

INFORMATION SERVICES

AUXINFO (updated)

How to see your data for the year

Hopefully you have been submitting your forms to your Information Services Officer (FSO-IS). Using the new AUXINFO, here is how you can generate a report and see what you have done by date.

Go to <http://www.auxinfo.uscg.gov>

On right side select **AUXDATA Cubes**, then **AUXDATA Member Activities**.

Notice there are 2 sections or windows. Using the left window, we can navigate to what level data we want. This is done by clicking the + in front of an item to expand it. Continue doing this until you find what you want, then highlight the item (not the +), **RIGHT Click**, and on the pop-up menu, select **FILTER**.

DISPLAY YOUR HOURS FOR THE CURRENT YEAR

Using the left window, click the “+” next to **All Units**. Notice how this expands down a level. To get to yourself, continue clicking the “+’s”, namely:

- Click “United States Coast Guard”
- Click “LANTAREA”
- Click “LANTAREA East”
- Click “District 05”
- Click “5NR – Fifth Northern”
- Click your Division
- Click your Flotilla.

You will see a list of all members in your flotilla. Use your mouse to highlight your name, and **RIGHT Click** it.

- On the popup, select **FILTER**.
- The display now changes to your data for all years
- **Eliminate all zero records** by clicking the icon that looks like a zero “Ø” with a slash through it.
- Using the left window again, scroll to top, and click the - at All Units, this will collapse the units
- Click + at All Years
- **highlight CY 2008**
- **RIGHT Click**, on the popup, select **Filter**.

You now have your total hours for 2008.

DISPLAY YOUR MISSION DATES FOR THE CURRENT YEAR

- **Swap the axis** by clicking the icon on the bottom row (4th from left) that looks like a spreadsheet with 2 arrows.
- **Set # Rows & Columns** by clicking the **Options Icon** on the bottom row (3rd from left), pick **Options**, and set both Rows & Columns to ALL.
- Going to the left window where we had **CY 2008**, highlight it and right click. On the pop-up menu select **Replace Rows**. You will now see hours by quarter.
- Move the cursor to a little box below the heading “**Mission Hours as Values**”, when cursor is over this, it will highlight the box with a down arrow “▼” in the box. Right click this box and on the pop-up menu select **Down a Level**.
- Notice the hours are now by month. Repeat the above 2 more times and the hours will go to week and then day.

You now have a report of your hours by mission by date.

SAVE THE ABOVE TO USE AGAIN

Click the **File Icon** (next to last on the right) that looks like a page, and select **Prepare Bookmark**. This will prepare a bookmark by building the URL to reflect the result of what you have displayed.

Wait until the system works a bit, clears the screen and re writes the screen and is done.

You can then add this bookmark to your browser, changing the name from “**AUXDATA Member Activities – Cognos PowerPlay Web Explorer**”, to something you remember such as “**AuxInfo Hrs by Date 2008**”.

Now, when ever you want, you can click this bookmark and you will get this report with the latest data.

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