



Quick Guide –  
Reordering of Services on an Itinerary  
June 2022

## Contents

<b>1. Post Booking Management</b> .....	<b>3</b>
1.1. REORDERING OF SERVICES ON AN ITINERARY.....	<b>4</b>

## 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. REORDERING OF SERVICES ON AN ITINERARY

When building your itinerary, the services will show in chronological order and then in the order that you added them to the reference. Sometimes this means that your hotel may appear before the flight, on the trip reference and client document. To fix this, we have added a REORDER SERVICES button that allows you to drag and drop the service tiles in the order that you want them to show.

The screenshot displays the ADX interface for a flight itinerary. At the top, there are navigation tabs: ADX, Partners, Clients, Resources, Bookings, and a search bar. The main header shows the trip title "Round Trip Flights: New York - Miami v2" and the dates "Thursday, May 26, 2022 - Monday, May 30, 2022". The advisor is listed as "Cara Jones" and "Advisor: Anna Kulej".

Below the header, there are several tabs: Trip, Client & Travelers, Payment, Service Fees, and Manage. A "Refresh Quote" button is also present. The "Trip Name" field contains "Round Trip Flights: New York - Miami v2" and the "Dates" field shows "05/26/2022" and "05/30/2022".

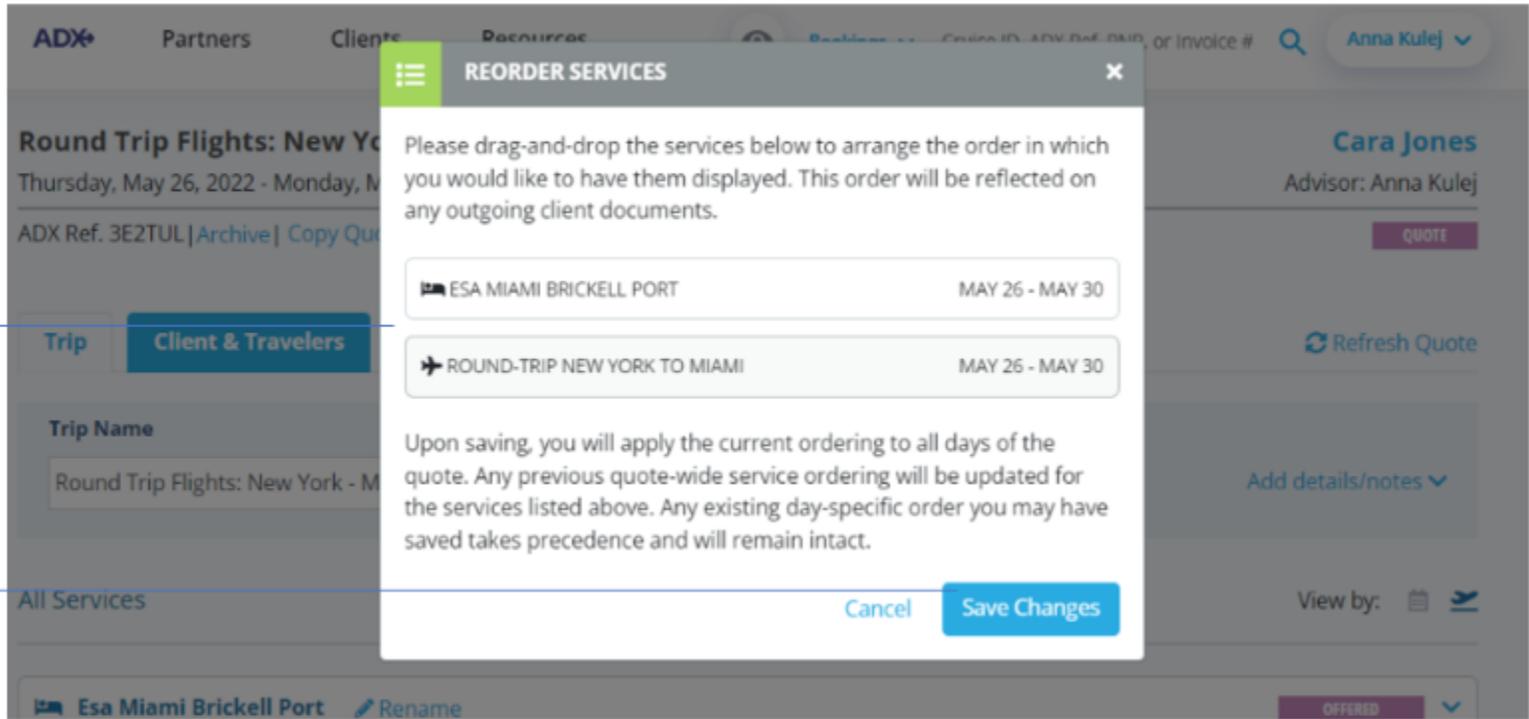
The "All Services" section lists two services:

- Esa Miami Brickell Port** (May 26, 2022 - May 30, 2022) with a "Book" button and "Remove" option.
- Round-Trip New York to Miami** (May 26, 2022 - May 30, 2022) with a "Book" button and "Remove" option.

At the bottom of the services list, there is an "Actions: Reorder Services" button, which is highlighted by a blue line and the number "2.". Below this, there is a summary section with "Estimated Quote" (USD \$39.00) and "Potential Commission" (USD \$11.00), along with an "Add Insurance" button. To the right, there is a "Client Documents" section with "Insurance offered" and an "Update" button.

At the very bottom, there are three buttons: "Add ADX Service -", "Add non-ADX Service -", and "Send Itinerary".

	Steps		Notes
1.	Enter an ADX reference		<ul style="list-style-type: none"><li>• <i>Alpha numeric reference specific to the entire itinerary</i></li></ul>
2.	Press REORDER SERVICES		<ul style="list-style-type: none"><li>• <i>Located on TRIP tab</i></li></ul>



	Steps	 Notes
3.	Press on the service tile and drag to re-order	<ul style="list-style-type: none"> <li>• <i>Drag and drop all services in desired order</i></li> </ul>
4.	Press SAVE CHANGES	<ul style="list-style-type: none"> <li>• </li> </ul>

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

### Round Trip Flights: New York - Miami v2

Thursday, May 26, 2022 - Monday, May 30, 2022

ADX Ref. 3E2TUL | Archive | Copy Quote | Link Bookings

Cara Jones  
Advisor: Anna Kulej

quotes

Trip Client & Travelers Payment Service Fees Manage Refreshing...

Trip Name Dates

Round Trip Flights: New York - Miami v2 05/26/2022 05/30/2022 Add details/notes

All Services View by

**Esa Miami Brickell Port** Rename **ORDER**

May 26, 2022 - May 30, 2022

Book Remove

Actions: Modify

**Round-Trip New York to Miami** Rename **ORDER**

May 26, 2022 - May 30, 2022

Book Remove

Actions: Select New Rights - Ask Air Support - Seat Plan - Fare Rules

Actions: Reorder Services

5.

	Steps	 Notes
5.	Confirm re-order	<ul style="list-style-type: none"> <li>Service tiles will show in new order</li> </ul>