



Instructions for TrueLink Administrator

1.1	Log into TrueLink as administrator	2
2.1	Archive – (search in invoice dispatch).....	3
2.1.1	Archive – detail lines (invoice dispatch).....	4
3.1	Buy TrueLink tickets	7
3.2	Previous purchases	9
3.3	Company	9
3.4	Users.....	10
3.5	Accounts.....	11

Instructions for TrueLink Administrator

1 Introduction

When you register as a member at www.truelink.dk/uk, you receive a user name and a password which should be used when logging into TrueLink.

The sent user name and password belong to the administrative contact person. This person is considered as the administrator and has access to all functions at TrueLink.

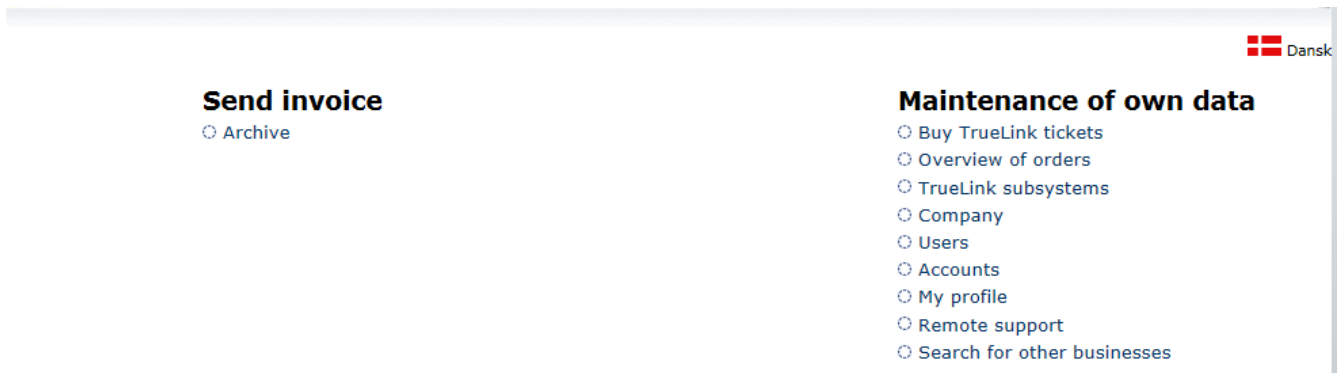
1.1 Log into TrueLink as administrator

Log into www.truelink.dk/uk under "Log-in" with the received user name and password.

You need to select the English version of TrueLink Portal:



And you see this page:



Note the functions in the bottom right corner. These will be available on all pages:




- Log off – sends you back to the log-in picture.
- Front page – sends you back to the front page.
- Previous and Next appear in case of several pages of information and it will be possible to toggle between the pages.

Instructions for TrueLink Administrator

2 Send Invoice

2.1 Archive – (search in invoice dispatch)

The archive shows all the sent invoices. In the archive you are able to search for the following:

- Status code of the invoice:
 - All
 - Sent
 - Warning
 - Rejected
 - Delivered
 - In process
 - Partly approved
- Sent date or a period by stating from and to date. If you press , a calendar will appear from which you can choose a date.
- Sender – search for sender number. The sender number stated in the XML file you have sent will be searched. This will typically be a CVR number.
- Recipient – search for recipient number. The recipient number stated in the XML file you have sent will be searched. This will typically be an EAN number if the invoice has been sent to a public institution or a company using EAN number. It is possible to use a TrueLink ID if the invoice has been sent to an internal TrueLink recipient. A TrueLink ID consists of the sender's CVR number and the recipient's customer number. – separated by a full stop. For example: 85667811.20859320
- Invoice number – invoice number may be searched. The invoice number stated in the XML file you have sent will be searched.
- Invoice date – invoice date may be searched. The invoice date stated in the XML file you have sent will be searched.

When you have filled in one or more search criteria, press "Search".

Instructions for TrueLink Administrator

Send invoice

Archive

Help ?

Search in archived, sent invoices

Status From *:
Journal id to *:

K=Kreditnota

Shows from 0 to 0 of 0

Status	K	Sent	<input type="checkbox"/>	<input type="button" value="📄"/>
--------	---	------	--------------------------	----------------------------------

Shows from 0 to 0 of 0, lines per page:

2.1.1 Archive – detail lines (invoice dispatch)

In the detail lines you have the following options:

- If the status code is "Rejected" further information may be displayed by choosing/clicking on the status code.
- By choosing the invoice is displayed and it may be printed.

Send invoice

Archive

Help ?

Search in archived, sent invoices

Status From *:
Journal id to *:

K=Kreditnota

Shows from 1 to 3 of 3

Status	K	Sent	<input type="checkbox"/>	<input type="button" value="📄"/>
Sent		27-11-2014 11:32:13	<input type="checkbox"/>	<input type="button" value="📄"/> <input type="button" value="🖨️"/>
Delivered		27-11-2014 11:24:47	<input type="checkbox"/>	<input type="button" value="📄"/> <input type="button" value="🖨️"/>
Delivered		27-11-2014 10:45:07	<input type="checkbox"/>	<input type="button" value="📄"/> <input type="button" value="🖨️"/>

Shows from 1 to 3 of 3, lines per page:

By clicking on the invoice number, details about the dispatch are displayed. The below has been received by TrueLink and forwarded to the recipient's inbox. Subsequently, the document is sent to the TrueLink client and is received by the TrueLink client.

Instructions for TrueLink Administrator

Send invoice

Archive

Help ?

Fast link til denne journal: [53073590](#)

Kopier til udklipsholder

Shows from 1 to 3 of 3

From	To	Action	Document type	System	Start time	Status
TrueLink Connector PROD		Document received by TrueLink	Invoice	Truelink	27-11-2014 11:24:47	Processed to TrueLink
	1515151515154	Document sent to Inbox	Invoice	Truelink	27-11-2014 11:24:48	Processed to TrueLink
	1515151515154	Document sent to external system	Invoice	2. Send e-mail med PDF dokument	27-11-2014 11:25:07	Processed to TrueLink

Shows from 1 to 3 of 3, lines per page: 10

If you wish to see what has been sent and the document received in XML format, you can click on, e.g. "Document sent to Inbox". The original format is displayed here and what has been translated to the recipient:

Instructions for TrueLink Administrator

3 Own maintenance

3.1 Buy TrueLink tickets

Via this menu it is possible to buy invoice tickets.
Select the service and stated the desired purchase.

Maintenance of own data

Buy TrueLink tickets | Overview of orders | Company | Users | Accounts | My profile | Remote support | Search for other businesses

Help ?

Invoice tickets

Invoice tickets are used when you send an invoice.

Shopping bag

Total exclusive of VAT 0,00 kr

When the shopping bag has the desired content, select "Go to cash register". Here the final order is displayed and ordering and payment can be carried out by choosing "Order and pay". However, payment terms must be accepted in advance. If you instead select "Discontinue order", you will return to the overview of services. The items will still be in the shopping bag.

Maintenance of own data

Buy TrueLink tickets | Overview of orders | Company | Users | Accounts | My profile | Remote support | Search for other businesses

Help ?

Invoice tickets

You can buy tickets for TrueLink here. The more tickets you buy, the cheaper they get. You get a discount of up to 50%.

When you buy tickets for invoices, you buy tickets for the amount of electronic invoices you need.

You can buy invoice tickets in batches of a minimum of 100 electronic invoices at a time, as shown below.

Bundles			Number		Price per unit
From	To	To be bought in bundles of	From	To	DKK excluding VAT
100	2000	100	100	500	4,50 kr
2500	10000	500	600	1000	4,25 kr
11000	30000	1000	1100	2400	4,00 kr
32000	50000	2000	2500	5000	3,40 kr
55000		5000	5500	10500	3,15 kr
			11000	20000	2,90 kr
			21000	31000	2,60 kr
			32000	48000	2,41 kr
			50000		2,15 kr

Buy units:

Put in shopping bag

Shopping bag

~~100 x Invoice tickets~~ 4,50 kr

Total exclusive of VAT 450,00 kr


Go to cash register

Instructions for TrueLink Administrator

Maintenance of own data

[Buy TrueLink tickets](#) |
 [Overview of orders](#) |
 [Company](#) |
 [Users](#) |
 [Accounts](#) |
 [My profile](#) |
 [Remote support](#) |
 [Search for other businesses](#)

Help 



When you are ready to pay, please click on 'Pay by debit card' or 'Pay by bank transfer'.

If you want to cancel the order, please click on 'Cancel order'.

Company information:

Company:	TrueLink Connector PROD
CVR number:	14494804
Address:	Havneparken 1, 1. sal ved havnen x
Postal code:	7100
City:	Vejle

Quantity	Unit price	Total
100 x Invoice tickets	4,50 kr	450,00 kr
Total exclusive of VAT		450,00 kr
VAT (25,00 %)		112,50 kr
Total including VAT		562,50 kr

[Salgs- og leveringsbetingelser for TrueLink A/S](#)
 I accept the sales conditions

Pay by debit card
Pay by bank transfer
Exit order

When ordering, the next step is choice of payment form and subsequent entry of payment information.

When the payment has been carried out, the receipt for your purchase will be displayed.

Invoice

Invoice no.:	62	Invoice date:	14-03-2007
Buyer:	Ill - Butikken Bredgade 12 test 7400 Herning	Seller:	EDB Gruppen A/S Industrivej Syd 13C 7400 Herning
Contact name:	Lene test	CVR/CBR no.:	84667811
E-mail:			
Payment type:	Online payment		
DIBS information:	90530518		

Item no.	Description	Quantity	Unit price	Total price
1	Invoice tickets	100	4,00 kr	400,00 kr
Total exclusive of VAT				400,00 kr
VAT (25,00 %)				100,00 kr
Total including VAT				500,00 kr

At the same time, the receipt for the purchase is also sent to the administrative e-mail address which is registered under "Own maintenance" - > "Accounts".

Instructions for TrueLink Administrator

3.2 Previous purchases

"Overview of orders" shows an overview of previous purchases including time of purchase and invoice totals.

By clicking on the invoice number, the receipt of the purchase is shown.

Maintenance of own data

Buy TrueLink tickets
Overview of orders
Company
Users
Accounts
My profile
Remote support
Search for other businesses

[Help ?](#)

Invoice list

Invoice date from: To:

Shows from 1 to 5 of 5
[Help ?](#)

Invoice list

Invoice date from: To:

Shows from 1 to 5 of 5

Invoice no.	Time of purchase	Total exclusive of VAT	Total including VAT	Status
8848	11062012-142356916	2.725,00 kr	3.406,25 kr	Complete
4009445	23092009-185533325	450,00 kr	562,50 kr	Complete
4004614	21092008-135225953	340,00 kr	425,00 kr	Complete
4004603	28082008-171517772	340,00 kr	425,00 kr	Complete
4004602	09052008-145728563	1.540,00 kr	1.925,00 kr	Complete

Shows from 1 to 5 of 5 lines per page:

3.3 Company

The company's address information and the e-mail address of the technical contact person are maintained here.

"In-tray limit" is the maximum number of documents ready for processing in the "Invoice reception – Inbox". If you have more than 50 documents in the inbox, the amount over 50, i.e. the latest documents, will not be processed until the previous documents have been processed and the amount is below 50.

Instructions for TrueLink Administrator

Maintenance of own data

Buy TrueLink tickets | Overview of orders | **Company** | Users | Accounts | My profile | Remote support | Search for other businesses

Help 


<p>TrueLink CVR number: : - Vejle DK <i>Rediger</i></p>	<p>Ikke synlig for andre virksomheder</p>	<p>Fakturaklip: 675 Brugere: 5 (3)</p>
<p>Kontaktoplysninger lll@truelink.dk Tlf. 79307833 ved havnen x Havneparken 1, 1. sal 7100 Vejle DK</p>	<p>E-mail oversigt hmk@edbgruppen.dk - Advisering af Medico kreditnota og 12 andre hmklause@hotmai.com - TrueTrade Invitationsmail</p>	<p>Indbakke / udbakke Faktura indbakke: 12 Alle dokumenter indbakke: 18</p>

3.4 Users

The administrator of TrueLink can set up more TrueLink users here and at the same time grant them access to the individual menu items in TrueLink. The TrueLink administrator can also grant other users access to the "administrator" function, e.g. to set up users.

Maintenance of own data

Buy TrueLink tickets | Overview of orders | Company | **Users** | Accounts | My profile | Remote support | Search for other businesses

Help 

Find users

Search for a user in the list:

User name	First name	Surname	Create user
P1009	1009	1009	<input type="button" value="Create user"/>
Person234	Per	Pedersen	<input type="button" value="Create user"/>

A new user is set up in the following way:

- Choose "Set up user"
- Fill in user name (to be used when logging into TrueLink)
- Fill in first name and last name
- Enter password (to be used when logging into TrueLink)
- Enter password again
- Grant the user access to relevant menu items in TrueLink

Instructions for TrueLink Administrator

- Choose "Save"

3.5 Accounts

Under "Accounts", the administrator is able to see the following information:

- Client ID – must be used in connection with any reinstallation of the TrueLink client.
- E-mail administrative – it is possible to change e-mail address of the administrative contact person here.
- Tickets per account type – the number of left tickets is shown here.

Maintenance of own data

Buy TrueLink tickets | Overview of orders | Company | Users | **Accounts** | My profile | Remote support | Search for other businesses

Help ?

Account overview for TrueLink Connector PROD

Client ID:	110327916805514
E-mail administrative* :	<input type="text" value="lll@truelink.dk"/>
Send e-mail hvis TrueLink Klient ikke er aktiv:	<input type="checkbox"/>
E-mail til:	E-mail Administrativ (lll@truelink.dk) ▼

Account type	Account name	Remaining tickets	Postings
01	Invoice	675	Posting

By clicking on an account type you have the following possibilities:

Maintenance of own data

Buy TrueLink tickets | Overview of orders | Company | Users | **Accounts** | My profile | Remote support | Search for other businesses

Help ?

Account overview for TrueLink Connector PROD

Account type:	01 Invoice	Tickets:	675
Limit:	<input type="text" value="50"/>	Notify when limit reached:	<input checked="" type="checkbox"/>
Notify when empty:	<input checked="" type="checkbox"/>	Start date [yyyymmdd]:	
		End date [yyyymmdd]:	

Save

- Account type

Instructions for TrueLink Administrator

- Limit – enter the number of tickets left when you wish to receive an e-mail reminding you that it is time to buy more "speaking time".
- Notify when empty – if you wish an e-mail with a warning then there are no more tickets left, this must be marked here.
- Tickets – the number of tickets left on the chosen account.
- Notify when limit is reached – if you do not wish to receive a warning, the marking must be removed.