

Commanding Officer
U.S. Coast Guard
Operations Systems Center
Kearneysville, WV 25430



AUXDATA OM Overview Guide

Version 0.1

October 31, 2012

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1. PREFACE

1.1 Purpose

This document has been developed to provide United States Coast Guard (USCG) Auxiliary users with instructions and information necessary to use Order Management (OM). OM is an module located inside of Auxiliary Data (AUXDATA). The goal of this document is to provide the Auxiliary with an Overview Guide for training new personnel and guidelines for using OM.

1.1.1 Purpose of OM

For Auxiliarists and crew, who provide support to the USCG, OM is a Web-based software module that allows for the creation, authorization, and reimbursement of patrol orders and management of budget allocations at the Sector and District level. The OM user base is estimated at 5,500 users with approximately 25 concurrent users at any one time.

The purpose of OM is to:

- Automate and streamline the entire Auxiliary patrol order/claims process, from the time an Auxiliarist requests orders until they receive their reimbursement. OM replaces manual (paper-based) claims processes that were labor intensive, time consuming, and error prone.
- Provide report capabilities to assist Auxiliary leaders and USCG managers in ensuring the effective and efficient use of Auxiliary resources.

1.2 Intended Audience

The following is a list of groups for whom this document was created:

- Assistant Commandant of Operations (G-O)
- Office of Auxiliary (G-OCX)
- District/Director of Auxiliary (DIRAUX)
- 1. Facility Owner/Operator
- OM User.

1.3 Style Conventions

This document uses specific type styles to differentiate commands, directory names, and so forth, from the main text. The [OSC Documentation SOP](#) describes the use of type styles used within this document.

1.4 Security and Privacy

Increased security has been added to the OM module. The ability to create, read, update, and delete data in the centralized system is based on the user's role and position. User Identification (ID) and passwords to the system indicate the allowable permission level a user has and prevents users from performing any actions in OM beyond the scope of their level.

2. The USCG has migrated to a Web-based environment using the USCG Standard Workstation III (SWIII). OM, which is a Solaris-Oracle Internet Explorer (IE) module is

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Web-based and runs on any workstation or laptop which supports the Microsoft (MS) IE Web browsers, IE7 and above, which includes all SWIII computers.

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2. OM FUNCTIONALITY

OM has its own built-in navigational tools, which include various menus and return links. The menu items and the return links (when available) may be used at any time to navigate while logged on to the system. Buttons represent all menu items and return links. When clicked with the mouse, the buttons link to a new page or a previous part of the module.

2.1 Logging into OM

OM is accessed through a Web browser on a Personal Computer (PC) or a USCG SWIII. To access OM, perform the following steps:

1. Use the following link to access OM: <http://ordermgmt-train.uscg.gov/>.

The unauthorized access warning appears similar to the following:

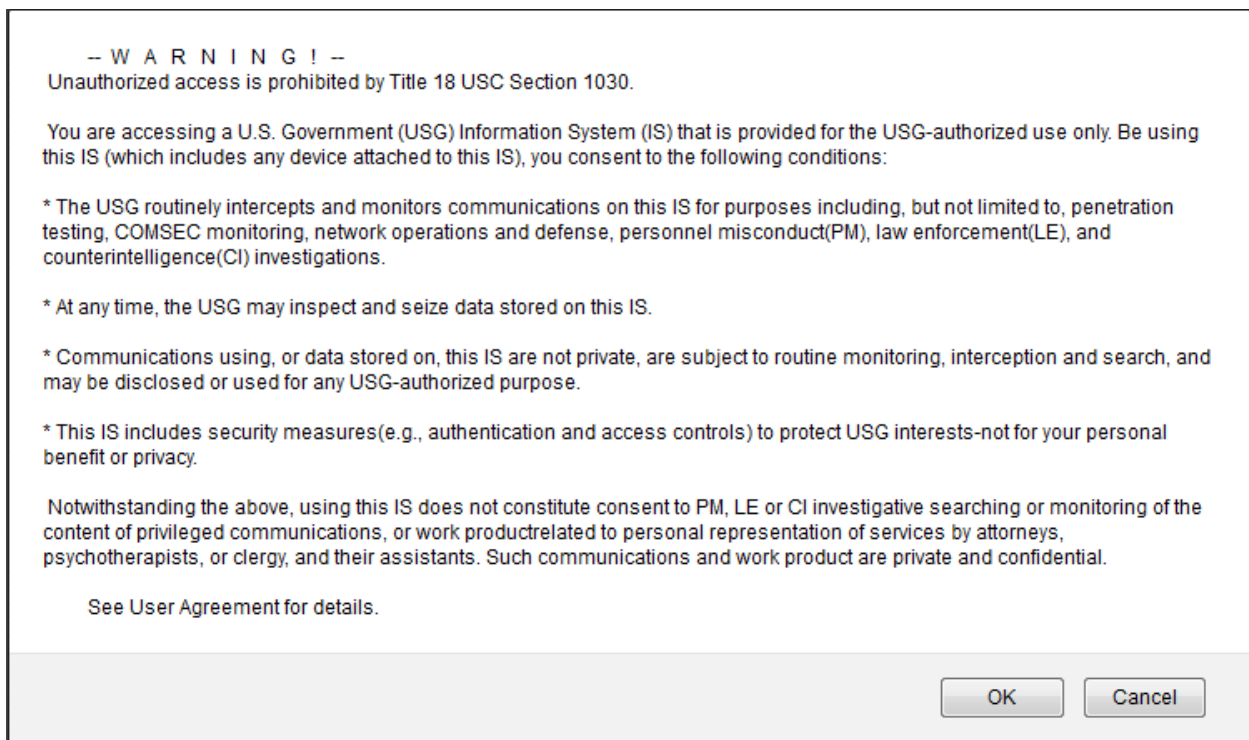


Figure 2-1 Unauthorized Access Warning

2. Click **OK**.

The access to Order Management screen appears similar to the following:



Figure 2-2 Access to Order Management

3. Click the **AUXDATA Order Management – (For Testing Only)** access link

NOTE: This link will change when OM goes to production.

The login screen appears similar to the following:

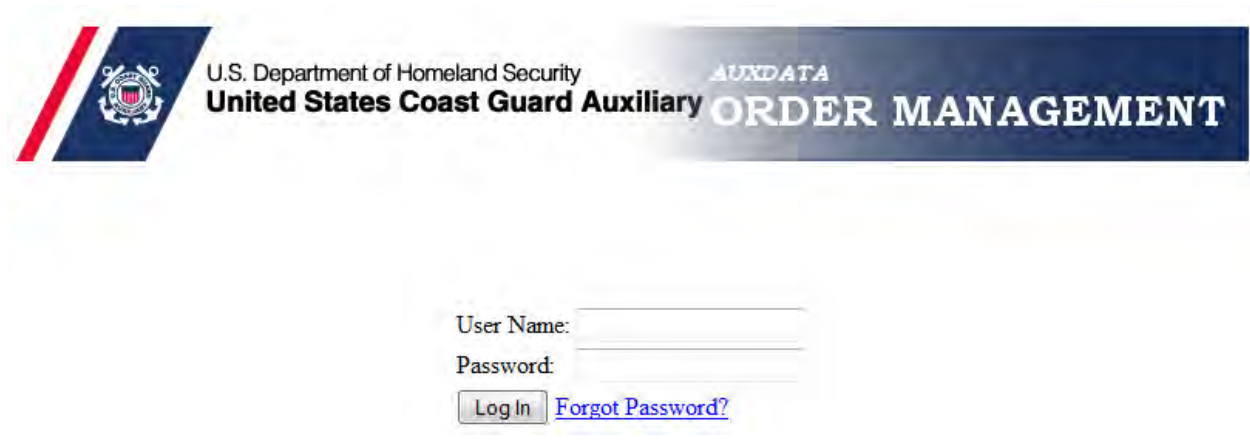


Figure 2-3 OM Login Screen

4. Enter the following information, and then click **Log In**:

- In the **User Name** field, enter a {username}
- In the **Password** field, enter a {password}.

NOTE: If user name and/or password is forgotten, see [Section 5, Password Reset](#).

5. If a user has multiple available locations, the location selection screen appears similar to [Figure 2-4](#). Users without multiple locations will go directly to the OM Main Menu as shown in [Figure 2-5](#).

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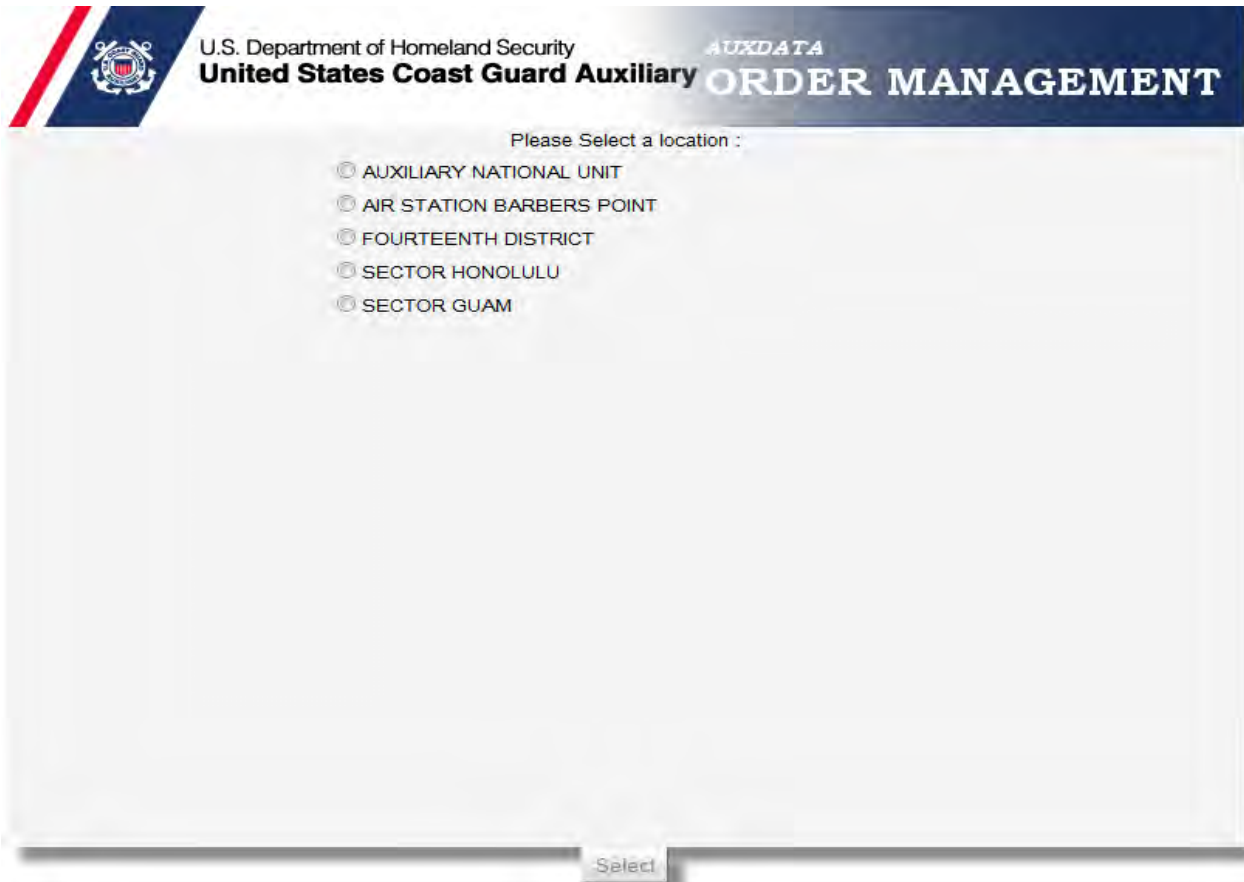


Figure 2-4 Location Selection Screen

4. Users with multiple locations select the desired *{location}*, and then click the **SELECT** button.

After successfully logging in, the OM main menu appears similar to the following:

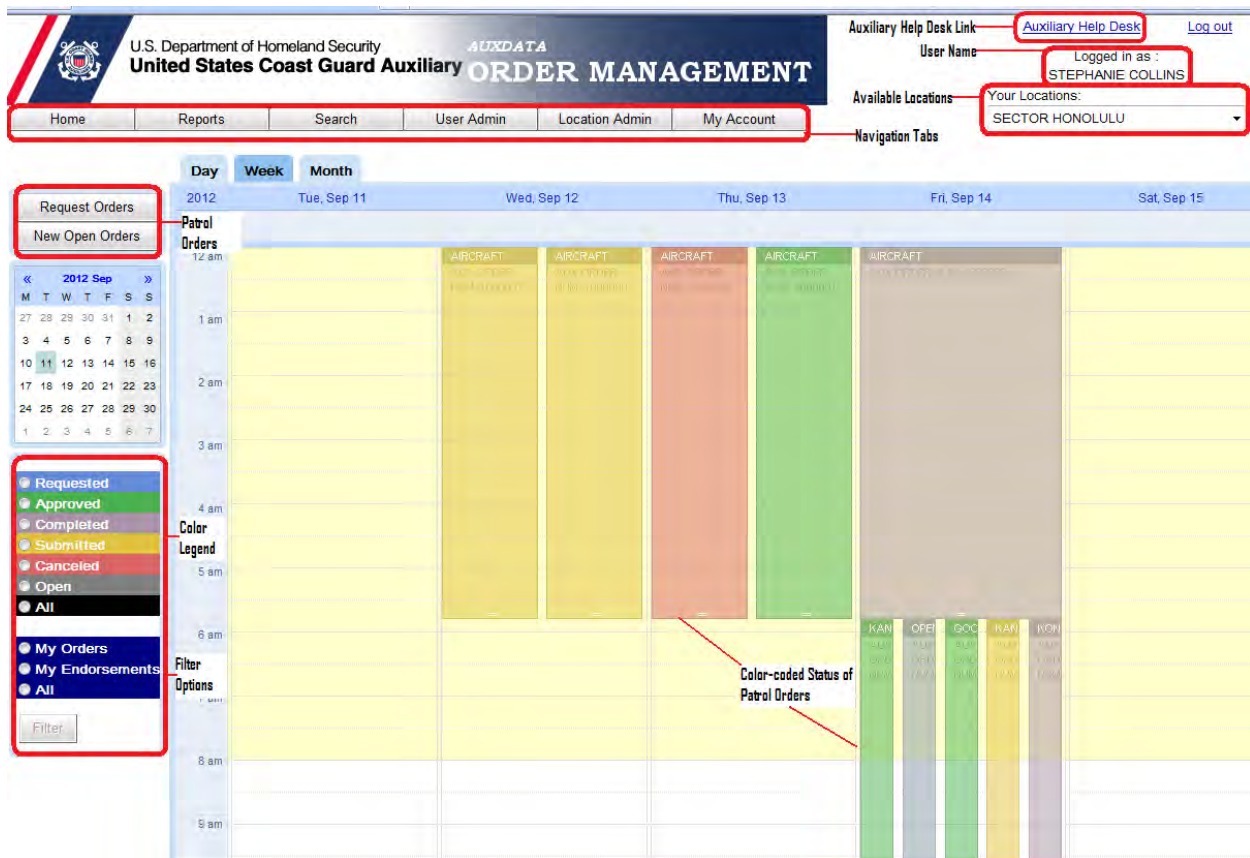


Figure 2-5 OM Main Menu

2.2 Main Menu Navigational Tools

Click any of the OM main menu options to use each tool. A general description of each mouse-activated menu option is listed in the following subsections.

2.2.1 Home

The **Home** button allows users to view daily, weekly, and monthly calendars through those respective tabs on the **Home** page. The calendar allows users to filter by Patrol Requests, Patrol Orders, and Cancelled Patrol Orders. The calendar is color-coded as shown in [Figure 2-5](#).

2.2.2 Reports

The **Reports** button allows users to view Patrol Status and Member Activity reports. Additionally, the Order Issuing Authorities (OIAs) may view reports based on their location. District level officers may view reports at the district level and below. The National level officers may view all reports.

2.2.3 Search

The **Search** button allows users to search for a user by member number, member name, member's electronic mail (e-mail) address, facility registration, member qualifications, and location.

2.2.4 User Admin

The **User Admin** button allows the user to add names to the unit and set permissions for the new user based on the administrator's permissions level. For example, a DIRAUX can create permissions for another DIRAUX and below. An OIA can create permissions for another OIA and below. The **User Admin** button yields a screen similar to the following:

Name	EMP ID	User ID	Current Role	Remove User
STEPHANIE COLLINS		SCOLLINS	DISTRICT DIRAUX	Remove
MITCHELL FRANKLIN		MFRANKLIN	DISTRICT DIRAUX	Remove
PAUL MERHIB	1143838	PMERHIB	DISTRICT DIRAUX	Remove
RYAN OMEARA	1080611	ROMEARA	DISTRICT DIRAUX	Remove
ANTHONY PENCE		APENCE	DISTRICT DIRAUX	Remove
GAUSE DUSTIN		DGAUSE	OIA	Remove
EKAHI LEE	1180005	ELEE	OIA	Remove
CHAD NICOLAI	410093	CNICOLAI	OIA	Remove
CHARLES PALMER	1260114	CPALMER	OIA	Remove
JOSHUA POPE	2019598	JPOPE	OIA	Remove
SCOTT WHALEY	1067264	SWHALEY	OIA	Remove
DAVID BARKER	1169095	DBARKER	OWNER / OPERATOR	Remove
BURKHARD BERGER	1173032	BBERGER	OWNER / OPERATOR	Remove
GEORGE BURKLEY	1145097	GBURKLEY	OWNER / OPERATOR	Remove
DON BURNS	1170901	DBURNS	OWNER / OPERATOR	Remove
ALAN CHANG	1214635	ACHANG	OWNER / OPERATOR	Remove
WILEY DEAL	1209312	WDEAL	OWNER / OPERATOR	Remove
JAMES EDERER	1230258	JEDERER	OWNER / OPERATOR	Remove
ROBERT EMAMI	1225497	REMAMI	OWNER / OPERATOR	Remove
ROBBIE FISHER	1238106	RFISHER	OWNER / OPERATOR	Remove

Figure 2-6 User Admin Screen

2.2.4.1 Add a User to a Location

Perform the following steps to add a user to a location:

1. From the Main Page, click the **User Admin** tab.

The User Admin screen appears.

2. Click the **Add a User to this Location** button.

Available users list appears similar to the following:

Add a user to current location

User List **User Search**

Locations : SECTOR HONOLULU

EMP ID	Name	Email	User ID
1143838	PAUL MERHIB	ppmernib@hawaii.rr.com	PMERHIB
1241327	PAYMAN RAHIMIAN	paymanrahimian@yahoo.com	PRAHIMIAN
2222222	RYAN DOWNEY	ryan.a.downey@uscg.mil	RDOWNEY
	DOWNEY RYAN	ryan.a.downey@uscg.mil	RDOWNEY2
1225497	ROBERT EMAMI	babaemami@yahoo.com	REMAMI
1153576	ROBERT LAYER	lokahi7@aloha.net	RLAYER
1080611	RYAN OMEARA	ryan.w.omeara@uscg.mil	ROMEARA
1176199	RONALD STEWART	stewartr016@hawaii.rr.com	RSTEWART
1155125	RITA WADE	bowter@aol.com	RWADE
	STEPHANIE COLLINS	stephanie.r.collins@uscg.mil	SCOLLINS
1207198	STEPHEN GOLDSMITH	stevegoldsmitcg@gmail.com	SGOLDSMITH
1143565	SHEILA HOWE	sheila@cape.com	SHOWE
	TRACI HARDEN	traci.l.harden@uscg.mil	THARDEN
1209312	WILEY DEAL	reeldeal@compuserve.com	WDEAL
1242101	WESLEY MURAKANE	gotfish87@gmail.com	WMURAKANE

Add User Close

Figure 2-7 Available Users List

3. Select a {user}, and then click **Add User**.

The user will be added to the list of users in the subscribed location.

2.2.4.2 User Admin Permissions

The User Admin can add or delete specific permissions for individual users. Clicking on an existing user will show the user's current permissions, similar to the following:

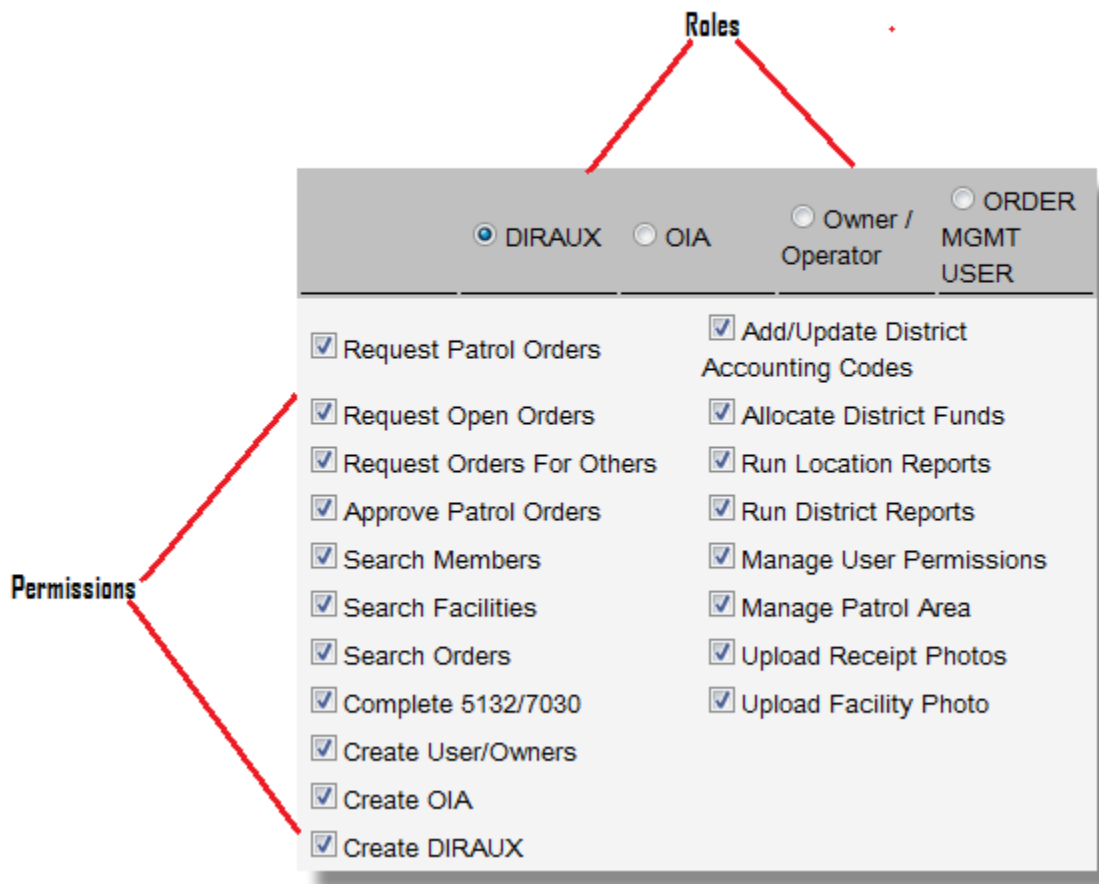


Figure 2-8 Assigned Permissions Screen

User roles and user permissions may be edited using the radio buttons and check boxes as shown in Figure 2-8.

2.2.4.3 Removing a User

To remove a user, perform the following steps:

1. Click the **REMOVE** button beside the {user's name} to be deleted.

The User Admin receives a message similar to the following:

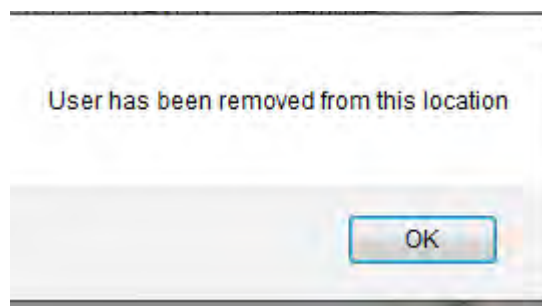


Figure 2-9 User Removal Message

2. Click **OK** to remove user.

2.2.5 Location Admin

The **Location Admin** button allows the user to add Sub Units and Patrol Areas. This button also allows the user to view requests and their status. Clicking the **Location Admin** button yields a screen similar to the following:

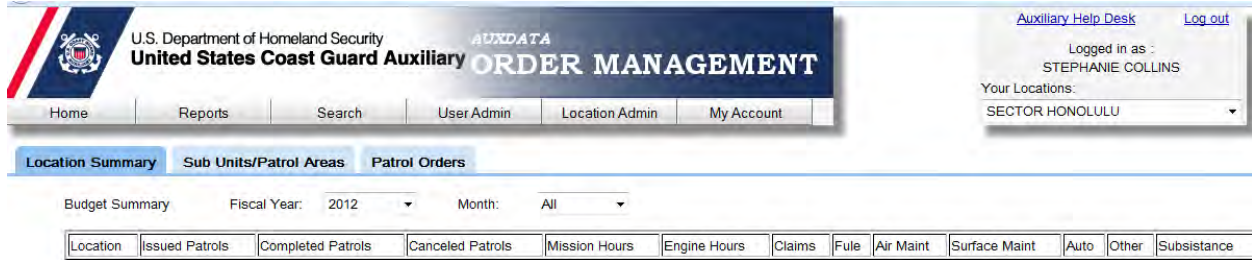


Figure 2-10 Location Admin Screen

2.2.5.1 Add a Sub Unit to a Location

Perform the following steps to add a sub unit to a location:

1. On the Location Admin screen, click the Sub Units/Patrol Areas button.

The Sub Unit Management and Patrol Area Management Screen appears similar to the following:

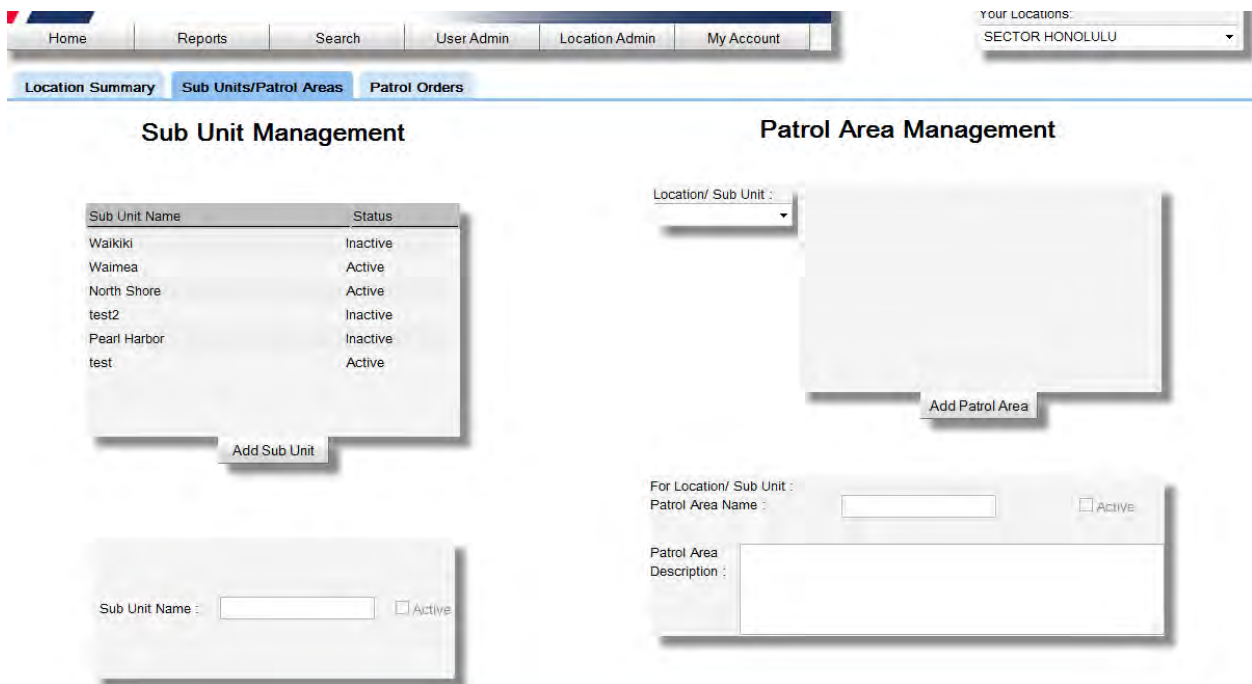


Figure 2-11 Sub Units/Patrol Area Screen

2. Click the **Add Sub Unit** button.
3. Enter the {sub unit name} in the **Sub Unit Name** field, and then click **Save**.

The new sub unit appears in the Sub Units field as “Active”.

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2.2.5.2 Activate/Deactivate a Sub Unit

To change the status of a sub unit, perform the following steps:

1. Click the *{unit}* to be edited.

*The sub unit to be edited appears in the **Sub Unit Name** field similar to the following:*

Sub Unit Name : Active

Figure 2-12 Sub Unit Name Field

2. Select the **Active** checkbox as appropriate, and then click **Update**.

The edited sub unit appears in the Sub Units list with the update.

NOTE: *Sub units cannot be deleted. They can only be made “inactive”.*

2.2.5.3 Add a Patrol Area to a Location

A patrol area may be added to either a location or a unit from the picklist located on the right side of the **Sub Units/Patrol Area Access** screen shown in [Figure 2-11](#). Perform the following steps to add a patrol area to a location:

1. On the **Location Admin** screen, select a *{location or unit}* from the **Location/Sub Unit** picklist, and then click **Add Patrol Area**.
2. Add a new *{patrol area name}* in the **Patrol Area Name** field.
3. Enter a *{patrol area description}* in the **Patrol Area Description** field.

NOTE: *Be as descriptive as possible for the patrol area’s boundaries.*

4. Click **Save**.

The new patrol area will appear in the Patrol Area field.

2.3 Patrol Orders

The following subsections describe the procedures of the various aspects of Patrol Orders.

2.3.1 Request Orders

Perform the following steps to create a new Patrol Order:

NOTE: *Location cannot be at the district level.*

1. Click the **Request Orders** button as shown in [Figure 2-5](#).

The blank Patrol Order appears similar to the following:

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility : Owner:

Crew Required :

Owner is Operator
 Owner On Board
 Owner Not On Board

Date: Sub-Unit: Patrol Type:

Patrol Time: Patrol Area:

Est	Accounting Code	Comments:
Fuel <input type="text"/>	<input type="text"/>	<input type="text"/>
Subsistence <input type="text"/>	<input type="text"/>	
SAMA - Boat <input type="text"/>	<input type="text"/>	
SAMA - Air <input type="text"/>	<input type="text"/>	
Trailing <input type="text"/>	<input type="text"/>	

Figure 2-13 Blank Patrol Order

2. Select a {Facility} from the **Facility** picklist.

The Patrol Order will populate with information about the selected facility similar to the following:

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility : SCUBA DO III : HA6636G Owner: JAMES R EDERER : 1230258

Facility Name : SCUBA DO III 1230258

Facility ID : HA6636G JAMES R EDERER

Call Sign : 262274 1611 KILIKINA ST

Facility Type : E HILO HI 96720-1541

Inspection Date : APR-12-2012

Crew Required : 3

Owner is Operator
 Owner On Board
 Owner Not On Board

Date: Sub-Unit: Patrol Type:

Patrol Time: Patrol Area:

Est	Accounting Code	Comments:
Fuel <input type="text"/>	<input type="text"/>	<input type="text"/>
Subsistence <input type="text"/>	<input type="text"/>	
SAMA - Boat <input type="text"/>	<input type="text"/>	
SAMA - Air <input type="text"/>	<input type="text"/>	
Trailing <input type="text"/>	<input type="text"/>	

Figure 2-14 Facility Information

3. Select the {Owner's status} from the available options as shown in the following figure:

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<input checked="" type="radio"/> Owner is Operator
<input type="radio"/> Owner On Board
<input type="radio"/> Owner Not On Board

Figure 2-15 Facility Owner's Status

NOTE: See [Section 2.3.1.1, Request Order When Owner is not Operator](#) for further instructions if status is other than Owner is Operator.

- Click inside the **Date** field.

A calendar appears showing current date, similar to the following:

« 2012 Nov »						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Figure 2-16 Calendar

- Select the desired *{date}*.

The date appears in the appropriate field. Accounting codes populate similar to the following:

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility : SCUBA DO III : HA6636G **Owner:** JAMES R EDERER : 1230258
Facility Name : SCUBA DO III 1230258
Facility ID : HA6636G JAMES R EDERER
Call Sign : 262274 1611 KILIKINA ST
Facility Type : E HILO HI 96720-1541
Inspection Date : APR-12-2012
Crew Required : 3

Owner is Operator
 Owner On Board
 Owner Not On Board

Date: 2012-11-01 **Sub-Unit:** **Patrol Type:**
Patrol Time: **Patrol Area:**

	Est	Accounting Code
Fuel	0	2/4 301 114 30 0 30 73500 2632
Subsistence	0	2/K 301 299 11 0 AX 73500 1180
SAMA - Boat	0	2/4 301 114 30 0 75 73500 257P
Trailerling	0	2/4 301 114 30 0 30 73500 2634

Comments:

Figure 2-17 Accounting Codes

6. Select the following information on the Patrol Order form:

- At the **Sub-Unit** picklist, select a {Sub-Unit}
- At the **Patrol Type** picklist, select a {Patrol Type}
- At the **Patrol Time** picklist, select a {Patrol Time}
- At the **Patrol Area** picklist, select a {Patrol Area}.

NOTE: Completing the remaining fields is not required when submitting a request.

7. Click **Submit Request** if information is complete and accurate. Otherwise, click **Close (Without Saving)** to clear the form.

The following message appears similar to the following:

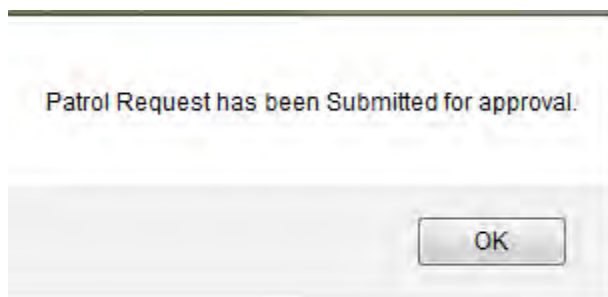


Figure 2-18 Patrol Request Submission Message

8. Click **OK**.

The new request appears blue for the selected date on the calendar similar to the following:

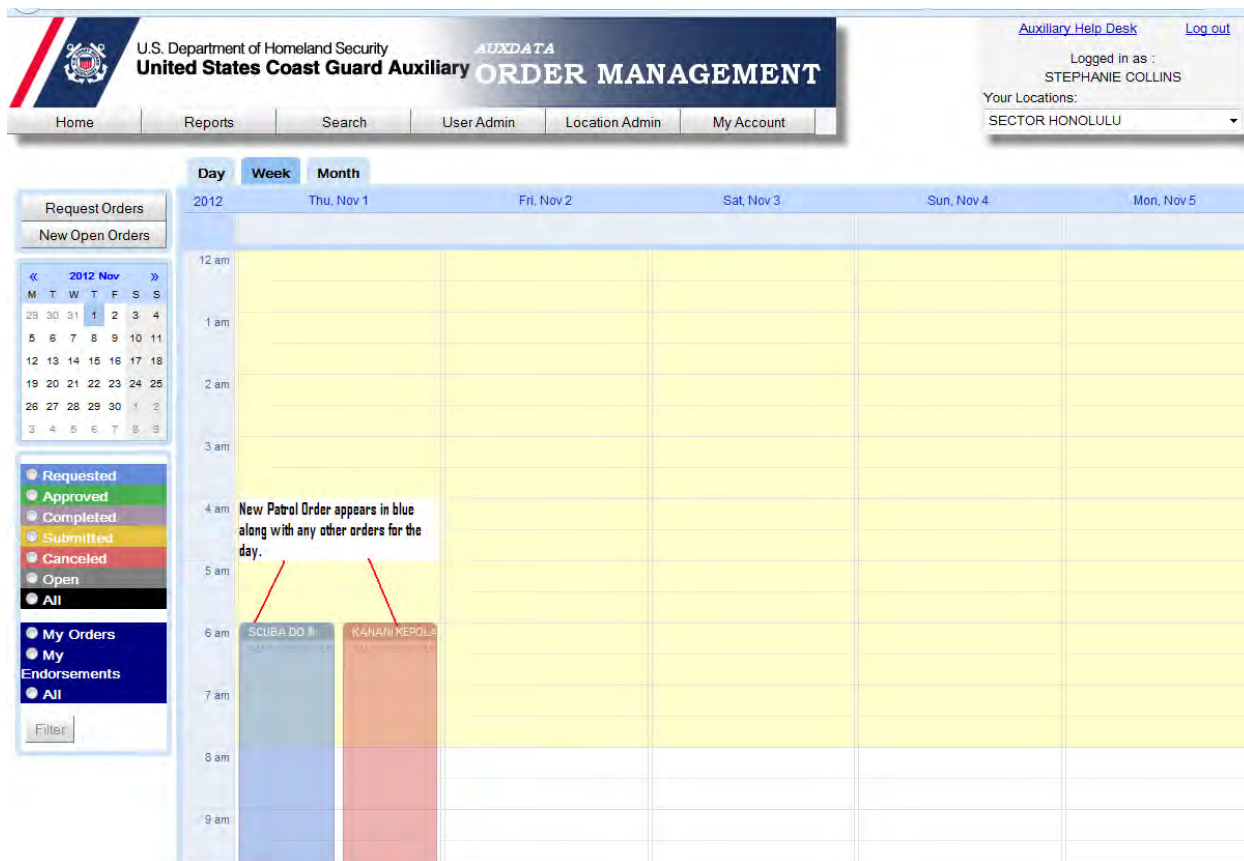


Figure 2-19 Status of Patrol Requests for a Specific Date

2.3.1.1 Request Order When Owner Is Not Operator

Complete these additional steps when Owner is not the Operator:

1. Complete [Steps 1-3](#) in [Section 2.3.1, Request Orders](#).
2. If Owner is not Operator, the **Select Operator** button appears.
3. Click the **Select Operator** button.

The select operator screen appears similar to the following:

Search For : Operators

By: Employee ID Name

EMP ID Name Qualifications

Figure 2-20 Select Operator

4. To search for Operators, select either **Employee ID** or **Name** option as a search criteria, enter {search information}, and then click **Search**.

NOTE: Wildcards “%” can be placed before, after, and in between search information.

Results appear in the available Operators list similar to the following:

Search For : Operators

By: Employee ID Name

EMP ID	Name	Qualifications
1145113	JAMES COLLINSON	BCCOX, IT, VE, APC
1160481	DANNY COLLINS	AV, BCCOX, IT, QE, VE, WS, APC
1209388	MARSHALL COLLINS	AV, BCCOX, IT, PWO, APC

Figure 2-21 Available Operators List

5. Select the appropriate *{operator}* from the list, and then click **Select**.

NOTE: The operator's qualifications appear on the right.

The selected operator appears similar to the following:

Requesting Patrol Orders

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Facility : SCUBA DO III : HA6636G	Owner: JAMES R EDERER : 1230258	<input type="radio"/> Owner is Operator	Select Operator 1160481
Facility Name : SCUBA DO III	1230258	<input checked="" type="radio"/> Owner On Board	DANNY J COLLINS
Facility ID : HA6636G	JAMES R EDERER	<input type="radio"/> Owner Not On Board	82 FERNSIDE CT
Call Sign : 262274	1611 KILIKINA ST		ANGIER NC 27501-6871
Facility Type : E	HILO HI 96720-1541		
Inspection Date : APR-12-2012			
Crew Required : 3			

Date: **Sub-Unit:** **Patrol Type:**

Patrol Time: **Patrol Area:**

	Est	Accounting Code	Comments:
Fuel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subsistence	<input type="text"/>	<input type="text"/>	
SAMA - Boat	<input type="text"/>	<input type="text"/>	
Trailing	<input type="text"/>	<input type="text"/>	

Figure 2-22 Owner Is Not Operator Screen

NOTE: The remaining steps are in development.

2.3.2 New Open Orders

To create a new **Open Order**, perform the following steps.

1. Click on **New Open Orders** button as shown in [Figure 2-5](#).

An Open Order request appears similar to the following:

Requesting Open Patrol Order

Dept of Homeland Security
United States Coast Guard
CG-5132

Coast Guard Auxiliary Patrol Order

Aux Order Number

Date: **Sub-Unit:** **Patrol Type:**

Patrol Time: **Patrol Area:**

Comments:

Figure 2-23 Open Order Request Form

2. Click inside the **Date** field.

A calendar appears showing current date, similar to [Figure 2-16](#).

3. Select the desired {date and time}.
4. Select the following information:

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- At the **Sub-Unit** picklist, select a {Sub-Unit}
- At the **Patrol Type** picklist, select a {Patrol Type}
- At the **Patrol Time** picklist, select a {Patrol Time}
- At the **Patrol Area** picklist, select a {Patrol Area}.

5. Click **Submit Request** if information is complete and accurate. Otherwise, click **Close (Without Saving)** to clear the form.

The following message appears similar to the following:

Open Patrol Request has been Submitted.

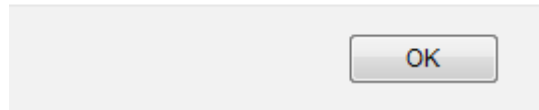


Figure 2-24 Open Patrol Request Submission Message

9. Click **OK**.

The new request will appear black for the selected date on the calendar similar the following:

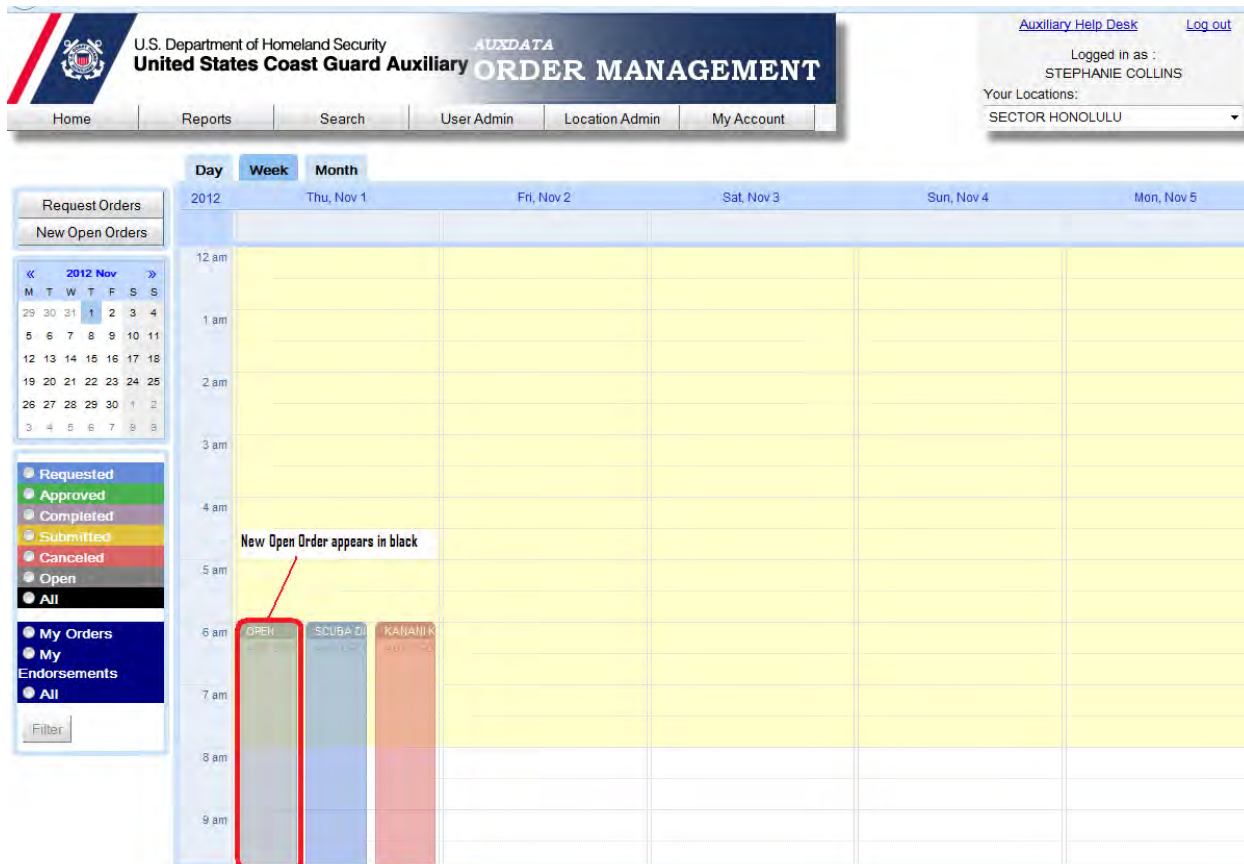


Figure 2-25 Open Order Request Calendar Submission

2.3.3 Approving, Denying, Editing, and Deleting Requests

OIAs have the authority to “Approve”, “Deny”, and “Edit” requests. Only the creator of a Patrol Order has the permission to “Delete” a request. The subsections below demonstrate how these actions are performed.

2.3.3.1 Approve Request

Perform the following steps to “Approve” a patrol order.

1. Select a {patrol order request coded in blue} on the calendar.

The details of the request are shown similar to the following:

Requested Patrol Order : 1000170

Dept of Homeland Security United States Coast Guard CG-5132	Coast Guard Auxiliary Patrol Order	Aux Order Number 1000170
Facility : Facility Name : SCUBA DO III Facility ID : HA6636G Call Sign : 262274 Facility Type : E Inspection Date : APR-12-2012 Crew Required : 3	Owner: 1230258 JAMES R EDERER 1611 KILIKINA ST HILO HI 96720-1541	Operator: 1230258 JAMES R EDERER 1611 KILIKINA ST HILO HI 96720-1541
Date: 2012-11-01	Sub-Unit: North Shore	Patrol Type: ICE RECON ICE
Patrol Time: MORNING	Patrol Area: Waimea Bay	
Est	Accounting Code	Comments:
Fuel 0	2/4 301 114 30 0 30 73500 2632	
Subsistence 0	2/K 301 299 11 0 AX 73500 1180	
SAMA - Boat 0	2/4 301 114 30 0 75 73500 257P	
Trailing 0	2/4 301 114 30 0 30 73500 2634	
<input type="button" value="Approve Request"/> <input type="button" value="Delete Request"/> <input type="button" value="Deny Request"/> <input type="button" value="Close (Without Saving)"/> <input type="button" value="Edit"/>		

Figure 2-26 Patrol Order Details

2. Click **Approve Request**.

The Patrol Order status update message appears similar to the following:

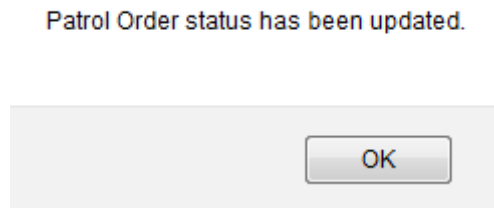


Figure 2-27 Patrol Order Status Update Message

3. Click **OK**.

The approved patrol order will change to green on the calendar similar to [Figure 2-19](#).

2.3.3.2 Deny Request

Perform the following steps to “Deny” a patrol order.

1. Select a {patrol order request coded in blue} on the calendar.

The details of the request are shown similar to [Figure 2-26](#).

2. Click **Deny Request**.

The Patrol Order status update message appears similar to [Figure 2-27](#).

3. Click **OK**.

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The denied patrol order will change to red on the calendar similar to [Figure 2-19](#).

2.3.3.3 Editing a Request

Perform the following steps to “Edit” a patrol order.

1. Select a {patrol order request coded in blue} on the calendar.

The details of the request are shown similar to [Figure 2-26](#).

2. Click **Edit**, and then edit the necessary information.
3. Click **Save** to save the edits or **Close (Without Saving)** to go back to the calendar.

2.3.3.4 Deleting a Request

Perform the following steps to “Delete” a self-created request.

1. Select a {patrol order request coded in blue} on the calendar.

The details of the request are shown similar to [Figure 2-26](#).

2. Click **Delete Request**.

The “Patrol Order has been Deleted” message appears similar to the following:

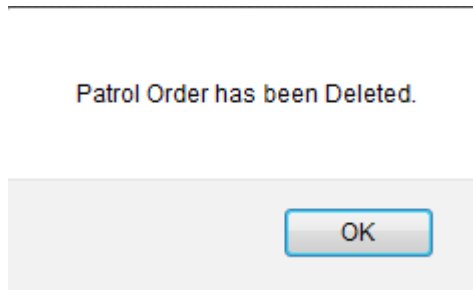


Figure 2-28 Patrol Order has been Deleted Message

3. Click **OK**.

The Patrol Order will be removed from the calendar.

2.3.4 Completing a Patrol Order

Before completing a Patrol Order, take pictures of the receipt(s), and then save the receipts on the computer in one of the following file formats: **.jpg**, **.png**, or **.gif**. Pictures should be less than 250 kilobyte (KB). The resolution should be as close to 600 X 600 as possible.

To complete a Patrol Order, perform the following steps.

1. Select the appropriate {approved Patrol Order color-coded in green}, similar to [Figure 2-19](#).

The Patrol Order appears similar to the following:

Dept of Homeland Security United States Coast Guard CG-5132		Coast Guard Auxiliary Patrol Order	Aux Order Number 1000162							
Facility :	Owner:	Operator:								
Facility Name : KNOT NUFF	1173032	1173032								
Facility ID : HA2387D	BURKHARD L BERGER	BURKHARD L BERGER								
Call Sign : 264275	875 HOLOPUNI RD	875 HOLOPUNI RD								
Facility Type : B	KULA HI 96790-8336	KULA HI 96790-8336								
Inspection Date : OCT-19-2011										
Crew Required : 3										
Date: 2012-10-25	Sub-Unit:	Patrol Type: GOVERNMENT SUPPORT LOCAL								
Patrol Time: AFTER HOURS	Patrol Area:									
Est	Accounting Code	Comments:								
Fuel 0	2/4 301 114 30 0 30 73500 2632									
Subsistence 0	2/K 301 299 11 0 AX 73500 1180									
SAMA - Boat 0	2/4 301 114 30 0 75 73500 257P									
Trailing 0	2/4 301 114 30 0 30 73500 2634									
Itinerary	Start Date	Start Time	End Date	End Time	Location	Mission	Facility Data	Automobile Data		
							Gallons of Fuel 0	Gallons of Fuel 0		
							Engine Hours : 0	Mileage : 0		
							Expenses	Received In Kind	Total	
							Fuel	<input type="checkbox"/>	0	
							Oil/ Fuel Additives	<input type="checkbox"/>	0	
							Ice	<input type="checkbox"/>	0	
							Other Reimbursable Expenses		0	
Add Itinerary	AuxData Unit :	Reason For Other								
EMP ID	Name	Position	Breakfast	Lunch	Dinner	Mid	Add Crew	Meals Received in Kind		
1173032	BURKHARD BERGER	LEAD					<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Mid-Rations
							Crew History	Signature of Claimant		sign
							Applied Crew	Signature of Operator		sign
							Apply As Crew	Signature of OIA		sign
							Save	Complete Order	Cancel Order	Close (Without Saving)

Figure 2-29 Patrol Order to be Completed after Mission

2. Enter information within the **Facility Data** and/or **Automobile Data** sections on the right side of the form, as appropriate.
3. Complete the **Expenses** section of the form as appropriate.
4. To upload receipts, click the **Receipts** button.

Upload instructions appear similar to the following:

Receipts For order : 1000162

AuxOrder number :

Receipt Photos

1. Must be submitted for purchases of \$75 or more.
2. Must be in .JPG, .PNG, or .GIF format.
3. Must be under 250kb in size.
4. Should be as close to 600 x 600 resolution as possible.

File Name	Uploaded By	Date Uploaded
0 Results		

Figure 2-30 Upload Receipts Instructions

5. Click **Browse**, and then select the *{receipts}* from the folder where they have been saved.
6. Click the **submit** button.

A Java Script message appears similar to the following.

```

<form action="j_spring_security_check" method="POST">
<table height="100%" width="100%">
  <tbody><tr>
    <td align="center" valign="top">
      <table height="500px" width="800px">
        <tbody><tr><td></td></tr>
        <tr><td></td></tr>
      </tbody></table>
    </td>
  </tr>
  <tr>
    <td align="center" valign="top">
      <table>
        <tbody><tr><td><label for="username">User Name:</label></td><td><input id="username"
name="j_username" type="text"></td></tr>
        <tr><td><label for="password">Password:</label></td><td><input id="password" name="j_password"
autocomplete="off" type="password"></td></tr>
        <tr><td colspan="2"><input value="Log In" type="submit"> <a href="#"
onclick="javascript:window.open('http://pomstrain.uscg.gov
/html/PWReset.html','windowRef','scrollbars=yes,resizeable=yes,status=yes,width=800,height=600,top=50');">Forgot
Password?</a></td></tr>
      </tbody></table>
    </td>
  </tr>
</tbody></table>

```

OK

Figure 2-31 Java Script Message

8. Click **OK**.
9. Repeat [Steps 4-8](#) until all appropriate receipts have been uploaded.
10. Click **Close**.
11. Click **Add Crew** if appropriate.

The Search for Crew screen appears similar to the following:

Search for crew to add

Search For : Crew

By: Employee ID Name

EMP ID Name Qualifications

Figure 2-32 Search for Crew Screen

12. To search for Crew, select either the **Employee ID** or **Name** option as a search criteria, enter {search information}, and then click **Search**.

NOTE: Wildcards “%” can be placed before, after, and in between search information.

Results appear in the available Crew list similar to the following:

Search for crew to add

Search For : Crew

By: Employee ID Name

EMP ID	Name	Qualifications
1155681	PETER COLLINS	VE
1160481	DANNY COLLINS	AV, BCCOX, IT, QE, VE, WS, APC
1162846	SHIRLEY COLLINS	IT
1163023	FREDRIC COLLINS	IT
1174427	MARYANNE COLLINS	BCCREW, IT
1175896	BRUCE COLLINS	IT
1176663	RODNEY COLLINS	BCCREW, IT, APC
1195164	LINDA COLLINS	BCCREW

Figure 2-33 Crew Picklist

13. Select the appropriate {crew member}, and then click **Select**.

NOTE: The crewmember's qualifications appear on the right.

The crew member appears similar to the following:

Adding Crew member to order

DANNY COLLINS

1160481

Position :

Meals :

Breakfast Lunch Dinner Mid-Rations

Figure 2-34 Adding Crew Member to Order

14. Select the {crewmember's position} from the **Position** picklist, and then click **Add**.

The crew member to be added screen appears similar to the following:

Crew member has been added to the order

Figure 2-35 Crew Member has been Added

15. Click **OK**.
16. Click **Add Itinerary** button.

The blank itinerary appears similar to the following:

Add itinerary/mission for this Order

Itinerary Mission Code OPCON

Start Date Start Time (Use 24hr) End Date End Time (Use 24hr)

2012-10-26 2012-10-26

Mission Details

Location Assists Waters

SAR Details

Lives Saved Persons Assisted Property Value Case Number

Add Close

Figure 2-36 Blank Itinerary

17. Enter the following information, and then click **Add**:

- Select the {itinerary type} from the **Itinerary** picklist.
- Select the {Mission Code} from the **Mission Code** picklist
- Select the {OPCON area} from the **OPCON** picklist
- In the **Start Time** field, enter a {start time}

NOTE: For {start time} use a 4-digit 24 hour format.

- In the **Stop Time** field, enter a {stop time}

NOTE: For {stop time} use a 4-digit 24 hour format.

- Within Mission Details, enter a {location}
- Within Mission Details, select {Waters} from **Waters** picklist

NOTE 1: Assists are not required.

NOTE 2: Search and Rescue (SAR) Details are only required for SAR missions.

NOTE 3: Meals will populate according to time of mission. Select the {crew member} if updates are necessary.

18. If Patrol Order is complete, click **Save**.

NOTE: The Patrol Order is now ready for the Owner/Operator to sign as Claimant.

19. Click **Close (Without Saving)** to return to the Calendar.

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