

**Commanding Officer
U.S. Coast Guard
Operations Systems Center
Kearneysville, WV 25430**



AUXDATA OM Overview Guide

Version 0.1

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3. DISTRICT LEVEL USERS

District level users have unique permissions that allow them to perform special functions. The following subsections describe these functions in detail.

3.1 District Level Users Home Page

The district level users' home page appears similar to the following:

U.S. Department of Homeland Security
United States Coast Guard Auxiliary **AUXDATA ORDER MANAGEMENT**

Home Reports Search User Admin My Account

[Auxiliary Help Desk](#) [Log out](#)

Logged in as :
STEPHANIE COLLINS

Your Locations:
FOURTEENTH DISTRICT

District Summary SAMA Distribution

Budget Summary Fiscal Year: 2012 Month: All

Location	Issued Patrols	Completed Patrols	Canceled Patrols	Mission Hours	Engine Hours	Claims	Fule	Air Maint	Surface Maint	Auto	Other	Substance
AIR STATION BARBERS POINT												
SECTOR HONOLULU												
SECTOR GUAM												

Figure 3-1 District Level Users Home Page

The district level users' home page will be populated with the details of patrol orders in the **District Summary** tab.

NOTE: This section of the module is in development.

3.1.1 Standard Auxiliary Maintenance Allowance (SAMA)

Clicking the **SAMA Distribution** tab appears similar to the following:

District Summary

SAMA Distribution

Sama Distribution

Fiscal Year: 2012

FY Total Budget: 7777777.00

Funds Available: 7700077.000000000000

Location Name	Boat SAMA	Air SAMA	Total SAMA
AIR STATION BARBERS POINT	100.00	100.00	200.00
SECTOR HONOLULU	70000.00	500.00	70500.00
SECTOR GUAM	7000.00	0.00	7000.00

Save

Figure 3-2 SAMA Distribution

To update the budget amounts for either **Boat SAMA** or **Air SAMA**, perform the following steps.

1. Select the *{location}* and either an *{amount}* under **Boat SAMA** or **Air SAMA** to be updated.
2. Click **Save**.

The “Budget has been updated” message will appear similar to the following:

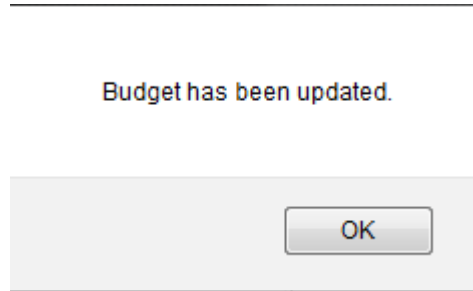


Figure 3-3 Budget Has Been Updated Message

3. Click **OK**.

4. AUXILIARY NATIONAL UNIT USERS

Auxiliary National Unit Users have unique permissions that allow them to perform special functions. The following subsections describe these functions in detail.

NOTE: This section of the module is in development.

4.1 National Summary

When logged into the module with Auxiliary National Unit as the Location, the following screen appears similar to the following figure.

U.S. Department of Homeland Security
United States Coast Guard Auxiliary **AUXDATA ORDER MANAGEMENT**

Home Reports Search My Account

National Summary SAMA Distribution SAMA Rates-Boat SAMA Rates-Air Type-9 Air Rates

National Summary Fiscal Year: 2012 Month: All

District	Issued Patrols	Completed Patrols	Canceled Patrols	Mission Hours	Engine Hours	Claims	Fule	Air Maint	Surface Maint	Auto	Other	Substance
D01NR												
D01SR												
D05NR												
D05SR												
D070												
D08CR												
D08ER												
D08WR												
D09CR												
D09ER												
D09WR												
D11NR												
D11SR												
D130												
D140												
D170												
Surface												
Air												
Radio												
Total												

Figure 4-1 National Summary Page

4.2 SAMA Distribution

The **SAMA Distribution** tab reveals the Fiscal Year Total Budget and the Funds Available for each district similar to the following:

[Auxiliary Help Desk](#)
[Log out](#)

Logged in as :
 STEPHANIE COLLINS
 Your Locations:
 AUXILIARY NATIONAL UNIT

[Home](#)
[Reports](#)
[Search](#)
[My Account](#)

[National Summary](#)
[SAMA Distribution](#)
[SAMA Rates-Boat](#)
[SAMA Rates-Air](#)
[Type-9 Air Rates](#)

Sama Distribution
 Fiscal Year: 2013
 FY Total Budget: 9797979797.00
 Funds Available: 979790383446.93

FIRST DISTRICT NORTHERN REGION	2700.00
FIRST SOUTHERN	987654.32
FIFTH NORTHERN	1234.56
FIFTH SOUTHERN	876543.21
SEVENTH DISTRICT	456789.00
EIGHTH DISTRICT - COASTAL	76543.21
EIGHTH DISTRICT - EASTERN	147258.00
EIGHTH DISTRICT - WESTERN RIVERS REGION	963852.00
NINTH CENTRAL	258963.00
NINTH EASTERN	741852.00
NINTH WESTERN	852963.00
ELEVENTH NORTHERN	134679.00
ELEVENTH SOUTHERN	976431.00
THIRTEENTH DISTRICT	159357.00
FOURTEENTH DISTRICT	951753.00
SEVENTEENTH DISTRICT	7777.77

Save

Figure 4-2 Budgets by District Page

To edit a budget, select the *{district dollar amounts}*, edit the information, and then click **Save**.

4.3 SAMA Rates-Boat

Clicking the **SAMA Rates-Boat** tab yields rates shown similar to the following:

[Auxiliary Help Desk](#)
[Log out](#)

Logged in as :
 STEPHANIE COLLINS
 Your Locations:
 AUXILIARY NATIONAL UNIT

[Home](#)
[Reports](#)
[Search](#)
[My Account](#)

[National Summary](#)
[SAMA Distribution](#)
[SAMA Rates-Boat](#)
[SAMA Rates-Air](#)
[Type-9 Air Rates](#)

Sama Boat Rates

Type	Min Length	Max Length	Min Horse Power	Max Horse Power	Number of Engines	Rate Per Hour	Active
A	0	16	0	9999	0	3.75	Active
B	17	26	0	179	1	4.28	Active
C	17	26	180	229	1	5.63	Active
D	17	26	360	459	2	9	Active
E	17	26	230	9999	1	5.78	Active
F	17	26	460	9999	2	9.98	Active
G	27	40	0	9999	0	9.23	Active
H	41	9999	0	9999	0	11.25	Active
I	17	26	0	360	2	7.13	Active

Type : ☐ Active
 Rate/Hour: Minimum Horse Power: Minimum Length:
 Number of Engines: Maximum Horse Power: Maximum Length:

Update

Figure 4-3 SAMA Rates for Boats

NOTE: The ability to edit rates is in development.

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4.4 SAMA Rates-Air

Clicking the SAMA Rates-Air tab yields rates shown similar to the following:

The screenshot shows the 'SAMA Rates-Air' tab selected in the 'ORDER MANAGEMENT' system. The interface includes a top navigation bar with 'Home', 'Reports', 'Search', and 'My Account' links. A sidebar on the right shows the user is logged in as 'STEPHANIE COLLINS' and their location is 'AUXILIARY NATIONAL UNIT'. The main content area displays a table of 'Sama Air Rates' with 8 rows and 7 columns: Type, Multi-Eng, S-HP, E-HP, Maintance, Oil, and Active. To the right of the table is a form for editing these rates, with input fields for S-HP, E-HP, Maintance, and Oil, and checkboxes for Multi-Eng and Active. An 'Update' button is located below the form.

Type	Multi-Eng	S-HP	E-HP	Maintance	Oil	Active
1	false	60	129	30.4	1.5	Active
2	false	130	199	38.95	2	Active
3	false	200	235	40.85	2.5	Active
4	false	236	299	49.4	3	Active
5	false	300	400	63.65	4	Active
6	true	1	400	67.45	4	Active
7	true	401	499	77.9	5	Active
8	true	500	700	89.3	7	Active

Type : ☐ Multi-Eng ☐ Active

S-HP: Maintance:

E-HP: Oil:

Figure 4-4 SAMA Rates for Air

NOTE: The ability to edit rates is in development.

4.5 Type 9 Air Rates

Clicking the **Type 9 Air Rates** tab yields rates shown similar to the following:

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXDATA
ORDER MANAGEMENT

Home Reports Search My Account

National Summary SAMA Distribution SAMA Rates-Boat SAMA Rates-Air **Type-9 Air Rates**

Resource HTN : Maintenance Rate : Oil Rate :
Save

Resource HTN	Maintenance Rate	Oil Rate	Modified By	Modified Date
N990DM	50	1.5	APENCE	2012-10-25
hbj	12	12	RDOWNNEY	2012-10-26
test1	5	5	RDOWNNEY	2012-10-26
N2473B	117	2	APENCE	2012-10-03
fghdf	5	5	RDOWNNEY	2012-10-26
Flying High	777	7	SCOLLINS	2012-10-30

Auxiliary Help Desk Log ou
Logged in as :
STEPHANIE COLLINS
Your Locations:
AUXILIARY NATIONAL UNIT

Figure 4-5 Type 9 Air Rates

4.5.1 Editing a Type 9 Resource

Perform the following steps to edit an existing resource:

1. Select the {resource} to be edited.

The current values for the selected resource appear similar to the following:

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUXDATA
ORDER MANAGEMENT

Home Reports Search My Account

National Summary SAMA Distribution SAMA Rates-Boat SAMA Rates-Air **Type-9 Air Rates**

Resource HTN : Maintenance Rate : Oil Rate :
N990DM 50 1.5
Save

Resource HTN	Maintenance Rate	Oil Rate	Modified By	Modified Date
N990DM	50	1.5	APENCE	2012-10-25
hbj	12	12	RDOWNNEY	2012-10-26
test1	5	5	RDOWNNEY	2012-10-26
N2473B	117	2	APENCE	2012-10-03
fghdf	5	5	RDOWNNEY	2012-10-26
Flying High	777	7	SCOLLINS	2012-10-30

Auxiliary Help Desk Log ou
Logged in as :
STEPHANIE COLLINS
Your Locations:
AUXILIARY NATIONAL UNIT

Figure 4-6 Current Resource Values

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2. Edit the desired *{value}*, and then click **Save**,

The updated resource message appears similar to the following:

Type 9 exception has been updated for Eagle.

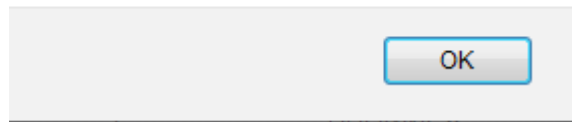


Figure 4-7 Type 9 Resource Updated Message

3. Click **OK**.

4.5.2 Adding a Type 9 Resource

Perform the following steps to add a Type 9 resource:

1. Enter the following information, and then click **Save**.
 - In the **Resource HTN** field, enter the *{resource identifier}*
 - In the **Maintenance Rate** field, enter the *{maintenance rate}*
 - In the **Oil Rate** field, enter the *{oil rate}*.
- 2.

The successfully added resource message appears similar to the following:

Successfully added a Type 9 exception for Rescue 1.

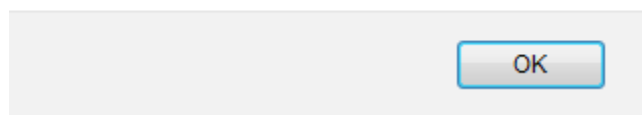


Figure 4-8 Type 9 Added Resource Message

3. Click **OK**.

5. PASSWORD RESET

When a new account is added to a location, the user will receive an automated e-mail message with their new user name. Upon receipt of that e-mail message, the user will use the **Password Reset** tool located on the OM module logon screen as shown in [Figure 2-1](#). The same procedure will be used for “forgotten” password. Perform the following steps to reset user password:

1. Click the **I forgot my password** link.

The Password Reset screen will appear similar to the following:

Figure 5-1 Password Reset Screen

2. Enter the following information, and then click **Submit**:

- In the **Member ID** field, enter the {Member ID number}.
- In the **USERNAME** field, enter the {username}.

NOTE 1: An account will be locked after three failed logon attempts. The user should contact their OIA or **OSC-DG-AUXDATA Helpdesk** e-mail distribution group to have his/her account unlocked or wait 1 hour for the account to automatically unlock.

NOTE 2: User passwords must be changed every 45 days. After 45 days of inactivity, the user account will be locked. After 365 days of inactivity, the user account will be dropped (expired).

NOTE 3: *If a user's account is locked or expired, the user will be notified at logon with an alert message. If this occurs, the user should contact their OIA or **OSC-DG-AUXDATA Helpdesk** for assistance.*

NOTE 4: *The user ID of a first-time user will be his/her first initial followed by his/her last name. For example, John Smith's user ID would be **jsmith**. The temporary password for a first-time user will be randomly generated and provided to the creator of the account. The system will prompt the user to change his/her password.*