



Quick Guide –
Removing Quoted Services
June 2022

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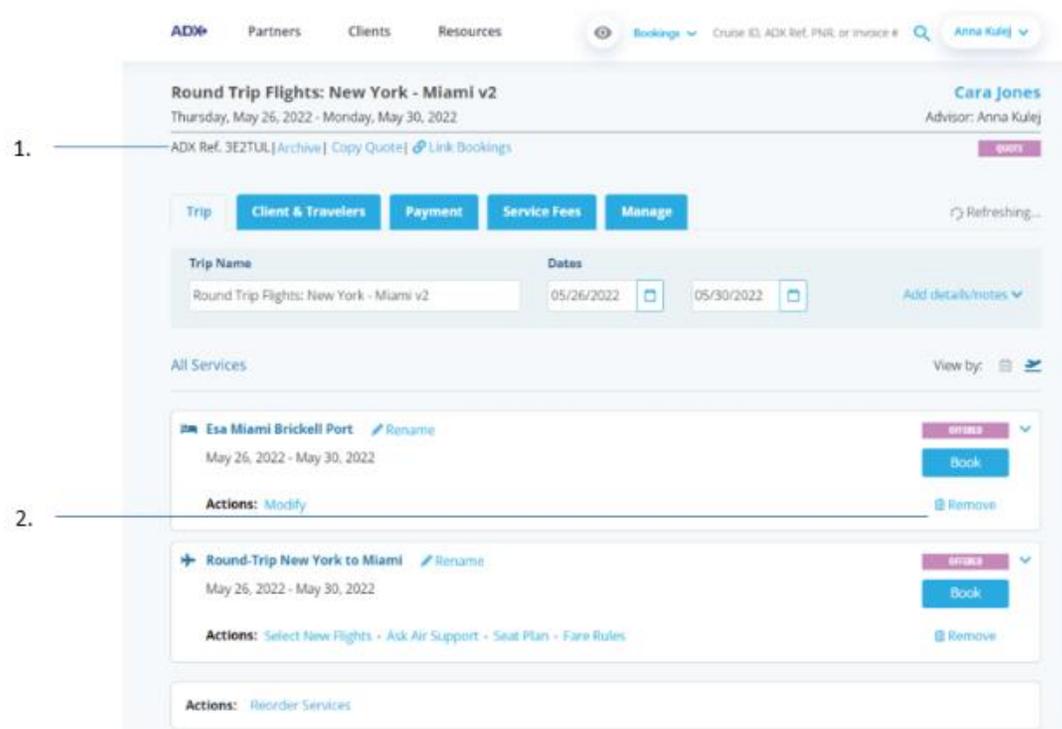
1. Post Booking Management

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. REMOVING QUOTED SERVICES FROM A REFERENCE

Since you can add multiple services to an ADX reference to build a complete trip itinerary, you can also remove any unwanted quoted services from that reference. Removing a quoted service deletes that quote permanently from the reference and it cannot be brought back once removed. This will also remove it from the client document.



☰	Steps	✍️	Notes
1.	Open ADX reference	•	
2.	Press REMOVE button	•	<ul style="list-style-type: none"> • <i>Located on Trips tab</i> • <i>Service tile will disappear from reference</i>