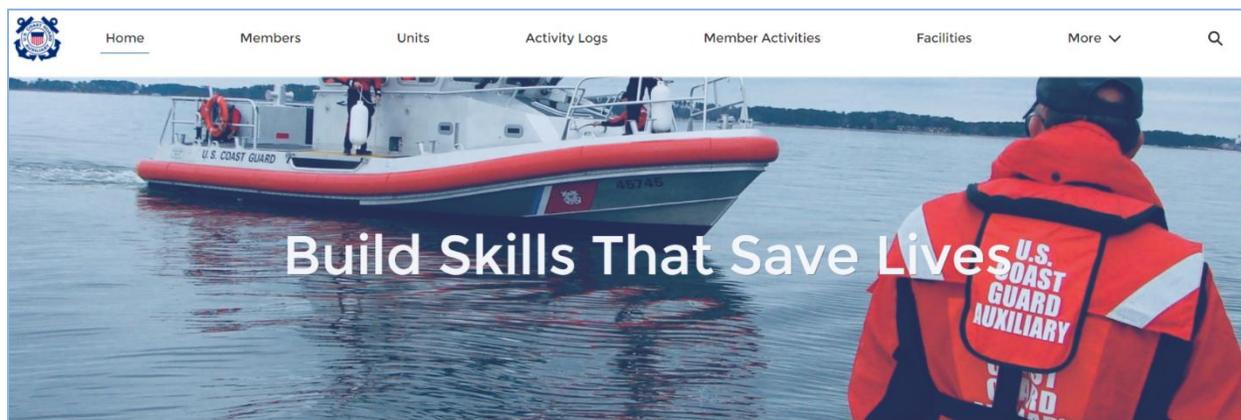


How to Enter Auxiliarist Hours in AUXDATA II



Welcome to AUXDATA II. This system allows you to report the hours you spend doing missions of the CG Auxiliary. This document will walk you through the process of entering your own hours AUXDATA II.

Before you start your entry, you need to determine what Mission Code to Use. You can find the list of Mission Codes at XXXX and a full explanation with examples is available in the “How To Guides available at YYYY

ACTIVITY LOGS GENERAL

The same data entry screens are used for all the mission codes associated with time and accomplishments. The forms that can be used to keep track of missions are 7029, 7030, 7038, 7039, 7046 and 7066.

There are fiveix pages in the Activity Log record, but most entries will require use of only two:

- The **DETAIL** Screen - here you record “what, when and where”
- The **ADD MEMBER** Screen - here you record “who” did the mission.

SCREEN ICONS

AUXDATA II uses several Icons to help the user.

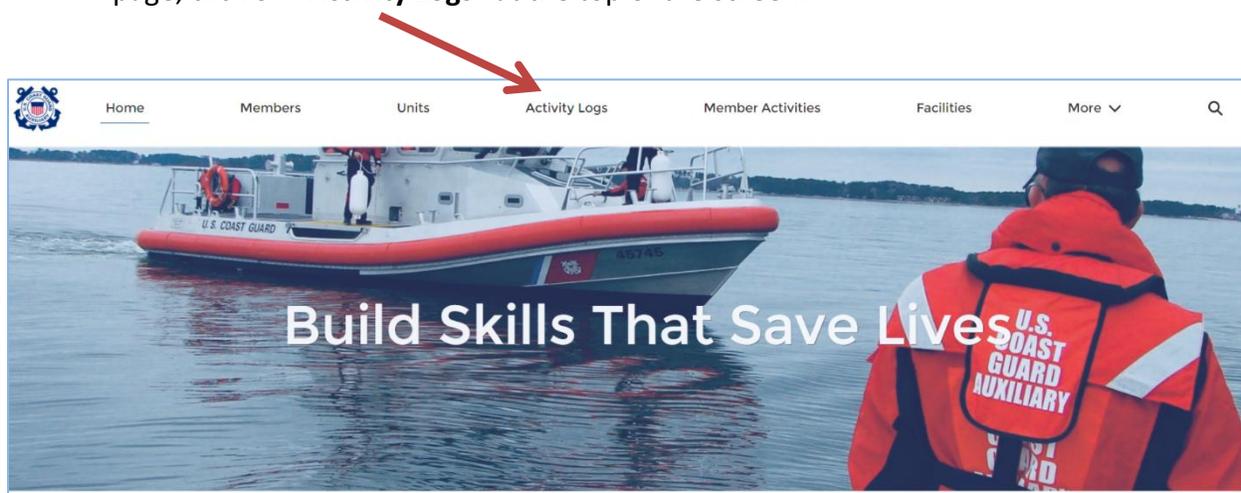
-  First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.
-  Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.
-  The Red Asterisk is used to identify fields that must be completed. Failure to complete a required field will result in an error message when the user tries to save or submit the data.

-  The calendar icon can be used to select a date.

ENTERING “99” DATA

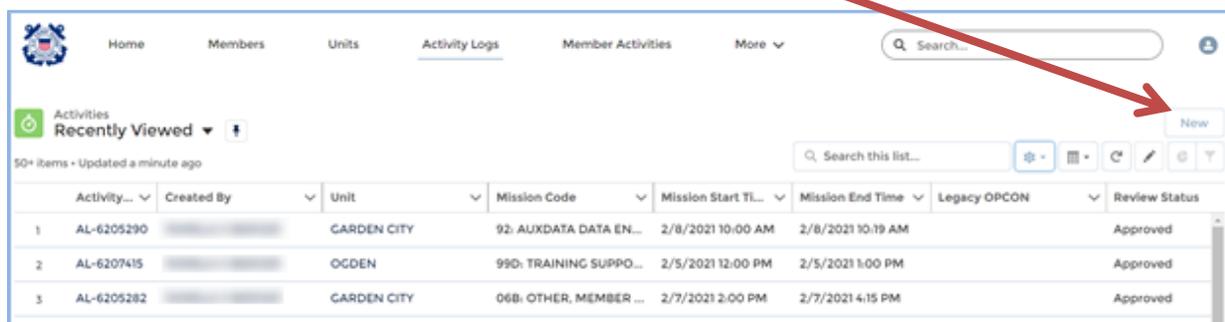
Begin with the “Home” Page

Step 1 - Logging into AUXDATA II will automatically take you to the “Home” page. On this page, click on “**Activity Logs**” at the top of the screen.



You will be taken to the “Recently Viewed” page for “Activity Logs”. If this is your first visit to this screen, it will be blank. Over time it will populate with the Activity Logs you have entered or viewed.

To create a new Activity Log, Click the “**New**” button.



Step 2 - In the “New Activity” screen, select “Unit/Individual” as the record type.

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**
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.

Cancel Next

Step 3 - Click “Next”

Complete the information required in the “New Activity: Unit/Individual” screen

New Activity: Unit/Individual

* = Required Information

Main Activity Details

- * Mission Code
- Mission Start Time
- * Duration
- Summary of Activities
- Review Status
- Unit
- OPCON
- Operations Code
- Activity Code

Activity Approvers

- FSO-IS
- FSO-IS Reviewed

Cancel Save & New Save

Step 4 - Starting on the top left, In the “Mission Code” field, use the pick list to select the correct mission code for your activity.

- Step 5 - Below that enter “Mission Start Time”** Click on the Calendar icon to select the **Date** of the mission you are reporting.
- Step 6 - “Duration”** Enter the **Duration**, in hours, Hover your mouse over the “information” icon to get tips on what to enter for fractions of an hour.
- Step 7 - “Summary of Activities”** Type in your **Last Name** followed by a brief **Description** of the activity. This field is helpful to you when you later want to find your activity on a list. It is also important for your IS officers to have this information when they are reviewing and approving the entry.
- Step 8 -** Moving to the right side of the screen, leave the “**Review Status**” as “Open”.
- Step 9 -** Below that, leave the **UNIT** field blank- This field will auto populate with your flotilla when you have finished entering the remaining fields.
- Step 10 -** Also on the right side of the screen, leave the “**OPCON**” field blank, this will auto populate. If you are reporting a CG Support Mission code, you will need to replace the auto-populated District OPCON with the OPCON for the Station, Sector or Ship that you are supporting.
- Step 11 -** In the “**Operations Code**” field, use the pick list to select an Operations Code if appropriate. Most activity logs will not require an Operations Code. Operations Codes are codes for specified CG Initiatives.
- Step 12 -** Leave the “**Activity Code**” field blank. This will auto populate.
- Step 13 -** Scroll down to the Mission Detail Information. Enter the Mission detail for mission codes for Vessel Safety Checks, Commercial Vessel Exams, Public Education, Program Visits, or Aids to Navigation as appropriate. If entering mission code “99” hours, enter unreimbursed Miles and Expenses in the Mission Detail. Only enter this in ONE of the Mission Code 99 Activity Logs you submit.

Non-reimbursed Mileage and Expenses	
Miles <input type="text"/>	Cost <input type="text"/>
Vessel Exam Details	
Number of Exams Given <input type="text"/>	First Time <input type="text"/>
Number of Exams Passed <input type="text"/>	
Program Visits	
Number of Visits <input type="text"/>	Business Name <input type="text"/>
Aids to Navigation Details	
ATONs/PATONs/Bridges Watching Properly ⓘ <input type="text"/>	ATON/PATON Bridge Discrepancy ⓘ <input type="text"/>

Public Education Details

<p>Last Mission for the Class? ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--None--</div> <p>Instruction Method ⓘ</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--None--</div> <p>State Taught In</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--None--</div>	<p>Total Number of Enrollees</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Total Number of Enrollees 17 and under</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Total Number of Graduates</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <p>Total Number of Graduates 17 and under</p> <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
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Public Affairs Details

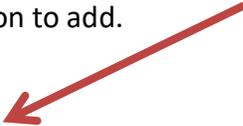
Comments

Step 14 - At the bottom of the “New Activity: Unit/Individual” screen, click **“Save”**. Do not click “Save and New” even if you have another mission to add.

Cancel

Save & New

Save

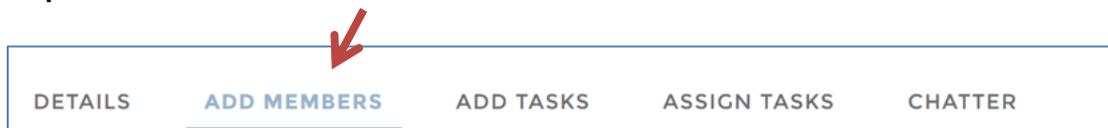


Details Screen

After clicking “Save” on the “New Activity: Unit/Individual” screen, you will be taken to the “Details” screen of the Activity Log. This screen will show the information you just entered and the information that was auto populated in the previous screen. Review this information to make sure it is correct.

At this point, you have told AUXDATA II the “what, where and when” of the mission. It is now time to enter the who, by entering your name and the names of the members who participated in the mission.

Step 15 - Click on “Add Members”



ADD MEMBER Screen

Step 16 - On the “Member Assignment” screen, type your **member number or name** in the “Search User” box. You can also click “Get My Unit Members” and/or “Get my Division Members” to get a list that you can then select from.

Enter Name or Member Number here

Member Assignment

Search User

Unit Level

All Get My Unit Members Get My Division Members Get Archive Members

<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	0701110

Add Members

<input type="checkbox"/> Member Id	Name	Position
<input type="checkbox"/> 1150326	A PARKS HONEYWELL	

Remove

Update Activity Members

Step 17 - Click the box to the left of the name or names you wish to assign to this activity log.

Step 18 - Repeat steps 16 and 17 to add other members if applicable.

Step 19 - Click **"Add Members"**. This will copy all the names you selected from the top list to the bottom.

Member Assignment

Search User

1234567

Unit Level

All REGION Sector Sub-unit District Division Flotilla Internal National

<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1234567	JANE V DOE	1130708

Get My Unit Members Add Members

<input type="checkbox"/> Member Id	Name	Position
<input type="checkbox"/> 1234567	JANE V DOE	LEAD

Remove

Update Activity Members

Step 20 - In the list you created in Step 19, use the pick list to change the position from None to **“Lead”, Non-Lead or Trainee as appropriate** (See the program-specific How to Guides to determine which positions are valid for the Mission Code you are reporting).

Step 21 - Once this has been done for all members on the mission, click the green **“Update Activity Members”** button. You will see a green banner flash across the top saying **“Save was Successful”**. If there are errors, you will see a red banner indicating the error. When you have completed the corrections click **“Update Activity Members”**.

The screenshot shows the 'Member Assignment' interface. At the top, there are tabs: DETAILS, RELATED, ADD MEMBER, ADD TASK, MEMBER AND TASK CAPTURE, and CHATTER. Below the tabs, there is a search bar for 'Search User' with the value '1234567'. Underneath is a 'Unit Level' filter with buttons for All, OPCON, Sector, Sub-unit, District, Division, Flotilla, Items, and National. A table lists members with columns for Member ID, Members Name, and Unit Number. The first row shows Member ID '1234567', Name 'JANE V DOE', and Unit Number '30708'. Below the table, there are buttons for 'Get My Unit Members' and 'Add Member'. A second table shows a member with Member ID '1234567', Name 'JANE V DOE', and Position 'LEAD'. At the bottom, there are buttons for 'Remove' and 'Update Activity Members'. Two red arrows point from the text above to the 'LEAD' dropdown and the 'Update Activity Members' button.

Submit for Approval

Once all the information is entered and saved, it is time to review the entry and Submit it for Approval.

Step 22 - Click **“Details”** to return to the Details screen.

The screenshot shows the 'Activity Details' screen for activity 'AL-6177994'. It includes fields for Record Type (Unit/Individual), Mission Code (99A: LEADERSHIP ACTIVITIES), Mission Start Time (2/28/2021 12:00), Review Status (Open), and Owner. Below these fields is a 'Delete Record' button. A progress bar shows the status of the activity: Open (selected), Approval Requested, Needs Clarification, Under Review, and Approved. There is a button 'Mark Review Status as Complete' at the end of the progress bar. At the bottom, there are tabs: DETAILS, RELATED, ADD MEMBER, ADD TASK, MEMBER AND TASK CAPTURE, and CHATTER. A red arrow points from the text above to the 'Details' tab.

Step 23 - Review the information entered to ensure it is correct. If you need to edit any of the fields, click the “pencil” icon next to the field to activate it, then make any necessary corrections.

Step 24 - The Tables on the far right should NOT be used unless instructed to do so.

1. The Member Activities will populate with a list of the members reported on the Activity Log.
2. Tasks are ONLY entered by your DIRAUX Office or their Designees. Members do NOT enter their own tasks.
3. You may be asked to upload files in some instances but do not upload ANSC 7029, 7030, 7038, 7046, 7039 or 7066 forms.
4. Activity History is a list of the status changes made to the Activity Log.

◆ **Member Activities (2)** New

Member ...	First Name	Last Name	Position	
MA-11477...	LAUREL	CARLSON	LEAD	▼
MA-11477...	GERALD	BEAUDOIN	LEAD	▼

[View All](#)

🔧 **Tasks (0)** New

📄 **Files (0)** Add Files

📁 Upload Files

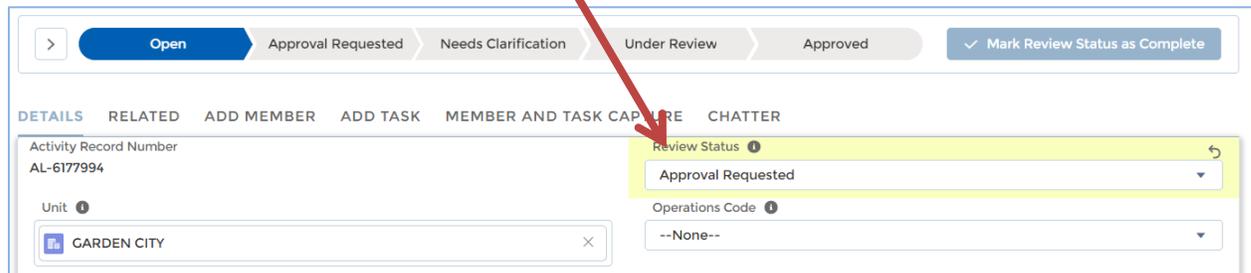
Or drop files

🕒 **Activity History (2)**

Date	Field	User	Original...	New Va...	
3/20/...	Review ...	LAUREL...	Open	Approv...	▼
3/20/...	Created.	LAUREL...			▼

[View All](#)

Step 25 - You are now ready to submit the Activity Log to your IS officer for review and approval. Click the “Pencil” icon on the right side of the “Review Status” field and use the pick list to select “Approval Requested”.



The screenshot shows a web interface for an Activity Log. At the top, there is a progress bar with stages: Open (selected), Approval Requested, Needs Clarification, Under Review, and Approved. A button labeled 'Mark Review Status as Complete' is on the right. Below the progress bar are tabs: DETAILS, RELATED, ADD MEMBER, ADD TASK, MEMBER AND TASK CAPTURE, and CHATTER. The 'DETAILS' tab is active, showing the 'Activity Record Number' as AL-6177994 and the 'Unit' as GARDEN CITY. The 'Review Status' field is highlighted in yellow and set to 'Approval Requested'. A red arrow points from the text above to the 'Pencil' icon on the right side of the 'Review Status' field. Below it, the 'Operations Code' field is set to '--None--'.

Step 26 - Click “Save” at the bottom of the screen to save the “Review Status” change, and any corrections you may have made.

You have now submitted your Activity Log for review and approval. If you have additional “99” activity to report, create a new Activity Log, by following the steps above. Your FSO-IS officer will receive an email notification indicating that an Activity Log is ready for review. If there are any questions on the Activity Log, your IS officer will contact you. If the Activity Log is correct, it will be approved.

You can track the status of your Activity Log several ways. First by looking at your “Member Record”. Click on the “Member” object at the top of the screen. If your name appears in the list of Recently Viewed items, simply click on your name. If your name does not appear in the list, type your member number or name in the “Search Bar”, on the top right of the screen, and press “Enter”. In the results screen, click on your name to bring up your member record, then click on “Related”. In the “Related” screen, click “View All” in the “Member Activities” box. The “Members Activities” screen will show all the Activity Logs and their status that are associated with your member record.

The second way to view the status of your Activity Log is to click on the “Activity Logs” object at the top of the screen. In the “Activity Log” Recently Viewed list, you can see the status of the Activity Log. Activity Logs that are approved will give you credit for your PA hours. You can open the Activity Log by clicking on the Activity Log Record Number (AL-XXXXXX) in the List.

See the “How to Access, View and Update Your Member Record” for more information on reviewing your record.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR IS OFFICER