

## Account

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The **Account** tab is where you can view and update your account information. Click on each category to open the panel.

### Update Carrier Information

Carrier Name: This is your company name. To change this information please contact the main office.

Email: Your primary email address on file.

Primary Phone: Your primary phone on file.

Cell Phone: Your cell phone on file.

Work Phone: Additional office numbers on file.

Fax: Your fax number on file.

To update any of this information you can simply enter the new information then click the **Save Carrier Info** button.

The screenshot shows the Viridian TransVision user interface. At the top left is the logo. At the top right, it says '4 Order(s)' with a shopping cart icon and a 'Logout' button. Below the header, there's a navigation bar with tabs: 'Available Orders', 'Orders In Process', 'Pending Payments', 'Paid Orders', 'Order Metrics', and 'Account' (which is highlighted with a red box). Below the navigation bar, the 'Update Carrier Information' section is highlighted with a red box. It contains a form with the following fields: 'Carrier Name' (with a sub-label 'Primary Shipper'), 'Email' (containing 'test@unknown.com'), 'Primary Phone' (containing '(555) 555-5334'), 'Cell Phone' (empty), 'Work Phone' (containing '(555) 555-5334'), and 'Fax' (containing '(555) 555-5335'). Below the form is a red 'Save Carrier Info' button with a mouse cursor over it. Below the form are several other menu items: 'Change User Password', 'Upload Files', 'Fleet Information', 'Equipment Information', 'Drivers', and 'Notification Settings'.

### Change User Password

To change the password for the user listed under **User Name**:

1. Enter the **Old Password**.
2. Enter the **New Password**.
3. Enter the **New Password** again to confirm.
4. Click **Save New Password**.



The screenshot shows the Viridian TransVision account management interface. At the top, there is a navigation bar with links for 'Available Orders', 'Orders In Process', 'Pending Payments', 'Paid Orders', 'Order Metrics', and 'Account' (which is highlighted). Below the navigation bar, there is a section for 'Update Carrier Information' with a sub-section for 'Change User Password'. The form includes fields for 'User Name' (vladmin), 'Old Password', 'New Password', and 'New Password (Confirm)'. A 'Save New Password' button is visible at the bottom of the form. Other menu items like 'Upload Files', 'Fleet Information', 'Equipment Information', 'Drivers', and 'Notification Settings' are listed below.

## Upload Files

To upload documents to be associated with your account (such as insurance documents):

1. Choose a file by clicking the **Choose File** button.
2. Choose the file **Type** from the dropdown list.
3. Enter a description of the document.
4. Click the **Upload File** button. You will receive a message indicating whether your upload was successful or not.
5. To upload another document, click the **Upload Another File** button.

This section also contains a list of documents that have been previously uploaded.

The screenshot shows the 'Upload Files' section of the Viridian TransVision account page. The 'Upload Files' button is highlighted. Below it, there is a form with fields for 'File' (with a 'Choose File' button and 'No file chosen' text), 'Type' (a dropdown menu set to '-Choose-'), and 'Description' (a text input field). An 'Upload File' button is also visible. Below the form, there is a table listing 3 documents associated with the carrier.

File	Date Added	Category	Title
Test (1).pdf	7/27/2017	Invoice	Invoice Test
test	7/30/2017	insurance	Insurance Test
bolc (2).pdf	9/27/2017	BOL	BOL Test

## Fleet Information

This section contains your fleet information.



States/Regions Serviced: Select all states/regions from the dropdown that your fleet services.

Trucks in Fleet: The number of trucks in your fleet.

INOP Capable: Select if you are capable of transporting inoperable vehicles.

Trucks Have Winches: Select if you have trucks with winches.

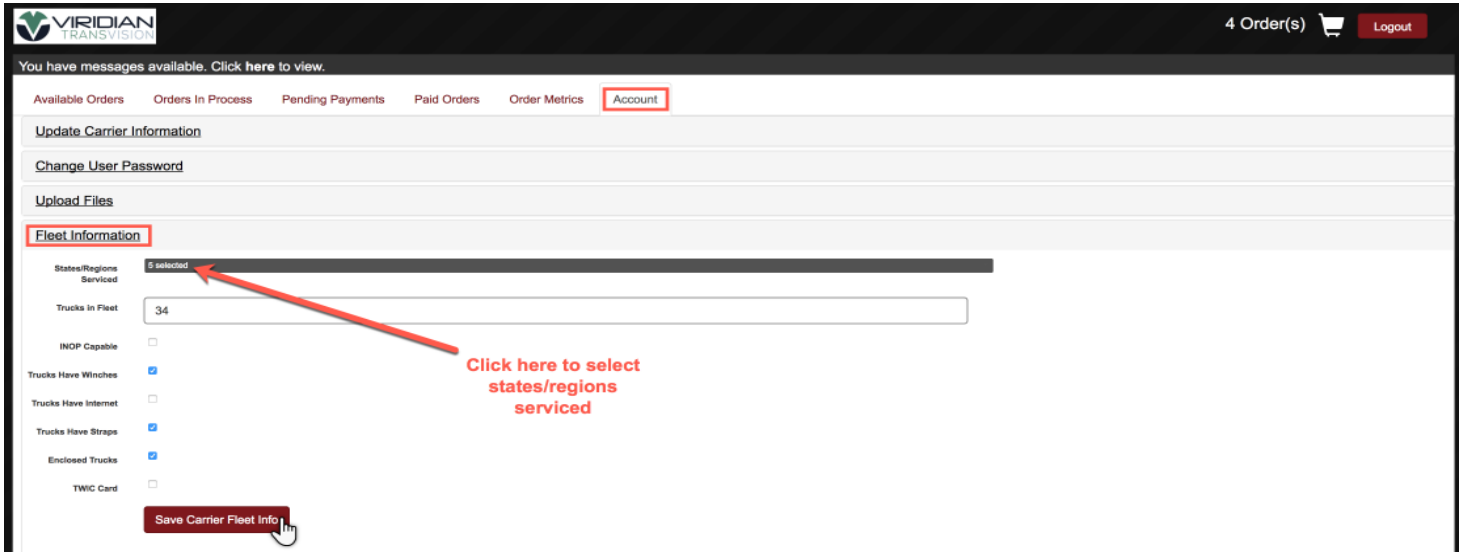
Trucks Have Internet: Select if your trucks have internet.

Trucks Have Straps: Select if you have trucks with straps.

Enclosed Trucks: Select if you have enclosed trucks.

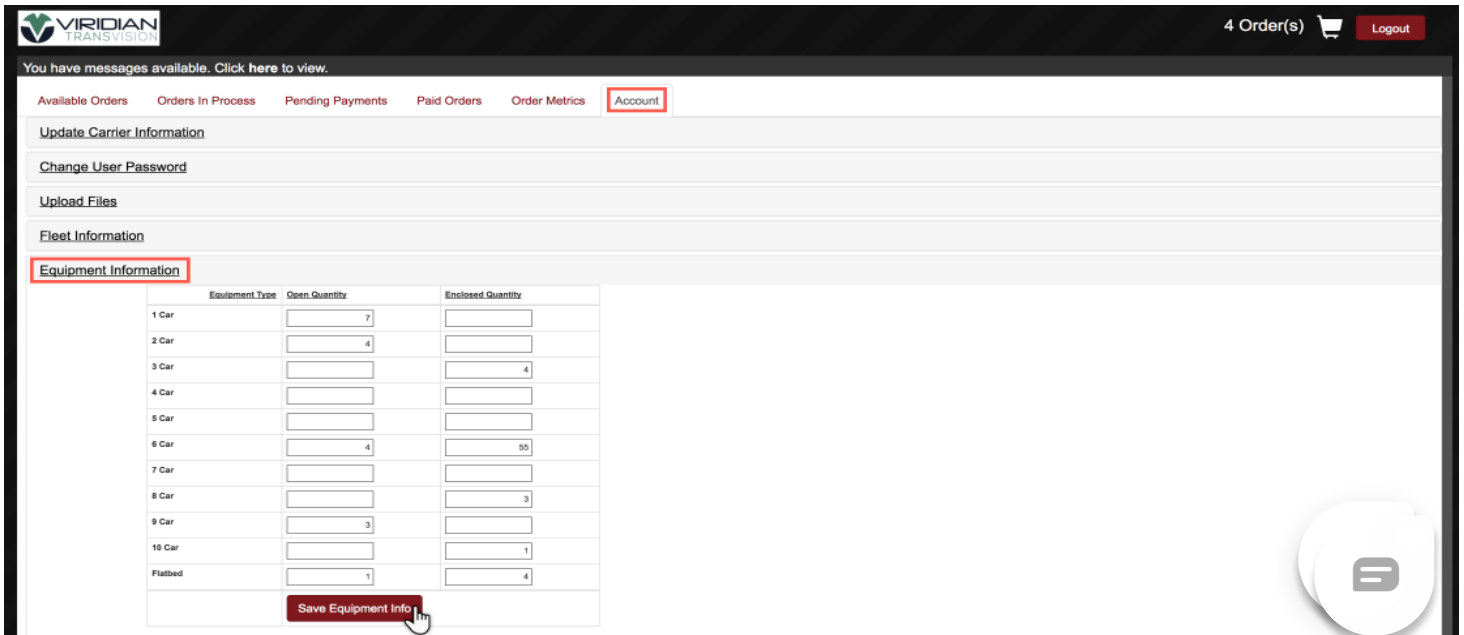
TWIC Card: Select if you have a TWIC card.

To update any of this information you can simply enter the new information, select or deselect any item then click the **Save Carrier Fleet Info** button.



## Equipment Information

This section contains your equipment information. You can enter the number of **Open** and **Enclosed** of each **Equipment Type**. To save any changes you make, click the **Save Equipment Info** button.



## Drivers

This section contains a list of your drivers and their information.

To **edit** a driver's information:

1. Click the **Edit** button associated with that driver.
2. Make the needed changes to each field.
3. Click the **Save** button.

To **add** a new driver:

1. Click the **Add Driver** button.
2. Enter the new driver's information.
3. Click the **Save** button.

The screenshot shows the Viridian TransVision Account page. The top navigation bar includes links for Available Orders, Orders In Process, Pending Payments, Paid Orders, Order Metrics, and Account (highlighted with a red box). Below the navigation bar, there are several menu items: Update Carrier Information, Change User Password, Upload Files, Fleet Information, and Equipment Information. The Drivers section is highlighted with a red box and contains a table with the following data:

Driver Name	Phone	Email	Enabled	
Matthew			True	Edit
Heather			True	Edit
Lukas			True	Edit
Robert			False	Edit

Below the table is an **Add Driver** button. At the bottom of the page, there is a **Notification Settings** link.

## Notification Settings

In this section you can edit your settings for automatic notification of recently available orders.

**Basic Notification Settings:** To enable notifications click on the **Enabled** checkbox, then enter the email address or addresses (separated by a comma) you would like to receive the notifications.

**Origin Preferences:** Select from the dropdown list which available order origin locations you would like to be notified about.

**Destination Preferences:** Select from the dropdown list which available order destination locations you would like to be notified about.

**Lane Preferences:** You can also receive notifications for more specific routes. Select the origin from the first dropdown list.

and the destination from the second dropdown list. Then click the **Add Lane** button. Your lane preference will then appear in the table below the dropdown lists. To remove a lane preference, simply click the **Remove** button associated with that lane preference.

After making any changes to your notifications settings click the **Save Preferences** button to submit and save your changes.

The screenshot shows the 'Notification Settings' page in the Viridian TransVision account. At the top, there is a navigation bar with 'Account' highlighted. Below it, a list of settings categories includes 'Notification Settings', which is selected. The main content area contains instructions and several sections: 'Basic Settings' with an 'Enabled' checkbox and an email address field; 'Origin Preferences' and 'Destination Preferences' with dropdown menus; and 'Lane Preferences' with two dropdown menus and an 'Add Lane' button. A table below the dropdowns shows existing lane preferences with 'Remove' buttons. At the bottom, a 'Save Preferences' button is visible.

**Notification Settings**

Use the fields below to edit your settings for automatic notification of recently available orders. Press **'Save Preferences'** once you are ready to submit your changes.

**Basic Settings**  
Specify your notification email address and if you currently wish to receive notifications.

Enabled

Email Addresses:

**Origin Preferences**  
Specify which available order *origin* locations you would like to be notified about.

**Destination Preferences**  
Specify which available order *destination* locations you would like to be notified about.

**Lane Preferences**  
Specify more specifically which available order *origin* and *destination* pairs you would like to notified about. First select an origin and a destination, then click **'Add Lane'** to add the pair to your preferences.

Origin	Destination	
CO	CT	<input type="button" value="Remove"/>
NorthEast	SouthWest	<input type="button" value="Remove"/>
CA	DE	<input type="button" value="Remove"/>



