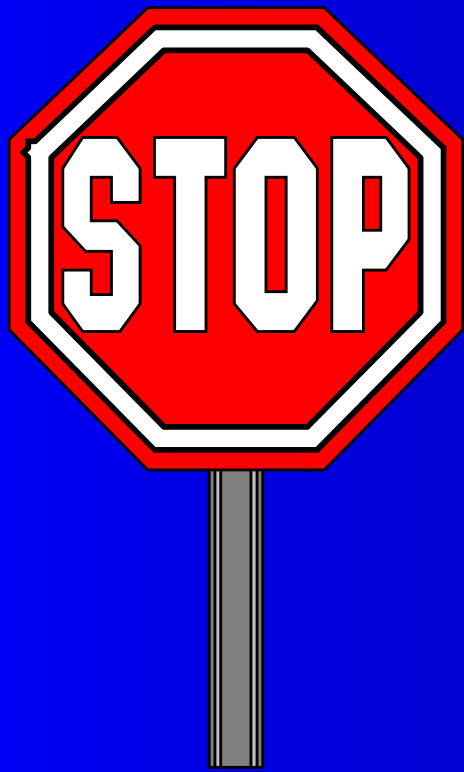


INTRODUCTION to AUXDATA

#5

How to Print a Report with Citrix



If you have not completed all steps in presentation **INTRODUCTION to AUXDATA #1 How to Load Citrix and INTRODUCTION to AUXDATA #2 How to Update your Personal**

Information, go back and complete the actions in those two presentations.

Otherwise, continue with this presentation

Log on to AUXDATA - <http://auxdata.uscg.gov>

AUXDATA V1.2

U.S. COAST GUARD AUXILIARY

Activity Logs

Member Status

Resource Status

Reports

Training

EXIT

U.S. COAST GUARD AUXILIARY

AUX DATA

35,000 men and women who donate their time and expertise to support the Coast Guard and improve boating safety.

Click the Reports button

The Reports Menu.



For this example, click on E-mail Directory.

The Email Directory Parameters Screen

Email Directory Report Parameters

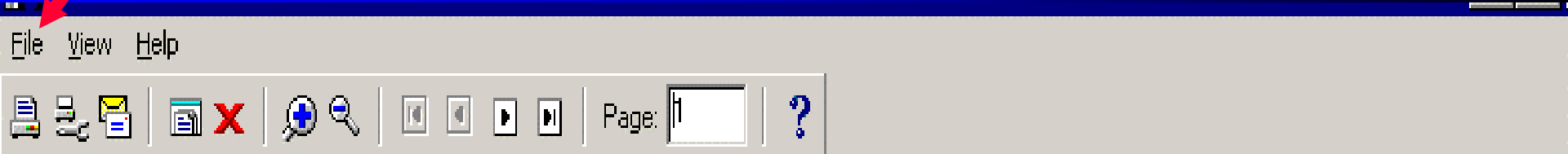
Select Unit(s) to view in report:

Report Format PDF

Submit Return To Menu

All reports, when using Citrix, must be generated in the PDF format. Click the down arrow and select your flotilla, then click “Submit.”

Click



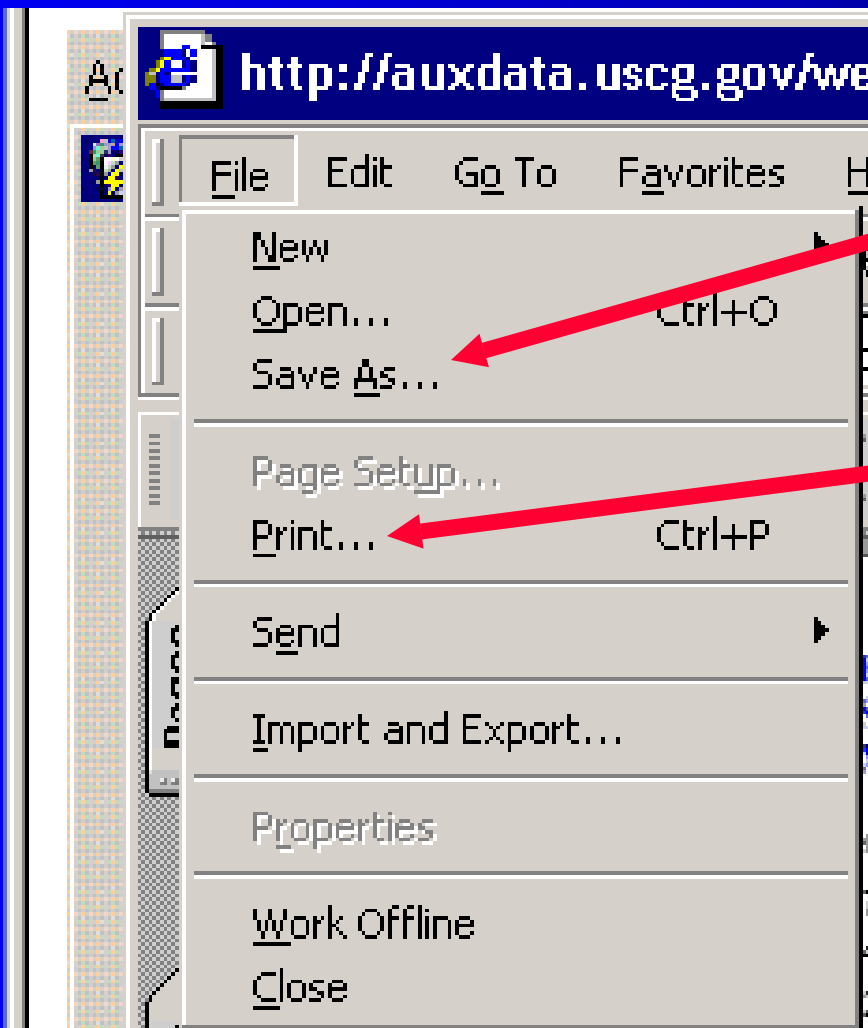
**UNITED STATES
COAST GUARD
AUXILIARY**

E-mail Directory

054-14-06 OCCOQUAN

Unit Number	Member No.	Member	Email 1	Email 2
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After the report is generated, click “File” in the top menu bar.

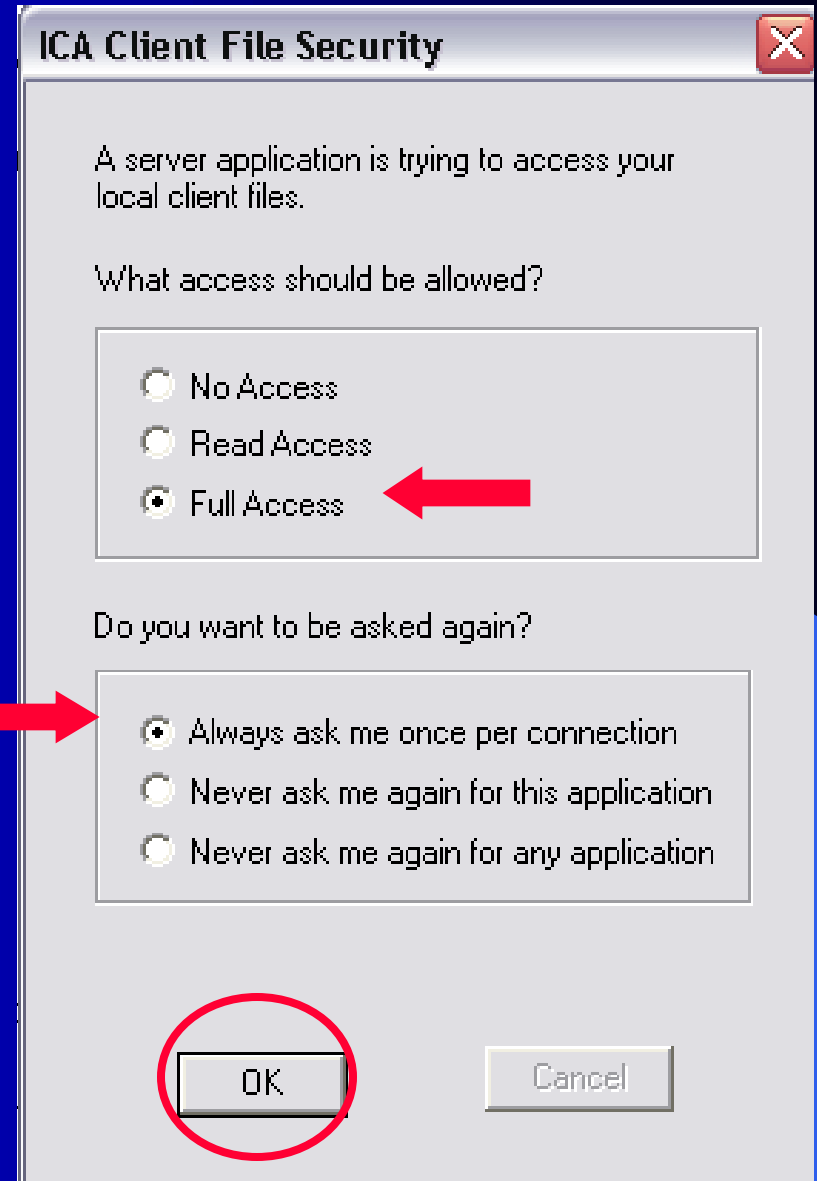


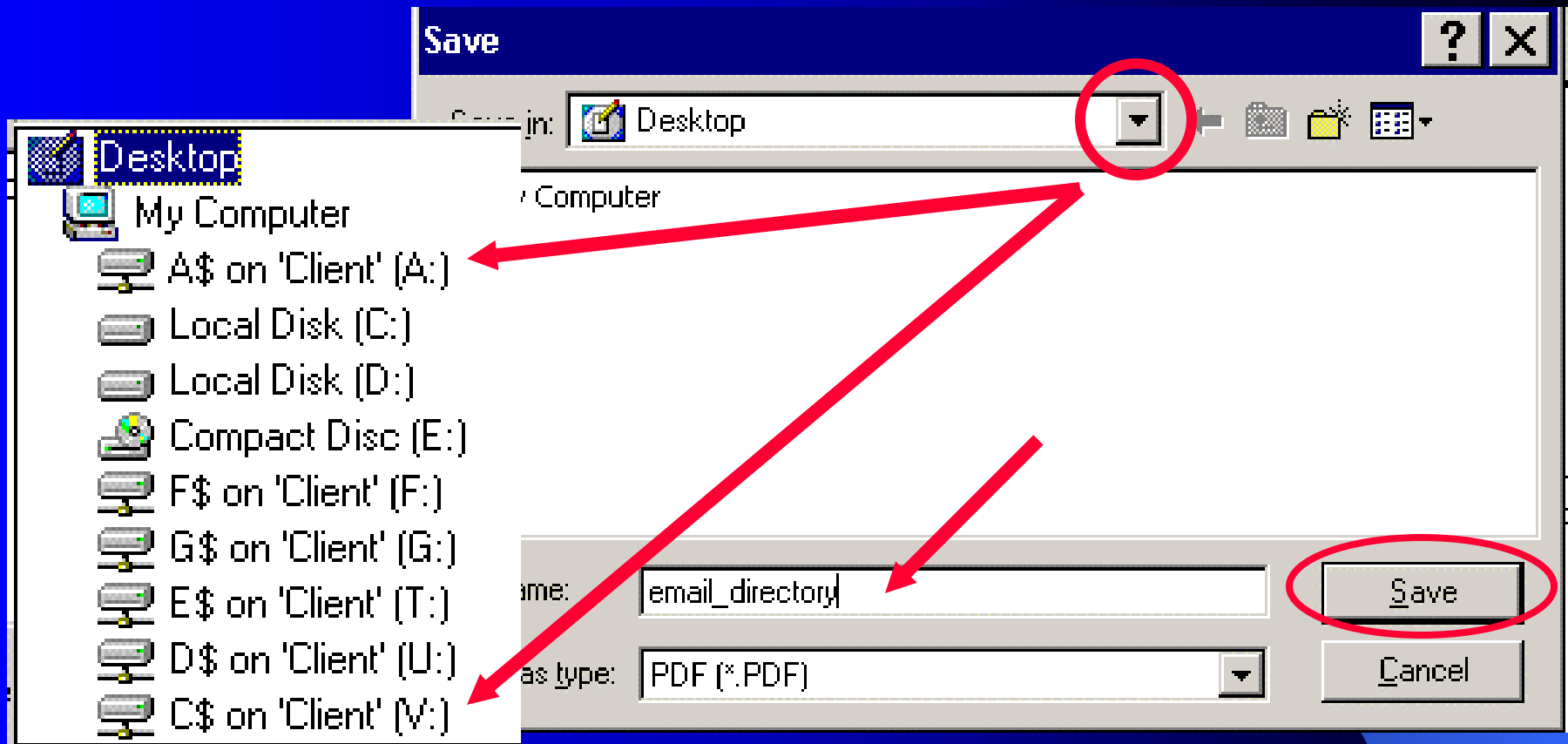
Click on "Save As"

Do not click "Print"

Doing so will cause the document to print at the OSC, not at your printer.

Next, this pop up will appear. Click on “Full Access” and “Always ask me once per connection” as shown, then click on “OK.”





Click the down arrow to select the location where the file is to be placed. Select only those with “Client” in the name, like A\$ and C\$. Make any changes desired in the file name, then click “Save.”

After the report is saved, exit AUXDATA. To do so follow these three steps. →



1. Click the "X"

2. Click "Return to Menu."

3. Click "EXIT."



To print the report, go to the location where it was stored, double click on its icon and the report will be opened by the Acrobat Reader program. Then click on File, Print, or the printer icon on the Adobe menu bar.

For the “How To” Library:
<http://home.auxidept.org/howto.htm>

If you have any
questions, contact your
FSO-IS or SO-IS.

Good Luck!