LaborKey PER CAP

Version 4.0

Software Overview

APR 2009

Introduction to LaborKey Per Cap LaborKey Per Cap Feature Overview LaborKey Per Cap System Specs

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Introduction

What is LaborKey Per Cap

LaborKey Per Cap is an affiliate database management system.

The primary features are:

- per capita and assessment payment tracking,
- · per capita statements and analysis reports, and
- automated delegate eligibility/credentials and voting strength tracking and reporting.

This product is the fifth major upgrade of our per capita software which has been used in a number of states since early 2000.

About this Document

Document Purpose

This document provides a basic overview of the various features.

Screen shots are illustrated on most pages. Below each illustrated screen is a simple description of the purpose of each feature.

Document Location

The most current LaborKey Per Cap Software Overview is located online at www.laborkey.com/support.html.

Logging In & Exiting

Logging In

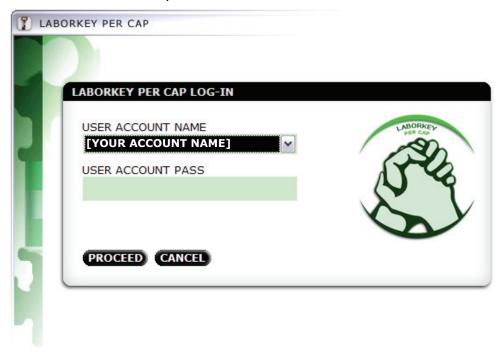
Step 1

Double-click on the LaborKey Per Cap icon on your desktop to open LaborKey Per Cap software.



(LaborKey Per Cap icon)

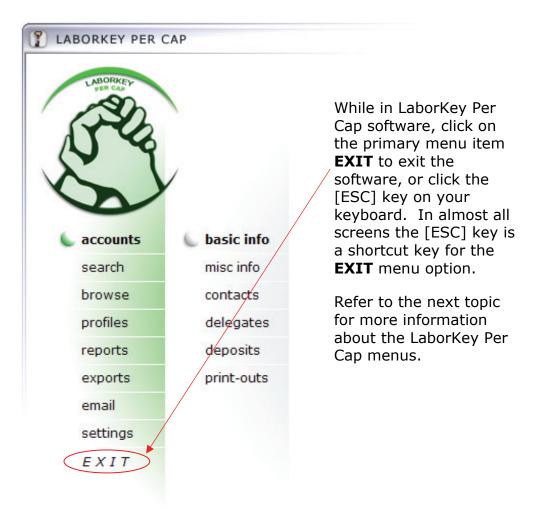
The **LABORKEY PER CAP LOG-IN** screen appears with the last logged user account name displayed. If the appropriate user account is not displayed, you must select the appropriate user account from the dropdown list.





Until USER ACCOUNTS are set up by your database administrator (under SETTINGS – USER ACCOUNTS), the only option for logging in is "Anonymous User". To log in as "Anonymous User", either enter the temporary password "KEY" for limited access or "CAPDBA" for temporary full administrative access. These passwords will cease to function as soon as the first USER ACCOUNT is defined by your database administrator.

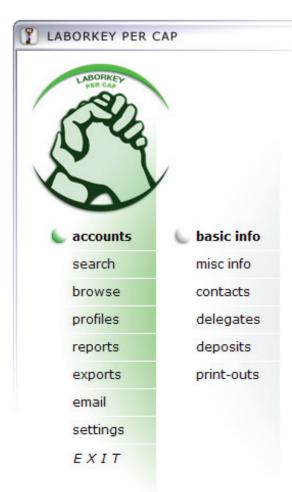
Exiting



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LaborKey Per Cap Menus

Menus Overview



The LaborKey Per Cap software features are organized according to the LaborKey Per Cap menus. The menus provide access to all of the features in the software.

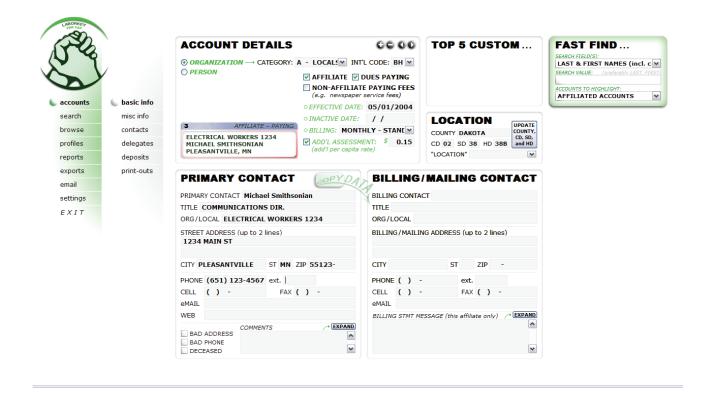
The menus are arranged as a primary menu on the left and often a second sub-menu to the right. The sub-menu provides further options related to the selected primary menu option. For instance, in the illustration to the left, the primary menu option accounts is selected, and six specific accounts screens can be selected from the displayed submenu.

Not all primary menu options require a submenu.

Primary menu options are the same for all configurations of LaborKey Per Cap software. The sub-menu options vary according to software configuration.

Accounts Feature

"Basic Info" Screen



The "Basic Info" screen is the primary demographic data management screen where contact and location information can be entered and modified for accounts.

The "ACCOUNT DETAILS" panel at the top is the most important portion of the screen. The small grey <u>plus</u>, <u>minus</u>, <u>left arrow</u>, & <u>right arrow</u> buttons are used to (1) add new accounts, (2) delete the displayed account, (3) navigate one record backward, & (4) navigate one record forward (respectively). The information entered in this panel also determines how (a) per capita billing, (b) assessment billing, (c) delegate eligibility, & (d) voting strength are calculated and reported for this account. (Refer also to settings features which control per capita rates and delegate & voting strength parameters.)

The "TOP 5 CUSTOM ..." panel at the top right can be customized to include up to 5 custom fields which may be a combination of logical (YES/NO/UNK), pop-up (dropdown), text, date, and assessment (SUPPORT/OPPOSE/UNDECIDED) fields. These custom fields will be customized for a fee, and they will not be able to be modified without arranging for a LaborKey to technician to change the fields.

"Misc Info" Screen

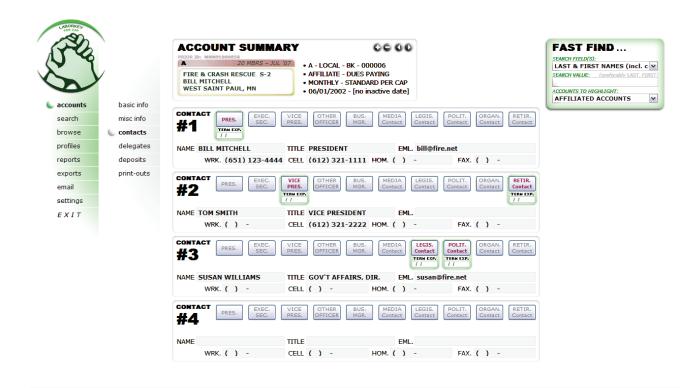


The "Misc Info" screen contains various data fields which would not fit on the "Basic Info" screen, including "UNION MEETINGS" info and a larger "COMMENTS" panel. The comments field is also available on the "Basic Info" screen, but much smaller.

Similar to the "TOP 5 CUSTOM ..." panel on the "Basic Info" screen, this screen has a panel where up to 24 custom logical, pop-up, text, date, and assessment fields can be included. Up to 5 of these fields (the most important fields?) would be selected to be included on the "Basic Info" screen.

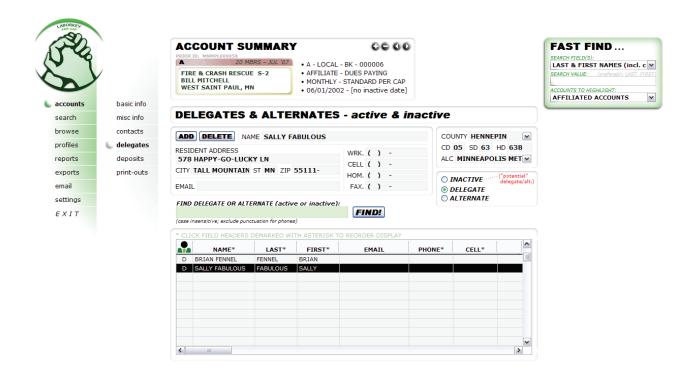
On the bottom right, there is a "LABORKEY ID's" panel which is useful if LaborKey software is also installed. This panel automatically links membership data in the LaborKey database with accounts in LaborKey Per Cap software. This is useful if per capita payments need to be compared to membership counts – especially when an Area Labor Council publishes a newspaper and manages the newspaper data with LaborKey software. (AFL-CIO state/fed's and Area Labor Councils should not manage membership data locally with LaborKey software, as the AFL-CIO charter strictly forbids this. However, if a labor newspaper mailing list is managed separately by another office, and if the data is managed exclusively for the purposes of newspaper mailings, then software is needed to manage this list, and LaborKey has numerous custom features which can be activated specifically for managing labor newspaper mailing list data, and it integrates with this LaborKey Per Cap software. Labor newspaper lists have been managed by LaborKey for years.)

"Contacts" Screen



The "Contacts" screen is **VERY USEFUL** if you understand how it works in combination with selection options for "Basic" **report** selections, "Accounts" **export** selections, and **email** selections. In these basic output features the user can select a priority sequence for contact types ("ADD'L SPECIFICATIONS" panel on these screens), including the "PRIMARY" and "BILLING" contacts from the "Basic Info" screen and all of the 10 contact categories represented on this screen (see button labels in illustration above). These output screens automatically handle for duplicate scenarios. These features combined make this software a very powerful contact management software product for organizations with multiple contacts.

"Delegates" Screen

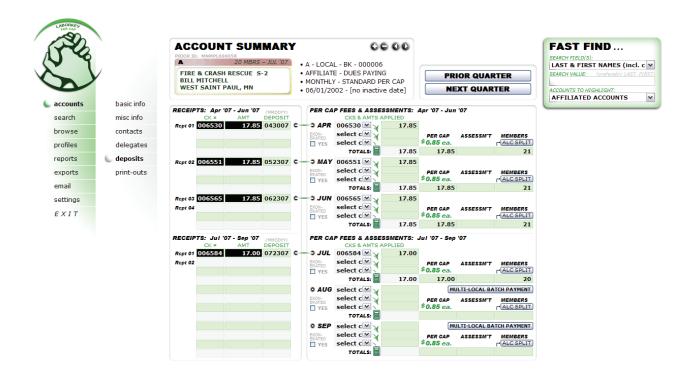


NOTE: AFL-CIO state/fed users would see a number of additional fields and options specific to annual convention credentials, convention committees, convention workshops, and convention registration fees.

The "Delegates" screen is a very practical tool for managing eligible delegates and alternates. This feature has evolved over the years to reflect "real-world" practices. Especially for ALC's, CLC's, and CTW bodies, an affiliate might qualify for a different number of delegates and/or votes month-to-month depending on membership per capita payments received in prior months. It would be impractical for delegates and alternates to be dropped off the list during months with less delegates, only to have to re-enter the same delegate information again later when delegate eligibility increases. The "INACTIVE" radio button option on the right is important, because persons can be entered on the list, reviewed/screened in advance (verifying membership status), and activated as a delegate or alternate when necessary (without deleting or re-entering data).

The "Delegates" reports described in later topics include formats which list all eligible delegates, activated (flagged) delegates (and/or alternates), and delegate and voting strength eligibility totals.

"Deposits" Screen



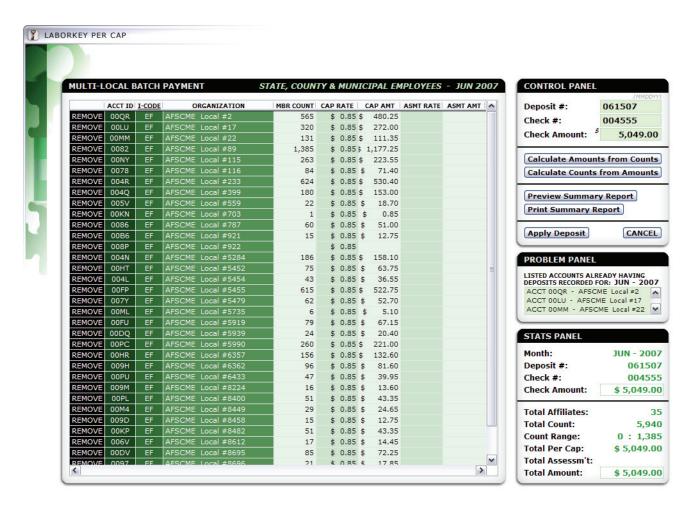
All per capita receipts for a deposit should be entered in the "Deposits" screen. Per capita receipts are entered in the left panels, and in the right panels the receipts are selected and applied toward specific months. A receipt entered on the left can be applied toward many (unlimited) months on the right, and up to 3 receipts on the left can be applied toward any single month on the right. Per cap, assessment, and membership totals are automatically calculated and filled in when receipts are selected on the right, and the user can then modify these totals if necessary.

Deposit numbers must conform to the date format MMDDYY; however, the deposit numbers do not need to match the exact days of the deposits. The month and especially the year should be true.

To enter a receipt on the left, simply enter the receipt in the next available slot within the appropriate quarter (up to 2 quarters are displayed at a time, and clicking the "PRIOR QUARTER" and "NEXT QUARTER" buttons instantly shift the quarters displayed). The software automatically resorts the receipts after entry of a receipt (so there is no need to enter them in "correct" sequence).

If a single check is submitted by an AFSCME, AFT, or other council for multiple Locals, enter the check number in each Local account, but only enter the amount of the check applied toward the displayed Local (for each account). **Instead of manually entering the data for each Local, refer to the BATCH feature on the following page.**

"Multi-Local Batch Payment" Screen



To access the "Multi-Local Batch Payment" screen, click the **MULTI-LOCAL BATCH PAYMENT** button for the appropriate month as illustrated on page 12 for the last two displayed months. It does not matter which Local within a Union is selected when this feature is accessed. The above illustration assumes that the user selected this option while an AFSCME Local account was displayed.

This feature automatically includes all active accounts within an International/National Union, and it automatically displays the most recent recorded member counts and per capita amounts, as well as the configured per capita and assessment rates for each account. Member totals and per capita amounts can be manually adjusted, and accounts can be removed from the batch list by clicking the **REMOVE** cell in the left-most column. This feature forces the user to balance the check amount entered in the top right with the total per cap and assessment amounts listed in the grid. A very clean "Summary Report" can be printed as a record by clicking the **Print Summary Report** button. This feature saves time and prevents errors.

Per Capita "Calculator" Feature

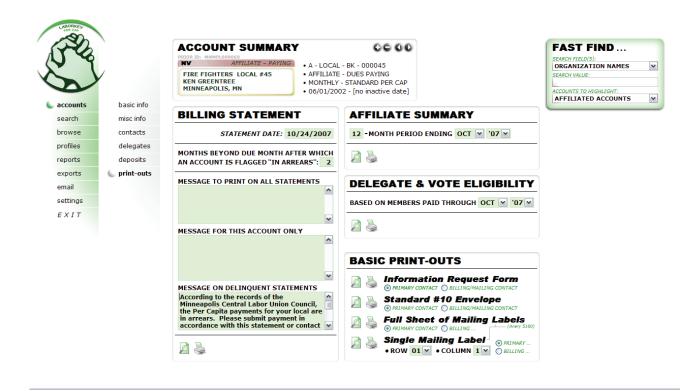
In the illustration on page 12 there are six small iconographic images of a calculator underneath the applied checks and check amounts for each month displayed. After selecting checks and entering amounts to apply, the calculator icons can be clicked to bring up a Per Capita "Calculator" feature which can be used to properly calculate and apply check amounts, per capita amounts, assessment amounts, membership counts, and to automatically apply remaining amounts to additional months. Also, the calculator allows the user to manually override configured assessment rates for one or more months.

Per Capita "ALC Split" Feature

In the illustration on page 12 there are also six buttons labeled "ALC Split" at the far right for each of the six displayed months. These buttons are only activated and available for AFL-CIO state/fed offices which collect per capita on behalf of ALC's and then redistribute the per capita fees back to the ALC's. Clicking these buttons brings up a screen where membership totals can be split by ALC jurisdictional area. Affiliate reports reflect this data by breaking down per capita receipts by ALC.

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"Print-Outs" Screen

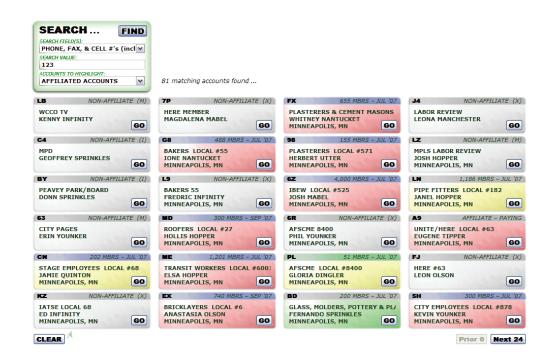


The reports available from this "Print-Outs" screen are also available from the "Reports" features described in later topics. However, on this screen the reports are printed only for the selected and displayed account. The reports listed on this screen are the most basic and the most common reports which are often required for individual accounts. For instance, if an affiliate would request a single account statement for their records, or if a single mailing label or envelope would be needed for a mailing to an affiliate, this screen would be the most convenient option.

Search Feature

Search Screen





The "Search" feature allows the following search options:

- . LAST & FIRST NAMES (incl. contacts),
- ORGANIZATION NAMES,
- LOCAL NUMBERS,
- PHONE, FAX, & CELL #'s (incl. contacts), &
- ACCOUNT ID's.

All search options are incredibly fast, and most options support "search as you type" – where the displayed matches are updated with each character you type.

You can select a subset of accounts to highlight. In the illustration above "AFFILIATED ACCOUNTS" are highlighted. "Highlighted" accounts are displayed in the one or two primary colors that were used as the primary colors for the international/national website for that Union in early 2007.

The "GO" buttons open up the accounts in the "Basic Info" screen.



If the current display pixel resolution is set to at least 1250 pixels in width, then these same exact search options show up as a "FAST FIND" option on the right side of all "accounts" screens.

Browse Feature

Browse Screen



While the "Search" feature is typically the fastest search option, the "Browse" feature is the most flexible. Clicking on most field (column) headers resorts the data according to the selected field, and for most fields a **FIND** option is displayed for the selected field.

Selecting a record (row) updates the account display at the top.

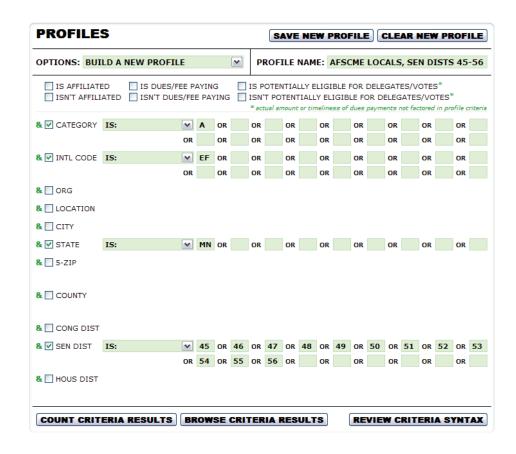
Double-clicking on a record or clicking the **PROCEED TO SELECTED RECORD** button opens up the account in the "Basic Info" screen.

The "FILTER CRITERIA" panel on the upper right is useful if you would like to only search or browse within a specific selection of accounts. Up to three "profiles" (see following topic) can be selected in combination to filter the search universe.

Profiles Feature

Profiles Screen



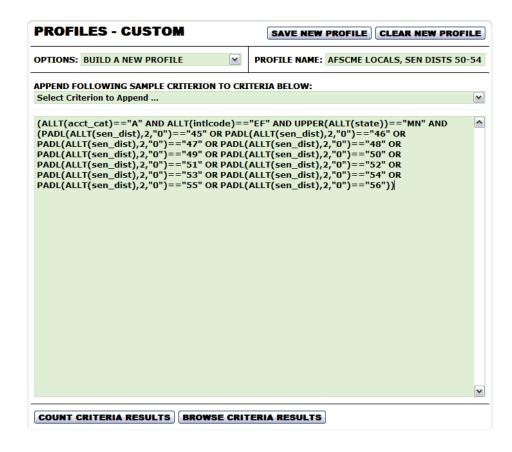


"Profiles" are similar to Microsoft Access "Queries". Profiles are stored selection criteria which are assigned names and used again and again, either by themselves or in combination with other profiles. Profiles are available as filter criteria in the "Browse" feature, and they are available as selection criteria for reports, exports, and email broadcasts.

The illustration above demonstrates how a very simple profile might be created. This profile, named "AFSCME LOCALS, SEN DISTS 45-56", was defined as category "A" (Locals), international code "EF" (AFSCME), state "MN", and senate districts 45-56. With all the criteria in this profile, the operator "IS" was selected. Other operators include "ISN'T", "BEGINS WITH", "DOESN'T BEGIN WITH", "CONTAINS THE TEXT", "DOESN'T CONTAIN THE TEXT", "IS EMPTY", & "ISN'T EMPTY".

Custom Profiles Screen





This is the only feature we do NOT recommend for most users, and it is hidden. The user must right-click the "profiles" sub-menu option to access this feature (welcome to the club). The basic "Profiles" screen illustrated on the prior page is adequate 99% of the time. With user-defined "categories" (from Settings) and "locations", there is considerable flexibility within the basic Profiles feature. However, there are advanced users who need more. This screen requires a modest comfort level working with SQL syntax directly. In the illustration above, the syntax from the basic Profiles feature was copied (by clicking [CTRL+C] after clicking the **REVIEW CRITERIA SYNTAX** button in the basic Profiles feature) and pasted (by clicking [CTRL+V]) in the syntax editor in the custom Profiles screen illustrated above.

For a basic syntax reference, download the file www.laborkey.com/documentation/laborkey/syntax_reference.html.

Reports Feature

"Basic" Reports







These reports include the most basic print-outs such as mailing labels and phone lists.

The three data selection panels on the right (described below) are standard selection panels throughout the software, and the information regarding these panels apply also to other report screens, export screens, and the email screen.

Selection Panel #1: SELECTION PROFILES Up to five profiles of accounts to include on the reports are selected in the "SELECTION PROFILES" panel at the top right (see prior topic – "Profiles Feature"). The opposite of a profile can be selected by checking the "Neg." checkbox next to a selected profile. The profiles can be joined either with an "OR" or an "AND". Selecting "OR" results in all accounts which meet the criteria for any of the profiles. Selecting "AND" results in a smaller set of accounts each of which must meet the criteria for all selected profiles.

Selection Panel #2: ADDITIONAL SPECIFICATIONS

The selected accounts (selected in the "SELECTION PROFILES" panel) might have multiple contacts recorded. The "ADD'L SPECIFICATIONS" panel is used to specify which contacts to include from the selected accounts. The following options can be selected at the top of this panel:

- SELECT "PRIMARY" CONTACT,
- SELECT "BILLING / MAILING" CONTACT,
- SELECT "BEST", &
- SELECT "ALL".

The default selection is "PRIMARY". If "PRIMARY" is selected, the "PRIMARY" contact from the "Basic Info" screen is included when available, otherwise the "BILLING/MAILING" contact is used as a substitution. If "BILLING/MAILING" is selected, the "BILLING/MAILING" contact from the "Basic Info" screen is included when available, otherwise the "PRIMARY" contact is used as a substitution. If "BEST" is selected (see illustration on prior page), you must select a priority sequence of contacts to include with dropdowns. Contacts can be added and removed from this list with "plus" and "minus" buttons next to the dropdowns. Only the first contact which exists within an account, according to the priority sequence, will be included in the output. To include only legislative contacts, you would limit the priority sequence to only "LEGISLATIVE CONTACT". Refer to the "Contacts" Screen sub-topic for information about all contact types other than the "PRIMARY" and "BILLING/MAILING" contacts. If "ALL" is selected, you would follow the same steps that would be followed if "BEST" was selected, except that there would be no priority, and ALL matching contacts would be included as separate output records, and when the same contact would be listed as multiple matching contact types in an account, the software would only include this contact once in the output to avoid duplication within the output.

Selection Panel #3: **EXCLUSIONS**

The third and final selection panel, "EXCLUSIONS", excludes contacts based on qualitative criteria. These selections should be considered carefully for each type of report or print-out. For instance, it is usually more efficient to exclude contacts without phone numbers from a phone list, and the email feature requires that you exclude persons without email addresses from an email broadcast.

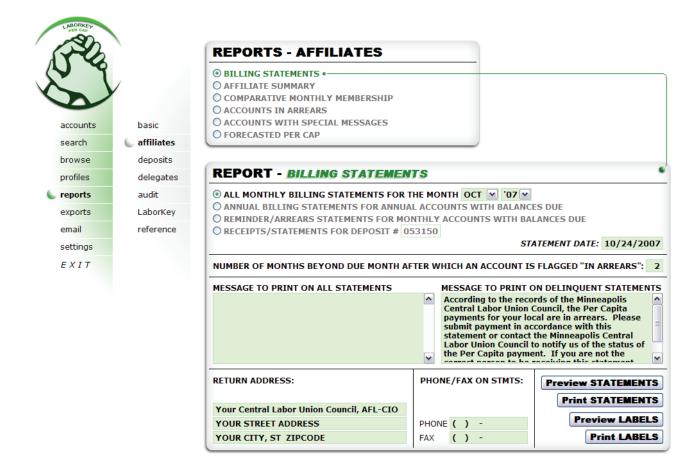
You may choose to sort the output on up to five fields which can be selected at the top center.

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"Affiliates" Reports

These reports include account/billing statements and reports pertaining to per capita.

Report - "Billing Statements"



Most councils have customized billing statements, and so this screen might have different options depending on your configuration.

There are four options listed at the top of the report panel. Typically you will only require the first option, except at the beginning of the fiscal year when annual fees are collected.

Be aware that particular accounts may include personalized messages which may no longer be relevant. Personalized messages can be changed or removed at the bottom of the "BILLING/MAILING CONTACT" panel on the "Basic Info" screen. (Refer to the report sub-topic "Accounts with Special Messages" for information on how to quickly identify these accounts and to review the messages.)

Report - "Affiliate Summary"



This report provides a basic summary of per capita payments and membership counts for each individual account for a period of time.



You might need to reset the selected profiles to "ALL ACCOUNTS" at the top right if you had selected other profiles earlier. This software remembers last selections and maintains them as you switch between output screens.

"Affiliate Summary" report sample detail:

INTL CODE: AW (CARPENTERS)

ACCT 5T - CARPENTERS LOCAL #6799

GENEVA YOUNKER, PRESIDENT 9058 E LAKE ST MINNEAPOLIS, MN 55907

PHONE: (612) 756-1858 FAX: (612) 756-6705 EMAIL: ygeneva@laborkey.com

INTERNATIONAL CODE: AW CONGRESSIONAL DIST: 05 EFFECTIVE DATE: 06/01/2002

INACTIVE DATE: BILLING CODE: M\$

Deposit	Check No	Amount	Per Cap	Assessment	Date Applied	Member Count
071406	006694	1,000.00	1,000.00		JUL 2006	1,176.00
081406	006728	1,000.00	1,000.00		AU G 2006	1,176.00
090806	006763	1,000.00	1,000.00		SEP 2006	1,176.00
100606	006790	1,000.00	1,000.00		OCT 2006	1,176.00
110406	006823	1,000.00	1,000.00		NOV 2006	1,176.00
121206	006857	1,000.00	1,000.00		DEC 2006	1,176.00
010907	006889	1,000.00	1,000.00		JAN 2007	1,176.00
021207	006925	1,000.00	1,000.00		FE B 2007	1,176.00
032207	006951	1,000.00	1,000.00		MAR 2007	1,176.00
041607	006989	1,000.00	1,000.00		APR 2007	1,176.00
050407	007021	1,000.00	1,000.00		MAY 2007	1,176.00
061107	007057	1,000.00	1,000.00		JUN 2007	1,176.00
Affiliate Totals:		\$ 12,000.00	\$ 12,000.00	\$ 0.00		14,112.00
12-Month Average	Member Count					1,176.00

SUMMARY CARPENTERS • for AW

TOTAL AFFILIATE S:	1
TOTAL PER CAP:	\$ 12,000.00
TOTAL ANNUAL FEES:	\$ 0.00
TOTAL ASSE SSMENT:	\$ 0.00

Report - "Comparative Monthly Membership"



This report provides a basic summary of membership counts for all accounts by month for a 12-month period.



You might need to reset the selected profiles to "ALL ACCOUNTS" at the top right if you had selected other profiles earlier. This software remembers last selections and maintains them as you switch between output screens.

"Comparative Monthly Membership" report sample detail:

Comparative Monthly Membership Report

ORGANIZATION	AFFILIATE ID	JUL	AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	PAID THRU
LOCALS														
NT'L CODE: AV (SERVICE	E EMPLOYEES)													
AV - SEIU LOCAL#57	00 GA	2,353	2,353	2,353	2,353	2,353	2,353	2,353	2,353	2,353	2,353 12-MONI	2,353 H.AVG:	2,353 2,353	JUN 07
V - SEIU LOCAL#78	00 G5	360	360	370	370	360	360	360	380	380	380 12-MQN	380 TH AVG:	380 <i>370</i>	JUN 07
V - SEIU LOCAL#549	00 4G	3,618	2,051	1,595	2,449	4,049	3,940	3,658	4,968	2,124	3,023 12-MONT	2,945 H.AVG:	2,249 3,056	JUN 07
.V - SEIU LOCAL#668	00 L S	5,238	113	113	113	3,042	3,042	3,042	3,042	3,042	3,042 12-MONT	3,042 H.AVG	3,042 2,493	JUN 07
		11,569	4,877	4,431	5,285	9,804	9,695	9,413	10,743	7,899	8,798	8,720	8,024	
											(12-MONT	HAVG:	8,272)
NT'L CODE: EF (STATE, (COUNTY & MUNICIPAL			531	546	546	552	552	568	563)
F - AFSCME LOCAL#2		536 1	E S) 532	531 195	546	546 393	552 379	552 376	568	563	563 (12-MON 313	565	555 551 314	JUN 07
F - AFSCME LOCAL #2 F - AFSCME LOCAL #17	00 QR 00 LU	536	532	195	392	393	379	376	318	577	563 (12-MON 313 (12-MON	565 TH AVG: 320	555 551	JUN 07
	00 QR	536	532	195	392	393					563 12-MON 313	565 TH AVG. 320 TH AVG. 131	555 551 314	JUN 07 JUN 07
F - AFSCME LOCAL #2	00 QR 00 LU	536	532	195	392	393	379	376	318	577	563 (12-MON 313 (12-MON 128	565 TH AVG: 320 TH AVG: 131 TH AVG:	555 551 314 298 134	JUN 07 JUN 07 JUN 07 JUN 07
F - AFSCME LOCAL #2 F - AFSCME LOCAL #17 FF - AFSCME LOCAL #22	00 QR 00 LU 00 MM	536 1 127	532 1 128	195 133	392 132	393 130	379 129	376 129	318 128	577	563 12-MON 313 12-MON 128 12-MON 1,382	565 TH AVG: 320 TH AVG: 131 TH AVG: 1,385 H.AVG: 408	555 	JUN 07 JUN 07 JUN 07 JUN 07
F - AFSOME LOCAL #2 F - AFSOME LOCAL #17 F - AFSOME LOCAL #22 F - AFSOME LOCAL #89	00 QR 00 LU 00 MM 00 82	536 1 127 1,422	532 1 128 1,410	195 133 1,412	392 132 1,399	393 130 1,391	379 129 1,388	376 129 1,393	318 128 1,388	577 127 1,374	563 (12-MON 313 (12-MON 128 (12-MON 1,382 (12-MON) 256	565 7H AVG. 320 7H AVG. 131 7H AVG. 1,385 H.AVG. 408 7H AVG. 84	555 551 314 298 134 130 1,384 1,394	JUN 07 JUN 07 JUN 07 JUN 07 MAY 07
F - AFSOME LOCAL #17 F - AFSOME LOCAL #17 F - AFSOME LOCAL #2 F - AFSOME LOCAL #89 F - AFSOME LOCAL #115	00 GR 00 LU 00 MM 00 02 00 02	536 1 127 1,422 246	1 128 1,410 246	195 133 1,412 246	392 132 1,399 248	393 130 1,391 247	379 129 1,388 250	376 129 1,393 248	318 128 1,388 248	127 1,374 255	563 12-MON 313 12-MON 128 12-MON 1,382 12-MON 256 12-MON 79	565 TH AVG. 320 TH AVG. 131 TH AVG. 1,385 H AVG. 408 TH AVG. 84 TH AVG. 624	555 551 314 298 134 130 1,384 1,394 0 242 81	JUN 07 JUN 07 JUN 07 JUN 07 JUN 07

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Report - "Accounts in Arrears"



This report simply lists accounts in arrears.



You might need to reset the selected profiles to "ALL ACCOUNTS" at the top right if you had selected other profiles earlier. This software remembers last selections and maintains them as you switch between output screens.

"Accounts in Arrears" report sample detail:

ACCOUNTS IN ARREARS

• as of 09/30/2007



ACCT GA - SEIU LOCAL #57	2 MONTHS IN ARREARS
ACCT G5 - SEIU LOCAL #78	2 MONTHS IN ARREARS
ACCT 4G - SEIU LOCAL #549	2 MONTHS IN ARREARS
	MONTHLY ACCOUNTS IN ARREARS: 3 ANNUAL ACCOUNTS IN ARREARS: 0
INT'L CODE EF (STATE, COUNTY & MUNICIPAL EMPLOYE	ES)
AGGT MM - AFSCME LOCAL #22	2 MONTHS IN ARREARS
AGCT 8P - AFSCME LOGAL #922	4 MONTHS IN ARREARS
	3 MONTHS IN ARREARS
ACCT 7Y - AFSCME LOCAL #5479	3 MONTHS IN ARREAG
ACCT 7Y - AFSCME LOCAL #5479	EF MONTHLY ACCOUNTS IN ARREARS: 3

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Report - "Accounts with Special Messages"



This report simply lists accounts with personalized/customized messages for individual account billing statements.

If a user adds a personalized message for billing statements in the "Basic Info" screen, it is easy to forget about the message and never clear it. The message might refer an obsolete topic or an event or billing situation that occurred long ago. This could be embarrassing.



You might need to reset the selected profiles to "ALL ACCOUNTS" at the top right if you had selected other profiles earlier. This software remembers last selections and maintains them as you switch between output screens.

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"Accounts with Special Messages" report sample detail:

Accounts with Special Billing Messages

• as of 10/25/2007



ACCT 4G - SEIU LOCAL #549

JENNIFER JACKSON, PRESIDENT 462 ROSE LN BAXTER, MN 55031

PHONE: (651) 217-2600 FAX: EMAIL: jjennifer@laborkey.com

SPECIAL BILLING MESSAGE

Jennifer, we would appreciate a copy of the itemized analysis you prepared so that we can review our books.

ACCT LU - AFSCME LOCAL #17

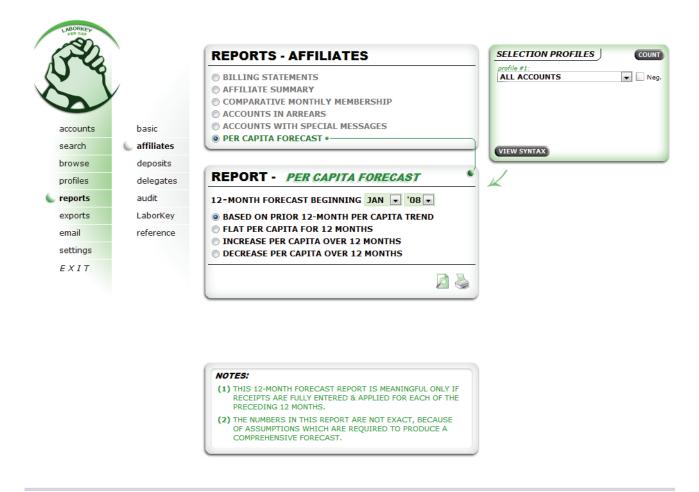
ERIKA HOPPER, PRESIDENT 132 ROCKY RD N MAPLEWOOD, MN 55980 PHONE: (612) 674-0093 FAX: EMAIL: herika@laborkey.com

SPECIAL BILLING MESSAGE

Erika, thanks for the help over the weekend. If you would not have noticed and corrected the error, the results of the survey would not have been reliable.



Report - "Per Capita ForeCast"



This report produces a 12-month forecast of per capita and assessment activity based on the prior 12 months of recorded per capita and assessments. The user can select (1) to follow the 12-month trend of the prior year, (2) to maintain flat per capita and assessment activity at the current rate, (3) to increase per capita over 12 months at a user-determined rate, or (4) to decrease per capita over 12 months. For some users, this report will be the most valuable report in the software.



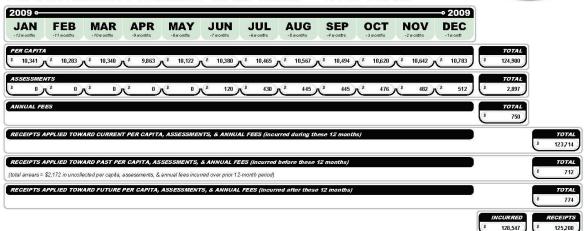
You might need to reset the selected profiles to "ALL ACCOUNTS" at the top right if you had selected other profiles earlier. This software remembers last selections and maintains them as you switch between output screens.

"Per Capita Forecast" sample report:

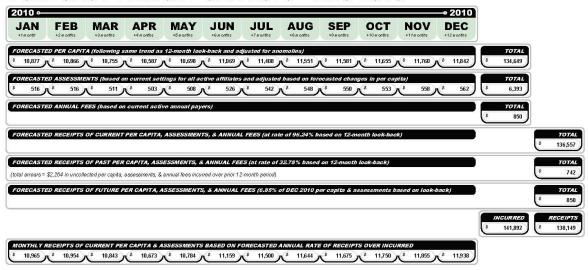
PER CAPITA FORECAST

- · prepared on December 1st, 2009
- · based on prior 12-month trend
- · all affiliates included ...

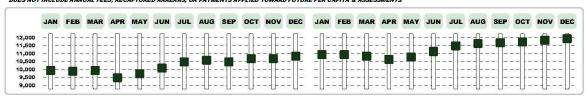
LOOK-BACK PERIOD: JAN-2009 - DEC-2009



FORECAST PERIOD: JAN-2010 - DEC-2010



24 MONTHS OF COLLECTED PER CAPITA & ASSESSMENTS



12/01/2009

LABORKEY PER CAP - PER CAPITA FORECAST - PAGE 1

"Deposits" Reports

These reports include individual deposit detail reports, deposit summary reports, and a validation report for comparing deposited receipts against monthly per capita and assessment fees applied.

Report - "Deposit Detail"



This report simply lists checks deposited as a single deposit.

"Deposit Detail" report sample detail:

DEPOSIT DETAIL

• for deposit 073107 (07/31/2007)



	Month	Check #	Amount
ACCT4G - SEIU LOCAL #549	JUL '07	051110	1,911.65
ACCT PL - AFSCME LOCAL #8400	JUL '07	032246	43.35
ACCT 5N - UNITED STEELWORKERS MPLS LOCAL #3-6512	JUL '07	011752	1,717.80
ACCT EN - UNITED STEELWORKERS OF AMERICA LOCAL #688 T	JUL '07	001312	11.90
ACCTLP - TEACHERS LOCAL #6645	JUL '07	005573	637.50
	TOTAL DEP	OSIT:	\$ 4,322.20

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Report - "Deposits by Month"



NOTE:

DEPOSIT, RECEIPT, & PER CAP DATA CAN BE EXPORTED FROM
THE EXPORTS - PER CAP FEATURE ...

DEPOSITS BY MONTH

• for 2-month period ending 04/30/2005



This report summarizes all deposits by month.

Refer to sample detail to the left.

Report - "Receipts Not Fully Applied"



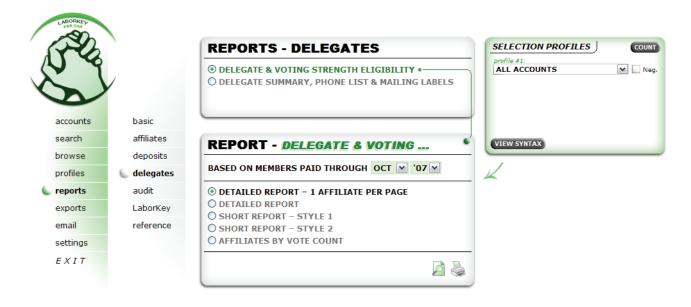
This report compares receipts against applied per capita and assessment fees by month to verify that receipts line up exactly with applied per capita and assessment fees. Receipts can be applied toward multiple months backward and forward, and it is easy to forget to apply receipts fully. This report calls out the discrepancies to simplify data validation.

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"Delegates" Reports

These reports include delegate/credential eligibility and voting strength calculation reports, as well as delegate and alternate summary reports and lists.

Reports - "Delegate & Voting Strength Eligibility"



This report screen includes three reports, two of which have two alternative formats, for a total of five report options.

The first two report options are very detailed reports which illustrate calculations of delegate and voting strength eligibility based on per capita fees and membership counts over a look-back period. The calculation results are listed and explained at the top right of each account detail (refer to first sample report detail on following page).

The remaining three report options are different formats of lists of accounts with delegate eligibility and voting strength counts listed.

Select profiles in the selection panel to limit accounts reported.

"Delegate & Voting Strength Eligibility Calculations" (detailed; 1st option)

ENNIFER JACKS	SON, PRESIDENT					
462 ROSE LANE BAXTER, MN 55031 PHONE: (651) 217-2600 FAX:			DELEGATE COUNT:	11	VOTING STRENGTH	3,056
			Credentials based on 12-month average member count through JUN '07.			
			INTERNATIONAL CODE: AV		EFFECTIVE DATE: 06/01/2002	
	r@laborkey.com		CONGRESSIONAL D	ST: 02	INACTIVE DA	ATE:
Deposit	Check No	Amount	Per Cap	Assessment	Date Applied	Member Count
081406	049368	3,075.30	3,075.30		JUL 2006	3,618.00
090706	049458	1,743.35	1,743.35		AU G 2006	2,051.00
100306	049571	1,355.75	1,355.75		SEP 2006	1,595.00
110406	049703	2,081.65	2,081.65		OCT 2006	2,449.00
113006	049836	3,441.65	3,441.65		NOV 2006	4,049.00
122206	049931	3,349.00	3,349.00		DEC 2006	3,940.00
020107	050106	3,109.30	3,109.30		JAN 2007	3,658.00
022807	050264	4,222.80	4,222.80		FE B 2007	4,968.00
033007	050463	1,805.40	1,805.40		MAR 2007	2,124.00
051807	050916	2,569.55	2,569.55		APR 2007	3,023.00
062807	051047	2,503.25	2,503.25		MAY 2007	2,945.00
073107	051110	1,911.65	1,911.65		JUN 2007	2,249.00
Affiliate Total	s:	\$ 31,168.65	\$ 31,168.65	\$ 0.00		36,669.00
Average Memi	ber Count:					3,055.75

"Delegate & Voting Strength Eligibility Calculations" (short; 3rd option)

DELEGATE & VOTING STRENGTH ELIGIBILITY CALCULATIONS

• for 12-month period ending 06/30/2007



	$\overline{}$		
ACCT GA - SEIU LOCAL #57			2,3
ACCT G5 - SEIU LOCAL #78		5)(3
ACCT 4G - SEIU LOCAL #549		11) (3,0
ACCTLS - SEIU LOCAL#668		10	2,4
AV	DELEGATES	36 VOTES	8,2
L CODE: EF (STATE, COUNTY & MUNICIPAL EMPLOYEES)		TE COUNT VOTING	
"L CODE: EF (STATE, COUNTY & MUNICIPAL EMPLOYEES)	DELEGA	=	
ACCTMM - AFSOME LOCAL #22	DELEGA	4	
· · · · · · · · · · · · · · · · · · ·		=	1:
ACCT MM - AFSCME LOCAL #22		4	1,3
ACCT MM - AFSOME LOCAL #22 ACCT 82 - AFSOME LOCAL #89	- Octobra	# =	1,3
ACCTMM - AFSOME LOCAL #22 ACCT82 - AFSOME LOCAL #89 ACCT78 - AFSOME LOCAL #116		4 8	1,39
ACCT MM - AFSOME LOCAL #22 ACCT 82 - AFSOME LOCAL #89 ACCT 78 - AFSOME LOCAL #116 ACCT 8P - AFSOME LOCAL #922		4 8 3 2	1,3
ACCT MM - AFSCME LOCAL #22 ACCT 82 - AFSCME LOCAL #89 ACCT 78 - AFSCME LOCAL #116 ACCT 8P - AFSCME LOCAL #922 ACCT 7Y - AFSCME LOCAL #5479 ACCT PL - AFSCME LOCAL #8400		3 3 3	1;35 1,35 6
ACCT MM - AFSOME LOCAL #22 ACCT 82 - AFSOME LOCAL #89 ACCT 88 - AFSOME LOCAL #116 ACCT 8P - AFSOME LOCAL #922 ACCT 7Y - AFSOME LOCAL #5479 ACCT PL - AFSOME LOCAL #8400		3 3 3	1,3

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DELEGATE & VOTING STRENGTH ELIGIBILITY CALCULATIONS

• for 12-month period ending 06/30/2007



ACCT GA - SEIU LOCAL #57		10 DELEGATES	2,353 VOTES
ACCT G5 - SEIU LOCAL #78		5 DELEGATES	370 VOTES
ACCT 4G - SEIU LOCAL #549		11 DELEGATES	3,056 VOTE S
ACCT LS - SEIU LOCAL #668		10 DELEGATES	2,493 VOTE S
	AV	TOTAL DE LE GATES:	36
		TOTAL VOTES:	8,272
ICCT 82 - AFSCME LOCAL #89		8 DELEGATES	1,394 VOTE:
NT'L CODE: EF (STATE, COUNTY & MUNICIPAL EMPLOYEES)		4 DELEGATES	130 VOTES
			,
ACCT 78 - AFSCME LOCAL #116		3 DELEGATES	85 VOTES
ACCT 8P - AFSCME LOCAL #922		2 DELEGATES	50 VOTES
AGCT 7Y - AFSCME LOCAL #5479		3 DELEGATES	59 VOTES
ACCT PL - AFSCME LOCAL #8400		3 DELEGATES	51 VOTES
	EF	TOTAL DE LE GATES:	23
		TOTAL VOTES:	1,769

"Affiliates by Vote Count" (short; 5th option)

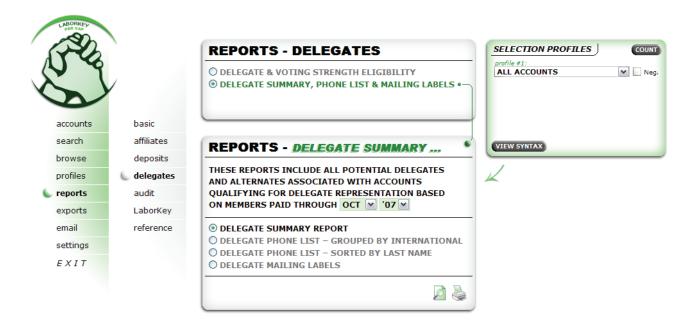
AFFILIATES BY VOTE COUNT

• eligibility based on 12-month period ending 06/30/2007



ACCT 4G - SEIU LOCAL #549) (11)(3,05
ACCTLS - SEIU LOCAL #668		$\prec \succ$	10	2,49
ACCT GA - SEIU LOCAL #57		$\dashv \succ$	10	2,35
ACCT 82 - AFSCME LOCAL #89		=	\lnot	1,39
ACCT G5 - SEIU LOCAL #78			5	37
ACCTMM - AFSCME LOCAL #22			4	13
ACCT 78 - AFSCME LOCAL #116			3	8
ACCT 7Y - AFSCME LOCAL #5479		-	3)	ţ
ACCT PL - AFSCME LOCAL #8400			3	
ACCT 8P - AFSCME LOCAL #922		-	2)	
TALS FOR ALL LOCALS:	AFRILIATES:	10 DELEGATES:	59 VOTES	10,04

Reports - "Delegate Summary, Phone List & Mailing Labels"



This report screen includes four report options. They are different formats of delegate and alternate lists.

Delegates and alternates are managed in the "Delegates" accounts screen. If delegate and alternate data are not kept current, these reports will not be useful. Some councils may choose not to keep delegate and alternate lists current in the software if they are small enough where the lists are manageable without the aide of software.

Different configurations of this software include different report format options.

"Convention" Reports

Convention report features will be activated for clients based on internal convention preparation, credential tracking, and delegate/alternate registration practices.

LAB©RKEY 41

"Audit" Report



The "Annual Audit Letter" produces a very professional letter with account details for a random selection of accounts falling within a range of delegate counts. Very small Locals which might be difficult to contact can be excluded by specifying a reasonable minimum delegate count. The letter requests that Locals/Councils confirm the accuracy of per capita payments, provide feedback, and forward the letter with confirmation directly to the CPA (your CPA) for audit.

Even if an audit is not required by the constitution, this is an easy way to demonstrate a good faith effort to keep the books clean.

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"Annual Audit Letter" sample letter:

JENNIFER JACKSON SEIU LOCAL #549 462 ROSE LN BAXTER, MN 55031		October 25, 2007
RE: Audit Confirmation o	f Per Capita Payments	
auditor, Brett Gurgel, CPA, located	financial statements for the 12-month period d at the address printed below to the right, a yment record for this period as printed below	sks that you confirm directly to him the
Jack Samsonite Secretary-Treasurer		Brett Gurgel, CPA 12 ASPEN LANE NE SILVER LAKE, MN 56123
ACCOUNT	PAYMENTS: 11/01/2006 - 10/31/	2007 MEMBERS PAID
SEIU LOCAL #549 462 ROSE LN BAXTER, MN 55031	CK# AMOUNT APPLIED IN 049703 2,081.65 OCT '06	NOV '06 4,049 DEC '06 3,940
BAXIER, MN 55031	049836 3,441.65 NOV '06 049931 3,349.00 DEC '06 050106 3,109.30 JAN '07	JAN '07 3,658 FEB '07 4,968 MAR '07 2,124
	050264 4,222.80 FEB '07 050463 1,805.40 MAR '07 050916 2,569.55 APR '07	APR '07 3,023
	051047 2,503.25 MAY '07 051110 1,911.65 JUN '07	MAY '07 2,945 JUN '07 2,249
	TOTAL: 24,994.25	JUL '07
		AUG '07 SEP '07
		ОСТ '07
	FIRMATION amounts printed above are accurate. mounts printed above are not accurate. Dis	crepancies are as follows:
SIGNED:		

"Reference" Reports



These "Reference" reports can also be accessed and printed from specific settings screens; however, this screen conveniently provides them all in one location.

The "International Codes" (and national codes) include both standard AFL-CIO codes as well as other codes for most other Unions not affiliated with the AFL-CIO, including all of the Unions affiliated with Change to Win.

"Int'l Code List by Name" sample report:

NAT'L & INT'L UNION CODES

Alphabetically by Union Name

AA - ACTORS & ARTISTS	CO - MARINE ENGINEERS BENEFICIAL ASSOC
AB - AIR TRAFFIC CONTROLLERS	Marine Engineer Sendich (Lace. (MSSL)) UM - MINE WORKERS
- Net 4" To Me Controller Aces (MATCA) AH - AIRLINE PILOTS	- Order May Worker of America (UMWA) CV - MUSICIANS
AI - AIRWAYS SYSTEMS SPECIALISTS	- American Pederation of Mandelms (ATM) CP - NATIONAL MARITIME UNION
Poleszoni Uning s Systems (g. colifer (915)) ES - AMALGAMATED TRANSIT	BA - NEEDLETRADES, INDUSTRIAL & TEXTILE
DO - AMERICAN RADIO ASSOCIATION	BF - NOVELTY & PRODUCTION WORKERS
	- bet Union of Alber Novelly A Fred action Workers CX - OFFICE & PROFESSIONAL
AJ - ASBESTOS WORKERS - Por Lance of Mark First Transmit & Assets Windows (2017) AK - AUTO WORKERS	BJ - OPERATING ENGINEERS
AL - BAKERY WORKERS AL - BAKERY WORKERS	- brilling of Operating Engineer (MOE) DA - PAINTERS
 ■ Balkany, Confectionary, Tobacco Workert & Grain Millert Intil Union (SCTGM) 	DN - PAPER/CHEMICAL
AO - BOILER MAKERS - Int'l Protherhood of Bollem Rises, Iron Sinty Builders, Blacksmiths, Forgets & Helpers (199)	 Pager, Alfad-Industria (, Chemical & Energy Workers (RACE) merged with USWA)
AS - BRICKLAYERS - Del'Union of Bridingwes B. Affed Continuouses (BAC)	DD - PLASTERERS & CEMENT MASONS - Operative Pasterier & Coment Haster Int'l Assoc. (CP&CMIA)
AT - CA SCHOOL EMPLOYEES ASSOC - Outloom's School Employees Association (CSEA)	DL - PLATE PRINTERS, DIE STAMPERS - Dell Plate Printer, Die Stampers & Engraven Union
AW - CARPENTERS - United Strothe riccol of Carpenter's 3-to here (USC)	DE - PLUMBERS & PIPEFITTERS - United desce. of Journay men & Aggrentians of the Plumbing & Pige Pitting Industry (UA)
BC - COMMUNICATION WORKERS	FI - POLICE ASSOCIATIONS - Del'Union of Police Lazz dations (NIPA)
FF - DIRECTLY AFFILIATED UNIONS	DI - POSTAL MAIL HANDLERS - Netl Postel Netl Handlers Union (HRHAU)
BH - ELECTRICAL WORKERS	DJ - POSTAL WORKERS
UE - ELECTRICAL, RADIO & MACHINE WORKERS	EN - PROFESSIONAL & TECHNICAL ENGINEERS
BI - ELEVATOR CONSTRUCTORS	FJ - PROFESSIONAL ATHLETES
FL - FARM LABOR ORGANIZING COMMITTEE	DW - ROOFERS & WATERPROOFERS
FE - FARM WORKERS	FG - SCHOOL ADMINISTRATORS
BK - FIRE FIGHTERS	- American Fee. of Science Administrators (ASSA) DY - SEAFARERS
- heliane. of the fighter (MFF) AD - FLIGHT ATTENDANTS	Surfavez Intil Union of North Lawrice (SIU) AV - SERVICE EMPLOYEES
BM - FLIGHT ENGINEERS	Service Simple pass International Union (SEEU) DZ - SHEET METAL WORKERS
- Fight Engineer Int'l Lass. (FEEL) margast, gone) DU - FOOD & COMMERCIAL WORKERS	- Share Mater Workers Into Lases (SMRTA) EC - SIGNALMEN
- United Food and Community Workers (UFCII) BP - GARMENT WORKERS	EE - CTACE EMDI OVEEC
BR - GLASS, MOLDERS, POTTERY	 Int'l Allian calof Theathrical Stage Singley east, Moving Picture Technicians, Artists & Allied Crafts (IATSS)
Gast, Notice, Pottery, Practice 24(Ind. Workers (CMS) BU - GOVERNMENT WORKERS	EF - STATE, COUNTY & MUNICIPAL EMPLOYEES EG - STEELWORKERS
American Federation of Government Singley set (AFGS)	- STEELW UNDER (1879) EM - TEACHERS
CH - GRAPHIC COMMUNICATIONS - Graphic Communications Intl Union (SCILI) marged with 197)	American Federation of Teachers (AFT)
BZ - HOTEL & RESTAURANT Hotal Employaes & Restaure of Employaes Bell Union (MERS) in argue 4 - UNITE MERS)	AZ - TEAMSTERS International Grather mood of Teal makers (\$27)
FB - IRON WORKERS - Int'l Assoc. of Bridge, Structural, Ornamental & Reinfording Tron Workers	ER - TRAIN DISPATCHERS - American Train Dispatchers dasse. (ATDA)
BY - JOURNEYMEN ALLIED TRADES - Int'l Union of Journaymen Allies Trades (2008.7; formerly Horsestown)	EU - TRANSPORT WORKERS - Transport Workers Union of America (TWU)
CD LABORERC	DR - TRANSPORTATION/COMMUNICATION Transportation Communications Intll Undergrade (TCU)(IAM)
FD - LAUNDRY & DRY CLEANING - Laurey & Dry Cleaning (AUNA) FO - LAUNDRY & DRY CLEANING - Laurey & Dry Carlog feel Union (DCCI) margas - MUTE MERA)	UH - UNITE HERE
CG - LETTER CARRIERS - Hatt dazec of Latter Carriers (HALC)	NR - UNITED AMERICAN NURSES
DF - LOCOMOTIVE ENGINEERS - Brotherhood of occumpline Engineer (\$1.00) many ad with (\$27)	DP - UNITED TRANSPORTATION UNION - United Transports for Union (UTU)
FC - LONGSHORE & WAREHOUSE	EY - UTILITY WORKERS
- Int'l Congestion & Warehouse Union (ILWU) CJ - LONGSHOREMEN	AC - WRITERS GUILD
- be' Longshowmer's Lesse (NA) CK - MACHINISTS	Writers Guld of America, Sest Inc. (WGAS)
- hell Lauc. of Machinists & Laurengees Workers (\$140) CL - MAINTENANCE OF WAY	
 Brotherhood of Maintenance of Way Engloyees Div. (SMWSD of IST; merged with IST) 	

10/25/2007

LABORKEY PER CAP - NATL & INTL UNION CODES - PAGE 1

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Exports Feature

"Accounts" Exports



The "Accounts" export feature exports contact data to an Access database, Excel workbook, or a dBase data table. Refer to the "Basic" Reports sub-topic under the "Reports Feature" topic for information about how to select data using the three selection panels on the right, and how to sort data by up to five fields using the dropdowns at the top. Otherwise you need to decide what case you would like specific fields to export in by using the checkboxes in the middle of the screen, and you need to choose if you would like to include all the account fields pertaining to affiliation status.

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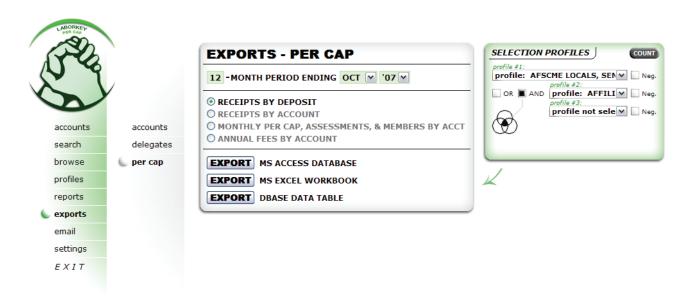
"Delegates" Exports



There are two "Delegates" export features on this screen. The first (top) exports account data including delegate eligibility and voting strength calculation data for accounts selected at the top right. The second (bottom) exports a list of all delegates and alternates entered in the database for the accounts selected at the top right, regardless of actual delegate eligibility.

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"Per Cap" Exports



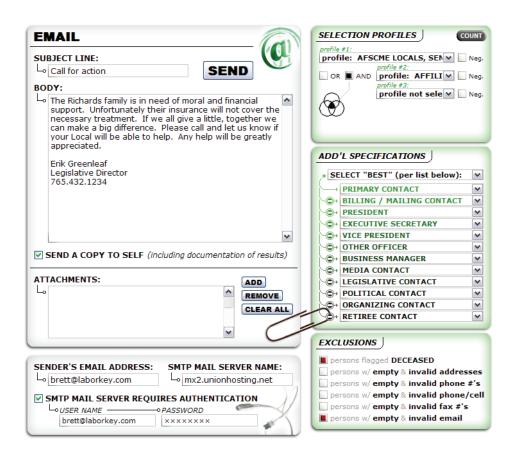
There are four "Per Cap" export options:

- RECEIPTS BY DEPOSIT,
- RECEIPTS BY ACCOUNT,
- MONTHLY PER CAP, ASSESSMENTS, & MEMBERS BY ACCOUNT, &
- ANNUAL FEES BY ACCOUNT.

Email Feature

Email Screen



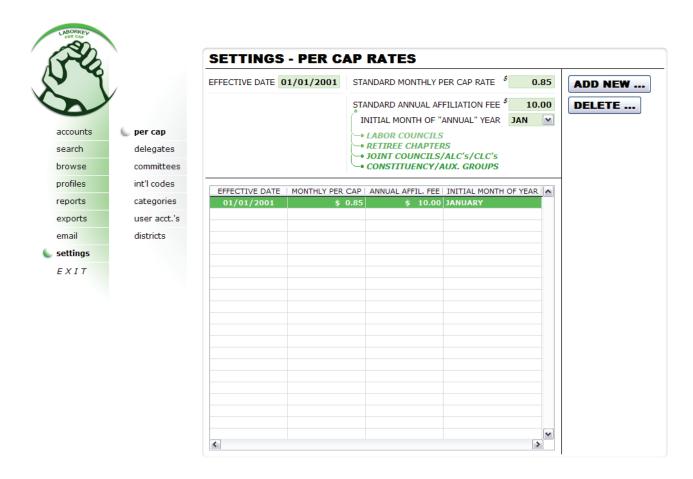


The "Email" feature broadcasts an email to all selected contacts selected in the three selection panels on the right.

This feature sends an individual email to each contact, one-by-one. Each recipient receives an email with only their own email listed as a recipient. It is very low-tech, with only the parameters you see in the illustration above. If there are additional parameters which must be configured with your email system, then this feature will not work for you. Also, because this feature sends emails one-by-one, it can take awhile to cycle through all the emails. For very large councils this feature would be impractical, but it is perfect for small councils. Also, since it only supports plain text email and does not track clicks, it is not a good substitute for viral marketing services such as GetActive when you need to send persuasion messages. It is most appropriate for basic notifications such as upcoming meetings.

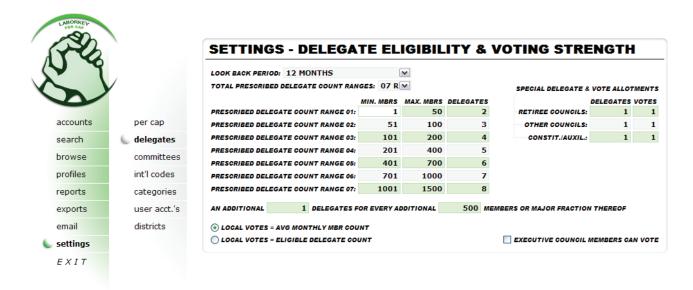
Settings Feature

"Per Cap" Settings



The "Per Cap Rates" settings screen is used to configure the per capita rate, the annual affiliate fee, and the initial month of the fiscal year for which annual fees are collected, and to set the effective date when all of these settings combined were first valid. Whenever any one of these settings changes, you need to ADD a new set of values with a new effective date. The effective date does not need to be the first day of a fiscal or calendar year, and the software will easily handle a change in fiscal year, should this ever be necessary.

"Delegates" Settings



The "Delegate Eligibility & Voting Strength" settings screen is used to configure the software to properly calculate delegate eligibility and voting strength based on per capita payments made during a lookback period. This screen should be configured according to the rules established in your constitution. If the parameters on this settings screen are not adequate to handle the all the rules in your constitution, we need to be made aware of this so we can augment the settings and the functionality of this software.

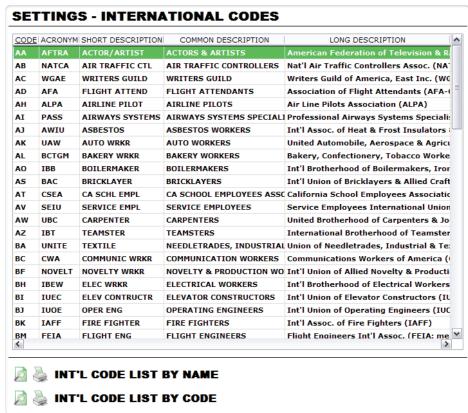
"Committees" Settings



The "Committees & Workshops" settings screen is used by AFL-CIO state/fed offices to configure the committees and workshops which will need to be tracked and reported leading into annual conventions. These settings affect credential management, delegate registration, delegate reports, etc.

"Int'l Codes" Settings





For most configurations of this software, this "International Codes" settings screen does not actually display any real settings to be configured. However, it might serve as a useful reference. The reports at the bottom, which are also available on the "Reference" reports screen, are very useful.

"Categories" Settings

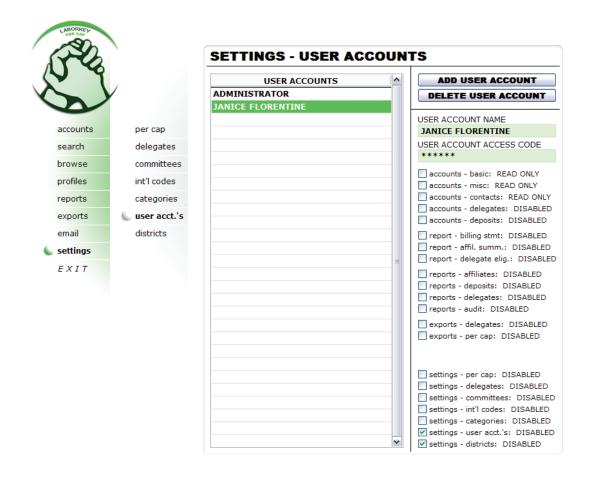


The "Categories" settings screen is used to manage user-defined "categories" which are assigned to accounts on the "Basic Info" screen. Only one category can be assigned to each account. The categories "A" (Locals), "B" (Councils), "C" (Retiree Chapters), "D" (AFL-CIO ALC's/CLC's), "E" (Executive Councils), and "F" (Constituency/Auxiliary Groups) are hard-coded (cannot be deleted). Affiliated accounts should be assigned categories "A" through "F". Therefore, the additional user-defined categories are really required only to define the non-affiliated organizations and persons entered in this software which do not fall within categories "A" through "F".

These categories are most useful if they are defined rather broadly. However, the categories can be up to 2 characters, and it would be possible to define up to 962 additional user-defined categories if only alpha and numeric characters would be used (user-defined categories beginning with "A" through "F" are not permitted).

If more descriptive fields are required, contact LaborKey Corporation to add up to 24 custom fields.

"User Acct.'s" Settings



The "User Accounts" settings screen is used to define user account names and access codes, and to configure access permissions for each user. By default, all features are fully activated. Notice that the first three feature options involve setting account data entry screens to READ ONLY, while the remainder of the options fully DISABLE features.

A user may be a person or a category of users. Multiple persons can log in under any account simultaneously.

We kept the user account management as simple as possible in this software, and access codes can only be set and modified in this screen by the administrator. If the administrator would prefer not to know the user passwords, the administrator can ask users to enter their password in this screen while the administrator is logged on.

The administrator cannot leave this software if there is not at least one account established with access to the "User Accounts" settings feature, because otherwise the user accounts would be permanently inaccessible by anybody.

"Districts" Settings



Many users of this software would have NO benefit in having districts assigned to contacts (based on the PRIMARY contact address entered in the "Basic Info" screen), and in having districts assigned to delegates (in the "Delegates" screen). This is a feature which is more valuable for persons managed with LaborKey software, our political mobilization software product. However, some councils track this information for their affiliates. If LaborKey is installed and configured to use the same data directory as this LaborKey Per Cap software, then district assignment capability is automatically available within this software. If not, district assignment can still be activated if arrangements are made for a district update file for a state or for multiple states. (We currently have district update files for 31 states; however, many can only be provided to certain clients who arranged for the acquisition of voter file data.)

This software only assigns COUNTY, CONGR. DIST., SENATE DIST., and HOUSE/ASSEMBLY DIST.

System Specifications

Minimum System Specifications

Processor Speed:	500 MHz (megahertz)
Hard Drive:	0.5 Gb of free space
Memory (RAM):	128 Mb
Monitor:	1024 × 768 Pixels
Operating System:	Windows 98SE, ME, 2000, XP, or Vista

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