

Quick Guide – Basic Economy Filter

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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. 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.

Basic Economy Fare - please see airline website to review extreme	×								
restrictions associated with this fare before booking.	Basic Economy Fare - please see airline website to review extreme restrictions associated with this fare before booking.								
Cancel Ok									

#### 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.

ADX+ Partners Clients Resources   Bookings   Cruise ID, ADX Ref, PNR, or Invoice # Q											
Ø •	Welcome Annat Use the following tiles to update any aspect of your ADX profile.										
	•		ሐ	o:	a,						
	Communication Profile Control the appearance Shi and contents of emails book and documents.		Access	Set Preferences	Change Password						
			access to your s with other ADX users.	Customize default values for certain fields within ADX.	Change your password at anytime to ensure your account is secure.						
Set Pr	Set Preferences										
Custon	nize your default values for co	ertain field	s within ADX		~						
Commis	sion Display		On		~						
Files to s	show upon login ("Using ADX As	" field)	Mine Only		~						
Default	Client Pay selection (when avail	lable)	On		~						
Default	Currency		USD		~						
Client Iti	inerary Canceled Services Visibi	ility	Show by Default		~						
Client Iti	inerary Canceled Services Visibi ch Filters	ility	Show by Default No Filter Applied		*						

¥ ₹	Steps		Notes
1.	Open advisor profile	• 1 • 5	/ next to name Telect MY PROFILE
2.	Click SET PREFERENCES tab	•	
3.	Click v on Air Search Filter and select filter type	• N • H	lo filter applied – Basic will show in results łide Basic Economy – No basic will show in results

#### 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	• (	Open the air search widget
2.	Enter search criteria	•	
3.	Click v on FILTER and select option	•   •	No filter applied – Basic will show in results Hide Basic Economy – No basic will show in results
4.	Press SEARCH	• 9	Search results will not show basic fares

### 1.1.3. Search Results Filter

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

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žΞ	Steps		Notes
1.	Run air search	• F	ilter available on results page
2.	Press v on ADVISORY column	•	
3.	Check/uncheck Basic Economy checkbox	• R	Results will update