



# MyTrips Users Guide

**Issue date:** 15 August 2013

**For more information please contact [onlinehelp@travelsecurity.com](mailto:onlinehelp@travelsecurity.com)**

## 1. Registering as a new user

Please Login to MyTrips using the URL that was provided to you by your local program administrator.

Click on 'New User? Register here' link to create your MyTrips account.

Enter the required information on the Registration page.

Your user name will be your company/school email address.

Set up your security questions and answers. If you forgot your password or need your password to be reset, you will be required to provide the answers.

## 2. Creating the profile

**My Profile**

**Default**

**First Name**  
Sinem

**Last Name**  
Guven

**Home Country**  
United Kingdom

**Business Unit**  
Please Select

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**Phone**

Phone Type	Country Code	Phone Number
Select	Select Country Code	

+ Add Another

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**Email**

Email Type	Email Address
Personal	sinem.guven@internationalsos.com
Business	sinemwork@mycompany.com

+ Add Another

Enter your profile information and click on the 'Update' button to save the information. Every time you login to your MyTrips account, your profile information will be available for you to view and update.

### 3. Creating a new trip

In order to create a new trip, click on the “Create New Trip” button on the horizontal navigation or at the bottom of the Profile page. Enter the Reservation ID for your trip. If you don’t have the reservation ID, enter a trip name that is familiar to you. Provide the flight, train, accommodation, transportation and trip information as required. In order to create additional segments, please click on the ‘+Add another’ button under each section. Please click on the ‘Save’ button so the information is saved in the system.

You can also enter expatriate assignments if your organization provides this capability through MyTrips. If you need to enter an Expatriate Assignment, please use Accommodation section and select ‘Expat Residence’ as your accommodation type.

If you need to delete one of the segments in your trip, you can click on the Delete link located next to that segment.

**Trip Detail \***

Trip Name / Reservation ID

100 characters remaining

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**Flight**

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/> <a href="#">Delete</a>
<a href="#">+ Add another flight</a>						

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**Train**

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/> <a href="#">Delete</a>
<a href="#">+ Add another train</a>						

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**Accommodation**

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24h</small>	<input type="text"/> <small>24h</small>	<input type="text"/>	Regular <small>📄</small> <a href="#">Delete</a>
<a href="#">+ Add another accommodation</a>						

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**Local Transportation**

Name	Telephone	Pickup City/Country	Dropoff City/Country	PickUp Date/Time	Dropoff Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/> <small>24h</small> <small>🕒</small>	<input type="text"/> <a href="#">Delete</a>
<a href="#">+ Add more transportation</a>						

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**Trip Information**

Agency:

Ticket Country:

When entering the address for an accommodation, you should click on 'Address' textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button on this pop up, the system perform a search and provide you with a list of matching addresses. Select the closest address and click Ok. The address will then be prepopulated into the address fields.

Accommodation	
Name	Address
<input type="text"/>	<input type="text"/>

Find Address GeoCode

<input type="text" value="100 Broad Street"/>	<input type="button" value="Find Address"/>	<input type="button" value="Cancel"/>
<input type="text" value="Philadelphia, PA, US"/>		

Search Result :

100 N Broad St, Philadelphia, PA 19102
100 S Broad St, Philadelphia, PA 19107

## 4. Viewing your trips

When you login to MyTrips, the landing page will display your profile information and all trips that have been recorded in the system. From this page, you can quickly view or update any of this information.

Click on the 'Edit' link to update your Profile information.

**My Profile** [Edit](#)

**Default**

**First Name**  **Last Name**

**Home Country**

**Business Unit**

**Phone**

Phone Type	Country Code	Phone Number
<input type="text" value="Select"/>	<input type="text" value="Select Country Code"/>	<input type="text"/>

**Email**

Email Type	Email Address
<input type="text" value="Personal"/>	<input type="text" value="sinem.guven@internationalsos.com"/>
<input type="text" value="Business"/>	<input type="text" value="sinemwork@mycompany.com"/>

**Job**

Job Title	Department
<input type="text"/>	<input type="text"/>

Trips or PNR	Status	Start Date	End Date	Created By	Remove
<a href="#">Round Trip</a>	Active	20 Mar 2013	23 Mar 2013	You	
<a href="#">Test</a>	Active	04 Mar 2013	04 Mar 2013	You	
<a href="#">Assignment</a>	Active	01 Feb 2013	06 Apr 2013	You	
<a href="#">NY Trip</a>	Active	07 Jan 2013	11 Jan 2013	You	
<a href="#">NY trip</a>	Active	01 Jan 2013	01 Jan 2013	You	
<a href="#">Atlanta</a>	Active	29 Oct 2012	31 Oct 2012	You	
<a href="#">London trip 2012</a>	Inactive	06 Oct 2012	13 Oct 2012	You	

The trip list will include your past current and future trips that have been created by you, a system administrator or the travel agency.

You can update or delete the trips that you have created.

In order to access the trip details, click on the trip name or the itinerary number.

If your trip needs to be postponed to a later date, you can change the trip status to 'Inactive' until the new dates are confirmed. You can later update your trip with the new dates and change the status to 'Active'.

## 5. Updating trip details

Once you click on the trip name or itinerary number from the Trip list, you will be taken to the trip detail page where you can easily make changes to the trip information. After you make your changes please click on the 'Save' button so that the changes are saved in the system.

**Trip Detail \***

**Trip Name / Reservation ID**

87 characters remaining

**Attach Travellers to trip**

Travellers
Sinem Guven - sinem.guven@international.sos.com, sinemwork@mycompany.com

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**Flight**

Airline	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24</small>	<input type="text"/>	<input type="text"/> <small>24</small>	<input type="text"/> <small>Delete</small>
<small>+ Add another flight</small>						

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**Train**

Train Name	Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24</small>	<input type="text"/>	<input type="text"/> <small>24</small>	<input type="text"/> <small>Delete</small>
<small>+ Add another train</small>						

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**Accommodation**

Name	Address	Telephone	Check-in Date	Check-out Date	Confirmation No.	Type
Assignment residen	270 Pavonia Circle, Marilton, NJ 08053	12345669	02 Apr 2013 <small>24</small>	01 Oct 2013 <small>24</small>	<input type="text"/>	Expat Resident <small>Delete</small>
<small>+ Add another accommodation</small>						

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**Local Transportation**

Name	Telephone	Pickup City,Country	Dropoff City,Country	PickUp Date/Time	Dropoff Date/Time	Confirmation No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>24</small>	<input type="text"/> <small>24</small>	<input type="text"/> <small>Delete</small>
<small>+ Add more transportation</small>						

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**Trip Information**

Agency:

Ticket Country: