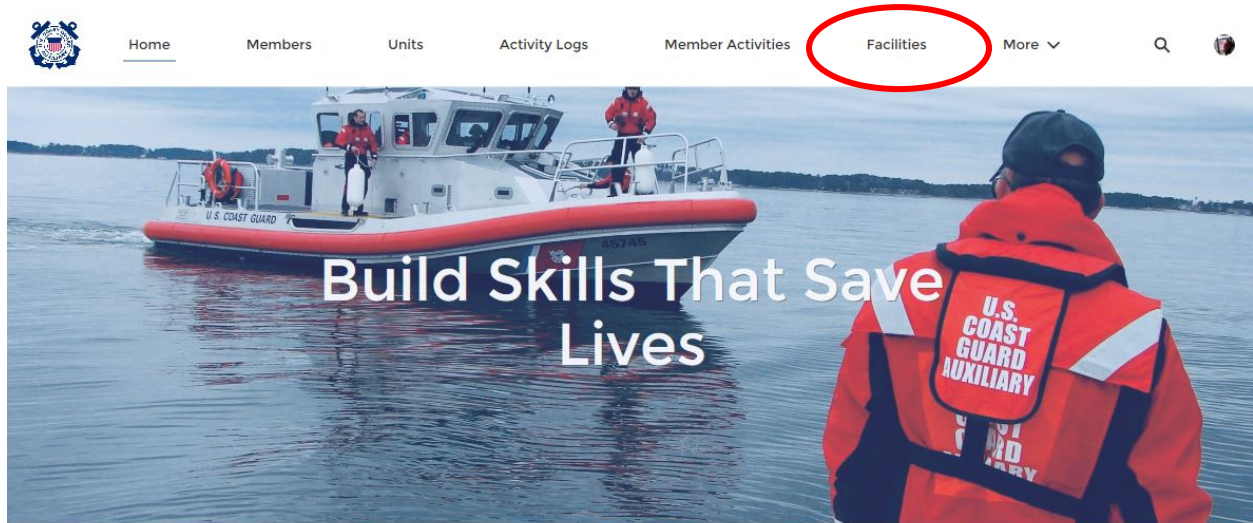



How to Add a New Facility in AuxDataII

1. Log in to AuxData and navigate to “Facilities”



WELCOME MARION H PARRISH!


 Dashboard
Auxiliary Member Dashboard
As of Jan 18, 2021 6:39 PM Viewing as MARION H PARRISH Refresh







QUICK LINKS

WHAT'S NEW
Information about recent system updates

2. Click “New” to add a new facility record.

The image shows the 'Facilities' page in the AuxDataII system. At the top right, there is a 'New' button circled in red. Below the navigation bar, there is a search bar and a table of facility records. The table has columns for Facility Record, Registration, Facility Name, Type, Created By, Unit Number, Availability, and Record Type. There is one record listed: F-22524, CANON, Vehicle, Matt White, 1700204, All, Vehicle.

Facilities
Recently Viewed 

1 item • Updated a few seconds ago Search this list...      

Facility Record...	Registration	Facility Name	Type	Created By	Unit Number	Availability	Record Type
1	F-22524	CANON	Vehicle	Matt White	1700204	All	Vehicle

3. Choose the type of facility you are entering and click Next.

The screenshot shows a 'New Facility' dialog box overlaid on a 'Facilities' table. The dialog box has a title bar 'New Facility' and a close button. Below the title bar is the text 'Select a record type' followed by a list of radio button options: Radio (selected and circled in red), Aircraft, Boat, PWC, Paddlecraft, and Vehicle. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Next' (circled in red).

4. Enter all of the appropriate Facility information and click “Save” at the bottom of the New Facility field.

The screenshot shows a 'New Facility: Boat' form overlaid on a 'Facilities' table. The form has a title bar 'New Facility: Boat' and a close button. Below the title bar are several input fields: Facility Record Number, Status (New), Registration, Last Re-Inspection Date, Facility Name, Inspection Expiration Date, Type (dropdown menu with --None-- selected), Availability (dropdown menu with --None-- selected), Unit Name (with a search box), Year (dropdown menu with --None-- selected), SAMA Type, Start Date, End Date, and Call-Sign. At the bottom right of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save' (circled in red).

5. Follow the “USER GUIDE- How to Request and Approve a Facility Inspection in AuxDataII” to request a facility inspection and send the information to the DIRAUX office.