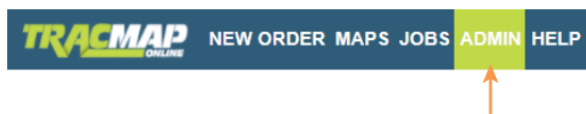


HOW TO EDIT A CUSTOMER'S EMAIL ADDRESS

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.

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.

Alisha Farmer

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

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.

Edit Account Notifications

Email

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.