Reporting in the AUXDATA II System

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1 Overview

The new AUXDATA II system has a powerful reporting capability and provides the ability for every member to see information and run reports on their activities, qualifications, and awards. It also provides leadership at all levels with the ability to view information about their units and members.

A great deal of information is available on the various tabs associated with the member home page for viewing information about an individual. However, to collect and view statistics across multiple members, flotillas, divisions, and districts, the reporting functionality is the place to start.

2 Changes from Legacy AUXDATA

It is important to note a few terminology changes from the legacy AuxData system:
- *Members* or *Crew* refer to Auxiliarists depending on the context.
- The terms *competency, qualification,* and *certification* are simplified to combine qualification and competency into competency.
- A competency can be *certified, not certified, REYR* (REWK has been combined with REYR), or *archived*, depending upon the member's completion of the requirements.
- You won't find the term *"qualified",* but you will find the term *"certified".*
- Mission codes are the same as in the old system, however member and mission activity is recorded in *Activity Logs*, where Members must be assigned, and task entries must be created and captured for the appropriate operational mission codes.

3 Report Options

Members have the ability to run an existing report, save an existing report and modify it as needed, or create a new report.

3.1 Running an Existing Report

The process for running an existing report starts by clicking on the "Reports" item in the dropdown list under "More" on the header of any member page.

More ∧

Facility Inspections

Requests

Patrol Orders

Files
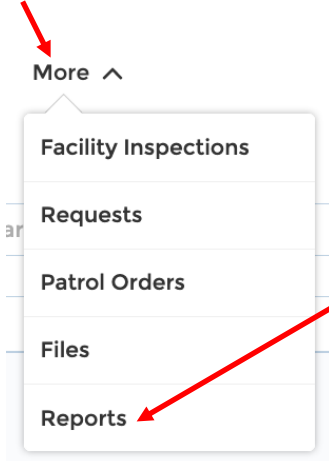
Reports

Reports
All Folders
12 items
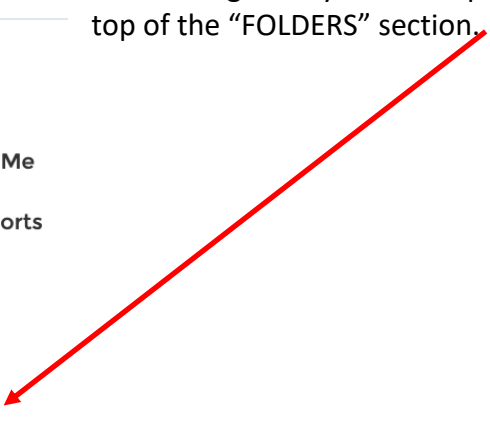
REPORTS

Recent

Created by Me

Private Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites

On the far left, there are two segments to the column: "REPORTS" and "FOLDERS". This page defaults to showing you the most recent "REPORTS" you have accessed. To see all the existing "ready-made" reports to which you have access, click on "All Folders" at the top of the "FOLDERS" section. This will display a listing of the available report folders.

3.2 Saving an Existing Report as a New Report

The folders are named to indicate the level of interest or filtering utilized in the reports. These reports can be thought of as templates. Any member can save one of these reports as a copy into their own private folder and customize the report output and filters to meet their specific needs. **Regardless of your account license level, if you want to customize any report, you must save the report to your private folder first.**

NOTE: In order for changes in filters on report templates to take effect, you must first save the report into your own private folder. To do this, click on the report to run it. Next to the "Edit" button is a downward pointing triangle. Click on that and select the "Save As" option. Save the report to your private folder (you will have to select your private folder specifically on the save screen). Once you have saved the report to your private folder, you will be able to edit the layout and the filters to match your specific needs. If you do not save a private copy of the report, attempted changes to filters will not take effect when you run the report. See Appendix A for screen shots of this process.

3.3 Creating a New Report

Introductory Concepts

While the reporting module allows the member to pick the fields they want to display as well as the fields on which they want to filter information, some introductory concepts about the system should be understood to provide the least frustrating custom reporting experience. The two fundamental topics are Data Objects and Report Types. Each will be covered in detail below.

<u>Data Objects and Their Relationships</u>

Data is simply that, and is represented by either text, numerical values, or special characters. Data Object*s* are how the data is organized, such as Member Information, Unit Information, etc. Data Objects are the primary organization tool of the Auxiliary in AUXDATA II: Unit, member, facility, and mission data. Understanding the basics of the data inter-relationships, and where you find specific types of information, is key to having a successful reporting experience. The table in <u>Appendix B</u> describes the primary objects, the type of data they contain and their general grouping categories.

Data Objects will often contain links to other Data Objects to create a complete depiction of a particular scenario. For example: Members belong to Units; Members have Competencies and Competencies have Tasks; Members complete Tasks as reported on Activity logs. These paired Data Objects are also referred to as Data Object *Combinations.*

<u>Report Types and How You Use Them</u>

In order to build a report, we need Report Types which use those Data Object linkages to pull all the desired data into a single report. <u>Appendix C</u> contains a table of available Report Types and their descriptions. Your report fields for both display and filtering are limited by the report type you choose as the base for your report.

Report Types bring Data Objects together in a way that a report can be built, and filtered, based on any of the fields within the included Data Objects. Report Types are named to indicate which Data Objects are being brought together. For example, the Report Type "Members with Member Offices and Unit" brings together member information, member office information, and member unit associations into a report framework from which a Unit Staff Officer report can be created (<u>Staff Officer Report Example</u>). Examples of and links to other reports are available in <u>Appendix D</u>. Report Types are fixed in the system and cannot be created "on the fly" by members, although they can be expanded though the use of cross-filters (see below). Should a new Data Object combination be necessary, an enhancement request should be sent up the COLM to your DSO-IS for submission to the AUXDATA II configuration advisory board. Be sure to include a description of the desired Data Objects, along with the desired output of the report to ensure the correct Report Type is created to meet your needs.

3.3.1 <u>Creating a New Report</u>

The process for creating a new report starts at the same place as running an existing report. However, instead of clicking on any of the REPORTS or FOLDERS options on the left, click on the "New Report" button on the top right of the page. This will bring up the Report Type selection page.

- **Selecting the Report Type and Fields:** Select the Report type that best meets your desired Data Object combination and click "continue" at the bottom of the pop-up panel. This will bring you directly into the report editor on the "Outline" tab. This is where you will select the fields you want to display in your report. There will be different default values in the columns depending upon the Report Type chosen. You can remove and add fields to the columns to meet your desired report display. Outline fields are limited to the fields available in the Data Objects referenced in the report type. You can see a full list of available fields by expanding the "Fields" panel on the far left of the "Edit" screen.

- **Filtering:** Next, click on the "Filters" tab next to "Outline". Data filtering is the process of choosing a smaller part of your data set and using that subset for viewing or analysis. Most Report types will have one or two default filters in place to limit the initial report output to a manageable level but will often result in little to no records displayed in the preview pane on the right. The "My members" filter will need to be reset to "All members" (click on the filter to edit it and Apply the filter change). However, unless you want to run your report across the entire Auxiliary, you will want to add a filter to something more specific such as "Unit Number" and "Member Status" (member status is used to restrict the report output to the 5 active statuses – AP, IQ, BQ, AX, and AX2), to limit the report output to your area of interest.

- **Advanced Filtering:** Filter logic can be added by clicking on the downward pointing triangle to the right of the "Filters" header. The drop down has two options, "Add Filter Logic" and "Add Cross Filter".

  - The **Filter Logic** option allows you to set up logical AND and OR relationships between the specified filters. It is a good practice to use "(" and ")" to indicate the filter relationships. The default filter logic is the "AND" relationship. If you have entered 4 filters and you have not specified any filter logic, the system will search for records that match all the filter conditions. When you add filter logic, each filter you have added will be numbered in order.

    An example of filter logic would like: (1 AND 2) and (3 OR 4)

    This logic would filter on records that match filters 1 and 2 and also match either filter 3 or filter 4. For filter items that allow you to choose from a Picklist, the default logic within the selections on that filter will be "OR" indicating pick up records that match any of the selected values.

  - The **Cross Filter** option provides the mechanism to expand filtering of the report beyond the Data Objects specified in the initial Report Type selected. Cross-filters are limited to Data Objects which are linked to the Data Objects in selected Report Type. They are applied via a "with" or "without" relationship between the selected Report Type Data Object and the selected secondary Data Object. For example, if the "Unit" report type is selected, a cross-filter can be added to create the relationship "Units *with* Member Offices" or "Units *without* Member Offices", bringing in member office fields as additional filters. This would allow running a report on all units with a particular position assigned, or not assigned, such as FSO-NS. Often times, cross-filters are not necessary when the base report type supplies the necessary fields, but they should be explored when an existing record type does not exist that meets the specific reporting needs.

- **Previewing Report Output:** The preview pane shows a limited number of report rows so you can review the displayed fields and determine if your filters and report organization are working as expected. When you are ready to try out the full report, use the "Save and Run" option. This will bring up a Save panel the first time you run a new report that will allow you to name your report and add a description of the intended report output. Auxiliary members will only be able to save new reports or copies of existing reports into their "Private Folder" (see Appendix A).

3.3.2 Exporting Reports

Once a report has been run, the underlying data can be exported, either as a formatted report or a details report. The formatted report is exported to an Excel spreadsheet and mimics the report output as viewed on

the screen. This report also includes information on the filters applied in the report. Details reports only include the data, with no formatting and can be exported in either Excel or CSV format. Once exported, the reports are most often found in your computer's "downloads" directory.

3.3.3 Submitting A Custom Report for General Use

In order to avoid an overwhelming redundancy of individual user reports in general report folders, members are restricted to saving new or customized template reports in their own Private Folder. However, it is recognized that members will create new reports with general use and applicability across the auxiliary. To support this valuable contribution from our membership, we have implemented a simple submission process outlined below:

- Send an email to: auxdataii_reports@cgauxnet.us and include:
    - Your name and member ID
    - A brief description of the report
    - The visibility you are requesting – based upon the existing folder structure or suggest a new folder distribution
    - The formatted export output of the report in excel format

The requested report will be reviewed to ensure it is not a duplicate of an existing report. Existing report templates may be updated with new information provided in the submission. If the new report is not a duplicate, it will be submitted to the Configuration Advisory Board (CAB) for approval and once approved, it will be made available in the appropriate report template folder for member access.

3.3.4 Reporting Tips

- Reports are not static views of the system. When a ready-made report is selected from one of the report folders, it is run right then, displaying information current as of the time when the report was selected (clicked on).
- If you get an access error message when attempting to run a "ready-made" report or trying to create a new report, please check the known issues on the AUXDATA II web page. If this is a new issue, please submit a Tier 1 service request.
- The URL of the report can be copied and shared with other members so they can execute the report themselves. Beware that the member with whom you share must have the same level of access or they may not be able to run the report. This should be a rare occurrence and is only likely to happen to DIRAUX and BSX users creating reports.
- Reports can only be saved in your Private folder. If you have a report that would be of interest to the Auxiliary at large or a particular group, it can be submitted for review and inclusion in a wider range folder (review is necessary to avoid duplicate reports). The process for submittal is being worked out and will be shared once finalized.
- When reviewing a report on the system, click on the box to the left of the top row to freeze that row while you scroll through the report output. Click on a column to freeze a column for scrolling left to right.
- Use "Member Status" in filters to restrict reports to only active statuses (select AP, IP, BQ, AX2, and AX from the pick list).
- For Data Objects such as Offices, use a filter on "Active Status" to restrict your report to current office holders.

- To filter on a District or Division, use "Unit Number" and the "starts with" comparison and enter the initial 3 digits (district) or 5 digits (division).
- To filter on a specific Flotilla, use the "Unit Number" and the "equals" comparison to select a specific flotilla.
- If you want to see all the fields available in a particular Report Type, look for the word "Fields" on the upper left, just to the left of the word "Outline". Expand this column by clicking on the ">" symbol. This can help mitigate some of the guessing.
- On the "Outline" tab, the "Group Rows" and "Group Columns" (only available after you have grouped by row) allow you to format the report into summary segments (see the RBS Mission Hours report in Appendix D).
- Member ID must be used, not Members ID
- Always use "Position" instead of "Office" to display the name of the Auxiliary office
- Use "Activity Log: Duration" to calculate mission hours – *Note this may change to a "Duration" field on a Member Activity record instead of the Activity Log record.*
- The "Task Type" and "Competency Type" fields will show the name of the Task or Competency
- When editing a report, it is advised that you don't activate the "Update Preview Automatically" option on the top right of the report edit window. Leaving this off allows you to get all your filters in place and then manually select the "Refresh" option at the top left of the report preview pane.
- When building a "unit" based report, it is best to start by filtering down to a specific flotilla while you work out other filters and data fields to display in the columns. Once you have the basics in place, you can expand the "Unit Number" filter to the desired level using the "starts with" comparison and using the appropriate Division or District unit number designations. Starting small and building up results in a more efficient report building experience.
- Charts can add a visual depiction of the report data and can be added or removed from a report by clicking the chart button at the upper right of the report edit or display page.
- When included in a report output, Data Object record identifiers will provide links to the associated record directly from the report output page.

Appendix A: Saving a Report Copy to Your Private Folder

Save Report As

* Report Name

My Flotilla Member Roster

Report Unique Name ⓘ

My_Flotilla_Member_Roster_SBA

Report Description

This report shows the current flotilla members for the selected unit with their email and phone numbers. This is equivalent to the Members List report in AuxDirectory.

Folder

Flotilla Reports   Select Folder

Cancel   Save

Edit the name and description

Click on Select the folder

Navigate to your private folder:

Click on Select Folder

Select

All Folders > Flotilla Reports

🔍 Search folders...

📁 Service Requests

Nothing here yet
This folder has no subfolders.

Cancel   Select Folder

Select

All Folders

🔍 Search folders...

All Folders   📁 Service Requests

Created by Me

Shared with Me

Private Reports

Public Reports

Cancel   Select Folder

Select

Private Reports

🔍 Search folders...

All Folders

Created by Me

Shared with Me

Private Reports

Public Reports

Nothing here yet
This folder has no subfolders.

Cancel   Select Folder

Save Report As

* Report Name

Copy of Flotilla Member Roster

Report Unique Name ⓘ

Copy_of_Flotilla_Member_Roster_Phf

Report Description

This report shows the current flotilla members for the selected unit with their email and phone numbers. This is equivalent to the Members List report in AuxDirectory.

Folder

Private Reports   Select Folder

Cancel   Save

Appendix B: Data Objects

General Group	Object Name	Description
Member Information	Member	This is the general Member object (tied to the built in Contact object in Salesforce.
	Awards	The award object contains member Awards
	Investigation History	This object is directly related to the member object and contains information about the members background investigation and security processes.
	Member History	This object contains data related to each auxiliary member's history of changes in the member's record.
	Member Office	This object tracks the offices a member has held throughout their Auxiliary tenure.
	Member Language	The member language object is tied directly to tracking those with a certified Interpreter Corp competency, detailing the language(s) they speak and their levels of proficiency.
	Skill	The skills object is based on the US Bureau of Labor Statistics and is related back to the Member object.
Units	Unit	The Unit object contains the information about Flotillas, Divisions, and Districts. It relates to many other objects including both Member objects and Activity Log Objects.
Missions and Activities	Activity Object	The Activity object maintains the log for all patrol and unit activities entered for and by auxiliarists.
	ATON Object	The ATON object tracks ATON specific data for activity logs.
	Member Activity	Junction object that relates Members to Activity Logs
	Task	The Task object is used to store the completed task records for members
Member Competencies	Member Competency Task	This Data Object links the competency record to the tasks required for certification.
	Member Competency	The Member Competency Data Object is used to track the competencies members have achieved.
Facilities	Facility	Custom object used to track facility resources such as boats, PWCs, paddle craft, aircraft, radio, and vehicles.
	Facility Ownership	This object tracks facility owners.
	Engine	This object records details of the engines for facilities.
	Onboard Radio	This object records details of facility onboard radios
	NAVAID	This object records details of navigation systems associated with the facility
	Facility Inspections	This object links facility inspection information to facilities.

Patrol Orders	Patrol Order	Data Object used for patrol orders related to mission activities. Patrol orders will have links to other objects such as facilities, members (via Crew), and Activity Logs.
	Crew	This object records the crew members assigned to a patrol.
	Crew Leads Requirements Lookup	This object is used to reference crew LEAD requirement verification.
Service Requests	Case Status History	This object tracks all Service Request Status Updates to support SLA reporting.

Appendix C: Report Types

Report Type Primary Data Object	With/And	With/And	Description & Usage
Units			Report on flotillas, divisions, or districts – limited to unit information. Can cross-filter to Activities, Facilities, Members, Member Offices, Requests
Units	Member Offices	Members	This report type can be used to create a unit officer report. It is similar to the "Members with Member Offices and Units" report type with Units as the primary Data Object.
Units	Unit Teams		IGNORE Salesforce Default
Units	Member Roles		IGNORE Salesforce Default
Units	Partners		IGNORE Salesforce Default
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Members	Units		This is the primary report type for generating a member roster for a unit. Report templates for rosters are available at the District, Division, and Flotilla levels.
Members	Member Activities	Activities	This report type is instrumental in creating detailed member activity reports with information on mission codes, activity start times, and activity duration. Detailed member information is also available.
Members	Awards		This is the primary report type for tracking Awards that member have received. National directorate award reports have been created in each directorate's report folder.
Members	Member Competencies		This report type can be used to create reports specific to member competencies and their qualification status. Detailed task information is not available.
Members	Member Languages		This report type will be used for performing searches based on Qualified Interpreter Corps member and their associated language skills. A cross-filter with member qualifications may be needed to ensure only INT qualified members are included in the report output.
Members	Member Offices	Units	This report type can be used to create a unit officer report. It is similar to the "Units with

Report Type Primary Data Object	With/And	With/And	Description & Usage
			Member Offices and Members" report type with Members as the primary Data Object.
Members	Skills		Used to create a report on member selected skills – similar to skills bank searches. Includes member and unit information along with skill selections, availability and occupation.
Members	Skills	Member Skills	Used to create a report on member selected skills – similar to skills bank searches. Only includes member and skill information.
Members	Member Competencies	Member Competency Tasks	This report type can be used to generate a detailed member training report including competencies, their status, dates of completion and task details.
Members	Member Tasks		This report type can be used to generate a member training record. Detailed unit information is not available beyond unit name and unit number. Competency information is not available with this report type.
Members History			Report showing history of changes for associated member record.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Requests			This report type displays information on requests in the system.
Requests	Facility		This report type displays information on requests in the system with associated facility information.
Requests	Patrol Order		This report type displays information on requests in the system with associated Patrol Order information.
Requests	Member Roles		IGNORE
Requests	Member Roles	Facility	IGNORE
Requests	Member Roles	Patrol Order	IGNORE
Requests	Emails		This report type displays request information associated with emails.
Requests	Emails	Facility	This report type displays request information associated with emails along with associated Facility information.
Requests	Emails	Patrol Order	This report type displays request information associated with emails along with associated Patrol Order information.
Request History			Report showing history of changes for associated request record.

Request History	Facility, Patrol Order		Report showing history of changes for associated request record along with associated Facility or Patrol Order information.
Request Lifecycle			Report shows Service Request statistics
HTML Email Status			Report for Tier 1 support members to review emails associated with the service request functionality.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Activities			This report type displays the detailed information about recorded activity logs.
Activities	Members		This report type displays the detailed information about recorded activity logs along with information for the assigned member or members.
Activities	Requests		This report type displays the detailed information about recorded activity logs along with information for associated requests.
Activities	Requests	Facilities	This report type displays the detailed information about recorded activity logs along with information for associated requests and facilities.
Activities	Requests	Patrol Orders	This report type displays the detailed information about recorded activity logs along with information for associated requests and patrol orders.
Activities	Activities		IGNORE
Activities	Member Activities		IGNORE - Obsolete
Activities	Member Activities	Members	This is the primary report type for detailed information on member activities and missions, including member information.
Activities	Facility Ownership		IGNORE
Activities	Facilities		IGNORE
Activities	Facility		This report will display activity log information along with associated facility information for the facility associated with the activity log.
Activities	Patrol Orders		IGNORE
Activities	Patrol Order		This report will display activity log information along with the associated patrol order information for the patrol order associated with the activity log.

Report Type Primary Data Object	With/And	With/And	Description & Usage
Activities	Member Tasks		This report type starts with the activity log and can also display mission information and task information associated with the activity log. Member name is available but not the member ID. The report can be filtered on Unit information.
Activities	Facilities	Activity Members	This report type links Members with Activities and Facilities. Can be used to report on facilities and their associated activities.
Activities	Units		IGNORE
Activities	Unit		This report type can be used to generate reports on activities associated with specific units. Detailed activity information such as mission code, mission start time, and activity duration are available for display.
Activities	ATONS		IGNORE – use member activity report types – ATON information is available directly in the activity log details.
Activity History			Report showing history of changes for associated Activity log record.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Competency Task Lookup			This report type pulls up information on all competencies along with their associated tasks and the renewal requirements for each task. Useful for reviewing the detailed task requirements for a specific competency. This should not be used for looking up member specific competency or task status. This provides the overall "rules" for a competency.
Competency Task Lookup	Member		IGNORE
Competency Task Lookup History			Report showing history of changes for associated Competency task record.
Crew			This report type displays crew recorded information along with some associated patrol information and a link to the associated patrol order.
Crew	Member, Facility, Patrol Order		This report type displays crew recorded information along with some associated patrol information, a link to the associated patrol order, and full member details.

Crew	Facility		This report type displays crew recorded information along with some associated patrol information, a link to the associated patrol order, and full facility details for the facility involved in the patrol.
Crew	Patrol Order		This report type displays crew recorded information along a link to the associated patrol order, and full patrol order details for the patrol.
Crew	Patrol Request		IGNORE for now – May have information populated once patrol requests are more active in the system.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Facility Inspections			Report type showing general facility inspection information.
Facility Inspections	BC-RTI, or DIRAUX, or DSO of Aviation, or DVC-RT, or Flight Examiner, or Facility Inspector, or Vessel Examiner, or Facility		Report type showing general facility inspection information along with Member information for the indicated position associated with the inspection.
Facility Inspection History			Report showing facility inspection history information.
Facility Ownership			Report showing facility ownership information
Facility Ownership	Facility, Member, Unit		Report showing facility ownership information along with details on the associated facility, Member details for the facility owner, or details for the associated Unit.
Facility Ownership History			Report showing record history information related to facility ownership.
Facilities			Report type showing general facility information.
Facilities	DIRAUX, DSO of Aviation, Facility Inspector, National CM, Unit Name, Engines, NAVAIDS, Onboard Radios, RDFs		Report type showing general facility information along with information for the indicated Data Object associated with the facility.

Facility History			Report showing record history for the associated facility.
Patrol Orders			This report shows detailed information for patrol orders.
Patrol Orders	Case		IGNORE
Patrol Orders	Facility		This report shows detailed information for patrol orders along with details about the facility associated with the patrol order.
Patrol Orders	OIA Approver		This report shows detailed information for patrol orders along with details about the OIA approver associated with the patrol order.
Patrol Orders	Operator		This report shows detailed information for patrol orders along with details about the operator associated with the patrol order.
Patrol Order History			Report showing history of changes for associated patrol order record.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Task Members			This report type shows details of the task record along with the name of the associated member. Limited utility.
Task Members	Member		This report type shows details of the task record along with detailed member information.
Task Members	Task		This report type shows details of the task record along with additional task details.
Tasks			IGNORE – report only shows tasks and associated activity log information and activity date but does not provide unit or member information.
Tasks	Activity		IGNORE for now. Report looks to be focused on currency requirement tasks and activity logs but without member associations.
Report Type Primary Data Object	**With/And**	**With/And**	**Description & Usage**
Opportunities	ANYTHING		IGNORE – Salesforce Default
Content Report			Shows information and statistics on available Libraries
File	Content		Shows information and statistics on files available in the Libraries
Links			IGNORE
Tasks	Events		IGNORE
Events	Invitees		IGNORE

Appendix D: Report Folders and Sample Reports

This appendix outlines the existing folder structure and the current list of associated reports. The report list is growing so this is just a snapshot in time. To see the full list of available reports, go to Reports and select All Folders on the left-hand pane. Select the folder of interest and you will be able to see the reports available to you. If you don't see a folder listed below from your login, you do not have permission to access those reports due to protection of private information or need for access. The direct report links below will not work for DIRAUX and BSX licensed users due to their different login URLs. The same reports are available but must be directly navigated to once logged into the system.

Report Folder: Data Verification Reports
Folder Restrictions: Access limited to DSO-IS Officers
Current Report List:
　　　Activity Logs Without Member Activities -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bVHBEA2/activity-logs-without-member-activities?queryScope=userFolders

Report Folder: DIRAUX Reports
Folder Restrictions: Access limited to DIRAUX users and DIRAUX Community Users
Current Report List:
　　　AP Members Ready for IQ/BQ
Report Examples & Sample Output:
　　　This report is set up to filter on a specific District. When there is data to report, this report will group by Unit Number and show:
　　　Member ID, Full Name, Member Status, Security Status, AUXCT Core Certified, BQC2 Certified, Boating Safety Course Completed, Initial Enrollment Date, and Total Active Time In
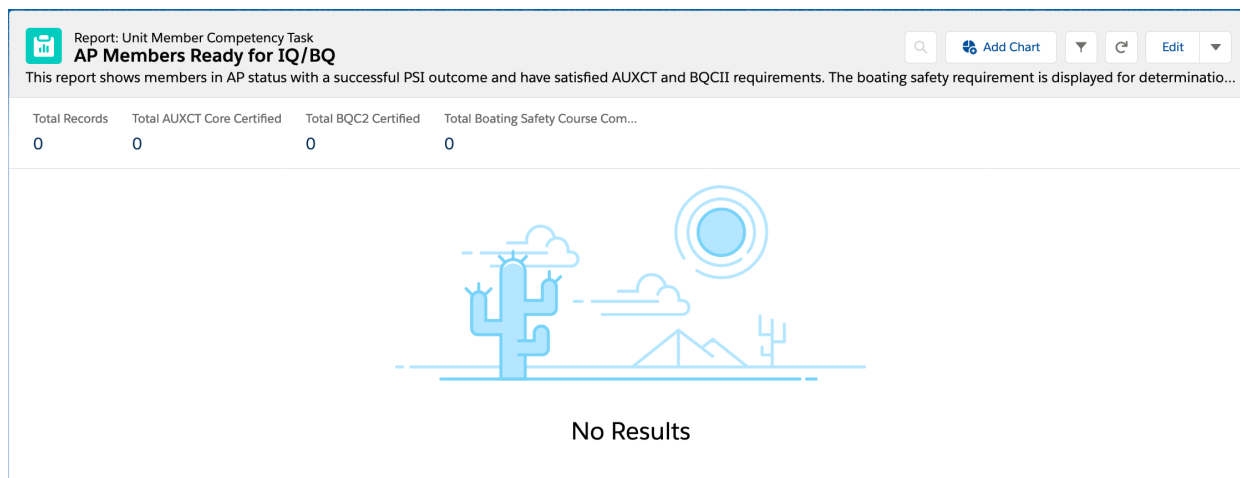
Report Folder: Election Eligibility Reports
The election eligibility reports are under construction. The folder will become visible once the report templates have been created and vetted for accuracy.

Report Folder: District Reports
Folder Restrictions: None
Sub-folders: 1 for each District
Current Report List for each District:

District Staff Officer Report -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSuOEAU/1nr-district-staff-officer-report?queryScope=userFolders

District Staff Vacancy Report -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSuYEAU/5sr-district-staff-officer-vacancies?queryScope=userFolders

District Member Roster - https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTVkEAM/9wr-district-member-roster?queryScope=userFolders

Snapshot:

Report: Members with Member Offices and Unit
1NR District Staff Officer Report
This report shows the current staff office holders for District 1NR - First Northern.

Total Records
111

	Position ↑	Unit Number	Member ID	First Name	Last Name	Email	Home Phone	Business Phone	Mobile
1	DCO	0130308	1196037	CHARLES	GROSSIMON	dcos.1nr@gmail.com	-	9787586723	9787586723
2	DCOS	0130208	1170715	BYRON	MOE	byronmoe@comcast.net	6039105905	6035021336	6035021336
3	IPDCO	0131002	1223308	PHILIP	KUBAT	phil.uscgaux@verizon.net	5084783778	-	5085614657
4	D-AA	0131108	1144768	CAROLYN	BELMORE	carolyn.v.belmore@uscg.mil	5085409204	5089686600	5085095002

Report Folder: Division Reports
Folder Restrictions: None
Sub-folders: None
Current Report List:

Division Member Roster -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTVTEA2/division-member-roster?queryScope=userFolders

Division Mission Detail – CY2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTPbEAM/division-mission-detail-cy-2020?queryScope=userFolders

Report Folder: Flotilla Reports
Folder Restrictions: None
Sub-folders: None
Current Report List:

Flotilla Staff Officer Report -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSLTEA2/flotilla-staff-officer-report?queryScope=mru

Flotilla Member Roster -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTVoEAM/flotilla-member-roster?queryScope=userFolders

Flotilla Mission Activity Report -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSvbEAE/flotilla-mission-activity-report?queryScope=userFolders

Flotilla Mission Detail – CY2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTPWEA2/flotilla-mission-detail-cy-2020?queryScope=userFolders

Unit Member Training Status Report -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTddEAE/unit-member-training-status-report?queryScope=userFolders

Unit Training Record - https://uscg.force.com/auxcommunity/s/report/00Ot0000000bUi6EAE/unit-training-record?queryScope=userFolders

Report Folder: Individual Reports
Folder Restrictions: None
Sub-folders: None
Current Report List:

Individual Training Record -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bT5vEAE/individual-training-record?queryScope=userFolders

Individual Mission Detail CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTPREA2/individual-mission-detail-cy-2020?queryScope=userFolders

Report Example:

Report: Members with Member Tasks
Individual Training Record
This report displays the training record (tasks) for the member identified by member ID in the filter.

Total Records
67

Member ID ↑	Full Name ↑	Task Type	Activity Date ↑
1240799 (67)	AMANDA LEIGH CONSTANT (67)	VALIDATE CPR PROVIDER	-
		INSTRUCTOR WORKSHOP	9/1/2011
		VESSEL EXAMINATIONS WORKSHOP	4/28/2012
		OPERATIONS WORKSHOP	1/12/2013
		4/8 HR TEAM COORDINATION TRAINING WORKSHOP	1/13/2013
		TELECOMMUNICATIONS PQS	3/1/2013
		ICS100 - INTRODUCTION TO ICS ON LINE	4/17/2013
		VESSEL EXAMINER COURSE	4/17/2013
		VESSEL EXAMINATIONS WORKSHOP	4/27/2013
		INSTRUCTOR QUALIFICATION COURSE	5/2/2013
		COMMUNICATIONS SPECIALTY (AUXCOM) COURSE	8/16/2013
		WEATHER SPECIALTY (AUXWEA) COURSE	8/16/2013
		OPERATIONS WORKSHOP	1/12/2014
		INSTRUCTOR WORKSHOP	3/6/2014

Report Folder: National Reports
Folder Restrictions: None
Sub-folders: None
Current Report List:

Air Operations Mission Hours CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSreEAE/air-ops-mission-hours?queryScope=userFolders

CGOPS – CG Operational Support CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTJxEAM/cgops-cg-operational-support-cy-2020?queryScope=userFolders

Marine Dealer Visit Counts CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTPlEAM/marine-dealer-visit-counts-cy-2020?queryScope=userFolders

National BQCII Training Statistics -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bV7LEAU/national-bqcii-training-statistics?queryScope=userFolders

National Core Training Statistics -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bV6wEAE/national-core-training-statistics?queryScope=userFolders

PA Mission Hours CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTQoEAM/pa-mission-hours-cy-2020?queryScope=userFolders

RBS Hours Miles Cost CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bUuHEAU/rbs-99-hours-miles-cost-cy-2020?queryScope=userFolders

RBS Mission Hours CY 2020 -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bSqvEAE/rbs-mission-hours-cy-2020?queryScope=userFolders

Report Examples:

Report: Members with Member Activities and Activity Log
RBS Mission Hours CY 2020
This report shows the RBS mission activity hours for the 99 codes (A-E), sorted by districts and areas. The report is currently filtered on the 2020 calendar year. This can be changed by saving a copy of the r

⚠ This report has more results than we can show (up to 2,000 rows). Summary information is calculated from full report results.

Total Activity Log: Duration
517,565.79

Area ↑	District ↑	Activity Log: Mission Code →	99A: LEADERSHIP ACTIVITIES	99B: RBS SUPPORT	99C: MS SUPPORT	99D: TRAINING SUPPORT	99E: OTHER ADMIN/LOG SUPT	Total
LANTAREA East	1NR - First Northern	Sum of Activity Log: Duration	12,144.26	2,292.90	101.50	4,730.85	3,917.90	23,187.41
	1SR - First Southern	Sum of Activity Log: Duration	39,712.20	3,634.90	506.00	10,319.00	9,234.25	63,406.35
	5NR - Fifth Northern	Sum of Activity Log: Duration	20,139.40	2,027.25	957.00	5,249.00	11,413.50	39,786.15
	5SR - Fifth Southern	Sum of Activity Log: Duration	39,660.25	3,538.10	352.00	7,980.80	7,467.20	58,998.35
	Seventh	Sum of Activity Log: Duration	67,346.88	10,133.60	1,067.00	14,044.25	20,443.50	113,035.23
	Subtotal	Sum of Activity Log: Duration	178,946.99	21,626.75	2,983.50	42,323.90	52,476.35	298,357.49
LANTAREA West	8CR - Eighth Coastal	Sum of Activity Log: Duration	20,290.88	1,591.50	348.30	3,635.85	3,046.30	28,912.83
	8ER - Eighth Eastern	Sum of Activity Log: Duration	14,477.05	1,174.20	312.00	2,314.00	2,368.30	20,645.55
	8WR - Eighth Western	Sum of Activity Log: Duration	15,567.80	756.80	132.00	3,096.82	1,711.50	21,264.92
	9CR - Ninth Central	Sum of Activity Log: Duration	11,024.20	882.90	133.00	2,481.75	1,877.50	16,399.35
	9ER - Ninth Eastern	Sum of Activity Log: Duration	9,473.30	599.00	260.00	1,371.00	1,196.00	12,899.30
	9WR - Ninth Western	Sum of Activity Log: Duration	15,132.52	1,229.00	188.50	4,180.00	3,030.50	23,760.52
	Subtotal	Sum of Activity Log: Duration	85,965.75	6,233.40	1,373.80	17,079.42	13,230.10	123,882.47
PACAREA	11NR - Eleventh Northern	Sum of Activity Log: Duration	16,132.45	2,221.25	556.25	3,564.07	3,028.05	25,502.07
	11SR - Eleventh Southern	Sum of Activity Log: Duration	21,385.50	2,884.70	364.00	4,444.80	3,872.90	32,951.90
	Fourteenth	Sum of Activity Log: Duration	2,182.50	68.50	25.00	1,121.00	302.00	3,699.00
	Seventeenth	Sum of Activity Log: Duration	3,575.39	447.16	70.60	1,934.70	532.90	6,560.75
	Thirteenth	Sum of Activity Log: Duration	17,346.26	1,732.15	494.10	4,509.10	2,534.50	26,616.11
	Subtotal	Sum of Activity Log: Duration	60,622.10	7,353.76	1,509.95	15,573.67	10,270.35	95,329.83
Total		Sum of Activity Log: Duration	325,534.84	35,213.91	5,867.25	74,976.99	75,972.80	517,565.79

Report: Members with Member Activities and Activity Log
Marine Dealer Visit Counts CY 2020
This report shows the Marine Dealer Visit Data, sorted by districts and areas. The report is currently filtered o

Area ↑	District ↑	Record Count	ƒx Mission Hours	ƒx Marine Dealer Visit Count
	Seventh	686	2,499.85	5,158
	Subtotal	1341	5,143.75	9,711
LANTAREA West	8CR - Eighth Coastal	151	651.90	1,039
	8ER - Eighth Eastern	77	328.10	445
	8WR - Eighth Western	56	146.40	261
	9CR - Ninth Central	57	103.00	305
	9ER - Ninth Eastern	13	22.00	29
	9WR - Ninth Western	107	330.63	542
	Subtotal	461	1,582.03	2,621
PACAREA	11NR - Eleventh Northern	81	393.99	621
	11SR - Eleventh Southern	114	308.67	529
	Fourteenth	8	36.00	43
	Seventeenth	19	42.85	152
	Thirteenth	103	350.55	1,129
	Subtotal	325	1,132.06	2,474
Total		2127	7,857.84	14,806

Report Folder: National Staff Directorate Reports
Folder Restrictions: Access Limited to National Staff Office Holders
Sub-folders: One for each National Staff Directorate, additional sub-folders for other categories can be added as necessary
Current Report List:

Directorate Staff Roster -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTW3EAM/c-directorate-staff-officers?queryScope=userFolders

Directorate Staff Vacancies -
https://uscg.force.com/auxcommunity/s/report/00Ot0000000bTVyEAM/directorate-staff-vacancies?queryScope=userFolders

Directorate Award Counts
Directorate Award Details

Report Example:

Report: Members with Member Offices and Unit
C Directorate Staff Officers
This report shows the current C Directorate staff office holders along with the date they first assumed their office.

Total Records
35

	Member ID	Unit Number	First Name	Last Name	Unit Name	Email	Position ↑	Officer Start Date
1	1237380	0850104	PATRICK	MALONE	DENVER	patrick.malone@cgauxnet.us	DIR-C	11/1/2016
2	1240799	0850106	AMANDA	CONSTANT	TWIN PEAKS FLOTILLA	amandacon.cgaux@gmail.com	DIR-CD	11/1/2016
3	1239918	0700705	MARK	BABCOCK	APOLLO BEACH	markababcock@gmail.com	DVC-CF	11/1/2018
4	1247956	0850104	FRANK	MERRILL	DENVER	f_h_merrill@yahoo.com	DVC-CF	11/1/2016
5	1233151	0700508	CHRISTOPHER	HAARER	FT PIERCE	christopher.haarer@cgauxnet.us	DVC-CE	2/7/2020

Report Folder: Service Requests
Folder Restrictions: Access Limited to Tier 1 Service Request Team

Sub-folders: None
Current Report List:
Service Request Report for Tier 1 Team
A2ST Open Tickets by Severity
Report Example:

| | Report: Requests **A2ST Open Tickets by Severity** | | | | | | | | Q | Add Chart | ▼ | C | Edit | ▼ |

Total Records
52

	Severity ↓ ▼	Status ▼	Age ▼	Request Owner Alias ▼	Created By ▼	Date/Time Opened ▼	Unit Name ▼	Subject
1	5	On Hold	509	ACONS	JENNIFER AUSTIN	5/1/2020 6:29 AM	KALAMAZOO	Questioning Two factor authentication fo
2	5	On Hold	502	ACONS	JOSEPH KENNEDY	5/1/2020 12:46 PM	HARRISON TOWNSHIP	Logon Problem