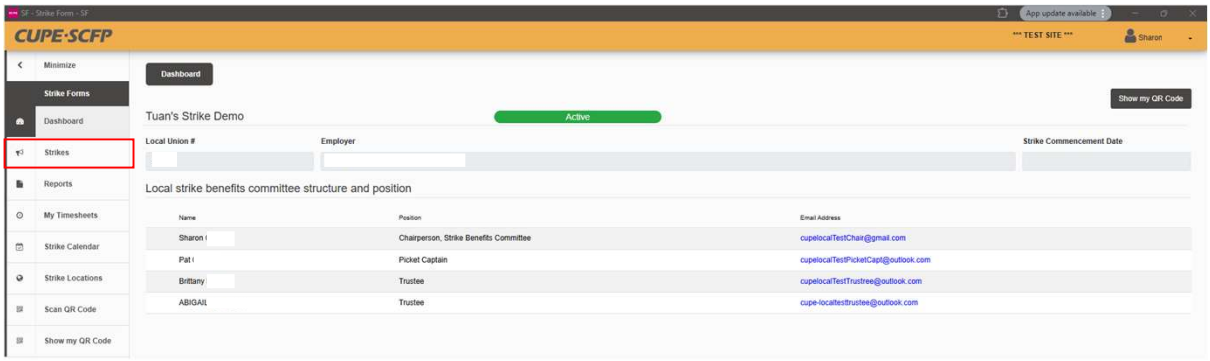
# MRM-Strike Forms Tutorial

Setting up the strike in MRM

SCFP·CUPE ÉDUCATION SYNDICALE UNION EDUCATION

Hi again, this tutorial is for the Chairpersons, Picket Captains and National Representatives. It will cover how to put your strike plan into MRM-Strike Forms and set you up for the first week of your (possible) strike.

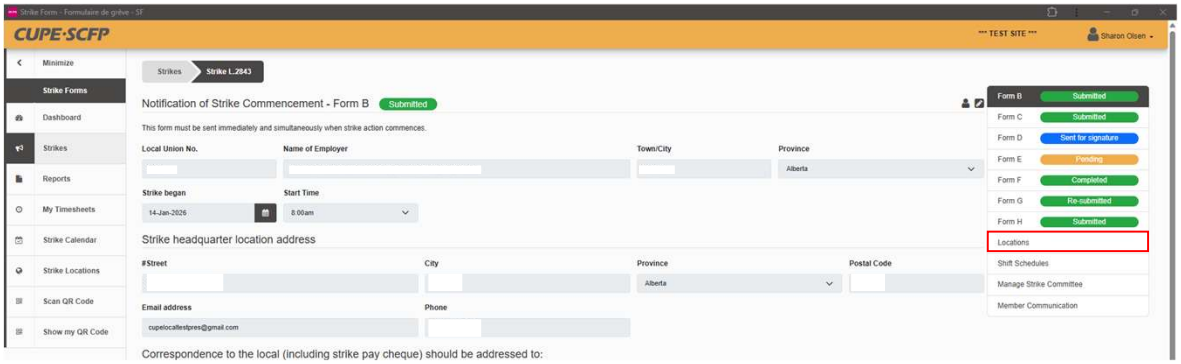
# Dashboard




When you login, click on Dashboard. This tutorial will be using the Chairperson account therefore it is possible there are things you see on my screen that you will not see on yours. But you should be able to follow along as all of you have the MRM permissions to set picket duty locations and shift schedules.

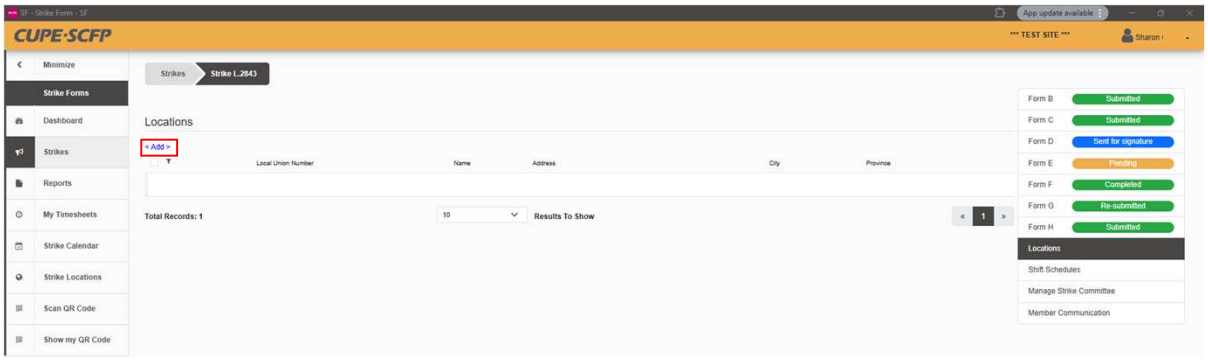
So from your dashboard you will click on Strikes on the left-hand menu.

# Setting strike duty locations



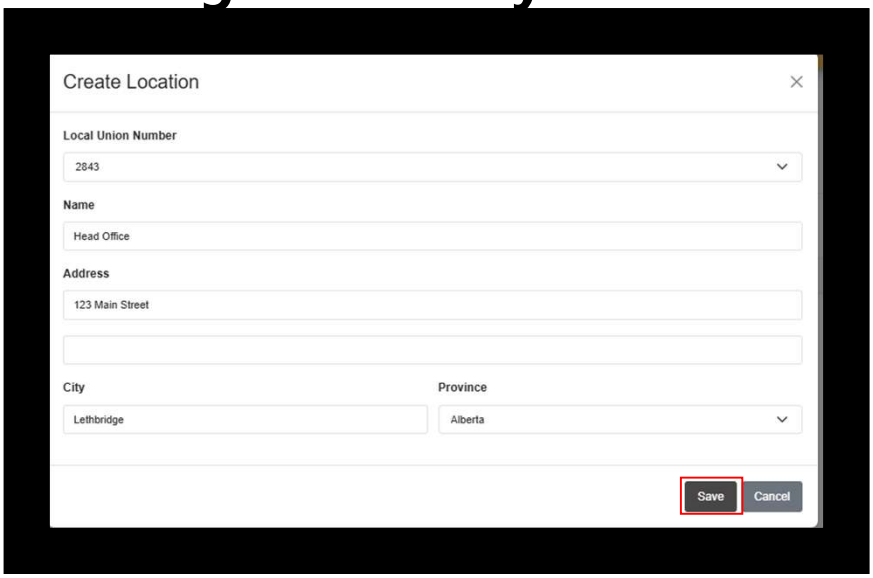

Regardless of what your next screen looks like (Form B for the Chairperson), you want to navigate towards the Locations section on the right-hand menu.

# Setting strike duty locations



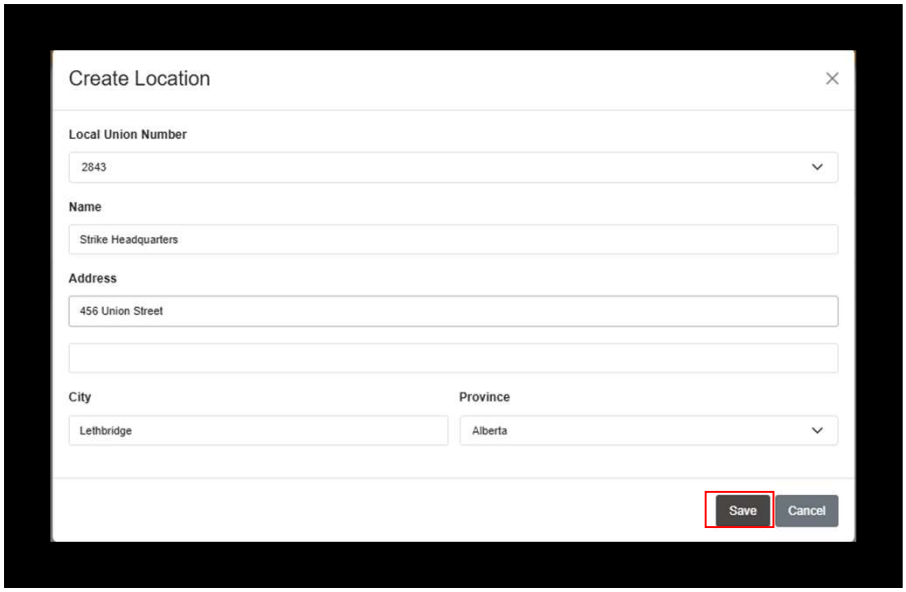

Click on <Add>.

# Setting strike duty locations



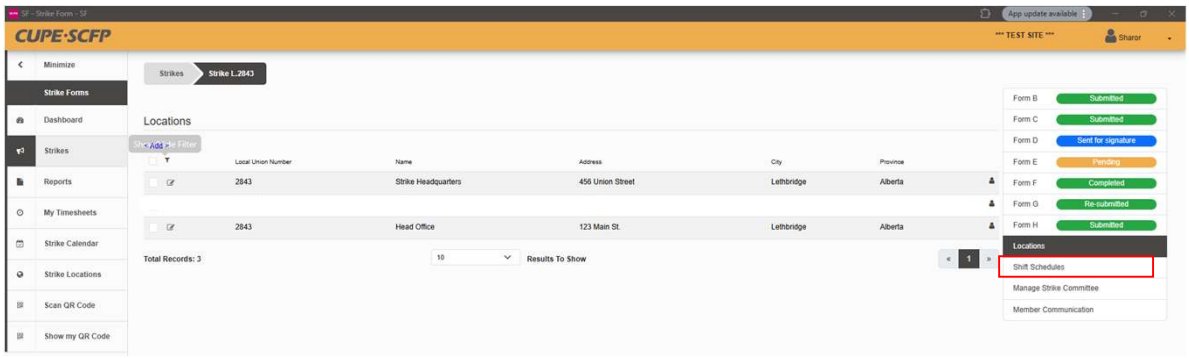

Select the local union number and then give the location a name – in our fictional scenario, the school board in Lethbridge has a Head Office at 123 Main Street which will be one picket location. Make sure the address is complete and then click Save.

# Setting strike duty locations



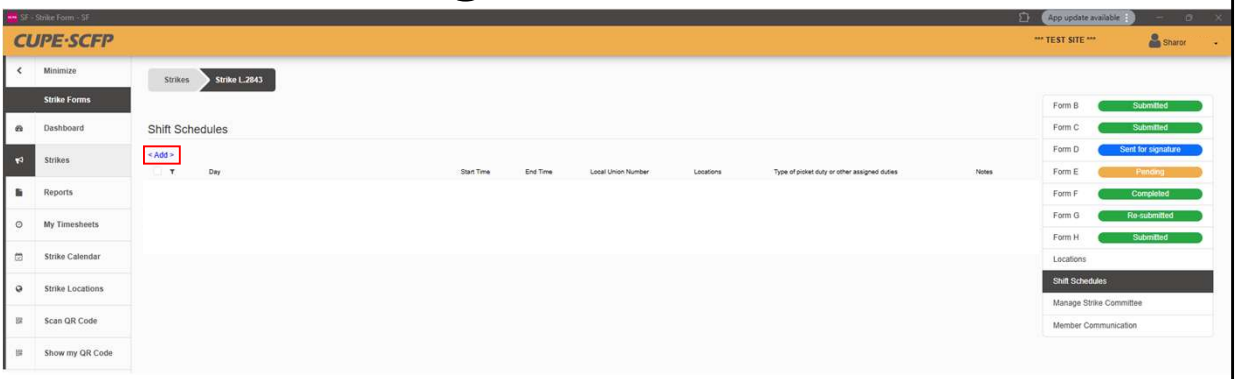

While most locations will be picket lines, there may be folks from the Strike Committee or on accommodation who will be doing approved work from strike headquarters for example. Repeat this process until all locations are in MRM.

# Locations



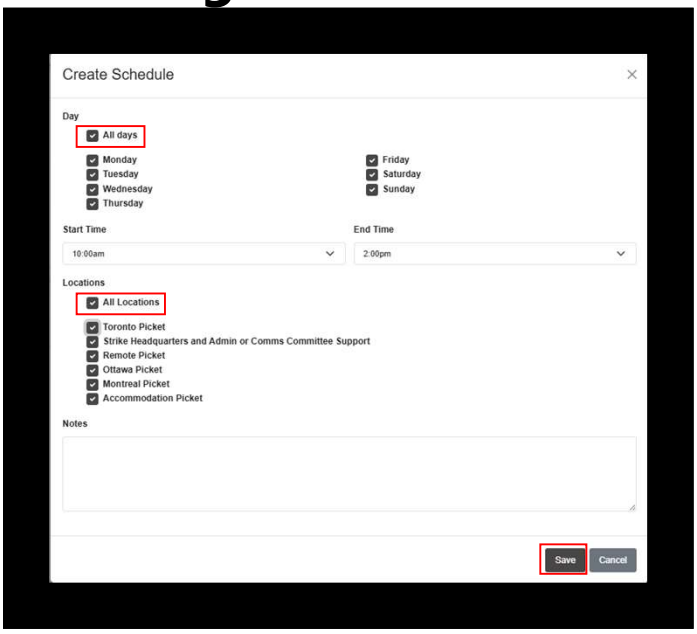

Your screen should now look something like this. Great work, now we must create the shift schedules. Click on Shift Schedules in the right-hand menu.

# Setting shift schedules




Click <Add>.

# Setting shift schedules

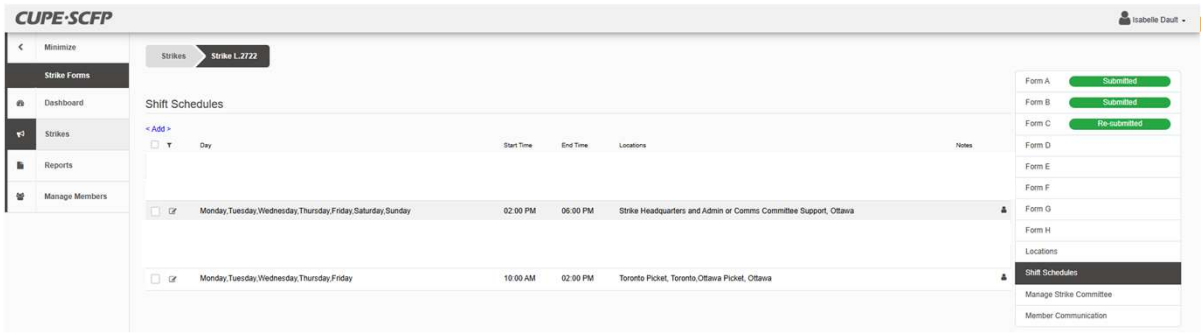



Based on your Strike Planning Tool, select the days you plan to be performing strike duties. This includes folks on the Strike Committee who may be working on things outside the usual picketing schedule. In our example we said 7 days per week, therefore we clicked on All days.

Then you will set the time for this shift. As you know, members are expected to perform 20 hours of picketing per week, which equals 4-hour shifts over 5 days usually. It's up to you to decide how will you divide the work and the hours.

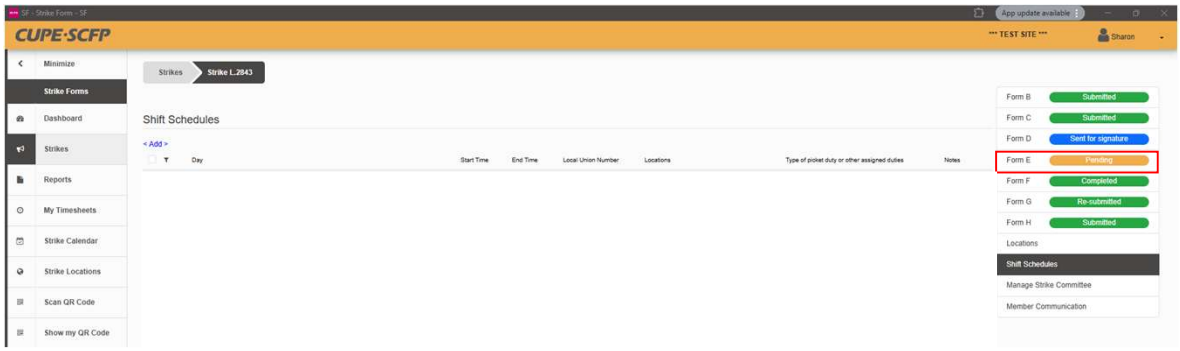
Under locations, select all the locations that will have this exact shift. Then click Save. You will repeat this exact process for every other possible shift.

# Setting shift schedules



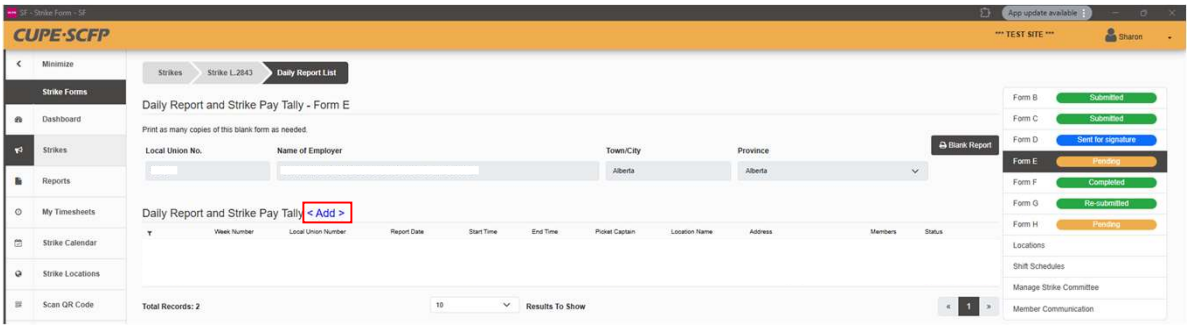

You should now see a number of new entries – one for each shift time and location. The last step is assigning members to each shift for the first day of the strike.

# Assigning members to strike duties – Form E



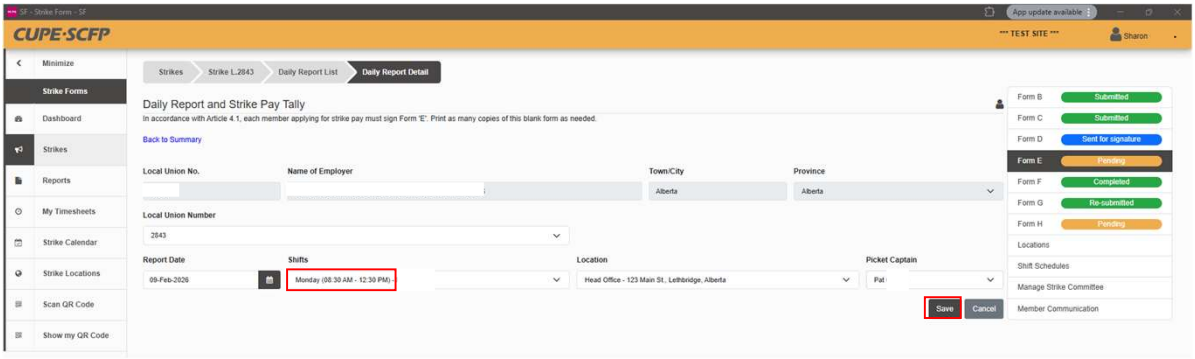

Click on Form E.

# Assigning members to strike duties – Form E



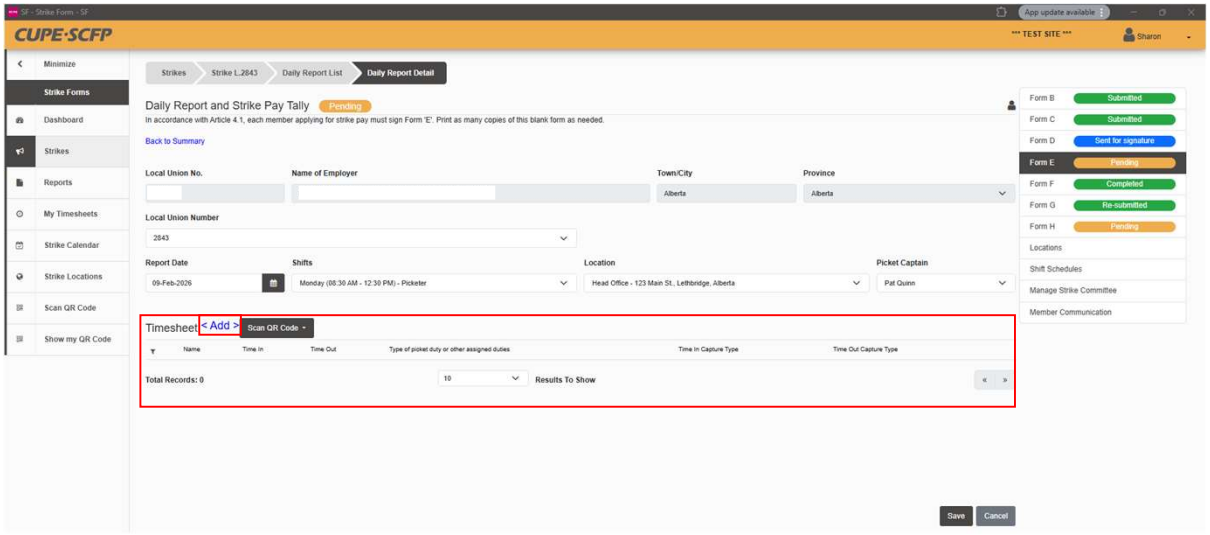

Click <Add>.

# Assigning members to strike duties – Form E



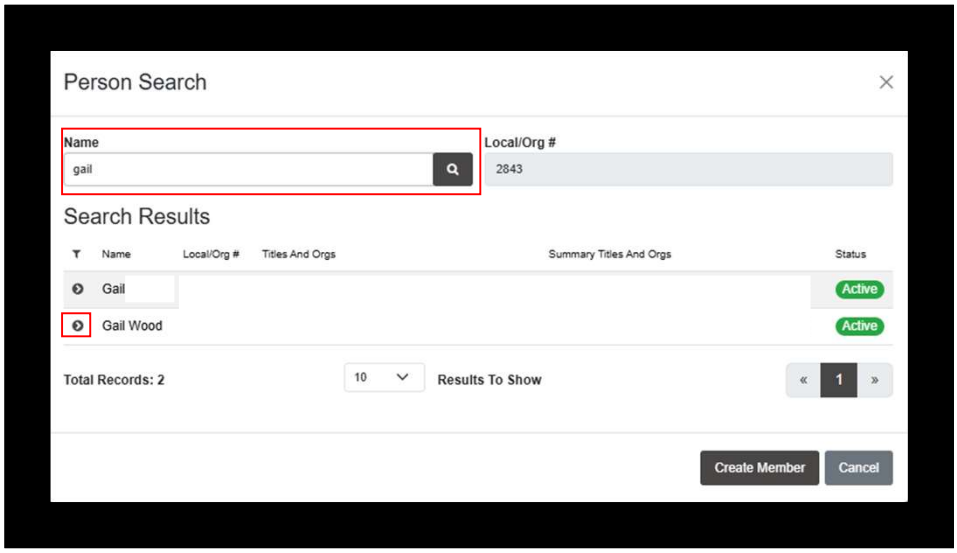

Select the local union number, change the report date to the first day of the strike. Select the morning shift, one of the locations and the Picket Captain you intend to assign to that shift. Click Save.

# Assigning members to strike duties – Form E



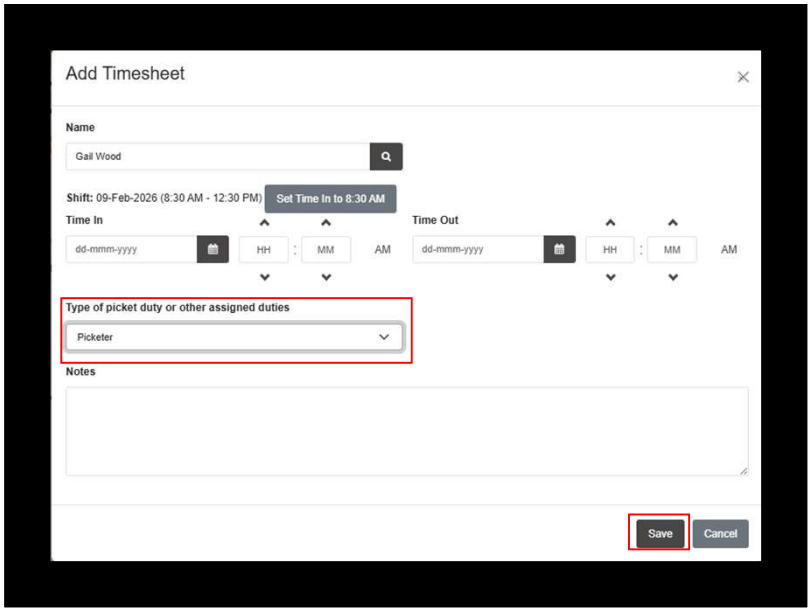

The following section will appear – Timesheets. Click Add.

# Assigning members to strike duties – Form E



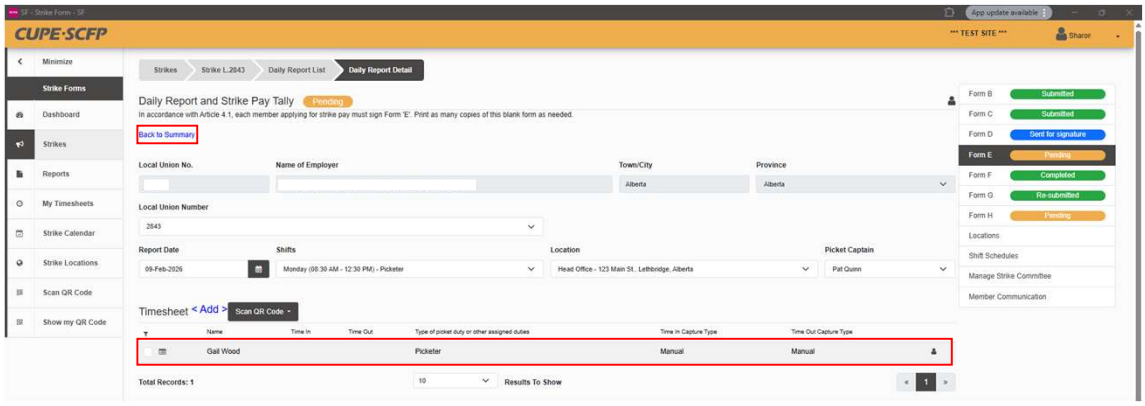

Type in the first name of the picketer you wish to add to this shift. Click on the magnifying glass icon and then select the correct member by clicking on the icon to the left of their name.

# Assigning members to strike duties – Form E




The picketer's full name will then pop up in the Name field. Then you want to select what strike duties they are being asked to perform. In this case, Gail Wood is being assigned to picketing. Click Save.

# Assigning members to strike duties – Form E

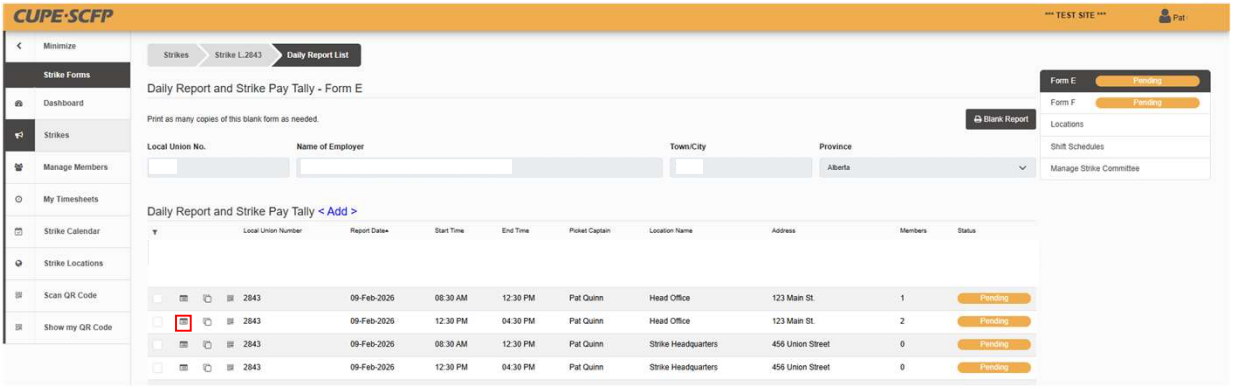



As you can see, Gail Wood has been added to the timesheet manually.

You will repeat this step for every member assigned to this shift, at this location. This includes the Picket Captain, don't forget to add them too!

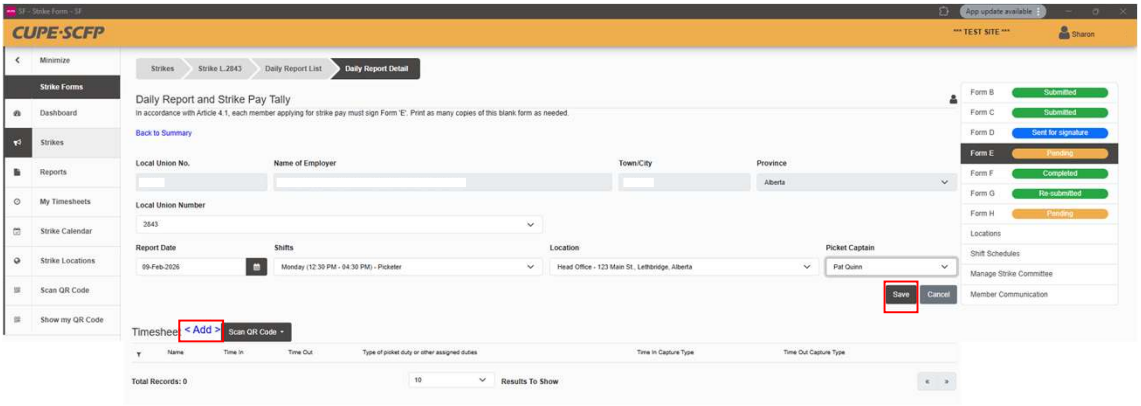
When you've completed the list, click on Back to Summary.

# Assigning members to strike duties – Form E




Now we must add members to the Monday afternoon shift. Select the shift, click on the details icon.

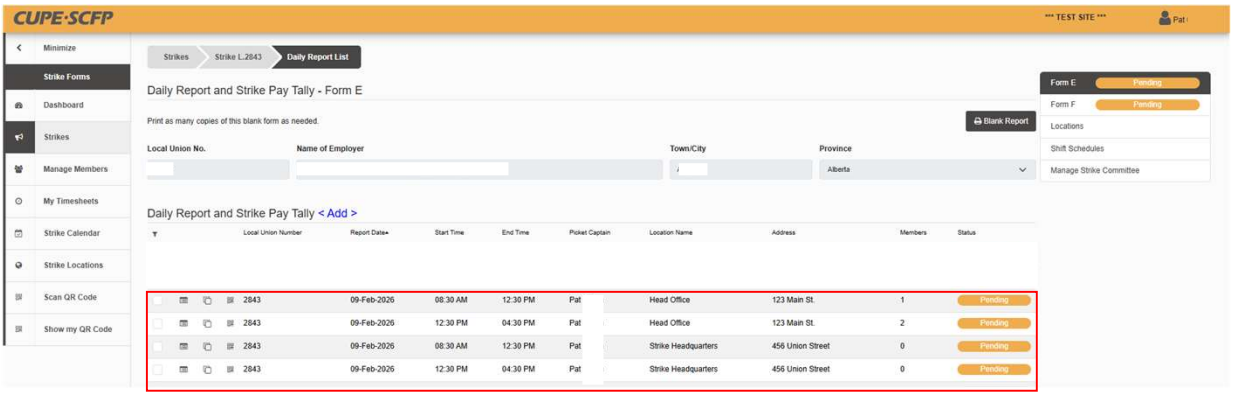
# Assigning members to strike duties – Form E




Click Add to fill out the timesheet in the same way you did with the Monday morning shift.

This part is a lot of work admittedly. But, it will allow members to view their assigned strike duty in the app calendar. We recommend keeping shift schedules and locations the same for at least the first week of the strike to avoid confusion and having to communicate last minute changes to members.

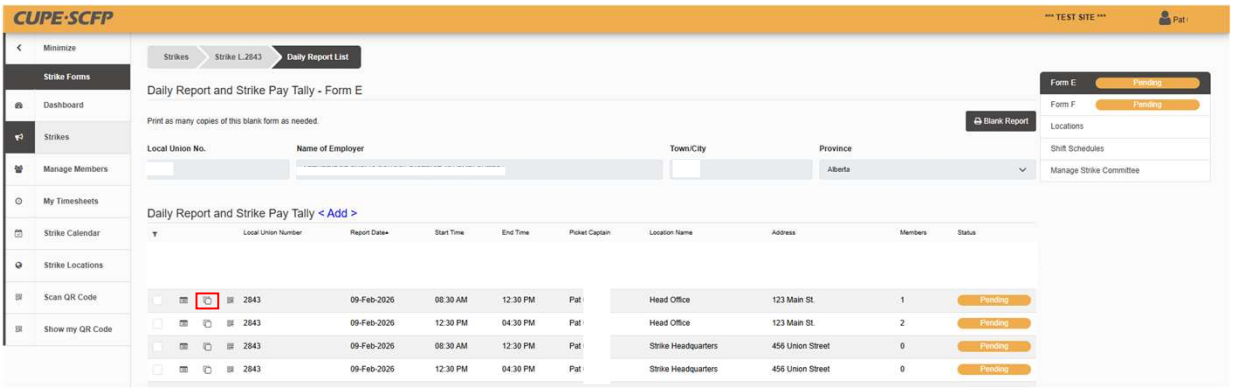
# Preparing for the first 5 days – Form E




Our summary here shows the first day of the strike programmed for the folks on the picket line and if needed, for the Strike Benefits Committee.

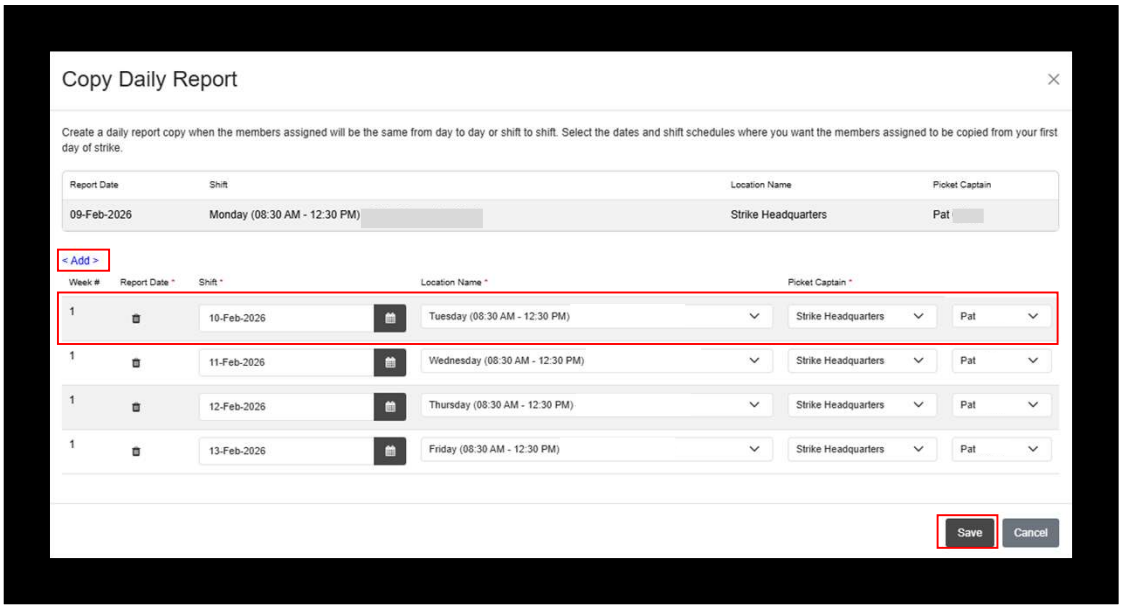
The last step is to prepare Form E for the first 5 days of the strike. Don't worry, you don't need to manually enter the members' names in the Timesheets for the next ones! We have created a neat Copy feature!

# Preparing for the first 5 days – Form E




To copy the daily report for each of these shifts for the first 5 days of the strike, start by clicking the copy icon next to the first shift and location.

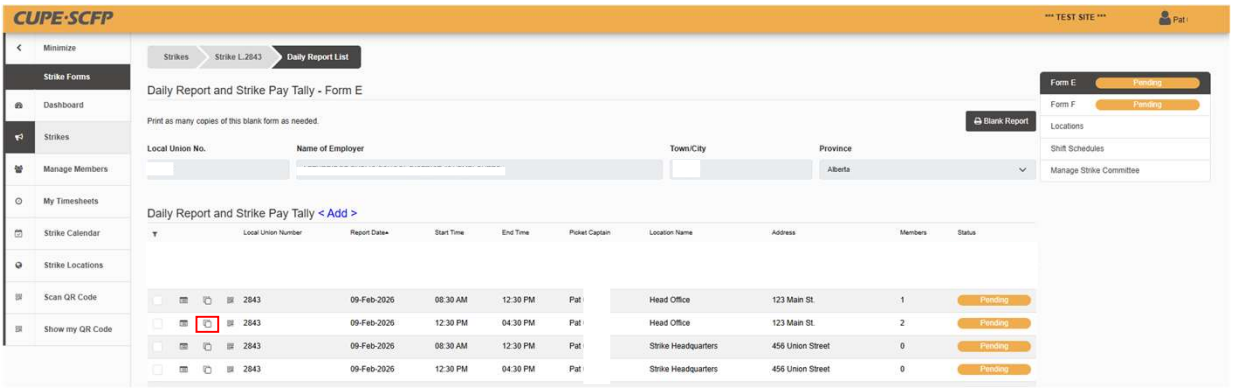
# Copying Form E




A window like this will pop-up. Near the bottom, the system will automatically select the same shift on the following day. But you can edit the date, location and picket captain if needed.

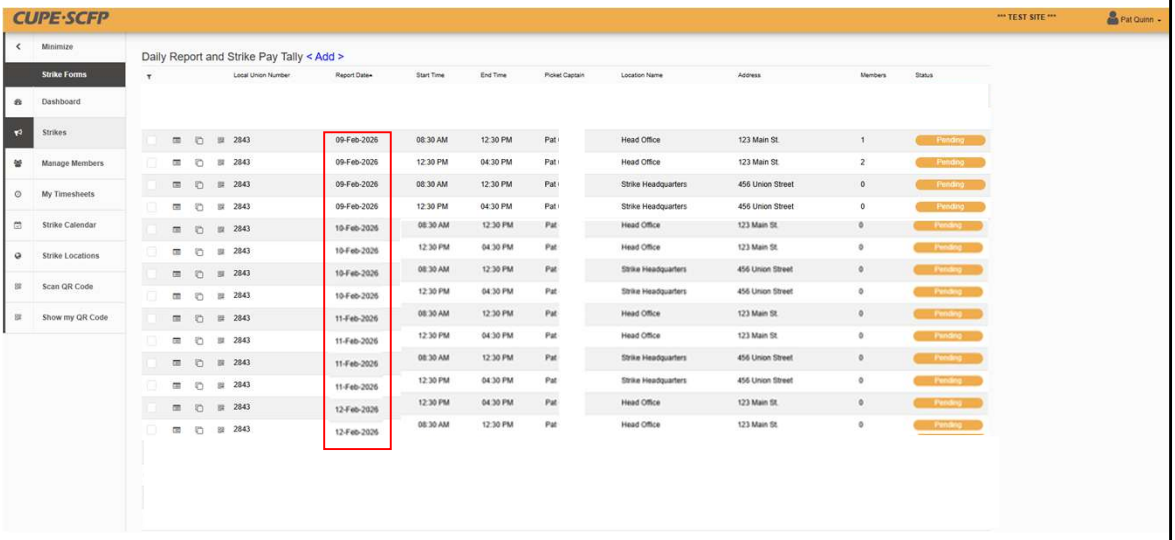
To add the next 3 days, click Add, then click save.

# Preparing for the first 5 days – Form E



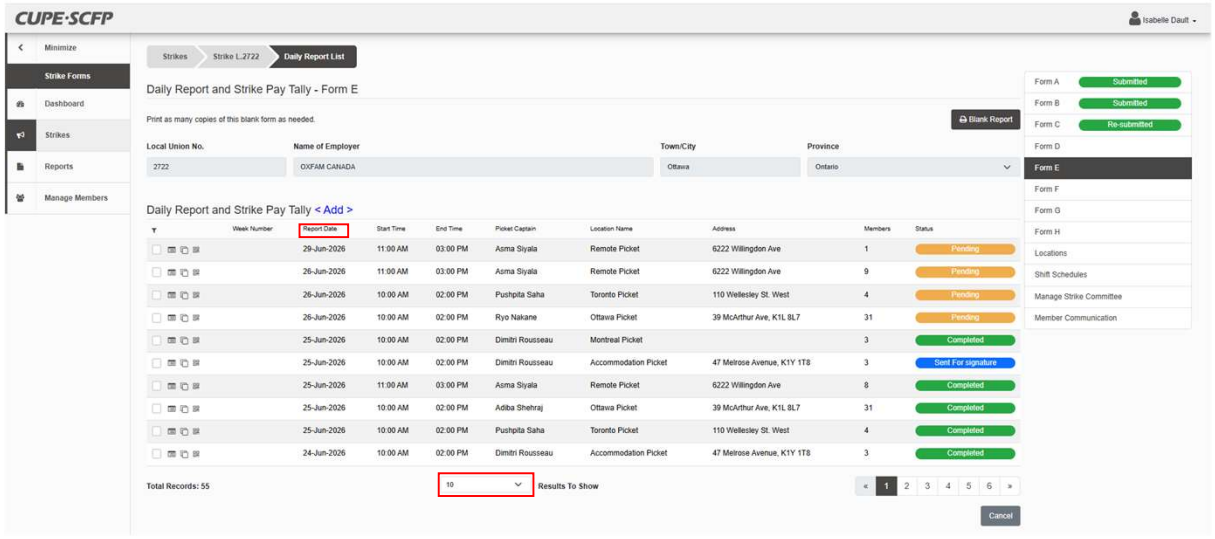

Repeat this step for the other shifts you created for the first day of the strike.

# Preparing for the first 5 days – Form E




There you have it – 5 first days of the strike programmed in MRM-Strike Forms for 2 shifts per day at 2 different locations.

# Viewing Form Es with Ease




As the strike progresses you will accumulate a lot of Form Es. To avoid sifting through 6 pages of 10 entries each, you can show up to 50 results per page by clicking on the drop-down menu where it says 10.

Then, if you want to sort the list from the first day of the strike instead of the last, double-click on Report Date.

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There you have it folks, you've successfully set up the first 5 days of your strike. Now it's time to learn about how the system uses QR codes!