

AMEX GBT
Neo

Neo™ Release Notes 23.4

16th of October 2023

GBT Travel Services UK Limited (GBT UK) and its authorized sublicensees (including Ovation Travel Group and Egencia) use certain trademarks and service marks of American Express Company or its subsidiaries (American Express) in the "American Express Global Business Travel" and "American Express GBT Meetings & Events" brands and in connection with its business for permitted uses only under a limited license from American Express (Licensed Marks). The Licensed Marks are trademarks or service marks of, and the property of, American Express. GBT UK is a subsidiary of Global Business Travel Group, Inc. (NYSE: GBTG). American Express holds a minority interest in GBTG, which operates as a separate company from American Express.



Table of Contents

NEO TRAVEL	2
[AIR RAIL] ENHANCEMENTS FOR RESULTS PAGE FILTERS	3
[NEO] NEW TRIP LIST	4
[NEO APPROVAL] REDESIGN OF THE APPROVAL/REJECTION MODAL	6
[HOTEL] AMENITIES: CHARGING STATION FOR ELECTRIC VEHICLES FOR BOOKING.COM	8
[CHECK-OUT] HOTEL RATE DETAILS	9
[NDC] INFORMATION ON SPECIFIC AFTER SALES CONDITIONS AND WHEN MODIFICATION IS NOT ALLOWED	11
[RAIL] EXCHANGE WHEN ALLOWED AFTER DEPARTURE	12
[EXCHANGE] STREAMLINING OF THE EXCHANGE FLOW	13
[EXCHANGE] DISPLAY OF REASONS WHY EXCHANGE IS NOT ALLOWED	15
[PASSENGER RIGHTS REGULATION (PRR)] UPDATES FOR DEUTSCHE BAHN	17
NEO MOBILE	Error! Bookmark not defined.
[MOBILE] MAINTENANCE NOTIFICATION	19
NEO EXPENSE	20
[ACCOUNTING LIST] APPROVAL DATE COLUMN AND APPROVAL STATUS FILTER	21
[EXPENSE] NEW PENDING EXPENSES PAGE	22
[EXPORT FILES] TRANSACTION ID FROM AMERICAN EXPRESS CREDIT CARD TRANSACTIONS	23
PLATFORM	24
[GUEST MANAGEMENT] NEW UI FOR THE CREATION OF GUEST PROFILES	25
[PROFILE AND GUEST MANAGERS] RESTRICTIONS ON USERNAMES FOR GUEST PROFILES	27

AMEX GBT

Neo

NEO TRAVEL

[AIR | RAIL] ENHANCEMENTS FOR RESULTS PAGE FILTERS

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

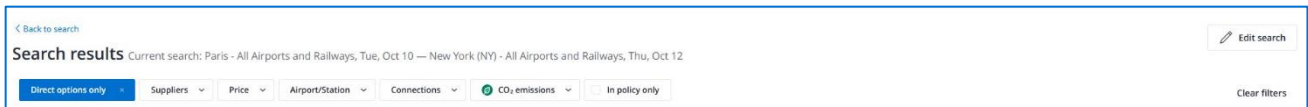
Please note this feature was communicated in a previous service pack but delivered with the 23.4 release.

SYNOPSIS

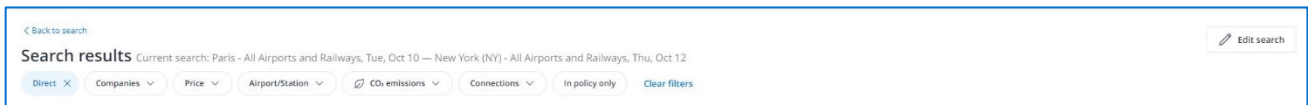
Filters on the transport results page have been enhanced visually and has been made accessible for disabled users.

This migration will allow further improvements on the page, such as filters and enhancements like the waiting experience.

BEFORE



AFTER



[NEO] NEW TRIP LIST

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop

SYNOPSIS

The Trip List display in Neo is being enhanced to improve the overall usability of the page and to enable the page to meet current accessibility standards.

Following this migration, the **Trip List** has been redesigned and Neo is made more accessible.

Users can see their trip on the Trip List Page, which is available through the menu or via the tile.

BEFORE

The screenshot shows the 'My Trips' page in the Neo system. The page header includes navigation links: HOME, APPROVAL, ARRANGER, TRAVEL, NEO ADMIN, and a user profile for Mrs Vernon BEAR. The main content area is titled 'My Trips' and features a filter for 'Current' (with sub-filters for 'Trips I have booked' and 'All') and buttons for 'Cancel Booking', 'Duplicate', and 'Delete'. A table lists various cancelled trips with columns for Name, Departure, Travellers, Booker, and Price. The 'Paris Charles de Gaulle 12/10/2023' trip is highlighted in yellow. To the right, a sidebar contains a 'Browse' section with 'Trips' and 'Unused tickets' (highlighted with a red box), and a 'Select traveller' section listing users like BEAR, ADMIN, and others. The sidebar also includes 'Content Management Customization' (highlighted with a red box) and a 'Display trips for:' section with radio buttons for 'All travellers' and 'Current traveller only'. The footer of the page indicates it is 'Powered by NEO'.

AFTER

All Trips

[Display Corporate offline module \(old version\)](#)

traveler bear X Dates Status Services Clear filters

PNR number Open trip

Trip ref.	Trip name	Services	Compliance	Traveler	Created by	Status	Trip cost
	Berlin 4/21/2023 21 Apr 2023 - 21 Apr 2023		OUT OF POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled	€199.86
	Milan Malpensa 4/7/2023 7 Apr 2023 - 7 Apr 2023		OUT OF POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled Rejected	€217.36
	Milan Malpensa 4/7/2023 7 Apr 2023 - 7 Apr 2023		OUT OF POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled Rejected	€217.36
	Milan Malpensa 4/7/2023 7 Apr 2023 - 7 Apr 2023		OUT OF POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled Rejected	€217.36
	Berlin 2/1/2023 1 Feb 2023 - 1 Feb 2023		IN POLICY	traveler bear clarnicol@kds.com	traveler bear	Draft	€611.28
	Berlin 12/1/2022 1 Dec 2022 - 1 Dec 2022		IN POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled	€212.14

SCOPE

Trips booked in Neo and (where available) trips booked through the offline request module) will appear in this new list.

Limitations include the following:

- The link to display unused tickets has been temporarily removed from this view and will be delivered in a future release (please note unused tickets functionality is available in NORAM region).
- Requests and trips from the old offline module (comprising of former corporate pages) will remain in the old offline module list which is accessible from a link **Display Corporate offline module (old version)** (see below)

All Trips

[Display Corporate offline module \(old version\)](#)

traveler bear X Dates Status Services Clear filters

PNR number Open trip

Trip ref.	Trip name	Services	Compliance	Traveler	Created by	Status	Trip cost
	Berlin 4/21/2023 21 Apr 2023 - 21 Apr 2023		OUT OF POLICY	traveler bear clarnicol@kds.com	traveler bear	Cancelled	€199.86

- Content management will no longer be available.
- The **Created by** filter will be delivered in a future release.
 - Note: this filter allows mainly arrangers to filter trips according to who created the trip.

[NEO APPROVAL] REDESIGN OF THE APPROVAL/REJECTION MODAL

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Neo Mobile App ONLY

SYNOPSIS

Following the delivery of the new trip list in Neo, approval-related pages have been redesigned.

This includes a wider display and the use of more meaningful colors on decision buttons (red for reject and green for approve).

Additionally, the comment area has also been made wider.

SCOPE

All current approval functionality is supported, including:

- Supervision fields
- Inventory of associated prices as per configuration
- Comment for either approval or rejections

BEFORE

AFTER

Approve trip ✕

Travel Reason ▼

Comment

Type a message in the text box to add a comment to your decision

FARE COMPARISON
Fare comparison information is not available for this trip.

Cancel Approve

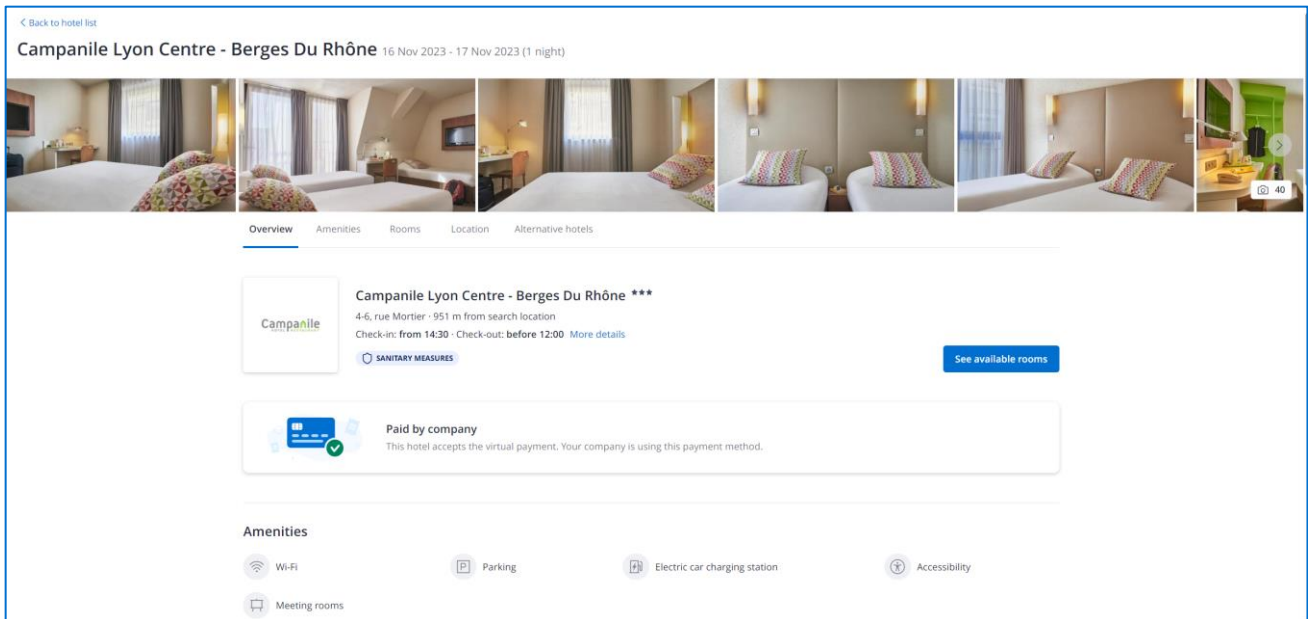
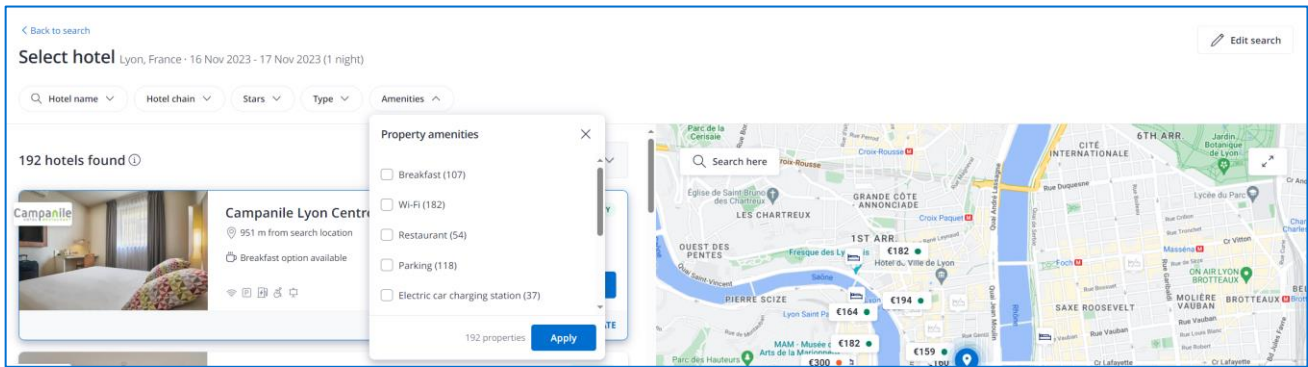
[HOTEL] AMENITIES: CHARGING STATION FOR ELECTRIC VEHICLES FOR BOOKING.COM

HOTEL SOURCE SUPPORTED	Booking.com direct link
COUNTRY	CH – IT – ES – CZ – HU – PL – NZ – US – CA
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Users will be able to see information about the presence of electric car charging stations when they search for hotels.

This information will also be displayed on the hotel results page and on the hotel overview page.



[CHECK-OUT] HOTEL RATE DETAILS

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

The upgrade of the checkout process in Neo is an ongoing project. In this release, we have simplified the presentation and review of hotel rate terms and conditions. See below:

BEFORE

Rate details
✕

Room Mate Waldorf (2 nights) €475.38

- **Taxes and fees**
 - ⊖ SERVICECHARGE Resort fee: €45.52 (excluded per night)
 - ⊖ VAT Tax: €58.38 (excluded per night)
- **Cancellation Policy**
 - ⊖ You may cancel free of charge until 2 days before arrival. You will be charged the cost of the first night if you cancel in the 2 days before arrival.
- **Payment policy**
 - ⊖ Guarantee supported cards:
 - ⊖ Carte Blanche
 - ⊖ Visa
 - ⊖ Diners Club
 - ⊖ MasterCard (virtual credit card)
 - ⊖ American Express (virtual credit card)
 - ⊖ American Express
 - ⊖ Maestro
 - ⊖ UnionPay credit card
 - ⊖ Discover
 - ⊖ Euro/Mastercard
 - ⊖ JCB
 - ⊖ Visa (virtual credit card)
- **Other rules information**
 - ⊖ Guests are required to show a photo identification and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply. In response to Coronavirus (COVID-19), additional safety and sanitation measures are in effect at this property. Guests under the age of 18 can only check in with a parent or official guardian. Please inform Waldorf Towers South Beach in advance of your expected arrival time. You can use the Special Requests box when booking, or contact the property directly with the contact details provided in your confirmation. A damage deposit of USD 100 is required on arrival. This will be collected by credit card. You should be reimbursed within 14 days of check-out. Your deposit will be refunded in full via credit card, subject to an inspection of the property. Please note that deliveries are accepted 1 week prior to guest's arrival. The hotel will

I have read and accept above conditions and terms.
 Book


This new display is a more concise summary and follows accessibility standards. Please note that the full rate conditions will remain available through the **Rate Details** link. By clicking on the **Next** button, the end user accepts the rate conditions.

AFTER

SMP Hotel

Checkout: Hotel ✕

Hotel



Hotel Elixir
Mon, 6 Nov - Tue, 7 Nov (1 night)

€216.00
total price

CANCELLATION POLICY

Free cancellation
before 4 Nov 2023

Cancellations or changes made after 12:00 on November 04, 2023 are subject to a 100% room and tax penalty.

[Rate details](#)


By clicking "Next", I accept the rate conditions Next

AFTER

Hotel source different from SMP Hotel

Checkout: Hotel ✕

Hotel



Hotel Le Compostelle Le Marais
Mon, 6 Nov - Tue, 7 Nov (1 night)

€176.88
total price

CANCELLATION POLICY

CXL WITHIN 48 HRS-FEE 1 NIGHT-EXCL TAX-FEES-CXL-MODIFY 48HRS PRIOR ARRIVAL DATE-1NT CHG FOR NS OR LATE CXL CXL after 0:00 04-Nov-2023 1 day(s) will be charged.

[Rate details](#)

By clicking "Next", I accept the rate conditions Next

[NDC] INFORMATION ON SPECIFIC AFTER SALES CONDITIONS AND WHEN MODIFICATION IS NOT ALLOWED

SCOPE	Only applicable to clients with NDC content enabled
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

In recent Neo service pack releases (SP2 and SP3 Neo 23.3), Neo introduced a feature helping users understand their ability to perform certain after-sales operations (e.g., ticket cancellation or modification) related to NDC fares. This information is provided to users during the search, booking process and post-booking. A new link **View specific aftersales conditions** is displayed next to NDC fares.

These features underline the fact that NDC fares often restrict the user's ability to make online after-sales changes, (e.g., ticket cancellation or modification). They also provide further guidance helping users to understand what is feasible online, or when they require them to contact to their travel agency.

The screenshot shows a flight itinerary for a trip from New York to Paris. The flight details include:

- Flight AA 147: 8:25 AM (LGA) to 11:36 AM (DFW) on Wed, Nov 22. Main Cabin, 4h 11m, Nonstop.
- Flight AA 1698: 10:24 AM (DFW) to 3:00 PM (LGA) on Thu, Nov 23. Main Cabin, 3h 36m, Nonstop.

 The total fare is \$477.81. A 'Modify' button is visible next to the flight details. A pop-up window titled 'Specific after-sales conditions' is shown, indicating that booking changes and refunds are not allowed online, while cancellations and ticket exchanges are.

Service	Allowed with this fare?	Processed online?
Booking changes	✗	✗
Booking cancellation	✓	✓
Ticket exchange	✓	✗
Refunds	✓	✗

As NDC fares modifications cannot be done online, the user is immediately informed by clicking on the **modify** button.

The display will instruct the user to contact their travel agency for modification of certain bookings.

The error message states: 'No modification allowed at this stage'. It explains that Air France or the reservation system does not permit modifications after booking. It provides contact information for American Express GBT:

- Address: 18 rue des Deux Gares, 92500, Rueil Malmaison, France
- Phone: +33 1 57 32 98 34
- E-mail: fr.biztravel@amexgbt.com
- Opening hours: 08:00 - 18:00 (Monday - Friday)

[RAIL] EXCHANGE WHEN ALLOWED AFTER DEPARTURE

RAIL SUPPORTED	SNCF
COUNTRY	FR
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Neo Mobile App only

SYNOPSIS

When on a trip, users are not able to make exchanges online and are obliged to call the travel agency.

Neo will now allow the traveler to exchange the inbound ticket when the outbound one has been traveled for specific rail providers.

SCOPE

The exchange after departure only applies to the following suppliers:

- SNCF

[EXCHANGE] STREAMLINING OF THE EXCHANGE FLOW

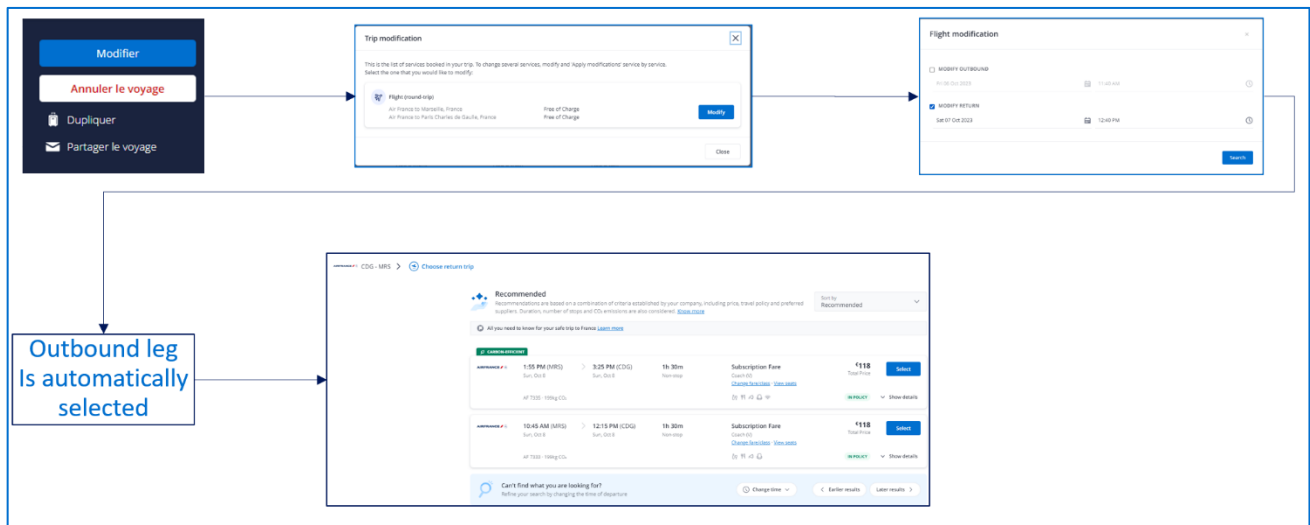
SOURCES SUPPORTED	Amadeus – Sabre - SNCF
COUNTRY	US – FR – DE – BE – NL – DK – NO – CH – SE – ES – FI – CZ – HU – PL – AU
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

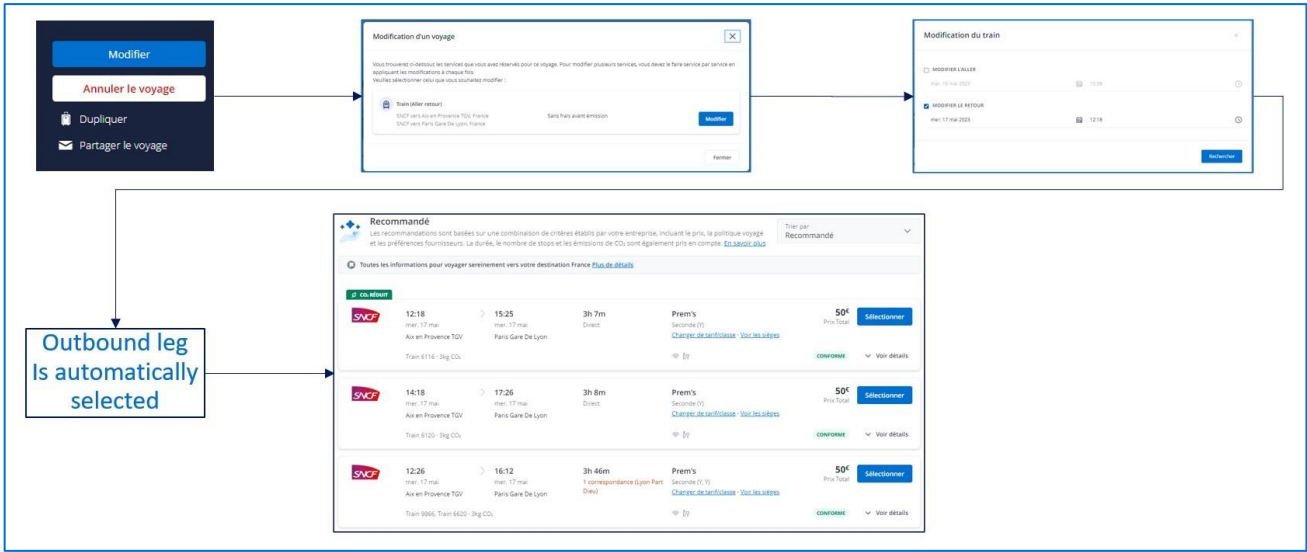
For SNCF, travelers will now have the ability to see the actual price of each leg of their journey on the timeline display.

Additionally, the Neo exchange process has been streamlined for both air and rail. As a result, it is no longer necessary to confirm outbound transport service when modifying inbound transport service. Users are also brought directly to the selection of inbound transport service based on their new requirements.

FLIGHT



SNCF (French rail)



SCOPE

The price for each leg of a journey display (outbound and inbound) has been made available for:

- SNCF

For air services, the current price allocation on the display of 50% on outbound and 50% on inbound will continue to exist until CRS supports the prices for different legs of a journey.

The exchange streamlined process applies to both air and rail transportation.

[EXCHANGE] DISPLAY OF REASONS WHY EXCHANGE IS NOT ALLOWED

SOURCES SUPPORTED	Amadeus – Sabre - SNCF
COUNTRY	US – FR – DE – BE – NL – DK – NO – CH – SE – ES – FI – CZ – HU – PL – AU
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

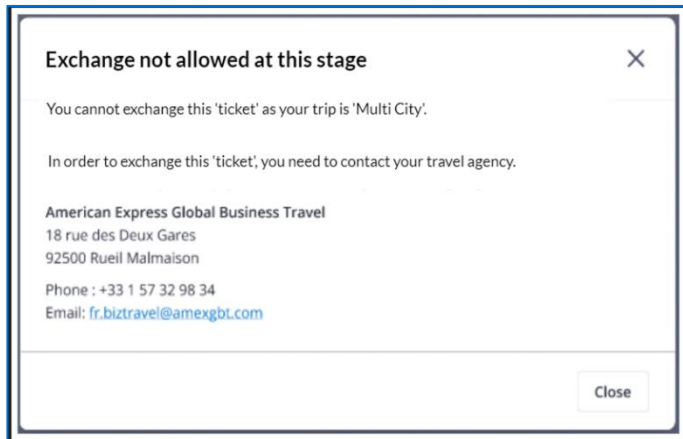
SYNOPSIS

At present, since the **Modify** button is always displayed, the user modifying a trip needs to know the reason why the exchange is not allowed for a ticketed service.

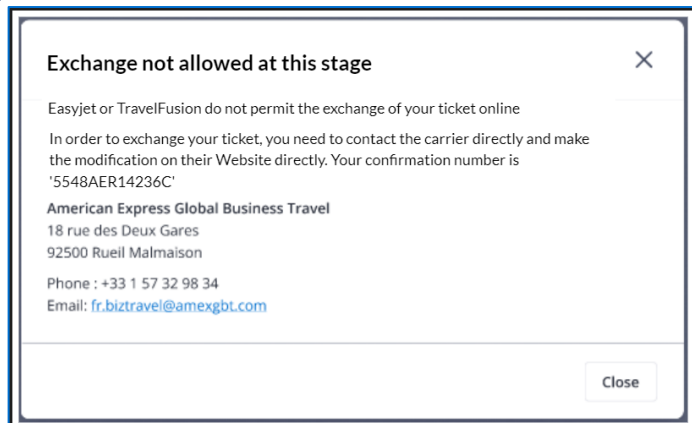
A pop-up will be displayed when an exchange is not allowed with a reason and the contact information of the travel agency.

The cases covered by this feature include:

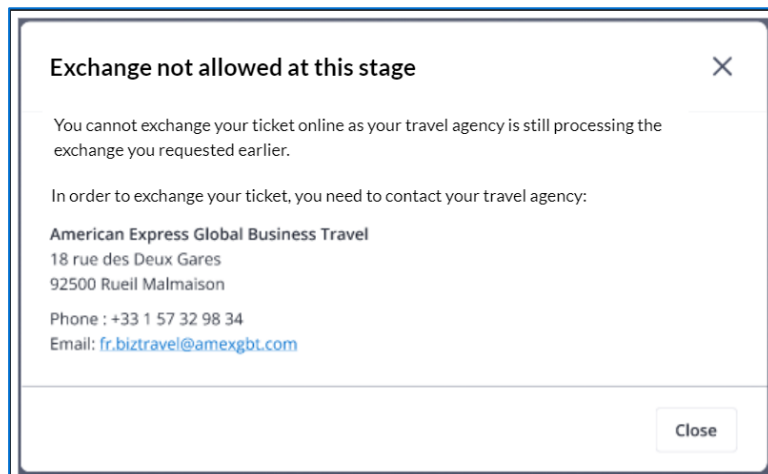
- When a trip is multi-city



- When the airline doesn't allow an exchange



- When an exchange has previously been requested



The following cases will have the standard message displayed:

- Transportation has been ticketed as “pay as you fly”
- The service which is being exchanged has already been checked-in
- The service being modified has already been flown

NOTE: In future releases of Neo, these scenarios will have additional dedicated messages assigned to them. Neo is also working on the ability to exchange after departure for Amadeus and Sabre.

SCOPE

The situations will only occur if the exchange is activated and if the user tries to modify an air or rail booking that has already been ticketed.

[PASSENGER RIGHTS REGULATION (PRR)] UPDATES FOR DEUTSCHE BAHN

RAIL SUPPORTED	Deutsche Bahn
COUNTRY	DE
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

New regulations from the EU Council - UE Regulation 2021/782 have been applicable since 7 June 2023 for all EU rail carriers. Further details can be found by [clicking on this link](#).

The goal of this reform is to safeguard the rights of rail passengers and improve the quality and effectiveness of rail passenger services. This will help increase the share of rail transport relative to other means of transportation.

The main areas of this regulation include:

- A new notion of ‘through-ticket’ (in French, *billets directs*) has been introduced, representing the unique transport contract for successive railway services operated by the same or several railways. The objective is to identify which carrier, and for which part of the travel segment in the journey it is accountable for.
- Travel information which is affected includes users’ rights, compensation, lost luggage process and accessibility.

DEUTSCHE-BAHN

At the time Neo made the necessary enhancements, the Deutsche Bahn integration was not providing all needed information. Neo therefore invites users to get this information for the Passenger Rights directly from the Deutsch Bahn website as follows:

- [Passenger rights at Deutsche Bahn: your rights as a passenger](#)
- [Deutsche Bahn AG’s conditions of carriage](#)

The URLs will be displayed in Neo under **View fare details** which is situated under the tab **Fare details** where users can verify fare conditions.

This information will be available prior to the booking and remain available after the booking.

SCOPE

This is for the Deutsche Bahn direct link only.

IMPORTANT: URLs will be personalized for the following user languages:

- German
- English

AMEX GBT
Neo

NEO MOBILE

[MOBILE] MAINTENANCE NOTIFICATION

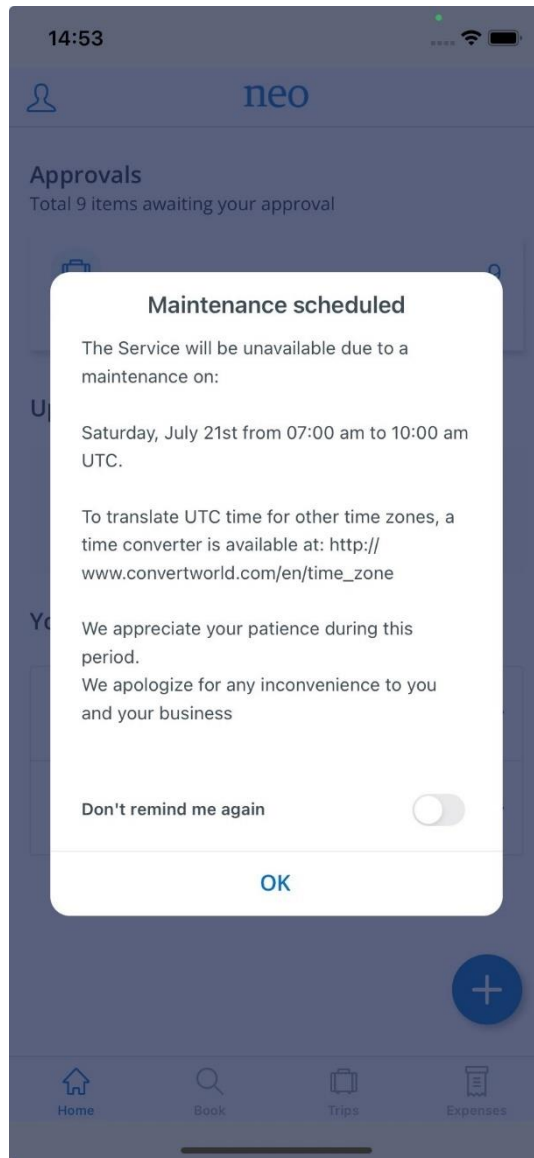
ACTIVATION	Automatic
AVAILABLE ON ...?	Neo Mobile App only

SYNOPSIS

Periodically, the Neo mobile app is unavailable due to scheduled maintenance for new releases. This enhancement creates an in-app notification that informs the user of upcoming maintenance.

The new notification will be displayed 3 days before the scheduled maintenance.

The notification will include a message which informs users of the date of the upcoming maintenance as well as a checkbox which allows users to not see the notification again until the next release.



AMEX GBT
Neo

NEO EXPENSE

[ACCOUNTING LIST] APPROVAL DATE COLUMN AND APPROVAL STATUS FILTER

MADE FOR...?	Accountant
ACTIVATION	Automatic

SYNOPSIS

The Accounting Management list screen has been enhanced to make it easier to manage and audit the list of expense reports. Users can now filter by date and approval status. Also, a new column has been added which displays the approval date.

The **Approval Date** column can be sorted according to most the most recent date to the latest, and this is displayed when there is at least one approval date in the list. Additionally, the added filter enables to select one or multiple approval statuses (approved, requested, draft...), to filter out of the list and display only the reports with the selected status.

The screenshot shows the 'Accounting management' interface. At the top right, there are input fields for 'Type expense report ID' and an 'Open report' button. Below this, there are navigation options: 'Expense reports', 'Export', and 'Search'. A filter menu is open, showing 'Approval status' with options: 'Approved (19)', 'Requested (9)', and 'Draft (1)', along with a 'Clear' button. The main table lists expense reports with columns: Expense report ID, Company, Flag, Policy, Amount, Approval status, Approval date, and an icon. The 'Approval date' column is highlighted with a yellow box. The table contains the following data:

Expense report ID	Company	Flag	Policy	Amount	Approval status	Approval date	Icon
182915 February 2023 (3)			IN POLICY	14.00 GBP 17.68 GBP	APPROVED	28/06/2023	🗑️
182057 October 2022 (6)			IN POLICY	30.00 GBP	APPROVED	30/08/2023	🗑️
182040 October 2022 (4)			IN POLICY	88.41 GBP	APPROVED	30/08/2023	🗑️
181976 September 2022 (4)	British Traveller United Kingdom		IN POLICY	215.72 GBP	REQUESTED		🗑️

[EXPENSE] NEW PENDING EXPENSES PAGE

MADE FOR...?	Traveler
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop ONLY

SYNOPSIS

The "Pending Expenses" page has been enhanced to make it easier for users to find, manage and create expenses. This list is accessible from the homepage via the tile **Pending expenses**, or from the Expense top navigation menu.

Users will find here the following expenses:

- Rejected expenses.
- Imported from credit card statements.
- Expenses created on the Neo mobile app.
- Drafts created on this same page.

The list includes:

- Filters to easily navigate through the table.
- An anomalies column which indicates when an expense is complete or has missing details.

From here, users can create a new expense or move the existing ones to an expense report.

Pending expenses

29 expenses

Expense type Location Rejected Centrally settled

Expense type	Location	Date	Amount	Status
Bar/Mini bar	Lyon	19/09/2023	5.00 EUR	Complete
Accommodation Room	France	15/09/2023	6.00 EUR	Incomplete Missing VAT rule
Breakfast	Paris	14/09/2023	5.00 EUR	Complete
Breakfast		14/09/2023	0.00 USD	Incomplete The VAT is empty or invalid
Accommodation Room		13/09/2023	0.00 USD	Incomplete The VAT is empty or invalid

[EXPORT FILES] TRANSACTION ID FROM AMERICAN EXPRESS CREDIT CARD TRANSACTIONS

MADE FOR...?	Accountant
ACTIVATION	Automatic

SYNOPSIS

Currently, the transaction ID is not imported for American Express credit card transactions. As a result, this information was not contained in the export files. However, this information is needed by clients for reconciliation.

From this version of Neo, the transaction ID for American Express credit card transactions will now be available in the CSV and XML export files in the **External transaction ID** column or element.

SCOPE

This concerns the Amex GL1025 format of credit card imports.

AMEX GBT
Neo

PLATFORM

[GUEST MANAGEMENT] NEW UI FOR THE CREATION OF GUEST PROFILES

ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop ONLY

SYNOPSIS

The user interface for creating guest profiles has been enhanced. Travel arrangers with guest management rights will see this new, improved screen when creating new guest user profiles.

< Back to home page

Create guest profile

i The guest profile will be active until 2 November 2023.

* indicates a required field

Title Gender

Last name *
Doe

First name *
John

Email address *
john.doe@acme.com

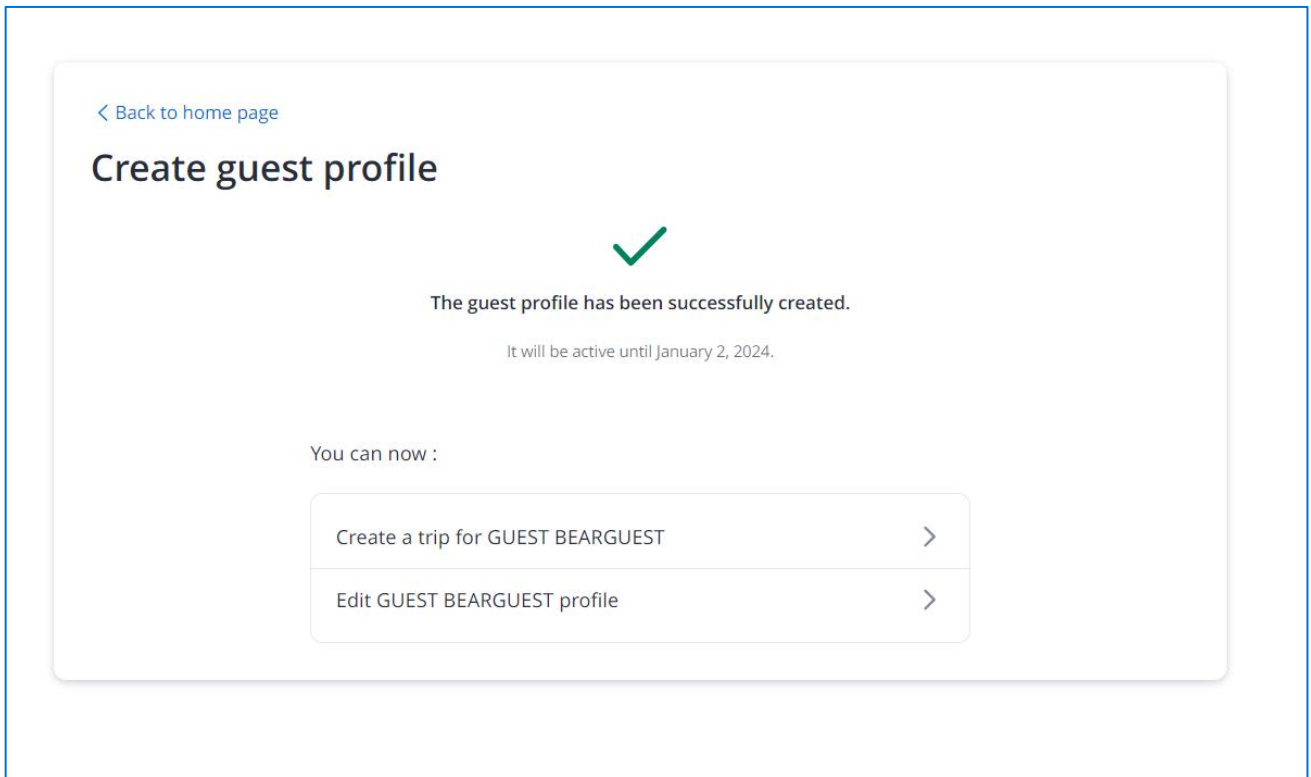
Language *
English (United Kingdom)

Cancel **Create profile**

The form will contain the same fields as before (including the **Traveler Category** and **User’s Group** fields whose display depends on the configuration). In addition:

- A **Language** field has been added, allowing guests to receive email communications sent by Neo in a language other than the default language which is set for the guest company.
- Instead of the time period for which the guest user will be active, the actual expiration date will be provided, simplifying the use of this field.

The list of possible actions will still be displayed once the guest profile has been created, with an updated look.



[PROFILE AND GUEST MANAGERS] RESTRICTIONS ON USERNAMES FOR GUEST PROFILES

MADE FOR...?	Users with profile managers access
ACTIVATION	Automatic

SYNOPSIS

For customers who have activated Neo guest profiles management feature, guest profiles are usually created directly in Neo by users with guest rights.

This signifies that the username for those profiles is automatically assigned by Neo, as a number prefixed by "GUEST-".

To avoid errors caused by administrators mistakenly changing usernames of guest profiles, the following will now apply:

- Guest user profiles will have the Neo Username field set as read-only in Admin Suite

Personal Information

Title	Mr
Last Name	Test
First Name	Guest
Gender	Male
Middle Name	
Business Email Address	test.guest@test.com
Neo User Name	GUEST-000397
Neo Password	*****


[...]

Classifications

Traveler Category	<input type="text"/>
Guest	<input checked="" type="checkbox"/> This profile is a guest profile
Travel Reason	[Default value]
Business Sector	<input type="text"/>

Save and Add New Item Save Cancel

The “Guest-” prefix in Neo usernames will be reserved for profiles which are declared as guests.

 **'GUEST-' syntax in username is reserved for guest profiles created by Guest Managers**

Unique Identifiers

Neo ID #	Profile identifier for the company
Profile Application	Profile Application managing this profile
External ID	Profile identifier for the Profile Application managing this profile
Neo GUID	Global Unique Identifier
Employee #	<input type="text"/>
GDS Profile ID #	<input type="text"/>

Personal Information

Title	<input type="text"/>
Last Name	<input type="text" value="BEAR"/>
First Name	<input type="text" value="Vernon"/>
Gender	<input type="text"/>
Middle Name	<input type="text"/>
Business Email Address	<input type="text" value="vernon.bear@acme.com"/>
Neo User Name	<input type="text" value="GUEST-123456"/>
Neo Password	<input type="password" value="*****"/>