



Quick Guide –
Basic Economy Filter
June 2022

Contents

1. Air Booking Guide	3
1.1. Filtering Basic Economy Fares.....	4
1.1.1. Setting a Default Filter	5
1.1.2. Air Search Filter.....	6
1.1.3. Search Results Filter.....	7

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.



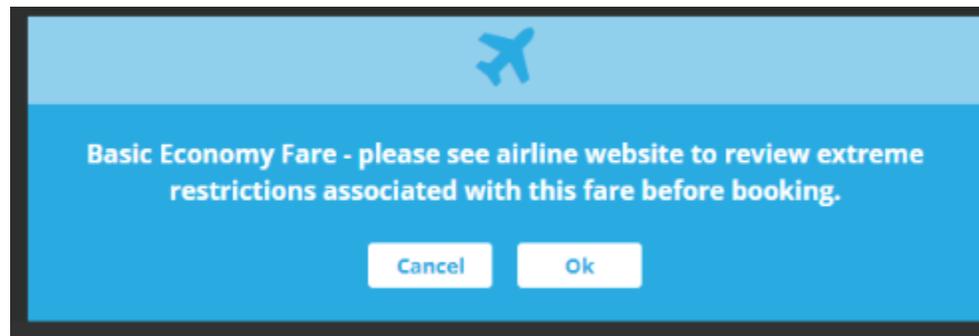
- All air itineraries are compared against our 200+ contracts to build you an intuitive list of options with commission
- Search Sabre and Amadeus inventory
- Net fares with mark-up opportunity available
- Air team support is a single click away
- Build side by side comparisons of up to 4 different itineraries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

1.1. Filtering Basic Economy Fares

ADX air search results will include all available fares on the results page. To filter out Basic Economy fares, you can:

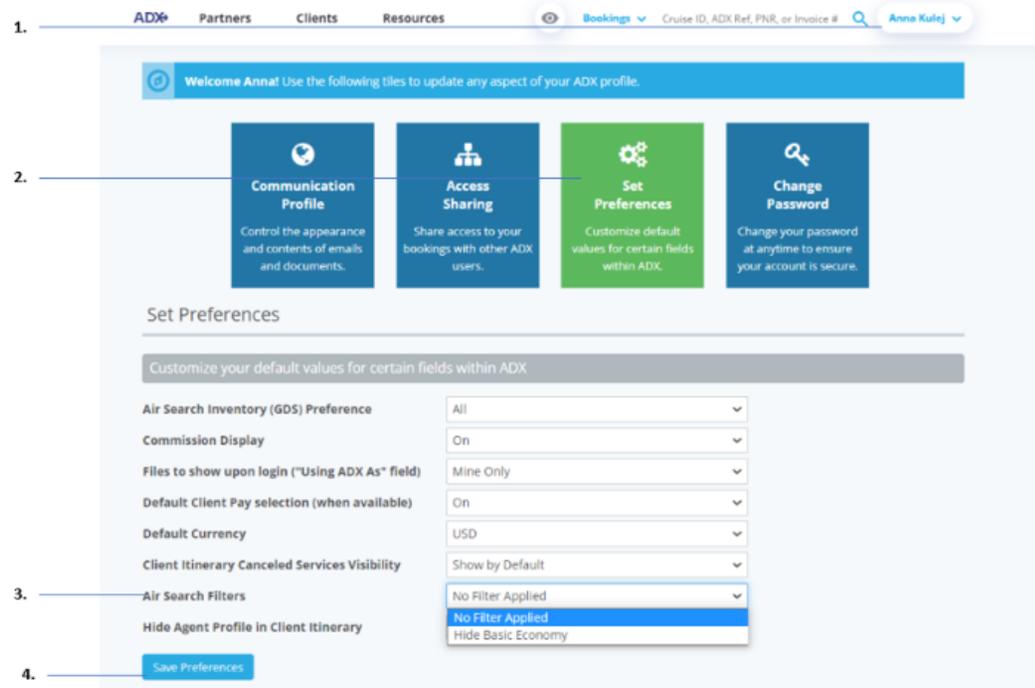
- set a default in your profile to automatically hide these fares on every air search
- change the filter during your air search
- set a filter on the search results page

When selecting Basic Economy Fares, advisor will need to confirm the message below before being able to continue with booking or ticketing.



1.1.1. Setting a Default Filter

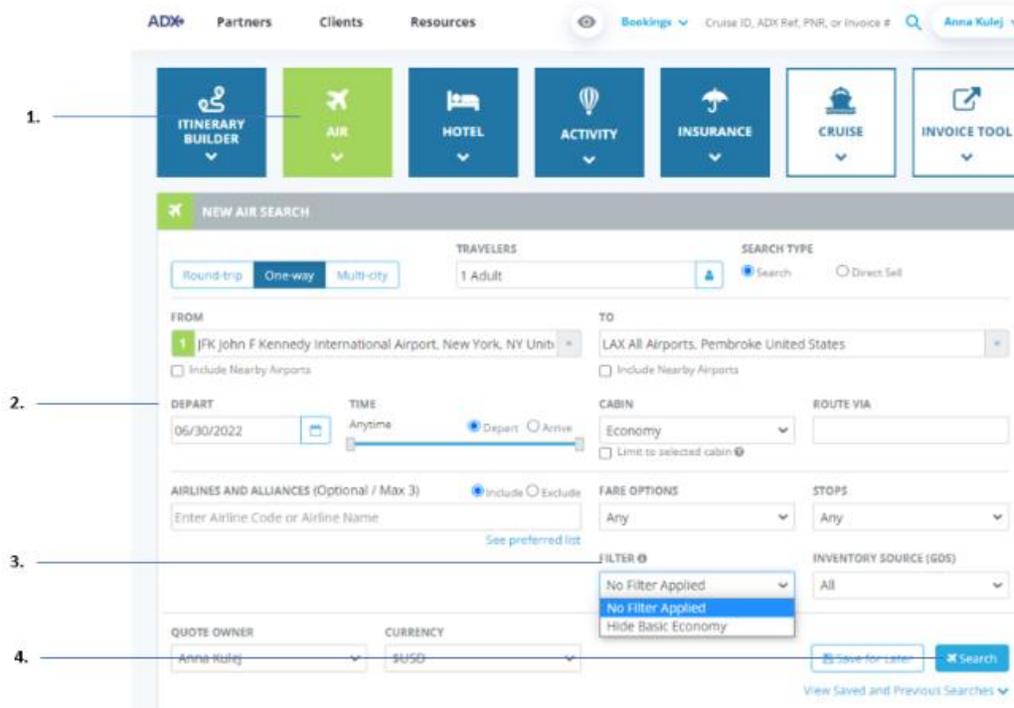
Setting a filter in your advisor profile will set the search to auto filter basic fares every time automatically. This only needs to be set ONCE.



	Steps	 Notes
1.	Open advisor profile	<ul style="list-style-type: none"> • <i>V next to name</i> • <i>Select MY PROFILE</i>
2.	Click SET PREFERENCES tab	<ul style="list-style-type: none"> •
3.	Click v on Air Search Filter and select filter type	<ul style="list-style-type: none"> • <i>No filter applied – Basic will show in results</i> • <i>Hide Basic Economy – No basic will show in results</i>

1.1.2. Air Search Filter

Apply or change the filter during the air search BEFORE running the search.



☰	Steps	✍️	Notes
1.	Press AIR button on dashboard	•	<i>Open the air search widget</i>
2.	Enter search criteria	•	
3.	Click v on FILTER and select option	•	<ul style="list-style-type: none"> • <i>No filter applied – Basic will show in results</i> • <i>Hide Basic Economy – No basic will show in results</i>
4.	Press SEARCH	•	<i>Search results will not show basic fares</i>

1.1.3. Search Results Filter

Filter our Basic Economy fares on the results page by applying a filter to the advisory column.

The screenshot shows the flight search results interface. At the top, there are navigation links like 'ADP', 'Partners', 'Clients', and 'Resources'. Below that, the search criteria are displayed: 'City Pair 1: New York (JFK) to Los Angeles (LAX)', 'Economy', and 'Route Val: Current'. A table of flight options is shown with columns for 'ALL FLIGHTS', 'AMERICAN AIRLINES', 'UNITED AIRLINES', 'DELTA AIR LINES', 'ALASKA AIRLINES', and 'JETBLUE AIRWAYS'. Below the table, there are filters for 'PRICE', 'AIRLINE', 'DEPART', 'ARRIVE', 'DURATION', 'STOPS', 'ADVISORY', 'SET. CURRENCY', and 'GDS'. The 'ADVISORY' column is expanded, showing a dropdown menu with various filters, including 'Basic Economy' which is checked.

	Steps	 Notes
1.	Run air search	<ul style="list-style-type: none"> Filter available on results page
2.	Press v on ADVISORY column	<ul style="list-style-type: none">
3.	Check/uncheck Basic Economy checkbox	<ul style="list-style-type: none"> Results will update