



APPLICATION NOTE SERIES

Information Technology Group

Computer Software & Systems

U.S Coast Guard Auxiliary

AuxDirectory/AuxOfficer II Quick Start Guide

Welcome to AuxOfficer II (aka AuxDirectory II)

The official U.S. Coast Guard Auxiliary Member Directory, known as AuxDirectory or AuxOfficer, has a new look and feel, and new functionality, as of June 2012. This Quick Start Guide will assist both existing and new AuxOfficer users in navigating this new release of the Auxiliary's most heavily-used application.

What is the Same?

Most of AuxOfficer II is organized like, and operates similar to the original AuxOfficer, first introduced way back when. Most members will be able to find their way around it without any help at all. A few words have been tweaked here and there for clarity, but the functionality is the same. You can still:

- Obtain a quick list of staff members of any national department in one click (under "Departments");
- Obtain an organization chart of any national department in once click;
- Generate a roster, plain email list, enhanced email list, or vCards, for any national department in three clicks;
- Do all of the above for the staff (officers) of any district, division, or flotilla, with 2-4 clicks.
- Do all of the above for the entire *membership* of any district, division, or flotilla.
- Drill down with one additional click to the contact information, qualifications, offices, and test history for any member.
- Search for members by unit and qualification;
- Search for members by unit and office, including "wildcard" searches;
- Search for members by email address, last name, or Member Number;
- Change *your own* information and have an electronic 7028 "Change of Member Information" form sent to your IS officer;
- See the Unit information (called the "Unit Record") for all districts, divisions, and flotillas;
- Change the Unit information for your unit, if you are the Flotilla Commander or the CS officer.

All of the functionality that has made AuxOfficer the Auxiliary's most important member-to-member tool is still there. But there is more...

What is Different (New)?

Power Search

The member search capabilities have been dramatically expanded with a new "Power Search" panel that appears right on the home page ("Master Dashboard") of AuxOfficer II. From the Power Search Panel, you may:

- Choose your type of output (onscreen list, directory-style list [roster], plain email list, enhanced email list, or vCard file) prior to the search;
- Include or not include an email separator (";") between email addresses with a simple checkbox;
- Search by phone number, in virtually any human readable format;
- Search on first+last name fragments; for example, "Do Gi" would find "Dobie Gillis" (were he a member);

- Search by one or more sectors, Residence City, Home State, Zip Code and Zip Code + Radius (to 30 miles);
- Search by unit (with wildcards) and office (with wildcards); and
- Combinations of all of the above.

You will find yourself using the name fragment search as your principal way to find a member, since typing “To Joh” is far faster than typing “Johannsen” to find, for example, “Tom Johannsen”. And, the telephone search will become an invaluable tool to see if that missed mobile call was from a fellow auxiliarist.

Instant Opt-in, Opt Out

If you visit your own member record, you may opt in or out of the following:

- Having your phone number display on Auxiliary websites when not logged on (applies to unit commanders, vice commanders, and HR officers).
- Having your email address display, same circumstances;
- Whether or not your cell phone is textable (future use);
- Whether or not to receive via email newsletters such as eNavigator;
- Whether or not you wish to opt out of the “I Want a VE” program (vessel examiners, only)

The opt-in/opt-out is instantaneous; click “Yes” or “No” and it is done.

The first two items are used by the Auxiliary’s WOW pushbutton website platform, which lists these three officers on the “About this Unit” page. Opt in, and your phone number and/or email address will show to the public; opt out, and they will not.

Change of Member Information (Form 7028)

If any of the information about you in AuxOfficer is incorrect, you may change it immediately using the built-in link to the new (June 2012) 7028 Webform. Just visit your own record, and click the “Correct the Above Information” button to gain access to the form.

An electronic copy of your changes will be sent to your FSO-IS (or higher) who will enter it in AuxData, the Auxiliary’s “Database of Record”. However, unlike the original AuxOfficer, *the change will appear immediately* for all other users, and for closely-related systems such as WOW and the 7029 Webform (Administrative Hours Report).

Enhanced Unit Information, Including Google Map

Flotilla and Division commanders should visit their own unit record in AuxOfficer II and make sure the information displayed is correct. Although AuxData is the database of record for unit information, AuxOfficer does *not* draw its information from AuxData, but maintains a separate table. Therefore, if you wish your unit information to be correct, you should immediately fix it in AuxOfficer II.

In AuxOfficer II, you may change the following (unit commanders and CS officers only): unit name, motto, meeting location, state, Zip Code, decimal Latitude and Longitude of your meeting place, meeting day, contact phone and fax, contact email, and your “service area” (for WOW Websites).

The *most vital information* that needs to be accurate is your meeting location *latitude and longitude*. This information is used over 8,000 times a year by the “Join the Auxiliary” website for prospective members. If your lat/lon are missing, or accidentally show you in some other city, *your flotilla will not receive membership inquiries from interested candidates that live near your meeting place!* Or, you will erroneously receive inquiries

from people who live near your *incorrect* lat/lon. HR officers take note: if this is happening to you, it is *your* problem to fix, with your FC's help, right in AuxOfficer; it's not a "bug in the software".

To assist you, AuxOfficer II features a large map on the unit page showing exactly where you are telling people your meeting place is. Check it out. You may be surprised. And remember, in North America, decimal latitude is a *positive* number, and decimal longitude is a *negative* number. Get is wrong, and you'll only receive inquiries from Turkmenistan.

District Officer Subcodes

AuxData since early 2012 has had the ability to display "subcodes" for district officers whose office code (e.g., DCAPT) did not distinguish them from other officers with the same "title". Since NTRAIN 2012, it has been a national requirements for DSO-IS officer to enter a simple, rational subcode such as "DCAPT-N" (for "North") for all such ambiguous offices.

AuxOfficer II displays those subcodes as part of the office code. If something looks amiss, or irrational, let your DSO-IS know.

What is Different (Changed)?

A few tweaks have been made for operational efficiency or clarity:

- On the Master Dashboard, onscreen lists of the staff of any national department are obtained simply by clicking on the department name. For clarity, the adjacent column, which give access a choice of departmental *reports* (department roster, email, and vCard) was retitled from "Staff List" to "Reports";
- Similarly, on the District drilldown page reached by clicking on the name of any District from the Master Dashboard (home page), the "Staff List and Member List" links produce onscreen staff or member lists, and the "Staff Reports" and "Member Reports" give access to the Department roster-style reports, email lists, and vCards).
- Navigation using the BACK button on your browser is no longer supported. *To "back up" in AuxOfficer II, use the "PREVIOUS PAGE" and "HOME/SEARCH" buttons at the top of each screen.* If you accidentally *do* hit the BACK button in your browser, you may receive a "Document Expired" (or equivalent) message. You may safely click on any "Try Again" or "Resend" button that appears, but remember to use AuxOfficer's build-in navigation buttons to move backwards.

Support

Support for AuxOfficer II is provided by a link to the National Help Desk, "AuxOfficer/AuxDirectory/Skills Bank" category. A link is provided at the bottom of every page in the application.

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