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 or call 919-515-8587.