

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:

* 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:

* 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:

* 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