

# Making Booking Enquiries

This feature allows you to perform a more specific check of which rooms are available for a particular stay.  
? Click on the Enquiry... button on the Home window, select Enquiry... from the BookingCenter menu or Ctrl + 1 to display the Booking Enquiry window

Booking Enquiry

Enter a Booking Enquiry

Arrive: Tue Jan 24th 2006

Stay: 2 Nights

Guests: 1

Additional:

Room Type:

Number of Rooms to load: 4

Make a Booking

Make a Group Booking

Enter another Enquiry...

Room	Room Type	Rate		
2	Single Room	Single room with	33.80 Cheap rate	Needs Cleaning
3	Second Floor Double	Twin Room	82.50 Expensive	Needs Cleaning
4	Room 4	Twin Room	82.50 Expensive	
5	Room 5	Twin Room	82.50 Expensive	

4 Rooms found

!worddav8e9e1d5946c1ebe833b1f3e754350886.png!height=197,width=240!Double-clicking on any Room line in the list at the bottom of the Enquiry window once you have made a query will display the New Bookings window ready for you to enter a new booking based on the details of the current enquiry.

The number of rooms currently loaded in the list is displayed here.The room's current status is dis-