

Making Booking Enquiries

This feature allows you to perform a more specific check of which rooms are available for a particular stay.
? Click on the Enquiry... button on the Home window, select Enquiry... from the BookingCenter menu or Ctrl + 1 to display the Booking Enquiry window



!worddav8e9e1d5946c1ebe833b1f3e754350886.png!height=197,width=240!Double-clicking on any Room line in the list at the bottom of the Enquiry window once you have made a query will display the New Bookings window ready for you to enter a new booking based on the details of the current enquiry.

The number of rooms currently loaded in the list is displayed here. The room's current status is displayed