

# User Profile Settings

## ?? ADMINISTRATOR SETUP GUIDE

Each user in DynaTrail Dispatch has their own **User Profile** where they can configure personal settings and preferences.

These settings allow users to customize how emails are sent and how information is displayed within the system.

User profile settings include:

- Personal contact email overrides
- Custom email signature
- Optional screen column visibility

These settings apply only to the **individual user account** and do not affect other users in the system.

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## Opening Your User Profile

To access your profile settings:

1. Click the **User Profile** icon in the left navigation menu
2. The **My Profile** page will open

From here, you can configure your personal communication settings and display preferences.

## Contact Email Overrides

The profile includes three optional email fields:

### Invoice Email

This email address will be used when **sending invoices** from the system.

If this field is left blank, the system will use the **default invoice email configured in Company Profile settings**.

### Carrier Confirmation Email

This email address will be used when **sending carrier confirmations**.

If left blank, the system will use the **default carrier confirmation email configured at the company level**.

### Reports Email

This email address will be used when **sending reports generated from the system**.

If this field is not filled in, the system will use the **default reports email configured by the company**.

#### ? Tip

These fields allow individual users to override company defaults if they prefer communications to be sent from their personal dispatch email.

## Email Signature

Each user can configure their own **email signature**.

This signature will automatically be included when sending communications such as:

- Carrier confirmations
- Customer communications
- System-generated emails

The signature editor supports standard formatting such as:

- Text formatting
- Links
- Images
- Company logos

Many companies include information such as:

- User name
- Job title
- Company name
- Phone number
- Company contact information

This ensures that all outbound communication includes consistent professional contact details.

## **Optional Column Display Settings**

Users can also configure which columns appear on certain system screens.

These settings allow users to customize the information visible in dispatch boards and other operational views.

Examples include optional columns for:

- Purchase Order numbers
- Delivery PO numbers
- Carrier information
- Equipment type
- PARS/PAPS information

- Trip documents

Each section allows users to **toggle columns on or off** depending on their workflow preferences.

These display settings apply only to the **current user** and will not affect other users.

## Dispatch and Board Display Options

The profile also includes optional column settings for several system areas, including:

- **Daily Work Log**
- **Carrier Dispatch Boards**
- **Billing Board**
- **Tracing Screen**
- **Highway Dispatch Boards**

Users can enable or disable columns within each section to tailor their workspace.

This helps ensure each user sees the information most relevant to their role.

## Saving Your Profile Changes

After making any updates to your profile settings:

1. Review the changes carefully
2. Click **Update User Profile**

Your changes will take effect immediately.

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