Guide til oprettelse af bruger i XPOS

- 1: Gå til følgende webside: XPOS 4.0 Enkel online reklamation og service håndtering
- 2: Vælg "Create an account"

Your account with XPOS
Username
Password
Keep me logged in
Forgotten your password? Create an account

3: Registrér din virksomhed som bruger – Her er det en god ide at vælge en fælles mailadresse som flere brugere har tilgang 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.	example@example.dk	0	
Your password Please choose a password with more han 6 letters or digits.			
Confirm password Please confirm your password, type n the same as above.			
Your first name Please enter your first name.	Example	0	
Your last name Please enter your last name.	Test	0	

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.

A 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



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.

I. Chosen business - Dealer/Store/Distributor

2. Choose country

Please choose the country where your store is located or go back.



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 b	elow.	
1. Chosen business - De	aler/Store/Dist	ributor		
2. Chosen country - Dann	mark			
3. Choose your chain				
Please choose your chain, if you ar	e not connected to	a chain please choose the no-chain	option or g	o back
- Choose chain				
	Q			
Magasin	*			
Matas				
Matsmart				
Metro Cash & Carry				
No chain / Other			B	Get help and support
Nordic Game Supply		s only 5 minutes, and then you are ready	U	If you are in need of help ar
				the second se

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

Choose city	
Q	ain, it might be that it do not exists. <u>Apply for new store account</u>
Choose city	
Aabenraa	
Aabybro	

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.
I. 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
Choose store v
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 videredirigeret og skal dernæst angive basale oplysninger om din virksomhed. Start med adresse som vist forneden:

Visiting address		
Your country Please choose the country were your pusiness is located	Danmark ~	•
Your city Please choose your city	Aabenraa	0
′our zip code Ilease choose your zip code	6200	0
our street lease enter your street name and	Example 12	0

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.

Your store/company name Please enter your store/company name	Example Store	0
Your store reference or number Please enter your store reference or number		0
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	No chain / Other	~
your not in any chain, please leave blank. <u>I can not find my chain</u> ?	Note! If you are a part of a centr not add your store here, you need to them add you. These chains include	ally managed chain, you can o contact the chain to have e: 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 adress.	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 a	ppliances needs to be picked	p 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	Danmark 🗸 🥥		1
Your pick up city Please choose your city	Aabenraa	0	
Your pick up zip code Please choose your zip code	6200	0	
Your pick up street Please enter your street name and number	Example 12	0	

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

⊜ возсн	brhun		CALL-COMPE
emja	I Electrolux	FunNordic 3	Gigaset

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

ľ	Pos	DASHBOARD	HJEM
FunNordica	Skrivebord		
	Aktiverede leverandører:		
Activate this brand as a store 🛛 🛶 🛶 🛶			
Klik her hvis du er leverandør værksted			
Support	FunNordic:	Activ	ate other brand

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.