

Add Activity to Patrol Order



5

Scrolling down enter information for Mission Details, such as any SAR



In the Activity Approvers section the FSO-IS and SO-IS positions will autopopulated with members who are qualified as FSO-IS and SO-IS users once the Activity is saved

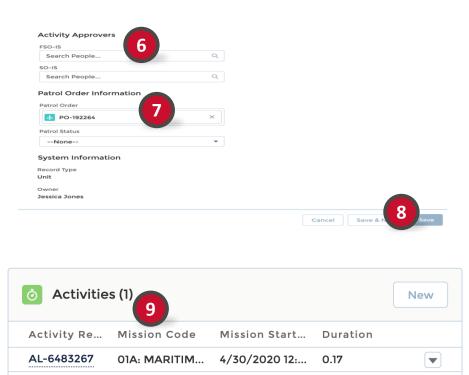


8

9

Click 'Save'

In the **Patrol Order Information** section, these fields would be automatically populated as the Activity is created from a Patrol Order.



New **Activity** has been added and can be viewed under "Related Lists"



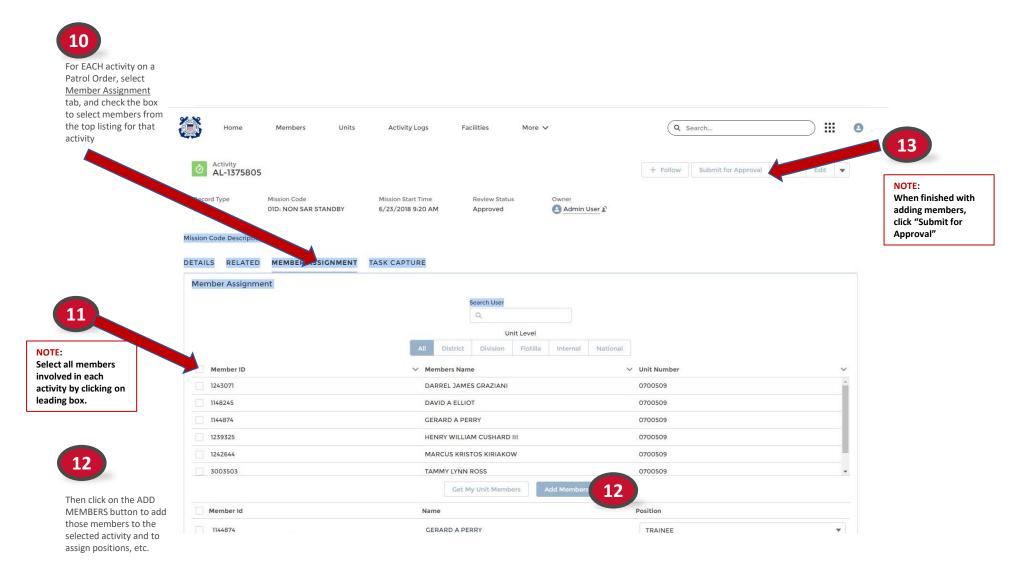


View All



Add Members to Patrol Order Activities





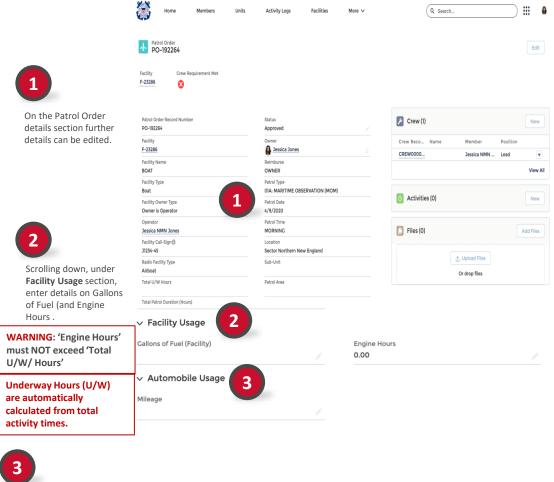
2



Navigate Patrol Order Page



An AUX Member should add further detail to the Patrol Order, as information becomes available.



Under **Automobile Usage** section enter details on Mileage.



Navigate Patrol Order Page



An AUX Member should add further details to the Patrol Order.

Scrolling further down under the Expenses section enter details.	✓ Expenses Fuel Expenses		Did Government Provide Fuel?	
Note: If you check the		L.		
box indicating	Fuel Additives Expenses		Did Government Provide Fuel Additives?	
government has provided fuel, you may				
NOT expense fuel.	Ice Expenses		Did Government Provide Ice?	
	Other Reimbursable Expenses		Reason for Other Expenses	
		1		
5	✓ Government Provided Rations	5		
Under Government Provided Rations	Government Provided Breakfast		Government Provided Lunch	
section, enter details.	Π		\Box	
NOTE: If you check the box indicating	Government Provided Dinner		Government Provided Mid-Rations	
government has	Π			
provided rations, you may not assign meals to Crew for this Patrol Order.		F	5	

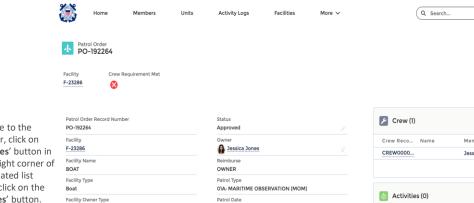


Add File to Patrol Order



....

Edit



To add a File to the Patrol Order, click on the '**Add Files**' button in the upper right corner of the Files related list section, or click on the 'Upload Files' button.

1

Patrol Order Record Number PO-192264	Status Approved	Crew (1
Facility F-23286	Owner	Crew Reco CREW0000
Facility Name BOAT	Reimburse OWNER	
Facility Type Boat	Patrol Type 01A: MARITIME OBSERVATION (MOM)	
Facility Owner Type Owner is Operator	Patrol Date 4/9/2020	Activition
Operator Jessica NMN Jones	Patrol Time MORNING	🕒 Files (0
Facility Call-Sign 🚯 J1234-45	Location Sector Northern New England	
Radio Facility Type Airboat	Sub-Unit	
Total U/W Hours	Patrol Area	

Crew Reco Name	Member Po:	sition
CREW0000	Jessica NMN Lea	ıd
_		
Activities (0)		
O		
📋 Files (0)		Add
	t Upload Files	



Add File to Patrol Order



	Select Files			
	土 Upload Files	Q Search Files		
2	Owned by Me Shared with Me Recent	You don't have any files here. Try a different filter, or upload a file.		
Select File, such as a	Following			
receipt, or Click on the Upload Files button	Libraries Related Files			
3	0 of 10 files selected	Cance, 3		
Click Add				
	Upload Files			
4	Screen Shot 2020-04- 130 KB	28 at 9.32.21 🥥		
Click Done once upload is completed.	1 of 1 file uploaded	4 Done		
New File has been	🕒 Files (1) 5	Add Files		
added and can be viewed under Related	Screen Shot 2020- Apr 28, 2020 • 130K			
Lists		View All		



Completing Patrol Order Page



An AUX Member must finalize the Patrol Order submission.

This is done by signing the Patrol Order, then <u>changing the "Status" to COMPLETE</u>, and then saving the Order.

	✓ Signatures 6	
6	Signature of Operator	Signing Operator Name
		Jessica Jones
Scrolling further down under Signatures, to sign for the Patrol Order	Operator Signed Date	
click on the pencil icon	Signature of Claimant	Signing Claimant Name
and check the box. Do not enter any other data		Jessica Jones
<u>in this box</u> .	Claimant Signed Date	· · · · · · · · · · · · · · · · · · ·
NOTE: An electronic		
signature is automatically recorded upon	Signature of OIA	Signing OIA Name
checking the box	OIA Signed Date	 Fincen Patrol Order File Created Date
NOTE: Operator and	014.4	
Claimant fields.	OIA Approver	
Operator is the		
facility operator and claimant is the		
individual selected		
on the Patrol Order		
first page under		
"Reimburse"		



Reviewing Patrol Order Page



An AUX Member can review details of the Patrol Order.



Scrolling further down under Lines of Accounting section, the 'SAMA Boat Reimbursement' is automatically calculated by Engine Hours * SAMA

\checkmark Lines of Accounting	
SAMA Boat Reimbursement	

\$0.00

\$0.00

SAMA Air Reimbursement

SAMA - Boat Accounting Code 2 1 001 101 30 0 5A 71826 257P

SAMA - Air Accounting Code

Fuel - Air Accounting Code

NOTE: 'SAMA Boat Rate

Boat Rate per Hour

per Hour' can be found on the associated Facility page by clicking on the Facility record # at the top of the page.

> 'SAMA Air Reimbursement' Is automatically calculated by Engine Hours * SAMA Aircraft Maintenance

NOTE: 'SAMA Aircraft Maintenance' can be found on the associated Facility page by clicking on the Facility record # at the top of the page. Fuel - Boat Accounting Code

2 1 001 101 30 0 9A 37000 2637 Subsistence Accounting Code

2 K 001 299 11 0 AX 73500 1180

Trailering Accounting Code 2 1 001 101 30 0 9A 37000 2634

SAMA Air Oil Reimbursement

\$0.00