



## Quick Guide – Advisor Hotel Loyalty Program

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. Advisor Hotel Loyalty Program

Add your Advisor Hotel Loyalty number for Hyatt, Four Seasons and Fairmont hotels to your profile and have the number saved on each booking every time you book an applicable hotel and rate. The loyalty number can be accessed through the advisor profile page on the communication tab. You can store, edit, and delete numbers as needed through this page.

The loyalty number MUST be entered on the profile before the booking has been confirmed. Adding a number after booking will not automatically pass the number to the hotel. You will need to call the hotel and manually add the number.

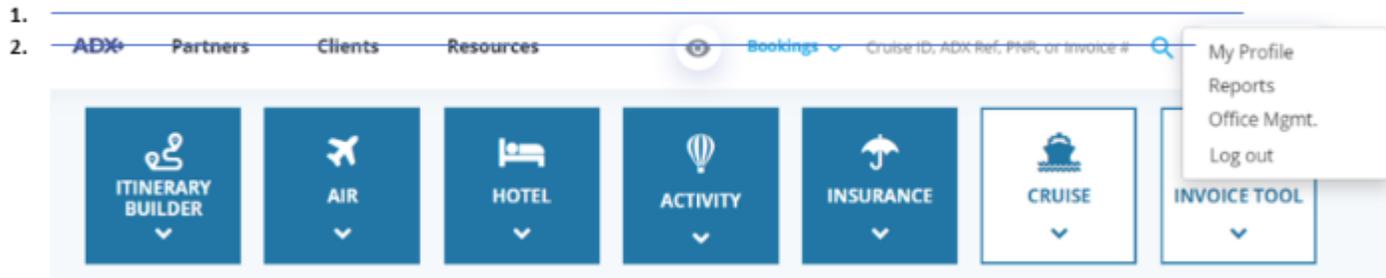
#### Set Advisor Loyalty Number for Hotels

**SELECT HOTEL CHAIN**      **ENTER ADVISOR LOYALTY NUMBER**

Hyatt             [Add](#)

**EXISTING ADVISOR LOYALTY NUMBERS**

HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	1222B1	<a href="#">Edit</a>   <a href="#">Delete</a>
Four Seasons	7777B12	<a href="#">Edit</a>   <a href="#">Delete</a>
Fairmont	555555	<a href="#">Edit</a>   <a href="#">Delete</a>



	 <b>Steps</b>	 <b>Notes</b>
1.	Press the V button next to name	<ul style="list-style-type: none"> <li>• <i>Expands down</i></li> </ul>
2.	Press MY PROFILE	<ul style="list-style-type: none"> <li>•</li> </ul>

**Communication Profile**  
Control the appearance and contents of emails and documents.

**Access Sharing**  
Share access to your bookings with other ADIX users.

**Set Preferences**  
Customize default values for certain fields within ADIX.

**Change Password**  
Change your password at anytime to ensure your account is secure.

3.

### Communication Profile

Update Public Profile

Welcome to your communications profile. On this tab you can control the appearance and contents of emails and documents that your clients will receive from you via ADIX.

Please click on the headings below to update the various communication profile items.

- Specify Your Address and Upload Your Portrait
- Brand Settings
- Upload Your Logos
- Define Standard Notes for Inclusion in Client Itineraries
- Define Standard Service Descriptions for Planning Fee Agreements
- Customize Body Text of Itinerary Emails
- Define Your Email Signature Block
- Customize Body Text of Bon Voyage and Welcome Home Emails

4.

### Set Advisor Loyalty Number for Hotels

5.

SELECT HOTEL CHAIN: Hyatt

ENTER ADVISOR LOYALTY NUMBER:  Add

HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	122281	Edit   Delete
Four Seasons	7777812	Edit   Delete
Fairmont	555555	Edit   Delete

6.

7.

	<b>Steps</b>		<b>Notes</b>
3.	Press COMMUNICATION PROFILE button		<ul style="list-style-type: none"> <li>• <i>Defaulted to this section</i></li> </ul>
4.	Press v button on SET ADVISOR LOYALTY NUMBER FOR HOTELS		<ul style="list-style-type: none"> <li>• <i>Located at the bottom of the list</i></li> </ul>
5.	Select hotel chain		<ul style="list-style-type: none"> <li>• <i>Select from Hyatt or Four Seasons or Fairmont</i></li> </ul>
6.	Enter loyalty number		<ul style="list-style-type: none"> <li>•</li> </ul>
7.	Press ADD		<ul style="list-style-type: none"> <li>• <i>Loyalty number will appear in a list below</i></li> </ul>