

Hurtigveiledning til

Online rapportering



sure *we can*



Tilgang til online rapportering

Online rapportering er del av myTNT.

Logg inn på myTNT via www.tnt.no

Norway [endre] større tekst skriv ut linker innhold kontakt oss kundeservice 810 00 810

TJENESTER VERKTØY SUPPORT OM TNT

For en transportsymfoni, bruk våre
Express Import tjenester

TRANSITTID
Velg opphentings- og leveringsland, for å finne transittid.
Opphenting: Vennligst velg...
Levering: Vennligst velg...
Finn
[Les om våre ekspress tjenester](#)

SPOR PAKKE
Tast inn sendingsnummer eller referanse for å spore din pakke.
Sendingsnummer Referanse
Spør
[Spør flere sendinger](#)
Spør
[Hjelp? - Kontakt oss](#)

myTNT - gjør alle dine forsendelsesoppgaver online

Lag dokumentasjon, sjekk pris, bestill henting mm. - alt på ett sted.
Du får: Personlig tilpasning
Oversikt over sendinger
Avansert sporing
Egen adressebok
Registrer deg
[Les mer om myTNT](#)

Logg deg på myTNT
Bruker ID
Passord
Lagre mine detaljer
Logg inn
[Glemt passord?](#) | [Alt om myTNT](#)

My kunde? Trenger du hjelp til å...

- [Sende en pakke](#)
- [Spore en pakke](#)
- [Lage fraktdokumenter](#)
- [Pakke inn forsendelsen](#)

Serviceinformasjon

Stor pågang på telefon
På grunn av stor pågang på telefon oppfordrer vi våre kunder til å benytte våre elektroniske tjenester.

Levering av gods fra Apple
Informasjon om levering av gods fra Apple i Østlandsområdet.

Streik i Frankrike 20 - 22 juli
Streik blant flygeledere påvirker forsendelser til og fra Frankrike.

Nyttige linker

- [Sjekk transittid](#)
- [Se ojetillegg](#)
- [Velg tjeneste](#)
- [Kontakt oss](#)

Få tilgang til online rapportering fra

- Toppnavigeringen
- Hjemmesiden
- Eller fra sidekartet

mySettings Go Help Go Logout

Home Create Shipment Shipping Manager Tracking Address Book Reports

Welcome to myTNT
myTNT provides a powerful environment for getting the best out of TNT's shipment services.

Shipping Manager
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.
[Click here to start using your Shipping Manager](#)

Track
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.
[Click here to start tracking](#)

Customise
Work faster, ship smarter, use myTNT's options to customise your preferences and speed the process of managing your shipments.
[Click here to change my options](#)

Tutorial
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.
[Click here to download the myTNT tutorial](#)


User Guide
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
Start using myTNT
Create your first shipment
create shipment

Get a quote
Get an estimated cost and delivery time for sending your package
get a quote

Reporting
View reports of your business with TNT.
Includes graphs you can download and print.
View Reports

Oversikt over online rapportering

1. På toppen av rapporteringstjenesten kan du spesifisere rapporteringsperiode og filtrere data etter kundenummer, avsender/ mottaker og land. Merk! Husk å hente nødvendige data etter at du har endret parametre ved å klikke på  **Apply Filters**
2. Se forsendelser som er underveis eller som er registret med avvik under fanen **To Be Delivered**.



Summary **To Be Delivered** Country Service Collection Delivery

Filters (click to minimise)

Use Account: All Accounts 000657200

as the: Sending or Receiving Account, Sending Account, Receiving Account

for consignments which are: All, Domestic, International

for location(s): All Countries, AUSTRALIA, AUSTRIA, BELARUS

Start Date: 01-02-2010 End Date: 19-08-2010

Apply Filters

View graph View details Save results

Number of Consignments for All Countries

Number Of Consignments

Feb Mar Apr May Jun Jul Aug

Total Number of Consignments by Month

To Be Delivered

In Transit

Exception

Consignments In Transit and Exceptions

Consignments by Top 5 Delivery Countries

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

Number of consignments by countries for all Delivered, In transit, and Exceptions

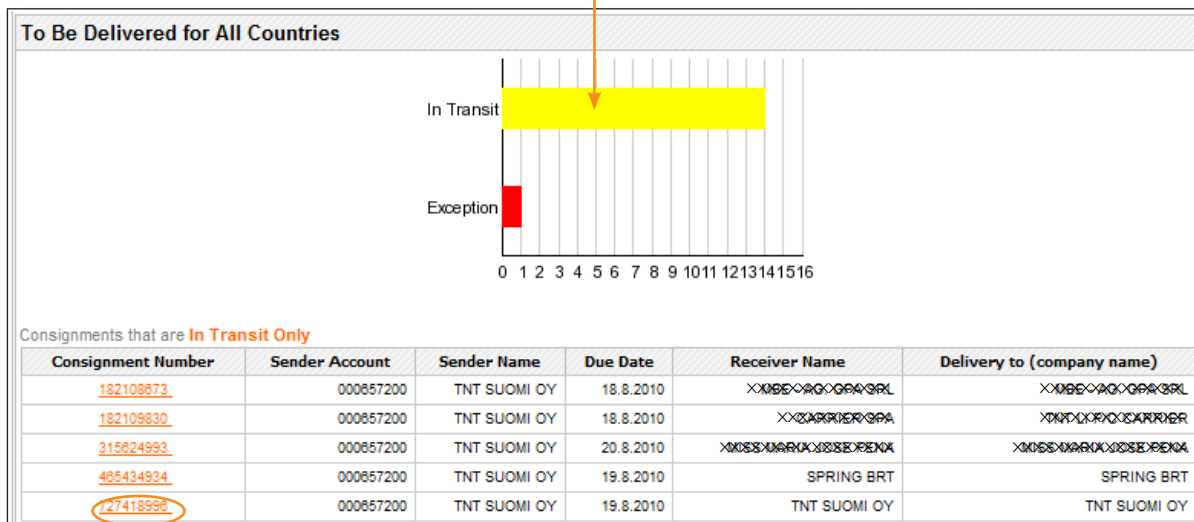
Data Last Refreshed on torstai 19.8.2010 (09:41:43 GMT+01:00)

! Klikk på grafene **In Transit** eller **Exception** for mer informasjon om disse forsendelsene.

Kontroller dine forsendelser

To Be Delievered viser alle forsendelser som er underveis i valgt periode, eller forsendelser som er registret med avvik.

! Klikk grafen **In Transit** eller **Exception** for å se forsendelsesdata for statusen.



Forsendelsesdata i online rapporteringsverktøyet oppdateres hver fjerde time!

! For å se siste status på forsendelsen, klikk på forsendelsesnummeret.

consignment	reference	destination	pickup date	status
727418996	PRODUCT 1	TURKU	18 Aug 2010	Delivered

[input screen](#) .

[email results](#)

727418996 Details

Reference PRODUCT 1
 Pick up date **18 Aug 2010**
 Destination **TURKU**
 Delivery Date **10:42, 19 Aug 2010**
 Signatory Mr. Jones

Date	Time	Location	Status
19 Aug 2010	10:42:00	Turku	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](#)

Lag dine egne rapporter

Du kan laste ned data basert på dine egne valg for å lage egne analyser og rapporter.

1. Velg periode, filterer og velg **Apply Filters**
2. Velg **Save results** for å fortsette

The screenshot shows the TNT reporting interface. At the top 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 three buttons: 'View graph', 'View details', and 'Save results' (circled in orange). A dashed orange arrow points from the 'Save results' button to the next screenshot.

Merk! Online rapportering inneholder historikk for de siste 13 måneder

3. Velg hvilke felter du vil ha med i rapporten.
4. Trykk **Next** for å fortsette

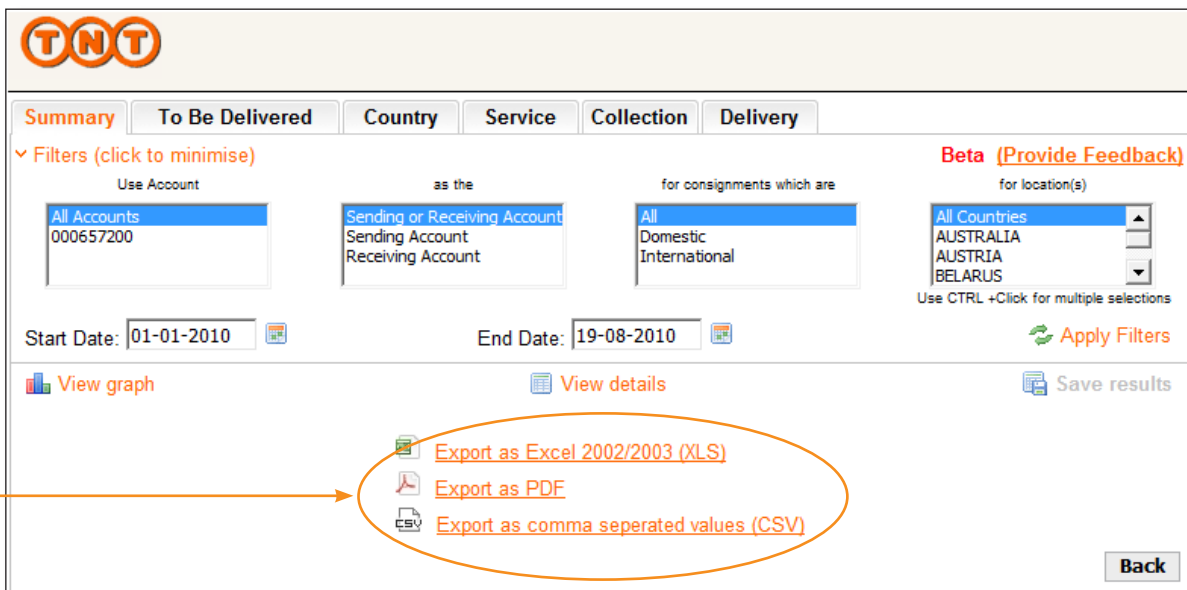
The screenshot shows the field selection interface. At the top are 'View graph', 'View details', and 'Save results' buttons. Below is a table with three columns: 'Shipment details', 'Package details', and 'Date and time'. Each column has a list of checkboxes for fields to include in the report. Below each column are 'Select all' and 'Deselect all' links. The table is followed by another table with four columns: 'Sender', 'Collection', 'Receiver', and 'Delivery', each with a list of checkboxes for fields to include. Below each column are 'Select all' and 'Deselect all' links. At the bottom right, there is a 'Next' button (circled in orange). A dashed orange arrow points from the 'Save results' button in the previous screenshot to the 'Next' button.

Shipment details	Package details	Date and time
<input checked="" type="checkbox"/> Consignment note no.	<input checked="" type="checkbox"/> Pay weight	<input checked="" type="checkbox"/> Collection date
<input checked="" type="checkbox"/> Customer reference	<input checked="" type="checkbox"/> Weight	<input checked="" type="checkbox"/> Due date
<input checked="" type="checkbox"/> TNT service	<input type="checkbox"/> Volume	<input checked="" type="checkbox"/> Revised due date
<input checked="" type="checkbox"/> Status description	<input type="checkbox"/> Number of items	<input checked="" type="checkbox"/> Delivery date
<input type="checkbox"/> Shipment options		<input checked="" type="checkbox"/> Delivery time
<input type="checkbox"/> Signed by		
<input checked="" type="checkbox"/> Terms of payment		
Select all Deselect all	Select all Deselect all	Select all Deselect all

Sender	Collection	Receiver	Delivery
<input checked="" type="checkbox"/> Company name	<input type="checkbox"/> Company name	<input checked="" type="checkbox"/> Company name	<input type="checkbox"/> Company name
<input type="checkbox"/> Contact name	<input type="checkbox"/> Contact name	<input type="checkbox"/> Contact name	<input type="checkbox"/> Contact name
<input type="checkbox"/> Address	<input type="checkbox"/> Address	<input type="checkbox"/> Address	<input type="checkbox"/> Address
<input type="checkbox"/> Town	<input type="checkbox"/> Town	<input type="checkbox"/> Town	<input type="checkbox"/> Town
<input type="checkbox"/> Postcode	<input type="checkbox"/> Postcode	<input checked="" type="checkbox"/> Postcode	<input type="checkbox"/> Postcode
<input checked="" type="checkbox"/> Country	<input type="checkbox"/> Country	<input checked="" type="checkbox"/> Country	<input type="checkbox"/> Country
	<input type="checkbox"/> Depot name		<input type="checkbox"/> Depot name
Select all Deselect all	Select all Deselect all	Select all Deselect all	Select all Deselect all

Lag dine egne rapporter fortsetter...

5. Velg filformat på 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 sections: 'Use Account' with a dropdown showing 'All Accounts' and '000657200'; 'as the' with a dropdown showing 'Sending or Receiving Account', 'Sending Account', and 'Receiving Account'; 'for consignments which are' with a dropdown showing 'All', 'Domestic', and 'International'; and 'Beta (Provide Feedback) for location(s)' with a dropdown showing 'All Countries', 'AUSTRALIA', 'AUSTRIA', and '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 three export options, and an arrow points from the text above to this oval.

Merk! Kun for brukere av Internet Explorer:

For å få rapporten (Excel eller CSV)

1. Hold Ctrl-tasten nede mens du klikker på nedlastingslinken, inntil dialogboksen 'Lagre fil' dukker opp
2. Eller endre innstillingene i Internet Explorer; Verktøy/Alternativer for Internett/Sikkerhet/Egendefinert nivå og aktiver "Automatisk bekreftelse for filnedlastinger". Klikk OK for å lagre endringen.



Vi er tilgjengelige 24 timer i døgnet, så ta kontakt nå og velg den løsning som passer dine behov. Ring vår kundeservice på 810 00 810, send e-post til customer.services.osl@tnt.no eller besøk www.tnt.no.