

Account

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How to set your notification preferences?

The screenshot displays the 'Account' page in the TRAK'N GO system. The page is divided into several sections: Profile, Notification Preferences, Mobile Number Verification, and Organisation Details. The 'Notification Preferences' section is highlighted with a yellow box and a red 'X' icon, indicating it is the focus of the tutorial. Three numbered callouts (1, 2, and 3) are overlaid on the image to guide the user through the steps: 1. Points to the 'Account' link in the left-hand navigation menu. 2. Points to the 'Instant Email' and 'Daily Email' toggle switches in the 'Notification Preferences' section. 3. Points to the 'SAVE' button at the bottom right of the 'Notification Preferences' section.

Account

Profile
The information can be edited

Title: Mr | First name: John | Last name: Doe

Notification Preferences
Set your preferences for notifications here.

Instant Email | Daily Email

Mobile Number Verification
The information can be edited

Mobile Number: 0000000000 | SEND CODE | Verification Code | VERIFY

Organisation Details
The information can be edited

Organisation Name: Demo Organisation | ABN: 1111111111

Phone Number: 0000000000 | Landline: 0000000000

Address

Street: example street | Suburb: demo suburb

Postcode: 5000 | State: South Australia

Postal Address

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 Account page. The sidebar on the left has 'Account' selected, indicated by a circled '1'. The main content area has a 'Mobile Number Verification' section with a red notification icon. This section contains a form with the following fields and buttons:

- Mobile Number: 0000000000
- SEND CODE button
- Verification Code field
- VERIFY button

Arrows point from callouts 2 and 3 to the SEND CODE and VERIFY buttons respectively. Below this section is the 'Organisation Details' section with fields for Organisation Name, ABN, Phone Number, Landline, Street, Suburb, Postcode, and State.

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 Account page. The left sidebar contains navigation links: Dashboard, Assets, Vehicles, Geofences, Alerts, Groups, User Management, Reports, and Account. The main content area is titled 'Organisation Details' and includes a 'SAVE' button. Below this are three sections: 'Organisation Details', 'Address', and 'Postal Address'. The 'Organisation Details' section has fields for Organisation Name (Demo Organisation), ABN (11111111111), Phone Number (0000000000), and Landline (0000000000). The 'Address' section has fields for Street (example street), Suburb (demo suburb), Postcode (5000), and State (South Australia). The 'Postal Address' section has a dropdown menu for 'Postal same as above Address' (set to 'Use A Different Postal Address'), a 'Suburb' field (Postal suburb), a 'Postcode' field (5000), and a 'State' field (South Australia). A 'SAVE CHANGES' button is at the bottom right. Numbered callouts 1-6 point to the Account link, the Organisation Name field, the Address fields, the Postal Address dropdown, the Postal Address fields, and the SAVE CHANGES button respectively.

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.