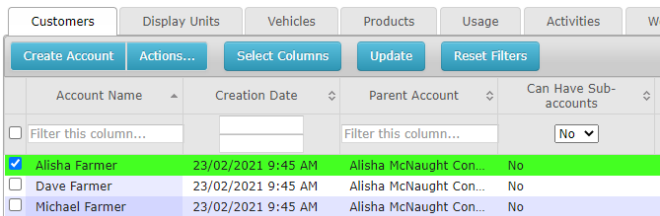


# HOW TO EDIT A CUSTOMER'S EMAIL ADDRESS

This guide will walk you through how to edit a customer's email address for notifications.



1. Login to TracMap online and navigate to the "ADMIN" tab at the top left corner of the page.

A screenshot of a web application interface showing a table of customers. The table has columns for Account Name, Creation Date, Parent Account, and Can Have Sub-accounts. The first row, "Alisha Farmer", is highlighted in green and has a checkmark in the first column. Below the table are filter options for each column.

Account Name	Creation Date	Parent Account	Can Have Sub-accounts
<input checked="" type="checkbox"/> Alisha Farmer	23/02/2021 9:45 AM	Alisha McNaught Con...	No
<input type="checkbox"/> Dave Farmer	23/02/2021 9:45 AM	Alisha McNaught Con...	No
<input type="checkbox"/> Michael Farmer	23/02/2021 9:45 AM	Alisha McNaught Con...	No

2. Select the required customer.

A screenshot of the "Alisha Farmer" customer details page. At the top, there are four buttons: "Switch To", "Edit Notifications", "Give Access", and "Actions...". The "Edit Notifications" button is circled in red. Below the buttons, the customer's details are listed, including Account ID, Account Name, Emails, Phone, Creation Date, Last Activity, and various settings like "Can Have Sub-accounts" and "Parent Account".

**Alisha Farmer**

Switch To **Edit Notifications** Give Access Actions...

Account ID: 100494

Account Name: Alisha Farmer

Emails: N/A

Phone: N/A

Creation Date: 23/02/2021 9:45 AM

Last Activity: 24/06/2021

Can Have Sub-accounts: No

Can Manage Jobs: No

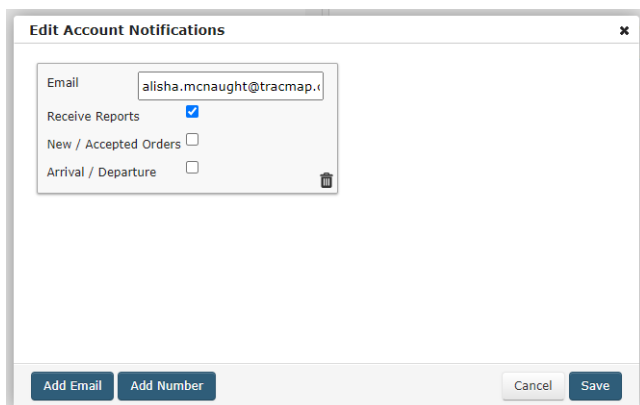
Auto Complete Orders: No

Parent Account: Alisha McNaught Contrac...

Default Report: Customer PDF

Users: Alisha McNaught

3. Navigate to the customer details on the right side of the page. Here you will notice 4 light blue buttons, click on the "Edit Notifications" button.

A screenshot of the "Edit Account Notifications" dialog box. It contains an "Email" field with the value "alisha.mcnaught@tracmap.c", a "Receive Reports" checkbox which is checked, and two unchecked checkboxes: "New / Accepted Orders" and "Arrival / Departure". At the bottom, there are buttons for "Add Email", "Add Number", "Cancel", and "Save".

**Edit Account Notifications**

Email: alisha.mcnaught@tracmap.c

Receive Reports:

New / Accepted Orders:

Arrival / Departure:

Add Email Add Number Cancel Save

4. Here you can edit the email address, add another, select different types of notifications.