

Account

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How to set your notification preferences?

The screenshot shows the 'Account' page in the TRAK'N GO system. The left sidebar contains a menu with items: Dashboard, Assets, Vehicles, Geofences, Alerts, Groups, User Management, Reports, and Account. The 'Account' item is selected, indicated by a blue highlight and a yellow circle with the number 1. The main content area is titled 'Account' and features a user profile for 'John Doe' (Owner, demo@example.com). Below the profile is the 'Notification Preferences' section, which has a subtitle 'Set your preferences for notifications here.' and two toggle switches: 'Instant Email' (checked) and 'Daily Email' (unchecked). A yellow circle with the number 2 points to these toggles. To the right of the toggles is a 'SAVE' button, which is pointed to by a yellow circle with the number 3. Other sections visible include 'Profile' (with fields for Title, First name, and Last name), 'Mobile Number Verification' (with a Mobile Number field and SEND CODE, Verification Code, and VERIFY buttons), and 'Organisation Details' (with fields for Organisation Name, ABN, Phone Number, Landline, Address, Suburb, Postcode, and State).

1. Make sure you are on the Account Page.
2. Configure the settings using the toggles.
3. Click SAVE to save the changes.

How to verify your mobile number?

The screenshot shows the TRAK'N GO web interface. On the left is a sidebar menu with options: Dashboard, Assets, Vehicles, Geofences, Alerts, Groups, User Management, Reports, and Account. The 'Account' option is selected and highlighted with a blue bar, and a yellow circle with the number '1' points to it. The main content area is titled 'Account' and contains several sections: 'Profile' (with fields for Title, First name, and Last name), 'Notification Preferences' (with toggle switches for Instant Email and Daily Email), 'Mobile Number Verification' (with fields for Mobile Number and Verification Code, and buttons for SEND CODE and VERIFY), 'Organisation Details' (with fields for Organisation Name, ABN, Phone Number, and Landline), and 'Address' (with fields for Street, Suburb, Postcode, and State). A yellow circle with the number '2' points to the 'SEND CODE' button, and a yellow circle with the number '3' points to the 'VERIFY' button. The 'Mobile Number Verification' section is highlighted with a yellow box.

1. Make sure you are on the Account page.
2. Enter your phone number and click SEND CODE. This will send you a verification code via sms.
3. Enter the verification code and then click VERIFY to finish the process.

How to change company details including address and postal address?

The screenshot shows the TRAK'N GO web interface. On the left is a sidebar menu with options: Dashboard, Assets, Vehicles, Geofences, Alerts, Groups, User Management, Reports, and Account. The 'Account' option is highlighted. The main content area is titled 'Organisation Details' with the subtitle 'The information can be edited'. It contains several form sections: 1. Email preferences: 'Instant Email' and 'Daily Email' toggle switches, and a 'SAVE' button. 2. Mobile Number: A text field with '0000000000', a 'SEND CODE' button, a 'Verification Code' field, and a 'VERIFY' button. 3. Organisation Details: Fields for 'Organisation Name *' (filled with 'Demo Organisation'), 'ABN *' (filled with '11111111111'), 'Phone Number *' (filled with '0000000000'), and 'Landline *' (filled with '0000000000'). 4. Address: Fields for 'Street *' (filled with 'example street'), 'Suburb *' (filled with 'demo suburb'), 'Postcode *' (filled with '5000'), and 'State *' (a dropdown menu filled with 'South Australia'). 5. Postal Address: A dropdown menu labeled 'Postal same as above Address *' with the option 'Use A Different Postal Address' selected. To the right of this dropdown is a 'Select *' dropdown filled with '123 Post Box'. Below these are fields for 'Suburb *' (filled with 'Postal suburb'), 'Postcode *' (filled with '5000'), and 'State *' (a dropdown menu filled with 'South Australia'). At the bottom right of the form is a 'SAVE CHANGES' button. Numbered callouts 1 through 6 point to specific elements: 1 points to the 'Account' menu item; 2 points to the 'Organisation Name' field; 3 points to the 'Street' field; 4 points to the 'Postal same as above Address' dropdown; 5 points to the 'Suburb' field in the postal address section; 6 points to the 'SAVE CHANGES' button.

1. Make sure you are on the Account page.
2. Here you can make changes to the company details.
3. Here you can make changes to the address.
4. Use the drop down to select whether your postal address is the same as the address above.
5. Here you can make changes to the postal address.
NOTE - This is only visible if you select 'Use A different Postal Address' in previous step.
6. Click SAVE CHANGES to make the changes.