

# 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 and highlighted with a blue bar, and a callout '1' points 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 field with '0000000000', a 'SEND CODE' button, a 'Verification Code' field, 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'). A callout '2' points to this section. 4. Address section: Fields for 'Street \*' (containing 'example street'), 'Suburb \*' (containing 'demo suburb'), 'Postcode \*' (containing '5000'), and 'State \*' (a dropdown menu showing 'South Australia'). A callout '3' points to this section. 5. Postal Address section: A dropdown menu with options 'Postal same as above Address \*' and 'Use A Different Postal Address'. A callout '4' points to this dropdown. Below the dropdown are fields for 'Suburb \*' (containing 'Postal suburb'), 'Postcode \*' (containing '5000'), and 'State \*' (a dropdown menu showing 'South Australia'). A callout '5' points to this section. 6. A 'SAVE CHANGES' button at the bottom right of the form. A callout '6' points to this 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.

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