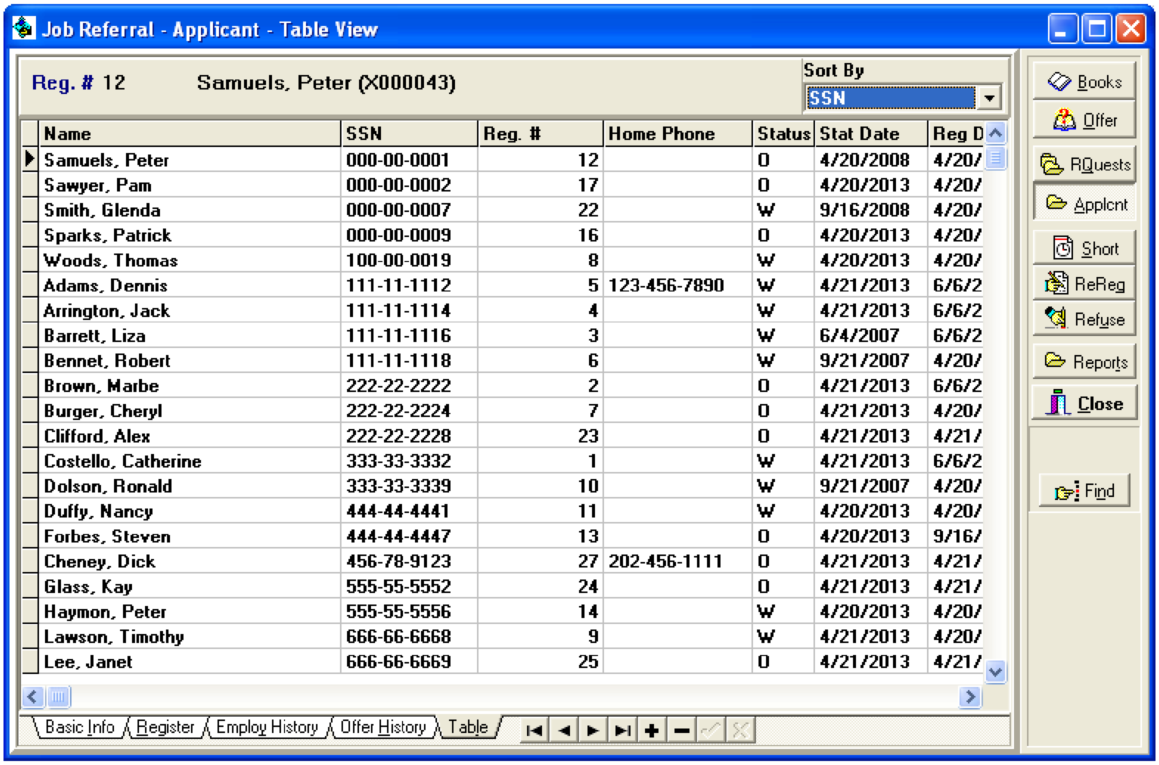


This screen displays all offer actions for this applicant. The offer actions include the following:

- Accepted
- Refused
- Busy
- Left Message
- No Answer
- Contact Failed

Table Tab

Exercise: Open the Table Tab by clicking on it at the bottom of the **Applicant** screen.

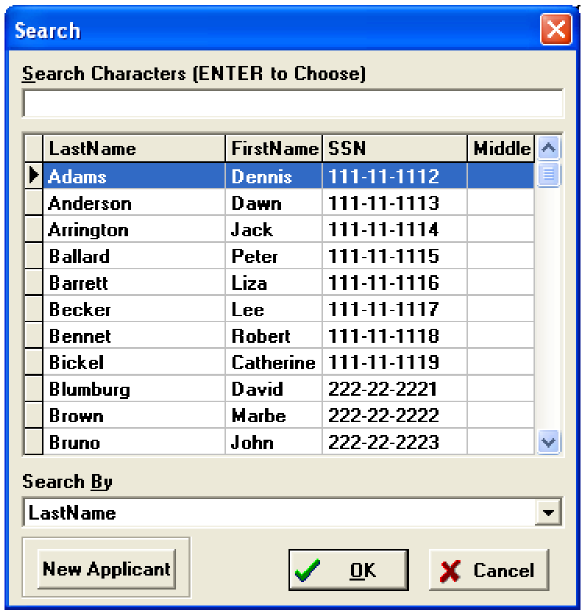


Name	SSN	Reg. #	Home Phone	Status	Stat Date	Reg D
Samuels, Peter	000-00-0001	12		O	4/20/2008	4/20/
Sawyer, Pam	000-00-0002	17		O	4/20/2013	4/20/
Smith, Glenda	000-00-0007	22		W	9/16/2008	4/20/
Sparks, Patrick	000-00-0009	16		O	4/20/2013	4/20/
Woods, Thomas	100-00-0019	8		W	4/20/2013	4/20/
Adams, Dennis	111-11-1112	5	123-456-7890	W	4/21/2013	6/6/2
Arrington, Jack	111-11-1114	4		W	4/21/2013	6/6/2
Barrett, Liza	111-11-1116	3		W	6/4/2007	6/6/2
Bennet, Robert	111-11-1118	6		W	9/21/2007	4/20/
Brown, Marbe	222-22-2222	2		O	4/21/2013	6/6/2
Burger, Cheryl	222-22-2224	7		O	4/21/2013	4/20/
Clifford, Alex	222-22-2228	23		O	4/21/2013	4/21/
Costello, Catherine	333-33-3332	1		W	4/21/2013	6/6/2
Dolson, Ronald	333-33-3339	10		W	9/21/2007	4/20/
Duffy, Nancy	444-44-4441	11		W	4/20/2013	4/20/
Forbes, Steven	444-44-4447	13		O	4/20/2013	9/16/
Cheney, Dick	456-78-9123	27	202-456-1111	O	4/21/2013	4/21/
Glass, Kay	555-55-5552	24		O	4/21/2013	4/21/
Haymon, Peter	555-55-5556	14		W	4/20/2013	4/20/
Lawson, Timothy	666-66-6668	9		W	4/21/2013	4/20/
Lee, Janet	666-66-6669	25		O	4/21/2013	4/21/

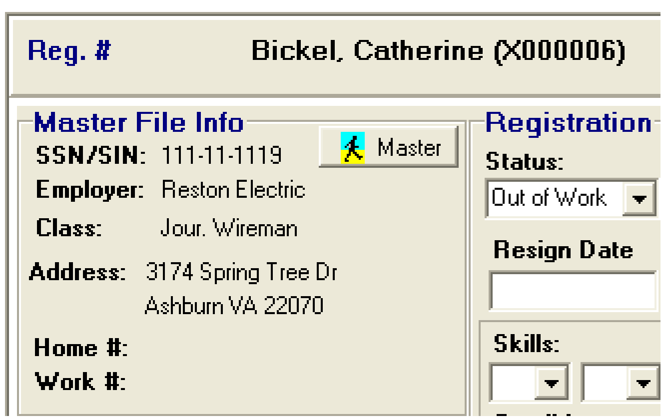
Table View will show you the records on file for all applicants in Job Referral based upon the Sort By selected in the heading. You may change the **Sort By** from **SSN** to **Name**, **Status** or **Reg #**.

Adding an existing member into the Job Referral system

Exercise: Click the **+** button on the navigator bar at the bottom of the screen. The following **Search** window will appear:



Exercise: Select Catherine Bickel, then select the **Basic Info** tab on the **Applicant** form.



Ms. Bickel has been added to the Job Referral System. You are now free to register her to books, offer jobs, etc.

Adding a new applicant into the Job Referral system

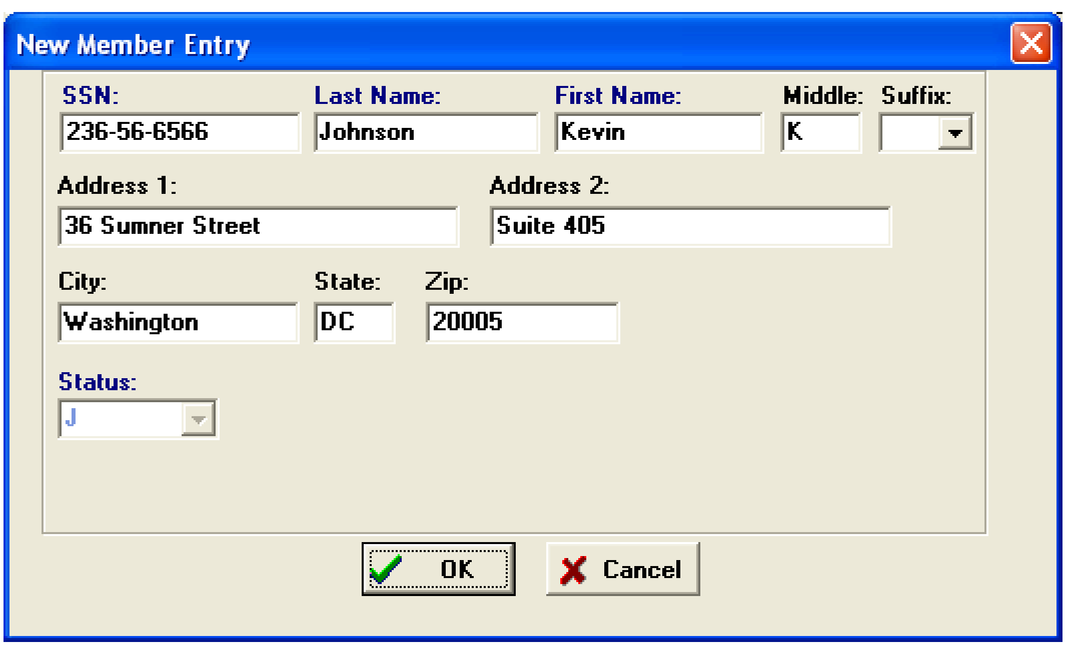
It may be necessary to add a person to the books who is not already in the ICS Member list. The beginning of this procedure is similar to adding an existing member to the Job Referral system.

Exercise: Click the **+** button on the navigator bar at the bottom of the screen. The Search window will appear.

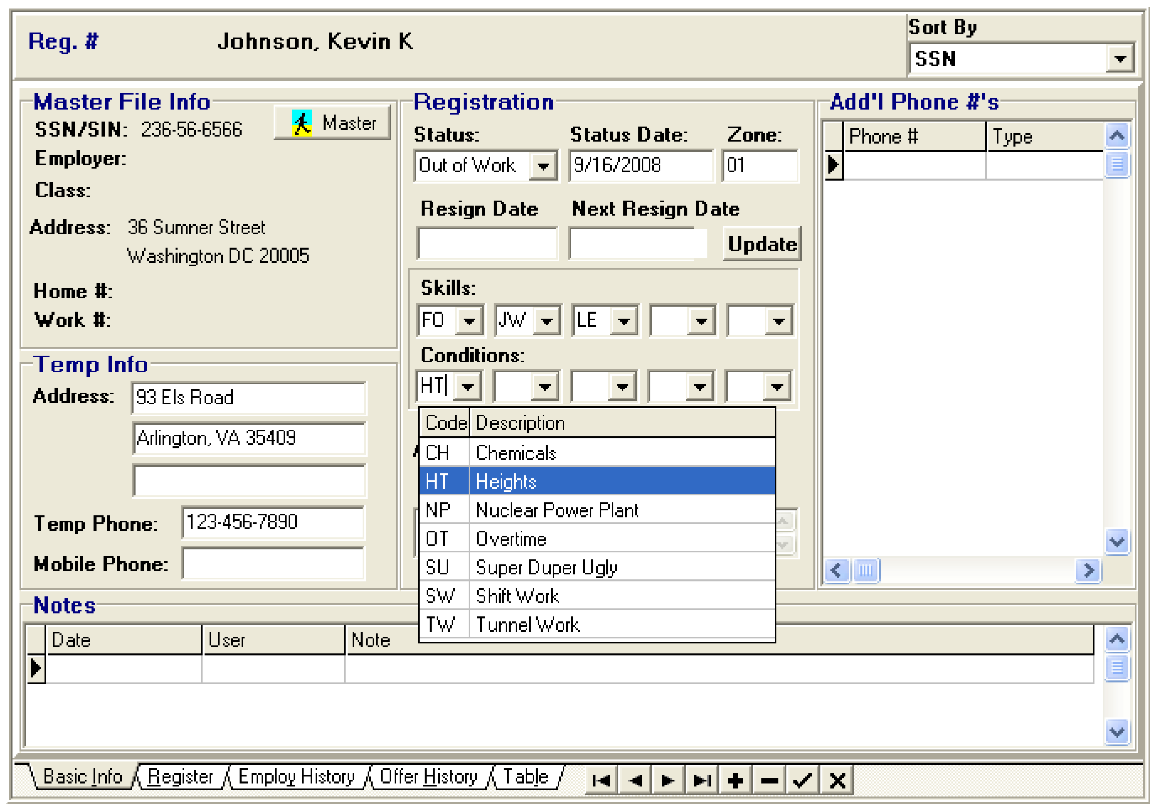
Exercise: Click the **New Applicant** button in the bottom left of the Search window.

The following **New Member Entry** form will appear. This will place the Applicant into the ICS Members List.

Exercise: Fill out the New Member Entry form with the information below to place Kevin Johnson in the ICS Member list and the Job Referral applicant list.

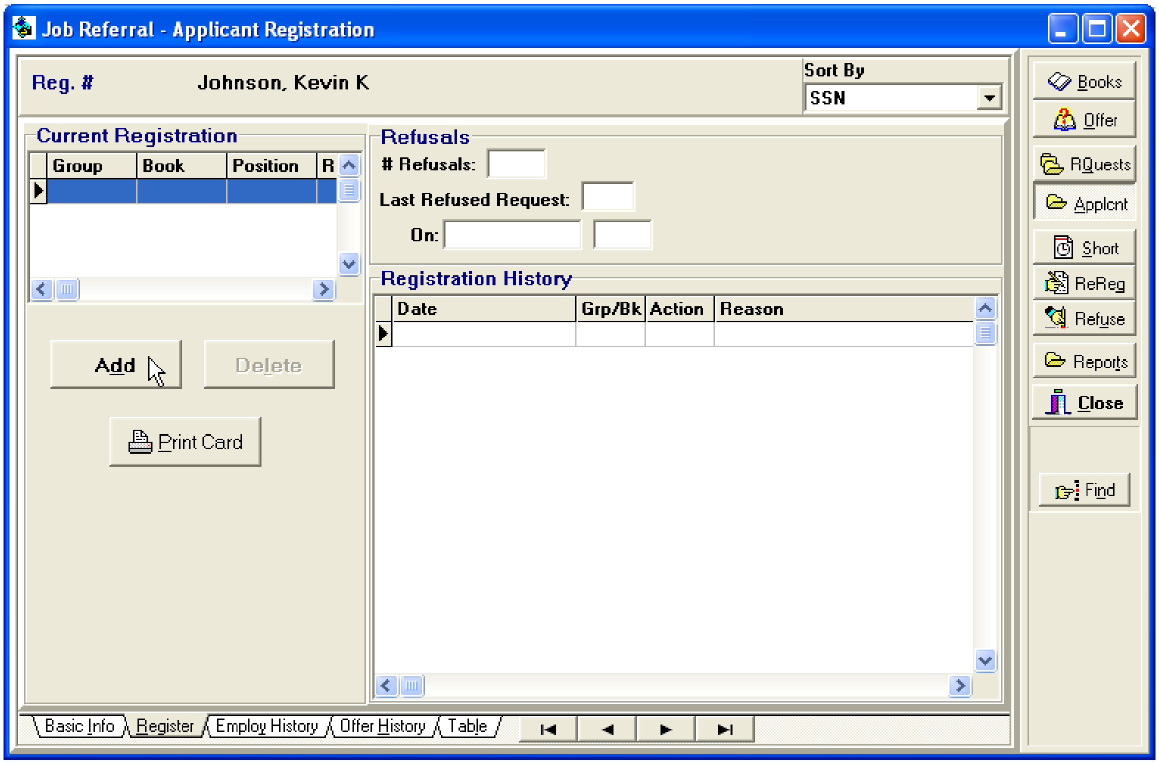


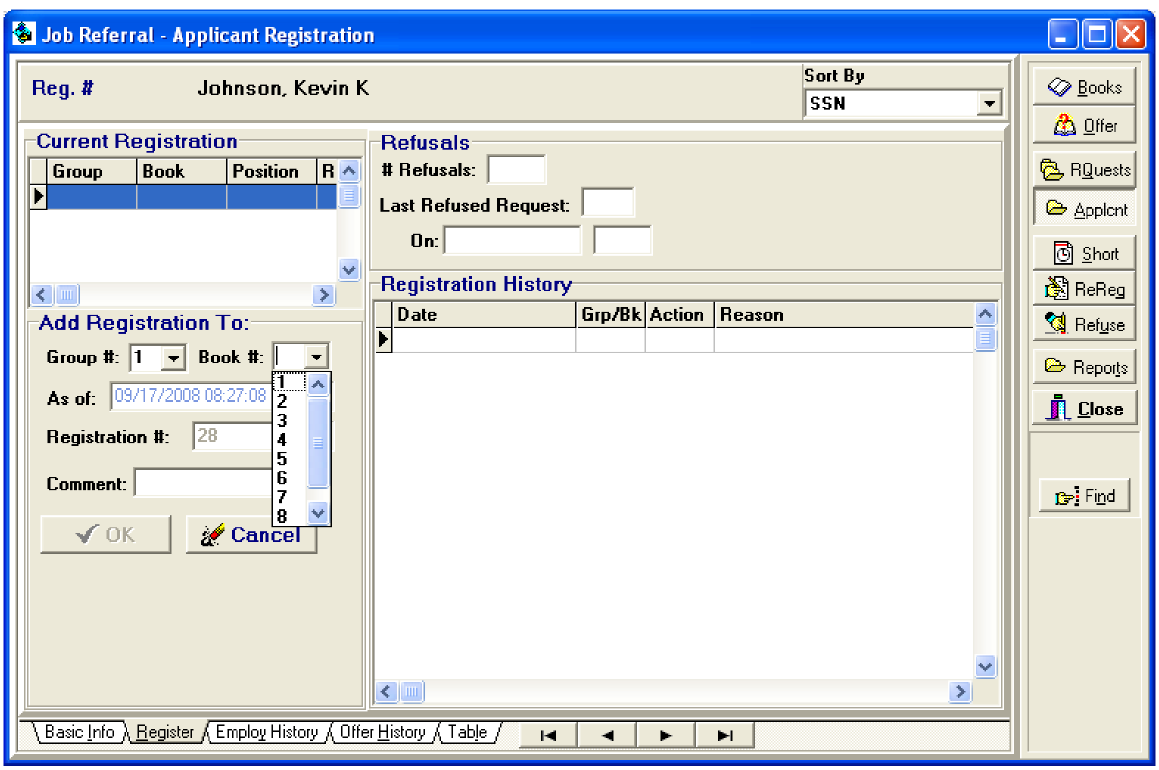
Exercise: Click **OK**, then fill in some information for Mr. Johnson as shown below:

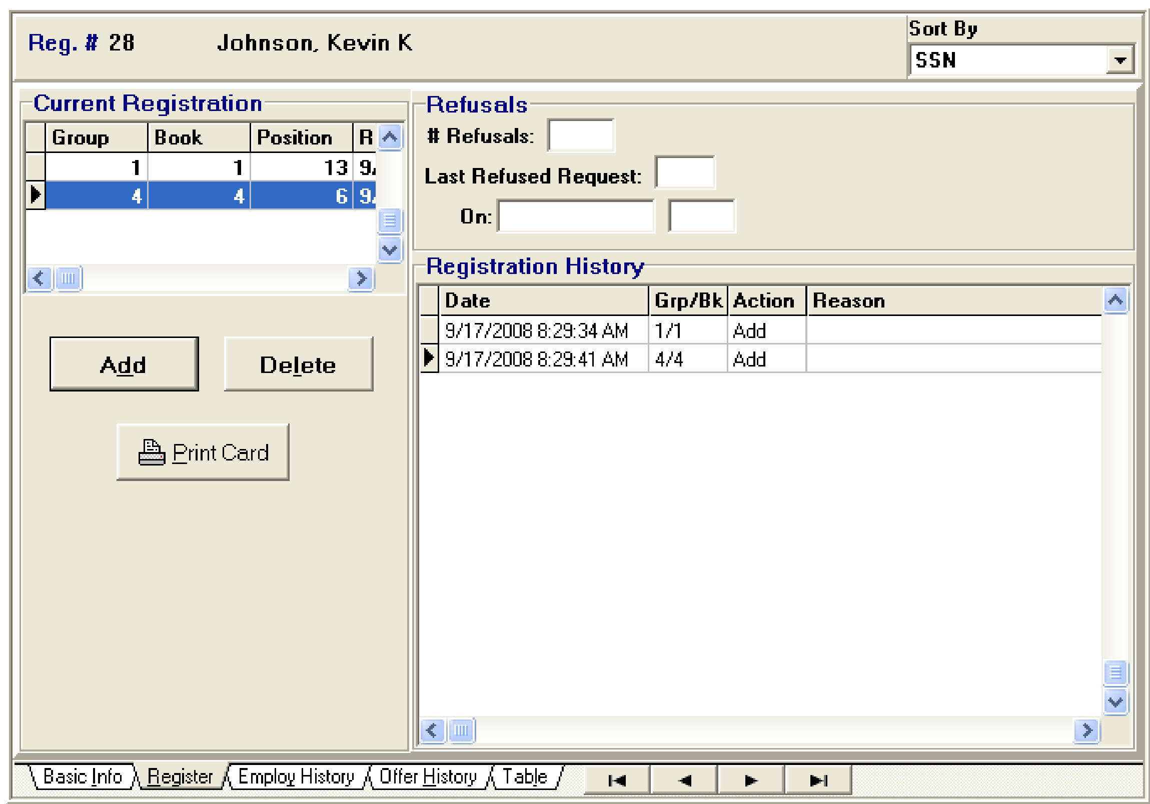


Now Kevin Johnson can be registered on some books.

Exercise: Click on the Register tab and add Kevin Johnson to Group 1, Book 1 and Group 4, Book 4.



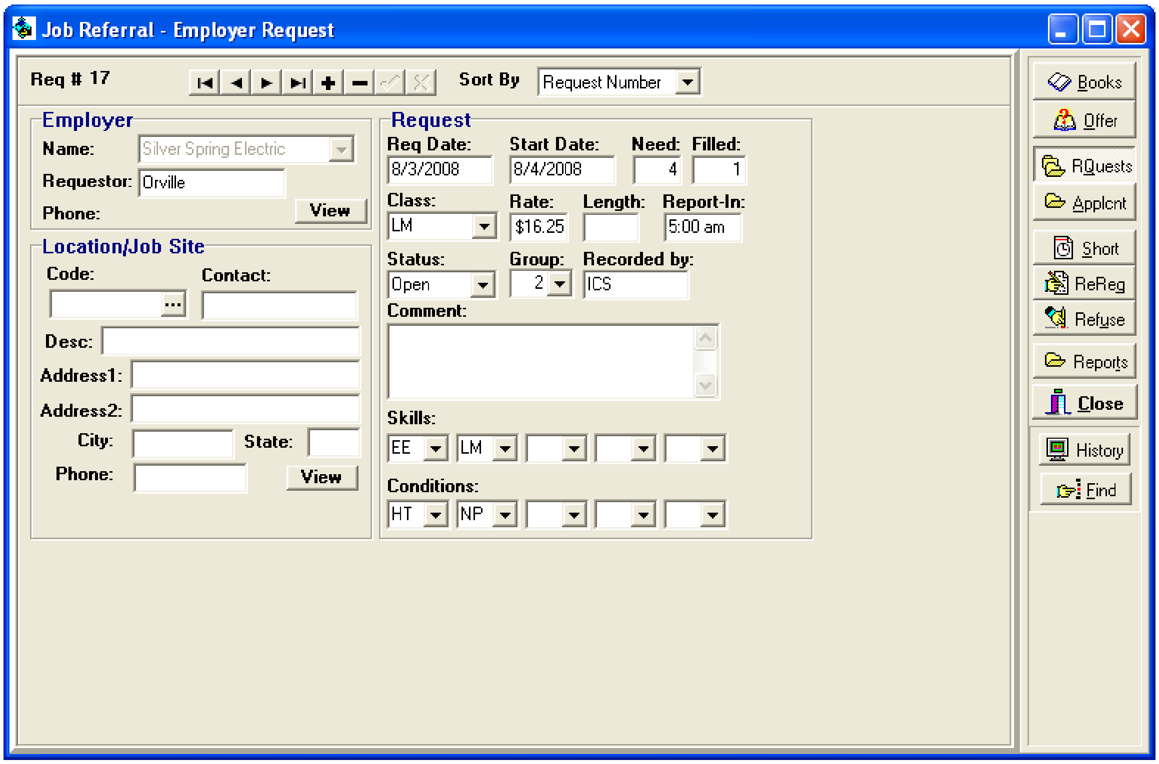



Reg. # 28
Johnson, Kevin K
Sort By
SSN
Current Registration
Group
Book
Position
R
1
1
13
4
4
6
Refusals
Refusals:
Last Refused Request:
On:
Registration History
Date
Grp/Bk
Action
Reason
9/17/2008 8:29:34 AM
1/1
Add
9/17/2008 8:29:41 AM
4/4
Add
Add
Delete
Print Card
Basic Info
Register
Employ History
Offer History
Table

Employer Requests

Exercise: Click RQuests on the side bar to view this screen.

The Employer Request screen allows the user to create and manage work requests from employers.



Employer: Displays the employer that is requesting the work. There is a **Requester** field and a **View** Button. The **view** button will open the employer information form so that you may edit or reference information.

Location/Job Site: You may choose a location by code. Click on the "Three dotted" Button to choose or add a new code. To **Add a new code** click on the "Three dotted" Button then click the "**New Location**" button. Clicking on the **view** button will open the locations tab in the employer information form.

Request: Contains the following information:

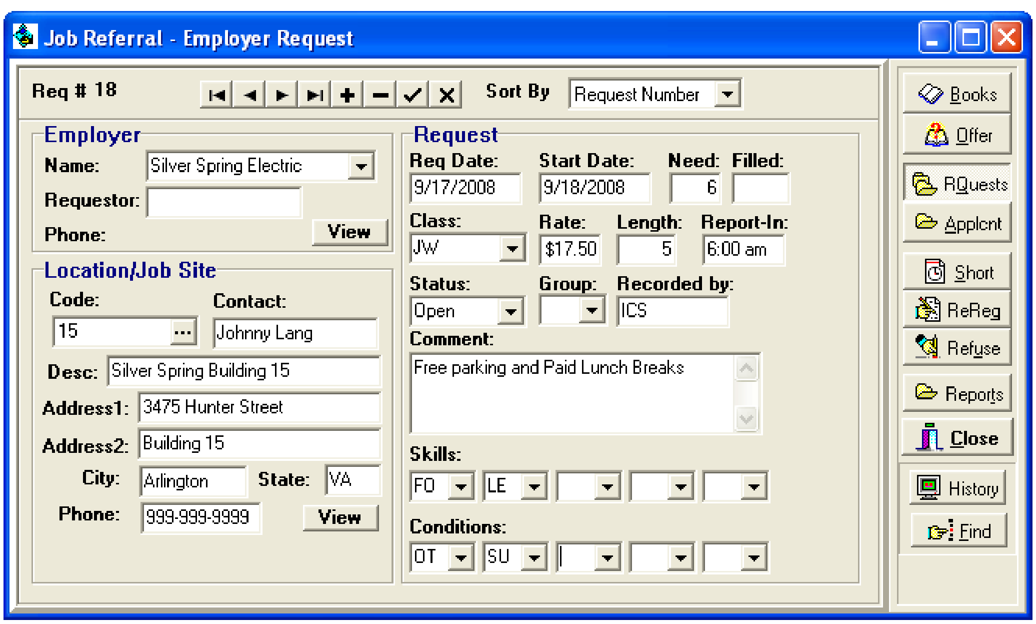
- **Request Date** and **Start Date** fields will initially display the current date.
- **Need** is a field to show how many applicant the employer will required for the job.
- **Filled** will automatically calculate as applicants accept the job offer.
- **Class** gives the employer an opportunity to request a particular classification.
- **Rate** will automatically display the classification hourly rate.
- **Length** is the length of the job as Number of Days.
- **Report In** is the time the applicants need to report to work.
- **Comment** field allows the employer to make a note or enter a special request.
- **Status** will read as Open to show that the employer still has jobs available, when the fields Filled and Need are equal the Status will read as Closed.
- **Recorded By** will display the users log in name.
- **Skills** and **Conditions** allows the employer the ability to specify what is required for the jobs.

The Insert button on the navigation bar is used to add an Employer Request.

Exercise: Click the **Insert (+)** button on the navigation bar to create a new request. Search for Silver Spring Electric (Employer #4).

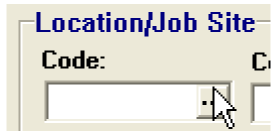
The following screen will appear, with most fields empty.

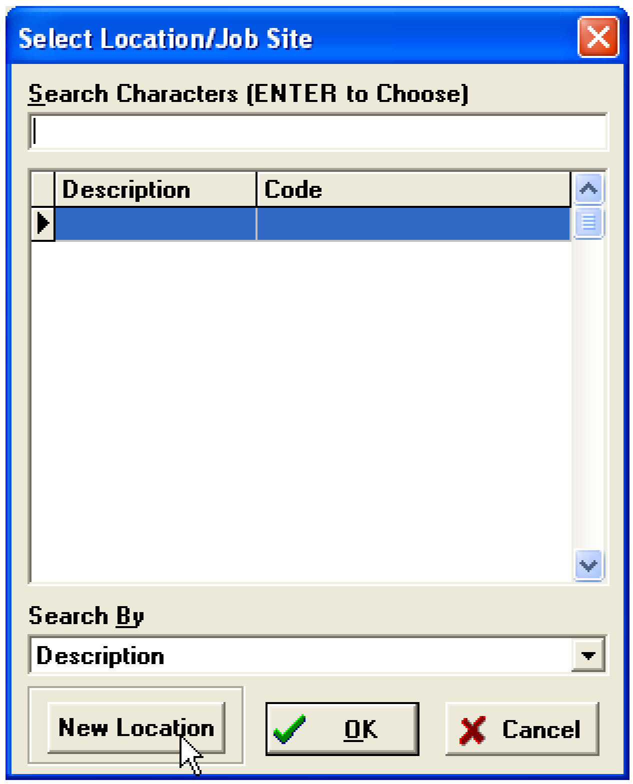
Exercise: Fill in the request with the data below.



Each time a Job Request is entered in the system, a **Request #** is assigned (#18, in this case).

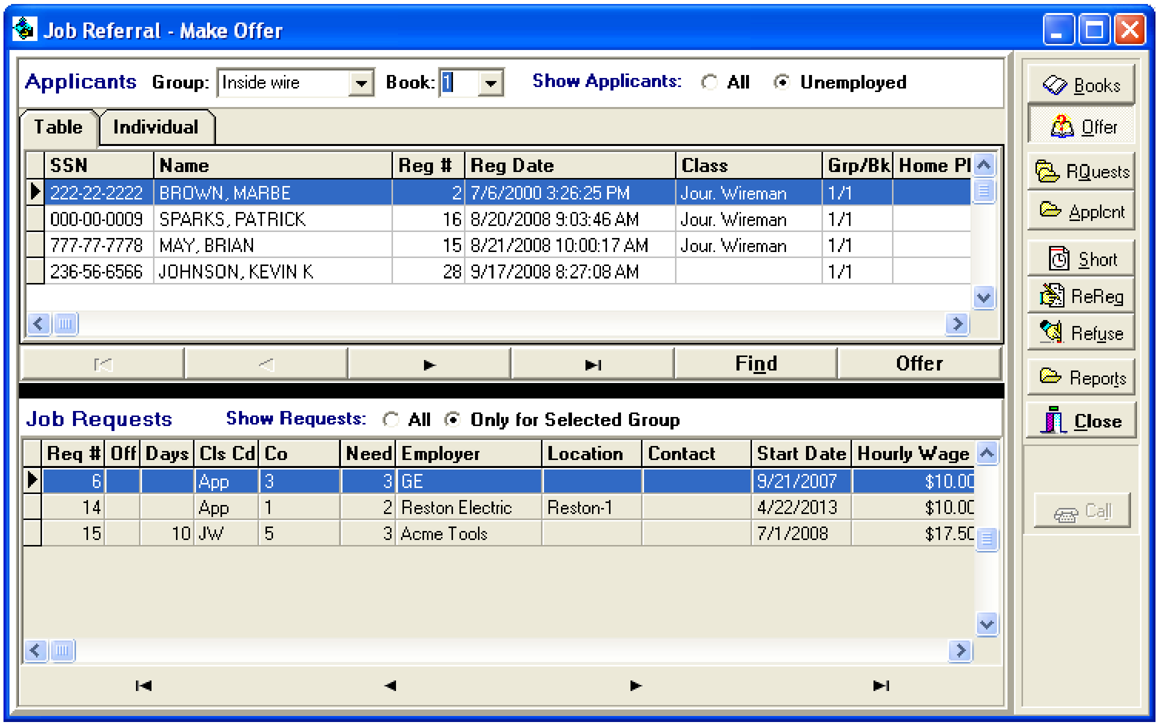
Adding Location 15 will require using the 'Three Dotted' button.





Offer Screen

Exercise: Select Offer. This screen is used to make job offers to applicants.



The screen lists applicants in the top half, employer requests in the bottom. Several options exist for displaying this information.

<u>Applicant Information</u>

- **Group** and **Book:** fields are used to tailor the search for applicants. Books can be set to **All** in order to see all applicants in a group regardless of which book they are on.
- Show Applicants can be set to display all applicants on the selected group/book, or only those who are currently unemployed.
- Table/Individual tabs allow the user to view applicants individually or in a list.
- **Prior, Next (◄,►), Find:** These buttons are used to skip forward or backward displaying each applicant within the specified Group and Book. **Find** will allow you to search for an applicant.
- Offer button will offer the selected job to the selected applicant.

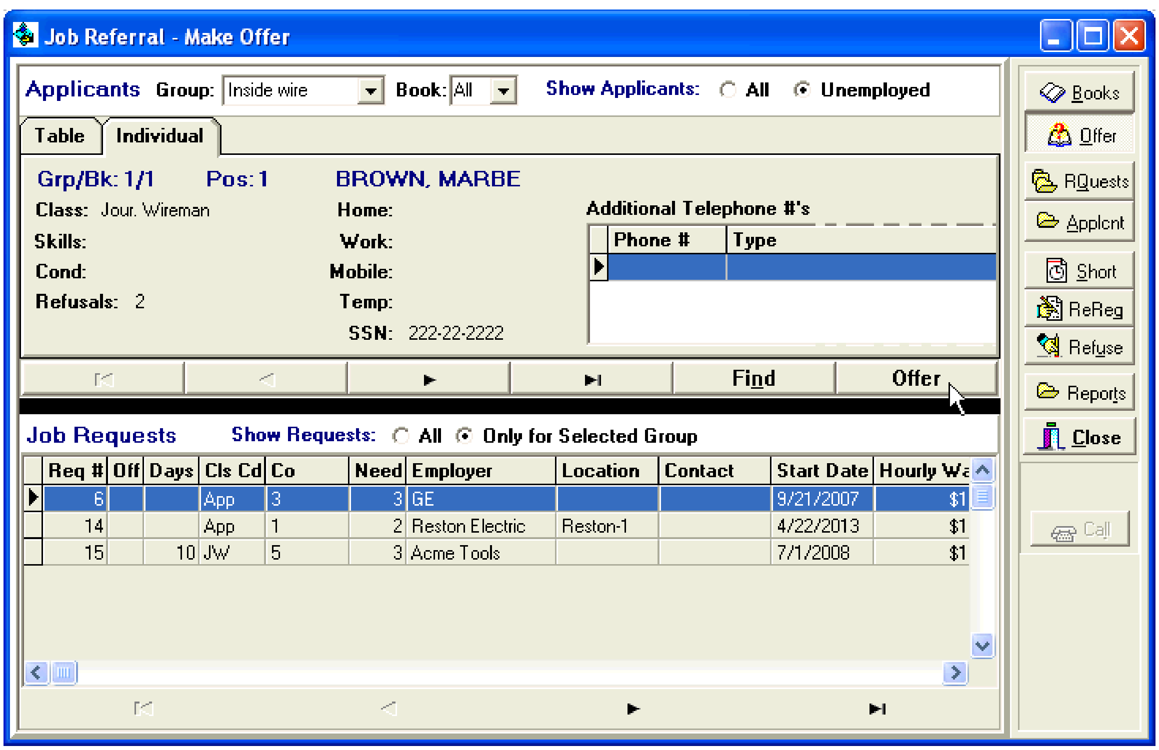
Job Request Information

- Show Requests allows the user to display all job requests or to select only the ones applicable to the selected group.
- The job information will display the **location**, required **skills**, **conditions**, **number** of individuals requested (**need**), number of **days** needed along with additional information.
- When a job has been **Accepted** or **Rejected** by the selected applicant, it will be coded in the column titled **Off**.
-

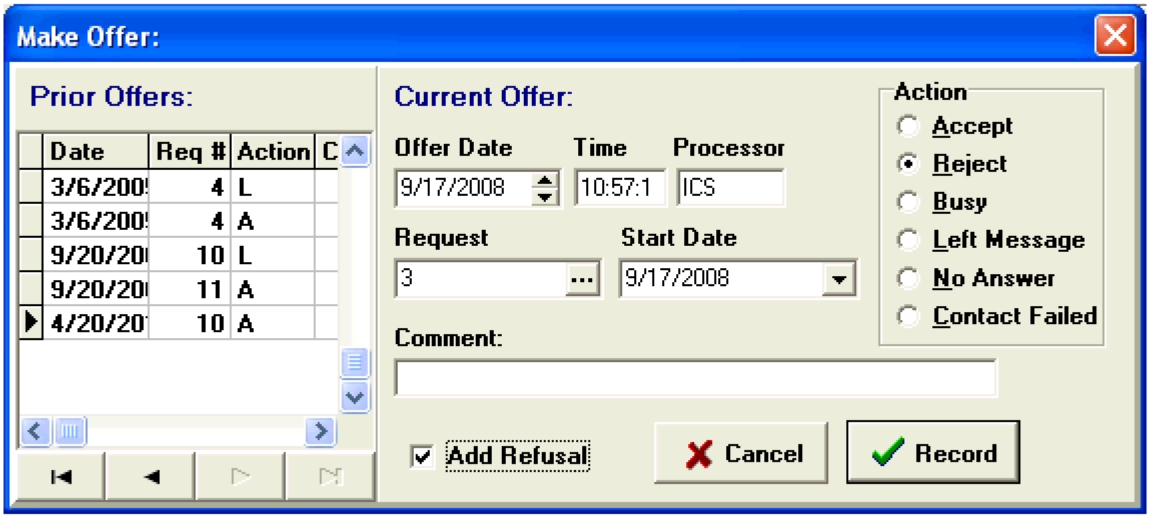
Making an Offer

Make sure that Group 1 (Inside wire) is selected with either Book 1 or All Books.

Exercise: Select Applicant **Marbe Brown** and **Request # 6 for GE**. Click the **Offer** button to offer this job to Ms. Brown.



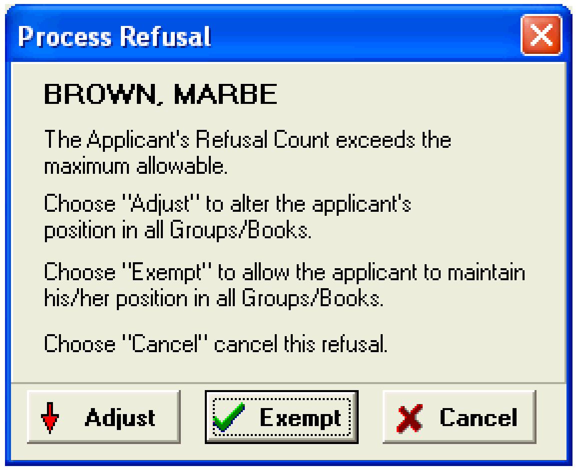
The **Make Offer** screen will appear:



- **Prior Offers** will display Offers that were previously made to the applicant.
- **Current Offer** will display and record the current Offer Information:
  - **Offer Date** which is the date the offer was made.
  - **Time** will display the time the offer was made.
  - **Processor** will show the Logon User name
  - **Request** will show the name of the employer that holds the job offer
  - **Start Date** is the date applicant is to start working
  - **Comment** field is available to enter a comment
- **Print Slip** if checked will print a Referral Slip when you **Record** the offer (this will change to **Add Refusal** if **Reject** is selected under **Actions.**

Exercise: Process a refusal for Ms. Brown. Select **Reject** under **Action,** check the **Add Refusal** checkbox, and click **Record.**

Prior to rejecting this job offer, Ms. Brown had 2 refusals on her record. According to local dispatch rules, this refusal puts her over the limit:



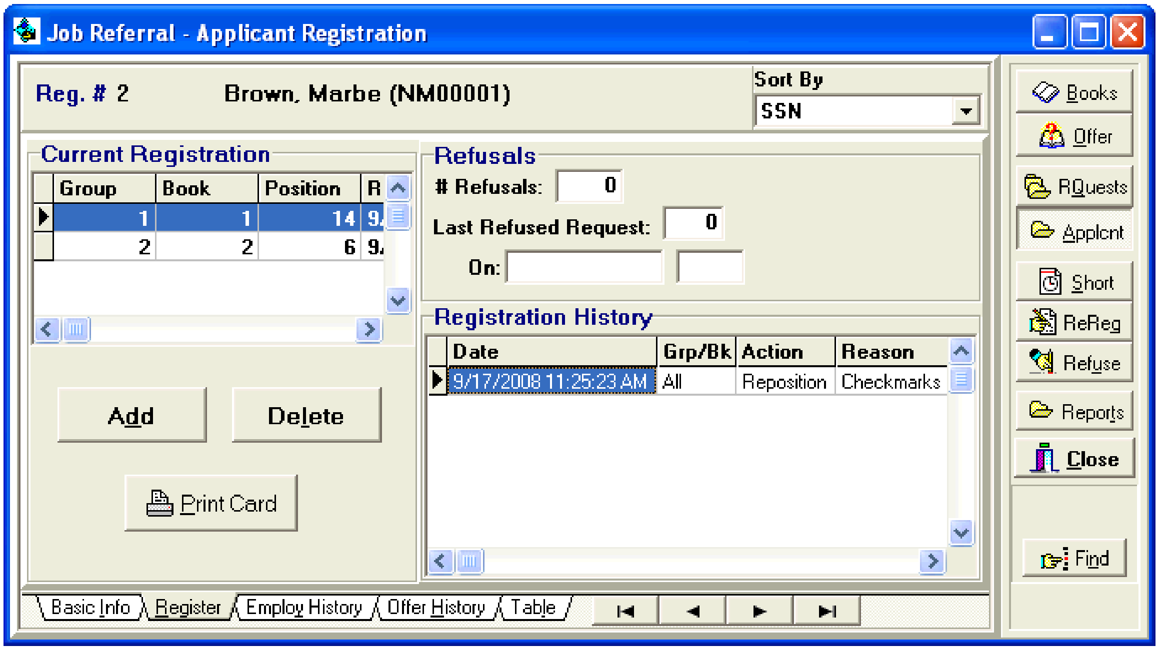
Selecting **Adjust** here will trigger your local's refusal rules immediately. **Exempt** will bypass the refusal processing action for the time being. The user could still opt to do refusal processing later.

Exercise: Click **Adjust**.

This will cause Marbe Brown to be repositioned on all books per local union dispatch rules. To see what happened, go to the **Applicant** screen and search for Marbe Brown.

Exercise: Click **Applcnt** button**.**

Exercise: View Register Tab



You will notice that a Reposition action has been recorded in Ms. Brown's Registration history, and her positions on the books and number of refusals have been adjusted.

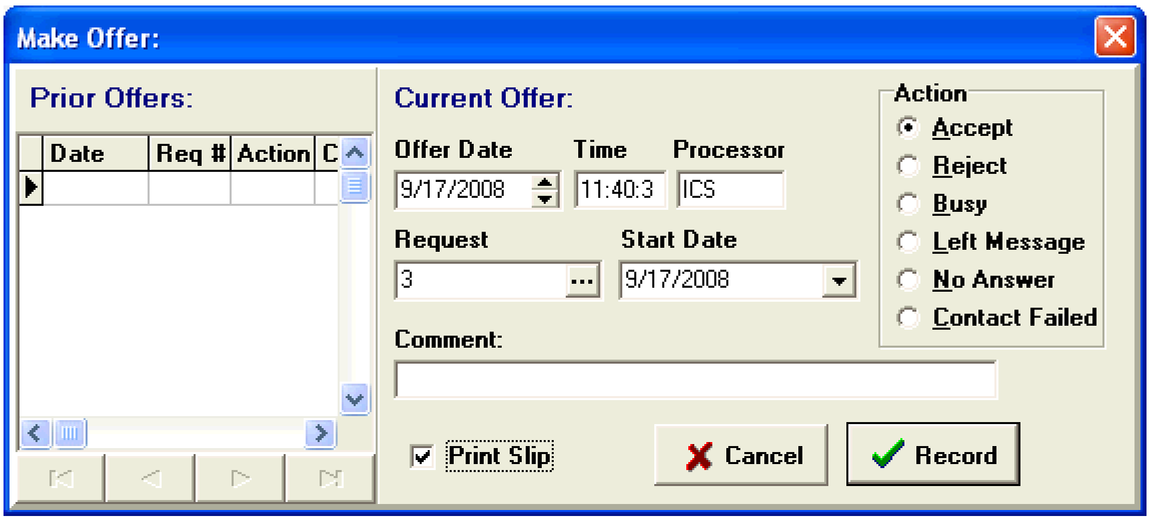
Exercise: View **Offer History** Tab

The refused offer is recorded in history.

	6	2	9/17/2008	11:06	Refused	ICS	

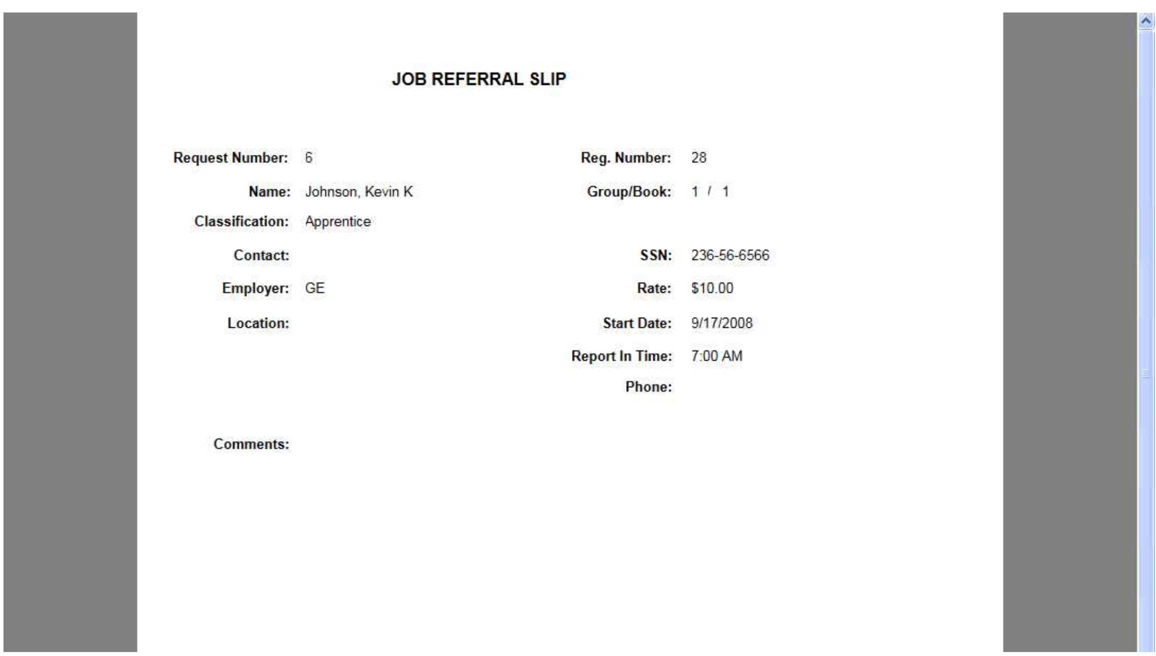
Exercise: Return to the Offer Screen by clicking **Offer** on the sidebar.

Exercise: Select Applicant **Kevin Johnson** and **Request # 6 for GE**. Click the **Offer** button to offer this job to Mr. Johnson.



Exercise: Process an acceptance for Mr. Johhnson. Select Accept under **Action,** check the Print Slip checkbox, and click **Record.**

A job slip similar to the one below will print.


JOB REFERRAL SLIP

Request Number: 6

Reg. Number: 28

Name: Johnson, Kevin K

Group/Book: 1 / 1

Classification: Apprentice

Contact:

SSN: 236-56-6566

Employer: GE

Rate: $10.00

Location:

Start Date: 9/17/2008

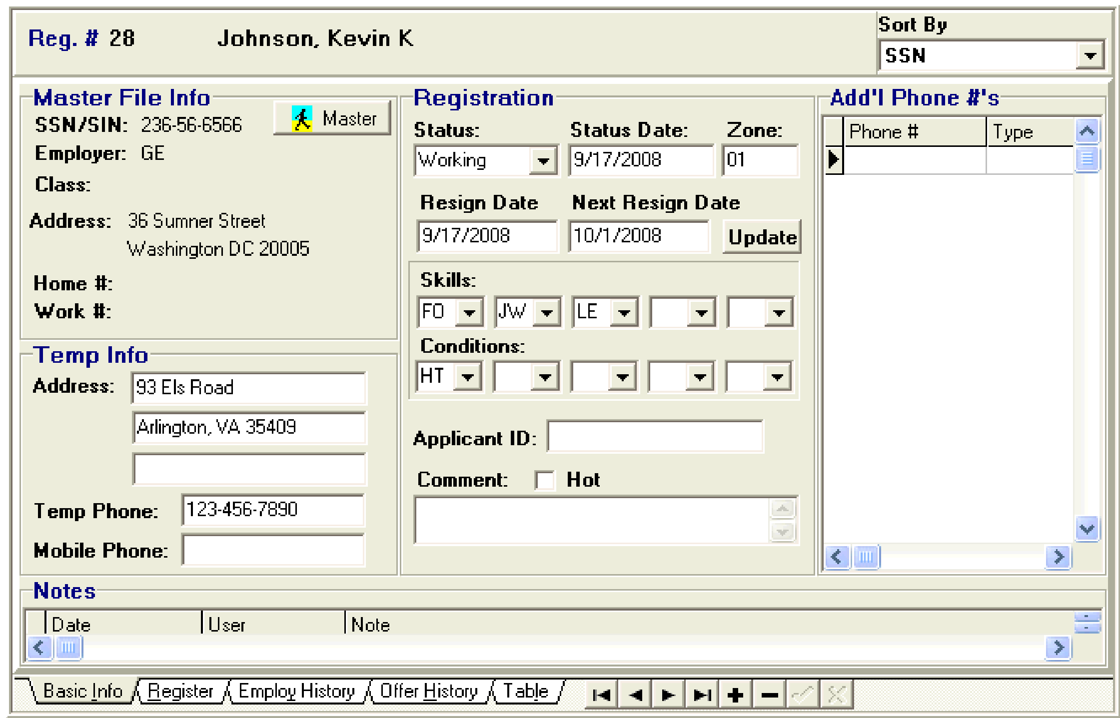
Report In Time: 7:00 AM

Phone:

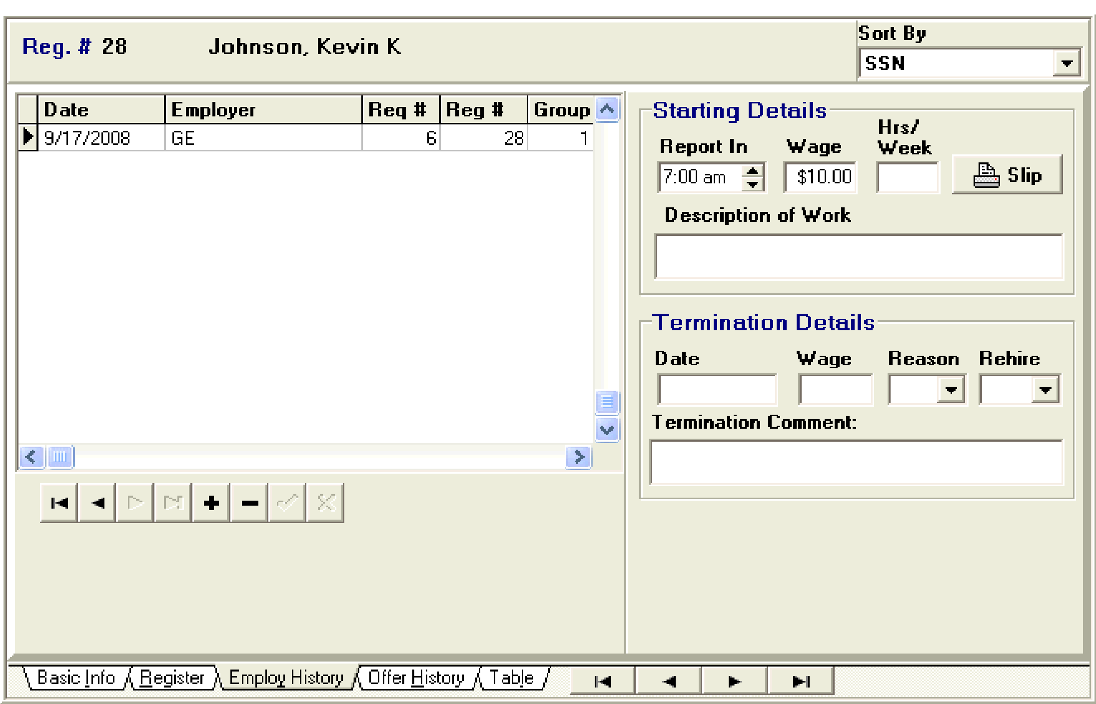
Comments:

The slip is a standard ICS report and can be customized to meet your local's needs.

Search for Kevin Johnson on the Applicant Screen to see what changed when he accepted the job.



Notice that his status in now set to 'Working'. Now click on the **Employ History** tab.

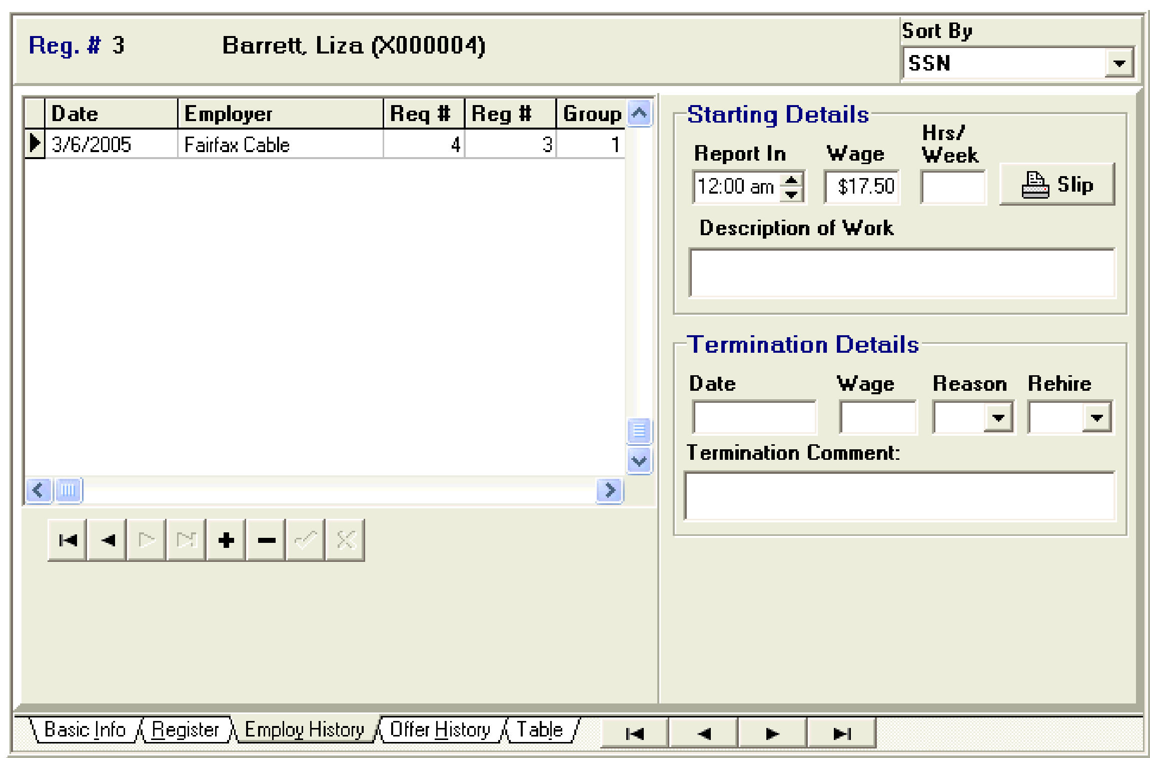


The job is now listed here with starting details. The accepted offer will also be visible in **Offer History**.

Terminating Employment

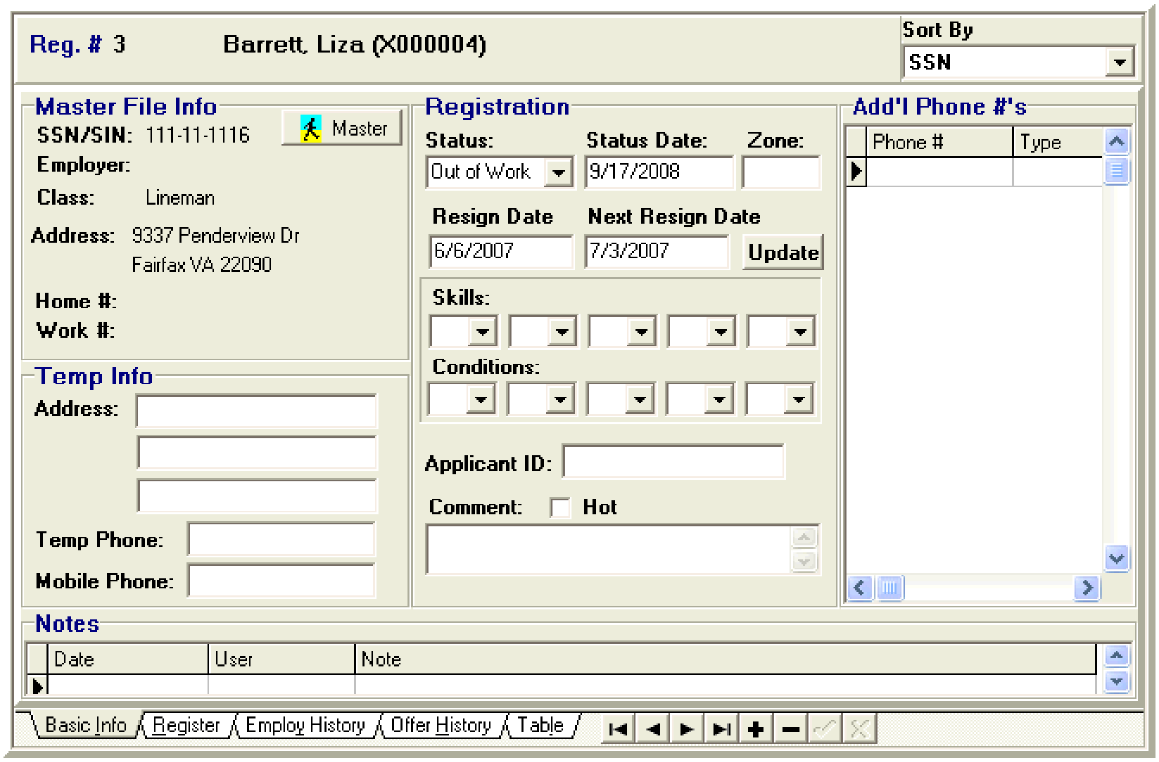
If an applicant's employment at a job ends for any reason, complete the Termination Details on the **Employ History** tab.

Exercise: on the **Applicant** screen, search for Liza Barrett. Select the **Employ History** tab.



Exercise: Fill in the **Termination Details** and click the checkmark on the navigator bar to save.

Returning to the **Basic Info** screen, you'll now see that Ms. Barrett's status has been changed to '**Out of Work**'.

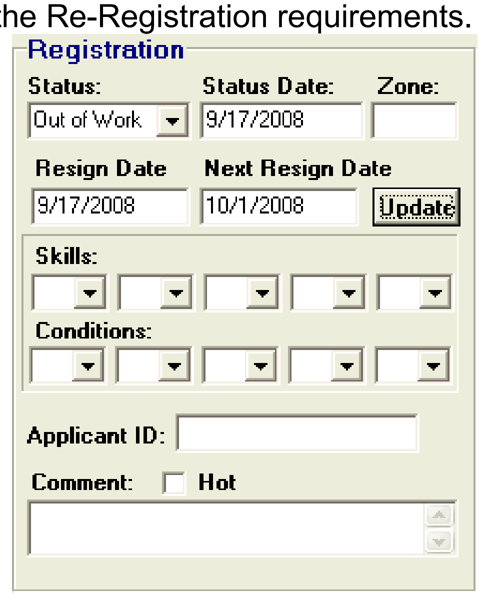


Ms. Barrett is now looking for work, she wants to sign the Job Referral books.

Exercise: Click **Update**

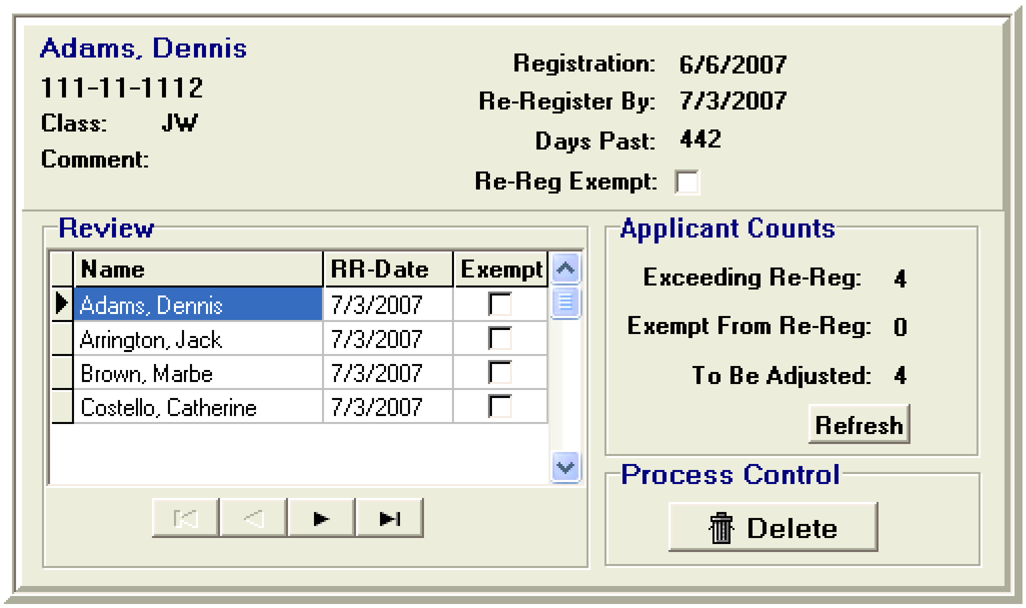
The Resign date will update to the current day to indicate the applicant is resigning the books.

The Next Resign date will update the next date the applicant is required to resign the book, according to the Re-Registration requirements.



Re-Registration Processing

Exercise: Click **ReReg** on the sidebar to view the Re-Registration processing screen.



Re-Registration will list all applicants that have Past the Re-Registration requirements as defined in the System Control.

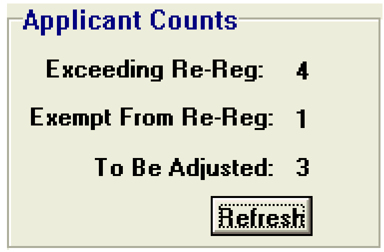
- You are able to **view each applicant's** Re-Registration Information by selecting the applicant in the **Review** grid**.**
- An Applicant may be declared **Exempt** from the Re-Registration process, by double clicking in the exempt box listed next to each applicant
- The **Refresh** button will recount the applicants to be adjusted if an applicant has been exempt.
- **Process Control** contains a button marked either Delete or Reposition, depending on the selection in the System Control.

Exercise: Select **Dennis Adams** and double-click the **Exempt** checkbox next to his name.

Checkmarks will appear in the **Exempt** checkbox next to his name and the **ReReg Exempt** checkbox in the top section of the window.

Exercise: In the **Application Counts** section, click **Refresh**.

The totals will recalculate.

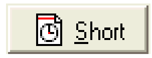


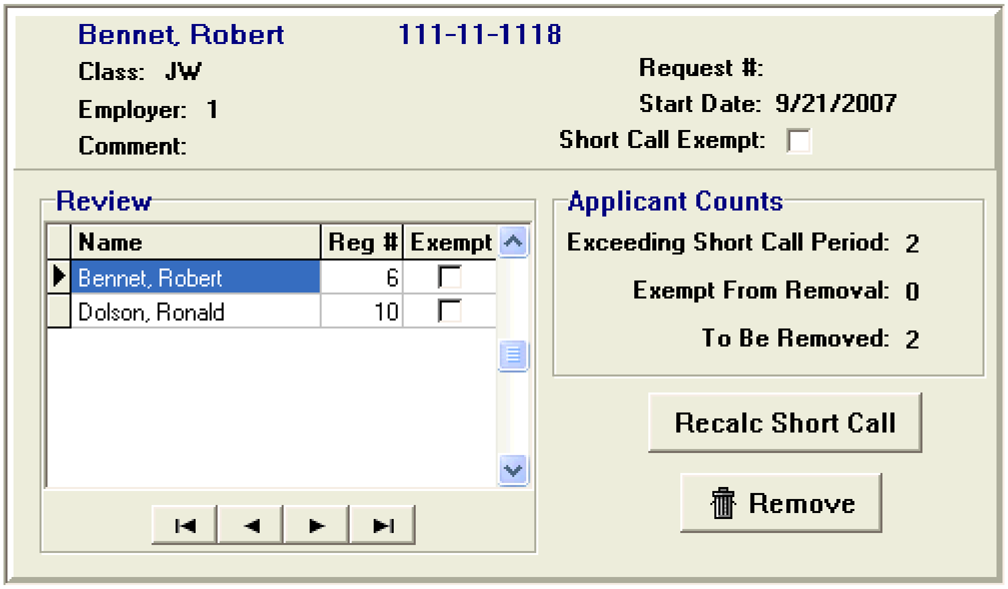
To process the non-exempt members as required by local Re-Registration rules, click the button in the **Process Control** area (it will be labeled **Delete** or **Reposition**, depending on the setup in the System Control).

All non-exempt members from the list have been removed or repositioned on any books they had signed.

Short Call Processing

Exercise: Click **Short** on the sidebar to view the Short Call processing screen.



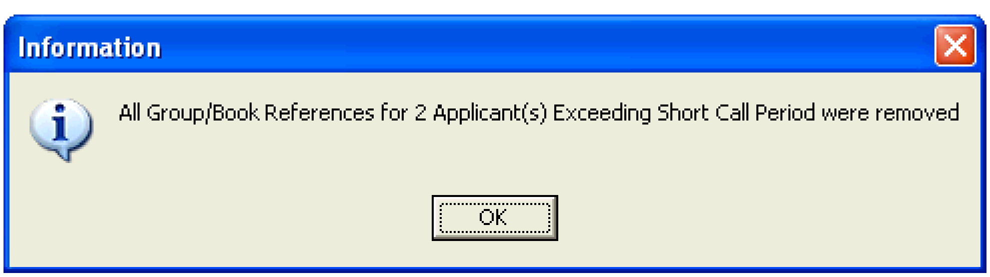


Short call processing is very similar to re-registration processing. The system determines which members have exceeded the short call period, and the options for processing or exempting them are almost exactly the same.

If an applicant appears on the Short Call list, and you do not want them removed, double click on the **Exempt** Box.

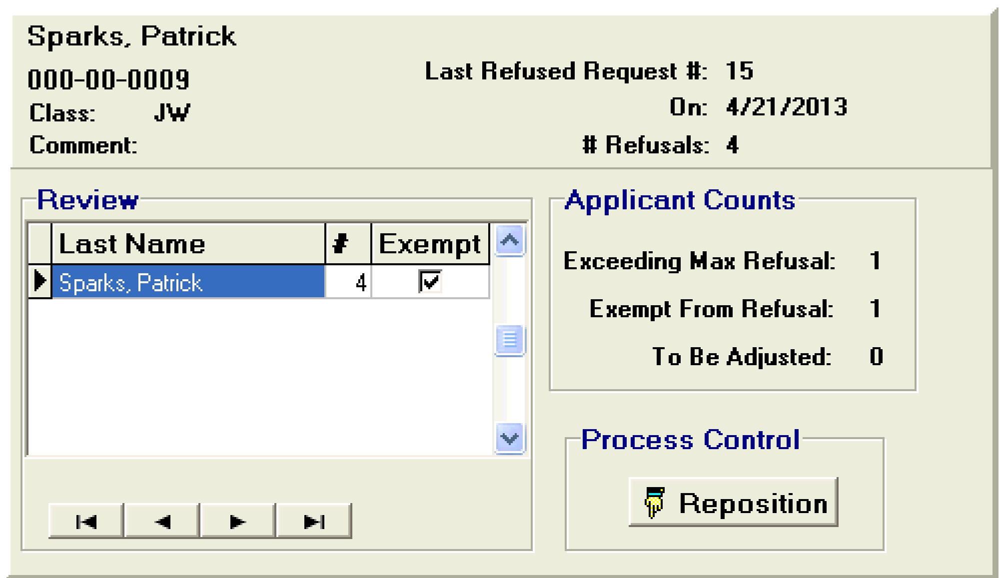
Exercise: Double-click the **Exempt** box next to one of the members listed in the **Review** section and note how the **Applicant Counts** automatically update.

Exercise: Click **Remove** to remove all non-exempt members from the books.



Refusal Processing

Exercise: Click **Refuse** on the sidebar to view the Short Call processing screen.



Refusal processing is very similar to re-registration and short call processing. The system determines which members have exceeded the refusal limit, and the options for processing or exempting them are almost exactly the same.

If an applicant appears on the Refusal list, and you do not want them removed, double click on the **Exempt** Box next to the applicant's name.

Process Control contains a button marked either Delete or Reposition, depending on the selection in the System Control.

Exercise: Click the button in the **Process** Control section of the screen (it will be labeled either Delete or Reposition depending on how it was set up in the system control)**.**

If we view the Books you will see that Patrick Sparks is now in **Relative Position #3**

Section 3: Reports

To view the Job Referral reports included with ICS, click the **Reports** button on the sidebar, or select **Job Referral Reports** from the ICS **Reports** menu.

The **Job Referral Reports** window consists of two tabs:

- **List Reports**
- **Miscellaneous Reports**

The **List Reports** tab appears first by default and is shown above. It contains the following reports:

- **Registration List Detail**
- **Registration List Summary**
- **Unemployment Position List**
- **Working Applicants List**.

The **Primary Sort Field** is **Group/Book**. By selecting from the provided drop-down the **Secondary Sort Field** can be changed.

You may **Print** or **Preview** the output.

The **Miscellaneous Reports** tab is shown below:

Reports available on this tab:

- **Jobs Available:** Provides you with a list of all jobs available in your preferred Sort Order. By selecting from the provided drop-down you may change the Sort Order. You may Print or Preview the output.
- **ReRegistration List** allows you to print a report showing applicants who have passed the re-registration date by indicated number of days. The number of days may be changed to your preference by clicking the spin button up or down.
- **Employer Request/Employee** allows you to Print/Preview a list of employees referred out on a specific employer request.
  - To select a specific employer request, click the 'Three Dot' button in the Employer Request field. A Request Lookup will be provided.
  - The Search By field allows several options to search for an Employer Request. The current Search By selection is Employer Name.
  - Type the Employer's name in the Search Characters field. Once the Employer is located by the system, you may double-click on the highlighted line or select the OK button.
  - Select a Sort Order and then Print or Preview the output.
- **The Employment History** allows you to Print or Preview a report of a specific applicant. By selecting the display button in the Applicant field, you will be shown all applicants listed in Job Referral.
- **The Condition Codes** will supply you with a listing of Job Condition Codes and their Descriptions.

- **The Special Skill Codes** provide a listing of the Special Skill Codes and Descriptions.
- **The Termination Reason Codes** provide a listing of Termination Codes and Descriptions.
- **Holiday Dates** will provide you with a listing of dates and descriptions of the holidays entered into the system for each Employer.
- **The Job Offer Action Codes** will provide a listing of the Action Codes and Descriptions.
- **Job Site ID's** will provide you with a listing of the Location Codes and Descriptions for each Employer.

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ICS-Windows

ICS-Windows
Grievance Tracking Module
Training Guide
(Section III)

Table of Contents

Introduction

The purpose of Grievance Tracking is to track grievances and store the information to create reports.

Section 1: Grievance Setup

Before beginning to use the ICS Grievance module, some setup is necessary. This involves three areas: the **System Control**, the **Employer** screen, and the **Code Tables.** To get started with the System Control portion, select File | Setup | System Control from the main ICS screen.

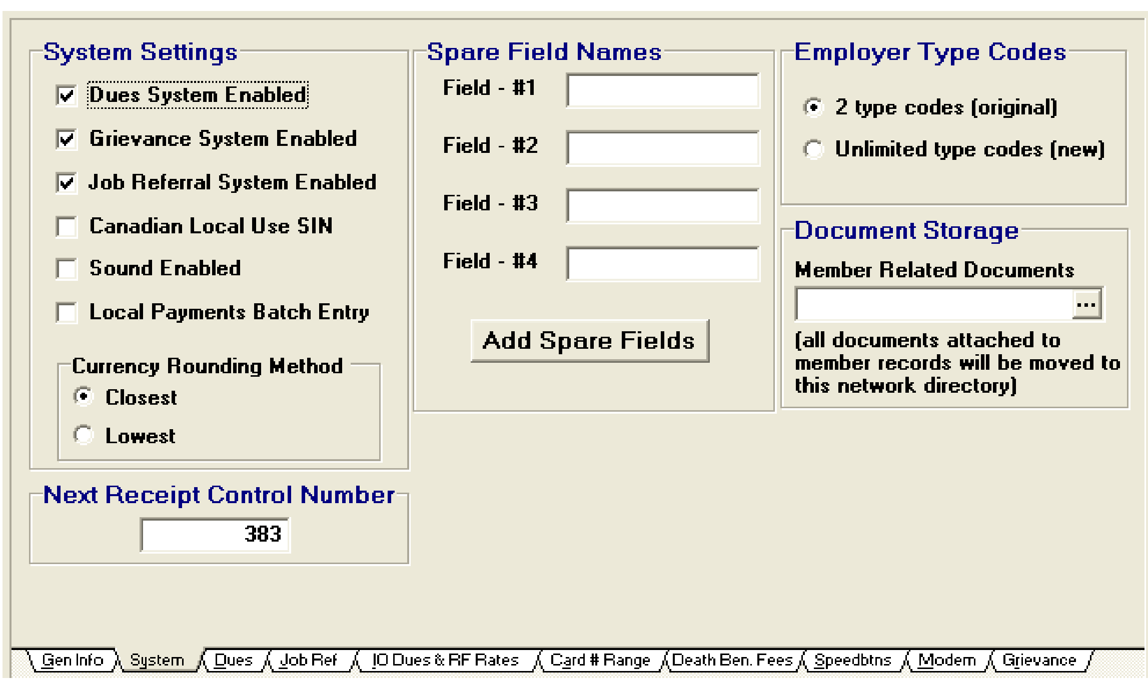
System Control

Two tabs in the System Control contain Grievance setup items: the System and Grievance tabs.

Systems Tab

Exercise: Click on the 'System' tab to select.

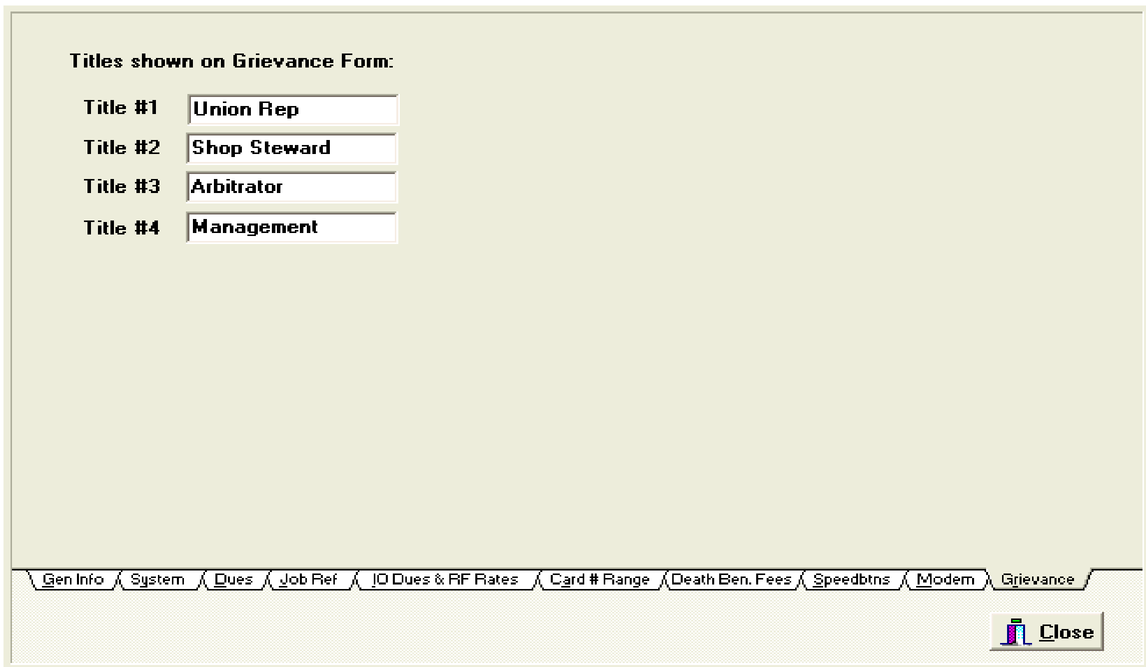
Exercise: Activate Grievance Tracking by selecting the Grievance System Enabled (it may already be selected).



Grievance Setup Tab

This allows the user to enter the titles of up to four key figures in the grievance process.

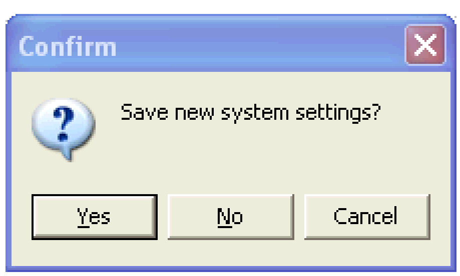
Exercise: Click on the 'Grievance' tab to select.
Exercise: Enter titles to be shown on the Grievance Form as shown below.



These fields will automatically be placed in the 'Detail Fields' tab of the Grievance form, and on the Grievance Tab of the Member form.

That's all that needs to be done in the system Control. Setting up Grievance steps for employers is the next step.

Exercise: Click the **Close** button to exit the System Control. The following message will appear:



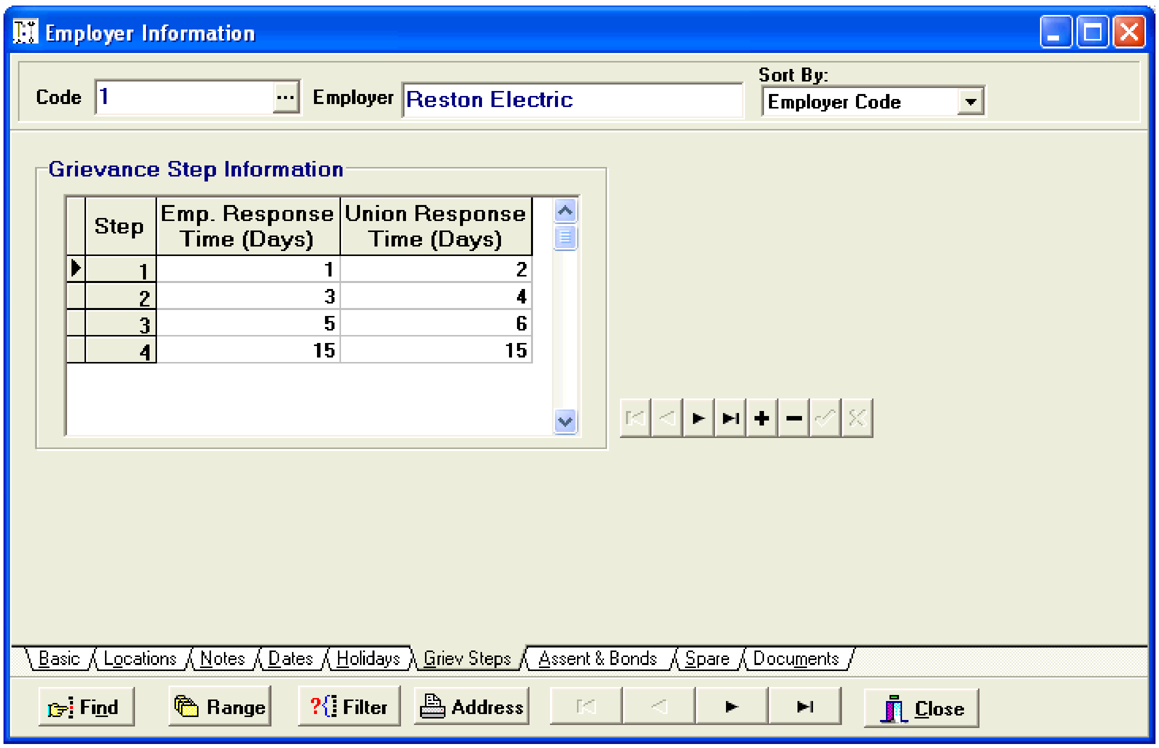
Exercise: Click **Yes.**

Set Up Grievance Steps (Employer Form)

This is used to establish the number of steps in a grievance and the response times for the Employer and Local Union at each step, as specified in the local union's Contract with the employer.

Exercise: Open the **Employer** form by selecting **Employers** from the **Lists** menu, or by pressing **Ctrl-E** on the keyboard.

Exercise: Click the **Griev Steps** tab to display the employer's grievance steps.

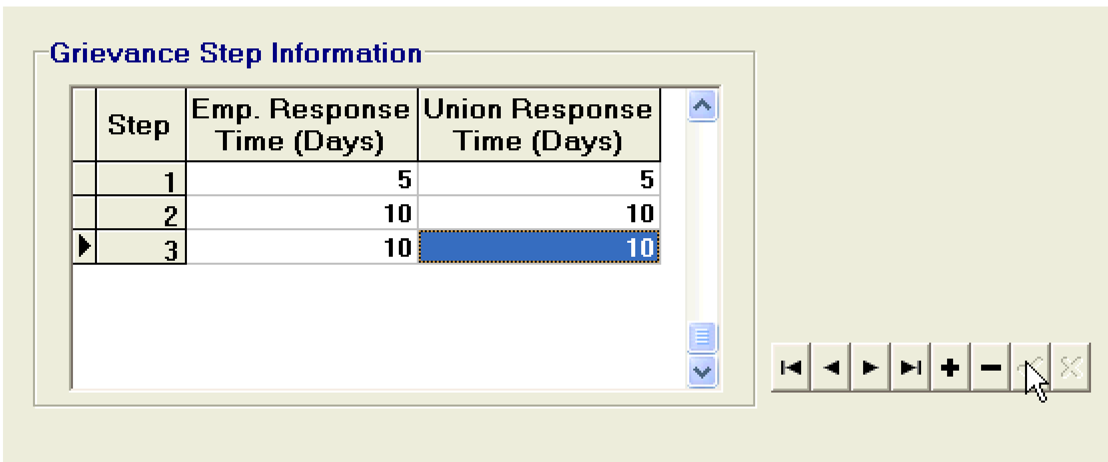


Set up grievance steps for Fairfax Cable.

Exercise: Use the **Find** button or database navigator bar to select Fairfax Cable.

Exercise: Click the **Griev Steps** tab to display the employer's grievance steps.

Exercise: Enter grievance steps as shown below and click the check mark on the database navigator bar to save.

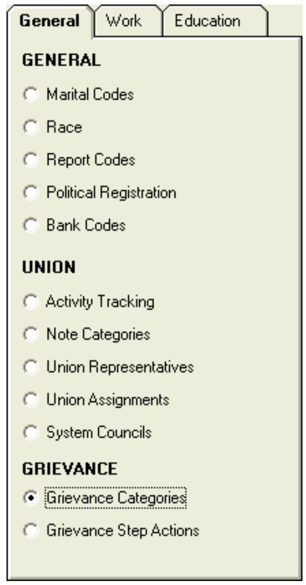


That's all there is to setting up grievance steps for an employer. The final required setup step is in the **Code Tables.**

Exercise: Click the **Close** button to close the employer form. From the **File** menu, select **Setup | Code Tables**.

Code Tables

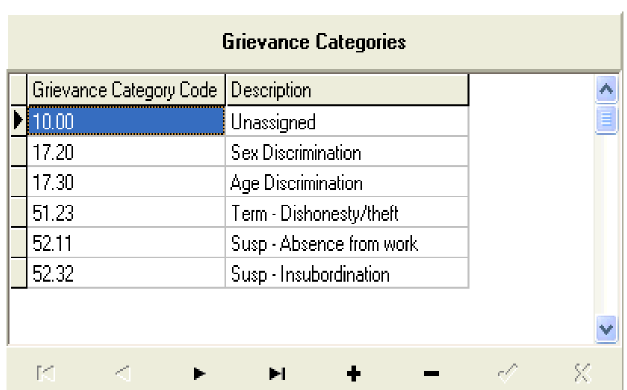
Code tables pertaining to the Job Referral module are found on the **General** tab.



As you can see under the **Grievance** heading on this tab, there are two Grievance Code Tables.

- **Grievance Categories** are types of grievances that the local union may wish to group by, e.g. Discrimination, Attendance, etc.
- **Grievance Step Actions** is a list of available actions at each grievance step level, e.g. Won, Lost, Settled, etc.

Exercise: Select **Grievance Categories** to see the following:

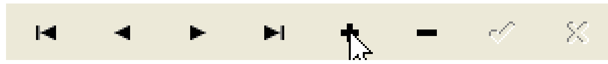


Grievance Categories

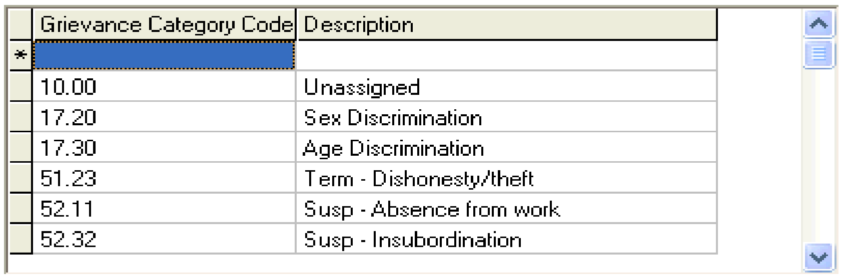
Grievance Category Code	Description
10.00	Unassigned
17.20	Sex Discrimination
17.30	Age Discrimination
51.23	Term - Dishonesty/theft
52.11	Susp - Absence from work
52.32	Susp - Insubordination

This lists the Grievance Categories used at this local and their codes.

Exercise: Add 'Drug Testing' as a grievance Category with a code of '15.15'. Begin by clicking **+** on the navigator bar at the bottom of the window to insert a new record into this list:

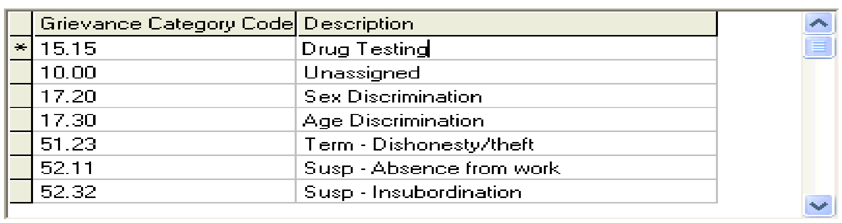


A blank line will be inserted into the list:



	Grievance Category Code	Description
*		
	10.00	Unassigned
	17.20	Sex Discrimination
	17.30	Age Discrimination
	51.23	Term - Dishonesty/theft
	52.11	Susp - Absence from work
	52.32	Susp - Insubordination

Exercise: Enter the new code into the list:



	Grievance Category Code	Description
*	15.15	Drug Testing
	10.00	Unassigned
	17.20	Sex Discrimination
	17.30	Age Discrimination
	51.23	Term - Dishonesty/theft
	52.11	Susp - Absence from work
	52.32	Susp - Insubordination

When you finish entering the grievance category, it will be alphabetized into the list based on its code.

Exercise: For additional practice, try adding a step action code of Pending (P) to the Grievance Step Actions code table.

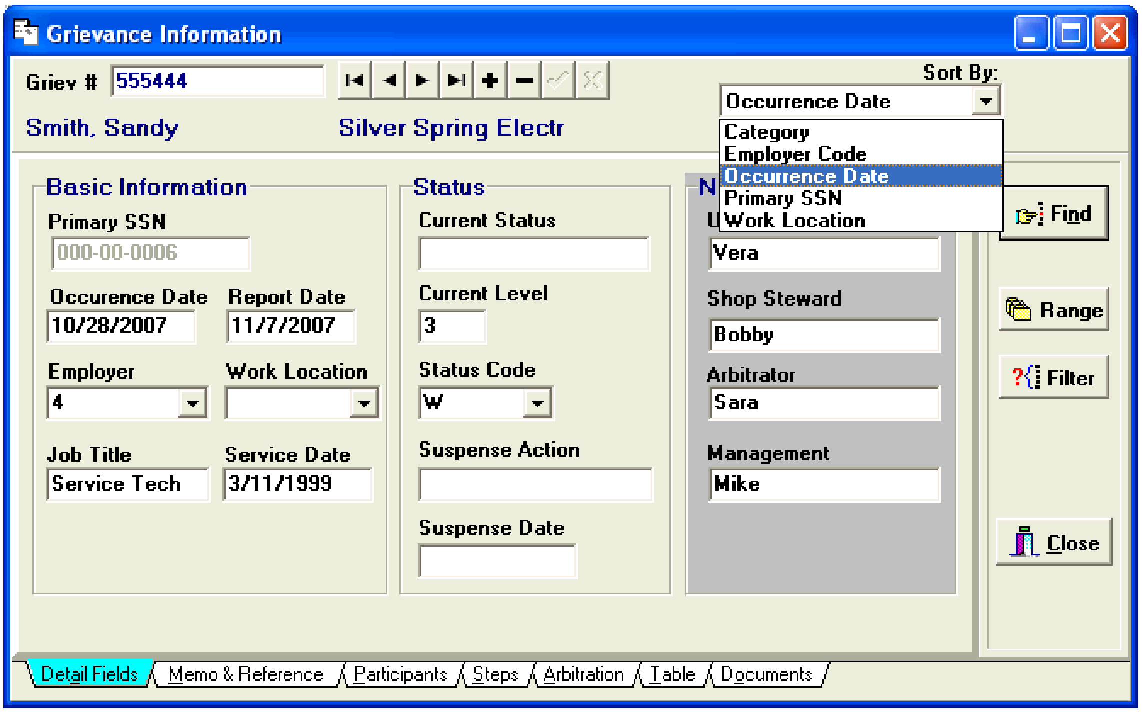
	Step Action Code	Description
*	P	Pending
	C	Compromised
	D	Dropped

Exercise: **Save** these names by clicking the checkmark on the navigator bar. then **Close** the Code Tables window.

Now that setup is complete, we can move on to grievance processing.

Section 2: Grievance Processing

Exercise: Open the ICS Grievance module by selecting **Grievances** from the **Lists** menu, or clicking the **Show grievance form** button on the toolbar.



The Detail Fields window has a Header with the grievance number, the name of the member that filed the grievance and the Employer name. A navigator bar for selecting, adding, and deleting grievances is also available.

When the Grievance form first appears, grievances will be sorted by occurrence date. Several other options are available via the drop-down list in the upper right corner of the form.

The following appears below the header:

Basic Information Is information pertaining to the member that file the grievance.

Status Is the status of the grievance. The Current Level and Status Code automatically updates after each Step is completed.

Names Are the names of the people pertaining to the Grievance. The titles here are set up in the System Control.

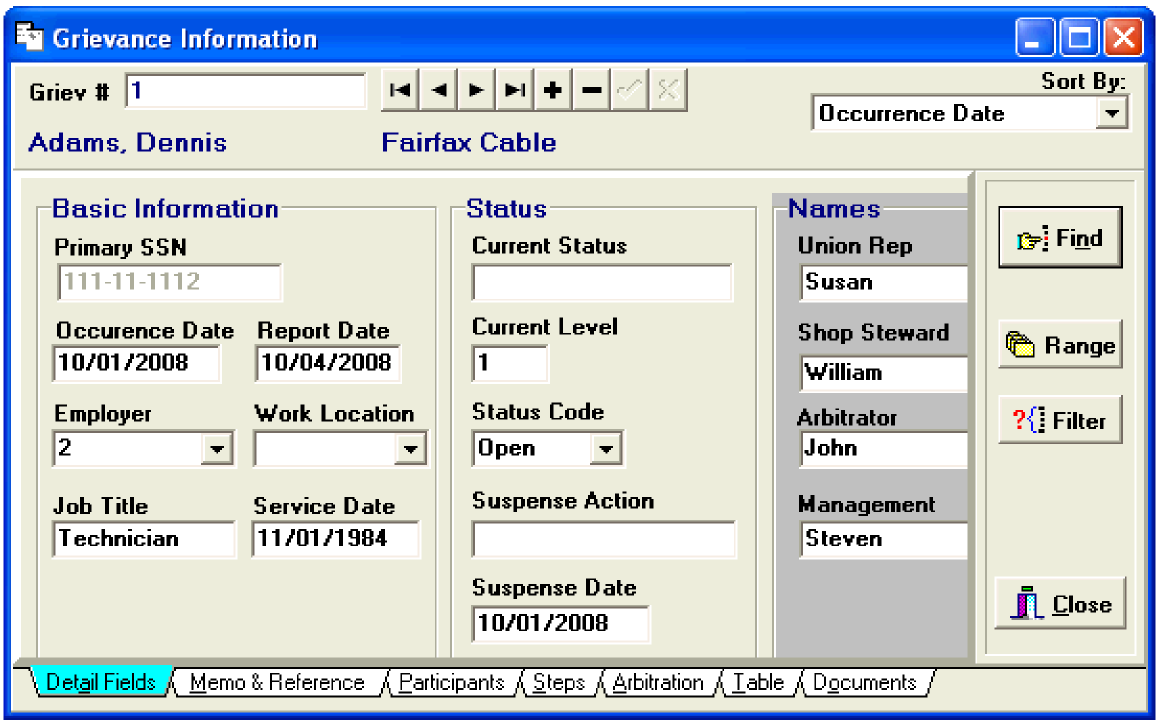
Add a Grievance

Exercise: Select the Insert button (**+**) on the navigator bar and search for **Dennis Adams**.

Note: If you wish to file a grievance for a traveler or other non-local member working in your local's jurisdiction, the person must be added to the ICS member list.

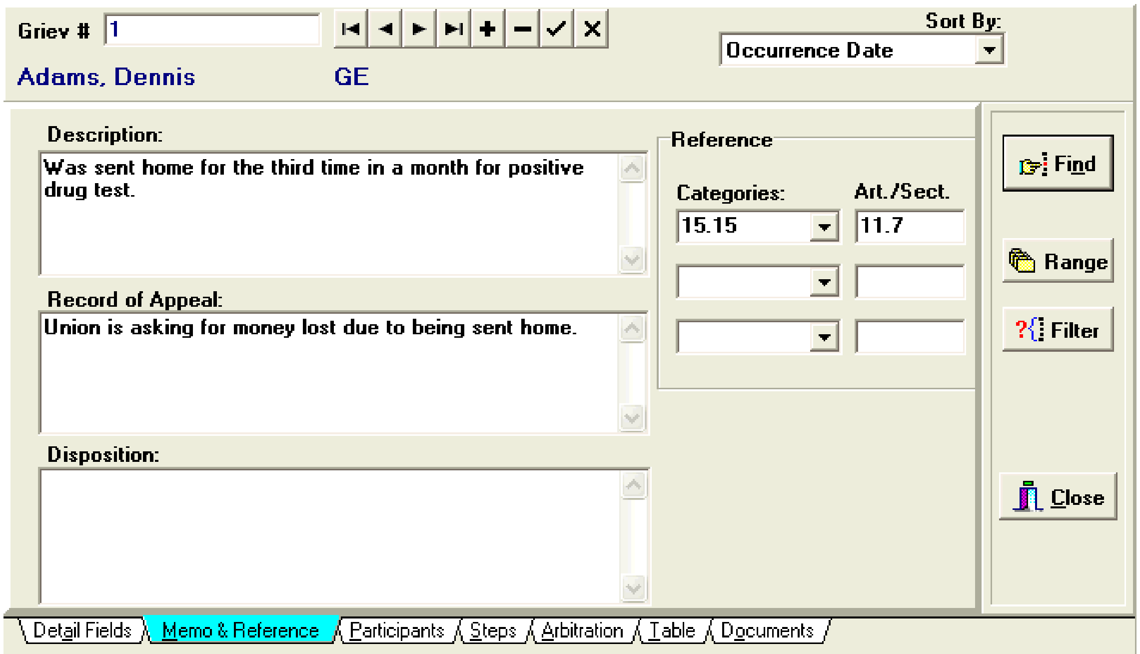
Grievance # must be issued before processing to the next tab.

Exercise: Enter the following information for this grievance:



Memo & Reference Tab

Exercise: Click on the **Memo & Reference** tab at the bottom of the grievance form and enter the following information:



Description is text describing the grievance/incident.
Record of Appeal details the remedy requested and any other items related to the grievance process.
Disposition is the result of the grievance process. If the grievance goes to arbitration, the arbitrator's decision will automatically copy over to this space.
Categories are the grievance categories set up in the code tables.
Article & Section is a reference to the contract under which the grievance occurred and is entered by the user.

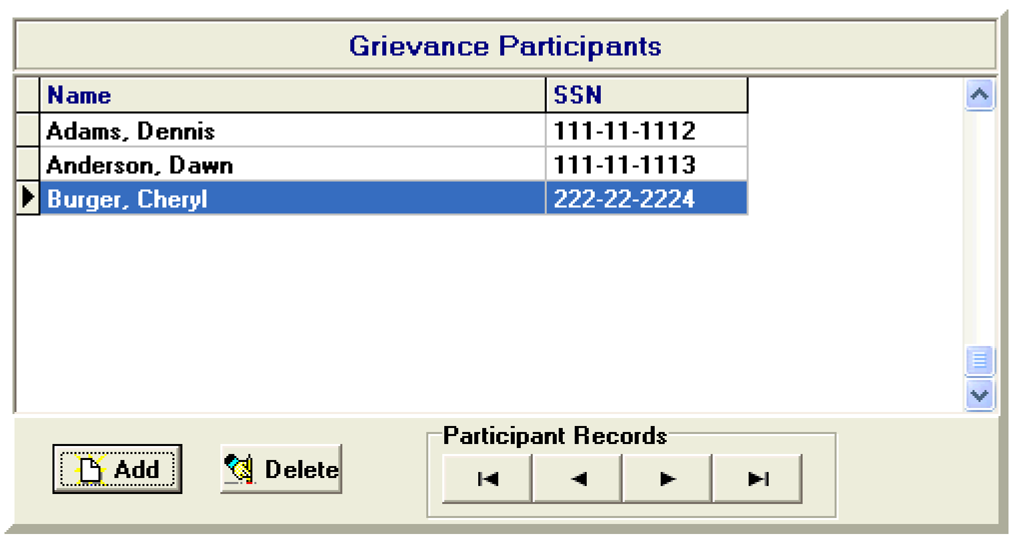
Participants Tab

This tab will display the entire list of participants included on this grievance.

The **Add** and **Delete** buttons allow participants to be included in or removed from the grievance.

Exercise: Add Dawn Anderson and Cheryl Burger to this grievance by clicking the **Add** button. The following search window will appear:

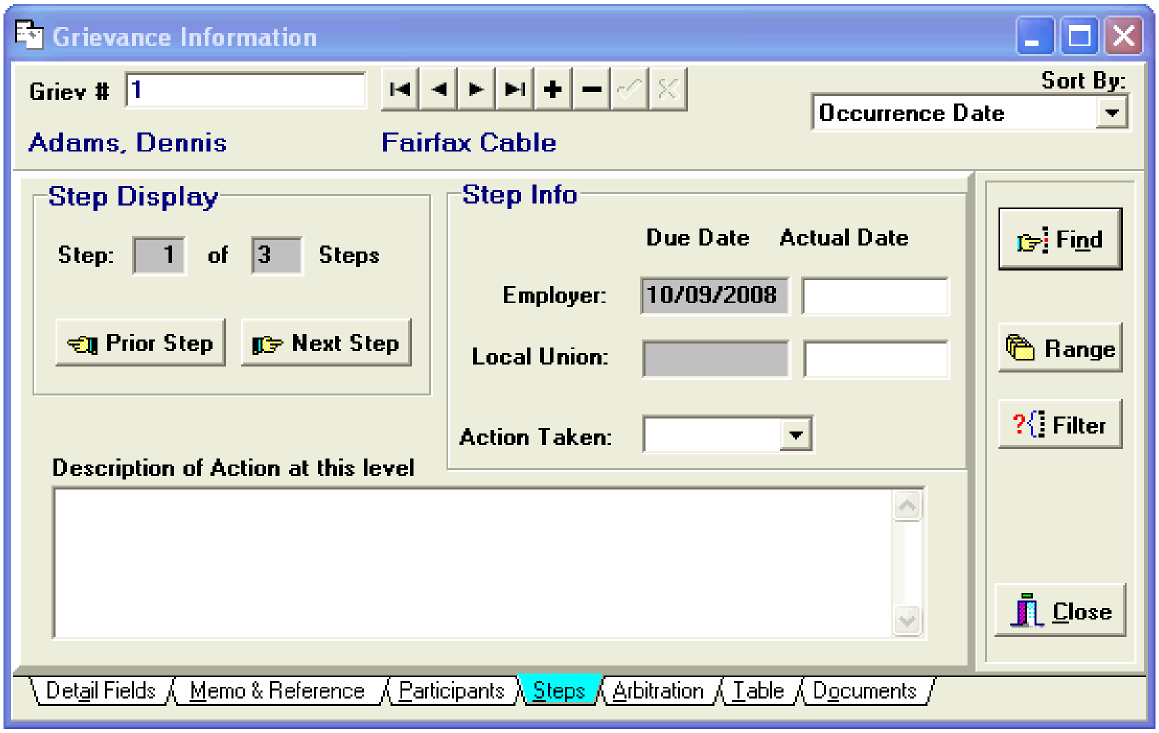
Exercise: Click **OK** to select Dawn Anderson, then repeat the process searching for and selecting Cheryl Burger.



If a participant is no longer involved in the grievance, or was added by mistake, the **Delete** button will remove the selected participant.

Steps Tab

Activities occuring as the grievance proceeds through the contract-specified steps are recorded on the **Steps** tab.

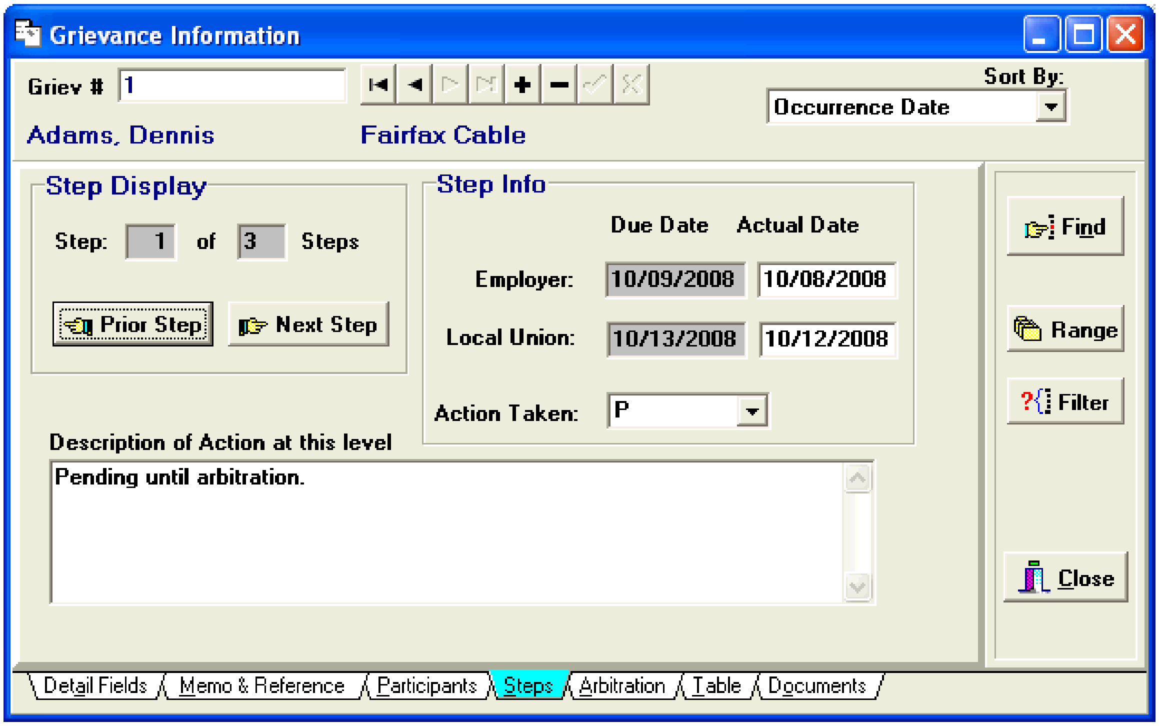


Step Display shows which the current grievance step, and the total number of grievance steps for this contract. **Prior Step** and **Next Step** move between grievance steps. **Next Step** will not be enabled until dates for the current step have been entered.

Step Info shows the Due Date and Actual Date of the Employer's and Union's responses. When the Employer's Actual Date is entered, the Local Union's Due date will be calculated using the number of days specified in the Employer's grievance steps.

Exercise: Enter the following information for Step 1 of the grievance for Dennis Adams

.

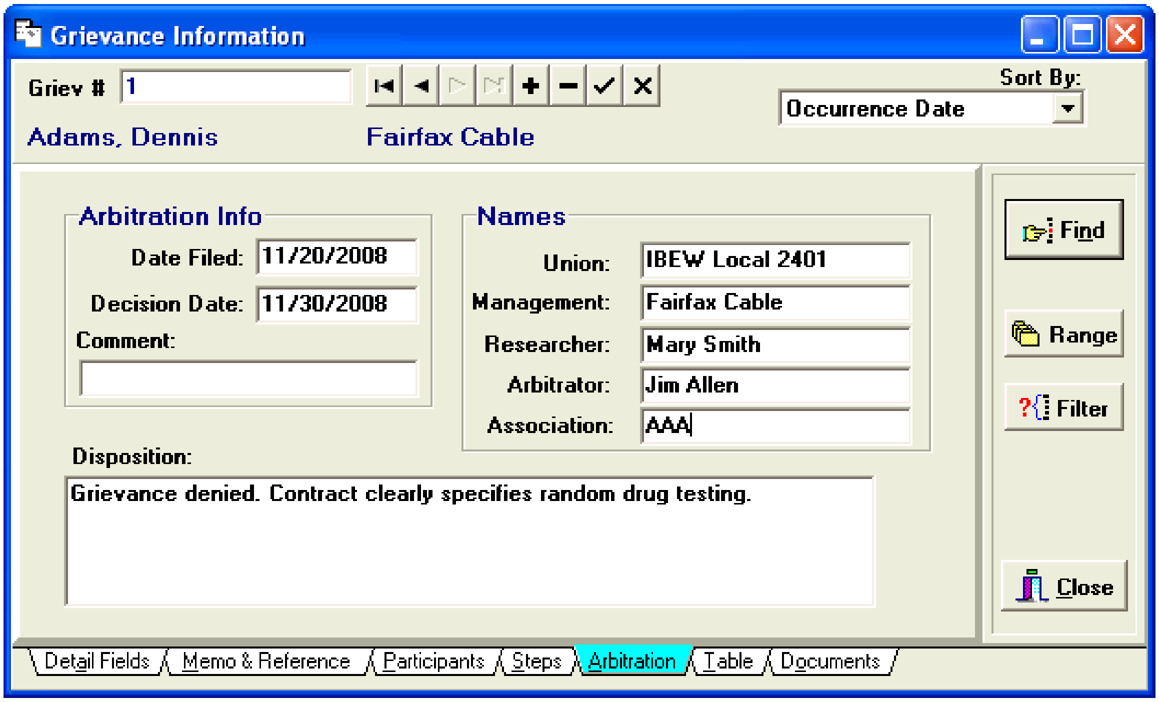


Exercise: Once the first step is completed click on the **New Step** button.

This will bring up step information for Step 2, which can be filled in the same way.

Arbitration Tab

The Arbitration tab is used only if the grievance goes to Arbitration.



Arbitration Info allows you to enter the date arbitration was filed, the date of the decision made, and a comment.

Disposition allows you to enter Final Decision

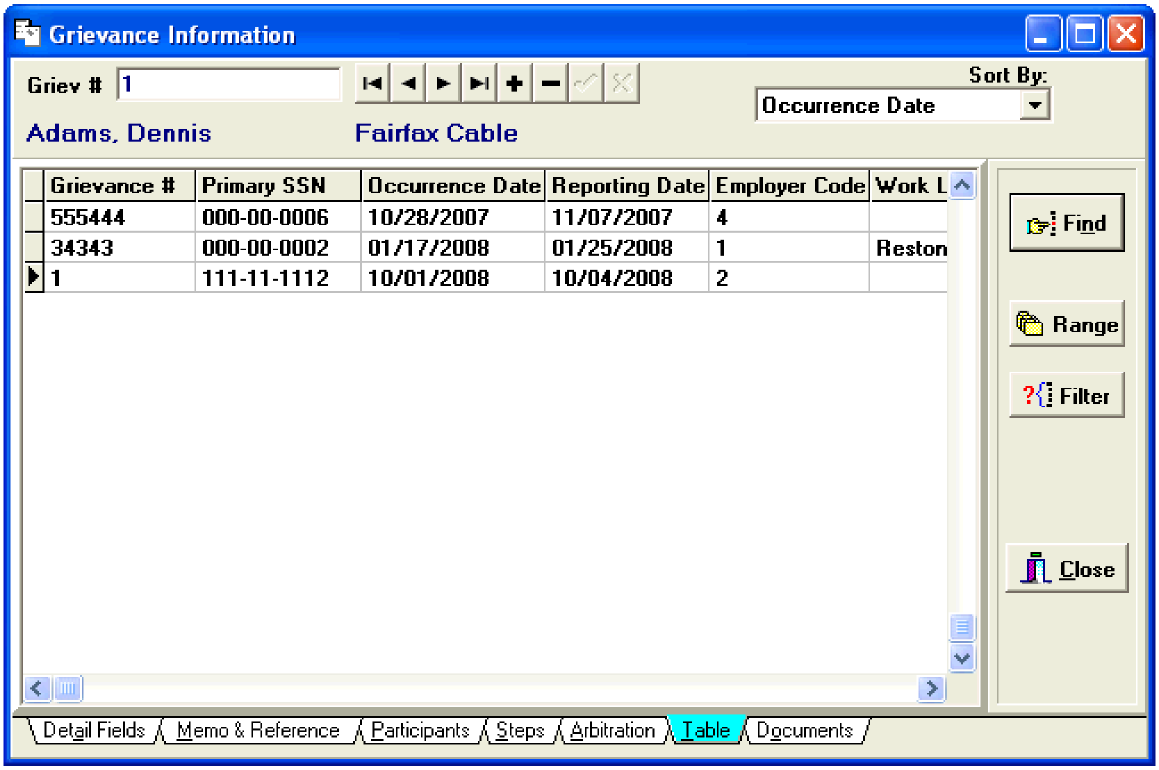
Names allows you to enter the individuals that have been assigned to the case.

Exercise: Enter the information above into the Arbitration tab.

Once the arbitration information is entered, click the checkmark button on the database navigator bar to save. Then look at the **Memo & Reference** tab and note that the grievance disposition from the **Arbitration** tab appears there also.

Table Tab

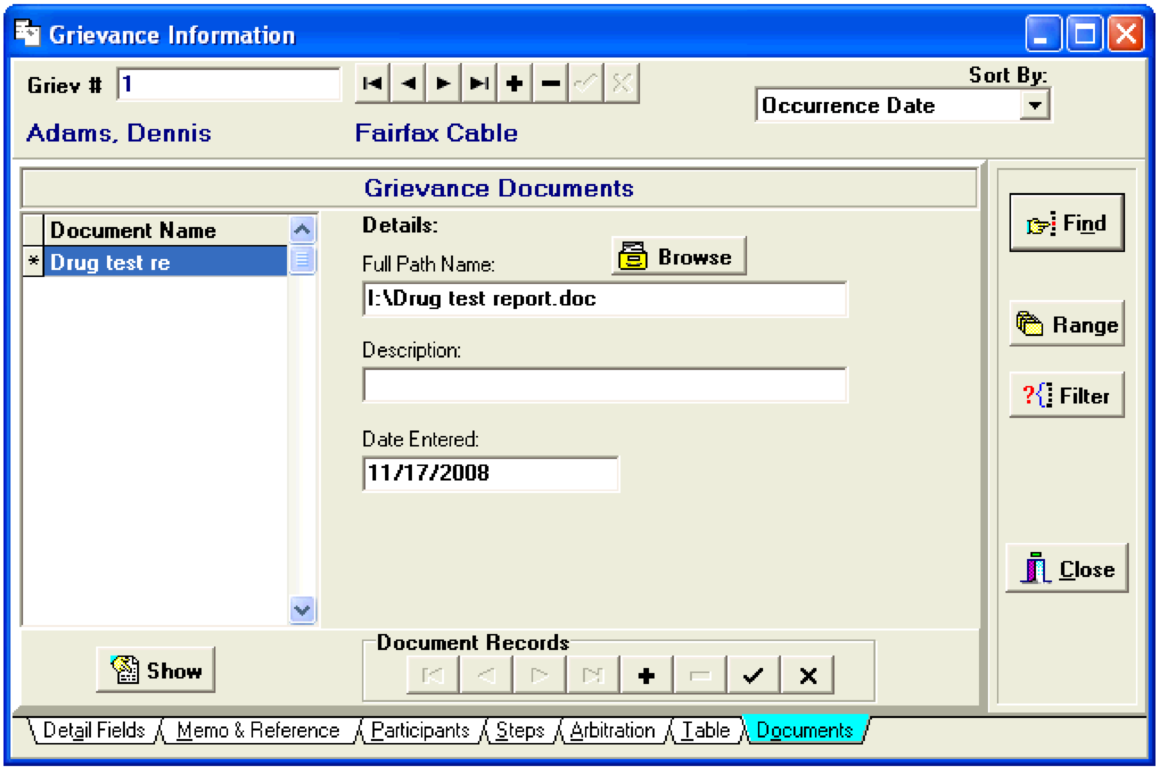
The Table tab will display all information store in Grievance Tracking program is a grid view.



Columns can be rearranged, moved, and resized in this view.

Documents Tab

The **Documents Tab** will allow you to attach documents, such as a Doctor's report, Legal Pleading, and scanned images. Adding and managing documents here works just like the **Documents** tab on the **Member** form.



Side Bar

Find locates a Record by the Grievance Number or the Primary participants SSN

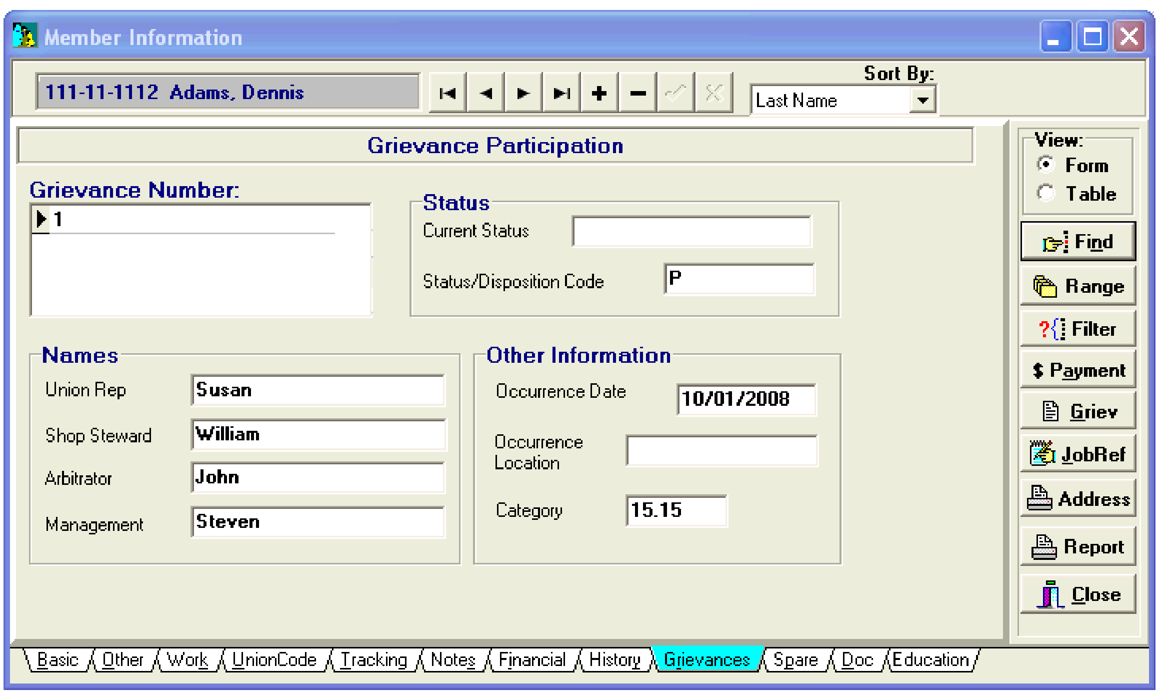
Range locates a Record or group of Records, with a starting value and ending value. Options are listed on drop down key.

Filter locates a Record or group of Records, using a series of information from a large group of related options.

Members List- Grievance Tab

Exercise: Click on the **Show Member List** button on the toolbar at the top of the screen and select the Grievances tab.

The Grievance Tab will display a summary of any grievances that this member is involved in.



Double-clicking on a Grievance Number will bring up the grievance form with that specific grievance displayed.

Section 3: Grievance Reports

The information entered in the ICS Grievance Tracking module can be used to generate custom reports. For a discussion of the custom reporting features in ICS, see the sections of the ICS training manual that cover this topic.

The tables containing data for grievance reporting, including their available data fields and join information, are listed below.

Griev Table

Contains Grievance-related information

Name	Data Type	Length	Name	Data Type	Length
Number	string	26	Disposition	BLOb	241
Primary SSN	string	12	Arb Date Filed	date	4
Occurrence Date	date	4	Arb Decision Date	date	4
Reporting Date	date	4	Arb Comment	string	51
Article/Section	string	51	Arb Union Rep	string	51
Article/Section2	string	51	Arb Management Rep	string	51
Article/Section3	string	51	Arb Researcher	string	51
Category Code	string	11	Arbitrator	string	51
Employer Code	string	11	Arb FMCS/AAA	string	51
Work Location	string	11	Category Code2	string	11
Current Status	string	51	Category Code3	string	11
Status/Disposition	string	11	Title1	string	51
Suspense Date	date	4	Title2	string	51
Suspense Action	string	51	Title3	string	51
Current Level	string	6	Title4	string	51
Description	BLOb	241	GrievantJobTitle	string	16
Record of Appeal	BLOb	241	GrievantServiceDate	date	4

The **Griev** table may be joined with the following tables:

Table Name	Griev Table Join Field	Other Table Join Field
Member	PrimarySSN	SSN
Grievprt	Number	Number
GrievCat	CategoryCode	Code

Grievprt Table

Participants associated with grievances are recorded here

Name	Data Type	Length
Number	string	26
SSN	string	12
Name	string	51

The GrievPrt table may be joined with the following tables:

Table Name	GrievPrt Table Join Field	Other Table Join Field
Griev	Number	Number

Grievcat Table

Each Grievance in the Griev table has a category code, the grievcat table associates these codes with descriptions.

Name	**Data Type**	**Length**
Code	string	11
Description	string	51

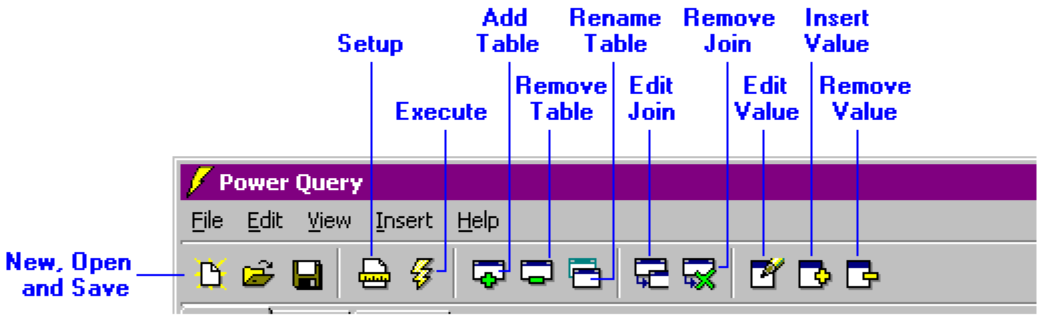
The GrievCat table may be joined with the following tables:

Table Name	**GrievCat Table Join Field**	**Other Table Join Field**
Griev	Code	Category Code

Creating Custom Reports in ICS
(Section IV)

ICS has a powerful report creation tool built into it: Shazam.

Understanding the query tab:
Buttons located along the top of the query tab are available to add, remove or join tables.



Query Tab is used to create a report, using many selections such as Values from the ICS tables, Filters, and Custom Expressions.

Layout Tab is used to design a report, with the Letter Layout, Report & Page Headers, Detail area, and the Report Footer.

SQL Tab is the reports layout of tables and values

```
SELECT Member.LastName,
       Member.FirstName,
       Member.StatusCode,
       Jobclass.Classification,
       Member.Class,
       Syscon."Current Period" AS Syscon."Current Period"
  FROM (":ICS:MEMBER.DB" AS Member
       INNER JOIN ":ICS:JOBCLASS.DB" AS Jobclass
               ON Member.Class = Jobclass.Code)
       INNER JOIN ":ICS:SYSCON.DB" AS Syscon
               ON Member.LocalNumber = Syscon."Local Number"
 WHERE (((Member.StatusCode = "A")
   AND (Syscon."Current Period" <> "12/01/2002")))
```

Preview Tab executes the report in a Grid Format, and allows you to print, save, and export the reports

Creating a Membership Type Report

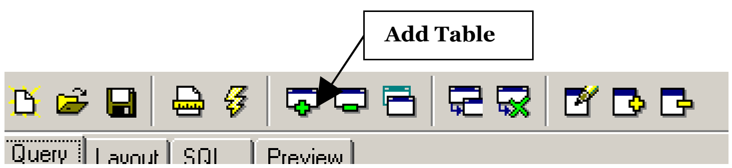
Let's say you want a report of current "A" members of your local. This is a straightforward example of a basic Shazam report using filters so the report will display only the information we ask for. This report will show all IBEW members who are

1. Currently active (Status = A)
2. "A" members (MemberType = A)
3. Members of the local (LocalNumber = 2401 the number for the pretend local used in the ICS class)

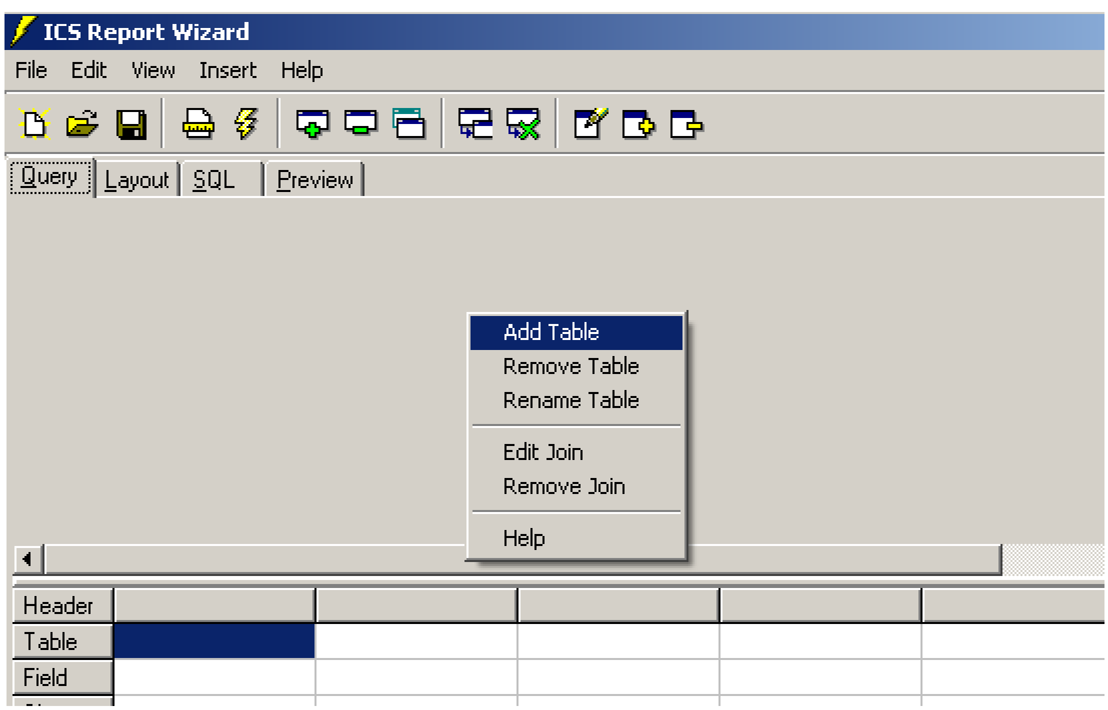
Step 1 Adding a Table to a report

The first step in creating a report is to identify the table or tables where you expect to find the information you're seeking. In this case we're looking for a specific list of members. So the data we want is in the Member table.

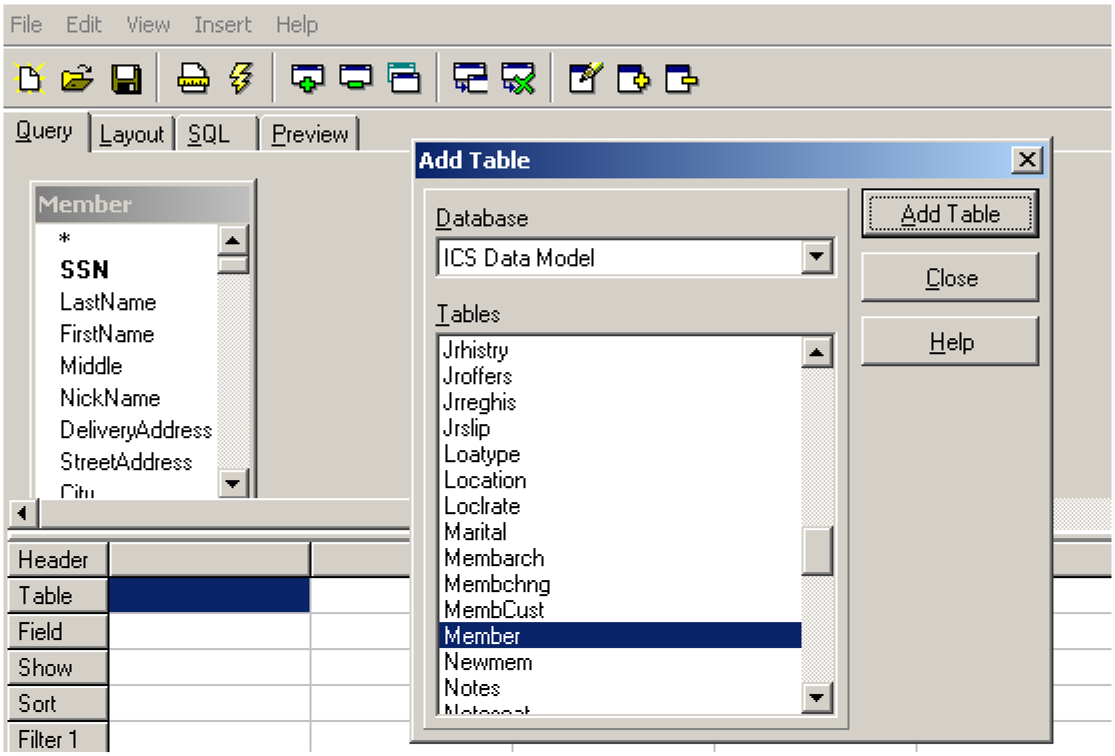
There are 2 ways to add a table to a report. The first way is to click on the + symbol next to the table icon on the button-bar.



A second method for adding tables to a report is to hold your mouse's pointer over the grey area of the query tab, right-click your mouse button and choose "Add Table" from the context menu as in the following image:



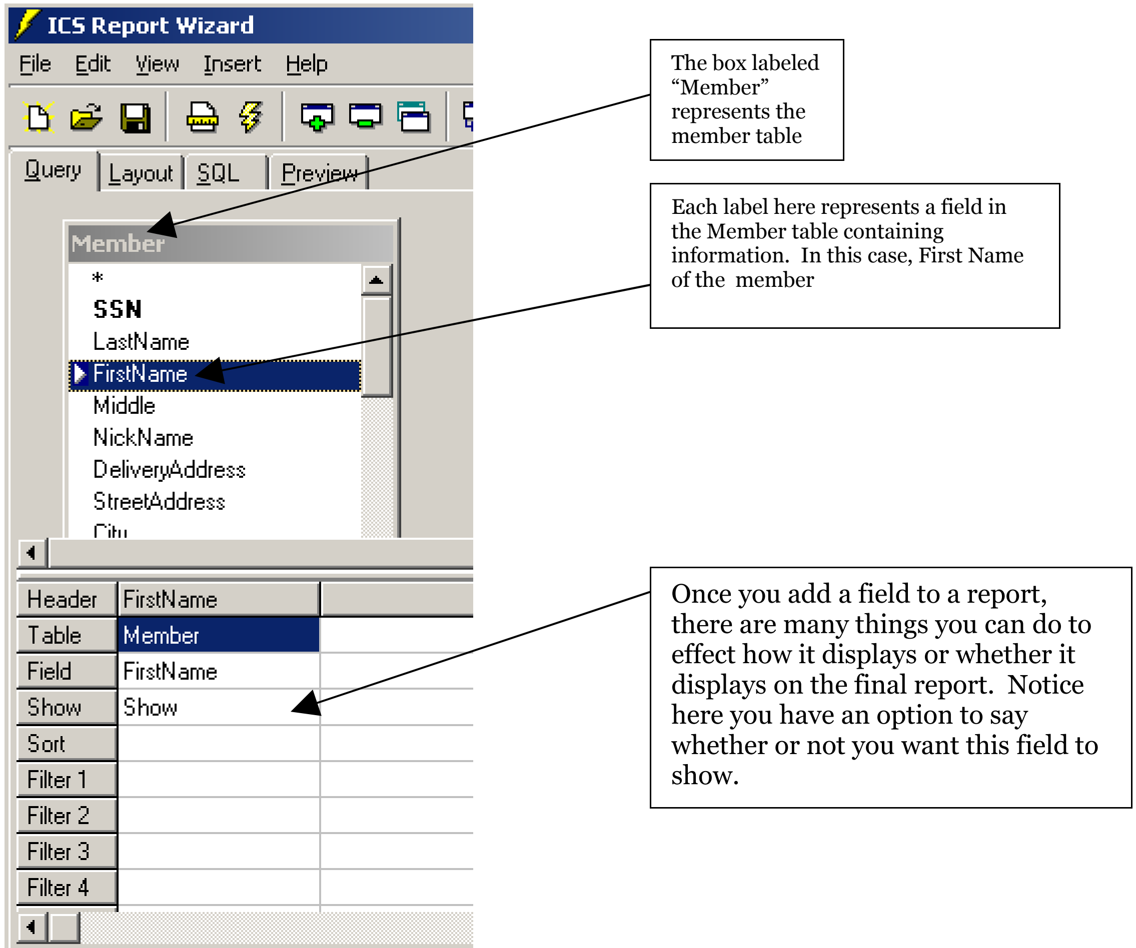
You should now see the Add Table dialog box. Scroll down to find the Member table, highlight it, and click the Add Table button. Click the "Close" button to close the Add Table dialog box.



Picture 1.4: Add Table dialog with Member table highlighted. After clicking the Add Table button a representation of the table appears on the query tab.

Step 2: Adding fields to the report in the Query tab

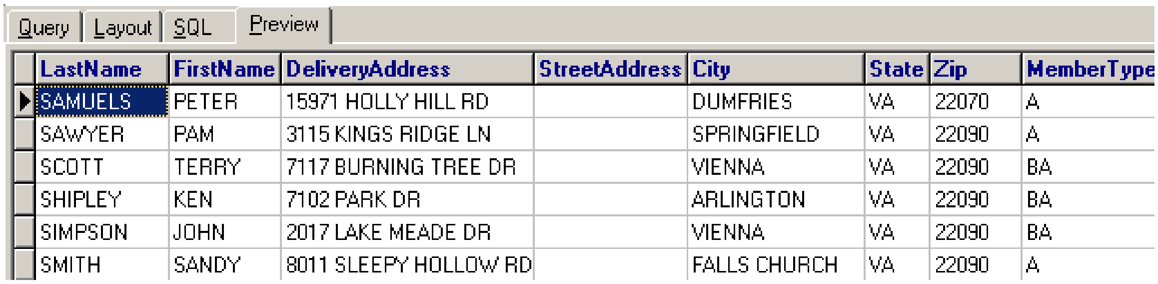
So far we've added a table in the report query tab. Now we want to tell the report which information we're interested in. Of course we'll want to see members' first and last names. Double-click on the label "FirstName " in the Member table; you'll see it adds the FirstName column to the report's query tab.



Select the following fields by double-clicking on them or drag the fields down to the grid.

> **FirstName**
> **LastName**
> **DeliveryAddress - City – State – Zip**
> **MemberType**
> **StatusCode**
> **LocalNumber**

Now click on the Preview tab to see everyone in your database



LastName	FirstName	DeliveryAddress	StreetAddress	City	State	Zip	MemberType
SAMUELS	PETER	15971 HOLLY HILL RD		DUMFRIES	VA	22070	A
SAWYER	PAM	3115 KINGS RIDGE LN		SPRINGFIELD	VA	22090	A
SCOTT	TERRY	7117 BURNING TREE DR		VIENNA	VA	22090	BA
SHIPLEY	KEN	7102 PARK DR		ARLINGTON	VA	22090	BA
SIMPSON	JOHN	2017 LAKE MEADE DR		VIENNA	VA	22090	BA
SMITH	SANDY	8011 SLEEPY HOLLOW RD		FALLS CHURCH	VA	22090	A

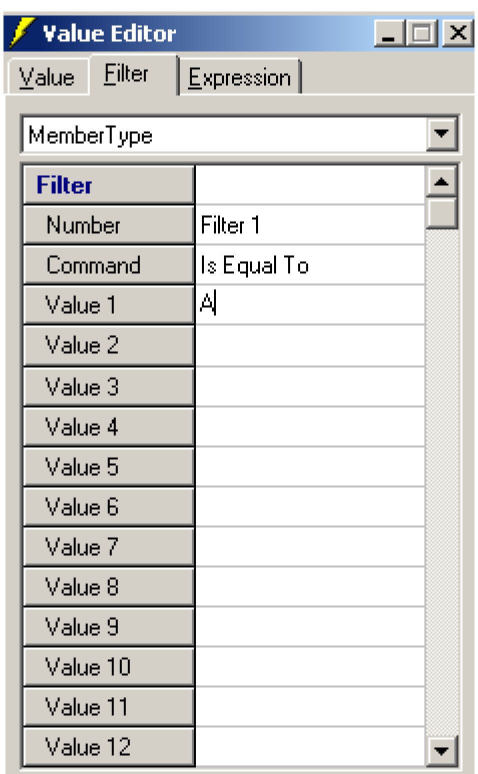
Notice the preview shows us all member types (A , BA, and FP in this case). So far we haven't done anything except tell the report, please show us the First Name, Last name, Delivery Address, street address, City, State and Zip and MemberType of all members. But we only want to see our A members. Here's how we tell the report to limit what it shows us.

Step 3: Filtering records

Go back to the Query Tab and Select the Edit Value Speed button

, or double-click on the MemberType column:

A new dialog box "Value Editor " opens. To display only "A" members, select the Filter tab, then type a capital letter A into the Value 1 cell on the filter tab like this:



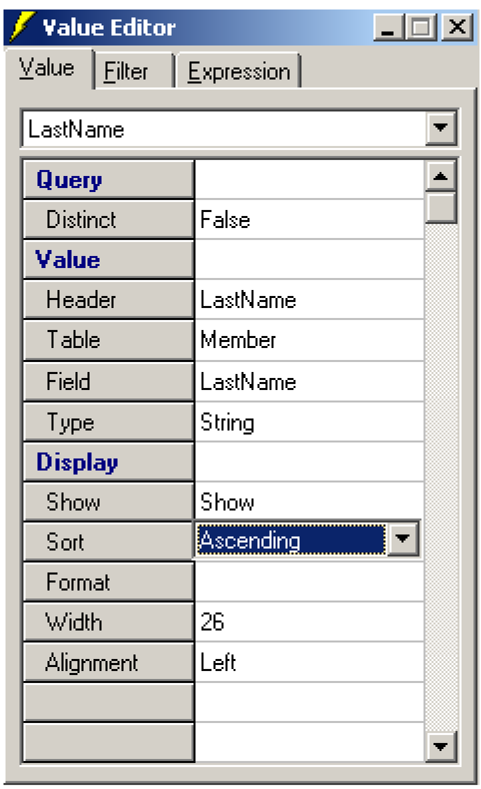
Close the Value Editor by clicking the red x button in the upper right-hand corner.

Following these same steps set the following values for two additional columns:

Column	**Command**	**Value 1**
StatusCode	**Is Equal To**	**A**
LocalNumber	**Is Equal To**	**[your local number here]**

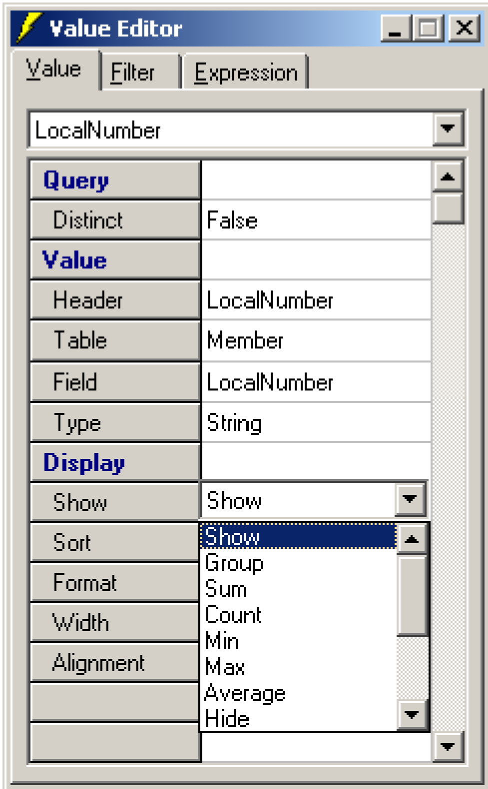
Step 4: Sorting Records

Typically we want to see report information ordered by the name or the date columns. Double-click on the LastName column and click on the cell next to the label for Sort. To Display in Alpha Order, A-Z, select ascending



Step 5: Hiding Columns in the results:

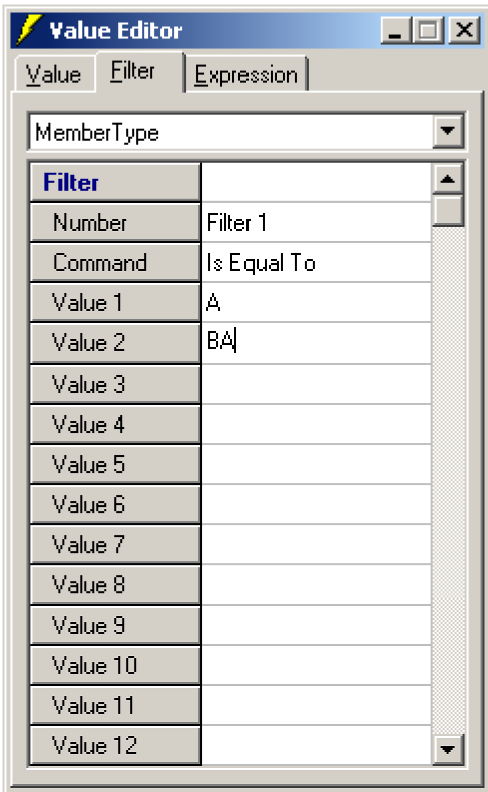
Sometimes you'll need to include a column that you don't want to see, but you need simply to filter the information as discussed above. Double-click on the LocalNumber column, and select Hide from the Show display option



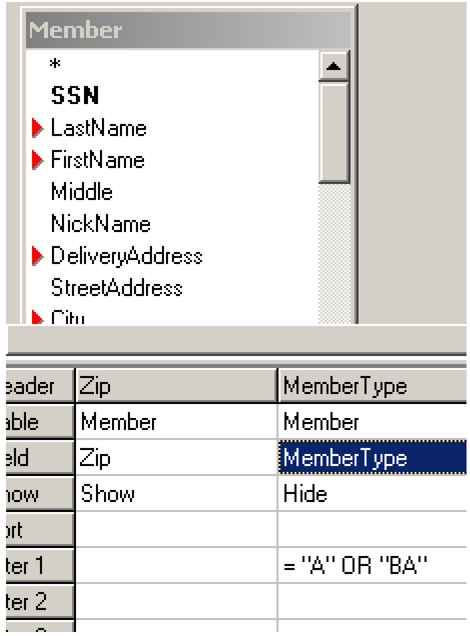
Step 6: Filtering with “Or”:

If you want to see two or more member types, but not all membertypes (i.e., anyone who is either an A member or a BA member) you need a way for the report to include an “Or Statement” in the query. We want the report to show us name, address, etc.. where their membertype is “A” or “BA.”

Double-click on the MemberType column. On the filter tab, click in the Value 2 cell and type in BA

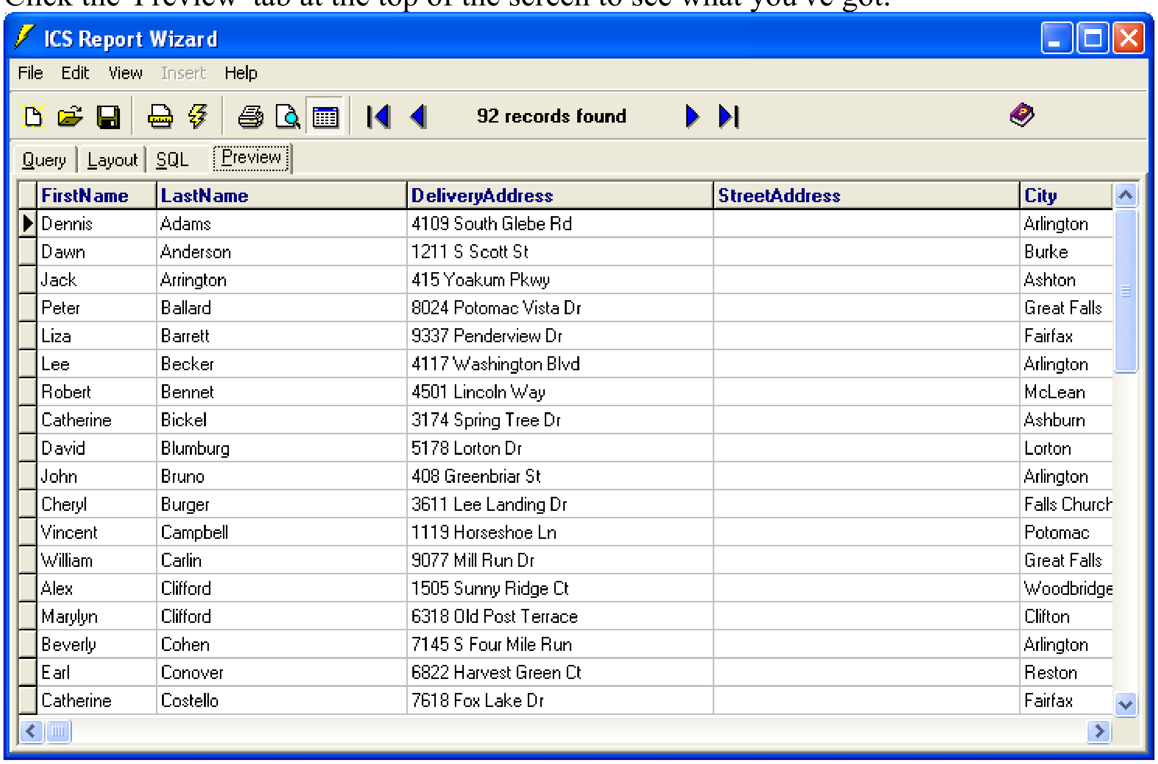


Here’s how the column should look when you’re done:



Previewing the report

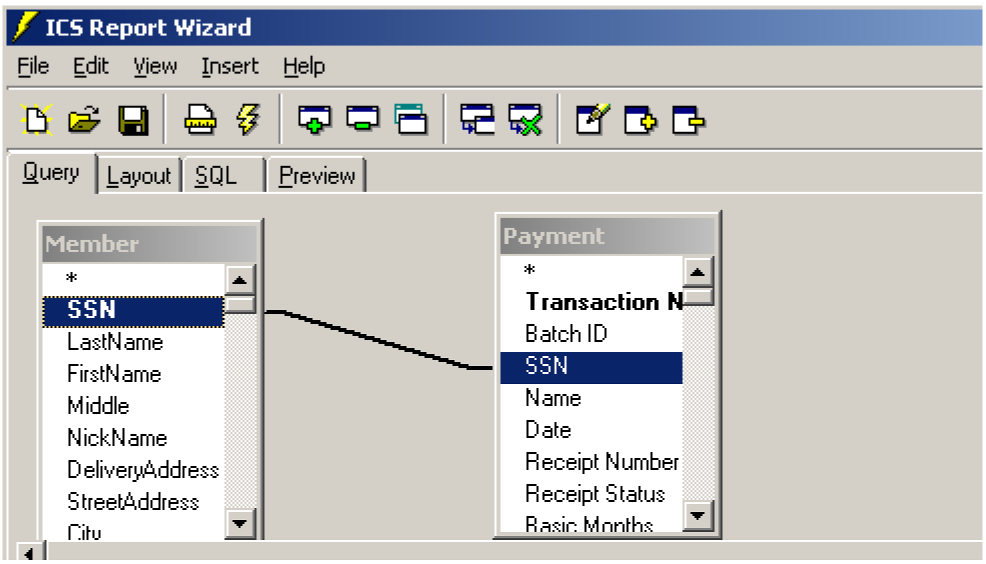
Click the 'Preview' tab at the top of the screen to see what you've got:



Step 7: Using 2 or more tables for reports

Another ICS table example is the Payment table. Records of dues transactions or member related activities such as Transfer-In or Transfer-Out are stored in this table. Each row in the Payment table is uniquely identified with a unique transaction number generated when the activity is created. Each row in the Payment table also has an SSN identifying the member the transaction relates to.

Since member records are identified using a member's SSN, and each payment record contains a SSN, records in these two tables can be related using the common field SSN. Relating two or more tables in a database is known as joining. Using the Shazam Query By Example tool, you join tables by clicking on the SSN field in the Member table and dragging that to the SSN field in the Payment table.



Now when you add columns to the report in the query tab from either table, the data that is displayed will be related. Let's create such a report.

To start out, let's look at payment transactions for members in your database. From the payment table, add the following fields:

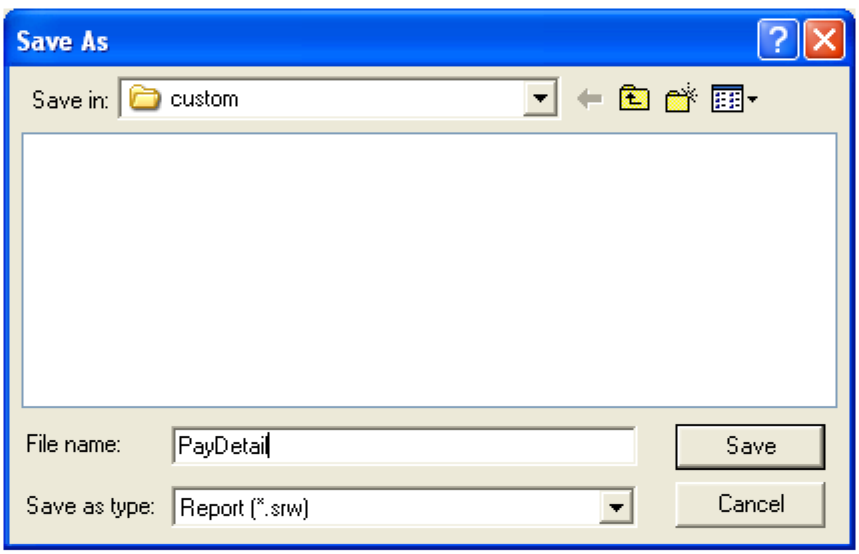
Transaction Number
ActivityDate
Basic Paid Thru
Amount Received

Go to the Preview tab and look at the results. This will show all the payments for all members in your database. Note that if you look at the number of records found, it is lower than the number found on the basic member report. This is due to the fact that there is very little payment history currently in the sample database we are working with. In a typical active database, the number of payments would be much higher than the number of members.

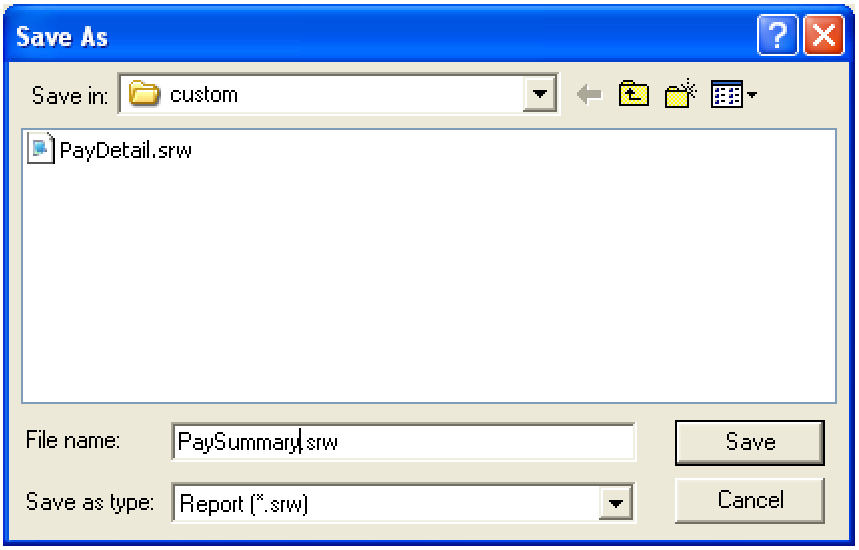
What we've got here is a payment *detail* report. It shows individual line items for each payment made. Since we're about to change this to a grouped *summary* report, it makes sense to save our work now and begin working under a different report name.

From the File menu, select 'Save'. If you haven't named this report yet, you'll see the following message:

Click Yes. A 'Save As' dialog should appear prompting you to save the report in the custom folder under the main reports folder. Type 'PayDetail' in the File name box and click 'Save'.



Now, to begin working under a new name, select ‘Save As’ from the file menu.



Change the name to PaySummary as shown above and click Save. This will save another copy of the report under this name. The PayDetail report will still exist and any changes made at this point will only apply to the new report.

Step 8: Grouping Related Records Together

There are times when you might not be interested in the individual records in a report. For example, in the Payment Transaction report we’ve been working on, maybe you want to know only how many payments each member has made, and the total amount of those payments. This can be easily accomplished using grouping and aggregate functions.

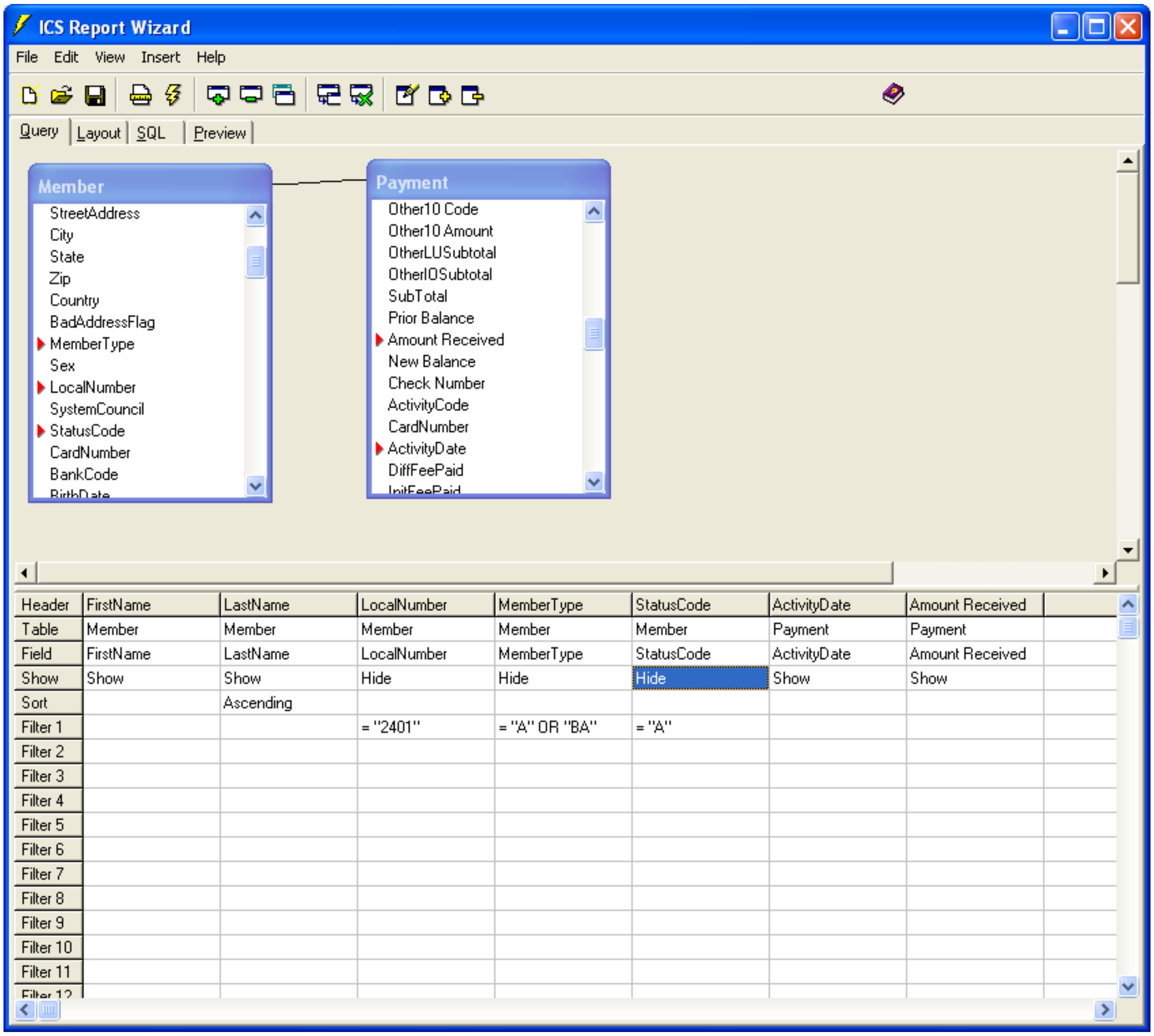
There are a couple important things to note when creating a grouped report:

1. When the ‘show’ property of any field in a query is set to ‘Group’, every other simple field in the report must be set to ‘Group’.
2. Any fields that are not grouped must be used with an aggregate value such as Count, Sum, Min, Max, Etc.

What this means is that every field in a grouped report must be either grouped together, or calculated/tabulated in some way. This should become a little clearer with an example.

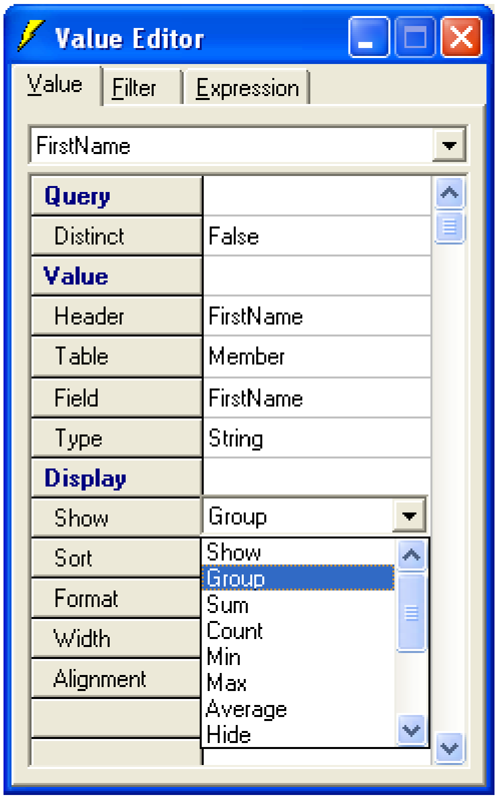
To demonstrate grouping we can continue with the payment report. Looking at the preview tab, you’ll see several names repeated multiple times. Each record represents a payment, and each of the members included in this report have made multiple payments. As previously noted, what we’re looking for in this report is the number and total amount of payments made by each member.

To do this, click on the Query tab. Much of the information in our query is unnecessary for this report. We can delete all the address fields and basic paid Thru. To remove a field, right-click on it and select ‘Remove Value’. When you finish, the query screen should look like the following:



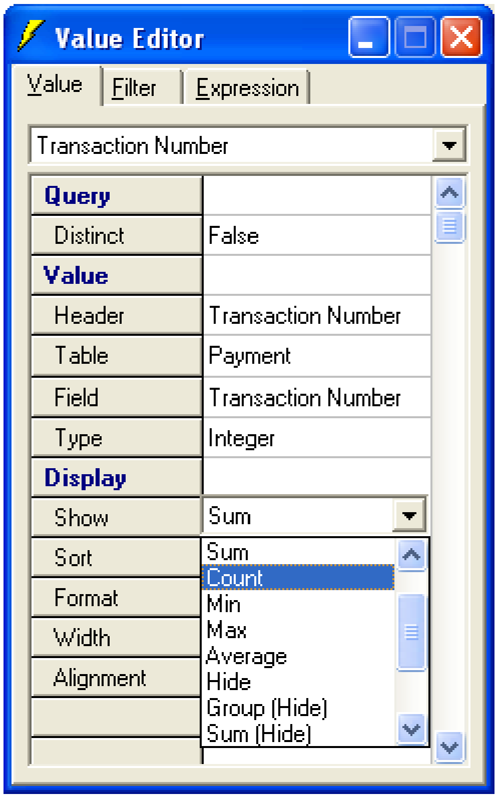
Notice that the ‘Show’ property of LocalNumber, MemberType, and StatusCode is set to ‘Hide’. These fields are used to filter our results but are not returned in the query itself, so they are exempt from the Group/Aggregate requirements.

Now we can complete the grouping. Double-click the FirstName column and use the drop-down to select ‘Group’ from the options for the ‘Show’ property:



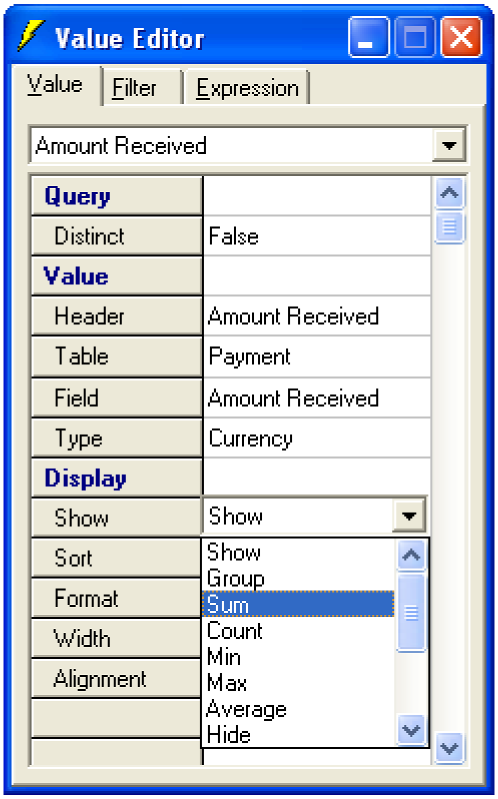
Repeat this for LastName. It is the only other ‘simple’ field on this report that won’t be hidden.

To complete the report we will set up our aggregate fields. These will be the count and total amount of the transactions for each group. To set up a count, we must select a field that will have data in every record. Since every payment transaction must have a unique Transaction Number, we can use that. Double-click the 'Transaction Number' column and select 'Count' from the 'Show' property drop-down.

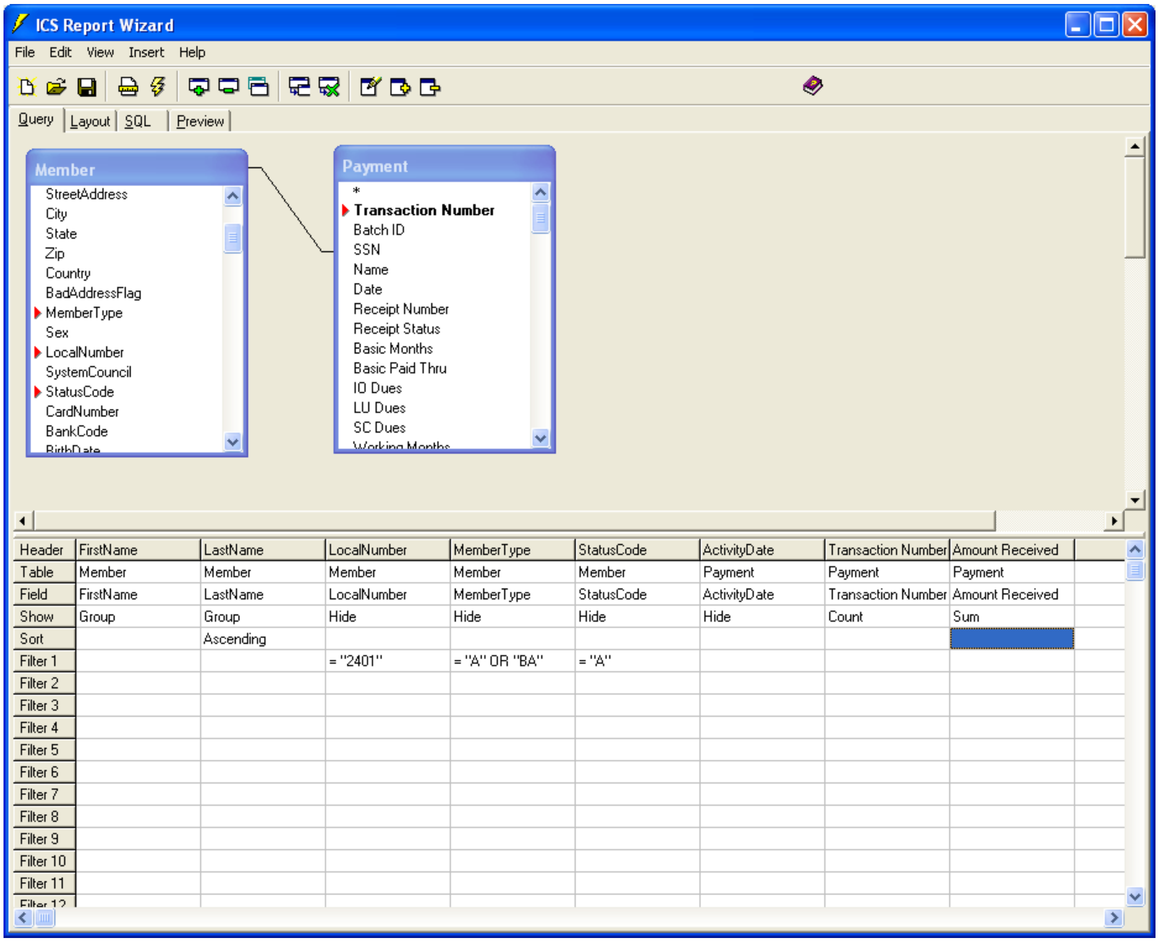


This will give us the transaction count for each group.

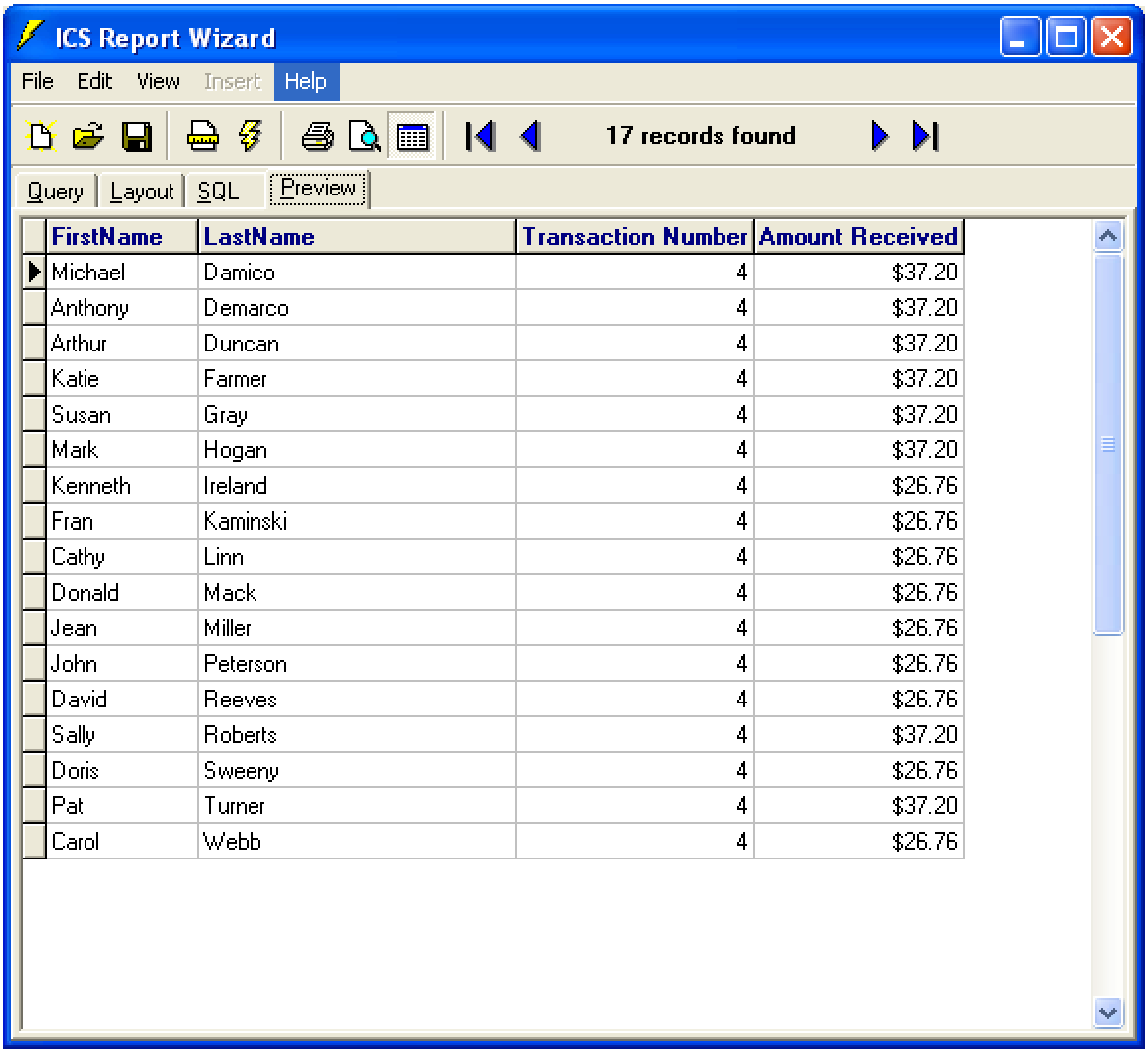
Now we can add up the dollar amounts for all transactions in each group. Double-click the ‘Amount Received’ column and select ‘Sum’ as the show property.



At this point, the query should look something like this:



We can preview the report and see the following:



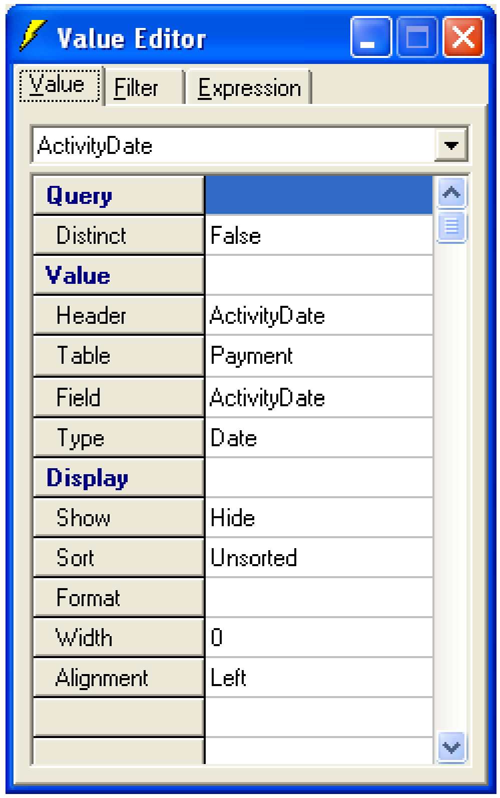
FirstName	LastName	Transaction Number	Amount Received
Michael	Damico	4	$37.20
Anthony	Demarco	4	$37.20
Arthur	Duncan	4	$37.20
Katie	Farmer	4	$37.20
Susan	Gray	4	$37.20
Mark	Hogan	4	$37.20
Kenneth	Ireland	4	$26.76
Fran	Kaminski	4	$26.76
Cathy	Linn	4	$26.76
Donald	Mack	4	$26.76
Jean	Miller	4	$26.76
John	Peterson	4	$26.76
David	Reeves	4	$26.76
Sally	Roberts	4	$37.20
Doris	Sweeny	4	$26.76
Pat	Turner	4	$37.20
Carol	Webb	4	$26.76

As you can see, this groups together payment transactions for all members with payment data (17 in this case) are grouped together, counted, and totaled.

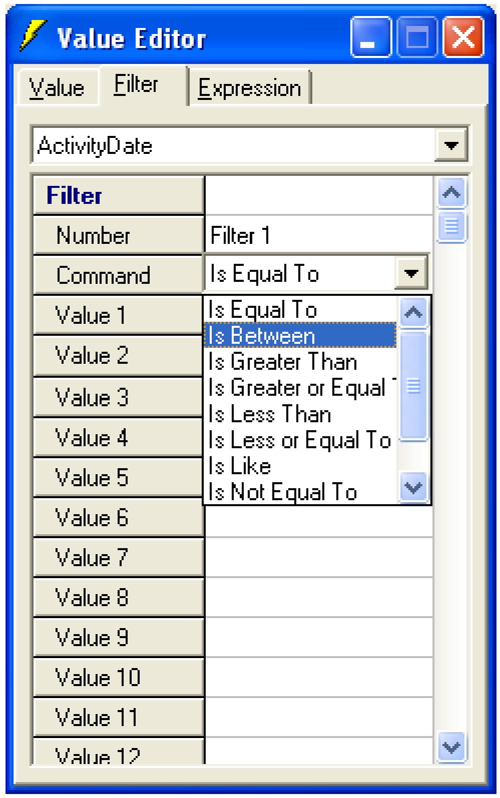
Step 9: Using 'BETWEEN' to filter by a date range

At this point, the report can be used as-is or refined and filtered further. One useful enhancement might be to restrict the data to payments that occurred only over a specified time period. For this, we can use a simple 'BETWEEN' filter condition.

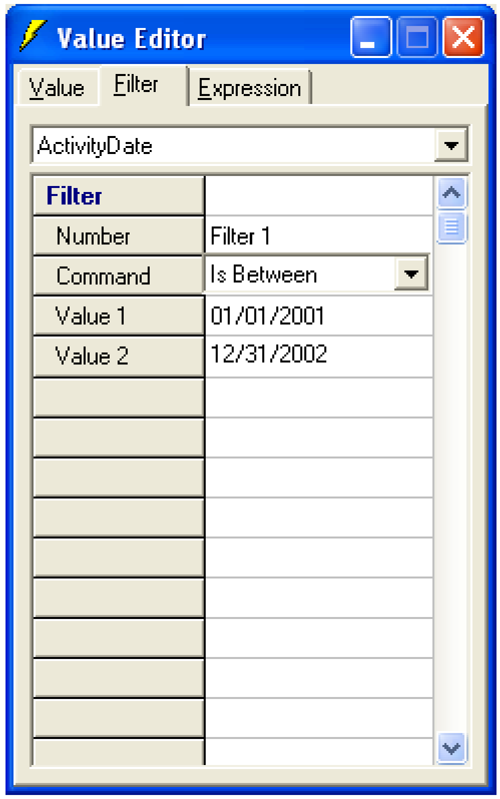
Return to the Query tab and double-click the 'ActivityDate' column to bring up the Value Editor.



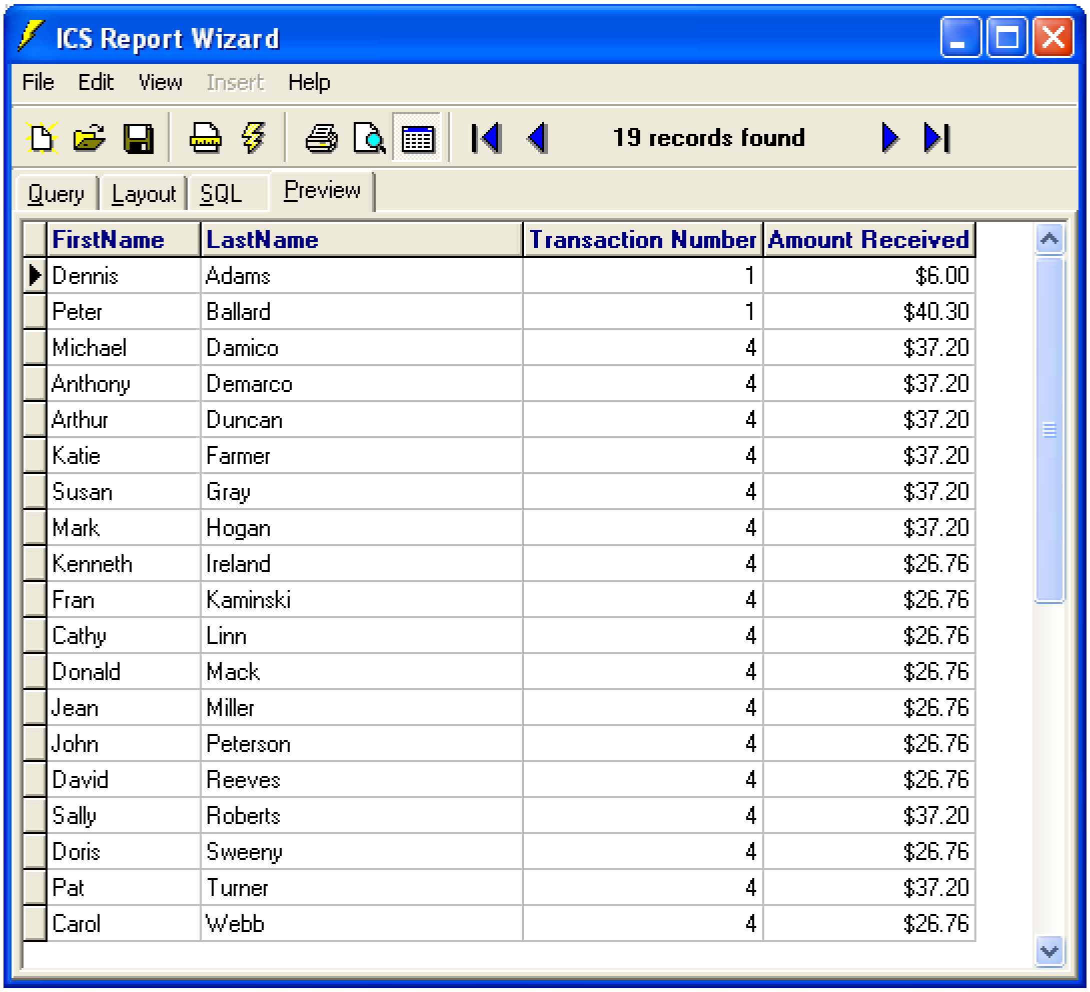
Click the 'Filter' tab and use the dropdown for 'Command to select 'Is Between':



You'll see the list of values reduced in length to two. Enter '01/01/2002' as 'Value 1' and '12/31/2002' as 'Value 2'.



Close the Value Editor and click on the Preview tab:



FirstName	LastName	Transaction Number	Amount Received
Dennis	Adams	1	$6.00
Peter	Ballard	1	$40.30
Michael	Damico	4	$37.20
Anthony	Demarco	4	$37.20
Arthur	Duncan	4	$37.20
Katie	Farmer	4	$37.20
Susan	Gray	4	$37.20
Mark	Hogan	4	$37.20
Kenneth	Ireland	4	$26.76
Fran	Kaminski	4	$26.76
Cathy	Linn	4	$26.76
Donald	Mack	4	$26.76
Jean	Miller	4	$26.76
John	Peterson	4	$26.76
David	Reeves	4	$26.76
Sally	Roberts	4	$37.20
Doris	Sweeny	4	$26.76
Pat	Turner	4	$37.20
Carol	Webb	4	$26.76

Advanced Shazam Report Filtering
(Section V)

Now that you've explored some of the basic concepts of querying ICS data, you can move on to some of the more advanced features. We'll cover some of these features in the following exercises:

- Customizing the way data is displayed using expression fields in a query
- Masking an SSN field
- Extracting a date
- Asking the user a question and returning data based on the answer.

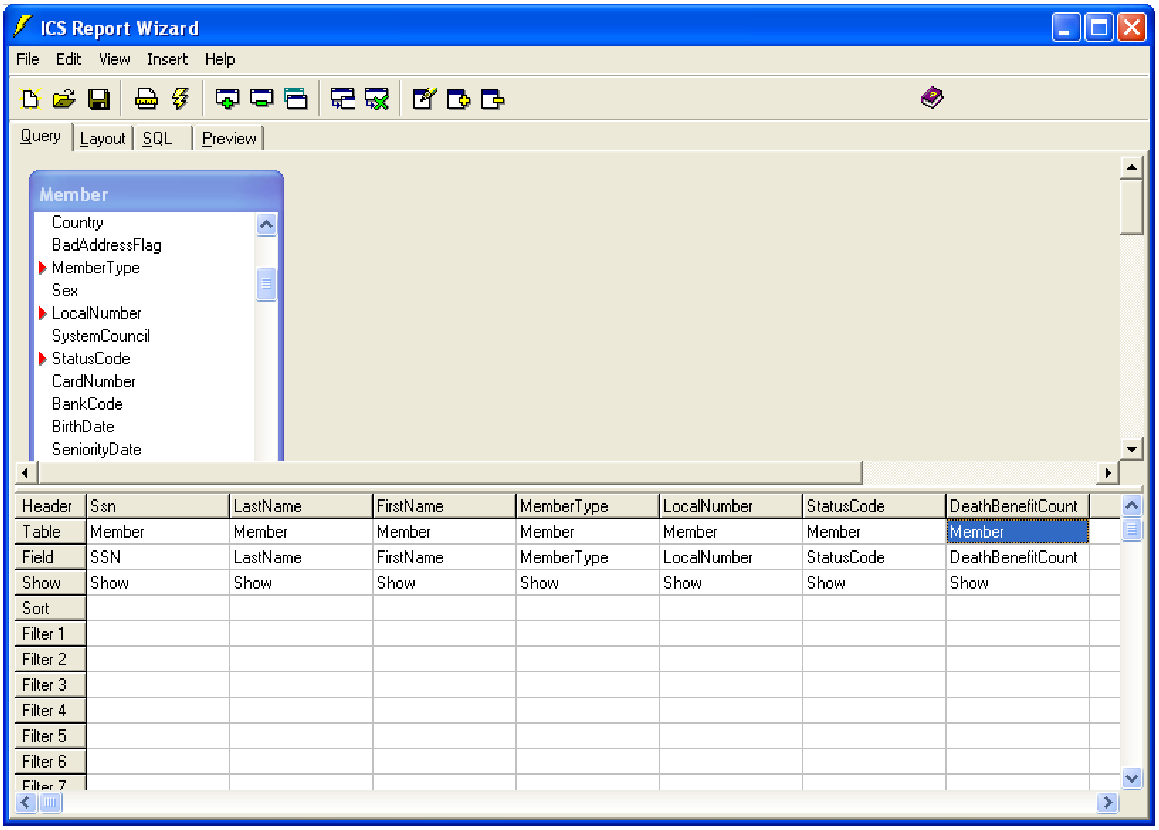
Once we've covered this, we can move on to using the layout and formatting features of the report writer. Some of the items that will be covered in these exercises include:

- Report layout concepts – Placing and moving objects, adding data items, text, and graphics to your reports.
- Using @IsData~ ~ function
- Edit labels to include more than one field
- Setting up report sections to separate or group your data.
- Summing data
- Counting

Using Expression Fields in a Query

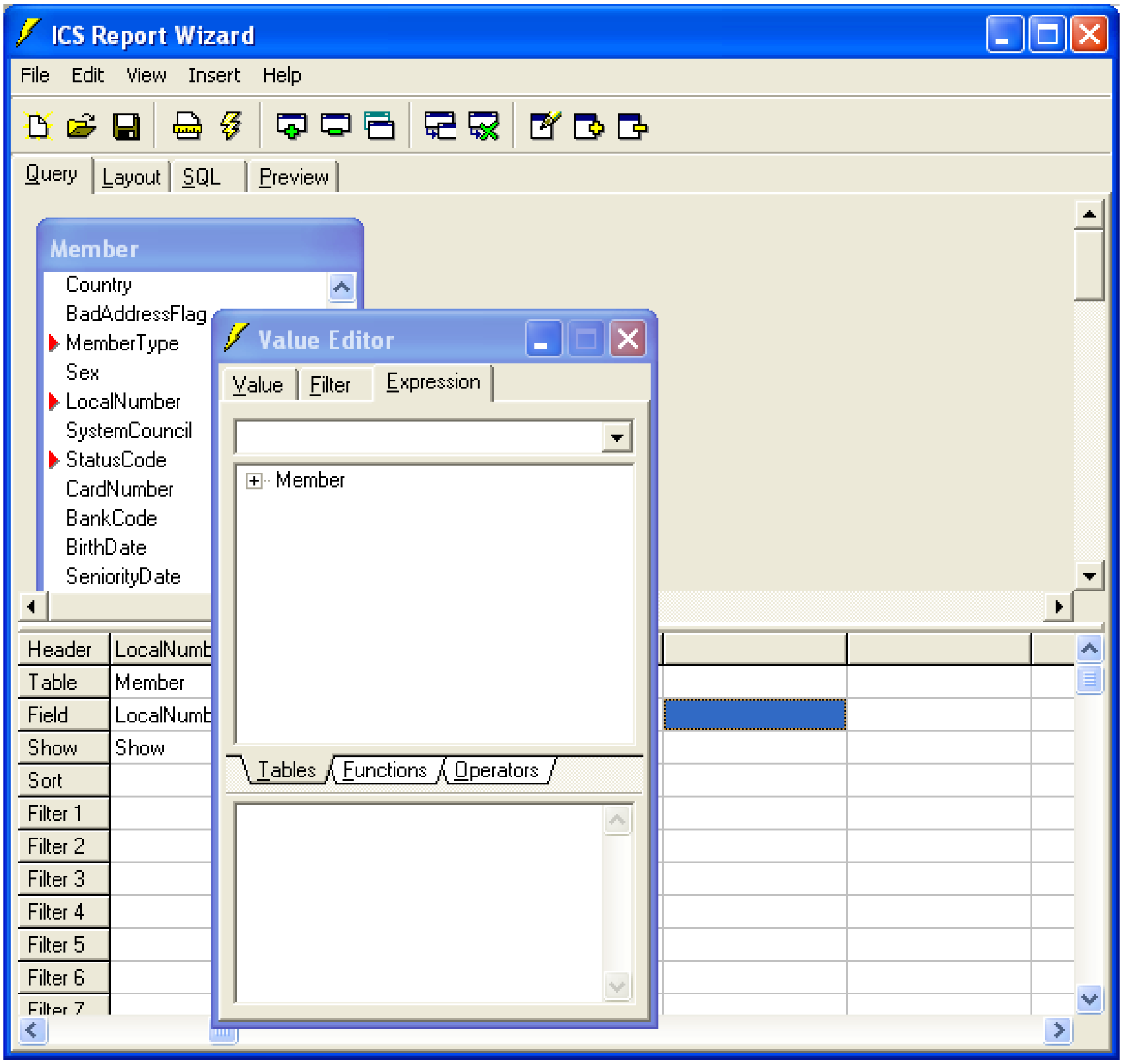
So far we have used data exactly as it comes out of the ICS tables. This is probably the most common way to do it, but there are other options. The Shazam report wizard has some powerful built-in features to manipulate the way data comes from the ICS tables into your reports. Let's start with a simple example using death benefits.

Start out by creating a query that returns some basic information from the member table. Here I've selected Ssn, LastName, FirstName, MemberType, LocalNumber, StatusCode, and DeathBenefitCount.



What we really want to know is the amount each member has paid in death benefits. (Ignore, for now, the fact that a member's death benefit count may have started at a number other than zero). Let's say that our local death benefit fee is $2.50 and that every member started from zero. We can calculate this amount in the query and return it with the rest of the data in our report.

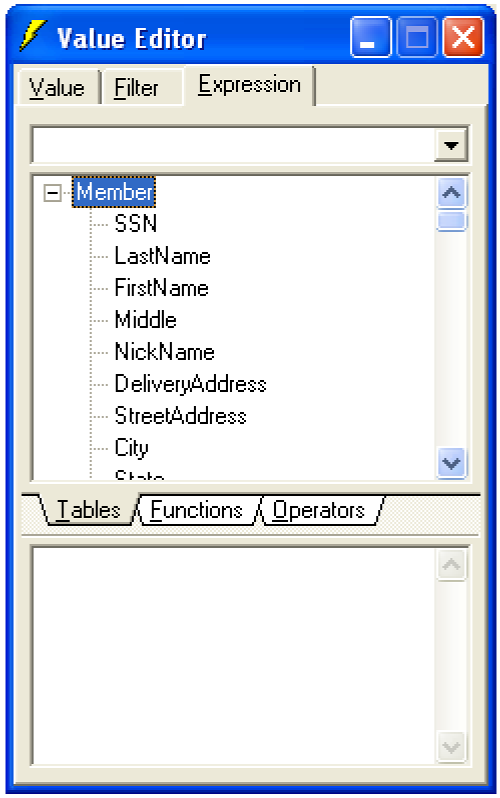
Click in the first empty column in your query grid, then click your right mouse button in the same place. From the menu that pops up, select 'Edit Properties':



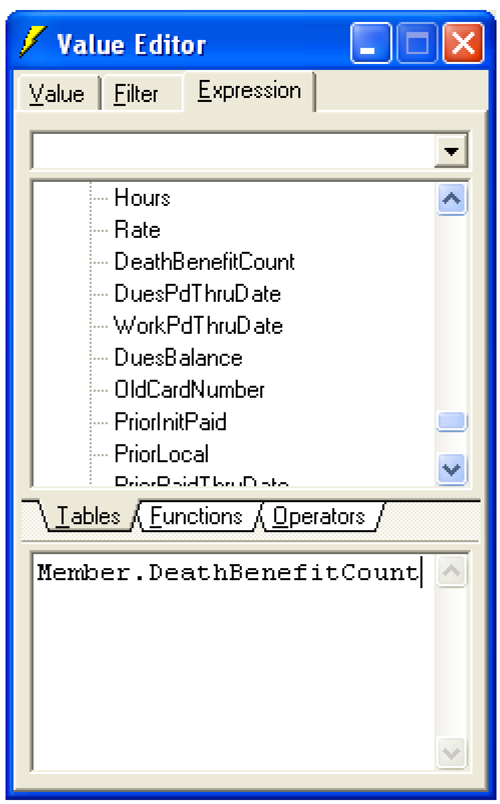
This will bring up the Value Editor. If the 'Expression' tab at the top of this window is not already selected, click on it to select.

There are two parts to the expression we want to create – the data item from the ICS member table (DeathBenefitCount), and the constant amount we want to multiply it by ($2.50). The data item must be selected from the table.

Click on the '+' sign next to the word 'Member' to expand and show the available fields in the member table:

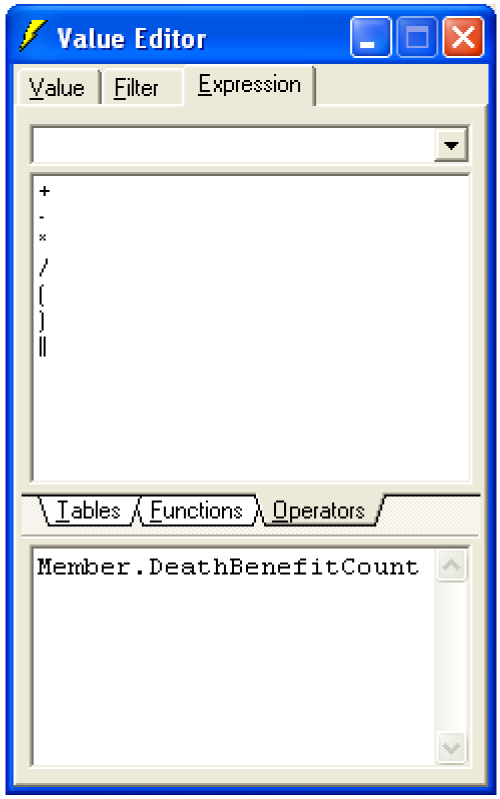


Now scroll down until you find the field named 'DeathBenefitCount' and double-click it to select.



Now we need to add the constant amount to this expression. Since we want to multiply these two amounts, we also need to tell the query to do this.

To start out, click on the 'Operators' tab just below the list of table/field names:

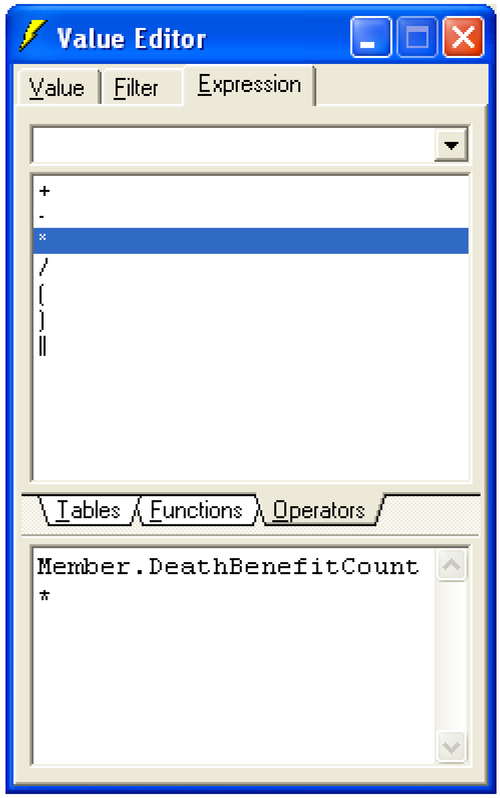


All operators provided by the Shazam report wizard are listed here. They are:

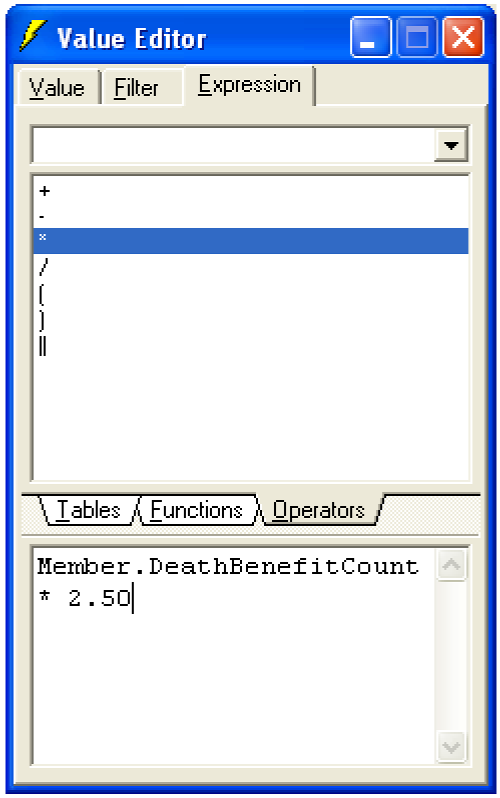
(+) - Addition
(-) - Subtraction
(*) - Multiplication
(/) - Division
((,)) - Parentheses
(||) - Concatenation

Usage of all but the last is pretty straightforward, just the way you would write a mathematical equation. The concatenation operator will be covered in a later exercise.

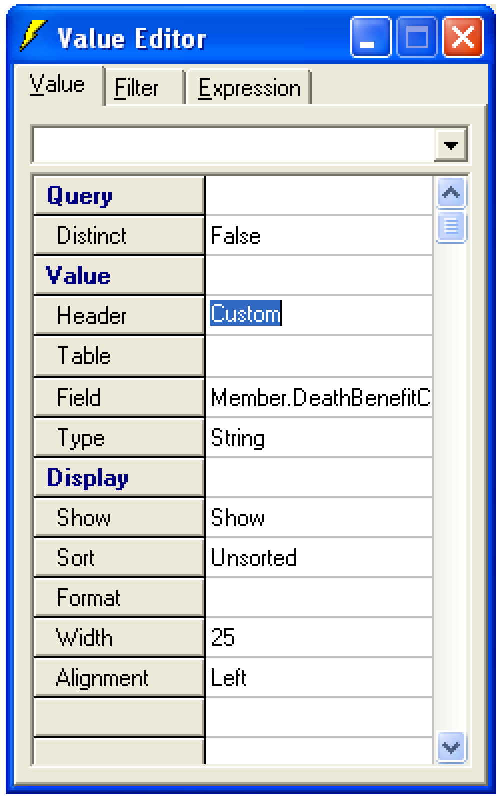
Double-click the '*' in the list to add a multiplication operator. (Or, you can type the '*' after the field name you selected.



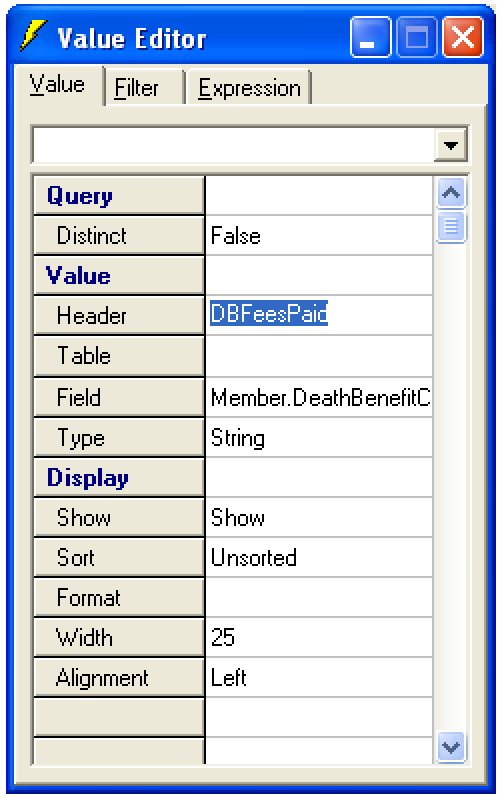
Now type your constant amount of 2.50 after the '*':



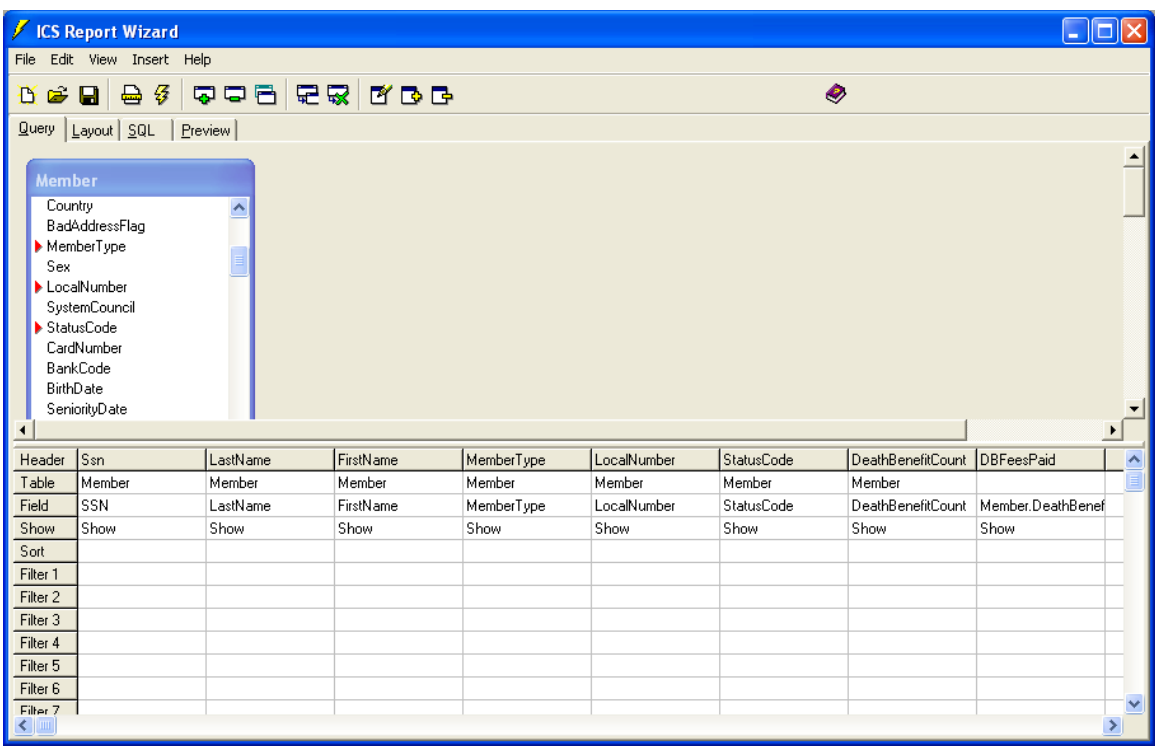
Now give your calculated field a name. Click on the 'Value' tab in the value editor, then click in the cell next to the label 'Header' (the text 'Custom' will probably be in there:



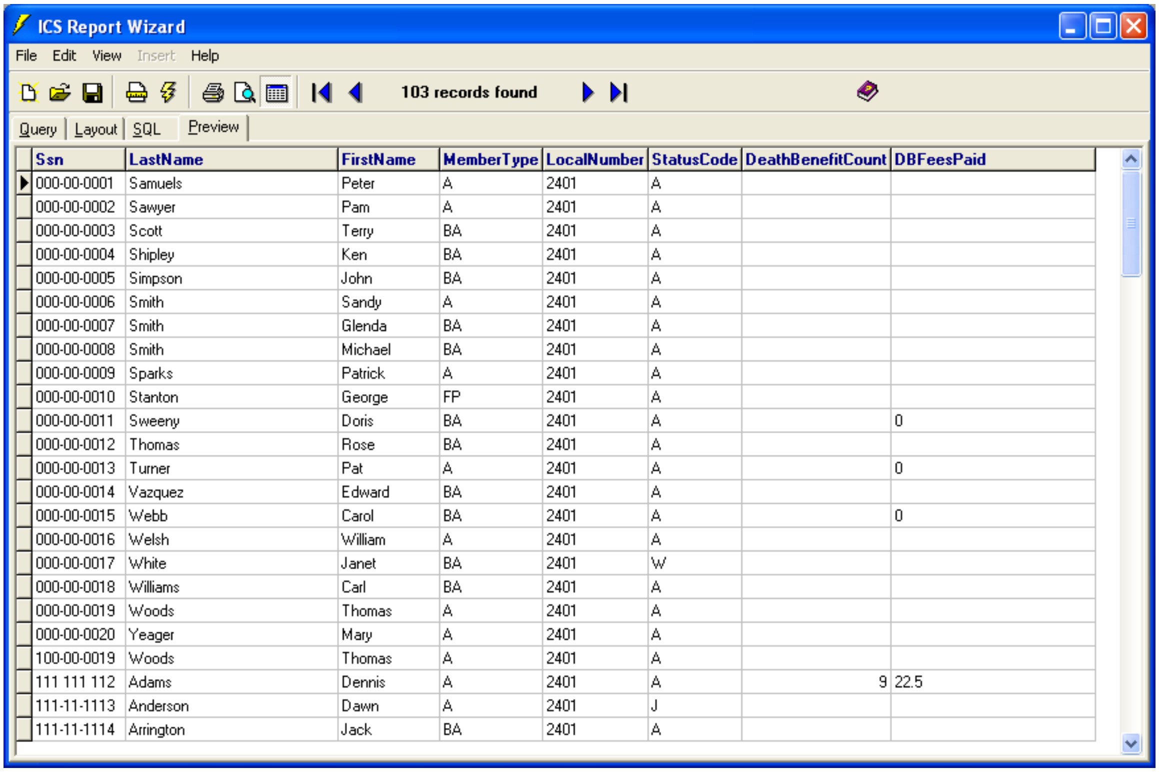
Type DBFeesPaid in the cell, then click the 'X' in the upper right corner to close the Value Editor.



The query should look something like this:

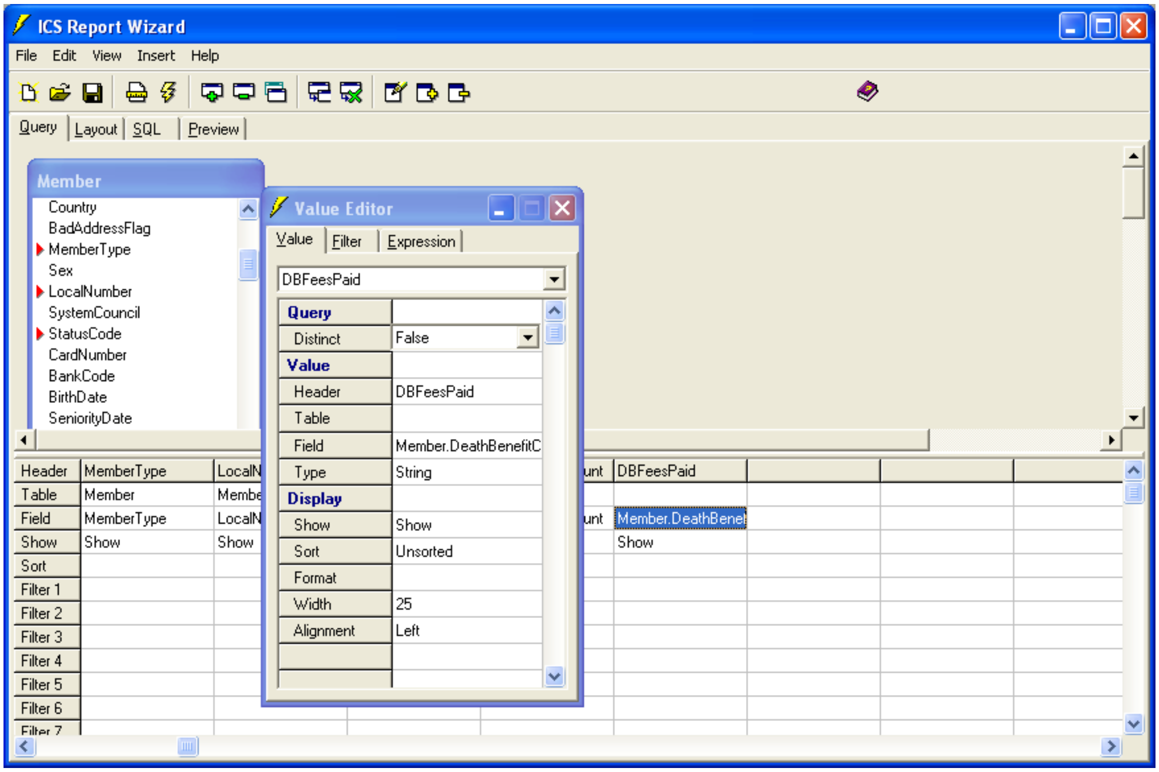


Click on the 'Preview' tab to see the results:

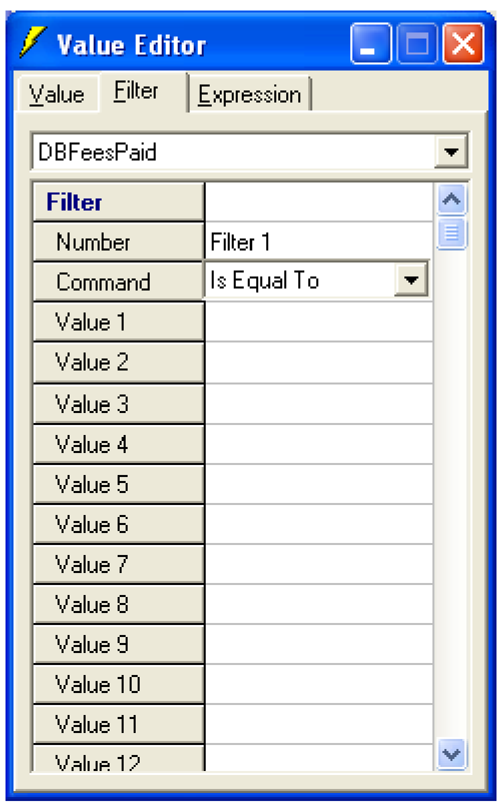


Ssn	LastName	FirstName	MemberType	LocalNumber	StatusCode	DeathBenefitCount	DBFeesPaid
000-00-0001	Samuels	Peter	A	2401	A		
000-00-0002	Sawyer	Pam	A	2401	A		
000-00-0003	Scott	Terry	BA	2401	A		
000-00-0004	Shipley	Ken	BA	2401	A		
000-00-0005	Simpson	John	BA	2401	A		
000-00-0006	Smith	Sandy	A	2401	A		
000-00-0007	Smith	Glenda	BA	2401	A		
000-00-0008	Smith	Michael	BA	2401	A		
000-00-0009	Sparks	Patrick	A	2401	A		
000-00-0010	Stanton	George	FP	2401	A		
000-00-0011	Sweeny	Doris	BA	2401	A		0
000-00-0012	Thomas	Rose	BA	2401	A		
000-00-0013	Turner	Pat	A	2401	A		0
000-00-0014	Vazquez	Edward	BA	2401	A		
000-00-0015	Webb	Carol	BA	2401	A		0
000-00-0016	Welsh	William	A	2401	A		
000-00-0017	White	Janet	BA	2401	W		
000-00-0018	Williams	Carl	BA	2401	A		
000-00-0019	Woods	Thomas	A	2401	A		
000-00-0020	Yeager	Mary	A	2401	A		
100-00-0019	Woods	Thomas	A	2401	A		
111 111 112	Adams	Dennis	A	2401	A	9	22.5
111-11-1113	Anderson	Dawn	A	2401	J		
111-11-1114	Arrington	Jack	BA	2401	A		

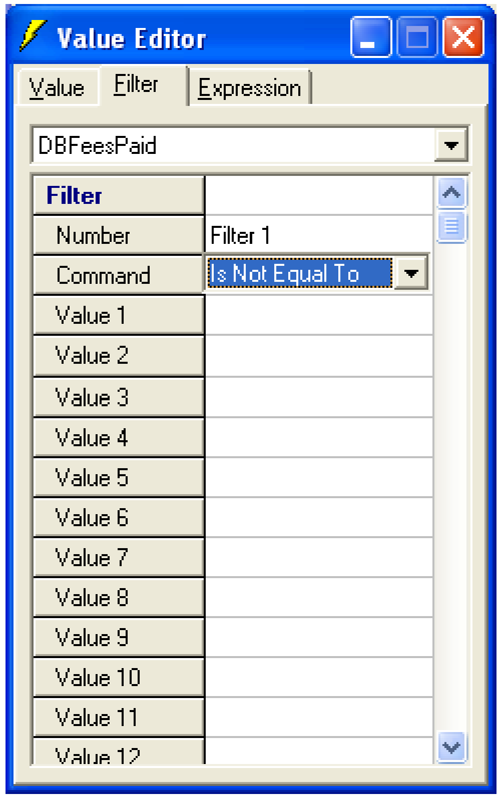
There's not a lot of Death benefit data in our sample member table, so many of the results are blank. To see just the ones that have data, we can add a filter to our new, calculated field in our query. Click on the Query tab and double-click in your 'DBFeesPaid' column to bring up the Value Editor:



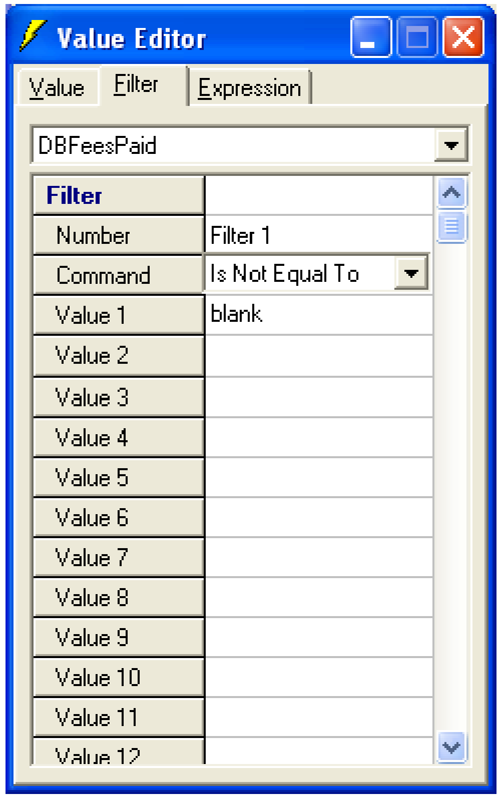
Click on the filter tab in the value Editor:



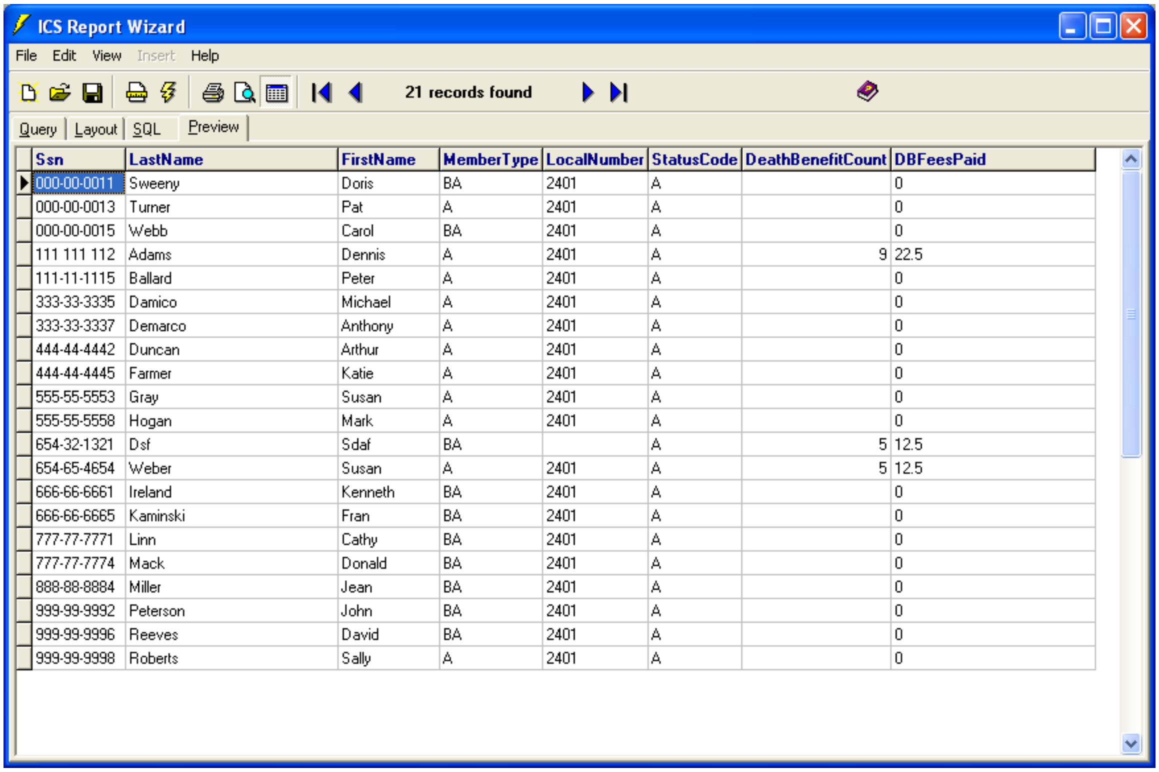
Now use the drop-down list next to 'Command' to select 'Is Not Equal To':



In the cell next to the 'Value 1' label, type the word 'blank':



Click the 'X' in the upper right corner to close the Value Editor, then click the 'Preview' tab to see your results:



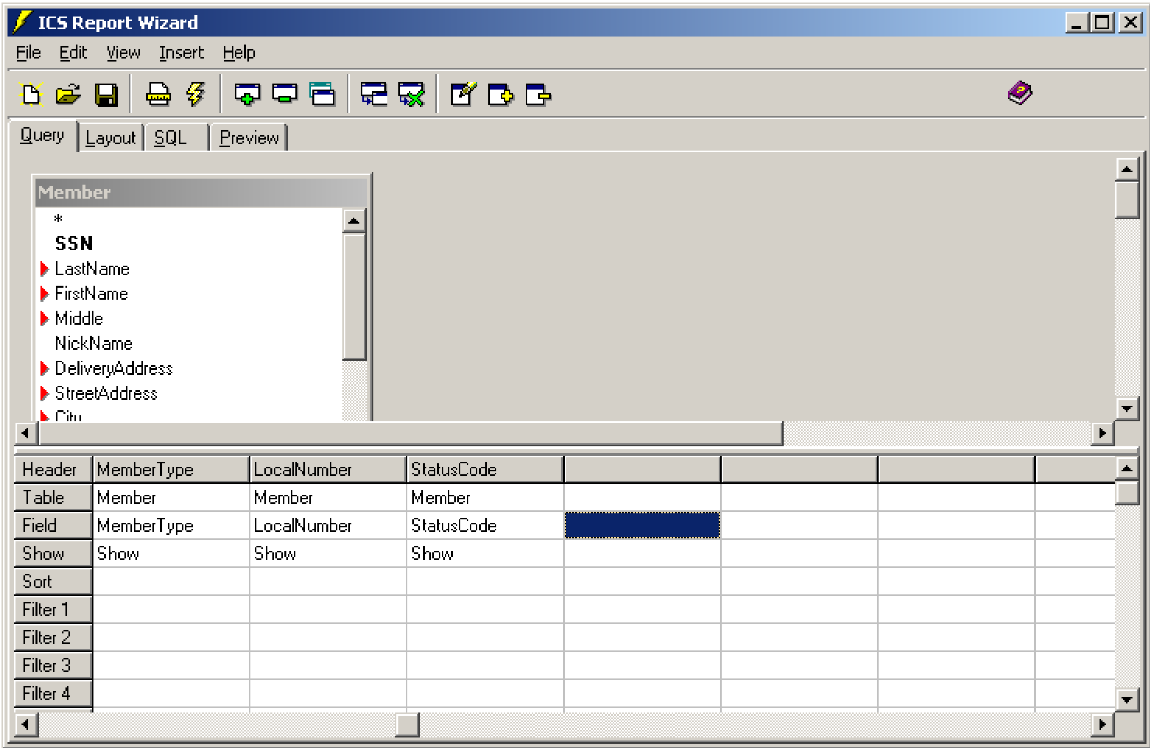
Ssn	LastName	FirstName	MemberType	LocalNumber	StatusCode	DeathBenefitCount	DBFeesPaid
000-00-0011	Sweeny	Doris	BA	2401	A		0
000-00-0013	Turner	Pat	A	2401	A		0
000-00-0015	Webb	Carol	BA	2401	A		0
111 111 112	Adams	Dennis	A	2401	A	9	22.5
111-11-1115	Ballard	Peter	A	2401	A		0
333-33-3335	Damico	Michael	A	2401	A		0
333-33-3337	Demarco	Anthony	A	2401	A		0
444-44-4442	Duncan	Arthur	A	2401	A		0
444-44-4445	Farmer	Katie	A	2401	A		0
555-55-5553	Gray	Susan	A	2401	A		0
555-55-5558	Hogan	Mark	A	2401	A		0
654-32-1321	Dsf	Sdaf	BA		A	5	12.5
654-65-4654	Weber	Susan	A	2401	A	5	12.5
666-66-6661	Ireland	Kenneth	BA	2401	A		0
666-66-6665	Kaminski	Fran	BA	2401	A		0
777-77-7771	Linn	Cathy	BA	2401	A		0
777-77-7774	Mack	Donald	BA	2401	A		0
888-88-8884	Miller	Jean	BA	2401	A		0
999-99-9992	Peterson	John	BA	2401	A		0
999-99-9996	Reeves	David	BA	2401	A		0
999-99-9998	Roberts	Sally	A	2401	A		0

Now all the records without Death Benefit data are omitted from the results.

Masking an SSN Field

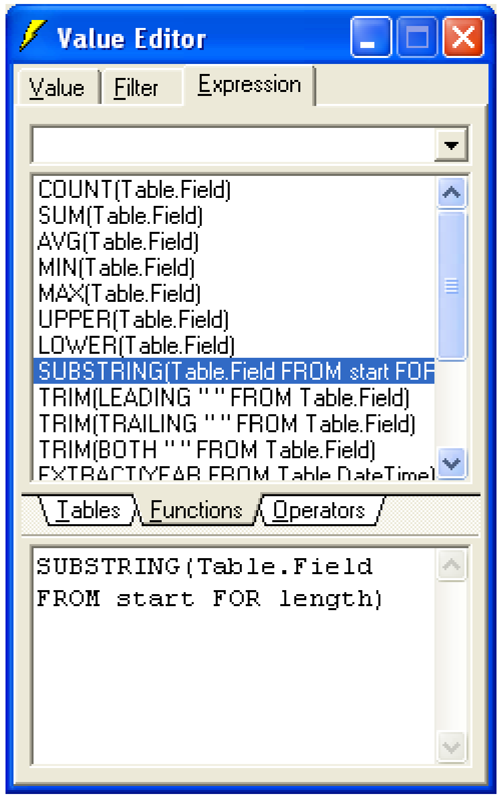
Regular mathematical operators aren't the only way you can manipulate the data in reports. Shazam has several built-in functions to alter the way your data is displayed.

Due to the rising rates of identity theft, many people are hesitant to have their Social Security numbers visible on any document. Let’s say you want to display only the last four digits of someone’s Social Security Number on a report. To do that, you first want to double-click on an empty column in the query tab.



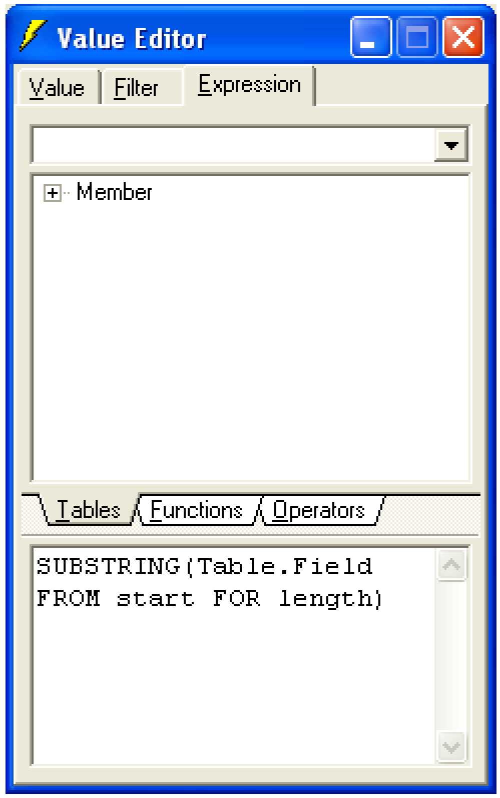
The Value Editor dialog box will open with the “Expressions” tab selected.

Click on the 'Functions' tab just above the lower white panel. This will display a list of available built-in functions. The one you want, 'SUBSTRING', should be just below the center of the panel. Double-click it to add it to your expression:

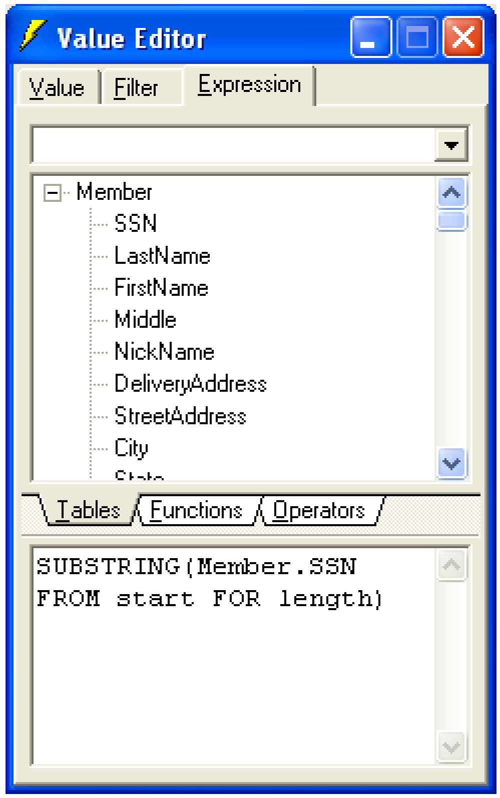


The text strings 'Table.Field', 'start', and 'length' are placeholders for other values. You will have to fill them in to get the data you want. This is easier to explain after filling in the necessary information.

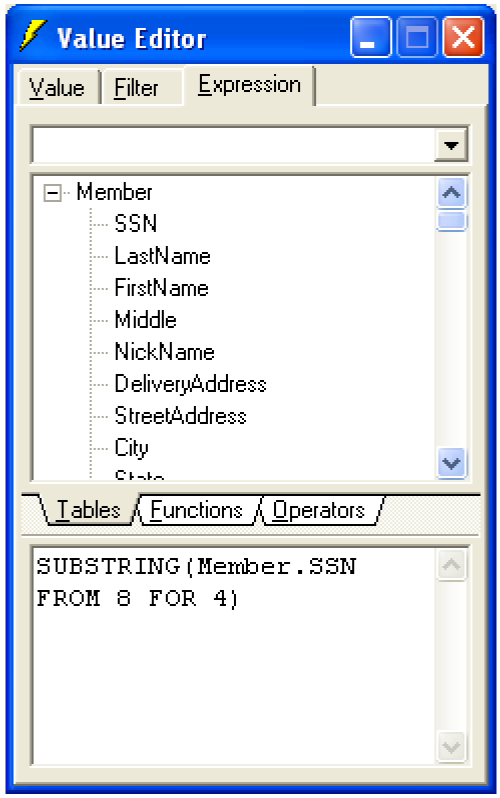
1. Click on the Tables tab, and use your mouse to high-light the words, “Table.Field” in the Substring function like this:



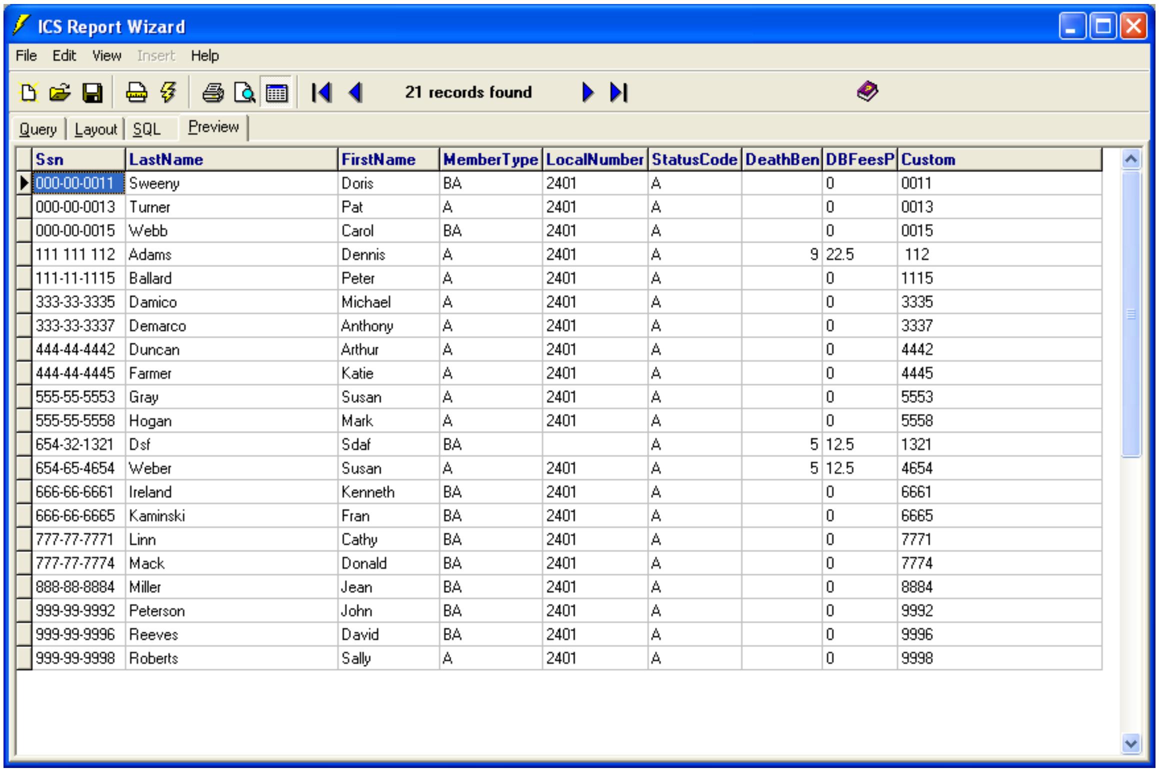
2. Now click the plus symbol next to Member and double-click the word SSN at the top of the list that appears. This places the words "Member.SSN" where the words "Table.Field" were before.



3. To complete the function, you have to enter numbers in place of the word "start" and "length."



In plain English, what this is saying is 'Give me 4 characters starting from the 8th character of the SSN field from the Member table'. Close the Value Editor and click on the Preview tab to see the results:



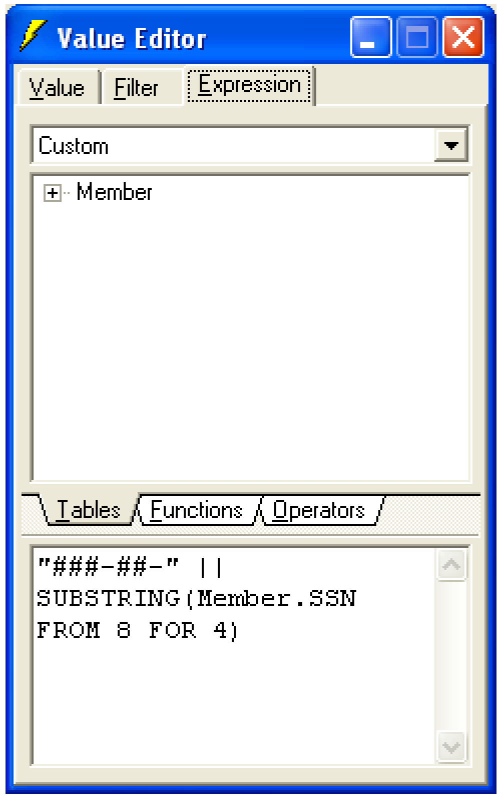
Ssn	LastName	FirstName	MemberType	LocalNumber	StatusCode	DeathBen	DBFeesP	Custom
000-00-0011	Sweeny	Doris	BA	2401	A		0	0011
000-00-0013	Turner	Pat	A	2401	A		0	0013
000-00-0015	Webb	Carol	BA	2401	A		0	0015
111 111 112	Adams	Dennis	A	2401	A	9	22.5	112
111-11-1115	Ballard	Peter	A	2401	A		0	1115
333-33-3335	Damico	Michael	A	2401	A		0	3335
333-33-3337	Demarco	Anthony	A	2401	A		0	3337
444-44-4442	Duncan	Arthur	A	2401	A		0	4442
444-44-4445	Farmer	Katie	A	2401	A		0	4445
555-55-5553	Gray	Susan	A	2401	A		0	5553
555-55-5558	Hogan	Mark	A	2401	A		0	5558
654-32-1321	Dsf	Sdaf	BA		A	5	12.5	1321
654-65-4654	Weber	Susan	A	2401	A	5	12.5	4654
666-66-6661	Ireland	Kenneth	BA	2401	A		0	6661
666-66-6665	Kaminski	Fran	BA	2401	A		0	6665
777-77-7771	Linn	Cathy	BA	2401	A		0	7771
777-77-7774	Mack	Donald	BA	2401	A		0	7774
888-88-8884	Miller	Jean	BA	2401	A		0	8884
999-99-9992	Peterson	John	BA	2401	A		0	9992
999-99-9996	Reeves	David	BA	2401	A		0	9996
999-99-9998	Roberts	Sally	A	2401	A		0	9998

The expression field on the right side of the report will be labeled 'Custom' and will show 4 digits for each. This is a good start, but it can be improved. Back to the query tab.

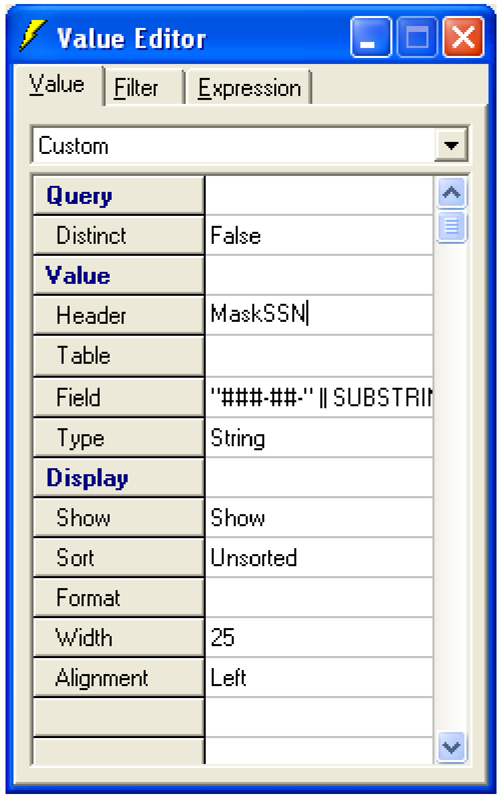
Double-click in your query field to bring up the value editor, then click on the 'Expression' tab:

4. In the lower white panel, before the 'SUBSTRING' function starts, type in the following text including the quotation marks: “###-##-“
5. Add a space, then holding down the shift key, type the key with a backward slash (looks like this: \ ) to add two vertical lines like this || .
6. Next Click on the tab along the bottom labeled “Functions.”

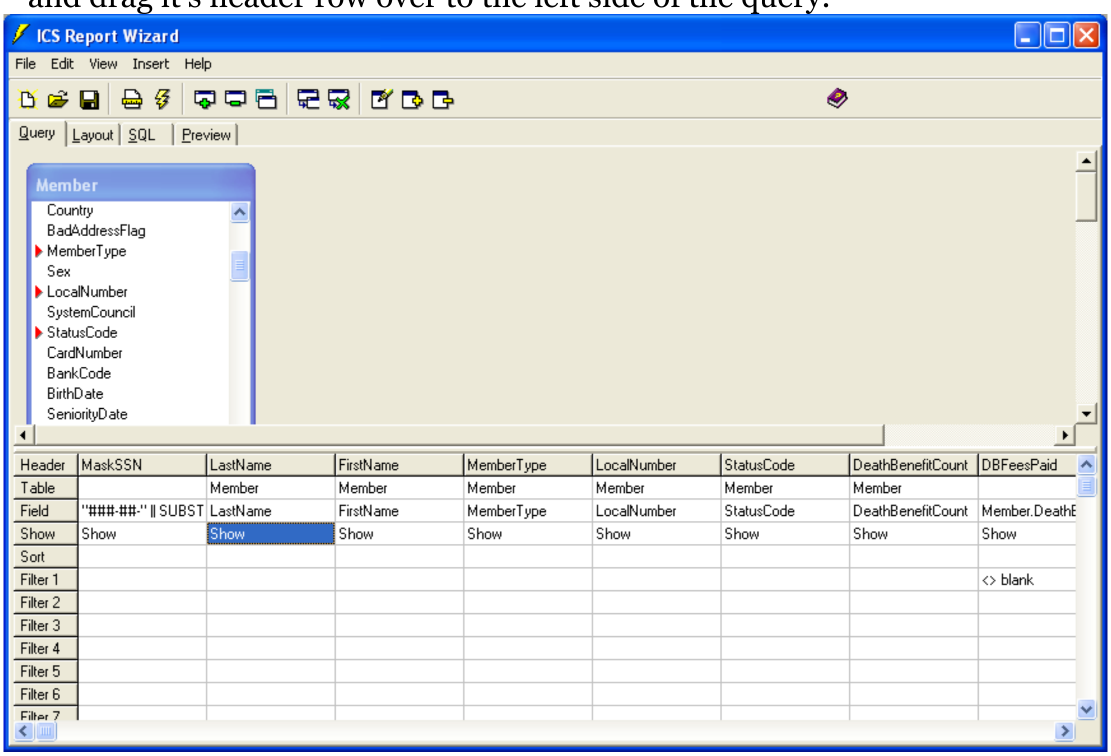
Your screen should look like this:



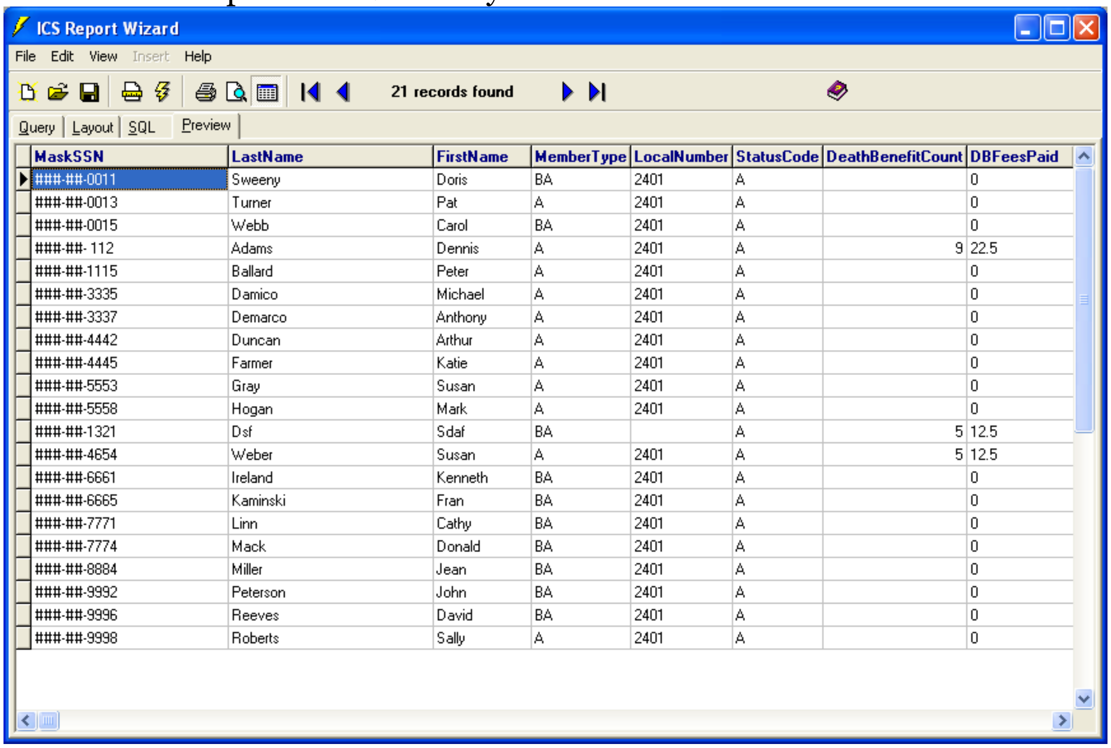
The last step in the process is to click on the "Value" tab and give this column we've created a name or "header." By default the program will call it "custom." Change that to "MaskSSN."



Close the value editor. In order to see our new field more clearly, we can click and drag it's header row over to the left side of the query.



Now click the preview tab to see your results:



MaskSSN	LastName	FirstName	MemberType	LocalNumber	StatusCode	DeathBenefitCount	DBFeesPaid
###-##-0011	Sweeny	Doris	BA	2401	A		0
###-##-0013	Turner	Pat	A	2401	A		0
###-##-0015	Webb	Carol	BA	2401	A		0
###-##- 112	Adams	Dennis	A	2401	A	9	22.5
###-##-1115	Ballard	Peter	A	2401	A		0
###-##-3335	Damico	Michael	A	2401	A		0
###-##-3337	Demarco	Anthony	A	2401	A		0
###-##-4442	Duncan	Arthur	A	2401	A		0
###-##-4445	Farmer	Katie	A	2401	A		0
###-##-5553	Gray	Susan	A	2401	A		0
###-##-5558	Hogan	Mark	A	2401	A		0
###-##-1321	Dsf	Sdaf	BA		A	5	12.5
###-##-4654	Weber	Susan	A	2401	A	5	12.5
###-##-6661	Ireland	Kenneth	BA	2401	A		0
###-##-6665	Kaminski	Fran	BA	2401	A		0
###-##-7771	Linn	Cathy	BA	2401	A		0
###-##-7774	Mack	Donald	BA	2401	A		0
###-##-8884	Miller	Jean	BA	2401	A		0
###-##-9992	Peterson	John	BA	2401	A		0
###-##-9996	Reeves	David	BA	2401	A		0
###-##-9998	Roberts	Sally	A	2401	A		0

Understanding what this does:

As you can probably see, the Substring function tells Shazam to display a portion of the SSN that begins at "start" and includes all the characters through "length." An SSN contains 11 characters. We've replaced the first 7 with what we typed "###-##-". The two vertical lines tell Shazam to splice together (or concatenate) what we've typed with what the Substring function returns. In this case Substring looks at the SSN field, and returns four characters beginning at the 8th position. In other words the last 4 characters of the SSN field.

More fun with Functions

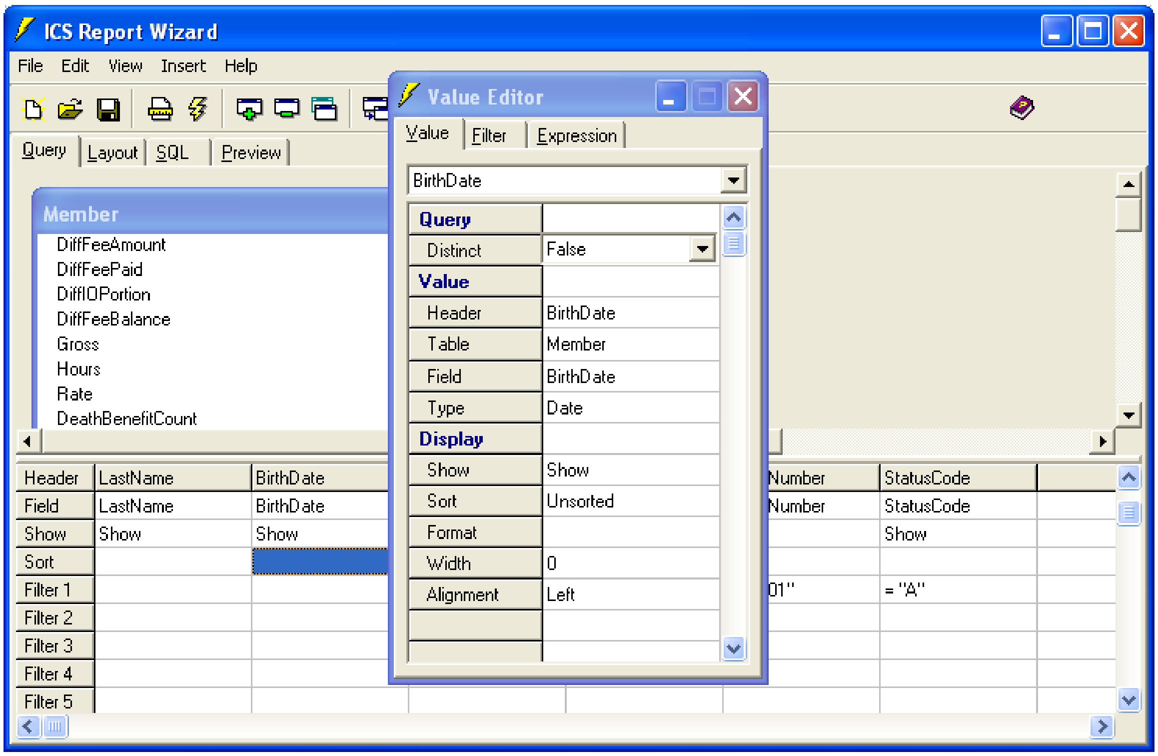
Extracting values from dates

Let's say you like to send a birthday card to all your active local members. Since you never know who's going to be around and for how long, you don't want to do this too far in advance. But you don't want to be looking around every day to see who has a birthday, either. Let's say, once per month.

The ICS Report Wizard can extract year, month, day, hour, minute, and second values from date fields.

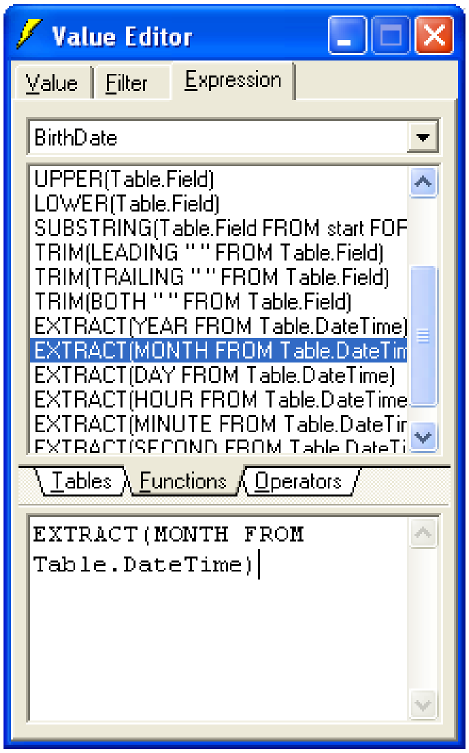
Imagine, for instance, that you just completed your September per capita and want to know who has a birthday in October so you can include a birthday greeting with their monthly billing statement. Here's how you can do it:

Open a new Quick Report and add the Member table. Add the LastName, *FirstName, BirthDate, MemberType, LocalNumber*, and *StatusCode* fields from the Member table. Now double-click anywhere in the *BirthDate* column.

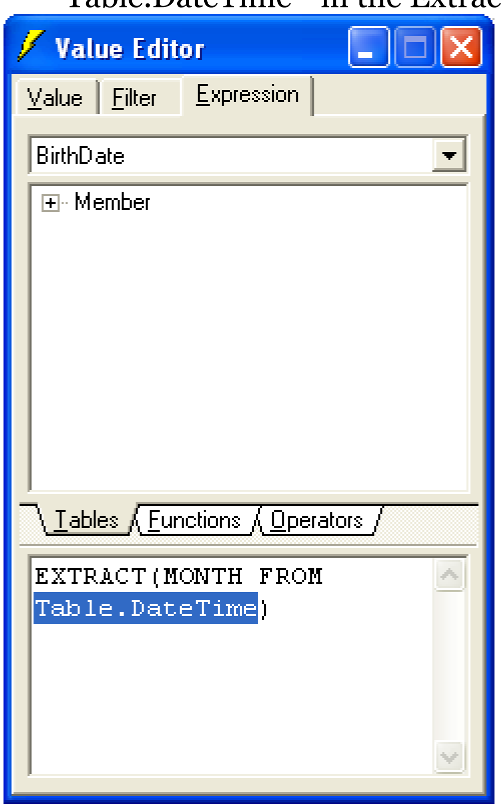


The Value Editor dialog box will open with the "Value" tab selected.

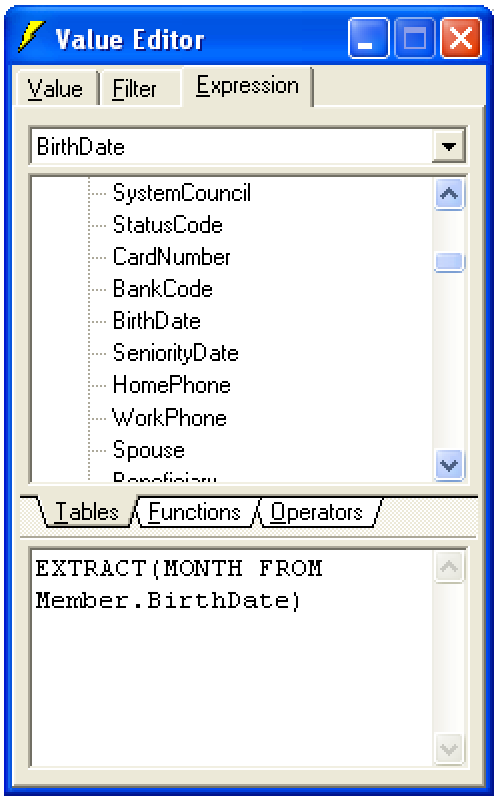
1. Click on the "Expression" tab to select. When the "Expression tab opens, the "Tables" sub-tab will be selected.
2. Click on the tab along the bottom labeled "Functions."
3. Find the function that says "EXTRACT(MONTH from Table.DateTime)". You may have to scroll down to find it. Double-click it. Your screen should look like this:



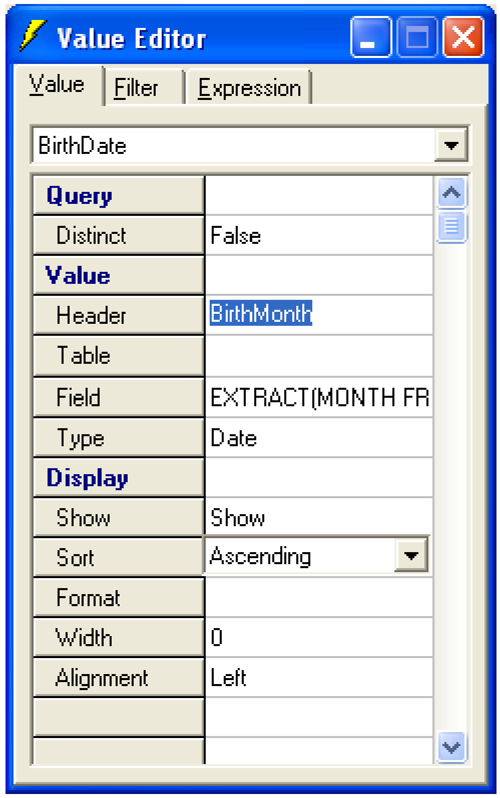
4. Next click on the Tables tab, and use your mouse to high-light the words, "Table.DateTime" in the Extract function like this:



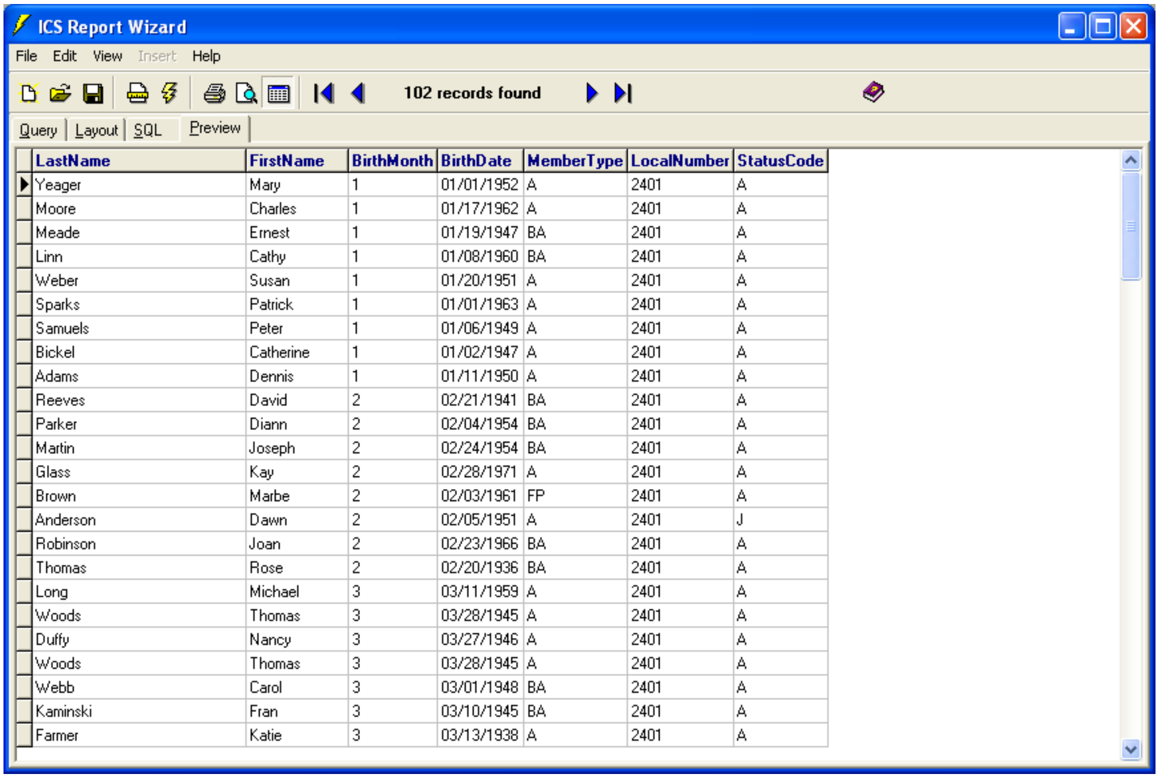
5. Now click the plus symbol next to Member and double-click the field name *BirthDate* in the list that appears. This places the words "Member.BirthDate" where the words "Table.DateTime" were before. The function is now complete, we can move on to filtering the data. Click the filter tab.



6. Sorting in order or Birth Month is probably a good idea here. Click on the Value tab and set the Sort to 'Ascending'. While we are on this tab, it would be a good idea to change the header to 'BirthMonth'.



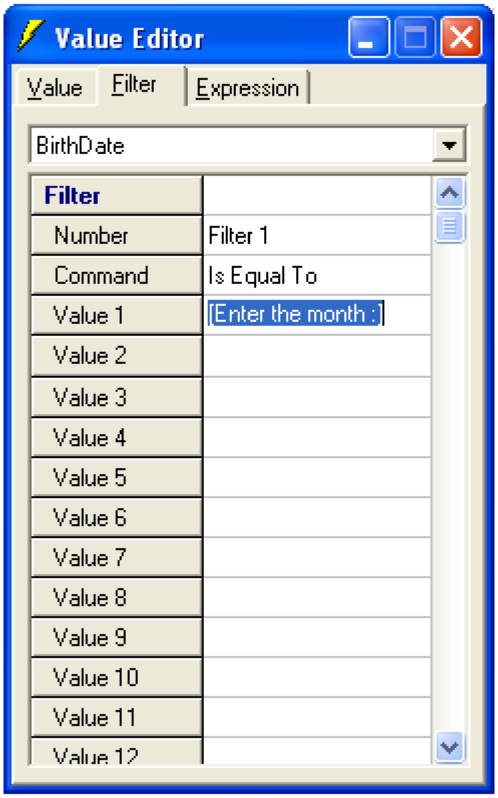
Understanding what this does:
The Extract function tells Shazam to display an individual piece of a datetime field, in this case, the month. Let's look at how that works now. Close the Value Editor and click the 'Preview' tab to see the results.



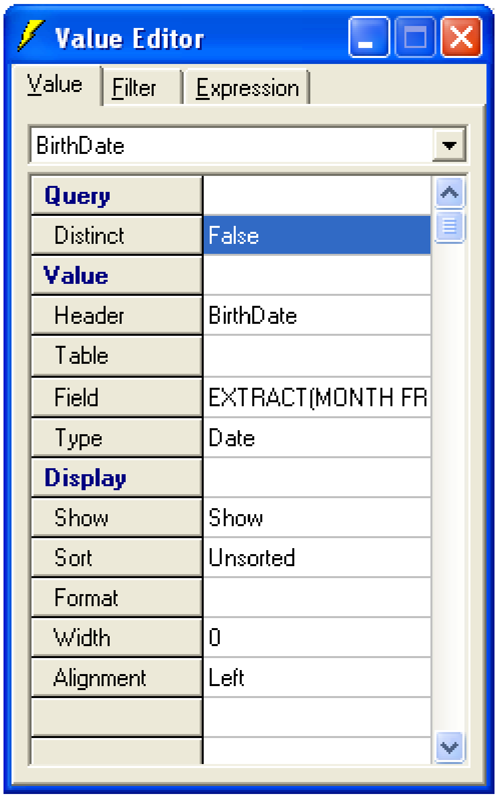
LastName	FirstName	BirthMonth	BirthDate	MemberType	LocalNumber	StatusCode
Yeager	Mary	1	01/01/1952	A	2401	A
Moore	Charles	1	01/17/1962	A	2401	A
Meade	Ernest	1	01/19/1947	BA	2401	A
Linn	Cathy	1	01/08/1960	BA	2401	A
Weber	Susan	1	01/20/1951	A	2401	A
Sparks	Patrick	1	01/01/1963	A	2401	A
Samuels	Peter	1	01/06/1949	A	2401	A
Bickel	Catherine	1	01/02/1947	A	2401	A
Adams	Dennis	1	01/11/1950	A	2401	A
Reeves	David	2	02/21/1941	BA	2401	A
Parker	Diann	2	02/04/1954	BA	2401	A
Martin	Joseph	2	02/24/1954	BA	2401	A
Glass	Kay	2	02/28/1971	A	2401	A
Brown	Marbe	2	02/03/1961	FP	2401	A
Anderson	Dawn	2	02/05/1951	A	2401	J
Robinson	Joan	2	02/23/1966	BA	2401	A
Thomas	Rose	2	02/20/1936	BA	2401	A
Long	Michael	3	03/11/1959	A	2401	A
Woods	Thomas	3	03/28/1945	A	2401	A
Duffy	Nancy	3	03/27/1946	A	2401	A
Woods	Thomas	3	03/28/1945	A	2401	A
Webb	Carol	3	03/01/1948	BA	2401	A
Kaminski	Fran	3	03/10/1945	BA	2401	A
Farmer	Katie	3	03/13/1938	A	2401	A

Asking the User a Question and Modifying Results based on the Answer

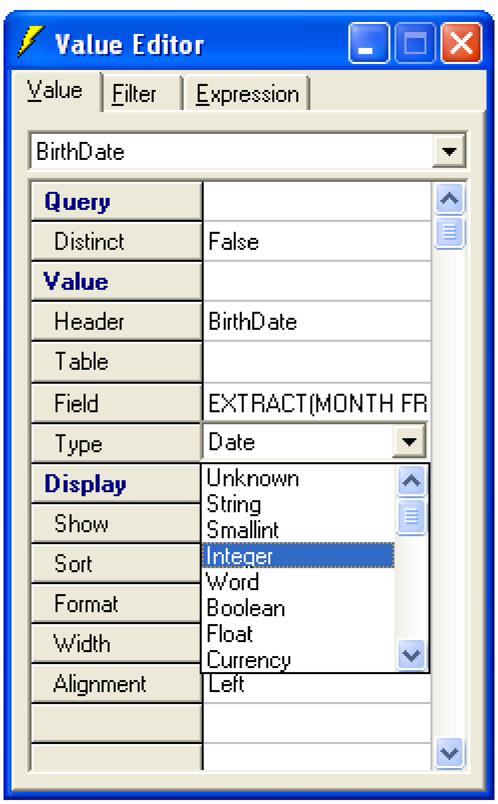
When we first started this report, we were only looking for October birthdays. It's easy enough to filter out everything but October, but we would have to go in and modify that filter every month when we wanted to see this report. To filter the report ‘on the fly’, we’ll use a parameter query. This allows the user to specify which values to filter by when the report is run. Click on the Query tab, double-click on your BirthMonth field, and select the Filter tab in the Value Editor. In the “Value 1” box, type in “[Enter the Month:]”.



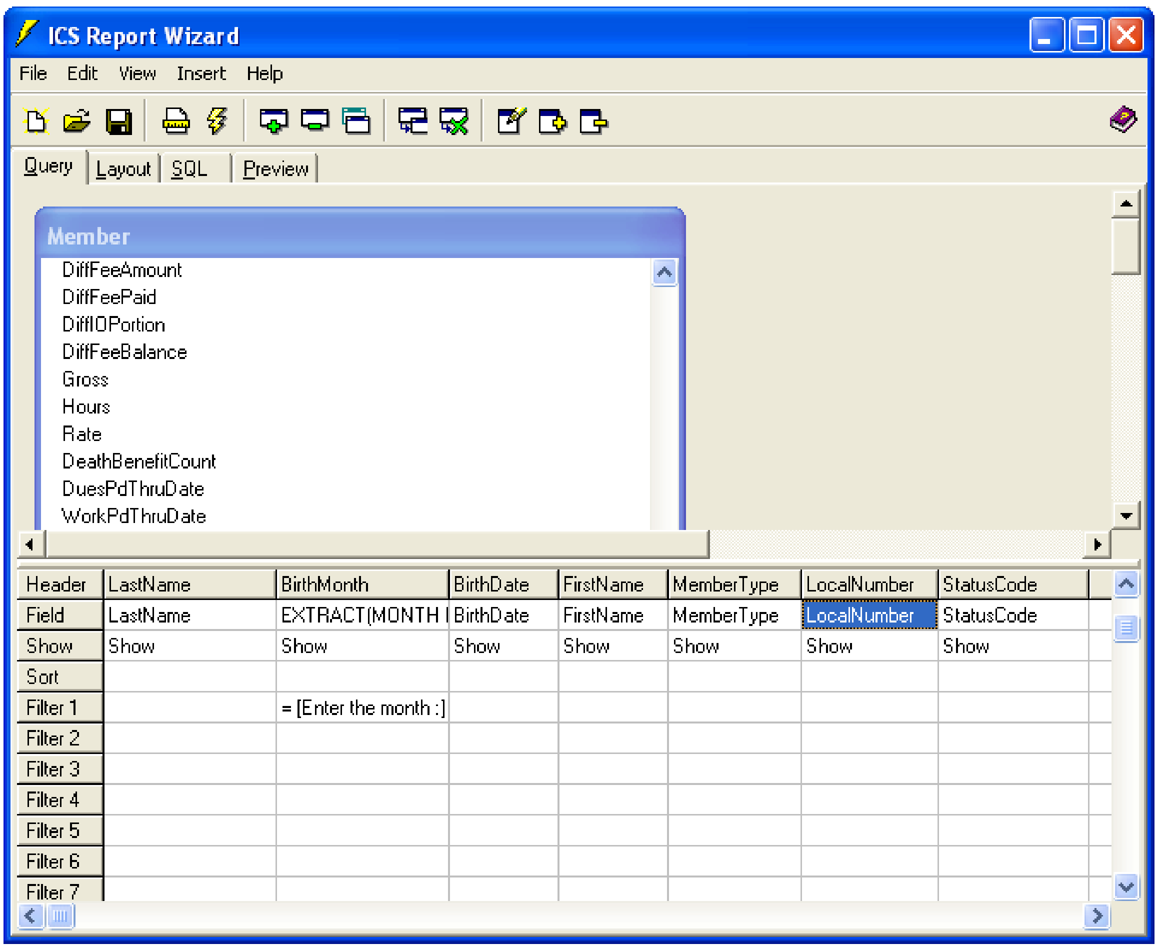
7. Now click on the "Value" tab. Looking at the 'Type' property, we can see that Shazam still considers this field a date. Since we've extracted just the month from the field, this is no longer true.



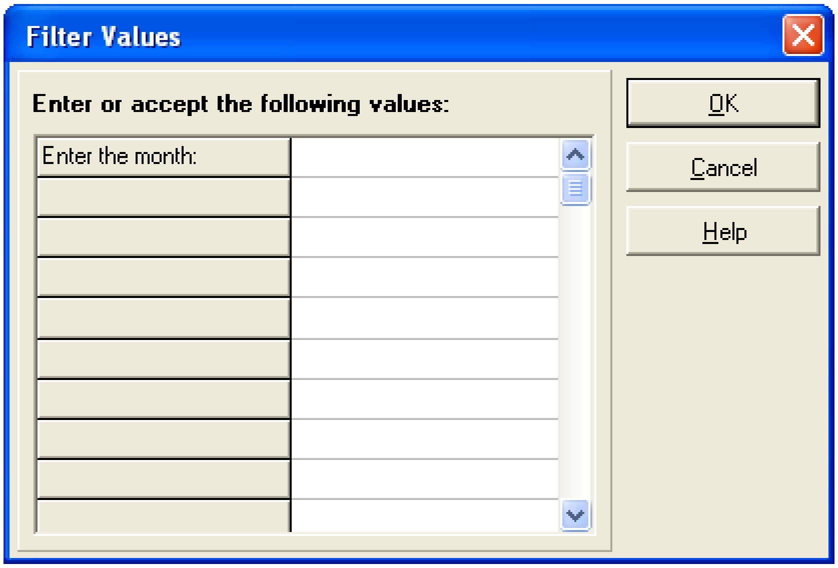
8. Click in the 'Type' property box. This will bring up a drop-down list. Select 'Integer'.



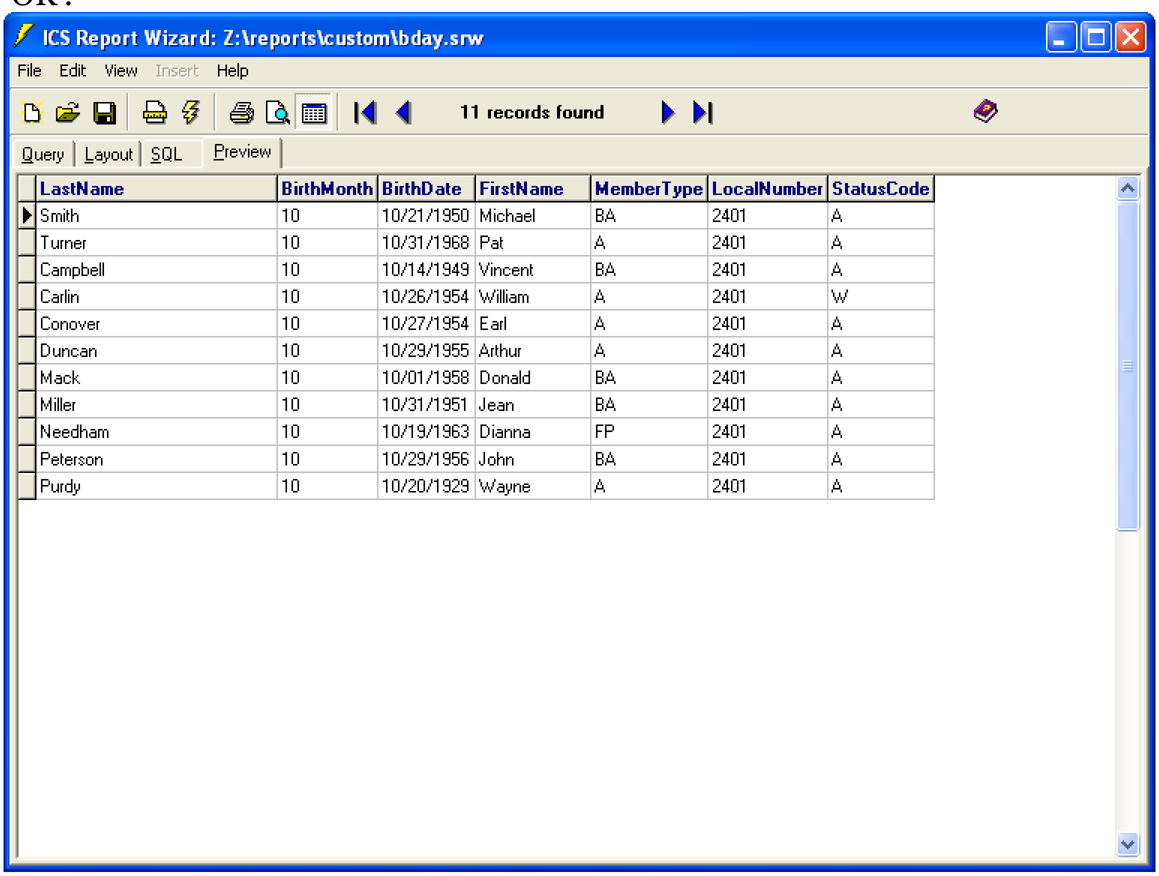
Close the Value Editor. Your screen should look something like this:



Click on the Preview tab to see what happens:



Enter the number 10 where the prompt “Enter the month:” appears and click ‘OK’.

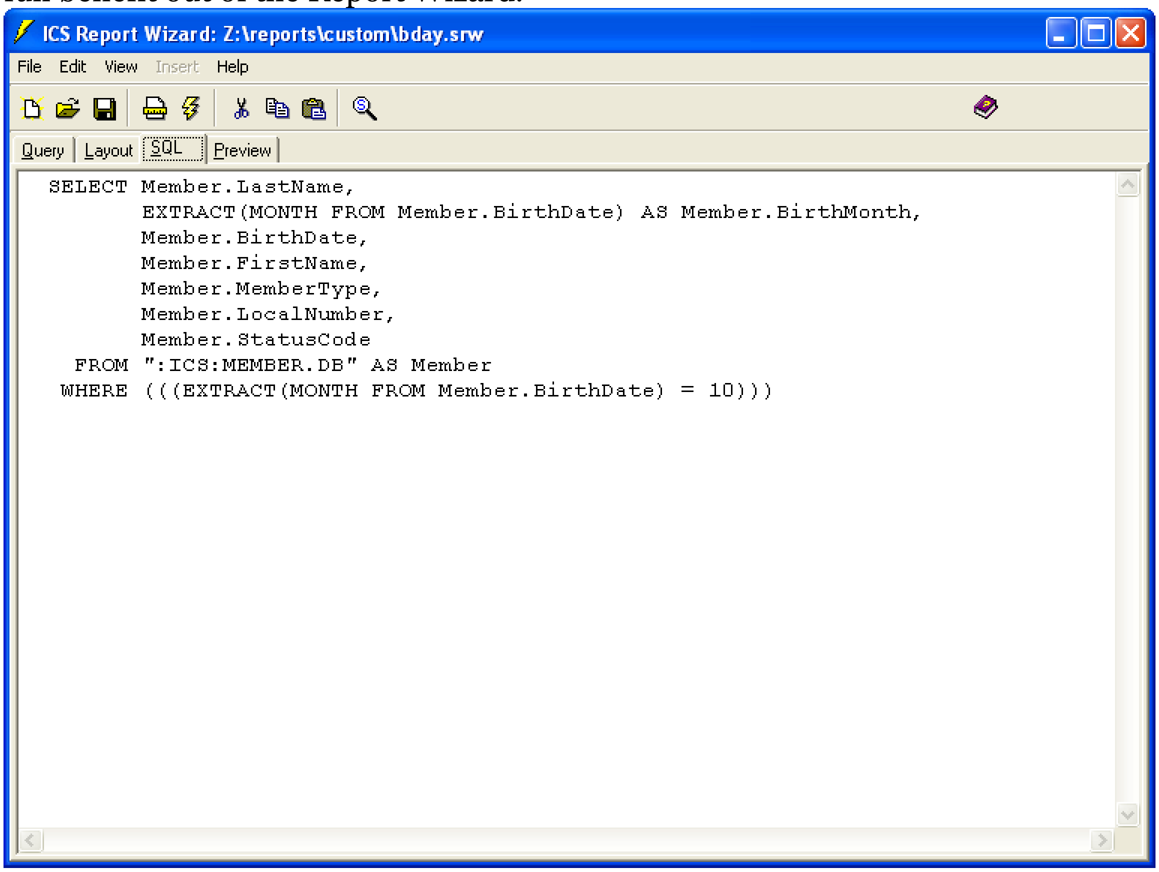


LastName	BirthMonth	BirthDate	FirstName	MemberType	LocalNumber	StatusCode
Smith	10	10/21/1950	Michael	BA	2401	A
Turner	10	10/31/1968	Pat	A	2401	A
Campbell	10	10/14/1949	Vincent	BA	2401	A
Carlin	10	10/26/1954	William	A	2401	W
Conover	10	10/27/1954	Earl	A	2401	A
Duncan	10	10/29/1955	Arthur	A	2401	A
Mack	10	10/01/1958	Donald	BA	2401	A
Miller	10	10/31/1951	Jean	BA	2401	A
Needham	10	10/19/1963	Dianna	FP	2401	A
Peterson	10	10/29/1956	John	BA	2401	A
Purdy	10	10/20/1929	Wayne	A	2401	A

As you can see, only members with October birthdays are listed.

If you’re interested in seeing what goes on ‘behind the scenes’, click the SQL tab.

NOTE: The SQL tab displays the code that the Shazam Report Wizard creates based on what you've done in your query tab. It is for reference only. While understanding the SQL may assist in troubleshooting certain advanced queries, it is not necessary to understand anything about the contents of this tab to get the full benefit out of the Report Wizard.



Looking at the ‘WHERE’ clause in this statement, you can see that the value 10 was inserted in to the query. If you experiment with other values, the query will change dynamically.

At this point, you can use the report as-is, or work with the filtering and layout as you might with any other report.

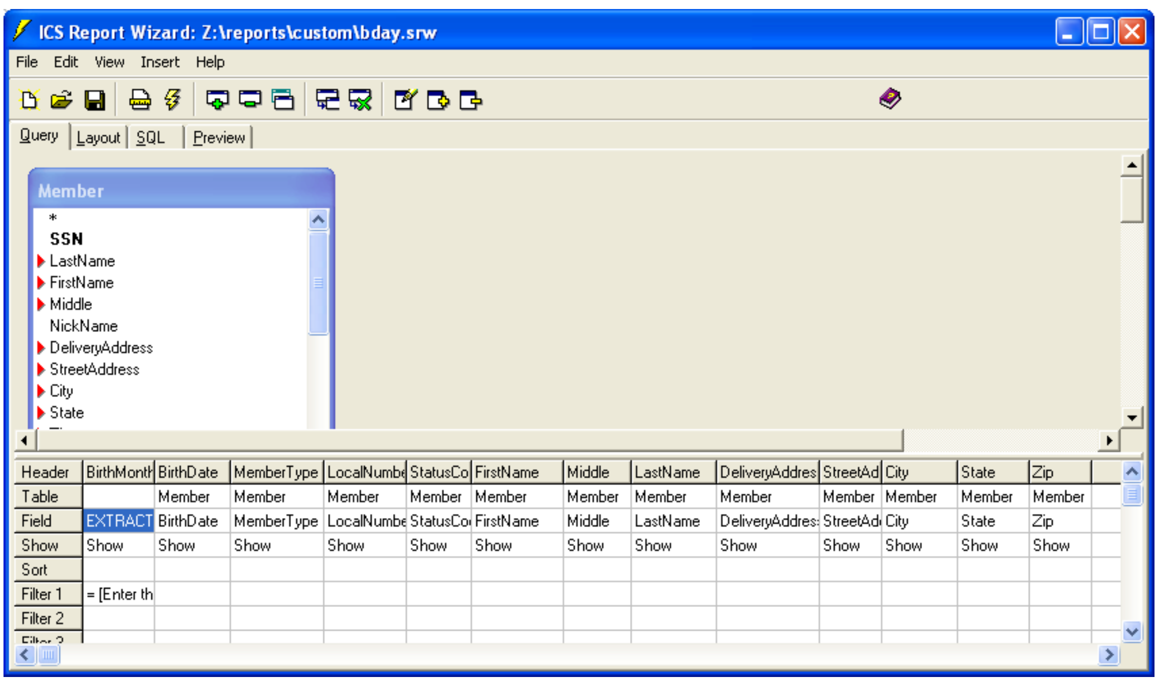
Mailing Labels

Though many different label reports are included standard with the ICS program, you may wish to create your own. This exercise will demonstrate how to create a label report, and how to adjust for missing/optional data so it doesn't leave unwanted blank spaces all over your labels.

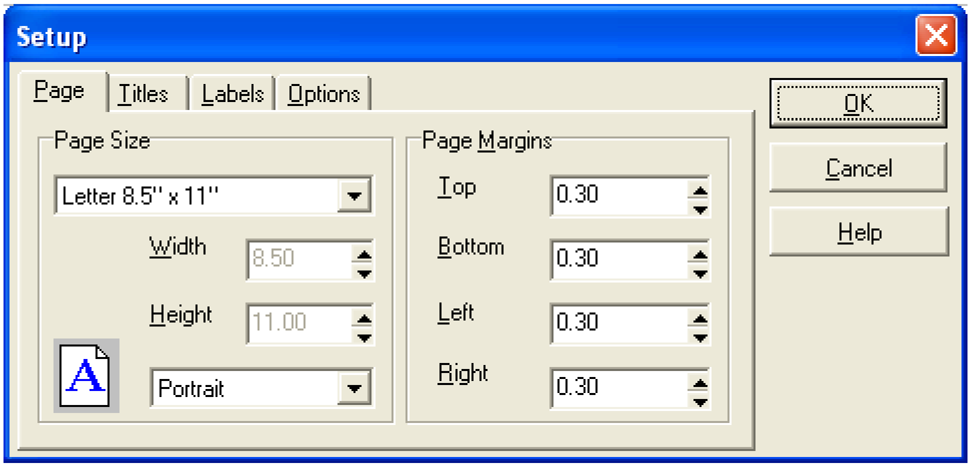
Note: Most of the functionality discussed in this exercise is available in the 'Custom Address Labels' item on the ICS Reports menu. This exercise is designed to provide some experience using the label and layout capabilities of the ICS report wizard in order to be able to use all available options.

Since we've been working with monthly birthday lists, let's continue to work with this report and create labels for your members with upcoming birthdays. To create mailing labels, we will want the same set of members specified in the previous report, but we'll need some additional information on each person. So the first thing we need to do is add the following fields*: Middle, Delivery Address, Street Address, City, State, Zip.*

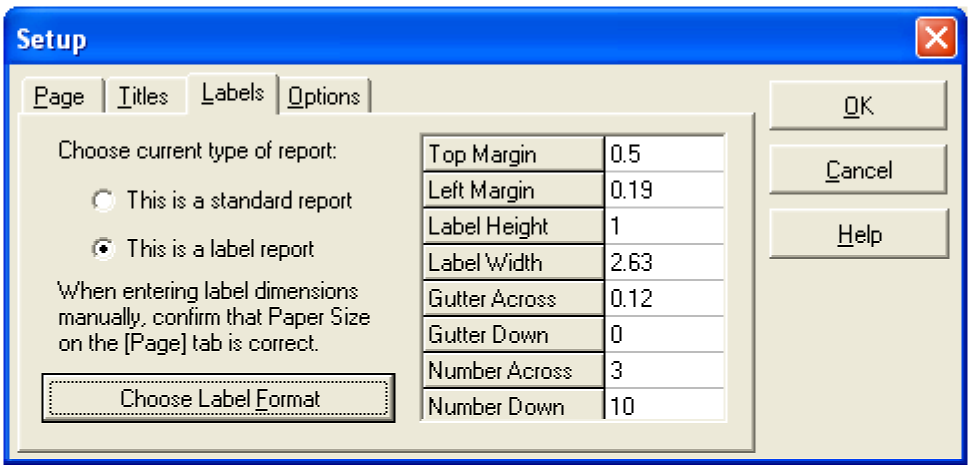
Just to make the data easier to work with, the columns have been re-arranged a bit in this example:



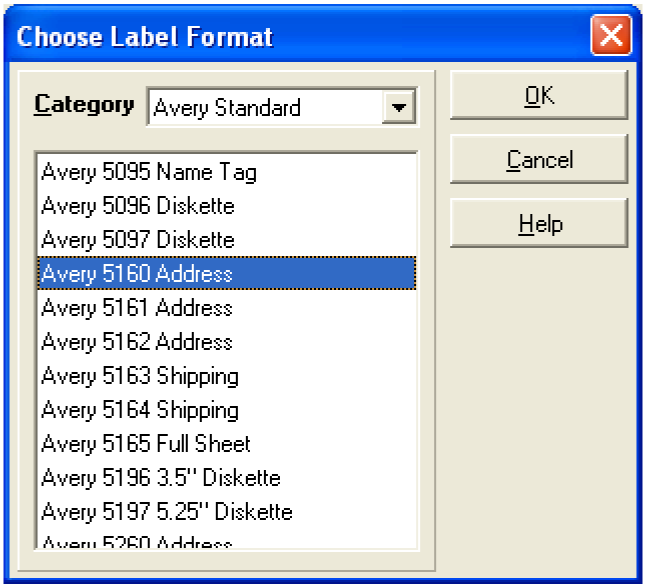
Now that we've got the data we need, let's change this from a simple list to a label format. Click the Setup button on the toolbar (selecting *Page Setup* from the *File* menu will accomplish the same thing).



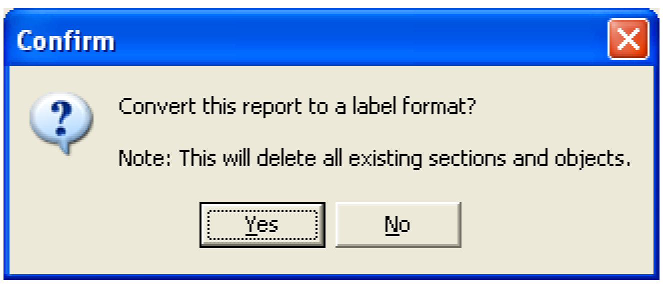
Click on the *Labels* tab, select 'This is a label report.', then click the 'Choose label Format' button.



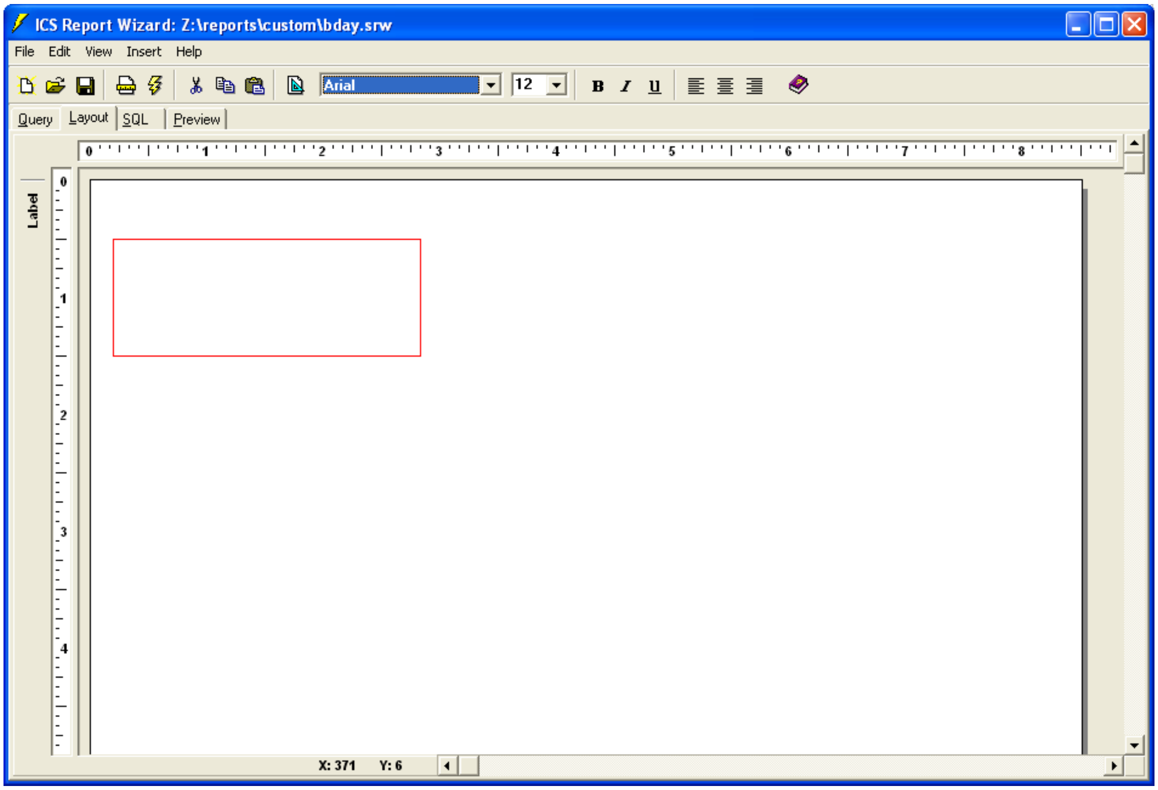
Select 'Avery 5160 Address' and click OK. This is a 3x10 labels per page format.



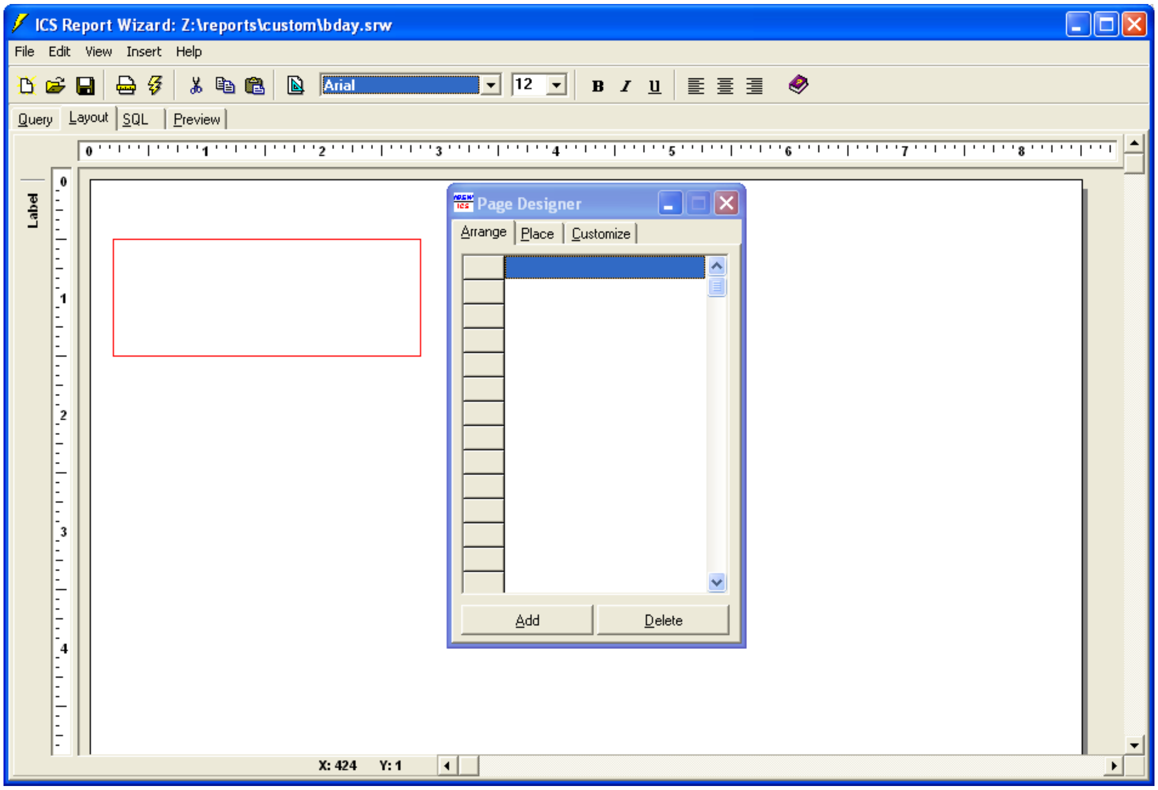
Click OK again in the 'Setup' dialog, and the following message will appear:



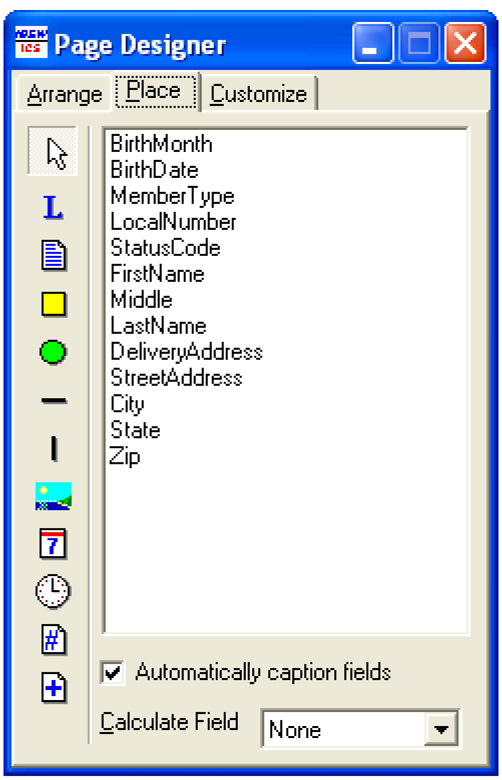
Click 'Yes', then click on the 'Layout' tab. Enter the month if prompted to do so. Your screen should look something like this:



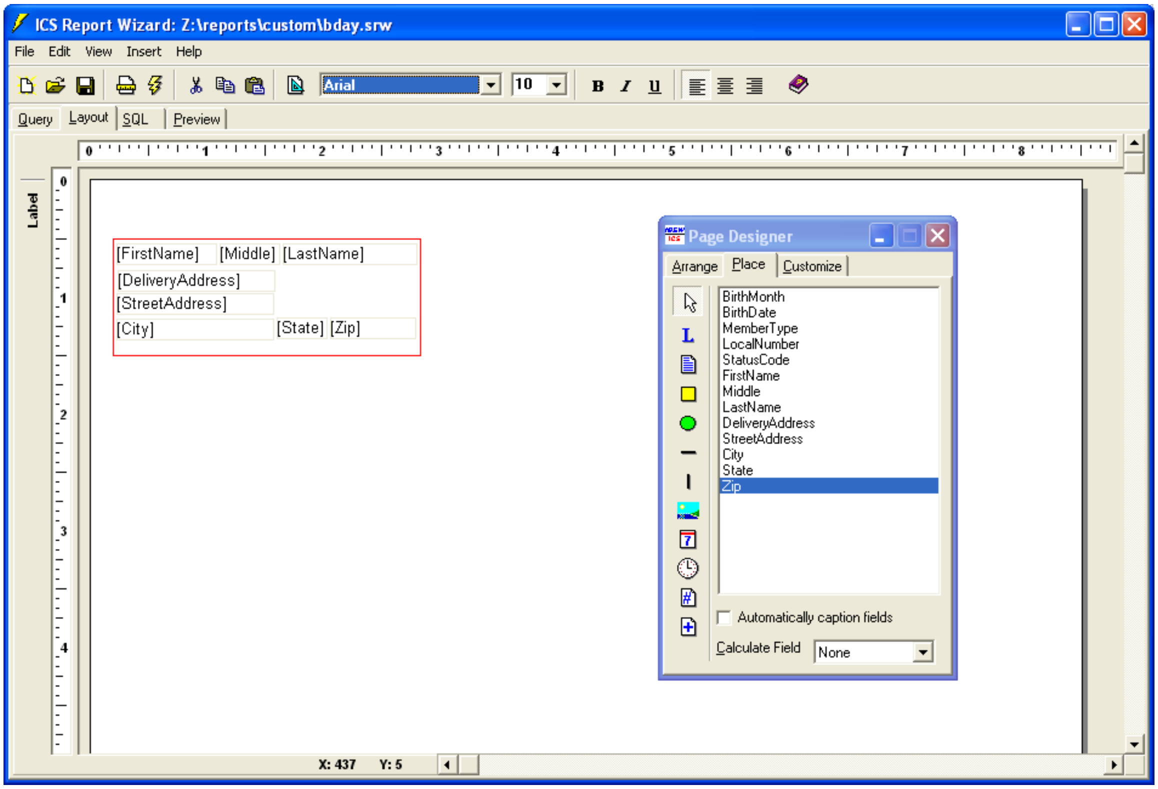
This is a blank label. To get our mailing labels we have to fill it in. Open a page designer window by clicking on the *Page Designer* button on the tool bar, or by right-clicking on the page and selecting 'Place Objects'.



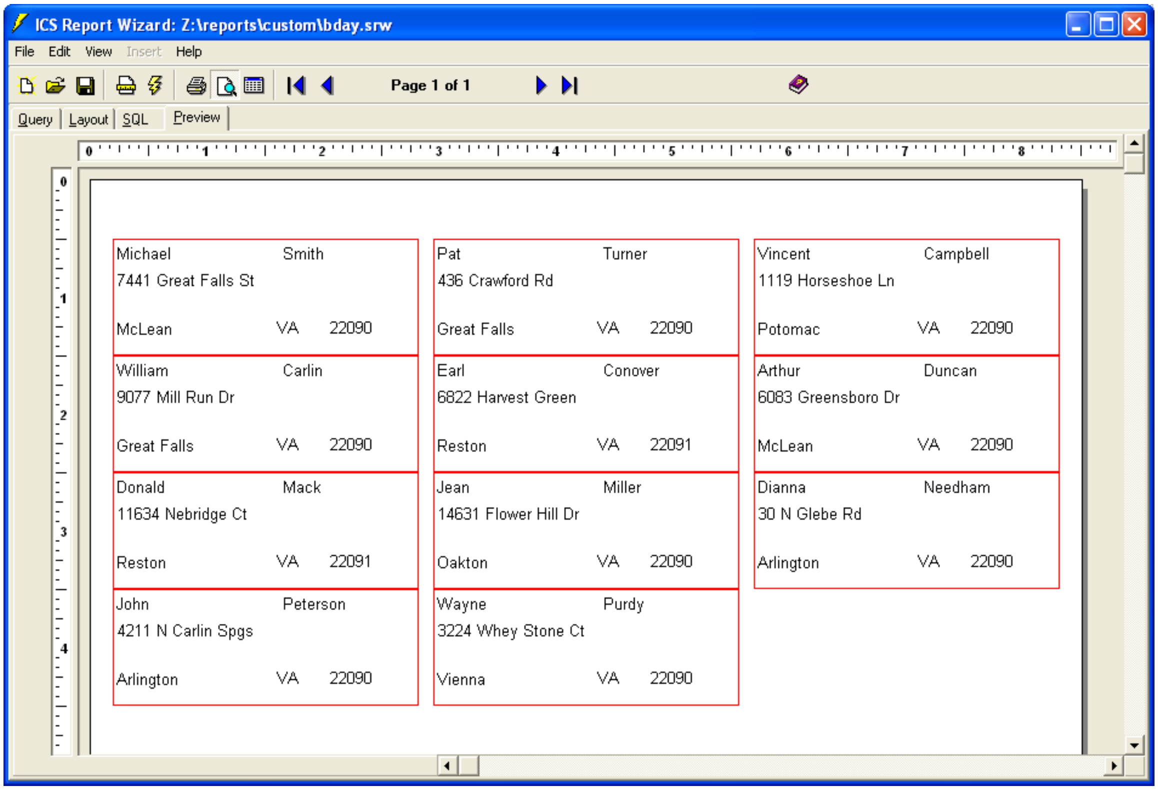
If it's not already selected, click on the *Place* tab in the Page Designer window.



For mailing labels, we want names on the first line, first and second address lines on the next two, and city, state, and zip on the final line. Uncheck the *Automatically caption fields* checkbox on the bottom of the page designer form, and click and drag the fields you want into the blank label. You'll have to resize the fields to make them fit.



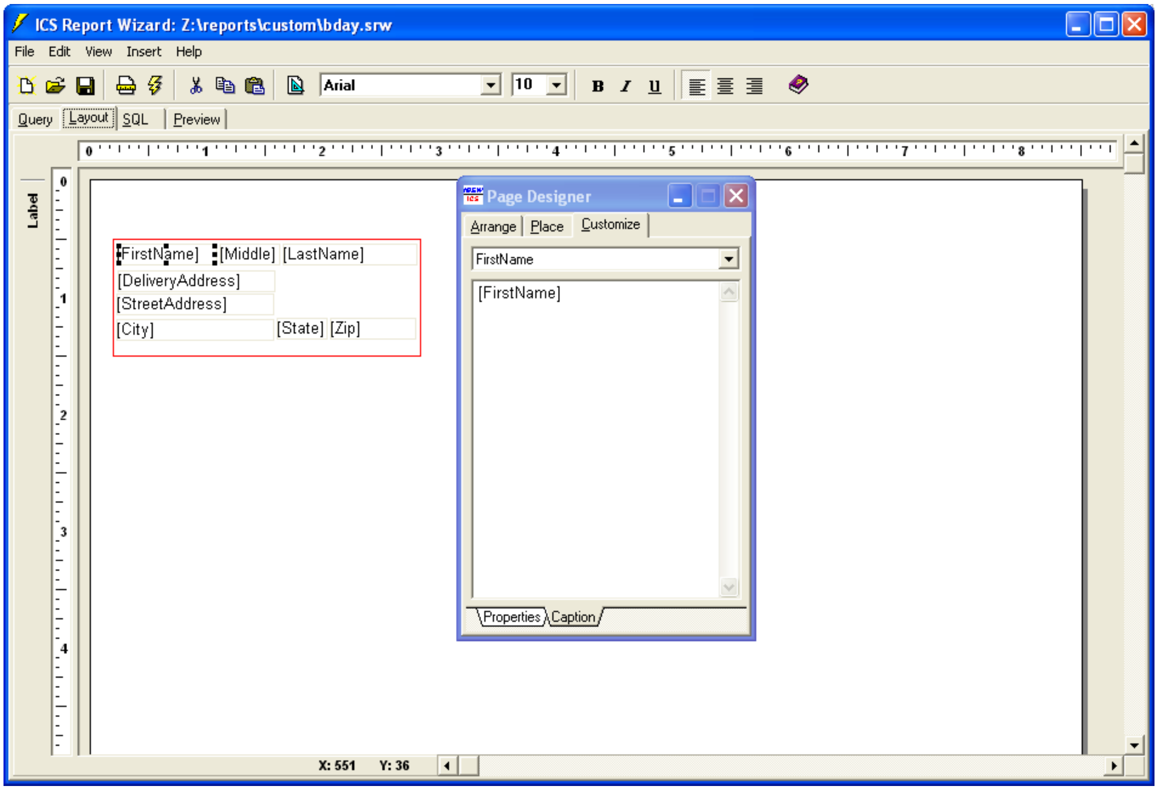
Now click the *Preview* tab or the *Execute* (lightning bolt) button to see your labels. You'll have to enter the month.



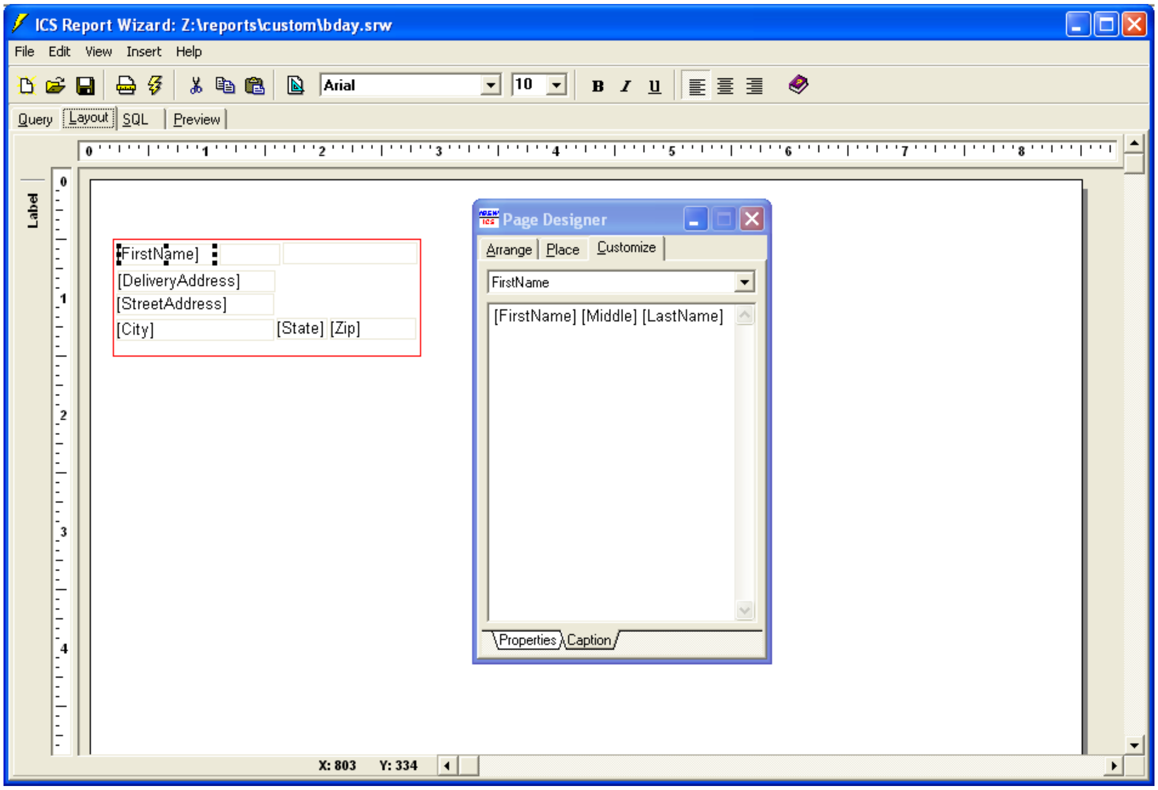
Looks good, right? Well, maybe not exactly the way you'd like it. There are big gaps between first and last names, and between city, state, and zip. You also see blank lines if there's no address line 2 (which is every address, in this case.

We can clean this up a little. Go back to the layout tab.

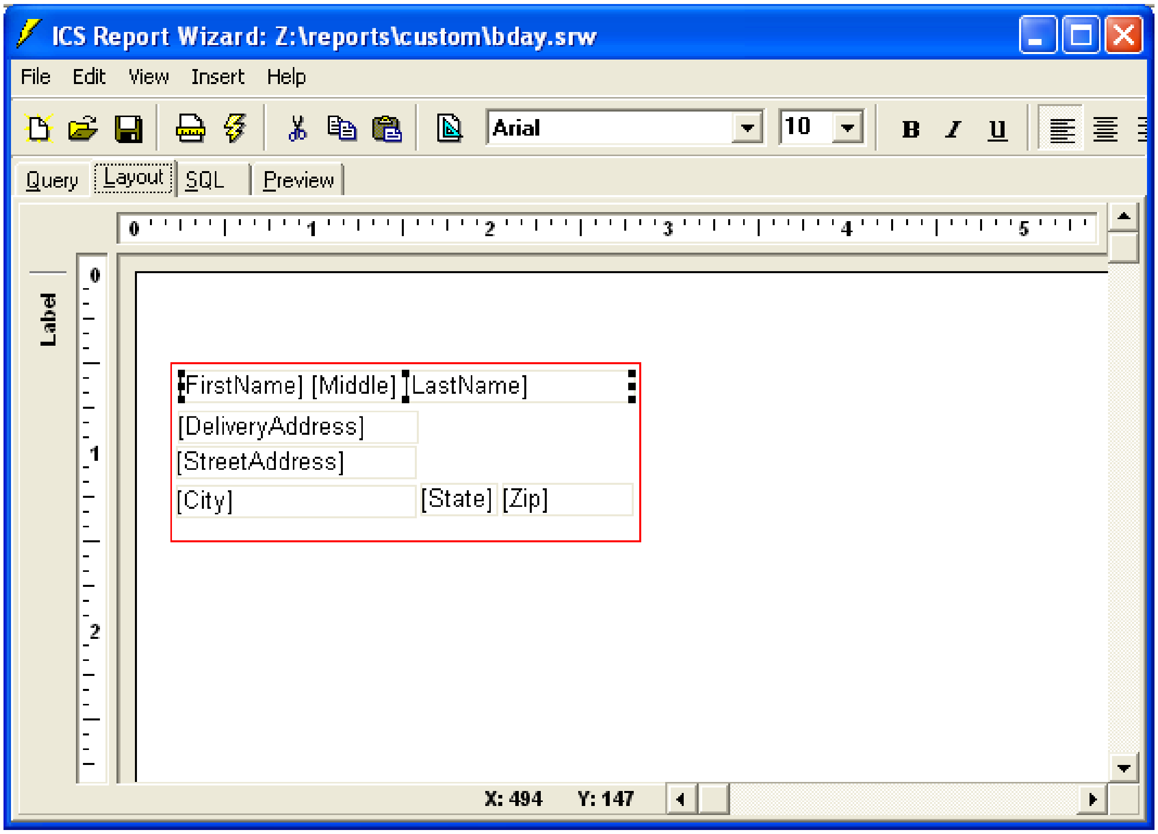
First, let's have a look at the top line. First, middle, and last names are three fixed-length items on the label, which is why most of the names show big gaps. We can fix this by combining them all into one self-adjusting object. Bring up the page designer, click the *Customize* tab, and then click on the *FirstName* field. A *Properties* tab and a *Caption* tab will show on the bottom of the form. Select the *Caption* tab.



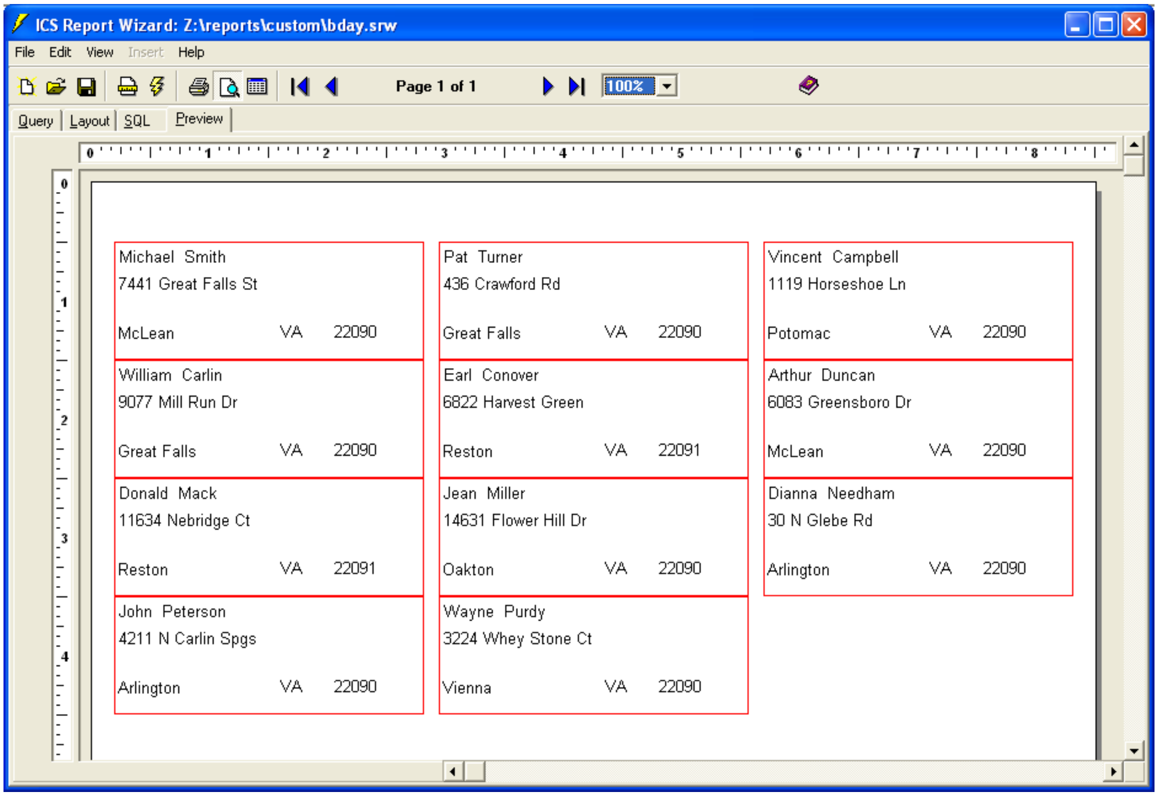
Notice that by clicking on different fields on your label, their information appears in the same *Page Designer* window. Click on the 'Middle' field, select all the text, including brackets in the caption, cut it using the scissor button on the toolbar or by pressing Ctrl-X, and paste it into the FirstName caption after the [FirstName] field using the clipboard button on the toolbar or by pressing Ctrl-V. Repeat with the 'LastName' field. Insert spaces between each of these fields.



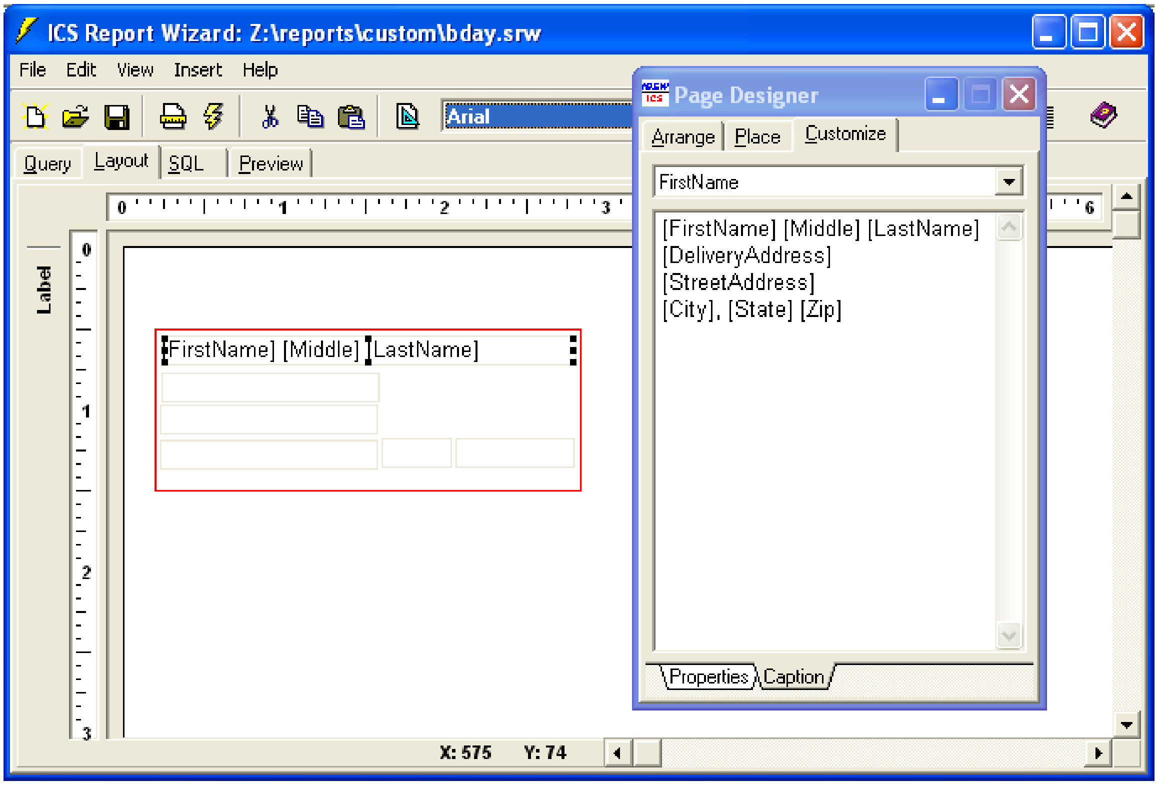
Now remove the empty LastName and Middle fields (select each of them and press the *Delete* key). Finally, select the remaining name field, click and hold the middle 'handle' on the right side of the object, and drag until it almost reaches the red boundary of the label.



Now *Execute* the report again.

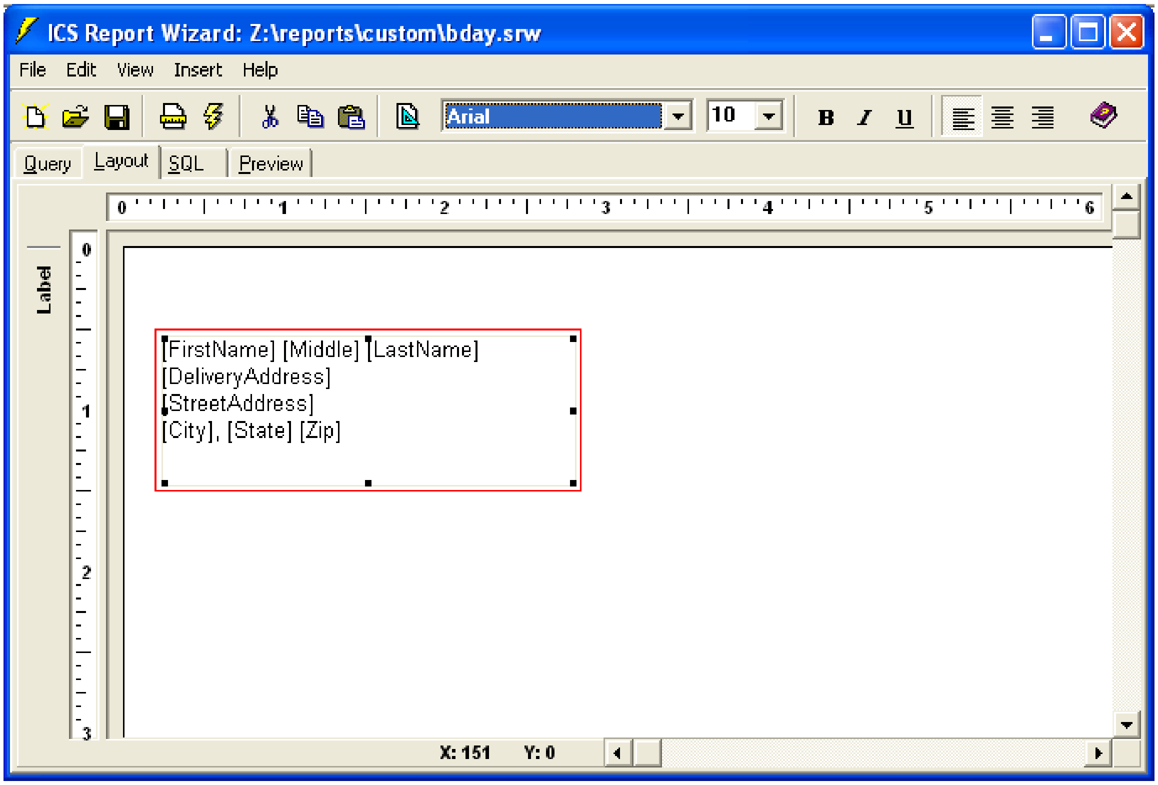


Though there's still a small gap where the missing middle names/initials would go, this looks much better than before. We'll take care of the blank line next, and we can eliminate the remaining gap between names at the same time. Click on the *Layout* tab and consolidate all fields into one object, as you did with the three name fields. The result should look something like this:



Notice the comma inserted between [City] and [State]. Captions on Label objects in Shazam reports can freely mix literal text and data from your tables, as long as the number of characters in the label does not exceed 245.

Now delete the empty label objects from the layout and resize the remaining label object to almost fill the blank.



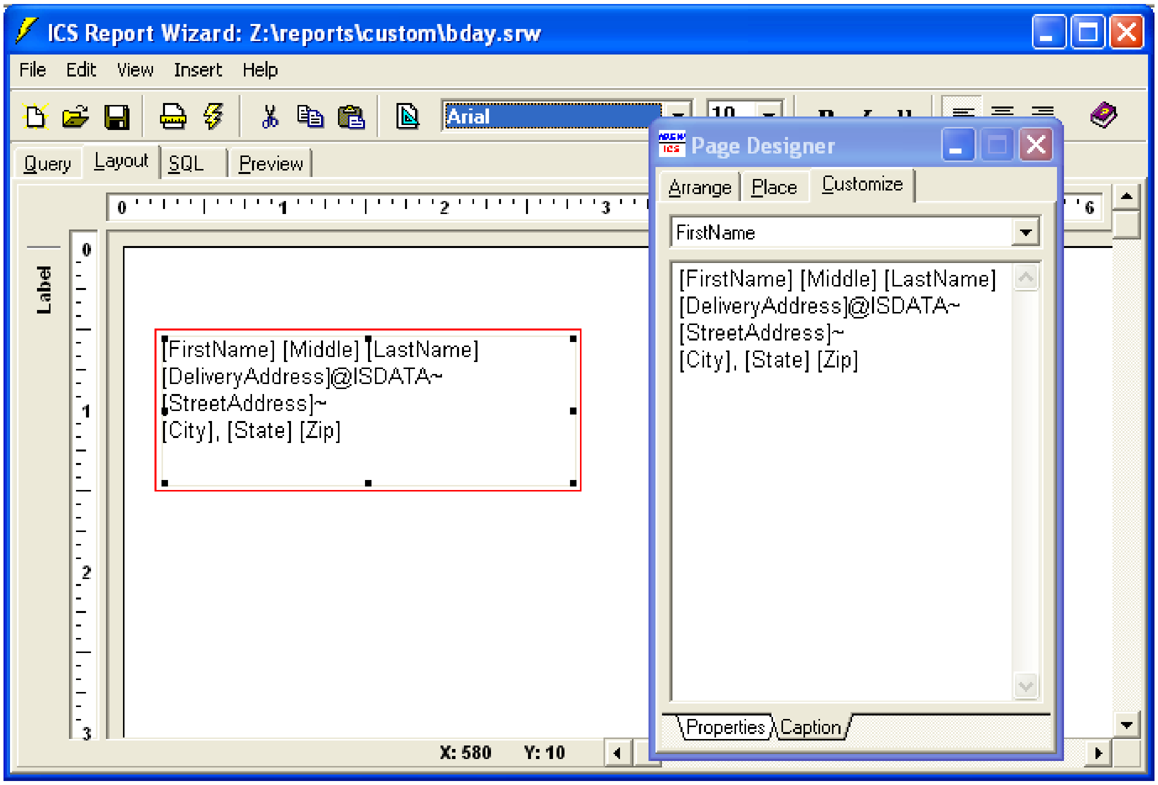
The Member table in ICS separates addresses into two fields: DeliveryAddress and StreetAddress, corresponding to address lines 1 and 2. We want to display line 2 (StreetAddress) data when appropriate, but not leave a blank line when it's absent. For this, we use the @ISDATA function.

@ISDATA determines whether a given field contains data and displays or suppresses it and any other specified text based on that criteria. Syntax for the function is:

@ISDATA~Text[Data]Text~

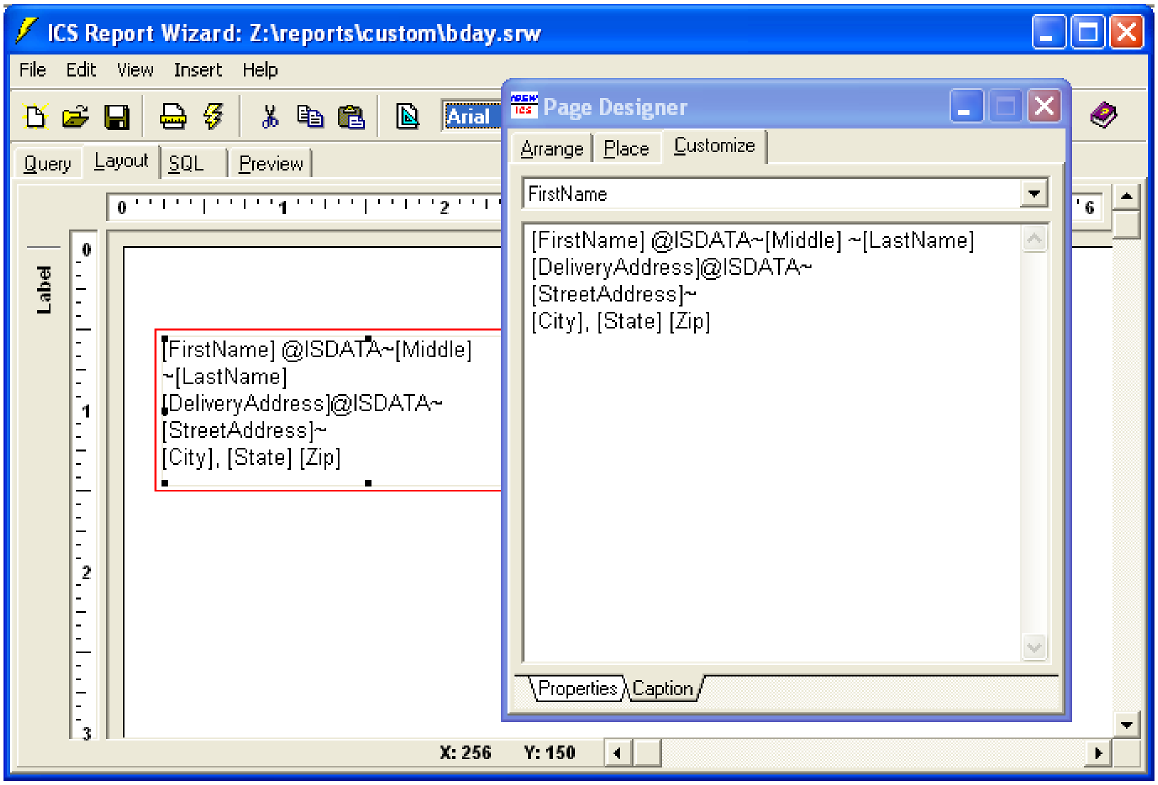
where Text can be any combination of literal text characters including carriage returns, tabs, etc. and [Data] can be any Data field from your query. The ~ character that encloses the string can be found toward the upper left corner of most keyboards, underneath the *Esc* key.

Using this function on our mailing label should yield a screen looking something like this:

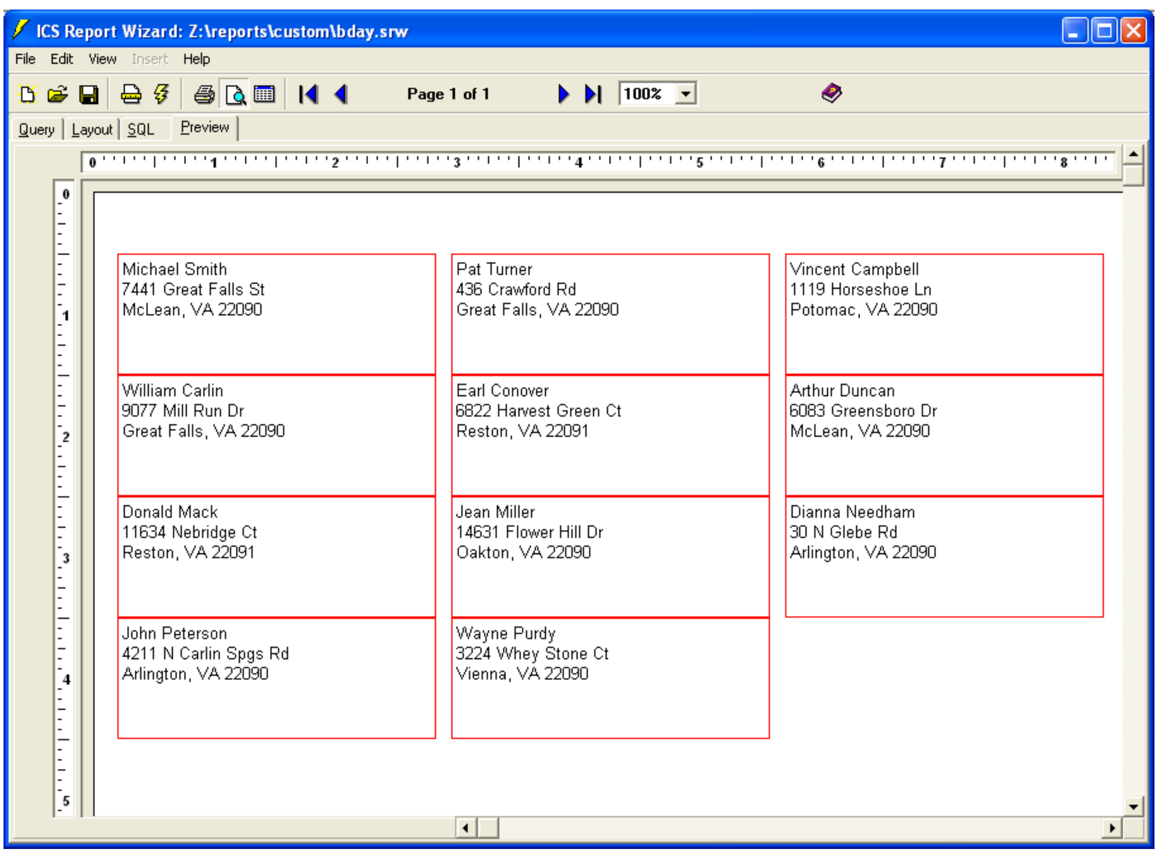


Now anything between the ~ delimiters will display if there is data in the [StreetAddress] field, but it will all be suppressed if the field is blank.

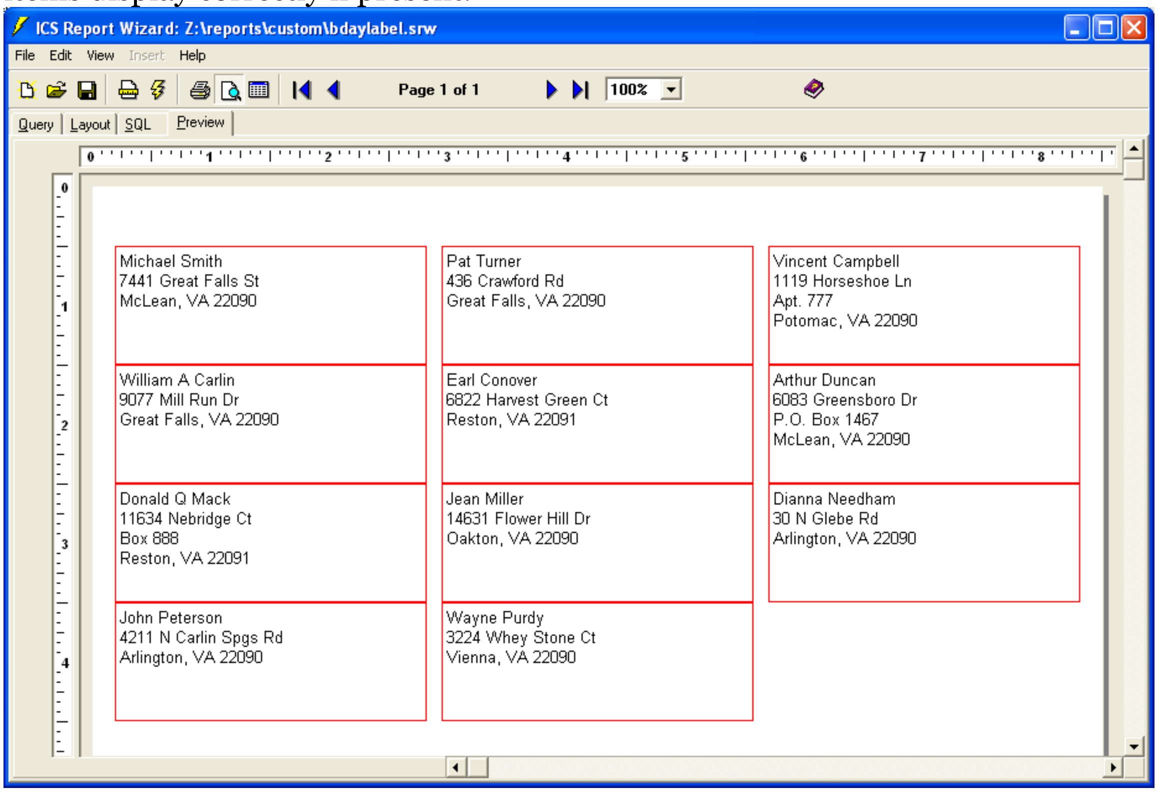
We can do the same thing to get rid of the extra spaces for missing middle names:



Execute the report to see how it looks now:



Extra lines and spaces are gone. We can save the report under a new name, then add some middle names and street addresses to our data to make sure these items display correctly if present.



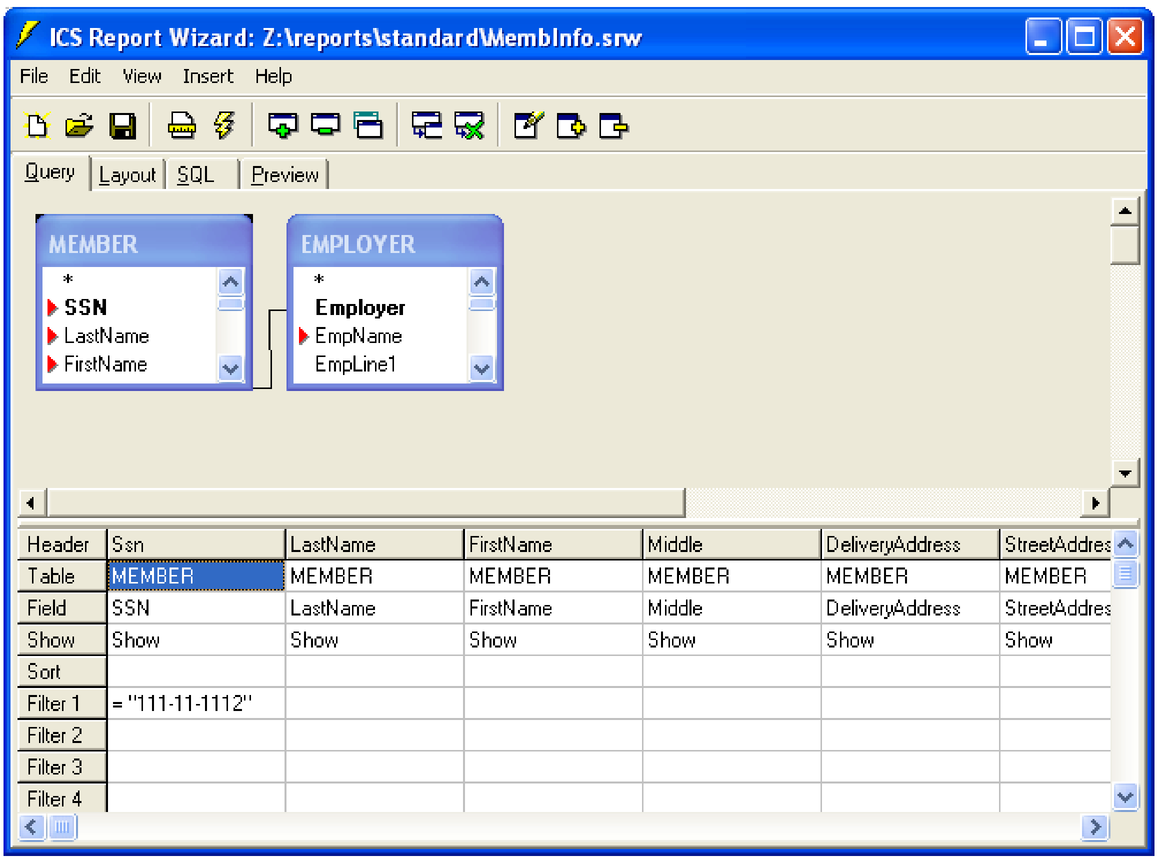
Notice the middle initials and 2nd address lines scattered throughout the page.

Exporting Data from ICS into other file formats

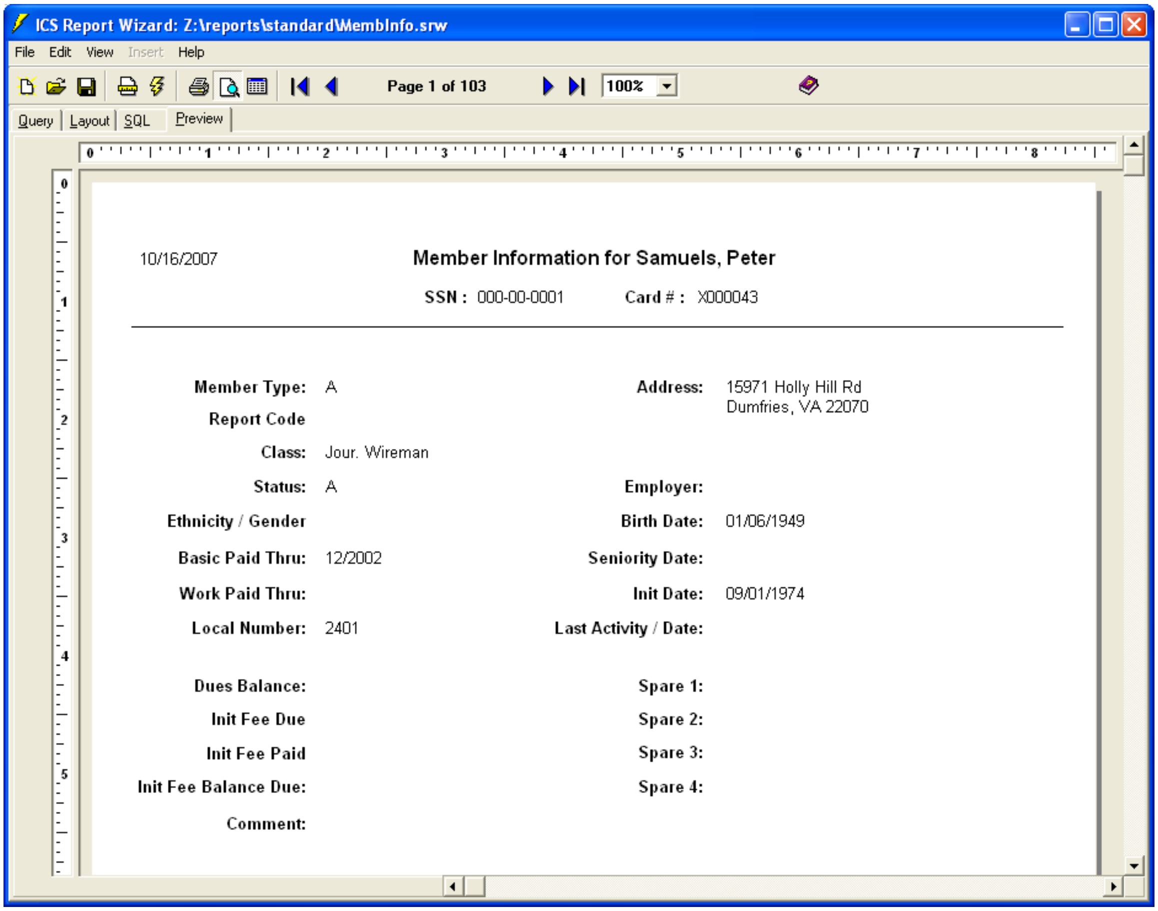
At times you may want to get data out of ICS and into another electronic format. Examples would include a request from the AFL/CIO for a file containing your members' names and addresses, or a text file to use as data for a mail merge from your word processing program. Exporting data is easy to do using the ICS report wizard.

We'll use the MembInfo.srw report in the ICSWin\reports\standard folder as the basis for this exercise. You could just as easily use one of your own or any of the standard reports included with ICS.

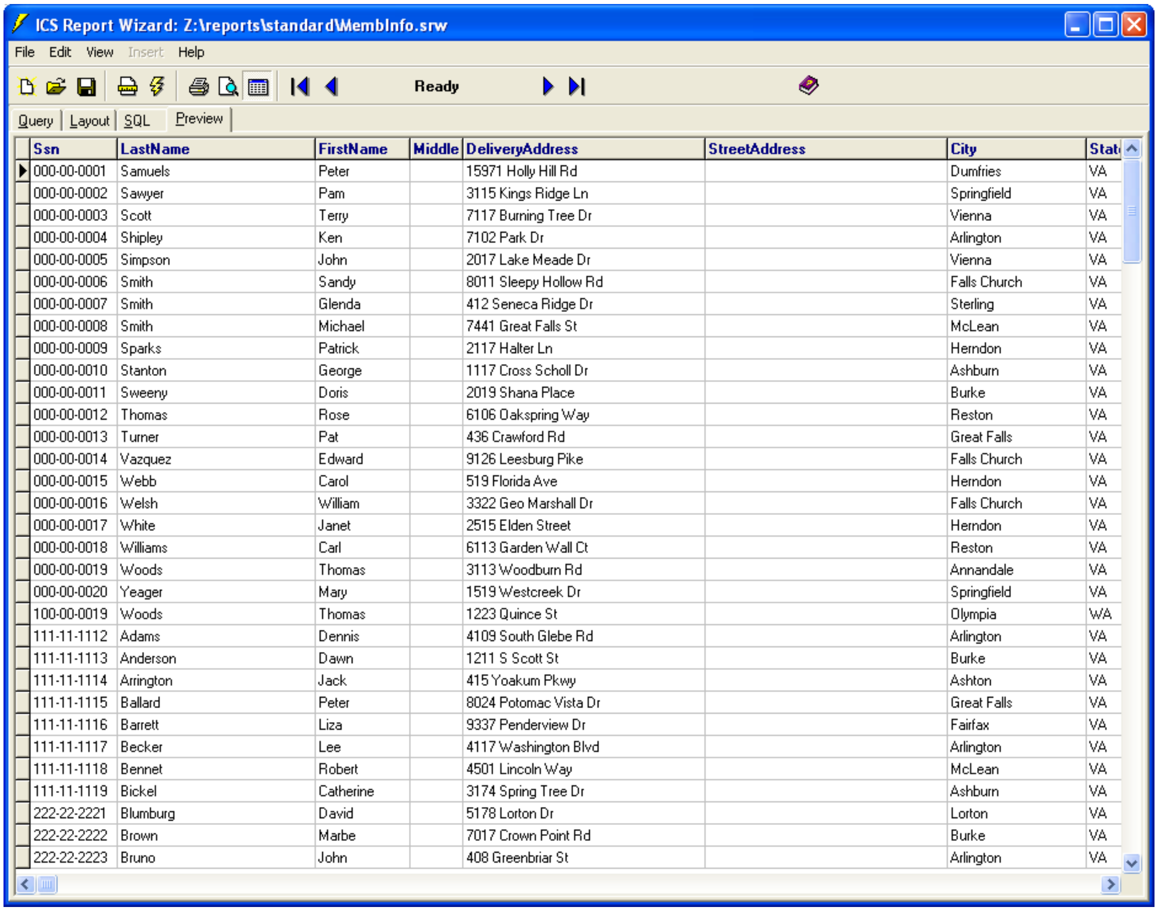
Under the *Reports* menu, Select *Edit Quick Report*. Browse to the 'standard' folder and select 'MembInfo.srw'.



Remove any unwanted filters. In this case the filter on *SSN* should be removed. Then click on the *Preview* tab to execute the query and see the data.

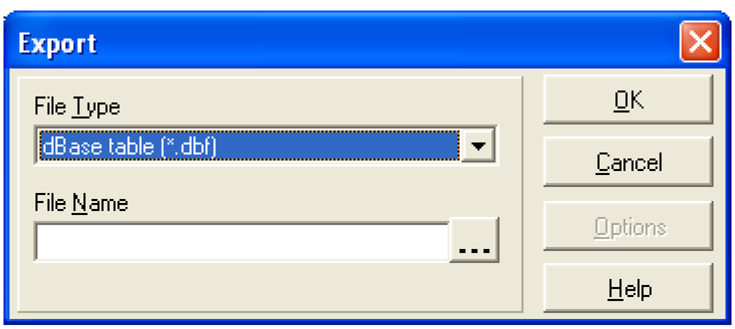


Click the ‘Preview Grid’ button on the toolbar to view the results in grid form.

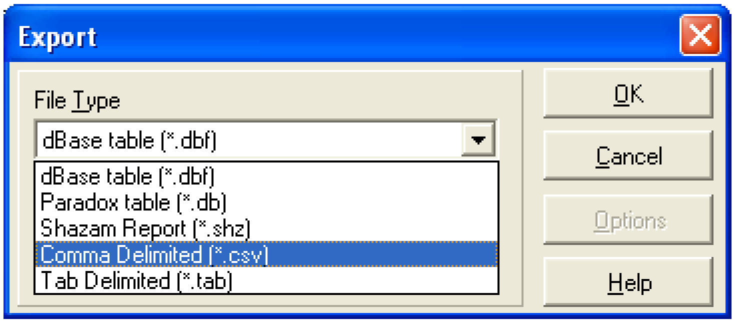


Ssn	LastName	FirstName	Middle	DeliveryAddress	StreetAddress	City	Stat
000-00-0001	Samuels	Peter		15971 Holly Hill Rd		Dumfries	VA
000-00-0002	Sawyer	Pam		3115 Kings Ridge Ln		Springfield	VA
000-00-0003	Scott	Terry		7117 Burning Tree Dr		Vienna	VA
000-00-0004	Shipley	Ken		7102 Park Dr		Arlington	VA
000-00-0005	Simpson	John		2017 Lake Meade Dr		Vienna	VA
000-00-0006	Smith	Sandy		8011 Sleepy Hollow Rd		Falls Church	VA
000-00-0007	Smith	Glenda		412 Seneca Ridge Dr		Sterling	VA
000-00-0008	Smith	Michael		7441 Great Falls St		McLean	VA
000-00-0009	Sparks	Patrick		2117 Halter Ln		Herndon	VA
000-00-0010	Stanton	George		1117 Cross Scholl Dr		Ashburn	VA
000-00-0011	Sweeny	Doris		2019 Shana Place		Burke	VA
000-00-0012	Thomas	Rose		6106 Oakspring Way		Reston	VA
000-00-0013	Turner	Pat		436 Crawford Rd		Great Falls	VA
000-00-0014	Vazquez	Edward		9126 Leesburg Pike		Falls Church	VA
000-00-0015	Webb	Carol		519 Florida Ave		Herndon	VA
000-00-0016	Welsh	William		3322 Geo Marshall Dr		Falls Church	VA
000-00-0017	White	Janet		2515 Elden Street		Herndon	VA
000-00-0018	Williams	Carl		6113 Garden Wall Ct		Reston	VA
000-00-0019	Woods	Thomas		3113 Woodburn Rd		Annandale	VA
000-00-0020	Yeager	Mary		1519 Westcreek Dr		Springfield	VA
100-00-0019	Woods	Thomas		1223 Quince St		Olympia	WA
111-11-1112	Adams	Dennis		4109 South Glebe Rd		Arlington	VA
111-11-1113	Anderson	Dawn		1211 S Scott St		Burke	VA
111-11-1114	Arrington	Jack		415 Yoakum Pkwy		Ashton	VA
111-11-1115	Ballard	Peter		8024 Potomac Vista Dr		Great Falls	VA
111-11-1116	Barrett	Liza		9337 Penderview Dr		Fairfax	VA
111-11-1117	Becker	Lee		4117 Washington Blvd		Arlington	VA
111-11-1118	Bennet	Robert		4501 Lincoln Way		McLean	VA
111-11-1119	Bickel	Catherine		3174 Spring Tree Dr		Ashburn	VA
222-22-2221	Blumburg	David		5178 Lorton Dr		Lorton	VA
222-22-2222	Brown	Marbe		7017 Crown Point Rd		Burke	VA
222-22-2223	Bruno	John		408 Greenbriar St		Arlington	VA

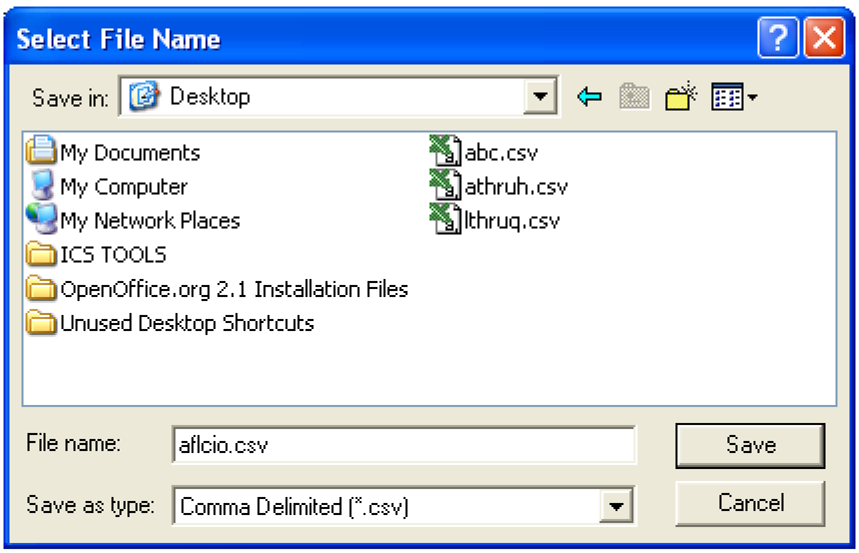
Now, from the *File* menu, select *Export*.



from the *File Type* drop-down list, select ‘Comma Delimited (*.csv).

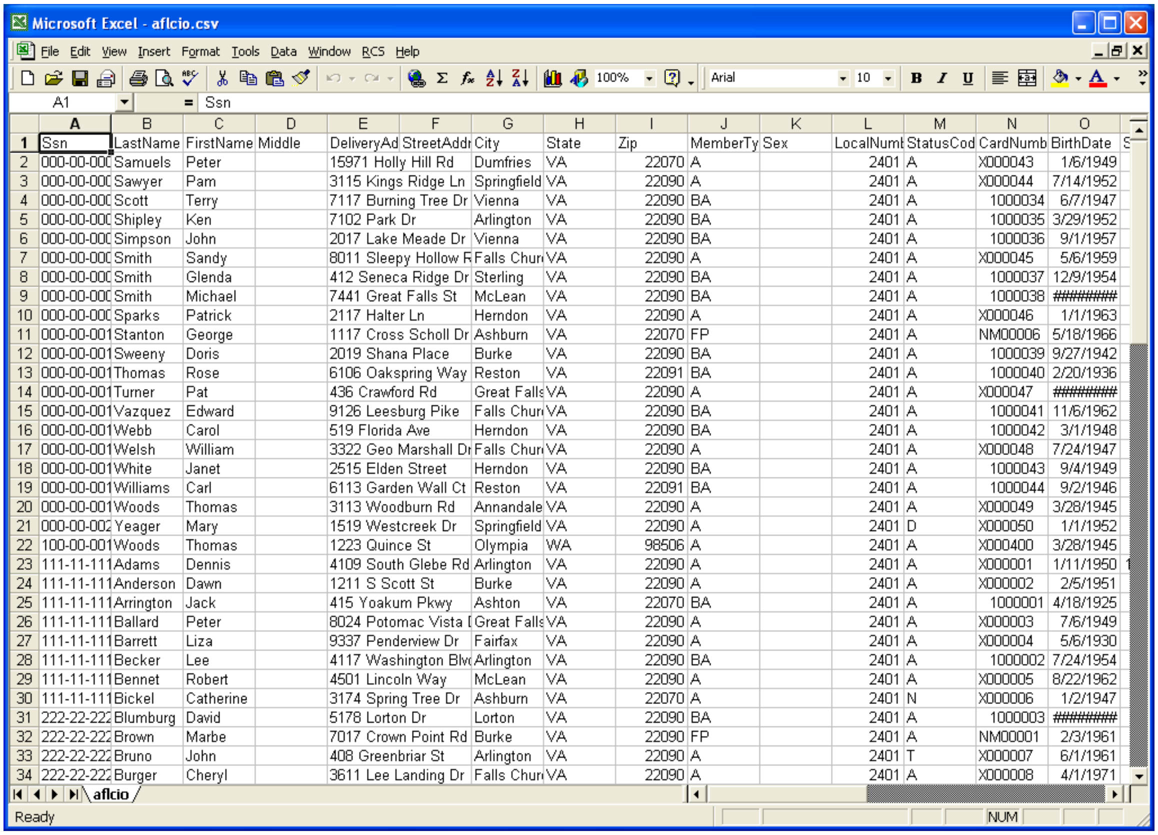


Click the ... button next to the *File Name* box and browse to the location where you'd like to save the file. We'll save it to the desktop in this example, and name the file *aflcio.csv*.



Click *Save*, then click *OK* from the *Export* dialog. You should get a message similar to the following:

Click the '-' button in the upper right-hand corner of your screen to minimize ICS. Minimize any other windows that may be open so the desktop is visible. Locate 'aflcio.csv' and double-click to open.



Microsoft Excel - aflcio.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Ssn	LastName	FirstName	Middle	DeliveryAd	StreetAddr	City	State	Zip	MemberTy	Sex	LocalNumb	StatusCod	CardNumb	BirthDate
2	000-00-000	Samuels	Peter		15971 Holly Hill Rd		Dumfries	VA	22070	A		2401	A	X000043	1/6/1949
3	000-00-000	Sawyer	Pam		3115 Kings Ridge Ln		Springfield	VA	22090	A		2401	A	X000044	7/14/1952
4	000-00-000	Scott	Terry		7117 Burning Tree Dr		Vienna	VA	22090	BA		2401	A	1000034	6/7/1947
5	000-00-000	Shipley	Ken		7102 Park Dr		Arlington	VA	22090	BA		2401	A	1000035	3/29/1952
6	000-00-000	Simpson	John		2017 Lake Meade Dr		Vienna	VA	22090	BA		2401	A	1000036	9/1/1957
7	000-00-000	Smith	Sandy		8011 Sleepy Hollow R		Falls Chur	VA	22090	A		2401	A	X000045	5/6/1959
8	000-00-000	Smith	Glenda		412 Seneca Ridge Dr		Sterling	VA	22090	BA		2401	A	1000037	12/9/1954
9	000-00-000	Smith	Michael		7441 Great Falls St		McLean	VA	22090	BA		2401	A	1000038	########
10	000-00-000	Sparks	Patrick		2117 Halter Ln		Herndon	VA	22090	A		2401	A	X000046	1/1/1963
11	000-00-001	Stanton	George		1117 Cross Scholl Dr		Ashburn	VA	22070	FP		2401	A	NM00006	5/18/1966
12	000-00-001	Sweeny	Doris		2019 Shana Place		Burke	VA	22090	BA		2401	A	1000039	9/27/1942
13	000-00-001	Thomas	Rose		6106 Oakspring Way		Reston	VA	22091	BA		2401	A	1000040	2/20/1936
14	000-00-001	Turner	Pat		436 Crawford Rd		Great Falls	VA	22090	A		2401	A	X000047	########
15	000-00-001	Vazquez	Edward		9126 Leesburg Pike		Falls Chur	VA	22090	BA		2401	A	1000041	11/6/1962
16	000-00-001	Webb	Carol		519 Florida Ave		Herndon	VA	22090	BA		2401	A	1000042	3/1/1948
17	000-00-001	Welsh	William		3322 Geo Marshall Dr		Falls Chur	VA	22090	A		2401	A	X000048	7/24/1947
18	000-00-001	White	Janet		2515 Elden Street		Herndon	VA	22090	BA		2401	A	1000043	9/4/1949
19	000-00-001	Williams	Carl		6113 Garden Wall Ct		Reston	VA	22091	BA		2401	A	1000044	9/2/1946
20	000-00-001	Woods	Thomas		3113 Woodburn Rd		Annandale	VA	22090	A		2401	A	X000049	3/28/1945
21	000-00-002	Yeager	Mary		1519 Westcreek Dr		Springfield	VA	22090	A		2401	D	X000050	1/1/1952
22	100-00-001	Woods	Thomas		1223 Quince St		Olympia	WA	98506	A		2401	A	X000400	3/28/1945
23	111-11-111	Adams	Dennis		4109 South Glebe Rd		Arlington	VA	22090	A		2401	A	X000001	1/11/1950
24	111-11-111	Anderson	Dawn		1211 S Scott St		Burke	VA	22090	A		2401	A	X000002	2/5/1951
25	111-11-111	Arrington	Jack		415 Yoakum Pkwy		Ashton	VA	22070	BA		2401	A	1000001	4/18/1925
26	111-11-111	Ballard	Peter		8024 Potomac Vista I		Great Falls	VA	22090	A		2401	A	X000003	7/6/1949
27	111-11-111	Barrett	Liza		9337 Penderview Dr		Fairfax	VA	22090	A		2401	A	X000004	5/6/1930
28	111-11-111	Becker	Lee		4117 Washington Blv		Arlington	VA	22090	BA		2401	A	1000002	7/24/1954
29	111-11-111	Bennet	Robert		4501 Lincoln Way		McLean	VA	22090	A		2401	A	X000005	8/22/1962
30	111-11-111	Bickel	Catherine		3174 Spring Tree Dr		Ashburn	VA	22070	A		2401	N	X000006	1/2/1947
31	222-22-222	Blumburg	David		5178 Lorton Dr		Lorton	VA	22090	BA		2401	A	1000003	########
32	222-22-222	Brown	Marbe		7017 Crown Point Rd		Burke	VA	22090	FP		2401	A	NM00001	2/3/1961
33	222-22-222	Bruno	John		408 Greenbriar St		Arlington	VA	22090	A		2401	T	X000007	6/1/1961
34	222-22-222	Burger	Cheryl		3611 Lee Landing Dr		Falls Chur	VA	22090	A		2401	A	X000008	4/1/1971

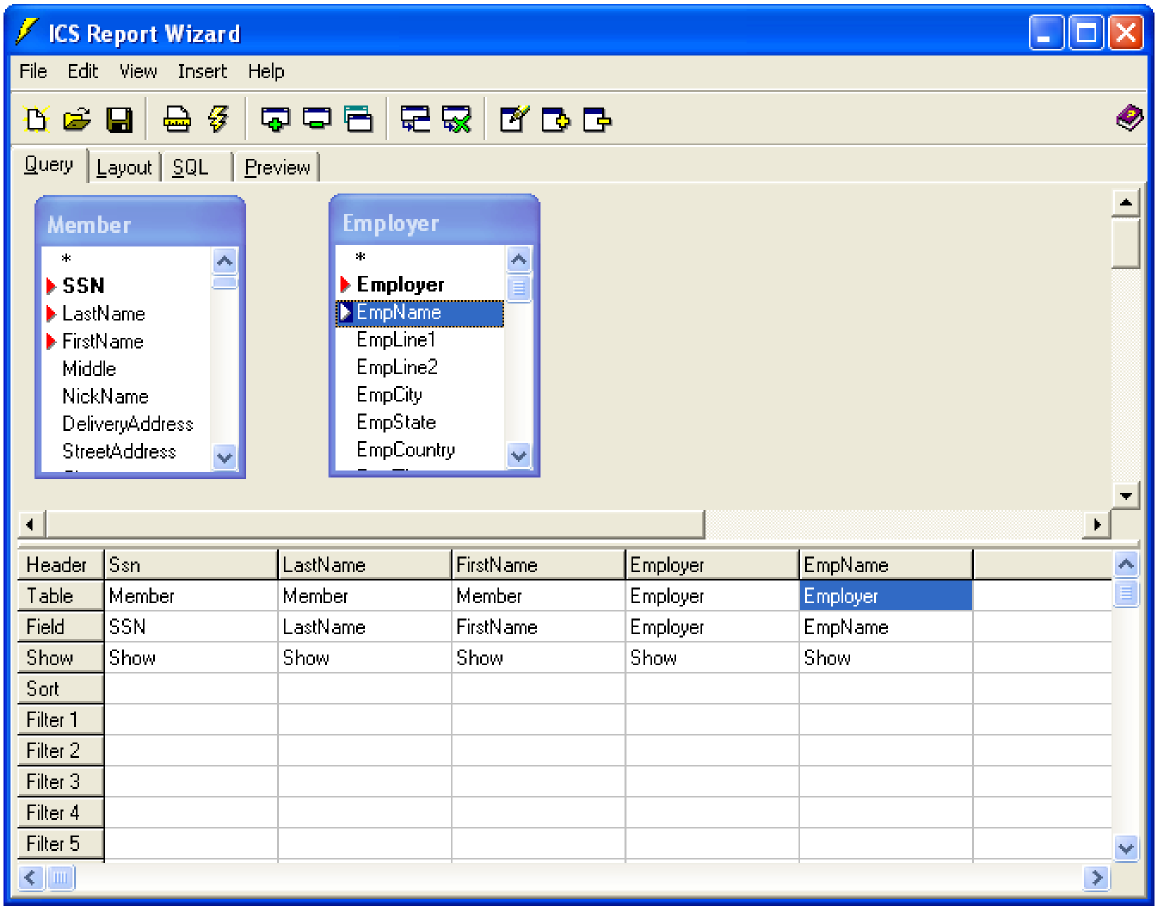
If Microsoft Excel is installed on your computer, the file will probably open as above. Otherwise, it will probably open in Notepad:

Either way, the file is now ready to be sent or processed further.

Basic Report Layout – Placing Text and Data on a Page, Formatting, Page Headers and Footers

By now, you've experimented with several different ways of getting the data you want from your ICS database. But what we've done so far has always returned the data in a grid. In order to make it more readable and useful, we can use the page layout features of the Report Wizard to improve the way we can view the data.

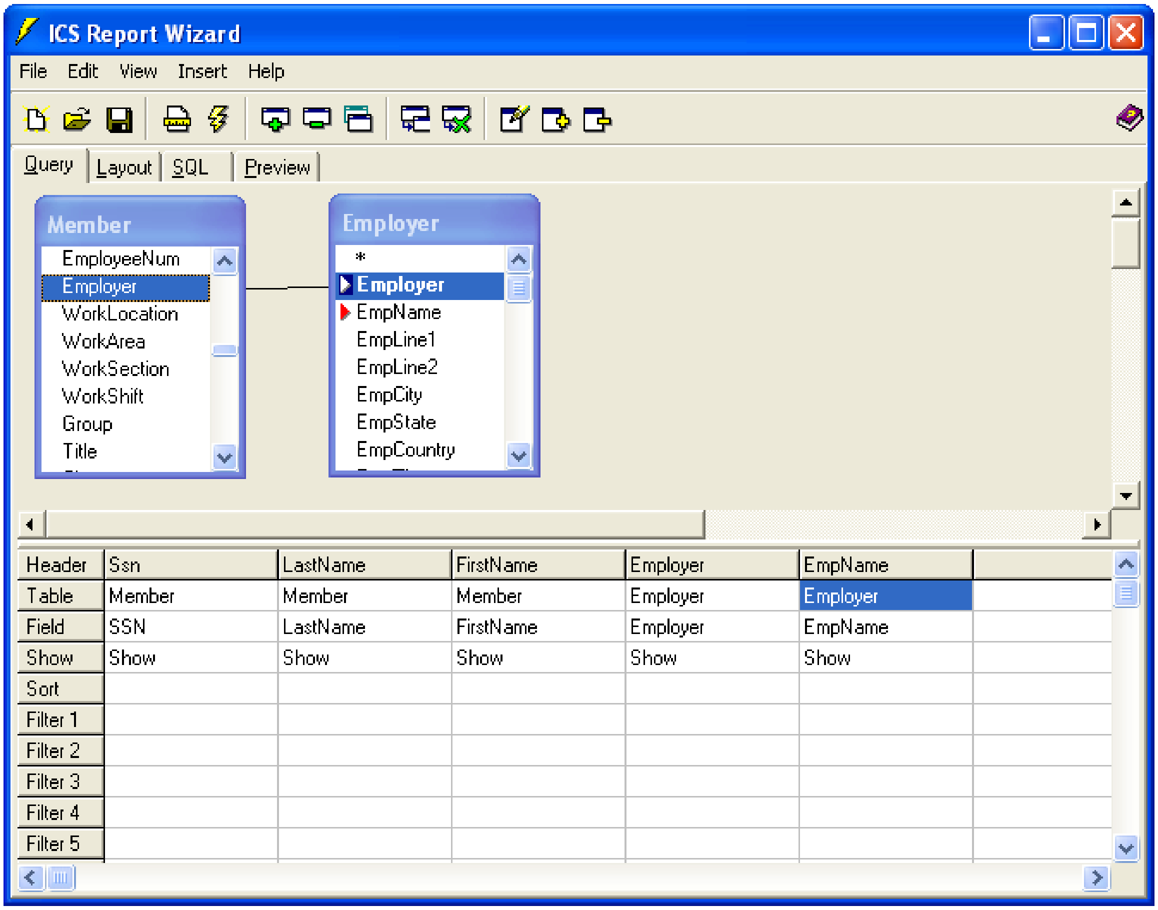
Lets take, for example, an employer report. You want to know how many people are working for each contractor who employs people from your local. Start by opening a new report and adding the member and employer tables. Select the *SSN, LastName,* and *FirstName* fields from the *Member* table and the *Employer* and *EmpName* fields from the *Employer* table.



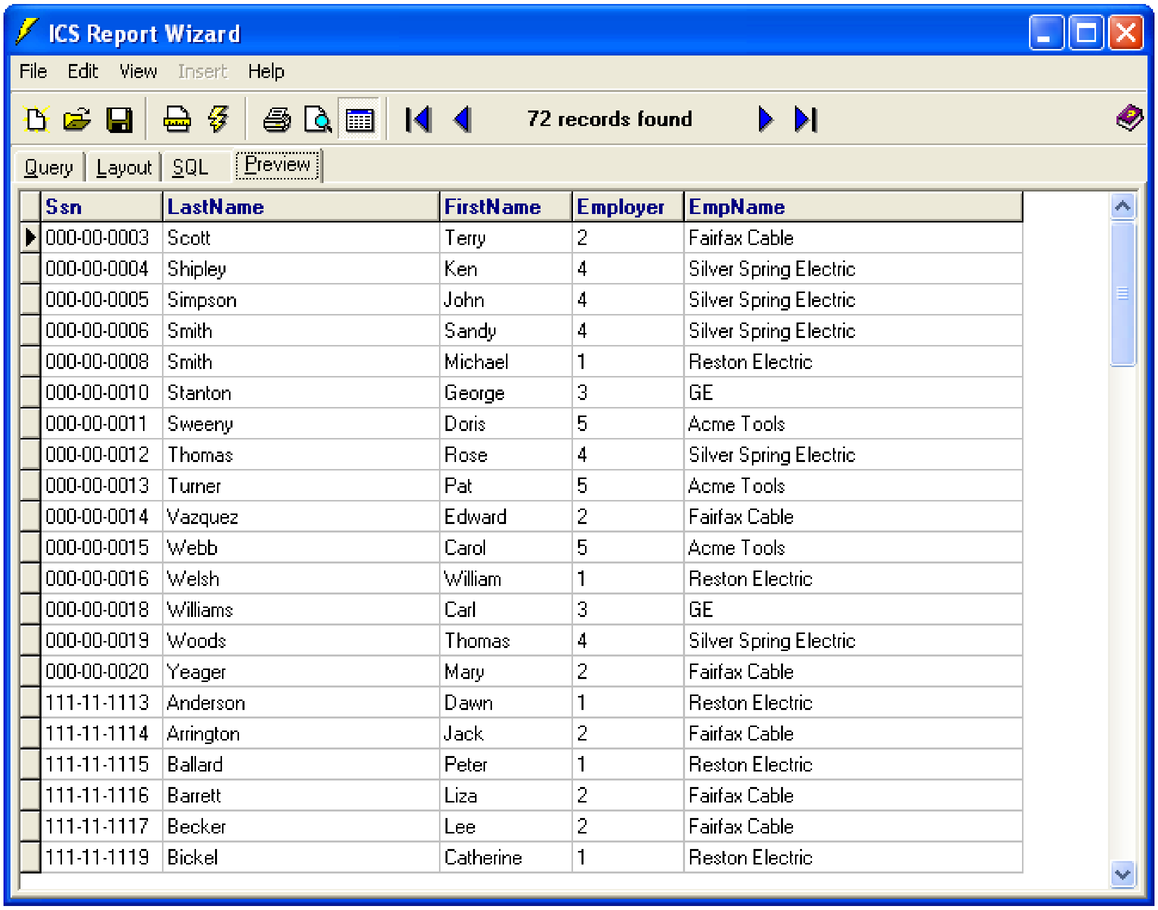
Click the *Preview* tab and see the following message:

All tables included on the Query tab must be joined in order for the query to work. Click on the Query tab to create the join.

In order to join the tables, we need to determine the relationship between the tables. Since employers are uniquely identified in the *Employer* table by the *Employer* field, and there is an *Employer* field (not unique) in the *Member* table, we can use that. Find the *Employer* field in the *Member* table, click and hold on it, and drag your mouse pointer over to the *Employer* field in the *Employer* table. This should join the two tables as seen below:



Now if you click the preview tab, the query will execute and bring up a list of members and their corresponding employer information:



Ssn	LastName	FirstName	Employer	EmpName
000-00-0003	Scott	Terry	2	Fairfax Cable
000-00-0004	Shipley	Ken	4	Silver Spring Electric
000-00-0005	Simpson	John	4	Silver Spring Electric
000-00-0006	Smith	Sandy	4	Silver Spring Electric
000-00-0008	Smith	Michael	1	Reston Electric
000-00-0010	Stanton	George	3	GE
000-00-0011	Sweeny	Doris	5	Acme Tools
000-00-0012	Thomas	Rose	4	Silver Spring Electric
000-00-0013	Turner	Pat	5	Acme Tools
000-00-0014	Vazquez	Edward	2	Fairfax Cable
000-00-0015	Webb	Carol	5	Acme Tools
000-00-0016	Welsh	William	1	Reston Electric
000-00-0018	Williams	Carl	3	GE
000-00-0019	Woods	Thomas	4	Silver Spring Electric
000-00-0020	Yeager	Mary	2	Fairfax Cable
111-11-1113	Anderson	Dawn	1	Reston Electric
111-11-1114	Arrington	Jack	2	Fairfax Cable
111-11-1115	Ballard	Peter	1	Reston Electric
111-11-1116	Barrett	Liza	2	Fairfax Cable
111-11-1117	Becker	Lee	2	Fairfax Cable
111-11-1119	Bickel	Catherine	1	Reston Electric

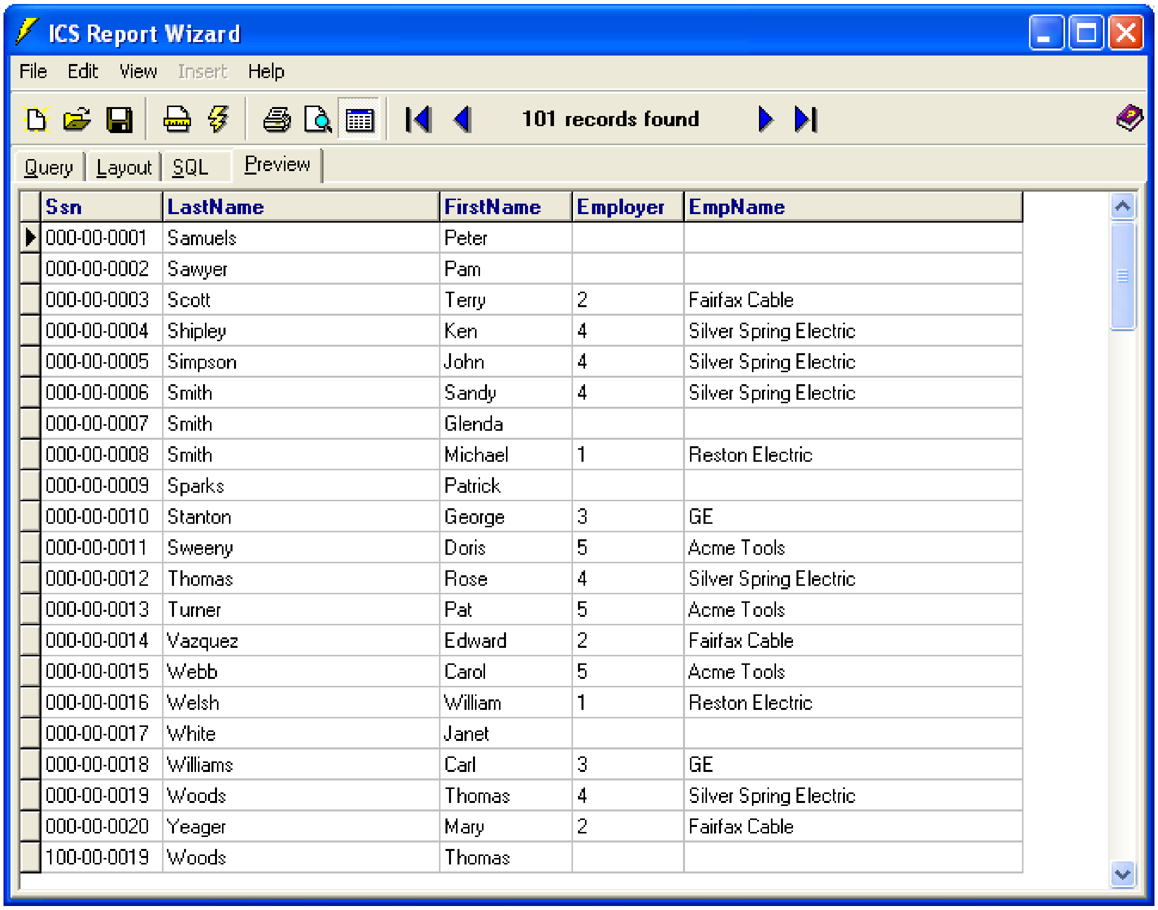
This looks better, but there's still a problem. At the top of the screen, you'll notice that 72 records were found. The sample database used for this exercise contains over 100 members. Where did the other members go?

The answer lies in the join between the two tables. Doing a simple click and drag, like we did, returns only records that have a match on the join field, in this case, *Employer*. 30 members or so exist in the *Member* table and either have no employer listed, or list an employer with a code that does not exist in the *Employer* table. Because the ICS program generally prevents selecting an employer who does not exist in the table, the issue is most likely missing employer data in the member table. We can make these members show up in our list by returning to the Query tab and editing the join.

Click on the query tab, then click on the join between the two tables (the thin line connecting them). The line should look a little bolder after you click it. Now click your right mouse button and select 'Edit Join' from the menu that pops up. A 'Join Tables' dialog should appear:

We want to select the second option, 'Return all records from "Member" AND only matching records from "Employer"'. This will give us all members, regardless of whether they have a matching employer in the employer table. Select this option under 'Join Type' and click OK.

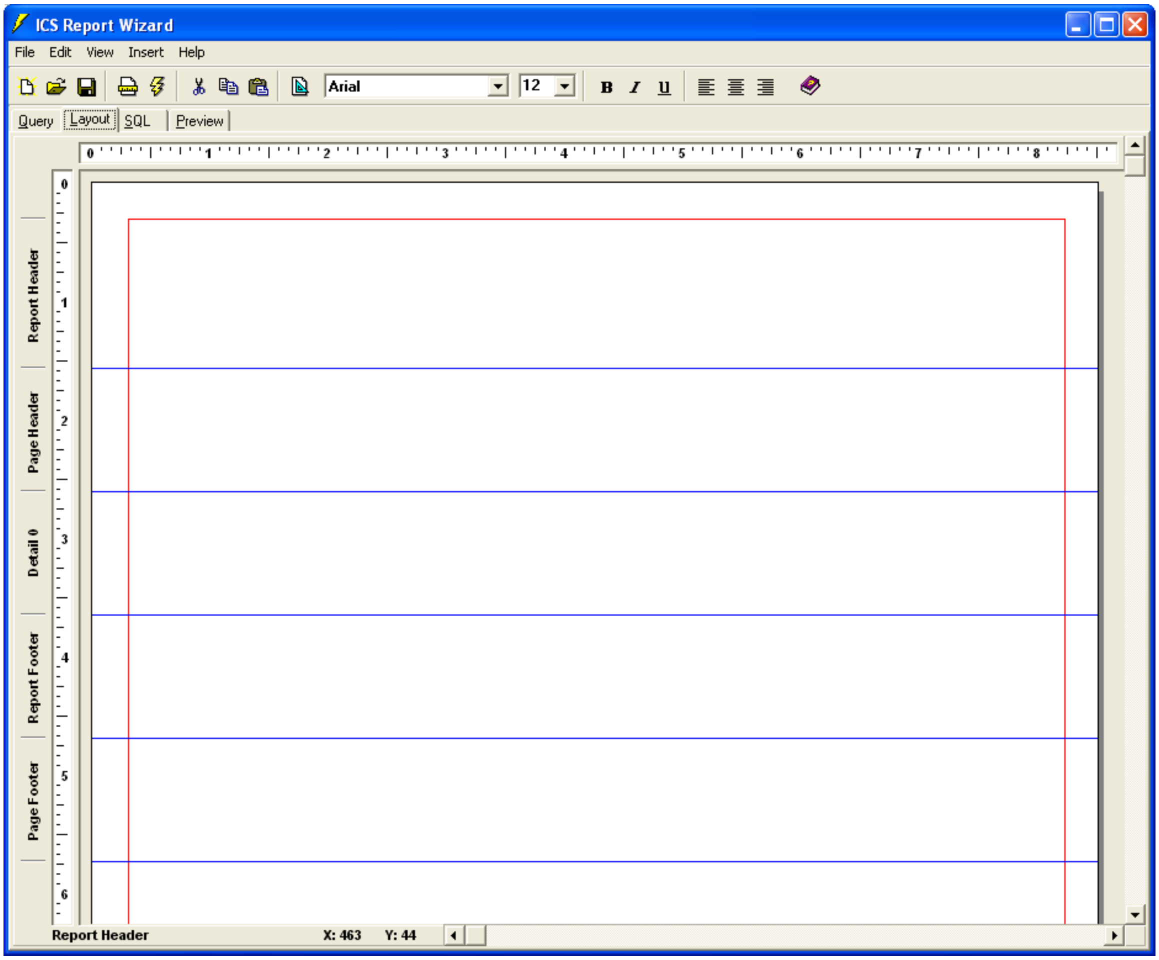
Now click the Preview tab:



Ssn	LastName	FirstName	Employer	EmpName
000-00-0001	Samuels	Peter		
000-00-0002	Sawyer	Pam		
000-00-0003	Scott	Terry	2	Fairfax Cable
000-00-0004	Shipley	Ken	4	Silver Spring Electric
000-00-0005	Simpson	John	4	Silver Spring Electric
000-00-0006	Smith	Sandy	4	Silver Spring Electric
000-00-0007	Smith	Glenda		
000-00-0008	Smith	Michael	1	Reston Electric
000-00-0009	Sparks	Patrick		
000-00-0010	Stanton	George	3	GE
000-00-0011	Sweeny	Doris	5	Acme Tools
000-00-0012	Thomas	Rose	4	Silver Spring Electric
000-00-0013	Turner	Pat	5	Acme Tools
000-00-0014	Vazquez	Edward	2	Fairfax Cable
000-00-0015	Webb	Carol	5	Acme Tools
000-00-0016	Welsh	William	1	Reston Electric
000-00-0017	White	Janet		
000-00-0018	Williams	Carl	3	GE
000-00-0019	Woods	Thomas	4	Silver Spring Electric
000-00-0020	Yeager	Mary	2	Fairfax Cable
100-00-0019	Woods	Thomas		

As you can see, there are now 101 records found, and several of the *Employer* and *EmpName* fields are blank. These are the members who were previously excluded due to missing information.

Now that we have the data we want, let's see if we can improve on the grid that we're seeing. Click on the 'Layout' tab to bring up the following screen:



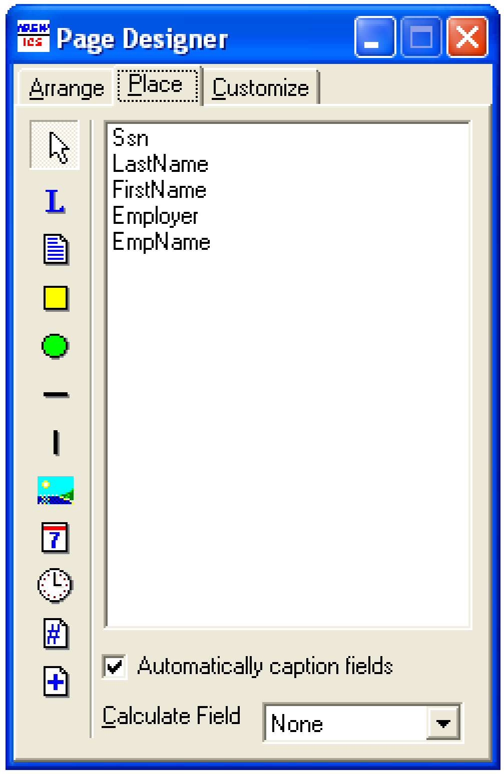
The white rectangle represents the page, as you might imagine. It is divided into several sections by horizontal blue lines. The sections shown here are:

Report Header/Footer: Anything placed in these sections will appear at the top (header) or bottom (footer) of the report *only*.

Page Header/Footer: Anything placed in these sections will appear at the top or bottom of each page.

Detail 0: This is where most of the report data goes. Items placed in here will appear once for each record that your query returns. So in the current example, this section will appear 101 times.

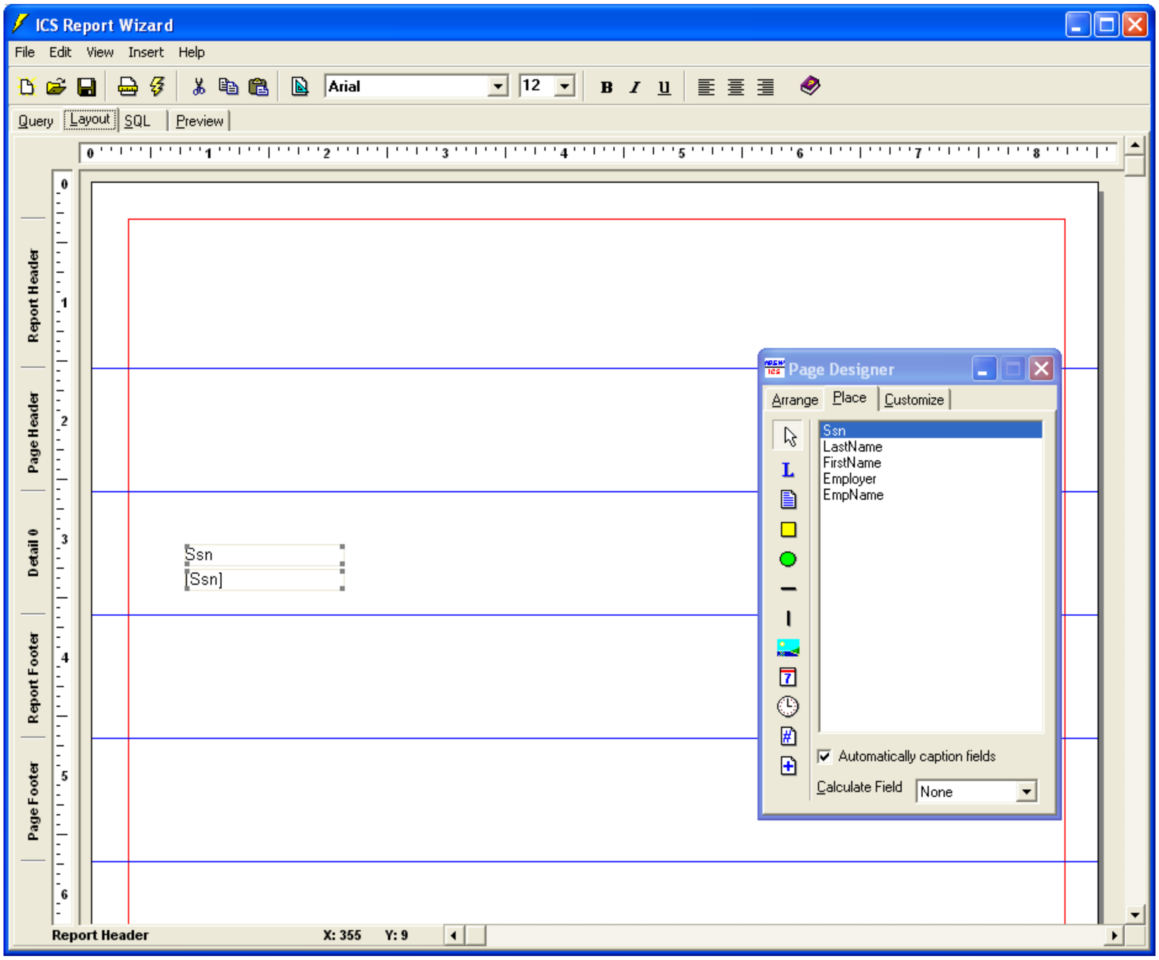
To get started here, let's put some data on the page and see what happens. Right-click on the page and select 'Place Objects'.



The items in the white panel represent the data items available for placement on the report. Adding or removing fields from the query will change the items that appear on this list.

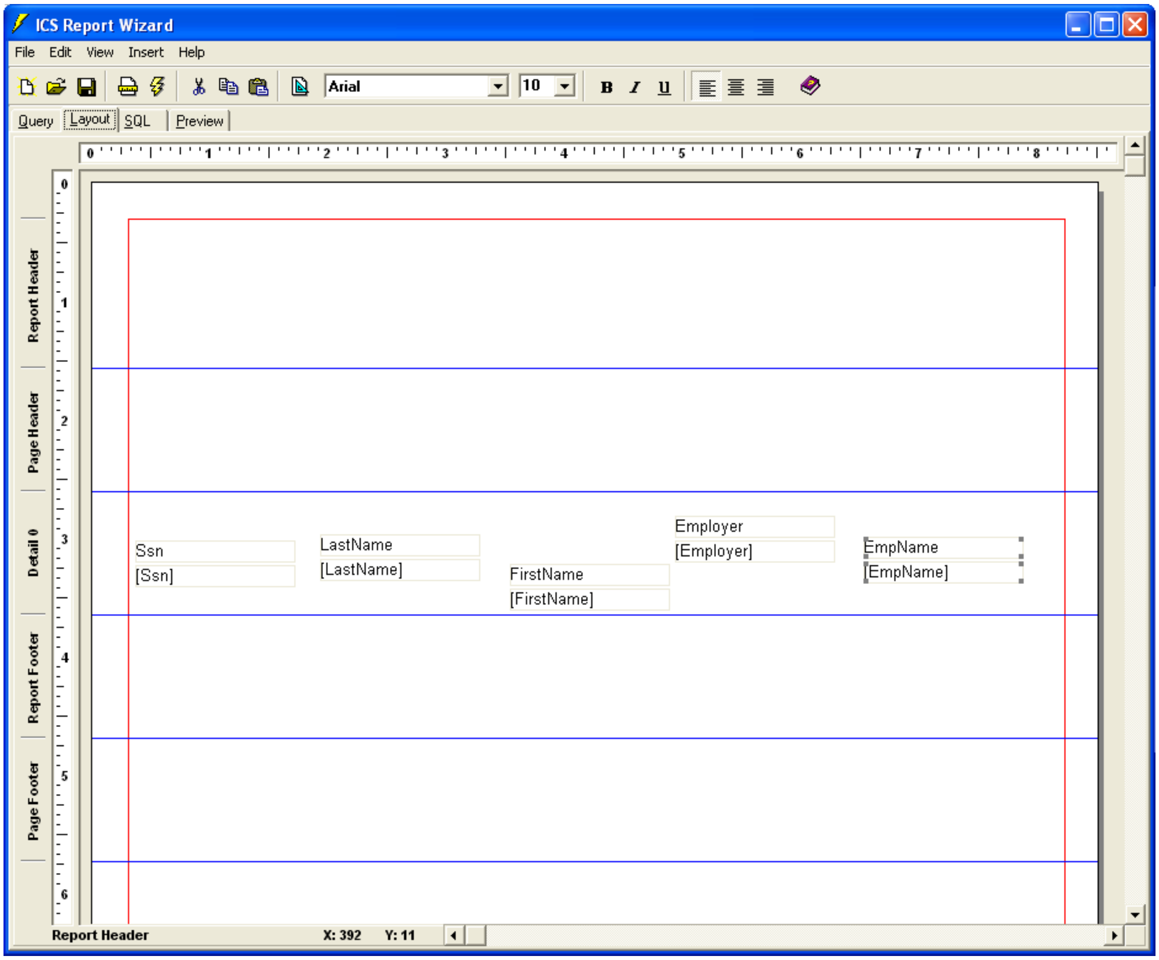
The icons on the left side of this window represent other, non-data items that can be placed on the report. Moving your mouse pointer over any of these will cause it's description to be displayed in the lower left corner of your ICS screen (the main ICS window, not the report window). We'll cover these later in the exercise, but let's stick with the data for now.

For now, let's place all our data in the detail section. Click on the 'Ssn' line in the Page Designer and drag it over into the 'Detail 0' section of the report page:

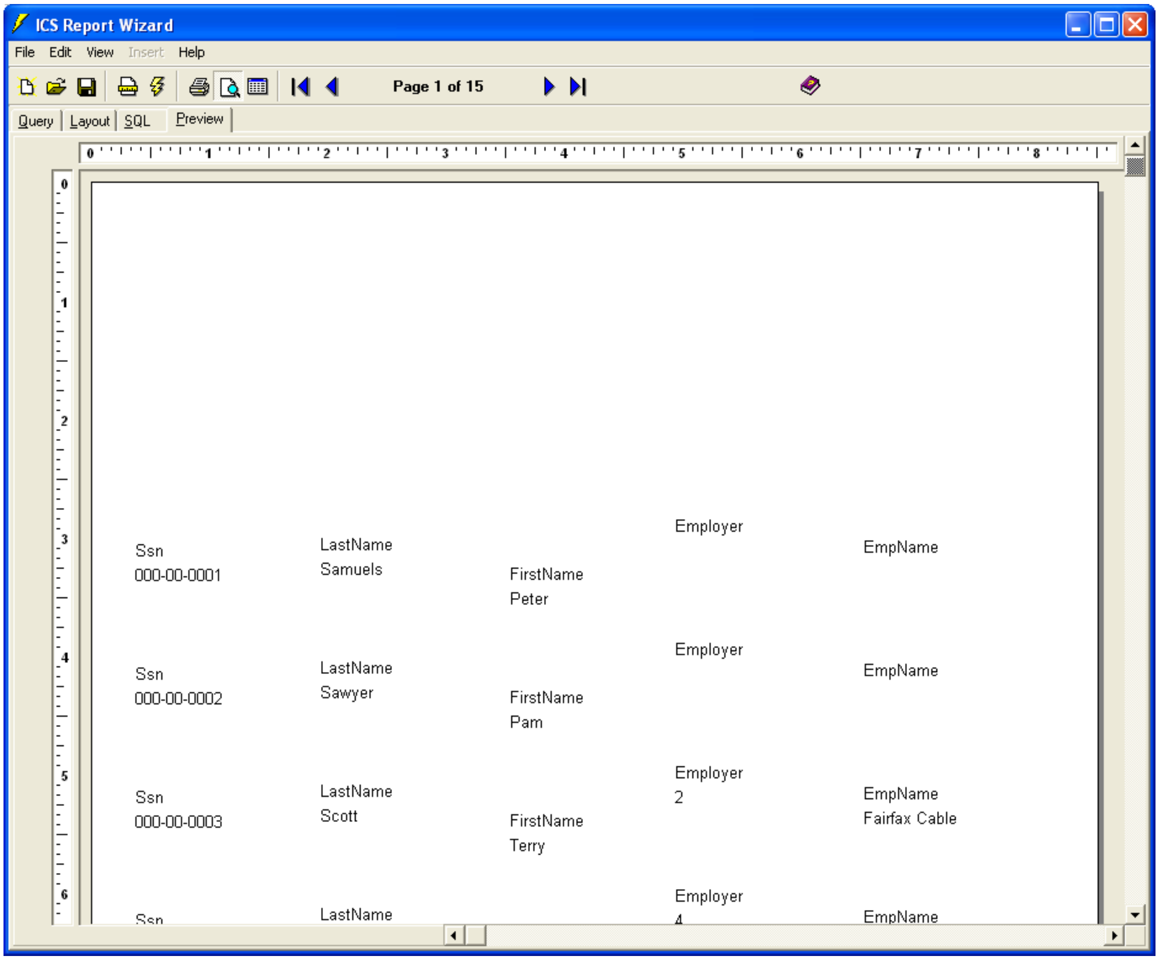


Notice that two rectangles appear on the page. The bottom one, enclosed in square brackets, will be the actual data from your query. The top rectangle, containing the text 'Ssn' with no brackets, is a label and will be displayed, literally, as the text 'Ssn'.

If you wanted just the data without the label, you could uncheck the 'Automatically caption fields' box in the Page Designer. This is often useful, but we'll leave them in for now. Place the rest of the available data fields in the 'Detail 0' section of the report.



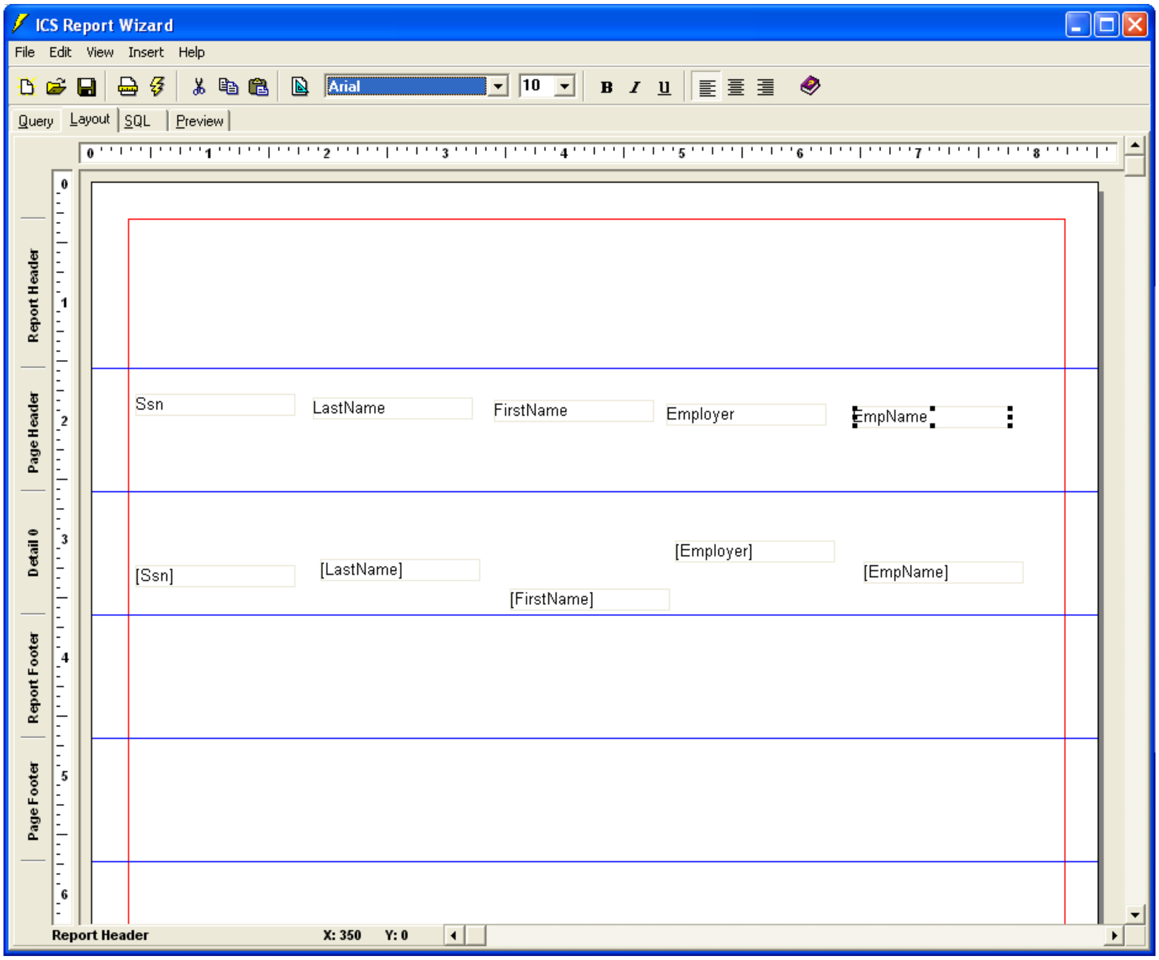
Now click 'Preview' to look at your work so far:



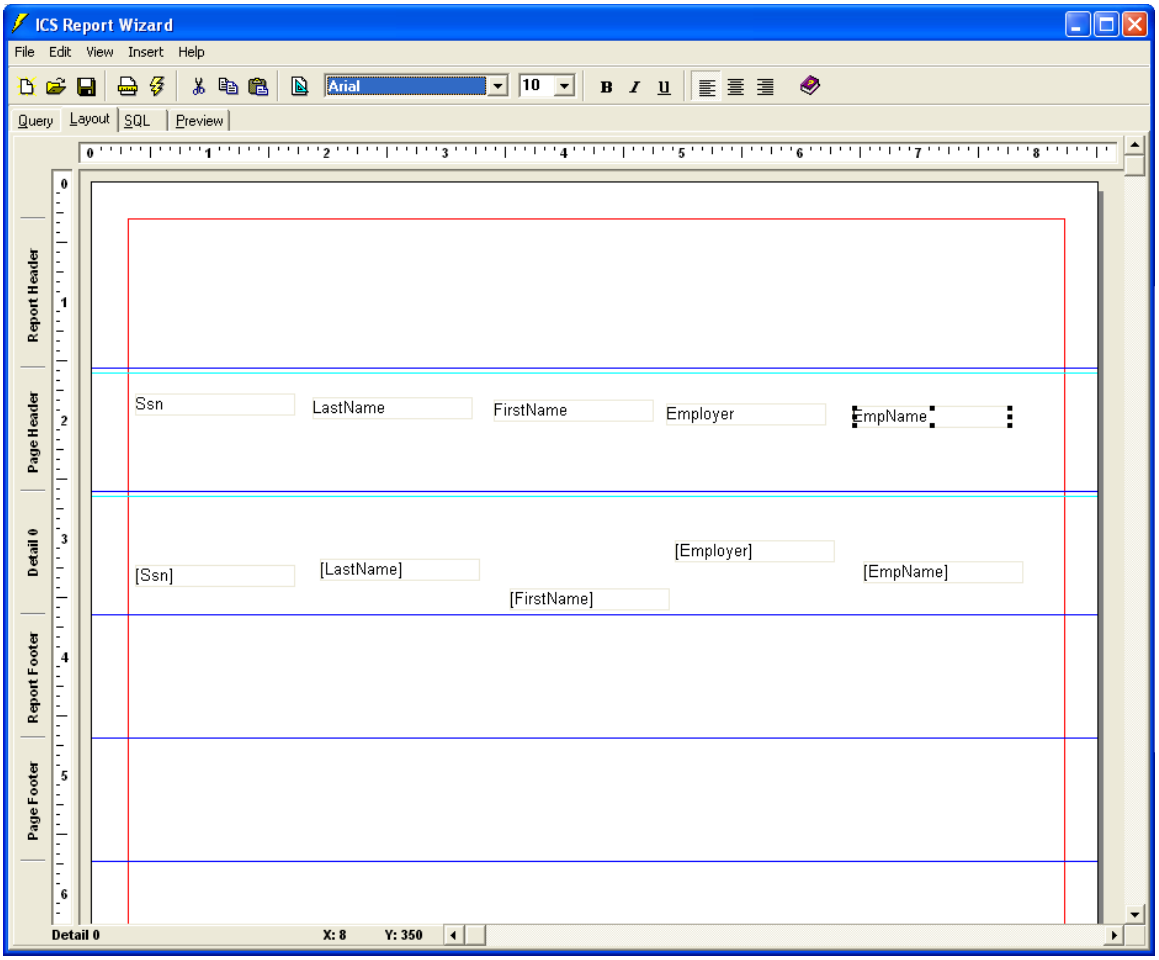
This looks pretty sloppy. There's a big gap at the top of the first page, and smaller gaps at the top and bottom of all other pages. Every item is labeled, and the data items are uneven. And too much space is devoted to each line item in the report.

There's a lot we can do to fix this. Back to the 'Layout' tab.

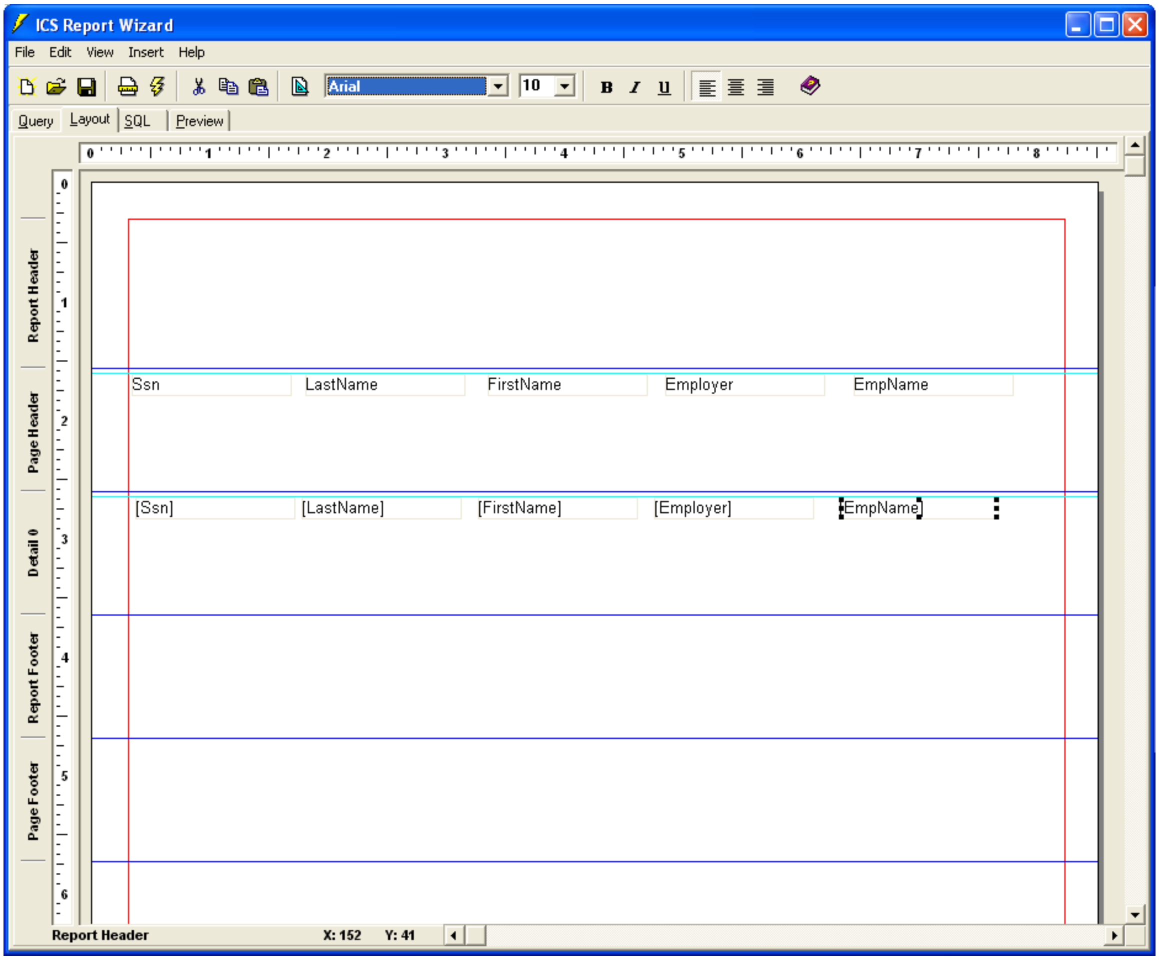
First of all, let's set up so our labels appear only once per page. This can easily be done by clicking and dragging them up to the 'Page Header' section.



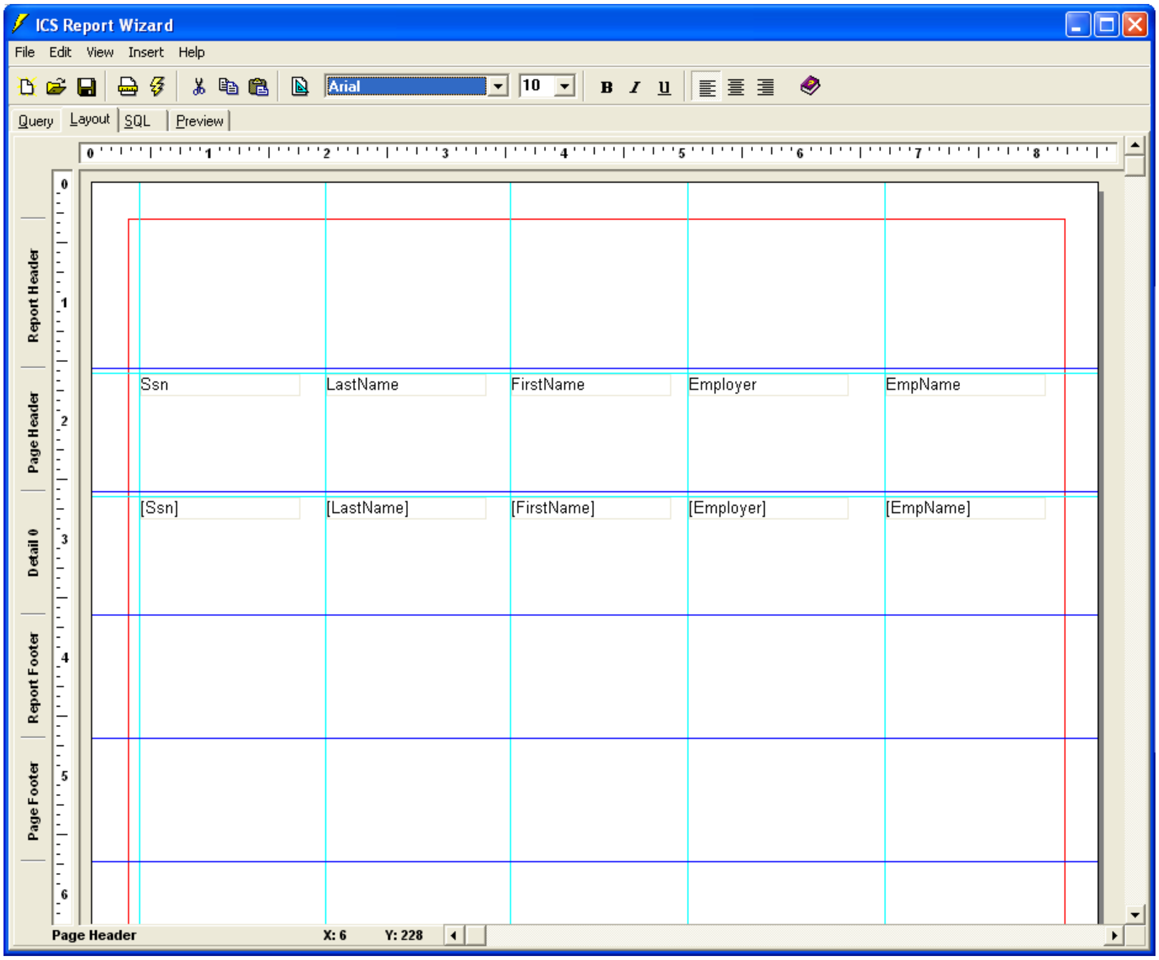
Now we need to line things up a little better, and tighten up our sections so they don't take up so much space. Clicking and dragging the ruler at the top of the page will bring out a light blue horizontal guide that can be used to line things up. Bring out one of these lines and place it just under the top line of the 'Page Header' section. Bring out another one and place it just under the top line of the 'Detail 0' section.



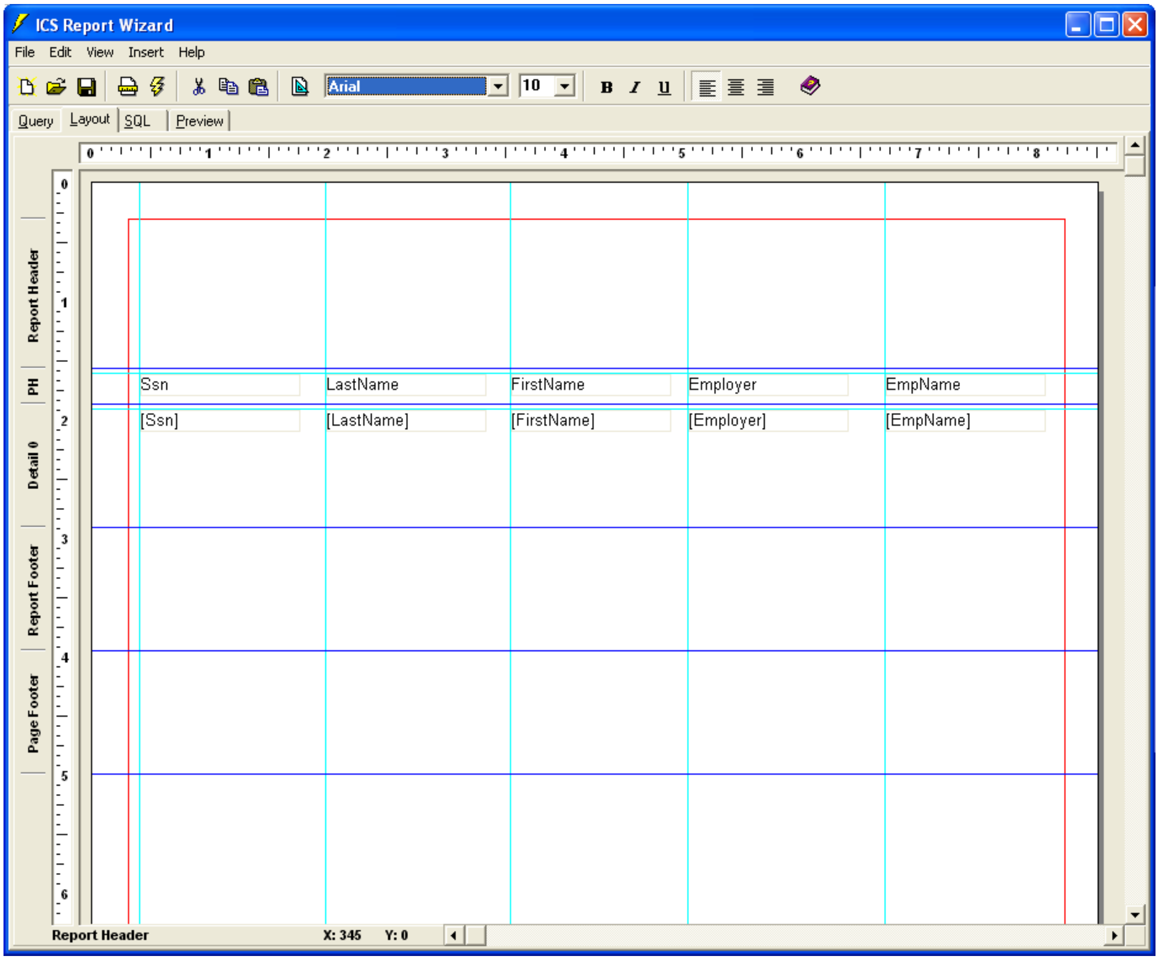
Now if you move your data items and labels near these guides, they will 'snap' into place with their edges on the line.



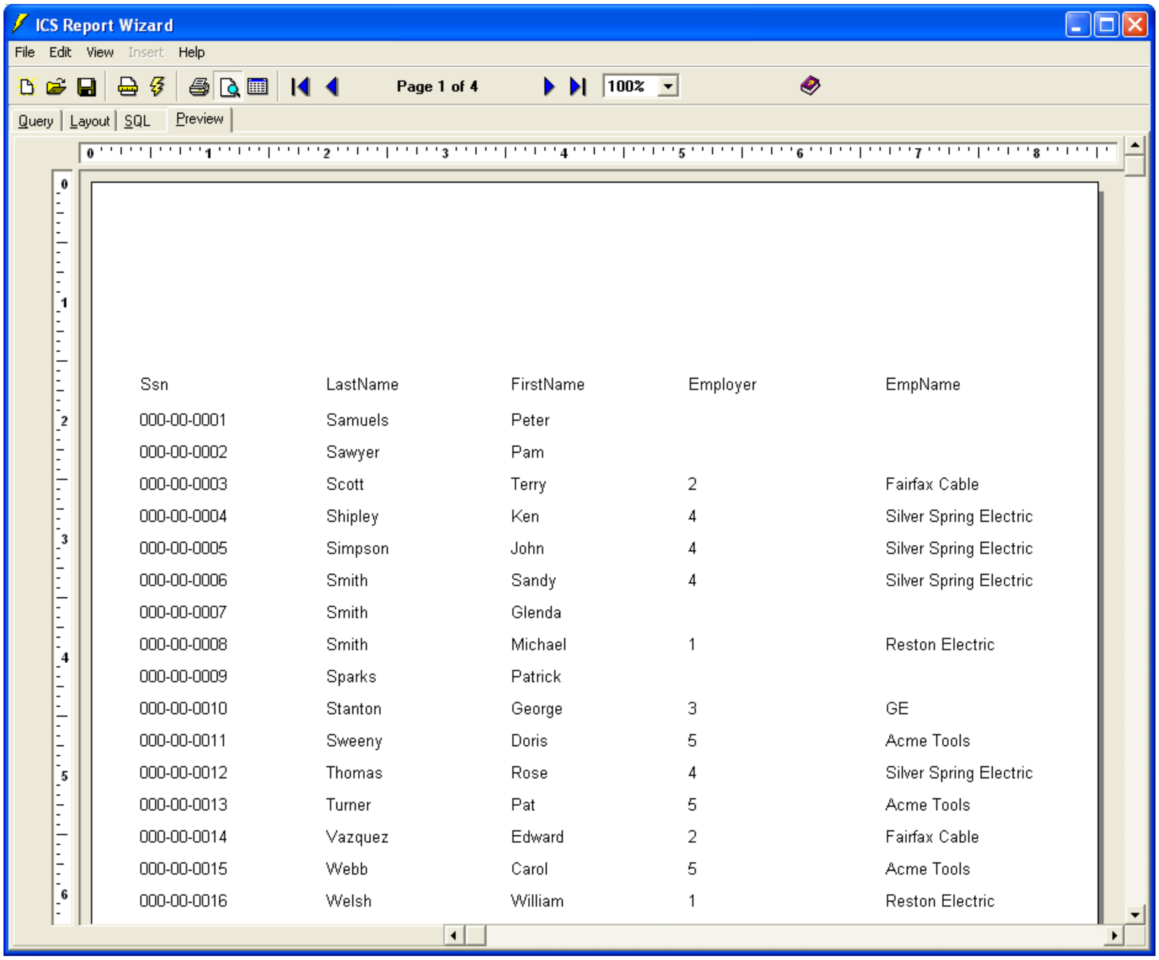
We can also create vertical guides to by clicking and dragging the vertical ruler on the left side of the page. These will help line up the labels with the data items:



Finally, we need to shrink the Page Header and Detail 0 sections so they don't take up so much space. Move your mouse pointer to the bottom border (dark blue line) of the Page Header section so that it changes appearance from an arrow to a double line with small arrows pointing up and down. Click and drag to move the line to just underneath the labels:



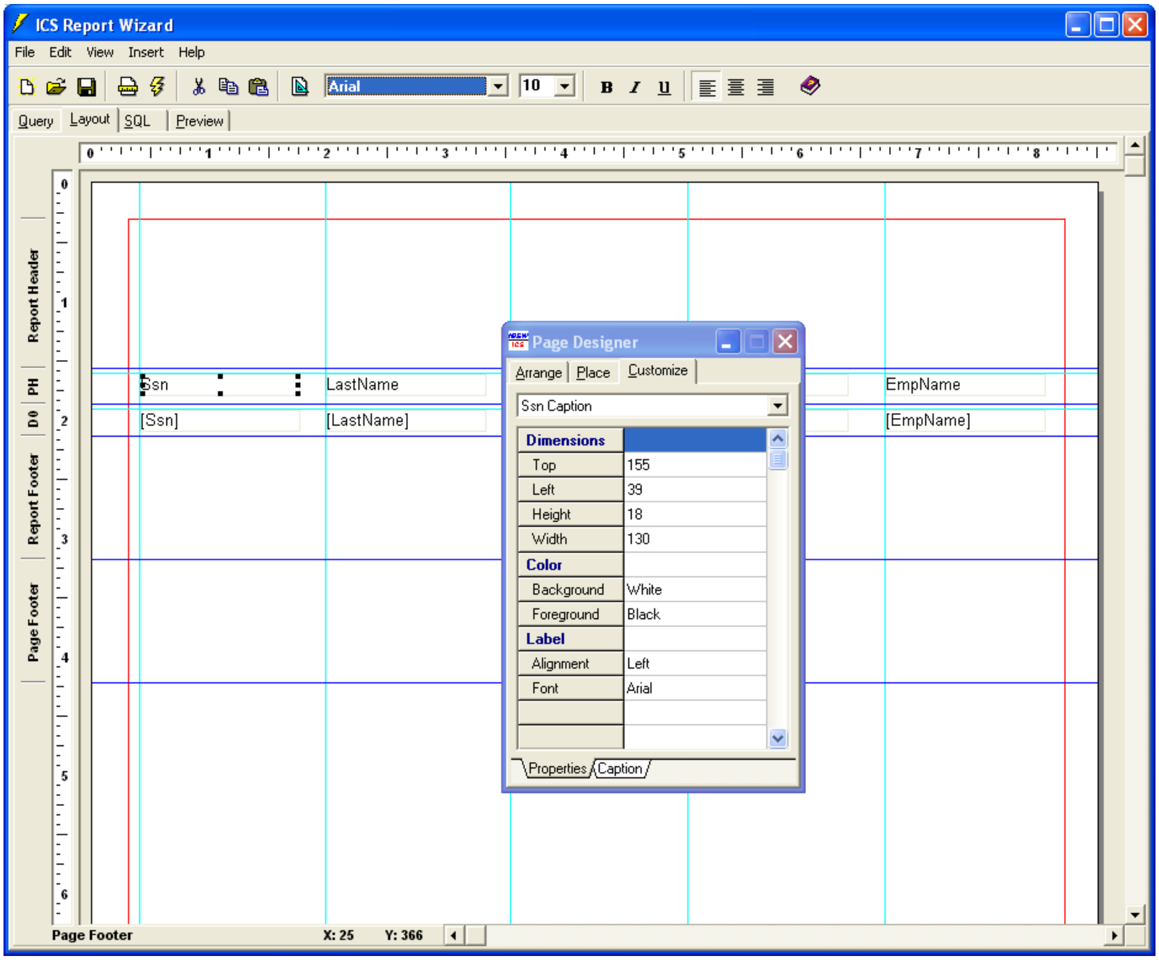
Now do the same to the line at the bottom of the Detail 0 section, then click on the Preview tab:



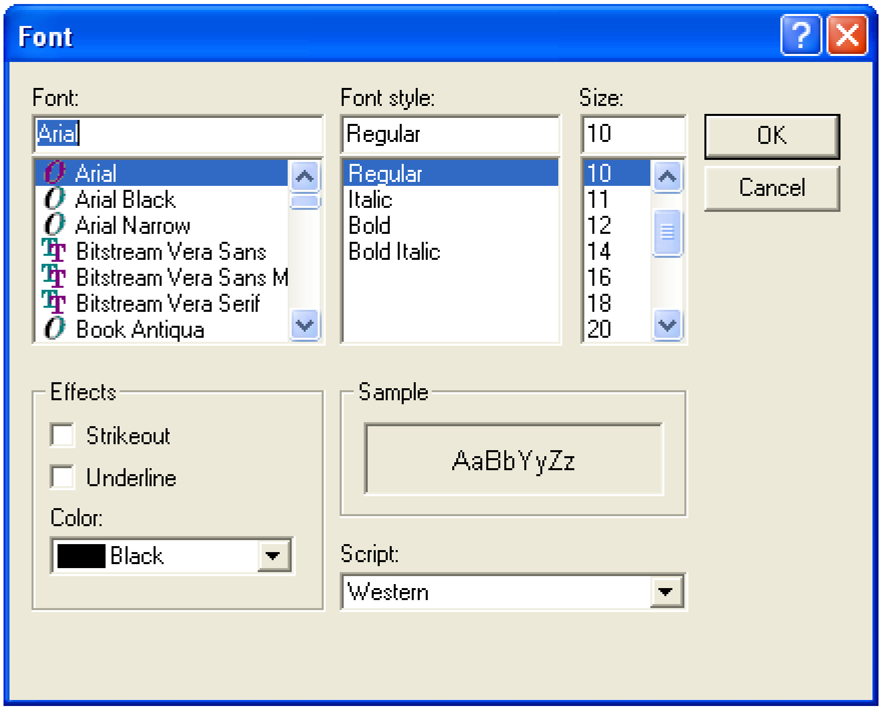
Ssn	LastName	FirstName	Employer	EmpName
000-00-0001	Samuels	Peter		
000-00-0002	Sawyer	Pam		
000-00-0003	Scott	Terry	2	Fairfax Cable
000-00-0004	Shipley	Ken	4	Silver Spring Electric
000-00-0005	Simpson	John	4	Silver Spring Electric
000-00-0006	Smith	Sandy	4	Silver Spring Electric
000-00-0007	Smith	Glenda		
000-00-0008	Smith	Michael	1	Reston Electric
000-00-0009	Sparks	Patrick		
000-00-0010	Stanton	George	3	GE
000-00-0011	Sweeny	Doris	5	Acme Tools
000-00-0012	Thomas	Rose	4	Silver Spring Electric
000-00-0013	Turner	Pat	5	Acme Tools
000-00-0014	Vazquez	Edward	2	Fairfax Cable
000-00-0015	Webb	Carol	5	Acme Tools
000-00-0016	Welsh	William	1	Reston Electric

Not perfect, but much better than before. The information looks much more organized, and the number of pages has dropped from 15 down to 4 because of all the wasted space that was eliminated. There are still some things we can do to make this more readable, though. Setting the column headings apart from the data would be helpful, as would some kind of title information telling the reader what the report is all about. There's also not much order to the data – line items appear to be in order of SSN, but that doesn't mean much to the reader. Let's go to the layout tab and fix some of these things.

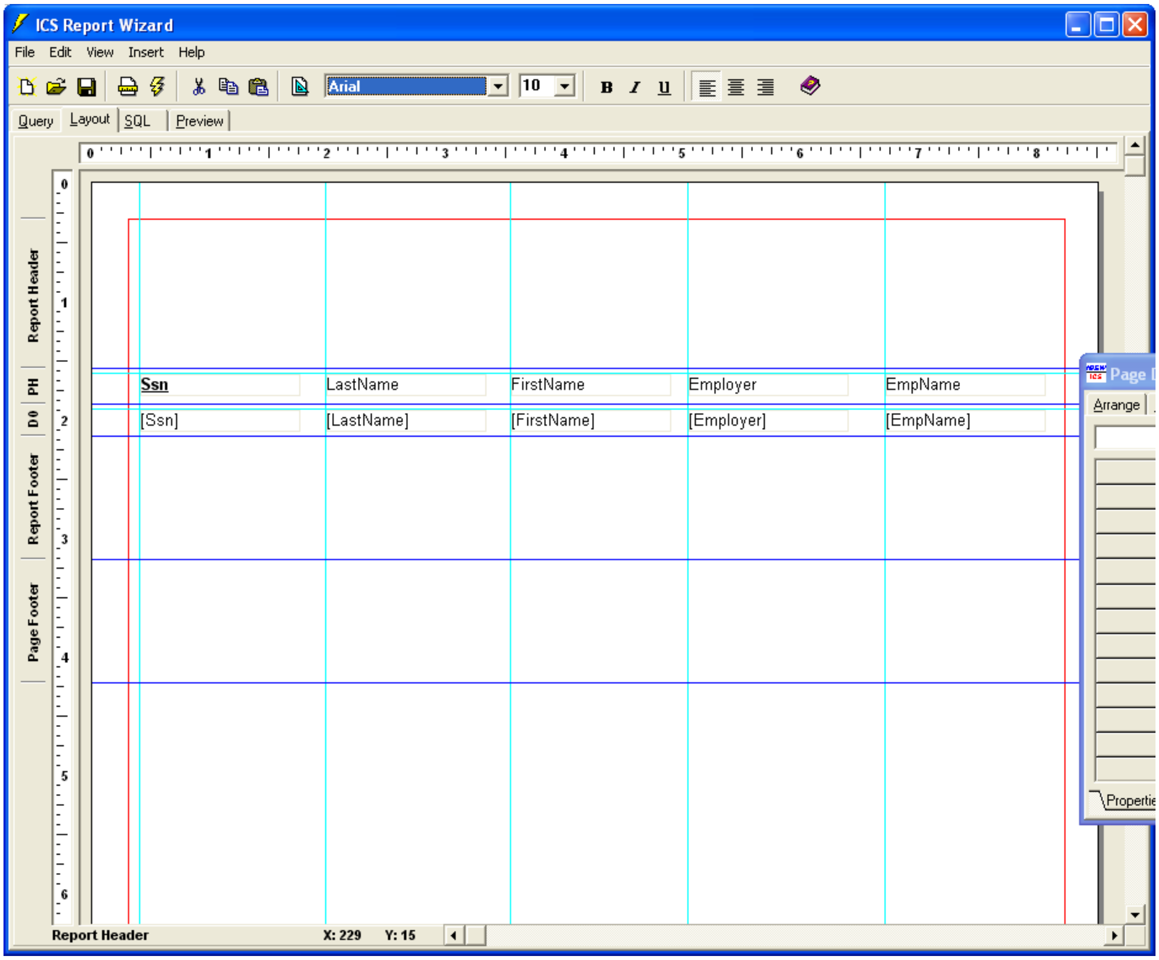
First, let's improve the column headings. Making them bold and underlining the text would set them apart from the data underneath. Click on the 'Ssn' label to select it, then click your right mouse button and select 'Customize Objects' from the menu that pops up. You'll end up with something like the following:



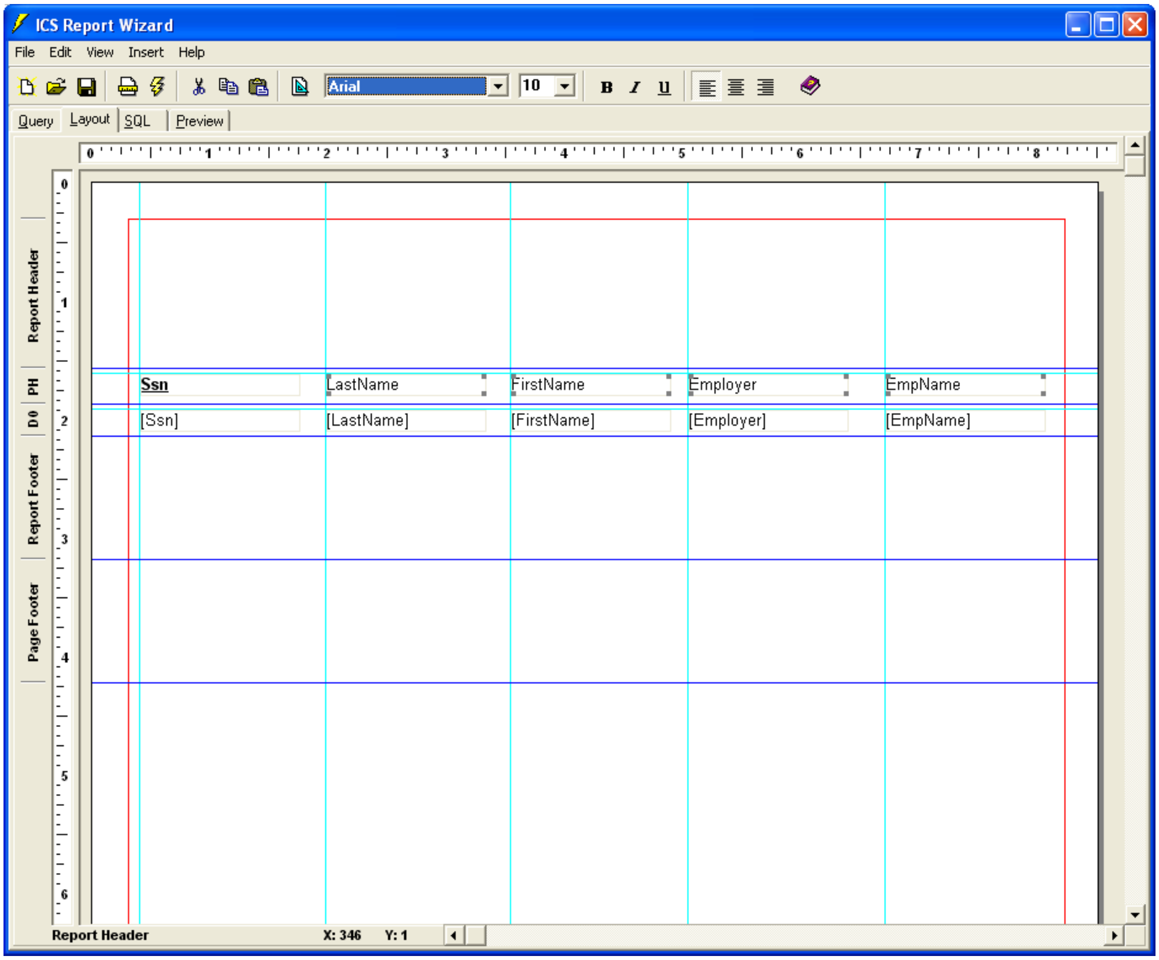
To customize the text style, click on the font name (Arial, in this example) in the Page Designer 'Customize' tab. A square button with an arrow pointing right will appear in the 'Font' cell. Click it to bring up the Font properties window:



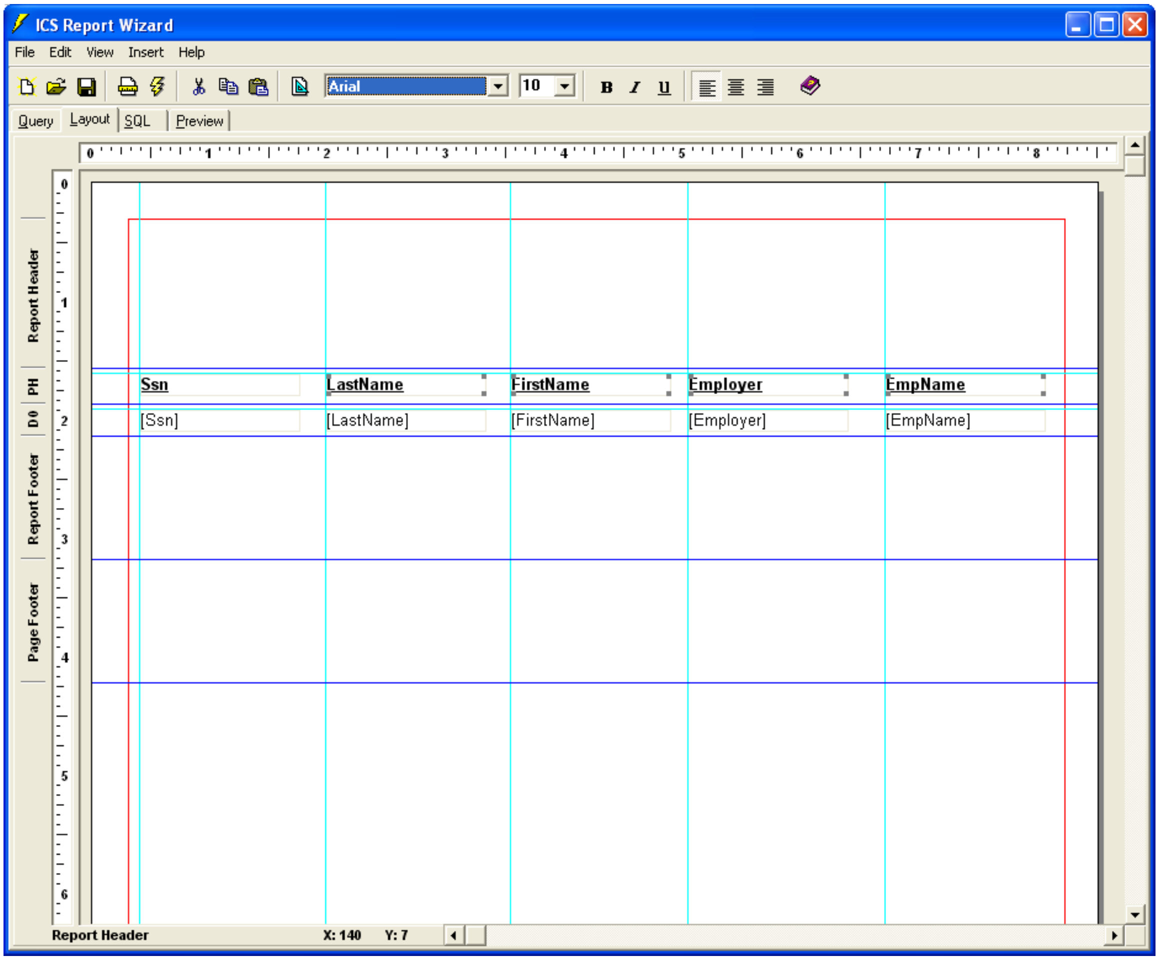
This allows you to select the font, style, size, and other effects of the text in the selected label. Click on 'Bold' in the Font Style panel, and check the 'Underline' box in the 'Effects' section. Click the OK button and your label will change to look like the following:



Now we need to do this with the rest of the labels. You could go one by one, but there's a faster way. Click on the 'LastName' label, then hold down the Shift key and click one-by-one on the remaining labels. They should all be selected:



Now repeat the procedure you used to change the appearance of the 'Ssn' label.

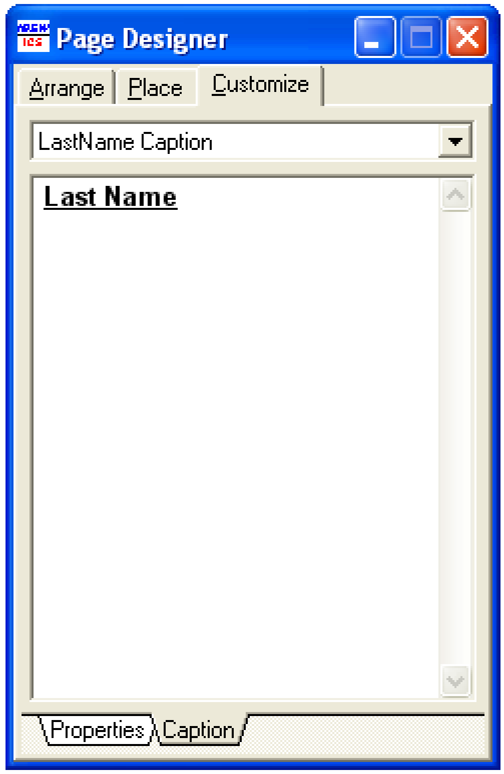


One last thing here – our label text. Right now, we've got the field names from the member and employer tables. These are useful for identifying data in the tables, but not great for displaying it on the page. Let's fix them up.

Click on the 'Ssn' label to highlight, then right click to bring up a pop-up menu. Select 'Edit Caption'.

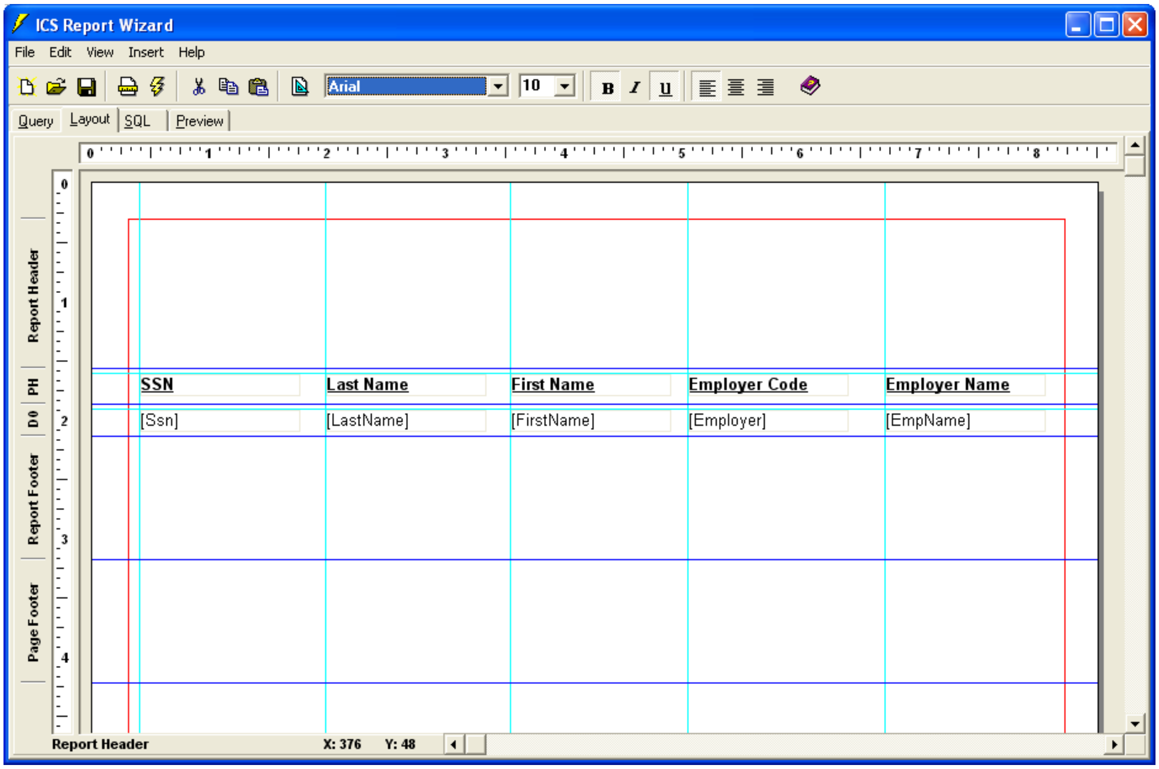
Highlight the text **'Ssn'** in the white panel and type **'SSN'.**

Now, without closing the Page Designer, click on the 'LastName' label. In the white panel, type a space between 'Last' and 'Name':

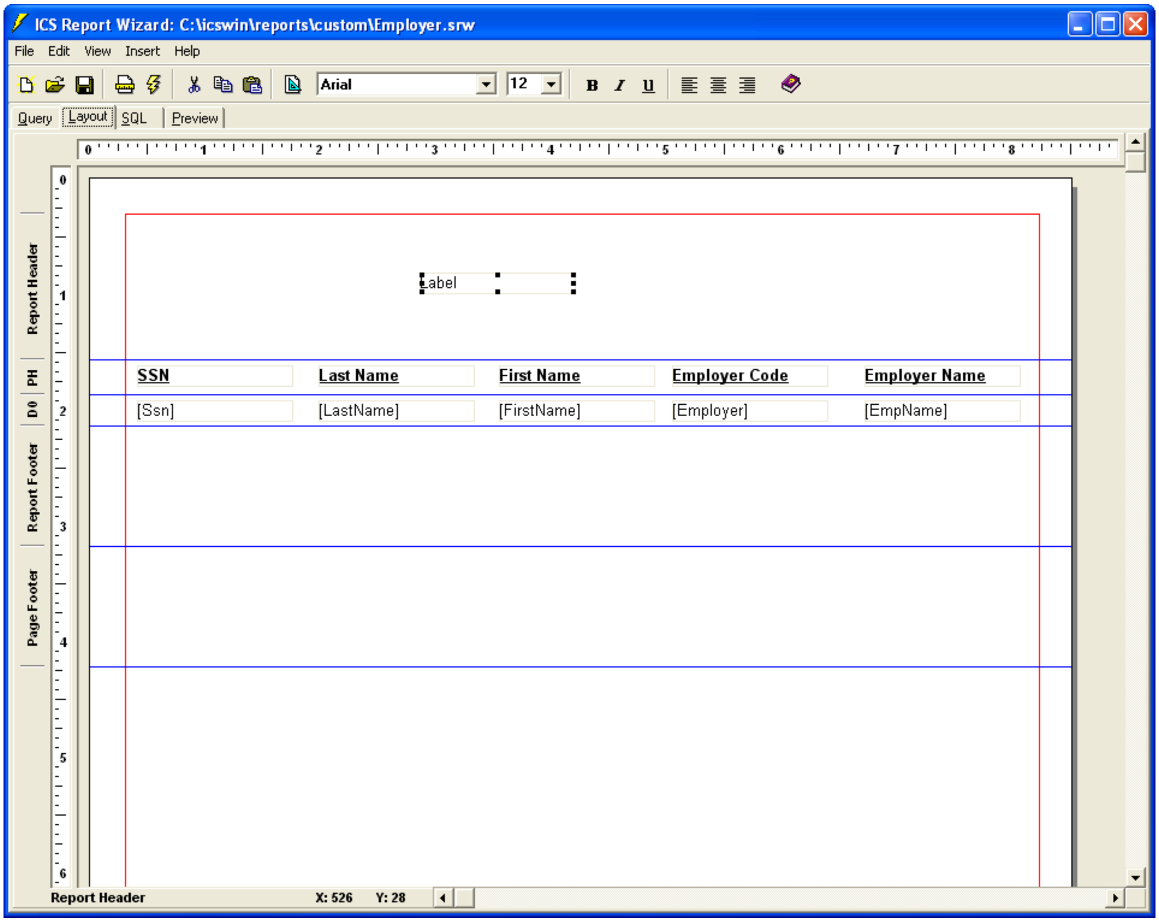


Continue with the remaining labels, changing 'FirstName' to 'First Name', 'Employer' to 'Employer Code', and 'EmpName' to 'Employer Name'.

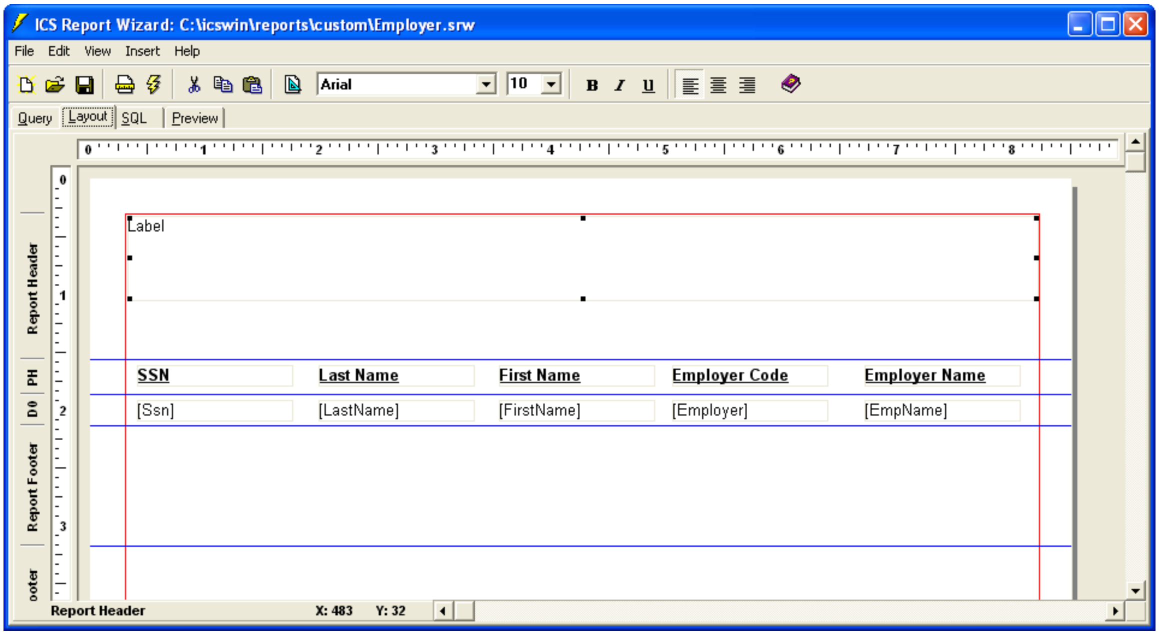
Your screen should look something like this:



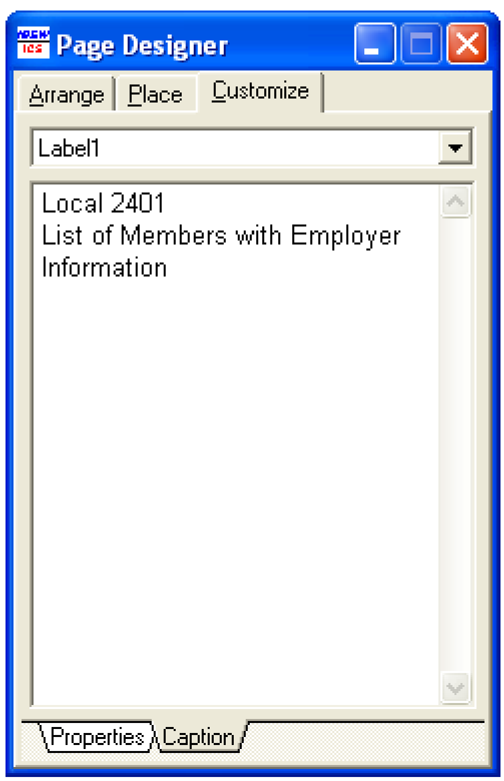
To finish up the formatting here, we'll add a header at the top of the report. Right-click on the page and select 'Place Objects'. Click the button marked 'L' on the left side of the window, then click in the 'Report Header' section of the page. This will place a label there.



Click the label and drag it to the top left corner of the page (just inside the red lines). Then click on the lower right corner of the label and drag to expand until it fills the entire width of the Report Header section, and about half of the vertical space. You'll see why we're doing this in a moment.

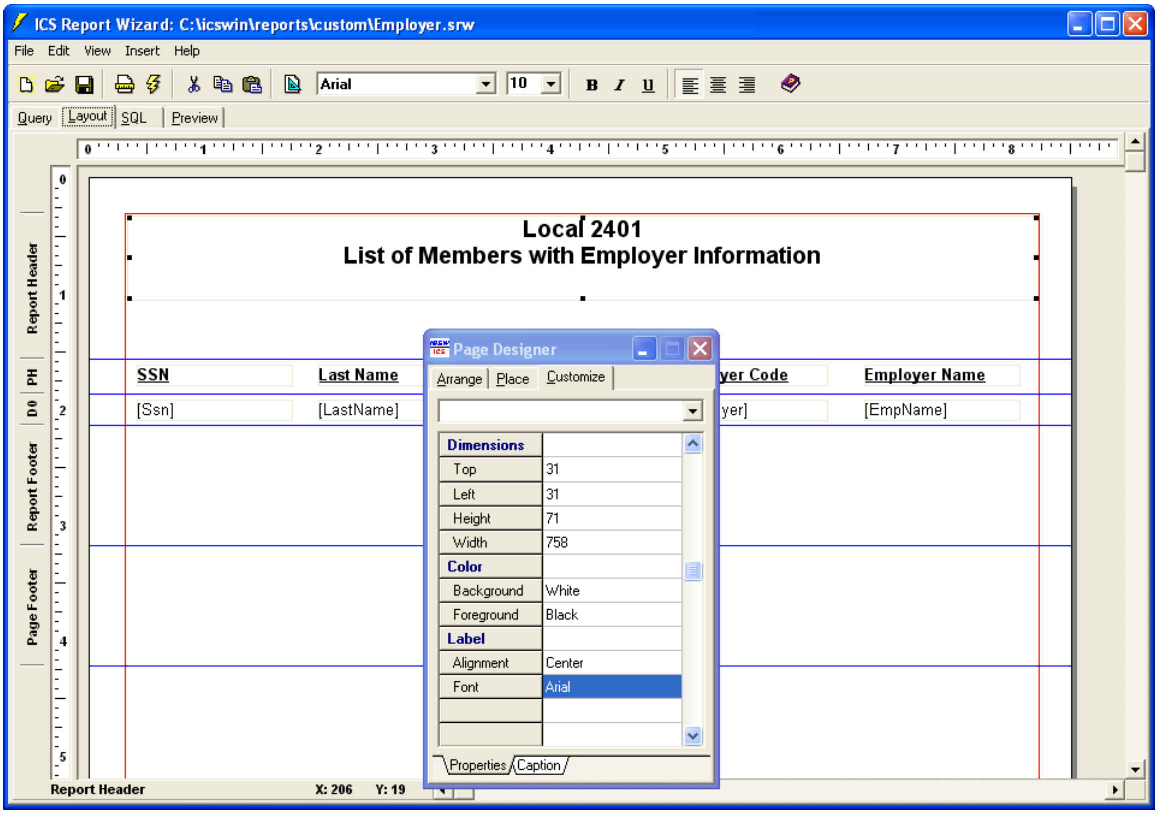


Now right-click on the label and select 'Edit Caption'. Highlight the text 'Label' in the large white panel of the Page Designer window, and type in the following:

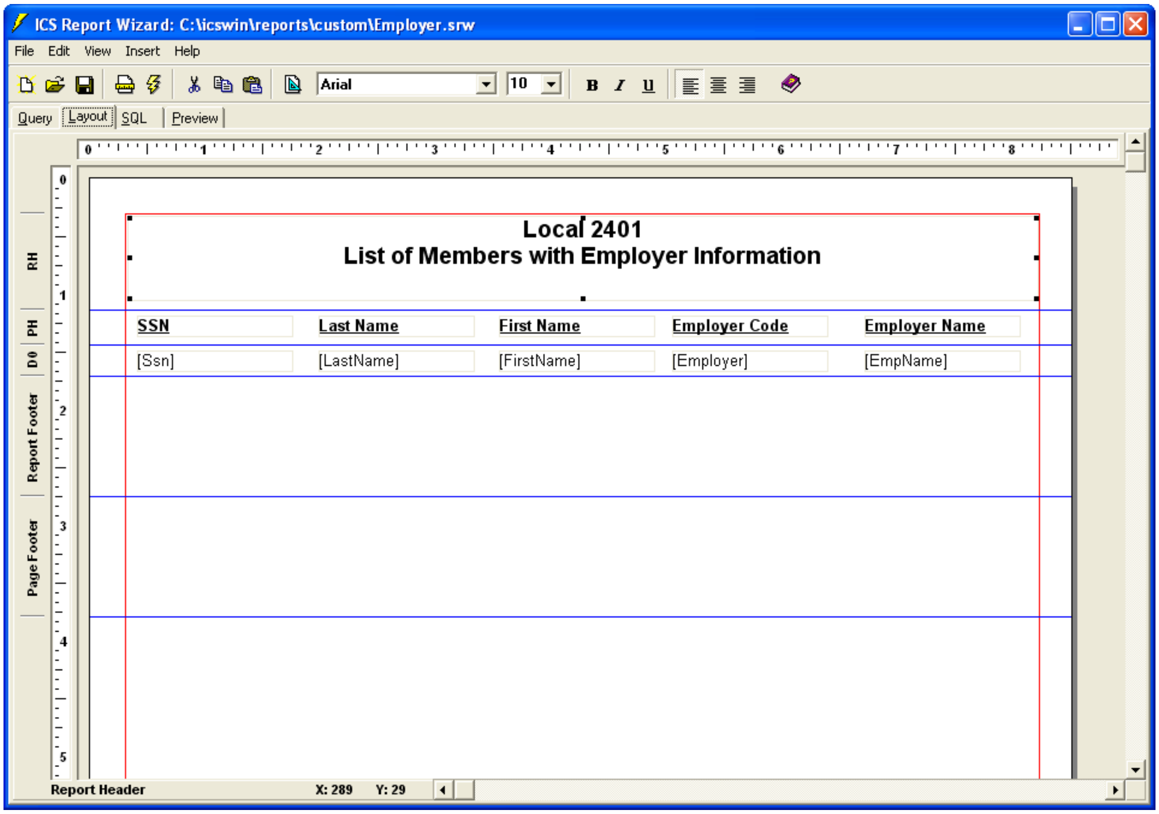


Now click on the 'Properties' tab at the bottom of the window. Click on the setting for the 'Alignment' property and select 'Center'. Then click on the setting for the

'Font' property and change the Font Style to Bold and the size to 14. Click the OK button. Your screen should look something like this:

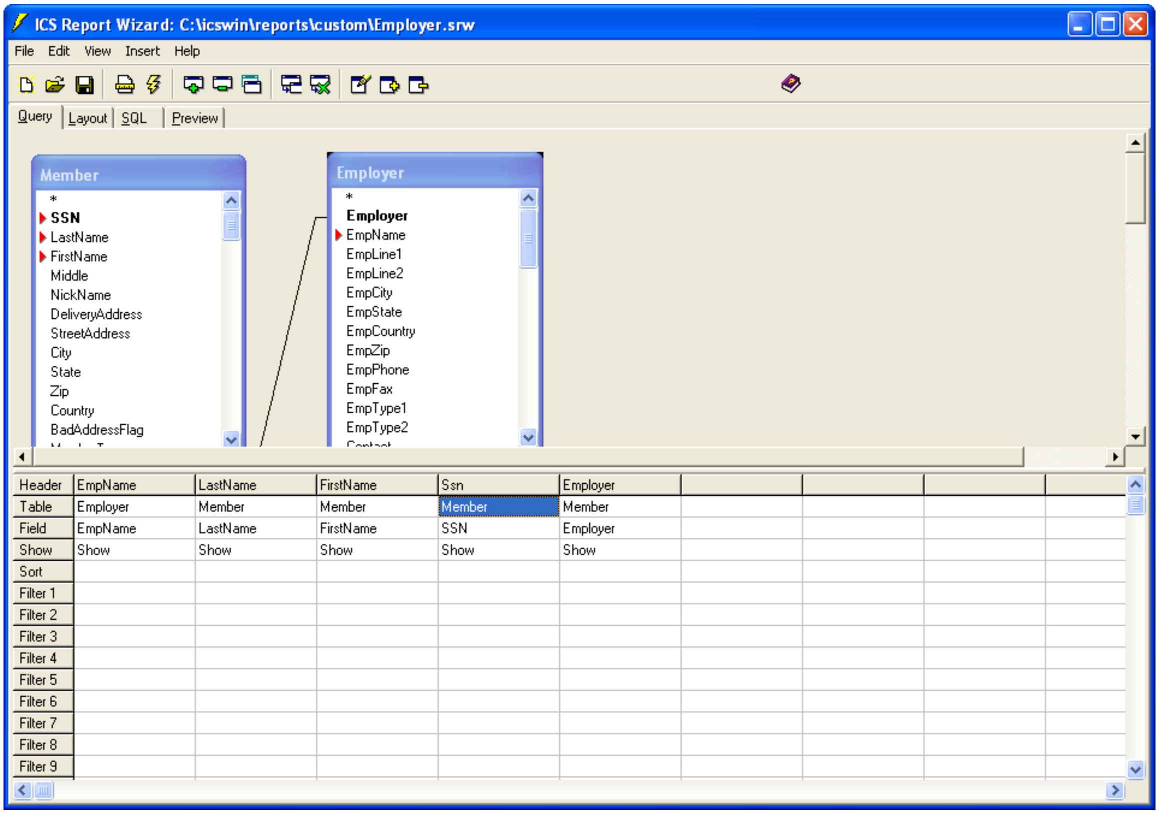


Now click on the bottom border (dark blue line) of the Report Header section and drag it up near the bottom of the label you've created there:

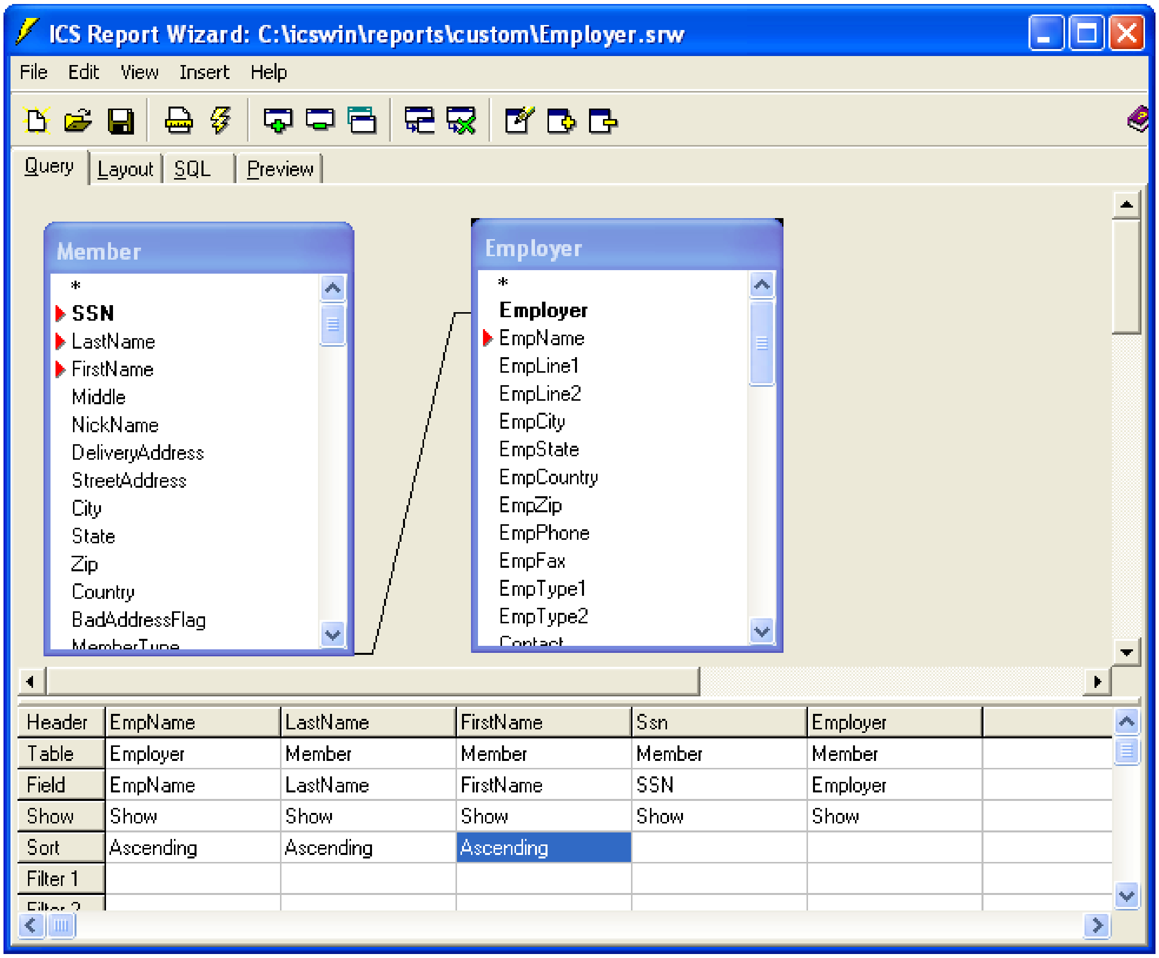


The layout looks pretty good now. Before previewing our results, let's go back to the query tab and change the sorting.

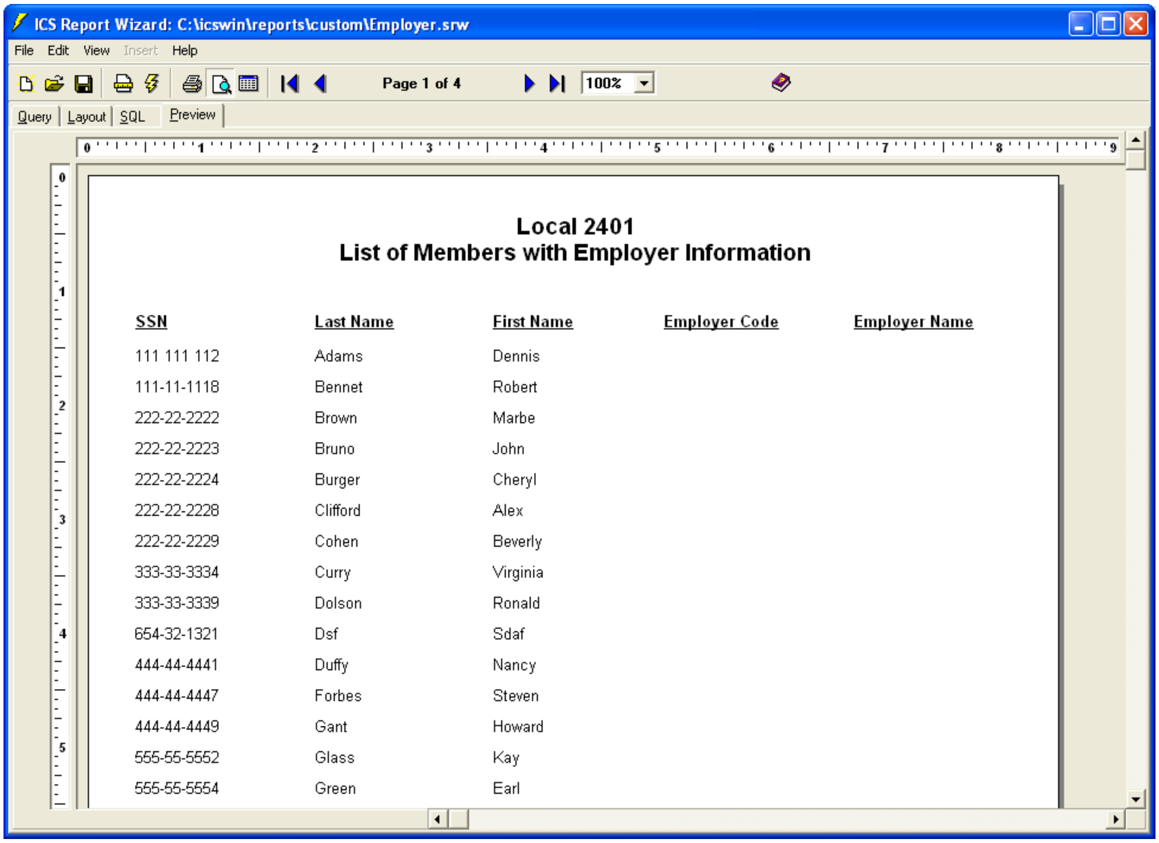
The report is currently sorted by SSN, the default for member records. This doesn't really help us too much in this case. It would help here if the members were sorted by Employer Name, then by Last and First names within those employers. To do this, we need to rearrange our data columns a bit. Click on the column headers and drag until your query looks like the following:



Now double-click in the 'EmpName' field to bring up the Value Editor. Click on the 'Sort' property and select 'Ascending'. Without closing the Value Editor, click on the 'LastName' column in your query, then go to the Value Editor window and set its 'Sort' property to 'Ascending'. Repeat for 'FirstName' and close the Value Editor. Your query should look like this:



Click the Preview tab to see the results:



This looks much better. Items are sorted in a way that makes sense to the user (members without employers are listed first, so items on the first page or so have blanks in the Employer Code and Employer Name columns), labels are distinguished from data, and the heading helps us understand what the report is all about.

There is much more that we can do with this report using Shazam's layout capabilities. We'll further improve upon this report in the next exercise.

Grouping and Counting – Employer and Job Class Information

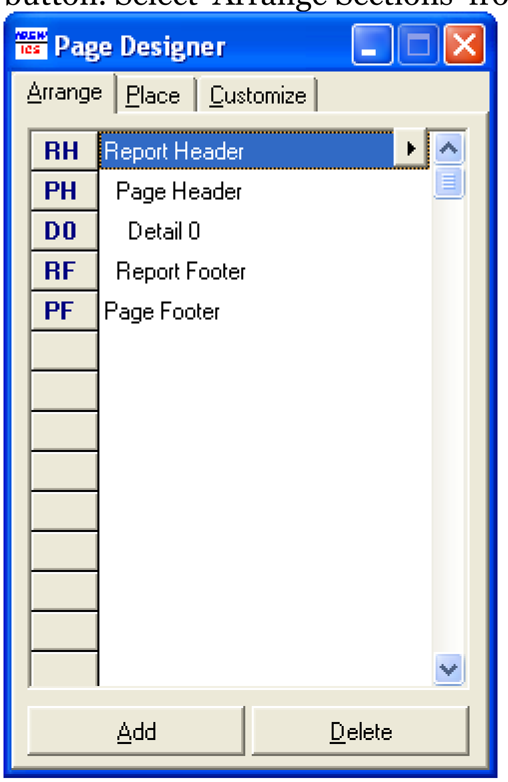
Sometimes you want more than just a filtered or formatted list from your ICS data. You may want to know how many of your members work for a certain employer, or how your membership is divided into job classifications. You could create a list and total them up yourself, but that requires work every time you want new count, and does nothing to present the information in a readable format. The ICS report wizard can help you see this information the way you want it.

We'll continue with the member/employer report from the last exercise, but now we'll improve it to group by employer and give us counts of the number of members working for each employer. For the summary we want, the data must be sorted in the query tab by the summary field(s). Since we're going to be summarizing based only on employer for now, we'll make sure the *Employer* field is sorted. Fortunately, we already did this in the previous exercise.

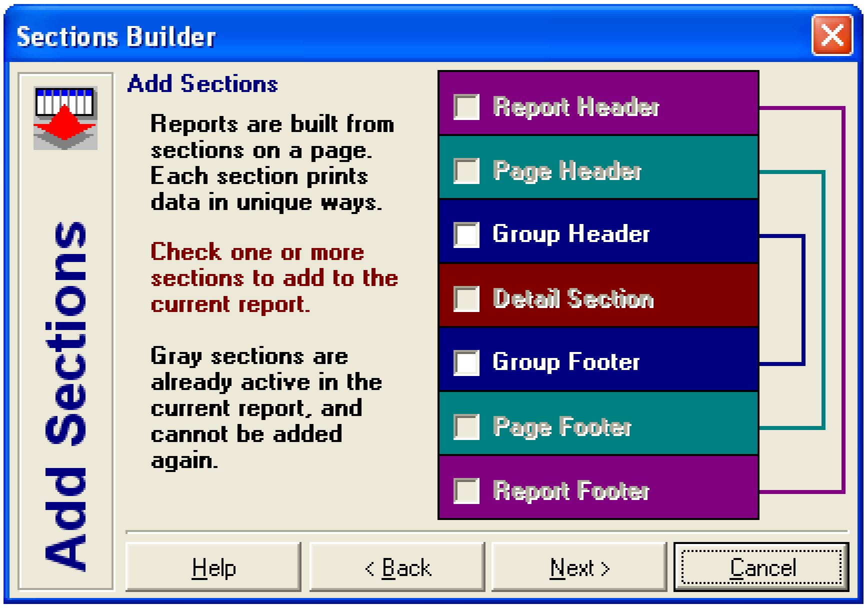
Now we need to tell our report to group based on employer. To do this, we need to add sections to our Layout.

Click on the Layout tab. You should see your report layout, divided into several sections: Report Header, Page Header, Detail 0, Report Footer, and Page Footer. In order to summarize our data by employer, we want to add Group Header and Footer sections.

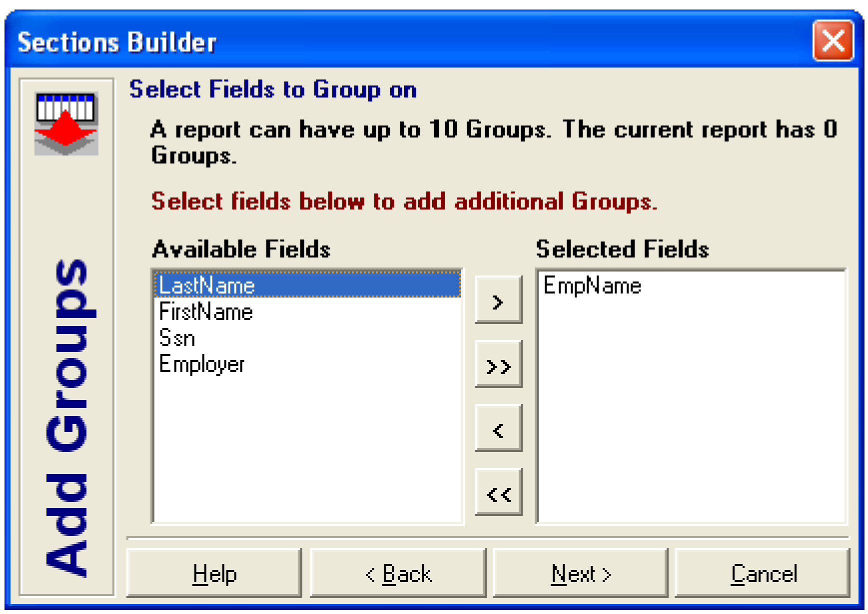
Place your mouse pointer anywhere on the page and click your right mouse button. Select 'Arrange Sections' from the menu that appears.



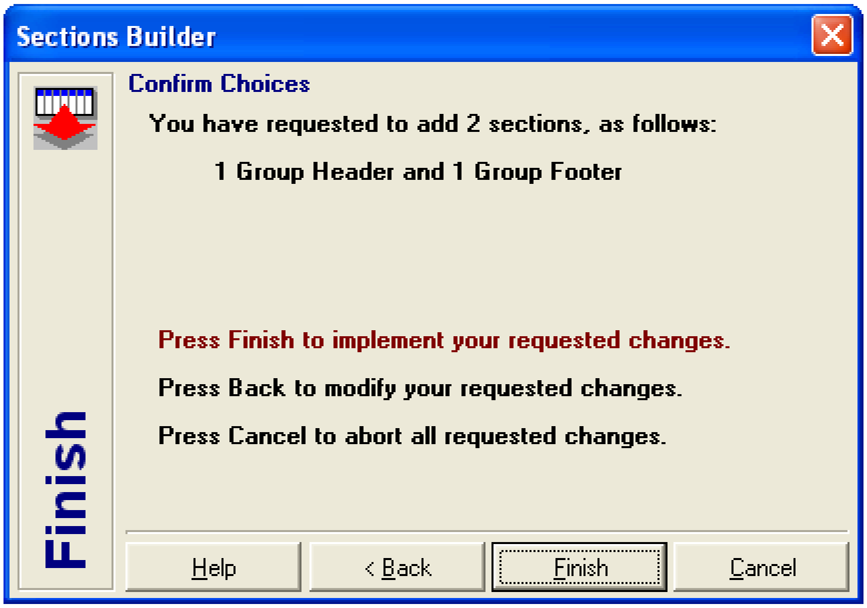
Click the 'Add' button.



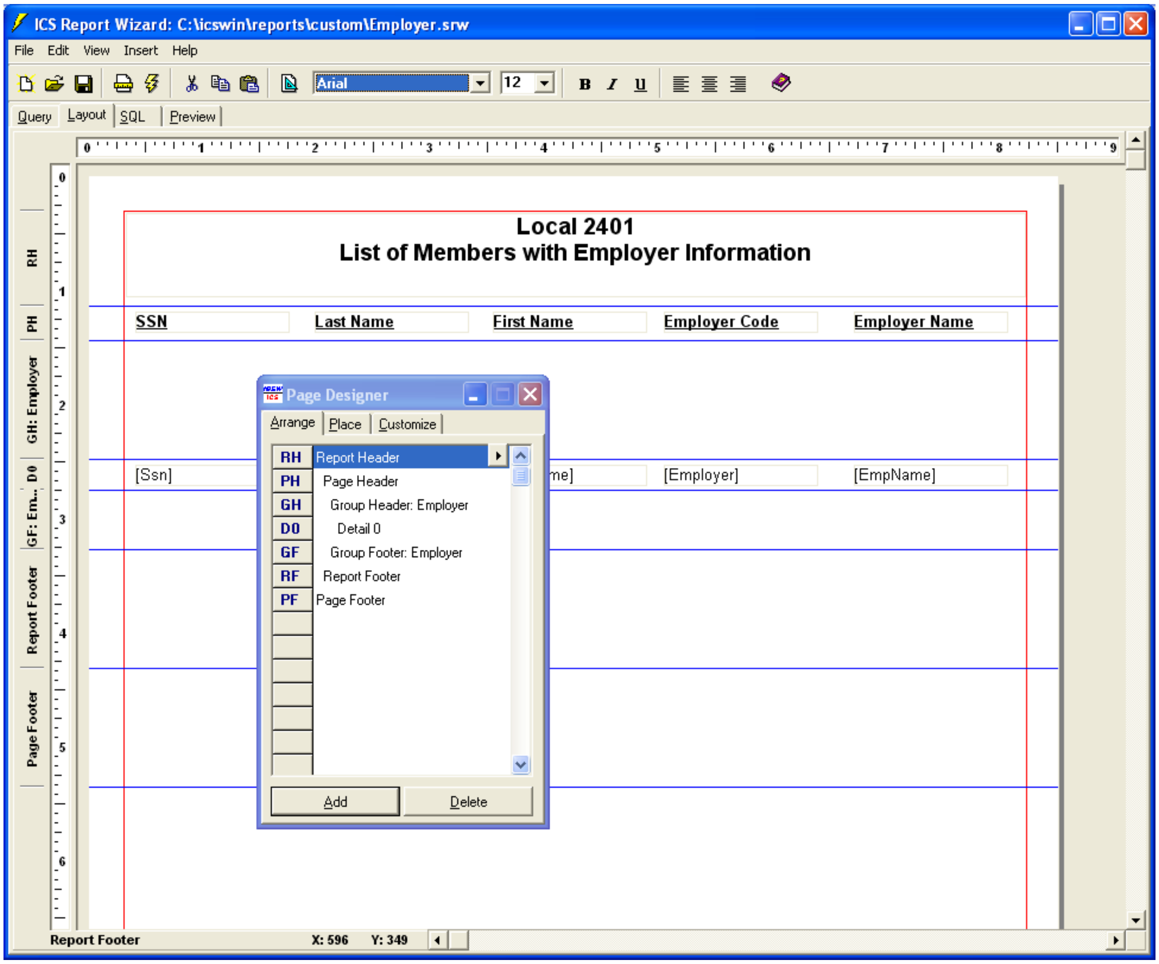
It’s a little hard to tell, but all of the options shown here except the Group Header and Footer are colored gray, meaning the Group Header and Footer are the only options available. Click the check boxes next to both of them to select and click the ‘Next’ button:



To group by employer, click on the *EmpName* field to highlight and click the ‘>’ button to move it into the ‘Selected Fields’ section. You could add more groups at this stage, but we’ll leave it at one for now. Click ‘Next’:



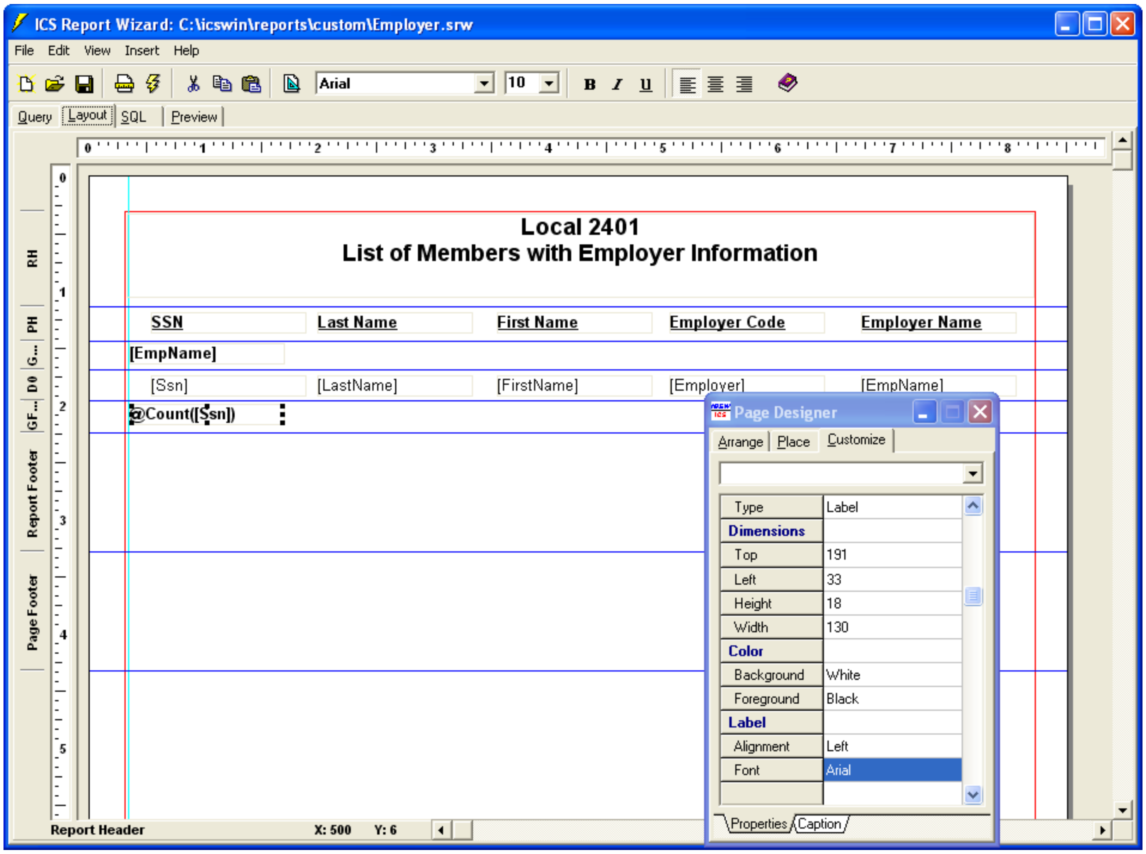
Verify your selections. If they look incorrect, click the 'Back' button to revise. Otherwise, click 'Finish' to proceed. Your screen should look something like this. We'll focus on the Group Header and Footer sections for now.



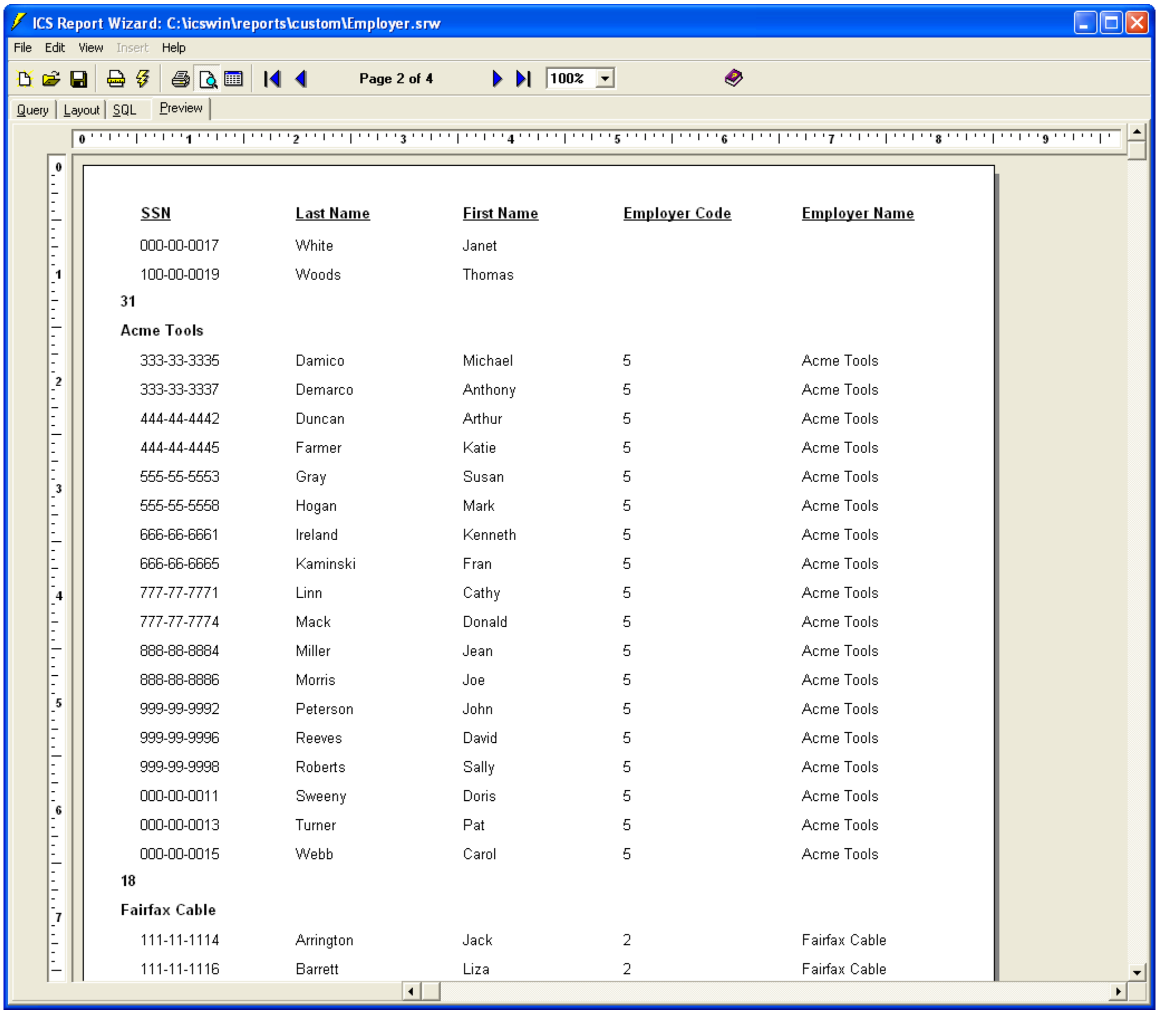
Now we can add our summary data. Bring up the Page Designer, click the 'Place' tab, uncheck the 'Automatically caption fields' checkbox, and add *EmpName* to the GH:Employer section. This will create an employer name heading for each employer group.

To get the member count for each employer, we need to use a calculated field. In the 'Calculate Field' drop-down near the bottom of the Page Designer form, select 'Count'. Now we need to decide what to count. In this case our best choice is *SSN*, since every member listed will be required to have one. Click on the 'Calculate Field' dropdown at the bottom of the Page Designer and select 'Count'. Then click on *SSN* and drag it onto the GF:Employer section of the page.

Now use the vertical alignment guide to line these up a little to the left of your member data fields. Move the dark blue lines at the bottoms of the GH:Employer and GF:Employer sections up to remove some of the empty space. Change the Font style for the items in GH:EmpName and GF:EmpName to Bold. Your screen should look like this:



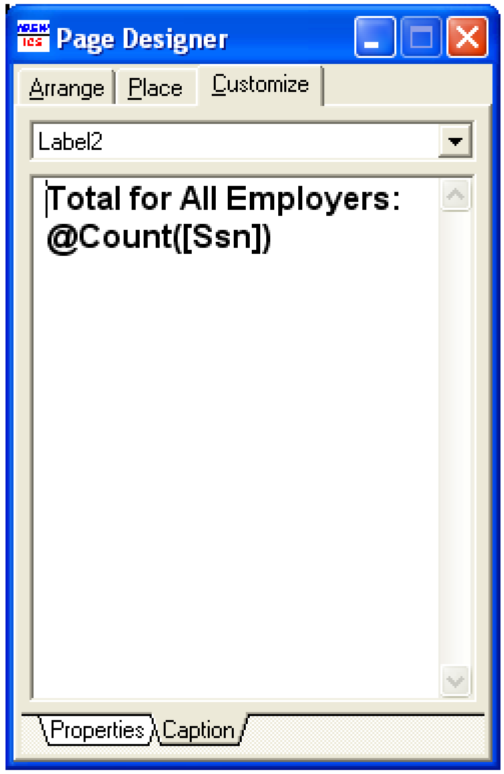
Now close the Page Designer and click the preview tab to look at the report. Here's the second page:



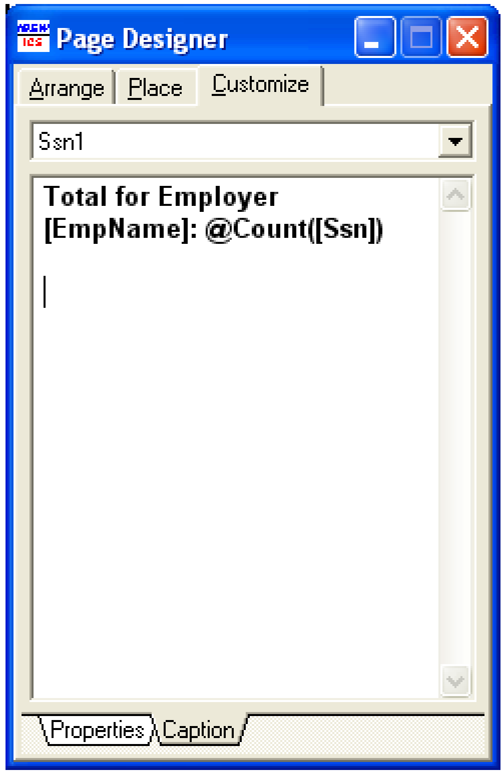
The second page is shown here because the first page is composed of members with no employer.

It's a start, but there's definitely some work to do. The group header and footer summary information, while useful, could be a little more clear as to what the data means. And we have a heading only at the top of the report. We could use some page information, too, maybe including a page count. So let's clean it up and make it look better.

Click on the Layout tab. Click on the '@Count([Ssn])' object in the group footer, press Ctrl-C to copy, and Ctrl-V to paste. This will create a copy of the object on top of the original. Drag this into the Report Footer section below and to the left of the original. Edit the Caption to read 'Total for All Employers: @Count([Ssn])', change the font to Bold 14-point, move the label to the upper left corner of the Report Footer section and resize it so the entire label text is visible, and resize the section to just fit the label.

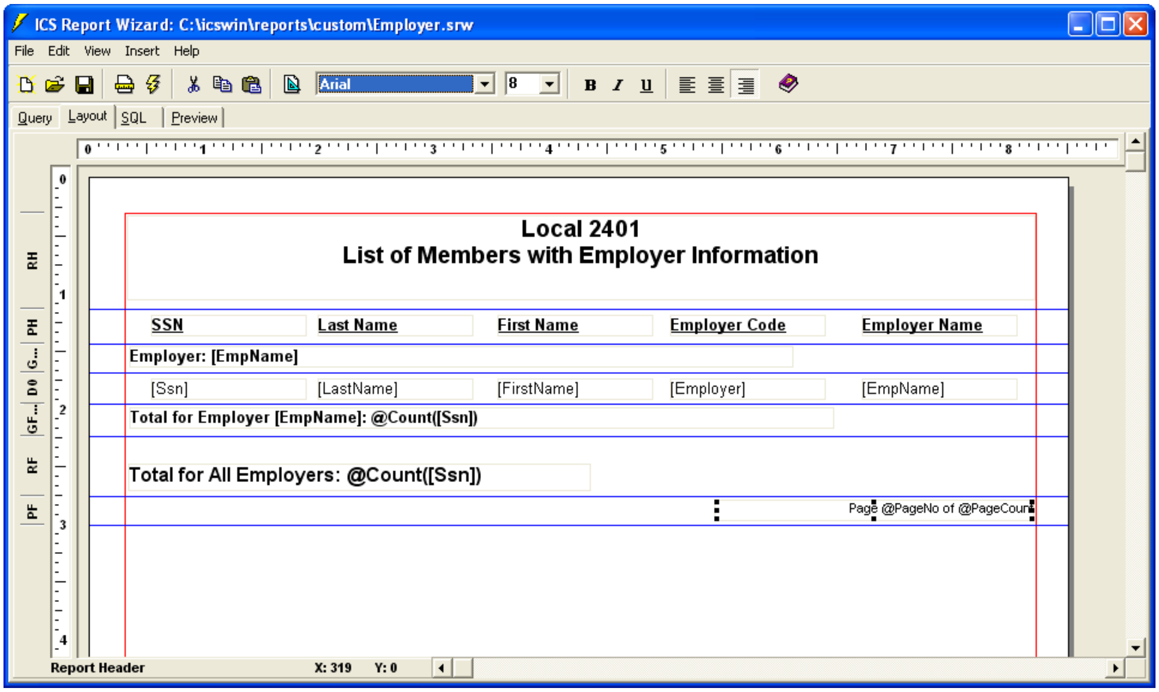


Edit the caption in the Group Footer label to read 'Total for employer [EmpName]: @Count([Ssn])'. Size the label to display the entire text, and resize the section if necessary to just fit the label.

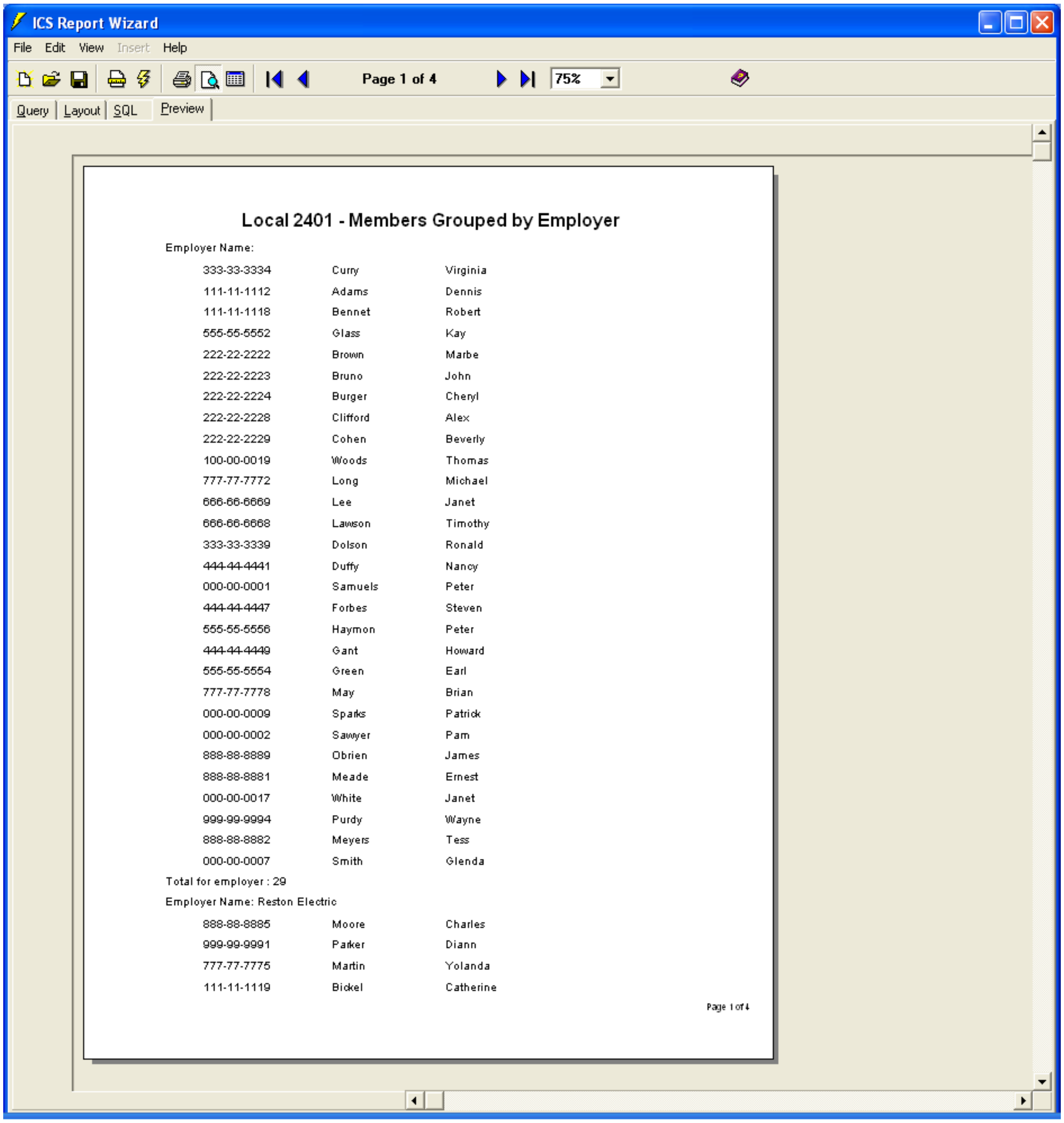


Now we can add some report and page information. Right-click on the page and select 'Place Objects', click on the 'L' on the left side of the dialog, then click in the Report Header section to place a label object. Move it into the upper left corner of the section and expand it so it covers the entire section without touching or overlapping any of the section boundaries.

Finally, we'll add a page number – right-click on the page, select 'Place Objects', and add one each of the bottom two objects in the left edge of the dialog to the page footer section (page number and page count). Click on the @PageNo object, then click the 'Customize' tab at the top of the Page Designer window and the 'Caption' tab at the bottom. Add the text 'Page' to the beginning of the caption and the word 'of' at the end, and copy the text from the @PageCount onto the end so the full text reads 'Page @PageNo of @PageCount'. Change the font to 8-point, alignment to Right, close the page designer, and delete the page count object. Move the page number label to the top right of the page footer and resize it if necessary to display the full text. Resize the page footer section so the label just fits. The finished layout should look something like this:



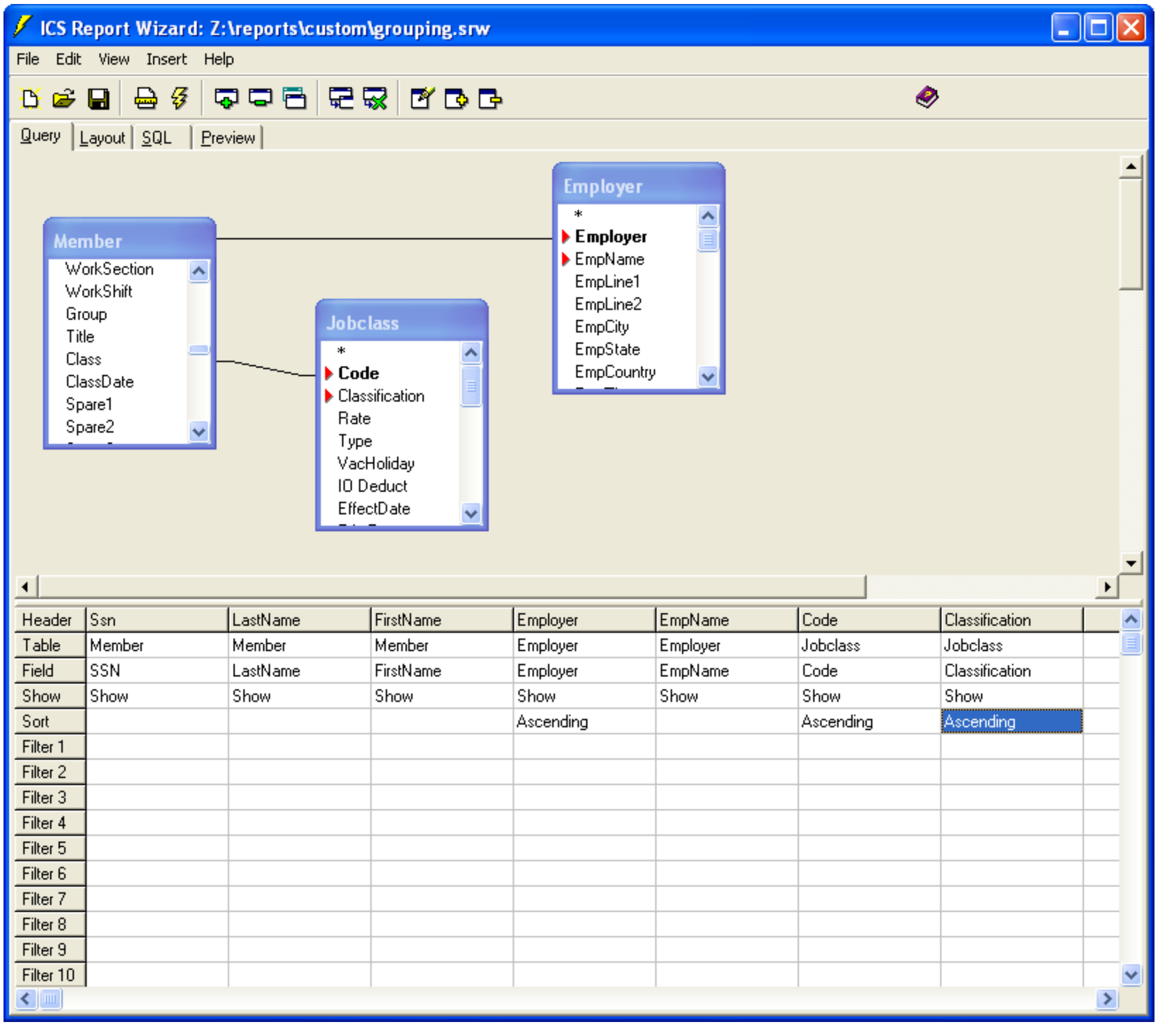
Click on 'Preview', to see your results:



A few more things we can do here…let's say we want to further categorize the list into job classifications within each employer. No problem…but we need some more information first. Click on the Query tab and add the JobClass table.

Like any other table, this one has to be joined in order to be used. In this case, the *Class* field in the *Member* table corresponds to the *Code* field in the *JobClass* table. We should also make sure that the query returns all members even if they have unknown or missing job class information.

Click on the *Class* field in the *Member* table and drag so the mouse pointer is over the *Code* field in the *JobClass* table. This should draw a line between the two fields. Right-click on the line, select 'Edit Join', and select 'Return all records from "Member" and only matching records from "JobClass"' as the Join Type. Then add *Code* and *Classification* fields from the *JobClass* table to the query and change the Sort type on both to Ascending. The query should look like this:

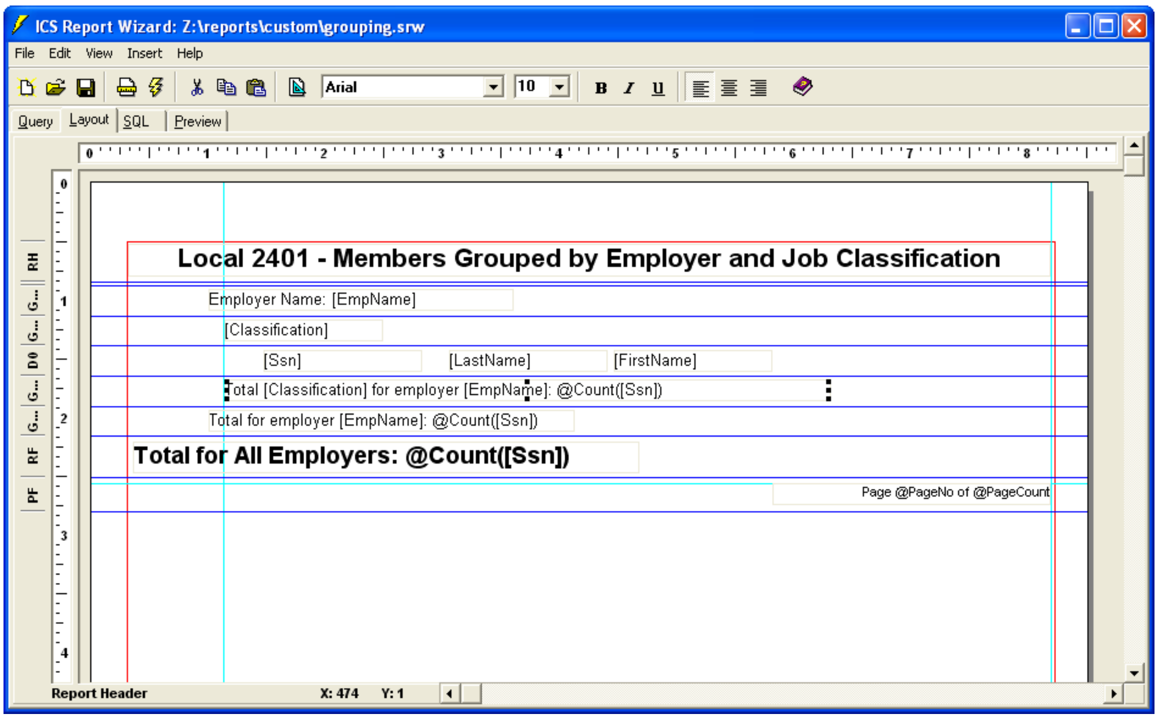


Now go to the Layout tab and add a *JobClass* group header and footer. Right-click on the page, select 'Arrange Sections'. Click the 'Add' button, then check 'Group Header' and 'Group Footer' in the Sections Builder dialog. Click 'Next'. Click on the *Code* field to highlight and then the '>' button to move it into the 'Selected Fields' box. Click the 'Next' button, verify your selections, then click the 'Finish' button to implement your change.

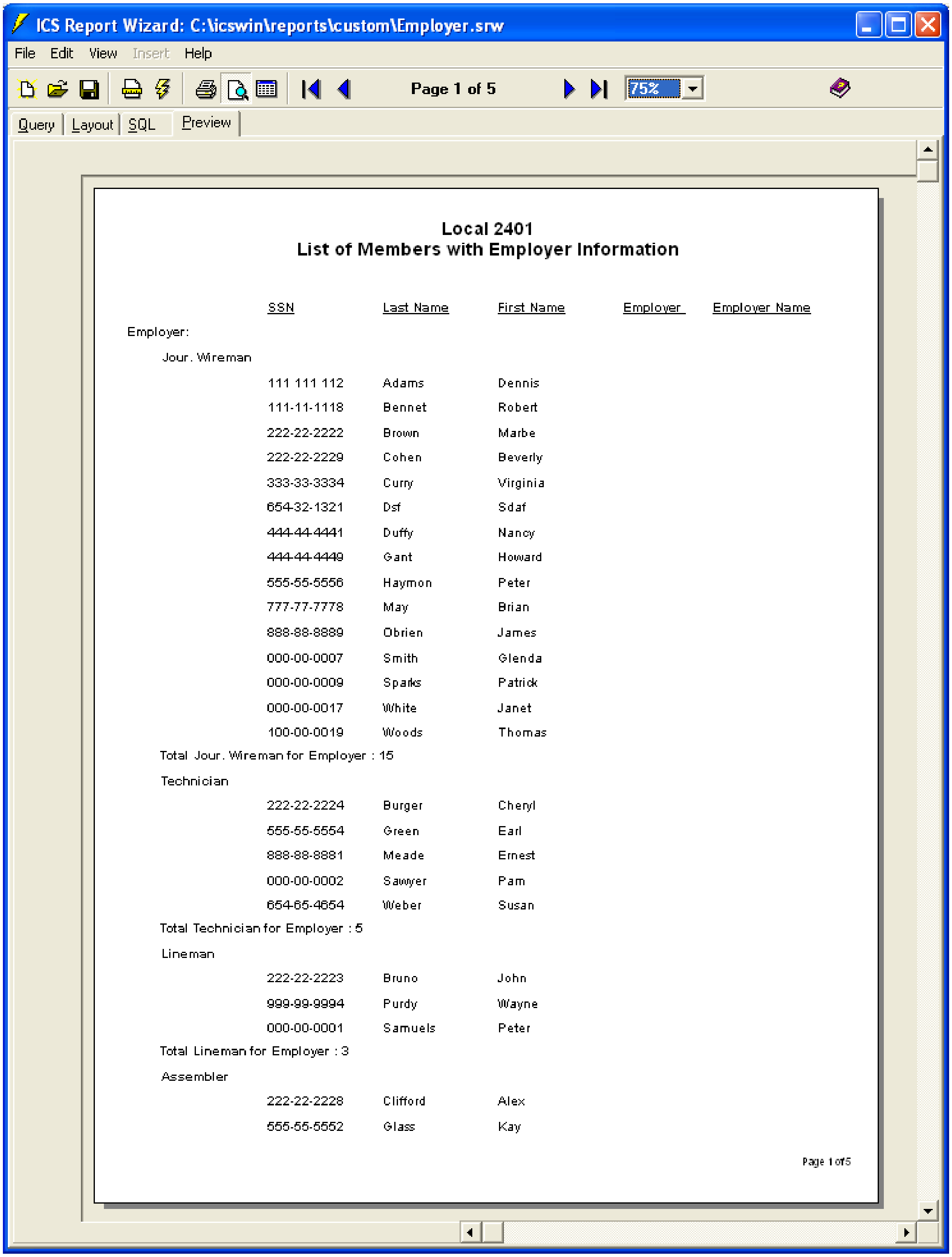
Now, to fill in your new sections, open the Page Designer and click on the Place tab. Uncheck the 'Automatically caption fields' box, and click and drag the *Classification* field into the GH:Code section. Place it near, but not touching, the top line in the section and line it up where you want it to display (between the employer heading and the detail data, horizontally, is a good choice). Resize the section so the label just fits.

Make a copy of the label object inside the GF:Employer section and move it to the GF:Code section. Edit the caption of the label to read 'Total [Classification] for employer [EmpName]: @Count([Ssn])'. Move the label to the top of the section, line it up with the label in the corresponding group header, and resize the section so the label just fits.

Before you finish this up, you should probably also change the report title to reflect the new information in the report. Select the Label object in the Report Header and edit it's caption to read 'Local 2401 - Members Grouped by Employer and Job Classification'. Once you've finished, your layout should look something like this:



And when you click the Preview tab, you should see:



Local 2401
List of Members with Employer Information

	SSN	Last Name	First Name	Employer	Employer Name
Employer:					
Jour. Wireman					
	111 111 112	Adams	Dennis		
	111-11-1118	Bennet	Robert		
	222-22-2222	Brown	Marbe		
	222-22-2229	Cohen	Beverly		
	333-33-3334	Curry	Virginia		
	654-32-1321	Dsf	Sdaf		
	444-44-4441	Duffy	Nancy		
	444-44-4449	Gant	Howard		
	555-55-5556	Haymon	Peter		
	777-77-7778	May	Brian		
	888-88-8889	Obrien	James		
	000-00-0007	Smith	Glenda		
	000-00-0009	Sparks	Patrick		
	000-00-0017	White	Janet		
	100-00-0019	Woods	Thomas		
Total Jour. Wireman for Employer : 15					
Technician					
	222-22-2224	Burger	Cheryl		
	555-55-5554	Green	Earl		
	888-88-8881	Meade	Ernest		
	000-00-0002	Sawyer	Pam		
	654-65-4654	Weber	Susan		
Total Technician for Employer : 5					
Lineman					
	222-22-2223	Bruno	John		
	999-99-9994	Purdy	Wayne		
	000-00-0001	Samuels	Peter		
Total Lineman for Employer : 3					
Assembler					
	222-22-2228	Clifford	Alex		
	555-55-5552	Glass	Kay		

Page 1 of 5

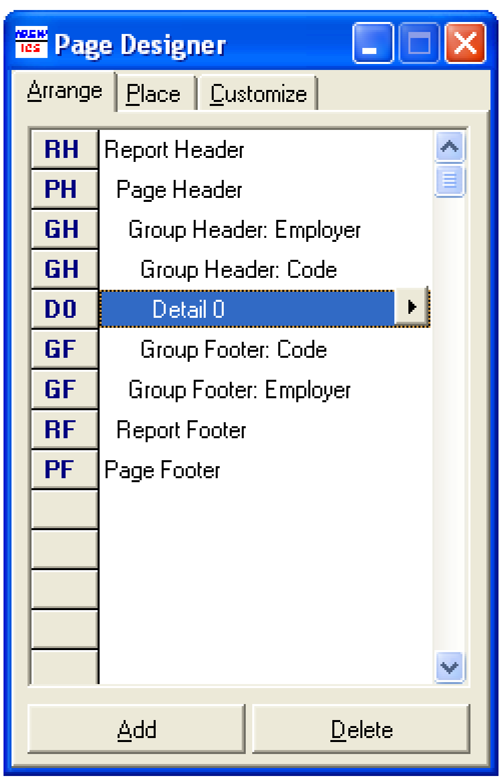
A few adjustments that could be made to this report…

Starting a separate page for each category

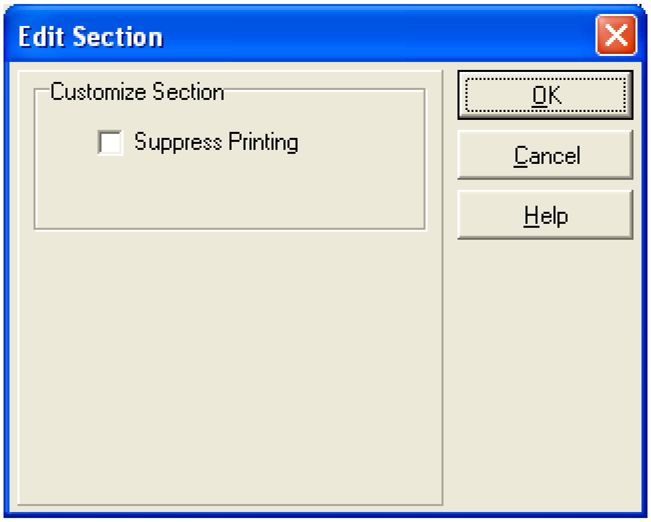
If you want to start a new page each time employer changes, click on the layout tab, right-click on the form, and select ‘Arrange Sections’. Click on Group Header: Employer, then on the right-arrow that appears next to it. This will bring up an ‘Edit Section’ dialog with some options. Checking the ‘Start new page’ option in the ‘Customize Group’ area will cause each employer section to start on a new page. If you would like page numbering to start over with each employer, check the ‘Start new page number’ box’. These options are available for any group in a report.

Showing only summary data

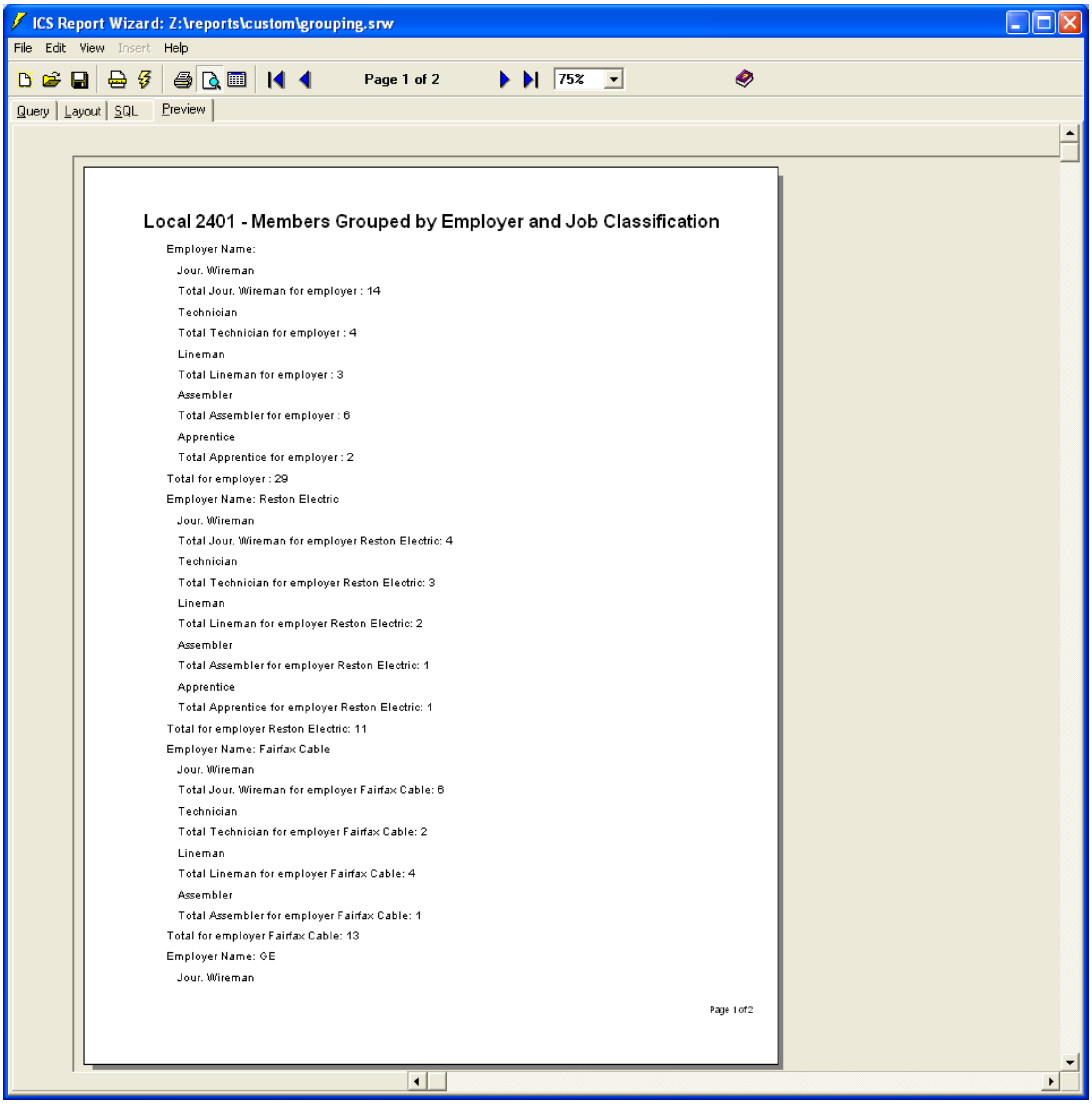
At times you may be interested in seeing only the summary data, not a listing of every individual record in a report. In this case, we can choose to display only certain sections of the report. For example, say we want counts of members within each job classification and for each employer, but we don’t care about the individuals’ names or other personal information. By right-clicking on the page on the Layout tab, and selecting Arrange Sections, we can choose to suppress printing of any section.



Here, the Detail 0 section is highlighted. By clicking the arrow button beside it, we can see a list of options for the section:

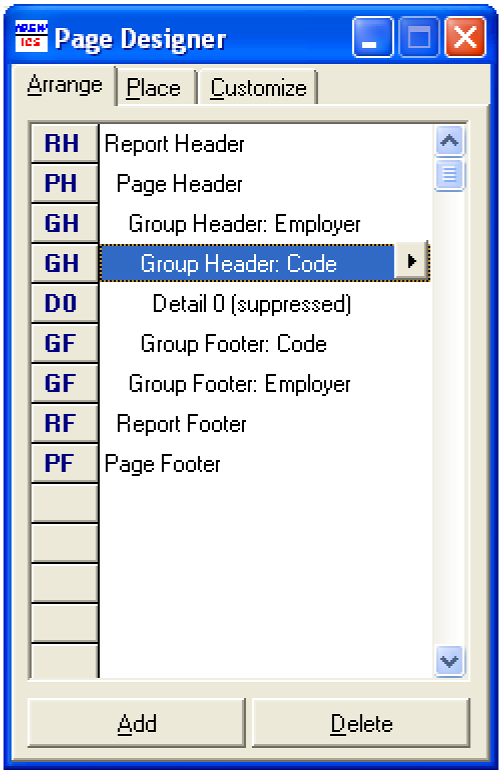


In this case, 'Suppress Printing' is the only option. Check the box, click OK, then click the preview tab to see what it does:

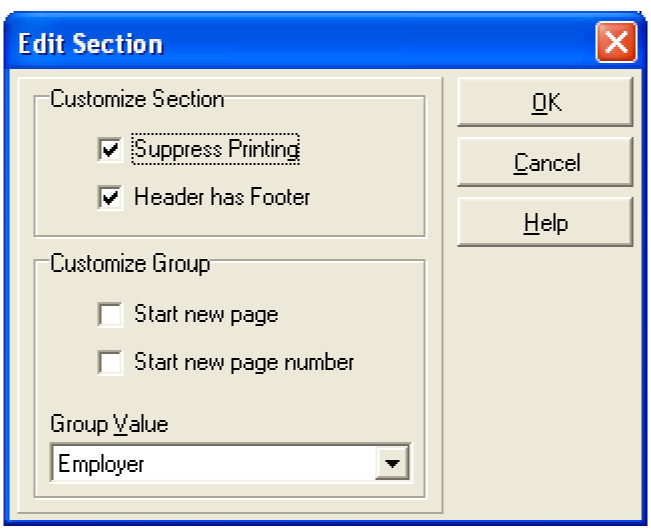


not bad, except that when looking at summary data only, it doesn't really make sense to have the employer and jobclass headings. Let's go back to the layout tab and suppress them, too:

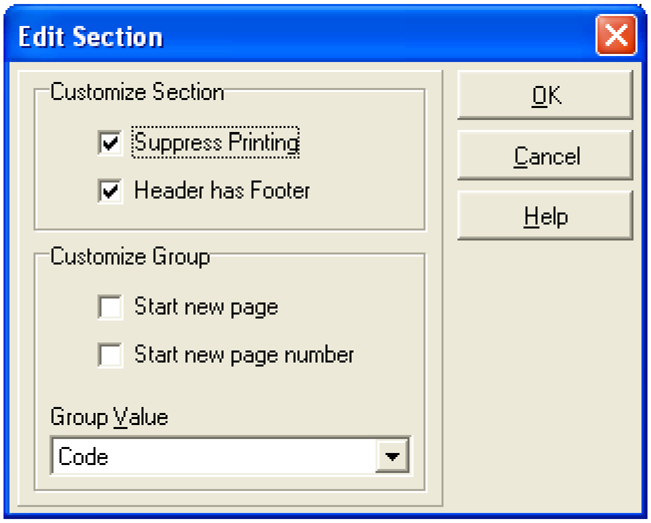
Bring up the Page Designer, Arrange tab:



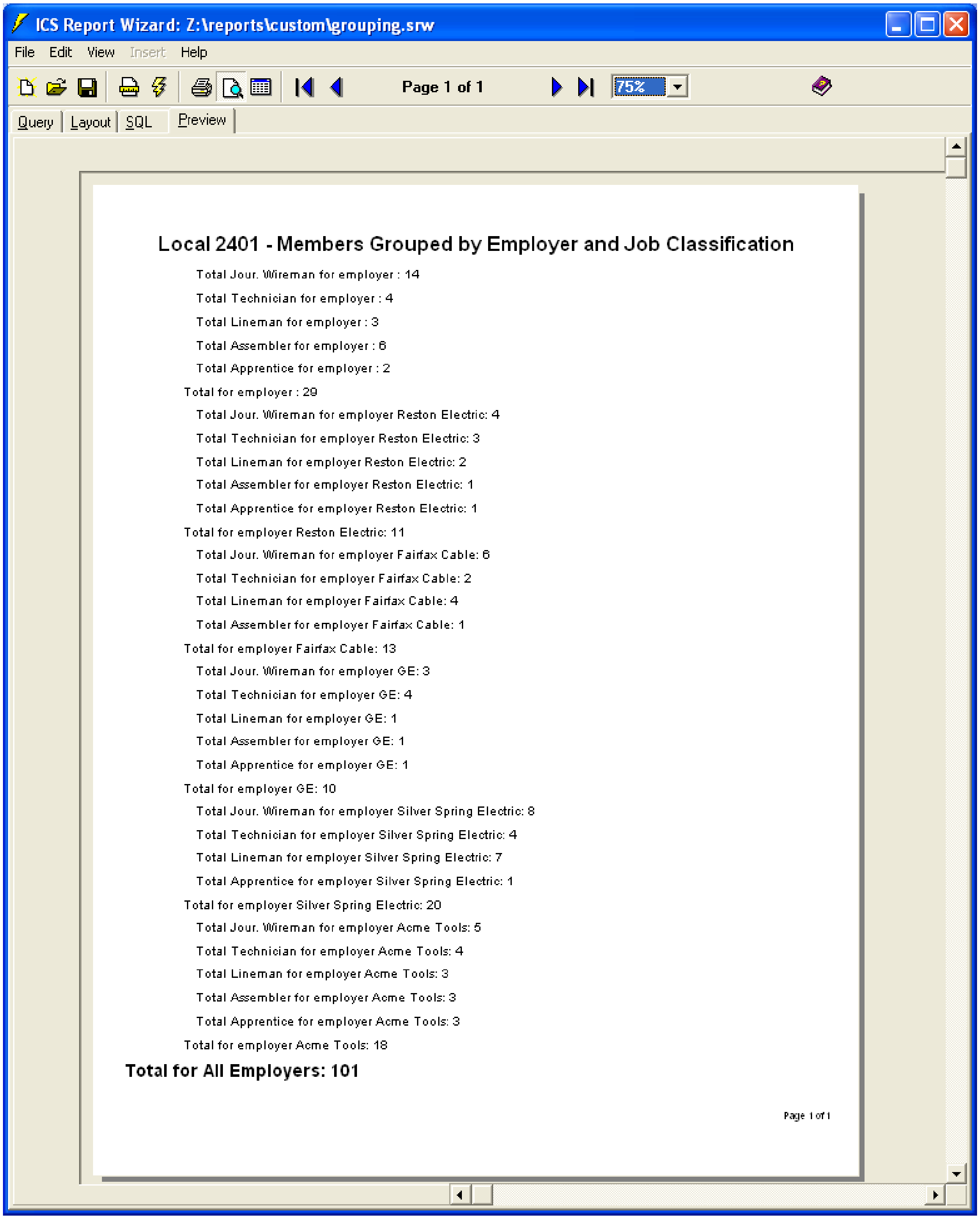
Suppress printing on Group Header: Employer:



Then do the same for group Header: Code:



Clicking the Preview tab now brings up a one-page report summarized by JobClass and Employer:



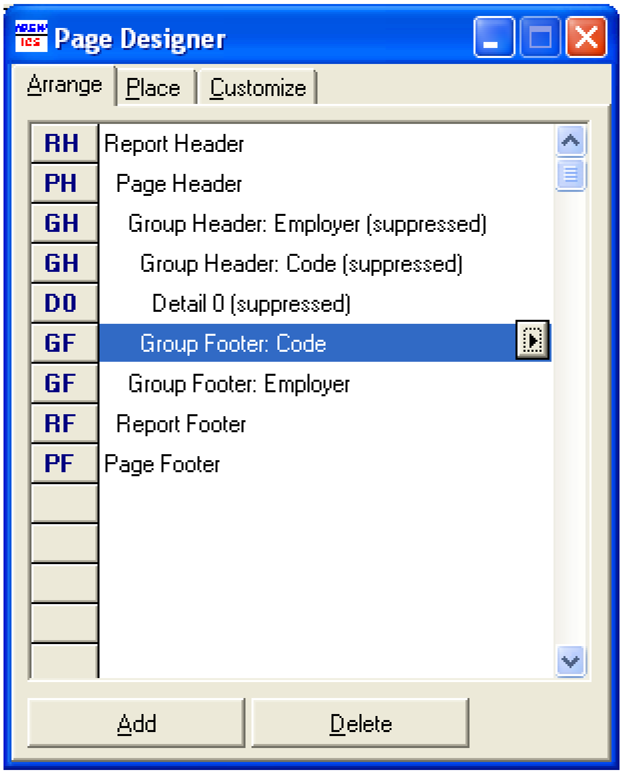
Local 2401 - Members Grouped by Employer and Job Classification

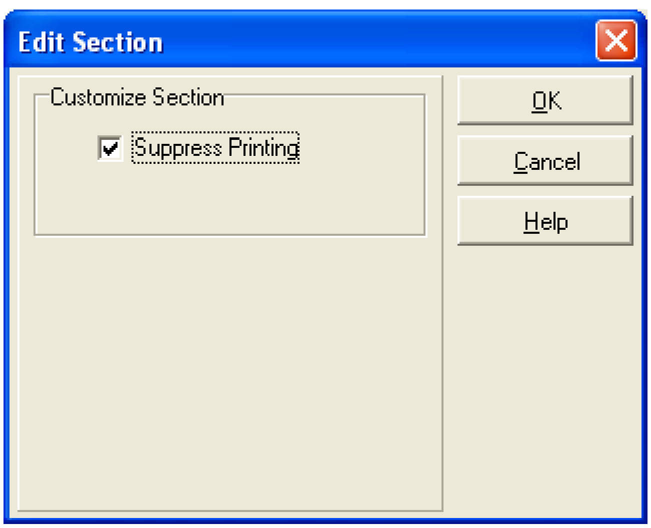
Total Jour. Wireman for employer : 14
Total Technician for employer : 4
Total Lineman for employer : 3
Total Assembler for employer : 6
Total Apprentice for employer : 2
Total for employer : 29
Total Jour. Wireman for employer Reston Electric: 4
Total Technician for employer Reston Electric: 3
Total Lineman for employer Reston Electric: 2
Total Assembler for employer Reston Electric: 1
Total Apprentice for employer Reston Electric: 1
Total for employer Reston Electric: 11
Total Jour. Wireman for employer Fairfax Cable: 6
Total Technician for employer Fairfax Cable: 2
Total Lineman for employer Fairfax Cable: 4
Total Assembler for employer Fairfax Cable: 1
Total for employer Fairfax Cable: 13
Total Jour. Wireman for employer GE: 3
Total Technician for employer GE: 4
Total Lineman for employer GE: 1
Total Assembler for employer GE: 1
Total Apprentice for employer GE: 1
Total for employer GE: 10
Total Jour. Wireman for employer Silver Spring Electric: 8
Total Technician for employer Silver Spring Electric: 4
Total Lineman for employer Silver Spring Electric: 7
Total Apprentice for employer Silver Spring Electric: 1
Total for employer Silver Spring Electric: 20
Total Jour. Wireman for employer Acme Tools: 5
Total Technician for employer Acme Tools: 4
Total Lineman for employer Acme Tools: 3
Total Assembler for employer Acme Tools: 3
Total Apprentice for employer Acme Tools: 3
Total for employer Acme Tools: 18

Total for All Employers: 101

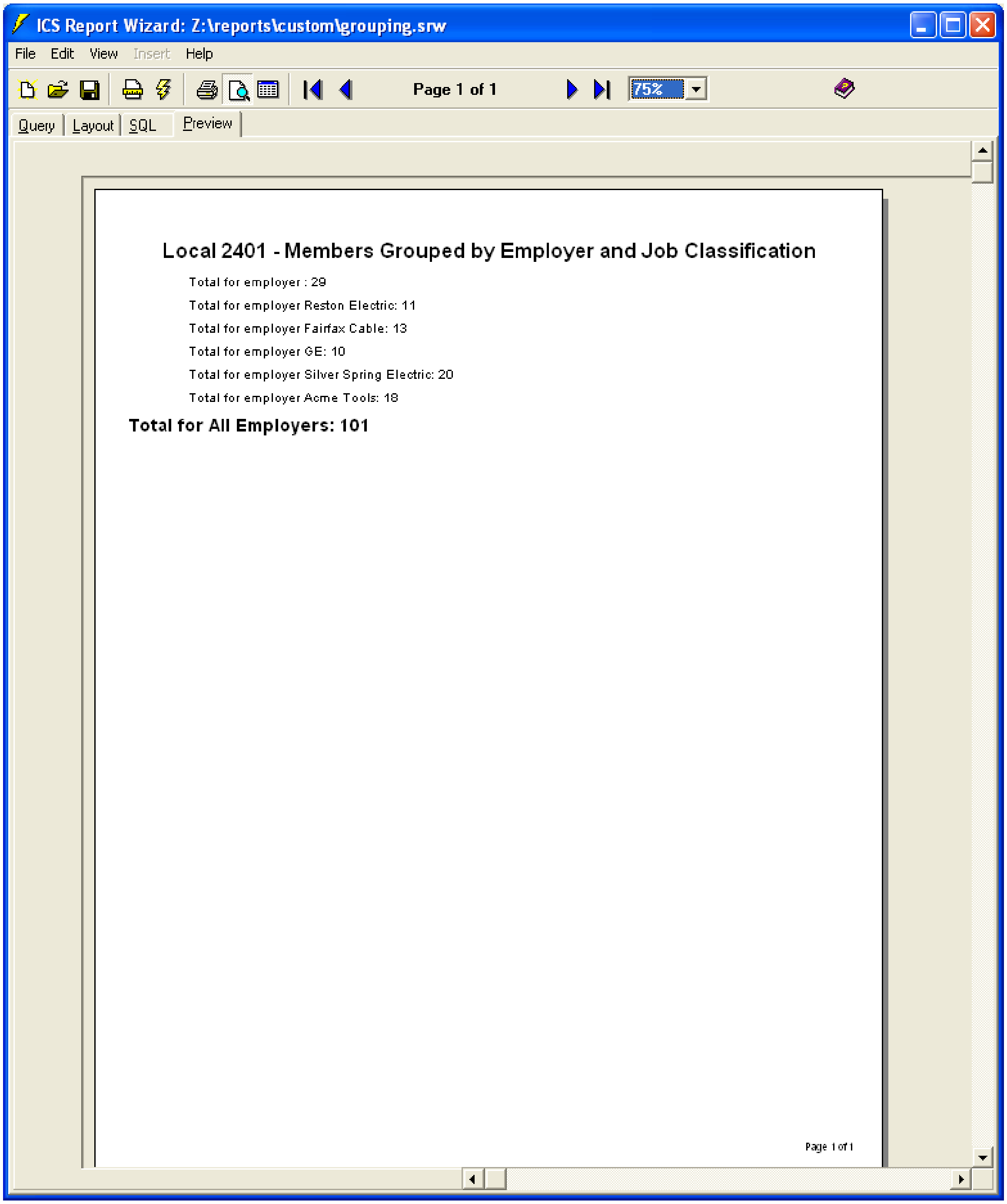
Page 1 of 1

To roll it up even further, we can suppress printing of the Group Footer for Code:





Previewing again yields:


ICS Report Wizard: Z:\reports\custom\grouping.srw
File Edit View Insert Help
Page 1 of 1
75%
Query Layout SQL Preview
Local 2401 - Members Grouped by Employer and Job Classification
Total for employer : 29
Total for employer Reston Electric: 11
Total for employer Fairfax Cable: 13
Total for employer GE: 10
Total for employer Silver Spring Electric: 20
Total for employer Acme Tools: 18
Total for All Employers: 101
Page 1 of 1