



GLOBAL  
BUSINESS  
TRAVEL



# Hvordan oppdatere Profilen

## Neo brukerguide – 20.1

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ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips  
Sherlock Watson  
no trip requiring your action

List of Trips  
All Travellers  
no trip requiring your action

EXPENSE

Auto Create a Report  
no pending expenses

New Expense Report

List of Expense Reports

YOUR LOGO

Click here to update your profile

Mobile App

Get Neo on your mobile!

Klikk på ditt navn lengst opp til høyre i navigeringens linjen.





ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips  
Sherlock Watson

no trip requiring your action

List of Trips  
All Travellers

no trip requiring your action

EXPENSE

no pending expenses

New Expense Report

List of Expense Reports

SW Mr Sherlock Watson

[View profile](#)

Manage other user

[Log out](#)

YOUR  
LOGO

Click here to update your profile

Klikk på  
"Vis profil".



Profilen er indeldt i ulike seksjoner som du ser til høyre på siden.

La oss ta en næremer titt på noen av dem.

User Profile

Mr Sherlock Watson > General

Please check that your first name and last name below exactly match the spelling on your Passport. Please also make sure your profile contains a mobile or business phone number.

User Profile

Title: Mr		Change password	Update
Last Name: Watson	User's Group: ZZZ Neo Training (DO NOT TOUCH)		
First Name: Sherlock	Gender:		
Birth Date:			

Personal Address

Address:		Update	
Postcode:	City:		
Country:			
Phone:	E-mail:		
Fax:	Mobile:		
Emergency contact name:	Emergency contact phone:		

Business Information

Update	
Business Phone:	Business E-mail:
Business Fax:	Business Mobile:
I have read and accept the GBT Data Privacy Statement (please check the Useful information section by clicking on the button on the top right in the menu bar):.	
No	

- ▶ General
- ▶ Preferences
- ▶ Expense Types
- ▶ Cards
- ▶ Passports
- ▶ Vehicles
- ▶ Delegation

Activate Neo Mobile  
+ Get it on a new device

Last logon date: 30/01/2020 14:18:13  
Powered by neo



User Profile

Mr Sherlock Watson > General

Please check that your first name and last name below exactly match the spelling on your Passport. Please also make sure your profile contains a mobile or business phone number.

Velg emnet "Generell" for å oppdatere ditt navn, adresse, telefonnummer, passord m.m.

User Profile

Update

Title: Mr

Change password

Last Name: Watson

User's Group: ZZZ Neo Training (DO NOT TOUCH)

First Name: Sherlock

Gender:

Birth Date:

Personal Address

Update

Address:

Postcode:

City:

Country:

Phone:

E-mail:

Fax:

Mobile:

Emergency contact name:

Emergency contact phone:

Business Information

Update

Business Phone:

Business E-mail:

Business Fax:

Business Mobile:

I have read and accept the GBT Data Privacy Statement (please check the Useful information section by clicking on the button on the top right in the menu bar): No

- ▶ General
  - ▶ Preferences
  - ▶ Expense Types
  - ▶ Cards
  - ▶ Passports
  - ▶ Vehicles
  - ▶ Delegation
- Activate Neo Mobile**
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User Profile

Mr Sherlock Watson > Preferences

**Display** Update

Language: English (United Kingdom)      Default Currency: GBP (United Kingdom Pounds)

Date: mm/dd/yyyy      Time: h:mm am/pm (2:05 pm)

Departure location:

**Transport Preferences** Update

Air Preferences

Preferred Meal: [Any]      Seat: No preference

Rail Preferences

Cabin Classes: Second, First      Facing front: No preference

Seated Meal: Yes

**Car & Van Preferences** Update

Car Preferences

Transmission: Indifferent      Air Conditioned: Indifferent

Smoking/Non-smoking: No preference

Hotel Preferences

Smoking/Non-smoking: No preference

**Booking Information** Update

Web Fares: Ask for confirmation before sending required personal information to purchase flights with web fares

Seat Map: On a shared flight/train, show my seat to colleagues

- ▷ General
- ▷ **Preferences**
- ▷ Expense Types
- ▷ Cards
- ▷ Passports
- ▷ Vehicles
- ▷ Delegation
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Velg rubrikk  
"Preferanser" for  
å bytte språk og  
angi andre  
reiserelaterte  
preferanser.



User Profile

Mr Sherlock Watson &gt; Cards

**Credit card**

- Please select **all** tick boxes within the "**Set as default credit card**" section below.
- This will ensure that correct payment and guarantee information is sent to your Travel Agency.
- If your company uses lodge card/central billing for air/rail payment the credit card is only used for hotel/car guarantee.

**New card and**

\* Credit Card type:

\* Number:

\* Origin:

- Private, this is my own card
- Corporate, card provided by my company

\* Expiration date:

Month:  Year:


\* Holder's name, as written on the card:

\* Set as default credit card:

- for air services
- for train services
- for hotel services
- for car services

[Add this new card](#)[Cancel](#)[General](#)[Preferences](#)[Expense Types](#)[Cards](#)[Passports](#)[Vehicles](#)[Delegation](#)**Activate Neo Mobile**[+ Get it on a new device](#)

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Velg rubrikken  
"Kort" for å  
oppdatere dine  
kredittkort og  
eventuelle  
bonus kort.



User Profile

Mr Sherlock Watson > Passports

Editing Passport

\* Passport Name:

Give this passport a name to make it easier to find.

\* Number:

\* Owner's Full Name:

Use the magnifier and select your passport nationality.

Type the name, as it appears on the passport.

Date

Country:

(Optional) Use the magnifier and select the country where the passport was issued.

Place

\* Expiration:

Features:

Optical passport

Biometric passport

Apply Modifications

Cancel

- ▷ General
  - ▷ Preferences
  - ▷ Expense Types
  - ▷ Cards
  - ▷ Passports**
  - ▷ Vehicles
  - ▷ Delegation
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Last logon date: 01/30/2020 02:18:13 PM

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Velg rubrikken "Pass" om du vil legge til din pass-informasjon.





Om dere er tilknyttet reiseregning-modulen kan legge til informasjon om ditt transportmiddel. For ex. for kilometer-godtgjørelse og Neo reiseforslag med bil må du først ha angitt ditt kjøretøy

Mr Sherlock Watson > Vehicles

My Car

Vehicle Name: My Car      Plate Number: 1234ABCD

Taxable horsepower: 3 CV      Vehicle Type: Car

Fuel Type: Diesel

[Add a new vehicle](#)

Default Vehicle    Update    Delete

- ▶ General
  - ▶ Preferences
  - ▶ Expense Types
  - ▶ Cards
  - ▶ Passports
  - ▶ Vehicles**
  - ▶ Delegation
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User Profile

Mr Sherlock Watson > General

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Last Name: Watson	User's Group: ZZZ Neo Training (DO NOT TOUCH)				
First Name: Sherlock	Gender:				
Birth Date:					

Personal Address

Address:		City:		<a href="#">Update</a>	
Postcode:					
Country:					
Phone:	E-mail:				
Fax:	Mobile:				
Emergency contact name:	Emergency contact phone:				

Business Information

Business Phone:		Business E-mail:		<a href="#">Update</a>	
Business Fax:					
Business Mobile:					
I have read and accept the GBT Data Privacy Statement (please check the Useful information section by clicking on the button on the top right in the menu bar):. <input type="checkbox"/> No					

- ▶ General
- ▶ Preferences
- ▶ Expense Types
- ▶ Cards
- ▶ Passports
- ▶ Vehicles
- ▶ Delegation

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Håndtere og aktivere tilhørende mobilapp.

Amex GBT Mobile app anbefales men også Neo Mobile app kan brukes.

**DON'T** *do business* **WITHOUT IT**™

Thank you



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