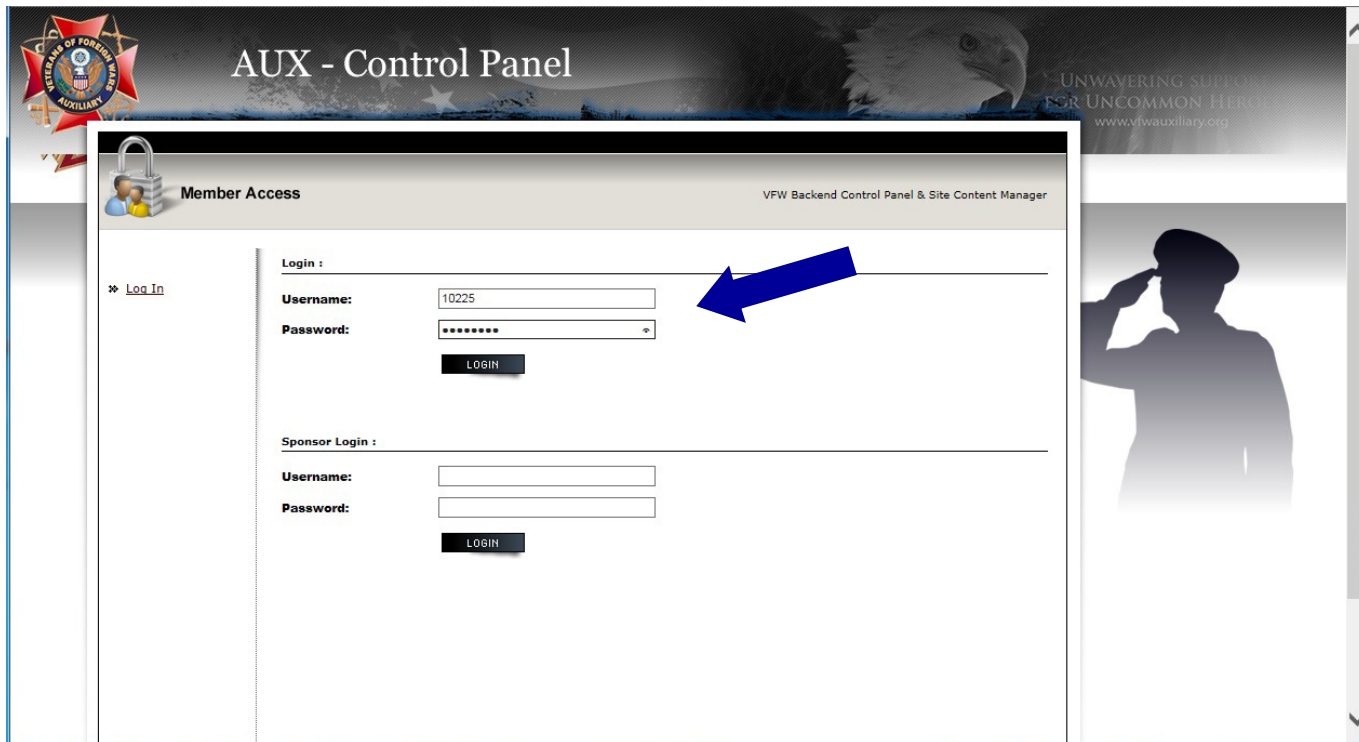


**Log on to the NC Reporting system:**

Use your Auxiliary number as the Username, and your Auxiliary number preceded by 'aux' as the password. Do not include any leading zeroes.

Username:        nnnnn  
Password:        auxnnnnn



*Note: the lower section (Sponsor Login) is reserved for future use.*

## Landing page:

After logging in, you will see the page below. It shows you what type of reports may be entered. From here, you can see

- My Reports – to see what is already entered for your Auxiliary in all programs
- One of the program names – to see what reports have been entered for that program.

The screenshot displays the 'AUX - Control Panel' interface. At the top left is the NC Auxiliary logo. The main header reads 'AUX - Control Panel' with the tagline 'UNWAVERING SUPPORT FOR UNCOMMON HEROES' and the website 'www.ncauxiliary.org'. Below the header is a 'Member Access' section with a padlock icon. The main content area contains a welcome message: 'Welcome to your site content manager. Click on the links to the left to modify that page.' To the right of this message is a red 'Home' link. On the left side, there are two menu sections: 'Site Management' with a 'Log Out' link, and 'Add Report Data' with a list of program links: 'My Reports', 'Americanism', 'Chief of Staff', 'Dept. Pres. Special Project', 'Hospital', 'Legislative Program', 'Membership', 'National Scholarships', 'NC Scholarship', 'Veterans and Family Support', and 'Youth Activities'. A blue arrow points to the 'My Reports' link. The background features a silhouette of a soldier saluting.

*Note that the word “HOME” on the right side will NOT take you back to this screen. It goes to a page on the NC Auxiliary website – outside the Reporting system*

## View or enter a report

*Note: The drop-down box shows what reports you want to see – all reports for an Auxiliary, or all reports for a District. This field is not necessary unless you are working with all reports for a District.*

To view the reports for a program, or to enter a report, select one of the program names. This will show you what has already been entered into the system.

To view an existing report, click on the Submitted date of that report. To enter a new report, click on the word ADD on the right side of the screen.

The screenshot displays the 'AUX - Control Panel' interface. At the top left is the 'Member Access' section with a lock icon. Below it is a 'Site Management' menu with 'Log Out'. The main content area is titled 'Americanism - Records' and features a search bar with a 'District' dropdown and a 'Search' button. A table of records is shown with columns for Submitted Date, Year, Month, Auxiliary, and District. A single record is listed with a submitted date of 7/13/2017. An 'ADD' button is located at the top right of the table. A 'Home' link is also visible. The background includes a logo for the 'NATIONAL ORDER OF FOREBEN AUXILIARY' and the motto 'UNWAVERING SUPPORT FOR UNCOMMON HEROES' with the website 'www.vfwauxiliary.org'. A silhouette of a soldier saluting is on the right side.

**To enter a new report, select ADD.**

**To view what has already been entered, select the date of the report.**

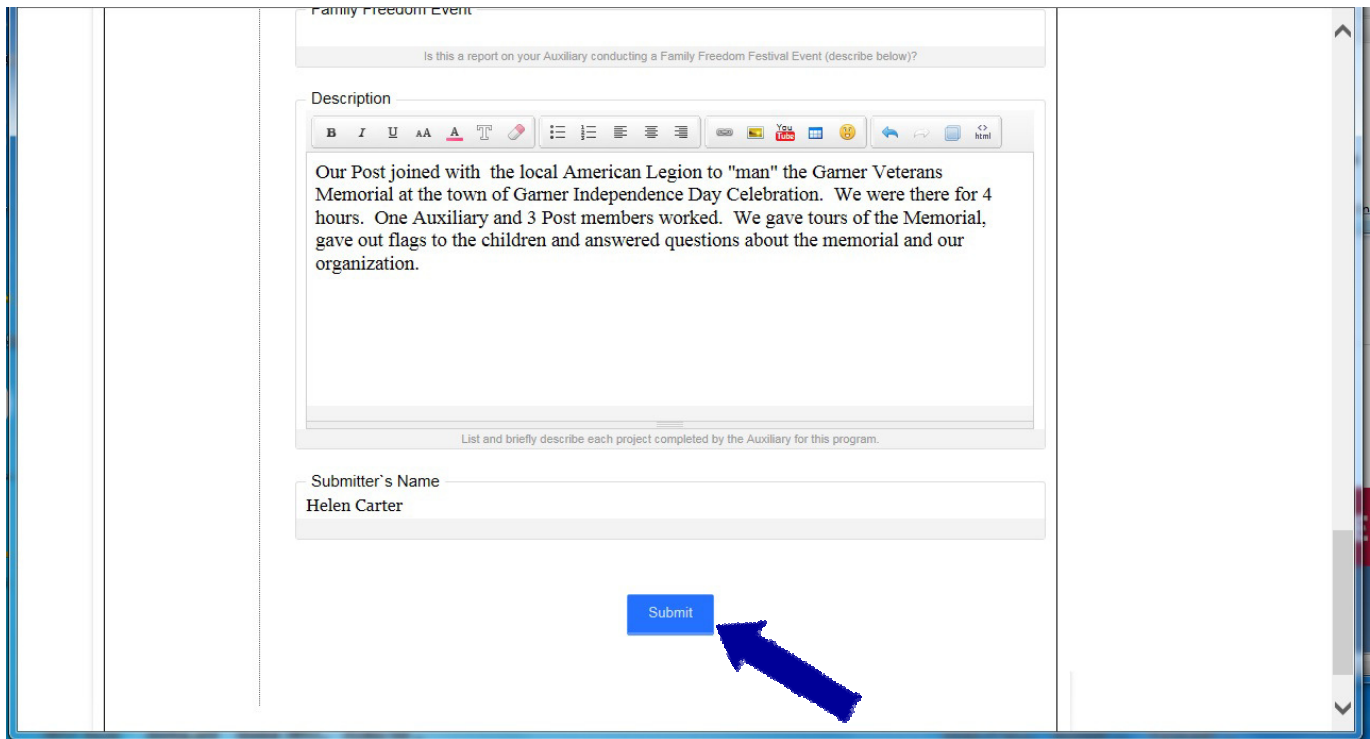
Submitted Date ↑ ↓	Year ↑ ↓	Month ↑ ↓	Auxiliary ↑ ↓	District ↑ ↓
<a href="#">7/13/2017</a>	2017	7	10225	7

## Entering a report

To enter a new report, it is not necessary to enter every field on the screen. If a field does not apply, just skip it. And some data is already entered for you (the Year and month of your report, your Auxiliary and District number). In addition to the primed data fields, the data fields that **MUST** be added are:

- The date of the event
- A description of the event
- Your name as the submitter – so we can get back to you if necessary.

But remember, the more data you give, the better the State Chairman will understand the effort involved in the project.



The screenshot shows a web form titled "Family Freedom Event". At the top, there is a question: "Is this a report on your Auxiliary conducting a Family Freedom Festival Event (describe below)?". Below this is a "Description" field with a rich text editor toolbar. The text in the description field reads: "Our Post joined with the local American Legion to 'man' the Garner Veterans Memorial at the town of Garner Independence Day Celebration. We were there for 4 hours. One Auxiliary and 3 Post members worked. We gave tours of the Memorial, gave out flags to the children and answered questions about the memorial and our organization." Below the description field is a smaller text area with the prompt: "List and briefly describe each project completed by the Auxiliary for this program." Underneath that is a "Submitter's Name" field containing the text "Helen Carter". At the bottom center of the form is a blue "Submit" button, which is highlighted by a large blue arrow pointing towards it from the bottom right.

Once you finish entering the report, press the SUBMIT button. The report will be entered, and no longer may be changed. If you later feel that you left off important information, you can file a supplemental report which will contain **only the additional information**. The two reports will be added together, so if you repeat the original data, you will be double counting hours or people.

Reports entered in error, or duplicate reports entered for the same event, may be deleted by contacting the Reporting System Administrator to delete one of the reports.