

Guide: Manually Adding Trips

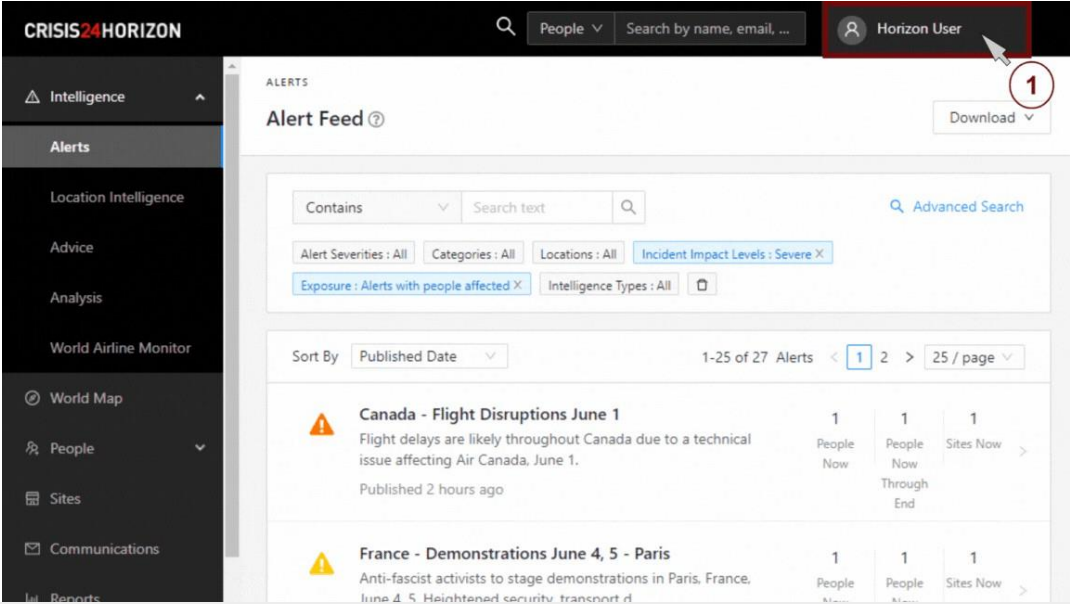
The following information provides step-by-step instructions to manually add a trip in Horizon for an individual.

Step 1: Log in via your Northeastern email address.

If the user has not already done so, they will need to log into the [travel registry](#). Use your Northeastern.edu email address. You will be taken to a single sign on page where you will be asked to enter your NU credentials.

Step 2: Navigate to Add New Trip

1. Click on your 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 ?

Enter trip name

* Record Locator ?

Enter record locator

Step 4: Enter Trip Leg Details

You are encouraged to enter as much detail as possible when manually adding a trip to 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 ?	* Start Location	* Local End Date/Time ?	* 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	* Local End		
Date/Time ?	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.

* Trip Legs

* Leg Type	Railway	Train #	
Rail ▾	Enter Railway	Enter train #	
* Local Start Date/Time ?	* Start Location	* Local End Date/Time ?	* End Location
Enter date/... 📅	City ▾ Enter ... ▾	Enter end ... 📅	City ▾ Enter ... ▾

+ Add Trip Leg

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.

Notes

Cancel

Add Trip

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

Optional: Editing Existing Trips

Editing an existing trip in Horizon follows the same basic procedure as what is listed above for adding a trip. Users will need to follow these steps to [Edit 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 three dots icon

in the far right column of the trip you need to edit

5. Click *Edit*

The screenshot shows the CRISIS24 HORIZON user interface. The top navigation bar includes the logo, a search bar for 'People', and the user's name 'Horizon User'. The left sidebar contains various navigation options like Intelligence, World Map, People, Sites, Bulk Upload, Communication, Reports, E-Learning, and Admin. The main content area is titled 'MY PROFILE' and shows the 'Person Profile' for 'User, Horizon' with an 'Active' status. The 'Trips' tab is selected, displaying a table of trips. A context menu is open over the first trip, showing options: 'Send Pre Travel Notification', 'Edit', 'Cancel', and 'Delete'.

Record Locator	Start Date (UTC)	Start Date (Local)	End Date (UTC)	End Date (Local)	Trips
12sr3s3ds	Jan 17, 2024 15:41	Jan 17, 2024 10:41	Jan 17, 2024 21:43	Jan 17, 2024 13:43	Edit Cancel Delete
NDHE6352S	May 13, 2024 14:10	May 13, 2024 10:10	May 17, 2024 16:11	May 17, 2024 12:11	Booked