HOW TO USE TRIPLLI · 1 OF 6

Flights

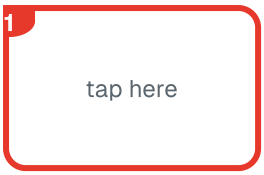
Adding a flight to a trip by hand, letting an assistant read the booking page, and keeping a fare in your catalogue.

1.1 Straight onto the trip, typed by hand

1.2 Let an assistant read the booking page

1.3 In the catalogue, as a rate you reuse

Screens from a live Triplli account, October 2026. Everything shown works the same on a phone.



A red box is a thing to tap. Where a screen needs several taps, the boxes are numbered in the order you do them, and the list beside the picture uses the same numbers.

The screenshots are taken on a laptop. On a phone the same screen stacks: the library of catalogue items that sits on the left of a laptop opens as a sheet when you tap Add on the trip, and the price panel sits at the foot of the screen.

Ticket	One enquiry, from the first message to the last payment. It is born when you type a customer's name and it never turns into anything else. Every document carries its number.
Catalogue	Your own list of hotels, days, transfers, flights and anything else you sell, each with your cost. It is what a trip is built from, and it fills itself as you work.
Template	A trip with no prices: days and the items on them. Imported into a ticket, it brings the days and takes today's rate for each item from your catalogue.

SECTION 1

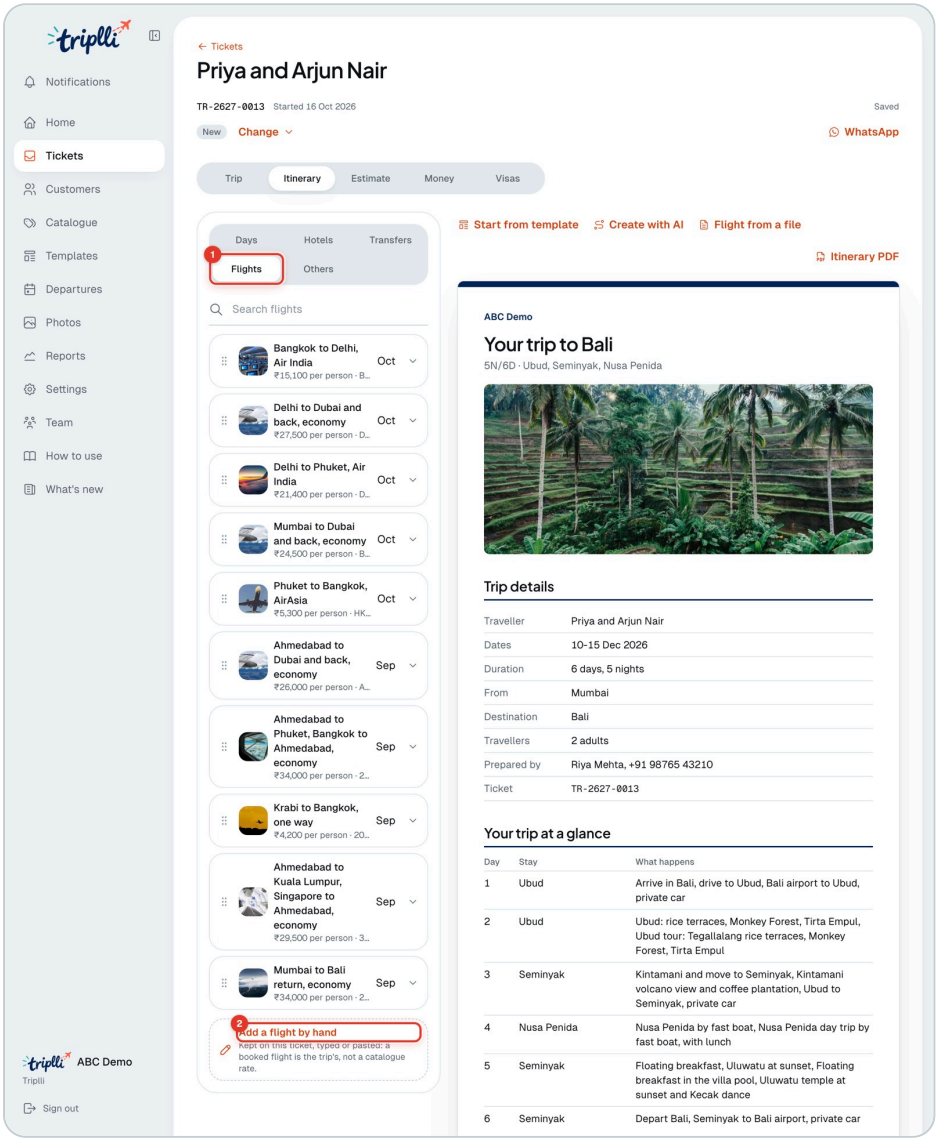
Flights

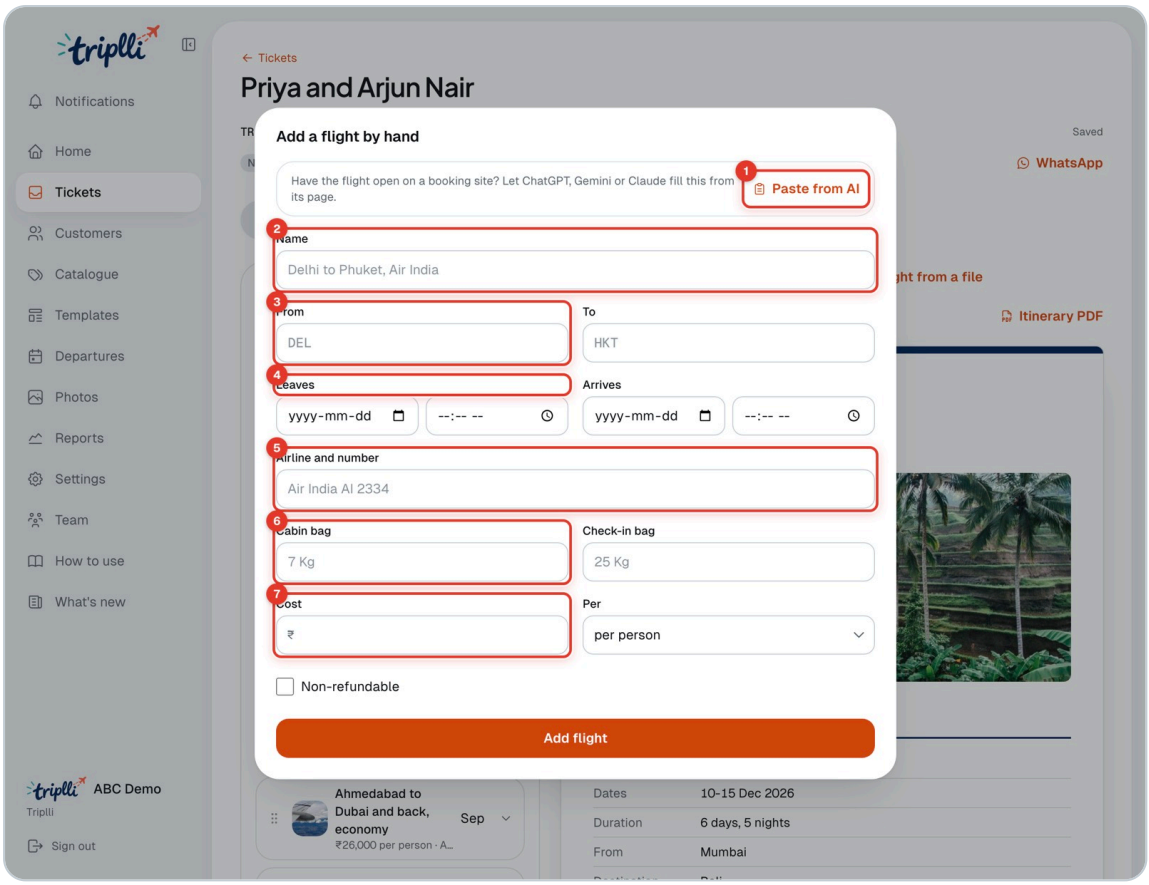
A flight can go straight onto a trip, or sit in your catalogue as a rate you reuse. Both ways are below, with the assistant doing the typing in the third.

1.1 Straight onto the trip, typed by hand

Open the ticket, go to the **Itinerary** or the **Estimate** tab, and look at the library on the left. It has a tab per kind of thing.

1. Tap **Flights** in the library. Flights already in your catalogue are listed here: drag one onto the trip, or open it and tap Add to trip.
2. For a flight you have just booked, tap **Add a flight by hand**, at the foot of the list. It opens the form below.



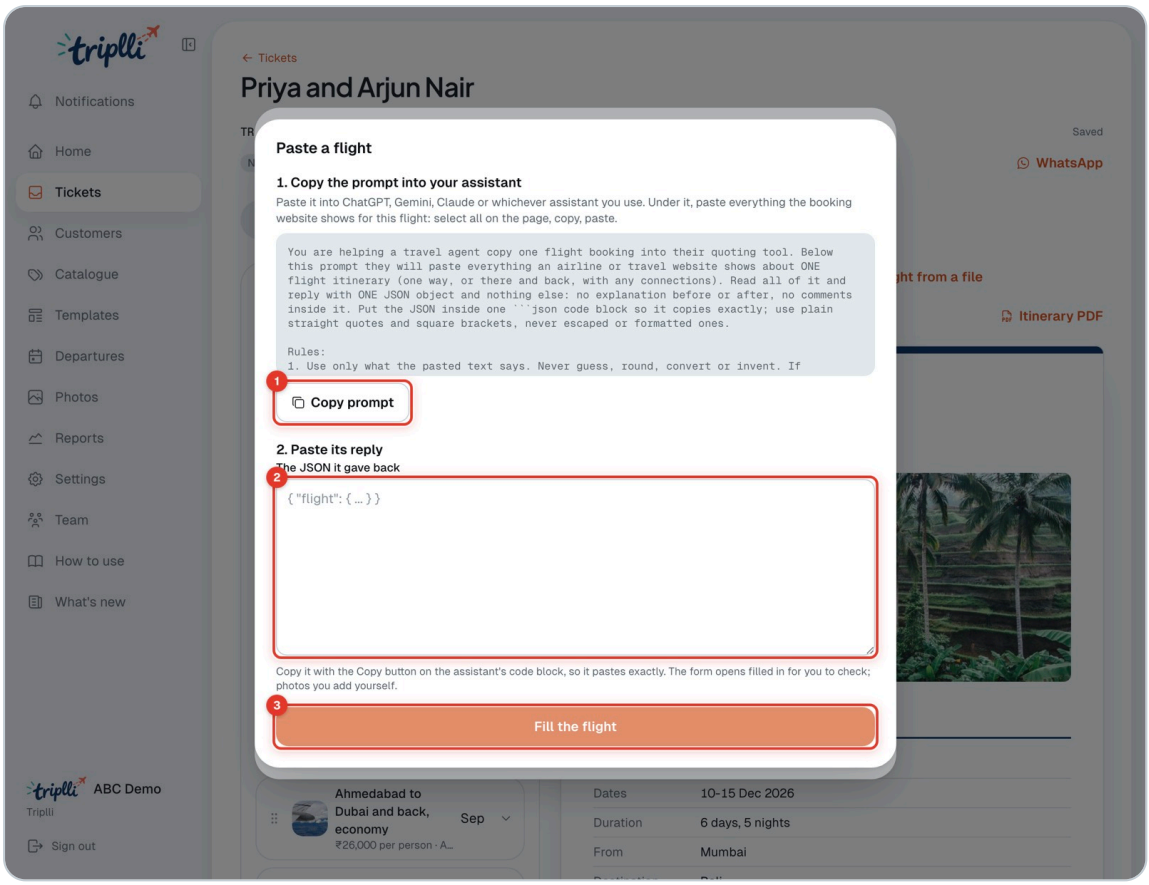


1. **Paste from AI** fills this form from a booking page. Section 1.2 walks it.
2. **Name** is what the customer reads on the document, like Mumbai to Bali and back, Singapore Airlines.
3. **From** and **To** take the airport as you write it, DEL or Delhi (DEL).
4. **Leaves** and **Arrives** take a date and a time each. The hours in the air and the wait at a connection are worked out from them, so you never type a duration.
5. **Airline and number**, as the ticket shows it.
6. **Cabin bag** and **Check-in bag**, as the fare carries them. Both print on the flight block.
7. **Cost** is what you pay, per person or for the whole booking. It is never printed for the customer. Your markup is typed later, on the estimate.
8. **Add flight** puts it on this ticket.

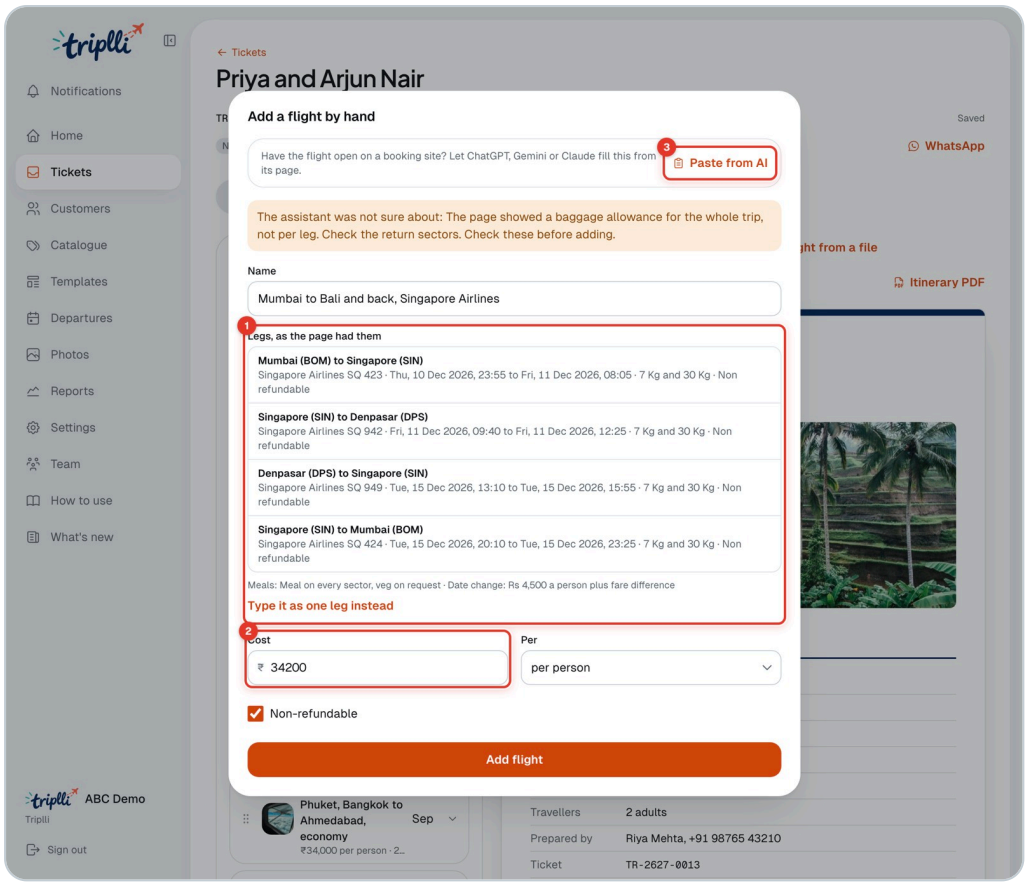
A flight stays on its ticket. Unlike a hotel or a day, a flight added here is not saved into your catalogue: a booked flight belongs to that trip, not to a rate list. To keep a fare you quote often, add it in the catalogue instead (1.3).

1.2 Let an assistant read the booking page `Standard and Pro`

Triplli does not call any assistant itself, and it never prices anything for you. You copy a prompt into whichever assistant you use, paste the airline's page under it, and paste the reply back.



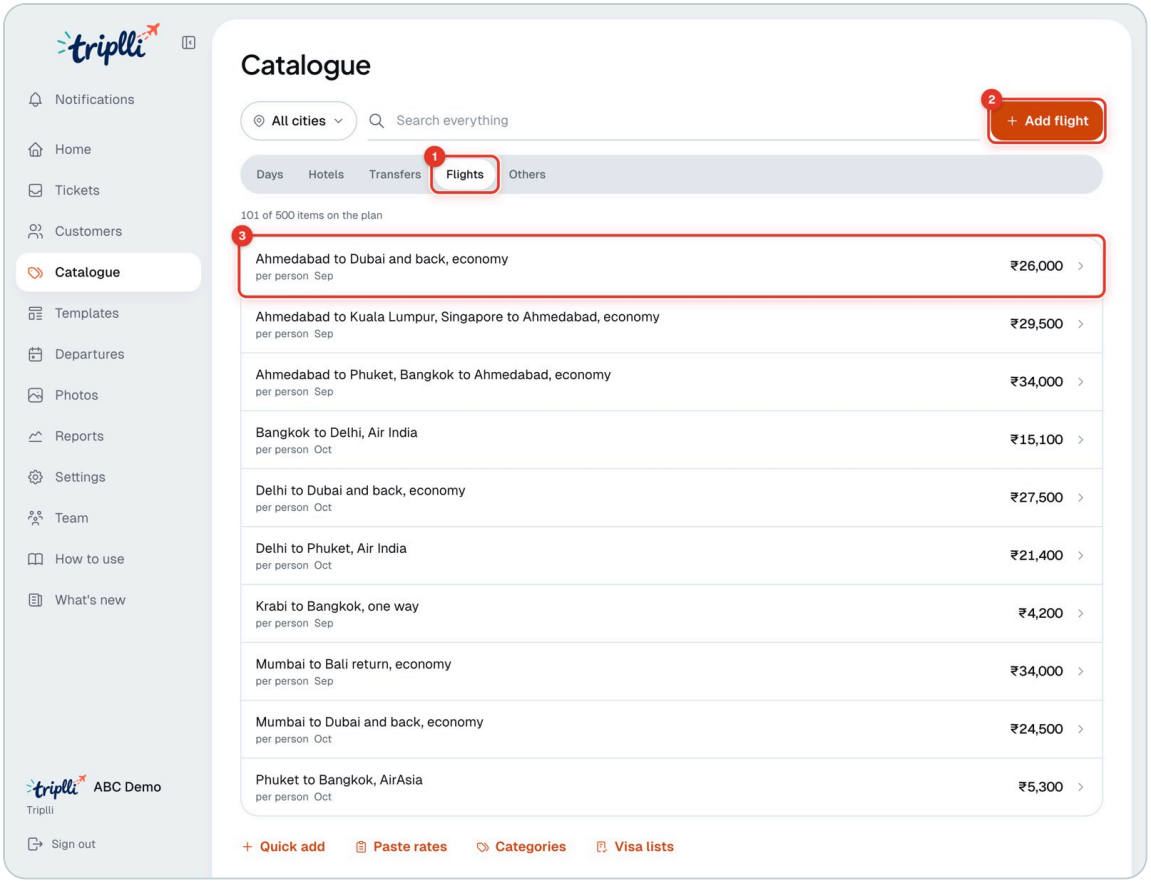
1. **Copy prompt**, then paste it into ChatGPT, Gemini or Claude. Under it, select everything on the airline's page, copy, and paste that too.
2. The assistant replies with a block of JSON. Copy it with the copy button on its code block and paste it in **The JSON it gave back**.
3. **Fill the flight** opens the form with everything it read, for you to check.



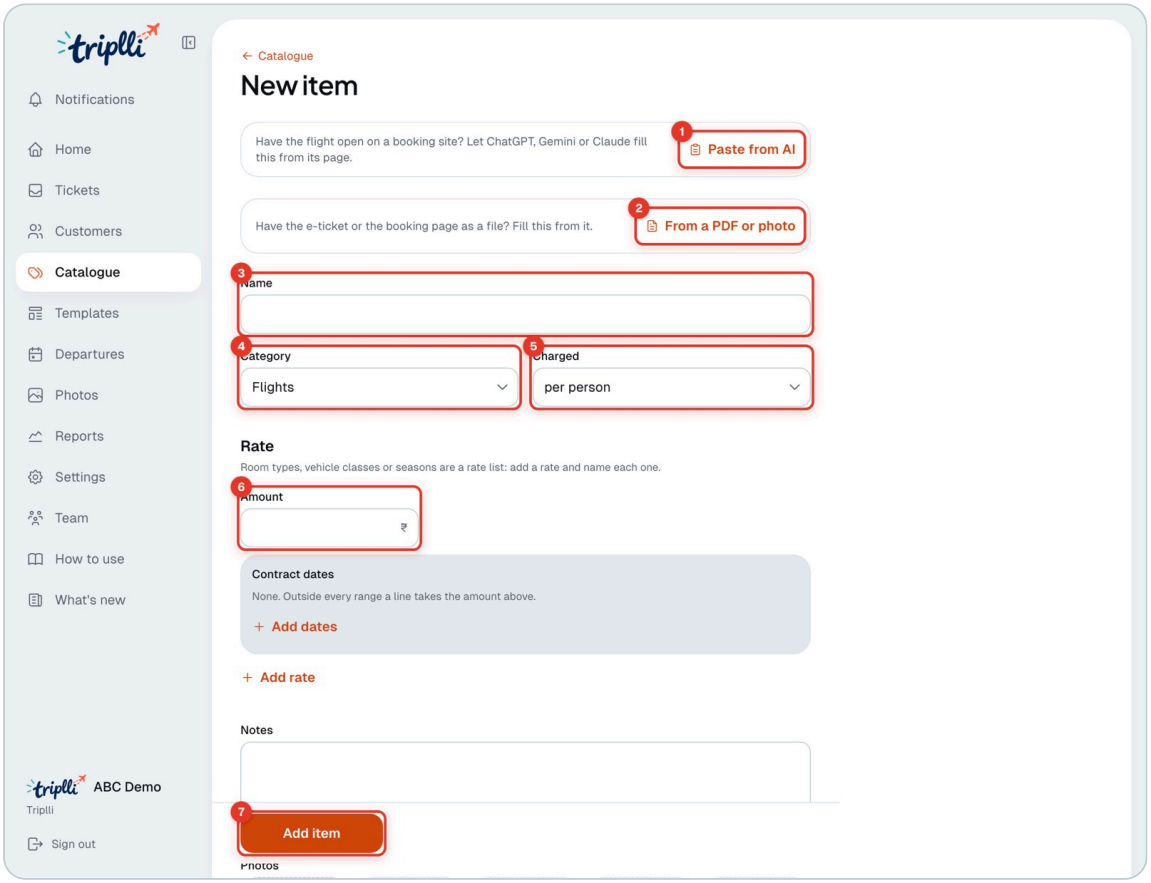
1. **Legs, as the page had them**: every sector in order, with its times, baggage and connection. Type it as one leg instead if you would rather simplify it.
2. Check the **Cost**. A price the page showed in another currency is left blank on purpose, for you to type.
3. **Add flight** when it reads right. Nothing is added until you tap it.

If the assistant was unsure about anything, Triplli prints what it was unsure about in an orange line above the form. Read that line before you add the flight.

1.3 In the catalogue, as a rate you reuse



1. Open **Catalogue** and tap **Flights**.
2. **Add item** opens an empty flight.
3. An existing one opens for editing: change the rate and every later ticket takes the new one.



1. **Paste from AI**, the same as 1.2.
2. **From a PDF or photo** reads an e-ticket, a boarding pass or a screenshot on your own device, and fills the form from it. Nothing is uploaded.
3. **Name** as the customer reads it.
4. **Category** decides what kind of thing this is and how it prints. Flights is a category you can rename or add to.
5. **Charged** is the unit, usually per person.
6. **Amount** is your cost. Add more rates for other classes, and give a rate contract dates if seasonal rates are on.
7. **Add item** saves it. It now appears in the Flights tab of the library on every ticket.