USER GUIDE

Sabre Red Launchpad™ Hotel Content

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Introduction

Sabre Red Launchpad™ provides an efficient way for non-GDS experts to shop and book multi-source content, including air, hotel, and ground transportation options.

This user guide focuses on hotel content.

Powered by Google, Hotels in Sabre Red Launchpad provides an easy-to-use, map-based graphical search functionality that lets users find the right stay quickly.

Sabre Red Launchpad lets you compare lodging options easily and book with confidence. Sabre global distribution system (GDS) content and aggregator choices[1] are integrated seamlessly into a normalized shopping display. Tailor searches by distance radius: region, city, or street. Search results are displayed in either map-based or list views – you choose.

[1]Note: Integrating aggregator content is free and can help you earn additional commission revenue. However, your agency must sign-up with an aggregator to access content via Sabre Red Launchpad. For more information on how to get started with aggregator content, please contact your Sabre account representative.

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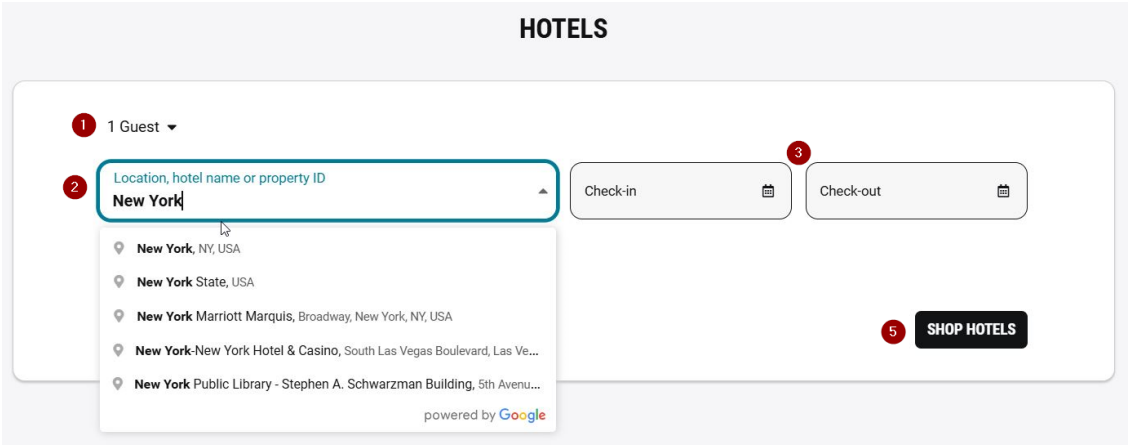
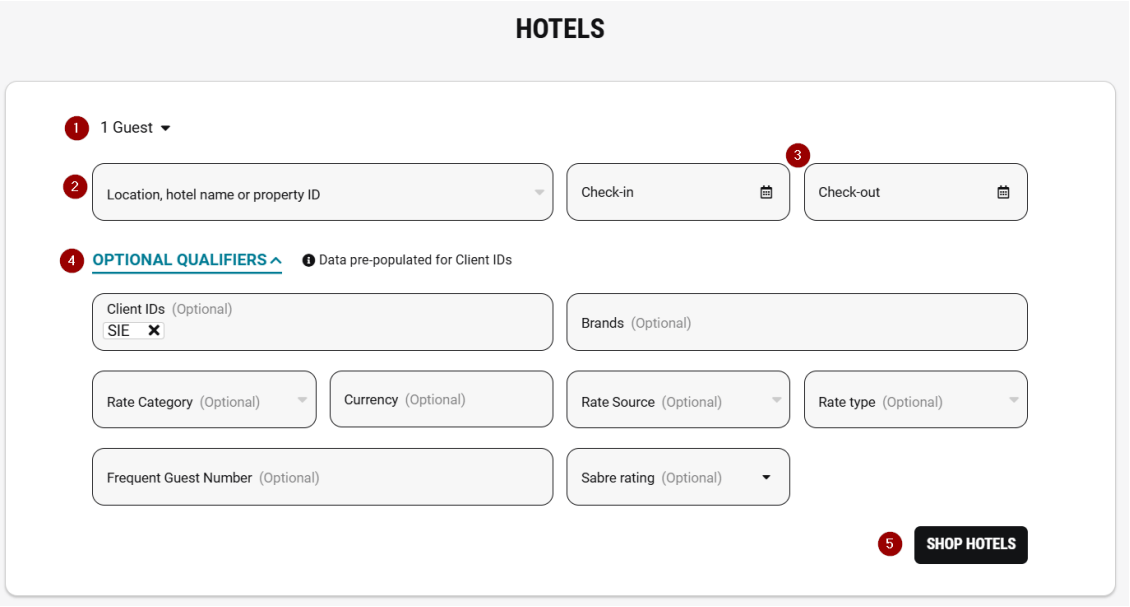
SHOPPING

HOTELS SEARCH

To access the search form, click on the **Hotels** tab, or use the **Add hotel** option from Air segment in Trip Summary.





1	The **Guest field** defaults to the number of adults in the reservation, or to one guest if no travelers are added.
2	Enter your desired **location**. It can be any location, such as a city, point of interest, address, city district, airport code, property ID, and more. The search auto-completes with suggestions once you begin typing.

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3	Enter your desired **dates** to view available hotels and their rates, or leave the fields empty to view a list of hotels close to the entered location.
4	When applicable, add any of the following **optional qualifiers** to tailor the search: • Client IDs[1] • Brands[1] • Rate category • Currency • Rate source (applicable to agencies with access to aggregator content) • Rate type • Frequent guest number[1] • Sabre rating
5	Once you've entered your search parameters, click the **Shop Hotels** button.

[1]Supports Sabre Profiles integration

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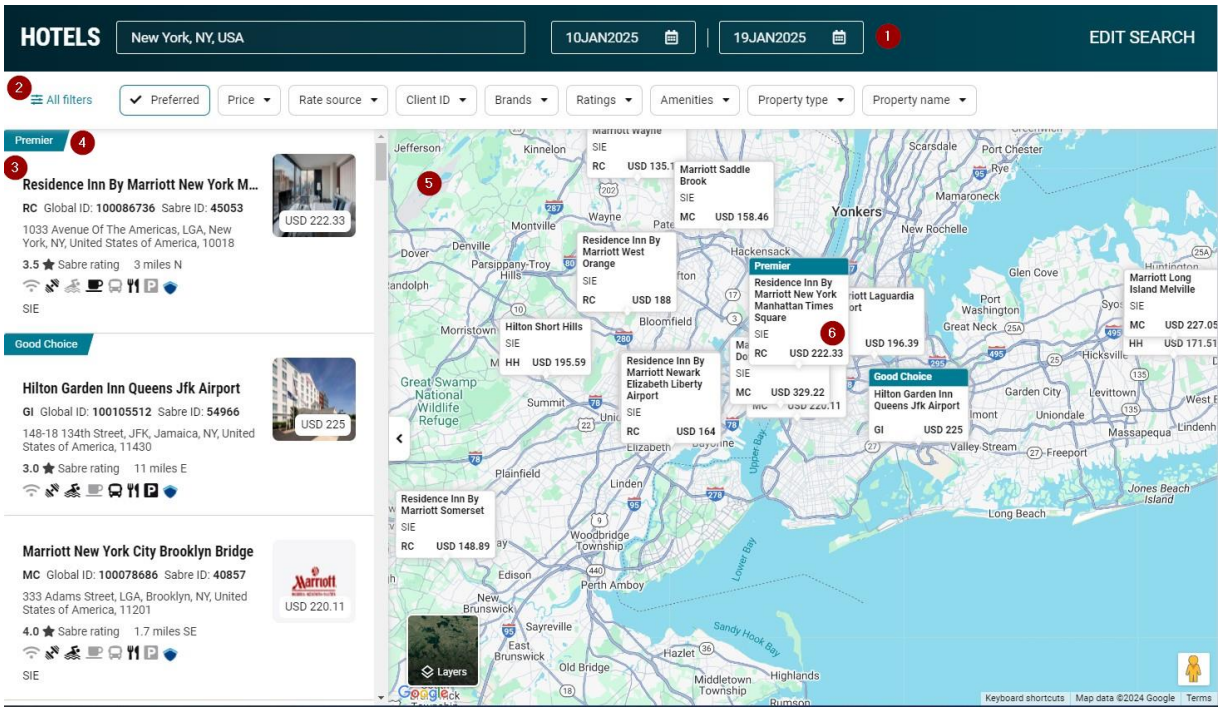
SEARCH RESULTS – PREFERRED HOTELS

The search response returns all hotel options matching the search criteria.

- By default, initial results are filtered to show preferred hotels only.
- The distance used for search is dynamic and depends on the location you entered, e.g., Times Square in New York City will focus on near-by neighborhoods; in contrast, if you entered "Maldives," as your location, you will see results for a larger radius area.
- Each hotel contains the same data elements, giving you a like-for-like property comparison.



1	Header shows location and dates and can be changed easily. • Click **Edit Search** in the upper right area of the display to change more search criteria.
2	Access **Filters** for easy curation of the search results. Note: The "Preferred" filter is checked as active by default and shows hotels matching: • Hotel with ClientID available • Preferred Hotel set-up in Sabre Lodging Retailer • Traveler-preferred hotel, which is based on Traveler Profile data To see more hotels, uncheck the Preferred filter option.
3	Hotel summaries include: • Hotel name • Chain code and IDs • Address • Sabre rating and distance from search location

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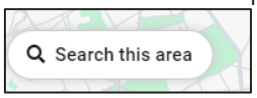
	• Commonly searched amenity icons are included for quick reference. If the amenity is available at the hotel, the icon is black. Hover over the icon to see more information. • Available ClientIDs • Hotel image with lead price (if rate is available)
4	Prominent tags allow you to see property preferencing quickly. These indicators are powered by Sabre Lodging Retailer.
5	Google Maps puts search results in visual context, including: • Map layers • Street view • "Search this area" option when changing locations on the map 
6	Preferred hotels pin shows: • Tag (if set-up in Sabre Lodging Retailer) • Hotel name • Available ClientID(s) • Chain code • Lead price

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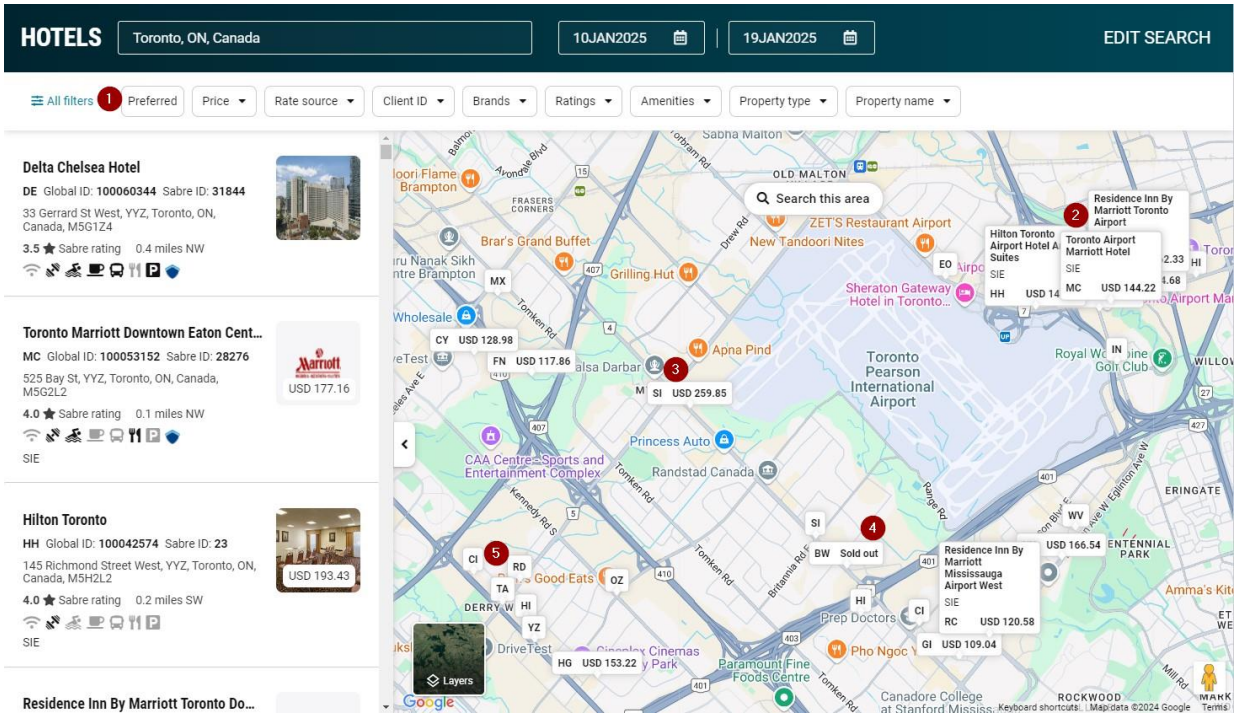
SEARCH RESULTS – ALL HOTELS

To see all hotels returned for the desired location, including unavailable options, uncheck the “Preferred” filter.



1	Preferred filter button
2	Preferred hotels pin
3	Standard pin for available hotel with lead price provided
4	‘Sold out’ pin for unavailable hotel
5	Pin for a hotel that: • Was not checked for availability and rates • Involves another reason for being unavailable, (e.g., minimum length of stay criteria not met)

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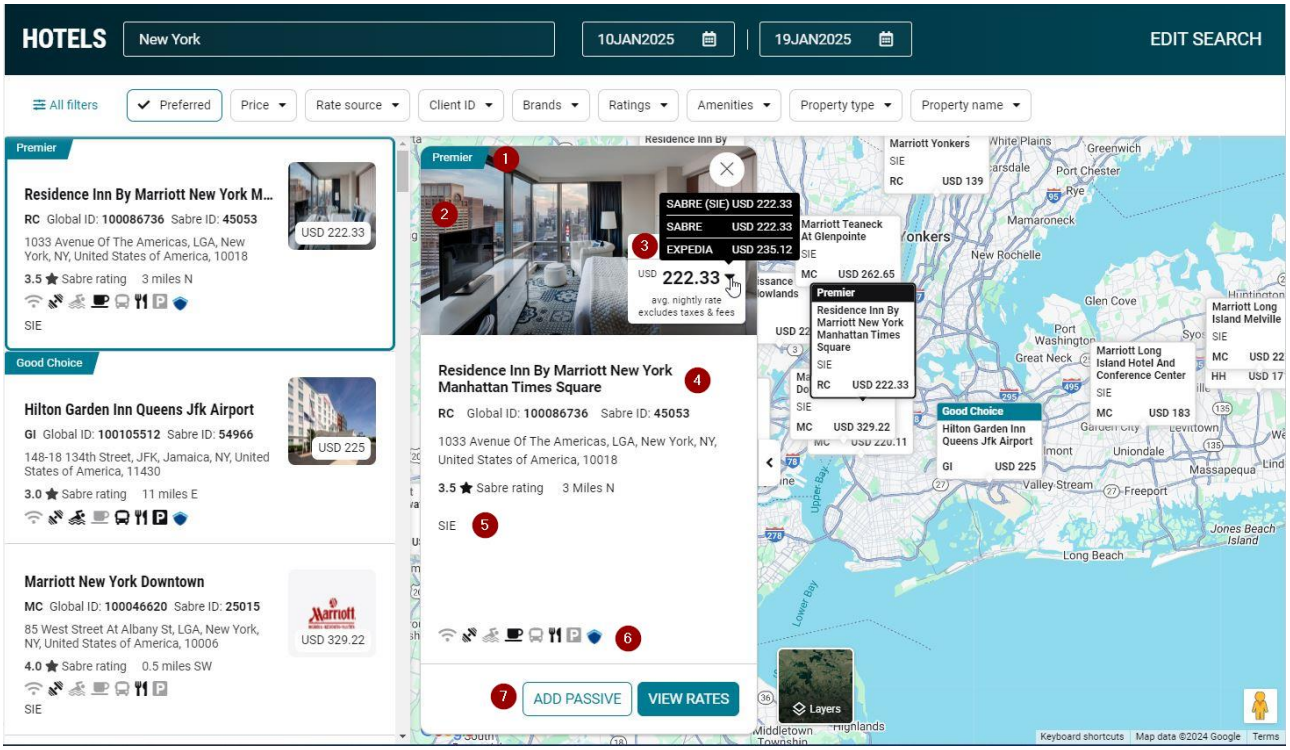
SEARCH RESULTS – HOTEL CARD

When you select a hotel, either from the list or by clicking on the map pin, the hotel card is displayed with hotel details and an option to view all rates.



1	**Property tagging** through premium Sabre Lodging Retailer product
2	Click on the **image** to access hotel photos.
3	View **Lead price** with tooltip hover-over to display lead rates from all sources, including the lead rate for a ClientID, when applicable.
4	Hotel details, including: name, address, rating and distance
5	Available ClientIDs
6	Amenity icons
7	Action buttons • Click **View Rates** to see all rates returned for the selected property • Click **Add Passive** to create a passive segment for the selected property Note: Depending on the agency settings, **Add Passive** option may **not** be available

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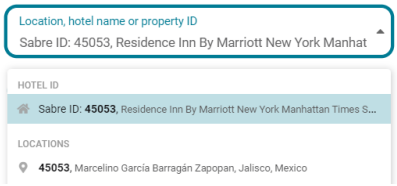
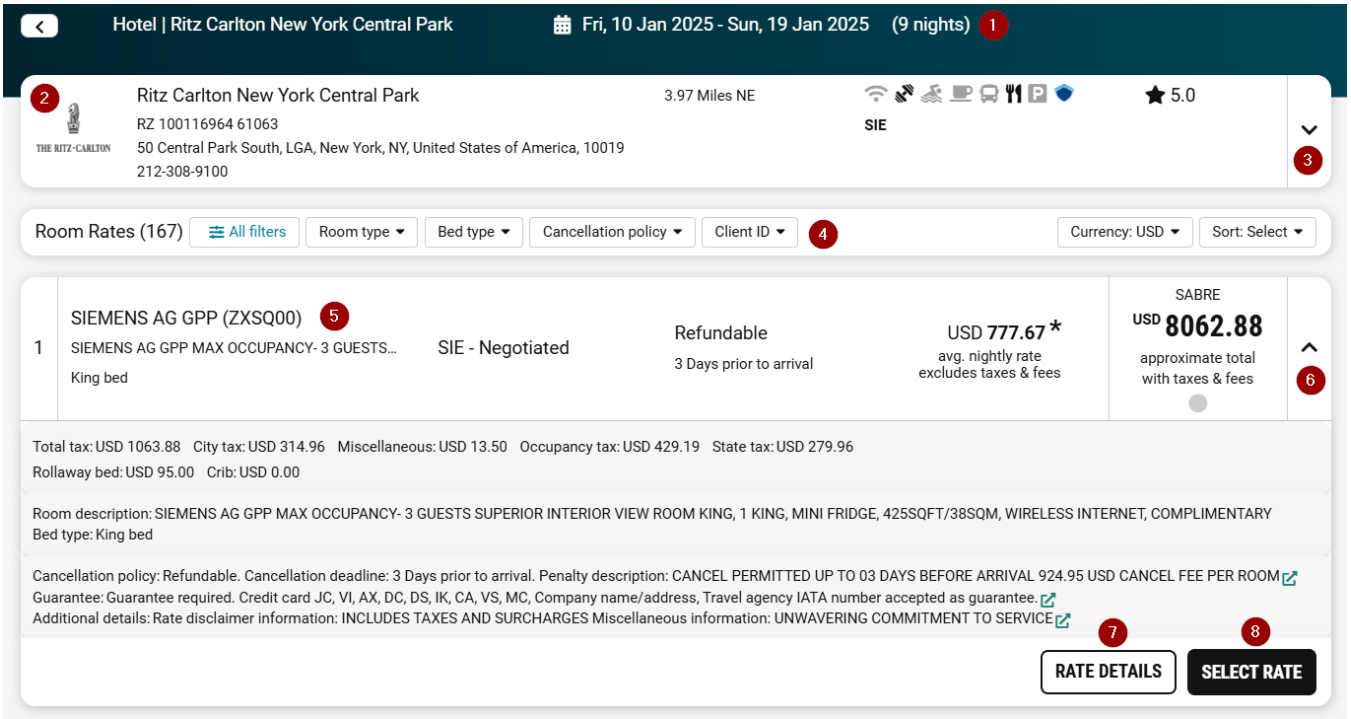
VIEW RATES

The “View rates” response contains a full list of rates and additional details about the property. Access it by:

- Clicking on the **View Rates** button from Hotels search
- Using **PropertyID** in Hotels search form





1	**Header** shows property name, selected dates, and a “Back Button” to return easily to the Hotels search results.
2	Hotel information, including: name, address, chain code, IDs, distance, amenity icons, available ClientIDs and Sabre rating

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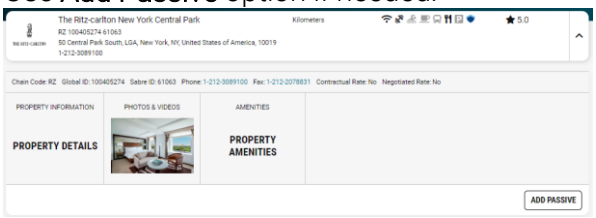
3	Expand the panel to view more information, including: property details, photos and amenities. Use **Add Passive** option if needed. 

4	Rate header contains the following features:
	• Number of rates returned
	• Filter by:
	  ○ Room type
	  ○ Bed type
	  ○ Cancellation policy
	  ○ ClientIDs
	  ○ Rate source
	  ○ Rate category
	  ○ Commission
	  ○ Meal type
	  ○ Payment type
	• Currency toggle with advisor's local currency and hotel supplier currency
	
	• Sort by:
	  ○ Price (average nightly rate)
	  ○ Price (total)
	  ○ Negotiated rates

5	Rate information, including: • Rate name and description • Room type, bed type, and meal type • Pre-paid, deposit indicators • Rate category and ClientID • Cancellation details • Average nightly rate (* indicates rate changes during the stay) • Total amount with commission indicator and tool tip on hover-over
6	Expand the panel to view additional rate details, such as: taxes, fees, room description, cancellation, guarantee, deposit and other additional details.
7	Click on the **Rate Details** option to view all rate details.
8	Click **Select Rate** to book.

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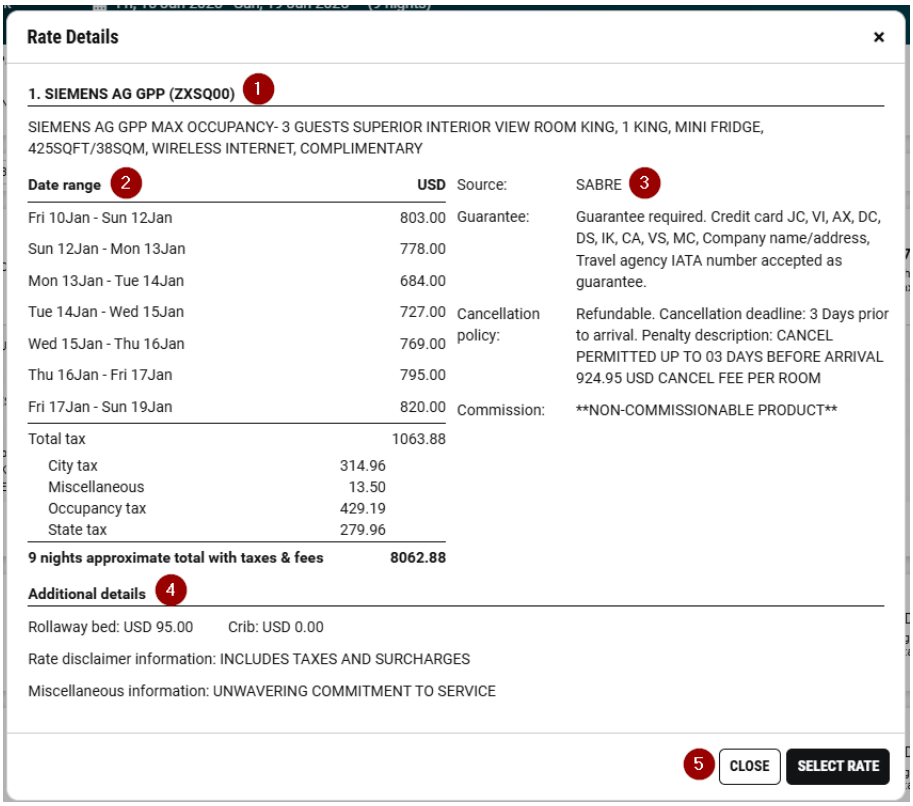
RATE DETAILS MODAL

The Rate Details modal contains detailed information for the selected rate in a single view.



1	Rate name with detailed rate information
2	Rate details, including: average nightly rate before taxes, rate breakdown (if changes apply), taxes, fees and total amount
3	Source and policies, including guarantee, cancellation, and commission
4	Additional details
5	Close and Select Rate action buttons. Select Rate opens the hotel reservation form.

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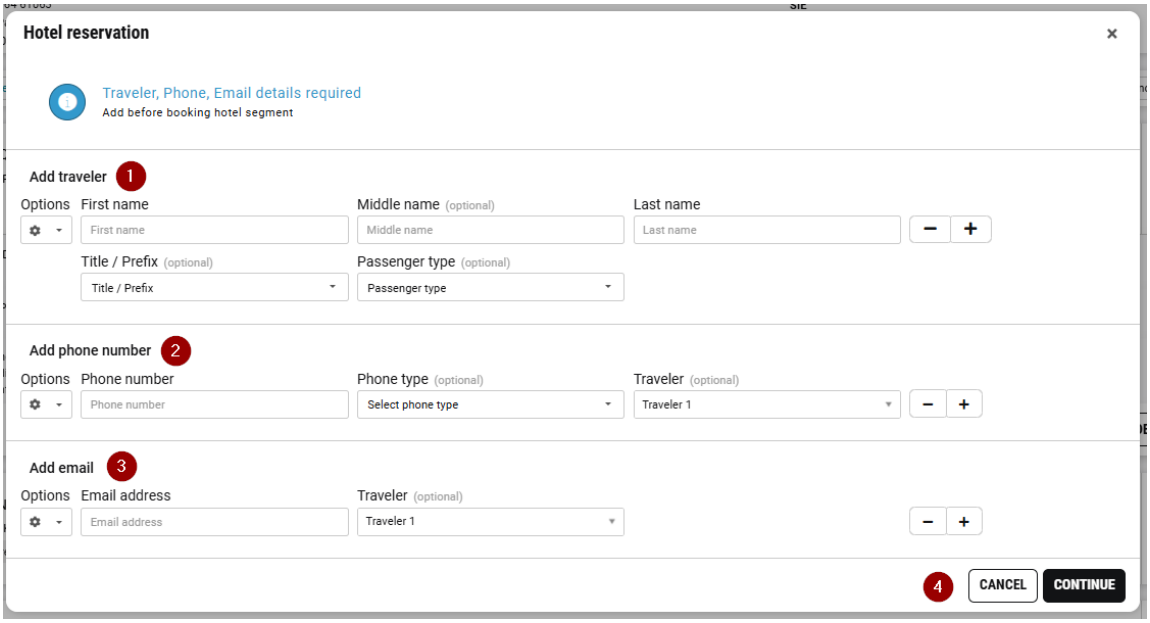
BOOKING

VALIDATION FOR REQUIRED INFORMATION

To ensure all required information is added to the reservation along with the hotel booking, the following form may appear:



1	Add traveler(s) details.
2	Add traveler phone number.
3	Add traveler email.
4	**Cancel** and **Continue** action buttons. Clicking the **Continue** button leads to Hotel Reservation form.

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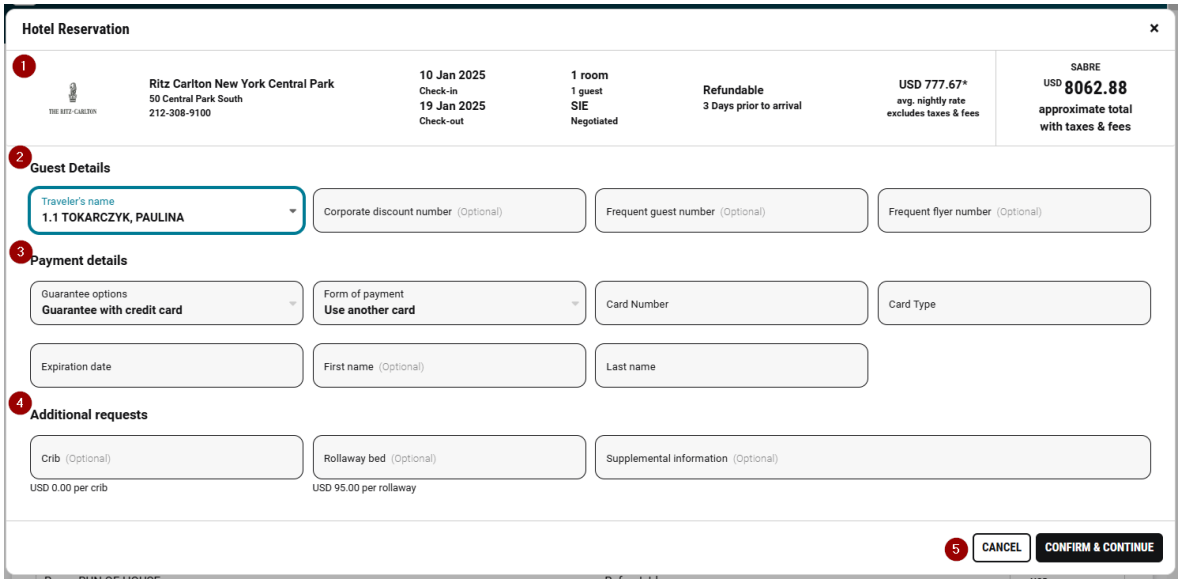
HOTEL RESERVATION FORM

Contains all mandatory and optional fields needed to complete a reservation. Mandatory fields may differ depending on rate source.



1	Property and rate summary, including: property name and address, check-in, check-out, rate category, cancelation details, deposit, pre-paid indicators, average nightly rate, (with rate change indicator when applicable), and total amount.
2	Guest details and optional corporate discount, frequent guest, and frequent flyer numbers[1]
3	Payment details as required by the rate.[1] Guarantee options depend on what is accepted by the rate and what is configured for your agency. You can view the following values: • Guarantee with credit card • Deposit with credit card • Guarantee to agency • Deposit to agency • Guarantee with IATA • Guarantee with virtual payment • Deposit with virtual payment The default option pre-populated in the dropdown is **"Guarantee with credit card"** or **"None"** in case the rate does not require a guarantee. Note: Some aggregators may default to other options, such as IATA, (e.g. Bedsonline), or agency name and address, (e.g. Expedia), depending on an agency's agreements, (e.g., direct billing or line of credit).
4	Additional requests, such as: crib, roll-away bed, supplemental information, or IATA override. Note: Agency configuration may hide the 'IATA override' field.

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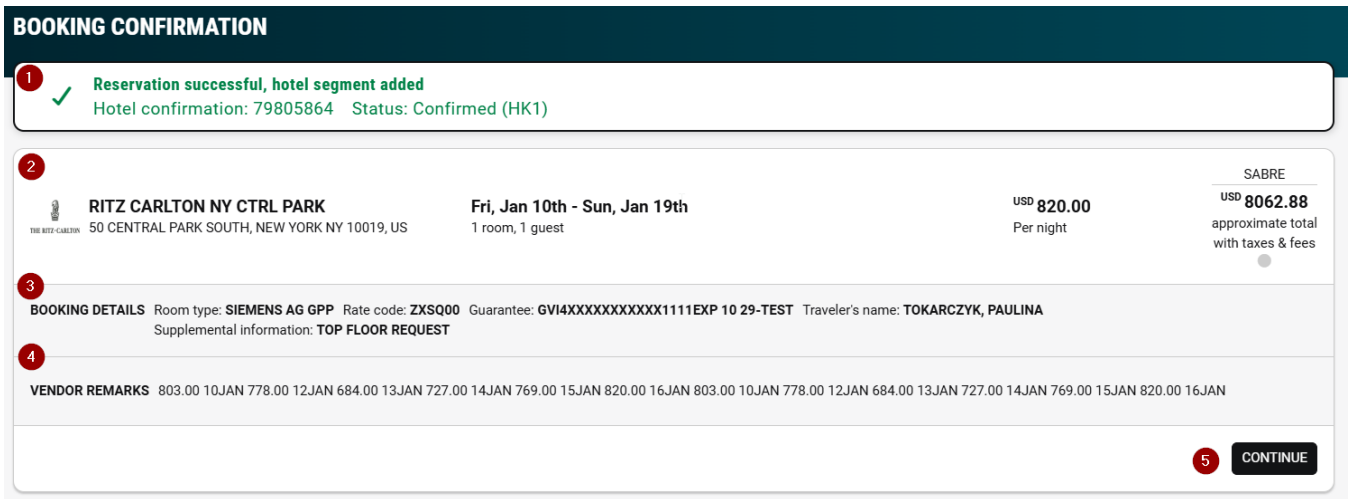
5	**Cancel** and **Confirm & Continue** action buttons. Book the selected rate and view the reservation by clicking the **Confirm & Continue** button.

[1]Supports Sabre Profiles integration

CONFIRMATION

After submitting the Hotel Reservation form, you will receive a confirmation that the hotel has been booked and you will be prompted to continue.



1	Header with booking confirmation, including hotel confirmation number and status code
2	Property and rate summary, including: property name and address, check-in, check-out, rate category, cancelation details, deposit, pre-paid indicators, average nightly rate, (with rate change indicator when applicable), and total amount
3	Booking details
4	Vendor remarks (if provided by the hotel)
5	Clicking the **Continue** button displays the reservation view

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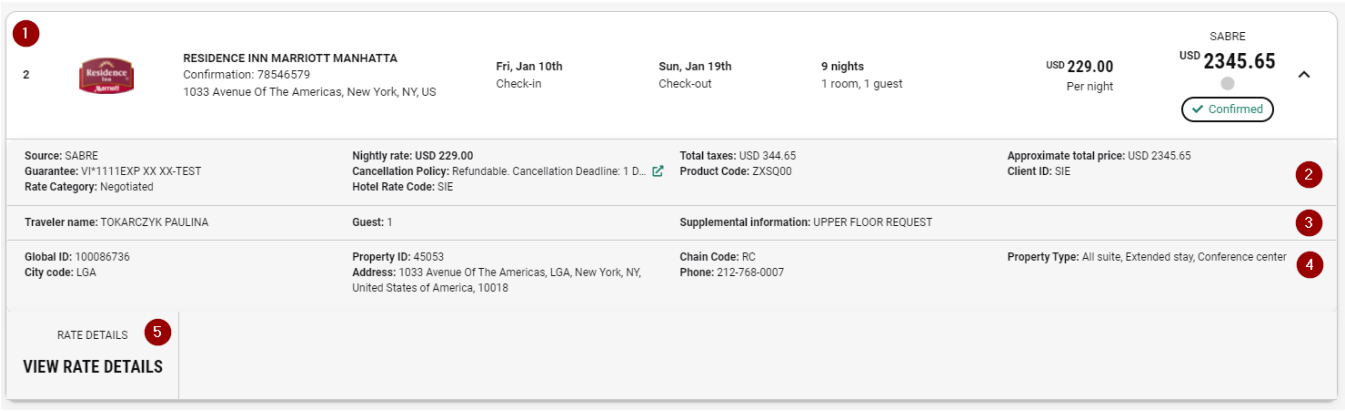
VIEW RESERVATION

The reservation view shows a summary of the full reservation. Hotel booking contains the following details:



1	Property and rate summary, including: property name and address, check-in, check-out, nightly rate, and total amount Note: Make sure the booking includes a **confirmation number** and shows status as **Confirmed**
2	Rate details, including source, cancelation policy, rate category, etc.
3	Traveler details and any supplemental information added to the booking
4	Property details, including address and phone
5	Rate Details widget opens a modal containing all rate details.

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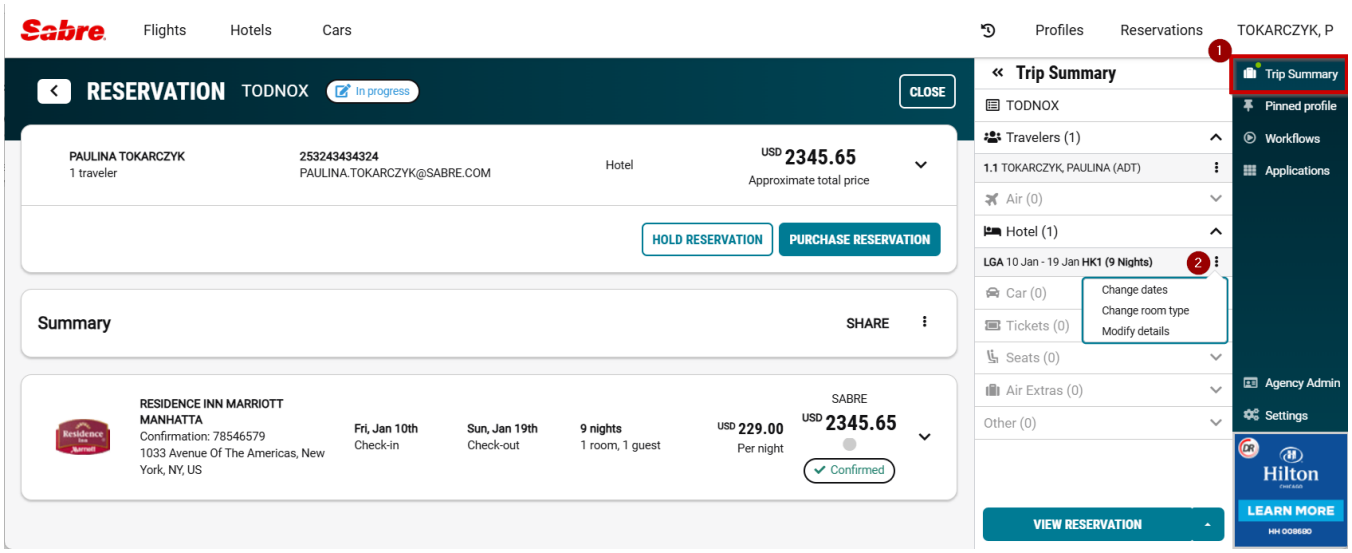
BOOKING MODIFY

Modify is currently supported for **Sabre rates only.** Aggregator content can be modified via cancel and re-book actions.



1	Go to **Trip Summary** to access modify options
2	Click on the **three dots** next to the hotel booking to view the following options: • Change dates • Change room type • Modify details

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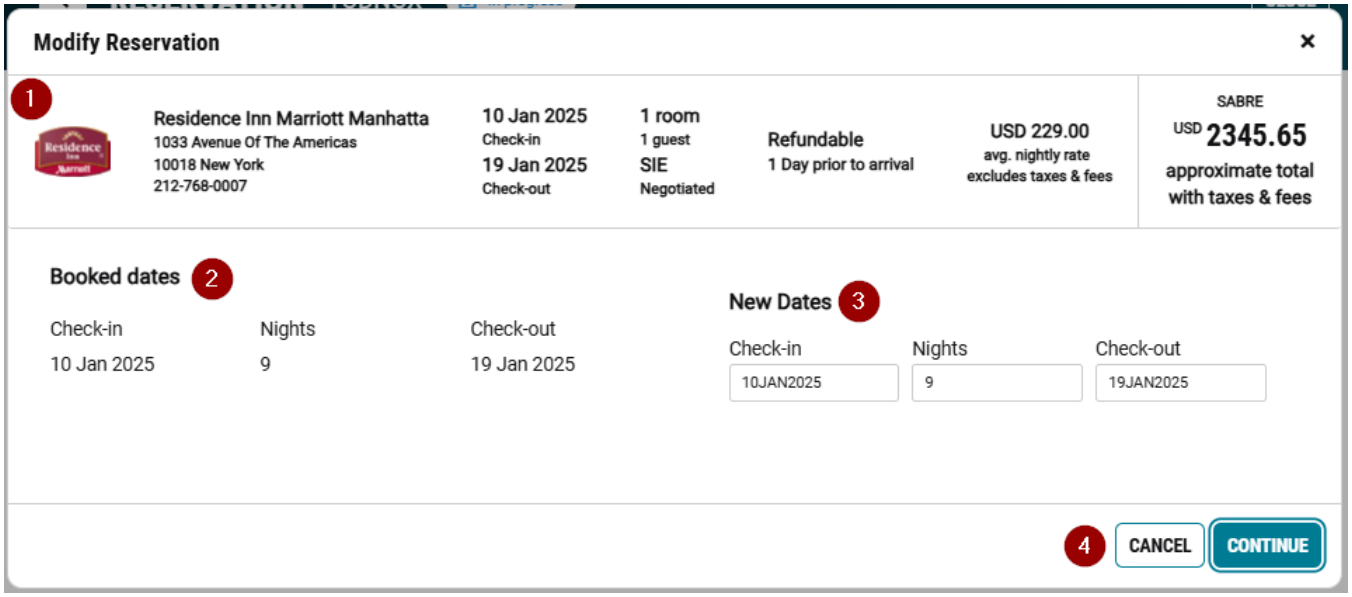
CHANGE DATES

Update check-in and check-out dates. In some cases, an availability check may be needed before you can modify the booking.



1	Hotel booking summary, including: property name and address, check-in, check-out, nightly rate, and total amount
2	Current selected dates
3	Fields to enter new dates for the reservation
4	**Cancel** and **Continue** buttons

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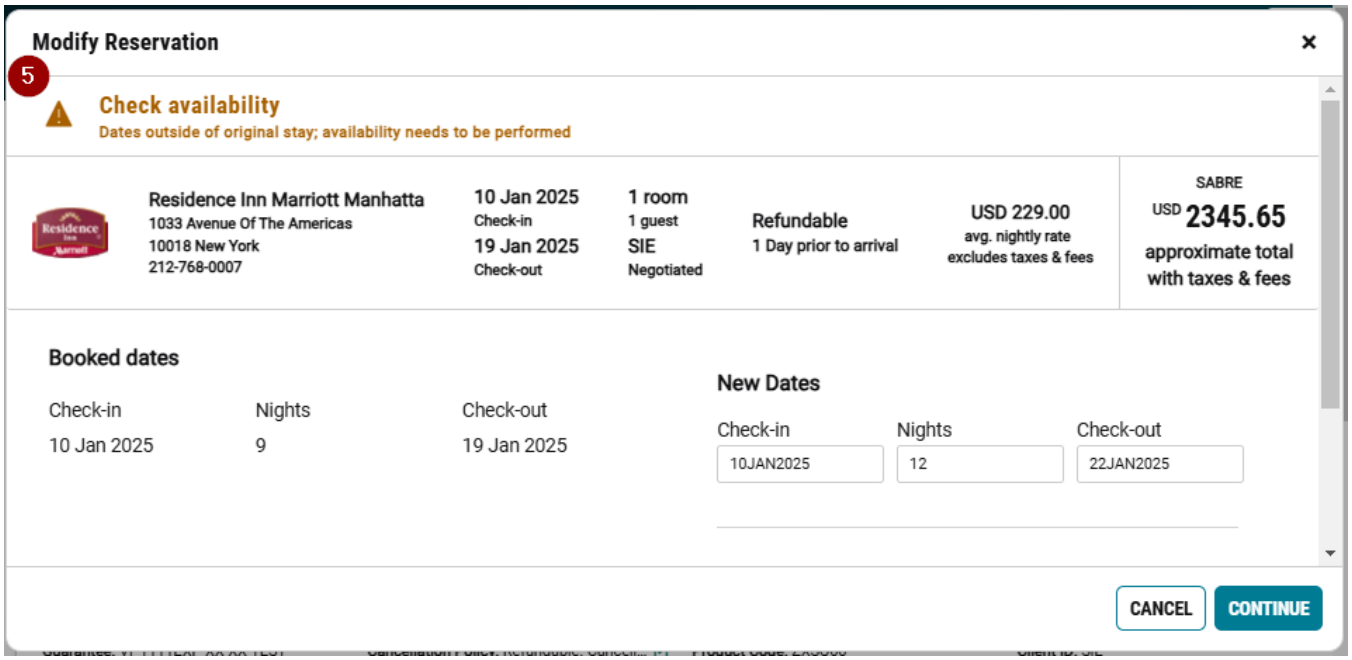
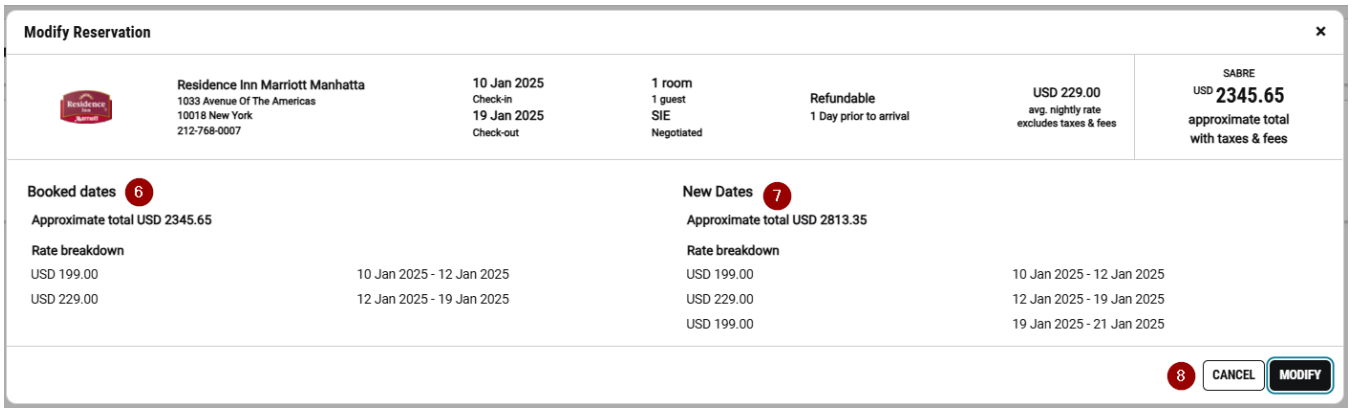


5	Check availability message. Click **Continue** to proceed with modifying the reservation.



6	Rate details for current booking
7	Rate details for new dates to help you compare options
8	**Cancel** and **Modify** buttons. Click **Modify** to finish the changes.

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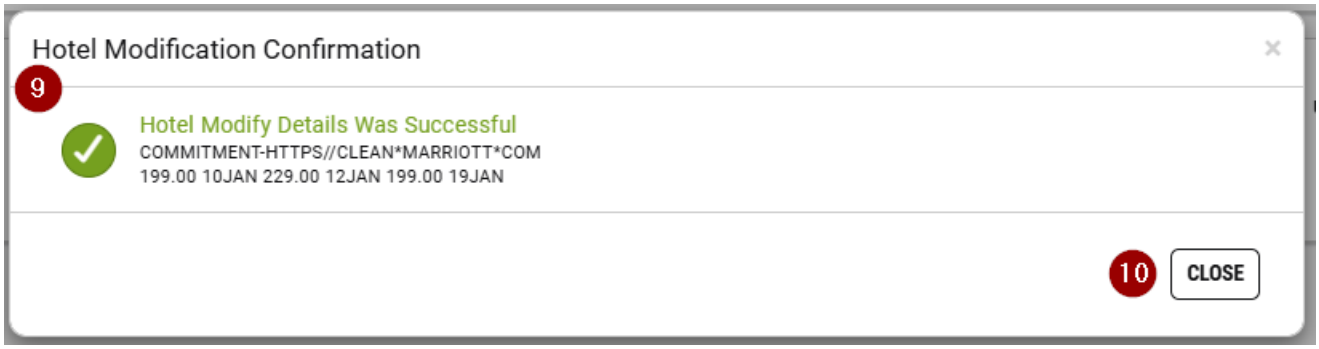

9	The change confirmation
10	Close button. Once modal is closed, the reservation view is updated with the new dates.

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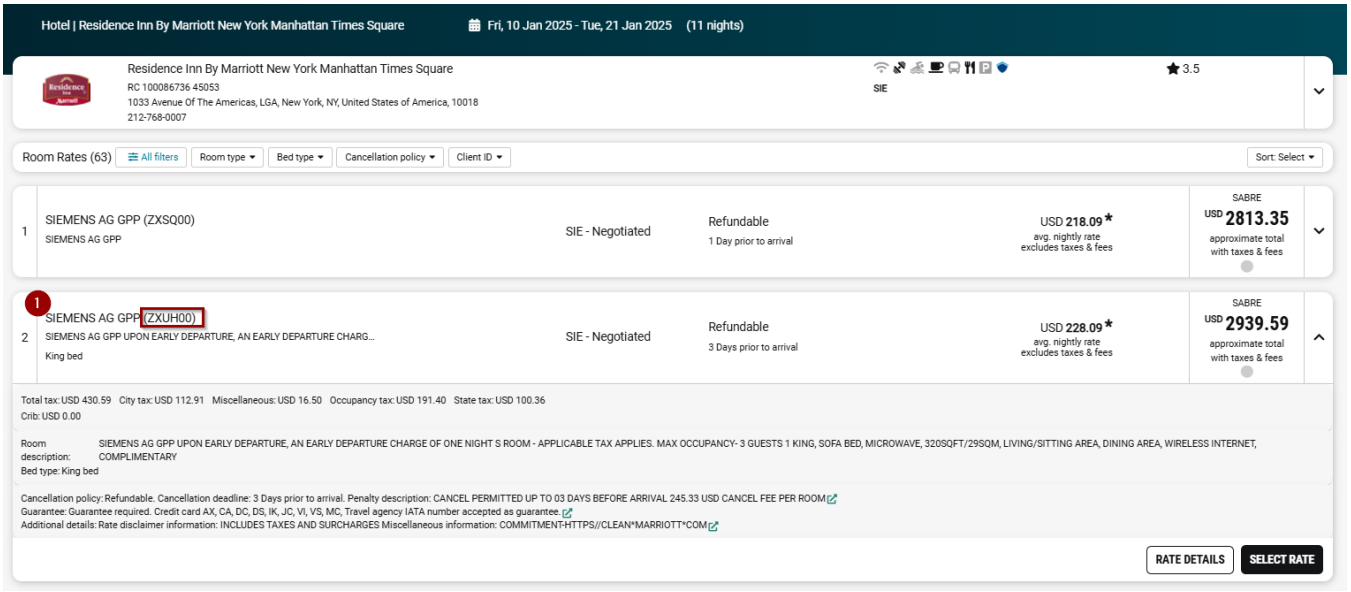
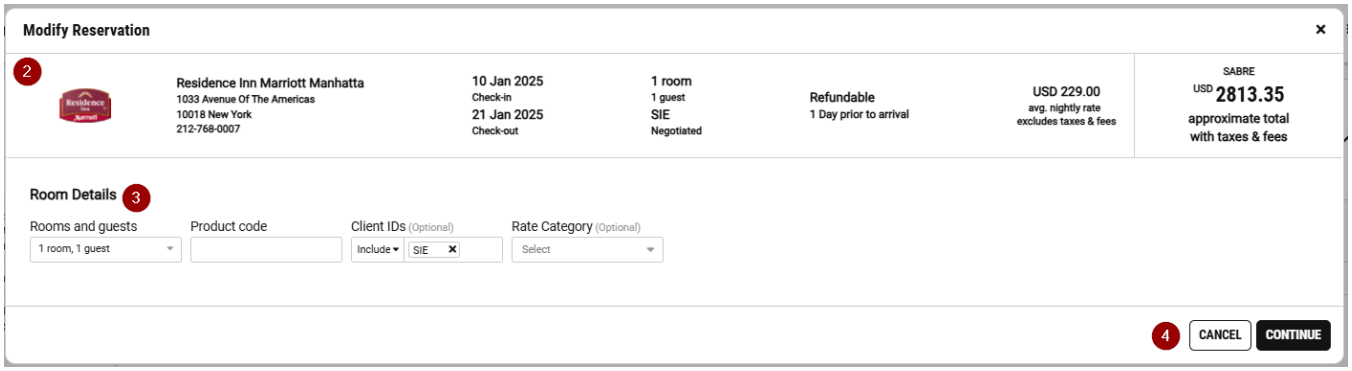
CHANGE ROOM TYPE

If reservation need to be changed to a different room option, use ‘Change room type’ from the drop-down.



1	Check hotel availability to find another room option. Use same dates as already booked. Note the product code in brackets for chosen rate.



2	Hotel booking summary, including: property name and address, check-in, check-out, nightly rate, and total amount
3	Fields to enter new room options, including number of guests and new product code
4	**Cancel** and **Continue** buttons

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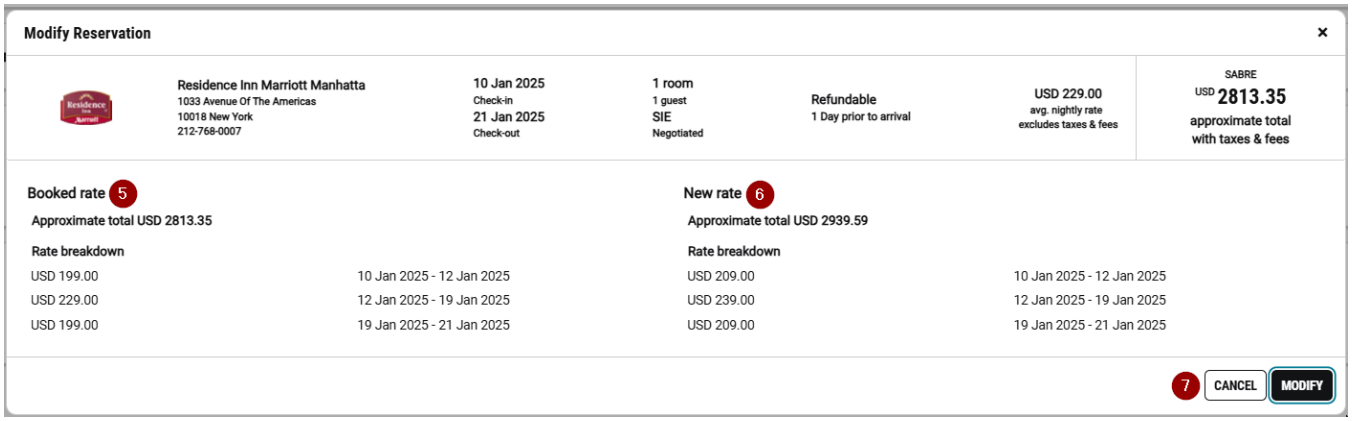
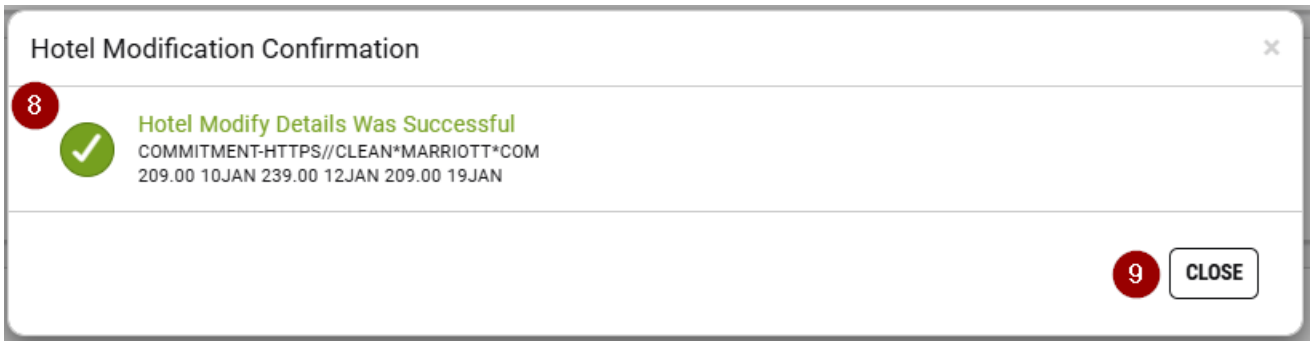


5	Rate details for current booking
6	Rate details for new rate to help you compare options
7	**Cancel** and **Modify** buttons. Click **Modify** to finish the changes.



8	The change confirmation
9	**Close** button. Once modal is closed, the reservation view is updated with the new rate.

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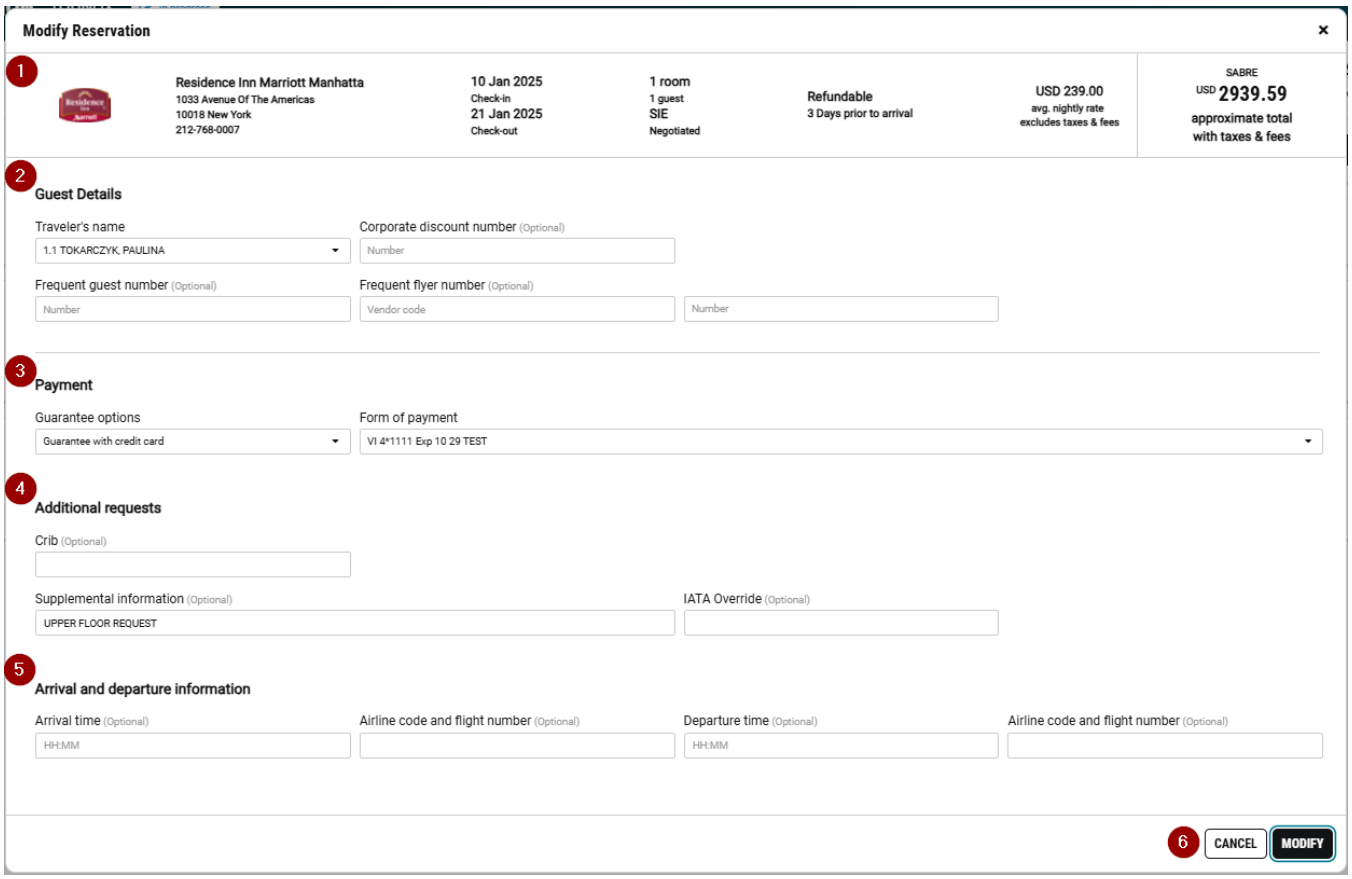
MODIFY DETAILS

This option allows you to update any additional details for the reservation, such additional information for the hotel, LoyaltyID (frequent guest number) and more.



1	Hotel booking summary, including: property name and address, check-in, check-out, nightly rate, and total amount
2	Guest details including traveler's name, corporate discount number, frequent guest number and frequent flyer number
3	Payment details
4	Additional requests Note: Crib and rollaway options appear only when available for booked rate
5	Arrival and departure information
6	Cancel and Modify buttons. Click Modify to finish the changes.

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7	The change confirmation
8	**Close** button. Once modal is closed, the reservation view is updated with the changes.

If you have additional questions, please review the other User Guides for Sabre Red Launchpad; open a support ticket through Sabre Central; or contact your Sabre account representative.

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