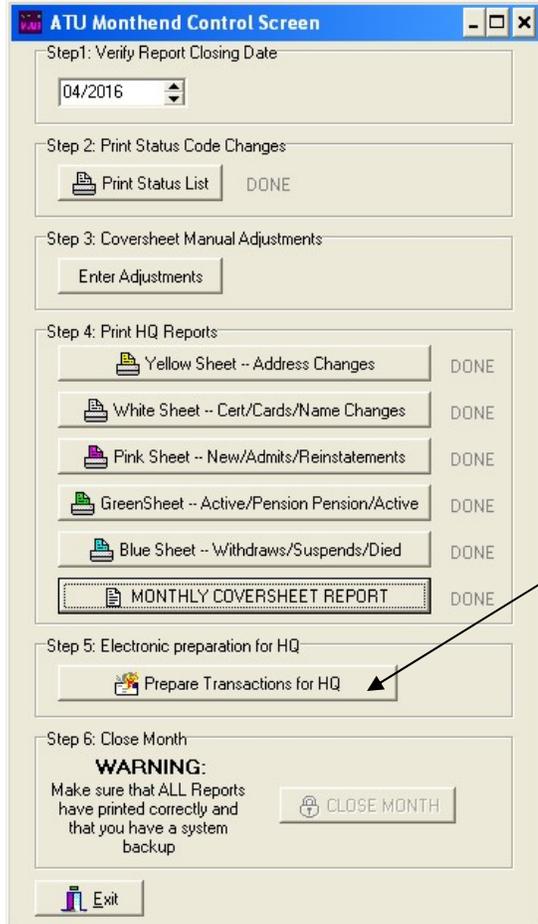


ATU Electronic Monthend Instructions

Step-A: Make sure you are on MUMS Version 18.03 or higher. You can check this inside of MUMS under Help | About



If not on V18.03 go to www.MUMS2000.com and follow the Upgrade instructions for MUMS Ver 18.03

Step-B: During Monthend after you have printed and approved all of your reports and your Monthly Coversheet Report you can proceed to the new STEP 5 – Electronic Preparation for HQ and click on this button.

NOTE: This will create a file call LLLL-YYMM.txt where LLLL is your 4 digit local number and YYMM is the year and month of the period you are closing.

Example: Local 123 for May 2016= "0123-1605.txt". This file will be located in the ATU-MONTHEND folder under where your TABLES are located. If you do not know where your tables are located, you can

refer to the status bar at the bottom of the screen in MUMS. This is important since you will need this in the following steps.

Tables: C:\MT2000\TABLES

Step-C: Login to ATU Internet Based Portal, to send Electronic Transactions to HQ, Outside of MUMS using your Browser go to <https://Localportal.atu.org>



Enter your username and password then Click the LOGIN Button ...

Notice the "Forgot your password" Link...

NOTE: Before you do any Uploads, you MUST CHANGE YOUR PASSWORD. Please see the next page on how to change your ATU Password.....

Step-D: On the main screen, Click on the UPLOAD button...



Step-E: Enter Report Month using Calendar that is displayed: Then click "Choose File"



Upload File

Type* Monthly Report File

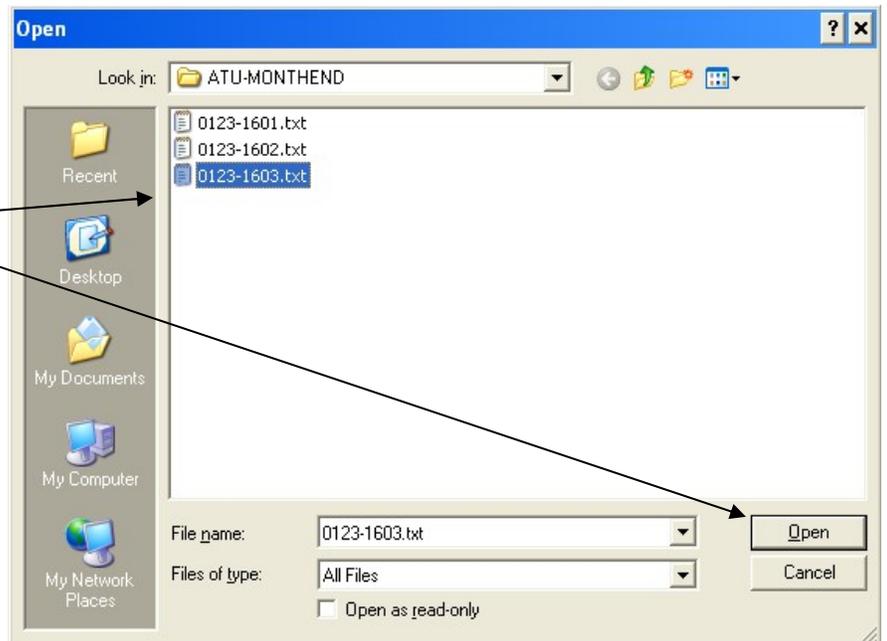
Report Month*

Comments

File* Choose File No file chosen

Save Cancel

Step-F: Browse to where your monthend file is located as per prior instructions and highlight current file and click OPEN.



Step G: Click on Save to finish this task...



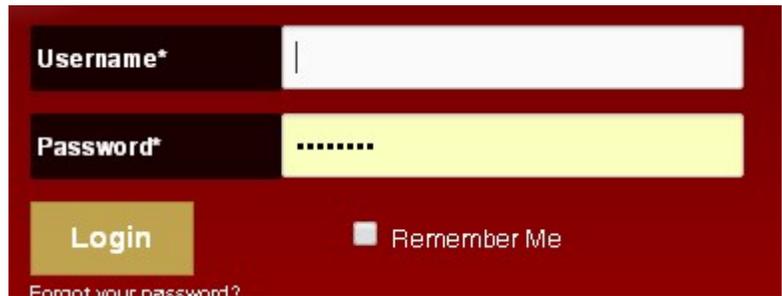
then exit....

How to change ATU Local Transfer Link Password

IMPORTANT – YOU MUST UPDATE PASSWORD !

- GO TO - <https://localportal.atu.org>

- LOGIN with your current User ID and Password.



A login form with a dark red background. It features two input fields: 'Username*' and 'Password*'. The 'Password*' field is highlighted in yellow and contains several dots. Below the fields is a gold 'Login' button and a 'Remember Me' checkbox. A small link 'Forgot your password?' is visible at the bottom left.

- Click on Update Password

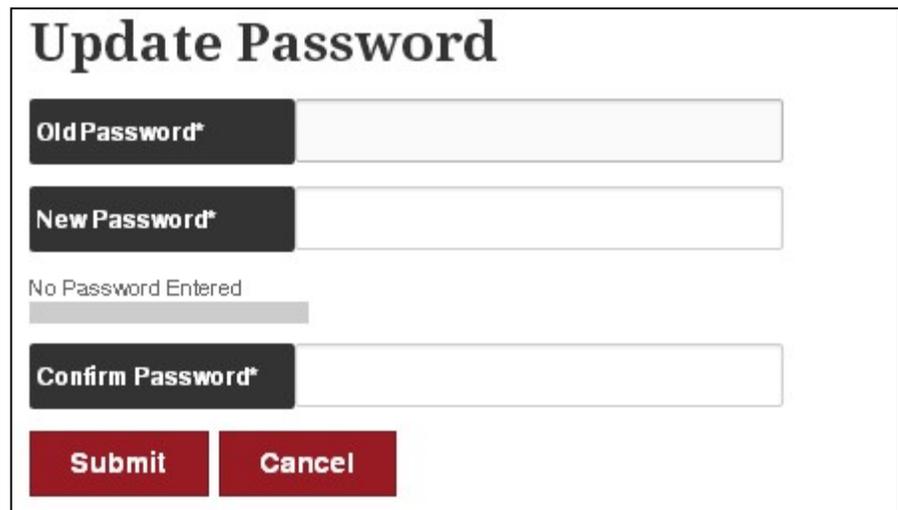


- Enter Old Password

- Enter New Password

- Re-Enter New Password to Confirm

- Click on SUBMIT



The 'Update Password' form. It has a title 'Update Password' at the top. Below the title are three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' field has a grey bar below it with the text 'No Password Entered'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Reminders on Making MUMS Backups

Every Friday	Weekly style defaults as	Monthly style - user changes
6-Jan	MUMS1-06-17.zip	
13-Jan	MUMS1-13-17.zip	
20-Jan	MUMS1-20-17.zip	
27-Jan	MUMS1-27-17.zip	
31-Jan		MUMS20170132
3-Feb	MUMS2-03-17.zip	
10-Feb	MUMS2-10-17.zip	
17-Feb	MUMS2-17-17.zip	
24-Feb	MUMS2-24-17.zip	
28-Feb		MUMS20170232
3-Mar	MUMS3-03-17.zip	
10-Mar	MUMS3-10-17.zip	
17-Mar	MUMS3-17-17.zip	
24-Mar	MUMS3-24-17.zip	
31-Mar	MUMS3-31-17.zip	MUMS20170332
7-Apr	MUMS4-07-17.zip	
14-Apr	MUMS4-14-17.zip	
21-Apr	MUMS4-21-17.zip	
28-Apr	MUMS4-28-17.zip	
30-Apr		MUMS20170432

BACKUPS should be done "regularly" and placed "sent to" alternating media

How much work / time do you want to protect between backups ?

How hard would it be to replace work done, if you lost it ?

MUMS Backups take less then 2 minutes !!

using File | Table Operations | Backup and Restore | Select All | Backup

Small sized Locals might use just the monthly style

Medium sized Locals might do weekly with monthly styles as shown above

Large size &/or networked Locals might do daily with weekly style of MUMSyyyyymmdd

Make a back-up in MUMS as normal - Rev 5 "purple" manual page 2

Go out to the desktop

Go to the **C:** Drive

Put in your "memory stick"

and learn what it is called ie: E or F drive normally

Go back into the C: drive

Find the **MT2000 folder** and double click to open it

Find the recently made backup file

Right Click the recently made backup file

Trace your mouse to the **Send To** feature

Left click your "memory stick" ie: E or F drive normally

Exit here - using 2 "blue back arrows" to your C: drive

Go into your "memory stick" and **PROVE** that the recently made MUMS backup file is present.