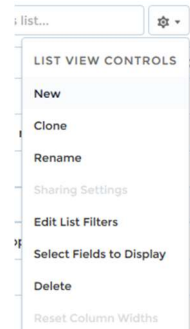


## AUXDATA II IS Officer List View: Activity Logs Awaiting Approval

On the Activity Log page, select the current view labelled "Requiring My Approval GEN"

On upper right, click on settings dropdown  and click on **Clone**.



Enter a List Name for the Clone. Default **Only I can see this list view** should be selected.


Click **Save**. Once the clone opens, close the filter box for now.

Click on settings again then click on **Select Fields to Display**

Moving fields between Available Fields (box on left) and Visible Fields (box on right), put the ones you want in

the box for Visible Fields. Remove any you do not want. For example, I added Summary of Activities, and Duration to the View. I removed End Date, and Legacy OPCON. Use the up and down arrows at the right of the box to put them in the desired order. Some of them, like Last Name of Member (LEAD) or ID Number (LEAD) don't work.


When they are all set up, click **Save**. You can always go back and change them later.

Now click on the Filter icon at top right. 

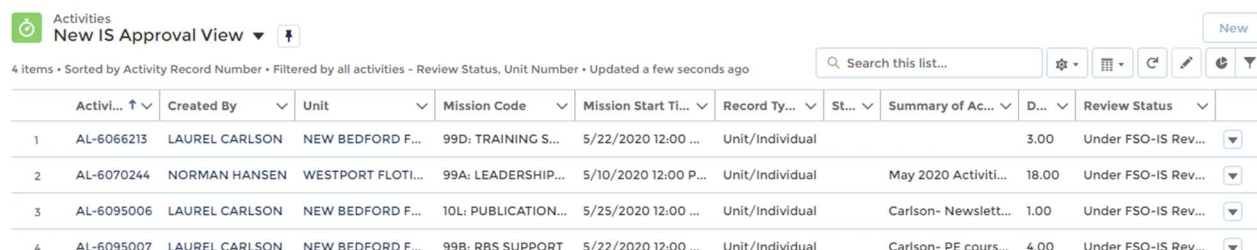
Click on **Add Filter**. Create a filter for your unit. Use the Unit number and either the "Starts with" or "Equals" operators. Example, to see logs for 1<sup>st</sup> District Northern, Division 7. Unit number would **start with** 01307. To focus on Flotilla 02 in D1NR Div 7, the Unit number would **equal** 0130702.

Add a filter to NOT show all of the approved Activity Logs. The filter would be Review Status does NOT equal APPROVED.

To change the sort order by date, put the cursor over Mission Start Time and an arrow will appear. Click the arrow to change from earliest date first to most recent first.

Save your work. Then Click the pushpin icon  next to the list name to make it the default when you sign in.

The new view looks like this:



| Activi... | Created By | Unit           | Mission Code      | Mission Start Ti... | Record Ty...         | St...           | Summary of Ac...     | D...  | Review Status       |
|-----------|------------|----------------|-------------------|---------------------|----------------------|-----------------|----------------------|-------|---------------------|
| 1         | AL-6066213 | LAUREL CARLSON | NEW BEDFORD F...  | 99D: TRAINING S...  | 5/22/2020 12:00 ...  | Unit/Individual |                      | 3.00  | Under FSO-IS Rev... |
| 2         | AL-6070244 | NORMAN HANSEN  | WESTPORT FLOTI... | 99A: LEADERSHIP...  | 5/10/2020 12:00 P... | Unit/Individual | May 2020 Activiti... | 18.00 | Under FSO-IS Rev... |
| 3         | AL-6095006 | LAUREL CARLSON | NEW BEDFORD F...  | 10L: PUBLICATION... | 5/25/2020 12:00 ...  | Unit/Individual | Carlson- Newslett... | 1.00  | Under FSO-IS Rev... |
| 4         | AL-6095007 | LAUREL CARLSON | NEW BEDFORD F...  | 99B: RBS SUPPORT    | 5/22/2020 12:00 ...  | Unit/Individual | Carlson- PE cours... | 4.00  | Under FSO-IS Rev... |