CRISIS24HORIZON

Guide: Manual Trip Entry

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Manual Trip Entry in Horizon allows users to create and manage their own trip information, so the organization has all the necessary trip details. Risk Managers and Organizational Administrators utilize the trip location information to monitor, locate and contact their users in the event of an emergency.

The following information provides step-by-step instructions to manually add a trip in Horizon for an individual.

Step 1: Activate your Horizon user account and log in   +

If the user has not already done so, they will need to first activate their Horizon user account and log in to Horizon. Steps to activate the user account can be found from the relevant guides listed here.

Step 2: Navigate to Add New Trip   +

1. Click on the user's name in the top right hand corner
2. Click *Profile* from the menu
3. When the Person Profile page loads, click the *Trips* tab
4. Click the *Add New Trip* link to open the Add New Trip page and continue to Step 3
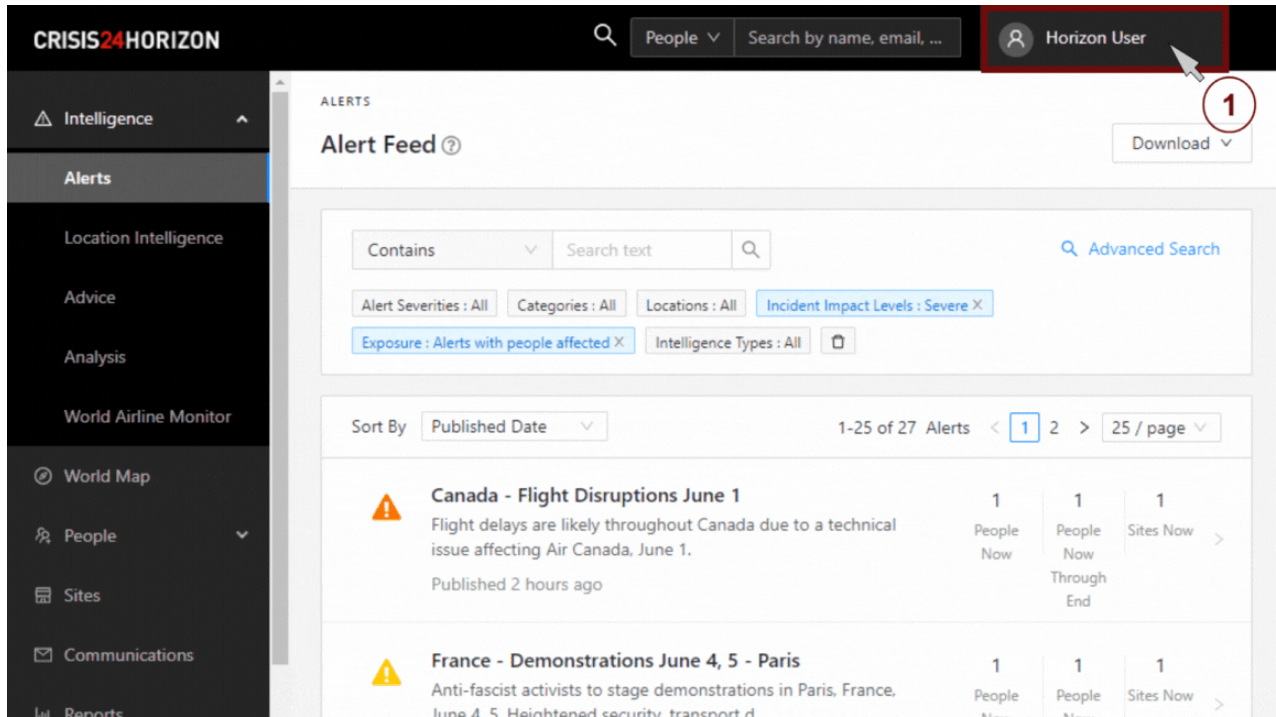
Step 3: Enter Identifying Trip Details   +

      1. Enter a trip name to help identify or differentiate it from other trips (optional).
      2. Enter your Record Locator (booking/confirmation number) for this trip (required).

Trip Details

Trip Name ⑦

    Enter trip name

* Record Locator ⑦

    Enter record locator

Step 4: Enter Trip Leg Details   +

You are encouraged to enter as much detail as possible when manually adding a trip the the system. Remember to include your return to home information when entering your trip legs so your organization will know when your trip is complete. There are 4 different leg types that can be entered: Flight, Accommodation, Flight, and Rail. In general, only the location, start and end date/times are required to be entered for each leg. Expand the information below to see a more detailed view of what is included in each leg type.

    Flight Leg Details   +

1. Select Flight from the Leg Type drop down menu.
2. Enter the travel details for the flight leg of your trip. At minimum, you must enter:
    A. Local Start and End Date/Time
    B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

* Trip Legs

* Leg Type	Airline	Flight #
Flight ⌄	Enter Airline	Flight #

* Local Start Date/Time ⑦	* Start Location		* Local End Date/Time ⑦	* End Location	
Enter date/... 🗓	City ⌄	Enter ... ⌄	Enter end ... 🗓	City ⌄	Enter ... ⌄

+ Add Trip Leg

Accommodation Leg Details   +

1. Select Accommodation from the Leg Type drop down menu.
2. Enter the travel details for the accommodation leg of your trip. At minimum, you must enter:
    A. Local Start and End Date/Time
    B. Location
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

* Trip Legs

* Leg Type | Hotel Name | * Location
Accommo... ∨ | Enter Hotel Name | City ∨ | Enter end location ∨

* Local Start Date/Time ⓘ | * Local End Date/Time ⓘ
Enter date/... 🗓 | Enter end ... 🗓

+ Add Trip Leg

Car Leg Details   +

1. Select Car from the Leg Type drop down menu.
2. Enter the travel details for the car leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

* Trip Legs

* Leg Type | Car Rental Company
Car ∨ | Enter car rental compa...

* Local Start Date/Time ⓘ | * Start Location | * Local End Date/Time ⓘ | * End Location
Enter date/... 🗓 | City ∨ | Enter ... ∨ | Enter end ... 🗓 | City ∨ | Enter ... ∨

+ Add Trip Leg

Rail Leg Details   +

1. Select Rail from the Leg Type drop down menu.
2. Enter the travel details for the flight leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

Step 5: Submit   +

1. Add any notes needed related to your trip (optional).
2. Click the Add Trip button to submit the details of your trip.

Your trip information will now be available to your organization and available from your Profile in Horizon.

Optional: Editing Existing Trips   +

1. Click on the user's name in the top right hand corner
2. Click *Profile* from the menu
3. When the Person Profile page loads, click the *Trips* tab
4. Click the three dots icon ... in the far right column of the trip you need to edit
5. Click *Edit*

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