

Edit Allocations

The Edit function gives you the ability to modify the # of Rooms allocated per Room Type.

Remember that a **"Hard Allocation"** reserves availability and the **"Soft Allocation"** guarantees a specific rate.

The allocations entered here will only reserve availability in the Room Types, not individual Rooms. The availability adjustment will be shown on your Tape Chart, but will not be seen as individual bookings until a guest books one of the Rooms allotted to the Group.

If a Group Booking changes the date or the # of Rooms needed, you will need to make the change here in order for it to release the allocations from availability.

Group Booking Details

Understanding the Room Type Allocation Grid

- **Date Range:** The dates of the Group Booking are shown in the top row of the Grid.
- **Room Types:** The left column contains the Room Types with a number in parentheses. This number is the total number of Rooms available in this Room Type.

There are two types of Allocations available: For a full explanation of hard and soft allotments, see [Hard and Soft Allocations](#)

- **Hard Allocation:** The hard allotments will actually take rooms out of inventory and give them to this group.
- **Soft Allocation:** The soft allotments will allow the group to book up to X rooms at the negotiated rate.

Changing Allocations: Enter the number of Rooms will be allotted to this group by room type and date.

- In the Room Type row, you will see the number of Rooms available in that Room Type on the Date of the Booking (Highlighted green). This number is the # available after the hard allotments already entered for this group.
- Change the total # of Rooms to allot to the group. This # must be equal to or lower than the # shown in the Avail: (green highlight) up to the total available rooms in each cell.
- Below the Grid, you will see the Room list and Rates. The total \$ amount here is reflected in the Group Booking Header under Group Revenue. See [Group Booking Header](#).
- When you make a change to any allocations, the system will prompt you to "Get new Default Rates". See below.
- Click **Save Room Allotments** for the changes to take effect.

Cancel Group Booking

- Click Cancel Group Booking to cancel the entire Group Booking and release allocations. All allocations will be cancelled and Availability updated.

11501 - International Travel - Annual Party

Group Booking for:12-NOV-2014-16-NOV-2014 Status:Confirmed Group Revenue:\$0.00

Booking Data Folio Edit Room List Guest History Letters Log

* Arrival: 12-Nov-2014 * # Nights: 4 * Departure: 16-Nov-2014 Refresh

	12-Nov	13-Nov	14-Nov	15-Nov
	Wed	Thu	Fri	Sat
Conference Room (3)	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1
Large Room with 1 King Bed (3)	Avail: 0 Soft: 0 Hard: 3	Avail: 0 Soft: 0 Hard: 3	Avail: 0 Soft: 0 Hard: 3	Avail: 0 Soft: 0 Hard: 3
Queen with a view (4)	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4
Suite - 2 bedroom Room (4)	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2

Day	Date	Room Type	Soft Allotments	Hard Allotments	Rate Plan	Rate
Wed	12-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Wed	12-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Wed	12-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Wed	12-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Thu	13-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Thu	13-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Thu	13-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Thu	13-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Fri	14-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Fri	14-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Fri	14-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Fri	14-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Sat	15-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Sat	15-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00
Sat	15-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Sat	15-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Total:						\$2100.00

Save Room Allotments

Cancel Group Booking

When you make a change to any allocations, the system will prompt you to "Get new Default Rates". Click here and the Room List will appear with the Rate Plan selected for the corresponding Room Type. You can manually edit the Rates here. Be sure to click Save Room Allotments to record changes. **All rates entered for group bookings are for the room/unit and are not per person.**

11501 - International Travel - Annual Party

Group Booking for:12-NOV-2014-16-NOV-2014 Status:Confirmed Group Revenue:\$0.00

Booking Data Folio **Edit** Room List Guest History Letters Log

* Arrival: 12-Nov-2014 * # Nights: 4 * Departure: 16-Nov-2014 Refresh

	12-Nov	13-Nov	14-Nov	15-Nov
	Wed	Thu	Fri	Sat
Conference Room (3)	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1	Avail: 2 Soft: 0 Hard: 1
Large Room with 1 King Bed (3)	Avail: 0 Soft: 0 Hard: 2	Avail: 0 Soft: 0 Hard: 2	Avail: 0 Soft: 0 Hard: 2	Avail: 0 Soft: 0 Hard: 2
Queen with a view (4)	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4	Avail: 0 Soft: 0 Hard: 4
Suite - 2 bedroom Room (4)	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2	Avail: 2 Soft: 0 Hard: 2

The Rates may no longer be valid. Get New Rates Get New Rates for new booking days

Day	Date	Room Type	Soft Allotments	Hard Allotments	Rate Plan	Rate
Wed	12-Nov-2014	Suite - 2 bedroom Room	0	2	SUITE	\$ 300.00
Wed	12-Nov-2014	Conference Room	0	1	CONF	\$ 50.00
Wed	12-Nov-2014	Queen with a view	0	4	QUEEN	\$ 75.00
Wed	12-Nov-2014	Large Room with 1 King Bed	0	3	KING	\$ 100.00

If you have a question about availability, you can use the Search Bookings to locate any bookings without a Room assigned. See