

# 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.

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', 'Arrivals', 'In House', and 'Departures'. Below these are links for 'Booking by Inquiry', 'Booking by Availability', 'Rate Chart', and 'Group Booking Wizard'. The main content area is titled 'On The Divide Hotel - Room Details - Mozilla Firefox'. It shows a search for 'request:booking.com/en/display-room.html?ports:BCRate=ERIC&type=KING&T\_MAX\_GUEST=1&rate=141'. The room details section shows a 'Large Room with 1 King Bed' with a price of 'KING King rate' and 'KING August Special'. A large image of the room is displayed, showing a bed, a sofa, and a view of the city. The bottom of the page has a footer with links for 'Frontdesk', 'Show Us', 'Housekeeping', 'QA Accounts', 'House Accounts', 'IT', 'Taxi Chart', 'Booking by Inquiry', 'Bookings by Availability', 'Group Wizard', 'Search', 'About Us', 'Products', 'Store', 'Support', 'Business Partners', and 'Contact Us'.