Entering AuxData II Activities

Home Page

1) Click on "Activity Logs"

Activity Logs Screen

1) Click on "New" on the top right of the screen.

New Activity Screen

1) Leave the Unit/Individual button on (the default button on the top left).
2) Click on "Next."

New Activity: Unit/Individual Screen

<u>**Top Section**</u>

1) **UNIT** – Leave blank, it will be populated when you click on "Save."
2) **OPCON** –Leave blank, it will be populated when you click on "Save" unless the mission was at a CG Station, etc., then enter the CG unit's name, e.g. Atlantic City, Manasquan, etc.
3) **Review Status** – Leave as is, "Open."
4) **Operations Code** – Leave blank unless a recognized code. Common codes are Coastie, WWW (America's Waterway Watch), hurricane support missions (i.e. HURRHARV), AUXCHEF.
5) **Mission Code** – MUST be included.
6) **Mission Start Time**
   - **a.** Date – Use the calendar icon to enter the date.
     If entering one month's total hours, enter the first day of the month
   - **b.** Time- Use the clock icon to enter the time.
     If entering one month's total hours, leave the default time at 12:00.
7) **Duration** – Enter a reasonable time for the Mission Code.
8) **Summary of Activities** – Complete this section so the FSO-IS or the SO-IS can determine if the correct Mission Code was entered.
9) **Non-reimbursed Mileage and Expenses –** Enter only for Type 99 missions.

<u>**General Section**</u>.

1) **Vessel Exam Details** – only included for type 91 missions.
2) **Program Visits** – only included for type 11 missions.
3) **Aids to Navigation Details** – only included for type 30, 31, 32 missions.
4) **Public Education Details**
   - **a.** Only included on Type 14 missions and only on last class.
5) **Public Affairs Details**
   - **a.** Only included for COMREL, Lectures.
6) **Activity Approvers**
   - **a.** If blank, leave blank, they will be populated when you click on "Save."
7) Review all information that was just entered to check for accuracy.
8) Click on "Save."

Member Assignment Tab

1) Click on “MEMBER ASSIGNMENT”
2) Enter your last name or Member ID in the “Search User” box.
   a. If you have a common last name, enter your Member ID.
3) When you name appears, click on the box to the left of your Member ID.
4) Click on “Add Members.”
5) When your Member ID, Name and Position appear, click on “Non Lead” Under “Position” and change it to “Lead.”
   a. In some cases, where multiple names are entered, “Non Lead” or “Trainee” may be appropriate for “Position.”

Final Steps to Request Activity Approval

1) Click on “Detail.”
2) On the far-right side of the screen, across from “Activity Record Number” (on the far-left side), click on the “pencil.”
3) Under “Review Status” change “Open” to “Approval Requested.”
4) Click on “Save.”

An email will be sent to your FSO-IS for approval.