

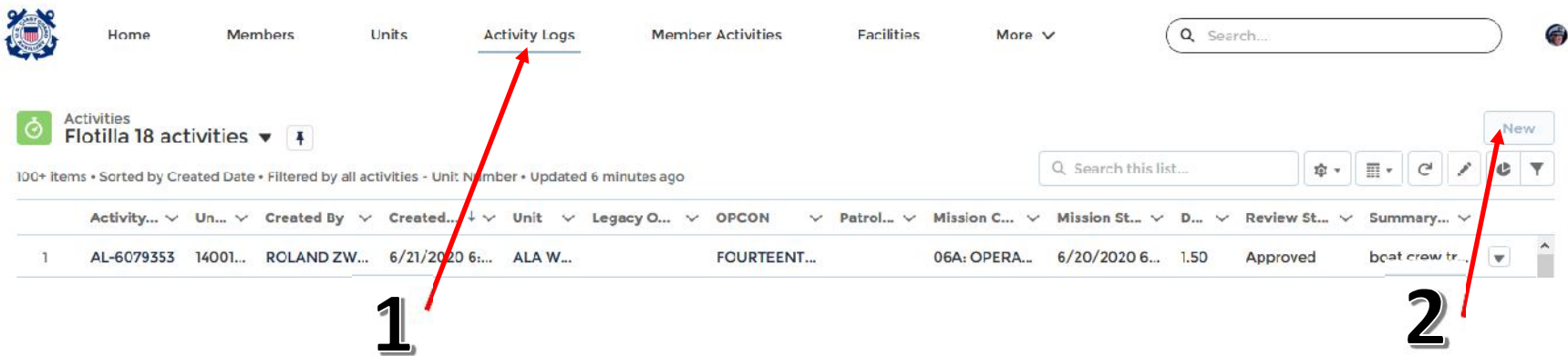
# 13 Steps to AuxData 2 Happiness

Many of us will be reporting regular activities that were previously captured on a 7029 form in the old system.

This summary should provide the basic information on how to enter and submit an activity. Should you have any questions, feel free to contact your FSO-IS.

Let's get started with a new, simple "99A" activity of 4 hours duration. Log into AuxData, then follow the instructions:

- Start out with **Activity Logs** ①, then click **New** ②



The screenshot shows the AuxData 2 web interface. The top navigation bar includes 'Home', 'Members', 'Units', 'Activity Logs', 'Member Activities', 'Facilities', and 'More'. A search bar is located on the right. Below the navigation bar, the 'Activities' section is visible, showing 'Flotilla 18 activities' with a dropdown arrow and a filter icon. A table of activities is displayed below, with columns for 'Activity...', 'Un...', 'Created By', 'Created...', 'Unit', 'Legacy O...', 'OPCON', 'Patrol...', 'Mission C...', 'Mission St...', 'D...', 'Review St...', and 'Summary...'. A red arrow labeled '1' points to the 'Activity Logs' menu item. Another red arrow labeled '2' points to the 'New' button in the top right corner of the activities section.

Activity...	Un...	Created By	Created...	Unit	Legacy O...	OPCON	Patrol...	Mission C...	Mission St...	D...	Review St...	Summary...
1	AL-6079353	14001...	ROLAND ZW...	6/21/2020 6:...	ALA W...	FOURTEENT...		06A: OPERA...	6/20/2020 6...	1.50	Approved	beat crew tr...

Fill out the form. Note the red asterisk that indicates REQUIRED fields; in this case, Flotilla 18 is Ala Wai.

\* Unit

ALA WAI

OPCON ⓘ

Search Units...

Legacy OPCON

The next field is **OPCON**.

For general activities, this would be District Fourteen. Either click in the OPCON field and find FOURTEENTH DISTRICT in the list, or simply type FOUR into the field and the system will find all entries with FOUR.

Here I simply typed "four" (without the quotes, of course), and the system came up with some matching information: Click on FOURTEENTH... and you got OPCON.

\* Unit

ALA WAI

OPCON ⓘ

four

"four" in Units

- FOURTEENTH DISTRICT  
140
- STATION FORT LAUDERDALE
- STATION FORT MACON

Oper

\* Mis

\* Mis

Date

\* Dur

Fill in the rest of the information, including "Summary of Activities" ③, then click Save. ④

### New Activity: Unit/Individual

**Information**

Activity Record Number

Review Status  
Open

\* Unit  
ALA WAI

Operations Code

OPCON ⓘ  
FOURTEENTH DISTRICT

\* Mission Code  
99A: LEADERSHIP ACTIVITIES

Legacy OPCON

\* Mission Start Time

Date: 6/23/2020 Time: 12:30 PM

\* Duration ⓘ  
4.00

Summary of Activities  
email, phone calls, planning

**Non-reimbursed Mileage and Expenses**

Miles

Cost

**Vessel Exam Details**

Number of Exams Given

First Time

Number of Exams Passed

High Focus

Cancel Save & New Save

3

4

So far, most of you had no problems. However, at this stage, all the system knows is that YOU are the person inputting information. WHOM this information is for needs to be done next. After you clicked on Save, the system created an Activity Log Number, AL-6079936 in this case. To specify who gets credit for the hours, click on **Member Assignment**. 5



Home

Members

Units

Activity Logs

Member Activities

Facilities

More ▾



Activity  
AL-6079936

+ Follow

Record Type  
Unit/Individual

Mission Code  
99A: LEADERSHIP ACTIVITIES

Mission Start Time  
6/23/2020 12:30 PM

Review Status  
Open

Owner  
 ROLAND ZWICKY

### Mission Code Description

**DETAILS** RELATED MEMBER ASSIGNMENT TASK CAPTURE

Activity Record Number  
AL-6079936

Unit  
ALA WAI

Facility Registration Number

OPCON ⓘ  
FOURTEENTH DISTRICT

Legacy OPCON

Review Status  
Open

Operations Code

Mission Code  
99A: LEADERSHIP ACTIVITIES

Mission Start Time  
6/23/2020 12:30 PM

Duration ⓘ  
4.00

Mission End Time  
6/23/2020 4:30 PM

Summary of Activities  
email, phone calls, planning

5

This brings up the following:  
In **Search User**, 6 type in either your name or membership number.

Activity  
AL-6079936

+ Follow

Record Type  
Unit/Individual

Mission Code  
99A: LEADERSHIP ACTIVITIES

Mission Start Time  
6/23/2020 12:30 PM

Review Status  
Open

Owner  
ROLAND ZWICKY

Mission Code Description

DETAILS RELATED **MEMBER ASSIGNMENT** TASK CAPTURE

### Member Assignment

Search User



Unit Level

All OPCON Sector District Division Flotilla Internal National

<input type="checkbox"/> Member ID	<input type="checkbox"/> Members Name	<input type="checkbox"/> Unit Number
<input type="checkbox"/> 1217170	A B ROSE	1130305
<input type="checkbox"/> 1152491	A BRUCE MAGYAR	0820401
<input type="checkbox"/> 1164801	A CORA SKUDRNA	0953703
<input type="checkbox"/> 1174480	A IRVING OSSER	1141242
<input type="checkbox"/> 1175161	A JAMES LEWIS	1140509
<input type="checkbox"/> 1160304	A LYNNE REESE	0810102

Get My Unit Members

Add Members

<input type="checkbox"/> Member Id	Name	Position
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Remove

Update Activity Members

### Member Assignment

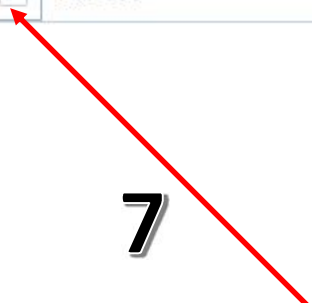
Search User

Unit Level

**All** OPCON Sector District Division Flotilla Internal National

<input type="checkbox"/> Member ID	Members Name	Unit Number
<input type="checkbox"/> 1172653	ROLAND M ZWICKY	1400118

**7**



Your name will appear. Click on the box with your name **7**

### Member Assignment

Search User

Q zwicky

Unit Level

- All
- OPCON
- Sector
- District
- Division
- Flotilla
- Internal
- National

<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1172653	ROLAND M ZWICKY	1400118

Get My Unit Members

Add Members

<input type="checkbox"/> Member Id	Name	Position
<input checked="" type="checkbox"/> 1172653	ROLAND M ZWICKY	LEAD

9

8

Remove

Update Activity Members

10

11

Next, click on **Add Members** 8

Click on the box with your name. 9

Determine if you were lead, non-lead, or trainee. In this scenario, you would be the lead. Click on the dropdown arrow of **Position** 10 and select appropriately.

Finally, click the **Update Activity Members**, 11 and you are done! Well, sort-of. You will still need to **submit** this Activity.

Once you are happy with the submitted information, click on **Submit for Approval**, <sup>12</sup> and note that the **Review Status** <sup>13</sup> has changed. NOW you are done – congratulations!!

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The screenshot displays a web application interface for managing activities. At the top, a navigation bar includes links for Home, Members, Units, Activity Logs, Member Activities, Facilities, and More. A search bar is located on the right. Below the navigation, the main content area shows an activity record for 'Activity AL-6079936'. The record details include: Record Type (Unit/Individual), Mission Code (99A: LEADERSHIP ACTIVITIES), Mission Start Time (6/23/2020 12:30 PM), Review Status (Open), and Owner (ROLAND ZWICKY). A 'Submit for Approval' button is highlighted with a red arrow and the number 12. Below the record details, there is a 'Mission Code Description' section and a 'MEMBER ASSIGNMENT' tab. The 'MEMBER ASSIGNMENT' section shows a search for 'zwicky' and a table of members. The table has columns for Member ID, Members Name, and Unit Number. A single member is listed: 1172653, ROLAND M ZWICKY, 1400118. Below the table, there are buttons for 'Get My Unit Members' and 'Add Members'. At the bottom, there is another table with columns for Member Id, Name, and Position. A single member is listed: 1172653, ROLAND M ZWICKY, LEAD. A red arrow and the number 13 point to the 'Review Status' field in the record details.

Home Members Units Activity Logs Member Activities Facilities More

Activity AL-6079936

Record Type: Unit/Individual Mission Code: 99A: LEADERSHIP ACTIVITIES Mission Start Time: 6/23/2020 12:30 PM Review Status: Open Owner: ROLAND ZWICKY

Mission Code Description

DETAILS RELATED MEMBER ASSIGNMENT TASK CAPTURE

Member Assignment

Search User: zwicky

Unit Level: All OPCON Sector District Division Flotilla Internal National

Member ID	Members Name	Unit Number
1172653	ROLAND M ZWICKY	1400118

Get My Unit Members Add Members

Member Id	Name	Position
1172653	ROLAND M ZWICKY	LEAD

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