

How to change company details including address and postal address?

The screenshot shows the TRAK'N GO Account page. The left sidebar contains a navigation menu with items: Dashboard, Assets, Vehicles, Geofences, Alerts, Groups, User Management, Reports, and Account. 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 a 'SEND CODE' button and a 'Verification Code' field with a 'VERIFY' button. The 'Organisation Details' section includes fields for 'Organisation Name' (Demo Organisation), 'ABN' (11111111111), 'Phone Number' (0000000000), and 'Landline' (0000000000). The 'Address' section includes 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'. Below this are fields for 'Suburb', 'Postal suburb', 'State' (South Australia), and 'Postcode' (5000). A 'SAVE CHANGES' button is located at the bottom right of the form.

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.

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