



TA Trip Tracker – Using the Library

The Library is a centralized location inside TA Trip Tracker where travel advisors can store important documents, resources, and reference materials. This feature helps keep valuable information organized and easily accessible when planning trips or assisting clients.

Accessing the Library

You can access the Library from the Agency Dashboard or from the left-side navigation menu. The Library displays all stored documents and resources organized by category.

Library Categories

Library items are organized using categories so that information can be located quickly. Categories may include supplier information, destination guides, policies, or other helpful resources.

- Supplier Information
- Destination Guides
- Travel Policies
- Marketing Materials
- Training Resources

Adding a Library Item

To add a new document or resource to the Library, select 'Add Library Item'. Enter the information about the item and upload the document if needed.

Typical library items may include:

- PDF guides

- Supplier contact sheets
- Destination information
- Training materials
- Agency resources

Managing Library Categories

You can also add, edit, or organize Library Categories to better match your agency workflow. Categories help ensure documents are easy to locate.

Best Practices

- Use clear category names
- Store frequently used documents in the library
- Keep supplier and destination information organized
- Review library items periodically to keep information current

Why the Library Matters

The Library provides a single location to store important travel resources. This helps advisors quickly access information, support clients more efficiently, and keep agency knowledge organized.