

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

Top Section

- 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.

General Section.

- 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 your 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 “None” 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.