

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

- [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.

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](#)

- 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
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: Select From List

* 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: Select From List

Source: Select From List

☒ Show Restricted Rates

Show Unit and Rate

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

New Booking

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Booking by Availability
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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: King rate

Unit: KING

Source: Select From List

☒ Show Restricted Rates

Show Unit and Rate

Select Unit

Unit	Rate
KING	GROUPKING
KING	King rate
KING	August Spec

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



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

Rate Plan:

New Booking

On The Divide Hotel - Room Details - Mozilla Firefox

requests.bookingcenter.com/display_room.phtml?port=BC&rate=EPC&dtype=KING&RT_MAX_GUESTS=6&arriv=

Large Room with 1 King Bed



Description

Views

Amenities

Adjoining rooms

All news channel

Close Window

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Arrivals
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Departures
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