

GAINS II



User Guide

SECURITY NOTICE

All union representatives should:

- LOG OFF WHEN YOU WALK AWAY FROM COMPUTER
- CLEAR USER NAME FIELD
- DO NOT HAVE WINDOWS REMEMBER PASSWORD

GAINS II employs the highest levels of security available to help ensure that your online data is safe and protected and can only be accessed with a unique password and user name. The highest levels of security are only secure, if the users keep them secure. There are varying levels of security access for all users. Unauthorized users will not be able to access this system. Users with limited access will only be able to access certain limited areas of the system.

This handbook was created by Branch President Kevin Tabarus
Local 300 Bethpage

Introduction

The National Office, through its partnership with Microsearch Corporation, has developed a renewed, state-of-the-art grievance tracking system called **GAINS II**. The application is a web-based grievance tracking and information processing service for the **NPMHU**, allowing representatives at all levels of our Union to input, monitor, and update important grievance information. By providing online access, the GAINS II system allows Union representatives to handle grievances from anywhere and anyplace in the country, all in real time.

GAINS II is a web based system similar to the original GAINS system with many enhancements. Each Branch across the nation will be able to use this grievance system to file grievances throughout the Grievance Procedure. All grievance data can be instantly updated. The system allows only registered users to access the system to write and print grievances. In addition users will be able to generate grievance log reports and review the status of cases. Users can add documents of different formats to the case file. Accepted file type extensions are: pdf, ppt, xls, jpg, tif, doc, and txt. The system allows users to take grievances through multiple stages from initial input to arbitration. Each single grievance that is inputted into GAINS II will be maintained in the searchable online data base.

The software used for GAINS II employs the highest security available ensuring that the Union's online data can only be accessed with a secure password and user name.

Union representatives will be able to:

- File grievances from any location
- Retrieve grievances
- Update grievances
- Forward grievances through all steps of the Grievance-Arbitration Procedure
- Print grievance forms on the fly

To access GAINS 2, simply connect to the internet in the same manner as you would. Then enter the website address;

<http://gains2.npmhu.org>

Each first time user will have to register. The registration process is easy. Simply enter your personal information, name address, contact info, etc. After registering on GAINS 2, the administrator will have to verify your status as a Local President or his administrator, Branch President, or Steward. There could be delay for your access into the system. You will not be granted immediate access. Your registration request must be reviewed before you will be granted access.

The National Postal Mail Handlers Union has been working on this project for quite some time. GAINS2 was developed from the Standard Grievance Form which is used at Step 2 of the grievance procedure.

Other useful enhancements have been added such as, areas for “Additional Information” and “Case Reports”.

There is an area within the system where other information pertaining to the grievance and the grievant can be entered and accompany the web based grievance file.

Case Reports will indicate various statistical data such as: number of cases, primary article and section violated of the contract, the number of cases at each step, and the disposition of these cases. Case reports are web based and are in real-time for instantaneous information sharing. Reports are available anywhere and anytime at the Branch, Local, Regional, and National level.

GAINS2 is designed to be easy use. Little computer knowledge is needed to maintain the system. No additional software is needed. Cases can be entered and updated in real-time anywhere users have Internet access and an authorized login. The progress of grievance cases can be tracked across multiple steps, the access to which can be controlled by multiple levels of security. Real-time reports can be generated selecting various criteria.

The system is divided into four main functional sections: Retrieve Case, Start Case, Case Reports, and Administration. Each of the sections are accessible through the blue navigation pane at the top of the screen. To navigate to a section, users would simply click on the corresponding link in the navigation bar.

Access Parameters

There are varying levels of access for users. The GAINS II System is accessed through multiple user levels. A user's level determines the amount of access they are allowed and which features they are permitted to access. The levels are set up to ensure that each user has the amount of access that is relevant to their duties.

Each level of the Union (hierarchy) will be able to watch grievances as they develop, from subsequent levels within the Union.

- STEWARDS
 - Will have access to most of GAINS II functionality including **Start Case, Retrieve Case, and Case Reports.**
 - Shop Stewards can start cases, retrieve cases, and such for their cases only.
 - Stewards will only be able access to their grievances. They can start a case, and finalize it. The finished product will resemble the same Standard Grievance Form that you are familiar with. When a grievance is denied at Step 1, the grievance is appealed to Step 2. The grievance can be viewed by the steward as it is processed through the grievance procedure. The case cannot be edited once the grievance is appealed to Step 3. Only notes and attachments can be added to the 'web case file'.

- BRANCH PRESIDENTS
 - Have the same access as the Stewards, but much more enhanced. **Branch Presidents / Administrators** have access to all of GAINS II functionality including **Start Case, Retrieve Case, Case Reports, and Administration.**
 - Branch Presidents have access to the Administration Functionality. Click the **Administration** button to access these features. Four options are available: **Manage Users, Add a User, View Registration Requests, and Manage Cases.**
 - Branch President/Administrator has full control and access to all cases in the branch and can approve registration requests for shop stewards for their branch and delete, modify and assign cases within their branch
 - Access is limited to cases and users in their particular Branch.
 - The Branch President is in charge of making sure that no cases are **orphaned** if a Shop Steward leaves.

- LOCAL PRESIDENTS
 - Will have the same type of access as the Branch Presidents and Stewards, except they shall be able to view grievances throughout the procedure within their Local only.

- REGIONAL REPRESENTATIVES
 - Will have the same type of access as the Local Presidents, except they shall have unlimited access to branches and local unions within their regions.

- NATIONAL OFFICE
 - The National President John Hegarty, Secretary-Treasurer Mark Gardner, and the Contract Administration Department will have unlimited access to the entire union, nationwide.

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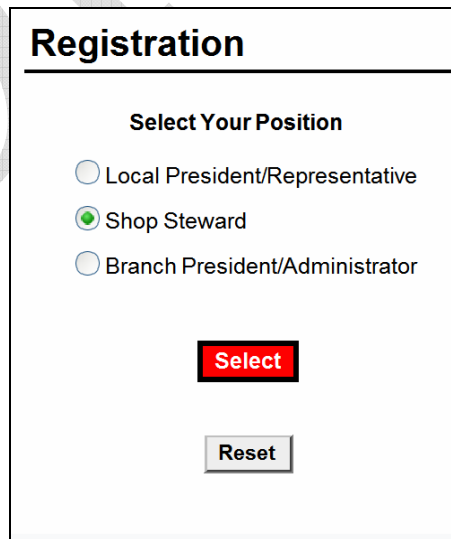
REGISTRATION

All union representatives at all levels can register at www.gains2.npmhu.org In order to obtain a user name and password, you must first register for access to the GAINS II System on the welcome screen below. To do so, click the link that says “**Register.**”



The screenshot shows the GAINS II login and registration interface. At the top left, the text "GAINS II" is displayed in white on a dark blue background with an American flag motif. To the right, there is a circular logo for the National Postal Mailhandlers Union (NPMHU). Below the logo, the text "Welcome | Friday, February 02, 2007 9:47 AM" is visible. The main content area features a "Please Log In" section with two input fields: "User Name:" and "Password:". Below these fields are two buttons: "Login" and "Register". A note below the buttons states: "Note: The GAINS II System requires that the Adobe Acrobat Reader be installed. If you do not have the Acrobat Reader installed you may download it for free here:". Below the note is a small icon for "Get Adobe Reader". At the bottom left of the page, the text "Microsearch Database Solutions" is visible.

You will be directed to a page that asks you to select your position. Click the appropriate circle and click select. A steward should select “**Shop Steward**” & hit the “**Select**” button.



The screenshot shows the "Registration" page. The title "Registration" is at the top. Below the title is the heading "Select Your Position". There are three radio button options: "Local President/Representative", "Shop Steward", and "Branch President/Administrator". The "Shop Steward" option is selected, indicated by a green dot. Below the options are two buttons: "Select" (a red button with white text) and "Reset" (a white button with black text).

Then, select your Local number

Registration

Select Your Position

Local President/Representative

Shop Steward

Branch President/Administrator

Select

Reset

Select Your Local

- Local 297
- Local 298
- Local 299
- Local 300**
- Local 301
- Local 302
- Local 303
- Local 304 - East
- Local 304 - Central

Next Step

Then select your installation (branch)

Registration

Select Your Position

Local President/Representative

Shop Steward

Branch President/Administrator

Select

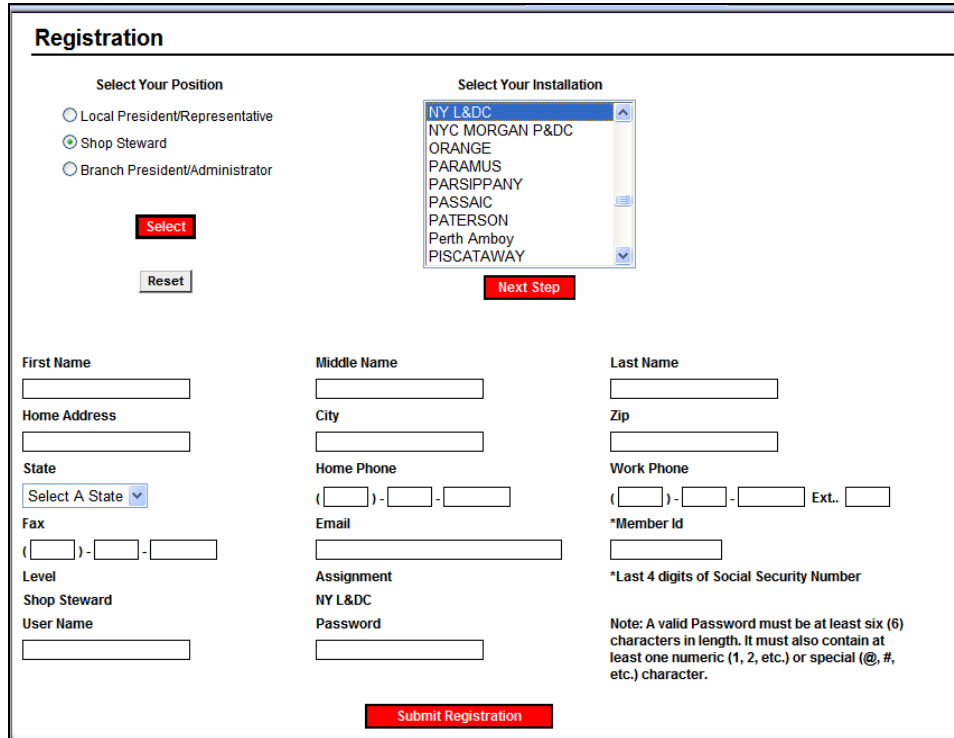
Reset

Select Your Installation

- NORWALK
- NY L&DC**
- NYC MORGAN P&DC
- ORANGE
- PARAMUS
- PARSIPPANY
- PASSAIC
- PATERSON
- Perth Amboy

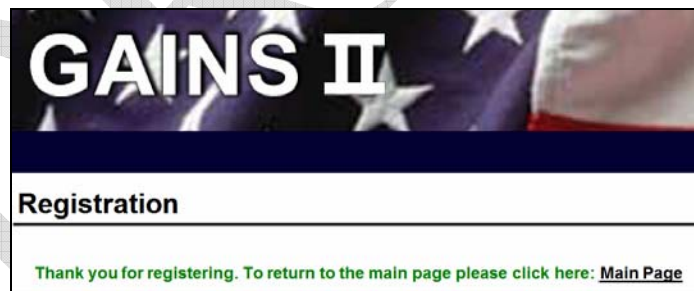
Next Step

Finally fill out the form with all the required information, select a desired username and password and click the “**Submit Registration**” button.



The screenshot shows a web registration form titled "Registration". At the top, there are two sections: "Select Your Position" with radio buttons for "Local President/Representative", "Shop Steward" (which is selected), and "Branch President/Administrator"; and "Select Your Installation" with a dropdown menu listing locations like "NY L&DC", "NYC MORGAN P&DC", "ORANGE", "PARAMUS", "PARSIPPANY", "PASSAIC", "PATERSON", "Perth Amboy", and "PISCATAWAY". Below these are "Select" and "Reset" buttons. The main form contains fields for "First Name", "Middle Name", "Last Name", "Home Address", "City", "Zip", "State" (a dropdown menu), "Home Phone", "Work Phone", "Fax", "Email", "*Member Id", "Level", "Shop Steward", "User Name", "Assignment", "NY L&DC", and "Password". A "Submit Registration" button is at the bottom. A note on the right states: "Note: A valid Password must be at least six (6) characters in length. It must also contain at least one numeric (1, 2, etc.) or special (@, #, etc.) character."

When the user’s registration has been accepted, the system will display the following acceptance screen.



After the new user registers, the Branch President/Administrator will have to authorize access to the system.

Therefore, registration requests **will not be approved automatically**. After a new user’s profile is reviewed and approved by the Branch President/Administrator, the new user will be able to access the system and start cases.

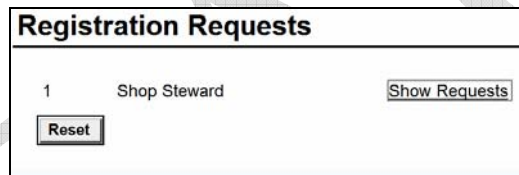
To review registration requests, Branch Presidents/Administrators will have to click on the “**ADMINISTRATION**” tab on the top of the screen in the blue navigation bar.



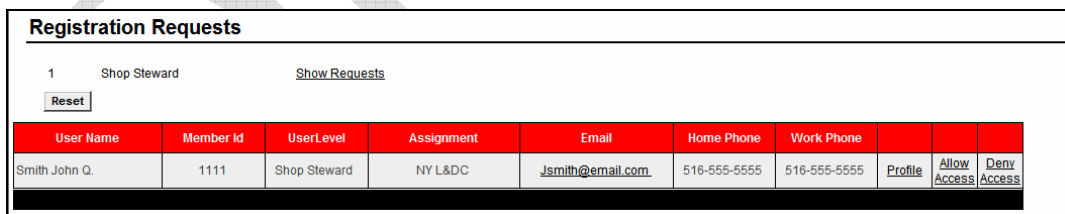
Then click on “**View Registration Requests.**”



The Branch President/Administrator will then be able to review registration requests



Clicking “**Show Requests**” will display the screen below



Branch Presidents/Administrators can review the new user’s profile and edit (if needed). The Branch President/Administrator must click on “**ALLOW ACCESS**” or the user will not be allowed to access the system.

If an unauthorized user attempts to register, the Branch President/Administrator can click on “**DENY ACCESS**”

NOTE: BRANCH PRESIDENTS ARE RESPONSIBLE FOR DENYING ACCESS FOR DECERTIFIED STEWARDS.

Getting Started

From the welcome page, users will have to enter their user name & password.

Please Log In

User Name:

Password:

Note: The GAINS II System requires that the Adobe Acrobat Reader be installed. If you do not have the Acrobat Reader installed you may download it for free here:

[Get Adobe Reader](#)

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Welcome | Friday, February 02, 2007 9:47 AM

After a successful log on, the following introduction screen will be displayed. Once you have gained access to the system you will be directed to an introduction screen telling you about the GAINS II System. You will also notice links at the top of the page which allow you to **Start Case**, **Retrieve Case**, or **Generate Case Reports**.

Home | [Retrieve Case](#) | [Start Case](#) | [Case Reports](#) | [Administration](#) | [Help](#) | My Profile | Logout

Welcome Kevin | Friday, February 02, 2007 9:48 AM

The National Office, through its partnership with Microsearch Corporation, has developed a renewed state-of-the-art grievance tracking system. This system, which will be called GAINS II, is a new and very-much improved version of our original GAINS (Grievance and Arbitration Interactive Network System). The application is a web-based grievance tracking and information processing service for the NPMHU, allowing representatives at all levels of our Union to input, monitor, and update important grievance information.

GAINS II employs the highest security available to help ensure that your online data is safe and protected and can only be accessed with a unique password and user name.

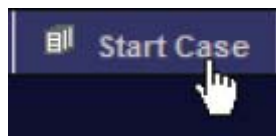
This new system will be very user-friendly and highly customizable, and will allow users to: file grievances from any location; retrieve and update grievance information; monitor grievances through all stages, from filing to arbitration; and print grievance forms and letters on the fly. In developing this new system, the National Office took into account that each of our Local Unions is different, and that no one solution fits every Local's needs. That's why we developed GAINS II to be so flexible. At the present time GAINS II is in beta testing and we envision that the fully-functional product will be made available to all NPMHU representatives in the very near future.

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Starting Grievances

The general appearance of GAINS 2 is slightly different from the paper grievance forms. The screen that is displayed is the Standard Grievance Form in a web based format. It may look intimidating to some, but don't let this discourage you. It is very user friendly. Only authorized users may initiate grievances at Step 1. Additional documents can be scanned in and attached to "web" case file.

Starting a case in GAINS II is easy; simply click **Start Case**, in the top navigation bar.



You will be brought to the webpage below. This was modeled from the current paper version of the Standard Grievance form. **You must select a Step 2 Authorized Union Representative.** If you are not sure who that is, contact your Branch President/Administrator.

GAINS II

Home Retrieve Case Start Case Case Reports Administration Help My Profile Logout

Welcome Kevin Friday, February 02, 2007 9:53 AM

Start Case

Start Case Check Spelling

Grievance Form Information

Date Entered Into Gains

Branch Grievance Number

USPS Number

USPS Step 2 Designee - Name and Title

Installation NY L&DC

Office Phone () - () - () Ext. ()

Local Union Branch Number

Business Address

Step 2 Authorized Union Rep Select

Office Phone () - () - () Ext. ()

Other Phone () - () - ()

Step 1 Meeting Held On

Between: USPS Advocate

Grievant And/Or Steward

Users are encouraged to fill out each field with as much accurate information as possible. For example, if your not 100% sure of what a grievant's level & step is, do not enter it. Go back and investigate to find out the correct information. You can always update the case with the correct information later. The information must be accurate for proper and successful grievance filing. Every grievance filed for an individual must have accurate

contact information. There are many occasions during the grievance procedure in which you or another representative will have to use this contact information for the grievant.

There are some differences with GAINS2 and the Standard Grievance Form. What could be considered different is a **primary article (& section)** field. With a separate field for additional articles and sections violated. These fields must be used for each grievance.

If you scroll down on the screen, the following should be displayed. This will bring you to a part on the screen where you can select two different types of cases:

1. Class Action
2. Individual

The screenshot shows a web-based form for filing a grievance. At the top left, there are radio buttons for "Individual" (selected) and "Class Action". The form is organized into several sections with labels and input fields:

- Personal Information:** First Name, Last Name, and Phone (with a format () - - Ext.).
- Address and Location:** Address, City, State (a dropdown menu labeled "Select A State"), and Zip.
- Employment Details:** Job Classification, Craft Seniority Date, Service Seniority Date, and Duty Hours.
- Facility and Veteran Status:** Facility, SSN or PEIN#, and Veteran (with radio buttons for No and Yes).
- Off Days and Employment Type:** Off Days (checkboxes for Sat, Sun, Mon, Tues, Wed, Thur, Fri) and Employment Type (radio buttons for Reg, UnAssignReg, Reserve Reg, PTR, PTF).
- Decision and Violations:** Step 1 Decision On, Step 1 Decision By, Primary National Article Violated (dropdown), Section of Contract Article Violated (dropdown), Local MOU Article, and Local MOU Section #.
- Additional Information:** Other Grounds (a large text area) and Additional Violations Article/Section (a text area).

Please note, in the field for “**Facility**”, the data must be entered exactly as desired for each grievance entered. For example:

“New York Logistical & Distribution Center”

If the facility name is not spelled using the same spelling for each grievance, case reports will incorrectly indicate multiple facilities.

Do not enter full social security numbers. Enter Postal Employee ID #s only.

You also must enter the Primary Article and Section violated. Accurate information entered here will result in accurate case reports and case summaries.

If you scroll down further on the screen you will see where to enter the Facts and Union Contentions for the grievance. This part of the screen is basically an internet version of the Standard Grievance Form.

Facts and Union Contentions		
Date(s)	Time	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
What Happened		
<input type="text"/>		
Corrective Action Requested		
<input type="text"/>		
Administrative Vice President Or Steward		
<input type="text"/>		

The text box for “**WHAT HAPPENED**” may appear to be small. However, be assured that the text box will start to scroll as you continue to add more text.

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The bottom of the page displays where additional grievance information can be entered. This additional information will not print on the Standard Grievance Form. The data will be maintained with the web based grievance file. The extra information fields are:

- Grievance type (Contractual/Disciplinary)
 - *NOTE: The grievance must be accurately designated as either contractual or disciplinary. This will ensure accurate case reports and case summaries.*
- Discipline type
- Grievant’s email
- Supervisor name
- **Management Rep who gave rise to grievance (BLACKLIST FIELD) FOR MANAGEMENT’S REPEAT OFFENDERS WHEN THEY CONSISTENTLY VIOLATE THE NATIONAL AGREEMENT.**
- Employer’s position (Reason for denial at Step 1)
- Witness statement attached (Yes/No)

Additional Information

<p>Contractual or Disciplinary <input type="button" value="Select"/></p> <p>Grievant Email <input type="text"/></p> <p>Grievant Supervisor <input type="text"/></p> <p>Branch President <input type="text"/></p> <p>Witness Statement Attached <input type="radio"/> No <input type="radio"/> Yes</p> <p>Employers Position <input type="text"/></p>	<p>Discipline Type <input type="button" value="Select"/></p>	<p>Region <input type="button" value="Northeast Region"/></p> <p>Local <input type="button" value="Local 300"/></p> <p>Management Rep who gave rise to grievance <input type="text"/></p> <p>Step 1 Union Rep <input type="text"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

When you have completed entering the grievance data you can check spelling and then click on the red “**START CASE**” button on the bottom or top of the page.



If there are required fields that have not been entered, the system will prompt you to fill them. Clicking on the “**Start Case**” button submits your grievance to the database.

Enter a case only once. If you start the same case twice, the system will accept all entries, even duplicate case numbers. If the same case is entered twice, there will be duplicate cases in the system and one will have to be deleted.

If you forgot if you have started a case, you can click on “**Retrieve Case**” in the blue navigation pane, to locate it. You can go back and add more info at any time to update the case even after you click on the RED “**START CASE**” button.

Update Case

When you need to go back at a later time to add more information to update the grievance data information, click on the “**Update Case**” button at the top of the page.

Update Case

This also submits your grievance to the database. Please note after clicking “Update Case” you will remain on your grievance form page rather than be sent back to the home page.

Clicking on “**Update Case**” will not result in a duplicate case saved on the system.


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Error Messages

If you failed to enter required information, the system will indicate the missing data. You have to make the corrections for you case to be accepted into the system. The missing information to be entered will be displayed in red by the system.

The error could be a result of no data in a required field, such as the “*Grievant Name*” field. Errors messages could also be produced if the field data is formatted improperly, such as an improperly entered seniority date (i.e. 4/19/20007).

However, some errors will be displayed as this error screen below. If you see this message, you entered data incorrectly. Click the ‘back’ button on your **web browser** and review your data to try again. If continue to have problems contact you administrator.

An error message box with a dark blue border and a white background. The text inside is red and reads: "An error has occurred and been logged. If the problem persists please contact your system administrator."

An error has occurred and been logged. If the problem persists please contact your system administrator.

Notes & Attachments

When done with entering the case and it is accepted into system, case notes and attachments can be added. It is highly recommended that all forms, documents, witness statements, (etc.) be attached. Users should make good use of the Notes & Attachments Tab. This is an excellent location to indicate confidential notes.

The ability of the system to upload relevant files is an important asset to the **GAINS II** system. This will give users the functionality of being able to store and backup files in a secure location. All documents and notes for the grievance should be stored here. This is another excellent benefit of this system.

Users may attach documents to the grievance by clicking “**Attachments.**”

Attachments

The pop up box below will open in a new window allowing you to browse your computer to find the document you wish to attach.

Print Case Notes Add New Note

Case Notes

Add Note

Person Entering Note:

Comments:

Add Attachment:

(accepted file types: pdf, ppt, xls, jpg, tif, doc, txt)

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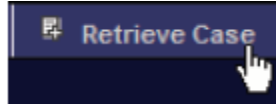
Enter your name and any relevant comments. Click “**Browse**” to find your document which you have stored locally on your computer. Finally, click Add New Note to submit the document. Users also have the option of printing the case notes if desired.

This is also where detailed confidential case notes can be stored for each individual grievance. You can enter any type of note that is desired, with or without adding a file attachment.

All users, at every level of the Union hierarchy should always view the notes and attachments for each grievance.

Retrieving a Case

You can retrieve a case by clicking the “**Retrieve Case**” link on the top of the page.



When you are retrieving a case, you are given the option to view your cases or by a set of related criteria.

Retrieve Case

Case Selection Method

My Cases

Choose Criteria

Select

For case selection method “**My Cases**,” only cases still at your level will be produced from this retrieval method.

To access all cases, from case selection method select, “**Choose Criteria**.”

Retrieve Case

Grievant Name:

Grievant Type:

Start Date From:

Start Date To:

Branch Grievance #:

USPS #:

Grievance Type:

Show Cases

Once you have selected to retrieve cases by “**My Cases**” or “**Choose Criteria**,” the relevant cases will appear in grid form with associated case data. You may click “**Open Case**” to view the case.

“Settled At Step One”

After entering the case data and the Step 1 decision date is entered, the following screen will be displayed from the Step 2 tab. You can enter the case disposition here. If the grievance is settled at Step One, select from the pull down menu for DISPOSITION “Settled At Step One”

The screenshot displays a web application interface for case management. At the top, there are two tabs: "step one worksheet" and "step two". Below the tabs is a navigation bar with four buttons: "Update Case", "Attachments", "Grievance Form", and "Forward Case". The main content area is titled "Case Information" and contains several input fields and a dropdown menu. The fields are: "USPS Number" (text input), "Step Two Authorized Union Rep" (dropdown menu showing "Doe John Q."), "Step Two Appeal Date" (date input), "Step Two Decision Date" (date input), "Step Two Decision By" (text input), "Step Three Appeal Date" (date input), "Step 2 Decision Received Date" (date input), and "Comments" (text area). At the bottom, there is a "Disposition" dropdown menu with "Settled At Step One" selected.

Step 2 Appeal

Upon completion of the Grievance Form, cases are advanced to Step Two. The grievance information tab is still accessible by simply clicking the tab labeled “**Step One Worksheet.**” In each step, users may enter the appropriate information, including the result of the disposition, which determines whether or not the case continues. Each time you enter additional data, click “**Update Case**”.

Clicking “**Grievance Form**” creates a printable PDF version of the grievance, identical to the current paper Standard Grievance Form.

Grievance Form

If a grievance is appealed to Step 2 enter the relevant information on the screen below for date of appeal, decision date, etc. The default for the case disposition will be “**Pending**”

The screenshot shows a web application interface for a Step 2 Appeal. At the top, there are navigation tabs: "step one worksheet" (highlighted in red), "step two", "Update Case" (highlighted in red), "Attachments", "Grievance Form" (highlighted in red), and "Forward Case" (highlighted in red). Below the tabs is a section titled "Case Information". The form contains the following fields:

- USPS Number:
- Step Two Authorized Union Rep: (dropdown menu)
- Step Two Appeal Date:
- Step Two Decision Date:
- Step Two Decision By:
- Step Three Appeal Date:
- Comments:
- Disposition: (dropdown menu)
- Step 2 Decision Received Date:

If the grievance is denied at Step 2, enter the decision date and date received. To appeal to Step 3, select from the pull down menu for DISPOSITION “**Denied**”.

There are various options to indicate the case disposition:

- Sustained
- No Decision
- Referred to RI399
- Held Pending National Case
- Withdrawn
- Settled
- Modified

Use the comments box to indicate the specific resolution of the case. For example, if the grievance is for a Seven Day Suspension which was modified to a Letter of Warning, select “**Modified**” Then indicate in the comments that the Seven Day Suspension was modified to a Letter of Warning.

If a case is “**Settled**” rather than “**Sustained**” indicate in the comments box, how the case was settled.

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Step 3 Appeal

Then to finally appeal to Step 3, you must click on the red button “**FORWARD CASE**” in the upper right hand corner of the screen.

Forward Case

After a grievance is appealed to Step 3 the branch representative will only be allowed to view the case files as the cases become read-only. These cases can only be advanced at Step 3 by Regional or National Users and Administrators. Users on the branch level cannot update the case and edit the fields, but you can add notes or attachments.

ALL Step 3 Representatives must check each case for notes and attachments

Case Reports

This system will generate various reports on cases that have been filed. GAINS II has the capability that allows for reporting on all the data in the system. The reports can be customized to display on the most relevant information to the user. To view various Case Reports, click on the “**Case Reports**” link in the blue navigation bar on the top of the screen.



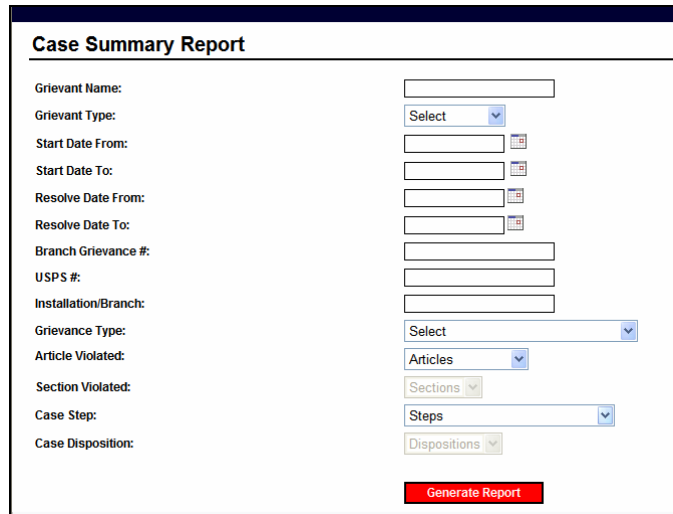
This will bring you to a screen where you can choose from two different types of reports:

1. Case Summary Report
2. Case Statistics Report



“**Case Summary Reports**” and “**Case Statistical Reports**” can be generated by a variety of data fields. Actual number of cases and percentages can be reported on nearly every field for each unique entry. These reports are invaluable for keeping on top of cases at any stage, whether they are still pending or just filed. Statistical summaries and charts are printable and easy to generate at any time.

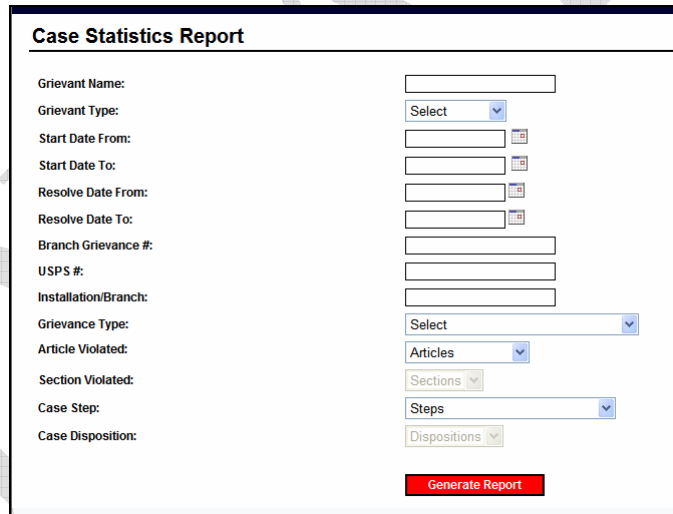
The “**Case Summary Report**” displays the relevant cases in a table with analysis of the progress of cases and the status of dispositions.



The screenshot shows a web form titled "Case Summary Report". It contains the following fields and controls:

- Grievant Name: Text input field
- Grievant Type: Dropdown menu with "Select" selected
- Start Date From: Date input field with a calendar icon
- Start Date To: Date input field with a calendar icon
- Resolve Date From: Date input field with a calendar icon
- Resolve Date To: Date input field with a calendar icon
- Branch Grievance #: Text input field
- USPS #: Text input field
- Installation/Branch: Text input field
- Grievance Type: Dropdown menu with "Select" selected
- Article Violated: Dropdown menu with "Articles" selected
- Section Violated: Dropdown menu with "Sections" selected
- Case Step: Dropdown menu with "Steps" selected
- Case Disposition: Dropdown menu with "Dispositions" selected
- Generate Report: Red button

The “**Case Statistics Report**” displays a thorough statistical analysis of the relevant cases.



The screenshot shows a web form titled "Case Statistics Report". It contains the following fields and controls:

- Grievant Name: Text input field
- Grievant Type: Dropdown menu with "Select" selected
- Start Date From: Date input field with a calendar icon
- Start Date To: Date input field with a calendar icon
- Resolve Date From: Date input field with a calendar icon
- Resolve Date To: Date input field with a calendar icon
- Branch Grievance #: Text input field
- USPS #: Text input field
- Installation/Branch: Text input field
- Grievance Type: Dropdown menu with "Select" selected
- Article Violated: Dropdown menu with "Articles" selected
- Section Violated: Dropdown menu with "Sections" selected
- Case Step: Dropdown menu with "Steps" selected
- Case Disposition: Dropdown menu with "Dispositions" selected
- Generate Report: Red button

Once you have selected the applicable fields, click “**Generate Report.**”



A generated “**Case Statistics Report**” will be displayed like the example below.

Case Statistics Report

Report Criteria
None Selected

Total Cases: 122

Step	Cases	Percentage	Disposition	Cases	Percentage
Step Two	66	54.10 %	Pending	44	36.07 %
Step Three	29	23.77 %	Sustained	24	19.67 %
Regional Arbitration	27	22.13 %	Modified	14	11.48 %
			Settled At Step One	13	10.66 %
			Denied	11	9.02 %
			Withdrawn by local	9	7.38 %
			Prearbitration Settlement	4	3.28 %
			Withdrawn	3	2.46 %

Region	Cases	Percentage	Local	Cases	Percentage	Installation	Cases	Percentage
Northeast Region	122	100.00 %	Local 300	122	100.00 %	New York Logistical & Distribution Center	121	99.18 %

Article	Cases	Percentage	Section	Cases	Percentage
Art. 16	39	31.97 %	Sect. 10.2	23	18.85 %
Art. 10	23	18.85 %	Sect. 16.3	17	13.93 %
Art. 11	14	11.48 %	Sect. 16.5	16	13.11 %
Art. 7	11	9.02 %	Sect. 11.3	13	10.66 %
Art. 12	10	8.20 %	Sect. 12.3	6	4.92 %
Art. 25	5	4.10 %	Sect. 7.2	6	4.92 %
Art. 8	5	4.10 %	Sect. 28.1	4	3.28 %
Art. 28	4	3.28 %	Sect. 12.7	4	3.28 %
Art. 1	4	3.28 %	Sect. 7.1	4	3.28 %
Art. 19	3	2.46 %	Sect. 1.6	4	3.28 %
Art. 21	2	1.64 %	Sect. 16.2	3	2.46 %
Art. 5	1	0.82 %	Sect. 19.1	3	2.46 %
Art. 9	1	0.82 %	Sect. 16.4	2	1.64 %
			Sect. 21.4	2	1.64 %
			Sect. 8.1	2	1.64 %
			Sect. 25.4	2	1.64 %
				2	1.64 %
			Sect. 8.4	2	1.64 %
			Sect. 7.3	1	0.82 %
			Sect. 25.2	1	0.82 %
			Sect. 25.1	1	0.82 %
			Sect. 8.5	1	0.82 %
			Sect. 25.3	1	0.82 %
			Sect. 9.2	1	0.82 %
			Sect. 11.2	1	0.82 %

A generated “**Case Summary Report**” for “*Class Actions*” at “*Step 3*” would be displayed as the example below.

Case Summary Report																													
											Criteria Select Print Version																		
Report Criteria Grievant Type: Class Action Case Current Step: Step Three																													
<input checked="" type="checkbox"/> Grievant	<input checked="" type="checkbox"/> Case Step	<input checked="" type="checkbox"/> Facility	<input checked="" type="checkbox"/> Region	<input checked="" type="checkbox"/> Resolve Date	<input checked="" type="checkbox"/> Section	<input type="button" value="Display Columns"/>																							
<input checked="" type="checkbox"/> Case Type	<input checked="" type="checkbox"/> Current Disposition	<input checked="" type="checkbox"/> Local	<input checked="" type="checkbox"/> Start Date	<input checked="" type="checkbox"/> Article																									
Grievant	Case Type	Case Step	Current Disposition	Facility	Local	Region	Start Date	Resolve Date	Article	Section	Open Case																		
Action Class	Contractual	Step Three	Modified	New York Logistical & Distribution Center	Local 300	Northeast Region	7/5/2006	7/31/2006	Art. 7	Sect. 7.1	Open Case																		
Action Class	Contractual	Step Three	Modified	New York Logistical & Distribution Center	Local 300	Northeast Region	7/15/2006	10/3/2006	Art. 25	Sect. 25.1	Open Case																		
Action Class	Contractual	Step Three	Pending	New York Logistical & Distribution Center	Local 300	Northeast Region	1/16/2007		Art. 7	Sect. 7.2	Open Case																		
<p align="center">Total Cases: 3</p> <table border="0"> <tr> <td>Step</td> <td>Cases</td> <td>Percentage</td> <td>Disposition</td> <td>Cases</td> <td>Percentage</td> </tr> <tr> <td>Step Three</td> <td>3</td> <td>100.00 %</td> <td>Modified</td> <td>2</td> <td>66.67 %</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Pending</td> <td>1</td> <td>33.33 %</td> </tr> </table>												Step	Cases	Percentage	Disposition	Cases	Percentage	Step Three	3	100.00 %	Modified	2	66.67 %				Pending	1	33.33 %
Step	Cases	Percentage	Disposition	Cases	Percentage																								
Step Three	3	100.00 %	Modified	2	66.67 %																								
			Pending	1	33.33 %																								
Microsearch Database Solutions																													

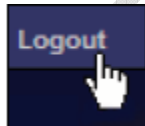
For printing these reports, click on “**Print Version.**” A new screen will be displayed. Set the orientation for page setup to landscape, then print your report.

If a user desires to change any personal information, including your user name and password, click on “**My Profile**.”



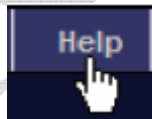
Logging Out

Don't forget! When you have completed using the GAINS II system, be sure to click on “**Logout**.” You may log out of the system at any time by clicking the “**Logout**” link in the upper right hand corner.



Help

Should you need assistance using GAINS II at any time, click the “**Help**” link at the top of your screen.



If you need further assistance or the Help pages do not answer your question, contact your designated administrator.

Grievance Form Information

Date Entered Into Gains <input type="text"/>	Branch Grievance Number <input type="text"/>	USPS Number <input type="text"/>
USPS Step 2 Designee - Name and Title <input type="text"/>	Installation NY L&DC	Office Phone (<input type="text"/>) - (<input type="text"/>) - (<input type="text"/>) Ext. <input type="text"/>
Local Union Branch Number <input type="text"/>	Business Address <input type="text"/>	
Step 2 Authorized Union Rep Select	Office Phone (<input type="text"/>) - (<input type="text"/>) - (<input type="text"/>) Ext. <input type="text"/>	Other Phone (<input type="text"/>) - (<input type="text"/>) - (<input type="text"/>)
Step 1 Meeting Held On <input type="text"/>	Between: USPS Advocate <input type="text"/>	Grievant And/Or Steward <input type="text"/>
<input type="radio"/> Individual <input type="radio"/> Class Action		
First Name <input type="text"/>	Last Name <input type="text"/>	Phone (<input type="text"/>) - (<input type="text"/>) - (<input type="text"/>) Ext. <input type="text"/>
Address <input type="text"/>	City <input type="text"/>	State Select A State
Job Classification <input type="text"/>	Craft Seniority Date <input type="text"/>	Zip <input type="text"/>
	Service Seniority Date <input type="text"/>	Duty Hours <input type="text"/>
Facility <input type="text"/>	SSN or PEIN# <input type="text"/>	Veteran <input type="radio"/> No <input type="radio"/> Yes
Off Days <input type="checkbox"/> Sat. <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri.	Level <input type="text"/>	Step <input type="text"/>
		<input type="radio"/> Reg <input type="radio"/> UnAssignReg <input type="radio"/> Reserve Reg <input type="radio"/> PTR <input type="radio"/> PTF
Step 1 Decision On <input type="text"/>	Step 1 Decision By <input type="text"/>	
Primary National Article Violated Select	Section of Contract Article Violated Select	
Local MOU Article <input type="text"/>	Local MOU Section # <input type="text"/>	
Other Grounds <input type="text"/>	Additional Violations Article/Section <input type="text"/>	

Facts and Union Contentions

Date(s) <input type="text"/>	Time <input type="text"/>	Location <input type="text"/>
What Happened <input type="text"/>		
Corrective Action Requested <input type="text"/>		
Administrative Vice President Or Steward <input type="text"/>		

Additional Information

Contractual or Disciplinary Select	Discipline Type Select	Region Northeast Region
Grievant Email [Text Box]		Local Local 300
Grievant Supervisor [Text Box]		Management Rep who gave rise to grievance [Text Box]
Branch President [Text Box]		Step 1 Union Rep [Text Box]
Witness Statement Attached <input type="radio"/> No <input type="radio"/> Yes		
Employers Position [Large Text Area]		

Start Case **Check Spelling**

- Other mentionable items
 - Data is entered on webpage – then converted to PDF
 - Preferred to have GATS #s from mgt before Step 3 appeal
 - No access from old GAINS system to GAINS 2
 - Will be adding appeal letter to step 3

DRAFT