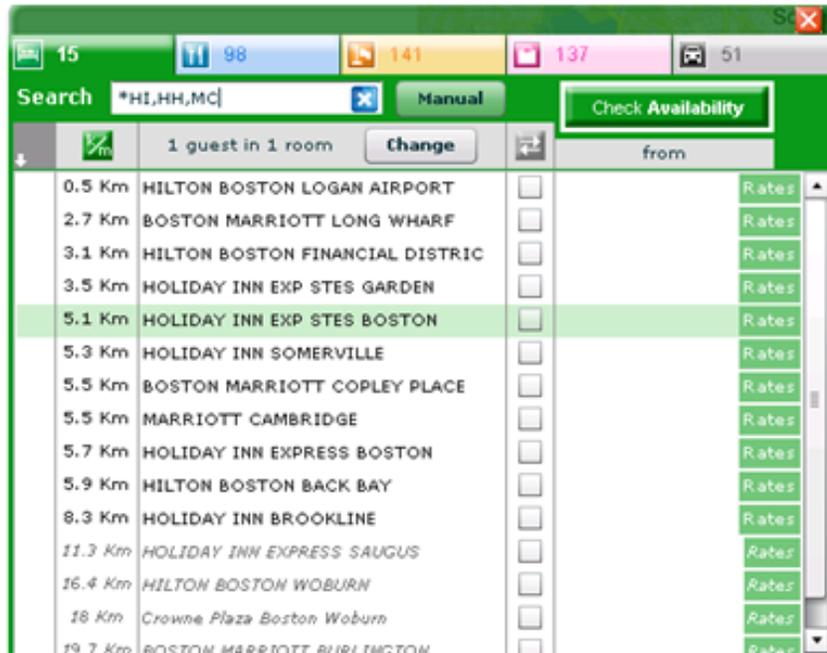**How do I check availability, room rates and complete a booking?**

At this point, you can do any of the following:

1. **Filter hotels to find one(s) that you are looking for**
2. **Compare room rates and details for up to three different hotels and then book**
3. **Check Availability for all the hotels listed at once and then book**
4. **View Room Rates for a specific hotel in the list and then book**

Given that the focus of this section is on Checking Availability and Room Rates booking, we will proceed to step # 3 and # 4 above.

Check Availability for all the hotels listed and then book

To Check Availability for all hotels on the map, simply press the "Check Availability" button and the Instant Travel Expert™ will return all the rates from GDS and display the list of rates as shown in the screen shot below.

Check Room Rates for a specific hotel in the list and then book

To view all the room rates for a specific hotel simply press the green "Rates" button in the Item List View Window and the Instant Travel Expert™ will retrieve the list of all room rates. Then, on the next screen, you can do one of three things as shown by the corresponding numbers on the image below:

1. Filter rates on the page
2. View the details on a rate ("HRD")
3. Book a room (Proceed to Sell)

Filter rates on the page

Using the check boxes located on the left, you can select or unselect any rate types that may not apply. The rate results will then instantly filter to display your selection as shown below with only "Leisure Rate" selected:

View the details on a rate

Clicking on the Details button will display the rate details as shown below. To return to the room rates page from this screen, press the "Back" link.

Book a Room (Proceed to Sell)

Clicking on the Book button will take you to the Final "Sell" page, shown below.

Any credit card information is pre-populated along with any information stored in the customer's profile with regard to loyalty groups. At this stage, you can also enter in any Specific Instructions.

When you press the "Sell" button at the bottom of the page, you will be taken to a confirmation page within the Instant Travel Expert™ that you can simply close.

While the above page serves as a confirmation that the transaction has been completed, the information has automatically been inserted in the appropriate spot within the PNR (see below).