




AUXDATA II BASICS

You can do it!





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What we will cover

- How to Log in to AUXDATA II with 2 Factor Authentication
- “How To” Documents
- Checking Your Member Record
- Entering your own time (Mission Code 99)
- Reports





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Login

useg.force.com/auxcommunity/login


- Enter your login: Member#@useg.aux
- Enter your password
- Passwords must be 15 characters long and contain at least one capital letter, one symbol and one number.
- If 1st time or forgot password, send an email to AUXDATA@acumensolutions.com and request a password reset.


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Login



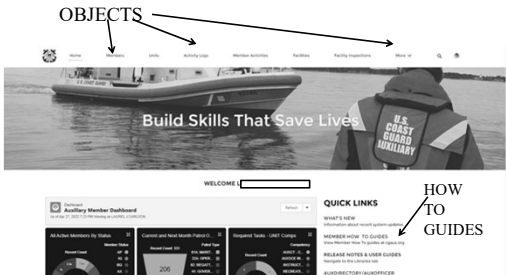
- Click the box bottom left that you have read the security info and “Continue”.
- Two Factor Authentication required.
- Select method to receive code (Email or on phone)
- Enter code where indicated




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HOME Page




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Member Object

- Detail Page – Provides member Contact Information
- Related Page- Provided Member Competencies, Tasks, Offices, Awards, Facilities and Activity Logs
- Skills & Availability Page



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Detail Page

- Member can update phone numbers, street address and email.
- Only DIRAUX Office can update other items
- See “How To” Guide for procedure to update Email

A screenshot of a web application interface for a member's detail page. It features several input fields for personal information such as name, address, phone numbers, and email. There are also dropdown menus and checkboxes. The page is numbered '7' at the bottom right.





Related Page

Contains everything about the member's auxiliary career.

- Activity Logs
- Competencies
- Tasks
- Awards
- Offices... and more!

A screenshot of a 'Related Page' in a web application. It displays several data tables with columns for dates, descriptions, and status. The tables are organized into sections with expandable/collapsible headers. The page is numbered '7' at the bottom right.






Related Page

- Member Competencies
 - Click “View All” to see All
 - Click MC# to see detail then “View All” on Task Table to see when Last completed
- Member Tasks
 - Click “View All” to see all.


A screenshot of a 'Related Page' showing member competencies and tasks. It includes a table with columns for competency names, dates, and completion status. There are also search filters and expandable sections. The page is numbered '9' at the bottom right.






Skills and Availability


- Member can/should update info on this



Member should indicate what skills they are willing to offer the CG should they ask




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Time Reporting

- EVERY Auxiliarist should be reporting the time spent on Auxiliary activities
- Every hour of Auxiliary Activity = \$ 27.84 in appropriations to the Coast Guard.
- The Coast Guard uses Auxiliary participation data to develop deployment plans, allocate the budget and realign equipment and resources.
- Data used for performance recognition of members and Auxiliary units



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Activity Logs



Click NEW to Begin



Select a Resource See How To Guides for Step By Step Procedure






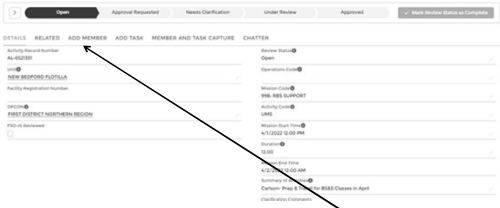
Activity Logs

- Complete the Initial Screen and click "Save"
- If doing VE, PV, PA, PE or NS entry scroll down and enter details
- Enter the following in "Summary of Activities":
 - Your last name
 - Brief description of what activity was conducted




Activity Logs



Completed Detail Page. Click "Add Member" to assign yourself and/or other people to this activity

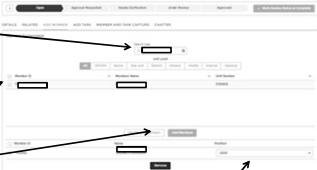



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Add Member

- Search for member(s)
- Click box to left of member name to select
- Click the blue "Add Member" button to move the name down into the lower table
 - Assign a position to the Member (Lead, NonLead, Trainee)
 - Click the Green Button

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Activity Log

One Last Review then Click "Approval Requested" and Click "Mark Review Status as Complete"

Approval Requested → Needs Clarification → Under Review → Approved → Mark Review Status as Complete

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHARTER

Activity Record Number: AL452389

NEW RESPONSE PULL/DRA

Activity Code: 99B

Activity Name: 99B-99B SUPPORT

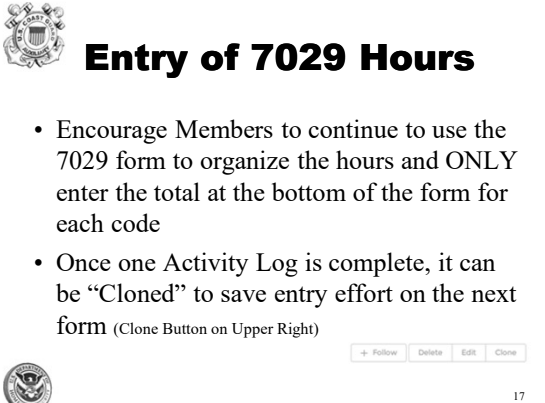
Activity Start Time: 6/15/2022 12:00 PM

Activity End Time: 6/15/2022 12:00 AM

Number of Members: 1

Carbon Prep & Travel for 99B8 Classes in April

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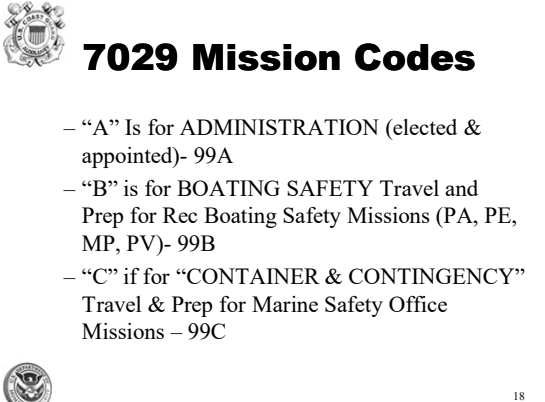


Entry of 7029 Hours

- Encourage Members to continue to use the 7029 form to organize the hours and ONLY enter the total at the bottom of the form for each code
- Once one Activity Log is complete, it can be "Cloned" to save entry effort on the next form (Clone Button on Upper Right)

+ Follow Delete Edit Clone

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7029 Mission Codes

- "A" Is for ADMINISTRATION (elected & appointed)- 99A
- "B" is for BOATING SAFETY Travel and Prep for Rec Boating Safety Missions (PA, PE, MP, PV)- 99B
- "C" if for "CONTAINER & CONTINGENCY" Travel & Prep for Marine Safety Office Missions - 99C

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7029 Mission Codes (continued)

- "D" is for STUDY and DEDICATION TO EDUCATION....Training (class, study, travel, prep)- 99D
- "E" is for EVERYTHING ELSE Travel & Prep for CG Support, Uniform Maint, Other activities not otherwise reported on a 7030- 99E



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OTHER Mission Codes

- Reporting time requires Mission Codes
- Mission Codes are program-specific
- Some activities also require Operation Codes and identification of the CG Office or Station who is the "Operational Control" (OPCON).
- See the HOW TO GUIDES for Mission Codes to use for Auxiliary Activities



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Reports

- Reports have been pre-formatted for your use. Click MORE and scroll down to Select the REPORTS OBJECT



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Reports

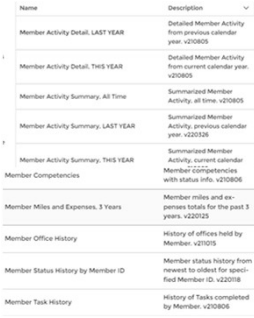
- Reports are in Folders
- Quick Stop Report Folder has most of what a member would want.
- See HOW TO guide on Quick Stop Reports.



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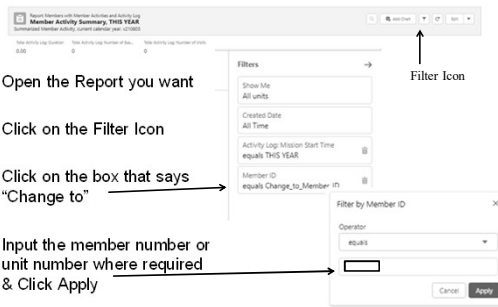
Member Reports


- The Member Info Subfolder contains reports specific to Members.
- Similar reports are available for Units
- Member Training Status Reports are in a separate Folder



Using a Quick Stop Report

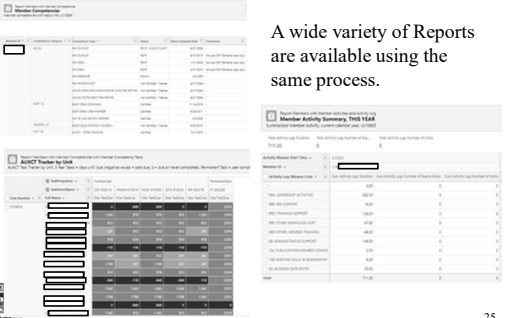
- Open the Report you want
- Click on the Filter Icon
- Click on the box that says "Change to"
- Input the member number or unit number where required & Click Apply






Reports

A wide variety of Reports are available using the same process.

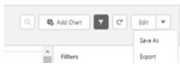


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Reports

- Reports can be Exported (excel)
- Reports can be saved to your "Private Folder"
- Reports can be saved to the "Auxiliary All Access" Folder.




See the **How To Guide on SIMPLE Reports for Instruction on Saving a report**

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For Consideration

- Every Member should be able to look at and understand their Member Record.
- Every Member should be given the Training and Opportunity to enter their own activity logs
- Every Staff Officer should know how to pull reports for their own program.




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Any Questions?

Name
Contact Info



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