ADX

Quick Guide –
Visa Requirements and Sherpa

June 2022

Contents

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. VISA REQUIREMENTS AND SHERPA

Ever changing travel requirements make add complexity to creating beautifully crafted trips for your clients. ADX has added quick links to the service blocks under the trip tab to external websites: **IATA Travel Center and Sherpa.** PLEASE NOTE: ADX is not responsible for accuracy of content found on these two websites. These are EXTERNAL sites to Travel Edge.

	Steps		Notes
1.	Open ADX reference		•
2.	Press v on Trip tab		• *Expand details by pressing the v button* • *Details will expand down*
3.	Click link		• *Links located at bottom of each service tile* • *Webpage will open in new tab*