

Edit Driver Business Profile

11/10/2023 3:19 pm AEDT

To edit a drivers linked business profile, select actions and click edit

The screenshot shows a dashboard titled "Drivers - Business". At the top, there are navigation tabs: "Linked", "Contractor", "Delinked", "Pending", "Pending Contractors", "Linked Non-EWD", "Delinked Non-EWD", and "All Sites". Below the tabs is a search bar with "10" and a search icon. On 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 "Business Demo", "Jack Citizen", "Jackie Citizen", "Jamie Citizen", "Jan Citizen", and "Jane Citizen". An "Actions" dropdown menu is open over the "Business Demo" row, showing options: "View", "Edit", "Delink", "Add New Profile", and "Reset Password".

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	DATE CREATED	TRAINING	ACTIONS
Business Demo	business.demo@mailinator.com	655Demo	-	Example	09/11/2022 10:25		⋮
Jack Citizen	jack.citizen@mailinator.com	1Demo	-	Example	29/07/2022 13:08		⋮
Jackie Citizen	jackie.citizen@mailinator.com	16Demo	-	Example	08/08/2022 15:40		⋮
Jamie Citizen	jamie.citizen@mailinator.com	5646Demo	-	1256	07/03/2023 14:52		⋮
Jan Citizen	jan.citizen@mailinator.com	149Demo	-	Example BFM	12/09/2022 13:42		⋮
Jane Citizen	jane.citizen@mailinator.com	3Demo	-	Example	29/07/2022 11:57		⋮

Edit any of the fields you require to edit for the driver and click submit.

The screenshot shows a "Business Profile Edit" form. It has a title bar with a close button. The form contains several sections: "Record Keeper Address:" with a "Business Address" field containing "128 Glenfern Road, Ferntree Gully VIC, Australia"; "Base Location:" with a "Business Address" field containing "128 Glenfern Road, Ferntree Gully VIC, Australia"; "Base Time Zone:" with a dropdown menu set to "VIC +11:00"; "Region:" with a dropdown menu; "Accreditation (Optional):" with a "Select from accreditation list" button and a "BFM Number" field containing "Example". A "Submit" button is at the bottom.

Once you click submit the driver app will resync for the driver on next login or next time the driver navigates to the dashboard.

Note: this won't take effect until the driver does an end of day and the reselects the business.