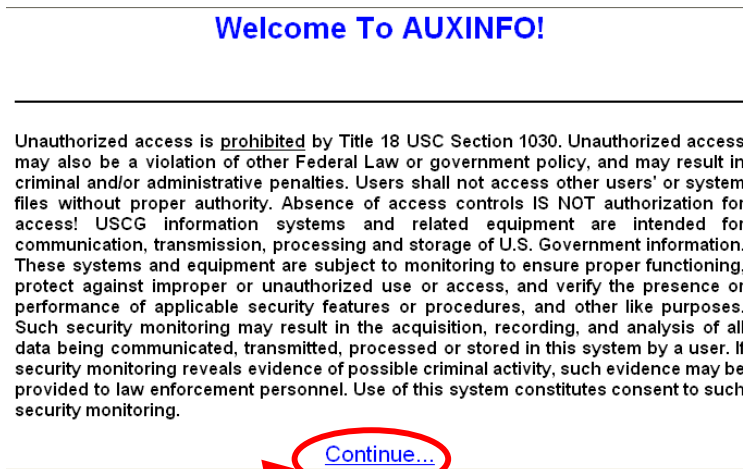


USING AUXINFO TO TRACK YOUR ACTIVITIES

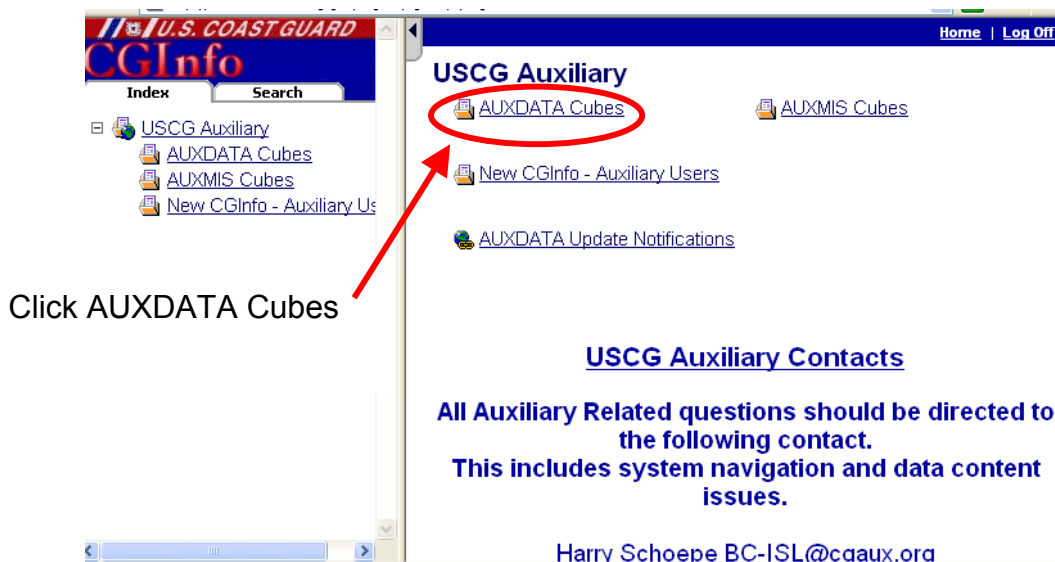
It may take a little time to initially set up AUXINFO, but once set up, it will only require “one click” to see all of your activities that have been entered into AUXDATA. If you follow the steps shown here, you should have no problems. If you do, please contact me at bplatt@juno.com.

First log into AUXINFO by entering the following URL in your Internet browser – <http://www.auxinfo.uscg.gov>. You will see the following screen.



Click Continue.

You will then see the following screen.



You will the get the following screen,

USCG Auxiliary
AUXDATA Cubes

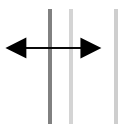
- AUXDATA Awards**
The AUXDATA Awards cube contains information on all awards received by an Auxiliarist including number and type of awards a member has been issued: unit level statistics are also available. Cube questions should be directed to Harry Schoepe, BC-ISL@cgaux.org.
- AUXDATA Competencies**
The AUXDATA Competencies cube contains personnel training and qualification status (competency completion) for Auxiliarists. Cube questions should be directed to Harry Schoepe, BC-ISL@cgaux.org.
- AUXDATA Demographics**
The AUXDATA Demographic cube contains Auxiliarist profile information including work force statistics on gender and age group for all Auxiliary geographic regions and units. Individual personnel information is not provided. Cube questions should be directed to Harry Schoepe, BC-ISL@cgaux.org.
- AUXDATA Facilities**
The AUXDATA Facility cube contains information on all Auxiliary resources (facilities) and unit locations. Cube questions should be directed to Harry Schoepe, BC-ISL@cgaux.org.
- AUXDATA Member Activities**
The AUXDATA Member Activities cube contains statistics related to...
- AUXDATA Tasks**
The AUXDATA Tasks cube contains personnel training task status data...

Click AUXDATA Member Activities

You will get the screen shown below

Mission Hours as values	United States Coast Guard	All Units
ATON - Aids To Navigation (30,31,32)	26,167.0	25,953.0
AUXADMN - Aux Administrative Support (99)	8,292,653.0	8,291,426.0
AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	2,178,738.0	2,148,813.0
CGADMN - Cg Administrative Support (08,92)	540,358.0	537,368.0
CGGPS - Cg Operational Support (07,20,21,22,26,54)	852,892.0	847,442.0
CVS - Commercial Vessel Safety	16,784.0	16,745.0
ELT - In Support Of Enforcement Of Laws And Treaties (27)	21,051.0	20,745.0
GOVSUP - Government Agency Support (41,42,43)	22,245.0	22,091.0

The above screen has the "Report" on the right side and the "Dimension Viewer" on the left side. The Report shows Mission Hours that have been entered into AUXDATA since 15 March 2002 by all members of the Auxiliary. The next step is to set up the report to show your personal activities. The first step is to use some of the "folders" shown in the Dimension Viewer on the left. To make more room for the Dimension Viewer, place the cursor on the double line separating the Dimension Viewer and the Report. You will see a double arrow as shown below. Hold down the left mouse button and drag the mouse to the right moving the line to the right until it is near mid-screen.

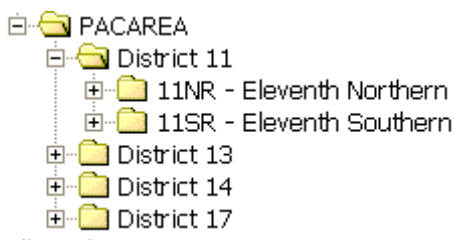
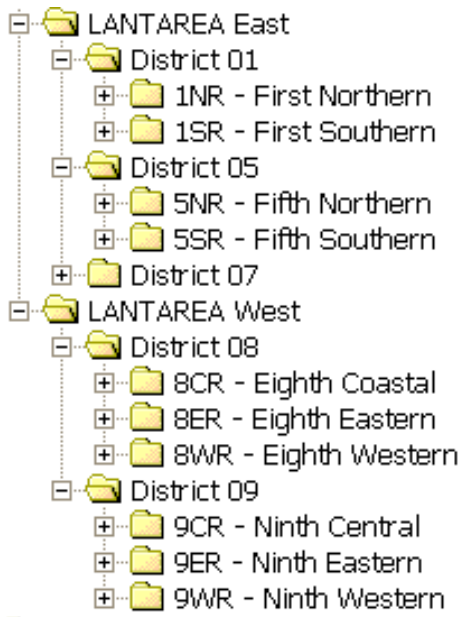
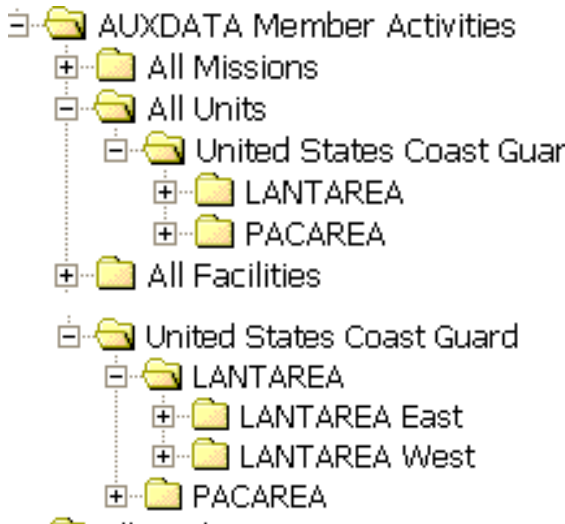


Now, the next steps will change the report to show your activities. First, click on the + to the left of the "All Years" folder to open it.

Now, right click on "CY 2005." On the pop up, left click on "Filter."

- Replace Rows
- Replace Columns
- Filter
- Nest Rows
- Nest Columns
- Find...

The report now shows all activities performed in 2005. Now you must change the report to show your activities. To do so, you must “drill down to your unit. You start by opening the “All Units” folder by left clicking on



the + to the left of the folder. The “United States Coast Guard” folder will appear. Open this folder then “LANTAREA” and “PACAREA” folders will appear. If you are located in Districts 11NR, 11SR, 13, 14 or 17; you need to open the “PACAREA” folder. Otherwise, you need to open the “LANTAREA” folder.

Opening the “LANTAREA” folder, you must choose between “LANTAREA East” (for Districts 1NR, 1SR, 5NR, 5SR and 7), or “LANTAREA West” (for Districts 8CR, 8ER, 8WR, 9CR, 9ER and 9WR).folders.

When “LANTAREA East” folder is open, you see folders for “District 01,” “District 05” and “District 07.” You must open the “District 01” folder to select the folders for “1NR – First Northern” or “1SR – First Southern.”

In like manner, you must open the “District 05” folder to select the folders for “5NR – Fifth Northern” or “5SR – Fifth Southern,”

When the “LANTAREA West” folder is opened, you see folders for “District 08” and “District 09.”

Opening the “District 08” folder allows you to select the folder for “8CR – Eighth Coastal,” “8ER – Eighth Eastern” or “8WR – Eighth Western.”

Opening the “District 09” folder allows you to select the folder for “9CR – Ninth Central,” “9ER – Ninth Eastern” or “9WR – Ninth Western.”

For those in the Pacific Area, when the “PACAREA” folder is opened, you can select the “District 11,” “District 13,” “District 14” or “District 17” folder.

You must open the “District 11” flotilla, to select the “11NR – Eleventh Northern” or “11SR – Eleventh Southern” folder.

Now you must pick your District and open its folder. You will see all Divisions in your District. Then open your Division's folder and you will see all Flotillas in your Division. Next, open your Flotilla's folder and you will see all member in your Flotilla who have any activity reported in 2005. Find and right click on your name. On the pop up, left click on "Replace Column." The report will now change to show all 2005 hours for activities entered in AUXDATA.

As an example, for a member is District Fifth Southern, Division 01, Flotilla 054-01-02, following the above instructions would see the below.

Right click on name.

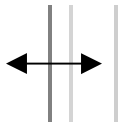
Left click on Replace Columns.

When done, you get the below.

Mission Hours as values	United States Coast Guard
ATON - Aids To Navigation (30,31,32)	26,167.0
AUXADMN - Aux Administrative Support (99)	8,292,653.0
AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	2,178,738.0

Mission Hours as values	ANDERSON, JOHN M
ATON - Aids To Navigation (30,31,32)	0.0
AUXADMN - Aux Administrative Support (99)	0.0
AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	31.0
CGADMN - Cg Administrative Support (08,92)	0.0
CGOPS - Cg Operational Support (07,20,21,22,26,54)	0.0
CVS - Commercial Vessel Safety	0.0
ELT - In Support Of Enforcement Of Laws And Treaties (27)	0.0

You are almost finished. The report now shows all the hours for activities performed in 2005. There are several other actions that need to be done.



Place your cursor on the line separating the Dimension Viewer and the Report. Hold down the left mouse button and drag the line to the left. Then on the menu bar at the bottom of the Report, left click on the “Zero Suppression” icon as shown below



The Report will change as shown below.

Cube questions should be directed to Harry Schoepe, BC-ISL@cgaux.org. Cube last refreshed on Sunday, October 09, 2005.

All Missions ANDERSON, JOHN M All Facilities

Mission Hours as values	ANDERSON, JOHN M
AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	31.0
MT - Member Training (06)	16.0
UPA - Public Affairs (10)	19.0
VSC - Vessel Safety Check (91)	3.0
All Missions	69.0

Zero suppression.

Next, place your cursor on the space between the two lines just above AUXMP. The space will turn gray. Right click on it and you will get the pop up as shown. Left click on “Down a Level” and the report will change as shown

Mission Hours as values	ANDERSON, JOHN M
AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	31.0
MT - Member Training (06)	16.0
UPA - Public Affairs (10)	19.0
VSC - Vessel Safety Check (91)	3.0
All Missions	69.0

Zero suppression.

- Expand
- Delete
- Swap Left
- Swap Right
- Down a Level
- Up a Level
- Explain

Mission Hours as values	ANDERSON, JOHN M
REGATTA - Regatta Patrol (02)	17.0
SAFETY - Safety Patrol (01a, 20a)	14.0
OPTRA - Operational Training (06a)	14.0
OTHER - Other, Member Training (06b)	2.0
BOATINGSFTY - Information / Vsc Booths (10f)	19.0
PB - Vessel Safety Check (91a)	3.0
All Missions	69.0

A few more things need to be done. Back in the Dimension Viewer, right click on

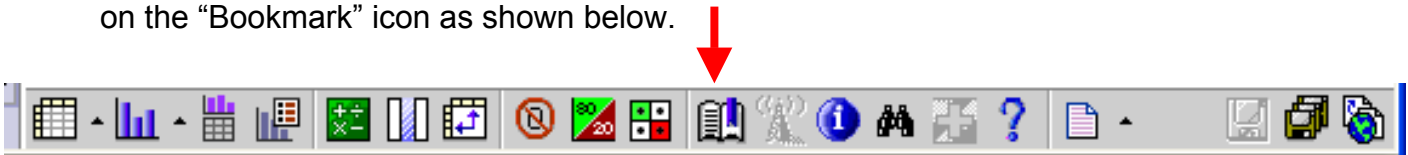
“MEASURES” and left click on “Nest Columns.” The report will now change as shown below.



Mission Hours as values	ANDERSON, JOHN M			ANDERSON, JOHN M
	Mission Hours	Mission Count	Vessel Safety Checks Count	
REGATTA - Regatta Patrol (02)	17.0	3	0	NA
SAFETY - Safety Patrol (01a, 20a)	14.0	2	0	NA
OPTRA - Operational Training (06a)	14.0	4	0	NA
OTHER - Other, Member Training (06b)	2.0	1	0	NA
BOATINGSFTY - Information / Vsc Booths (10f)	19.0	3	0	NA
PB - Vessel Safety Check (91a)	3.0	1	6	NA
All Missions	69.0	14	6	NA

Now the Report, in addition to Mission Hours, also shows the number of Mission and the number of Vessel Safety Checks. One last clean up item would be to right click where shown in red above and on the pop up, left click on “Hide Selection” to remove the column with all the “NA”s.

Now you must save the report so that you can retrieve it with just “one click.” Left click on the “Bookmark” icon as shown below.



The Screen will go blank and then repaints. After that happens, go to the your browser’s top menu bar and click on “Favorites.” Then add the Report as a favorite with a name like “My Activities 05.” Then when you want to check on your updated activities, just click on “Favorites” and click on the name you gave your report. GOOD LUCK!

