**Accommodation Details in moonstride**

*Efficiently manage all aspects of your hotel and accommodation records—covering setup, description, contact info, room and rate structures, contracts, and integration—all from a single, central location.*

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**1. Setup Accommodation Details Overview**

Accommodation/hotel records in moonstride can be built out in detail, ensuring your team has all the data needed to quote, sell, and report on every property you offer.

**Navigation:** Services → Hotels → Manage Hotels

[Insert screenshot here: Manage Hotels listing interface showing Add, Actions, Status, and Search options]

**2. Add Hotel**

Click the **Add** button (top right) to create a new hotel record. You’ll be prompted for:

**Basic Information**

* **Hotel Name, Hotel Name (Public), Short Name**
* **Brand, Chain, Chain Code**
* **Star Rating, Hotel Category**
* **Hotel Code** (manual or auto-generate)
* **Bookable Status, Is Contracted?, Is Preferred?**
* **Supplier, Hotel Status (active/inactive)**
* **Cancellation Policy, Cancellation Note**

[Insert screenshot here: Add Hotel – Basic Information section]

**Description**

Enter a full description. Format text, add links, images, or video for a comprehensive property profile.

[Insert screenshot here: Description text editor for hotel]

**Address & Contact Information**

* Country and city (mandatory)
* Phone, fax, email as needed

[Insert screenshot here: Address and Contact tabs/screens]

**Location & Time-Zone**

* Address more location info, time zone, and mandatory currency for transactions.

[Insert screenshot here: Location & Time-Zone fields]

**Sell Channel**

* Select which channels can book/manage the property.

[Insert screenshot here: Sell Channel settings]

**Hotel Meta-data**

* SEO URL, Page Title, Keywords, Description for search and documentation.

[Insert screenshot here: Meta-information input fields]

Click **Save** to record the hotel and move to additional details.

**3. Setup Additional Information**

Once the hotel is created, add further details using tabs and dedicated screens:

**Setup Additional Description Details**

* Go to the Additional Description tab.
* Select **description category** (defined in Widgets → System Dropdown → Accommodation Description Type).
* Add segments, class/tag, or extra information as required.

[Insert screenshot here: Add Additional Description with dropdown]

**Setup Additional Contact Details**

* Add multiple contact types or key personnel.

[Insert screenshot here: Add Additional Contact fields/interface]

**Setup Other Additional Details**

* Awards, attractions, amenities, activities, child policies, check-in/out times, taxes, cancellation terms, errata, notes, and attached documents.

[Insert screenshot here: Additional Details tabs/fields]

**Image Gallery**

* Upload unlimited photos of the property.
* Set sequence for display order.

[Insert screenshot here: Image Gallery management screen]

**Setup Meal Plan / Board Basis**

* Go to the Meal Plan section.
* Choose board basis (existing or add new via ‘Add New Meal’ button).

[Insert screenshot here: Meal Plan/Board Basis selection dropdown]

**4. Edit Hotel**

To update any hotel, click **Actions → Edit** for the hotel in the listing. You’ll be able to update all details, description, contracts, and links.

[Insert screenshot here: Edit Hotel menu and form]

**5. Manage Hotel Contract**

Access contract management:

* Services → Hotels → Manage Hotel Contract
* or from hotel Actions → Manage Hotel Contract
* or from Edit → Manage Hotel Contract

Manage rates, rooms, allocation, offers, and more.

[Insert screenshot here: Contract management tabs for Hotel]

For full guidance, see [Manage Hotel Contract](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41).

**6. Pull Hotel Content**

If integrated, you can pull hotel details from supported third-party suppliers. Key fields like code, name, description, coordinates, and images can be updated automatically.

[Insert screenshot here: Pull Hotel Content setup/interface]

**7. Copy Hotel**

Use the **Copy Hotel** action to duplicate hotel records, useful for chains or groups where base data is shared.

**Navigation:** Services → Hotels → Manage Hotels → Actions → Copy Hotel

[Insert screenshot here: Copy Hotel pop-up]

**8. Manage Fare Type**

Configure how hotel rates are calculated for the property.

**Navigation options:**

* Manage Hotels → Actions → Manage Fare Type
* Edit Hotel → Fare Type
* Manage Hotel Contract → Fare Type

Choose rate by:

* **Per Room Per Night (Adult/Child count)**
* **Per Person Per Night**
* **Per Room Per Night (Pax Count)**

Set detailed fare/room types, age bands, and applicable rate plans as required.

[Insert screenshot here: Manage Fare Type screen with rate type options and configurations]

**9. Delete Hotel**

Click **Actions → Delete** for the hotel on the list. Confirm in the alert dialog to permanently remove it.

[Insert screenshot here: Delete confirmation popup]

**10. Search Hotel**

Use the **Search** bar at the top to search hotels by name, code, location, supplier, status, and more. Use **Reset** to show all hotels again.

[Insert screenshot here: Search/Filter panel]

**11. Select Sort Order**

Set hotel display order by entering a number in the **Sort Order** column. Click **Save Sequence** (top right) to apply your sequence preferences.

[Insert screenshot here: Sort Order input and Save Sequence button]

**12. Import Hotel / Room / Rate / Supplement**

Streamline set-up by importing:

* Hotel, Room, Rate, or Supplement details using templates
* Go to Manage Hotels → Actions (top right corner) → Import…

[Insert screenshot here: Import dialog for Hotels, Rooms, Rates, Supplements]

See [Import Hotels](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41) for more.

**13. See Also**

* [Manage Hotel Contract](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Room and Inventory Setup](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Rates and Supplements Import](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Accommodation Search and Filtering](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

moonstride’s accommodation management lets you capture every detail for hotels and partners—adding, editing, describing, and importing hotel data at scale. Use every available tab and tool to keep your service catalogue robust, up to date, and ready for quoting and booking.