



Quick Guide –
Regular Search
June 2022

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1. Air Booking Guide

ADX air itineraries are compared against 200+ contracts to build you an intuitive list of options with commissions. This air flow will take you from quoting to multi options to booking to ticketing, all in one platform. Booking ADX Air builds beautifully crafted comparisons and client itineraries as well as records commission automatically for reporting and finance payouts.



- All air itineraries are compared against our 200+ contracts to build you an intuitive list of options with commission
- Search Sabre and Amadeus inventory
- Net fares with mark-up opportunity available
- Air team support is a single click away
- Build side by side comparisons of up to 4 different itineraries
- Automatic invoicing for commission tracking
- Split credit card option when multiple tickets are sold

1.1. Regular Search

The **regular search** is a simple point and click fill the blank option where flights are selected from a list. The regular search will have the advisor customize the fields based on their clients' specifications. The more details you enter on the search, the more narrowed down the results will be. The regular search is the defaulted option when you open ADX Air.

The screenshot displays the 'NEW AIR SEARCH' form in the ADX Air interface. The form is organized into several sections with various input fields and dropdown menus. Numbered callouts (1-8) point to specific elements:

- 1.** Points to the 'AIR' button in the top navigation bar.
- 2.** Points to the 'Round-trip' search type selection.
- 3.** Points to the 'SEARCH' button.
- 4.** Points to the 'FROM' and 'TO' airport selection fields.
- 5.** Points to the 'DEPART' and 'RETURN' date and time selection fields.
- 6.** Points to the 'AIRLINES AND ALLIANCES' dropdown menu.
- 7.** Points to the 'QUOTE OWNER' dropdown menu.
- 8.** Points to the 'CURRENCY' dropdown menu.

The form includes the following fields and options:

- NAVIGATION:** ITINERARY BUILDER, AIR, HOTEL, ACTIVITY, INSURANCE, CRUISE, INVOICE TOOL.
- SEARCH TYPE:** Round-trip (selected), One-way, Multi-city.
- TRAVELERS:** 1 Adult.
- SEARCH TYPE:** Search (selected), Direct Sell.
- FROM:** LAX All Airports, Los Angeles United States.
- TO:** YVR All Airports, Vancouver Canada.
- DEPART:** 11/13/2022, TIME: 12pm-12am.
- RETURN:** 11/19/2022, TIME: Anytime.
- CABIN:** Premium Economy (selected).
- ROUTE VIA:** YVR All Airports, Vancouver Can.
- AIRLINES AND ALLIANCES:** AA - AMERICAN AIRLINES (selected).
- FARE OPTIONS:** Any (selected).
- STOPS:** Any (selected).
- QUOTE OWNER:** Anna Kulej.
- CURRENCY:** \$USD.

	Steps	 Notes
1.	Press AIR box	<ul style="list-style-type: none"> • <i>Air search can be started from the dashboard OR the trip services page</i> • <i>From Dashboard press the AIR button</i> • <i>Button will turn green when activated</i> • <i>Air search will open below</i>
2.	Click type of trip – Roundtrip, One Way, Multi City (Open Jaw)	<ul style="list-style-type: none"> • <i>Roundtrip, One Way, Multi City</i> • <i>Multi city allows for 6 city pairs on one record</i>
3.	Indicate number of travelers by maturity type	<ul style="list-style-type: none"> • <i>Add up to 9 passengers on 1 record</i> • <i>Correct maturity types must be selected at quoting</i> • <i>Maturity types based on age</i>
4.	Enter the FROM/ TO	<ul style="list-style-type: none"> • <i>Airport code, airport name, city name</i> • <i>Check “Include Nearby Airports” to extend search to x amount of miles</i> <ul style="list-style-type: none"> ○ <i>Will not show net rate options when selected</i>
5.	Click calendar to enter departure/ return date and slide time sliders as needed	<ul style="list-style-type: none"> • <i>Select travel dates from a calendar</i> • <i>Time filter is optional and narrow down options if the client has time restrictions</i> • <i>Slide the slider to apply a time window to the outbound and return options</i> • <i>Time slider can be set for either departure or arrival times</i>
6.	Type airline/alliance name (optional)	<ul style="list-style-type: none"> • <i>Add up to 3 airlines and/or alliances to include or exclude in search results</i>

7.	Select Quote Owner	<ul style="list-style-type: none"> • <i>If delegations set up, name will appear in the dropdown</i> • <i>Delegates needs to be set at the time of quoting</i> • <i>Will flow commission to correct quote owner on the file</i>
8.	Select currency	<ul style="list-style-type: none"> • <i>CAD advisors will see both USD and CAD option</i> • <i>USD advisors will see USD only option</i> • <i>BMD advisors will see BMD and USD option</i>

ITINERARY BUILDER **AIR** **HOTEL** **ACTIVITY** **INSURANCE** **CRUISE** **INVOICE TOOL**

NEW AIR SEARCH

TRAVELERS: 1 Adult SEARCH TYPE: Search (selected) Direct Sell

FROM: LAX All Airports, Los Angeles United States TO: YVR All Airports, Vancouver Canada

DEPART: 11/13/2022 TIME: 12pm-12am CABIN: Premium Economy ROUTE VIA: YVR All Airports, Vancouver Can

RETURN: 11/19/2022 TIME: Anytime CABIN: Premium Economy ROUTE VIA:

AIRLINES AND ALLIANCES (Optional / Max 3): AA - AMERICAN AIRLINES

FARE OPTIONS: Any STOPS: Any

FILTER: Hide Basic Economy INVENTORY SOURCE (GDS): All

QUOTE OWNER: Anna Kulej CURRENCY: \$USD

Save for Later Search

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	Steps	 Notes
9.	Select Cabin category for each segment	<ul style="list-style-type: none"> • <i>Cabin category options include Economy, Premium Economy, Business, First</i>
10.	Check/Uncheck cabin customizations	<ul style="list-style-type: none"> • Same for all City Paris checkbox lets you create a mixed cabin itinerary (example – economy on outbound, business on return) <ul style="list-style-type: none"> ○ Check box if all flights are in the same cabin category – all cabin boxes will grey out ○ Unselect if you need a mixed itinerary – all cabin boxes will be customizable • Limit to Selected Cabin lets you create true class itineraries without mixed options (example – Premium economy on all segments) <ul style="list-style-type: none"> ○ ADX default is to create mixed itineraries ○ If true class not available on all segments, ADX will build next available option
11.	Indicate a route via airport (optional)	<ul style="list-style-type: none"> • <i>Airport code, airport name, city name</i> • <i>Will filter results to show only flights with that specific routing</i>
12.	Indicate fare option type: any, flexible or unrestricted	<ul style="list-style-type: none"> • Any means results are not limited to the below • Flexible means refundable fare or exchangeable with \$0 change fee • Unrestricted means same as flexible with no other restrictions
13.	Select the number of stops (optional)	<ul style="list-style-type: none"> •

14.	Select Filter type for Basic Economy Fares	<ul style="list-style-type: none"> • <i>ADX will show ALL fares by default including Basic Economy</i> • <i>Select No Filter or Hide Basic Economy Fares</i> • <i>Set default filter in Advisor profile to hide basic fares automatically</i>
15.	Set inventory source to All or Sabre	<ul style="list-style-type: none"> • <i>Inventory comes from Amadeus and Sabre</i> • <i>Sabre emulator (PNR view) only available for Sabre itineraries</i>
16.	Save for later (optional)	<ul style="list-style-type: none"> • <i>Save search criteria for later searches</i>
17.	Press SEARCH	<ul style="list-style-type: none"> • <i>Will run the search based on the criteria entered</i>

1.1.1.1. Select Flight

The **Regular Search** flow returns a list of outbound and return flight options for advisor to select from. You can narrow the results by applying filters, adjust dates via the flexible dates option and review the seat map on a given flight.

The screenshot displays a flight search interface with the following components and callouts:

- 1.** Points to the search filters section at the top, including '1 Adult', 'Included Airline: AA', and 'Currency: USD'.
- 2.** Points to the 'Choose City Pair 1' section, which includes a calendar view for selecting flexible dates within 63 days.
- 3.** Points to the 'ALL FLIGHTS' filter menu, showing options for 'NONSTOP', '1 STOP', and '3 STOPS'.
- 4.** Points to the 'Price per passenger including taxes and fees' table, which lists flight options with prices like USD 3538.02 and USD 5546.17.
- 5.** Points to the detailed flight information for 'Los Angeles (LAX) to Vancouver (YVR) - Sun Nov 13', including airline details and flight duration.
- 6.** Points to the bottom of the flight details section, showing the final price and 'Add' button.

	Steps	 Notes
1.	Modify search as needed	<ul style="list-style-type: none"> • <i>Opens the search box with pre-populated criteria</i>
2.	Check flexible dates within + or – 3 days (optional)	<ul style="list-style-type: none"> • <i>Click the “Select Flexible” button to open grid of +- 3 day pricing grid</i> • <i>Change itinerary dates by clicking on new date</i> • <i>GREEN – Cheaper price available</i> • <i>RED – More expensive price available</i> • <i>BLACK – Same price as current date</i>
3.	Add filters (optional)	<ul style="list-style-type: none"> • <i>Filter in Quick Pick box by pressing the name of the airline, price point or stops</i> • <i>Filter in header by pressing v button:</i> <ul style="list-style-type: none"> ○ <i>Price</i> ○ <i>Airline</i> ○ <i>Departure/Arrival</i> ○ <i>Duration</i> ○ <i>Stops</i> ○ <i>Advisories</i> ○ <i>Commission type /fare type</i> ○ <i>GDS type</i> • <i>Filters applied will display under filter heading</i> • <i>Press x to remove filter</i>
4.	Expand flight details	<ul style="list-style-type: none"> • <i>Expand details and see flight numbers, connection info, seat map, etc.</i> • <i>Expanding will open the flight section</i> • <i>+ will expand ALL flights</i> • <i>v will expand individual flight</i>

5.	Review seat map	<ul style="list-style-type: none">• <i>Seat map based on airline availability</i>• <i>Seat map is view only until the itinerary is BOOKED/TICKETED</i>
6.	Click ADD	<ul style="list-style-type: none">• <i>ADD to select option</i>• <i>Repeat selection steps for all flights</i>