**Reconciliation Instructions**

1. Go to the special projects page: <https://coverlab.org/special-projects/>.
2. Scroll to the bottom and click on Reconciliation button associated with the project you are entering information for.



1. Enter the username: **troopsupervisor** and password: **Coverlab\_SOPs2022**. This is to prevent any non-supervisors from entering erroneous data. It also helps validate data entries so that folks do not accidentally enter multiple overtime shifts for the same date.
2. Click your troop tab in the bottom right of the spreadsheet:



1. Enter data into the form on the left to have it populate into the spreadsheet. Data will populate once you click the submit button.
2. To delete a row (in case a mistake was made), you can click the check box in the ‘delete row’ column:



1. To download the data to your computer, click the reports button on the special projects page:



1. Then hover over the report and click the 3 vertical dots on the right:



1. Then, you can choose the format to download in.

 