TA Trip Tracker – Email (Feature in Development)

The Email feature in TA Trip Tracker is designed to help travel advisors manage client communication while automatically organizing important travel information. This system will connect emails directly to trips and traveler profiles so advisors can keep communication, confirmations, and trip details in one place.

Current Status

The Email feature is currently under development. Some functionality may not yet be available, but the system is designed to support automated organization of travel communication.

Automatic Email Recognition

TA Trip Tracker will automatically analyze incoming emails and determine where they belong within the system. This helps ensure that important booking details and client communication are properly organized.

Confirmation Number Recognition

If an email contains a supplier confirmation number, TA Trip Tracker will attempt to recognize the confirmation number and automatically attach the email to the correct trip record.

Examples of emails that may be recognized include:

• Cruise booking confirmations

• Hotel confirmations

• Excursion confirmations

• Airline reservations

• Supplier booking updates

Traveler Email Recognition

If an email does not contain a confirmation number, the system will attempt to match the email using the sender's email address.

When a match is found, the email will automatically be attached to the traveler's profile so advisors can view communication history with that client.

Benefits of Automatic Email Organization

• Keep supplier confirmations attached to trips

• Track communication with travelers

• Reduce manual filing of emails

• Keep trip records complete

• Quickly find booking confirmations when needed

Email Templates

TA Trip Tracker will support email templates to help advisors communicate efficiently with travelers. Templates can be used for common communication such as proposals, payment reminders, Bon Voyage messages, and follow-ups.

Future Email Features

• Send emails directly from trip records

• Automated client communication

• Centralized inbox for traveler messages

• Improved communication tracking

Why This Feature Matters

Travel advisors often receive booking confirmations and client messages across multiple email threads. The TA Trip Tracker email system is designed to automatically organize these communications so advisors can quickly access important information without searching through their inbox.