



# TA Trip Tracker Overview

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## Agency Dashboard Overview

TA Trip Tracker organizes trips, travelers, tasks and resources in one place.

From the dashboard you can quickly access the most important areas of the system.

## Main Menu Areas

Trips – Manage trips through their lifecycle

Tasks – Track activities and reminders

Travelers – Store and manage client profiles

Email – Templates and communication tools

Library – Store documents and resources

Certifications – Track your industry certifications

Profile – Manage users and permissions

