



Quick Guide – Search, Select and  
Quote Hotel

July 2022

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## 1. HOTEL BOOKING GUIDE

Search over 300,000 properties with a single tool that shows you exclusive offers and amenities. Book into partner properties and rates to unlock extra exclusives, pricing, as well as gain access into standard Sabre hotel rates without having to have Sabre access. Sell Hotel EDGE rates and increase your revenue by adding a markup amount to the rate. Build comparison options for your clients with up to four (4) different properties or different rates. Manage all your hotel bookings in one platform.



- Search over 300,000 properties with a single tool that shows your advisor exclusive offers and amenities to you and your client
- List and map views of search results
- Build a compare email to quote a client with up to 4 properties in a single click
- Easy to read, professional itineraries and invoices
- Add markup opportunities to EDGE rates
- Auto invoiced for finance commission tracking

## 1.1. SEARCH AND SELECT

ADX users will have access to Preferred, Sabre and EDGE hotels when searching for hotel. The search format is simple and quick and allows you to search based on property or destination. You will easily be able to distinguish preferred and EDGE properties and check availability of these rates.

The screenshot displays the ADX user interface. At the top, there are navigation links for 'Partners', 'Clients', and 'Resources'. A search bar contains the text 'Cruise ID, ADX Ref, PNR, or Invoice #' and a user profile 'Anna Kulej'. Below this is a row of seven main menu buttons: 'ITINERARY BUILDER', 'AIR', 'HOTEL' (highlighted in green), 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'HOTEL' section is expanded, showing a 'NEW HOTEL SEARCH' form. The form includes a search type selector (Destination selected, Property Name unselected), a search input field with 'Rome, Metropolitan City of Rome, Italy', date pickers for 'CHECK IN DATE' (09/11/2022) and 'CHECK OUT DATE' (09/17/2022), a 'NIGHTS' dropdown (6), and a 'ROOMS' field (1 ROOM, 2 ADULTS). There is also a section for 'HOTEL CHAINS (OPTIONAL / MAX 3)' with 'Include' selected and an 'Exclude' option. At the bottom, there are dropdowns for 'QUOTE OWNER' (Anna Kulej) and 'CURRENCY' (\$USD), along with 'Save for Later' and 'Search' buttons. A link for 'View Saved and Previous Searches' is located at the bottom right.

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

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW HOTEL SEARCH

HOTEL SEARCH SEARCH BY:  Destination  Property Name

Rome, Metropolitan City of Rome, Italy

CHECK IN DATE 09/11/2022 CHECK OUT DATE 09/17/2022 NIGHTS 6 ROOMS 1 ROOM, 2 ADULTS

HOTEL CHAINS (OPTIONAL / MAX 3)  Include  Exclude

Enter hotel chain name or code

QUOTE OWNER Anna Kulej CURRENCY \$USD

Save for Later Search

View Saved and Previous Searches v

### 1.1.1. Create search

The search allows you to search either by destination (address, airport, point of interest) or by specific property.

The screenshot displays the ADX software interface for creating a search. At the top, there are navigation tabs: ADX, Partners, Clients, and Resources. A search bar contains the text 'Anna Kulej'. Below this is a row of seven buttons: ITINERARY BUILDER, AIR, HOTEL (highlighted in green), ACTIVITY, INSURANCE, CRUISE, and INVOICE TOOL. A callout '1.' points to this row.

The main section is titled 'NEW HOTEL SEARCH'. It contains a 'HOTEL SEARCH' form with the following fields and callouts:

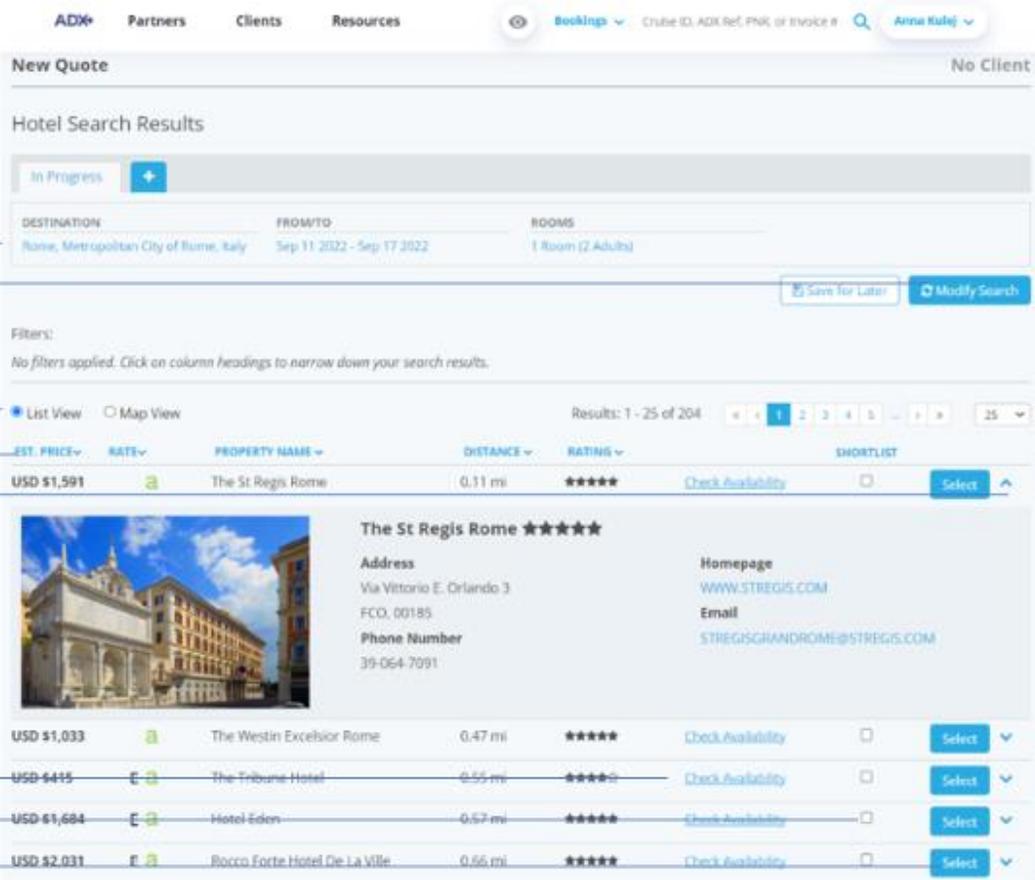
- Callout '2.' points to the 'HOTEL SEARCH' header.
- Callout '3.' points to the search input field containing 'Rome, Metropolitan City of Rome, Italy'.
- Callout '4.' points to the date and nights selection area, which includes 'CHECK IN DATE' (09/11/2022), 'CHECK OUT DATE' (09/17/2022), 'NIGHTS' (6), and 'ROOMS' (1 ROOM, 2 ADULTS).
- Callout '5.' points to the 'ROOMS' field.
- Callout '6.' points to the 'HOTEL CHAINS (OPTIONAL / MAX 3)' input field.
- Callout '7.' points to the 'QUOTE OWNER' dropdown menu, which is set to 'Anna Kulej'.
- Callout '8.' points to the 'CURRENCY' dropdown menu, which is set to 'SUSD'.
- Callout '9.' points to the 'Search' button.

Additional elements include a 'Save for Later' button and a 'View Saved and Previous Searches' link at the bottom right of the form.

	Steps		Notes
1.	Press HOTEL box		<ul style="list-style-type: none"> <li>• Button will turn green</li> <li>• Will open search widget below</li> </ul>
2.	Click search by either Destination or Property		<ul style="list-style-type: none"> <li>• <b>Destination</b> – address, landmark, airport, city, hotel chain</li> <li>• <b>Property Name</b> – specific property only</li> </ul>
3.	Enter hotel name, landmark, address, postal/zip		<ul style="list-style-type: none"> <li>•</li> </ul>
4.	Indicate check in/check out dates or # of nights		<ul style="list-style-type: none"> <li>• If you enter check in/check out the nights field will auto populate with the number of nights selected</li> </ul>
5.	Indicate number of rooms and maturity type in each room		<ul style="list-style-type: none"> <li>• Multiple rooms ONLY available with EDGE rates</li> </ul>
6.	Click include/Exclude and hotel chain name to include or exclude - optional		<ul style="list-style-type: none"> <li>• Select by brand or hotel name</li> <li>• Include/exclude up to three (3) properties</li> </ul>
7.	Set Quote Owner		<ul style="list-style-type: none"> <li>• Delegation must be set to be able to book on behalf of another advisor</li> </ul>
8.	Set Currency		<ul style="list-style-type: none"> <li>• Lead in pricing ONLY</li> <li>• Client charged in hotels home currency</li> <li>• USD advisor will see USD ONLY</li> <li>• CAD advisor will see CAD and USD – setting currency to CAD will remove all EDGE rates</li> <li>• BMD advisors will see USD ONLY</li> </ul>
9.	Press SEARCH button		<ul style="list-style-type: none"> <li>•</li> </ul>

### 1.1.2. Select Property

Hotel property results can be viewed in a list or map view. Hotel results can be sorted/filtered by price, rate type, property name, distance and rating. Lead in pricing will always show in currency selected on search page<sup>1</sup>. Check the availability of the rate before selecting a property if you are looking to book a  preferred or  EDGE rate.



The screenshot shows a 'New Quote' interface for a hotel search. At the top, there are navigation links for 'ADK', 'Partners', 'Clients', and 'Resources', along with a 'Bookings' dropdown and a search bar containing 'Anna Kulej'. The main heading is 'Hotel Search Results'. Below this, there is a search summary bar with 'In Progress' and a plus icon. The search parameters are: DESTINATION: Rome, Metropolitan City of Rome, Italy; FROM/TO: Sep 11 2022 - Sep 17 2022; ROOMS: 1 Room (2 Adults). There are buttons for 'Save for Later' and 'Modify Search'. Below the search parameters, there is a 'Filters' section with the text 'No filters applied. Click on column headings to narrow down your search results.' There are two view options: 'List View' (selected) and 'Map View'. The results are displayed in a table with columns: EST. PRICE, RATE, PROPERTY NAME, DISTANCE, RATING, and SHORTLIST. The first result is 'The St Regis Rome' with a price of USD \$1,591, a distance of 0.11 mi, and a 5-star rating. A detailed view for 'The St Regis Rome' is shown below the table, including an image of the hotel, its address (Via Vittorio E. Orlando 3, FCO, 00185), phone number (39-064-7091), homepage (WWW.STREGIS.COM), and email (STREGISGRANDROME@STREGIS.COM). Below the detailed view, there are four more hotel results listed in a table format, each with a 'Select' button.

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING	SHORTLIST
USD \$1,591		The St Regis Rome	0.11 mi	★★★★★	<a href="#">Check Availability</a> <input type="checkbox"/> <a href="#">Select</a>
USD \$1,033		The Westin Excelsior Rome	0.47 mi	★★★★★	<a href="#">Check Availability</a> <input type="checkbox"/> <a href="#">Select</a>
USD \$415		The Tribuna Hotel	0.55 mi	★★★★★	<a href="#">Check Availability</a> <input type="checkbox"/> <a href="#">Select</a>
USD \$1,684		Hotel Eden	0.57 mi	★★★★★	<a href="#">Check Availability</a> <input type="checkbox"/> <a href="#">Select</a>
USD \$2,031		Rocco Forte Hotel De La Ville	0.56 mi	★★★★★	<a href="#">Check Availability</a> <input type="checkbox"/> <a href="#">Select</a>

<sup>1</sup> CAD advisors who selected CAD only will NOT see Hotel EDGE rates

	Steps		Notes
1.	Review search criteria – as required	•	
2.	Press MODIFY SEARCH – as required	•	<i>Will let you change the search criteria and re-run a search</i>
3.	Click LIST VIEW or MAP VIEW	•	<i>View hotel results in a list OR on a map</i>
4.	Press v on column to add filters	•	<i>Sort and filter by price, property name, rating, distance from destination point, rate type</i>
5.	Press v to review hotel details	•	<i>Details section will expand</i>
6.	Press CHECK AVAILIBLITY button	•	<ul style="list-style-type: none"> <li>• <i>Check to see if Edge and Preferred hotel rates are available on the next page</i></li> <li>• <i>Will check in real time</i></li> <li>• <i>Unavailable rates the icon will grey out</i></li> </ul>
7.	Check box next to hotel to shortlist for purpose of a comparison – optional	•	<ul style="list-style-type: none"> <li>• <i>Create a hotel comparison</i></li> <li>• <i>Shortlist available on property and on rate page</i></li> </ul>
8.	Press SELECT	•	<i>Will continue to the rate selection page</i>

### 1.1.3. Select rate

Rate selection page will display all available Preferred, EDGE and Sabre rates, and show details of which have access to special amenities. Advisors can use the shortlist functionality to offer a comparison of up to 4 different rates within one hotel. Make sure to press the DETAILS button to review the rate cancellation and modification policy before booking for your clients!

**1.** [Book to see all results](#)

**2.** Hotel Eden  
 VIA LUDOVICO 46  
 Rome, IT, 001  
[See Directions](#)  
 +39 06 478121 | [Hotel's Website](#)

A quiet haven centrally located in the heart of Rome in a residential area - Hotel Eden is just a short stroll away from the Veneto - Villa Borghese... [Read more](#)

**Facilities:**

- Bar
- Business Center
- Car rental shuttle / courier
- Concierge
- Diving Room
- Dry cleaning
- Family Room
- Fitness Center
- High Speed Internet
- Laundry Facilities
- Meal Plan
- Meeting Room Available
- Parking
- Pets Allowed
- Recreation facilities
- Restaurant
- Room Service
- Spa
- Wheelchair Accessible

**3.**

**4.** **Show me:**  All available rates  Refundable room rates Results 1 - 25 of 30

Rate Name	Room	Rate Type	Commission %
<b>5.</b> CLASSIC ROOM 1Queen Bed Comp W/F L&STV CITY OR COURTYARD VIEW 28.35SQM 381.3775QST DAILY RATE			
Rate Code: EUR €1,442.00 USD \$1,281	TOTAL: EUR €3,388.00 USD \$2,931	Rate Type: <b>SABRE</b>	Commission: 10%
Details	Shortlist	Select	
<b>6.</b> CLASSIC ROOM 1Queen Bed Comp W/F L&STV CITY OR COURTYARD VIEW 28.35SQM 381.3775QST DIAMOND CLUB DAILY ROOM RATE			
Rate Code: EUR €1,442.00 USD \$1,281	TOTAL: EUR €3,388.00 USD \$2,931	Rate Type: <b>Preferred Partner</b>	Commission: 10%
Details	Shortlist	Select	

**7.** Details

	Steps	 Notes
1.	Press Back to search Results – as needed	<ul style="list-style-type: none"> <li>• <i>Return to the hotel results page to select a different property</i></li> </ul>
2.	Review Hotel details	<ul style="list-style-type: none"> <li>• <i>Click READ MORE to see full list of details</i></li> <li>• <i>Use arrows to scroll through hotel images</i></li> </ul>
3.	Apply key word search (if required)	<ul style="list-style-type: none"> <li>• <i>Filter by key word such as bedding type, rate name, etc.</i></li> </ul>
4.	Click v under column to apply filters	<ul style="list-style-type: none"> <li>• <i>Apply a rate/night range, total range, specify a specific rate type, commission range</i></li> </ul>
5.	Press DETAILS to expand details of rate	<ul style="list-style-type: none"> <li>• <i>ALWAYS review the details of a rate to make sure you know what type you are booking</i></li> <li>• <i>Review amenities, payment type, cancellation policy, refund policy, payment details</i></li> </ul>
6.	Click SHORTLIST checkbox to apply to comparison – as needed	<ul style="list-style-type: none"> <li>• <i>Create a hotel comparison</i></li> <li>• <i>Shortlist available on property and on rate page</i></li> </ul>
7.	Press SELECT button	<ul style="list-style-type: none"> <li>• <i>This will build the quote for you</i></li> </ul>

## 1.2.QUOTE HOTEL

Itineraries are saved once an option is QUOTED you can email your client the quoted itinerary or comparison from the trip services page. If you navigate from this page, your work will be lost and you will need to run your search again. To save the option you MUST either press the QUOTE or BOOK button.

**1.** Hotel Edit

Check-in Date: Sep 11, 2022

Check-Out Date: Sep 17, 2022

Room: 1 Room (2 Adult)

Room Name: DIAMOND CLUB  
DAILY ROOM RATE

Room Description: CLASSIC ROOM 1 QUEEN BED COMP WITH LED TV CITY OR COURTYARD VIEW 26-35SQM 201-275SQFT STREET OR COURTYARD VIEWS - BRIGHT AND AIRY HIGH CEILING - BANG AND OLUFSEN LED HD TV IPAD FOR GUEST USE - MESPRESSO - PC SIZE SAFE W/VA BAR - FINE FABRICS AND ARTWORK - AMM OCC 2 INC BREAKFAST - EUR150 CREDIT - STE 1 TUB UP/L AT TIME OF BKG EXCEPT JUNIOR SUITES - GUARANTEED ONE CATEGORY UPGRADE AT TIME OF BOOKING EXCEPT JUNIOR SUITES - UPGRADE FROM JUNIOR SUITE IS SUBJECT TO AVAILABILITY AT TIME OF ARRIVAL ONLY FULL BREAKFAST AVAILABLE IN AMM OUTLET (INCLUDED IN ROOM DINING) - DAILY UNLIMITED INTERNET ACCESS FOR UNLIMITED NUMBER OF DEVICES

**2.** Please be aware that prices do not include government and tourist taxes. AOR is not responsible for any price changes that occur as they are determined by the government. Pricing is subject to availability and may change without notice.

Suggested Credit Cards:

AMEX, MFC, MASTERCARD EXPRESS, DIAMOND CLUB CARD, VISA, AMERICAN EXPRESS GLOBE TRAVEL CARD, SWIRE CARD, JPN, SWIRE CARD

Cancellation Policy: Not available before 9/10/2022 12:00:00 AM

OK, 1480 HRS TIME FOR MGTG

Other Information:

Please allow for information regarding children to be provided to the hotel through our website, while we do pass this information through a special channel, it does not allow children's names to be added to the hotel. Please communicate directly with the hotel to ensure your child does not receive any unexpected costs or fees at check-in.

REGIONS, TAXES AND SURCHARGES:  
QUARTERLY TAX OF 10% ON ALL  
DAILY BRANDED 2017 FORDS 1.5L 16M

**3.** Pricing per Room

From:	Sun, Sep 11, 2022	Rate per Night:	EUR 41,940.00	(for 6 nights):	EUR 251,940.00
To:	Sat, Sep 17, 2022				
Subtotal					EUR 43,640.00
Taxes and Fees					EUR 1,948.00
<b>Total per Room</b>					<b>EUR 45,588.00</b>
<b>Grand Total (for 1 room)</b>					<b>EUR 45,588.00</b>
Estimated Commission: 10%					

**4.**

	Steps		Notes
1.	Review hotel details		<ul style="list-style-type: none"> <li>Review amenities, booking type, cancellation policy, rate details, pricing</li> </ul>
2.	Review payment details		<ul style="list-style-type: none"> <li>Accepted credit cards, cancellation policy, other information related to taxes and fees</li> </ul>
3.	Review pricing details		<ul style="list-style-type: none"> <li></li> </ul>
4.	Press QUOTE		<ul style="list-style-type: none"> <li>Pressing BOOK will take you through the booking flow and skips quoting completely</li> <li>Press BOOK if you are ready to apply payment right away and confirm</li> </ul>