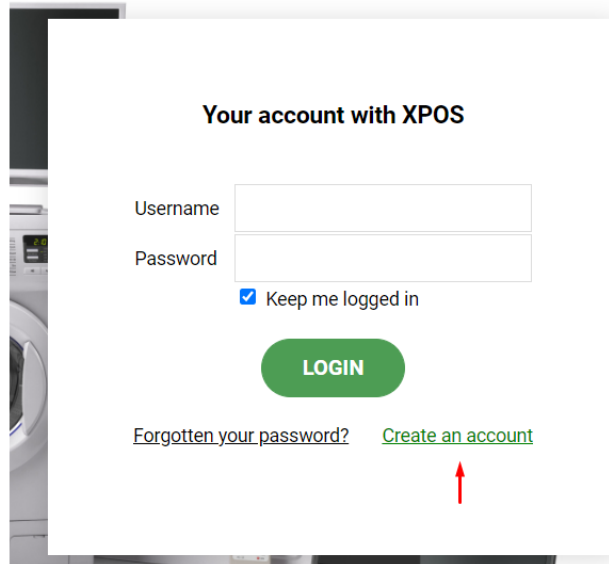


Guide til oprettelse af bruger i XPOS

1: Gå til følgende website: [XPOS 4.0 - Enkel online reklamation og service håndtering](#)

2: Vælg "Create an account"



The screenshot shows a login form titled "Your account with XPOS". It includes fields for "Username" and "Password", a checked checkbox for "Keep me logged in", a green "LOGIN" button, and two links: "Forgotten your password?" and "Create an account". A red arrow points to the "Create an account" link.

3: Registrér din virksomhed som bruger – Her er det en god ide at vælge en fælles mailadresse som flere brugere har adgang til, da man i så fald lettere kan nulstille kodeord hvis det bliver glemt, man kommer ikke ud for spærrede mailadresser på grund af skiftende medarbejdere, etc..

Register user

Fill in the form below to create a XPOS user. The account is free and the information will not be used for anything more than service and claim management.

User information

Your e-mail address / username
Please enter your email address. This wont be used for any marketing. ✓

Your password
Please choose a password with more than 6 letters or digits.

Confirm password
Please confirm your password, type in the same as above.

Your first name
Please enter your first name. ✓

Your last name
Please enter your last name. ✓

4: Vælg hvilken type virksomhed du er, og her vælges "Dealer/Store/Distributor"

Link to store

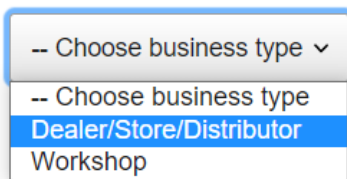
Now you are ready to link you user account to a store or workshop. Please use the guide below.

▲ You need to choose a store or workshop

When working in XPOS, you need to always be linked with a store or workshop. Please select one below.

1. Choose your type of business

Please choose the type of business you are running



A dropdown menu with a blue border and a downward arrow. The menu is open, showing the following options: "-- Choose business type", "-- Choose business type", "Dealer/Store/Distributor" (highlighted in blue), and "Workshop".

5: Vælg fra hvilket land du kommer fra – antageligvis Danmark

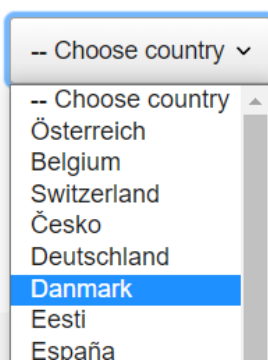
Link to store

Now you are ready to link you user account to a store or workshop. Please use the guide below.

✔ 1. Chosen business - Dealer/Store/Distributor

2. Choose country

Please choose the country where your store is located or [go back](#).



A dropdown menu with a blue border and a downward arrow. The menu is open, showing the following options: "-- Choose country", "-- Choose country", "Österreich", "Belgium", "Switzerland", "Česko", "Deutschland", "Danmark" (highlighted in blue), "Eesti", and "España".

6: Vælg hvilken kæde/butik/virksomhed du repræsenterer. På nuværende tidspunkt repræsenteres din butik/virksomhed antageligvis ikke, hvorfor du skal vælge "No chain / Other"

Link to store

Now you are ready to link you user account to a store or workshop. Please use the guide below.

- ✔ 1. Chosen business - Dealer/Store/Distributor
- ✔ 2. Chosen country - Danmark

3. Choose your chain

Please choose your chain, if you are not connected to a chain please choose the no-chain option or [go back](#)

7: Vælg din by fra drop down menuen

Link to store

Now you are ready to link you user account to a store or workshop. Please use the guide below.

- ✔ 1. Chosen business - Dealer/Store/Distributor
- ✔ 2. Chosen country - Danmark
- ✔ 3. Chosen chain - No chain / Other

4. Choose your city

Please choose the city were your store is located or [go back](#)

8: Eftersom du repræsenterer en ny butik/virksomhed, da skal du ikke angive nogen butik ved punkt nr. 5. Vælg i stedet "Apply for new store account"

Link to store

Now you are ready to link you user account to a store or workshop. Please use the guide below.

- ✔ 1. Chosen business - Dealer/Store/Distributor
- ✔ 2. Chosen country - Danmark
- ✔ 3. Chosen chain - No chain / Other
- ✔ 4. Chosen city - Aabenraa

5. Choose your store

Please choose your store or [go back](#)

If you can not find your store/chain, it might be that it do not exists [Apply for new store account](#)

9: For at ansøge om at blive oprettet som en ny butik, bliver du videredigeret og skal dernæst angive basale oplysninger om din virksomhed. Start med adresse som vist for neden:

Note! It's important that you only register ONE account per store/workshop, else your application will not be approved.

Visiting address

Your country
Please choose the country were your business is located

Danmark ✓

Your city
Please choose your city

Aabenraa ✓

Your zip code
Please choose your zip code

6200 ✓

Your street
Please enter your street name and number

Example 12 ✓

10: Udfyld navn og kontaktoplysninger på virksomheden. Disse oplysninger er primært formalia så de kan ses i XPOS af dem du reklamerer ved. "Store Reference" og "Organization Number" er ikke påkrævede felter, og kan derfor udelades.

Store/workshop information

Your store/company name
Please enter your store/company name

Example Store ✓

Your store reference or number
Please enter your store reference or number

✓

Your stores organization number
Please enter your stores organization number

✓

Your stores phone number
Please enter your stores phone number

+45 12345678 ✓

Your chain name
Please enter your chains name. If your not in any chain, please leave blank. [I can not find my chain?](#)

No chain / Other ✓

✓ **Note!** If you are a part of a centrally managed chain, you can not add your store here, you need to contact the chain to have them add you. These chains include: Elon/Elkedjan

Your type of business
Please select your type of business.

Store/Dealer/Distributor ✓

Your stores email address
Please enter your stores main email address.

example@example.dk ✓

This is the main email address of your store/company

Obs! Vær opmærksom på den mailadresse der tilknyttes, og at den kan tilgås af flere medarbejdere

11: Udfyld Pickup Address – Her kan der som udgangspunkt benyttes samme information som ved virksomhedens hovedadresse. Det kan være relevant at udfylde alternativ adresse hvis virksomheden har eksternt lager eller lignende.

Pickup address

This information is used when appliances needs to be picked up from your location. If the same as visiting address, please press the copy button below.

[Use the same information as visiting address](#)

Your pick up country
Please choose the country were your business is located

✓

Your pick up city
Please choose your city

✓

Your pick up zip code
Please choose your zip code

✓

Your pick up street
Please enter your street name and number

✓

12: Udfyld Invoice Address – Ofte også det samme som både Pickup Address og virksomhedens hovedadresse. Efter man har udfyldt al relevant info vælger man "Send store application".

Invoice address

This information is used when credits is sent to you.

[Use the same information as visiting address](#)

Your invoice country
Please choose the country were your business is located

✓

Your invoice city
Please choose your city

✓

Your invoice zip code
Please choose your zip code

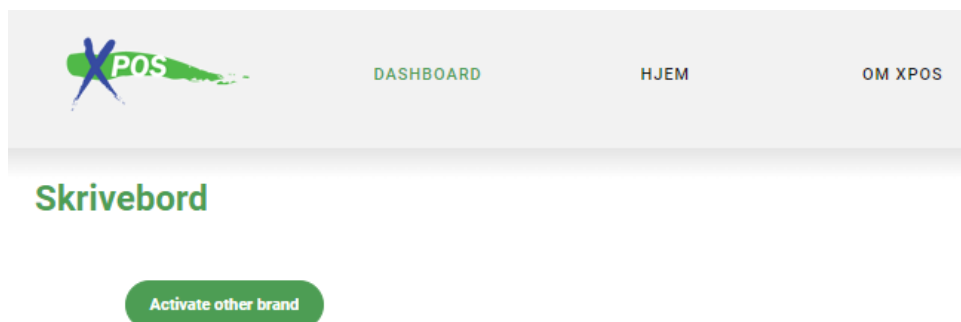
✓

Your invoice street
Please enter your street name and number

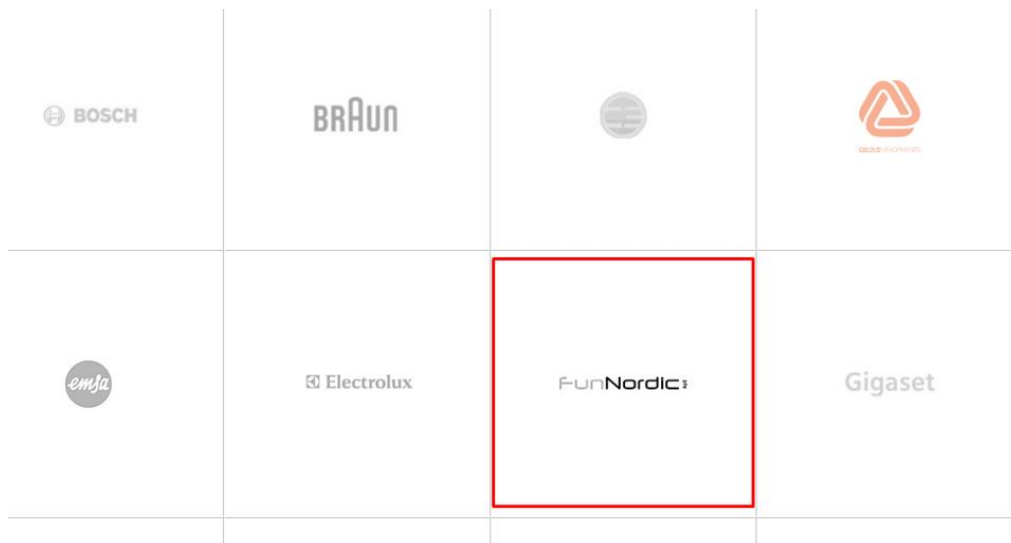
✓

[Send store application](#)

13: Ansøgningen bliver sendt til XPOS som derefter kort gennemgår den og godkender. Når ansøgningen er godkendt kan virksomheden logge ind, og vil I så fald mødes af et tomt "Dashboard". Vælg her "Activate another brand"



14: Scroll ned til du kan se FunNordic's logo



15: Tryk på logoet, og vælg "Activate this brand as a store"



16: Efter at Fun Nordic har accepteret virksomhedens ønske om at linke til hinanden, vil Fun Nordic ligge ude på virksomhedens Dashboard som én af de aktiverede leverandører, og virksomheden kan nu oprette reklamationssager rettet mod leverandøren.