

July 2017

LUIS SYSTEM

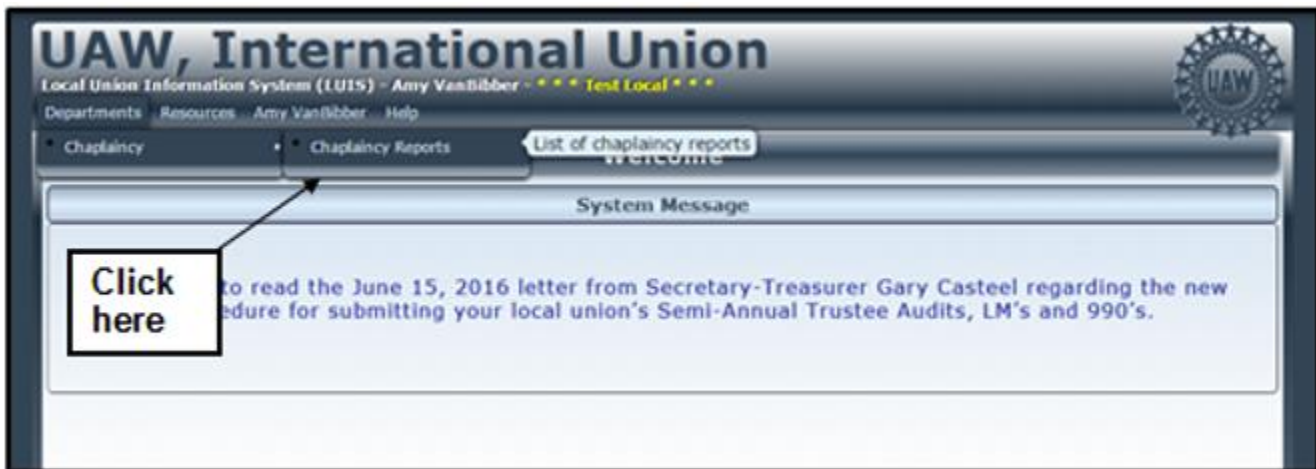
Chaplaincy Reports

<https://localunion.uaw.org>.

User manuals are available under the help section and should be used to maneuver through the system.

Please feel free to contact us via email at luishelp@uaw.net or by phone at (313) 926-4485

Creating a New Report



1. From the **Welcome** page click the **Chaplaincy Reports** tab under the **Departments** menu. The **Work with Chaplaincy Service Reports** page will appear.

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Work with Chaplaincy Service Reports

Search Description: Limit to Type: position to date:

Type: Limit to Local: Limit to Region:

Page 1 of 1

Chaplain	Service	Service to	Description	From Date	Status	Actions
No Chaplaincy Service Reports found!						

[Add New](#)

Page 1 of 1

- From the **Work with Chaplaincy Service Reports** page click on the **Add New** option at the bottom of the screen, the **Add a Chaplaincy Report** page will appear.

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Add a Chaplaincy Report

Control #:

Chaplain: Amy VanBibber

Region: Region 1

Local: 7

Religion: Buddhism

Member Type: Active Member

Service to:

Details:

Service Type: Other

Other Service Details:

From Date:

To Date:

Time Spent: (total hours)

Miles Traveled:

Status: New

[Add](#) [Back](#)

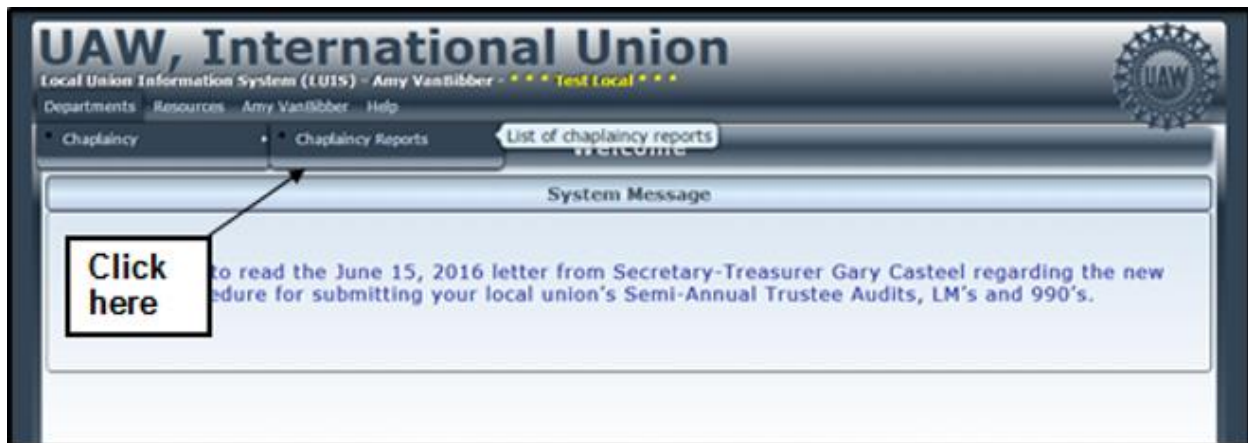
3 From the **Add a Chaplaincy Report** page enter the following information:

- a. Choose the proper **Religion** from the drop down menu.
- b. Choose the proper **Member Type** from the drop down menu.
- c. Enter the person(s) name in the **Service to** field.
- d. Enter any extra details for the service in the **Details** field.
- e. Choose the proper **Service Type** from the drop down menu.
- f. If the Service Type chosen is "Other" enter the specific details in the **Other Service Details** field.
- g. Enter the **To and From dates**.
- h. Enter the total amount of time spent during the service dates in the **Time Spent** field.
- i. Enter the number of miles traveled in the **Miles Traveled** field.

4 After all the above information is completed; click **Add** to be directed back to the **Work with Chaplaincy Service Reports** page.

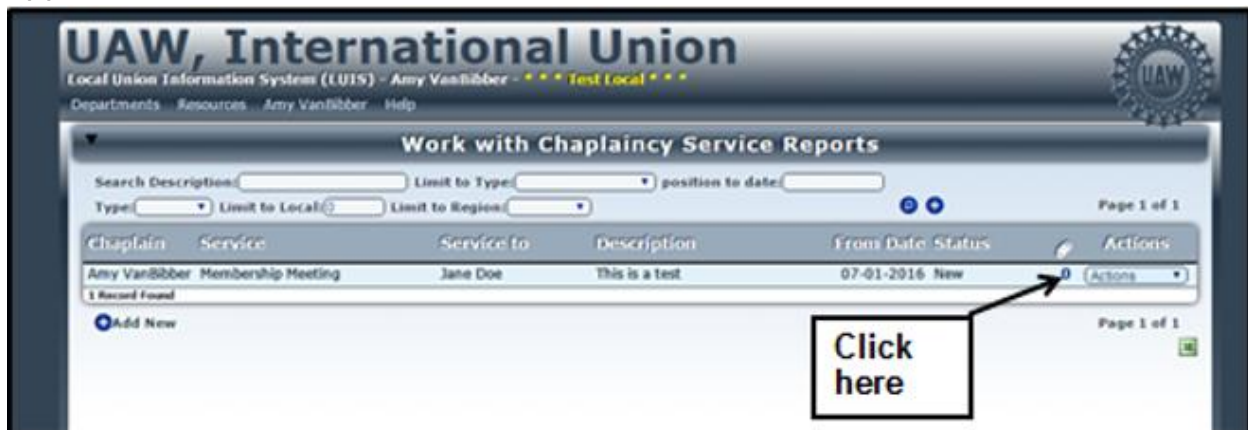
Repeat numbers 2-4 for any additional reports.

Adding Attachments to a Chaplaincy Report



1 From the **Welcome** page click the **Chaplaincy Reports** tab under the **Departments** menu. The **Work with Chaplaincy Service Reports** page will

appear



2 From the **Work with Chaplaincy Service Reports** page click on the number under the paperclip icon to be directed to the **Work with Attachments** page.



3 From the **Work with Attachments** page click the **Add New** at the bottom of the page. The **Add an Attachment** page will appear.

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Add an Attachment

Attachment #:
0

Filename:
Choose File No file chosen
* Please make sure all files are smaller than 10MB and PDF files are optimized.

File Type:
Not Applicable ▼

Comments:

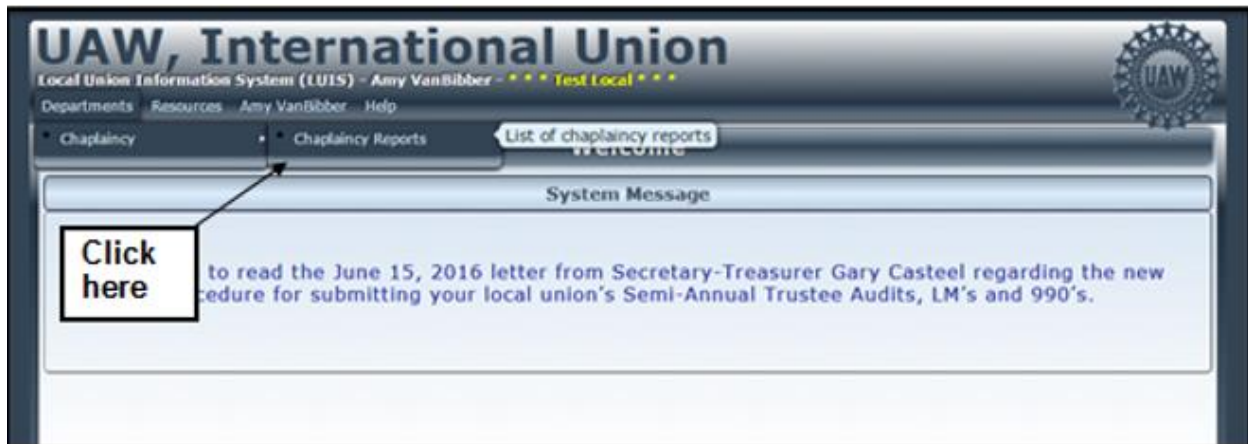
Action:
No Action Needed ▼

Add Back

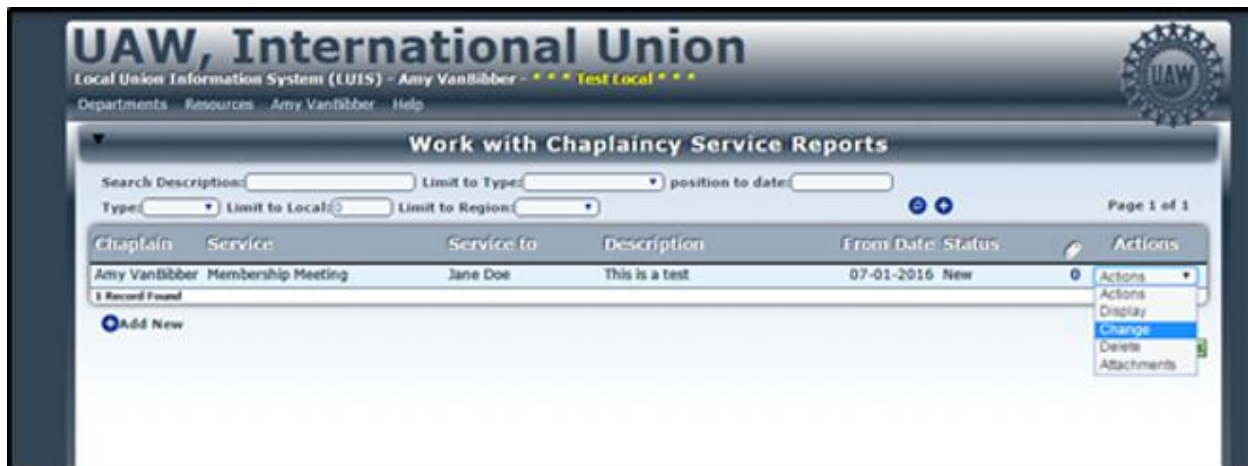
- 4 Click on the **Choose File** option to select the file you want to attach.
- 5 Click **Add** and then **Continue** to be directed back to the **Work with Attachment** page.

Repeat numbers 1-4 for any additional attachments.

Changing a Chaplaincy Report



1 From the **Welcome** page click the **Chaplaincy Reports** tab under the **Departments** menu. The **Work with Chaplaincy Service Reports** page will appear.



2 From the **Work with Chaplaincy Service Reports** page choose the report you want to change. From the **Actions** drop down menu choose **Change** to be directed to the **Change a Chaplaincy Report** page.

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Change a Chaplaincy Report

Control #: 137	Chaplain: Amy VanBibber
Region: Region 1	Local: 7
Religion: Christianity	Member Type: Active Member
Service to: Jane Doe	Details: This is a test
Service Type: Membership Meeting	
From Date: 2016-07-01 00:00:00	To Date: 2016-07-01 00:00:00
Time Spent: (total hours) 2.00	
Miles Traveled: 12	Status: New

Change

Back

- 3 From the **Change a Chaplaincy Report** page change any of the information on the screen.
- 4 After all the above information is completed, click **Change** to be directed back to the **Work with Chaplaincy Service Reports** page.

Repeat numbers 2-4 for any additional reports that need changing.