



GLOBAL
BUSINESS
TRAVEL



HUR DU UPPDATERAR DIN PROFIL

Neo användarguide – 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

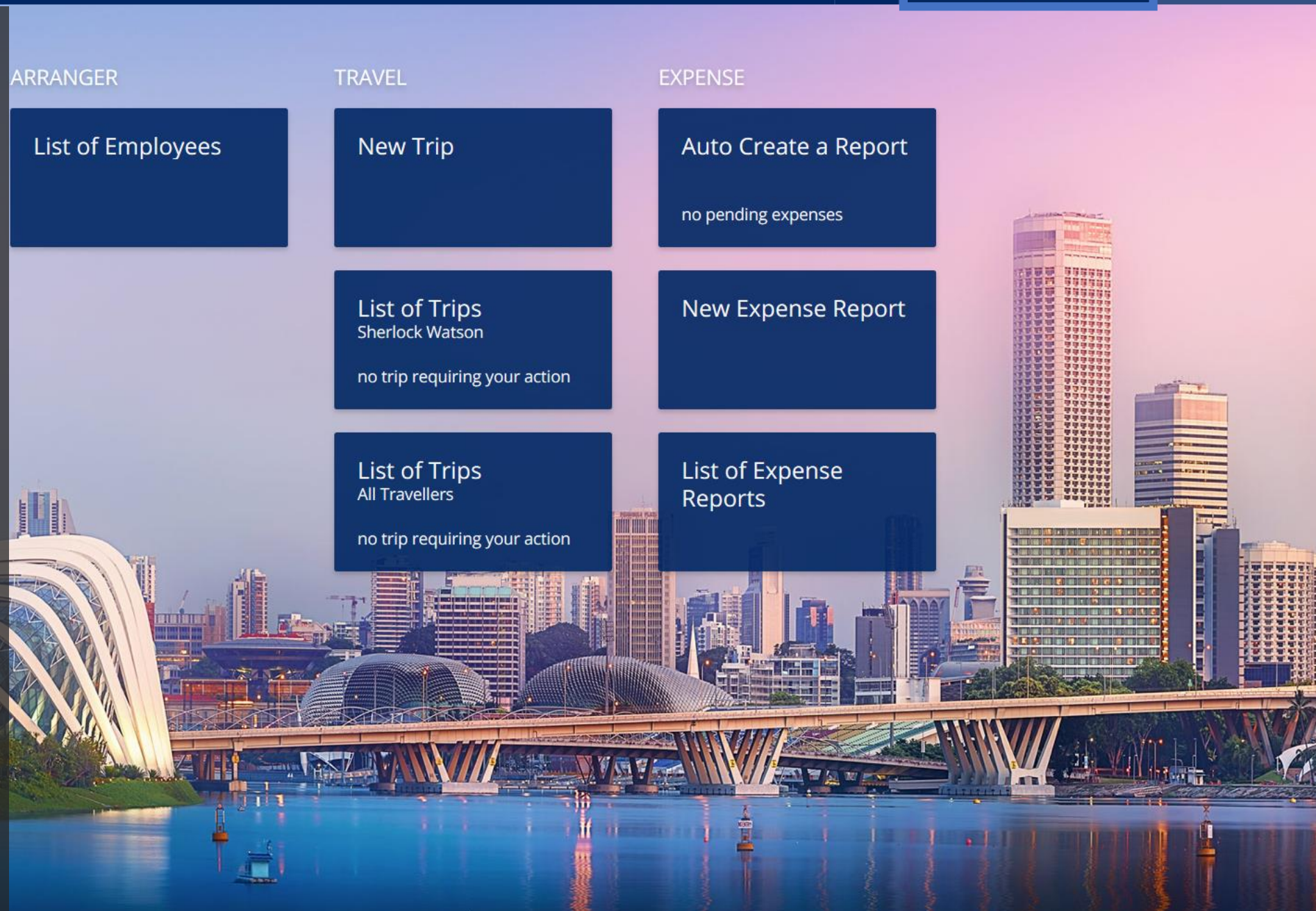
Auto Create a Report
no pending expenses

New Expense Report

List of Expense Reports

YOUR
LOGO

Klicka på ditt namn längst upp till höger i topp-navigeringen.





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

Klicka
"Visa profil".



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

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

+ Get it on a new device

Last logon date: 30/01/2020 14:18:13

Powered by neo

Profilen är indelad i olika sektioner som du ser till höger på sidan.

Låt oss titta närmare på några 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

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:

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Välj sektionen "Allmän" för att uppdatera ditt namn, address, telefonnummer, lösenord m.m.

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 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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Last logon date: 30/01/2020 14:18:13

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Välj sektionen
"Önskemål" för
att byta språk
och ange andra
reserelaterade
preferenser.

User Profile

Mr Sherlock Watson > 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 a lodge card/central billing for air/rail payment the credit card is only used for hotel/car guarantee.

Add new card

* Credit Card type:

Number:

* Origin:

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

* Expiration date:

Month: Year:

* Cardholder's full 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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Välj sektionen
"Kort" för att
uppdatera dina
kreditkort och
eventuella
bonuskort.

User Profile

Mr Sherlock Watson > Passports

Editing Passport

* Passport Name:

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

* Number:

* Nationality:

Use the magnifier and select your passport nationality.

* Owner's Full Name:

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:

 Optical passport Biometric passport

▷ General

▷ Preferences

▷ Expense Types

▷ Cards


▷ **Passports**

▷ Vehicles

▷ Delegation

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Välj sektionen
"Pass" om du vill
ange dina
passuppgifter.



Om ni använder reseräkningsmodulen kan du välja sektionen "Fordon" och lägga in uppgifter om ditt fordon.

För t.ex. milersättning och Neo resförslag med bil måste du först ha angivit ditt fordon.

Mr Sherlock Watson > Vehicles

My Car

Default Vehicle Update Delete

Vehicle Name: My Car Plate Number: 1234ABCD
Taxable horsepower: 3 CV Vehicle Type: Car
Fuel Type: Diesel

[Add a new vehicle](#)

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

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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

+ Get it on a new device

Last logon date: 30/01/2020 14:18:13

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Hantera och aktivera tillhörande mobilapp.

Amex GBT Mobile app rekommenderas men även Neo Mobile app kan användas.

DON'T *do business* **WITHOUT IT**™

Thank you



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