

Pick out some of the following exercises to make sure that you know how to move around in AUXINFO. Things to remember:

- All years is the default. What year do you want to use for time period? Use the current year, or nest several years? You can drill down to actual date of missions.
- Hours are the default so if you need missions, VSCs, or MDVs you need to change the default.
- Do you want all hours, or just LEAD, NON-LEAD, or TRAINEE, or all by Nesting Rows/Columns?
- Do you want all hours or just air hours or just boat hours, or nest the two?

1. To check to see if your elected officers are qualified to hold office:
  - a. Run a listing showing the members who have had APC or AUXMIN
  - b. Run a listing showing the members who have a qualification
  - c. Run a listing showing the hours your members have for the current year excluding AUXADMIN OTHER (Mission 99)
2. Your flotilla wants to prepare awards to the top performers:
  - a. Run a listing showing total hours for all programs
  - b. Run a listing showing the member that has the most Instructor hours for both PE and MT and add a column with total IT hours
  - c. Run a listing showing the member that has the most Aide hours for both PE and MT and add a column with total Aide hours
  - d. Run a listing for the boat crew program to list which Coxswain has the most hours and which Crew has the most hours
  - e. If you have an Air Program, run a listing of the Air hours to list which Pilot has the most hours as Pilot, which Pilot/Crew/Observer has the most Crew hours, and which Pilot has the most total Air hours
  - f. Run a listing to see which member has the most CG Support hours
  - g. Run a listing to see which member has performed the most VSCs
  - h. Run a listing to see which member has performed the most MDVs (RBSPVs)
3. It is April and you want to verify that all of your members have had their mandatory workshops prior to 31 May so that they do not show the REWK flag, run a listing of all members and the workshops that they have attended (You will need a list of the members qualified in each program to check the two lists)
4. Run a list to show the members that have taken TCT within the last six years so that you can see how many are due for the 5-year re-qualification
5. Run a list to show the Coxswains that have taken Nav Rules within the last six years to see how many are due their 5-year requalification
6. One of your Coxswains has complained that all missions are not shown for his vessel. Run a listing to show the Coxswain which

## Exercises to pull data from AUXINFO

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missions have been entered by date and discover if there are actually any missing.

7. List the number of PE EOCs that have been recorded showing the total number of students enrolled and graduated.
8. List the number of PA functions held by a flotilla, lectures, safety booths, etc., and the attendance reported.
9. List the number/type of ATONs reported for your flotilla.