

ON-LINE TRAVEL PORTAL

The On-Line Travel Portal provides travelers with instant access to travel information, itineraries, invoices, real time flight tracking, weather information and on-line check-in. Itineraries can be downloaded to your Outlook calendar and viewed on your smartphone. Itineraries can be automatically sent by email to specified recipients.

ACCESSING THE ON-LINE TRAVEL PORTAL

Enter the following URL: www.shortstravel.com/ri

FIRST-TIME USERS

The first time you log-in to the On-Line Travel Portal you must create your username and password.

1. Click the "New user" link on the front of the page.
2. Enter required information, including a *Username* field. You are encouraged to use the same username as other URI systems.
3. Click the *Submit* button.
4. Use the "My profile" link to review and update the rest of your travel profile information.

HOME

The home page displays when the travel portal is opened. It contains links to other information or tools in the portal. It displays up to six areas of information (referred to as Dashboard items) such as:

Company Specific Articles – provides a look at the features available in the travel portal.

Flight Tracker – displays in real time the status of a flight.

Upcoming Trips – displays the Traveler's scheduled trips.

Weather Tracker – displays a seven-day weather forecast for the specified city and state.

Click on [Customize Home Page](#) to view all of the available dashboard options.

MY PROFILE – (REQUIRED TO COMPLETE)

It is necessary for each Traveler, or his/her Travel Arranger, to complete the Traveler's profile.

Click the *My Profile* button on the home page.

Link	Steps
General Information	<ol style="list-style-type: none"> 1. Click the <i>General Information</i> link. 2. Enter the appropriate information in the fields. 3. Click the <i>Save</i> button.
Business Contact	<ol style="list-style-type: none"> 1. Click the <i>Business Contact</i> link. 2. Enter the appropriate information in the fields. 3. Click the <i>Save</i> button.
Personal Contact	<ol style="list-style-type: none"> 1. Click the <i>Personal Contact</i> link. 2. Enter the appropriate information in the fields. 3. Click the <i>Save</i> button. <p>NOTE: Please include your home and cell telephone numbers to be used in case of an emergency.</p>
Travel Preferences	<ol style="list-style-type: none"> 1. Click the <i>Travel Preferences</i> link. <p>Airport Preferences – Allows users to specify a preferred airport in a city with more than one airport.</p> <ol style="list-style-type: none"> 2. Click one of the search buttons. 3. Enter in the <i>City, State and Country</i> information. 4. Click the <i>Search</i> button. 5. Double-click the preferred airport from the search results. <p>Seating Preference</p> <ol style="list-style-type: none"> 6. Click each of the drop-down arrows and select an option. 7. Enter any <i>Special Requests</i>, if needed. <p>Car Preferences</p> <ol style="list-style-type: none"> 8. Click each of the drop-down arrows and select an option. 9. Enter any <i>Special Requests</i>, if needed. <p>Hotel Preferences</p> <ol style="list-style-type: none"> 10. Click each of the drop-down arrows and select an option. 11. Enter any <i>Special Requests</i>, if needed. 12. Click the <i>Save</i> button.

Link	Steps
Passport Information	<ol style="list-style-type: none"> 1. Click the <i>Passport Information</i> link. 2. Enter or select the appropriate information in each of the fields. 3. Click the <i>Save</i> button.
Carbon Copy Emails	<ol style="list-style-type: none"> 1. Click the <i>Carbon Copy Emails</i> link. <p>Carbon Copy Emails – Stores email addresses for recipients to automatically receive copies of your travel itinerary. You can add up to three email addresses.</p> <ol style="list-style-type: none"> 2. Click the <i>Add Email Address</i> link. 3. Enter the email address. 4. Click the <i>Save</i> button.

TRIPS

1. Click the *Trips* button to view a list of scheduled trips.
2. Click the *View* button to see the trip details.

Link	Steps
PDF: Virtual Invoice	<ol style="list-style-type: none"> 1. Click the <i>PDF: Virtual Invoice</i> link to create a printable PDF version of the invoice for the selected trip.
Download to Calendar	<ol style="list-style-type: none"> 1. Click the <i>Download to Calendar</i> link to create an Outlook calendar appointment to add to your Outlook calendar. <p>NOTE: If you have a Blackberry, the calendar appointment also appears on your Blackberry.</p> <ol style="list-style-type: none"> 2. Click <i>Open</i> to view the calendar appointment before saving. <p>OR</p> <p>Click <i>Save</i> to save the appointment locally to your computer.</p> <ol style="list-style-type: none"> 3. Click the <i>Save and Close</i> button on the calendar appointment.
Email Itinerary	<ol style="list-style-type: none"> 1. Click the <i>Email Itinerary</i> link to email a copy of the itinerary to the specified email address. 2. Click the <i>Send Itinerary</i> button.
Print Itinerary	<ol style="list-style-type: none"> 1. Click the <i>Print Itinerary</i> button to print a copy of your itinerary.

TRAVEL TOOLS

Link	Steps
<i>Online Checkin Lookup</i>	Allows convenient online check-in for Travelers. <ol style="list-style-type: none">1. Click the <i>Online Checkin Lookup</i> link.2. Click the drop-down arrow in the <i>Airline</i> field and choose the airline from the list.3. Click the <i>Lookup</i> button.4. Click the <i>Baggage Rules</i> link to review the airline's baggage rules.5. Click the <i>Online Check In</i> link to use the airline's online check-in process.
<i>Travel Links</i>	Displays travel tips for Travelers. <ol style="list-style-type: none">1. Click the <i>Travel Links</i> link to review the list of travel tips.

LOGGING OUT

Click the ***Log Out*** button to properly exit the portal.



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QUICK REFERENCE GUIDE
