



Quick Guide –
Archiving Full Itineraries
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. ARCHIVING FULL ITINERARIES

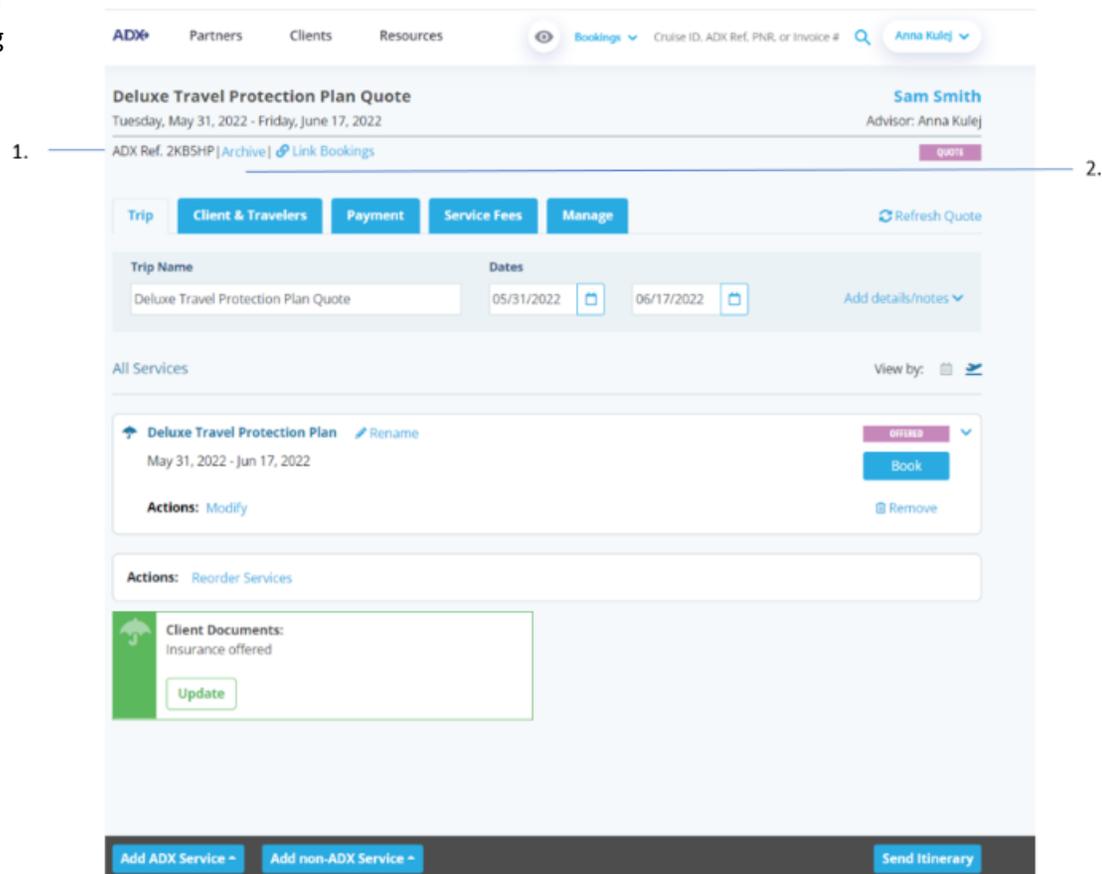
ADX does not delete references once they have been completed or the date has passed. Itineraries can be **archived or hidden** from view and accessed in the future. Archiving can be done from two places:

- the Trip Services reference
- View All page on the main dashboard

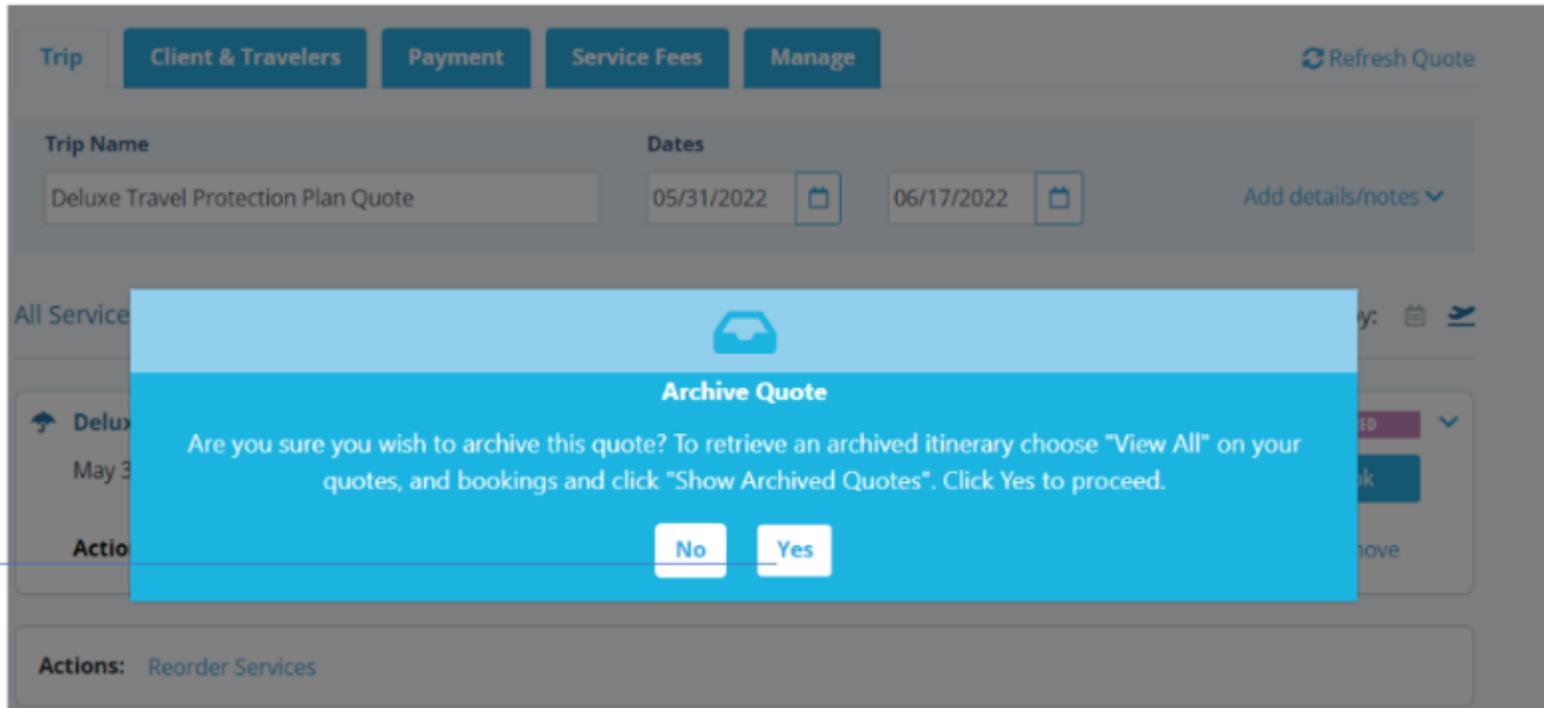
1.3.1 Archive from Trip Services Reference

An itinerary can be archived from the View All page

Bookings section as well as



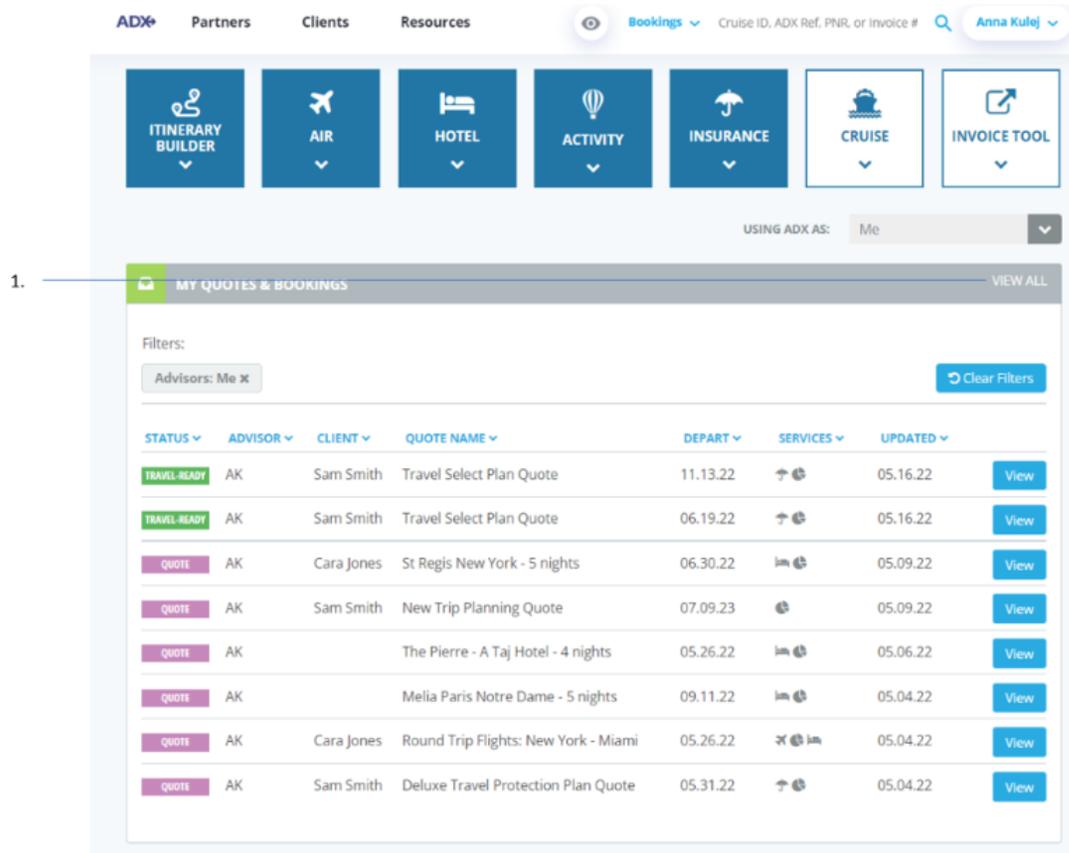
|  | Steps |  Notes |
|---|----------------------|---|
| 1. | Open the reference | • |
| 2. | Press ARCHIVE button | • |



|  | Steps |  | Notes |
|---|----------------------|---|---|
| 3. | Press YES to archive | | <ul style="list-style-type: none"> • Press no to cancel archive request • Pressing YES will archive the reference |

1.3.2 Archive from the View All Page

The View All page will show you ALL of your quotes and bookings on one page. You can batch archive references by selecting the checkboxes next to the reference and pressing the archive button.



|  | Steps |  Notes |
|---|----------------|---|
| 1. | Press VEIW ALL | <ul style="list-style-type: none"> • Located in My Quotes and Bookings |