



## Quick Guide – Editing Hotel Content for Itinerary

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. Editing Hotel Content for Itinerary

Sometimes the hotel itinerary can become lengthy based on the descriptions that the hotel provides. You can edit descriptions for the hotel overview, the hotel benefits and rate description on the trip services page. You can locate the EDIT buttons on the trip tab under the service details section for any hotel. Changes made will then reflect on the Itinerary document and the trip services page details section will show an “edited version” flag on the section that was revised. Once changes are made the option of reviewing and reverting back to the original text is also possible for each section.

**SERVICE DETAILS**

**Rate Name:** MARRIOTT SENIOR DISC.  
**Rooms:** 1 Room (2 Adults)  
**Reference #:** TQWHKD  
**Confirmation #:** 88586367  
**Hotel Overview:** Edited Version  
DESCRIPTION TEST  
- Hotel  
Year Built - 1990 Year Remodeled - 2008  
Additional Property Description -  
Make y...  
[Read more](#)  
[Edit Hotel Overview](#)

**Hotel Benefits:** Edited Version  
BENEFITS TEST  
[Edit Hotel Benefits](#)

**Rate Description:** Edited Version  
DESCRIPTION TEST  
MARRIOTT SENIOR DISCOUNT. INCLUDES 62 YEARS AND OLDER VALID ID REQUIRED, DELUXE GUEST ROOM, 2 DOUBLES A DAILY DESTINATION FEE OF USD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES A FOOD AND BEVERAGE CREDIT OF USD 25 AND MORE| MAX OCCUPANCY- 4 GUESTS DELUXE ROOM, 2 DOUBLES, MINI FRIDGE, 324SQFT/29SQM, WIRELESS INTERNET, FOR A FEE, COFFEE/TEA MAKER, TV MARRIOTT SENIOR DISCOUNT - AVAILABLE TO GUESTS 62 YEARS OF AGE OR OLDER| - PROOF OF AGE ELIGIBILITY REQUIRED AT CHECK-IN| - LIMIT OF TWO ROOMS PER NIGHT|  
[Read less](#)  
[Edit Rate Description](#)



Sunday,  
September 11,  
2022

### New York Marriott Downtown

85 WEST ST AT ALBANY ST  
Manhattan - Wall Street / Financial District  
New York, New York, 10006,  
United States  
Phone: 1-212-3654900

Guests  
Mr. Sam Smith

#### Description Test

Check-in: Sep 11, 2022  
Stay: 6 Nights  
Confirmation Number: 88686367  
Record Location: TQWHKD

#### Amenities

- Parking
- High Speed Internet
- Dry cleaning
- Fitness Center
- Crib Available
- Concierge
- Rollaway Bed Available
- Dining Room
- Family Room
- Business Center
- Recreation facilities
- Convention Center
- Meeting Room Available

#### Overview

DESCRIPTION TEST

Year Built - 1960 Year Remodeled - 2008  
 Additional Property Description -  
 Make your escape to New York Marriott Downtown, a brilliant hotel located in the heart of lower Manhattan. Situated in NYC's Financial District, we offer travelers a perfect vantage point from which to discover this ever-changing part of the city. Nearby attractions include Battery Park, Wall Street, the 9/11 Memorial and the shops and restaurants of Brookfield Place. After a busy day exploring downtown Manhattan, relax in our modern guest rooms and suites, some of which boast scenic views of the Hudson River. When hunger strikes, make your way to Bill's Bar and Burger, one of NYC's most beloved burgers joints if you're in the mood for a workout, don't miss visiting our revamped fitness center. For those traveling to Manhattan on business, take advantage of our modern business facilities and 12,000 square feet of flexible meeting room space. Whether it's for a romantic weekend getaway or an extended corporate stay, New York Marriott Downtown is the perfect destination for your NYC adventure.

#### Rate Description

DESCRIPTION TEST

UNLTD. GUEST ROOM, 2 DOUBLES A DAILY DESTINATION FEE OF USD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES A FOOD AND BEVERAGE CREDIT OF USD 25 AND MORE! MAX

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

### New York Marriott Downtown - 6 nights

Sunday, September 11, 2022 - Saturday, September 17, 2022 Sam Smith  
Advisor: Anna Kulej

1. ADX Ref: 6PSIZL | Archive | Link Bookings STATUS READY

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name: New York Marriott Downtown - 6 nights Dates: 09/11/2022 - 09/17/2022 Add details/notes

All Services View by: [Grid] [List]

2. New York Marriott Downtown Rename BOOKED

Sep 11, 2022 - Sep 17, 2022

**Actions:** Modify - Cancel - Add/Modify Special Instructions

**Actions:** Reorder Services

Estimated Quote USD \$153.00

Potential Commission USD \$40.00

Add Insurance

**Client Documents:**  
Insurance offered

Update

Add ADX Service -
Add non-ADX Service -
Send Itinerary

	Steps		Notes
1.	Open ADX reference	•	
2.	Press v on service	•	<ul style="list-style-type: none"> <li>• <i>Hotel details will expand</i></li> <li>• <i>Located on TRIP tab</i></li> </ul>

**Guarantee Requirements:**  
Payment RequiredDiners Club ..

**Cancellation Policy:**  
Refundable before 9/8/2022 12:00:00 AM

**Other Information:**  
Sabre does not allow for information regarding children to be sent directly to the hotel through our systems, while we do pass that information through the special instructions field, it does not allow children's rates to be added to the hotel. Please coordinate directly with the hotel to ensure your client does not receive any unexpected costs or fees at check-out.

INCLUDES TAXES AND SURCHARGES  
UPON EARLY DEPARTURE, AN EARLY DEPARTURE CHARGE OF ONE NIGHT ROOM AND APPLICABLE TAX MAY APPLY.  
COMMITMENT-HTTPS://CLEAN\*MARRIOTT\*COM

3.

SERVICE DETAILS

**Rate Name:** MARRIOTT SENIOR DISC.  
**Rooms:** 1 Room (2 Adults)  
**Reference #:** TQWHKD  
**Confirmation #:** 88586367

**Hotel Overview:**  
 - Hotel  
 Year Built - 1990 Year Remodeled - 2008  
 Additional Property Description -  
 Make your escape to...  
[Read more](#)

4.

[🔗 Edit Hotel Overview](#)

5.

**Hotel Benefits:**

DESCRIPTION TEST

[View Original Hotel Benefits](#)

6.

[Cancel](#) [Save](#)

7.

**Rate Description:** [Edited Version](#)

DESCRIPTION TEST  
 MARRIOTT SENIOR DISCOUNT. INCLUDES 62 YEARS AND OLDER VALID ID REQUIRED. DELUXE GUEST ROOM. 2 DOUBLES A DAILY DESTINATION FEE OF USD ...  
[Read more](#)  
[🔗 Edit Rate Description](#)

	<b>Steps</b>		<b>Notes</b>
3.	Scroll down to SERVICE DETAILS section		<ul style="list-style-type: none"> <li>• <i>After rate information</i></li> </ul>
4.	Press EDIT button of section to update		<ul style="list-style-type: none"> <li>• <i>Edit available for Hotel Overview, Hotel Benefits and Rate Description sections</i></li> </ul>
5.	Format the details as needed by entering own text		<ul style="list-style-type: none"> <li>•</li> </ul>
6.	Press SAVE		<ul style="list-style-type: none"> <li>• <i>View Original will let you go back to what was originally there</i></li> <li>• <i>Cancel will close the section without saving edits</i></li> </ul>
7.	Confirm the EDITED VERSION flag		<ul style="list-style-type: none"> <li>• <i>Edit to revert back to original text</i></li> </ul>