

Wyndham Rewards Enrollment Tracking by User

Content	S	There are several tools availabl enrollments by employee. In this document we will review	e to assist in tracking Wyndham Rewards /:	
		 Adding Employees' Wyndhar Hub Tracking Wyndham Dowyrdd 	n Rewards Member Numbers in SynXis Property	
		 Tracking wyndnam Rewards 	Member Enrollments by Employees	
Adding Employees' Wyndham Rewards Member Numbers in SynXis Property Hub		In order to track enrollments by user, each employee's Wyndham Rewards member number needs to be entered into their SynXis Property Hub user profile in the Configuration > Users > User Maintenance screen.		
		 Each employee must have their own SynXis Property Hub user profile associated with their own Wyndham Rewards member number. If an employee is not a member of Wyndham Rewards, the employee will need to enroll in the program before their enrollments can be tracked. 		
		 If an employee already has does not remember it, you 	a Wyndham Rewards member number but can use eDesk to look up their member number.	
Step		Action	Screenshot	
1	Once Wynd	each employee has their	Search by Username, First Name, or Last Name SZAKCH CLEAR SEARCH CONTACT NAME USERNAME 1 THE OF USER STATUS EXPENDED ANTE	
	in Syr Confi Maint A nev	an Rewards member humber, inXis Property Hub, go to guration > Users > User enance. y tab opens, find the	CP CA-Manager User Active C* MANAGER MANAGER MGI82338 User Active	
	in Syr Confi Maint A nev emplo penci	An Rewards member number, aXis Property Hub, go to guration > Users > User enance. If tab opens, find the byee's name and click the edit I (100) next to each name.	µ² Dary Manager CA-Manager User Active µ² MAMAGER MANAGER MGR82258 User Active	

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corner of the screen.



Wyndham Rewards Enrollment Tracking by User, Continued

Tracking	Hotels are required to enroll a certain number of guests in the		
Wyndham	Wyndham Rewards Loyalty program each quarter. Franchised hotels'		
Rewards	Quarterly Valid Enrollment Target can be found on the eDesk		
Member	Dashboard. To better track guest enrollments by employee, view the		
Enrollments	Enrollment Loyalty Tracking report in SynXis Property Hub. This		
by Employees report is available in SynXis Property Hub version 4.9.0 and h			

Note: These enrollments may not all be classified as valid. Valid Enrollments can be tracked in the Enrollment Report available on eDesk only.

Step	Action	Screenshot
1	To track employees' enrollments, go to Reporting > Reservation > Loyalty Enrollment Tracking .	RepOrting CON Operational Reports Front Office Front Office Accounting Inventory Rates Reservation Loyaby Points Redemption Activity
2	In the Report Criteria, define the Start and End dates of the report and set the Report Type to <u>Detail</u> <u>By Date</u> . Click Generate Report .	HOME SETUP MANAGE REPORTS ADMINISTRATION SUBSCRIEE © ENERATE REPORT Reports - Restration Loyalty Enrollment Tracking Image: Subscription Proof Criteria Enter your report criteria below. To add items to the Hote, Destination, Chain, Brand, or CR0 lists, click. Search next to the listbox. Date Jan - 2021 Image: Start Date: Jan - 2021 Start Date: Jan - 2021 Start Date: Jan - 2021 Emery Start Date: Jan - 2021 Start Date: Jan - 2021 Emery Start Date: Jan - 2021 Emery Start Date: Jan - 2021 Summary By User User
3	The report displays in a new window and list enrollments occurring during the defined date range, along with the user information of the employee who enrolled the guest.	Count sabre for solitions - Google Chrome Count sabre for solities and the solities of the solities o

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