

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 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](#).

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images
Guests	Companies	My Agents	✓ Agent Relationships					
Find records where Agent ID has Sort by Agent Type down Display 200 Records Fetch								
Agent ID	Agent Type	Agent Name	Rooms Allocated	Commission	Rate Loading	Action		
BK1	Net Rate Agent	Booking.com Last Minute	23 of 46	10.00%	0	Change		
EQR	Net Rate Agent	Expedia	36 of 46	15.00%	0	Change		
BC	Master Agent	BookingCenter	66 of 46	5.00%	0	Change		
BCM	Master Agent	Members Area Booking	69 of 46	0.00%	-10	Change		
DEMO	Master Agent	BookingCenter Demonstration Portal	69 of 46	0.00%	0	Change		
MYPMS	Master Agent	MyPMS Front Desk	251 of 46	15.00%	0	Change		
WR	Master Agent	Global Booking Network GDS/IDS	23 of 46	15.00%	12	Change		
ATV	PMS Agent	asiantrails	0 of 46	0.00%	0	Change		
JASON	PMS Agent	Travel Agent - A	0 of 46	0.00%	0	Change		
KING	PMS Agent	King Rooms Link	23 of 46	0.00%	0	Change		

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 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

- 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.


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