



I.	Adaption of layout to higher screen resolution	4
II.	Adjustment of administration in our new layout to higher screen resolution	7
III.	Context-sensitive help - Permanent display	10
IV.	Manage FAQ in new layout	11
V.	Frequent business travel destinations in new layout	13
VI.	Travel Management Hotel in new layout	15
VII.	Edit support page in new layout	17
VIII.	Overview of logged in users in new layout	18
IX.	Profile management in new layout	19
Х.	Report company data - column addition	22

RAIL

۱.	Announcement of Trainline Integration	23
II.	Changed display for low CO ₂ values	25
III.	Note when selecting ticket type "BahnTix"	27
IV.	Thalys is now Eurostar	28



Release Note

2023.11

Content

FLIGHT

I.	Amadeus NDC[X] Extensions	29
II.	Display of separate tickets in bookings	30

HOTEL

١.	HRS PAY	. 31
11.	Filtering out offers with "Payment by booking.com"	. 32

RENTAL CAR

I.	Car Fleet return page additional	comments field	33
----	----------------------------------	----------------	----



Release Note

2023.11

Content





I. Adaption of layout to higher screen resolution (1/3)

Administration The setting is automatic and cannot be set administratively.

•

Description "ID - 12311":

With this release our new design will display on a wider screen. Thus, the information will be more clearly arranged and overlong texts e.g., user names or names of tariffs will be displayed in full.

Landing page:





I. Adaption of layout to higher screen resolution (2/3)

Administration The setting is automatic and cannot be set administratively.

•

User profile:







I. Adaption of layout to higher screen resolution (3/3)

Administration The setting is automatic and cannot be set administratively.

•

Result list for rail:



We recommend a minimum horizontal resolution of 1280 Pixel.



Đ.



II. Adjustment of administration in our new layout to higher screen resolution (1/3)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 12310":

The layout of the administration was adjusted to 1280 pixel horizontally. This adjustment allows five instead of three tiles per row.

As an extra the company selection will be displayed in different ways according to the resolution:

With HD resolution the company selection appears on the left.









II. Adjustment of administration in our new layout to higher screen resolution (2/3)

Administration The setting is automatic and cannot be set administratively.





II. Adjustment of administration in our new layout to higher screen resolution (3/3)

Administration The setting is automatic and cannot be set administratively.

0

Menu components that are not required for administration are removed from the menu bar when administration is open e.g., messages, contact.

Company			Close company management 💥
Search company ort by: A-2 v all companies (default)			Filter: Search administration
Sectionales Sectionna (SBA) Constant anticipation		¢	A
Salena-Anner (Externe-Anner)	ground Images	Business trip destinations	Car pool
Hermand Scherpson Hermaniscus (Meda) Imported Company (H. (1933) NAIG Sentist Seechaffungersangement (Imp) Nation (H. (1934)	comme reporting CO2 frounts upload)	Edit support page	Edit user groups
NA (1886) (Sang Cathing (Sang San) Nang G(NA)	m e e e e internet man e e	⊳°	€=
onesto GmbH (ONESTO)	eraryrequests	Notification management	Order accounting
reconnection and a second s			
1800 (1805)	Trav nanagement hotel	User/traveller updater	onesto2go Colors
Talaherkerakiriski s. (h. 1917). Sandirenkerakiriski sp	-		
(estimations)			
2200/2227-9662-Teethensis			





III. Context-sensitive help - Permanent display

Administration The setting is automatic and cannot be set administratively.

Description "ID - 12152":

We have adapted the layout and functionality of the context-sensitive help. From now on you will find the stored texts under the "i" in the header of the onesto system.

|--|

In addition, it is now possible to display the help page permanently. To do this, the user must tick "display permanently" once. The setting is automatically saved in the user's profile and applies to future registrations.

We have also adjusted the available size of the field so that the need to scroll is minimized.

🕒 Builder, Tom 🗸	00:59:39	⊴ (j)	
K keep open Help			Help Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempo invidunt ut labore et dolore magna aliquyam erat sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit ame consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum Stet clita kasd gubergren, no sea takimata sanctu est Lorem ipsum dolor sit amet.





Đ.

IV. Manage FAQ in new layout (1/2)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11716":

With the appropriate Travel Management authorization, it is now possible to view the FAQ in the new Customer Administration to manage:

onesto	onesto GmbH	
Sort by:	A-Z	×
	Administration	Airline Corporate Bonus Program
	Ø	
	Colors	Current logged in users
	FAQ	
F	AQ Management	Itinerary

Here you can add and save your questions and answers.

		Manage company > FAQ Management	t 🕽 Edit	
Language	english			
Column *	Please select 🗸			Add section
Question *				
		li.		
Response *				
		li.		
* = mandatory field				
				Save



IV. Manage FAQ in new layout (2/2)

Administration The setting is automatic and cannot be set administratively.

٥

The following window opens in which these can be edited or deleted. Additional questions/answers can also be added.

< Back				Close company management 💥
			Manage company > FAQ Management	
Column	Please select	~		
Language	english	~		
Showing 0 to 0 of 0 entri	es			Search
Column 🔺	Question 🔺		Company 🔺	
_			No matching records found	
				Add





V. Frequent business travel destinations in new layout (1/2)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11726":

With the appropriate travel management authorization, it is now possible to manage frequent business travel destinations in the new customer administration:



The input mask is now available in new layout. Here you have the option to add frequently used addresses.

Create POI			
Please enter yo	our location.		DANEMARK Hillerøc Straße 🗸
Company	onesto GmbH (OM	NESTO) 🗸	Velle Kopenhagen
Title *			Wattenmeer Odense der Nordsee
Description			Θ
	Display as locati	ion with company rate logo	Kiel Rostock
Street *			Hamburg Schwerin
Zip Code *			rden Groningen Stettin Gorzów Wielkopolski
City *			RLANDE Bremen Landsberg
Country	Germany	~	Hannover Potsdam
	Coursely and designs of		h Duisburg • Dortmund
	search address o	мпар	Düsseldorf DEUTSCHLAND Dresden
* = mandatory field Itineraries			EN Koln Zwickau Ø/alder
X All itineraries	Flight	Rail	Wiesbaden Firankfurt Karlsbad Prag
X Hotel	🔀 Car	Arranged Lift	LUXEMBURG Mainz Pilsen TSCHE
			Esch Ceské Budějovice Budweis
			Nancy: Stateburg Stuttgart
			München Linz
			Basel Sankt Gallen Salzburg
			DIN LIECHTENSTEIN Innsbruck OSTERREICH







V. Frequent business travel destinations in new layout (2/2)

Administration The setting is automatic and cannot be set administratively.

By clicking on the "Search address on map" button, the address entered is confirmed.

The following window opens in which this address can be edited or deleted. Additional company locations can also be added.

				Close comp	any management
	Manage compa	any 🕽 Business trip de	stinations		
			- 10m	Search	
Street 🔺	Zip Code 🔺	City 🔺	Country 🔺	Itineraries	
Bozanovská 884/10	19300	Praha	Czech Republic	ᄽᇦᄤᇢᇔ	Ľ Ō
				CSV import CSV export	t Add POI
	Street ▲ Bozanovská 884/10	Manage compr Street ▲ Zip Code ▲ Bozanovská 884/10 19300	Manage company Business trip de Street ▲ Zip Code ▲ City ▲ Bozanovská 884/10 19300 Praha	Street ▲ Zip Code ▲ City ▲ Country ▲ Bozanovská 884/10 19300 Praha Czech Republic	Street A Zip Code A City A Country A Itineraries Bozanovská 884/10 19300 Praha Czech Republic Praha CSV export

If there is a large amount of data, the frequently traveled business travel destinations can be imported via a CSV file or exported for editing.





Đ.

VI. Travel Management Hotel in new layout (1/2)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11724":

With the appropriate Travel Management authorization, it is now possible to set price limits for hotels as well and to define the associated traffic light.



The rules can be set per country and location. The spelling of the locations must correspond to the spelling of the chosen hotel provider. It has proven to be useful to use coordinates (selection on the map) and radius so that different spellings of locations do not have to be stored separately.



VI. Travel Management Hotel in new layout (2/2)

Đ. Administration The setting is automatic and cannot be set administratively. Manage company > Travel management hotel > Details City Straße 🔻 Country Germany (+)Odeonsplatz Radius (in km) 8 8 Type of hotel all hotels ~ tachus Sankt-Anna-Grundschule only company hotels Lehel B Date from ihauser Straße Marienplatz To date alstraße incl. breakfast excl. breakfast CENVIERTEL EUR 🗸 traffic light yellow from EUR 🗸 traffic light red from * Filter hotels cheaper EUR 🗸 ndlinge than © 2023 TomTom . @ 2023 Microsoft Corporation, @ Ope

If there is a large amount of data, the data can be imported via a CSV file or exported for editing.





VII. Edit support page in new layout

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11725":

With the appropriate Travel Management authorization, it is now possible to view the support page in the new Manage Customer Administration:

~	()	A
Background Images	Business trip destinations	Car pool
:=		
÷ —		

The new input mask is now available in new layout.

Here you can define or upload entries (e.g., external link, contact to the travel agency, documents).

Showing 1 to 3 of 3 er	ntries	
Sorting	Туре	Title
\bigtriangledown	External link	www.google.de
riangle abla	Section	Support information
	Section	Documents

These appear on the support page.

O



onesto

VIII. Overview of logged in users in new layout

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11723":

With the appropriate travel management authorization, you can see an overview of all logged in users and can log the user out if necessary. Blocked trips/processes can so become free to edit.



The overview of current users is now available to you in new layout:

			M	anage company > Current logged in u	isers			
Serve	er	Select server	~	including background processes	Logo	ff Re	fresh	
Showinį	g 1 to 6 of 6 en	tries (filtered from 27 total entries)				Search		
	Na	ime 🔺	Itinerary 4	Action A	Server 🔺	Onlin e since	Last activity	
	• []	en gester (metring		User Profile	AICCERTWEB01.onesto.de/	14:27:58	14:51:54	Ŵ
	۹Ľ.,			Administration	AICCERTWEB01.onesto.de/	14:35:26	14:42:57	Ū
	<u>ە:</u>	troppe aller	OA1189685	OTPSLog Management	AICCERTWEB01.onesto.de/	14:28:28	14:44:13	Ū
	$\bigcirc_{n=1}^{K^n}$	annanti, Mari		User Profile	AICCERTWEB01.onesto.de/	14:31:43	14:40:04	Ū
	$\Theta_{mn}^{E^{n}}$	fin, Nagina an Ionain (Inativity)	O1189686	Session Management	AICCERTWEB01.onesto.de/	13:43:48	15:16:22	
				LanguageManagement	AICCERTWEB01.onesto.de/	14:54:03	14:55:57	Ō
Log	off selected							





onesto Release Note 2023.11 19

Đ.

IX. Profile management in new layout (1/3)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11715":

The user profile management in new layout now offers administrators with the corresponding authorization for the following functions:

• Travel policy settings



• Travel arranger rights can be edited here (tile appears as soon as a profile is selected):

ninistration			
6	\$		\$ =
Travel arranger rights	Userrights	Disable profile	History
0	9	<u>e</u>	2
Rail TM settings	Flight TM settings	Hotel TM settings	Rental car TM settings



٥

IX. Profile management in new layout (2/3)

Travel arranger man						
		Edit	ravel arrange	r		
Here you can see the depu	uties and the rights.					
Name	Phone number	Create	Edit	View	Cancel	Travel arranger
Builder, Tom	+49(8251)899938	~	~	~	~	~
Manage user rigi	hts					
Manage user righ	hts					
Manage user righ	hts	* 0			8	Č=
Manage user righ	hts	V serrights		Disable p	⊗ rofile	€≡ History
Manage user righ	hts	Userrights		Disable p	⊗ rofile	History





IX. Profile management in new layout (3/3)

Administration The setting is automatic and cannot be set administratively.

٥

• Find and reactivate deactivated/locked profiles:

Traveller profiles	Administration		
C C	6	0 2	₽ ⊗
Builder	Travel arranger rights	Userrights	Enable profile
ß	2	٢	<u>e</u>
ß	Rail TM settings	Flight TM settings	Hotel TM settings

• Downloading saved profile and travel data in accordance with GDPR for your own profile. The function is optional and can be activated by your supporting travel agency.

traveller profile			
	8	•	
Personal and contact data	Delivery address	Edit image	Credit cards
3			
Frequent flyer cards	Rail cards	Hotel cards	Rental car cards
3=	8=		±
Passport	Visa	Line manager	Download



Administration The setting is automatic and cannot be set administratively.

Description "ID - 12255":

We have supplemented our standard "Company Data" report and display now the stored customer numbers for the following providers:

- Rail
- Flight
- Avis
- Enterprise
- Europcar
- Hertz
- National
- Sixt
- booking.com
- CRC
- eHotel
- HRS
- Premier Inn

If a company does not have its own customer number and inherits it from the parent company, the number is also marked with an asterisk "*".



•



Administration If you want to use this functionality please get in touch with your onesto contact.

Description "ID - 10146":

With this release and after successful certification, you have access to the provider Trainline in addition to existing rail providers.

The first two countries planned for connection via Trainline are Great Britain and Switzerland.





RAIL

) RAIL





I. Announcement of Trainline Integration (2/2)

Administration If you want to use this functionality please get in touch with your onesto contact.

It is possible to add other countries, such as Italy and Spain, via Trainline.

The prerequisite for use is your own company contract with Trainline or the partner travel agency Trainline contract.

Billing is currently carried out via the direct contract or the travel agency. Billing via Airplus is being developed by Trainline. We will inform you separately about this, as soon as it is available.

As soon as this development is completed, the following rail providers will be available in onesto:

Deutsche Bahn NVS, Deutsche Bahn BIBE for Germany

ÖBB for Austria

České dráhy for Czech Republic

benerail for France, Belgium, the Netherlands and Eurostar

Trainline for Great Britain and Switzerland





II. Changed display for low CO₂ values (1/2)

Administration The setting is automatic and cannot be set administratively.

Description "ID - 11859":

The CO₂ information now offers graded information in grams or kilograms, showing the emissions of the various means of travel more precisely.





II. Changed display for low CO_2 values (2/2)

Administration The setting is automatic and cannot be set administratively.

Ф

onesto-Itinerary: O1189478

Mr Builder, Tom Augsburger Strasse 14 86551 Aichach (Germany)

Fri, 03.11.2023

The details of your booked journey follow. Please take the cancellation conditions and possible remarks of services into account.

Reservation	on number: T	ESTBOOKING	124.65 €
Wed, 22.11.2023	Ø 08:48	München Hbf Platform:22	
	12:04	Frankfurt(Main)Hbf Platform:7 ICE 724	
		Copen saloon	
Payment:		private credit card	
Travel-Policy:		Booking matches the travel policy	
booked on:		Mon, 23.10.2023 10:09 by Builder, Tom Phone number +49 8251 899933	
Remark:		STORNO KOSTENFREI BIS 1 TAG VOR 1.GELTUNGSTAG	
CO2 emission:		50 g	
j Journey D	etails	Total price	: 124.65 €



onesto

III. Note when selecting ticket type "BahnTix"

Administration The setting is automatic and cannot be set administratively.

Q

Description "ID - 12004":

Deutsche Bahn's NVS interface only offers the Ticket type "Bahntix" for certain services (e.g. City Mobile use). In order to specifically point this out to the user during booking, a message now appears in corresponding pop-up.





This information is also displayed in the system immediately after booking - as well as on the PDF travel plan.

Thu, 30.11.2023	07:46	München Hbf Platform:12	IC	2nd class
	09:59	Stuttgart Hbf Platform:8	IC 1296	
	17:58	Stuttgart Hbf Platform:13	IC	2nd class
	20:10	München Hbf Platform:12	IC 1291	
Payment:		CA (company expense)		
Ticket type		Bahn-Tix: You have chosen a Ba machine!	hntix ticket, please re	member to pick it up at the ticket



RAIL

IV. Thalys is now Eurostar

Administration The setting is automatic and cannot be set administratively.

Description "ID - 12150":

The transition from Thalys to Eurostar has been completed since October 1st and can be accessed as usual via Reservation system Amadeus and can be booked in onesto. These connections are now displayed with the new Eurostar's uniform logo.

Provider selection:

(*) eurostar	Eurostar in Germany, France, Belgium, Netherlands, England		
Train connection:			
 Thalys THA9448 12:42 Köln Railway 	 14:35 Brussels Midi Stn 		

Eurostar connections can also be booked via the benerail interface as an alternative to the reservation system.

Ð

I. Amadeus NDC[X] Extensions

Administration If you want to use this functionality please get in touch with your onesto contact.

Description "ID - 12359":

The airlines Air France and British Airways are now also available via Amadeus NDC[X].

In addition, the "Flight Parking" function can now also be used in combination with NDC[X].



FLIGHT

O

FLIGHT

II. Display of separate tickets in bookings

Administration If you want to use this functionality please get in touch with your onesto contact.

Description "ID - 7007":

Offers with separate tickets for outbound and inbound flights can now be added to the selection list with a new symbol.

Otherwise, the return flight may not be free of charge, especially for fares that cannot be rebooked or canceled if the outbound flight is canceled by the airline. Are return flights in one ticket the entire ticket can usually be canceled.





÷Ö

I. HRS PAY

Administration If you want to use this functionality please get in touch with your onesto contact.

Description "ID - 11842":

HRS offers - in addition to the existing billing processes - a new payment process: so-called HRS PAY.

To set it up in onesto, you need the PaymentConfigurationID from your HRS contact.

In the booking process, hotels that allow payment via HRS Pay are marked with the new "Virtual Card" icon:

Credit card		
Payment card:	Company credit card	0
Accepted payment cards:	vc Virtual Card American Express	Mastercard VISA Visa Diners Club



HOTEL

•

Ð



II. Filtering out offers with "Payment by booking.com"

Administration If you want to use this functionality please get in touch with your onesto contact.

Description "ID - 12369":

Since the beginning of August, booking hotel rates without on-site payment options must be made through the provider booking.com with a credit card and 3D Secure procedures. If this is not desired these rates can be specifically filtered out.





RENTAL CAR

I. Car Fleet return page additional comments field

Administration The setting is automatic and cannot be set administratively.

٥

Description "ID - 12072":

When you use the takeover and return pages for the onesto car fleet management, you now have access to an additional field for entering the fuel costs.

esto	Return car	Language: English
Vehicle	AIC-XX 33 (Parking place), 123 km	
New Total km	0 km driven)	
Fuel Costs (ε)	
Defect / dam	age to the vehicle	
Existing Damage(s):	Steinschlag vorne Windschutzscheibe	
• Back		• Next

