

# Booking Tab

The Booking Area contains the functions need to create a new booking for individuals or groups, manage bookings and availability and easily create lists of bookings based specific search criteria. The Booking by Inquiry is the default screen when you click on the Booking Tab and is one method for creating a new booking. There are two other methods available depending on how you want to select the room from availability.

The main functions in the Booking Tab are:

- **New Bookings:** Booking by Inquiry, Booking by Availability and Tape Chart
- **New Group Booking:** Group Booking Wizard
- **Locate Group Booking:** Group Bookings
- **Manage Availability:** Tape Chart
- **Create booking information list:** Search Bookings

| Booking Tab                                                                                                                                                                                                                                                   |
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| <ul style="list-style-type: none"><li>• Booking by Availability</li><li>• Booking By Inquiry</li><li>• Tape Chart</li><li>• New Booking</li><li>• Booking Details</li><li>• Group Booking Wizard</li><li>• Search Bookings</li><li>• Group Bookings</li></ul> |

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 19-JUL-2014

Booking by Inquiry

Booking by Availability

Tape Chart

Group Booking Wizard

Search Bookings

Group

Bookings

Load Last Booking

Select Dates

Group: Select From List

\* Arrival Date: 19-JUL-2014

\* Number of Nights: 1

\* Departure Date: 20-Jul-2014

\* Adults: 1

\* Children: 0

\* Infants: 0

Source: Select From List

Rate Plan: Select From List

☒ Show Restricted Rates

Show Rooms and Rate

Select Room Type

Click 'Show Rooms and Rate' to see available rooms and average nightly rates



## Related Functions

- Check-in a Guest
- Create A New Booking
- Modify Bookings
- Manage Group Bookings
- View Availability
- Bookings Status