

How to use the WARMS Campaign Feature

To search for members within a campaign:

1. Select Branch members 

2. Select More Tabs 

3. Tick Campaign code, you will see an additional tab appear

More Tabs

- Address
- Bargaining Group
- Committees
- Campaign Code
- Email Address

4. From the drop down list select the campaign *“description will vary based on campaign”*


Branch Members List

Category	Date Entered	Employer/Workplace	Job Title	Payment	Personal	Position	Campaign Code
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> More Tabs <ul style="list-style-type: none"> Address Bargaining Group Committees Campaign Code Email Address </div> <div style="flex-grow: 1;"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Select options Search </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> ✓ Check all ✗ Uncheck all ✕ </div> <ul style="list-style-type: none"> <input type="checkbox"/> North Wales Health 2020 <input type="checkbox"/> Reactivating Activists <input type="checkbox"/> Royal Marsden Hospital (245) <input type="checkbox"/> Schools Joiners Jan 2021 (173) <li style="background-color: #e0e0e0;"><input type="checkbox"/> Scottish LG 2022 Pay IA Ballot <input type="checkbox"/> UNISON Essex SC Living Wage <input type="checkbox"/> Uni Hosp Sussex activist rctmt <input type="checkbox"/> YOU Trust Pay Consultation 296 </div> <div style="text-align: right; border-top: 1px solid #ccc; padding-top: 5px;"> Close ✕ </div> </div> </div> </div>							

5. Select Search 

6. This will list all members within the branch in that campaign.

Branch Members List

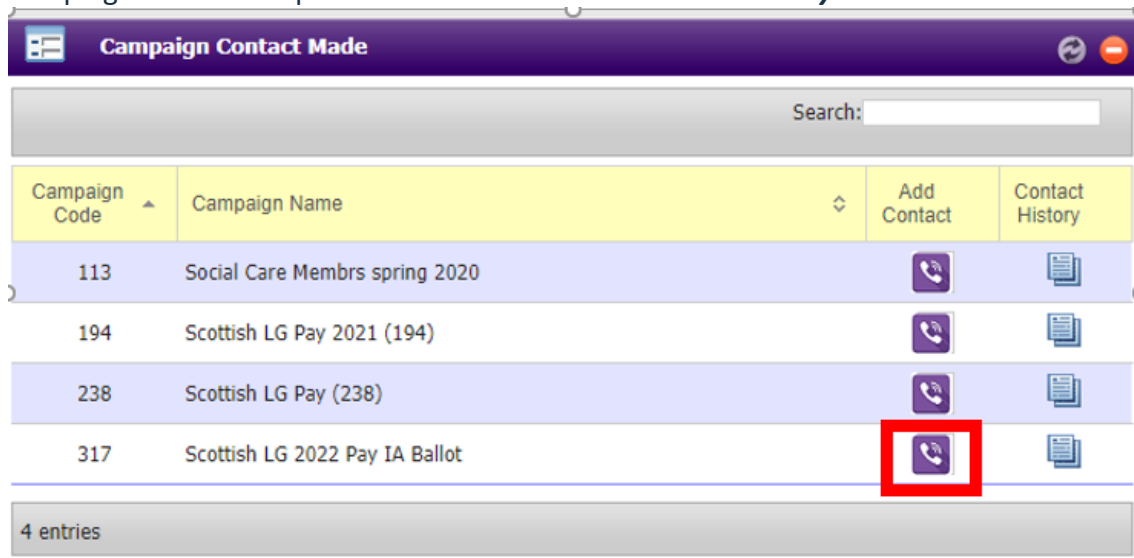
Category	Date Entered	Employer/Workplace	Job Title	Payment	Personal	Position	Campaign Code
Campaign Code		1 selected					
<input type="checkbox"/> More Tabs							<input data-bbox="1220 660 1316 705" type="button" value="Close"/>
<input type="checkbox"/> Address	<input type="checkbox"/> Ethnic Origin	<input type="checkbox"/> Service Group					
<input type="checkbox"/> Bargaining Group	<input type="checkbox"/> Payroll No	<input type="checkbox"/> Specific Fields					
<input type="checkbox"/> Committees	<input type="checkbox"/> Political Fund	<input type="checkbox"/> Status Date					
<input type="checkbox"/> Campaign Code	<input checked="" type="checkbox"/> Recruited By	<input type="checkbox"/> Sub-Category					
<input type="checkbox"/> Email Address	<input type="checkbox"/> Recruitment Initiative	<input type="checkbox"/>					
<input data-bbox="406 1019 614 1052" type="button" value="Show/Hide columns"/> <input data-bbox="638 1019 774 1052" type="button" value="More Tabs"/> <input data-bbox="798 1019 981 1052" type="button" value="Retrieve Search"/> <input data-bbox="1005 1019 1157 1052" type="button" value="Save Search"/> <input data-bbox="1181 1019 1316 1052" type="button" value="Clear Filter"/>							<input data-bbox="1141 1075 1316 1108" type="button" value="Output Options"/>
Show <input type="text" value="10"/> entries							
Showing 1 to 10 of 4607 entries						<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="Next"/> <input type="button" value="Last"/>	









Recording Member responses and outcomes

1. Select to member number to retrieve the member record
2. Expand the Campaign contact made portal by pressing the plus icon



3. The list of campaigns will vary, Select the Add contact icon for the row of the required campaign in the example below its **"317 – Scottish LG 2022 Pay IA Ballot"**



Campaign Code	Campaign Name	Add Contact	Contact History
113	Social Care Membrs spring 2020		
194	Scottish LG Pay 2021 (194)		
238	Scottish LG Pay (238)		
317	Scottish LG 2022 Pay IA Ballot		

4 entries

4. Enter the date member was contacted
5. Record the contact response from the drop-down list – Please note if you select a response (to be followed up) the member will remain in the campaign. If you select a response (drop from the campaign) the member will no longer display in the list of

members to contact.

6. Select the relevant outcome from the list - *the options will vary depending on the campaign*

7. Select Submit
8. If a member has already had a response and outcome recorded for a campaign and you try to select add contact the mouse pointer shows a red stop sign

Any queries regarding WARMS please contact warmssupport@unison.co.uk