



# Department of Information and Communication Services

November 2003

BITS & BYTES

Issue: BB2003-11

---

The "I" Department would like to thank Stephen Gillooly, SO-IS-02-1SR, for his time, effort, and willingness to share his experience of an EXCEL spreadsheet with us. He expanded on the article that was in the September 2003 Issue of Bits & Bytes. For those who do not have EXCEL, you should be able to open it in Quatro Pro and possibly Lotus which I do not have.

Marilyn McBain

[DC-I@cgaux.org](mailto:DC-I@cgaux.org)

---

## "Tips for Exporting from AUXINFO into MS EXCEL"

1. Although the AUXINFO system is a great tool for us to use to pull information out of AUXDATA and look at it in many different ways, there often seems to be a need to do one more thing to get a listing just right for a flotilla.
2. This article is intended to communicate some techniques for exporting data from AUXINFO into MS EXCEL and using the spreadsheet to put the finishing touches on the data. The example that I will use is the election eligibility listing recommended in the September Issue of B&B.
3. The first step is to create the AUXINFO view as described in the 1st Report in the September Issue of B&B from the AUXINFO Competencies Cube.
4. The next step is to export the information in Comma Delimited Values. This can be done simply by clicking the button at the bottom of the screen. Select "Open" when prompted by Windows and your spreadsheet will already be created.
5. Now the challenge is to convert all of those numbers into something more readable by your Flotillas. I recommend two things: the use of formatting and color; and the use of summarizing formulas.
6. One way that lots of information can be made more understandable is through the use of color. In this example I wanted to call out three distinct types of information; the categories of data, the member's name and information, and the REYR/REWK, and eligibility items. Here's how I did it:
  - a. Starting with the spreadsheet that was created by the AUXINFO export, I changed the headings to bold, and made the background Navy blue. To get the words to show up against that dark background, I changed the font color to white. (Procedure to do this is: Highlight Header Rows, click on format, click on the Pattern Tab, then select color you want under Cell shading color (Navy blue), then click on the Font Tab and change the color to white.)
  - b. I left the member's information in simple black text on a white background.
  - c. To call attention to the REYR/REWK and the eligibility, I highlighted those items and changed the background to orange with white text. This will help the members focus immediately on any out of date competencies since they will show up in bright orange!
7. There is another challenge with the spreadsheet, and that is the competencies show up as numbers in AUXINFO (the numbers represent the number of competencies in each category.) You can replace these numbers with something more understandable for your flotillas. To do that, select the area of number to replace. In the example spreadsheet, pick columns F & G, which show REYR status for boat crews. If you select all of the cells in those columns, then select Replace from the Edit on the Tool Bar, you can change the 1's to REYR. Repeat this action in the columns which show REWK and Replace the 1's with REWK.
8. Now that the raw data has been made more understandable, this last step has a lot more impact. I have built in a formula to check the status of each competency and show whether the member is eligible to hold office. To do that, you first must understand the rules:

a. A member must have a competency in one of the core services of the Auxiliary: Operations, Education, Vessel Examiner, or Marine Visitor.

b. That competency must also be current.

9. To develop the formula, I used the IF function in EXCEL, and built up to the answer in two steps: (NOTE: If you are not familiar with how to do an IF Statement, skip this step and go to Step 10.)

a. I set up some placeholders for each of the competencies, and calculated whether there was a competency and whether there was a REYR/REWK indicator. If the competency was valid, it shows up as YES in the extra area.

b. Then I created another formula in the eligibility column that checks all of those extra placeholders and if any of them are YES (current) then the member is okay. If not, then they are ineligible to hold office (Note: this doesn't include looking at their length of service.)

10. That's all there is to it! Here's an even faster way:

a. Build your competency sheet just like in the September B&B instructions.

b. Export the information to a spreadsheet using .csv

c. Copy all of the names and competencies (1's and 0's)

d. Open up the example spreadsheets (Election Eligibility and Elected Officer Quals) found at: <http://www.auxservices.org/support/B&B.htm>

e. Use the Edit - Paste Special function in EXCEL and Paste only the values into the spreadsheet.

f. Replace the 1's with REYR/REWK/Current as appropriate.

g. The formulas will calculate the eligibility.

Good luck with your elections, and hopefully this will help!

Steve Gillooly, SO-IS-02-1SR

[spgillooly@earthlink.net](mailto:spgillooly@earthlink.net)

Marilyn McBain

[DC-1@cgaux.org](mailto:DC-1@cgaux.org)

---

**ADOBE UPDATE** -- The members who purchased the Adobe Acrobat v5.0 product with the 2-year maintenance agreement between May 27, 2003 and September 30, 2003 should expect to see their free upgrade to Adobe Acrobat v6.0 Professional to be delivered between the end of October 2003 and November 30, 2003. Please be patient until that time. You will receive a CD-ROM with the program on it.

An updated Adobe products page (for deals now available) has been added to the AUXCEN web page:

<http://www.uscgaux.org/~auxcen/auxcen/adobespecial.html>

Please check it for current pricing and products available to members of the U.S. Coast Guard Auxiliary. It includes the toll free telephone number for ordering the products.

Jeff Mahl

[DC-1d@cgaux.org](mailto:DC-1d@cgaux.org)

---

## **NEW DIRECTIONS = NEW COMPETENCIES AVAILABLE**

As the Patriot Readiness program becomes better implemented, there are many member qualifications that can impact response to emergencies. Accordingly, five new tasks and competencies have been added to AuxData. These are a bit different in that the certifying agency is generally not the Auxiliary or Coast Guard. These are:

Certified First Aid Provider

Certified CPR Provider

Certified EMT  
Certified Paramedic  
Certified First Responder

Members who are currently qualified as any of the above should forward a copy of their letter of certification or certificate to their DirAux (or designee) according to their District Policy. Credentials submitted will be filed in the member jacket and the Task & Competency entered in AuxData. Once entered, they will appear in the standard Training Reports.

These competencies are set as annual (sliding) currency maintenance items. This means the member has the responsibility to submit re-certification annually around the expiration date. Competencies not annually certified will be suspended. Those not certified for five years will be removed from the system.

In AuxInfo, members can see these in both the Task Cube under category Currency Maintenance. and in the Competency Cube under General Training.  
Harry Schoepe BC-ISL  
[BC-ISL@cgaux.org](mailto:BC-ISL@cgaux.org)

---

**Monthly What's New Banner** -- Each month a new "Feature" Banner is placed at the top of the Member's Home page:

[http://www.cgaux.org/cgauxweb/home\\_frame\\_760a.htm](http://www.cgaux.org/cgauxweb/home_frame_760a.htm)

Check out the banner link for information on exciting new programs!

---

### **Factoid**

Over 50% of our members (over 18,900 at last count) now have an email address in AUXDATA! We know many members have email, but still aren't listed in AUXDATA? To get important member services like Aux-eNews you must have a \*correct\* email address in AUXDATA. Checking yours is easy, just go to the National eDirectory:

<http://www.auxedirectory.org>

Updating your email is also easy, simply file a Form 7028 with your FSO-IS!

<http://216.167.73.185/~forms/archive/a7028f.pdf>

### **Cyber Spot of the Month**

Goggle, a world leader in search engine technology now has a very useful IMAGE search capability! Click: <http://www.google.com/imghp?hl=en&tab=wi&ie=UTF-8> and enter the keyword you are looking for. If you enter "boats" you'll find 208,000 images to choose from, enjoy :-)

### **Did you know?**

Keeping Windows (your Operating System) up to date is as important as keeping your Antivirus updated! It's easy to check to be sure you're current (especially on "Critical Updates" which should be installed ASAP).

Go online, then Click > START Click > Programs Click > Windows Update After the Windows Update screen appears, Click > Scan for Updates then when the scan is complete, select the "Critical Updates" that need to be installed. You can also install "Recommended Updates" and "Driver Updates", but you can be more selective on these.

You can (and should) set Windows to automatically apply Critical Updates. Check your Windows

Operating System "Help" for details on how to set your version up for Auto Update.

**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**

A resource of the Department of Information and Communication Services

Charlotte Kelly, Editor, [BC-ISN@cgaux.org](mailto:BC-ISN@cgaux.org)