

# **AUXDATA**

## **Elected Officers Guide**

**DCP/VCP**  
**FC/VFC**

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## 1. PREFACE

There is an ever-increasing need for Flotilla and Division elected officers to understand what their units are accomplishing. While AUXINFO can provide this data, not always in an easy format, AUXDATA can simplify several reports. For instance the “UNIT SUMMARY REPORT”, the “MISSION DETAIL REPORT”, and the newest addition “The TRAINING MANAGEMENT REPORT” can be downloaded in PDF format for copying or Emailing.

Each of these three reports can equip an elected officer with a background of information about the condition (health) of their unit. The “UNIT SUMMARY REPORT” is a running total of the unit’s activities from the open of the year to current. It records and catalogues each mission area plus number of members and their personal achievements. The “MISSION DETAIL REPORT” is just that, a day-by-day record of each and every member mission operation. This is a difficult report to understand because it is in AUXDATA jargon and can be many pages in length, depending upon the time of the year. The “TRAINING MANAGEMENT REPORT” is a vital record of its member’s training and certifications.

AUXINFO focuses more on the individual member, providing either with a wealth of knowledge about themselves. This can range from how many hours I have as an IT or boat crew member or vessel examiner to number of missions or number of vessel safety checks. Basically, AUXINFO is the pages of the book AUXDATA.

AUXINFO is a tool that can provide members with any statistic ----- . In other words AUXDATA and AUXINFO are not unlike any other tool we use as Auxiliarists to perform our roles as elected officers or members.

As you read this document I will undertake to explain how to access AUXDATA and how to open, copy download and print these reports. Do not expect to become proficient or IS certified in the use of AUXDATA, however do expect a **how to**.

Also NOTE: This is in no way a primer or manual for either AUXDATA or AUXINFO.

## 2. INITIAL REQUIREMENTS AND RESTRICTIONS

AUXDATA requires specialized software from Oracle (J-Initiator or CITRIX). The easiest way to obtain either of these is to open the initial AUXDATA Welcome and Information page, do this by entering into your browser's URL line <http://auxdata.uscg.gov>. The browser of choice is at least Internet Explorer (IE version 6).  
Select the information link to Oracle

JInitiator users will need to download the executable to access the Auxdata Application.

This link will redirect you to a JInitiator help page.

[Link to J-Initiator help page.](#)

Internet users will need to obtain a Citrix client to access the Auxdata Application.



The link below will redirect you to the Citrix download site.

Select the "**Citrix ICA Client**" for your operating system.

After completing this operation it will be necessary to acquire UserID and password. Send an Email to the DSO-IS 5SR requesting Read Only access to AUXDATA. This is simply done by first sending an Email to the Division Captain requesting he forward the information to the DSO-IS. In this Email the member's name, Division and Flotilla number, the position the member holds in the unit and most importantly the member's Email address. The DSO-IS will request a UserID and password, once received it will only be sent to the member.  
When these steps are complete the officer or member are now ready to access AUXDATA.

## 3. AUXDATA Main Menu Screen

This display shows the "AUXDATA" Welcome panel and to the right, six (6) rectangular radio buttons. These buttons are labeled: Activity Logs, Member Status, Resource Status, Reports, Training and Exit.

The  and  buttons are the two you should find most useful for the reports you will need.

Reports link contains

Unit Summary Report

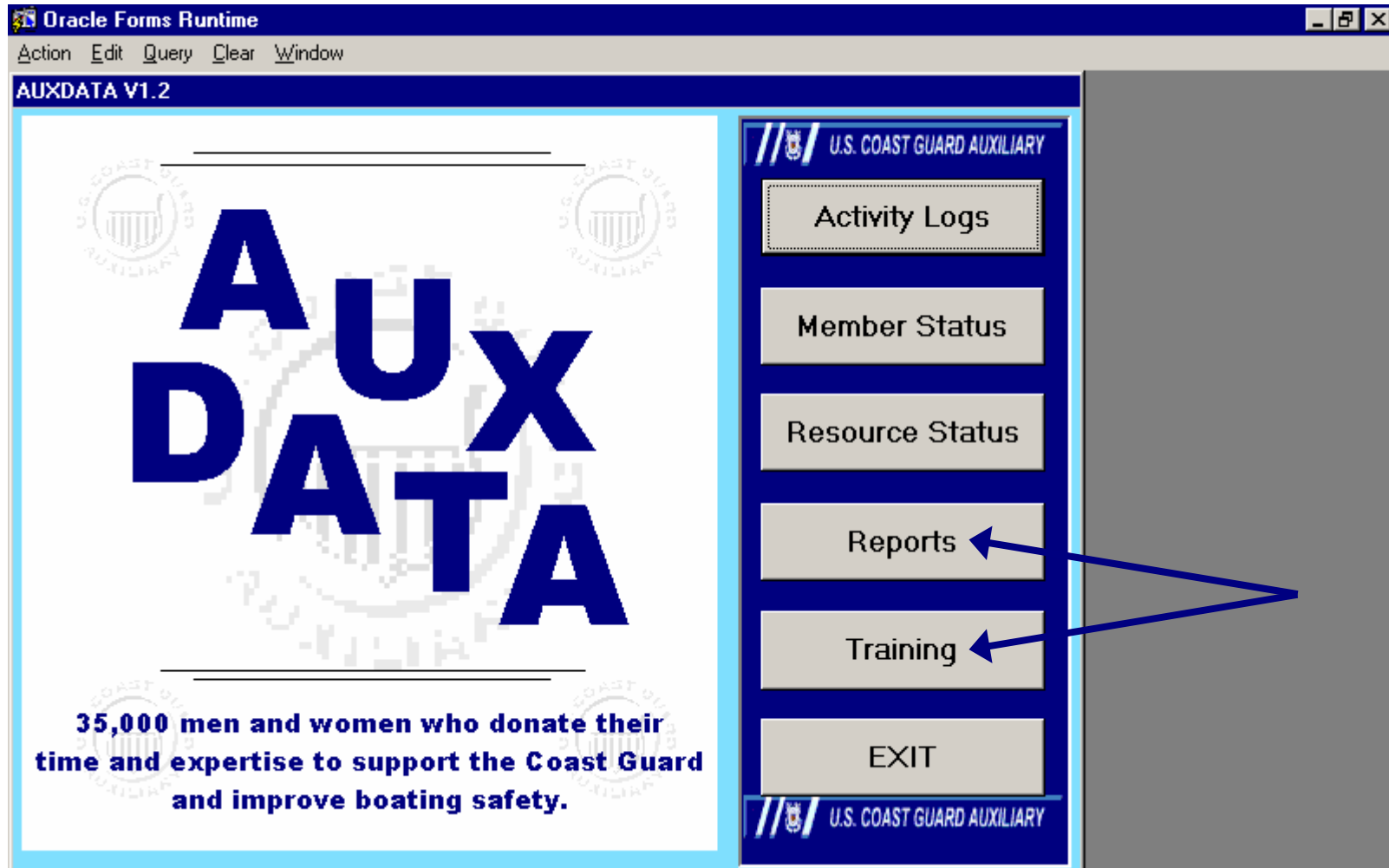
Mission Detail Report

Member Roster

Training link contains

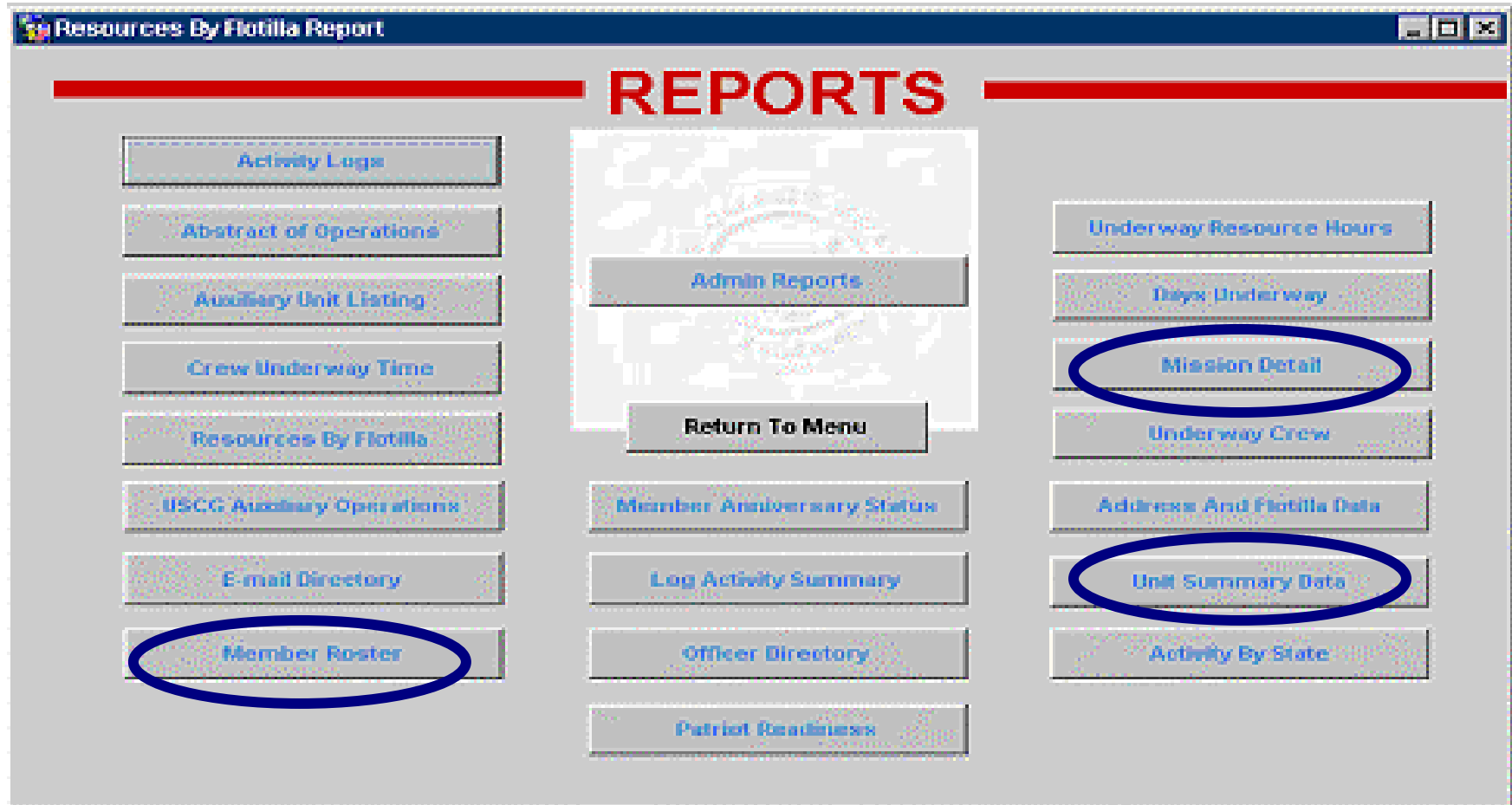
Individual and Unit Reports plus the Training Management Report

*The figure below is the AUXDATA Main Menu Screen*



**These are two areas in AUXDATA you should find the most useful**

*The figure below is the REPORTS Main Menu Screen*




**Important Reports**  
**Unit Summary - Mission Detail - Member Roster**

## 4. REPORTS Main Menu Screen

### 4.1 Member Roster

Best to download this file as a comma separated file (used with MS Excel), not in PDF format.

### 4.2 Mission Detail Report

		<b>Mission Detail</b>			
		054-19-06 CHESAPEAKE CITY			
		Reporting Period: 01 JAN 2005		Through: 07 SEP 2005	
		Days in Period 250		Hours in Period: 6000.0	
Resource: 054-19-06					
Mission: UMS UADMS AUXADMN OTHER		Start Time: 01-24-05 23:58		Duration(hrs): 23	
Name		Emp Id	Unit Number	Position	Visits Exams Given
OLSON, EUGENE G		1166352	054-19-06	LEAD	
Mission: UMS UADMS MT OTHER		Start Time: 01-26-05 19:00		Duration(hrs): 1	
Name		Emp Id	Unit Number	Position	Visits Exams Given
CASE, ALLAN L		1159975	054-19-06	TRAINING	
CASE, BERTHA C		1157408	054-19-06	TRAINING	
OLSON, LYDIA A		1165925	054-19-06	LEAD	
Mission: UMS UADMS MT OTHER		Start Time: 01-26-05 20:00		Duration(hrs): 1	
Name		Emp Id	Unit Number	Position	Visits Exams Given
CASE, ALLAN L		1159975	054-19-06	TRAINING	
CASE, BERTHA C		1157408	054-19-06	TRAINING	
OLSON, EUGENE G		1166352	054-19-06	LEAD	

This report lists mission activity by date and includes member name, member number, unit number, duration of mission and position.

NOTE: Position refers to Lead, Non-Lead or Trainee

### 4.3 Unit Summary Report

#### 4.3.1 Membership Data

#### 4.3.2 Membership Training activity

#### 4.3.3 Specialty Course completions

#### 4.3.4 Public Affairs activity

#### 4.3.5 Operations and Operational Support

#### 4.3.6 Vessel Examination activity

#### 4.3.7 Number of surface, air and radio facilities

#### 4.3.8 Public Education activity and number of qualified Instructors

## ***Accessing the UNIT SUMMARY DATA report***

- ❑ Single mouse click on the Reports button
- ❑ The Reports Menu is displayed
- ❑ Select the UNIT SUMMARY DATA button
- ❑ The "Unit Summary Data Report Parameters" screen will load

**Unit Summary Data Report Parameters**

Start Date:  End Date:

Single summary report  
 All units and sub-units run individually

Select Unit(s) to view in report:

**Choosing "All units and sub-units run individually" can only be used with a CGDN JINITIATOR connection. Do not use "All units and sub-units run individually" with an Internet Citrix connection.**

Click Submit

- ❑ Select the Start & End dates – in the form 01-JAN-2005
- ❑ Select the unit to view
- ❑ Click on the Submit button
- ❑ The "Unit Summary Report" screen is loaded.

# Unit Summary Data Report

MEMBERSHIP DATA		MISSIONS		OPERATIONS		VESSEL EXAMINATIONS	
MEMBER DATA				HRB	#	ACTIVITY	#
NEW ENROLLEES	13	SAFETY		607	98	VESSEL EXAMINERS	35
DISMR + DTHS	44	REGATTA		300	61	MARINE DEALER VISITORS	4
TOTAL ACTIVE MEMBERS	222	CHART		31	9	FISHING VES. EXAMINERS	4
BQ	166	HEP		0	0	VSC'S GIVEN	658
IQ	16	CG LOGISTICS		6	2	VSC'S PASSED	526
AX	40	MARINE SAFETY		90	21	VSC PASSED %	79.9
RETIRED	28	CG OPS SUPPORT		1,026	156	MD VISITS	50
NEW RETIRED	13					FISHING VES. EXAMS	0
TRANSFERRED OUT	6						
TRAINING		ASSISTS		FACILITIES			
NEW BQ	7	NEW BOQP	18	LIVES SAVED	10	TOTAL SURFACE FACILITIES	48
NEW IQ	2	NEW VE	0	PERSONS ASSTD	27	TOTAL AIR FACILITIES	0
NEW IT	4	NEW CFVE	0	PROPERTY VALUE (000)	6	TOTAL RADIO FACILITIES	33
NEW MDV	1	NEW AIR OPS	0	CREW	39		
NEW APC	6	NEW AX	3	DWO	0		
NEW SC SDEC	16			COXSWAIN	44		
MT SESSIONS	86	MT HOURS	278	DE	3		
SPECIALTY COURSES		AIR OBSERVERS		PUBLIC EDUCATION			
ADMIN	51	AIR OBSERVERS		COURSE	0	# GVN	
COMMS	83	AIRCREW		PE CLASS SESSIONS	0	224	
PATROLS	76	CO-PILOTS		PE CLASS HOURS	0	543	
NAVIGATION	48	FIRST PILOTS		TOTAL MULTI-L COURSES	0	6	
SAR	50	AIRCRAFT CMDR					
SEAMANSHIP	67						
WEATHER	55						
PUBLIC AFFAIRS		OTHER MISSIONS		INSTRUCTORS			
ACTIVITY	HRB	#	MISSION	HRB	#	INSTRUCTORS (IT)	
PUBLIC APPEARANCES	151	38	CG ADM SUP MSHS	169	50	56	
ATTENDANCE		411	CG REC SUP MSHS	0	0		
SUBMITTING ARTICLES	6	4	99 MISSIONS	10,456	137		
RADIO/TV PROGRAMS	2	1					
WEB MAINTENANCE	273	12					
PUBLICATION	0	0					
DIRECT MAILINGS	24	6					
ALL OTHER PA	2	2					

Key Code:  
 Underlined Items: the value is based on current information as of the End Date (if using Adobe, items appear italicized)  
 Bolded Items: represent the total from the Start Date to the End Date  
 Additional Note:  
 Data prior to Jan. 1, 2002 is unavailable

## 5. TRAINING Main Menu Screen

The “TRAINING REPORTS” Tool presents a number of reports for either an individual or a unit additionally a new report has been added that shows members’ competencies.

- 5.1 Training Status report**
- 5.2 Training Record report**
- 5.3 Certifications report**
- 5.4 Training Management report**

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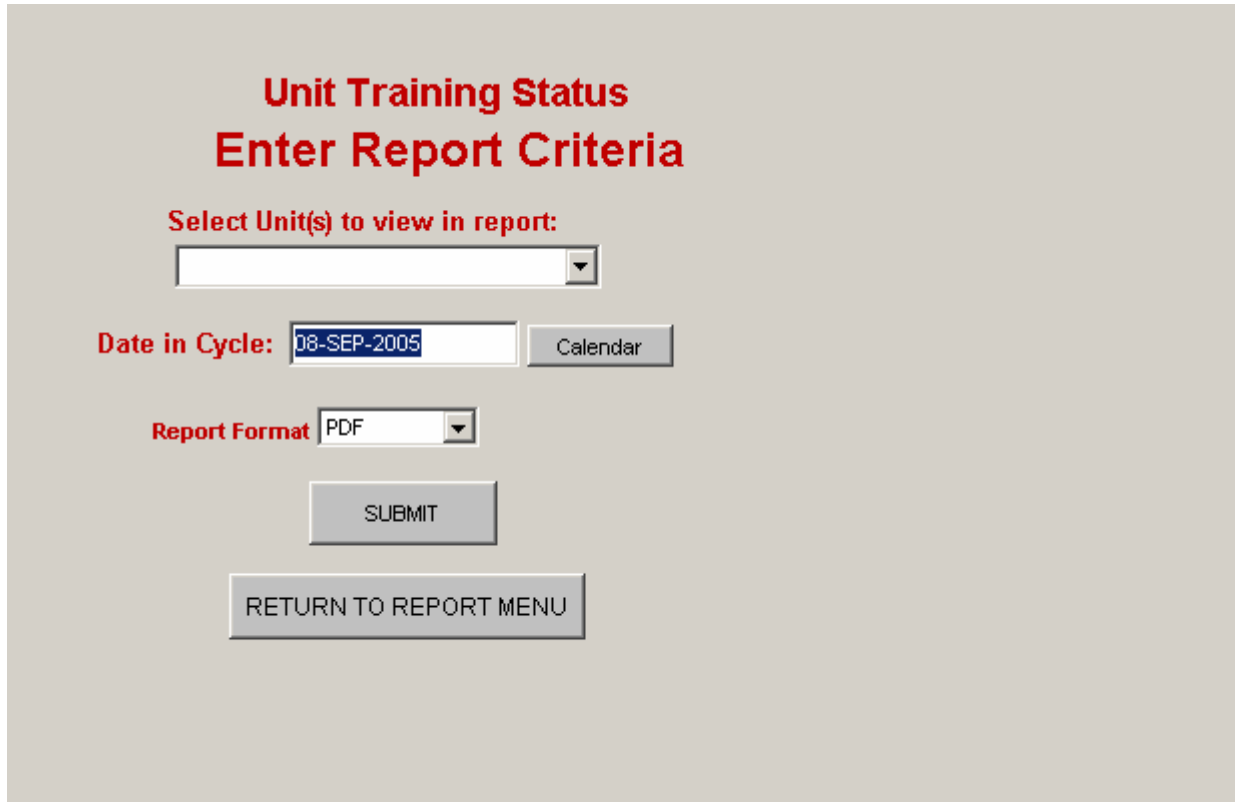
# TRAINING MANAGEMENT TOOL

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Click here to open  
**REPORTS**

## ***Training Status Enter Criteria***



The screenshot shows a web form titled "Unit Training Status Enter Report Criteria" in red text. Below the title, there is a red label "Select Unit(s) to view in report:" followed by a white dropdown menu. Underneath, the "Date in Cycle:" is set to "08-SEP-2005" in a white text box, with a "Calendar" button to its right. The "Report Format" is set to "PDF" in a white dropdown menu. At the bottom of the form, there are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

Using your mouse pointer select the down arrow next to "Select Unit(s) to view in report". When the unit information drop down block appears select your unit by mouse clicking on it. To create a report in Adobe PDF click the SUBMIT button. In a short time a window will appear showing the "Unit Training Status" for your Division or Flotilla. To save the report click the save ICON at the top of the Adobe screen. At this point you can choose to go on or print the report from Adobe. If you choose to go on close the window.

A copy of the "Training Status Report" appears on the next page.

## *Training Status Report*

Competency ADMINISTRATIVE PROCEDURES (APC)

Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
ADMINISTRATIVE PROCEDURES (AUXAPC) COURSE	Y	1	1	P	Permanent

Competency BOAT CREW COXSWAIN

Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
(BCM) QE APPROVAL	Y	1	1	5-A(C)	11-DEC-2007
(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	11-DEC-2005
(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	Y	1	1	A(C)	11-DEC-2005
(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	Y	1	1	A(C)	11-DEC-2005
(COX) RESCUE A PERSON FROM THE WATER	Y	1	1	A(C)	11-DEC-2005
NAVIGATION RULES EXAM	Y	1	1	5-A(C)	11-DEC-2007
OPERATIONS WORKSHOP	Y	1	1	A(C)	30-JUN-2006
TEAM COORDINATION TRAINING WORKSHOP	Y	1	1	5-A(C)	11-DEC-2008
U/W HOURS	Y	12.8	8	A(C)	11-DEC-2005

Competency INSTRUCTOR

Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
ACTUAL INSTRUCTOR HRS--3 LEAD, 1.5 NON-LEAD	Y			A(C)	11-DEC-2005
INSTRUCTOR HRS REQD--2 LEAD, 4 NON-LEAD, 1 LEAD/2 NON-LEAD					
INSTRUCTOR QUALIFICATION COURSE	Y	1	1	P	Permanent
INSTRUCTOR WORKSHOP	Y	1	1	A(C)	30-JUN-2006

Competency MARINE DEALER VISITOR

Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
MARINE DEALER VISITS	N	2	4	A(C)	11-DEC-2005

Competency RECREATIONAL BOATING SAFETY VISITOR

Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
RBS VISITOR QUALIFICATION COURSE	Y	1	1	P	Permanent
VE / MDV WORKSHOP	Y	1	1	A(C)	30-JUN-2006

**The Status report can be valuable if you are looking for a quick check of competencies. It is also important to note the due date.**

## ***Training Record Enter Criteria***



**Unit Training Record  
Report Criteria**

\*For reasonable report length use cycle of no more than 1 month.

**Select Unit(s) to view in report:**

**Begin Date:**

**End Date:**

**Report Format**

Access to the "Unit Training Record" is similar to the status report, select your unit but this time instead of hitting the "SUBMIT" button look over the begin and end date fields to decide if this is the period you wish to cover. If it is hit the SUBMIT. If it is not select the time range you wish to see. As with the status report, save the file then print at a later time.

The naming convention used by the report generator is confusing, change the name as you save the report.

Example of file name: my unit number + report date

# Training Record Report



**UNITED STATES  
COAST GUARD  
AUXILIARY**

## Unit Training Record Report

Begin Date: 01 JAN 2005

End Date: 08 SEP 2005

Full Name:

Unit Number:

Task

Instructor

Duration  
(hrs)

Completion Date

Remarks

OPERATIONS WORKSHOP

HERMAN

12 FEB 2005

VE / MDV WORKSHOP

GRUBB

12 FEB 2005

INSTRUCTOR WORKSHOP

GENE OLSON

24 MAY 2005

**IT WORKSHOP - FLOTILLA**

Full Name:

Unit Number:

Task

Instructor

Duration  
(hrs)

Completion Date

Remarks

INFORMATION SERVICES WORKSHOP

FIEDLER

26 FEB 2005

INSTRUCTOR WORKSHOP

GENE OLSON

01 MAR 2005

BCQ MENTORING WORKSHOP

FIEDLER

30 APR 2005

OPERATIONS WORKSHOP

ROBERTSON

30 APR 2005

VE / MDV WORKSHOP

ROBERTSON

30 APR 2005

(BCM) ASSIST PRE-UNDERWAY CHECK-OFF

R FIEDLER

30 JUL 2005

(BCM) MAN OVERBOARD EVOLUTION

R FIEDLER

30 JUL 2005

(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST

R FIEDLER

30 JUL 2005

(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST

R FIEDLER

30 JUL 2005

(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF

R FIEDLER

30 JUL 2005

(COX) RESCUE A PERSON FROM THE WATER

R FIEDLER

30 JUL 2005

WEATHER SPECIALTY (AUXWEA) COURSE

DIRAUX WEST

15

22 AUG 2005

This report shows workshop attendance, currency maintenance, and other course completions. While this report is valuable to show workshop attendance it more valuable at the member level reporting system. Try backing up to the "Member Training Record Report". Member record will provide one individual at a time.

## ***Unit Certifications Enter Criteria***



The screenshot shows a web form titled "Unit Certifications Report Criteria" in red text. Below the title, there is a red instruction: "Select Unit(s) to view in report:". This is followed by a dropdown menu with the selected option "054-19-06 CHESAPEAKE CITY". Below this is another dropdown menu labeled "Report Format" with "PDF" selected. At the bottom of the form are two buttons: "SUBMIT" and "RETURN TO REPORT MENU".

As with the other two reports, select the unit in the unit viewing field hit "SUBMIT". The report will appear shortly in another window. Change the name, save the report and print at a later time.

## *Unit Certifications Report*



### Unit Certifications

Name:

Unit Number:

**Competency**

**Date Qualified**

**Status**

REYR

**Last Updated**

ADMINISTRATIVE PROCEDURES (APC)

01 JAN 1984

Qualified

01 JAN 1984

BOAT CREW COXSWAIN

26 OCT 2002

Qualified

26 OCT 2002

INSTRUCTOR

01 AUG 1983

Qualified

01 AUG 1983

LEADERSHIP & MANAGEMENT COURSE (AUXLEA)

01 JAN 1985

Qualified

01 JAN 1985

QUALIFICATION EXAMINER

25 MAR 1999

Qualified

25 MAR 1999

AID TO NAVIGATION VERIFIER

26 MAY 1991

REYR

2002

02 MAR 2005

Name:

Unit Number:

**Competency**

**Date Qualified**

**Status**

REYR

**Last Updated**

INSTRUCTOR

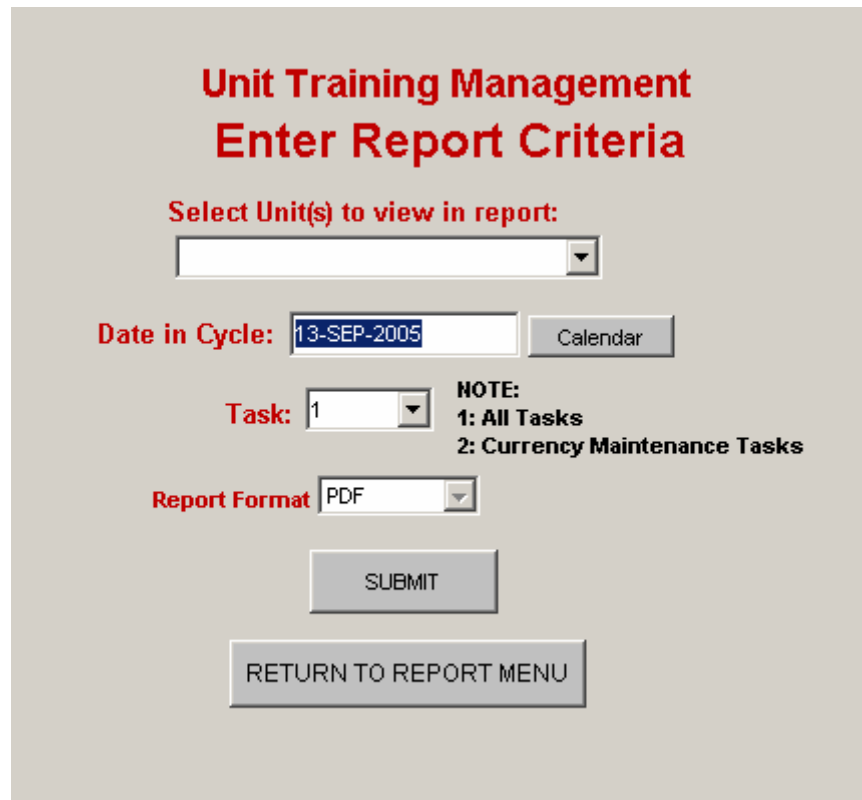
12 APR 2005

Qualified

05 JUL 2005

This report lists members alphabetically and shows their current competencies. Great report if you need to know who is qualified to run for election, is an instructor, go out on patrol, do vessel safety checks, or qualify another member to do an activity.

## ***Unit Training Management Enter Report Criteria***



The screenshot shows a web form titled "Unit Training Management Enter Report Criteria". The form includes the following fields and controls:

- Select Unit(s) to view in report:** A dropdown menu.
- Date in Cycle:** A text field containing "13-SEP-2005" and a "Calendar" button.
- Task:** A dropdown menu with "1" selected. A **NOTE:** section to the right lists "1: All Tasks" and "2: Currency Maintenance Tasks".
- Report Format:** A dropdown menu with "PDF" selected.
- SUBMIT** button.
- RETURN TO REPORT MENU** button.

Enter the Unit to view. You can change the Date in Cycle field to narrow a search to earlier in a calendar year. Task selection can either be; 1 All Tasks or 2 Currency Maintenance Tasks. Number one All Tasks is a good starting point. After all fields are populated hit the SUBMIT button after a short time the report will appear on your screen. Do the same here; change the name to something you understand and save the file.

This is a great report as it displays a combination of the previous reports. If your concern is number of Coxswains needing five-year re-certification, look under the Boat Crew competency area.

The best way to learn about each of these report generators is to try each. Since you access is read only you are not able to edit or add information. AUXINFO is another valuable tool and should be used to add to your knowledge base of your organization.

# Training Management Report

## Training Management

CHESAPEAKE CITY

Date in Cycle: 08-SEP-2005

### Competency AIR OBSERVER

Task	(AIR) ANNUAL AIR SAFETY WORKSHOP W/CRM	(AIR) ANNUAL WATER SURVIVAL TRAINING WITH SWIM	(AIR) EMERGENCY EGRESS TRAINING	COMPLETE FORM ANSC 7015 SUBMITTED	PILOT/OBSERVER TEST (TEST A)
Frequency	Annual	Annual	Annual	Annual Sliding	Permanent
Name	Completed	Completed	Completed	Completed	Completed
ERICK STONE	05-AUG-2003	05-AUG-2003	27-JUN-2003		24-MAY-2005

### Competency AUXOP

Task	COMMUNICATIONS SPECIALTY (AUXCOM) COURSE	NAVIGATION SPECIALTY (AUXNAV-A) EXAM	NAVIGATION SPECIALTY (AUXNAV-B) EXAM	PATROLS SPECIALTY (AUXPAT) COURSE	SEAMANSHIP SPECIALTY (AUXSEA) COURSE	SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE	WEATHER SPECIALTY (AUXWEA) COURSE
Frequency	Permanent	Permanent	Permanent	Permanent	Permanent	Permanent	Permanent
Name	Completed	Completed	Completed	Completed	Completed	Completed	Completed
EUGENE OLSON	01-JAN-1984	01-JAN-1991	01-JAN-1991	12-SEP-1998	01-JAN-1984	01-JAN-1992	16-OCT-1999
JOHN HAGUE	01-JAN-1996	01-JAN-1995	01-JAN-1995	01-JAN-1991	01-JAN-1990	01-JAN-1993	01-JAN-1991
KEITH MYERS	01-JAN-1989	01-JAN-1995	01-JAN-1995	01-JAN-1991	01-JAN-1990	01-JAN-1993	01-JAN-1991

### Competency BOAT CREW COXSWAIN

Task	(BCM) QE APPROVAL	(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	(COX) COMPLETE A PRE-UNDERWAY CHECK-OFF	(COX) RESCUE A PERSON FROM THE WATER	NAVIGATION RULES EXAM	OPERATIONS WORKSHOP	TEAM COORDINATION TRAINING WORKSHOP
Frequency	Five Years	Annual	Annual	Annual	Annual	Five Years	Annual 30 June	Five Years
Name	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
ALLAN CASE	25-NOV-2002	24-JUL-2005	24-JUL-2005	24-JUL-2005	24-JUL-2005	25-NOV-2002	12-FEB-2005	01-NOV-2003
DAVID HUDSON						31-DEC-1993	04-APR-1998	
EUGENE OLSON	06-NOV-2003	27-JUN-2004	27-JUN-2004	27-JUN-2004	27-JUN-2004	05-NOV-2003	12-FEB-2005	01-NOV-2003