

Add Driver as a Record Keeper

13/10/2023 2:03 pm AEDT

To add a driver as a record keeper with the same email address, navigate to the driver list and click actions and select add new profile.

The screenshot shows the 'Drivers - Business' interface. 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' items and a search icon. To the right, there are buttons for 'Available Seats: 29', 'Import EWD Driver', and 'Add / Link Driver'. The main content 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 for 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
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		⋮

This will open the create Business profile form for the driver.

Fill out the fields and select the role required and they will be added the business.

Note: The drivers primary persona will be as a driver, so they will have to select the double arrows in the top right of the portal and switch profiles from there.

The screenshot shows a 'Switch to Profile' dialog box. The dialog has a title 'Switch to Profile' and a large orange button labeled 'Driver'. In the background, the user profile 'User Business' is visible with a double arrow icon next to it, indicating the profile switching mechanism.