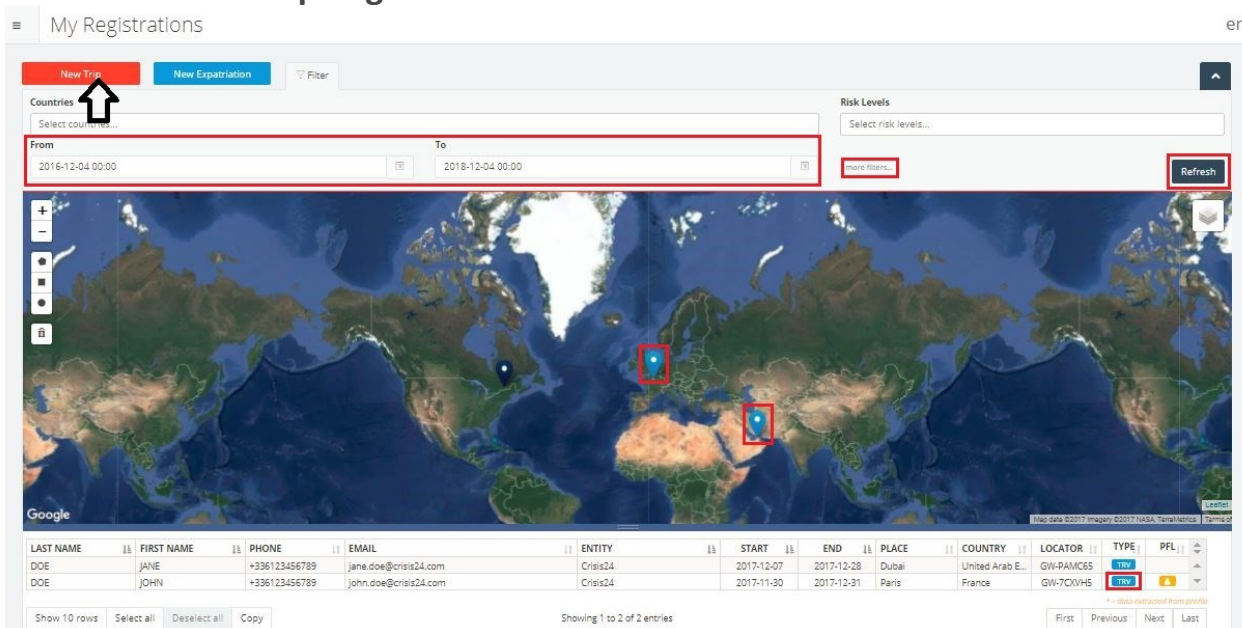# CRISIS24

How-To Guide - New Trip Registration Forms

➨ **Declaring a New Trip**

- To declare a new trip, click on **New Trip** (under the **REGISTRATION** tab), fill out all required fields (departure address, destination address(es), etc.), and click **SEND.**

- By default, the system will automatically fill out your personal information listed in "My Profile" (name, email address, telephone number). If a trip is being registered for a third party, delete your information and replace it with the traveler's details.

- If the trip entails more than one destination, click on the ➕ symbol to add the additional step(s).

- You have the option of adding further information in the **DETAILS** section (name of the hotel, flight numbers, etc.).

- Once you have completed the registration process, you can view your trips in the **MY REGISTRATION** page.

➨ **Entering Departure and Destination Addresses**

- You can now enter precise places of departure and arrival in the ADDRESS line (street address, hotel name, meeting place). To do so, start typing in the address and the system will offer you suggestions. The traveler will be tracked based on the address chosen.
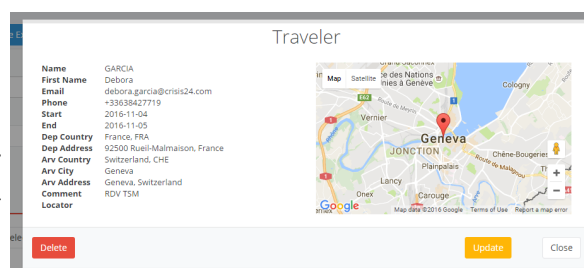
➨ **Modify or Delete an Existing Trip**

- You have the option to modify or delete your registered trip at any time by clicking on the blue **TRV** button, followed by **Update** to modify information regarding your trip, or on **Delete** in order to cancel the trip entirely.
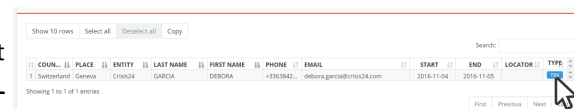
➨ **View One or All Registered Trips**

- From the FILTER category you can search by country, risk level, entity, traveler type (TRV, ROT, EXP, GPS*).

- To view all previous or future trips, select the desired period on the form (**FROM/TO**) and click on **REFRESH**. Please note that by default, the Global View provides you with a 24 hour time slot

- You can access more filter options by clicking on *more filters*

- Click on one or more pins 📍 displayed on the map to view registered trips.

NB: Individuals can use their Crisis24 accounts to register trips for a colleague as well as their own trips.

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