**Note: Screenshots need to be changed.**

**Configuring Geo Info in moonstride**

*Manage all your geographical data in one place. With moonstride’s Geo Info section, you can set up airports, locations, resorts, and destinations to power accurate search, smoother bookings, and a better experience for both your team and your customers.*

**Table of Contents**

1. Introduction
2. Managing Airports
   * Viewing the Airport List
   * Adding an Airport
   * Editing an Airport
   * Deleting an Airport
   * Searching Airports
   * Deactivating an Airport
3. Managing Locations
   * Viewing the Location List
   * Adding a Location
   * Editing a Location
   * Deleting a Location
   * Searching Locations
   * Setting Location Details
   * Deactivating a Location
4. Managing Destinations
   * Configuring Sort Order
   * Adding a Destination
   * Editing a Destination
   * Deleting a Destination
5. See Also

**1. Introduction**

The **Geo Info** module in moonstride lets you keep your system’s airports, locations, resorts, and destinations up to date. Accurate geo data is essential for quote creation, hotel/transfer search, booking flows, and more.

**Navigation:** Go to **Widgets > Widget > Geo Info** from the main menu, then select the relevant sub-module: Airport, Location, Resorts, or Destinations.

**2. Managing Airports**

moonstride uses airport data throughout the platform—when adding flight services, or selecting pick-up/drop-off points for transfers.

**Viewing the Airport List**

* Access your airports list under **Geo Info > Airport**.
* Here, you can see all currently loaded airports and their basic details.

**Adding an Airport**

1. Click the **Add** button in the airport listing screen.
2. Complete the fields:
   * **IATA Code:** The official three-letter airport code
   * **Airport Name:** Full name (e.g., Heathrow Airport)
   * **Country:** Country of the airport
   * **City/Area:** City or region
   * **Status:** Set as active to use immediately
   * **Longitude/Latitude:** (Optional) Useful for mapping/geocoding
   * **Show On B2C:** Whether the airport is available on B2C searches

*Insert screenshot here of Add Airport screen*

1. Click **Save**.

**Editing an Airport**

* In the airports listing, locate the airport you wish to update.
* Click the **Actions** gear icon and select **Edit**.
* Make your changes, then click **Save**.

**Deleting an Airport**

* In the airport listing, click the **Actions** gear icon for the airport you wish to remove.
* Choose **Delete**.
* Confirm your action in the alert pop-up with OK or Cancel.

**Searching Airports**

* Use the **Filter** button to apply search criteria (e.g., name, code, country).
* Use the **Reset** button to clear filters and see all airports.

**Deactivating an Airport**

* If you do not want an airport to appear in searches or bookings, set it to inactive.
* Click the “Active” link in the **Status** column.
* You can filter the list to show all, active only, or inactive only airports.

**3. Managing Locations**

Locations allow you to quickly find accommodations and services during booking or quoting. moonstride supports a worldwide, seven-level location hierarchy.

**Viewing the Location List**

* Access your locations list under **Geo Info > Location**.

**Adding a Location**

1. Click the **Add** button in the location listing screen.
2. Complete all relevant fields:
   * **Name:** e.g., “London”, “Central”
   * **Type:** Choose Country, City, or other location type
   * **Country:** Country name (if applicable)
   * **City:** City name (if applicable)
   * **Parent Location:** Link to a parent for multi-level hierarchy
   * **Longitude/Latitude:** (Optional) Useful for mapping/geocoding
   * **Status:** Set as active to use immediately
   * **Show On B2C:** Whether the airport is available on B2C searches
   * **Preferred Airport:** Preferred airport if the location is selected

*Insert screenshot here of Add Location screen*

1. Click **Save**.

**Editing a Location**

* In the locations listing, find the location you wish to update.
* Click the **Actions** gear icon and select **Edit**.
* Make your changes and **Save**.

**Deleting a Location**

* In the locations listing, use the **Actions** gear icon to choose **Delete** for a specific location.
* Confirm deletion via the pop-up alert box.

**Searching Locations**

* Use the **Filter** button to find locations by name, country, type, or status.
* Reset your search using the **Reset** button.

**Setting Location Details**

* Click **Set Location Details** for a chosen location.
* Here you can add longer text descriptions and images, which can be included in itinerary documents for customers.
* Save your changes to update related documents and services.

**Deactivating a Location**

* To deactivate a location, click on "Active" in the Status column of the listing.
* You can filter your view by active or inactive status as needed.

**4. Managing Destinations**

Destinations let you group and configure sets of locations—especially handy for B2C web booking engines, where you may want to control which destinations appear to customers.

**Navigation:** Go to **Widgets > Geo Info > Destinations**

**Configuring Sort Order**

* To determine the order in which locations appear within a destination:
  + Select a destination.
  + Use the “Sort Order” column to set the sequence for each included location.
  + Click **Save Sequence** to apply your order.
  + Click **Reset Sequence** to revert to the previous order.

*Insert screenshot here, as shown in your example, highlighting destination sort order*

**Adding a Destination**

1. On the destination listing screen, click **Add**.
2. Enter the **Name** (e.g., Dubai), select the **Country**, and choose locations to include.
3. Confirm all selected locations and remove any not needed.
4. Click **Save**.

**Editing a Destination**

* To update a destination’s details or its included locations, click the **Actions** button next to the desired destination, choose **Edit**, make your changes, then **Save**.

**Deleting a Destination**

* To remove a destination entirely, use the **Actions** button and select **Delete**.
* Confirm your choice when prompted.
* Change the **Status** field to activate or deactivate a destination as needed.

**5. See Also**

* [Managing Supplier Data](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Hotel and Services Configuration](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Importing Location Data](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Brand & Sell Channel Setup](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)