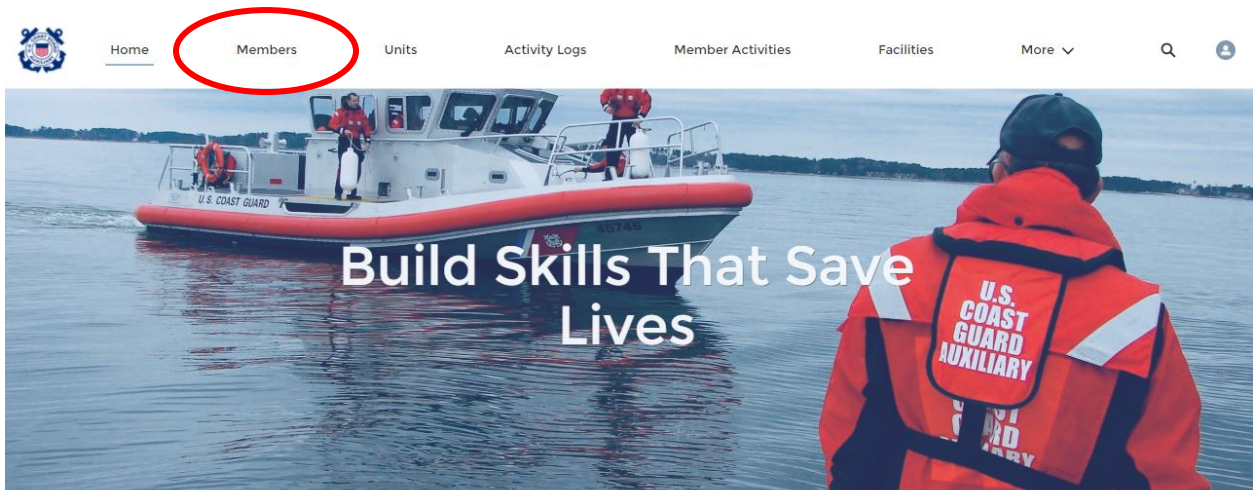


How to Request Approval for an Existing Vehicle Facility in AuxDataII

1. Log in to AuxData. Click on “Members.”



WELCOME ROY D STODDARD!

2. Enter your name in the TOP search bar (not the “Search this list” field) and press “enter.”

Members
All Active Members

50+ items • Sorted by Member ID • Filtered by All members - Members Record Type, Test Data, Archived • Updated a few seconds ago

Search this list...

Memb...	Name	Unit Num...	Unit Name	Email	Membe...
1	OFFICE VACANT	0	AUXILIARY NATIONAL UNIT		AX
2	CERTIFIED USERS ALL	0	AUXILIARY NATIONAL UNIT		AX
3	1000051 STEVEN NMN BUCHANAN	0130208	PORTSMOUTH HARBOR		BQ
4	1001641 DAVID E POWER JR	0130205	BOOTHBAY HARBOR	lovlylinda@yahoo.com	BQ
5	1003454 WILLIAM S GRISWOLD	0700403	LAKE COUNTY	wsgriz@aol.com	AX

3. Click on your name under "Members."

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Members', 'Units', 'Activity Logs', and 'More'. A search bar on the right contains the text 'Roy Stoddard'. On the left, a 'Search Results' sidebar lists categories: 'All', 'Requests', 'Members', 'Units', 'Activities', 'Facilities', 'Facility Inspections', and 'Patrol Orders'. The 'Members' section is active, displaying a table with 2 results. The first row, 'ROY D STODDARD', is circled in red. Below the members table is an 'Activities' section with 5 results, including records for 'AL-6169634' and 'AL-6169636'.

NAME	FIRST NAME	MIDDLE NAME	LAST NAME	UNIT NUMBER	MEMBER ID	UNIT NAME	MEMBER STATUS	MAILING
ROY D STODDARD	ROY	D	STODDARD	1700204	1169707	WHITTIER FLOTILLA	AX2	Alaska
THERESA A STODDARD	THERESA	A	STODDARD	1700204	1169575	WHITTIER FLOTILLA	BQ	Alaska

ACTIVITY RECORD NUMBER	CREATED BY	UNIT	MISSION CODE	MISSION START TIME	MISSION END TIME	LE
AL-6169634	JEAN A HOLZHEIMER	WHITTIER FLOTILLA	22D: SECTOR COORDINATOR	12/2/2020 11:00 AM	12/3/2020 11:00 AM	
AL-6169636	JEAN A HOLZHEIMER	WHITTIER FLOTILLA	22D: SECTOR COORDINATOR	12/3/2020 11:00 AM	12/4/2020 11:00 AM	


4. Click "Related."

The screenshot shows the profile page for 'Mr. ROY D STODDARD'. The profile includes fields for 'Unit Name' (WHITTIER FLOTILLA), 'Unit Number' (1700204), 'Member Status' (AX2), and 'Boating Safety Course Completed' (checked). Below the profile, there are tabs for 'DETAIL', 'RELATED', 'SKILLS AND AVAILABILITY', and 'CHATTER'. The 'RELATED' tab is circled in red. The 'DETAIL' section shows various fields for the member, including 'Member ID' (1169707), 'Name' (Mr. ROY D STODDARD), 'Unit Name' (WHITTIER FLOTILLA), 'Unit Number' (1700204), 'Occupation', 'Education Level', and 'Internal User ID' (ROY D STODDARD). The right side of the page shows additional details like 'Member Status' (AX2), 'Member Status Date' (3/30/2011), 'Archived' (unchecked), 'Boating Safety Course Completed' (checked), 'Spouse Name' (TERRY), 'Birth Month' (June), and 'Birth Year' (1945).

5. Scroll down to “Facility Ownership” and click “View All.” Select the Facility from the list to open the record.


DSO-MA	Active	District	170	▼
FSO-MA	Active	Flotilla	1700204	▼
SO-MA	Active	Division	17002	▼
FSO-VE	Inactive	Flotilla	1700204	▼


[View All](#)

 **Facility Ownership (3)** [New](#)


Facility	Ownership Type	Record Type	Unit
F-22524	Operator	Member	WHITTIER FLOTILLA ▼
F-12337	Owner	Member	ARCHIVE ▼
F-22524	Owner	Member	WHITTIER FLOTILLA ▼

[View All](#)

 **Crews (0)** [New](#)

 **Member Locations (0)**






6. Check all of the information and click the little “pencil” icon next to any field that you need to edit. Click “Add Files.”


 **Facility**


[+ Follow](#) [Edit](#) [Clone](#) [Submit for Approval](#)

Unit Name	Type	Status	Registration
WHITTIER FLOTILLA	Vehicle	Non-Operational	CANON

DETAILS **CHATTER**


Facility Record Number	Status
F-22524	Non-Operational
Registration	Make
CANON 	FORD
Unit Name	Model
WHITTIER FLOTILLA 	F-150
Unit Number	Year
1700204	2001
Start Date	Color
5/2/2011 	WHITE
End Date	State
	AK
Availability	VIN
All 	1FTRW08L01KC51160
Type	Latitude Degrees
Vehicle 	

 **Approval History (0)**

 **Facility Ownership (3)** [New](#)

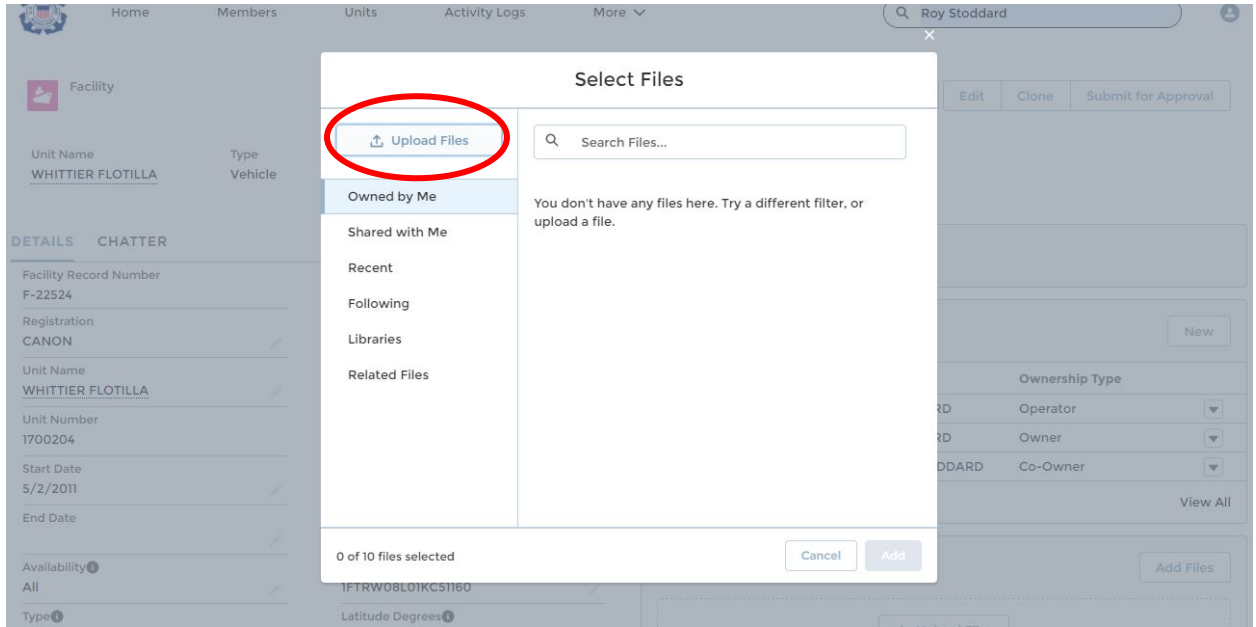
Facility Ownership Rec...	Member	Ownership Type
FO-25284	ROY D STODDARD	Operator ▼
FO-18180	ROY D STODDARD	Owner ▼
FO-18181	THERESA A STODDARD	Co-Owner ▼

[View All](#)

 **Files (0)** [Add Files](#)

[Upload Files](#)

- Click "Upload Files" and select the appropriate file from your computer containing the current Vehicle Offer for Use form.



- After uploading the file, return to the main Facility record page and click "Submit for Approval" to send your offer for use to the DIRAUX office. Add any comment on the next screen and click "Submit" again.

