**How to Set up Your Own Page in AUXDATA II**



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| 1. Look at the Navigation Bar at the Top of the Home Page- Click on MEMBERS |  |
| 1. Once on Members, click on Drop Down arrow upper left and select “All Active Members” |  |
| 1. On ‘All Active Members” page, click on the gear icon on the Right and select “Clone” from the list that pops up. |  |
| 1. A new window will pop up to allow you to save this to your folder – rename it to “My Member Page” |  |
| 1. Next- add a filter to customize the list. Click on the icon on the right that looks like a funnel. |  |
| 1. In the Member ID Filter, make the value your Member ID (Delete the Unit filter) |  |
| 1. Click DONE and SAVE |  |
| 1. Click the refresh button (little circular arrow upper left) |  |
| 1. Pin this page using the little pin icon (on left) |  |
| 1. Every time you click the MEMBERS link on the navigation bar, you will come back to this page. | |

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