



## Quick Guide – Saved Hotel Search

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

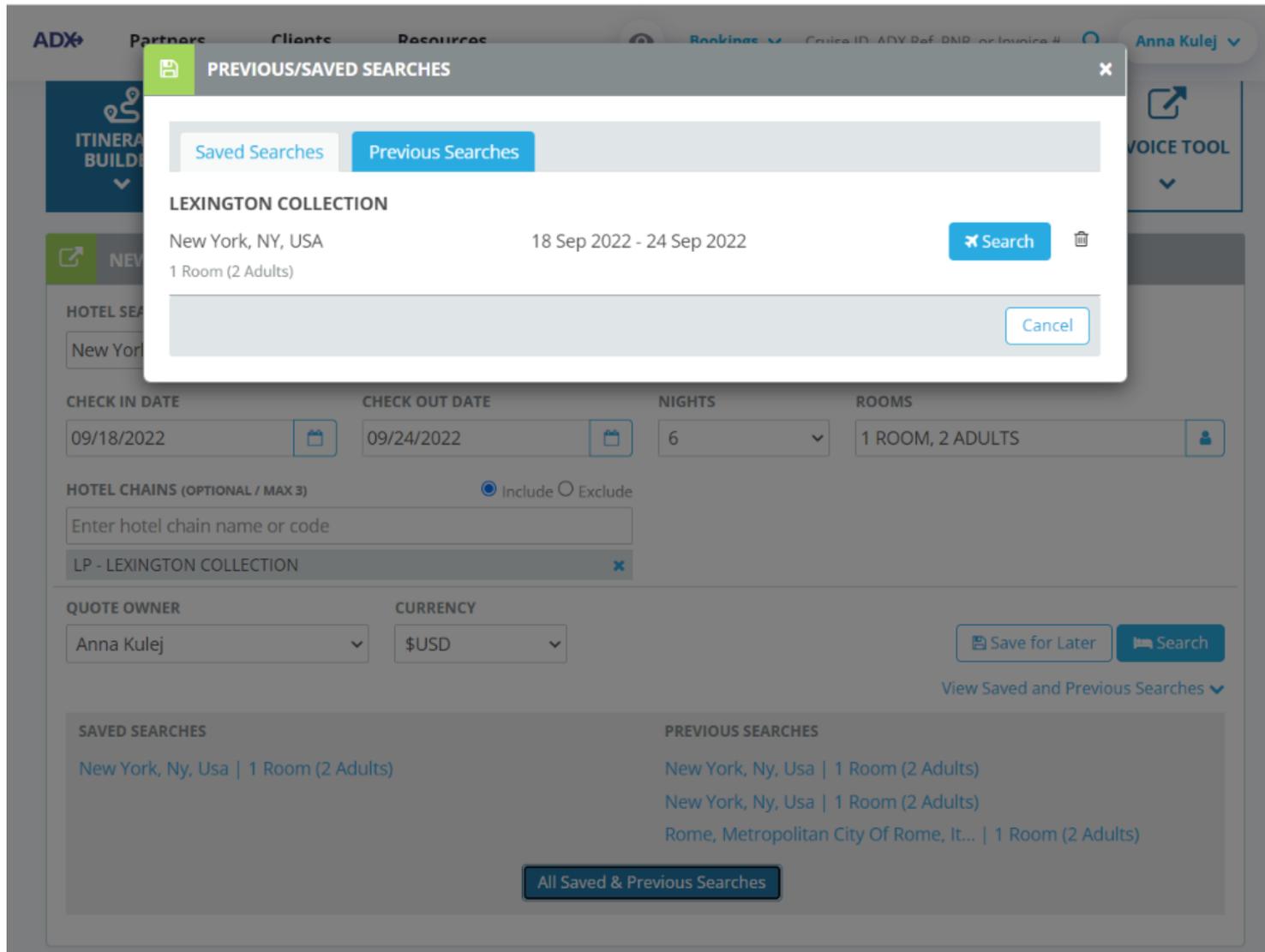
## 1.1.HOTEL MANAGEMENT

Quoting and booking hotel is not the end of the process. Maximize your ADX hotel tool to get the most in the most efficient way.

- Saved Hotel Search
- Multiple Rooms
- Hotel Results View
- Filtering Search Results
- Hotel Rate Options
- Advisor Hotel Loyalty Program
- Modify Hotel
- Cancel Hotel
- Adding Special Instructions
- Editing Hotel Content for Itinerary

### 1.1.1. Saved Hotel Search

Commonly used hotel searches can be saved and accessed at any time. Enter the hotel search criteria and press the SAVE FOR LATER button. To access the saved and previously run searches, press the VIEW SAVED searches button, and select from the saved list. The search fields will populate with the data previously entered and saved.



1.1.1.1. CREATING SAVED SEARCHES

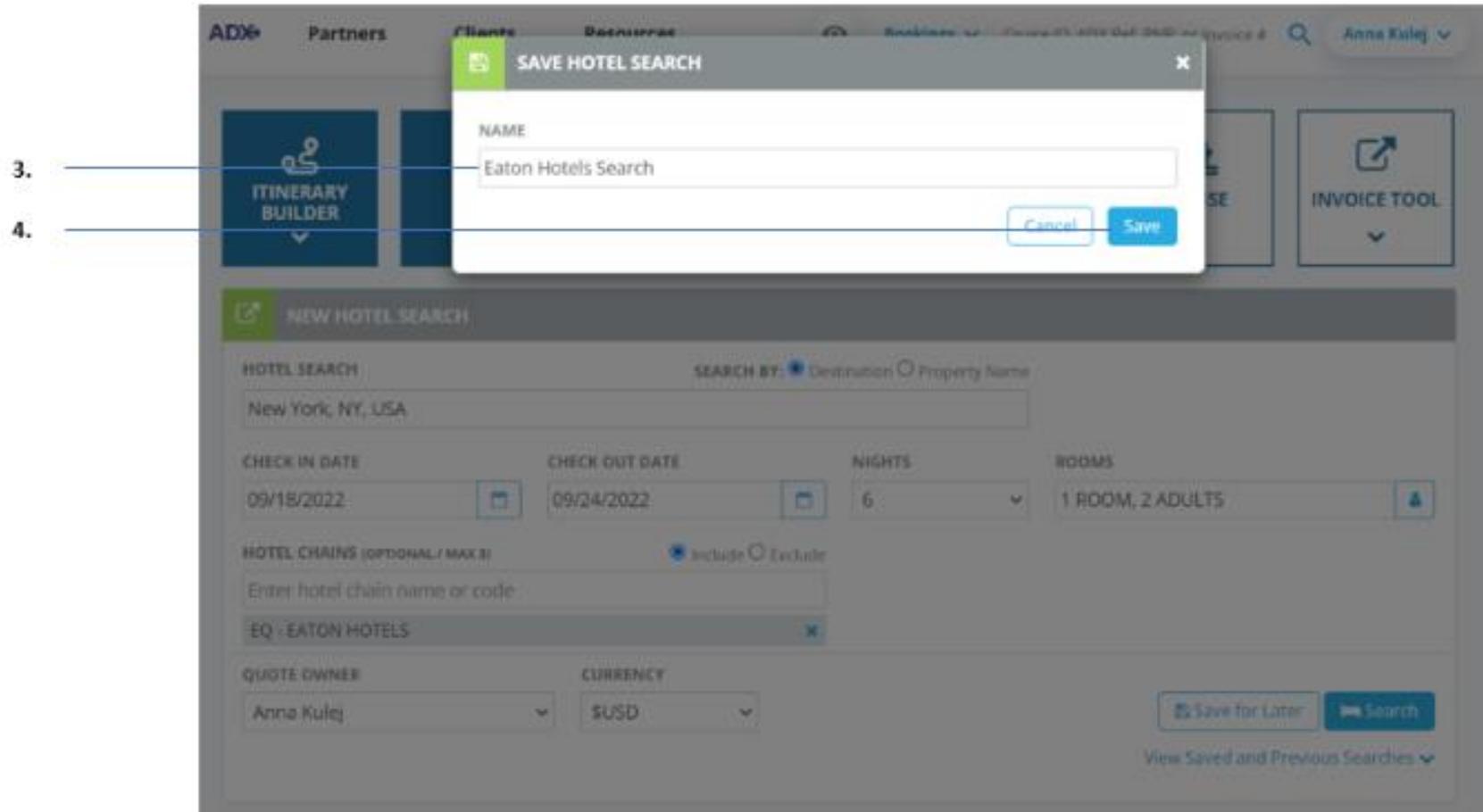
The screenshot shows the 'NEW HOTEL SEARCH' form in the ADX software. The form is titled 'HOTEL SEARCH' and includes the following fields and options:

- SEARCH BY:** Destination (selected) or Property Name
- Destination:** New York, NY, USA
- CHECK IN DATE:** 09/18/2022
- CHECK OUT DATE:** 09/24/2022
- NIGHTS:** 6
- ROOMS:** 1 ROOM, 2 ADULTS
- HOTEL CHAINS (OPTIONAL / MAX 3):** Include (selected) or Exclude. A dropdown menu shows 'EQ - EATON HOTELS'.
- QUOTE OWNER:** Anna Kulej
- CURRENCY:** \$USD
- Buttons:** Save for Later, Search, and View Saved and Previous Searches.

Numbered callouts indicate the steps:

1. Points to the 'NEW HOTEL SEARCH' header.
2. Points to the 'Save for Later' button.

	Steps		Notes
1.	Enter hotel search criteria	•	
2.	Press SAVE FOR LATER button	•	



	Steps		Notes
3.	Enter name for search		<ul style="list-style-type: none"> <li>• Will appear in list of existing saved searches</li> </ul>
4.	Press SAVE		<ul style="list-style-type: none"> <li>•</li> </ul>

ADP Partners Clients Resources Bookings Order ID: ADP-INC-PWA, 01/15/2022 Asia KMG

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW AIR SEARCH

Round-trip One-way Multi-city TRAVELERS: 4 ADULT, 1 CHILD, 1 INFANT SEARCH TYPE: Search Direct buy

FROM: LAX All Airports, Pembroke United States TO: LHR London Heathrow Airport, London, England United Kingdom

DEPART: 10/09/2022 13:00-14:00 CABIN: Premium Economy

RETURN: 10/15/2022 19:00-20:00 CABIN: Business

AWAIRE AND ALLIANCES (Optional / Max 3): AA - AMERICAN AIRLINES

CLASS: Any FILTER: Hide Basic Economy INVENTORY SOURCE: All

CURRENCY: USD

SAVED SEARCHES: LAX to LHR | 4 Adults, 1 Child, 1 Infant | AA

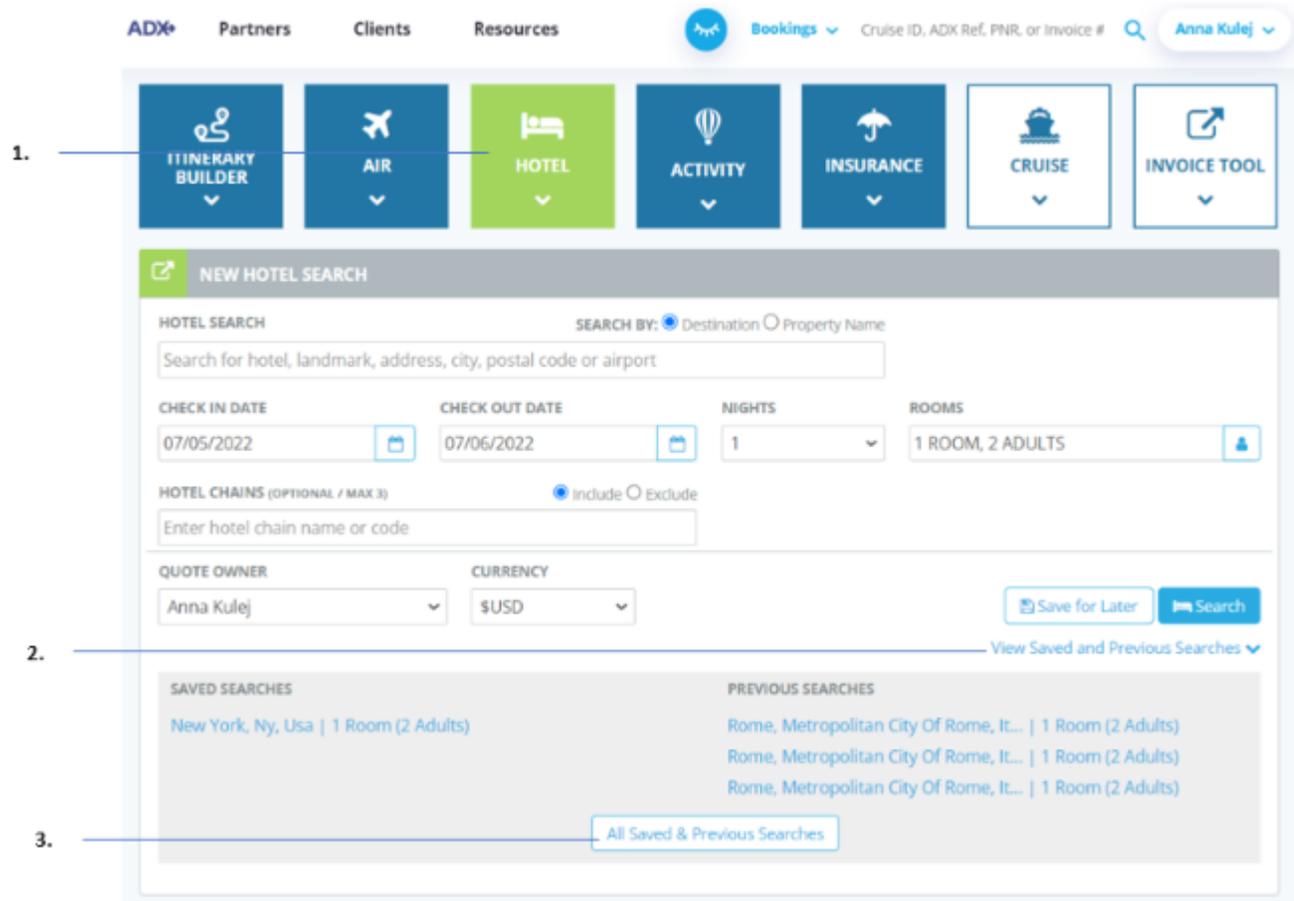
PREVIOUS SEARCHES: LAX to JFK | Economy | 2 Adults, LAX to JFK | Economy | 1 Adult, LAX to CDG | Economy | 1 Adult

All Saved & Previous Searches

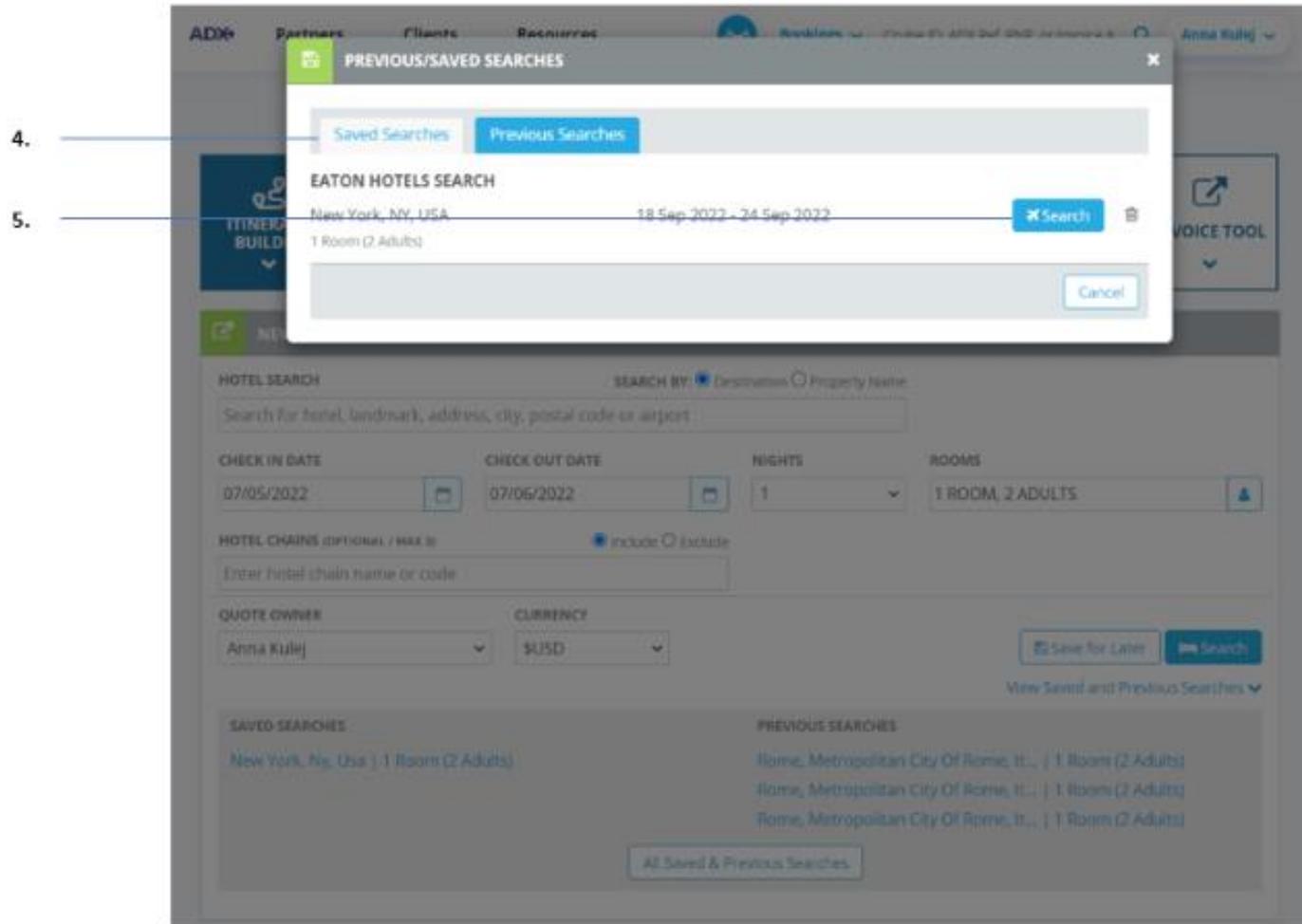
5.

	Steps		Notes
5.	Review saved search in list	•	

1.1.1.2. ACCESSING SAVED SEARCHES



☰	Steps	✍	Notes
1.	Press HOTEL button	•	
2.	Press VIEW SAVED AND PREVIOUS SEARCHES	•	
3.	Click search in list OR press ALL SAVED AND PREVIOUS SEARCHES	•	



	Steps		Notes
4.	Click tab		<ul style="list-style-type: none"> <li>• <i>Select Saved or Previous search tab</i></li> </ul>
5.	Press SEARCH		<ul style="list-style-type: none"> <li>• <i>All search info will populate</i></li> </ul>