

## DATA REQUIREMENTS AND SOURCES

Routinely the FSO-VE will require current VE/VSC related data. The requirement may stem from the FSO-VE's desire to understand the current Flotilla situation (e.g., number of VSCs conducted, the number of VEs who have met current year minimum VSC requirements, etc.), or be associated with responding to status requests from the FC / VFC. Regardless of the reason specific data elements are required, it is important that the FSO-VE understand where data can be found, and how to efficiently access that data.

The FSO-VE will often be required to access current qualification information for one or more members; e.g.,

- A need to contact all currently qualified VEs in the Flotilla
- Verification of the current VE qualification status of a specific individual member

The information contained in the Auxiliary Directory site is accurate and is updated within six hours after the qualification is entered in AUXDATA

VSCs accomplished data is the FSO-VE's life blood for leading and managing the VSC activities of the Flotilla. The data is extracted from AUXINFO. As previously noted, data extracted from AUXINFO may contain data migration errors. If data accuracy questions present themselves, the FSO-VE should contact their recording IS to verify data fidelity. Be sure and have the specific issue(s) clearly identified before contacting the recording IS to seek assistance.

There are two major sources of data used by the FSO-VE, and both rely on AUXDATA as their source. The IS community enters data into AUXDATA, and that data then migrates to the Auxiliary Directory (aka AUX Directory or AUX Officer) and to AUXINFO. Because there are system data migration inaccuracies the FSO-VE should use:

- Auxiliary Directory for
  - Verification of a member's current VE qualification
  - Verification of a member's Online VE Test (New) pass status.
- AUXINFO
  - Obtaining current VSC accomplishment data; individual and/or unit
  - Obtaining a listing of REYR VEs

Use the following guidance to find, open, and use each of the above data sources. Use of most widely used internet browsers, except AOL, should yield satisfactory results.

### Finding the Auxiliary Directory, and opening its Search page:

- The Auxiliary Directory and AUX Officer are synonymous terms that yield the same data base containing member information.
- In your internet browser:

- Search USCG AUX, and click on <http://www.cgaux.org/>; or
- Search Aux Directory, and click on <https://auxofficer.cgaux.org/auxoff/signin4.php>
- When the United States Coast Guard Auxiliary web site appears, click on the AUX MEMBERS drop down menu (top center of the top screen) and then select AUX DIRECTORY.
  - This step is associated with entry through the <http://www.cgaux.org/> path
  - This step is skipped when using the <https://auxofficer.cgaux.org/auxoff/signin4.php> path
- Enter your Auxiliary Member Number and Member Zone Password, and then click on the Log In to Auxiliary Directory link. (If this is the first time you have used this web site click on the Obtain or Change Password link and follow the subsequent directions.)
- The Search page will appear on your computer screen.

#### Finding the AUXINFO, and opening the AUXDATA Cubes page:

- In your internet browser search AUXINFO, and click on <https://www.auxinfo.uscg.gov/> ; or
- Enter <https://www.auxinfo.uscg.gov/> in your internet browser.
- Click of Continue
- Click on AUXDATA Cubes
- You are now on the AUXDATA Cubes page

#### Suppressing zeros and swapping axis orientation on AUXINFO data pages:

The following steps will arrange the selected data in an easier to use and printable format. At the bottom of the screen, click on:

-  (16<sup>th</sup> icon from the left; a zero surrounded by a red oval with a red diagonal line through it). This icon is used to hide all zero entries.
-  (12<sup>th</sup> icon from the left). This icon is used to swap the axes of the matrix so the names are now in a column format.

If desired, this display is easily printed.

The FSO-VE must become familiar with the data contained in the above data sources and have some knowledge of their inherent search functions and data filters. Most Auxiliarists simply ~~live in~~ find and open the desired data source, and then experiment with the available settings to gain an understanding of how to best use each data source. The Flotilla's FSO-IS is often an excellent source of information regarding effective use of these data sources.