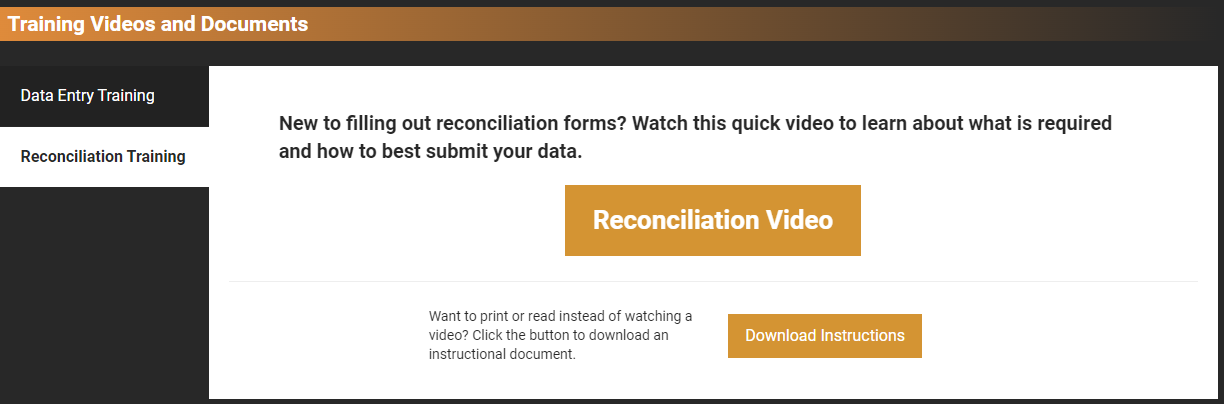
Reconciliation Instructions for Drive/Traffic

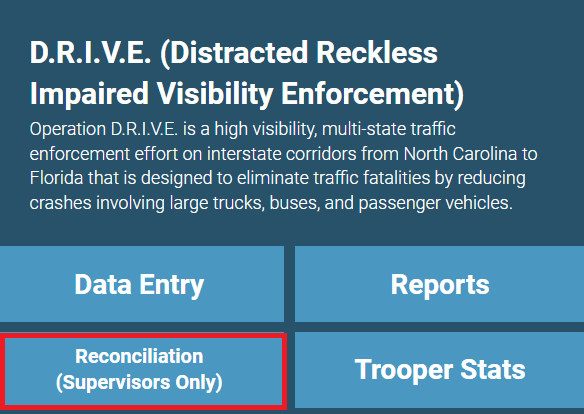
# Website and Resources

Go to the special projects page on Coverlab: <https://coverlab.org/special-projects/>

Optionally watch the reconciliation video at the bottom of the page.



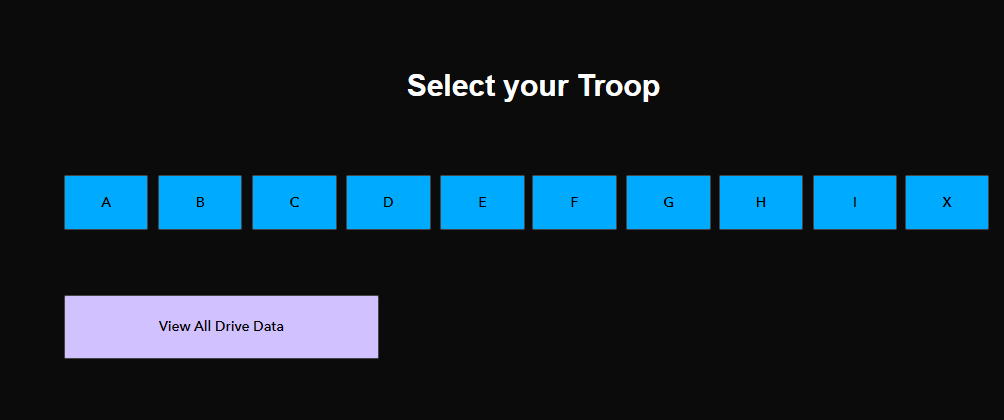
Hover over the image of a special project to access the Reconciliation button. Then click Reconciliation.



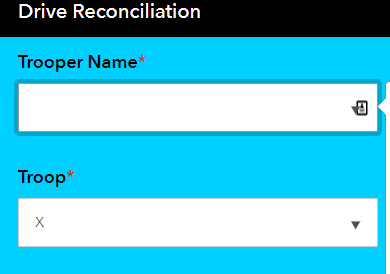
You will be prompted for a username and password. The username is ***troopsupervisor*** and the password is ***Coverlab\_SOPs2023.***

# Reconciliation Process

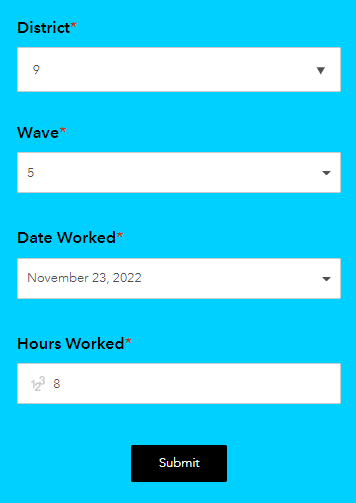
Select your Troop.



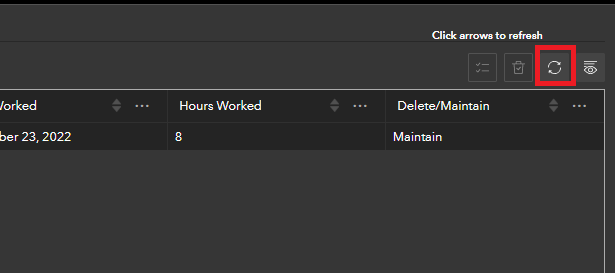
Enter the name of the Trooper that is scheduled for an SOP shift. Troop should already be calculated.

**

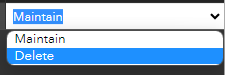
Enter the District, Wave (if the project is Drive), Date Worked, and Hours Worked. Then click ‘Submit’. ***Note: If the project is Drive, Date worked will appear once the Wave is selected.***



To view the data in the table, click the arrows in the upper right corner to refresh the data.



To delete a row, double-click the ‘Maintain’ text and choose ‘Delete’ from the drop-down.



# Help and Technical Issues

For technical assistance, email [help@coverlab.org](mailto:help@coverlab.org) or call 919-515-8587.