How to Request and Approve a Facility Inspection in AuxDatall



1. Log in to AuxData and navigate to "Facilities"

WELCOME MARION H PARRISH!



QUICK LINKS

WHAT'S NEW Information about recent system updates

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".

Refresh

	Home	Members	Units	Activity Logs More 🗸		<	(0	Search						U
4 items •	acilities ecently Viev	ved 🔻 🖣				Q Search 1	this li	st	\$ 1 ~		• 0		N C	ew
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2	F-23594	AK0177M	River II	Utility Boat - Light (15' - 24'11")	Cł	nristy Newell		1700202			Boat		0	•
3	F-22150	AK2914AA	SCOTT FREE	Jet Boat	M	att White		1700201	All		Boat		0	•
4	F-23474	DCA536		Vehicle	Cł	nristy Newell			All		Vehi	cle		V

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

Facility Record Number Type Status Registration AcK4002AB Non-Operational AcK4002AB Pacility Record Number Status Non-Operational Pacility Record Number Non-Operational AcK4002AB Pacility Name@ Non-Operational AcK4002AB Pacility Name@ Non-Operational AcK4002AB Pacility Name@ Non-Operation Date Facility Inspection Date Status Pacility Name@ Non-Operation Date Facility Inspection Date Status Pacility Name@ Rejistration AcK4002AB Facility Inspection Date Status Pacility Name@ Rejistration Date Facility Inspection Date Status Fi-12562 6/22/2019 Approved Pizes Availability@ All Vero@ Vero@ Vero@ Vero@ Y00202 1996 Status Facility Ownership Re. Member Ownership Type B Call-Sign@ Call-Sign@ Call-Sign@ Availability Pacelity Ownership Re. Member Ownership Type F0-28468 DAVID L BRUBAKER Operator F0-28468 DAV		Home Memb	ers Units	Activity Logs	More 🗸	Q Search		\supset (
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	✓ Boat Info	ormation			FO-28488	DANNY D COLE	Operator	

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

Home	Members	Units Act	ivity Logs	More 🗸	Q Search		
Facility RIVER 1							
Unit Name KENAI FLOTILLA	Type Jet Boat	Status Non-Operational	Registration AK4002AB				
					×		
DETAILS CHATTER			New Facility	Inspection			
Facility Record Number	-		1999 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -				
Registration						Status	
AK4002AB	1	Select a record typ	e				
Facility Name			Aircraft				
RIVER 1	1.		Boat			Approved	
Type()			Radio			Under Inspection	V
Jet boat							View All
1700202					_		
Unit Name				Cancel	Next		
KENAI FLOTILLA	1	//6/2018	1				
SAMA Type		End Date		Facility Ownership R	Member	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".

Home	Members Units Activity Log	gs More 🗸	Q Search		
				×	
RIVER 1	New Fac	cility Inspection: Boat		Edit	
Unit Name KENAI FLOTILLA	Information				
DETAILS CHATTER	* Facility	X New			
Facility Record Number F-22054	Requested Inspection Date	* DIRAUX	Q		
Registration AK4002AB	• Vessel Examiner	Q "emmons" i	n Members		
Facility Name	Search Members	Lauren A Er Lauren	nmons	ed	
Type Jet Boat		苗		nspection	Winux All
Unit Number 1700202	System Information				VIEW AII
Unit Name KENAI FLOTILLA	Description				
SAMA Type B	Boat			hip Type	0
				5r.	
✓ Boat Information			Cancel Save & New Save	pr pr	•
Facility Number	Other Equipment	FO-28489	CLAUDE MARSHALL B Op	erator	

6. 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 🗸	Q Search		
Fac Ri	ver II						+ Follow Edit	Clone
Jnit Nam KENAI FL	e .OTILLA	Type Utility Boat -	Light (15' - 24'11")	Status New	Registration AK0177M			
CAILS	CHATTER		Status		Facility Inspect	tions (4)		New
23594			New		Facility Inspection R	Inspection Date	Status	
gistratio	n		Last Re-Inspection	n Date	FI-22961			
cility Nar	neO		Inspection Expirat	ion Date	FI-23012			•
ver II					FI-23471	1/11/2021	Under Inspection	•
pe () ility Boa	t - Light (15' - 24''	(I'')	Availability		FI-23515		New	
nit Numb 00202	er		Year					View All
nit Name ENAI FLC	DTILLA		Start Date		Facility Owner	ship (1)		New
AMA Type	2		End Date		Facility Ownership R	Member	Ownership Type	
					FO-29433	MARION H PARRISH	Co-Owner	
			Call-Sign					
			AUX-337					View Al

7. 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		+ Follow	Clone	Edit S	ubmit for Approval
Facility F-23594	Status New	8	Approval	History (0)	
Requested Inspection Date	DIRAUX				
1/19/2021	Lauren A Emmons		Files (0)		Add Files
Vessel Examiner		-			
MICHAEL L CHASE					
Inspection Date				☆ Upload Fi	iles
				Or drop file	25
 System Information 					
Facility Inspection Record Number	Created By				
FI-23515	MARION H PARRISH, 1/19/2021 12:48 PM				
Record Type	Last Modified By				
Boat	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.

Home	Members	Units	Activity Logs	More 🗸		FI-2347:	2) 0
Facility Inspection FI-23472	on						+	Follow	Clone	Edit
Facility F-22054			Status Under Inspection			Арр	rov (2)	Approve	Rejec	t 🔻
Requested Inspection I	Date		DIRAUX		Ste	p N	Date	Status	Assigne	
1/8/2021			Lauren A Emmons		Ves	sel	1/8/202	Pending	MICHA.	. 💌
MICHAEL L CHASE					App	oro	1/8/202	Submitt	MARIO.	. 💌
Inspection Date		\bigcirc								View All
✓ System Inform	ation	\smile			C	Files	(0)		Ad	d Files
Facility Inspection Reco	ord Number		Created By							
FI-23472			MARION H PARRIS	H, 1/8/2021 12:34 PM			1	Upload File	5	
Record Type			Last Modified By							
Boat			MARION H PARRIS	H, 1/8/2021 12:34 PM			-	drop files		

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		+ Follow Clone E
* Facility	Status	Approv(2) Approve Report
2 F-22054	×	
* Requested Inspection Date	DIRAUX	Step N Date Status Assigne
1/8/2021	🗰 🔲 Lauren A Emmons 🛛 👋	Appro 1/8/202 Submitt MARIO
*Vessel Examiner		Vie
MICHAEL L CHASE	×	
Inspection Date		Files (0) Add Fi
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System Information		Or drop files
cility Inspection Record Number	Created By	
-23472	MARION H PARRISH, 1/8/2021 12:34 PM	
ecord Type	Last Modified By	

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

Home M	lembers Units	Activity Logs	More 🗸	Q FI-23	472			E
Facility Inspection FI-23472					+			
Facility F-22054		Approve F	acility Inspectio	n	× _rov (2)	Approve		w
Requested Inspection Date					Date	Status	Assigne	
Vessel Examiner MICHAEL L CHASE	Comments				1/8/202 1/8/202	Pending Submitt	MICHA MARIO	
Inspection Date	1						Vi	ew All
✓ System Information					(0)			
Facility Inspection Record Numb FI-23472	er				(
Record Type Boat						Or drop files		
				Cancel Approve				