



Column Header	Description
<b>Email</b>	The driver's email address (no capital letters).
<b>Name</b>	The full name of the driver.
<b>DOB</b>	The driver's date of birth in the format DD/MM/YYYY.
<b>Licence number</b>	The driver's licence number.
<b>Licence expiry date</b>	The expiry date of the driver's licence in the format DD/MM/YYYY.
<b>Licence issue state</b>	The state in which the driver's licence was issued (e.g., NSW, QLD).
<b>Base Location</b>	The driver's base location (full address).
<b>Record Keeper Address</b>	The address of the person or entity keeping records for the driver (full address).
<b>Base time zone</b>	The time zone where the driver is based (format or copy paste from: ACT +10:00, ACT +11:00, NSW +10:00, NSW +11:00, NT +9:30, QLD +10:00, SA +9:30, SA +10:30, TAS +10:00, TAS +11:00, VIC +10:00, VIC +11:00, wa +8:00).
<b>Region</b>	The region where the driver operates (enter NHVR or WAHVA).
<b>BFM number</b>	The BFM (Basic Fatigue Management) number for the company, if applicable. Leave blank if not applicable.

### 3. Save the Completed CSV

- Once you have filled in all the required details, save the file as a CSV file (not as an Excel file or any other format).
- Ensure the file is saved with the .csv extension.

### 4. Upload the CSV to Logmaster

- Return to the Logmaster platform.
- Locate the upload section where you can submit your filled CSV file.
- Click on the upload button and select your saved CSV file.

### 5. Check for Errors or Formatting Issues

- After uploading, Logmaster will automatically check the CSV file for any errors or formatting issues.
- If there are any errors, you will be prompted to correct them. Then you can confirm the upload

with checkboxes.

## 6. Confirmation

### Import EWD Driver ✕

UPLOAD FILE      SELECT DRIVERS      IMPORT

Select the drivers to import

<input type="checkbox"/>	NAME	LICENCE	STATE	TIMEZONE
<b>Next</b>				

- Once the file passes the validation checks, Logmaster will confirm the successful upload of your driver list.
- Your drivers are now added to the Logmaster system, will be sent 2 emails and an invitation to complete training.

Following these steps will ensure a smooth process for uploading your drivers into Logmaster. If you encounter any issues, refer to Logmaster's support resources or contact [support@logmaster.com.au](mailto:support@logmaster.com.au) for further assistance.