

# Managing Pending Driver Invites

22/02/2025 2:52 am AEDT

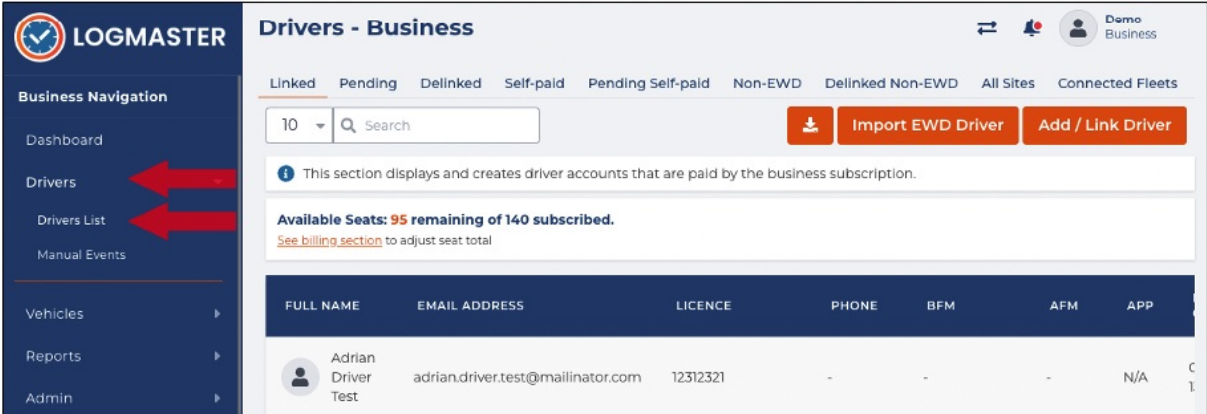
In this article, you will learn how to access and manage drivers who haven't accepted the invitation.

- [View Pending Drivers](#)
- [Edit Pending Drivers' Details](#)
- [Resend Invites to All Drivers](#)
- [Resend Driver Invites](#)
- [Rescind Driver Invites](#)
- [Changing Drivers' Email](#)

## View Pending Drivers

This section will walk you through how to access and view pending drivers.

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



The screenshot shows the LOGMASTER interface for 'Drivers - Business'. The left sidebar contains a 'Business Navigation' menu with 'Drivers' and 'Drivers List' highlighted by red arrows. The main content area has tabs for 'Linked', 'Pending', 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD', 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. The 'Pending' tab is selected. Below the tabs is a search field with a dropdown set to '10' and a search icon. 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 driver details:

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. Click the **Pending** tab to access the **Pending Drivers** list.
3. Search/filter the list using the **Search** field to view pending drivers. 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  Resend Invites To All

**Available Seats: 94 remaining of 140 subscribed.**  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	ACTIONS
Joe Gale	joe.gale19@gmail.com	12345	-	-	-	N/A	15/02/2025 08:00	⋮

Showing 1 of 1 Entries  
Showing 1 of 1 Pages

**Actions**

- View
- Edit
- Resend Invite
- Rescind Invite
- Change Email

4. Find the driver from the list and click its **Action** icon. the **Actions** menu will expand, select **View**.

5. The **Driver Info window** will appear displaying the **Driver's Business Profile**. In this window, you can view the driver's information, and resend or delete the invite.

**Driver Info** ✕

**Joe Gale**  
ACTIVE

**Business Profile**

**1 demo st. demos**  
Base Location

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

-  
BFM Accreditation Num

-  
AFM Accreditation Num

**1 demo st. demos**  
Record Keeper Location

**NHVR**  
Region

**Driver Details**

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

-  
Driver ID

**ACT-12345-20020101**  
Driver UDI

**None**  
Phone

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

**12345**  
Licence

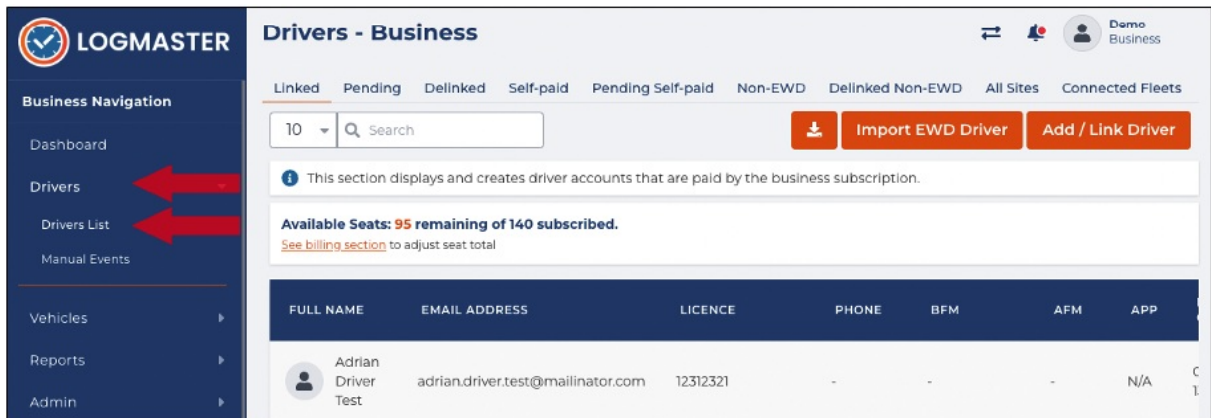
**ACT**  
Licence State

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

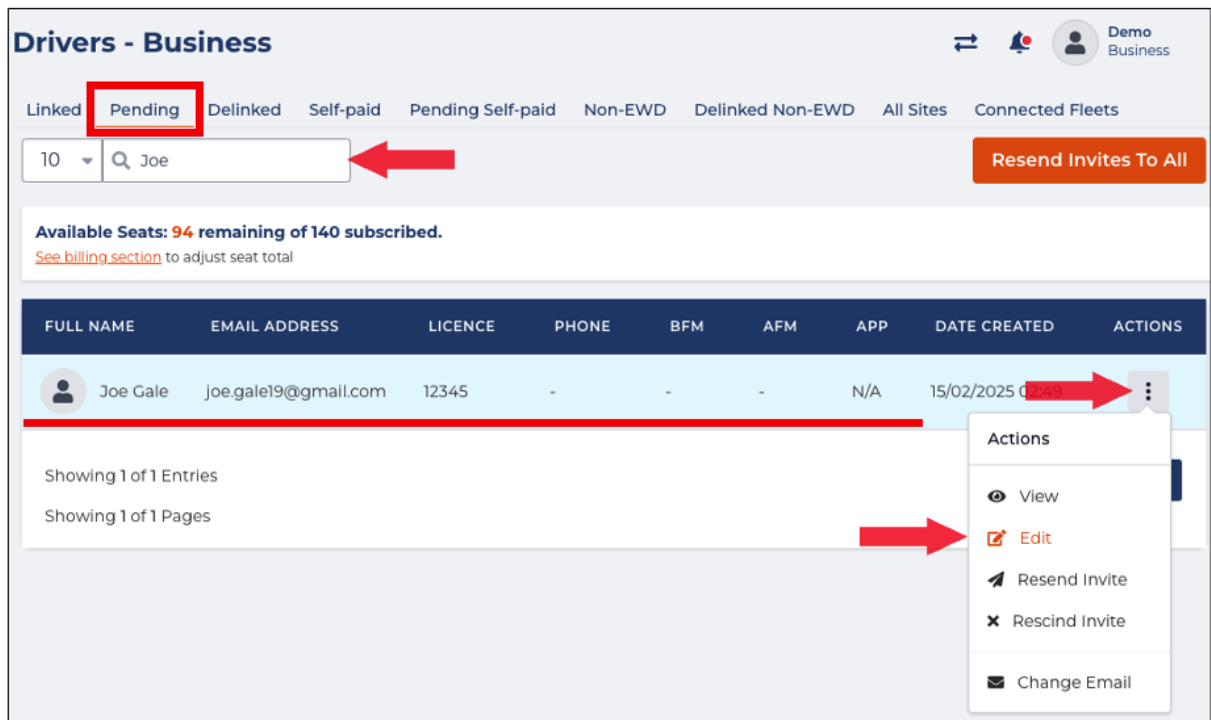
# Edit Pending Drivers' Details

This section will walk you through how to edit pending driver details.

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



2. You will be directed to the **Drivers - Business** page. Click the **Pending** tab to access the **Pending Drivers** list.
3. Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.



4. Find the driver from the list and click its **Action** icon. the **Actions** menu will expand, select **Edit**.
5. The **Business Profile Edit** window will appear. In this window, you can update the following details:

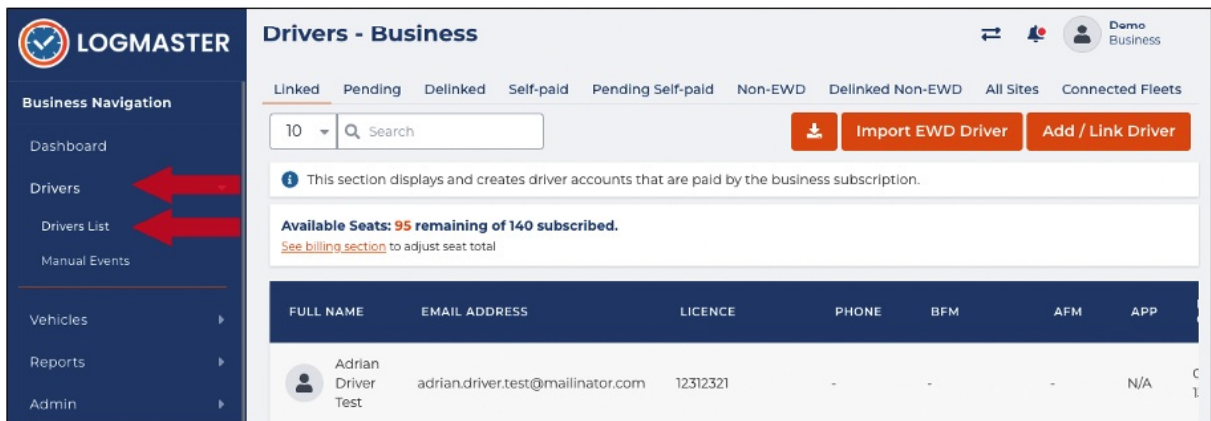
- a. Record Keeper Address [Business Address]
- b. Base Location [Business Address]
- c. Base Time Zone
- d. Region
- e. Accreditation (Optional)
  - i. BFM Number
  - ii. AFM Number

6. After updating the selected driver, click the **Submit** button.

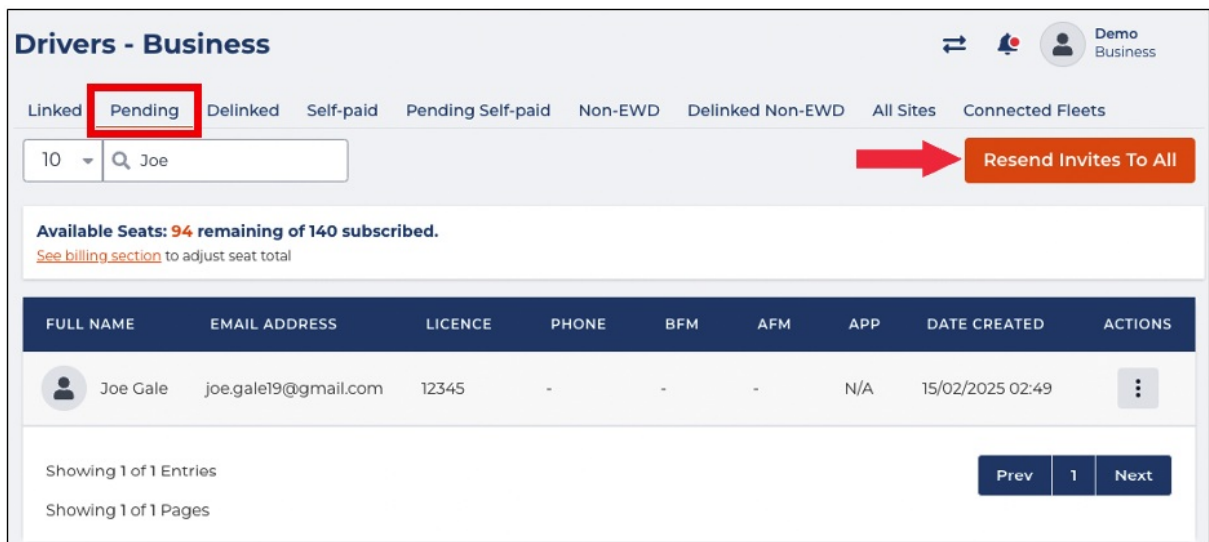
# Resend Invites to All Drivers

This section will walk you through how to resend invites to all the drivers.

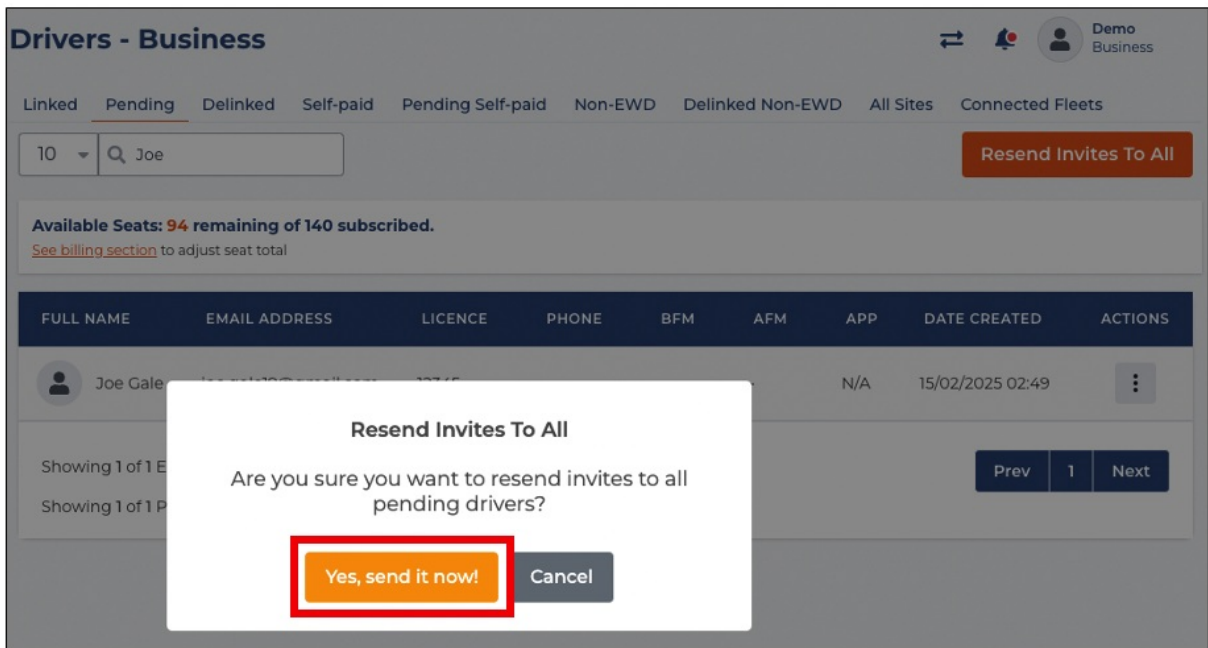
1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



2. You will be directed to the **Drivers - Business** page. Click the **Pending** tab to access the **Pending Drivers** list.
3. Find and click the **Resend Invites to All** button.



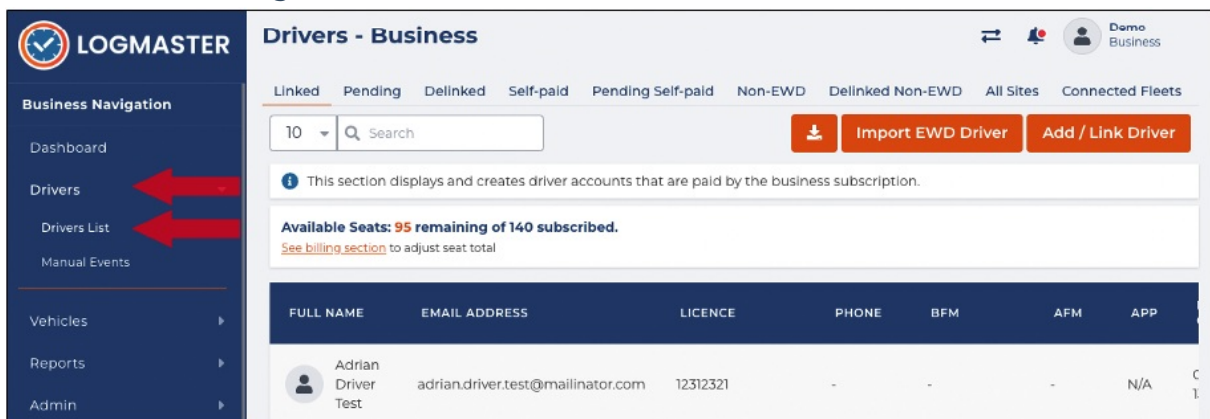
4. The **Resend Invites To All** dialog box will appear, click the **Yes, send it now!** button to confirm resending the invites to all drivers in the list.



## Resending Driver Invites

This section will walk you through how to resend driver invites. Once you confirm the resending of the invitation, the driver will receive an invitation to join Logmaster.

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



2. You will be directed to the **Drivers - Business** page. Click the **Pending** tab to access the **Pending Drivers** list.
3. Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.

**Drivers - Business**

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

10 | Search: Joe

Resend Invites To All

Available Seats: **94** remaining of 140 subscribed.  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	ACTIONS
Joe Gale	joe.gale19@gmail.com	12345	-	-	-	N/A	15/02/2025 02:00	⋮

Showing 1 of 1 Entries  
Showing 1 of 1 Pages

Actions

- View
- Edit
- Resend Invite**
- Rescind Invite
- Change Email

4. Find the driver from the list and click its **Action** icon. the **Actions** menu will expand, select **Resend Invite**.

5. A **Confirmation** dialog box will appear, click **OK** to continue resending the invitation.

**Drivers - Business**

Linked Pending **logmaster.au says**  
Resend invite email to this driver?

Cancel **OK**

Linked Non-EWD All Sites Connected Fleets

Resend Invites To All

Available Seats: **94** remaining of 140 subscribed.  
[See billing section](#) to adjust seat total

## Rescinding Driver Invites

This section will walk you through how to rescind driver invites.

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

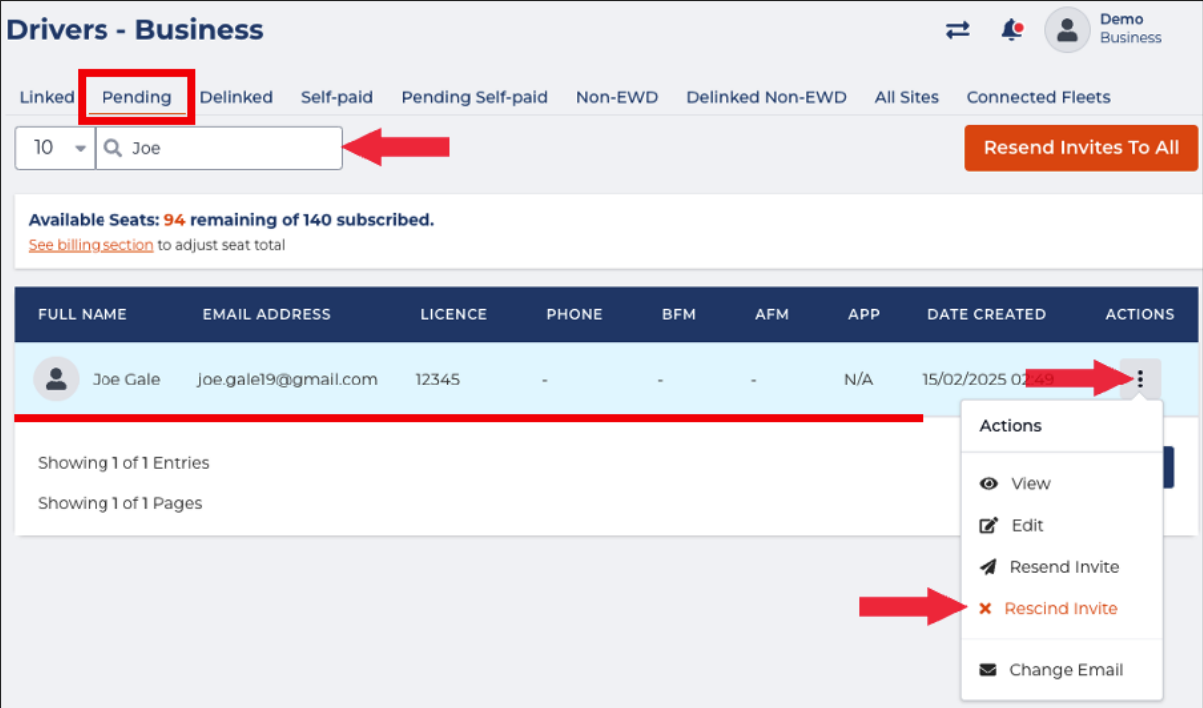
FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP
Adrian Driver Test	adrian.driver.test@mailinator.com	12312321	-	-	-	N/A

2. You will be directed to the **Drivers - Business** page. Click the **Pending** tab to access the



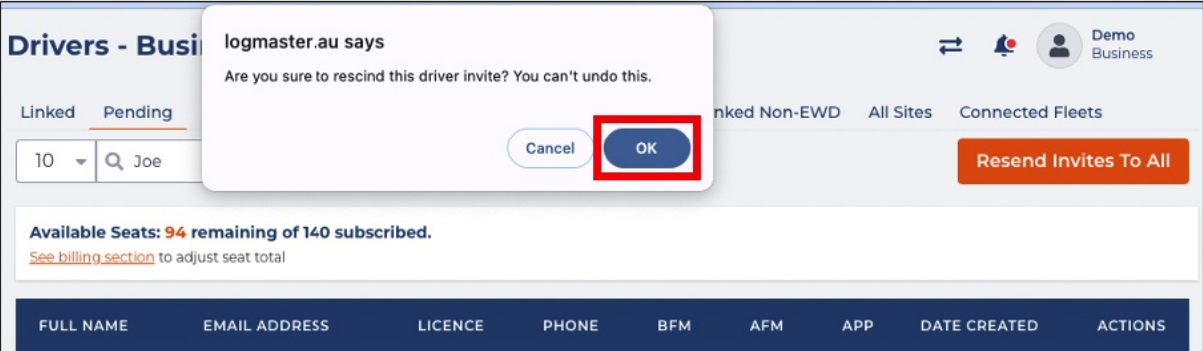
**Pending Drivers** list.

3. Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.



The screenshot shows the 'Drivers - Business' interface. At the top, there are tabs for 'Linked', 'Pending', 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD', 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. The 'Pending' tab is selected and highlighted with a red box. Below the tabs is a search bar with a dropdown set to '10' and a search input containing 'Joe'. A red arrow points to the search input. To the right of the search bar is a 'Resend Invites To All' button. Below the search bar, there is a message: 'Available Seats: 94 remaining of 140 subscribed. See billing section to adjust seat total'. Below this is a table with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, APP, DATE CREATED, and ACTIONS. The first row shows a driver named 'Joe Gale' with email 'joe.gale19@gmail.com', licence '12345', and date created '15/02/2025 02:49'. A red arrow points to the Actions icon for this driver. The Actions menu is expanded, showing options: View, Edit, Resend Invite, Rescind Invite (highlighted with a red arrow), and Change Email. Below the table, it says 'Showing 1 of 1 Entries' and 'Showing 1 of 1 Pages'.

4. Find the driver from the list and click its **Action** icon. the **Actions** menu will expand, select **Rescind Invite**.
5. A **Confirmation** dialog box will appear, click **OK** to continue rescinding the invitation.



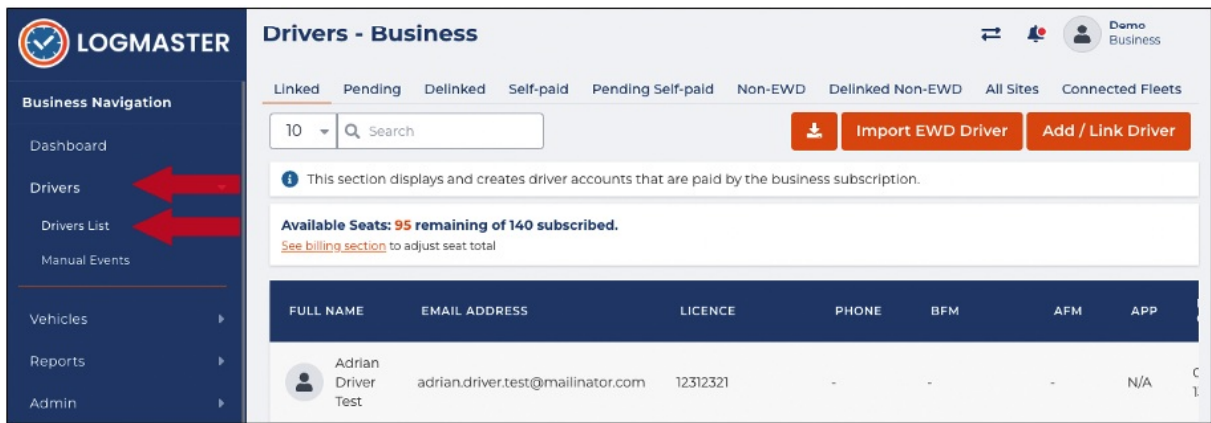
The screenshot shows the 'Drivers - Business' interface with a confirmation dialog box open. The dialog box has the title 'logmaster.au says' and the text 'Are you sure to rescind this driver invite? You can't undo this.' Below the text are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box. The background interface is partially visible, showing the 'Pending' tab selected and the search bar containing 'Joe'. The 'Rescind Invite' option from the Actions menu is also visible in the background.

## Changing Drivers' Email

This section will walk you through how to change the driver's email address.

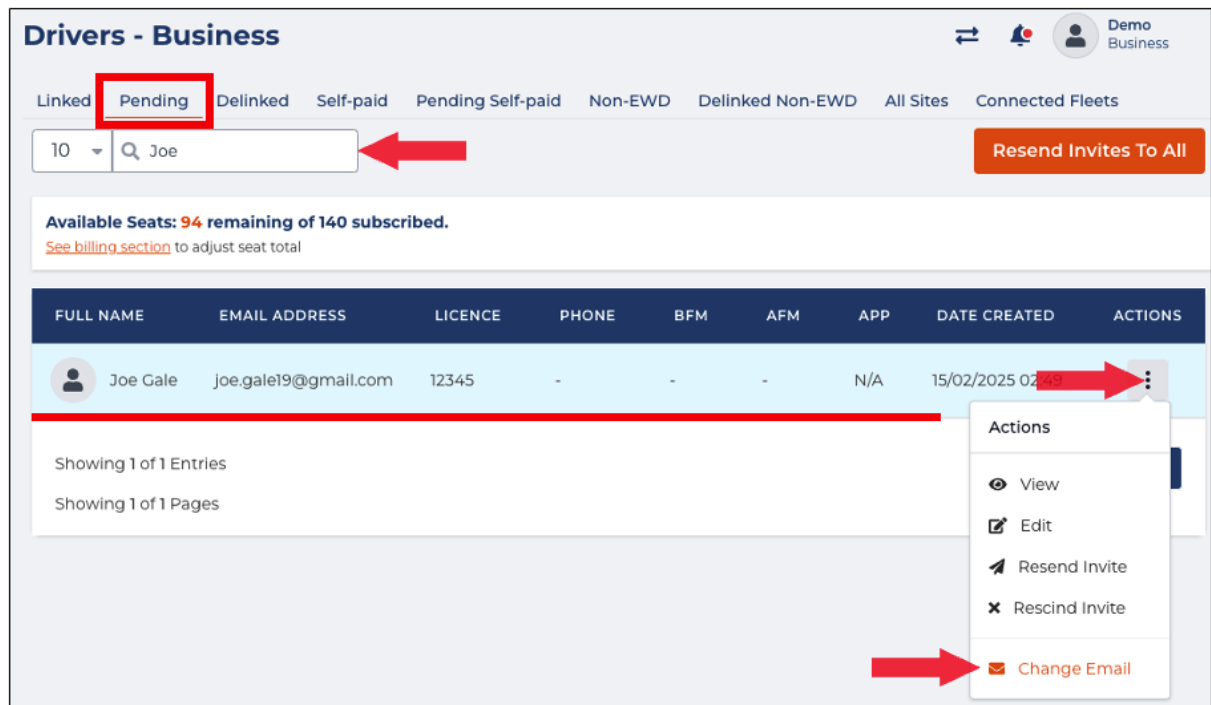
1. In the **Business Navigation Menu**, click **Drivers** and select **DriversList**.





2. You will be directed to the **Drivers - Business** page. Click the **Pending** tab to access the **Pending Drivers** list.

3. Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.



4. Find the driver from the list and click its **Action** icon. the **Actions** menu will expand, select **Change Email**.

5. The **Edit Driver Email** dialog box will appear. In the **Email Address** field, enter the updated driver's email address.

Available Seats: **94** remaining of 140 subscribed.  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	ACTIONS
							15/02/2025 02:49	⋮

### Edit Driver Email

Email Address

Update Email

Prev 1 Next

6. Click the **Update Email** button to apply the changes.

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