**Cancel Booking in moonstride**

*Change the status of a booking to “Cancelled” when a reservation is no longer required—keeping your records accurate and up to date.*

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**1. Cancel Booking Overview**

Cancel bookings in moonstride whenever a reservation should be closed, terminated, or no longer available for fulfilment. Cancelled bookings remain visible for reporting, reference, and audit purposes but can no longer be modified.

**2. How to Cancel a Booking**

* To cancel a booking, you have two options:
  + **Option 1:** Click the **Cancel Booking** button at the top right corner of the booking details screen.
  + **Option 2:** Navigate to **CRM → Booking List**, locate the booking, click the **Actions** icon (gear) next to the booking reference, and select **Cancel booking** from the menu.

[Insert screenshot here: Cancel Booking button in the booking detail’s view, and/or Actions menu with "Cancel Booking" highlighted]

* The system will prompt you to confirm the cancellation.
* Once confirmed, the booking status will immediately change to **"Cancelled"**.

**3. What Happens After Cancellation**

* The booking remains in the system for your records, now marked as **Cancelled**.
* No further changes or edits can be made to a cancelled booking.
* Cancelled bookings can still be reviewed or reported on as needed.

**4. See Also**

* [Copy Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Remove Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Booking Lifecycle and Status](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Cancel bookings quickly and efficiently in moonstride to ensure your workflow and records always reflect your current travel arrangements. All cancellations are safely logged for future reference and compliance.