CRISIS24HORIZON

Manual Trip Entry Guide

Manual Trip Entry in Horizon allows users to create and manage their own trip information so that users can stay informed of worldwide threats and disruptions and for organizations to locate and contact their users in case of an emergency.

Users can add a trip through the Crisis24 Horizon Platform or through the Horizon Mobile App. The following information provides step-by-step instructions to manually add a trip using either method.
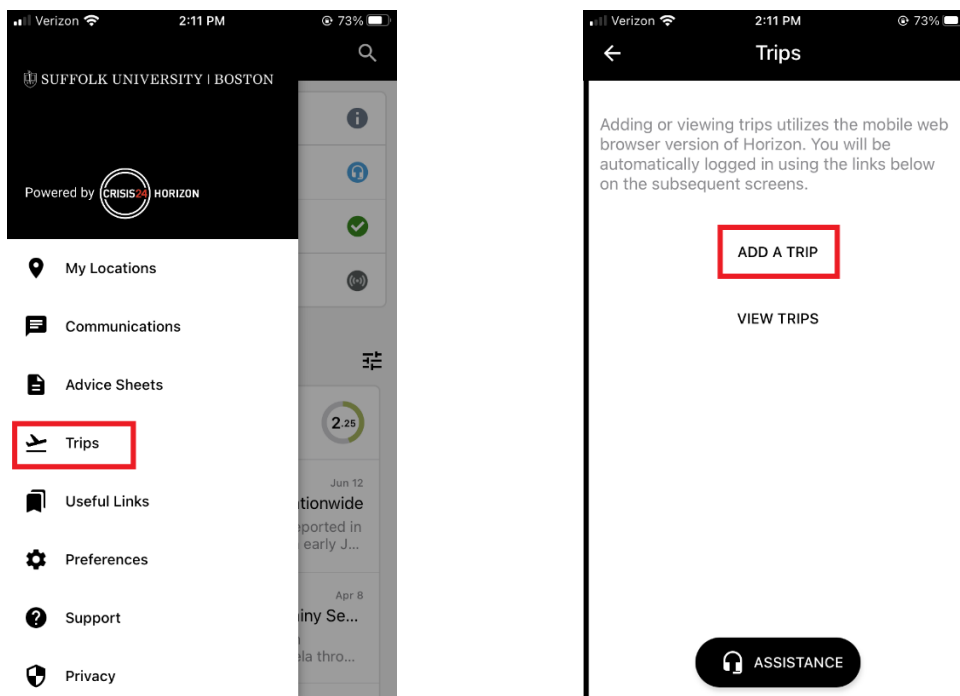
Add a Trip Using the Crisis24 Horizon Mobile App

Step 1: Download the Crisis24 Horizon Mobile App from your app store.

Step 2: Enter your Suffolk email address and Sign In. This will bring you to Suffolk University's Sign In screen.

Step 3: Sign in with your Suffolk University username and password.

Step 4: Navigate to the menu icon in the top left corner and select *Trips*.

Step 5: Select *Add a Trip*. Adding or viewing trips utilizes the mobile web browser version of Horizon. You will be automatically logged in to the web browser version when you select *Add a Trip*.

Step 6: Enter Identifying Trip Details by following the Add a Trip Using the Web Browser Version of Crisis24 Horizon instructions below, starting with Step 4: Enter Identifying Trip Details.
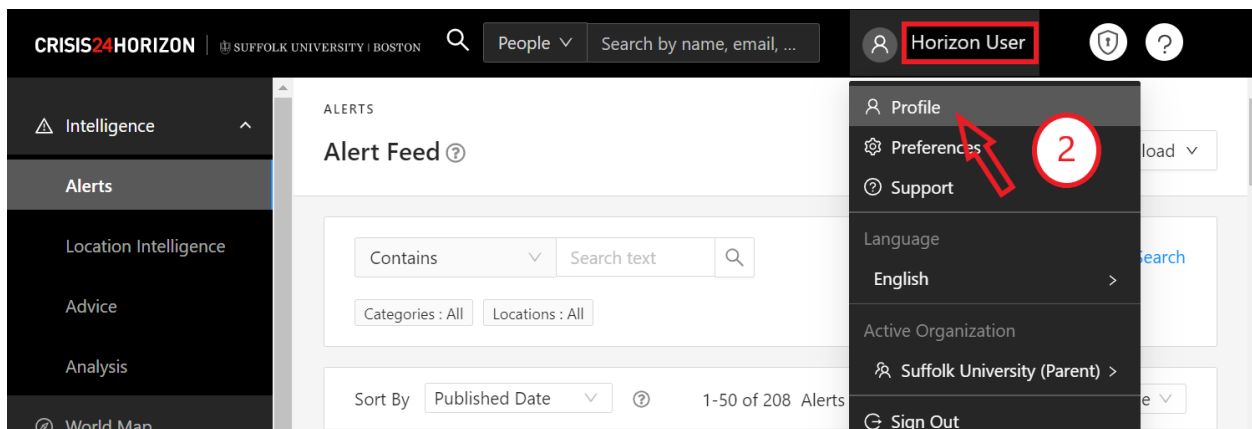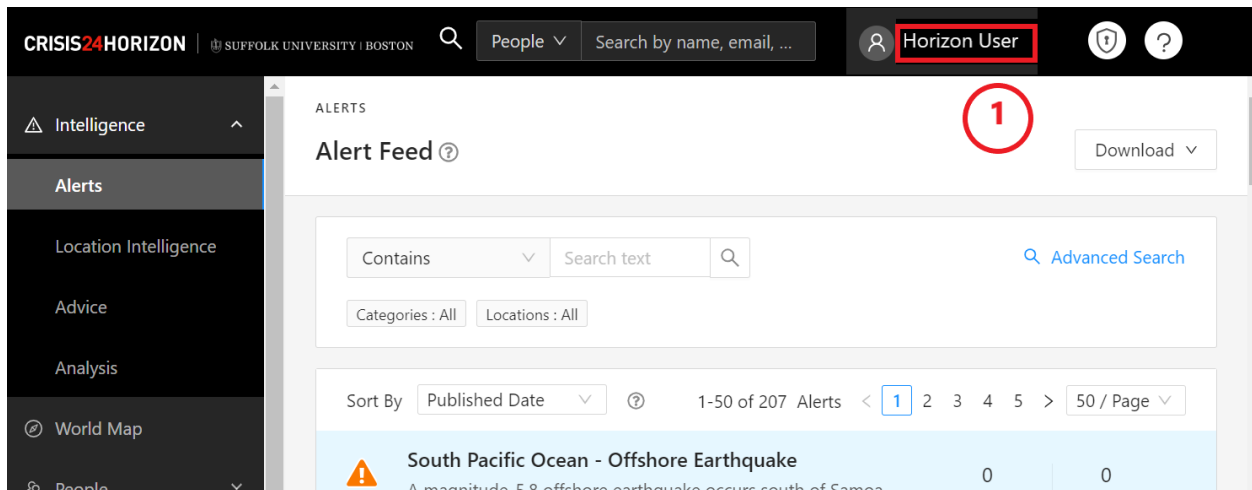
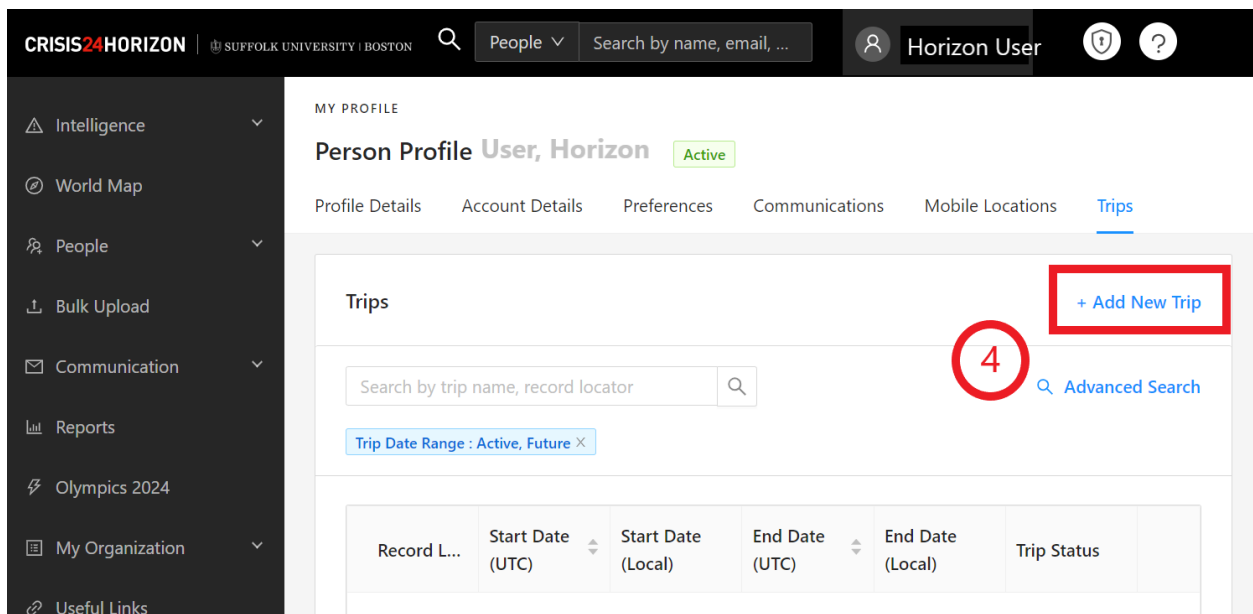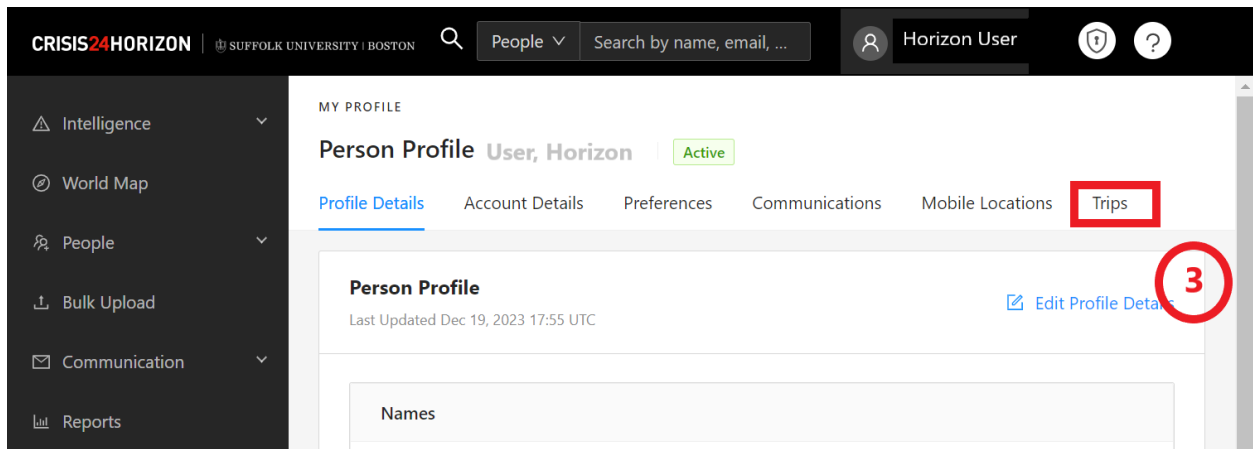# Add a Trip using the Web Browser Version of Crisis24 Horizon

Step 1: Go to the [Crisis24 Horizon login page](#), enter your Suffolk University email address and Sign In. This will bring you to Suffolk University's Sign In screen.

Step 2: Sign in with your Suffolk University username and password.

Step 3: Navigate to Add New Trip

1. Click on your user name in the top right corner
2. Click *Profile* from the menu
3. When the Person Profile page loads, click on the *Trips* tab.
4. Click the Add New Trip link to open the Add New Trip page and continue to the next step.

Step 4: 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).

Step 5: 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, Car, and Rail. In general, only the location, start and end date/times are required to be entered for each leg. See 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 6: Submit if all trip legs have been entered.

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 6: Submit if all trip legs have been entered.

Rail Leg Details

1. Select Rail from the Leg Type drop down menu.
2. Enter the travel details for the rail 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 6: Submit if all trip legs have been entered.

Step 6: Submit

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

Optional: Editing Existing Trips

Editing an existing trip in Horizon follow 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*