

Quick Guide – Saving Air Searches

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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. 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.

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				Same for all city pairs		
RETURN		TIME		CABIN		ROUTE VIA
10/15/202	22 📋	1pm - 12am	Depart O Arrive	Business	~	
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						View Saved and Previous Searches
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1.1.1.1. Creating Saved Searches

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2.							View Saved and Previo	ous Searches 🗸
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					LAX to JFK Economy	1 Adult		
					LAX to CDG Economy	1 Adult		
				All Saved & Pro	evious Searches			

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

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 >>>	Steps		Notes
3.	Enter name for search	• V	Vill appear in list of existing saved searches
4.	Press SAVE	•	

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¥ **	Steps	Notes
5.	Review saved search in list	•

1.1.1.2. Accessing Saved Searches

	ADX+ Partners Clients Resources	Bookings Cruse ID, ADX Ref, PNR, or Imoles = Q Anne Kulej	
1	AIR HOTEL ACT		
	TRAVELERS	SEARCH TYPE	1
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		Same for all city pairs Limit to selected cabin	
	RETURN TIME	CABIN ROUTE VIA	
	Anytime @ Depart. O Arrive	Economy	
	AIRLINES AND ALLIANCES (Optional / Max 3)	FARE OPTIONS STOPS	
	Enter Airline Code or Airline Name	Any 🗸 Any 🗸	
	See preferred list	FILTER O INVENTORY SOURCE (GDS)	
		No Filter Applied 👻 All 👻	
	QUOTE OWNER CURRENCY		
	Anna Kulej 👻 SUSD 👻	Save for Later 🛛 Search	
2		View Saved and Previous Searches 🗸	
	SAVED SEARCHES	PREVIOUS SEARCHES	
	DAX to DHR 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	
3	All Saved & P	Yevious 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	•

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 >>>	Steps		Notes
4.	Click tab	• 5	elect Saved or Previous search tab
5.	Press SEARCH	• 4	All search info will populate