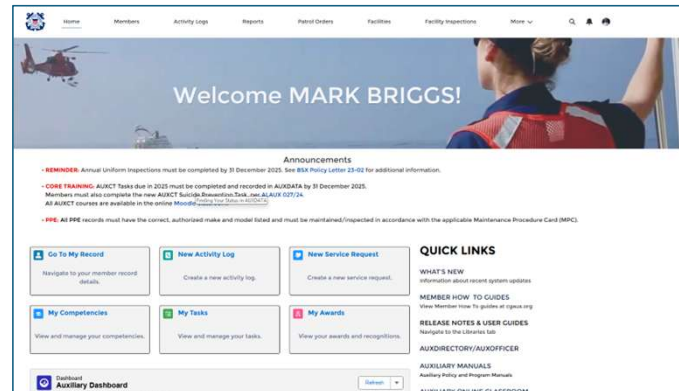


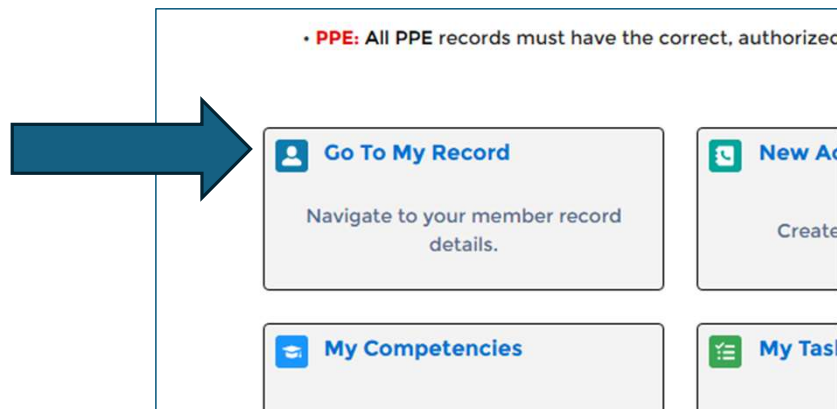
Finding Your Data and Basic Navigation of AUXDATA



1. Log into AUXDATA, you should see a page similar to the example below



2. The fastest way to get to your record is to click on “Go to My Record”



3. You should see a page similar to this

Member
Mr. MARK ANDREW BRIGGS

Unit Name: LAKE WYLIE
Member ID: [REDACTED]
Unit Number: 0542602
Member Status: AX
Boating Safety Course Completed: ☒
Intro to Risk Management Completed: ☒
[No Title]

DETAIL RELATED SKILLS AND AVAILABILITY PPE PPE INSPECTION PROCESS CHATTER ELECTION ELIGIBILITY

Member ID: [REDACTED]
Name: Mr. MARK ANDREW BRIGGS
Unit Name: LAKE WYLIE
Unit Number: 0542602
Initial Enrollment Date: 6/23/2021
Flotilla Date: 6/23/2021

Member Status: AX
Member Status Date: 10/6/2021
Years Active: 4.31
Dues Type: Dues Type 1
Boating Safety Course Completed: ☒
Internal User ID: MARK BRIGGS

General Information

Uniform Exempt: ☐
Uniform Last Inspected: 1/13/2025
Basic Qualification Course (BQC2) RQD: ☒
BQC2 Certified: ☒
AUXCT Certified: ☒

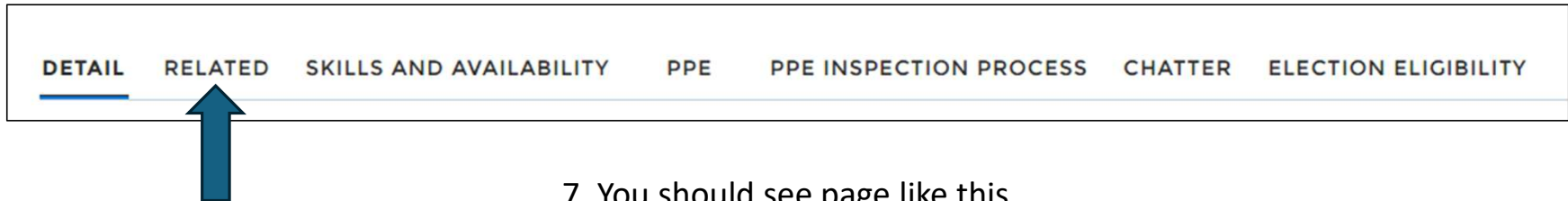
Vendor Name: [REDACTED]
Vendor Number: [REDACTED]
Activity Log Approver: ☐
PPE Manager: ☒

"Pencil Icon"

4. On this page you can see your enrollment information, member status, uniform inspection status, BQC2/AUXCT certified check marks, boating safety course completed, vendor (E2) info, PPE/IS approver check marks, contact/address info (need to scroll down to see this part), and some additional qualification check marks (again need to scroll down).

5. Any "field" with a "pencil icon" means you have the ability to edit this yourself. If there is no icon, then changes have to be requested through your chain of leadership.

6. To see your history, activities, competencies, tasks, etc. click on “Related”



7. You should see page like this

Member
Mr. MARK ANDREW BRIGGS

+ Follow Edit

Unit Name
LAKE WYLIE

Member ID
[REDACTED]

Unit Number
0542602

Member Status
AX

Boating Safety Course Completed
[Green Checkmark]

Intro to Risk Management Completed
[Green Checkmark]

DETAIL RELATED SKILLS AND AVAILABILITY PPE PPE INSPECTION PROCESS CHATTER ELECTION ELIGIBILITY

Member Status History (3)

Member History Record Number	Status	Status Date	Status End Date
MH-267986	AX	10/6/2021	
MH-267219	BQ	8/18/2021	10/6/2021
MH-266425	AP	6/23/2021	8/18/2021

[View All](#)

Member Activities (6+)

Member Activity: Member Activity Record Nu...	Activity Record Number	Review Status	Mission Start Time
MA-11760133	AL-7524783	Approval Requested	10/9/2025, 12:00 PM
MA-11754312	AL-7520328	Approved	10/3/2025, 12:00 PM
MA-11708745	AL-7488706	Approved	9/14/2025, 12:00 PM
MA-11708750	AL-7488711	Approved	9/14/2025, 12:00 PM
MA-11708759	AL-7488716	Approved	9/14/2025, 12:00 PM
MA-11708765	AL-7488719	Approved	9/14/2025, 12:00 PM

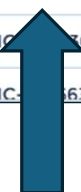
[View All](#)

Competencies (6+)

Member Competency Record Number	Competency Type	Status	Original Certification Date
MC-251902	INSTRUCTOR	Certified	5/31/2024

8. For details on a particular items (except for Activities) click on the “Record Number”. For example if you want to know more about “AUXCT” you would click on the record number next to it.

Competencies							
10 items • Sorted by Original Certification Date • Updated a few seconds ago							
	Member Competency Reco... ▾	Competency Type ▾	Status ▾	Original Certification Date ↓ ▾	REYR Start Date ▾		
1	MC-251902	INSTRUCTOR	Certified	5/31/2024		▼	
2	MC-248531	LEADERSHIP LEVEL 1 COMPETENCY	Certified	11/20/2023		▼	
3	MC-248544	LEADERSHIP LEVEL 2 COMPETENCY	Certified	11/20/2023		▼	
4	MC-246155	AUXILIARY PUBLIC AFFAIRS SPECIALIST 3	Certified	7/22/2023		▼	
5	MC-246012	BOAT CREW CREWMEMBER	Certified	7/18/2023		▼	
6	MC-238033	RECREATIONAL BOATING SAFETY VISITOR	Certified	8/9/2022		▼	
7	MC-236939	VESSEL EXAMINER	Certified	6/8/2022		▼	
8	MC-230635	AUXCT - CORE TRAINING	Certified	7/31/2021		▼	
9	MC-230636	BASIC QUALIFICATION COURSE II	Certified	7/1/2021		▼	
10	MC-230633	EM SITL 3 - SITUATION UNIT LEADER	Certified	9/26/2012		▼	



9. Using this example, clicking on that record number will show you all the tasks needed to remain certified, when they are due, how frequently they must be done, if you are currently red/green, and the total task count required.

 **Member Competency**
MC-230635

AUXCT Certified
☒

Uniform Last Inspected
1/13/2025

Uniform Exempt
☐

Check Competency Status ⓘ
☐

Member
MARK ANDREW BRIGGS

Competency Category
UNIT

Competency Type
AUXCT - CORE TRAINING

Original Certification Date ⓘ
7/31/2021

Status
Certified

Status Assigned Date ⓘ
8/6/2021

REYR Start Date

Comments

Night Certified ⓘ
☐

NOTE: Don't alter existing Original Certification Date except to correct errors.

Created By
 **HEIDI OTT DERBY**, 6/23/2021, 12:25 PM

Last Modified By
 **Susan Davies**, 10/6/2025, 4:27 AM

MC Task Count ⓘ
7

MC Task Check ⓘ
7

 **Tasks (7)**

7 items • Sorted by Task Type • Updated 4 minutes ago

Member C... ▾

Task Type ↑ ▾

Currency T... ▾

Task Statu... ▾

Task Last C... ▾

Task

1	MCT-2577161	CIVIL RIGHTS ...	Annual	[No Title]	10/1/2025	12/3
2	MCT-1180929	ETHICS TRAI...	One Time		7/31/2021	
3	MCT-1222284	PRIVACY AW...	Annual		8/5/2025	12/3
4	MCT-1232284	SECURITY ED...	Annual		8/3/2025	12/3
5	MCT-2597141	SEXUAL ASSA...	Annual		10/1/2025	12/3
6	MCT-1258540	SEXUAL HAR...	Annual		8/5/2025	12/3
7	MCT-1748778	SUICIDE PRE...	Annual		8/5/2025	12/3

◀

▶

View All

10. By comparison, here is the same type of record which shows a REYR member with incomplete tasks.

 **Member Competency**

AUXCT Certified☐

Uniform Last Inspected

Uniform Exempt☐

Check Competency Status 

☐

Member

Competency Category

UNIT

Competency Type

AUXCT - CORE TRAINING

Original Certification Date 

4/16/2014

NOTE: Don't alter existing Original Certification Date except to correct errors.

Created By

 Jose Agrelo

4/13/2020, 11:50 AM

Last Modified By

 Admin User 42

9/24/2025, 2:16 AM

Status

REYR

Status Assigned Date 

10/7/2015

REYR Start Date

Comments

Before recertification check status of:
Uniform Inspection | Core Training |
Competency Tasks | Workshop (as required)

Night Certified 

☐

MC Task Count 

7

MC Task Check 

6

 **Tasks (7)**

7 items • Sorted by Task Type • Updated a few seconds ago

	Member C...	Task Type ↑	Currency T...	Task Statu...	Task Last C...	Task
1	MCT-2580567	CIVIL RIGHTS ...	Annual		3/25/2020	12/3
2	MCT-1175362	ETHICS TRAI...	One Time		7/11/2015	
3	MCT-1221369	PRIVACY AW...	Annual		3/29/2020	12/3
4	MCT-1247323	SECURITY ED...	Annual		3/30/2020	12/3
5	MCT-2600546	SEXUAL ASSA...	Annual		3/26/2020	12/3
6	MCT-1267475	SEXUAL HAR...	Annual		3/24/2020	12/3
7	MCT-1743608	SUICIDE PRE...	Annual			

View All

11. Note the “comments”. Even if all tasks later become green, this competency may remain REYR if uniform inspection, etc. were also incomplete.

12. Once you are finished viewing a record you can back out using the browser (usually a “go back” button of some kind)

13. If you wish to view your “Activities” you will need to click on the “**Activity Record Number**” instead of the other record number. This will also be the number you will use for any qualification verifications.

Member Activities (6+)			
[No Title]			
Member Activity: Member Activity Record Nu...	Activity Record Number	Review Status	Mission Start Time
MA-11760133	AL-7524783	Approval Requested	10/9/2025, 12:00 PM
MA-11754312	AL-7520328	Approved	10/3/2025, 12:00 PM
MA-11708745	AL-7488706	Approved	9/14/2025, 12:00 PM
MA-11708750	AL-7488711	Approved	9/14/2025, 12:00 PM
MA-11708759	AL-7488716	Approved	9/14/2025, 12:00 PM
MA-11708765	AL-7488719	Approved	9/14/2025, 12:00 PM
View All			

Other Record Numbers

Activity Record
Numbers

14. When you click on the Activity number will be able to view your activity (just as it looked as when you saved it). If it has not been “approved” yet (closed), you may edit the activity if needed (you will first need to set “review status” back to “open” to do that.) Please see example.

Activity AL-7487052

Record Type: Unit/Individual | Mission Code: 91A: VESSEL SAFETY CHECK | Mission Start Time: 8/30/2025, 9:00 AM | Mission End Time: 8/30/2025, 11:00 AM | Review Status: Approved | # of Members: 1

Progress: [Green bar with 4 checkmarks] Approved [Mark Review Status as Complete]

DETAILS | ADD MEMBERS | ADD TASKS | ASSIGN TASKS | CHATTER

CLICK HERE TO VIEW MISSION CODES

Main Activity Details

Mission Code	91A: VESSEL SAFETY CHECK	Review Status	Approved
Mission Start Time	8/30/2025, 9:00 AM	Unit	LAKE WYLIE
Duration	2.00	OPCON	FIFTH SOUTHERN
Mission End Time	8/30/2025, 11:00 AM	Operations Code	
Summary of Activities	Briggs - Conducted 7 VSCs at Blythe Landing Park Lake Norman NC. 3 Passed, 4 Failed. Issues found for failures: Registration Numbers, Expired Fire Ext., broken Nav Lights, and missing Type IV.		
Activity Code	UMS		

Activity Approver

FSO-IS	STEPHEN ELTON WHITTAKER	FSO-IS Reviewed	☒
SO-IS	CHRISTOPHER KYLE CRAIG	Clarification Comments	

Non-reimbursed Mileage and Expenses

Member Activities (1)

Member ...	First Name	Last Name	Position
MA-1170...	MARK	BRIGGS	LEAD

Tasks (0) [New]

Files (0) [Add Files]

[Upload Files] Or drop files

Activity History (4)

Date	Field	User	Original...	New Va...
9/6/2...	Review ...	CHRIST...	Approv...	Approv...

15. As a reminder, the “Summary of Activities” should start with your last name, followed by a good description. Please note that for VE, we are now instructed to include why a boat failed an inspection.

16. Once you are done with viewing or editing your activity (be sure to set “review status” back to “Approval Requested” and save) you can back out via the browser like before.

17. Effectively this pattern repeats through AUXDATA, you should be able to navigate other areas not specifically covered in this presentation by clicking on a relevant tab, selecting a record number or Name, view/edit, and back out.

The screenshot shows the AUXDATA interface for a member named Mr. Mark Andrew Briggs. The interface includes a top navigation bar with links to Home, Members, Activity Logs, Reports, Patrol Orders, Facilities, and More. A search bar is located on the right. Below the navigation bar, the member's profile is displayed, including their name, unit name (LAKE WYLIE), member ID (redacted), unit number (0542602), member status (AX), and completion status for Boating Safety Course and Intro to Risk Management. Below the profile, there are tabs for DETAIL, RELATED, SKILLS AND AVAILABILITY, PPE, PPE INSPECTION PROCESS, CHATTER, and ELECTION ELIGIBILITY. The PPE INSPECTION PROCESS tab is currently selected. Below the tabs, there is a section titled "Member Status History (3)" which contains a table with the following data:

Member History Record Number	Status	Status Date	Status End Date
MH-267986	AX	10/6/2021	

Red arrows point from the text in the previous block to various elements in the screenshot: Home, Members, Activity Logs, Reports, Patrol Orders, Facilities, More, Mr. MARK ANDREW BRIGGS, LAKE WYLIE, Member ID, 0542602, AX, Boating Safety Course Completed, Intro to Risk Management Completed, DETAIL, RELATED, SKILLS AND AVAILABILITY, PPE, PPE INSPECTION PROCESS, CHATTER, ELECTION ELIGIBILITY, and the Member Status History section.

18. Although not all-encompassing, I hope this will help you to better navigate AUXDATA and find your information.