

# AUXDATA II

## How to find Basic Flotilla/Member Information

Log on to AUXDATA II

*(note: you cannot access AUXDATA II from the cgaux.org home page...the link doesn't work.*

You must use "Chrome" as your browser (do NOT use Google or Internet Explorer).

URL Address is: <https://uscg.force.com/auxcommunity/s/>

I would strongly suggest you copy/paste this into your browser bar or put it in your "Favorites" bar (need to get on AUXDATA II logon page first to do this).

Note: Your "Username" is your member # followed by @uscg.aux  
e.g. [1234567@uscg.aux](mailto:1234567@uscg.aux)

Your password is whatever you set up for AUXDATA II

You will be sent a one-time verification code every time you log in.

Click on the down arrow right next to the "Recently Viewed".

Click on "All Units" in the drop down box

In the "Search this List" box type in the Flotilla No. or name you are looking for.....e.g. 0920716 or Sixteen N Cleveland

Click on the Flotilla you want to look at under "Unit Name" e.g. Sixteen N Cleveland (click on the actual name...not just the row).

The next screen will give you the basic information re: the Flotilla you want to look at.

Click on "Related"....right next to "Details"

This will bring up a page that lists the members of that Flotilla...you will only see about 6 of the members listed....so...

Click on “View All” at the right bottom corner of that page.

This will give you a list of all the members of that Flotilla.

Right next to “Members Name” column heading is a little arrow (up or down) .....click on that arrow so it is pointing up.....*you have to put your curser right next to “Member’s Name” – on the right side for the little arrow to appear.*

This will sort the list in alphabetical order (by first name).

You can click on any member’s name and it will bring up their contact information, status, etc.

Click on “Related” on this page and it will bring up a page with “Member Activities”, Competencies, Awards, Facility Ownership, Member Offices.

Click on “View All” bottom right of each section and it will expand the listings.

Now....if you do expand a listing and you want to go to another section, you have to click on the return arrow at the top left of the page.

Then you have to click on “Related” once again to get the page with the “Member Activities, Competencies, Awards, Facility Ownership, Member Offices.

Go to whatever section you want to look at and, again, click “View All” at the bottom of that section.....scroll down the page to get to the next section.

Within each section.....next to the column headings (e.g. Awards).....there is that little up/down arrow. Click on that arrow and it will sort the e.g. Awards .....do this for each column heading... (e.g. Award Date) and it will sort it ..... up arrow will sort from latest date award was given. Again, put your curser right next to the Column heading to see the arrow.