# Division of Labor Studies, Indiana University

# T-1 Program
# Tools for Organizers

## User Manual

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# T-1 Program Overview

The T-1 Program is a comprehensive, inter-relational campaign management program that allows organizers to create and track worker profiles, employer profiles, management personnel profiles, and all data associated with each; e.g. NLRB charges, stripped workers, salts, etc.

The program, built on the common Microsoft Access database architecture, self-installs on your computer and eliminates the need for an organizer to create an individual database for each campaign. All data maintained in the database is inter-relational; e.g. the T-1 Program has the ability to track workers and management personnel across employers and campaigns. It may also be maintained historically.

Lastly, the T-1 Program contains complete matching data collection documents (e.g. house call sheets, profile sheets, etc) that organizers may need to use in the field so that data entry time for the organizer or data entry personnel is dramatically reduced.

More information on how the T-1 Program works can be found throughout this User Manual.

# Acknowledgements

The Organize Indiana Project wishes to express sincere thanks to all the OIP Partners, especially their hard working organizers. A final word of appreciation goes to the Indiana State Building Trades Organizers Committee for their continued support of the OIP and its various projects. This project simply could not have been possible without their input and participation.

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## Disclaimer and Copyright Information



## Minimal System Requirements

Here are the requirements necessary for the T-1 Program to run successfully:

233 Megahertz Processor or higher
128 MB of RAM
80 MB of free hard drive space
CD-ROM drive
Microsoft Office 2000 or above (specifically Microsoft Access and Word)
Optional Software and Requirements:

- Adobe Reader (included with T-1 Program)
- Internet Connection
- Internet Browser (Internet Explorer, Netscape, Firefox, etc)
- Email Program (Microsoft Outlook, Outlook Express, Eudora, etc)

# T-1 Program Installation Instructions

1. Place the T-1 Program CD into your CD-ROM tray and close it. The T-1 setup/installation program should launch automatically.
2. The first screen that appears in the installation process will be a Welcome screen that gives you some general information and notifications prior to the T-1 Program installation. Click the **Next** button when ready to proceed.
3. The second screen will show the Software License Agreement. The agreement outlines the terms and conditions of use that all users must accept before installing the T-1 Program. Select **Yes** to accept and move on with the installation process.
4. The third screen allows you to choose a location where the T-1 Program should be installed. It is recommended to use the destination folder already provided at the bottom of the screen. Click the **Next** button when ready to proceed.
5. The fourth screen will allow you to edit the name of the Program Folder which will contain all items pertaining to the T-1 Program. The Program Folder name and its contents will appear in your **Start >> Programs** list. It is recommended to use the Program Folder name already provided. Click the **Next** button when ready to proceed.
6. The T-1 Program will install on your computer.
7. If the installation was successful, a final screen will show, indicating the program's setup is complete. Click **Finish**.

**IMPORTANT NOTE:** If the T-1 Program needs to be re-installed for any reason, you must un-install the program from your computer before re-installing it. Please see the instructions for un-installing the T-1 Program in the next section.

# T-1 Program Un-installing Instructions

1. From Windows, go to **Start >> Settings >> Control Panel**.
2. In the Control Panel, select **Add or Remove Programs**.
3. Scroll through the list of programs until you find the T-1 Program.
4. From there, click on either the **Change/Remove** or **Add/Remove** button to remove the T-1 Program.

# Installing Adobe Reader

Some documents provided with the T-1 Program require Adobe Reader. If you do not have Adobe Reader installed on your computer, please follow the appropriate set of instructions below:

**Instructions for Windows 98 Second Edition, Windows NT 4.0, Windows Me, Windows 2000, and Windows XP Users:**

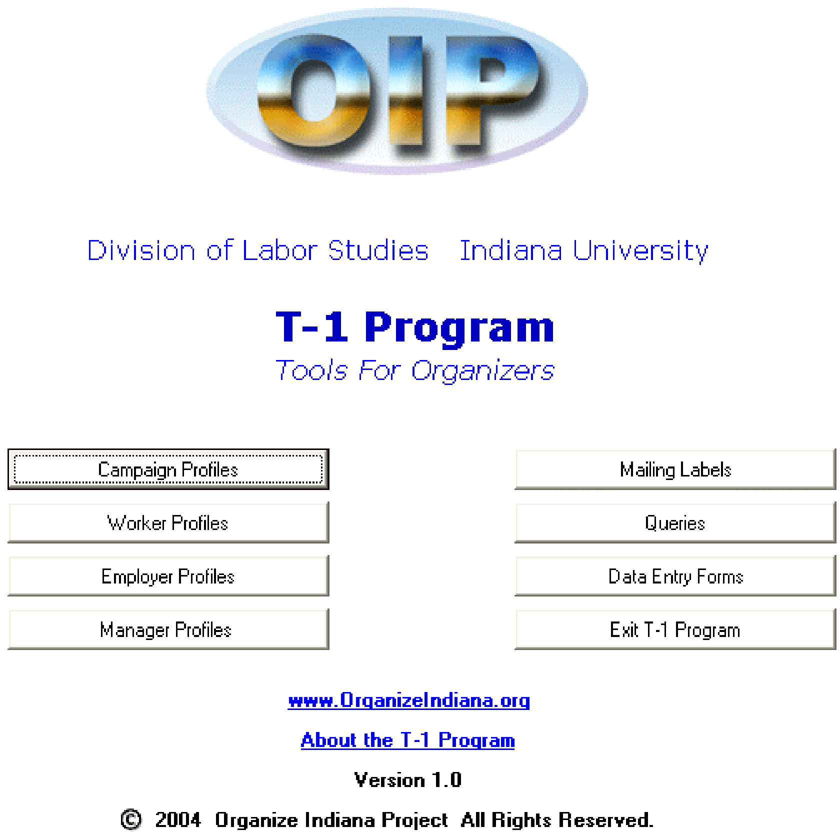
1. From Windows, go to **Start >> Programs >> T-1 Program >> Adobe Reader V6**.
2. A pop-up box will appear, notifying you that Adobe Reader is being recomposed.
3. After recomposing, a "Preparing to Install" screen will show temporarily.
4. A Setup Wizard will appear next. Click the **Next** button to begin installation.
5. The next screen will ask you for a Destination Folder – the location where Adobe Reader will be installed. It is recommended to use the destination folder already provided at the bottom of the screen. Click the **Next** button.
6. A "Ready to Install the Program" screen appears. Click the **Install** button.
7. The program will install on your computer.
8. A pop-up box will appear upon completion of installation, notifying you the Setup Wizard Completed. Click the **OK** button.

## Installing Adobe Reader (Continued)

**Instructions for Windows 98 First Edition (Original Edition) Users:**

1. From the Windows Desktop, double-click on the following: **My Computer >> C: >> Program Files >> Organize Indiana Project >> T1-Program >> Applications >> rp505**.
2. A pop-up box will appear, notifying you that Adobe Reader is being unpacked.
3. After unpacking, a Setup screen will appear with some general information. Click the **Next** button.
4. The next screen will ask you for a Destination Folder – the location where Adobe Reader will be installed. It is recommended to use the destination folder already provided at the bottom of the screen. Click the **Next** button.
5. The program will install on your computer.
6. A pop-up box will appear upon completion of installation. Click **OK**.

## The Main Menu




The Main Menu provides a gateway into all the features offered in the T-1 Program. This is the starting point that users will encounter every time the T-1 Program is launched.

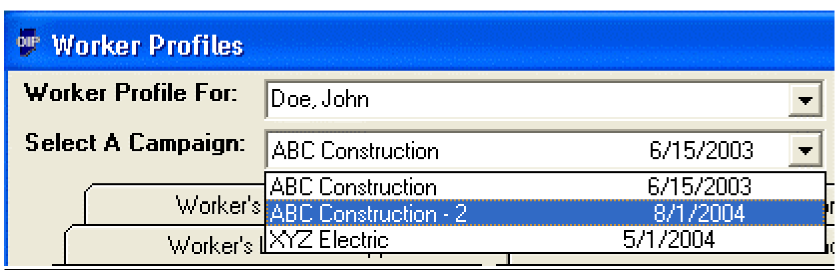
# T-1 Program Campaign Management

Campaign management in the T-1 program is divided into four major components:

1. Campaign Profiles
2. Worker Profiles
3. Employer Profiles
4. Manager Profiles

These four pieces are integrated to give you a full picture of all workers, employers, and managers associated with a particular campaign, along with their corresponding data. Since there is a two-way relationship between each campaign and their workers, employers, and managers involved, the T-1 program allows organizers to track campaign-specific data across multiple campaigns for individual workers, employers, and managers that are stored in the T-1 database.

For instance, the Worker Profile example below illustrates that worker John Doe is linked with three different campaigns. The campaigns a worker, employer, or manager is associated with can be maintained for current or past campaigns.




This cross-referencing allows a worker and/or manager to be associated with multiple campaigns that may deal with the same employer(s) over a period of time. In the example above, worker John Doe is linked to two different campaigns covering ABC Construction.

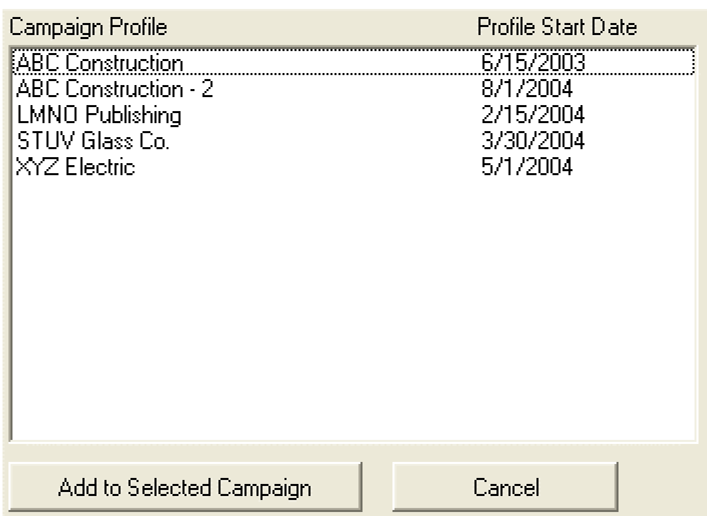
## T-1 Program Campaign Management (Continued)

Campaigns with multiple employers may be maintained across geographic regions, industries, jurisdictions, multi-union, etc.

For each campaign that a worker, employer, or manager is associated with, campaign-specific data, such as a worker's current job information, can be compared and contrasted across multiple campaigns. More detailed information on campaign-specific data can be found in each of the Profile's information sections located in this User Manual.

Organizers also have the capability of easily associating an existing worker, manager, or employer with a new campaign when needed.

To do this, an organizer would select the Add Worker To Campaign, Add Employer To Campaign, or Add Manager To Campaign button from the Worker, Employer, or Manager Profile, respectively. This action would open the following screen, allowing an organizer to select a new campaign that the worker, employer, or manager should be linked with:



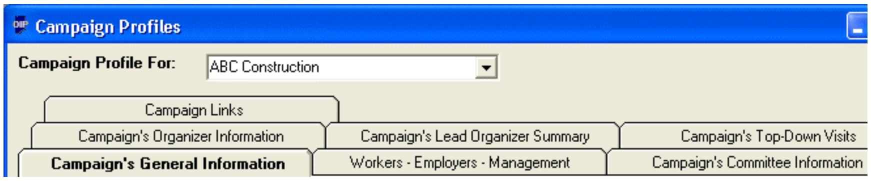
**T-1 Program Campaign Management (Continued)**

Once an appropriate campaign is selected and linked to a worker, employer, or manager, campaign-specific data can be entered for the new campaign.

## Profiles Overview

When a profile is opened, a window will display the profile with several tabbed sections at the top of the window. Each section contains entry and selection fields related to the category indicated on the tab. Some individual fields or sections in the worker, employer, and manager profiles are campaign-specific. This means data for these items can be maintained separately and historically for one or more campaigns a worker, employer, or manager may be associated with. Campaign-specific items are marked with a * in the following Profile explanations.

# Campaign Profiles




The Campaign Profiles screen is divided into seven different sections. Each section contains entry or selection fields, which are related to that section. The sections include:

**Campaign's General Information –** Exhibits information on important dates, the petition case number, and other results pertaining to a campaign.

**Workers – Employers – Management –** Displays lists of all workers, employer(s), and management associated with a campaign.

**Campaign's Committee Information –** Presents lists of all internal organizing and anti-union committee members linked with a campaign.

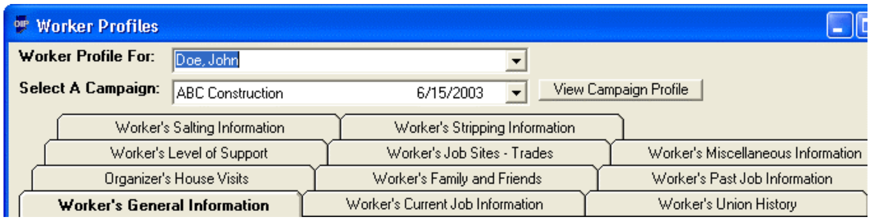
**Campaign's Organizer Information –** Shows lists of all organizers that have conducted top-down or house visits, which correspond to a campaign.

**Campaign's Lead Organizer Summary –** Exhibits contact information fields for a campaign's lead organizer.

**Campaign's Top-Down Visits –** Displays information on top-down visits for any employer involved in a campaign.

**Campaign Links –** Presents a list of resourceful Website links.

# Worker Profiles




The Worker Profiles screen is divided into eleven different sections. Each section contains entry or selection fields, which are related to that section. Some of the individual fields and/or entire sections are considered to be campaign-specific. This means data for these items can be maintained separately and historically for one or more campaigns a worker may be associated with. Campaign-specific items are marked with a *.

**Worker's General Information –** Exhibits a worker's contact information and their union support level* for a particular campaign.

**Worker's Current Job Information* –** Displays a worker's job-specific information such as occupation, supervisor, and wage rate as they relate to a particular campaign.

**Worker's Union History –** Presents Union history summaries for a worker along with any ULP charges a worker may have been connected to for any particular summary.

**Organizer's House Visits* –** Shows Information on Organizers' visits to a worker's home as they relate to a specific campaign.

**Worker's Family and Friends –** Exhibits information on a worker's spouse/significant other, children, and other friends/relatives.

### Worker Profiles (Continued)

**Worker's Past Job Information –** Displays past employment summaries on a worker with information such as occupation, employer, and wage rate.

**Worker's Level of Support*** – Shows information that gauges a worker's overall support during a campaign – reasons to support or oppose the union, support level, and other data connected to the signing of authorization cards.

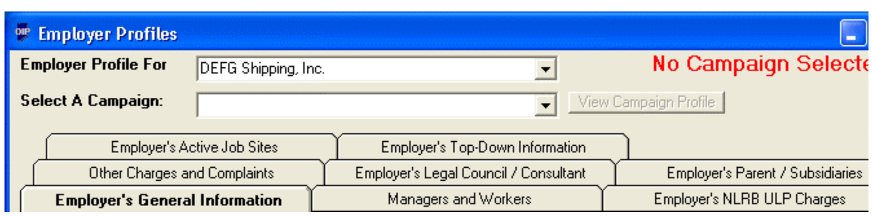
**Worker's Job Sites – Trades –** Exhibits primary job site summaries on a worker with information such as contractor, job site address, and job site start/end dates.

**Worker's Miscellaneous Information –** Displays other information on a worker such as age range, gender, ethnicity, and education history.

**Worker's Salting Information –** Presents information on a worker's current or past salt history, if any.

**Worker's Stripping Information –** Shows information on a worker's current or past stripping history, if any.

## Employer Profiles




The Employer Profiles screen is divided into eight different sections.

## Employer Profiles (Continued)

Each section contains entry or selection fields, which are related to that section. Some of the individual fields and/or entire sections are considered to be campaign-specific. This means data for these items can be maintained separately and historically for one or more campaigns an employer may be associated with. Campaign-specific items are marked with a *.

**Employer's General Information –** Exhibits an employer's contact information.

**Managers and Workers –** Displays a lists of all management* and current workers* linked to an employer for a particular campaign. Also shows a list of all past workers connected to an employer.

**Employer's NLRB ULP Charges* –** Presents information on both pending and resolved ULP charges as they relate to an employer for a specific campaign.

**Other Charges and Complaints* –** Shows information on all other non-NLRB charges and complaints an employer has been involved with for a particular campaign.

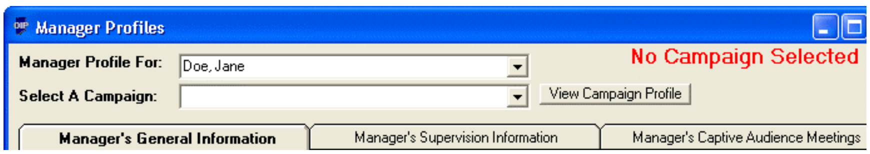
**Employer's Legal Council / Consultant* –** Exhibits contact information on an employer's legal council and/or consultant as it relates to a specific campaign.

**Employer's Parent / Subsidiaries –** Displays information on an employer's parent company or any subsidiaries it may be connected with.

**Employer's Active Job Sites –** Presents information on an employer's active job sites such as job site address, project owner, project developer, and project architect.

**Employer's Top-Down Information* –** Shows information on organizer's top-down visits.

## Manager Profiles




The Manager Profiles screen is divided into three different sections. Each section contains entry or selection fields, which are related to that section. Some of the individual fields and/or entire sections are considered to be campaign-specific. This means data for these items can be maintained separately and historically for one or more campaigns a manager may be associated with. Campaign-specific items are marked with a *.

**Manager's General Information** – Exhibits a manager's contact information along with their employer*, department/job site*, and shift* as they relate to a particular campaign.

**Manager's Supervision Information*** – Displays a list of workers that are supervised by a manager as well as information on a manager's supervisors as they relate to a specific campaign.

**Manager's Captive Audience Meetings*** – Presents information on one-on-one interviews and captive audience meetings that a manager has conducted as they relate to a particular campaign.

## Producing Mailing Labels

The T-1 Program is capable of creating mailing labels from a comprehensive or campaign-specific list of employers, employer's legal council, and workers. Organizers also have the flexibility of producing either customized or automatically generated Standard 5160 mailing labels.

## Producing Mailing Labels (Continued)

To produce mailing labels:

1. From the T-1 Program Main Menu, choose **Mailing Labels**.
2. When the Mailing Labels screen opens, a comprehensive list of all employers, employer's legal council, and workers in the database are displayed. To view employers, legal council and workers associated with a particular campaign, choose a campaign from the drop-down box at the top of the screen.

   **NOTE:** Selecting the **Clear** button just to the right of the Campaign drop-down box will cause the comprehensive list of all employers, legal council, and workers to show again.
3. Select any number of employers, legal council, or workers by clicking on their names. Multiple selections can be made by holding down on the **Ctrl** key, while making multiple selections with your mouse. To select an entire list, click on the first entry, and then scroll to the bottom of the list and click on the last entry while holding the **Shift** key down.
4. Click on the **Update Mailing list** button. This will update the mailing list with the employers, legal council, and workers that you just selected from the lists.
5. **To Create Standard 5160 Labels –** Click the **Generate Standard 5160 Labels** button under Step 4. Microsoft Word will open with a printer-ready mailing labels document.
   **To Create Customized Labels –** First click the **Copy Database Location to Clipboard** button. This will copy the file path of the database containing the mailing list. Next, click on the **Open MS Word to Begin Creating Customized Labels** button under Step 4. Instructions for creating customized labels will show in a Microsoft Word document.

**OTHER NOTES –** The web link displayed at the bottom of the screen will take you to a Microsoft Office help Website. Also, selecting the **Clear Mailing List** button at the bottom of the screen will clear the mailing list only.

## Building Queries on Worker Data

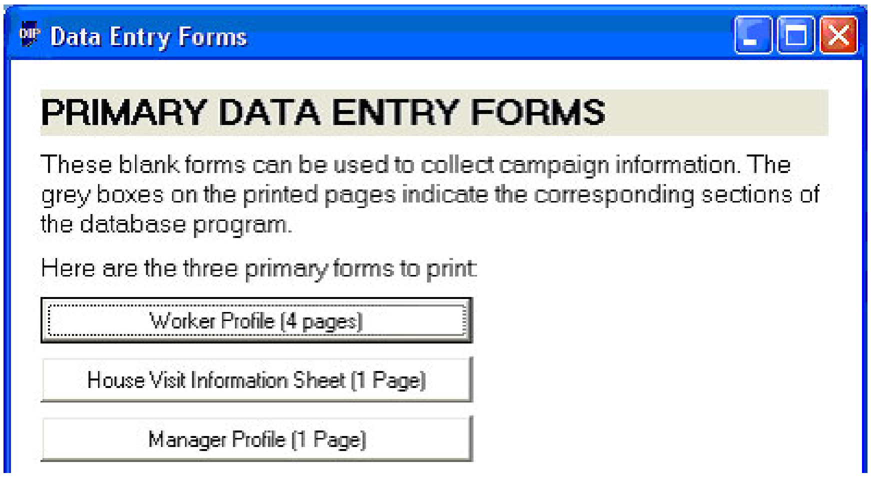
One of the most useful features of the T-1 program is the ability to inquire about a group of workers and their corresponding data, based on a set of criteria that an organizer specifies. For example, an organizer can create a list of all workers involved with Campaign X and have a union level support number of 3. There are many criteria areas that can be specified, as illustrated on the **Queries** screen, which can be accessed through the T-1 Program's Main Menu.

To query a list of workers:

1. From the T-1 Program Main Menu, choose **Queries**.
2. When the Query Worker Data screen opens, select a campaign from the **Choose A Campaign To Query From:** drop-down box, if so desired. This action will narrow the query down to workers associated with the campaign chosen only. If no campaign is chosen, the query will account for all workers that have profiles in the database.
3. Enter or select other criteria displayed on the Query Worker Data screen. The more criteria entered, the more narrow the group of results becomes. Multiple criteria selections will only return worker results that match ALL criteria you enter or select.
4. When all criteria have been selected, click the **Run Query!** button.
5. The individual workers returned from the query will show in the Query Results drop-down box. Use the drop-down box list to select a particular worker and view their profile, via the **View Worker Profile** button.
6. Select the **View Query Results** button to see the group of workers returned from the query along with their phone number, address, and data pertaining to the criteria areas selected. This information is outputted to a Microsoft Word file, which can be saved.

**OTHER NOTES –** Be sure to click the **Clear** button before starting any new queries to ensure the previous query is cleared from your computer's memory.

## Using the Data Entry Forms




The data entry forms are matching data collection documents, which can be used to easily transfer worker or manager information from paper to a Worker or Manager Profile in the T-1 Program. The different sections of each document coincide with the section layout on a Worker or Manager Profile in the T-1 Program. For example, the section labeled "Worker's Current Job Info" in the Worker Profile document relates to the section labeled "Worker's Current Job Information" in the Worker Profile that is apart of the T-1 Program.

These documents help to cut down on data entry time and allow organizers to retain an organized hard copy of all Worker or Manager Profiles.

## Credits

**<u>T-1 Program Development Team</u>**
David Williams, Project Director
Ryan Diekhoff, Program Developer
Desiree Handley, Technical Assistance
Union Organizers, Technical Assistance

**<u>User Manual Producer</u>**
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