

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 selected. The main content area is titled 'Organisation Details' and contains several form sections. At the top, there are toggle switches for 'Instant Email' and 'Daily Email', and a 'SAVE' button. Below this is a 'Mobile Number' field with the value '0000000000' and a 'SEND CODE' button, followed by a 'Verification Code' field and a 'VERIFY' button. The 'Organisation Details' section includes fields for 'Organisation Name' (Demo Organisation), 'ABN' (11111111111), 'Phone Number' (0000000000), and 'Landline' (0000000000). Below this is the 'Address' section with fields for 'Street' (example street), 'Suburb' (demo suburb), 'Postcode' (5000), and 'State' (South Australia). The 'Postal Address' section has a dropdown menu with options 'Postal same as above Address' and 'Use A Different Postal Address'. The 'Use A Different Postal Address' option is selected. Below this dropdown are fields for 'Suburb' (Postal suburb), 'Postcode' (5000), and 'State' (South Australia). A 'SAVE CHANGES' button is located at the bottom right of the form. Numbered callouts 1 through 6 point to the Account menu, Organisation Details, Address, Postal Address dropdown, Postal Address form, and 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.

Revision #3

Created 5 August 2022 05:46:25 by Jatin Kumar

Updated 12 August 2022 06:23:32 by Jatin Kumar