



Quick Guide –
Ticket Air
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. TICKET AIR

Pressing the BOOK ONLY button will allow you to proceed straight to ticketing without a quote OR to apply payment and ticket after a hold has been made on the trip services page. Once an air service is ticketed, you will see a TICKETED service status as well as ticket numbers under the TRIP tab.

Ticketing can be done with or without generating an ADX reference first:

1. **Without a Quote** – Press the BOOK button once you have selected your itinerary option then TICKET FLIGHT. You will need to enter your client and traveler information before the button becomes available.
2. **From the Trip Page** – A booked itinerary will show a TICKET FLIGHT button on the details.

Regardless of which flow you follow; the payment process will be the same.

1.

The image displays two screenshots from the ADP system interface. The left screenshot shows the 'CLIENT AND TRAVELERS INFO' form for a 'One Way Flight: Los Angeles to New York'. The form includes fields for client name (Sam Smith), phone number (5554445555), and traveler details (Title: Mr., First Name: Sam, Middle Name, Last Name: Smith, Date of Birth: 23 Mar 1990, Gender: M). A 'Book Only' button is visible at the bottom right of the form. The right screenshot shows the 'Multiple Air Services' page for the same flight, with a 'Ticket Flight' button highlighted in blue. A blue arrow points from the 'Book Only' button in the left screenshot to the 'Ticket Flight' button in the right screenshot, indicating the flow from client information entry to ticketing.

	Steps		Notes
1.	Press TICKET FLIGHT		<ul style="list-style-type: none">• <i>Book flow will show Ticket Flight option</i>• <i>From the Trip Services Page press the Ticket Flight</i>• <i>Will land on the payment page</i>

	Steps	 Notes
2.	Select services to process payment	<ul style="list-style-type: none"> • <i>Check services to process payment</i> • <i>Uncheck services to remove from payment process</i>
3.	Add services fee – as required	<ul style="list-style-type: none"> • <i>Add planning fees</i> • <i>Add 24/7 VIP support</i>
4.	Select insurance offering	<ul style="list-style-type: none"> • <i>Shows in Terms and Condition of client itinerary</i>
5.	Add credit card information	<ul style="list-style-type: none"> • <i>ADX does NOT pull in or store credit card information</i> • <i>Enter CC information including billing address</i>
6.	Read T&C's and check box	<ul style="list-style-type: none"> • <i>You cannot continue to ticketing without checking the box</i>
7.	Press PAY AND TICKET button	<ul style="list-style-type: none"> • <i>IF ticketing fails, a message will appear at the top letting you know it did not go through</i> • <i>Ticketing may fail due to credit card decline, possible fraud detected, ADX processing errors</i> • <i>IF ticketing fails, please reach out to ADX support for assistance with next steps</i>

ADP Partners Clients Resources **Bookings** Choose ID, ADX Ref, PNR, or Invoice # [Home](#) [Home](#)

One Way Flight: Los Angeles to New York

Sunday, August 14, 2022 - Sunday, August 14, 2022 **Sam Smith**
Advisor: Anna Kulej

ADX Ref: 8P500(Archive) [Link Bookings](#) **View Book**

Trip **Client & Travelers** **Payment** **Services Paid** **Manage** [Refresh Quote](#)

Trip Name: One Way Flight: Los Angeles to New York Dates: 08/14/2022 - 08/14/2022 [Add Itinerary/Notes](#)

All Services View by:

8. [+ One-way Los Angeles to New York](#) **View**

9. Aug 14, 2022 - Aug 14, 2022

10. **Actions:** [Change Flights](#) - [Cancel Flights](#) - [Air Support](#) - [Open PNR View](#) - [Seat Plan](#) - [Fare Rules](#)

GDS: Sabre

PNR REF: (Sabre) FWQGGG **PNR REF:** (AN) FWQHHO

AIR SUPPORT HOURS
Mon-Fri: 10:00 am EDT - 7:00 pm EDT

AFTER-HOURS ASSISTANCE (Fees Apply)
PHONE #: 888-481-2064
CODE: S-410G

BOOKING DETAILS

Sunday, August 14, 2022 - Los Angeles (LAX) to New York (JFK)

Los Angeles (LAX) to New York (JFK) **Duration: 5h 40m**

Aug 14, 2022

AMERICAN AIRLINES | Flight 2 **Departure:** Sun Aug 14 at 6:00 AM
Class: Q **Terminal:**
Cabin: Economy **Arrival:** Sun Aug 14 at 2:40 PM
Aircraft: Airbus A321 (Sharklets) **Terminal:** TERMINAL 8
Baggage Allowance: 0 Pieces/Passenger

11.

Passenger Name	Seat	Meal	Ticket Number
Mr. Sam Smith	—	—	0017687923239
Mrs. Sarah Smith	—	—	0017687923240

TRAVELERS **COU & FEE**

Base Fare: USD 839.04
Taxes and Fees: USD 356.12

[Add ADX Service -](#) [Add non-ADX Service -](#) [Send Itinerary](#)

	Steps	 Notes
8.	Verify TICKETED status	<ul style="list-style-type: none"> • <i>On Trip Services page TRIP tab</i> • <i>Itinerary status will reflect ALL services</i>
9.	Press V to expand details	<ul style="list-style-type: none"> •
10.	Verify airline references	<ul style="list-style-type: none"> • <i>Will ONLY appear on client documents once ticketed</i>
11.	Verify ticket numbers	<ul style="list-style-type: none"> •