AUXDATA II

99 CODES MEMBER ACTIVITY LOGS

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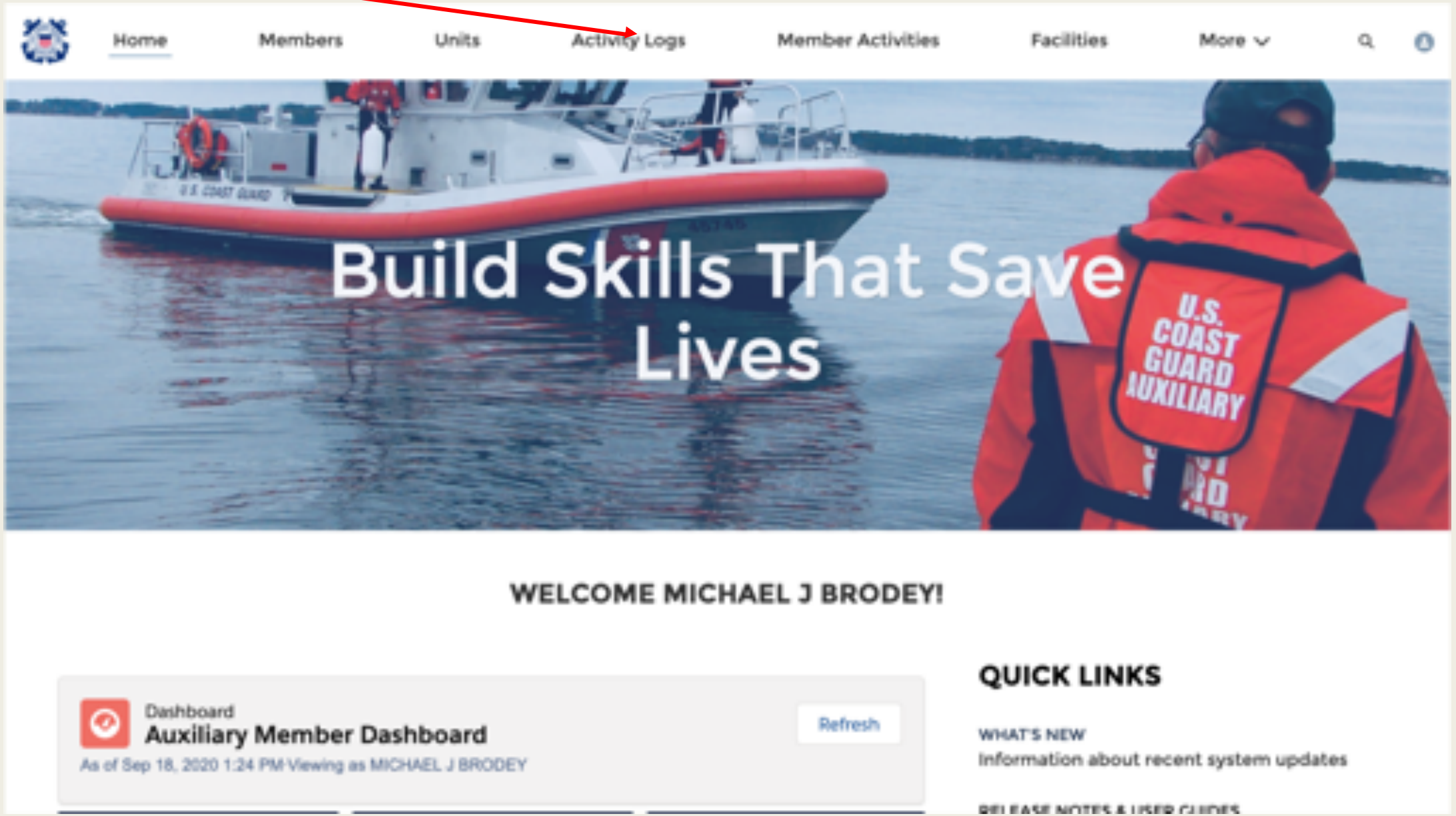
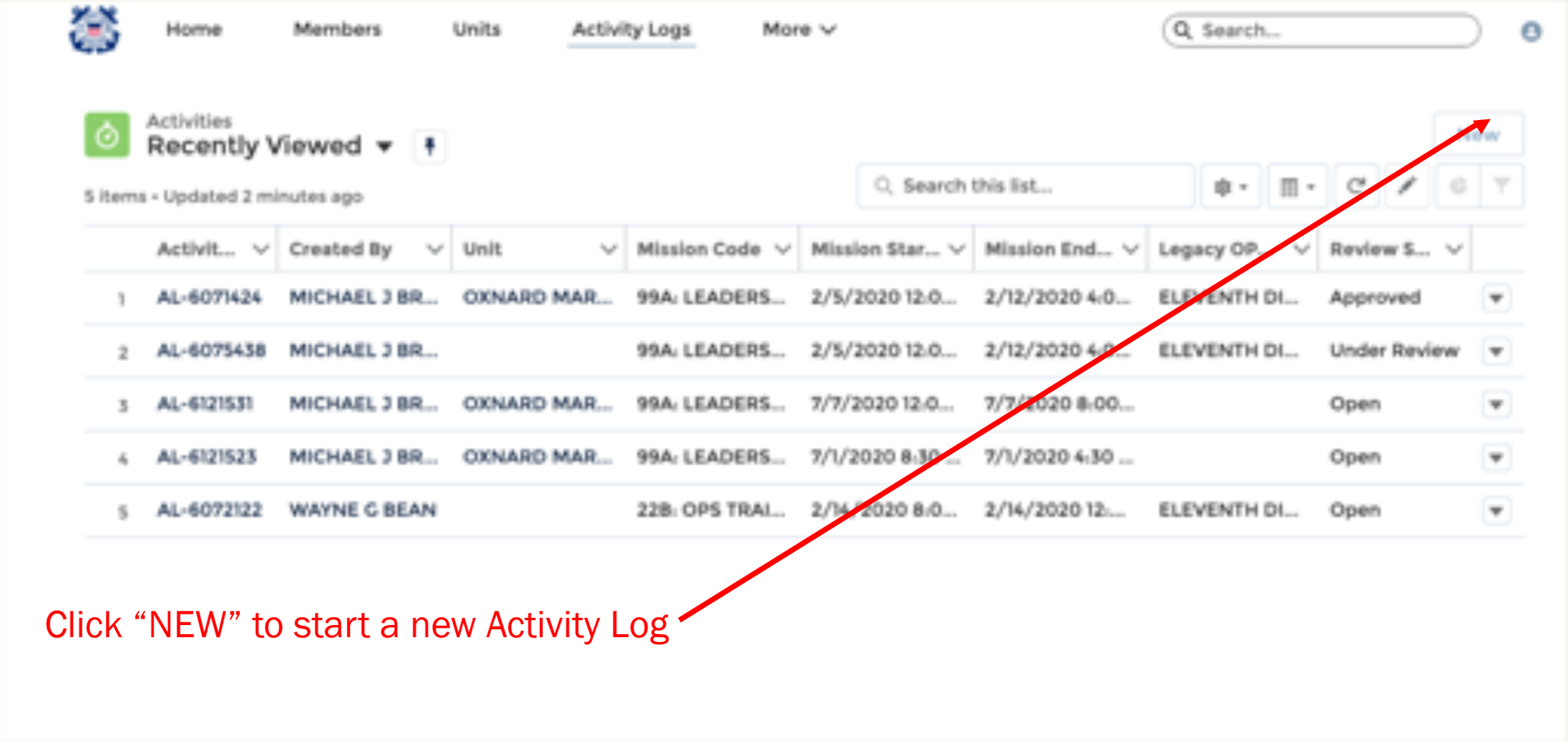
FI 114-07-04

Choose ”Activity Logs”



STEP 1

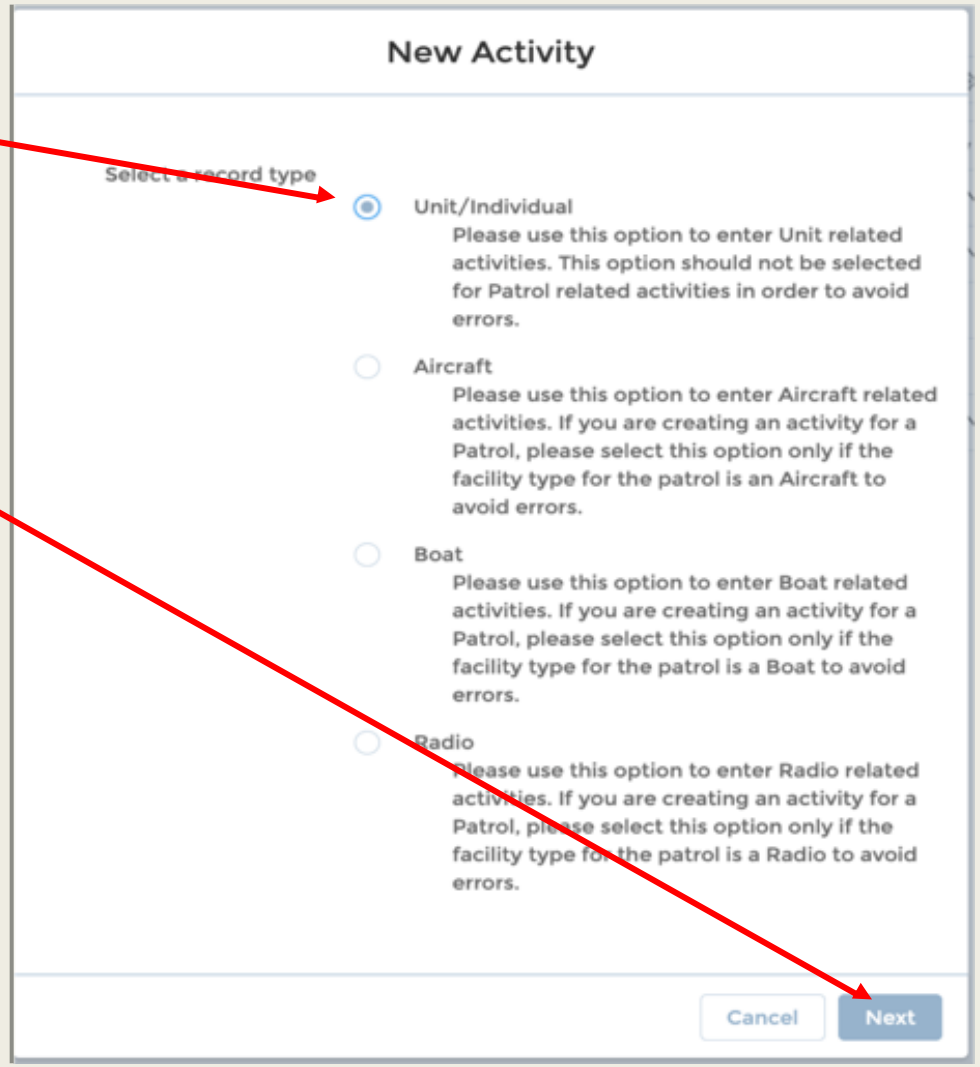


Click “NEW” to start a new Activity Log

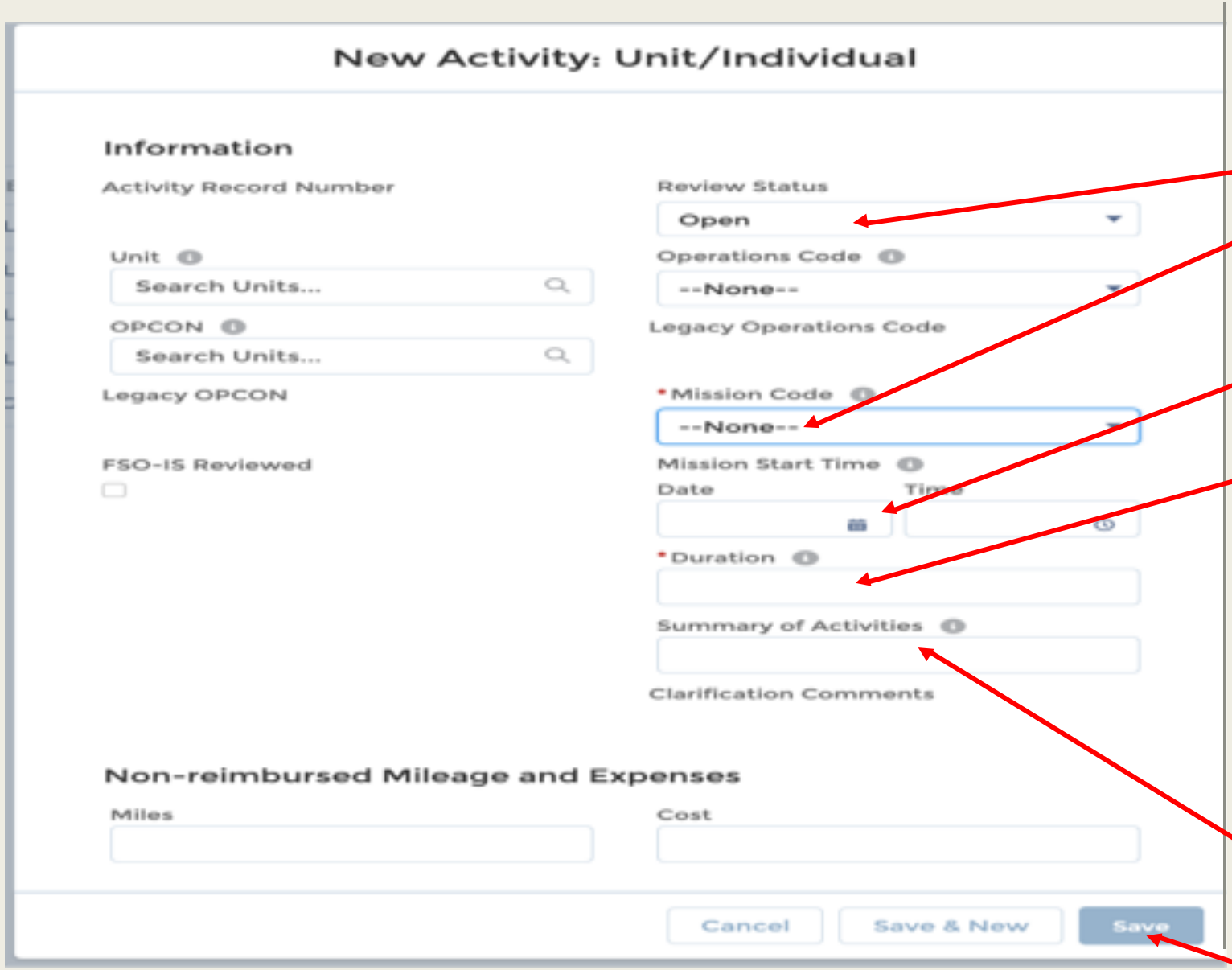
STEP 2

Select “Unit/Individual

Click “Next”

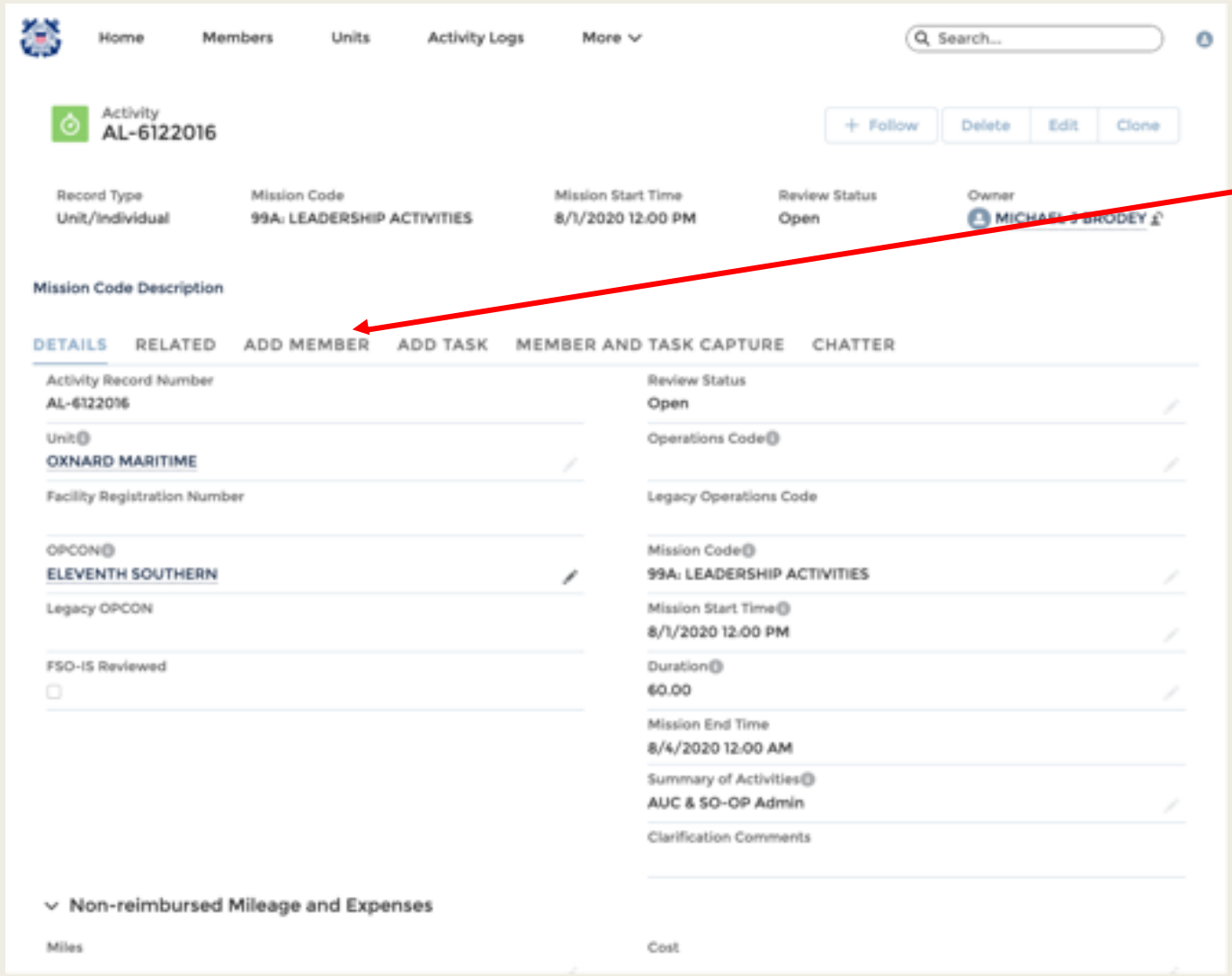


STEP 3



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”

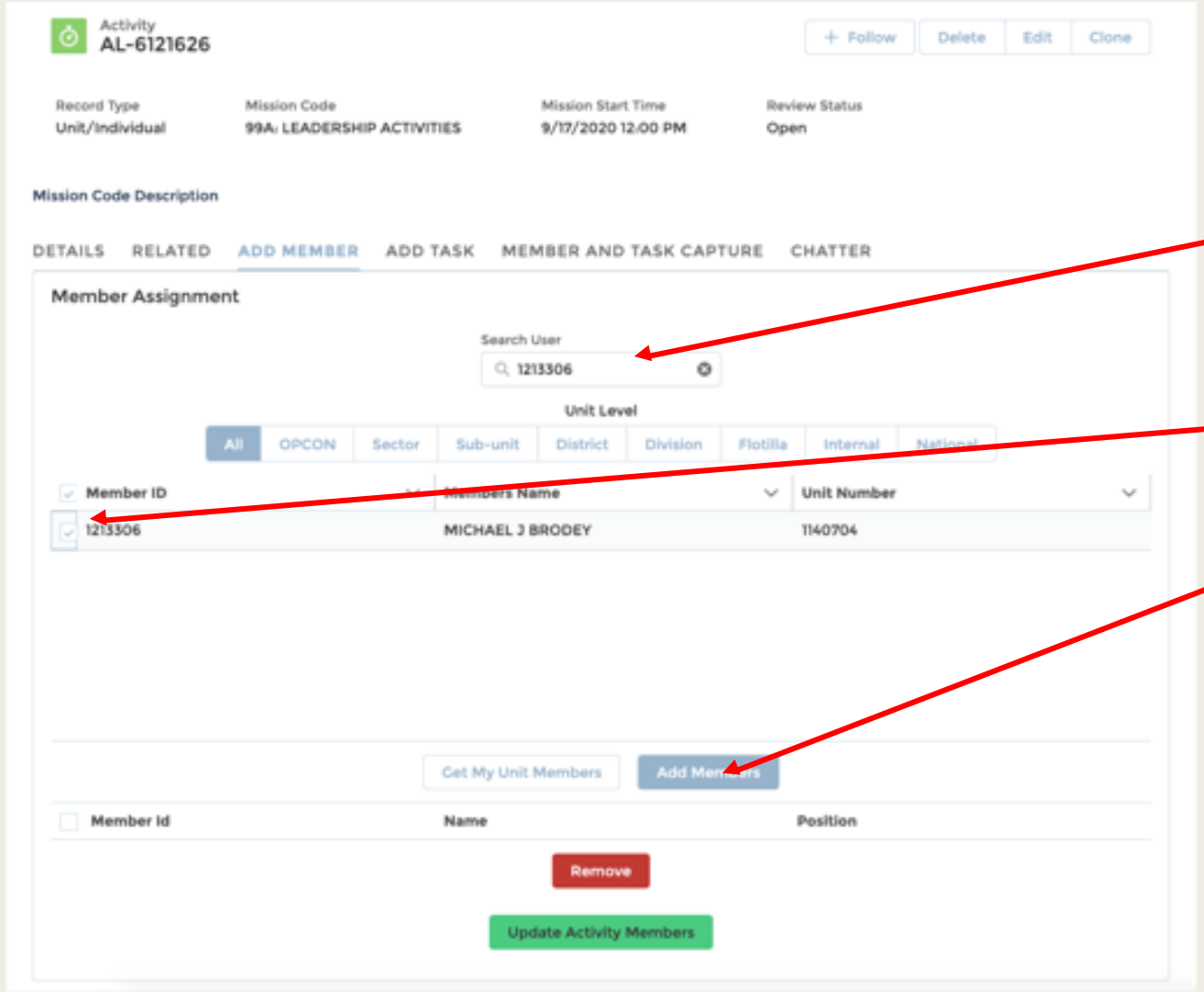
Step 4



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

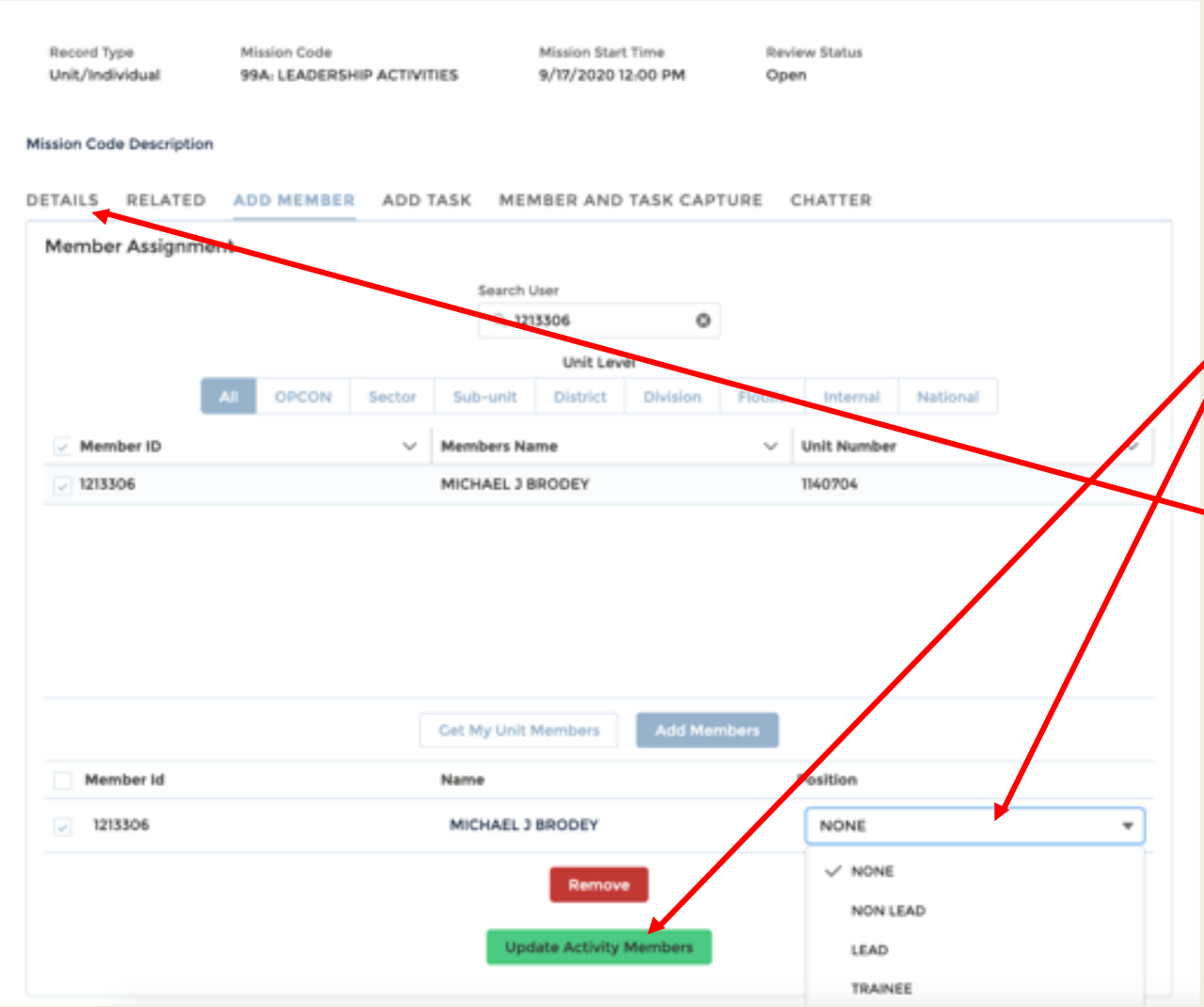
Click “ADD MEMBER”

STEP 5



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



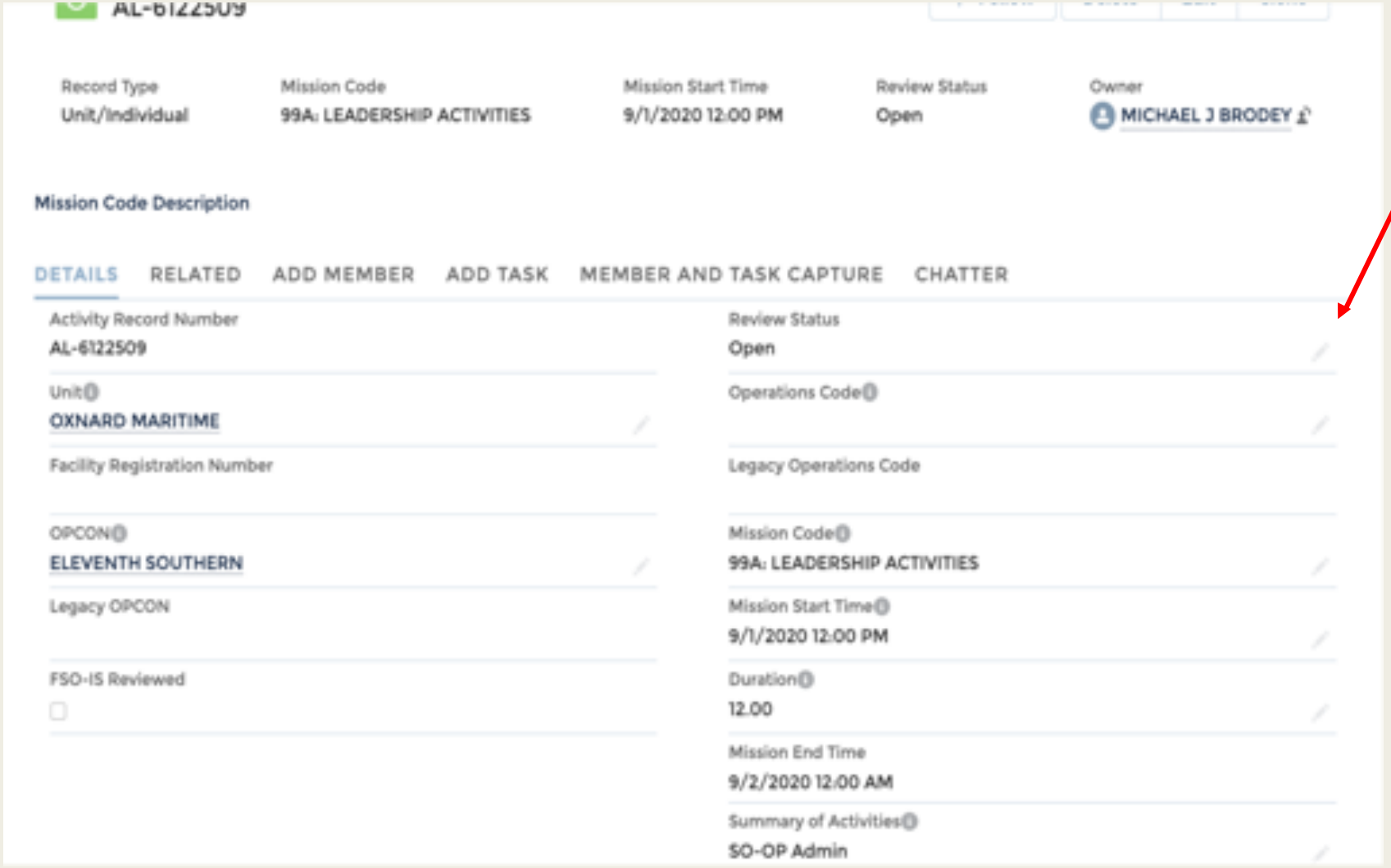
1. Click the “Position” drop down menu and choose “LEAD”
2. Click “Update Activity Members”

A Green message box at the top will appear “Save Successful”

However, you are not done!

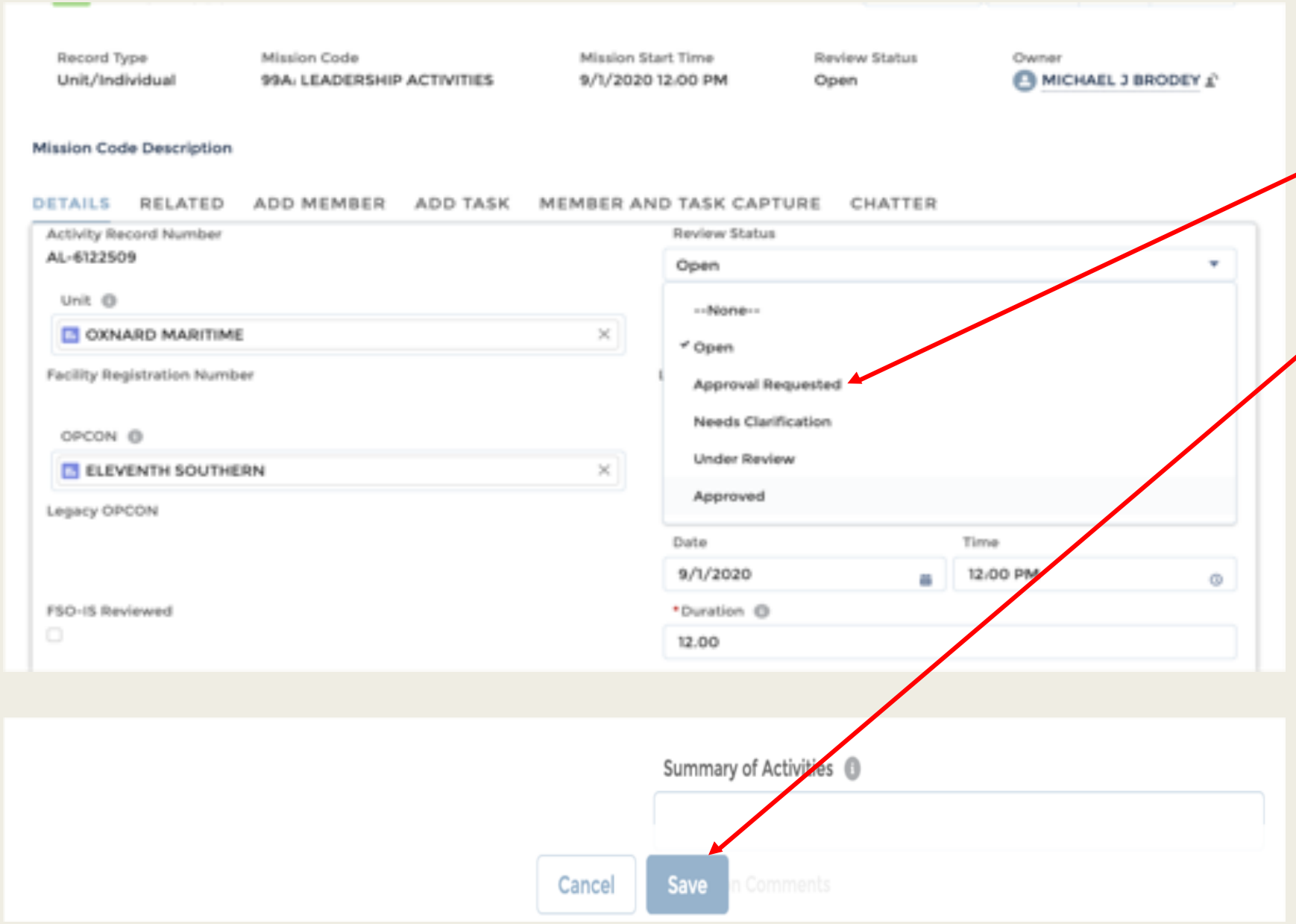
3. Click on “DETAILS”

Step 7



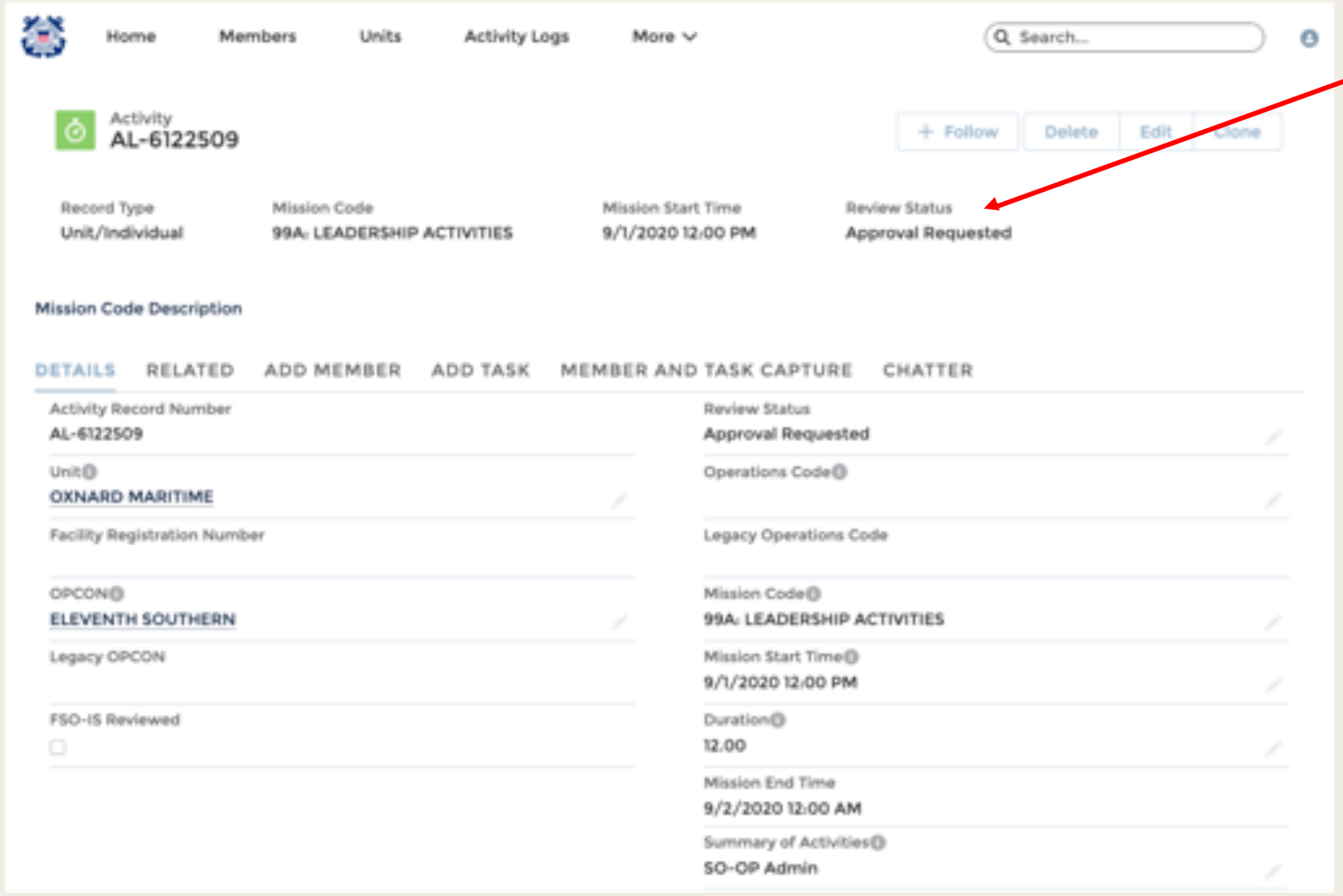
In the far right side of the "REVIEW Status" box is a pencil icon. Click on it

STEP 8



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

STEP 9



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 inputing “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.