

# Account

- [How to set your notification preferences?](#)
- [How to verify your mobile number?](#)
- [How to change company details including address and postal address?](#)

# 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 highlighted. 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 includes toggles for 'Instant Email' and 'Daily Email'. A red '3' icon is visible in the top right corner of the notification preferences section. Below this is the 'Mobile Number Verification' section, which includes a 'Mobile Number' field, a 'SEND CODE' button, a 'Verification Code' field, and a 'VERIFY' button. At the bottom is the 'Organisation Details' section, which includes fields for 'Organisation Name', 'ABN', 'Phone Number', 'Landline', 'Address', 'Suburb', 'Postcode', and 'State'. A 'Postal Address' field is also present. Three numbered callouts are present: 1 points to the 'Account' menu item, 2 points to the 'Instant Email' toggle, and 3 points to the 'SAVE' button in the 'Notification Preferences' section.

TRAK'N GO

How-to Videos REPORT LOGOUT

Account

John Doe  
Owner  
demo@example.com

Profile  
The information can be edited

Title First name Last name  
Mr John Doe  
SAVE

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 \* ABN \*  
Demo Organisation 111111111111

Phone Number \* Landline \*  
0000000000 0000000000

Address

Street \* Suburb \*  
example street demo suburb

Postcode \* State \*  
5000 South Australia

Postal Address

... Created some as shown & before \*

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 border.

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 with a blue bar and a circled '1' with an arrow pointing to it. 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 section: A text input with '0000000000', a 'SEND CODE' button, a 'Verification Code' input, and a 'VERIFY' button. 3. Organisation Details section: Fields for 'Organisation Name \*' (containing 'Demo Organisation'), 'ABN \*' (containing '1111111111'), 'Phone Number \*' (containing '0000000000'), and 'Landline \*' (containing '0000000000'). This section is highlighted with a yellow box and a circled '2' with an arrow. 4. Address section: Fields for 'Street \*' (containing 'example street'), 'Suburb \*' (containing 'demo suburb'), 'Postcode \*' (containing '5000'), and 'State \*' (a dropdown menu showing 'South Australia'). This section is highlighted with a yellow box and a circled '3' with an arrow. 5. Postal Address section: A dropdown menu for 'Postal same as above Address \*' with 'Use A Different Postal Address' selected (indicated by a circled '4' with an arrow). To the right of this dropdown is a 'Select \*' dropdown showing '123 Post Box'. Below these are fields for 'Suburb \*' (containing 'Postal suburb'), 'Postcode \*' (containing '5000'), and 'State \*' (a dropdown menu showing 'South Australia'). This entire section is highlighted with a yellow box and a circled '5' with an arrow. At the bottom right of the form is a 'SAVE CHANGES' button, indicated by a circled '6' with an arrow.

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.