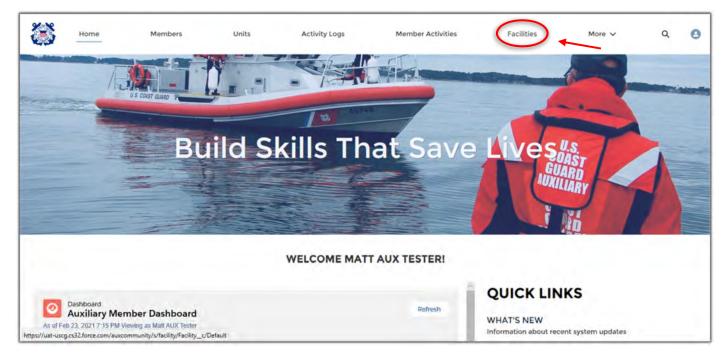
# NINTH COAST GUARD DISTRICT EASTERN REGION



# AUX DATA II TRAINING

## **Requesting a Facility Inspection**



1. Click on the facilities tab.

	Home	Members	Uni	its /	Activity Lo	js	Member A	Activities	More 🗸	q	Se	earch				6
	facilities Recently Viewed	* 1														Nov
-	· Updated a few seconds	ope								Q Search this lis	st		愈。		1	0
-	• Updated a few seconds Facility Record ~	Registration	~	Facility Nam	e v	Туре	~	Created By	~	<ul> <li>Search this lis</li> <li>Unit Number</li> </ul>	×	Availability	章 ·	Record Ty		-
-			~	Facility Nam Matt's Boat	e v	Туре	~	Created By Matt White	_		-	Availability All				

- 1. There are several ways to find your facility. Custom List View, Global Search function or List View.
- 2. Search your facility by record number (F-XXXXX), registration #, facility name or in your
- 3. Click on the facilty you wish to offer for use (Ex. Boat, Aircraft, Radio, PWC, PC or Vehicle).
- 4. Before offering a new facility ensure your facility doesn't already exist in Aux Data. **Do not create another facility that already exists.**

Home Members	Units Activity Logs	Member Activities More 🗸	Q Search.		0
Facility Matt's Boat				+ Follow Ed	lt Clone
	tatus Registration Operational 123456789		(7)		New
Facility Record Number	Status	Facility Inspection	ons (3)		New
F-23754	Operational	Facility Inspection Recor	Inspection Date	Status	
Registration 123456789	Last Re-Inspection Date 1/28/2021	FI-23439	12/30/2020	Approved	•
Facility Name	Inspection Expiration Date	FI-23457	1/28/2021	Approved	v
Matt's Boat	3/14/2022	FI-23471		New	
Туре	Availability All				View All
Unit Number	Year 2016	Facility Owners	hip (2)		New
Unit Name	Start Date				
		Facility Ownership Reco.	Member	Ownership Type	
		Facincy ownership Reco.	in manual in	ennerende Type	

- 1. Review your facility's information for accuracy. Contact your DSO-OP or OTO for corrections.
- 2. In the facility inspections tab click "New"

Home Members	Units Activity Logs Memi	per Activities More 🗸	Q Search		
Facility Matt's Boat			×		
Linit Navve Type Status Operati		ility Inspection	_		
DETAILS CHATTER	Select a record type	craft			
Facility Record Numleer F-23754	<ul> <li>Box</li> </ul>	at		Status	
Registration 123456789	C Rad	lio		Approved	÷
Facility Name				Approved	Ť
Matt's Boat		Canc	el Next	New	(Y)
Туре	Alf				View All
Unit Nomber	Year 0 2016	Facility Ownershi	ip (2)		
Unit Marrei	Start Data				
		Pacility Ownership Recor.		Ownership Type	
SAMA Type	End Date	FO-29706	Matt AUX Tester	Owner	4

- 1. Select the facility inspection record type (Boat, Radio, Aircraft)
- 2. Click "Next"

NOTE: Vehicles do not require an inspection by the VE.

Home Memt	oers Units Activity Logs	Member Activities	More v Q So	×	
	Nev	v Facility Inspection:	Boat		
Matt's Boat	Information			+ 200	
(mit Harris) Tylin	* Facility F-23754	Status New			
DETAILS CHATTER	*Requested Inspection Date	*DIRAUX	mbers Q	)	
Facility Record Number F-23754	* Vessel Examiner Search Members	q		Status	
Registration 123456789	Inspection Date			Approved	141
Fecility HameO Matt's Boat		ä		Approved	14
Зура <b>О</b>	System Information Facility Inspection Record Number			New	View All
Unit Number					
Unit Marsa		second or	Cañcel Save & New	Save Ownership Type	
SAMA Type	End Date	FO-29706	Matt AUX Tester	Owner	3

- 1. Populate "Requested Inspection Date", "Vessel Examiner" and "DIRAUX" fields.
- 2. Click "Save"

Home Mam	ners Units Activity Logs Membe	r Activities More v Q. Sweet-	× =
45	New Facility	Inspection: Boat	
Facility	* Facility	Status	n
Matt's Boat	🛃 F-23754 🛛 👋	New	a new party party
Unit Name Type	*Requested Inspection Date	* DIRAUX	
	2/26/2021	Matt DIRAUX Tester	
	*Vessel Examiner		
DETAILS CHATTER	🔯 Ryan Ryan AUX 🛛 🛛		10
Facility Record Noviem E-23754	Inspection Date		Statio
Registration	ā		Approved -
123455789 Excelling Narrow	System Information		Approved -
Matt's Boat	Facility Inspection Record Number		New
Туре			View All
Unit Number	Record Type		
	Boat		(*)   They
Linit Marros		Cancel Save & New Save	
	To America	r senty entering networks internet	Ownership Type
SAMA Type	End Date	FO-29706 Matt AUX Tester	Owner

Example

Home Members	Units	Activity Logs Member Activities More 🗸	Q Search
Facility Inspection FI-23472			+ Follow Clone Edit Submit for Approval
Facility F-23754		Status New	Approval History (0)
Requested Inspection Date 2/26/2021		DIRAUX Matt DIRAUX Tester	Files (0) Add Files
Vessel Examiner Ryan Ryan AUX			
Inspection Date			Cypload Files Or drop files
<ul> <li>System Information</li> </ul>			or urop mes
Facility Inspection Record Number FI-23472		Created By Matt AUX Tester. 2/24/2021 3:32 PM	
Record Type Boat		Last Modified By Matt AUX Tester, 2/24/2021 3:32 PM	

1.Click "Submit for Approval".

2. Your Facility Inspection Record (FI-XXXXX) will populate with the "Status" and "Approval History".

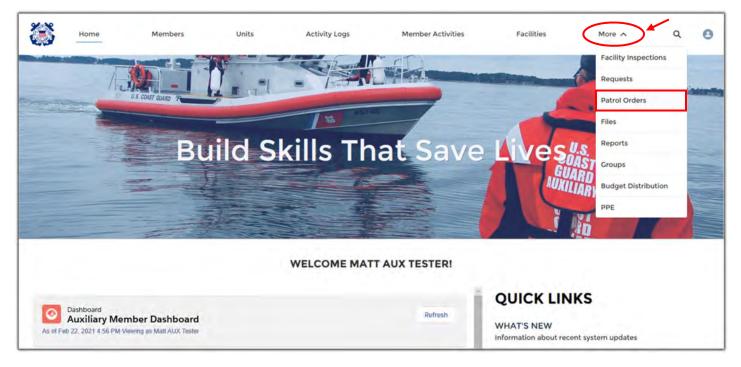
3. Your VE will receive an email with your inspection request.

4.It's recommended you communicate your inspection request with your VE to ensure timely inspection.

Home Member	rs Units Activity Logs	Member Activities More 🗸	Q Search		
Facility Matt's Boat				+ Follow	Edit Clone
Unit Name Type	Status Registration Operational 123456789	Facility Inspection			New
Facility Record Number	Status	Pacility inspection	15 (4)		New
F-23754	Operational	Facility Inspection Recor	Inspection Date	Status	
F-23754 Registration		Facility Inspection Recor FI-23439	Inspection Date 12/30/2020	Status Approved	
F-23754 Registration 123456789	Operational Last Re-Inspection Date 1/28/2021				
F-23754 Registration 123456789 Facility Name	Operational Last Re-Inspection Date	FI-23439	12/30/2020	Approved	
F-23754 Registration 123456789 Facility Name Matt's Boat	Operational Last Re-Inspection Date 1/28/2021 Inspection Expiration Date	FI-23439 FI-23457	12/30/2020	Approved Approved	T
F-23754 Registration 123456789 Facility Name Matt's Boat	Operational Last Re-Inspection Date 1/28/2021 Inspection Expiration Date 3/14/2022	FI-23439 FI-23457 FI-23471	12/30/2020	Approved Approved New	Y
F-23754 Registration 123456789 Facility Name Matt's Boat Type	Operational Last Re-Inspection Date 1/28/2021 Inspection Expiration Date 3/14/2022 Availability All Year	FI-23439 FI-23457 FI-23471 FI-23472	12/30/2020	Approved Approved New	*
F-23754 Registration 123456789 Facility Name© Matt's Boat Type© Unit Number	Operational Last Re-Inspection Date 1/28/2021 Inspection Expiration Date 3/14/2022 Availability All Year 2016	FI-23439 FI-23457 FI-23471 FI-23472	12/30/2020 1/28/2021	Approved Approved New	*
	Operational Last Re-Inspection Date 1/28/2021 Inspection Expiration Date 3/14/2022 Availability All Year	FI-23439 FI-23457 FI-23471 FI-23472	12/30/2020 1/28/2021	Approved Approved New	¥

- 1. Once your facility has been insepcted by the VE and approved by the OTO you will see the facility record reflect the updated facility re-inspection date and expiration date in addition to the operational status.
- 2. You are now ready to request patrol orders.

#### **Requesting Patrols Order**



1. From the homepage, underneath more, select "Patrol Orders". \* \*This is a new step from the previous "Requests" tab.\*

F	Patrol Orders Recently View						Q S	earch this list	\$• Ⅲ• C ≠	Ne
	Patrol Ord 🗸	Patrol Date 🗸	Patrol Time 🗸	Location 🗸	Sub-U 🗸	Patrol Area	~	Patrol Type		~
1	PO-239266	2/23/2021	MIDDAY	Sector Ohio Valley				02: REGATTA-SAFETY ZO	ONE SUPPORT (REGATTA)	T
2	PO-239264	2/23/2021	MIDDAY	Sector Ohio Valley		My AOR is bigger than BMCM	's	22A: OPERATIONS TRAIN	NING (QUALS) (TRNQUALS)	
3	PO-239260	2/23/2021	MORNING	Sector Ohio Valley		BMCM Test #2 US 1115		01A: MARITIME OBSERV	ATION (MOM)	
4	PO-239261	2/23/2021	MORNING	Sector Ohio Valley				22A: OPERATIONS TRAIN	NING (QUALS) (TRNQUALS)	
5	PO-239259	2/24/2021	MORNING	Sector Ohio Valley				01A: MARITIME OBSERV	ATION (MOM)	
6	PO-239258	3/1/2021	MIDDAY	Sector Ohio Valley				208: OPERATIONAL SUP	PORT (RADIOWATCH)	
7	PO-239247	2/5/2021	MIDDAY	Sector Ohio Valley				20B: OPERATIONAL SUP	PORT (RADIOWATCH)	
8	PO-239229	2/1/2020	MIDDAY	Sector Ohio Valley		Ohio River		22B: OPS TRAINING (OP	STRNG)	
9	PO-239244	2/4/2021	MIDDAY	Sector Ohio Valley				20B: OPERATIONAL SUP	PORT (RADIOWATCH)	

1. Select "New"

	atrol Orders											
	ecently View						Search this in		\$ ·	п. с	1	
	Patrol Ord 🗸		Patrol Ti		New Patrol Order						4	
	PO-239266	2/23/2021	MIDDAY					SAFETY ZONE	SUPPORT (F	REGATTA)		
2.	PO-239264	2/23/2021	MIDDAY	Select a record type				IONS TRAINING	G (QUALS) (T	RNQUALS)		۲
	PO-239260	2/23/2021	MORNIN		Request			IE OBSERVATIO	N (MOM)			*
	PO-239261	2/23/2021	MORNIN		Patrol Order			IONS TRAINING	QUALS) (T	RNQUALS)		•
1	PO-239259	2/24/2021	MORNIN					E OBSERVATIO	N (MOM)			¥
	PO-239258	3/1/2021	MIDDAY			Cancel	Next	IONAL SUPPOR	T (RADIOW	ATCH)		+
7	PO-239247	2/5/2021	MIDDAY	Sector Ohio Valley			20B: OPERA	TIONAL SUPPOR	T (RADIOW	ATCH)		(W)
3	PO-239229	2/1/2020	MIDDAY	Sector Ohio Valley	Ohio River		228: OP5 TR	AINING (OPSTRI	NG)			+
	PO-239244	2/4/2021	MIDDAY	Sector Ohio Valley			20B: OPERA	TIONAL SUPPOR	T (RADIOW	ATCH)		+

- 1. Select "Request" not "Patrol Order"
- 2. Select "Next"

				New Patrol	Order: Request		
	Patrol Orders					10	
	Recently View		• Facility 0		• Status	0- D- C .	2
ITTEL.	<ul> <li>Lepatiated + menution</li> </ul>	uða	Search Facilities	Q	New	·	
	Patrol Ord ~	Patrol Dal	Facility Owner Type		* Reimburse		*
1	PO-239266	2/23/202	None	•	None	SUPPORT (REGATTA)	(4)
	PO-239264	2/25/202	Operator 0		Location	(QUALS) (TRNQUALS)	14
	PO-239204	2/23/202	Search Members	О,		(QUALS) (IRAQUALS)	
	PO-239260	2/23/202	* Facility Owner		Sub-Unit	IN (MOM)	
	PO-239261	2/23/202	Search Members	Q		(QUALS) (TRNQUALS)	-
	PO-239259	2/24/202	Patrol Date		Patrol Area	IN (MOM)	-
				曲			
	PO-239258	3/1/2021	Patrol Time		Description	IT (RADIOWATCH)	
	PO-239247	2/5/2021	None	*		IT (RADIOWATCH)	4
	PO-239229	2/1/2020			J	4G)	Ŧ
	PO-239244	2/4/2021	5 m		Cancel Save	& New Save IT (RADIOWATCH)	(T

- 1. Populate the following fields
- : Facility- Select your desired facility (F-XXXX)
- : Facility Owner Type- (Owner is operator, Owner not on board, etc.)
- : **Operator-** Qualified Operators Name
- : Facility Owner- Owner's name
- : Patrol Date- Requested patrol date
- : Patrol Time- Morning, Mid-day, Night
- : Status- Remains "New" until a later step
- : Reimburse- Owner or operator \*Vendor Site ID required\*
- : Description- A thorough description of the patrol intentions for OIA.

*Continue	to	Scroll	Down	the	Rec	uest	Page
-----------	----	--------	------	-----	-----	------	------

			New Patro	l Order: Request		
	Recently View	ed 🕶 🕴	Patrol Date 🗿	Patrol Area	~	
itérria -	Updated & minutes	ago	• Patrol Time	Description	** 11+ 2 /	
	Patrol Ord ~	Patrol Dal	None	]	v.	
	PO-239265	2/23/202	Complete this field.		SUPPORT (REGATTA)	
2	PO-239264	2/23/202	• Facility Type		(QUALS) (TRNQUALS)	-
			None 🔻	J		
7	PO-239260	2/25/202	Complete this field, Viaw all dependencies		IN (MOM)	
4	PO-239261	2/23/202	Patrol Type		(QUALS) (TRNQUALS)	*
3	PO-239259	2/24/202	None 👻		IN (MOM)	*
5	PO-239258	3/1/2021	Minu/ all dependencies		IT (RADIOWATCH)	
ų.	PO-239247	2/5/2021	System Information		T (RADIOWATCH)	÷
x	PO-239229	2/1/2020	Owner Matt AUX Tester		_ 4G)	÷.
2	PO-239244	2/4/2021		Cancel Save	Save	*

- 1. Select Facility Type- Boat, Aircraft, Radio,
- 2. Select Patrol Type- 01A MOM Patrol, 02 Regatta Safety Zone, 22A Training, etc.
- 3. Select Save

Home Members Units Activ	ity Logs Member Activities	More 🗸	Q Search	+ Follow
Status Request Number New	Assign Locations			
Facility	Statu	0		
Facility Name Matt's Boat	Reimi			
Facility Owner Type® Owner is Operator	Locat	onO		
Operator  Matt AUX Tester	Sub-L	init		
Facility Owner® Matt AUX Tester	Patro	Area		

1. Click on the "Assign Location" Bar.

	UPPEN Andronty Lagra Merridon Scottware Pro-	
PO-239275		×
	Assign Locations	
Falmer -	* Location	
	Sector Ohio Valley	·
	Sub Unit	
	None	*
	Patrol Area	
	L	
Dennity Oxford Type D Owner is Operator		Cancel Save
Compton Matt AUX Tester	Sus-clyr	
Mart AUX Tester		
- Sunol Esite () 2/26/2021		

- 1. Click the Drop down Tabs- Select your Sector, Sub Unit and manually type in a specific patrol area.
- 2. Click "Save"

Patrol Order PO-239275		+ Follow
Status Request Number New		
	Assign Locations	
Facility F-23754	Status New	
Facility Name Matt's Boat	Reimburse OWNER	
Facility Owner Type Owner is Operator	Location Sector Ohio Valley	
Operator  Matt AUX Tester	Sub-Unit	
Facility Owner® Matt AUX Tester	Patrol Area Big Old Lake	
Patrol Date 2/24/2021	Description	
Patrol Time		
Facility Type Boat	~	

- 1. Click on the pencil icon in the status field and change status to "Requested".
- 2. Click "Save

F	atrol Orders Recently Viewe					Q	Sea	rch this list	۰ ھ	п.	c /		14
	Patrol Orde 🗸	Patrol Date 🗸	Patrol Time 🗸	Location	∨ Sub-U ∨	Patrol Area	v	Patrol Type				~	-
	PO-239275	2/24/2021	MORNING	Sector Ohio Valley		Big Old Lake		01A: MARITIME OBSERV	ATION (M	OM)			
	PO-239266	2/23/2021	MIDDAY	Sector Ohio Valley	1			02: REGATTA-SAFETY ZO	ONE SUPP	PORT (R	EGATTA)		
Ē.	PO-239264	2/23/2021	MIDDAY	Sector Ohio Valley		My AOR is bigger than BMCM's		22A: OPERATIONS TRAIL	NING (QU	ALS) (TR	NQUALS	)	
	PO-239260	2/23/2021	MORNING	Sector Ohio Valley		BMCM Test #2 U5 1115		01A: MARITIME OBSERV	ATION (M	(MOI			
1	PO-239261	2/23/2021	MORNING	Sector Ohio Valley				22A: OPERATIONS TRAIN	NING (QU	ALS) (TR	RNQUALS	()	
	PO-239259	2/24/2021	MORNING	Sector Ohio Valley				01A: MARITIME OBSERV	ATION (M	(MOI			
	PO-239258	3/1/2021	MIDDAY	Sector Ohio Valley				208: OPERATIONAL SUP	PORT (RA	DIOWA	TCH)		
È.	PO-239247	2/5/2021	MIDDAY	Sector Ohio Valley				208: OPERATIONAL SUP	PORT (RA	DIOWA	TCH)		
	PO-239229	2/1/2020	MIDDAY	Sector Ohio Valley		Ohio River		22B: OPS TRAINING (OP	STRNG)				
0	PO-239244	2/4/2021	MIDDAY	Sector Ohio Valley				208: OPERATIONAL SUP	nont (n	DIOW			

You have now created your patrol request and a notification has been sent to your OIA for approval!

- 1. You will receive email notification from the OIA once your patrol request has been approved.
- 2. When you return from safely conducting your patrol it's time to complete your patrol orders and receive credit for your hours and training and submit your patrol orders for reimbursement of expenses.

	Atrol Orders	*							New	Prin	ntable	Vie
	Sorted by Patrol Order Record		atrol orders • Updated a few	seconds ago		Q. Search this	s list	¢.•		C	/	C
	Patrol Order Reco 1 🗸	Patrol Date 🗸 🗸	Patrol Time 🗸 🗸	Facility 🗸	Location	~	Sub-Unit 🗸	State	ıs		~	
1	PO-239229	2/1/2020	MIDDAY	F-23754	Sector Ohio Valley	/		App	oved			Ŧ
2	PO-239244	2/4/2021	MIDDAY	F-23754	Sector Ohio Valley	/		App	oved			Ŧ
3	PO-239247	2/5/2021	MIDDAY	F-23754	Sector Ohio Valley	/		App	oved			-
4	PO-239258	3/1/2021	MIDDAY	F-23754	Sector Ohio Valley	1		Subr	nitted			-
5	PO-239259	2/24/2021	MORNING	F-23754	Sector Ohio Valley	1		Subr	nitted			÷
6	PO-239260	2/23/2021	MORNING	F-23754	Sector Ohio Valley	/		App	oved			
7	PO-239264	2/23/2021	MIDDAY	F-23754	Sector Ohio Valley	/		Com	pleted			
8	PO-239266	2/23/2021	MIDDAY	F-23754	Sector Ohio Valley	·		Com	pleted			٠
9	PO-239275	2/24/2021	MORNING	F-23754	Sector Ohio Valley	,		Subr	nitted			¥

- 1. From the homepage, click more and then patrol orders.
- 2. Search for your patrol orders by PO Record number, date, facility number or status.
- 3. Click on the patrol order number.

Patrol O PO-23					+ Foll	ow Edit
Facility F-23754	Crew Requirement Met	Review SAR Details				
Patrol Order R PO-239275	ecord Number	Status Approved	🕑 Crew (1)			New
Facility		Cancellation Reason	Crew Record Nu Name	Member	Position	
Facility Name Matt's Boat		Reimburse OWNER	CREW00004890	Matt AUX Tester	Lead	* View Al
Facility Owner Owner is Ope		Patrol Type 01A: MARITIME OBSERVATION (MOM)				
Operator	ster	Patrol Date 2/24/2021	Activities (0)			New
Facility Owner Matt AUX Tes			Files (0)			Add Files
Facility Type Boat	,	Location Sector Ohio Valley		a manadada a		
Facility Call-Si	gn <b>O</b>	Sub-Unit		立 Upload Files		
Radio Facility	Туре	Patrol Area Big Old Lake		ar arap 116a		

There are four parts of the patrol order that need to be completed:

- 1. Crew
- 2. Activities
- 3. Patrol Information/ Receipts
- 4. Owner/Operator Signatures

23754	New C	rew: Crew			
au oi Orani: Rairora Philinnia 10-239275	Information Crew Record Number	Position			
acility@ ~23754		None	•	Position	
acility Name Aatt's Boat	Member Search Members Ryan Q	Is Owner?	ar	Lead	T View A
acility Owner Type Owner is Operator	Ryan Ryan AUX Ryan	Is Operator?	5		
Operator Aatt AUX Tester	Matt AUX Tester Matt				
acility Owner® Aatt AUX Tester	<b></b>				
actility Type	Date Decided				
acility Call-SignO	Active Duty		~		
radio Fadility Type		Cancel Save & New	Save		
atal U/W Hoors	a factor and	Patron Orden mistory (5)			

- 1. Search crew members by name.
- 2. Select Position- Lead, Non-Lead, Trainee.
- 3. If you need an Active Duty member to fulfill crew requirements, check the box and add name in comments.
- 4. Check applicable boxes for meals claimed during patrol.
- 5. Click "Save"
- 6. Repeat process to add additional crew members.

#### **Adding Activities**

F+23754	Crow Roquitement Mee	Bevlew SAR Details	New Activity			
PO-239275 Facility	raccord forum two		Unit/Individual Please use this option to enter Unit related activities. This option should not be selected for	Manysiser	Position	
F-23754			Patrol related activities in order to avoid errors.	Matt AUX Tester	Lead	
Matt's Boat		- P	Aircraft Please use this option to enter Aircraft related	Ryan Ryan AUX	Non-Lead	
Enclity Owner Owner is Ope			activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.			View All
Operator Matt AUX Tes	stor	۲	Boat Please use this option to enter Boat related			
Facility Owner Matt AUX Tes			activities. If you are creating an activity for a Patrol, please select this option only if the facility			
Facility Type O Boat	2	6	type for the patrol is a Boat to avoid errors. Radio			
Facility Call-St	0~0		Please use this option to enter Radio related activities. If you are creating an activity for a	And Press		
Badia Paritiy	Туры		Patrol, please select this option only if the facility	drop files		
Total W/W Hos	or 0		Patrol Order History (5)			

- 1. Click "New" in the Patrol Activity Box.
- 2. Select your activity type. (Aircraft, Boat or Radio).
- 3. Click "Next"

	New Ac	ctivity: Boat
strol Orders > PO-239275 ctivities tern + Updated a few Jaconstango	Information Activity Record Number	Review Status 0
Activity Record Namber		Open 👻 🖓 Distrition
AL-6177940	Unit O	Operations Code 0 6.00
	Search Units Q	None 🔻
	Facility	* Mission Code
	Search Facilities 0,	None 🔻
	Waters	Activity Code 0
	None *	
	FSO-IS Reviewed	Mission Start Time
		Date Time
		<b></b>
		*Duration O
		Cancel Saye & New Save

- 1. Click "New" in the Activity Box.
- 2. Select Mission Code. Every Activity log should start and end with either Non-SAR Standby or Trailering.
- 3. Select Mission Date and Time of the Activity.
- 4. Select Duration (Hover over the Info button for a breakdown of times (ex. 30 mins = .50)
- 5. Fill out SAR Details if applicable.
- 6. Click "Save"

	Sorted by Mission Start Time - U	Updated a few seconds ago				\$ • C	Y
	Activity Record Number 🛛 🗸	Mission Code	✓ Mission Start Time ↑	V Mission End Time	✓ Duration	~	
1	AL-6177953	01B: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM	0.25		G
2	AL-6177954	01D: NON SAR STANDBY	2/24/2021 11:45 AM	2/24/2021 12:00 PM	0.25		٣
3	AL-6177940	01A: MARITIME OBSERVATION	2/24/2021 12:00 PM	2/24/2021 4:00 PM	4.00		٠
•	AL-6177955	01D: NON SAR STANDBY	2/24/2021 4:00 PM	2/24/2021 4:15 PM	0.25		٠
5	AL-6177956	01B: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM	0.25		Ŧ

- 1. Review your Activity Log to ensure its correct.
- 2. You can click on the Mission Start Time tab to reorder your start times or the drop down tab to edit/delete.
- 3. Open the newly created Activity Log record.

			Search User					
			Q.					
	All OPCO	ON Sector	Sub-unit District	Division	Flotilla	Internal	National	
Member ID		~ Memi	ers Name			~ Unit	Number	~
5000947		Matt	AUX Tester			5476	572	
5001096		Ryan	Ryan AUX			5476	572	
			Get My Unit Members	Add Men	nbers			

1. Click on the "Add Member" tab.

		9,					
			Unit Level				
	All OPCON 5	Sector Sub-unit	District Divis	tion Flottilla	Internal	National	
Member ID	~	Members Name			v Unit I	Number	~
5000947		Matt AUX Tester			54763	372	
5001096		Ryan Ryan AUX			54763	372	
		Cat My Unit A	Membera	d Members			
Member Id		Got My Unit A	Members	ld Members	Positio	on	
			Members Ad	ld Members		on AD	•
		Name	Members Ad	ld Members	LE		*
5000947		Name Matt AUX Tester	Members Ad	ld Members	LE	AD	
5000947		Name Matt AUX Tester Ryan Ryan AUX			LE	AD	

- 1. Select the checkbox beside each member who was assigned to the crew.
- 2. Click the "Add Members" button.
- 3. Update the positions for the activity.
- 4. Click "Update Activity Members".

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE	CHATTER
Activity Record Number AL-6177953	Review Status Approval Requested
Unit	Operations Code
Facility F-23754	Mission Code O1B: TRAILERING
Facility Registration Number 123456789	Activity Code®
Waters Navigable	Mission Start Time 2/24/2021 11:30 AM
FSO-IS Reviewed	Duration 0.25
	Mission End Time 2/24/2021 11:45 AM
	Summary of Activities
	Clarification Comments
✓ SAR Details	
Number of SAR Assists	Property Value
Lives Saved	Case Number

- 1. Click the "Details" tab.
- 2. Click the pencil icon in the "Review Status" field and change status to "Approval Requested".
- 3. Click "Save"

✓ Facility Usage				Date	Field	User	Original Value	New Value	
Gallons of Fuel (Facility)		Engine Hours	5	2/23/2021 1t	Status	Matt OIA Test	Requested	Approved	
		4.00	2	2/23/2021 1t	Owner	Matt OIA Test	Sector Ohio V	Matt AUX Tes	
				2/23/2021 1:1	Status	Matt AUX Tes	New	Requested	*
✓ Automobile Usage				2/23/2021 1:1	Owner	Matt AUX Tes	Matt AUX Tes	Sector Ohio V	Ŧ
Mileage	5			2/23/2021 1:1	Created.	Matt AUX Tes			Ŧ
10.00								vi	iew Al
✓ Expenses									
Fuel Expenses	5	Did Covernment Provide Fuel?		Post					
\$50.00									_
Fuel Additives Expenses		Did Government Provide Fuel Additive	57	Share an update Sh					hare
Ice Expenses	5	Did Government Provide Ice?		Sort by:					
\$2.00				Most Recent A	Activity 🔻	Q. Search this	feed	۲.	C
Other Reimbursable Expenses	5	Reason for Other Expenses							
\$5.00		Boat Ramp Fees					6	2	
Covernment Drovided Datie							2C	9)	
	Cancel	Save			ar	1			

- 1. Click your back arrow to navigate back to the Patrol Orders page.
- 2. Update Engine Hours, Automobile Mileage, and Fuel, Ice and Other Reimbursable Expenses.
- 3. Continue to scroll down.

✓ Signatures		
Signature of Operator 5	* Signing Operator	
	🛄 Matt AUX Tester 🛛 🗙	
Operator Signed Date		
Signature of Claimant	Signing Claimant	
-	🔟 Matt AUX Tester 🛛 🖄	
Claimant Signed Date		
Signature of OIA	Signing OIA Name	
OIA Signed Date		
OIA Approver		
JAMIE OIA DOE		
Created By Matt AUX Tester, 2/23/2021 1:12 PM	Last Modified By Matt AUX Tester, 2/24/2021 2:35 PM	
Cartcel	Save	

- 1. Once you have reviewed the all parts of the order you are ready to sign the order.
- 2. Signatures are required by both the Operator and the Claimant.
- 3. Click "Save"

Patrol Order PO-239275					+ Fóilonw	Edit
Facility Crew Requirement Met	Roview SAR Details					
Patrol Order Record Number	Status 0	F Crew (2)				wak.
PO-239275	Approved	*				
Facility	None	Crew Record Nu	Name	Member	Position	
-23754		CREW00004890		Matt AUX Tester	Lead	
acility Name	Cancelled	CREW00004890		Ryan Ryan AUX	Non-Lead	
Matt's Boat	( ✓ Approved Completed				v	iew /
Dwner is Operator	(Submitted	6 Activities (5	)		,	Vewi
Aatt AUX Tester	2/24/2021	Activity Record	Mission Code	Mission Start Time	Mission End Time	
Facility Owner	Patrol Time	AL-6177953	018: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM	
10 Matt AUX Tester X	MORNING	AL-6177954	01D: NON SAR ST	2/24/2021 11:45 AM	2/24/2021 12:00 PM	
acility Type	Location	AL-6177940	01A: MARITIME O	2/24/2021 12:00 PM	2/24/2021 4:00 PM	
		AL-6177955	01D: NON SAR ST	2/24/2021 4:00 PM	2/24/2021 4:15 PM	Ŧ
Cancel	Save	AL-6177956	01B: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM	-

- 1. Once both signatures are complete click the pencil icon in the "Status field and change to "Completed".
- 2. Click Save.

Patrol Order PO-239275				+ 6	illow Edit De	elete
Facility Crew Requirement Met	Review SAR Details					
Patrol Order Record Number PO-239275	Status <b>()</b> Submitted	🕑 Crew (2)				New
Facility	Cancellation Reason	Crew Record Nu	Name	Member	Position	
F-23754		CREW00004890		Matt AUX Tester	Lead	w
Facility Name Matt's Boat	Reimburse OWNER	CREW00004890		Ryan Ryan AUX	Non-Lead	w
Facility Owner Type Owner is Operator	Patrol Type 01A: MARITIME OBSERVATION (MOM)				v	/iew A
Operator Matt AUX Tester	Patrol Date 2/24/2021	d Activities (5	)			New
Facility Owner Matt AUX Tester		Activity Record	Mission Code	Mission Start Time	Mission End Time	
Facility Type	Location	AL-6177940	01A: MARITIME O	2/24/2021 12:00 PM	2/24/2021 4:00 PM	¥
Boat	Sector Ohio Valley	AL-6177953	01B: TRAILERING	2/24/2021 11:30 AM	2/24/2021 11:45 AM	
Facility Registration 123456789	Sub-Unit	AL-6177954	01D: NON SAR ST	2/24/2021 11:45 AM	2/24/2021 12:00 PM	
Facility Call-Sign	Patrol Area	AL-6177955	01D: NON SAR ST	2/24/2021 4:00 PM	2/24/2021 4:15 PM	٧
Big Old Lake	Big Old Lake	AL-6177956	01B: TRAILERING	2/24/2021 4:15 PM	2/24/2021 4:30 PM	

You have successfully saved the patrol order!

Upon successful review by the OIA the status will be changed to submitted and sent to FINCEN for payment.

### **Questions?**