

# Managing Linked Business Drivers

13/02/2025 4:46 am AEDT

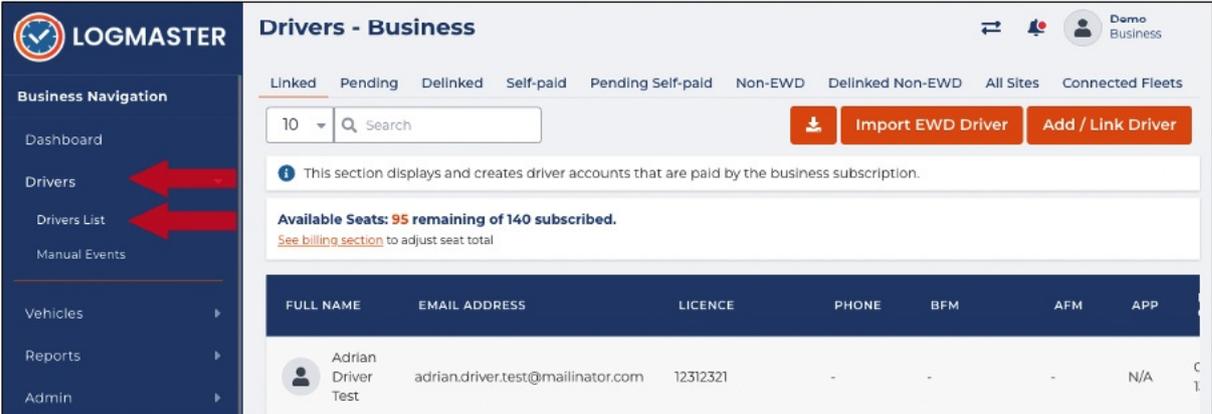
In this article, you will learn how to manage linked business drivers. These drivers are organized under the Linked tab. The sections below will walk you through key features under the linked business drivers:

- [View Linked Business Drivers](#)
- [Add New Profile](#)
- [Update Licence](#)

## View Linked Business Drivers

In this section, you will learn how to access linked drivers and view their profiles.

1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



The screenshot shows the LOGMASTER interface for managing business drivers. The left sidebar contains a 'Business Navigation' menu with options: Dashboard, Drivers, Drivers List, Manual Events, Vehicles, Reports, and Admin. Red arrows point to 'Drivers' and 'Drivers List'. The main content area is titled 'Drivers - Business' and features a navigation bar with tabs: Linked, Pending, Delinked, Self-paid, Pending Self-paid, Non-EWD, Delinked Non-EWD, All Sites, and Connected Fleets. The 'Linked' tab is active. Below the tabs is a search field with a dropdown set to '10' and a search button. To the right are buttons for 'Import EWD Driver' and 'Add / Link Driver'. A message states: 'This section displays and creates driver accounts that are paid by the business subscription.' Below this, it says 'Available Seats: 95 remaining of 140 subscribed.' and provides a link to 'See billing section to adjust seat total'. A table lists drivers with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, and APP. One driver is listed: Adrian Driver Test, with email adrian.driver.test@mailinator.com and licence 12312321.

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP
Adrian Driver Test	adrian.driver.test@mailinator.com	12312321	-	-	-	N/A

2. You will be directed to the **Drivers - Business** page. When accessing the **Drivers List**, the **Linked** tab is active by default.
3. To view existing drivers, you can search/filter the list using the **Search** field. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.

**Drivers - Business** Demo Business

Linked
 Pending Delinked Self-paid Pending Self-paid Non-EWD Delinked Non-EWD All Sites Connected Fleets

10 | Q Joe ←

Import EWD Driver
Add / Link Driver

*This section displays and creates driver accounts that are paid by the business subscription.*

**Available Seats: 95 remaining of 140 subscribed.**  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	TRAINING	ACTIONS
Joe Gale	joe.gale19@gmail.com	12345	-	-	-	N/A	01/02/2025 23:21		<span style="color: red; font-size: 1.5em;">⋮</span>

Showing 1 of 1 Entries

Showing 1 of 1 Pages

**Actions**

- 👁️ View →
- ✎ Edit
- 🗑️ Delink
- + Add New Profile
- 📄 Update Licence
- 🔄 Reset Password

4. Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, and select **View**.
5. The **Driver Info** window will appear displaying the **Driver's Business Profile**. In this window, you can update, delink, or delete the selected driver.

**Driver Info** ✕

Joe Gale

ACTIVE

**Business Profile**

**test**  
Base Location

**ACT +10:00**  
Base Time Zone

-  
BFM Accreditation Num

-  
AFM Accreditation Num

**Australia Avenue**  
Record Keeper Locatio

**NHVR**  
Region

**Driver Details**

**joe.gale19@gmail.com**  
Email Address

**679e3bfb4e114a752d95811f**  
Driver ID

**ACT-12345-20020101**  
Driver UDI

**None**  
Phone

**01/01/2002**  
Date Of Birth

**12345**  
Licence

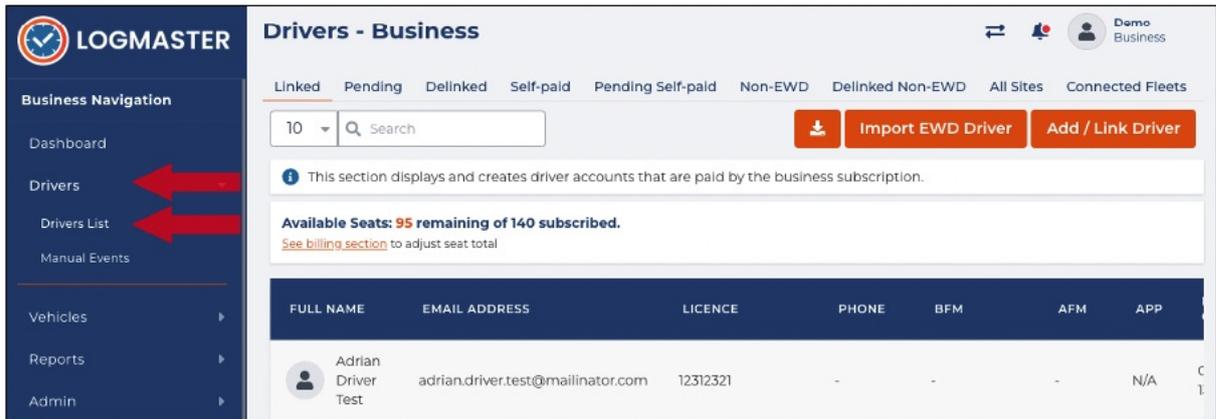
**ACT**  
Licence State

**28/02/2025 08:00**  
License Expiry

## Add New Profile

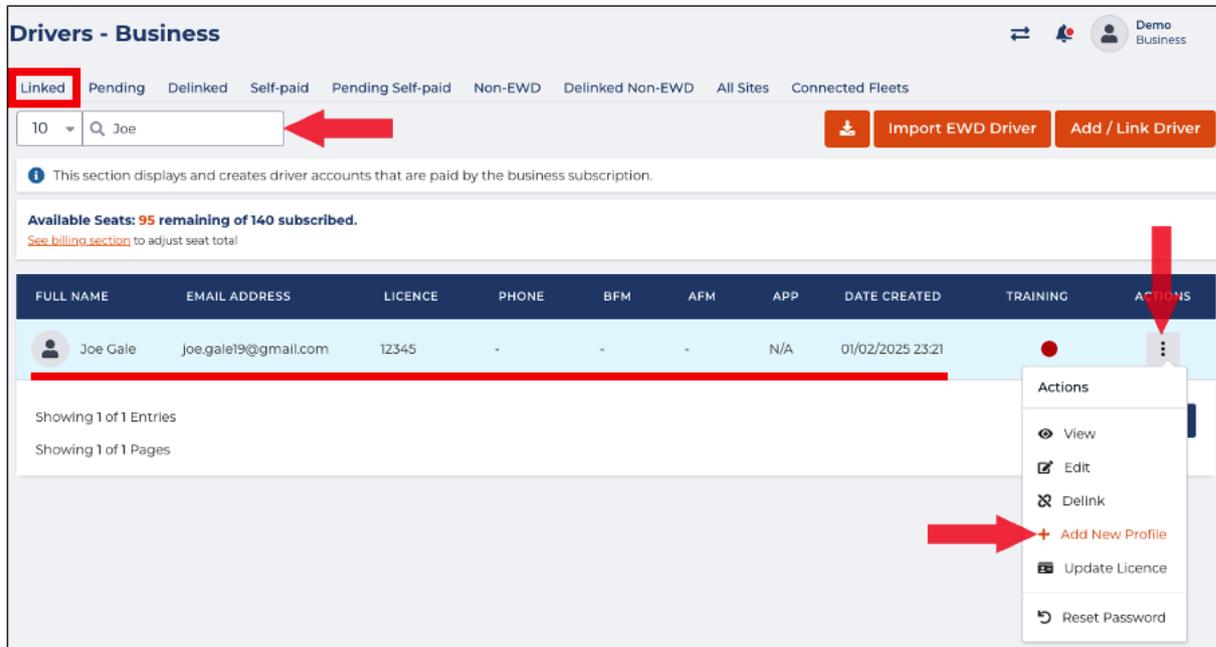
In this section, you will learn how to create business profiles for selected drivers.

1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



2. You will be directed to the **Drivers - Business** page. When accessing the **Drivers List**, the **Linked** tab is active by default.

3. Find the driver you wish to create a new profile using the **Search** field. Enter the **Driver name** or **keyword**.



4. Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, and select **Add New Profile**.

5. The **Create Business Profile** window will appear. Specify the following information:

### Create Business Profile ✕

**User email**

**Full Name**

**Phone No.**

**Role**

**Authentication Type**

**User Access**  
 Allow access to main business

Field	Instructions
<b>User email</b>	This field displays the driver's user email. This field is disabled and for viewing purposes only.
<b>Full Name</b>	Enter the driver's full name.
<b>Phone No.</b>	Enter the driver's phone number.
<b>Role</b>	Click the drop-down arrow to select a role.
<b>Authentication Type</b>	Click the drop-down arrow to select the authentication type.
<b>User Access</b>	Select the <b>Allow access to main business</b> checkbox to allow this driver access to the main business.

- In the **Business Sites** section, select the checkbox(es) of the applicable business site(s) to which the driver will be assigned.

Please select which business site

Victoria

Upwey

Belgrave

New South

Greater S

Sur

QLD

Brisbane

SA

Radelaide

Central

Wine Region

WA

WA Site 1

Test

**Submit**

7. Review the profile details and click **Submit** to save the changes.

## Update Licence

In this section, you will learn how to update the selected driver's licence.

1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.

**LOGMASTER Drivers - Business**

Linked Pending Delinked Self-paid Pending Self-paid Non-EWD Delinked Non-EWD All Sites Connected Fleets

10 Search Import EWD Driver Add / Link Driver

This section displays and creates driver accounts that are paid by the business subscription.

**Available Seats: 95 remaining of 140 subscribed.**  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP
Adrian Driver Test	adrian.driver.test@mailinator.com	12312321	-	-	-	N/A

2. You will be directed to the **Drivers - Business** page. When accessing the **Drivers List**, the **Linked** tab is active by default.

3. Find the driver you wish to update the licence using the **Search** field. Enter the **Driver name** or **keyword**.

**Drivers - Business**

Linked Pending Delinked Self-paid Pending Self-paid Non-EWD Delinked Non-EWD All Sites Connected Fleets

10 Q Joe Import EWD Driver Add / Link Driver

This section displays and creates driver accounts that are paid by the business subscription.

Available Seats: 95 remaining of 140 subscribed.  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	TRAINING	ACTIONS
Joe Gale	joe.gale19@gmail.com	12345	-	-	-	N/A	01/02/2025 23:21		⋮

Showing 1 of 1 Entries  
Showing 1 of 1 Pages

Actions

- View
- Edit
- Delink
- Add New Profile
- Update Licence
- Reset Password

- Find the driver from the list and click its **Actions** icon. The **Actions** menu will expand and select **Update Licence**.
- The **Driver Licence Update** window will appear. Update the appropriate information:

**Driver Licence Update** ✕

**Full Name**

**Date of Birth**

**Licence Number**

**Licence Expiry**  
📅

**Licence State**  

▼

Field	Instructions
<b>Full Name</b>	This field is disabled by default. You cannot edit/update this field.
<b>Date of Birth</b>	This field is disabled by default. You cannot edit/update this field.
<b>Licence Number</b>	Update the value of this field if needed.
<b>Licence Expiry</b>	Click the <b>Calendar</b> icon to set the updated licence expiration date.
<b>Licence State</b>	Click the drop-down arrow to select the licence state. Update this field if needed.

6. After updating the licence information, click **Submit** to apply the changes.

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