

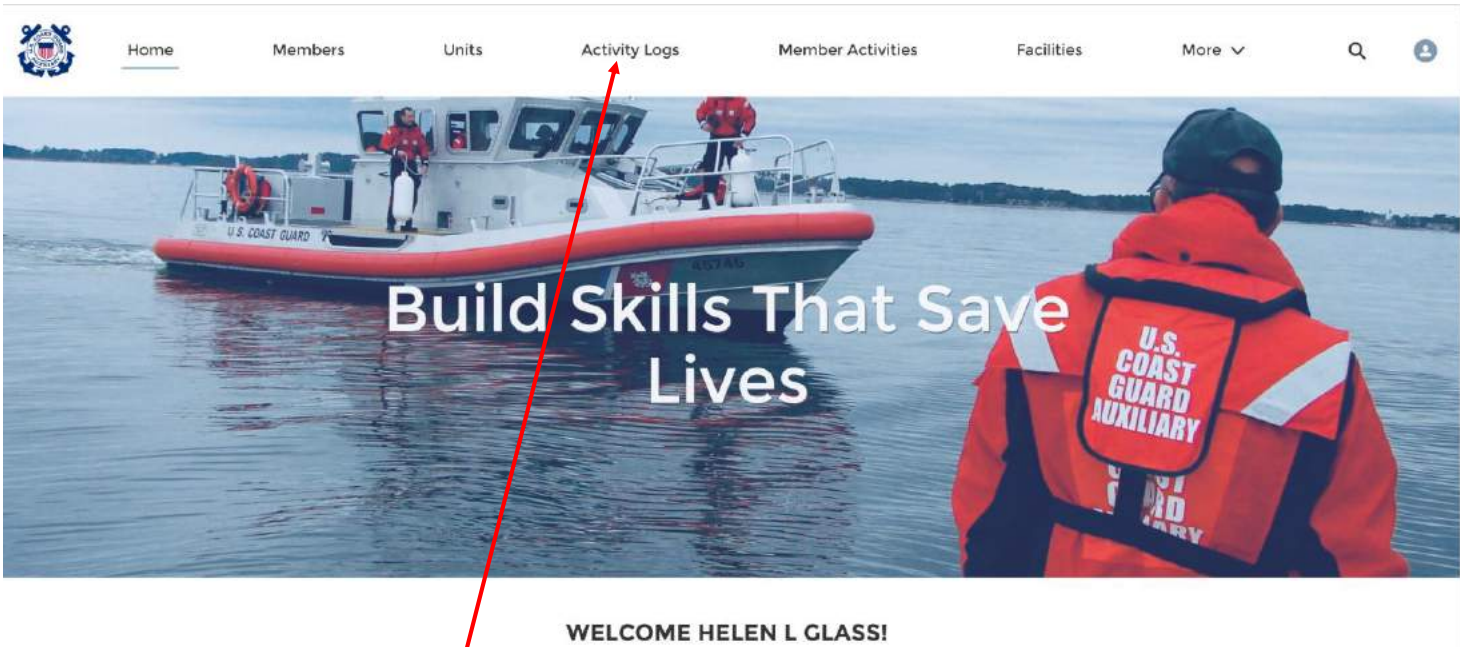
13 Steps to AuxData II Happiness

Many of us will be reporting regular activities that were previously captured on a 7029 form in the old system. This summary should provide the basic information on how to enter and submit an activity. Should you have any questions, feel free to contact your FSO-IS.

Let's get started with a new, simple "99A" activity of 1.5 hours duration.

1 Log into AuxData II, <https://uscg.force.com/auxcommunity/login?ec=302&startURL=%2Fauxcommunity%2Fs%2F>

Then follow the instructions on the following pages:



2 Click on "Activity Logs"

3 Then click on “New”

The screenshot shows a web application interface. At the top, there is a navigation menu with links for Home, Members, Units, Activity Logs, and More. A search bar is located to the right of the navigation menu. Below the navigation menu, there is a section titled "Activities Recently Viewed" with a refresh icon and a dropdown arrow. Below this section, there is a table with 7 items. The table has columns for Activity Re..., Created By, Unit, Mission Code, Mission Start Time, Mission End Time, Leg..., and Review ... A red arrow points from the text "Then click on 'New'" to a "New" button located in the top right corner of the table area.

	Activity Re...	Created By	Unit	Mission Code	Mission Start Time	Mission End Time	Leg...	Review ...
1	AL-6225194	HELEN L GLASS	LAKE GEORGE	10D: WEBSITE MAINTENANCE	3/12/2021 2:00 PM	3/12/2021 4:00 PM		Approved
2	AL-6225096	HELEN L GLASS	LAKE GEORGE	99A: LEADERSHIP ACTIVITIES	3/12/2021 10:00 AM	3/12/2021 12:00 PM		Approved

4 Select Unit/Individual (its pre-selected for you . . .)

5 Then click Next

The screenshot shows a web form titled "New Activity". On the left, there is a label "Select a record type". To the right of this label are four radio button options, each with a descriptive paragraph below it:

- 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**

At the bottom of the form, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted in a darker blue color. Two red arrows originate from the text above: one points to the "Unit/Individual" radio button, and the other points to the "Next" button.

New Activity: Unit/Individual

Information

Activity Record Number

Unit ⓘ



OPCON ⓘ



FSO-IS Reviewed

Review Status ⓘ

Open



Operations Code ⓘ

--None--



* Mission Code ⓘ

--None--



Activity Code ⓘ

Mission Start Time ⓘ

Date



Time



Cancel

Save & New

Save

6 Leave everything on the left hand side alone

Choose Mission Code, Date, Start time, and duration

The screenshot shows a web form titled "New Activity: Unit/Individual". On the left, there is an "Information" section with fields for "Activity Record Number", "Unit" (with a search box), "OPCON" (with a search box), and "FSO-IS Reviewed" (checkbox). The main form area contains several fields: "Review Status" (dropdown menu set to "Open"), "Operations Code" (dropdown menu set to "--None--"), "Mission Code" (dropdown menu set to "99A: LEADERSHIP ACTIVITIES"), "Activity Code" (text input), "Mission Start Time" (split into "Date" and "Time" fields, with "Date" set to "3/15/2021" and "Time" set to "12:00 PM"), "Duration" (text input set to "1.50"), "Summary of Activities" (text input containing "HG - March read, & respond to various emails"), and "Clarification Comments" (text input). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save".

Arrows in the image point to the following fields:

- A blue arrow points to the "Unit" search box.
- A red arrow points to the "Mission Code" dropdown menu.
- A red arrow points to the "Date" field in the "Mission Start Time" section.
- A purple arrow points to the "Time" field in the "Mission Start Time" section.
- A red arrow points to the "Duration" text input field.
- A red arrow points to the "Save" button at the bottom right.

7 Type in a summary of your activities, preceded by your initials

Then Click "Save"

8 Click on "Add Member"



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

Member Assignment

Search User

Unit Level

All OPCON Sector Sub-unit District Division Flotilla Internal National

<input type="checkbox"/> Member ID	Members Name	Unit Number
<input type="checkbox"/> 1217170	A B ROSE	1130305
<input type="checkbox"/> 1152491	A BRUCE MAGYAR	0820401
<input type="checkbox"/> 1174480	A IRVING OSSER	1141242
<input type="checkbox"/> 1175161	A JAMES LEWIS	1140509
<input type="checkbox"/> 1160304	A LYNNE REESE	0810102
<input type="checkbox"/> 1150326	A PARKS HONEYWELL	0920106

Get My Unit Members

Add Members

Member Assignment

Search User
1212504

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

Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1212504	HELEN L CLASS	0141510

Get My Unit Members Add Members

Member Id	Name	Position

Remove

Update Activity Members

9 Enter your Member ID # in the "Search User" field
And check the box next to your ID number

Click on "Add Members"

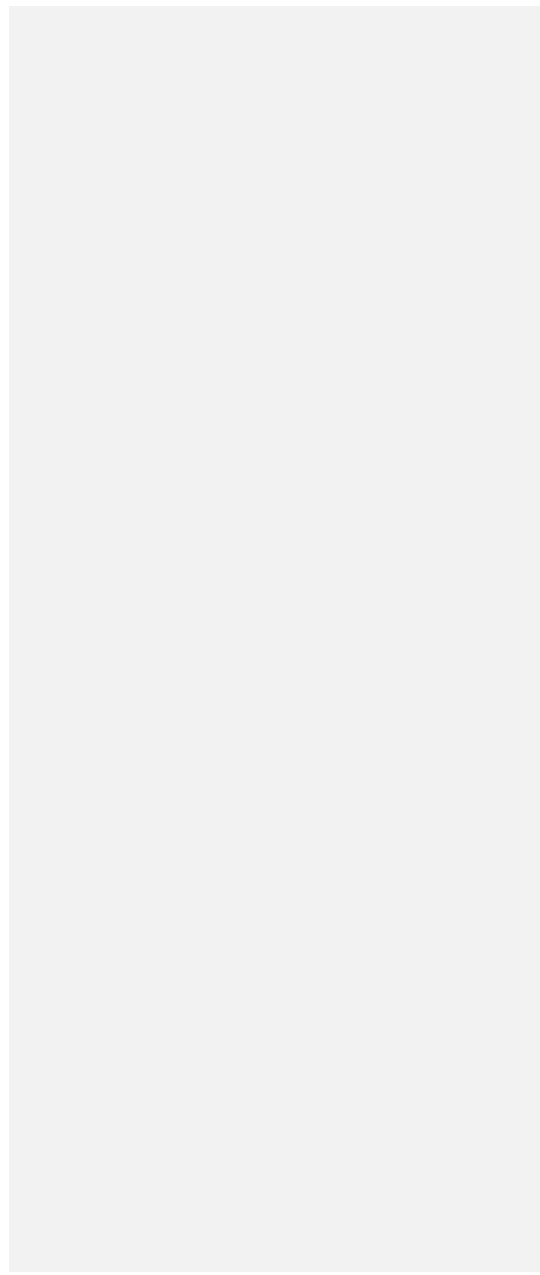
<input type="checkbox"/> Member Id	Name	Position
<input type="checkbox"/> 1212504	HELEN L GLASS	NONE

Remove

Update Activity Members

10

Check the box next to your Member ID
Then choose "Lead" from the drop down list on the right
Then Click on the green box "Update Activity Members"
You will get a green "Save was Successful" notification



11 NOW – scroll back up the page until you get to the top:

Home Members Units Activity Logs Member Activities Facilities More

Activity
AL-6228067

+ Follow Delete Edit Clone

Record Type	Mission Code	Mission Start Time	Review Status	Owner
Unit/Individual	99A- LEADERSHIP ACTIVITIES	3/15/2021 12:00 PM	Open	HELEN L GLASS

Mission Code Description

Open Approval Requested Needs Clarification Under Review Approved Mark as Current Review Status

Guidance for Success

For Auxiliaries:

- Should any changes need to be made after the status has been updated to 'Approval Requested,' change the status back to 'Open'

12 Click Edit

Commented [HG1]:
Commented [HG2R1]:

Units Activity Logs Member Ac

Edi

Activity Record Number
AL-6228067

Unit
LAKE GEORGE

Facility Registration Number

OPCON
FIRST DISTRICT SOUTHERN REGION

FSO-IS Reviewed

Review Status
Open

Operations Code
--None--

* Mission Code
99A: LEADERSHIP ACTIVITIES

Activity Code
UMS

Mission Start Time
Date: 3/15/2021 Time: 12:00 PM

* Duration
1.50

Mission End Time
3/15/2021 1:30 PM

Summary of Activities
HC - March read, & respond to various emails

Cancel Save & New Save

To submit this form into the approval process, change the STATUS from "Open" to "Approval Requested". To recall the form, change the status from "Approval Requested" to "Open". Once the status is "Approved", the activity log cannot be recalled.

13 Change Review status to Approval Requested
Then click on SAVE

If you have done everything right you will see a "Activity was Saved" notification

And now you are an AuxData II ACE!

