



USING THE DR CHAPLAIN APP

Some notes to accompany the videos

1. Installing and authorising the DR Chaplain app

- Using Play Store (Android) or App Store (IOS - Apple), please install the DR Chaplain app on your device(s). (HINTS: Type "DR Chaplain" into the search function of the appropriate app store. The logo for the app is pictured above. Click on OPEN and follow the commands to install.)
- Once you have the latest version of the DR Chaplain App downloaded onto your phone or tablet, take the following steps:
 - Start the app by tapping on it
 - The screen may go black for a time
 - You will be asked to specify the size of your screen. Tap on the rightmost button you can see completely, and then tap on Done
 - A screen with "Authenticating" will appear
 - Write in your email address. Use the email address known to the DRMSA. Then tap the Submit button
 - After a short while, on your mobile phone that is known to the DRMSA, you will receive an SMS with an up-to-four-digit verification code
 - Type that code into the Verification Code box onscreen and tap the Submit button again
 - The App will synchronise.
 - You should end up with a screen with the following information-
 - Your name
 - Disaster & Recovery Ministries South Australia
 - Button 1 - Update my Availability
 - Button 2 - Log my Status
 - Button 3 - View my Itinerary

2. Requests for availability using the DR Chaplain app

- You will receive a normal SMS on your mobile phone from a Duty Officer requesting that you open the DR Chaplain app and respond using the "Update my availability" button
- Do not reply to the SMS. Go straight to the app as requested.

3. Using the buttons on the DR Chaplain app

- Go to **Update my Availability**
 - Click on your available dates and times for this proposed deployment (all or part of each day)
 - Add a note if needed (eg. my preferred day is....)
 - Click **DONE** and this will save the information
 - If availability changes, go back in and change at any time
- Once you have received a notification about a specific shift (by email, phone or SMS), go to **Log My Status** on the app.
 - Click on **STANDBY** and then "log this status change" + **DONE**.
 - **TRAVELLING** – when leaving home, leaving Centre, travelling to an outreach appointment. Log status change + **DONE**
 - **ON SITE** – when at the Centre. Log status change + **DONE**.
 - **OFF SITE** – when away from the Centre eg. for outreach or a related errand. Log status change + **DONE**
 - **OFF DUTY** – when on a meal break, at overnight accommodation when away from home. Log change + **DONE**
 - **HOME** – when back home after shifts. Log change + **DONE**.
 - **Enable reminders** – prompts you to change your status every 2 hours when travelling, onsite, offsite or off duty
 - **Log your location** – your choice, but may be helpful for us if you are offsite on an outreach visit; it is not a tracking device!
- **View my Itinerary**
 - Duty Officers may upload accommodation or travel bookings to this section
 - A document eg. tax invoice can be photographed using the camera on your mobile