

Quick Guide – Saved Hotel Search

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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
- o Multiple Rooms
- o Hotel Results View
- Filtering Search Results
- o Hotel Rate Options
- Advisor Hotel Loyalty Program
- o Modify Hotel
- $\circ \quad \text{Cancel Hotel} \quad$
- o Adding Special Instructions
- o 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.

	Saved Searches	Previous Searche	rs				
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Anna Kule	ej	✓ \$USD	~			🖺 Save for Later	
						View Saved and Previou	s Searches 💊
SAVED SEA	RCHES			PREVIOUS SEAR	CHES		
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New York				New York, Ny,	Usa   1 Room (2 /	Adults)	
New York							

#### 1.1.1.1. CREATING SAVED SEARCHES

AD#	Partners Cl	ients	Resources	0	Bookings 🗸 Cruis	se ID, ADX Ref	í, PNR, or Invoice #	Q Anna Kule
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CHECK 09/18 HOTEL Enter EQ - H	A CHAINS (OPTIONAL / MA) hotel chain name or EATON HOTELS E OWNER	code	CURRENCY	Exclude	× 112	1 ROOM,	2 ADULTS	4

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

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C. NEW HOTEL SEA								
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HOTEL CHAINS JOPDONA Enter hotel chain oan	L/MAXBI	S anchod	C Luchade					
EQ - EATON HOTELS			ж					
QUIGTE OWNER		CURRENCY						
Arma Kules		× \$150				ESSave for Later		

₹ ₹	Steps		Notes
3.	Enter name for search	• V	Vill appear in list of existing saved searches
4.	Press SAVE	•	

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¥ ≡	Steps		Notes
5.	Review saved search in list	•	

AD	>>> Partners	Clients	Resources	~	Bookings - Cru	ilse ID, ADX Ref,	PNR, or Invoice #	Q Anna K
		AIR V	HOTEL		) J /ITY INSUR/	ANCE	CRUISE	
		сн						
	HOTEL SEARCH		SE	ARCH BY: 🖲 Dest	ination O Property Name	2		
	Search for hotel, landm	ark, address,	city, postal code o	r airport				
	CHECK IN DATE	c	HECK OUT DATE		NIGHTS	ROOMS		
	07/05/2022		07/06/2022		1 ~	1 ROOM,	2 ADULTS	
	HOTEL CHAINS (OPTIONAL /	MAX 3)	🖲 Inc	lude O Exclude				
	Enter hotel chain name	or code						
	QUOTE OWNER		CURRENCY					
	Anna Kulej	~	\$USD	~			Save for Late	er 🛛 🛤 Sea
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	New York, Ny, Usa   1	Room (2 Adul	ts)		Rome, Metropolitar	City Of Rome	e, It   1 Room (2)	Adults)
					Rome, Metropolitan	City Of Rome	, It   1 Room (2)	Adults)
					Rome, Metropolitan	City Of Rome	e, It   1 Room (2)	Adults)
				All Saved & Pre	vious Searches			

#### 1.1.1.2. ACCESSING SAVED SEARCHES

≓ E	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	•

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				Cance	
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SAVED SEARCHES			PREVIOUS SEARCHES		
New York, Ny, Osa j 1 Room				City Of Rome, It.,   1. Room ( City Of Rome, It.,   1. Room (	

₹ ₹	Steps		Notes
4.	Click tab	• 9	Select Saved or Previous search tab
5.	Press SEARCH	• /	All search info will populate