


# How To Save & Use Links Offline

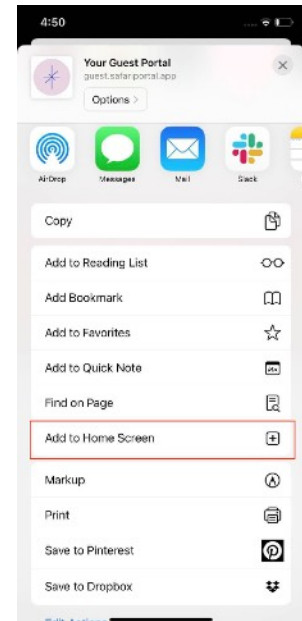
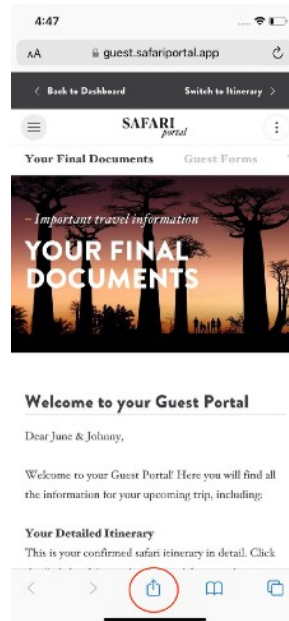
 Our platform offers a 'Save to Home Screen' functionality, which allows you to save your Guest Portal or Itinerary to the home screen of your mobile device, for easy reference later. It will look like an app on your home screen and can be accessed even when you are out of service or offline.

## Step by Step Instructions:

For iPhones (iOS) using Safari as your primary browser:

Tap the Share button from your Safari browser.

Then tap Add to Home Screen.



For Android devices using Chrome as your primary browser:

Tap the menu icon while in Chrome (the menu is the three dots in the upper right-hand corner), and then tap Add to Home Screen.

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For iPhones (iOS) using Chrome as your primary browser:

- Access, or download the Shortcuts App on your iOS device.
- Launch the Shortcuts App.
- To Create Chrome Bookmark to Home Screen, tap Create Shortcut.
- Select Add Action.
- Next, tap on Apps (should be the first icon in the row to appear).
- Choose the Chrome App.
- Tap Open URLs in Chrome.
- Now Paste the URL to create Chrome shortcut on iPhone Home Screen.
- Tap on the three-dots.
- Give Shortcut a Name and hit Add to Home Screen.
- You can also customize the Shortcut icon, to do so, tap on the Shortcut icon
- This will let you pick the Color and Glyph for the Chrome Shortcut.
- Tap Done, and again enter the Name for shortcut and tap Add

Please note:

You will need to let the page load fully before saving to your Home Screen, in order for it to 'cache', which is what makes it viewable offline.

If you would like to save a Guest Portal to your home screen, please open and view both the Itinerary and the Guest Portal from your Dashboard, in order to access both parts offline later.

We recommend downloading any PDFs attached to the Itinerary or Guest Portal to your device to be able to access them while you are offline.