

Adjusting the Belgrave–Gembrook Return Allocation

Overview

Use this procedure to change the capacity for the **Belgrave - Gembrook Allocation (Return)** product — the full return journey product, typically set to 56 seats. This procedure includes an extra step: you must also update the Allocation Group to match the new value, otherwise the seat reservation will be out of sync.

How Capacity is Structured

Each leg on a Belgrave–Gembrook service has a total capacity of **176 passengers**, made up of two components:

Component	Capacity	Notes
Bel - Lak & Lak - Gmb Return / single-journey passengers	120	Covers Bel-Lak, Lak-Gem, and return equivalents
Belgrave - Gembrook Allocation (Return)	56	Full return journey product; seats are reserved via Allocation Groups
Total per leg	176	

Note: The 56 Belgrave–Gembrook Return passengers are already counted within each leg's 176-seat capacity. Adjusting the Return allocation changes how many of those 176 seats are reserved for that product specifically.

Steps

1. In **Sightseeing > Manifests**, locate the relevant service and find the **Belgrave - Gembrook Allocation (Return)** row at the bottom of the manifest's legs.
2. **Right-click** on the *Belgrave - Gembrook Allocation (Return)* leg row.

Time	Origin - Destination	Capacity	Product
16:00	Lakeside - Belgrave	250	
11:00	Belgrave - Gembrook Allocation (Return)	56	
12:00-L 1	12:30 Bel-Lak 15:20 Lak-Bel	250	
12:30	Belgrave - Lakeside	250	
15:20	Lakeside - Belgrave	250	
14:15B-L 1	14:15 Bel-Lak 16:15 Lak-Bel	250	
14:15	Belgrave - Lakeside	250	
16:15	Lakeside - Belgrave	250	
14:15B-L 1	14:15 Bel-Lak 16:40 Lak-Bel	250	
14:15	Belgrave - Lakeside	250	
16:40	Lakeside - Belgrave	250	

3. Hover over **Stop Sell / Max Pax...** and select **This Manifest**.

4. In the dialog:

- Set the **From** and **To** date range, or use *Select Recurring Days...* as needed.
- Tick **Set max Pax to...** and enter the new capacity value.
- Tick **Set Allocation on Allocation Groups** — this is critical and must not be skipped.

Only the items selected will be modified across the specified Date Range.

Step 1

From: 15/10/2026 to 15/10/2026 0 Departures

Or... [Select Recurring Days...](#)

I want to...

Change the Status to... Confirmed Movement Status: Confirmed

Change status for all Products linked to this Manifest

Set max Pax to... 56

Stop Sell specific Products Release specific Products

Set the Max on specific SRVs Set Allocation on Allocation Groups

Set the Max on specific Options

Set the Max on specific Fare Classes

Notes Show on Bookings

<< Back Finish Cancel

5. Click **Finish**. The Allocation Groups screen will appear.

6. On the Allocation Groups screen, find **Belgrave to Gembrook Return** and set its **Allocation** value to the *same number* entered for max Pax in the previous step.

Please enter an Allocation for the Allocation Groups.

Allocation	Allocation Group
56	Belgrave to Gembrook Return
	Gembrook to Belgrave

<< Back Finish Cancel

7. Click **Finish** to save.

8. Does the entire train capacity need to be increased because of this?

If yes, please also adjust the manifest accordingly — see the *Adjusting the Main Manifest Capacity* guide.

An example of this would be an **extra** carriage being added to the carriage set specifically for Bel-Gmb.

Important Notes

- The "**Set Allocation on Allocation Groups**" checkbox must always be ticked when changing this leg. Skipping it will cause a mismatch between the max Pax limit and the reserved seat allocation, which may result in overbooking.
- Only update the **Belgrave to Gembrook Return** allocation group. Leave *Gembrook to Belgrave* blank unless specifically instructed otherwise.
- This leg's capacity does **not** change automatically when you adjust the main manifest — both procedures must be performed independently if both values need updating.

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