

# Accessing Delinked Drivers

22/02/2025 2:44 am AEDT

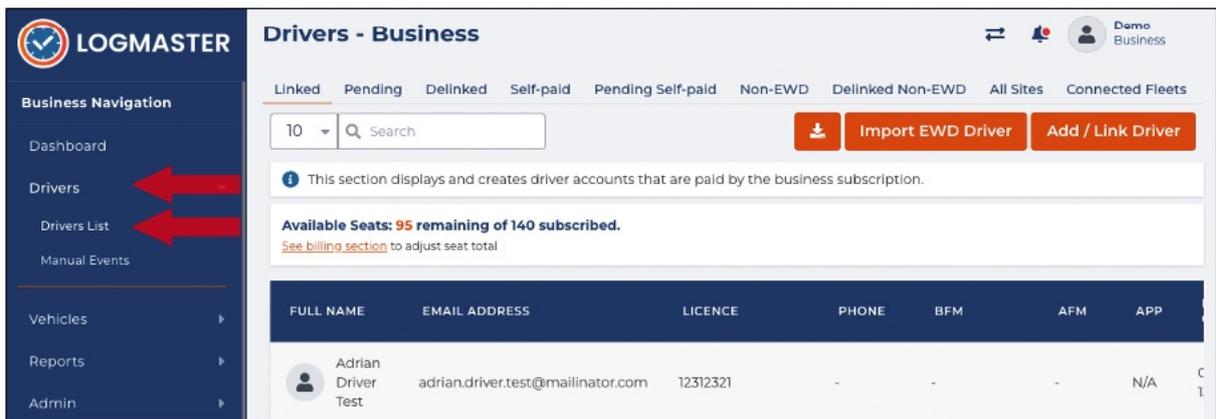
In this article, you will learn how to access the Delinked tab and view and relink drivers.

- Viewing Delinked Drivers
- Relink Drivers

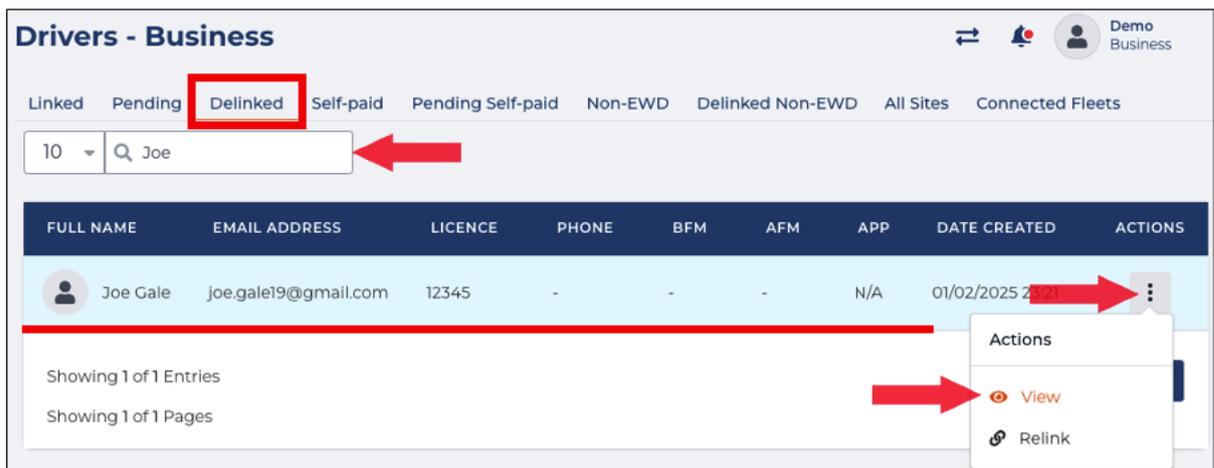
## Viewing Delinked Drivers

This section will walk you through how to access delinked drivers and view their information.

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



2. You will be directed to the **Drivers - Business** page. Click the **Delinked** tab to access the **Delinked Drivers** list.
3. Search/filter the list using the **Search** field to view delinked 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 **View**.
5. The **Driver Info** window will appear displaying the **Driver's Business Profile**. In this window, you can view the driver's information or delete the driver.

**Driver Info**
✕

## Joe Gale

ACTIVE

**Business Profile**

**test**  
Base Location

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

-  
BFM Accreditation Number

-  
AFM Accreditation Number

**Australia Avenue, Syd**  
Record Keeper Location

**NHVR**  
Region

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**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

## Relinking Drivers

This section will walk you through how to relink delinked 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 has 'Drivers' and 'Drivers List' highlighted with 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'. Below the tabs is a search field with a dropdown set to '10' and buttons for 'Import EWD Driver' and 'Add / Link Driver'. A message states 'Available Seats: 95 remaining of 140 subscribed.' Below this is a table 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 **Delinked** tab to access the **Delinked Drivers** list.
3. Search/filter the list using the **Search** field to view delinked 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

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	ACTIONS
Joe Gale	joe.gale19@gmail.com	12345	-	-	-	N/A	01/02/2025 2:21	

Showing 1 of 1 Entries  
Showing 1 of 1 Pages

**Actions**

View

**Relink**

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

5. The **RelinkDriver** window will appear. In this window, you can verify and update driver details before relinking them. The current section to verify is the **CREATE / SELECT** section. Review the following information and check if this is the updated driver information which includes:

**Relink Driver** ✕

DRIVER LOOKUP

**CREATE / SELECT**

BUSINESS PROFILE

**Email Address**

**Full Name**

**Date Of Birth**

**Licence Number**

**Licence Expiry**

**Licence State**

**Next**

- a. Email Address
- b. Full Name
- c. Licence Number
- d. Licence State

- e. Date of Birth
- f. Licence Expiry

6. After reviewing and updating this section, click the **Next** button.

7. You will be directed to the **BUSINESS PROFILE** section. In this section, you can review and update the following details:

The screenshot shows a 'Relink Driver' form with three steps: DRIVER LOOKUP, CREATE / SELECT, and BUSINESS. The BUSINESS section is highlighted with a red box and contains the following fields:

- Record Keeper Address [Business Address]
- Business Address [1 Demo St. De]
- Base Location: Business Address [1 Demo St. De]
- Base Time Zone: ACT +10:00
- Region: NHVR
- Accreditation (Optional): + Select from accreditation list
- BFM Number: [Empty text box]
- Select an AFM Number: [Dropdown menu]

A red 'Submit' button is located at the bottom of the form.

- 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

8. After reviewing and updating this section, click the **Submit** button.

Accreditation (Optional)

+ Select from accreditation list

BFM Number

Select an AFM Number



Submit