



Quick Guide –
Visa Requirements and Sherpa
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. 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.

The screenshot displays the ADX Travel Edge interface for a trip booking. The top navigation bar includes links for Partners, Clients, Resources, Bookings, and a search bar. The main header shows the trip title 'Round Trip Flights: New York' and the dates 'Thursday, May 26, 2022 - Monday, May 30, 2022'. A user profile for 'Cara Jones' is visible in the top right.



Below the header, there is a section for 'ADX Ref: 362TUL' with links for 'Archive', 'Copy Quote', and 'Link Bookings'. A 'Book' button is also present.

The main content area features a tabbed interface with tabs for 'Trip', 'Client & Travelers', 'Payment', 'Service Fees', and 'Manage'. The 'Trip' tab is currently selected, showing the 'Trip Name' as 'Round Trip Flights: New York' and the 'Dates' as '05/26/2022' to '05/30/2022'. A 'Refresh Quote' button is located to the right of the tabs.

Below the trip details, there is a section for 'All Services' with a 'View by:' dropdown. A service titled 'Key West Tour' is listed, with a 'Book' button and a 'Remove' button. The service details section for 'Key West Tour' includes a 'Ticket: Tour' description, a 'Ticket Description' with meeting point information, and a 'Voucher Remarks' section.

At the bottom of the service details, there is a 'TRAVELLERS' section with a button to 'Assign Travelers' and a 'COST & FEES' section showing a 'Base Fare' of USD \$86.25 and a 'TOTAL' of USD \$86.25. A red box highlights a link to 'Check Visa Requirements Sherpa'.

The footer contains buttons for 'Add ADX Service', 'Add non-ADX Service', 'Compare Services', and 'Send Itinerary'.

|  | Steps |  | Notes |
|---|---------------------|---|--|
| 1. | Open ADX reference | • | |
| 2. | Press v on Trip tab | • | <ul style="list-style-type: none"> Expand details by pressing the v button Details will expand down |
| 3. | Click link | • | <ul style="list-style-type: none"> Links located at bottom of each service tile Webpage will open in new tab |