



Quick Guide -
Setting Advisor Hotel Loyalty Numbers
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1.1. COMMUNICATION PROFILE

The communication profile page will allow customization of content appearing on the itinerary such as advisor signature, default notes and branding and logos. Set your public Travel Edge profile to be visible on the Travel Edge website. It also will store advisor hotel loyalty numbers. **To expand a section, press the v on the right side**

The screenshot displays the ADX user interface. The top navigation bar includes links for ADX, Partners, Clients, Resources, Bookings, and a search bar. A dropdown menu for 'My Profile' is open, showing 'Reports' and 'Log out'. The main content area features a 'Welcome Anna!' message and four tiles: 'Communication Profile' (highlighted with a red box), 'Access Sharing', 'Set Preferences', and 'Change Password'. Below these tiles, the 'Communication Profile' section is expanded, showing a list of settings with expandable dropdown arrows on the right:

- Specify Your Address and Upload Your Portrait
- Brand Settings
- Upload Your Logos
- Define Standard Notes for Inclusion in Client Itineraries
- Define Standard Service Descriptions for Planning Fee Agreements
- Customize Body Text of Itinerary Emails
- Define Your Email Signature Block
- Customize Body Text of Bon Voyage and Welcome Home Emails
- Set Advisor Loyalty Number for Hotels

The footer contains the ADX logo, copyright information (Copyright TravelEdge 2022 - All Rights Reserved), and the version number (Version: 7.19.9.13).

1.1.1 Set Advisor Loyalty Number for Hotels

Advisors can save their **advisor hotel program loyalty numbers** for Hyatt, Four Seasons and Fairmont in their profile. When booking with any of these programs, ADX will automatically send the advisor number to the hotel to recognize the booking accordingly.

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

Communication Profile

Update Public Profile

Welcome to your communications profile. On this tab you can control the appearance and contents of emails and documents that your clients will receive from you via ADX.

Please click on the headings below to update the various communication profile items.

- Specify Your Address and Upload Your Portrait
- Brand Settings
- Upload Your Logos
- Define Standard Notes for Inclusion in Client Itineraries
- Define Standard Service Descriptions for Planning Fee Agreements
- Customize Body Text of Itinerary Emails
- Define Your Email Signature Block
- Customize Body Text of Bon Voyage and Welcome Home Emails
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1. **SELECT HOTEL CHAIN**

Hyatt



2. **ENTER ADVISOR LOYALTY NUMBER**

3. **Add**

EXISTING ADVISOR LOYALTY NUMBERS

HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	1222B1	Edit Delete
Four Seasons	7777B12	Edit Delete
Fairmont	555555	Edit Delete

4.

	Steps		Notes
1.	Select the hotel chain program		<ul style="list-style-type: none"> • Available to select from Hyatt, Four Seasons, Fairmont
2.	Enter loyalty number		<ul style="list-style-type: none"> •
3.	Press ADD		<ul style="list-style-type: none"> •
4.	Review loyalty numbers on the profile		<ul style="list-style-type: none"> • Edit to change any information • Delete to remove a loyalty number