HOW TO USE TRIPLLI · 6 OF 6

Templates and duplicates

Two ways to reuse a trip that came out well, and which of them to use when.

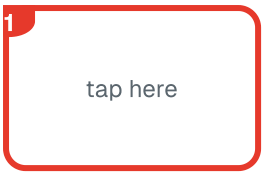
6.1 The menu on a ticket

6.2 Making a template out of a ticket

6.3 Duplicating a ticket

6.4 The Templates screen

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.

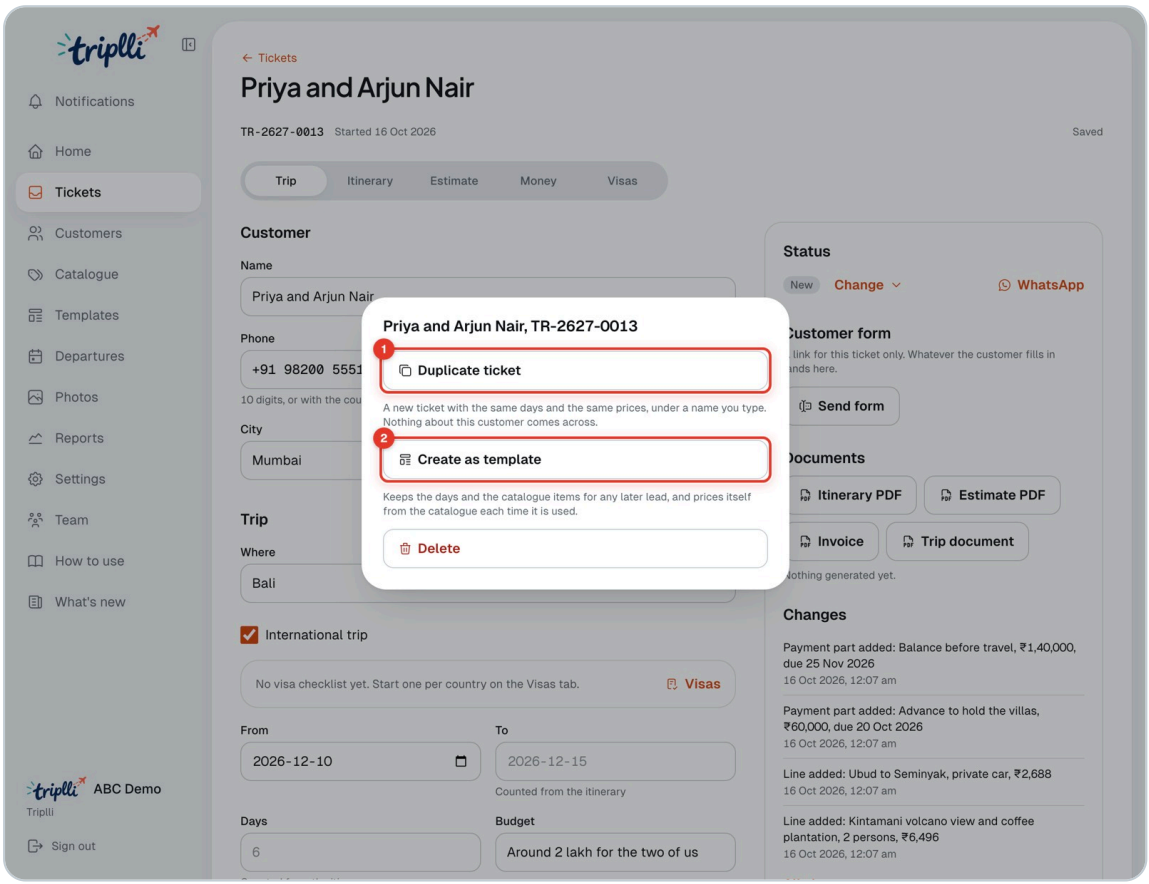
Ticket	One enquiry, from the first message to the last payment. It is born when you type a customer's name and it never turns into anything else. Every document carries its number.
Catalogue	Your own list of hotels, days, transfers, flights and anything else you sell, each with your cost. It is what 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 6

Templates and duplicates

Two ways to reuse a trip that came out well. A template forgets the prices and prices itself fresh; a duplicate keeps them exactly as they were.

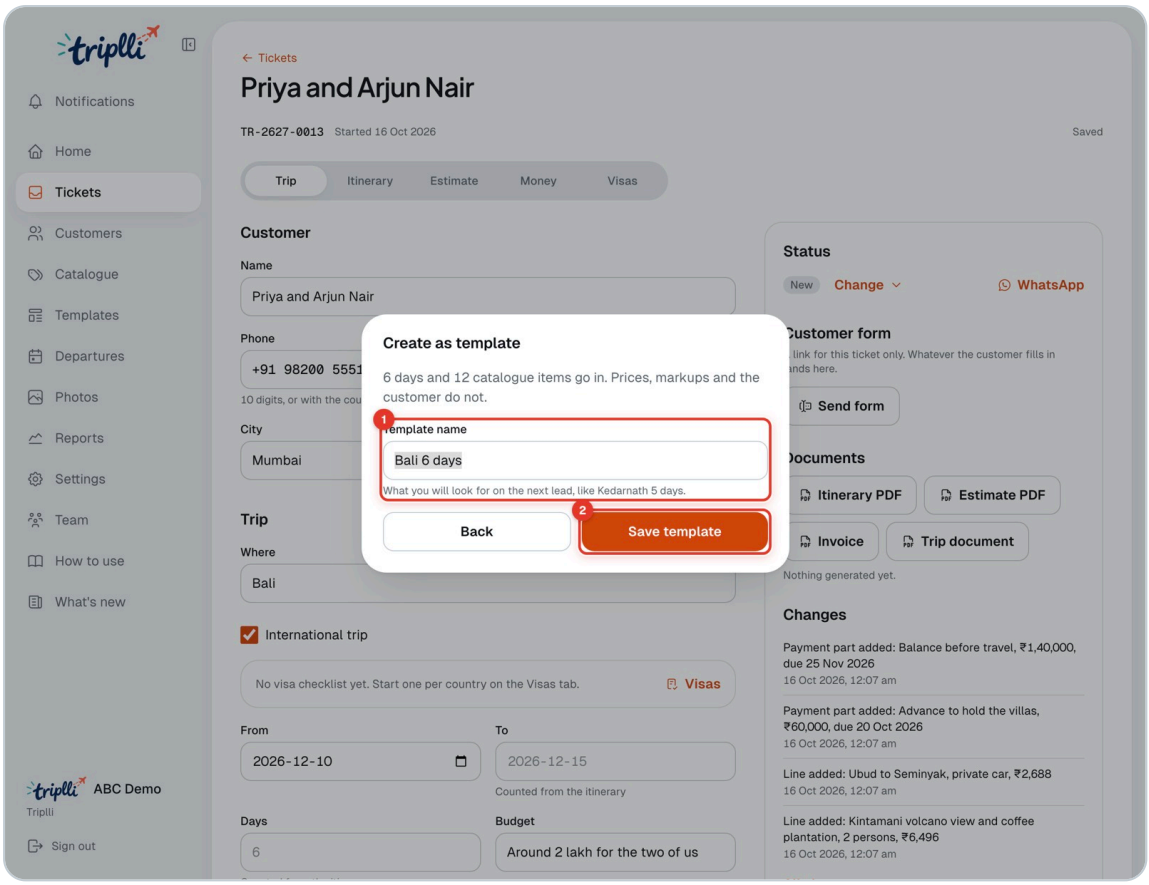
6.1 The menu on a ticket



1. **Duplicate ticket**: the same trip for the next customer, prices and all.
2. **Create as template**: the days and the catalogue items, kept for any later lead.

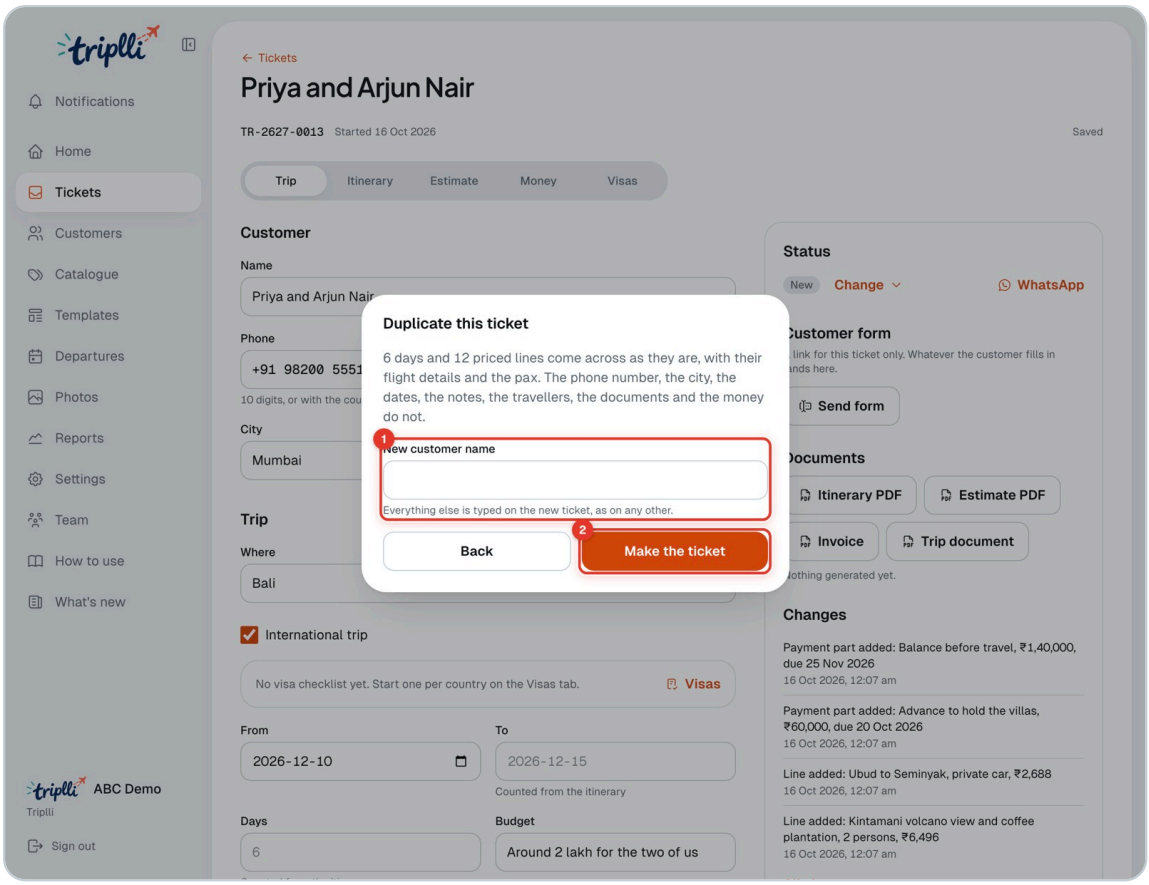
The same menu is on the three dots at the end of every row in the Tickets list.

6.2 Making a template out of a ticket



1. **Template name**, filled in from the destination and the days. Name it what you will search for on the next lead, like Bali honeymoon, 5 nights.
2. **Save template.** The days and the catalogue items go in. Prices, markups and the customer do not: every later import takes your catalogue's rate on the day it is used.

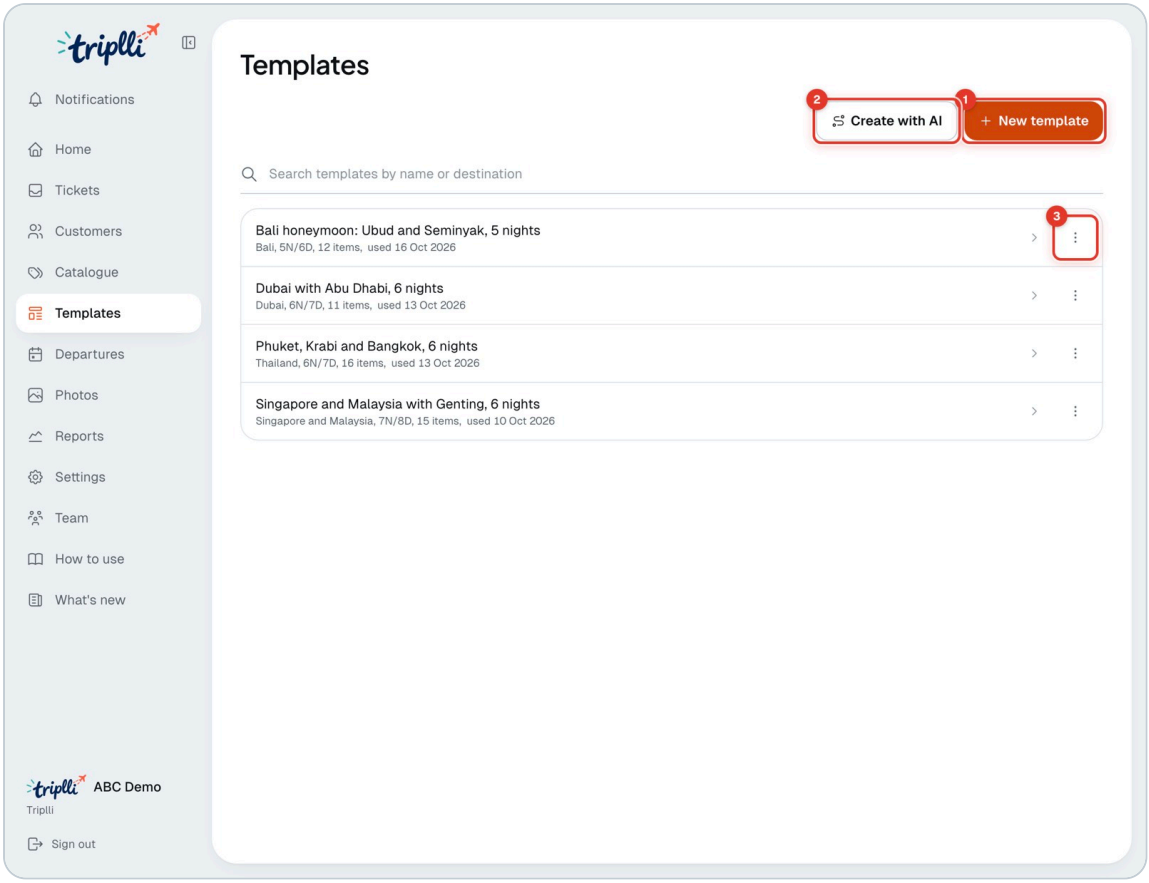
6.3 Duplicating a ticket



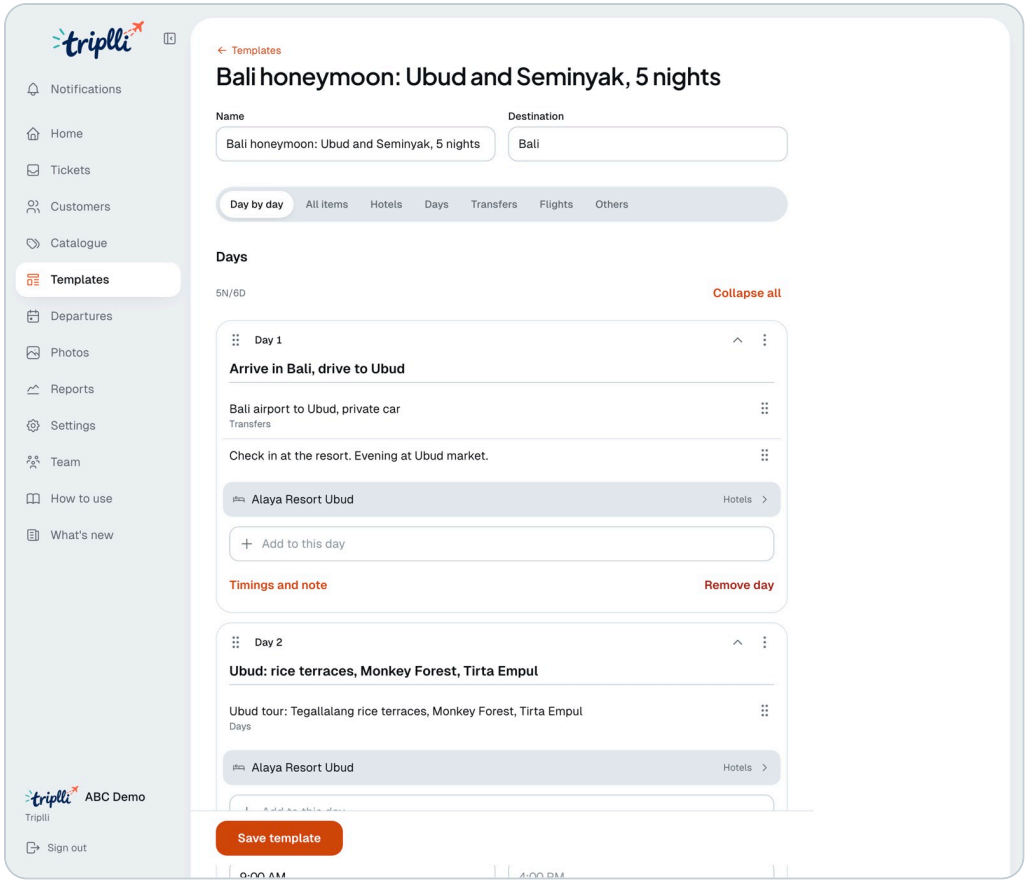
1. **New customer name**, the only thing asked for.
2. **Make the ticket.** The days, the priced lines with their markups, the flight details and the pax come across under a new number. The phone, the city, the dates, the notes, the travellers, the documents and the money do not.

USE A TEMPLATE WHEN	USE A DUPLICATE WHEN
The trip repeats but the rates move. Each import prices itself from your catalogue, so last season's cost never goes out by mistake.	The same family or group is going on the same trip now, and you want the figures you already agreed, untouched.

6.4 The Templates screen



1. **New template** builds one from nothing, the same way a ticket is built.
2. **Create with AI** drafts unpriced days into a template for you to check and correct. It never writes a price.
3. The three dots on a row **duplicate** or delete that template. Duplicating is how you make Bali, 7 nights out of Bali, 5 nights without starting again.



1 A template holds days and items and no prices. **Make flyer** turns it into a marketing PDF: your highlights, a price only if you type one, and how to book.

What Triplli will not do, on purpose. It does not message customers, suggest a price, apply a default markup, keep old versions of an estimate, or print your cost or margin on anything a customer sees. You type every number, and you send every message in your own words.