

TERMINOLOGY FOR AUXINFO

When right clicking on the pull down boxes in the Dimension Viewer:

REPLACE ROWS:

Changes the current mission rows showing in the Report Section with new mission that is clicked on. (If ATONs are shown, click on VSCs, then VSC will show.)

REPLACE COLUMNS:

Changes the current column in the Report Section with new columns. (If USCG is showing, click on your district and your divisions will show.)

FILTER:

Has the same results as REPLACE ROWS/COLUMNS.

NEST ROWS/NEST COLUMNS:

If you want to retain information such as missions that are showing in the Report Section and now want to show a breakout by years, use Nest Rows/Columns which ever is applicable. In addition, if you want to know lead and non-lead, nest the opposite rows/columns from what you just nested for year.

FIND:

Allows a search for a word or phrase in the Report, or in the Cube dimensions (shown in the Dimension Viewer).

Also allows search, when right clicking on the very narrow oblong over a column, or to the left of the column headings in the Report Section.

(See Example at the end.)

EXPAND:

If you entered at District level, all of your divisions will be showing.

If you want to go to flotilla, expand takes you down to flotilla, and division and flotilla columns will both be showing. Expand again and the members will be showing, and you will have three columns.

DELETE:

If you want to eliminate division from above, you can right click on the small oblong box between the top of the column and the header of the column, just over the division number, and click delete. You will then have the flotillas and the members. To delete the flotilla, repeat previous procedure placing cursor over the flotilla.

SWAP LEFT:

If you nest missions showing Lead and Non-Lead, you have your choice of having the Lead and Non-Lead for each member together, or you can swap left and all of the Lead will be together and all the Non-lead will be together. This will speed up the calculations for awards.

SWAP RIGHT:

Once you have completed the above, you can swap back to the original if you want to save it by member sequence rather than in Lead and Non-Lead order.

DOWN A LEVEL:

If you are in division and click on Down A Level, it will bring up the flotillas in the division. If you are in the flotilla it will bring up the members of each flotilla but the flotilla will not be showing.

UP A LEVEL:

If you are on members and want the flotilla, you can go Up A Level.

If you are at flotilla level, you can go Up A Level to division. Etc.

EXPLAIN:

Shows the criteria you have selected and explains some functions of the bottom icons.

When you are in the Report Section and right click on a column heading, you have the following choices:

INSERT CALCULATION:

A window comes up to choose the type of Operation: (For adding columns pick add.) Another window, Include Categories, is shown and you highlight the items you want to be included in the calculation. There is a block to type in the Calculation Name. Example: If you want the MT Instructor hours and the PE Instructor hours, you can show the two columns and use this add procedure and have a third column for the total instructor and instructor aide hours. This will save having to put it in a spreadsheet for sorting and calculating.

HIDE SELECTON:

Highlight the column or row to be hidden and right click on it and when Hide Selection is shown, left click will cause the highlighted column or row to be hidden.

HIDE/SHOW:

When you are in any report and want to hide something, there are two ways to do Hide/Show. You can either click on the Icon on the bottom bar, or right click on any of the headers in the area that you want to do a hide/show.

HIDE/SHOW SCREEN:

There are two sides, Visible Categories and Hidden Categories.

If there are a lot of items showing in the Visible side, it is easiest to Select All and send them to the Hidden side by clicking on the left arrow between the two columns. Ctrl-Click on each item that you want to show and then click the right arrow between the two columns. If you do not want the sub-totals to show for each member un-check the box in front of Show Summaries.

AGENT: (Always grayed out.)

EXPLAIN:

Shows the criteria you have selected and explains some functions of the bottom icons.

From the bottom tool bar, when clicking on the "FILE" icon:

RESET:

Go back to USCG (All Units) and All Missions.

GET DATA LATER:

Lets you set up a report with all of the settings that you want without seeing the data until you are ready for it. Then click on the arrow in front of Get Data Later which appears in place of data in the reports section and the data will be retrieved.

EXPORT TO PDF:

To save your report in Adobe .pdf format.

EXPORT TO CSV:

To save your report in a spreadsheet format.

FIND:

With the Mission Activities cube open with the activities across the top and all members in a division down the side, open the FIND pop up and type a name as shown below. A little latter the results will show on the right side. Click on "Go To", all the lines are moved up and the name will show at the top. Click on "Filter" the report changes to the bottom screen shot.

Mission Hours as values	AUXADMN - Aux Administrative Support (99)	AUXMP - Marine Patrols (01a,01b,02,03,20a,22a,54a,55a)	CGADMN - Cq Administrative Support (08,92)	MT - Member Training (06)	SAR - Search And Rescue (23,24,25)	UPE - Public Education (04)	YSC - Vessel Safety Check (91)	All Missions
PLATT, ROBERT T	2,660.0	60.0	2.0	37.0	7.0	55.0	16.0	2,837.0

When searching in the "Cubes" and choosing the "All Units" dimension, and look for PLATT, then either Filter or do a "Replace" with it.

Category:	Path:
PLATT, ROBERT T	/All Units/United States Coast Guard/LANTAREA/LANTAREA East/District 05/5SR - Fifth Southern/5SR - Div 14/054-14-06 OCCOQUAN