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.

Booking by Availability						
Show: -ALL ROOMS 29-Aug-2014 - 15 Refresh						
	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
New Booking						

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

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- Booking By Inquiry
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- New Booking
- Booking Details
- Group Booking Wizard
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- Group Booking

"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".

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Deluxe Suite (4)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Deluxe Cabin - Two bedrooms (1)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
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Bulle - 3 Belacome (1) belace Booking Vere Rates belace Booking Vere Rates belace Booking Vere Rates belace Booking (2) Standard King (3) Standard King (4) Deturs King (2) Deturs King (2) Deturs King (2) Deturs King (2) Deturs King (3) Standard King (4) Contex- Cabesons (1) Standard King (4) Contex- Cabesons (1) Deturs King (5) Contex- Roo (1) Standard King (4) Contex- Roo (1) Standard King (4) Contex- Roo (1) Standard King (4) Contex- Roo (1) Standard King (4) Contex- Roo (1) Standard King (5) Contex- Roo (1) Standard King (5) Standard King	390 28 1 1 12-May 1 12-May 1 12-May 1 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 12-100 2 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 11-100 1 12-100 1	13-How Wed 26 3 (100.00) 3 (135.00) 2 (100.00) 2 (100.00) 1 (100.00) 1 (100.00) 5 (85.00) 1 (100.00) 3 (135.00) 3 (135.00) 3 (135.00)	1 14-100 Front Desk Booking by Ingu 14-100 Thu 28 3 (100 00) 3 (135 00) 2 (100 00) 3 (135 00) 3 (135 00) 3 (135 00) 3 (135 00) 3 (14	1 kingCenter kingCenter tooking Report tooking tr ty ty tooking tr ty	1 Default Rat Day next to 2 (100 00) 2 (100 00) 1 (100 00) 1 (100 00) 1 (100 00) 1 (100 00) 1 (105 00) 3 (155 00) 3	1 Welcome B Tape Chart Tape Chart the numb- 2 (100.00) 2 (100.00) 1 (100.00) 1 (100.00) 5 (85.00) 5 (85.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00)	3 subspCenter Viso are c Departures foreup Booking Visi to the Room c of rooms a c 000 c (100.00) c	at On The Divide Searce Zard Searce Zard Searce 2 (100.00 4 (225.00 4 (225.00 4 (25.00) 4 (25.00) 5 (100.00 5 (100.00) 5 (105.00) 3 (135.00) 3 (135.00) 3 (135.00)	totel - Charse I ; a) System C a) <t< td=""><td>ather I take 1 Este ather I take 11-NOV-20 Group Booking 7 21 7 11 2 2 00 3 (150 01 3 (120 02 2 (100 03 3 (100 04 4 (220) 05 5 (810) 06 1 (100) 07 5 (810) 09 1 (100) 09 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 1 (100) 1 (100)</td><td>- 0/// 19 19 19 19 19 19 19 19 19 19</td><td>22-Nov Fri 25 (100.00) (105.00) (225.00) (225.00) (225.00) (225.00) (225.00) (255.00) (100.00) (105.00) (255.00) (255.00)</td><td>23-Nov Sat 26 3 (100.00) 3 (135.00) 4 (225.00) 4 (225.00) 1 (100.00) 5 (85.00) 5 (85.00) 1 (650.00) 3 (135.00) 3 (135.00) 2 - 2-May</td><td>Prev. 13 24-Nov Sun 26 3 (100.00) 2 (100.00) 2 (100.00) 2 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 5 (83.00) 1 (105.00) 3 (115.00) 2 4-More</td><td>1 25-Nov Mon 26 3 (100.00) 3 (135.00) 2 (100.00) 1 (100.00) 1 (100.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 5 (85.00) 3 (135.00) 5 (85.00) 3 (135.00) 5 (85.00) 5 (85.00)</td><td>26-100 26-100 7 Lee 26-100 3 (100.00 2 (100.00 2 (100.00 2 (100.00 1 (100.00 1 (100.00 1 (100.00 1 (100.00 1 (105.00 1 (105.00) 1 (105.00 1 (105.00) 1 (105.</td></t<>	ather I take 1 Este ather I take 11-NOV-20 Group Booking 7 21 7 11 2 2 00 3 (150 01 3 (120 02 2 (100 03 3 (100 04 4 (220) 05 5 (810) 06 1 (100) 07 5 (810) 09 1 (100) 09 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 01 1 (100) 1 (100) 1 (100)	- 0/// 19 19 19 19 19 19 19 19 19 19	22-Nov Fri 25 (100.00) (105.00) (225.00) (225.00) (225.00) (225.00) (225.00) (255.00) (100.00) (105.00) (255.00) (255.00)	23-Nov Sat 26 3 (100.00) 3 (135.00) 4 (225.00) 4 (225.00) 1 (100.00) 5 (85.00) 5 (85.00) 1 (650.00) 3 (135.00) 3 (135.00) 2 - 2-May	Prev. 13 24-Nov Sun 26 3 (100.00) 2 (100.00) 2 (100.00) 2 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 5 (83.00) 1 (105.00) 3 (115.00) 2 4-More	1 25-Nov Mon 26 3 (100.00) 3 (135.00) 2 (100.00) 1 (100.00) 1 (100.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 3 (135.00) 5 (85.00) 3 (135.00) 5 (85.00) 3 (135.00) 5 (85.00) 5 (85.00)	26-100 26-100 7 Lee 26-100 3 (100.00 2 (100.00 2 (100.00 2 (100.00 1 (100.00 1 (100.00 1 (100.00 1 (100.00 1 (105.00 1 (105.00) 1 (105.00 1 (105.00) 1 (105.
bute - 3 Beesons (1) Here Booling Here Rates booking by Availability Brown - ALL ROOMS - • 12 Here-2018	390 28 1 1 Refresh 1 12.100V 7 26 3 (100.00) 3 (100.00) 3 (100.00) 2 (100.00) 2 (100.00) 2 (100.00) 3 (125.00) 1 (100.00) 5 (85.00) 1 (100.00) 5 (85.00) 3 (135.00) 3 (135.00) 1 (122.00) 1 (122.00) 1 (100.00) 5 (85.00) 3 (135.00) 1 (122.00) 1 (122.00) 1 (122.00)	13-Nov Wed 26 3 (100.00) 3 (125.00) 4 (225.00) 1 (100.00) 1 (100.0	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 kingCenter ioxximg Reported in i i i i i i i i i i i i i i i i i i	1 1 Admin / / 2 (100.00) 2 (100.00) 2 (100.00) 1	1 Welcome B Vrivals In Hood Tape Chart Tape Chart 2 (100.00) 2 (100.00) 1 (10	1	at On The Divide I Searce Type will 2 (100.00 2 (100.00 1 (100.00) 1 (100.00 1 (100.00) 1 (100.00	totel - Charse] a) System D b Bookings 20-Ho Wed 26 3 (190 (2 (190 (0 2 (190 (0 2 (190 (0 2 (190 (0 2 (190 (0 4 (25 (0 6 (25 (0 4 (25 (0 4 (25 (0 4 (25 (0 4 (25 (0 4 (25 (0 4 (25 (0 4 (0 4 (0 4 (0	r 21- r 21- Group Booking r 21- 1 - 22 0) 3 (10) 0) 3 (13) 0) 2 (10) 0) 3 (13) 0) 2 (10) 0) 1 (10) 0) 4 (12) 0) 1 (10) 0) 1 (10) 0) 1 (10) 0) 1 (10) 0) 3 (13) r (12) 1 (10) 0) 3 (13) r (12) 1 (10) 0) 3 (13) r (12) 1 (10) 1 (10) 1 (10) 0) 3 (13) r (12) 1 (10) 1	Nov 11 19 19 19 19 19 19 19 10 10 10 10 10 10 10 10 10 10	22-Nov Fn 28 (100.00) (100.00) (100.00) (100.00) (100.00) (225.00) (100.00) (85.00) (85.00) (85.00) (155.00) Fn	23-Nov Sat 28 3 (100 00) 3 (135 00) 2 (100 00) 3 (135 00) 2 (100 00) 1 (100 00) 5 (85 00) 1 (100 00) 5 (85 00) 1 (650 00) 3 (135 00) 2 3-Nov	Pres 12 24-Nov Sun 3 (190.00) 3 (135.00) 2 (100.00) 4 (225.06) 1 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 2 (100.00) 3 (135.00) 2 (14) 2 (14) 2 (14) 2 (14) 2 (14) 2 (14) 2 (15) 2 (14) 2	1 1 1 1 1 1 1 1 1 1 1 1 1 1	26 Go to Toc 26 3 (100.00 3 (135.00) 2 (100.00) 2 (100.00) 2 (100.00) 2 (150.00) 1 (150.00) 1 (150.00) 5 (85.00) 1 (150.00) 5 (85.00) 1 (150.00) 3 (135.00) 2 (150.00) 5 (85.00) 1 (150.00) 3 (135.00) 2 (150.00) 7 (150.00)
Sokia - 3 Belesone (1) wer Boning Wer Rates Soking by Availability shore: -ALL ROOMS- • 12469-2017 @• 15 Sandard King (3) Sandard King (3) Sandard King (3) Sandard King (3) Charles King (2) Dates King (2) Sandard King (3) Sandard King	390 28 1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1	28 1 137600 Wed 28 3 (155.00) 2 (100.00) 3 (155.00) 2 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 3 (155.00) 3 (1 14-1%ov Thu 26 1(100.00) 2 (100.00) 2 (100.00) 2 (100.00) 2 (100.00) 3 (155.00) 2 (100.00) 3 (155	1 kingCenter cosing Treport 2 (100.00) 2 (100.00) 2 (100.00) 3 (155.00) 1 (100.00) 3 (155.00) 7 (15	1 a Admin y Availability Default Rat clay next to 2 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 1 (100.00) 3 (155.00) 3 (155.00) 1 (165.00) 3 (155.00) 1 (165.00) 3 (155.00) 1 (165.00) 1 (165.00)	1 Welcome 8 Windle Jo Hoor Tape Chart the assigned the numb 2 (100.00) 4 (225.00) 4 (225.00) 4 (225.00) 4 (225.00) 1 (100.00) 5 (88.00) 1 (100.00) 5 (88.00) 3 (135.00) 3 (135.0	3 stargCenter Yeu are b Departures control Control Yeu are b Departures control contro	at On The Divide Searce Zard Searce Type will vailable. 2 (100.00 4 (225.00 1 (100.00 1 (100.00) 1 (100.00 1 (100.00) 1 (100.00	Hotel - Charse I in System C 20-Mote 20-Mot	r 21- r 21- 0 3 (10) 0 2 (10) 0 4 (22) 0 1 (10) 0 1 (10) 1 (10)	- 0// 19 19 19 19 10 10 10 10 10 10 10 10 10 10	22-140y Fit 28 (100.00) (100.0	23-Mov 8:4 26 3 (100.00) 3 (135.00) 2 (100.00) 1 (100.00) 1 (100.00) 5 (85.00) 1 (100.00) 5 (85.00) 1 (165.00) 3 (135.00) 2 (32-Nov 5 (85.00) 3 (135.00) 3 (135.00	Etre: 1 24400 26 3 (100.00) 3 (135.00) 2 (100.00) 2 (100.00) 4 (2425.00) 1 (100.00) 1 (100.00) 1 (105.00) 3 (135.00) 2 (145.00) 3 (135.00) 2 (24400 9 km	1 1 1 1 1 1 1 1 1 1 1 1 1 1	26-1 Go to Too 26-Nov Tue 25 3 (100.00 2 (100.00 2 (100.00 1 (100.00 1 (100.00 1 (100.00 1 (105.00 1 (105.00) 1 (105.00 1 (105.00) 1 (1

To create a new booking follow these Steps:

- Choose the Room Type and Dates of Stay:
 - $^{\circ}$ 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 .

		Front Des	k Booking	Reports	Admin Arr	ivals In Hous	e Departures	Se	arch
		Booking by I	nquiry 🖪	ooking by Ava	ilability Ta	pe Chart	Group Booking	Wizard S	earch B
ooking by Availability									
Show:ALL ROOMS • 10-Nov-2019 🛃 •	15 Re	fresh							
	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Me
390	26	26	26	26	26	26	26	26	2
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)	3 (10
Standard Queen (3)	3 (135.00)	3 (135.00)	3 (135.00)	Booking		35.00)	3 (135.00)	3 (135.00)	3 (13
Standard - Two Queen (2)	2 (100.00)	2 (100.00)	2 (100.00)	11-Nov-2019	to 14-Nov-2019	00.00)	2 (100.00)	2 (100.00)	2 (10
Deluxe King (2)	2 (100.00)	2 (100.00)	2 (100.00)	New Bookin	g	00.00)	2 (100.00)	2 (100.00)	2 (10
Deluxe Suite (4)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	4 (22
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)	1 (10
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)	1 (10
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)	5 (85
Conference Room (1)	1	1	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (65
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)	3 (13
	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	M
390	26	26	26	26	26	26	26	26	2
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)	1 (10

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.

		Front De	esk Booking	Reports	Admin An	rivals In House	Departures	
		Booking by	Inquiry Bo	oking by Ava	ilability Ta	pe Chart	Group Booking	Wizard
oking by Availability								
		_						
ihow:ALL ROOMS • 10-Nov-2019 🔄 •	15 Re	fresh						
	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-N
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Su
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
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
Standard - Two Queen (2)	2 (100.00)	2 (100.00)	2 (100.00)	2 (100.00)	Booking		00.00)	2 (100
Deluxe King (2)	2 (100.00)	2 (100.00)	2 (100.00)	2 (100.00)	11-Nov-2019	to 15-Nov-2019	00.00)	2 (100
Deluxe Suite (4)	4 (225.00)	4 (225.00)	4 (225.00)	4 (225.00)	New Bookin	g	25.00)	4 (225
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
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
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.
Conference Room (1)	1	1	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650.00)	1 (650
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
	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-N
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Su
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