

Instructions for completing the Driver Activity Report electronically:

In PDF Format - Adobe Reader:

1. left click on Driver Activity Report to open
2. The document will show up on the bottom left side of your screen
3. put cursor on document & left click to open it
4. right click – ‘Save As’ to your computer folder
5. When in your folder: right click on the document title (but do not open all the way); click ‘Open With’; click ‘Adobe Reader’ (You might get a box that says ‘Make Adobe Reader Default’ -- you can X out of it.).
6. You should save one original copy, then you can save one for each month & type in it & save it
7. When the month’s report is complete, attach in an email to me every month and send to dsreports@rsvpdane.org or dbormann@rsvpdane.org

In Excel Format:

1. If you are having problems working in Adobe Reader, you can try the Excel document, you need to click on ‘Enable Editing’ (on top) to work in it,

Instructions to work on an Apple computer - Fillable Field pdf on Apple Computer

1. In order to use the fillable fields, you must first download the file from e-mail. If you just opened it in the e-mail, the fillable fields won’t work. You must download it first. (Must be the case with all fillable field files.)
2. To use the fillable fields, you must make sure your cursor is in the highlighted area. If you put your cursor after the word ‘Name’ for example, you won’t be able to type. If you put your cursor under the word Name in the larger space, you will.

Submitting the Driver Activity Report via mail option:

If you choose to submit the Driver Activity Report via mail, download the form, print it, fill it out manually and mail it to the address below.

Please feel free to contact me if you have questions.

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