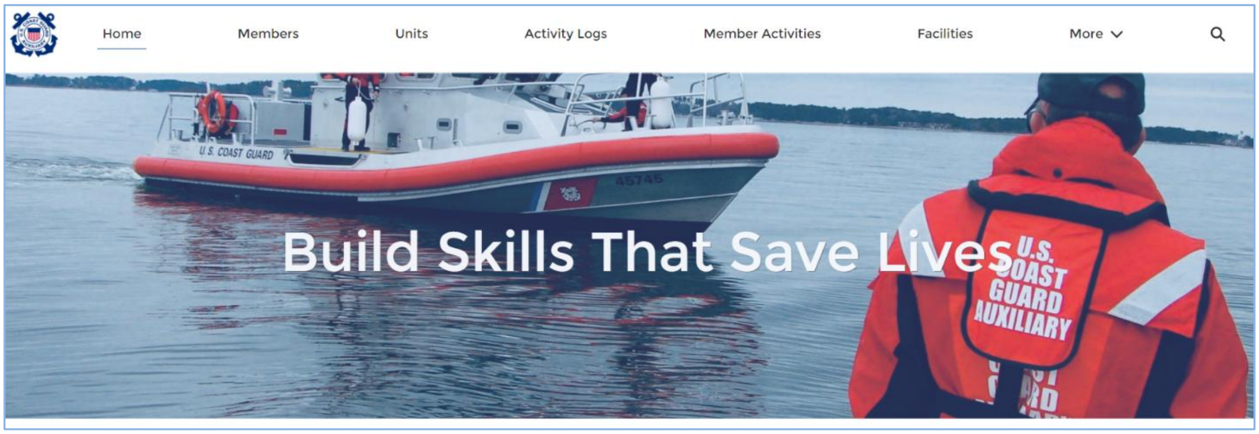
How to Enter Auxiliarist Hours in AUXDATA II



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.

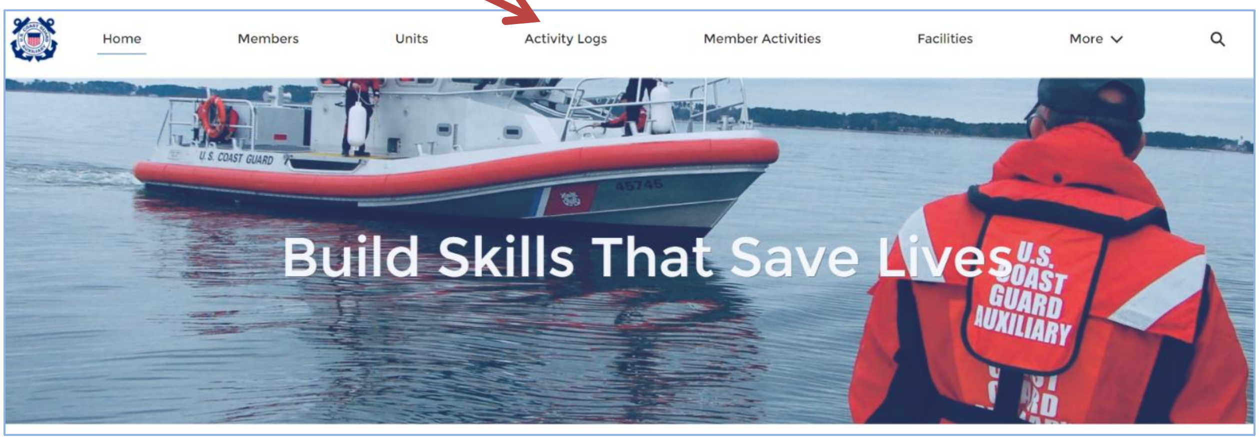
- First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.
- Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.
- The Red Asterisk is used to identify fields 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

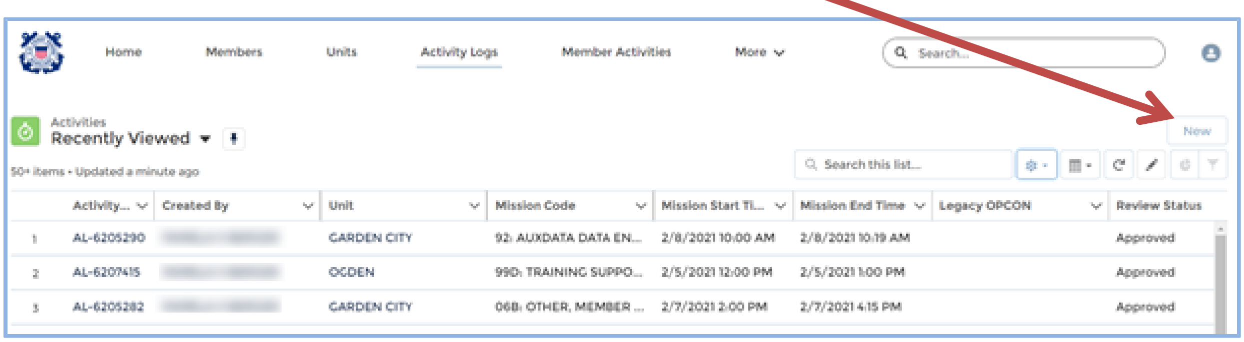
Begin with the "Home" Page

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.

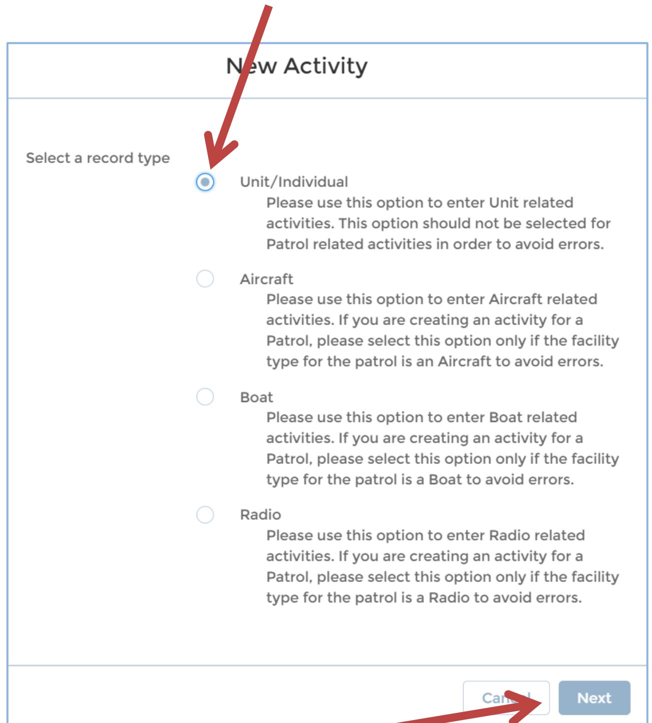


You will be taken to the "Recently Viewed" page for "Activity Logs". If this is your first visit to this screen, it will be blank. Over time it will populate with the Activity Logs you have entered or viewed.

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

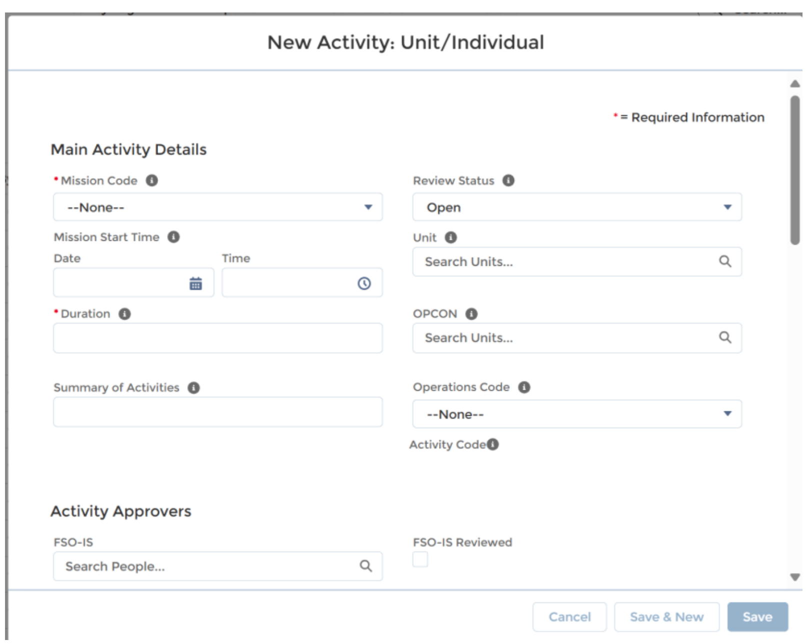


Step 2 - In the “New Activity” screen, select **“Unit/Individual”** as the record type.



Step 3 - Click **“Next”**

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



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".

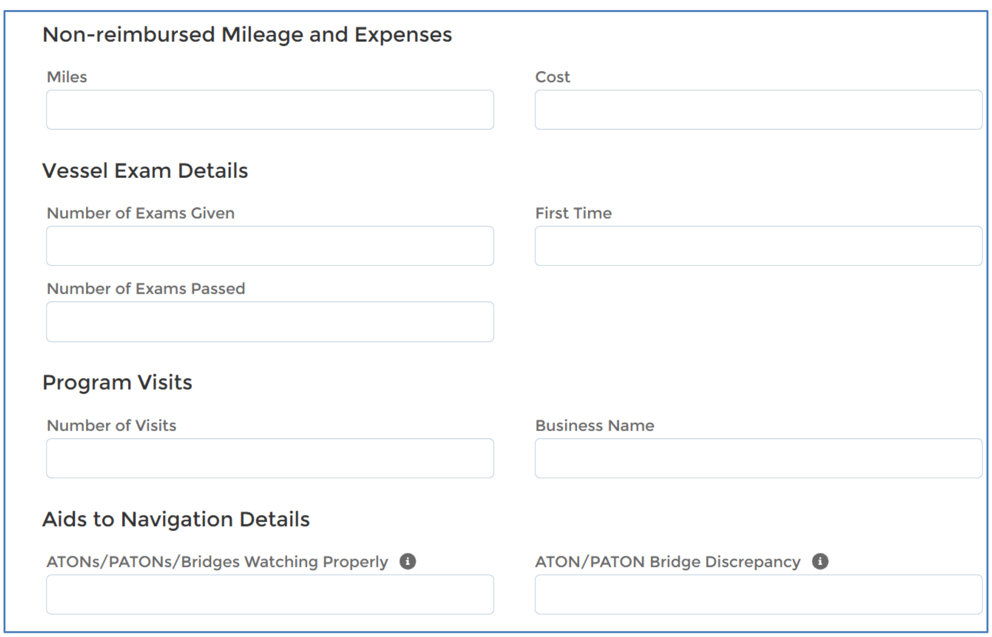
Step 9 - Below that, leave the **UNIT** field blank- This field will auto populate with your flotilla when you have finished entering the remaining fields.

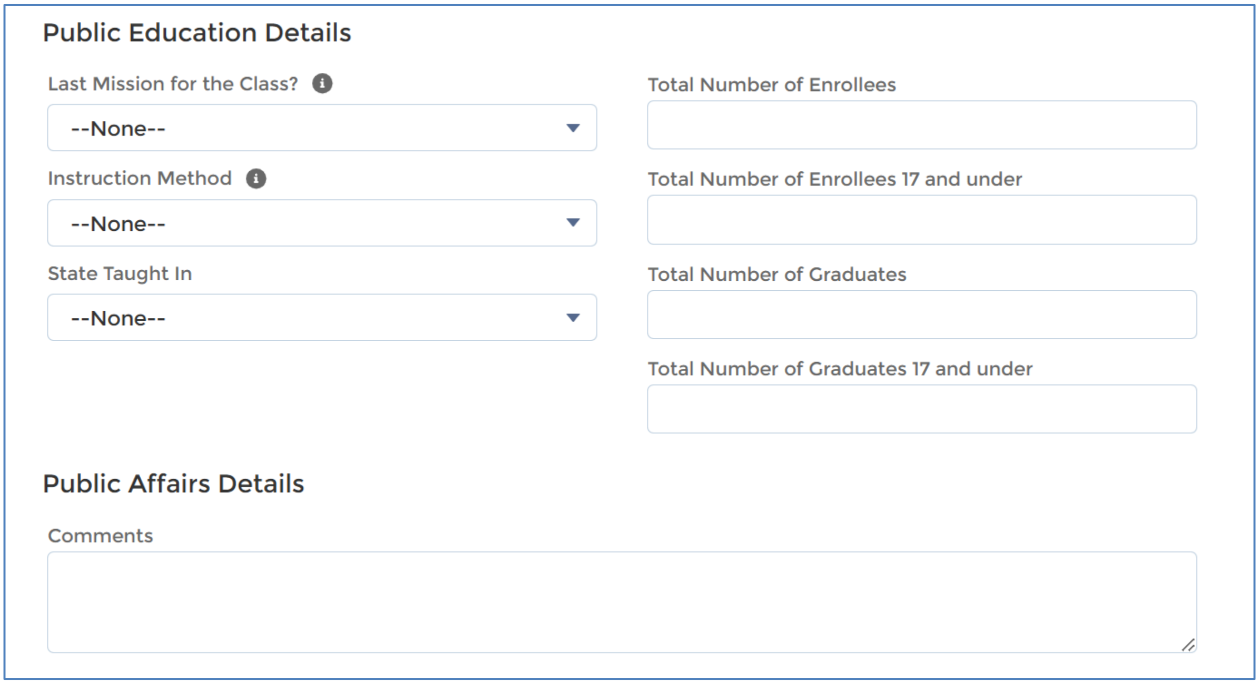
Step 10 - Also on the right side of the screen, leave the "**OPCON**" field blank, this will auto populate. If you are reporting a CG Support Mission code, you will need to replace the auto-populated District OPCON with the OPCON for the Station, Sector or Ship that you are supporting.

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.

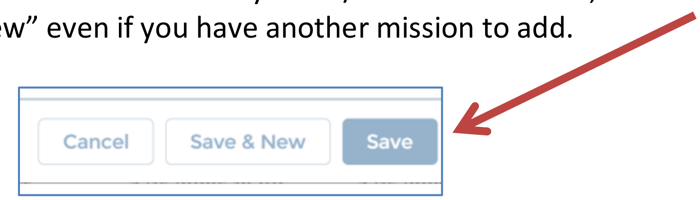
Step 12 - Leave the **"Activity Code"** field blank. This will auto populate.

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.



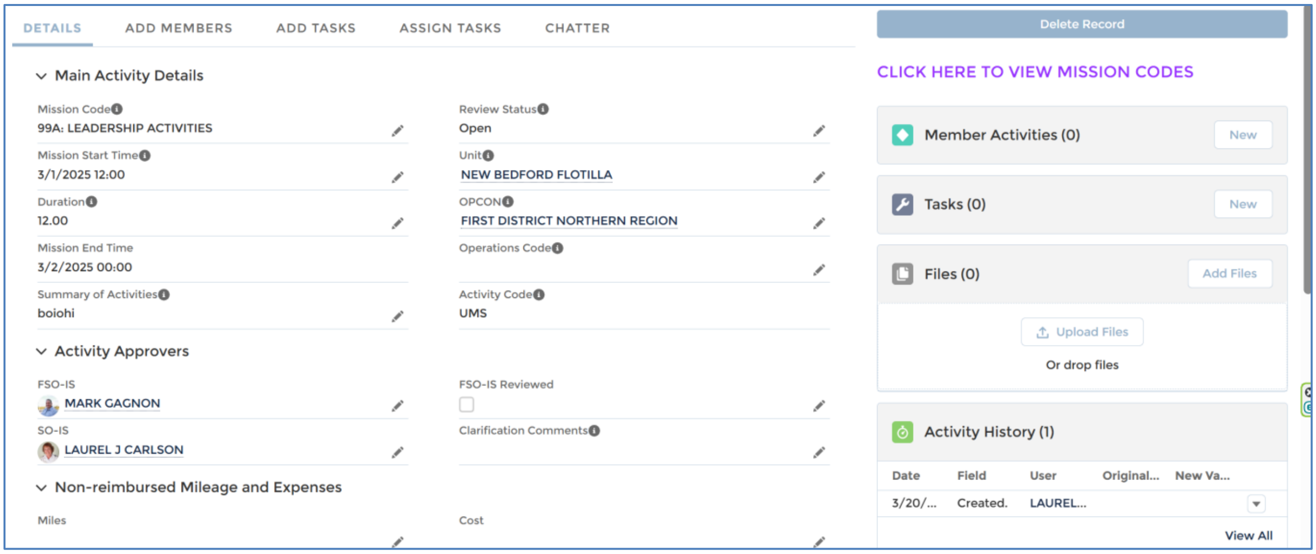


Step 14 - At the bottom of the "New Activity: Unit/Individual" screen, click **"Save".** Do not click "Save and New" even if you have another mission to add.



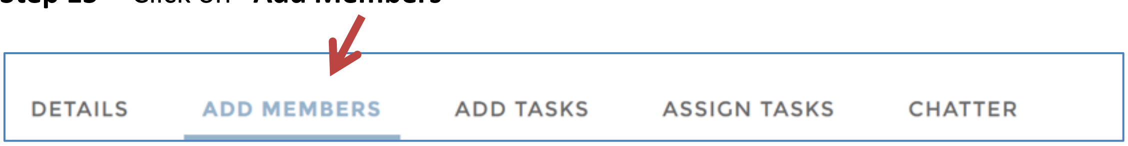
Details Screen

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.

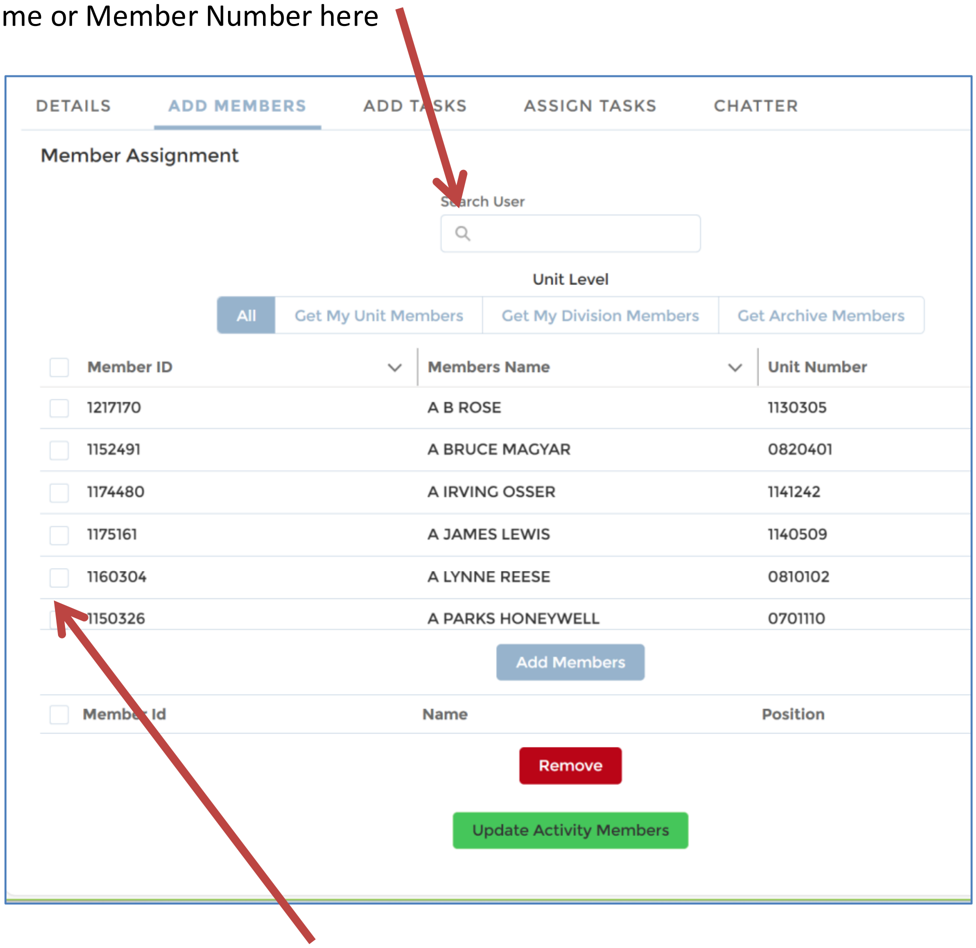
Step 15 - Click on **“Add Members”**



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.

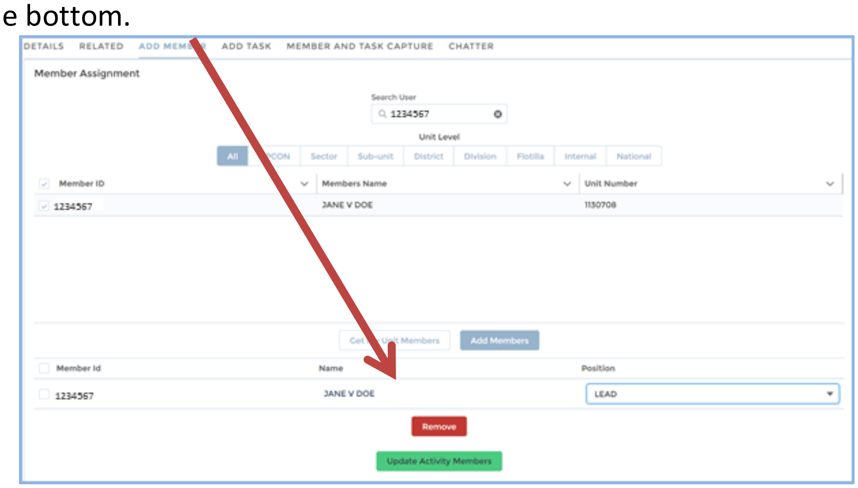
Enter Name or Member Number here



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

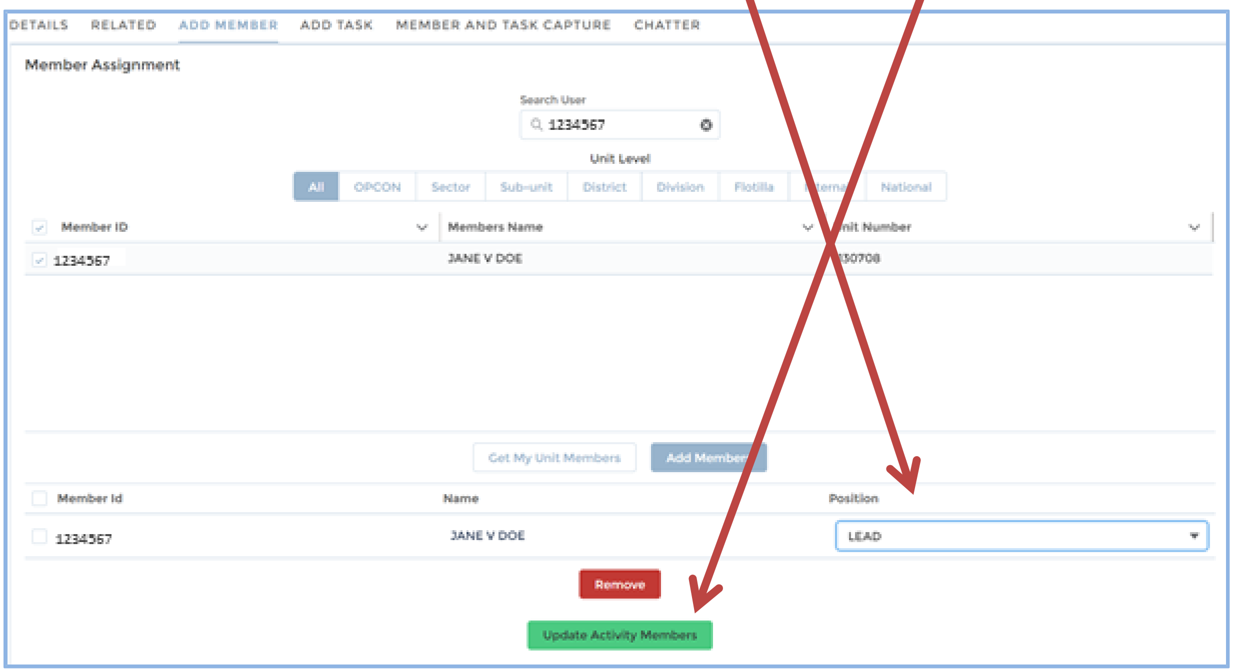
Step 18 - Repeat steps 16 and 17 to add other members if applicable.

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



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.*

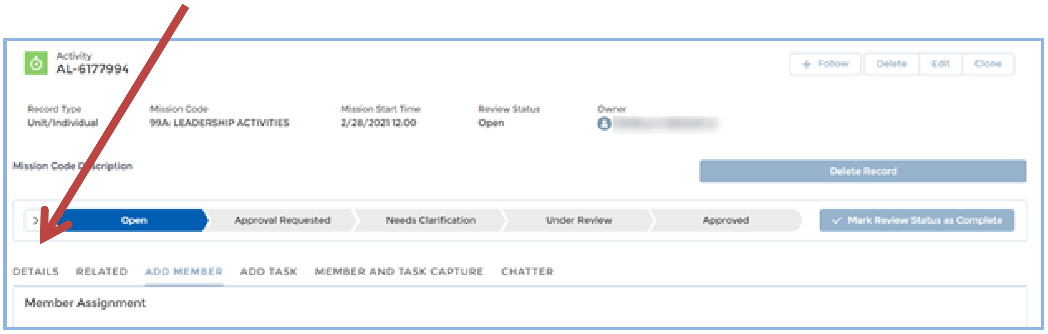
Step 21 - Once this has been done for all members on the mission, click the green **"Update Activity Members"** button. You will see a green banner flash across the top saying "Save was Successful". If there are errors, you will see a red banner indicating the error. When you have completed the corrections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



Submit for Approval

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

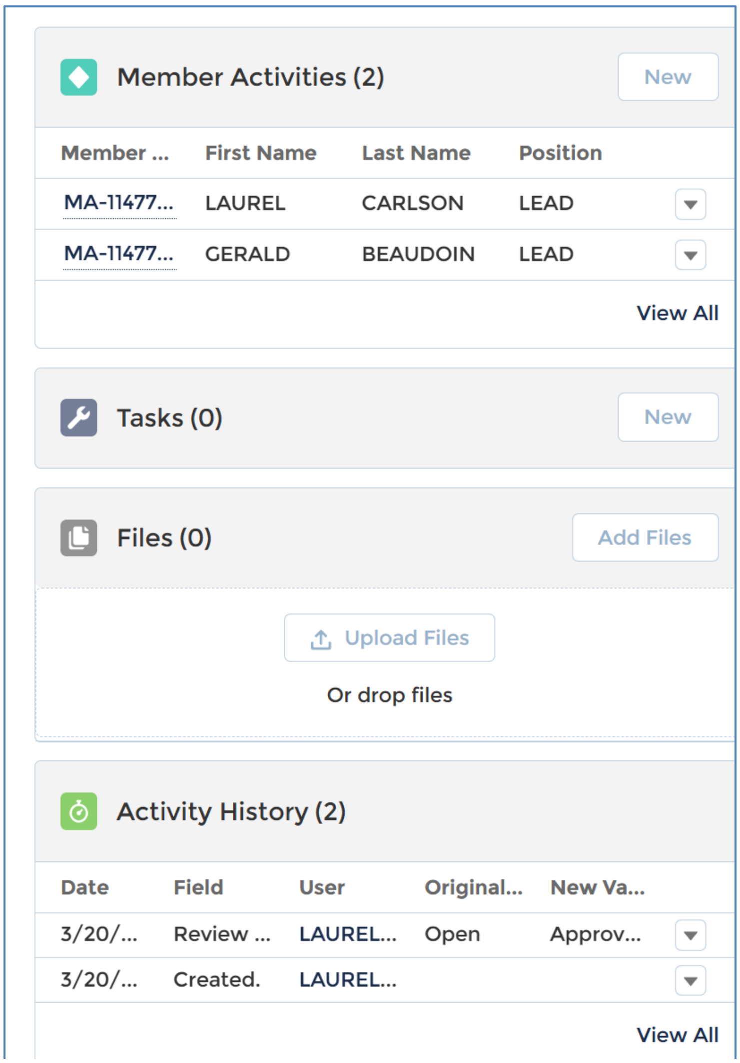
Step 22 - Click "**Details"** to return to the Details screen.



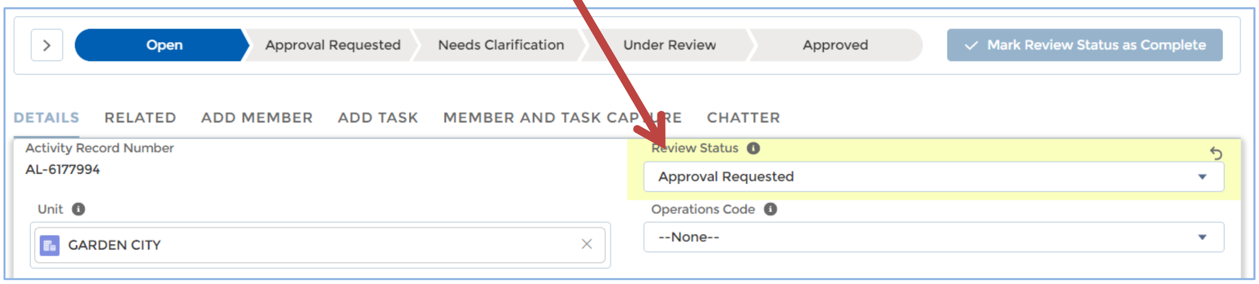
Step 23 - Review the information entered to ensure it is correct. If you need to edit any of the fields, click the “pencil” icon next to the field to activate it, then make any necessary corrections.

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 ytour 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.



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"**.



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