**Booking Actions in moonstride**

*Edit, update, or manage every aspect of a booking—all from one central location. moonstride offers a comprehensive set of booking actions to ensure full control throughout your workflow.*

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**1. Booking Actions Overview**

After a booking is created in moonstride, you can take various actions to manage or update it. These may include changing booking details, managing passengers and services, updating payments, editing documentation, and much more. All available actions are easily accessed from a single menu.

**2. Navigating to Booking Actions**

Go to **CRM → Booking List** to view all current bookings. To see actions for a specific booking, click the **Actions gear icon** beside the appropriate booking. A dropdown menu will appear, listing all actions that can be performed for that record.

**3. Common Booking Actions**

Below are the main actions you can take for any booking in moonstride. Click the links below for full, step-by-step instructions on each option:

* [View Primary Details](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Passengers](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Services](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Itinerary](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Invoices & Payments](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Documentation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Supplier References](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Finance Summary](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Tasks](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Notes](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Tags](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Update Exchange Rate](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**4. Additional Booking Options**

* **Cancel Booking:** If a booking needs to be cancelled (and is not already in "Cancelled" status), select **Cancel Booking** from the Actions menu. The system will prompt for confirmation. Once accepted, the booking status will change to "Cancelled" and further changes are restricted.
* **Copy Booking:** To save time or duplicate an expired or recurring booking, use the **Copy Booking** action. This will create a new booking with a new reference number but identical details, ready to edit as needed.
* **Remove Booking:** If you need to permanently delete a booking, select **Remove**. The booking will be deleted from your system and will no longer appear in your booking list.

**5. See Also**

* [Booking Status and Life Cycle](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Managing Group Bookings](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking Email & Communication](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Audit & History for Bookings](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

moonstride makes it easy to manage all aspects of any booking post-creation. Use the action gear for each booking to quickly perform updates, manage records, or complete periodic tasks. Explore the linked guides for step-by-step help with any booking action.