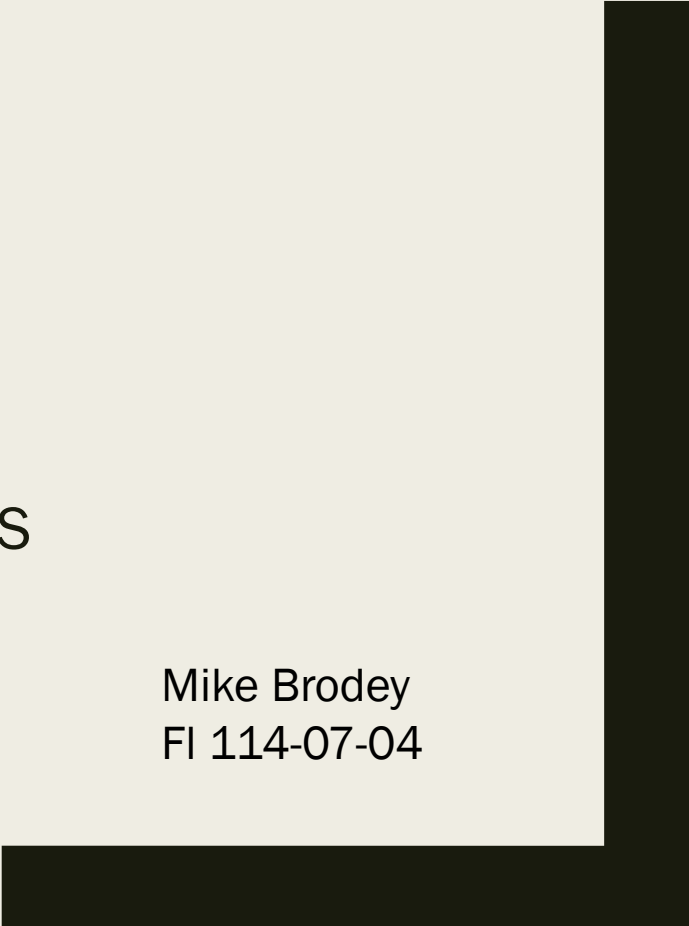




AUXDATA II

99 CODES MEMBER ACTIVITY LOGS

Mike Brodey
FI 114-07-04

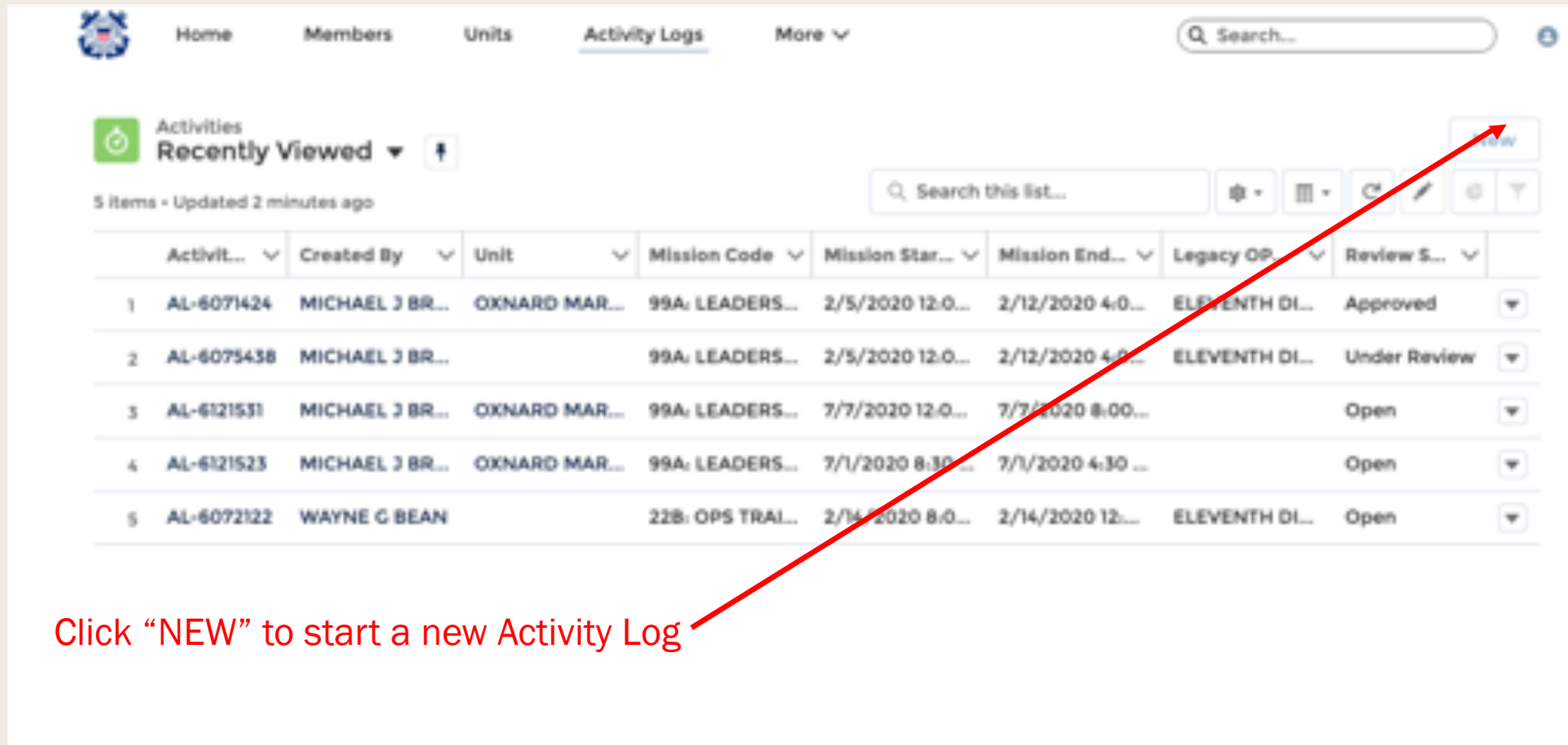


Choose "Activity Logs"



The screenshot shows the U.S. Coast Guard Auxiliary Member Dashboard. At the top is a navigation bar with the following items: Home, Members, Units, Activity Logs, Member Activities, Facilities, More, a search icon, and a user icon. Below the navigation bar is a large banner image of a U.S. Coast Guard Auxiliary boat on the water. Overlaid on the banner is the text "Build Skills That Save Lives". Below the banner, the user is greeted with "WELCOME MICHAEL J BRODEY!". The main content area is divided into two sections. On the left is a "Dashboard" section titled "Auxiliary Member Dashboard" with a "Refresh" button and the text "As of Sep 18, 2020 1:24 PM Viewing as MICHAEL J BRODEY". On the right is a "QUICK LINKS" section with a "WHAT'S NEW" subsection containing the text "Information about recent system updates" and a "RELEASE NOTES & USER GUIDES" subsection.

STEP 1



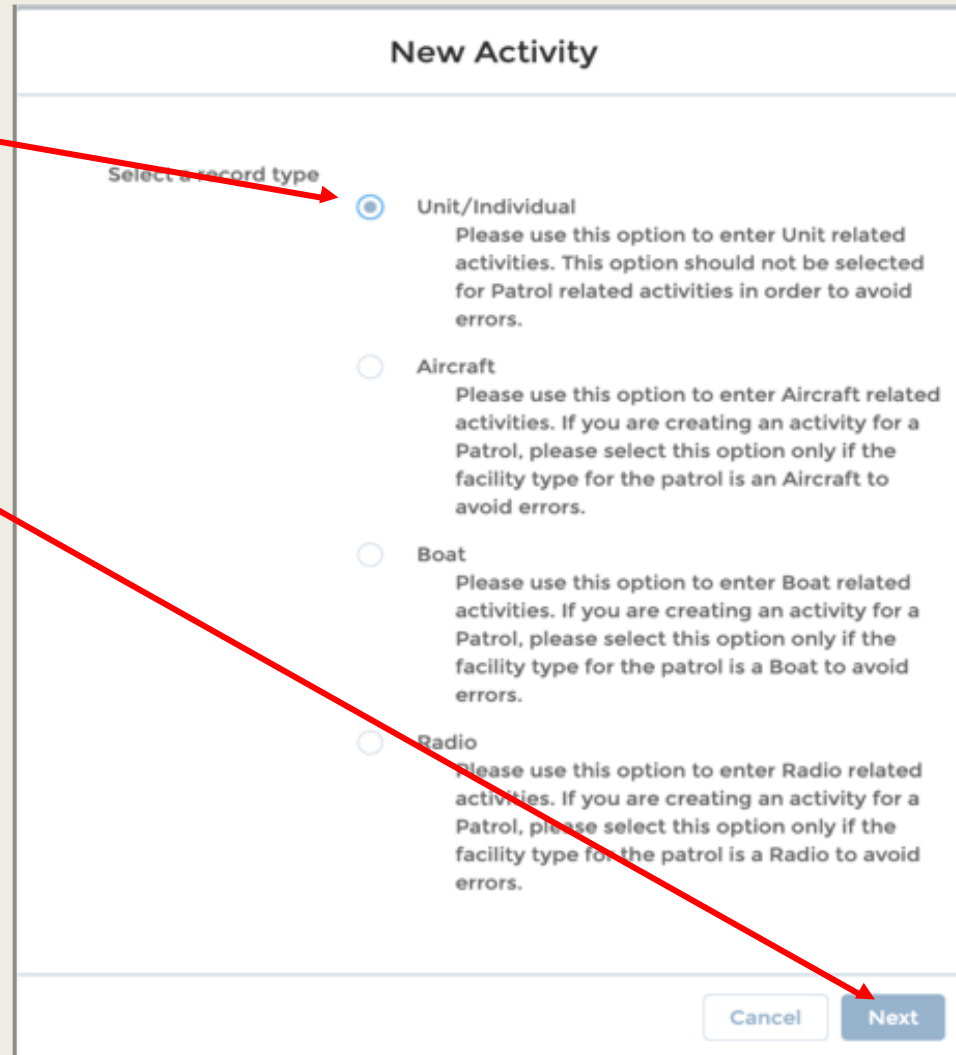
The screenshot shows a web application interface for Activity Logs. At the top, there is a navigation bar with 'Home', 'Members', 'Units', 'Activity Logs', and 'More'. A search bar is located on the right. Below the navigation, the 'Activities' section is titled 'Recently Viewed' with a dropdown arrow and a refresh icon. It indicates '5 Items - Updated 2 minutes ago'. A search bar for the list and several action icons (filter, list, refresh, edit, delete, sort) are present. The main content is a table with columns: 'Activit...', 'Created By', 'Unit', 'Mission Code', 'Mission Star...', 'Mission End...', 'Legacy OP...', and 'Review S...'. Five rows of activity logs are listed. A red arrow points from the text 'Click "NEW" to start a new Activity Log' to a 'NEW' button in the top right corner of the table area.

Click "NEW" to start a new Activity Log

STEP 2

Select "Unit/Individual"

Click "Next"



The screenshot shows a form titled "New Activity". At the top, it says "Select a record type". Below this, there are four radio button options, each with a brief instruction:

- Unit/Individual**
Please use this option to enter Unit related activities. This option should not be selected for Patrol related activities in order to avoid errors.
- Aircraft**
Please use this option to enter Aircraft related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.
- Boat**
Please use this option to enter Boat related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Boat to avoid errors.
- Radio**
Please use this option to enter Radio related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Radio to avoid errors.

At the bottom right of the form, there are two buttons: "Cancel" and "Next".

STEP 3

The screenshot shows a web form titled "New Activity: Unit/Individual". The form is divided into several sections:

- Information:** Contains fields for "Activity Record Number", "Unit" (with a search box), "OPCON" (with a search box), "Legacy OPCON", and "FSO-IS Reviewed" (checkbox).
- Review Status:** A dropdown menu currently set to "Open".
- Operations Code:** A dropdown menu currently set to "--None--".
- Legacy Operations Code:** A dropdown menu currently set to "--None--".
- * Mission Code:** A dropdown menu currently set to "--None--".
- Mission Start Time:** Two input fields for "Date" and "Time", each with a calendar icon.
- * Duration:** A text input field.
- Summary of Activities:** A text input field.
- Clarification Comments:** A text input field.
- Non-reimbursed Mileage and Expenses:** Two input fields for "Miles" and "Cost".

At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save".

Red arrows from the list on the right point to the following fields in the form:

- Arrow 1 points to the "Review Status" dropdown.
- Arrow 2 points to the "Operations Code" dropdown.
- Arrow 3 points to the "Legacy Operations Code" dropdown.
- Arrow 4 points to the "* Mission Code" dropdown.
- Arrow 5 points to the "Summary of Activities" text field.
- Arrow 6 points to the "Save" button.

1. It is not necessary to enter "Unit" or "OPCON", as they will automatically default to your flotilla and sector.
2. Leave "Operations Code" as "None"
3. Skip this field for now.
4. Select "99 Mission Code" from the dropdown list.
 - a) For a single day's activity enter "Date" and start "Time"
 - b) Enter "Duration" in hours and decimal minutes. Click "i" for examples.
 - c) For an entire month's activity enter "Date" as the last day of the month, leave "Time" blank.
 - d) Enter total monthly hours for the activity.
5. Enter a brief summary of the activity/activities.
6. Click "Save"

Step 4

Home Members Units Activity Logs More

Search...

Activity AL-6122016

+ Follow Delete Edit Clone

Record Type: Unit/Individual
Mission Code: 99A: LEADERSHIP ACTIVITIES
Mission Start Time: 8/1/2020 12:00 PM
Review Status: Open
Owner: MICHAEL BRODEY

Mission Code Description

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Activity Record Number: AL-6122016
Unit: OXNARD MARITIME
Facility Registration Number
OPCON: ELEVENTH SOUTHERN
Legacy OPCON
FSD-IS Reviewed:

Review Status: Open
Operations Code
Legacy Operations Code
Mission Code: 99A: LEADERSHIP ACTIVITIES
Mission Start Time: 8/1/2020 12:00 PM
Duration: 60.00
Mission End Time: 8/4/2020 12:00 AM
Summary of Activities: AUC & SO-OP Admin
Clarification Comments

Non-reimbursed Mileage and Expenses

Miles Cost

At this point you have to tell the system for whom the data applies.

Click "ADD MEMBER"

STEP 5

Activity
AL-6121626

+ Follow Delete Edit Clone

Record Type: Unit/Individual
Mission Code: 99A: LEADERSHIP ACTIVITIES
Mission Start Time: 9/17/2020 12:00 PM
Review Status: Open

Mission Code Description

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User
1213306

Unit Level
All OPCON Sector Sub-unit District Division Flotilla Internal National

Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1213306	MICHAEL J BRODEY	1140704

Get My Unit Members Add Members

Member Id	Name	Position
<input type="checkbox"/>		

Remove

Update Activity Members

1. Enter your name or Member Number in "Search User"
2. Click the box when your name/number appears.
3. Click "Add Members"

Step 6

Record Type: Unit/Individual Mission Code: 99A: LEADERSHIP ACTIVITIES Mission Start Time: 9/17/2020 12:00 PM Review Status: Open

Mission Code Description

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User: 1213306

Unit Level: All OPCON Sector Sub-unit District Division Floor Internal National

<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1213306	MICHAEL J BRODEY	1140704

Get My Unit Members Add Members

<input type="checkbox"/> Member Id	Name	Position
<input checked="" type="checkbox"/> 1213306	MICHAEL J BRODEY	NONE

Remove Update Activity Members

1. Click the "Position" drop down menu and choose "LEAD"

2. Click "Update Activity Members"

A Green message box at the top will appear "Save Successful"

However, you are not done!

3. Click on "DETAILS"

Step 7

AL-6122509

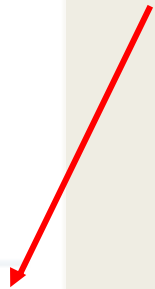
Record Type Unit/Individual	Mission Code 99A: LEADERSHIP ACTIVITIES	Mission Start Time 9/1/2020 12:00 PM	Review Status Open	Owner MICHAEL J BRODEY
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Mission Code Description

[DETAILS](#) [RELATED](#) [ADD MEMBER](#) [ADD TASK](#) [MEMBER AND TASK CAPTURE](#) [CHATTER](#)

Activity Record Number AL-6122509	Review Status Open
Unit OXNARD MARITIME	Operations Code
Facility Registration Number	Legacy Operations Code
OPCON ELEVENTH SOUTHERN	Mission Code 99A: LEADERSHIP ACTIVITIES
Legacy OPCON	Mission Start Time 9/1/2020 12:00 PM
FSD-IS Reviewed <input type="checkbox"/>	Duration 12.00
	Mission End Time 9/2/2020 12:00 AM
	Summary of Activities SO-OP Admin

In the far right side of the "REVIEW Status" box is a pencil icon. Click on it



STEP 8

Record Type: Unit/Individual Mission Code: 99A: LEADERSHIP ACTIVITIES Mission Start Time: 9/1/2020 12:00 PM Review Status: Open Owner: MICHAEL J BRODEY

Mission Code Description

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Activity Record Number: AL-6122509

Unit: OXNARD MARITIME

Facility Registration Number:

OPCON: ELEVENTH SOUTHERN

Legacy OPCON:

FSD-IS Reviewed:

Review Status: Open

--None--

Open

Approval Requested

Needs Clarification

Under Review

Approved

Date: 9/1/2020 Time: 12:00 PM

*Duration: 12.00

1. From the dropdown menu, choose "Approval Requested"
2. Click the "SAVE" button that then appears at the bottom of the screen

Summary of Activities ⓘ

Cancel Save in Comments

STEP 9

Home Members Units Activity Logs More

Search...

Activity AL-6122509

+ Follow Delete Edit Clone

Record Type	Mission Code	Mission Start Time	Review Status
Unit/Individual	99A: LEADERSHIP ACTIVITIES	9/1/2020 12:00 PM	Approval Requested

Mission Code Description

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Activity Record Number AL-6122509	Review Status Approval Requested
Unit OXNARD MARITIME	Operations Code
Facility Registration Number	Legacy Operations Code
OPCON ELEVENTH SOUTHERN	Mission Code 99A: LEADERSHIP ACTIVITIES
Legacy OPCON	Mission Start Time 9/1/2020 12:00 PM
FSO-IS Reviewed <input type="checkbox"/>	Duration 12.00
	Mission End Time 9/2/2020 12:00 AM
	Summary of Activities SO-OP Admin

Note the "Review Status" box has updated to "Approval Requested"

YOU ARE DONE!

SPECIAL NOTES

- This format is used for multiple purposes: replaces the 7029, 7030, 7038, etc.
- When used to replace the 7029 for inputting “99” hours, one entry can be made for an entire month’s hours for one 99 code, a great time saving feature.
- For subsequent month entries, where only the hours change, a shortcut is to use the “CLONE” feature. Simple choose a completed previously entered form you want to use, click “CLONE”, and then just change the date and duration fields, click “SAVE”, then edit the ”Review Status” to “Approval Requested”, and you are done.