

How to Input Public Education Activity Logs – a Step-by-Step Guide



January 2024

1

This document is designed to help the Public Education Officer enter the activity logs into AUXDATA II to accurately reflect courses taught, time spent instructing, and the number of students. This material assumes that the member already has access to AUXDATA II and at least rudimentary knowledge of how to enter activity logs. If this assumption does not apply to you, see your Information Services Officer for training or take advantage of all the training material in the Information Technology Directorate.

If your district or division procedure is different, follow that policy.

This information is current as of January 1, 2024.

Your home page has a lot of interesting information. However, for this session, we are going to be concentrating on Activity Logs – the equivalent of what was known as the 7029, 7030, 7038, and 7046 under the legacy AUXDATA system. This session will look at the 7030 for Public Education classes.

Create a New Activity Log

Home Members Units **Activity Logs** Member Activities Facilities Facility Inspections More

Build Skills That Save Lives

WELCOME KAREN LYNNE MILLER!

Dashboard
Auxiliary Member Dashboard Refresh

As of Oct 29, 2022 21:26 Viewing as KAREN LYNNE MILLER

QUICK LINKS
WHAT'S NEW

3

On the top of the home page, click on Activity Logs (see the green arrow).

Create a New Activity Log (continued)

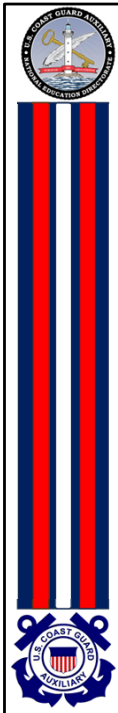
Home Members Units Activity Logs Member Activities Facilities More

Activities Recently Viewed ▾ +
30 Items • Updated a minute ago

Search this list... [Settings] [List] [Copy] [Edit] [Dropdown]

New

If there are Activity Logs that you viewed before, they will be shown below the information on the slide. Since this will be a new Activity Log – click on New (see the green arrow).



Select New Activity - Unit/Individual

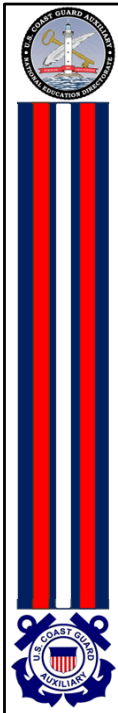
New Activity

Select a record type

- Unit/Individual
Please use this option to enter Unit related activities. This option should not be selected for Patrol related activities in order to avoid errors.
- Aircraft
Please use this option to enter Aircraft related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.
- Boat
Please use this option to enter Boat related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Boat to avoid errors.
- Radio
Please use this option to enter Radio related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Radio to avoid errors.

Cancel Next

Select unit/individual and next.



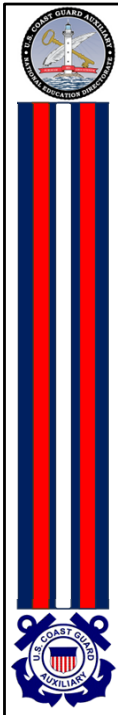
Entering Activity Information

A screenshot of a web application form titled "New Activity". The form is divided into several sections: "Information" with fields for "Activity Record Number", "Unit", "OPCON", and "FSO-IS Reviewed"; "Review Status" with a dropdown menu set to "Open"; "Operations Code" with a dropdown menu set to "--None--"; "Mission Code" with a dropdown menu set to "--None--"; "Activity Code" with a text input field; "Mission Start Time" with "Date" and "Time" fields; "Duration" with a text input field; "Summary of Activities" with a text area; and "Clarification Comments" with a text area. At the bottom, there is a section for "Non-reimbursed Mileage and Expenses" with "Miles" and "Cost" fields. A blue callout box with white text is overlaid on the "Review Status" dropdown, providing instructions on how to use the status options. At the bottom right of the form are "Cancel", "Save & New", and "Save" buttons.

6

The message in blue will come up and advise you of the choices you have for review status. While you are entering data, you will use the Open status. There are five status options:

- Open – member can make changes;
- Member submitted to Information Services (IS) Approval Requested;
- IS needs Clarification;
- IS has it Under Review;
- IS has Approved entry



Entering Activity Information (continued)

New Activity: Unit/Individual

Information

Activity Record Number

Unit

OPCON

FSD-IS Reviewed

Review Status

Operations Code

*Mission Code

Activity Code

Mission Start Time

Date Time

*Duration

Summary of Activities

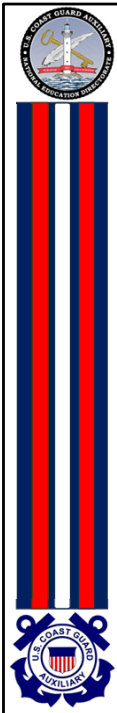
Clarification Comments

Non-reimbursed Mileage and Expenses

Miles Cost

After the blue message disappears, you will start entering data. The info on the left side, unit, and OPCON will be filled in automatically once you save the entry information. If it fails, the unit is your flotilla, and OPCON should be your district.

On the right side, leave the review status as open, ignore the operations code, and start your entry at Mission Code.



Entering Activity Information (continued)

New Activity: Unit/Individual

Information

Activity Record Number

Unit Search Units...

OPCON Search Units...

FSO-IS Reviewed

Review Status

Operations Code

Mission Code

- 14A: BOAT AMERICA
- 14B: BOATING SKILLS & SEAMANSHIP
- 14C: SAILING
- 14D: GPS
- 14E: NAVIGATION
- 14F: YOUTH
- 14G: OTHER

Clarification Comments

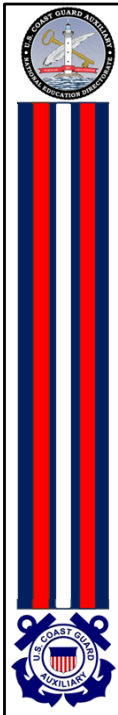
Non-reimbursed Mileage and Expenses

Miles Cost

8

Mission Code for Public Education could be:

- | Code | Course |
|------|------------------------------------|
| 14A | Boat America |
| 14B | Boating Skills & Seamanship |
| 14C | Sailing Skills & Seamanship |
| 14D | GPS for Navigators |
| 14E | Weekend Navigator |
| 14F | Youth Courses |
| 14G | Other |
| 14H | State |
| 14K | Navegando America |
| 14L | Paddlesports America |
| 14M | Paddlers Guide to Safety |
| 14N | Intro to Basic Boating Safety |
| 14P | Suddenly in Command |
| 14R | Waterfowl Hunting & Boating Safety |
| 14S | Kids and Paddlecraft |
| 14T | Boats 'N Kids |
| 14U | Waypoints |
| 14V | Introduccion Seguridad Navegacion |
| 14W | Personal Watercraft Course |



Entering Activity Information (continued)

New Activity: Unit/Individual

Unit/Individual Activity Log

Activity Record Number

Unit

OPCON

FSO-IS Reviewed

Review Status

Operations Code

Mission Code

Activity Code

Mission Start Time

Date Time

Duration

Summary of Activities

Clarification Comments

Non-reimbursed Mileage and Expenses

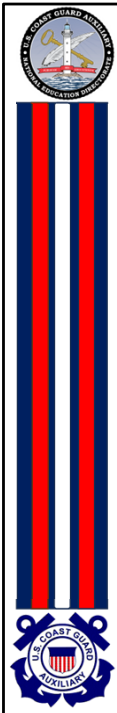
Miles Cost

Cancel Save & New Save

9

After entering the mission code, skip the activity code and select the Mission Start Date and Time. If the class is broken up into chapters taught by different instructors, you will have several entries for the entire course. For this exercise, we'll demonstrate a Boat America class with different instructors for each chapter, along with a course moderator/aide. In this case, Karen Miller taught Chapters One and Two on October 22nd, starting at 9:00 am and lasting one hour and 15 minutes.

See the next slide to learn how to correctly input the class duration when a session is not just a whole hour. In this example, the first two chapters of Boat America require one hour and 15 minutes (1.25 hours).



Entering Activity Information (continued)

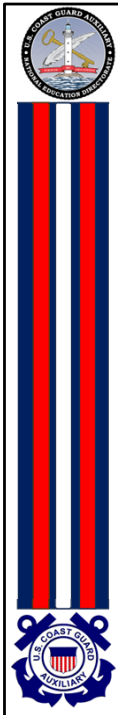
Duration in Hours | 10 minutes: 0.17 | 15 minutes: 0.25 | 20 minutes: 0.33 | 25 minutes: 0.42 | 30 minutes: 0.50 | 35 minutes: 0.58 | 40 minutes: 0.67 | 45 minutes: 0.75 | 50 minutes: 0.83 | 55 minutes: 0.92

Duration ⓘ

1.33

10

Notice the “i” in the circle by duration. If the class duration involves minutes rather than whole hours, left-clicking on the “i” will yield an information block breaking duration into five minutes increments.



Entering Activity Information (continued)

New Activity: Unit/Individual

Vessel Exam Details

Number of Exams Given First Time

Number of Exams Passed High Focus

Program Visits

Number of Visits Business Name

Aids to Navigation Details

ATONs/PATONs/Bridges Watching Properly ATON/PATON Bridge Discrepancy

Public Education Details

Last Mission for the Class? State Taught In

Instruction Method Total Number of Graduates

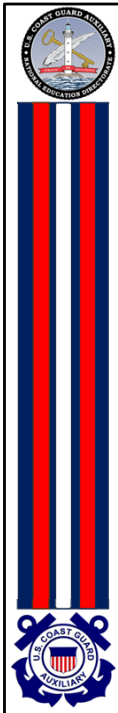
Total Number of Enrollees Total Number of Graduates 17 and under

Total Number of Enrollees 17 and under

11

Now, scroll down this screen to the “Public Education Details” section. Unless this is the last class session, do NOT enter anything except respond to the Last Mission for the Class. Since you will be entering information about the total enrollee, graduates, instruction method, and state on the last class ONLY, select no. This will not change until you enter the last class session, and then you’ll change it from No to Yes.

Once you select no, click save.



Entering Activity Information (continued)

[CLICK HERE TO VIEW MISSION CODES](#)

Open Approval Requested Needs Clarification Under Review Approved Mark Review Status as Complete

Guidance for Success

Steps to move the Activity Log status to 'Approval Requested':

- Complete the following required fields: Mission Code, Mission Start Time, and Duration
- Enter the Summary of Activities
- If you are not working for your district, please change the OPCON to the USCG unit you are supporting
- Please populate the Operations Code and Mission Details as appropriate
- Add a member to the activity and indicate that member's position
- If entering a workshop, please add a Task and assign the Task to a member using the Member and Task Capture tab
- Update the Review Status to 'Approval Requested'. Updating the status will send an email to the FSO-IS officer assigned to the Activity Log

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Unit/Individual Activity Log


Activity Record Number	AL-7004333	Review Status	Open
Unit	CLEARWATER	Operations Code	
Facility Registration Number		Mission Code	14A: BOAT AMERICA
OPCON	SEVENTH DISTRICT	Activity Code	UPE
# of Members	0	Mission Start Time	10/22/2023 09:00
FSO-IS Reviewed	<input type="checkbox"/>	Duration	1.25
		Mission End Time	10/22/2023 10:15
		Summary of Activities	MILLER - Boat America - Chapters One and Two
		Clarification Comments	

12

Click Save. Several things have happened when you click on save:

- The activity is given an Activity Log Number (computer generated)
- The unit and OPCON are automatically filled in
- The activity code is filled in
- Mission end time is calculated from the start date and time plus the duration.

But you're not done!



Entering Activity Information (continued)



DETAILS
RELATED
ADD MEMBER
ADD TASK
MEMBER AND TASK CAPTURE
CHATTER

▼ Unit/Individual Activity Log

Activity Record Number
AL-7004333

Unit
CLEARWATER

Facility Registration Number

OPCON
SEVENTH DISTRICT

of Members
0

FSO-IS Reviewed

Review Status
Open

Operations Code

Mission Code
14A: BOAT AMERICA

Activity Code
UPE

Mission Start Time
10/22/2023 09:00

Duration
1.25

Mission End Time
10/22/2023 10:15

Summary of Activities
MILLER - Boat America - Chapters One and Two

13

Even though you have pressed Save, you're not done!

The system must know who was lead, non-lead, or trainee. It does not assume that you, entering the data, are the lead or even on the mission.

On the top left side of the screen, click on Add Member.

Entering Activity Information (continued)

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User

Unit Level

All OPCON Sector Sub-unit District Division Flotilla Internal National

Member ID	Members Name	Unit Number
<input type="checkbox"/> 1217170	A B ROSE	1130305
<input type="checkbox"/> 1152491	A BRUCE MACYAR	0820401
<input type="checkbox"/> 1174480	A IRVING OSSER	1141242
<input type="checkbox"/> 1175161	A JAMES LEWIS	1140509
<input type="checkbox"/> 1160304	A LYNNE REESE	0810102
<input type="checkbox"/> 1150326	A PARKS HONEYWELL	0920106

Get My Unit Members Add Members

Remove

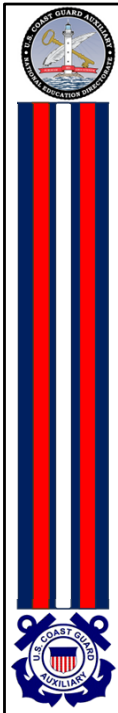
Update Activity Members

14

Notice the underline has moved from details to add member to let you know what screen you're on.

When you first come to this screen, it will list all members of the CG Auxiliary, alphabetically. To find the instructor(s) for this class, you have several options:

- You can go into the search user and put the member's name or number and find the person that way. You can do this for each person who instructed or assisted that chapter. Once you see the member, click on Add Members.
- If all the instructors are from your flotilla, you can select Get My Unit Members, and the system will show you all members of your flotilla. You can then select each member for this chapter. Once you see each one, click on the box to the left of their name(s) and click Add Members



Entering Activity Information (continued)

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User
1149036

Unit Level
All OPCON Sector Sub-unit District Division Flotilla Internal National

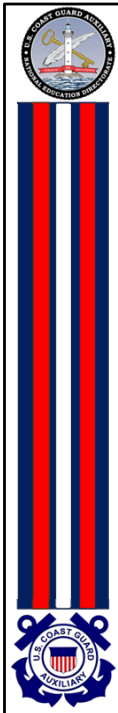
<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 1149036	KAREN LYNNE MILLER	0701101

Get My Unit Members Add Members

<input type="checkbox"/> Member Id	Name	Position
<input type="checkbox"/> 1149036	KAREN LYNNE MILLER	NONE

Remove Update Activity Members

This slide shows selecting the member in the search box by member number. Once the member is found, click the box on the left of that person's name and select Add Member.



Entering Activity Information (continued)

DETAILS RELATED **ADD MEMBER** ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User
bielawski

Unit Level
All OPCON Sector Sub-unit District Division Flotilla Internal National

<input checked="" type="checkbox"/> Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 3007249	STEPHAN LOUIS BIELAWSKI	070101

Get My Unit Members Add Members

<input type="checkbox"/> Member Id	Name	Position
<input type="checkbox"/> 1149036	KAREN LYNNE MILLER	LEAD
<input type="checkbox"/> 3007249	STEPHAN LOUIS BIELAWSKI	NON LEAD

Remove Update Activity Members

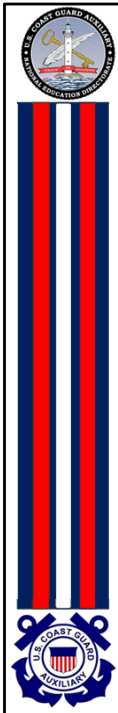
16

This slide shows selecting the member by last name in the search box. Once the member is found, click the box on the left of that person's name and select Add Member.

MAKE SURE TO CHANGE EACH PERSON'S POSITION TO LEAD (an instructor who actually taught or supervised a trainee), **NON-LEAD** (an Instructor certified aide who helped with the class), or **TRAINEE** (a member who is going through the Instructor Development course and is doing their student teaching under the Lead instructor).

REMINDER: Hours spent as an Instructor for approved Public Education classes, including State and Youth Courses, are the only ones that go into AUXDATA II in the "14" category. The Lead Instructor **MUST** be qualified and listed as Lead. Aides and assistants do not have to be qualified and are entered as Non-leads. Separate Activity Logs should be entered if there are multiple Lead instructors – one for each Lead Instructor.

In this example, Karen Miller was lead instructor (corresponds to information provided on the first-details screen), and Stephan Bielawski was an instructor aide (non-lead).



Entering Activity Information (continued)

• Enter the Summary of Activities
• If you are not working for your district, please change the OPCON
• Please populate the Operations Code and Mission Details as appropriate
• Add a member to the activity and indicate that member's position
• If entering a workshop, please add a Task and assign the Task to a member using the Member and Task Capture tab
• Update the Review Status to Approval Requested. Updating the status will send an email to the FSO-IS officer assigned to the Activity Log

Save Save was successful

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Member Assignment

Search User
bielawski

Unit Level
All OPCON Sector Sub-unit District Division Flotilla Internal National

Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 3007249	STEPHAN LOUIS BIELAWSKI	070101

Get My Unit Members Add Members

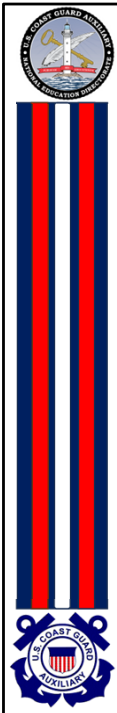
Member ID	Name	Position
<input type="checkbox"/> 1149036	KAREN LYNNE MILLER	LEAD
<input type="checkbox"/> 3007249	STEPHAN LOUIS BIELAWSKI	NON LEAD

Remove

Update Activity Members

17

Once you have selected all the members appropriate for this chapter, click Update Activity Members. A green successful message should appear. If you erred, the message will be specific with what needs to be corrected.



Entering Activity Information (continued)

DETAILS RELATED ADD MEMBER ADD TASK MEMBER AND TASK CAPTURE CHATTER

Unit/Individual Activity Log

Activity Record Number
AL-7004333

Unit
CLEARWATER

Facility Registration Number

OPCON
SEVENTH DISTRICT

of Members
2

FSO-IS Reviewed

Review Status
Approval Requested

Operations Code
--None--

Mission Code
14A: BOAT AMERICA

Activity Code
UPE


Mission Start Time
Date: 10/22/2023 Time: 09:00

Duration
1.25

Mission End Time
10/22/2023 10:15

Summary of Activities
MILLER - Boat America - Chapters One and Two

Clarification Comments

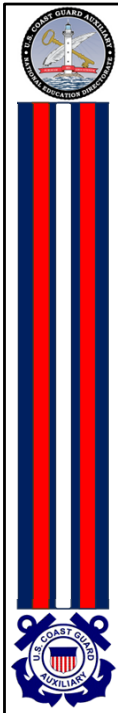


18

Return to Details in that top row. Check your work. If you made an error, any field with a pencil allows you to edit that field.

Once you are sure everything is correct, click the pencil to the right of review status, click the down arrow, and change it to Approval Requested.

Then click SAVE.



Entering Activity Information (continued)

Activities
Recently Viewed 1

39 items • Updated a few seconds ago

Search this list...

Activit...	Created By	Unit	Mission Code	Mission Start...	Mission End ...	Legacy OPCON	Review Status	Approval Request...
1	AL-7004333	KAREN LYNNE MILLER	CLEARWAT...	14A: BOAT AMERICA	10/22/2023 09:...	10/22/2023 10:15		



Once you select Save and Approval Requested or even leave it as Open, you will be returned to the Activity Log screen, and any activities you recently generated will be under recently viewed.

Entering Another PE Mission

Home Members Units Activity Logs Member Activities Facilities More

Search: rea

Activities Recently Viewed

30 items - Updated a minute ago


Search this list... [Settings] [List View] [Refresh] [Edit] [Filter]

New

20

If you conduct another class that day with different instructors or aides, you need to create another activity log. Click new, and go back to slide 4, and follow the procedure.

NOTE: Cloning is not available for these missions.




Entering the Last PE Mission

On the last PE mission **ONLY, enter the student information**

Public Education Details

Last Mission for the Class?	State Taught in
Yes	FL
Instruction Method	Total Number of Graduates
In Person	18
Total Number of Enrollees	Total Number of Graduates 17 and under
18	3
Total Number of Enrollees 17 and under	
3	



21

Once you have entered each of the classes/chapters and all the information described in the prior slides, on the last activity log you are entering for this course, scroll down the screen until you come to Public Education Details. Click on the pencil to the right of the first item and enter the information requested.

Remember to include the student count information on the last activity record for the last day or night of the entire series of classes.

REMEMBER to change the last mission question to Yes.

Once you are sure the information is correct, scroll back up, change the review status to approval requested, and click save.

Instructor Travel and Preparation time for the PE class should be reported on their 7029 with mission code 99B



AUXDATA II

How to Input Public Education Activity Logs

Thank you

Have Feedback?

You may email the E-Directorate at
pe.feedback@cgauxnet.us