



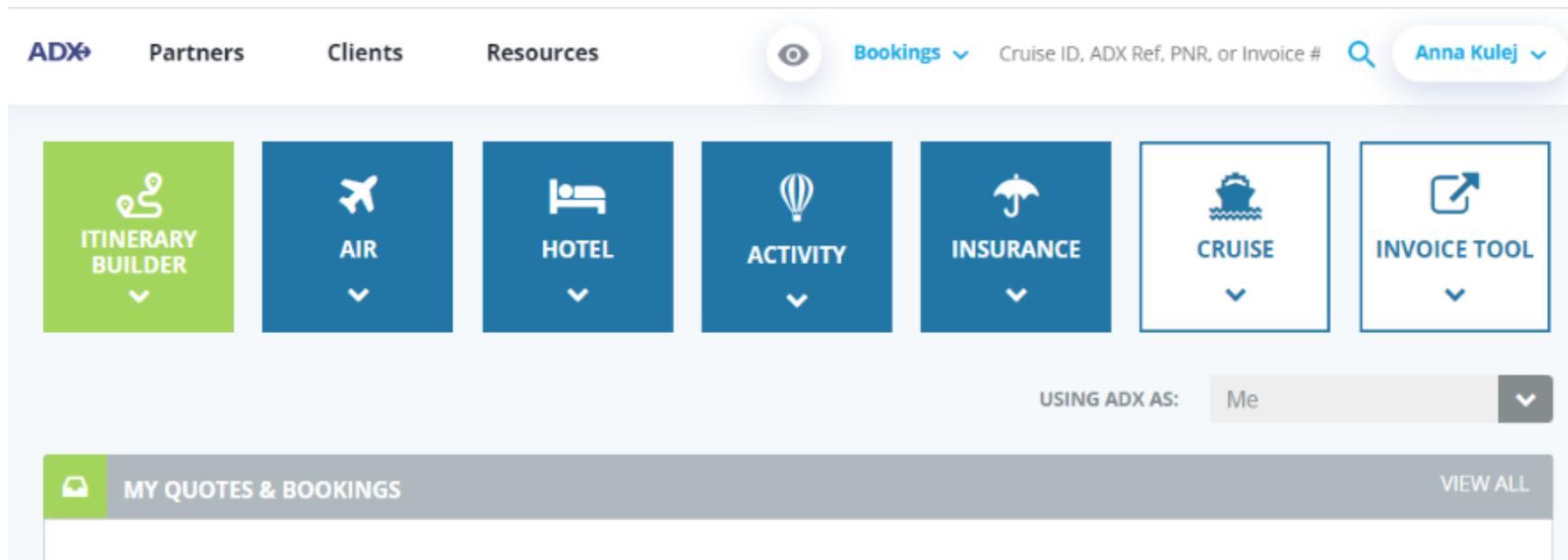
Quick Guide –
Adding Services to Itinerary Shell
June 2022

Contents

1. Itinerary Builder	3
1.1. ADDING SERVICES TO ITINERARY SHELL	4

1.Itinerary Builder

The ADX Itinerary Builder will let you start building the shell of your client’s trips with minimal amounts of information. This can be handy if you have a client on the phone and want to capture the details but not run any searches. Once you have the shell set in place you can freely add travel services (air, hotel, activities, insurance, external services) to the trip.



1.1. ADDING SERVICES TO ITINERARY SHELL

Once your itinerary shell is created, you can use the ADD buttons at the bottom of the page to begin building your clients trip and adding services to the reference. You can add both services to purchase within ADX as well as ones purchased externally and invoiced through ADX.

The screenshot shows the ADX system interface for a trip named "Anna's Adventure". The interface includes a top navigation bar with "ADX+", "Partners", "Clients", and "Resources". A search bar contains "Bookings" and "Cruise ID, ADX Ref, PNR, or Invoice #". The user's name "Anna Kulej" is displayed in the top right. The main content area is titled "Anna's Adventure" and shows the dates "Sunday, August 21, 2022 - Saturday, August 27, 2022". The advisor is "Anna Kulej". Below the title, there is a section for "ADX reference" with the text "ADX Ref. 3C7TBF" and links for "Archive", "Copy Quote", and "Link Bookings". A "QUOTE" button is visible. The interface has tabs for "Trip", "Client & Travelers", "Payment", "Service Fees", and "Manage". A "Refresh Quote" button is also present. The "Trip details that were added" section shows the "Trip Name" as "Anna's Adventure" and "Dates" as "08/21/2022" and "08/27/2022". There is an "Add details/notes" button. The "No services added" section shows "All Services" and a "View by" dropdown. Below this is an "Actions" section with a "Reorder Services" link. A "Client Documents" section shows "Insurance offered" and an "Update" button. At the bottom, there are three buttons: "Add ADX Service +", "Add non-ADX Service +", and "Send Itinerary".

ADX reference — ADX Ref. 3C7TBF | Archive | Copy Quote | Link Bookings

Trip details that were added — Trip Name: Anna's Adventure | Dates: 08/21/2022 | 08/27/2022

No services added — All Services | View by: [icon] [icon]

Add Services to reference — Add ADX Service + | Add non-ADX Service + | Send Itinerary