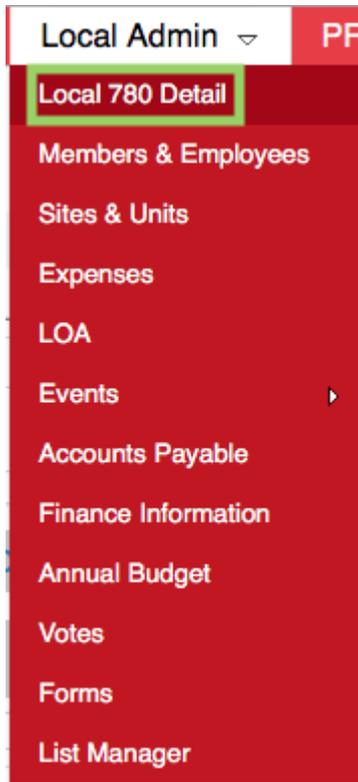


The **Local Admin** tab contains tools for completing tasks related to the running of your local. You can change details about the local, produce lists based on membership/employer details, submit/review expense claims for local members, create local events and register members, register members for UNA events, interact with financial information and report vote results.

Click on Local Admin then on **Local XXX Detail**.



Information

The details pertaining to your local are displayed. You cannot change this information. However, the **Members** number is dynamic and changes as the membership count changes.



Local 780 Detail

| Information | | | |
|--------------|---|------------|-------------------------------------|
| Name | St. Apple Health Centre | Legal Name | United Nurses of Alberta, Local 780 |
| Members | 148 | District | North Central |
| Local Office | 1 Central Hall Place Edmonton AB T5H 0J2 | | |

Local Executive

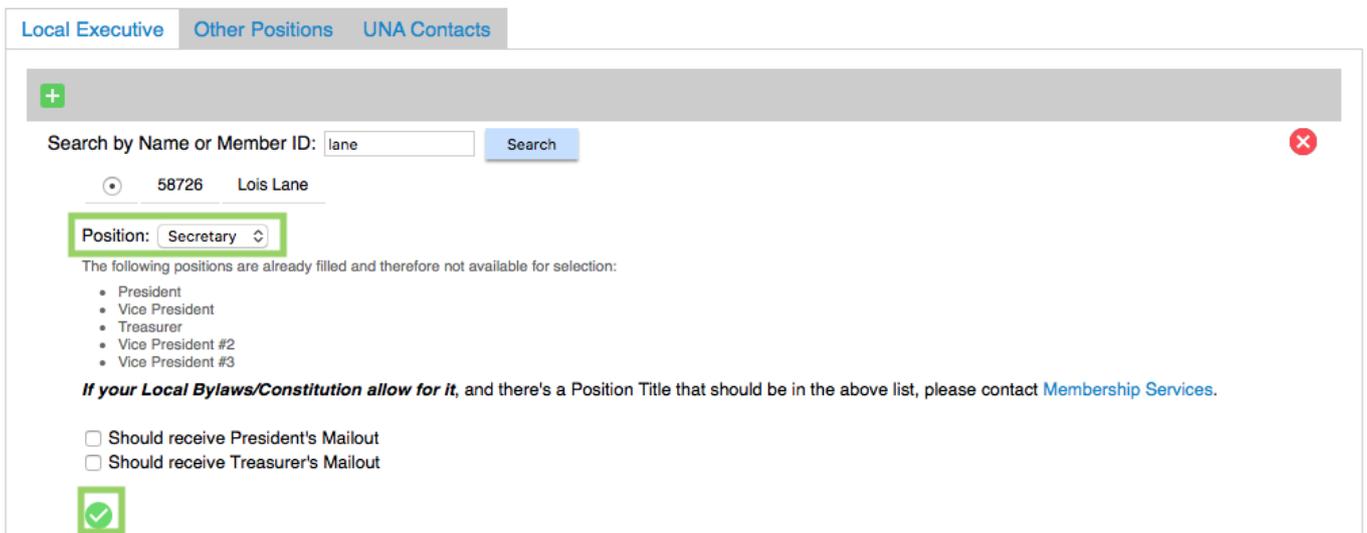
The default tab is **Local Executive**. To **Add** a New Executive Member click on the **Plus Sign**.



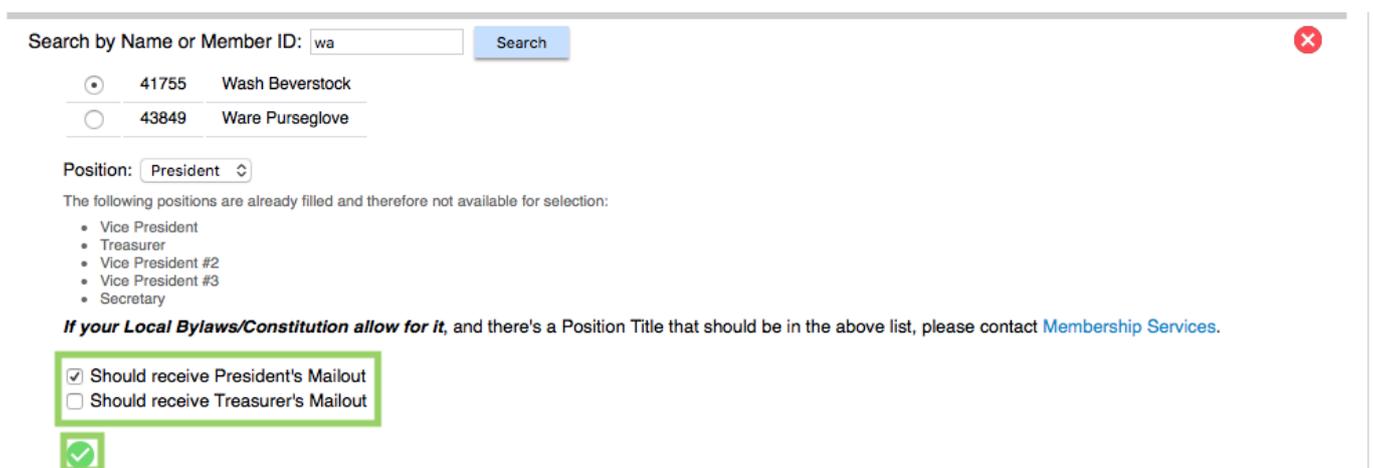
A **Search by Name or Member ID**: search field will open, allowing you to search for correct person.



The search results will appear if there is more than one choose the correct person by click beside their name and the **Radio Button** will populate. The available positions will show in **Position** field.



There are two boxes that can be checked off. **President's Mailout** and **Treasure's Mailout** are to be checked off. Once all the information is completed, click the **Check Box** to add the person to the Local Executive. There will also be an email sent to notify Provincial Office of the changes made.



The new member will show in the list of Executive.

| Local Executive | | Other Positions | UNA Contacts |
|------------------------------|-----------|-------------------|--|
| Secretary Type: Executive | Lois Lane | November 22, 2018 | <input type="button" value="Mark as On LOA"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |

If an Executive Member needs to go on a **Leave of Absence**, there is a button in Local Executive that can be clicked to **Mark as On LOA**. To add to someone else to that position during the **LOA**, contact **Membership Services** to add an Interim Position title.

| | | | |
|----------------|-----------------|--------------------|--|
| Vice President | David Member | September 26, 2018 | <input type="button" value="Mark as On LOA"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |
|----------------|-----------------|--------------------|--|

The wording will change to **'On LOA' marked**, when the person is on a LOA.

| | | | |
|----------------|-----------------|--------------------|---|
| Vice President | David Member | September 26, 2018 | <input type="button" value="'On LOA' marked"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |
|----------------|-----------------|--------------------|---|

To remove from LOA, click on **Mark as Back from LOA**.

| | | | |
|----------------|-----------------|--------------------|---|
| Vice President | David Member | September 26, 2018 | <input type="button" value="Mark as Back From LOA"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |
|----------------|-----------------|--------------------|---|

| | | | |
|----------------|-----------------|--------------------|--|
| Vice President | David Member | September 26, 2018 | <input type="button" value="'On LOA' cleared"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |
|----------------|-----------------|--------------------|--|

To **Remove** an executive member, click the round black button with an **X**. This opens access to the data fields. Enter the date by clicking the small calendar selector or by entering the date formatted as shown - mm/dd/yyyy.

| | | | |
|-----------|------------|--------------------|--|
| Treasurer | Bob Loblaw | September 26, 2018 | <input type="button" value="Mark as On LOA"/> <input type="button" value="Mark as Receiving President's Mailout"/> <input type="button" value="Mark as Receiving Treasurer's Mailout"/> <input type="button" value="X"/> |
|-----------|------------|--------------------|--|

Treasurer, Bob Loblaw, From September 26, 2018 to:

| Executive History | | | |
|-------------------|-----------|--------------------|-------------------|
| Secretary | Lois Lane | September 26, 2018 | November 21, 2018 |

[Assistance](#)

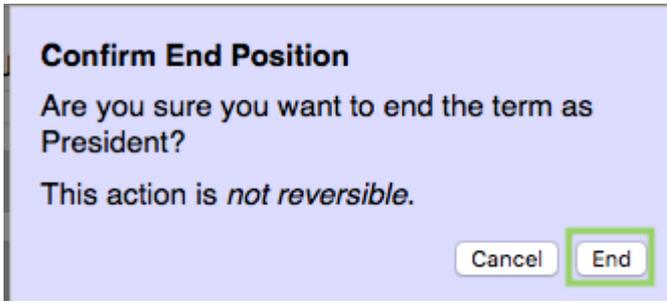
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United Nurses of Alberta Data Management System

Nov 2018

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Today Done

A **Confirm End Position** screen, will open. Click on **End**.



Executive History shows the history of executive positions. In order for the ended position to show, the page will need to be refreshed by clicking the refresh button on your web browser.

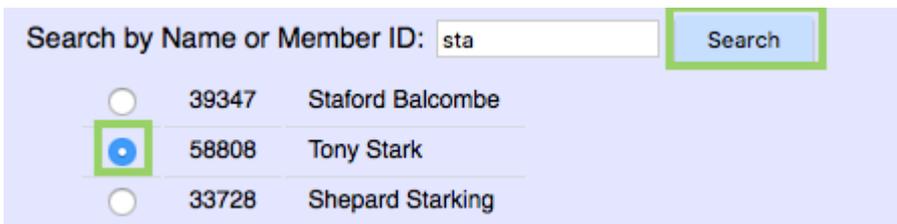


| Executive History | | | |
|---------------------|-----------|----------------|----------------|
| Composite President | Lois Lane | April 13, 2017 | April 14, 2017 |

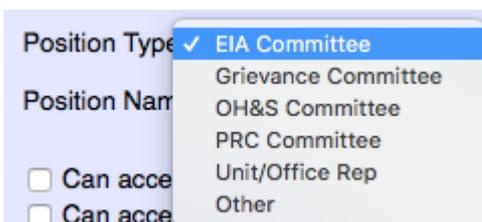
The **Other Positions** tab allows for other committee members to be added. Click on the **Plus Sign** to open a search field to locate the correct person.



You are able to search for a person using **Name** or **Member ID**. Using the name option, you can enter the complete or partial name for your search. If you use **Member ID**, enter the complete number. A search may result in multiple choices. Click the **RadioButton** beside the correct person.



Position type is selected from the drop-down menu. The DMS uses this designation to determine the member's eligibility to attend workshops. The **Position Name** will automatically populate.



Position Type:

Position Name:

Can access PRCs
 Can access OH&S Forms



For **PRC** and **OH&S** positions, there are boxes that need to be checked off. These buttons switch to removal once activated.

- Can access PRCs
- Can access OH&S Forms

Once all the fields are complete, click on the **Check Mark** to complete the addition.



Search by Name or Member ID: 

- 39347 Stafford Balcombe
- 58808 Tony Stark
- 33728 Shepard Starking

Position Type:

Position Name:

Can access PRCs
 Can access OH&S Forms



The member will show up listing the committee they are part of.

| | | | | | | |
|--------------------------------------|------------|----------------|--|---|----------------------|---|
| PRC Committee type: PRC Committee | Tony Stark | April 13, 2017 | <input type="button" value="Remove PRC Access"/> | <input type="button" value="Give OH&S Access"/> | More |  |
|--------------------------------------|------------|----------------|--|---|----------------------|---|

UNA Contacts

This tab provides access to the people directly assigned to help your local. As changes in personnel assignments are made, this information is automatically updated.

Local Executive Other Positions **UNA Contacts**

| | Primary | Secondary |
|--------------|------------------|-----------------------------|
| LRO | James Gordon | none |
| Admin | Pauline Emerson | none |
| District Rep | Maxine Schneider | Home (780) 252-0631 none |