HOW TO USE TRIPLLI · 2 OF 6

Hotels

Adding a hotel with its room types, on a ticket or in the catalogue, and changing the room or swapping the hotel later.

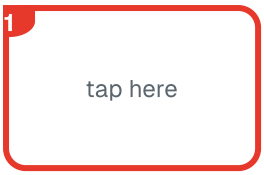
2.1 Straight onto the trip

2.2 Let an assistant read the hotel page

2.3 In the catalogue

2.4 Changing the room, or swapping the hotel on a ticket

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.

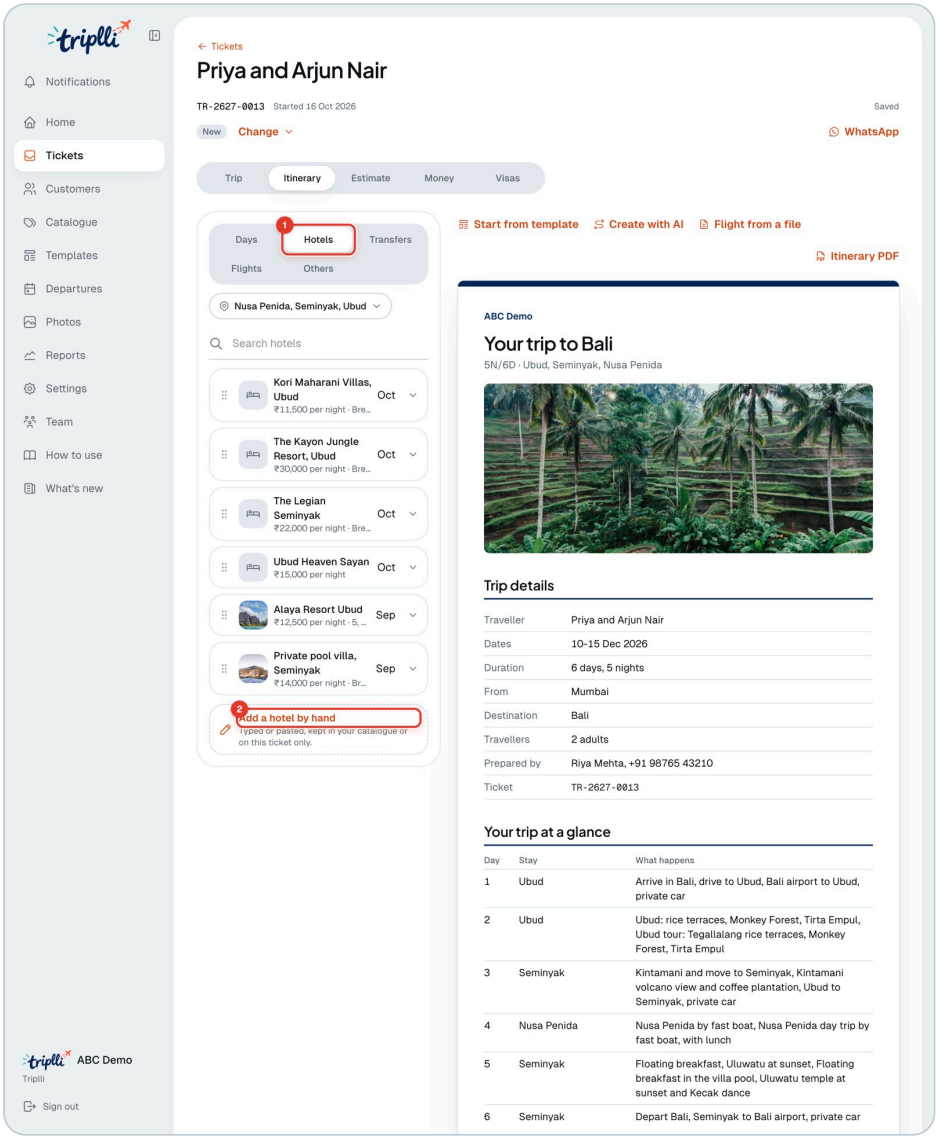
SECTION 2

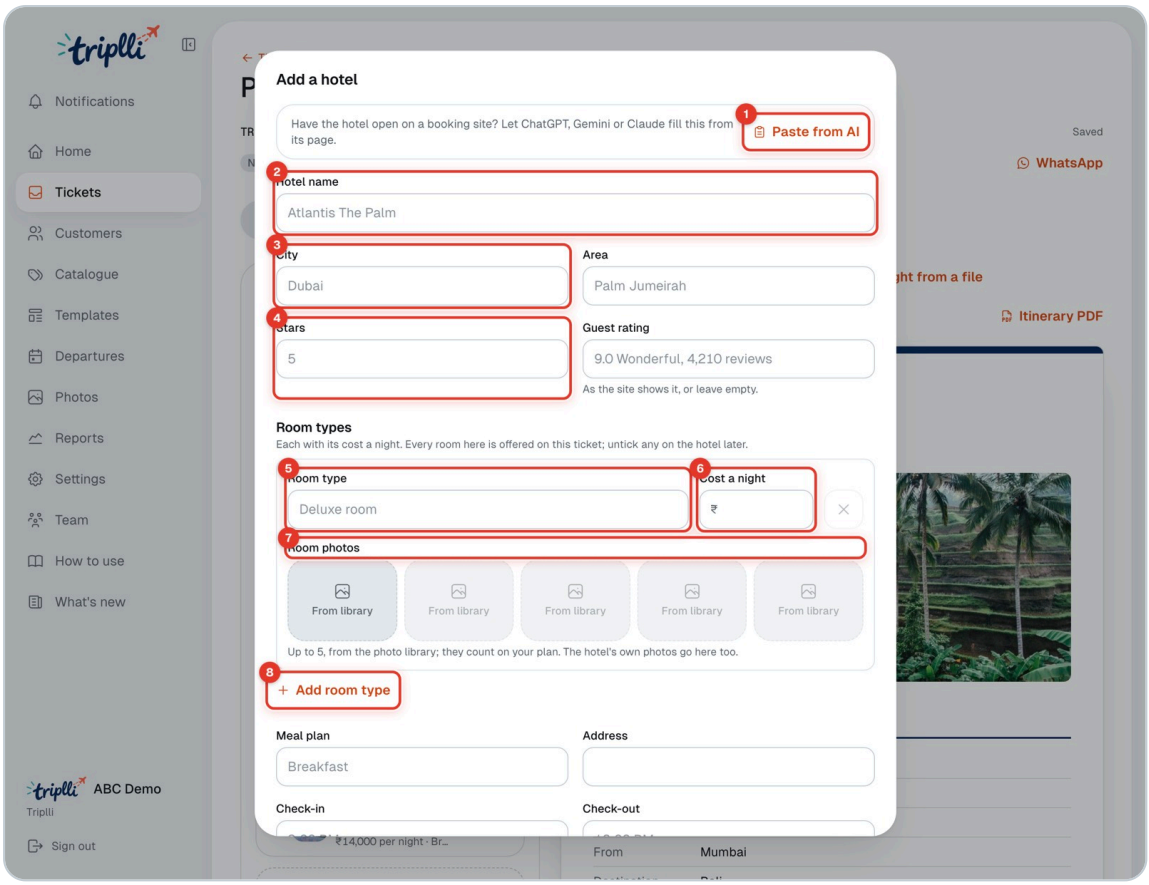
Hotels

A hotel is one item with a rate per room type. The same form appears whether you add it on a ticket or in the catalogue.

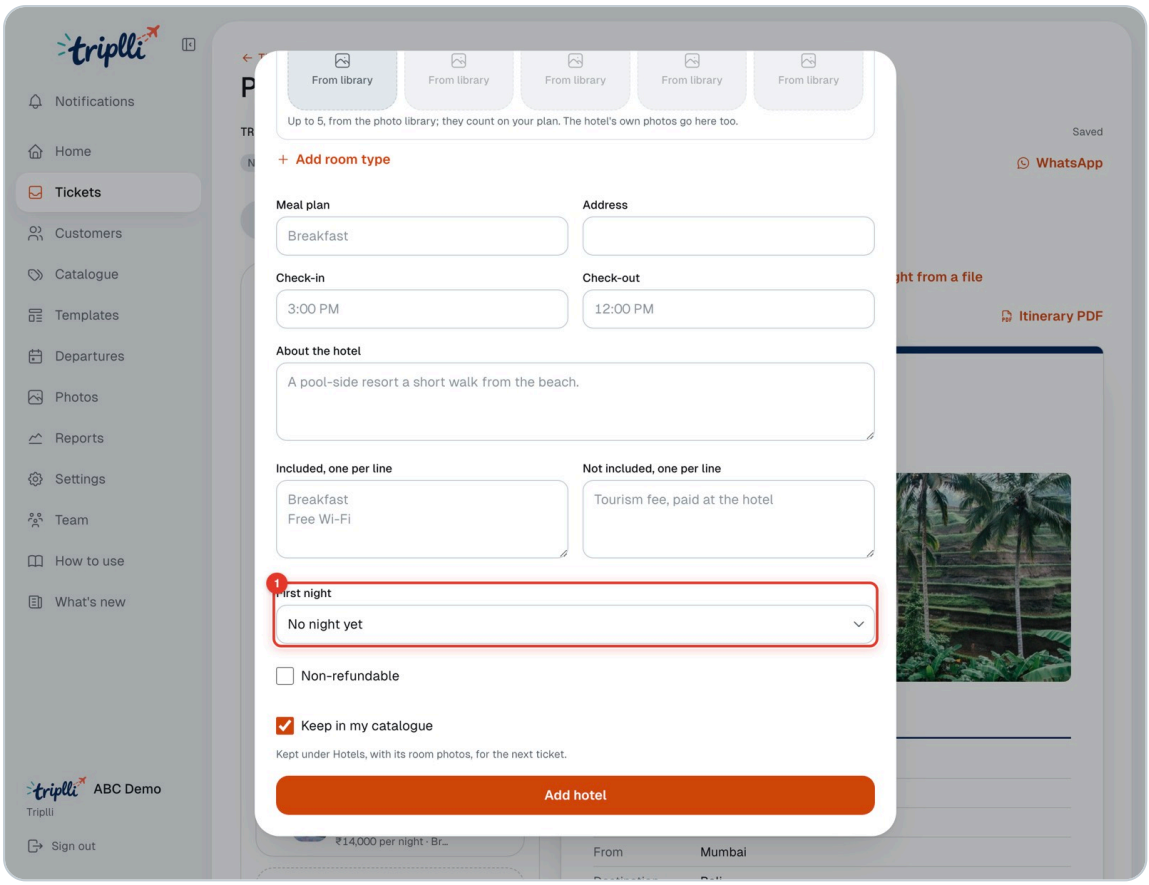
2.1 Straight onto the trip

1. On the ticket's **Itinerary** or **Estimate** tab, tap **Hotels** in the library. Your catalogue's hotels are listed, the cities this trip visits first; drag one onto a night, or open it and tap Add to trip.
2. For a hotel you do not have yet, tap **Add a hotel by hand**, at the foot of the list.





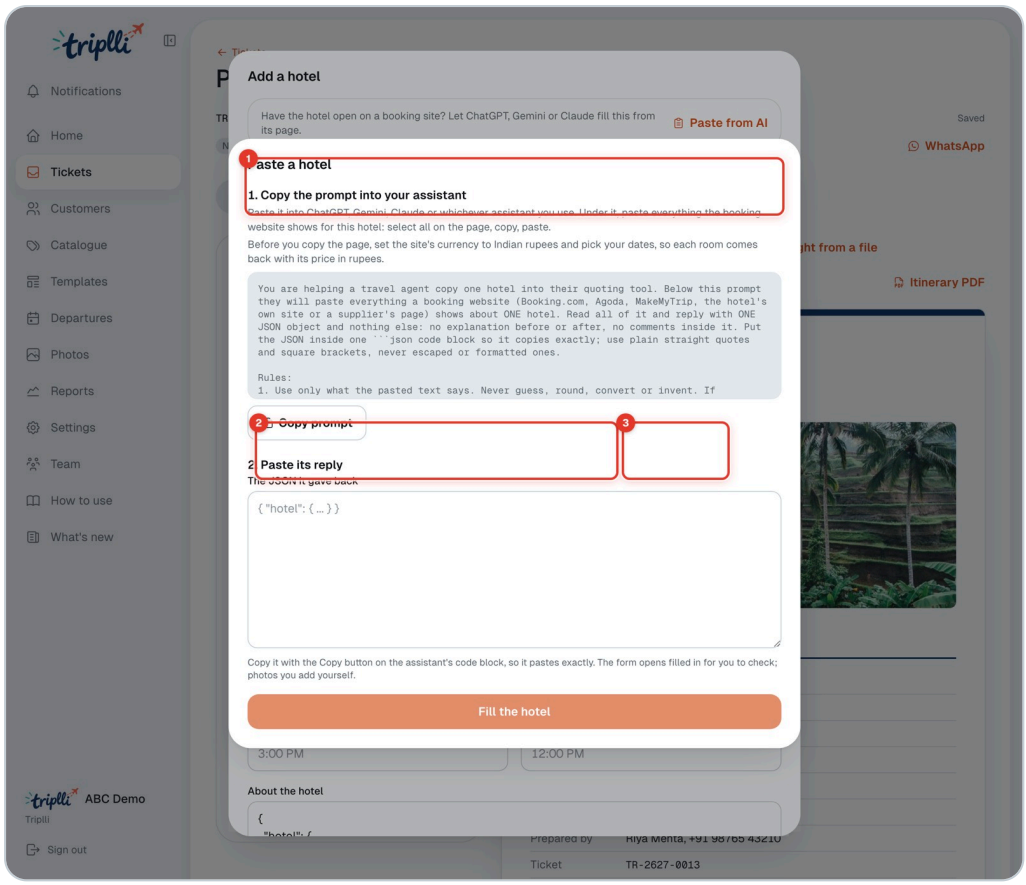
1. **Paste from AI** fills all of this from a booking page. Section 2.2.
2. **Hotel name** as it prints.
3. **City** and **Area**. The city is what groups it in the library for the next trip.
4. **Stars** and **Guest rating**, as the site shows them, or left empty.
5. **Room type**, one row per room you might sell.
6. **Cost a night** for that room. Your cost, never the customer's price.
7. **Room photos** come from your photo library and print on the hotel card.
8. **Add room type** for a second or third room. Every room here is offered on this ticket; untick the ones you are not quoting on the hotel afterwards.



1. **First night** puts the hotel on a day. Adding the same hotel to the next night extends the stay rather than making a second line.
2. **Add hotel** saves it onto the ticket and into your catalogue, so the next trip to that city is one drag.

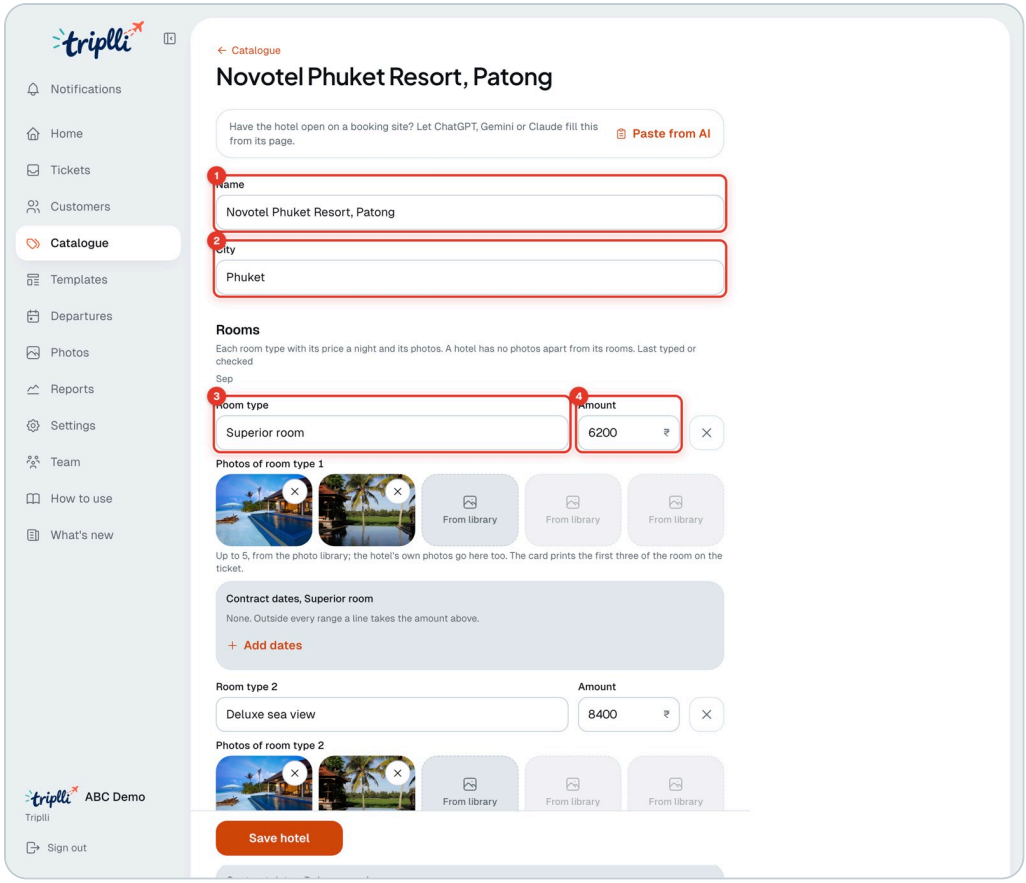
2.2 Let an assistant read the hotel page `Standard and Pro`

The same two steps as a flight: copy the prompt into your assistant, paste the hotel's page under it, paste the reply back. Set the booking site to rupees and your dates first, so each room comes back with a price you can use.



1. The **name, city, area, stars and rating** come in as the page had them.
2. Every **room type** the page offered arrives as its own row.
3. Each room's **cost a night** is the lowest price the page showed for it. Check it, change it, and add the photos yourself.

2.3 In the catalogue

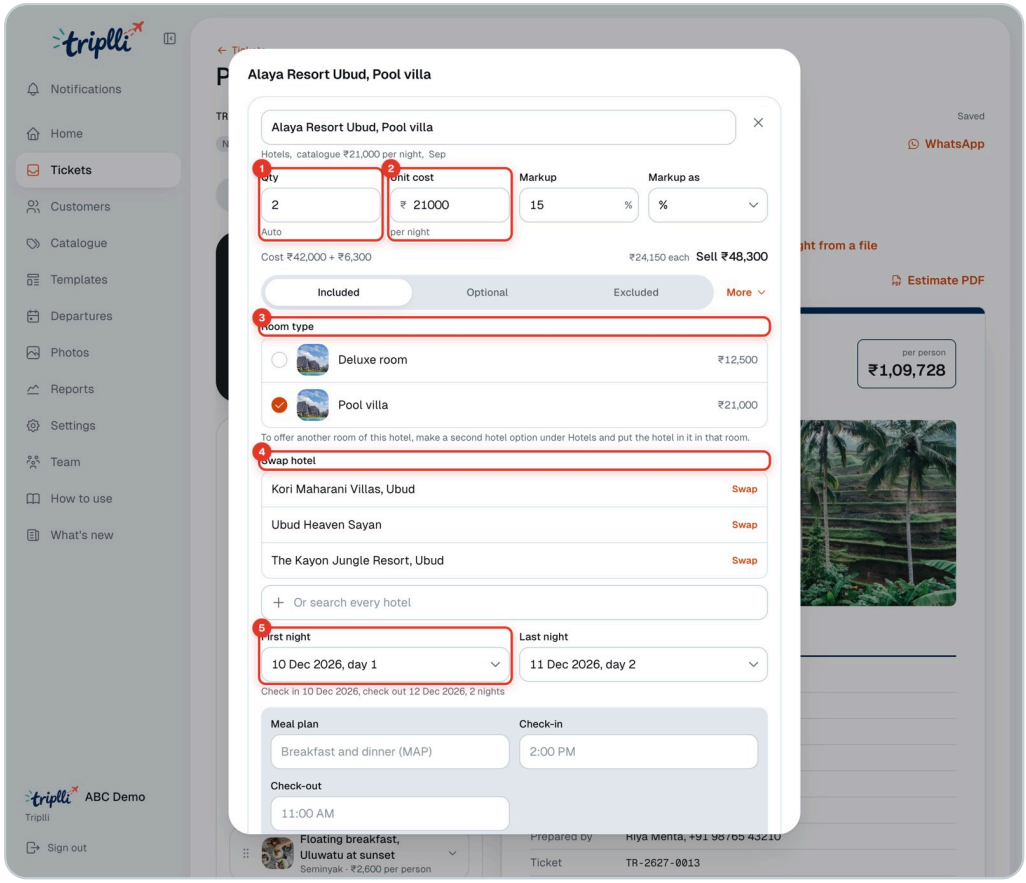


1. **Name** as it prints on the document.
2. **City**, which is how the library offers it on the next trip to that city.
3. **Room type**, one per rate.
4. **Amount** is your cost a night for that room.
5. **Add room type** for another. Each room can carry its own photos and, with seasonal rates on, its own contract dates.

Every rate carries the date you last typed or checked it, shown as a small month against the item. A rate nobody has touched for months says so on the ticket, so you know to ring the supplier before you quote.

2.4 Changing the room, or swapping the hotel on a ticket

Tap the hotel on the trip and its line opens.



1. **Qty** is the number of nights, counted from the days it covers. Type over it to fix it yourself.
2. **Unit cost** is what you pay a night on this trip. Changing it here changes this ticket only.
3. **Room type** picks which of the hotel's rooms this trip is on. The price follows the room.
4. **Swap hotel** offers the other hotels in that city, then a search over all of them. The nights, the quantity and your markup stay; the cost becomes the new hotel's.
5. **First night** and **Last night** set the stay. Check-in and check-out dates are read from them.