



Department of Information and Communication Services

December 2003

BITS & BYTES

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2004 Officer Updates: It is especially important that all new officers for 2004 get entered into AUXDATA by **11 JAN 2004!** Form ANSC 7007 Annual Unit Officer Report is what's needed for the input. That will allow your updates to be processed in time for running an update to the National eDirectory www.auxedirectory.org on 15 JAN. That will give everyone one click access to *all* of your Flotilla, Division or District Officers (see details below). The second reason is that Bits & Bytes distribution is keyed to your office. If the office is out of date, officers will miss important information.

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RECENT AUXDATA CHANGES (19 November 2003)

Member Status

All Auxiliary members with read only access to AUXDATA now have the ability to update the majority of their personal information in AUXDATA. There is also the ability to update their Patriot Readiness and Emergency Contact Information. When logging into AUXDATA, click on the Member Status button, then click on the Update button. For changes to the Patriot Readiness or Emergency Contact information just click on the appropriate tab.

SO-IS and DIRAUX Access

In addition, members with SO-IS and DIRAUX access will now be able to update the Birthdate field for records under their purview.

Mission Detail Report

This report is a list of entries, by resource, in date order sequence of all transactions entered into AUXDATA for the current year. The Mission Detail report now shows the number of Exams Given for VSCs and Facility Inspections. It also shows the number of Visits made on a Marine Dealer Visit Mission.

A member may go in and look to see if all of their missions have been entered and reflect the proper number of hours, VSCs, Facilities Inspected, or MDVs.

Training Status Report

The Individual Training Status, Unit Training Status, Crew Underway Time, and Underway Crew reports now include the hours reported on Crew Augmentation missions (26) on Coast Guard boats as U/W Crew hours to credit the currency maintenance requirement. Additionally, the Individual Training Status and Unit Training Status reports

now show the currency of each competency. (The color of the currency does NOT have any meaning.)

Activity Log Details Screen

The Activity Log Details screen has been modified so the "Number in Attendance" window under PA Activities is only opened when reporting Public Lectures Given (10B) and Information and VSC Booths manned (10F). The Comments window will be open for all PA Activities.

The label on the Activity Log Details screen has been changed from "Number of Visits/Inspections" to "Number of Visits" and is only opened for processing Marine Dealer Visit missions.

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FutureWeb Features POMS! Check out the latest eTechnology at FutureWeb: www.auxonline.org/~futureweb which now includes an update on POMS, the new online Patrol Order Management System. You'll see how this innovative capability helps to greatly reduce paperwork and turnaround time, while improving member satisfaction. There's also a great section called Technology Corner with tips that will help you better use technology!

If you know of an innovative technology like POMS not already listed in FutureWeb, be sure to advise the FutureWeb Webmaster Peter de Puy (BC-IRF) pjdepuy@comcast.net It might become the next featured project!

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Just a click away! -- A new tool has been added to the National eDirectory www.auxedirectory.org Now, with just a single click you can see *all* of your (or any other) Flotilla, Division, or District officers! To email any particular officer takes only one more click. It's so easy to keep up to date, rather than using old outdated hard copy directories.

Robert Munroe BC-ICS: bc-ics@cgaux.org has packed the eDirectory with many more time saving features you'll soon discover. Try out the new *vCard* feature which allows you to save a Member's contact information directly into your address book (such as MS Outlook, or Apple's Address Book). Why not invite your fellow Members to check out the eDirectory today? It really saves time!

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Factoid

The new Department of Homeland Security logo contains 22 stars which represent the 22 original agencies and bureaus that have come together under the new Department. Proper use of the DHS logo is discussed in:

http://www.cgauX.info/G_OCX/publications/misc/DHS-Basic-Guide-Brand&Seal.pdf

Cyber Spot of the Month

A great new online resource is now available for all Boaters. Float Plan Central: <http://www.uscgauX.org/~floatplan/> gives everything you need to know about using this important new product.

Did you know?

Earlier, we talked about keeping Windows OS (your Operating System, 98SE, XP, etc.) up to date (especially on "Critical Updates" which should be installed ASAP).

However, keeping your MS Office applications (ie. Word, Excel, etc.) up to date is just as important! There is *NO* automatic update feature for your MS Office products, so you must check for any needed patches manually (at least once a month).

Go online, then Click > START Click > Programs Click > Windows Update. When the Windows Update screen appears, Click > Office Updates and then when the MS Office screen appears Click > Scan for Updates. You will be prompted to download any updates/patches your particular version of Office might require.

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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