

Carrier Confirmation Defaults

?? ADMINISTRATOR SETUP GUIDE

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Carrier confirmations are automatically generated by DynaTrail Dispatch when a load is dispatched to a carrier.

The **Carrier Confirmation Defaults** tab allows administrators to configure the email address and default message that will be used when sending carrier confirmations.

These settings ensure confirmations are sent with consistent messaging and proper contact information.

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Opening Carrier Confirmation Defaults

To configure your carrier confirmation settings:

1. Click **Settings** from the main navigation menu
2. Select **Company Profile**

3. Click the **Carrier Confirmation Defaults** tab

This section controls how carrier confirmations are sent from your system.

Carrier Confirmation Email Address

This email address will appear as the sender when carrier confirmations are sent from DynaTrail Dispatch.

Carriers will use this email as the contact for confirmation-related communication.

? Tip

Example email: **dispatch@yourcompany.com**

Default Carrier Confirmation Email Message

This message will automatically appear in the email body when carrier confirmations are sent.

You can use this section to include a standard message that will accompany every confirmation.

Many companies use this space to provide instructions to carriers or important dispatch notes.

? Tip

Example message:

Please review the attached carrier confirmation and contact dispatch immediately if any details are incorrect.

Carrier Confirmation Footer Notes

Footer notes allow you to add additional information that will appear at the bottom of every carrier confirmation document.

This section is commonly used for:

- Terms and conditions
- Payment terms
- Required documentation instructions
- Contact information for dispatch

? Tip

Example footer:

Payment terms are Net 30 from receipt of invoice and POD. Carrier must submit all paperwork within 48 hours of delivery.

Saving Carrier Confirmation Settings

After configuring your confirmation settings:

1. Review your email address and message content
2. Click **Update**

All future carrier confirmations will now use these default settings.

Revision #4

Created 2026-03-04 18:48:53 UTC by Admin

Updated 2026-03-13 18:17:15 UTC by Admin