

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 and number of nights
- Then filter your search by Rate Plan, Room Type or Source.
- Check mark "Restricted Rates" is you want to display Rate Plans with Restrictions.

See detailed instructions below.

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

Booking Tab

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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.

Optional Search and Selection

- **Select Rate Plan:** Choose a Rate Plan or Rate Group (if entered) 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: Select From List

* Arrival Date: 25-JAN-2016

* Number of Nights: 1

* Departure Date: 26-Jan-2016

* Adults: 1

* Children: 0

* Pets: 0

Rate: Select From List

Unit: Select From List

Source: Select From List

Show Restricted Rates

Show Unit and Rate

Select Unit

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

Booking by Inquiry

Select Bookings

Arrival Date: 29-JAN-2021

Number of Nights: 1

Departure Date: 30-Jan-2021

Adults: 1

Children: 0

Pets: 0

Select Rate Plan: Select From List

Select Room Type: Filter: Enter keywords

Select Source: Check all Uncheck all

Show Restricted

Best Available Rate - 2 Queen - \$0.00

Corporate Queen rate - \$1.00

AAA

AAA Rate - Queen - \$2.00

Available Room Type and Rate Plans

Click 'Show Room Type and Rate' to see available Room Type 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.
- Click on "view details" to see all details of the room including amenities.

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

* Number of Nights: 1

* Departure Date: 23-Jan-2016

* Adults: 1

* Children: 0

* Pets: 0

Rate: 2 Lift Tickets with a 3 night stay

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

Front Desk **Booking** Reports Arrivals In House Departures 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: 25-JAN-2016

* Number of Nights: 1

* Departure Date: 26-Jan-2016

* Adults: 1

* Children: 0

* Pets: 0

Rate: King rate

Unit: KING


Source:

Show Restricted Rates

Select Unit

Unit	Rate
KING	GROUPKING
KING	King rate
KING	August Special Package

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




Total for 1 night/s: **\$67.5**
Rate Plan: 2 Lift Tickets with a 3 night stay

On The Divide Hotel - Room Details - Mozilla Firefox

requests.bookingcenter.com/display_room.phtml?port=BC&site=EP&CA&type=KING&RIT_MAX_GUESTS=6&arriv=

Large Room with 1 King Bed



Description

Views

Amenities
Adjoining rooms
All news channel