



...a mobile Zurich HelpPoint™

Web Application
Instruction Guide

Table of Contents

Table of Contents	2
What is Nomadz®?	3
Risk Manager Portal	4
my Profile	5
Details	5
Emergency contacts	7
Reservations	7
Password	8
My Organization	8
People	9
Other Features	10
Reports	11
Alerts	12
Country City Information Searching	13
Client Administration Portal	16
my Profile	17
Details	17
Emergency contacts	19
Reservations	19
Password	20
My Organization	20
People	21
Equipment	22
Other Features	23
Reports	24
Alerts	25
Country City Information Searching	26
Traveller Portal	29
my Profile	30
Details	30
Emergency contacts	31
Reservations	32
Password	32
Alerts	33
Country City Information Searching	34

What is Nomadz®?

Nomadz® is a BlackBerry® application that provides peace of mind to the mobile employee. When traveling, one can encounter many unexpected events. With Nomadz®, the traveler is empowered with several functions that can provide much needed assistance including access to an emergency contact centre, alert messaging relevant to your location, as well as mapping & location services. Together, these features are at your fingertips and available 24 hours a day 7 days a week.

Nomadz® captures your location in one of two ways: either via your travel itinerary or through the use of your GPS-enabled BlackBerry® (providing you have a BlackBerry® model with built-in GPS functionality). Once Nomadz® determines your location or destination of travel, it will alert you to any health or security travel advisories or issues that may apply for the area in which you are traveling. Examples of alerts that may be sent would include those for major events such as Avian Flu outbreaks, or civil unrest.

If you should encounter any issue while traveling, as a result of an alert or otherwise you will be able to access our emergency contact centre via e-message, or phone simply through the Nomadz® application on your BlackBerry® device. The Nomadz® staff will have all your information at hand and be able to assist you immediately regardless of the situation. Should you be facing a serious medical emergency please contact the local medical emergency authorities prior to contacting Nomadz®

While traveling, either domestically or internationally, you may also require directions from your current location to another address. Within Nomadz® there is an onboard mapping functionality available to you. With GPS capability, the ability to create maps from your precise location to the location you need to go is also possible.

Whatever your travel assistance need, Nomadz® is Always with you, Always on, All ways.

Nomadz® features a fully functional website which offers risk management services for the corporate customer as well as personal administration features for the traveler.

There are four portals available to a customer for each role available: Risk Manager, Client Administrator, Traveler & Travel Planners (or Executive Assistants).

Risk Manager Portal

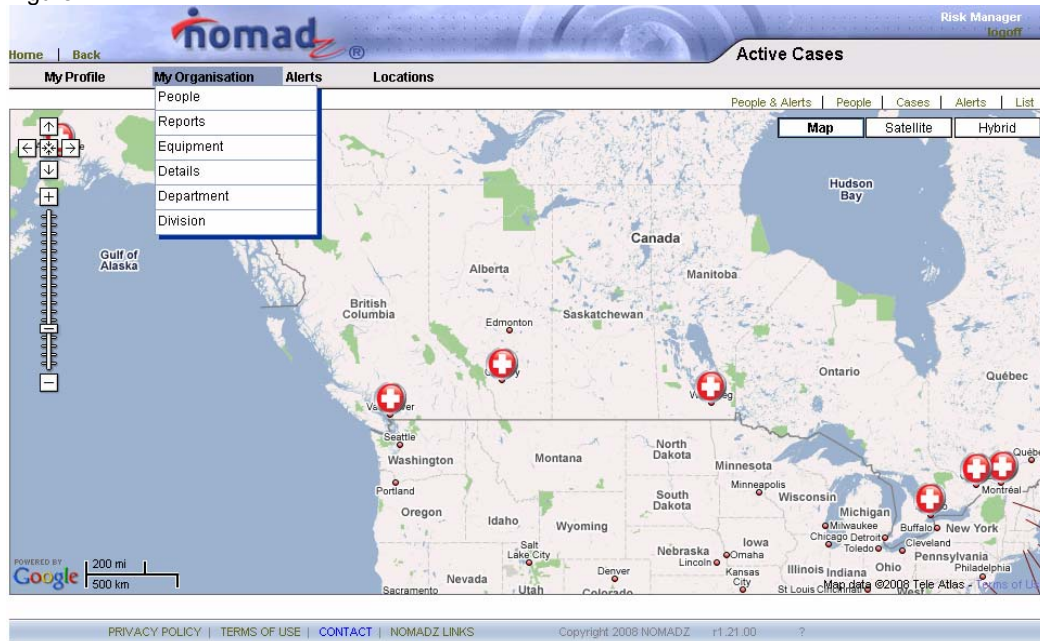
To access the site, log onto the url <http://www.omniscout.com:9080/nomadz/login>. You will receive your password from your Nomadz® Account Representative. On your first login (Figure 1), you will be prompted to reset your password.

Figure 1



Use the top bar to navigate through the website (Figure 2).

Figure 2



When you log into Nomadz®, you are immediately presented with an interactive map that shows all active Nomadz® cases for your organization. You can also find reports on where your people are (People Link), where the latest Alerts are (Alerts), where these two intersect (People & Alerts) and re-run the active cases report by clicking cases.

In addition to these main reports, you can also do a number of other things on the Nomadz® site Including:

- reviewing your personal profile & Nomadz® information
- reviewing the people within your organization, their equipment & reservations
- update the information for the organization
- Review a series of reports on Nomadz® activity by your users
- Search for alerts
- Search for both city & country general & risk information.

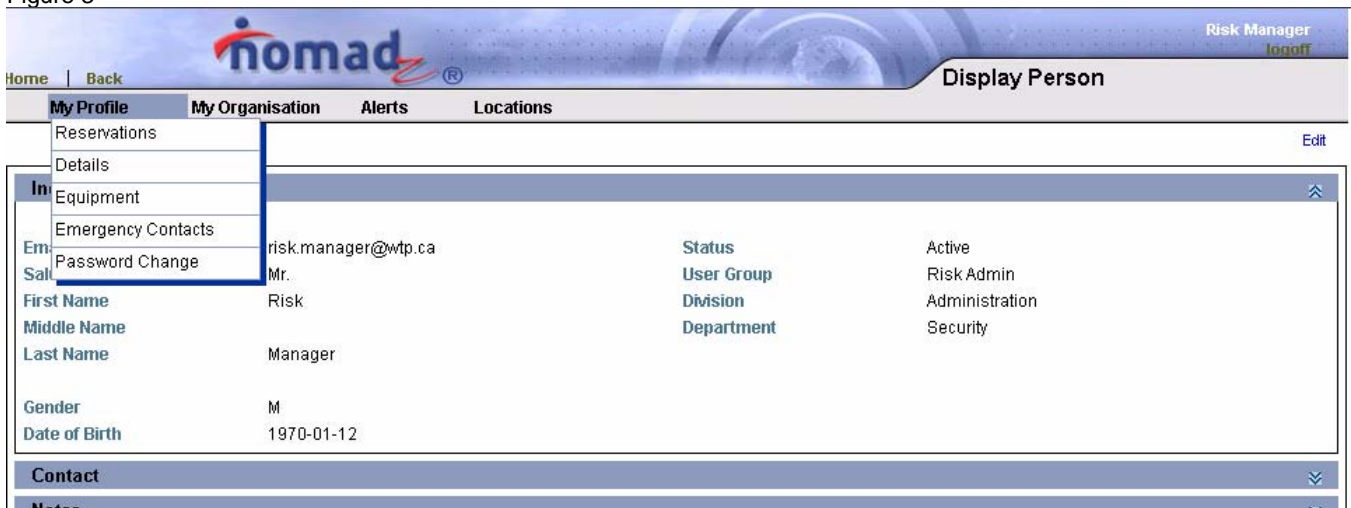
Some of the symbols on the site that you may encounter along the way:



my Profile

To ensure the personal information provided by your administrator has been entered correctly and completely, please navigate to my Profile and make any changes necessary (Figure 3).

Figure 3



From this menu you can access your personal details (including name & address), your emergency contacts, your equipment, make changes to travel reservations & change your password

Details

To edit your personal information click on EDIT while in the Details section of your profile (Figure 4)

Figure 4




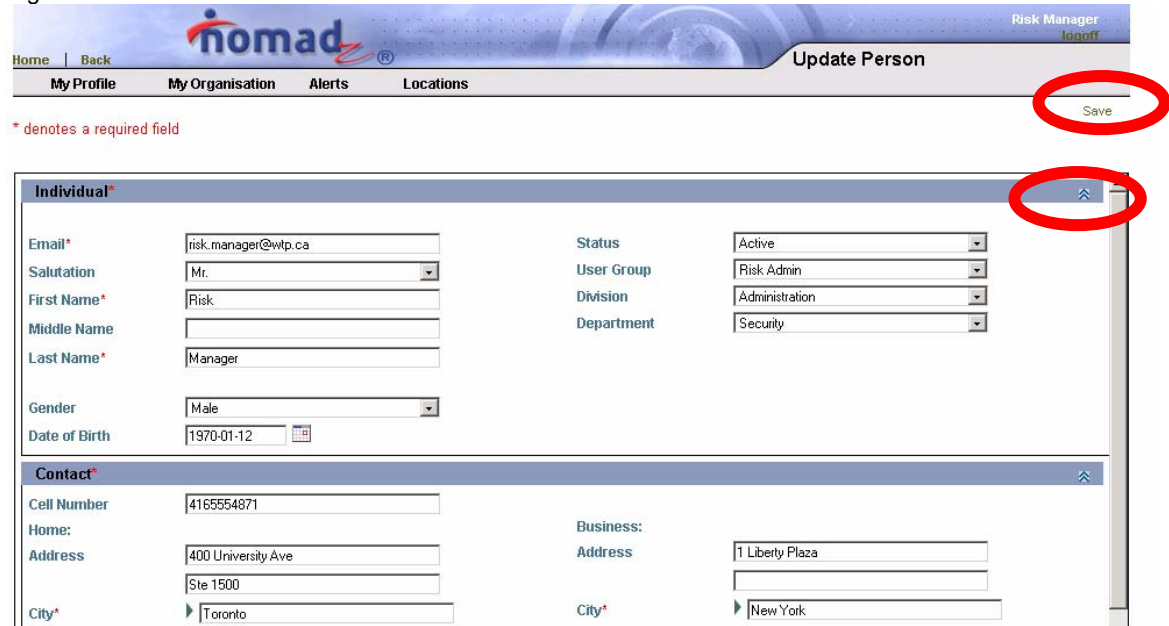
To expand the sections, click on the arrows () to see and edit the remaining information. (Figure 5)

Figure 5



When complete, click Save.

Under your profile, there are also some preferences that you can alter as well (Figure 6)

Figure 6



Included are the following:

- your preferred language
- the number of days in advance you would like to receive alerts
- your default time zone
- the default types for your reports (both the home page & generated reports)

Emergency contacts

You can also add any emergency contacts to your file at any time. Click on Emergency contacts & you should see the following screen (Figure 7)

Figure 7

Name	Relationship	Contact Number 1	Contact Number 2
Arnie Defrias		4164787777	
David	Spouse	4165555555	

2 items found, displaying all items.

1

Click into any contact to edit it or click “Add an Emergency Contact” to add a new contact.

Reservations

At any time, you can see your personal travel reservations by clicking on my Profile > Reservations. (Figure 8)

Figure 8

Type	Name	Departure City	Cnty	Date	Arrival City	Cnty	Date
	Jet Airways	Delhi	IND	2009-01-06 09:52 IST	Toronto	CAN	2009-01-07 14:52 EST
	CarStars	Delhi	IND	2008-12-17 15:33 EST	Delhi	IND	2009-01-06 15:33 EST
	India Hotel	Delhi	IND	2008-12-17 10:33 EST	Delhi	IND	2008-12-18 10:33 EST
	Air Canada	Toronto	CAN	2008-12-16 15:32 EST	Delhi	IND	2008-12-17 10:32 IST

4 items found, displaying all items.

1

To edit or view details of a reservation, click on the button or hyperlink corresponding to the reservation, and select Edit once you have drilled into the detail of the reservation item and edit as necessary. (Figure 9)

Figure 9

The screenshot shows a user profile page with navigation tabs: **My Profile**, **My Organisation**, **Alerts**, and **Locations**. An **Edit** button is circled in red in the top right corner. Below the tabs, there is a table with the following data:

individual		Description
otel	India Hotel	
heck In	2008-12-17 10:33 EST	
heck Out	2008-12-18 10:33 EST	
ddress		
ity	Delhi	
ate / Province	Delhi	
ountry	India	
otel Phone		

Password

Also, at any time you can update your password by selecting password change.

The screenshot shows the 'My Profile' menu with the following items: Reservations, Details, Equipment, Emergency Contacts, and **Password Change** (which is highlighted).

You must type in your old password in order to change to a new one. As well, you must verify the password change

The screenshot shows the password change form with the following fields:

Individual*	
Email	risk.manager@wtp.ca
Salutation	Mr.
First Name	Risk
Middle Name	
Last Name	Manager
My password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

A red asterisk (*) is next to the 'Individual' header, and a red note above the form states: *denotes a required field*.

Note passwords must be at least 6 characters long and contain at least three of the following characteristics




- upper case letter
- lower case letter
- number
- symbol

My Organization

The screenshot shows the 'My Organisation' menu with the following items: **My Organisation**, People, Reports, Equipment, Details, Department, and Division.

Under my organization, you are able to review the people within your organization (their equipment & reservations as well), run reports on various aspects of Nomadz®, review the equipment available in your organization, review & edit your organizations contact details, departments & divisions.

People


When clicking on people, you should be presented with a list of users within your organization. You can also see details about employee's Passwords , their Reservations  & their BlackBerry® Equipment .



Resv	Equip	Last name	First name	Department	Email	Cell Number	Pwd
		Admin	Administrator		admin@wtp.ca		
		DeFrias	Amie	IT	amie.defrias@wtp.ca	416-278-4470	

[Add a Person](#) | [Search](#)

At anytime you can manually add a new person. Simply click on “Add Person” at the top right of your screen.

When you first click “Add a new person”, some sections will be collapsed. To expand these sections, click on the arrows () to view the remaining information. Fill in as much information as available, including all mandatory fields and hit save. Once complete this new person will be in your grid view for your

organization



* denotes a required field

Individual*

Email*	<input type="text"/>	Status	<input type="text" value="Active"/>
Salutation	<input type="text" value="Mr."/>	User Group	<input type="text" value="Traveller"/>
First Name*	<input type="text"/>	Division	<input type="text"/>
Middle Name	<input type="text"/>	Department	<input type="text"/>
Last Name*	<input type="text"/>		
Gender	<input type="text" value="Male"/>		
Date of Birth	<input type="text" value="1970-01-01"/>		

Contact*

Cell Number	<input type="text"/>	Business:	
Home:		Address	<input type="text"/>
Address	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
City*	<input type="text"/>	City*	<input type="text"/>
State / Province	<input type="text"/>	State / Province	<input type="text"/>

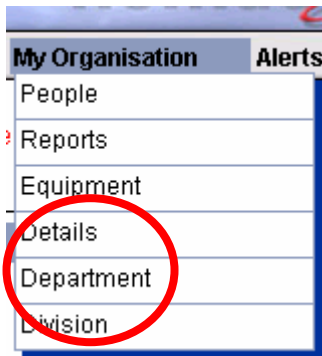
You are also able to review the equipment available within your organization for administration purposes.

PIN	Cell number	Model	IMEI
706E1794	(416) 278-4470	R310	358263010365353

To review the details of any equipment click on the PIN hyperlink to see who has the particular BlackBerry®.

Other Features

As a risk manager, you also have access to view & edit other information such as departments, divisions & basic company details. These are all accessible through the My Organization menu.



Individual	
Name	World Travel Protection Canada Inc.
Address	400 University Avenue Suite 1500
City	Toronto
State / Province	Ontario
Country	Canada
Zip / Postal Code	M5G 1S7
Phone 1	(416) 977-3565
Phone 2	
Fax	(416) 205-4676

Department
IT
Accounting
Marketing
Operations
Administration
Customer Service
Assistance
Not Assistance
Sales & Marketing
Security

Division
Eastern
Western
Farm products
Adjuvantz
Travel
Administration
New Division - I can edit
edited division
Asia Pacific
Security

Reports

The most important feature for a Risk Manager is the reporting feature on the Nomadz® site. Through the My Organization menu, select reports to see the basic reports that are available to you.

You can expand and contract the sections by clicking on the arrows.

On all reports, you can always limit the results to a specific subset of data. As well, on most reports you have the option of displaying your results in a list format or directly on a map.

Once you have made your selections, hit the GO button and your result set will appear.

The default reports available are:

Group	Title	Description
Alert	General Alert information	Listing of all Nomadz® alerts
Alert	Alerts received by your people	Alerts that people within your organization have received.
People	People within your organization who have received alerts	Listing of all people who have received alerts
People	People and their Equipment	Listing of all people within Organization and what equipment they have.
People	Where are my people going?	Listing of all people with the organization and their reservations details.
People	Where are my people?	Listing of all people and where they are currently based on GPS location.
People	Single Person location over a period	Listing of a person's locations over time
People	People with Assistance Cases	Listing of a people who have assistance cases
Reservation	All Reservations	Listing of the reservations for your organization

Reservation	Reservations where an alert is present	Listing of the reservations for an organization where there is an active alert for the departure or arrival city
Country & City Information	General city information	Information on various cities around the world
Country & City Information	General country information	Information on the countries around the world
Country & City Information	Cities with Alerts	Listing of all cities with active alerts
Country & City Information	Cities with Reservations	Listing of the cities where people are going.
Equipment	Users with BBs	Listing of the users with their BlackBerry® information.
Equipment	Users by BES	Listing of the users with their blackberry information by BlackBerry® server

Alerts

At any time a user can review the alerts sent to themselves or the organization by clicking on the alerts menu.



The ALL selection brings forward all alerts available. Users can search for alerts for specific area or just view the most recent alerts.

Type	Level	Source	Subject	Effective	Expiry
Health	Medium	Press	Listeriosis Advisory in Santiago	2009-11-06	2010-11-26
Security	High	ASI	Bombs found in South-central Belfast	2008-12-03	2008-12-31
Security	High	ASI	Chavez to launch political campaign	2008-12-03	2008-12-31
Security	High	Press	Shining Path Attack Police	2008-11-28	2008-12-19
Health	Medium	Press	Shellfish Ban	2008-11-28	2008-12-28
Security	High	ASI	Violent Crime Advisory	2008-11-28	2009-01-27

Clicking search brings up a search box where you can limit your query.

Level	Source	Subject	Created
Medium	Press	Listeriosis Advisory in Santiago	2009-11-
High	ASI	Bombs found in South-central Belfast	2008-12-
High			12-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Low			11-
High			11-
Low			11-
High			11-
Low			10-

Limit Event search to:

Type

Level

Source

Subject

displaying 1
[\[Next/Last\]](#)

Country City Information Searching

To view country and city information for your travel destination, simply go to Locations, choose Country or City to find specific information.

Locations

Country

City

Countries - When you select Country, a listing of the countries appear. You can drill into to any of these to find out more detailed information about a country.

home | Back nomad®

Display Country

My Profile My Organisation Alerts Locations

Country

<p>Code ARE</p> <p>Name United Arab Emirates</p> <p>Continent Asia</p> <p>Region Asia</p> <p>Citizenship Emirati</p> <p>Telephone Country Code 971</p> <p>Population 4104695</p> <p>Currency Code AED</p> <p>Currency Description Emirati dirham</p> <p>Climate desert; cooler in eastern mountains</p> <p>ISO2 Code AE</p>	<p>Background</p> <p>Threat Level: Medium - Visitors are exposed to a medium degree of risk of physical harm. Violent acts do occur, and visitors should practice standard security precautions as they would in any large U.S. destination.</p> <p>Background: Established on 2 December 1971, the United Arab Emirates (UAE) is a federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Qaiwan, Ras Al Khaimah and Fujairah. Bordered to the north by the Persian Gulf, to the east by the Gulf of Oman and Sultanate of Oman, to the south by the Sultanate of Oman and Saudi Arabia, and to the west by Qatar and Saudi Arabia, the UAE is largely a hot dry desert with a portion of the Jabal al Akhtar Mountains in the east. Shaikh Zayed bin Sultan Al Nahyan was the first President of the UAE until his death on 2 November 2004. His son Shaikh Khalifa Bin Zayed Al Nahyan was elected President on 4 November. Sheikh Maktum bin Rashid Al Maktum was Prime Minister and Ruler of Dubai until</p>
---	--

Search

You can also page through or search for a specific country, by hitting the search link,

Limit Country search to:

Country

SEARCH

Cancel

Home | Back **nomad** logoff

Country

My Profile My Organisation Alerts Locations Search

Name	Code	Continent	Region	Population	Currency Code
Spain	ESP	Europe	Europe	40341462	EUR

One item found.

1

Cities - When looking at cities, you must limit your search at the beginning of your query.

Locations

- Country
- City

Limit Cities search to:

City

State / Province

Country

City	State / Province	Country	Airport Code
Dundee	United Kingdom	United Kingdom	DND
Edinburgh	United Kingdom	United Kingdom	EDI
Exeter	United Kingdom	United Kingdom	EXT
Glasgow	United Kingdom	United Kingdom	GLA
Inverness	United Kingdom	United Kingdom	INV
Islay	United Kingdom	United Kingdom	ILY
Isles of Scilly	United Kingdom	United Kingdom	ISC

All search results will be limited to the first 250 results.

Client Administration Portal

To access the site, log onto the url <http://www.omniscout.com:9080/nomadz/login>. You will receive your password from your Nomadz® **Account Representative**. On your first login (Figure 1), you will be prompted to reset your password.

Figure 1



Use the top bar to navigate through the website (Figure 2).

Figure 2



When you log into Nomadz®, you are immediately presented with an interactive map that shows all active Nomadz® cases for your organization. You can also find reports on where your people are (People Link), where the latest Alerts are (alerts), where these two intersect (People & Alerts) and re run the active cases report by clicking cases.

In addition to this main reports you can also do a number of other things on the Nomadz® site Including:

- reviewing your personal profile & Nomadz® information

- reviewing the people within your organization, their equipment & reservations
- update user equipment
- update the information for the organization
- Review a series of reports on Nomadz® activity by your users
- Search for alerts
- Search for both city & country general & risk information.

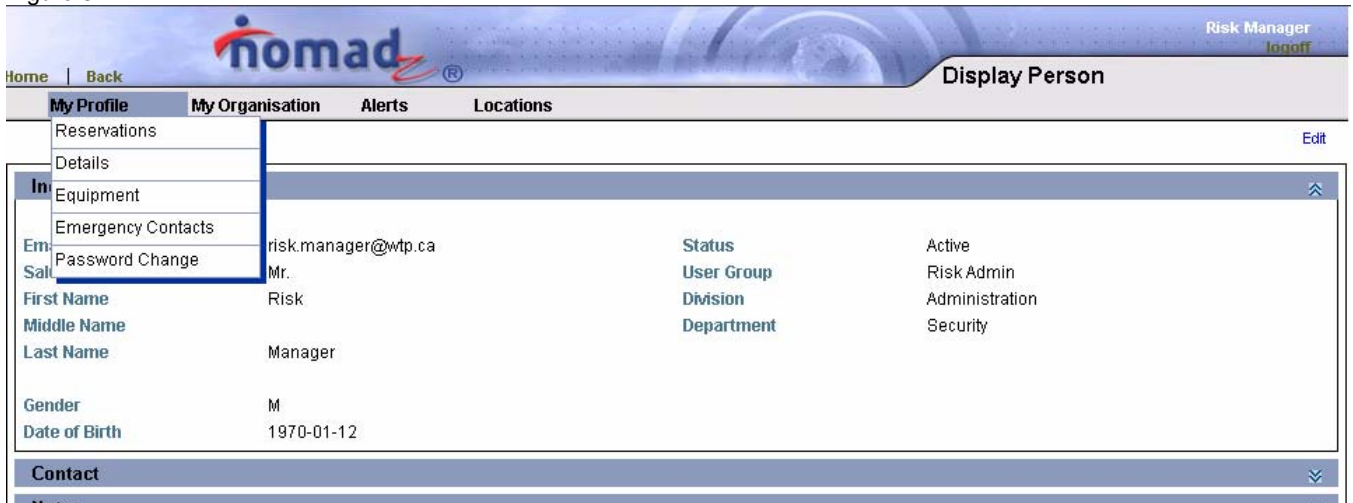
Some of the symbols on the site that you may encounter along the way:



my Profile

To ensure the personal information provided by your administrator has been entered correctly and completely, please navigate to my Profile and make any changes necessary (Figure 3).

Figure 3



From this menu you can access your personal details (including name & address), your emergency contacts, your equipment, make changes to travel reservations & change your password

Details

To edit your personal information click on EDIT while in the Details section of your profile (Figure 4)

Figure 4




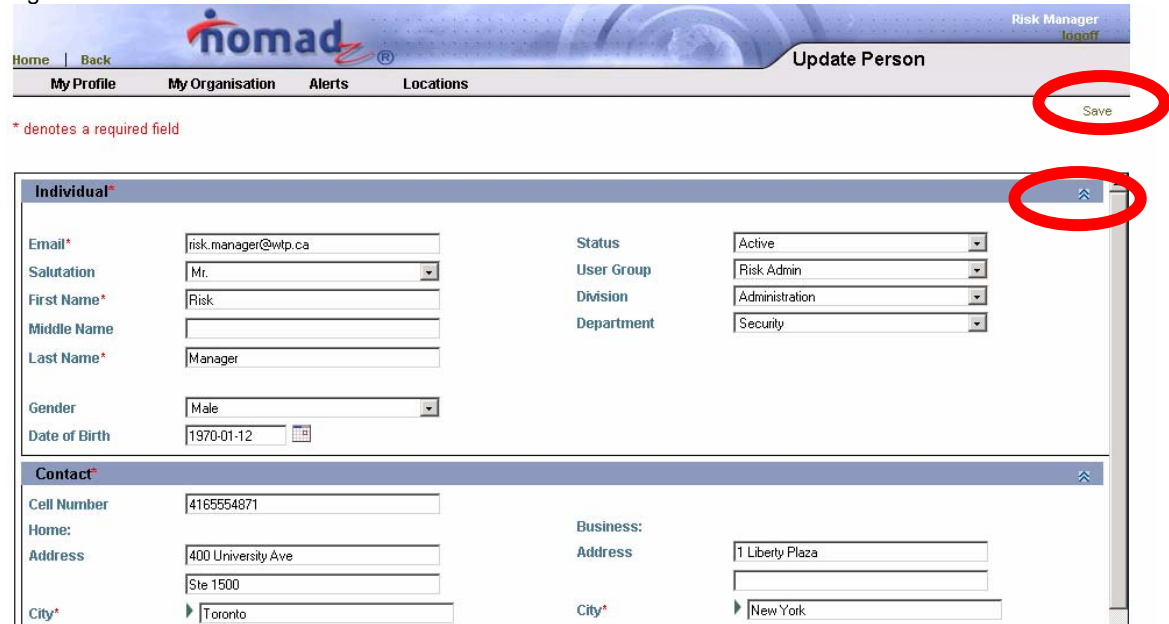
To expand the sections, click on the arrows () to see and edit the remaining information. (Figure 5)

Figure 5



When complete click Save.

Under your profile, there are also some preferences that you can alter as well. (Figure 6)

Figure 6



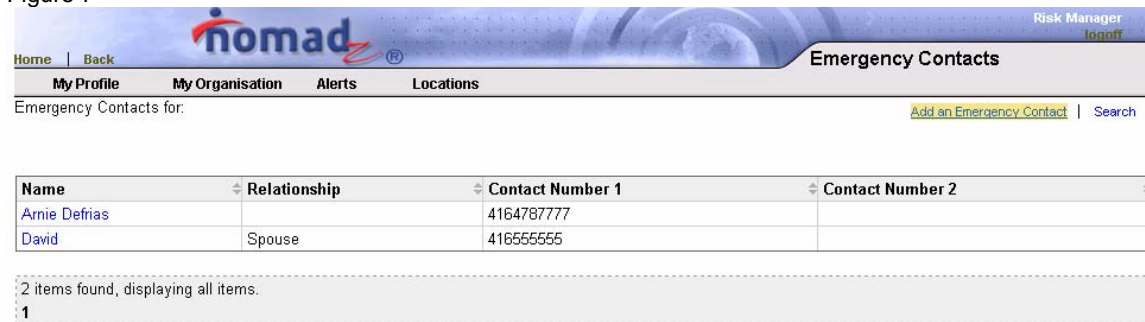
Included here is:

- your preferred language
- the number of days in advance you would like to receive alerts
- your default time zone
- the default types for your reports (both the home page & generated reports)

Emergency contacts

You can also add any emergency contacts to your file at any time. Click on Emergency contacts and you should see the following screen: (Figure 7)

Figure 7



Name	Relationship	Contact Number 1	Contact Number 2
Arnie Defrias		4164787777	
David	Spouse	4165555555	

2 items found, displaying all items.

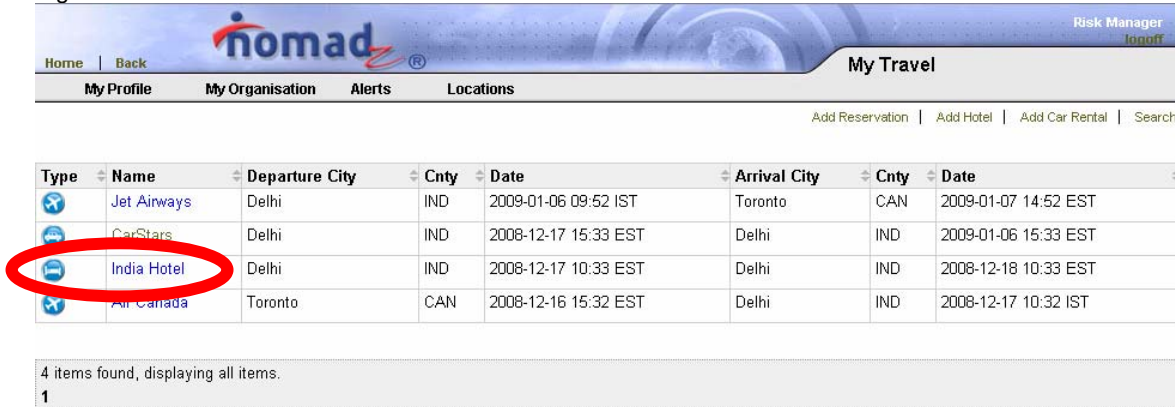
1





Click into any contact to edit it or click “Add an Emergency Contact” to add a new contact.

Reservations

At any time you can see your personal travel reservations by clicking on my Profile > Reservations. (Figure 8)

Figure 8



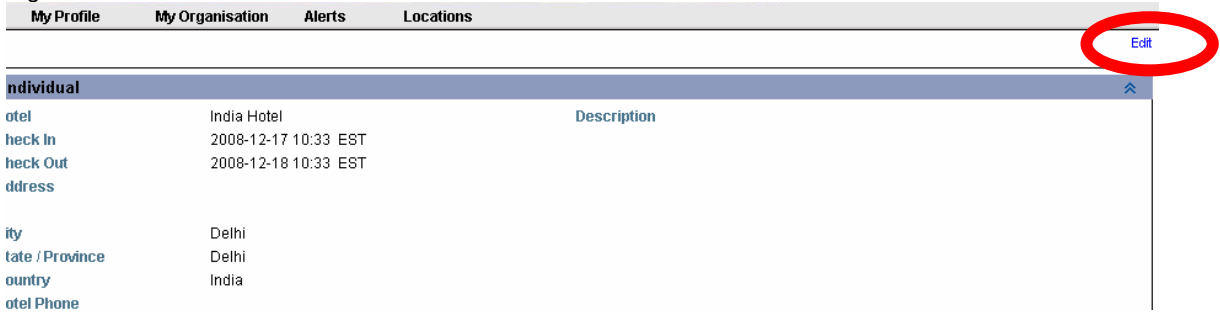
Type	Name	Departure City	Cnty	Date	Arrival City	Cnty	Date
	Jet Airways	Delhi	IND	2009-01-06 09:52 IST	Toronto	CAN	2009-01-07 14:52 EST
	CarStars	Delhi	IND	2008-12-17 15:33 EST	Delhi	IND	2009-01-06 15:33 EST
	India Hotel	Delhi	IND	2008-12-17 10:33 EST	Delhi	IND	2008-12-18 10:33 EST
	Air Canada	Toronto	CAN	2008-12-16 15:32 EST	Delhi	IND	2008-12-17 10:32 IST

4 items found, displaying all items.

1

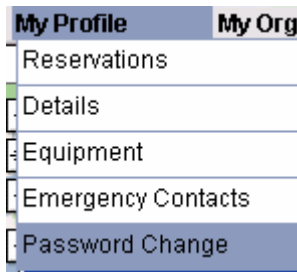
To edit or view details of a reservation, click on the button or hyperlink corresponding to the reservation, and select Edit once you have drilled into the detail of the reservation item and edit as necessary. (Figure 9)

Figure 9



Password

Also, at any time you can update your password by selecting password change.



You must type in your old password in order to change to a new one. As well you must verify the password change

The screenshot shows a password change form. At the top, there is a navigation bar with 'My Profile', 'My Organisation', 'Alerts', and 'Locations'. Below the navigation bar, there is a red text label: 'denotes a required field'. The form is titled 'Individual*' and contains the following fields:

Email	risk.manager@wtp.ca		
Salutation	Mr.	My password	<input type="text"/>
First Name	Risk	New password	<input type="text"/>
Middle Name		Confirm new password	<input type="text"/>
Last Name	Manager		

Note passwords must be at least 6 characters long and contain at least three of the following characteristics

- upper case letter
- lower case letter
- number
- symbol




My Organization



Under my organization, you are able to review the people within your organization (their equipment & reservations as well), run reports on various aspects of Nomadz®, review the equipment available in your organization, review and edit your organizations contact details, departments & divisions.

People

When clicking on people you should be presented with a list of BlackBerry® users within your organization.


You can see details about their Passwords , their Reservations  & their BlackBerry® Equipment  simply by clicking on the appropriate logo.



Resv	Equip	Last name	First name	Department	Email	Cell Number	Pwd
		Admin	Administrator		admin@wtp.ca		
		DeFrias	Amia	IT	amia.defrias@wtp.ca	416-778-4470	

[Add a Person](#) | [Search](#)

At anytime you can manually add a new person. Simply click on “Add Person” at the top right of your screen.

When you first click Add a new person, some sections will be collapsed. To expand these sections, click on the arrows () to see the remaining information. Fill in as much information as available, including all mandatory fields and hit save. Once complete, this new person will be in your grid view for your

organization



* denotes a required field

Individual*

Email*	<input type="text"/>	Status	<input type="text" value="Active"/>
Salutation	<input type="text" value="Mr."/>	User Group	<input type="text" value="Traveller"/>
First Name*	<input type="text"/>	Division	<input type="text"/>
Middle Name	<input type="text"/>	Department	<input type="text"/>
Last Name*	<input type="text"/>		
Gender	<input type="text" value="Male"/>		
Date of Birth	<input type="text" value="1970-01-01"/>		

Contact*

Cell Number	<input type="text"/>	Business:	
Home:		Address	<input type="text"/>
Address	<input type="text"/>		<input type="text"/>
	<input type="text"/>	City*	<input type="text"/>
City*	<input type="text"/>	State / Province	<input type="text"/>
State / Province	<input type="text"/>		<input type="text"/>

You are also able to review the equipment available within your organization for administration purposes.

PIN	Cell number	Model	IMEI
206E1794	(416) 278-4470	8310	358263010365353

To review the details of any equipment, click on the PIN hyperlink to see who has the particular BlackBerry®.

Equipment

When you click on Equipment

You are presented with a listing of all equipment available within the organization. You can search for existing equipment or add new equipment in for new users,

PIN	Cell number	Model	IMEI
2090A2A8	(416) 278-4470	8310	358263010365353
20594831	(416) 356-3500	8800	354672010161030
203F46AB	(647) 290-7990	8700	357648000325618
203F4F34	(647) 202-4403	8700	357648000342209
2061B089	(647) 202-4350	8300	123456789012345678
204FC7AA	(416) 671-6714	8100	352127011939175
2074BFA0	(647) 202-4407	8820	354672010752184
2058DFC9	(416) 278-0144	8800	354672010037404
2040AC43	(416) 669-9378	8700	10291001678443
3016BE1D	(416) 992-4839	8703e	2
2049DAD2	(416) 301-7700	7130	359886000605054
206DEA6	4165770453	8310	358263010365353
2066DEA6	4165770453	8310	358263010365353
205AC1C	4163334545	8220	8220
24A5ECDB	4165770453	8900	359485022155394

15 items found, displaying all items.

1

When selecting a piece of equipment, you are taken into the profile of that equipment. From here you can edit the equipment or assign the equipment to a user.

Equipment

PIN	2090A2A8
IMEI	358263010365353
Cell number	(416) 278-4470
Model	8310

History

Begin	End	Assigned to	Email
2009-01-19		DeFrias, Arnie	arnie.defrias@wtp.ca
2009-01-19	2009-01-19	Bell, Heather	heather.bell@wtp.ca
2007-06-01	2009-01-19	DeFrias, Arnie	

Other Features

As a risk manager you also have access to view & edit other information such as departments, divisions & basic company details. These are all accessible through the My Organization menu.

- My Organisation
- Alerts
- People
- Reports
- Equipment
- Details
- Department
- Division

Individual

Name	World Travel Protection Canada Inc.
Address	400 University Avenue Suite 1500
City	Toronto
State / Province	Ontario
Country	Canada
Zip / Postal Code	M5G 1S7
Phone 1	(416) 977-3565
Phone 2	
Fax	(416) 205-4676

Department
IT
Accounting
Marketing
Operations
Administration
Customer Service
Assistance
Not Assistance
Sales & Marketing
Security

Division
Eastern
Western
Farm products
Adjuvantz
Travel
Administration
New Division - I can edit
edited division
Asia Pacific
Security

Reports

There is also a reporting feature for a Risk Manager on the Nomadz site. Through the My Organization menu, select reports to see the basic reports that are available to you.

You can expand and contract the sections by clicking on the arrows.

On all reports, you can always limit the results to a specific subset of data. As well, on most reports you have the option of displaying your results in a list format or directly on a map.

Once you have made your selections, hit the GO button and your result set will appear.

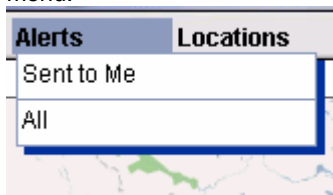
The default reports available are:

Group	Title	Description
Alert	General Alert information	Listing of all Nomadz® alerts
Alert	Alerts received by your people	Alerts that people within your organization have received.
People	People within your organization who have received alerts	Listing of all people who have received alerts

People	People and their Equipment	Listing of all people within Organization and what equipment they have.
People	Where are my people going?	Listing of all people with the organization and their reservations details.
People	Where are my people?	Listing of all people and where they are currently based on GPS location.
People	Single Person location over a period	Listing of a person's locations over time
People	People with Assistance Cases	Listing of a people who have assistance cases
Reservation	All Reservations	Listing of the reservations for your organization
Reservation	Reservations where an alert is present	Listing of the reservations for an organization where there is an active alert for the departure or arrival city
Country & City Information	General city information	Information on various cities around the world
Country & City Information	General country information	Information on the countries around the world
Country & City Information	Cities with Alerts	Listing of all cities with active alerts
Country & City Information	Cities with Reservations	Listing of the cities where people are going.
Equipment	Users with BBs	Listing of the users with their BlackBerry® information.
Equipment	Users by BES	Listing of the users with their BlackBerry® information by BlackBerry® server

Alerts

At any time a user can review the alerts sent to themselves or the organization by clicking on the alerts menu.



The ALL selection brings forward all alerts available. Users can search for alerts for specific area or just view the most recent alerts.

nomad® Alerts Logout

Home | Back

My Profile My Organisation Alerts Locations

Search

Type	Level	Source	Subject	Effective	Expiry
Health	Medium	Press	Listeriosis Advisory in Santiago	2009-11-06	2010-11-26
Security	High	ASI	Bombs found in South-central Belfast	2008-12-03	2008-12-31
Security	High	ASI	Chavez to launch political campaign	2008-12-03	2008-12-31
Security	High	Press	Shining Path Attack Police	2008-11-28	2008-12-19
Health	Medium	Press	Shellfish Ban	2008-11-28	2008-12-28
Security	High	ASI	Violent Crime Advisory	2008-11-28	2009-01-27

Clicking search brings up a search box where you can limit your query.

Level	Source	Subject	Expiry
Medium	Press	Listeriosis Advisory in Santiago	2009-11-
High	ASI	Bombs found in South-central Belfast	2008-12-
High			12-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Low			11-
High			11-
Low			11-
High			11-
Low			10-

Limit Event search to:

Type

Level

Source

Subject

SEARCH

Cancel

displaying 1
[Next/Last]

Country City Information Searching

To view country and city information for your travel destination, simply go to Locations, choose Country or City to find specific information.

Locations

- Country
- City

Countries - When you select Country, a listing of the countries appear. You can drill into to any of these to find out more detailed information about a country.

Country

Code	ARE	Background
Name	United Arab Emirates	Threat Level: Medium - Visitors are exposed to a medium degree of risk of physical harm. Violent acts do occur, and visitors should practice standard security precautions as they would in any large U.S. destination.
Continent	Asia	
Region	Asia	
Citizenship	Emirati	
Telephone Country Code	971	Background: Established on 2 December 1971, the United Arab Emirates (UAE) is a federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Qaiwan, Ras Al Khaimah and Fujairah. Bordered to the north by the Persian Gulf, to the east by the Gulf of Oman and Sultanate of Oman, to the south by the Sultanate of Oman and Saudi Arabia, and to the west by Qatar and Saudi Arabia, the UAE is largely a hot dry desert with a portion of the Jabal al Akhtar Mountains in the east. Shaikh Zayed bin Sultan Al Nahyan was the first President of the UAE until his death on 2 November 2004. His son Shaikh Khalifa Bin Zayed Al Nahyan was elected President on 4 November. Sheikh Maktoum bin Rashid Al Maktoum was Prime Minister and Ruler of Dubai until
Population	4104695	
Currency Code	AED	
Currency Description	Emirati dirham	
Climate	desert, cooler in eastern mountains	
ISO2 Code	AE	

Search

You can also page through or search for a specific country, by hitting the search link,

AFG	Asia	Asia	29928987
-----	------	------	----------

Limit Country search to:

Country

5, 6, 7, 8 [Next/Last]

Home | Back **nomad**® Country logoff

My Profile My Organisation Alerts Locations Search

Name	Code	Continent	Region	Population	Currency Code
Spain	ESP	Europe	Europe	40341462	EUR

One item found.

1

When looking at cities, you must limit your search at the beginning of your query.

Locations
Country
City

Limit Cities search to:

City

State / Province

Country

City	State / Province	Country	Airport Code
Dundee	United Kingdom	United Kingdom	DND
Edinburgh	United Kingdom	United Kingdom	EDI
Exeter	United Kingdom	United Kingdom	EXT
Glasgow	United Kingdom	United Kingdom	GLA
Inverness	United Kingdom	United Kingdom	INV
Islay	United Kingdom	United Kingdom	ILY
Isles of Scilly	United Kingdom	United Kingdom	ISC

All search results will be limited to the first 250 results.

Traveler Portal

To access the site, log onto the url <http://www.omniscout.com:9080/nomadz/login>. You will receive your password from your Nomadz® Client Administrator. On your first login (Figure 1), you will be prompted to reset your password.

Figure 1



Use the top bar to navigate through the website (Figure 2).

Figure 2



When you log into Nomadz®, you are immediately presented with an interactive map that shows all your active reservations for you.

In addition to this main report you can also do a number of other things on the Nomadz® site Including:

- reviewing your personal profile & Nomadz® information
- Search for alerts
- Search for both city & country general & risk information.

Some of the symbols on the site that you may encounter along the way:

-  Reservations
-  Password
-  Car Rentals
-  Hotels
-  Alert - Low risk level
-  Alert - Medium risk level
-  Alert - High risk level
-  Flights

my Profile

To ensure the personal information provided by your administrator has been entered correctly and completely, please navigate to my Profile and make any changes necessary (Figure 3).

Figure 3



Home | Back Risk Manager [logoff](#)

Display Person

My Profile | My Organisation | Alerts | Locations [Edit](#)

- Reservations
- Details
- Equipment
- Emergency Contacts
- Password Change

Email	risk.manager@wtp.ca	Status	Active
Salutation	Mr.	User Group	Risk Admin
First Name	Risk	Division	Administration
Middle Name		Department	Security
Last Name	Manager		
Gender	M		
Date of Birth	1970-01-12		

Contact ▼

From this menu you can access your personal details (including name & address), your emergency contacts, your equipment, make changes to travel reservations & change your password

Details

To edit your personal information click on EDIT while in the Details section of your profile (Figure 4)

Figure 4



Home | Back Risk Manager [logoff](#)

Display Person

My Profile | My Organisation | Alerts | Locations [Edit](#)

- Reservations
- Details
- Equipment
- Emergency Contacts
- Password Change

Email	risk.manager@wtp.ca	Status	Active
Salutation	Mr.	User Group	Risk Admin
First Name	Risk	Division	Administration
Middle Name		Department	Security
Last Name	Manager		
Gender	M		
Date of Birth	1970-01-12		

Contact ▼


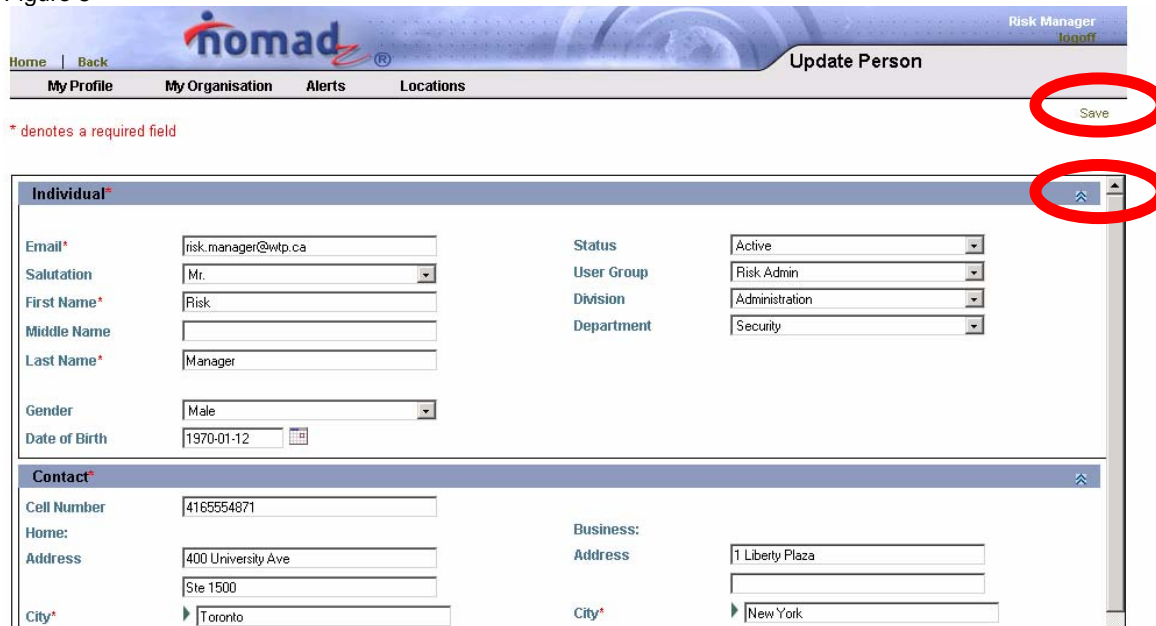
To expand the sections, click on the arrows () to see and edit the remaining information. (Figure 5)

Figure 5



Home | Back **nomad** Risk Manager **Logout**
Update Person
 My Profile My Organisation Alerts Locations **Save**

* denotes a required field

Individual*

Email* risk.manager@wtp.ca Status Active
 Salutation Mr. User Group Risk Admin
 First Name* Risk Division Administration
 Middle Name Department Security
 Last Name* Manager
 Gender Male
 Date of Birth 1970-01-12

Contact*

Cell Number 4165554871 Business: 1 Liberty Plaza
 Home: Address
 Address 400 University Ave Ste 1500
 City* Toronto City* New York

When complete click Save.

Under your profile there are also some preferences that you can alter as well (Figure 6)

Figure 6

Preferences			
Preferred Language	English	Timezone	EST
Days Advance for Alerts	30	Map Type	Map
		Report Type	Map

Included here is:

- your preferred language
- the number of days in advance you would like to receive alerts
- your default time zone
- the default types for your reports (both the home page & generated reports)

Emergency contacts

You can also add any emergency contacts to your file at any time. Click on Emergency contacts and you should see the following screen (Figure 7)

Figure 7

Emergency Contacts for: [Add an Emergency Contact](#) | [Search](#)

Name	Relationship	Contact Number 1	Contact Number 2
Arnie Defrias		4164787777	
David	Spouse	4165555555	

2 items found, displaying all items.
1

Click into any contact to edit it or click “Add an Emergency Contact” to add a new contact.

Reservations

At any time you can see your personal travel reservations by clicking on my Profile > Reservations. (Figure 8)

Figure 8

[Add Reservation](#) | [Add Hotel](#) | [Add Car Rental](#) | [Search](#)

Type	Name	Departure City	Cnty	Date	Arrival City	Cnty	Date
	Jet Airways	Delhi	IND	2009-01-06 09:52 IST	Toronto	CAN	2009-01-07 14:52 EST
	CarStars	Delhi	IND	2008-12-17 15:33 EST	Delhi	IND	2009-01-06 15:33 EST
	India Hotel	Delhi	IND	2008-12-17 10:33 EST	Delhi	IND	2008-12-18 10:33 EST
	Air Canada	Toronto	CAN	2008-12-16 15:32 EST	Delhi	IND	2008-12-17 10:32 IST

4 items found, displaying all items.
1

To edit or view details of a reservation, click on the button or hyperlink corresponding to the reservation. And select Edit once you have drilled into the detail of the reservation item and edit as necessary. (Figure 9)

Figure 9

[Edit](#)

Individual

otel	Description
India Hotel	
heck In	2008-12-17 10:33 EST
heck Out	2008-12-18 10:33 EST
ddress	
ity	Delhi
ate / Province	Delhi
ountry	India
otel Phone	

Password

Also, at any time you can update your password by selecting password change.



You must type in your old password in order to change to a new one. As well you must verify the password change



denotes a required field

Individual*			
Email	risk.manager@wtp.ca		
Salutation	Mr.	My password	<input type="text"/>
First Name	Risk	New password	<input type="text"/>
Middle Name		Confirm new password	<input type="text"/>
Last Name	Manager		

Note passwords must be at least 6 characters long and contain at least three of the following characteristics

- upper case letter
- lower case letter
- number
- symbol

Alerts

At any time a user can review the alerts sent to themselves or any user by clicking on the alerts menu.



The ALL selection brings forward all alerts available. Users can search for alerts for a specific area or simply view the most recent alerts.

nomad® Logout

Home | Back Alerts

My Profile My Organisation Alerts Locations

Search

Type	Level	Source	Subject	Effective	Expiry
Health	Medium	Press	Listeriosis Advisory in Santiago	2009-11-06	2010-11-26
Security	High	ASI	Bombs found in South-central Belfast	2008-12-03	2008-12-31
Security	High	ASI	Chavez to launch political campaign	2008-12-03	2008-12-31
Security	High	Press	Shining Path Attack Police	2008-11-28	2008-12-19
Health	Medium	Press	Shellfish Ban	2008-11-28	2008-12-28
Security	High	ASI	Violent Crime Advisory	2008-11-28	2009-01-27

Clicking search brings up a search box where you can limit your query.

Level	Source	Subject	Expiry
Medium	Press	Listeriosis Advisory in Santiago	2009-11-
High	ASI	Bombs found in South-central Belfast	2008-12-
High			12-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Medium			11-
High			11-
Low			11-
High			11-
Low			11-
High			11-
Low			10-

Limit Event search to:

Type

Level

Source

Subject

displaying 1
[Next/Last]

Country City Information Searching

To view country and city information for your travel destination, simply go to Locations, choose Country or City to find specific information.

Locations

- Country
- City

Countries - When you select Country, a listing of the countries appear. You can drill into to any of these to find out more detailed information about a country.

Country

Code	ARE	Background
Name	United Arab Emirates	Threat Level: Medium - Visitors are exposed to a medium degree of risk of physical harm. Violent acts do occur, and visitors should practice standard security precautions as they would in any large U.S. destination.
Continent	Asia	
Region	Asia	
Citizenship	Emirati	
Telephone Country Code	971	Background: Established on 2 December 1971, the United Arab Emirates (UAE) is a federation of seven emirates: Abu Dhabi, Dubai, Sharjah, Ajman, Umm Al Qaiwan, Ras Al Khaimah and Fujairah. Bordered to the north by the Persian Gulf, to the east by the Gulf of Oman and Sultanate of Oman, to the south by the Sultanate of Oman and Saudi Arabia, and to the west by Qatar and Saudi Arabia, the UAE is largely a hot dry desert with a portion of the Jabal al Akhtar Mountains in the east. Shaikh Zayed bin Sultan Al Nahyan was the first President of the UAE until his death on 2 November 2004. His son Shaikh Khalifa Bin Zayed Al Nahyan was elected President on 4 November. Sheikh Maktoum bin Rashid Al Maktoum was Prime Minister and Ruler of Dubai until
Population	4104695	
Currency Code	AED	
Currency Description	Emirati dirham	
Climate	desert, cooler in eastern mountains	
ISO2 Code	AE	

Search

You can also page through or search for a specific country by hitting the search link,

AFG	Asia	Asia	29928987
-----	------	------	----------

Limit Country search to:

Country

5, 6, 7, 8 [Next/Last]

Home | Back **nomad**® Country logoff

My Profile My Organisation Alerts Locations Search

Name	Code	Continent	Region	Population	Currency Code
Spain	ESP	Europe	Europe	40341462	EUR

One item found.

1

Cities - When looking at cities, you must limit your search at the beginning of your query.

Locations
Country
City

Limit Cities search to:

City

State / Province

Country

City	State / Province	Country	Airport Code
Dundee	United Kingdom	United Kingdom	DND
Edinburgh	United Kingdom	United Kingdom	EDI
Exeter	United Kingdom	United Kingdom	EXT
Glasgow	United Kingdom	United Kingdom	GLA
Inverness	United Kingdom	United Kingdom	INV
Islay	United Kingdom	United Kingdom	ILY
Isles of Scilly	United Kingdom	United Kingdom	ISC

All search results will be limited to the first 250 results.