



# AUXDATA UPDATE



## # 16

A new capability has been added to the Address and Flotilla Data Report. This will allow users who have Read Only access, to find any member in AUXDATA and display the report for the flotilla that contains their name, along with their address and phone number.

On the report parameter screen there is a new button along side the window where selection of the unit for the report is made. See below.

ALL  INACTIVE  ACTIVE

Select Unit(s) to view in report:

Order report by Name  
 Order report by Flotilla then Name

**Search by Name, EMP ID**

Clicking on this button brings the following screen

**Persons**

| Last Name | First Name | MI | Rank/Title   | Unit Number | Emp Id |
|-----------|------------|----|--------------|-------------|--------|
| Last Nm   | First Nm   |    | MIRank/Title | Unit Number | Emp Id |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |
|           |            |    |              |             |        |

Enter a name or EMPLID in the top line and click on “Find.” In the lines below, the person with that EMPLID, or the persons with the same name will appear. Entering “Smith” in the top line, click “Find” and this appears.

**Persons**

| Last Name | First Name | MI | Rank/Title | Unit Number | Emp Id  |
|-----------|------------|----|------------|-------------|---------|
| SMITH     | ADAM       | H  |            | 070-04-05   | 1213935 |
| SMITH     | ALAN       | E  |            | 082-18-07   | 1160905 |
| SMITH     | ALICE      | L  |            | 054-03-08   | 1157581 |
| SMITH     | ALMA       | L  |            | 085-31-09   | 1182997 |
| SMITH     | AMY        |    |            | 054-02-01   | 1164588 |
| SMITH     | ANITA      | C  |            | 070-02-08   | 1159704 |
| SMITH     | ANN        | M  |            | 114-12-07   | 1212050 |
| SMITH     | ANNE       | E  |            | 053-05-06   | 1154263 |
| SMITH     | ANTHONY    | B  |            | 070-15-04   | 1152483 |
| SMITH     | ARTHUR     | L  |            | 013-03-08   | 1144099 |

     **1**              
      **2**     

Highlight the desired name and you can; **1)** bring up a report for that unit or, **2)** bring up a report for just that member.

If you select “All” or “Inactive” on the report parameter screen, you can bring up a report for a retired member’s flotilla, or a report just for that member.

This feature will also allow you to bring up a report for any member listed in the Archive. In this case the “Run Report For This Flotilla” button will not work, you must click the “Run Report For This Person” button.