



Quick Guide –
Saving Air Searches
June 2022

Contents

1. Air Booking Guide	3
1.1.1. Saved Air Searches	4

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. Saved Air Searches

Commonly used air searches can be saved and accessed at any time. Enter the air search criteria and press the SAVE FOR LATER button. To access the saved and previously run searches, press the VIEW SAVED searches button, and select from the saved list. The search fields will populate with the data previously entered and saved.

The screenshot displays the ADX interface with a modal window titled "PREVIOUS/SAVED SEARCHES". The modal has two tabs: "Saved Searches" (active) and "Previous Searches". Under "Saved Searches", there is one entry: "SMITH LHR AIR". The entry details are: "LAX-LHR" with date "Oct 09 2022", "LHR-LAX" with date "Oct 15 2022", and "AA | Max 1 Stop | RoundTrip". There is a "Search" button and a "Cancel" button in the modal.

The background interface shows the main search form with the following fields:

- FROM:** LAX All Airports, Pembroke United States
- TO:** LHR London Heathrow Airport, London, England United Kingdor
- DEPART:** 10/09/2022, TIME: 12am-9am, Depart/Arrive radio buttons.
- RETURN:** 10/15/2022, TIME: 1pm-12am, Depart/Arrive radio buttons.
- CABIN:** Premium Economy (for departure), Business (for return).
- AIRLINES AND ALLIANCES:** AA - AMERICAN AIRLINES.
- FARE OPTIONS:** Any.
- STOPS:** Max 1 stop.
- FILTER:** Hide Basic Economy.
- INVENTORY SOURCE (GDS):** All.
- QUOTE OWNER:** Anna Kulej.
- CURRENCY:** \$USD.

At the bottom of the main form, there are sections for "SAVED SEARCHES" and "PREVIOUS SEARCHES".

SAVED SEARCHES	PREVIOUS SEARCHES
LAX to LHR 4 Adults, 1 Child, 1 Infant AA	LAX to JFK Economy 2 Adults
	LAX to JFK Economy 1 Adult
	LAX to CDG Economy 1 Adult

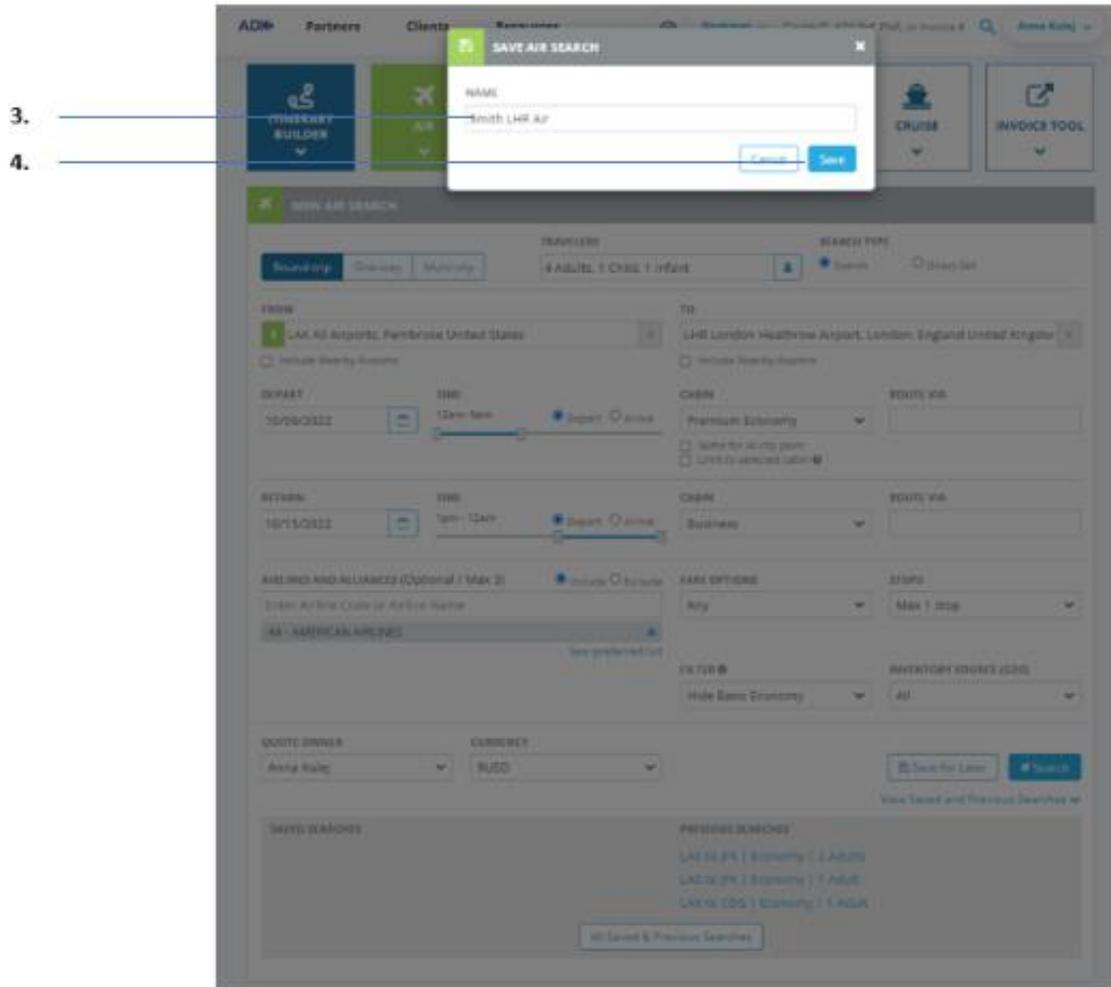
Buttons: "Save for Later", "Search", "View Saved and Previous Searches", "All Saved & Previous Searches".

1.1.1.1. Creating Saved Searches

The screenshot shows the 'NEW AIR SEARCH' form with the following details:

- TRAVELERS:** 4 Adults, 1 Child, 1 Infant
- SEARCH TYPE:** Round-trip (selected), One-way, Multi-city
- FROM:** LAX All Airports, Pembroke United States (Annotated with '1.')
- TO:** LHR London Heathrow Airport, London, England United Kingdom
- DEPART:** 10/09/2022, TIME: 12am - 9am
- RETURN:** 10/15/2022, TIME: 1pm - 12am
- CABIN:** Premium Economy (Depart), Business (Return)
- FARE OPTIONS:** Any
- STOPS:** Max 1 stop
- QUOTE OWNER:** Anna Kulaj
- CURRENCY:** \$USD
- Buttons:** Save for Later (Annotated with '2.'), Search
- SAVED SEARCHES:** Empty
- PREVIOUS SEARCHES:** LAX to JFK | Economy | 2 Adults, LAX to JFK | Economy | 1 Adult, LAX to CDG | Economy | 1 Adult

	Steps	Notes
1.	Enter air search criteria	•
2.	Press SAVE FOR LATER button	•



	Steps	 Notes
3.	Enter name for search	<ul style="list-style-type: none"> • Will appear in list of existing saved searches
4.	Press SAVE	<ul style="list-style-type: none"> •

ADD Partners Clients Resources Bookings Cruise ID: ADX, INC, PMA, or Invoice # [Home Page](#)

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NEW AIR SEARCH

Round-trip One-way Multi-city
 TRAVELLERS: 4 ADULT, 1 CHILD, 1 INFANT Direct fare

FROM: LAX All Airports, Pembroke United States
 TO: LHR London Heathrow Airport, London, England United Kingdom

DEPART: 10/09/2022 TIME: 13h - 9h Depart Arrive

CARR: Premium Economy

RETURN: 10/15/2022 TIME: 1pm - 12pm Depart Arrive

CABIN: Business

AIRLINES AND ALLIANCES (Optional / Max 3) Include Exclude

Enter Airline Code or Airline Name
 AA - AMERICAN AIRLINES

FARE OPTIONS: Any

FILTER BY: Hide Basic Economy

INVENTORY SOURCE: All

CLOSET OWNERS:

CURRENCY: USD

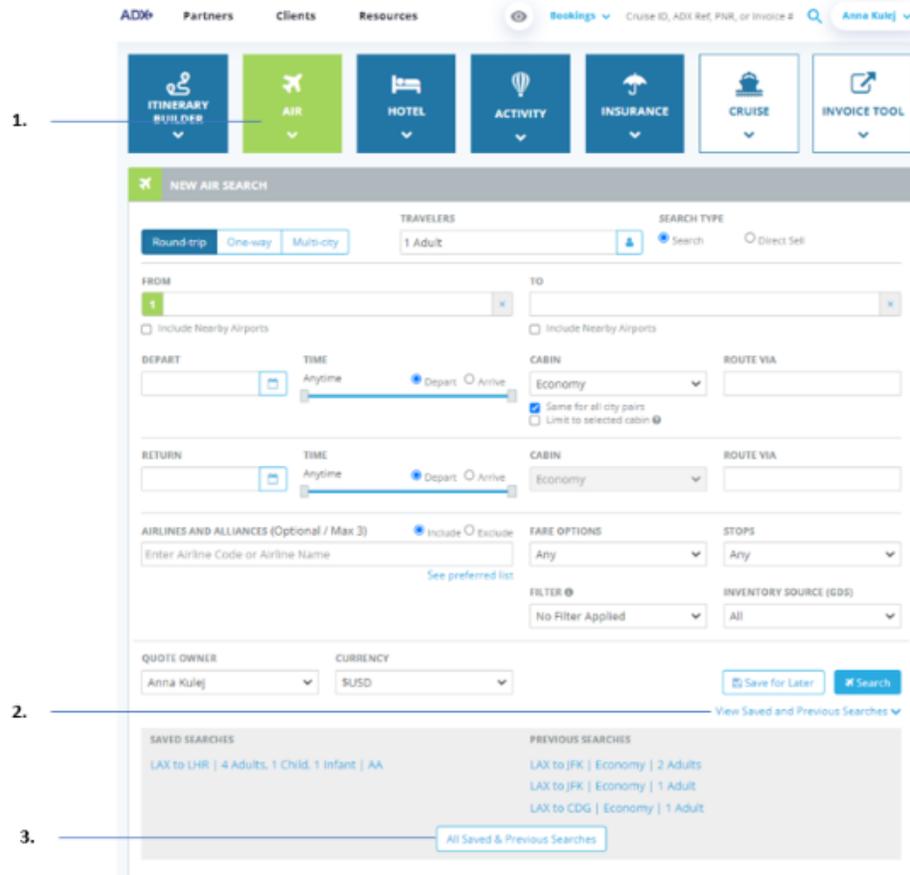
SAVED SEARCHES
 LAX to LHR | 4 Adults, 1 Child, 1 Infant | AA

PREVIOUS SEARCHES
 LAX to JFK | Economy | 2 Adults
 LAX to JFK | Economy | 1 Adult
 LAX to CDG | Economy | 1 Adult

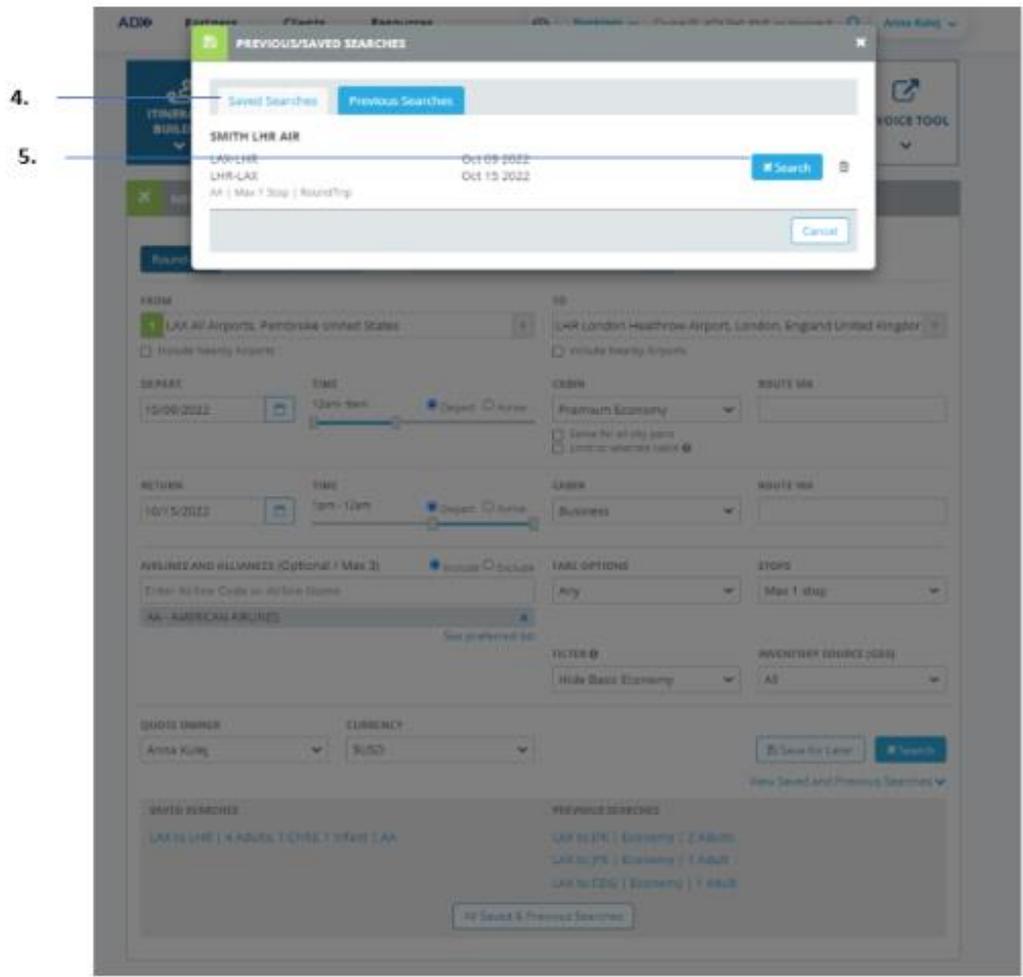
5.

	Steps	 Notes
5.	Review saved search in list	<ul style="list-style-type: none">

1.1.1.2. Accessing Saved Searches



	Steps	 Notes
1.	Press AIR button	•
2.	Press VIEW SAVED AND PREVIOUS SEARCHES	•
3.	Click search in list OR press ALL SAVED AND PREVIOUS SEARCHES	•



 Steps		 Notes	
4.	Click tab		<ul style="list-style-type: none"> Select Saved or Previous search tab
5.	Press SEARCH		<ul style="list-style-type: none"> All search info will populate