

MRM-Strike Forms Tutorial

Form E



Hi again, this tutorial is for the Picket Captains.

Reviewing Form E after your shift

CUPE-SCFP

Isabelle Dault

Minimize

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Strikes > Strike L2722 > Daily Report List > Daily Report Detail

Daily Report and Strike Pay Tally Pending

In accordance with article 4.1, each member applying for strike pay must appear on the daily report.

[Back to Summary](#)

Local Union No. 2722

Name of Employer

Town/City Ottawa

Province Ontario

Report Date 24-Jun-2026

Shifts Wednesday (10:00 AM - 02:00 PM)

Location

Picket Captain

Timesheets [Add](#) [Scan QR Code](#)

Name	Time In	Time Out	Type of picket duty or other assigned duties	Time In Capture Type	Time Out Capture Type
	09:30 AM	02:00 PM	Picket Captain	Manual	Manual
	10:00 AM		Picketeer	Manual	
	09:45 AM		Picketeer	Member QR code scanned	
	10:00 AM		Picketeer	Member QR code scanned	
	10:00 AM		Picketeer	Member QR code scanned	
	10:00 AM		Picketeer	Member QR code scanned	
	10:00 AM		Picketeer	Member QR code scanned	

Total Records: 32

Information above is accurate, verified and signed on 00-mm-yyyy

Form A Submitted

Form B Submitted

Form C Re-submitted

Form D Pending

Form E Pending

Form F Completed

Form G

Form H

After your picketing shift, you will want to review the data in your Form E for that day, make any required amendments and then sign the form. Sign into MRM-Strike Forms and click on Form E.

Reviewing Form E after your shift

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Reports

Manage Members

Strikes > Strike L2722 > Daily Report List > Daily Report Detail

Daily Report and Strike Pay Tally Printable

In accordance with article 4.1, each member applying for strike pay must appear on the daily report.

[Back to Summary](#)

Local Union No. 2722 Name of Employer Town/City Ottawa Province Ontario

Report Date 24-Jun-2026 Shifts Wednesday (10:00 AM - 02:00 PM) Location Ottawa, Ontario Picket Captain

Timesheets < Add > Scan QR Code

	Name	Time In	Time Out	Type of picket duty or other assigned duties	Time In Capture Type	Time Out Capture Type
☐		09:30 AM	02:00 PM	Picket Captain	Manual	Manual
☐		10:00 AM		Picketeer	Manual	
☐		09:45 AM		Picketeer	Member QR code scanned	
☐		10:00 AM		Picketeer	Member QR code scanned	
☐				Picketeer		
☐		10:00 AM		Picketeer	Member QR code scanned	
☐		10:00 AM		Picketeer	Member QR code scanned	
☐		10:00 AM		Picketeer	Member QR code scanned	

Total Records: 32

Information above is accurate, verified and signed on 06-mm-yyyy

Look at the Time In and Time Out for all your picketers. Is it accurate? If a member has signed in later than the start time or signed out earlier than the prescribed end time, they will not be showing as having worked a full 4-hour shift on your report for the end of the week.

Reviewing Form E after your shift

CUPE-SCFP

Strikes Strike L-2722 Daily Report List Daily Report Detail

Daily Report and Strike Pay Tally Pending

In accordance with article 4.1, each member applying for strike pay must appear on the daily report.

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Local Union No. 2722 Name of Employer C Town/City Ottawa Province Ontario

Report Date 24-Jun-2026 Shifts Wednesday (10:00 AM - 02:00 PM) Location Ottawa, Ontario Picket Captain

Timesheets [Add](#) [Scan QR Code](#)

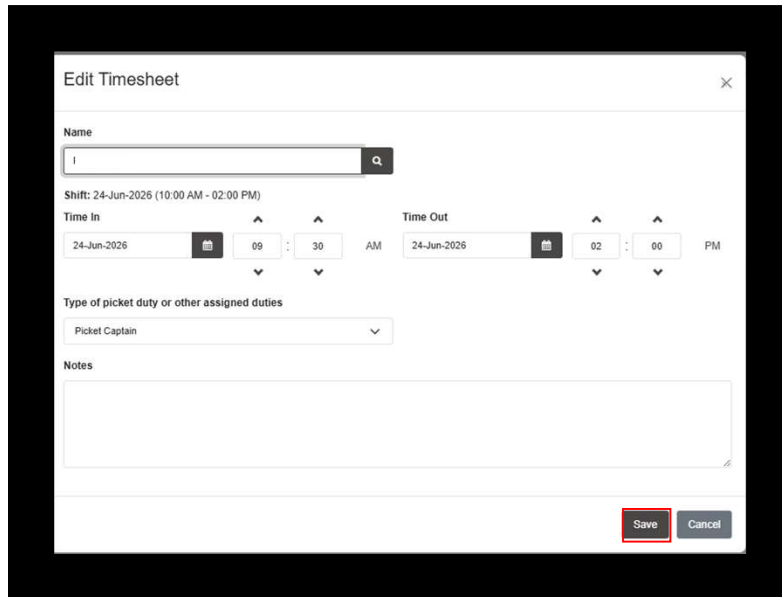
	Name	Time In	Time Out	Type of picket duty or other assigned duties	Time In Capture Type	Time Out Capture Type
☐		09:30 AM	02:00 PM	Picket Captain	Manual	Manual
☐		10:00 AM		Picketer	Manual	
☐		09:45 AM		Picketer	Member QR code scanned	
☐		10:00 AM		Picketer	Member QR code scanned	
☐				Picketer		
☐		10:00 AM		Picketer	Member QR code scanned	
☐		10:00 AM		Picketer	Member QR code scanned	

Total Records: 32 10 Results To Show

Information above is accurate, verified and signed on dd-mm-yyyy

If you need to adjust your timesheet, here are the steps to follow. First, click on the details icon next to the person's name.

Reviewing Form E after your shift



The screenshot shows a web form titled "Edit Timesheet" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Name:** A text input field with a search icon (magnifying glass) to its right.
- Shift:** A label indicating the current shift: "Shift: 24-Jun-2026 (10:00 AM - 02:00 PM)".
- Time In:** A date and time selection area. The date is "24-Jun-2026", the time is "09:30", and the period is "AM". There are up/down arrows for the time and a calendar icon for the date.
- Time Out:** A date and time selection area. The date is "24-Jun-2026", the time is "02:00", and the period is "PM". There are up/down arrows for the time and a calendar icon for the date.
- Type of picket duty or other assigned duties:** A dropdown menu currently showing "Picket Captain".
- Notes:** A large, empty text area for additional information.
- Buttons:** At the bottom right, there are two buttons: "Save" (highlighted with a red border) and "Cancel".

From here you can change the date, time in and time out as well as the type of picket duty for that member. You can also leave a note for the Chairperson or Trustees if there is some context required. Then click save.

Reviewing Form E after your shift

CUPE-SCFP

Strikes > Strike L2722 > Daily Report List > Daily Report Detail

Daily Report and Strike Pay Tally

Pending

In accordance with article 4.1, each member applying for strike pay must appear on the daily report.

[Back to Summary](#)

Local Union No.: 2722 | Name of Employer: C | Town/City: Ottawa | Province: Ontario

Report Date: 24-Jun-2026 | Shifts: Wednesday (10:00 AM - 02:00 PM) | Location: Ottawa, Ontario | Picket Captain: [Name]

Timesheets <Add> | Scan QR Code

Name	Time In	Time Out	Type of picket duty or other assigned duties	Time In Capture Type	Time Out Capture Type
[Name]	10:00 AM	02:00 PM	Picket Captain	Manual	Manual
[Name]	10:00 AM		Picketer	Manual	
[Name]	09:45 AM		Picketer	Member QR code scanned	
[Name]	10:00 AM		Picketer	Member QR code scanned	
[Name]			Picketer		
[Name]	10:00 AM		Picketer	Member QR code scanned	
[Name]	10:00 AM		Picketer	Member QR code scanned	

Total Records: 32 | 10 Results To Show | Page 1 of 4

Information above is accurate, verified and signed on: dd-mm-yy

Your screen will return to Form E and you can verify that your changes have been recorded. In our fictitious example, we changed the Picket Captain's time in from 9:30 a.m. to 10:00 a.m.

Signing Form E

The screenshot shows a web application interface for signing Form E. At the top, it says "Total Records: 32" and "Results To Show" with a dropdown menu set to "10". There are pagination controls with buttons for "«", "1", "2", "3", "4", and "»". Below this, a message states "Information above is accurate, verified and signed on" followed by a date field "dd-mm-yyyy". A horizontal line separates the header from the main content area. In the center, there is a red-bordered button labeled "Click Here To Sign". Below the line, there are two input fields: "Chairperson, Strike Benefits Committee" and "Picket Captain: Your name here". At the bottom right, there are "Save" and "Cancel" buttons. The footer text reads "© - CUPE | Version: 1.3.6".

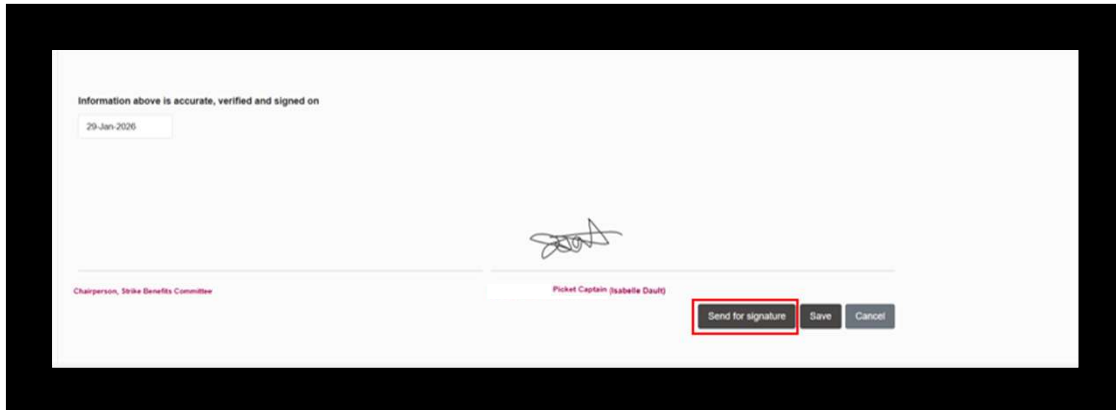
When you are satisfied that Form E reflects the times in and out of all your assigned picketers, it's time to sign it. Scroll to the bottom of the page and click on "Click Here To Sign" above your name.

Signing Form E



A signature pad will appear and you just click on your mouse and trace your signature or from a phone, just trace your finger on the screen. Then click Ok.

Submitting Form E



The screenshot shows a digital form interface. At the top, it says "Information above is accurate, verified and signed on" followed by a date field containing "29-Jan-2026". Below this is a large rectangular area for a signature, which contains a handwritten signature. Underneath the signature area, there are two labels: "Chairperson, Strike Benefits Committee" on the left and "Picket Captain (Isabelle Dault)" on the right. At the bottom right of the form, there are three buttons: "Send for signature" (highlighted with a red border), "Save", and "Cancel".

Your signature and the date should now be showing on the bottom of Form E. Click on “Send for signature” for MRM to send a notification to your Chairperson that your Form E is ready to be signed.

Completing Form E

CUPE-SCFP Isabelle Clout

Minimize Strikes Strike L-2722 Daily Report List

Strike Forms

Dashboard

Strikes

Reports

Manage Members

Daily Report and Strike Pay Tally - Form E

Print as many copies of this blank form as needed Blank Report

Local Union No. Name of Employer Town/City Province

Daily Report and Strike Pay Tally [Add](#)

Week Number	Report Date	Start Time	End Time	Postal Captain	Location Name	Address	Members	Status
☐ ☐ ☐	25-Jun-2026	11:00 AM	03:00 PM				1	Pending
☐ ☐ ☐	25-Jun-2026	10:00 AM	02:00 PM				32	Pending
☐ ☐ ☐	24-Jun-2026	11:00 AM	03:00 PM				11	Pending
☐ ☐ ☐	24-Jun-2026	10:00 AM	02:00 PM				6	Pending
☐ ☐ ☐	24-Jun-2026	10:00 AM	02:00 PM				32	Pending
☐ ☐ ☐	23-Jun-2026	10:00 AM	02:00 PM				3	Completed

Form A Submitted
Form B Submitted
Form C Re-submitted
Form D Pending
Form E Pending
Form F Completed
Form G
Form H

Form E is considered “Completed” once the Chairperson signs and saves the form after you’ve submitted it for signature. A green bubble will appear next to your form to indicate it is complete. The rest of the Form Es will have a yellow Pending status until they are reviewed and signed by yourself and the Chairperson.

MRM-Strike Forms Tutorial

Form E



You will complete these steps every day until the strike is over. Thanks for your commitment to the cause and the extra work you are putting into the strike. Solidarity!