

# 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**

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

CORP

Corporate Queen rate - \$1.00

AAA

AAA Rate - Queen - \$2.00

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.

The screenshot shows the Booking.com interface for a hotel room. On the left, there's a sidebar with navigation links like 'Front Desk', 'Booking', 'Reports', etc. Below these are filters for 'Select Dates' and 'Select Unit'. The 'Select Dates' section shows a date range from 25-JAN-2016 to 30-JAN-2016. The 'Select Unit' section shows a table with columns 'Unit' and 'Rate', listing 'KING' rooms. The main content area is titled 'On The Divide Hotel - Room Details - Mozilla Firefox'. It features a large image of a room with a king bed and a sofa, and a description of the room. The room is labeled 'Large Room with 1 King Bed'. Below the image, there's a 'Description' section and a 'Views' section. The 'Amenities' section lists 'Adjoining rooms' and 'All news channel'. At the bottom, there's a 'Close Window' button.