



Quick Guide –
Accessing Seat Maps
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. Accessing Seat Maps

Air seat maps are available during the initial flight search as well as on the trip services page after an air has been booked and/or ticketed. The air search seat map is a READ ONLY view meaning you can only see the options available; you cannot select seats before anything is booked. Once an air itinerary is booked or ticketed, you can access the seat map from the trip services page and select seats as permitted by the airline. Once seats are selected an advisor notification will be generated confirming the selection – no action is required.

Clients who have frequent flyers that open paid seats for free will be able to access these seats automatically as long as their frequent flyer number is in their profile. You cannot purchase seats through ADX. Please reach out to the Air Support team or the airline directly for paid seat access.

SEAT AVAILABILITY PREVIEW

LAX - JFK

SHOW ACCESSIBILITY SEATS

MAIN DECK

	A	B	C	D	E	F	
6	🚫	🚫	🚫	🚫	🚫	🚫	6
7	🚫	🚫	🚫	🚫	🚫	🚫	7
8	🚫	🚫	🚫	🚫	🚫	🚫	8
9	🚫	🚫	🚫	🚫	🚫	🚫	9
10	🚫	🚫	🚫	🚫	🚫	🚫	10
11	🚫	🚫	🚫	🚫	🚫	🚫	11
12	🚫	🚫	🚫	🚫	🚫	🚫	12
13	🚫	🚫	🚫	🚫	🚫	🚫	13
14	🚫	🚫	🚫	🚫	🚫	🚫	14
15	🚫	🚫	🚫	🚫	🚫	🚫	15
16	🚫	🚫	🚫	🚫	🚫	🚫	16
17	🚫	🚫	🚫	🚫	🚫	🚫	17
18	🚫	🚫	🚫	🚫	🚫	🚫	18
19	🚫	🚫	🚫	🚫	🚫	🚫	19
20	🚫	🚫	🚫	🚫	🚫	🚫	20
21	🚫	🚫	🚫	🚫	🚫	🚫	21

🚫 - Regular seat
Available for selection

🚫 - Preferred seat
Reserved for loyalty card holder

🚫 - Chargeable seat
Additional payment required

🚫 - Disability seat
Reserved for disabled travelers

🚫 - Occupied seat
Not available

1.1.1. Seat Map During Search

If the airline is sending the seat map information through, you can access the seat map during your air search to review configuration and availability.

The screenshot shows a flight search results page. At the top, there are navigation links: ADK, Partners, Clients, Resources, Bookings, and a search bar. Below this is the 'Flight Search Results' section. A summary bar shows 'City Pair 1: Sun Sep 11, Los Angeles (LAX) to New York (JFK), Economy, Route Via: —, Current'. Below this is a 'Choose City Pair 1' section with a table of flight options. A 'Filters' section is present with the text 'No filters applied. Click on column headings to narrow down your search results.' Below the filters is a 'Price is per passenger including taxes and fees' section with a pagination control showing 'Results: 1 - 10 of 340'. A table of flight results follows, with columns for Price, Airline, Depart, Arrive, Route, Duration, Stops, Advisory, and Class. Three annotations are present: 1. points to the 'City Pair 1' summary bar; 2. points to the first row of the flight results table; 3. points to the expanded details for the first flight result, which includes the airline logo, flight number, aircraft, cabin type, brand, meal/snack, and departure/arrival information.

1. City Pair 1 Sun Sep 11 Los Angeles (LAX) to New York (JFK) Economy Route Via: — Current

Choose City Pair 1
Select Flexible Dates Within 33 Days

ALL FLIGHTS	AMERICAN AIRLINES	DELTA AIR LINES	UNITED AIRLINES	ALASKA AIRLINES	JETBLUE AIRWAYS	HAWAIIAN AIRLINES
NONSTOP	USD 419.00	USD 429.00	USD 439.00	—	USD 419.00	—
1 STOP	USD 429.00	USD 439.00	USD 449.00	USD 437.20	USD 419.00	USD 439.00
2+ STOPS	—	—	—	—	—	—

Filters
No filters applied. Click on column headings to narrow down your search results.

Price is per passenger including taxes and fees Results: 1 - 10 of 340

PRICE	AIRLINE	DEPART	ARRIVE	ROUTE	DURATION	STOPS	ADVISORY	SET. COMPANY	CLASS
USD 156.60	AA	08:15am	08:49pm	LAX - JFK	5h 25m	—	0%	S	Book
USD 156.60	AA	08:35am	08:23pm	LAX - JFK	5h 30m	—	0%	S	Book

3. **Los Angeles (LAX) to New York (JFK) Sun Sep 11** Total Duration: 5h 25m View and print

American Airlines
Los Angeles (LAX) to New York (JFK)
AMERICAN AIRLINES 8113 | Flight 8113
Aircraft: 325
Cabin Type: Please check airline website to confirm
Class: O
Brand: Main Cabin
Meal: Snack
Operated By: AA

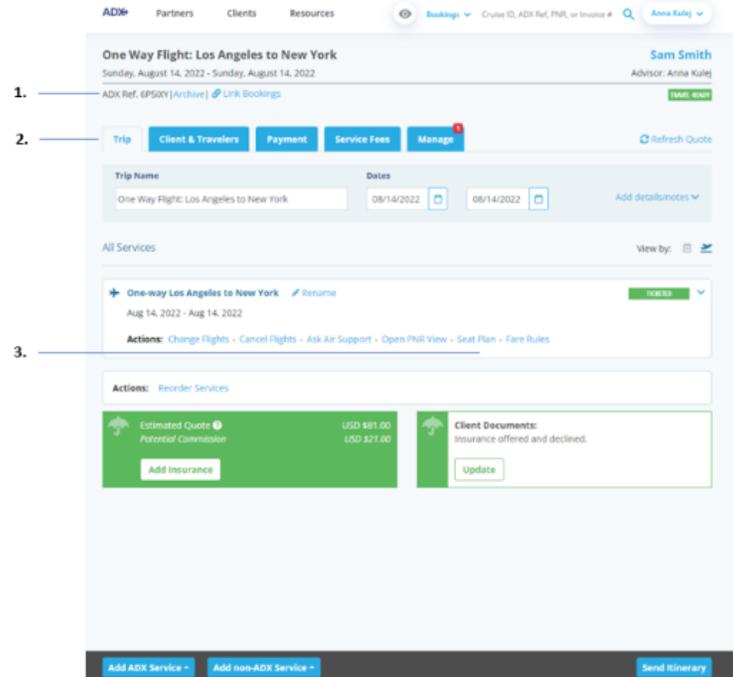
Depart: Sun Sep 11 at 08:15am Terminal: 5
Arrive: Sun Sep 11 at 08:23pm Terminal: 5
Duration: 5h 25m

USD 156.60	AA	11:30am	07:53pm	LAX - JFK	5h 25m	—	0%	S	Book
USD 156.60	AA	11:50am	08:55pm	LAX - JFK	5h 31m	—	0%	S	Book

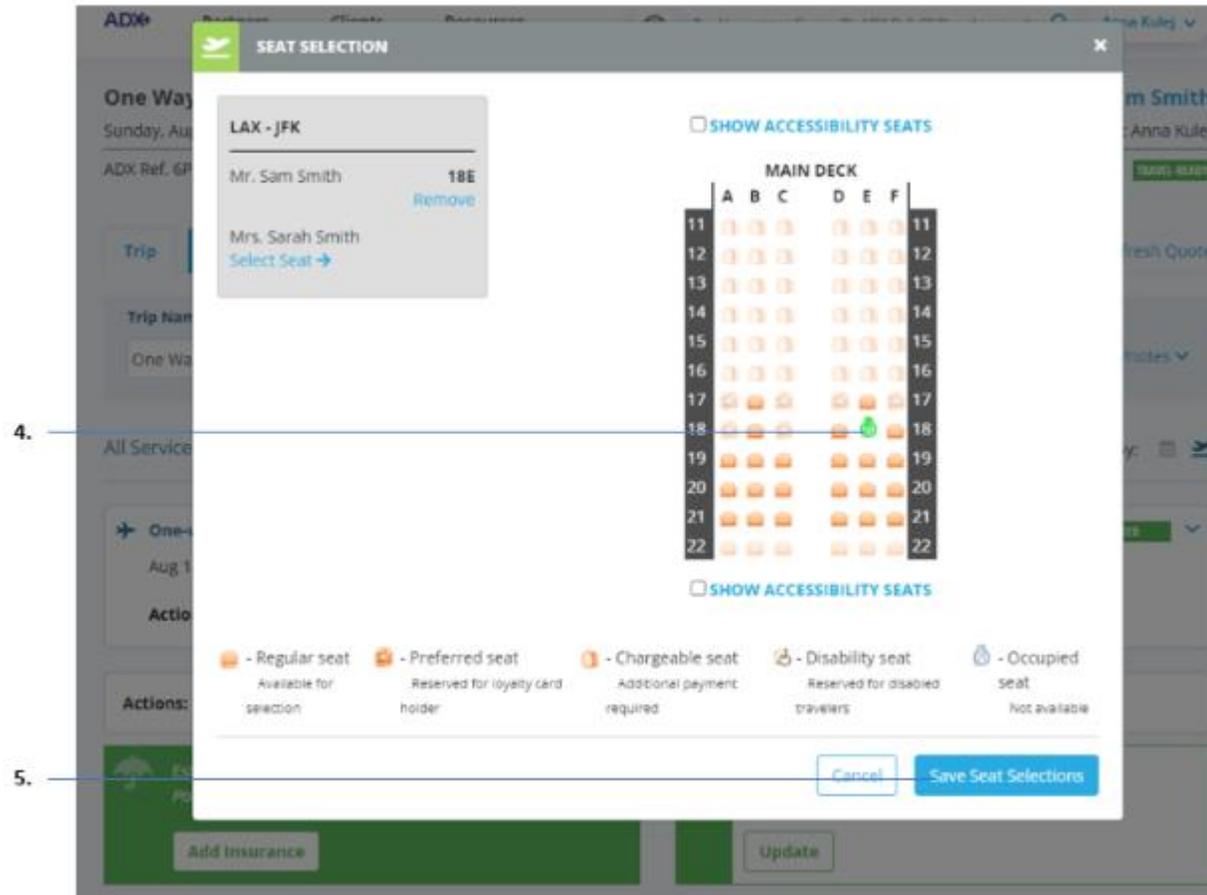
	Steps		Notes
1.	Run air search	•	
2.	Press v on flight details	•	<ul style="list-style-type: none"> • <i>Next to ADD button</i> • <i>This will expand the details</i>
3.	Press VIEW SEAT PLAN	•	<ul style="list-style-type: none"> • <i>Seat map will be READ ONLY</i> • <i>You cannot select seats during a search</i>

1.1.2. Selecting Seats on Trip Page

Once an air option is booked or ticketed, seats can be selected directly on the Trip Services page TRIP tab.



	Steps	 Notes
1.	Open ADX reference	<ul style="list-style-type: none"> •
2.	Press TRIP tab	<ul style="list-style-type: none"> • <i>Defaulted tab</i>
3.	Press SEAT PLAN	<ul style="list-style-type: none"> • <i>Located in ACTION section</i> • <i>Service MUST be in BOOKED or TICKETED status to select seats</i>



	Steps	 Notes
4.	Click seat	<ul style="list-style-type: none"> •  Icon will appear on seat selected • Repeat for all travelers and segments
5.	Press SAVE SEAT SELECTION	<ul style="list-style-type: none"> • Overlay will close

ADP Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or Invoice # Ann Rules

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name: One Way Flight: Los Angeles to New York Dates: 08/14/2022 08/14/2022 Add details/notes

All Services View by:

6. One-way Los Angeles to New York RENAME

Aug 14, 2022 - Aug 14, 2022

Actions: Change Flights - Cancel Flights - Ask Air Support - Open PHIL View - Seat Plan - Fare Rules

GDS: Sabre

PNR REF: (Sabre) PWQGL
PNR REF: (AA) PWQ-BHO

AIR SUPPORT HOURS
Mon-Fri: 10:00 am EDT - 7:00 pm EDT
AFTER-HOURS ASSISTANCE (Fees Apply)
PHONE #: 888-481-2064
CODE: S-REG

SERVICE 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
Class: Q
Cabin: Economy
Aircraft: Airbus A321 (sharklets)
Baggage Allowance: 0 Pieces/Passenger

Departure: Sun Aug 14 at 6:00 AM
Terminal:
Arrival: Sun Aug 14 at 2:40 PM
Terminal: TERMINAL B

Passenger Name	Seat	Meal	Ticket Number
Mr. Sam Smith	18E	—	0017687923239
Mrs. Sarah Smith	19F	—	0017687923240

TRAVELERS COST & FEES

	Steps		Notes
6.	Press v on Trip Tab	•	Expand the service details
7.	Verify seat selection	•	