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

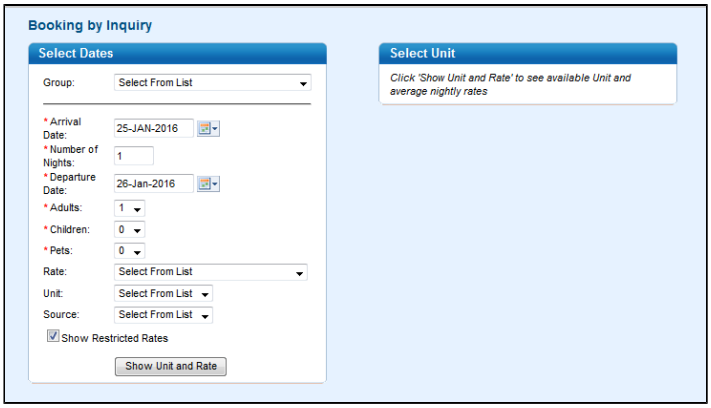
- Booking by Availability
- Booking By Inquiry
- Tape Chart
- New Booking
- Booking Details
- Group Booking Wizard
- Search Bookings
- Group Bookings

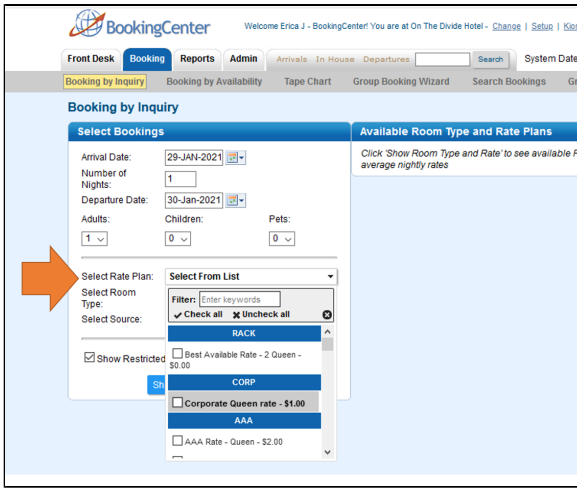
To create a Booking using the Booking By Inquiry Method, following these steps*: All fields with a red * are required.*

- **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

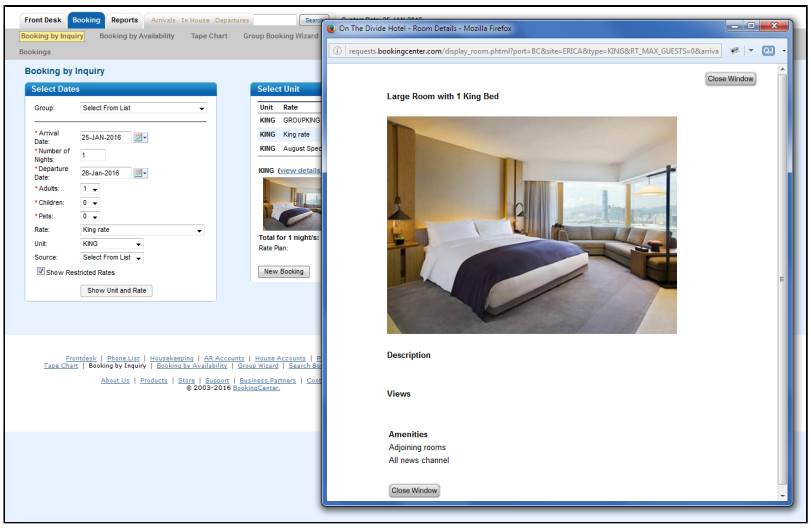
Select Unit

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