



Quick Guide –
Hide Cancelled 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. HIDE CANCELLED SERVICES

Services that are cancelled can be hidden on the trip services page so that they don't show if they are not relevant to a trip. Manage this view in the reference details and notes section and hide the cancelled services as needed.

The screenshot displays the ADX system interface for a flight booking. At the top, there is a navigation bar with 'Home', 'Partners', 'Clients', 'Resources', 'Bookings', and a search field for 'Cruise ID, ADX Ref, PNR, or Invoice #'. The user 'Anna Kulej' is logged in. The main heading is 'One Way Flight: Los Angeles to New York' with the date 'Sunday, August 14, 2022 - Sunday, August 14, 2022'. The advisor is 'Sam Smith' and 'Anna Kulej'. A 'TRAVEL-READY' badge is present. Below this are tabs for 'Trip', 'Client & Travelers', 'Payment', 'Service Fees', and 'Manage'. A 'Refresh Quote' button is also visible. The 'Trip Name' and 'Dates' are shown as 'One Way Flight: Los Angeles to New York' and '08/14/2022' respectively. A 'View by' dropdown is set to 'List'. The 'All Services' section shows two entries: 'One-way Los Angeles to New York' (TICKETED) and 'One-way Los Angeles to New York' (CANCELLED). The 'Actions' section includes 'Reorder Services'. The bottom section shows an 'Estimated Quote' of USD \$81.00 with a 'Potential Commission' of USD \$21.00, and 'Client Documents' indicating 'Insurance offered and declined'. At the bottom, there are buttons for 'Add ADX Service', 'Add non-ADX Service', and 'Send Itinerary'.

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

One Way Flight: Los Angeles to New York

Sunday, August 14, 2022 - Sunday, August 14, 2022

ADX Ref: 6PS0XY [Archive] [Link Bookings](#) Sam Smith
Advisor: Anna Kulej

1. BOOKING READY

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

2. Add details/notes

Trip Name Dates

One Way Flight: Los Angeles to New York 08/14/2022 08/14/2022

All Services View by:

➔ One-way Los Angeles to New York TICKETS

Aug 14, 2022 - Aug 14, 2022

Actions: Change Flights - Cancel Flights - Ask Air Support - Open PNR View - Seat Plan - Fare Rules

➔ One-way Los Angeles to New York CANCELLED

Aug 14, 2022 - Aug 14, 2022

Actions: Ask Air Support - Open PNR View - Fare Rules

Actions: Reorder Services

Estimated Quote Potential Commission USD \$81.00 USD \$21.00 Client Documents: Insurance offered and declined.

Add Insurance Update

Add ADX Service - Add non-ADX Service - Send Itinerary

	Steps	 Notes
1.	Open ADX reference	<ul style="list-style-type: none">
2.	Press v on Add details/notes	<ul style="list-style-type: none"> Will expand the section down

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

One Way Flight: Los Angeles to New York

Sunday, August 14, 2022 - Sunday, August 14, 2022

ADK Ref: 6P5IXY | Archive | Link Bookings

Sam Smith
Advisor: Anna Kulej

TRIP: READY

Trip: Client & Travelers Payment Service Fees Manage

Refresh Quote

Trip Name: One Way Flight: Los Angeles to New York
Dates: 08/14/2022 08/14/2022

Description: 1300 characters max
Advisor Background: 1300 characters max

Upload Attachments: 4MB max
Upload Cover Image: 4MB max

Advisor-only Notes

Cancel Save changes

3. Hide Cancelled Services

	Steps	 Notes
3.	Check HIDE CANCELLED SERVICES checkbox	<ul style="list-style-type: none"> Located at bottom of notes section
4.	Press SAVE CHANGES button	<ul style="list-style-type: none"> The cancelled services will disappear from view To show the cancelled service uncheck the hide checkbox and the service will show