HOW TO USE TRIPLLI · 3 OF 6

Days, transfers and everything else

Sightseeing days, airport transfers, visas, insurance, meals and permits: adding them, filing them, and pasting a supplier's rates.

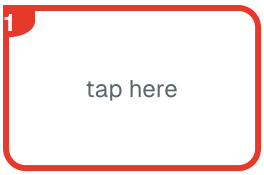
3.1 Anything, straight onto the trip

3.2 A day in the catalogue, with its transfers and its hotel

3.3 Categories

3.4 A supplier's rate list, pasted

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.

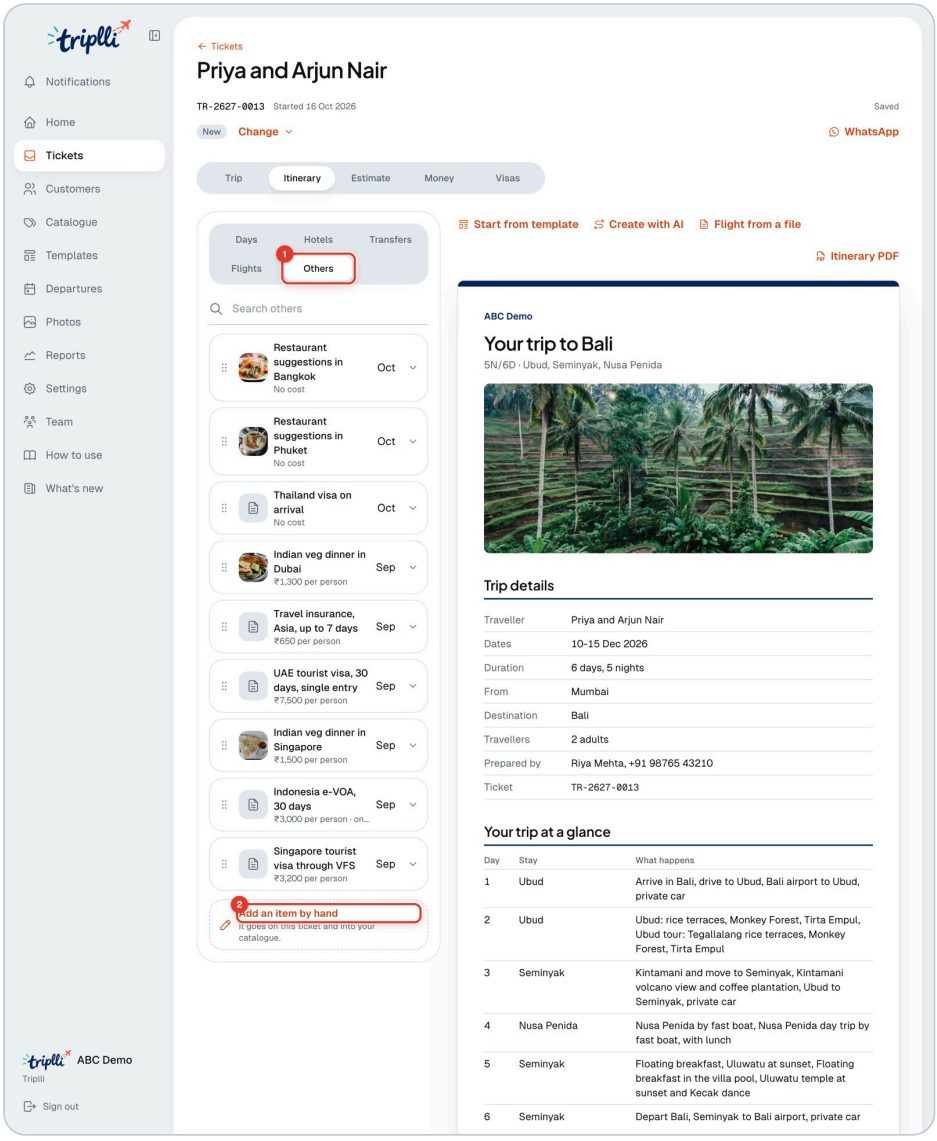
SECTION 3

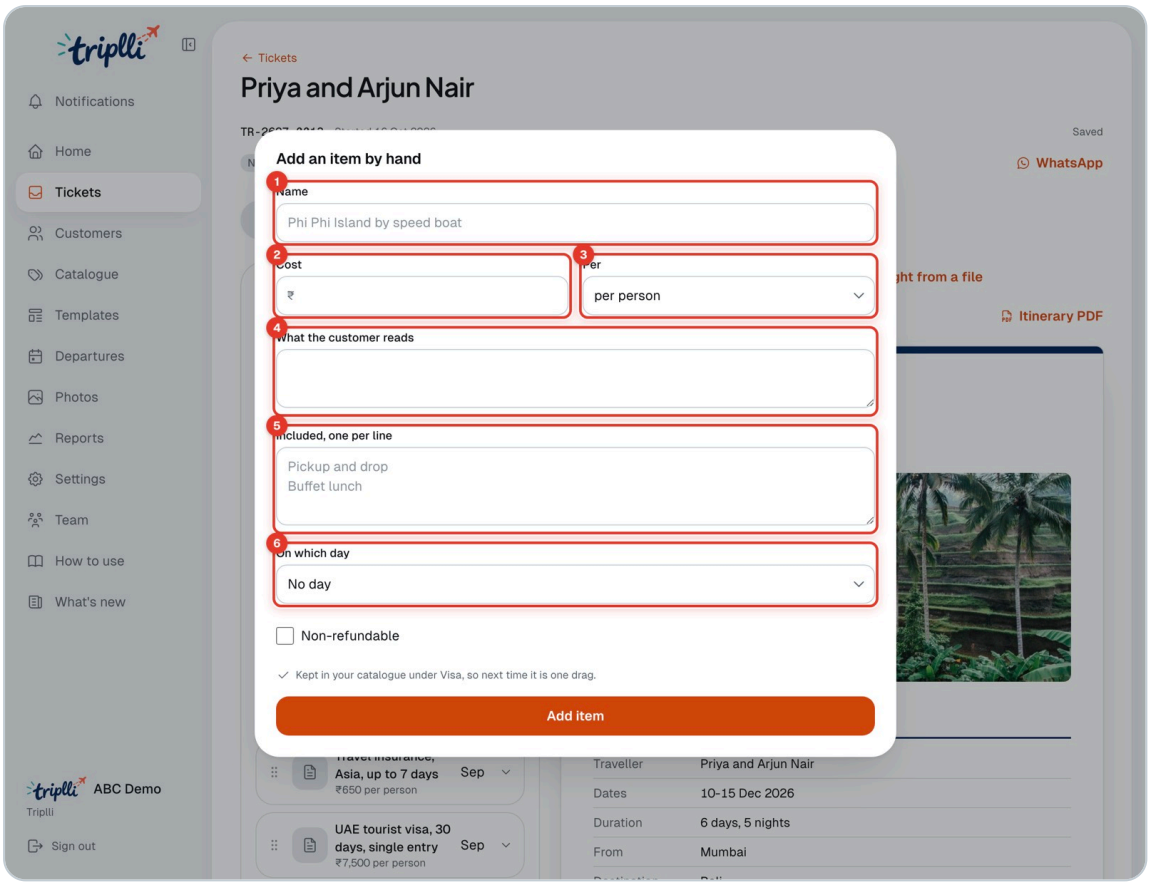
Days, transfers and everything else

Sightseeing days, airport transfers, visas, insurance, meals, permits: all the same kind of object, filed under a category you control.

3.1 Anything, straight onto the trip

1. The library's five tabs are **Days, Hotels, Transfers, Flights** and **Others**. Visas, insurance, meals and permits sit under Others.
2. **Add an item by hand**, at the foot of the list, for something you do not have yet.



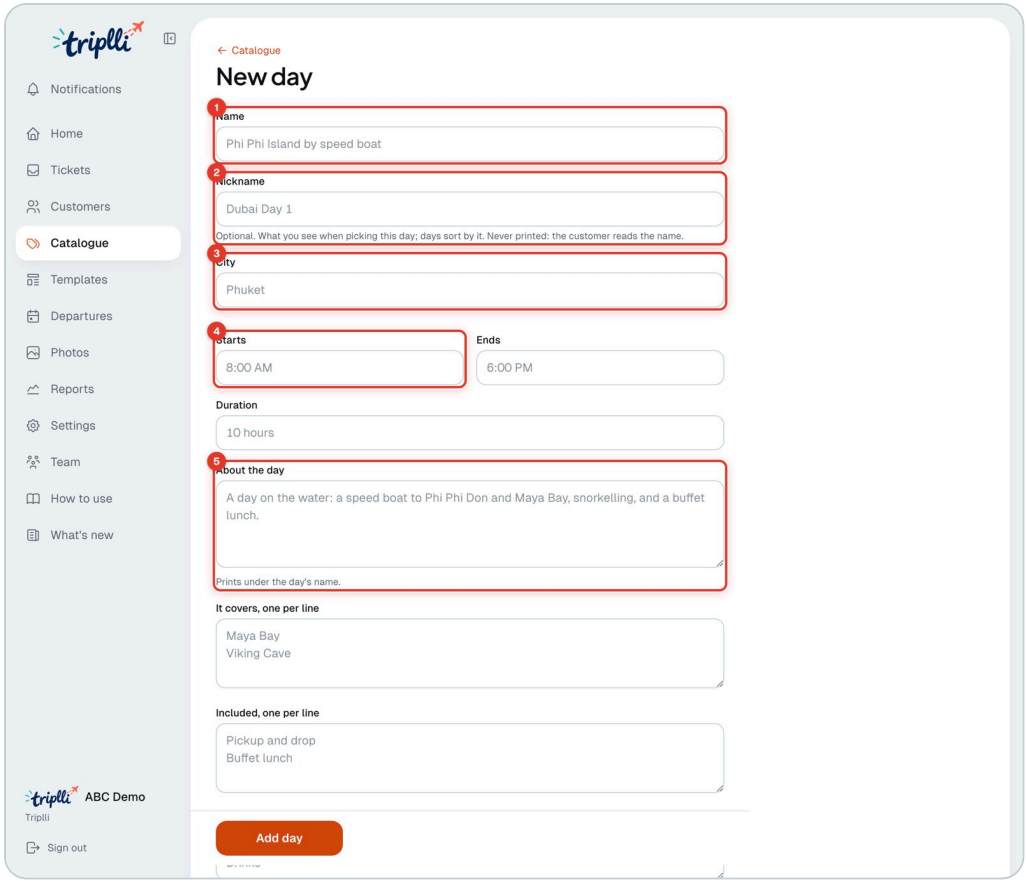


1. **Name** as it prints.
2. **Cost**, what you pay.
3. **Per** is the unit: per person, per night, per trip, per day, per unit. It decides how the quantity is counted.
4. **What the customer reads** prints under the name on the document.
5. **Included, one per line** prints as ticks.
6. **On which day** places it. Leave it blank and it prints in its own section rather than on a day.

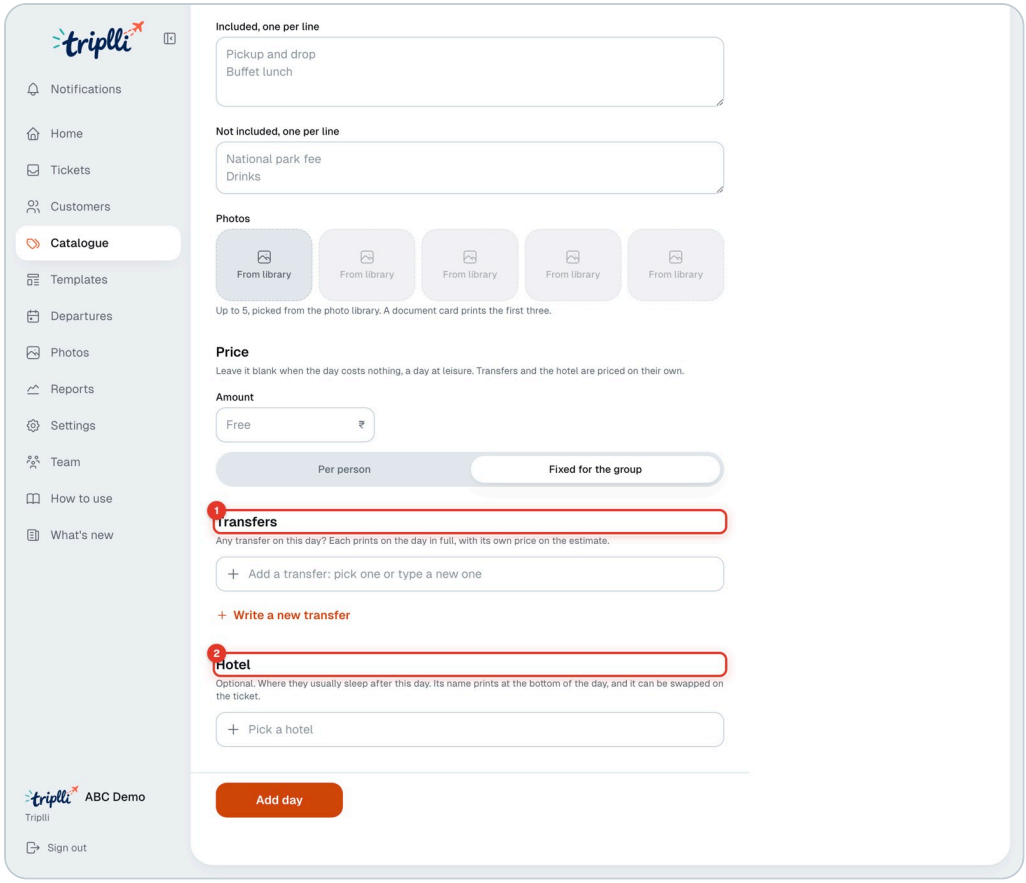
It goes into your catalogue too. Anything typed on a ticket is kept under that name with the date, so the next ticket offers it with one tap. That is why the catalogue fills itself: you never have to sit down and build it.

3.2 A day in the catalogue, with its transfers and its hotel

A Day is the whole day: the tour, the transfers around it and where they sleep after it. Dropped onto a ticket it lands whole.



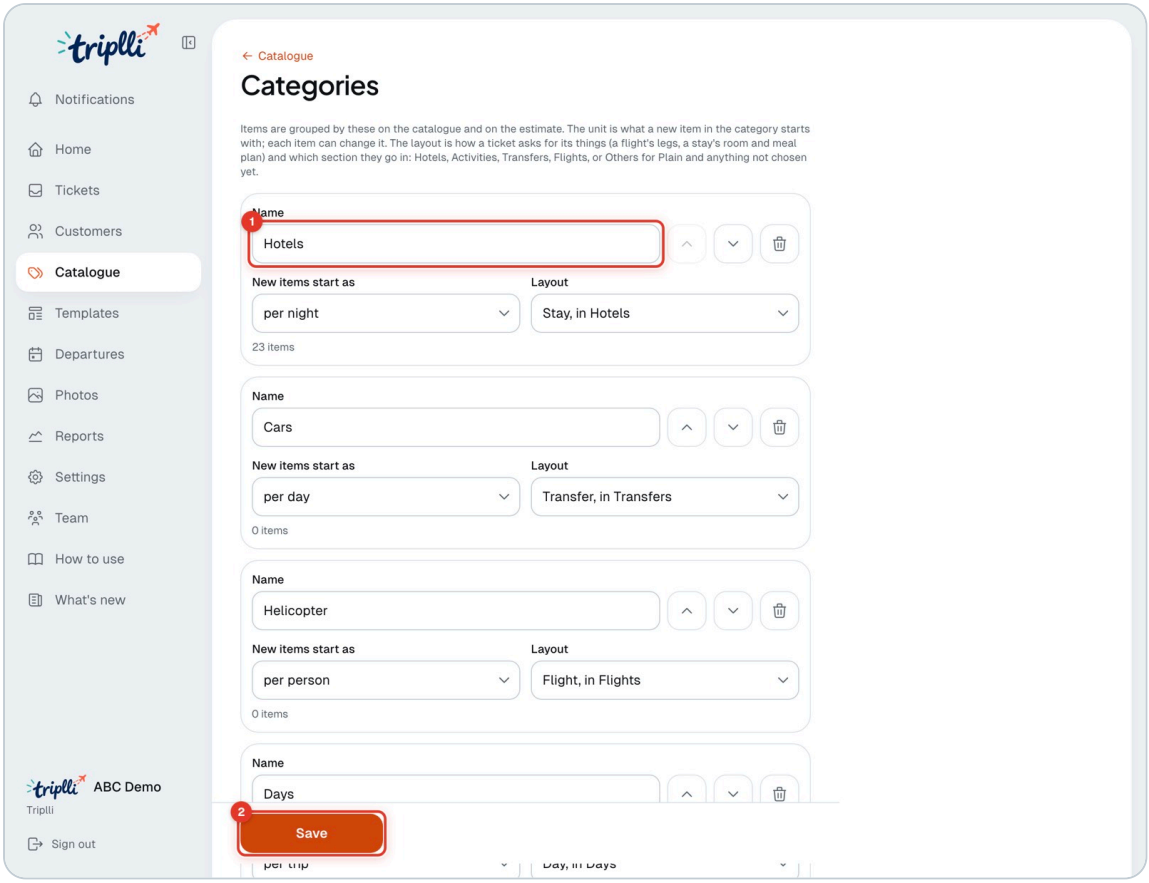
1. **Name** is what the customer reads, like Nusa Penida day trip by fast boat.
2. **Nickname** is what you see when picking it, like Bali Day 3. It is never printed and days sort by it.
3. **City**, which groups it in the library.
4. **Starts** and **Ends**, in your own words.
5. **About the day** prints under the day's name.



1. **Transfers** on this day. Each prints on the day in full and carries its own price onto the estimate.
2. **Hotel** is where they usually sleep after this day. Its name prints at the foot of the day and it can be swapped on any ticket.

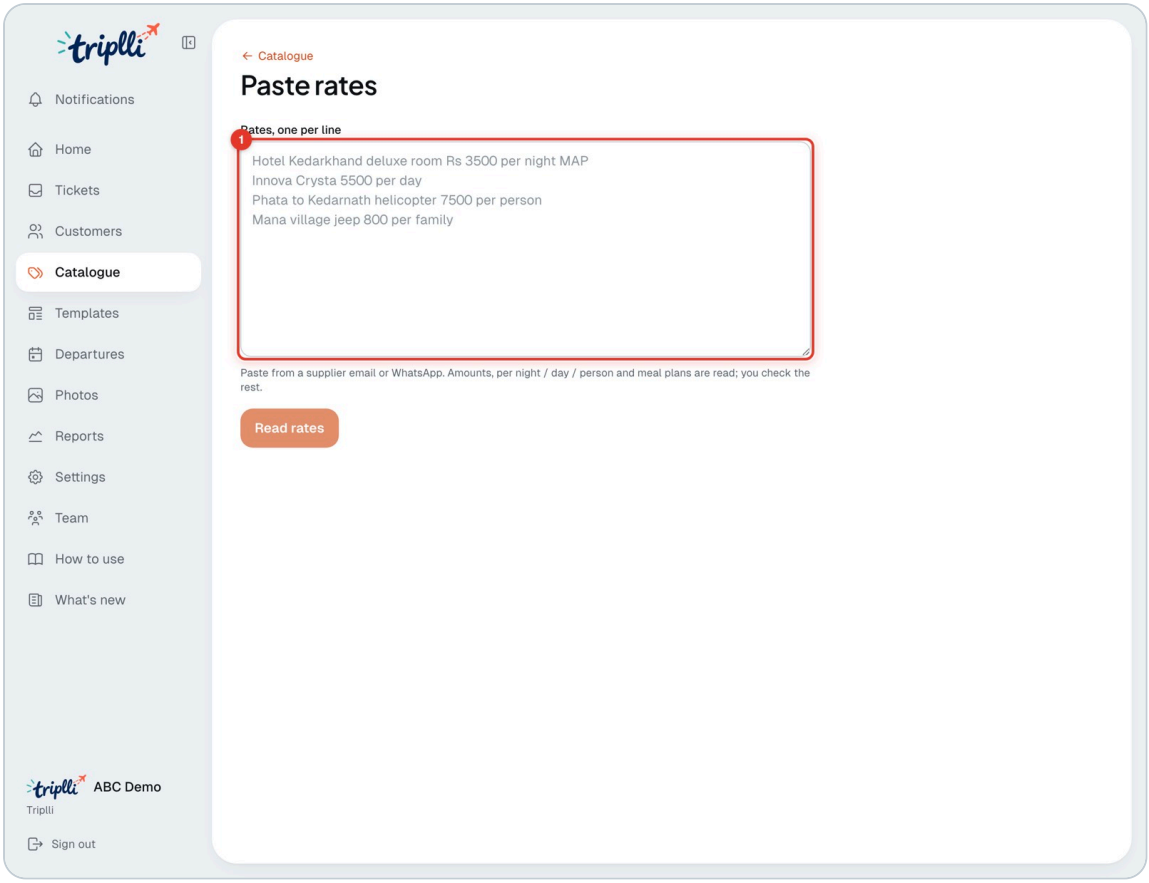
Leave a day's price blank when the day costs nothing, a day at leisure. Nothing is filled in for you anywhere in Triplli: no default markup, no suggested price, no margin floor. Every number on a ticket is one you typed.

3.3 Categories



1. Rename a category, reorder it, or add one of your own: Rail passes, Permits, Cruise. Each one says how its items print and what unit they start at.
2. **Save** when you are done. Items filed under a category follow it.

3.4 A supplier's rate list, pasted



1 Paste the lines from a supplier's message or sheet. Triplli reads a name, a rate and a unit off each line and shows them for you to correct before anything is saved.