



Quick Guide –  
Link Bookings  
June 2022

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## 1. Post Booking Management

All bookings can be managed directly through ADX. This section will show you extra functionality related to post booking management within the platform. Learn more about topics related to:

- Clients Traveling in 10 Days
- Searching for Itineraries
- Copy an Itinerary Quote
- Link Bookings
- Reordering of Services on an Itinerary
- Removing Quoted Service from a Reference
- Changing Trip Service Views
- Building Multi Service Itineraries
- Archiving Full Itineraries
- Visa Requirements and Sherpa
- Itinerary Notes
- Resending Emails
- Creating Notifications
- Managing Notifications
- Service Fees
- 24/7 Support Fees
- Splitting Payment
- Client Pay
- Manager Access

## 1.1. LINK BOOKINGS

Managing multiple ADX references that are traveling together can be done using the link bookings functionality. This feature will cross reference the ADX reference numbers on both/all files and allow for easy access to each. Clicking on the linked booking hyperlink will open that reference in a new tab. Please note this ONLY links the ADX references, it does not communicate with the vendors in terms of linking confirmations.

The screenshot displays the ADX system interface for a 'Travel Select Plan Quote'. At the top, there is a navigation bar with 'ADx' logo, 'Partners', 'Clients', and 'Resources'. A search bar contains 'Cruise ID, ADX Ref, PNR, or Invoice #' and a user profile for 'Anna Kulej'. The main header shows the quote title 'Travel Select Plan Quote', the dates 'Sunday, November 13, 2022 - Saturday, November 19, 2022', and the advisor 'Sam Smith' (Advisor: Anna Kulej). Below this, there are links for 'ADX Ref. 1QJHBZ | Archive | Link Bookings' and a 'TRAVEL-READY' status. A section for 'Linked Bookings' shows '3E2TUL (Jones)'. A navigation bar includes tabs for 'Trip', 'Client & Travelers', 'Payment', 'Service Fees', and 'Manage', along with a 'Refresh Quote' button. The 'Trip Name' field contains 'Travel Select Plan Quote' and the 'Dates' field shows '11/13/2022' and '11/19/2022'. There is an 'Add details/notes' button. Below this, the 'All Services' section shows a 'Travel Select Plan' with a 'PURCHASED' status and 'Actions: Modify · Cancel · Suspend'. A 'Reorder Services' button is also present. At the bottom, a 'Client Documents' section indicates 'Insurance Purchased In ADX' with an 'Update' button.

ADx Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or Invoice # Anna Kulej

**Travel Select Plan Quote** **Sam Smith**  
Advisor: Anna Kulej

Sunday, November 13, 2022 - Saturday, November 19, 2022

1. ADX Ref. 1QJHBZ | Archive | Link Bookings

2. Link Bookings

**TRAVEL READY**

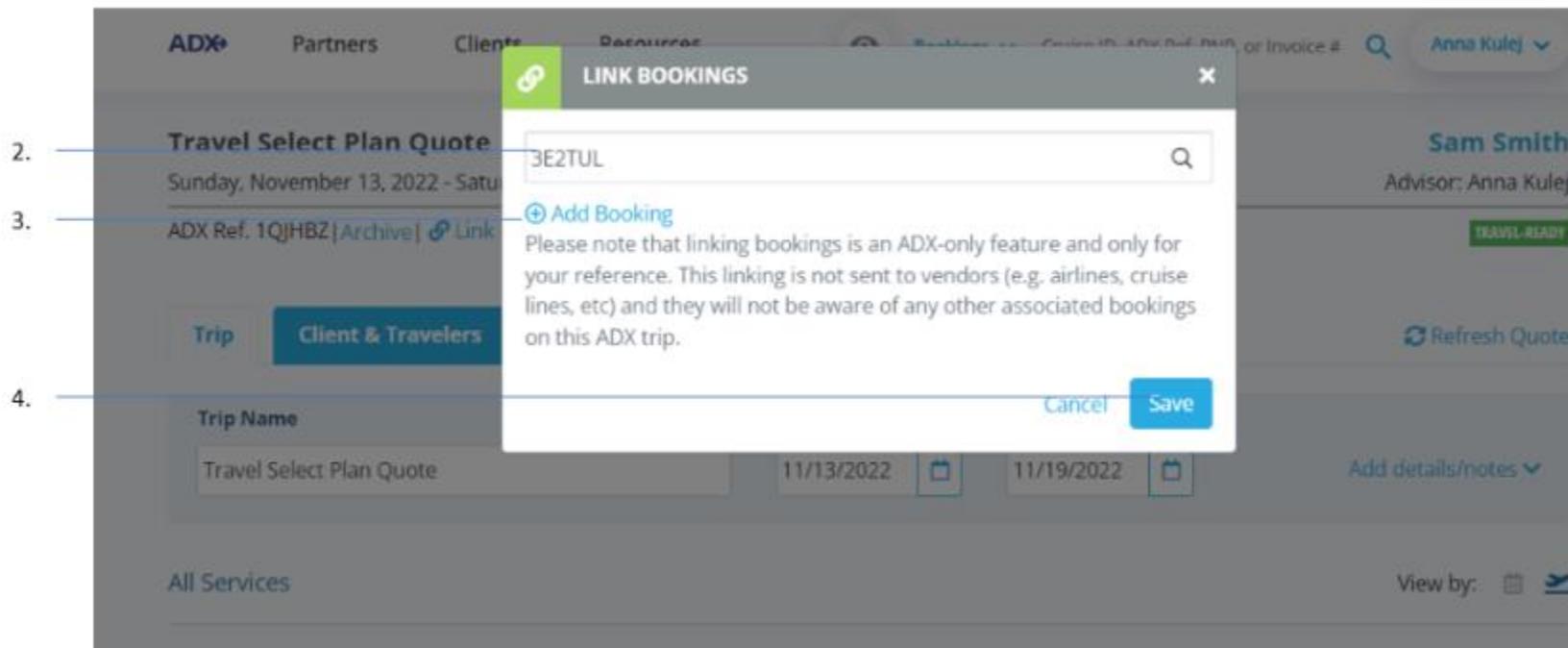
Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name Dates

Travel Select Plan Quote 11/13/2022 11/19/2022 Add details/notes

All Services View by:

|    | Steps                    |   | Notes                         |
|----|--------------------------|---|-------------------------------|
| 1. | Open the reference       | • |                               |
| 2. | Press COPY LINK BOOKINGS | • | <i>Itinerary will refresh</i> |



|    | Steps                           | Notes   |
|----|---------------------------------|---|
| 2. | Enter an ADX reference          | <ul style="list-style-type: none"> <li>Alpha numeric reference specific to the entire itinerary</li> </ul>    |
| 3. | Press ADD BOOKING – as required | <ul style="list-style-type: none"> <li>Use if you want to add more than one trip to this reference</li> </ul> |
| 4. | Press SAVE                      | <ul style="list-style-type: none"> <li>This will link the references together</li> </ul>                      |