

# Managing Non-EWD Drivers

12/03/2025 1:13 am AEDT

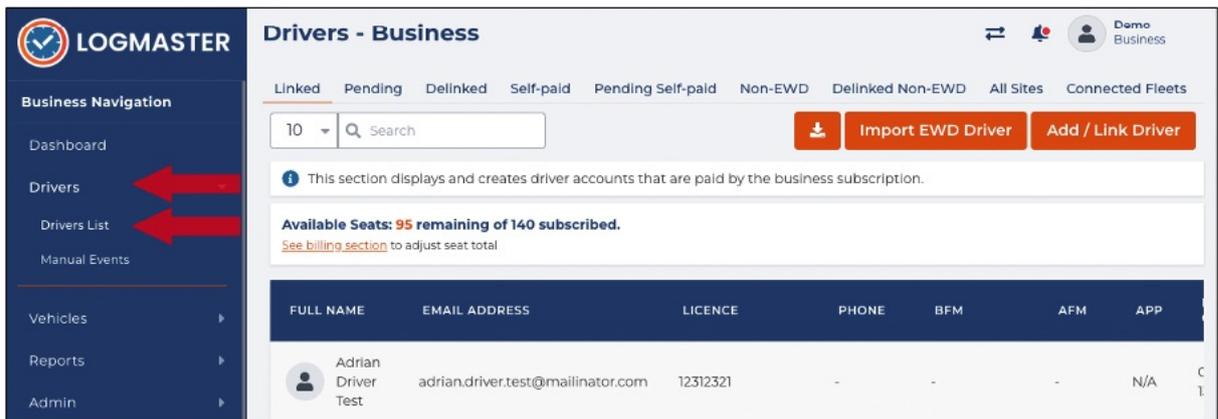
In this article, you will learn how to manage Non-EWD Drivers. The sections below will walk you through each feature and function:

- [Add Non-EWD Drivers](#)
- [Download Non-EWD Drivers CSV Template](#)
- [Import Non-EWD Drivers](#)
- [View Non-EWD Drivers](#)
- [Edit Non-EWD Drivers](#)
- [Delink Non-EWD Drivers](#)
- [Convert to EWD Driver](#)

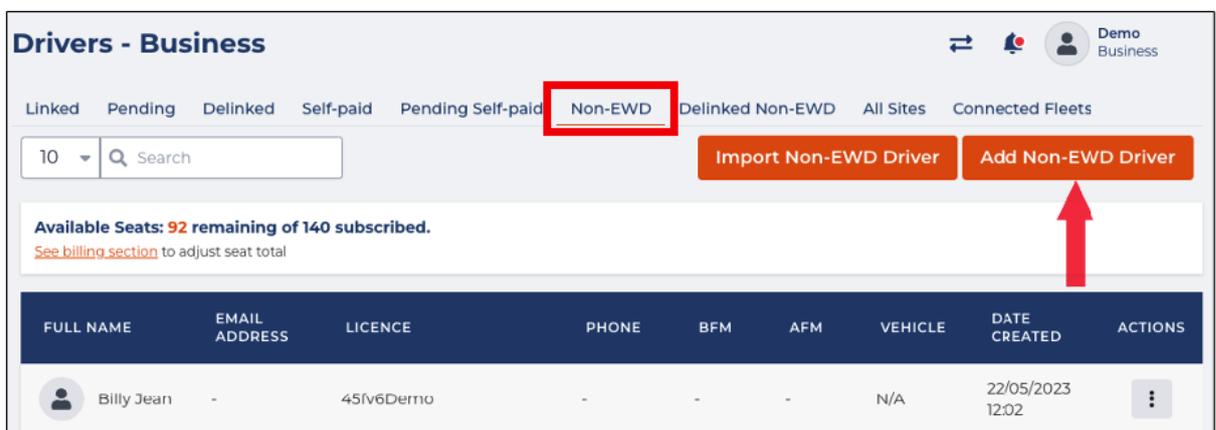
## Add Non-EWD Drivers

This section will guide you on how to add Non-EWD drivers. Adding them to your Logmaster account lets you record 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 **Non-EWD** tab to access the **Non-EWD Drivers** list.



3. Find and click the **Add Non-EWD Driver** button.
4. The **New Non-EWD Driver** window will appear, specify the following information:

**New Non-EWD Driver**
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**Full Name**

**Date Of Birth**

**Licence Number**

**Licence Expiry**

**Licence State**

**Base Fatigue Plan**

**Base Time Zone**

**Region**

Field	Instructions
<b>Full Name</b>	Enter the non-EWD driver's full name.
<b>Licence Number</b>	Enter the driver's licence number.
<b>Licence State</b>	Click the drop-down arrow to select the state.
<b>Base Fatigue Plan</b>	Click the drop-down arrow to select the appropriate plan.
<b>Region</b>	Click the drop-down arrow to select the region.
<b>Date Of Birth</b>	Click the field to enable the Calendar. Set the Date of birth using the Calendar.
<b>Licence Expiry</b>	Click the field to enable the Calendar. Set the Licence Expiry using the Calendar.
<b>Base Time Zone</b>	Click the drop-down arrow to select the base time zone.

5. After specifying the Non-EWD driver, click the **Submit** button.

Base Fatigue Plan: BFM SOLO

Base Time Zone: ACT +10:00

Region: NHVR

Submit

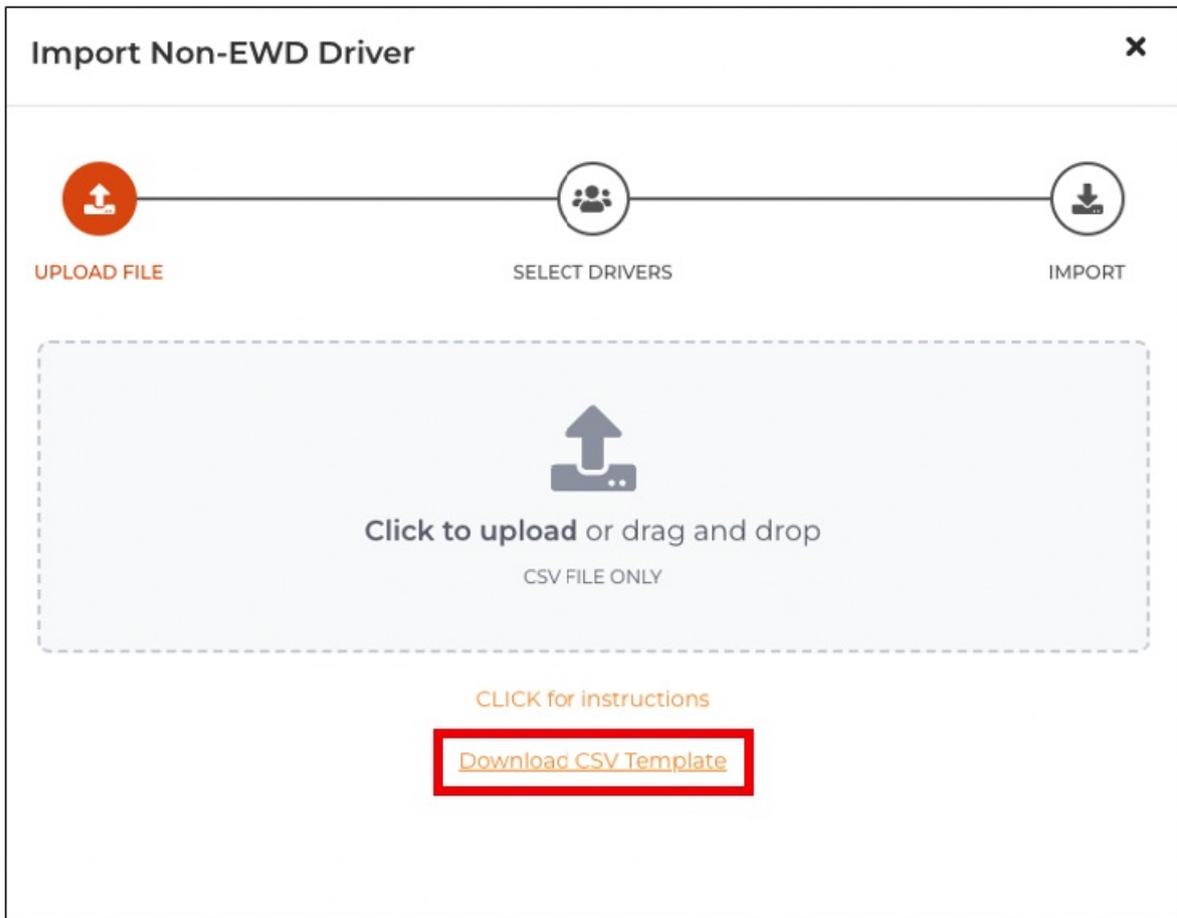
## Download Non-EWD Drivers CSV Template

The Non-EWD drivers CSV template enables you to compile multiple drivers and their data. This template will be used to import multiple non-EWD drivers in one go using the Import EWD Driver feature.

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

2. You will be directed to the **Drivers - Business** page. Click the **Non-EWD** tab to access the **Non-EWD Drivers** list.
3. Find and click the **Import Non-EWD Driver** button.

4. The **Import Non-EWD Driver** window opens. Click the **Download CSV Template** link

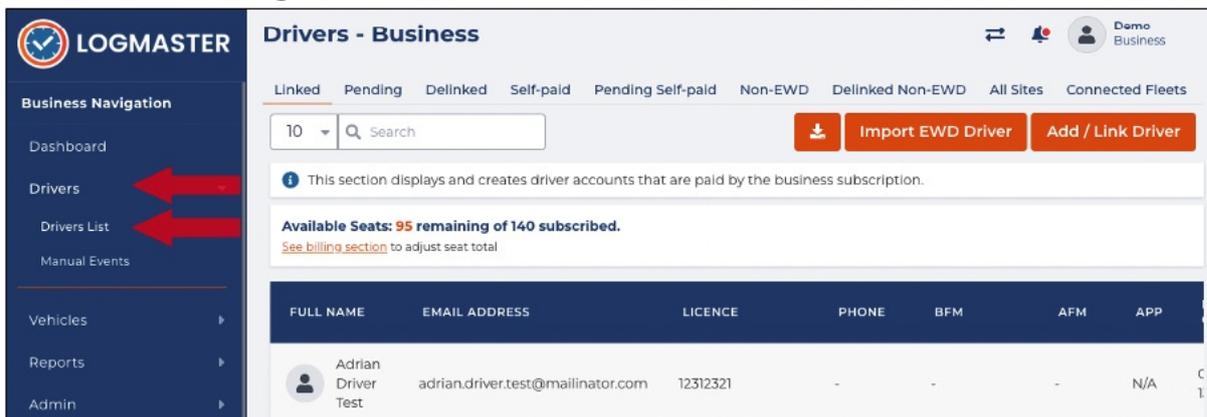


5. The **Import Non-EWD Driver CSV Template** will be downloaded to your device. Go to your **Downloads** folder and open the downloaded file.
6. The template will require the following information:
  - a. Full Name
  - b. Email Address
  - c. Licence
  - d. Phone
  - e. BFM
  - f. AFM
  - g. Vehicle
  - h. Date Created

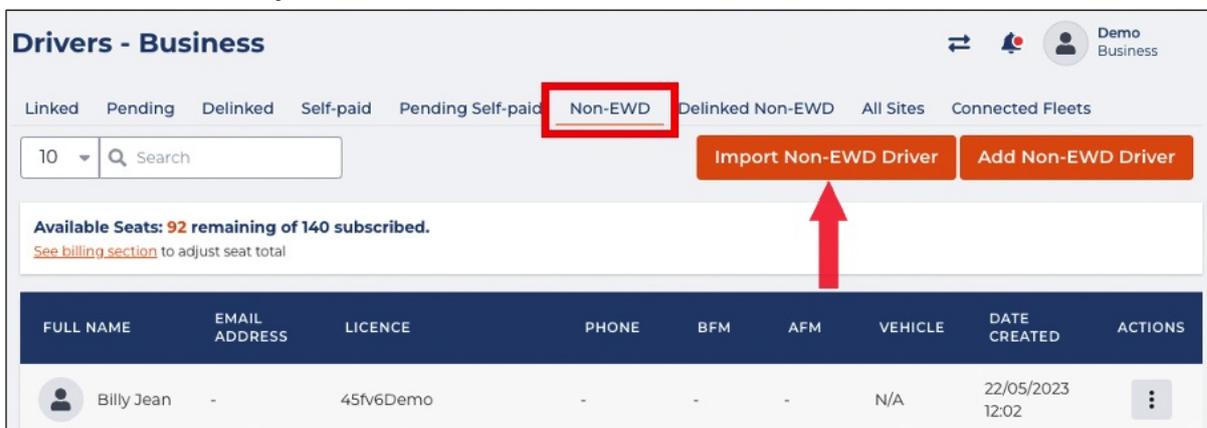
## Import Non-EWD Drivers

This section will guide you on how to use the Import EWD Driver feature. The Import EWD Driver feature lets you import multiple (bulk) non-EWD drivers using the CSV template as your basis for the required 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 **Non-EWD** tab to access the **Non-EWD Drivers** list.
3. Find and click the **Import Non-EWD Driver** button.

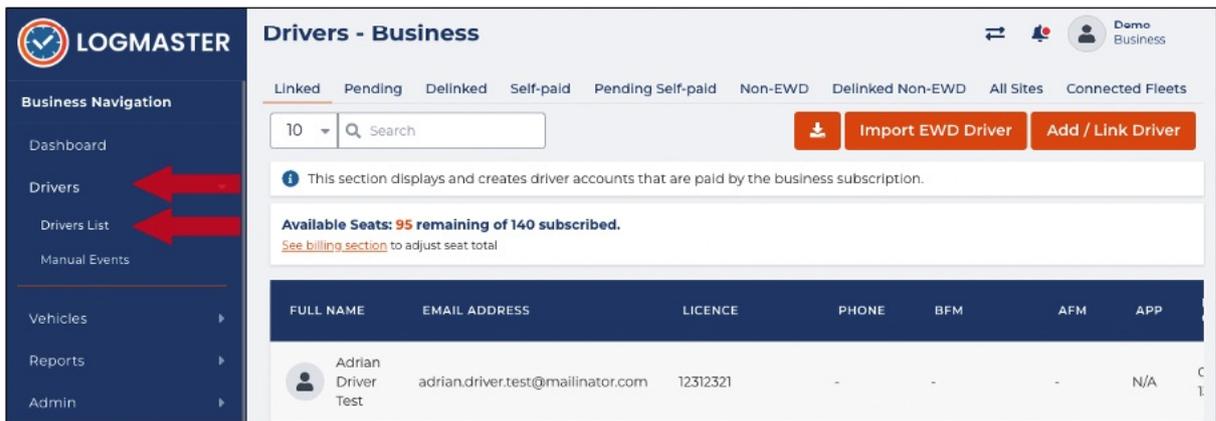


4. The **Import Non-EWD Driver** window will appear. Click the **Upload Panel** to access the **File Location** window in the **UPLOAD FILE** section.
5. In the **File Location** window, find and select the **Non-EWD Drivers CSV** file. Click the **Open** button to continue.
6. You will be directed to the **SELECT DRIVERS** section. In this section, a table with a list of drivers will appear. Find the non-EWD drivers you want to import and select the **Checkbox** beside the drivers' names.
7. Click the **Next** button to continue. You will be directed to the **IMPORT** section.
8. Check the selected drivers' email and status from the table and click the **Import** button to proceed.

## View Non-EWD Drivers

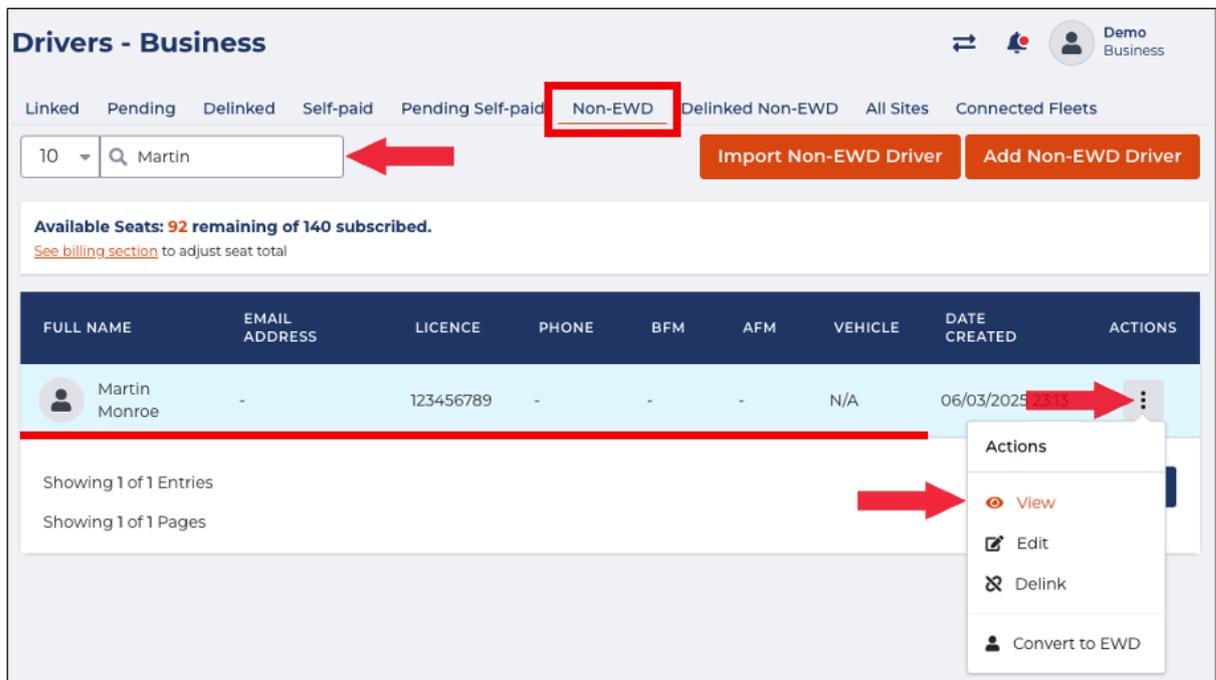
This section will guide you on how to view Non-EWD drivers.

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



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

3. You can search/filter the list using the **Search** field to view non-EWD drivers. You can 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 or edit the driver's information.

**Non-EWD Driver Info**
✕

## Martin Monroe

ACTIVE

**01/01/1980**  
Date Of Birth

**123456789**  
Licence

**ACT**  
Licence State

**01/01/2027**  
License Expiry

**BFM SOLO**  
Base Fatigue Plan

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

**Linked**  
Status

**NHVR**  
Region

## Edit Non-EWD Drivers

This section will guide you on how to update Non-EWD drivers' 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 **Non-EWD** tab to access the **Non-EWD Drivers** list.
3. You can search/filter the list using the **Search** field to view non-EWD drivers. You can 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  Import Non-EWD Driver Add Non-EWD Driver

Available Seats: 92 remaining of 140 subscribed.  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	VEHICLE	DATE CREATED	ACTIONS
Martin Monroe	-	123456789	-	-	-	N/A	06/03/2025	⋮

Showing 1 of 1 Entries  
Showing 1 of 1 Pages

**Actions**

- View
- Edit**
- Delink
- Convert to EWD

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

5. The **Edit Non-EWD Driver** window will appear. In this window, you can update the following details:

### Edit Non-EWD Driver

<p><b>Full Name</b></p> <input type="text" value="Martin Monroe"/>	<p><b>Date Of Birth</b></p> <input type="text" value="01/01/1980"/>
<p><b>Licence Number</b></p> <input type="text" value="123456789"/>	<p><b>Licence Expiry</b></p> <input type="text" value="01/01/2027"/>
<p><b>Licence State</b></p> <input type="text" value="ACT"/>	
<p><b>Base Fatigue Plan</b></p> <input type="text" value="BFM SOLO"/>	<p><b>Base Time Zone</b></p> <input type="text" value="ACT +10:00"/>
<p><b>Region</b></p> <input type="text" value="NHVR"/>	<p><b>Default Vehicle</b></p> <input type="text" value="Current Default Vehicle (N/A)"/>

a. Full Name

- b. Licence Number
- c. Licence State
- d. Base Fatigue Plan
- e. Region
- f. Date of Birth
- g. Licence Expiry
- h. Base Time Zone
- i. Set Default Vehicle

6. After updating the non-EWD driver's information, click the **Submit** button to apply the changes.

The screenshot shows a form with four dropdown menus: 'Base Fatigue Plan' (set to BFM SOLO), 'Base Time Zone' (set to ACT +10:00), 'Region' (set to NHVR), and 'Default Vehicle' (set to Current Default Vehicle (N/A)). A large red arrow points from the 'Default Vehicle' dropdown to an orange 'Submit' button at the bottom of the form.

## Delink Non-EWD Drivers

This section will guide you on how to delink Non-EWD drivers.

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

The screenshot shows the Logmaster interface. On the left is a 'Business Navigation' menu with 'Drivers' and 'Drivers List' highlighted by red arrows. The main content area is titled 'Drivers - Business' and includes tabs for 'Linked', 'Pending', 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD', 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. The 'Non-EWD' tab is selected. Below the tabs is a search bar and two buttons: '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 table contains one entry for 'Adrian Driver Test'.

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 **Non-EWD** tab to access the **Non-EWD Drivers** list.

3. You can search/filter the list using the **Search** field to view non-EWD drivers. You can 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 navigation tabs: 'Linked', 'Pending', 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD' (highlighted with a red box), 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. Below the tabs is a search bar with a dropdown set to '10' and a search field containing 'Martin'. A red arrow points to the search field. To the right of the search bar are two buttons: 'Import Non-EWD Driver' and 'Add Non-EWD Driver'. Below the search bar, there is a message: 'Available Seats: 92 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', 'VEHICLE', 'DATE CREATED', and 'ACTIONS'. The table contains one entry for 'Martin Monroe' with a licence number '123456789' and a date created '06/03/2025'. A red arrow points to the 'ACTIONS' icon for this entry. A dropdown menu is open, showing options: 'View', 'Edit', 'Delink' (highlighted with a red arrow), and 'Convert to EWD'. 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 **Delink**.

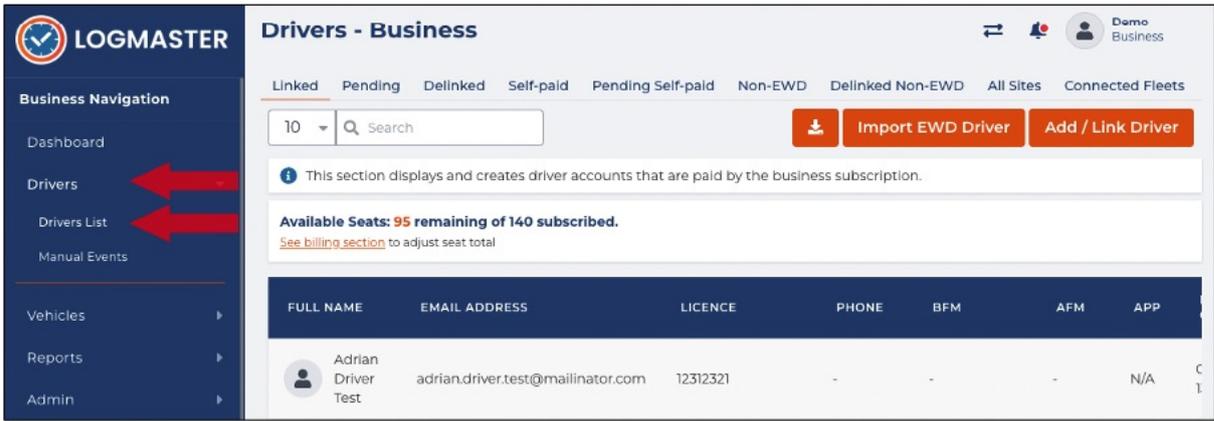
5. A **Confirmation** dialog box will appear. Click **OK** to continue delinking the selected non-EWD driver.

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 'Delink non-EWD driver?'. It has two buttons: 'Cancel' and 'OK' (highlighted with a red box). The background interface is partially visible, showing the same search bar and table as in the previous screenshot.

## Convert to EWD Drivers

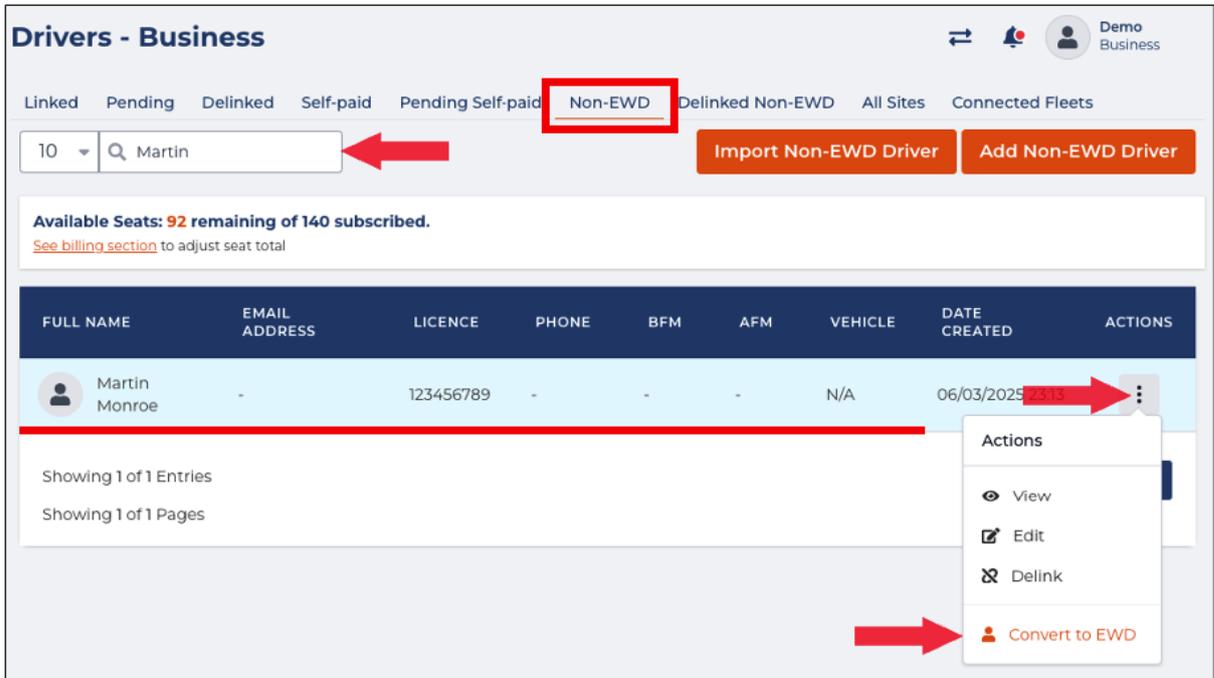
This section will guide you on how to convert Non-EWD drivers to EWD drivers.

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



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

3. You can search/filter the list using the **Search** field to view non-EWD drivers. You can 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 **Convert to EWD**.

5. The **Set Non-EWD TO EWD Driver** window will appear. In this window, the **DRIVER DETAILS** section is active when converting the non-EWD driver. Review the driver details and update each field if necessary.

### Set Non-EWD to EWD Driver ✕

 **DRIVER DETAILS**

 **BUSINESS PROFILE**

<b>Full Name</b>	<b>Date Of Birth</b>
<input type="text" value="Martin Monroe"/>	<input type="text" value="01/01/1980"/>
<b>Licence Number</b>	<b>Licence Expiry</b>
<input type="text" value="123456789"/>	<input type="text" value="01/01/2027"/>
<b>Licence State</b>	
<input type="text" value="ACT"/>	
<b>Base Fatigue Plan</b>	<b>Base Time Zone</b>
<input type="text" value="BFM SOLO"/>	<input type="text" value="ACT +10:00"/>
<b>Email Address</b>	
<input type="text" value="monroemartin676@gmail.com"/>	

**Next**

- a. Full name
- b. Licence Number
- c. Licence State
- d. Base Fatigue Plan
- e. Email Address
- f. Date Of Birth
- g. Licence Expiry
- h. Base Time Zone

6. After reviewing the **DRIVER DETAILS** section, click the **Next** button.

Licence State

Base Fatigue Plan

Base Time Zone

Email Address

**Next**

7. You will be directed to the **BUSINESS PROFILE** section. In this section, specify the following information:

**Set Non-EWD to EWD Driver**

DRIVER DETAILS — BUSINESS PROFILE

Record Keeper Address: Business Address

Base Location: Business Address

Base Time Zone

Accreditation (Optional)

BFM Number

Induction Date

**Submit**

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

8. After specifying the **BusinessProfile** section, click the **Submit** button to continue the conversion.

**Accreditation (Optional)**

**BFM Number**

**Induction Date**

**Submit**

9. A **Confirmation** message will appear indicating that the selected Non-EWD driver was successfully converted to EWD.

**Drivers - Business**

10  **Import Non-EWD Driver** **Add Non-EWD Driver**

**Available Seats: 92 remaining of 140 subscribed.**  
[See billing section](#) to adjust seat total

FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	VEHICLE	DATE CREATED	ACTIONS
No Record Found								

Successfully set as an EWD Driver.