The AirPortal 360™ mobile app gives Travel Managers the ability to locate travelers, send safety checks, access traveler’s itineraries, approve trips, and much more.
GETTING STARTED

System Requirements

Operating system version 10.0 or higher is recommended. To verify the iOS version, go to the Settings icon on your iPhone, select General, About, and scroll down to view the version.

Set Up

Go to the App Store on your iPhone, select Search, enter AirPortal 360™ and to download.
LOGGING IN

To begin, select the AirPortal 360™ icon on your iPhone.

Login with the credentials used to login to the web version of AirPortal 360™. You will remain logged in unless you enable Force Log In in the settings area of your iPhone.

Force Login In/Log Out

To require a login each time you access the app go to the Settings icon on your iPhone. Select AirPortal 360™, slide the ON/OFF button to On.
SecurityLogic® is a tool travel managers can use to quickly locate travelers, send safety checks, view travel alerts, and more. Tap on the map icons to obtain additional information about travelers or alerts. Zoom and out of the map using your fingers as you would using other iPhone applications.

Green circles indicate travelers currently in or traveling to that location. Gray circles are travelers who’ve been in that location or will be in that location but are not currently there.

Multicolored triangles and blue circles containing letter i contain warnings, cautions, and disasters.

You can adjust which alerts are shown on the map by selecting .

Tap on tool icons located at the bottom of the screen to easily move between SecurityLogic®, traveler’s itineraries, travel approvals, traveler’s profiles, travel policy, vendor contracts and agency contact information.
Safety Check

Safety Check provides the ability to notify travelers and verify their safety. To send a Safety Check select **Send Safety Check.** Travelers will receive an email, text or both depending on how the traveler has been configured. The email or text will contain the option for travelers to indicate whether they are safe or need assistance.

As travelers begin to verify their safety or ask for assistance the circles on the map will change colors.

Green circles with a check mark are travelers who’ve acknowledged their safety.

Yellow circles with a question mark are travelers who haven’t verified their safety.

Red circles containing an exclamation mark are travelers requesting assistance.
Search for Travelers

The search feature allows you to filter travelers by name, country, state, city, and specified date range. This can be helpful when identifying travelers who could be impacted by weather events, airline disruptions or incidents that require travelers to verify their safety.

To start a search tap **Travelers** located in the upper left-hand corner of the screen.

To search by traveler, country, state, city, flight, or Hotel/Car/Rail select **Search**. To clear filters select **Clear Search**.

Enter the data into the applicable filters and select **Search**. To clear filters select **Clear Search**.

Important: Once the travelers are filtered select 🟢 to send Safety Check.

To search by a specific date range select **Today**.

Select the traveler to view the traveler’s itinerary. To return to the map, select **Map**.
Airtineraries® provide the ability to view and/or email your travelers past, current and future itineraries right from the palm of your hand.

To view traveler’s itineraries select at the bottom of the screen.

Use the Past, Current or Future buttons to search or search by traveler name using the Search box.

Select the traveler to view the itinerary.

Select the traveler and to email the itinerary.
AIRPORTAL® TRAVEL APPROVAL

Travel Approval is an AirPortal® tool that digitizes and streamlines the travel approval process. If your company participates in the Travel Approval program this is where you can view trips that are pending, approved or canceled.

To access Travel Approval select the checkmark icon at the bottom of the screen. The filter allows you to display all approvals or only your approvals.
PROFILELOGIC®/ PROFILES

ProfileLogic® is a tool that can be used to edit traveler information, deactivate users, reset passwords, and send welcome emails.

Tap on the 👤 to access ProfileLogic®. The search box can be used to search by traveler name. Tap on the traveler’s name to access their user information.

To edit traveler information, deactivate traveler, reset password or send a welcome tap on the traveler’s name and then 📦.
POLICYLOGIC®

PolicyLogic® provides 24/7 access to your company’s travel policy, preferred vendors, negotiated rates, and vendor contracts.

Select the at the bottom of the screen to access PolicyLogic®

Tap on PolicyLogic® to view your travel policy, preferred vendors and vendor contracts.

CONTACTS

Contacts provide information about your agent, account manager, help desk, after-hours and online support team.

Select the at the bottom of the screen to access Contacts

Tap on Contacts for contact information for your agent, account manager, after-hours phone number, and help desk.

Select the to add the information to your phone’s contacts.