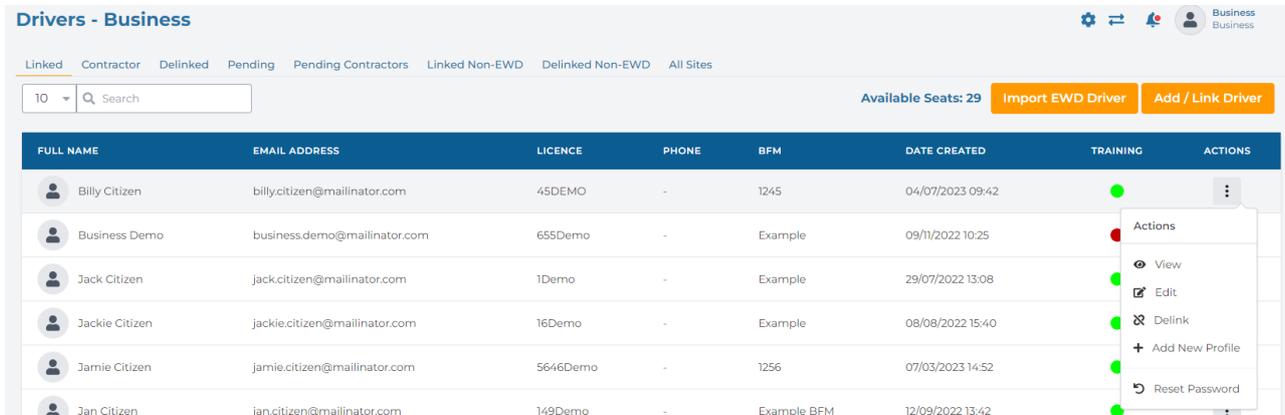


# Delink Driver

11/10/2023 2:58 pm AEDT

To Delink a driver that no longer works for your business, select Actions then delink.



The screenshot shows the 'Drivers - Business' interface. At the top, there are tabs for 'Linked', 'Contractor', 'Delinked', 'Pending', 'Pending Contractors', 'Linked Non-EWD', 'Delinked Non-EWD', and 'All Sites'. Below the tabs is a search bar and a dropdown menu showing '10'. To the right, there are buttons for 'Available Seats: 29', 'Import EWD Driver', and 'Add / Link Driver'. The main area is a table with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, DATE CREATED, TRAINING, and ACTIONS. The table lists several drivers, including Billy Citizen, Business Demo, Jack Citizen, Jackie Citizen, Jamie Citizen, and Jan Citizen. An 'Actions' dropdown menu is open over the 'Business Demo' driver, showing options: View, Edit, Delink, Add New Profile, and Reset Password.

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	DATE CREATED	TRAINING	ACTIONS
Billy Citizen	billy.citizen@mailinator.com	45DEMO	-	1245	04/07/2023 09:42	●	⋮
Business Demo	business.demo@mailinator.com	655Demo	-	Example	09/11/2022 10:25	●	Actions
Jack Citizen	jack.citizen@mailinator.com	1Demo	-	Example	29/07/2022 13:08	●	View
Jackie Citizen	jackie.citizen@mailinator.com	16Demo	-	Example	08/08/2022 15:40	●	Edit
Jamie Citizen	jamie.citizen@mailinator.com	5646Demo	-	1256	07/03/2023 14:52	●	Delink
Jan Citizen	ian.citizen@mailinator.com	149Demo	-	Example BFM	12/09/2022 13:42	●	+ Add New Profile
							Reset Password

You will receive a confirmation request as show below



If you click ok, the driver will be moved from the linked tab to the delinked tab.

You will still be able to access the drivers records for the period they were linked for, the will just be displayed as delinked.

