

How to Use the arranger interface

Neo User Guides





ARRANGER

Profile

Neo user profile

Users you manage

TRAVEL

Create trip

Trip list
Traveler Test2Trip list
All Travelers

New Mission Order

NEO ADMIN

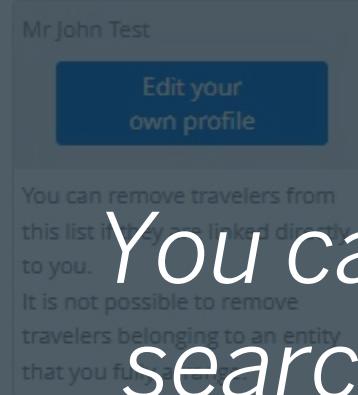
Admin Suite

Select
“Users you
manage”.



Arranged travelers

Arranged travelers					
Last name		First name	Company	Employee number	Business e-mail
MR	Test	John	ZZZ		clzm.mm@gmail.com
Ms	Andrée	Traveler	ZZZ		Edit profile
Ms	Test2	Jane	ZZZ		Select Remove
Mr	Test2	Traveler	ZZZ		Select Remove
Mr	TestTraveler3	George	ZZZ		Select Remove



You can search travellers by name.

Arranged travelers

Select the traveller you want to manage travel or expense for, by clicking “Select”.

Search

Name	Last name	First name	Company	Employee number	Business e-mail	Action
Mr	Test	John	ZZZ		clzm.mm@gmail.com	Edit profile
Mr	Test	Traveler	ZZZ			Select Remove
Mr	Test	Jane	ZZZ			Select Remove
Mr	Test2	Traveler	ZZZ			Select Remove
Mr	Test3	George	ZZZ			Select Remove

Mr John Test

Edit your own profile

You can remove travelers from this list if they are linked directly to you.

It is not possible to remove travelers belonging to an entity that you fully arrange.

Powered by Neo

Click on the top right of the screen and select “Stop managing” if you want to now use Neo for yourself.

ARRANGER

Users you manage

TRAVEL

Create trip

TT

Mr Traveler Test2

Edit profile Stop managing

JT

Mr John Test

View profile



Manage other user

Log out

Trip list

Traveler Test2

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[Edit profile](#) [Stop managing](#)

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Mr John Test

[View profile](#)[Manage other user](#)[Log out](#)

Trip list

Traveler Test2

Trip list

All Travelers

New Mission Order





Travel and Expense.
Simplified.