

**MANUAL FOR  
BOOKING ON [WWW.DANX.COM](http://WWW.DANX.COM)**

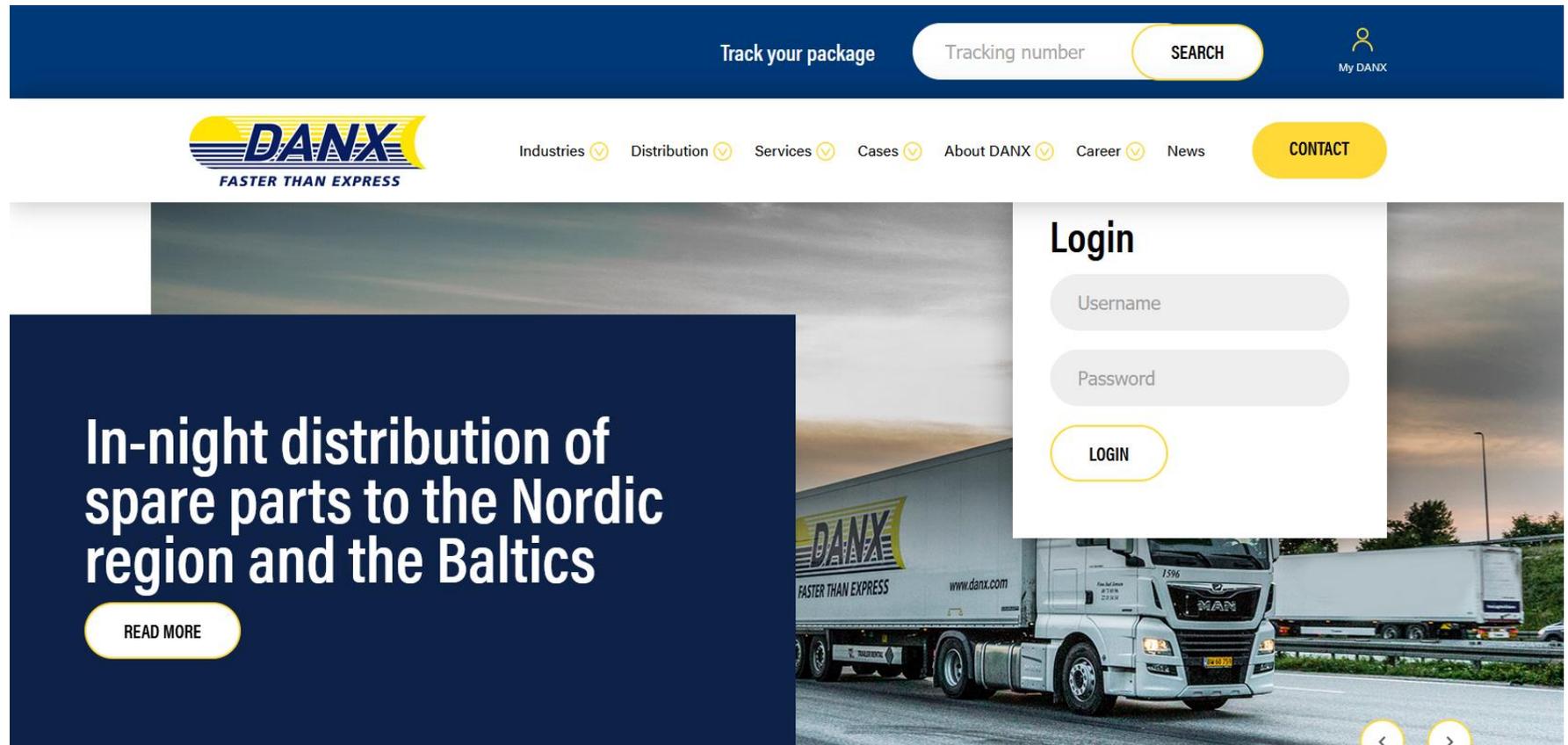


## LOGIN AND CREDENTIALS

1. Go to [www.danx.com](http://www.danx.com)
2. Before your first log in cookies must be accepted (lower right corner).
3. Go to My Danx
4. Type in your username and password.

**USERNAME:** KUvet\_DK

**PASSWORD:** Your KU number



The screenshot shows the DANX website interface. At the top, there is a dark blue navigation bar with the text "Track your package" and a search input field containing "Tracking number" and a "SEARCH" button. To the right is a "My DANX" user profile icon. Below this is a white navigation bar with the DANX logo and tagline "FASTER THAN EXPRESS" on the left, and a list of menu items: "Industries", "Distribution", "Services", "Cases", "About DANX", "Career", "News", and a yellow "CONTACT" button. The main content area features a large banner image of a white MAN truck with the DANX logo on its side. On the left side of the banner, there is a dark blue overlay with the text "In-night distribution of spare parts to the Nordic region and the Baltics" and a yellow "READ MORE" button. On the right side of the banner, a white login form is displayed with the title "Login", input fields for "Username" and "Password", and a yellow "LOGIN" button. At the bottom right of the banner, there are two small yellow circular navigation arrows.

## BOOK SHIPMENTS

INFO for Chrome users.

If you use our label printing functionality with Chrome, please note that a bug in the current version cause the browser to not load pictures probably.  
If you see cutoff pictures on the label, please follow one of the suggested solutions:

- 1: Go to chrome://plugins/ in your browser, and press disable Chrome PDF Viewer.
- 2: Uninstall Chrome and Adobe reader, and reinstall them by first installing Chrome and then Adobe reader.

Sorry for the inconvenience.

Weight (KG)	Reference Number	Pickup contact details		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

0 records

(\* = type "?" in the field to get a list to choose from), NB. type "Ctrl" + "Shift" + "Enter" to send bookings

1. All fields are mandatory.
  - a. The weight (kg) put in the weight for the package (0,5 kg).
  - b. Ref. number KU number.
  - c. Pickup details, if you put it somewhere special (ex. hanging in the door) or how many packages you have today, you decide yourself what it should say.
2. When finished, click the **Add** button.
3. Now the parcel is added. If you have changes:
  - a. **Edit** already made booking by clicking on the **Edit** button.
  - b. **Delete** bookings by clicking the **Trashcan** symbol.
4. **Book: The shipment is booked when the **Send** button is clicked.**

## ORDERS AND LABEL

1. Under ORDERS you can see the orders placed the latest 24 hours.
  - a. Delete the entire shipment from our systems in case of an error.
    - i. You can **ONLY** delete a shipment before we have made the pickup.



[Trace](#) [Book](#) [Orders](#) [Log Out](#)

[CONTACT](#)

[Printview](#)

Status	TrackingNo1	Ref. Number	Sender	Reciever	Weight	Volume	PickUpdate	Note	Type		
	20240618306522739	TEST	RINGSTED	LT002	10	0	2024-06-18	Test	N		

[Printview](#)

# TRACE

The trace function gives you access to all the shipments from the last 30 days. You can filter on the following values:

**Creation date      Trackingnumber/barcode      Return/Claim number      Pickup Address      Delivery Address**



[TRACE](#) [BOOK](#) [ORDERS](#) [LOGOUT](#) CONTACT

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**Search**

From (DD-MM-YYYY)

To (DD-MM-YYYY)

Tracking no. 1

Tracking no. 2

Type

**PICKUP ADDRESS**

Alias

Name

Street name

House no.

Postal no.

City

Country

**DELIVERY ADDRESS**

Alias

Name

Street name

House no.

Postal no.

City

Country

SEARCH
CLEAR
DOWNLOAD REPORT

Export To Excel

	Tracking No.1	Tracking No.2	Pickup Date	Pickup Name	DeliveryName	Type	Status
⊕	20210325304178235	test	25-03-2021	Alux AS	Jan Christian Andersen	OutBound	

Total Records : 1

First
<
1
>
Last

POD - Successfully delivered
POD1 - Delivered from PUDO
TERM - Terminal scan
PSIP - Pickup collected

CONS - Consolidated
CNA - Pickup/Delivery not possible
DEL - Not included in the shipments from shipper

When the result is shown click on the shipment you want to view details on. It shows the following information:

<b>Pickup date</b>	<b>Pickup address</b>	<b>Pickup city</b>	<b>Volume</b>
<b>Delivery name</b>	<b>Delivery address</b>	<b>Status</b>	<b>Weight</b>
<b>Trackingnumber/Barcode</b>	<b>Detailed status history</b>	<b>Recipient</b>	<b>Pickup name</b>
<b>Return/Claim number</b>	<b>Notes</b>	<b>Status</b>	

If the information is needed outside the system you can use the **Export to Excel** button to get a file saved to your PC's desktop.



## CONTACT INFORMATION

If you have questions regarding the booking process DanX can be contacted directly:

Contact information:

Number: +45-32524200

Mail: [dkoperation@danx.dk](mailto:dkoperation@danx.dk)