

# Getting Started

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**A practical guide for Travellers**

JULY 2019

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## MANAGING PRE-TRIP USING THE APP

### 4.01 Add Pre-Trip Details

1. To enter details of a pre-trip return to the home screen and select Manage Pre-Trips



2. Select the + icon at the top of the screen



3. Enter the requested data select Save

< Back Add Pre-trip

Do you have a Yellow Fever certificate?

Do you have medical insurance to cover you in this country/countries?

Were you ever denied entry into this country/countries?

If you were denied entry please provide more details

Save Save and add leg

## Data entered in pre-trip screen

App Data Field	Field Type	Description
Send to	Pop Up <ul style="list-style-type: none"> <li>○ Tax</li> <li>○ Immigration</li> <li>○ Both</li> </ul>	Confirmation who should assess details of pre-trip
Country	Pop Up	Trip location
State	Pop Up	Trip location
Start Date	Pop Up	Date pre-trip commences Select 'done' to save date selected
End Date	Pop Up	Date pre-trip ends Select 'done' to save date selected
Visa Type	Pop Up	Visa required for trip
Purpose Category	Pop Up	Reason for trip
Purpose	Pop Up	Additional detail about trip
Salary paid in home or host	Pop Up	Self-explanator
Name & address of host company	Free text	Trip destination
Do you have Yellow Fever Cert	Pop Up	Self-explanatory
Do you have medical insurance	Pop Up	Self-explanatory
Were you ever denied entry into this country?	Pop Up	Self- Self-explanatory explanatory
If you have been denied, provide detail	Free text	

### 4.02 Change Pre-Trip Details

1. To edit pre-trip details, return to the home screen and select Manage Pre- Trips



2. Select the pre-trip that needs to be edited



3. Make the changes to the pre-trip screen and select Save

#### 4.03 Delete Pre-Trip Details

1. To delete pre-trip details, return to the home screen and select Manage Pre-Trips



2. Select the pre-trip that needs to be deleted

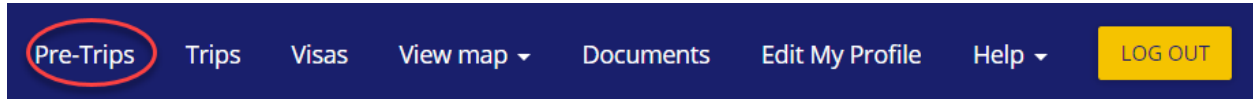


3. Swipe the screen to the left and select Delete



## MANAGING PRE-TRIPS ON THE PORTAL

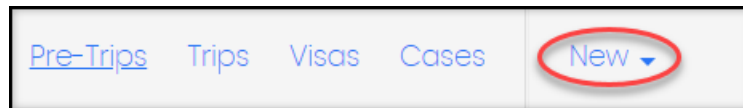
Select Pre-Trips from the top menu bar.



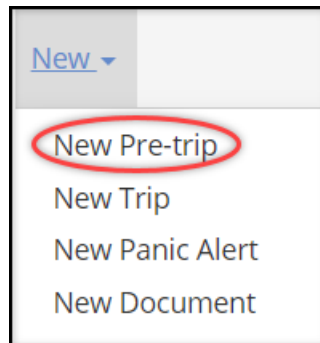
### 4.04 Add Pre-Trip Data

To add pre-trip details:

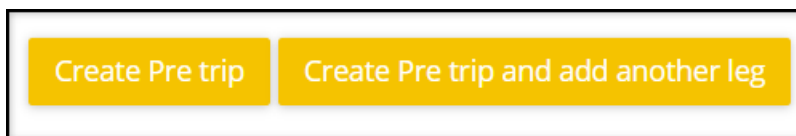
1. Select New



2. Select New Pre-trip from the drop-down list



3. Add the pre-trip details. Mandatory fields are denoted with an asterisk (\*). Select Create pre-trip.



### 4.05 Edit Pre-Trip Data

To edit pre-trip details (note that if you edit a pre-trip after it has been approved, the approval process will need to restart):

1. Select Edit against the applicable pre-trip

COUNTRY	STATE	FROM	TO	VISA TYPE	VISA START DATE	VISA END DATE	ALERTS	
American Samoa		07 Sep 2018	07 Oct 2018	VISA EXEMPT	18 Jun 2018	18 Aug 2018		<a href="#">View/Edit</a>
Ireland		18 Oct 2018	08 Nov 2018	SHORT STAY "C" VISA	16 Apr 2018	16 Jun 2018		<a href="#">View/Edit</a>

## 2. Make the changes and select Update Pre-Trip

Edit pre-trip

**\* Recipient**

**\* Visiting country**

**State**

**Project**

**\* Start date**  **\* End date**

**Visa**

If you have a Valid Visa for this location it will show here - if not please leave it blank

**\* Purpose category**

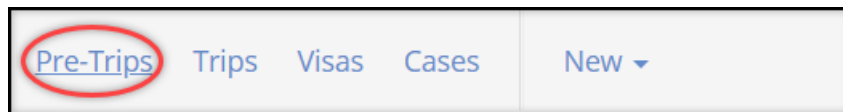
You must select a Category

**\* Purpose**

[Update Pre trip](#) [Create Pre trip and add another leg](#)

### 4.06 View Pre-Trips

To view a list of all your pre-trips, select Pre-trips from the top navigation bar.



COUNTRY	STATE	FROM	TO	VISA	APPROVAL	ALERTS	
Argentina		19 Aug 2019	23 Aug 2019		<span>Approved</span>		<a href="#">View/Edit</a>   <a href="#">Remove</a>
Mexico	Guerrero	01 Aug 2019	07 Aug 2019		<span>Pending</span>		<a href="#">View/Edit</a>   <a href="#">Remove</a>
Costa Rica		01 Jun 2019	05 Jun 2019		<span>Approved</span>		<a href="#">View/Edit</a>   <a href="#">Remove</a>

If a pre-trip triggers an alert, the alert icon will be visible. Click on the icon.



VISA END DATE	ALERTS
	 <a href="#">View/Edit</a>

The alert details will be displayed.

### Alerts ✕




Pre-trip approval status	Your trip to Argentina has been approved. Your approval code is vgg55jzu
Operational Risk Level: Level 2 - Moderate Risk	There can be periodic difficulties with infrastructure and the general operating environment
Political Risk Level: Level 2 - Moderate Risk	Political environments are variable and there may be short term difficulties in some areas.
Security Risk Level: Level 0 - Negligible Risk	The security environment is neutral with low levels of incidents.

#### 4.07 Delete Pre-Trips

To delete a pre-trip, select Pre-trips from the top navigation bar.



A list of pre-trips will be displayed. Select Remove.

COUNTRY	STATE	FROM	TO	VISA	APPROVAL	ALERTS
Argentina		19 Aug 2019	23 Aug 2019		Approved	 <a href="#">View/Edit</a>   <a href="#">Remove</a>
Mexico	Guerrero	01 Aug 2019	07 Aug 2019		Pending	 <a href="#">View/Edit</a>   <a href="#">Remove</a>
Costa Rica		01 Jun 2019	05 Jun 2019		Approved	 <a href="#">View/Edit</a>   <a href="#">Remove</a>

Confirm that you wish the pre-trip to be deleted.

gt.at-sw.com says  
Are you sure?