



Quick Guide –
Changing Trip Services View
June 2022

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1. Post Booking Management

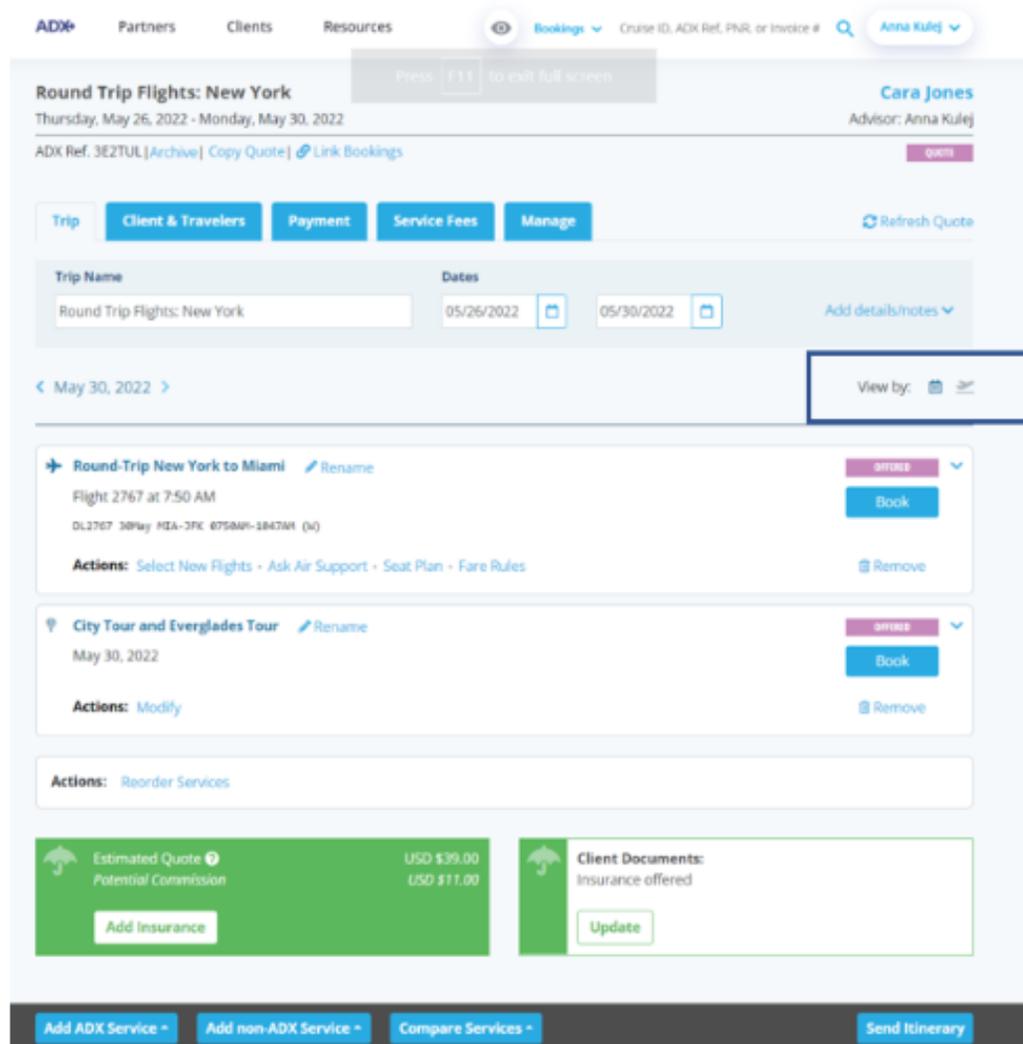
All bookings can be managed directly through ADX. This section will show you extra functionality related to post booking management within the platform. Learn more about topics related to:

- 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. CHANGING TRIP SERVICE VIEWS

The Trip Services page lets you change how you view the service details in ADX. You can select from:

-  Calendar view – see day by day view of services
-  Service view – see each service in a list, default view



The screenshot displays the ADX interface for a trip named "Round Trip Flights: New York" from Thursday, May 26, 2022, to Monday, May 30, 2022. The page includes navigation tabs for "Trip", "Client & Travelers", "Payment", "Service Fees", and "Manage". A "View by:" dropdown menu is highlighted with a red box, showing options for "Calendar" and "List". The main content area lists two services: "Round-Trip New York to Miami" (Flight 2767 at 7:50 AM) and "City Tour and Everglades Tour" (May 30, 2022). Each service has a "Book" button and a "Remove" button. At the bottom, there are sections for "Estimated Quote" (USD \$39.00 Potential Commission USD \$11.00) and "Client Documents" (Insurance offered). The footer contains buttons for "Add ADX Service", "Add non-ADX Service", "Compare Services", and "Send Itinerary".

1.6.1 Calendar View

Itineraries that span over multiple days with multiple services can be viewed on a calendar day over day layout. Each day block would contain only the services that pertain to that day. Use the calendar toggle <> to maneuver through the trip days. To view your trip reference in calendar view, press the  icon.

Use the <> to switch between days

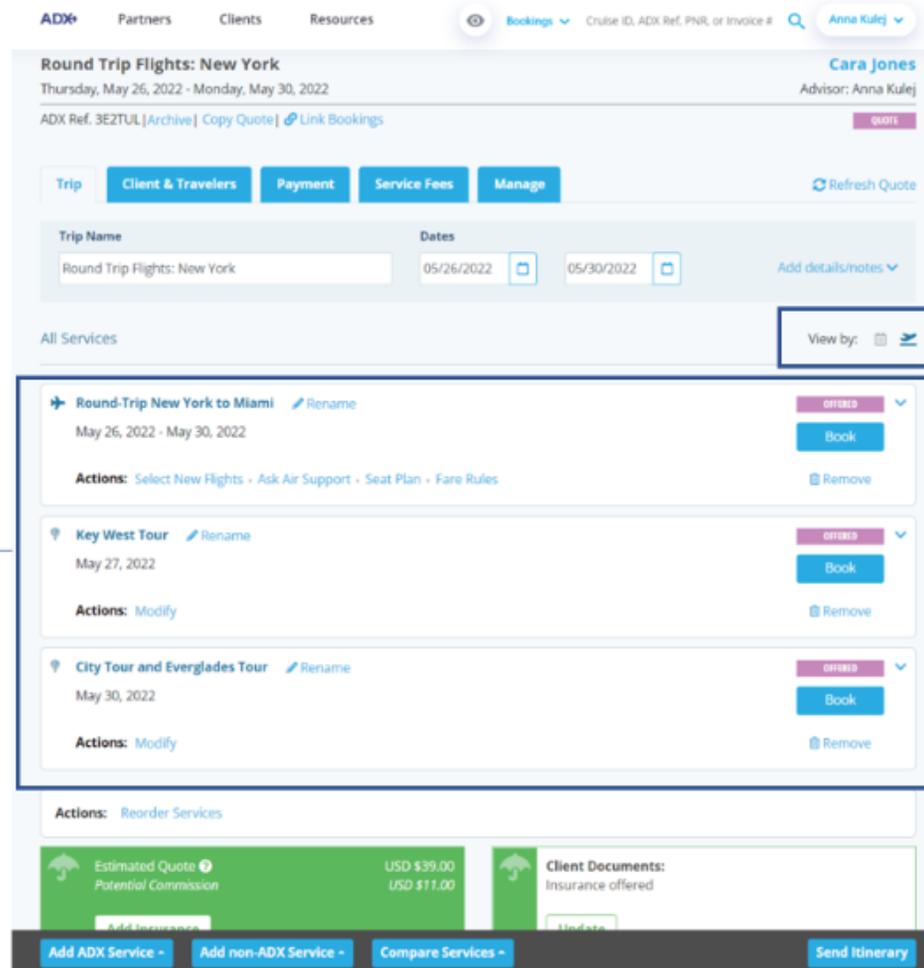
Select the calendar icon

Services on the day specified

1.6.2 Service View

The service list view will show you ALL of the services that were added to the reference in a list down format. The service view is the defaulted view on the page. If your view is set to calendar, you can switch it back to service view by pressing the  icon.

Services listed out in chronological order then when it was added



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

Round Trip Flights: New York Cara Jones
Thursday, May 26, 2022 - Monday, May 30, 2022 Advisor: Anna Kulej

ADX Ref. 3E2TUL [Archive] Copy Quote Link Bookings QUOTE

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name Dates
Round Trip Flights: New York 05/26/2022 05/30/2022 Add details/notes

All Services View by:   

Round-Trip New York to Miami Rename OFFERED
May 26, 2022 - May 30, 2022 Book
Actions: Select New Flights - Ask Air Support - Seat Plan - Fare Rules Remove

Key West Tour Rename OFFERED
May 27, 2022 Book
Actions: Modify Remove

City Tour and Everglades Tour Rename OFFERED
May 30, 2022 Book
Actions: Modify Remove

Actions: Reorder Services

Estimated Quote USD \$39.00
Potential Commission USD \$11.00

Client Documents: Insurance offered

Add ADX Service - Add non-ADX Service - Compare Services - Send Itinerary

Select the airplane icon