**Booking List in moonstride**

*View, search, and manage all bookings in your business from a single, easy-to-navigate table. The Booking List provides a central hub for tracking, editing, and reporting on every reservation placed in your system.*

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**1. Bookings list Overview**

The **Booking List** shows all bookings created in moonstride, with key information in columns so you can see booking details at a glance—no need to click into each record.

**Navigation:** CRM → Bookings → Bookings List

[Insert screenshot here: full Bookings List screen with main columns and navigation highlighted]

You can add new bookings, view all details, and perform actions directly from this screen.

**2. Share With / Assign To**

* Select bookings using the checkbox in the first column.
* **Share With:** Share one or more bookings with other users. Add or remove users by name from the sharing dialog.
* **Assign To:** Directly assign selected bookings to a specific user.

[Insert screenshot here: Share With and Assign To modal windows]

**3. Search/Filter Booking**

Click the **Filter** button at the top of the list to search or filter bookings by any of these criteria:

* Reference No
* Booking Date / Created Date
* Travel Start/End Date
* Service Travelling Date
* Balance Due Date
* Sell Channel, Tags, Supplier Status, Currency, Customer, Supplier
* Category (e.g. Package, Flight, Hotel, Add-ons, etc.)
* Agent / Agent Users
* Status (New, Completed, Confirmed, Cancelled, All)
* Payment Status
* PNR / Confirmation No / E-Ticket No
* Created By, Assign To, Shared With
* Services, Group Tour, Pipeline Stage, External References
* Other: Show Enquiry Title, Show Payment Due Bookings, and more

[Insert screenshot here: booking filter/search bar expanded with sample filters applied]

After setting criteria, click **Search** to show matching bookings.

You can also quickly filter by status (e.g. New, Completed, Cancelled) using the selector at the top left.

[Insert screenshot here: Status quick filter]

**4. View**

Review the booking list in tabular form, seeing every key detail at a glance (field examples below):

* Reference No
* Enquiry/Quotation Reference
* Category, Booking/Travel Dates
* Customer & Lead Passenger
* Agent, Sell Channel
* Amount, Supplier Cost, Total Profit, Profit %, Agent Profit
* Payments, Due Amount, Status, Payment Status, Credit Note, Notes, Tasks, Tags, Assign To, Visibility, Services
* Pipeline Stage, Terms & Conditions, Group Tour Code, External References, No. of Travellers, Insurance, Departure Date, Cancellation Amount, No. of Nights, Agent Commission %, Source Of Enquiry, Protection Type, and more

Click a reference number to view booking/quotation details directly.

Sortable columns and total calculations are available at the bottom for amount, profit, and profit %.

[Insert screenshot here: Booking List main table with key columns labelled]

**5. Resequence Columns**

Click the **columns (≡)** icon at the top left to open the resequence interface.

* Drag and drop to rearrange columns using the “↕” handle.
* Untick any column to hide it from your main view.
* Click **Save** to apply your changes instantly.

[Insert screenshot here: Column drag-and-drop resequence dialog]

**6. Page View Function**

* **Set Total Record Items:** Adjust how many bookings show per page—type your desired number and click Go.
* **Jump to Desired Page:** Use the page number scale at the bottom to jump directly to any results page.
* **Next/Previous Page:** Use the (˃) or (˂) symbols for page navigation.
* **Jump to First/Last Page:** Use (››) or (‹‹) symbols.

[Insert screenshot here: Pagination controls at bottom of Booking List]

**7. Import PNR**

Add bookings by simply importing PNR information:

* Click **Import PNR** and fill in:
  + Provider and Currency
  + Locator Code (PNR number)
  + Tick details to pull into booking
* Click **Import** and a new booking is created with flight and passenger details.

[Insert screenshot here: Import PNR modal/form]

(Note: This requires consolidator/third party activation in moonstride.)

**8. Add New Booking**

Click the **Add** button on the Booking List to open the new booking entry form.

* Fill in booking details, then save to add the record.

[Insert screenshot here: Add New Booking form/screen]

Alternatively, use CRM → Bookings → Add New Booking.

For more details, see [Creating a New Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41).

**9. Export To Excel**

Download your list of bookings in Excel format for offline review, analysis, or reporting.

* Click **Export To Excel** at the top right of the Booking List.

[Insert screenshot here: Export To Excel button]

**10. Import Booking**

Quickly create multiple bookings using a spreadsheet:

* Click **Import Booking**
* Choose your Excel file with booking data
* Click **Import Booking** to upload and create booking records in moonstride

[Insert screenshot here: Import Booking modal/form]

**11. Booking Setting**

Click the gear icon in the Booking List to adjust default settings:

* **Service / Itinerary:** Set default viewing preferences for booking screens.
* **Supplier References > Supplier Confirmation:** Enable or disable which passenger details show in supplier confirmations.
* **Documentation:** Configure which booking documents (PDFs, emails) are sent by default to the customer or contact person.
* **Booking Listing:** Choose whether to include/exclude “No Cost Insurance” from listing results.

[Insert screenshot here: Booking Setting dialog with settings labelled]

**12. See Also**

* [Creating a New Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking Actions and Statuses](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Invoice and Payment Management](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking Communication and Documentation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Use moonstride's Booking List to make booking management seamless—search, sort, assign, share, and perform every key action for individual or bulk reservations, all in one table. Configure your workflow for optimal visibility, reporting, and process efficiency by following the above steps and referring to the provided screenshots.