

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](#)

Booking by Inquiry

Select Dates

Group: Select From List

* Arrival Date: 25-JAN-2016

* Number of Nights: 1

* Departure Date: 26-Jan-2016

* Adults: 1

* Children: 0

* Pets: 0

Rate: Select From List

Unit: Select From List

Source: Select From List

☒ Show Restricted Rates

Show Unit and Rate

Select Unit

Click 'Show Unit and Rate' to see available Unit and average nightly rates

BookingCenter

Welcome Erica J. - BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#)

Front Desk | **Booking** | Reports | Admin | Arrivals | In House | Departures | Search | System Date

Booking by Inquiry | Booking by Availability | Tape Chart | Group Booking Wizard | Search Bookings | G

Booking by Inquiry

Select Bookings

Arrival Date: 29-JAN-2021

Number of Nights: 1

Departure Date: 30-Jan-2021

Adults: 1

Children: 0

Pets: 0

Select Rate Plan: Select From List

Select Room Type: Filter: Enter keywords

Select Source: ☒ Check all ☐ Uncheck all

☒ Show Restricted

Available Room Type and Rate Plans

Click 'Show Room Type and Rate' to see available Room Type and average nightly rates

RACK

CORP

AAA

Best Available Rate - 2 Queen - \$0.00

Corporate Queen rate - \$1.00

AAA Rate - Queen - \$2.00

- 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.

The screenshot shows the Booking.com interface for a hotel room. On the left, there's a sidebar with navigation links like 'Front Desk', 'Booking', 'Reports', 'Arrivals', 'In House', and 'Departures'. Below these are links for 'Booking by Inquiry', 'Booking by Availability', 'Table Chart', and 'Group Booking Wizard'. The main content area is titled 'On The Divide Hotel - Room Details - Mozilla Firefox'. It shows a search bar with the URL 'requests.booking.com/display-room.html?ports:BCRate=ERIC&type:KING&T_MAX_GUESTS=10&rate=141'. The room details section is titled 'Large Room with 1 King Bed' and includes a 'Close Window' button. Below the title is a large image of the room, which features a king bed, a sofa, and a view of the city. To the left of the image is a 'Select Unit' section with a table showing room types and rates. The table has columns for 'Unit' and 'Rate'. The first row shows 'KING' and 'GROUPING'. The second row shows 'KING' and 'King rate'. The third row shows 'KING' and 'August Special'. Below the table is a 'Total for 1 nights: Rate Plan:' section. At the bottom of the sidebar, there are links for 'New Booking' and 'Show Restricted Rates'.