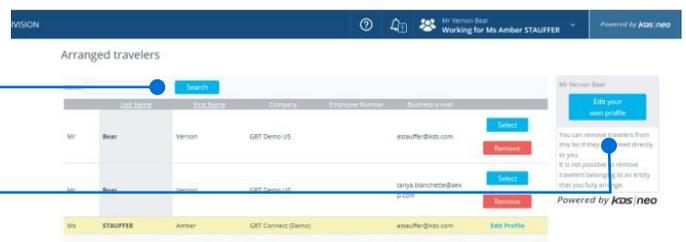
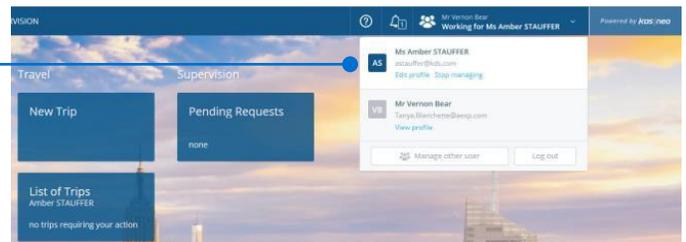
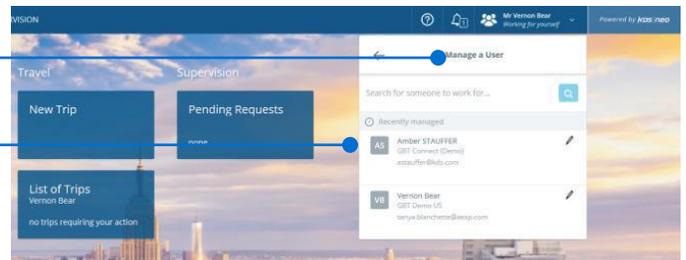


Quick guide for travel arrangers

With Neo™, travel arrangers can quickly search and book travel for employees and guest travelers, edit profile settings, view travelers' current and past trips, and store frequently used itineraries as templates. Here's how you can get started:

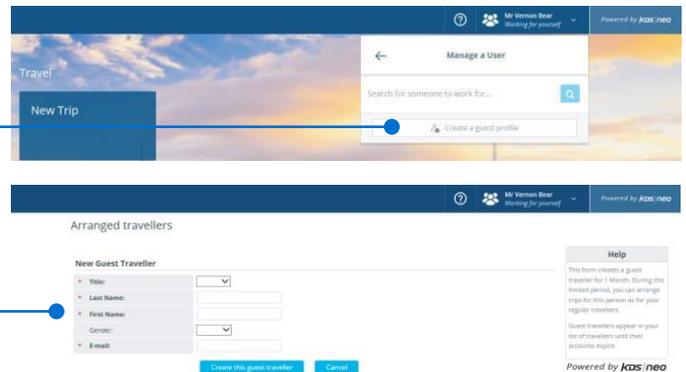
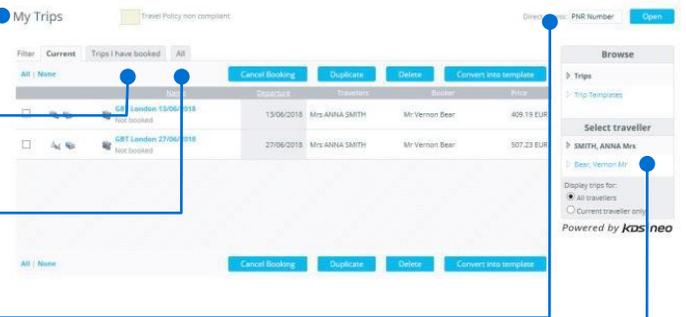
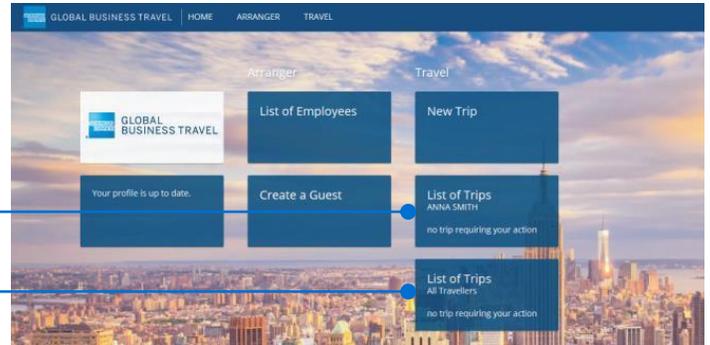
SELECT/EDIT A TRAVELER'S PROFILE:

- 1 From the home page, use the drop-down profile menu to **Manage other user**.
- 2 Click on **Manage a User** to do a search by name of the traveler whose profile you wish to edit. Then go to Step 5.
- 3 Alternatively, if the traveler's name is under the **Recently managed** list, you can select their profile from here.
- 4 Click **Edit profile** to begin making changes to a traveler's settings on their behalf.
- 5 Type in the name of the traveler whose profile you wish to manage and hit **Search**.
- 6 Alternatively, you can **Edit your own profile**.



MANAGE TRAVELERS' TRIPS:

- 1 From the home page, you can access the trip of the traveler you have selected through **List of Trips**.
- 2 Or you can click on **List of Trips** to bring up the itineraries for all the travelers you are managing.
- 3 Once on the **My Trips** screen, refine your search for a specific booking.
- 4 View **Trips I have booked** to see current and previous bookings.
- 5 Click **All** to view all the previous and current trip itineraries you have arranged.
- 6 Enter a Passenger Name Record (PNR) to directly access relevant trip details.
- 7 Filter trips by **All travelers** or **Current traveler** only.



BOOK FOR A GUEST:

Depending on your site configuration, you may be able to create guest profiles to book trips for guests, contractors, and clients.

- 1 From the drop-down profile menu, click **Create a guest profile** to get started.
- 2 Fill in relevant information and then click **Create this guest traveler**.