

# Agent Relationships and Agent Allocations

Most properties give all agents equal access to sell all rooms on a first come first serve basis. From time to time, there is need to provide special allocations. Examples:

- A wholesale agent that buys at an entirely different rate,
- Websites that are do not see all Room Types,
- Prices are adjusted up or down to reflect commissions

To View all agents currently able to sell for your property, click [Agent Relationships](#). Click Agent Id to view contact details for agents. Click Rooms Allocated to view the specific rooms this agent can sell.

Rate Loading is a simple way to adjust the prices paid by guests for a specific agent.

From the Agent Relationship screen you can see Agent details including: AgentID, Agent Name, Number of Rooms Allocated, Commission percentage and Rate Loading percentage.

## Agent Relationships

Agent ID	Agent Name	Rooms Allocated	Commission	Rate Loading	Action
<a href="#">WR</a>	Global Booking Network	<a href="#">8 of 9</a>	15.00%	<input type="text" value="2"/>	<a href="#">Change</a>
<a href="#">BCM</a>	BookingCenter.com Members Area	<a href="#">8 of 9</a>	0.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">USS</a>	Ultimate Software Solutions	<a href="#">7 of 9</a>	7.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">WRS</a>	WRS - Controls your website and Retail Bookings	<a href="#">9 of 9</a>	3.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">BBCC</a>	Byron Bay Community Centre - Charity Agent	<a href="#">4 of 9</a>	5.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">BRENT</a>	Australia Holiday House & Accommodation Directory	<a href="#">7 of 9</a>	7.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">RACWA</a>	Royal Automobile Club of Western Australia	<a href="#">8 of 9</a>	10.00%	<input type="text" value="10"/>	<a href="#">Change</a>
<a href="#">SCPRO</a>	South Coast Promotions	<a href="#">7 of 9</a>	7.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">AAARAA</a>	Royal Automobile Association of SA	<a href="#">8 of 9</a>	10.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">JASONS</a>	Jasons Travel Media Pty Ltd	<a href="#">8 of 9</a>	7.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">TAKEAB</a>	Take a Break Away Pty Ltd	<a href="#">8 of 9</a>	3.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">TRAAND</a>	Demo - Tracey Anderssen	<a href="#">8 of 9</a>	\$25.00 per-booking	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">AAANRMA</a>	National Roads & Motorists Association	<a href="#">8 of 9</a>	10.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">AAARACQ</a>	RACQ Travel & Touring	<a href="#">8 of 9</a>	10.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">AAARACV</a>	RACV Sales and Marketing	<a href="#">8 of 9</a>	10.00%	<input type="text" value="0"/>	<a href="#">Change</a>
<a href="#">MILDURA</a>	Mildura Visitor Information & Booking Centre	<a href="#">8 of 9</a>	7.00%	<input type="text" value="0"/>	<a href="#">Change</a>

To adjust Room Type allocations for specific agents, go to [Agent Allocations](#). Page down to the Agent that you want to adjust. Set the number of Rooms Allocated for each Room Type and click Update to save changes.

Agent: WRS - Controls your website and Retail Bookings [WRS]  
 Type: Booking Portal  
 Commission Terms: 3%  
 Network Loading:  % (was: 0%)  
 Tip: Use a negative loading value to decrease the price.

Suite	Suites	Default Rate	Allocated	Allocation Rate
Double Room [DBL]	4	Double Room [DBL]	4	Double Room [DBL]
Honeymoon Spa Suite [EXSPA]	1	Double Room [DBL]	1	Double Room [DBL]
Deluxe Twin Room [TWIIN]	4	Twin Room [TWIN]	4	Twin Room [TWIN]

Update All

Re Traand's special ... [TRAAND]  
Twin Room [TWIN]

If you have 4 Double Rooms, and you allocate 2 to Agent BC, this means buyers booking from this agent source can only book the first 2 available Double rooms on any given day. Therefore, if you have 4 Double Rooms available the buyer can see and book 2 rooms. If you have 2 rooms available, the buyer will not see any available Double Rooms and therefore can not make a booking.

Agent Allocations to MYPMS

Find records where Room Type has Sort by Room Type down Display 100 Records Fetch

Room Type	Rate	Number of Rooms	Rooms Allocated	Percentage Allocated	Modify	Delete
Conventional Non Smoking [CONV]	BCCONV rate [BCCONV]	9	9	100	Change	Delete
Petite Suite Non Smoking [PETITE]	BCPETITE rate [BCPETITE]	9	9	100	Change	Delete
Grand Suite Non Smoking [GRAND]	BCGRAND rate [BCGRAND]	9	9	100	Change	Delete
<b>3 room types</b>	<b>3 rates</b>	<b>27 rooms total</b>	<b>27 rooms allocated</b>	<b>100.00% (avg)</b>		

Add Allocation

To see what rooms are allocated to an agent, **or to allocate additional rates** click on the blue link under Rooms Allocated for that agent. In the example below we have 100% of our rooms allocated to the MyPMS agent at the rack rate for each room type.

You can add multiple rate or package allocations by clicking the Add Allocation button in the lower right hand corner.

Add Agent Allocations

Agent ID: MYPMS  
 Company: BookingCenter  
 Room Type: Grand Suite Non Smoking  
 Rate or Package ID: GRANDAAA  
 Percentage Alloc: 50

Save Cancel

Be aware it is possible to **over allocate a room type**, so that it is bookable at more than 1 rate – such as a Rack Rate, AAA rate, and a CORP rate at the same time. Don't worry, though. The system will never over-sell the room type, only allow the user to select the rate most applicable to them.