



Quick Guide – Booking Multiple Rooms

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. Multiple Rooms

The request for multiple hotel rooms is done at the time of filling out your hotel search. Multiple room bookings is ONLY allowed on EDGE rates. Sabre and Preferred Partner rates do not allow multiple room bookings at once. You would need to book these rooms separately.

The screenshot displays the ADX* interface with the following elements:

- Navigation Bar:** ADX*, Partners, Clients, Resources, Bookings (dropdown), Cruise ID, ADX Ref, PNR, or Invoice # (search), Anna Kulej (dropdown).
- Service Tabs (1):** ITINERARY BUILDER, AIR, HOTEL (highlighted in green), ACTIVITY, INSURANCE, CRUISE, INVOICE TOOL.
- NEW HOTEL SEARCH Section:**
 - HOTEL SEARCH:** SEARCH BY: Destination (selected) / Property Name. Input: New York, NY, USA.
 - CHECK IN DATE:** 09/18/2022
 - CHECK OUT DATE:** 09/21/2022
 - NIGHTS:** 3
 - ROOMS:** 1 ROOM, 2 ADULTS
 - HOTEL CHAINS (OPTIONAL / MAX 3):** Include (selected) / Exclude. Input: Enter hotel chain name or code.
 - QUOTE OWNER:** Anna Kulej
 - CURRENCY:** \$USD
 - Room 1 Details:** 2 Adults / 0 Children. Room 1 configuration: ADULT (12+ YRS): 2, CHILDREN (2-12 YRS): 0.
 - Buttons:** + Add Room, Done.
 - USING ADX AS:** Multiple Agents

	Steps		Notes
1.	Press HOTEL button	•	
2.	Press  icon on ROOMS	•	<i>Opens rooms and travelers section</i>
3.	Press ADD ROOM	•	

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

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW HOTEL SEARCH

HOTEL SEARCH SEARCH BY: Destination Property Name
New York, NY, USA

CHECK IN DATE: 09/18/2022 CHECK OUT DATE: 09/21/2022 NIGHTS: 3 ROOMS: 2 ROOMS, 4 ADULTS

HOTEL CHAINS (OPTIONAL / MAX 3) Include Exclude
Enter hotel chain name or code

QUOTE OWNER: Anna Kulej CURRENCY: \$USD

Room 1: 2 Adults / 0 Children
Room 2: 2 Adults / 0 Children

Room 2: ADULT (12+ YRS): 2 CHILDREN (2-12 YRS): 0

Sabre & Preferred Partners rates do not allow multiple room bookings at once, you may wish to book each room separately.

MY QUOTES & BOOKINGS

STATUS	ADVISOR	CLIENT	QUOTE NAME	DEPART
QUOTE	DC		Fairmont Hotel Macdonald - 1 nights	08.20.

4. [Line pointing to Quote Owner field]

5. [Line pointing to Add Room button]

6. [Line pointing to Done button]

Steps	Notes
4. Indicate maturity and travelers	•
5. Press Add Room – as needed	•
6. Press DONE	• Search will run with number indicated