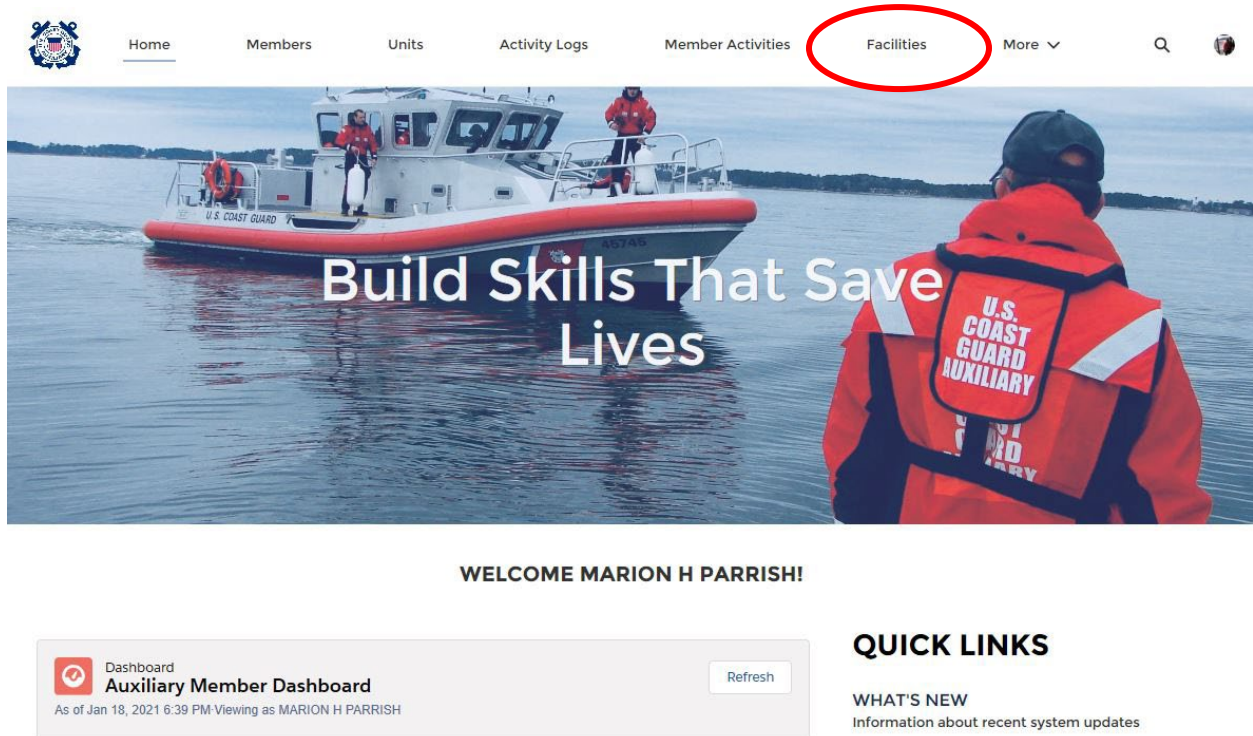
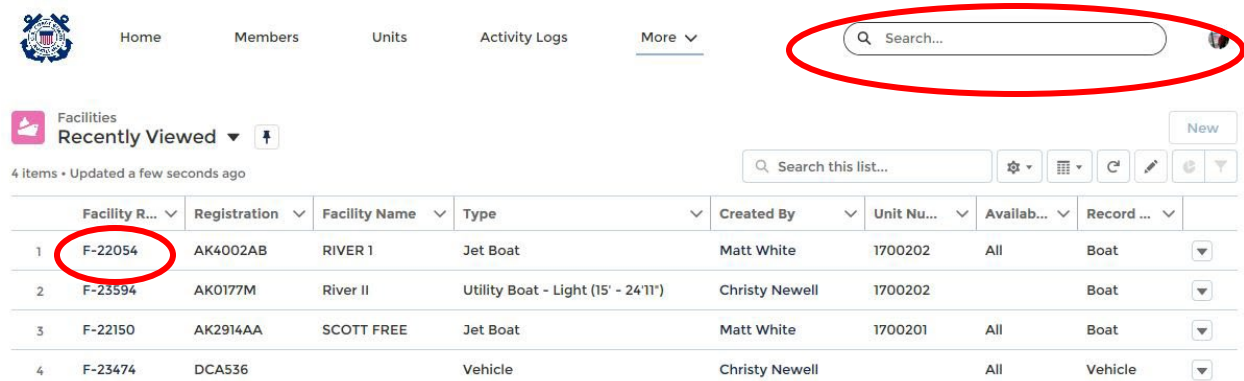


How to Request and Approve a Facility Inspection in AuxDataII

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



2. Find your facility in the list. If it does not appear in “recently viewed,” type it into the search bar at the top of the page (not the “search this list” bar). Click the “Facility Record Number” of the facility you would like to have inspected. In this case, we will select “River 1”.



3. Click "New" next to "Facility Inspections".

Home Members Units Activity Logs More

Search...

Facility RIVER 1

+ Follow Edit Clone

Unit Name	Type	Status	Registration
KENAI FLOTILLA	Jet Boat	Non-Operational	AK4002AB

DETAILS CHATTER

Facility Record Number	Status
F-22054	Non-Operational

Registration	Last Re-Inspection Date
AK4002AB	6/22/2019

Facility Name	Inspection Expiration Date
RIVER 1	8/5/2020

Type	Availability
Jet Boat	All

Unit Number	Year
1700202	1996

Unit Name	Start Date
KENAI FLOTILLA	7/6/2018

SAMA Type	End Date
B	

Call-Sign
201333

Boat Information

Facility Inspections (4) **New**

Facility Inspection R...	Inspection Date	Status
FI-22960		
FI-23013		
FI-21562	6/22/2019	Approved
FI-23472		Under Inspection

View All

Facility Ownership (6) **New**

Facility Ownership R...	Member	Ownership Type
FO-28485	DAVID L BRUBAKER	Operator
FO-28486	WILLIAM R REITER	Operator
FO-28487	JAMES H HENDLEY	Operator
FO-28488	DANNY D COLE	Operator

4. Select the appropriate facility type and click "Next".

The screenshot displays a web application interface for facility management. At the top, there is a navigation bar with links for Home, Members, Units, Activity Logs, and More. A search bar is located on the right. Below the navigation bar, the main content area shows a facility profile for "RIVER 1". The profile includes a "Facility Record Number" (F-22054), "Registration" (AK4002AB), "Facility Name" (RIVER 1), "Type" (Jet Boat), "Unit Number" (1700202), and "Unit Name" (KENAI FLOTILLA). The status is "Non-Operational".

A modal window titled "New Facility Inspection" is open in the center. It contains a section labeled "Select a record type" with three radio button options: "Aircraft", "Boat", and "Radio". The "Boat" option is selected. At the bottom of the modal, there are "Cancel" and "Next" buttons.

The background interface also shows a "DETAILS" tab and a "CHATTER" tab. On the right side, there are buttons for "+ Follow", "Edit", and "Clone". Below the facility profile, there are several dropdown menus for "Status", "Approved", and "Under Inspection", along with a "View All" button. At the bottom, there are buttons for "New" and "Ownership Type".

5. Fill in all required fields, and be sure to enter "Christopher J Schleck" in the "DIRAUX" field in order for him to receive the final approval request. Then click "Save".

The screenshot displays a web application interface for creating a new facility inspection. The main window is titled "New Facility Inspection: Boat". The form is divided into several sections:

- Information:**
 - Facility:** A dropdown menu showing "F-22054".
 - Status:** A dropdown menu showing "New".
 - Requested Inspection Date:** A date picker field.
 - Vessel Examiner:** A search field with the text "Search Members...".
 - Inspection Date:** A date picker field.
 - DIRAUX:** A search field containing "emmons". A dropdown menu is open, showing search results for "emmons" in Members. The results include "Lauren A Emmons" with the name "Lauren" below it. This entire section is circled in red.
- System Information:**
 - Facility Inspection Record Number:** A text field.
 - Record Type:** A dropdown menu showing "Boat".

At the bottom of the form, there are three buttons: "Cancel", "Save & New", and "Save".

- You will be brought back to the main facility record page. The inspection you just entered will appear in the "Facility Inspections" list as "New." Click on the Facility Inspection number to open the inspection record that you just created.

Home Members Units Activity Logs More

Search...

Facility River II

+ Follow Edit Clone

Unit Name	Type	Status	Registration
KENAI FLOTILLA	Utility Boat - Light (15' - 24'11")	New	AK0177M

DETAILS CHATTER

Facility Record Number: F-23594
 Registration: AK0177M
 Facility Name: River II
 Type: Utility Boat - Light (15' - 24'11")
 Unit Number: 1700202
 Unit Name: KENAI FLOTILLA
 SAMA Type: A

Status: New
 Last Re-Inspection Date
 Inspection Expiration Date
 Availability
 Year
 Start Date
 End Date
 Call-Sign: AUX-337

Facility Inspections (4)

Facility Inspection R...	Inspection Date	Status
FI-22961		
FI-23012		
FI-23471	1/11/2021	Under Inspection
FI-23515		New

View All

Facility Ownership (1)

Facility Ownership R...	Member	Ownership Type
FO-29433	MARION H PARRISH	Co-Owner

View All

- Check all of the information that you entered and then click the "Submit for Approval" button. An email will be sent to the Vessel Examiner indicated on the inspection record that there is a new inspection request in the system.

Facility Inspection FI-23515

+ Follow Clone Edit Submit for Approval

Facility: F-23594
 Requested Inspection Date: 1/19/2021
 Vessel Examiner: MICHAEL L CHASE
 Inspection Date

Status: New
 DIRAUX: Lauren A Emmons

Approval History (0)

Files (0)

Upload Files
 Or drop files

System Information

Facility Inspection Record Number: FI-23515
 Record Type: Boat

Created By: MARION H PARRISH, 1/19/2021 12:48 PM
 Last Modified By: MARION H PARRISH, 1/19/2021 12:48 PM

8. The Vessel Examiner will follow the same steps to go in to the Facility Inspection record. Once the inspection is complete, the inspection form should be uploaded to the “Files” section by clicking “Upload Files.” The little gray pencil next to “Inspection Date” can be clicked to add the date of the inspection.

Facility Inspection
FI-23472

Facility: F-22054
Requested Inspection Date: 1/8/2021
Vessel Examiner: MICHAEL L CHASE
Inspection Date: [Pencil icon circled in red]

Status: Under Inspection
DIRAUX: Lauren A Emmons

System Information
Facility Inspection Record Number: FI-23472
Record Type: Boat

Created By: MARION H PARRISH, 1/8/2021 12:34 PM
Last Modified By: MARION H PARRISH, 1/8/2021 12:34 PM

Files (0)
Upload Files (button circled in red)

9. This is the screen that pops up after you click the pencil to enter the Inspection Date. Enter the date and click “Save.” Then click “Approve” to have the record sent to BMC Emmons.

Facility Inspection
FI-23472

Facility: F-22054
Requested Inspection Date: 1/8/2021
Vessel Examiner: MICHAEL L CHASE
Inspection Date: [Date field]

Status: Under Inspection
DIRAUX: Lauren A Emmons

System Information
Facility Inspection Record Number: FI-23472
Record Type: Boat

Created By: MARION H PARRISH, 1/8/2021 12:34 PM
Last Modified By: MARION H PARRISH, 1/8/2021 12:34 PM

Files (0)
Upload Files

Save (button circled in red)

10. Add any comments and click “Approve.” BMC Emmons will receive a notification that the inspection is available for her review and approval.

The screenshot displays a web application interface for managing facility inspections. A modal dialog titled "Approve Facility Inspection" is centered on the screen. The dialog contains a text area labeled "Comments" with a vertical cursor at the beginning. At the bottom of the dialog are two buttons: "Cancel" and "Approve".

The background interface includes a navigation bar with links for Home, Members, Units, Activity Logs, and More. A search bar contains the text "FI-23472". Below the navigation bar, the main content area shows details for a facility inspection:

- Facility: F-22054
- Requested Inspection Date: 1/8/2021
- Vessel Examiner: MICHAEL L CHASE
- Inspection Date: [blank]

Below these details is a section for "System Information" with the following fields:

- Facility Inspection Record Number: FI-23472
- Record Type: Boat

To the right of the details, there is a table with columns for Date, Status, and Assigne... (likely Assignee). The table contains two rows of data:

Date	Status	Assigne...
1/8/202...	Pending	MICHA...
1/8/202...	Submitt...	MARIO...

Below the table, there are buttons for "Add Files" and "Upload Files", and a note "Or drop files".