

## How to Request Surface Patrol Orders

Log in to AuxData II (Now two-part authentication)

Click on **Patrol Orders - (under "more" )**

Click on **"New"**

Select **"Boat"**

Select **Patrol Request: Patrol Request form will open.**

Locate your facility.

Fill in the open boxes, except for the STATUS Box- leave that as **"New"**. See below:

After saving, check to be sure that you have all the boxes filled in correctly. They can be edited by clicking on the little pencil at the right side of each box

Facility <b>F-19884</b>	Status <b>New</b>
Facility Name <b>F-19884</b>	Reimburse <b>OWNER</b>
Facility Owner Type <b>Owner is Operator</b>	Patrol Location <b>Sector Sault Ste Marie</b>
Operator <b>SUSAN HOBLIT THURLOW</b>	Sub-Unit <b>Station Duluth</b>
Patrol Date <b>7/4/2020</b>	Patrol Area <b>Voyageurs National Park</b>
Patrol Time <b>MIDDAY</b>	Description <b>Purpose of this patrol is training "tune-Up" for members. No public interaction expected.</b>
Facility Type <b>Boat</b>	
Patrol Type <b>01A: MARITIME OBSERVATION (MOM)</b>	
Facility Call-Sign	

Review the information that you have entered one more time.

When you are certain that the information is correct, change the **"Status"** to **"Requested"** and click **"Save."**

At this point, you should send your order issuing unit an email letting them know that you have a request in the system. We have been advised that in the early going, units need 7-10-days notice as they learn the system.