



Quick Guide –
Airline Notifications
June 2022

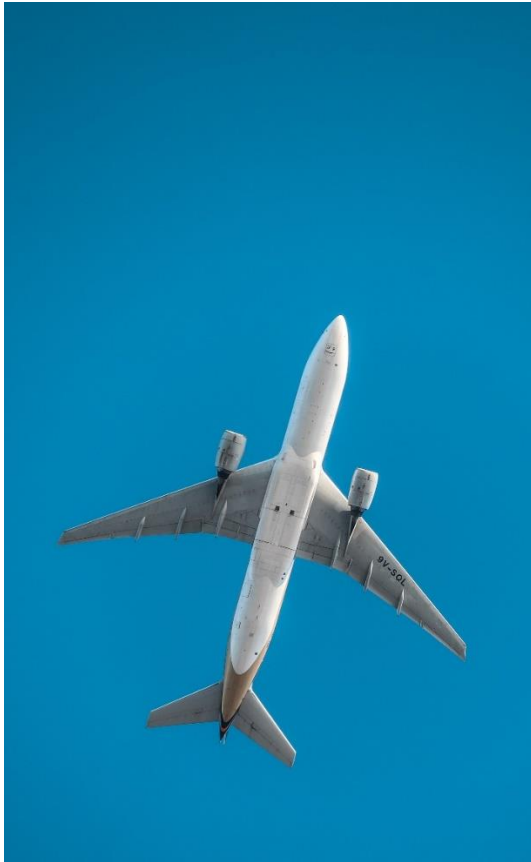
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1.Air Booking Guide

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. Airline Notifications

Airline notifications will include anything put on a queue from the airline that needs the advisor's attention. Notifications will appear in the Notice Board on the main dashboard page and in the Manage tab on the trip services page.

Advisors will receive an email from ADX with the notification message in it. The manage tab will also show a little red number on the corner if there are unactioned messages on the service.

Types of Notifications

- Schedule change – MUST be actioned within ADX
- Seat selection confirmation
- Meal selection confirmation
- Ticketing deadline change
- Special instructions
- Duplicate booking warning
- Air team change notification
- Ticketing deadline missed
- Cancelled booking

Dashboard

USING ADXAS: Me

MY QUOTES & BOOKINGS VIEW ALL

ALL CRUISE AIR HOTEL INSURANCE EXTERNAL Find Client/Traveler

IS CLIENT IS TRAVELER

Status	Agent	Client	Quote Name	Depart	Services	Updated	
BOOKED N/A	aC	Sarah Smith	Round Trip Flights: Los Angeles - Frankfurt-am...	03.12.18	X	02.09.18	View
QUOTE	aC		Canada All-Inclusive Quote	09.16.18		02.05.18	View
QUOTE	aC		One Way Flight: Toronto to Washington	03.15.18	X	11.30.17	View
QUOTE	aC	Sarah Smith	Canada All-Inclusive Quote	12.17.17		11.29.17	View
QUOTE	aC	Sarah Smith	Azamara 14 NIGHT TASMANIA & NEW ZEALAND VOYAGE	02.08.18		10.25.17	View
QUOTE	aC	Sarah Smith	Azamara 14 NIGHT TASMANIA & NEW ZEALAND VOYAGE	02.08.18		10.25.17	View
QUOTE	aC	Sarah Smith	All-Inclusive Quote	11.12.17		10.25.17	View
QUOTE	aC	Sarah Smith	Canada All-Inclusive Quote	11.12.17		09.28.17	View

CLIENTS TRAVELING IN THE NEXT 10 DAYS

No clients traveling in the next 10 days

NOTICE BOARD VIEW ALL

Create

ADX Ref. 7QWFB6 - Generic aC
Notice
Feb 09 2018

ADX Ref. 7QWFB6 - Generic aC
Notice
Feb 09 2018

ADX Ref. 6NAQJ5 - Generic aC
Notice
Feb 05 2018

ADX Ref. 6NAQJ5 - Generic aC
Notice
Feb 05 2018

ADX Ref. 4ZLD5G - Generic aC
Notice
Feb 02 2018

ADX Ref. 4ZLD5G - Generic aC
Notice
Feb 02 2018

Sarah Smith aC
ADX Ref. 4ZLD5G - Special

Trip Services Page

ADX Home Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or Invoice # Anna Kulej

One Way Flight: Los Angeles to New York
Sunday, August 14, 2022 - Sunday, August 14, 2022
ADX Ref: 6P50XY [Archive] Link Bookings

Sam Smith
Advisor: Anna Kulej
TRAVEL REPORT

Trip Client & Travelers Payment Service Fees Manage

Refresh Quote

Notifications Create Notification Include Hidden

Service	Date	Notification	
OneWay LAX - JFK	Jun 20, 2022	Ticketing has been completed for this air travel service.	Hide
OneWay LAX - JFK	Jun 20, 2022	Please review the message from the airline regarding your air travel service.	Review
OneWay LAX - JFK	Jun 21, 2022	Please review the message from the airline regarding your air travel service.	Review

Sent Emails

There are no emails to display.

SUPPORT TICKETS Attach Ticket

Service	Date	Message
One-way Los Angeles to New York	Jun 20, 2022	ADX Autoticketed - No QC

Bon Voyage & Welcome Home Email Messages

☐ SEND BON VOYAGE AND WELCOME HOME EMAILS
(these are sent out on trip departure and return dates)

SEND TO THE FOLLOWING EMAIL ADDRESSES
Enter a list of valid emails separated by commas

Add ADX Service - Add non-ADX Service - Send Itinerary

There are two types of airline notifications: **action required** and **informational**. Notifications that require action are schedule changes, all other are informational¹.

¹ Air team will work directly with advisor via email. Unactioned scheduled changes are subject to air support fees when having to action on advisor behalf

Action Required

- Press notification OR VIEW button OR Review button

- Review schedule change in orange

- Add comment to comment box

- Press REJECT or ACCEPT

ADX REF. 6N3YK7 - SCHEDULE CHANGES

Sarah Smith
Email: sarah@smith.com
Phone: 4165554545

PNR : PMVCRA
October 12, 2016
OneWay YYZ - IAD

	Original Schedule	Revised Schedule
City Pair 1	UA8274 YYZ-IAD	UA8274 YYZ-IAD
Flights	November 13, 2016 02:30pm November 13, 2016 04:00pm	November 13, 2016 12:30pm ⓘ November 13, 2016 02:00pm ⓘ
Duration	01:30:00	01:30:00
Warnings		
ACCEPT/REJECT COMMENTS	<div>Please tell us why you are rejecting or accepting the changes here.</div>	

Close

Reject

Accept

Informational Only

- Review special instruction message

- If you need assistance contact Air Support team

- Press HIDE to close

ADX REF. 6N4PSV - SPECIAL INSTRUCTIONS

Sarah Smith
Email: sarah@smith.com
Phone: 4165554545

PNR : PMVCRA
October 12, 2016
OneWay YYZ - IAD

	Old	New
Seat Selection		
Traveler: Sarah Smith Flight No: NZ 1	No assignment	55J - Confirmed
Traveler: Jack Jones Flight No: NZ 1	No assignment	55K - Confirmed

Please review the special instructions from the airline. If you need assistance please contact the Air Support team for details.

Close

Hide