ADX→

Quick Guide – Booking Multiple Rooms

Contents

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.

- o Saved Hotel Search
- o Multiple Rooms
- o Hotel Results View
- o Filtering Search Results
- o Hotel Rate Options
- o Advisor Hotel Loyalty Program
- o Modify Hotel
- o Cancel Hotel
- o Adding Special Instructions
- o 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.

☑	Steps	✏	Notes
1.	Press HOTEL button		•
2.	Press 👤 icon on ROOMS		• *Opens rooms and travelers section*
3.	Press ADD ROOM		•

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