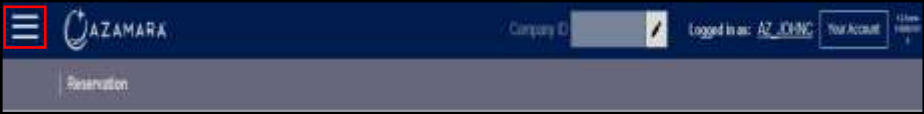
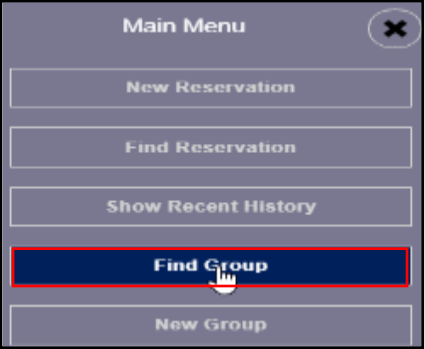
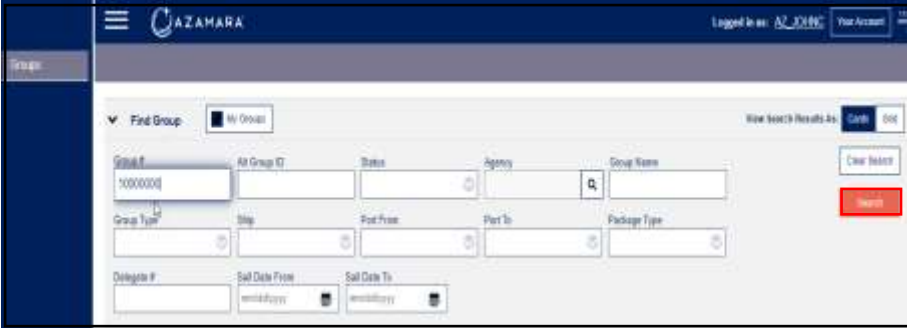




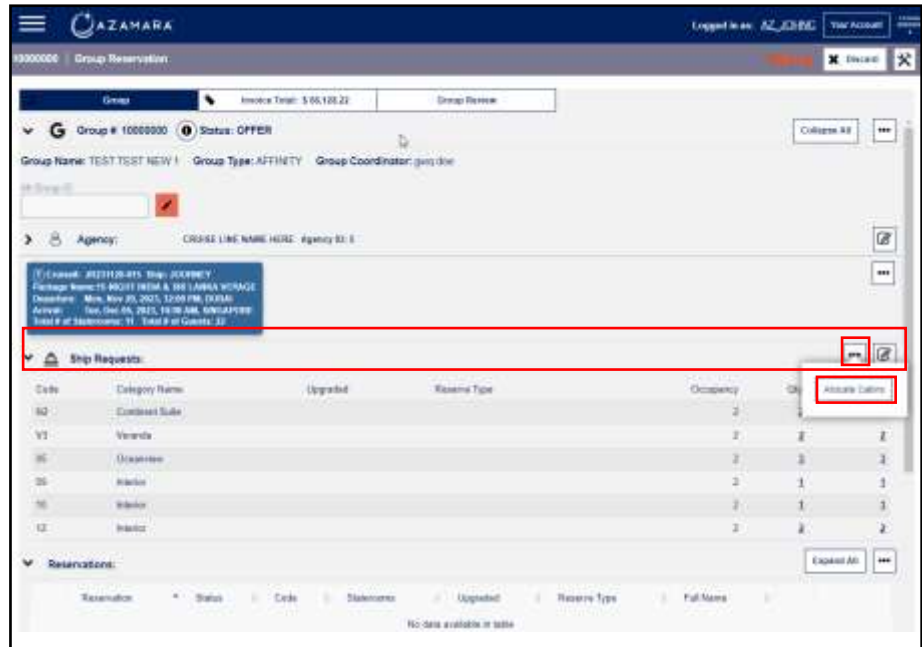
## Travel Agent - Groups - How to Allocate, Edit, and Release a Stateroom

<p>Step 1</p> <p>Let us start on the Reservations screen. Click the <b>3 Bars</b> symbol on the left side of the screen.</p>	
<p>Step 2</p> <p>This will open the Main Menu screen. Click on the <b>Find Group</b> line.</p>	
<p>Step 3</p> <p>We will arrive on the Groups screen. Under the Find Groups section enter <b>Group RES Number</b> in the <b>Group #</b> field. Then click the <b>Search</b> button.</p>	
<p>Step 4</p> <p>The Group Results menu will open. Click on the Group you wish to work with, and it will become <b>Highlighted</b>. Then click the <b>EDIT</b> tab inside the Group booking.</p>	

## Step 5

### Allocate a Stateroom

This will bring us to the **Review Group** screen. We will go to the Ship Requests line. On the right side of the line click on the **ellipsis**  symbol. This will open the drop-down menu that has Allocate Cabins. Click on **Allocate Cabins** button.



Group # 10000000 | Status: OFFER

Group Name: TEST TEST NEW | Group Type: AFFINITY | Group Coordinator: gary doe

Agency: CRUISE LINE NAME HURE | Agency ID: 5


Ship Requests:

Code	Category Name	Upgraded	Room Type	Occupancy	Qty	Allocated
BQ	Continental Suite			2	2	2
V1	Veranda			2	2	2
95	Upperview			2	2	2
95	Interior			2	1	1
95	Interior			2	1	1
12	Interior			2	2	2

Reservations:

No data available in table

## Step 6

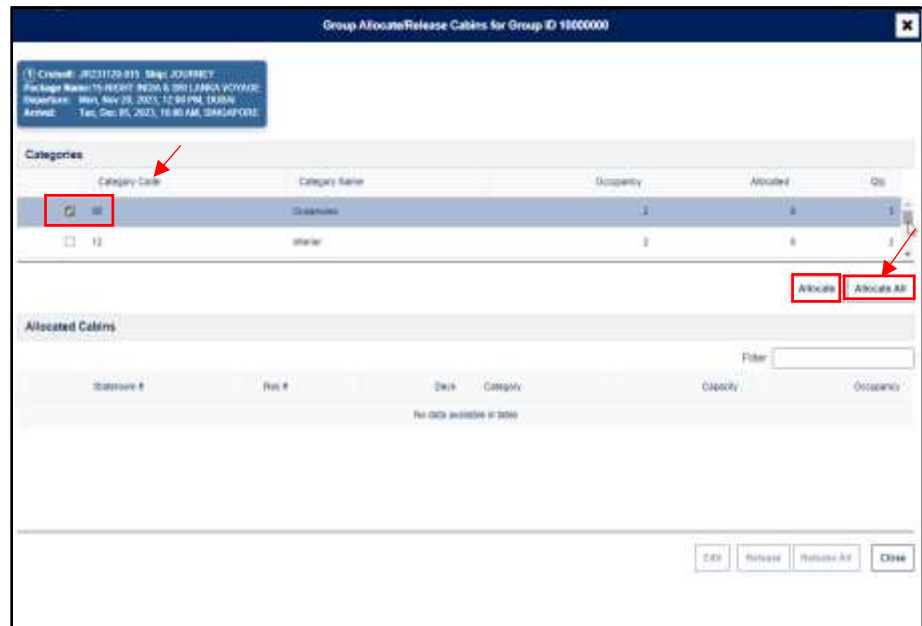
We will be brought to the Group Allocation/Release Cabins for Groups screen. On the left-hand side of the screen, you will see the **Category Code** section. Click the **Check Box**  to select your Category Code.

**Note** -We will have to select **Per Category** to Allocate each.

You will be able to Allocate the Staterooms one by one or by clicking **Allocate**.

We can Allocate them all by clicking the **Allocate All** button.

We will select **Allocate All** for this example.



Group Allocation/Release Cabins for Group ID 10000000

Categories:

Category Code	Category Name	Occupancy	Allocated	Qty
<input checked="" type="checkbox"/> 12	Interior	2	6	1
<input type="checkbox"/> 12	Interior	2	6	1

Allocated Cabins:

Stateroom #	Ref #	Deck	Category	Occupancy	Allocated
No data available in table					

Buttons: Allocate, Allocate All, Release, Release All, Close

Allocated Cabins						
					Filter <input type="text"/>	
	Stateroom #	Res #	Deck	Category	Capacity	Occupancy
<input type="checkbox"/>	4068		4	05	2	2
<input checked="" type="checkbox"/>	4070		4	05	2	2
<input type="checkbox"/>	4066		4	05	2	2

## Step 10

This will bring you to the **List View** screen. Let's change the Stateroom by clicking the check box for Stateroom # 4016. Then click the **Accept** button.



## Step 11

We can also use the Deck View screen to see the layout of the deck. Click on Stateroom # 4016 and then click on the **Accept** button.



## Step 12

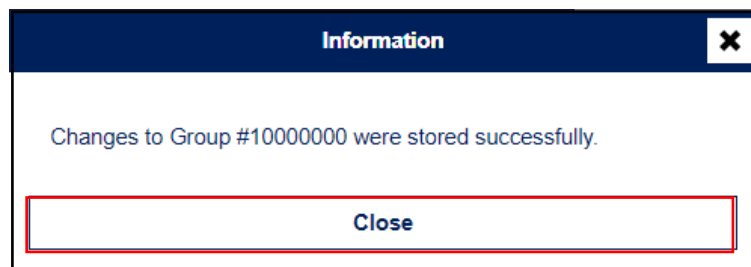
We will be brought back to the Allocated Cabins screen. Here we will see Stateroom # 4070 has been replaced by Stateroom # 4064.

Click the **Close** button.



## Step 13

This will give us an Information message letting us know the changes were stored successfully. Click the **Close** button to end the process.



## Step 14

### Release a Stateroom

Under the **Allocated Cabins** section, you will be able to Release one Stateroom at a time. Click on the **Stateroom** ☒ **Box**. Then click the **Release** button below.

Allocated Cabins						
Filter <input type="text"/>						
Stateroom #	Res #	Deck	Category	Capacity	Occupancy	
<input checked="" type="checkbox"/> 4082		4	05	2	2	
<input type="checkbox"/> 4084		4	05	2	2	
<input type="checkbox"/> 4085		4	05	2	2	
<input type="button" value="Edit"/> <input type="button" value="Release"/> <input type="button" value="Release All"/> <input type="button" value="Close"/>						

## Step 15

You can also use the **Release All** button to release all the Staterooms. Click on the **Release All** button.

Allocated Cabins						
Filter <input type="text"/>						
Stateroom #	Res #	Deck	Category	Capacity	Occupancy	
<input type="checkbox"/> 4082		4	05	2	2	
<input type="checkbox"/> 4084		4	05	2	2	
<input type="checkbox"/> 4085		4	05	2	2	
<input type="button" value="Edit"/> <input type="button" value="Release"/> <input type="button" value="Release All"/> <input type="button" value="Close"/>						

## Step 16

Once you have released a Stateroom(s). Click the **Close** button to complete the task.

Allocated Cabins						
Filter <input type="text"/>						
Stateroom #	Res #	Deck	Category	Capacity	Occupancy	
No data available in table						
<input type="button" value="Edit"/> <input type="button" value="Release"/> <input type="button" value="Release All"/> <input type="button" value="Close"/>						

## Step 17

We will receive an Information message letting us know the changes were stored successfully. Click the **Close** button to end the process.

Information

Changes to Group #10000000 were stored successfully.

Close