

AGENTS WINDOW_

Turnover The total value of this agent's bookings will be calculated.

Bookings The total number of unique bookings will be displayed

Average The average amount of each booking sent by the Agent will be calculated.

Commission Method Click on a radio button to indicate the Agent's commission method:

- Deduct Commission - Choose this option if the Agent deducts their commission from any bookings to your establishment made through them.
- Pay Commission - Choose this option if you pay the Agent their commission for any bookings made to your establishment through them.

Network Commission Enter the commission charged when your agent books online through their own unique Agent URL.

With BookingCenter you can establish your own Online Agent Network by giving agents a unique URL that allows them to book directly to your property in real-time. (See "Adding Book Now! Buttons" on page lxxviii for information on setting up your Agent Network.)

Note This value is preset by BookingCenter for the BookingCenter Member's Area, WorldRes, and BookingCenter.com agents.

Network Loading You may "rate load" to specific Agents. This means that you may price your rooms booked online at higher or lower rates than your default rate for that day. Rate Loading enables properties to maintain consistent Rates and Seasons (easy "rack rates") and to be able to load these rates at either + or - percentages, easily accommodating commission plans into a pricing strategy.

? Enter a positive or negative percentage by which the booking rate will be increased or decreased for a selected agent.

Percentage Rate Select this radio button if you desire to charge your agent a flat fee for every booking made. This is applicable to online bookings only.

Note This value can not be edited for the BookingCenter Member's Area, WorldRes, and BookingCenter.com agents.

Fee per Booking Select this radio button if you desire to charge your agent a percentage of the booking total. This is applicable to online bookings only.

Note This value can not be edited for the BookingCenter Member's Area, WorldRes, and BookingCenter.com agents.

Notes Enter any special notes on this Agent.

...- Click OK to save the new Agent record.