



## Step 1

### Open Internet Explorer

- 1 Go to:  
<http://tongabezi.resrequest.com>  
 South African server recommended for Africa-based agents/tour operators  
<http://tongabezi.us.resrequest.com>  
 US server recommended for international agents/tour operators
- 2 Ensure that pop-ups are allowed by Internet Explorer, Google toolbars and any other software applications
- 3 For fast internet access, select a server country closest to you from the country drop down
- 4 Enter your allocated username and password in the respective fields and click 'LOGIN'

## Step 2

Check  
Availability  
Quick Search

Availability Quick Search - Windows Internet Explorer  
http://tongabezi.resrequest.com/reservation.php?693

**ResRequest** Welcome External ResRequest

Reservations | Property | Financials | Contacts | Reports | Administration | Information

Quick Search Availability Calendar Booking Info

Welcome to the Quick Availability Search. Select from the Search Options below and click the Search button.

**1** Search Options

I need a booking on... Arrive: 23 Nov 2007  
Depart: 30 Nov 2007  
Nights: 7  
Rooms: 1

**2** Search

Your search:  
From: 23 Nov 2007 To: 30 Nov 2007 Nights: 7 Rooms: 1  
Properties: All  
has resulted in 7 match(es). Pages: 1

Arrive	Depart	Property	Accomm Type	Attributes
<i>23 Nov 2007</i>	<i>30 Nov 2007</i>	<i>Tongabezi Lodge</i>	<i>Cottage Twin</i>	
23 Nov 2007	30 Nov 2007	Tongabezi Lodge	Bird House	
20 Nov 2007	28 Nov 2007	Tongabezi Lodge	Dog House	
23 Nov 2007	30 Nov 2007	Tongabezi Lodge	Honeymoon	
23 Nov 2007	30 Nov 2007	Tongabezi Lodge	Garden cottage	
23 Nov 2007	30 Nov 2007	Sindabezi Island	Chalet Double	
23 Nov 2007	30 Nov 2007	Sindabezi Island	Chalet Twin	

Done Internet 100%

- 1 On the Quick Search set the search options and click SEARCH to view available results
- 2

Italic results indicates a recommended alternative (should your requested results not be available)

- 3 Click CONTACT US to send an email with your requested dates

Note: Bookings will be captured directly in ResRequest at a future stage

**Important!** Availability is updated from our central reservation's throughout the day. Booking requests are subject to final confirmation from our reservation office

**ResRequest**

1. Set calendar start date (F12): 23 Apr 2007

2. Set booking details:

Rate: Rack (USD), USD

Room Type	Room Rate	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13
<b>Tongabezi Lodge</b>																						
Cottage double	730 USD	1	1	0	0	0	0	0	0	1	0	1	2	0	2	2	2	2	1	2	2	3
Cottage Twin	730 USD	2	1	0	0	0	0	2	1	0	0	2	2	0	2	2	1	0	1	2	2	2
Bird House	850 USD	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0
Dog House	850 USD	1	0	0	1	0	0	1	1	0	0	0	0	0	0	1	1	1	1	1	1	0
Honeymoon	850 USD	0	1	0*	0*	0	0	0	0	0	0	1	1	1	0	0	0	0	0	1	0	0
Tree House	850 USD	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Garden cottage	730 USD	1	1	1	1	0	1	1	1	1	1	1	1	0	0	1	1	1	1	1	1	1
<b>Sindabezi Island</b>																						
Chalet Double	730 USD	3	3	3	3	3	2	3	2	2	1	2	3	3	2	1	1	2	3	3	3	3
Chalet Twin	730 USD	2	2	2	2	1	1	2	2	1*	2	2	2	2	2	2	2	2	2	2	2	2

3. Availability Legend

- Space available
- Full (waitlist only)
- Includes provisional reservations
- Blocked (no rooms available)
- Due For Check In
- Early Departure
- Number of rooms available
- Weekends
- TBA Rate to be advised
- In Progress
- Checked In
- Not Applicable

### Step 3

#### Check Availability Availability Calendar

- 1 Click the Availability Calendar tab (or select 'Availability Calendar' from the Reservations menu)
- 2 Set the date  
TIP! Press F12 for a quick date pop-up  
  
Navigate through the calendar to check availability.
- 3 Click the LEGEND for details of the calendar display
- 4 Use the arrows to the left and right of the calendar to move dates
- 5 Click CONTACT US to send an email with your requested dates

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