

Introduktion til

# Online Rappporter



sure *we can*



# Adgang til online rapporter

Online rapporter er en del af myTNT.

1. Log ind på myTNT – www.tnt.dk

The screenshot shows the TNT website homepage. At the top, there is a navigation bar with the TNT logo, the slogan "sure we can", and menu items: "VORES SERVICES", "SHIPPING TOOLS", "SUPPORT", and "OM TNT". There are also links for "Denmark", "større tekst", "print", "andre TNT sider", "sitemap", "Kontakt TNT", and "Kundeservice 70 10 11 80". A search bar is located on the right side of the navigation bar.

The main content area is divided into several sections:

- TNT Express Import service**: A large orange banner with the text "en symfoni af services".
- Transittider & priser**: A section for finding transit times and prices, with fields for "Afsender land" and "Modtager land", and a "Find" button.
- Track & Trace**: A section for tracking shipments, with fields for "Fragnetnummer" and "Referencenummer", and a "Søg" button.
- myTNT - book og hold styr på alle dine forsendelser online**: A section for logging into the myTNT portal, with fields for "Bruger id" and "Password", and a "Log på" button.
- Ny kunde? - kom godt i gang**: A section for new customers, with links to "Sådan sender du en forsendelse", "Følg din forsendelse via Track & Trace", "Dokumenter der skal følge forsendelsen", and "Pakning - nyttige tips, undgå skader".
- Service meddelelser**: A section for service updates, with a date "26.08.10" and a link to "Import Japan, Told".
- Nyttige links**: A section with links to "Tjek transittid", "Tjek pris", "Vælg service", "E-faktura", "Automatisk PoD", "Brændstoffillea" (updated 10.08.2010), and "Misbrug af TNT brand/avindel".
- Nyheder**: A section for news, with a link to "El-lastbiler i Kina" and a link to "Øget flykapacitet mellem Kina og Europa".

Adgang til online rapporter fra

- Menuen øverst på siden
- Landing-siden
- Eller fra sitemap

The screenshot shows the myTNT user interface. At the top, there is a navigation bar with the TNT logo, "mySettings", "Go", "Help", and "Logout". Below the navigation bar, there is a menu with items: "Home", "Create Shipment", "Shipping Manager", "Tracking", "Address Book", and "Reports".

The main content area is divided into several sections:

- Welcome to myTNT**: A section with a welcome message and a link to "myTNT provides a powerful environment for getting the best out of TNT's shipment services".
- Shipping Manager**: A section for managing shipments, with a link to "The hub of myTNT is the timesaving shipping manager where you can view and manage all of the shipments you have entered, or copy the details of a previous shipment to use again." and a link to "Click here to start using your Shipping Manager".
- Track**: A section for tracking shipments, with a link to "You can track the progress of your shipments easily by using the consignment number or your own reference, or even get all the information about every current shipment for your account." and a link to "Click here to start tracking".
- Customize**: A section for customizing preferences, with a link to "Work faster, ship smarter, use myTNT's options to customise your preferences and speed the process of managing your shipments." and a link to "Click here to change my custom".
- Tutorial**: A section for getting help, with a link to "If you are not familiar with Shipping software you can take a step by step guide using our tutorial or you can click on help at any time while using myTNT." and a link to "Click here to download the myTNT tutorial".
- User Guide**: A section for getting a comprehensive description of features, with a link to "If you need a comprehensive description of all of the features in myTNT and how to use them, download our user guide".
- Create a shipment**: A section for creating a shipment, with a link to "Start using myTNT" and a link to "Create your first shipment".
- Get a quote**: A section for getting a quote, with a link to "Get an estimated cost and delivery time for sending your package." and a link to "get a quote".
- Reporting**: A section for viewing reports, with a link to "View Reports".

# Online rapportering – oversigt

1. Øverst kan du specificere perioden og filtrere dine data efter konto, forretningsområde og land. Bemærk! Husk at hente de ønskede data, når du har ændret data. **Apply Filters**
2. Se forsendelser i transit og undtagelser på fanebladet To Be Delivered

The screenshot shows the TNT reporting interface. At the top, there are tabs for 'Summary', 'To Be Delivered', 'Country', 'Service', 'Collection', and 'Delivery'. The 'To Be Delivered' tab is selected. Below the tabs, there are filter sections for 'Use Account' (All Accounts, 000657200), 'as the' (Sending or Receiving Account, Sending Account, Receiving Account), 'for consignments which are' (All, Domestic, International), and 'for location(s)' (All Countries, AUSTRALIA, AUSTRIA, BELARUS). There are also date pickers for 'Start Date' (01-02-2010) and 'End Date' (19-08-2010), and an 'Apply Filters' button. Below the filters, there are buttons for 'View graph', 'View details', and 'Save results'. The main content area is divided into two sections: 'Number of Consignments for All Countries' and 'To Be Delivered'. The 'Number of Consignments for All Countries' section contains a bar chart showing the number of consignments per month from February to August 2010. The 'To Be Delivered' section contains a bar chart showing 'In Transit' (yellow) and 'Exception' (red) consignments. Below this, there is a table titled 'Consignments by Top 5 Delivery Countries' with columns for 'Delivered', 'In Transit', and 'Exceptions'. The table lists countries: FINLAND, CZECH REPUBLIC, SWEDEN, BELGIUM, and NETHERLANDS, along with a 'Summary' row. At the bottom, there is a 'Total' row and a note: 'Number of consignments by countries for all Delivered, In transit, and Exceptions'. The data last refreshed on 19.8.2010 (09:41:43 GMT+01:00).

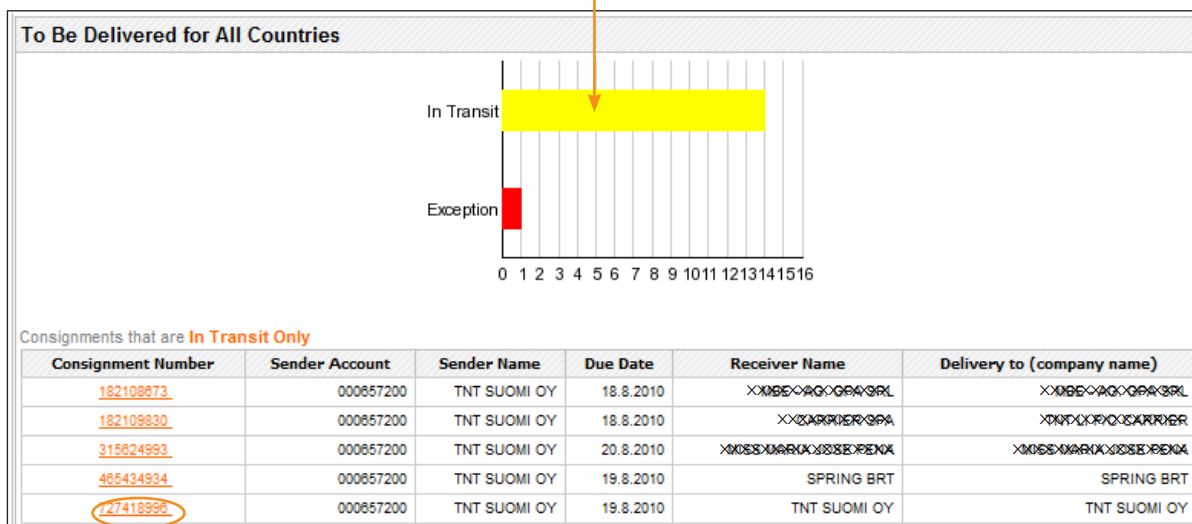
	Delivered	In Transit	Exceptions
FINLAND	481	25	2
CZECH REPUBLIC	109	1	-
SWEDEN	74	3	-
BELGIUM	74	1	-
NETHERLANDS	36	-	1
<b>Summary</b>	<b>774</b>	<b>30</b>	<b>3</b>
Others	210	14	1
<b>Total</b>	<b>984</b>	<b>44</b>	<b>4</b>

! Klik på grafikelementerne for Transit og Exception (undtagelser) for at se mere detaljerede oplysninger om disse forsendelser

# Få fuld kontrol over dine forsendelser

Visningen To Be Delivered viser alle dine forsendelser i transit i den valgte periode eller forsendelser med undtagelser i transit.

! Klik på grafikelementerne for In Transit og Exception (undtagelser) for at se forsendelsesoplysninger for den pågældende status



Data i online rapporter opdateres hver fjerde time!

! Hvis du vil se den seneste status for forsendelsen, kan du klikke på forsendelsesnummeret for at se Track & Trace resultaterne.

consignment	reference	destination	pickup date	status
<a href="#">727418996</a>	ICS	TURKU	18 Aug 2010	Delivered

[input screen](#) .

[email results](#) PRODUCT 1

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**727418996 Details**

Reference ICS  
 Pick up date 18 Aug 2010  
 Destination TURKU  
 Delivery Date 10:42, 19 Aug 2010  
 Signatory SIRPA NUMMELA

Date	Time	Location	Status
19 Aug 2010	10:42:00	Mr. Jones	Shipment Delivered In Good Condition.
19 Aug 2010	10:37:52	Turku	Out For Delivery.
18 Aug 2010	19:01:00	Helsinki	Shipment In Transit.
18 Aug 2010	15:48:18	Helsinki	Shipment In Transit.
18 Aug 2010	15:41:51	Helsinki	Shipment Received At Origin Depot.

[Summary](#) / [input screen](#)

# Lav dine egne rapporter

Du kan downloade data baseret på dine egne valg, så du kan lave dine egne analyser og rapporter.

1. Angiv datointerval, filtre og vælg "Apply Filters"
2. Vælg "Save results" for at fortsætte

The screenshot shows the TNT reporting interface. At the top left is the TNT logo. Below it are tabs for 'Summary', 'To Be Delivered', 'Country', 'Service', 'Collection', and 'Delivery'. The 'Summary' tab is active. Under 'Filters (click to minimise)', there are three dropdown menus: 'Use Account' (set to 'All Accounts'), 'as the' (set to 'Sending or Receiving Account'), and 'for consignments which are' (set to 'All'). There is also a 'Beta (Provide Feedback)' section with a 'for location(s)' dropdown menu (set to 'All Countries'). Below these are 'Start Date' (01-08-2010) and 'End Date' (19-08-2010) fields. At the bottom right, there are buttons for 'View graph', 'View details', 'Apply Filters', and 'Save results'. The 'Save results' button is circled in orange.

Bemærk! Du kan rapportere op til 13 måneders forsendeshistorik

3. Vælg dataegenskaber til din analyse.
4. "Next" for at fortsætte

The screenshot shows the TNT reporting interface with data selection options. At the top are buttons for 'View graph', 'View details', and 'Save results'. Below is a 'General details' section with three columns: 'Shipment details', 'Package details', and 'Date and time'. Each column has a list of checkboxes for data selection. Below each column are 'Select all' and 'Deselect all' links. Below this is a table with four columns: 'Sender', 'Collection', 'Receiver', and 'Delivery'. Each column has a list of checkboxes for data selection. Below each column are 'Select all' and 'Deselect all' links. At the bottom right, there is a 'Next' button circled in orange.

## Lav dine egne rapporter – fortsat ...

5. Vælg output format for rapporten (Excel, PDF eller CSV).

The screenshot shows the TNT reporting interface. At the top left is the TNT logo. Below it are tabs for 'Summary', 'To Be Delivered', 'Country', 'Service', 'Collection', and 'Delivery'. The 'Summary' tab is active. Under 'Filters (click to minimise)', there are four filter sections: 'Use Account' (All Accounts, 000657200), 'as the' (Sending or Receiving Account, Sending Account, Receiving Account), 'for consignments which are' (All, Domestic, International), and 'Beta (Provide Feedback) for location(s)' (All Countries, AUSTRALIA, AUSTRIA, BELARIUS). Below the filters are 'Start Date: 01-01-2010' and 'End Date: 19-08-2010'. There are buttons for 'View graph', 'View details', 'Apply Filters', and 'Save results'. At the bottom, there are three export options: 'Export as Excel 2002/2003 (XLS)', 'Export as PDF', and 'Export as comma separated values (CSV)'. A 'Back' button is in the bottom right corner. An orange oval highlights the export options, and an arrow points from the text above to this oval.

Bemærk! Kun Internet Explorer-brugere.

Sådan henter du rapporten (Excel eller CSV)

1. Hold Ctrl-tasten nede, mens du anmoder om rapporten, indtil dialogvinduet Save file vises
2. Eller redigér Internet Explorer-indstillingerne: Tools/Internet options/Security/Custom level, og aktivér "Automatic prompting for file downloads". Klik på OK for at acceptere ændringerne.



Kontakt os 24 timer i døgnet, 7 dage om ugen, året rundt!

Ring til kundeservice på 70101180 - send en mail til

customer.services.dk@tnt.dk eller besøg os på [www.tnt.dk](http://www.tnt.dk)