

# Add Room Type Allocation

To add or delete a Room Type Allocation to an Agent Channel.

Go to **Setup | Relationships | Agent Relationships**.

- Locate the channel that you want to allocate a Room Type/Rate Plan.
- Click on the number of rooms allocated (blue link) in the "Rooms Allocated" column. For example, [15 of 17](#).
- Click the **Add** button at the bottom right of the screen.
- A new window will open with with the new allocation screen.
- In the first field, choose a Room Type from the drop-down list.
- A drop -down list will then appear with a list of Rate Plans to associate with the Room Type. Choose the Rate Plan or Package to use with the Room Type.
- To adjust the number of Rooms in a Room Type that can be booked at ONE TIME by a guest, enter a new # in the field and click Modify.

## To Delete any Room Type Allocation

- Click the Delete button next to the Room Type you wish to delete.

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Go to **Setup | Relationships | Agent Relationships**.

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The screenshot shows the 'Agent Relationships' interface with a table of agent allocations. The table has columns for Agent ID, Agent Type, Agent Name, Rooms Allocated, Commission, Rate Loading, and Action. The 'Rooms Allocated' column contains blue links for each row, indicating the current allocation and the total available rooms.

Agent ID	Agent Type	Agent Name	Rooms Allocated	Commission	Rate Loading	Action
BK1	Net Rate Agent	Booking.com Last Minute	<a href="#">23 of 46</a>	10.00%	0	<a href="#">Change</a>
EQR	Net Rate Agent	Expedia	<a href="#">36 of 46</a>	15.00%	0	<a href="#">Change</a>
BC	Master Agent	BookingCenter	<a href="#">66 of 46</a>	5.00%	0	<a href="#">Change</a>
BCM	Master Agent	Members Area Booking	<a href="#">69 of 46</a>	0.00%	-10	<a href="#">Change</a>
DEMO	Master Agent	BookingCenter Demonstration Portal	<a href="#">69 of 46</a>	0.00%	0	<a href="#">Change</a>
MYPMS	Master Agent	MyPMS Front Desk	<a href="#">251 of 46</a>	15.00%	0	<a href="#">Change</a>
WR	Master Agent	Global Booking Network GDS/IDS	<a href="#">23 of 46</a>	15.00%	12	<a href="#">Change</a>
ATV	PMS Agent	asiantrails	<a href="#">0 of 46</a>	0.00%	0	<a href="#">Change</a>
JASON	PMS Agent	Travel Agent - A	<a href="#">0 of 46</a>	0.00%	0	<a href="#">Change</a>
KING	PMS Agent	King Rooms Link	<a href="#">23 of 46</a>	0.00%	0	<a href="#">Change</a>

The Room Type and Rate Plan allocated will display in the list.

- Click the **Add** button at the bottom right of the screen.
- A new window will open with with the new allocation screen.
- **To Delete any Room Type Allocation:** Click the Delete button next to the Room Type you wish to delete.

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images

Guests Companies My Agents **Agent Relationships**

Find records where Room Type has Sort by Room Type down Display 200 Records

Room Type	Rate	Number of Rooms	Rooms Allocated	Percentage Allocated	Yield Managment	Modify	Delete
Standard Room-2 Queen [STE]	Double Standard rate [DBL]	6	6	100	No	<input type="button" value="Change"/>	<input type="button" value="Delete"/>
<b>1 room types</b>	<b>1 rates</b>	<b>6 rooms total</b>	<b>6 rooms allocated</b>	<b>100.00% (avg)</b>			

- In the first field, choose a Room Type from the drop-down list.
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BookingCenter MyPMS Setup Area

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Guests Companies My Agents **Agent Relationships**

Agent ID: BC  
 Company: Booking Engine  
 Room Type: [SUITE] Deluxe Suite  
 Rate or Package ID: QUEENDLX - Best Available Rate - 2 Queen DLX  
 Percentage Alloc: 100  
 Use Yield Management: