

# Making a Booking

## Enquiry

1. Click on the Enquiry button on the Home window. The Booking Enquiry window will open.
2. Enter the Arrival date and [Tab].
3. Enter the number of days they want to stay and [Tab].
4. Enter the number of Guests and [Tab].
5. Enter the number of additional Guests and [Tab].
6. Enter the desired Room Type and [Tab].

Tip You can enter '?' or just hit [Tab] to display a Room Types lookup-list.

7. Enter the number of available rooms you want the system to display. If you leave the Number of Rooms to load field blank, all available rooms in the room type you identified will be displayed.
8. Click OK. The list at the bottom of this window will now display a list of rooms that meet your enquiry criteria.

Note If you leave the Room Type field empty then all room types will be checked for suitability with this enquiry.

Note The rate that displayed on an Enquiry result is the 'average daily rate' for the dates chosen. BookingCenter will calculate weekday, weekend, and different seasonal rates when creating the 'average daily rate'.

Remember To make another enquiry from this window simply click on the Enter another enquiry... button.