**MicroSoft Excel – USCG AuxData II Time Log**

* EXAMPLE: Entering a VSC activity
  + - Enter the date you did the vessel check in the date column
    - Enter the time you started and the end time in decimal hours (not prep or travel time)
    - Add a description i.e., vessel owners name and # of checks
    - Select a code from the pull-down menu
    - Enter “0” for the mileage
    - Go into AUXdata and enter the activity, copy the AL-xxxxxx in the Activity ID column
    - Create another line, this will be for your prep time and mileage (usually a 99B or 99E)
* Filtering –allows selective display of only a portion of the records, i.e. month. Select multiple fields to refine the search
  + Place the curser on a heading (don’t have any blank columns in-between headings)
  + Select “Data” from the ribbon
  + Click on Filter – a little down arrow will appear in each heading in the lower right corner
  + EXAMPLE: Using the Date field (1st column), select all (pull down boxes will go empty) then select a year &month. Only entries that contain that month will display. Notice the left row numbers of the filtered data are now blue, not black; there is also a little funnel in the “Date” heading – these clues tell you that a filter is active. Click in the filter again and scroll down to see the month you selected and click on the plus sign – this expands to show all the individual dates that are entered. Select the date you want.
* How to use the information:
  + Filter on the month and then the code “99E” to get all the 99E hours and/or miles for entry in AUXData II
  + Use these calculations in AUXData for your monthly totals and add the AL-xxxxxx into each of the Activity ID cells
* Calculations:
  + Your time data must be formatted as a numeric or you get an error
  + Line 1 has subtotals displayed for you for the end of month AUXData entries
* Get used to saving your file every few minutes – the short cut is <Ctrl> + <S>

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| ***Handy Short-Cuts*** | |
| <Tab> | Moves to next cell to right |
| <Ctrl> + <C> | Copies cell contents to clip board |
| <Ctrl> + <V> | Pastes the clipboard contents to the current cell (will overwrite existing contents if any) |
| <Ctrl> + <Y> | Repeats EXACTLY what the last activity was, i.e., copy, paste, bold etc. |