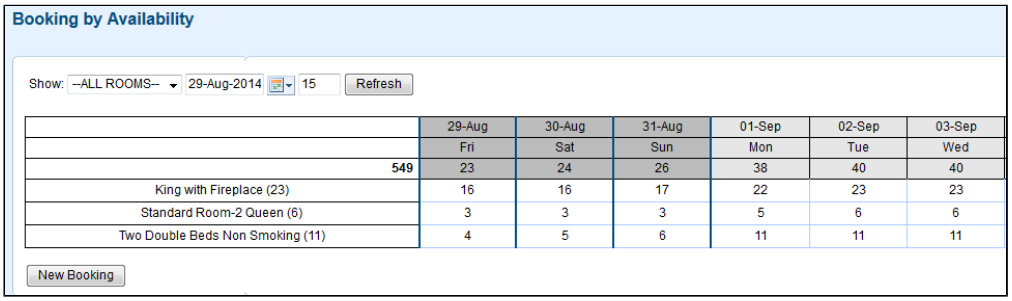
Booking by Availability

Go to **BOOKINGS | BOOKING BY AVAILABILITY** to make a new booking with the Book By Availability function. This method is convenient when making a booking for a room type without the need for a specific room selection.
This option displays the availability by Room Type for a specific date range. You can further sort this list by a single Room Type by using the drop down menu in the top left corner.

To set the date range and the Room Type to view, Use the Show function to choose a Room Type to view or leave at "ALL ROOMS" to see entire list. Then use the date picker to set a date range. The Availability chart will display the Room Types and the number days you entered starting with the date chosen in the calendar. The numbers appearing in each column represent the total number of Rooms available in that particular Room Type, on that day.



	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
	Fri	Sat	Sun	Mon	Tue	Wed
549	23	24	26	38	40	40
King with Fireplace (23)	16	16	17	22	23	23
Standard Room-2 Queen (6)	3	3	3	5	6	6
Two Double Beds Non Smoking (11)	4	5	6	11	11	11

If you see a 0 (zero) on your Tape Chart, it indicates no availability in that Room Type. All Rooms are sold out or allocated to a group booking. If you feel there is an error, see Bookings: Resolving Tape Chart Availability Issues

Booking Tab

- Booking by Availability
- Booking By Inquiry
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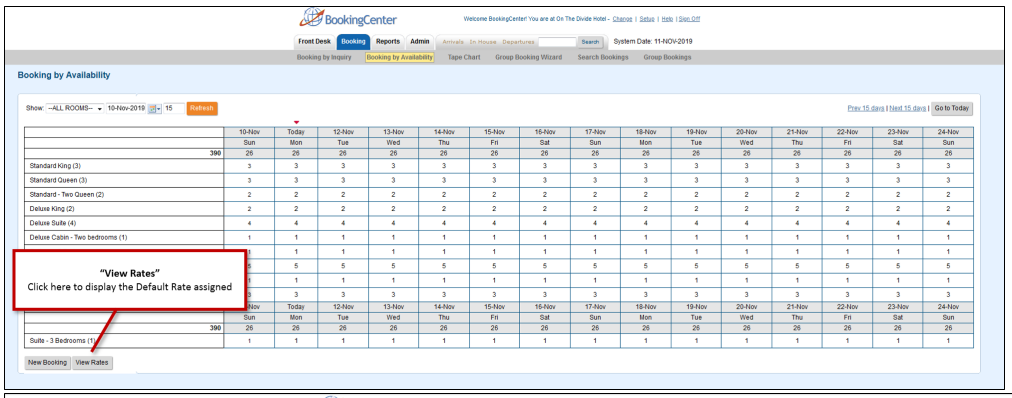
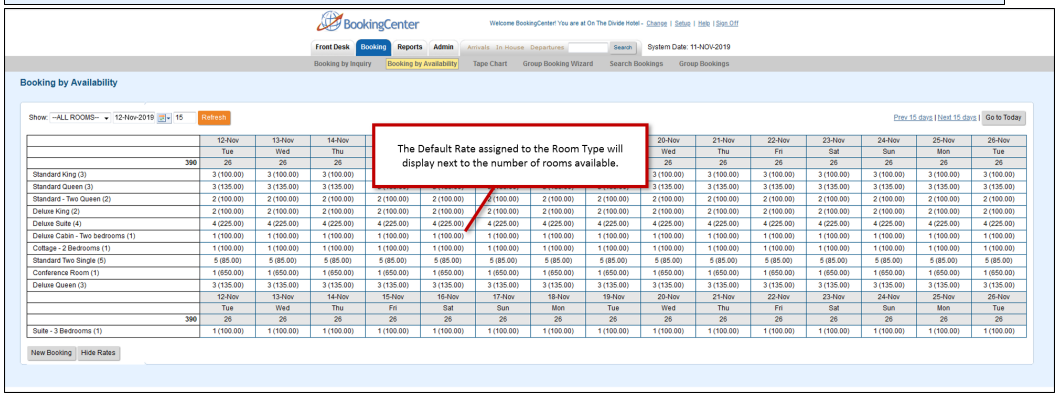
- Search Bookings
- Group Bookings

"View Rates" Option

The "View Rates" option to Booking By Availability giving you the ability to view the Standard Default Rate for the the Room Type on any selected dates. To remove the rates view, just click on the button " Hide Rates".





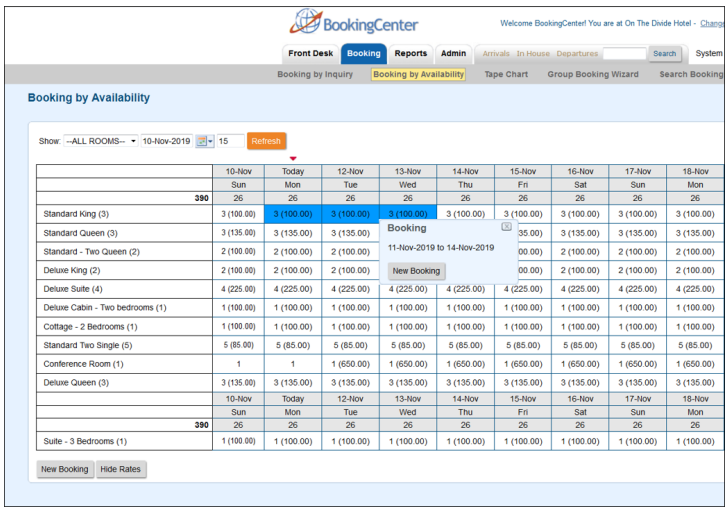
To create a new booking follow these Steps:

- **Choose the Room Type and Dates of Stay:**
  - Click on a single day or date range for the booking as shown below for a single Room Type .
  - You can also choose different Room Types for the dates of the stay by clicking on the respective date for that Room Type.
  - Once the first date is selected, the most common scenario would be to select the last date. As long as both selections are of the same type, the system will automatically fill in the rest for you.

- **New Booking:** After you have clicked on the dates needed, a Booking pop-up will appear showing the dates chosen. Click on New Booking and the New Booking Window will open where you can enter guest details, assign and Room and Rate Plan, etc. **See New Booking Window**

Note: If you click and select a date range, but then need to change it, then simply click on the new date and the date range will change automatically. For example, you initially choose Aug. 2-5, but want to change it to Aug. 2-4. Just click on the box under Aug. 4 and the date range will change automatically. If you want to remove a single date selection indicated in blue, then just click on the box and the blue selector will disappear.

Single Room Type: Click on a single day or date range for the booking as shown below for a single Room Type .



Multiple Room Types: The booking is not limited to one Room Type per booking. The user may select as many days as they want, and Room Types as needed.

BookingCenter

Welcome BookingCenter! You are at On The Divid

Front Desk | Booking | Reports | Admin | Arrivals | In House | Departures | Sear

Booking by Inquiry | Booking by Availability | Tape Chart | Group Booking Wizard | Se

Booking by Availability

Show: --ALL ROOMS-- 10-Nov-2019 15 Refresh

	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
390	26	26	26	26	26	26	26	26
Standard King (3)	3 (100.00)	3 (100.00)	3 (100.00)	3 (100.00)	3 (100.00)	3 (100.00)	3 (100.00)	3 (100.00)
Standard Queen (3)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)
Standard - Two Queen (2)	2 (100.00)	2 (100.00)	2 (100.00)	2 (100.00)			00.00)	2 (100.00)
Deluxe King (2)	2 (100.00)	2 (100.00)	2 (100.00)	2 (100.00)			00.00)	2 (100.00)
Deluxe Suite (4)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)			25.00)	4 (225.00)
Deluxe Cabin - Two bedrooms (1)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)
Cottage - 2 Bedrooms (1)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)
Standard Two Single (5)	5 (85.00)	5 (85.00)	5 (85.00)	5 (85.00)	5 (85.00)	5 (85.00)	5 (85.00)	5 (85.00)
Conference Room (1)	1	1	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)
Deluxe Queen (3)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)	3 (135.00)
	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
390	26	26	26	26	26	26	26	26
Suite - 3 Bedrooms (1)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)	1 (100.00)

Booking

11-Nov-2019 to 15-Nov-2019

New Booking

New Booking | Hide Rates