Making a new Booking from an Enquiry

1. Click on the Enquiry button on the Home window. The Booking Enquiry window will open.
2. Make a Booking Enquiry as outlined above.
3. Select the desired room to book by double-clicking on the line where it appears. The New Bookings window will open ready to make a new booking for the chosen room. (See "Working with Room Bookings" on page c)