

## COVID19 Supply Spreadsheet Instructions

- 1) Spreadsheet can be found here: [COVID19 SUPPLIES—APWU REPORTING](#)
  - a) Data should only be entered by a Regional Coordinator (or their staff), NBA (or their staff), or a Local President. Local presidents may designate someone to enter data but those designees should be kept to a minimum to prevent overloading the users on the spreadsheet.
  - b) The first line of each tab is an example.  
  
***Anyone with the link can edit the spreadsheet. Do not edit anyone else's data they have entered. Do not delete anyone else's data.***
- 2) At the bottom of the spreadsheet there are 8 tabs. One for each USPS postal Area. Click the tab for the correct postal area and enter the information. **ONLY ENTER INFORMATION INTO THE AREA TAB THE OFFICE BELONGS.**
- 3) Column A--Date
  - a) This is the date column. If you double click the cell you want to put a date, a calendar appears that you can select the correct date.
- 4) Column B—APWU Region
  - a) Click the down arrow to select your APWU Region
- 5) Column C—Local Name and Number
  - a) Type in the relevant local's name and local number. If the office is a member-at-large (MAL) represented by a state organization, only the name of the state is necessary.
- 6) Column D—USPS Area
  - a) In this column, click the down arrow and you can select the USPS area. Only one choice is offered in this column. If you do not see your USPS area, you are in the wrong tab (see #2 above).
- 7) Column E—USPS District
  - a) Select the district the office is in. Districts should be listed alphabetically.
- 8) Column F—State
  - a) Select the state where the office is located.
- 9) Column G—Installation
  - a) Type in the name of the installation. See example at top of each tab.
- 10) Column H—Station/Office
  - a) Type the name of the station/office. See example at the top of each tab.
- 11) Column I—Wipes or Cleaning Products
  - a) Click the down arrow and choose “no” or “short supply”. If you have supplies, leave blank.
- 12) Column J—Gloves
  - a) See #11
- 13) Column K—Masks
  - a) See #11
- 14) Column L—Customer Service Barriers Installed
  - a) Click down arrow and select either “no” or “some”
- 15) Column M—Describe (briefly) Customer Service Barriers Installed
  - a) Type your **BRIEF** description of the barriers
- 16) Column N—Notes
  - a) Type brief notes here. This is not a place to vent! Type things like “ordered on 3/22/2020”; “Postmaster says not necessary”; “Items on back-order”. Be factual and do not editorialize.

**There is no need to click “save”—the spreadsheet automatically saves entries**