

Auxdata II

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What is Auxdata II?

- Legacy Auxdata
- Auxinfo
- AOM (Auxdata Order Management) System
- Directory

Auxdata II Overview

- Access to Auxdata II
- View and Change Your Own Record
- Create Customized Views
- Create Reports
- Submit Hours

<http://uscg.force.com/auxcommunity/>

- Username ie. 123456@uscg.aux
- 2 Factor Authentication

Create Custom View of Your Own Record

- Click “Member” Tab
- Add a custom view: Click on down arrow next to “Recently Viewed” Tab -> All Active Members
- Gear icon ->clone
- Change name -> Save
- Add filter ->Field= Member ID, Value= “Your ID” ->Done ->Save
- Pin list by clicking the pushpin icon near the name of your customized list
- Click on name to view details page

Update Contact Information

- Click on Pencil Icon next to field that needs to be updated
- Make necessary changes
- Press “Save”

View Personal Records

- Click on Related Tab
- Scroll down to view more areas
- Click “View more” to expand field
- Click on heading title to sort by each field
- ie. Under Member tasks, sort by name of task or date

Create a Custom View of Your Flotilla Members

- Click on “Members” Tab
- Select arrow next to view (ie Recently Viewed, My Page)
- Select “All Active Members” -> Gear Icon -> Clone
- Rename List View (ie My Flotilla, Kenai Flotilla) -> Save
- Add filter -> Field=Unit:Unit Number, Value=”your unit number” -> Save
- Gear Icon -> Select Fields to Display
- Remove “Unit Number” and “Unit Name” by clicking on them and using the left arrow in the center
- Add “Home Phone” and “Mobile” by selecting and clicking the right arrow.
- -> Save

Reports: Unit Member Training Status

- Find “Reports” tab at the top of the page
- Select “All folders” on the left menu
- Select “Flotilla Reports”
- Select “Unit Member Training Status Report”
- Select Arrow next to “Edit” -> Save As
- Rename report
- Select “Select Folder” -> All Folders -> Private Reports -> Select Folder -> Save

Reports: Unit Member Training Status

- Select “Edit”
- Select Filters -> Unit Number -> Change to your unit -> Apply -> Save and Run
- To Export to Excel file, select arrow next to “Edit” -> Export -> Export

Reports: Flotilla Mission Detail Report

- Find “Reports” tab at the top of the page
- Select “All folders” on the left menu
- Select “Flotilla Reports”
- Select “Flotilla Mission Detail - CY2020”
- Select Arrow next to “Edit” -> Save As
- Rename report
- Select “Select Folder” -> All Folders -> Private Reports -> Select Folder -> Save

Reports: Flotilla Mission Detail Report

- Select “Edit”
- Select Filters -> Unit Number -> Change to your unit -> Apply
- Select Activity Log: Unit Number -> Change to your unit -> Apply ->
- Note: Activity Log: Mission Start Time is Jan 1 2020. To set a different time period, select this field.
- Select “Save and Run” at the top.
- To Export to Excel file, select arrow next to “Edit” -> Export -> Export

Reports: Flotilla Mission Detail Report

- To edit report to show only certain mission codes
- Select Edit -> Filters -> Add Filter ->Activity Log: Mission Code
- Select one or more mission codes from the list
- -> Apply -> Save and Run

Using Auxdata II to Enter Hours

- Select “Activity Logs” tab from the top of the screen
- Select “New” tab -> “Next”
- Update the “Mission Code,” “Mission Start Time,” “Duration,” and “Summary of Activities” at a minimum.
- Scroll down to complete additional information concerning Mileage or Expenses, as well as PE, PV or VE missions.
- Once Completed select “Save”
- Select “ Add Member” tab -> “Get My Members”
- Check box next to member's name(s) -> “Add Members”

Using Auxdata II to Enter Hours

- Update “Position” using drop down menu
- Select “Update Activity Members”
- Select “Details” tab
- Change “Review Status” by selecting pencil icon next to box to “Approval Requested” -> Select “Save”

Using the Correct Mission Code

- How do you know that you are using the correct code?
- This can be overwhelming, even for longtime Auxilarists
- The 7030 alone
 - introduces 87 different codes
 - from 15 different categories
- Become familiar with codes that you frequently use

99a Aux Leadership

- Elected or appointed officers duties
- Attending meetings
- Writing reports, emails
- Making phone calls
- Travel to/from meetings
- Note: MS staff use 7030 70K

99b RBS Support

- Preparing for a RBS mission such as a PE class, a VE exam, a PV visit, a Public affairs event. ie gathering supplies, preparing power point, etc.
- Travel to/from RBS missions
- Note: Actual mission recorded elsewhere (7030, 7038, 7039, or 7046)

99c Marine Safety Support

- Preparing for a Marine Safety mission (such as a beach cleanup, commercial vessel exam, prevention outreach, education)
- Travel to/from MS missions
- Note: Actual mission recorded elsewhere (7030)

99d Training Support

- Hours spent as a trainee
- Time spent preparing, studying, traveling or doing homework for online or in-class training.
- Includes mandatory training, basic qualifications, AUXOP courses, leadership courses, C-schools, etc.

99d Training Support

- Note: Exceptions are those studying for Marine Safety (MS) or Public Affairs (PA)
 - Study and training time recorded on 7030
 - 70U for Marine Safety
 - 10G for Public Affairs

99d Training Support

- Note: If traveling on orders for training include the time you leave your home until you return.
- Situation:
 - You leave at Noon on Friday.
 - You return at 1800 Sunday.
- Solution:
 - You record 12 hours on Friday, 24 hours on Saturday and 18 hours on Sunday.

99e Aux Support

Time spent attending meetings or committees, if not a staff officer

- All preparation and travel not reported elsewhere
- Fellowship activities
- Any other activity not listed elsewhere