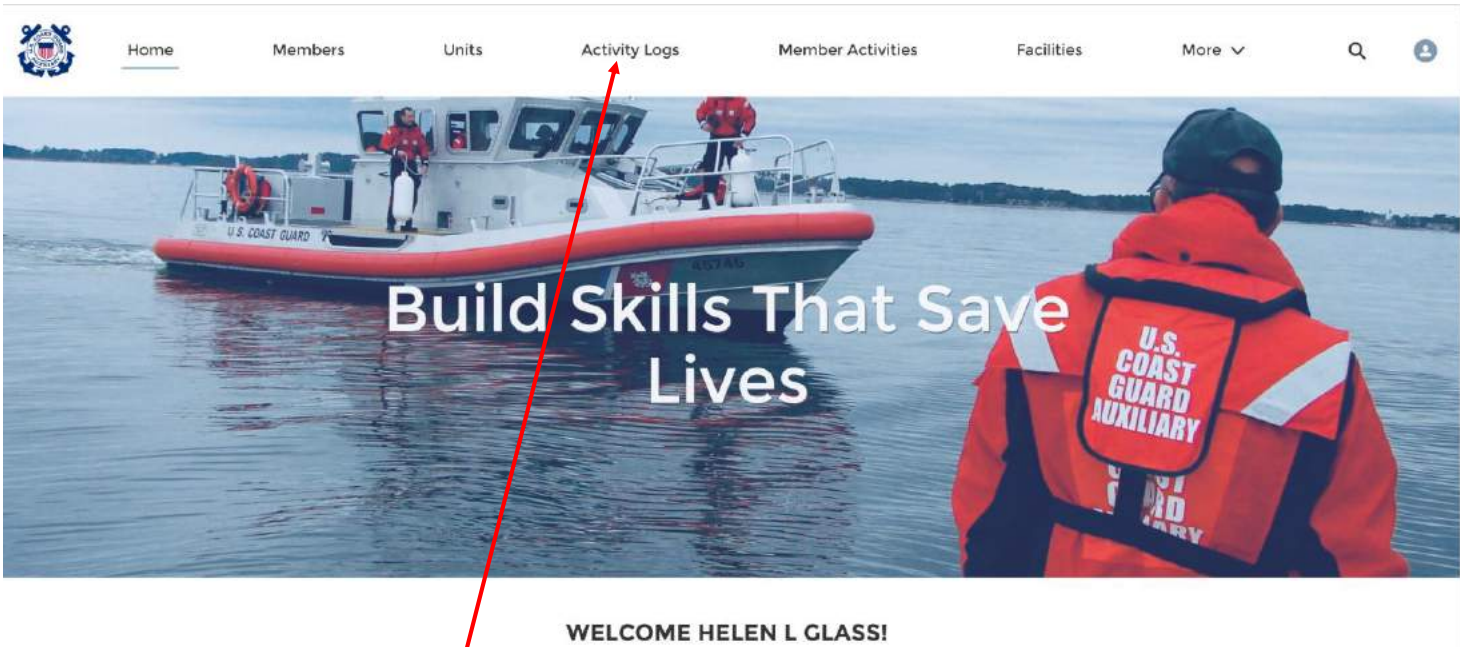# 13 Steps to AuxData II Happiness

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"

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

5 Then click Next

New Activity

Select a record type

- ⦿ 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

Cancel   Next

New Activity: Unit/Individual

Information

Activity Record Number

Review Status ⓘ

Open ▼

Unit ⓘ

Search Units... 🔍

Operations Code ⓘ

--None-- ▼

OPCON ⓘ

Search Units... 🔍

*Mission Code ⓘ

--None-- ▼

FSO-IS Reviewed

☐

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

New Activity: Unit/Individual

Information

Activity Record Number

Review Status

Open

Unit

Search Units...

Operations Code

--None--

OPCON

Search Units...

*Mission Code

99A: LEADERSHIP ACTIVITIES

FSO-IS Reviewed

Activity Code

Mission Start Time

Date   Time

3/15/2021   12:00 PM

*Duration

1.50

Summary of Activities

HG - March read, & respond to various emails

Clarification Comments

Cancel   Save & New   Save

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 |

☐	Member ID ⌄	Members Name ⌄	Unit Number ⌄
☐	1217170	A B ROSE	1130305
☐	1152491	A BRUCE MAGYAR	0820401
☐	1174480	A IRVING OSSER	1141242
☐	1175161	A JAMES LEWIS	1140509
☐	1160304	A LYNNE REESE	0810102
☐	1150326	A PARKS HONEYWELL	0920106

Get My Unit Members   Add Members

Search User

🔍 1212504 ⊗

Unit Level

| All | OPCON | Sector | Sub-unit | District | Division | Flotilla | Internal | National |

Member ID	⌄	Members Name	⌄	Unit Number	⌄
1212504		HELEN L GLASS		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

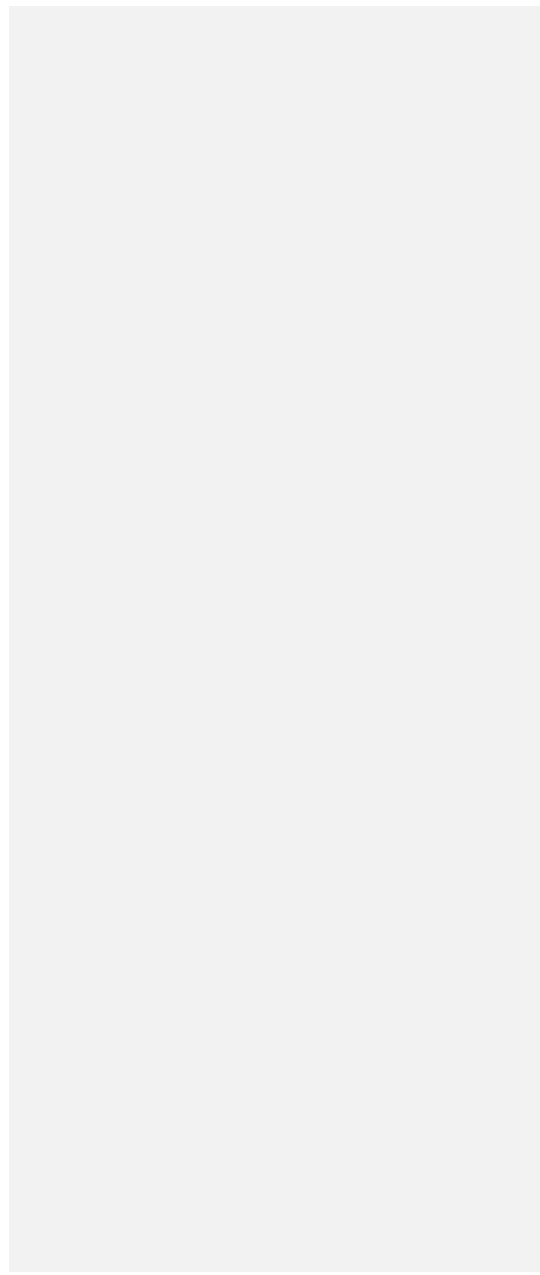And check the box next to your ID number

Click on "Add Members"

Get My Unit Members	Add Members	

Member Id	Name	Position
☐ 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:

12 Click Edit

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!