**Localization Configuration in moonstride**

*Tailor moonstride’s date, time, and field labels to fit your business and regional preferences—ensuring all communication, bookings, and reports appear in your chosen local format everywhere on the platform.*

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**1. Introduction**

Localization in moonstride enables you to configure input and display formats for dates and times, as well as update the labels for key booking and agent fields. This flexibility supports consistency with regional norms and company standards throughout your system.

**2. Accessing Localization Settings**

**Navigation:** Go to **Administrator > Settings > Localization**.

*Insert screenshot here showing the Localization settings screen.*

All modifications made here will be immediately reflected across the platform—wherever those fields or formats appear.

**3. Configuring Date and Time Formats**

Customise how dates and times are entered and displayed for all users:

* **Date Format**
  + **Input:** Select the format in which users must enter dates (e.g., dd/MM/yyyy for 31/12/2024).
  + **Display:** Choose how entered dates will be presented on screen or in documents (e.g., MM dd yyyy to display as 12 31 2024).
* **Time Format**
  + **Input:** Pick the required input format for time entries (e.g., HH:mm for 14:30).
  + **Display:** Decide how times appear after entry (e.g., hh:mm:tt for 02:30 PM).

*Note: Reference the info panel on the right in the settings screen for the meaning of each date/time acronym.*

*Insert screenshot here of date and time format fields.*

**4. Editing Labels for Bookings and Agent Fields**

Easily update key field labels to match your company processes or language preferences:

* **Booking Labels**
  + Edit names of fields in the “Booking Basic Details” area.
    - *Example:* Change “Internal Reference Number” to “Internal Booking Number.” This new label will then display across all relevant booking screens and reports.
* **Agent Fields Labels**
  + **Company Code Label:** Customise the label for agent/company identification code as it appears in agent records.
  + **Department Code Label (for Manage Account & Tax):** Change the department code label for use in agent account and tax management.
    - *Example:* Rename to “Sage Code” if integrating with Sage accounting.

*Insert screenshot here demonstrating label edit options and their effects on booking and agent screens.*

**5. Saving Your Changes**

Once your formats and labels are set as needed:

1. Review your entries and selections.
2. Click **Save** to apply all changes across the system.

Your updates will be visible wherever dates, times, or re-labelled fields appear within moonstride.

**6. See Also**

* [Branding and Document Customisation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [User Management and Access Rights](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Terms & Conditions Setup](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Using Localization, moonstride lets you present information exactly as your business requires—from date and time formats to the field labels your team and clients see every day. For any help with formatting, or understanding acronyms and options, please refer to the on-screen info in the platform or contact support.