

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.

