



## TA Trip Tracker – Understanding the Archived Trips Pipeline

The Archived Trips Pipeline stores completed trips for long-term reference. Once a trip finishes the full lifecycle, including post-travel follow-ups, it automatically moves into the Archived Trips pipeline. This keeps your active pipelines clean while preserving your travel history.

### Example of the Archived Trips Pipeline

The screenshot displays the Archived Trips Pipeline interface, organized into three columns representing different years. The 2026 column (yellow header) contains three trip cards: 'Testing', 'Testing', and 'Amanda's Escape'. The 2025 column (orange header) contains five trip cards: 'San Juan', 'MSC Cruise', 'Savannah Concert', 'Birthday on Disney Cruise', and 'London, Paris, Amsterdam'. The 2024 column (purple header) is currently empty. Each trip card includes a location icon, the trip name, a 'View' button, and a '+' button for additional actions.

## How Archived Trips Are Organized

Archived trips are automatically grouped by the year the trip was completed. This makes it easy to review past travel history and analyze production over time.

- 2024 Trips
- 2025 Trips
- 2026 Trips
- Previous Years

The system displays the most recent years individually. Older trips are grouped into a category called 'Previous Years' to keep the archive organized.

## Cancelled Trips

If a confirmed trip is cancelled, it can be moved to the Cancelled Trips stage. This action must be done manually so the system can accurately track cancellations.

Using the Cancelled Trips stage helps you:

- Track cancelled bookings
- Maintain accurate production reporting
- Keep historical records for reference

## Why Archived Trips Matter

Archived trips provide valuable insight into your past bookings. Even though these trips are no longer active, they remain searchable and accessible.

- Review past itineraries
- Track year-over-year sales performance
- Reconnect with repeat travelers
- Reference previous client trips when planning future travel

## Important to Remember

Archived does not mean deleted. It simply means the trip has completed its lifecycle and no longer requires active management.