



GLOBAL
BUSINESS
TRAVEL



NÄIN KÄYTÄT MATKANVARAAJAN TOIMINTOJA

Neon käyttöopas – 20.1



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ARRANGER

TRAVEL

EXPENSE

YOUR
LOGO

List of Employees

New Trip

Auto Create a Report
no pending expenses

Click here to update your profile

List of Trips
Sherlock Watson
no trip requiring your action

New Expense Report

Mobile App
Get Neo on your mobile!

List of Trips
All Travellers
no trip requiring your action

List of Expense Reports


Klikkaa
kohdassa
"List of
Employees"
tarkastellak-
sesi
matkustaja-
listausta.

Arranged travellers

Name: <input type="text"/> <input type="button" value="Search"/>					
	Last Name	First Name	Company	Employee Number	Business e-mail
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)		<input type="button" value="Select"/>
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)		<input type="button" value="Select"/>
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)		<input type="button" value="Select"/>
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com <input type="button" value="Select"/>
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)		<input type="button" value="Edit Profile"/>
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)		<input type="button" value="Select"/>

Mr Sherlock Watson

You can remove travellers from this list if they are linked directly to you.
It is not possible to remove travellers belonging to a company that you fully arrange.

Powered by 

Tee haku matkustajan sukunimen perusteella.



Arranged travellers

Name: [Search](#)

	Last Name	First Name	Company	Employee Number	Business e-mail	
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com	Select
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)			Edit Profile
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)			Select

Mr Sherlock Watson

[Edit your own profile](#)

You can remove travellers from this list if they are linked directly to you.
It is not possible to remove travellers belonging to an entity that you fully arrange.

Powered by neo

Valitse haluamasi matkustaja "Select"-painikkeella.



Arranged travellers

Name: [Search](#)

	Last Name	First Name	Company	Employee Number	Business e-mail	
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)			Edit Profile
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com	Select
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)			Select

Mr Sherlock Watson

[Edit your own profile](#)

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Powered by neo

Klikkaa "Home" -painiketta tehdäksesi tälle matkustajalle matkavarauksen tai matkalaskun (jos Expense-puoli käytössä).



ARRANGER

List of Employees

TRAVEL

New Trip

EXPENSE

Auto Create a Report
no pending expenses

List of Trips
John Do
no trip requiring your action

New Expense Report

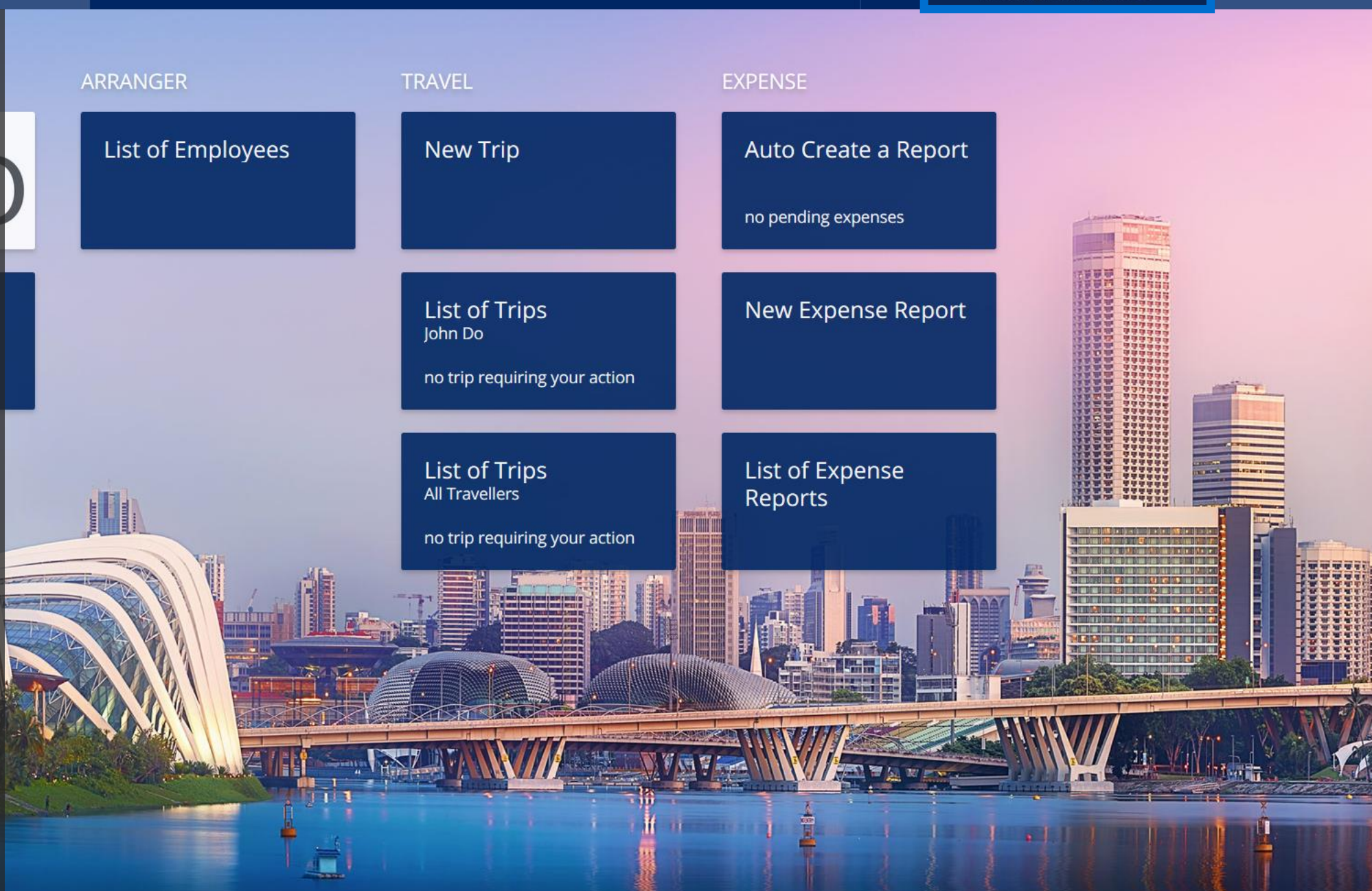
List of Trips
All Travellers
no trip requiring your action

List of Expense Reports

YOUR
LOGO

Click here to update your profile

Näet oikeassa
ylänurkassa
valitsemasi
matkustajan
nimen.





ARRANGER



Click here to update your profile

List of Employees

TRAVEL

New Trip

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John Do
no trip requiring your action

List of Trips
All Travellers
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EXPENSE

Auto Create a Report
no pending expenses

New Expense Report

List of Expense Reports

Voit nyt tehdä varauksen valitulle matkustajalle tai tarkastella hänen varauksiaan.

ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips
John Do
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

Myös
matkalaskut,
joita luot tai
tarkastelet,
ovat valitun
matkustajan.



ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips
John Do
no trip requiring your action

List of Trips
All Travellers
no trip requiring your action

EXPENSE

New Expense Report

List of Expense Reports

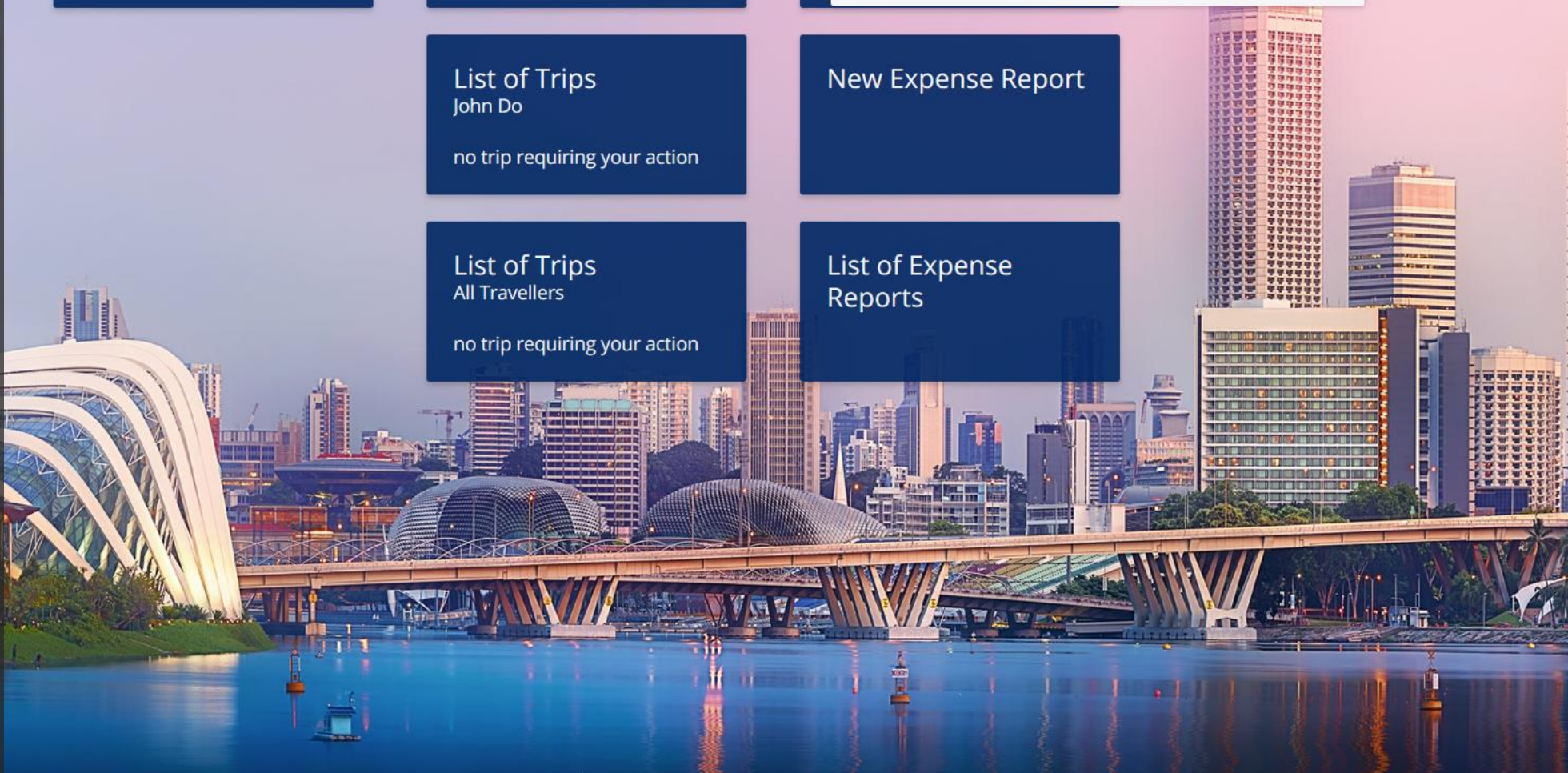
JD Mr John Do
[Edit profile](#) [Stop managing](#)

SW Mr Sherlock Watson
[View profile](#)

Manage other user Log out

YOUR LOGO

Klikkaa matkustajan nimeä ja valitse "Stop managing", jos haluat tehdä varauksen itsellesi.





ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips
John Do
no trip requiring your action

List of Trips
All Travellers
no trip requiring your action

EXPENSE

New Expense Report

List of Expense Reports

JD Mr John Do
[Edit profile](#) [Stop managing](#)

SW Mr Sherlock Watson
[View profile](#)

Manage other user

[Log out](#)

YOUR
LOGO

Click here to update your

Tai klikkaa
"Manage other user" -painiketta
tehdäksesi
varauksia tai
matkalaskuja
jollekin toiselle
matkustajalle.

DON'T *do business* **WITHOUT IT**™

Kiitos



**GLOBAL
BUSINESS
TRAVEL**