

# 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](#)

- 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

KING	GROUPKING	
KING	King rate	
KING	August Spec	

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



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

Rate Plan: 2 Lift Tickets with a 3 night stay

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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