



DRIVER REVIVER

VOLUNTEERS SAVING
LIVES ACROSS AUSTRALIA

A GUIDE TO USING THE DRIVER REVIVER ONLINE SYSTEMS

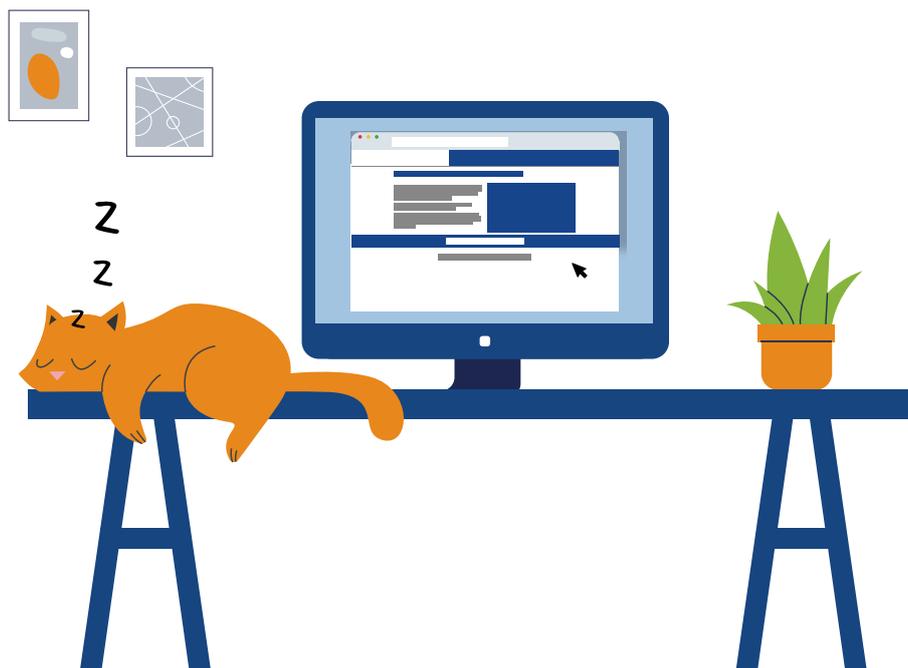


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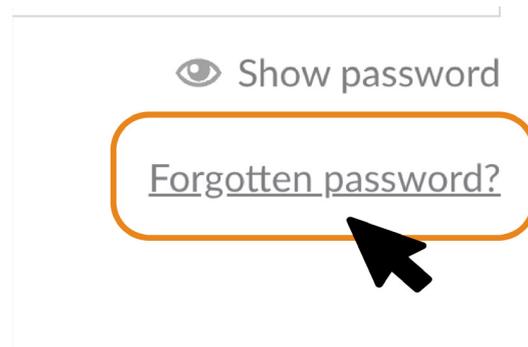
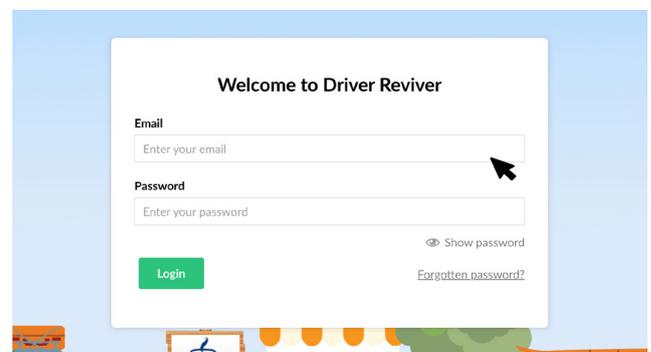
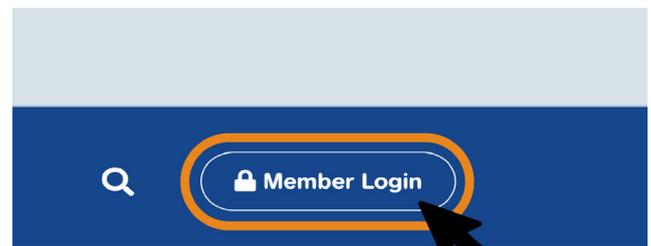
How to Log Into the Portal

1. Go to the Driver Reviver website:
www.driverreviver.com.au

2. You'll see a button that says
"Member Login". Click to go to
the login page.

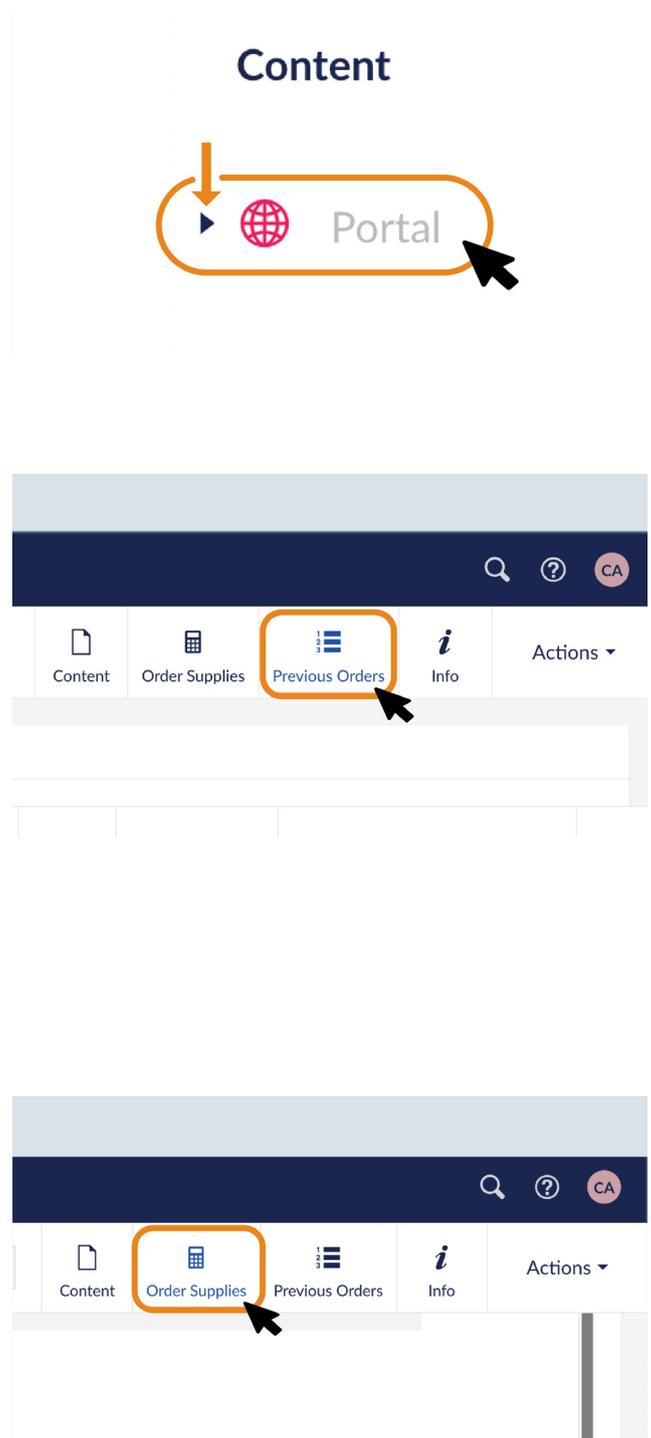
3. On the login page, enter your
email address and then your
password.

4. If you've forgotten your
password, you can reset it by
clicking "Forgotten password?"
and entering your email address.



How to Order Supplies

1. Once you're logged in, click on your site name from the "Portal" link – you may need to press the small arrow to show your site name.
2. You will see two order buttons in the top right-hand corner. Clicking "Previous Orders" will show any recent orders placed for your site. This is a good way to see what quantities your site has ordered previously, or to check if an order has already been placed for the next campaign.
3. To place an order, click "Order Supplies".

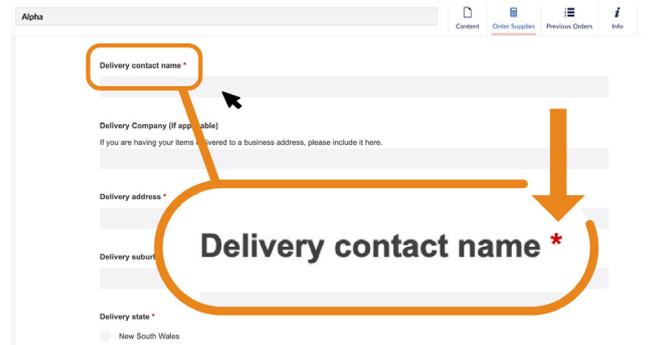


4. Fill in the form.
A red asterisk means this field needs to be filled in or you will not be able to submit your form.

5. Choose if you are ordering for a single site or multiple sites.

6. Enter your name.
If supplies are being delivered to a business address, enter the business name under “Delivery Company”, otherwise leave this blank.

7. Enter the delivery address, state and postcode. Enter your telephone number and email address.



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Content Order Supplies Previous Orders Info

Delivery contact name *

Delivery Company (if applicable)
If you are having your items delivered to a business address, please include it here.

Delivery address *

Delivery suburb

Delivery state *

New South Wales

Delivery contact name *

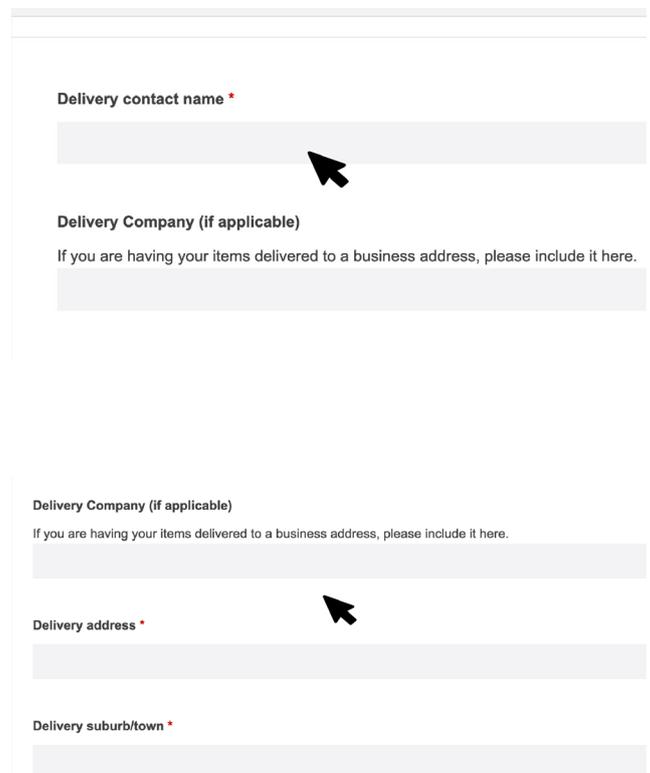
Delivery details

Are you placing this order for a single site or multiple sites

Supplies can be ordered for multiple sites on one order form | you will need to complete a form per delivery location.

- Single site
- Multiple sites

Delivery contact name *



Delivery contact name *

Delivery Company (if applicable)
If you are having your items delivered to a business address, please include it here.

Delivery Company (if applicable)
If you are having your items delivered to a business address, please include it here.

Delivery address *

Delivery suburb/town *

8. “Authority to leave” means:
Does the delivery service have the authority to leave your order unattended?

9. “Yes” means the courier will leave the stock at the delivery address whether anyone is there or not.

10. “No” means if no one is around when the courier comes, the order will be taken to your local post office.

Australia Post will notify you so you can collect it from there.

11. Notice that you can see how much of each item is in one carton. If you don't need an item, leave it blank.

The form contains three sections, each with a title, a question, and two radio button options. In each section, one option is highlighted with an orange box and a black arrow pointing to it.

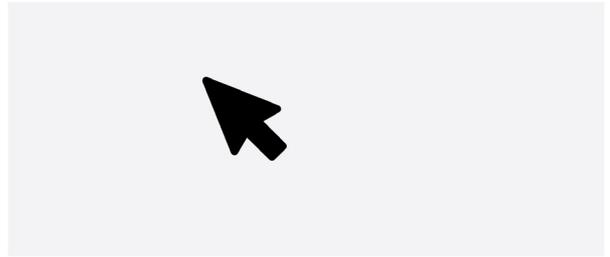
- Section 1:** Title: "Authority to leave at delivery location if unattended? *". Question: "Please only select yes this option if you are confident the supplier will be able to deliver to your address." Options: Yes, No. The "Yes" option is highlighted.
- Section 2:** Title: "Supplies required". Question: "Please only select yes this option if you are confident the supplier will be able to deliver to your address." Options: Yes, No. The "Yes" option is highlighted.
- Section 3:** Title: "Supplies required". Question: "Please only select yes this option if you are confident the supplier will be able to deliver to your address." Options: Yes, No. The "No" option is highlighted.

Below these sections are three items with quantity selection:

- Bushells Tea:** "Please select the number of cartons you require. Each carton contains 500 tea bags." A text input field is shown.
- Bushells Coffee:** "Please select the number of cartons you require. Each carton contains 6 x 500gm tins (approximately 100 serves of coffee per tin = 500 serves per carton)." A text input field is shown with a black arrow pointing to it.
- Twin pack biscuits:** "Please select the number of cartons you require. Each carton contains 150 serves." A text input field is shown.

12. Enter your comments here.
Ensure you make a comment if it's a top up order.

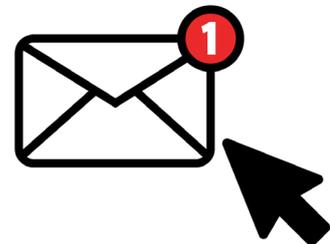
Comments



13. When you have completed your order, hit "submit".



14. Check your email address to make sure the order has gone through.



Note:

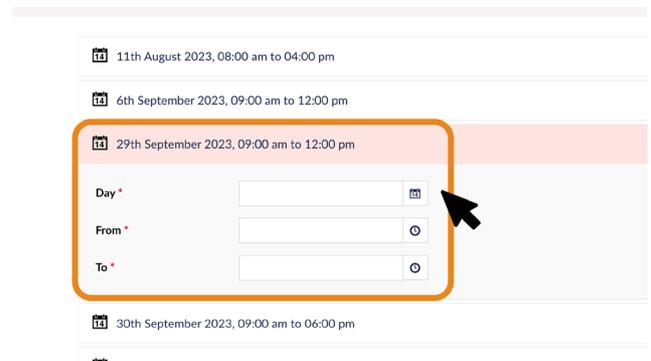
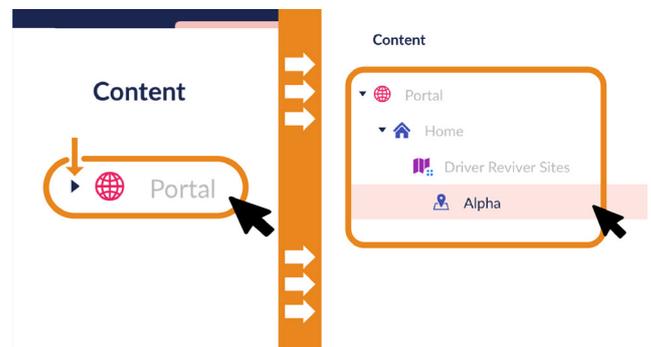
If the form fails to confirm, go back through the form and make sure you have filled in all the fields with a red asterisk (*) next to it.



How to Update Your Operating Hours

Your site's operating hours appear on the Driver Reviver website and in the app. This helps motorists know when you're open and helps them plan their stops. Keeping your hours up to date also helps the national office to know which sites are active during each campaign.

1. Go to the website:
driverreviver.com.au
and log into the portal.
2. Click on your site name.
Press the arrow to reveal more.
3. Use the calendar to choose the date.

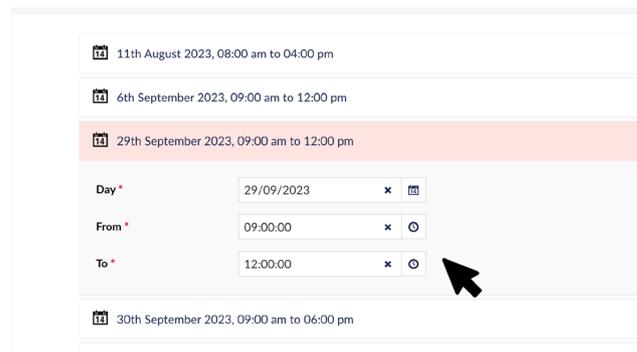


4. Enter your opening and closing times. It's in 24hr time.

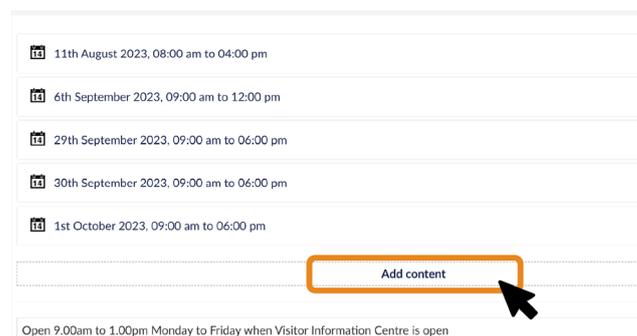
5. To add another date select "Add content" and enter the new dates and open and closing times.

6. If you make a mistake press the "rubbish bin" and start again.

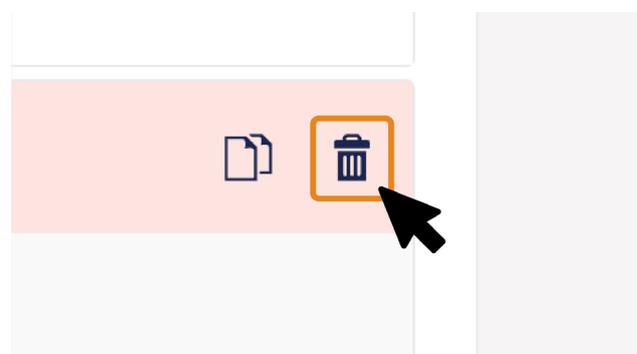
7. If your site is a Visitor Information Centre and open daily, you can write "Open Monday to Friday 9am – 4pm", in the "Additional Text" section instead of selecting individual dates.



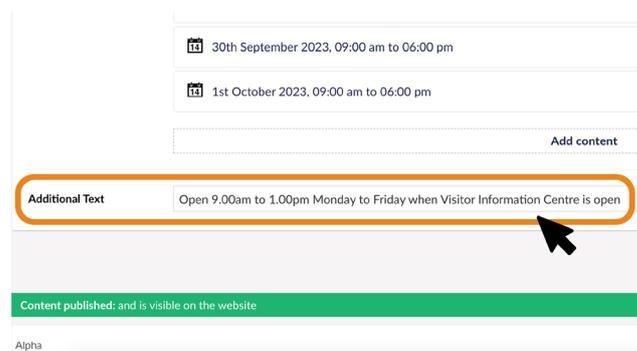
11th August 2023, 08:00 am to 04:00 pm
6th September 2023, 09:00 am to 12:00 pm
29th September 2023, 09:00 am to 12:00 pm
Day * 29/09/2023 x [calendar icon]
From * 09:00:00 x [clear] [refresh]
To * 12:00:00 x [clear] [refresh]
30th September 2023, 09:00 am to 06:00 pm



11th August 2023, 08:00 am to 04:00 pm
6th September 2023, 09:00 am to 12:00 pm
29th September 2023, 09:00 am to 06:00 pm
30th September 2023, 09:00 am to 06:00 pm
1st October 2023, 09:00 am to 06:00 pm
Add content
Open 9.00am to 1.00pm Monday to Friday when Visitor Information Centre is open



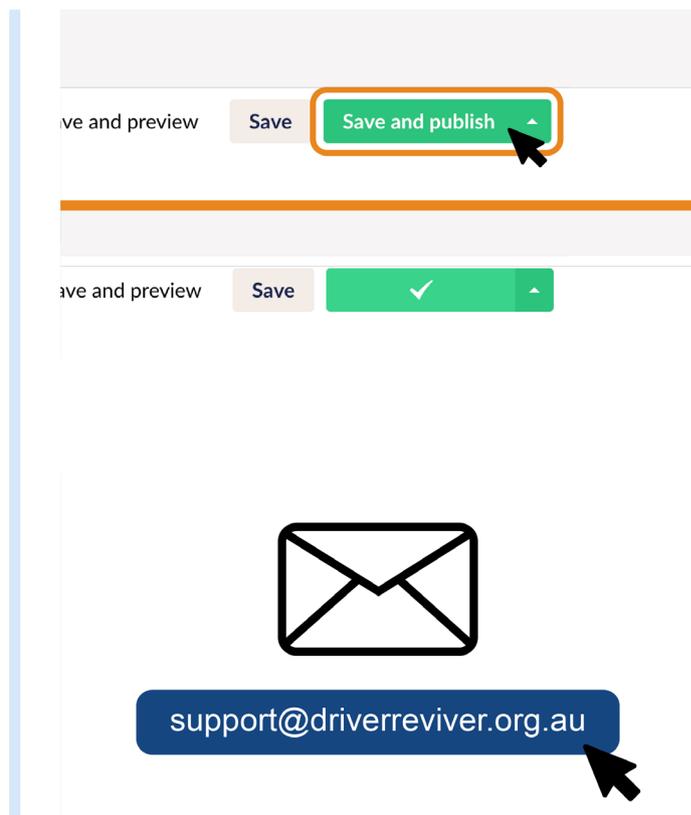
[trash bin icon]



30th September 2023, 09:00 am to 06:00 pm
1st October 2023, 09:00 am to 06:00 pm
Add content
Additional Text Open 9.00am to 1.00pm Monday to Friday when Visitor Information Centre is open
Content published: and is visible on the website
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8. Click “Save and publish”.
A green tick will appear. This means your information will instantly appear on the website and app.

9. Need more help? Email:
support@driverreviver.org.au



Note:

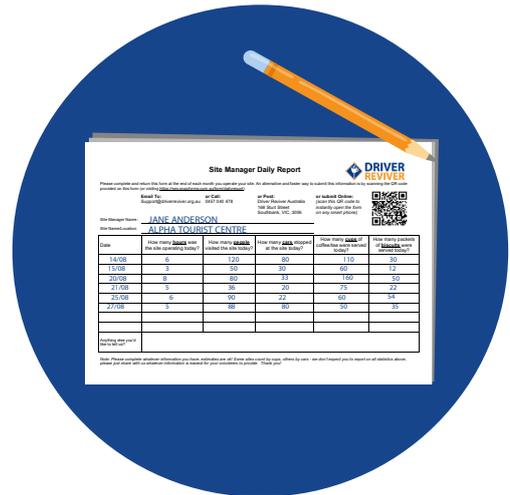
- If something is wrong, the screen will show any errors in red. The easiest thing to do is to delete the red entry and enter the information again.
- Don't forget to press “Save and publish”. If you don't, the information will not be entered.
- Don't delete old dates. The national office uses past dates to calculate hours for all sites annually. Being able to see when each site has been operating is really useful!



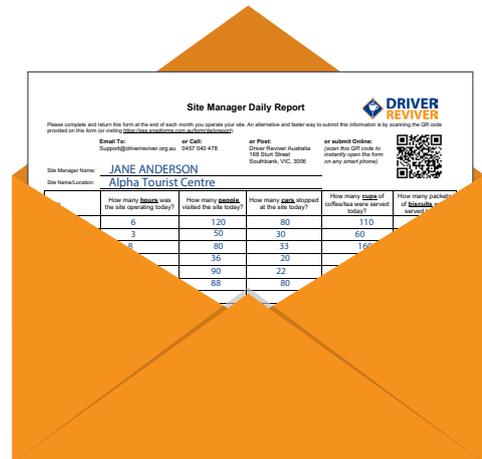
How to Complete a Daily Site Report

BY PAPER

1. Fill in the details.



2. Post to: Driver Reviver, 168 Sturt Street, Southbank, VIC 3116



ONLINE

1. Scan QR Code or go to ses.snapforms.com.au/form/dailyreport

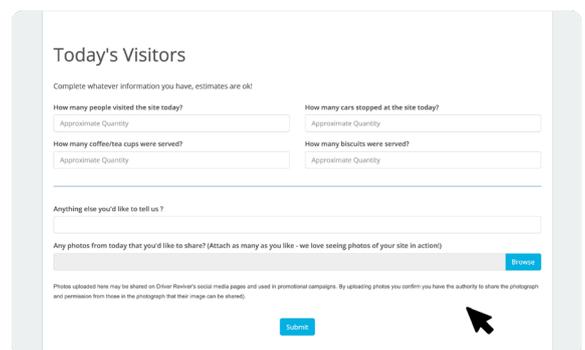


A screenshot of a web browser displaying the 'Site Manager's Daily Report' form. The form has a blue header with the 'DRIVER REVIVER' logo. Below the header, there is a title 'Site Manager's Daily Report' and a brief description. The form contains several input fields: 'State', 'Your Name', 'What date are you reporting on?', 'How many hours was your site open to the public today?', and 'How many volunteers worked at the site today?'. A mouse cursor is pointing at the 'What date are you reporting on?' field.

2. Enter the details.
Name, Your State, Site Name,
Reporting Date, Hours Open,
Number of Volunteers
(If your site uses paid staff, put 0
for the number of volunteers.)



3. Enter your estimate of how many
visitors you served during your
open hours.



A screenshot of the 'Today's Visitors' section of the form. It contains several input fields for visitor statistics: 'How many people visited the site today?', 'How many cars stopped at the site today?', 'How many coffee/tea cups were served?', and 'How many biscuits were served?'. There is also a text area for 'Anything else you'd like to tell us?' and a 'Browse' button for uploading photos. A 'Submit' button is at the bottom right. A mouse cursor is pointing at the 'Submit' button.

4. Hit "Submit".

