

Accessing Drivers By Sites

08/03/2025 1:34 am AEDT

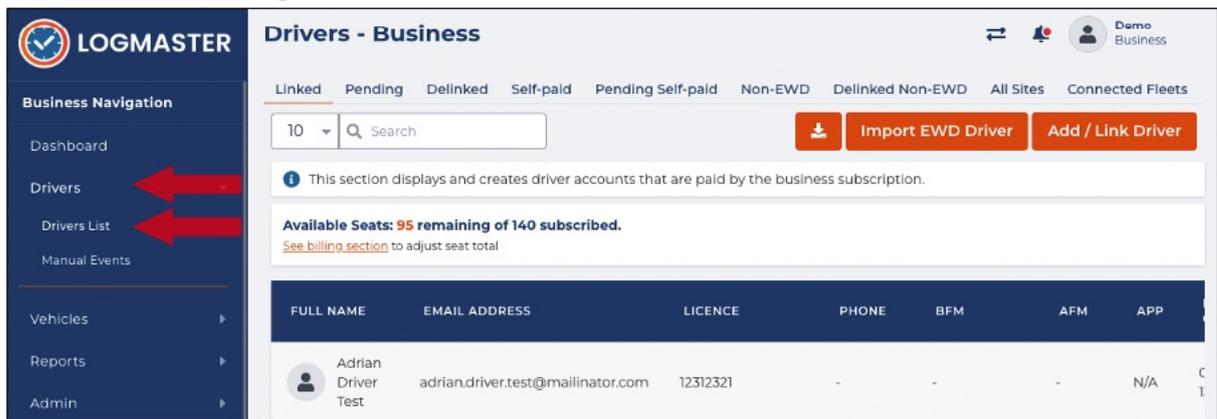
In this article, you will learn how to access, view, and update drivers by sites. The sections below will walk you through the basic navigation and functions of the All Sites tab.

- [View Drivers by Sites](#)
- [Edit Drivers by Sites](#)

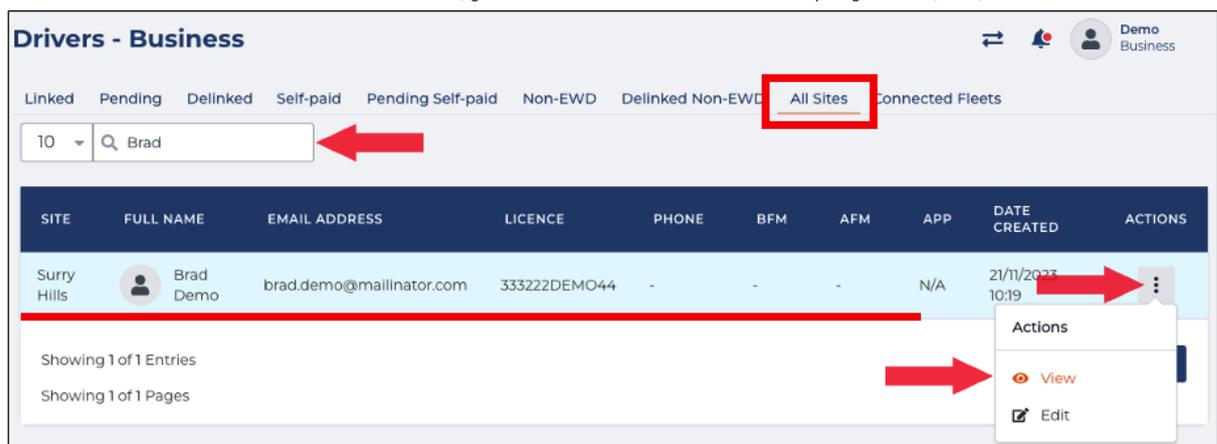
View Drivers by Sites

This section will guide you on how to access and view the drivers list by site using the All Sites tab.

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



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



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, resend the invite, or delete the driver.

Driver Info
✕

Brad Demo

ACTIVE

Business Profile

Campbell Street,
Base Location

NSW +11:00
Base Time Zone

-
BFM Accreditation Num

-
AFM Accreditation Num

81-83 Campbell S
Record Keeper Location

NHVR
Region

Driver Details

brad.demo@mailinator.com
Email Address

651eb851b1d4c09d324843de
Driver ID

VIC-EMO44-19830317
Driver UDI

None
Phone

17/03/1983
Date Of Birth

333222DEMO44
Licence

VIC
Licence State

19/02/2025 08:00
License Expiry

Edit Drivers by Sites

This section will guide you on how to update the drivers by site.

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

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

Drivers - Business

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

10

SITE	FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	APP	DATE CREATED	ACTIONS
Surry Hills	Brad Demo	brad.demo@mailinator.com	333222DEMO44	-	-	-	N/A	2/11/2023 10:19	<ul style="list-style-type: none"> View Edit

Showing 1 of 1 Entries
Showing 1 of 1 Pages

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:

Business Profile Edit

Record Keeper Address:

Business Address
81-83 Campbell Street

Base Location:

Business Address
Campbell Street

Base Time Zone
NSW +11:00

Region
NHVR

Accreditation (Optional)
+ Select from accreditation list

BFM Number

Select an AFM Number

Submit

- 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.

The image shows a form titled "Accreditation (Optional)". At the top of the form is a button labeled "+ Select from accreditation list". Below this is a text input field labeled "BFM Number". Underneath the text field is a dropdown menu with the text "Select an AFM Number" and a downward-pointing chevron icon. A large red arrow points from the dropdown menu down to an orange "Submit" button located at the bottom of the form.