HOW TO USE TRIPLLI · 5 OF 6

Changing items, terms and what prints

Editing a priced line, moving days, rewriting the terms, and deciding what reaches the customer's document.

5.1 What a line can do

5.2 Moving and removing days

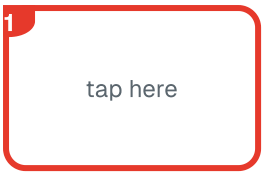
5.3 Terms, cancellation and the other text

5.4 Design, and what prints

5.5 How the price reads

5.6 The wording every document starts from

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.

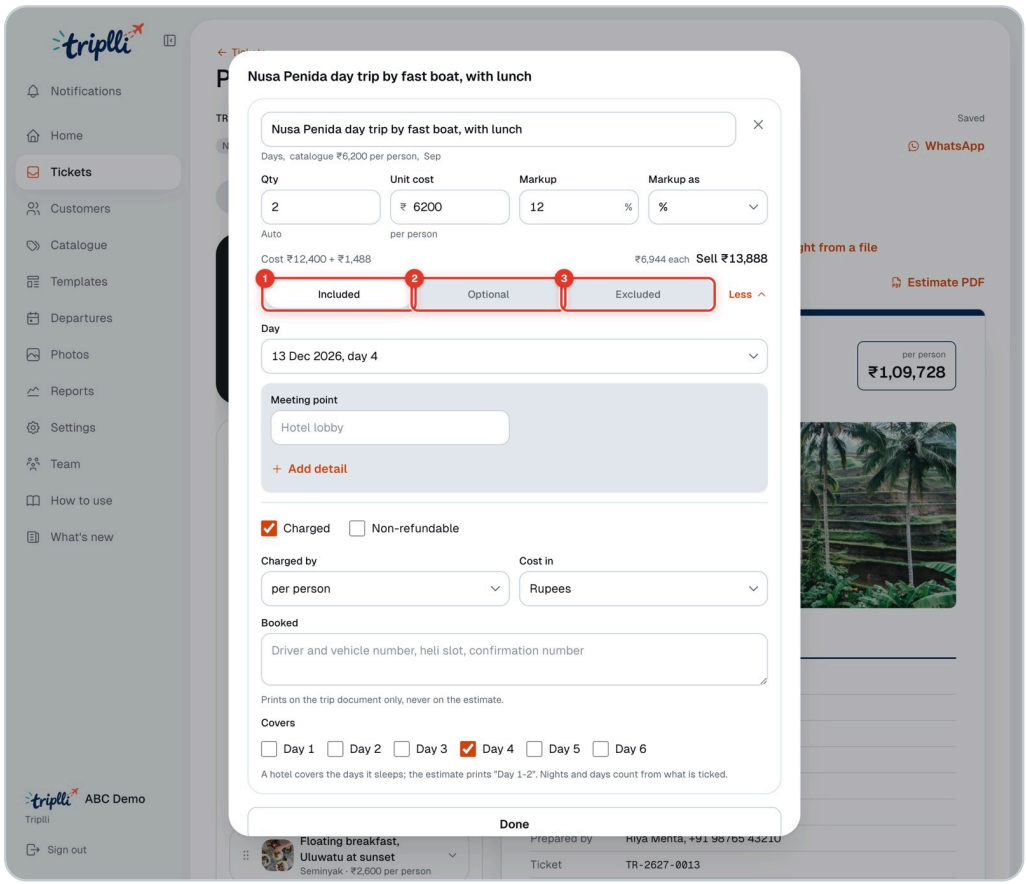
Ticket	One enquiry, from the first message to the last payment. It is born when you type a customer's name and it never turns into anything else. Every document carries its number.
Catalogue	Your own list of hotels, days, transfers, flights and anything else you sell, each with your cost. It is what 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 5

Changing items, terms and what prints

Everything on a ticket is edited in place. There are no versions to manage: the ticket is the truth, and the documents you downloaded are the record of what went out.

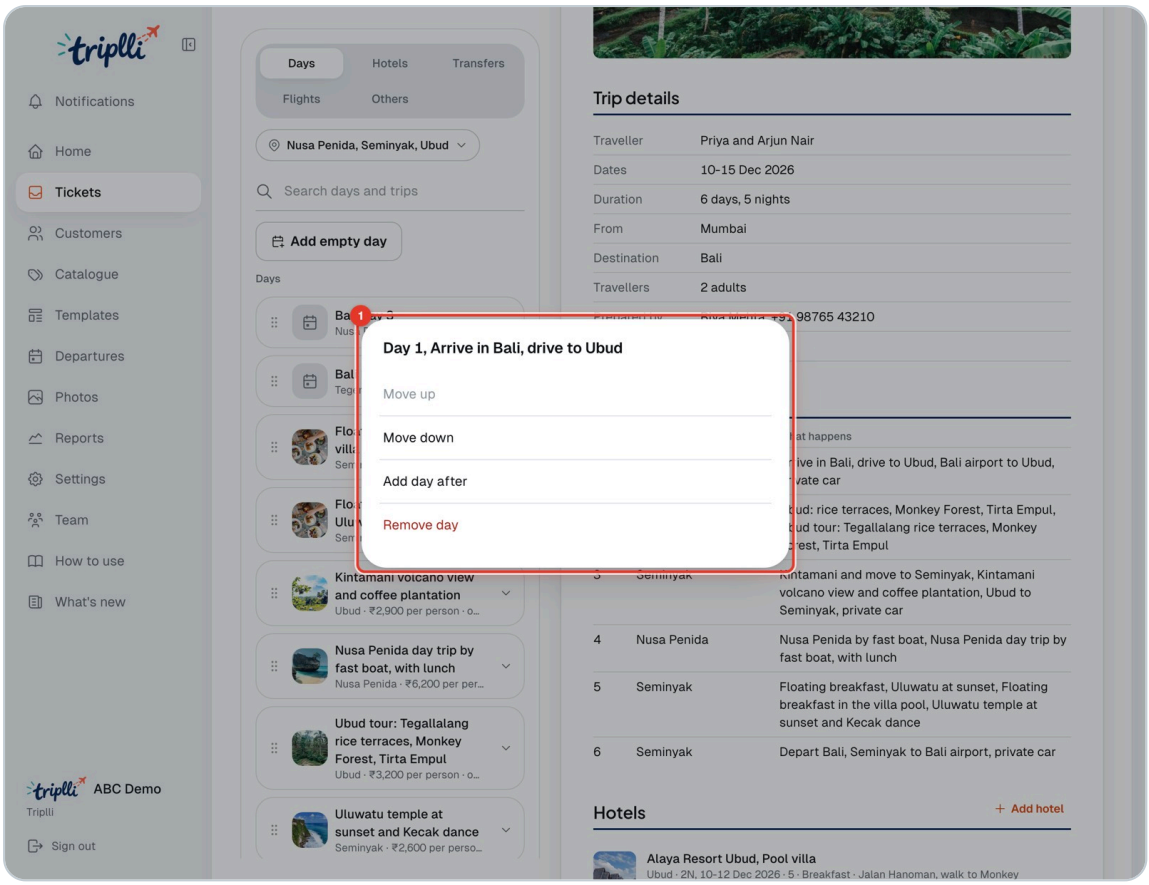
5.1 What a line can do



1. **Included**: in the price, printed as part of the trip.
2. **Optional**: printed with its price beside the trip, not in the total.
3. **Excluded**: printed under what is not included, with no price.

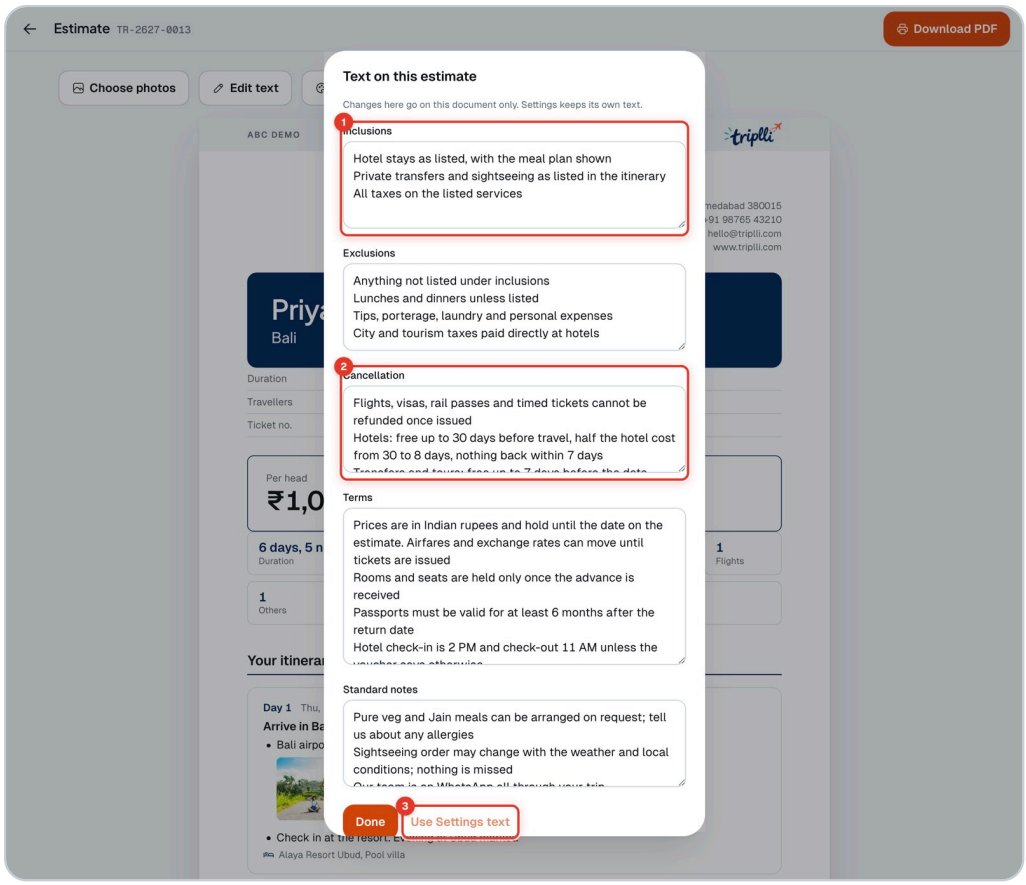
Under **More** on the same line: the name as the customer reads it, the days it covers, and any detail you want printed with it. Delete is there too.

5.2 Moving and removing days



1 **Move up, Move down, Add day after, Remove day.** Dates and the day numbers follow. On a laptop you can also drag a day by the handle on its left.

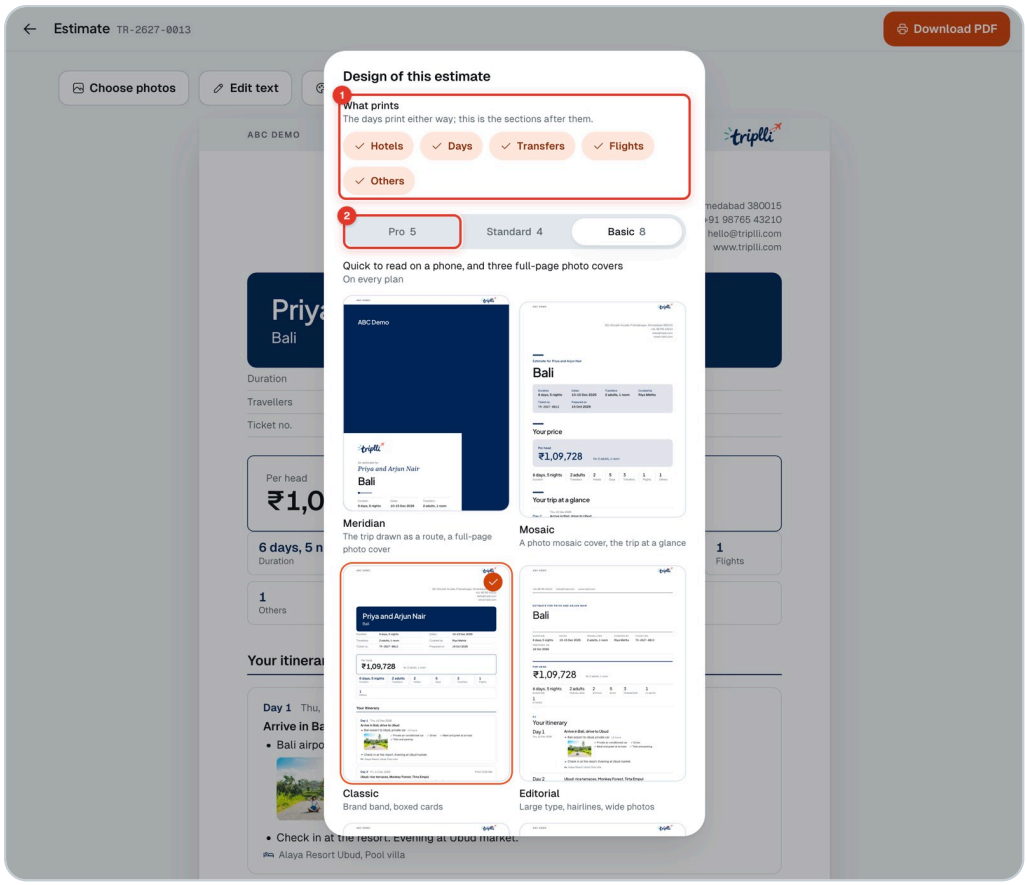
5.3 Terms, cancellation and the other text



1. **Inclusions** and **Exclusions**, as they print on this document.
2. **Cancellation** and **Terms**, the long blocks at the foot.
3. **Use Settings text** puts your standard wording back if you have edited too far.

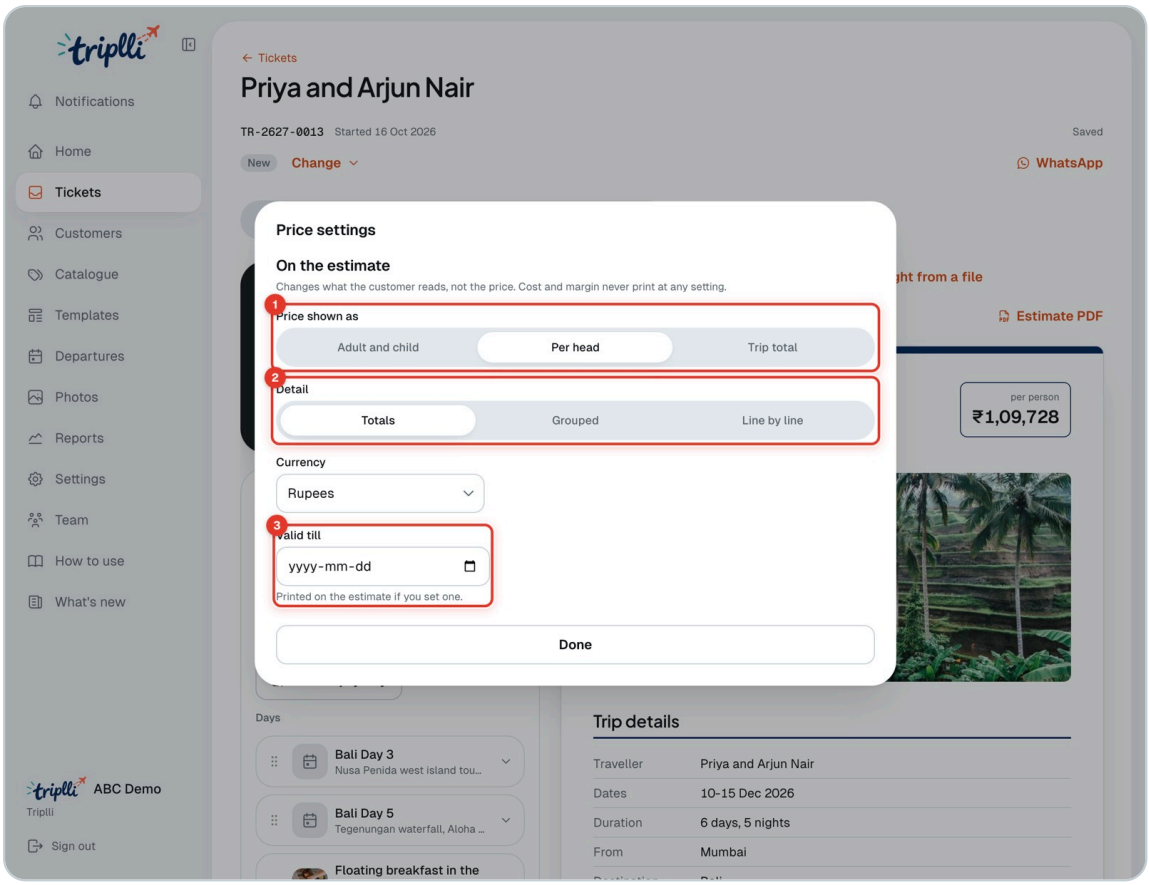
An edit here is for this document only. It never goes back into Settings and never onto the ticket. To change what every new estimate starts from, edit the blocks in **Settings, Documents**.

5.4 Design, and what prints



1. **What prints** switches Hotels, Days, Transfers or Flights off for this one document. The days always print, and switching a section off never changes a number.
2. The **designs** are grouped by plan. Pick one, then your own brand colour or any of the twelve.

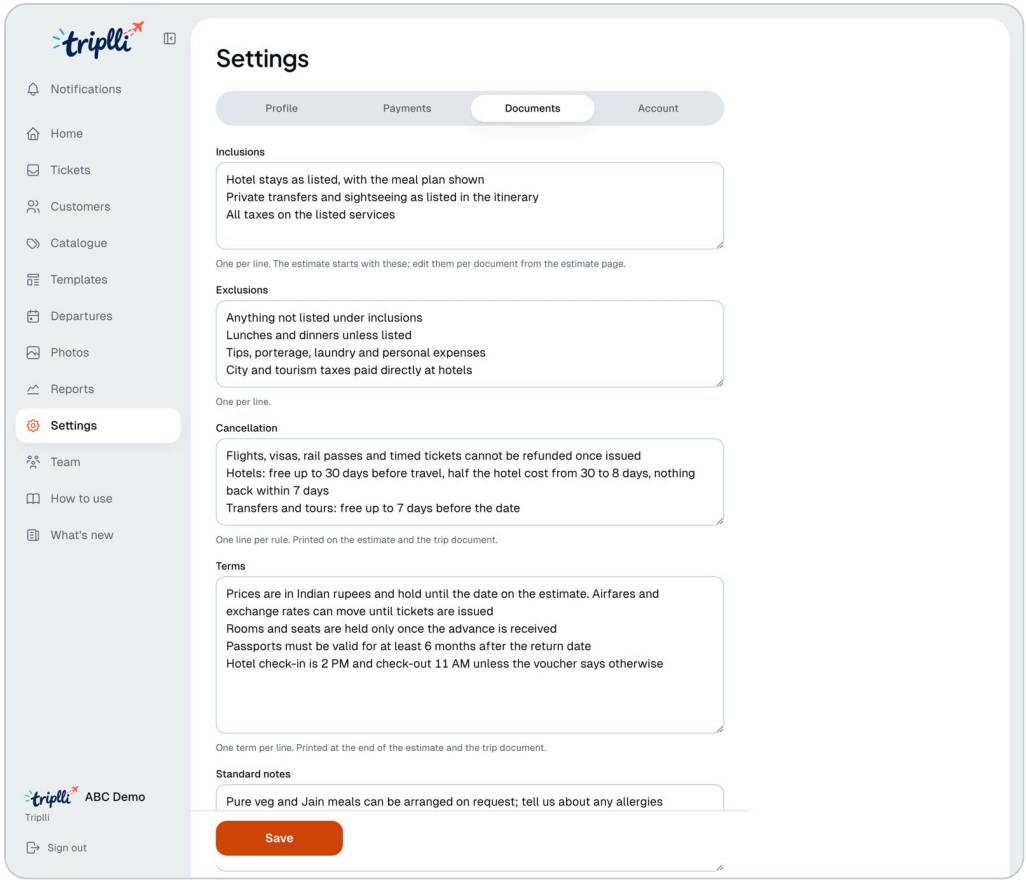
5.5 How the price reads



1. **Price shown as**: per adult and child, per head, or one trip total.
2. **Detail**: one total, grouped by kind, or line by line.
3. **Valid till** prints on the estimate if you set one.

At every one of these settings, your cost and your margin stay off the customer's document. There is no setting that prints them.

5.6 The wording every document starts from



Settings, Documents holds your standard inclusions, exclusions, cancellation, terms, packing list and notes. Every new estimate and trip document starts from these, and each document can then be edited on its own without touching them.