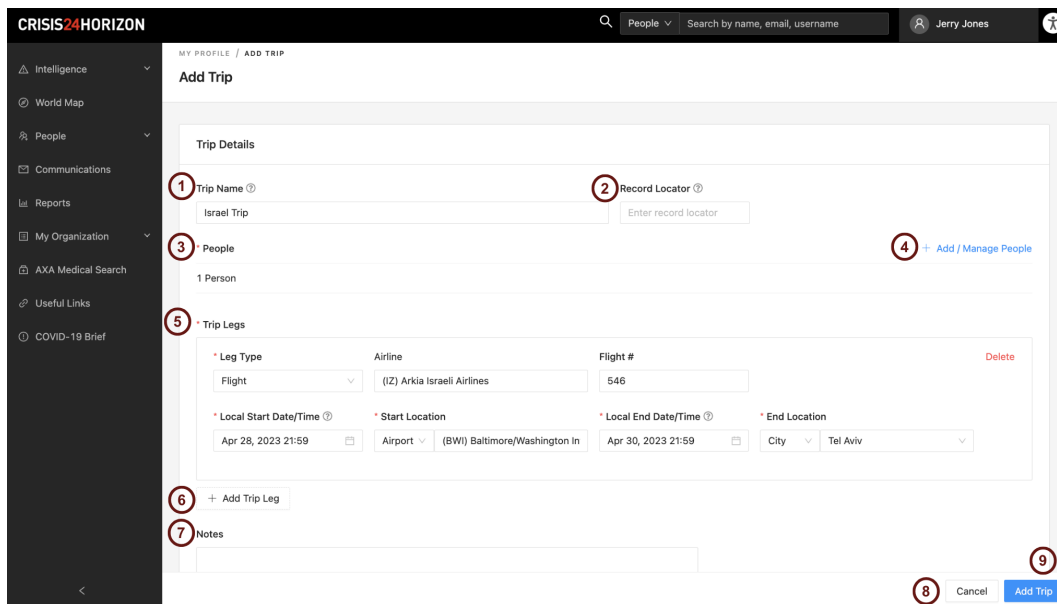



Adding a Trip

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Crisis24 Horizon enables users to maintain Trip information in the system. Trip information stored in Horizon can be used in a variety of ways: through person search, people affected alerts, reports, etc. Having access to this information helps admins to identify threats and disruptions that could impact the safety and security of users who are travelling. Users are able to add their own trips from Trips tab of the Profile. By default only Risk Managers and Organizational Administrators can add trips for others to the system. The information provided below shows all the fields that are available to be entered while adding a trip to Horizon. It is recommended to provide detailed and complete information in order to get the most out of Horizon.

Navigation: Profile button > Trips > Add New Trip +



1. **Trip Name-** Users can choose to add a name for this trip. This name will be used to help identify existing Trips. There is a maximum character limit of 200.
2. **Record Locator-** Users must add a reference identifier or confirmation number for the trip. This could also be the 6-character reservation code generated by the travel management company.
3. **People-** displays the total number of people on the trip. By default, '1 Person' will be listed unless edited by the user.
4. **Add / Manage People-** Allows the user to see the people's names and email addresses on the trip. Users can click the trash can icon  to remove a person. Users can also use the search bar at the top to add additional people to the trip.
5. **Trip Legs-** displays all trip legs added. Trip legs are flights, accommodations, car or railways associated with the trip.

6. **Add Trip Leg**- clicking this button will allow the user to add a trip leg. The following are the available trip legs and additional details for each (the * indicates the field is required). *Note: the local start and end dates/times must be provided in the local time of the selected location.*

A. Flight

I. **Airline**

II. **Flight #**

III. **Local Start Date/Time***

IV. **Start Location***

V. **Local End Date/Time***

VI. **End Location***

B. Accommodation

I. **Hotel Name**

II. **Location***

III. **Local Start Date/Time***

IV. **Local End Date/Time***

C. Car

I. **Car Rental Company**

II. **Local Start Date/Time***

III. **Start Location***

IV. **Local End Date/Time***

V. **End Location***

D. Rail

I. **Railway**

II. **Train #**

III. **Local Start Date/Time***

IV. **Start Location***

V. **Local End Date/Time***

VI. **End Location***

7. **Notes**- Users can add notes they wish to make about the trip in the box provided

8. **Cancel**- If the user does not wish to retain the trip, clicking *Cancel* allows the user to discard changes. If information has been entered or edited, there will be a warning message for the user to which they can Cancel to return to the Add a Trip page and continue working or click OK to discard changes and return to the Trips tab of their profile.

9. **Add Trip**-Once the user has completed the trip information and is ready to save, click Add Trip. A confirmation message will appear on the bottom indicating the new trip was successfully added. The user will be returned to the Trips tab in their Profile.