

Add your favorite locations

Record your Favorite Locations to help your bookers choose the nearest hotel to their destination

Why?

Boost your online adoption from travelers:

- ✓ Quicker search
- ✓ More relevant result
- ✓ Confidence in selecting a hotel at a reasonable distance

How to?

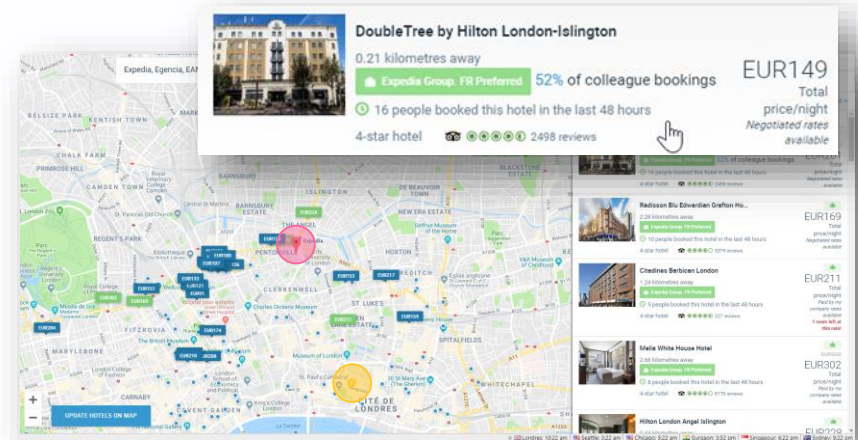
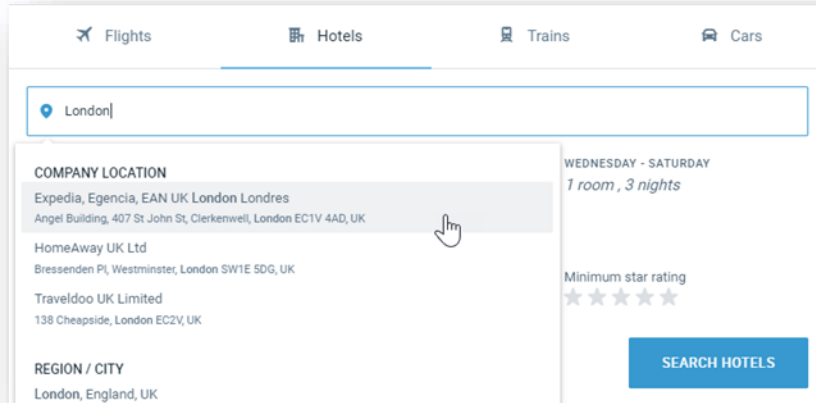
On your Egencia website:

1. Select the tools tab
2. Click on "Custom location"
3. Click on the "ADD LOCATION" button
4. Enter the new custom location details: name, address, hotel search radius.
5. Save your favorite locations.

The screenshot displays the Egencia user interface. At the top, the 'Tools' tab is selected, indicated by a yellow circle with the number 1. The 'Custom location' option in the 'TRAVEL MANAGEMENT' section is highlighted with a yellow circle and the number 2. A blue button labeled '+ ADD LOCATION' with a yellow circle and the number 3 is positioned at the bottom of the menu. A modal form is overlaid on the right side, showing the 'Specify the location details' step. This form includes a 'DISPLAY NAME' field (yellow circle 4), an 'Address' field with a search icon, and fields for 'LATITUDE' and 'LONGITUDE'. Below these is a 'Hotel Search Radius' section with a 'UNIT' dropdown set to 'Kilometres' and a 'VALUE' dropdown set to '20'. The form concludes with 'CANCEL' and 'SAVE' buttons (yellow circle 5).

What will your travelers see?

When looking for a hotel, the **company locations** will be displayed first.



- > The selected custom location will appear as **red pin** on the map. If you have other custom locations in the area, they will appear as a **yellow star**.
- > In the list of results, the **distance between the hotel and your custom location** will be displayed.