

# Booking By Inquiry

Another way to create a booking is to use the Booking by Inquiry function. To make a booking using this function, go to **BOOKINGS | BOOKING BY INQUIRY**

This method allows to start with a Group Name or booking date the displays availability by Room Type with rates and restrictions.

- Choose the booking dates. Then filter your search by rate, room type or source.
- Choose a specific rate plan and easily see Rate Restrictions available on certain dates based on a Rate Plan.
- Add a booking to a Group by choosing the group name from the drop down list.



What are Restrictions? To manage Rate Restrictions on a Rate plan go to [Manage Rates](#) in the Setup area.

## Booking Tab

- Booking by Availability
- Booking By Inquiry
- Tape Chart
- New Booking
- Booking Details
- Group Booking Wizard
- Search Bookings
- Group Bookings

To create a Booking using the Booking By Inquiry Method, following these steps:

All fields with a red \* are required.

- **Choose Group (Optional):** If you are adding a booking to a Group, then choose a Group Booking from this drop-down list.
- **\*Enter Arrival Date and Departure Date and the Number of Nights:** These fields will Auto-fill based on how you enter the information. For example, if you enter an Arrival and Departure Date, then the # of nights will automatically fill. If you enter an Arrival Date and # of nights the Departure Date will automatically fill
- **\*Adults, Children and Infants:** The number of Adults must be 1 or more. Children and Infants can be left at Zero.
- **Rate:** Choose a Rate Plan to search by or leave on "Select from List" to see all available Rate Plans. See [Rate Plans](#)
- **Type (custom label):** Choose a Room Type to search by or leave on "Select from List" to see all available Room Types.
- **Source:** This is optional, but it is always a good idea to identify a source for Reports and guest marketing. See [Setting up Sources](#)
- **Show Restricted Rates:** Check this box if you want to view Restricted Rates. Rate restrictions include LOS requirements. See [Rate Restrictions](#)

### Booking by Inquiry

#### Select Dates

Group:

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\* Arrival Date:

\* Number of Nights:

\* Departure Date:

\* Adults:

\* Children:

\* Pets:

Rate:

Unit:

Source:

Show Restricted Rates

#### Select Unit

*Click 'Show Unit and Rate' to see available Unit and average nightly rates*

Click "Show Rooms and Rates" and a list will appear on the right under "Select Room Type (Custom Label)"

Choose an available Room Type and the box will expand to show Room and Rate Details.

Front Desk **Booking** Reports Arrivals In House Departures Search System Date: 22-JAN-2016

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group Bookings

### Booking by Inquiry

#### Select Dates

Group:

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\* Arrival Date:

\* Number of Nights:

\* Departure Date:

\* Adults:

\* Children:

\* Pets:

Rate:

Unit:


Source:

Show Restricted Rates

#### Select Unit

QUEEN	Queen rate	\$75.00
QUEEN	Corporate Queen rate	\$90.00
QUEEN	AAA rate	\$95.00
QUEEN	August Special Package	\$110.00
SUITE	GROUPSUITE rate	\$90.00
SUITE	2 Bedroom Suite rate	\$350.00
SINGLE	2 Lift Tickets with a 3 night stay	\$67.50
SINGLE	SINGLE RATE	\$85.00

**SINGLE** [\(view details\)](#)



2 Single Beds

**Total for 1 night/s: \$67.5**

Rate Plan: 2 Lift Tickets with a 3 night stay

Click on "view details" to see all details of the room including amenities.

Front Desk **Booking** Reports Arrivals In House Departures Search

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard

### Booking by Inquiry

#### Select Dates

Group:

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\* Arrival Date:

\* Number of Nights:

\* Departure Date:

\* Adults:

\* Children:

\* Pets:

Rate:

Unit:


Source:

Show Restricted Rates

#### Select Unit

Unit	Rate
KING	GROUPKING
KING	King rate
KING	August Spec

**KING** [\(view details\)](#)




Total for 1 night/s:

Rate Plan:

On The Divide Hotel - Room Details - Mozilla Firefox

requests.bookingcenter.com/display\_room.phtml?port=BC&site=ERICA&type=KING&RT\_MAX\_GUESTS=0&arrival

### Large Room with 1 King Bed



**Description**

**Views**

**Amenities**  
 Adjoining rooms  
 All news channel