

# Company Information Setup

## ?? ADMINISTRATOR SETUP GUIDE

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Before using DynaTrail Dispatch for daily operations, administrators must complete their company profile information.

The Company Information tab contains the core details used throughout the system for invoices, confirmations, and other communications.

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## Opening Company Profile Settings

To access the Company Profile section:

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

This will open the Company Profile settings page where several configuration tabs are available.

## Company Information Tab

The **Company Information** tab allows administrators to enter the basic details of their organization.

This information will appear throughout the system and on documents generated by DynaTrail Dispatch.

Administrators should complete the following fields.

## Business Contact Email

This email address represents the primary contact for the company.

It may be displayed on documents when sending system notifications, invoices, and other communications.

### ? Tip

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

## Company Website

Enter the website address for your company.

This may appear on invoices and customer communications generated by the system.

### ? Tip

Example website: **www.yourcompany.com**

## Business Number

Enter your registered business number or tax identification number.

This information may appear on invoices and other official documents.

### ? Tip

Examples may include:

**Canadian Business Number (BN)**

**U.S. EIN**

## Uploading Your Company Logo

Your company logo can be uploaded within the Company Information section.

Once uploaded, the logo will automatically appear on:

- Carrier confirmations
- Customer invoices
- Other system-generated documents

To upload your logo:

1. Click **Upload Logo**
2. Select your company logo file
3. Click **Save Changes**

### ? Tip

A high-resolution PNG logo with a transparent background produces the best results on invoices and confirmations.

## Saving Your Company Information

After entering your company details:

1. Review the information for accuracy
2. Click **Update**

Your company information will now be used throughout the DynaTrail Dispatch system.

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