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.

In this Section
- Understanding Agent Channels   - Agent Types   - Room Type and Rate Plan Allocations   - Add Room Type Allocation   - GDS and OTA Allocations   - Manage Availability and Rates   - Rate Loading   - Promo Codes   - Special Agents

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.

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 [Fetch]

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 ▾	Change	Delete
1 room types	1 rates	6 rooms total	6 rooms allocated	100.00% (avg)			

[Add Allocation]

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BookingCenter   MyPMS Setup Area

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

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: ☐

[Save] [Cancel]