

IAH I.D. Badging Appointment Scheduling

User Guide – for Authorized Signatories

- TimeTrade software is utilized to schedule new appointments only (Tue/Thu)
- Additional appointment types may be added for scheduling in the future
- Appointment availability, dates, and times subject to change
- Any questions, to include technical assistance, contact the badging office

Logging into TimeTrade

1. Open your internet browser and navigate to [http://\[company\].houstonairport.timetrade.com](http://[company].houstonairport.timetrade.com)
Note: your custom URL will be provided in a separate document



Welcome to the E-Badge Online Scheduling System!



Enter your username and password below.

Username

Password

Remember my username and password.
([What's this?](#))

If you forgot your password, [click here for password help.](#)

2. Enter Username and Password and click **Sign In**

Username

Password

[Sign In](#)

Note: your user/password will be provided in a separate document

3. Important tabs/menus:

Make Appointments | **Manage Appointments** | Badge Holders | Reports | My Account

Appointment Options | Sign Out

Choose appointment options

Location:

Appointment Type:

No badge holder selected [Select Badge Holder](#)

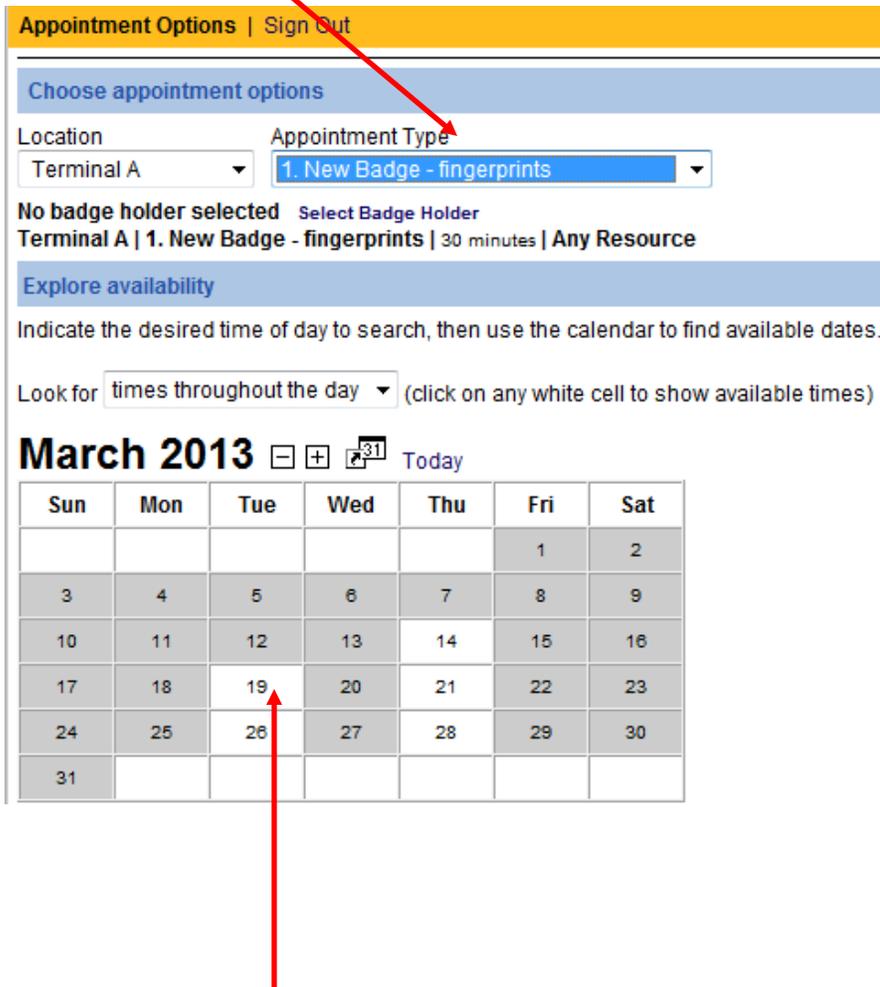
| All durations |

Click on any white cell to choose a date and start time for this appointment

Make Appointments	-Schedule new appointment -Set location/appointment type filter
Manage Appointments	-View/Change/Cancel existing appointments

Schedule an Appointment

1. From the **Make Appointments** tab, select *Appointment Type* “1. New Badge – fingerprints” (or “2. New Badge – no fingerprints required” if regulated airline)



Appointment Options | Sign Out

Choose appointment options

Location: Terminal A | Appointment Type: 1. New Badge - fingerprints

No badge holder selected | [Select Badge Holder](#)

Terminal A | 1. New Badge - fingerprints | 30 minutes | Any Resource

Explore availability

Indicate the desired time of day to search, then use the calendar to find available dates.

Look for: times throughout the day (click on any white cell to show available times)

March 2013 [-] [+] [31] Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2. Choose an available date for appointment

Note: Days greyed out are not available. Can only schedule appointments up to (2) weeks in advance. Can advance to the next month if needed by clicking the +/- buttons next to the month

3. Select any available appointment time

Appointment availability
Choose a time for this appointment, or check availability for another date.

Tuesday, March 19, 2013

6:45AM	Select
7:00AM	Select
7:15AM	Select
7:30AM	Select
7:45AM	Select
8:00AM	Select
8:15AM	Select
8:30AM	Select

Note: Only available times displayed. Schedule subject to change

4. Click **Add Badge Holder**

Appointment Options | Register | Sign Out

No badge holder selected
Terminal A | 1. New Badge - fingerprints | 30 minutes | Window #2
Tuesday, March 19, 2013 - 7:00AM

Search for badge holders where

First name

Middle Name

Last name or starts with **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ***

Date of birth Any Any Any

Employer

Add Badge Holder **Search** **Clear Search Fields**

Note: Since scheduling new appointments is the only option at this time, badge holder will not be loaded in the system

[Cancel](#) [Finish](#)

5. Complete required information and click **Finish**

Use this screen to enter or edit contact information for a badgeholder.
To decrease duplicate entries PLEASE enter the middle name or initial in the specified field and enter the birthdate correctly.

*First name
Middle Name
*Last name
*Date of birth
Email address
Email format
*Employer

* Required

6. Complete required checklist and appointment information and click **Next**

[Back](#) [Cancel Appointment Request](#) [Next](#)

The following additional information is requested from each badge holder when making an appointment for the selected appointment type.

* Did you review (2) approved forms of required I.D. for the applicant?
* Did you review and sign the latest version of the appropriate badge application?
* Did you inform applicant of appointment date/time and to arrive to the badging office at least 10 minutes early?
Do you have any additional comments?

* Required

Note: Required information subject to change

7. Review appointment details and click **Make Appointment**

[Back](#) [Cancel Appointment Request](#) [Make Appointment](#)

Test Testing
Terminal A | 1. New Badge - fingerprints | 30 minutes | Window #2 [Cancellation Policy](#)
Tuesday, March 19, 2013 - 7:00AM

[Review Appointment Details](#)

The details of your appointment request are shown below. Please review the details to ensure accuracy, and then click **Make Appointment** in the lower right-hand corner to confirm.

Appointment Details

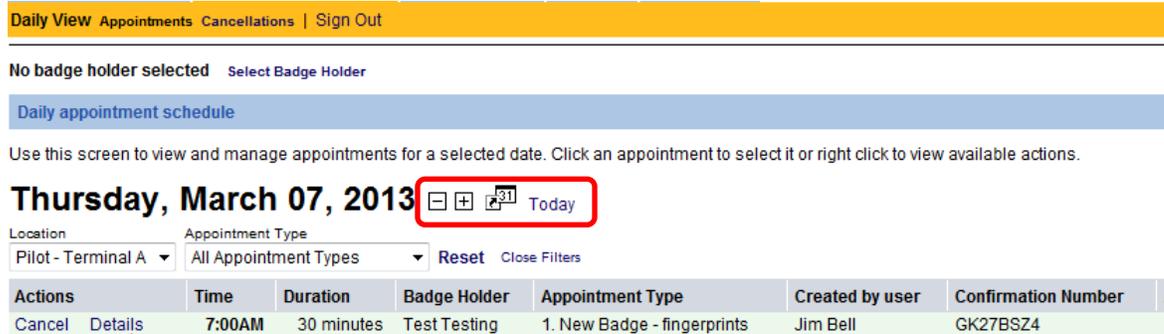
Badge Holder: Test Testing
Location: Terminal A
Appointment Type: 1. New Badge - fingerprints
Date: Tuesday, March 19, 2013 - 7:00AM
Duration: 30 minutes
Resource: Window #2

Note: email notifications are sent to both the sponsor and the applicant once appointment is scheduled; add noreply@houston.tx.gov to contacts to ensure not filtered as spam

View/Cancel Appointments

1. Click on the **Manage Appointments** tab, then select a date

Note: Use the +/- buttons or select the calendar icon to choose the date



Daily View Appointments Cancellations | Sign Out

No badge holder selected [Select Badge Holder](#)

Daily appointment schedule

Use this screen to view and manage appointments for a selected date. Click an appointment to select it or right click to view available actions.

Thursday, March 07, 2013    Today

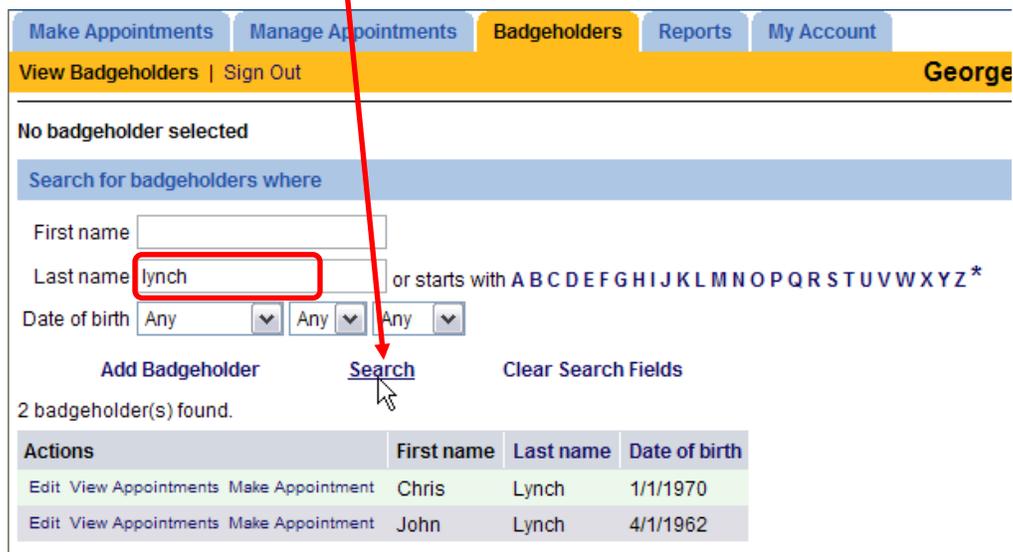
Location: Pilot - Terminal A Appointment Type: All Appointment Types [Reset](#) [Close Filters](#)

Actions	Time	Duration	Badge Holder	Appointment Type	Created by user	Confirmation Number
Cancel Details	7:00AM	30 minutes	Test Testing	1. New Badge - fingerprints	Jim Bell	GK27BSZ4

2. Appointments are displayed above; click **Cancel** or **Details** as desired

Note: email notifications are sent to both the sponsor and the applicant (if email address provided during scheduling) as a reminder (1) day prior to appointment. If appointment is cancelled, another email is sent

3. For an alternative method to finding appointments, click on the **Badgeholders** tab
4. Type in a name and click **search**



Make Appointments Manage Appointments **Badgeholders** Reports My Account

View Badgeholders | Sign Out George

No badgeholder selected

Search for badgeholders where

First name

Last name or starts with **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ***

Date of birth

[Add Badgeholder](#) [Search](#) [Clear Search Fields](#)

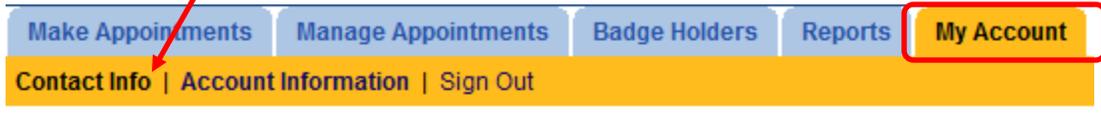
2 badgeholder(s) found.

Actions	First name	Last name	Date of birth
Edit View Appointments Make Appointment	Chris	Lynch	1/1/1970
Edit View Appointments Make Appointment	John	Lynch	4/1/1962

5. Select **View Appointments**; here you can view the details or cancel the appointment for this badge holder

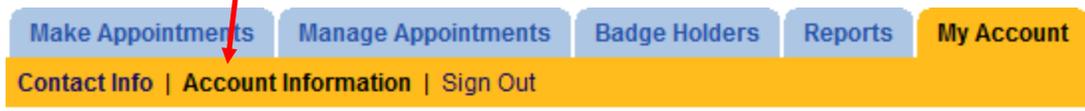
Managing Your Account

1. Select **My Account** tab
2. From the **Contact Info** section, change the name and email address of the primary contact for your employer



A screenshot of the 'Contact information for GCA Sponsor' form. The form has a blue header. Below the header are several input fields: a dropdown menu for 'Salutation' with 'Mr.' selected, a text box for 'First name' containing 'GCA', a text box for 'Last name' containing 'Sponsor', a text box for 'Job title', and a text box for 'Email address' containing 'noreply@houstontx.gov'. A red box highlights the 'First name', 'Last name', and 'Email address' fields. Below the email field is the text '(Please enter an existing email address.)'.

3. From the **Account Information** section, change the account password



A screenshot of the 'Account information for GCA Sponsor' form. The form has a blue header. Below the header, the text 'Username: gcasponsor' is displayed. There are two text boxes for passwords: '* Password' and '* Confirm Password'. Both boxes contain a series of black dots. A red box highlights these two password fields. To the right of the password fields is the text 'must be at least 6 characters)'. Below the password fields is the text '* Required'.

4. Select Save in the bottom right hand corner of the screen when complete

