Managing Non-EWD Drivers

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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
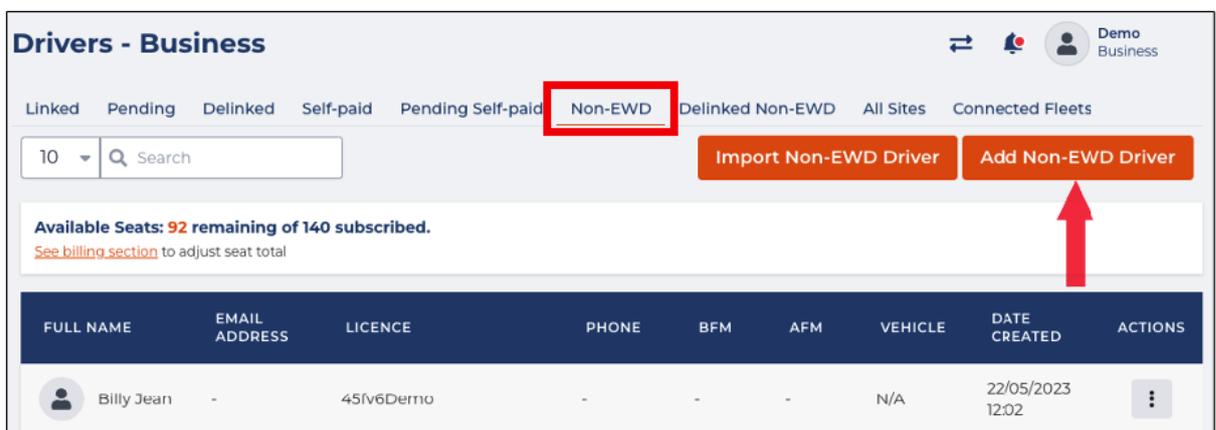- Convert to EWD Driver

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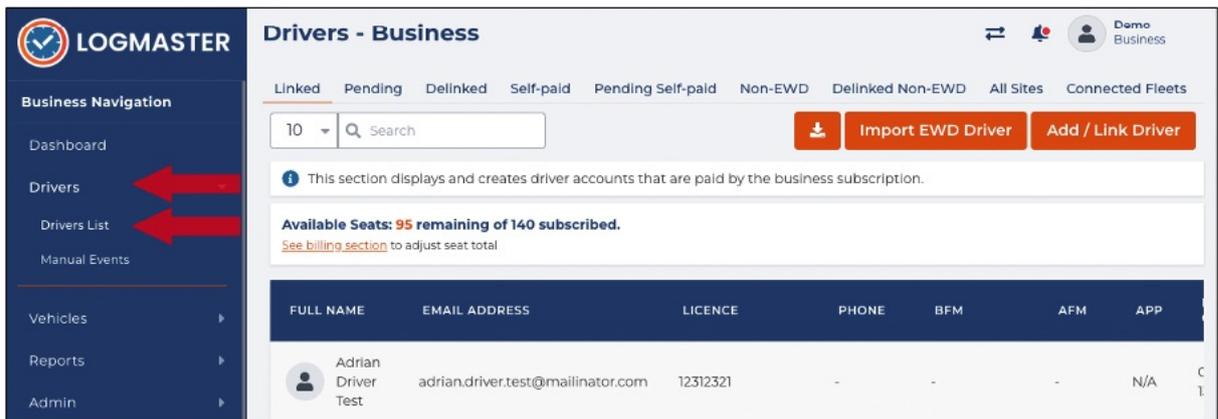
2. You will be directed to the **Drivers - Business** page. Click the **Non-EWD** tab to access the **Non-EWD Drivers** list.

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   ✕

Full Name

Martin Monroe

Date Of Birth

01/01/1980

Licence Number

123456789

Licence Expiry

01/01/2026

Licence State

ACT

Base Fatigue Plan

BFM SOLO

Base Time Zone

ACT +10:00

Region

NHVR

Submit

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

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

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
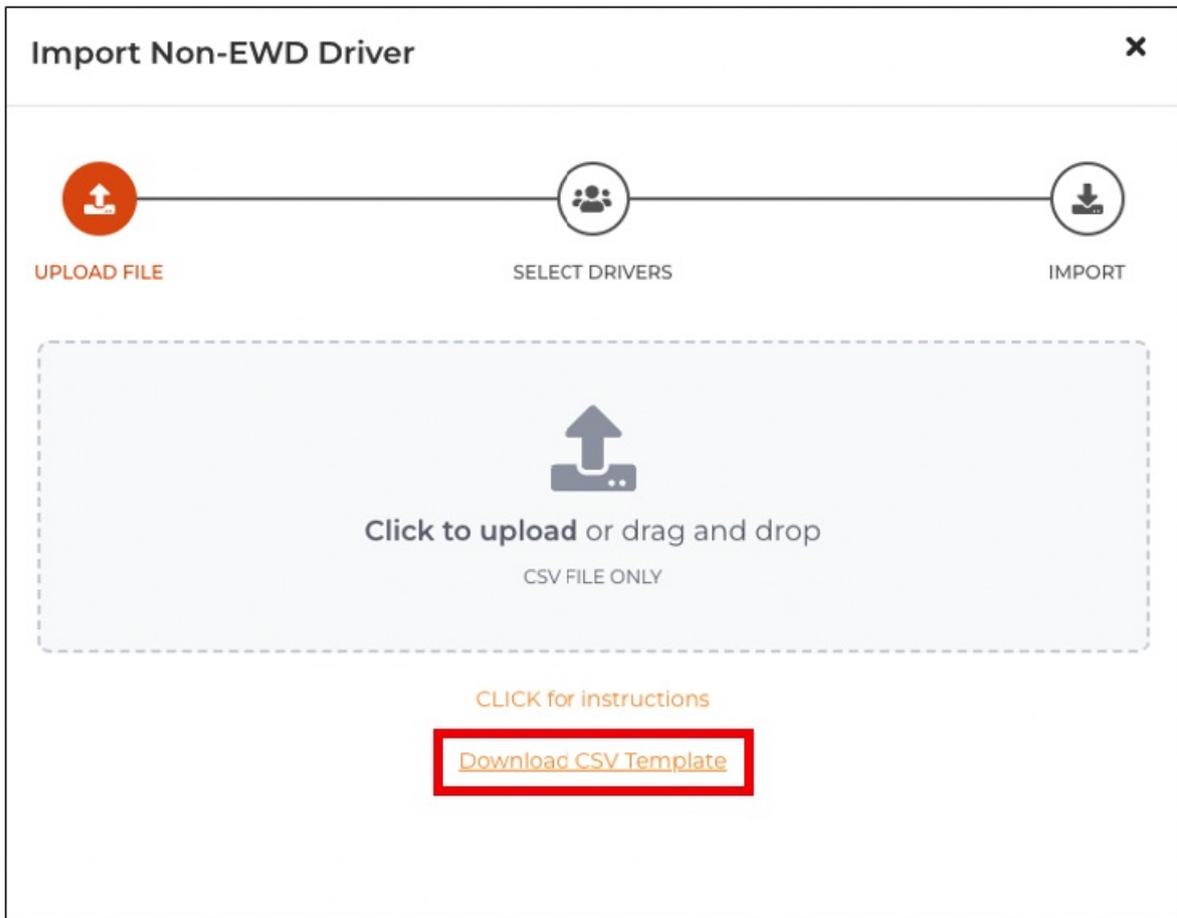
5. The **Import Non-EWD Driver CSV Template** will be downloaded to your device. Go to your **Downloads** folder and open the downloaded file.

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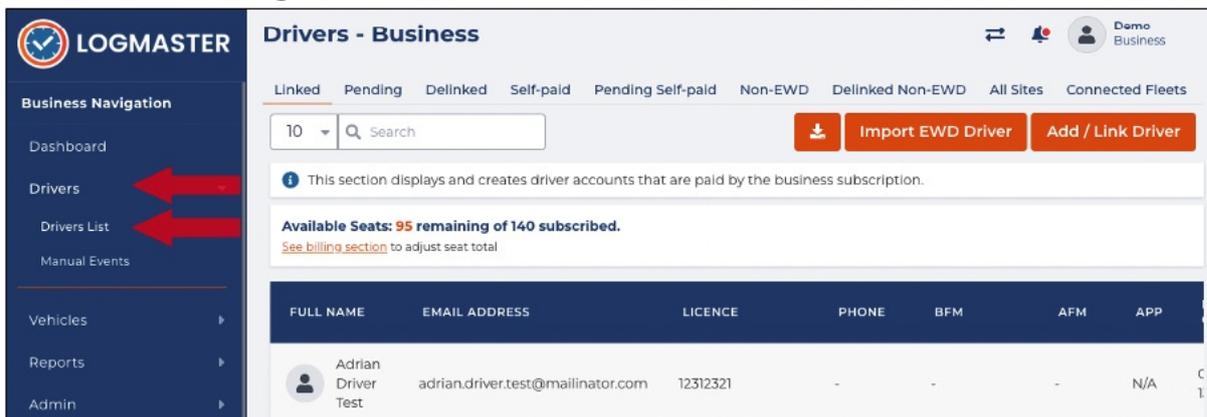
2. You will be directed to the **Drivers - Business** page. Click the **Non-EWD** tab to access the **Non-EWD Drivers** list.

3. Find and click the **Import Non-EWD Driver** button.
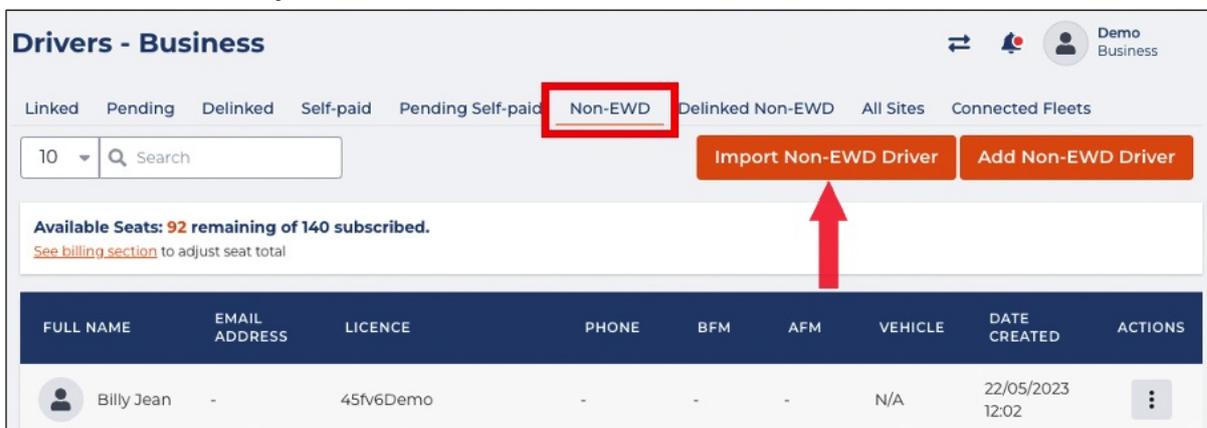
4. The **Import Non-EWD Driver** window will appear. Click the **Upload Panel** to access the **File Location** window in the **UPLOAD FILE** section.

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.
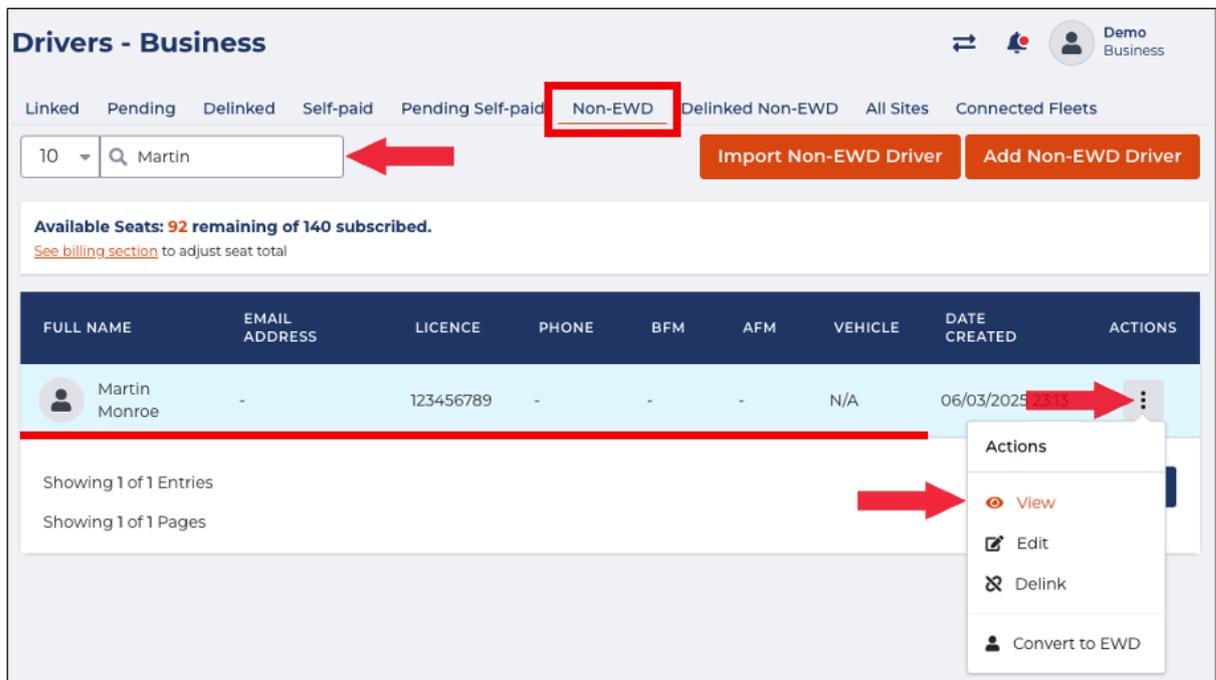
View Non-EWD Drivers

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

1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.
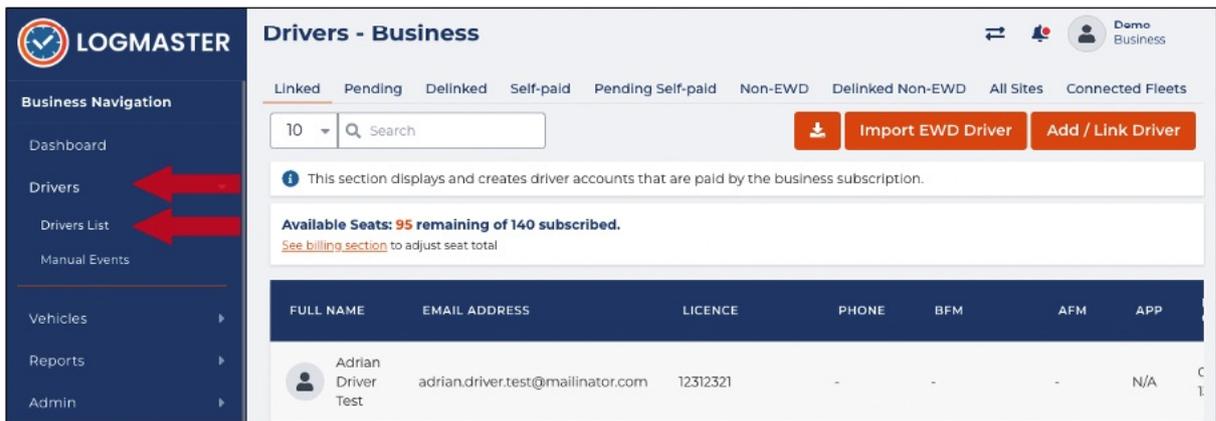
2. You will be directed to the **Drivers - Business** page. Click the **Non-EWD** tab to access the **Non-EWD Drivers** list.

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.

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.

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:

   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.

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**.

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.

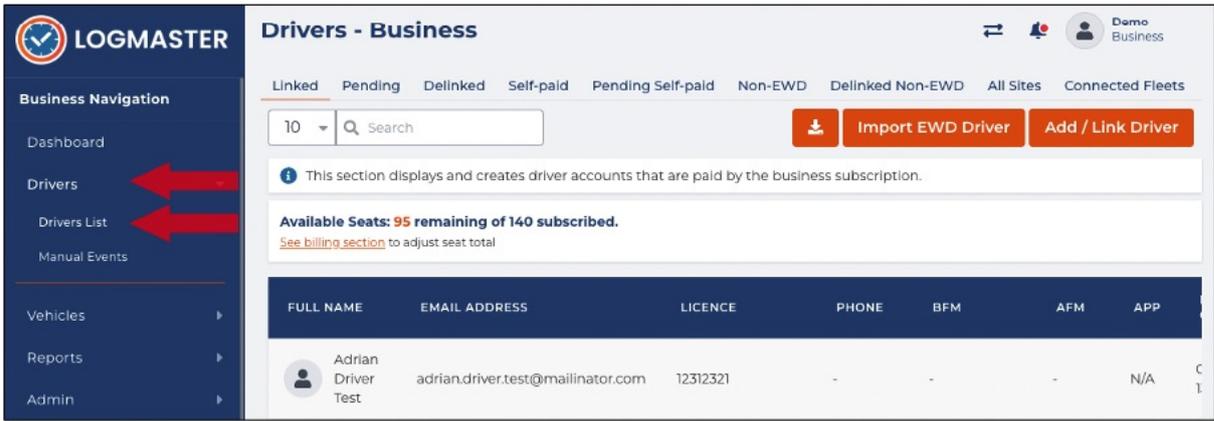4. Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, select **Delink**.

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

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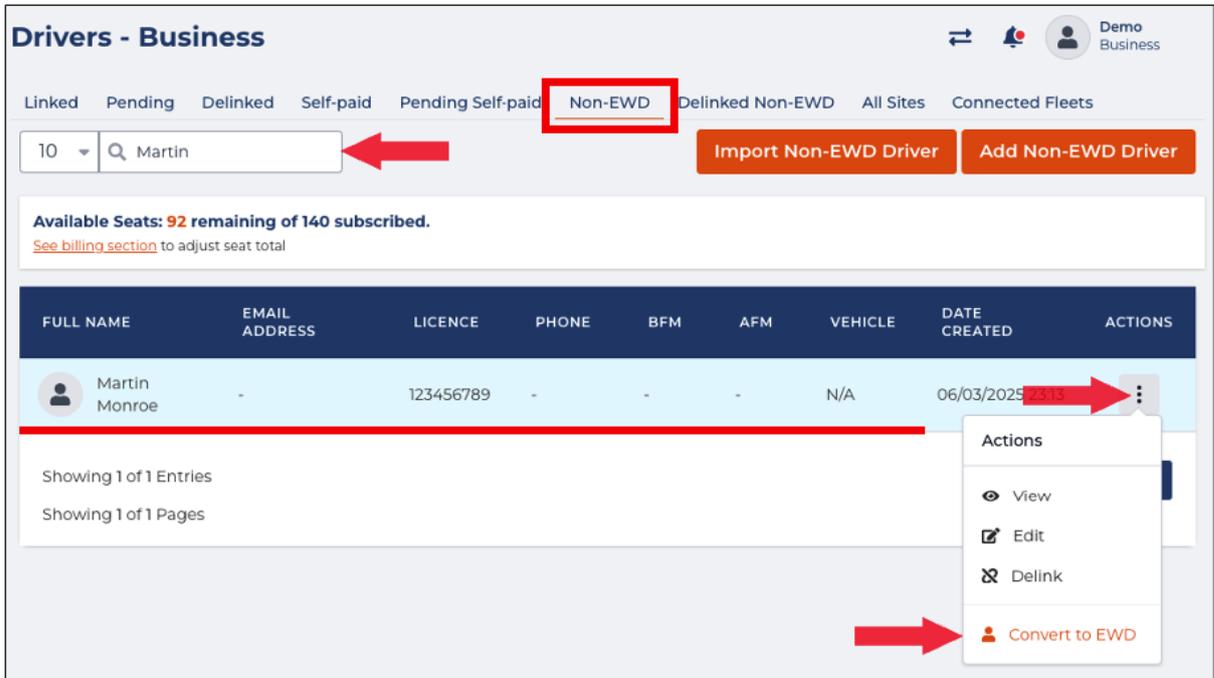
4. Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, select **Convert to EWD**.

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

Full Name
Martin Monroe

Date Of Birth
01/01/1980

Licence Number
123456789

Licence Expiry
01/01/2027

Licence State
ACT

Base Fatigue Plan
BFM SOLO

Base Time Zone
ACT +10:00

Email Address
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.

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

   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

[mm/dd/yyyy   📅]

[**Submit**]

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

Drivers - Business

✓ Successfully set as an EWD Driver. ✕

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

[10 ⌄] [🔍 Martin]   [**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					