

Managing Pending Driver Invites

14/03/2025 2:37 pm AEDT

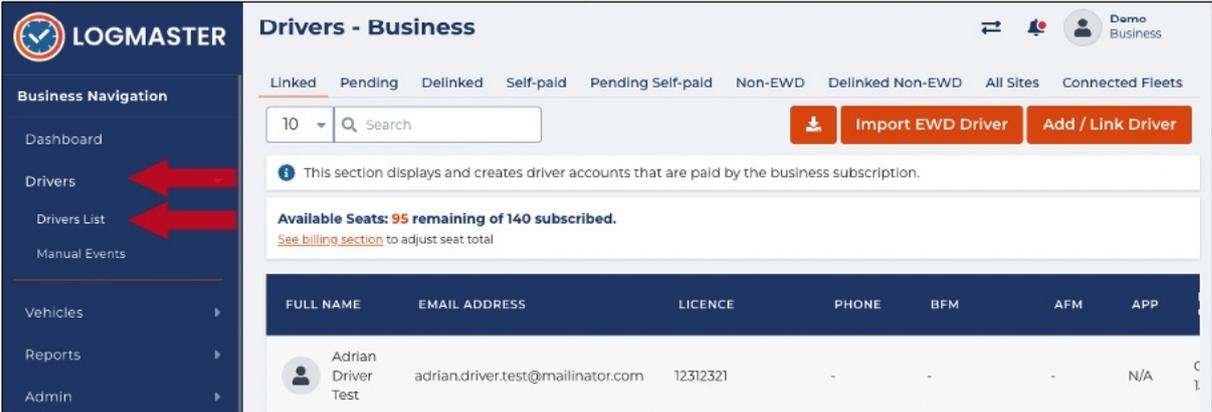
In this article, you will learn how to access and manage drivers who haven't accepted the invitation.

- 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 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. 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 07:49	⋮

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

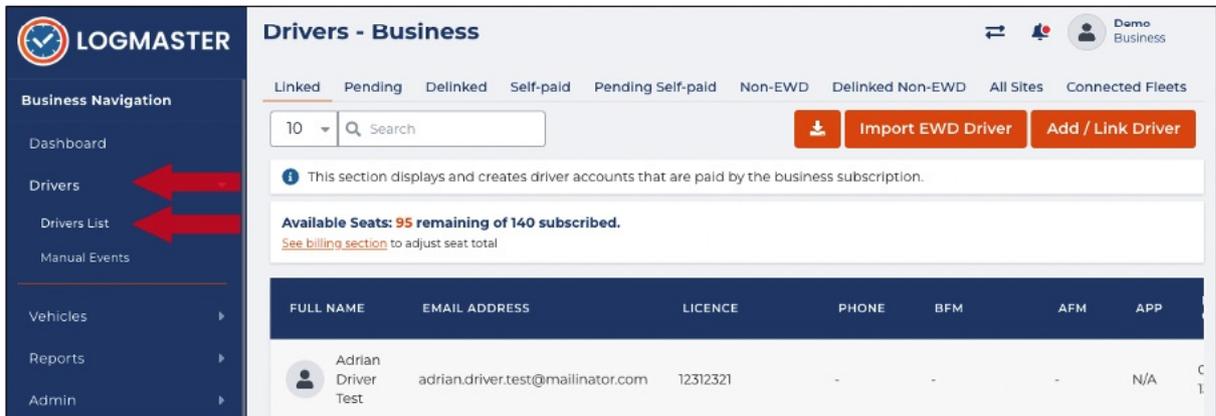
ACT
Licence State

28/02/2025 08:00
License Expiry

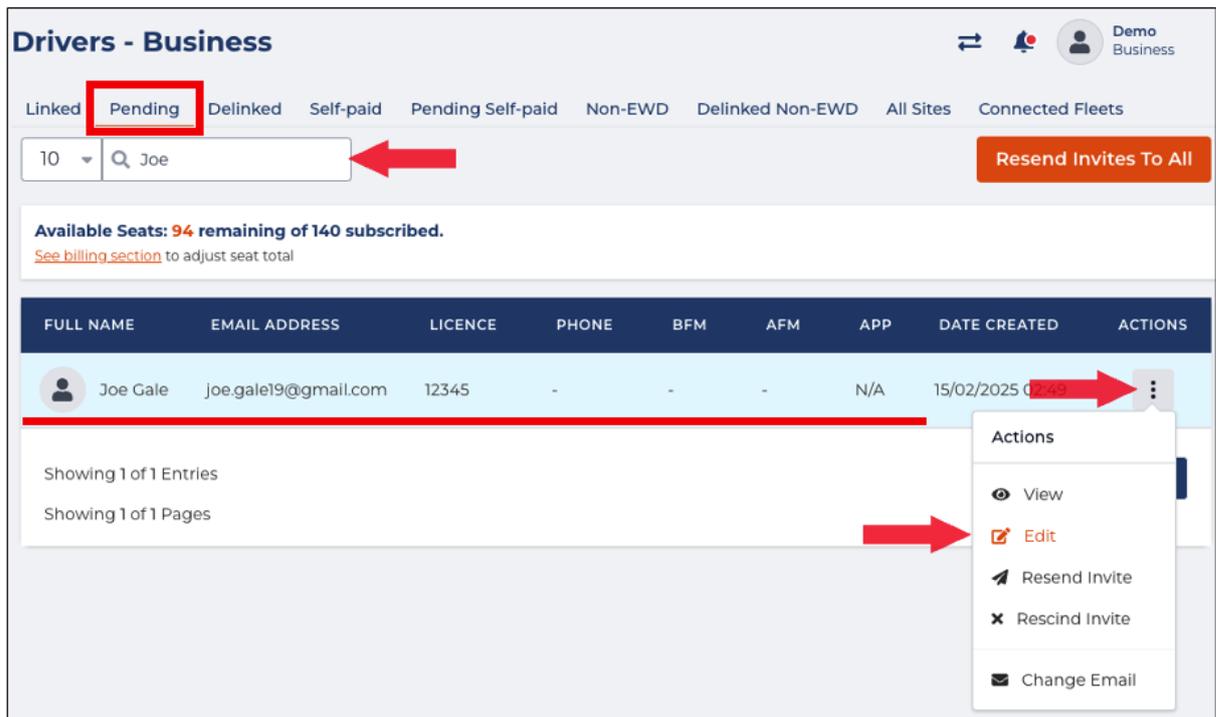
Edit Pending Drivers' Details

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:

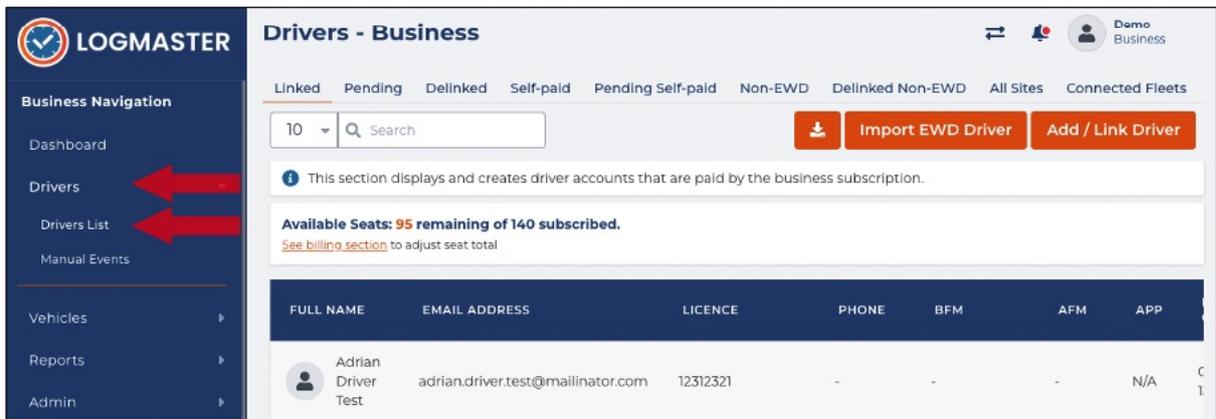
- a. Record Keeper Address [Business Address]
- b. Base Location [Business Address]
- c. Base Time Zone
- d. Region
- e. Accreditation (Optional)
 - i. BFM Number
 - ii. AFM Number

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

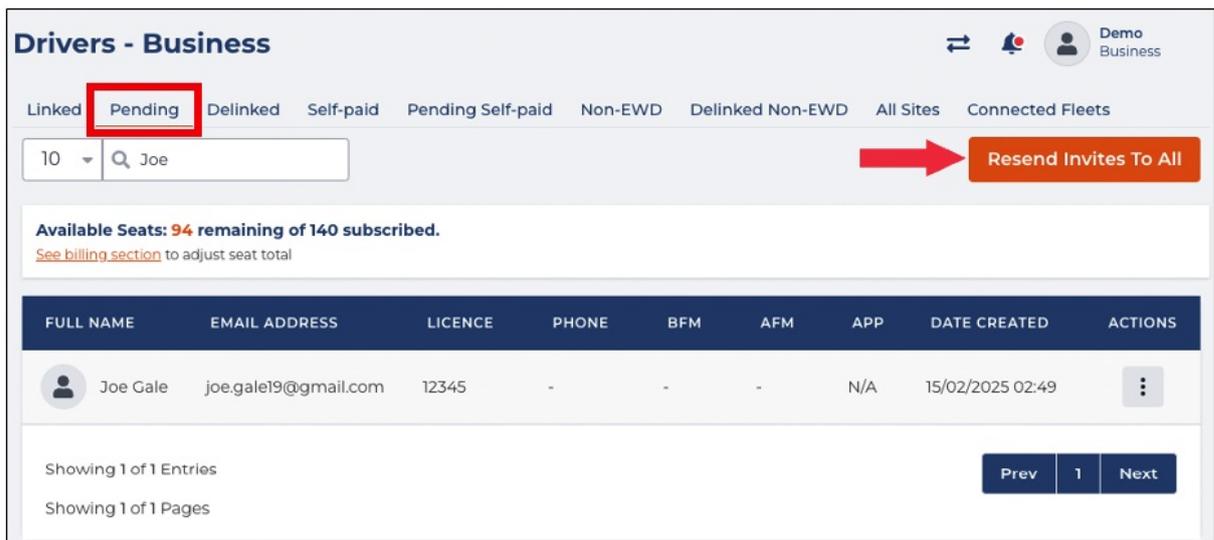
Resend Invites to All Drivers

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

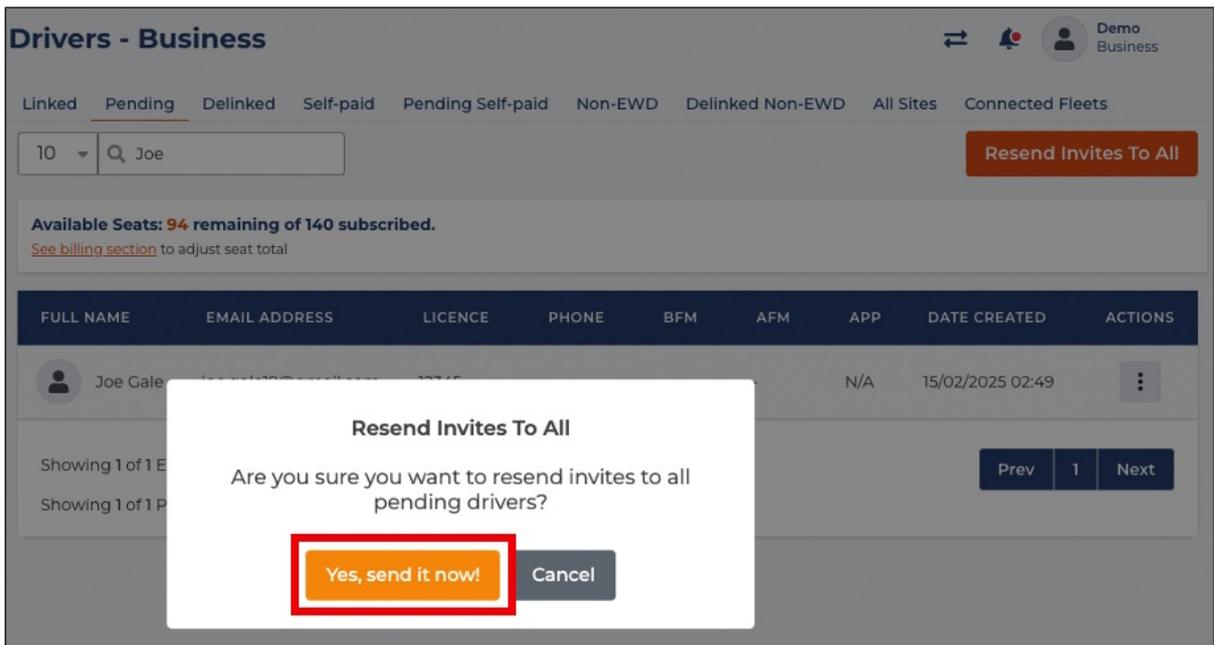
1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



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.



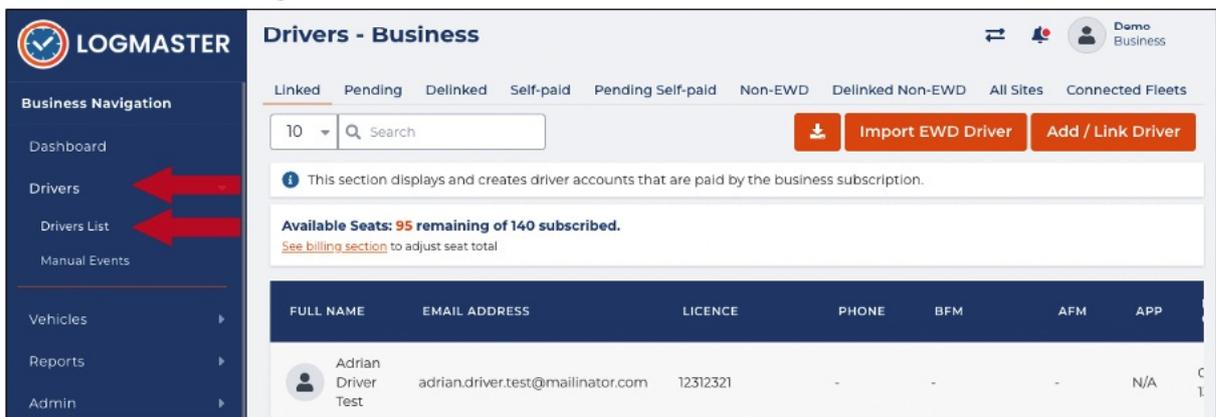
4. The **Resend Invites To All** dialog box will appear, click the **Yes, send it now!** button to confirm resending the invites to all drivers in the list.



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.

The screenshot shows the 'Drivers - Business' interface. At the top, the 'Pending' tab is highlighted with a red box. Below the tabs, there is a search bar with 'Joe' entered and a dropdown menu set to '10'. A red arrow points to the search bar. To the right, there is a 'Resend Invites To All' button. Below the search bar, a message states 'Available Seats: 94 remaining of 140 subscribed.' with a link to 'See billing section'. A table lists driver information with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, APP, DATE CREATED, and ACTIONS. The first row shows 'Joe Gale' with email 'joe.gale19@gmail.com' and licence '12345'. A red arrow points to the Actions icon for this driver. A dropdown menu is open, showing options: View, Edit, Resend Invite (highlighted with a red arrow), Rescind Invite, 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 **Resend Invite**.

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

The screenshot shows the same 'Drivers - Business' interface, but with a confirmation dialog box overlaid. The dialog box has the title 'logmaster.au says' and the text 'Resend invite email to this driver?'. It has two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box. The background interface is dimmed, showing the 'Pending' tab and the search bar with 'Joe'.

Rescinding Driver Invites

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

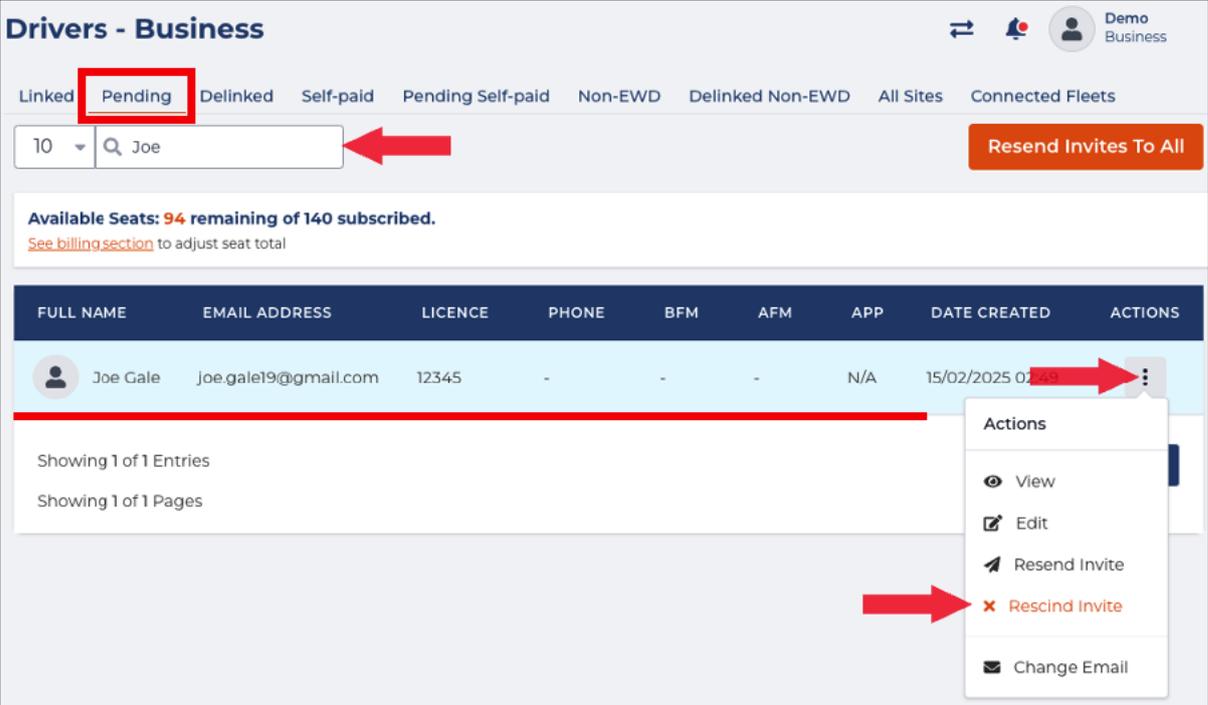
1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.

The screenshot shows the LOGMASTER Business Navigation Menu on the left side of the screen. The menu items are: Dashboard, Drivers, Drivers List, Manual Events, Vehicles, Reports, and Admin. Red arrows point to 'Drivers' and 'Drivers List'. The main content area shows the 'Drivers - Business' interface with the 'Pending' tab selected. There is a search bar and buttons for 'Import EWD Driver' and 'Add / Link Driver'. A message states 'Available Seats: 95 remaining of 140 subscribed.' with a link to 'See billing section'. A table lists driver information with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, APP. The first row shows 'Adrian Driver Test' with email 'adrian.driver.test@mailinator.com' and licence '12312321'.

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

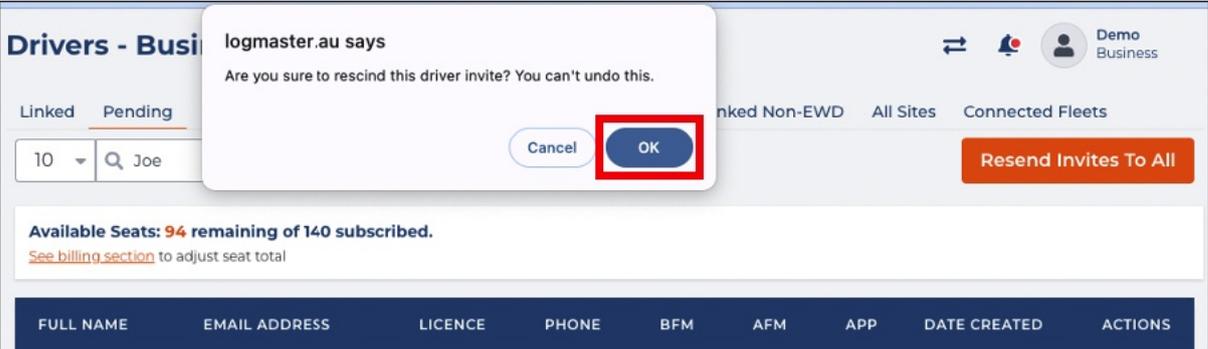
Pending Drivers list.

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' (highlighted with a red box), 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD', 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. Below the tabs is a search bar with '10' in a dropdown and 'Joe' in the search field, with a red arrow pointing to the search field. 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 'Joe Gale', 'joe.gale19@gmail.com', '12345', '-', '-', '-', 'N/A', '15/02/2025 02:49', and an Actions icon. A red arrow points to the Actions icon, which has expanded into a menu with 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.

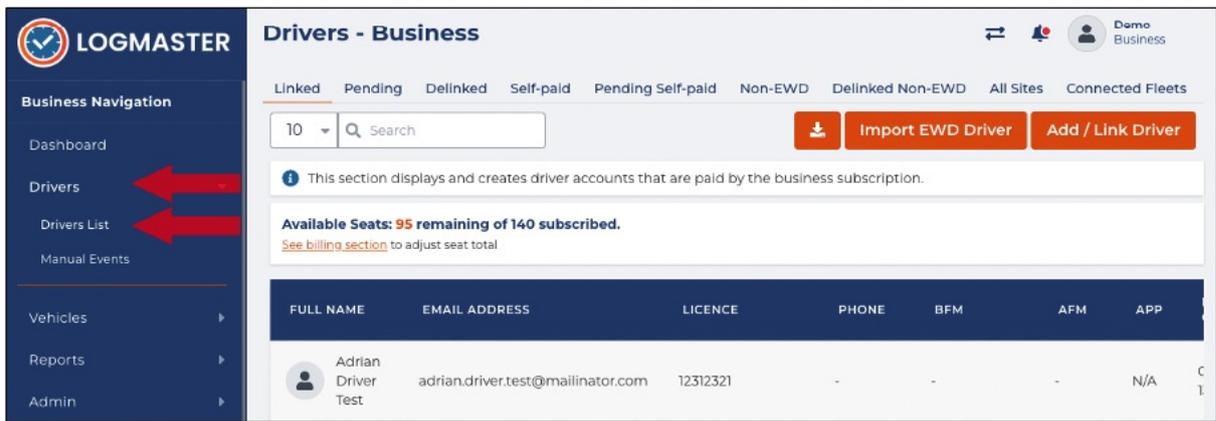


The screenshot shows the 'Drivers - Business' interface with a confirmation dialog box overlaid. The dialog box has the title 'logmaster.au says' and the text 'Are you sure to rescind this driver invite? You can't undo this.' Below the text are two buttons: 'Cancel' and 'OK' (highlighted with a red box). The background interface is partially visible, showing the 'Pending' tab, the search bar with '10' and 'Joe', and the 'Resend Invites To All' button. Below the dialog box, the table header is visible: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, APP, DATE CREATED, and ACTIONS.

Changing Drivers' Email

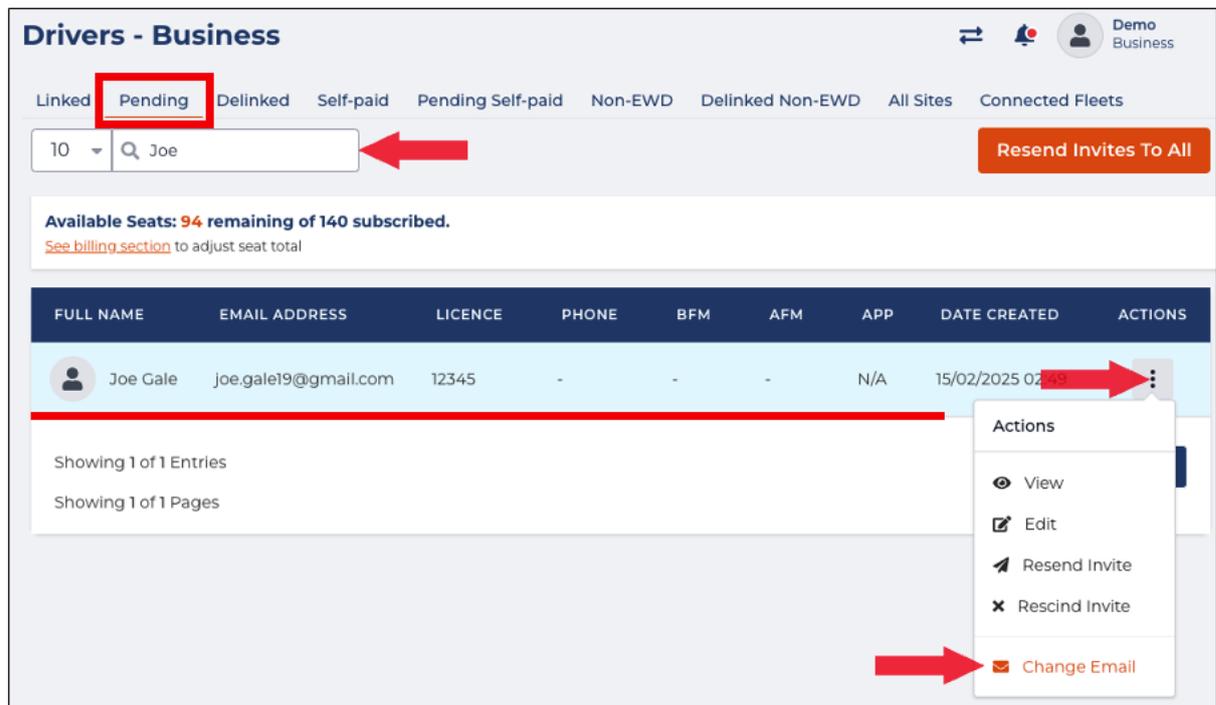
This section will walk you through how to change the driver's email address.

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.
