



Department of Information and Communication Services

September 2003

BITS & BYTES

Issue: BB2003-09

Patrick Buckman appointed BA-IRP -- We are delighted to welcome Patrick "Bucky" Buckman to the National Staff as BA-IRP. He has served with the Coast Guard as a QM3, and is now Manager of Application Support with Safeway living in Napa, CA.

Patrick will be working directly with Herb Theisz BC-IRP on the new AUXplus database project for special applications of the CG Auxiliary Association, Inc. It's interesting to note that great progress has been made on this major new application, with beta testing to be conducted during 4Q 2003.

Welcome Aboard!

Jeff Mahl

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ELECTION time is fast approaching

All IS or CS Officers should provide their FC/DCP or nominating committee a listing of those eligible to hold office. To find out which members are currently qualified, those still in REYR and REWK will have to be cleared up. I will try to list the steps to go into AUXINFO to run a useful report. This will provide you with a listing of those that have a valid competency (qualification.)

The sequence is not absolute and if you alter the order or change them it should not be a problem.

Go into AUXINFO: <http://www.auxinfo.uscg.gov> If you get a screen requesting a password, click on **sign in as guest** and it should take you in. If you do not get in, then change the security level of your system to allow the system to accept cookies.

FOR THE 1ST REPORT: click on AUXDATA CUBES.

On the next screen, click on AUXDATA Competencies Cube.

Drill down to your division/flotilla.

In the row of buttons below the "instructions and date of last update", find the **All Persons Status** button and change to ACTIVE.

Leave the "**All Years**" option. If you choose one year, it will only show those who were qualified in that year.

Swap the axis. Go to the bottom of the first column on left (under the list of flotillas) and click on the **plus sign** to show all members. If you have more than 50 members, then go to the 50 Rows and click on **All** to show all members. Also change the 20 Columns to **All**. Click on **Zero Suppression**.

Pass cursor over **All Competencies**, then **Action, Nest** and click on **Columns**.

Pass cursor over **Certifications**, then **Action, Nest** and click on **Column Level 1**.

Click on **Number of Certifications, Action**, and then **Hide/Show columns**.

Hide: **Number of Certifications, Number of Inactive, and Number of Personnel.** You will then have three things left: **Number of Active Competencies, Number of REYR, and Number of REWK.** Anyone listed with a REYR or REWK flag is NOT eligible to hold office until the flag is cleared with your DIRAUX office.

To further reduce the number of columns shown and exported to CSV, you can also hide subtotal columns by checking on the third row down which has a subtotal for each type of competency. Place the cursor on one of them and click on **hide subtotals** and this will take out all subtotals for Air/Boat/General/Unit.

Pass the cursor over the blue Column "**Measures**", **Action**, and click on **Hide Subtotals.** You can Bookmark and Add to your Favorites in order to come back to it again. Export to CSV and you can open in any spread sheet and sort in any way that you want to display.

FOR THE 2ND REPORT: You will need is a listing of those who have taken the Administrative Procedures Course or Administrative Specialty Course.

Go to the AUXDATA Task Cube.

Double click on **Professional Development.**

Place cursor on **Administrative Procedures Course, Action, Hide/Show Columns.**

In the next window, click on **clear ALL**, then click on **Administrative Procedures Course** and **Administrative Specialty Course** (Top 2) and click **OK.**

Swap axis and click on **zero suppression.**

Drill down to your division/floatilla/member. (Same procedure as above for this.)

Place cursor on the far right column "**Professional Development**", **Action**, and click on **Hide total.**

You can Bookmark and Add of your Favorites.

Export to CSV and it can be opened in any spread sheet.

FOR THE 3RD REPORT, you will have to have a "read only" password to get into AUXDATA Reports. The only listing that shows past offices held is the "Address and Flotilla Data Report" (equivalent to our old Report 2.) This is required to check for District and Division elected officers to satisfy the requirement that they have served on the respective board. It also contains the Base Enrollment Date to verify if the member has been a member for one year to meet the eligibility requirement to be elected at the flotilla level. If a candidate does not meet all of the requirements, they must request a waiver from their DIRAUX through the DCO.

Go to: <http://auxdata.uscg.gov> .

If you have never been in AUXDATA, you will need to load either JInitiator or Citrix. Contact Peter Kirschner, DVC-IS, at petertk@comcast.net or Marilyn McBain, DC-I, dc-i@cgaux.org for the instructions how to download.

Once you are into the Main Menu, click on **Reports**, next screen click on **Address and Flotilla Data.** Next screen click on **ACTIVE.** You will have a choice to have the list in order by name or by flotilla, then by name if you are running a district/division report.

Pick the unit that you want to run and click on submit.

To save the procedure is different depending on whether you are using Citrix or JInitiator.

For Citrix: When report is showing on screen, place cursor on **File** (top left), then **Generate to File**, and **PDF.** You must save file to a drive that shows '**CLIENT**'. If you do not, it goes to never, never land and you won't find it.

For JInitiator: When you click on **Submit**, the report comes up in Adobe and you can save anywhere you want it. (You will have to have Adobe Reader or other version of Adobe Acrobat loaded.)

Good Luck! Let's be sure all of the officers that are elected are qualified and eligible to hold office.

Marilyn McBain
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2003 Best of Web Awards Announced -- Every Auxiliary District now has an online presence with Auxiliary websites (over 500 at last count) communicating to both our members and the boating public 24/7. The best examples of our websites were honored with the Best Of Web 2003 awards presented at NACON in Nashville, TN. Runners-up websites were [Flotilla 14-08 of District 7](#) , [Division 30 of District 8WR](#) and [District 7](#) ! They received a certificate and 1 Star logo for their sites.

Winning websites were [Flotilla 4-10, of D8CR](#) , [DIV 3 of District 9ER](#) , and [District 11 NR](#) . They also received a distinctive Trophy and 5 Star Logo. All Auxiliary sites are encouraged to enter the Best Of Web 2004 competition!

Stay tuned to AIRS: <http://216.167.73.185/~airs/> for details.

Jeff Mahl
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Factoid If your computer is slower than you would like, but you're not quite ready to upgrade to a whole new system there may be a solution. Adding RAM (memory) is a very cost effective and efficient way to increase your computer's performance.

Cyber Spot of the Month

Want to see an Aerial view of your home? Go to: <http://www.mapquest.com/> and enter your address. A map will be displayed, then click the "Aerial Photo" tab. It's a great way to see if your lawn needs to be mowed :-)

Did you know?

If you are tired of looking at long headers listing a slew of email addresses, you can end that by using the Blind Carbon Copy function ("BCC" on most email applications). Simply put the bulk of your addresses in the "COPY" side of your email address and put parentheses around the first and last email address: (johnauxiliarist@aol.com,marymember@msn.com). Recipients will only see your address as sender and not the other BCC addresses.

Reminder:

This mail system is for use only for the distribution of Bits & Bytes, and other I-CS Department information. It is not to be used for any other purpose. Thanks for your cooperation.

Viewing problems?

Check the Bits & Bytes Archive for a complete list of all issues at:
<http://www.cgaux.org/cgauxweb/infoserv/BandB.htm>

Bits & Bytes

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